

DEXTER TOWNSHIP

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DEXTER, MI 48130

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MARIS METZ
TREASURER

LONNIE SCOTT
LAURA SANDERS
KAREN NOLTE
TRUSTEES

Board of Trustees – Meeting Agenda August 15, 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) Approval of Agenda
- 5) Consent Agenda (“Motion to approve consent agenda”)
 - a) Approval of Committee Appointments through October 31, 2024 (end of Trustee term of office) – none this month
 - b) Approval to amend the resolution number giving the Board of Trustees authority for final Master Plan approval from Resolution #23-670 to Resolution #23-671
 - c) Approval of Outdoor Warning Siren Lease between the State of Michigan and Dexter Township, allowing the Supervisor to sign the lease on behalf of Dexter Township
 - d) Approval of agreement between Dexter Township and Western Washtenaw Area Value Express, allowing the Supervisor to sign the agreement on behalf of Dexter Township
 - e) Approval to change the regular meeting time of the Local Roads Committee from 6 pm on the second Tuesday to 9 am on the second Wednesday of the month
 - f) Approval of transactions; acknowledgement of Receipt of General Ledger Reports
- 6) Presentations
 - a) Overview of Township Tax Collection Process: Maris Metz, Treasurer, and Matt Dedes, Deputy Treasurer (documentation to be provided during meeting).
 - b) Overview of Assessment Function: Chris Renius, Assessor
 - c) Compensation Policy upcoming changes: Supervisor Sikkenga, Pat Casady HR Consultant
- 7) Action Items
 - a) Approval of Minutes: July 18, 2023 regular meeting of the Board of Trustees; June 14, 2023 Special Meeting of the Board of Trustees
 - b) Resolution to approve 2024 millage rate.

- c) Motion to approve a budget amendment to increase attorney's fees under Planning & Zoning administration.
- d) Motion to approve a budget amendment correcting the American Rescue Plan level of funding
- 8) Q&A: Reports
 - a) Supervisor Report with Revenue/Expense Report – Supervisor Sikkenga
 - b) Clerk Report – Clerk Stamboulellis
 - c) Treasurer Report – Treasurer Metz
 - d) Dexter Township Board and Committee Reports
 - i) Local Roads Committee – Supervisor Sikkenga
 - ii) No other reports this month
 - e) Committee Reports with Dexter Township Membership: Huron River Watershed Council
 - f) Other Reports
 - i) Sheriff's Department
 - ii) Huron River Watershed Council
- 9) Call for Public Comment on Non-Agenda Items
- 10) Other Issues, Comments and Concerns of Board Members & Staff
- 11) Adjournment

Attachments (for a deeper dive into agenda items):

Check disbursal report

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 August 15, 2023

Title: Consent Agenda

Date (please submit agenda item requests 10 days prior to meeting date):

Consent Calendar Item Overview:

5b: **Correction to Resolution Number:** Amending resolution #23-670 giving Board of Trustees authority for final Master Plan approval to resolution #23-671 corrects a simple clerical error.

5c: **Outdoor Warning Siren Lease:** One of Dexter Township's outdoor warning sirens is located on State of Michigan property; Dexter Township leases this property at no charge. The ten-year lease for this property expired in 2022. The lease includes three five-year renewal options. This proposed lease amendment would be the first of these five year renewal options. Board approval is required in order for the Township Supervisor to sign any lease. At our September meeting, we will consider by-laws that will give the executive team authority for routine matters; see the Supervisor report for further discussion of these by-laws.

5d: **Agreement between Dexter Township and Western Washtenaw Area Value Express (WAVE):** Dexter Township has contracted with WAVE for public transportation annually since 2020 and prior (www.ridethewavebus.org/index). WAVE offers a door-to-door bus program for Dexter Township residents and certain express routes. Director Marie Gress wants Dexter Township residents to know that anyone of any age and ability can request a ride within the service area by calling (734) 475-9494. The BOT approved a budget of \$14,800 for WAVE services; the attached agreement specifies \$17,750 and WAVE reserves the right to invoice us for the remaining \$50. The BOT appointed Regina Hamlett to serve as our WAVE representative; Ms. Hamlett will begin representing WAVE at their next meeting.

5e: **Change Regular Meeting Time of Local Roads Committee:** The Washtenaw County Road Commission has assigned a staff liaison to the Local Roads Committee, but WCRC staff are rarely able to attend in the evening. Changing the meeting time would increase the likelihood of WCRC attendance. The Local Roads Committee believes the change in meeting time would not adversely affect the public; only one member of the public has attempted to attend a Local Roads Committee meeting and it is not clear that the evening schedule is more convenient for the public.

5f: **Financial Transactions**: Notes on Financial Transactions are in the “Notes” column on the attached report. Budgetary considerations are discussed in the Supervisor’s Report. Larger transactions this month include:

- Returning the \$197K in Telecom Act revenues to the State. This was a transactional error by the payor not Dexter Township
- Attorney fees of \$13,759 under Planning and Zoning Administration. See Action Item 6c, Budget Amendment, for a discussion of the planning and zoning attorneys fees.
- Attorney fees of \$26.7K under Professional & Legal Fees, which includes \$12K in prior year costs due to a delay in paying the bill because of communication issues relating to the departure of the prior supervisor. Despite paying \$12K in prior year costs from the current budget, I expect our FY24 Professional Fees budget line of \$60K to be sufficient, and I am not asking for a budget amendment to increase this line item.
- The first installment of our WCRC road work, at \$321K, is scheduled to be paid.

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

Submitted by: Karen Sikkenga

Suggested language: Motion to approve the consent calendar for August 15, 2023.

LEASE ADDENDUM (1)
Between
The State of Michigan, as Lessee
and
Dexter Township, as Lessor

The State of Michigan, **Department of Natural Resources** (the Lessee), and **Dexter Township** (the Lessor), whose address is 6880 Dexter-Pinckney Road, Dexter, MI 48130, do hereby agree to the terms and conditions of this Addendum to the **Lease** between the above stated parties executed on **November 1, 2012**. Where the Lease or any previous Addendums conflict with this Addendum, this Addendum shall control the Lease between the parties. All other portions of the Lease and Addendums that are not in conflict are herein incorporated.

The Lease shall be amended as follows:

Section 7, "Term" shall be amended as follows:

Lessor shall lease the Premises to Lessee for a five (5) year term of possession beginning on **November 1, 2022**, and ending at midnight on **October 31, 2027**. The beginning and ending Lease term dates may be altered by mutual written consent to reflect the actual date of occupancy. If the occupancy date is changed, this Section shall be changed accordingly.

The terms and conditions of this Lease Addendum shall take effect on the day this Addendum is executed.

TERMS ACCEPTED

LESSEE: DEPARTMENT OF NATURAL RESOURCES

Signature

Date

**RONALD A. OLSON, CHIEF
PARKS AND RECREATION DIVISION**

LESSOR: DEXTER TOWNSHIP

Signature

Date

Printed Name

Title

AGREEMENT

WESTERN-WASHTENAW AREA VALUE EXPRESS, 12712 Jackson Rd, Dexter, MI 48130

(hereinafter “WAVE”) and DEXTER TOWNSHIP (hereinafter “DEXTER”), in consideration of the mutual promises contained herein, do hereby agree as follows this _____ day of ____ 2023.

1. **Background:** WAVE, a Michigan Non-Profit Corporation, formed under state statute, receives 5311 funding through operating funds from the Michigan Department of Transportation (MDOT) pursuant to Public Act 51 of 1951 for the purpose of providing transportation according to its Articles and Bylaws within portions of the ANN ARBOR AREA TRANSPORTATION AUTHORITY (hereinafter “AAATA”) service area, within Washtenaw County. DEXTER desires to contract with WAVE for WAVE to provide a portion of said public transportation within the AAATA service area, and specifically to provide door-to-door services for the Dexter Township and Dexter School District area.
2. **Term:** The term of this Agreement shall be from July 1, 2023 through June 30, 2024.
3. **Public transportation service to be provided:** This agreement does not impose any duty or obligation upon WAVE to provide any specific public transportation service beyond what is stated expressly herein. WAVE hereby agrees to provide door-to door service to DEXTER, five days per week, eight hours per day, Monday through Friday. It is mutually understood that WAVE is solely responsible for determining all aspects of the service to be provided including the hours of service, routes, and vehicle scheduling, and for determining all aspects of the quality and safety of operation without oversight by DEXTER or consultation with DEXTER. Aspects of quality and safety of operation may include (as an example), eliminating part or all of a shift due to weather or other safety

related issues.

4. **Ridership reporting:** WAVE agrees to maintain ridership data and provide it to WAVE's Dexter Board Representative at monthly Board meetings.
5. **Payment:** DEXTER agrees to pay WAVE the sum of **FOURTEEN THOUSAND SEVEN HUNDRED FIFTY DOLLARS (\$14,750.00)** for the services described herein in an annual installment due by March 31 2024. DEXTER will be notified of any state or federal funding formulas changes as they occur. DEXTER understands that payments noted above do not fully cover operational expenses of a five-day-per-week door-to-door service. If state, federal or local funding needed to subsidize door-to-door service is not adequately achieved to cover operational expenses, service days may be reduced accordingly during the agreement period
6. **Indemnification:** WAVE agrees to indemnify and hold DEXTER harmless from all claims of any sorts, including but not limited to claims for personal injury or property damages which arise from any action or failure to act by WAVE in relation to its obligations under this Agreement. DEXTER agrees to indemnify and hold WAVE harmless for any and all claims of any sort arising out of a breach of this agreement by DEXTER.
7. **Insurance:** WAVE will provide such insurance as may be required by MDOT relating to the obligations of WAVE under this Agreement.
8. **Termination:** Either party may terminate this Agreement for cause at any time in the event that the other party fails to perform its obligations hereunder. Unless non-performance results in immediate threat to public health or safety, DEXTER will provide WAVE with written notice of non-compliance and a 30-day period to cure such non-

compliance before termination of services. Further, either party may terminate this Agreement for its convenience or state, federal or local funding deficits upon 60 days written notice, provided that the parties shall continue their obligations to each other under the terms of this agreement until it is terminated.

9. **Assignment:** WAVE may not assign its obligations under this Agreement without the prior written consent of DEXTER.
10. **Governing law:** This agreement shall be governed by the law of Michigan.
11. **Severability:** In the event any provision of this Agreement is determined to be invalid, the remainder of this Agreement shall remain in full force and effect.

DEXTER TOWNSHIP

WAVE

Sign: _____ Sign: _____

Print: _____ Print: _____

Date: _____ Date: _____



Assessment Administration Overview

August 15, 2023

Dexter Township Hall

Presented by: Chris Renius, MAAO, MCPPE



Market Value

- Market value is defined as the price at which a property would **most likely sell** in an open-market transaction involving a buyer and seller, both of whom desire to come to terms **but are under no undue constraint to do so.**



True Cash Value

● In Michigan, the definition of True Cash Value is:

“...the usual selling price at the place where the property to which the term is applied shall be at the time of assessment, being the price which could be obtained therefore at a private sale, and not at forced or auction sale...”



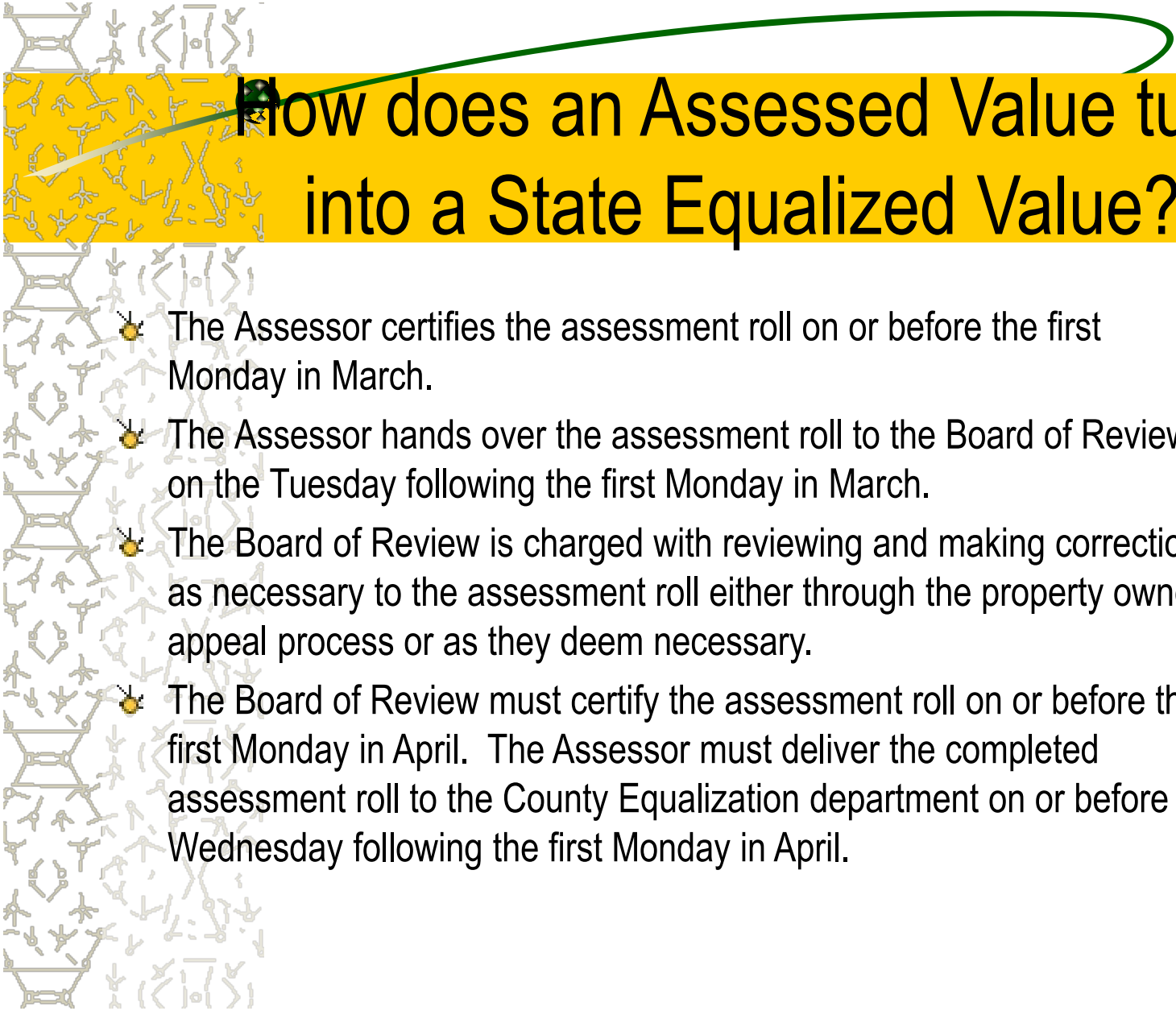
Assessed Value

- ✦ Assessed Value is 50% of True Cash Value as determined by the assessor on tax day (December 31st) of any given year.
- ✦ The Assessed Value is the value that the assessor surrenders to the Board of Review on the Tuesday following the first Monday in March.
- ✦ The Board of Review hears appeals on Assessed Values determined by the assessor.



State Equalized Value

- ✦ State Equalized Value is assessed value as equalized by the County Board of Commissioners on the Tuesday following the 2nd Monday in April and as equalized by the State Tax Commission on the 4th Monday in May. 99.9% of Assessed Values become the State Equalized Value for all properties in Michigan.



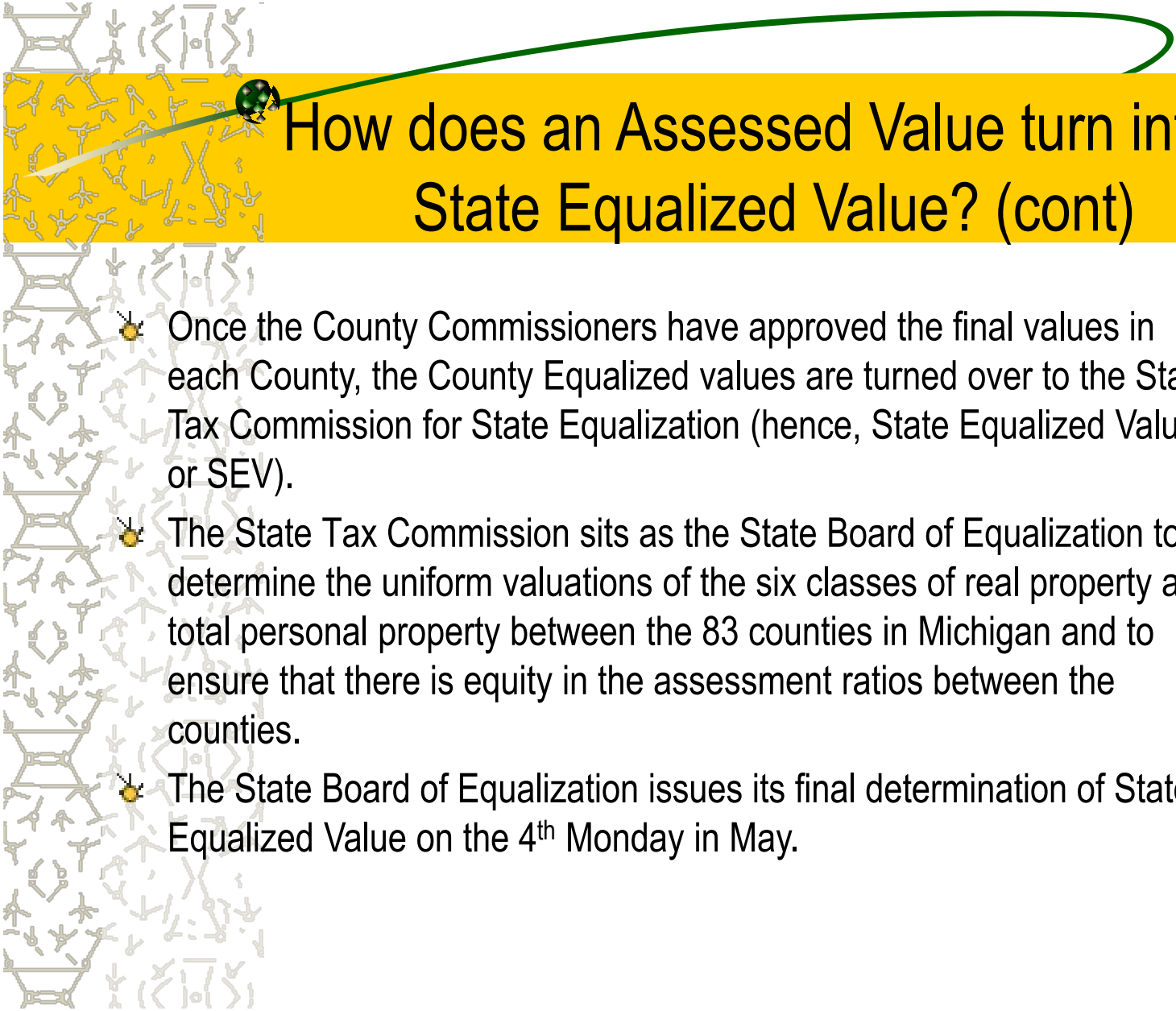
How does an Assessed Value turn into a State Equalized Value?

- ✦ The Assessor certifies the assessment roll on or before the first Monday in March.
- ✦ The Assessor hands over the assessment roll to the Board of Review on the Tuesday following the first Monday in March.
- ✦ The Board of Review is charged with reviewing and making corrections as necessary to the assessment roll either through the property owner appeal process or as they deem necessary.
- ✦ The Board of Review must certify the assessment roll on or before the first Monday in April. The Assessor must deliver the completed assessment roll to the County Equalization department on or before the Wednesday following the first Monday in April.



How does an Assessed Value turn into a State Equalized Value? (cont)

- ✦ The County Equalization Director prepares an Equalization Report from the reports and assessment rolls submitted by all Townships and Cities. This report recommends County Equalized Values to the County Board of Commissioners.
- ✦ The County Board of Commissioners meet on the Tuesday following the second Monday in April to review and equalize the assessed values of the entire County. It is the responsibility of the Commissioners to determine whether or not the six classes of real property and the total of personal property have been equally and uniformly assessed.
- ✦ The review and determination of the equalized values must be completed by the Commissioners by the first Monday in May.



How does an Assessed Value turn into a State Equalized Value? (cont)

- ✦ Once the County Commissioners have approved the final values in each County, the County Equalized values are turned over to the State Tax Commission for State Equalization (hence, State Equalized Value, or SEV).
- ✦ The State Tax Commission sits as the State Board of Equalization to determine the uniform valuations of the six classes of real property and total personal property between the 83 counties in Michigan and to ensure that there is equity in the assessment ratios between the counties.
- ✦ The State Board of Equalization issues its final determination of State Equalized Value on the 4th Monday in May.



How is Assessed Value Determined?

✱ There are 3 approaches to value:

1. Cost Approach
2. Market Approach
3. Income Approach

In mass appraisal, which is what we do as assessors, the cost approach with an integration of the market approach is used to determine true cash value.




The Cost Approach to Value (cont)

- ✦ The Cost Approach to value employs the Principle of Substitution as its underlying economic principle.
- ✦ This principle is supported by the fact that a prudent buyer will pay no more for a property than the cost of acquiring an equally desirable property with similar utility.



The Cost Approach to Value (cont)



There are 6 basic steps in the cost approach. These steps, of course, are taken after investigation of the site, the neighborhood, the market, and the highest and best use analysis have been completed.

1. Estimate land value as if vacant and available for development at its highest and best use.
2. Estimate the cost new (RCN) of the improvements. Cost new includes:
 - a. Direct Costs
 - b. Indirect Costs
 - c. Entrepreneurial profit and overhead.
3. Estimate the total accrued depreciation (D) of the improvements:
 - a. Physical deterioration, Functional and External obsolescence.



The Cost Approach to Value (cont)

4. Subtract the accrued depreciation estimate from the cost new estimate (Replacement cost new less depreciation).
5. Estimate the RCNLD of other site improvements (paving, accessory structures, etc.)
6. Add the land value to the RCNLD of all improvement to get the final value estimate.

The State Tax Commission issues the cost manuals that assessors use on an annual basis through an online service MMSVP, or Michigan Marshall & Swift Valuation Platform which is integrated into our CAMA software, BS & A.

This is where the integration of the market approach comes into play.



Market Approach to Value

- ✦ The State Tax Commission issues “County Multipliers” annually that trends the manual costs to today’s cost equally across each of Michigan’s 83 counties.
- ✦ The Township Assessor then is left with the responsibility of trending the market values across the Township through the use of Economic Condition Factor (ECF’s) neighborhoods.



Market Approach To Value (cont)

- ✦ ECF neighborhoods are geographical areas set up by the assessor that are comprised of homes that are homogenous and can be compared to each other for market value determinations.
- ✦ Any sales within the allowable sales study dates are studied in an ECF analysis to determine the multiplier that will be used to increase or decrease the values of properties in that particular ECF neighborhood above or below the County Multiplier adjusted cost manual valuation.
- ✦ ECF's are only applied to buildings. Land values are still determined using an independent land value study.
- ✦ In Dexter Township, we have 36 different ECF Neighborhoods.

