

DEXTER TOWNSHIP

6880 DEXTER-PINCKNEY ROAD
DEXTER, MI 48130

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

DIANE RATKOVICH
SUPERVISOR

MICHELLE
STAMBOULELLIS
CLERK

MARIS METZ
TREASURER

LAURA SANDERS
KAREN SIKKenga
KAREN NOLTE
TRUSTEES

Board of Trustees – Meeting Agenda 21 September 2021 – 7:00 PM

1. Call to Order
2. Pledge of Allegiance
3. Motion to approve Michelle Stamboulellis as Chair for this Township Board meeting in the absence of Supervisor Ratkovich. – Metz
4. Roll Call/Supervisor's Remarks / Conflict of Interest Check
5. 1st Call for Public Comment: *The Board may entertain public comments on agenda items as they come up for discussion.*)
6. Approval of the Agenda
7. Approval of the Minutes
 - a. August 17, 2021 Regular Board Meeting
 - b. August 19, 2021 Special Meeting
 - c. September 8, 2021 Special Meeting
8. Reports (Oral presentation)
 - a. Woodhill Group – Colleen Coogan
 - b. Road Commission Report – Local Roads and Trail Planning –Sikkenga
 - c. Update on Dexter Township Clean-up Day and Recycling
9. Unfinished Business
 - a. Resolution to Approve Investment Policy as Approved by the Township Attorney –Metz
10. New Business
 - a. Resolution to Contract for Consultant to Update/Rewrite the Township Master Plan – Sikkenga/Rohr
 - b. Resolution to Nominate a Trustee for the Term of September 21, 2021 until November 20, 2022.
 - c. Resolution to remove Jim Drolett from the Chelsea Area Construction Agency and as Fence Viewer
 - d. Resolution to Increase Salaries of Township Staff
 - e. Introduction of Deputy Clerk (Resumes Attached) – Stamboulellis
10. Authorization of Payments / Transfer of Funds
 - a. General, Fire, Police, Fire Sub-Station, Multi-Lakes Enterprise & Agency Fund Payments – Michelle Stamboulellis – *Second run to be distributed at Board meeting*
 - b. Transfer of Funds
11. 2nd Call for Public Comment
12. Other Issues, Comments and Concerns of Board Members & Staff
13. Future Agenda Items
14. Adjournment
15. The next regularly scheduled monthly meeting of the Dexter Township Board is:

Tuesday, October 19, 2021

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
2. Clerk's Report
3. *Treasurer's Report – (No Report)*
4. *Trustees' Report – (No Report)*
5. *Assessor's Report – (No Report)*
6. **Director of Planning & Zoning Report / Zoning Board of Appeals Report – Approved Minutes**
7. *Planning Commission Report – (No August meeting)*
8. *Personnel Policy Committee Report – (No report)*
9. **Open Space and Land Preservation Report – Approved Minutes**
10. Dexter Township Senior Center Report

Attachments – Other: *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.*

11. Chelsea Area Construction Agency (Draft Minutes)
12. Chelsea Area Fire Authority Report
13. Chelsea Area Planning/Dexter Area Regional Team Report
14. Chelsea District Library (Agenda & Minutes)
15. **Dexter Area Fire Department**
16. Dexter District Library (Minutes)
17. **Huron River Watershed Council**
18. Multi-Lakes Sewer Authority Report
19. Portage-Base Sewer Authority (Agenda)
20. Washtenaw Area Transportation Study (WATS) Report
21. Washtenaw Area Value Express (WAVE) Report
22. Washtenaw Broadband Initiative (Agenda)
23. Washtenaw County Road Commission (Agenda & Report)
24. Washtenaw County Sheriff Traffic Counts
25. **Western Washtenaw Recycling Authority (Minutes)**

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.

Diane Ratkovich
Supervisor
Michelle Stamboulellis
Clerk
Maris Metz
Treasurer
James Drolett,
Karen Nolte,
Laura Sanders,
Karen Sikkenga,
Trustees

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REGULAR MEETING OF THE DEXTER TOWNSHIP BOARD TUESDAY, AUGUST 17, 2021 7:00 PM

Location: 6880 Dexter Pinckney Road. Dexter TWP, Michigan. 48130

CALL to ORDER: Supervisor Ratkovich called the meeting to order at 7:00 PM.

PLEDGE of ALLEGIANCE: Recited by all.

ROLL CALL: Present – Ratkovich, Stamboulellis, Metz, Sanders, Nolte, Drolett, and Sikkenga.

Absent – None.

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

SUPERVISOR'S REMARK/CONFLICT OF INTEREST:

The new website went live on August 15th. Diane will miss the September Board meeting. RFP for Master Plan Review consultant, one candidate interviewed. One more interview next week. GFL trash haulers has withdrawn from pickup in parts of Livingston County and parts of Dexter Township. GFL will have a roll off dumpster in the township parking lot for those whose trash has been neglected by GFL.

The Portage, Base, and White Lakes Association invited Supervisor Ratkovich on a dam visit, for an historical and educational tour of how the dam works on the Huron River.

No conflicts of interest.

Sikkenga asked for a change in the agenda before the 1st Call to the Public. She asked to switch the 1st Call to the Public with the Approval of the Agenda as at the previous meeting there was a discussion of striking the “Comment on items that are not on the agenda” note, so the public can comment on any agenda item.

APPROVAL of the AGENDA:

Discussion: In Public Comment agenda item, removal of the “Comment on items that are not on the agenda” instead **to allow people to speak to anything that is on the agenda**. Also, removal of the “The Board will entertain public comments on agenda items as they come up for discussion”. Engaging the public more than less by allowing public comments throughout the agenda. Attorney Roberts stated that once the public comment time is over, it's not typical to engage the public in the discussion as that is the Board time to talk. Public is here to witness the meeting, not participate in the discussion or debate of agenda items.

Motion by Sikkenga to approve the agenda, switching items 4 & 5 [for this meeting] and changing Item 4: Call for Public Comment striking the comment in parentheses “Comment on items that are not on the agenda” and changing the “will” to “may” in “The Board may entertain public comments on agenda items as they come up for discussion”. Motion second by Nolte. Addendum to motion is to add Agenda Item 9. e. Discussion of Lakes Projects re: Washtenaw County Water Resources Commissioner, 9. f. Resolution to Rescind Resolution #21-600a, and 9.

g. Resolution to Rescind Frank Johnson as member of Open Space and Land Preservation Committee and appoint Mark Teicher to the committee. **Motion carried by voice vote.**

1st CALL TO THE PUBLIC:

Deb Ceo, 13702 Aberdeen

She asked what Resolution #21-600a is.

Supervisor Ratkovich stated it was a resolution to set salaries, hourly wages, millage reimbursement, and other compensation for Township employees who are paid by salary, at an hourly rate and/or per-diem rate.

APPROVAL of the MINUTES:

Vote summary on F. and H. should be 6-1 each, not 6-0.

Motion by Sikkenga to approve the minutes of the July 20, 2021 Board meeting as amended.

Motion second by Stamboulellis. **Motion carried by voice vote.**

REPORTS (oral presentations): None.

UNFINISHED BUSINESS: None.

NEW BUSINESS:

- a) Approval of New Investment Procedures and Investment Policy – Maris Metz
Updating procedures to adapt to Michigan Law and also adding another layer of accountability, either the Supervisor or Clerk. Looking at different ways of investing the township money by consolidating accounts and by doing a cash flow analysis.
Discussion of short-term investments and long-term investments. Review of this policy has not been completed by Mark Roberts, Township Attorney.

Motion by Sikkenga to approve the New Investment Procedures and table the Investment Policy until next month, after the Township Attorney has reviewed the Investment Policy.
Motion second by Sanders.

Roll Call Vote: Yea – Sikkenga, Sanders, Stamboulellis, Metz, Nolte, Drolett, Ratkovich;
Nays – None; Absent – None. **Motion carried 7-0.**

- b) Dexter Township Clean-Up Day(s) – Michelle Stamboulellis and Karen Nolte
Premise is to do Clean-Up Day twice a year. Cost could be up to \$7,500 dollars with part of it reimbursed by the County Department of Public Works. All types of recyclables will be collected and tires will be collected free through a state grant to Washtenaw County. A paper shredder [truck] will be available for public disposal of documents. Possibility of collecting a \$5.00 donation per vehicle. The Community Initiative Fund in the Township Budget will cover the costs.

Motion by Nolte to approve the first Clean-Up Day on October 30, 2021, with expenses not to exceed \$7,500, and authorizing Supervisor Ratkovich to sign the contract with Allshred Services. Motion second by Stamboulellis.

Roll Call Vote: Yea – Drolett, Nolte, Metz, Stamboulellis, Sanders, Sikkenga, Ratkovich;

Nays – None; Absent – None. **Motion carried 7-0.**

c) Update on Trails and Roads – Karen Sikkenga

Discussion: Getting a financial plan in place to upgrade the local roads to good condition within a timeframe. Focus should be on local connector roads. Local roads are used by the people who live on the road and their guests. Another category is local connector roads which everyone uses to get from one place to another, with most Township roads falling under this category. Possibility of forming a Townships Consortium, to all work together on the local roads, and together present new and innovative approaches to the County Road Commission. Trail update: new trail is labeled Northwest Passage which will connect Hudson Mills to the northwest corner of Dexter Township. This trail will go down Stinchfield Woods Road, through Pinckney Recreation and then up through Hell, Michigan.

d) Social Media – Michelle Stamboulellis

Discussion: How to communicate with the residents. Township Facebook page is not the official site/page of the township. Facebook page should have comments turned off in order to just let residents know what is going. If they want to comment they should send their comments and questions to Dexter Township info.org, email, or attend a meeting. There is a need for a vehicle to talk to the residents. Linking new social media to the new Township website. Guidance needed on what topics to post and parameters for posting.

e) Discussion of Lakes Projects re: Washtenaw County Water Resources Commissioner

Discussion: Theo Eggermont, Washtenaw County Public Works Director, wanted Dexter Township to be aware there are three lake projects that are coming up in 2022. They will be doing a Special Assessment District on each lake so residents that have deeded access to the lake pay for treatment of invasive weeds.

f) Resolution to Rescind Resolution #21-600a

Discussion: Executive team is looking at staff and salary changes. Michigan Townships Association (MTA) stated it is required the Board of Trustees approve salaries for elected officials but it is not required, or standard, that the whole Board set staff salaries. Currently the township is working with the Woodhill Group to professionalize township business practices, especially around finances and administration.

8:35 pm Jim Drolett submits his resignation from the Dexter Township Board of Trustees.

Motion by Sikkenga to approve Resolution #21-625 [number will be added later] rescinding Resolution #21-600a and adding; be it further resolved that the Township will retain the Woodhill Group through a budget calendar year. Motion second by Nolte.

Roll Call Vote: Yea – Sikkenga, Sanders, Stamboulellis, Metz, Nolte, Ratkovich; Nays – None;

Absent – Drolett. **Motion carried 6-0.**

- g) Resolution to Rescind Frank Johnson as member of Open Space and Land Preservation Committee and appoint Mark Teicher to the committee.

Discussion: Frank Johnson is interested and still wants to be involved but he is not available for meetings on a regular basis. Mark Teicher is an activist, has lived in the township many years, he is an attorney, has served on the Watershed Council, and he is President of the Portage and Base Lakes Association.

Motion by Sanders to withdraw Frank Johnson as a committee member and appoint Mark Teichert to the Open Space and Land Preservation Committee. Motion second by Stamboulellis.

Roll Call Vote: Yea – Nolte, Metz, Stamboulellis, Sanders, Sikkenga, Ratkovich; Nays – None;

Absent – Drolett. **Motion carried 6-0.**

AUTHORIZATION of PAYMENTS/TRANSFER of FUNDS – Treasurer Metz

Motion by Metz to transfer funds and authorize payment in the amounts of: August gross payroll \$32,121.48, General Fund \$57,909.12, Fire Fund \$74,022.43, Police Fund \$40,764.99, and Agency Fund \$5,059.00. Grand total is \$209,877.02. Motion second by Nolte.

Roll Call Vote: Yea – Sikkenga, Sanders, Stamboulellis, Nolte, Metz, Ratkovich; Nays – None; Absent – Drolett. **Motion carried 6-0.**

UNFINISHED BUSINESS: None.

2nd CALL TO THE PUBLIC: None.

FUTURE AGENDA ITEMS: None.

Motion by Nolte to adjourn. Motion second by Metz. Motion carried by voice vote. The meeting was **adjourned** at 8:51pm.

Respectfully Submitted,

Michelle Stamboulellis, Clerk
Dexter Township

I, THE UNDERSIGNED, MICHELLE STAMBOULELLIS, THE DULY QUALIFIED CLERK FOR THE TOWNSHIP OF DEXTER, WASHTENAW COUNTY, MICHIGAN, DO HEREBY CERTIFY THAT THE FORGOING IS A TRUE AND COMPLETE COPY OF CERTAIN PROCEEDINGS TAKEN BY THE DEXTER TOWNSHIP BOARD OF TRUSTEES AT A REGULAR BOARD MEETING HELD ON THE 17TH DAY OF AUGUST 2021 AND THAT THE FORGOING MINUTES ARE THE DRAFT MINUTES FOR THE MEETING HELD ON THE 17TH DAY OF AUGUST, 2021.

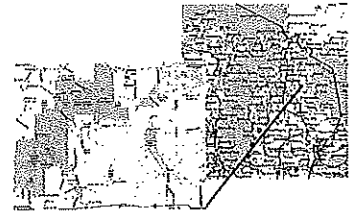
MICHELLE STAMBOULELLIS, CLERK, DEXTER TOWNSHIP

Diane Ratkovich
Supervisor
Michelle Stamboulellis
Clerk
Maris Metz
Treasurer
James Drolett,
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Trustees

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SPECIAL MEETING OF THE DEXTER TOWNSHIP BOARD

TUESDAY, AUGUST 19, 2021 8:00 PM

Location: 6880 Dexter Pinckney Road, Dexter TWP, Michigan, 48130

Supervisor Ratkovich was not present for the beginning of the Board of Trustees Special Meeting

Trustee Sikkenga made a Motion to appoint Clerk Stamboulellis to facilitate the meeting.

Motion second by Treasurer Metz.

Vote – Voice Call Yeas - Stamboulellis, Metz, Nolte, Sanders, Sikkenga

Nays – None. Motion carried 5-0.

CALL to ORDER: Clerk Stamboulellis called the meeting to order at 8:03 PM.

ROLL CALL: Present – Stamboulellis, Metz, Sanders, Nolte, and Sikkenga.

Absent – Diane Ratkovich, Jim Drolett

APPROVAL of the AGENDA:

Agenda was approved unanimously with no amendments. **Motion carried by voice vote.**

1st CALL TO THE PUBLIC:

No members of the public spoke.

NEW BUSINESS:

Discuss and vote to accept the resignation of Jim Drolett, effective August 29, 2021

Trustee Nolte made the motion Treasurer Metz seconded the motion.

Roll Call Vote: Yea – Sikkenga, Sanders, Stamboulellis, Metz, Nolte;

Nays – None; Absent – Diane Ratkovich, Jim Drolett. **Motion carried 5-0.**

Supervisor Ratkovich joined the meeting at 8:10pm

DISCUSSION:

Attorney Mark Roberts stated that Jim Drolett will remain a Trustee until August 29. Until that time, he is bound by his oath of office. Mr. Roberts stated that we have until October 4, 2021 to appoint a replacement.

Trustee Sikkenga asked whether Mr. Drolett's term at the Chelsea Area Construction Agency would terminate automatically as a result of his termination as Trustee. Mr. Roberts stated that he will research the terms of the CACA appointment and report back to the Board of Trustees.

Trustee Sikkenga asked whether the Trustee position would continue only until the mid-term election. Trustee Metz stated that MTA representatives told her that the new Trustee's term would continue for the full length of Mr. Drolett's vacated office. Mr. Roberts stated that he would research and report back to the Board of Trustees on the length of the new appointee's term.

2nd CALL TO THE PUBLIC: None.

Motion by Sikkenga to adjourn. Motion second by Metz. Motion carried by voice vote.

The meeting was **adjourned** at 8:17pm.

Respectfully Submitted,

Michelle Stamboulellis, Clerk
Dexter Township

I, THE UNDERSIGNED, MICHELLE STAMBOULELLIS, THE DULY QUALIFIED CLERK FOR THE TOWNSHIP OF DEXTER, WASHTENAW COUNTY, MICHIGAN, DO HEREBY CERTIFY THAT THE FORGOING IS A TRUE AND COMPLETE COPY OF CERTAIN PROCEEDINGS TAKEN BY THE DEXTER TOWNSHIP BOARD OF TRUSTEES AT A REGULAR BOARD MEETING HELD ON THE 19TH DAY OF AUGUST 2021 AND THAT THE FORGOING MINUTES ARE THE DRAFT MINUTES FOR THE MEETING HELD ON THE 19TH DAY OF AUGUST, 2021.

MICHELLE STAMBOULELLIS, CLERK, DEXTER TOWNSHIP

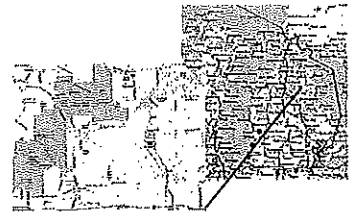
DRAFT

Diane Ratkovich
Supervisor
Michelle Stamboulellis
Clerk
Maris Metz
Treasurer
James Drolett,
Karen Nolte,
Laura Sanders,
Karen Sikkenga,
Trustees

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SPECIAL MEETING OF THE DEXTER TOWNSHIP BOARD

WEDNESDAY SEPTEMBER 8, 2021 6:00 PM

Location: 6880 Dexter Pinckney Road. Dexter TWP, Michigan. 48130

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

PLEDGE of ALLEGIANCE: Recited by all.

ROLL CALL: Present – Ratkovich, Stamboulellis, Metz, Nolte, Sanders, Sikkenga
Absent – None. Also present: Janis Miller, Recording Secretary.

1st CALL TO THE PUBLIC: No public comments.

APPROVAL of the AGENDA:

Motion by Nolte to approve the agenda as presented. Motion second by Sikkenga.

Motion carried with voice vote.

DISCUSSION/ACTION:

A. Approval of the Calendar for Budget Planning and Approval 2022-2023

Motion by Nolte to approve the Calendar for Fiscal Year 2023-2025 Planning. Motion second Metz.

Roll Call Vote: Yea – Sikkenga, Stamboulellis, Metz, Nolte, Sanders, Ratkovich;

Nays – None; Absent – None. **Motion carried 6-0.**

B. Introduction and Interviews of Trustee Candidates

1. River Karaba
2. Mark Teicher
3. James Dempsey, Jr.
4. Steve Feinman
5. Jeff McDole

In a group interview setting, each candidate was asked the following questions: 1) What made you apply for this position? 2) What do you see as the most critical issues for the Township Board? 3) What experience do you bring to the table to support this work? 4) What do you have to contribute as a member of the Dexter Township Governing Board? and 5) The Dexter Township Board of Trustees is scheduling a Strategic Planning Board Retreat for two days the first week of October. Will you be able to attend?
Appointment of a new Dexter Township Trustee will be made at the September 21, 2021 Township Board Meeting.

C. Approval of a Proposal for Strategic Planning Facilitator

Supervisor Ratkovich interviewed both advisory groups that submitted proposals. Board discussion as to available dates for Strategic Planning and which company to hire to facilitate the meeting.

Motion by Nolte to hire Place + Main Advisors to run the strategic meeting on the 10th and 11th of October, for Dexter Township. Motion second by Sanders.

Motion carried with voice vote.

2nd CALL TO THE PUBLIC: No public comments.

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

None.

ADJOURNMENT:

Motion by Nolte to adjourn. Motion second by Metz. **Motion carried with voice vote.**

The meeting was **adjourned** at 7:20 PM.

Respectfully Submitted,

Michelle Stamboulellis, Clerk

Dexter Township

I, THE UNDERSIGNED, MICHELLE STAMBOULELLIS, THE DULY QUALIFIED CLERK FOR THE TOWNSHIP OF DEXTER, WASHTENAW COUNTY, MICHIGAN, DO HEREBY CERTIFY THAT THE FORGOING IS A TRUE AND COMPLETE COPY OF CERTAIN PROCEEDINGS TAKEN BY THE DEXTER TOWNSHIP BOARD OF TRUSTEES AT A REGULAR BOARD MEETING HELD ON THE 8TH DAY OF SEPTEMBER 2021 AND THAT THE FORGOING MINUTES ARE THE DRAFT MINUTES FOR THE MEETING HELD ON THE 8TH DAY OF SEPTEMBER, 2021.

MICHELLE STAMBOULELLIS, CLERK, DEXTER TOWNSHIP

WOODHILL

To: Board of Trustees, Dexter Township
From: Colleen M. Coogan
Date: September 13, 2021
Re: WoodHill Group Health Check for Dexter Township

WoodHill's service agreement includes a health check to the governing body. The objective of the health check is to review the deliverables to date and report to the Board the status of operations in the accounting and finance functions. Below is a table summarizing the status of the deliverables.

DELIVERABLE	COMMENTS	PERCENT COMPLETE
Prepare an investment strategy with the Treasurer including a cash flow analysis, streamlining of investment options, template for state required investment report to board, review of investment policy.	Investment Policy and Investment Procedures documents delivered on July 20, 2021. Board approved Investment Procedures in August. Board approving Investment Policy at September meeting. Cash Flow Analysis, Rate Analysis, and Investment Capacities delivered on Aug 18, 2021. Investment Strategies and Board Report to follow Board approval of Investment Policy.	75%
Preparation of federal and state compliance reporting deadlines for existing activities.	Delivery Date Sept 30, 2021	0%
Provide a gap analysis of existing financial policies	Delivery Date Oct 31, 2021	0%
Review the budget process and document for best practices	Process reviewed/objectives agreed to with Supervisor. Township will prepare a 3-year budget which supports long term strategic objectives. Calendar complete and approved by board.	5%
Review BS&A financial program set up, data entry practices and financial reporting and	Significant efficiencies achieved in expanding use of financial software	90%

make recommendations to improve effectiveness and efficiency where needed	and simplifying processes. Treasurer's office completed set up of Cash Receipts and Del Pers Prop Tax Programs	
Review Treasurer tax collection and disbursement process including interface with the general ledger and make recommendations to improve effectiveness and efficiency where needed	Eliminated duplicate recordkeeping on excel and financial software customized for Deputy Treasurer disbursement requirements.	95%
Provide other resources and support as requested	Ongoing	NA

Overall, the accounting and finance procedures that exist in the office are outdated resulting in duplication of effort and a waste of Township resources – both labor resources and supply resources. Over the last decade, this has cost the taxpayers tens of thousands of dollars. Two examples of improved processes are attached to this Health Check report.

WoodHill has worked with the Officers to increase the internal controls on cash receipting, streamline other accounting processes to reduce redundancy and waste, and train the staff on using the functions in the financial software suite.

It is likely the existing processes were a combination of three factors:

1. Adherence to outdated, likely inherited, manual processes that were labor intensive and required a large amount of duplicate and triplicate paperwork – the majority of which have no record retention value.
2. Lack of understanding of internal controls. Staff incorrectly uses the term internal controls to support the processes. The COSO internal control cube is attached to this report. COSO is a nationwide commission charged with generating a standardized internal control framework to help entities design and implement internal controls. COSO recommendations form the benchmark and best practice handbook for internal controls.
3. Lack of comfort with technology. Many of the steps taken by the staff will be eliminated with proper use of the financial resource software system and creating a comprehensive shared electronic filing system.

Discussions with officers have also addressed the nation-wide, human resource problems of attracting and retaining talented employees.

THE WOODHILL GROUP

29488 WOODWARD AVE, STE 298, ROYAL OAK, MI 48073



To: Board of Trustees, Dexter Township
From: Colleen M. Coogan
Date: September 13, 2021
Re: WoodHill Group Health Check for Dexter Township
Process Changes – Two Examples

I. PROCESS REVIEW: 16 STEP PROCESS FOR RECEIVING AN AVERAGE \$80 PERMIT FEE.

EXISTING PROCESS	CONTROL DEFICIENCIES & PROCESS INEFFICIENCIES	REVISED PROCESS
1. Director of Planning and Zoning (DIRPZ) fills out a <i>numbered</i> paper permit and determines the appropriate fee. \$80.00 is a common fee amount.		No Change. Township does not yet own the permitting program.
2. DIRPZ enters this numbered permit in an excel document. This excel information is a permanent record of all permits issued.		No Change. See above.
3. DIRPZ accepts the check from the customer.	<u>Internal Control Deficiency #1:</u> Lack of Separation of Duties. Person who controls the “charging” of the revenue should not be the person who collects the payment. <u>Internal Control Deficiency #2:</u> Cash receipts and disbursements should be	Front office or Treasurer or Clerk staff receive the payment and immediately enter the payment into the BS&A financial software program using the Cash Receipts module. Staff enters the permit number into the memo

	immediately recorded in the financial statements.	line when recording the payment. Payment is put into the cash drawer. Customer receives a computerized receipt copy.
4. DIRPZ brings the check to his desk and stores for a week.	Internal Control Deficiency #3: Improper Cash Safeguard. Receipts should not be held at individual employee desks	Step Eliminated
5. DIRPZ enters the revenue information on a separate, weekly, excel report sheet	Inefficiency #1: Duplicate recording of permit revenue information	Step Eliminated
6. Weekly, DIRPZ brings all collected payments and the weekly excel report sheet to the Treasurer and gives a copy to the Clerk.	Internal Control Deficiency #4: The weekly report does not list the permit number next to the receipt. DIRPZ could issue a permit and keep the money personally and the Treasurer and Clerk would not know this had happened because the weekly report sheet does not handle the needed control of the permit number review. Inefficiency #2: DIRPZ brings a copy to the clerk and a copy to the Treasurer and keeps a copy. There are now 3 copies of this weekly report.	Step Eliminated
7. Treasurer manually writes out a cash receipt with the amount on the weekly report and makes a photocopy of the cash receipt for the DIRPZ	Inefficiency #3: This is the second manual receipt generated and data is still not in the financial system. There are now 3 cash receipts for the weekly deposit – one to the DIRPZ, the original with the Treasurer and the carbon copy.	Step Eliminated
8. DIRPZ files the treasurer receipt copy	Inefficiency #4: DIRPZ is maintaining a 2 nd set of cash receipt files. Cash receipt files should be in one location controlled by the Treasurer.	Step Eliminated
9. Treasurer fills out a separate deposit slip for only the DPZ figures. Treasurer takes this individual deposit slip to bank.	Inefficiency #5: The written procedures required separate deposit slips for different types of revenue. This is unnecessary work.	All deposits to a single bank account are combined in one deposit slip at the time the cash drawer is closed.

10. Treasurer photocopies the bank receipt and the manual cash receipt and staple the 2 documents plus the carbon copy of the cash receipt to the DPZ weekly report. These are given to clerk.	Inefficiency #6: Excessive transfer of paperwork from one office to another and information still not recorded in the financial system. There are now 4 copies of the weekly receipt in the process.	Step Eliminated
11. Treasurer records the cash deposit into an excel document where all daily cash activity is recorded.	Inefficiency #7: The excel sheet is not used in either the financial reporting or is it part of the audit workpapers. The revenue has now been entered in two excel documents – the DIRPZ and the Treasurer's	Step Eliminated
12. Treasurer files the original cash receipt and bank receipt.	Treasurer continues to maintain files of cash deposits that will include a receipt report generated by the system every time the cash drawer is reconciled and closed.	Step Eliminated
13. Clerk's office enters the revenue in the BS&A financial software system.	Internal Control Deficiency #5: Clerk enters the information using the Treasurer's receipt number but does not enter the permit numbers for which the payments were received.	Step Eliminated
14. Clerk files the cash receipt, bank deposit and DPZ weekly reports in the clerk's office.	Inefficiency #8: Duplicate files.	Step Eliminated
15. Clerk returns the DPZ weekly spreadsheet back to the Treasurer.	Inefficiency #9: Re-transfer of paperwork.	Step Eliminated
16. Treasurer files the returned DPZ weekly report with the previously filed bank deposit and cash receipt form.	Inefficiency #10: Treasurer attaches original info to deposit slip that is already filed.	Step Eliminated.
17.	Monitoring is a needed step in all Internal Control processes.	Monitoring Step. Permit revenue reports from the system will be periodically reviewed by the Treasurer to confirm permit numbers are sequential and any missing permit numbers are explained.

