

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

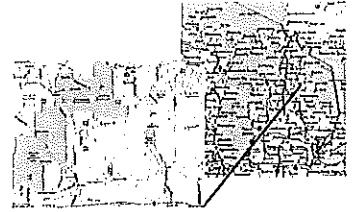
DEXTER TOWNSHIP

6880 DEXTER-PINCKNEY RD.

DEXTER, MI 48130

(734) 426-3767

www.dextertownship.org



REGULAR MEETING OF THE DEXTER TOWNSHIP BOARD

TUESDAY APRIL 19, 2022 6:00PM

Location: Dexter Township Hall, 6880 Dexter-Pinckney Rd., Dexter, MI

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

PLEDGE of ALLEGIANCE: Recited by all.

ROLL CALL: Present – Ratkovich, Stambourellis, Metz, Sanders, Nolte, McDole, and Sikkenga. Absent – None. Also present: Attorney Mark Roberts; Consultant Colleen Coogan; David Rohr, Director of Planning and Zoning, and Janis Miller, Recording Secretary.

SUPERVISOR'S REMARK/CONFLICT OF INTEREST:

Supervisor Ratkovich remarks: In response to some recent social media posts, I want to clarify some issues:

- 1) **Pensions;** The previous Board invested more than 1.1 million dollars of Dexter Township money into their MERS (pension) account. Harley Rider and his wife currently receive \$1789.65 monthly. The current Board are not using Dexter Township funds for a retirement and will not receive a pension.
- 2) **Roads;** The township is actively pursuing better road management. There is a Road Committee forming with six community members, township Trustee Sikkenga and a WCRC Administrator. We will be exploring improved methods of road repair and maintenance/uniting with other townships and talking with state officials about reclassifying roads that are overutilized as "local roads". There has been less than \$800,000 spent on our roads over the last 5 years and they are in need of attention. (One year was \$11,000) Our ten-year plan will not bankrupt the township. We have a conservative General Fund policy we developed to adhere to.
- 3) **New Officer Position;** Executive Administrative Assistant is to replace to replace two part time office managers with one full time person. The position will have more responsibility and more consistency of service. The salary will stay close to what we are currently paying for 2 people and we anticipate attracting high quality candidate.

Nolte stated she knows the owner of KB Services but that would not have an impact on her decision to vote for a Lawn Service company to maintain the Township properties.

1st CALL TO THE PUBLIC:

Opened 6:10 pm

Deb Ceo, 13702 Aberdeen

She wanted to clarify 1) The previous employees do not receive Social Security due to their pensions. She indicated it was cheaper for the taxpayers to not contribute to Social Security but

contribute to a pension instead, no numbers were provided; 2) She feels it inappropriate to ask for raises (Staff and Executives) a month after the budget was approved. She questioned whether the increased Executive salaries were inclusive of taxes and benefits; 3) Deb stated she likes the new Township Website and the increased functionality of the BS&A software module. She would like the website to show the resolutions separate from the minutes; and 4) The house next door to the Township Hall was purchased for expansion of the township facilities.

Closed 6:14 pm

APPROVAL of the AGENDA:

Motion by Sikkenga to approve the agenda as amended. Motion second by Metz. All ayes. Motion carried.

APPROVAL of the MINUTES:

March 8, 2022:

Motion by Sanders to approve the meeting minutes of March 8th as presented. Motion second by Stamboulellis. All ayes. Motion carried.

March 15, 2022 Public [Budget] Hearing:

Motion by Nolte to approve the Public [Budget] Hearing minutes of March 15th as presented. Motion second by Sanders. All ayes. Motion carried.

March 15, 2022 Regular Meeting:

Motion by Sikkenga to approve the regular meeting minutes of March 15th as presented. Motion second by Stamboulellis. All ayes. Motion carried.

REPORTS (oral presentations):

- A. Report on the Northwest Passage Non-Motorized Pathway: Sikkenga
Report from Beckett & Raeder has finalized the route of the pathway, contingent on getting permits and land use. The pathway will go under N. Territorial east of the bridge at Hudson Mills. The next phase will be fundraising.
- B. Update on Planning Department: DPZ Rohr
BS&A Software module for planning is moving forward. The Master Plan Steering Committee will be wrapping up the questionnaire to be mailed to township residents. If the Board is interested in a presentation from Beckett & Raeder, he will schedule it possibly for the Board meeting in May.
- C. Report on WWRA: Stamboulellis
In the next few months new decals will be placed on the green bins, colorful signs with directions as to what is acceptable for recycling and what is not acceptable for recycling. Working with DART Industries there was a significant collection of Styrofoam on April 15-17. May 14th is the Township Bulk Items & Scrap Metal recycle day in the township parking lot.

NEW BUSINESS:

- A. NO MOW MAY – Lawn Care Providers Proposals (posting 4-19-2022)
Handout and discussion of benefits of not mowing (increasing pollinators).

Motion by Sanders for us to participate in No Mow May for our township properties.
Motion second by Sikkenga.

Discussion: It is the intent to participate as we can be flexible.

Roll Call Vote: Yea – Metz, Ratkovich, Stamboulellis, Sanders, Sikkenga; Nays – McDole, Nolte; Absent – None. Motion carried 5-2.

Lawn Care Providers Proposal – Tabled until the May meeting as there are questions not answered in the current proposals. Clarification of information will be sought of each company that bid the project. Stamboulellis suggested each bid have a dollar figure per month for comparison.

B. Discussion of New Position Job Description

This will be a fulltime position replacing two part time Office Managers. It is not a Chief Operations Officer position as the tasks are administrative. The position would be front desk, overseeing the activities of the office, with project assistance given to the Supervisor, Clerk, Treasurer, Trustees, and Department of Planning and Zoning when requested. Suggested title would be Executive Administrative Assistant. Descriptive first paragraph should include “self-starter”, “excellent problem solver”, and/or “multitasker”.

C. State approved mileage increase

Motion by Nolte to approve the State and County mileage reimbursement increase from 57.5 cents per mile to 58.5 cents per mile. Motion second by Metz. All ayes. Motion carried.

D. 6900 Dexter-Pinckney House Plan

Discussion: Three proposals 1) Sell, 2) Rent, 3) Tear down, or 4) Repurpose. The house was inspected with a list of repairs needed if the house is conserved by the township. There is interest from family members of the previous owner to purchase the house. Hold the house for another year, renting it, to explore the possibility of alternative uses of the property. Sell the house and use the money to obtain land that is right for the intended purpose.

Motion by McDole to sell the house with deed restriction giving us the right of first refusal to purchase it at some future point. Motion second by Sikkenga.

After discussion McDole withdraws his motion and Sikkenga withdraws her second to the motion.

Motion by Nolte to authorize spending up to \$5,000 to repair what the home inspectors say and put it on the agenda for next month to make a final decision on whether to sell or rent. Motion second by McDole

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

E. Dexter Township Representative on Chelsea Area Construction Agency Board

Motion by Nolte to remove Jim Drolett from the Chelsea Area Construction Agency and appoint [DPZ] David Rohr as the replacement. Motion second by Sikkenga

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

- F. Dexter Township Representative on Dexter Township Planning Commission
Motion by Nolte to remove Karen Sikkenga from the Planning Commission and replace her with Maris Metz, effective immediately. Motion second by Stamboulellis.

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

- G. Consideration of MLSW [Multi-Lakes Sewer Authority] approval
This has been an ongoing dispute with a possible settlement reached through the township attorney and the MLSW auditor. Most of the money in question will be sent to the authority with the township retaining an amount that pledges full faith and credit. MLSW budgeting practices have stabilized so the money will go into their Capital Expense Fund.

Motion by Sikkenga to approve the settlement agreement [drafted by Attorney Roberts], contingent upon Multi Lakes approval, and authorize the Supervisor to execute the terms of the settlement agreement. Motion second by Nolte.

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

- H. Consideration on Investment Policy/Michigan CLASS – Resolution #22-651
This will be a ladder portfolio, with diversity of CD's and Treasury Notes. The Michigan CLASS is an investment pool with all the investment as liquid money.

Motion by Nolte make a Resolution of #22-651 to approve the addition of the Michigan Cooperative Liquid Assets Securities System as an approved investment option. Motion second by McDole.

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

RESOLUTIONS:

- A. Washtenaw County Road Commission Contract for Repairs/Improvements and Maintenance – Resolution #22-645
Discussion: The projects were approved by the Dexter Township Board in January. The Huron River Drive culvert will be on the schedule next year as the engineering study will be done this year. Wylie Road improvements may not happen as Lima Township has not approved their road budget yet. The Huron River Drive improvements are a shared project with Webster Township, for which they have an approved budget. McKinley Road from Fen Ridge to Cooper Ridge is a shared road with Lima Township, who has

not approved their road budget yet, so it is questionable if that will be completed. Sikkenga will bring forth appointments for the Road Committee at the May Board meeting.

Motion by Nolte to pass Resolution #22-645, for the Dexter Township to enter into the agreement with the Washtenaw County Road Commission and to authorize the Supervisor, and the Clerk, to sign this agreement for \$799,863.06. Motion second by Sanders.

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

B. Budget Amendment – Resolution #22-646

Motion by Nolte to approve Resolution #22-646 as written. Motion second by Stamboulellis.

Roll Call Vote: Yea – Ratkovich, Stamboulellis, Nolte, McDole, Metz; Nays – Sanders, Sikkenga; None; Absent – None. Motion carried 5-2.

Motion by McDole to reconsider the last motion. Motion second by Sikkenga. All ayes. Motion carried.

Motion by Nolte to adopt the Dexter Township Board of Trustees April 5, 2022 document titled 2023 Budget Amendment Request. Motion second by Metz. All ayes. Motion carried.

C. Closed Session to discuss Attorney Client Privilege Communications

Motion by Sanders to adjourn into Closed Session for the purposes of [discussing] Attorney Client Privilege Communications. Motion second by Stamboulellis.

Roll Call Vote: Yea – Sanders, Stamboulellis, Ratkovich, Metz, Sikkenga; Nays – McDole; Absent – Nolte. Motion carried 5-1.

The Board entered into Closed Session at 7:55 PM.

Motion by Metz to return to an Open Public Meeting. Motion second by Stamboulellis. All ayes. Motion carried.

The Board entered into Open Public Meeting at 8:59 PM.

D. Consideration of Staff Salary – Resolution #22-647

Discussion: Two formats of salary compensation presented by Supervisor Ratkovich. Format (A) was to give raises within a range of dollar amounts. Format (B) was to give raises to a set dollar amount. It was suggested the Board come up with a percentage range for staff and give the raises immediately. It was noted that the public sector does not give merit or cost of living raises to employees who have been in the job less than six months. Proposed to do a market study for Board consideration next month.

Motion by Nolte to adopt Resolution #22-647A, not implementing the dollar values that are on the sheet, overall execute a raise increase to all our staff in a range 2.5% to 5.5% for this year, and start a policy that we do percentage increases with the exception of those in the job less than six months. Motion second by Sikkenga.

Discussion: Assumed 3% increases when the budget was approved. Don't know fiscal impact of 5.5% raises to staff. Federal pay raises were 2.7%. Bringing staff wages up to par with the standard. Need salaries that encourage retention of employees.

After discussion Nolte withdraws her motion and Sikkenga withdraws her second to the motion.

Motion by Nolte to adopt a combination of Resolution #22-647[A&B], to raise the hourly raises in the "B" format for those existing five staff members; to increase the Office Managers pay from \$25.00 to \$27.00 per hour, the Ordinance Officer from \$25.00 to \$27.00 an hour, the Deputy Treasurer from \$25.00 to \$29.00 an hour, the Recording Secretary from \$20.00 to \$25.00 an hour, and the Director of Planning and Zoning from \$76,408.00 to \$82,520.00, all effective May 1, 2022; moving forward for the 2023-2024 Budget we will take the [staff] positions and we'll have a starting range with qualifications, and a top range, with every year here forth the Board will put together a percentage price increase for staff which their direct supervisors can then implement. The Board will set the percentage increase. This does not include people who have been here six months or less, they are outside of this program. Motion second by Sanders.

Metz removed herself from voting, due to conflict of interest, as her brother is her Deputy Treasurer.

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

Note: For transparency these raised aren't just in percentage due to inflation, they are to create market standards for positions, not people.

E. Consideration of elected Officials Salary

1. Treasurer – Resolution #22-648

Discussion: For comfort raises should be a percentage, 3 –6 percent. The work that is done is not reflected in the compensation. For transparency, we are elected officials, and raises should not reflect people but positions. Raises should be in the next election cycle as it doesn't look good if elected officials give themselves big raises during their term in office.

Motion by McDole for the office of Treasurer a three percent (3%) for this salary position. Motion second by Sikkenga.

Discussion: Typical cost-of-living raises fall into the 3 - 5 percent range. Right size the positions [salary] for the next election cycle. Need salaries that attract people to

the positions. A salary should reflect the responsibilities of the job, not just the number of hours invested. No mention of resolution number in the motion.

McDole withdraws his motion. Sikkenga withdraws her second to the motion.

Motion by Nolte [adopt] Resolution #22-648 to increase the township Treasurers salary to \$38,254.00 per year, ~~make it retroactive to April 1st, 2022~~, and to change the resolution [language] that this is not a special meeting but a regular Board of Trustees meeting. Motion second by Sanders.

Roll Call Vote: Yea – Nolte, Metz, McDole, Sanders, Sikkenga;
Nays – Stamboulellis, Ratkovich; Absent – None. Motion carried 5-2.

2. Clerk – Resolution #22-649

Discussion: Clerk Stamboulellis presented a letter, a list of her duties along with what comparable townships were compensating their elected officials and staff, she asked her to board take a few minutes to read her information. Clerk Stamboulellis also stated that she would not have a new office manager/executive assistant assist her in her duties that belong in the Clerk's office. Per Attorney Roberts, statutory duties can be delegated to another person.

Motion by Nolte to pass Resolution #22-649 to establish the salary of the township Clerk at a 3% increase, which would make it \$38,254.00, effective ~~retroactive to~~ April 1, 2022, and that this is not happening at a special meeting but it's happening at the monthly Board of Trustees meeting. Motion second by Sikkenga.

Discussion: Attorney Roberts asked the word "retroactive" be removed from the motion as the resolution states the effective date.

Roll Call Vote: Yea – Sanders, McDole, Nolte, Sikkenga;
Nays – Stamboulellis, Ratkovich, Metz; Absent – None. Motion carried 4-2.

3. Supervisor – Resolution #22-650

Motion by Nolte to establish Resolution #22-650 to increase the township Supervisor's payroll by 3%, which would be \$38,254.00, effective April 1, 2022, and this is not happening at a special meeting but it's happening at the monthly Board of Trustees meeting. Motion second by Sikkenga.

Roll Call Vote: Yea – McDole, Sanders, Nolte, Sikkenga;
Nays – Metz, Ratkovich, Stamboulellis; Absent – None. Motion carried 4-2.

AUTHORIZATION OF PAYMENTS – Treasurer Metz

Motion by Metz for the authorization of payments in the amounts of: General Fund \$84,618.66, Fire Fund \$89,640.31, Police Fund \$43,066.18, Open Space and Land Initiative fund \$799.85, and Payroll \$29,151.93; for a grand total of \$247,276.93 that includes gross payroll. Motion second by Sikkenga.