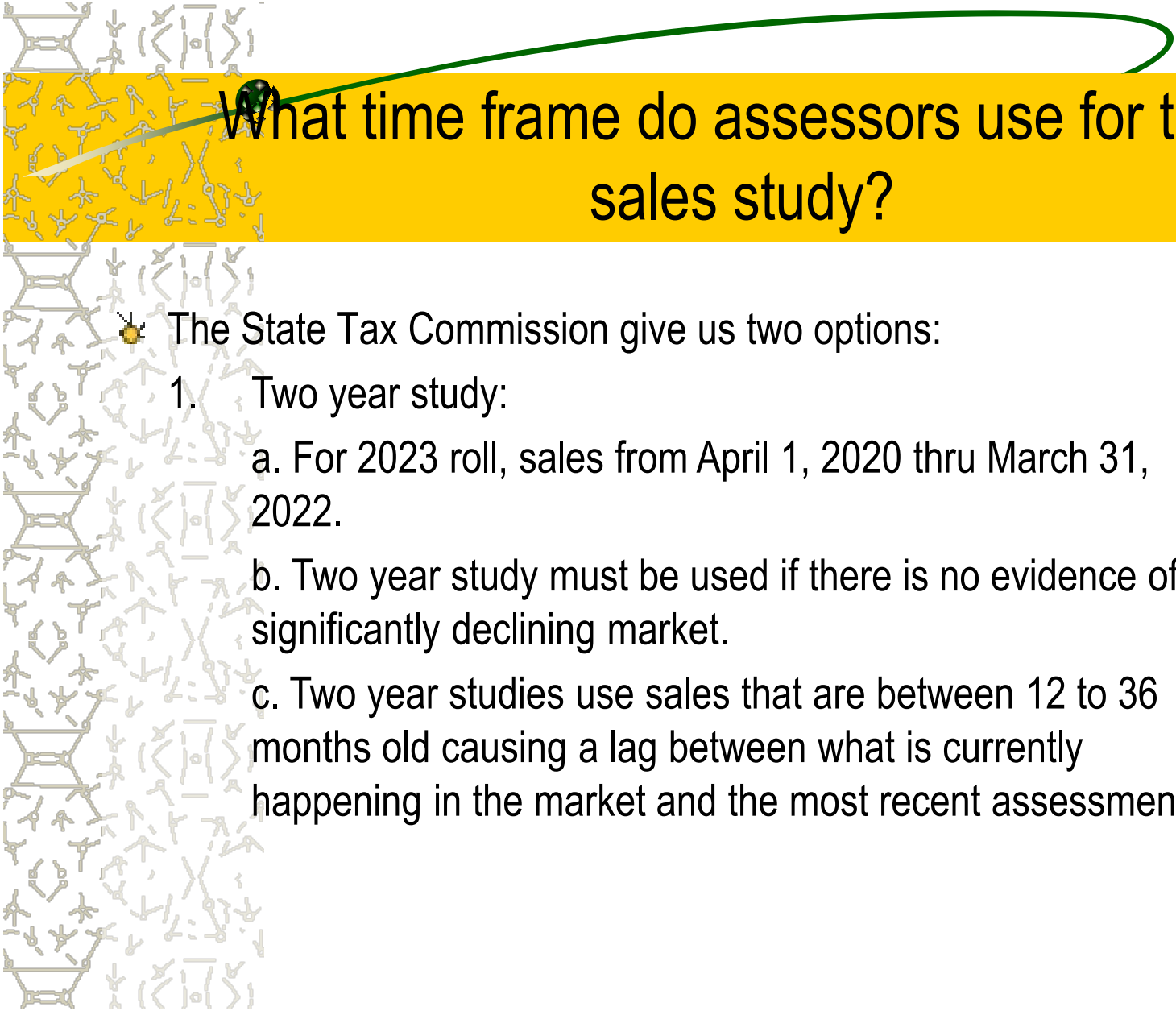


How do we determine that a sale of a property can be used in our sales analysis?

Each sale used must meet these standards:

1. Is the highest price, or represents the usual selling price.
2. Is expressed in terms of money.
3. Results from proper exposure on the market.
4. Is the result of the actions of a willing and informed buyer.
5. Is the result of the actions of a willing and informed seller.
6. Recognizes the present and potential use of the property.
7. Is arrived at in an atmosphere of freedom of compulsion.

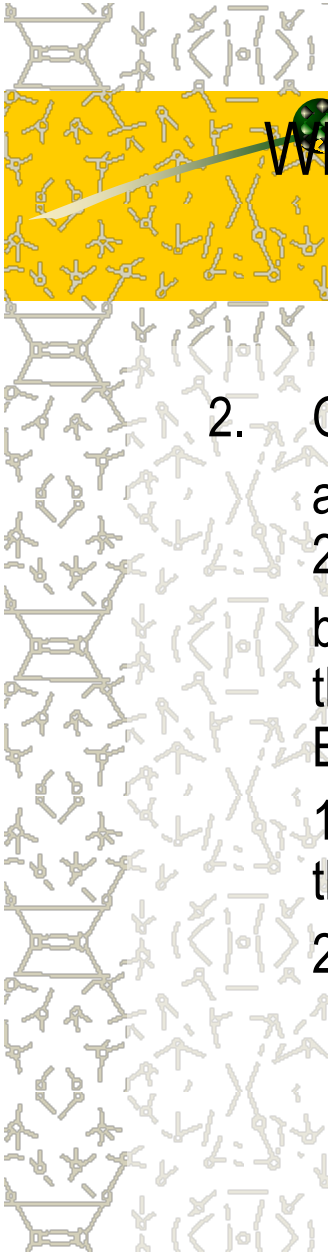
An individual sale price of a property does not indicate market value for that property. One sale does not make the market.



What time frame do assessors use for their sales study?

✦ The State Tax Commission give us two options:

1. Two year study:
 - a. For 2023 roll, sales from April 1, 2020 thru March 31, 2022.
 - b. Two year study must be used if there is no evidence of a significantly declining market.
 - c. Two year studies use sales that are between 12 to 36 months old causing a lag between what is currently happening in the market and the most recent assessment.



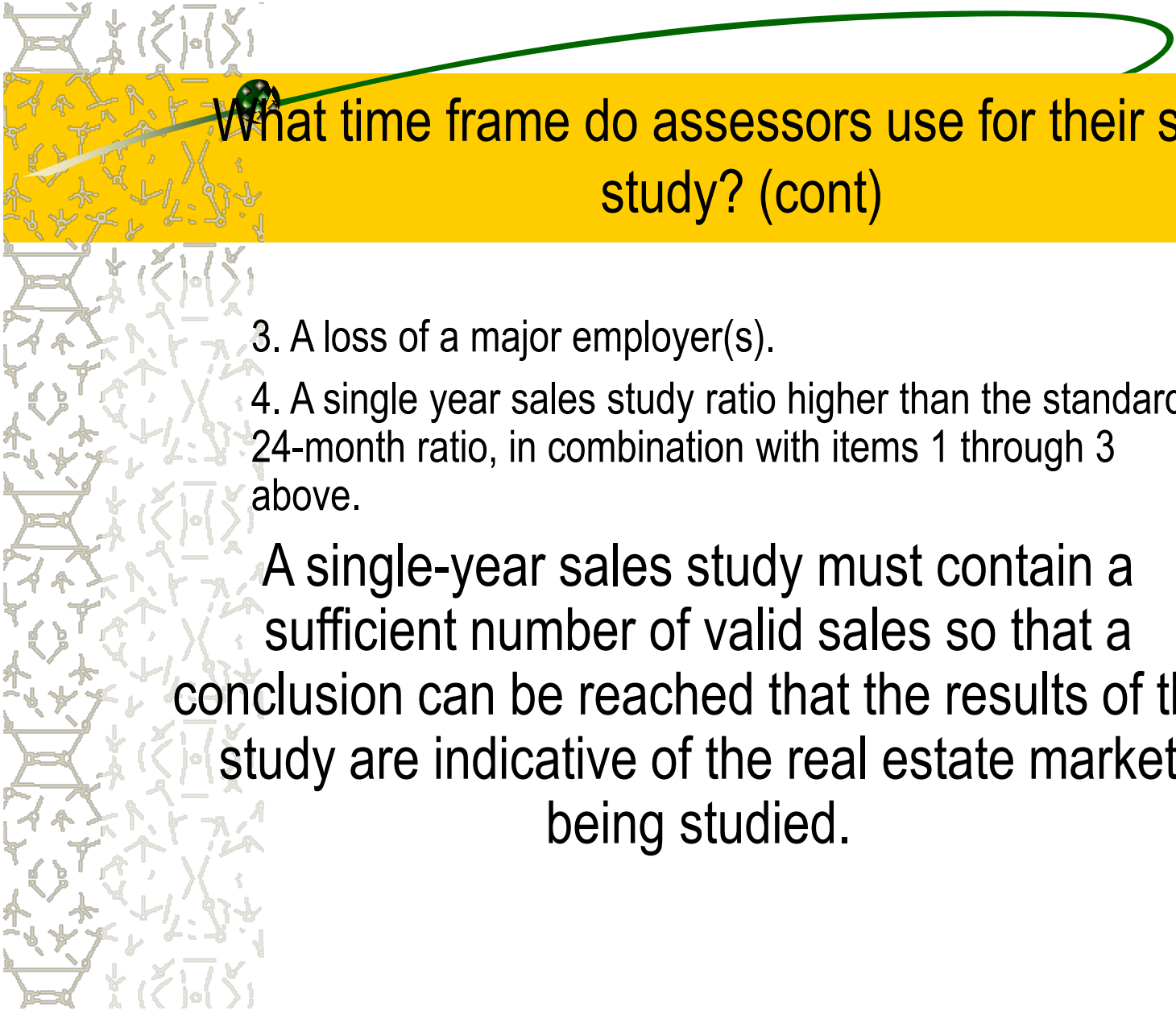
What time frame do assessors use for their sales study? (cont)

2. One year study:

- a. For 2023 roll, sales that occurred between October 1, 2021 and September 30, 2022 would be used.
- b. Single-year sales studies may be considered only when there is significant evidence of a declining market.

Evidence may include, but is not limited to:

1. A reduced number of market sales without a reduction in the number of listings.
2. An increase in the number of foreclosure sales.



What time frame do assessors use for their sales study? (cont)

3. A loss of a major employer(s).
4. A single year sales study ratio higher than the standard 24-month ratio, in combination with items 1 through 3 above.

A single-year sales study must contain a sufficient number of valid sales so that a conclusion can be reached that the results of the study are indicative of the real estate market being studied.



Taxable Value

- ✦ Taxable Value was created with the passage of Proposal A in 1994. The calculation of tax liability is no longer determined by using the SEV but by using Taxable Value (TV). Taxable value is determined from a point in time (whether it be 1994 or the year after someone acquired a parcel of land) brought forward by the annual rate of inflation.
- ✦ Taxable value can never be greater than State Equalized Value. If SEV falls below the previous years taxable value, the taxable value must also fall and will become the same as the new SEV.
- ✦ The only time taxable value can increase more than the annual inflation increase is:
 1. Transfer of ownership in the previous year.
 2. Physical change to the property such as new construction.



Taxable Value (cont)

✦ Capped Value was also created in 1994. Capped Value is the maximum allowable value determined by using the previous years taxable value times the current year inflation increase. If the capped value calculation produces a value less than the SEV for that particular year, that figure will then become the taxable value for that year. This only applies when taxable value has not “caught up” with assessed value.

✦ The Board of Review does not have the authority to change taxable value in order to lower someone’s tax liability. The only time the BOR can lower the taxable value is if there was the demolition of an item on a property (loss) or if they lower the assessed value below the current taxable value.

2023 Millage Reduction Fraction (MRF) Formula Required by MCL 211.34d

- ✚ The Headlee millage reduction fraction intends that, ignoring additions and losses, any current operating millage must be reduced if it would produce more tax dollars, adjusted for inflation, than it did last year. While this calculation may result in a millage reduction fraction that is less than 1.0000, it cannot exceed 1.0000.
- ✚ The following formula in general terms shall be used in 2023 for calculating the MRF:
$$\text{MRF} = \frac{(\text{prior year's taxable value} - \text{losses}) \times \text{inflation rate multiplier}}{\text{current year's taxable value} - \text{additions}}$$

2023 Millage Reduction Fraction (MRF) Formula Required by MCL 211.34d (Cont)

- ✦ The following is the MRF formula stated in terms that are specific to its use in **2023**: $2023 \text{ MRF} = (2022 \text{ taxable value} - \text{losses}) \times 1.079 \text{ divided by } 2023 \text{ taxable value} - \text{additions}$.
- ✦ For Dexter Township, here is the calculation:
 - $\$463,687,846 - \$1,495,066 \times 1.079 = \$498,706,010$
 - $\$492,960,132 - \$7,009,689 = \$485,950,443$
 - $\$498,706,010 / \$485,950,443 = 1.0262$
 - The 2023 MRF is above 1.000, which means there is no millage reduction for the 2023 millage rates.

DEXTER TOWNSHIP COMPENSATION POLICY SUMMARY OF PROPOSED CHANGES

Pat Casady, HR Consultant, and Karen Sikkenga, Supervisor
Dexter Township Board of Trustees Meeting August 15, 2023

- Existing personnel policy (approved in 2016) does not include compensation. The prior BOT used a step system with annual cost of living adjustments and step adjustments based on time in role. This system was eliminated under the current board. Compensation has been set annually since 2021, under no specific policy or guideline
- Proposed new salary policy: salary will be based on a combination of market and performance. Market will be determined using nearby townships and Michigan Township Authority benchmark data. If job duties change or if the incumbent's qualifications change (for example, if an employee completes a training program), the guidelines provide a mechanism for equity adjustments
- Benefits: We will work with a health insurance broker to determine options for health insurance coverage. We are likely to work with the same broker as the Dexter Area Fire Department (DAFD also has fewer than ten enrollees). Retirement benefits are also under review.
- Next steps:
 - Township attorney is reviewing the attached personnel guidelines (proposed changes highlighted)
 - We will return to the Board of Trustees in October with a formal proposal including specific pay ranges and health, retirement, paid time off, and other benefits

DEXTER TOWNSHIP, MICHIGAN

PERSONNEL ~~POLICIES~~ GUIDELINES

DRAFT

DEXTER TOWNSHIP PERSONNEL ~~POLICIES~~ GUIDELINES

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Adoption Date: 4/17/2007
Revision Date: 4/20/2010
Revision Date: 3/5/2014 (6C)
Revision Date: 05/20/2014 (3P)
Revision Date: 10/20/2015 (3J)
Revision Date: 04/19/16 (3H & 3I)
Proposed Revision: 10/75/2023

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ACKNOWLEDGEMENT/AGREEMENT

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Adoption Date: 4/17/2007
Revision Date: 4/20/2010
Revision Date: 3/5/2014 (6C)
Revision Date: 05/20/2014 (3P)
Revision Date: 10/20/2015 (3J)
Revision Date: 04/19/16 (3H & 3I)
Proposed Revision: 10/75/2023

DRAFT

1: INTRODUCTION

1A. About This Handbook

The Dexter Township Board has designed this handbook to use as an employee's personal reference in answering questions about his/her job, Township policies and benefit programs. This handbook is not intended to be a contract of employment or warranty of benefits.

Any and all previous verbal and/or written policies or practices are superseded by the policies contained herein. The Dexter Township Board reserves the right to modify this handbook unilaterally and at any time. All such revisions, deletions or additions must be in writing and must be signed by the Township Supervisor and distributed to employees by the Township Clerk. No oral statements or representations can change the provisions of this Employee Handbook.

Every employee is responsible for knowing the personnel policies contained herein. Direct Supervisors should consult with the Dexter Township Board on questions of interpretation before decisions are made or actions taken.

Copies of the benefit plan documents and summary plan descriptions are located in the Township Clerk's office.

After reading this Employee Handbook please sign the receipt page, as noted in the Acknowledgment/Agreement section, and return it to the Township Clerk.

1B. Township Board's Executive Committee

The Dexter Township Board's Executive Committee consists of the Township Supervisor, Clerk and Treasurer. Appointed Deputies of Elected Officials are not members of Township Board's Executive Committee under any circumstances.

2: EMPLOYMENT WITH DEXTER TOWNSHIP

2A. Employment at Will

Dexter Township is an at-will employer. Regardless of any provision in this employee handbook, either you or the township board may terminate the employment relationship at any time, for any reason, with or without cause or notice. Nothing in this employee handbook or in any document or statement, written or oral, shall limit the right to terminate employment at-will. No officer, employee or representative of the township is authorized to enter into an agreement – express or implied-with any employee for employment other than at-will unless those agreements are in a written contract approved by the township board and signed by the township supervisor.

2B. Equal Employment Opportunity

The Dexter Township Board is committed to equal employment opportunity. We will not discriminate against employees or applicants for employment on any legally recognized basis

including, but not limited to: veteran status, uniform service member status, race, color, religion, gender, sexual orientation, national origin, age and physical or mental disability.

In addition, disability; religion; race; color; national origin; age; gender; sexual orientation, pregnancy, childbirth or related medical condition [that does not include non-therapeutic abortion not intended to save the life of the mother]; height; weight; familial status; marital status and genetic information are protected classes in Michigan.

You may discuss equal employment opportunity related questions with the Township Clerk.

2C. Employment Eligibility

In compliance with the federal Immigration Reform and Control Act of 1986 (IRCA), as amended, our Township is committed to employing only individuals who are authorized to work in the United States. Each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility.

If an employee is authorized to work in this country for a limited time period, the individual will be required to submit proof of renewed employment eligibility prior to expiration of that period to remain employed by the Township.

2D. Employee Classifications

APPOINTED DEPUTIES OF ELECTED OFFICIALS are at-will employees who serve at the pleasure of their designated elected official and work hours as directed by that elected official.

FULL-TIME EMPLOYEES regularly work at least a 32-hour work week. Overtime is not calculated until after 40 hours work in a single week.

PART-TIME REGULAR EMPLOYEES are regularly scheduled to work.

PART-TIME OCCASIONAL EMPLOYEES are not regularly scheduled on an on-going basis (election assistance, temporary office, etc.)

TEMPORARY WORKERS work sporadic hours as directed by an elected township official and as approved by the Township Board. Election workers are one example of a temporary worker.

In addition to the preceding, employees are also categorized as "exempt" or "non-exempt."

- NON-EXEMPT EMPLOYEES are paid on an hourly basis and entitled to overtime pay as required by applicable federal and state law.
- EXEMPT EMPLOYEES - Pursuant to applicable federal and state laws, exempt employees are not entitled to overtime pay, and are not subject to certain deductions to their monthly salary under the Township's policies.

Upon hire, the Township Clerk notifies employees of their employment classification.

2E. Introductory Period

Full-time, part-time regular and part-time employees are on an introductory period during their first 90 calendar days of employment. During this time, you will be able to determine if your new job is suitable for you and your direct supervisor will have an opportunity to evaluate your work performance. The completion of the introductory period does not guarantee employment for any period of time thereafter. An evaluation of the employee will occur at the end of the introductory period.

2F. Attendance and Punctuality

Attendance and punctuality are important factors within our Township government. Functioning as a team requires that each person be in the right place at the right time.

If you are going to be late for work or absent due to illness you must notify your direct supervisor prior to the scheduled start of your workday.

Personal issues requiring time away from your work should be scheduled during your nonworking hours if possible.

If you are absent for three consecutive scheduled workdays without notifying your direct supervisor, it will be assumed that you have voluntarily abandoned your position with the township, and you will be removed from the payroll.

Because of the nature of our business your work schedule may vary depending on your job duties. Check with your direct supervisor if you have questions about your hours of work.

2G. Accurate Emergency Contact Information

To aid you and/or your family in matters of personal emergency, we need to maintain up-to-date information.

Changes in name, address, telephone number, marital status, number of dependents or changes in next of kin and/or beneficiaries should be given to the Township Clerk.

2H. Bondable Status

Certain positions in the township require employees to be bonded. It is the responsibility of the employee to assure (s)he is bondable and to maintain bondable status. The township will pay the full cost of bonding. Violations of this policy may result in immediate termination of your employment.

2I. Social Security Number Privacy

To ensure to the extent practicable the confidentiality of our employees' social security numbers (SSNs), no employee may acquire, disclose, transfer or unlawfully use the social security number

of any employee except in accordance with this policy. The release of employee SSNs to external parties is prohibited except where required by law. Internal access to employee SSNs is restricted to employees with a legitimate business need for the information.

Employee social security numbers may be collected in the ordinary course of business for the purpose of identity verification or to administer benefits and in accordance with state and federal laws.

Except where permitted by state or federal law, the township will not: 1) publicly display all or more than four sequential digits of an employee's SSN; 2) use all or more than four sequential digits of an employee's SSN as the primary account number for an individual; 3) visibly print all or more than four sequential digits of an employee's SSN on any identification badge or card; 4) require an individual to use or transmit all or more than four sequential digits of their SSN to gain access to an Internet web site or computer system or network unless the connection is secure, the transmission is encrypted, or a password or unique personal identification number is also required to gain access; 5) include all or more than four sequential digits of an employee's SSN in or on any document or information mailed or otherwise sent to an individual if it is visible on or without manipulation from outside the envelope or packaging; or 6) include all or more than four sequential digits of an employee's SSN in any document or information mailed to a person.

Any documents, which include employee SSNs that are discarded, are to be shredded.

Any violation of this policy will result in disciplinary action up to and including discharge.

For more information about this policy, please contact the Township Clerk.

2J. Access to Personnel Files

Employees will be allowed to review their personnel records up to two times each year, or as otherwise permitted by the Bullard-Plawicki Employee Right to Know Act and other applicable laws. Employees must submit a written request to the Township Clerk which describes the personnel record to be reviewed. The review will occur during normal business hours at a location reasonably close to the place of employment. If a review during normal business hours would require employees to take time off from work, the Township will provide some other reasonable time for a review. The record may be copied and a reasonable fee may be charged for duplicating the personnel record.

If there is a disagreement as to the information in the personnel record, employees may ask to have it corrected or removed and may submit a statement explaining their position to the Township Clerk. Such a statement becomes part of the employee's personnel record.

2K. Americans With Disabilities Act Policy

The Dexter Township Board is committed to providing equal employment opportunities to otherwise qualified individuals with disabilities, which may include providing reasonable

accommodation where appropriate. In general, it is your responsibility to notify the Township Clerk, in writing, of the need for accommodation. Upon doing so, the Township Clerk may ask you for your input or the type of accommodation you believe may be necessary or the functional limitations caused by your disability. Also, when appropriate, we may need your permission to obtain additional information from your physician or other medical or rehabilitation professionals.

2L. Office Hours

The Township Board establishes the days and hours the Township office will be open to the public and which days the office will be closed in observance of holidays.

3: COMPENSATION

3A. Job Descriptions

All employment positions that are subject to evaluation by the Township Board will have written job descriptions, inclusive of salary or hourly pay ranges. Job descriptions must be approved by the Township Board prior to implementation.

3B. Reporting Work Hours

Non-exempt and Exempt employees are required to accurately record their time worked in accordance with federal and state wage and hour laws.

All Non-exempt employees must record their hours on time sheets, which are to be signed by their direct supervisor. Timesheets are to be submitted to the Township Clerk or his/her designee by 9:00 a.m. on the first Monday after the end of the pay period.

All employees subject to this policy are required to accurately record all time worked.

The workweek starts on Monday and ends on Sunday.

3C. Pay Ranges

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Pay ranges shall be established and approved by the Board of Trustees with a midpoint, based on survey data from established sources, such as the Michigan Township Association benchmark study, the American Society of Employers, and/or the Federal Bureau of Labor Statistics. Regional comparable salaries, such as those from nearby townships, will also be an allowable comparative source. The midpoint range shall be 96 to 103% of the midpoint of the survey data. The minimum shall be equal to 80% of the midpoint while the maximum shall be based on 120% of the midpoint. Employees will be compensated not less than the lowest and not more than the highest amount in the range, at the midpoint for sustained, acceptable performance, and above the midrange for sustained exceptional performance. Pay ranges will be updated annually and approved by the Board of Trustees at its December meeting. New hires in lower level positions will typically start in the 80 to 88 percent in range.

