



# DEXTER TOWNSHIP

6880 DEXTER-PINCKNEY ROAD  
DEXTER, MI 48130

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WWW.DEXTERTOWNSHIP.ORG

KAREN SIKKENGGA

**SUPERVISOR**

MICHELLE  
STAMBOULELLIS  
**CLERK**

MARIS METZ  
**TREASURER**

LONNIE SCOTT  
LAURA SANDERS  
KAREN NOLTE  
**TRUSTEES**

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## Board of Trustees – Meeting Agenda

July 18, 2023

6:00 PM

- 1) Call to Order
- 2) Roll Call/Conflict of Interest Check
- 3) Call for Public Comment on Agenda Items  
(Please state your name and address; limit comments to 3 minutes)
- 4) Consent Agenda (“Motion to approve consent agenda”)
  - a) Approval of Agenda
  - b) Approval of Committee Appointments through October 31, 2024 (end of Trustee term of office)
    - i) Maris Metz, Treasurer, to the Chelsea Area Construction Agency
    - ii) Regina Hamlett, member of the public, to the Washtenaw Area Value Express board
  - c) Approval of amendment to the Community Calendar
  - d) Approval of transactions; acknowledgement of Receipt of General Ledger Reports
- 5) Presentations
  - a) Portage, Base & Whitewood Owners Association (PBWOA) Scope and Purpose:  
Mark Teicher, PBWOA Chair
- 6) Action Items
  - a) Approval of Minutes: July 18, 2023
  - b) Motion to release draft Master Plan for public review
  - c) Motion to approve a budget amendment
- 7) Q&A: Reports
  - a) Supervisor Report – Supervisor Sikkenga
  - b) Clerk Report – Clerk Stamboulellis; no report this month
  - c) Treasurer Report – Treasurer Metz; no narrative this month; financial report below
  - d) Dexter Township Board and Committee Reports
    - i) Planning Commission – Treasurer Metz
    - ii) Zoning Board of Approval – No report this month

- iii) Land Preservation Board – Trustee Sanders; no report this month
- iv) Local Roads Committee – Supervisor Sikkenga; no report this month
- e) Committee Reports with Dexter Township Membership: Huron River Watershed Council
- 8) Call for Public Comment on Non-Agenda Items
- 9) Other Issues, Comments and Concerns of Board Members & Staff
- 10) Adjournment

Attachments (for a deeper dive into agenda items):

Revenue/expense report

Check disbursal report

Clerk voter registration reports – no report this month

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

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



# DEXTER TOWNSHIP

## AGENDA ITEM REQUEST

**MEETING OF: Township Board of Trustees July 18, 2023**

**Title: Committee Approvals**

**Date (please submit agenda item requests 14 days prior to meeting date): July 4, 2023**

**Consent Calendar Item Overview**

Committee Appointment Comments:

Chelsea Area Construction Agency: Treasurer Metz has previously attended CACA meetings. She serves as the Board of Trustee Planning Commission representative. Planning and zoning topics are sometimes related to CACA activities.

Washtenaw Area Value Express: Regina Hamlett is a community member interested in greater engagement in the township. She already volunteers for WAVE. As Dexter Township's representative, she would be tasked primarily with communicating to the Supervisor and the Board of Trustees any items that would have fiscal or service level impacts for the Township and its residents.

Other: The WWRA board still has one vacancy.

Note: this is a consent calendar item that does not require a separate motion.

**Submitted by:** Karen Sikkenga



# DEXTER TOWNSHIP

## AGENDA ITEM REQUEST

**MEETING OF: Township Board of Trustees July 18, 2023**

**Title: Community Engagement Calendar Amendment**

**Date (please submit agenda item requests 14 days prior to meeting date): July 4, 2023**

**Consent Agenda Item Overview**

The Board of Trustees approved the 2023 Community Engagement Calendar at its June 20, 2023 meeting, and agreed to revisit the 2024 Community Engagement Calendar at its January 2024 meeting.

The proposed Community Engagement Calendar adds a September 23, 11 am Coffee Chat to provide information about election processes and opportunities, with Clerk Stamboulellis as the lead, open to the public. All Trustees are invited to participate.

The proposed CE Calendar also reflects the changes approved at the June 20, 2023 meeting (2024 is marked as tentative; potential additional 2024 events are listed; approval date is included).

*Note: this is a consent calendar item that does not require a separate motion.*

**Submitted by:** Karen Sikkenga



# DEXTER TOWNSHIP

## AGENDA ITEM REQUEST

**MEETING OF: Township Board of Trustees July 18, 2023**

**Title: Financial Transactions**

**Date (please submit agenda item requests 10 days prior to meeting date): July 4, 2023**

**Consent Calendar Item Overview:**

Since the prior board meeting, excluding routine payments (payroll, police, fire, ongoing contracts), we have received \$197K in Telecom Act revenues. This is a transactional error by the payor not Dexter Township; correction of this error is underway. Non-routine, smaller transactions of note included:

- Community Movie Night/Master Plan Charrette planned for August 19: swag bag purchases (~\$500), including *Super Mario Brothers* licensing (~\$350) against a \$20K budget for Community Events with \$0 expended to date
- Cemetery clean-up (~\$4K) resulting from the major thunderstorm against an \$11K budget for cemetery maintenance with \$0 expended to date

Note: this is proposed as a consent calendar item that does not require a separate motion.

**Submitted by:** Karen Sikkenga



Founded  
in ***1940***



**360-400 Member Families**

Representing 2,600 Waterfront Properties  
and Backlots (water access properties)

Hamburg Township

Webster Township

Putnam Township

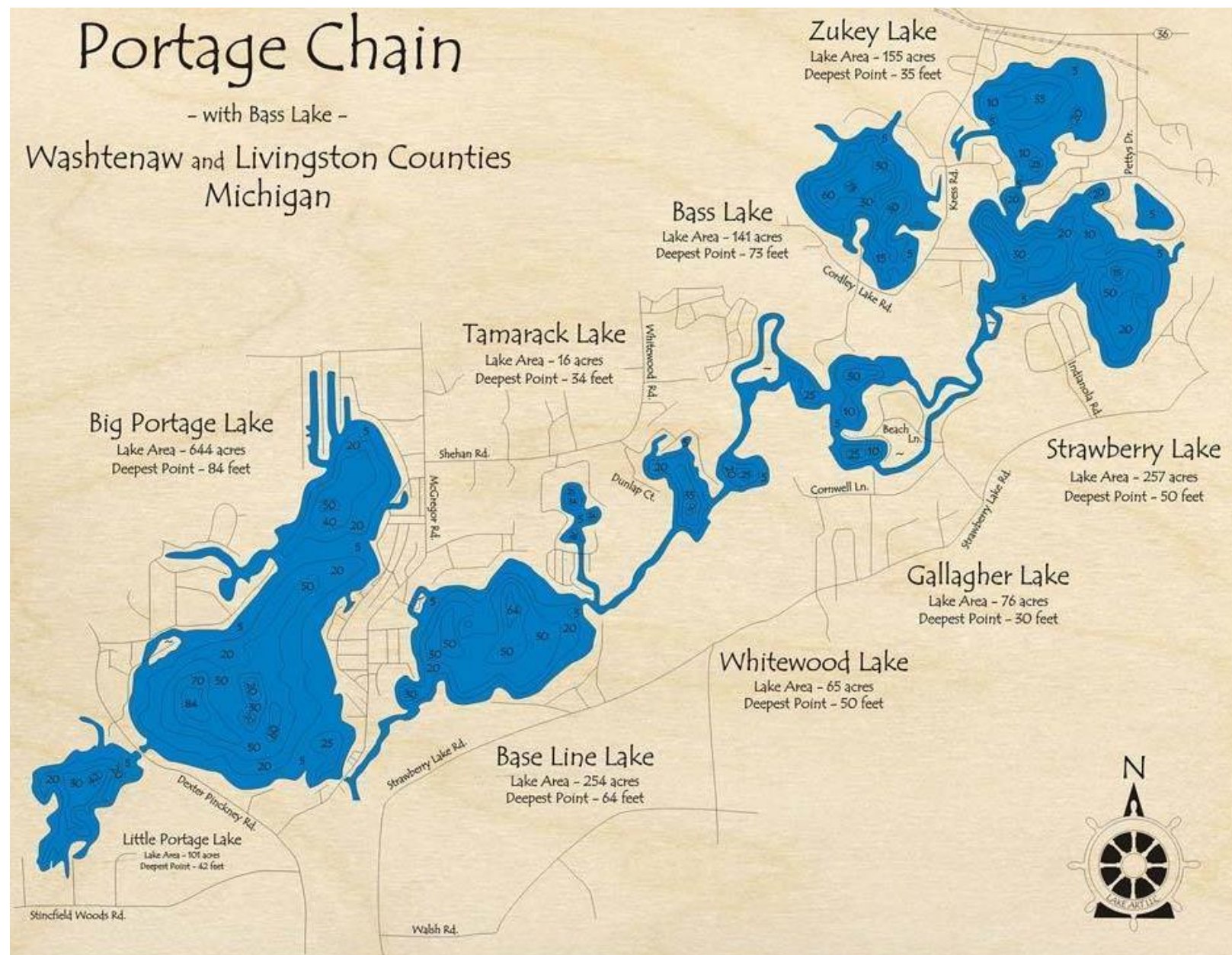
Dexter Township





Members from the  
**Huron Chain  
of Lakes**

Little Portage Lake  
Portage Lake  
Base Line Lake  
Tamarack Lake  
Whitewood  
Gallagher Lake  
Strawberry Lake  
Zukey Lake  
Ore Lake







## Major Accomplishments:

### John Fluke Dam + Court Set Water Levels

- Reduces Flooding
- Minimizes ice damage
- Optimizes recreational use

### Portage Base Lakes Sewer Authority

- Eliminates septic fields
- Eliminates damage to water from failed septic fields
- Allows more restrooms per building site
- Protects the ability to get a mortgages for lake front houses

### Yearly boat safety class

- 40 Attendees per year
- Certificate for operating motorized water vehicles

### Water Quality Monitoring

- Provide data to state about key water quality measurements

### Clean Boats/Clean Waters

- Signage and cleaning station at Portage Lake Launch site to prevent spread of invasive species

### Invasive Species/Weed Control Programs – more on these later





## Ongoing Issues: Algae

- Algal Blooms
- HABs – Hazardous Algal Blooms



HABs – Hazardous Algal Blooms

- Dangerous for humans and animals



Algal Blooms:

- Smelly
- Unattractive
- Limit Recreational Use



# Ongoing Issues: Invasive Species (in the water)

## Huron Chain of Lakes **Invasive Species**

### In the Water Invasives

- Zebra Mussels
- Eurasian Watermilfoil
- Starry Stonewort
- More and More Coming







## PBWOA Response: Algae, Invasive Species and Weeds

Advocated for and now supports/monitors program to manage algae, invasive species (in the water) and weeds.

Lower Chain SAD managed by Washtenaw County

- Little Portage to Whitewood Lakes

Upper Chain SAD Managed by Hamburg Township

- Gallagher to Zukey Lakes

Programs both include

- Weed harvesting
- Chemical treatment for weed control
- Chemical treatment for algae control

The programs are permitted by EGLE. EGLE **limits** what can be done both to protect endangered species and humans/pets/wildlife.