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

2nd CALL TO THE PUBLIC: Opened 9:58 PM. No public present. Closed 9:58 PM

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

Stamboulellis: She reminded the Board of Trustees to direct comments/changes to the minutes to her, as she is the Township Clerk.

FUTURE AGENDA ITEMS:

- A. Compensation and Salary Studies
- B. OSLP Ballot Proposal Language review/approval
- C. New Road Committee appointments

ADJOURNMENT:

Motion by Nolte to adjourn the meeting. Motion second by Metz. All ayes. Motion carried.
The meeting was **adjourned** at 10:11 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 APRIL 2022 AND THAT THE FORGOING MINUTES ARE THE DRAFT MINUTES FOR THE MEETING HELD ON THE 19, DAY OF APRIL 2022.

MICHELLE STAMBOULELLIS, CLERK, DEXTER TOWNSHIP



DEXTER TOWNSHIP AGENDA ITEM SUMMARY

MEETING OF: Township Board of Trustees 17 May 2022

Agenda Item:

Ammendment to the "Safekeeping and Custody" section of the investment policy.

Recommended by:

Maris Metz

Fiscal or Resource Considerations: YES _____ NO ☒ _____

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

If YES, are funds budgeted? YES _____ Recommending for 2022/23 YES _____ NO _____

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

Is a budget amendment required? YES _____ NO ☒ _____

Staff Comments:

Motion/Action/Recommendation:



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Highlights

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- 5,000+ Institutional clients.
- Licensed in all 50 states with sales professionals across the U.S.
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Agency Underwriting

- Ranked No. 3 among diversity firms in lead-managed agencies by par amount in 2021.
- Ranked No. 6 in step rate structures with \$1.489 billion in par amount. – As of Dec. 31, 2021
- Ranked No. 22 in callable issues (among 65 underwriters) with \$3.6 billion in par amount. – As of Dec. 31, 2021
- Co-manager or selling group member in \$4 billion in FFCB Designated and FHLB Global bond issues.
- 2021 Agency Trading Desk volume - \$29.8 billion.
- Underwriter for Fannie Mae, Freddie Mac, Farmer Mac, the Federal Farm Credit Banks (FFCB) and the Federal Home Loan Banks (FHLB).

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- Certified as a Service-Disabled Veteran-Owned Business (SDVOB) by the National Veteran Business Development Council (NVBDC).
- Recognized as a veteran-owned business through the National Veteran-Owned Business Association.
- Certified as a New York State Service-Disabled Veteran-Owned Business (SDVOB).
- Certified as a Veteran-Owned Business Enterprise (VBE) and Disabled Business Enterprise (DIBE) by the South Central Texas Regional Certification Agency (SCTRCA).
- Underwriter for Fannie Mae through its ACCESS® program.
- Underwriter for Freddie Mac through its Supplier Diversity Program.
- Underwriter for the FHLB through their Diversity and Inclusion Program.

Accolades

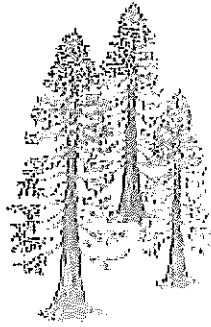
- MBS has been named to the Inc. 500/5000 fastest-growing, privately held companies list seven times.
- Corp! Magazine selected MBS as a Diversity Focused Company honoree for its 2021 Salute to Diversity Awards.
- MBS's CEO and chairman, David T. Maccagnone, was honored on Crain's Detroit Business's 2020 List of Notable Veterans.
- MBS has been ranked among Michigan's Largest Veteran-Owned Businesses by Crain's Detroit Business since they began publishing the list in 2018.
- MBS ranked in Crain's Detroit Business Private 200 list in 2012 and 2015 – 2021.
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DEXTER TOWNSHIP

INVESTMENT POLICY

Dexter Township Board of Trustees Resolution # 21-626
Adopted September 21, 2021



Dexter Township, Michigan

Investment Policy

Overview

Dexter Township, Michigan ("the Township") is a general law township operating under MCL Chapter 41 (General Township Laws) and MCL Chapter 42 (General Township Act) of Michigan State Law. 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 or cash account upon the discretion of the treasurer. 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 thirdparty 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 13month 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 Resolution # 21-626

A resolution to Approve a New Investment Procedures and Investment Policy for Dexter Township.

WHEREAS, Dexter Township is seeking approval for a New Investment Procedures and Investment Policy for Dexter Township; and

WHEREAS, Dexter Townships New Investment Procedures and Policies was recommended by consultant Matt Horning along with advising through Woodhill Group for Dexter Township; and

WHEREAS, Dexter Townships New Investment Policy was reviewed and approved by our attorney, Mark Roberts of Secrest Wardle; 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 approval for a New Investment and Procedures and Investment Policy for Dexter Township.

Resolution offered by: Trustee Sikkenga

Resolution seconded by: Trustee Nolte

Roll call vote: Ratkovich, Stamboulellis, Metz, Nolte, Sanders, Sikkenga

Yeas: 6

Nays: 0

Abstain: None

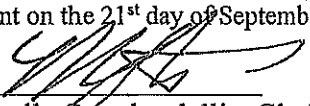
Absent: None

Tally Y = 6; 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 on the 21st day of September, 2021, and that the members voted thereon as hereinbefore set forth.


Michelle Stamboulellis, Clerk

HIRING

Executive Administrative Assistant

The offices of Dexter Township are seeking a self-starter with interest in Township Government. Reporting directly to the Executive Committee to assist in supporting our governmental offices, township residents and staff.

Core duties and responsibilities include but are not limited to:

Interface with Township residents and coordinate concerns appropriately.

Prepare communication documents

Coordinate and prepare monthly board packets

Assist with maintaining the Township Communications via Public including website, Facebook, email systems, etc.

Project research, tracking and /or management for multiple projects as assigned.

General office duties: answering phones, greeting visitors, scheduling, preparing request for proposals, record maintenance (electronic and paper), facility management oversight, assist with Freedom of Information Act requests, publication of hearings, meeting, publications, interface with vendors and more.

This position is not limited to these responsibilities. Other duties can be assigned.

Desired Skill Set:

Basic accounting knowledge or ability to manage accounting software.

High functioning organizational skills.

Ability to multitask.

Independent decision making.

Excellent Communication including listening, speaking, and writing skills.

Inclusive Team Building Skills.

Ability to oversee project management.

Excellent computer skills including word, excel, adobe and outlook.

Education and Work Experience Qualifications Preferred

Associate's degree, BA preferred in Business, Management or Accounting

Minimum of 5 years work experience in Government or other fast paced office setting.

Verifiable References must be provided.

Benefits include: PTO, Health Insurance, Life Insurance, Disability Insurance and Retirement

Starting at 4 days a week and moving up to 5 days a week after temporary period. Salary range \$45,000 to \$60,000



DEXTER TOWNSHIP

AGENDA ITEM SUMMARY

MEETING OF: Township Board of Trustees 17 May 2022

Agenda Item:

Review Updated Quotes for Lawn Care for Township, House, Cemeteries and Station 2 Fire Department and decide on company to offer the Summer Mowing/Maintenance Contract.

Recommended by:
Diane Ratkovich

Fiscal or Resource Considerations: YES ☒ NO ☐
Does this agenda item require the expenditure of funds? YES ☒ NO ☐
If YES, are funds budgeted? YES Recommending for 2022/23 YES ☒ NO ☐
Are staff or other resources required? YES ☐ NO ☒
Is a budget amendment required? YES ☐ NO ☒

Staff Comments:

Motion/Action/Recommendation:

Motion to approve contract with _____ for Dexter Township Lawn Care and Maintenance of properties and cemeteries.

2022 Grounds Maintenance Comparable Quotes

	Salisbury Landscape Group Dexter, MI. Jason Salisbury	Brian's Service Chelsea, MI. Brian Darr	KB Services Chelsea, MI. Kim Beck
Township Hall & 6900 House	\$100.00 mowing, trimming clipping & edging **** Spring Clean-Up \$250.00 Fall Clean-Up \$400.00	\$110.00 mowing, trimming clipping & edging **** Spring Clean-Up \$250.00 Fall Clean-Up \$400.00	\$90.00 mowing, trimming clipping & edging **** Spring & Fall Clean-Up \$45.00 per hour
Dexter Fire Sub Station	\$95.00 mowing, trimming clipping & edging **** Spring Clean-Up \$175.00 Fall Clean-Up \$250.00	\$110.00 mowing, trimming clipping & edging **** Spring Clean-Up \$250.00 Fall Clean-Up \$400.00	\$90.00 mowing, trimming clipping & edging **** Spring & Fall Clean-Up \$45.00 per hour
Hudson Mills Cemetery	\$45.00 mowing, trimming clipping & edging **** Spring Clean-Up \$200.00 Fall Clean-Up \$330.00	\$100.00 mowing, trimming clipping & edging Additional Services Upon Request	\$90.00 mowing, trimming clipping & edging **** Spring & Fall Clean-Up \$45.00 per hour
Lima Cemetery	\$65.00 mowing, trimming clipping & edging **** Spring Clean-Up \$100.00 Fall Clean-Up \$175.00	\$100.00 mowing, trimming clipping & edging Additional Services Upon Request	\$60.00 mowing, trimming clipping & edging **** Spring & Fall Clean-Up \$45.00 per hour
Outdoor Warning Siren 16 Units	\$1200.00 per service,	\$ 1100.00 per service	\$165.00 per service
NOTES			**** **** For more transparency Contractor was asked to submit a revised quote for spring and fall cleanup verse an hourly fee. See attached April 13, 2022

K.B. SERVICES

- Snow Plowing
- Leaf Blowing
- Brush / Tree Trimming
- Lawn Care
- Rock Walls
- Bobcat Work
- Landscaping
- Dump Truck Work
- Spring / Fall Clean-up
- Mulching
- Brick Pavers
- Auto Detailing

Office: 734-433-1840

Mobile: 734-320-4600

April 13, 2022

Dexter Township
6880 Dexter Pinckney Road
Dexter, MI. 48130

This is a proposal for;

Dexter Township Hall and next door house
Spring clean up \$250

Fall \$300

Dexter Fire Sub Station
Spring clean up \$225

Fall \$300

Hudson Mills Cemetery
Spring clean up \$200

Fall \$300

Lima 4 Mile Lake Cemetery
Spring clean up \$80

Fall \$125

Dexter Township Outdoor Warning Sirens
Spring Service \$450

Fall \$450

Thank you,

Kim Beck





DEXTER TOWNSHIP

AGENDA ITEM SUMMARY

MEETING OF: Township Board of Trustees Meeting – May 17, 2022

Agenda Item Title:

Create a Watercraft 3E Ordinance for Halfmoon Lake and portion of Blind Lake within Dexter Twp

Recommended by:

Karen Nolte

Explanation of Agenda Item:

Currently we have ordinances to cover watercraft speed control within 100 ft of shore, dock, raft, etc for most lakes within our Township. It appears no ordinance of such has been put into place for Halfmoon Lake and the portion of Blind Lake that falls in Dexter Township. I am recommending creating such an ordinance to assist managing speed control on Halfmoon and Blind Lakes and keeping residents informed.

Fiscal or Resource Considerations:

Yes _____ No x

Does this agenda item require the expenditure of funds?

Yes X ** No _____

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:

**I said yes to budget funds, since I believe we must publish notification in the paper

** see attached ordinance 3C – pertaining to Little Portage Lake as example of what is needed on Halfmoon

Staff Comments:

Motion/Action/Recommendation:

DEXTER TOWNSHIP ORDINANCE NUMBER 3-D

WATERCRAFT

AN ORDINANCE TO REGULATE THE SPEED OF VESSELS AND TO PROVIDE FOR THE SAFE USE OF THE WATERS IN DEXTER TOWNSHIP, WASHTENAW COUNTY; ENACTED UNDER THE AUTHORITY OF ACT 303, PUBLIC ACTS OF 1967, AS AMENDED (M.S.A. 18.1287 (17)), BEING IDENTICAL TO STATE ADMINISTRATIVE RULES FILED IN THE OFFICE OF THE SECRETARY OF STATE.

THE TOWNSHIP OF DEXTER ORDAINS:

SECTION I

1. All words and phrases used in this ordinance shall be construed and have the same meanings as those words and phrases defined in Act 303, P.A. 1967, as amended, M.S.A. 18.1287 (8).

SECTION II

1. Regulation No. 81, Washtenaw County.

R 281.781.11. Little Portage Lake, portion of and connecting canals and channels; slow – no wake speed.

Rule 12. On that portion of Little Portage Lake and the canals and channels connected thereto, including the channel connecting Little Portage Lake to Portage Lake, located in section 2, T1S, R4E, Dexter Township, Washtenaw County, it is unlawful for the operator of a vessel to exceed a slow – no wake speed.

SECTION III

1. All other ordinances or parts of ordinances in conflict herewith are hereby repealed.

SECTION IV

1. Violations of this ordinance are a misdemeanor and may be punished by a fine not to exceed one hundred dollars (\$100) together with costs of prosecution or imprisonment in the county jail or such other place of detention as the court may prescribe, for a period not to exceed ninety (90) days, or said fine, costs of prosecution, and imprisonment, at the discretion of the court.

SECTION V

1. This ordinance and the various parts, sections, subsections, provisions, sentences and clauses are severable. If any part of this ordinance is found to be unconstitutional or invalid it is declared the remainder of this ordinance shall not be effected hereby.

SECTION VI

1. This ordinance shall take effect 30 days after its publication in the Chelsea Standard and Dexter Leader newspapers.

DEXTER TOWNSHIP ORDINANCE NUMBER 3-D

Township Clerk



DEXTER TOWNSHIP

AGENDA ITEM SUMMARY

MEETING OF: Township Board of Trustees 17 May 2022

Agenda Item:
Conflict of Interest Policy

Recommended by: Diane Ratkovich

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 Recommending for 2022/23 YES _____ NO _____
Are staff or other resources required? YES _____ NO _____x
Is a budget amendment required? YES _____ NO _____x

It was brought to my attention that the Conflict of Interest Policy might conflict with the status of board members. Our attorney, Mark Roberts, has updated the language to be clear on status of all.

Staff Comments:

Motion/Action/Recommendation:

Dexter Township Conflict of Interest Policy and Disclosure of Certain Interests

Dexter Township is committed to basic values of transparency and integrity. All elected officials, officers, members of boards and commissions, and all employees~~staff members~~ are to act with honesty, integrity, and in the best interest of the Township when performing their duties, and to abide by the highest standards of professional and fiscal conduct.

This conflict of interest policy is designed to help all elected officials~~directors~~, officers, members of boards and commissions, and all employees identify situations that present potential conflicts of interest and to provide Dexter Township with a procedure that, if observed, will allow a transaction to be treated as valid and binding even though an elected official~~director~~, officer, member of a board or commission, or any employee has or may have a conflict of interest with respect to the transaction. In the event there is an inconsistency between the requirements and the procedures prescribed herein and those in federal or state law, the law shall control. All capitalized terms are defined in Part 2 of this policy.

1. Definitions.

A. A Conflict of Interest is any circumstance described in Part 2 of this Policy.

B. A Responsible Person is any person serving as an elected official, officer, member of a board or commission, or employee~~or member of the board of directors~~ of Dexter Township.