3D. Annual Pay Increases

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Annual pay increases shall be subject to approval by the Board of Trustees and will take effect at the start of the fiscal year. A salary increase guide shall be provided to the Board of Trustees, showing percent in range (i.e., where an individual is relative to the midpoint) and performance with a corresponding proposed wage increase. The increase percentage is dependent on the projected budget for compensation. Progression through the range shall be dependent on performance and percent in range (PIR). Increases in compensation are subject to availability of funds.

3D. Equity Pay Increases

The equity increase process includes compensation changes relating to position level changes and market value equity adjustments. Recommendations for adjustments will be proposed to the Board of Trustees by the Executive Committee as needed. Compensation changes relating to equity increases will be in the 2.5-8% range based on the PIR of the new range, excluding general increase adjustments.

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3E. Paycheck

Employees will be paid monthly on the Thursday following the third Tuesday of the month for the period which has ended on the Sunday preceding the second Tuesday. When payday falls on a holiday, you normally will be paid on the working day prior to the holiday.

Paystubs are normally available for pick-up after 3:00 p.m. on the Wednesday following the third Tuesday of the month. Please review your paystub for errors. If you find a mistake report it to your direct supervisor or the Township Clerk immediately. Your direct supervisor or the Township Clerk will review your paystub and correct any potential errors.

Your pay will be deposited directly into your bank account through direct deposit. All Township employees and officials are required to utilize direct deposit of their pay unless a Request for Waiver of Direct Deposit Compensation form is submitted to the Township Clerk. Direct deposit enrollment forms and waiver forms are obtained from the Township Clerk.

3F. Paycheck Deductions

The Township is required by law to make certain deductions from your paycheck each pay period. Such deductions typically include federal and state withholding taxes and Social Security and Medicare (FICA) taxes. Depending on the benefits you choose, there may be additional deductions. All deductions and the amount of the deductions are listed on your pay stub. These deductions are totaled each year on your Form W-2, Wage and Tax Statement.

It is the policy of the Township that exempt (salaried) employees' pay will not be "docked," or subject to deductions, in violation of salary pay rules issued by the United States Department of

Labor and any corresponding rules issued by the state government, as applicable; however, the Township may make deductions from employees' salaries in a way that is permitted under federal and state wage and hour rules. Employees will be reimbursed in full for any isolated, inadvertent, or improper deductions, as defined by law.

Thus, exempt employees may be subject to the following salary deductions, except where prohibited by state law, but only for the following reasons:

- Absences of one or more full days for personal reasons, other than sickness or disability;
- Absences of one or more full days due to sickness or disability, if there is a plan, policy, or practice providing replacement compensation for such absences;
- Absences of one or more full days before eligibility under such a plan, policy, or practice or after replacement compensation for such absences have been exhausted;
- Suspensions for violations of safety rules of major significance as defined by MIOSHA;
- Suspensions of one or more full days for violations of workplace conduct rules, such as rules against sexual harassment and workplace violence;
- Payment of actual time worked in the first and last weeks of employment, resulting in a proportional rate of an employee's full salary;
- Any unpaid leave taken under the Family and Medical Leave Act; or
- Negative paid-time-off balances, in whole-day increments only.

If questions or concerns about any pay deductions arise, employees may discuss and resolve them with the Township Clerk.

During your employment, you and the Township both contribute funds to the federal government to support the Social Security Program. This program is intended to provide you with retirement benefit payments and medical coverage once you reach retirement age. Employees that participate in the Municipal Employee Retirement System (MERS) do not contribute funds to the Social Security Program, but do contribute funds to Medicare.

3GE. Garnishment/Child Support

When an employee's wages are garnished by a court order, Dexter Township is legally bound to withhold the amount indicated in the garnishment order from the employee's paycheck. Dexter Township will, however, honor federal and state guidelines which protect a certain amount of an employee's income from being subject to garnishment.

3HF. Overtime

Non-exempt employees must have all overtime approved in advance by their direct supervisor. There may be times when you may be asked to work overtime so that the township may meet the needs of our customers. Although you will be given advance notice when feasible, this is not always possible.

Non-exempt employees will be paid at a rate of time and one-half their regular hourly rate for hours worked in excess of 40 hours in a workweek, unless state or federal law provides otherwise.

Only actual hours worked count toward computing weekly overtime.

Direct supervisors should make every effort to schedule staff working hours to minimize the possibility of unexpected overtime hours.

If you have any questions concerning overtime pay, check with your direct supervisor.

3I.G. Breaks and Lunches

~~Employees shall not eat meals or snacks in view of the public reception desk.~~ Employees are still expected to serve the public during lunch and breaks, as necessary.

3I.H. Exchanging Time, Substitute Time & Additional Time

Township employees may exchange work time if approved in advance by one or more members of the Township Board's Executive Committee. Any time exchanged shall not count towards the employee's hours worked for overtime compensation, paid time off (PTO) calculation or compliance with the Fair Labor Standards Act or full-time equivalent fraction.

On an as needed basis due to fluctuations in work load, employees may work hours in addition to their regularly scheduled work hours. Additional hours must be approved in advance by any two (2) members of the Township Board's Executive committee or the Township Board. Any additional time worked shall not count towards the employee's full time equivalent fraction, but shall count in the calculation of overtime compensation and compliance with the Fair Labor Standards Act.

3I.K. Paid Time Off

The Dexter Township Board recognizes that the efficiency and effectiveness of employees is enhanced by providing reasonable breaks from the workplace for vacations and other personal needs.

Full-time and part-time regular employees are eligible to earn (PTO) immediately upon hire.

Part-time regular employees PTO is calculated each month by multiplying the PTO hours earned by the employee's Full Time Equivalent Fraction (FTE). An employee's FTE fraction is calculated based on the number of hours per week the employee is regularly scheduled to work divided by 40, and then rounded to the nearest .10 of an hour.

PTO hours are earned as follows:

(May propose changes to this based on survey data)

0 – 5 Years of Employment: 10 hours of PTO each month, an equivalent annual allocation of 120 PTO hours, accrued on the first day of each month.

Over five years of Employment: 15 hours of PTO each month, an equivalent annual allocation of 180 PTO hours, accrued on the first day of each month.

For example: a part-time regular employee with 3 years of service and a regular work schedule consisting of 20 hours per week.

- *The FTE fraction is calculated as: 20 hours per week divided by 40 ($20 \div 40 = .50$)*
- *The monthly PTO earned is calculated as 10 PTO hours multiplied by the FTE fraction of .50 ($10 \times .50 = 5$)*
- *The employee receives 5 hours of PTO on the first day of the month.*

PTO is earned, but shall not be available for use or credit during the introductory period. PTO earned during the introductory period will be credited and available for use following successful completion of the introductory period.

PTO can be used as vacation time, sick time, personal time or to care for a child who is sick.

PTO cannot be accrued in an amount exceeding the employee's equivalent annual allocation. Additional PTO hours will not be earned or accrued above the equivalent annual allocation.

Pay will not be granted in lieu of taking actual PTO.

Exempt employees will receive PTO in compliance with state and federal wage and hour laws. The use of three or more consecutive days of unscheduled PTO shall require the employee to obtain a written statement indicating a need for the leave from a licensed physician and indicating the expected date of return to work. The written statement must be submitted to the employee's direct supervisor.

Exempt employees are required to submit PTO requests in writing to their direct supervisor for approval. Operating needs of the township are taken into consideration when PTO requests are approved or denied. Length of employment may determine priority in scheduling PTO time.

Part-time regular employees wanting to use PTO for 3 or more consecutive regularly scheduled work days are required to submit a scheduled PTO request in writing to their direct supervisor for approval. Operating needs of the township are taken into consideration when PTO requests are approved or denied. Length of employment may determine priority in scheduling PTO time. Part-time regular employees who use unapproved PTO for three consecutive regularly scheduled work days are required to obtain a written statement indicating a need for the PTO leave from a licensed physician and indicating the expected date of return to work. The written statement must be submitted to the employee's direct supervisor.

The Township Clerk or the Clerk's designee will calculate the monthly PTO earned by each eligible township employee. The Township Clerk will maintain the official record of PTO accrued by each eligible employee and issue a written report on PTO accruals to the Township Board at its regular meeting each month.

3LJ. Holidays

The Board of Trustees shall approve a holiday schedule annually. Full-time and part-time regular employees are eligible for paid holidays immediately upon hire.

Exempt employees will receive holiday pay in compliance with state and federal wage law and hour laws.

Part-time regular employees are eligible for holiday pay in proportion to the number of hours they normally are scheduled to work on the observed holiday.

When a Township approved holiday falls on a Saturday, it will be observed on the preceding Friday, when it falls on a Sunday it will be observed on the following Monday. (10-20-15)

Eligible employees who provide at least 30 calendar days advance notice of their resignation will be paid for accrued but unused PTO, unless state law dictates otherwise. All other employees will not be paid for accrued but unused PTO upon termination.

3MK. Jury Duty

Employees summoned for jury duty shall be paid the difference between compensation received for jury duty and the employee's regular pay for all days required to serve on jury duty. If an employee is not required to report or is released from jury duty, the employee must report to work as scheduled. Upon completion of jury duty, the employee must furnish appropriate documentation of jury duty service.

3NL. Judicial Proceedings

Employees are given the necessary time off without pay to attend or participate in a court proceeding in accordance with state law. Employees shall notify his/her direct supervisor of the need to take leave for a judicial proceeding as far in advance as is possible. Eligible employees may use PTO for leave related to judicial proceedings.

Employees will be paid at their applicable regular or overtime hourly rate for participation in court proceedings required as a result of township employment.

Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

3QM. Victim of Crime Leave

The Township will grant reasonable and necessary leave from work, without pay, to employees who are victims of a crime or employees who are representatives of victims of a crime to attend or participate in legal proceedings pertaining to the crime. Affected employees must give the Township reasonable notice that leave under this policy is required. Eligible employees may use PTO time for victims of crime leave.

Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

3PN. Bereavement Leave

Full-time and regular part-time employees who have completed three months of employment are eligible for up to three consecutive paid days for the death of an immediate family member, provided they were scheduled to work those days. Members of the immediate family include spouses, domestic partner, parents, brothers, sisters, children, grandchildren and grandparents.

Full-time employees and regular part-time employees who have completed three months of employment are eligible for one paid day to attend the funeral of parents-in-law, brothers/sisters-in-law, aunts, uncles, nieces and nephews, provide they were scheduled to work those days.

Requests for bereavement leave should be made to the employee's direct supervisor as soon as possible. The Township reserves the right to request verification of an employee's familial relationship to the deceased and his or her attendance at the funeral service as a condition of the bereavement pay.

3QQ. Family Medical Leave

Dexter Township employees are not subject to the Family and Medical Leave Act of 1993, as amended, because the township employs fewer than fifty individuals.

3RP. Personal Leave

In very special circumstances an unpaid leave of absence may be granted for a personal reason – but never for taking other employment or working for yourself. A request for an unpaid leave of absence must be submitted in writing to your direct supervisor and contain the beginning date and date the employee will return to work. An unpaid leave of absence must be approved by the Township Board. If the reason for personal leave is medical treatment for the employee, he/she shall furnish a letter from their attending physician at the time of the request for leave. (5/20/14)

An unpaid leave of absence may be granted by a unanimous vote of the Township Board's Executive Committee or a majority vote of the Township Board. PTO and other benefits will not be earned or accrued during an unpaid leave of absence. Failure to return to work on the date approved by the Township Board will ~~result in~~ be considered voluntary termination of employment.

3SQ. Military Service Leave

Employees who are required to fulfill military obligations in any branch of the Armed Forces of the United States or in state military service will be given the necessary time off and reinstated in accordance with federal and state law.

The time off will be unpaid, except where state law dictates otherwise. Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

Accrued paid time off (PTO) may be used for this leave if the employee chooses. Military orders should be presented to your direct supervisor or the Township Clerk and arrangements for leave made as early as possible before departure. Employees are required to give advance notice of their service obligations to the Township unless military necessity makes this impossible. You must notify your direct supervisor or the Township Clerk of your intent to return to employment based on requirements of the law. Your benefits may continue to accrue during the period of leave in accordance with state and federal law.

Additional information regarding military leaves may be obtained from the Township Clerk.

3TR. Voting

Employees are encouraged to exercise their right to vote in all elections. As polling locations are open for thirteen hours during elections employees are expected to vote before or after their work hours.

3S. Retirement Plan

Dexter Township provides eligible employees with a retirement plan under the Municipal Employee Retirement System (MERS). Contributions to this plan are made in lieu of contributions to the Social Security system to provide you with supplemental income upon retirement.

A copy of the Summary Plan Description which contains the details of the plan including eligibility and benefit provisions can be obtained from the Township Clerk. In the event of any conflict in the description of any plan, the official plan documents, which are available for your review, shall govern. Direct any questions regarding this plan, to the Township Clerk.

To be added: specific level of retirement match by the Township based on benchmark data.

3UF. Worker's Compensation

On-the-job injuries are covered by the Township's Workers' Compensation insurance policy. This insurance is provided at no cost to you. If you are injured on the job, no matter how

slightly, report the incident immediately to your direct supervisor, who will immediately report the incident to the Township Clerk. Consistent with applicable state law, failure to report an injury within a reasonable period of time could jeopardize your claim. We ask for your assistance in alerting management to any condition which could lead to or contribute to an employee accident. Additionally, the Township will attempt to provide a reasonable accommodation which is medically necessary, feasible and does not impose an undue hardship on the Township as prescribed by applicable federal, state or local law.

3V: Health Care Insurance

To be added: specific level of health care insurance coverage provided by the Township based on benchmark data.

4: EMPLOYEE DEVELOPMENT**4A. Performance Evaluation**

Employees classified as full time, part time regular, and part time occasional may receive annual performance evaluations. Performance evaluations are intended to measure the quality and quantity of the work you perform, your effort and attitude, and your ability to work with others. Your evaluation should let you know areas where improvement is needed and should help you to set goals for your future performance.

An employee's first evaluation will occur after completion of the introductory period and include the setting of goals. Subsequent evaluations will occur periodically and include the setting of goals. Your direct supervisor and/or designated members of the Township Board and/or appointees to other township boards will conduct your evaluation and discuss it with you. After reviewing the evaluation, employees will sign the evaluation to acknowledge it has been discussed with them and that the employee has had an opportunity to review the evaluation.

Dexter Township reserves the right to change compensation and compensation policies at any time, with notice.

4B. Suggestions and Ideas

The Township board encourages you to bring your questions, suggestions and complaints to our attention. We believe that suggestions indicate initiative and will consider each of these in our continuing effort to improve operations. Your job will not be adversely affected in any way because you choose to bring questions, suggestions and complaints to the Township Board.

5: WORKPLACE CONDUCT**5A. A Workplace Based Upon Teamwork and Respect**

The Dexter Township Board is committed to developing a spirit of teamwork amongst employees which is rooted in respect for residents, taxpayers, customers and co-workers.

You represent Dexter Township at all times and it is up to each employee to take this responsibility seriously. Your individual contribution is key to providing friendly, efficient customer service to our residents and those who do business in our community. In order to maintain and perpetuate responsible government practices, we want to ensure that our good service continues by always giving our customers the best possible value and quality. Our residents and customers who depend on us to provide services have faith that we will protect their welfare. They will determine our rate of growth, how many people we will employ and

what kind of services we will provide. Working well together provides us with a bright future and with the most important commodity, a good reputation.

5B. Employee Identification

You will be issued an identification badge upon hire. It must be worn where it can be seen at all times when you are working.

5C. Building Opening and Closing Procedure

The Township Board establishes the opening and closing procedures for each Township building, facility and work location.

5D. Emergency Closing Procedure

The Township Board establishes the emergency closing procedures for each Township building, facility and work location.

5E. Safety

Safety can only be achieved through teamwork at our Township. All employees and elected officials must practice safety awareness by thinking defensively, anticipating unsafe situations and reporting unsafe conditions immediately.

Please observe the following precautions:

1. Notify your direct supervisor of any emergency situation. If you are injured or become sick at work, no matter how slightly, you must inform your direct supervisor immediately.
2. Use, adjust and repair machines and equipment only if you are trained and qualified.
3. Understand your job fully and follow instructions. If you are not sure of the safe procedure, don't guess; ask your direct supervisor.
4. Know the locations, contents and use of first aid and firefighting equipment.
5. Unlawful possession, use or sale of weapons, firearms, or explosives on work premises is forbidden.

A violation of a safety precaution is in itself an unsafe act. A violation may lead to disciplinary action, up to and including discharge.

5F. Workplace Violence Prevention

Violence by an employee or anyone else against an employee or direct supervisor will not be tolerated. The purpose of this policy is to minimize the potential risk of personal injuries to employees at work and to reduce the possibility of damage to Township property in the event someone, for whatever reason, may be unhappy with a Township decision or action by an employee or member of the Township Board.

If you receive or overhear any threatening communications from an employee or outside third party, report it to your direct supervisor or any member of the Township Board at once. Do not engage in either physical or verbal confrontation with a potentially violent individual. If you

encounter an individual who is threatening immediate harm to an employee or visitor to our premises, contact an emergency agency (such as 911) immediately.

All reports of work-related threats will be kept confidential to the extent possible, investigated and documented. Employees are expected to report and participate in an investigation of any suspected or actual cases of workplace violence.

Violations of this policy, including your failure to report or fully cooperate in the Township's investigation, may result in disciplinary action, up to and including discharge.

5G. Harassment

The Dexter Township Board prohibits harassment of one employee by another employee, direct supervisor or third party for any reason including, but not limited to: veteran status, uniform service member status, race, color, religion, gender, sexual orientation, national origin, age and physical or mental disability. Harassment of third parties by our employees is also prohibited and subject to disciplinary action review and action.

In addition, disability; religion; race; color; national origin; age; gender; pregnancy, childbirth or related medical condition [that does not include non-therapeutic abortion not intended to save the life of the mother]; height; weight; familial status; marital status and genetic information are protected classes in Michigan.

The purpose of this policy is not to regulate the personal morality of employees. It is to assure that in the workplace, no employee harasses another for any reason.

While it is not easy to define precisely what harassment is, it may include, but is not limited to: slurs, epithets, threats, derogatory comments or visual depictions, unwelcome jokes, teasing, and creating a hostile work environment.

Any employee who feels that (s)he is a victim of such harassment should immediately report the matter to their direct supervisor and/or any Township Board member. Current contact information for individual Township Board members is available on the Township website at www.twp-dexter.org. If an employee makes a report and the employee deems the result unsatisfactory or inconsistent with this policy, the employee should report the situation to another member of the Township Board.

The Township will investigate all such reports as confidentially as possible. Adverse action will not be taken against an employee because he or she, in good faith, reports or participates in the investigation of a violation of this policy. Violations of this policy are not permitted and may result in disciplinary action, up to and including discharge.

5H. Sexual Harassment

Sexual harassment is against Township policy and is unlawful under state and federal law.

Dexter Township prohibits sexual harassment of any employee by another employee, direct supervisor or third party. Harassment of third parties by our employees is also prohibited. The purpose of this policy is not to regulate the morality of employees. It is to assure that in the workplace, no employee is subject to sexual harassment. While it is not easy to define precisely what sexual harassment is, it may include, but is not limited to: unwelcome sexual advances, requests for sexual favors, and/or verbal or physical conduct of a sexual nature including, but not limited to, sexually-related drawings, pictures, jokes, teasing, uninvited touching or other sexually-related comments.

Sexual harassment of an employee will not be tolerated. Violations of this policy may result in disciplinary action, up to and including discharge. There will be no adverse action taken against employees who, in good faith, report violations of this policy or participate in the investigation of such violations.

Any employee who feels that (s)he is a victim of sexual harassment should immediately report such actions in accordance with the following procedure. All complaints will be promptly and thoroughly investigated as confidentially as possible.

1. Any employee who feels that (s)he is a victim of such harassment should immediately report the matter to their direct supervisor and/or any Township Board member. Current contact information for individual Township Board members is available on the Township website at www.twp-dexter.org. If an employee makes a report and the employee deems the result unsatisfactory or inconsistent with this policy, the employee should report the situation to another member of the Township Board.
2. The Township Board will investigate every reported incident. Any employee or agent of the Township who has been found to have violated this policy may be subject to appropriate disciplinary action, up to and including immediate discharge.
3. The Township Board will conduct all investigations in a discreet manner. The Township recognizes that every investigation requires a determination based on all the facts in the matter. Dexter Township also recognizes the serious impact a false accusation can have. Dexter Township trusts that all employees will continue to act responsibly.
4. The reporting employee and any employee participating in any investigation under this policy have the Township Board's assurance that no reprisals will be taken as a result of a sexual harassment complaint. It is our policy to encourage discussion of the matter, to help protect others from being subjected to similar inappropriate behavior.

5I. Conflicts of Interest

A Township's reputation for integrity is its most valuable asset and is directly related to the conduct of its officers and other employees. Therefore, employees must never use their positions with the Township, or any of its customers, for private gain, to advance personal interests or to obtain favors or benefits for themselves, members or their families or any other individuals, corporations or business entities.

The Township adheres to the highest legal and ethical standards applicable to our government. The Township's business is conducted in strict observance of both the letter and spirit of all applicable laws and the integrity of each employee is of utmost importance.

Employees of the Township shall conduct their personal affairs in such a fashion that their duties and responsibilities to the Township are not jeopardized and/or legal questions do not arise with respect to their association or work with the Township.

5J. Disciplinary Action

Disciplinary action may include a verbal warning, written warning, suspension with or without pay, and/or discharge. The appropriate disciplinary action imposed will be determined by the elected official in charge of the employee's department or by a unanimous written decision of the Township Board's Executive Committee. An employee who receives disciplinary action may appeal such disciplinary action to the Township Board, provided notice of intent to appeal is given to the Township Clerk within fourteen (14) calendar days from the date of the written disciplinary decision. The Township Board does not guarantee that one form of action will necessarily precede another. Disciplinary actions involving monetary loss shall be reported to the Township Board no later than the next Regular Township Board Meeting, excluding employee identification.

The following may result in disciplinary action, up to and including discharge:

- poor performance;
- engaging in conduct detrimental to the Township's reputation;
- causing hazardous or unsafe working conditions;
- violation of Dexter Township's policies or safety rules;
- insubordination;
- unauthorized or illegal possession, use or sale of alcohol or controlled substances on work premises or during working hours, while engaged in Township government activities or in Township vehicles;
- unauthorized possession, use or sale of weapons, firearms or explosives on work premises;
- conducting personal business on Township time;
- threatening, intimidating, coercing, or interfering with employees or business visitors;
- unauthorized posting, removal, or tampering with notices on bulletin boards or the Township's web page;
- theft or dishonesty;
- physical harassment;
- sexual harassment;
- fighting on the job;
- gambling on the job;
- sleeping on the job;
- walking off the job;

- A state of personal hygiene which detracts from a safe or professional appearance when dealing with the public;
- disrespect toward fellow employees, visitors or other members of the public;
- unauthorized use of the property, equipment, or facilities of Dexter Township;
- unauthorized use of telephones or computers for personal use;
- removal of any property or records from the premises of Dexter Township without permission from the Township Board;
- Falsifying or omitting pertinent information from records or revealing confidential information to unauthorized persons.

These examples are not all inclusive. We emphasize that discharge decisions will be based on an assessment of all relevant factors.

Nothing in this policy is designed to modify our employment-at-will policy.

5K. Protecting Township Information

Most Township information is available to members of the public through Freedom of Information Act (FOIA) requests. Some Township information, however, is confidential.

Protecting the Township's confidential information is the responsibility of every employee, and we all share a common interest in making sure it is not improperly or accidentally disclosed. All telephone calls regarding a current or former employee's position, compensation or dates of employment with Dexter Township must be forwarded to the Township Clerk.