II. PROCESS REVIEW: RECORDING OF CASH ACTIVITIES AND RECONCILING OF BANK STATEMENTS.
(This review does not speak to the control problems in cash receipting)

EXISTING PROCESS	CONTROL AND INEFFICIENCY DEFICIENCIES	REVISED PROCESS
1. Treasurer records all receipts in a handwritten, numbered cash receipt book.	Inefficiency #1: Hand recording receipts instead of recording them directly into the financial software system is duplicate effort.	Step Eliminated
2. Treasurer maintains an excel sheet record of all deposits and payments	Inefficiency #2: This is a time-consuming, duplicate record that is not used in either the financial reporting or audit process and is not a best practice	Step Eliminated
3. Cash payments are posted to the cash account in the financial system through the Accounts Payable software module at the time the invoices are entered, and the checks are cut.		No Change
4. Clerk enters all deposit information into the financial software system		Information will now post directly to the financials through the Cash Receipt Program.
5. Treasurer receives electronic bank statements and prints all.	Inefficiency #3: Electronic copies of bank statements should be saved and only print those when a print copy helps with reconciling. For example – when .41 cent interest income is the only activity on the statement there is no paper copy needed to reconcile that data.	Print as needed. Maintain electronic files in a shared location.
6. Treasurer copies all bank statements and gives the copy to the Clerk.	Inefficiency #4: Unnecessary paperwork and transfer of paperwork between offices.	Step Eliminated

	Electronic copies of bank statements should be saved, and all can access information as needed.	
7. Treasurer creates a hand-written receipt for interest income on the bank statements and gives a copy of the receipt to the Clerk	Inefficiency #5: It is unnecessary work to record interest income in this manner. Interest income can be recorded directly off the statements without creation of an additional receipt	Step Eliminated
8. Clerk reconciles each bank statement manually	Inefficiency #6: All information is recorded in the financial software system. The system has a bank reconciliation process that is simple to use and maintains a permanent record of the reconciliation report and who performed the reconciliation	All bank reconciliations are being done in the financial software system as of June 30, 2021.
9. Treasurer reconciles the bank statements to the excel files of cash activity that were maintained for each bank account	Inefficiency #7: Duplicate reconciling of bank accounts when a shared financial software system of information exists	Step Eliminated



DEXTER TOWNSHIP

AGENDA ITEM SUMMARY

MEETING OF: Township Board of Trustees Meeting – 21 September 2021

Agenda Item Title:

Report on Local Roads Planning and Trail Planning

Recommended by:

Karen Sikkenga, Trustee

Explanation of Agenda Item:

Quick update on the initiation of Local Roads Planning with WCRC, as well as the kick-off meeting for the NW Passage Trail project.

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 X

Are staff or other resources required?

Yes _____ No X

Is a budget amendment required?

Yes _____ No X

Attachments: 1 page written update to be provided by Friday.

Staff Comments:**Motion/Action/Recommendation:**

none



DEXTER TOWNSHIP

AGENDA ITEM SUMMARY

MEETING OF: Township Board of Trustees Meeting – 21 September 2021

Agenda Item Title:

Update on Dexter Township Clean-Up Day and Recycling

Recommended by:

Nolte
Karen Sikkenga & Michelle Stamboulellis

Explanation of Agenda Item:

Update by Michelle Stamboulellis and Karen **Nolte** Sikkenga of the Dexter Township Clean-Up Day and other recycling in the Township.

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 X

Are staff or other resources required?

Yes _____ No X

Is a budget amendment required?

Yes _____ No X

Attachments:

Staff Comments:

Motion/Action/Recommendation:

None



DEXTER TOWNSHIP

AGENDA ITEM SUMMARY

MEETING OF: Township Board of Trustees Meeting – 21 September 2021

Agenda Item Title: ~~Investment Policy Approved~~

Motion to approve
Investment Policy Approved

Recommended by:

Maris Metz

Explanation of Agenda Item:

The new investment policy was reviewed and approved by our attorney, Mark Roberts of Secrest Wardle, after making a small change. Please see the email attached and the change made in the first sentence of the document.

Fiscal or Resource Considerations:	Yes _____	No <u>x</u>
Does this agenda item require the expenditure of funds?	Yes _____	No <u>x</u>
If yes, are funds budgeted?	Yes _____	No _____
Are staff or other resources required?	Yes _____	No <u>x</u>
Is a budget amendment required?	Yes _____	No <u>x</u>

Attachments:

Edited investment policy and email from attorney Mark Roberts

Staff Comments:

Motion/Action/Recommendation:

From: Roberts, Mark <mroberts@secrestwardle.com>
Sent: Tuesday, August 31, 2021 11:09 AM
To: Maris Metz <treasurer@dextertownship.org>
Cc: Supervisor <supervisor@dextertownship.org>
Subject: RE: Personal Property Inquiry and Investment Policy

Ms. Metz, I have reviewed the draft investment policy and find it is consistent with Chapter 129 of state law. In reaching this conclusion, I am deferring your financial consultant's expertise for the specific types of investments listed under the "Authorized Investments and Transactions" section of the policy. I have only one correction to the policy, which involves the first sentence of the policy statement. Chapter 42 is the state Charter Township Act, inapplicable to Dexter Township, a General Law Township. Thus, I recommend replacing the first sentence with the following:

Dexter Township, Michigan ("the Township") is a general law township operating under state law, Chapter 41 (Townships) of Michigan Compiled Laws.

Let me know if you need anything further, Mark.

S E C R E S T
SW
W A R D L E

Mark S. Roberts

Attorney at Law

2600 Troy Center Drive | P.O. Box 5025 | Troy, MI 48007-5025

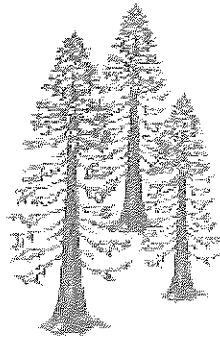
Direct: (248) 539-2815

Office: (248) 851-9500 x 2511

Fax: (248) 251-1806

mroberts@secrestwardle.com

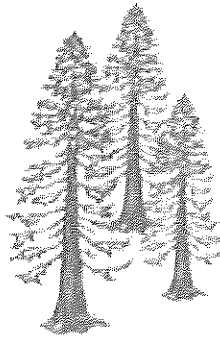
www.secrestwardle.com



DEXTER TOWNSHIP

INVESTMENT POLICY

Township Board of Trustees Resolution XXXX
Adopted XXXX



Dexter Township, Michigan

Investment Policy

Overview

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

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

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

Policy

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

Scope

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

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

Investment Objectives

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

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

Prudence and Indemnification

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

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

Delegation of Authority

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

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

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

Investment Procedures

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

Ethics and Conflicts of Interest

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

Selection of Banks

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

Selection of Broker/Dealers

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

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

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

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

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

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

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

Authorized Investments and Transactions

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

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

1. U.S. Treasury Obligations: United States Treasury Bills, Treasury Notes, Treasury Bonds, and Treasury Strips with maturities not exceeding ten years from the date of trade settlement. There is no limit on the percentage of the portfolio that may be invested in these obligations.
2. Federal Agency Securities: Debentures and mortgage-backed securities with a stated final maturity not exceeding seven years from the date of trade settlement.

Investments in Federal Agency Securities shall not exceed 10% of the Township's investment portfolio.

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

Collateralization: For the purpose of this section, the term "collateral" shall mean "purchased securities" under the terms of the Township approved Master Repurchase Agreement. The collateral shall have an original minimum market value (including accrued interest) of 102% of the dollar value of the transaction and the collateral maintenance level shall be 101%. If collateralized value drops below 101 percent, it will immediately be restored to 102%. Collateral shall be held by the Township's custodial bank as safekeeping agent, and the market value of the

collateral securities shall be marked to the market daily based on that day's bid price. The right of collateral substitution is granted.

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

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

8. Money Market Mutual Funds registered under the Investment Company Act of 1940 that are "no-load" (i.e., no commission or fee shall be charged on purchases or sales of shares); have a constant daily net asset value per share of \$1.00; limit assets of the fund to securities authorized in M.C.L. 129.91 as legal investments for a public corporation; have a maximum stated maturity in accordance with Rule 2a-7 of the Investment Company Act of 1940; and are rated either AAAm or the equivalent. The Treasurer shall pre-approve each Money Market Fund before purchase. Investments in money market mutual funds shall not exceed 30% of the Township's investment portfolio.
9. Investment Pools organized under Act 367 of 1982, MCL 129.111 to MCL 129.118, Surplus Funds Investment Pool Act, that are "no-load"; have a constant daily net asset value per share of \$1.00; and limit assets of the fund to securities authorized in M.C.L. 129.91 as legal investments for a public corporation. Investments in investment pools shall not exceed 10% of the Township's investment portfolio.
10. Joint Interlocal Investment Ventures organized under the Urban Cooperation Act of 1967, 1967 (Ex Sess) PA7, M.C.L. 124.501 to 124.512 that are "no-load"; have a constant net asset value per share of \$1.00; and limit assets of the fund to securities authorized in M.C.L. 129.91 as legal investments for municipalities; and are rated either AAAm by Standard and Poor's, Aaa by Moody's or AAA/V1+ by Fitch. Not more than 50% of the Township's total portfolio may be invested in investment pools at any one time.
11. Local Government Investment Pools organized under Section 4 of Public Act 121 of 1985, the Local Government Investment Pool Act. Not more than 10% of the Township's total portfolio may be invested in these pools at any one time.

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

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

Collateralization of Deposits

The State of Michigan does not require collateralization of all public funds. See Authorized Investments and Transactions, above, for repurchase agreement collateralization requirements.

Safekeeping and Custody

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

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

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

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

Investment Diversification

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

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

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

Other investments shall not exceed the following limits in each of the categories listed below as a percentage of the total portfolio.

- 50% in Joint Interlocal Investment Ventures
- 50% in Federal Instrumentality Securities
- 30% in Money Market Mutual Funds
- 25% in Prime Commercial Paper
- 10% in Federal Agency Securities
- 10% in Obligations of the State of Michigan or any of its political subdivisions
- 10% in Investment Pools
- 10% in Local Government Investment Pools

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

Portfolio Maturities and Liquidity

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

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

Competitive Transactions

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

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

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

Internal Controls

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

Performance

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

Reporting

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

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

Policy Revisions

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

GLOSSARY

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Market Value: Current market price of a security.

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

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

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

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

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

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

Portfolio: Collection of securities held by an investor.

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

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

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

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

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

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

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

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

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

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

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



DEXTER TOWNSHIP

AGENDA ITEM SUMMARY

MEETING OF: Township Board of Trustees Meeting – 21 September 2021

Agenda Item Title:

Contract for Consultant to Update/Rewrite the Township Master Plan

Recommended by:

Karen Sikkenga, Trustee

David Rohr, Director of Zoning and Planning

Explanation of Agenda Item:

Request for Board approval to enter into a contract for a consultant to work with the Township to update/rewrite the Dexter Township Master Plan.

The master plan selection committee recommends hiring Beckett & Raeder, at a cost of \$60K, to conduct Dexter Township's master plan. Beckett & Raeder offered the most comprehensive public engagement and a review & recommendations of the Zoning Ordinance in scope for the project, on a 15-month timeline. B&R is an award-winning, Washtenaw County based firm with master plan experience in townships similar to ours.

The selection committee included Marty Straub, Chair of the Planning Commission, Diane Ratkovich, Supervisor, Karen Sikkenga, Trustee Representative to the Planning Commission, and David Rohr, Director of Planning & Zoning.

Updating the master plan is a statutory responsibility of Michigan townships.

Currently \$20,000 budgeted. This includes a budget amendment of \$40,000 from General Fund, Planning Commission, Line Item 294.801.005

Fiscal or Resource Considerations:

Yes X No

Does this agenda item require the expenditure of funds?

Yes X No

If yes, are funds budgeted?

Yes X No

Are staff or other resources required?

Yes X No

Is a budget amendment required?

Yes X No

Attachments:**Staff Comments:****Motion/Action/Recommendation:**

Motion to approve the Master Plan consultant contract with Beckett & Raeder and to authorize the Township Supervisor to execute the contract on behalf of the Township Board.

Dexter Township Resolution # 21-627

A resolution to Hire Beckett & Raeder to update the Master Plan for Dexter Township.

WHEREAS, Dexter Township is recommending Beckett & Raeder to consult, update and conduct Dexter Township's Master Plan for Dexter Township; and

WHEREAS, Dexter Township recommends hiring Beckett & Raeder, at a cost of \$60K, their firm offered the most comprehensive public engagement and a review and recommendations of the Zoning Ordinance in scope of for the project which is on a 15-month timeline. Beckett & Raeder is an award-winning, Washtenaw County Based firm with master plan experience in townships similar to ours; and

WHEREAS, Dexter Township has selected a committee whom includes Marty Straub (Chair of the Planning Commission), Diane Ratkovich (Supervisor), Karen Sikkenga (Trustee and Representative to the Planning Commission) and David Rohr (Director of Planning & Zoning) for Dexter Township; and

NOW, THEREFORE, BE IT RESOLVED THAT the Dexter Township Board, by a vote of the majority at a regularly scheduled and duly noticed meeting held this 21st day of September, 2021, gives authorization to Supervisor Ratkovich to sign letter of engagement with Beckett & Raeder, for Dexter Township, to begin the process to consult, update and conduct the Master Plan for Dexter Township at a cost of \$60K.

Resolution offered by:

Resolution seconded by:

Roll call vote:

Yeas:

Nays:

Abstain: None

Absent: None

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

The Supervisor declared the resolution adopted.

CERTIFICATE

The undersigned, being the duly elected and acting Clerk of the Township of Dexter hereby certifies that the foregoing resolution was duly adopted at a regular meeting of the Dexter Township Board at which a quorum was present on the 21st day of September, 2021, and that the members voted thereon as hereinbefore set forth.

Michelle Stamboulellis, Clerk



DEXTER TOWNSHIP

6880 DEXTER-PINCKNEY ROAD
DEXTER, MI 48130

TELEPHONE: 734-426-3767

FAX: 734-426-3833

WWW.DEXTERTOWNSHIP.ORG



REQUEST FOR PROPOSALS 2021 UPDATE & REWRITE DEXTER TOWNSHIP MASTER PLAN

Introduction

Dexter Township, MI is requesting proposals from qualified consultants to assist the community in creating a new Master Plan. The Township is seeking a consultant to develop a visionary master plan, based on comprehensive public engagement. The Township will accept proposals until **4:00 p.m. on July 22, 2021.**

Community Overview

Dexter Township is approximately 33 square miles in area and is mostly rural. The major north/south access into the Township is Dexter-Pinckney Road, with North Territorial Road as the major east/west access. There are no freeways, freeway interchanges, highways, or rail lines located within Dexter Township.

One of Dexter Township's most appealing features is its abundance of lakes, recreational land, and agricultural areas. These attributes have attracted residential growth, which was steady in the 1990s and early 2000s. The Township has several well-established residential subdivisions, resort communities, and proposals for additional single-family residential developments. The primary factor affecting growth in the Township is the availability of land, and its proximity and accessibility to Ann Arbor and the rest of the Southeast Michigan employment centers.

Staff

The Dexter Township Director of Planning & Zoning will serve as the point of contact for the Township. The Township anticipates that members of the Township's Planning Commission and Township Board will play roles in the process by guiding and supporting the project through a series of public updates, discussions, and public engagement opportunities.

Township Master Plan

Dexter Township utilizes a Master Plan adopted in 2011. The Dexter Township Planning Commission completed a review of the Master Plan in 2019 and found no major changes or additions necessary at that time. The Master Plan review process will begin again after the 2020 US Census data becomes available. <http://www.dextertownship.org/BoardCommission/PlanningCommission/MasterPlan.aspx>

Plan Objectives

1. Conduct in-depth public engagement to gather input from residents, businesses and property owners, Township Board, Planning Commission and administrative staff, such as design charettes, community-wide survey(s), town hall meetings, focus groups, social media engagement etc.
2. Review current Township Master Plan to identify deficiencies and elements that should be incorporated into the new plan.
3. Incorporate current planning documents where relevant: 2011 Master Plan and 2020 Zoning Ordinance.
4. Create a vision for what Dexter Township will look like in the future, including clear direction of how and where development/re-development should occur over the next 5, 10, 15, and 20 years.
5. Evaluate existing goals and objectives, explore implications of aging population, consider change in public opinion, review land use designations, and address regional changes.
6. Determine a specific implementation plan for immediate, short- and long-term goals.

Scope of Work

With assistance from Township Staff, the selected consultant will conduct a review and rewrite of the 2011 Master Plan. The consultant will develop a final deliverable that should include the following:

- **Drafting the Document:** The consultant will prepare the Draft Master Plan, including graphics, for review by staff and the Planning Commission, culminating in a final version to be acted upon by the Township Planning Commission and the Township Board of Trustees.
- **Summary sheet:** The consultant shall provide a summary sheet detailing all changes/additions to the draft Master Plan.
- **Plan Sections:** The Draft Master Plan should include similar chapter Headings as the 2011 Plan (Planning Issues and Trends, Social Characteristics, etc.).
- **User-Friendly Format:** The consultant will work with Township staff as well as its information technology vendors to make the new Master Plan is accessible to the public. Simplifying and clarifying as much as possible where necessary. Hyperlinks in electronic version preferred.
- **Updated Maps:** The consultant will provide updated land use maps similar to the maps in 2011 Master Plan.
- **Project Schedule:** The consultant provides the Township an anticipated schedule and timeline for the above work.

Selection Criteria

The Selection Committee shall select finalists from the complete proposals received before the deadline. The Township may ask finalists to present their proposals in person before final selection. Evaluating past project submissions and consideration of the proposed time line are some of the criteria the selection committee will consider.

Proposal Requirements

Proposals should contain the following information:

1. **Letter of Interest** – Cover letter indicating interest in the project and identifying the firm's ability to provide services needed.
2. **Introduction** – A brief description of the firm including the number of years the firm has been in existence, range of professional services, office locations, and staff size.
3. **Work Program** – In the project overview, describe the general project approach and process to be employed, describe a process approach that was used in the past to successfully complete similar projects, describe the proposed project schedule including timeline of major milestones, deliverables, and completion.
4. **Experience and Qualifications** – A brief description of the firm's prior work relevant to this RFP including the name, address, and phone number of client references and the primary contact persons.
5. **Consultant Personnel** – Identify individuals from the firm's professionals and other who will work on the project along with a brief summary of the individual and their experience.
6. **List of Clients** – Provide a list of comparable clients for which similar services have been provided in addition to contact information.
7. **Timeframe Flow Chart** – Submit a flow chart with estimated project timeframe for meeting important project targets.
8. **Estimated Costs** – Submit cost estimates for each task associated with preparation of the Master Plan and overall completion.

Inquiries

All requests for clarifications or interpretations shall be made in writing and shall be emailed to dpz@dextertownship.org. Inquiries shall contain the firm's name, contact person, email address and fax number and be titled "Draft Master Plan – RFP." Deadline for inquiries is July 7, 2021 @ 4:00 pm EST.

Proposals Due

Applicants shall submit proposals and projected costs in separate documents. Electronic proposals will be accepted until July 22, 2021 @ 4:00 PM EST. Proposals must be submitted to

dpz@dextertownship.org Applicants shall also submit five paper copies of the proposal to:

Dexter Township Master Plan-RFP

6880 Dexter Pinckney

Dexter, MI 48130

Submittal and Schedule

1. Submit all required materials as detailed in the Proposal Content and Selection Process sections on the following pages. Include **one (1) unbound original, five (5) bound copies, and one (1) disc or one (1) flash-drive containing an electronic copy in pdf format.**
2. Submit proposal no later than **4:00 p.m. July 22, 2021** in a sealed package clearly marked as indicated:

COMPANY/FIRM NAME
"PROPOSAL 2021
UPDATE AND REWRITE
DEXTER TOWNSHIP MASTER PLAN
DEXTER TOWNSHIP, MICHIGAN"

3. Proposals shall be opened and identified **at 2:00 p.m. on July 26, 2021** in the Township Hall.
4. The Township reserves the right to reject any or all responses to this RFP, to advertise for new RFP responses, or to accept any RFP response deemed to be in the best interest of the Township. The Township reserves the right to use its staff to complete a portion or portions of the described activity and to negotiate rates per activity after bids have been received. A response to this RFP should not be construed as a contract, nor indicate a commitment of any kind.

Dexter Township Master Plan

Timeframe & Estimated Costs

July 22, 2021



Kingsbury Park | Defiance, Ohio

Estimated Costs

Task	Expense	Hours	Fee
DEXTER TOWNSHIP MASTER PLAN			
TASK 1.0 PROJECT INITIATION & ORGANIZATION	\$30	45	\$5,000
Kickoff meeting	\$15	8	\$900
Document Review		10	\$1,050
Tour of the Community	\$15	10	\$1,125
Administrative Tasks		8	\$1,000
History of Dexter Township		5	\$525
Community Description		4	\$400
TASK 2.0 COMMUNITY ENGAGEMENT	\$90	122	\$13,075
Community Survey		12	\$1,250
Community Engagement Summary of Results		11	\$1,125
Youth Engagement	\$15	9	\$1,000
2 Scenario Workshops	\$30	60	\$6,250
Planning Issues/Trends Workshop	\$15	18	\$2,000
2 Steering Committee Meeting	\$30	12	\$1,450
TASK 3.0 EXISTING CONDITIONS	\$45	98	\$10,525
Social Characteristics	\$15	20	\$2,100
Housing		20	\$2,100
Physical Characteristics	\$15	14	\$1,450
Land use Analysis		14	\$1,450
Transportation and Circulation		12	\$1,250
3 Steering Committee Meetings	\$45	18	\$2,175
TASK 4.0 PLANNING ISSUES/TRENDS	\$15	20	\$2,330
Summary of Issues and Opportunities	\$15	20	\$2,330
TASK 5.0 POLICY AND IMPLEMENTATION	\$45	170	\$18,480
Conflict Detection		8	\$1,080
Zoning Plan		8	\$1,000
Future Land Use Plan		8	\$1,000
Zoning and Future Land Use Build Out		20	\$2,000
Update all Maps		75	\$7,500
Goals and Action Plan with Metrics		26	\$2,850
Ordinance Review		8	\$1,000
3 Steering Committee Meetings	\$45	17	\$2,050

Estimated Costs

TASK 6.0 ADOPTION	\$1,000	88	\$9,280
Draft Plan		56	\$5,880
Plan Edits		8	\$800
Noticing		6	\$600
Final Public Hearing	\$15	8	\$1,000
Deliverables to the City	\$1,000	10	\$1,000
CORE PUBLIC SERVICES	\$1,225	543	\$58,690

PROJECT EXPENSES	\$1,225	
PROJECT NOT-TO-EXCEED		\$59,915

Additional In Person Meetings \$500
 Additional Virtual Meetings \$375

Timeframe

MONTHS														
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Task 1: Project Initiation & Organization														
	Task 2: Community Engagement													
		Task 3: Existing Conditions												
								Task 4: Planning Issues/ Trends						
								Task 5: Policy & Implementation						
											Task 6: Adoption			



involve

Thank you.

Michelle Bennett, AICP

734.239.6614 | mbennett@bria2.com

Dexter Township Master Plan

Proposal for Professional Services

July 22, 2021



Kingsbury Park | Defiance, Ohio



innovative

<i>i. Firm Introduction</i>	<i>4</i>
<i>ii. Work Program</i>	<i>10</i>
<i>iii. Experience, Qualifications & References</i>	<i>18</i>
<i>iv. Consultant Personnel</i>	<i>31</i>
<i>v. Timeframe & Estimated Costs</i>	<i>Separate Document</i>

B R i
Beckett&Raeder

*Landscape Architecture
Planning, Engineering &
Environmental Services*

July 22, 2021

David Rohr
Director of Planning and Zoning
Dexter Township
6880 Dexter-Pinckney Road
Dexter, MI 48130

Dear Mr. Rohr,

I am pleased to submit for your consideration a proposal for professional planning services to prepare a Master Plan update for the Dexter Township community based on your RFP objectives. We feel our team at Beckett & Raeder, Inc. (BRI) is expertly equipped with the planning skills, resources, and experience needed to successfully serve the Township. BRI works statewide but specializes in master planning for communities between 1,000 to 10,000 residents in semi-rural areas. For instance, BRI is proud to have completed the city of Dexter's Downtown Strategic Plan and implemented its streetscape.

Our dedication to great places, which are driven by great plans, began 55 years ago. Master planning is a particular joy for Beckett & Raeder, Inc. Over the last ten years, our team has won more Daniel Burnham Awards for a Comprehensive Plan from the Michigan Chapter of the American Planning Association than any other planning firm in the state, and it's because we take great pride in crafting unique documents that speak directly to the communities they serve. In addition, because we serve as technical consultants to the Michigan Economic Development Corporation's RRC® program, we are attuned to best practices for leveraging development and redevelopment that achieve a high degree of alignment between its recent planning endeavors. BRI specializes in constantly finding ways to redevelop key properties, connect resources, and advance sustainable development and policies.

We prepared a Scope of Work that complies with the requirements of PA 33 of 2008, the Michigan Planning Enabling Act (MPEA), and meets your plan objectives for a plan with clear direction on how to develop in the short- and long-term, using community input, and a growth management plan. If you have any questions, please contact me.

Sincerely,



John R. Iacoangeli, FAICP, PCP, LEED AP, CNU-A, FBCI
Principal



Michelle Bennett, AICP
Senior Associate, Project Manager



Firm Introduction

Business Organization



Beckett & Raeder, Inc. is a Michigan Corporation headquartered in Ann Arbor with additional offices in Petoskey and Traverse City, Michigan. The firm includes landscape architects, planners, civil engineers, LEED accredited professionals, and support staff maintaining registrations in the States of Michigan, Ohio, Indiana, and Illinois and certification at the national level.

HISTORY

Beckett & Raeder, Inc. was established as a Michigan corporation in 1966 with its corporate office in Ann Arbor, Michigan.

SERVICES

Major areas of practice and scope of services include sustainable design, land use programming and analysis, master planning, campus planning, placemaking, site planning and civil engineering, site development, municipal engineering, storm water management, downtown revitalization and redevelopment, community planning and urban design, economic development, public/private development services, and environmental services.

OFFICERS

Deb Cooper, *President*
John Iacoangeli, *Executive Vice President / Treasurer*
Christy Summers, *Secretary*

PHILOSOPHY

All commissions accepted by the firm are accomplished under the direct supervision of one of the firm's six principals. Senior Associates, Associates, Project Landscape Architects, Planners, and Engineers are assigned to projects in accordance with their individual expertise and the requirements of the project. In keeping with the philosophy of the office, the project team is involved in all aspects of the work through its entire duration. The firm routinely engages other consultants, as the work plan requires.

LOCATIONS

Ann Arbor
535 W. William,
Suite 101
Ann Arbor, MI 48103
734.663.2622

Traverse City
148 E. Front St.
Suite 207
Traverse City, MI 49684
231.933.8400

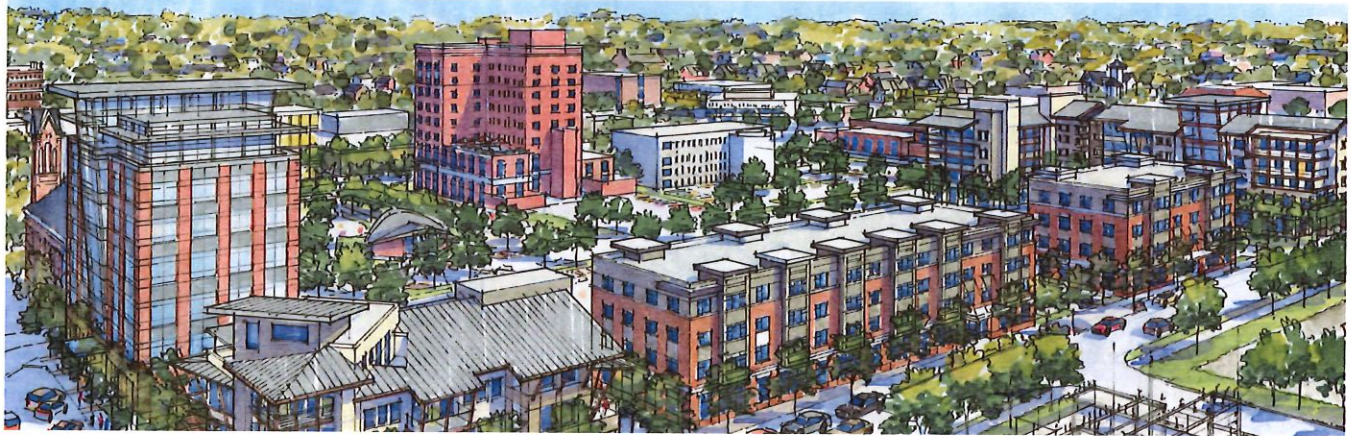
Petoskey
113 Howard Street
Petoskey, MI 49770
231.347.2523

WEBSITE
www.bria2.com
Total Employees: 22

CONTACT

Michelle Bennett, AICP
Senior Associate
734.239.6614 | mbennett@bria2.com

Professional Affiliations



Beckett & Raeder, Inc. is staffed by registered professional engineers, landscape architects, community planners, and environmental and ecological professionals who maintain specialized training and professional affiliations.