This program can help **MANAGE**, but not eliminate invasives and algae.

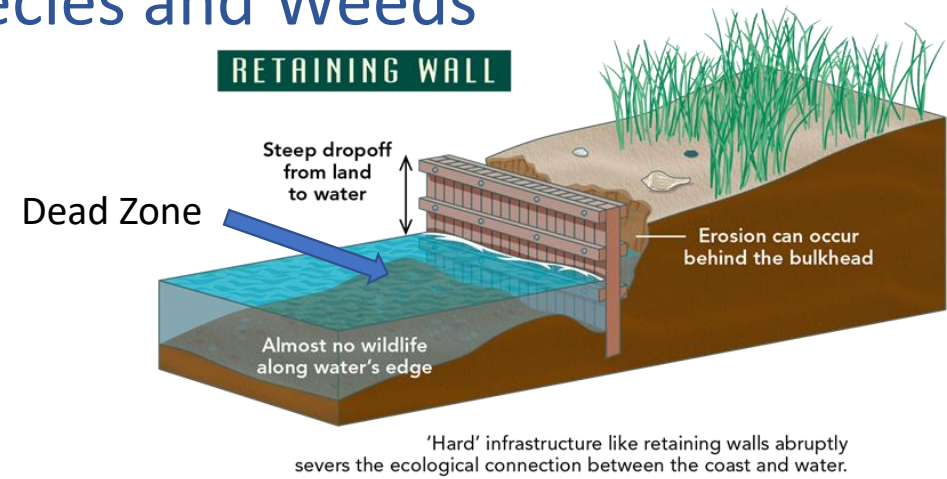


Nothing can be done about the zebra mussels.



## PBWOA Response: Algae, Invasive Species and Weeds

- Encourage Participation in Michigan Shorelines Partnership Program
- Shoreline Garden Tours
- Shoreline Garden Initial Consultation
- Distribute Shoreline Living Magazine
- Support Natural Shorelines Forever shoreline conservation and placement of woody structures to the shoreline



Spawning Area  
Supports range of wildlife  
Deep plant roots hold the  
shoreline







## PBWOA Response: Algae, Invasive Species and Weeds

Encourage Townships to Consider  
Impact on Water Quality of:

### Zoning

- Lakefront and Adjacent  
Development

- Lot Area Coverage

- Setbacks from Shoreline

- Storm water retention

- Naturalizing Shorelines

### Fertilizer

- Prohibition adjacent to waterfront

- Require plant buffer at waterfront

### Shoreline Hardening

- Prohibit Seawalls (EGLE)

Naturalized  
Shoreline on Base  
Line Lake



## Ongoing Issues: Wake Boats

### Wake boats

- stir up the muck and sediments including phosphorous and heavy metals from the bottom of the lake
- feed algal blooms
- harm fish nurseries
- erode shorelines
- endanger other boaters



### PBWOA Response: Wake Boats

Encouraging Operation of Wake Boats as recommended by DNR\*

- Operate in water more than 15' deep.
- Operate at least 500 feet from shore.

\*recommendations based on results of study prepared by University of Minnesota





## Michigan DNR Fisheries **Wake Boat Operation Recommendations\***

- Operate wake boats in water greater than 15' deep
- Operate boats at least 500' from the shoreline

Lakes that can accommodate wake boats:

- Portage Lake
- Base Line Lake
- Strawberry Lake (small area)
- Zukey Lake (small area)

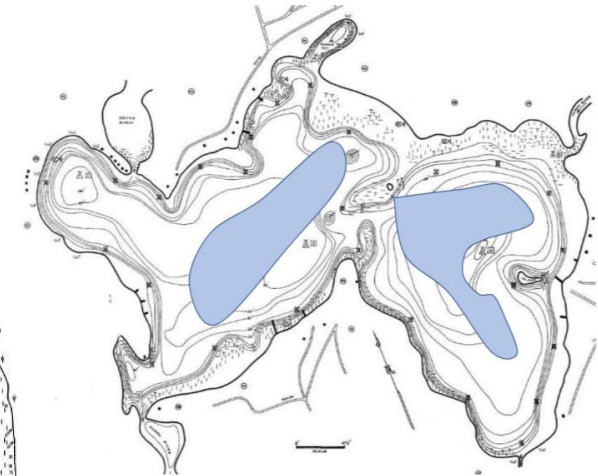
Lakes too small for wake boats:

- Little Portage Lake
- Tamarack Lake
- Whitewood Lake
- Gallagher Lake

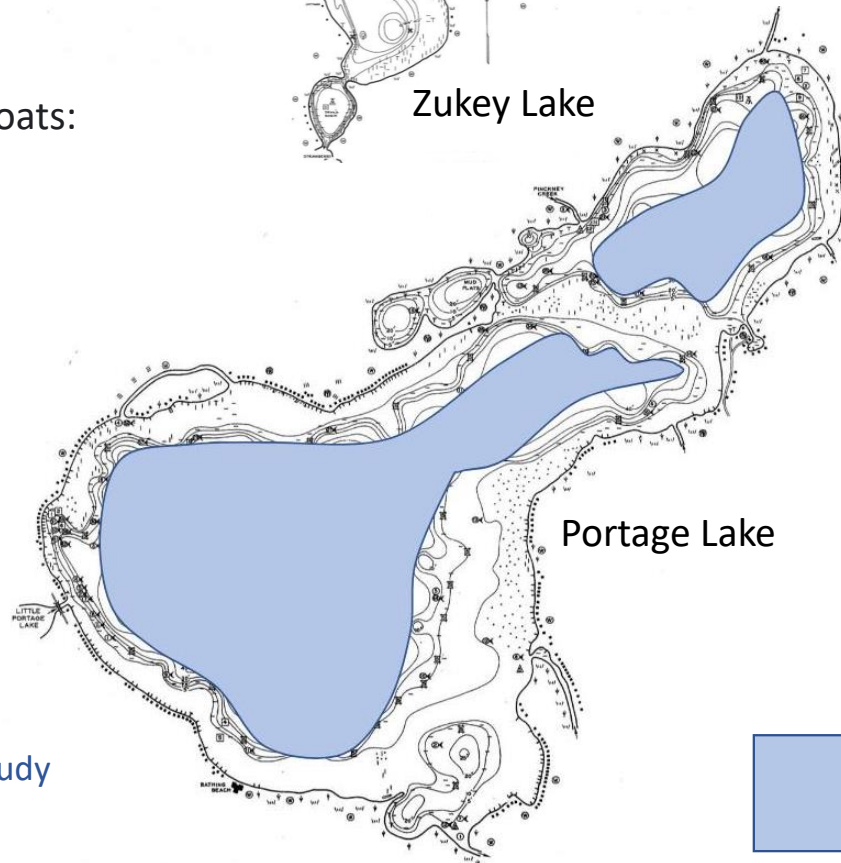
\*recommendations based on results of study  
prepared by University of Minnesota



Zukey Lake

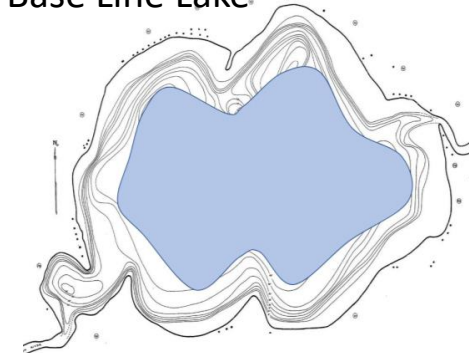


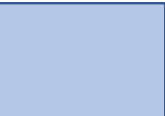
Strawberry Lake



Portage Lake

Base Line Lake



 Areas that meet wake boat operation recommendations are approximate.

## Ongoing Issues: Invasive Species

### Land and Wetland Species

- Phragmites
- Purple Loose Strife

### Both damage wetlands by

- Replacing cattails
- Not filtering the water
- Not providing food for wildlife



### PBWOA Response: Invasive Species

Exploring control programs



Purple Loosestrife is now beginning to infest Little Portage Lake wetlands



## Ongoing Issues: Invasive Species

- Mute Swan

Mute swan control program is having a positive impact with fewer mute swans and more other aquatic birds seen on the Chain of Lakes



Native Trumpeter Swan: Making a come back from near extinction



### Invasive Mute Swan:

- Drives out other aquatic birds
- Destroys native plants
- Spreads disease
- Aggressive towards humans
- Abundant droppings over-fertilize the water



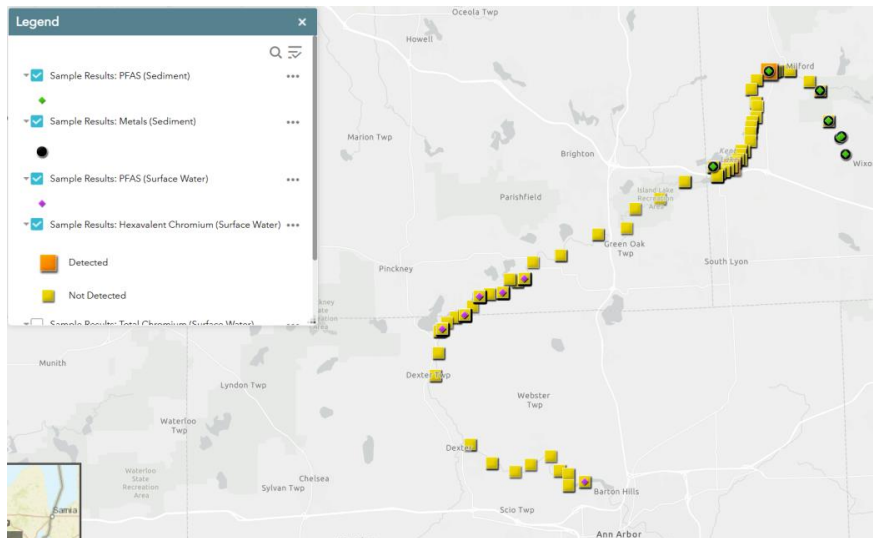
## PBWOA Response: Invasive Species

Supporting existing Township program that limits mute swans.

