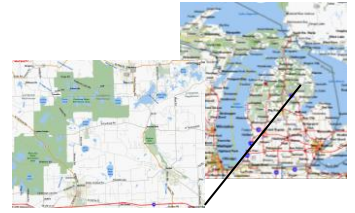


Diane Ratkovich  
*Supervisor*  
Michelle Stamboulellis  
*Clerk*  
Maris Metz  
*Treasurer,*  
Lonnie Scott  
Karen Nolte,  
Laura Sanders,  
Karen Sikkenga,  
*Trustees*

# DEXTER TOWNSHIP

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

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



## Regular Meeting of the Dexter Township Board Tuesday, December 20, 2022 6:00 PM

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

**CALL to ORDER:** Supervisor Ratkovich called the meeting to order at 5:59 PM.

**PLEDGE of ALLEGIANCE:** Recited by all.

**ROLL CALL:** Present – Ratkovich, Stamboulellis, Metz, Sanders, Nolte, and Scott. Absent – Sikkenga, with notice. Also present: Alexandra Dieck, Attorney; David Rohr, Director of Planning and Zoning, and Janis Miller, Recording Secretary.

### **SUPERVISOR'S REMARK/CONFLICT OF INTEREST:**

Supervisor Ratkovich remarked: **a)** she wished everyone a safe and happy Holiday and a Happy New Year; **b)** the Township will be closed on Dec 23<sup>rd</sup>, Dec 26<sup>th</sup>, Dec 30<sup>th</sup>, and January 2<sup>nd</sup>; **c)** the Open Space and Land Preservation Committee is giving way to a Board and they are seeking members; contact [lsanders@dextertownship.org](mailto:lsanders@dextertownship.org); **d)** Doug Armstrong has accepted the position of Fire Chief with the Dexter Area Fire Department; **e)** recognizing longtime Dexter Township resident and farmer Carl Lesser on his recent 98<sup>th</sup> birthday; **f)** thanked everyone who attended Kim Jordans retirement party with a shout out to Office Manager Abbie Norsworthy for an awesome job planning and executing; **g)** Pinckney Recreation is hiring for summer positions. No Board conflicts of interest.

### **1<sup>st</sup> CALL TO THE PUBLIC:**

Opened 6:04 pm

Bill Christian, Chestnut Drive, Chelsea

He wanted to clarify the foam collection program. He and his wife started a foam collection 3 years ago in their driveway, driving 3-4 loads of each Styrofoam collection to DART Industries in Okemos themselves. Over a year ago they were notified by WWRA that DART was bringing a truck [collection trailer] to WWRA's collection site across from the Chelsea Fairgrounds. They have collaborated with WWRA for about 7 collections in the last year and a half. The Christian's have a group of volunteers and continue to work with the Stamboulellis family. With miscommunication from WWRA about the January Styrofoam collection, they will collect one day in January in their driveway. Bill also mentioned that the Chelsea City Manager has offered them a location for the DART trailer, if the weather is good.

Closed 6:07

### **APPROVAL of the AGENDA:**

Clerk Stamboulellis requested a change to the wording in 9. New Business, C. Update on the *current Deputy* and finding a new Deputy Clerk.

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

**APPROVAL of the MINUTES: November 15, 2022**

Discussion: Page 3, under f. Summary of Clean-up Day put the word “approximately” in front of the dollar amount collected in donations.

Motion by Nolte to approve the regular meeting minutes as amended. Motion second by Metz. All ayes. Motion carried.

**BOARD APPOINTMENTS:**

**A. Re-appoint Board of Review Members**

Motion by Metz to reappoint Board of Review Members Lois Beerbaum, Ryan Doletzky, and David Diesing for the term December 31, 2022 to December 31, 2024. Motion second by Nolte. All ayes. Motion carried.

**B. Accept Charlie Taylor resignation from the Chelsea District Library Board**

Motion by Metz to accept Charlie Taylor’s resignation from the Chelsea District Library Board. Motion second by Sanders. All ayes. Motion carried.

**C. Introduce and appointment Bob Swistock to the Chelsea District Library Board**

Bob Swistock introduced himself by saying he had lived in the township for 41 years, was a business CFO type person, and had worked around the world. Library Director Lori Coryell had approached him about filling the Dexter Township vacancy on the Library Board.

Motion by Sanders to appoint Bob Swistock as the Dexter Township representative to the Chelsea District Library Board for a three-year term [January 1, 2023 to December 31, 2025]. Motion second by Metz. All ayes. Motion carried.

**ORAL REPORTS:**

**A. Discussion on Sheriff contract/public safety – Representatives from Sheriff’s department and DAFD**

Washtenaw County Sheriff’s representatives Lt. Al Hunt, and Police Service Commander Keith Flores, as well as Dexter Area Fire Department’s Lt. Mike Grissom and Fire Chief Doug Armstrong spoke regarding Police services.

Dexter City, Dexter Township, and Webster Township contract for 8 Deputies. Dexter City pays for 3 Deputies (plus an additional ½ Deputy paid by the schools), Dexter Township pays for 3 Deputies and Webster Township pays for 2 Deputies. The number of Deputies assigned to each is based on call volume. The Deputies work out of the Dexter Substation downtown Dexter with 2 assigned the AM shift (8:00 am – 4:00 pm), 3 assigned to the midday shift (4:00pm – 12:00am), and two assigned to the night shift (12:00 am – 8:00 am). All the speakers reiterated how important it was to have adequate police coverage and as the population is increasing so too should the number of officers. With many impending retirements the Washtenaw County Sheriff is hiring. Discussion of “Banked Hours” and how they try to be at zero hours by the end of the year. Trustee Nolte asked about traffic control on truck weight limits and if there could be a Deputy present for traffic control on Dexter Clean-up days.

