

DEXTER TOWNSHIP

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SUPERVISOR
MICHELLE
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CLERK
MARIS METZ
TREASURER
JEFF MCDOLE
LAURA SANDERS
KAREN SIKKENG
KAREN NOLTE
TRUSTEES

Board of Trustees – Meeting Agenda
First Public Hearing for the 2022/2023 Budget
Dexter Township Board of Trustees – Regular Meeting
Tuesday, February 15, 2022
6:00 PM

1. Call to Order
2. Pledge of Allegiance
3. Roll Call/Supervisor's Remarks / Conflict of Interest Check
4. 1st Call for Public Comment: *(Please state your name and address and limit comments to 3 minutes. The Board may entertain public comments on agenda items as they come up for discussion.)*
5. Approval of the Agenda
6. Approval of the Minutes
 - A. Tuesday, January 18, 2022 Regular Township Board Meeting
 - B. Tuesday, January 19, 2022 Special Township Board Meeting
7. Reports (Oral presentation)
8. New Business
 - A. Resolutions
 - i. #22-638 – Initiate Resolution to Renew the Lower Huron River Chain of Lakes Improvement Project
 - ii. #22-639 – Initiate Resolution to Renew the North Lake Improvement Project
 - iii. #22-640 – Payroll and
 - iv. #22-641 – DPZ Software Funding
 - B. Letter of Support and Commitment – Single Hauler Solid Waste Providers
 - C. Discussion of Staff Evaluations – Self/Supervisor and Final
 - D. Discussion and Approval of 2022 Clean Up Days
9. Authorization of Payments
 - A. General, Fire, Police, Fire Sub-Station, Multi-Lakes Enterprise & Agency Fund Payments – Michelle Stamboulellis – *Second run to be distributed at Board meeting*
10. 2nd Call for Public Comment
11. Other Issues, Comments and Concerns of Board Members & Staff
12. Future Agenda Items
 - A. Second Public Hearing for the Budget – March 15, 2022
13. Adjournment
14. The next regularly scheduled monthly meeting of the Dexter Township Board is:

Tuesday, March 15, 2022

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
 4. Trustees' Report
 5. Assessor's Report – (No Report)
 6. **Director of Planning & Zoning Report / Zoning Board of Appeals Report**
 7. Planning Commission Report
 8. Personnel Policy Committee Report – (No report)
 9. **Open Space and Land Preservation Report – Approved minutes from 1/6/22**
 10. Dexter Township Senior Center Report
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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 (Draft Minutes and FY Budget)
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.

**DEXTER TOWNSHIP
APRIL 1, 2022 TO MARCH 31, 2024
OPERATING AND CAPITAL BUDGET**

PROPOSED TO BOARD

FOR PUBLIC HEARINGS IN FEBRUARY 2022 & MARCH 2022

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BUDGET FAQS

DEFINITIONS

- **Budget** - a plan that appropriates money for certain activities
- **Appropriations** - earmark dollars for certain potential uses. Appropriations are not necessarily an authority to spend. At the time of purchase of the goods or services the governing body revisits the decisions
- **Balanced Budget** - Expenses must be less than current revenues *plus* existing reserves
- **Intergeneration Equity** - tax dollars collected today are to be spent on services for the taxpayer who paid those dollars. They are not to be saved to benefit future taxpayers
- **Operating Budget** - dollars used for normal, recurring or one time services that support ongoing operations
- **Capital Budget** - dollars used on assets that last for multiple years
- **Fund Balance** - taxpayer dollars collected from prior years that were not spent
- **Zero Based Budgeting** - all expenses must be justified and approved for each new period. Does not build upon prior budget but evaluates each service to determine actual need and actual cost.
- **ARPA** - American Rescue Plan Act. Funds received from the Federal Government to assist local governments in providing services.

TAXPAYER SERVICE INITIATIVES

- Recycling Service improvements funded
- Two clean-up days funded
- Single hauler Trash service to be researched
- Road Repairs Identified, Funded and Coordination with County implemented
- Audio Visual equipment improvements identified and funded for better recording of board meetings
- Open Space Land Preservation
- Broadband access improvements funded
- Critical Sewer Infrastructure Capital Repairs and Maintenance Funded

BUDGET PROCESS IMPROVEMENTS

- Taxpayer services prioritized during strategic planning discussions
- Minimum Fund Balance Policy adopted by this board. Anything in excess of the minimum requirements available to spend on services to benefit existing taxpayers
- 5 Year Capital plan adopted by this board.
- Zero-based budgeting implemented.
- Improved Readability and Transparency for financial reports by implementing upgraded accounting and financial reporting actions

Dexter Township
April 1, 2022 to March 31, 2023
Operating and Capital Budget

BUDGET INITIATIVES

TAXPAYER SERVICES AND OPERATIONAL AND CAPITAL INITIATIVES	TYPE	BUDGET	BUDGET IMPACT					
			FY2022	FY2023	FY2024	FY2025	FY2026	FY2027
Recycling Signage & Operations	Non-Recurring	Operations		10,000				
Road Improvements	Non-Recurring	Capital	270,000	600,000	600,000	600,000	600,000	330,000
Road Committee	Recurring	Operations		3,500	3,500	3,500	3,500	3,500
Hire Open Space Consultant	Recurring	Operations	15,000	15,000	7,500	7,500	7,500	7,500
Private Land Owner Land Management Programs	Non-Recurring	Operations		10,000				
Open Space Land Preservation Initial Funding	Non-Recurring	Capital		300,000				
Master Plan - include Single Hauler Trash in Questionnaire	Non-Recurring	Operations	60,000	-				
Single Hauler Trash RFP	Non-Recurring	Operations		3,000				
Provide Life and disability benefits for staff to cover serious illness or injury	Recurring	Operations		21,600	21,600	21,600	21,600	21,600
Engineering study to expand customer base for sewer services	Non-Recurring	Capital		20,000				
Multi Lakes Capital Improvements	Non-Recurring	Capital	154,000	-				
Technological Upgrades - Purchase BS&A Financial Suite Payroll and Planning Modules	Non-Recurring	Capital		17,000				
Architectural Review of Township Hall	Non-Recurring	Capital		25,000				
Comprehensive Training Schedule for Staff Education	Recurring	Operations		14,650	25,000	20,000	20,000	20,000
Broadband	Non-Recurring	Capital		300,000				
Dexter Township Brand	Non-Recurring	Operations			20,000			
Contingency Reserve for Future Wage Discussion	Non-Recurring	operations		15,000				
Total			229,000	741,250	74,100	49,100	49,100	49,100
Non-Recurring			484,000	1,285,000	620,000	600,000	600,000	330,000
Recurring			15,000	69,750	57,600	52,600	52,600	52,600
Total			499,000	1,354,750	677,600	652,600	652,600	382,600

RECORDKEEPING & PROCESS CHANGES

Establish MultiYear Capital Budget
 Establish Minimum Fund Balance Policy
 New Dept 267 'Legal and Professional'
 Combine Dept 413 'Ordinance Admin' Dept 413 into Dept 400 'Planning and Zoning Administration'
 Combine Dept 426 'Emergency Preparedness' into Dept 265 'Buildings & Grounds'
 Corrected Use 'Capital Outlay' - Dept 901
 Split Dues and Professional Development into 2 different account numbers 861.000 & 863.000
 Recording Secretary charged in full to Clerk Dept

GENERAL FUND

FUND 101

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Dexter Township
April 1, 2022 to March 31, 2023
Operating and Capital Budget

Fund 101- GENERAL FUND

The General Fund of the Township finances the main operating activities of the Township.

Property taxes and shared revenue from the state sales tax collections comprise 89% of the revenues for the township's general fund.

Fiscal Year 2023 includes a planned use of reserves for non recurring capital expenditures that will benefit taxpayers for many years. The capital appropriations are the year one of the capital improvement plan.

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Dexter Township
April 1, 2022 to March 31, 2023
Operating and Capital Budget

Fund 101- GENERAL FUND WAGE DETAIL

	Dept	Annual Salary	Hourly Wage	Wkly Hours	Annual Hours	Total Wages	Taxes and Benefits	Total Wages, Taxes and Benefits
Trustee	101	\$6,180.00				\$24,720.00	\$1,891.08	\$26,611.08
Supervisor	171	\$37,140.00				\$37,140.00	\$5,441.21	\$42,581.21
Clerk	215	\$37,140.00				\$37,140.00	\$5,116.21	\$42,256.21
Deputy Clerk			\$25.00	20	1,040	\$26,000.00	\$4,264.00	\$30,264.00
Recording Secretary			\$20.00	10	494	\$9,880.00	\$755.82	\$10,635.82
Election Management	216		\$25.00	6	312	\$7,800.00	\$596.70	\$8,396.70
Election Chair			\$15.00		124	\$1,860.00	\$142.29	\$2,002.29
Election Worker			\$12.00		1080	\$12,960.00	\$991.44	\$13,951.44
Treasurer	253	\$37,140.00				\$37,140.00	\$5,116.21	\$42,256.21
Deputy Treasurer			\$25.00	24	1,248	\$31,200.00	\$4,661.80	\$35,861.80
Support Staff - Part Time	294		\$25.00	20	1,040	\$26,000.00	\$8,589.00	\$34,589.00
Support Staff - Full Time	294	\$60,000.00				\$60,000.00	\$33,590.00	\$93,590.00
DZP Salary	400	\$76,442.04				\$76,442.04	\$21,205.50	\$97,647.54
Ord Officer	400		\$25.00	24	1,248	\$31,200.00	\$4,986.80	\$36,186.80
PER Diem								
PC Chair	400		\$100.00		18	\$1,800.00	\$137.70	\$1,937.70
PC Member	400		\$75.00		18	\$8,100.00	\$619.65	\$8,719.65
ZBA Chair	412		\$100.00		8	\$800.00	\$61.20	\$861.20
ZBA Member	412		\$75.00		8	\$2,400.00	\$183.60	\$2,583.60
Board of Review	247		\$100.00		6	\$1,800.00	\$137.70	\$1,937.70
Land Pres. Chair	F245		\$100.00		12	\$1,200.00	\$91.80	\$1,291.80
Land Pres. Member	F245		\$75.00		12	\$5,400.00	\$413.10	\$5,813.10
Dexter Area Fire Dept.	F206		\$75.00		12	\$1,800.00	\$137.70	\$1,937.70
Western Wash. Rec. Auth.	294		\$75.00		12	\$900.00	\$68.85	\$968.85
Wash. County Broadband	294		\$75.00		12	\$900.00	\$68.85	\$968.85
Township Broadband	294		\$75.00		12	\$3,600.00	\$275.40	\$3,875.40
Chelsea Area Cons. Agency	294		\$75.00		12	\$900.00	\$68.85	\$968.85
						\$449,082.04	\$99,612.46	\$548,694.50

Dexter Township
April 1, 2022 to March 31, 2023
Operating and Capital Budget

Fund 101- GENERAL FUND

DESCRIPTION	2020-21 ACTIVITY	2021-22 AMENDED BUDGET	2021-22 ACTIVITY THRU 12/31/21	2021-22 PROJECTED ACTIVITY	2022-23 PROPOSED BUDGET
ESTIMATED REVENUES					
CURRENT PROPERTY TAXES	336,070	339,885	340,327	340,000	351,558
PY PROPERTY TAX ADJ/COLLECTIONS	649	9,196	3,897	4,150	
PROPERTY TAX ADMIN FEE	174,511	221,316	222,440	222,000	229,781
LICENSES & PERMITS	9,270	10,000	9,100	9,300	10,000
PLANNING REVENUES	1,775	3,000	2,360	3,000	3,000
ZBA REVENUES	4,050	3,000	1,400	1,600	3,000
LAND DIVISION REVENUES	2,053	500	1,900	1,900	500
PLANNING DEPOSITS		6,000			
LAND DIVISION DEPOSITS		100	250		
PRIVATE ROAD DEPOSITS		100			100
STATE SHARED REVENUE	534,828	529,910	514,694	600,000	600,000
CHARGES FOR SERVICES	8,733	9,000	8,728	9,000	9,000
PRIVATE ROAD APPL			1,300	1,300	
FINES AND FORFEITS	3,477	5,000	4,404	4,500	5,000
INTEREST INCOME	15,740	10,000	1,216	1,500	5,000
6900 DEXTER PINCKNEY HOUSE	15,450	13,500	11,600	16,000	15,000
FIRE SUB STATION	4,216	2,000	1,418	1,500	2,000
REFUNDS & REIMBURSE	17,275	12,000	1,745		
PLANNING REIMBURSEMENTS	525				
MISC	9,338	500	2,427	2,400	500
CABLE TV FRANCHISE	55,543	52,000	26,662	55,000	55,000
AT&T/MICH BELL FRANCHISE	771	800	13,390	13,500	15,000
RECYCLE/CLEANUP DAY REVENUE			1,055	1,100	1,000
DONATION FROM PRIVATE PARTY	315				
TELECOM ACT	10,959	8,500	9,627	9,600	10,000
TOTAL ESTIMATED REVENUES	1,205,548	1,236,307	1,179,940	1,297,350	1,315,439