C. A Family Member is a spouse, domestic partner, parent, child, or spouse of a child, brother, sister, or spouse of a brother or sister, of a Responsible Person.

D. A Material Financial Interest in an entity is a financial interest of any kind that, in view of all the circumstances, is substantial enough that it would, or reasonably could, affect a Responsible Person's or Family Member's judgment with respect to transactions to which the entity is a party. This includes all forms of compensation. Material Financial Interest is established at \$2,000 in 2021 dollars.

F. A Contract or Transaction is any agreement or relationship involving the sale or purchase of goods, services, or rights of any kind, the providing or receipt of a loan or grant, the establishment of any other type of pecuniary relationship or review of a charitable organization by Dexter Township. The making of a gift to Dexter Township is not a Contract or Transaction.

2. Conflict of Interest Defined. For purposes of this policy, the following circumstances shall be deemed to create Conflicts of Interest:

A. Outside Interests.

(i) A Contract or Transaction between Dexter Township and a Responsible Person or Family Member.

(ii) A Contract or Transaction between Dexter Township and an entity in which a Responsible Person or Family Member has a Material Financial Interest or of which such

person is a director, officer, agent, partner, associate, trustee, personal representative, receiver, guardian, custodian, conservator, or other legal representative.

B. Outside Activities.

(i) A Responsible Person competing with Dexter Township in the rendering of services or in any other Contract or Transaction with a third party.

(ii) A Responsible Person's having a Material Financial Interest in; or serving as a director, officer, employee, agent, partner, associate, trustee, personal representative, receiver, guardian, custodian, conservator, or other legal representative of, or consultant to; an entity or individual that competes with Dexter Township in the provision of services or in any other Contract or Transaction with a third party.

C. Gifts, Gratuities and Entertainment. A Responsible Person accepting gifts, entertainment, or other favors from any individual or entity that:

(i) does or is seeking business with, or is a competitor of Dexter Township; or

(ii) has received, is receiving or is seeking to receive a loan or grant, or to secure other financial commitments from Dexter Township;

(iii) is a charitable organization; under circumstances where it might be inferred that such action was intended to influence or possibly would influence the Responsible Person in the performance of his or her duties. This does not preclude the acceptance of items of nominal or insignificant value or entertainment of nominal or insignificant value that are not related to any particular transaction or activity of Dexter Township. Nominal or insignificant value is defined as at or below \$50 in 2021 dollars.

3. Procedures.

A. Before a board or committee action on a Contract or Transaction involving a Conflict of Interest, a ~~board~~director or committee member having a Conflict of Interest and who is in attendance at the meeting shall disclose all facts material to the Conflict of Interest. Such disclosure shall be reflected in the minutes of the meeting.

B. A ~~board~~director or committee member who plans not to attend a meeting at which he or she has reason to believe that the board or committee will act on a matter in which the person has a Conflict of Interest shall disclose to the chair of the meeting all facts material to the Conflict of Interest. The chair shall report the disclosure at the meeting and the disclosure shall be reflected in the minutes of the meeting.

C. A person who has a Conflict of Interest shall not participate in or be permitted to hear the board's or committee's discussion of the matter except to disclose material facts and to respond to questions. Such person shall not attempt to exert his or her personal influence with respect to the matter, either at or outside the meeting.

D. A person who has a Conflict of Interest with respect to a Contract or Transaction that will be voted on at a meeting shall not be counted in determining the presence of a quorum for purposes of the vote. The person having a conflict of interest may not vote on the Contract or

Transaction and shall not be present in the meeting room when the vote is taken, unless the vote is by secret ballot. Such person's ineligibility to vote shall be reflected in the minutes of the meeting. ~~For purposes of this policy, a Responsible Person shall be defined as any person who is a member of the Board of Trustees, a director, a supervisor, a committee member, or a family member of any of the foregoing.~~

E. Responsible Persons who are not members of the ~~Board of Trustees~~ directors of Dexter Township or who have a Conflict of Interest with respect to a Contract or Transaction that is not the subject of board or committee action, shall disclose to the Chair or the Chair's designee any Conflict of Interest that such Responsible Person has with respect to a Contract or Transaction. Such disclosure shall be made as soon as the Conflict of Interest is known to the Responsible Person. The Responsible Person shall refrain from any action that may affect Dexter Township's participation in such Contract or Transaction.

In the event it is not entirely clear that a Conflict of Interest exists, the individual with the potential conflict shall disclose the circumstances to the Chair or the Chair's designee, who shall determine whether there exists a Conflict of Interest that is subject to this policy.

4. Confidentiality. Each Responsible Person shall exercise care not to disclose confidential information acquired in connection with such status or information the disclosure of which might be adverse to the interests of Dexter Township. Furthermore, a Responsible Person shall not disclose or use information relating to the business of Dexter Township for the personal profit or advantage of the Responsible Person or a Family Member.

5. Review of Policy.

A. Each new Responsible Person shall be required to review a copy of this Policy and to acknowledge in writing that he or she has done so.

B. Each new Responsible Person shall annually complete a disclosure from identifying any relationships, positions, or circumstances in which the Responsible Person is involved that he or she believes could contribute to a Conflict of Interest arising. Such relationships, positions, or circumstance might include service as a director of or consultant to a notfor-profit organization, or ownership of a business that might provide goods or services to Dexter Township. Any such information regarding business interests of a Responsible Person or a Family Member shall be treatedasconfidentialandshallgenerallybemadeavailableonlytotheSupervisorChair, theExecutiveDirector, andany committee appointed to address Conflicts of Interests, except to the extent additional disclosure is necessary in connection with the implementation of this Policy.

C. This policy shall be reviewed biannually by each member of the ~~Board of Trustees~~directors. Any changes to the policy shall be communicated immediately to all Responsible Persons.

Dexter Township Conflict of Interest Disclosure Form

To be completed annually by each Dexter Township Responsible Person

Name: _____ Position: _____

Please describe below any relationships, positions, or circumstances in which you are involved that you believe could contribute to a Conflict of Interest (as defined in Dexter Township's Policy on Conflicts of Interest) arising.

I hereby certify that the information set forth above is true and complete to the best of my knowledge. I have reviewed, and agree to abide by, the Policy of Conflict of Interest of Dexter Township that is currently in effect.

Signature: _____ Date: _____



DEXTER TOWNSHIP

AGENDA ITEM SUMMARY

MEETING OF: Township Board of Trustees Meeting – May 17, 2022

Agenda Item Title:

Expenditure of budgeted funds for Stantec to evaluate MLWSA efficiency and possible expansion

Recommended by:

Karen Nolte

Explanation of Agenda Item:

See attached proposal from Stantec and it's outline to assess MLWSA operations, costs, rate structure and expansion possibilities.

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 No x

Is a budget amendment required?

Yes No x

Attachments: Stantec Proposal

Staff Comments:

Motion/Action/Recommendation:



Stantec Consulting Michigan Inc.
3754 Ranchero Drive, Ann Arbor MI 48108-2771

May 6, 2022
File: 173485150

Attention: Ms. Karen Nolte, Township Trustee
Dexter Township
6880 Dexter-Pinckney Road
Dexter, MI 48130

Dear Trustee Nolte,

Reference: Multi-Lake Water and Sewer Authority (MLWSA) Efficiency Assessment

As requested, Stantec Consulting Michigan Inc. (Stantec) is pleased to submit this proposal to Dexter Township (Township) for providing professional engineering services to perform an Operation and Maintenance Efficiency Assessment and Rate Analysis.

Objectives

The main objectives of this project are as follows:

- Identify opportunities for optimization of the existing systems to reduce overall O&M costs.
- Review current customer base and rate structure.
- Evaluate the feasibility for expanding the MLWSA customer base to increase operating revenue and reduce the quarterly cost for each customer.

Background

Initially formed in 1993, Multi Lake Water and Sewer Authority (MLWSA) initially served residents in Dexter and Lyndon Townships. Putnam and Unadilla Townships joined later. The system was constructed over a ten (10) year period with multiple phases, resulting in approximately 1,200 Grinders, two (2) Pump Stations, two (2) Vacuum Buildings, two (2) Booster Pump Stations, one (1) Wastewater Treatment Plant and a series of force main infrastructure ranging in size from 1.5 inches to 10 inches in diameter.

Based on information collected from the 2006 Wastewater Treatment Plant Project Plan, estimated population served in 2006 was 3,600 people, or up to 2,000 Resident Equivalent Units (REUs). As of 2006, approximately 1,519 REUs have been allocated, leaving 24 percent of the REUs of system capacity available for growth.

Project Team

We have assembled a team of highly qualified staff for this project . A brief history of our firm and a summary of our team is included in the following page for your reference.

Scope of Work

In order to achieve the Township's main objectives, we propose the following project approach and scope of work:

Task 100 – Data Collection

Under this primary task we propose the following subtasks:

- Perform a site visit to review and better understand existing system operations at the wastewater treatment plant, vacuum station, and lift stations.
- Interview staff to gain clear understanding of routine maintenance and emergency operations, repair and replacement processes and procedures.
- Review historical records with a focus on the major factor driving the O&M costs.
- Review financial data including the cost allocations for labor, material, chemical, sludge disposal, debt service, replacement fund balances and depreciation schedules.
- Review broad categories of service lives and replacement strategies.
- Review O&M budgets, rates and operations strategies of selected similar systems meeting current industry standards.
- Review MLWSA service area identified during the original design and confirm total system capacity.
- Identify current and remaining allocations of REU's.
- Identify current un-serviced areas and determine potential REU's that can be incorporated into the existing MLWSA.
- Conduct analysis of existing vacuum systems in terms of operational efficiencies, or lack thereof, potential performance issues, long-term cost impacts and possible replacement.

Task 200 – Engineering & Cost Analysis

The wastewater treatment plant owned and operated by MLWSA is an oxidation ditch activated sludge facility, where the microorganisms consume the organic waste and turn it into a stable material (biosolids) in presence of oxygen. The mixer in the oxidation ditch mixes air with raw wastewater and the bacteria are brought into the mix by recycling biosolids settled in the secondary clarifier.

In a typical activated sludge system, labor is usually the highest operational cost followed by electricity then chemicals and biosolids (sludge) disposal. The cost drivers for this collection system consist of the grinder units, force mains and the main pump stations. Annual costs will vary based on several factors, such as design of the original systems, age of the system and repair/replacement strategies.

Under this task we propose the following subtasks:

- Review and analysis of the cost drivers of the oxidation ditch wastewater treatment plant.
- Reviews and analysis of the MLWSA collection system including grinder pumps, vacuum system, pump stations, force mains and apparatuses.
- Review repair/replacement history including frequency and record keeping, i.e., tracking system.
- Identify the systems requiring the highest proportion of operation and replacement resources.
- Evaluate opportunity for optimization and cost reduction.

May 6, 2022

Ms. Karen Nolte, Township Trustee

Page 3 of 4

Reference: Multi-Lake Water and Sewer Authority (MLWSA) Efficiency Assessment

- Evaluate the feasibility and cost impacts of additional REUs from existing and/or proposed development located in the MLWSA service.
- Evaluate innovative ways to repurpose existing septic tank systems.
- Evaluate feasibility and cost impact of additional REUs for undeveloped service areas.
- Evaluate a long-term outlook of the entire system and develop strategies for financial sustainability.
- Evaluate funding alternatives including potential for grants and/or principal forgiveness as part of collection system improvement project.

Task 300 – Letter Report

Based on our system review and the findings of our engineering and cost analysis, Stantec will develop a list of recommendations for MLWSA to review and consider. Next steps would be to develop a plan of implementation to allow MLWSA to begin realizing savings from efficiencies and to ensure over-all system integrity and long term sustainability..

Deliverable

We will summarize our analysis and recommendations in a Letter Report that the Township may use for future actions.

Project Schedule

We anticipate completing the draft report within 8 to 12 weeks after formal authorization by the Township.

Fee

Stantec proposes to provide the services described above for an amount not to exceed **\$15,900.00**.

Assumptions

- This effort is not a comprehensive rate study. This process will identify any potential savings and be reflected in user rates, i.e., lower quarterly billing to customers.
- All previous studies, reports, financial data for MLWSA will be available for our review and analysis.
- The MLWSA staff will be available for field investigation and for interviews.
- A draft Letter Report will be submitted for the Township's review and comments before finalization.

Acceptance

If the above proposal is acceptable, please sign on the line below indicating your approval for us to begin the work. We appreciate the opportunity to provide the professional services as outlined above and look forward to hearing from you.

May 6, 2022

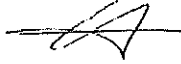
Ms. Karen Nolle, Township Trustee

Page 4 of 4

Reference: Multi-Lake Water and Sewer Authority (MLWSA) Efficiency Assessment

Regards,

Stantec Consulting Michigan Inc.



Craig Lyon
Senior Account Manager
Phone: 734 277 9802
Craig.Lyon@stantec.com



Mark Pascoe PE, LEED AP, ENV SP
Principal
Phone: 734 214 1865
Mark.Pascoe@stantec.com

By signing this proposal, Dexter Township authorizes Stantec to proceed with the services herein described and the Client acknowledges that it has read and agrees to be bound by the attached Professional Services Terms and Conditions.

This proposal is accepted and agreed on the ____ day of _____, 2022.

Per: Dexter Township

Print Name & Title

Signature

Attachment: Introduction Sheet
Rate Fee
Terms and Conditions

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Firm Profile

Communities are fundamental. Whether around the corner or across the globe, they provide a foundation, a sense of place and of belonging. We are active members of the communities we serve. That is why at Stantec, we always design with community in mind.

Stantec unites approximately 25,000 employees working in over 400 locations on six continents. Since 1954, our work has focused on professional consulting and engineering services. Stantec strives to be a trusted project advisor. We recognize that projects involving wastewater facilities are complex to analyze, design and implement, but we work closely with our clients to simplify this process wherever possible. We take pride in our proven track record for meeting schedules and budgets, and find that excellence results from attentive communication, sound project management, and technical expertise.

Stantec employs more than 150 staff throughout Michigan. From our initial founding in the early 1900's, our legacy for providing water resource, water supply and wastewater treatment services in Michigan extends back over 100 years. Our offices are structured so that multiple disciplines can be offered as integral components to a project team working directly for the client. Our close working relationship with regional offices allows seamless support to deliver every engineering service required for a successful project. Stantec Consulting Michigan Inc. is incorporated and licensed to operate in the State of Michigan. All work on this project will be led from our Ann Arbor and Lansing offices.

Key Staff and Experience

We understand that retaining professional consulting services involves more than just deciding who can get the work done for the best price. We work with clients who we respect, with the intention of building lasting relationships. Our key project team members listed below have successfully completed similar assignments and will provide the attention your project requires, while maintaining a high level of efficiency and effectiveness. We have assembled the following team with over 200 years of combined experience for your project.

