



# DEXTER TOWNSHIP

6880 DEXTER-PINCKNEY ROAD

DEXTER, MI 48130

TELEPHONE: 734-426-3767

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

HARLEY B. RIDER  
SUPERVISOR

DEBRA A. CEO  
CLERK

LIBBY BRUSHABER  
TREASURER

MICHAEL J. COMPTON  
JAMES L. DROLETT

WILLIAM C. GAJEWSKI

MARK D. MESKO  
TRUSTEES

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## Board of Trustees – Meeting Agenda

15 September 2020 - 7:00 PM

*NOTE: In accordance with Governor Whitmer's Executive Orders, 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 will be posted on the Township Website.*

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Supervisor's Remarks / Conflict Of Interest Check**
4. **1<sup>st</sup> Call for Public Comment** *(Comment on items that are not on the agenda. The Board will entertain public comments on agenda items as they come up for discussion.)*
5. **Approval of the Agenda**
6. **Approval of the Minutes of the August 18, 2020 Board of Trustees Meeting (Page 1)**
7. **Consent Agenda** *(Items under the consent agenda are considered routine and/or are budgeted items 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.)*
  - A. **Revised Ordinance Numbers (Page 5)**
  - B. **Revised FOIA Policy (Page 7)**
8. **Reports (Oral presentation)**
  - A. **Broadband Research Committee – Trustee Compton**
  - B. **Western Washtenaw Recycle Authority (WWRA) – Trustee Compton**
9. **Unfinished Business**
  - A. **Re-Zone Request – LaRoe (Wylie Rd.) (Page 9)**
  - B. **New Zoning Ordinance (Page 51)**
10. **New Business**
  - A. **FY 2019/2020 Annual Audit (Page 53 and Previous Distribution)**
  - B. **Set Millage Rates (Page 55)**
    - i. General Fund
    - ii. Fire Services Fund
    - iii. Police Services Fund
  - C. **DAFD Board Representative (Page 59)**
  - D. **2021 Holiday Schedule (Page 61)**
  - E. **Broadband Compensation (Page 63)**
  - F. **Budget Amendments (Page 67)**
11. **Authorization of Payments / Transfer of Funds**
  - A. **General, Fire, Police, Fire Sub-Station, Multi-Lakes Enterprise & Agency Fund Payments – Clerk Debra Ceo (Attachment page 69. Second run to be distributed at Board meeting.)**
  - B. **Transfer of Funds**
12. **2<sup>nd</sup> Call for Public Comment**

**13. Other Issues, Comments and Concerns of Board Members & Staff****14. Future Agenda Items**

- A. Parks Ordinance
- B. North Lake SAD Renewal (After January 2021)
- C. Ordinance #37 Revisions
- D. Single Trash Hauler Ordinance

**15. Adjournment**

The next regularly scheduled monthly meeting of the Dexter Township Board is  
**Tuesday, October 20, 2020 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 71)**
- 2) **Clerk's Report (Page 73)**
- 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 75)**
- 7) **Planning Commission Report (Page 79)**
- 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 (No report)
- 2) Chelsea Area Fire Authority Report (No report)
- 3) Chelsea Area Planning/Dexter Area Regional Team Report (No report)
- 4) **Chelsea District Library Report** (excerpt – full CDL packet available on request) **(Page 81)**
- 5) **Dexter Area Fire Department Report** (excerpt – full DAFD packet available on request) **(Page 91)**
- 6) **Dexter District Library Report (Page 111)**
- 7) Huron River Watershed Council Report (No report)
- 8) Multi-Lakes Sewer Authority Report (Sept meeting cancelled. Next meeting October 1, 2020)
- 9) Portage-Base Sewer Authority Report (No report)
- 10) Washtenaw Area Transportation Study (WATS) Report (August meeting cancelled)
- 11) **Washtenaw Area Value Express (WAVE) Report** (excerpt – full WAVE packet available on request) **(Page 117)**
- 12) Washtenaw Broadband Initiative Report (No report)
- 13) Washtenaw County Road Commission Report (No report)
- 14) Washtenaw County Sheriff Report (To be distributed)
- 15) **Western Washtenaw Recycling Authority Report (Page 121)**

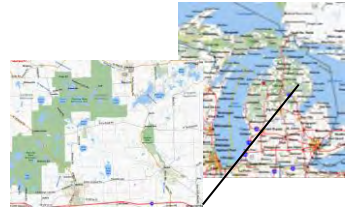
*The Dexter Township Board will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting, to individuals with disabilities at the meeting upon seven days' notice to the Dexter Township Board.*

*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.*

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

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



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REGULAR MEETING OF THE DEXTER TOWNSHIP BOARD

TUESDAY, AUGUST 18, 2020 7:00 PM

*Location: In accordance with the provision and directives of Governor Whitmer's Executive Orders, 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 SEPTEMBER 15, 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. Also, present: David Rohr, Director of Zoning and Planning.

**SUPERVISOR'S REMARK:** The Executive Committee met earlier today and agreed that the Township office will resume five-day-a-week operation right after Labor Day, though the office will remain closed to the public, except by appointment until further notice. We will continue to provide for document exchange in the vestibule. The Executive Committee also discussed the current budget and will be presenting a couple of budget amendment requests to the Board in September. The Road Commission has submitted their sign order, which includes our "Welcome" signs. I have provided them with a list of 16 locations for the Welcome signs.

**1<sup>ST</sup> CALL TO THE PUBLIC:** None

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

**APPROVAL of the MINUTES:** Motion by Brushaber to approve the minutes from the July 21, 2020 Regular Board Meeting with grammar correction. Motion seconded by Drolett. Roll call vote. **Motion carried** (7-0).

**CONSENT AGENDA:** None

## **COMMITTEE REPORTS:**

**Broadband Research Committee:** Trustee Compton, Chair of Dexter Township Broadband Committee, advised the Washtenaw County Broadband Task Force has a meeting on Thursday August 20, 2020 and will check the status of the Comcast grant.

**Western Washtenaw Recycling Authority (WWRA):** Trustee Compton, Chair of WWRA, advised the extra bins have helped the issue with overflow. Also discussed, was looking into a bin at WWRA for plastic bags.

**UNFINISHED BUSINESS:** None

**NEW BUSINESS:**

- A. Approval of Outside Appraiser for MTT case:** Motion by Mesko, to authorize an independent appraisal for the property at 9091 McGregor Road, at an initial cost not to exceed \$5,000, and to authorize the Township Supervisor to select the appraiser after consultation and approval of the Township Assessor and Township Attorney. Motion seconded by Gajewski. Roll call vote. **Motion carried (7-0).**
- B. Zoning Officer - Hiring approval:** Motion by Ceo, to approve hiring Michael Zsenyuk to the position of Zoning Officer retroactive to August 7, 2020, and to further approve the recommendations of the Township Executive Team as they pertain to said employment. Motion seconded by Mesko. Roll call vote. **Motion carried (7-0).**
- C. Resolution Recognizing Albert:** Motion by Rider to approve Resolution 20-582, a resolution honoring and celebrating the 100<sup>th</sup> birthday of Albert Frederick Ruhlig. Motion seconded by Drolett. Roll call vote. **Motion carried (7-0).**

**AUTHORIZATION of PAYMENTS/TRANSFER of FUNDS:**

**A.** Motion by Brushaber to pay bills in the amount of \$57,608.17 from the General Fund, \$68,523.81 from the Fire Fund, \$40,198.50 from the Police Fund, \$3,275.50 from the Agency Fund, and gross payroll in the amount of \$34,814.74. Motion seconded by Compton. Roll call vote. **Motion carried (7-0).**

**B.** Transfer of Funds: None

**2<sup>ND</sup> CALL TO THE PUBLIC:** Michelle Stamboulellis, Resident of Dexter Township, asked if the videos of the Planning Commission and Board of Review meetings could be posted our website.

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

DPZ Rohr: Planning Commission has a Special Meeting schedule for Wednesday, September 2, 2020 reference the Draft Zoning Ordinance.

Meeting adjourned at 7:55 p.m.

**FUTURE AGENDA ITEMS:**

- A. FY 2019/2020 Audit Report
- B. FOIA Policy Update
- C. FY 2020/2021 Budget Amendments
- D. Zoning Ordinance
- E. Ordinance #37 (PDR) Revisions
- F. Single Hauler Trash Ordinance

Respectfully Submitted,

Debra A. Ceo, Clerk

Dexter Township

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**NOTE: THESE ARE DRAFT MINUTES AND ARE SUBJECT TO REVIEW, CORRECTION AND APPROVAL BY  
THE TOWNSHIP BOARD AT THE  
SEPTEMBER 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 18TH DAY OF AUGUST 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 SEPTEMBER 2020.

DEBRA A. CEO, CLERK, DEXTER TOWNSHIP

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# DEXTER TOWNSHIP

## AGENDA ITEM SUMMARY

**MEETING OF:** Township Board of Trustees 15 September 2020

**Agenda Item Title:**

Change Ordinance Numbers on the Marihuana and Fireworks Ordinances

**Submitted by:**

Clerk Ceo

**Explanation of Agenda Item:**

When reviewing files, found there are two (2) Ordinances numbered #40.

**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:**

None

**Staff Comments:**

Reviewing ordinances found the "Truck and Commercial Motor Carrier Traffic and Routes Ordinance" and the "Prohibition of Marihuana Establishments" were both numbered #40. To keep the numbering system in the order the Ordinance was adopted, I am recommending changing "Prohibition of Marihuana Establishments to Ordinance #41 and "Regulate the Use of Fireworks" to Ordinance #42.

Per our attorney we can revise by resolution to fix the numbering.

**Motion/Action/Recommendation:**

**Motion to** approve Resolution #20-XXX, a resolution to change the ordinance # of the Prohibition of Marihuana Establishments to Ordinance #41 and the ordinance # of the "Regulate the Use of Fireworks" to Ordinance #42.

## **Dexter Township Resolution # 20-XXX**

**A resolution to amend the ordinance number of the Prohibition of Marihuana Establishment to Ordinance #41 and the ordinance number of the Regulate the Use of Fireworks to Ordinance #42.**

Be it resolved, the Dexter Township Board, by a vote of the majority at a regular meeting held this 15th day of September, 2020, amends the ordinance number assigned to the Prohibition of Marihuana Establishment to Ordinance #41 and the ordinance number of the Regulate the Use of Fireworks to Ordinance #42.

Resolution offered by Board Member

Resolution seconded by Board Member

Roll call vote:

Yeas –

Nays –

Abstain – None

Absent –

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

The Supervisor declared the resolution adopted

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### **CERTIFICATE**

The undersigned, being the duly elected and acting Clerk of the Township of Dexter hereby certifies that the foregoing resolution was duly adopted at a duly noticed regular meeting of the Dexter Township Board at which a quorum was present on the 15<sup>th</sup> day of September, 2020, and that the members voted thereon as hereinbefore set forth.

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Debra A. Ceo, Clerk





# DEXTER TOWNSHIP

## AGENDA ITEM SUMMARY

### MEETING OF: Township Board of Trustees 15 September 2020

**Agenda Item Title:**

Update Records Inspection and Freedom of Information Act - Policy 01.01.05

**Submitted by:**

Clerk Ceo

**Explanation of Agenda Item:**

The updates to our Records Inspection and FOIA Policy 01.01.05 reflect the changes in the State Law, Public Act 442 of 1976, MCL 15.234. Part of our policy includes the Public Summary of FOIA Procedures and Guidelines Appendix 3, which was also updated.

**Fiscal or Resource Considerations:** YES \_\_\_\_\_ NO xx \_\_\_\_\_

**Does this agenda item require the expenditure of funds?** YES \_\_\_\_\_ NO xx \_\_\_\_\_

**If YES, are funds budgeted?** YES \_\_\_\_\_ NO \_\_\_\_\_

**Are staff or other resources required?** YES \_\_\_\_\_ NO xx \_\_\_\_\_

**Is a budget amendment required?** YES \_\_\_\_\_ NO xx \_\_\_\_\_

**Attachments:**

Records Inspection and FOIA Policy 01.01.05 and Appendix 3 with updates highlighted in red.

**Staff Comments:**

The changes to the FOIA law are to help identify who is requesting the information and sets a timeline for the requesting party to response to the deposit requirement. If the timeline is not met the request will be considered abandoned.

**Motion/Action/Recommendation:**

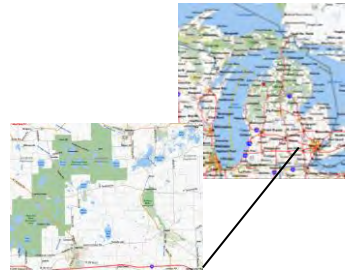
**Motion to authorize** the updates to the Records Inspection and FOIA Policy 01.01.05 to comply with State Law.

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**Harley B. Rider**  
*Supervisor*  
**Debra Ceo**  
*Clerk*  
**Libby Brushaber**  
*Treasurer*  
**Bill Gajewski**  
**Mike Howard,**  
**Carl Lesser,**  
**Jason Maciejewski,**  
*Trustees*

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## **POLICY 01.01.05 – Records Inspection and Freedom of Information Act**

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**DATE APPROVED BY BOARD (Original): 2014 July 15**

**DATE EFFECTIVE (Original): 2014 July 15**

### **REVISION NUMBER: 1**

**DATE APPROVED BY BOARD (Revision): 2016 September 20**

**DATE EFFECTIVE (Revision): 2016 September 20**

### **REVISIONS NUMBER: 2**

**DATE APPROVED BY BOARD (Revision): 2020 September 15**

**DATE EFFECTION (Revision): 2020 September 15**

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Signature – Township Supervisor

Signature – Township Clerk

- I. POLICY:** It is the policy of Dexter Township that government should be open and fully transparent. As such, members of the public, except for those persons incarcerated in state and local correctional facilities, have a right to access to the records of Dexter Township in full compliance with applicable statutes, with reasonable limitations on when and how records can be viewed so as to balance the rights of the public within the abilities of Township officials and staff to serve the needs of the Township. The Township's policy with respect to FOIA requests is to comply with State Law.

The Michigan Penal Code states: "Any officer having the custody of any county, city, or township records in this state who shall when requested fail or neglect to furnish proper and reasonable facilities for the inspection and examination of the records and files in his or her office and for making memoranda of transcripts therefrom during the usual business hours, which shall not be less than 4 hours per day, to any person having occasion to make examination of them for any lawful purpose is guilty of a misdemeanor punishable by imprisonment for not more than 1 year or a fine of not more than \$1,000.00. The custodian of said records and files may make such reasonable rules with reference to the inspection and examination of them as shall be necessary for the protection of said records and files and to prevent interference with the regular discharge of the duties of such officer. The officer shall prohibit the use of pen and ink in making copies or notes of records and files in his or her office. No books, records, and files shall be removed from the office of the custodian thereof, except by the order of

the judge of any court of competent jurisdiction, or in response to a subpoena duces tecum issued therefrom, or for audit purposes ... with the permission of the official having custody of the records if the official is given a receipt listing the records being removed.” (MCL 750.492)

The Freedom of Information Act (FOIA) gives the public “a right to inspect, copy, or receive copies” of public records. The FOIA also requires: “(3) A public body shall furnish a requesting person a reasonable opportunity for inspection and examination of its public records, and shall furnish reasonable facilities for making memoranda or abstracts from its public records during the usual business hours. A public body may make reasonable rules necessary to protect its public records and to prevent excessive and unreasonable interference with the discharge of its functions. A public body shall protect public records from loss, unauthorized alteration, mutilation, or destruction.” (MCL 15.233)

## **II. DEFINITIONS**

### **A. F.O.I.A Coordinator**

- 1 The Township Clerk shall be the Freedom of Information Coordinator and shall be responsible for directing and/or delegating Township staff in the compliance with requests for records. Adoption of this policy by the Township Board shall serve as official designation by the Board of the F.O.I.A. Coordinator.
- 2 In the absence of the Township Clerk, the Deputy Clerk shall serve as the F.O.I.A. Coordinator.
- 3 In the absence of both the Clerk and the Deputy Clerk, the senior Office Manager or designee shall serve as the F.O.I.A. Coordinator and shall immediately report all F.O.I.A. requests to the Clerk, or the Deputy Clerk.

### **B. Records**

- 1 As used in this policy, “records” includes all papers, maps, photographs, machine readable materials, or other documentary materials, regardless of physical form or characteristics, made or received by Dexter Township, its officials and employees in connection with the transaction of Township business and preserved or appropriate for preservation by Dexter Township as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of Dexter Township or because of the informational value of data in them.
- 2 “Records” do not include items received by Dexter Township from other governmental agencies which originated the documents, or forwarded the documents to Dexter Township, when said documents in the custody of Dexter Township are copies of documents originating by other governmental agencies.
- 3 The Township has no obligation to create a record that doesn’t exist at the time of a request.

### **III. PROCEDURE**

#### **A. Applicable Statutes (NOTE: The statutes listed below are by way of example, but not limitation)**

- 1 Freedom of Information Act: Public Act 442 of 1976, as amended (MCL 15.321 et seq)
- 2 General Property Tax Act: Public Act 206 of 1893, as amended (MCL 211.1 et seq)
- 3 Michigan Penal Code: Public Act 328 of 1931, as amended (specifically MCL 750.492)
- 4 Bullard-Plawecki Employee Right to Know Act: Public Act 397 of 1978, as amended (MCL 423.501, et seq)

#### **B. Costs/Fees – General**

- 1 Per MCL 15.2342) “A public record search shall be made and a copy of a public record shall be furnished without charge for the first \$20.00 of the fee for each request to an individual who is entitled to information under this act and who submits an affidavit stating that the individual is then receiving public assistance or, if not receiving public assistance, stating facts showing the inability to pay because of indigency”. Said affidavit shall be filed with the FOIA Coordinator.
- 2 Per MCL 15.234(3), as amended, the Township shall not charge “for the cost of search, examination, review, and the deletion and separation of exempt from nonexempt information...unless failure to charge a fee would result in unreasonably high cost to the [Township] because of the nature of the request in the particular instance, and the [Township] specifically identifies the nature of these unreasonably high costs”.
  - a. “Unreasonably high cost” shall mean if overtime pay, or pay for calling in a staff member who was not otherwise scheduled to work at the time of complying with the request, if such additional pay was necessary to comply with the request and the statute.
  - b. It is expected that a Township salaried elected official shall facilitate any required separation and/or redaction, in which case no additional cost would be incurred. However, if legal advice and/or review is necessary for compliance, that cost may be charged in accordance with MCL 15.234.

#### **C. Inspection of Records**

- 1 Notice
  - a. In the interest of expedient service to the public, staff shall endeavor to provide supervised inspection of records when requested, providing the operations of Dexter Township are not negatively impacted.
  - b. If adequate staff is not available at the time of request, the Executive Committee shall make adequate staff available to honor the request within two (2) business days following the request.

## 2 Forms (FOIA)

- a. The Township shall provide forms for requests to inspect/produce records. The form shall specify the following:
  - (1) Date of request
  - (2) Name of requester, **address and contact information (phone number or email address of requestor).**
  - (3) Description of record(s) the requester wishes to inspect
  - (4) Whether or not copies are requested
  - (5) Whether or not the request is granted in full or in part, and if not granted or partially granted, the reason(s) for not fully granting the request
  - (6) Name and title of Township personnel receiving the form
  - (7) Date inspection was facilitated
- b. Notwithstanding the above, requests made specifically under the FOIA may be made in any written form, providing the request contains all information in (1) through (3) above.

## 3 Supervision

- a. Township staff shall at all times be in the direct proximity of the records during inspection. Direct proximity includes the general central office area when records are being inspected in the conference room.
- b. Inspection of simple records (generally one or two pages) may be facilitated at the front counter, at the discretion of the staff member facilitating the request.
- c. Inspection of more detailed or extensive records shall be facilitated in the conference room, with all blinds and doors fully open, or in the office of an official providing direct supervision when that official is present in said office.

## 4 Cost(s)

- a. The Township may charge the applicant the hourly rate of lowest paid Township employee capable of doing the work in the specific fee category, regardless of who actually performs the work. Charges will be in increments of 15 minutes or more, with all partial time increments rounded down. If the time involved is less than 15 minutes. There will be no charge. Time shall include retrieving, sorting, redacting (see "III.B.2" above), copying (if necessary), supervision, and re-filing the record(s), and recordkeeping relative to compliance with the request

## D. Production of Records

- 1 Notice – Except as otherwise may be provided for in the Freedom of Information Act, the Township shall comply with requests for production of records within five (5) business days following the receipt of the request. If a request for a public record is received by fax or email, the request is deemed to have been received on the following business day.

## 2 Forms (FOIA)

- a. The Township shall provide forms for requests to inspect/produce records. The forms shall specify the following:
  - (1) Date of request
  - (2) Name of requester, **address and contact information (phone number or email address of the requestor).**
  - (3) Description of record(s) the requester wishes to inspect
  - (4) Whether or not copies are requested
  - (5) Whether or not the request is granted in full or in part, and if not granted or partially granted, the reason(s) for not fully granting the request
  - (6) Name and title of Township personnel receiving the form
  - (7) Date production of record(s) was facilitated
- b. Notwithstanding the above, requests made specifically under the FOIA may be made in any written form, providing the request contains all information in (1) through (3) above. However, the FOIA Coordinator shall attach the Township form to the request and shall ensure that the Township form is completed.

## 3 Cost(s)

- a. The following shall be provided to the requester at no cost:
  - (1) Assessing and tax records pertaining to property owned by the requesting party, limited to not more than four (4) pages/copies per request, per property, per calendar month.
  - (2) Copies of the requesting party's Voter Registration Master Card.
  - (3) Duplicate of the requesting party's Voter Identification Card.
  - (4) Copies of minutes of any Township body, limited to one set of minutes per request per calendar month.
  - (5) Records submitted electronically via email, if producing and sending the record, along with any associated recordkeeping, takes five (5) minutes or less.
- b. The Township may charge for copies of the following records in accordance with the provisions of the FOIA:
  - (1) Records exceeding the quantity limitations in (1) and (4) above, up to and including twelve (12) total pages/copies.
  - (2) Records submitted electronically via email, if producing and sending the record, along with any associated recordkeeping, takes longer than **15** ~~5~~ minutes.
- c. The Township SHALL charge for copies of the following records in accordance with the provisions of the FOIA:
  - (1) Records exceeding twelve (12) total pages/copies.
  - (2) Records that require off-site reproduction due to size or volume.

- d. The cost for record production shall be calculated as follows:
  - (1) Reproduced on-site:
    - (a) Actual cost of paper and/or labels, based on most recent purchase invoice.
    - (b) Cost of any per-page/copy charge for Township copier.
    - (c) Actual cost of postage, envelopes, labels, etc., for mailing the copies.
    - (d) Hourly rate of lowest paid Township employee capable of doing the work in the specific fee category, regardless of who actually performs the work. Charges will be in increments of 15 minutes or more, with all partial time increments rounded down. If the time involved is less than 15 minutes there will be no charge. Time shall include retrieving, sorting, redacting (see "III.B.2" above), copying, mailing, and re-filing the record(s), and recordkeeping relative to compliance with the request.
  - (2) Reproduced off-site:
    - (a) Actual cost of off-site reproduction.
    - (b) Round trip mileage to deliver and retrieve documents and copies, charged at the prevailing Township mileage rate as set annually by Board resolution.
    - (c) Actual cost of postage, envelopes, labels, etc., for mailing the copies.
    - (d) Hourly rate of lowest paid Township employee capable of doing the work in the specific fee category, regardless of who actually performs the work. Charges will be in increments of 15 minutes or more, with all partial time increments rounded down. Time shall include retrieving, sorting, redacting, delivering, picking up, mailing, and re-filing the record(s), and recordkeeping relative to compliance with the request.
- e. Cost to requesting party and mailing copies
  - (1) The Township shall notify the requesting party when the copies are ready for pickup. However, the copies shall not be delivered to the requesting party, or placed in the mail to the party, until all costs have been paid in full, except as provided in III.B.1 above.
  - (2) The requesting party shall be liable for the cost for record production whether or not the party picks up the copies.
- 4 Deposit – If the FOIA Coordinator estimates that the cost of production of the records and/or copies will exceed \$50.00, the requesting party shall be required to provide the Township with a good faith deposit of up to one-half (1/2) of the estimated fee before the Township produces the record or makes any copies. **If the Township does not receive the requested deposit by the date specified by the Township in the deposit notice the Township will consider the request abandoned. The specific date will be 48 days after notice is sent.**



**E. Township Personnel Records**

- 1 The Township shall not provide personnel records to any person, group or agency not specifically entitled by statute or by order of a court of competent jurisdiction, unless the individual employee has personally provided a signed release to the Township Clerk authorizing the release of his/her personnel record, or any portion thereof.
- 2 Township personnel shall provide the utmost security of personal data, including, but not limited to, Social Security numbers.
- 3 The Township shall comply with the MCL 423.501, as amended, known as the "Bullard-Plawecki employee right to know act".
- 4 Personnel Record Maintenance and access
  - a. Personnel records shall be maintained under lock and key in the office of the Township Clerk.
  - b. Only the Township Clerk, Deputy Clerk and Senior Office Manager shall have access to the Personnel Records, except as may otherwise be stated elsewhere in this policy or by statute.
- 5 Employee review of personnel record
  - a. Employees shall be permitted to review their own personnel record up to twice each calendar year, in accordance with the provisions of MCL 423.503.
  - b. Employees shall be entitled to a copy of their own personnel record at no cost to the employee once each calendar year. Copies more often than once each calendar year are subject to costs as provided in III.D above.