APPROPRIATIONS

Dept 101 - TRUSTEE

SALARY & WAGES	24,720	25,462	18,025	25,462	24,720
FICA/MED MATCH					1,900
TRAVEL & TRANSPORTATION	63	500	41	500	3,000
PROF DEVELOPMENT	718	1,000	110	1,000	5,200
MISC		100		100	100
	25,501	27,062	18,176	27,062	34,920

Dept 171 - SUPERVISOR

SALARY & WAGES	37,142	38,256	27,857	37,140	37,140
LIFE AND DISABILITY					2,400
FICA/MED MATCH					2,900
SUPPLIES		500	395	500	500
TRAVEL & TRANSPORTATION		500		500	750
PROF DEVELOPMENT	204	500	147	500	1,300

Dexter Township
April 1, 2022 to March 31, 2023
Operating and Capital Budget

Fund 101- GENERAL FUND

DESCRIPTION	2020-21 ACTIVITY	2021-22 AMENDED BUDGET	2021-22 ACTIVITY THRU 12/31/21	2021-22 PROJECTED ACTIVITY	2022-23 PROPOSED BUDGET
MISC		500		500	500
	37,346	40,256	28,399	39,140	45,490
Dept 209 - ASSESSOR					
ASSISTANT WAGES	1,181	91	46	91	
SUPPLIES	133	200		200	200
POSTAGE	1,481	2,500	216	2,500	2,500
CONTRACTED SERVICE WAGES	63,860	65,620	43,747	65,620	66,000
CONTRACTED SERVICES	3,412	3,700	235	3,700	
TRAVEL & TRANSPORTATION		800		800	
PROF DEVELOPMENT	326	1,300		1,300	
INFO SYSTEM HDW-ASSESSING	780				
	71,173	74,211	44,244	74,211	68,700
Dept 215 - CLERK					
SALARY & WAGES	37,142	38,256	28,007	37,140	37,140
DEPUTY WAGES	23,242	35,980	23,287	30,000	26,000
RECORDING SECRETARY	1,260	2,900	3,717	6,000	10,000
LIFE AND DISABILITY					4,200
FICA/MED MATCH					6,000
SUPPLIES	300	900	265	900	900
POSTAGE	331	500	115	500	500
TRAVEL & TRANSPORTATION	(365)	1,500		500	1,650
PROF DEVELOPMENT	475	1,800		1,800	4,050
DUES				200	200
MISC		500		500	500
	62,385	82,336	55,391	77,540	91,140
Dept 216 - ELECTION					
ELECTION WORKER WAGES	12,381	500			12,000
ELECTION MANAGEMENT	10,775	2,000		1,000	7,500
CLERICAL WAGES	1,582				
FICA/MED MATCH					2,000
SUPPLIES	4,958	2,200		2,200	5,000
POSTAGE	3,937	2,000			5,000
TRAVEL & TRANSPORTATION	810	200			1,000
PROF DEVELOPMENT		500			500
PRINTING/PUBLISHING	1,156	1,000			1,500
MISC	350				
EQUIPMENT	2,845	13,960	12,992	13,960	10,000
	38,794	22,360	12,992	17,160	44,500
Dept 228 - INFORMATION TECHNOLOGY					
CONTRACTED SERVICES	17,129	27,080	13,357	20,000	20,000
MISC	558	1,500		500	
INFO SYSTEM HDW			55		
INFO SYST SFTWR	482	500	225	500	1,500

Dexter Township
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Fund 101- GENERAL FUND

DESCRIPTION	2020-21 ACTIVITY	2021-22 AMENDED BUDGET	2021-22 ACTIVITY THRU 12/31/21	2021-22 PROJECTED ACTIVITY	2022-23 PROPOSED BUDGET
<i>OFFICE 365 EMAIL AND CALENDAR SUBSCRIPTION - upgraded communication service</i>					
	18,169	29,080	13,637	21,000	21,500
Dept 247 - BOARD OF REVIEW					
CLERICAL WAGES	655	1,000	461	1,000	
PER DIEM	1,920	1,700	175	1,700	1,800
FICA/MED MATCH					150
SUPPLIES	115	350		350	150
TRAVEL & TRANSPORTATION		100		100	
PROF DEVELOPMENT	483				1,850
PRINTING/PUBLISHING	300				
MISC		300		300	
	3,473	3,450	636	3,450	3,950
Dept 253 - TREASURER					
SALARY & WAGES	37,142	38,256	27,857	37,140	37,140
DEPUTY WAGES	26,805	26,033	16,012	25,000	31,200
LIFE AND DISABILITY					4,200
FICA/MED MATCH					5,300
SUPPLIES	719	1,000	2,133	3,000	2,500
POSTAGE	3,092	3,750	2,492	3,750	3,750
CONTRACTED SERVICES	4,264	4,500	2,301	500	4,500
TRAVEL & TRANSPORTATION	311	500		500	1,200
PROF DEVELOPMENT	985	1,000	75	500	3,060
DUES				200	200
PRINTING/PUBLISHING			355	3,000	
BANK CHARGE-FOR TAXES	1,181	2,500	1,948	2,500	2,500
INFO SYSTEM HDW	1,568		864	900	
INFO SYST SFTWR	32	5,000	3,655	3,700	1,000
	76,099	82,539	57,692	80,690	96,550
Dept 265 - BUILDING & GROUNDS					
SUPPLIES	480	700	462	700	700
UTILITIES	6,659	9,000	4,605	9,000	7,500
MISC	655	1,000	32	1,000	1,000
MAINTENANCE	25,178	11,000	9,251	11,000	12,000
CAPITAL IMPROVEMENT	338	500	311	500	
JANATORIAL	7,445	8,900	5,323	8,900	8,900
	40,755	31,100	19,984	31,100	30,100
Dept 266 - 6900 DEXTER-PINCKNEY HOUSE					
INSURANCE	334	1,000	334	500	1,000
UTILITIES		300			
MISCELLANEOUS EXPENDITURE-TAX	5,507	5,507	1,050	5,800	6,000
MISC		2,000			2,000
MAINTENANCE	2,013	4,700	897	4,700	4,000
	7,854	13,507	2,281	11,000	13,000

Dexter Township
April 1, 2022 to March 31, 2023
Operating and Capital Budget

Fund 101- GENERAL FUND

DESCRIPTION	2020-21 ACTIVITY	2021-22 AMENDED BUDGET	2021-22 ACTIVITY THRU 12/31/21	2021-22 PROJECTED ACTIVITY	2022-23 PROPOSED BUDGET
Dept 267 - LEGAL AND PROFESSIONAL					
ATTORNEY					20,000
AUDITOR					16,000
CONTRACTED SERVICES					36,000
ARCHITECTURAL REVIEW OF TWP HALL					25,000
LAND MANAGEMENT - PRIVATE LAND OWNER					10,000
SINGLE TRASH HAULER RFP					1,000
ENGINEERING					30,000
EXPAND CUSTOMER BASE FOR SEWER SERVICES					
ACCOUNTING & FINANCE					12,000
LEGAL PROFESSIONAL COST ALLOCATION					(13,600)
ALLOCATE HALF COST BASED ON TOTAL REVENUES.					
F206 18% OF LEGAL/ACCTG/AUDIT					(8,600)
F207 15.5% OF LEGAL/ACCTG/AUDIT					(5,000)
					100,400
Dept 270 - FIRE SUB-STATION PROPERTY					
INSURANCE	3,000	3,300	3,190		
MISC	43	55,000	11,830		
MAINTENANCE	9,055	15,000	7,810		
	12,098	73,300	22,830		Properly charged to the Fire Millage
Dept 276 - CEMETERY					
MISC	44	1,000		1,000	500
MAINTENANCE	1,138	4,800	1,900	3,000	5,000
	1,182	5,800	1,900	4,000	5,500
Dept 294 - GENERAL GOVERNMENT					
SALARY & WAGES - FT					60,000
CLERICAL WAGES	535	3,200	217		
OFFICE MANAGER WAGES	46,612	67,517	38,811	64,000	26,000
ASSISTANT WAGES	240				
PER DIEM	2,800	9,700	4,650	7,000	6,300
LIFE AND DISABILITY					4,800
FICA/MED MATCH	15,813	27,100	18,004	25,000	6,700
RETIREMENT PLAN	25,385	28,000	20,484	27,400	30,400
SUPPLIES	4,263	6,500	1,941	3,000	7,000
POSTAGE	420	800	208	800	800
TELEPHONE	3,720	4,800	3,492	4,800	4,800
ATTORNEY	8,596	27,000	16,698	35,000	
AUDITOR	15,500	20,000		20,000	
CONTRACTED SERVICES	11,633	14,450	8,981	14,450	8,000
ACCOUNTING & FINANCE		15,000	18,006	23,000	
INSURANCE		19,500	13,885	16,000	18,000
TRAVEL & TRANSPORTATION	10	300	74	300	
PROF DEVELOPMENT	10,029	11,700			

Dexter Township
April 1, 2022 to March 31, 2023
Operating and Capital Budget

Fund 101- GENERAL FUND

DESCRIPTION	2020-21 ACTIVITY	2021-22 AMENDED BUDGET	2021-22 ACTIVITY THRU 12/31/21	2021-22 PROJECTED ACTIVITY	2022-23 PROPOSED BUDGET
DUES			8,205	11,700	11,700
PRINTING/PUBLISHING	4,887	4,500	4,374	6,000	4,500
MISC	3,702	7,500	3,706	4,000	5,000
BANK CHARGE	1,832	2,600	140	500	
CONTINGENCY					15,000
INFO SYST SFTWR			3,135	3,200	5,000
<i>BS&A PAYROLL MODULE</i>	155,977	270,167	165,011	266,150	214,000
Dept 400 - PLANNING & ZONING ADMINISTRATION					
SALARY & WAGES - FT					76,500
CLERICAL WAGES	2,472	5,000	706	1,000	
OFFICER WAGES					31,200
PER DIEM	8,025	9,900	3,550	5,500	9,900
HEALTH INSURANCE			2,773	7,000	8,400
LIFE AND DISABILITY					6,000
FICA/MED MATCH					9,000
RETIREMENT PLAN				300	3,100
SUPPLIES		100		100	1,000
POSTAGE	154	200	54	200	300
ATTORNEY	663	3,000	3,835	19,000	
PLANNER	19,325	21,970	12,216	21,970	
ENGINEERING	1,448	6,000	1,995	6,000	
PLANNING CONSULTANT	5,538	20,000	728	60,000	3,000
<i>TRASH HAULER QUESTION W MASTER PLAN PROCESS</i>					
TRAVEL & TRANSPORTATION		500		500	500
PROF DEVELOPMENT	730	2,000	286	2,000	4,520
DUES				300	300
PRINTING/PUBLISHING	700	1,200	373	1,200	1,200
MISC		1,000	743	1,000	1,000
INFO SYST SFTWR					12,000
<i>BS&A BUILDING MODULE</i>	39,055	70,870	27,259	126,070	167,920
Dept 412 - ZONING BOARD OF APPEALS					
CLERICAL WAGES	1,341	1,000	738	1,000	
PER DIEM	2,725	2,800	1,910	2,800	3,200
FICA/MED MATCH					250
SUPPLIES	579	700		700	700
POSTAGE	104	500	95	500	100
ATTORNEY	3,187	3,000	3,511	3,000	
PLANNING CONSULTANT	11,595	7,683	4,279	7,683	
TRAVEL & TRANSPORTATION		150		150	
PROF DEVELOPMENT	152	200	36	200	
PRINTING/PUBLISHING	1,000	2,500	873	1,000	
	20,683	18,533	11,442	17,033	4,250