Team Member	Role	Years of Experience	Specialization
Mark Pascoe, PE	Account Manager	40	Engineering Management, Master Planning, Securing Grant Funding.
Craig Lyon	Project Manager	31	Executive Director of Municipal Infrastructure & General Government Operations, including annual budget management more than \$23million, 60 plus team members and annual CIP projects
Ish Naik, PE	Senior Consultant	50	Wastewater Treatment Design, Construction and Operation.
Ken Jewison, PE	WWTP Process Consultant and Funding Specialist	35	Wastewater Treatment Design, Construction and Operation Regulatory Issues.
James Bearman	Financial Consultant	35	Rate Studies, Revenue Requirement, Cost Allocation, Asset Management.
Neil Wager	Project Engineer	20	Process Equipment Assessment and Operations Review.

Title	Hourly Rate	Description
Construction Technician CAD Technician	\$99 - \$120	<ul style="list-style-type: none"> Junior-level position Independently carries out assignments of limited scope using standard procedures, methods, and techniques Assists senior staff in carrying out more advanced procedures Completed work is reviewed for feasibility and soundness of judgment Graduate from an appropriate post-secondary program or equivalent Generally, four years' work experience
Engineering Assistant Engineer-In-Training Construction Technician Administrative Support	\$124 - \$136	<ul style="list-style-type: none"> Fully qualified professional position Carries out assignments requiring general familiarity within a broad field of the respective profession Makes decisions by using a combination of standard methods and techniques Actively participates in planning to ensure the achievement of objectives Works independently to interpret information and resolve difficulties Graduate from an appropriate post-secondary program, with credentials or equivalent Generally, six years' experience
CAD Manager Designer Process Designer Project Engineer Senior Project Engineer Survey Manager Construction Technician Senior Civil Engineer Environmental Engineer Survey Crew Chief	\$147 - \$166	<ul style="list-style-type: none"> First level supervisor of first complete level of specialization Provides applied professional knowledge and initiative in planning and coordinating work programs Adapts established guidelines as necessary to address unusual issues Decisions accepted as technically accurate, however may on occasion be reviewed for soundness of judgment Graduate from an appropriate post-secondary program, with credentials or equivalent Generally, nine years' experience
Associate Senior Associate Project Manager Field Services Manager Landscape Architect	\$172 - \$187	<ul style="list-style-type: none"> Highly-specialized technical professional or supervisor of groups of professionals Provides multidiscipline knowledge to deliver innovative solutions in related field of expertise Participates in short and long range planning to ensure the achievement of objectives Makes responsible decisions on all matters, including policy recommendations, work methods, and financial controls associated with large expenditures Reviews and evaluates technical work Graduate from an appropriate post-secondary program, with credentials or equivalent Generally, ten years' experience with extensive, broad experience
Principal Senior Principal	\$207 - \$248	<ul style="list-style-type: none"> Senior level consultant or management function Recognized as an authority in a specific field with qualifications of significant value Provides multidiscipline knowledge to deliver innovative solutions in related field of expertise Independently conceives programs and problems for investigation Participates in discussions to ensure the achievement of program and/or project objectives Makes responsible decisions on expenditures, including large sums or implementation of major programs and/or projects Graduate from an appropriate post-secondary program, with credentials or equivalent Generally, fifteen years' experience with extensive professional and management experience
Survey Crew	\$165 \$230	1 person crew 2 person crew



The following Terms and Conditions are attached to and form part of a proposal for services to be performed by Consultant and together, when the Client authorizes Consultant to proceed with the services, constitute the Agreement. Consultant means the Stantec entity issuing the Proposal.

DESCRIPTION OF WORK: Consultant shall render the services described in the Proposal (hereinafter called the "Services") to the Client.

TERMS AND CONDITIONS: No terms, conditions, understandings, or agreements purporting to modify or vary these Terms and Conditions shall be binding unless hereafter made in writing and signed by the Client and Consultant. In the event of any conflict between the Proposal and these Terms and Conditions, these Terms and Conditions shall take precedence. This Agreement supercedes all previous agreements, arrangements or understandings between the parties whether written or oral in connection with or incidental to the Project.

COMPENSATION: Payment is due to Consultant upon receipt of Invoice. Failure to make any payment when due is a material breach of this Agreement and will entitle Consultant, at its option, to suspend or terminate this Agreement and the provision of the Services. Interest will accrue on accounts overdue by 30 days at the lesser of 1.5 percent per month (18 percent per annum) or the maximum legal rate of interest. Unless otherwise noted, the fees in this agreement do not include any value added, sales, or other taxes that may be applied by Government on fees for services. Such taxes will be added to all invoices as required. The Client will make payment by Electronic Funds Transfer when requested by Consultant.

NOTICES: Each party shall designate a representative who is authorized to act on behalf of that party. All notices, consents, and approvals required to be given hereunder shall be in writing and shall be given to the representatives of each party.

TERMINATION: Either party may terminate the Agreement without cause upon thirty (30) days notice in writing. If either party breaches the Agreement and fails to remedy such breach within seven (7) days of notice to do so by the non-defaulting party, the non-defaulting party may immediately terminate the Agreement. Non-payment by the Client of Consultant's invoices within 30 days of Consultant rendering same is agreed to constitute a material breach and, upon written notice as prescribed above, the duties, obligations and responsibilities of Consultant are terminated. On termination by either party, the Client shall forthwith pay Consultant all fees and charges for the Services provided to the effective date of termination.

ENVIRONMENTAL: Except as specifically described in this Agreement, Consultant's field investigation, laboratory testing and engineering recommendations will not address or evaluate pollution of soil or pollution of groundwater. Consultant is entitled to rely upon information provided by the Client, its consultants, and third-party sources provided such third party is, in Consultant's opinion, a reasonable source for such information, relating to subterranean structures or utilities. The Client releases Consultant from any liability and agrees to defend, indemnify and hold Consultant harmless from any and all claims, damages, losses and/or expenses, direct and indirect, or consequential damages relating to subterranean structures or utilities which are not correctly identified in such information.

PROFESSIONAL RESPONSIBILITY: In performing the Services, Consultant will provide and exercise the standard of care, skill and diligence required by customarily accepted professional practices normally provided in the performance of the Services at the time and the location in which the Services were performed.

INDEMNITY: The Client releases Consultant from any liability and agrees to defend, indemnify and hold Consultant harmless from any and all claims, damages, losses, and/or expenses, direct and indirect, or consequential damages, including but not limited to attorney's fees and charges and court and arbitration costs, arising out of, or claimed to arise out of, the performance of the Services, excepting liability arising from the sole negligence of Consultant.

LIMITATION OF LIABILITY: It is agreed that, to the fullest extent possible under the applicable law, the total amount of all claims the Client may have against Consultant under this Agreement, including but not limited to claims for negligence, negligent misrepresentation and/or breach of contract, shall be strictly limited to the lesser of professional fees paid to Consultant for the Services or \$50,000.00. No claim may be brought against Consultant more than two (2) years after the cause of action arose. As the Client's sole and exclusive remedy under this Agreement any claim, demand or suit shall be directed and/or asserted only against Consultant and not against any of Consultant's employees, officers or directors.

Consultant's liability with respect to any claims arising out of this Agreement shall be absolutely limited to direct damages arising out of the Services and Consultant shall bear no liability whatsoever for any consequential loss, injury or damage incurred by the Client, including but not limited to claims for loss of use, loss of profits and/or loss of markets.

In no event shall Consultant's obligation to pay damages of any kind exceed its proportionate share of liability for causing such damages.

DOCUMENTS: All of the documents prepared by or on behalf of Consultant in connection with the Project are instruments of service for the execution of the Project. Consultant retains the property and copyright in these documents, whether the Project is executed or not. These documents may not be used for any other purpose without the prior written consent of Consultant. In the event Consultants documents are subsequently reused or modified in any material respect without the prior consent of Consultant, the Client agrees to defend, hold harmless and indemnify Consultant from any claims advanced on account of said reuse or modification.

Any document produced by Consultant in relation to the Services is intended for the sole use of Client. The documents may not be relied upon by any other party without the express written consent of Consultant, which may be withheld at Consultant's discretion. Any such consent will provide no greater rights to the third party than those held by the Client under the contract and will only be authorized pursuant to the conditions of Consultant's standard form reliance letter.

Consultant cannot guarantee the authenticity, integrity or completeness of data files supplied in electronic format ("Electronic Files"). Client shall release, indemnify and hold Consultant, its officers, employees, Consultant's and agents harmless from any claims or damages arising from the use of Electronic Files. Electronic files will not contain stamps or seals, remain the property of Consultant, are not to be used for any purpose other than that for which they were transmitted, and are not to be retransmitted to a third party without Consultant's written consent.



FIELD SERVICES: Consultant shall not be responsible for construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with work on the Project, and shall not be responsible for any contractor's failure to carry out the work in accordance with the contract documents. Consultant shall not be responsible for the acts or omissions of any contractor, subcontractor, any of their agents or employees, or any other persons performing any of the work in connection with the Project. Consultant shall not be the prime contractor or similar under any occupational health and safety legislation.

GOVERNING LAW/COMPLIANCE WITH LAWS: The Agreement shall be governed, construed and enforced in accordance with the laws of the jurisdiction in which the majority of the Services are performed. Consultant shall observe and comply with all applicable laws, continue to provide equal employment opportunity to all qualified persons, and to recruit, hire, train, promote and compensate persons in all jobs without regard to race, color, religion, sex, age, disability or national origin or any other basis prohibited by applicable laws.

DISPUTE RESOLUTION: If requested in writing by either the Client or Consultant, the Client and Consultant shall attempt to resolve any dispute between them arising out of or in connection with this Agreement by entering into structured non-binding negotiations with the assistance of a mediator on a without prejudice basis. The mediator shall be appointed by agreement of the parties. The Parties agree that any actions under this Agreement will be brought in the appropriate court in the jurisdiction of the Governing Law, or elsewhere by mutual agreement. Nothing herein however prevents Consultant from any exercising statutory lien rights or remedies in accordance with legislation where the project site is located.

ASSIGNMENT: The Client shall not, without the prior written consent of Consultant, assign the benefit or in any way transfer the obligations under these Terms and Conditions or any part hereof.

SEVERABILITY: If any term, condition or covenant of the Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions of the Agreement shall be binding on the Client and Consultant.

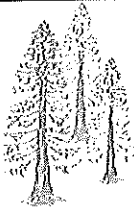
FORCE MAJEURE: Any default in the performance of this Agreement caused by any of the following events and without fault or negligence on the part of the defaulting party shall not constitute a breach of contract, labor strikes, riots, war, acts of governmental authorities, unusually severe weather conditions or other natural catastrophe, disease, epidemic or pandemic, or any other cause beyond the reasonable control or contemplation of either party. Nothing herein relieves the Client of its obligation to pay Consultant for services rendered.

COVID-19: The parties acknowledge the ongoing COVID-19 pandemic and agree that the fee and schedule in the proposal is based on what is currently understood. Where conditions change, the parties may have further discussions to manage and mitigate the impact of this evolving situation on the Project.

CONTRA PROFERENTEM: The parties agree that in the event this Agreement is subject to interpretation or construction by a third party, such third party shall not construe this Agreement or any part of it against either party as the drafter of this Agreement.

BUSINESS PRACTICES: Each Party shall comply with all applicable laws, contractual requirements and mandatory or best practice guidance regarding improper or illegal payments, gifts, or gratuities, and will not pay, promise to pay or authorize the payment of any money or anything of value, directly or indirectly, to any person (whether a government official or private individual) or entity for the purpose or illegally or improperly inducing a decision or obtaining or retaining business in connection with this Agreement or the Services.

FLORIDA CONTRACTS: PURSUANT TO FLORIDA STATUTES CHAPTER 558.0035 AN INDIVIDUAL EMPLOYEE OR AGENT MAY NOT BE HELD INDIVIDUALLY LIABLE FOR DAMAGES RESULTING FROM NEGLIGENCE.



DEXTER TOWNSHIP

AGENDA ITEM SUMMARY

MEETING OF: Township Board of Trustees 17 May 2022

Agenda Item Title: Approval of Local Roads Committee Members

Submitted by: Karen Sikkenga

Explanation of Agenda Item: Approval of the local roads committee seven members

Seven individuals (including Trustee Karen Sikkenga) volunteered to participate on the local roads committee. The committee charge approved by the BOT called for seven members. Request to approve the attached list.

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: List of volunteer committee members indicating their areas of interest.

Staff Comments:

Motion/Action/Recommendation:

Action 1 – Motion to Approve 2022 appointments to the local roads committee

Local Road Committee Volunteer Applicants

Area of Interest by Committee Charge

Name	Qualifications	Email address	Chair	Secretary	BOT Rep	Funding	Owner's Rep	Best Practices	Communications	Policy	No preference
1 Beerbaum, Lois	Scientist (retired)	LOIS BEERBAUM <norfolk2010@comcast.net>									
2 Casady, Patrick	HR, finance, env. science (retired)	Patrick Casady <cassman37@gmail.com>									
3 Maier, Christy	Policy; planning commissioner (retired)	Christina Maier <cmaier@dextertownship.org>									
4 Sikkenga, Karen	Budget/fin, pub sector admin	ksikkenga@dextertownship.org									
5 Teicher, Mark	Atty, elected official	mark <markteicher@aol.com>									
6 Wolf, Charles	Firefighter/Station head (retired)	Charles Wolf <firewolf613@gmail.com>									
7 Zatkovich, Tom	Metalurgist, facilitator (retired)	tzatkovich@yahoo.com									
Lape, Adam	WCRC rep	Lape, Adam <lapea@wccroads.org>									

Handout for Dexter Township Board of Trustee Meeting 4/19/2022

Green shading indicates an expressed preference by the volunteer



DEXTER TOWNSHIP

AGENDA ITEM SUMMARY

MEETING OF: Township Board of Trustees 17 May 2022

Agenda Item:

Consideration of Northlake Fireworks for July 2, Rain date July 3.
All forms and approvals complete, pending Township approval

Recommended by:

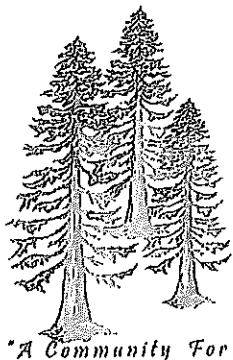
Diane Ratkovich

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 Recommending for 2022/23 YES X x
Are staff or other resources required? _____ NO x
Is a budget amendment required? _____ NO x

Staff Comments:

Motion/Action/Recommendation:

Motion to approve Northlake Fireworks .



NORTH LAKE DEXTER TOWNSHIP

6880 DEXTER-PINCKNEY ROAD
DEXTER, MI 48130

TELEPHONE: 734-426-3767

FAX: 734-426-3833

WWW.DEXTERTOWNSHIP.ORG

Required Paper Work for Fireworks (Display)

☒ Operator's License/Permit (FELC) & Pyrotechnic Operator Experience

☒ Completed fireworks application form

Number/Types of Fireworks proposed (if not on application form)

☒ General plan concerning how display will be conducted including map showing location

☒ Responsible Person Letter of Clearance (FELC)

☒ Approved Department of Natural Resources (DNR) Marine/Special Event Permit

☒ Certificate of Insurance showing Dexter Township as additional insured for an amount not less than \$1,000,000.00

☒ Letter of acknowledgement and approval for the display from supporting Fire Department

☒ Letter of approval for the display from the Washtenaw County Sheriff Department. This letter should include an acknowledgement of the date and rain date as well as statements indicating the Marine Safety Division and Road Patrol officers will be able to provide adequate safety measures on the water and on the roads.