The Township's address shall not be used by employees or elected officials for the receipt of personal mail.

5L. Use of Electronic Information Systems (EIS)

All of the Township's electronic information systems (EIS) are the property of the Township. The township's EIS included, but are not limited to computer hardware, software, databases, computer files, printers, copy machines, communications equipment, phones and phone system, voice mail, fax machines, e-mail systems and Internet access. It is the policy of the Township to restrict the use of EIS to job-related or otherwise approved work purposes. Any violation of this policy could result in termination of access to specific EIS components or discipline up to and including the termination of employment.

Employees may not use any component of the Township's EIS in a manner that interferes with their job performance or the ability of other employees to conduct normal business. Employees shall not use the Township's EIS: 1) in a manner that is illegal or violates, security, privacy, confidentiality, or policies and procedures of the Township, 2) to access, display, or distribute indecent or obscene material, child pornography, or materials that can be classified as sexual harassment, 3) for activities unrelated to activities of the Township, 4) for private or personal

business transactions, or for partisan political activities, or 5) for non-business activities that generate electronic traffic or consumer bandwidth on the Township's network.

Under no circumstances shall any employee, without advanced written permission of the Township Clerk: (1) copy and remove from Township premises any Township records, communications (including e-mail) or documents, or (2) transmit any Township records or communications (including e-mails) to personal e-mail, personal fax machines, personal communication devices or to any third party not associated with the Township or its services. Violation shall result in disciplinary action up to and including termination of employment.

Employees are prohibited from installing any software on Township computers that does not have a valid license and is not the property of the Township. Any software program or file which has not been screened for viruses should not be installed or downloaded onto the Township's EIS.

Employees may not use the Township's EIS to install, copy, and/or transmit any documents, software, or other information that is protected by copyright laws.

Employees shall not use unauthorized codes or passwords to gain access to others' EIS files.

It is the Township's policy that e-mail passwords, if used, shall be made available to the Township Clerk at all times. Violation of this policy may result in disciplinary action, up to and including discharge.

Employees should not have any expectation of privacy in connection with access and use of the EIS. All internet and e-mail use on the Township's EIS is tracked by the Township. This information could be disclosed to a court connection with a lawsuit. The Township reserves the right to access, review, copy or delete information on the EIS for any purpose, or disclose information on its EIS to any party that it deems appropriate. Therefore, all usage of the EIS, and any message and information created, sent, reviewed or stored in the Township's system are and remain the property of the Township.

All incoming and outgoing communications on the Township's EIS are subject to retention and release under the Freedom of Information Act.

The Township's policies against sexual and other types of harassment apply fully to the EIS. Violations of those policies are not permitted and may result in disciplinary action, up to and including termination.

5M. Public Bulletin Boards & Township Web Site

Information of interest and importance is regularly posted on the public bulletin boards. This bulletin board is for administrative use only; no personal documents may be posted.

5N. Parking

Free parking facilities are available to employees. Employees shall refrain from parking in the row of spaces closest to the main entrance of a Township facility.

The Township is not responsible for loss, damage or theft of your vehicle or contents of your vehicle.

5O. Severe Weather

Time taken off due to severe weather conditions while the Township office remains open will be recorded as PTO or as unpaid.

Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

If severe weather conditions require closing of the building the emergency closing procedure will be followed.

5P. Visitors in the Workplace

The general public and those doing business with the township must be accompanied by an employee or an elected official if they enter the area behind the front counter or the basement.

5Q. Workplace Housekeeping

Good work habits and a neat place to work are essential for job safety and efficiency. You are expected to keep your place of work organized and materials in good order at all times. Report anything that needs repair or replacement to your direct supervisor.

5R. Dress Code/Personal Appearance

Dexter Township follows a "Business Casual" dress code. Employees are expected to dress and groom in accordance with accepted business standards in order to present a professional appearance in the workplace and to the Township's customers.

Employees shall never wear clothing that is inappropriate for an office setting. Inappropriate clothing includes, but is not limited to: shorts, halter-tops, tank-tops, exposed undergarments, sweatpants, leggings, mini-skirts, clothing with potentially offensive words or images, lack of footwear, clothing that is visibly dirty, or any other article that is deemed inappropriate by one or more members of the Township Board's Executive Committee.

If an employee is in doubt about appropriate professional attire/appearance standards they should contact their direct supervisor. If at any time your direct supervisor feels your attire/appearance is not appropriate for work you may be asked to leave your workplace until you are properly attired. You will not be paid for time away from the job for this purpose.

The Township Board's Executive Committee may periodically designate certain days as "Casual Days" when employees will have the option of wearing appropriate casual clothing.

5S. Use of Personal Communication Devices

Personal Communication Devices should be set on silent or vibrate mode and should be used only during lunch periods and breaks. Personal Communication Devices may be used during the course of the workday for emergency purposes. Personal Communication Devices include, but are not limited to: cellular phones, tablets, and laptop computers.

5T. Use of Township Property

You are expected to demonstrate proper care when using the Township's property and equipment. No property may be removed from the premises. If you lose, break or damage any property, report it to your direct supervisor at once. Township offices supplies or equipment shall not be used for non-township related business or purposes.

5U. Solicitation & Acceptance of Gifts

Employees may not solicit any gift or consideration in connection with their job from any businesses, citizens or other individuals that are served by Dexter Township. It is the policy of the Township that employees shall refrain from accepting gifts from current and prospective vendors, unless the gift is of a nominal value (\$20 or less) and given to Township staff in general – not given to an individual. This guideline provides a foundation for sound business judgment and the maintenance of appropriate business relationships. Violation of this policy by an employee of the Township shall result in disciplinary action, up to and including termination.

5V. Solicitation of Co-Workers

Solicitation by an employee of another employee is prohibited while either person is on working time.

Employee distribution of literature, including handbills, in work areas is prohibited at all times.

5W. Outside Employment

Any conflict of interest between employment at Dexter Township and employment with another entity must be avoided.

5X. Political Activity

Employees may neither use their township position for any political purpose, nor engage in any political activities during working hours. No employee shall be requested or required to participate in, or support a political campaign, other than by choice.

Banned political activities during working hours include:

- Wearing of political buttons or other paraphernalia;
- Soliciting of political contributions;
- Distribution or display of political materials on Township property;

The circulating of petitions, political or other, by employees is prohibited during working hours.

Employees classified as Appointed Deputies of Elected Officials, Full-Time, Part-Time Regular or Part-Time who are elected to public office within the Township shall resign or may be granted a leave of absence from their position as an employee of the Township in accordance with provisions of Section 3 (2) of Public Act 169 of 1976.

6: DRUG, ALCOHOL AND WEAPONS POLICY

6A. Drug Free Workplace

Dexter Township, under the Drug Free Workplace Act of 1988, establishes as a condition of employment compliance with a drug and alcohol free workplace policy.

Employees are prohibited from reporting to work or working while using, or under the influence of, illegal or unauthorized substances. Employees are prohibited from reporting to work or working when the employee uses any drugs, except when the use is pursuant to a doctor's orders and the doctor has advised the employee that the substance does not adversely affect the employee's ability to safely perform his or her job duties. Employees are also prohibited from reporting for duty or remaining on duty with any alcohol in their systems. Employees are also prohibited from consuming alcohol during working hours, including meal and break periods.

In addition, employees are prohibited from engaging in the unlawful or unauthorized manufacture, distribution, sale or possession of illegal or unauthorized substances and alcohol including: on township paid time, on premises where township business is conducted, in township vehicles or while engaged in township activities.

In accordance with the Drug-Free Workplace Act of 1988, employees must notify their direct supervisor and the Township Clerk of any criminal drug statute conviction for a violation occurring within the workplace within five days of such conviction.

Your employment or continued employment with the Township is conditioned upon your full compliance with the foregoing drug and alcohol free workplace policy. Any violation of this policy may result in disciplinary action, up to and including discharge. The Township further reserves the right to take any and all appropriate and lawful actions necessary to enforce this drug and alcohol free workplace policy including, but not limited to, the inspection of Township desks or other suspected areas of concealment, as well as an employee's personal property when the Township has reasonable suspicion to believe that the employee has violated this drug and alcohol free workplace policy.

6B. Drug and Alcohol Screening

It is essential that all employees be alert and in full possession of their faculties when working. No employee may report to work or remain on duty in an unfit condition while under the influence of or impaired by alcohol, drugs, controlled substances or other controlled intoxicants.

The possession, use, sale, and/or distribution of alcohol, drugs controlled, or other intoxicants on Township premises, on Township project locations, in Township vehicles, or during the work day is prohibited.

Drinking alcoholic beverages or the use of other intoxicants, drugs, or controlled substances during work hours, during work breaks, or during lunch is prohibited.

Drug screening is a condition of employment and the Township may order random drug testing at its sole discretion.

The Township always reserves the right to order testing when it has reason to believe that an employee has been using alcohol, drugs and/or controlled substances.

6C. Weapons in the Workplace

Possession, use or sale of weapons, firearms or explosives on work premises, while operating Township machinery, equipment or vehicles for work-related purposes or while engaged in Township business off premises is forbidden except where expressly authorized by the Township or permitted by state and local laws. This policy applies to all employees, including but not limited to, those who have a valid permit to carry a firearm. However, retired law enforcement, corrections or probation officers who have valid unrestricted Concealed Pistol Permits (CPL) issued in the state of Michigan are exempt from the provisions of this section. (3/5/14)

Employees who are aware of violations or threats of violations of this policy are required to report such violations or threats of violations to your direct supervisor immediately.

Violations of this policy will result in disciplinary action, up to and including termination.

6D. Workplace Searches

To protect the property and to ensure the safety of all employees, customers and the Township, the Township reserves the right to conduct personal searches consistent with state law, and to inspect any packages, parcels, purses, handbags, brief cases, lunch boxes or any other possessions or articles carried to and from the Township's property. In addition, the Township reserves the right to search any employee's office, desk, files, locker, equipment or any other area or article on our premises. All offices, desks, files, lockers, equipment, etc. are the property of the Township, and are issued for the use of employees only during their employment. Inspection may be conducted at any time at the discretion of any member of the Township Board.

Persons entering the premises who refuse to cooperate with an inspection conducted pursuant to this policy may not be permitted to enter the premises. Employees working on or entering or leaving the premises who refuse to cooperate in an inspection, as well as employees who after the inspection are believed to be in possession of stolen property or illegal substances, will be subject to disciplinary action, up to and including discharge, if upon investigation they are found

to be in violation of the Township's security procedures or any other Township rules and regulations.

7: TERMINATION OF EMPLOYMENT

7A. Resignation or Retirement

Should you decide to leave your employment with Dexter Township, we ask that you provide your direct supervisor with at least two weeks advance written notice.

Employees who are rehired following a break in service in excess of one year, other than an approved leave of absence under Family and Medical Leave or for service in the United States military, must serve a new initial introductory period whether or not such a period was previously completed. Such employees are considered new employees from the effective date of their reemployment for all purposes, including the purposes of measuring benefits.

The Dexter Township Board as a whole does not provide a "letter of reference" to former employees. The township will confirm, upon request, an employee's dates of employment, and job title.

Resigning employees may be asked to complete an exit interview prior to leaving. All Township property must be returned upon termination. Otherwise, the Township may take action to recoup any replacement costs and/or seek the return of Township property through appropriate legal recourse.

Township officials, employees, contractors, and appointees shall not take public records with them when their employment is terminated, their term of office ends, or their contract with the township is terminated. Records that have not yet fulfilled their approved retention period shall not be destroyed.

7B. Unemployment Benefits

Upon separation from employment, you may be entitled to state and federal unemployment insurance benefits. Information about unemployment insurance can be obtained from the Township Clerk.

ACKNOWLEDGEMENT AND AGREEMENT

Upon joining our Township staff, you were given this copy of our Employee Handbook. After reading this Employee Handbook employees shall sign the receipt page and return it to the Township Clerk. You will be asked to complete personnel, payroll and benefit forms.

If you lose your Employee Handbook, or if it becomes damaged in any way, please notify your direct supervisor as soon as possible to obtain a replacement copy.

Receipt Of Employee Handbook and Employment-At-Will Statement

This is to acknowledge that I have received a copy of the Dexter Township Employee Handbook and understand that it sets forth the terms and conditions of my employment as well as the duties, responsibilities and obligations of employment with the Township. I understand and agree that it is my responsibility to read the Employee Handbook and to abide by the rules, policies and standards set forth in the Employee Handbook.

I also acknowledge that my employment with Dexter Township is not for a specified period of time and can be terminated at any time for any reason, with or without cause or notice, by me or by the Township. I acknowledge that no oral or written statements or representations regarding my employment can alter the foregoing. I also acknowledge that no manager or employee has the authority to enter into an employment agreement—express or implied—providing for employment other than at-will.

I also acknowledge that, except for the policy of at-will employment, the Township reserves the right to revise, delete and add to the provisions of this Employee Handbook with notice. All such revisions, deletions or additions must be in writing and must be signed by the Supervisor of the Township. No oral statements or representations can change the provisions of this Employee Handbook. I also acknowledge that, except for the policy of at-will employment, terms and conditions of employment with the Township may be modified at the sole discretion of the Township, with or without cause or notice, at any time. No implied contract concerning any employment-related decision, term of employment or condition of employment can be established by any other statement, conduct, policy or practice.

I understand that the foregoing agreement concerning my at-will employment status and the Township's right to determine and modify the terms and conditions of employment is the sole and entire agreement between me and Dexter Township concerning the duration of my employment, the circumstances under which my employment may be terminated and the circumstances under which the terms and conditions of my employment may change. I further understand that this agreement supersedes all prior agreements, understandings and representations concerning my employment with the Township.

If I have questions regarding the content or interpretation of this Employee Handbook, I will bring them to the attention of the Township Board's Executive Committee.

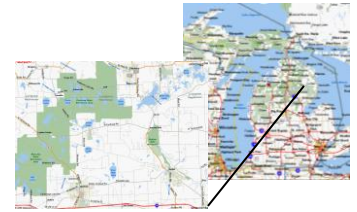
NAME: _____
DATE: _____
EMPLOYEE
SIGNATURE _____

DRAFT

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

DEXTER TOWNSHIP

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



www.dextertownship.org

SPECIAL MEETING OF THE DEXTER TOWNSHIP BOARD WEDNESDAY JUNE 14, 2023 6:00PM

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

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

ROLL CALL: Present – Sikkenga, Stamboulellis, Metz, and Sanders. Scott and Nolte absent (excused). Also present: Lois Beerbaum (trustee candidate) and Gretchen Driskell (trustee candidate)

SUPERVISOR’S REMARK/CONFLICT OF INTERERERST: Regina Hamlet and Jeffery Marine were not able to attend in person – Supervisor Sikkenga will read Hamlet’s Q&A and Treasurer Metz will read Marine’s Q&A. Trustee Sanders is expecting a phone call and may need to temporarily leave the meeting.

1st CALL TO THE PUBLIC: Opened 6:05 PM. No Public Comments.

ACTION ITEMS: Gretchen Driskell and Lois Beerbaum answered their Q&A in person: Jeffery Marine, Regina Hamlet, and Lois Beerbaum answered their questions on the attached documents. Gretchen Driskell answered her questions in person and are in RED below:

Gretchen:

Question #1 – Tell us a bit about yourself. What prompted you to apply for this position?

Active in her hometown of Saline, was Mayor for 14 years and served the House of Representatives representing the 52nd district. Raised in a Military Family learning that we have an obligation to give back to our community. Wants to contribute to Dexter Township’s Lakes, Trails and Land Preservation.

Question #2 – Talk about your prior experience serving on a board of equals. What role do you typically play? Give an example of how you influenced a board decision or helped the board be more effective.

Listen without judgement. Strive to be an independent thinker. Be prepared for meetings, ask questions and participate. Show respect with others with different points of views. There is no “I In Team”.

Question #3 – Talk about your experience with local government. What is your understanding of the role of a township?

Didn’t work in a township but was surrounded by multiple townships – Lodi Twp, SCIO Twp, Saline Twp, York Twp – which helped in learning about townships roles and responsibilities. A township consists as a 6x6 or 36 sq. mile size. Townships take care of local responsibilities while working with local county. Each Twp has different thoughts

with important roles. The roles are different from the City but strive for the same intent to their residents and to accomplish what is best for the community as a whole.

Question #4 – Do you bring any special skills or expertise relevant to our work? Tell s about this and how you envision sharing or using this expertise as a Trustee?

Worked in Non-Profit. Began the Half Moon Lake Association. 4 Years as State Representative. Worked on the Big 400 – Regional Land Development. Wants to protect the lakes and make it so all can enjoy. Has a Love of Service and would like to continue to serve by serving her local community.

Question #5 – Are you able to serve on at least one additional board if elected as trustee?

Yes

Question #6 – Do you intend to run in 2024?

Yes

2nd CALL TO THE PUBLIC:

Opened 7:12 PM. No Public Comments.

ADJOURNMENT:

Motion by Metz to adjourn the meeting. Motion seconded by Sanders. All ayes. Motion carried. The meeting was **adjourned** at 7:12 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 SPECIAL MEETING HELD ON THE 14TH DAY OF JUNE AND THAT THE FORGOING MINUTES ARE THE DRAFT MINUTES FOR THE SPECIAL MEETING HELD ON THE 14TH, DAY OF JUNE 2023.

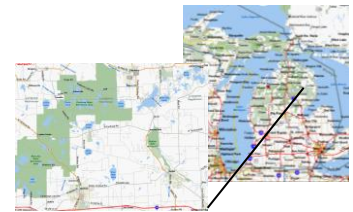
MICHELLE STAMBOULELLIS, CLERK, DEXTER TOWNSHIP

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
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www.dextertownship.org



REGULAR MEETING OF THE DEXTER TOWNSHIP BOARD **TUESDAY JULY 18, 2023 6:00PM**

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

CALL to ORDER: Clerk Stamboulellis called the meeting to order at 6:08 PM, lateness due to Livestream technical difficulties.

ROLL CALL/CONFLICT OF INTEREST:

Present – Clerk Stamboulellis, Treasurer Metz, Trustee Sanders, Trustee Nolte, and Trustee Scott. Absent – With notice Supervisor Sikkenga and with notice Trustee Driskell.

Also present: Alexandra Dieck and Sinéad Redmond, Attorneys; and Janis Miller, Recording Secretary. No conflicts of interest by Board members.

CALL for PUBLIC COMMENT on AGENDA ITEMS: Opened 6:09 PM. No public comment.

Clerk Stamboulellis asked that the Approval of Agenda be removed from the Consent Agenda. Motion by Treasurer Metz to approve the Consent Agenda as amended. Motion seconded by Trustee Sanders. All ayes. Motion carried.

Approval of Agenda

Discussion: under Presentations add b) Beckett&Raeder presentation of draft Master Plan; move Action Item b) to Presentations c) Motion to release draft Master Plan for public review, and add d) Resolution giving the Board of Trustees final approval of the Master Plan.

Motion by Trustee Nolte to approve the agenda as amended. Motion seconded by Treasurer Metz. All ayes. Motion carried.

CONSENT AGENDA:

- a) Approval of Agenda: see above
 - 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 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
- Motion to approve the amended Consent Agenda was stated and voted on above.

PRESENTATIONS:

- a) Portage, Base and Wildwood Owners Association (PBWOA) Scope and Purpose:
 - Mark Teicher, PBWOA chair
 - Mark stated there were four townships connected with Portage, Base, and Wildwood Lakes and how important it was that Dexter Township enact an ordinance regarding the lakes. Mark

summarized the presentation that was included in the Board packet and answered questions of Board members.

- b) Beckett&Raeder presentation, by Rowan Brady, of the draft Master Plan
Rowan summarized the Master Plan process to date and stated this is not the final approval but a step in the approval process. His presentation was a synopsis of the draft Master Plan contents. Rowan then entertained document edits from the Board of Trustees and answered their questions.
- c) Motion to release draft Master Plan for public review (moved from Action Item b).
Motion stated by Chair, Clerk Stamboulellis: to release the Dexter Township draft Master Plan for public reviewing comment on August 1, 2023. Trustee Sanders so moved. Treasurer Metz seconded the motion.
Roll Call Vote: Yea – Trustee Sanders, Trustee Nolte, Trustee Scott, Treasurer Metz, and Clerk Stamboulellis; Nays – None; Absent – Supervisor Sikkenga and Trustee Driskell.
Motion carried 5-0.
- d) Resolution to give the Board of Trustees authority for final approval of the Master Plan
As this issue was recently discovered, no one on the Board has seen or read the resolution. The Resolution was read by Attorney Sinéad Redmond.
Motion by Trustee Nolte to approve Resolution #23-670. Motion seconded by Treasurer Metz.
Roll Call Vote: Yea – Trustee Sanders, Trustee Nolte, Trustee Scott, Treasurer Metz, and Clerk Stamboulellis; Nays – None; Absent – Supervisor Sikkenga and Trustee Driskell.
Motion carried 5-0.

ACTION ITEMS:

- a) Approval of Minutes: July 18, 2023
Motion by Trustee Nolte to approve the minutes of July 18, 2023 as presented. Motion seconded by Treasurer Metz. All ayes. Motion carried.
- b) Motion to release draft Master Plan for public review: see above
- c) Motion to approve budget amendment [for shifting salary & benefit expenses to contractual services]
Motion by Treasurer Metz to approve the budget amendment. Motion seconded by Trustee Sanders. All ayes. Motion carried.

Q & A REPORTS: [Refer to the Board packet for these 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 Appeals – 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
- i) Huron River Watershed Council

CALL FOR PUBLIC COMMENT ON NON-AGENDA ITEMS: Opened 8:02 PM

Bob Swistock, Dexter Township appointee to the Chelsea District Library Board, shared that the new CDL Mobile Van would be in the Township parking lot on Tuesday, August 15th and would return weekly. He added that the van would be at North Lake Methodist Church on Fridays.

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

Treasurer Metz – She explained the substantial amount of revenue (\$198,000.00) from LCSA – Local Community Stabilization Authority, as a recording error on the part of AT&T and will be contacted on how to correct the error.

Trustee Nolte – She like to see the budget reports from the Clerk at the end of each month. She also likes the Supervisors Report.

Treasurer Mets – Stated the cash flow analysis is completed.

Trustee Nolte – Questioned why Dexter Township is paying two sewer authorities. She said the Cemetery Restoration Project is under way and MLive will be doing a story on it.

Trustee Scott – Reminded everyone of the outdoor movie in the parking lot at the township hall on August 19th, at 6pm. The first 50, people will receive swag bags. The DAFD's new UTV will be on view in the parking lot. People should bring their own seating and there will be popcorn and snow cones. He is working on procuring a food truck.

ADJOURNMENT:

Motion by Treasurer Metz to adjourn. Motion seconded by Trustee Nolte. All ayes. The meeting was **adjourned** at 8:30 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 SCHEDULED MEETING HELD ON THE 18TH DAY OF JULY AND THAT THE FORGOING MINUTES ARE THE DRAFT MINUTES FOR THE MEETING HELD ON THE 18TH, DAY OF JULY 2023.

MICHELLE STAMBOULELLIS, CLERK, DEXTER TOWNSHIP



DEXTER TOWNSHIP

AGENDA ITEM REQUEST

MEETING OF: Township Board of Trustees August 15, 2023

Title: Resolution to approve 2024 millage rate.

Date (please submit agenda item requests 14 days prior to meeting date):

Purpose (Choose ONE):

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

Narrative (to be completed by requestor):

Overview

State law requires that Dexter Township annually set the millage rates. The millage rates are based on the taxable value of all properties in Dexter Township as of June 1, 2023. The proposed millages are consistent with the provisions of the Headlee tax limitation amendment to the Michigan Constitution. The Fire and Police millages, are consistent with decisions of the electorate.