Dexter Township
April 1, 2022 to March 31, 2023
Operating and Capital Budget

Fund 101- GENERAL FUND

DESCRIPTION	2020-21 ACTIVITY	2021-22 AMENDED BUDGET	2021-22 ACTIVITY THRU 12/31/21	2021-22 PROJECTED ACTIVITY	2022-23 PROPOSED BUDGET
Dept 413 - ORDINANCE ADMIN					
SALARY & WAGES - FT	46,381	52,739	43,881	52,739	Combined into Planning and Zoning Department for greater Transparency and Readability on Employee Total Costs
CLERICAL WAGES	144	1,000		1,000	
OFFICER WAGES	17,487	28,000	18,106	28,000	
RETIREMENT PLAN			510		
SUPPLIES		300		300	
POSTAGE	127	500	55	500	
ATTORNEY	3,111	5,000	5,904	12,000	
ENGINEERING		6,000		6,000	
TRAVEL & TRANSPORTATION	1,065	2,000	861	1,000	
PROF DEVELOPMENT	228	1,000			
PRINTING/PUBLISHING		100			
	68,543	96,639	69,317	101,539	
Dept 426 - EMERGENCY PREPAREDNESS					
INSURANCE	1,068				Expense added to Building Maintenance
MAINTENANCE	7,917				
CAP IMPR FACILITY			5,425	5,500	
	8,985		5,425	5,500	
Dept 445 - DRAINS - PUBLIC BENEFIT					
AT LARGE DRAINS	2,159	3,000		3,000	3,000
	2,159	3,000		3,000	3,000
Dept 446 - ROADS					
PER DIEM					3,200
FICA/MED MATCH					300
CONTRACTED SERVICES	59,570	73,000	44,057	343,000	60,000
	59,570	73,000	44,057	343,000	63,500
Dept 447 - PRIVATE ROADS					
ATTORNEY		500		500	
ENGINEERING		500		500	
		1,000		1,000	
Dept 526 - LANDFILL					
CHEL LANDFILL CONT	5,703	7,200	12,604	7,200	13,000
	5,703	7,200	12,604	7,200	13,000
Dept 774 - COMMUNITY SERVICE SUPPORT					
DEXTER SENIOR CITIZENS, INC	3,000	3,000	3,000	3,000	3,000
CHELSEA SENIOR CITIZENS	3,000	3,000	3,000	3,000	3,000
CS DEXTER HISTORICAL	250	250	250	250	250
WASHTENAW AREA VALUE TRANSIT	11,800	16,700	11,800	16,700	16,700
COMMUNITY CLEAN UP PROGRAMS			3,513	2,500	10,000
BUILDING IMPROVEMENTS		7,500	4,124	7,500	7,500
	18,050	30,450	25,687	32,950	40,450

Dexter Township
April 1, 2022 to March 31, 2023
Operating and Capital Budget

Fund 101- GENERAL FUND

DESCRIPTION	2020-21 ACTIVITY	2021-22 AMENDED BUDGET	2021-22 ACTIVITY THRU 12/31/21	2021-22 PROJECTED ACTIVITY	2022-23 PROPOSED BUDGET
<hr/>					
Dept 851 - INSURANCE					
INSURANCE	12,438				
	12,438				
					<i>Expense added to General Govt and Building Maintenance</i>
Dept 901 - CAPITAL IMPROVEMENTS/INFRASTRUCTURE					
ROAD IMPROVEMENTS		270,000			600,000
<i>5 YEAR ROAD PLAN</i>					
BROADBAND INFRASTRUCTURE					78,002
<i>GFUND + ARPA = \$300K RESERVE FOR BROADBAND</i>					
INFO COMMUNICATION SYSTEMS					20,000
<i>TOWNSHIP MEETING ROOM AV SYSTEM</i>					
		270,000			698,002
<hr/>					
Dept 965 - OTHER FINANCING USES					
TRANSFER TO OPEN SPACE		30,000	511	30,000	
		30,000	511	30,000	
	785,992	1,355,860	639,475	1,319,795	1,759,872
<hr/>					
NET REVENUES/APPROPRIATIONS	419,556	(119,553)	540,465	(22,445)	(444,433)
BEGINNING FUND BALANCE	3,441,766	3,861,328	3,861,328	3,861,328	3,838,883
ENDING FUND BALANCE	3,861,322	3,741,775	4,401,793	3,838,883	3,394,450

FIRE FUND

FUND 206

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Dexter Township
April 1, 2022 to March 31, 2023
Operating and Capital Budget

Fund 206 - FIRE FUND

DESCRIPTION	2020-21 ACTIVITY	2021-22 AMENDED BUDGET	2021-22 ACTIVITY THRU 12/31/21	2021-22 PROJECTED ACTIVITY	2022-23 PROPOSED BUDGET
ESTIMATED REVENUES					
CURRENT PROPERTY TAXES	1,026,504	1,050,404	1,050,000	1,050,000	1,084,650
PY PROPERTY TAX ADJ/COLLECTIONS	20	24,600	1		
INTEREST INCOME	6,413	4,000	771	1,000	4,000
DONATION FROM PRIVATE PARTY	965				
TOTAL ESTIMATED REVENUES	1,033,902	1,079,004	1,050,772	1,051,000	1,088,650
APPROPRIATIONS					
PER DIEM			75		1,800
FICA/MED MATCH					150
CONTRACTED SERVICES			13,790	13,790	
DEXTER	838,782	894,924	666,202	890,000	950,000
MISC	28	2,000	246		2,000
	838,810	896,924	680,313	903,790	953,950
Dept 267 - LEGAL AND PROFESSIONAL					
LEGAL PROFESSIONAL COST ALLOCATION					8,600
					8,600
Dept 270 - FIRE SUB-STATION PROPERTY					
INSURANCE				3,300	5,000
MISC				11,900	5,000
MAINTENANCE					25,000
				15,200	35,000
	838,810	896,924	680,313	918,990	997,550
NET REVENUES/APPROPRIATIONS					
	195,092	182,080	370,459	132,010	91,100
BEGINNING FUND BALANCE	1,264,113	1,459,206	1,459,206	1,459,206	1,591,216
ENDING FUND BALANCE	1,459,205	1,641,286	1,829,665	1,591,216	1,682,316

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POLICE FUND

FUND 207

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Dexter Township
April 1, 2022 to March 31, 2023
Operating and Capital Budget

Fund 207 - POLICE FUND

DESCRIPTION	2020-21 ACTIVITY	2021-22 AMENDED BUDGET	2021-22 ACTIVITY THRU 12/31/21	2021-22 PROJECTED ACTIVITY	2022-23 PROPOSED BUDGET
ESTIMATED REVENUES					
INTEREST INCOME			124	125	
DONATION FROM PRIVATE PARTY	570				
CURRENT PROPERTY TAXES	606,201	619,880	620,000	620,000	640,460
PY PROPERTY TAX ADJ/COLLECTIONS	11	14,500	1		
INTEREST INCOME	3,619	1,000	449	1,000	1,000
TOTAL ESTIMATED REVENUES	610,401	635,380	620,574	621,125	641,460
APPROPRIATIONS					
Dept 267 - LEGAL AND PROFESSIONAL					
LEGAL PROFESSIONAL COST ALLOCATION					5,000
					5,000
Dept 301 - POLICE					
CONTRACTED SERVICES	463,410	522,500	410,962	503,312	520,000
MISC	3,881	6,500	4		6,500
	467,291	529,000	410,966	503,312	526,500
TOTAL APPROPRIATIONS	467,291	529,000	410,966	503,312	531,500
NET REVENUES/APPROPRIATIONS	143,110	106,380	209,608	117,813	109,960
BEGINNING FUND BALANCE	984,292	1,127,401	1,127,401	1,127,401	1,245,214
ENDING FUND BALANCE	1,127,402	1,233,781	1,337,009	1,245,214	1,355,174

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OPEN SPACE LAND INITIATIVE FUND

FUND 245

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Fund 245- OPEN SPACE LAND INITIATIVE FUND

The Township Board put together a dedicated group of volunteers to explore the idea of protecting Dexter Township's open spaces and waterways and natural features

This new fund will assist in supporting the success of these endeavors.
Since all initiatives in this area will support future generations the board determined dedicating a portion of the Federal money received from the American Rescue Plan Act toward open space land initiatives was fiscally prudent.

The board has also approved, at the recommendation of the committee, that a question to the taxpayers be put on the ballot to determine the support for any additional open space funding.

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Dexter Township
April 1, 2022 to March 31, 2023
Operating and Capital Budget

Fund 245 - OPEN SPACE LAND INITIATIVE

DESCRIPTION	2020-21 ACTIVITY	2021-22 AMENDED BUDGET	2021-22 ACTIVITY THRU 12/31/21	2021-22 PROJECTED ACTIVITY	2022-23 PROPOSED BUDGET
ESTIMATED REVENUES					
TRANSFER IN		30,000		30,000	300,000
TOTAL ESTIMATED REVENUES		30,000		30,000	300,000
APPROPRIATIONS					
Dept 294 - GENERAL GOVERNMENT					
PER DIEM					6,600
FICA/MED MATCH					550
CONTRACTED SERVICES		30,000		15,000	15,000
		30,000		15,000	22,150
Dept 901 - CAPITAL IMPROVEMENTS/INFRASTRUCTURE					
OPEN SPACE PURCHASES					300,000
					300,000
TOTAL APPROPRIATIONS		30,000		15,000	322,150
NET REVENUES/APPROPRIATIONS				15,000	(22,150)
BEGINNING FUND BALANCE					15,000
ENDING FUND BALANCE				15,000	(7,150)

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**GRANTS FUND
AMERICAN RESCUE PLAN ACT**

FUND 285

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Fund 285- GRANT - AMERICAN RESCUE PLAN ACT

The American Rescue Plan Act is a Federal program launched by the Biden Administration in response to lost revenue due to the COVID 19 pandemic.

Dexter Township will receive 'Revenue Replacement' funds in the amount of \$685,998 over the next two years. Since these funds are financed by debt at the federal level that will be paid by future generations, the Dexter Township Board determined these funds should be spent on projects that will benefit future generations.

The Board has initially dedicated the ARPA federal grant money as follows:

	<u>ARPA</u>
AVAILABLE FUNDS FOR NON RECURRING	685,998
 NON-RECURRING EXPENDITURES	
Open Space Land Preservation	300,000
Broadband Access	221,998
WWTP Capital Improvements	84,000
Copper Meadows Pump	45,000
Silver Lake Pump	25,000
Legal & Professional	10,000
	<u>685,998</u>

Dexter Township
April 1, 2022 to March 31, 2023
Operating and Capital Budget

Fund 285 - GRANT - AMERICAN RESCUE PLAN ACT

DESCRIPTION	2020-21 ACTIVITY	2021-22 AMENDED BUDGET	2021-22 ACTIVITY THRU 12/31/21	2021-22 PROJECTED ACTIVITY	2022-23 PROPOSED BUDGET
ESTIMATED REVENUES					
OTHER FEDERAL GRANTS		342,999	342,999	342,999	342,999
TOTAL ESTIMATED REVENUES		342,999	342,999	342,999	342,999
APPROPRIATIONS					
Dept 191 - FINANCE AND ACCOUNTING					
ACCOUNTING & FINANCE		7,500	4,083	4,083	5,917
		7,500	4,083	4,083	5,917
SEWER EXPENSES		154,000		154,000	
BROADBAND INFRASTRUCTURE					221,998
		154,000		154,000	221,998
TRANSFER OUT					300,000
					300,000
TOTAL APPROPRIATIONS		161,500	4,083	158,083	527,915
REVENUES-APPROPRIATIONS		181,499	338,916	184,916	(184,916)
BEGINNING FUND BALANCE					184,916
ENDING FUND BALANCE		181,499	338,916	184,916	0

DEXTER CHARTER TOWNSHIP CAPITAL EXPENDITURE PLAN

TYPE	DESCRIPTION	FUNDS	2022 BUDGET	2023 BUDGET	2024 FORECAST	2025 FORECAST	2026 FORECAST	2027 FORECAST	TOTAL
General Government									-
<u>Rehabilitation/Replacement</u>									-
	Roads	GEN	270,000	600,000	600,000	600,000	600,000	330,000	3,000,000
	Building Upgrade/Remodel	GEN		25,000	130,000				155,000
	Township AV System	GEN		20,000					20,000
<u>New and Expansion</u>									-
	Open Space Land Preservation	ARPA		300,000					300,000
	Broadband Access	ARPA		221,998					221,998
	Broadband Access	GEN		78,002					78,002
Total General Govt Capital Expenditures			270,000	1,245,000	730,000	600,000	600,000	330,000	3,775,000
Fire Department									-
<u>Rehabilitation/Replacement</u>									-
<u>New and Expansion</u>									-
Total Fire Capital Expenditures			-	-	-	-	-	-	-
Sewer and Water									-
<u>New Equipment & Expansion</u>									-
	Explore Expansion of Multi Lake Services	GEN		20,000					20,000
<u>Rehabilitation/Replacement</u>									-
	WWTP Capital Improvements	ARPA	84,000						84,000
	Copper Meadows Pump	ARPA	45,000						45,000
	Silver Lake Pump	ARPA	25,000						25,000
Total S&W Capital Expenditures			154,000	20,000	-	-	-	-	174,000
Total Township Capital Expenditures			424,000	1,265,000	730,000	600,000	600,000	330,000	3,949,000

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BUDGET FAQS

DEFINITIONS

- **Budget** - a plan that appropriates money for certain activities
- **Appropriations** - earmark dollars for certain potential uses. Appropriations are not necessarily an authority to spend. At the time of purchase of the goods or services the governing body revisits the decisions
- **Balanced Budget** - Expenses must be less than current revenues plus existing reserves
- **Intergeneration Equity** - tax dollars collected today are to be spent on services for the taxpayer who paid those dollars. They are not to be saved to benefit future taxpayers
- **Operating Budget** - dollars used for normal, recurring or one time services that support ongoing operations
- **Capital Budget** - dollars used on assets that last for multiple years
- **Fund Balance** - taxpayer dollars collected from prior years that were not spent
- **Zero Based Budgeting** - all expenses must be justified and approved for each new period. Does not build upon prior budget but evaluates each service to determine actual need and actual cost.
- **ARPA** - American Rescue Plan Act. Funds received from the Federal Government to assist local governments in providing services.