Recess: 6:56 PM

Back in Session: 7:04 PM

**B. Dexter Senior Recreational Authority – Jim Carson**

Board President Jim Carson explained that the current Recreation Authority is Dexter Community Schools authority and not the Senior Center's authority. Due to the failed millage (confusion on what the millage actually funded), asked by the Dexter School's Recreation Authority, of which part was to help the Senior Center, the Dexter Senior Center is seeking their own Recreation Authority so they can raise funds for the Senior Center. In order to establish this authority, the Senior Center needed the approval of Dexter City Council, Dexter Township Board of Trustees, and Webster Township Board of Trustees. There is no cost to the municipalities but each will have 3 representatives on the Senior Center Recreational Authority Board. Dexter Senior Center was incorporated in 1969 without a sustainable funding source. With support from Dexter Schools ending and losing their facility due to the Encore Theatre purchasing the building they are in, the Senior Center needs a vehicle to raise funds hence their request for a Senior Center Recreational Authority. Jim said that the Senior Center Board is looking at 4 properties in the City of Dexter to move into. The suggested Bates Elementary is off the table as there is a growing preschool program and State Laws separate children and Seniors. The Board tabled further action pending more discussion and review.

- C. Planning Department Update / Director of Planning and Zoning – David Rohr  
Master Plan Steering Committee met Dec. 19<sup>th</sup>. The consultant is working on setting up public engagement. There still needs to be a youth engagement. A complete Master Plan draft could be available to the Board by the end of January 2023.
- D. Stantec Report for Multi Lakes Sewer Authority – Trustee Karen Nolte  
Multi Lakes is very appreciative to Dexter Township for funding the \$15,000 for the study. The Santec study brought forth that our pricing isn't too far out of range, had it been done in a more systematical way in the last ten years. Recommendations have been made for modifications to the vacuum system (one of two in the state). The study has also started the thought process, conversation on how to keep it going for another 20 years. The Multi Lakes Board is proactively looking into the future and is now discussing the debt payoff in 2028. Township contributed approximately \$160,000 in American Rescue Plan funds to MSLWA to replace Silver Lakes pump, Copper Meadows pump, and work on the wastewater treatment plant. Copper Meadows is still having pumping problems.

**OLD BUSINESS:**

- A. Approval of Washtenaw County Police Service Contract & Mental Health Grant – Supervisor Diane Ratkovich  
Two separate resolutions.  
Supervisor Ratkovich stated the motion: A motion to approve the Resolution approving amendment to Washtenaw County Police Service Contract. Trustee Scott so moved.  
Second by Treasurer Metz. Discussion: Resolution #22-656 supplied by Clerk. Supervisor Ratkovich stated the it was late in the game to make any changes [contract expired December 31<sup>st</sup>]. Attorney Alex Dieck summarized the contract: Police service contract was signed in 2012 through about 2018. An amendment was signed in 2018 which extended the contract another 4 years, taking us through 2026. The lower deputy cost was due to a grant the township received. Contractually the township is on the hook for the full cost of each deputy, whether the 2023 grant applied for is received or not. The millage does run out in 2024, to be voted on by the voters. The contract contains a termination provision with a 6-month termination period. Trustee Sanders: Possibility of changing the number of

deputies from 3 to 2. Trustee Scott: We need to engage with the other communities [Webster Township & Dexter City] starting now instead of when the contract is to expire.

Trustee Scott amended the motion: Move the approval of Washtenaw County Police Service contract which is Resolution #22-656. Metz seconded.

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

Supervisor Ratkovich was in a ZOOM meeting with the Sheriff and there is a Resolution approving the grant application for public safety and mental health, which is additional money. Resolution #22-657. Supervisor Ratkovich stated the motion: to approve Resolution #22-657. Trustee Scott so moved. Trustee Sanders seconded the motion. Roll Call Vote: Yea – Metz, Stamboulellis, Sanders, Scott, Nolte, and Ratkovich; Nays – None; Absent – Sikkenga. Motion carried 6-0.

B. Update on General Ledger – Clerk Michelle Stamboulellis

Clerk Stamboulellis said her office has been working with Heather Farmer, an accountant with Maner Costerisan. After familiarizing herself with our General Ledger she found a step that wasn't being performed; after journalizing payments the eft's (electronic fund transfers) were not being deducted, which has now been corrected to show accurate accounting and a ledger total. On Heather's third visit she worked with the Deputy Clerk making corrections from Auditor Rana Emmons, from the precious fiscal budget, and correcting some of journal entry codes. Heather's next visit will be to sit down with the Executives to make sure everyone is confident and can work together.

Concerns of Board:

Ratkovich – The last meeting you (Michelle) agreed you would be working with Heather to learn how to make these corrections and move forward with the General Ledger in good shape. With a Board vote of no confidence for the Deputy Clerk, he seems to be spending more time with Heather and you haven't been spending much time with her to learn how to make these adjustments yourself. With the commitment to replace the current Deputy Clerk, what happens when Heather leaves and there isn't anybody to do this?

Clerk Stamboulellis – Heather was working with me her first two visit's. Heather's third visit I was sitting in my chair and we were all communicating. She didn't need the Clerk's office for more than a couple of hours but worked with the Treasurer. She did go through the entire General Ledger with my Deputy Clerk.

Ratkovich – Still confused why you are having your Deputy coming in learning to do these things when a) you decided you are going to have a different Deputy Clerk and b) you said you were really looking forward to learning from her; and as far as I can access you really haven't picked up on that and spent the time with her to learn what she's doing.

Clerk Stamboulellis – My Deputy Clerk is my Deputy Clerk and although I am trying to have a replacement, the replacement is not here.

Ratkovich – I'm uncomfortable with the amount of money spent having Heather here and the lack of time I saw you spending with her and having your Deputy Clerk come in and be the one really engaged with her. It contradicts the reason we brought her in, and what you agreed to at our last meeting, which was to be engaged with her and learn from her.

Clerk Stamboulellis – The Deputy Clerk corrected, Rana Emmons our state auditor, some things from the previous fiscal year. When I hire a new Deputy, that absolutely fits the

standard of this office, this Deputy will be trained and I will be delegating certain responsibilities to my new Deputy. That is just how my office is going to go. The office of the Clerk is a very large job.

Nolte – Personally I don't have a lot of faith of what is coming out of the Clerk's office and any information and any reliability of documentation being stored in our township. It scares me that the minutes are not corrected on our website

Clerk Stamboulellis – All of the minutes are correct on the Dexter Township website, they are the Approved Minutes signed and sealed dating back to my first meeting dated November 17, 2020.