**F. Exceptions**

- 1 The Freedom of Information Act (15.243 sec. 13) specifies that certain public records are exempt from disclosure, including, but not limited to, the following:
  - a. Information of a personal nature if public disclosure of the information would constitute a clearly unwarranted invasion of an individual's privacy.
  - b. Records or information specifically described and exempted from disclosure by statute.
  - c. A public record or information described in this section that is furnished by the public body originally compiling, preparing, or receiving the record or information to a public officer or public body in connection with the performance of the duties of that public officer or public body, if the considerations originally giving rise to the exempt nature of the public record remain applicable.
  - d. Trade secrets or commercial or financial information voluntarily provided to an agency for use in developing governmental policy if:
    - (1) The information is submitted upon a promise of confidentiality by the public body.

- (2) The promise of confidentiality is authorized by the chief administrative officer of the public body or by an elected official at the time the promise is made.
  - (3) A description of the information is recorded by the public body within a reasonable time after it has been submitted, maintained in a central place within the public body, and made available to a person upon request. This subdivision does not apply to information submitted as required by law or as a condition of receiving a governmental contract, license, or other benefit.
- e. Information or records subject to the attorney-client privilege.
- f. Information or records subject to the physician-patient privilege, the psychologist-patient privilege, the minister, priest, or Christian Science practitioner privilege, or other privilege recognized by statute or court rule.
- g. A bid or proposal by a person to enter into a contract or agreement, until the time for the public opening of bids or proposals, or if a public opening is not to be conducted, until the deadline for submission of bids or proposals has expired.
  - (1) Appraisals of real property to be acquired by the public body until either of the following occurs:
    - (2) An agreement is entered into.
    - (3) Three years have elapsed since the making of the appraisal, unless litigation relative to the acquisition has not yet terminated.
- h. Test questions and answers, scoring keys, and other examination instruments or data used to administer a license, public employment, or academic examination, unless the public interest in disclosure under this act outweighs the public interest in nondisclosure.
- i. Medical, counseling, or psychological facts or evaluations concerning an individual if the individual's identity would be revealed by a disclosure of those facts or evaluation, including protected health information, as defined in 45 CFR 160.103.
- j. Communication and notes within a public body or between public bodies of an advisory nature to the extent that they cover other than purely factual materials and are preliminary to a final agency determination of policy or action. This exemption does not apply unless the public body shows that in the particular instance the public interest in encouraging frank communication between officials and employees of public bodies clearly outweighs the public interest in disclosure. This exemption does not constitute an exemption under state law for purposes of section 8(h) of the open meetings act, 1976 PA 267, MCL 15.268. As used in this subdivision, "determination of policy or action" includes a determination relating to collective bargaining, unless the public record is otherwise required to be made available under 1947 PA 336, MCL 423.201 to 423.217.

- k. Records of law enforcement communication codes, or plans for deployment of law enforcement personnel, that if disclosed would prejudice a public body's ability to protect the public safety unless the public interest in disclosure under this act outweighs the public interest in nondisclosure in the particular instance.
- l. Information that would reveal the exact location of archaeological sites.
- m. Testing data developed by a public body in determining whether bidders' products meet the specifications for purchase of those products by the public body, if disclosure of the data would reveal that only 1 bidder has met the specifications. This subdivision does not apply after 1 year has elapsed from the time the public body completes the testing.
- n. Records of a campaign committee including a committee that receives money from a state campaign fund.
- o. Unless the public interest in disclosure outweighs the public interest in nondisclosure in the particular instance, public records of a law enforcement agency, the release of which would do any of the following:
  - (1) Identify or provide a means of identifying an informant.
  - (2) Identify or provide a means of identifying a law enforcement undercover officer or agent or a plain clothes officer as a law enforcement officer or agent.
  - (3) Disclose the personal address or telephone number of active or retired law enforcement officers or agents or a special skill that they may have.
  - (4) Disclose the name, address, or telephone numbers of family members, relatives, children, or parents of active or retired law enforcement officers or agents.
  - (5) Disclose operational instructions for law enforcement officers or agents.
  - (6) Reveal the contents of staff manuals provided for law enforcement officers or agents.
  - (7) Endanger the life or safety of law enforcement officers or agents or their families, relatives, children, parents, or those who furnish information to law enforcement departments or agencies.
  - (8) Identify or provide a means of identifying a person as a law enforcement officer, agent, or informant.
  - (9) Disclose personnel records of law enforcement agencies.
  - (10) Identify or provide a means of identifying residences that law enforcement agencies are requested to check in the absence of their owners or tenants.
- p. Except as otherwise provided in this subdivision, records and information pertaining to an investigation or a compliance conference conducted by the department under article 15 of the public health code, 1978 PA 368, MCL 333.16101 to 333.18838, before a complaint is issued. This subdivision does not apply to records or information pertaining to 1 or more of the following:

- (1) The fact that an allegation has been received and an investigation is being conducted, and the date the allegation was received.
  - (2) The fact that an allegation was received by the department; the fact that the department did not issue a complaint for the allegation; and the fact that the allegation was dismissed.
- q. Records of a public body's security measures, including security plans, security codes and combinations, passwords, passes, keys, and security procedures, to the extent that the records relate to the ongoing security of the public body.
  - r. Records or information relating to a civil action in which the requesting party and the public body are parties.
  - s. Information or records that would disclose the Social Security number of an individual.
  - t. Records or information of measures designed to protect the security or safety of persons or property, whether public or private, including, but not limited to, building, public works, and public water supply designs to the extent that those designs relate to the ongoing security measures of a public body, capabilities and plans for responding to a violation of the Michigan anti-terrorism act, chapter LXXXIII-A of the Michigan penal code, 1931 PA 328, MCL 750.543a to 750.543z, emergency response plans, risk planning documents, threat assessments, and domestic preparedness strategies, unless disclosure would not impair a public body's ability to protect the security or safety of persons or property or unless the public interest in disclosure outweighs the public interest in nondisclosure in the particular instance.

**IV. APPLICATION** – This policy and all provisions contained herein are applicable to all township elected officials; appointed officials; staff, board, commission and committee members; and contractors; and others as may be enumerated or designated by statute.

**V. APPEAL**- If a requestor believes that all or a portion of a public record has not been disclosed he or she may appeal to the Township Board by filing an appeal of the denial with the office of the Clerk. The appeal must be in writing stating the word “appeal” and identify the reason. If a requestor believes the fee charged to process the FOIA request exceeds that amount permitted by law or under this policy, he or she must first appeal to the Township Board.

**VI. RETENTION**- The Freedom of Information Act Coordinator shall keep a copy of all written requests for public record on file for no less than 1 year (MCL15.233 sec.3).

**VII. APPENDIX**

Appendix 1: FOIA Summary of Cost

Appendix 2: FOIA Detailed Cost

Appendix 3: FOIA Public Summary of Procedures

Appendix 4: FOIA Request Form

Appendix 5: Extend Response Time Request Form

Appendix 6: Denial of FOIA Request Form

Appendix 7: Appeal Denial of Records Form

Appendix 8: Appeal Excess Fee Form

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# Dexter Township

## Public Summary of FOIA Procedures and Guidelines

Consistent with the Michigan Freedom of Information Act (FOIA), Public Act 442 of 1976, the following is the Written Public Summary of the Township's FOIA Procedures and Guidelines relevant to the general public.

This is only a summary of Dexter Township's FOIA Procedures and Guidelines. For more details and information, copies of Dexter Township's FOIA Procedures and Guidelines are available at no charge at the Township office and on the Township's website: [www.dextertownship.org](http://www.dextertownship.org).

### 1. How do I submit a FOIA request to the Township?

- A request must sufficiently describe a public record so as to enable the Township to find it.
- Request must include the name address and contact information (phone number or email address) of the requestor.
- Please include the words "FOIA" or "FOIA Request" in the request to assist the Township in providing a prompt response.
- Requests to inspect or obtain copies of public records prepared, owned, used, possessed or retained by the Township may be submitted on the Township's FOIA Request Form, in any other form of writing (letter, fax, email, etc.), or by verbal request. Any verbal request will be documented by the Township on the Township's FOIA Request Form.
- Written requests may be delivered to the Township Hall in person or by mail: Dexter Township Clerk at 6880 Dexter Pinckney Road, Dexter, Michigan 48130
- Requests may be faxed to: (734) 426-3833. To ensure a prompt response, faxed requests should contain the term "FOIA" or "FOIA Request" on the first/cover page.
- Requests may be emailed to: [clerk@dextertownship.org](mailto:clerk@dextertownship.org). To ensure a prompt response, email requests should contain the term "FOIA" or "FOIA Request" in the subject line.

### 2. What kind of response can I expect to my request?

- Within 5 business days after receiving a FOIA request the Township will issue a response. If a request is received by fax or email, the request is deemed to have been received on the following business day. The Township will respond to your request in one of the following ways:
  - Grant the request,
  - Issue a written notice denying the request,
  - Grant the request in part and issue a written notice denying in part the request,
  - Issue a notice indicating that due to the nature of the request the Township needs an additional 10 business days to respond, or
  - Issue a written notice indicating that the public record requested is available at no charge on the Township's website

- If the request is granted, or granted in part, the Township will ask that payment be made for the allowable fees associated with responding to the request before the public record is made available.
- If the cost of processing the request is expected to exceed \$50, or if you have not paid for a previously granted request, the Township will require a deposit before processing the request.

### **3. What are the Township's deposit requirements?**

- If the Township has made a good faith calculation that the total fee for processing the request will exceed \$50.00, the Township will require that you provide a deposit in the amount of 50% of the total estimated fee. **If the Township does not receive the requested deposit by the date specified by the Township in the deposit notice the Township will consider the request abandoned. The specific date will be 48 days after the notice is sent.** When the Township requests the deposit, it will provide you a non-binding best efforts estimate of how long it will take to process the request after you have paid your deposit.
- If the Township receives a request from a person who has not paid the Township for copies of public records made in fulfillment of a previously granted written request, the Township will require a deposit of 100% of the estimated processing fee before it begins to search for the public record for any subsequent written request when **all** of the following conditions exist:
  - The final fee for the prior written request is not more than 105% of the estimated fee;
  - The public records made available contained the information sought in the prior written request and remain in the Township's possession;
  - The public records were made available to the individual, subject to payment, within the best effort time frame estimated by the Township to provide the records;
  - Ninety (90) days have passed since the Township notified the individual in writing that the public records were available for pickup or mailing;
  - The individual is unable to show proof of prior payment to the Township; and
  - The Township has calculated an estimated detailed itemization that is the basis for the current written request's increased fee deposit.
- The Township will not require the 100% estimated fee deposit if any of the following apply:
  - The person making the request is able to show proof of prior payment in full to the Township;
  - The Township is subsequently paid in full for all applicable prior written requests; or
  - Three hundred sixty five (365) days have passed since the person made the request for which full payment was not remitted to the Township.

### **4. How does the Township calculate FOIA processing fees?**

The Michigan FOIA statute permits the Township to charge for the following costs associated with processing a request:

- Labor costs associated with copying or duplication, which includes making paper copies, making digital copies, or transferring digital public records to non-paper physical media or through the Internet.
- Labor costs associated with searching for, locating and examining a requested public record, when failure to charge a fee will result in unreasonably high costs to the Township.



- Labor costs associated with a review of a record to separate and delete information exempt from disclosure, when failure to charge a fee will result in unreasonably high costs to the Township.
- The cost of copying or duplication, not including labor, of paper copies of public records. This may include the cost for copies of records already on the township's website if you ask for the township to make copies.
- The cost of computer discs, computer tapes or other digital or similar media when the requester asks for records in non-paper physical media. This may include the cost for copies of records already on the township's website if you ask for the township to make copies.
- The cost to mail or send a public record to a requestor.

#### **Labor Costs**

- All labor costs will be estimated and charged in 15-minute increments, with all partial time increments rounded down. If the time involved is less than 15 minutes, there will be no charge.
- Labor costs will be charged at the hourly wage of the lowest-paid Township employee capable of doing the work in the specific fee category, regardless of who actually performs work.
- Contracted labor costs will be charged at the hourly rate of \$48.90 (6 times the state minimum hourly wage)

A labor cost will not be charged for the search, examination, review and the deletion and separation of exempt from nonexempt information unless failure to charge a fee would result in unreasonably high costs to the Township. Costs are unreasonably high when they are excessive and beyond the normal or usual amount for those services compared to the Township's usual FOIA requests, because of the nature of the request in the particular instance. The Township must specifically identify the nature of the unreasonably high costs in writing.

#### **Copying and Duplication**

The Township must use the most economical method for making copies of public records, including using double-sided printing, if cost-saving and available.

#### ***Non-paper Copies on Physical Media***

- The cost for records provided on non-paper physical media, such as computer discs, computer tapes or other digital or similar media will be at the actual and most reasonably economical cost for the non-paper media.
- This cost will be charged only if the Township has the technological capability necessary to provide the public record in the requested non-paper physical media format.

#### ***Paper Copies***

- Paper copies of public records made on standard letter (8 ½ x 11) or legal (8 ½ x 14) sized paper will not exceed \$.10 per sheet of paper.
- Copies for non-standard sized sheets will reflect the actual cost of reproduction.

#### **Mailing Costs**

- The cost to mail public records will use a reasonably economical and justified means.
- The Township may charge for the least expensive form of postal delivery confirmation.
- No cost will be made for expedited shipping or insurance unless you request it.

- 

## **Waiver of Fees**

The cost of the search for and copying of a public record may be waived or reduced if in the sole judgment of the FOIA Coordinator a waiver or reduced fee is in the public interest because it can be considered as primarily benefitting the general public. The township board may identify specific records or types of records it deems should be made available for no charge or at a reduced cost.

### **5. How do I qualify for an indigence discount on the fee?**

The Township will discount the first \$20.00 of fees for a request if you submit an affidavit stating that you are:

- Indigent and receiving specific public assistance; or
- If not receiving public assistance, stating facts demonstrating an inability to pay because of indigence.

You are **not** eligible to receive the \$20.00 discount if you:

- Have previously received discounted copies of public records from the Township twice during the calendar year; or
- Are requesting information on behalf of other persons who are offering or providing payment to you to make the request.

### **6. May a nonprofit organization receive a discount on the fee?**

A nonprofit organization advocating for developmentally disabled or mentally ill individuals that is formally designated by the state to carry out activities under subtitle C of the federal developmental disabilities assistance and bill of rights act of 2000, Public Law 106-402, and the protection and advocacy for individuals with mental illness act, Public Law 99-319, may receive a \$20.00 discount if the request meets all of the following requirements in the Act:

- Is made directly on behalf of the organization or its clients.
- Is made for a reason wholly consistent with the mission and provisions of those laws under section 931 of the mental health code, 1974 PA 258, MCL 330.1931.
- Is accompanied by documentation of its designation by the state, if requested by the public body.

### **7. How may I challenge the denial of a public record or an excessive fee?**

#### **Appeal of a Denial of a Public Record**

If you believe that all or a portion of a public record has not been disclosed or has been improperly exempted from disclosure, you may appeal to the Township Board by filing a written appeal of the denial with the office of the Township Supervisor (*or “clerk” or “FOIA Coordinator,” etc.*).

The appeal must be in writing, specifically state the word “appeal,” and identify the reason or reasons you are seeking a reversal of the denial.

Within 10 business days of receiving the appeal the Township Board will respond in writing by:

- Reversing the disclosure denial;
- Upholding the disclosure denial; or

- Reverse the disclosure denial in part and uphold the disclosure denial in part.

Whether or not you submitted an appeal of a denial to the Township Board, you may file a civil action in Washtenaw County Circuit Court within 180 days after the Township's final determination to deny your request. If you prevail in the civil action the court will award you reasonable attorneys' fees, costs and disbursements. If the court determines that the Township acted arbitrarily and capriciously in refusing to disclose or provide a public record, the court shall award you damages in the amount of \$1,000.

#### **Appeal of an Excess FOIA Processing Fee**

If you believe that the fee charged by the Township to process your FOIA request exceeds the amount permitted by state law, you must first appeal to the Township Board by filing a written appeal for a fee reduction to the office of the Township Supervisor (*or "clerk" or "FOIA Coordinator," etc.*).

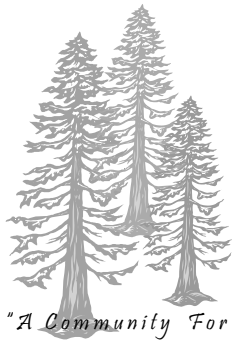
The appeal must specifically state the word "appeal" and identify how the required fee exceeds the amount permitted.

Within 10 business days after receiving the appeal, the Township Board will respond in writing by:

- Waiving the fee;
- Reducing the fee and issue a written determination indicating the specific basis that supports the remaining fee;
- Upholding the fee and issue a written determination indicating the specific basis that supports the required fee; or
- Issuing a notice detailing the reason or reasons for extending for not more than 10 business days the period during which the Township Board will respond to the written appeal.

Within 45 days after receiving notice of the Township Board's determination of the processing fee appeal, you may commence a civil action in Washtenaw County Circuit Court for a fee reduction. If you prevail in the civil action by receiving a reduction of 50% or more of the total fee, the court may award all or appropriate amount of reasonable attorneys' fees, costs and disbursements. If the court determines that the Township acted arbitrarily and capriciously by charging an excessive fee, court may also award you punitive damages in the amount of \$500.

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# DEXTER TOWNSHIP

## PLANNING & ZONING

6880 DEXTER-PINCKNEY ROAD  
DEXTER, MI 48130

TELEPHONE: 734-426-3767

FAX: 734-426-3833

DPZ@DEXTERTOWNSHIP.ORG

WWW.DEXTERTOWNSHIP.ORG

DATE: September 3, 2020  
TO: Dexter Township Board of Trustees  
FROM: David Rohr, Director of Planning & Zoning  
RE: (20-PC-202) LaRoe/Rezone Request

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### MEMORANDUM

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#### **Petition Narrative**

The Township has received an application for a zoning map amendment of a roughly 10.08-acre parcel from Agricultural (AG) to Rural Residential (RR). The applicant wishes to rezone the property to allow for residential development.

The Planning Commission held a public hearing for (20-PC-202) LaRoe at its June 23, 2020 meeting. Members of the public were present and letters were received. The Planning Commission forwarded the petition to the Board of Trustees with an unfavorable recommendation, by a 5-2 vote.

The Board of Trustees considered the petition at their July 14, 2020, meeting. The Board of Trustees remanded the petition back to the Planning Commission for further consideration of two specific issues:

1. Consider the use of new draft Zoning Ordinance 'Official Zoning Map' approved by the Board.
2. Look at all six 10-acre parcels (60 acres) as a whole and the development precedent that may be set.

The Planning Commission held a second public hearing for (20-PC-202) LaRoe at its August 25, 2020, meeting. *(Additional public notice was not provided, as the Board of Trustees had remanded it back with a specific date and time.)* Members of the public were present and letters were received. Following the public hearing, the Planning Commission forwarded the petition with a favorable recommendation, by a 7-0 vote. That resolution is attached.



### **Decision Criteria**

The Zoning Enabling Act provide little direction for communities, their zoning ordinances, or their legislative bodies to consider when reviewing zoning map amendments. It states, *“The legislative body of a local unit of government may provide by ordinance for the manner in which the regulations and boundaries of districts or zones shall be determine and enforced or amended or supplemented. Amendments or supplements to the zoning ordinance shall be adopted in the same manner as provided under this act for the adoption of the original ordinance.” (MCL 125.3202(1))*

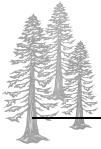
The Board of Trustees, as part of the Zoning Ordinance adopted in 2003, developed criteria to provide guidance for amendment of the zoning ordinance (*text and map*). Those criteria, listed below, are located in §5.04(D) of the Zoning Ordinance.

In reviewing any application for an amendment to this Ordinance, the Planning Commission shall identify and evaluate all factors relevant to the application. Findings of fact shall be gathered and shall be made a part of the public records of the meetings of the Planning Commission. The matters to be considered by the Planning Commission shall include, but shall not necessarily be limited to, the following:

- a. What, if any, identifiable conditions related to the application have changed which justify the proposed amendment?
- b. What are the precedents and the possible effects of such precedent which might result from the approval or denial of the application?
- c. What is the impact of the amendment on the ability of the Township and other governmental agencies to provide adequate public services and facilities, and/or programs that might reasonably be required in the future if the proposed amendment is adopted?
- d. Does the proposed district change adversely affect environmental conditions, or the value of the surrounding property?
- e. Does the proposed district change generally comply with the adopted General Development Plan, and the existing and planned future land use of adjoining municipalities?
- f. Is the property in question able to be put to a reasonable economic use in the zoning district in which it is presently located?

These decision criteria are different from those for variances because it is not necessary that all of the criteria (*or any, according to the text*) be true and other criteria can also be considered.

The Planning Commission’s resolution for a favorable recommendation outlines how, after reviewing the available documents, information, and public comments, the petition either meets or does not meet the above matters of consideration. The Planning Commission found answers for a favorable recommendation for all of the above criteria and an answer for an unfavorable criterion for one of the above criteria.



### **Action**

At this time, the Board of Trustees may:

- 1) Act on the Planning Commission's recommendation to approve the zoning map amendment;
- 2) Act contrary to the Planning Commission's recommendation and deny the zoning map amendment;
- 3) Postpone action to a later date; or
- 4) Remand the petition back to the Planning Commission for further review.

If the Board of Trustees decides to postpone action, it should have a reason for doing so, such as the need to gather additional information, a request of the applicant, etc. If the petition is remanded to the Planning Commission, the Board of Trustees should identify areas of concern or additional information that the Board of Trustees wishes to have addressed or provided in order for it to be able to take action.

The Planning Commission has held a public hearing, as required by the Zoning Enabling Act and the Zoning Ordinance. The Board of Trustees may, at its discretion, receive public comment at its meeting, but is not required to do so.

### **Attachments**

Included in this report are the following materials:

- Planning Commission Staff Report, dated June 3, 2020
- Planning Commission minutes, dated August 25, 2020.
- Planning Commission Resolution, approved August 25, 2020
- Letters of support
- Additional Aerial

Please contact this office with any additional questions.

David Rohr

Director of Planning & Zoning

Dexter Township



**(20-PC-202) LaRoe** petition for a **zoning map amendment**. Proposed zone change is from Agriculture (AG) to Rural Residential (RR). Property is located at 4585 Wylie Rd. Section 36 of Dexter Twp. (D-04-36-200-003).