TAXPAYER SERVICE INITIATIVES

- Recycling Service improvements funded
- Two clean-up days funded
- Single hauler Trash service to be researched
- Road Repairs Identified, Funded and Coordination with County implemented
- Audio Visual equipment improvements identified and funded for better recording of board meetings
- Open Space Land Preservation
- Broadband access improvements funded
- Critical Sewer Infrastructure Capital Repairs and Maintenance Funded

BUDGET PROCESS IMPROVEMENTS

- Taxpayer services prioritized during strategic planning discussions
- Minimum Fund Balance Policy adopted by this board. Anything in excess of the minimum requirements available to spend on services to benefit existing taxpayers
- 5 Year Capital plan adopted by this board.
- Zero-based budgeting implemented.
- Improved Readability and Transparency for financial reports by implementing upgraded accounting and financial reporting actions

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

DEXTER TOWNSHIP

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



www.dextertownship.org

MEETING OF THE DEXTER TOWNSHIP BOARD TUESDAY JANUARY 18, 2022 6:00PM

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

CALL to ORDER: Supervisor Ratkovich called the meeting to order at 6:01 PM.

PLEDGE of ALLEGIANCE: Recited by all.

ROLL CALL: Present – Ratkovich, Stamboulellis, Metz, Sanders, Nolte, McDole, and Sikkenga. Absent – None. Also present: David Rohr, Director of Zoning and Planning, and Janis Miller, Recording Secretary, Colleen Coogan Woodhill Consulting.

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

1st CALL TO THE PUBLIC:

Opened 6:01 PM

Rick Monier, 13511 Island Lake Road

He asked to possibly cancel the contract with the Washtenaw County Sheriff's Department and allow the State Police to do that duty. He stated Dexter Township does not have a high crime rate, which doesn't justify paying this much money [money to the County Sheriff].

APPROVAL of the AGENDA:

Supervisor changes to agenda: New Business 8. B (I) OSLP Resolution #22-635, change the millage start date from 2023 to 2022. Reports 7. Add b) [Attorney] Mark Roberts making a presentation on Multi-Lakes Sewer Authority. New Business 8. B(II) table the Fire Fund Spending until next month [use Resolution #22-636 for Multi Lakes disputed funds]. New Business 8. F. change the Special Meeting to informational meeting with Township Managers. Motion by Nolte to approve the agenda as amended. Motion second by Metz. All ayes. Motion approved.

APPROVAL of the MINUTES:

- a) December 21, 2021 Regular Meeting
- b) January 11, 2022 Work Session

Discussion: December 21st; page 5 B. Guidelines for Open Meetings Communication: delete "(less than a quorum)" and delete "which would open the email's to FOIA's". January 11th; Draft Budget Discussion: change Supervisors salary from \$38,256.00 to \$37,140.00, and change "hire" a Township Manager to "consider hiring" a Township Manager and state the position would report to the Board and not to the Supervisor.

Motion by Sanders to approve the minutes for December 21, 2021 as amended and January 11, 2022 as amended. Motion second by Metz. All ayes. Motion carried.

REPORTS (oral presentations):

a) Treasurer's Update

Discussion: Metz, McDole, and Sanders voted against the Medical Marijuana Ordinance in December and formed a committee to look at amendments. They will present their proposed amendments, for discussion, to the Board at the February Board Meeting.

Attorney Roberts stated that the amendments, as part of the Zoning Ordinance, had to go to the Planning Commission for a Public Hearing before any formal action by the Board.

b) Multi-Lakes Resolution – Attorney Roberts

Discussion: Attorney Roberts spoke with the Multi Lakes Auditor for information on source of the money in the account. Attorney Roberts has entered into discussion with the Multi-Lakes Attorney to resolve the differences between the Township and Multi Lakes. Resolution #22-636 is a good faith disbursement, without a formal agreement, of approximately 50% what is owed. This will not jeopardize the Township claim or Township security interest in the money, which is the primary interest of the Township.

Motion by Nolte to accept a resolution to pay 50% of the disputed funds, in the possession of Dexter Township, to Multi Lakes Water and Sewer Authority - #22 636. Motion second by Sikkenga.

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

NEW BUSINESS:

A. Consumers Energy Franchise – Ordinance #44

Discussion: First reading tonight of Ordinance #44 – Consumers Energy Company Gas Franchise. Stephanie Blatt, Consumers Energy Rep., presented information and answered questions. In Dexter Township DTE supplies electricity and Consumers Energy supplies gas.

B. Resolutions

I. Resolution #22-635 – Millage Proposal for the Open Space and Land Preservation Committee

Discussion: Sanders handed out a narrative to explain how the Open Space and Land Preservation Committee came up with the proposed millage of .5 mills. Ballot wording needs to be into the certified Clerk, local County Clerk, 12 Tuesdays before the election, which is August 16th at 4PM. We would like to get ours in by June. The proposed .5 mills are a conservative figure as anything lower would not give the committee enough to work with. Proposed language of “up to .5 mills” to allow the option for adjustment (reduce stockpiling of monies) in the ten years.

Motion by McDole to adopt Resolution #22-635, a resolution to adopt the proposed millage of .5 mills for Ten (10) years to be placed on the November 8, 2022 ballot. Motion second by Stamboulellis.

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

- II. Final FY 2022 Spending Plan Allocations – Fire Fund
Tabled until February Board Meeting.
- III. Resolution #22-637 – Approval of Fund Balance Policy
Consultant Coogan explained the three-fold purpose of the fund balances across the three main tax revenue funds.
Discussion: As a contract, what is the Police Fund Emergency Fund use for? Possibly for overtime as Twp. not paying police overtime out of general funds. The Emergency Reserve is the most flexible of the three purposes and can be adjusted. Policy is reviewed about every five years. Attorney Roberts stated this is a policy, it is a recommendation of GASB (Governmental Accounting Standards Board). and can be adjusted in the future.

Motion by McDole to adjust the Police Fund Emergency Reserve from \$200,000 to \$100,000. Supported by Sikkenga. No vote taken.

Motion by Nolte to adopt Resolution #22-637, with the amendment of reducing the Police Fund Emergency Reserve from \$200,000 to \$100,000. Motion second by McDole.

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

C. Capital Expenditure Plan (CIP)

- I. Project Description
- II. Discussion: Consultant Coogan noted this was for discussion only, to give the Board an opportunity to weigh in on this again as this document was presented at the Budget Workshop. This will be brought as part of the Budget Adoption. The topics addressed right away, for this first launch in the long-term, were the topics that were part of the initiatives from the Strategic Plan. Other pieces (Fire Department) will be added later as information comes to light. Consultant Coogan explained purposeful use of reserves (spending more than we have), as using reserves for Capital Expenditures not using reserves for Operations. She describes purposeful use of reserves as the best method of financing capital, and the least expensive method of financing capital.
- III. Funding Sources
Discussion: The second document is a summary of funding sources for the Capital [Expenditures]. If the roads go through, in the five-year plan, the Twp. Will need to find some additional funding for that.
- IV. Road Initiatives
Discussion: Two additional pages summarize the local road projects and the estimated project expense of each. Will the roads funding require a millage? The Township has the ability to levy a Special Assessment for road projects. A committee will be in place once the funding is in place.

Motion by McDole to support the [road repair] schedule as provided to us.
Motion second by Nolte. All ayes. Motion carried.

D. Supervisors Draft Budget Proposal

Discussion: Third column shows projected activity, which looks at year to date activity and projects what the year could close out at. The Budget looks at the projected activity, last year's actuals, and looks for anomalies. It is based on actual figures for two years.

E. Set Date in February for Public Hearing for the Budget

Motion by Nolte to schedule February 15th, 6:00 PM, to do the open hearing for the Budget Review. Motion second by Sikkenga. All ayes. Motion carried.

Clarification by Attorney Roberts that this is a Public Hearing and must be noticed and, on the agenda

F. Set Date for Special Meeting to meet & hear from other Township Managers

Discussion: Conduction a workshop with invited Township speakers invited to share what a Township Manager does in the Township. Attorney Roberts noted this could not be conducted by Zoom as it is a public meeting and the speaker should be in the room live. Attorney Roberts stated that on the February 8th Budget Workshop agenda it should include an entry for discussion with the [Township] Manager, which can be cancelled if necessary.

Supervisor Ratkovich stated the motion: A motion to approve the February's Budget Workshop and include a Township Manager.

Nolte motioned that. Motion second by Stamboulellis. All ayes. Motion carried.

AUTHORIZATION of PAYMENTS – Treasurer Metz

Motion by Metz for the authorization of payments in the amounts of: General Fund \$65,199.28, Fire Fund \$74,022.43, Police Fund \$40,764.99, general Agency Fund \$720.36, and January 2022 Gross Payroll \$32,044.25, for a grand total of \$212,751.31. Motion second by McDole.

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

2nd CALL TO THE PUBLIC: None.

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

Sikkenga – Conflict of Interest Policy distributed to the Planning Commission? Clerk Stamboulellis confirmed it was sent to the Planning Commission.

Nolte – Addressed misinformation that is on social media.

Stamboulellis – Her family started a recycling – Styrofoam and Film Plastic - pilot project, not a program. Members of the BOT stated for the project to become a Dexter Township Program it needed to be more sustainable and not dependent on one family. She reached out to the Western Washtenaw Recycling Authority (WWRA) to collaborate ways for it not to be dependent on volunteers – if it was to become a Dexter Township Program it would be volunteer dependent.

Ratkovich – The collection program needed to be upgraded, made more sustainable, and become a Dexter Township Program.

Sanders – Noted that divisiveness is dangerous. We came up with a beautiful Vision & Mission Statement for our Township. We have to take time to become truly collaborative.

FUTURE AGENDA ITEMS:

- A) (DAFD) Dexter Area Fire Department Budget – Fire Chief Smith
- B) International Fire Code
- C) Medical Marihuana Ordinance amendments (Committee Metz, Sanders & McDole)
- D) Second read & adoption of Ordinance #44 – Consumers Energy Company Gas Franchise.

ADJOURNMENT:

Motion by Nolte to adjourn the meeting. Motion second by Metz. All ayes. Motion carried. The meeting was **adjourned** at 8:27 PM.

Next Meetings:

Tuesday, February 8, 2022, 6:00 PM – Board of Trustees Special Meeting - Budget Workshop and include a Township Manager/Superintendent to speak.

Tuesday, February 15, 2022, 6:00 PM – Public Hearing for the Budget followed by the Board of Trustees Regular Meeting.

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 18TH DAY OF JANUARY AND THAT THE FORGOING MINUTES ARE THE DRAFT MINUTES FOR THE MEETING HELD ON THE 18, DAY OF JANUARY 2022.