Does this item have fiscal impact?

Yes <u> X </u>	No ____
----------------------------	----------------

If yes, what is the net cost? n/a

\$

Is the item included in the Township's approved annual budget?

FY25 impact on revenues

No
Yes ____

Staff/Supervisor Comments

Submitted by: Maris Metz, Treasurer

Suggested language for the motion:

Suggested language for board motion: Resolution to approve Resolution 23-672 to set the 2023 Dexter Township millage rates.

Dexter Township Resolution # 23-672

A resolution to set the 2023 Dexter Township millage rates.

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

Whereas, the millage rates are based on the Taxable Value of ALL Properties in Dexter Township as of 6/1/2023, and;

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

Whereas, On August 7, 2018, the voters in Dexter Township approved a renewal of a Fire millage with an increase of “up to **2.4 mills**” for a term of five years, commencing with the 2023 tax year, and;

Whereas, On August 7, 2018, the voters in Dexter Township approved a renewal of a Police millage of “up to **1.4199** mills” for a term of five years, commencing with the 2023 tax year, and;

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

Now therefore be it resolved, the Dexter Township Board, by a vote of the majority at a regularly scheduled and duly noticed meeting held this 15th day of August 2023, sets the Dexter Township 2023 tax-year millage rates as follows:

1. Allocated Operating Millage: **0.7708** mills (reduced from 0.7733) Expected to raise \$379,973.67
2. Voted Fire Millage: **2.3543** mills Expected to raise \$1,160,576.04
3. Voted Police Millage: **1.3903** mills (reduced from 1.3948) Expected to raise 685,362.47
4. TOTAL EXPECTED TO RAISE IS \$2,225,912.18

Resolution offered by Board Member:

Resolution supported by Board Member:

Roll call vote:

Yeas:

Nays: 0

Abstain: 0

Absent:

Tally Y= 5; N = 0; Abstain = 0; Absent =

The Supervisor declared the resolution **adopted**

CERTIFICATE

The undersigned, being the duly appointed and acting Clerk of the Township of Dexter hereby certifies that the foregoing resolution was duly adopted at a regular meeting of the Dexter Township Board at which a quorum was present on the 15th day of August, 2023, and that the members voted thereon as hereinbefore set forth.

Michelle Stamboulellis, Clerk



**DEXTER TOWNSHIP
AGENDA ITEM REQUEST**

MEETING OF: **Township Board of Trustees August 15, 2023**

Title: Approve a budget amendment to increase attorney's fees for Planning & Zoning from \$10,000 to \$20,000, which corrects an \$8K budget error and adds \$2K to the base budget.

Date (please submit agenda item requests 10 days prior to meeting date):

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 was engaged in zoning litigation in FY2023 that resulted in just over \$8K in legal fees for a single case. Supervisor Sikkenga submitted an insurance claim for reimbursement for Dexter Township's costs associated with this litigation, which will fully offset the attorney's fees. The legal fees were incurred in FY23 and invoiced in April 2023, which is FY2024. However, the FY24 Planning & Zoning Administration budget did not include this extraordinary cost. This budget request adds \$8K to support the cost of this litigation, plus an additional \$2K. I am requesting this additional \$2K because our average monthly expenses for zoning administration legal fees has been \$1K; if we continue at that rate, our annual cost will be \$12K, while only \$10K was budgeted for this purpose.

This proposed motion would amend budget line 101-400-800.000 Attorney from \$10,000 to \$20,000.

Operational/Fiscal Impact: \$8K of this additional budget is covered by the insurance reimbursement. The remaining \$2K will be supported by the General Fund.

Does this item have fiscal impact?	Yes X	No ____
	\$	2,000
	Yes	No <u>X</u>
If yes, what is the net cost?		
Is the item included in the Township's approved annual budget? This is a budget amendment.		

Staff/Supervisor Comments: Please approve the requested budget amendment.

Submitted by: Karen Sikkenga, Supervisor

To Be Completed by Clerk's Office:

Suggested language for board motion:

Motion to approve a budget amendment to increase Planning and Zoning Administration fees from \$10,000 to \$20,000.



**DEXTER TOWNSHIP
AGENDA ITEM REQUEST**

MEETING OF: **Township Board of Trustees August 15, 2023**

Title: Approve a budget amendment to correct errors in the American Rescue Plan budget allocation.

Date (please submit agenda item requests 10 days prior to meeting date):

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 original FY24 contained an erroneous total amount for American Rescue Plan funds; the budget included funding of \$683,288, but the correct amount was \$645,788. The BOT noted this budget error at its May 24, 2023 Special Meeting at which we fully deployed ARPA funds. This budget amendment corrects the error noted at that time. This budget amendment also provides funding for Dexter Senior Services to correct a transactional error.

Details:

285-901-801.006	Dexter Senior Services	-	5,000	8/15/2023
285-901-986.0000	Equipment	60,903	60,903	8/15/2023
285-901-975.0000	Road Improvements	622,385	579,885	8/15/2023
101-901-975.000	Road Improvements	102,615	145,115	8/15/2023

Does this item have fiscal impact?

Yes

No X

If yes, what is the net cost?

\$

0

Is the item included in the Township's approved annual budget? This is a budget amendment.

Yes

No

Staff/Supervisor Comments:

Submitted by: Karen Sikkenga, Supervisor

DEXTER TOWNSHIP



Dexter Township Supervisor Report

August 15, 2023

Master Plan

I provided this update to The Sun Times to encourage members of the public to comment on the master plan:

The Dexter Township Planning Commission and Board of Trustees released our proposed new Master Plan for public review and comment. The Master Plan is a policy guide designed to create a vision of what Dexter Township wants to look like in the future. The final master plan will guide our community in our decisions on land use development and preservation.

Dexter Township's proposed Master Plan includes five cornerstones: preservation of our agricultural heritage; protection of our natural resources; management of our traffic; thoughtful planning for future development; and creating a sustainable community. The draft Master Plan was spearheaded by a citizen's advisory committee, and included significant community engagement along with economic and demographic data analysis.

It is important for community members to make their voices heard in setting a vision for our future. The public review and comment period began on August 1 and continues through the end of September. Residents can view the Master Plan on Dexter Township's home page (dextertownship.org). The five cornerstones are described on pages 60-64. Our master planning consultant, Beckett & Raeder, will be hosting a feedback session during Dexter Township's community movie night on August 19 from 6-7:30 at Dexter Township Town Hall. Come give feedback on the plan, and stay for Super Mario Brothers. The community can learn about the plan and provide feedback at our September Planning Commission meeting on September 26 at 6 pm at the Town Hall. Residents can email feedback any time to Supervisor Karen Sikkenga (supervisor@dextertownship.org), Planning Commission Chair Marty Straub (mstraub@dextertownship.org), or the lead planning consultant Rowan Brady (rbrady@bria2.com).

MOVIE NIGHT

Heartfelt thanks to Office Manager Sam Edwards and Trustee Karen Nolte for assisting Trustee Lonnie Scott in planning and executing Dexter Township's first community movie night, scheduled for August 19, 2023 at 6 pm. The Master Plan charette will occur at the start of the movie night, with the first 50 attendees receiving a free swag bag. The Local Roads Committee will have a table inside to collect feedback on local roads. There will be a food truck and a Sno-Cone machine. The movie is Super Mario Brothers. Please join us.

PLANNING AND ZONING PERSONNEL

The Township received three proposals for Planning Services: Carlisle Wortman, McKenna and Quantify. The selection committee of Planning Commission Chair Marty Straub, Planning Commission Trustee representative Maris Metz, and Supervisor Karen Sikkenga is scheduled to interview the three firms between August 8 and August 23 2023, and will have a recommendation for the preferred vendor at the September 2023 meeting. In the meantime, planning and zoning

services have been provided by a combination of OHM Advisors and Adriana Jordan. The Township is fully caught up on all planning and zoning matters, and OHM and Ms. Jordan are retaining a list of changes to the Zoning Ordinance for our consideration based on their work.

The Township received six applications for the Zoning Enforcement Officer position. The hiring committee consists of Office Manager Sam Edwards, Clerk Stamboullelis and Supervisor Sikkenga. We have also invited a representative of the Sheriff's Department to participate on the hiring committee. We plan to interview the three most qualified candidates and check references. The Executive Committee has the authority to make a hiring decision and will report back to the Board of Trustees on status of the hiring in September.

SEVERE WEATHER IN DEXTER TOWNSHIP

On Wednesday, July 26, 2023, Dexter Township and neighboring communities were hit by two severe weather events with winds exceeding 65mph and extremely heavy rainfall. These severe storms led to widespread power outages, as well as downed branches and power lines, and even completely uprooted trees. According to DTE representative Molly Luempert-Coy, "Southeast Michigan was impacted by hurricane level winds (roughly 80 mph) and there were trees downed all the way to the root structures."

The back-to-back storms resulted in 1,900 downed wires and 167,000 customer outages. The storm impacted Dexter Township Town Hall, which lost power when our generator failed. Office Manager Sam Edwards is working to have the generator repaired now. Staff members sheltered in the basement during the tornado warning. Staff are to be commended for remaining calm and keeping our building in good order during this crisis.

OFFICE REDESIGN

We received a formal bid from Dexter-based interior design company Proven for the office remodel. The remodel includes minor reconfiguration of the office spaces to create locked election storage, as well as repainting, new lighting, durable hardwood-look floors, and kitchen reconfiguration. The bid is within the \$50K budget allocation excluding new floors in the public meeting room. New floors in the public meeting room would add \$18K and require a budget amendment. We are seeking another bid at this time and will have a recommendation at the September meeting.

BUDGET

Overall, Dexter Township is on track to collect the forecasted revenue and for overall expenditures not to exceed approved amounts in FY24. July 31 marks the end of the fourth month, with 33% of the year elapsed. As expected, General Fund revenue will be less than 33% at this point. We collect State Share revenue early in the year, and property tax revenue after December, so most of our revenues come in closer to year-end (note that the Telecom Act error distorts the revenue picture in the attached report).

Overall, General Fund expenditures are at 20%; I expect us to be slightly underspent at year-end unless we approve supplemental appropriations. This is mostly due to overbudgeting (i.e., budgeting more than we expect to spend), a standard practice in the township dating back many years, especially in variable cost items such as per diems. A single large unpaid expense (\$145K for roads) is still to come. (See the annotated budget variance report for detailed notes.)

Elections (Dept 216)

The BOT allocated \$6K for election expenses this year, against which \$0 has been expended because no elections have yet occurred. The first expense against this department will occur prior to the next BOT meeting, for an informational postcard to Dexter Township voters. I anticipate we will request a supplemental appropriation in the fall to support added costs for elections in FY24, because:

- The Michigan primary may move to February 2024, within the current fiscal year. Under the prior schedule, the primary would occur in August FY 24.
- Proposition 2, approved by the Michigan electorate in 2022, will have added costs:
 - Prop 2 provided that Michigan voters are entitled to nine days of early in-person voting. Washtenaw County has identified five locations for this early in-person voting. Dexter Township voters will vote in the City of Chelsea. Dexter Township will contribute to the cost of this effort, which will also drive costs.
 - All election workers will need additional training to understand changes resulting from Proposition 2.

The extent to which State of Michigan funds will be available to offset these costs is not yet known.

General Government (Dept 294)

There is funding in the General Government budget for an assistant, at \$20K. This position does not exist yet. We will consider whether additional staffing is a priority as part of our strategic planning and budget discussions.

STRATEGIC PLANNING

SCHEDULING

Scheduling for our two-hour strategic planning session is underway, but was not yet finalized by the date of this report.

UPCOMING BOARD OF TRUSTEE MEETINGS

Reminder that the focus of our upcoming meetings are:

- 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; formal compensation policy
- November: Master Plan final approval (tentative)
- December: first budget hearing

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REVENUE AND EXPENDITURE REPORT FOR DEXTER TOWNSHIP

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PERIOD ENDING 07/31/2023

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	07/31/2023 (NORMAL (ABNORMAL))	MONTH 07/31/2023 (INCREASE (DECREASE))	BALANCE (NORMAL (ABNORMAL))	
Fund 101 - GENERAL FUND						
Revenues						
Dept 000						
101-000-401.001	CURRENT PROPERTY TAXES	380,050.00	0.00	0.00	380,050.00	0.00
101-000-407.003	STATE OF MICHIGAN PILT	110,000.00	0.00	0.00	110,000.00	0.00
101-000-447.001	PROPERTY TAX ADMIN FEE	200,000.00	0.00	0.00	200,000.00	0.00
101-000-451.000	LICENSES & PERMITS	10,000.00	4,350.00	490.00	5,650.00	43.50
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	0.00	0.00	3,000.00	0.00
101-000-451.003	LAND DIVISION REVENUES	2,500.00	0.00	0.00	2,500.00	0.00
101-000-539.000	STATE SHARED REVENUE	731,000.00	224,013.00	0.00	506,987.00	30.64
101-000-655.000	FINES AND FORFEITS	5,000.00	1,296.90	240.90	3,703.10	25.94
101-000-665.000	INTEREST INCOME	0.00	187.95	47.11	(187.95)	100.00
101-000-665.001	MICLASS INTEREST REVENUE	15,000.00	0.00	0.00	15,000.00	0.00
101-000-667.002	FIRE SUB STATION	4,000.00	1,931.25	772.50	2,068.75	48.28
101-000-672.000	REFUNDS & REIMBURSE	1,800.00	0.00	0.00	1,800.00	0.00
101-000-673.000	MISC	0.00	17,734.85	0.00	(17,734.85)	100.00
101-000-674.000	CABLE TV FRANCHISE	56,000.00	13,737.75	91.49	42,262.25	24.53
101-000-675.000	RECYCLE/CLEANUP DAY REVENUE	1,000.00	0.00	0.00	1,000.00	0.00
101-000-676.000	TELECOM ACT	10,000.00	197,902.35	0.00	(187,902.35)	1,979.02
Total Dept 000		1,532,350.00	461,154.05	1,642.00	1,071,195.95	30.09
TOTAL REVENUES		1,532,350.00	461,154.05	1,642.00	1,071,195.95	30.09
Expenditures						
Dept 101 - TRUSTEE						
101-101-706.001	SALARY & WAGES	25,657.00	7,483.28	1,603.56	18,173.72	29.17
101-101-860.000	TRAVEL & TRANSPORTATION	3,000.00	0.00	0.00	3,000.00	0.00
101-101-861.000	PROF DEVELOPMENT	4,000.00	0.00	0.00	4,000.00	0.00
101-101-955.001	MISC	100.00	0.00	0.00	100.00	0.00
Total Dept 101 - TRUSTEE		32,757.00	7,483.28	1,603.56	25,273.72	22.84
Dept 171 - SUPERVISOR						
101-171-706.001	SALARY & WAGES	41,000.00	14,361.11	3,379.09	26,638.89	35.03
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	1,000.00	150.00	0.00	850.00	15.00
101-171-955.001	MISC	500.00	63.96	15.99	436.04	12.79
Total Dept 171 - SUPERVISOR		43,500.00	14,575.07	3,395.08	28,924.93	33.51
Dept 172 - TOWNSHIP SUPERINTENDENT/MANAGER						
101-172-706.001	SALARY & WAGES	62,000.00	19,413.86	4,057.40	42,586.14	31.31
101-172-715.000	HEALTH INSURANCE	2,400.00	2,142.12	1,028.08	257.88	89.26
101-172-725.002	RETIREMENT PLAN	5,000.00	173.32	0.00	4,826.68	3.47
101-172-727.001	SUPPLIES	1,000.00	0.00	0.00	1,000.00	0.00
101-172-860.000	TRAVEL & TRANSPORTATION	750.00	0.00	0.00	750.00	0.00
101-172-861.000	PROF DEVELOPMENT	1,000.00	0.00	0.00	1,000.00	0.00
Total Dept 172 - TOWNSHIP SUPERINTENDENT/MANAGER		72,150.00	21,729.30	5,085.48	50,420.70	30.12

PERIOD ENDING 07/31/2023

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 07/31/2023 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 07/31/2023 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 101 - GENERAL FUND						
Expenditures						
Dept 209 - ASSESSOR						
101-209-727.001	SUPPLIES	1,000.00	415.48	0.00	584.52	41.55
101-209-727.002	POSTAGE	3,000.00	0.00	0.00	3,000.00	0.00
101-209-801.001	CONTRACTED SERVICE WAGES	68,000.00	27,928.29	5,614.99	40,071.71	41.07
101-209-900.000	PRINTING/PUBLISHING	300.00	0.00	0.00	300.00	0.00
Total Dept 209 - ASSESSOR		72,300.00	28,343.77	5,614.99	43,956.23	39.20
Dept 215 - CLERK						
101-215-706.001	SALARY & WAGES	40,000.00	13,516.36	3,379.09	26,483.64	33.79
101-215-706.002	DEPUTY WAGES	31,200.00	10,142.50	1,222.50	21,057.50	32.51
101-215-706.005	RECORDING SECRETARY	12,000.00	2,438.01	371.00	9,561.99	20.32
101-215-727.001	SUPPLIES	500.00	356.86	0.00	143.14	71.37
101-215-727.002	POSTAGE	500.00	0.00	0.00	500.00	0.00
101-215-860.000	TRAVEL & TRANSPORTATION	2,250.00	0.00	0.00	2,250.00	0.00
101-215-861.000	PROF DEVELOPMENT	3,000.00	25.00	0.00	2,975.00	0.83
101-215-900.000	PRINTING/PUBLISHING	500.00	0.00	0.00	500.00	0.00
101-215-955.001	MISC	500.00	0.00	0.00	500.00	0.00
Total Dept 215 - CLERK		90,450.00	26,478.73	4,972.59	63,971.27	29.27
Dept 216 - ELECTION						
101-216-727.001	SUPPLIES	500.00	0.00	0.00	500.00	0.00
101-216-727.002	POSTAGE	500.00	0.00	0.00	500.00	0.00
101-216-860.000	TRAVEL & TRANSPORTATION	1,000.00	0.00	0.00	1,000.00	0.00
101-216-861.000	PROF DEVELOPMENT	2,000.00	0.00	0.00	2,000.00	0.00
101-216-900.000	PRINTING/PUBLISHING	2,000.00	0.00	0.00	2,000.00	0.00
Total Dept 216 - ELECTION		6,000.00	0.00	0.00	6,000.00	0.00
Dept 228 - INFORMATION TECHNOLOGY						
101-228-801.002	CONTRACTED SERVICES	14,000.00	760.00	0.00	13,240.00	5.43
101-228-981.001	INFO SYSTEM HDW	1,500.00	0.00	0.00	1,500.00	0.00
101-228-981.002	INFO SYST SETWR	2,000.00	0.00	0.00	2,000.00	0.00
Total Dept 228 - INFORMATION TECHNOLOGY		17,500.00	760.00	0.00	16,740.00	4.34
Dept 247 - BOARD OF REVIEW						
101-247-707.000	PER DIEM	1,800.00	0.00	0.00	1,800.00	0.00
101-247-727.001	SUPPLIES	200.00	80.42	0.00	119.58	40.21
101-247-861.000	PROF DEVELOPMENT	1,000.00	0.00	0.00	1,000.00	0.00
101-247-900.000	PRINTING/PUBLISHING	500.00	0.00	0.00	500.00	0.00
Total Dept 247 - BOARD OF REVIEW		3,500.00	80.42	0.00	3,419.58	2.30
Dept 253 - TREASURER						
101-253-706.001	SALARY & WAGES	40,000.00	13,516.36	3,379.09	26,483.64	33.79
101-253-706.002	DEPUTY WAGES	38,400.00	10,274.86	2,497.63	28,125.14	26.76
101-253-727.001	SUPPLIES	2,500.00	0.00	0.00	2,500.00	0.00
101-253-727.002	POSTAGE	4,300.00	1,300.00	0.00	3,000.00	30.23
101-253-801.002	CONTRACTED SERVICES	3,000.00	821.13	0.00	2,178.87	27.37

REVENUE AND EXPENDITURE REPORT FOR DEXTER TOWNSHIP

PERIOD ENDING 07/31/2023

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 07/31/2023 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 07/31/2023 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDT USED
Fund 101 - GENERAL FUND						
Expenditures						
101-253-860.000	TRAVEL & TRANSPORTATION	1,500.00	0.00	0.00	1,500.00	0.00
101-253-861.000	PROF DEVELOPMENT	2,000.00	0.00	0.00	2,000.00	0.00
101-253-863.000	DUES	200.00	0.00	0.00	200.00	0.00
101-253-955.003	BANK CHARGE-FOR TAXES	3,000.00	1,150.46	298.28	1,849.54	38.35
101-253-981.002	INFO SYST SFTWR	1,200.00	0.00	0.00	1,200.00	0.00
Total Dept 253 - TREASURER		96,100.00	27,062.81	6,175.00	69,037.19	28.16
Dept 265 - BUILDING & GROUNDS						
101-265-727.001	SUPPLIES	800.00	113.40	0.00	686.60	14.18
101-265-805.000	INSURANCE-TWP HALL	2,500.00	0.00	0.00	2,500.00	0.00
101-265-920.000	UTILITIES	9,000.00	985.77	0.00	8,014.23	10.95
101-265-955.001	MISC	2,000.00	141.59	141.59	1,858.41	7.08
101-265-956.000	MAINTENANCE	40,000.00	1,642.50	0.00	38,357.50	4.11
101-265-956.002	JANATORIAL	9,000.00	1,625.00	0.00	7,375.00	18.06
Total Dept 265 - BUILDING & GROUNDS		63,300.00	4,508.26	141.59	58,791.74	7.12
Dept 267 - LEGAL AND PROFESSIONAL						
101-267-800.000	ATTORNEY	60,000.00	23,396.30	23,396.30	36,603.70	38.99
101-267-800.001	AUDITOR	16,000.00	0.00	0.00	16,000.00	0.00
101-267-801.002	CONTRACTED SERVICES	30,000.00	16,674.47	8,719.52	13,325.53	55.58
Total Dept 267 - LEGAL AND PROFESSIONAL		106,000.00	40,070.77	32,115.82	65,929.23	37.80
Dept 270 - FIRE SUB-STATION PROPERTY						
101-270-805.000	INSURANCE	4,000.00	0.00	0.00	4,000.00	0.00
101-270-955.001	MISC	27,000.00	630.00	0.00	26,370.00	2.33
Total Dept 270 - FIRE SUB-STATION PROPERTY		31,000.00	630.00	0.00	30,370.00	2.03
Dept 276 - CEMETERY						
101-276-955.001	MISC	500.00	0.00	0.00	500.00	0.00
101-276-956.000	MAINTENANCE	11,000.00	4,550.00	0.00	6,450.00	41.36
Total Dept 276 - CEMETERY		11,500.00	4,550.00	0.00	6,950.00	39.57
Dept 294 - GENERAL GOVERNMENT						
101-294-706.011	ASSISTANT WAGES	20,000.00	0.00	0.00	20,000.00	0.00
101-294-707.000	PER DIEM	4,000.00	1,225.00	300.00	2,775.00	30.63
101-294-725.000	FICA/MED MATCH	34,582.00	10,130.49	2,098.57	24,451.51	29.29
101-294-725.002	RETIREMENT PLAN	24,000.00	9,505.00	1,901.00	14,495.00	39.60
101-294-727.001	SUPPLIES	8,000.00	2,080.41	1,111.91	5,919.59	26.01
101-294-727.002	POSTAGE	3,000.00	485.64	335.64	2,514.36	16.19
101-294-728.000	TELEPHONE	12,000.00	2,832.68	1,152.99	9,167.32	23.61
101-294-801.002	CONTRACTED SERVICES	20,000.00	7,622.82	2,174.40	12,377.18	38.11
101-294-805.000	INSURANCE	18,000.00	0.00	0.00	18,000.00	0.00
101-294-863.000	DUES	11,000.00	8,891.54	1,354.00	2,108.46	80.83
101-294-900.000	PRINTING/PUBLISHING	15,000.00	971.50	150.00	14,028.50	6.48
101-294-955.001	MISC	5,000.00	2,042.02	1,988.97	2,957.98	40.84