ACCREDITATIONS

U. S. Green Building Council
LEED Accredited Professionals
Form Based Code Institute (FBCI)
Congress for the New Urbanism Accreditation (CNU-A)

CERTIFICATIONS

Michigan Economic Development Association
Certified Economic Development Professional
Certified Stormwater Operator
Housing Development Finance Professional (HDFP)
Project Management Boot Camp
PASER Road Rating
Planning and Zoning Instructor (MAP)
Certificate of Real Estate
Certified Playground Safety Inspector (CPSI)
American Institute of Certified Planners (AICP)
National Charrette Institute Certification (NCI)
Certified Park and Recreation Professional

REGISTRATIONS

Professional Registered Engineers

- State of Michigan (PE)
- State of Ohio (PE)

Professional Landscape Architects

- State of Michigan (PLA)
- State of Ohio (PLA)
- State of Illinois (PLA)
- State of Indiana (PLA)
- Council of Landscape Architects Registration Boards

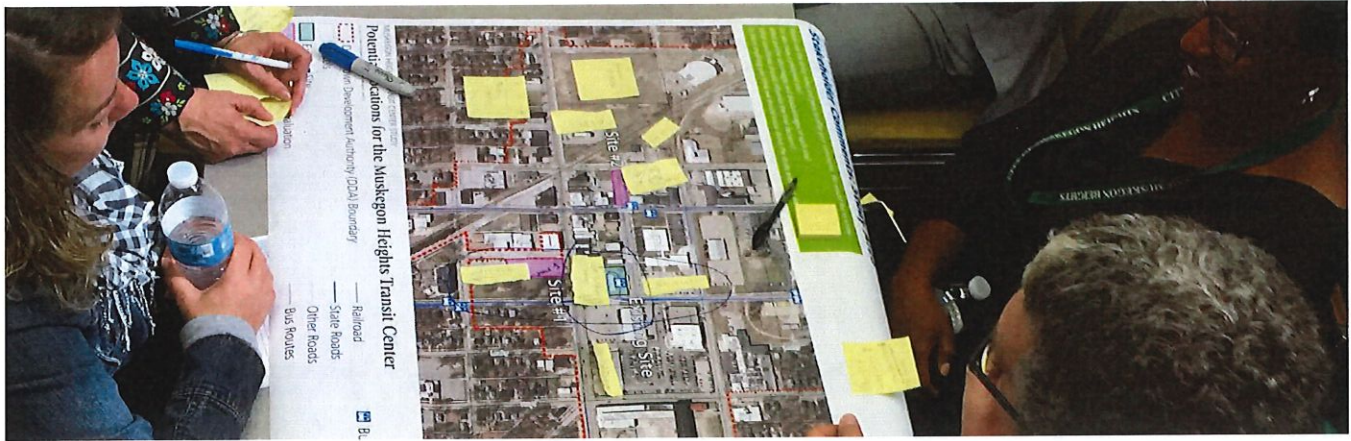
Residential Builder License

- State of Michigan

SPECIALIZED TRAINING

EPA Brownfield Redevelopment
People, Places and Placemaking
Economics of Place
Neighborhoods, Streets and Connections
Form Planning and Regulation
Collaborative Public Involvement
Applied Placemaking
Complete Streets
Geographic Information Systems
FEMA ICS-100, IS-00029, EFS 15
FEMA ICS-200, IS-00700 (NIMS)
Green Roof Design
Charrette System Training (NCI)

Services



MASTER PLANNING

- Campus Planning
- Traditional Neighborhood & Small Town Design
- Community Master Planning
- Watershed Planning
- Recreation Master Planning
- Park Master Planning
- Rural Land Planning Services
- Land Use Planning

COMMUNITY PLANNING & ZONING

- Comprehensive Master Plans
- Brownfield Redevelopment
- Zoning Ordinance /Codes
- Specialized Zoning Ordinance
- Provisions Development
- Standards and Guidelines
- Site Plan Review
- Strategic Planning
- Expert Witness Zoning Testimony
- Community Development
- Greenway Planning
- New Urbanism

ENVIRONMENTAL SERVICES

- Site Evaluation and Analysis
- Low Impact, Conservation Design
- Wetland Delineation
- Constructed Wetland Design & Installation
- Wetland Restoration
- Storm Water Management

ANALYSIS & EVALUATION

- Site Analysis
- Feasibility Studies
- Site Selection Studies
- Buildout Analysis
- Market Analysis
- Demographics
- Natural Features Interpretive Studies

PROJECT CONSTRUCTION

- Construction Administration
- Field Inspection
- Storm Water Operator
- Bridge Inspection
- Specification Writing
- Project Cost Estimating
- Construction Drawings

DOWNTOWN & ECONOMIC DEVELOPMENT

- Brownfield Redevelopment
- Grant Writing
- Downtown Management
- Downtown Master Plans
- Special Finance Districts
- Adaptive Reuse Studies
- Retail Market Analysis
- Strategic Planning/Visioning Workshops
- Physical Design Plans
- Streetscape Design & Implementation
- Wayfinding & Signage
- Tax Increment Financing & Development Plans
- DDA Creation

SITE DESIGN

- Planting Design
- Irrigation Design
- Grading Plans
- Utility Plans
- Pavement Design
- Lighting Design
- Site Design Guidelines
- Park Design

URBAN DESIGN

- Corridor Design & Planning
- Streetscape Design
- Waterfront Design

FACILITY DESIGN

- Marina Design
- Playground Design
- Athletic Facility Design
- K-12 Site Development
- Subdivision Design
- Campgrounds
- Parks Design
- Higher Education

INFRASTRUCTURE

- Storm Water Management
- Water Distribution Systems
- Sanitary Sewer Systems
- Capacity Analysis
- Capital Improvement
- Program Wellhead Design & Protection
- Pavement Evaluation
- Streets and Roads
- Onsite Sewage Treatment
- Utility Marking
- Parking

Selected Recent Awards



MICHIGAN ASSOCIATION OF PLANNING

Daniel Burnham Award for a Comprehensive Plan, 2021
City of Warren Master Plan
Warren, MI

Planning Excellence Award for Economic Development and Planning, 2021
Comstock Center Place Plan for Redevelopment and Prosperity
Township of Comstock, MI

Planning Excellence Award for Public Outreach, 2021
City of East Jordan Master Plan
East Jordan, MI

Public Outreach Award for a Comprehensive Plan, 2020
City of Sturgis Master Plan
Sturgis, MI

Daniel Burnham Award for a Comprehensive Plan, 2019
Kalamazoo County Master Plan
Kalamazoo, MI

Economic Planning and Development Award, 2018
Project Rising Tide

Urban Design Award, 2018
Jackson Downtown Streetscape
Jackson, MI

Best Practice Award, 2018
Planning for Resiliency in Michigan:
A Comprehensive Handbook

Daniel Burnham Award for a Comprehensive Plan, 2017
Trenton Resiliency Master Plan
Trenton, MI

Urban Design Award, 2017
Jackson Blackman Park Expansion
Jackson, MI

Daniel Burnham Award for a Comprehensive Plan, 2016
Jackson Community Master Plan
Jackson, MI

Implementation Award, 2016
Bear River Valley Recreation Area
Petoskey, Michigan

Daniel Burnham Award for a Comprehensive Plan, 2015
Acme Township Master Plan
Acme, MI

Innovation in Economic Planning & Development, 2015
Lakes to Land Regional Initiative: Food and Farm System Assessment

Innovation in Regional Planning, 2014
Lakes to Land Regional Planning Initiative

Daniel Burnham Award for a Comprehensive Plan, 2013
Peshawbestown Master Plan
Grand Traverse Band of Ottawa and Chippewa Indians

Daniel Burnham Award for a Comprehensive Plan, 2010
Onekama Community Master Plan
Onekama, Michigan

AMERICAN SOCIETY OF LANDSCAPE ARCHITECTS
Merit Award, Michigan Chapter, 2017, General Design
Chicago Drive Corridor
Grandville, Michigan

Merit Award, Michigan Chapter, 2017, Planning & Analysis
Peshawbestown Community Master Plan
Peshawbestown, Michigan

Merit Award, Michigan Chapter, 2016, Landscape Architectural Design
Jackson Blackman Park Expansion,
Jackson, Michigan

Merit Award, Michigan Chapter, 2016, Landscape Architectural Sustainability
Wall Street East Parking Structure,
Ann Arbor, Michigan

Selected Recent Awards

Honor Award, Michigan Chapter,
2016, Landscape Architectural
Sustainability
Marshbank Park
West Bloomfield Township, Michigan

Merit Award, Michigan Chapter,
2015, Landscape Architectural Design
Munger Graduate Residences,
University of Michigan
Ann Arbor, Michigan

Merit Award, Michigan Chapter,
2014, Historic Significance
Petoskey Bayfront Park
Petoskey, Michigan

Merit Award, Michigan Chapter,
2013, Planning & Analysis
River Raisin Heritage Corridor East Master
Plan
Monroe, Michigan

Merit Award, Michigan
Chapter, 2010
Outdoor Learning Center
Central Michigan University
Mt. Pleasant, Michigan

MICHIGAN RECREATION & PARK ASSOCIATION

Design Award, Outstanding Facility
2017
Silver Lake State Park
Mears, Michigan

Landscape Design Award, 2014
White Lake Bloomer Park
White Lake Charter Township, Michigan

Outstanding Park Design
Award, 2013
Argo Cascades
Ann Arbor, Michigan

Design Award, Landscape
Design, 2011
Bear River Valley Recreation Area
City of Petoskey, Michigan

Landscape Design Award, 2011
Marshbank Park
West Bloomfield Township, Michigan

Landscape Design Award, 2010
Outdoor Learning Center
Central Michigan University
Mount Pleasant, Michigan

IMAGIN (IMPROVING MICHIGAN'S ACCESS TO GEOGRAPHIC INFORMATION NETWORKS)

Innovation Award, 2018
Acme Township, Michigan

EDUCATION DESIGN SHOWCASE

Project of Distinction, 2017
Outstanding Design and Architecture

Lasch Family Golf Center, Michigan State
University
East Lansing, Michigan

NATIONAL TRUST FOR HISTORIC PRESERVATION

Richard H. Driehaus National
Preservation Honor Award, 2014
McGregor Pool
Wayne State University
Detroit, Michigan

MICHIGAN HISTORIC PRESERVATION NETWORK

Government/Institution
Award, 2016
River Raisin Heritage Corridor, East Master
Plan
Monroe, Michigan

Cultural Landscape Award, 2014
McGregor Memorial Conference
Center Reflecting Pool and Sculpture
Garden for Contribution to Historic
Preservation in Michigan
Wayne State University
Detroit, Michigan

GREAT LAKES PARK TRAINING INSTITUTE

Great Lakes Park, Facility, &
Recreation Program Award, 2013
Marshbank Park
West Bloomfield Township, Michigan

WASHTENAW CONTRACTORS ASSOCIATION

Pyramid Award, 2018
University of Michigan Art & Architecture
A. Alfred Taubman Wing
Ann Arbor, Michigan

OAKLAND COUNTY

Oak Land Award, 2012
Marshbank Park
West Bloomfield Township, Michigan



imagine

Work Program



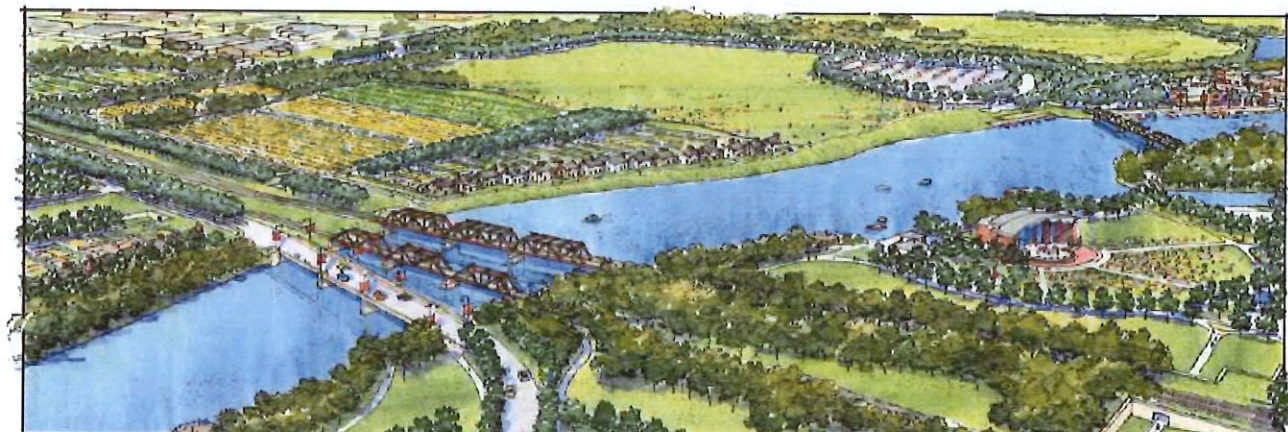
UNDERSTANDING OF REQUEST

Dexter Township seeks to engage its staff and the public in an open, transparent way to develop a community master plan with a strong emphasis on action steps phased over 5, 10, 15, and 20 years. A considerable part of the action steps will focus on how appropriate development and redevelopment opportunities can achieve master plan goals. Building upon the work that was completed in 2011, BRI will identify areas for improvement and areas for alignment, and where they are presently discernible will propose how to incorporate them in the scope of work. To achieve this end, we are proposing a master plan update process that:

- i* Offers numerous opportunities and avenues for residents, staff, officials, organizations, and youth to engage;
- i* Updates all maps to GIS, planning trends, issues, and relevant data
- i* Offers a user-friendly and highly-graphical final deliverable
- i* Prepares an achievable action plan for the community's prosperity with an emphasis on growth management.

KEY ELEMENTS OF THIS PROCESS WILL INCLUDE:

- Introduction
- Community Description
- Planning Issues and Trends
- Social Characteristics
- Physical Characteristics
- Policies and Implementation



SUMMARY OF CHANGES FROM 2011 MASTER PLAN

- i* Youth engagement
- i* Scenario planning workshops with the community with impact analysis for each identified
- i* Demographic discussion that ties data to planning outcomes and action plan strategies
- i* Housing analysis
- i* Expanded conversation on ecological health and flooding
- i* Growth management designations
- i* Zoning and future land use build out analysis
- i* Map of nonmotorized use (as opposed to nonmotorized infrastructure)
- i* Condensed and specific goals tied to metrics
- i* An action plan with specified timeframes and accountable parties
- i* Hyperlinked digital version of the master plan
- i* Attractive graphic representation of data and planning concepts

Scope of Work

TASK 1: PROJECT INITIATION AND BACKGROUND

1.1 Kick-Off Meeting

Host a kickoff meeting to discuss the final work plan and any special considerations in the planning process. We suggest the formation of a master plan steering committee, consisting of representatives from elected officials, the planning commission, staff, local institutional, and business owners. This meeting will also establish basic attitudes and priorities relative to the community outreach process and methodology. As a part of the kick-off process, the BRI team will take a tour of the community with Township staff.

1.2 Existing Plans and Documents

Identify with the Steering Committee, existing community and economic development plans or projects which will have a bearing on the direction of the project. Community planning documents will be reviewed including the Zoning Ordinance, 2011 Master Plan, 2004 Washtenaw County Comprehensive Plan, Park & Recreation Plans, Capital Improvement Plans, and surrounding community plans. We request access to GIS parcel data for mapping and spatial analysis tasks.

1.3 Introduction and History

The content of this section is expected to stay the same, but the graphics will be updated.

TASK 2: COMMUNITY OUTREACH (2 STEERING COMMITTEE MEETINGS)

2.1 Community Survey

To build a longitudinal dataset, the survey questions from the previous master plan can be used to understand how attitudes and priorities have changed over time. Any additional questions about community preferences and behavior can be added. A survey postcard, announcing the survey with a link to complete it, will be developed. The survey summary report will be shared with the Steering Committee. The results will be scattered throughout the plan where relevant and the full results can be saved in the appendix.

2.2 Youth Engagement

If our plans are future-oriented, then engagement should focus on what our youngest generation thinks. BRI will coordinate with the school superintendent to work with up to three high school government classes. Students are first educated on local government and planning, and then in small groups complete the scenario workshop activities described in 2.3. This way, BRI can compare and share how adults and teenagers view the Township's future growth. Handouts can also be passed out to students bring to their parents for other types of engagement.

2.3 Scenario Workshop

An in-person session will be held to further explore growth management strategies. During task 3.3, BRI and the Steering Committee will identify areas suitable for growth and preservation. We will take the areas deemed ready for "growth" to the community for a scenario planning exercise where the public uses blocks that represent different land uses to build the designated areas according to their preferences. Once we have collected their input, BRI will use that information to calculate the different scenarios' impact to the community in terms of vehicular trips generated, number of units built, number of people moving in, etc. BRI proposes to come back to the public with the findings so they can learn from the exercise, refine, and prioritize their desired scenario for each area in terms of density, height, setbacks, viewsheds, and other site considerations. This information can be used to inform the Future Land Use Map.

Scope of Work

During both the student and community scenario workshops, participants will also be asked broader visioning questions so that a larger framework exists for future development decision-making.

2.4 Planning Issues and Trends Workshop

This workshop will be held with the Steering Committee to review the 2011 master plan's discussion of planning trends and issues. After BRI has completed most of the existing conditions analysis and summarized the survey results, we will present a comparison of planning trends and issues between the 2011 plan and recently gathered input. At this session, the Steering Committee will identify areas to modify and prioritize issues to tackle in the policy and implementation section.

TASK 3: EXISTING CONDITIONS (3 STEERING COMMITTEE MEETINGS)

3.1 Social Characteristics

Review the historic, existing, and forecasted demographic trends for the Dexter region. Create and/or update all tables, graphics, and maps, including a demographic dashboard to determine community prosperity indicators, using the most recent U.S. Census data for all variables currently discussed. A demographic dashboard is a highly visual way to convey demographic trends in a digestible way for the reader. BRI proposes to take this analysis one step further to elaborate on how these trends affect planning and development. For example, an aging community may impact the type of development that is in demand, and this trend should be used to explore new options in the policy and implementation section.

3.2 Physical Characteristics

Inventory and identify current and significant natural and cultural resources. Utilize GIS resources to map these attributes for use in the planning process. Some areas for greater discussion are the ecological health of wooded areas and climate variability's impact on floodplains. This section will include an inventory of the parkland in the Township. These maps will be used to determine areas shall be protected in their natural state and how.

HOLD STEERING COMMITTEE MEETING TO DISCUSS SECTIONS 3.1 AND 3.2

3.3 Land Use Analysis

Evaluate existing land use patterns, present trends, and future desired development densities through available data and land use information, utilizing all pertinent information, reports and studies on file, current assessing data, geographic information databases, and other sources to determine which areas are suitable for growth and/or preservation.

3.4 Housing Analysis

Housing is an urgent and controversial issue across Michigan. Population projections and migration patterns will be reviewed with a particular focus on housing needs versus housing availability. Update the existing housing analysis to include predictions for the type of housing units that will be needed over the next 10 years for all income brackets and cost-burdened households and determine where it makes sense to permit these housing formats.

Scope of Work

HOLD STEERING COMMITTEE MEETING TO DISCUSS SECTIONS 3.3 AND 3.4

3.5 Transportation and Circulation

Research and inventory of traffic volumes, road connectivity, nonmotorized systems, and problematic intersections. Using popular workout apps, open source data can be used to map how often nonmotorized paths are used. This information can be superimposed onto infrastructure to see if it supports nonmotorized users. Maps will be generated that reflect up-to-date data from the Washtenaw County Road Commission and a comparison drawn between the two years.

HOLD STEERING COMMITTEE MEETING TO DISCUSS SECTIONS 3.5 AND OUTSTANDING ISSUES

TASK 4: PLANNING ISSUES AND TRENDS (UP TO 2 MEETINGS)

4.1 Summarize Planning Issues and Trends

Develop this section based on the findings from the meeting with the Steering Committee, the existing conditions research, community engagement, and best practices. This section will be condensed and the issues will be placed in tiers in terms of urgency to be addressed, and then carried over into the policy and implementation section.

TASK 5: POLICY AND IMPLEMENTATION (3 STEERING COMMITTEE MEETINGS)

5.1 Conflict Detection

Identify and resolve any conflicts among Master Plan elements and state, regional, and neighboring local plans for consistency. Prepare the final Land Use Plan maps, including any adjustments made through conflict resolution and integration of Master Plan elements.

5.2 Zoning Plan

Pursuant to the Michigan Planning Enabling Act, a zoning plan and zoning map will address recommendations relative to the number of zoning districts and relocation of zoning district boundary lines based upon current land use and future growth projections.

5.3 Future Land Use Plan

Pursuant to the Michigan Planning Enabling Act, a final future land use plan and future land use map will address recommendations based upon the overarching goals and objectives of the Plan and the recommendations from the Land Use Plan Element.

5.4 Zoning and Future Land Use Build Out

BRI will update the zoning build out analysis, but will also extend it to include a build out analysis for the proposed future land use categories. With both of them calculated, the community can get a better sense of where the Township is now, and which direction it is headed, in terms of development.

5.5 Ordinance Review

A review of the zoning ordinance will be conducted relative to the goals, objectives, and strategies set forth in this Master Plan. It is anticipated that recommendations for the ordinance review will be encompassed in both the zoning plan and action plan, as any identified strategies for change will be included in these actionable items.

Scope of Work

5.6 Goals and Action Plan

The Steering Committee will refine and condense goals so that they are more specific and tied to metrics to measure progress over time. Actions will be phased along a recommended timeline for completion, emphasizing the first five years after adoption but going beyond that threshold to also incorporate long-term change up to 20-years out. Actions can be laid out in a table or in a flowchart to depict next steps should one action not provide the desired outcome.

TASK 6: PLAN ADOPTION

6.1 Final Report

Write the master plan in accordance with the 2008 Michigan Planning Enabling Act (MPEA). Summarize public input, existing conditions, and a strategic framework. This will be produced using Indesign.

6.2 Public Review

Post the draft Master Plan and attachments in PDF format on the Township website for public review and comment. Disseminate the draft Master Plan to adjacent municipalities, authorities, and boards as specified in the MPEA.

6.3 Public Hearing

BRI will attend a public hearing and make a presentation on the Plan to the steering committee. Any public input received will be documented.

Deliverables:

At the end of the project BRI will deliver to the client the following:

- Any input received from the community engagement compiled and summarized in a project memorandum;
- All digital information, documentation, maps, graphics, and educational materials;
- 10 hard copies and one electronic and hyperlinked copy of the final report.



*Experience,
Qualifications, &
References*

Sturgis Master Plan

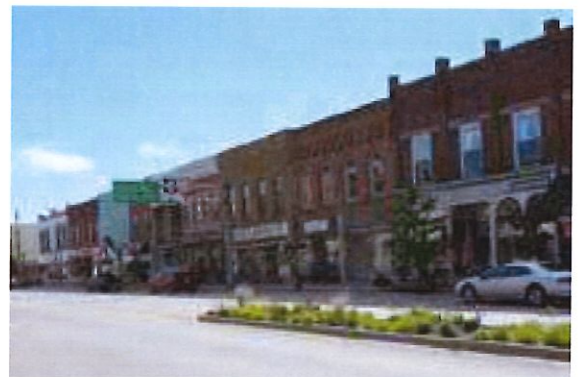
Sturgis, Michigan

2020 Planning Excellence Award for Community Outreach

BRI collaborated with the City of Sturgis on updating its Master Plan and creating an engaging interactive online version to share with its residents. The process followed a robust community engagement regimen that included a Spanish survey for the growing Hispanic population, a survey of employers, focus groups, youth education on development, and a visioning session. Their perspectives were detailed in the Master Plan and serve as the basis for the City's strategies.

The Master Plan had a heavy focus on future land use planning and action strategies. The proposed zones incorporated new commercial zones the City had been considering, new uses, and mixed-housing formats to avoid sprawling onto productive agricultural land. The action strategies are categorized in a "live," "work," "play" framework but also show the number of co-benefits associated with each strategy to convey their interrelatedness.

The interactive map was designed to be playful and informative so that residents could quickly learn about the City's current conditions and its plans for the future. Condensed summaries from the report text were combined with spatial analyses and illustrations to offer clarity and depth.

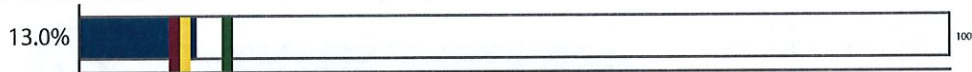


City of Sturgis Prosperity Index

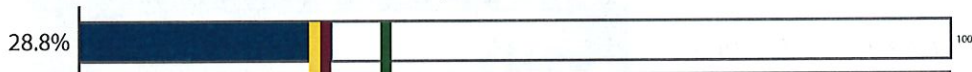
Prosperity Index Key:

City of Sturgis St. Joseph County Michigan United States

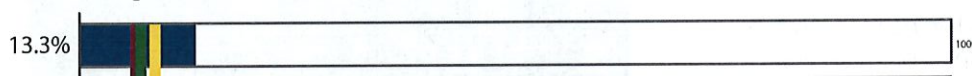
Female family householder, no husband present



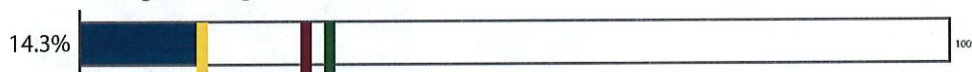
Householder with own children under 18 years



9th to 12th grade education, no diploma



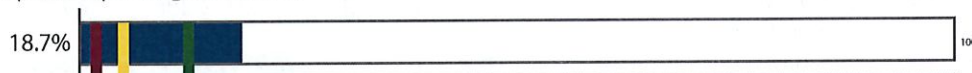
Bachelor's degree or higher



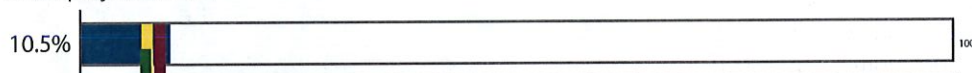
World region of birth: Foreign born, Latin America



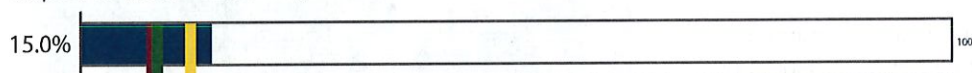
Spanish speaking households



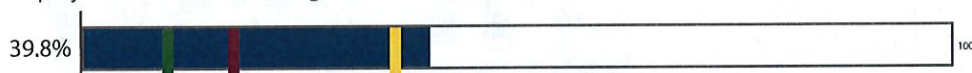
Unemployment rate



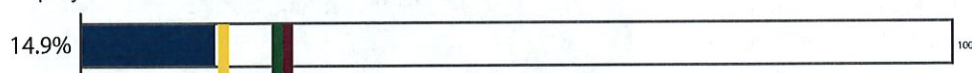
Carpool to work - Car, truck, or van



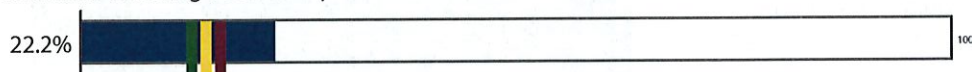
Employment in manufacturing



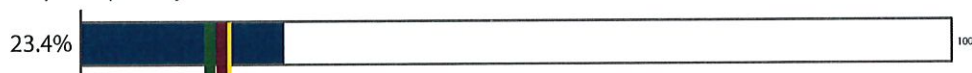
Employment in educational services, health care, and social assistance



Residents receiving Food Stamps / SNAP Benefits



People in poverty



Children in poverty



Households

Total Households

4,150

Average Household Size

2.6 People

Average Family Size

3.2 People

Median Household Value

\$80,900

Median Gross Rent

\$658

Education

Population Enrolled in School

28.1%

High School Graduate

38.0%

Bachelor's Degree or Higher

9.6%

Commuting

Workers who Commute

92.9%

Commuters who Drive Alone

78.0%

Average Commute

17.3 Minutes

Employment

Unemployment Rate

10.5%

Civilian Veterans

7.4%

Income

Median Household Income

\$36,293

Median Earnings for Workers

\$26,160

Male Full-Time Earnings

\$36,341

Female Full-Time Earnings

\$28,285

Population in Poverty

23.4%

Children in Poverty

35.5%

Top Industrial Sectors

Manufacturing

39.8%

Educational, Healthcare,

Social Assistance

14.9%

Retail Trade

9.0%

Lakes to Land Regional Master Plan

A Collaboration Among 16 Communities in Northern Michigan

Michigan Association of Planning 2014 Innovation in Regional Planning Award

The Lakes to Land Regional Initiative began with five Northwestern Michigan townships wishing to team up in order to attain an economy of scale, and to pool grant application resources for the purpose of creating a collaborative master plan. Seeking initial assistance from the Manistee Alliance for Economic Success, the loose organization quickly garnered funding and brought Beckett & Raeder on board to facilitate the process.

Within eight months, the enterprise had tripled in size to become the largest of its kind in Michigan. It now encompasses 10 townships, 4 villages, and two cities, signaling a readiness and desire for cooperation throughout the region. All of the communities have environmental concerns that are interconnected, a delicate balance between rural character and economic development to maintain, and a seasonal economy that creates unique and challenging opportunities best faced collaboratively.

To achieve this collaboration while clearly affirming the autonomy of each community, the project embarked on an innovative new process. A leadership team consisting of at least two representatives from each community was charged with the task of encouraging as many citizens as possible to participate in the 10 public visioning sessions held throughout the region. The writing of individual master plans in accordance with the Michigan Planning has begun for each municipality which does not have an updated plan in place. In spring of 2013, a "Convention of Communities" brought everyone together to examine these plans for partnership opportunities, consistency, shared assets, and those economies of scale and grant resources.