MICHELLE STAMBOULELLIS, CLERK, DEXTER TOWNSHIP

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

DEXTER TOWNSHIP

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



www.dextertownship.org

SPECIAL MEETING OF THE DEXTER TOWNSHIP BOARD TUESDAY JANUARY 19, 2022 6:00PM

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

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, Sanders, Nolte, McDole, and Sikkenga. Absent – None.

Also present: Natalie Ceccolini, RSG Development; Alex Dieck, Attorney for Guenther Development; Todd Pascoe, Atwell Engineering; Township Attorney Mark Roberts; David Rohr, Director of Zoning and Planning, and Janis Miller, Recording Secretary.

SUPERVISOR'S REMARK/CONFLICT OF INTEREST: Trustee Sanders property is adjacent to the Guenther/Hillside Acres development and since there is no financial gain to her or her family, she said she could make a fair decision. No other Board members had a conflict of interest.

1st CALL TO THE PUBLIC:

Opened 6:02 PM

Peter Moroz, 5700 Dexter Townhall Road

His concern was that when housing developments are built, the developments have all the amenities (natural gas, internet, sewer) but the surrounding homeowners do not have access to these amenities.

Closed 6:07 PM

Supervisor Ratkovich announcements:

1. Livestream is down and not recording video. Audio is being recorded and will be available on the website.
2. The Board of Trustees previously approved up to \$15,000.00 to support a third of the cost of the initial design for the southern leg of the Northwest Passage Trail linking Hudson Mills to Stinchfield Woods along Dexter Pinckney Road. After a competitive bidding process, the steering committee selected Beckett & Raeder as their consultant, with cost to the Township under \$6,000, much less than we approved.
3. Four free covid tests can be ordered at www.Covidtests.gov.

APPROVAL of the AGENDA:

Motion by Sanders to approve the agenda as presented. Motion second by Metz. All ayes.
Motion carried.

PRESENTATION and DISCUSSION of DEVELOPOMENT AGREEMENT with HILLSIDE ACRES for APPROVAL:

Attorney Roberts: The Dexter Township Zoning Ordinance provides for an option for development under the Open Space Agreement. An applicant must meet certain criteria in order to qualify. The Planning Commission reviews the application, and site plan, to make sure it meets the Ordinance criteria. If the site plan meets all the Ordinance requirements, the Planning Commission must approve it. Preliminary site plan approval was granted in April 2021, and after some requested refinement, the Final Site Plan was approved in July 2021. The Development Agreement is before the Board tonight, with the Master Deed and By-Laws included for information only. The Development Agreement is a description of how, and in what sequence, it will be developed as well as a mechanism to assure what is presented in the site plan is what ultimately gets developed. The developer will post a security deposit, to assure the development is completed, if the developer is negligent. Phase 1 are the tasks (installation of the roads, sanitary sewer, stormwater facilities and landscaping) required to be done up front before any sites can be constructed. Phase 2 construction of homes. Water source & quality are controlled by the Washtenaw County Health Department.

Discussion: Restrictiveness of By-Laws. Hillside Acres is in an Agricultural Zoning (AG) district. The Master Deed and the By-Laws are State Statute required documents between the developer and residents, not for edit by the Township Board. Stormwater retention, and water contamination, in three basins, approved by engineers. Regarding the possible arsenic in the wells, the Township cannot regulate the wells as that is the responsibility of the County Health Department. A Zoning Permit and hence a Construction Permit cannot be issued unless the water quality (or its remediation) is approved by the County Health Department. Fire suppression, with dry hydrant certified by DAFD, is shared by Hartman Farms and Hillside Acres. Traffic egress into/out of development and congestion at N. Territorial. County Road Commission is not concerned about the traffic. By-Laws can be amended by the homeowners in the development. Total of forty-eight (48) new homes will be built. When the development is completed, the HOA (Homeowners Association) will take responsibility of maintenance of common areas and enforcing the By-Laws.

Motion by Sikkenga to approve the [Development] Agreement confirming conditions of approval and for completion of improvements for Hillside Acres condominiums. Motion second by Nolte.

Roll Call Vote: Yeas – Sikkenga, Nolte, Metz, Ratkovich;
Nays – Sanders, Stamboulellis, McDole; Absent-none.
Motion carried 4-3.

2nd CALL TO THE PUBLIC:

Opened 7:50 PM

Peter Moroz, 5700 Dexter Townhall Road

He is disappointed with the vote to approve a development in a rural area of Dexter Township.

Julie Knight, 150 Jeffords, Dexter, MI

She thanked the Board for moving forward with the approval of the Hillside Acres Development.

Closed 7:56 PM

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

Stamboulellis: She stated she has the utmost respect for the farming families and landowners. She wants to go on the record as showing no disrespect to our long-term residents by questioning the Doletzky development and the reason for her vote was she is not comfortable with this development, having expressed her concerns over the years for public safety and infrastructure.

McDole: The whole Board did the best we could, and that is what we're asked to do.

Metz: The Master Plan is under way and we will survey the residents to see what they want. It is unfair to stop the development at this time. She hopes the residents are looking forward to the land preservation initiative in the future.

Sanders: Over the years there has been little excitement about this development.

Ratkovich: Approval/disapproval of this development is not personal, as the wave of the future is development. She thanked Guenther, PC Chair Marty Straub, and the Board of Trustees.

ADJOURNMENT:

Motion by Nolte to adjourn the meeting. Motion second by Sikkenga. All ayes. Motion carried. The meeting was **adjourned** at 8:00 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 19TH DAY OF JANUARY AND THAT THE FORGOING MINUTES ARE THE DRAFT MINUTES FOR THE MEETING HELD ON THE 19, DAY OF JANUARY 2022.

MICHELLE STAMBOULELLIS, CLERK, DEXTER TOWNSHIP

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DEXTER TOWNSHIP

AGENDA ITEM SUMMARY

MEETING OF: Township Board of Trustees Meeting – February 15, 2022

Agenda Item Title:

Resolution - #22-638 – Initiate Resolution to Renew the Lower Huron River Chain of Lakes Improvement Project

Recommended by:

Diane Ratkovich

Explanation of Agenda Item:

Resolution to initiate a lake improvement project for the Township of Dexter through the Washtenaw County Board of Public Works

Fiscal or Resource Considerations:

Yes _____ No _____

Does this agenda item require the expenditure of funds?

Yes _____ No _____

If yes, are funds budgeted?

Yes _____ No _____

Is a budget amendment required?

Yes _____ No _____

Attachments:

Resolution #22-638

Staff Comments:

Motion/Action/Recommendation:

Motion to approve Resolution #22-638 for the Huron River Chain of Lakes Improvement Project as presented.

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Dexter Township Resolution #22-638

A resolution to Initiate the Lower Huron River Chain of Lakes Improvement Project for the Township of Dexter Through the Washtenaw County Board of Public Works

WHEREAS, the Dexter Township Board of Trustees has determined that it is necessary for the public health, safety and welfare of the of Dexter Township to implement a Lake Improvement Project for Lower Huron River Chain of Lakes as preliminarily described in Appendix A attached hereto; and

WHEREAS, the Dexter Township Residents have expressed support of a project; and

WHEREAS, the Dexter Township, County of Washtenaw has established a Department of Public Works (the “DPW”) under the terms of Act No. 185, Public Acts of Michigan, 1957. As amended (“Act 185”), with authority to acquire and finance improvements such as the project for public corporations within the County; and

WHEREAS, the cost of the Project will be distributed among benefited property owners in the Townships through the establishment of a special assessment district by the Washtenaw County Board of Public Works; and

WHEREAS, the cost of these services and all other costs associated with the implementation of the Project, including administrative expenses of the DPW, will be reimbursed from the proceeds of the special assessments that will be collected from the properties benefiting from the Project; and

NOW, THEREFORE, BE IT HEREBY RESOLVED THAT, it is hereby determined that it is difficult for the Township to undertake this Project. The Township hereby requests the assistance of the County in the implementation and financing of the Project under the terms of Act 185, the Project to be operated, administered and maintained by the DPW. The Township of Dexter may provide the DPW feedback and advice in the implementation of the Project. The Township and all agents and employees shall cooperate with the DPW in the establishment of special assessment district to pay for that portion of the special assessment district that lies within Dexter Township. All resolutions and parts of resolutions that conflict with the provisions of this resolution is rescinded.

Resolution offered by:

Resolution seconded by:

Roll call vote: Yeas –

Trustees;

Nays – 0

Abstain – 0

Absent – 0

Tally Y = 0; N = 0; 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 and remained throughout on the 15th day of February, 2022 and that the members voted thereon as hereinbefore set forth. The original thereof is on file in the records of the proceedings of the Dexter Township Board in my office. The Meeting was conducted, and public notice thereof was given, pursuant to and in full compliance with the Open Meetings Act (Act No. 267, Public Acts of Michigan, 1976, as amended); and minutes of such meetings were kept and will be or have been made available as required thereby.

Michelle Stamboulellis, Clerk

**TOWNSHIP OF DEXTER
LOWER HURON RIVER CHAIN OF LAKES IMPROVEMENT PROJECT
INITIATING RESOLUTION**

APPENDIX A

PROJECT DESCRIPTION

This Lake Improvement Project (Project) is a replacement/reinstatement for a Lake Improvement Project that started in 2017 that will run out of funds after the 2022 season.

The Lower Huron River Chain of Lakes Improvement Project, which originated in 2017, is seeking to continue with a modified* five (5) year project to control the growth and reproduction of non-native aquatic invasive-plants, including but not limited to Eurasian watermilfoil and Starry Stonewort. The Project will also work to control the growth of nuisance native aquatic plants, including but not limited to Chara and Variable Pondweed. The Project will focus on maintaining the ecological health and recreational opportunities for the Lower Huron River Chain of Lakes. Additionally, other items may be included which would provide support for maintaining the ecological health and recreational opportunities that will be subject to approval by the Washtenaw County Board of Public Works (WCBPW).

*The modified Lower Huron River Chain of Lakes Lake Improvement Project in Washtenaw County and Livingston County will include the waters of Little Portage Lake, Big Portage Lake, Base Line Lake, Whitewood Lake, Tamarack Lake and connecting waters (Figure 1).

Residents that benefit from the Project are able to find information and encouraged to provide feedback about the Project by visiting www.washtenaw.org/HuronCOL. Residents may also sign up for regular updates about the Project by sending an email to lakes@washtenaw.org.

A Special Assessment District (SAD) consisting of benefiting parcels in Washtenaw County & Livingston County will cover the total estimated cost of the Project. WCBPW has developed a tentative SAD to cover the total estimated cost of the Project.

All parcels within the SAD are proposed to be assessed one or more of the following charges:

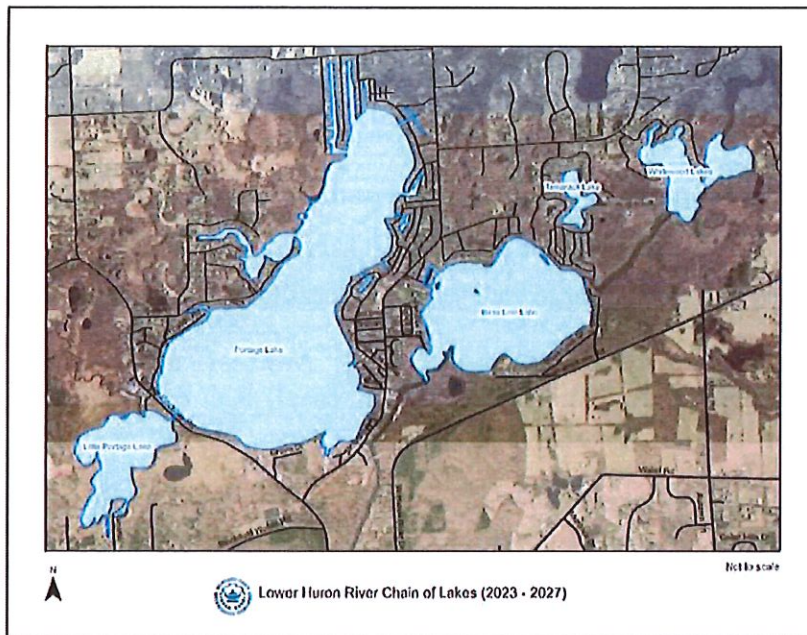
- (1) **Basic Charge** (\$98 per year: \$490 over 5 years): All residential properties within the SAD shall be assessed the Basic Charge, deeded lake access not abutting the waters.
- (2) **Waterfront Charge** (\$173 per year: \$865 over 5 years): Any residential property with any part of the parcel abutting the waters (lake, lagoon, canal) shall be assessed the Waterfront Charge.
- (3) **Lake Access Commercial Charge** (\$271 per year: \$1,355 over 5 years): Zoned commercial properties within special assessment district with lake access which are vacant.
- (4) **Base Waterfront Commercial Charge** (\$750 per year: \$3,750 over 5 years) All waterfront commercial parcels within the SAD
- (5) **Waterfront Commercial Charge** (\$750-\$3,750 per year: \$3,750-\$18,750 over 5 years): The Waterfront Commercial Charge is determined by multiplying the Base Waterfront Commercial Charge by a factor number assigned based on the use of the parcel. Some commercial properties derive a greater benefit than others based on the parcel's use.