DEXTER TOWNSHIP AGENDA ITEM SUMMARY

MEETING OF: Township Board of Trustees Meeting – May 17, 2022

Agenda Item Title:**Resolution #22-**

Board of Trustees approval of the Ballot Language for a .5 Millage, from the Dexter Township Open Space and Land Preservation Committee, to be placed on the November 8, 2022 General Ballot.

Recommended by:

Michelle Stamboulellis – Laura Sanders

Explanation of Agenda Item:

The Open Space and Land Preservation Committee recommends that the Board of Trustees approve the Ballot Language for the .5 Millage so I (Clerk Stamboulellis) can present the ballot wording to the County Clerk, no later than August 16, 2022, to be a local proposal on the November 8, 2022 General Election Ballot.

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 _____

Is a budget amendment required?

Yes _____ No x

Attachments:

The attached document is the Open Space and Land Preservation Committee Ballot Language for the .5 millage.

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

Dexter Township

PROPOSAL A

DEXTER TOWNSHIP FARMLAND AND OPEN SPACE LAND PRESERVATION MILLAGE

PROPOSAL TO PERMANENTLY PRESERVE FARMLAND AND OPEN SPACE THROUGHOUT THE TOWNSHIP BY PROVIDING FUNDING FOR THE VOLUNTARY PURCHASE OF CONSERVATION EASEMENTS.

Shall the Township of Dexter authorize a new levy of 0.5 mills (\$.50 per \$1,000 of taxable value) to finance the Township of Dexter's Farmland and Open Space Land Preservation program to permanently preserve farmland, open space, wildlife habitat, scenic views, and protect drinking water sources and the water quality of rivers and streams, by funding the voluntary purchase of interests in land throughout the Township, and enable the Township to take advantage of matching funds, for a period of ten years, with the new levy commencing in December, 2022. In the first year the estimated revenue will be \$220,810.00.

Dexter Township Resolution #22-652

A resolution to approve the Ballot Language for a .5 Millage, from the Dexter Township Open Space and Land Preservation Committee, to be placed on the November 8, 2022 General Ballot.

WHEREAS, the Dexter Township Board of Trustees received the recommendation of the Open Space and Land Preservation Committee (OSLP) to add a millage proposal to the November 8, 2022 ballot; and

WHEREAS, the Dexter Township Board of Trustees have received the approved Ballot Language from the Open Space and Land Preservation (OSLP) whom are recommending approval for the Dexter Township Clerk to submit the Ballot Language to the county clerk no later than November 8, 2022 to fund its PDR program through a voter approved ten-year millage commencing December 2022.; and

NOW, THEREFORE, BE IT HEREBY RESOLVED THAT, the Dexter Township Board of Trustees by a vote of the majority at a regularly scheduled and duly noticed meeting held this 17th day of May 2022, approves the Ballot Language to be placed on the November 8, 2022, election ballot the proposed millage at the rate of .5 mill for Ten (10) years beginning in 2022 and through 2032 inclusive, for the purpose of farmland and open space preservation within Dexter Township, yielding approximately \$220,000 annually or \$2.2 million total, for the purchase of development rights, and directs the Clerk of Dexter Township to draft and submit the question language to the County Clerk;

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 on the 17th day of May, 2022 and that the members voted thereon as hereinbefore set forth.

Michelle Stamboulellis, Clerk

Dexter Township

MICHELLE STAMBOULELLIS, CLERK

REPORT FOR THE MONTH OF MAY 2022

QUALIFIED VOTER FILE:

The Clerk's office processed 49 new applications and cancelled 49 voter registrations and added 13 persons to AB Mailing during the month of April / May 2022

MEETINGS AND TRAINING ATTENDED/TO BE ATTENDED:

4/11 /2022: Paychecks / Payroll

4/12/2022: FOIA – Outdoor Warning Sirens

4/13/2022: Election Inspector Training

4/15/2022: Send Minutes / Agenda - FOIA

4/19/2022: Board of Trustees Meeting

4/25/2022: Steering Committee / Master Plan Zoom

4/27/2022: WWRA Meeting – Western Washtenaw Recycling Authority Board

5/3/2022: Superior Township Special Election

5/5/2022 Open Space and Land Preservation Committee

Respectfully Submitted,

Michelle Stamboulellis, Clerk

GL NUMBER	DESCRIPTION	2021-22 AMENDED BUDGET	YTD BALANCE 05/31/2021 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 05/31/2021 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 101 - GENERAL FUND						
Revenues						
Dept 000						
101-000-401.001	CURRENT PROPERTY TAXES	289,885.00	124.91	124.91	289,760.09	0.04
101-000-402.001	PY PROPERTY TAX ADJ/COLLECTIONS	9,196.00	3,622.67	0.00	5,573.33	39.39
101-000-447.001	PROPERTY TAX ADMIN FEE	165,316.00	68.43	68.43	165,247.57	0.04
101-000-451.000	LICENSES & PERMITS	10,000.00	2,940.00	1,465.00	7,060.00	29.40
101-000-451.001	PLANNING REVENUES	3,000.00	0.00	0.00	3,000.00	0.00
101-000-451.002	ZBA REVENUES	3,000.00	450.00	450.00	2,550.00	15.00
101-000-451.003	LAND DIVISION REVENUES	500.00	850.00	600.00	(350.00)	170.00
101-000-451.004	PLANNING DEPOSITS	6,000.00	0.00	0.00	6,000.00	0.00
101-000-451.005	LAND DIVISION DEPOSITS	100.00	0.00	0.00	100.00	0.00
101-000-451.006	PRIVATE ROAD DEPOSITS	100.00	0.00	0.00	100.00	0.00
101-000-539.000	STATE SHARED REVENUE	529,910.00	90,905.00	0.00	439,005.00	17.15
101-000-601.000	CHARGES FOR SERVICES	9,000.00	0.00	0.00	9,000.00	0.00
101-000-603.000	PRIVATE ROAD APPL	0.00	500.00	0.00	(500.00)	100.00
101-000-655.000	FINES AND FORFEITS	5,000.00	265.65	61.05	4,734.35	5.31
101-000-665.000	INTEREST INCOME	10,000.00	61.76	242.02	9,938.24	0.62
101-000-667.001	6900 DEXTER PINCKNEY HOUSE	13,500.00	2,700.00	1,350.00	10,800.00	20.00
101-000-667.002	FIRE SUB STATION	2,000.00	0.00	0.00	2,000.00	0.00
101-000-672.000	REFUNDS & REIMBURSE	12,000.00	626.03	256.44	11,373.97	5.22
101-000-673.000	MISC	500.00	0.00	0.00	500.00	0.00
101-000-674.000	CABLE TV FRANCHISE	52,000.00	12,468.34	12,468.34	39,531.66	23.98
101-000-674.001	AT&T/MICH BELL FRANCHISE	800.00	159.97	0.00	640.03	20.00
101-000-676.000	TELECOM ACT	8,500.00	0.00	0.00	8,500.00	0.00
101-000-699.001	TXFR IN FROM FUND BALANCE	300,000.00	0.00	0.00	300,000.00	0.00
Total Dept 000		1,430,307.00	115,742.76	17,086.19	1,314,564.24	8.09
TOTAL REVENUES						
		1,430,307.00	115,742.76	17,086.19	1,314,564.24	8.09
Expenditures						
Dept 101 - TRUSTEE						
101-101-706.001	SALARY & WAGES	25,462.00	4,120.00	2,060.00	21,342.00	16.18
101-101-860.000	TRAVEL & TRANSPORTATION	500.00	0.00	0.00	500.00	0.00
101-101-861.000	PROF DEVELOPMENT	1,000.00	0.00	0.00	1,000.00	0.00
101-101-955.001	MISC	100.00	0.00	0.00	100.00	0.00
Total Dept 101 - TRUSTEE		27,062.00	4,120.00	2,060.00	22,942.00	15.22
Dept 171 - SUPERVISOR						
101-171-706.001	SALARY & WAGES	38,256.00	6,190.34	3,095.17	32,065.66	16.18
101-171-706.002	DEPUTY WAGES	23,064.00	0.00	0.00	23,064.00	0.00
101-171-727.001	SUPPLIES	500.00	0.00	0.00	500.00	0.00
101-171-860.000	TRAVEL & TRANSPORTATION	500.00	0.00	0.00	500.00	0.00
101-171-861.000	PROF DEVELOPMENT	500.00	0.00	0.00	500.00	0.00
101-171-955.001	MISC	500.00	0.00	0.00	500.00	0.00
Total Dept 171 - SUPERVISOR		63,320.00	6,190.34	3,095.17	57,129.66	9.78
Dept 209 - ASSESSOR						
101-209-706.011	ASSISTANT WAGES	10,091.00	46.06	0.00	10,044.94	0.46
101-209-727.001	SUPPLIES	200.00	0.00	0.00	200.00	0.00
101-209-727.002	POSTAGE	2,500.00	12.13	12.13	2,487.87	0.47

PERIOD ENDING 05/31/2021

GL NUMBER		DESCRIPTION	2021-22 AMENDED BUDGET	YTD BALANCE 05/31/2021 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 05/31/2021 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDDT USED
Fund 101 - GENERAL FUND							
Expenditures							
101-209-801.001		CONTRACTED SERVICE WAGES	65,620.00	5,468.33	5,468.33	60,151.67	8.33
101-209-801.002		CONTRACTED SERVICES	3,700.00	0.00	0.00	3,700.00	0.00
101-209-860.000		TRAVEL & TRANSPORTATION	800.00	0.00	0.00	800.00	0.00
101-209-861.000		PROF DEVELOPMENT	1,300.00	0.00	0.00	1,300.00	0.00
Total Dept 209 - ASSESSOR			84,211.00	5,526.52	5,480.46	78,684.48	6.56
Dept 215 - CLERK							
101-215-706.001		SALARY & WAGES	38,256.00	6,190.34	3,095.17	32,065.66	16.18
101-215-706.002		DEPUTY WAGES	35,980.00	4,999.00	2,332.14	30,981.00	13.89
101-215-706.005		RECORDING SECRETARY	2,900.00	778.26	417.00	2,121.74	26.84
101-215-727.001		SUPPLIES	900.00	0.00	0.00	900.00	0.00
101-215-727.002		POSTAGE	500.00	44.98	44.98	455.02	9.00
101-215-860.000		TRAVEL & TRANSPORTATION	1,500.00	0.00	0.00	1,500.00	0.00
101-215-861.000		PROF DEVELOPMENT	1,800.00	0.00	0.00	1,800.00	0.00
101-215-955.001		MISC	500.00	0.00	0.00	500.00	0.00
Total Dept 215 - CLERK			82,336.00	12,012.58	5,889.29	70,323.42	14.59
Dept 216 - ELECTION							
101-216-706.002		ELECTION WORKER WAGES	6,500.00	0.00	0.00	6,500.00	0.00
101-216-706.004		ELECTION MANAGEMENT	11,000.00	0.00	0.00	11,000.00	0.00
101-216-727.001		SUPPLIES	5,200.00	0.00	0.00	5,200.00	0.00
101-216-727.002		POSTAGE	7,000.00	0.00	0.00	7,000.00	0.00
101-216-860.000		TRAVEL & TRANSPORTATION	1,200.00	0.00	0.00	1,200.00	0.00
101-216-861.000		PROF DEVELOPMENT	500.00	0.00	0.00	500.00	0.00
101-216-900.000		PRINTING/PUBLISHING	2,000.00	0.00	0.00	2,000.00	0.00
101-216-955.001		MISC	500.00	0.00	0.00	500.00	0.00
101-216-986.000		EQUIPMENT	4,000.00	0.00	0.00	4,000.00	0.00
Total Dept 216 - ELECTION			37,900.00	0.00	0.00	37,900.00	0.00
Dept 228 - INFORMATION TECHNOLOGY							
101-228-801.002		CONTRACTED SERVICES	12,080.00	6,377.24	174.13	5,702.76	52.79
101-228-955.001		MISC	1,500.00	0.00	0.00	1,500.00	0.00
101-228-981.002		INFO SYST SFTWR	500.00	0.00	0.00	500.00	0.00
Total Dept 228 - INFORMATION TECHNOLOGY			14,080.00	6,377.24	174.13	7,702.76	45.29
Dept 247 - BOARD OF REVIEW							
101-247-706.005		CLERICAL WAGES	1,000.00	460.60	0.00	539.40	46.06
101-247-707.000		PER DIEM	2,600.00	0.00	0.00	2,600.00	0.00
101-247-727.001		SUPPLIES	350.00	0.00	0.00	350.00	0.00
101-247-727.002		POSTAGE	100.00	0.00	0.00	100.00	0.00
101-247-860.000		TRAVEL & TRANSPORTATION	100.00	0.00	0.00	100.00	0.00
101-247-861.000		PROF DEVELOPMENT	700.00	0.00	0.00	700.00	0.00
101-247-900.000		PRINTING/PUBLISHING	800.00	0.00	0.00	800.00	0.00
101-247-955.001		MISC	300.00	0.00	0.00	300.00	0.00
Total Dept 247 - BOARD OF REVIEW			5,950.00	460.60	0.00	5,489.40	7.74

PERIOD ENDING 05/31/2021

GL NUMBER	DESCRIPTION	2021-22 AMENDED BUDGET	YTD BALANCE 05/31/2021 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 05/31/2021 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 101 - GENERAL FUND						
Expenditures						
Dept 253 - TREASURER						
101-253-706.001	SALARY & WAGES	38,256.00	6,190.34	3,095.17	32,065.66	16.18
101-253-706.002	DEPUTY WAGES	26,033.00	2,838.48	1,290.67	23,194.52	10.90
101-253-727.001	SUPPLIES	1,000.00	0.00	0.00	1,000.00	0.00
101-253-727.002	POSTAGE	3,750.00	16.65	16.65	3,733.35	0.44
101-253-801.002	CONTRACTED SERVICES	4,500.00	0.00	0.00	4,500.00	0.00
101-253-860.000	TRAVEL & TRANSPORTATION	500.00	0.00	0.00	500.00	0.00
101-253-861.000	PROF DEVELOPMENT	1,000.00	0.00	0.00	1,000.00	0.00
101-253-955.003	BANK CHARGE-FOR TAXES	2,500.00	347.98	246.68	2,152.02	13.92
Total Dept 253 - TREASURER		77,539.00	9,393.45	4,649.17	68,145.55	12.11
Dept 265 - BUILDING & GROUNDS						
101-265-727.001	SUPPLIES	700.00	77.00	38.50	623.00	11.00
101-265-805.000	INSURANCE-TWP HALL	16,500.00	0.00	0.00	16,500.00	0.00
101-265-920.000	UTILITIES	9,000.00	506.91	426.69	8,493.09	5.63
101-265-955.001	MISC	1,000.00	0.00	0.00	1,000.00	0.00
101-265-956.000	MAINTENANCE	21,000.00	983.75	873.75	20,016.25	4.68
101-265-956.001	CAPITAL IMPROVEMENT	500.00	102.33	0.00	397.67	20.47
101-265-956.002	JANITORIAL	8,900.00	1,125.00	625.00	7,775.00	12.64
Total Dept 265 - BUILDING & GROUNDS		57,600.00	2,794.99	1,963.94	54,805.01	4.85
Dept 266 - 6900 DEXTER-PINCKNEY HOUSE						
101-266-805.000	INSURANCE	1,000.00	0.00	0.00	1,000.00	0.00
101-266-920.000	UTILITIES	300.00	0.00	0.00	300.00	0.00
101-266-955.000	MISCELLANEOUS EXPENDITURE-TAX	5,507.00	0.00	0.00	5,507.00	0.00
101-266-955.001	MISC	2,000.00	0.00	0.00	2,000.00	0.00
101-266-956.000	MAINTENANCE	4,700.00	163.00	45.00	4,537.00	3.47
Total Dept 266 - 6900 DEXTER-PINCKNEY HOUSE		13,507.00	163.00	45.00	13,344.00	1.21
Dept 270 - FIRE SUB-STATION PROPERTY						
101-270-805.000	INSURANCE	3,300.00	0.00	0.00	3,300.00	0.00
101-270-955.001	MISC	55,000.00	11,103.10	11,103.10	43,896.90	20.19
101-270-956.000	MAINTENANCE	15,000.00	485.00	485.00	14,515.00	3.23
Total Dept 270 - FIRE SUB-STATION PROPERTY		73,300.00	11,588.10	11,588.10	61,711.90	15.81
Dept 276 - CEMETERY						
101-276-955.001	MISC	1,000.00	0.00	0.00	1,000.00	0.00
101-276-956.000	MAINTENANCE	4,800.00	162.50	162.50	4,637.50	3.39
Total Dept 276 - CEMETERY		5,800.00	162.50	162.50	5,637.50	2.80
Dept 294 - GENERAL GOVERNMENT						
101-294-706.005	CLERICAL WAGES	3,200.00	0.00	0.00	3,200.00	0.00
101-294-706.010	OFFICE MANAGER WAGES	67,517.00	8,659.38	3,368.24	58,857.62	12.83
101-294-707.000	PER DIEM	14,700.00	750.00	225.00	13,950.00	5.10
101-294-725.000	FICA/MED MATCH	30,100.00	3,794.65	1,853.51	26,305.35	61
101-294-725.002	RETIREMENT PLAN	11,600.00	5,168.31	2,706.91	6,431.69	55