<b>Existing Zoning:</b>	<p>Agricultural (AG)</p> <p><i>It is the intent of the Agriculture District to preserve, encourage, and provide opportunities for agriculture and the retention of land areas in Dexter Township which are well-suited for production of food and fiber, while also providing opportunities for comparatively low-density rural residential lifestyles and development patterns which encourage the preservation of open spaces, including farmland, and other natural resources of the Township and the Township's rural character. The intent of the Agriculture District is to provide opportunities for the conversion of farmland and vacant land to residential use of an overall rural character where farming may no longer be viable or desirable to the landowner. Dexter Township is characterized by extensive natural resources including, but not limited to, woodlands, wetlands, water courses, and hillsides. Many of these resources play important environmental benefits, including wildlife habitats, recreation, flood control, and water purification, and water retention and groundwater recharge areas, and support the desired rural character of the community. The intent of this District is to provide opportunities for comparatively-low density residential development in a manner which encourages the preservation of both the quantity and quality of these resources.</i></p>
<b>Existing Land Use:</b>	Single-family house
<b>Future Land Use Map:</b>	<p>Rural Residential</p> <p><i>It is the primary intent of the Rural Residential District to encourage and provide opportunities for comparatively low-density residential lifestyles and development patterns which encourage the preservation of open spaces, including farmland, and other natural resources of the Township and the Township's rural character. Dexter Township is characterized by extensive natural resources including, but not limited to woodlands, wetlands, water courses, and hillsides. Many of these resources play important environmental benefits including wildlife habitats, recreation, flood control and water purification, and support the desired rural character of the community. The intent of this District is to provide opportunities for comparatively low-density residential development in a manner which encourages the preservation of both the quantity and quality of these resources.</i></p>
<b>Area:</b>	439,084 square feet, 10.08 acres

	North	East	South	West
<b>Surrounding Zoning</b>	Agriculture (AG)	Rural Residential (RR)	Agriculture (AG)	Rural Residential (RR)
<b>Surrounding Land Uses</b>	Single-family house, Agricultural field	single-family house	single-family house	single-family house
<b>Future Land-Use Map</b>	Rural Residential	Rural Residential	Rural Residential	Rural Residential

### **Project Narrative:**

*Applicant petitions for a zoning map amendment of one (1) tract of land. Proposed zone change is from Agriculture (AG) to Rural Residential (RR).*

The proposed parcel. "Parent Parcel" has a frontage of 300 feet along Wylie Rd. and a lot area of 10.08 acres. The proposed future splits would result in three (3) separate parcels. Parcel sizes would be:

- Parcel one (parent parcel) = 4.62 acres (gross)
- Parcel two (2) = 2.46 acres (gross)





- Parcel three (3) = 3 acres (gross)

Without a zoning map amendment, it would not be possible to split this property into three separate parcels because the splits could not meet the Zoning Ordinance requirements of Section 11.01 (E)(1)

**1. Minimum Lot Area:** The minimum lot area shall comply with one of the following:

- a. Five (5) acres.
- b. One (1) acre, provided the number of lots less than five (5) acres in area that may be created for every ten (10) acres of land comprising the lot existing on the effective date of this Ordinance shall be equal to one (1).
- c. One (1) acre, provided all of the following conditions are met:
  - 1) the number of such lots that may be created, including those that may be created pursuant to (E)(1)(b) above, shall not exceed a maximum density of one such lot for each five (5) acres comprising the lot existing on the effective date of this Ordinance;
  - 2) such lots gain direct access from a road other than a minor or major thoroughfare;
  - 3) a conservation easement or similar legally binding tool prohibiting future development is applied to an area of the lot existing on the effective date of this Ordinance, excluding wetlands and year-round submerged lands, equal to the difference between five (5) acres and the actual lot sizes proposed; and
  - 4) A site plan shall be submitted, including the proposed conservation easement to be recorded with the County Register of Deeds, for review and approval by the Planning Commission.

The proposed zoning map amendment does not appear to have a negative impact on public services, such as fire or police, as it would potentially result in only two additional single-family houses. It should not result in a significant increase in traffic.

The proposed zoning map amendment does not appear to have a significant negative impact on the surrounding environment. The proposed zoning map amendment is consistent with the adopted Master Plan, which calls for the whole property to be Rural Residential.

Following division, the properties will receive new parcel numbers.

No conditions can be placed on the recommendation or approval of the zoning map amendment.

A draft resolution has been attached.

### **Property History**

- 12/5/2002 final inspection for Permit # (01-ZP-3888) issued for 8x40 covered porch, 27x27 addition, and 12x50 addition to the rear.
- 7/10/2003 final inspection for permit # (03-ZP-3945) issued for 2 decks on rear of house.
- 6/22/2005 Quit claim deed from T.L. Keppler to Paul LaRoe and T.L. Keppler.

**Applicable Land Use Standards:*****Intent of Rural Residential District.***

*It is the primary intent of the Rural Residential District to encourage and provide opportunities for comparatively low-density residential lifestyles and development patterns which encourage the preservation of open spaces, including farmland, and other natural resources of the Township and the Township's rural character. Dexter Township is characterized by extensive natural resources including, but not limited to woodlands, wetlands, water courses, and hillsides. Many of these resources play important environmental benefits including wildlife habitats, recreation, flood control and water purification, and support the desired rural character of the community. The intent of this District is to provide opportunities for comparatively low-density residential development in a manner which encourages the preservation of both the quantity and quality of these resources.*

§ 12.01(A), Page 12-1.

***Zoning Amendment Process in General.***

Zoning map amendments are addressed in Article 5 of the Dexter Township Zoning Ordinance. In General, the Planning Commission reviews the petition and forwards it to the Board of Trustees with a findings-of-fact, a summary of comments received at the public hearing, and a recommendation.

***Planning Commission Public Hearing.***

- 1. Planning Commission Review:** In reviewing any application for an amendment to this Ordinance, the Planning Commission shall identify and evaluate all factors relevant to the application. Findings of fact shall be gathered and shall be made a part of the public records of the meetings of the Planning Commission. The matters to be considered by the Planning Commission shall include, but shall not necessarily be limited to, the following:
  - a. What, if any, identifiable conditions related to the application have changed which justify the proposed amendment?
  - b. What are the precedents and the possible effects of such precedent which might result from the approval or denial of the application?
  - c. What is the impact of the amendment on the ability of the Township and other governmental agencies to provide adequate public services and facilities, and/or programs that might reasonably be required in the future if the proposed amendment is adopted?
  - d. Does the proposed district change adversely affect environmental conditions, or the value of the surrounding property?
  - e. Does the proposed district change generally comply with the adopted General Development Plan, and the existing and planned future land use of adjoining municipalities?
  - f. Is the property in question able to be put to a reasonable economic use in the zoning district in which it is presently located?
- 2. Outside Agency Review:** In determining the above-mentioned findings of fact, the Planning Commission may solicit information and testimony from officials of, but not necessarily limited to, the County Health Department, County Road Commission, County Drain Commission, any school district affected, and the Washtenaw County Planning Advisory Board.
- 3. Planning Commission Recommendation:** The Township Planning Commission shall transmit its findings of fact in full, a summary of comments received at the public hearing, and its recommendations for disposition of the application to the Township Board within a period of sixty (60) days following the required public hearing in Section 3.07, Public Notice.



**Other Department Comments:**

No comments at time of Staff Report publication.

**Attached Materials:**

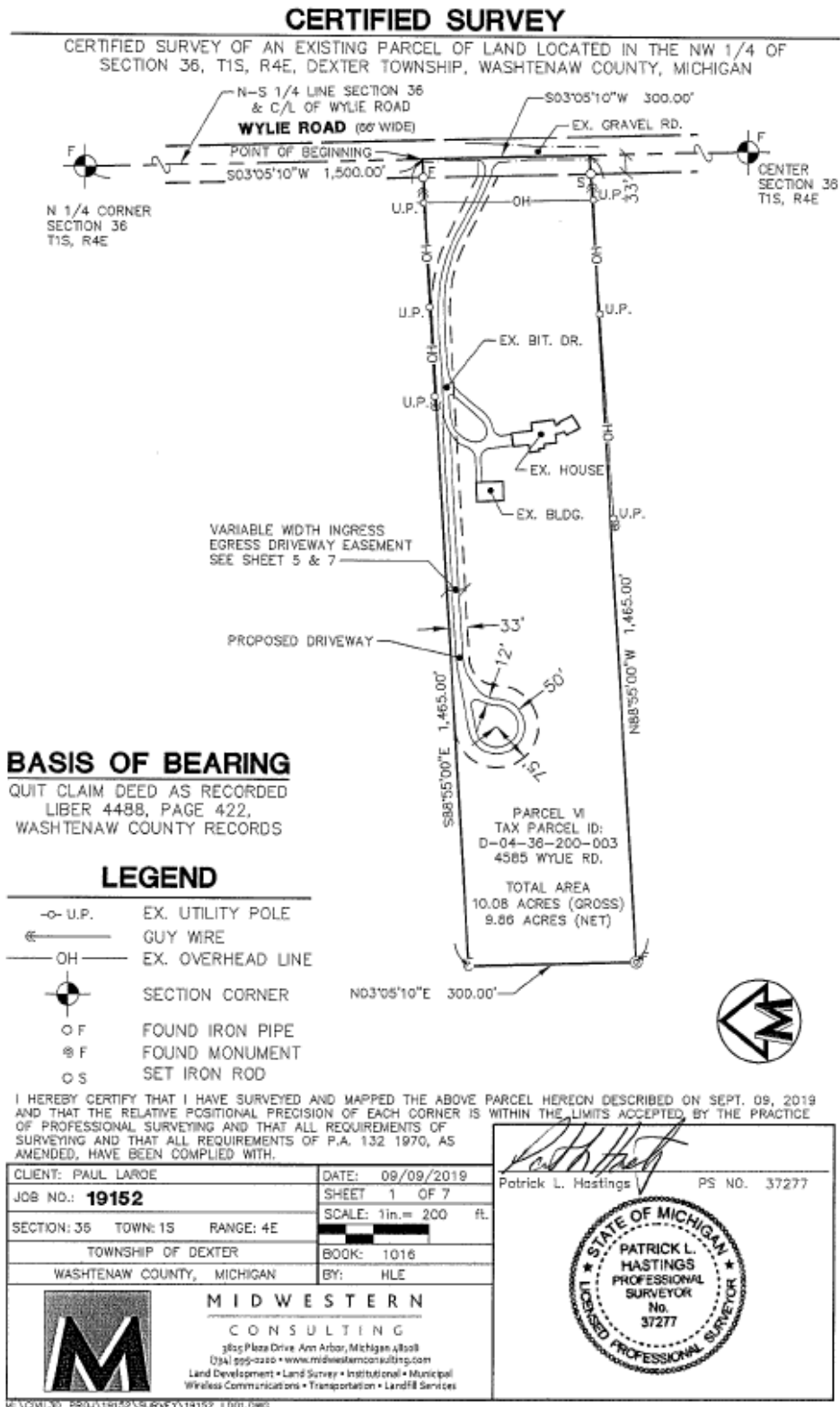
Aerial Image  
Survey/Plot Plan  
Aerial Image  
Current Zoning  
Proposed Zoning  
Future Land Use  
Application

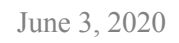
**Notes:**

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**2-J Aerial Image:**



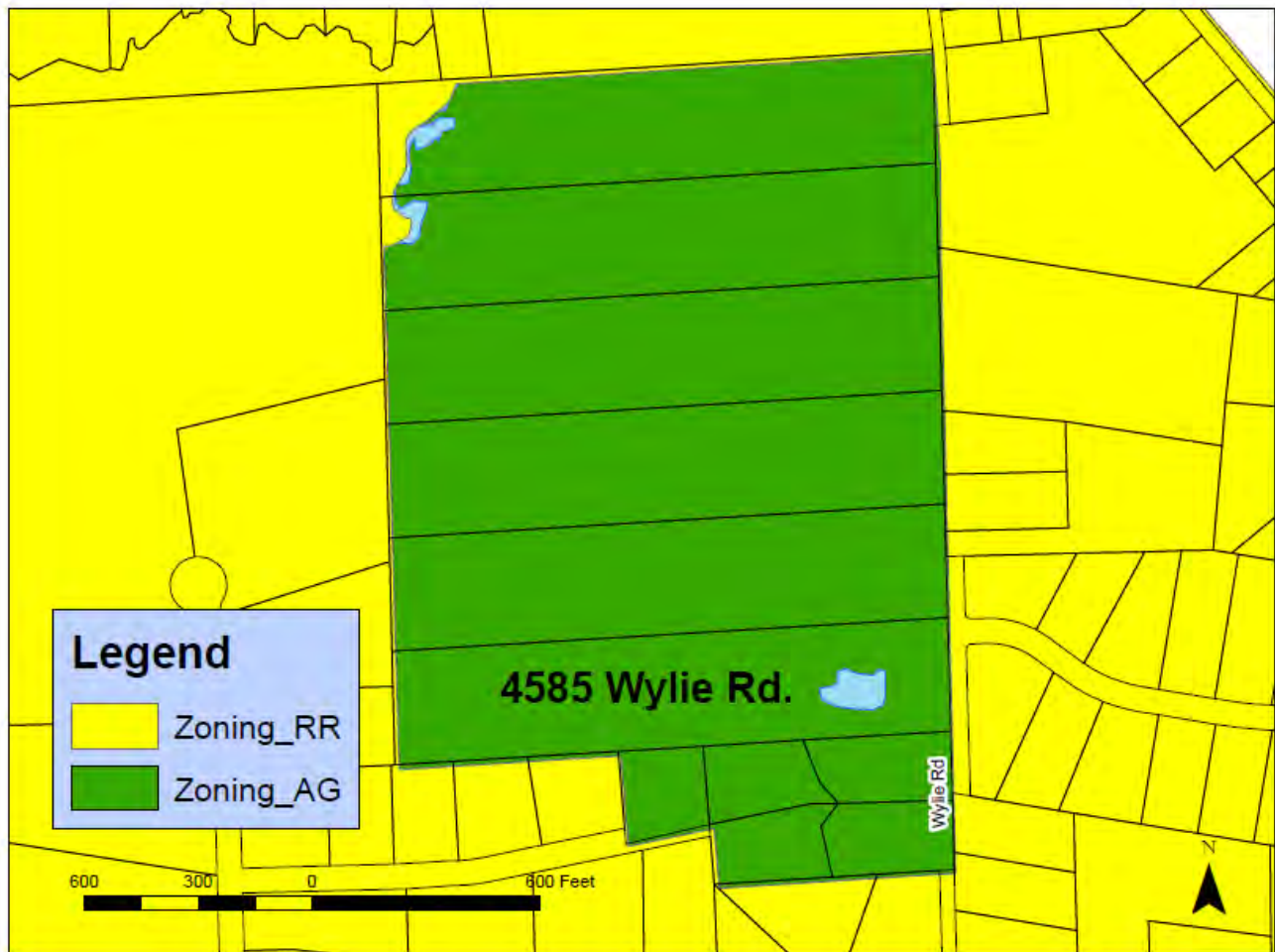
**Survey:**





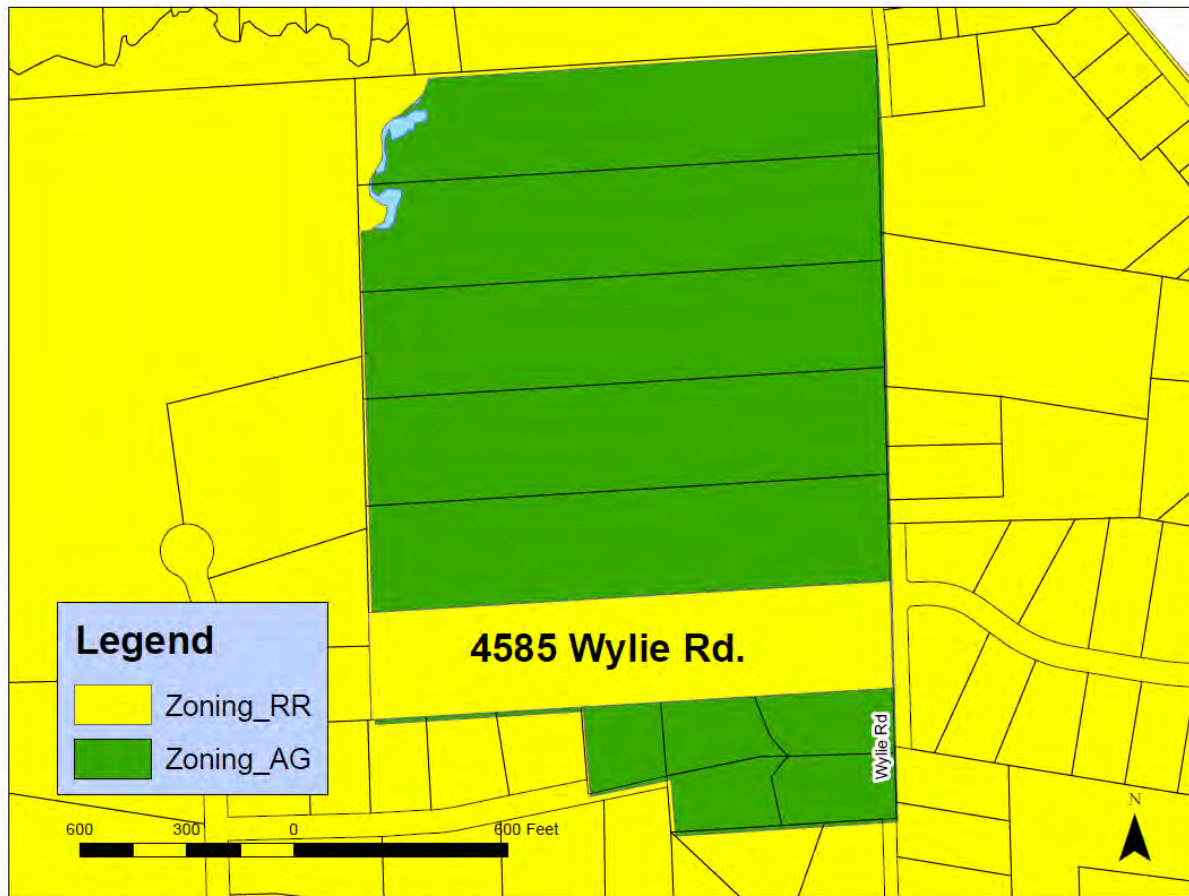


**Current Zoning:**

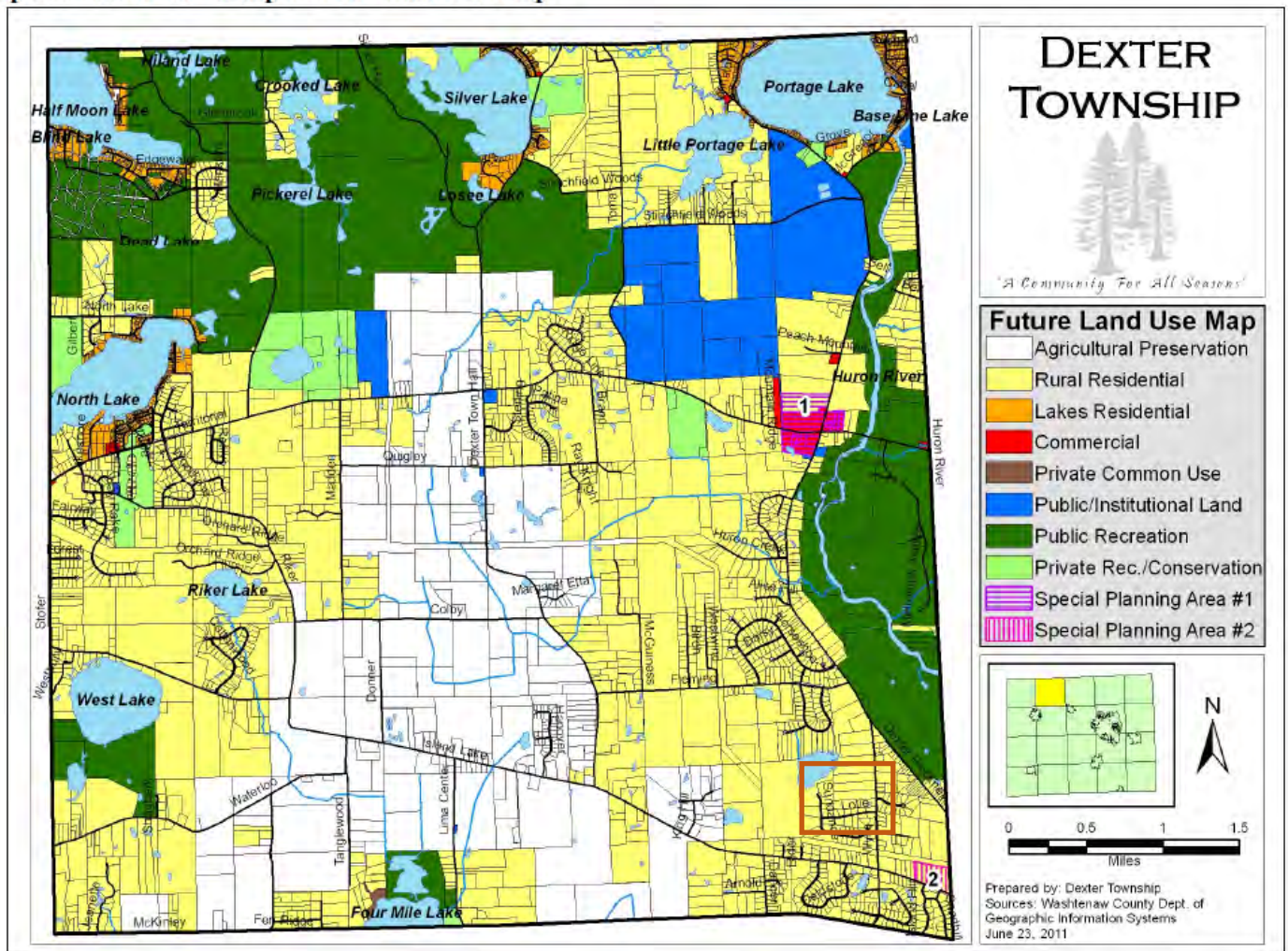




**Proposed Zoning:**





**Future Land Use Map (Dexter Zoning Ordinance)****Map 27: Dexter Township Future Land Use Map**

**Application:****Zoning Ordinance Amendment Form**Dexter Township  
Washtenaw County, Michigan

For Official Use Only

\$ 1000.00 Fee, Paid on 6/11/20

Copies:

☐ Applicant ☐ Property File ☐ Assessor File  
☐ Zoning Administrator ☐ ZO Amendment File**Applicant Information**

1. Name(s): Paul LaRoe Terri Keppler
2. Mailing Address: 4585 Wylie Rd
3. City: Dexter 4. State: mi. 5. ZIP: 48130
6. Daytime Phone: 734-369-1401 7. Alternate Phone:
8. Interest in Property owner

**Property Information**

9. Owner(s): Paul LaRoe Terri Keppler
10. Owner Address: 4585 Wylie Rd. Dexter, mi
11. Owner Phone: 734-369-1401 12. Zoning District:
13. Tax Identification Number(s):  
D-04-36-200-003
14. Property Address: 4585 Wylie Rd

**Supporting Documentation**Check appropriate column. All items are **required** unless waived by the Zoning Administrator

- |  | YES                                 | NO                       |
|--|-------------------------------------|--------------------------|
| 15. Legal description of property.   | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 16. Scaled map of the property clearly showing the property's location, correlated with the legal description, and sealed by a professional engineer or registered land surveyor.        | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 17. The desired change and reasons for such change. (Attach additional pages, if needed)<br>Splitting 10 Acre parcel into 3 lots<br>Requesting a change in zoning from AG to Residential |                                     |                          |
| 18. I hereby certify that the information provided herein is accurate to the best of my knowledge:   |                                     |                          |

Paul LaRoe

Signature of Applicant

Paul LaRoe

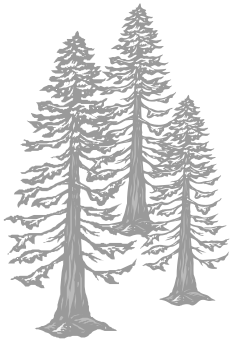
Signature of Owner

Terri Keppler

Signature of Applicant

Terri Keppler

Signature of Owner



# DEXTER TOWNSHIP

## PLANNING COMMISSION

6880 DEXTER-PINCKNEY ROAD  
DEXTER, MI 48130  
TELEPHONE: 734-426-3767  
FAX: 734-426-3833  
WWW.DEXTERTOWNSHIP.ORG

STEVEN BURCH  
**CHAIR**  
MARTY STRAUB  
**VICE CHAIR & ZBA REP.**  
TOM LEWIS  
**SECRETARY**  
BILL GAJEWSKI  
**EX-OFFICIO TWP. BRD.**

CHANDRA HURD  
ANDY REISER  
BOB NESTER  
**COMMISSIONERS**

JANIS MILLER  
**RECORDING SECRETARY**

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### REGULAR MEETING OF THE PLANNING COMMISSION

Meeting conducted via video conferencing

Tuesday, August 25, 2020

Present: Steve Burch, Chair; Marty Straub, Vice-Chair; Tom Lewis, Secretary; Bill Gajewski; Chandra Hurd, Bob Nester and Andy Reiser. Absent: None.