Acme Township Master Plan

*Acme Township, Grand Traverse County, MI
2015 Daniel Burnham Master Plan Award*

The Acme Township Community Master builds upon several years of active community engagement revolving around the previous amendment to the 1999 Community Master Plan, revised in 2009; community efforts focused on the acquisition and redevelopment of the East Bay shoreline and waterfront as presented in the US-31 Placemaking Plan; and the recently adopted Acme Township Five-Year Parks and Recreation Master Plan. In order to define key community initiatives and strategies, the Acme Township Community Master Plan uses information gleaned from the placemaking plan, a community-wide mail survey conducted by Northwestern Michigan College, and meetings with regional agencies and stakeholders from the agricultural and business communities. Some of the key ideas advanced in the Acme Township Community Master Plan include:

- Focus on Infrastructure Improvement as means of directing planned growth to the existing business district along US-31 and M-72.
- The plan calls for the expansion and connection of local and regional non-motorized trails in response to community input and recommendations embedded in the Parks and Recreation Master Plan.
- There is a long term vision to reconfigure US-31 and M-72 to be safer and more convenient for business patrons, consumers, and residents.
- The plan deliberately focuses commercial and residential development in areas that already have development or vested development rights.
- Water quality is a high priority.
- The acquisition of properties along East Bay has positioned Acme Township to take advantage of recreation-based tourism as part of its economic development strategy.
- The plan supports the continuation and expansion of agricultural operations and the preservation of farmland, defining characteristics of Acme Township.
- The Community Master Plan balances policies and strategies with an eye toward creating a community that is attractive to all age groups.



Trenton Coast Resiliency Master Plan and Zoning Ordinance

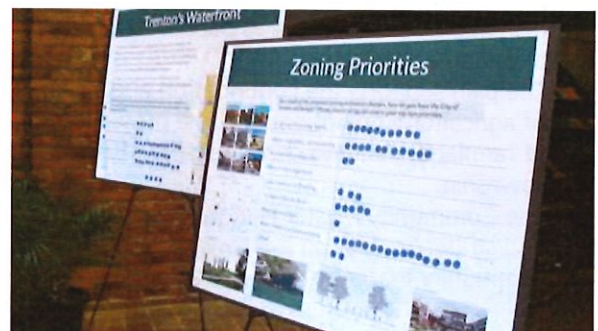
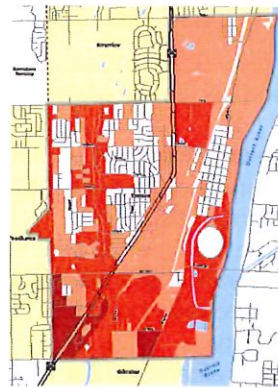
City of Trenton, Michigan

2017 Daniel Burnham Award for a Comprehensive Plan

Trenton's location along the Detroit River placed it at an important crossroads for economic prosperity in the middle of the 20th century. Home to major industry and shipping that was once a boon for the residents, the decline of these industries has served as the impetus for a new type of planning that investigates the ties among people, land, and structures through a resiliency lens. The City participated in a pilot program with the Michigan Association of Planning and the Department of Energy, Great Lakes, and the Environment to write a master plan embodying this focus, and was selected for a second round of grant funding to implement the findings via a new zoning ordinance.

Four community forums served three vital functions: connecting City officials and staff with members of the public; educating the public about resiliency planning; and inviting the public to the institutions that serve as emergency disaster centers in the community. An overview of resiliency planning was coupled with activities drawn from the efforts of the Red Cross: participants were asked to assess the City's current standing with regard to each of six resiliency characteristics, and then to share examples of previous, present, and future stressors as well as successful responses. One special community forum discussed environmental and leadership issues with the next generation: junior high students. These often-unheard voices were given the opportunity to grade adults, using interactive real-time voting technology, regarding how we are managing the city, the world, the environment, and change.

The plan contains an intensive analysis which combines a breadth of data indicating the sensitivity and vulnerability to shocks and stressors of the community's people, structures, and land. Policy recommendations that were then transformed into zoning provisions included decreased parking minimums and impervious pavement, increased vegetation and green space, increasing permitted residential density in select locations, and providing pedestrian and bicycle amenities to encourage nonmotorized transit. Trenton's longstanding working waterfront presents a particular challenge: the changing economics of industrial use have removed much of its wealth-generating power, yet its history of such use has resulted in environmental conditions which constrain redevelopment opportunities. A new "Industrial Waterfront" zoning category has been developed in partnership with the City's industrial landowners that aims to balance a shift away from uses and practices which are harmful to the environment with the rights of property owners and the health of the tax base.



Jackson Master Plan

Jackson, Michigan

2016 Daniel Burnham Master Plan Award

When the City of Jackson decided to write a new master plan after several updates to the previous plan, the community wanted a bold, forward-thinking document that would support the considerable investment already taking place, and capitalize on the momentum from that investment to create transformational change in this mid-sized urban core community. To accomplish this successful transformation, Beckett & Raeder designed the master plan around the community-based, form-driven Placemaking process.

A series of community workshops organized by the City's electoral wards provided both a broad picture of the desired change as well as a specific and extensive list of citizen-generated priorities and strategies. A physical survey of the entire jurisdiction was conducted to delineate and characterize eight distinct districts and 32 unique neighborhoods within the City. Beckett & Raeder then performed economic and built form analyses on each of these geographies in order to determine areas of relative need and strength.

The resulting recommendations reflect the citizens' vision and present a sequential, actionable, data-justified series of steps to achieve it. Projects are geographically concentrated by phase in order to offer opportunities for synergy as well as to build community confidence by showcasing these successes.



CITY OF JACKSON

**City of East Jordan
 Community Master Plan**
East Jordan, Michigan



East Jordan is at a crossroads. With a strong history of manufacturing, the community desires to preserve this rich heritage while building on bright opportunities for redevelopment and reinvestment. Nestled at the south Arm of Lake Charlevoix at the confluence of the Jordan River, East Jordan is optimally located to serve as both a industrial center as well as hub of recreation-based tourism with a bustling year-round economy.

BRI assisted the City in the master planning process. The City chose a collaborative, interactive process for the community engagement portion of the plan.

The City of East Jordan recognizes the importance of having a community-supported vision for growth and investment to guide land use decisions and inform priorities. The City is ready for redevelopment and reinvestment and realizes the potential for transformational change through proper planning, regional coordination, and cooperation between the public and private sector.

Over 400 community members provided insight and guidance on the future of East Jordan through this inclusive 12-month planning process. Hundreds of community members responded to a community survey, high school students and elementary students participated in a series of visioning sessions, business leaders attended a business-after hours master plan open house, dozens of community leaders came out for a two-day design charrette focused on conceptual design ideas.

This master plan process placed a special emphasis on developing realizable visions for three priority redevelopment sites. In addition to focusing on the former EJ Foundry, a legacy redevelopment site which includes a half mile of Lake Charlevoix waterfront, community members also provided guidance on future redevelopment of the city-owned Community Center and former Boat Launch site.

BRI utilized the community feedback to provide schematic design plans for the redevelopment sites.

Downtown Strategic Plan

Dexter, Michigan



The Village of Dexter Downtown Development Authority (DDA) was established in 1986 with a mission to revitalize the village center of the community. In 1993, the adopted a development plan and strategic program for the district containing approximately fifteen public improvement projects such as parking lots, street resurfacing, water and sewer improvements, streetscapes, and property acquisition. Once these projects were completed the DDA embarked on the preparation of a downtown strategic plan to identify new initiatives, projects, and capital budgets.

The Dexter Development Downtown Strategic Plan was adopted in October 2006 based on a market study prepared by MapInfo, several community vision sessions, and various board planning sessions. The outcome of the plan identified six major groups of projects and programs including: district-wide projects, parking improvements, new residential areas, property acquisition, streetscape projects, and potential in-fill buildings. In total, over \$27 million dollars in projects

The strategic framework plan for the downtown focuses attention on expanding the core to accommodate the forecasted supportable retail square footage, roadway and bridge improvements, parking facilities, non-motorized trails, and new retail areas along Forest Avenue. The underlying theme for the downtown program is to remain compact by encouraging mixed and multiple uses; connecting the downtown to adjacent neighborhoods, parks, and the Mill Pond; and maintaining and improving the present infrastructure.

Shortly after adoption of the Downtown Development Strategic Plan the DDA and Village Council approved an amended development plan and tax increment financing plan for the DDA district. In May and July of 2008, the Village and DDA issued a \$1,600,000 taxable bond issue for property acquisition, and a \$2,000,000 tax-exempt bond issue for public improvement projects.

Lake City Area Master Plan

City of Lake City, Lake Township, and Forest Township, Michigan

BRI led the joint master planning process with the three adjoining municipalities, the city being the most urbanized area and the surrounding townships rich in natural features. Through collaboration, and the largest community engagement session to date, a plan that covered their diverging and needs was adopted. Because of their proximity to Lake Missaukee, the plan heavily features strategies to keep water quality and accessibility high. As a beloved local asset, it was imperative that new land uses did not interfere with its water bodies' health.

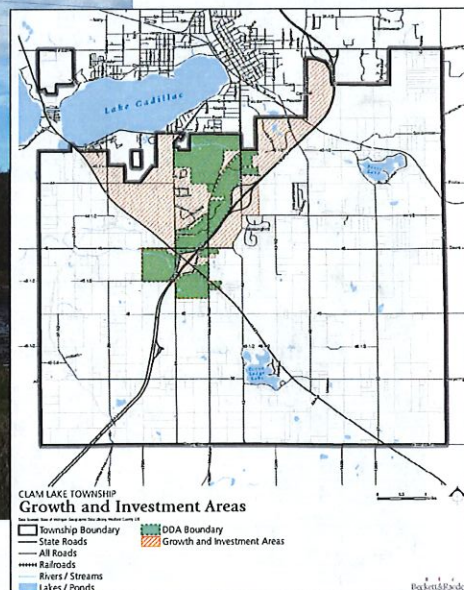
Also of great importance was how to link their local economies through coordinated land use planning, joint services provision, and working together to be a four season, destination economy. To fulfill these proposed changes included recommendations about how to increase leadership capacity, and establishing formal groups to oversee and implement new opportunities. The focus for leadership would be to improve quality of life, the downtown, recreation opportunities, and attract basic services to meet residents' needs.



interactive

Clam Lake Township Master Plan

Clam Lake Township, Michigan



When Wexford County decided to disband its planning and zoning department, Clam Lake Township hired Beckett & Reader, Inc. to develop their first-ever Township Master Plan in 2017. Given the somewhat dispersed nature of Clam Lake, the Township decided the most effective way to gather input from diverse stakeholders and community residents was through a mailed survey to all households and businesses. A total of 348 individuals completed the survey. Low crime rate and quality schools were rated as "very important" reasons for living in Clam Lake. Most survey respondents desired to maintain the current rate of growth and development. There was strong support to preserve single family neighborhoods and support for actively preserving farmland.

Given its proximity to major transportation corridors and the employment center of Cadillac, future land use patterns in Clam Lake will need to change and adapt to changing population trends and new economic opportunities, while still preserving existing natural and community assets. Clam

Lake is a rural township with an emerging urban fringe adjacent to US-131, and given its proximity to the City of Cadillac, the Township plans to pay special attention to ensuring that future public infrastructure investments and growth are planned in a way that is mutually beneficial for both the Township and the City of Cadillac. By concentrating growth in the growth and investment zone, costs of public services can be reduced, and open space can be preserved elsewhere in the Township. As opportunities for development arise, the Township plans to collaborate with the City of Cadillac on road extensions and utilities in this zone.

Other actionable items that emerged from the planning effort included updated corridor design standards, improving access to broadband and cellular throughout the Township, water quality protection of the inland lakes, non-motorized connectivity, and development of a new Township Park at the Township Hall.

Eaton Rapids Master Plan *Eaton Rapids, Michigan*



The Eaton Rapids Master Plan touched on the City's unique assets: an island downtown, an island park, new river rapids from a dam removal, beautiful historic facades downtown, a fresh batch of data from recently completed projects, and select status from Michigan Main Street. The Plan sought to build on this momentum by including wide-ranging stakeholder group of 10 commissions and organizations to help craft the City's vision and describe their role in achieving the vision. That way, the actions could be designed to be collaborative.

The priorities from broad engagement became clear. Eaton Rapids wanted to focus on filling buildings

downtown, protect its riverfront, and improve housing variety and quality. The action strategies to address each focus area were created with a lead and supporting party to ensure that there was accountability and cooperation to accomplish the City's goals over the next five years.

The plan was data-driven and incorporated Redevelopment Ready Community® Best Practices. Recently completed retail market and housing studies informed specific strategies for the Master Plan. Some of the recommendations call for sharing this data with local businesses, developers, and investors to show the demand for their goods and services and draw them into the City.

References



CITY OF TRENTON

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Trenton, MI 48183

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Administrator)
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CITY OF EAST JORDAN

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PO BOX 499
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Tom Cannon
City Administrator
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tcannon@eastjordancity.org

CITY OF LAKE CITY

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P.O. BOX 1
Lake City, MI 49651

Craig Ardis
Planning Commission Chairperson
616.485.1924
craigardis@aol.com

CITY OF STURGIS

130 N Nottawa Street
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Will Prichard
Administrator
269.659.7235
wprichard@sturgismi.gov

CITY OF JACKSON (CITY OF MAUMEE)

400 Conant Street
Maumee, OH 43537

Patrick Burtch, PhD
City Administrator (Former City Manager of City of
Jackson)
734.777.0624
pburtch@maumee.org

ACME TOWNSHIP

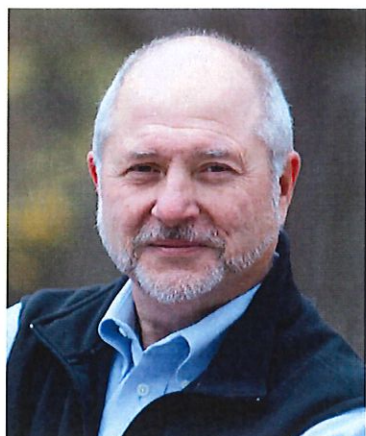
6042 Acme Rd
Williamsburg, MI 49690

Shawn Winter
Planning & Zoning Administrator
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swinter@acmetownship.org



integrate

Consultant Personnel



John R. Iacoangeli, FAICP, PCP, LEED AP, CNU-A, FBCI Principal, Community and Economic Development

John joined Beckett & Raeder, Inc. (BRI) as a Principal in 1991 and is a Professional Certified Planner and a member of the College of Fellows of the American Institute of Certified Planners. John has over thirty-five years experience working with public and private sector clients on a variety of community and economic development based projects. He has been involved in the preparation and implementation of community master plans and zoning ordinances, downtown and neighborhood revitalization, community development, economic development, historic preservation, and natural resource-based projects for numerous communities throughout the Midwest. His area of specialization is project implementation involving federal and state grants, local municipal financing, special authority financing, and public-private partnerships.

He serves as an advisor-consultant to planning commissions and a variety of redevelopment authorities (DDA, CIA, BRA) and is a frequent instructor for the Michigan Association of Planning and the MIPlace program.

EDUCATION

Master of Public Administration, Northern Michigan University, Marquette
Bachelor of Science, Resource Management, University of Michigan, Ann Arbor

RECOGNITION

College of Fellows, American Institute of Certified Planners (FAICP)

CERTIFICATES

American Institute of Certified Planners
Professional Community Planner (PCP) State of Michigan
Certificate of Real Estate, University of Michigan and Michigan Association of Realtors
Congress for New Urbanism Accreditation (CNU-A)
Form Based Code Institute Certification
LEED Accredited Professional (BD+C)
FEMA
ICS-100, IS-00029, EFS 15.
ICS-200, IS-00700 (NIMS)

SELECTED EXPERIENCE

Lakes to Land Regional Initiative Collaborative Master Plan for sixteen communities in Benzie and Manistee Counties
Innovation in Regional Planning Award – Michigan Association of Planning, 2014

Lakes to Land Farm and Food System Assessment
Innovation in Economic Planning and Development – Michigan Association of Planning, 2015

Acme Township Placemaking & Master Plan, Acme Township, Michigan
Daniel Burnham Award for a Comprehensive Plan – Michigan Association of Planning, 2015

River Raisin Heritage Corridor East Master Plan
Monroe County Historical Society, National Park Service, City of Monroe, Monroe, Michigan
Merit Award – Michigan Chapter of American Society of Landscape Architects, 2013
Honor Award – Michigan Historic Preservation Network, 2016

Peshawbestown Master Plan, Grand Traverse Band of Chippewa and Ottawa Indians, Peshawbestown, Michigan
Daniel Burnham Award for a Comprehensive Plan – Michigan Association of Planning, 2012

Michigan State Housing Development Authority, Downtowns of Promise Strategic Planning
Flint, Saginaw, Benton Harbor, Hamtramck, Highland Park, Muskegon Heights, and Detroit's Joy-Southfield Neighborhood

Project Rising Tide, State of Michigan Michigan Economic Development Corporation for twenty-one selected communities throughout the State
Economic Planning and Development Award - Michigan Association of Planning, 2018

City of Marquette Master Plan, Historic Waterfront and Lower Harbor Master Plan, Redevelopment Plan
Marquette, MI

Dexter Strategic Plan and Placemaking,
Dexter, MI



Michelle Bennett, AICP

Senior Associate, Planner

Michelle's professional planning experience has focused on master planning and zoning amendments with a resiliency lens. Her experience managing large-scale state and municipal projects and converting demographic, housing, and economic data into a digestible format for the public is critical for implementation that is equitable and sustainable. Michelle's other favorite task is training and empowering Planning Commission's to carry out planning goals.

EDUCATION

Bachelor of Arts, Urban Studies & Economics, University of California, San Diego

Master of Urban and Regional Planning, University of Michigan, Ann Arbor

CERTIFICATIONS

American Institute of Certified Planners

AFFILIATIONS

American Planning Association
Emerging Planning Professionals

TEACHING EXPERIENCE

University of Michigan, Legal Aspects of the Planning Process

Michigan Association of Planning, Planning and Zoning Essentials

Michigan Association of Planning, Environmental Planning Module

SELECTED EXPERIENCE

Sturgis Master Plan
Sturgis, MI

Excellence Award in Community Outreach – Michigan Association of Planning, 2020

Kalamazoo County Master Plan
Kalamazoo County, MI
Daniel Burnham Award for a Comprehensive Plan – Michigan Association of Planning, 2019

Trenton Coast Resiliency Master Plan
City of Trenton, MI
Daniel Burnham Award for a Comprehensive Plan – Michigan Association of Planning, 2017

Iron Mountain Master Plan
Iron Mountain, MI

Warren Master Plan
Warren, MI

Eaton Rapids Master Plan
Eaton Rapids, MI

Lincoln Park Master Plan
Lincoln Park, MI

Project Rising Tide
21 Michigan Communities
Innovation in Economic Planning and Development Award – Michigan Association of Planning, 2018

Planning for Community Resilience in Michigan: A Comprehensive Handbook
National Oceanic and Atmospheric Association
Best Practice Award – Michigan Association of Planning, 2018

Orion Township Park and Recreation Plan
Orion Township, MI

Pittsfield Township Parks and Recreation Plan
Pittsfield Township, MI

Impediments to Fair Housing Choice
Roseville, MI

Ypsilanti Sustainability Plan
Ypsilanti, MI

Dearborn Parks and Recreation Plan, Dearborn, MI

Eaton Rapids Area Joint Recreation Plan

Eaton Rapids, Eaton Rapids Township, and Hamlin Township MI

Integrated Resource Management Plan

Nottawaseppi Huron Band of the Potawatomi Indians



Liz Gunden, AICP

Project Planner

Liz comes to Beckett & Raeder with a wealth of knowledge in urban and regional planning as well as a background in Graphic Design. She has a diverse skillset and is involved in many projects including, community master plans, park & recreation plans, zoning ordinances, community engagement strategies, downtown development plans, pattern books, data analysis, and report design. She also provides planning services, such as site plan review and analyzing zoning requests, all of which builds from Liz's previous experience of serving as a County Planner. Her combined planning and graphic design skills provide unique products that suitably serve their distinct communities.

EDUCATION

Bachelor of Arts
Major: Art
Minors: Graphic Design, Spanish
Goshen College
Goshen, Indiana

Master of Urban and Regional Planning
University of Michigan, Ann Arbor

AFFILIATIONS

Michigan Association of Planning
AICP Pilot Program

TEACHING EXPERIENCE

Architecture, Sustainability, & the City
U.S. Planning Institutions & Law

SELECTED EXPERIENCE

Sturgis Master Plan
Sturgis, Michigan
Excellence Award in Community
Outreach – Michigan Association of
Planning, 2020

Project Rising Tide
Statewide Planning Initiative providing
planning and zoning services to 10
communities throughout Michigan

Redevelopment Ready Communities
Technical Assistance Services
Michigan Economic Development
Corporation

City of Lincoln Park Planning Services
City of Lincoln Park, MI

City of Rochester Master Plan
Rochester, MI - in progress

City of Roseville Analysis of
Impediments
Roseville, MI

City of River Rouge Zoning Ordinance
River Rouge, MI

City of Ypsilanti Master Plan &
Sustainability Plan
Ypsilanti, MI - in progress

City of Sturgis Parking Study
Sturgis, MI

Eveline Township Master Plan
Eveline Township, MI - in progress

Oscoda Township Master Plan
Oscoda Township, MI - in progress

City of Warren Master Plan
Warren, MI

Grand Traverse County Civic Center
Site Design
Grand Traverse County, MI

Lake City Area Master Plan
Lake City, MI
Lake Township, MI
Forest Township, MI

Boyne City Parks & Recreation Plan
Boyne City, MI

Charlevoix County Parks & Recreation
Plan
Charlevoix County, MI



Rowan Brady

Project Professional and Urban Technology

Rowan joined Beckett & Raeder, Inc. (BRI) as an Intern in 2018. After finishing his undergraduate degree in the Spring of 2019, Rowan remained at Beckett & Raeder, Inc. and is pursuing a Master's degree in Urban and Regional Planning at the University of Michigan-Ann Arbor. Rowan is a Geographic Information System (GIS) specialist and contributes data input, analysis, and mapping to many of BRI's community planning projects.

EDUCATION

In Progress: Master of Urban and Regional Planning, University of Michigan, Ann Arbor, Michigan

Bachelor of Arts, Environmental Science, University of Michigan, Ann Arbor, Michigan

AFFILIATIONS

American Planning Association

SELECTED EXPERIENCE

Michigan Economic Development Corporation, Project Rising Tide
Michigan Economic Development Corporation, Economic Development Board Training Curriculum

City of Warren Master Plan
City of Warren Zoning Atlas
Digitization and Update

Michigan Department of Health and Human Services, Climate Health Adaptation Interactive Mapping Platform

City of Lincoln Park Master Plan
Lincoln Park, MI

Wexford County M-115 Corridor Study
Wexford County, MI

Clam Lake Township Zoning Ordinance
Clam Lake, MI

Clam Lake Township Master Plan
Clam Lake, MI

Banks Township Master Plan
Banks Township, MI

East Jordan Master Plan
East Jordan, MI

Hayes Township Master Plan
Hayes Township, MI

Village of Kalkaska Zoning Ordinance
Village of Kalkaska, MI

Lake City Master Plan
Lake City, MI

Traverse City and Garfield Township Recreation Authority Public Visioning
Traverse City, MI

Sugar Island Township Zoning Ordinance
Sugar Island Township, MI

City of Sturgis Master Plan
Sturgis, MI

City of Ypsilanti Sustainability Plan
Ypsilanti, MI

Grand Blanc Township Master Plan
Grand Blanc, MI

Michigan Department of Natural Resources, Park General Management Plans



Mrithula Shantha

Project Planner

Mrithula is an Urban planner and Architectural Engineer with a master's degree in Urban and Regional Planning and a certificate in Real Estate Development from the University of Michigan, Ann Arbor. She has 6 plus years' of experience building vibrant and equitable communities in the U.S., India, and Brazil. Her professional experience focuses on master planning, community engagement, affordable housing, equitable development, and policy advocacy. Mrithula is proficient in analyzing and synthesizing data to identify equitable urban solutions that satisfy clients and address the needs of low-income and marginalized communities. She is a strong advocate for cities built on the foundation of social justice.

EDUCATION

University of Michigan
Ann Arbor
Master of Urban and Regional Planning

SRM University
Chennai, India
Bachelors of Technology in Architectural Engineering

CERTIFICATIONS

Graduate Certificate in Real Estate Development

AFFILIATIONS

Michigan Association of Planning

TEACHING EXPERIENCE

University of Michigan
Quantitative Planning Methods

SELECTED EXPERIENCE

City of Trenton Redevelopment
Ready Certification
Trenton, MI

Lincoln Park Planning Services
Lincoln Park, MI

Warren Historic Plan
Warren, MI - in progress

Dixie Highway Overlay
Groveland Township, MI

Little Traverse Township Master Plan,
Little Traverse Township, MI

Master Planning for Tourism*
Michigan Association of Planning

Self Management Law, Now!
Fostering Community-Owned,
Permanently Affordable and
Sustainable Housing in Brazil*
University of Michigan, Ann Arbor

Community Needs Assessment*
Ann Arbor
Treeline Allen Creek Urban Trail Master Plan

Coastal Leadership Academy*
Michigan Coastal Management Program

Michigan Evictions Project*
Washtenaw and Lenawee Counties, MI

*Completed prior to BRI



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Thank you.

Michelle Bennett, AICP

734.239.6614 | mbennett@bria2.com

Dexter Township Master Plan

Timeframe & Estimated Costs

July 22, 2021



Kingsbury Park | Defiance, Ohio

Estimated Costs

Task	Expense	Hours	Fee
DEXTER TOWNSHIP MASTER PLAN			
TASK 1.0 PROJECT INITIATION & ORGANIZATION	\$30	45	\$5,000
Kickoff meeting	\$15	8	\$900
Document Review		10	\$1,050
Tour of the Community	\$15	10	\$1,125
Administrative Tasks		8	\$1,000
History of Dexter Township		5	\$525
Community Description		4	\$400
TASK 2.0 COMMUNITY ENGAGEMENT	\$90	122	\$13,075
Community Survey		12	\$1,250
Community Engagement Summary of Results		11	\$1,125
Youth Engagement	\$15	9	\$1,000
2 Scenario Workshops	\$30	60	\$6,250
Planning Issues/Trends Workshop	\$15	18	\$2,000
2 Steering Committee Meeting	\$30	12	\$1,450
TASK 3.0 EXISTING CONDITIONS	\$45	98	\$10,525
Social Characteristics	\$15	20	\$2,100
Housing		20	\$2,100
Physical Characteristics	\$15	14	\$1,450
Land use Analysis		14	\$1,450
Transportation and Circulation		12	\$1,250
3 Steering Committee Meetings	\$45	18	\$2,175
TASK 4.0 PLANNING ISSUES/TRENDS	\$15	20	\$2,330
Summary of Issues and Opportunities	\$15	20	\$2,330
TASK 5.0 POLICY AND IMPLEMENTATION	\$45	170	\$18,480
Conflict Detection		8	\$1,080
Zoning Plan		8	\$1,000
Future Land Use Plan		8	\$1,000
Zoning and Future Land Use Build Out		20	\$2,000
Update all Maps		75	\$7,500
Goals and Action Plan with Metrics		26	\$2,850
Ordinance Review		8	\$1,000
3 Steering Committee Meetings	\$45	17	\$2,050

Estimated Costs

TASK 6.0 ADOPTION	\$1,000	88	\$9,280
Draft Plan		56	\$5,880
Plan Edits		8	\$800
Noticing		6	\$600
Final Public Hearing	\$15	8	\$1,000
Deliverables to the City	\$1,000	10	\$1,000
CORE PUBLIC SERVICES	\$1,225	543	\$58,690

PROJECT EXPENSES	\$1,225	
PROJECT NOT-TO-EXCEED		\$59,915

Additional In Person Meetings	\$500
Additional Virtual Meetings	\$375

Timeframe

MONTHS														
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Task 1: Project Initiation & Organization														
	Task 2: Community Engagement													
		Task 3: Existing Conditions												
								Task 4: Planning Issues/ Trends						
								Task 5: Policy & Implementation						
											Task 6: Adoption			



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Thank you.

Michelle Bennett, AICP

734.239.6614 | mbennett@bria2.com



DEXTER TOWNSHIP

AGENDA ITEM SUMMARY

MEETING OF: Township Board of Trustees Meeting – 21 September 2021

Agenda Item Title:

Resolution to increase hourly rates for Township Staff

Recommended by:

Diane Ratkovich, Maris Metz & Michelle Stamboulellis as advised by Woodhill Group Consulting.