Nolte – This process is costing us thousands and thousands of dollars and we have a person working in the township that this Board has deemed not capable to really fulfill the job that is there. We're spending 16 -20 thousand dollars to correct the past years errors and yet that person still has fingers in our books. You're repeating the same errors. I don't see a lot of the corrections are happening. We're asking Dexter Township to lay out a whole lot of cash to fix things that have happened, and you're asking us to have faith in the same person who contributed to those errors.

Ratkovich – Heather says they have only done a small portion of what our scope of, what our contract was, because they had to go back to zero due to so many errors they had to fix.

Treasurer Metz – The first Deputy Clerk had a process in place and the two offices functioned very well. With the departure of that Deputy Clerk, and subsequent assistance from the Woodhill Group ended there was a huge divide and all those processes went away. Going forward there needs to be processes, we have to figure out who's doing what.

Nolte – I would like a report that the Clerk sat with her (Heather) and I know how to do this. I would love a report that you are assuming responsibility for the accuracy of this report, the accuracy of the bill runs, because ultimately you are the leader of that office.

Ratkovich – Do we have some measurable requirements that we would like Michelle to provide for us in a certain amount of time?

Nolte – I'd like to know when we are going to get an accurate General Ledger. These have been inaccurate for six months and we do not know our financial status, and as Trustee's our whole job is to hold the financial responsibility of Dexter Township. I can't do my job.

Clerk Stamboulellis - I will have an accurate General Ledger at the next board meeting and a description as to what happened to make it right.

Note: For the January Board meeting Clerk Stamboulellis will present an accurate General Ledger with a description as to what happened to make it right. Also requested by the Board is a complete breakdown of the General Election expenses.

Discussion of General Ledger & Budget: Clerk Stamboulellis answered questions.

C. Update on current Deputy and finding a new Deputy Clerk – Clerk Michelle Stamboulellis

**From Clerk Stamboulellis:**

**I have a letter to read this evening that I request to be added to the Minutes of the Board of Trustees Meeting December 20, 2022. I have sat quietly and complacent for far too long and I plan to address the accusations that have been made against my office and my Deputy Clerk along with update the Board in the attempt of finding a new Deputy.**

**Good Evening Residents of Dexter Township and Board of Trustees...**

Every month I plan to continue to fight for what is Right, Fight for what is Ethical, and Fight for what is Democratic and my Deputy Clerk having no compensation, for the past 4 months, fits all of the categories above and it is Wrong.

It's obvious that the Trustees present today – excluding Trustee Scott – made a choice and to obstruct the Clerk's office making it to where if my deputy had left his position I wouldn't have had a Certified and Qualified Deputy, legally required by Statute, and I wouldn't have been able to run the 2022 General Election for Dexter Township.

Each and everyone of you knew exactly what you were doing as Trustee Sikkenga stated in the November 2022 Board of Trustees Meeting last month – her exact words were “We assumed he would have quit after being stripped of compensation”. Those words indicate to me that the Board had already made the determination before the August 2022 Board of Trustees Meeting when my deputy was deemed not worthy of compensation.

First, I would like to state that all the Executives came into the Elected Positions - Clerk, Supervisor and Treasurer with the same level of expertise – no one had any experience in any of these departments. Because of our need for learning our unique positions we, under the recommendation of Trustee Sikkenga contracted with the Woodhill Group. They were supposedly the only consultants that specialized with this type of consulting services, we didn't attempt to seek any other RFP's (request for proposals) which I now know is not truthful because we have a current consultant firm, Manor Costerisan, working with Dexter Township presently that specializes with the same unique consulting services in all three of our positions.

Colleen Coogan, from the Woodhill Group, was hired as the Dexter Township Consultant to work in the office to cleanup and streamline our outdated processes, begin utilizing our software we have been paying for to its fullest potential and eliminating the receipt paper trail, investments, cash flow analysis, compliance reporting, review budget treasurer tax collection / disbursement and provide other resources and support where needed. Then work with all the Executives – Supervisor, Clerk and Treasurer with the changes and consult us on performing and understanding our Day-To-Day responsibilities budgeted up to \$7500.00.

I want to make it crystal clear to the community that Colleen Coogan from the Woodhill Group Never worked with the Clerk or Deputy Clerk, although the Woodhill Group stated on their contract, that they would review the BS&A financial program set up, data entry practices, and financial reporting and make recommendations to improve effectiveness and efficiency where needed along with interface with the General Ledger then supply support and consulting services as requested. I made many verbal requests along with email request for assistance that went ignored by the consultant. Week after week I informed the Executives in our meetings that Colleen Coogan was doing my job and continued to perform my General Ledger duties which I wanted back to my office and sadly my concerns went ignored. I was the only one that made a stand to no longer allow the Taxpayers of Dexter Township to continue to pay for a consultant who would not consult the Clerk's office, not only were the residents of Dexter Township paying me and my Deputy Clerk but continued to pay a consultant that was never going to leave. That was not the intention of her coming into Dexter Township and I highly doubt that was the intention of our constituents whom put us into office. Colleen Coogan through the Woodhill Group ended up grossing a total of \$44,454.50 from Dexter Township and never once consulted with the Clerk with the changes she had made to the General Ledger, the changes made to accounts, the changes made to the General Ledger Codes nor consulted to upload the new



fiscal 2022 budget into the General Ledger which should have been performed with the Clerk.