Also present: David Rohr, Director of Zoning and Planning; and Janis Miller, Recording Secretary.

1. **Call to Order:** Mr. Burch called the meeting to order at 7:00 PM.
2. **Pledge of Allegiance:** Omitted due to teleconferencing.
3. **Conflict of Interest:** None.
4. **Approval of Agenda:**  
With no additions or changes to the agenda, Mr. Burch declared the agenda approved as presented.
5. **Public Comment:** (non-agenda items) None.
6. **Action Items:**

**Item A: Public Hearing: (20-PC-202) LaRoe**, 4585 Wylie Road, Rezoning request from Agriculture (AG) to Rural Residential (RR). Remanded from Township Board for further review.

DPZ Rohr summarized the Zoning Map Amendment request as originally approved by the Planning Commission, in a 5-2 vote, at their June 23<sup>rd</sup> meeting. The Township Board remanded it back to the Planning Commission at their July 14<sup>th</sup> meeting. The Township Board asked the Planning Commission to a) consider the draft Zoning Ordinance, and b) look at the six (6) contiguous parcels and the precedent that might be set with this decision.

Paul LaRoe, applicant and landowner, presented a chronological timeline of surrounding land ownership, splits/division of large parcels as well as the development of Gregory Farms. He restated that although his 10-acre parcel, and the other five (5) 10-acre parcels, are zoned agriculture, the properties had not been farmed since 1978 and would never be farmed in the future.

Open Public Comment: 7:22 pm  
Letter of support from Linda and Bruce Thiel, 9022 Lotie Lane.  
Letter of support from Brenda Sue Wickett and Ann Holmes, 4641 Wylie Road.  
No public comments from zoom participants.  
Close Public Comment: 7:23 pm

**Planning Commission Review:**

Total number of homes that could be built if all six (6) contiguous parcels were rezoned Rural Residential (RR). Wetlands on the two northern parcels limit building. Long term planning, future land use and the impact on township growth and the environment. The possibility that with current zoning, one of the 10-acre parcels could house a horse stable or pig farm. Discussion of findings of fact A – F on page three of the Staff Report. Future Land Use Map. Possible recommendation to the Township Board to rezone all six (6) parcels (RR) Rural residential.

***Motion by Mr. Straub to forward a favorable recommendation, to the Dexter Township Board, for (20-PC-202) LaRoe, Resolution for a Zoning Map Amendment from Agriculture (AG) to Rural Residential (RR). Motion second by Mr. Nester.***

**Roll Call Vote: Yeas-Lewis, Nester, Hurd, Burch, Straub, Gajewski, Reiser; Nays-none; Absent-none. Motion carried 7-0.**

**Item B: Public Hearing: (20-PC-203) LaFontaine Property**, 11485 N. Territorial Road, Special Land Use/Preliminary Site Plan Approval.

DPZ Rohr summarized the Special Land Use request stating a) the parcel is currently vacant, b) no structures will be added or removed, c) the Township Board denied the request for hookup to Multi-Lakes Water and Sewer, d) the current driveway will be relocated to the east side of the property, and e) additional landscaping will be added for screening. DPZ Rohr also noted there were two resolutions to review and consider.

Gary Laundroche, LAG Development, and Jason Longhurst, project engineer, answered questions from the Commissioners.

Open Public Comment: 8:09 pm  
Diane Ratkovich, 11400 N. Territorial (participant in virtual meeting)  
She is concerned with semi-truck carrier's turning into the business off N. Territorial as well as the lighting of the property. She also questioned if there would be an outside intercom (no) and if they would be open weekends (Saturday close at 4pm/not open Sunday). She was also pleased to hear they wanted to be good corporate citizens.

*Documents regarding the agenda items can be obtained at the Township hall during normal business hours, the Townships website: [www.dextertownship.org](http://www.dextertownship.org) and can be viewed on [ew.livestream.com/dextertownship.org](http://ew.livestream.com/dextertownship.org).*



Kari Stroschein, 6322 Dexter Townhall Road (participant in virtual meeting)  
Her property abuts the LaFontaine property on the south so she was concerned about an audible alarm system, removal/replanting of trees along their property line, and preventing stormwater from running onto her property.

Laura Sanders and husband Ramiro, 11774 Quigley Rd. (participant in virtual meeting)  
Her main concern was the draw on the water table. She thought the property was more suitable to a business that supported tourism as Pinckney Recreation was nearby. Her husband was concerned about the low spot, and water over the road, on N. Territorial to the eastern edge of the LaFontaine property. Mr. Laundroche responded that they were going to have a stormwater management system, that met the county's standards, limiting runoff from their property. North Territorial and its water issues are the responsibility of the Washtenaw County Road Commission.

Michelle Stamboulellis, 5985 Madden Rd. (participant in virtual meeting)  
Completely out of the rural character was her comment. She was concerned about noise and the pollution caused by starting 150 trucks in the winter. Mr. Laundroche said that only the trucks that were to be moved to the dealership lot or test driven would be started. She wanted to know if employees would be there during business hours and if the lot would be open to the public. Mr. Laundroche said yes to both questions. Finally, she wanted more details about the stormwater infiltration pond.

Mike Compton, 9045 Lotie Lane (participant in virtual meeting)  
Asked Mr. Laundroche if he was aware of any internet/broadband/fiber optics on the property. Supervisor Rider said he was aware that the previous owner did have internet.

Eric Walton, 11350 Castleton Court (participant in virtual meeting)  
He is pleased with the site plan pointing out the moving of the driveway to the east, motion sensing lighting at night, and the clarity of the stormwater management. He welcomes the business to that location.

Rene Reyes, 5877 Tyler Court (via zoom chat screen),  
Lives in Hartman Farm and was concerned about trucks turning around in the subdivision entrances on Dexter Pinckney or Quigley Road.  
Close Public Comment: 8:56 pm

#### **Planning Commission Review:**

Resolution for a Special Land Use and a Resolution for a Preliminary Site Plan.  
Lot coverage exceeding twenty-five (25) percent. Meeting the seven (7) Standards of Special Land Use. Does this fall under an open-air business? A truck lot does not fit the "rural character" of the township. Enhancements of the property by moving the driveway to the east, away from the N. Territorial/Dexter Townhall intersection, added landscaping, and directional lighting. Concern about General Commercial (C-1) use that does not serve the day-to-day convenience of the residents. Concern about the number of trucks (190 inventory/18 employee) that will be stored on the lot, and the increase of asphalt. A traffic

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study needs to be completed. Dexter Area Fire suggestion of a dry hydrant. Discussion of conditions to add to the preliminary site plan.

***Motion by Mr. Reiser to approve the Special Land Use Resolution for (20-PC-203) LaFontaine Property. Motion second by Mr. Nester.***

***Discussion: Noted that the public comments were in favor of the LaFontaine Automotive Group Development.***

**Roll Call Vote: Yeas-Gajewski, Straub, Reiser, Burch, Nester, Hurd, Lewis; Nays-none; Absent-none. Motion carried 7-0.**

***Motion by Mr. Lewis to approve the Preliminary Site Plan Resolution for (20-PC-203) LaFontaine Property, as amended. Motion second by Mr. Reiser.***

**Roll Call Vote: Yeas- Hurd, Lewis, Nester, Burch, Reiser, Straub, Gajewski; Nays-none; Absent-none. Motion carried 7-0.**

**7. Approval of Planning Commission Minutes:**

With no changes to the minutes, Mr. Burch declared the minutes of August 11, 2020 approved as presented.

**8. Election of Officers: No action**

**9. Township Board of Trustees Update:**

Bill Gajewski, Township Board Representative gave a report on the July 18<sup>th</sup>, regular Township Board Meetings.

**10. Concerns of Commission Members, Director of Planning and Zoning, Supervisor, and Recording Secretary:**

**Burch:** Thanked the Commissioners for the extra time they had devoted to the review of the draft Zoning Ordinance in the last few months.

**Gajewski:** Thanked DPZ Rohr for the detailed staff reports.

**Reiser:** Someone commented to him they had a very good experience with their interaction with DPZ Rohr.

**Rider:** Noted that the township had a new Zoning Officer, his name is Michael Zsenyuk. He also thanked the Planning Commission for their hard work with the draft Zoning Ordinance.

**11. Review of Bylaws: No action.**

**12. Public Comment:**

Mike Compton thanked the Planning Commission for all the work they had done to review and edit the draft Zoning Ordinance.

**13. Future Agenda Items: September 2, 2020**

A) Public Hearing for draft Zoning Ordinance

*Documents regarding the agenda items can be obtained at the Township hall during normal business hours, the Townships website: [www.dextertownship.org](http://www.dextertownship.org) and can be viewed on [ew.livestream.com/dextertownship.org](http://ew.livestream.com/dextertownship.org).*

**14. Adjournment:** Mr. Burch declared meeting adjourned at 10:04 PM.

Respectfully submitted,

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Tom Lewis, Secretary

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Janis Miller, Recording Secretary

# **Dexter Township Planning Commission**

## **Resolution for a Zoning Map Amendment from Agriculture (AG) to Rural Residential (RR) (20-PC-202) LaRoe**

---

**A resolution to grant approval of a FAVORABLE RECOMMENDATION of an application submitted by Paul LaRoe and Terry Keppler for property owned located at 4585 Wylie Rd., Section 36 of Dexter Township (D-04-36-200-003).**

- 10) WHEREAS, the above property has been zoned Agriculture (AG), or the equivalent, since at Least 2002; and
- 20) WHEREAS, Paul LaRoe, pursuant to the provisions of the Dexter Township Zoning Ordinance, submitted a complete application for a zoning map amendment on June 1, 2020, for a change from Agriculture (AG) to Rural Residential (RR); and
- 30) WHEREAS, Article 5 of the Dexter Township Zoning Ordinance outlines the zoning map amendment process; and
- 40) WHEREAS, the Planning Commission has received a report from David Rohr (*Dexter Township Director of Planning and Zoning*) dated June 3, 2020; and
- 50) WHEREAS, the applicant has indicated he wishes to submit a land division application in order To split the parcel into three separate parcels; and
- 60) WHEREAS, the Planning Commission, at its June 23, 2020, meeting, held a duly-noticed public hearing, voted to recommend approval of the zoning map amendment (20-PC-202) LaRoe to the Dexter Township Board of Trustees; and
- 70) WHEREAS, the Dexter Township Board of Trustees, at their July 14, 2020, meeting, voted to remand the petition back to the Planning Commission for further review; and
- 80) WHEREAS, the Planning Commission, at its August 25, 2020, meeting, held a duly-noticed Public hearing, reviewed the issues raised by the Board of Trustees on remand concerning the zoning map amendment (20-PC-202) LaRoe; and
- 90) WHEREAS, the proposed single-family house use is consistent with the intent of the proposed Rural Residential (RR) District; and
- 100) WHEREAS, the proposed zoning map amendment would not negatively impact the ability of the Township or other agencies to provide adequate public services or facilities because there will be no significant increase in the demand for public services or facilities; and
- 110) WHEREAS, the proposed zoning map amendment would not adversely affect environmental conditions or the value of the surrounding property; and



**Dexter Township Planning Commission**  
**Resolution for a Zoning Map Amendment from**  
**Agriculture (AG) to Rural Residential (RR)**  
**(20-PC-202) LaRoe**

---

- 120) WHEREAS, the proposed zoning map amendment would not deviate from the Future Land Use Map of the Dexter Township Master Plan (2011), and
- 130) WHEREAS, the proposed zoning map amendment would be consistent with the single-family Uses present on the surrounding properties; and
- 140) WHEREAS, the proposed zoning map amendment would not set a negative precedent for other AG zoned parcels in the area; and
- 150) WHEREAS, the proposed zoning map amendment would result in an extremely low residential density per acre, lower even than the existing area parcels; and
- 160) NOW, THEREFORE, BE IT RESOLVED, the Dexter Township Planning Commission, by a majority vote at a regularly-scheduled and duly-noticed meeting, held this 25th day of August 2020, grants FAVORABLE RECOMMENDATION of the Zoning Map Amendment (20-PC-202) LaRoe, 4585 Wylie Rd., Section 36 of Dexter Township, (D-04-36-200-003), to Paul LaRoe, for a zoning map amendment from Agriculture (AG) to Rural Residential (RR); and
- 170) BE IT FURTHER RESOLVED, the Planning Commission directs the Director of Planning and Zoning to forward this Resolution/Findings-of-Facts, a summary of comments received at the public hearing, and its FAVORABLE RECOMMENDATION to the Dexter Township Board of Trustees within sixty (60) days.

Resolution offered by Planning Commissioner Straub.  
Resolution supported by Planning Commissioner Nester.

YES = (Lewis, Nester, Hurd, Burch, Straub, Gajewski, Reiser)

NO = (NONE)

ABSENT = (NONE)

ABSTAIN = (NONE)

The Chair declared the resolution ADOPTED.

Date: August 25, 2020

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Steve Burch, Chair                      Date

---

Tom Lewis, Secretary                      Date

---

Paul LaRoe, Applicant                      Date

AUGUST 21, 2020

DAVID ROHR  
DEXTER TOWNSHIP  
PLANNING COMMISSION



LADIES & GENTLEMEN:

WE RESIDE AND OWN THE PROPERTY AT 464 WYLIE RD., NEXT DOOR TO TERI KEPPLER.

TERI HAS ADVISED US OF HER WISH TO HAVE HER PROPERTY LOCATED AT 4585 WYLIE RD. REZONED. TERI WANTS TO STAY ON WYLIE RD. AND BY SPLITTING HER 10 ACRE PARCEL SHE WOULD BE ABLE TO SELL THE FRONT PORTION WITH THE EXISTING HOME AND BUILD A SMALLER HOME ON THE REAR PORTION FOR HERSELF AND HUSBAND PAUL.

THIS WOULD NOT OVER-RUN THE NEIGHBORHOOD WITH TOO MANY ADDITIONAL PEOPLE OR CARS. THAT HAS ALREADY BEEN ALLOWED BY THE SUBDIVISION DIRECTLY ACROSS WYLIE RD FROM US AND THE GREGORY FARMS AREA EAST AND ALINING DIRECTLY TO OUR PROPERTY'S WEST BOUNDARY. IN OTHER WORDS, WE BELIEVE THE PRECEDENT HAS ALREADY BEEN SET FOR THIS TYPE OF ACTION ON EVEN GREATER SCALE. AS TO TRAFFIC INCREASE, MOST OF THE WYLIE RD. TRAFFIC IS CUT-THROUGH BETWEEN DEXTER-PINCKNEY AND ISLAND LAKE RDS. TERI IS NOT REQUESTING A RE-ZONE TO BUILD A NEW SUBDIVISION SUCH AS THOSE NOTED ABOVE.

WE URGE THE DEXTER TOWNSHIP PLANNING COMMISSION AND SUBSEQUENTLY THE BOARD TO APPROVE TERI KEPPLER'S REQUEST ~~AND~~ APPROVE THE RE-ZONE OF HER PROPERTY, AND THUS ~~TO~~ KEEP THE WYLIE RD. AREA A GREAT PLACE TO LIVE.

THANK YOU FOR YOUR TIME AND CONSIDERATION OF OUR REQUEST.

REGARDS,  
Brenda Sue Whiskett



© Disney

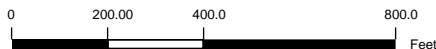
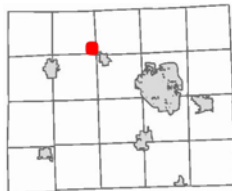
Dear Mr David Rohr,  
I am writing in support of  
Terri Kepple + Paul Roe +  
dividing the Saere Parcel so  
they can sell their house.  
Please support them.

Lynda + Bruce Thiel  
9022 Lotu lane

Dexter, Mich 48130  
We live next door,







1: 4,800

8/5/2018



**NOTE: Parcels may not be to scale.**

The information contained in this cadastral map is used to locate, identify and inventory parcels of land in Washtenaw County for appraisal and taxing purposes only and is not to be construed as a "survey description". The information is provided with the understanding that the conclusions drawn from such information are solely the responsibility of the user. Any assumption of legal status of this data is hereby disclaimed.





# DEXTER TOWNSHIP

## AGENDA ITEM SUMMARY

**MEETING OF:** Township Board of Trustees 17 September 2020

**Agenda Item Title:**

Draft Zoning Ordinance

**Submitted by:**

H. Rider

**Explanation of Agenda Item:**

The PC has returned the Draft Zoning Ordinance to us. There have been some changes since the Board remanded it to the PC.

**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:**

- Draft Zoning Ordinance – Separate distribution

**Staff Comments:**

I anticipate significant discussion on this draft, so I recommend a Special Board meeting to go over it. Please have your calendars available at the Regular meeting so we can agree on a date/time for review.

**Motion/Action/Recommendation:**

**Motion to** set (date/time) for a Special Meeting for the purpose of reviewing and discussing the most recent draft of the Zoning Ordinance.

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# DEXTER TOWNSHIP

## AGENDA ITEM SUMMARY

### MEETING OF: Township Board of Trustee 15 September 2020

**Agenda Item Title:**

Annual Audit Report

**Submitted by:**

H. Rider

**Explanation of Agenda Item:**

Review and acceptance of the Annual Audit Report for Fiscal Year 2019/2020

**Fiscal or Resource Considerations:** YES \_\_\_\_ NO x\_\_

**Does this agenda item require the expenditure of funds?** YES \_\_\_\_ NO x\_\_

**If YES, are funds budgeted?** YES \_\_\_\_ NO \_\_\_\_

**Are staff or other resources required?** YES x\_\_ NO \_\_\_\_

**Is a budget amendment required?** YES \_\_\_\_ NO x\_\_

**Attachments:**

- Draft Annual Audit Report distributed via email

**Staff Comments:**

Supervisor Rider and Clerk Ceo met with the auditor on September 2<sup>nd</sup> to review the draft Annual Audit. The audit shows Dexter Township in a very healthy financial position and there were no "negatives" to report.

**Items of note:**

- Our MERS pension is currently funded at 102.2%, up from 74.1% last year, as a result of our lump sum contribution.
- The Executive Team has recommended Assigned Fund Balances as follows:
  - Capital Improvements - \$800,000 (up from \$550,000)
  - Future Expansion - \$800,000 (up from \$750,000)
  - Multi-Lakes - \$100,000
  - MERS Unfunded Liability - \$255,000

**Motion/Action/Recommendation:**

**Motion to** accept the Annual Audit Report for Fiscal Year 2019/2020.

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# DEXTER TOWNSHIP

## AGENDA ITEM SUMMARY

### MEETING OF: Township Board of Trustees 15 September 2020

**Agenda Item Title:**

Resolution to set the 2020 Dexter Township Millage Rates

**Submitted by:**

H. Rider

**Explanation of Agenda Item:**

Local taxing entities are required by Michigan Statutes to set their millage rates prior to September 30 of each year. The millage rates are adjusted annually in accordance with the provisions of the Michigan Constitution as amended in 1978 by the "Headlee" amendment. The Township Assessor calculates the millage rates using the 2020 Taxable Value of all parcels in Dexter Township as of the end of May each year. The Township Clerk and Supervisor certify the rates and the Township Board, by resolution, approve the rates.

**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 ☒ (not at this time)

**Attachments:**

Draft Resolution 20-xxx

**Staff Comments:**

Estimated tax revenues for FY 2020/2021 were based on millage reductions as follows:

General Fund – 0.7685

Fire Service Fund – 2.3567

Police Service Fund – 1.3822

Therefore, I anticipate revenue in all three funds to be somewhat greater than in the approved budgets.

**Motion/Action/Recommendation:**

**Motion to** approve Resolution 20-xxx, a resolution to set the 2020 Dexter Township millage rates at 0.7786 mills for Allocated General Operating, 2.3781 mills for Voted Fire Services, 1.4044 mills for Voted Police Services.

## **Dexter Township Resolution # 20-xxx**

### **A resolution to set the 2020 Dexter Township millage rates.**

**Whereas**, State Law requires that Dexter Township annually set the millage rates for Allocated and Voted millages, and;

**Whereas**, the millage rates are based on the Taxable Value of ALL Properties in Dexter Township as of 5/31/2020, and;

**Whereas**, the Dexter Township allocated and voted millages are limited in accordance with the provisions of the “Headlee” tax limitation amendment to the Michigan Constitution, and;

**Whereas**, On August 7, 2018, the voters in Dexter Township approved a renewal of a Fire millage with an increase of “up to **2.4 mills**” for a term of five years, commencing with the 2019 tax year, and;

**Whereas**, On August 7, 2018, the voters in Dexter Township approved a renewal of a Police millage of “up to **1.4199** mills” for a term of five years, commencing with the 2019 tax year, and;

**Whereas**, because the millages were approved by the voters prior to the year in which they expired, they were subject to the “Headlee” tax limitation amendment to the Michigan Constitution during the first year of collection;

**Now therefore be it resolved**, the Dexter Township Board, by a vote of the majority at a regularly scheduled and duly noticed meeting held this 15<sup>th</sup> day of September, 2020, sets the Dexter Township 2020 tax-year millage rates as follows:

1. Allocated Operating Millage: **0.7786** mills (reduced from 0.7827)
  2. Voted Fire Millage: **2.3781** mills (reduced from 2.3906)
  3. Voted Police Millage: **1.4044** mills (reduced from 1.4118)
- 

Resolution offered by Board Member ?

Resolution supported by Board Member ?

Roll call vote:

Yeas: ?

Nays: ?

Abstain: None

Absent: ?

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

The Supervisor declared the resolution **adopted**

---

### **CERTIFICATE**

The undersigned, being the duly appointed and acting Clerk of the Township of Dexter hereby certifies that the foregoing resolution was duly adopted at a regular meeting of the Dexter Township Board at which a quorum was present on the 15<sup>th</sup> day of September, 2020, and that the members voted thereon as hereinbefore set forth.

---

Debra A. Ceo, Clerk

## 2020 Tax Rate Request (This form must be completed and submitted on or before September 30, 2020)

### MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS

This form is issued under authority of MCL Sections 211.24e, 211.34 and 211.34d. Filing is mandatory; Penalty applies.

**Carefully read the instructions on page 2.**

County(ies) Where the Local Government Unit Levies Taxes <b>Washtenaw</b>	2020 Taxable Value of ALL Properties in the Unit as of 5-26-2020 <b>428,676,267</b>
Local Government Unit Requesting Millage Levy <b>Dexter Township</b>	For LOCAL School Districts: 2020 Taxable Value excluding Principal Residence, Qualified Agricultural, Qualified Forest, Industrial Personal and Commercial Personal Properties.

**This form must be completed for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec 211.119. The following tax rates have been authorized for levy on the 2020 tax roll.**

(1) Source	(2) Purpose of Millage	(3) Date of Election	(4) Original Millage Authorized by Election Charter, etc.	(5) ** 2019 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(6) 2020 Current Year "Headlee" Millage Reduction Fraction	(7) 2020 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(8) Sec. 211.34 Truth in Assessing or Equalization Millage Rollback Fraction	(9) Maximum Allowable Millage Levy *	(10) Millage Requested to be Levied July 1	(11) Millage Requested to be Levied Dec. 1	(12) Expiration Date of Millage Authorized
Allocated	Operating	N/A	1.1600	0.7827	0.9948	0.7786	1.0000	0.7786	0.0000	0.7786	N/A
Voted	Fire	8/7/2018	2.4000	2.3906	0.9948	2.3781	1.0000	2.3781	0.0000	2.3781	2023
Voted	Police	8/7/2018	1.4586	1.4118	0.9948	1.4044	1.0000	1.4044	0.0000	1.4044	2023

Prepared by <b>Christopher Renius</b>	Telephone Number <b>(734) 426-3767</b>	Title of Preparer <b>Assessor</b>	Date
--	---	--------------------------------------	------

**CERTIFICATION:** As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24e, 211.34 and, for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, 380.1211(3).