Explanation of Agenda Item:

Increase salary rates for the following Township employees

Fiscal or Resource Considerations:	Yes	<u>x</u>	No	<u> </u>
Does this agenda item require the expenditure of funds?	Yes	<u>x</u>	No	<u> </u>
If yes, are funds budgeted?	Yes	<u>x</u>	No	<u> </u>
Are staff or other resources required?	Yes	<u> </u>	No	<u>x</u>
Is a budget amendment required?	Yes	<u> </u>	No	<u>x</u>

Attachments:

Resolution

Staff Comments:

None

Motion/Action/Recommendation:

Motion to approve the pay increases for Township employees effective 8/17/21, as recommended by the Executive Committee – Diane Ratkovich, Michelle Stamboulellis and Maris Metz, as follows:

Kim Jordan, Office Manager - \$23.72 to \$25.00/hr.

Matt Dedes, Deputy Treasurer - \$19.63 to \$25.00/hr.

Janis Miller, Recording Secretary - \$17.92 to \$20.00/hr.

Mike Zsenyuk, Zoning Officer - \$22.30 to \$25.00/hr.

Christina Pines is hired as new Deputy Clerk at \$25.00 an hour starting at \$25.00 an hour.

Hourly rates are within approved budget limits.

STATE OF MICHIGAN
COUNTY OF WASHTENAW
DEXTER TOWNSHIP

Dexter Township Resolution # 21-628

A RESOLUTION TO INCREASE HOURLY RATES FOR TOWNSHIP STAFF

WHEREAS, Dexter Township Executive Committee, advised by Woodhill Group Consulting, increased hourly pay rates for Dexter Township staff; and

WHEREAS, action to approve the pay increases for Township employees effective 8/17/2021 for hourly staff at Dexter Township; and,

NOW, THEREFORE BE IT RESOLVED, as mentioned above, the staffs hourly before and current rates are listed below;

Kim Jordan, Office Manager - \$23.72 to \$25.00 /hr.
Matt Dedes, Deputy Treasurer - \$19.63 to \$25.00 /hr.
Mike Zsenyuk, Zoning Officer - \$22.30 to \$25.00 / hr.
Janis Miller, Recording Secretary - \$17.91 to \$20.00 /hr.
Christina Pine, Deputy Clerk (hired 9/20/2021) - \$25.00 / hr.

Resolution offered by:

Resolution seconded by:

Roll call vote:

Yeas:

Nays:

Abstain:

Absent:

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

The Supervisor declared the resolution adopted.

CERTIFICATE

The undersigned, being the duly elected and acting Clerk of the Township of Dexter hereby certifies that the foregoing resolution was duly adopted at a regular meeting of the Dexter Township Board at which a quorum was present on the 20th day of September 2021, and that the members voted thereon as hereinbefore set forth.

Michelle Stamboulellis, Clerk

September 3, 2021

Christina Pine
734.660.7557
cpine0828@gmail.com

Michelle Stamboulellis
Clerk, Dexter Township
clerk@dextertownship.org

Dear Clerk Stamboulellis,

I was thrilled to learn of the part time open position for Deputy Clerk at the Dexter Township offices. I am a highly experienced administrative professional looking for a part time position that will allow me to serve the public while simultaneously prioritizing my family obligations.

My various administrative roles have allowed me to build all the necessary skills required for this position. I am a highly motivated self starter who is always willing to learn something new.

I am also a Radiologic Technologist. I previously held a position at an urgent care as well as two years of clinical training in various settings such as the emergency department, surgery and inpatient populations. While this experience does not directly correlate to the Deputy Clerk position, it did provide me with a particular skill set for managing high stress situations, working in a team environment and maintaining utmost confidentiality.

Please find my resume attached for your review. I believe I will be a valuable addition to the Dexter Township office team. I look forward to meeting with you to further discuss my qualifications.

Sincerely,

Christina Pine

Christina Pine

734.660.7557 ♦ cpineo828@gmail.com

OBJECTIVE

Well organized and detail oriented administrative professional with a strong background in customer service. Seeking a part time position with Dexter Township that will provide a positive work life balance while also serving the local community.

EXPERIENCE

Webster Township, MI — *Election Worker*

November 2020

- Efficiently assisted registered voters in all aspects of the voting process
- Instructed voters how to properly complete the Application to Vote
- Directed voters on where to go next and when a polling booth opened
- Utilized computer to check voter eligibility using Epoll
- Maintained a sanitized and safe voting space for residents during a global pandemic

University of Michigan, Ann Arbor, MI — *Executive Secretary*

Jun 2008 - May 2012

- Provided professional, multi-faceted administrative support to the Chair and two Associate Chairs of one of the largest and most prominent Psychology programs in the world
- Worked efficiently and effectively in a fast paced environment which required self direction and a high degree of confidentiality
- Managed all planning aspects of multiple departmental level meetings including meeting minutes
- Reconciled multiple UM Purchasing Cards utilizing funds from several accounts related to federal grants as well as University accounts

Ann Arbor Area Chamber of Commerce, Ann Arbor, MI, *Customer Service Specialist*

July 2000-March 2002

- Maintained membership database consisting of 1400 businesses
- Supported staff of twelve in addition to S.C.O.R.E. program officers
- Exceptional level of customer service to general public, all members & their employees through email, mail, telephone and in person
- Familiarized potential business members with the benefits of Chamber membership
- Processed all new member applications
- Handled cash, check and credit card payments for membership dues, meeting fees
- General office duties such as mail, filing and answering busy multi-line phone system

City of Port Huron, Port Huron, MI — *Office Assistant*

July 1997 - August 1998

- Maintained voter registration records
- Assisted in maintenance of cemetery records
- Processed payments, handled cash for various permits

EDUCATION

Washtenaw Community College, Ann Arbor, MI — *Associates in Applied Science, Radiography* May 2014

Ferris State University, *Associates in Applied Science, Business*, May 2000



DEXTER TOWNSHIP

AGENDA ITEM SUMMARY

MEETING OF: Township Board of Trustees Meeting – 21 September 2021

Agenda Item Title:

~~Resolution to~~ Appoint Trustee for the Term of September 21, 2021 through November 20, 2022

Recommended by:

Maris Metz

Explanation of Agenda Item:

Based on the resumes submitted and the interviews held at the Special Board Meeting on September 8, 2021, appoint a new Trustee to fill the current vacancy.

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	_____	X
Are staff or other resources required?	Yes	_____	No	_____	X
Is a budget amendment required?	Yes	_____	No	_____	x

Attachments:

~~Resolution~~ 5 resumes

Staff Comments:

Motion/Action/Recommendation:

Motion to adopt the resolution to appoint a new Trustee for the term of September 21, 2021 through November 20, 2022.



DEXTER TOWNSHIP

AGENDA ITEM SUMMARY

MEETING OF: Township Board of Trustees Meeting – 21 September 2021

Agenda Item Title:

Motion to Remove Jim Drolett from the Chelsea Area Construction Agency and as Fence Viewer

Recommended by:

Diane Ratkovich

Explanation of Agenda Item:

Approval of the Board to remove former Dexter Township Trustee, Jim Drolett from the Chelsea Area Construction Agency and as Fence Viewer.

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	_____	X
Are staff or other resources required?	Yes	_____	No	_____	X
Is a budget amendment required?	Yes	_____	No	_____	X

Attachments:

Resolution

Staff Comments:

None

Motion/Action/Recommendation:

Motion to ~~approve and adopt~~ remove Jim Drolett from the Chelsea Area Construction Agency and as Fence Viewer



DEXTER TOWNSHIP

AGENDA ITEM SUMMARY

MEETING OF: Township Board of Trustees Meeting – 21 Sept 2021

Agenda Item Title:

Nomination and Appointment of new Board of Trustee Member

Investment Policy Approval

Recommended by:

The Board of Trustees

Explanation of Agenda Item:

On Sept.8,2021 a Special Meeting was held by the Board of Trustees to interview the 5 members of our community that applied for the vacant Trustee Position. The 5 applicants will now be voted on for nomination and a final candidate will be appointed.

The candidates: River Karaba, Steve Fienman, James Dempsey, or Jeff McDole, if appointed , would take office as of Sept. 21, 2021. Mark Teisher if appointed, will take office Oct. 11,2021 . The term ends Nov. 20, 2022

Fiscal or Resource Considerations:	Yes _____	No <u> x </u>
Does this agenda item require the expenditure of funds?	Yes _____	No <u> x </u>
If yes, are funds budgeted?	Yes _____	No _____
Are staff or other resources required?	Yes _____	No <u> x </u>
Is a budget amendment required?	Yes _____	No <u> x </u>

Attachments:

Resumes for the 5 candidates

Staff Comments:

Motion/Action/Recommendation:

Supervisor

From: Riv and Al <river.a.karaba@gmail.com>
Sent: Friday, August 27, 2021 1:39 PM
To: Supervisor
Subject: Dexter Township | Trustee Candidate - River Karaba

Hi Diane,

I write to you today to declare my candidacy for the currently vacant Dexter Township Trustee position. As a resident of Dexter Township, with over a decade of professional experience in leadership, I believe that I would be an ideal candidate to fill this position and serve our community.

I am a motivated, community-centered, leader with a proven track record of high performance & achievement. I currently work at Google - Ann Arbor, where I serve as a leader in a part of the organization that manages over half a Billion dollars in revenues, annually. I also represent a demographic of our community that traditionally has not been well represented on previous boards and with that comes the interests, goals and motivation to make our community stronger, more attractive and viable for all members; agnostic of demographics, socioeconomics, political affiliation, etc. With me will come an unrelenting desire for more and continued transparency and communication with the Township constituents when pertaining to the dealings, business and decisions of the Township.

My resume showcases my experience as a Strategic Planner and Analyst, making decisions based on data. This will continue to be my guiding principle as I source feedback from our residents, informing my considerations and ultimate voting pattern. Trust and Transparency are paramount in Government. We owe that to the people of Dexter Township as table stakes, not a goal or aspiration of the board. It will be my own personal goal to hold us all accountable to this vital task. My current professional career is anchored in economic growth and prosperity for all those I work with, not purposely undeserving any part of my business. This too will carry over into my service to the Dexter Township community, for rising tides raise all boats.

I will serve to the best of my ability and become a trusted voice, decision maker and advocate for our Township. I believe my experience and efforts will be a positive addition to the existing Dexter Township Board and their individual talents. I look forward to speaking with you about this role and the process that follows.

Respectfully and Passionately,

River A. Karaba



River Karaba



River Karaba

Account Manager at Google

Ann Arbor, Michigan, United States · 500+ connections

Join to Connect



Google

About

Experienced Account Manager with a demonstrated history of high performance while working across small, medium and global brands. Skilled in Brand Strategy, Media Planning & Buying, and Marketing Measurement

Experience



Account Manager

Google

Jan 2019 - Present · 2 years 8 months

Ann Arbor, Michigan



Mindshare

5 years 6 months



River Karaba

Portland, Oregon

Manager of Marketing Science

Aug 2014 - Apr 2016 · 1 year 9 months

Greater Chicago Area

Senior Digital Media Analyst

Aug 2013 - Aug 2014 · 1 year 1 month

Greater Chicago Area



OMD USA

1 year 4 months

Digital Media Analyst

Jun 2013 - Aug 2013 · 3 months

Greater Chicago Area

Assistant Analyst

May 2012 - May 2013 · 1 year 1 month

Greater Chicago Area



Assistant Strategist

Omnicom Group

Oct 2011 - May 2012 · 8 months

Greater Chicago Area



Media Planner Intern

Doner

May 2010 - Sep 2010 · 5 months

Southfield, Michigan

[View River's full profile](#)



River Karaba

[Contact River directly](#)[Join to view full profile](#)

People also viewed

James Santos

National Organizer/Campaign Lead at COMMUNICATION WORKERS OF AMERICA
New York, NY

Deena Salemi

Senior Account Manager at Google
Greater Chicago Area

Kelsey Nanni

Senior Strategist at Google
New York City Metropolitan Area

Jenni Carin

Manager, Client Success at Twitch
San Francisco Bay Area

Chris Schave

Sr. Global Account Executive, Global Accounts
Seattle, WA

Rose Packer

Sales Planner at Twitch
Greater Chicago Area

Jon Beardslee

Account Manager at Google
Phoenix, AZ

Tara Jensen

Account Manager
Libertyville, IL

Tim Daher

Sr. Account Executive at Amazon Advertising
Kansas City Metropolitan Area



River Karaba

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River's public profile badge

Include this LinkedIn profile on other websites

River Karaba
Account Manager at Google

Account Manager at Google

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River Karaba



Supervisor

From: mark <marklteicher@aol.com>
Sent: Wednesday, September 01, 2021 12:57 PM
To: supervisor@dextertownship.org
Subject: Re-Letter Of Interest for Trustee Position

Dear Supervisor Ratkovich:

Please accept this email as my letter of interest and application for Dexter Township Trustee.

I would be thrilled to be appointed as this would be an excellent continuation of my years of dedication and commitment to the Township community, people and environment. My many years of various experiences may be of benefit and useful as Trustee. For example, I have been president for 6 years of the local lakes homeowner association (PBWOA) including Little Portage and Portage Lake as well as other lakes, the Huron River and related streams and wetlands. As president I have developed personal relationships with neighboring township supervisors for Putnam, Webster and Hamburg Townships. My PBWOA activities have also fostered an outstanding relationship with the Washtenaw County Water Resource Commissioner and the Dept. of Public Works. The same is true of my interconnection with the Huron River Watershed Council, of which I very recently appointed the Township's Alternate Representative. I can bring and apply my years of learning about lakes, rivers, streams, land use and related resources as a member of the board of directors of the state-wide Michigan Lakes & Streams Association. I have also been on the boards of two mutual insurance funds specializing in workers comp and unemployment insurance. As an experienced practicing attorney I have an understanding of many areas of law which may be applicable as trustee, such as zoning, land use, condemnation, business, finance and constitutional rights.

Thank you.

Very truly yours,
Mark Teicher

-----Original Message-----

From: Supervisor <supervisor@dextertownship.org>
To: 'mark' <marklteicher@aol.com>
Sent: Tue, Aug 31, 2021 2:16 pm
Subject: hacked

My computer was hacked and many email are missing . Can you please resend the email saying why you are interested in being a trustee? Also, would you be available for a brief interview on Wednesday evening , the 8th at an open meeting ?

Diane Ratkovich

Supervisor, Dexter Township

6880 Dexter Pinckney Road

Dexter MI 48130

734-426-3767

supervisor@dextertownship.org

Mark L. Teicher
9380 Dexter-Pinckney Road
Dexter Township, MI 48169
(248) 420-9144 Cell
MarkLTeicher@aol.com

Education

1982 J.D., University of Detroit School of Law
1979 B.A., Michigan State University, James Madison College
Major – Urban Community Policy Problems

Employment Experience

March 1, 1988 - Present Law Office of Mark L. Teicher.
Total and complete responsibility for all legal work and consultations, litigation, pre-litigation and non-litigation of cases and running a practice. Litigation through trial has been in both federal and state courts. Areas of practice are broad and include riparian rights, real estate, business, injury, family and consumer. Supervision including attorneys, paralegals, law students, law clerks and secretaries. General counsel and board member to two self-insured insurance companies for Michigan non-profits - workers compensation (www.hsawcf.com) and unemployment (www.501alliance.org).

Community Involvement

Portage, Base & Whitewood Owners Association (www.PBWOA.org) Homeowners Association covering the Chain of Lakes, including involvement with the Chain Of Lakes Improvement Project (Special Assessment District) managed by Washtenaw County. Board Member 2004-2011, VP 2011 - 2012, Pres. 2012 - Present
Michigan Lake and Stream Associations, Inc. (MLSA) www.mymlsa.org
2012 - Board Member (www.mymlsa.org)
MLSA is a state-wide non-profit dedicated to the preservation, protection and wise Management of inland lakes, streams and wetlands. MLSA supports riparian/lake associations, individuals, concerned citizens, commercial and non-profits through education, stewardship and conservation initiatives. Membership includes over 250 associations and 100,000 members. I have lectured for MLSA – one such example can be found at: <https://mymlsa.org/mlsa-events/mlsa60-virtual-conference/> at the April 2021 Virtual Conference.

Michigan State Bar Experience

State Bar of Michigan Representative Assembly, 1986 – Present, elected eight times.
State Bar Client Protection Fund, 2006 to Present – Member/Co-Chair

21st (Garden City) District Court – former magistrate for six years
Attorney Discipline Board, Hearings Panelist Member Chair 1998 - 2016
Former Volunteer Mediator: 48th (Bloomfield) and 46th (Southfield) District Courts

Better Business Bureau of Detroit & Eastern Michigan 2006- Present
Trained Arbitrator for the BBB Auto Line Program & Consumer Complaints
Oakland Community College, Adjunct Professor, Business Law, 2016 - Present

Publications

Basic Considerations in Handling First Party No-Fault Claim, co-author with Gregory P. Jahn, Michigan State Bar Journal, February, 1988.

Lessons From The Michigan Dam Failures For Lake Homeowners & Concerned Citizens, co-author with Lon Nordeen, The Michigan Riparian, Fall, 2020.

Recognition

State Bar of Michigan Representative Assembly Michael Franck Award 2017
Martindale-Hubbell AV Preeminent Rating, Michigan Super Lawyer, Top Lawyers of Michigan, Top Attorneys in Michigan, Best Lawyers in America, Lawyers of Distinction, American Law Society

Continuing Education

Webinars: Resilient Michigan Collaborative: Help Your Coastal Community Thrive; Coastal Leadership Academy: Protecting Our Inland Lakes & Shorelines: Ice, Wind & Wave; Becoming a Resilient Community Leader; Carbon, Climate & Energy; PFAS 101: What Every Homeowner Should Know; Real Estate Title Camp Series; EGLE Not MI Species Webinars; Managing Non-Email Communication in eDiscovery; ESI: Custodial Interview & Data Mapping; ESI Protocols; Navigating, Innovating & Litigating through the COVID-19 Global Pandemic; The 7 Deadly Sins of Emails; Information Governance; Employment Law Symposium; Strategies In Reducing Musculoskeletal Injuries In Workers Compensation Claims; Conflict Management in a Healthcare Environment; Active Shooter Survival: Living Through Your Worst Nightmare; Rethinking Behavior Based Safety; Protecting Your Electronic Data Blindside: Why an "Information Governance" Offense is the Best "eDiscovery" Defense; Stress Reduction at Work Through Ergonomics; Lockout/Tagout - Safely Controlling Energy; Take Cover, Take Control & Take Care: Avoiding the Hazards of Working Outdoors; Workplace Violence Prevention & Threat Assessment; Job Analysis - Content and Defensibility; Accountability For Your Safety; Driving Emergencies - What You Need To Know; Developing (& Maintaining) Safety Awareness In Your Facilities; Heat Illness Prevention: Keeping Your Employees Safe This Summer - Up & Coming Methods To Treat Chronic Pain With Poor Outcomes, Part Two; Current Trends In Litigation Holds; Caring Doesn't Have To Hurt; Ending Violence Against Health Care Workers!; In Emergency Response, Great Plans Are a Smart Thing, Training is Everything!; No Strain Leadership: Strategies and Skills for Sizable Reducing of Tissue Injuries; Up & Coming Methods To Treat Chronic Pain With Very Poor Results, Part One; Using Job Behavior Observations to Improve Your Organization's Safety Performance; E-Discovery Developments in Government Investigations 2015; Developing an Effective Safety

Program; Forklift, Trucks, Overhead Cranes & Hoists: A Basic Safety Primer; Preventing Materials Handling Injuries; Effective Safety Management; Machine Safeguarding: Learn How To Ensure Your Employees Take Home All Their Body Parts; : Gravity Wins, Every Time Reducing Slip, Trip & Fall Injuries; Emergency Planning, Preparedness and Response; The Epidemic Scale of Narcotic Use for Chronic Pain Patients; Employers' Legal Issues Relating To Employee Use Of Medical Marijuana; Is your Safety Culture Preventing You From Achieving Your Safety Goals?; Stretching For Safety: How To Implement An Effective Soft Tissue Injury Prevention Program; Safe Driving Programs; Best Practices For Addressing Psychological Risk Factors For Delayed Recovery; and various MLSA and other Webinars and Lectures.

Supervisor

From: Jim Dempsey <dempsey,jim2@gmail.com>
Sent: Friday, August 27, 2021 4:46 PM
To: supervisor@dextertownship.org; Jim Dempsey
Subject: Vacant Trustee position Interest
Attachments: Biography 06.06.21.docx

I would be interested in obtaining an expanded position description for the vacant Trustee position. I served on the Township Planning commission for two years back in 2006 period, however was working full-time. I would be interested in discussing with you the possibility of serving the remaining term.

Attached is a biography of my military and civilian work experiences. I have resided in the township since 2001. I am also a service connected disabled Veteran and interested in continuing to serve my community.

--
James R. Dempsey Jr.

*Lt Col (ret), MSG, USAF
Chairman, Michigan Veterans Trust Fund
Dexter Rotary Club, Board of Directors
DAV, National Executive Committee
MI Disabled American Veterans State Treasurer
Mt Brighton Adaptive Sports Board Member*

Lt. Col. James R. Dempsey Jr.

Jim Dempsey is a Past Commander for the DAV (Disabled American Veterans) for the Department of Michigan. He is a military veteran of 28 years, having served as a non-commissioned officer from 1974-1982, at which time he received a direct appointment as second lieutenant in the Medical Service Corps of the U.S. Air Force. His earliest duties with the U.S. Army involved counseling Vietnam veterans as a Social Work/Psychology Specialist in Fairbanks, Alaska, and Ft. Hood, Texas' military confinement facility.

A few years after coordinating medical coverage with the 1980 Winter Olympics in Lake Placid, NY for the NY Army Guard, he joined the 139th Aeromedical Evacuation Squadron in Schenectady, NY as a C-130 Tactical Aeromedical Evacuation Technician. During his service with that unit, he completed requirements as a Registered Nurse, working for New York State Office of Mental Health, as a Psychiatric Nurse. In 1986, he was appointed as the first Chief of Aeromedical Evacuation and Training for the National Guard Bureau in Washington, DC, and served until being appointed as the Deputy Director of the national Medical Readiness Training Site at the Alpena Combat Readiness Training Center, serving on active duty again from 1990-2002.

Since then, he has served the VA Ann Arbor Medical Center in several professional capacities, including Vocational Rehabilitation Counselor, and none more important than that of Veterans Service Officer for the DAV, writing over 2,500 benefit claims. With more than 47 years-service to veterans Colonel Dempsey continues to serve as Past Commander/Treasurer for this organization (MI DAV) and serves their National Executive Committee as the representative for over 25,000 members in Michigan.

Col Dempsey's family is very service oriented, as his father was a B-25 tail-gunner in WW II, his wife Jane, a retired VA Oncology nurse, is also a Vietnam Era veteran with more than 22 years-service as a Major in the Army Nurse Corps, and as enlisted dental service member; A son, Adam, is a Senior Master Sergeant with twenty years-service in the USAF as a Military Leadership Instructor to the Dutch Royal Air Force in the Netherlands. His daughter Erin serves as an 8th grade Earth Science teacher for the Traverse City, MI school system. The Dempsey's are true patriots having collectively served over 75 years in the Armed Forces of the United States.

He currently lives near Ann Arbor, MI. He was appointed by the Governor to serve as Board of Trustees Chairman to the Michigan Veterans Trust Fund, and actively serves as a Board member of the Rotary Club of Dexter, working with the Dexter High Alternative Education program. A few years ago, he joined the Mt. Brighton Adaptive Skiing program and is a member of the Professional Ski Instructors of America, Central Division, where he assists Veterans and other athletes with disabilities learn the enjoyment of skiing. He is past Secretary/Treasurer for the VA Ann Arbor Fisher House board. Jim is also past Secretary of the VA Ann Arbor Veterans Council and has 6 grandchildren. He and his wife are retired and enjoy golf, skiing, camping and grandkids in their "leisure time".

08.26.21 / dempsey.jim2@gmail.com cell: 734.777.6562

11717 Island Lake Rd, Dexter, MI 48130

Lt. Col. James R. Dempsey Jr.

Jim Dempsey is a Past Commander for the DAV (Disabled American Veterans) for the Department of Michigan. He is a military veteran of 28 years, having served as a non-commissioned officer from 1974-1982, at which time he received a direct appointment as second lieutenant in the Medical Service Corps of the U.S. Air Force. His earliest duties with the U.S. Army involved counseling Vietnam veterans as a Social Work/Psychology Specialist in Fairbanks, Alaska, and Ft. Hood, Texas' military confinement facility.

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08.26.21 / dempsey.jim2@gmail.com cell: 734.777.6562

11717 Island Lake Rd, Dexter, MI 48130

Supervisor

From: steve feinman <sfeinman@mindspring.com>
Sent: Thursday, August 26, 2021 3:30 PM
To: supervisor@dextertownship.org
Subject: Dexter Township Trustee Vacancy Letter of Interest
Attachments: feinmanresuem10xx18.pdf

Diane Ratkovich

Supervisor

Dexter Township

6880 Dexter Pinckney Rd

Dexter, MI 48130

RE: Board of Trustees Vacancy

Ms. Ratkovich

**I am interested in being considered for appointment
to the Dexter Township Board of Trustees to fill the
existing vacancy. I have relevant experience to serve
is this capacity including:**

Public Service Michigan

- 1) Trustee Dexter Township 2011-12**
- 2) Member and Chairman Multilakes Water and Sewer Authority**
- 3) Member Washtenaw County Public Works Board**

Prior Local Government Experience

1980-84 Board Member, Municipal Authority Northampton Township, Bucks County PA

1970-1972, Director of Public Works, Township of Cherry Hill, Camden County, New Jersey

1968-1970, Director of Public Works,

Asst Bldg Inspector, Asst Zoning Officer Middletown Township, Bucks County, Pennsylvania.

I have attached my resume for your consideration.

**Steve Feinman
Past President**

Rotary Club of Dexter

504-909-5383

sfeinman@mindspring.com

drmd2014@mindspring.com

www.dextermemorialdayparade.com

Steve Feinman
3095 Fieldstone Drive
Dexter, MI 48130
734-726-5074
504-909-5383 ©
sfeinman@mindspring.com

Summary

Before moving to Michigan, I had Thirty-five years of successful entrepreneurial experience in public works, local government, specialty construction, building small business, business acquisition, and management in the government technology and services sector. Proven abilities include business development, complex program development and management, strategic operations and planning, operations research, and software development. As Program Manager, Vice President, or Project Executive I have built and managed: specialty electrical construction organization, heavy construction organization and full spectrum military base support.

Since moving to Michigan in 2008, I have been actively involved in supporting the entrepreneurial eco system in the state. As a SCORE counselor, I have participated as a SPARK SEO member and second tier business plan reviewer. For SCORE in addition to being an active small business counselor, I was the Michigan Director overseeing 9 chapters with 321 volunteers who in 2010 provided over 8,000 mentoring and workshop services to entrepreneurs.

Public Service Michigan

- 1) Trustee Dexter Township 2011-12
- 2) Member and Chairman Multilakes Water and Sewer Authority
- 3) Member Washtenaw County Public Works Board

Prior Local Government Experience

1980-84 Board Member, Municipal Authority Northampton Township, Bucks County PA
1970-1972, Director of Public Works, Township of Cherry Hill, Camden County, New Jersey
1968-1970, Director of Public Works, Asst Bldg Inspector, Asst Zoning Officer Middletown Township, Bucks County, Pennsylvania.

Construction Experience

Nov 05 to January 09 - A Louisiana Government Services Corporation -Sr. Vice President

Procurements in heavy construction for USACE included two levee construction projects worth over \$15 million, and three debris removal support contracts for Hurricane Katrina Rebuilding.

1984-1994, President, Electronic Systems Integration Group (specialty electrical contracting), R.M.S. Technologies, Inc., Marlton, New Jersey

President of a specialty electrical contracting unit that specialized in the design and construction of signaling systems including locking control, security and waste water treatment plants.. Managed multiple simultaneous projects at locations at locations across the U.S. Built business from \$ 2.1 million to \$17 million in revenues in 4 years.

Skill sets:	Sector Expertise
Construction Management	Construction- heavy, commercial, specialty
Program Management	electrical
Business development	Public Works
Organization development	Government contracting
Mentoring small businesses	Base (government facility) operations
Strategic Planning	GIS

Formal Training : BS in Engineering Mechanics, Pennsylvania State University

Post Graduate Training:

National Defense University- Reserve Components National Security ,

National Defense Executive Reserve (NDER)

Community Service Current

Rotary Club of Dexter- President RY 11-12

Dexter Memorial Day Parade

SCORE (scoremichigan.com) --

May 2010- April 2018 SCORE District Director Michigan (Volunteer Position)

I am the Michigan Director overseeing 9 chapters with 321 volunteers that provided over 8,000 mentoring and workshop services to entrepreneurs

SCORE, founded in 1964, is the premier provider of small business counseling and mentoring services in the Country. SCORE has over 13,300 volunteers in 370 Chapters providing practical business advice, counseling and mentoring to America's small businesses. Over sees the activities, operations and provides guidance for the nine SCORE Chapters and over 300 volunteers in Michigan. Provides guidance and direction in statewide marketing, legislative and community out reach

January 09 to Present Federal Business Development Consultant

Provides tactical and strategic business development services to small business pursuing Federal government IT and service contracts. Services include; agency marketing, opportunity identification and qualification, capture management, teaming arrangements, proposal management, and proposal preparation.