PERIOD ENDING 05/31/2021

GL NUMBER	DESCRIPTION	2021-22	YTD BALANCE		ACTIVITY FOR		AVAILABLE BALANCE	% BDDT USED
		AMENDED BUDGET	NORMAL (ABNORMAL)	05/31/2021	INCREASE (DECREASE)	MONTH 05/31/2021		
Fund 101 - GENERAL FUND								
Expenditures								
101-294-727.001	SUPPLIES	6,500.00		195.37	195.37	6,304.63	3.01	
101-294-727.002	POSTAGE	800.00		14.51	14.51	785.49	1.81	
101-294-728.000	TELEPHONE	4,800.00		588.60	251.51	4,211.40	12.26	
101-294-800.000	ATTORNEY	12,000.00		577.00	477.00	11,423.00	4.81	
101-294-800.001	AUDITOR	20,000.00		0.00	0.00	20,000.00	0.00	
101-294-801.002	CONTRACTED SERVICES	24,450.00		1,801.92	1,303.75	22,648.08	7.37	
101-294-805.000	INSURANCE	3,000.00		0.00	0.00	3,000.00	0.00	
101-294-860.000	TRAVEL & TRANSPORTATION	300.00		0.00	0.00	300.00	0.00	
101-294-861.000	PROF DEVELOPMENT	11,700.00		0.00	0.00	11,700.00	0.00	
101-294-900.000	PRINTING/PUBLISHING	4,500.00		1,195.00	680.00	3,305.00	26.56	
101-294-955.001	MISC	7,500.00		0.00	0.00	7,500.00	0.00	
101-294-955.003	BANK CHARGE	2,600.00		139.90	0.00	2,460.10	5.38	
Total Dept 294 - GENERAL GOVERNMENT		225,267.00		22,884.64	11,075.80	202,382.36	10.16	
Dept 400 - PLANNING & ZONING ADMINISTRATION								
101-400-706.005	CLERICAL WAGES	5,000.00		312.74	125.58	4,687.26	6.25	
101-400-707.000	PER DIEM	9,900.00		1,100.00	550.00	8,800.00	11.11	
101-400-727.001	SUPPLIES	100.00		0.00	0.00	100.00	0.00	
101-400-727.002	POSTAGE	200.00		23.99	23.99	176.01	12.00	
101-400-800.000	ATTORNEY	3,000.00		792.00	742.00	2,208.00	26.40	
101-400-801.003	PLANNER	21,970.00		3,565.98	1,955.53	18,404.02	16.23	
101-400-801.004	ENGINEERING	6,000.00		0.00	0.00	6,000.00	0.00	
101-400-801.005	PLANNING CONSULTANT	20,000.00		0.00	0.00	20,000.00	0.00	
101-400-860.000	TRAVEL & TRANSPORTATION	500.00		0.00	0.00	500.00	0.00	
101-400-861.000	PROF DEVELOPMENT	2,000.00		0.00	0.00	2,000.00	0.00	
101-400-900.000	PRINTING/PUBLISHING	1,200.00		0.00	0.00	1,200.00	0.00	
101-400-955.001	MISC	1,000.00		0.00	0.00	1,000.00	0.00	
Total Dept 400 - PLANNING & ZONING ADMINISTRATION		70,870.00		5,794.71	3,397.10	65,075.29	8.18	
Dept 412 - ZONING BOARD OF APPEALS								
101-412-706.005	CLERICAL WAGES	2,500.00		321.18	116.61	2,178.82	12.85	
101-412-707.000	PER DIEM	4,800.00		725.00	325.00	4,075.00	15.10	
101-412-727.001	SUPPLIES	700.00		0.00	0.00	700.00	0.00	
101-412-727.002	POSTAGE	500.00		22.11	22.11	477.89	4.42	
101-412-800.000	ATTORNEY	4,000.00		713.50	513.50	3,286.50	17.84	
101-412-801.005	PLANNING CONSULTANT	13,183.00		2,139.59	1,173.32	11,043.41	16.23	
101-412-860.000	TRAVEL & TRANSPORTATION	150.00		0.00	0.00	150.00	0.00	
101-412-861.000	PROF DEVELOPMENT	200.00		0.00	0.00	200.00	0.00	
101-412-900.000	PRINTING/PUBLISHING	2,500.00		295.00	0.00	2,205.00	11.80	
Total Dept 412 - ZONING BOARD OF APPEALS		28,533.00		4,216.38	2,150.54	24,316.62	14.78	
Dept 413 - ORDINANCE ADMIN								
101-413-706.003	SALARY & WAGES - FT	52,739.00		8,558.36	4,693.28	44,180.64	16.23	
101-413-706.005	CLERICAL WAGES	1,000.00		0.00	0.00	1,000.00	0.00	
101-413-706.008	OFFICER WAGES	28,000.00		3,986.39	1,704.42	24,013.61	14.24	
101-413-727.001	SUPPLIES	300.00		0.00	0.00	300.00	0.00	
101-413-727.002	POSTAGE	500.00		15.63	15.63	484.37	3.13	
101-413-800.000	ATTORNEY	5,000.00		150.00	0.00	4,850.00	3.00	
101-413-801.004	ENGINEERING	6,000.00		0.00	0.00	6,000.00	0.00	
101-413-860.000	TRAVEL & TRANSPORTATION	2,000.00		74.18	55.20	1,925.82	0.71	

PERIOD ENDING 05/31/2021

GL NUMBER	DESCRIPTION	2021-22 AMENDED BUDGET	YTD BALANCE 05/31/2021 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 05/31/2021 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDT USED
Fund 101 - GENERAL FUND						
Expenditures						
101-413-861.000	PROF DEVELOPMENT	1,000.00	0.00	0.00	1,000.00	0.00
101-413-900.000	PRINTING/PUBLISHING	100.00	0.00	0.00	100.00	0.00
Total Dept 413 - ORDINANCE ADMIN		96,639.00	12,784.56	6,468.53	83,854.44	13.23
Dept 426 - EMERGENCY PREPAREDNESS						
101-426-805.000	INSURANCE	1,200.00	0.00	0.00	1,200.00	0.00
101-426-956.000	MAINTENANCE	8,500.00	0.00	0.00	8,500.00	0.00
Total Dept 426 - EMERGENCY PREPAREDNESS		9,700.00	0.00	0.00	9,700.00	0.00
Dept 445 - DRAINS - PUBLIC BENEFIT						
101-445-955.005	AT LARGE DRAINS	3,000.00	0.00	0.00	3,000.00	0.00
Total Dept 445 - DRAINS - PUBLIC BENEFIT		3,000.00	0.00	0.00	3,000.00	0.00
Dept 446 - ROADS						
101-446-801.002	CONTRACTED SERVICES	73,000.00	0.00	0.00	73,000.00	0.00
Total Dept 446 - ROADS		73,000.00	0.00	0.00	73,000.00	0.00
Dept 447 - PRIVATE ROADS						
101-447-800.000	ATTORNEY	500.00	0.00	0.00	500.00	0.00
101-447-801.004	ENGINEERING	500.00	0.00	0.00	500.00	0.00
Total Dept 447 - PRIVATE ROADS		1,000.00	0.00	0.00	1,000.00	0.00
Dept 526 - LANDFILL						
101-526-806.003	CHEL LANDFILL CONT	7,200.00	0.00	0.00	7,200.00	0.00
Total Dept 526 - LANDFILL		7,200.00	0.00	0.00	7,200.00	0.00
Dept 774 - COMMUNITY SERVICE SUPPORT						
101-774-801.006	DEXTER SENIOR CITIZENS, INC	3,000.00	0.00	0.00	3,000.00	0.00
101-774-801.007	CHELSEA SENIOR CITIZENS	3,000.00	0.00	0.00	3,000.00	0.00
101-774-801.010	CS DEXTER HISTORICAL	250.00	0.00	0.00	250.00	0.00
101-774-801.011	WASHTENAW AREA VALUE TRANSIT	16,700.00	0.00	0.00	16,700.00	0.00
Total Dept 774 - COMMUNITY SERVICE SUPPORT		22,950.00	0.00	0.00	22,950.00	0.00
Dept 901 - CAPITAL IMPROVEMENTS/INFRASTRUCTURE						
101-901-971.000	BUILDING IMPROVEMENTS	300,000.00	0.00	0.00	300,000.00	0.00
Total Dept 901 - CAPITAL IMPROVEMENTS/INFRASTRUCTURE		300,000.00	0.00	0.00	300,000.00	0.00
TOTAL EXPENDITURES		1,380,764.00	104,469.61	58,199.73	1,276,294.39	7.57

PERIOD ENDING 05/31/2021

GL NUMBER	DESCRIPTION	2021-22 AMENDED BUDGET	YTD BALANCE 05/31/2021		ACTIVITY FOR MONTH 05/31/2021 INCREASE (DECREASE)	AVAILABLE BALANCE		% BDGT USED
			NORMAL	(ABNORMAL)		NORMAL	(ABNORMAL)	
Fund 101 - GENERAL FUND								
Fund 101 - GENERAL FUND:								
	TOTAL REVENUES	1,430,307.00		115,742.76	17,086.19	1,314,564.24		8.09
	TOTAL EXPENDITURES	1,380,764.00		104,469.61	58,199.73	1,276,294.39		7.57
	NET OF REVENUES & EXPENDITURES	49,543.00		11,273.15	(41,113.54)	38,269.85		22.75

REVENUE AND EXPENDITURE REPORT FOR DEXTER TOWNSHIP

PERIOD ENDING 05/31/2021

GL NUMBER	DESCRIPTION	2021-22 AMENDED BUDGET	YTD BALANCE 05/31/2021		ACTIVITY FOR MONTH 05/31/2021 INCREASE (DECREASE)	AVAILABLE BALANCE		% BDGT USED
			NORMAL (ABNORMAL)			NORMAL (ABNORMAL)		
Fund 206 - FIRE FUND								
Revenues								
Dept 000								
206-000-401.001	CURRENT PROPERTY TAXES	885,404.00	381.56		381.56	885,022.44		0.04
206-000-402.001	FY PROPERTY TAX ADJ/COLLECTIONS	24,500.00	0.00		0.00	24,600.00		0.00
206-000-665.000	INTEREST INCOME	4,000.00	162.77		86.22	3,837.23		4.07
Total Dept 000		914,004.00	544.33		467.78	913,459.67		0.06
TOTAL REVENUES								
		914,004.00	544.33		467.78	913,459.67		0.06
Expenditures								
Dept 206 - FIRE								
206-206-818.001	DEXTER	894,924.00	148,044.86		74,022.43	746,879.14		16.54
206-206-955.001	MISC	2,000.00	0.00		0.00	2,000.00		0.00
Total Dept 206 - FIRE		896,924.00	148,044.86		74,022.43	748,879.14		16.51
TOTAL EXPENDITURES								
		896,924.00	148,044.86		74,022.43	748,879.14		16.51
Fund 206 - FIRE FUND:								
TOTAL REVENUES		914,004.00	544.33		467.78	913,459.67		0.06
TOTAL EXPENDITURES		896,924.00	148,044.86		74,022.43	748,879.14		16.51
NET OF REVENUES & EXPENDITURES		17,080.00	(147,500.53)		(73,554.65)	164,580.53		863.59



GL NUMBER	DESCRIPTION	2021-22	YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDDT USED
		AMENDED BUDGET	NORMAL	05/31/2021 (ABNORMAL)	MONTH 05/31/2021 INCREASE (DECREASE)	NORMAL	(ABNORMAL)		
Fund 207 - POLICE FUND									
Revenues									
Dept 301 - POLICE									
207-301-401.001	CURRENT PROPERTY TAXES	522,880.00		225.33	225.33		522,654.67		0.04
207-301-402.001	PY PROPERTY TAX ADJ/COLLECTIONS	14,500.00		0.00	0.00		14,500.00		0.00
207-301-665.000	INTEREST INCOME	1,000.00		153.83	138.74		846.17		15.38
Total Dept 301 - POLICE		538,380.00		379.16	364.07		538,000.84		0.07
TOTAL REVENUES		538,380.00		379.16	364.07		538,000.84		0.07
Expenditures									
Dept 301 - POLICE									
207-301-801.002	CONTRACTED SERVICES	522,500.00		81,529.98	40,764.99		440,970.02		15.60
207-301-955.001	MISC	6,500.00		0.00	0.00		6,500.00		0.00
Total Dept 301 - POLICE		529,000.00		81,529.98	40,764.99		447,470.02		15.41
TOTAL EXPENDITURES		529,000.00		81,529.98	40,764.99		447,470.02		15.41
Fund 207 - POLICE FUND:									
TOTAL REVENUES		538,380.00		379.16	364.07		538,000.84		0.07
TOTAL EXPENDITURES		529,000.00		81,529.98	40,764.99		447,470.02		15.41
NET OF REVENUES & EXPENDITURES		9,380.00		(81,150.82)	(40,400.92)		90,530.82		865.15
TOTAL REVENUES - ALL FUNDS									
TOTAL EXPENDITURES - ALL FUNDS		2,882,691.00		116,666.25	17,918.04		2,766,024.75		4.05
NET OF REVENUES & EXPENDITURES		2,806,688.00		334,044.45	172,987.15		2,472,643.55		11.90
		76,003.00		(217,378.20)	(155,069.11)		293,381.20		286.01