<input checked="" type="checkbox"/> Clerk	Signature	Print Name	Date
<input type="checkbox"/> Secretary		<b>Debra A. Ceo</b>	
<input checked="" type="checkbox"/> Chairperson	Signature	Print Name	Date
<input type="checkbox"/> President		<b>Harley B. Rider</b>	

\* Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. The requirements of MCL 211.24e must be met prior to levying an operating levy which is larger than the base tax rate but not larger than the rate in column 9.

**\*\* IMPORTANT:** See instructions on page 2 regarding where to find the millage rate used in column (5).

<b>Local School District Use Only. Complete if requesting millage to be levied. See STC Bulletin 2 of 2020 for instructions on completing this section.</b>	
Total School District Operating Rates to be Levied (HH/Supp and NH Oper ONLY)	Rate
For Principal Residence, Qualified Ag, Qualified Forest and Industrial Personal	
For Commercial Personal	
For all Other	

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# DEXTER TOWNSHIP

## AGENDA ITEM SUMMARY

### MEETING OF: Township Board of Trustees 15 September 2020

**Agenda Item Title:**

Representative to the Dexter Area Fire Department (DAFD) Administrative Board

**Submitted by:**

H. Rider

**Explanation of Agenda Item:**

Acceptance of resignation from DAFD Board and appointment of a replacement

**Fiscal or Resource Considerations:** YES \_\_\_\_ NO \_\_x\_\_

**Does this agenda item require the expenditure of funds?** YES \_\_\_\_ NO \_\_x\_\_

**If YES, are funds budgeted?** YES \_\_\_\_ NO \_\_\_\_

**Are staff or other resources required?** YES \_\_\_\_ NO \_\_x\_\_

**Is a budget amendment required?** YES \_\_\_\_ NO \_\_x\_\_

**Attachments:** None

**Staff Comments:**

Treasurer Brushaber has submitted an email resigning from her position as representative to the DAFD Board. I have spoken with Trustee Mesko and he is willing to serve the remainder of the term on the DAFD Board, which ends on April 18, 2023.

**Motion/Action/Recommendation:**

**Action 1 – Motion to** accept Treasurer Brushaber’s resignation from the DAFD Board and thank her for her service.

**Action 2 – Motion to** appoint Trustee Mesko as a representative of Dexter Township on the DAFD Board to serve the remainder of a term that ends on April 18, 2023.

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# DEXTER TOWNSHIP

## AGENDA ITEM SUMMARY

**MEETING OF:** Township Board of Trustees 15 September 2020

**Agenda Item Title:**

2021 Township Holiday Schedule

**Submitted by:**

H. Rider

**Explanation of Agenda Item:**

Action to establish the Township Holidays for 2021

**Fiscal or Resource Considerations:** YES \_\_\_\_ NO \_\_x\_\_

**Does this agenda item require the expenditure of funds?** YES \_\_\_\_ NO \_\_x\_\_

**If YES, are funds budgeted?** YES \_\_\_\_ NO \_\_\_\_

**Are staff or other resources required?** YES \_\_\_\_ NO \_\_x\_\_

**Is a budget amendment required?** YES \_\_\_\_ NO \_\_x\_\_

**Attachments:**

- Proposed Holiday Schedule

**Staff Comments:**

Action needed before tax bills are printed.

**Motion/Action/Recommendation:**

**Motion to** approve the Township Holidays for 2021, per the attached schedule.

## **HOLIDAY SCHEDULE FOR 2021**

- ❖ Friday, January 1, 2021 (New Year's Day)
- ❖ Monday, January 18, 2021 (Martin Luther King Day)
- ❖ Monday, February 15, 2021 (Presidents Day)
- ❖ Monday, May 31, 2021 (Memorial Day)
- ❖ Monday, July 5, 2021 (In Observance of Independence Day)
- ❖ Monday, September 6, 2021 (Labor Day)
- ❖ Monday, October 11, 2021 (Columbus Day) or (Indigenous Peoples Day)
- ❖ Thursday, November 11, 2021 (Veterans Day)
- ❖ Thursday, November 25 & Friday, Nov. 26, 2021 (Thanksgiving Day & Day After)
- ❖ Thursday, December 23, - For consideration since Christmas falls on a Saturday
- ❖ Friday, December 24, 2021 (Christmas Eve)
- ❖ Thursday, December 30, 2021 – For consideration since New Year Day falls on a Saturday
- ❖ Friday, December 31, 2021 (New Year's Eve)





# DEXTER TOWNSHIP

## AGENDA ITEM SUMMARY

### MEETING OF: Township Board of Trustees 15 September 2020

**Agenda Item Title:**

Dexter Township Resident Charter Spectrum \_Compensation

**Submitted by:**

Trustee Michael J Compton

**Explanation of Agenda Item:**

We have recently been notified that Charter Spectrum is now charging Dexter Township residents to have high speed broadband services brought to their homes. Historically, Charter Spectrum was not charging for this service. Charter Spectrum is putting the burden on our residents to find at least three neighbors who are willing to have broadband services brought to their neighborhoods and sharing the cost.

Dexter Township receives a franchise fee of approximately \$50,000+ from Charter Spectrum annually. I propose that the Township uses a portion of this revenue to compensate our underserved citizens who are paying to have high speed broadband services brought to their homes. The Township would compensate the citizen 25% of the cost of installation of the service to the Dexter Township home up to \$300 Proof of completion of services would be necessary for application of a reimbursement.

An example of this situation: Charter Spectrum brought services to three homes on Island Lake Road on 8/20/2020. The total cost was \$3380.17 or \$1,126.72 per household. Under this proposal, each household would receive \$281.68 from the Township. Residents of the Township would be required to show proof of service completed, proof of homesteading and ~~that~~ there was no other option for high speed broadband available to them. The Board of Trustees will then have final approval.

More people continue to work from home and more children find the Internet necessary for completion of schoolwork in this virtual teaching world. This issue has increased due to the Covid19 Pandemic. We as the Board of Trustees need to support our residents to attain the services they need and to continue to make Dexter Township a great place for people to live.

I propose this policy to be enacted and to remain in effect for one year. After that time, the Board of Trustees will re-evaluate the situation and determine whether the policy will be continued.

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: See below for Charter Spectrum bill, and *Broadband Insulation Compensation Form*

Staff Comments:

Motion/Action/Recommendation:

Motion to: .

1) Compensate Dexter Township Residents 100% up to a max of \$300.00 for having Charter Spectrum bring Broadband service to the residents address. After providing a copy of a **PAID** bill from Charter Spectrum showing the address of the installation of Internet Service, the total cost, and the name of who paid the bill. All involved parties shall present the bill to the Dexter Township Board of Trustees. Only one compensation per household.

This policy to be enacted and to remain in effect for one year. After that time, the Board of Trustees will re-evaluate the situation and determine whether the policy will be continued. This will be for **RESIDENTS ONLY, NO COMMERCIAL INSTALLATION WILL BE COMPENSATED UNDER THIS POLICY**. *This policy shall not exceed the annual income of the Franchise Fee from Charter Spectrum for Dexter Township.*

2) Compensate Dexter Township Residents 25% or up to a max of \$300.00 for having Charter Spectrum bring Broadband service to the residents address. After providing a copy of a **PAID** bill from Charter Spectrum showing the address of the installation of Internet Service, the total cost, and the name of who paid the bill. All involved parties shall present the bill to the Dexter Township Board of Trustees. Only one compensation per household.

This policy to be enacted and to remain in effect for one year. After that time, the Board of Trustees will re-evaluate the situation and determine whether the policy will be continued. This will be for **RESIDENTS ONLY, NO COMMERCIAL INSTALLATION WILL BE COMPENSATED UNDER THIS POLICY**. *This policy shall not exceed the annual income of the Franchise Fee from Charter Spectrum for Dexter Township.*

3) Compensate Dexter Township Residents 25% or up to a max of 500.00 for having Charter Spectrum bring Broadband service to the residents address. After providing a copy of a **PAID** bill from Charter Spectrum showing the address of the installation of Internet Service, the total cost, and the name of who paid the bill. All involved parties

shall present the bill to the Dexter Township Board of Trustees. Only one compensation per household.

This policy to be enacted and to remain in effect for one year. After that time, the Board of Trustees will re-evaluate the situation and determine whether the policy will be continued. This will be for **RESIDENTS ONLY, NO COMMERCIAL INSTALLATION WILL BE COMPENSATED UNDER THIS POLICY.** *This policy shall not exceed the annual income of the Franchise Fee from Charter Spectrum for Dexter Township.*

T:\Agenda Item\Resedents Charter Agenda Item Summary Template-2014.-V02.00docx.docx

Charter COMMUNICATIONS		Invoice	
Bill To Address:		Date	Invoice #
redacted		4/23/2020	CHTR16431
Remit To Address:		PID #	
Charter Communications Operating LLC Sundry Billing PO Box 83180 Chicago, IL 60691-0180		1786443	
		Due Date	4/23/2020
Description	Class	Amount	
Construction Request -2003 Aerial Footage , 423 Aerial Overlaid redacted ISLAND LAKE DEXTER, MI 48130	12300(20) T8000(T 20)	3,380.17	
Please mail payment to the address on this invoice. We do not accept credit cards or electronic payments at this time.			
** This invoice will voided 45 days from issue date. **			
For construction inquiries contact Serviceability Center at 833-487-4772 or Residential.SRC-Finance.Team@charter.com		Total	\$3,380.17
		Customer Total Balance	\$3,380.17



# Dexter Township

## Broadband Insulation Compensation Form

Date: \_\_\_\_\_

We the under signed, agree to split up the compensation for installation of broadband service as described below.

Payee Name	email Address & Phone Number	Address	Compensation Amount	Signature

\_\_\_\_\_  
*Township Supervisor / Township Clerk*

\_\_\_\_\_  
*Date*



# DEXTER TOWNSHIP

## AGENDA ITEM SUMMARY

### MEETING OF: Township Board of Trustees 15 September 2020

**Agenda Item Title:**

Increase Election Budget Department 216

**Submitted by:**

Clerk Ceo

**Explanation of Agenda Item:**

Numerous changes in election law and policies of the State of Michigan have increased the cost per elections this fiscal year, such as materials, equipment, postage and election management.

For the first time the State of Michigan sent all Michigan voters an application for an absentee ballot for the August 2020 election. Dexter Township requests for absentee ballots more than doubled.

This increase in requests increased the time spent on election management. In 2019/2020 budget I requested 150 hours per election, a slight increase over the previous budget year because of Proposal 3, no reason absentee. In 2020/21 I did not increase the hours for election management not knowing at budget preparation that all voters would receive the absentee ballot application and Dexter Township's request would more than double. Eighty five percent (85%) of the election management has been spent. The General Election is in November and I am asking for an additional 150 hours for the Election Management budget at a cost of \$3,700.00.

**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:**

None

**Staff Comments:**

There is enough surplus money in the FY 2020/2021 General Fund budget to allow for this increase without having to transfer money in from the General Fund Balance.

**Motion/Action/Recommendation:**

**Motion to** amend the General Fund budget by increasing line item 101-216-706.004 by \$3,700.00.

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## Authorization of Payments

First Distribution – September 08, 2020

## Clerk's Office

*Debra A Coo, Clerk*  
Authorization of Payments  
September 08, 2020  
First Distribution

### Attachment(s):

1. September 2020 Payroll
2. General Fund Disbursements – (08/19/2020 thru 09/08/2020)
3. Fire Fund Disbursements – (08/19/2020 thru 09/08/2020)
4. Police Fund Disbursements- None
5. General Agency Fund Disbursements – (08/19/2020 thru 09/08/2020)

<b>September Gross Payroll</b>	<b>\$29,259.65</b>
------------------------------------	--------------------

<b>Disbursements</b>	<b>(08/19/2020 thru 09/08/2020)</b>		<b>Grand Total</b>
General Fund	\$41,417.96	\$	<b>\$41,417.96</b>
Fire Fund	\$68,523.81	\$	<b>\$68,523.81</b>
Police Fund	\$0	\$	<b>\$0</b>
Agency Fund	\$1,614.75	\$	<b>\$1,614.75</b>
MLWSA Debt	\$0	\$	<b>\$0</b>
<b>Total</b>	<b>\$111,556.52</b>	<b>\$</b>	<b>\$111,556.52</b>

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# Dexter Township Board

## Supervisor's Report

15 September 2020

### **COVID-19, Governor's Executive Orders, Township Actions**

In accordance with the Governor's extension of the State Of Emergency (SOE), the Executive Team has elected to keep the Township office closed to the public until further notice. However, staff will be available Monday through Friday during normal business hours and they will handle necessary public interaction by appointment and with appropriate safety precautions.

### **Township property in Section 22**

I have reports of people riding four-wheelers and clearing part of our property, presumably for hunting. The Township Attorney has recommended that we adopt a Parks Ordinance to give us better control over the property. I'll have information at the October meeting. I have reached out to OHM to get an estimate on surveying the property for boundary signs. More to follow.

### **Meetings attended and/or scheduled, but cancelled**

09/19/2020 – WATS Policy Committee (Cancelled)  
08/20/2020 – Dexter Area Fire Department Administrative Board (Virtual)  
08/25/2020 – WAVE Board (Virtual)  
08/25/2020 – Planning Commission (Virtual)  
09/01/2020 – ZBA (Virtual)  
09/02/2020 – Audit exit interview  
09/02/2020 – Planning Commission Special Meeting/Public Hearing (Virtual)  
09/03/2020 – MLWSA Meeting (Cancelled)  
09/05/2020 – Dexter Forum (Virtual)  
09/06/2020 – Presentation of Resolution to Al Ruhlig  
09/12/2020 – Silver Lake HOA (facilitate via Zoom)

Respectfully submitted,

Harley B. Rider, Supervisor

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# *Dexter Township*

*DEBRA A. CEO, CLERK*

## **REPORT FOR THE MONTH OF SEPTEMBER 2020**

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### **BUDGET:**

- Target: **50.00**
- General Fund to date      Revenue **23.06**      Expenditures: **31.31**
- Fire Fund to date      Revenue: **3.37**      Expenditures: **49.26**
- Police Fund to date      Revenue: **3.30**      Expenditures: **40.13**

Budget printout available on request.

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### **QUALIFIED VOTER FILE:**

The Clerk's office processed 135 voter registration during the August 2020; 39 new applications and 30 cancellations.

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### **MEETINGS AND TRAINING ATTENDED/TO BE ATTENDED:**

September 2, 2020: Meeting with Auditor

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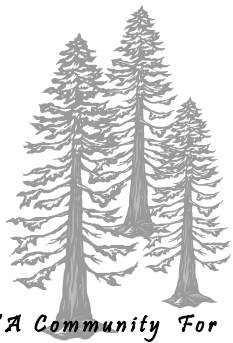
### **INFORMATION:**

There are 5596 registered voters in Dexter Township. As of September 1, 2020, we have received 2567 requests for absentee ballots for the November 2020 election and counting. In the November 2016 election there were 1,308 requests for absentee ballots.

**Respectfully Submitted,**

**Debra A. Ceo, Clerk**

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# DEXTER TOWNSHIP

## PLANNING & ZONING

6880 DEXTER-PINCKNEY ROAD  
DEXTER, MI 48130

TELEPHONE: 734-426-3767  
DPZ@DEXTERTOWNSHIP.ORG  
WWW.DEXTERTOWNSHIP.ORG

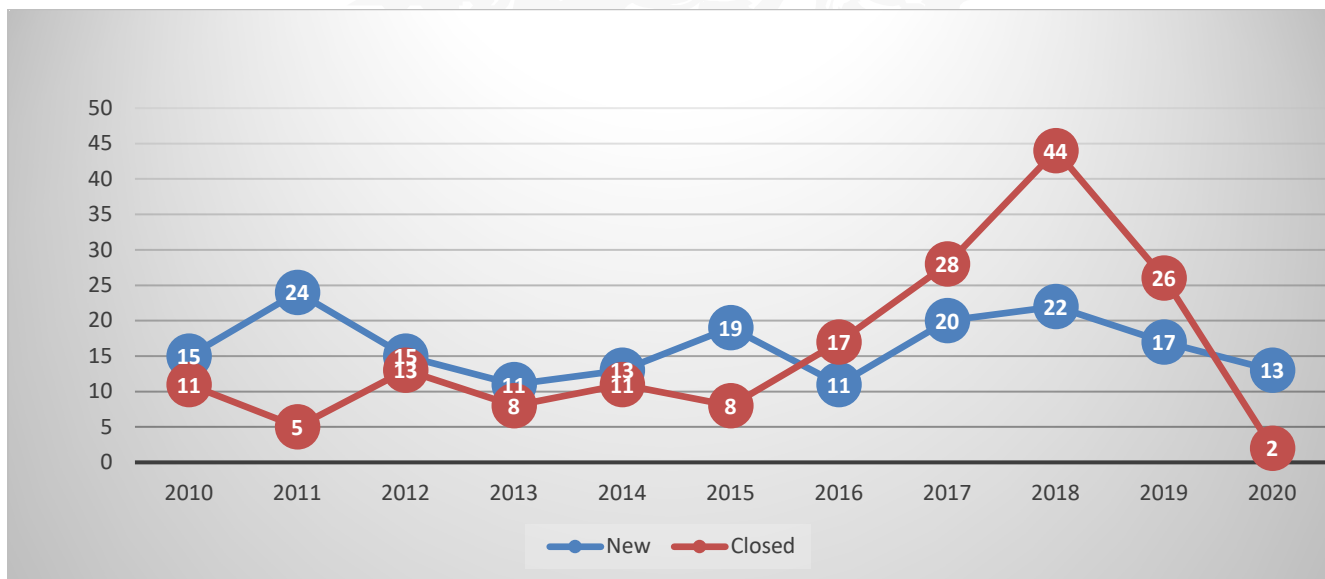
### Planning & Zoning Report for August Activities - 2020

#### ZONING PERMITS

There were 13 new zoning permits issued this month (*August*)

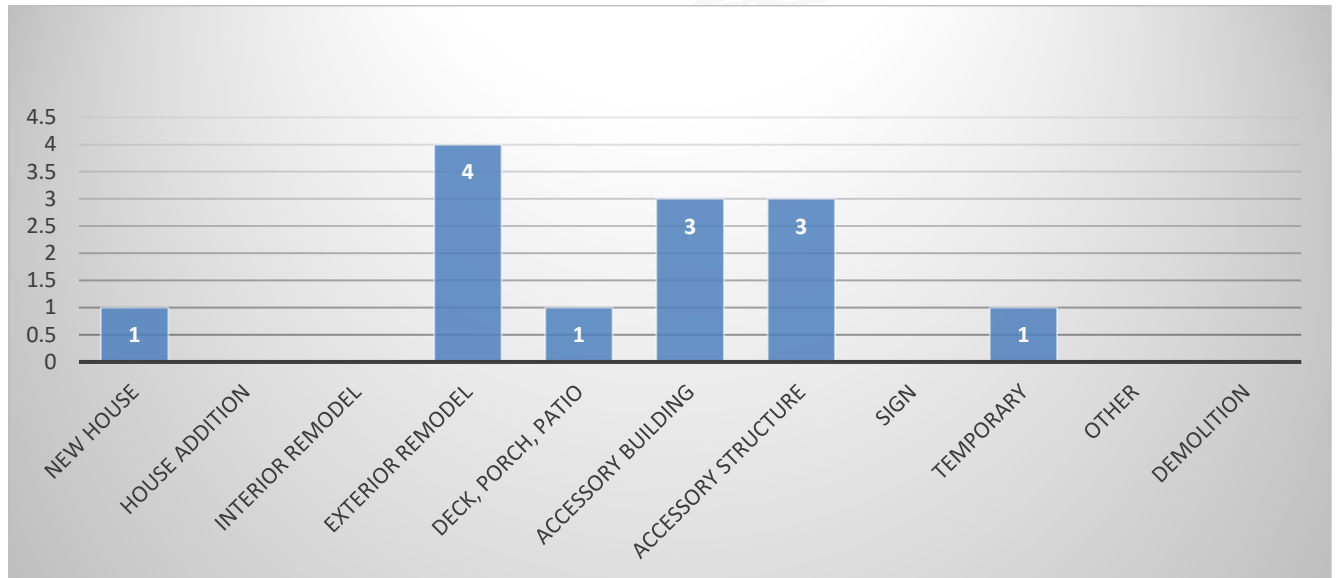
There were 2 zoning permits closed this month (*August*)

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





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

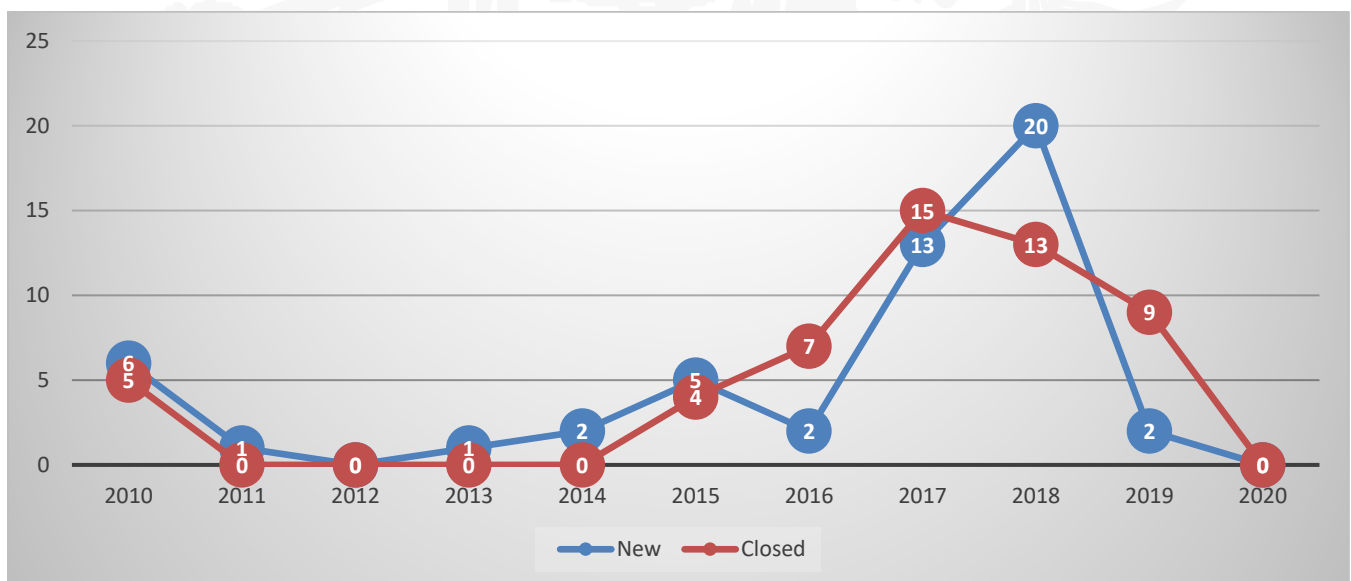


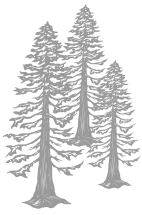
**CODE ENFORCEMENT**

**There was 0 new complaint/violation this month (August)**

**There were 0 complaints/violations closed this month (August)**

*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 0 Blight Violations** actively being rectified by violators. (August)

**There were 0 municipal civil infraction issued and 0 court appearance** (August).

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

Violation Number	Address	Parcel #	Description	Status

## DIRECTOR OF PLANNING NOTES

Zoning Officer Paul Curtis's last day of work was August 9<sup>th</sup>, 2020. The new Zoning Officer, Michael Zsenyuk, will begin work September 8<sup>th</sup>, 2020.

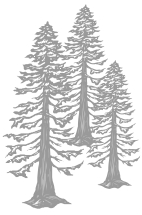
## PLANNING COMMISSION

### August Meeting: August Meeting

The Planning Commission held two meetings in August.

#### August 11, Work Session

Petition	Project	Request/Description	Result
	Draft Zoning Ordinance	Review of Draft Zoning Ordinance	Planning Commission finished review and set a Public Hearing for September 2, 2020.