# Ongoing Issues: Chemical Contaminants

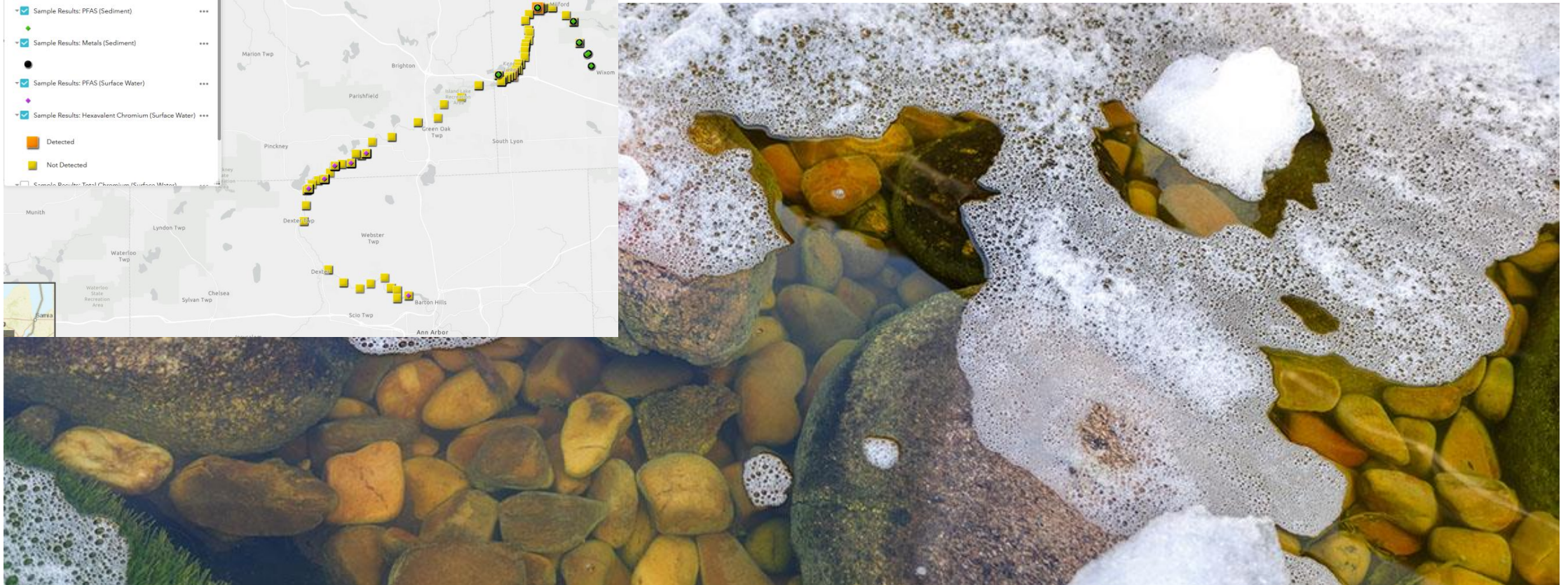
PFAS

Hexavalent Chromium



# PBWOA Response: Chemical Contaminants

- Monitoring governmental responses and recommendations
- Educating our members

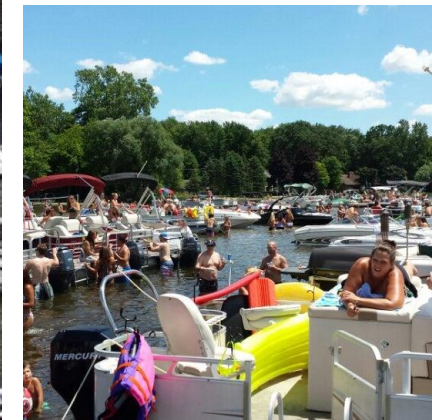




## Ongoing Issues: Sandbar Parties

100s of Boats

No trash or restroom facilities



**PBWOA Response:**  
**Sandbar Parties**  
Monitor the situation



## What can the Township Boards Do?

Continued support for invasives control project

Provide political and financial support for control of phragmites and purple loosestrife.

Continued support of swan control project

Enact legislation limiting fertilization within 15' of shore line

Enact legislation limiting wake boats to 500' from shore and 15' minimum depth

Reichert  
Nature  
Preserve

Portage Lake

Base Line Lake

Miller  
Airport

## Join PBWOA (at [PBWOA.org](http://PBWOA.org))

- Receive PBWOA Newsletters
- Receive PBWOA updates concerns issues that impact the Chain of Lakes
- Receive Riparian magazine
- Support PBWOA efforts to improve water quality in the Chain of Lakes



Thank you for your time

QUESTIONS?

Reichert  
Nature  
Preserve

Portage Lake

Base Line Lake

Cackleberry  
Airport







# DEXTER TOWNSHIP

## AGENDA ITEM REQUEST

**MEETING OF: Township Board of Trustees July 18, 2023**

**Title:** Approval of Minutes

**Date (please submit agenda item requests 10 days prior to meeting date):** July 4, 2023

Motion to approval the minutes of the June 20, 2023 regular meeting of the Dexter Township Board of Trustees

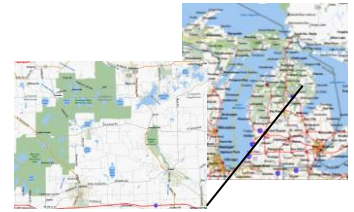
**Submitted by:** Michelle Stamboulellis, Clerk

Karen Sikkenga  
*Supervisor*  
Michelle Stamboulellis  
*Clerk*  
Maris Metz  
*Treasurer,*  
Karen Nolte,  
Laura Sanders,  
Lonnie Scott  
*Trustees*

# DEXTER TOWNSHIP

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

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



## REGULAR MEETING OF THE DEXTER TOWNSHIP BOARD TUESDAY JUNE 20, 2023 6:00PM

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

**CALL to ORDER:** Supervisor Sikkenga called the meeting to order at 6:02 PM.

**ROLL CALL:** Present – Supervisor Sikkenga, Clerk Stamboulellis, Treasurer Metz, Trustee's: Sanders and Nolte. Absent – Trustee Scott. Also present: Attorneys Alexandra Dieck and Sinead Redmond; and Janis Miller, Recording Secretary.

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

**CALL for PUBLIC COMMENTS on AGENDA ITEMS:** Opened 6:05 PM. No public comment.

### **CONSENT CALENDAR:**

- a) Approval of Agenda
- b) Approval of two Fireworks Permits: North Lake and Portage Lake
- c) Approval of Committee Appointments through October 31, 2024 (end of Trustee term of office)
  - i) Karen Sikkenga to the Dexter Area Fire Board
  - ii) Karen Sikkenga to the Washtenaw Area Transit Study (WATS)
  - iii) Lonnie Scott to the SE Michigan Council of Government
  - iv) Michelle Stamboulellis to Western Washtenaw Recycling Authority
- d) Approval of transactions; acknowledgement of Receipt of General Ledger Reports

Motion by Treasurer Metz to approve the Consent Calendar as presented. Motion seconded by Trustee Sanders. All ayes. Motion approved.

### **ACTION ITEMS:**

- a) Approval of Minutes: May 16, 2023 and May 24, 2023. Motion by Treasurer Metz to approve the minutes of May 16, 2023 as presented. Motion seconded by Trustee Nolte. All ayes. Motion approved. Motion by Treasurer Metz to approve the minutes of May 24, 2023 as presented. Motion seconded by Trustee Sanders. All ayes. Motion approved.
- b) Farmland and Open Space ~~Committee~~ Board  
[moved down agenda awaiting FOSP Board Consultant Lonik to arrive]
- c) Appointment of Trustee (Resolution #670) Discussion of criteria for evaluating candidates. Motion by Trustee Sanders to appoint Gretchen Driskell as our Trustee [to fill the vacancy on the Board]. Motion seconded by Treasurer Metz.

Roll Call Vote: Yea – Clerk Stamboulellis, Trustee Nolte, Treasurer Metz, Trustee Sanders, and Supervisor Sikkenga; Nays – None; Absent – Trustee Scott. Motion carried 5-0.

b) Farmland and Open Space Committee Board [Consultant Lonik arrived at 6:19 pm] Motion to approve the bylaws of the Farmland and Open Space Board. Motion by Treasurer Metz to approve the Bylaws [for the Farmland and Open Space Preservation Board] as presented. Motion seconded by Trustee Sanders. Discussion regarding attendance and missing meetings. Amended motion: To approve the Bylaws [ for the Farmland and Open Space Preservation Board [ with an edit [to Section III Membership: 3. Attendance] – striking the statement “without informing the Chair in advance of the meeting”.

Roll Call Vote: Yea – Clerk Stamboulellis, Trustee Nolte, Treasurer Metz, Trustee Sanders and Supervisor Sikkenga; Nays – None; Absent – Trustee Scott. Motion carried 5-0.

c) Motion to approve property appraisal Discussion of specific property scoring and land features. Motion by Trustee Sanders to allocate funds for the appraisal as recommended by the Land Preservation Board. Motion seconded by Clerk Stamboulellis. All ayes. Motion approved.

d) Community Engagement Motion to approve Community Engagement calendar for June 2023 to November 2024 Supervisor Sikkenga asks for a motion to approve the Community Engagement calendar. Trustee Nolte so moves. Motion second by Treasurer Metz. Discussion of adding Dexter Daze to the 2024 calendar. Consideration of participation in the 2024 Dexter Bicentennial. Trustee Scott will research the 2024 Dexter events and report to the Board. Anyone adding to the calendar must take charge and organize for that event. Amended motion: To approve the 2023 calendar and tentatively approve the 2024 calendar with the commitment to revisit it at the January 2024 Board meeting. All ayes. Motion approved.

e) Motion to approve healthcare insurance subsidies for two newly hired positions. The Dexter Township Compensation Ordinance is silent on benefits. The benefits offered are reasonable, based on research, and Supervisor Sikkenga would like to present a Benefits Policy to the Board in August. Treasurer Metz recused herself from the vote as her brother is the recipient of the benefits. Motion by Trustee Sanders to approve the health and retirement benefits for the two new hires. Motion seconded by Trustee Nolte. Attorney Dieck addendum, and authorizing the Supervisor to execute the offers. All ayes. Motion approved.

g) Motion to approve budget amendment for Master Plan services, correcting a budget error The Master Planning contract was approved a few years ago, with half of the contract executed in prior fiscal years. This budget line item was not moved forward to the current fiscal year. Motion stated by Supervisor Sikkenga: To approve a budget amendment of \$30,000.00 under Lega & Professional Services to support the previously approved cost of the Master Plan consultant. Trustee Nolte so moved. Motion seconded by Treasurer Metz. All ayes. Motion approved. All ayes. Motion approved.

f) Motion to approve RFP for planning services – [replaced with RFQ for planning services] Discussion of pros and cons of hiring a planning service versus hiring an individual who could give more personal service in filling out forms. Motion stated by Supervisor Sikkenga: To

approve the issuance of a Request for Qualifications (RFQ) for planning services. Treasurer Metz so moved. Motion seconded by Trustee Nolte. Roll Call Vote: Yea – Trustee Sanders, Treasurer Metz, Clerk Stamboulellis, Trustee Nolte, and Supervisor Sikkenga; Nays – None; Absent – Trustee Scott. Motion carried 5-0.

Further discussions: A) Review of the Strategic Plan July 11<sup>th</sup> will improve budget planning; B) One action item for the July meeting – approval to release the Master Plan for public review; C) Everyone on the Board is encouraged to enroll in the Citizen Planner course; D) A Budget Calendar will be proposed in August; E) Proposed Board of Trustee Bylaws may be presented in September; F) Treasurer Metz will have a cash flow analysis to gauge the Board on planning long term investments; G) Clerk Stamboulellis monitoring Pro 2 and reported on 2024 Election: a) Presidential primary in February, b) the return absent voter return envelope postage will be paid by the State of Michigan, c) early nine day voting will begin Saturday and run through the following Sunday, with nine full eight hour days before the election, and d) with the implementation of Proposal 2 there are significant changes will be made to elections requiring extensive training for Clerks and those working elections e) Clerk plans to continue monthly education to the BOT and community.