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REVENUE AND EXPENDITURE REPORT FOR DEXTER TOWNSHIP

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PERIOD ENDING 07/31/2023

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 07/31/2023 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 07/31/2023 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDT USED
Fund 101 - GENERAL FUND						
Expenditures						
Total Dept 294 - GENERAL GOVERNMENT		174,582.00	45,787.10	12,567.48	128,794.90	26.23
Dept 400 - PLANNING & ZONING ADMINISTRATION						
101-400-706.003	SALARY & WAGES - FT	82,520.00	27,334.76	5,466.95	55,185.24	33.13
101-400-706.005	RECORDING SECRETARY	3,000.00	1,643.01	583.00	1,356.99	54.77
101-400-706.008	OFFICER WAGES	34,000.00	6,768.64	543.78	27,231.36	19.91
101-400-707.000	PER DIEM	10,000.00	1,575.00	550.00	8,425.00	15.75
101-400-715.000	HEALTH INSURANCE	11,000.00	2,326.02	775.34	8,673.98	21.15
101-400-725.002	RETIREMENT PLAN	7,500.00	1,640.37	218.68	5,859.63	21.87
101-400-727.001	SUPPLIES	500.00	0.00	0.00	500.00	0.00
101-400-727.002	POSTAGE	300.00	0.00	0.00	300.00	0.00
101-400-800.000	ATTORNEY	10,000.00	13,182.69	3,083.69	(3,182.69)	131.83
101-400-801.005	PLANNING CONSULTANT	1,500.00	0.00	0.00	1,500.00	0.00
101-400-860.000	TRAVEL & TRANSPORTATION	1,500.00	436.25	0.00	1,063.75	29.08
101-400-861.000	PROF DEVELOPMENT	2,000.00	250.00	0.00	1,750.00	12.50
101-400-900.000	PRINTING/PUBLISHING	750.00	435.00	0.00	315.00	58.00
101-400-900.000-HERITAG400	PRINTING/PUBLISHING	3,000.00	0.00	0.00	3,000.00	0.00
101-400-955.001	MISC	2,000.00	325.00	325.00	1,675.00	16.25
101-400-981.002	INFO SYST SFTWR	1,500.00	1,130.00	0.00	370.00	75.33
Total Dept 400 - PLANNING & ZONING ADMINISTRATION		171,070.00	57,046.74	11,546.44	114,023.26	33.35
Dept 412 - ZONING BOARD OF APPEALS						
101-412-707.000	PER DIEM	3,000.00	725.00	0.00	2,275.00	24.17
101-412-727.001	SUPPLIES	500.00	0.00	0.00	500.00	0.00
101-412-727.002	POSTAGE	200.00	0.00	0.00	200.00	0.00
Total Dept 412 - ZONING BOARD OF APPEALS		3,700.00	725.00	0.00	2,975.00	19.59
Dept 426 - EMERGENCY PREPAREDNESS						
101-426-727.003	EQUIP MAINT CONTR	25,000.00	21,665.00	0.00	3,335.00	86.66
101-426-805.000	INSURANCE	1,600.00	0.00	0.00	1,600.00	0.00
101-426-955.001	MISC	200.00	0.00	0.00	200.00	0.00
Total Dept 426 - EMERGENCY PREPAREDNESS		26,800.00	21,665.00	0.00	5,135.00	80.84
Dept 445 - DRAINS - PUBLIC BENEFIT						
101-445-955.005	AT LARGE DRAINS	8,000.00	0.00	0.00	8,000.00	0.00
Total Dept 445 - DRAINS - PUBLIC BENEFIT		8,000.00	0.00	0.00	8,000.00	0.00
Dept 526 - LANDFILL						
101-526-806.003	CHEL LANDFILL CONT	13,000.00	0.00	0.00	13,000.00	0.00
Total Dept 526 - LANDFILL		13,000.00	0.00	0.00	13,000.00	0.00
Dept 774 - COMMUNITY SERVICE SUPPORT						
101-774-801.006	DEXTER SENIOR CITIZENS, INC	4,000.00	4,000.00	0.00	0.00	100.00
101-774-801.007	CHELSEA SENIOR CITIZENS	4,000.00	4,000.00	0.00	0.00	100.00
101-774-801.010	CS DEXTER HISTORICAL	500.00	500.00	0.00	0.00	100.00

PERIOD ENDING 07/31/2023

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 07/31/2023 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 07/31/2023 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDT USED
Fund 101 - GENERAL FUND						
Expenditures						
101-774-801.011	WASHTENAW AREA VALUE TRANSIT	14,800.00	0.00	0.00	14,800.00	0.00
101-774-956.010	COMMUNITY CLEAN UP PROGRAMS	20,000.00	0.00	0.00	20,000.00	0.00
		43,300.00	8,500.00	0.00	34,800.00	19.63
Total Dept 774 - COMMUNITY SERVICE SUPPORT						
Dept 901 - CAPITAL IMPROVEMENTS/INFRASTRUCTURE						
101-901-971.000 BUILDING IMPROVEMENTS						
101-901-975.000	ROAD IMPROVEMENTS	42,615.00	0.00	0.00	50,000.00	0.00
		92,615.00	0.00	0.00	42,615.00	0.00
Total Dept 901 - CAPITAL IMPROVEMENTS/INFRASTRUCTURE						
TOTAL EXPENDITURES						
		1,179,124.00	309,996.25	83,218.03	869,127.75	26.29
Fund 101 - GENERAL FUND:						
TOTAL REVENUES						
		1,532,350.00	461,154.05	1,642.00	1,071,195.95	30.09
TOTAL EXPENDITURES						
		1,179,124.00	309,996.25	83,218.03	869,127.75	26.29
NET OF REVENUES & EXPENDITURES						
		353,226.00	151,157.80	(81,576.03)	202,068.20	42.79
BEG. FUND BALANCE						
		4,188,086.41	4,188,086.41			
NET OF REVENUES/EXPENDITURES - 2022-23						
		101,957.89	101,957.89			
END FUND BALANCE						
		4,541,292.41	4,441,182.10		101,957.89	

REVENUE AND EXPENDITURE REPORT FOR DEXTER TOWNSHIP
 PERIOD ENDING 07/31/2023

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 07/31/2023 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 07/31/2023 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDT USED
Fund 206 - FIRE FUND						
Revenues						
Dept 000						
206-000-401.001	CURRENT PROPERTY TAXES	1,160,895.00	0.00	0.00	1,160,895.00	0.00
206-000-665.001	MICLASS INTEREST REVENUE	15,000.00	0.00	0.00	15,000.00	0.00
206-000-699.000	TRANSFER IN	191,935.00	0.00	0.00	191,935.00	0.00
Total Dept 000		1,367,830.00	0.00	0.00	1,367,830.00	0.00
TOTAL REVENUES		1,367,830.00	0.00	0.00	1,367,830.00	0.00
Expenditures						
Dept 206 - FIRE						
206-206-707.000	PER DIEM	1,800.00	75.00	0.00	1,725.00	4.17
206-206-801.002	CONTRACTED SERVICES	1,365,380.00	388,459.64	0.00	976,920.36	28.45
206-206-955.001	MISC	500.00	403.73	0.00	96.27	80.75
Total Dept 206 - FIRE		1,367,680.00	388,938.37	0.00	978,741.63	28.44
TOTAL EXPENDITURES		1,367,680.00	388,938.37	0.00	978,741.63	28.44
Fund 206 - FIRE FUND:						
TOTAL REVENUES		1,367,830.00	0.00	0.00	1,367,830.00	0.00
TOTAL EXPENDITURES		1,367,680.00	388,938.37	0.00	978,741.63	28.44
NET OF REVENUES & EXPENDITURES		150.00	(388,938.37)	0.00	389,088.37	259,292.
BEG. FUND BALANCE		1,538,106.71	1,538,106.71		(10,839.07)	
NET OF REVENUES/EXPENDITURES - 2022-23			(10,839.07)			
END FUND BALANCE		1,538,256.71	1,138,329.27		(10,839.07)	

REVENUE AND EXPENDITURE REPORT FOR DEXTER TOWNSHIP
 PERIOD ENDING 07/31/2023

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 07/31/2023 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 07/31/2023 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDT USED
Fund 207 - POLICE FUND						
Revenues						
Dept 301 - POLICE						
207-301-401.001	CURRENT PROPERTY TAXES	685,552.00	0.00	0.00	685,552.00	0.00
Total Dept 301 - POLICE		685,552.00	0.00	0.00	685,552.00	0.00
TOTAL REVENUES		685,552.00	0.00	0.00	685,552.00	0.00
Expenditures						
Dept 301 - POLICE						
207-301-801.002	CONTRACTED SERVICES	685,000.00	178,660.37	48,488.42	506,339.63	26.08
207-301-801.002-POLICE OTC	CONTRACTED SERVICES	0.00	1,221.00	0.00	(1,221.00)	100.00
207-301-955.001	MISC	0.00	3.60	0.00	(3.60)	100.00
Total Dept 301 - POLICE		685,000.00	179,884.97	48,488.42	505,115.03	26.26
TOTAL EXPENDITURES		685,000.00	179,884.97	48,488.42	505,115.03	26.26
Fund 207 - POLICE FUND:						
TOTAL REVENUES		685,552.00	0.00	0.00	685,552.00	0.00
TOTAL EXPENDITURES		685,000.00	179,884.97	48,488.42	505,115.03	26.26
NET OF REVENUES & EXPENDITURES		552.00	(179,884.97)	(48,488.42)	180,436.97	32,587.8
BEG. FUND BALANCE		1,257,749.36	1,257,749.36			
NET OF REVENUES/EXPENDITURES - 2022-23		1,257,749.36	140,412.99			
END FUND BALANCE		1,258,301.36	1,218,277.38		140,412.99	

REVENUE AND EXPENDITURE REPORT FOR DEXTER TOWNSHIP

PERIOD ENDING 07/31/2023

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 07/31/2023 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 07/31/2023 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDT USED
Fund 245 - OPEN SPACE LAND INITIATIVE						
Revenues						
Dept 000						
245-000-401.001	PY PROPERTY TAX ADJ/COLLECTIONS	224,922.00	8,553.25	0.00	216,368.75	3.80
245-000-699.101	TRANSFER IN	283,232.00	0.00	0.00	283,232.00	0.00
Total Dept 000		508,154.00	8,553.25	0.00	499,600.75	1.68
TOTAL REVENUES		508,154.00	8,553.25	0.00	499,600.75	1.68
Expenditures						
Dept 294 - GENERAL GOVERNMENT						
245-294-706.005	RECORDING SECRETARY	1,400.00	556.51	99.38	843.49	39.75
245-294-707.000	PER DIEM	6,600.00	775.00	0.00	5,825.00	11.74
245-294-727.002	POSTAGE	2,000.00	0.00	0.00	2,000.00	0.00
245-294-801.002	CONTRACTED SERVICES	61,500.00	8,751.16	1,190.00	52,748.84	14.23
245-294-955.001	MISC	0.00	1.29	0.00	(1.29)	100.00
Total Dept 294 - GENERAL GOVERNMENT		71,500.00	10,083.96	1,289.38	61,416.04	14.10
Dept 901 - CAPITAL IMPROVEMENTS/INFRASTRUCTURE						
245-901-976.000	OPEN SPACE PURCHASES	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		371,500.00	10,083.96	1,289.38	361,416.04	2.71
Fund 245 - OPEN SPACE LAND INITIATIVE:						
TOTAL REVENUES		508,154.00	8,553.25	0.00	499,600.75	1.68
TOTAL EXPENDITURES		371,500.00	10,083.96	1,289.38	361,416.04	2.71
NET OF REVENUES & EXPENDITURES		136,654.00	(1,530.71)	(1,289.38)	138,184.71	1.12
BEG. FUND BALANCE		27,922.77	27,922.77			
NET OF REVENUES/EXPENDITURES - 2022-23		164,576.77	215,213.39		215,213.39	
END FUND BALANCE			241,605.45			

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REVENUE AND EXPENDITURE REPORT FOR DEXTER TOWNSHIP

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PERIOD ENDING 07/31/2023

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 07/31/2023 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 07/31/2023 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDT USED
Fund 285 - GRANT - AMERICAN RESCUE PLAN ACT						
Expenditures						
Dept 901 - CAPITAL IMPROVEMENTS/INFRASTRUCTURE						
285-901-801.006	DEXTER SENIOR CITIZENS, INC	0.00	5,000.00	0.00	(5,000.00)	100.00
285-901-975.000	ROAD IMPROVEMENTS	622,385.00	321,844.00	321,844.00	300,541.00	51.71
285-901-986.000	EQUIPMENT	60,903.00	0.00	0.00	60,903.00	0.00
Total Dept 901 - CAPITAL IMPROVEMENTS/INFRASTRUCTURE		683,288.00	326,844.00	321,844.00	356,444.00	47.83
TOTAL EXPENDITURES		683,288.00	326,844.00	321,844.00	356,444.00	47.83
Fund 285 - GRANT - AMERICAN RESCUE PLAN ACT:						
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		683,288.00	326,844.00	321,844.00	356,444.00	47.83
NET OF REVENUES & EXPENDITURES		(683,288.00)	(326,844.00)	(321,844.00)	(356,444.00)	47.83
BEG. FUND BALANCE						
END FUND BALANCE		(683,288.00)	(326,844.00)			
TOTAL REVENUES - ALL FUNDS						
TOTAL EXPENDITURES - ALL FUNDS		4,093,886.00	469,707.30	1,642.00	3,624,178.70	11.47
NET OF REVENUES & EXPENDITURES		4,286,592.00	1,215,747.55	454,839.83	3,070,844.45	28.36
BEG. FUND BALANCE - ALL FUNDS		(192,706.00)	(746,040.25)	(453,197.83)	553,334.25	387.14
END FUND BALANCE - ALL FUNDS		7,011,845.25	7,011,845.25			
		6,819,139.25	6,712,550.20			

Dexter Township Budget vs. Actual Revenues and Expenditures

PERIOD ENDING 07/31/2023; run date 8/7/2023

		2023-24 AMENDED BUDGET		YTD BALANCE	ACTIVITY FOR 7/31/2023	AVAILABLE BALANCE	% BDGT USED	Notes
GL NUMBER	DESCRIPTION	NORMAL (ABNORMAL)			NORMAL (ABNORMAL)		EXPECTED: 33%	
GENERAL FUND (Fund 101)								
Revenues								
Dept 000								
101-000-401.001	CURRENT PROPERTY TAXES	\$	380,050	\$	-	\$	380,050	0% To be rec'd Q4
101-000-407.003	STATE OF MICHIGAN PILT		110,000		0		110,000	0% To be rec'd Q4
101-000-447.001	PROPERTY TAX ADMIN FEE		200,000		0	0	200,000	0% To be rec'd Q4
101-000-451.000	LICENSES & PERMITS		10,000		4,350	490	5,650	44%
101-000-451.001	PLANNING REVENUES		3,000		0		3,000	0%
101-000-451.002	ZBA REVENUES		3,000		0		3,000	0%
101-000-451.003	LAND DIVISION REVENUES		2,500		0		2,500	0%
101-000-539.000	STATE SHARED REVENUE		731,000		224,013		506,987	31%
101-000-655.000	FINES AND FORFEITS		5,000		1,297	241	3,703	26%
101-000-665.000	INTEREST INCOME		0		141		-141	100% Inc this item in FY25 Bgt
101-000-665.001	MICLASS INTEREST REVENUE		15,000		0		15,000	0% Rev needs to be entered in GL
101-000-667.002	FIRE SUB STATION		4,000		1,931	773	2,069	48%
101-000-672.000	REFUNDS & REIMBURSE		1,800		0		1,800	0%
101-000-673.000	MISC		0		17,735		-17,735	100% Insurance reimb for lawsuit
101-000-674.000	CABLE TV FRANCHISE		56,000		13,738	91	42,262	25%
101-000-675.000	RECYCLE/CLEANUP DAY REVENUE		1,000		0		1,000	0% Future event event
101-000-676.000	TELECOM ACT		10,000		197,902		-187,902	1979% To be reversed; S/B \$18K
TOTAL REVENUES		\$	1,532,350	\$	461,107	\$	1,595	\$ 1,071,243 30%

		2023-24 AMENDED BUDGET	YTD BALANCE	ACTIVITY FOR 7/31/2023	AVAILABLE BALANCE	% BDGT USED	Notes
<i>Expenditures</i>							
Dept 101 - TRUSTEE							
101-101-706.001	SALARY & WAGES	\$ 25,657	\$ 7,483	\$ 1,604	\$ 18,174	29%	Trustee absence
101-101-860.000	TRAVEL & TRANSPORTATION	3,000	0		3,000	0%	
101-101-861.000	PROF DEVELOPMENT	4,000	0		4,000	0%	
101-101-955.001	MISC	<u>100</u>	<u>0</u>		<u>100</u>	<u>0%</u>	
Total Dept 101 - TRUSTEE		\$ 32,757	\$ 7,483	\$ 1,604	\$ 25,274	23%	
Dept 171 - SUPERVISOR							
101-171-706.001	SALARY & WAGES	\$ 41,000	\$ 14,361	\$ 3,379	\$ 26,639	35%	
101-171-727.001	SUPPLIES	500	0		500	0%	
101-171-860.000	TRAVEL & TRANSPORTATION	500	0		500	0%	
101-171-861.000	PROF DEVELOPMENT	1,000	150		850	15%	
101-171-955.001	MISC	<u>500</u>	<u>64</u>	<u>16</u>	<u>436</u>	<u>13%</u>	
Total Dept 171 - SUPERVISOR		\$ 43,500	\$ 14,575	\$ 3,395	\$ 28,925	34%	
Dept 172 - TOWNSHIP SUPERINTENDENT/MANAGER							
101-172-706.001	SALARY & WAGES	\$ 62,000	\$ 19,414	\$ 4,057	\$ 42,586	31%	
101-172-715.000	HEALTH INSURANCE	2,400	2,142	1,028	258	89%	Approved by BOT
101-172-725.002	RETIREMENT PLAN	5,000	173		4,827	3%	
101-172-727.001	SUPPLIES	1,000	0		1,000	0%	
101-172-860.000	TRAVEL & TRANSPORTATION	750	0		750	0%	
101-172-861.000	PROF DEVELOPMENT	<u>1,000</u>	<u>0</u>		<u>1,000</u>	<u>0%</u>	
Total Dept 172 - TOWNSHIP SUPERINTENDENT/MANAGER		\$ 72,150	\$ 21,729	\$ 5,085	\$ 50,421	30%	
Dept 209 - ASSESSOR							
101-209-727.001	SUPPLIES	\$ 1,000	\$ 415		\$ 585	42%	Not expected to overexpend
101-209-727.002	POSTAGE	3,000	0		3,000	0%	
101-209-801.001	CONTRACTED SERVICE WAGES	68,000	22,313		45,687	33%	
101-209-900.000	PRINTING/PUBLISHING	<u>300</u>	<u>0</u>		<u>300</u>	<u>0%</u>	
Total Dept 209 - ASSESSOR		\$ 72,300	\$ 22,728		\$ 49,572	31%	

		2023-24 AMENDED BUDGET	YTD BALANCE	ACTIVITY FOR 7/31/2023	AVAILABLE BALANCE	% BDGT USED	Notes
Dept 215 - CLERK							
101-215-706.001	SALARY & WAGES	\$ 40,000	\$ 13,516	\$ 3,379	\$ 26,484	34%	
101-215-706.002	DEPUTY WAGES	31,200	10,143	1,223	21,057	33%	Back pmt approved by BOT
101-215-706.005	RECORDING SECRETARY	12,000	2,438	371	9,562	20%	
101-215-727.001	SUPPLIES	500	357		143	71%	
101-215-727.002	POSTAGE	500	0		500	0%	
101-215-860.000	TRAVEL & TRANSPORTATION	2,250	0		2,250	0%	
101-215-861.000	PROF DEVELOPMENT	3,000	0		3,000	0%	
101-215-900.000	PRINTING/PUBLISHING	500	0		500	0%	
101-215-955.001	MISC	<u>500</u>	<u>0</u>		<u>500</u>	<u>0%</u>	
Total Dept 215 - CLERK		\$ 90,450	\$ 26,454	\$ 4,973	\$ 63,996	29%	
Dept 216 - ELECTION							
101-216-727.001	SUPPLIES	\$ 500	\$ -		\$ 500	0%	
101-216-727.002	POSTAGE	500	0		500	0%	
101-216-860.000	TRAVEL & TRANSPORTATION	1,000	0		1,000	0%	
101-216-861.000	PROF DEVELOPMENT	2,000	0		2,000	0%	
101-216-900.000	PRINTING/PUBLISHING	<u>2,000</u>	<u>0</u>		<u>2,000</u>	<u>0%</u>	
Total Dept 216 - ELECTION		\$ 6,000	\$ -	\$ -	\$ 6,000	0%	
Dept 228 - INFORMATION TECHNOLOGY							
101-228-801.002	CONTRACTED SERVICES	\$ 14,000	\$ 760		\$ 13,240	5%	
101-228-981.001	INFO SYSTEM HDW	1,500	0		1,500	0%	
101-228-981.002	INFO SYST SFTWR	<u>2,000</u>	<u>0</u>		<u>2,000</u>	<u>0%</u>	
Total Dept 228 - INFORMATION TECHNOLOGY		\$ 17,500	\$ 760		\$ 16,740	4%	
Dept 247 - BOARD OF REVIEW							
101-247-707.000	PER DIEM	\$ 1,800	\$ -		\$ 1,800	0%	
101-247-727.001	SUPPLIES	200	80		120	40%	
101-247-861.000	PROF DEVELOPMENT	1,000	0		1,000	0%	
101-247-900.000	PRINTING/PUBLISHING	<u>500</u>	<u>0</u>		<u>500</u>	0%	
Total Dept 247 - BOARD OF REVIEW		\$ 3,500	\$ 80		\$ 3,420	2%	