### August 25, Regular Meeting

Petition	Project	Request/Description	Result
20-PC-202	4585 Wylie Rd.	Public Hearing: Rezone request from Agriculture (AG) to Rural Residential (RR).	Planning Commission recommended approval to Board. 7-0 unanimous vote.
20-PC-203	11485 N. Territorial Rd.	Public Hearing: LaFontaine Property, 11485 N. Territorial Rd., Special Land Use/Preliminary Site Plan Approval	Planning Commission approved Special Land Use and Preliminary Site Plan, 7-0 unanimous vote of both.

## ZONING BOARD OF APPEALS

### August 6<sup>th</sup> ZBA Meeting:

Petition	Project	Request	Result
20-ZBA-883ABCD	Attached Garage	<i>Four (4) dimensional variances requested.</i>	All Approved



**PLANNING COMMISSION**  
6880 DEXTER-PINCKNEY ROAD  
DEXTER, MI 48130  
TELEPHONE: 734-426-3767  
FAX: 734-426-3833  
WWW.DEXTERTOWNSHIP.ORG

---

DATE: **August 25, 2020 Et al.**  
TO: Dexter Township Board of Trustees  
RE: **Planning Commission Report**

**Action Items:**

1. Public Hearing: (20-PC-202) Rezoning Request 4585 Wylie Rd. Rezone from Agricultural (AG) to Rural Residential (RR). Remanded from Township Board for further review.
2. Public Hearing for (20-PC-203) LaFontaine Property, 11485 N. Territorial Rd., Special Land Use/Preliminary Site Plan Approval

Director of Planning & Zoning, Mr. David Rohr gave the PC an overview of Wylie Rd. Rezone from Agricultural (AG) to Rural Residential (RR). Remanded from Township Board for further review.

He stated that the Board moved to remand the request to the Planning Commission for further consideration of the following issues:

1. Consider the use of new draft Zoning ordinance 'Official Zoning Map' approved by the Board, and
2. Look at all six 10 acres parcels (60 acres) as a whole and the development precedent that may be set.

The DPZ report included the Washtenaw County Wetland map for 2020 that indicated a high probability that extensive wetlands will prevent precedent setting future development.

**Public Hearing:** The rezone request received letters of support from neighbors Linda & Bruce Theil at 9022 Lottie Lane and Brenda Sue Wickett at 4641 Wylie Rd ... who pointed out that a precedent has already been set with the contiguous Gregory Farms development.

**PC Deliberation:** The PC discussed the Standards of Review for a zoning change as provided in the DPZ's Report & unanimously moved to approve the following resolution:

A resolution to grant approval of a **FAVORABLE RECOMMENDATION** of an application submitted by Paul LaRoe and Terry Keppler for property owned located at 4585 Wylie Rd., Section 36 of Dexter Township (D-04-36- 200-003).

**Public Hearing for (20-PC-203) LaFontaine Property, 11485 N. Territorial Rd., Special Land Use/Preliminary Site Plan Approval:**

Director of Planning & Zoning gave the PC an overview of this request:

Gary Laundroche, on behalf of LAG Development, has applied for a special land use and preliminary site plan, (20-PC203) LaFontaine, for a commercial vehicle sales facility. The proposed business will include new and pre-owned commercial truck sales. No service, collision work or painting of vehicles is proposed at this location.

The proposed commercial vehicle sales facility will be located on a property in the General Commercial (C-1) District that has been used for a restaurant and convenience/grocery store, but the property has been vacant for several years.

The proposed facility will use the existing building and parking. Additional parking and landscaping will be added. The site plan, with a revised date of June 5, 2020, shows the location of those improvements, in addition to existing conditions.

**Public Hearing:** Residents living close to the project had a plethora of concerns:

Traffic safety, light & noise pollution, sufficient screen of landscaping, adequate SWM to handle the large expanse of impervious asphalt for over 200 parking spaces and **loss of rural character**.

Although the Public had a plethora of issues, the general consensus was that folks felt LaFontaine would be a good neighbor for our community.

**PC Deliberation:** The Planning Commission had similar issues with that of the public and also felt that LaFontaine would be a good community neighbor.

The PC stated the property has been vacant for several years & presents a blight issue due to a lack of *business success*. And now with covid-19 this makes a successful business venture even less likely. Thus, the **PC approved the following resolutions:**

A resolution for a **Special Land Use** for commercial truck sales facility, submitted by Gary Laundroche, on behalf of LAG Development, LLC, for property located at 11485 N. Territorial Rd., Section 15 of Dexter Township (D-04-15-300-001).

A resolution (as amended) for **Preliminary Site Plan approval** for commercial truck sales facility, submitted by Gary Laundroche, on behalf of LAG Development, LLC, for property located at 11485 N. Territorial Rd., Section 15 of Dexter Township (D-04-15-300-001).

*PC meeting September 2, 2020:*

**Public hearing on Dexter Township 2020 Draft Zoning Ordinance & Draft Zoning Map:**

**Public Hearing:** McGregor resident Mike Fournier had concerns about unobstructed view of the lakes and rivers i.e. protecting the lake viewshed.

*In a Resolution the PC recommended approval of the Dexter Township 2020 Draft Zoning Ordinance & Draft Zoning Map with amendments to the BOT for final adoption.*

*Respectfully Submitted,  
Bill Gajewski, Township Board Representative*

**CHELSEA DISTRICT LIBRARY BOARD OF TRUSTEES**

**Tuesday, August 18, 2020—6:45 p.m.**

**Remotely via Zoom**

**AGENDA**

- 6:45 Budget Hearing**  
Welcome and Call to Order  
Board Review of 2021 Budget  
Public Comment  
Adjournment
- 7:15 Board Meeting**  
Welcome and Call to Order  
Agenda Review, Additions, and Approval
- 7:20 Compulsory Segments**  
Minutes Approval – July 21, 2020  
Approval of the July Operational Checks  
Approval of July Financial Reports  
Director's Report & Friends Report
- 7:45 Public Comment**
- 7:50 Discussion Items**  
1. Auditor Contract Extension
- 7:50 Reports**  
Policy Committee  
Finance Committee  
Personnel Committee  
Nominating Committee  
Community Outreach Committee
- 7:55 Public Comment**
- 8:00 Other Items**
- 8:05 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, July 21, 2020 6:45 pm  
Meeting Location: Remote, Using Zoom

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

**Trustees Absent:** None

**Staff:** Director L. Coryell, Assistant Director L. Ballard, & C. Berggren.

**Guests:** None

**Welcome and Call to Order**

S. Lackey called the meeting to order at 6:49 p.m.

**Agenda Review, Additions, and Approval**

MOTION made by J. Carr, SECONDED by TJ Helfferich to approve the agenda, as presented. Discussion: None

All Ayes: 7-0

**Compulsory Segments:**

**Minutes and Approval of Checks**

MOTION made by J. Carr, SECONDED by TJ Helfferich to approve the minutes of the June 16, 2020 Board Meeting. Discussion: None

All Ayes: 7-0

MOTION made by C. Taylor, SECONDED by A. Merkel to accept the General Fund Operational checks for June, 2020. Discussion: None

All Ayes 7-0

MOTION made by J. Carr, SECONDED by TJ Helfferich to accept Financial Reports for June, 2020. Discussion: None

All Ayes: 7-0

**Director's Report Update:**

**L. Coryell update:**

- Clarified that the State's Level 3 from her report wasn't statewide, only for our region.
- SportsPort giveaway starts tomorrow. This is a 5 Healthy Towns grant initiative.
- The library continues to operate at curbside pickup and virtual events mode.
- Tech's backup to Cloud project in going really well.
- Anne reported that a friend of hers did the storybook trail with her kids and loved it.
- Charlie asked if Lori has any idea when the library will move to its next stage of opening. Lori reported that we don't have a timetable, as that's dictated by outside factors.
- Jan asked if we've had much feedback on fine free. Lori said not really, but it will probably be more evident once things return to normal.

**Friend's Report:**

- Going to allow limited friends back into the library soon.
- Jan reported that with the filling of the friends' secretary position, the friends now have a full slate of officers for the first time in a long time.

**Other Reports Notes:** None

**Public Comment:** None

Susan had to leave the meeting and handed over the running of the meeting to President-Elect TJ Helfferich.

**Action Item #1: Donations**

MOTION made by J. Carr, SECONDED by A. Merkel to approve and acknowledge the presented June 2020 donations of \$1,050.00.

Discussion: None

All Ayes: 6-0

**Action Item #2: Budget Hearing Notice**

MOTION made by J. Carr, SECONDED by E. Sensoli to approve the publication of the Budget Hearing Notice in the Chelsea Guardian and the Chelsea Update, announcing that the hearing for the library's 2021 budget will take place at that August 18, 2020 board meeting. Discussion: None

All Ayes: 6-0

**Discussion Item #1: Staff In-Service**

The library plans to hold its annual staff in-service on Friday, August 21, and asked the board for permission to close the library's services that day, so the in-service is possible. Lori explained the staff will be split into a morning session and afternoon session to limit the number of people in the building. The theme this year will be Diversity, Inclusion, and Equity. Because of the proximity of this date, the library also asked the board to move this to Action.

MOTION made by J. Carr, SECONDED by E. Sensoli to move Discussion Item #1: Staff In-Service to Action Item #3.

All Ayes: 6-0

**Action Item #3: Staff In-Service**

MOTION made by J. Carr, SECONDED by C. Taylor to approve the Staff In-Service date of Friday, August 21, and to formally close the library's services on that day. Discussion: None

All Ayes: 6-0

**Discussion Item #2: 2021 Budget Draft**

Chris will email the 2021 budget draft to the trustees in the morning. Lori asked that all questions concerning the budget draft be forwarded to her by August 11.

**Committee Reports**

**Policy Committee –**

**Finance Committee –**

**Personnel Committee –**

**Nominating Committee –**

**Community Outreach Committee –**

**Public and Board Comment:** None

**Other Items:** Charlie spoke about his hope for the Adult Learning Institute to use the library for Zoom and actual classes. He wanted the other board members to know that there are discussions taking place to further a partnership and make this possible.

**Adjourn:**

MOTION made by J. Carr, SECONDED by A. Merkel to adjourn the meeting at 7:50 p.m.

All Ayes, 6-0

\_\_\_\_\_  
Janice L. Carr, Board Secretary

\_\_\_\_\_  
Date



## **Library Director's Report**

### **Respectfully submitted for August 2020 Board Meeting**

#### **Staff Announcements**

Congratulations on Work Anniversaries!

- Library Assistant Leslie Abcouwer, nine years on July 13
- Youth Librarian Edith Donnell, 14 years on July 10

#### **CDL Responds to COVID-19**

CDL continues to operate at Stage 3 (curbside delivery and virtual and remote offerings) of its Reopening Plan. We continue to limit the number of staff in the building daily. Curbside pickup continues at a brisk pace with 6,021 items checkout during July which averages to 250 items circulating per day. Librarians are handling between 15 and 20 reference interactions a day. Patrons downloaded 4,282 e-resources during the month.

SportPort giveaways are going strong. We end up giving out close to one hundred kits a week! 5 Healthy Towns asked if we would consider extending with more sports equipment giveaways for three more weeks beyond the initial five, and we responded with a very enthusiastic yes. The community appears to love this program.

COVID-19 forced our librarians to quickly adapt and implement a new model for summer reading. I am so impressed with the creativity and energy that has gone into this. A special shout out to them for making lemonade from lemons!

Based on the latest EOs and expert opinions on the possible negative impact of COVID on communities in the fall, the management team has determined that all programming throughout November will be implemented remotely. Exceptions to this are the *Young at Art* exhibit, the library's role in the Sculpture Walk, and the Chelsea Community Read Against Racism Read-in on the Library Lawn.

#### **Financial Matters**

We received notification of our penal fine income for 2020. We have been informed that we will receive \$15,282.06 for the year. We had projected \$17,000 in the budget – a 10% difference. Based on reporting from other libraries, their penal fine income dipped more substantially than CDL's. The expectation is that penal fine income will continue to decrease. You will note in today's 2021 budget document that we have tried to accommodate that by dropping projected income in this line to \$10,000.

#### **CDL Annual In-Service Day**

In-Service Day is right around the corner on Friday, August 21. We had to adjust our plans to accommodate the Governor's Executive Order 2020-16 limiting indoor organized events to 10 people. To comply with this, all staff will participate remotely. Torrance Learning is leading the program that reinforces our 2020-2022 Strategic Plan theme of facilitating access for all. During the session, we will explore ways to address barriers we may be unknowingly and unintentionally creating to the delivery of excellent service for all.

#### **Young at Art Exhibit**

*Young at Art* will be on display at CDL Sept. 1-30 in the McKune Room. The public may view it by appointment, and all safety and health protocols will be followed. The rest of the library building will not be open to the public.

*Young at Art* features nearly 50 original illustrations from Caldecott Medal recipients as well as “runner up” Honor books. Picture book illustrators are true artists, and many have created work outside the realm of children’s books. Re-discover favorite books and illustrations of yesteryear, and introduce younger generations to art they may not have encountered before.

### **Chelsea Community Read Against Racism**

CDL, Serendipity Books, and the Chelsea Human Rights Commission are partnering to offer a community-wide read of the National Book Award Winner *Stamped from the Beginning* by Ibram X. Kendi (a special teen edition, *Stamped: Racism, Antiracism, and You: A Remix of the National Book Award-winning Stamped from the Beginning* with edits from award-winning author Jason Reynolds is also available). We encourage our community to read the book and participate in related events and activities including a remote book discussion on September 29 and a read-in on the library lawn on September 12.

### **Strategic Plan 2020-22 Progress Update**

#### **Initiative 1: Expand Awareness of Service**

- 1.1 Brand strategy refresh
- 1.2 Welcome kits
  - *Upgraded email software to implement automated Welcome Email to new patrons*
- 1.3 Physical and virtual library space orientations
- 1.4 Increase board visibility/participation in services

#### **Initiative 2: Strengthen Intentional Approach to Inclusion**

- 2.1 Fine free?
- 2.2 Simplify card registration and renewal
  - *Card registration allowed via email due to COVID-19*
- 2.3 Service gap analysis to better understand community needs and address service gaps
- 2.4 Increase browsability of collections
  - *Added CDL Librarian Recommendation form to CDL website and began promoting via eNews and social media*
- 2.5 Explore alternate hours
  - *Curbside service continues due to COVID-19*

#### **Initiative 3: Address Geographic and Mobility Challenges**

- 3.1 Mobile library services
- 3.2 Mobile card drives
  - *Card registration allowed via email due to COVID-19*
- 3.3 Promote online tools for expanding digital literacy

#### **Initiative 4: Close the Gap in Digital Literacy and Access to Technology**

- 4.1 Develop digital literacy strategy
- 4.2 Develop a digital tools promotion strategy
  - *Digital tools for all ages and job seekers promoted in Technology section of the fall newsletter*
- 4.3 Continue to advocate to expanded high-speed internet access throughout service area

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

**Facility update:**

July was a quiet month as far as the facility was concerned. We had the regularly scheduled maintenance on the front glass doors which resulted in the top roller tracks being replaced. Cintas was out to replace the battery in our alarm panel. JCI came out to do our planned July HVAC maintenance. And lastly Jaco Electric was here to replace the socket in one of our can lights. The tracks to hold the sneeze guards onto the public desks were backordered so we probably won't finish that project until sometime in August.

**HR:**

The HR Playbook software is working very well and the small glitches we have had have been handled almost immediately by the support team. At this point, I have been able to try some custom alerts and update Plan pages as more accurate COVID information is made available. I continue to be very happy with how easy it is to use.

**Continuing Ed/meeting:**

Webinars are slowing down a bit but I still attended several on a variety of topics: emotional intelligence at work, administration of health savings accounts (HSAs), the future of workplace benefits, the roll of the library board, and an MLA coffee hour.

Weekly management Zoom meetings continued, as well as a regular meeting with Lori, where we planned our annual all-staff in-service meeting for August on the topic of diversity. We met with staff from local company Torrence Learning and I am looking forward to having this important training/discussion with our staff.

**COVID:**

We continue to monitor CDC, WCHD, and state executive orders for guidance on making our way through this pandemic. Staff is holding up pretty well but we are all feeling the strain of long-term uncertainty about the future. We continue to encourage and support them as *they* continue to bring the best service possible to our community under very stressful conditions. We couldn't have more dedicated, creative and loyal people to go through this with, so I have no doubt we will come out of it with our great team spirit in tact!

Respectfully submitted-  
Linda Ballard  
Assistant Director





**Dexter Area Fire Department  
Fire Administration Board  
Regular Meeting Agenda**

**August 20, 2020 – 6:00 p.m.**

**Dexter Township Hall**

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

CITY OF DEXTER  
DEXTER TOWNSHIP  
WEBSTER TOWNSHIP

**A. Call to Order:**

**B. Roll Call:**

**Chairperson:** Jim Seta (Member-At-Large)

**Board Members:** John Westman, Vice-Chair (Webster Twp); Libby Brushaber, Treasurer (Dexter Twp); Shawn Keough, Secretary (City of Dexter); Dan Munzel (Webster Twp); Jim Smith (City of Dexter); Harley Rider (Dexter Township).

**C. Approval of Meeting Minutes:** July 16, 2020 (Page 1)

**D. Audience Participation:**

**E. Approval of the Agenda:**

**F. Approval of the Bills and Payroll:**

Bills and Payroll from July 9, 2020-August 11, 2020 \$117,146.00 (Page 3)

**G. Reports**

1. Fire Chief Report (Page 5)
2. Financial Report (Page 49)

**H. Unfinished Business**

**I. New Business**

1. Fire Code Adoption (Page 69)
2. Consideration of Deposits and Credits Policy (Page 83)
3. Investment Policy (Page 86)
4. Employee Travel and Expense Policy (Page 96)
5. Consideration of Contract Renewal and Evaluation (Page 102)
6. Discussion of Don Dettling Letter of Retirement (Page 103)

**J. Dexter Fire Fighters' Association Report**

**K. Non-Arranged Audience Participation**

**L. Future Agenda Items**

1. Cost Recovery
2. Collective Bargaining discussion
3. Review of Fire Chief Smith's policies (6)

**M. Concerns of Fire Board Members**

**N. Adjournment**

*The next regular meeting of the Dexter Area Fire Department Administrative Board will be on Thursday, September 17, 2020 at 6:00 PM at the Dexter Township Hall. Special meetings may*

*be called as necessary in accordance with the Michigan Open Meetings Act. Notices of special meetings will be posted at Dexter Area Fire Department Stations, Dexter City Office, Dexter Township Office, and Webster Township Office.*

**Activity Reports:**

**Summary – (Page 16)**

**Summary Year-To-Date (Page 15)**

**City of Dexter (Page 17)**

**Dexter Township (Page 19)**

**Webster Township (Page 23)**

**Mutual Aid/Shared Runs (Page 21)**



**Dexter Area Fire Department  
Fire Administration Board  
Board Meeting Minutes  
July 16, 2020 – 6:00 p.m.  
Dexter Township Hall  
6880 Dexter-Pinckney Road, Dexter. MI**

CITY OF DEXTER  
DEXTER TOWNSHIP  
WEBSTER TOWNSHIP

**A. Call to Order:**

**Chair Seta** called the meeting to order at 6:01 p.m. via video conferencing per Executive Order 2020-48.

**B. Roll Call**

**Chairperson:** Jim Seta (Member at Large)

**Board Members:** John Westman, Vice-Chairperson (Webster Township); Libby Brushaber, Treasurer (Dexter Township); Dan Munzel (Webster Township); Jim Smith (City of Dexter); and Harley Rider (Dexter Township).

**Absent:** Shawn Keough, Secretary (City of Dexter), with notice.

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

**C. Approval of Meeting Minutes:**

**Motion by Smith** to approve the June 18, 2020 meeting minutes as presented. Motion second by Munzel.

**Roll Call Vote: Yeas – Westman, Brushaber, Munzel, Smith, Rider, Seta; Nays – None; Abstain – None; Absent – Keough. 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 Rider.

**Motion carried 6-0.**

**F. Approval of the Bills and Payroll:**

**Motion by Brushaber** to approve bills and payroll from June 11, 2020 through July 8, 2020, totaling \$ 97,219.81. Motion second by Munzel.

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

**G. Reports:**

**1. Chief's Report:**

**Motion by Smith** to receive and file the Chief's report. Motion second by Westman.

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

**2. Financial Report:**

**John Anderson, 7<sup>th</sup> Rule Accounting**, was present to answer questions.

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

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

**H. Unfinished Business:** None

**I. New Business:** None

**J. Dexter Fire Fighters' Association Report:** None

**K. Non-Arranged Audience Participation:** None.

**L. Future Agenda Items – August 20, 2020**

1. Investment Policy
2. Fire Code
3. Cost Recovery
4. Collective Bargaining discussion
5. Review of Fire Chief Smith's policies (6)
6. Deposits and Credits Policy
7. Employee Travel Expense Policy
8. Fire Chief's Contract

**M. Concerns of Fire Board Members:**

**Munzel:** The Webster Township Fire Hall has been progressing. There will be a meeting with the project coordinator next week.

**Westman:** The footings for the Webster Fire Hall were poured this week.

**N. Adjournment:**

Chair Seta declared the meeting adjourned at 6:30 pm

Respectfully submitted,

Jim Seta, Acting Secretary

Janis Miller, Recording Secretary





# Dexter Area Fire Department

8140 MAIN STREET • DEXTER, MICHIGAN • 48130-1044  
TELEPHONE: (734) 426-4500

FIRE CHIEF  
ROBERT L. SMITH

August 12, 2020

Jim Seta, Chairman  
Dexter Area Fire Board

Please accept the following documents for my board report detailing fire department activities for July 2020.

#### Agenda Items:

1. Discussion of 2018 Fire Code
2. Consideration of Deposit and Credits Policy
3. Discussion of Investment Policy
4. Discussion of Travel Policy
5. Consideration of Fire Chief Contract Renewal and Annual Evaluation Committee

The following reports and document are attached as noted:

1. Fire Chief Report – July
2. Fire Prevention Officer Report – July
3. Operation Officer Report – July
4. Training Officer Report – July
5. Maintenance Division Report – No report this month
6. Health and Safety Division Report – No report this month
7. EMS Division Report – No report this month.
8. Dexter Area Fire Run Data – July
9. DAFD Incident by District for cost accounting – July
10. July Check Listing – All checks signed by Chief Smith with Trustee J. Smith approval
11. Credit Card Purchase for the month – July
12. DAFD Training Schedule – CY 2020
13. Letter of Intent for VP of MAFC with Chairman Seta Endorsement
14. FY 2020 Spending Spreadsheet as of 8/12/2020

If there are any questions regarding my report by any Board member, please feel free to contact me at any time. Thank you for your support.

Thank You,

Robert L. Smith, EFO, CFO  
Fire Chief, Dexter Area Fire Department

**SMOKE DETECTORS SAVE LIVES**

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## Dexter Area Fire Department

### Agenda Item Summary - Dexter Area Fire Board

**Date of Consideration:**

**20-Aug-20**

**Agenda Item Title:**

Fire Code Adoption

**Submitted By:**

Fire Chief Robert Smith

**Explanation of Agenda Item:**

Updated information for Adopting a Fire Code.

Resources	Yes	No	Undetermined
Fiscal or Resource Considerations:		X	
Does the Agenda Item Require the Expenditure of Funds:		X	
If yes, are funds budgeted:		X	
Are Staff or Other Resources Required:		X	
Is a Budget Amendment Required:		X	

**Attachments:**

1. Problem Statement, 2. Fire Board Resolution 2005, 3. Dykema Legal Opinion, 4. August 2017 Board Agenda Summary, 5. March 2018 Board Agenda Summary, 6. Draft Legislation for Adoption of the 2018 Fire Code.

**Staff Comments:**

Re-engagement for Fire Code Adoption from August 2017 Fire Board Meeting. Please review the problem statement, attorney review and sample legislation that was presented at the time.

**Motion/Action/Recommendation:**

Adoption of one of the model Fire Codes.