You blamed Zeroing out my Deputy's compensation due to inexperience with the General Ledger. I would like to take this opportunity to explain exactly what occurred with the General Ledger. From November 2021 – March 2022 my Deputy Clerk had no issues paying and coding invoices to accurate departments through our BS&A software, he would then journalize the payments and print out the Revenue and Expenditures Reports and Check Disbursements (check warrants) that each one of the Dexter Township Trustees, present today, ritually approved monthly with no questions. All of that changed when our new fiscal year budget of April 2022 was adopted, and I removed Colleen Coogan from having full access to the General Ledger. She should have never been granted full access I was instructed by BS&A and MTA to remove everyone but the Clerk's office from having full access. Because I removed her I had fingers pointed at me that I obstructed the WHG from finishing their job but on the contrary, I expressed to Colleen Coogan that she could absolutely complete her job with the Clerk as she should have done. I am responsible for the General Ledger not Colleen Coogan from the WHG, I am not sure if this board understands that, but I do. Because Colleen Coogan did not complete the changes, she made to the General Ledger Codes and save the changes in BS&A, every month when my Deputy would print out the monthly Trial and Expenditures Report, to code the monthly invoices to departments, the incorrect GL numbers were listed. This was NO fault of the Clerk's office but the fault of a consultant who didn't fulfill their job!

Once we realized what had occurred my Deputy and I took full accountability we pulled each receipt in the office from April 2022- August 2022, debiting and crediting all the incorrect coding and rerouting the charges to the correct departments. This work took 2 full weeks which my deputy did without any charge to the Dexter Township Taxpayers. Last month I humbly requested that my Deputy Clerk's salary be reinstated, and I was asked what the duties of the Deputy Clerk are and how many hours he works per week: The Clerk's office has many different facets and many unique duties which vary from day to day that far, far exceed the scope of the work in the Supervisors and Treasurers offices which is why the Clerk's office should be considered a full-time position. Those duties include but not limited to:

1099's, W2's, W4's, State and Federal Tax, Workers Comp Audits, Insurance Audits, Paychex/Payroll, Monthly Bill Pay, Elected Official / Staff Bills, General Ledger / General Ledger Maintenance, Minutes, Resolutions, FOIA'S, Filing, Record Retention.

Qualified Voter File – takes 15-20 hours per week – which consists of recording new registrations, marriages, name changes, gender changes, deaths, residents that move in and out of the township, those who split their time in Michigan and another state, sending new voter Id cards, making new Mastercard's for the office, and challenging voters who have moved.

Election Learning – weekly zooms, trainings and multiple seminars, throughout the year, to stay up to date with the constant changing laws and rules to run elections.

Elections – Running Special Elections / Primary Elections / General Elections and Presidential Elections. These tasks are equal to two full times jobs combined into a three-month period per election. The job duties are hiring election workers, following a timeline that includes notices, sending absentee voter applications, absentee voter ballots, initiating them in the QVF when they come back into the office, spoiling ballots, registering new voters and new voters whom move into our community, Election Commission Committee Meetings, Preliminary and Public Accuracy Testing for our Tabulators, SCANS and Touch

Writers, and the Clerk and Deputy are in office during election season from 8:30am – 4:30pm daily.

My deputy does not have a job description, I delegate the responsibilities that I need to be performed, which is the purpose of a deputy. The duties can change day to day, month to month. Duties that I delegate to my deputy on a monthly basis are to code all of the 3 monthly bill payments into BS&A (our general ledger), monthly Revenue and Expenditure Repots, creating monthly check disbursements reports, check warrants, printing all of the monthly checks and performing all of the Daily QVF (Qualified Voter File) responsibilities, along with the most important duty of the Clerk's office assisted me with two (2) certified successful elections.

As I expressed to the Board November 2022, I am seeking a new Deputy Clerk to assist me throughout the remainder of my term. My current Deputy Clerk was only planning on staying throughout the elections but is willing to stay until a suitable replacement is both found and fully trained. I have posted an ad in the Sun Times News, MTA, MAMC (Michigan Association of Municipal Clerks) and on our Dexter Township Website and I have not received any local or qualified applicants. Last week I asked our office manager to post a listing on Indeed (up to 20 resumes) and I have received 17 applicants, none of them having the qualifying strengths I am requiring. I have responded to three of the potential applicants and I have not received a response back.

I want to end this statement with reiterating how inappropriate it is that the Dexter Township Board of Trustees feel that it is acceptable to not compensate my Deputy when he does so much work for my office and continues to assist in its day-to-day functions.

So, the board can have discussion:

**I make a Motion to the Dexter Township Board of Trustees to Reinstate my Deputy Clerks compensation immediately beginning today December 20, 2022, at the compensation rate that he was making of \$25.00 per hour. Motion seconded by Sanders.**

Discussion: Trustee Scott stated that as he is new, he has no preexisting thoughts or experiences with the Clerk's office. There are dozens, hundreds, of township clerks across the state that perform, and are required to perform the exact same duties. It is a big job. I have to question as a Trustee, and someone who has to be a good steward of Dexter Township residents specifically finances, how you can name all of those things [refer to Clerk duties listed in letter above] knowing that the Board has had to approve large contracts to fix those issues in the office. By this, the other township clerks are not existing in the same realm. Other townships, with new clerks, I doubt are dealing with these types of issues. As a new Trustee without an accurate General Ledger I have no idea how I'm supposed to plan for next year. I appreciate you are doing this job at all. Clerks around the state are doing it [the job] without charging their residents tens of thousands of additional dollars to fix it. I believe that anyone who is doing work should be compensated for that work. There has to be some accountability, and some reflection, on what that means [holding township office] for every office. It's getting personal and our meetings need to focus on the facts of the matter. We are all here to figure it out and make sure the office is run correctly. My job is as a fiduciary and it is clear to me, we are spending far above and beyond the normal training. How much have we spent, in two years, on training for the Supervisor and Treasurer's Office versus the additional spending we've spent on the Clerk's office? What we really need to address is whether you recognize that there are issues and want to move forward with assistance and how are we doing that together?

Further discussion: Current resumes and hiring of a new Deputy Clerk.

Trustee Scott offers an amendment to the motion to reinstate the Deputy Clerks salary at \$25.00 an hour through the end of January 2023, pending the hiring of a new Deputy Clerk by that date.



Attorney Dieck says that would not work procedurally, tying a salary of the Deputy Clerk to an appointed position.

Roll Call Vote: Yea – Stamboulellis; Nays – Scott, Nolte, Metz, Sanders, Ratkovich;  
Absent – Sikkenga. Motion failed 0- 6.