**Q & A REPORTS:** [Refer to the Board packet for these reports]

- a) Supervisor Report – Supervisor Sikkenga
- b) Clerk Report – Clerk Stamboulellis
- c) Treasurer Report – Treasurer Metz
- d) Dexter Township Board and Committee Reports
  - i) Planning Commission – Treasurer Metz; report submitted by DPZ David Rohr
  - ii) Zoning Board of Appeals – No report this month
  - iii) Land Preservation Board – Trustee Sanders; no report this month
  - iv) Local Roads Committee – Supervisor Sikkenga
- e) Committee Reports with Dexter Township Membership
  - i) Dexter Area Fire Department Board – Mark Ford, community representative
  - ii) ~~Multilakes~~ Multi Lake Water and Sewer Authority – Trustee Nolte

**CALL FOR PUBLIC COMMENT ON NON-AGENDA ITEMS:**

Opened 7:36 PM

Lois Beerbaum, 9897 Flemming Road

She liked the layout of the agenda, with the items to support the agenda. She gave a contact name for planning Dexter Daze.

Regina Hemlett, 10722 Stinchfield Woods

Arriving late she asked who received the appointment for Trustee.

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

**Supervisor Sikkenga** – she noted that the Special Meeting for the Strategic Plan on July 11<sup>th</sup> would be the last Special Meeting for a long time.

**Trustee Nolte** – she audited the Strategic Plan and reviewed the old minutes to pick up old [unaddressed] items.

**ADJOURNMENT:**

Motion by Trustee Nolte to adjourn. Motion seconded by Treasurer Metz. All ayes.

The meeting was **adjourned** at 7:44 PM.

Respectfully Submitted,

Michelle Stamboulellis, Clerk  
Dexter Township

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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 SCHEDULED MEETING HELD ON THE 20<sup>TH</sup> DAY OF JUNE AND THAT THE FORGOING MINUTES ARE THE DRAFT MINUTES FOR THE MEETING HELD ON THE 20<sup>TH</sup>, DAY OF JUNE 2023.

MICHELLE STAMBOULELLIS, CLERK, DEXTER TOWNSHIP



# DEXTER TOWNSHIP

## AGENDA ITEM REQUEST

**MEETING OF: Township Board of Trustees July 18, 2023**

**Title:** Appointment of Trustee

**Date (please submit agenda item requests 14 days prior to meeting date):** July 4, 2023

**Purpose (Choose ONE):**

- 1) This is a discussion item requiring no action by the board: \_\_\_\_
- 2) This is an action item requiring a:  
Resolution \_\_\_\_;  
Motion X\_\_\_\_;  
Ordinance \_\_\_\_\_

**Narrative (to be completed by requestor):**

Overview

Dexter Township is in the middle of the Master Planning Process. *“A Master Plan is a document and policy guide designed to help communities create a vision of what they want to look like in the future. Master Plans help guide communities in their decisions on land use development and preservation.”*

(<https://www.planningmi.org/introduction-mp/>)

Beckett & Raeder is the planning firm that was selected by the BOT to conduct the master planning process. Beckett & Raeder will be presenting on the content, status, and next steps of the master planning process; Planning Commission Chair Marty Straub and Board of Trustee Planning Commission Representative Metz will also be in attendance. The Board of Trustees will be able to ask any questions about the plan and the process, and provide any feedback on the plan. The attached presentation summarizes the talking points for this presentation.

Impact: This action will release the draft Master Plan for public comment, including allowing the Master Plan charrette planned for the August 19 movie night to move forward. The draft plan will return to first to the Planning Commission and then to the Board of Trustees for final approval, tentatively planned for November 2023.

How is this action relevant to the township's strategic plan, master plan, or other approved plan?

The Master Plan is consistent with the priorities established in the Dexter Township strategic plan with its emphasis on land preservation and stewardship. The presentation will map the Strategic Plan priorities to the draft Master Plan.

<p><u>What is the operational and fiscal impact of this item?</u> No immediate impacts. Future impacts to the Zoning Ordinance are yet to be identified; fiscal and operational impacts of such changes will be shared with the Board of Trustees well in advance.</p>		
<p><b>Does this item have fiscal impact?</b></p> <p><b>If yes, what is the net cost?</b></p> <p><b>Is the item included in the Township's approved annual budget?</b></p>	Yes ____	No <u>X</u>
	\$	
	Yes ____	No <u>X</u>
<p><u>Staff/Supervisor Comments</u></p>		
<p><u>Submitted by:</u> Karen Sikkenga, Supervisor</p>		
<p><u>Suggested language for the motion:</u></p> <p>Suggested language for board motion: Motion to release the Dexter Township draft Master Plan for public review and comment.</p>		





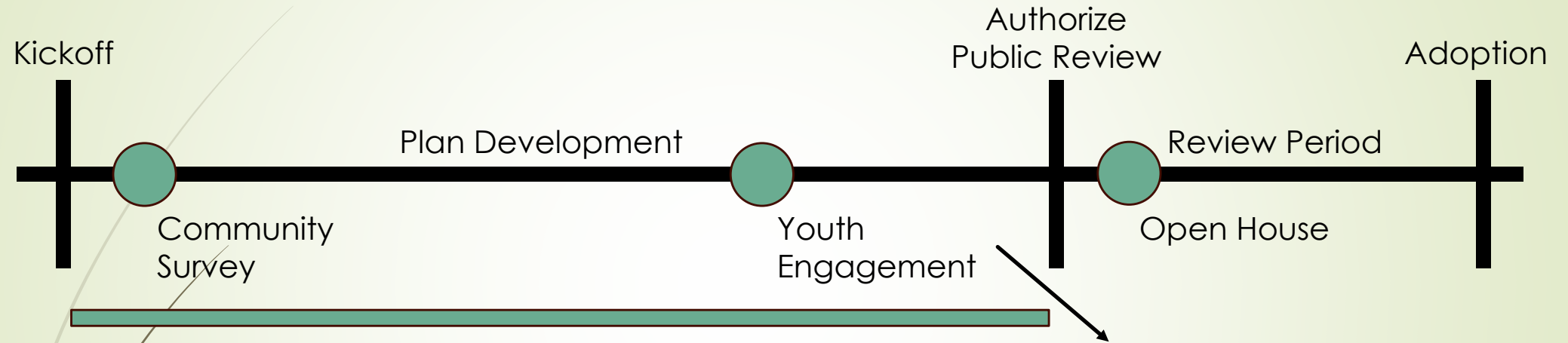
# Dexter Township Master Plan

July 18<sup>th</sup> Presentation to the Township Board

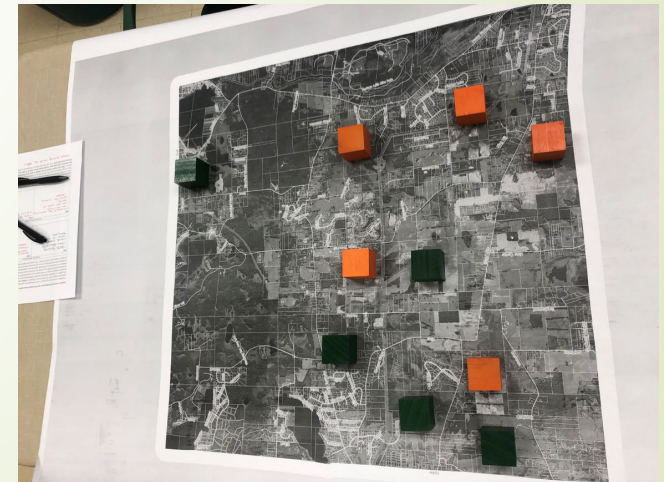
Beckett & Raeder, Inc

Rowan Brady, AICP

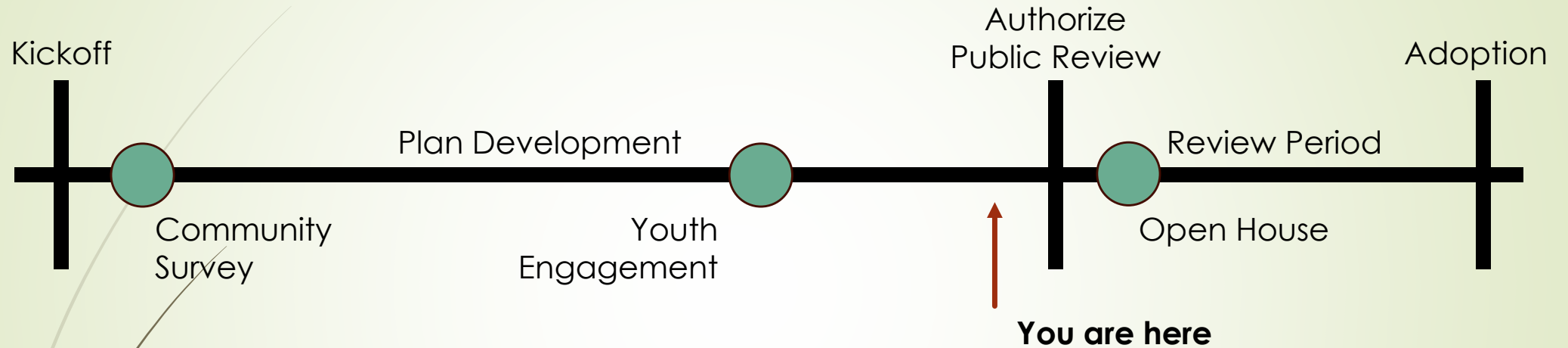
# Planning Process



- Provides feedback on draft content
- Reviews community engagement materials and processes
- Assists with making connections to community organizations



# Planning Process



## Board of Trustees Responsibilities

- Provides feedback on draft content
- Releases draft plan for public review
- Approves final plan

# Community Driven Plan: Survey

Table 14: Survey Comparison 2007 & 2022

Community Barometer	2007	2022
<b>Preservation of our Agricultural Heritage</b>		
Protection of Agricultural Activities ( <i>Strongly Agree + Agree</i> )	86%	86%
Low Density Rural Atmosphere ( <i>Strongly Agree + Agree</i> )	85%	82%
Residential Development in areas with Municipal Sewer ( <i>Strongly Agree + Agree</i> )	32%	62%
Rate of Residential Growth ( <i>About Right</i> )	25%	37%
Rate of Residential Growth ( <i>Little Too Fast</i> )	33%	30%
<b>Protection of Our Natural Resources (Surface Water, Groundwater, Wetlands, and Natural Areas)</b>		
Preservation of Natural Resources ( <i>as a Priority</i> )	74%	76%
Management of Growth ( <i>as a Priority</i> )	66%	55%
<b>Management of our Traffic</b>		
Quality of Township Road System ( <i>as a Priority</i> )	45%	60%
Traffic Management ( <i>as a Priority</i> )	33%	43%
Non-Motorized Trails ( <i>as a Priority</i> )	22%	35%
<b>Thoughtful Planning for Future Development</b>		
Do not want Commercial Development	55%	42%
Commercial Development Allowed with many Land Use Regulations	23%	37%
Commercial Development with Appropriate Land Use Regulations	30%	34%
Commercial Development should be Discouraged	44%	23%
Commercial Businesses in the Township ( <i>About Right</i> )	71%	68%