General Use Forms (7/19/2017)

Dexter Area Fire Department  
Fire Code Adoption

**Problem:**

1. Currently only one of the three municipalities has adopted a model fire code (International Fire Code) for enforcement. This creates inconsistencies in the Fire Inspection and Prevention process.
2. The City of Dexter (Village at the time of adoption) has an Ordinance and Resolution in place that implements the 2003 edition of the International Fire Code (IFC).
  - a. The current edition of the International Fire Code is 2018. Michigan Building codes currently being enforced range from 2012 to 2018 depending on the code and code cycle. (See Attachment)
3. The Dexter Area Fire Department Inspectors can only inspect using a Fire Code, not building codes. If a Fire Code is not in place it is difficult to provide enforcement of Fire Prevention.

**Enabling Documents:**

1. Interlocal Agreement:

ARTICLE X

FIRE CODE

Unless otherwise provided for under state law, the Board shall adopt by resolution such proposed ordinances as it shall deem necessary to guard against the occurrence of fires and to protect the property and persons of the citizens against damage and accident resulting there from. Such proposed ordinances may be adopted from any standard fire prevention code which has been promulgated by the state or by any department, board or agency thereof, or by any national organization or association which is organized and conducted for the purpose of developing such codes. Any Public Agency so adopting such ordinance may publish by reference in accordance with MCL 41.805; MSA 5.2640 (5).

**Past Actions:**

1. In April of 2005 this board passed a resolution encouraging member municipalities to adopt a nationally recognized fire prevention code. (See Attachment)
2. The Village of Dexter Adopted, with modifications, the 2003 IFC via Ordinance No. 6-2006 on April 27, 2006. (See Attachment)
3. Dexter and Webster Township have not taken any actions to adopt a model Fire Code.

**Recommendation:**

1. The Dexter Area Fire Board endorse and encourage the adoption of the 2018 International Fire Code by each participating municipalities governing body.
2. The Dexter Area Fire Board pass a resolution adopting by reference 2018 International Fire Code as the prevailing Fire Prevention Code for any municipality participating in the Interlocal Agreement unless a participating municipality adopts a generally recognize Fire Prevention Code.
  - a. The Fire Chief recommends the adoption of the 2018 International Fire Code as it most closely interfaces with the Michigan building codes series. Both are develop by the International Code Council.
  - b. A sample of such adoption legislation is attached and will need additional detail added prior to adoption.

**RESOLUTION IN SUPPORT OF ADOPTION**  
**OF FIRE PROTECTION ORDINANCE**  
**BY MUNICIPALITIES SERVED BY THE DEXTER**  
**AREA FIRE DEPARTMENT**

**Whereas, the Dexter Area Fire Board was created on March 26, 1985 as a cooperative effort between the Village of Dexter, Township of Dexter, Township of Lima, Township of Webster and the Township of Scio in order to improve the safety of their citizens and the level of fire protection services provided thereto; and**

**Whereas, the Dexter Area Fire Department is governed by the Dexter Area Fire Board, and provides 24 hour fire protection and emergency medical services to the community; and**

**Whereas, the highest level of fire protection and life safety occurs when fires are prevented from occurring and endangering the public; and**

**Whereas, the Dexter Area Fire Department, in 2004, secured a Federal Emergency Management Area FIRE Act grant to establish a fire prevention and fire code enforcement process for the jurisdictions served by the Department; and**

**Whereas, the Dexter Area Fire Department has personnel with the training and experience necessary to undertake a systematic approach to fire prevention; and**

**Whereas, while most fire prevention activities are educational in nature, the need for fire code enforcement exists in those instances where voluntary remedial efforts are insufficient to insure the safety of the public; and**

**Whereas, uniform and nationally recognized fire codes, promulgated by committees of industry, academic, governmental and fire service experts, exist and may be adopted by reference by individual municipal jurisdictions under Michigan law;**

**Now Therefore, it is hereby resolved by the Dexter Area Fire Board that the member municipalities served by Dexter Area Fire Department are encouraged to adopt by reference a nationally recognized fire prevention code; and**

**It is further resolved, that the Dexter Area Fire Department is directed to assist member municipalities in this process to the extent that such service may be desired by the governing bodies of those municipalities.**

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2005, at a duly noticed public meeting of the Dexter Area Fire Board.

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Secretary



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**CONFIDENTIAL WORK PRODUCT  
ATTORNEY – CLIENT PRIVILEGE**

TO: Robert Smith, Fire Chief  
FROM: Melvin Muskovitz  
RE: Fire Code Issues  
DATE: July 18, 2017

---

The Dexter Area Fire Department (“DAFD”) was created by virtue of an Interlocal Agreement entered into between the Village of Dexter and Dexter, Lima and Webster Townships<sup>1</sup>. Such an agreement is authorized by the Urban Cooperation Act of 1967 (MCL 124.501 *et. seq.*) (hereafter “UCA”). The DAFD has the capacity and right to provide fire code enforcement services, but it can only do so in geographic areas covered by the DAFD that are subject to a fire code. The DAFD has not adopted a fire prevention code. Currently, only the City of Dexter has adopted a fire code.<sup>2</sup>

This Memorandum is in response to a request from the DAFD Board for an opinion and recommendation regarding how to proceed in light of the above.

**A. ISSUES PRESENTED**

- 1. Whether the Dexter Area Fire Department Board has the authority to implement a fire code that would cover its members.**
- 2. Whether the Dexter Area Fire Department Board has the authority to require its members to adopt a fire code.**
- 3. Whether the Dexter Area Fire Department has a statutory duty to adopt a fire code.**
- 4. Whether the Dexter Area Fire Department and its Board members would be liable in tort for not implementing a fire code.**

---

<sup>1</sup> Lima Township has withdrawn as a member. The Village of Dexter became a City in 2014. As a successor to the Village of Dexter, the City of Dexter is bound by the terms of the Interlocal Agreement (Article XVI).

<sup>2</sup> The Code is the 2003 version of the International Fire Code. This code has been updated a number of times, with the most current version being updated effective 2015. Neither the Village of Dexter nor the City of Dexter adopted any updated version of the Code.

- (s) Any other necessary and proper matters agreed upon by the participating public agencies.

Section 5(2) The public agencies that are parties to a contract entered into pursuant to this act have the responsibility, authority, and right to manage and direct on behalf of the public the functions or services performed or exercised to the extent provided in the contract.

Section 7(2) A separate legal entity created by an interlocal agreement shall possess the common power specified in the agreement and may exercise it in the manner or according to the method provided in the agreement....

Section 9(1) All of the privileges and immunities from liability, and exemptions from laws, ordinances, and rules, and all pensions, relief, disability, worker's compensation, and other benefits that apply to the activity of officers, agency, or employees of any public agents or employees of any public agency when performing their respective functions within the territorial limits for their respective agencies shall apply to the same degree and extent to the performance of those functions and duties of those officers, agents, or employees extraterritorially under the provisions of any such interlocal agreement.

Section 9(2) An interlocal agreement does not relieve a public agency of any obligation or responsibility imposed upon it by law except to the extent of actual and timely performance thereof by 1 or more of the parties to the agreement or any legal entity created by the agreement in which case the performance may be offered in satisfaction of the obligation or responsibility.

**2. Home Rule Cities Act (MCL 117.1 *et. seq.*)**

Section 3 Each City Charter shall provide for all of the following:

...Except as otherwise provided under the Stille-DeRossett-Hale single state construction code act, 1972 PA 230, MCL 125.1501 to 125.1531, a city ***may adopt*** a law, code, or rule that has been promulgated and adopted by an authorized agency of this state pertaining to fire, fire hazards, fire prevention, or fire waste, and a fire prevention code.... (Emphasis Added)

**3. Township Ordinances Act (MCL 41.181 *et. seq.*)**

Section 1(1) The township board of a township, at a regular or special meeting by a majority of the members elect of the township board, ***may adopt*** ordinances regulating the public health, safety, and general welfare of persons and property, including, but not limited to, ordinances concerning fire protection . . . . (Emphasis Added)



of a fire hazard. When an official finds a building or premises, either public or private, which for want of repairs, lack of or insufficient fire escapes, automatic or other fire alarm apparatus or fire extinguishing equipment, or by reason of age or dilapidated condition, defective electrical wiring or electrical equipment, defective chimneys, defective gas connections, defective heating apparatus, accumulation of rubbish, waste materials, or flammable substances or decorations, or from any other condition, or for any other reason, may cause an otherwise preventable fire or explosion or endanger other property or premises or be dangerous to the public peace, security, or safety, the official **may** reduce to writing the official's findings on the inspection and examination and file the same with the department, with a report stating the ownership, location, and description of the building or buildings or premises inspected, and with other data and information as the state fire marshal prescribes in those cases, together with recommendations relative to the abatement of the fire hazard. (Emphasis Added)

Section 23 The existence of a fire hazard, of any nature, origin, or cause, is a nuisance and the nuisance **may** be abated, removed, corrected, and its continuance enjoined in the manner provided by law for the abatement of nuisances. (Emphasis Added)

Section 31(1) A township, city, village, or county shall not adopt or enforce an ordinance or resolution that is inconsistent with this act or any rule promulgated under this act.

**6. Government Liability for Negligence Act (MCL 691.1401 *et seq.*)**

Section 7(1) Except as otherwise provided in this act, a governmental agency is immune from tort liability if the governmental agency is engaged in the exercise or discharge of a governmental function....

Section 7(2) Except as otherwise provided in this section, and without regard to the discretionary or ministerial nature of the conduct in question, each officer and employee of a governmental agency...and each member of a board...is immune from tort liability for an injury to a person or damage to property caused by the officer, employee, or member while in the course of employment or service...if all of the following are met:

- (a) The officer, employee, member...is acting or reasonably believes he or she is acting within the scope of his or her authority.
- (b) The governmental agency is engaged in the exercise or discharge of a governmental function.
- (c) The officer's, employee's, member's...conduct does not amount to gross negligence that is the proximate cause of the injury or damage.

## **Fire Chief Duties.**

- (a) The Fire Chief is responsible for the operation of the Fire Department under the general guidelines established by the Fire Board for the protection of life, property and the prevention and control of fires. To perform related work as required.
- (b) The Fire Chief may be called upon to do any or all of the following: (these examples do not necessarily include all of the tasks which the employee may be expected to perform).
  - (14) Direct programs on fire prevention.
  - (15) Recommend to the Board policies to maintain and or establish more effective controls for enforcing laws and ordinances concerning the protection of life and property.

## **F. DISCUSSION**

### **1. The Dexter Area Fire Department Board has the authority to adopt a fire code that would apply to all of its members.**

The Interlocal Agreement is an agreement among a home rule city and townships. Each unit of government is authorized under Michigan law to operate a fire department and to adopt a fire code. Therefore, they can jointly exercise this power.

Article X of the Interlocal Agreement, entitled "Fire Code," authorizes the DAFD Board to "adopt by resolution such proposed ordinances as it shall deem necessary to guard against the occurrence of fires and to protect the property and persons of the citizens against damage and accident resulting there from." Thus, the parties have delegated the authority to the DAFD Board to implement a fire code.

### **2. The DAFD Board is not authorized to require members to adopt a fire code.**

Under the UCA, an entity created by an interlocal agreement "shall possess the common power specified in the agreement and may exercise it in the manner or according to the method provided in the agreement." Mich. Comp. Laws § 125.507(2). Nothing in the Interlocal Agreement authorizes the DAFD Board to require its members to adopt a fire code. As the authority to require members to adopt a fire code is not "provided in the agreement," the Board would not be able to exercise that power.

### **3. The DAFD does not have a statutory duty to enact and enforce a fire code.**

As noted above, the Michigan Fire Prevention Code authorizes, but does not require, a local unit of government to inspect buildings for the existence of fire hazard ("If...the commanding officer of the fire department of a city, village, township, or county...determines a dangerous condition exists...the commanding officer *may* take all necessary steps and prescribe all necessary

- b. The DAFD and its Board members would not be liable for failing to adopt a fire code because they are entitled to governmental immunity.
- i. The DAFD would not be liable because implementing a fire code is an “exercise or discharge of a governmental function.”

Michigan’s Government Tort Liability Act (GTLA) provides that “[e]xcept as otherwise provided in this act, a governmental agency is immune from tort liability if [it] is engaged in the exercise or discharge of a governmental function.” Mich. Comp. Laws § 691.1407(1); *Mack v. City of Detroit*, 467 Mich. 186, 195, 649 N.W.2d 47 (2002).

The DAFD would be entitled to government immunity under Section 1407(1) because it is a government agency, and the implementation and enforcement of a fire code are governmental functions. Under the Urban Cooperation Act, an entity created by an interlocal agreement is a public body. Mich. Comp. Laws § 124.507(1). The authority to carry out fire inspections is authorized by Michigan statute. Mich. Comp. Laws § 117.3(k) (authorizing home rule cities to pass fire prevention ordinances); *Id.* §§ 41.805, 41.181 (authorizing townships to pass fire prevention ordinances). The Michigan Court of Appeals has held that carrying out fire inspections is a governmental function. *Stemen v. Coffman*, 92 Mich. App. 595, 599, 285 N.W.2d 305 (1979). Because the DAFD Board is carrying out a governmental function, it is entitled to immunity under the GTLA.

With one exception noted below, the exceptions to governmental immunity apply to a government that does not adopt a fire code. Statutory exceptions to governmental immunity include the “highway exception,” Mich. Comp. Laws. § 691.1402, the “motor vehicle exception,” *id.* § 691.1405, the “public building exception,” *id.* § 691.1406, the “proprietary function exception,” *id.* § 691.1413, and the “governmental hospital exception,” *id.* § 691.1407(4). *Mack*, 467 Mich. at 195 n. 8. Other exceptions include the “sewage disposal system event exception,” *Chambers v. City of Detroit*, 786 F. Supp. 2d 1253, 1271 (E.D. Mich. 2011) (citing Mich. Comp. Laws. § 691.1416), and claims brought under the [Elliott-Larsen] Civil Rights Act. *Id.* at 195 n. 9 (citing *Manning v. Hazel Park*, 202 Mich. App. 685, 699, 509 N.W.2d 874 (1993)). The term “governmental function” is interpreted broadly and the exceptions are construed narrowly. *Moraccini v. City of Sterling Heights*, 296 Mich. App. 387, 392, 822 N.W.2d 799 (2012) (citing *Maskery v. Univ. of Mich. Bd. of Regents*, 468 Mich. 609, 613-14, 664 N.W.2d 165 (2003)).

The public building exception would not apply to privately owned structures as the exception requires government agencies to “repair and maintain **public buildings under their control** when open for use by members of the public.” Mich. Comp. Laws § 691.1406. (Emphasis Added)

The proprietary function exception would not apply because providing fire services is a governmental function, not a proprietary function. Under Michigan law, a proprietary function is “any activity which is conducted primarily for the purpose of producing a pecuniary profit for the governmental agency, excluding, however, any activity normally supported by taxes or fees.” *Id.* § 1413. Providing fire protection services is not an activity conducted to produce a profit.

because a local government does not have the authority to create a cause of action against itself, the text of the Agreement would not impose liability upon the DAFD Board and its members.

5. **Although government immunity would not protect the DAFD from a breach of contract claim, the DAFD would not be liable for breach of contract because it is not a party to the Interlocal Agreement.**

While Government immunity does not protect governments from breach of contract claims, an entity created by an interlocal agreement may not be held liable for breach of the agreement because it is not a party to the agreement.

In *Fraser v. Lake Erie Transportation Commission*, a plaintiff attempted to sue a transportation commission for breach of contract on the grounds that she was third-party beneficiary under the interlocal agreement that created the commission. 2003 Mich. App. LEXIS 3233, at \*6 (Dec. 11, 2003). The court held that the Lake Erie Transportation Commission (LETC) “made no promise at all in the interlocal agreement because it was not a party to the agreement; it was the entity formed by the agreement. . . . LETC made no promises at all.” *Id.* at 8.

#### **G. CONCLUSION AND RECOMMENDATIONS**

Each DAFD member has the authority to operate a fire department and to adopt a fire code. By entering into the Interlocal Agreement, each member has delegated that authority to the DAFD. Indeed, Article X of the Interlocal Agreement specifically authorizes the DAFD Board to “adopt by resolution such proposed ordinances as it shall deem necessary to guard against the occurrence of fires and to protect the property and persons of the citizens against damage and accident resulting there from.”

For the reasons discussed above, the DAFD is not required by statute to adopt a fire code, and I believe that it is protected by the governmental immunity doctrine if it does not do so. However, in light of the fact that: (1) the members agreed that “the Board shall adopt by resolution such proposed ordinances as it shall deem necessary to guard against the occurrence of fires and to protect the property and persons of the citizens against damage and accident resulting there from” (Interlocal Agreement, Article X); (2) “the purpose of the Fire Department is to provide the best possible fire and rescue services to the community that it protects; to save lives and properties, prevent fire and loss of life; and educate the public on all fire safety issues” (Rules and Regulations, Article 1, Mission Statement); and (3) “the Fire Chief is responsible for the operation of the Fire Department under the general guidelines established by the Fire Board for the protection of life, property and the prevention and control of fires” (Rules and Regulations, Article VI, Job Descriptions, Duties and Qualifications), it is my recommendation that the Board adopt a fire code. It is my further recommendation that the Board either adopt the 2015 version of the International Fire Code or another fire prevention code that has been promulgated by either the State of Michigan or by any national organization or association which is organized and conducted for the purpose of developing such codes. Alternatively, in the event the Board decides not to adopt a fire code, I recommend that with respect to the City of Dexter, it enforce the 2003 edition of the International Fire Code.



## Dexter Area Fire Department

### Agenda Item Summary - Dexter Area Fire Board

**Date of Consideration:**

**8/17/2017**

**Agenda Item Title:**

Fire Code Adoption

**Submitted By:**

Chief Robert Smith

**Explanation of Agenda Item:**

Webster Township and Dexter Township do not currently have adopted Fire Codes. Dexter City has adopted the IFC 2003 edition. Fire Codes are not implemented at the State level. Each municipality needs to determine which Fire Code is appropriate for their area.

Resources	Yes	No	Undetermined
Fiscal or Resource Considerations:	X		
Does the Agenda Item Require the Expenditure of Funds:	X		
If yes, are funds budgeted:	X		
Are Staff or Other Resources Required:		X	
Is a Budget Amendment Required:		X	

**Attachments:**

1. Problem Statement    2. Legal Opinion Dykema Gossett PLLC    3. Sample Legislation provided by the International Fire Code Council.    4. Draft Legislation for Consideration

**Staff Comments:**

The DAFD Fire Prevention and Inspection program need guidance for the enforcement of Fire Code in the 2 townships. Currently no fire code has been adopted and there is no County, State or Federal code enforced in the absence of municipal adoption. The sample legislation contains several areas where the municipality needs to provide data. These sections need to be completed prior to the adoption of the IFC. It is not necessary for each of these to be identical.

**Motion/Action/Recommendation:**

Recommendation: A committee be formed to complete the Draft Legislation for final adoption by the Fire Board.

General Use Forms (7/19/2017)



## Dexter Area Fire Department

### Agenda Item Summary - Dexter Area Fire Board

**Date of Consideration:**

**15-Mar-18**

**Agenda Item Title:**

Fire Code Adoption

**Submitted By:**

Fire Chief Robert Smith

**Explanation of Agenda Item:**

Updated information for Adopting a Fire Code.

Resources	Yes	No	Undetermined
Fiscal or Resource Considerations:		X	
Does the Agenda Item Require the Expenditure of Funds:		X	
If yes, are funds budgeted:		X	
Are Staff or Other Resources Required:		X	
Is a Budget Amendment Required:		X	

**Attachments:**

Draft Legislation for Adoption of 2015 or 2018 International Fire Code.

**Staff Comments:**

Re-engagement for Fire Code Adoption from August 2017 Fire Board Meeting. Please review the problem statement, attorney review and sample legislation that was presented at the time.

**Motion/Action/Recommendation:**

Adoption of one of the model Fire Codes.

# DRAFT LEGISLATION For Adoption of the

## 2018 International Fire Code

*A regulation of the Dexter Area Fire Board adopting the 2018 edition of the International Fire Code, regulating and governing the safeguarding of life and property from fire and explosion hazards arising from the storage, handling and use of hazardous substances, materials and devices, and from conditions hazardous to life or property in the occupancy of buildings and premises in the City of Dexter, Dexter Township and/or Webster Township; providing for the issuance of permits and collection of fees within those municipalities that have not established independent Fire Code Ordinances.*

The Dexter Area Fire Board established by the Interlocal Agreement does ordain as follows:

**Section 1.** That a certain document, three (3) copies of which are on file in the office of the Fire Chief of Dexter Area Fire Department, being marked and designated as the *International Fire Code*, 2018 edition, including Appendix Chapters A through N, as published by the International Code Council, be and is hereby adopted as the Fire Code of the Dexter Area Fire Board, in the State of Michigan regulating and governing the safeguarding of life and property from fire and explosion hazards arising from the storage, handling and use of hazardous substances, materials and devices, and from conditions hazardous to life or property in the occupancy of buildings and premises as herein provided; providing for the issuance of permits and collection of fees therefor; and each and all of the regulations, provisions, penalties, conditions and terms of said Fire Code on file in the office of the Dexter Area Fire Department are hereby referred to, adopted, and made a part hereof, as if fully set out in this legislation, with the additions, insertions, deletions and changes, if any, prescribed in Section 2 of this ordinance.

**Section 2.** That the following sections are hereby revised:

Section 101.1. Insert: *Dexter Area Fire Department response district*

Section 110.4. Insert: *civil infraction; five hundred dollars (\$500); ninety (90) days*

Section 112.4. Insert: *one hundred dollars (\$100); five hundred dollars (\$500)*

Section 1103.5.3. Insert: **[DATE BY WHICH SPRINKLER SYSTEM MUST BE INSTALLED]**

**Section 3.** That the geographic limits referred to in certain sections of the 2018 *International Fire Code* are hereby established as follows:

Section 5704.2.9.6.1 (geographic limits in which the storage of Class I and Class II liquids in above-ground tanks outside of buildings is prohibited): *Prohibited in all areas except those zoned industrial*

Section 5706.2.4.4 (geographic limits in which the storage of Class I and Class II liquids in above-ground tanks is prohibited): *Prohibited in all areas except those zoned industrial*

Section 5806.2 (geographic limits in which the storage of flammable cryogenic fluids in stationary containers is prohibited): *Prohibited in all areas except those zoned industrial*

Section 6104.2 (geographic limits in which the storage of liquefied petroleum gas is restricted for the protection of heavily populated or congested areas): *Prohibited in all areas except those zoned industrial*

**Section 4.** That *this regulation Dexter Area Fire Board* entitled *Interlocal Area Fire Prevention Code* and all other ordinances or parts of laws in conflict herewith are hereby repealed.

**Section 5.** That if any section, subsection, sentence, clause or phrase of this legislation is, for any reason, held to be unconstitutional, such decision shall not affect the validity of the remaining portions of this ordinance. The Dexter Area Fire Board hereby declares that it would have passed this law, and each section,

subsection, clause or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses and phrases be declared unconstitutional.

**Section 6.** That nothing in this legislation or in the Fire Code hereby adopted shall be construed to affect any suit or proceeding impending in any court, or any rights acquired, or liability incurred, or any cause or causes of action acquired or existing, under any act or ordinance hereby repealed as cited in Section 4 of this law; nor shall any just or legal right or remedy of any character be lost, impaired or affected by this legislation.

**Section 7.** That the *Dexter Area Fire Department Fire Chief* is hereby ordered and directed to cause this legislation to be published. (An additional provision may be required to direct the number of times the legislation is to be published and to specify that it is to be in a newspaper in general circulation. Posting may also be required.)

**Section 8.** That this law and the rules, regulations, provisions, requirements, orders and matters established and adopted hereby shall take effect and be in full force and effect *30 days* from and after the date of its final passage and adoption.





## Dexter District Library Board of Trustees

### Meeting Minutes

August 3, 2020

7:00 p.m.

Members Present: Barbara Davenport, Jim LaVoie, Rosemary Quigley  
Sherry Simpson, Shelly Vrsek, Pat Cousins (arrived at 7:47 p.m.)

Members Absent: Cassy Korinek, Donna Palmer

Others Present: Paul McCann, Library Director  
Kim Swoverland, Recording Secretary

Due to the continuing COVID-19 restrictions, and the closure of the Library building to the public, this meeting was conducted through online video conferencing via Zoom. Meeting details and instructions for joining the meeting were publicized on the Library's website, as was the meeting agenda and Board packet. President LaVoie called the meeting to order at 7:05 p.m.