### **NEW BUSINESS:**

A. Funding OSLP Committee purchase of development rights for the Monier property / letter of engagement with lawyer – Trustee Laura Sanders

Trustee Sanders asked OSLP Consultant Barry Lonik to update the Board. Barry stated the appraised price of the property was approximately \$544,000.00, with the OSLP Committee asking the Board to approve purchasing the development rights. The source of monies is: \$245,000.00 State Grant; \$240,000.00 Federal Grant; \$29,450.00 Washtenaw County Parks Grant; leaving the Dexter Township share of \$29,450.00.

Motion by Nolte to approve the OSLP expenditure of \$245,000.00 to the purchase the development rights to the Monier property, and authorize the Supervisor to sign all the documents regarding the purchase. Motion second by Stamboulellis.

Consultant Lonik clarification: To approve the OSLP's recommendation to expend \$29,450.00 of township funds for the purchase of the conservation easement on the Monier property, and to authorize the Supervisor to execute all associated documents.

Attorney Dieck: Yes, execute, negotiate, review, any and all documents to effectuate the purchase of development rights.

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

### **AUTHORIZATION of PAYMENTS** – Treasurer Metz

Motion by Metz to approve payments for: General Fund \$78,772.89, Fire Fund \$179,940.62, Police Fund \$41,376.51, Open Space and Land Preservation \$370.00, General Agency \$933.00 and Payroll \$34,301.39; for a grand total, including gross payroll, of \$335,694.41. Motion second by Nolte.

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

### **2nd CALL TO THE PUBLIC:**

Opened 9:49 PM

Lt. Mike Grissom said it was scary to talk of fewer deputies covering Dexter Township and encouraged the Board collaborate with Webster Township regarding more complete police coverage.

Closed 9:56 PM

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

Trustee Scott said he would be willing to work with Clerk Michelle on anything that's helpful and to try to get to a place where we can provide compensation to the Deputy Clerk.

### **FUTURE AGENDA ITEMS:**

- i) Create a policy for threshold expenditures
- ii) Create a policy for RFP's
- iii) Property fraud protection
- iv) Dexter Senior Center Recreation Authority

### **ADJOURNMENT:**

Motion by Metz to adjourn the meeting. Motion second by Nolte. All ayes. Motion carried

The meeting was adjourned at 9:58 PM.

Respectfully Submitted,

Michelle Stamboulellis, Clerk  
Dexter Township

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I, THE UNDERSIGNED, MICHELLE STAMBOULELLIS, THE DULY QUALIFIED CLERK FOR THE TOWNSHIP OF DEXTER, WASHTENAW COUNTY, MICHIGAN, DO HEREBY CERTIFY THAT THE FORGOING IS A TRUE AND COMPLETE COPY OF CERTAIN PROCEEDINGS TAKEN BY THE DEXTER TOWNSHIP BOARD OF TRUSTEES AT A REGULAR BOARD MEETING HELD ON THE 20<sup>TH</sup> DAY OF DECEMBER 2022 AND THAT THE FORGOING MINUTES ARE THE DRAFT MINUTES FOR THE MEETING HELD ON THE 20, DAY OF DECEMBER 2022.

MICHELLE STAMBOULELLIS, CLERK, DEXTER TOWNSHIP

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# DEXTER TOWNSHIP

## AGENDA ITEM SUMMARY

### MEETING OF: Township Board of Trustees Meeting – December 2022

**Agenda Item Title:**

Property Fraud Protection for Dexter Township residents – discussion

**Recommended by:**

Karen Nolte

**Explanation of Agenda Item:**

This topic came to me from Larry Coates, a Dexter Township resident. His example is from Orlando Florida and is a method to assist residents from becoming victims of fraud and property theft.

Since our township has a substantial number of “snow birds” and properties being left empty for periods of time, I do believe this topic is worth exploring and possibly implanting in 2023. Timely as we begin to set our 2023 budget guidelines since resources would be needed to implement.

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

**Attachments:**

Cover memo

**Staff Comments:**

## Memo

To: Dexter Twp Board of Trustees  
From: Karen Nolte  
Re: Property Fraud Protection for Dexter Twp residents  
Date: December 8, 2023

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Please allow this to serve as an initial starting point of conversation(s). A resident of Dexter Twp, Larry Coates, brought forth this topic to me. He is a snowbird, splitting his time between Michigan and Florida. His county in Florida (Orange Co) has a property fraud program where the resident enrolls and if/when any action occurs on their property, they are sent an alert email making them aware of any deed changes or sales action.

Currently Washtenaw County has an alert system in which a resident may enroll (<https://www.washtenaw.org//deeds>). However, this alert system is name based not address based. The County system will send an alert (after you enroll) if any action occurs on your name. If you have a common name, you may receive 100's of alerts, since it is name based and sent on any action involving your name. Effectively reducing the impact of the alert.

I would recommend that we explore installing an address alert system with Dexter Township, notifying residents of deed changes or sales action on their property. A few action steps needed:

- More exploration on topic
- Financial considerations and quote on IT development
- Residents would have to enroll into the protection service and supply their email address
- Legal considerations – liability waiver when enrolling
- Internal processes

The alerts would be an “after the fact” since the township received deed notifications upon completion, this is also the case in Orange County, Florida. With that said, the quicker the notification the better for the homeowner to act prior to a “squatting” occurrence happening.

Fraud is real in this day and age, and I believe this would be an enhanced tool for our residents protection. With a little effort, we may know the costs involved prior to finalizing our 2023 budget.



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## MEMORANDUM

**TO:** Dexter Charter Township  
**FROM:** Bodman PLC  
**DATE:** December 6, 2022  
**SUBJECT:** Review of Recreational Authorities Act

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Dexter Charter Township has been asked to enter an agreement establishing a recreational authority under Michigan law. This memorandum provides a brief overview of the Recreational Authorities Act and its application.

### BACKGROUND

Dexter Charter Township (the “Township”) has been asked to sign a proposed set of Articles of Incorporation for the Dexter Seniors Recreational Authority (the “Articles of Incorporation,” attached here as Exhibit A). The Articles of Incorporation would establish a recreational authority encompassing the City of Dexter, the Township of Webster, and portions of the Township. The purpose of the proposed authority is to allow the Dexter Senior Center to apply for funding to purchase, build and develop, or otherwise acquire a new facility. This memorandum provides a brief overview of (1) how a recreational authority operates under Michigan law, (2) how a recreational authority can obtain funding, (3) the Township’s obligations under the proposed Articles of Incorporation, and (4) an outline of next steps if the Township pursues establishment of the proposed authority.