Indicators of Change (+/- 3% Difference between 2007 and 2022 Survey)

- Increase since 2007 Survey
- No Change since 2007 Survey
- Decrease since 2007 Survey

Source: 2007 and 2022 Dexter Township Community Surveys

Internet survey and flyer included in the 2022 summer tax bill

Poster at Township Hall

Email from Portage Lake Association

Ad in the Sun Times

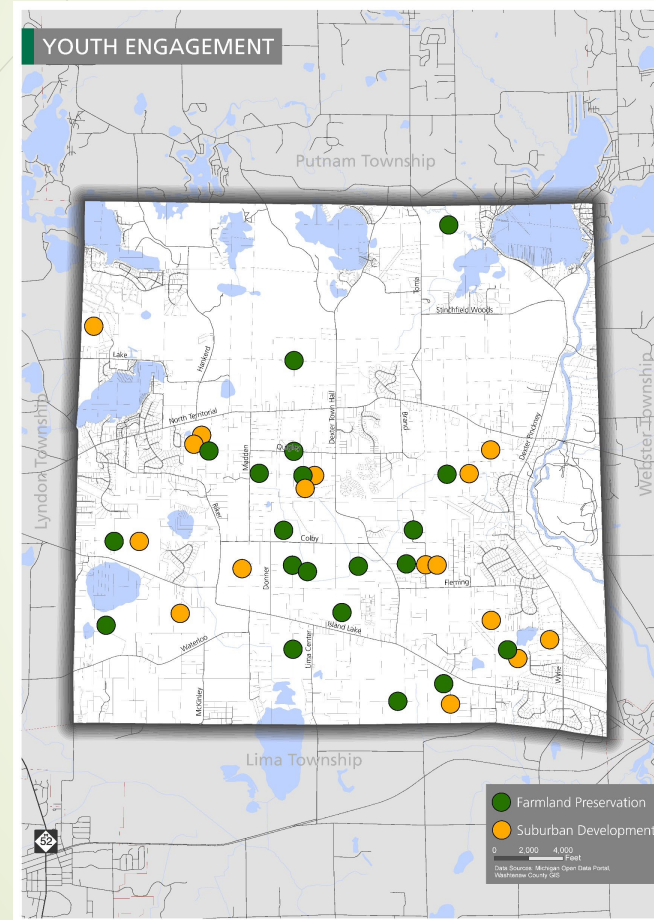
457 responses – 93% live in the township

60% are residents for 11+ years

Responses skewed older

Responses influenced the key Master Plan themes

# Community Driven Plan: Youth Outreach



Dexter High School Classroom

Brief presentation on planning

Suburban development v. Farmland  
Preservation

Scenario planning

Responses influenced the future land  
use planning



# Data Driven Plan

- Introduction & History
- Social Characteristics
- Land Use
- Housing Analysis
- Transportation & Circulation
- Economic Development
- Implementation



## Dexter Township Master Plan



Draft - June 2023

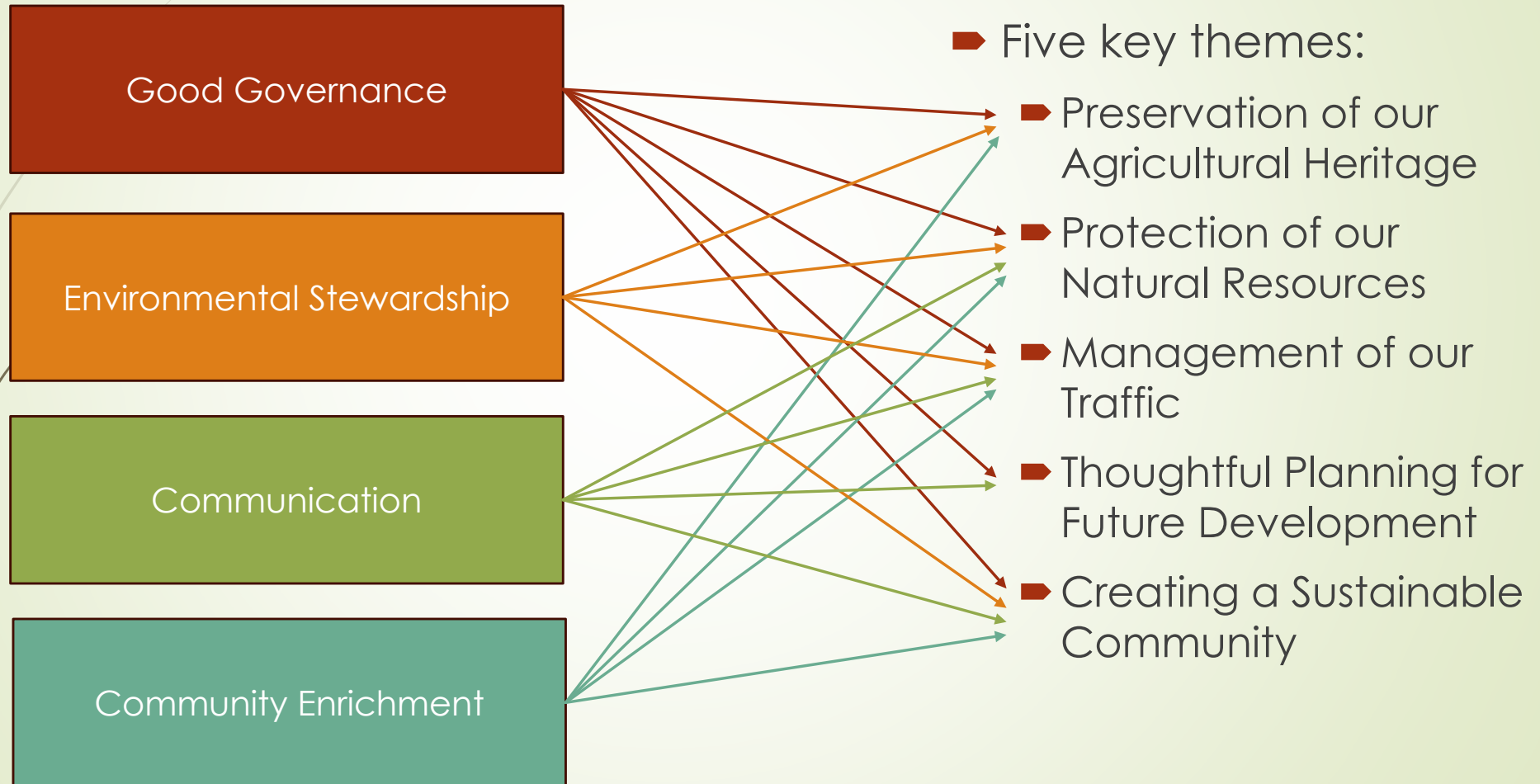
# Five Key Themes

- Preservation of our Agricultural Heritage
- Protection of our Natural Resources
- Management of our Traffic
- Thoughtful Planning for Future Development
- Creating a Sustainable Community





## Strategic Priorities Reflected in the Master Plan



# Board Actions

## Good Governance

- Encourage improved broadband and cellular access
- Improve local collector road quality

Actions regarding broadband

Actions regarding road quality

## Environmental Stewardship

- Establish and provide education of appropriate management of natural areas
- Encourage preservation of land
- Protect and improve water quality

Actions regarding providing materials on website

FLU Plan & Actions

FLU & Actions regarding water quality

## Communication

- Create and manage external communications

Actions regarding providing materials on website

## Community Enrichment

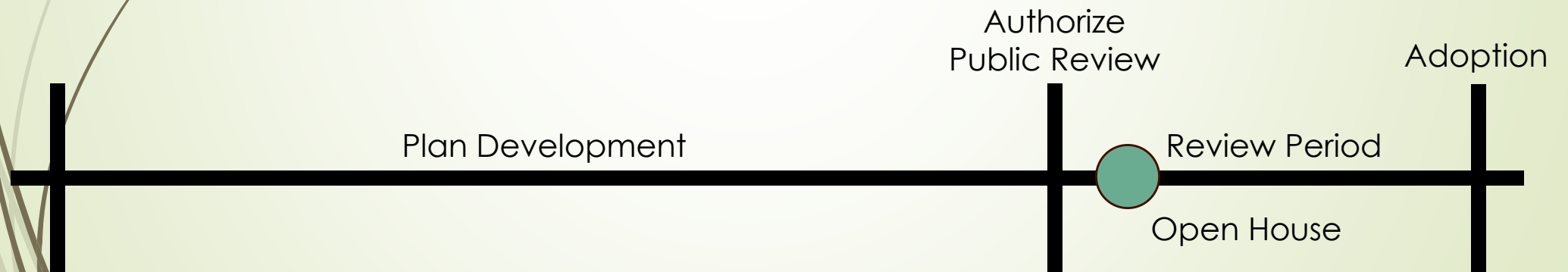
- Facilitate recreation opportunities

Actions regarding non-motorized trails



# Next Steps

- Township Board recommends distribution for Public Review
  - July 18
  - August 15
- 63-day public review
- Open House August 19
- 63-day public review period concludes Sep 19 or Oct 17
- Planning Commission holds public hearing
  - Recommends adoption
- Township Board adopts Master Plan





# Questions?

[rbrady@bria2.com](mailto:rbrady@bria2.com)



**DEXTER TOWNSHIP  
AGENDA ITEM REQUEST**

MEETING OF: **Township Board of Trustees June 20, 2023**

**Title:** Approve a budget amendment to shift expenses from salary/benefits to contractual services for planning services, enacting a June 2023 decision of the BOT

**Date (please submit agenda item requests 10 days prior to meeting date): June 12, 2023**

**Purpose (Choose ONE):**

- 1) This is a discussion item requiring no action by the board: \_\_\_\_\_
- 2) This is an action item requiring a:  
Resolution \_\_\_\_\_;  
Motion   X   \_\_\_\_\_;  
Ordinance \_\_\_\_\_

**Narrative (to be completed by requestor):**

Overview

The Board of Trustees approved a shift from a staff Director of Planning and Zoning to a contractual services model. This proposed motion would amend the budget to shift salary and benefits costs from salary/benefits lines to contractual services. The “From” line in the following table represents the current approved budget; the “To” line represents the proposed new budget. The net effect is to move \$85,142 from salary and benefits to contractual services. Note that this budget amendment will serve to fund both the OHM services currently underway and the future contract with the planning consultant.

Budget Line #	Description	From	To
101-400-801.005	Planning Consultant	30,000	115,142
101-400-706.003	Salary & Wages	82,520	12,815
101-400-715.000	Health Insurance	11,000	2,067
101-400-725.002	Retirement Plan	7,500	996

The Request for Qualifications for Planner Services was issued on June 29, 2023. For more information, please see the Supervisor’s Report.

*Operational/Fiscal Impact:* This change is budget neutral.

**Does this item have fiscal impact?**

**Yes      No   X**

**If yes, what is the net cost?**

**\$**

Is the item included in the Township's approved annual budget? This is a budget amendment.	Yes	No <input type="checkbox"/>
<b><u>Staff/Supervisor Comments:</u></b>		
<b><u>Submitted by:</u></b> Karen Sikkenga, Supervisor		
<b><u>To Be Completed by Clerk's Office:</u></b>  Suggested language for board motion:  Motion to approve a budget amendment to reduce salary and benefits and increase contractual services for planning and zoning.		