Nov 05 to January 09 - A Louisiana Government Services Corporation -Sr. Vice President

Responsible for program management and business development activities for a growing government services contractor. Procurements in heavy construction for USACE included two levee construction projects worth over \$15 million, and three debris removal support contracts For Hurricane Katrina Rebuilding

Coordinated development and responsible for executing of strategic objectives. Have won three competitive procurements for USACE, DOI, NAVSEA, Louisiana IT Department. Contracts included GWACS, MATOC and individual awards including fixed price, fixed labor hour and cost plus contracts. Contract include the provision of IT services, GIS, document management, Administrative support, library services as well as heavy construction

SES, Inc., Oct. 99- Nov 05; Program Manager/Division Director - SES Inc

The capture, proposal and program manager for \$70 million for the U.S. Navy SPAWAR ITC IT Support Services Contract. Supervised up to 198 employees on cross functional teams, including, but not limited to, systems engineers, software engineers, hardware engineers, help desk Tiers 1, and 2 customer service engineers, network engineers, programmers, system administrators, etc, for the past 4 years. The scope of work managed included, but is not limited to: strategic planning, performance management, configuration management, IV&V, comptroller support, help desk support, office automation, network support, GroupWise e-mail support, systems management center, computer operations, audio visual systems support, documentation support, public affairs, NMCI support, logistic services, administrative support. In addition, the contract provides IV&V, testing and configuration management support for DIHMRS, NSIPS and a variety of other new and legacy programs. Each of these programs is a large and extremely complex DoD Human Resource ADP System.

1998-1999, Program Manager, AMTI, Inc., Washington, D.C.

Successful execution of two proposals for IDIQ services and products to the US Department of Transportation.

1997-1998, Chief Operating Officer, Uni-Net One, LLC, International Communications Network, LLC, Columbia, Maryland

Responsibility for overall and day-to-day operations of two start-up telecommunications firms.

1994-1997, Vice-President and General Manager, Governmental Information Systems, PSI International, Inc., Fairfax, Virginia

Executive leadership for information technology services to government clients in benefits delivery and financial markets. Managed government information systems business units. Responsible for winning major NY State Administered Women's Infant and Children Support Services contract.

1984-1994, President, Electronic Systems Integration Group (specialty electrical contracting), R.M.S. Technologies, Inc., Marlton, New Jersey

President of a specialty electrical contracting unit that specialized in the design and construction of signaling systems including locking control, security and waste water treatment plants.. Managed multiple simultaneous projects at locations across the U.S. Built business from \$ 2.1 million to \$17 million in revenues in 4 years.

Other special projects completed included: Netherlands weather forecast software, Indonesian airport re-structuring Received first FAA approval for use of computerized and touch screen displays for airfield lighting control.

1980-84 Board Member, Municipal Authority Northampton Township, Bucks County PA

1979-1984, Chief Scientist, Acumenics Research & Technology, Inc., Bethesda, Maryland
Firm's authority for experimental design, statistical analysis and regulatory economic analysis. Particular expertise in economics of information, experimental design, statistical analysis, technology and social-impact forecasting, and political economy.
Client base included several US agencies including FAA.

1972-1979, Executive Vice-President, Gellman Research Associates, Inc. Jenkintown, Pennsylvania

Directed the daily activities of the research staff as the firm's expert in political economy, statistical analysis, experimental design and the economics of information.
Served as principal investigator for National Science Foundation Grants on regulation, technological innovation as well as scientific and technical information.

1970-1972, Director of Public Works, Township of Cherry Hill, Camden County, New Jersey

Directed the operations of road construction and maintenance, refuse collection and disposal, sewage treatment and park maintenance.
Planned and executed departmental budget and community liaison.

1970-1970, Assistant Project Manager, Frank D'Lauro Company, Philadelphia, Pennsylvania

Construction management of high school addition including football stadium.

1968-1970, Director of Public Works, Asst Bldg Inspector, Asst Zoning Officer Middletown Township, Bucks County, Pennsylvania

Directed operations of road construction and maintenance as well as park maintenance.
Planned and executed department budget.

JEFFREY T. MCDOLE

7045 Toma Rd. Dexter, MI 48130 | (734) 395-2989 | jeff@jmcdoe.com

September 1, 2021

Diane Ratkovich
Township Supervisor
6880 Dexter-Pinckney Road
Dexter, MI 48130

Dear Ms. Ratkovich,

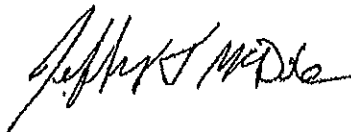
I would like to introduce myself and ask for consideration as a candidate for the Dexter Township Board of Trustees. As a public safety professional for over 25 years in Washtenaw County, I am excited for the opportunity to serve and support my own local community of 19 years here in Dexter Township.

Throughout my career, I have always supported collaboration with local, state, and national partners to increase the effectiveness of public safety efforts that serve our communities. I will bring with me to Dexter Township experience, capabilities, and professional relationships to support the Board and the Township's mission to provide for a safe and secure community.

My energy, passion and ethics are grounded in commitment to public service, dedicated to the best interests of my community, and the unwavering belief in a better future for all. From protecting our lakes, neighborhoods, and farmland; to improving access to education and the economic advancement of our families; and developing best in class, data-driven policies for our township resources; my efforts will advance the quality of life for all Dexter Township residents.

Thank you for your time in reviewing my application. I am confident my skills, experience, and passion will support Dexter Township's commitment to community advancement. I look forward to hearing more about this opportunity.

Sincerely,



Jeffrey T. McDole

JEFFREY T. MCDOLE

7045 Toma Rd. Dexter, MI 48130 | (734) 395-2989 | jeff@jmcdoe.com

A dedicated public service professional with over 25 years of experience designing, building, and managing solutions to keep communities safe and secure

Experience

- | | |
|------------------------------|---|
| November 2020
- Present | Senior Data Architect
<i>City of Ann Arbor Police Department</i> <ul style="list-style-type: none">Implemented required technology to support <i>Compstat</i>, a performance management system for law enforcement |
| May 2020 --
November 2020 | DPSS Communications and Technology Director
<i>University of Michigan, Division of Public Safety and Security</i> <ul style="list-style-type: none">Directed a 25-person dispatch center operationManaged technology staff supporting 2,500 security cameras and campus access control systems |
| January 2014 -
May 2020 | Director, Technology Services
<i>University of Michigan, Division of Public Safety and Security</i> <ul style="list-style-type: none">Managed technology team supporting 435 UM staffObtained funding and designed \$6.8 million radio systemDesigned and authored public safety smartphone appImplemented Computer Aided Dispatch system for UM campusDesigned dashboards and analytical visualizations for campusCompleted 3-year Physical Security Strategic Plan for UM Campus |
| July 2005 --
January 2014 | IT Planning Manager
<i>University of Michigan, Police Department</i> <ul style="list-style-type: none">Designed custom Records Management SystemServed as Interim Director of University Security Services when the department was reorganizedConsolidated museum security operations into a new departmentDeveloped risk-based evaluation methodology for public goods |
| 1996 -- July 2005 | Computer System Administrator
<i>University of Michigan, Police Department</i> |

Skills

Management (Capital projects planning, budgeting, policy and procedures development)

Operations (Training, resource scheduling and deployment, and incident management)

Data Analysis (Qualtrics, Tableau, D3.js, IBM Watson)

Technology Infrastructure (Data networking, fiber and wide area networks, physical security, and emergency communications systems)

Special Recognition

Exceptional Service in the Public Interest
Federal Bureau of Investigations
1998

Education

- | | |
|-----------|---|
| 1991-1995 | University of Michigan, BA in Political Science <ul style="list-style-type: none">Independent Study - Motivations of Domestic Terrorists |
|-----------|---|

References

Michael Cox
Chief of Police
City of Ann Arbor
(734) 794-6910 / mcox@a2gov.org

Michael Kennedy
Fire Chief
City of Ann Arbor
(734) 794-6978 / mkennedy@a2gov.org

Andrew Burchfield
Director Emergency Management
University of Michigan
(734) 615-5781 / aburchfi@umich.edu

Heather Young
Director Strategic Communications
University of Michigan
(734) 763-8391 / younghez@umich.edu

JEFFREY T. MCDOLE

7045 Toma Rd. Dexter, MI 48130 | (734) 395-2989 | jeff@jmcdoe.com

A dedicated public service professional with over 25 years of experience designing, building, and managing solutions to keep communities safe and secure

Experience

November 2020
- Present

Senior Data Architect

City of Ann Arbor Police Department

- Implemented required technology to support *Compstat*, a performance management system for law enforcement

May 2020 –
November 2020

DPSS Communications and Technology Director

University of Michigan, Division of Public Safety and Security

- Directed a 25-person dispatch center operation
- Managed technology staff supporting 2,500 security cameras and campus access control systems

January 2014 –
May 2020

Director, Technology Services

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- Managed technology team supporting 435 UM staff
- Obtained funding and designed \$6.8 million radio system
- Designed and authored public safety smartphone app
- Implemented Computer Aided Dispatch system for UM campus
- Designed dashboards and analytical visualizations for campus
- Completed 3-year Physical Security Strategic Plan for UM Campus

July 2005 –
January 2014

IT Planning Manager

University of Michigan, Police Department

- Designed custom Records Management System
- Served as Interim Director of University Security Services when the department was reorganized
- Consolidated museum security operations into a new department
- Developed risk-based evaluation methodology for public goods

1996 – July 2005

Computer System Administrator

University of Michigan, Police Department

Education

1991-1995

University of Michigan, BA in Political Science

- Independent Study - Motivations of Domestic Terrorists

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Director Strategic Communications
University of Michigan
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Skills

Management (Capital projects planning, budgeting, policy and procedures development)

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Data Analysis (Qualtrics, Tableau, D3.js, IBM Watson)

Technology Infrastructure (Data networking, fiber and wide area networks, physical security, and emergency communications systems)

Special Recognition

Exceptional Service in the Public Interest
Federal Bureau of Investigations
1998



DEXTER TOWNSHIP

PLANNING & ZONING

6880 DEXTER-PINCKNEY ROAD
DEXTER, MI 48130

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

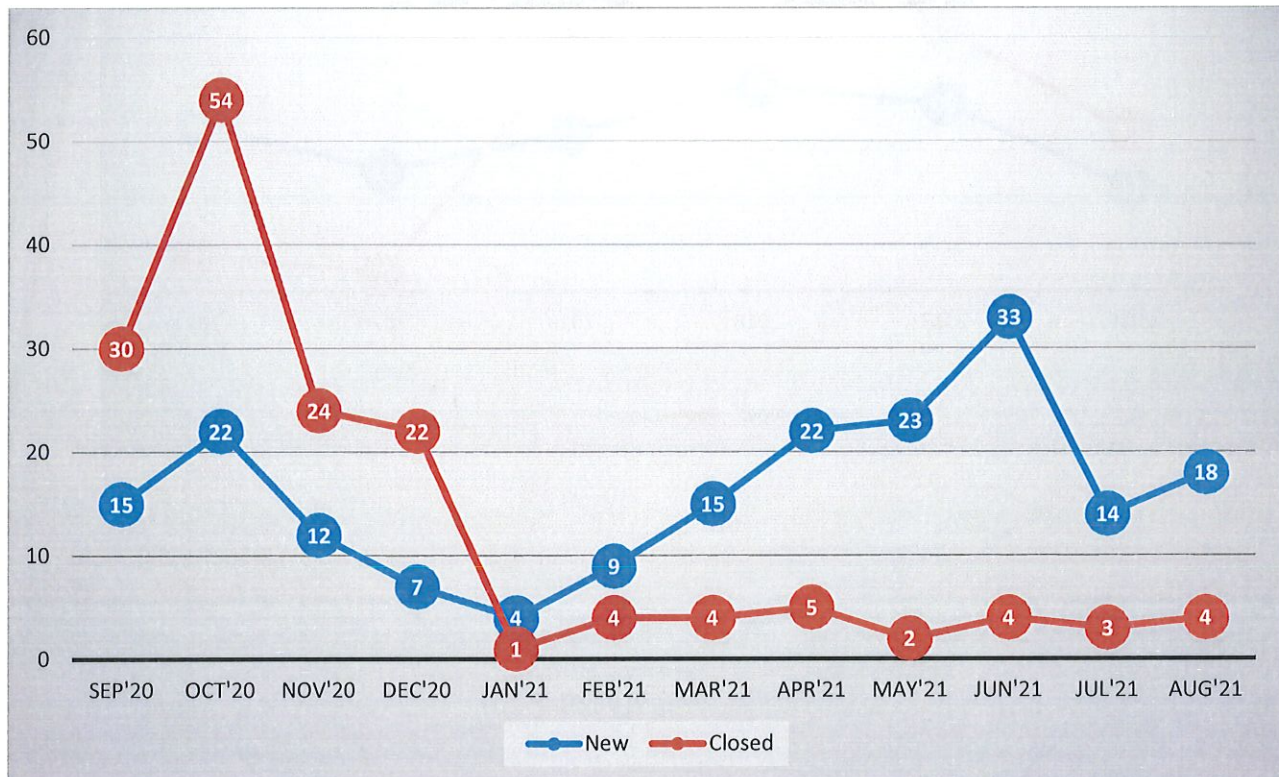
Planning & Zoning Report for August Activities - 2021

ZONING PERMITS

There were 18 new zoning permits issued this month (*August*)

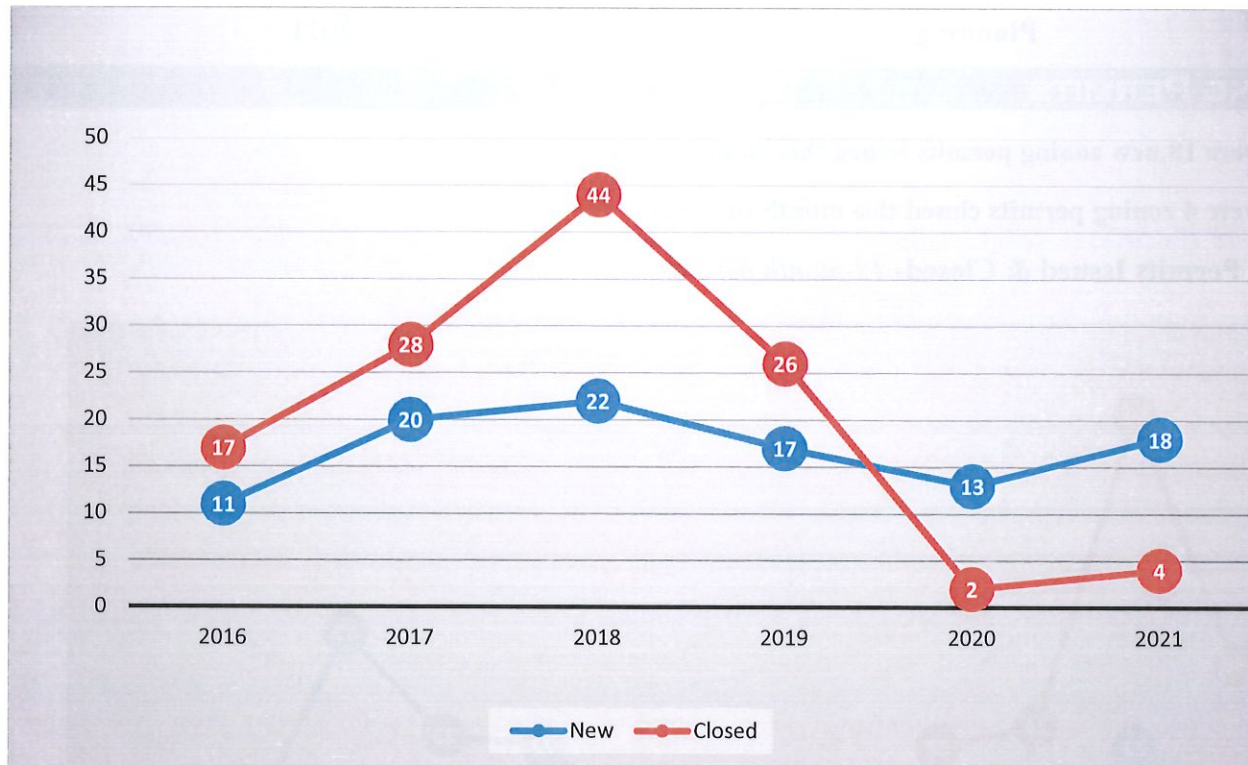
There were 4 zoning permits closed this month (*August*)

Zoning Permits Issued & Closed- 12-month period.



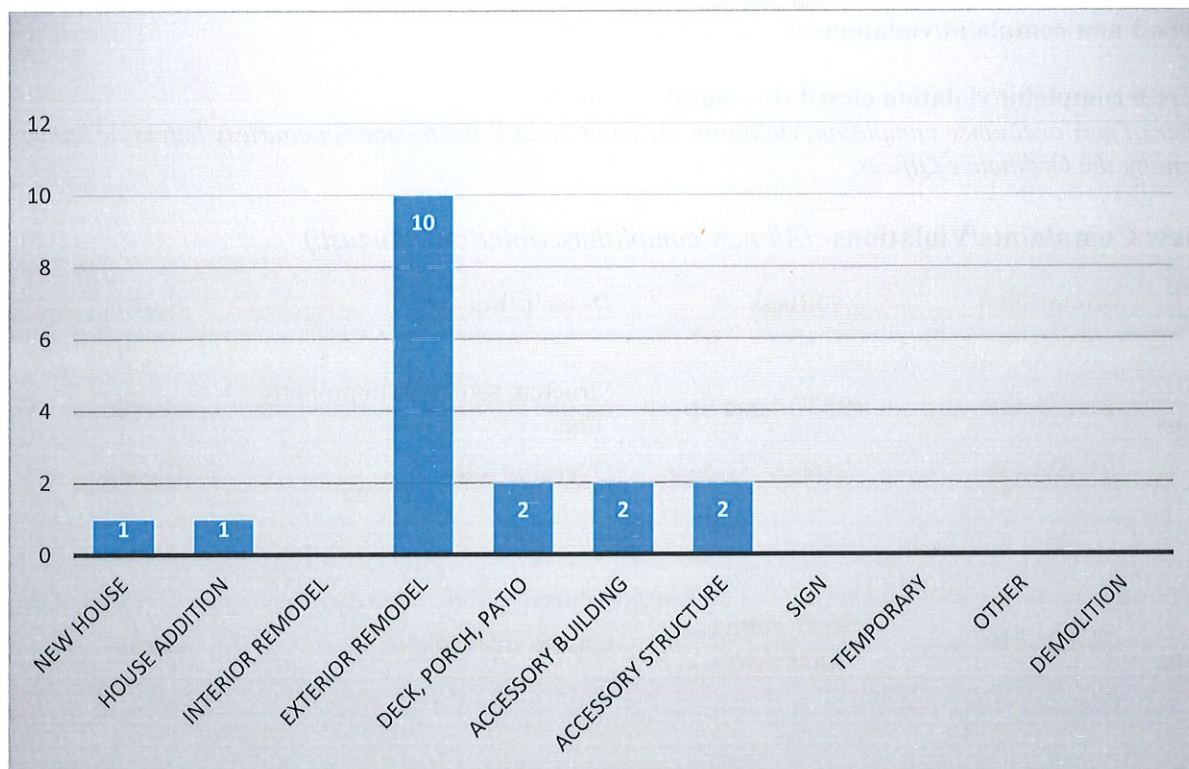


Zoning Permits Issued & Closed- Year-to-Year by Month. *(All numbers are for August.)*





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





CODE ENFORCEMENT

There were 3 new complaint/violations this month (*August*)

There were 6 complaint/violation 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.

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

Violation Number	Violation #	Address	Description	Status
Zoning Violations	21-ZV-438	9377 Anne St.	Structure too close to property line.	Closed
	21-ZV-439	9165 McGregor	Overgrown lot	Closed
Blight Violations	21-BV-219	9529 Portage Lake Ave.	Unsafe sidewalk	Open

PLANNING COMMISSION

August Meeting:

August 10, Work Session – No Meeting

Petition	Project	Request/Description	Result

August 24, Regular Meeting – No meeting

Petition	Project	Request/Description	Result



ZONING BOARD OF APPEALS

August 3, ZBA Meeting:

Petition	Project	Request/Description	Result
21-ZBA-895	House addition	Two variance requests	Granted



DEXTER TOWNSHIP

ZONING BOARD OF APPEALS

6880 DEXTER-PINCKNEY ROAD
DEXTER, MI 48130

TELEPHONE: 734-426-3767

FAX: 734-426-3833

WWW.DEXTERTOWNSHIP.ORG

BROOK SMITH
CHAIRPERSON

BETH FILIP
VICE CHAIRPERSON

JAY HOLLAND
SECRETARY

PETER MAIER
MARTY STRAUB

DON DARNELL, ALT.
VACANT, ALT.

JANIS MILLER
RECORDING SECRETARY

REGULAR MEETING OF THE ZONING BOARD OF APPEALS

Tuesday August 3, 2021

Members present: Chairperson Brook Smith, Vice-Chairperson Beth Filip, Secretary Jay Holland, Peter Maier, and Marty Straub. Absent: None

Also present: David Rohr, Director of Zoning and Planning.

Absent: Janis Miller, Recording Secretary.

1. **Call to Order:** Call to order at 6:00 pm
2. **Pledge of Allegiance:** Recited by all.
3. **Approval of Agenda:** Without additions or corrections, Chairperson Smith deemed the agenda approved as submitted.
4. **Approval of Minutes:** Motion by Straub to approve the minutes of June 1, 2021, as amended. Motion second by Filip. Motion carried by voice vote.
5. **Public Comment – Non-Agenda Items:** None.
6. **Public Hearing Procedure Review:** Chairperson Smith reviewed procedures for audience present.
7. **Action Items:**

Item #1 (21-ZBA-895) Kathleen & Michael Conter

Variances:

- A) Reduced waterbody setback of fifteen point nine (15.9) feet rather than the fifty (50) feet required,
- B) Reduced side setback of four (4) feet rather than the eight (8) feet required.

a. Conflict of Interest/Ex-parte Contact Review:

Smith spoke with Mrs. Conter but did not discuss the application.

b. Staff Presentation and Questions from ZBA members:

DPZ Rohr summarized that there are actually four parcels with extreme topography. The request is to remodel an existing home by slightly changing the footprint with an addition. The addition will not be any closer to the water than the existing structure. Due

to the height of the building the required side setback is eight (8) feet. Questions and discussion with DPZ Rohr concerning the separate legal descriptions of each parcel and the ZBA considering the variance setbacks based on all four parcels as one. Difficulty would be if one of the parcels is sold, the non-conformity would increase on the remodeled building.

c. Petitioner Presentation and Questions from ZBA members:

Applicant Michael Conter, summarized the project and answered questions of the Zoning Board members.

d. Public Comment:

- i. letters and/or emails: Five letters received.
- ii. comments from public in attendance: None.

d. Zoning Board of Appeals deliberations and Standards of Review:

Discussion of outside living space. Definition of a structure and setbacks relevant to structure. Concern is that a patio is a structure.

Standards of Review:

(1) Practical Difficulty §29.06(C)(1) Does the requested variance meet the following standard:	<i>A</i>	<i>B</i>
	Front setback 18.23(A)	Accessory building 18.18(C)(2)Aii
<i>The strict application of the terms of this Ordinance would constitute a practical difficulty.</i>	<u>YES</u> Holland Filip Straub Maier Smith	<u>YES</u> Holland Filip Straub Maier Smith
Notes:	<u>NO</u> None	<u>NO</u> None

(2) Physical Conditions §29.06(C)(2) Does the requested variance meet the following standard:	<i>A</i>	<i>B</i>
	Front setback 18.23(A)	Accessory building 18.18(C)(2)Aii
<i>The practical difficulty is due to some physical condition peculiar to the property involved.</i>	<u>YES</u> Holland Filip Straub Maier Smith	<u>YES</u> Holland Filip Straub Maier Smith
Notes: Filip – This lot is rather strangely shaped and all the parcels join together, considered together are strangely shaped and I don't think they had anything to do with that. There is a strange physical condition here. Smith – I think one of the things we have to think about in terms of the practical difficulty is the fact that the residence already existed and they are going out from what's already there and not moving any closer to the waterbody or the side setbacks.	<u>NO</u> None.	<u>NO</u> None

Documents regarding the agenda items can be obtained at the Township Hall during normal business hours, the Townships website: www.dextertownship.org and can be viewed on ew.livestream.com/dextertownship.org.

(3) Self-Created §29.06(C)(3) Does the requested variance meet the following standard:	A	B
<i>The practical difficulty is not self-created.</i>	<u>YES</u>	<u>YES</u>
Notes: Filip – There is no evidence.	Holland Filip Straub Maier Smith <u>NO</u> None	Holland Filip Straub Maier Smith <u>NO</u> None
(4) Reasonable Amount Necessary §29.06(C)(4) Does the requested variance meet the following standard:	A	B
<i>The variance is a reasonable amount necessary to mitigate the practical difficulty.</i>	<u>YES</u>	<u>YES</u>
Notes: Smith – Yes, again they haven't moved any closer to the waterbody and they've explained good reasons why they want to go with the structure they are requesting.	Holland Filip Straub Maier Smith <u>NO</u> None	Holland Filip Straub Maier Smith <u>NO</u> None
(5) Public Health, Safety, and Welfare §29.06(C)(5) Does the requested variance meet the following standard:	A	B
<i>Approval of the variance will not be injurious to the public health, safety, and welfare.</i>	<u>YES</u>	<u>YES</u>
Notes: Filip – There has been no evidence provided otherwise. Smith – The Chair supports Beth's analysis.	Holland Filip Straub Maier Smith <u>NO</u> None	Holland Filip Straub Maier Smith <u>NO</u> None
(6) Adverse Effect §29.06(C)(6) Does the requested variance meet the following standard:	A	B
<i>Approval of the variance will not affect the use of the adjacent properties or the area in a substantially adverse manner.</i>	<u>YES</u>	<u>YES</u>
Notes: Holland – Recognizing the notes from the neighbors, I vote yes and yes.	Holland Filip Straub Maier Smith <u>NO</u> None	Holland Filip Straub Maier Smith <u>NO</u> None

(7) Intent of the Ordinance §29.06(C)(7) Does the requested variance meet the following standard:	A	B
	YES Holland Filip Straub Maier Smith NO None	YES Holland Filip Straub Maier Smith NO None
Approval of the variance is consistent with the intent and purpose of this Ordinance.		
Notes: Smith – Recognizing the point of the Ordinance is to allow variances when the conditions set forth above are met.		

Discussion: Combining the four parcels under one tax parcel number. DPZ Rohr suggested that as part of the motion, if the applicant agrees to combine the parcels, it can be incorporated into the motion. The difference between one parcel and one lot. Where in Ordinance setbacks run from parcel lines versus lot lines.

f. Motion by Zoning Board of Appeals:

Motion by Filip to approve the variances requested:

Due to applicant's willingness to obtain a single parcel id for the now four parcels that are being represented as a single lot, at 7537 Noah's Landing, tax id (D-04-18-100-024-024/025/034/35); for ZBA petition (21-ZBA-895), to Kathleen & Michael Conter, for a) reduced waterbody setback of fifteen point nine (15.9) feet rather than the fifty (50) feet required and, b) a reduced side setback of four (4) feet rather than the eight (8) feet required. Motion second by Maier.

Roll Call Vote: Yeas – Holland, Filip, Straub, Maier, Smith: Nays - None: Abstain – None: Absent – None. Motion carried 5-0.

Chairperson Smith congratulated the applicant and reminded them to get with DPZ David because the variance expires in a year.

8. Public Comment: None.

9. Concerns of ZBA Members, DPZ, and Recording Secretary:

Smith: Remembering previous arguments regarding a single projection into the required setback created the right to have the entire structure moved out that close to the setback. Isn't that the proposition that the ZBA just endorsed with this variance approval?

10. Adjournment: Chairperson Smith declared the meeting adjourned at 7:03 p. m.

Respectfully submitted,

Jay Holland, Secretary

Janis Miller, Recording Secretary

Documents regarding the agenda items can be obtained at the Township Hall during normal business hours, the Townships website: www.dextertownship.org and can be viewed on ew.livestream.com/dextertownship.org.



DEXTER TOWNSHIP

OPEN SPACE AND LAND PRESERVATION COMMITTEE

6880 DEXTER-PINCKNEY ROAD
DEXTER, MI 48130

TELEPHONE: 734-426-3767

FAX: 734-426-3833

WWW.DEXTERTOWNSHIP.ORG

REGULAR MEETING OF THE OSLP COMMITTEE

Thursday, July 22, 2021

Present: Chairperson Laura Sanders, Vice-Chairperson Michelle Stamboulellis, Secretary Dianne Monier, Kathy Bradbury, Ginny Leikam, and Dale Lesser.

Absent: Frank Johnson

Also present: Janis Miller, Recording Secretary.