### SUMMARY

#### *(1) Definition and Operation*

The Recreational Authorities Act (the “Act”), MCL 123.1132 *et seq.*, allows two or more municipalities to establish a recreational authority to facilitate the acquisition, construction, operation, maintenance, or improvement of one of the following: public swimming pool, public recreation center, public auditorium, public conference center, public park, public museum, public historical farm. MCL 123.1135. A recreational authority is empowered to engage in a variety of activities, such as acquiring and holding property; applying for and accepting grants or contributions from individuals or governments; hire staff; provide for maintenance of property; assess and collect fees for services provided; receive revenue as appropriated by the state legislature or participating municipalities; and enter contracts necessary to or incidental to the accomplishment of its purposes. MCL 123.1139.

To create a recreational authority, the participating municipalities must draft articles of incorporation that describe the name of the authority, the names of the participating municipalities, a description of the territory within the authority, and the size, method of selection, and qualifications of the governing board of the authority. The articles of incorporation must be approved by a majority vote of the members serving on the legislative body of each municipality. Before the articles of incorporation are adopted, they must be published in a local newspaper within each participating municipality. The approved articles of incorporation must be filed with the secretary of state by the clerk of the last participating municipality to adopt them. MCL 123.1135.

## **(2) Funding**

The Act describes a number of ways for an authority to acquire funding, including grants, fees, revenue appropriated by the state legislature or participating municipalities. The Act also provides for three methods of revenue generation that a municipality can choose to employ: (i) a tax levy, (ii) issuing bonds for specific projects, and (iii) general obligation tax bonds.

An authority may levy a tax of not more than 1 mill for a period of not more than 20 years on all of the taxable property within the territory in order to acquire, construct, operate, maintain, and/or improve a public swimming pool, public recreation center, public auditorium, public conference center, or public park. Note that this tax would apply to *all* taxable property within the territory. ***To do so, the board must pass a resolution authorizing the levy to go on the ballot.*** Then, a majority of voters in each of the participating municipalities must approve. MCL 123.1141. The statute provides for specific information on providing ballots, certifying results, etc. If the tax passes, it is then collected with county taxes. MCL 123.1151

An authority may also borrow money and issue bonds or notes to finance the acquisition, improvement, or construction of a specific project. This cannot exceed 2 mills of the taxable value of the taxable property within the district as determined under 27a of the general property tax act. A tax levied to pay a bond or note cannot exceed five years without approval of a majority of voters in each of the participating municipalities. MCL 123.1151.

Finally, an authority may issue general obligation tax bonds. This type of bond is not linked to a specific project. The board must approve a resolution authorizing the tax bond to go on the ballot. A majority of electors in each of the participating municipalities must approve. If the bond passes, the board authorizes and levies the taxes necessary to pay the principal of and interest on the bonds. MCL 123.1153.

## **(3) Township Obligations**

The Articles of Incorporation would create an authority to be known as the Dexter Seniors Recreational Authority (the “Authority”). The Township, the City of Dexter, and the Township of Webster would be the participating municipalities. Note that while the territory covered by the authority would include all of the City of Dexter and Township of Webster, only portions of the Township would be included in the territory covered by the authority. The draft Articles of Incorporation contain a note that a map will be included as an exhibit to the articles of incorporation.

The Articles of Incorporation make reference to a tax levy as an initial funding mechanism. This tax, if approved, would apply to all of the portions of the Township that are part of the Authority. Note, however, that the Authority retains all rights and powers under the Act, and could choose in future to pursue different funding options.

If a tax is not approved by November 2024, the Authority will be dissolved automatically 60 days after the election date, unless the participating municipalities choose to extend its duration. If a tax is approved by the voters, the Authority shall continue as long as the millage remains in effect. The Township would not be permitted to withdraw from the Authority during a period in which the Authority has been authorized to levy a tax.

The Articles of Incorporation obligate the Township to appoint three members to a nine member board of directors. At least one of these members must be a member of the Dexter Township Board of

Trustees. In general, the directors will serve three year terms, but the initial terms will be staggered. The Articles of Incorporation provide detailed information regarding the duties of board members.

#### ***(4) Steps to Establishing the Authority***

Currently, creation of the Authority is at the very initial stages. The following steps must take place in order to create the Authority:

- (1) The Board should discuss the need and desire for a new senior center, and consult with the Township Attorney on any questions regarding the Articles of Incorporation.
- (2) If the Township chooses to proceed, it should arrange for the Articles of Incorporation to be published in the *Dexter Sun Times*, as required by the Act.
- (3) After publication, the Township can approve the Articles of Incorporation by a majority vote of the Board.
- (4) The Township Clerk should then sign the Articles of Incorporation to indicate the Township has approved.
- (5) If the Articles of Incorporation are approved by the Township, as well as by Webster Township and the City of Dexter, the Articles of Incorporation must be filed with the secretary of state by the clerk of whichever municipality adopted the Articles of Incorporation last.

After the Authority is created, if it chooses to pursue a tax, the following steps would take place:

- (1) The Board would need to pass a resolution to approve placing the millage on the ballot.
- (2) Voters in the Township would vote. The election is conducted by Township election officials.
- (3) If approved by the voters, the tax is then collected with county taxes.

# Exhibit A

## ARTICLES OF INCORPORATION

### FOR

### THE DEXTER SENIORS RECREATIONAL AUTHORITY

These Articles of Incorporation are adopted, signed, and acknowledged by the incorporating units for the purpose of forming a recreational authority under the provisions of Act No. 321, Public Acts of 2000 (the "Recreational Authorities Act").

#### ARTICLE I

##### NAME

This authority shall be known as the DEXTER SENIORS RECREATIONAL AUTHORITY,  
hereafter referred to as the Authority.