**TOWNSHIP OF DEXTER
LOWER HURON RIVER CHAIN OF LAKES IMPROVEMENT PROJECT
INITIATING RESOLUTION**

Therefore, the following subcategories define the factor numbers for the commercial properties.

Subcategory	Factor Number		Base Waterfront Charge		Total Waterfront Commercial Charge
(a) Commercial property not abutting the water	1	x	\$750	=	\$750
(b) Commercial property abutting the water without dockage or boat launch	1	x	750	=	\$750
(c) Commercial property with boat launch only	2	x	750	=	\$1,500
(d) Commercial property with slips not providing overnight dockage	3	x	750	=	\$2,250
(e) Commercial property with overnight slips for overnight dockage (less than 50 slips)	4	x	750	=	\$3,000
(f) Commercial property with overnight slips for dockage (with more than 50 slips)	5	x	750	=	\$3,750

- (6) **Exemption:** Parcels that are contiguous to an assessed parcel with the same owner will be assessed once at the highest single parcel assessment level.



(Figure 1)



DEXTER TOWNSHIP

AGENDA ITEM SUMMARY

MEETING OF: Township Board of Trustees Meeting – February 15, 2022

Agenda Item Title:

Resolution #22-639 – Initiate Resolution to Renew the North Lake Improvement Project

Recommended by:

Diane Ratkovich

Explanation of Agenda Item:

Resolution to initiate a lake improvement project for the Township of Dexter through the Washtenaw County Board of Public Works for North Lake

Fiscal or Resource Considerations:

Yes _____ No _____

Does this agenda item require the expenditure of funds?

Yes _____ No _____

If yes, are funds budgeted?

Yes _____ No _____

Is a budget amendment required?

Yes _____ No _____

Attachments:

Resolution #22-639

Staff Comments:

Motion/Action/Recommendation:

Motion to approve Resolution #22-639 for the North Lake Improvement Project as presented.

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Dexter Township Resolution #22-639

A resolution to Initiate A Lake Improvement Project for the Township of Dexter Through the Washtenaw County Board of Public Works

WHEREAS, the Dexter Township Board of Trustees has determined that it is necessary for the public health, safety and welfare of the of Dexter Township to implement a Lake Improvement Project for North Lake as preliminarily described in Appendix A attached hereto; and

WHEREAS, the Dexter Township Residents have expressed support of a project; and

WHEREAS, the Dexter Township, County of Washtenaw has established a Department of Public Works (the "DPW") under the terms of Act No. 185, Public Acts of Michigan, 1957. As amended ("Act 185"), with authority to acquire and finance improvements such as the project for public corporations within the County; and

WHEREAS, the cost of the Project will be distributed among benefited property owners in the Townships through the establishment of a special assessment district by the Washtenaw County Board of Public Works; and

WHEREAS, the cost of these services and all other costs associated with the implementation of the Project, including administrative expenses of the DPW, will be reimbursed from the proceeds of the special assessments that will be collected from the properties benefiting from the Project; and

NOW, THEREFORE, BE IT HEREBY RESOLVED THAT, it is hereby determined that it is difficult for the Township to undertake this Project. The Township hereby requests the assistance of the County in the implementation and financing of the Project under the terms of Act 185, the Project to be operated, administered and maintained by the DPW. The Township of Dexter may provide the DPW feedback and advice in the implementation of the Project. The Township and all agents and employees shall cooperate with the DPW in the establishment of special assessment district to pay for that portion of the special assessment district that lies within Dexter Township. All resolutions and parts of resolutions that conflict with the provisions of this resolution is rescinded.

Resolution offered by:

Resolution seconded by:

Roll call vote: Yeas –

Trustees;

Nays – 0

Abstain – 0

Absent – 0

Tally Y = 0; N = 0; 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 and remained throughout on the 15th day of February, 2022. The original thereof is on file in the records of the proceedings of the Dexter Township Board in my office. The Meeting was conducted, and public notice thereof was given, pursuant to and in full compliance with the Open Meetings Act (Act No. 267, Public Acts of Michigan, 1976, as amended); and minutes of such meetings were kept and will be or have been made available as required thereby.

Michelle Stamboulellis, Clerk

**TOWNSHIP OF DEXTER
NORTH LAKE IMPROVEMENT PROJECT
INITIATING RESOLUTION**

APPENDIX A

PROJECT DESCRIPTION

The North Lake Improvement Project, which originated in 2007, is seeking to continue with a seven (7) year project to control the growth and reproduction of non-native aquatic invasive plants, including but not limited to Eurasian watermilfoil and Starry Stonewort. The Project will also work to control the growth of nuisance native plants, including but not limited to Chara and Variable Pondweed. The Project will focus on maintaining the ecological health and recreational opportunities for North Lake. Additionally, other items may be included which would provide support for maintaining the ecological health and recreational opportunities that will be subject to approval by the Washtenaw County Board of Public Works (WCBPW)

Communication of resident concerns specifically in reference to lake recreational conditions should be reported to the assigned "Landing Representative". Landing Representatives are communicated via "The Laker" distributed by the NLPA and posed on northlaker.org. Alternatively, residents can email nlpaemails@gmail.com.

Residents that benefit from the Project are able to find information and encouraged to provide feedback about the Project by visiting <https://www.washtenaw.org/329/North-Lake>.

A Special Assessment District (SAD) consisting of benefiting parcels in Washtenaw County will cover the total estimated cost of the Project. WCBPW has developed a tentative SAD to cover the total estimated cost of the Project.

The charges for residential parcels are proposed to remain the same as the prior assessed charges. Non-residential charges are being considered and any changes will be clearly outlined in a mailer that goes out to all parcels in the proposed special assessment district. The maximum annual charges in the past were as follows:

Restricted lake access	\$ 70
Non-waterfront residential properties with lake access	\$ 140
Waterfront residential properties	\$ 220

Over the last 5 years, the charges have assessed once at full cost, twice at half, and twice at quarter of the maximum assessable amount listed above.

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DEXTER TOWNSHIP

AGENDA ITEM SUMMARY

MEETING OF: Township Board of Trustees Meeting – February 15, 2022

Agenda Item Title:

Letter of Support and Commitment for a Single-Hauler Solid Waste Provider

Recommended by:

Karen Sikkenga

Explanation of Agenda Item:

With recent labor shortages impacting solid waste and recycling haulers, some rural municipalities have been negatively impacted by infrequent trash and recycling collection or haulers notifying residents that they will no longer be serving the area.

One solution to provide for stability for residents and ensure the safe collection of solid waste and recycling is to create an ordinance and a contract with a solid waste provider. Townships can either pursue a franchise or single hauler system to create a contract. Single hauler contracts realize additional benefits including reduced impacts on roads, reduced greenhouse gas emissions, cost savings and/or increased service levels for most residents. This form is intended to express interest and support for a [grant application](#) that would fund support for townships in their pursuit of a solid waste ordinance and contract.

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

Is a budget amendment required?

Yes _____ No x

Attachments:

Letter of Support and Commitment

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

Discussion

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Letter of Support and Commitment:

Overview and Purpose:

With recent labor shortages impacting solid waste and recycling haulers, some rural municipalities have been negatively impacted by infrequent trash and recycling collection or haulers notifying residents that they will no longer be serving the area.

One solution to provide for stability for residents and ensure the safe collection of solid waste and recycling is to create an ordinance and a contract with a solid waste provider. Townships can either pursue a franchise or single hauler system to create a contract. Single hauler contracts realize additional benefits including reduced impacts on roads, reduced greenhouse gas emissions, cost savings and/or increased service levels for most residents.

This form is intended to express interest and support for a [grant application](#) that would fund support for townships in their pursuit of a solid waste ordinance and contract.

Municipal Expectations for Participation:

1. Agree to have a member of the Washtenaw County Public Works department or a consultant present material regarding solid waste hauling options to your Township Board of Trustees.
2. If the Board is in favor of pursuing an ordinance and grant funding is awarded, designate a representative to attend regular meetings to learn more about hauling options, ordinance formation, stakeholder engagement, contracting best practices and/or other meetings that would be beneficial to achieving the stated purpose.
3. If the Board is in favor of pursuing an ordinance, and a draft ordinance is created, agree to bring the ordinance to the Board for consideration.

No financial commitments or binding participation other than having a staff member or consultant present material to the Township Board of Trustees is required by signing the agreement below.

Washtenaw County Public Works Roles and Contributions:

1. Washtenaw County will provide a staff member to present materials to Township Board
2. Washtenaw County will apply for grant funding to provide support for policy development, technical support and research, meeting facilitation to support the designated representative in ordinance formation, stakeholder engagement including determining desired service levels, and contract support
3. If a grant is awarded, Washtenaw County Public Works will serve as the grant coordinator and otherwise support townships in their pursuit of an ordinance and contract.

Signature: _____

Date: _____

Print Name: _____

Representing: _____

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Agenda Item Summary for Discussion 2-25-22

Attachments : Evaluation : Self/ Supervisor and Final

I am recommending the following evaluation process.

- 1. The attached forms offer a logical rating system and the opportunity for narrative.**
- 2. The individual will fill out an evaluation.**
- 3. Their direct supervisor will fill an evaluation.**
- 4. There will be a meeting to discuss and complete a final evaluation with the individual, their supervisor and another board member.**
- 5. The final evaluation will be completed by supervisor, representative of the meeting.**
- 6. Everyone signs off, including 3rd Board Member.**
- 7. Other suggestions.**

Some considerations for linking evaluation to compensation:

- a. The amount of money budgeted for staff/officials increases should be determined according to the increase in the township revenue.**
- b. A percentage can be set aside for cost of living increases.**
- c. A percentage can be set aside for bonuses for high performers to prevent compensation of "positions".**
- d. How do we link rating to raises or bonuses?**

e. The process established should be implemented in March and the changes in pay can begin April 1 with the new budget year.

f. Other ideas... comments

FINAL EVALUATION

POSITION:

STAFF MEMBER:

SUPERVISOR:

DATE:

-
- | | |
|-----|---|
| 5 | Superior Skills / Complete Mastery of Subject Area |
| 4 | Above Average Skills / Mastery of Subject Area |
| 3 | Average Skills / Average Competence in Subject Area |
| 2 | Slightly Below Average Skills / Not Fully Competent in Subject Area |
| 1 | Lacking Skills / Not Competent in Subject Area |
| N/A | Not Applicable / Not Observed |
-

Rating	Skill / Subject Area (Ratings of 5 and 1 REQUIRE comments on reverse side)
<hr/>	1 Maintains accurate & current records of all ordinance matters
<hr/>	2 Maintains regular hours and is available when necessary
<hr/>	3 Provides competent supervision and direction to Administrative Assistant and general clerical personnel Evaluates Administrative Assistant and general clerical as required and provides feedback, counseling and guidance as appropriate
<hr/>	4
<hr/>	5 Provides basic level computer support and facilitates professional technical support as necessary.
<hr/>	6 Orders and maintains inventory of general office supplies with regard to Township Budget and office needs
<hr/>	7 Promptly answers telephones, directs calls and takes messages as necessary.
<hr/>	8 Promptly and courteously assists the general public with basic governmental and records information.
<hr/>	9 Receives and promptly complies with Freedom of Information (FOIA) requests. Promptly and accurately assists the Township Supervisor and Ordinance Administrator in preparation of reports as needed.
<hr/>	10
<hr/>	11 Ensures the accurate and timely publication of required meeting and hearing notices.
<hr/>	12 Attends and takes accurate minutes at public meetings as required.
<hr/>	13 Maintains regular contact with the Township Supervisor regarding activities of immediate concern. Provides assistance to the Ordinance Administrator and/or Ordinance Officer by issuing Zoning Waivers when appropriate.
<hr/>	14
<hr/>	15 Accurately and regularly maintains personnel records.
<hr/>	16 Performs other related duties as directed by the Township Supervisor.
<hr/>	17 Communicates with citizens, staff and officials in a manner consistent with positive customer service