		2023-24 AMENDED BUDGET	YTD BALANCE	ACTIVITY FOR 7/31/2023	AVAILABLE BALANCE	% BDGT USED	Notes
Dept 253 - TREASURER							
101-253-706.001	SALARY & WAGES	\$ 40,000	\$ 13,516	\$ 3,379	\$ 26,484	34%	
101-253-706.002	DEPUTY WAGES	38,400	10,275	2,498	28,125	27%	Dept Treasurer reduced hrs
101-253-727.001	SUPPLIES	2,500	0		2,500	0%	
101-253-727.002	POSTAGE	4,300	1,300		3,000	30%	Postage incurred 2x/year
101-253-801.002	CONTRACTED SERVICES	3,000	821		2,179	27%	
101-253-860.000	TRAVEL & TRANSPORTATION	1,500	0		1,500	0%	
101-253-861.000	PROF DEVELOPMENT	2,000	0		2,000	0%	
101-253-863.000	DUES	200	0		200	0%	
101-253-955.003	BANK CHARGE-FOR TAXES	3,000	852		2,148	28%	
101-253-981.002	INFO SYST SFTWR	<u>1,200</u>	<u>0</u>		<u>1,200</u>	0%	
Total Dept 253 - TREASURER		\$ 96,100	\$ 26,764	\$ 5,877	\$ 69,336	28%	
Dept 265 - BUILDING & GROUNDS							
101-265-727.001	SUPPLIES	\$ 800	\$ 113		\$ 687	14%	
101-265-805.000	INSURANCE-TWP HALL	2,500	0		2,500	0%	
101-265-920.000	UTILITIES	9,000	986		8,014	11%	
101-265-955.001	MISC	2,000	142	142	1,858	7%	
101-265-956.000	MAINTENANCE	40,000	1,642		38,358	4%	
101-265-956.002	JANITORIAL	<u>9,000</u>	<u>1,625</u>		<u>7,375</u>	18%	
Total Dept 265 - BUILDING & GROUNDS		\$ 63,300	\$ 4,508	\$ 142	\$ 58,792	7%	
Dept 267 - LEGAL AND PROFESSIONAL							
101-267-800.000	ATTORNEY	\$ 60,000	\$ -		\$ 60,000	0%	\$27K pending; 45%
101-267-800.001	AUDITOR	16,000	0		16,000	0%	
101-267-801.002	CONTRACTED SERVICES	<u>30,000</u>	<u>12,955</u>	<u>5,000</u>	<u>17,045</u>	43%	WHG/invest & Haines/acct
Total Dept 267 - LEGAL AND PROFESSIONAL		\$ 106,000	\$ 12,955	\$ 5,000	\$ 93,045	12%	
Dept 270 - FIRE SUB-STATION PROPERTY							
101-270-805.000	INSURANCE	\$ 4,000	\$ -		\$ 4,000	0%	
101-270-955.001	MISC	<u>27,000</u>	<u>0</u>		<u>27,000</u>	0%	
Total Dept 270 - FIRE SUB-STATION PROPERTY		\$ 31,000	\$ -		\$ 31,000	0%	

		2023-24 AMENDED BUDGET	YTD BALANCE	ACTIVITY FOR 7/31/2023	AVAILABLE BALANCE	% BDGT USED	Notes
Dept 276 - CEMETERY							
101-276-955.001	MISC	\$ 500	\$ -		\$ 500	0%	
101-276-956.000	MAINTENANCE	<u>11,000</u>	<u>4,550</u>		<u>6,450</u>	41%	Tree work major storm
Total Dept 276 - CEMETERY		\$ 11,500	\$ 4,550		\$ 6,950	40%	
Dept 294 - GENERAL GOVERNMENT							
101-294-706.011	ASSISTANT WAGES	\$ 20,000	\$ -	\$ -	\$ 20,000	0%	
101-294-707.000	PER DIEM	4,000	1,225	300	2,775	31%	Mtg attendance for trustees
101-294-725.000	FICA/MED MATCH	34,582	10,130	2,099	24,452	29%	
101-294-725.002	RETIREMENT PLAN	24,000	9,505	1,901	14,495	40%	MERS; can we reduce?
101-294-727.001	SUPPLIES	8,000	2,030	1,062	5,970	25%	
101-294-727.002	POSTAGE	3,000	486	336	2,514	16%	
101-294-728.000	TELEPHONE	12,000	2,303	623	9,697	19%	
101-294-801.002	CONTRACTED SERVICES	20,000	7,174	1,726	12,826	36%	
101-294-805.000	INSURANCE	18,000	0	0	18,000	0%	
101-294-863.000	DUES	11,000	7,538	0	3,462	69%	MTA dues pd in June
101-294-900.000	PRINTING/PUBLISHING	15,000	921	100	14,079	6%	
101-294-955.001	MISC	<u>5,000</u>	<u>2,042</u>	<u>1,989</u>	<u>2,958</u>	41%	
Total Dept 294 - GENERAL GOVERNMENT		\$ 174,582	\$ 43,354	\$ 10,136	\$ 131,228	25%	
Dept 400 - PLANNING & ZONING ADMINISTRATION							
101-400-706.003	SALARY & WAGES - FT	\$ 12,815	\$ 27,335	\$ 5,467	\$ (14,520)	213%	Forecast error; future bdgt amnc
101-400-706.005	RECORDING SECRETARY	3,000	1,643	583	1,357	55%	Master Plan front-loaded
101-400-706.008	OFFICER WAGES	34,000	6,769	544	27,231	20%	
101-400-707.000	PER DIEM	10,000	1,575	550	8,425	16%	
101-400-715.000	HEALTH INSURANCE	<u>2,067</u>	2,326	775	-259	113%	Error - to be corrected
101-400-725.002	RETIREMENT PLAN	<u>996</u>	1,640	219	-644	165%	Error - to be corrected
101-400-727.001	SUPPLIES	500	0	0	500	0%	
101-400-727.002	POSTAGE	300	0	0	300	0%	
101-400-800.000	ATTORNEY	10,000	0	0	10,000	0%	
101-400-801.005	PLANNING CONSULTANT	<u>115,142</u>	0	0	115,142	0%	
101-400-860.000	TRAVEL & TRANSPORTATION	1,500	436	0	1,064	29%	
101-400-861.000	PROF DEVELOPMENT	2,000	250	0	1,750	13%	
101-400-900.000	PRINTING/PUBLISHING	3,750	435	0	3,315	12%	
101-400-955.001	MISC	2,000	325	325	1,675	16%	
101-400-981.002	INFO SYST SFTWR	<u>1,500</u>	<u>1,130</u>	<u>2</u>	<u>370</u>	75%	Front-loaded expense
Total Dept 400 - PLANNING & ZONING ADMINISTRATION		\$ 199,570	\$ 43,864	\$ 8,465	\$ 155,706	22%	

		2023-24 AMENDED BUDGET	YTD BALANCE	ACTIVITY FOR 7/31/2023	AVAILABLE BALANCE	% BDGT USED	Notes
Dept 412 - ZONING BOARD OF APPEALS							
101-412-707.000	PER DIEM	\$ 3,000	\$ 725		\$ 2,275	24%	
101-412-727.001	SUPPLIES	500	0		500	0%	
101-412-727.002	POSTAGE	200	-		200	0%	
Total Dept 412 - ZONING BOARD OF APPEALS		\$ 3,700	\$ 725		\$ 2,975	20%	
Dept 426 - EMERGENCY PREPAREDNESS							
101-426-727.003	EQUIP MAINT CONTR	\$ 25,000	\$ 21,665		\$ 3,335	87%	1x pmt early in the year
101-426-805.000	INSURANCE	1,600	0		1,600	0%	
101-426-955.001	MISC	200	0		200	0%	
Total Dept 426 - EMERGENCY PREPAREDNESS		\$ 26,800	\$ 21,665		\$ 5,135	81%	
Dept 445 - DRAINS - PUBLIC BENEFIT							
101-445-955.005	AT LARGE DRAINS	\$ 8,000	\$ -		\$ 8,000	0%	
Total Dept 445 - DRAINS - PUBLIC BENEFIT		\$ 8,000	\$ -		\$ 8,000	0%	
Dept 526 - LANDFILL							
101-526-806.003	CHEL LANDFILL CONT	\$ 13,000	\$ -		\$ 13,000	0%	Pay once/year
Total Dept 526 - LANDFILL		\$ 13,000	\$ -		\$ 13,000	0%	
Dept 774 - COMMUNITY SERVICE SUPPORT							
101-774-801.006	DEXTER SENIOR CITIZENS, INC	\$ 4,000	\$ 4,000		\$ -	100%	
101-774-801.007	CHELSEA SENIOR CITIZENS	4,000	4,000		0	100%	
101-774-801.010	CS DEXTER HISTORICAL	500	500		0	100%	
101-774-801.011	WASHTENAW AREA VALUE TRANSIT	14,800	0		14,800	0%	Transaction pending \$14,750
101-774-956.010	COMMUNITY ACTIVITIES	20,000	0		20,000	0%	
Total Dept 774 - COMMUNITY SERVICE SUPPORT		\$ 43,300	\$ 8,500		\$ 34,800	20%	
Dept 901 - CAPITAL IMPROVEMENTS/INFRASTRUCTURE							
101-901-971.000	BUILDING IMPROVEMENTS	\$ 50,000	\$ -		\$ 50,000	0%	In process
101-901-975.000	ROAD IMPROVEMENTS	42,615	0		42,615	0%	WCRC future billing
Total Dept 901 - CAPITAL IMPROVEMENTS/INFRASTRUCTURE		\$ 92,615	\$ -		\$ 92,615	0%	
TOTAL GENERAL FUND EXPENDITURES		\$ 1,179,124	\$ 200,079		\$ 1,689,930	17%	
GENERAL FUND (Fund 101) GRAND TOTALS							
TOTAL REVENUES		\$ 1,532,350	\$ 461,107	\$ 1,595	\$ 1,071,243	30%	
TOTAL EXPENDITURES		1,179,124	261,327	44,673	917,797	22%	
NET OF REVENUES & EXPENDITURES		\$ 353,226	\$ 199,780	\$ (43,078)	\$ 153,446	57%	

		2023-24 AMENDED BUDGET	YTD BALANCE	ACTIVITY FOR 7/31/2023	AVAILABLE BALANCE	% BDGT USED	Notes
FIRE FUND (Fund 206)							
Revenues							
Dept 000							
206-000-401.001	CURRENT PROPERTY TAXES	\$ 1,160,895	\$ -		\$ 1,160,895	0%	
206-000-665.001	MICLASS INTEREST REVENUE	15,000	0		15,000	0%	
206-000-699.000	TRANSFER IN	<u>191,935</u>	<u>0</u>		<u>191,935</u>	0%	
TOTAL REVENUES		\$ 1,367,830	\$ -		\$ 1,367,830		
Expenditures							
Dept 206 - FIRE							
206-206-707.000	PER DIEM	\$ 1,800	\$ 75		\$ 1,800	4%	
206-206-801.002	CONTRACTED SERVICES	1,365,380	388,460		976,920	28%	
206-206-955.001	MISC	<u>500</u>	<u>404</u>		<u>96</u>	81%	
TOTAL EXPENDITURES		\$ 1,367,680	\$ 388,939		\$ 978,816	28%	
FIRE FUND (Fund 206) GRAND TOTALS:							
TOTAL REVENUES		1,367,830	0		1,367,830	0%	
TOTAL EXPENDITURES		<u>1,367,680</u>	<u>388,939</u>		<u>978,741</u>	28%	
NET OF REVENUES & EXPENDITURES		150	-388,939		389,089		
POLICE FUND (Fund 207)							
Revenues							
Dept 000							
207-000-401.001	CURRENT PROPERTY TAXES	\$ 685,552	\$ -		\$ -	0%	
TOTAL REVENUES		\$ 685,552	\$ -		\$ -		
Expenditures							
Dept 301 - POLICE							
207-301-801.002	CONTRACTED SERVICES	\$ 685,000	\$ 179,881	\$ 48,488	\$ 505,119	26%	
207-301-955.001	MISC	\$ -	\$ 4		\$ (4)	100%	
TOTAL EXPENDITURES		\$ 685,000	\$ 179,885	\$ 48,488	\$ 505,115	26%	
POLICE FUND (Fund 207) GRAND TOTALS:							
TOTAL REVENUES		685,552	0		685,552	0%	
TOTAL EXPENDITURES		<u>685,000</u>	<u>179,885</u>	<u>48,488</u>	<u>505,115</u>	26%	
NET OF REVENUES & EXPENDITURES		\$ 552	\$ (179,885)	\$ (48,488)	\$ 180,437		

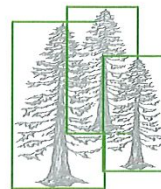
		2023-24 AMENDED BUDGET	YTD BALANCE	ACTIVITY FOR 7/31/2023	AVAILABLE BALANCE	% BDGT USED	Notes
OPEN SPACE LAND INITIATIVE (Fund 245)							
<u>Revenues</u>							
245-000-401.001	PY PROPERTY TAX ADJ/COLLECTIONS	\$ 224,922	\$ 8,553		\$ 216,369	4%	
245-000-699.101	TRANSFER IN	<u>283,232</u>	<u>0</u>		<u>283,232</u>	0%	
TOTAL REVENUES		\$ 508,154	\$ 8,553		\$ 499,601	2%	
<u>Expenditures</u>							
<u>Dept 294 - GENERAL GOVERNMENT</u>							
245-294-706.005	RECORDING SECRETARY	1,400	557	99	843	40%	
245-294-707.000	PER DIEM	6,600	775	0	5,825	12%	
245-294-727.002	POSTAGE	2,000	0	0	2,000	0%	
245-294-801.002	CONTRACTED SERVICES	61,500	8,751	1,190	52,749	14%	
245-294-955.001	MISC	0	1	2	-1	100%	
Total Dept 294 - GENERAL GOVERNMENT		71,500	10,084	1,291	61,416	14%	
<u>Dept 201 - CAPITAL IMPROVEMENTS/INFRASTRUCTURE</u>							
245-201-976.000	OPEN SPACE PURCHASES	\$ 300,000	\$ -	<u>300,000</u>	<u>300,000</u>	0%	
Total Dept 901 - CAPITAL IMPROVEMENTS/INFRASTRUCTURE		\$ 300,000	\$ -	\$ 302,582	\$ 422,832	0%	
OPEN SPACE LAND INITIATIVE (Fund 245) GRAND TOTALS:							
TOTAL REVENUES		\$ 508,154	\$ 8,553		\$ 499,601	2%	
TOTAL EXPENDITURES		371,500	10,084	1,289	361,416	3%	
NET OF REVENUES & EXPENDITURES		\$ 136,654	\$ 1,040		\$ 138,185	1%	
GRANT - AMERICAN RESCUE PLAN ACT (Fund 285)							
<u>Expenditures</u>							
<u>Dept 901 Capital Improvements/Infrastructure</u>							
285-901-975.000	DEXTER SENIOR CITIZENS, INC	0	5,000		-5,000	100%	Requires budget correx
285-901-801.006	ROAD IMPROVEMENTS	622,385	321,844	321,844	300,541	52%	Original budget too high
285-901-986.000	EQUIPMENT	<u>60,903</u>	<u>0</u>		60,903	0%	
TOTAL EXPENDITURES		\$ 683,288	\$ 326,844	\$ 321,844	\$ 356,444	48%	
Fund 285 - GRANT - AMERICAN RESCUE PLAN ACT:							
TOTAL REVENUES		\$ -	\$ -		\$ -	100%	
TOTAL EXPENDITURES		<u>683,288</u>	<u>326,844</u>		<u>356,444</u>	48%	
NET OF REVENUES & EXPENDITURES		\$ (683,288)	\$ (326,844)		\$ (356,444)	48%	
ALL FUNDS SUMMARY							
TOTAL REVENUES - ALL FUNDS		\$ 4,093,886	\$ 469,660	\$ 1,595	\$ 3,624,226	11%	
TOTAL EXPENDITURES - ALL FUNDS		<u>4,286,592</u>	<u>1,167,078</u>	<u>416,284</u>	<u>3,119,514</u>	27%	
NET OF REVENUES & EXPENDITURES		\$ (192,706)	\$ (697,418)	\$ (414,689)	\$ 504,712	362%	

DEXTER TOWNSHIP REVENUE, EXPENSES & FUND BALANCES FY18-FY22

	2018	2019	2020	2021	2022	2023
Beginning Balance	\$ 3,113,539	\$ 3,284,187	\$ 3,190,576	\$ 3,441,766	\$ 3,861,328	\$ 4,188,067
Revenues						
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>
Expenditures						
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)

DEXTER TOWNSHIP



Dexter Township Clerks Report

August 15, 2023

FOIA's

- The Clerks office processed three (3) FOIA's and was able to complete the research within the 5-day window:
 - FOIA - Michigan@OpenTheBooks.com / American Transparency regarding health, safety and Welfare of the general public
 - FOIA – Tower Records / Dexter Township Lease Agreements
 - FOIA – Local Resident / Ordinance Violation Complaint

Deputy Clerk

My Deputy Clerk, Nick, has been working 20 hours per week assisting me with the day-to-day duties in the Clerks office. He assists me with the monthly bills, which he breaks into three (3) monthly bill runs. His task is to code the invoices to the appropriate GL#, journalize and print the checks then transition them to the Treasurer's office for payment.

My Deputy is also managing the QVF (Qualified Voter File) for the Clerks office. Those duties include:

1. Change of name – marriage / divorce / widowed
2. Change of residency – move into township or move out of township
3. Sending new voter ID cards
4. Delete diseased voters
5. New Voter Registrations

Other duties he assists me with include – filing and elections and we are currently getting prepared for the upcoming Democratic Primary Elections which will occur February 2024.

Between the Clerk, Deputy Clerk, Supervisor and Treasurer's office there has been improved communication and understandings of the job roles and a willingness to work together as a unit.

Election Status

My Deputy Clerk, Nick, and I have been preparing for the upcoming presidential primary(s) election and general election 2024. At the November 8, 2022 State General Election, Michigan voters approved a voting rights constitutional amendment know as Proposition 2022-2. Prop 2 gave the right to vote early in every statewide and federal election, a permanent absentee voting list, expansion of acceptable voter identification, absentee voter improvements and extended deadlines for military and overseas ballots.

Some significant changes of the bills include:

1. **Early Voting:** There will be 9 days of early voting before each statewide and federal election. Dexter Township along with most surrounding municipalities in the Washtenaw County Region will be coordinating with the County Clerk to conduct early voting.
2. **Absent Voter Tracking:** Implements Prop 2's right to a state-funded system to track submitted absentee ballot application and AV ballots.
3. **Permanent Mail Ballot List:** Prop 2 gives the right to voters to fill out a single application to have an absentee ballot mailed to them in all future elections.
4. **Drop Boxes:** Prop 2 requires drop box requirements, one for every 15,000 registers voters per municipality, and must be a state approved, safe and secure ballot drop box. Dexter Township is in compliance, I realized the importance of a safe and secure ballot box and ordered a new state approved ballot box before the General Election of November 2022.
5. **In person Identification:** Implements Prop 2's expansion of valid photo identification used for election. Voters can now use photo identification issued by a local government and photo identification issued by a broad array of education institutions.
6. **Increase Precinct Size:** Increases maximum precinct size from 2,999 to 5,000 persons. Dexter has under 2,500 persons in our largest precinct so we have room to grow, I do not expect us to have to increase to a fourth precinct anytime soon.
7. **AV Postage:** Prop 2 requires the state to pay for pre-paid postage for AV application return envelopes and AV ballot return envelopes. It also establishes guidelines for signature matching and the process to cure all voter deficiencies, including allowing up to three days after the election to cure them.

Election Training / Events

My Deputy Clerk and I have been researching the upcoming presidential elections along with the newly adopted voting laws. Classes we have attended are as follows:

1. We attended a ZOOM meeting "Now You Know – Legislative Update Confirmation."
2. In Person Meeting with the Washtenaw County Clerks – "County Coordinated Early Voting Planning Meeting" at the LRC Building off Hogback Road in Ypsilanti, MI.

We also had the pleasure to be invited by the Junior Chair of the “Count My Vote Committee” through Dexter High School Honors Society to answer questions. We were asked questions about voting registration, how to register and why it is important to vote. We also had a couple of students interested in being future election workers. It was a Fantastic experience and we were humbled that we were invited to educate our youth about the importance of voting.

Election’s, Elections, Elections – Coffee Chat with the Clerk

September 23, 2023, 11am, we will be hosting a Coffee Chat at the Dexter Township Hall. We will have all of the current, up to date, information regarding the Proposal 2 election laws. Bring your questions, concerns or just come and listen. Keep an eye on your mail, I will be sending out a post card invitation reminding you about the Coffee Chat. There will be coffee, muffins and cookies provided. Please Join Us!!

Dexter Township

MICHELLE STAMBOULELLIS, CLERK

REPORT FOR THE MONTH OF AUGUST 2023

GENERAL DUTIES, MEETINGS AND TRAINING ATTENDED:

6/22/2022: Clerk and Deputy Clerk – Dexter Community Schools / Count My Vote

7/13/2023: Election Legislative Update Zoom – Clerk and Deputy Clerk

7/16/2023: FOIA: Angel Tormis Tower Records

7/26/2023: WWRA– Western Washtenaw Recycling Authority Board – No July Meeting

7/27/2023: In Person Election Cycle Training – Ypsilanti Mi – Clerk and Deputy Clerk

8/1/2023 – 8/9/2023: Paychecks / Payroll / MERS

8/1/2023: Release Draft Master Plan to Dexter Township Residents

8/3/2023: FOIA – American Transparency

8/3/2023: OSLP – Open Space and Land Preservation Committee 7pm

8/9/2023: Agenda Info: Minutes / Reports / Paychex / Clerks Report

THE CLERK AND DEPUTY CLERK ARE WORKING ON ELECTION PREPERATION

Respectfully Submitted,
Michelle Stamboulellis, Clerk

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2022\Clerk 2022 07.docx

Dexter Township Board

Treasurer's Report

As of August 1, 2023

Fund Report Summary

<u>Tax Bills</u>	<u>Sent Out</u>	<u>Received Back</u>	<u>Outstanding As of 8/1/23</u>	<u>% of Bills Paid</u>
Summer	3,552	486	3,066	13.7%
Winter				
<u>Total Dollars</u>				
Summer	\$5,151,537.00	\$591,166.72	\$4,560,370.28	
Winter				

Respectfully Submitted,

Maris Metz
Treasurer

08/04/2023 11:32 AM
 User: TREASURER
 DB: Dexter

CASH SUMMARY BY BANK FOR DEXTER TOWNSHIP
 FROM 07/01/2023 TO 07/31/2023

Bank Code GL Number	Description	Beginning Balance 07/01/2023	Total Debits	Total Credits	Ending Balance 07/31/2023
PMTS DISBURSEMENTS PNC#3861					
101-000-001.102	DISBURSEMENT ACCOUNT	(419,683.52)	400,075.00	209,043.61	(228,652.13)
245-000-001.202	DISBURSEMENT ACCOUNT	(3,929.87)	0.00	2,570.34	(6,500.21)
285-000-001.202	DISBURSEMENT ACCOUNT	640,788.31	0.00	321,844.00	318,944.31
	DISBURSEMENTS PNC#3861	217,174.92	400,075.00	533,457.95	83,791.97
TAX PNC BANK					
703-000-001.100	PNC BANK	3,612.13	572,676.10	491,126.85	85,161.38
	PNC BANK	3,612.13	572,676.10	491,126.85	85,161.38
PN111 PNC DEPOSITORY ACCOUNT					
101-000-001.102	DEPOSITORY ACCOUNT	3,935,572.53	161,015.41	400,000.00	3,696,587.94
206-000-001.102	DEPOSITORY ACCOUNT	726,005.14	0.00	97,114.91	628,890.23
207-000-001.102	DEPOSITORY ACCOUNT	759,645.43	0.00	48,488.42	711,157.01
245-000-001.102	DEPOSITORY ACCOUNT	103,217.67	0.00	0.00	103,217.67
701-000-001.102	DEPOSITORY ACCOUNT	94,986.02	0.00	74.00	94,912.02
	PNC DEPOSITORY ACCOUNT	5,619,426.79	161,015.41	545,677.33	5,234,764.87
	TOTAL - ALL FUNDS	5,840,213.84	1,133,766.51	1,570,262.13	5,403,718.22



0000509-0003490 PDF 555494

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

Summary Statement

July 31, 2023

Page 1 of 6

Investor ID: MI-01-0693

Michigan CLASS

Michigan CLASS

Average Monthly Yield: 5.2749%

	Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
MI-01-0693-0001 Police Fund	516,000.82	0.00	0.00	2,316.61	14,761.35	517,221.76	518,317.43
MI-01-0693-0002 Fire Fund	516,000.82	0.00	0.00	2,316.61	14,761.35	517,221.76	518,317.43
MI-01-0693-0003 General	1,041,292.96	0.00	0.00	4,674.95	29,788.54	1,043,756.85	1,045,967.91
MI-01-0693-0004 OSLP	138,090.78	0.00	0.00	619.97	3,733.71	138,417.53	138,710.75
TOTAL	2,211,385.38	0.00	0.00	9,928.14	63,044.95	2,216,617.90	2,221,313.52