#### ARTICLE II

##### PARTICIPATING MUNICIPALITIES

The participating municipalities are the City of Dexter, a Michigan municipal corporation, the Township of Dexter, a Michigan municipal corporation and the Township of Webster, a Michigan municipal corporation. They are hereafter referred to as the participating municipalities.

#### ARTICLE III

##### PURPOSE

The Authority is incorporated for the purpose of the acquisition, construction, operation, maintenance, or improvement of public recreation centers, public parks, and public conference centers as may be acquired by the Authority or as may be transferred to it by a participating municipality. The Authority may donate, sell, lease or transfer any such facilities so acquired only to a participating municipality. Other than as limited by these Articles, the Authority is incorporated for all purposes as stated in the Recreational Authorities Act, as limited by these Articles and any subsequent amendments.



## ARTICLE IV

### DURATION

The Authority shall be automatically dissolved within sixty (60) days from and after the election date if the electors of the Authority fail to approve a public recreation tax on all of the taxable property within the territory of the Authority by November 2024. Notwithstanding the foregoing, if the participating municipalities, acting through their respective governing bodies within such sixty (60) day period, elect to extend its duration, then the Authority shall continue for so long as then specified by the participating municipalities. If the electors so approve such tax, the Authority's duration shall continue for so long as an approved millage remains in effect.

## ARTICLE V

### TERRITORY

The territory of the Authority shall be the corporate boundaries of the City of Dexter, the Township of Webster and the Township of Dexter.

## ARTICLE VI

### POWERS AND DUTIES

Section 1 The Authority shall be an authority under Section 6 of Article IX of the State Constitution of 1963. It shall be a body corporate with power to sue and be sued in any court of the State of Michigan. It shall have the powers and duties as established by the Recreational Authorities Act and incidental thereto. MCL 123.1131.

Section 2 The Authority and the participating municipalities shall have the power to acquire and hold, by purchase, lease, option, grant, gift, devise, land contract, installment purchase contract, bequest, or other legal means, real and personal property inside or outside the territory of the Authority. The property may include franchises, easements, or rights of way on, under, or above any property. The Authority may pay for the property from, or pledge for the payment of the property, revenue of the Authority.

Section 3 The Authority shall have the power to donate, sell, lease or otherwise transfer its

property or any part thereof or interest therein to one or any of the participating municipalities or to any other person or entity upon approval of the participating municipalities.

Section 4 The Authority shall have the power to apply for and accept grants and contributions from individuals, the federal government or any of its agencies, the State of Michigan, a municipality, or other public or private agencies to be used for any of the purposes of the Authority.

Section 5 Before adopting by resolution a proposal for a tax authorized by the Recreational Authority Act, the proposed resolution shall be submitted to the participating municipalities and not less than 45 days be allowed for their consideration and comment.

Section 6 The Authority shall operate on a July 1 - June 30 fiscal year and the annual operating budgets shall be submitted to the participating municipalities for review and approval.

Section 7 The Authority shall have the power to hire full-time or part-time employees and retain professional services.

Section 8 The Authority shall have the power to provide for the maintenance of all of the real and personal property of the Authority.

Section 9 The Authority shall have the power to assess and collect fees for services provided by and expenses incurred by the Authority.

Section 10 The Authority shall have the power to receive revenue as appropriated by the legislature of the State of Michigan or a participating municipality.

Section 11 The Authority shall have the power to enter into contracts incidental to or necessary for the accomplishment of the purposes of the Authority.

Section 12 The Authority's operation of public facilities shall be limited to only those public facilities and lands that it has acquired or that have been transferred to the Authority by a participating municipality. Nothing in these Articles shall obligate a participating municipality to transfer any park, recreation center, or any land or interest therein to the Authority.

## ARTICLE VII

### GOVERNING BODY - OFFICERS

Section 1 The Authority shall be directed and governed by a board of directors of nine members known as the "Board", three members to be appointed by the City Council of the City of Dexter, three members to be appointed by the Township of Dexter, and three members to be appointed by the Township of Webster.

Section 2 Members of the legislative body of a participating municipality are eligible for membership or appointment to the Board. At least one (1) member of each participating municipality's legislative body shall be appointed to the Board. Each member of the Board shall be a resident of the participating municipality that appoints that member..

Section 3 The terms of the directors shall be three years. The initial terms of the directors constituting the first Board shall be staggered as follows:

- a. For the three directors appointed by the City of Dexter:
  - One director shall serve a one-year term.
  - One director shall serve a two-year term.
  - One director shall serve a three-year term.
- b. For the three directors appointed by the Township of Dexter:
  - One director shall serve a one-year term.
  - One director shall serve a two-year term.
  - One director shall serve a three-year term.
- c. For the three directors appointed by the Township of Webster:
  - One director shall serve a one-year term.
  - One director shall serve a two-year term.
  - One director shall serve a three-year term.

Section 4 The Board shall designate one of the directors as Chairperson, another of the directors as Secretary, and another as Treasurer.

Section 5 The Board shall adopt and amend by-laws including rules of procedure consistent with

the provisions of the Recreational Authorities Act. The by-laws shall provide for regular meetings of the Board, not less frequent than quarterly. The by-laws and any amendment to them shall not be effective until approved by the each of the participating municipalities.

Section 6 The Chairperson shall preside at meetings of the Board and may sign and execute all Authority-authorized bonds, contracts, and other obligation in the name of the Authority. The Chairperson shall do and perform such other duties as may be fixed by the by-laws and from to time to time assigned by the Board.

Section 7 The Secretary shall perform all the duties fixed by the by-laws. The Secretary shall preside at meetings of the Board in the absence of the Chairperson.

Section 8 The Treasurer shall perform all duties fixed by the by-laws. The Treasurer shall be bonded for the faithful discharge of the duties as Treasurer, the bond to be of such character, form, and in such amount as the Board may require.

Section 9 No member of the Board shall receive compensation for services as a member of the Board but is entitled to reimbursement for reasonable expenses, including expenses for travel authorized by the Board incurred in the discharge of the directors' duties.

Section 10 Vacancies occurring in the office of director shall be filled by the participating municipality or other entity having appointed the vacated director position. Vacancies shall be filled within 30 days of the vacancy for the remainder of the unexpired term.