Audience present: Rick Monier, Mary James, Barry Lonik, and Hannah Bradshaw, Outreach Coordinator with the Washtenaw County Conservation District

1. **Call to Order:** Chairperson Sanders called the meeting to order at 8:08 PM.

2. **Approval of the Agenda:**

Motion by Lesser, seconded by Leikam, to approve the agenda as presented.

Motion carried 6-0

3. **Clarification and approval of the minutes from the June 17, 2021 meeting:**

Clarification regarding Mr. Rider's public comment at the June 17th OSLP meeting questioning whether Township Board of Trustees action had been taken to form the committee and confirming that Board of Trustees action on March 16, 2021, in the form of a motion, approved the formation of the Open Space and Land Preservation Committee.

Motion by Leikam, seconded by Lesser, to approve the minutes of the June 17, 2021 meeting as presented. Motion carried 6-0

4. **Public Comment:**

Each audience member introduced themselves.

5. **Approval of change in date for committee meetings from third Thursday to the first Thursday of each month:**

Motion by Lesser to recommend to the Dexter Township Board of Trustees that the Open Space and Land Preservation Committee should be added to the Township calendar as meeting on the first Thursday each month. Motion second by Stamboulellis.

Motion carried 6-0

6. Discussion of next meeting for August 5, 2021:

Due to conflicts in several committee member's schedules, this meeting is cancelled.

7. Ginny Leikam's Presentation: Overview of Land Conservation Easements Process:

Leikam's presentation was supported with a handout "Farmland and Open Space Preservation in Washtenaw County". She spoke about current funded programs and gave an overview of Conservation Easements. She also spoke about Farming and Building Envelopes as well as Farmland Easements. She answered questions from the committee members as well as the audience.

8. Barry Lonik Presentation: Land Preservation Programs and Partners:

Lonik's presentation was supported with handout's "Cost of Community Services Study" and "Ann Arbor Township Cost Comparison". He spoke about Washtenaw County's agriculture lands conversion to non-agriculture uses, funding PDR's, current Conversion Easements in Washtenaw County, and the steps needed to procure a PDR.

9. Public Questions and Comments: None.

10. Update on current land preservation projects in Dexter Township:

Discussion on an upcoming closing of a Dexter Township Property Rights Development contract. Leikam stated the County is doing its due diligence

11. Discussion of ideas for a fall social and educational event on Land Preservation issues:

It was determined that fall was too soon for an event so there will be discussion and planning, at future meetings, for a possible spring event.

12. Public Comment:

Rick Monier complemented the committee on a very informative meeting.

13. Adjournment:

Motion by Lesser to adjourn. Motion second by Bradbury.
Meeting adjourned at 10:05 PM.

Respectfully submitted,

Dianne Monier, Secretary

Janis Miller, Recording Secretary

Huron River Watershed Council (HRWC)

September 2021 Report to Dexter Township

To the Dexter Township Board of Trustees:

1. Grants continue to be available through the Volunteer Stream Monitoring Program (VSMP) to help local governments and non-profits to clean up trash in or near streams in the watershed. Applications are due in early 2022. See <http://micorps.net> or contact Paul Steen at the HRWC. 734 769-5123.
2. Dexter Township resident Craig Kivi was featured in the HRWC Fall newsletter for three of his many major accomplishments that benefit the Dexter Township community. The article focused on Craig's creation of the Louis P. Kivi and the Norman A. Wood 2700 natural shoreline preserve, the Natural Shorelines Forever (NSF) nonprofit conservation group and a "Five Best Practices" brochure about the benefits of eliminating poisons and fertilizers and allowing natural vegetation shorelines.
3. HRWC is matching funds through the Whole Farms for Clean Water program, to encourage farmers to implement practices that result in both improved profitability and reduced nutrient runoff to waterbodies. Farmers are paid for the amount of nutrients that they save from running off into local waterways, effectively giving them a double benefit by reducing the need to purchase fertilizer. Many local farmers are already earning a greater profit, while reducing the risks of soil erosion and nutrient runoff to our local waterways.
4. Through the summer, HRWC has been working with the Leave No Trace Center for Outdoor Ethics to learn how to improve stewardship efforts and encourage better behaviors along the Huron River Water Trail.
5. Building Resilience in a Changing Climate: The Fall newsletter highlighted that communities can work together to achieve even greater impact. For example, Dexter has adopted outdoor water restrictions that ensure drinking water wells have ample supply during dry periods.

Source: HRWC Huron River Report Fall 2021

<https://www.hrwc.org/wp-content/uploads/Huron-River-Report-Fall-2021-web.pdf>

Respectfully submitted, Suzanne Bade

Dexter Township Representative to HRWC

September 2021

Out of Area Time

For: 08/01/2021 thru 08/31/2021



Patrol Area	Reporting Area	Username	Location	Activity Category	Incident Number	Comments	Start Time	Duration In Minutes	Start Date
DEXTER-DEXTER TWP-WEBSTER TWP	ST JOSEPH HOSPITAL	WDHOWARDS	HURON RIVER DR	BACKUP DISPATCHED CALLS		210051657 / ASSISTED ST. JOES SECURITY WITH CROWD CONTROL... 2 GUN SHOT VICTIMS AT HOSPITAL WHILE FAMILY MEMBERS WERE SHOWING UP / APPROVED BY SGT. RUSH	04:01:00	59	8/1/2021
DEXTER-DEXTER TWP-WEBSTER TWP	SCIO TOWNSHIP	WDBUFFAD	RABBIT RUN CIR	BACKUP DISPATCHED CALLS	210052691	ASSISTED SCIO WITH POSSIBLE FIGHT IN PROGRESS PER SGT. WALLACE	03:40:00	5	8/5/2021
DEXTER-DEXTER TWP-WEBSTER TWP	SCIO TOWNSHIP	WDRUSSELLT	N ZEEB RDW HURON RIVER DR	BACKUP DISPATCHED CALLS	210052979	ASSIST DEP FARMER PER 636 / UNIT SECURE	05:35:00	45	8/6/2021
DEXTER-DEXTER TWP-WEBSTER TWP	SCIO TOWNSHIP	WDBUFFAD	THE GLADE ST	DISPATCHED CALLS	210053676	ASSISTED WITH RES ALARM PER SGT. WALLACE	02:30:00	10	8/9/2021
DEXTER-DEXTER TWP-WEBSTER TWP	ST JOSEPH HOSPITAL	WDVANDERROESTB	ST JOE HOSPITAL	BACKUP DISPATCHED CALLS		ASSIST W/ HOSPITAL SECURITY ON YPSI HOMICIDE PER SGT THOMPSON // 21-54991	00:02:00	88	8/13/2021
DEXTER-DEXTER TWP-WEBSTER TWP	SCIO TOWNSHIP	WDTROWBRIDGEM	DINO DR	BACKUP DISPATCHED CALLS	210055124	BACKUP OTHER UNIT ON MOTORCYCLE ACCIDENT LTN ROBINSON APPROVAL	14:05:00	55	8/13/2021
DEXTER-DEXTER TWP-WEBSTER TWP	SCIO TOWNSHIP	WDFARMERA	EYRIE DR	BACKUP DISPATCHED CALLS	210055304	CANCELLED, DEP KELLEY ADVISED HE WAS UTL OK PER SGT RUSH	01:15:00	10	8/14/2021
DEXTER-DEXTER TWP-WEBSTER TWP	SCIO TOWNSHIP	WDBUFFAD	HONEY RUN DR	BACKUP DISPATCHED CALLS	210055616	ASSISTED SCIO WITH EDP PER SGT. RUSH	04:30:00	25	8/15/2021
DEXTER-DEXTER TWP-WEBSTER TWP	SCIO TOWNSHIP	WDLOWEG	BAKER RD	BACKUP DISPATCHED CALLS	210057126	per sgt rush, FA in progress, assisted in checking area UTL	03:00:00	15	8/20/2021
DEXTER-DEXTER TWP-WEBSTER TWP	SCIO TOWNSHIP	WDBUFFAD	BAKER RD	BACKUP DISPATCHED CALLS	210057679	ASSISTED SCIO WITH FAMILY TRBL PER SGT RUSH	01:55:00	25	8/22/2021
DEXTER-DEXTER TWP-WEBSTER TWP	SCIO TOWNSHIP	WDLOWEG	WHISPERING WOODS DR	BACKUP DISPATCHED CALLS	210059104	per Sgt Wallace large party, see cfs	00:40:00	50	8/27/2021
DEXTER-DEXTER TWP-WEBSTER TWP	SCIO TOWNSHIP	WDLOWEG	METTY DR	BACKUP DISPATCHED CALLS	210059127	per Sgt wallace open door to Ann Arbor arms, clear building full of guns/ stood by for keyholder info for further no keyholder, 10-24	03:10:00	40	8/27/2021
DEXTER-DEXTER TWP-WEBSTER TWP	SCIO TOWNSHIP	WDLOWEG	BIRDIE LN	BACKUP DISPATCHED CALLS	210059437	per Sgt Rush, large party check the well being of juvenile,	04:25:00	35	8/28/2021
DEXTER-DEXTER TWP-WEBSTER TWP	SCIO TOWNSHIP	WDRISHAM	W HURON RIVER DRMAST RD	DISPATCHED CALLS	210059595	DOGS WERE ACTUALLY LOCATED IN SCIO TWP BUT TOOK THE CALL. SGT. RUSH NOTIFIED	20:21:00	99	8/28/2021
DEXTER-DEXTER TWP-WEBSTER TWP	SCIO TOWNSHIP	WDBUFFAD	N STAEBLER RD	BACKUP DISPATCHED CALLS	210059676	ASSIST WITH POSSIBLE ARSON OCCUPIED BUILDING PER SGT. RUSH	00:45:00	25	8/29/2021
DEXTER-DEXTER TWP-WEBSTER TWP	LODI TOWNSHIP	WDBUFFAD	LODI	ADMIN DUTIES		LLOADED VEHICLE/ CHECKED EMAILS	08:01:00	29	8/30/2021
DEXTER-DEXTER TWP-WEBSTER TWP	LODI TOWNSHIP	WDBUFFAD	LODI	PROACTIVE PATROL		PP LODI	08:30:00	60	8/30/2021
DEXTER-DEXTER TWP-WEBSTER TWP	LODI TOWNSHIP	WDBUFFAD	SALINE PD	ADMIN DUTIES		PICKED UP EQUIPMENT FROM SALINE PD	09:30:00	45	8/30/2021
DEXTER-DEXTER TWP-WEBSTER TWP	LODI TOWNSHIP	WDBUFFAD	LODI	PROACTIVE PATROL		PP LODI	10:15:00	45	8/30/2021
DEXTER-DEXTER TWP-WEBSTER TWP	MANCHESTER VILLAGE	WDBUFFAD	VILLAGE	PROACTIVE PATROL		PP VILLAGE	11:00:00	40	8/30/2021
DEXTER-DEXTER TWP-WEBSTER TWP	LODI TOWNSHIP	WDBUFFAD	MEADOW LN	DISPATCHED CALLS	210060035	ALL PARTIES ADVISED	11:40:00	35	8/30/2021
DEXTER-DEXTER TWP-WEBSTER TWP	MANCHESTER VILLAGE	WDBUFFAD	4	MEAL BREAK		10-41	12:15:00	30	8/30/2021
DEXTER-DEXTER TWP-WEBSTER TWP	MANCHESTER VILLAGE	WDBUFFAD	4	TRAINING		FIREARMS TRAINING	12:45:00	100	8/30/2021
DEXTER-DEXTER TWP-WEBSTER TWP	LODI TOWNSHIP	WDBUFFAD	LODI	PROACTIVE PATROL		PP N LODI	14:25:00	80	8/30/2021
DEXTER-DEXTER TWP-WEBSTER TWP	LODI TOWNSHIP	WDBUFFAD	LODI	ADMIN DUTIES		DOWNLOAD/ 10-7	15:45:00	16	8/30/2021
							Sum:	1,066	

Dexter Township Monthly Report

INCIDENT	DATE/TIME	CFS Verified Offense	ADDRESS	CITY
210051665	8/1/21 06:31 AM	C3999 - Alarms All Other	8700 BLOCK E STONEY FIELD DR	DEXTER TWP
210051702	8/1/21 11:26 AM	C3299 - Welfare Check	DEXTER PINCKNEY RD / NORTH TERRITORIAL RD	DEXTER TWP
210051719	8/1/21 13:23 PM	C3999 - Alarms All Other	13800 BLOCK RIKER RD	DEXTER TWP
210051770	8/1/21 16:37 PM	C3730 - Traffic Complaint / Traffic Miscellaneous A Comple	DEXTER PINCKNEY RD / NORTH TERRITORIAL RD	DEXTER TWP
210051775	8/1/21 17:29 PM	C3312 - Neighborhood Trouble	8000 BLOCK STONEHEDGE DR	DEXTER TWP
210051787	8/1/21 18:35 PM	C3730 - Traffic Complaint / Traffic Miscellaneous A Comple	DEXTER PINCKNEY RD / WINSTON RD	DEXTER TWP
210051788	8/1/21 18:41 PM	C3333 - Assist Motorist	DEXTER PINCKNEY RD / NORTH TERRITORIAL RD	DEXTER TWP
210051792	8/1/21 18:50 PM	C3730 - Traffic Complaint / Traffic Miscellaneous A Comple	DEXTER PINCKNEY RD / GROVE DR	DEXTER TWP
210051795	8/1/21 19:16 PM	C3730 - Traffic Complaint / Traffic Miscellaneous A Comple	MCGREGOR RD / HOWARD DR	DEXTER TWP
210051827	8/1/21 21:37 PM	C3730 - Traffic Complaint / Traffic Miscellaneous A Comple	MAIN ST / CENTRAL ST	DEXTER TWP
210051936	8/2/21 10:20 AM	2305 - Larceny - Personal Property from Vehicle - LFA [230	8700 BLOCK HANKERD RD	DEXTER TWP
210051947	8/2/21 11:45 AM	C3902 - Burglary Alarm	8500 BLOCK PORTAGE LAKE BLVD	DEXTER TWP
210052033	8/2/21 17:48 PM	C3730 - Traffic Complaint / Traffic Miscellaneous A Comple	MCGREGOR RD / CANAL	DEXTER TWP
210052037	8/2/21 18:08 PM	C3728 - Traffic Complaint / Parking Complaint	MCGREGOR RD / DEXTER PINCKNEY RD	DEXTER TWP
210052045	8/2/21 18:42 PM	C3730 - Traffic Complaint / Traffic Miscellaneous A Comple	MCGREGOR / ALLAN	DEXTER TWP
210052097	8/2/21 22:53 PM	C3318 - Found Property	3000 BLOCK FIELDSTONE DR	DEXTER TWP
210052115	8/3/21 00:18 AM	C3902 - Burglary Alarm	8800 BLOCK NORTH TERRITORIAL RD	DEXTER TWP
210052204	8/3/21 11:20 AM	C3902 - Burglary Alarm	3100 BLOCK SANDHILL DR	DEXTER TWP
210052279	8/3/21 17:25 PM	C3730 - Traffic Complaint / Traffic Miscellaneous A Comple	MCGREGOR RD / CANAL	DEXTER TWP
210052281	8/3/21 17:31 PM	C3730 - Traffic Complaint / Traffic Miscellaneous A Comple	DEXTER PINCKNEY RD / FLEMING RD	DEXTER TWP
210052285	8/3/21 17:49 PM	C3730 - Traffic Complaint / Traffic Miscellaneous A Comple	DEXTER PINCKNEY RD / WINSTON RD	DEXTER TWP

Dexter Township Monthly Report

INCIDENT	DATE/TIME	CFS Verified Offense	ADDRESS	CITY
210052304	8/3/21 19:13 PM	C3299 - Welfare Check	12900 BLOCK MCKINLEY HEIGHTS DR	DEXTER TWP
210052354	8/3/21 22:33 PM	C3730 - Traffic Complaint / Traffic Miscellaneous A Comple	DEXTER PINCKNEY RD / WYLIE RD	DEXTER TWP
210052518	8/4/21 15:56 PM	C3312 - Neighborhood Trouble	8000 BLOCK STONEHEDGE DR	DEXTER TWP
210052529	8/4/21 16:35 PM	5707 - Trespass (Other) [57001]	8000 BLOCK STONEHEDGE DR	DEXTER TWP
210052844	8/5/21 16:26 PM	C3730 - Traffic Complaint / Traffic Miscellaneous A Comple	DEXTER PINCKNEY RD / MCGREGOR RD	DEXTER TWP
210052866	8/5/21 17:31 PM	C3730 - Traffic Complaint / Traffic Miscellaneous A Comple	MCGREGOR RD / BASE LAKE RD	DEXTER TWP
210052873	8/5/21 17:40 PM	C3730 - Traffic Complaint / Traffic Miscellaneous A Comple	MCGREGOR RD / HOWARD DR	DEXTER TWP
210052882	8/5/21 17:48 PM	C3730 - Traffic Complaint / Traffic Miscellaneous A Comple	DEXTER PINCKNEY RD / WINSTON RD	DEXTER TWP
210052958	8/6/21 01:00 AM	C3332 - Assist Fire Department	9400 BLOCK HORSESHOE BND	DEXTER TWP
210053006	8/6/21 09:47 AM	C3808 - Animal Bite / Scratch	6200 BLOCK S HAY RAKE HOLW	DEXTER TWP
210053033	8/6/21 11:31 AM	C3902 - Burglary Alarm	13900 BLOCK RIKER RD	DEXTER TWP
210053063	8/6/21 13:16 PM	C3312 - Neighborhood Trouble	8000 BLOCK STONEHEDGE DR	DEXTER TWP
210053110	8/6/21 16:27 PM	5707 - Trespass (Other) [57001]	8000 BLOCK STONEHEDGE DR	DEXTER TWP
210053163	8/6/21 19:34 PM	C3299 - Welfare Check	ALICE HILL DR / DEXTER PINCKNEY RD	DEXTER TWP
210053166	8/6/21 19:42 PM	C3336 - Assist Citizen	5600 BLOCK DEXTER PINCKNEY RD	DEXTER TWP
210053231	8/6/21 23:53 PM	C3330 - Assist Other Law Enforcement Agency	8500 BLOCK ORCHARD	DEXTER TWP
210053274	8/7/21 07:54 AM	L6044 - Public Relations - WD	1LKHALFMOON	DEXTER TWP
210053276	8/7/21 07:57 AM	C3330 - Assist Other Law Enforcement Agency	8500 BLOCK ORCHARD	DEXTER TWP
210053353	8/7/21 16:35 PM	C3355 - Civil Matter - Other	9500 BLOCK LAKEVIEW DR	DEXTER TWP
210053354	8/7/21 16:37 PM	L6019 - Salvage Vehicle Insp-WD	13700 BLOCK RAINBOW DR	DEXTER TWP
210053368	8/7/21 18:15 PM	C3804 - Animal Complaint	8500 BLOCK SILVER HILL RD	DEXTER TWP

Dexter Township Monthly Report

INCIDENT	DATE/TIME	CFS Verified Offense	ADDRESS	CITY
210053389	8/7/21 20:06 PM	L3597 Non Terminal - WD	14300 BLOCK STOFER CT	DEXTER TWP
210053395	8/7/21 20:38 PM	C3730 - Traffic Complaint / Traffic Miscellaneous A Comple	DEXTER CHELSEA RD / N PARKER RD	DEXTER TWP
210053510	8/8/21 10:42 AM	C3155 Personal Injury Traffic Crash PIA	WYLIE RD / SUNDANCE TRL	DEXTER TWP
210053516	8/8/21 11:37 AM	C3730 Traffic Complaint / Traffic Miscellaneous A Complei	DEXTER PINCKNEY RD / NORTH TERRITORIAL RD	DEXTER TWP
210053526	8/8/21 13:13 PM	C3170 - Private Property Traffic Crash	1LKSILVER	DEXTER TWP
210053533	8/8/21 13:58 PM	C3730 - Traffic Complaint / Traffic Miscellaneous A Comple	DEXTER PINCKNEY RD / GROVE DR	DEXTER TWP
210053535	8/8/21 14:07 PM	C3730 - Traffic Complaint / Traffic Miscellaneous A Comple	DEXTER PINCKNEY RD / MCGREGOR RD	DEXTER TWP
210053574	8/8/21 17:07 PM	C3730 - Traffic Complaint / Traffic Miscellaneous A Comple	MCGREGOR RD / MCGREGOR LN	DEXTER TWP
210053589	8/8/21 18:13 PM	C3730 - Traffic Complaint / Traffic Miscellaneous A Comple	DEXTER PINCKNEY RD / MCGREGOR RD	DEXTER TWP
210053591	8/8/21 18:25 PM	C3730 - Traffic Complaint / Traffic Miscellaneous A Comple	DEXTER PINCKNEY RD / MCGREGOR RD	DEXTER TWP
210053597	8/8/21 18:40 PM	C3730 - Traffic Complaint / Traffic Miscellaneous A Comple	DEXTER PINCKNEY RD / STINCHFIELD WOODS RD	DEXTER TWP
210053598	8/8/21 18:42 PM	C3730 - Traffic Complaint / Traffic Miscellaneous A Comple	DEXTER PINCKNEY RD / BELL RD	DEXTER TWP
210053655	8/8/21 23:16 PM	C3730 - Traffic Complaint / Traffic Miscellaneous A Comple	ISLAND LAKE RD / ISLAND HILLS DR	DEXTER TWP
210053656	8/8/21 23:16 PM	C3330 - Assist Other Law Enforcement Agency	9000 BLOCK MCGREGOR RD	DEXTER TWP
210053662	8/9/21 00:03 AM	C3902 - Burglary Alarm	7200 BLOCK RIDGE LINE CIR	DEXTER TWP
210053692	8/9/21 06:12 AM	L6199 BOL - Be on the Lookout - WD	DEXTER PINCKNEY RD / MCGREGOR RD	DEXTER TWP
210053755	8/9/21 12:23 PM	C3333 - Assist Motorist	NORTH TERRITORIAL RD / DEXTER PINCKNEY RD	DEXTER TWP
210053790	8/9/21 14:33 PM	C3250 - Mental Health Call	8500 BLOCK HURON RIVER CT	DEXTER TWP
210053857	8/9/21 18:21 PM	C3730 - Traffic Complaint / Traffic Miscellaneous A Comple	MCGREGOR RD / RIVERVIEW	DEXTER TWP
210053865	8/9/21 18:39 PM	C3730 - Traffic Complaint / Traffic Miscellaneous A Comple	DEXTER PINCKNEY RD / GROVE DR	DEXTER TWP
210053867	8/9/21 18:54 PM	C3730 - Traffic Complaint / Traffic Miscellaneous A Comple	DEXTER PINCKNEY RD / PEACH MOUNTAIN LN	DEXTER TWP

Dexter Township Monthly Report

INCIDENT	DATE/TIME	CFS Verified Offense	ADDRESS	CITY
210053875	8/9/21 19:20 PM	C3730 - Traffic Complaint / Traffic Miscellaneous A Comple	MCGREGOR RD / ROBERT DR	DEXTER TWP
210053882	8/9/21 20:13 PM	C3337 Assist Citizen - Vehicle Lockout	9100 BLOCK NORTH TERRITORIAL RD	DEXTER TWP
210053912	8/9/21 21:54 PM	C3730 - Traffic Complaint / Traffic Miscellaneous A Comple	DEXTER PINCKNEY RD / ALICE HILL DR	DEXTER TWP
210053963	8/10/21 02:53 AM	L3597 Non Terminal - WD	14300 BLOCK MCKINLEY RD	DEXTER TWP
210054033	8/10/21 10:30 AM	L3508 - Check Person - WD	9000 BLOCK ISLAND LAKE RD	DEXTER TWP
210054035	8/10/21 10:33 AM	L6065 - Miscellaneous Info - WD	REEVES LN / MCKINLEY RD	DEXTER TWP
210054085	8/10/21 13:43 PM	C3312 - Neighborhood Trouble	13600 BLOCK WATERLOO RD	DEXTER TWP
210054092	8/10/21 13:52 PM	C3324 - Suspicious Circumstances	9300 BLOCK HIDDEN LAKE CIR	DEXTER TWP
210054154	8/10/21 18:19 PM	C3730 - Traffic Complaint / Traffic Miscellaneous A Comple	DEXTER PINCKNEY RD / STINCHFIELD WOODS RD	DEXTER TWP
210054158	8/10/21 18:40 PM	C3730 - Traffic Complaint / Traffic Miscellaneous A Comple	DEXTER PINCKNEY RD / PEACH MOUNTAIN LN	DEXTER TWP
210054161	8/10/21 18:45 PM	C3730 - Traffic Complaint / Traffic Miscellaneous A Comple	NORTH TERRITORIAL RD / DEXTER PINCKNEY RD	DEXTER TWP
210054165	8/10/21 18:52 PM	C3730 - Traffic Complaint / Traffic Miscellaneous A Comple	DEXTER PINCKNEY RD / NORTH TERRITORIAL RD	DEXTER TWP
210054193	8/10/21 21:17 PM	C3730 - Traffic Complaint / Traffic Miscellaneous A Comple	9000 BLOCK DEXTER PINCKNEY RD	DEXTER TWP
210054265	8/11/21 06:36 AM	L6199 BOL - Be on the Lookout - WD	DEXTER PINCKNEY RD / FLEMING RD	DEXTER TWP
210054396	8/11/21 14:55 PM	C3145 - Property Damage Traffic Crash PDA	DEXTER PINCKNEY RD / WYLIE RD	DEXTER TWP
210054398	8/11/21 14:57 PM	C3702 Traffic Complaint / Road Hazard	DEXTER PINCKNEY RD / NORTH TERRITORIAL RD	DEXTER TWP
210054400	8/11/21 14:59 PM	C3332 Assist Fire Department	9900 BLOCK STINCHFIELD WOODS RD	DEXTER TWP
210054402	8/11/21 15:00 PM	C3702 Traffic Complaint / Road Hazard	FLEMING RD / WESTWIND DR	DEXTER TWP
210054415	8/11/21 15:13 PM	C3702 Traffic Complaint / Road Hazard	SECOND / MCGREGOR RD	DEXTER TWP
210054468	8/11/21 15:45 PM	C3732 - Traffic Complaint / Traffic Miscellaneous B Comple	DEXTER PINCKNEY / WYLIE RD	DEXTER TWP
210054560	8/11/21 18:25 PM	C3999 - Alarms All Other	7500 BLOCK LAKE SHORE DR	DEXTER TWP

Dexter Township Monthly Report

INCIDENT	DATE/TIME	CFS Verified Offense	ADDRESS	CITY
210054565	8/11/21 18:30 PM	C3208 - Death Investigation - Cause Unknown	13100 BLOCK ISLAND LAKE RD	DEXTER TWP
210054566	8/11/21 18:31 PM	C3730 - Traffic Complaint / Traffic Miscellaneous A Comple	NORTH TERRITORIAL RD / MOUNTAIN RIDGE RD	DEXTER TWP
210054705	8/12/21 07:04 AM	C3999 Alarms All Other	3200 BLOCK TANGLEWOOD TRL	DEXTER TWP
210054936	8/12/21 20:19 PM	C3310 - Family Trouble	8500 BLOCK PORTAGE LAKE BLVD	DEXTER TWP
210054968	8/12/21 21:54 PM	C3310 - Family Trouble	8500 BLOCK PORTAGE LAKE BLVD	DEXTER TWP
210055089	8/13/21 12:17 PM	L3597 Non Terminal - WD	14100 BLOCK EDGEWATER DR	DEXTER TWP
210055149	8/13/21 14:59 PM	C3332 - Assist Fire Department	3800 BLOCK SHAGBARK RD	DEXTER TWP
210055411	8/14/21 13:15 PM	L3597 Non Terminal - WD	9900 BLOCK MCGREGOR RD	DEXTER TWP
210055435	8/14/21 15:08 PM	C3414 Watercraft - Assist Boaters	1LKHALFMOON	DEXTER TWP
210055438	8/14/21 15:19 PM	C3730 - Traffic Complaint / Traffic Miscellaneous A Comple	DEXTER PINCKNEY RD / WYLIE RD	DEXTER TWP
210055490	8/14/21 18:59 PM	L3597 Non Terminal - WD	12500 BLOCK NORTH TERRITORIAL RD	DEXTER TWP
210055492	8/14/21 19:19 PM	L6199 BOL - Be on the Lookout - WD	NORTH TERRITORIAL RD / STOFER RD	DEXTER TWP
210055520	8/14/21 21:14 PM	C3310 - Family Trouble	8500 BLOCK PORTAGE LAKE BLVD	DEXTER TWP
210055678	8/15/21 13:45 PM	L6199 BOL - Be on the Lookout - WD	NORTH TERRITORIAL RD / BRAND RD	DEXTER TWP
210055945	8/16/21 13:17 PM	C3804 Animal Complaint	11900 BLOCK ISLAND LAKE RD	DEXTER TWP
210055958	8/16/21 13:47 PM	C3150 - Property Damage H&R Traffic Crash	NORTH TERRITORIAL RD / MADDEN RD	DEXTER TWP
210055982	8/16/21 15:18 PM	C3331 - Assist Medical	9500 BLOCK ALICE HILL DR	DEXTER TWP
210055995	8/16/21 16:17 PM	L3597 Non Terminal - WD	14200 BLOCK W GILBERT DR	DEXTER TWP
210056027	8/16/21 18:05 PM	C3702 - Traffic Complaint / Road Hazard	DEXTER PINCKNEY RD / HORSESHOE BND	DEXTER TWP
210056082	8/16/21 21:09 PM	C3730 - Traffic Complaint / Traffic Miscellaneous A Comple	MCGREGOR RD / RIVERVIEW	DEXTER TWP
210056092	8/16/21 21:33 PM	C3730 - Traffic Complaint / Traffic Miscellaneous A Comple	MCGREGOR RD / CANAL	DEXTER TWP