# Dexter Township Supervisor Report

July 18, 2023

## PERSONNEL CHANGES

### WELCOME NEW TRUSTEE GRETCHEN DRISKELL

Gretchen Driskell was sworn in as Trustee on June 28, 2023, following the Board of Trustee decision to appoint her at our June 20, 2023 meeting. Gretchen brings extensive experience as an elected official at the state and local levels in Michigan. I look forward to welcoming Trustee Driskell at our August meeting (she is unable to attend this first meeting due to a prior engagement).

## PLANNING AND ZONING

The RFP/RFQ for planning and zoning services was emailed directly to planning firms Beckett & Raeder, Carlisle Wartman, and McKenna on June 28, 2023. They were also advertised at the Michigan Township Association and at the Michigan Municipal League. The RFP/RFQ is provided as an attachment to this package, and is also on the Dexter Township home page. Proposals are due July 26, 2023.

Matt Dedes, our Deputy Treasurer, has accepted a job as Assessor for Marion Township. He will continue his service as Deputy Treasurer but is unable to serve as our Zoning Ordinance Officer. We have advertised to replace the Zoning Enforcement Officer based on the advice of our counsel and our contracted planner. The Executive Team met with the Chelsea Area Construction Agency, which confirmed our need for this position and provided leads on a replacement.

## OFFICE REDESIGN

The Board of Trustees approved \$50,000 for Dexter Township Town Hall building improvements as part of the FY24 budget process (and the FY23 budget). The interior design company Proven, a Dexter-based firm, offered a preliminary design concept to use our spaces more effectively. This plan includes creating a locked file room for the Clerk's Office contiguous to the existing office, converting the conference room to an enclosed office for the Office Manager, creating a small conference room/eating space in a small office, creating a "hoteling" space for contractors (Assessor, Planner, and Accountant), and switching the Treasurer's and Supervisor's Offices. We will be requesting bids from at least one other local design/firm bid, such as Dexter Builders, and returning to the board with a request to move forward.

## NEWSLETTER

Congratulations to *In the Loop* editor Karen Nolte (Trustee) and production manager Sam Edwards (Office Manager) for successfully completing the second printed newsletter for Dexter Township residents. Thanks, too, to everyone who contributed content, including the Local Roads Committee. The newsletter went to print on June 29 and arrived in mailboxes beginning early July. Planning for the next print edition, scheduled for January, is already underway. Trustees, staff, board members, committee members, and members of the public are encouraged to suggest content by reaching out to Trustee Nolte directly, or emailing [info@dextertownship.org](mailto:info@dextertownship.org).

The on-line edition of *In the Loop* goes out monthly immediately following the Board of Trustees meetings. Occasional additional information blasts go out as needed. Residents and committee

members are encouraged to sign up to receive the on-line newsletter to stay in the loop: please email [info@dextertownship.org](mailto:info@dextertownship.org) to register.

## BUDGET AND STRATEGIC PLANNING

### BUDGET STATUS

The attached “Revenue and Expenditure Report” is basically the same as the report you are used to seeing, with some minor changes. Each department is contained within solid lines and displays on the same page. The attached report has a “Notes” column, explaining significant budget variances or unusual transactions. The first quarter of FY2023 ended effective June 30, because our fiscal year goes from April 1-March 31. Each fiscal year has four quarters, and for most budget lines, we expect 25% of the financial activity to occur each quarter.

I also included a five-year revenue and expenditure report showing changes in fund balances each year. Overall, consistent with years past, Dexter Township is forecasting a material General Fund budget surplus. Surpluses ranged from \$251K to \$421K in years with no capital outlay over the five year period. The Board of Trustees will need to make policy decisions to ensure full, strategic deployment of public revenues. Discussion of the policy options will begin at our strategic planning working session (see below).

### STRATEGIC PLANNING

#### SCHEDULING

We will be looking for a date to conduct a two-hour strategic planning update meeting, which will include listing potential priority items to be funded from our balances and from any structural surplus. Office Manager Sam Edwards will issue a scheduling poll to identify a date. Treasurer Metz has requested that we conduct this meeting at our earliest convenience; knowing our funding priorities will assist her in maximizing our investment returns.

#### ACTING ON OUR STRATEGIC PLAN

The Executive Team and staff have begun actively monitoring our strategic planning goals to make progress on incomplete goals and action steps. The following paragraphs describe our progress toward our strategic planning goals since the Strategic Plan status report was distributed as part of the June 2023 package.

- *Create written policies and procedures for day-to-day operations* will be the focus of the September board of Trustees meeting, with the compensation policy portion of this work to be discussed in August 2023.
- *Improve recycling infrastructure at the township hall* is another incomplete action step. New signage for the recycling bin area has been ordered and will be in place in July.
- *Reduce environmental impact of township operations*: some changes in our practices are underway, such as printing information double-sided and purchasing eco-friendly office products (recycled paper, non-pod coffee). At a future meeting I will be requesting BOT permission to issue an RFP for environmentally-friendly landscape maintenance bids, such as reduction in our lawn size and conversion of lawns to native prairies.



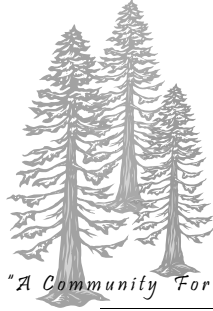
- *Encouraging greater community engagement through the use of township facilities* is another strategic goal that has been only partially implemented. The upcoming movie night with food trucks is a specific strategic planning action step that will occur in August.

#### UPCOMING BOARD OF TRUSTEE MEETINGS

Reminder that the focus of our upcoming meetings are:

- August: finance, including millages and compensation policy
- Between August and September regular meetings: special meeting on strategic planning
- September: operational policies & procedures; Board of Trustees by-laws
- October (tentative): public safety including Police and Fire millages
- November: Master Plan final approval (tentative)
- December: first budget hearing





# DEXTER TOWNSHIP

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

KAREN SIKKENG  
**SUPERVISOR**  
MICHELLE  
STAMBOULELLIS  
**CLERK**  
MARIS METZ  
**TREASURER**  
LAURA SANDERS  
LONNIE SCOTT  
KAREN NOLTE  
**TRUSTEES**

## Dexter Township

### Request for Proposal/Qualifications

#### Planning Director Services

Project Number RFQ 2023-01

Dexter Township will receive sealed bids for Planning Consultant Services at:

Dexter Township Clerk's Office  
6880 Dexter Pinckney Road  
Dexter, MI 48130

**Deadline:** 12:00 noon Thursday, July 26, 2023

Proposals received after noon on Thursday, July 26, 2023 will be considered a late submittal and will not be considered.

- The envelope should be clearly marked "SEALED RFQ – Planning and Zoning Services"
- Please include three printed copies and one electronic copy via flash drive
- Please direct procedural questions regarding this RFP to the Clerk's Office at [clerk@dextertownship.org](mailto:clerk@dextertownship.org) up to the proposal deadline
- Please direct technical questions regarding this RFP to the Supervisor's Office; [supervisor@dextertownship.org](mailto:supervisor@dextertownship.org) by Tuesday, July 12, 2023 at 1 p.m.

Thank you for your interest.



## Scope

Dexter Township, Michigan is requesting proposals from qualified consultants to direct and execute planning services on behalf of the township: we are seeking a consultant to serve as our Planning Director. Level of service (i.e., number of hours provided by the consultant) will be determined collaboratively by the Township and the successful bidder.

The consultant will be responsible for overall direction and management of planning & zoning activities, will serve as staff liaison to the Planning Commission and the Zoning Board of Appeals, and will be directly responsible to the Township Board of Trustees, through the Township Supervisor.

Planning consultant will be responsible for the following: maintenance of the Master Plan, administration and enforcement of applicable local zoning related ordinances (including issuance of major and minor permits), coordination of development review process, departments, consultant, Planning Commission, and other boards and committee coordination as needed (Farmland & Open Space, local roads, ZBA). The planning consultant will provide technical assistance to Dexter Township's part-time zoning inspector, potentially providing zoning enforcement and/or training to the zoning inspector. The purpose of this Request for Qualifications (RFQ) is to select the planning consultant based on:

- Expertise providing planning services to Michigan townships
- Writing and oral communication skills
- Approach to recommending approval and/or denial of complex development projects
- Qualifications of staff proposed for the role; experienced staff in this role preferred
- The firms' rate schedule; and
- The firm's references

## Community Overview

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

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

## Staff

The Dexter Township Supervisor will serve as the point of contact for the Township. The planning consultant will be assisted by a half-time staff zoning inspector.

## Planning and Zoning Status

The attached Planning & Zoning Department Update provides background information on the current activities and workload of Dexter Township's Planning & Zoning Department. (Note that the "Single Hauler Update" will not be in scope for the planning consultant.)

At present, two developments have been approved by the Planning Commission and Board of Trustees with construction pending, and one property in Dexter Township (Cornman Farms) is considering expansion. No other future developments have been identified at this time. Dexter Township approved a

Farmland & Open Space millage in November 2022 and established a Farmland and Open Space Board to administer the program. The impact of future purchase of development rights on the volume of future development is not yet known.

### Proposal Content

Bidders are requested to provide:

- Brief narrative of the firm’s applicable work experience,
- Comprehensive resume of comparable assignments/contracts
- Copies of at least one prior site plan, special land use, and variance review
- Resumes of those staff who will be assigned to Dexter Township; bidders should identify a specific staff member to work regular hours at the Township offices (schedule and number of hours to be determined by the Township and the successful bidder collaboratively)
- Hourly rates for staff members to be assigned to Dexter Township
- Minimum of three relevant professional references

### Requirements

The awarded firm will have a minimum of ten (10) years’ experience, providing planning services to townships, in the State of Michigan, with at least one community in Washtenaw County.

The successful firm shall ensure/understand that they will work closely with Township staff during all phases of the work. The successful firm will be considered a key part of the Dexter Township team; a strong, positive working relationship must be maintained.

All licenses required for a discipline by the State of Michigan shall be maintained by the firm during the course of the contract.

The firm will provide a single point of contact for the duration of the contract.

The firm will ensure a timely completion of assignments.

The firm will comply with administrative procedures of the Township.

The firm will meet with the Township supervisor to review project concerns and issues to seek a coordinated response to applicants.

Based on past practice as well as the Township’s codes, ordinances, guidelines, and policies it can be concluded that the professional services required include knowledge of county, state, local, and legal requirements.

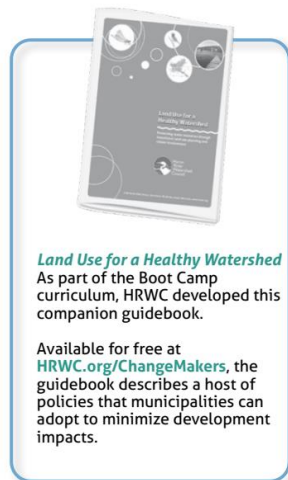
Knowledge of and commitment to Dexter Township a plus.