05/02/2022 CASH SUMMARY BY BANK FOR DEXTER TOWNSHIP
FROM 04/01/2022 TO 04/30/2022

Bank Code GL Number	Description	Beginning Balance 04/01/2022	Total Debits
PMTS DISBURSEMENTS PNC#3861			
101-000-001.202	DISBURSEMENT ACCOUNT	(57,574.36)	0.00
285-000-001.202	DISBURSEMENT ACCOUNT	342,999.00	0.00
	DISBURSEMENTS PNC#3861	285,424.64	0.00
TAX PNC BANK			
703-000-001.100	PNC BANK	106,689.74	13,670.40
	PNC BANK	106,689.74	13,670.40
GEN PNC BANK CHECKING			
101-000-001.100	PNC CKG #3861	0.00	132.33
	PNC BANK CHECKING	0.00	132.33
PN111 PNC DEPOSITORY ACCOUNT			
101-000-001.102	DEPOSITORY ACCOUNT	4,266,901.97	288,801.26
206-000-001.102	DEPOSITORY ACCOUNT	1,595,922.83	0.00
207-000-001.102	DEPOSITORY ACCOUNT	1,238,956.17	0.00
245-000-001.102	DEPOSITORY ACCOUNT	28,433.57	0.00
285-000-001.102	DEPOSITORY ACCOUNT	(4,082.50)	0.00
569-000-001.102	DEPOSITORY ACCOUNT	269,198.59	0.00
701-000-001.102	DEPOSITORY ACCOUNT	65,455.22	897.00
	PNC DEPOSITORY ACCOUNT	7,460,785.85	289,698.26

TOTAL - ALL FUNDS 7,852,900.23 303,500.99

Total		Ending Balance
Credits		04/30/2022
327,494.36		(385,068.72)
0.00		342,999.00
327,494.36		(42,069.72)
0.00		120,360.14
0.00		120,360.14
0.00		132.33
0.00		132.33
0.00		4,555,703.23
89,640.31		1,506,282.52
43,066.18		1,195,889.99
799.85		27,633.72
0.00		(4,082.50)
149,874.22		119,324.37
0.00		66,352.22
283,380.56		7,467,103.55

610,874.92 7,545,526.30

4/28/22

Hello friends,

Thank you for continuing to make Chelsea Senior Center THE place to be! It is great to see so many people with smiling faces connecting, playing, exercising, and enjoying being here. Staying vibrant and healthy is important to all of us. The choices we make impact everyone around us. Thank you for continuing to practice safe, healthy habits such as staying home if you are sick; washing your hands frequently; wearing a mask if you feel a sniffle coming on or wearing a mask if it makes you more comfortable. CSC continues to think safety first. You will find free masks in the office if you would like one, hand sanitizer in all of our rooms, paper towels and cleaning spray to wipe down surfaces, and we have begun the process of placing air purifiers in each activity room. Based on your comfort level, we respect your decision whether or not to join us, wear a mask, or engage in activities here. Thank you for respecting the choices of fellow members and please continue to enjoy YOUR Center!

Beginning Monday May 2, and running through Thursday May 12, the Chelsea High School Advanced Placement Classes will hold their Final Exams here in the 100 building at WSEC. And because of this, there will be **NO PICKLEBALL on Thursday May 5, Friday May 6, Tuesday May 10, and Thursday May 12**, since CHS will be utilizing the gym on those days for these exams. We thank you in advance for your understanding, cooperation, and support as these students complete their exams in this building the next couple of weeks.

CSC Happy Hour at Arctic Breakaway is tomorrow, Friday, April 29, 4:00 pm, registration required. Join us and enjoy dinner and drinks with friends! To view their menu, visit their website www.arcticbreakaway.net To register give us a quick call so we can reserve enough seats.

CSC Gardening Work bee on WSEC campus: this Saturday, April 30, 10 am - 2 pm. Join us as we work alongside students from Chelsea High School's Alumni Arbor Club to install a wildflower garden in front of CSC! Don't feel like getting on the ground? Bring a grabber and help students pick up trash in preparation for planting a rain garden near Freer Road. Need more Earth day fun? You can then join the group as they clean-up, weed, mulch, and plant in the CHS Alumni Arbor located at Chelsea High School.

Technology Support reminder: Wednesdays at 10 am, drop-in. When you come in to utilize this service the tech support volunteers ask that you please remember to bring in all of your passwords and/or log-in IDs so they can better assist you.

Connections Memory Café: Wednesday, May 4, 1 pm, free, registration required. For individuals living with memory loss and/or brain challenges and their care partners. Come enjoy a fun time together and connect with others. We have games, food, and activities for you to enjoy. For more information or to register call or email CSC.

CSC Paper Crafts: Card Making: Tuesday, May 10, 10 am, registration required, \$10 fee payable to instructor Camille Bauer. Creative instruction and all materials provided! You will leave with three magnificent personalized cards that will be unique to the month of May and also general themes. To register call or email CSC.

Chelsea Senior Center is Hiring: We have an opening for Program Counselor for Intergenerational Activities. Program Counselor responsibilities are three-fold: intergenerational programming for Camp

Gabika campers and seniors; garden tasks related to the Trinh Pifer Intergenerational Garden; and a kid's activity at the Saturday Farmers Market in Chelsea (though working at the market on Saturdays is not a requirement). The ideal candidate will see the value in multi-generational interactions; have experience programming kid's activities; enjoy teaching and learning about gardening and working in a garden; and thrive on making connections in the community. If interested, there is the potential for work to continue in a limited capacity beyond September. The position would be 20-25 hours a week, ideally mid-May through Labor Day. The pay rate is \$16 / hour. **Interested applicants must be at least 18 years of age and should submit a resume and cover letter by May 1, 2022 to Jennifer Smith, Chelsea Senior Center, 512 Washington Street, Chelsea, MI 48118 or email connected@chelseaseniors.org.**

Chelsea's Community Center Task Force want's your input: the task force is currently conducting a survey and they would greatly appreciate your input regarding the possibility of a Community Center and they want to hear from seniors! **Please click on this link to take their brief survey:** (<https://www.city-chelsea.org/Home/ArtMID/507/ArticleID/1056/Community-Center-Survey-Seeking-Public-Input>).

Turner Center's "The Art of Successful Aging" Series: For May the focus will be "Cultivating Resilience: Strategies for Concurrently Managing the Personal Losses that Accompany Aging While Dealing with a Scary World". Follow this link for weekly sessions being offered in May: [U-M Healthy Aging Series: The Art and Science of Successful Aging \(umich.edu\)](#)

Informational Articles:

[Caring for Her Dad Exposes Blended Family Caregiving Conflicts \(nextavenue.org\)](#)

[COVID patients with pneumonia face higher dementia risk - Futurity](#)

[Top 6 problems with hearing aids](#)

[Stay Well Workshop Series: Coping with Grief and Loss](#)

Have a great week!



Chelsea
Senior Center

512 Washington Street

Chelsea, MI 48118

P: 734.475.9242

F: 734.562.2164

www.chelseaseniors.org

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Western Washtenaw Area Value Express (WAVE)

Dexter District Library

9:30 a.m. Wednesday, March 23, 2022

Minutes

Present: President/Scio Township representative Kim Moore, Vice President/ Chelsea Representative Peter Feeney, Secretary/Member at Large Bill Holmberg, Executive Director Julia Roberts, Lima Township Representative Greg McKenzie, Lyndon Township Representative Pam Byrnes, Webster Township Representative Barbara Calleja, Sylvan Township Representative Kathleen Kennedy

Absent: City of Dexter Representative Paul Cousins, Dexter Township Representative Maris Metz, St. Joseph Mercy Hospital Representative Relley Curran, Past President Member at Large Jim Carson

- I. Introductions - President Moore called the meeting to order at 9:36 am.
- II. Public Comment - none
- III. Approval of the Consent Agenda
Motion by Feeney, second by Kennedy to approve the March 2022 consent agenda (Includes March 2022 meeting agenda, February 2022 minutes and February 2022 financial reports. All Ayes. Motion carried.
- IV. Executive Director's and President's Report - Roberts and Moore
 - a. Reviewed and discussed the materials in March 2022 Board of Directors packet
 - b. Discussion on recent accident involving a car hitting a WAVE bus near a railroad crossing
 - c. Spoke about balance sheet and financial reporting format for consent agenda discussions
- V. Old Business
 - a. Prospective Rides to the Polls
Motion by McKenzie, second by Byrnes to authorize the Executive Director to allow and manage free ride availability on election days, specifically rides to the polls. All ayes. Motion carried.
 - b. Board of Directors' WAVE values
Motion by Feeney, second by Holmberg to table these discussions to a later date. All ayes. Motion carried.

VI. New Business- Discussion and Consideration Items

a. Potential contracts

i. Marketing

ii. DEI Partnership

**Motion by McKenzie, second by Byrnes to table both discussions to a later date. All ayes.
Motion carried.**

VII. Adjournment

**Motion by Feeney, second by Kennedy to adjourn meeting at 10:45 a.m. All Ayes. Motion
carried.**

Respectively Submitted,

Bill Holmberg, Secretary

Washtenaw County Road Commission

Operations Report: 04/11/2022 thru 04/24/2022

Board Meeting Date: May 3, 2022

MAINTENANCE

Scraping of gravel roads and patching of paved roads were performed throughout the county. In addition, the following maintenance activities were performed in individual townships:

ANN ARBOR TOWNSHIP

- Fallen Trees – Warren Road
- Limestone Patch – Earhart Road, Gleaner Hall Road, Maple Road: 257 tons

AUGUSTA TOWNSHIP

- Culvert Replacement– McCrone Road
- Limestone Patch – Judd Road, Macey Road: 111 tons

BRIDGEWATER TOWNSHIP

- Fallen Trees – Willow Road
- Limestone Patch – Burmeister Road, Fisk Road, Hack Road, Hogan Road, Lima Center Road, Logan Road, Neblo Road, Schellenberger Road, Wilbur Road, Willow Road: 81 tons

DEXTER TOWNSHIP

- Boom Mow – Island Lake Road, Waterloo Road
- Cut Bleeders – Brand Road, Fleming Road, Quigley Road, Riker Road, Toma Road
- Fallen Trees – Wylie Road
- Limestone Patch – Riker Road, Waterloo Road, Winston Road: 27 tons

FREEDOM TOWNSHIP

- Gravel Patch – Ellsworth Road, Ernst Road, Hieber Road, Lima Center Road, Luckhardt Road, Rentz Road, Schneider Road, Spies Road, Steinbach Road, Textile Road, Weber Road: 45 tons
- Limestone Patch – Haab Road, Hieber Road, Parker Road, Spies Road, Steinbach Road, Textile Road, Waters Road, Weber Road: 66 tons

LIMA TOWNSHIP

- Cut Bleeders – Jerusalem Road, Liberty Road, Steinbach Road
- Gravel Patch – Liberty Road, Lima Center Road: 20 tons
- Limestone Patch – Dancer Road, Jerusalem Road, Liberty Road, Lima Center Road, McKinley Road, Steinbach Road, Trinkle Road: 111 tons

LODI TOWNSHIP

- Limestone Patch – Dell Road, Ellsworth Road, Tessmer Road: 34 tons
- Repair Washout – Waters Road

LYNDON TOWNSHIP

- Cut Bleeders – Bowdish Road, Boyce Road, Cassidy Road, Goodband Road, Joslin Lake Road, North Lake Road, Roe Road
- Drainage and Backslopes – Farnsworth Road
- Limestone Patch – Cassidy Road, Goodband Road, Lingane Road, Roe Road: 48 tons

MANCHESTER TOWNSHIP

- Culvert Replacement – Tracey Road
- Drainage and Backslopes – Tracey Road
- Fallen Trees – Grossman Road, Wellwood Road
- Gravel Patch – Grossman Road, Herman Road, Mahrle Road, Sandborn Road: 7 tons
- Limestone Patch – Bowens Road, Burmeister Road, Buss Road, Grossman Road, Hack Road, Herman Road, Mahrle Road, Neblo Road, Sandborn Road, Schellenberger Road, Sharon Hollow Road: 111 tons

NORTHFIELD TOWNSHIP

- Fallen Trees – Sutton Road
- Limestone Patch – Barker Road, Eight Mile Road, Five Mile Road, Grove Drive, Joy Road, Kearney Road, Leland Drive, Maple Road, Nollar Road, Rushton Road, Northfield Church Road, Seven Mile Road, Six Mile Road, Spencer Road, Walnut Drive, Whitmore Lake Road: 761 tons
- Limestone Patch Shoulders – Joy Road: 1 ton

PITTSFIELD TOWNSHIP

- Cleaned Drains – Crystal Drive, Dalton Drive, Hawks Road
- Cut Trees – Lohr Road, Textile Road
- Fallen Trees – Dalton Road, Merritt Road

SALEM TOWNSHIP

- Fallen Trees – Six Mile Road, Tower Road
- Limestone Patch – Chubb Road, Dickerson Street, Frederick Street, McFadden Street, Pearl Street, Summit Street, Tower Road, Victor Lewis Street: 60 tons
- Limestone Patch Shoulders – Eight Mile Road, North Territorial Road, Seven Mile Road: 54 tons

SALINE TOWNSHIP

- Culvert Replacement – Braun Road
- Limestone Patch – Braun Road, Dell Road, Macon Road, Parker Road, Roehm Road: 207 tons

SCIO TOWNSHIP

- Berming – Scio Church Road
- Boom Mow – Staebler Road
- Drainage and Backslopes – Huron River Drive
- Limestone Patch – East Pineview Drive, West Pineview Drive, Park Road, Staebler Road: 30 tons

SHARON TOWNSHIP

- Culvert Replacement – Sharon Valley Road
- Drainage and Backslopes – Pleasant Lake Road, Sharon Valley Road
- Fallen Trees – Pleasant Lake Road, Wingate Road
- HMA Mill and Fill – Pleasant Lake Road
- Limestone Patch – Sylvan Road: 13 tons

SUPERIOR TOWNSHIP

- Drainage and Backslopes – Cherry Hill Road, Vreeland Road
- Limestone Patch – Frains Lake Road, Gotfredson Road, Harris Road, Hickman Road, Leforge Road, Stommel Road, Vreeland Road, Warren Road: 173 tons

SYLVAN TOWNSHIP

- Cut Bleeders – Bush Road, Hayes Road, Notten Road
- Drainage and Backslopes – Cavanaugh Lake Road
- Limestone Patch – Conway Road, Lingane Road, Winters Road: 42 tons

WEBSTER TOWNSHIP

- Limestone Patch – Farrell Road, Huron River Drive, Jennings Road, Walsh Road, Webster Church Road: 56 tons

YORK TOWNSHIP

- Cut Trees – Moon Road
- Drainage and Backslopes – Mooreville Road, Platt Road
- HMA Crush and Shape – Moon Road
- Limestone Patch – Warner Road: 45 tons

YPSILANTI TOWNSHIP

- Boom Mow – Bunton Road, Hitchingham Road, Martz Road, Merritt Road
- Drainage and Backslopes – Pine View Drive, Miami Avenue
- Fallen Trees – Farm Lane, Holmes Road, Maplewood Avenue, Princeton Place

STATE TRUNKLINE REPORT

- Surface Maintenance – US-12, US-23

AFTER HOURS CALL-INS

- Debris in Roadway – 6
- Fallen Trees – 24
- Road Defect – 5
- Damaged Guardrail – 1
- Water Over Road – 2

WINTER MAINTENANCE

- Crews Responded – 2 times
- Total Salt Used – 179 tons
- Total Abrasives Used – 0 tons
- Total Brine Used – 120 gallons

SHOP REPORT

Shop Repairs

- Work Orders Completed – 28
- New Tire Installation – 2
- Tires Repaired – 1
- Vehicles Serviced – 7
- Service Call Runs – 1

Equipment Repair

- Prepped Brine Trucks – 346, 360, 366, 377 & 381
- Truck 346 – Replaced the right steering box

BUILDING & GROUNDS REPORT

Yard One

- Installed silencers on air compressors
- Repaired air lines
- Installed mount for surveyors
- Repaired sink in mechanic's shop
- Removed trash, scrap steel and recycling
- Cleaned-up landscaping and yard
- Removed winter maintenance equipment from vehicles
- Performed dry run maintenance on vehicles

Yard Two

- Repaired plumbing in bathroom

Yard Six

- Repaired property fence from tree damage
- Installed new handle on freezer door

Kaiser Well

- Started up well

Washtenaw County Road Commission
Bi-Monthly Meeting of the Board of County Road Commissioners
May 3, 2022 – 1 p.m.