LaVoie called for additions/changes to the presented agenda. Simpson moved to approve the agenda as presented. Second by Quigley. A roll call vote was taken. Davenport=aye, LaVoie=aye, Quigley=aye, Simpson=aye, Vrsek=aye, absent=3. Motion carried.

LaVoie called for corrections to the minutes of the July 6, 2020 regular Board Meeting. A spelling error on page 5 was noted and corrected. Vrsek moved to approve the minutes from the July 6, 2020 regular Board Meeting as corrected. Second by LaVoie. A roll call vote was taken. Davenport=abstain, LaVoie=aye, Quigley=abstain, Simpson=aye, Vrsek=aye, absent=3. Motion carried.

**Public Comment:** None.

**Friends of the Library Report:** The Friends are planning to have a virtual meeting toward the end of August. McCann intends to present a list of Library expenses for their consideration. It has not yet been determined when they will resume book sorting duties or used book sales.

**Treasurer's Report:** McCann presented the Treasurer's report for July 2020. Balance Sheets and Statements of Operation were provided for the months of June 2020 and July 2020 for both 101 General Operations and 301 Debt Service. The paid bills for July 2020 were reviewed. Quigley moved to approve the bills paid during the month of July 2020. Second by Davenport. A roll call vote was taken. Davenport=aye, LaVoie=aye, Quigley=aye, Simpson=aye, Vrsek=aye, absent=3. Motion carried.

**Michigan CLASS:** End of the month statements were not available at the time of board packet preparations. McCann verbally stated the declining interest rates, but they still remain higher than CD options.

**Budget Changes:** None.

**Reimbursements:** None.

**Circulation Statistics:** Statistics for July 2020 include:

**July 2020**

Circulation Statistics	July
Adult Books	2747
Young Adult Books	668
Children's Books	4352
Magazines	51
DVD	1328
Books on CD	240
Music CD	128
Realia/Objects/Equip	45
Overdrive	2864
hoopla	1881
RBDigital mag/audio	498
Kanopy	724
Renewals via web	1786
In-House	5243
<b>Total</b>	<b>22555</b>
Library visits	1916
Reference questions	338
Items withdrawn	2603
New items added	957
Total holdings	112325
New cards issued	23
Total card holders	11193
Internet usage	142
Museum/Park Pass	0
Web site visits	9356
Program attendance	1176
Fax	1
ILL lent out	4450
ILL borrowed	5525
In-house renewals	310

**Director's Report:** The written director's report for July 2020 was available and reviewed. McCann noted he is expecting for the virtual format for Board Meetings to be continued in the coming months. As far as opening the building to the public, the Board is in favor of continuing a careful approach with placing the safety of staff and patrons at the forefront. McCann has received a patron comment expressing frustration with the lack of access to the building.

**Personnel:** McCann requested approval for an increase in wages for Library Page Whitney Sutherland who has been with the Library for 4 years, and who has been given additional responsibilities beyond the typical Page role, including assisting with training the newer hire Pages. Simpson moved to approve a new wage rate of \$10.75 per hour for Library Page W. Sutherland effective immediately. Second by Quigley. A roll call vote was taken. Davenport=aye, LaVoie=aye, Quigley=aye, Simpson=aye, Vrsek=aye, absent=3. Motion carried.

**Anniversaries:** McCann informed the Board that the following staff members will be reaching their anniversary date of hire in the month of August: Building Maintenance Supervisor, Nick Colligan (Hutchcraft); Library Circulation Assistants Jill Brown, Aileen Clark, and Megan Rittinger; and Library Page, Whitney Sutherland. No board action was necessary due to the Jan 1 wage rate adjustments and the recent extra wage adjustments for Colligan/Hutchcraft and Sutherland.

**Resignations:** McCann informed the Board of the recent resignation of Library Circulation Assistant Susan Kidd, due to a planned move out-of-State, and the resignations of Library Pages Olivia Fitzgerald and Laura Sutherland, as they are about to leave home to begin college. LaVoie requested for a note of thanks and appreciation on behalf of the Board to be given to departing employees.

**New Hires:** McCann informed the Board of the upcoming new hires of part-time Library Pages Samantha Gregory and Paige O'Connor. Simpson moved to approve the hiring of Samantha Gregory and Paige O'Connor as part-time Library Pages at the starting wage of \$9.65 per hour. Second by Quigley. A roll call vote was taken. Davenport=aye, LaVoie=aye, Quigley=aye, Simpson=aye, Vrsek=aye, absent=3. Motion carried.

Patricia Cousins entered the Zoom meeting at 7:47 p.m.

### **Committee Reports:**

The Policy Committee Meeting Minutes from July 13, 2020 were included and reviewed.  
The Finance Committee Meeting Minutes from July 21, 2020 were included and reviewed.  
The Facilities Committee Meeting Minutes from July 29, 2020 were included and reviewed.

**Old Business:** For the HVAC controls project, McCann presented a tentative timeline from Peter Basso Associates, Inc. Consulting Engineers showing the project being put out for bids around mid-August, the bids being due back in early September and the project beginning in early October. There is room in schedule for modification so that the review of bids can coincide with a Board Meeting. Other options would be to have the Facilities Committee handle review of the bid submissions, or to schedule a special Board Meeting specifically for determining the winning bid.

**New Business:**

**Preliminary Approval of the 2019-2020 Fiscal Year Budget:** The Finance Committee presented the 2020-2021 fiscal year preliminary budget and L-4029 forms for the Board's review. The general operations budget has a deficit of slightly over \$50,000. Adopting a deficit budget is very unusual in the history of the DDL, but the committee was in favor of recommending this budget, citing the COVID-19 pandemic's unusual circumstances and the many unknowns as the primary reason. This would be planned usage of fund balance, specifically the Collection Development Reserve Fund, to make up the deficit. An alternate, surplus budget with reduced hours of operation was presented as an alternate to the deficit budget. Questions were answered to the Board's satisfaction. Davenport moved to give preliminary approval to the 2020-2021 Fiscal Year Budget, option 1 deficit budget, acknowledging the plan to utilize fund balance through the Collection Development Reserve Fund to make up the shortfall. Second by Quigley. A roll call vote was taken. Cousins=aye, Davenport=aye, LaVoie=aye, Quigley=aye, Simpson=aye, Vrsek=aye. Absent=2. Motion Carried.

**Paper of Record:** The Library's prior paper of record, the Sun Times News, has ceased its print publication, therefore a new paper of record must be named. There was brief discussion of possible options, with the Ann Arbor News/MLive being the only widely circulated paper. Quigley moved to approve the Ann Arbor News and its online component MLive as the Dexter District Library's Paper of Record. Second by Cousins. A roll call vote was taken. Cousins=aye, Davenport=aye, LaVoie=aye, Quigley=aye, Simpson=aye, Vrsek=aye. Absent=2. Motion Carried. The public notice for the Library's Budget Hearing will need to be published in the coming weeks.

**Dexter Township Board of Review:** McCann informed the Board he had the paperwork from the Dexter Township Board of Review for about 10 properties if any trustees were interested in viewing.

**Sick/Vacation Time Policy:** The Policy Committee presented one-time, temporary changes to sick and vacation time policies to allow for staff to not lose sick time over their maximum banks, and to allow for a 50% payout of vacation time over their maximum banks. There were multiple questions, comments and hesitancy. Board consensus was to bring the potential policy changes back to the Policy Committee for review, and to discuss again at the next Board Meeting.

**Public Comment:** None.

**Adjournment:** Having completed all items on the agenda, the meeting was deemed adjourned by Board consensus at 8:58 p.m.

Respectfully submitted,

A handwritten signature in blue ink, appearing to be 'Sherry Simpson', with a long horizontal stroke extending to the right.

Sherry Simpson,  
Secretary

A handwritten signature in blue ink, appearing to be 'Kimberly Swoverland', with a stylized 'K' and 'S'.

Kimberly Swoverland,  
Recording Secretary

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**Western-Washtenaw Area Value Express  
Board of Directors**

Date: Tuesday, January 28, 2020  
Time: 8:00 am  
Location: WAVE Offices  
12172 Jackson Road  
Dexter, MI 48130

**AGENDA**

- I. Call to Order & Introductions at 8:00 a.m.
- II. Approval of the Agenda
- III. Approval of November 2019 Minutes
- IV. Financial Reports  
  
Acceptance of November & December 2019 Financial Reports  
    Michaelene Pawlak  
  
Update: FY 2019 5311 Pass Through Reconciliation
- V. Executive Director's Report  
    Michaelene Pawlak
- VI. President's Report  
    James Carson  
  
Update: Executive Director Search Committee Comments
- VII. Old Business  
    Michaelene Pawlak
- VIII. New Business  
    Michaelene Pawlak  
  
Discussion & Consideration:
  - a) 2020 Chelsea Retirement Community Contract
  - b) 2020 Specialized Services Contract
  - c) St. Joseph Mercy Chelsea Hospital Contract (Stockbridge & Manchester)
  - d) St. Joseph Mercy Chelsea Hospital – Bus purchase
- IX. Nomination Committee  
    Jim Carson  
  
Discussion & Consideration:
  - a) Treasurer's position
- X. Adjournment

Next Meeting: February 25, 2020



**Western Washtenaw Area Value Express (WAVE)**  
**Annual Board of Directors Meeting**  
**8:00 a.m. Tuesday, November 26, 2019**  
**12172 Jackson Rd., Dexter, MI 48130**  
**Minutes**

**Present:** President/Member at Large Jim Carson, Vice President/Member at Large Ann Feeney, Secretary/ Member at Large Bill Holmberg, Chelsea Representative Peter Feeney, City of Dexter Representative Paul Cousins, Dexter Township Representative Harley Rider, Lima Township Representative Arlene Bareis, Webster Township Representative Candidate Barbara Calleja, Sylvan Township Representative Tom McKernan, St. Joseph Mercy Hospital Representative Russ Billau.

**Absent:** Rotary Representative Tammy Mason. **Absent** by request of President: Executive Director, Michaelene Pawlak

- I. Call to Order: President Carson called the meeting to order at 8:00 am
- II. Approval of the Agenda (with changes)

**Motion by Rider, second by Peter Feeney to approve this month's amended meeting agenda. All Ayes. Motion carried.**

- III. Approval of the October 2019 Minutes

**Motion by Ann Feeney, second by Calleja to approve the Minutes of the October 2019 meeting. All Ayes. Motion carried.**

- IV. Financial Reports- Carson
  - a. September financial reports reviewed and discussed
  - b. Checking balance: \$22,500.38
  - c. Savings balance: \$293,669.14
  - d. Petty cash: \$52.42

**Motion by Rider, second by Billau to accept the Financial Reports for October 2019 as presented. All Ayes. Motion carried.**

- V. Executive Director's Report- Carson
  - a. Reviewed and discussed items distributed to Board members
- VI. Presidents Report- None



VII. Old Business

Presentation: Rural Older Adults in Motion (ROAM) program's October ridership statistic.  
Reviewed October statistics without Pass Through allocations.

VIII. New Business

Discussion and Consideration Item:

- a. Moving forward with St. Joseph Mercy Chelsea supported shuttle route from Stockbridge and Manchester

**Motion by Rider, second by Billau to continue discussions with St. Joseph Mercy Chelsea to support route to Stockbridge and Manchester and to draft an initial contract. All Ayes. Motion carried**

Discussion Item: Executive Director Search. A committee will set up and define the parameters in which to conduct an effective search, including timelines. A separate committee will also look at By Laws.

IV. Adjournment

**President Carson adjourned meeting at 9:02 a.m.**

Respectively Submitted,

Bill Holmberg, Secretary

January 2020  
Executive Director's Report

**Full Meeting Agenda...** Due to the full meeting agenda and memos explaining business items, subject matter will not be duplicated here. This report will be abbreviated. There are five action items that require a quorum vote.

**Bus Delivery Pending...** A medium duty replacement for the #14 bus will be delivered any day now. It was scheduled to be delivered last Thursday, however, a rear heater problem was discovered by Hoekstra. They've ordered replacement parts for the vehicle to make the fix before deliver.

**MDOT Visit...** Project Manager, Roy Taylor, visited WAVE offices on January 8, 2020. He reviewed the 2021 Application process with us. Adelheid Anderson, succession planner, also attended the meeting to document her understanding of our processes.

In addition to that topic, we discussed MDOT's new financial payment software system which requires agency managers to input invoices, documentation of all capital items. in order to be reimbursed by the State. The software is not intuitive, but Roy will lead us through during after the bus delivery noted above.

**Washtenaw County Youth Commissioners...** The Youth Commission asked me to attend their first meeting on Sunday, January 12, 2020 to discuss transportation options in western Washtenaw County. These bright young people had several great ideas I will bring up to the Board on a light agenda meeting.

**Succession Planning...** Documentation slowed down in the succession planning project due to the holidays, contract negotiations, year-end and month-end reporting processes. It should pick up after the 2021 Application is complete.

**St. Joseph Mercy Chelsea Shuttle...** Field work is currently being done in Manchester and Stockbridge to set bus stops at safe and appropriate locations in both areas. More to follow...

*Michaelene*

Best regards,  
Michaelene Pawlak



WESTERN WASHTENAW RECYCLING AUTHORITY  
WWRA FACILITY  
8025 WERKNER ROAD, CHELSEA, MI 48118  
WEBSITE: WWRARECYCLES.ORG

**Board of Trustees Meeting**  
**WWRA Facility**  
**June 24, 2020**

**1. Call to Order**

Chair Compton called the meeting to order at 7:10 pm.

**2. Roll Call and Introductions**

City of Chelsea	Tony Iannelli – Present
Dexter Township	Michael Compton – Present
Lima Township	Nanette Havens – Present
Lyndon Township	Vacant
Manchester Township	Laurie Carey – Present
Bridgewater Township	Vacant
Facility Manager	Marc Williams – Present
Recording Secretary	Janis Miller – Present

**3. Approval of the Agenda**

Changes to the agenda: add 3a. Approval of Minutes; change 7. to Lyndon Township discussion; add 7a. Manchester Township discussion.

Motion by Carey, supported by Iannelli, to approve the agenda as amended. Motion carried 4-0.

**3a. Approval of the minutes for January 8, 2020**

Motion by Iannelli, supported by Havens, to approve the January 8, 2020 minutes as presented.  
Motion carried 4-0.

**4. Public Comment - None**

**5. Treasurer's Report – Nanette Havens, Treasurer**

a. Bond (May 31 <sup>st</sup> )	Interest \$141.82	Balance \$405,377.63
b. Operating	Interest \$879.60	Balance \$249,812.00
c. General		Balance \$273,208.40

January draw on County Operating was \$150,000.00. April draw on County Operating was \$100,00.00.

Discussion: Principal and interest on Bond paid in April: \$180,00.00 Principal; \$16,840.00 Interest; \$125.00 Agent fee.

Financial report: nothing since November 2019.

Bills approved electronically online from January through June need official approval.

Motion by Carey, supported by Iannelli, to retroactively give official Board approval for the payment of bills, that were electronically approved each month, for the following:

December 31, 2019 – January 29, 2020	\$33,791.68
January 30, 2020 – February 26, 2020	\$28,848.32
February 27, 2020 – March 25, 2020	\$28,778.79

March 26, 2020 – May 5, 2020	\$37,875.63
May 6, 2020 – May 29, 2020	\$26,712.93
May 30, 2020 - June 24, 2020	\$14,870.69

Motion carried 4-0.

## 6. Facility Manager's Report – Marc Williams

### A. Volume and Revenue Report

- i. OCC up to \$130 a ton, increase of \$92 per ton since January
- ii. News up to \$50 a ton, increase of \$22.50 per ton since January
- iii. Plastic prices down due to low oil prices (cheaper to produce virgin plastic)
- iv. Deposited \$43,905.04 (work from home makes invoice payment receipts more challenging)
- v. Bills are down \$58,655.86

### B. Operating Status of Facility and Single Stream System

- i. Replace other bearing on magnet
- ii. Replace disks on news screen
- iii. Replace OCC screen disk
- iv. C-11 spine

#### Computer Update

Updated WWRA computer system as the old one (2005) would crash constantly and it impeded my job.

New system has firewall for robot sorter and a cloud system that backs everything up. If anything happens to me or our facility it can be reclaimed off the cloud. They provide free assistance over the phone and can remotely access our computer for added assistance.

Also provided me with a laptop so I have been able to do all my office work from home

### C. Equipment Update - Repairs

- i. Replace cart tipper on 2011 International (curbside truck)
- ii. Ground shorted out on 2007 forklift
- iii. Steer tires for 2019 Mack 50k out of old tires
- iv. Head gasket for 2011 loader
- v. Rubber gasket on Turbo for 2007 Mack
- vi. Coolant tank for 2005 Sterling
- vii. 2011 International coolant flush repair leak
- viii. Emergency stop on baler
- ix. PTO solenoid for 2019 Mack
- x. Break chamber on semi-trailer
- xi. Hose clamp on baler wire tie parts

### D. Staff and Labor Update

- i. Trainees last day was February 28, 2020. Now using temps.
- ii. Average monthly Temp expense/cost \$7,785.46
- iii. Average monthly Trainees cost was \$9,178.58
- iv. Scott Smith has been off since 4/1/202, took unpaid leave and hasn't returned
- v. Matt Sheedy, new driver started June 1, 2020
- vi. Spencer Miller hired as a Part Time employee

### E. Contracted Recycling Collectors Update

- i. U of M, Advance, City of Ypsilanti, and Granger, raised price to all to \$45 a ton. Next Recycle Ann Arbor.

**F. Grant Update**

- i. The time of the grant has been extended from September 30 2021 to February 2022
- ii. The high fiber internet has been run
- iii. Due to the delay in installation of the robot I think we might want to purchase the ASL truck first. This year we are spending more money on the current curbside truck and due to people staying at home we have seen a huge increase in the volume of recycling. This truck would allow us to do the entire route without dumping. Saving time and allowing a staff member to remain at the shop.
- iv. Grant has been put on hold until COVID 19 has passed. MachineX will not proceed until first payment is made.

Composting update - Needs

Land to compost on

Loader to turn compost

Bins to pick up compost

Funding for compost/ Tax assessment

Truck to pick up compost

Driver to pick up compost

**7. Lyndon Township discussion**

Discussion of the vacancy of a Lyndon Township representative to the WWRA Board. The Board directed Chairperson Compton to contact the Lyndon Township Supervisor for an update on a replacement. Mary Jane Maze's name will be removed from all accounts including check signing. In the meantime, Iannelli will be the co-signer on the checks.

**7a. Manchester Township discussion**

Discussion of the overflowing recycle bins as well as the not recyclable trash in Manchester. Talk of relocating bins, education, and neighbors not notifying authorities of dumpsters. Facility Manager Marc said they would put an extra bin in place to hopefully remediate the problem.

**8. Future Agenda Items**

- A. 2020 Budget Update – Marc Williams

**9. Adjournment**

Motion by Carey, supported by Havens, to adjourn. Motion carried 4-0.

Adjournment at 8:40 pm

*Next regularly scheduled meeting of the WWRA Board of Trustees will be Wednesday, August 26, 2020 at 7:00 P.M. at the WWRA Facility.*

vacant  
WWRA Secretary

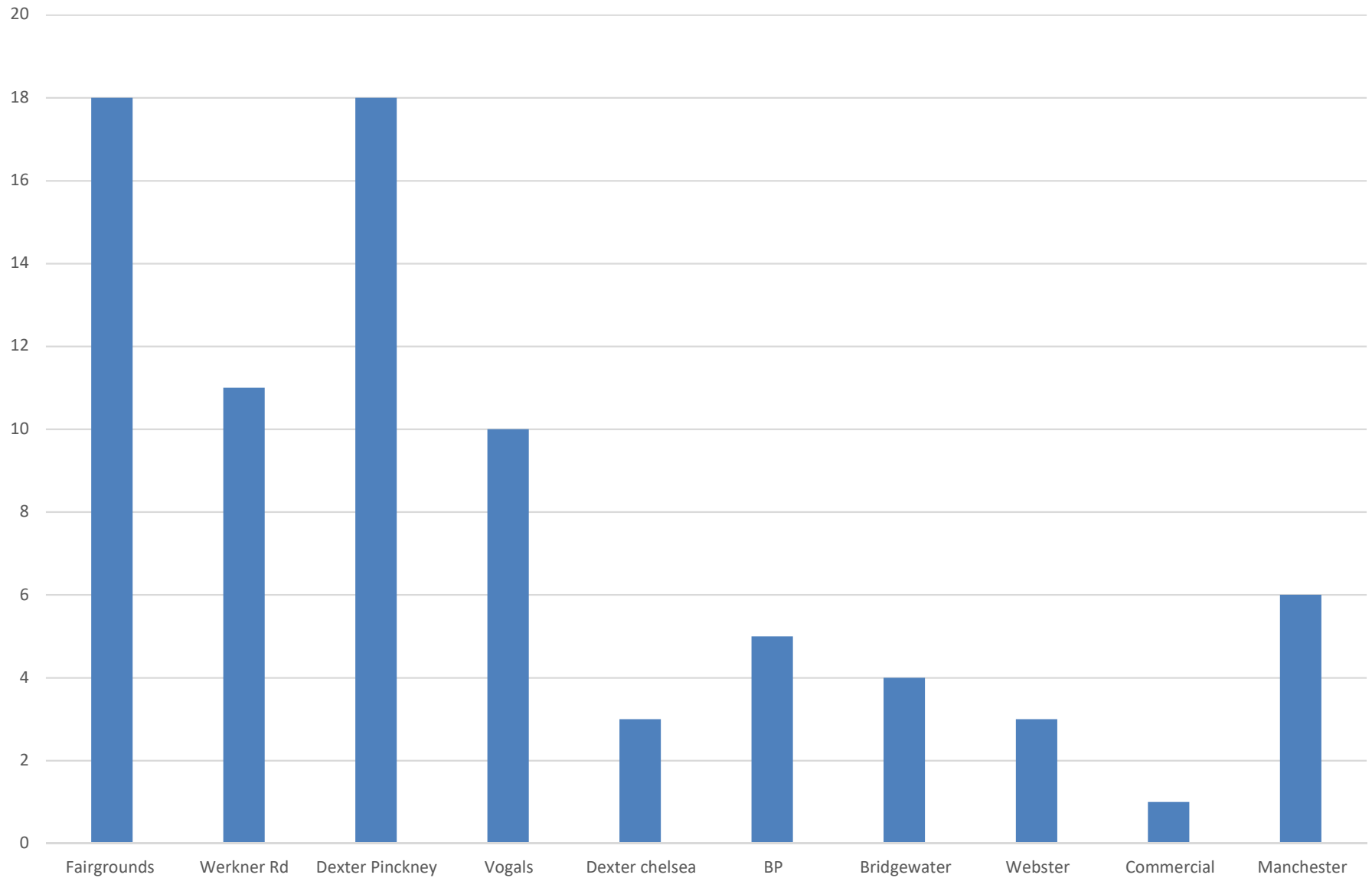
Janis Miller  
Recording Secretary

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## Bin pickup counts

August 17 - August 21



# RECYCLE

## CURRENTLY ACCEPTED FOR RECYCLING\*:



### Cans



Aluminum and  
Steel Cans  
empty and rinse



### Cartons



Food and Beverage  
Cartons  
empty, rinse, and replace cap



### Glass



Bottles and Jars  
empty and rinse

*No glass accepted in curbside  
recycling in City of Chelsea  
Accepted at Drop-off locations only*



### Paper



Mixed Paper, Newspaper,  
Magazines,  
and Flattened Cardboard  
no food/liquid residue



### Plastic Containers



Kitchen, Laundry, Bath:  
Bottles and Containers  
empty, rinse, and replace cap

\*All materials must be clean and inside the container.

## NO!



Do Not Bag Recyclables  
No Garbage



No Plastic Bags or Plastic  
Wrap  
(return to retail)



No Food or Liquid  
(empty all containers)



No Tanglers  
(no hoses, wires, chains,  
or electronics)



No Hazardous Waste  
(no paints, toxic cleaners,  
automotive fluids, etc.)



No Styrofoam



Western Washtenaw  
Recycling Authority

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

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Updated July 2020