**Huron River Watershed Council (HRWC) Update**  
**July 2023 Report to Dexter Township Board of Trustees**

**1. Summer Newsletter:**

<https://www.hrwc.org/wp-content/uploads/Huron-River-Report-Summer-2023.pdf>

**2. Free Guidebook Online for Municipalities**



<https://www.hrwc.org/wp-content/uploads/HRWC-CGLUP-spiral-bound-11118-sm.pdf>

**3. Events**



**Tickets:** <https://co.clickandpledge.com/advanced/default.aspx?wid=98145>

Please let me know if you would like more information: [sbade@dextertownship.org](mailto:sbade@dextertownship.org)

Respectfully submitted, Suzanne Bade

Dexter Township Representative to HRWC



# Attachments:

## Financial Reports

# DEXTER TOWNSHIP REVENUE, EXPENSES & FUND BALANCES FY18-FY22

	2018	2019	2020	2021	2022	2023 YTD
Beginning Balance	\$ 3,113,539	\$ 3,284,187	\$ 3,190,576	\$ 3,441,766	\$ 3,861,328	\$ 4,188,067
<b>Revenues</b>						
General Property Taxes	287,757	307,151	324,724	336,719	348,321	-
Property Tax Admin Fee	143,579	155,576	166,791	175,511	179,150	-
Intergov'tal - State	509,522	522,852	544,090	545,787	633,979	224,013
Licenses & Permits	26,208	30,970	18,525	17,148	14,423	3,860
Charges for Services	11,480	28,185	29,203	28,398	22,734	1,159
Fines & Forfeitures	9,742	16,012	6,346	3,477	5,117	1,056
Franchise Fees					54,115	211,548
Interest	7,763	35,375	47,138	15,740	1,471	140
Misc.	92,655	187,756	92,484	83,767	5,200	17,735
<i>Total Revenues</i>	<i>\$ 1,088,706</i>	<i>\$ 1,283,877</i>	<i>\$ 1,229,301</i>	<i>\$ 1,206,547</i>	<i>\$ 1,264,510</i>	<i>\$ 459,511</i>
<b>Expenditures</b>						
General Government:						
Township Board	20,395	24,775	24,641	25,501	24,394	5,880
Supervisor	32,145	36,121	36,433	37,346	37,699	11,780
Clerk	56,709	63,728	65,485	62,385	73,282	21,124
Elections	19,895	20,397	24,524	38,794	14,628	-
Treasurer	52,853	68,513	68,795	76,098	74,244	20,512
Assessing	65,368	65,076	66,707	71,173	63,359	17,114
Board of Review	2,271	2,775	2,971	3,473	739	
Cemetery	3,450	1,800	1,873	1,182	1,900	-
Building & Grounds	36,250	33,018	98,026	48,608	50,072	3,015
Information Technology	19,755	20,082	14,776	18,169	25,535	500
Other	182,850	240,285	364,074	189,495	265,268	75,776
Total General Gov't	\$ 491,941	\$ 576,570	\$ 768,305	\$ 572,224	\$ 631,120	\$ 155,701
Public Works:						
Road Improvements	22,346	326,573	29,343	59,570	66,246	-
Drains-at-Large	2,233	2,851	2,997	2,159	4,722	-
Landfill	6,062	2,997	3,969	5,703	12,604	-
Total Public Works	\$ 30,641	\$ 332,421	\$ 36,309	\$ 67,432	\$ 83,572	\$ -
Planning and Zoning:						
Planning Commission	50,069	37,081	56,332	39,055	57,663	35,369
Zoning Board of Appeals	28,360	52,304	19,199	20,683	11,441	725
Ordinance Administration	70,018	65,697	79,916	68,541	98,289	80
Total Planning & Zoning	\$ 148,447	\$ 155,082	\$ 155,447	\$ 128,279	\$ 167,393	\$ 36,174
Community Service Support	\$ 10,500	\$ 14,550	\$ 18,050	\$ 18,050	\$ 25,686	8,500
Subtotal Operating Expenses	\$ 681,529	\$ 1,078,623	\$ 978,111	\$ 785,985	\$ 907,771	\$ 200,375
Capital Outlay	236,530	298,865			-	
<i>Total Expenditures</i>	<i>\$ 918,059</i>	<i>\$ 1,377,488</i>	<i>\$ 978,111</i>	<i>\$ 785,985</i>	<i>\$ 907,771</i>	<i>\$ 200,375</i>
Transfers Out					(30,000)	
Change in Fund Balance	\$ 170,647	\$ (93,611)	\$ 251,190	\$ 420,562	\$ 326,739	
Ending Balance	\$ 3,284,186	\$ 3,190,576	\$ 3,441,766	\$ 3,861,628	\$ 4,188,067	

Note 1: FY19 capital expense: house purchase (tentative)

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User: CLERK

DB: Dexter

CHECK DISBURSEMENT REPORT FOR DEXTER TOWNSHIP  
CHECK DATE FROM 06/15/2023 - 07/10/2023

Page 1/6

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND								
06/21/2023	PMTS	25692	00543430106723	CHARTER COMMUNICATIONS	CONTRACTED SERVICES	801.002	294	149.98
06/21/2023	PMTS	95(E) #	04/19/2023	ALERUS PLAN 629314 (DEFINED)	MERS PAYABLE	228.003	000	53.67
			04/19/2023		RETIREMENT PLAN	725.002	400	206.67
				CHECK PMTS 95(E) TOTAL FOR F				260.34
06/21/2023	PMTS	96(E)	05/17/2023	ALERUS PLAN 657417 (DEF COMP)	MERS PAYABLE	228.003	000	59.24
			04/19/2023		MERS PAYABLE	228.003	000	64.11
				CHECK PMTS 96(E) TOTAL FOR F				123.35
06/21/2023	PMTS	97(E) *#	06 2023	PAYCHEX PAYROL	MERS PAYABLE (ENTER AS NEGATIVE)	228.003	000	(1,222.88)
			06 2023		TRUSTEE SALARY	706.001	101	1,603.56
			06 2023		SUPERVISOR SALARY	706.001	171	4,223.84
			06 2023		SALARY & WAGES - OFFICE MANAGER	706.001	172	5,023.12
			06 2023		HEALTH INSURANCE	715.000	172	200.00
			06 2023		CLERK SALARY	706.001	215	3,379.09
			06 2023		CLERK DEPUTY WAGES	706.002	215	1,200.00
			06 2023		BOT CLERICAL WAGES - RECORDING SEC	706.005	215	450.50
			06 2023		TREASURER SALARY	706.001	253	3,379.09
			06 2023		DEPUTY TREASURER WAGES	706.002	253	2,897.25
			06 2023		PER DIEM - OPEN SPACE & LAND PRES	707.000	294	400.00
			06 2023		FICA/MED MATCH	725.000	294	2,610.78
			06 2023		SALARY & WAGES - FT - DPZ	706.003	400	7,289.27
			06 2023		PC CLERICAL WAGES - RECORDING SECR	706.005	400	198.75
			06 2023		OFFICER WAGES	706.008	400	3,141.05
			06 2023		PER DIEM - PLANNING COMMISSION	707.000	400	475.00
				CHECK PMTS 97(E) TOTAL FOR F				35,248.42
06/21/2023	PMTS	98(E)	2023061301	PAYCHEX, INC.	CONTRACTED SERV./ PROCESSING	801.002	294	572.66
06/22/2023	PMTS	25696	JUNE 2022	PRINT-TECH, INC.	POSTAGE	727.002	253	1,300.00
07/05/2023	PMTS	25697	07734426383306	AT&T	PHONE PLANS/SERV.	728.000	294	310.53
07/05/2023	PMTS	25698	1023308288	PITNEY BOWES CREDIT CORPORAT	SUPPLIES	727.001	294	91.29
07/05/2023	PMTS	25699	1649575315	STAPLES BUSINESS ADVANTAGE	SUPPLIES	727.001	294	116.19
07/05/2023	PMTS	25700	0080243-1389-5	WASTE MANAGEMENT	MISC	955.001	265	141.59
07/05/2023	PMTS	25701	07/01/2023	BASIC COBRA	HEALTH INSURANCE	715.000	172	514.04
07/05/2023	PMTS	25702	JULY 2023	UNIVERSITY OF MICHIGAN PAYRO	HEALTH INSURANCE	715.000	400	775.34



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DB: Dexter

CHECK DISBURSEMENT REPORT FOR DEXTER TOWNSHIP  
CHECK DATE FROM 06/15/2023 - 07/10/2023

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND								
07/05/2023	PMTS	25703	JUNE 2023	PITNEY BOWES CREDIT CORPORAT	POSTAGE	727.002	294	335.64
07/10/2023	PMTS	25704	JUNE2023 JUNE2023	ABSOPURE WATER COMPANY	SUPPLIES/ ? (5) GALLONS WATER @ \$6 SERVICE CHARGE	727.001 727.001	265 265	64.75 6.95
				CHECK PMTS 25704 TOTAL FOR F				71.70
07/10/2023	PMTS	25705	322756	APEX SOFTWARE	CONTRACTED SERVICES	801.002	228	260.00
07/10/2023	PMTS	25706	00543401070123	CHARTER COMMUNICATIONS	CONTRACTED SERVICES	801.002	294	149.98
07/10/2023	PMTS	25707	JUNE 2023	CHRISTOPHER R RENIUS	CONTRACTED SERVICE WAGES	801.001	209	5,614.99
07/10/2023	PMTS	25708	1715	DAISY TREE	EQUIP MAINT CONTR	727.003	426	890.00
07/10/2023	PMTS	25710#	JULY2023 JULY2023 JULY2023	FLAGSTAR BANK	MISC SUPPLIES MISC	955.001 727.001 955.001	171 294 294	15.99 572.38 278.75
				CHECK PMTS 25710 TOTAL FOR F				867.12
07/10/2023	PMTS	25711#	JUNE 26 2023 JUNE 26 2023 JUNE 26 2023	K.B SERVICE	DEX TOWNHALL DEXTER FIRE STATION CEMETARY	956.000 955.001 956.000	265 270 276	1,280.00 630.00 4,550.00
				CHECK PMTS 25711 TOTAL FOR F				6,460.00
07/10/2023	PMTS	25712	MAY 28 2023	KAREN NOLTE	BANNER FOR DEXTER MEMORIAL DAY PAR	727.001	294	108.00
07/10/2023	PMTS	25713	JULY 2023	MICHAEL ZSENYUK	TRAVEL & TRANSPORTATION	860.000	400	32.10
07/10/2023	PMTS	25714	242420	MICHIGAN TOWNSHIPS ASSOCIATI	PRINTING/PUBLISHING	900.000	294	100.00
07/10/2023	PMTS	25716	506764469 506764469	RICOH	CONT. SERVICES/BLACK/WHITE TOTAL ( 801.002 CONTRACTED SERVICES/COLOR TOTAL (5 801.002	801.002 801.002	294 294	44.68 573.27
				CHECK PMTS 25716 TOTAL FOR F				617.95
07/10/2023	PMTS	25717	18125-R	THE SUN TIMES MEDIA GROUP LL	PRINTING/PUBLISHING	900.000	294	209.00
				Total for fund 101 GENERAL FUND				55,320.21