The Washtenaw County Board of County Road Commissioners will hold an in-person
Board Meeting on Tuesday, May 3, 2022 at 1 p.m.

The public is welcome to attend 2022 board meetings either in-person or virtually via Zoom.

Join the board meeting by visiting
wcroads.org/about/the-board/board-meetings/ or dialing (312) 626-6799, meeting ID: 184 341
317. Participants will be able to address the board virtually or in-person during the public
comment period on the agenda.

Visit wcroads.org/joining-a-virtual-board-meeting/ for more information.

AGENDA

I. CALL TO ORDER, ROLL CALL & PLEDGE OF ALLEGIANCE

II. APPROVAL OF AGENDA Page 1-3

III. ACCEPTANCE OF MINUTES (Action) Page 4-23

- A. Board Meeting Minutes of April 19, 2022
- B. Working Session Minutes of April 19, 2022

IV. PUBLIC COMMENT

This is the time set aside on the agenda to receive comments from the public. This is not intended to be a period for dialogue. Each person will be allotted (3) minutes to address the Board.

- A. Public Comment
- B. Written Communication Page 24-39

V. COMMISSIONER AND STAFF FOLLOW-UP TO PUBLIC COMMENT

VI. NEW BUSINESS

A. Consent Agenda Cover Page 40-136

1. 2022 Corrugated Steel Pipe – Bid Acceptance
2. 2022 Dexter Township – Agreement..... Page 66-69
3. 2022 Lima Township – Agreement..... Page 70-72
4. 2022 Lyndon Township – Agreement..... Page 73-75
5. 2022 Manchester Township – Second Agreement..... Page 76-78
6. 2022 Scio Township – Agreement Page 79-82
7. 2022 Superior Township – Agreement..... Page 83-85
8. 2022 Traffic Control Order (TCO) Housekeeping
 - a) Updating
 - 1) Acorne Avenue (at Willis Road), York Township – WCRC TCO #2572
 - 2) Hack Road (at Ridge Road), York Township – WCRC TCO #2575
 - 3) Moon Road (at Saline-Milan Road), York Township – WCRC TCO #2573
 - 4) Warner Road, Brittany Lane, & Shelby Court, York Township – WCRC TCO #2571
 - 5) Willow Road (at Stony Creek Road), York Township – WCRC TCO #2574
 - 6) York Crest Drive (at Willis Road), York Township – WCRC TCO #2576
 - b) Rescinding
 - 1) Burmeister Road WB (at Lima-Center Road), Bridgewater Township – WCRC TCO #2652
 - 2) Hack Road (at Neblo Road), Bridgewater Township – WCRC TCO #2654
 - 3) Klager Road (at Kaiser Road), Bridgewater Township – WCRC TCO #2651
 - 4) Willow Road (at Hogan Road), Bridgewater Township – WCRC TCO #2653
 - 5) Willow Road (at McCollum Road), Bridgewater Township – WCRC TCO #2657
 - 6) Willow Road (at Sheridan Road), Bridgewater Township – WCRC TCO #2650
 - 7) Arkona Road & Ann Arbor Railroad, York Township – WCRC TCO #2640
 - 8) Briarhill Drive (at Acorne Avenue), York Township – WCRC TCO #2656
 - 9) Jeffrey Lane (at Moon Road), York Township – WCRC TCO #2655
 - 10) Platt Road & Ann Arbor Railroad, York Township – WCRC TCO #2639
 - 11) Willis Road (at Carpenter Road), York Township – WCRC TCO #2633
 - 12) Willis Road (at Platt Road), York Township – WCRC TCO #2632
 - 13) Yorkshire Drive (at Whispering Pines Drive), York Township – WCRC TCO #2660
9. 2022 York Township – Third Agreement..... Page 86-89
10. Border-to-Border Trail Segment D3, Scio Township – Construction Engineering
11. Eagle Industrial Properties, Pittsfield Township – Road Improvement Agreement
..... Page 90-95
12. Maple Road Culvert Replacement Project, York Township – Agreement
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13. North Territorial Road Safety Project, Webster Township – MDOT Contract No. 22-5173
14. Payroll & Bills for April 27, 2022 **Page 99-104**
15. Platt Road Greenway Phase 2 (PRGII), Pittsfield Township – Agency Resolution
16. Scio Church Road No Truck Route, Lodi/Scio Township – Temporary Suspension of Traffic Control Order (TCO)
17. Stony Creek Road over Paint Creek Bridge Project, Ypsilanti Township – Preliminary Engineering
18. US-12 & M-17 Improvements – Construction Engineering Amendment
19. Wylie Road Culvert Replacement Project, Lima Township – Agreement.....
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B. Action Item

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VII. REPORTS

- A. County Commissioners Reports
- B. Road Commissioners Reports
- C. Managing Director Report
- D. Directors Report
 1. Operations Report
 2. Finance/IT Report
 3. Engineering Report

WCRC UPDATE REPORTS

1. Staff Report (April 11 – April 24)..... **Page 137-141**
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4. MTF Receipts (March 2022)..... **Page 147-148**

VIII. ADJOURNMENT

NEXT BOARD MEETING: May 17, 2022 @ 1 P.M.
NEXT WORKING SESSION: May 17, 2022 @ 9 A.M.

NEXT VIRTUAL CHAT WITH THE ROAD COMMISSION: 12 to 1 P.M. VIA ZOOM
May 4, 2022 – Commissioner Doug Fuller
May 11, 2022 – Commissioner Gloria Llamas

Dexter Area Fire Run Data by Zone

2020												
	January	February	March	April	May	June	July	August	September	October	November	December
	25	18	13	14	28	23	32	27	25	23	21	15
Dexter City	24	18	20	22	32	47	35	43	26	34	31	43
Dexter Twp	35	41	20	20	33	39	40	22	21	31	36	30
Webster Twp	22	28	16	13	28	35	25	29	18	19	36	18
Share	106	105	69	69	121	144	132	121	90	107	124	106
Total												

2021												
	January	February	March	April	May	June	July	August	September	October	November	December
	19	20	23	20	18	21	22	40	33	24	21	21
Dexter City	18	19	36	21	37	48	42	44	37	42	30	38
Dexter Twp	23	20	24	23	28	25	22	39	25	29	25	41
Webster Twp	26	20	33	22	21	27	40	38	26	37	33	22
Share	86	79	116	86	104	121	126	161	121	132	109	122
Total												

2022												
	January	February	March	April	May	June	July	August	September	October	November	December
	19	25	16									
Dexter City	29	41	38									
Dexter Twp	25	24	30									
Webster Twp	38	22	18									
Share	111	112	102	0	0	0	0	0	0	0	0	0
Total												

2200226	3/1/2022	2810 Baker Rd	City of Dexter	City of Dexter			Medical
2200227	3/1/2022	8105 Main St,	City of Dexter	City of Dexter			Public Service
2200228	3/1/2022	7014 Ulrich	City of Dexter	City of Dexter			Medical
2200231	3/2/2022	7910 Third St	City of Dexter	City of Dexter			Medical
2200244	3/7/2022	7223 Wilson St	City of Dexter	City of Dexter	Recieved	Scio	Medical
2200246	3/8/2022	7810 Kookaburra Ct # 306	City of Dexter	City of Dexter			Medical
2200248	3/8/2022	7810 Kookaburra Ct # 306	City of Dexter	City of Dexter			Medical
2200250	3/9/2022	7833 Kookaburra Ct #102	City of Dexter	City of Dexter			Medical
2200253	3/9/2022	7960 Grand St	City of Dexter	City of Dexter			Medical
2200259	3/10/2022	7960 Grand St	City of Dexter	City of Dexter			Medical
2200272	3/15/2022	7651 Dan Hoey E	City of Dexter	City of Dexter			Fire Alarm
2200274	3/16/2022	7176 Palmer Dr	City of Dexter	City of Dexter	Recieved	Scio	Structure Fire
2200311	3/26/2022	7216 Quackenbush Drive	City of Dexter	City of Dexter			Public Service
2200314	3/26/2022	4407 Inverness St	City of Dexter	City of Dexter			Medical
2200315	3/27/2022	3140 Baker Rd	City of Dexter	City of Dexter			Medical
2200324	3/31/2022	7018 Wilson Dr.	City of Dexter	City of Dexter			Public Service
2200225	3/1/2022	4859 Dexter Pinckney Rd	Dexter TWP	Dexter TWP			Medical
2200234	3/4/2022	9775 Huron River Dr	Dexter TWP	Dexter TWP			Medical
2200241	3/6/2022	8811 McGregor Ln	Dexter TWP	Dexter TWP			Medical
2200251	3/9/2022	6100 Dexter Pinckney Rd	Dexter TWP	Dexter TWP			Medical
2200252	3/9/2022	10404 Island Lake Rd	Dexter TWP	Dexter TWP			Medical
2200255	3/10/2022	7777 Dexter Townhall Rd	Dexter TWP	Dexter TWP			Medical
2200256	3/10/2022	9347 Chestnut Circle	Dexter TWP	Dexter TWP			Medical
2200258	3/10/2022	6080 Dexter Pinckney Rd	Dexter TWP	Dexter TWP			Medical
2200260	3/11/2022	3010 Fieldstone Dr.	Dexter TWP	Dexter TWP			Medical
2200262	3/11/2022	5673 Dexter Townhall	Dexter TWP	Dexter TWP			Structure Fire
2200263	3/11/2022	13420 Riker Rd	Dexter TWP	Dexter TWP	Recieved	Chelsea	Medical
2200264	3/12/2022	5707 Hartman Ct	Dexter TWP	Dexter TWP			Medical
2200265	3/13/2022	7415 Dexter Pinckney	Dexter TWP	Dexter TWP			Medical
2200266	3/13/2022	4247 Crews	Dexter TWP	Dexter TWP			Medical
2200267	3/14/2022	3147 Sandhill Dr	Dexter TWP	Dexter TWP			Medical
2200268	3/14/2022	5721 Dexter Pinckney	Dexter TWP	Dexter TWP			Structure Fire
2200269	3/14/2022	8582 Huron River Ct	Dexter TWP	Dexter TWP			Medical

2200277	3/16/2022	10332 Fleming Rd	Dexter TWP	Dexter Twp			Medical
2200280	3/17/2022	4816 Wylie Rd	Dexter TWP	Dexter Twp			Medical
2200281	3/17/2022	9347 Chestnut Circle	Dexter TWP	Dexter Twp			Medical
2200282	3/17/2022	13414 Oakridge Ln	Dexter TWP	Dexter Twp	Recieved	Chelsea	Medical
2200288	3/19/2022	9347 Chestnut Circle	Dexter TWP	Dexter Twp			Medical
2200290	3/19/2022	9465 Portage lake Ave	Dexter TWP	Dexter Twp			Medical
2200292	3/21/2022	11706 Island Lake Rd	Dexter TWP	Dexter Twp			Medical
2200298	3/22/2022	7019 Glen Cir Dr	Dexter TWP	Dexter Twp	Recieved	Chelsea	Medical
2200299	3/22/2022	6737 Madden Rd	Dexter TWP	Dexter Twp	Recieved	Chelsea	Medical
2200304	3/24/2022	11205 Patina Dr	Dexter TWP	Dexter Twp			Medical
2200305	3/25/2022	3375 N Lima Center Rd	Dexter TWP	Dexter Twp			Medical
2200306	3/25/2022	10111 Island Lake Rd	Dexter TWP	Dexter Twp			Medical
2200307	3/26/2022	9347 Chestnut Circle	Dexter TWP	Dexter Twp			Medical
2200308	3/26/2022	9347 Chestnut Circle	Dexter TWP	Dexter Twp			Medical
2200310	3/26/2022	9347 Chestnut Circle	Dexter TWP	Dexter Twp			Medical
2200312	3/26/2022	9347 Chestnut Circle	Dexter TWP	Dexter Twp			Medical
2200318	3/28/2022	7174 Dexter Pinckney	Dexter TWP	Dexter Twp			Medical
2200319	3/28/2022	13330 Territorial Rd	Dexter TWP	Dexter Twp			Medical
2200320	3/29/2022	11296 Island Lake	Dexter TWP	Dexter Twp			Medical
2200322	3/29/2022	7415 Dexter Pinckney Rd	Dexter TWP	Dexter Twp			Medical
2200325	3/31/2022	5633 Dexter Pinckney Rd	Dexter TWP	Dexter Twp			Medical
2200230	3/2/2022	2551 N Parker Rd	Lima TWP	Shared	Given	Chelsea	Medical
2200238	3/5/2022	3280 Michigan 36	Putnam TWP	Shared	Given	Putnam	Station Coverage
2200239	3/6/2022	20785 Island Lake Rd	Lyndon TWP	Shared	Given	Chelsea	Structure Fire
2200240	3/6/2022	Interstate 94 / Baker	Scio TWP	Shared	Given	Scio	MVA
2200242	3/6/2022	12370 Dexter Chelsea Rd	Lima TWP	Shared	Given	Chelsea	Ice / Water Rescue
2200270	3/15/2022	9360 Dexter Chelsea Rd	Lima TWP	Shared	Given	Chelsea	Medical
2200276	3/16/2022	10800 Featherly Dr	Hamburg TWP	Shared	Given	Hamburg	Structure Fire
2200278	3/16/2022	8375 Dexter Chelsea	Scio TWP	Shared		Scio	Medical
2200279	3/17/2022	9640 Joslin Lake Rd	Lyndon TWP	Shared	Given	Chelsea	Medical
2200284	3/18/2022	7515 Werkner Rd	Lyndon TWP	Shared	Given	Chelsea	MVA
2200285	3/18/2022	8737 Boxelder Ln	Lima TWP	Shared	Given	Chelsea	Medical
2200286	3/19/2022	548 W. Delhi Rd	Scio TWP	Shared	Given	Scio	Structure Fire