Dexter Township Monthly Report

INCIDENT	DATE/TIME	CFS Verified Offense	ADDRESS	CITY
210056093	8/16/21 21:50 PM	C3730 - Traffic Complaint / Traffic Miscellaneous A Comple	MCGREGOR RD / ROBERT DR	DEXTER TWP
210056176	8/17/21 07:58 AM	L6199 BOL - Be on the Lookout - WD	NORTH TERRITORIAL RD / DEXTER PINCKNEY RD	DEXTER TWP
210056201	8/17/21 09:39 AM	L6065 - Miscellaneous Info - WD	MCKINLEY RD / REEVES LN	DEXTER TWP
210056312	8/17/21 16:08 PM	C3010 - Felony Arrest Warrant (Originating Agency)	8100 BLOCK STONEHEDGE DR	DEXTER TWP
210056314	8/17/21 16:11 PM	L3597 Non Terminal - WD	HANKERD RD / NOAH RD	DEXTER TWP
210056322	8/17/21 16:59 PM	C3730 - Traffic Complaint / Traffic Miscellaneous A Comple	MCGREGOR RD / CANAL	DEXTER TWP
210056380	8/17/21 20:11 PM	L3597 Non Terminal - WD	13400 BLOCK REDMONDS HILL CT	DEXTER TWP
210056384	8/17/21 20:44 PM	C3730 - Traffic Complaint / Traffic Miscellaneous A Comple	MCGREGOR RD / RIVERVIEW	DEXTER TWP
210056386	8/17/21 20:49 PM	C3730 - Traffic Complaint / Traffic Miscellaneous A Comple	MCGREGOR RD / RIVERVIEW	DEXTER TWP
210056392	8/17/21 21:04 PM	C3730 - Traffic Complaint / Traffic Miscellaneous A Comple	MCGREGOR RD / HOWARD DR	DEXTER TWP
210056426	8/17/21 22:32 PM	C3730 - Traffic Complaint / Traffic Miscellaneous A Comple	ISLAND LAKE RD / WYLIE RD	DEXTER TWP
210056503	8/18/21 09:42 AM	C3999 - Alarms All Other	13900 BLOCK RIKER RD	DEXTER TWP
210056504	8/18/21 09:45 AM	L3597 Non Terminal - WD	8500 BLOCK SECOND	DEXTER TWP
210056562	8/18/21 12:35 PM	C3336 - Assist Citizen	DEXTER PINCKNEY RD / NORTH TERRITORIAL RD	DEXTER TWP
210056585	8/18/21 14:02 PM	C3730 - Traffic Complaint / Traffic Miscellaneous A Comple	DEXTER PINCKNEY RD / WYLIE RD	DEXTER TWP
210056589	8/18/21 14:12 PM	C3730 - Traffic Complaint / Traffic Miscellaneous A Comple	DEXTER PINCKNEY / WYLIE	DEXTER TWP
210056757	8/19/21 02:44 AM	C3324 Suspicious Circumstances	3000 BLOCK FIELDSTONE DR	DEXTER TWP
210056783	8/19/21 07:34 AM	L3597 - Non Terminal - WD	13300 BLOCK RAINBOW DR	DEXTER TWP
210056811	8/19/21 09:32 AM	L6199 BOL - Be on the Lookout - WD	8500 BLOCK PORTAGE LAKE BLVD	DEXTER TWP
210056892	8/19/21 13:44 PM	L3508 - Check Person - WD	8500 BLOCK PORTAGE LAKE BLVD	DEXTER TWP
210057021	8/19/21 20:03 PM	C3299 - Welfare Check	ALICE HILL DR / DEXTER PINCKNEY RD	DEXTER TWP

Dexter Township Monthly Report

INCIDENT	DATE/TIME	CFS Verified Offense	ADDRESS	CITY
210057484	8/21/21 11:55 AM	L3597 Non Terminal - WD	6100 BLOCK STOFER RD	DEXTER TWP
210057523	8/21/21 14:42 PM	C3331 Assist Medical	8500 BLOCK SILVER HILL	DEXTER TWP
210057645	8/21/21 23:22 PM	C3324 - Suspicious Circumstances	8100 BLOCK GREGORY RD	DEXTER TWP
210057741	8/22/21 10:27 AM	L3597 Non Terminal - WD	10800 BLOCK NORTH TERRITORIAL RD	DEXTER TWP
210057849	8/22/21 17:25 PM	L6012 Traffic Direction / Control - WD	NORTH TERRITORIAL RD / DEXTER PINCKNEY RD	DEXTER TWP
210057857	8/22/21 18:09 PM	C3145 - Property Damage Traffic Crash PDA	DEXTER PINCKNEY RD / SAMUEL DR	DEXTER TWP
210057871	8/22/21 19:23 PM	C3730 - Traffic Complaint / Traffic Miscellaneous A Comple	DEXTER PINCKNEY RD / STINCHFIELD WOODS RD	DEXTER TWP
210057873	8/22/21 19:36 PM	C3730 - Traffic Complaint / Traffic Miscellaneous A Comple	MCGREGOR RD / HUNTLEY CV	DEXTER TWP
210057876	8/22/21 19:49 PM	C3730 - Traffic Complaint / Traffic Miscellaneous A Comple	DEXTER PINCKNEY RD / MCGREGOR RD	DEXTER TWP
210057878	8/22/21 19:52 PM	C3730 - Traffic Complaint / Traffic Miscellaneous A Comple	DEXTER PINCKNEY RD / BELL RD	DEXTER TWP
210057882	8/22/21 20:03 PM	C3730 - Traffic Complaint / Traffic Miscellaneous A Comple	MCGREGOR RD / CANAL	DEXTER TWP
210057954	8/23/21 00:35 AM	1313 - Assault/ Battery/Simple (Incl Domestic and Police O	9000 BLOCK NORTH TERRITORIAL RD	DEXTER TWP
210057986	8/23/21 06:19 AM	C3330 Assist Other Law Enforcement Agency	9000 BLOCK NORTH TERRITORIAL RD	DEXTER TWP
210058045	8/23/21 12:07 PM	L3597 Non Terminal - WD	8600 BLOCK DEXTER PINCKNEY RD	DEXTER TWP
210058061	8/23/21 13:18 PM	L3597 Non Terminal - WD	13300 BLOCK RAINBOW DR	DEXTER TWP
210058085	8/23/21 14:35 PM	C3355 - Civil Matter - Other	8700 BLOCK GLENWOOD	DEXTER TWP
210058199	8/23/21 21:53 PM	C3730 - Traffic Complaint / Traffic Miscellaneous A Comple	DEXTER PINCKNEY RD / WYLIE RD	DEXTER TWP
210058392	8/24/21 14:45 PM	2609 - Identity Theft [26007]	4600 BLOCK DEXTER TOWNHALL RD	DEXTER TWP
210058443	8/24/21 17:38 PM	C3730 - Traffic Complaint / Traffic Miscellaneous A Comple	MCGREGOR RD / ROBERT DR	DEXTER TWP
210058447	8/24/21 17:49 PM	C3730 - Traffic Complaint / Traffic Miscellaneous A Comple	DEXTER PINCKNEY RD / MCGREGOR RD	DEXTER TWP
210058453	8/24/21 17:55 PM	C3730 - Traffic Complaint / Traffic Miscellaneous A Comple	MCGREGOR / ALLAN	DEXTER TWP

Dexter Township Monthly Report

INCIDENT	DATE/TIME	CFS Verified Offense	ADDRESS	CITY
210058456	8/24/21 18:06 PM	C3730 - Traffic Complaint / Traffic Miscellaneous A Comple	DEXTER PINCKNEY RD / GROVE DR	DEXTER TWP
210058461	8/24/21 18:17 PM	C3730 - Traffic Complaint / Traffic Miscellaneous A Comple	DEXTER PINCKNEY RD / LAWRENCE AVE	DEXTER TWP
210058486	8/24/21 19:35 PM	C3702 - Traffic Complaint / Road Hazard	W HURON RIVER DR / STRAWBERRY LAKE RD	DEXTER TWP
210058613	8/25/21 10:54 AM	C3804 - Animal Complaint	STOFER RD / NORTH TERRITORIAL RD	DEXTER TWP
210058623	8/25/21 11:35 AM	C3702 Traffic Complaint / Road Hazard	HANKERD RD / NORTH TERRITORIAL RD	DEXTER TWP
210058628	8/25/21 12:36 PM	L3597 Non Terminal - WD	8500 BLOCK HURON RIVER CT	DEXTER TWP
210058649	8/25/21 14:34 PM	L3508 - Check Person - WD	13800 BLOCK ISLAND LAKE RD	DEXTER TWP
210058686	8/25/21 16:46 PM	L6701 - Follow Up - WD	13800 BLOCK ISLAND LAKE RD	DEXTER TWP
210058700	8/25/21 17:44 PM	C3730 - Traffic Complaint / Traffic Miscellaneous A Comple	DEXTER PINCKNEY RD / NORTH TERRITORIAL RD	DEXTER TWP
210058858	8/26/21 06:47 AM	C3145 - Property Damage Traffic Crash PDA	NORTH TERRITORIAL RD / HANKERD RD	DEXTER TWP
210058869	8/26/21 07:37 AM	C3355 - Civil Matter - Other	8000 BLOCK STONEHEDGE DR	DEXTER TWP
210058896	8/26/21 10:34 AM	C3355 - Civil Matter - Other	8000 BLOCK STONEHEDGE DR	DEXTER TWP
210059226	8/27/21 14:26 PM	C3145 - Property Damage Traffic Crash PDA	DEXTER PINCKNEY RD / NORTH TERRITORIAL RD	DEXTER TWP
210059232	8/27/21 14:42 PM	C3804 Animal Complaint	4800 BLOCK DEXTER PINCKNEY	DEXTER TWP
210059264	8/27/21 16:45 PM	C3730 - Traffic Complaint / Traffic Miscellaneous A Comple	DEXTER PINCKNEY RD / WYLIE RD	DEXTER TWP
210059270	8/27/21 17:00 PM	2404 - Vehicle Theft UDAA (reported by your jurisdiction) [2	3000 BLOCK N LIMA CENTER RD	DEXTER TWP
210059297	8/27/21 18:53 PM	C3702 Traffic Complaint / Road Hazard	14100 BLOCK RIKER RD	DEXTER TWP
210059318	8/27/21 19:45 PM	L6199 BOL - Be on the Lookout - WD	NORTH TERRITORIAL RD / DEXTER PINCKNEY RD	DEXTER TWP
210059320	8/27/21 19:50 PM	8041 - Operating Under the Influence of Alcohol / Liquor O	DEXTER PINCKNEY RD / WYLIE RD	DEXTER TWP
210059455	8/28/21 08:32 AM	L3597 Non Terminal - WD	9400 BLOCK PORTAGE LAKE AVE	DEXTER TWP
210059482	8/28/21 11:53 AM	C3330 - Assist Other Law Enforcement Agency	8800 BLOCK NORTH TERRITORIAL RD	DEXTER TWP

Dexter Township Monthly Report

INCIDENT	DATE/TIME	CFS Verified Offense	ADDRESS	CITY
210059508	8/28/21 14:08 PM	L3597 Non Terminal - WD	8500 BLOCK ISLAND LAKE RD	DEXTER TWP
210059539	8/28/21 17:03 PM	C3336 Assist Citizen	1LKHALFMOON	DEXTER TWP
210059559	8/28/21 18:00 PM	C3155 - Personal Injury Traffic Crash PIA	NORTH TERRITORIAL RD / HANKERD RD	DEXTER TWP
210059596	8/28/21 20:17 PM	C3702 Traffic Complaint / Road Hazard	12400 BLOCK NORTH TERRITORIAL RD	DEXTER TWP
210059609	8/28/21 20:43 PM	C2999 - All Other Traffic Offenses	NORTH TERRITORIAL RD / DEXTER TOWNHALL RD	DEXTER TWP
210059802	8/29/21 14:30 PM	L3597 Non Terminal - WD	9400 BLOCK HIDDEN LAKE CIR	DEXTER TWP
210059833	8/29/21 17:00 PM	C3730 - Traffic Complaint / Traffic Miscellaneous A Comple	HORSESHOE BND / DEXTER PINCKNEY RD	DEXTER TWP
210059838	8/29/21 17:18 PM	C3730 - Traffic Complaint / Traffic Miscellaneous A Comple	MCGREGOR RD / CANAL	DEXTER TWP
210059844	8/29/21 17:45 PM	C3730 - Traffic Complaint / Traffic Miscellaneous A Comple	MCGREGOR RD / HUNTLEY CV	DEXTER TWP
210059845	8/29/21 17:46 PM	C3702 - Traffic Complaint / Road Hazard	10200 BLOCK NORTH TERRITORIAL RD	DEXTER TWP
210059848	8/29/21 17:53 PM	C3730 - Traffic Complaint / Traffic Miscellaneous A Comple	MCGREGOR RD / CANAL	DEXTER TWP
210059873	8/29/21 18:58 PM	C3702 - Traffic Complaint / Road Hazard	DEXTER PINCKNEY RD / ALICE HILL DR	DEXTER TWP
210059875	8/29/21 19:05 PM	C3217 - Attempt Suicide Adult	4200 BLOCK CREWS CT	DEXTER TWP
210059886	8/29/21 19:54 PM	L6501 - Property Check / Directed Patrols - WD	2800 BLOCK MCKINLEY RD	DEXTER TWP
210059908	8/29/21 21:58 PM	C3702 Traffic Complaint / Road Hazard	GLENBROOK RD / HANKERD RD	DEXTER TWP
210059915	8/29/21 22:20 PM	L3597 Non Terminal - WD	5500 BLOCK HARTMAN CT	DEXTER TWP
210060121	8/30/21 16:45 PM	C3730 - Traffic Complaint / Traffic Miscellaneous A Comple	DEXTER PINCKNEY RD / PEACH MOUNTAIN LN	DEXTER TWP
210060134	8/30/21 17:10 PM	C3730 - Traffic Complaint / Traffic Miscellaneous A Comple	DEXTER PINCKNEY RD / STINCHFIELD WOODS RD	DEXTER TWP
210060136	8/30/21 17:15 PM	C3730 - Traffic Complaint / Traffic Miscellaneous A Comple	DEXTER PINCKNEY RD / BELL RD	DEXTER TWP
210060210	8/30/21 20:56 PM	C3357 - Protective Services Referral (CPS/APS)	9500 BLOCK PORTAGE LAKE AVE	DEXTER TWP
210060434	8/31/21 17:07 PM	C3730 - Traffic Complaint / Traffic Miscellaneous A Comple	DEXTER CHELSEA RD / N PARKER RD	DEXTER TWP

Dexter Township Monthly Report

INCIDENT	DATE/TIME	CFS Verified Offense	ADDRESS	CITY
210060458	8/31/21 18:09 PM	C3730 - Traffic Complaint / Traffic Miscellaneous A Comple	DEXTER PINCKNEY RD / MCGREGOR RD	DEXTER TWP
210060459	8/31/21 18:10 PM	C2999 - All Other Traffic Offenses	DEXTER TOWNHALL RD / NORTH TERRITORIAL RD	DEXTER TWP
210060468	8/31/21 18:40 PM	L6199 - BOL - Be on the Lookout - WD	NORTH TERRITORIAL RD / TOMA RD	DEXTER TWP

Into Area Time

For: 08/01/2021 thru 08/31/2021



Patrol Area	Reporting Area	Username	Location	Activity Category	Incident Number	Comments	Start Time	Duration in Minutes	Start Date
SCIO TWP	DEXTER TOWNSHIP	WDOISELG	NORTH TERRITORIAL RD	BACKUP DISPATCHED CALLS	210052115	ASSIST 731 (BAKER CAR) WITH ALARM OF LARGE BUILDINGS IN THE PARK (WALLACE)	00:20:00	30	8/3/2021
SCIO TWP	DEXTER TOWNSHIP	WDCAMPAGIORNIM	NORTH TERRITORIAL RD	BACKUP DISPATCHED CALLS	210052115	ASSIST OIC WITH CHECKING AREA, SGT.WALLACE	00:30:00	30	8/3/2021
SCIO TWP	DEXTER TOWNSHIP	WDFARSTL	ORCHARD	BACKUP DISPATCHED CALLS	210053276	back 735; assist to cps for removal of minor child; per sgt gebauer	08:06:00	72	8/7/2021
SCIO TWP	DEXTER TOWNSHIP	WDVANTUYLM	WYLIE RD/SUNDANCE TRL	BACKUP DISPATCHED CALLS	210053510	DISP. DISPATCHED PER SGT. GEBAUER TO ASSIST DEXTER CAR WITH PI ACCIDENT. STOOD BY AND ASSISTED WITH TRAFFIC CONTROL.	10:43:00	43	8/8/2021
SCIO TWP	DEXTER TOWNSHIP	WDCAMPAGIORNIM	RIDGE LINE CIR	BACKUP DISPATCHED CALLS	210053662	CANCELLED IN ROUTE, RESIDENTIAL ALARM, SGT.WALLACE	00:00:00	20	8/9/2021
SCIO TWP	DEXTER TOWNSHIP	WDCAMPAGIORNIM	N MEADOWS WAY	BACKUP DISPATCHED CALLS	210055595	BACK UP DEXTER UNIT FOR MEDICAL, CANCELLED IN ROUTE, SGT.RUSH	01:30:00	5	8/15/2021
SCIO TWP	DEXTER TOWNSHIP	WDBALLOUD	STONEHEDGE DR	BACKUP DISPATCHED CALLS	210058896	PER SGT. GEBAUER. SUBJECT ARRESTED FOR FA IN PAST. ON GOING ISSUE	10:45:00	95	8/26/2021
Sum:								295	



WASHTENAW COUNTY OFFICE OF THE SHERIFF



JERRY L. CLAYTON
SHERIFF

2201 Hogback Road ♦ Ann Arbor, Michigan 48105-9732 ♦ OFFICE (734) 971-8400 ♦ FAX (734) 973-4624 ♦ EMAIL sheriffinfo@ewashtenaw.org

MARK A. PTASZEK
UNDERSHERIFF

September 15, 2021

To: Diane Ratkovich, Dexter Township Supervisor
From: H. Eugene Rush, Sergeant
Through: Alan Hunt, Lieutenant
Cc: Keith Flores, Police Services Commander / Nancy Hansen, Captain
Re: August 1 – 31, 2021 Police Services Monthly Report

During the month of August there were 192 calls for service. During this time Deputies made 69 traffic stops issuing 13 citations.

Noteworthy events in Dexter Township during the last month include:

On August 2nd Deputies investigated a Larceny from Auto in the 8700 Block of Hankerd Road. Unknown suspect(s) stole the complainant's license plate from his vehicle. There are currently no suspect(s) or leads in the incident.

On August 6th Deputies assisted the Dexter Area Fire Department [DAFD] with a garage fire in the 9400 Block of Horseshoe Bend. There were no injuries however there was extensive fire damage to the garage. The cause of the fire is under investigation by the DAFD.

On August 11th Deputies responded to the 13000 Block of Island Lake Road for a Medical Emergency. Deputies arrived and found the 59-year-old resident deceased from apparent natural causes. The case is closed pending the death certificate review.

On August 17th Deputies proactively responded to 8100 Block of Stonehedge Road where contact was made with a 62-year-old resident who was subsequently arrested on outstanding warrant without incident.

On August 24th Deputies investigated an Identity Theft Fraud Complaint in the 4600 Block of Dexter Townhall Road. Unknown suspect(s) used the complainant's identity to open a bank account and attempted to steal money from that account. The suspect(s) were unsuccessful in withdrawing any funds. There are currently no suspect(s) or leads in the incident.

On August 27th Deputies conducted a traffic stop on a vehicle in the area of Dexter-Pinckney & Wiley Roads for a traffic violation. During the investigation the 67-Year-Old Pinckney Driver was arrested for Operating While Visibly Impaired [OWI]. The case is pending a toxicology report.

Banked Hours Update:

The collaboration accumulated 352 banked hours during the month of August. The banked hours were primarily generated as a result of vacant shifts. 228 banked hours were used to fill vacant shifts and for extra patrols. As of the end of August, the collaboration has a yearly banked hours balance of 433.75 hours.

Dexter Collaboration Out of Area / Into Area Time

- DWD Out of Area Time – 1066 minutes (Year to Date – 5537)
- Dexter Township Into Area Time – 295 minutes (Year to Date – 2535)



DEXTER TOWNSHIP MONTHLY POLICE SERVICES DATA

August 2021

JERRY L. CLAYTON
SHERIFF

Incidents	Month 2021	Month 2020	% Change	YTD 2021	YTD 2020	% Change
Traffic Stops	69	65	6%	219	341	-36%
Citations	13	20	-35%	83	95	-13%
Drunk Driving (OWI)	1	1	0%	3	8	-63%
Drugged Driving (OUID)	0	0	-	1	0	+
Calls for Service Total	192	170	13%	918	1105	-17%
Calls for Service (Traffic stops and non-response medicals removed)	104	86	21%	558	633	-12%
Robberies	0	0	-	0	0	-
Assaultive Crimes	1	2	-50%	9	8	13%
Home Invasions	0	0	-	0	1	-
Breaking and Entering's	0	0	-	1	0	+
Larcenies	1	1	0%	6	9	-33%
Vehicle Thefts	1	0	+	1	1	0%
Traffic Crashes	8	5	60%	43	61	-30%
Medical Assists	2	3	-33%	20	15	33%
Animal Complaints (ACO Response)	2	1	100%	4	3	33%
In/Out of Area Time	Month (minutes)	YTD (minutes)	+ = Positive Change - = Negative Change			
Into Area Time	295	2535				
Out of Area Time	1066	5537				
Investigative Ops (DB)	960	11880				
Secondary Road Patrol	85	843				
County Wide	0	2035				
	Hours Accum.	Hours Used	Balance			
Banked Hours	352	228	433.75			



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

Board of Trustees Meeting
ZOOM
June 23, 2021

1. Call to Order – Tony Iannelli, Chairperson

The meeting was called to order at 7:00 pm.

2. Roll Call and Introductions

City of Chelsea	Tony Iannelli – Present
Dexter Township	Michelle Stamboulellis – Present
Lima Township	Nanette Havens – Present
Lyndon Township	Bob Mester – Present
Lyndon Alternate	Kristina Martin – Present
Manchester Township	Krista Jarvis – Absent
Bridgewater Township	Vacant
Facility Manager	Marc Williams – Present
Recording Secretary	Janis Miller - Present

3. Approval of the Agenda

Motion by Mester, supported by Stamboulellis, to approve the agenda as presented.
Motion carried 4-0.

4. Approval of Minutes – Bob Mester, Secretary

Motion by Mester, supported by Stamboulellis, to approve the May 26, 2021 minutes as presented.
Motion carried 4-0.

5. Public Comment – None.

6. Treasurer's Report – Nanette Havens, Treasurer

a. Bond	Interest \$3.10	Balance \$467,089.63
b. Operating	Interest \$123.40	Balance \$440,795.83
c. General		Balance \$312,748.02
With 6/23 deposit from Operating Account		Balance \$543,699.00

Discussion: Treasurer Havens asked for \$225,000 from the County, out of the Operating Account, and it was deposited today; Financial Reports from Audrey for December 2020, January, February, and March 2021; Workers Comp. Insurance; FastTemps past due invoices, and who is Bob Redding.

Motion by Havens, supported by Mester to authorize payment of bills for May 25, 2021 through June 23, 2021, in the amount of \$46,624.72. Motion carried 4-0.

7. Facility Manager's Report – Marc Williams**A. Volume and Revenue Report**

- i. 450 Tons processed (baler overheating) resulted in less bales pr day.
- ii. Deposits \$122,199.07
- iii. Revenue up \$193,956.08
- iv. Bills up \$100,271.28
- v. News and OCC up \$5 per ton (most experts think OCC will top out at \$120 a ton this year)
Three paper mills, closed in 2019, have reopened this year. OCC was \$25 a ton in January 2020.
- vi. HDPE NAT plastic up \$180 to \$1,172 per ton
- vii. HDPE up \$200 per ton
- viii. PET up \$60 per ton
- ix. Brightmark is building a mixed (1-7 plastic) plastic facility in Georgia that will handle 800 million pounds a year. The facility will be fully operational in 2023. The plastic will be recycled into fuel.
- x. Tin down \$25 a ton

B. Operating Status of Facility and Single Stream System

- i. Installed new thermostat for baler
- ii. Repaired OCC screen
- iii. Baler repairs are still on schedule for August 17, 2021

Still needs to be done

Replace rubber catch guard on C-10 line and C-15 line.

C. Equipment Update

- i. 2019 Mack – oil filters on back order (five weeks and still no filters)
- ii. 2003 CCC trash truck – removed old starter and sent to be rebuilt.
- iii. 2013 Bobcat – repaired cracked clam bucket.
- iv. 2007 Sterling – replaced two leaking airbags on the suspension.
- v. 2007 Sterling – replaced AC condenser.
- vi. 2007 Sterling – fuel leak and had to be towed
- vii. 2005 Sterling – four tires

Replacement Needs

Front end loader

Forklift

Roll-off truck

The 2001 International will replace the 2003 CCC backup.

D. Staff and Labor Update

- i. One staff member was off for an extended period due to death of mother.
- ii. One staff member was off with broken ribs after falling at home.
- iii. One staff member was off with babysitter issues.

E. Contracted Recycling Collectors Update

- i. No changes

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- ii. New trucking company for our fibers; L.C. Howard will need every load ready by 11am. Reason for switch was paper transport raised their rates 30%, or nearly \$3,000 a month.

F. Grant Update

- i. Install schedule start September 1, 2021, completed September 6, 2021

Actions completed by WWRA

Send out revised specs.
Confirmed by Electrical.
Internet MEC
Move storage Tank.
Move bins stored by access point.
Switch sorting bunkers
Remove everything from under sorting platforms.
Conduit has been run just need to run wires and ethernet cable
Electrical box has been run.

Remaining Actions

Purchase upgraded Pneumatic air compressor (see proposal)
Move Water Line
Move waste oil burner.
Update Insurance
Remove wall for installation.
Clean conveyor pit for safety

The equipment we rent will be for one month; this will be used in removal of baler ram and cylinder removal and reinstallation of wall It will be used by MachineX. MachineX will give WWRA spare parts for Samurai. And a proposal for the air requirements.

8. New Business

A. Theo Eggermont

Reported that June 2, 2021 the Board of Commissioners approved the assessment for 2022 – 2027. A public hearing is scheduled for June 29, 2021 via Zoom. There is a grant to reduce contamination and improve signage at the drop-off stations.

B. Audit

Favorable audit and noted the facility is run well.

C. Air Compressor Proposal

Discussion of different air compressors and cost: 2019 quote from Quincy for a rotary screw air compressor at \$9,171.67. Kaiser SX 7.5 rotary screw air compressor at \$11,300.00. Ingersoll Rand R-11 rotary screw air compressor at \$15,510.00. Discussion of use and recommendation by Marc that the Ingersoll Rand was good quality, serviceable, 2-4 weeks lead time for ordering, and had no outstanding issues after 7-9 years of service.

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Motion by Iannelli, supported by Mester, to authorize Facility Manager Marc Williams to purchase a Kaiser SX 7.5 rotary screw air compressor, at the price of \$11,300.00, with delivery before September 1, 2021, for the SamurAI Robot installation. Motion carried 4-0.

D. AI Robot installation schedule

Install will start Wednesday September 1st. Test material will run Sunday, September 5th and finishing the installation on Monday, September 6th. Last payment to MachineX is due August 4th, prior to shipment. WWRA receives roughly 44% reimbursement from the EGLE Grant. The air compressor and electrical upgrade will be submitted on the next quarterly report to EGLE.

Motion by Mester, supported by Iannelli, to authorize an August 4th payment to MachineX, in the amount of \$218,991.50, prior to the installation. Motion carried 4-0.

E. Return to in-person meetings

Motion by Iannelli, supported by Mester, to conduct the August 25, 2021 WWRA Board meeting in person at the Chelsea City Council Chambers. Motion carried 4-0.

9. Public Comment – None

10. Future Agenda Items

11. Adjournment

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

Adjournment at 8:30 pm

Next regularly scheduled meeting of the WWRA Board of Trustees will be Wednesday, August 25, 2021 at 7:00 P.M. at the City of Chelsea Council Chambers.

Bob Mester
WWRA Secretary

Janis Miller
Recording Secretary

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