Use Reverse Side for Written Comments

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

[illegible]

(Name) (Signature) (Date)

SELF EVALUATION

POSITION:

STAFF MEMBER:

SUPERVISOR:

DATE:

- 5 Superior Skills / Complete Mastery of Subject Area
 - 4 Above Average Skills / Mastery of Subject Area
 - 3 Average Skills / Average Competence in Subject Area
 - 2 Slightly Below Average Skills / Not Fully Competent in Subject Area
 - 1 Lacking Skills / Not Competent in Subject Area
 - N/A Not Applicable / Not Observed
-

Rating	Skill / Subject Area (Ratings of 5 and 1 REQUIRE comments on reverse side)
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[illegible]

(Name) (Signature) (Date)

SUPERVISOR EVALUATION

POSITION:

STAFF MEMBER:

SUPERVISOR:

DATE:

-
- | | |
|-----|---|
| 5 | Superior Skills / Complete Mastery of Subject Area |
| 4 | Above Average Skills / Mastery of Subject Area |
| 3 | Average Skills / Average Competence in Subject Area |
| 2 | Slightly Below Average Skills / Not Fully Competent in Subject Area |
| 1 | Lacking Skills / Not Competent in Subject Area |
| N/A | Not Applicable / Not Observed |
-

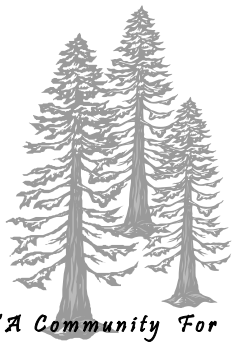
Rating	Skill / Subject Area (Ratings of 5 and 1 REQUIRE comments on reverse side)
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<hr/>	17 Communicates with citizens, staff and officials in a manner consistent with positive customer service

Use Reverse Side for Written Comments

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

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(Name) (Signature) (Date)



DEXTER TOWNSHIP

PLANNING & ZONING

6880 DEXTER-PINCKNEY ROAD
DEXTER, MI 48130

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

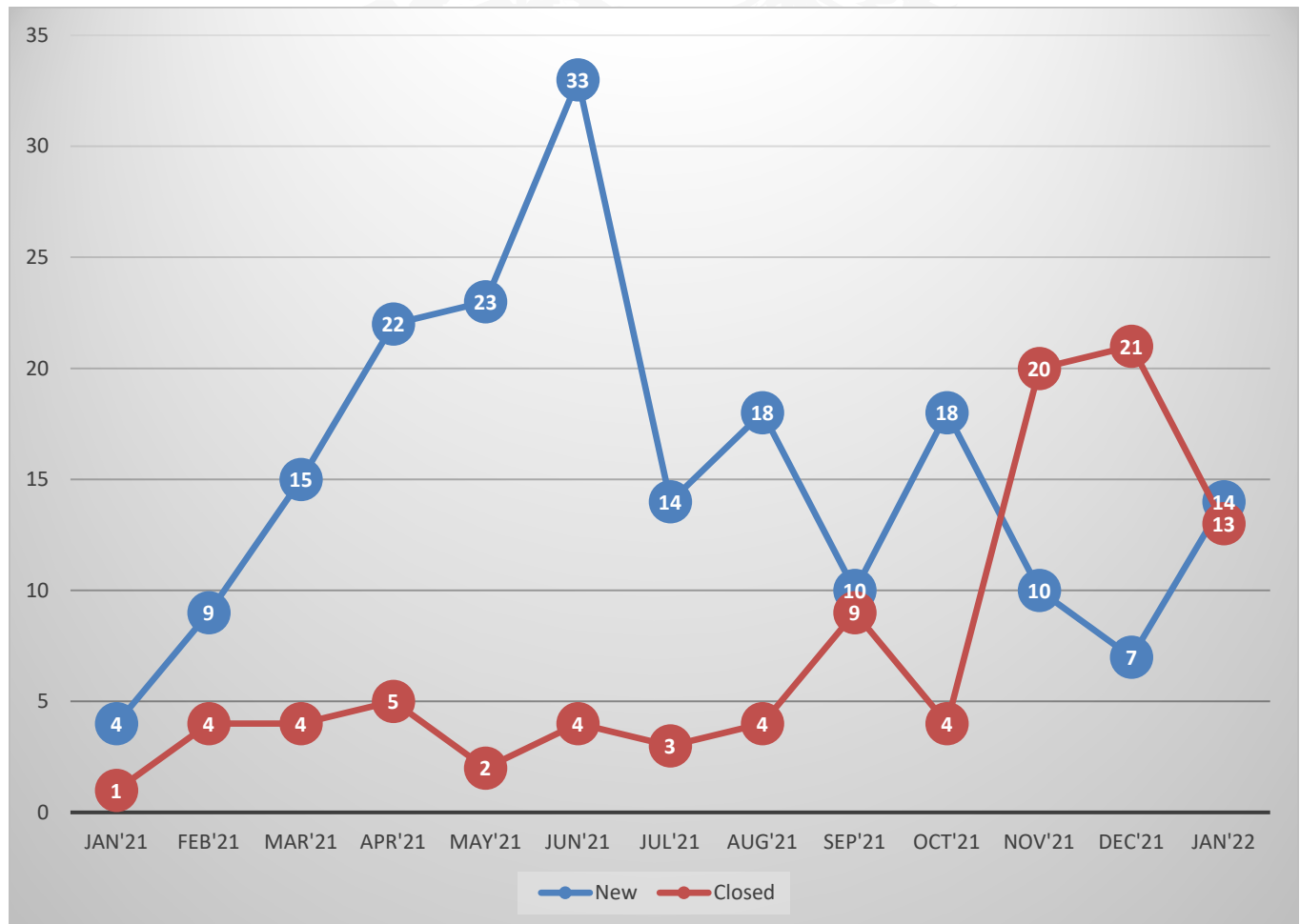
Planning & Zoning Report for January Activities - 2022

ZONING PERMITS

There were 14 new zoning permits issued this month (*January*)

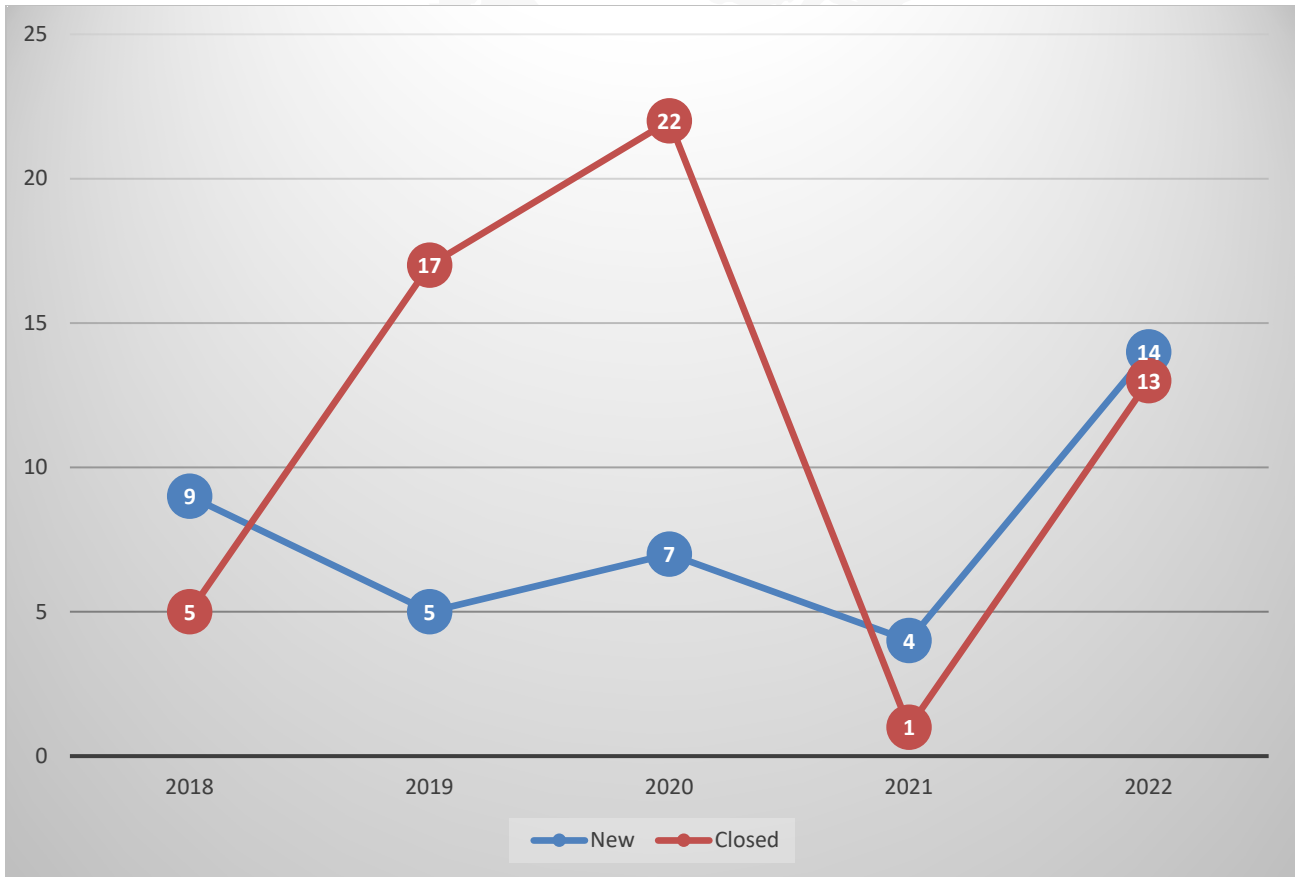
There were 13 zoning permits closed this month (*January*)

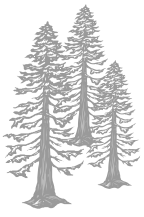
Zoning Permits Issued & Closed- 12-month period.



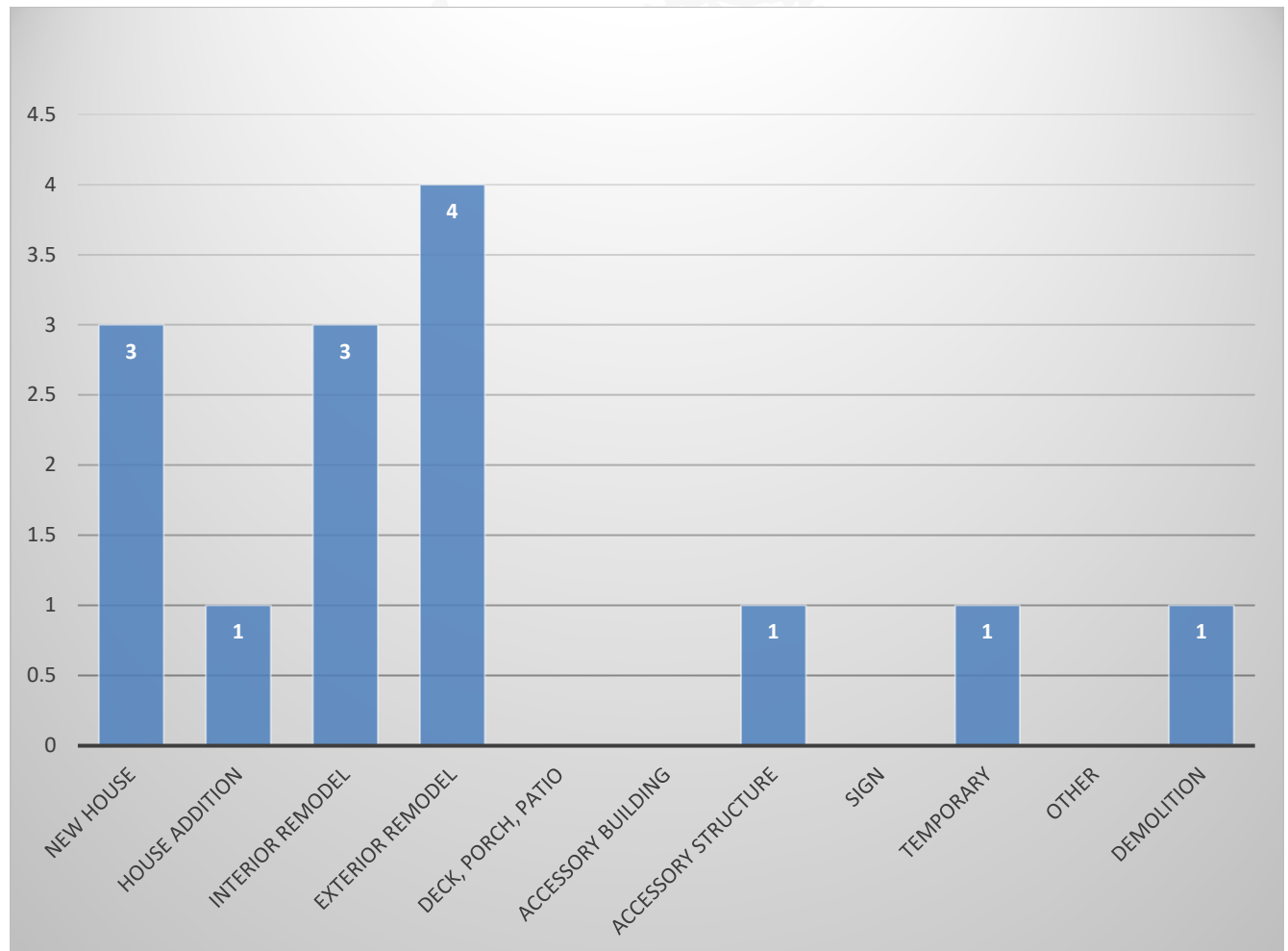


Zoning Permits Issued & Closed- Year-to-Year by Month. *(All numbers are for January.)*