Tel: (855) 382-0496

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



Account Statement

July 31, 2023

Page 2 of 6

Account Number: MI-01-0693-0001

Police Fund

Account Summary

Average Monthly Yield: 5.2749%

	Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
Michigan CLASS	516,000.82	0.00	0.00	2,316.61	14,761.35	517,221.76	518,317.43

Transaction Activity

Transaction Date	Transaction Description	Contributions	Withdrawals	Balance	Transaction Number
07/01/2023	Beginning Balance			516,000.82	
07/31/2023	Income Dividend Reinvestment	2,316.61			
07/31/2023	Ending Balance			518,317.43	



Account Statement

July 31, 2023

Page 3 of 6

Account Number: MI-01-0693-0002

Fire Fund

Account Summary

Average Monthly Yield: 5.2749%

	Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
Michigan CLASS	516,000.82	0.00	0.00	2,316.61	14,761.35	517,221.76	518,317.43

Transaction Activity

Transaction Date	Transaction Description	Contributions	Withdrawals	Balance	Transaction Number
07/01/2023	Beginning Balance			516,000.82	
07/31/2023	Income Dividend Reinvestment	2,316.61			
07/31/2023	Ending Balance			518,317.43	



Account Statement

July 31, 2023

Page 4 of 6

Account Number: MI-01-0693-0003

General

Account Summary

Average Monthly Yield: 5.2749%

	Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
Michigan CLASS	1,041,292.96	0.00	0.00	4,674.95	29,788.54	1,043,756.85	1,045,967.91

Transaction Activity

Transaction Date	Transaction Description	Contributions	Withdrawals	Balance	Transaction Number
07/01/2023	Beginning Balance			1,041,292.96	
07/31/2023	Income Dividend Reinvestment	4,674.95			
07/31/2023	Ending Balance			1,045,967.91	



Account Statement

July 31, 2023

Page 5 of 6

Account Number: MI-01-0693-0004

OSLP

Account Summary

Average Monthly Yield: 5.2749%

	Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
Michigan CLASS	138,090.78	0.00	0.00	619.97	3,733.71	138,417.53	138,710.75

Transaction Activity

Transaction Date	Transaction Description	Contributions	Withdrawals	Balance	Transaction Number
07/01/2023	Beginning Balance			138,090.78	
07/31/2023	Income Dividend Reinvestment	619.97			
07/31/2023	Ending Balance			138,710.75	



Daily Rates

July 31, 2023

Page 6 of 6

Michigan CLASS

Michigan CLASS

Date	Dividend Rate	Daily Yield
07/01/2023	0.00000000	5.2605%
07/02/2023	0.00000000	5.2605%
07/03/2023	0.00288762	5.2699%
07/04/2023	0.00000000	5.2699%
07/05/2023	0.000144234	5.2646%
07/06/2023	0.000143880	5.2516%
07/07/2023	0.000431607	5.2512%
07/08/2023	0.00000000	5.2512%
07/09/2023	0.00000000	5.2512%
07/10/2023	0.000143958	5.2545%
07/11/2023	0.000143996	5.2558%
07/12/2023	0.000143999	5.2560%
07/13/2023	0.000144014	5.2565%
07/14/2023	0.000432533	5.2616%
07/15/2023	0.00000000	5.2616%
07/16/2023	0.00000000	5.2616%
07/17/2023	0.000144038	5.2574%
07/18/2023	0.000144109	5.2600%
07/19/2023	0.000144034	5.2572%
07/20/2023	0.000144168	5.2622%
07/21/2023	0.000433230	5.2710%
07/22/2023	0.00000000	5.2710%
07/23/2023	0.00000000	5.2710%
07/24/2023	0.000144405	5.2708%
07/25/2023	0.000144500	5.2742%
07/26/2023	0.000144397	5.2705%
07/27/2023	0.000144934	5.2901%
07/28/2023	0.000439641	5.3490%
07/29/2023	0.00000000	5.3490%
07/30/2023	0.00000000	5.3490%
07/31/2023	0.000147478	5.3830%

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.**

Tel: (855) 382-0496

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

Dexter Township Treasurer Report

August 15, 2023

Tax Collection-

As of August 1, 2023, 13.7% of Summer taxes have been collected, with a due date of September 14th.

Deputy Treasurer-

My Deputy, Matthew Dedes, accepted a full-time position with Marion Township's Assessing Department. He will remain my deputy for the remainder of my term, assisting in tax distributions on Fridays, twice per month. I have taken over his weekly duties, which will make a positive impact on deputy salary budgeted going forward.

Cash Flow Analysis and Investments-

On Wednesday August 2, 2023, Supervisor Sikkenga and I met with Matt Horning of The Woodhill Group to discuss financial "cash flow" analysis data from years 2021 to present. The objective of this data analysis is to determine a trend in expenditures, revenues and surplus that can be used toward longer term investments for the Township. Data was collected from BS&A reporting.

In 2021, the township restructured finances and was advised to utilize pooled accounting. Cash pooling is a cash management strategy that consolidates multiple cash accounts, making money management less complicated while minimizing risk. Due to the restructure and past corrected errors in the general ledger, it has been requested to also analyze bank statements for better accuracy.

Due to the current market and inflation, we have seen a shift in yield and investment strategy. It was discussed that shorter term investment vehicles are experiencing higher yield in comparison to longer term investments currently. We discussed the possibility of proposing a change in the investment policy to the board, to reflect current market conditions. Keep in mind, municipalities are legally limited to the types of investment vehicles they can utilize. We are currently researching more liquid investment institutions, similar to Michigan Class, such as Michigan Liquid Asset Fund Plus and Meeder Institutional Prime Money Market Fund. We are also researching our options for more socially responsible investments with local institutions.

With an upcoming board meeting to revisit our strategic plan and capitol improvement interests, we should have a better idea of our investment strategy and limits going forward. Updates on this process will follow.

Public Safety and Metal Health Millage Impact Report-

Shared from Trish Cortes, Executive Director, Washtenaw County Community Mental Health-

"2022 was the fourth year that the millage provided funding to expand access to mental health and substance use services across Washtenaw County.

The millage generates roughly \$6 million annually for mental health services. In 2022, millage investments:

- expanded local access to mental health and substance use care,
- housed 250 previously homeless individuals,
- established jail-based behavioral health services,
- integrated mental health professionals into 911 dispatch response,
- increased support for youth in schools,
- provided community education aimed at reducing stigma and supporting access to care, and more.

"The impact of the millage has been truly remarkable," says Trish Cortes, executive director of Washtenaw County Community Mental Health.

"Historically mental health has been poorly funded, but flexible millage dollars have enabled us to make significant strides in critical areas, transforming the landscape of mental health services in our community."

To review the report and additional information, visit:

<https://www.washtenaw-mentalhealthmillage-impact.org/>

DEXTER TOWNSHIP



Dexter Township Local Roads Committee Report

August 15, 2023

The Local Roads Committee is assessing intersections in Dexter Township with a goal of providing consolidated feedback to the Washtenaw County Road Commission on conditions at the intersections, with suggestions/requests for actions to improve safety. Requested actions might include additional maintenance (which could be supported by Dexter Township dollars), informational signage, or stop signs. Local Roads Committee members will host a table at the August 19 movie night to collect feedback from residents on local roads and intersections.

The LRC will be using this feedback to consider its budget request to the Board of Trustees for FY25. Our budget request may include funding for committee outreach, and also funding for increased road maintenance, such as more frequent mowing, brush-cutting, tree trimming, and dust control at key intersections and for local connector roads generally.

One of the pillars of the Master Plan is “Control Our Traffic.” With this in mind, the LRC plans to provide a draft of its memo to the Planning Commission. PC members will be invited to contribute information and requests to the memo. Our hope is that the memo could come jointly from the LRC and the Planning Commission to increase its impact.

The LRC members are reviewing the Master Plan this month because of the “Control Our Traffic” pillar. We plan to provide feedback to the Planning Commission on the Master Plan through the lens of local roads.

The LRC established a new email group for members of the public to contact us about local roads: localroadscommittee@dextertownship.org. A link to the email address is on Dexter Township’s home page. One member of the public has already provided feedback on local roads through the email group. Members of the public are encouraged to make use of this new resource. Given low public attendance at the LRC meetings, committee members are excited to offer this new avenue for public engagement.

As noted in the Consent Agenda, the LRC would like to move its regular meeting time to 9 am on Wednesdays, to make it easier for WCRC staff members to join us.



JERRY L. CLAYTON
SHERIFF

WASHTENAW COUNTY OFFICE OF THE SHERIFF

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



MARK A. PTASZEK
UNDERSHERIFF

August 8, 2023

To: Karen Sikkenga, Dexter Township Supervisor
From: Nick Krings, Sergeant
Through: Alan Hunt, Lieutenant
Cc: Keith Flores, Police Services Commander / Nancy Hansen, Captain
Re: July 1st – July 31st, 2023, Police Services Monthly Report

During the month of July 2023 there were 171 calls for service (including traffic stops). Deputies conducted 48 traffic stops during this time with 12 citations issued.

Noteworthy events in Dexter Township during last month include:

On July 11th Deputies were dispatched to the 13000 block of Lakeview Drive for a reported assault. Upon arrival, Deputies contacted the victim and several witnesses. The victim advised that they observed their father arguing with a subject who was driving over their property. The victim was standing in front of the suspect's vehicle when the suspect began pulling forward, striking him with the vehicle. Witnesses on scene confirmed that the victim was struck by the suspect's vehicle before the suspect fled the scene. Deputies contacted the suspect who admitted to being on the property, but denied any allegation that they struck the victim with their vehicle. The suspect alleged that they were struck by the victim's father while seated in their vehicle prior to leaving. No arrests were made, and charges have been submitted to the Washtenaw County Prosecutor's Office for review.

Banked Hours Update:

The collaboration accumulated 184 banked hours during the month of July. The banked hours were generated due to a vacant shift. The collaboration utilized 218 banked hours to fill vacant shifts. As of the end of July, the collaboration has a yearly banked hours balance of 132 hours.

Dexter Collaboration Into/Out of Area Time:

- Into DWD Area Time – 813 mins (Year to Date – 5,536 mins)
- Out of DWD Area – 1,219 mins (Year to Date – 7,775 mins)

Dexter City Into Area Time - 493 mins (Year to date – 3,000 mins)

Dexter Twp. Into Area Time - 135 mins (Year to date – 1,349 mins)

Webster Twp. Into Area Time - 185 mins (Year to date – 1,187 mins)

Public Safety – Quality Service – Strong Communities
Serving Washtenaw County since 1823

The Sheriff's Office has implemented an, on-line, police reporting portal. Citizens can now file certain types of police reports on-line without needing contact with a Deputy or coming to a station. The following types of incidents July be filed on-line:

- Harassing phone calls/ No Known Suspects
- Identity Theft/ No Known Suspects
- Lost property
- Larceny/Theft/ No Known Suspects
- Damaged Property/Vandalism
- Accidental/Non-Intentional Property Damage

Any and all incidents can still be reported by calling 911, Washtenaw Metro Dispatches non-emergency dispatch number (734) 994-2911 or in person at any of our Community Police Stations.

The on-line reporting portal can be accessed through the Washtenaw County Sheriff's Office website.

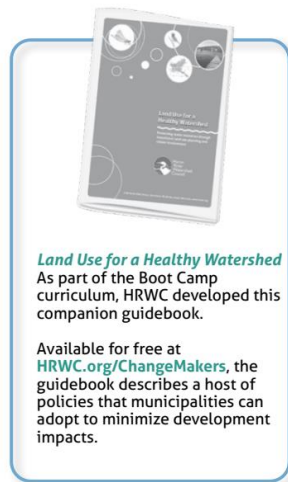
<https://www.washtenaw.org/3439/File-a-Police-Report>

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

Respectfully submitted, Suzanne Bade

Dexter Township Representative to HRWC

ATTACHMENTS

08/09/2023 05:55 PM
User: CLERK
DB: Dexter

CHECK DISBURSEMENT REPORT FOR DEXTER TOWNSHIP
CHECK DATE FROM 07/12/2023 - 08/09/2023

Page 1/8

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND								
07/12/2023	PMTS	25720		MARK OLEXA	WAGES PAYABLE	228.004	000	315.00
07/18/2023	PMTS	25721	148387	BS&A SOFTWARE	CONTRACTED SERVICES	801.002	253	2,260.00
07/18/2023	PMTS	25722	32866	MEN ON THE MOVE	MISC	955.001	294	447.50
07/18/2023	PMTS	25723	33913	MICHIGAN ASSOCIATION OF PLAN MISC				** VOIDED **
07/18/2023	PMTS	25724	JULY 2023	PITNEY BOWES CREDIT CORPORAT	CONTRACTED SERVICES	801.002	294	194.46
07/18/2023	PMTS	25725	36722	SIGNS IN 1 DAY	SUPPLIES	727.001	294	70.00
07/18/2023	PMTS	25726	JULY 13 2023	STATEOF MICHIGAN	MISC	955.001	294	1,112.72
07/18/2023	PMTS	25727	R63830898	YOURMEMBERSHIP	MISC	955.001	400	250.00
07/19/2023	PMTS	100(E)	JULY 2023	ALERUS PLAN 657417 (DEF COMP	MERS PAYABLE	228.003	000	201.20
07/19/2023	PMTS	101(E)	JUNE 2023	MERS	MERS MATCH - EMPLOYER CONTRIBUTION	725.002	294	1,901.00
07/19/2023	PMTS	102(E)	JULY 2023	MERS	MERS MATCH - EMPLOYER CONTRIBUTION	725.002	294	1,901.00
07/19/2023	PMTS	103(E)	2023071001	PAYCHEX, INC.	CONTRACTED SERV. / PROCESSING	801.002	294	560.42
07/19/2023	PMTS	104(E)*#	07/2023	PAYCHEX PAYROL	MERS PAYABLE (ENTER AS NEGATIVE)	228.003	000	(344.80)
			07/2023		TRUSTEE SALARY	706.001	101	1,603.56
			07/2023		SUPERVISOR SALARY	706.001	171	3,379.09
			07/2023		SALARY & WAGES - OFFICE MANAGER	706.001	172	4,057.40
			07/2023		CLERK SALARY	706.001	215	3,379.09
			07/2023		CLERK DEPUTY WAGES	706.002	215	1,222.50
			07/2023		CLERK CLERICAL WAGES - MILLER	706.005	215	371.00
			07/2023		TREASURER SALARY	706.001	253	3,379.09
			07/2023		DEPUTY TREASURER WAGES	706.002	253	2,497.63
			07/2023		PER DIEM - WWRA / LOCAL ROADS	707.000	294	300.00
			07/2023		FICA/MED MATCH - TOTAL ER TAXES	725.000	294	2,098.57
			07/2023		SALARY & WAGES - DPZ	706.003	400	5,466.95
			07/2023		PC CLERICAL WAGES - MILLER	706.005	400	583.00
			07/2023		OFFICER WAGES	706.008	400	543.78
			07/2023		PER DIEM - PLANNING COMMISSION	707.000	400	550.00
CHECK PMTS 104(E) TOTAL FOR								29,086.86
07/19/2023	PMTS	25728		MARK OLEXA	WAGES PAYABLE	228.004	000	210.00
07/19/2023	PMTS	99(E)#	JULY 2023	ALERUS PLAN 629314 (DEFINED	MERS PAYABLE	228.003	000	54.67
			JULY 2023	RETIREMENT PLAN		725.002	400	218.68

CHECK DISBURSEMENT REPORT FOR DEXTER TOWNSHIP
CHECK DATE FROM 07/12/2023 - 08/09/2023

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND								
07/31/2023	PMTS	25729	117313	A VC3 COMPANY	CHECK PMTS 99(E) TOTAL FOR F			273.35
07/31/2023	PMTS	25730	8206389	A3 SMART HOME	CONTRACTED SERVICES	801.002	294	36.00
07/31/2023	PMTS	25731	734427383307-1	AT&T	CONTRACTED SERVICES	801.002	294	167.01
07/31/2023	PMTS	25732	09/01/2023	BASIC COBRA	PHONE PLANS/SERV.	728.000	294	312.60
07/31/2023	PMTS	25733	07/26/2023	HACKNEY ACE HARDWARE	HEALTH INSURANCE	715.000	172	514.04
07/31/2023	PMTS	25734	789313	JP COOKE CO	SUPPLIES	727.001	294	3.79
07/31/2023	PMTS	25735	39913	MICHIGAN ASSOCIATION OF PLAN MISC	SUPPLIES	727.001	294	208.00
07/31/2023	PMTS	25736	07/25/2023	MICHIGAN DEPT OF TREASURY	ASSESSING TECH STUDENT REG	955.001	400	75.00
07/31/2023	PMTS	25738	267684	PRINT-TECH, INC.	CONTRACTED SERVICES	801.002	253	375.87
07/31/2023	PMTS	25741	07/19/2023	WOOD HILL GROUP	CONTRACTED SERVICES	801.002	267	5,000.00
08/03/2023	PMTS	25742	204389698303	CONSUMERS ENERGY	(06/16/23) - (07/17/23) BILLING P	920.000	265	39.67
08/09/2023	PMTS	25743	118849	A VC3 COMPANY	CONTRACTED SERVICES	801.002	294	448.58
			120184		DUES	863.000	294	36.00
					CHECK PMTS 25743 TOTAL FOR F			484.58
08/09/2023	PMTS	25744	08/07/2023	ADRIANNA JORDON	TRAVEL & TRANSPORTATION	860.000	400	17.69
08/09/2023	PMTS	25745	14440	AMERICAN ACCESSIBILITY TECHN	CONTRACTED SERVICES	801.002	294	120.00
08/09/2023	PMTS	25746	20233562	BECKETT & RAEDER	CONTRACTED SERVICES	801.002	267	3,719.52
08/09/2023	PMTS	25747	804766	BODMAN ATTORNEY & COUNSELORS	ATTORNEY	800.000	400	8,064.00
08/09/2023	PMTS	25748	JULY 2023	CHRISTOPHER R RENIUS	CONTRACTED SERVICE WAGES	801.001	209	5,614.99
08/09/2023	PMTS	25749	32032	CRG ELECTRIC LLC	MAINTENANCE	956.000	265	679.50
08/09/2023	PMTS	25751#	AUGUST 2023	FLAGSTAR BANK	SUPPLIES	727.001	294	43.18
			AUGUST 2023		SUPPLIES	727.001	294	75.79
			AUGUST 2023		SUPPLIES	727.001	294	329.99
			AUGUST 2023		SUPPLIES	727.001	294	91.47
			AUGUST 2023		MISC	955.001	294	200.94
			AUGUST 2023		PRINTING/PUBLISHING	900.000	400	250.00
			AUGUST 2023		PROCESS FEE CREDIT CARD	956.010	774	3.66
			AUGUST 2023		COMMUNITY CLEAN UP PROGRAMS	956.010	774	365.00

CHECK DISBURSEMENT REPORT FOR DEXTER TOWNSHIP
CHECK DATE FROM 07/12/2023 - 08/09/2023

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND								
			AUGUST 2023		COMMUNITY CLEAN UP PROGRAMS	956.010	774	435.62
			AUGUST 2023		COMMUNITY CLEAN UP PROGRAMS	956.010	774	135.56
				CHECK PMTS 25751 TOTAL FOR F				1,931.21
08/09/2023	PMTS	25752	31511	FULTANK LLC	JANITORIAL	956.002	265	500.00
08/09/2023	PMTS	25753	222021	MICHIGAN TOWNSHIPS ASSOCIATI	PROF DEVELOPMENT	861.000	215	25.00
08/09/2023	PMTS	25754	IN-US1202764	NETFORTIS	TELEPHONE	728.000	294	529.86
08/09/2023	PMTS	25755	01748	SEWCOG	DUES	863.000	294	1,354.00
08/09/2023	PMTS	25756	00543430108123	SPECTROM	CONTRACTED SERVICES	801.002	294	149.98
08/09/2023	PMTS	25757	1650151574	STAPLES BUSINESS ADVANTAGE	SUPPLIES	727.001	294	50.26
08/09/2023	PMTS	25758	18696-R	THE SUN TIMES MEDIA GROUP LL	PRINTING/PUBLISHING	900.000	294	50.00
08/09/2023	PMTS	25761#	813579	BODMAN ATTORNEY & COUNSELORS	ATTORNEY	800.000	267	3,322.00
			813576	ATTORNEY	ATTORNEY	800.000	267	23,396.30
			813577	ATTORNEY	ATTORNEY	800.000	400	2,859.69
			799531	ATTORNEY	ATTORNEY	800.000	400	240.00
			813582	ATTORNEY	ATTORNEY	800.000	400	224.00
			807124	ATTORNEY	ATTORNEY	800.000	400	1,503.00
			804769	ATTORNEY	ATTORNEY	800.000	400	532.00
				CHECK PMTS 25761 TOTAL FOR F				32,076.99
				Total for fund 101 GENERAL FUND				101,033.07

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CHECK DISBURSEMENT REPORT FOR DEXTER TOWNSHIP
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Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
08/09/2023	PMTS	25750	JULY 2023	DEXTER AREA FIRE DEPARTMENT	CONTRACTED SERVICES	801.002	206	97,114.91
Total for fund 206 FIRE FUND								97,114.91

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Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 207 POLICE FUND								
07/31/2023	PMTS	25740	MUNIS #12617	WASHTENAW COUNTY TREASURER	CONTRACTED SERVICES	801.002	301	4,822.33
08/09/2023	PMTS	25760	MUNIS #12682	WASHTENAW COUNTY TREASURER	CONTRACTED SERVICES	801.002	301	42,617.76
Total for fund 207 POLICE FUND								47,440.09

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Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 245 OPEN SPACE LAND INITIATIVE								
07/19/2023	PMTS	104(E)*#	07/2023	PAYCHEX PAYROL	OSLP CLERICAL WAGES - MILLER	706.005	294	99.38
07/31/2023	PMTS	25737	1608917	MILLER CANFIELD PADDOCK STON	CONTRACTED SERVICES	801.002	294	1,190.00
08/09/2023	PMTS	25759	08/03/2023	TREEMORE ECOLOGY AND LAND SE	CONTRACTED SERVICES	801.002	294	951.55
Total for fund 245 OPEN SPACE LAND INITIATIVE								2,240.93

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Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 285 GRANT - AMERICAN RESCUE PLAN ACT								
07/31/2023	PMTS	25739	07/19/2023	WASHTENAW COUNTY ROAD COMMIS	ROAD IMPROVEMENTS	975.000	901	321,844.00
Total for fund 285 GRANT - AMERICAN RESCUE PLA								321,844.00

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CHECK DISBURSEMENT REPORT FOR DEXTER TOWNSHIP
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Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 703 TAX COLLECTION FUND								
07/14/2023	TAX	6323	DIST1-2023	DEXTER TOWNSHIP GENERAL FUND	UNDISTRIBUTED TAX COLLECTIONS	274.000	000	11,965.48
07/14/2023	TAX	6324	DIST1-2023	WASHTENAW COUNTY TREASURER	UNDISTRIBUTED TAX COLLECTIONS	274.000	000	299,535.37
07/28/2023	TAX	6325	DIST 2 - 2023	DEXTER TOWNSHIP GENERAL FUND	UNDISTRIBUTED TAX COLLECTIONS	274.000	000	1,777.71
07/28/2023	TAX	6326	DIST 2 - 2023	WASHTENAW COUNTY TREASURER	UNDISTRIBUTED TAX COLLECTIONS	274.000	000	177,848.29
TOTAL - ALL FUNDS								
Total for fund 703 TAX COLLECTION FUND								
								491,126.85
								1,060,799.85

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

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