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CHECK DISBURSEMENT REPORT FOR DEXTER TOWNSHIP  
CHECK DATE FROM 06/15/2023 - 07/10/2023

Page 3/6

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 206 FIRE FUND								
06/21/2023	PMTS	97(E)*#	06 2023	PAYCHEX PAYROL	PER DIEM - DAFD	707.000	206	75.00
07/10/2023	PMTS	25709	JUNE 12 2023	DEXTER AREA FIRE DEPARTMENT	CONTRACTED SERVICES	801.002	206	97,114.91
Total for fund 206 FIRE FUND								97,189.91

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CHECK DISBURSEMENT REPORT FOR DEXTER TOWNSHIP  
CHECK DATE FROM 06/15/2023 - 07/10/2023

Page 4/6

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 207 POLICE FUND								
07/10/2023	PMTS	25719	12437	WASHTENAW COUNTY TREASURER	CONTRACTED SERVICES	801.002	301	456.33
			JUNE 2023		CONTRACTED SERVICES	801.002	301	43,209.76
				CHECK PMTS 25719 TOTAL FOR F				43,666.09
				Total for fund 207 POLICE FUND				43,666.09



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Page 5/6

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 245 OPEN SPACE LAND INITIATIVE								
06/21/2023	PMTS	97(E)*#	06 2023	PAYCHEX PAYROL	OSLP CLERICAL WAGES -RECORDING SEC	706.005	294	192.13
07/10/2023	PMTS	25718	JUNE 2023	TREEMORE ECOLOGY AND LAND SE	CONTRACTED SERVICES	801.002	294	1,280.96
Total for fund 245 OPEN SPACE LAND INITIATIVE								1,473.09

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CHECK DISBURSEMENT REPORT FOR DEXTER TOWNSHIP  
 CHECK DATE FROM 06/15/2023 - 07/10/2023

Page 6/6

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 701 GENERAL AGENCY FUND								
06/21/2023	PMTS	25693	JUNE 2023	DEXTER TOWNSHIP GENERAL FUND	DUE TO GENERAL FUND	214.101	000	19,270.15
			JUNE 2023		DUE TO FIRE FUND	214.206	000	40,276.61
			JUNE 2023		DUE TO POLICE FUND	214.207	000	23,784.43
			JUNE 2023		DUE TO OSIP FUND	214.245	000	8,553.25
				CHECK PMTS 25693 TOTAL FOR F				91,884.44
06/21/2023	PMTS	25694	JUNE 2023	MULTI-LAKE SEWER AUTHORITY	DUE TO MULTI-LAKE O/M	230.101	000	4,552.55
06/21/2023	PMTS	25695	JUNE 2023	PORTAGE-BASE SEWER AUTHORITY	DUE TO PORTAGE LAKE O/M	230.201	000	5,190.00
07/10/2023	PMTS	25715	64156	ORCHARD, HILTZ & MCLIMENT, I	DEPOSITS REFUNDABLE - PRIVATE ROAD	251.006	000	74.00
				TOTAL - ALL FUNDS	Total for fund 701 GENERAL AGENCY FUND			101,700.99
								299,350.29

'\*' - INDICATES CHECK DISTRIBUTED TO MORE THAN ONE FUND

'#' - INDICATES CHECK DISTRIBUTED TO MORE THAN ONE DEPARTMENT

# Dexter Township Board

## Treasurer's Report

As of July 1, 2023

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Summer tax collection started July 1, 2023. Summer taxes are due by September 14, 2023 without interest.

Currently, Treasurer Metz is working with Matthew Horning of The Woodhill Group to conduct a cash flow analysis for future long-term investments with Multi-Bank Securities. The analysis should be completed by the end of July to move forward with a ladder investment portfolio.

Respectfully Submitted,

Maris Metz  
Treasurer



07/05/2023 01:55 PM

User: TREASURER  
DB: Dexter

CASH SUMMARY BY BANK FOR DEXTER TOWNSHIP  
FROM 06/01/2023 TO 06/30/2023

Bank Code	Description	Beginning Balance 06/01/2023	Total Debits	Total Credits	Ending Balance 06/30/2023
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PMTS DISBURSEMENTS PNC#3861					
101-000-001.202	DISBURSEMENT ACCOUNT	(507,384.52)	401,626.99	426,714.97	(532,472.50)
245-000-001.202	DISBURSEMENT ACCOUNT	2,564.30	0.00	3,395.87	(831.57)
285-000-001.202	DISBURSEMENT ACCOUNT	640,788.31	0.00	0.00	640,788.31

DISBURSEMENTS PNC#3861		135,968.09	401,626.99	430,110.84	107,484.24
TAX PNC BANK					
703-000-001.100	PNC BANK	3,612.13	0.00	0.00	3,612.13

PNC BANK		3,612.13	0.00	0.00	3,612.13
PN111 PNC DEPOSITORY ACCOUNT					
101-000-001.102	DEPOSITORY ACCOUNT	3,773,254.53	563,166.28	401,626.99	3,934,793.82
206-000-001.102	DEPOSITORY ACCOUNT	781,981.54	40,276.61	97,196.01	725,062.14
207-000-001.102	DEPOSITORY ACCOUNT	779,146.36	23,784.43	43,842.36	759,088.43
245-000-001.102	DEPOSITORY ACCOUNT	94,664.42	8,553.25	0.00	103,217.67
701-000-001.102	DEPOSITORY ACCOUNT	97,178.22	203,253.98	203,253.98	97,178.22

PNC DEPOSITORY ACCOUNT		5,526,225.07	839,034.55	745,919.34	5,619,340.28
TOTAL - ALL FUNDS		5,665,805.29	1,240,661.54	1,176,030.18	5,730,436.65



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Dexter Township  
6880 Dexter-Pinckney Rd.  
Dexter, MI 48130

## Summary Statement

June 30, 2023  
Page 1 of 6  
Investor ID: MI-01-0693

### Michigan CLASS

#### Michigan CLASS

Average Monthly Yield: 5.2245%

	Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
MI-01-0693-0001 Police Fund	513,790.10	0.00	0.00	2,210.72	12,444.74	514,967.15	516,000.82
MI-01-0693-0002 Fire Fund	513,790.10	0.00	0.00	2,210.72	12,444.74	514,967.15	516,000.82
MI-01-0693-0003 General	1,036,831.72	0.00	0.00	4,461.24	25,113.59	1,039,207.02	1,041,292.96
MI-01-0693-0004 OSLP	137,499.15	0.00	0.00	591.63	3,113.74	137,814.16	138,090.78
<b>TOTAL</b>	<b>2,201,911.07</b>	<b>0.00</b>	<b>0.00</b>	<b>9,474.31</b>	<b>53,116.81</b>	<b>2,206,955.48</b>	<b>2,211,385.38</b>

Tel: (855) 382-0496

<https://www.michiganclass.org/>



Account Statement

June 30, 2023

Page 2 of 6

Account Number: MI-01-0693-0001

Police Fund

Account Summary

Average Monthly Yield: 5.2245%

	Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
Michigan CLASS	513,790.10	0.00	0.00	2,210.72	12,444.74	514,967.15	516,000.82

Transaction Activity

Transaction Date	Transaction Description	Contributions	Withdrawals	Balance	Transaction Number
06/01/2023	Beginning Balance			513,790.10	
06/30/2023	Income Dividend Reinvestment	2,210.72			
06/30/2023	Ending Balance			516,000.82	

Tel: (855) 382-0496

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Account Statement

June 30, 2023

Page 3 of 6

Account Number: MI-01-0693-0002

Fire Fund

Account Summary

Average Monthly Yield: 5.2245%

	Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
Michigan CLASS	513,790.10	0.00	0.00	2,210.72	12,444.74	514,967.15	516,000.82

Transaction Activity

Transaction Date	Transaction Description	Contributions	Withdrawals	Balance	Transaction Number
06/01/2023	Beginning Balance			513,790.10	
06/30/2023	Income Dividend Reinvestment	2,210.72			
06/30/2023	Ending Balance			516,000.82	

Tel: (855) 382-0496

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Account Statement

June 30, 2023

Page 4 of 6

Account Number: MI-01-0693-0003

General

Account Summary

Average Monthly Yield: 5.2245%

	Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
Michigan CLASS	1,036,831.72	0.00	0.00	4,461.24	25,113.59	1,039,207.02	1,041,292.96

Transaction Activity

Transaction Date	Transaction Description	Contributions	Withdrawals	Balance	Transaction Number
06/01/2023	Beginning Balance			1,036,831.72	
06/30/2023	Income Dividend Reinvestment	4,461.24			
06/30/2023	Ending Balance			1,041,292.96	

Tel: (855) 382-0496

<https://www.michiganclass.org/>



Account Statement

June 30, 2023

Page 5 of 6

Account Number: MI-01-0693-0004

OSLP

Account Summary

Average Monthly Yield: 5.2245%

	Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
Michigan CLASS	137,499.15	0.00	0.00	591.63	3,113.74	137,814.16	138,090.78

Transaction Activity

Transaction Date	Transaction Description	Contributions	Withdrawals	Balance	Transaction Number
06/01/2023	Beginning Balance			137,499.15	
06/30/2023	Income Dividend Reinvestment	591.63			
06/30/2023	Ending Balance			138,090.78	

Tel: (855) 382-0496

<https://www.michiganclass.org/>



## Michigan CLASS

## Michigan CLASS

Date	Dividend Rate	Daily Yield
06/01/2023	0.000142874	5.2149%
06/02/2023	0.000428877	5.2180%
06/03/2023	0.000000000	5.2180%
06/04/2023	0.000000000	5.2180%
06/05/2023	0.000142881	5.2152%
06/06/2023	0.000142643	5.2066%
06/07/2023	0.000142621	5.2056%
06/08/2023	0.000142771	5.2111%
06/09/2023	0.000428844	5.2176%
06/10/2023	0.000000000	5.2176%
06/11/2023	0.000000000	5.2176%
06/12/2023	0.000142963	5.2182%
06/13/2023	0.000142986	5.2190%
06/14/2023	0.000143021	5.2202%
06/15/2023	0.000143114	5.2237%
06/16/2023	0.000572824	5.2270%
06/17/2023	0.000000000	5.2270%
06/18/2023	0.000000000	5.2270%
06/19/2023	0.000000000	5.2270%
06/20/2023	0.000143128	5.2242%
06/21/2023	0.000143092	5.2229%
06/22/2023	0.000143207	5.2271%
06/23/2023	0.000430005	5.2317%
06/24/2023	0.000000000	5.2317%
06/25/2023	0.000000000	5.2317%
06/26/2023	0.000143333	5.2314%
06/27/2023	0.000143464	5.2364%
06/28/2023	0.000143453	5.2360%
06/29/2023	0.000143931	5.2535%
06/30/2023	0.000144114	5.2602%

Performance results are shown net of all fees and expenses and reflect the reinvestment of dividends and other earnings. Many factors affect performance including changes in market conditions and interest rates and in response to other economic, political, or financial developments. Investment involves risk including the possible loss of principal. No assurance can be given that the performance objectives of a given strategy will be achieved. **Past performance is no guarantee of future results. Any financial and/or investment decision may incur losses.**