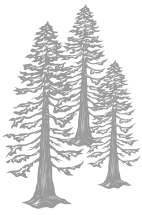




Types of Zoning Permits Issued- *(All zoning permits are for January.)*



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CODE ENFORCEMENT

There was one new complaint/violations this month (*January*)

There were two complaint/violation closed this month (*January*)

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, January.*)

Violation Number	Violation #	Address	Description	Status
Zoning Violations				
	22-ZV-446	9441 Dexter Pinckney	Commercial vehicle parked on property	Open
Blight Violations				

There was one court date this month (*January*)

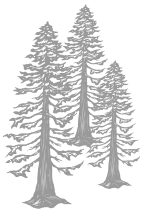
21-ZV-443: A trial was held on 1/26/2022. The homeowner was found responsible by the Judge. He was fined \$200.00. The property will remain under the jurisdiction of the court. If additional auto repair activity takes places, the homeowner could face additional fines.

PLANNING COMMISSION

January Meeting:

January 11, Work Session – No Meeting

Petition	Project	Request/Description	Result



January 25, No Meeting

Petition	Project	Request/Description	Result

ZONING BOARD OF APPEALS

January 4, ZBA Meeting: No Meeting

Petition	Project	Request/Description	Result
No agenda item(s)			



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, January 6, 2022

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

Also present: Barry Lonik, OSLP Consultant, and Janis Miller, Recording Secretary.

Audience present: Nick Stamboulellis, Rick Monier, and Ramiro Martinez

1. Call to Order: Chairperson Sanders called the meeting to order at 7:01 PM.

2. Approval of Agenda:

Discussion: As Barry Lonik is coming from another meeting it was agreed to move the discussions in #5 & #7 to the end of the agenda.

Moved by Bradbury, seconded by Stamboulellis, to approve the agenda as amended.

All ayes, Motion carried.

3. Approval of Minutes:

Moved by Leikam, seconded by Bradbury, to approve the meeting minutes of December 2, 2021, as presented. All ayes. Motion carried.

4. Notification of Board of Trustee approvals for OSLP initiatives:

The Board of Trustees approved the Conservation Easement Monitoring Policy and the application for the recommended property to the State of Michigan program [at the December 21, 2021 Board of Trustee meeting]. Consultant Lonik is working on the application for the Monier property.

5. Report on the State of Michigan PDR proposal: Barry Lonik
See below.

6. Check in with Mark Teicher and Kathy Bradbury regarding any progress of the Master Plan Commission [Steering Committee].

Note, Michelle Stamboulellis is also on the Steering Committee.

The committee has met twice. Consultant Michelle Bennett shared her thoughts on growth in Dexter Township. She doesn't know about the land preservation taking place.

7. **Discuss putting out a Request for Proposal to hire a consultant to act on land preservation initiatives beginning April:** Laura and Michelle
see below
8. **Discuss and agree on a recommendation to the Board of Trustees for amount (how many mills) and length of the millage proposal:** Laura
see below
9. **Public Comment:** Opened 7:21 PM. No Public Comments. Closed 7:21 PM.
10. **Detail dates and program plans for hosting a meeting at the Township Hall for selected landowners, and the outreach letter and invitation to landowners:** Facilitated by Laura
Discussion on event in February, suggested by Leikam that it be in March. Invitation only for a small number of interested and eligible landowners. Mention speakers on the invitation. At the event have landowners who have PDR's give testimonials. Power point presentation as this will be an educational event. Recording the event and finding a way to post it on the website. Decision to have the event on Thursday, March 3rd in lieu of the OSLP meeting. Invitation will be written for next meeting, and reviewed by committee.
11. **Update on landowner names and addresses, and language for proposed letter and invitation to landowners to the event:** Ginny
Leikam will present letter to committee at the next meeting.
12. **Discuss recommendation for Barry Lonik to review language of Ordinance 37, including scoring criteria, and suggest modification for our next meeting in February:**
Discussion: The committee agreed that Consultant Lonik should review Ordinance 37, especially the scoring of property, and make suggestions for revision. How to decide which properties are a priority for preservation.
13. **Report on public mailing [December 15] and updates to the OSLP webpage:** Michelle Stamboulellis handed out samples of the postcards that were mailed in December. She also handed out a sheet that showed how many were sent to route in Dexter, Chelsea, and Pinckney. The OSLP Web Page on the Dexter Township Web site is doing well.
14. **Update on inventory of possible water related preservation areas:** Mark
In process. As Mark is not here tonight, he sent an email "As far as the riparian and water-related land inventory, I am still gathering data. I have received info and maps from the Huron River Watershed Council, Washtenaw County (thank you Ginny) and working on other sources and then putting it all in an organized fashion."

8:11 pm Barry Lonik arrives

8. **Discuss and agree on a recommendation to the Board of Trustees for amount (how many mills) and length of the millage proposal:** Laura

Discussion of how much money the OSLP needs through a millage and for how long.

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.

Options discussed were 0.5 mills, 0.55 mills, 0.6 mills, 0.65 mills, and 0.7 mills.

Motion by Leikam, second by Stamboulellis, to recommend to the Dexter Township Board of Trustees approving a land preservation millage for the duration of 10 years at a rate of 0.5mills.

Roll Call Vote: Yea – Bradbury, Lesser, Monier, Leikam, Stamboulellis, Sanders;
Nays – None; Absent – Mark Teicher. **Motion carried 6-0.**

- 5. Report on the State of Michigan PDR proposal:** Barry Lonik
Consultant Lonik said the first application from Dexter Township, to the State of Michigan Agricultural Preservation Fund, looks good. The State usually grants 4-5 of the applications per year. The decision will be made in March or April.
- 7. Discuss putting out a Request for Proposal to hire a consultant to act on land preservation initiatives beginning April 1:** Laura and Michelle Stamboulellis, with help from Leikam and DPZ Rohr, will put together a Request for Proposal and present it at the next meeting.
- 15. Identify and discuss key events in spring and summer 2022 for outreach:**
Discussion for February 3rd meeting.
- 16. Public Comment:** Opened 8:54 PM. No Public Comments. Closed 8:54 PM.
- 17. Adjournment:** Meeting adjourned at 8:54 PM.

Respectfully submitted,

Dianne Monier, Secretary

Janis Miller, Recording Secretary

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MONTHLY MEETING OF THE CHELSEA AREA CONSTRUCTION AGENCY BOARD
THURSDAY, JANUARY 27th, 2022, 2:00 P.M.
LOCATION: 12172 JACKSON ROAD
DEXTER, MI 48130

BOARD MEMBERS PRESENT: David Rohr (Dexter Township), Duane Luick (Lima Township), Julia Upfal (City of Chelsea), Pam Byrnes (Lyndon Township), Amanda Nimke Ballard (Sylvan Township)

BOARD MEMBERS ABSENT: None.

STAFF PRESENT: Devin Morgan, Matt Forster

OTHERS PRESENT: None.

CALL TO ORDER: Chair Upfal called the meeting to order at 2:11 p.m.

CALL TO THE PUBLIC: None.

APPROVAL OF AGENDA: Motion by Byrnes, seconded by Luick, to approve agenda as presented. All Ayes. Motion carried unanimously.

APPROVAL OF MINUTES: Motion by Byrnes, seconded by Nimke Ballard, to approve December 9th, 2021 meeting minutes as presented. All Ayes. Motion carried unanimously.

APPROVAL OF BILLS: Motion by Byrnes, seconded by Luick, to approve the General Checking Account bills in amount of \$77,370.61, the Soil Erosion Control Checking Account bills in amount of \$10,214.00 from 12/10/2021 through 1/27/2022 as presented on 1/26/2021 summaries from MSK and Associates. All Ayes. Motion carried unanimously.

REPORT OF THE CHAIR: None.

REPORT OF THE TREASURER: None.

REPORT OF BUILDING OFFICIAL: Discussion followed. We have been busy and have processed over 125 permits in the last 2 weeks. Beverly Buck resigned from her position and we will be posting an ad to hire for a part-time office assistant. Betty and Jim Robbins retired from the cleaning position. We are working with BS&A to get quote on getting Field Inspection Software that will allow our inspectors to use tablets in the field. We will provide board with additional details when we have them.

DISCUSSION/REVIEW OF ANNUAL BUDGET: Discussion followed.

Motion by Byrnes, seconded by Nimke Ballard, to approve CACA 2022-2023 Fiscal Year Budget as presented by Luick. All Ayes. Motion carried unanimously.

Motion by Byrnes, seconded by Luick, to approve SESC 2022-2023 Fiscal Year Budget as presented by Luick. All Ayes. Motion carried unanimously.

DISCUSSION OF OFFICE MANAGER'S ANNUAL REVIEW: Motion by Byrnes, seconded by Nimke Ballard, on Devin Morgan's annual hire date of February 10th, increase her salary to \$80,000/year and in 6 months board will review for performance and salary. All Ayes. Motion carried unanimously.

DISCUSSION TO ADD BOARD MEMBERS AS CSB "AUTHORIZED SIGNER": Motion by Nimke Ballard, seconded by Rohr, to approve Julia Upfal, Duane Luick, Amanda Nimke Ballard, and Jim Drolett as signers on the Chelsea Area Construction Agency and SESC accounts, including Chelsea State Bank and Flagstar Bank. All Ayes. Motion carried unanimously.

Motion by Byrnes, seconded by Luick, to remove Kathy Kennedy and John Hanifan on all CACA and SESC accounts. All Ayes. Motion carried unanimously.

DISCUSSION OF HSA ANNUAL CONTRIBUTION ON MARCH 1ST, 2022: Motion by Byrnes, seconded by Luick, to approve MSK to disperse check in the amount of \$7,300.00 for Devin Morgan's annual HSA employer contribution on March 1st, 2022. All Ayes. Motion carried unanimously.

DISCUSSION OF CSB PETTY CASH ACCOUNT: Motion by Byrnes, seconded by Luick to authorize Matt Forster to be an authorized signer on the CSB petty cash checking account and obtain access to account with use of debit card. All Ayes. Motion carried unanimously.

OTHER BUSINESS: Motion by Byrnes, supported by Rohr, to resend the motion on December 9th, 2021 for MSK to set up HRA and transfer \$2,500.00 from General Checking into HRA account. All Ayes. Motion carried unanimously.

Motion by Byrnes, supported by Luick, to direct MSK to continue Health Care Reimbursement payments to Matt Forster not to exceed \$800.00 month. All Ayes. Motion carried unanimously.

CALL TO THE PUBLIC: None.

ADJOURNMENT: Motion by Luick, seconded by Byrnes, to adjourn the meeting at 3:35 p.m. All Ayes. Motion carried unanimously.

Respectfully Submitted,

Devin Morgan
Recording Secretary

Amanda Nimke Ballard
CACA Board Secretary

DRAFT