Section 11 A director may be removed from office as provided by and in accordance with the Recreational Authorities Act.

## ARTICLE VIII

### PUBLIC BODY

The Authority is a public body and shall comply with the requirements of the Michigan Open Meetings Act, Act 267 of the Public Acts of 1976, as amended, and the Freedom of Information Act, Act 442 of the Public Acts of 1976, as amended.

## ARTICLE IX

### PUBLICATION

A copy of these Articles of Incorporation shall be published once in *The Sun Times*, being a newspaper circulated within the participating municipalities prior to adoption by the participating municipalities.

## ARTICLE X

ADDITION OR WITHDRAWAL OF PARTICIPATING MUNICIPALITIES Section 1 A municipality may become a participating municipality in the Authority only upon an affirmative vote of the legislative bodies of the existing participating municipalities and the proposed participating municipality. If the Authority has been authorized to levy a tax, the addition of another participating municipality shall be contingent upon approval by the electors of the proposed municipality of a tax equivalent to that which the Authority has been authorized to levy.

Section 2 A participating municipality may withdraw from the Authority on an affirmative vote of the legislative body of each participating municipality. However, in no event shall a participating municipality withdraw from the Authority during the period for which the Authority has been authorized to levy a tax by the electors of the Authority.

## ARTICLE XI

### AMENDMENT

Amendments to these Articles of Incorporation shall be made only as authorized by the Recreational Authorities Act. Amendments shall be published in *The Sun Times* before adoption.

## ARTICLE XII

### EFFECTIVE DATE

These Articles of Incorporation shall become effective and be in full force and effect upon filing



with the Secretary of State.

IN WITNESS WHEREOF, the participating municipalities have adopted and authorized to be executed these Articles of Incorporation, on behalf of the City of Dexter, by the Mayor and the City Clerk, the Township of Dexter, by the Supervisor and Township Clerk, and the Township of Webster, by the Supervisor and the Township Clerk.

CITY OF DEXTER, a Michigan  
municipal corporation.

Mayor

, City Clerk

TOWNSHIP OF DEXTER,  
a Michigan municipal corporation.

Supervisor,

Township Clerk

TOWNSHIP OF WEBSTER,  
a Michigan municipal corporation.

Supervisor,

Township Clerk

The foregoing Articles of Incorporation were adopted by the City Commission of the City of Dexter, Michigan, at a regular scheduled meeting on the \_\_\_\_ day of \_\_\_\_\_.

Dated: \_\_\_\_\_

Justin Breyer, City Clerk

The foregoing Articles of Incorporation were adopted by the Township of Dexter Board at a regular meeting duly held on the\_\_\_\_day of\_\_\_\_\_.

Dated: \_\_\_\_\_  
\_\_\_\_\_, Township Clerk

The foregoing Articles of Incorporation were adopted by the Township of Dexter Board at a regular meeting duly held on the\_\_\_\_day of\_\_\_\_\_.

Dated: \_\_\_\_\_  
\_\_\_\_\_, Township Clerk

Published in the *Dexter Sun Times* on\_\_\_\_\_.

Filed with the Secretary of State on\_\_\_\_\_.

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# CERTIFICATION OF ELECTION INSPECTORS

FOR THE GENERLA ELECTION  
TO BE HELD ON November 8, 2022

PREC	FULL NAME (Chairperson Listed First)	ADDRESS (CITY, STATE, ZIP)	PARTY PREFERENCE
	<b>PRECINCT #1</b>		
<b>1</b>	<b>Meilke, Debra (Chair) 6a-10:30pm</b>	<b>14282 N. Lake Rd. Gregory, MI. 48137</b>	<b>D</b>
1	Vecchio, Janet * 6a-10:30pm	3154 Fieldstone Drive, Dexter, MI. 48130	<b>D</b>
1	Lofgren, Dan * 2pm-7pm	14282 N. Lake Rd. Gregory, MI. 48137	<b>R</b>
1	Bowles, Kim * 6a-10:30pm	9574 Winston Rd. Dexter, MI. 48130	<b>R</b>
1	Steptoe, David * 6a-10pm	9563 Huron Creek Dr, Dexter, MI. 48130	<b>D</b>
1	Burch, Maureen* 6a-10:30pm	9914 Horseshoe Bend, Dexter, MI. 4830	<b>R</b>
	<b>PRECINCT #2</b>		
<b>2</b>	<b>Stamboulellis Alex (Chair) *6a-11pm</b>	<b>5985 Madden Rd. Dexter, MI. 48130</b>	<b>R</b>
2	Estill, James * 6a10:30pm	9511 Huron Creek Dr. Dexter, MI. 48130	<b>D</b>
2	Beerbaum, Lois * 9am-10:30pm	9897 Fleming Rd. Dexter, MI. 48130	<b>R</b>
2	Patel, Heidi * 6am-2pm	7095 Ridge Line Circle. Dexter, MI. 48130	<b>D</b>
2	Schmidt, Thersea * 12pm-8pm	8760 Dexter Townhall Rd, Dexter, MI. 48130	<b>D</b>
2	Baum, Chris * 6a-11pm	11204 Golden Ave, Commerce TWP. 48390	<b>D</b>
2	Sadler, Nicholas * 6a-10:30pm	Dexter, MI. 48130	<b>R</b>
	<b>PRECINCT #3</b>		
<b>3</b>	<b>Burch, Steve (Chair) * 6a:10:30pm,</b>	<b>9914 Horseshoe Bend, Dexter, MI. 48130</b>	<b>R</b>
3	Hanosh, Stefan * 6:30a-10pm	3750 Miller Road, Ann Arbor, MI. 48103	<b>D</b>
3	Layher, Mary * 6a-10:30pm	9377 Hidden Lake Cir. Dexter, MI. 48130	<b>R</b>
3	Quagliata, Jill * 6am-10:30pm (2)	8974 Dexter Pinckney Road, Dexter MI. 48130	<b>R</b>
3	Swantek, Susan * 6a-10:30pm	3205 Chamberlain Cir SCIO Twp, MI. 48108	<b>D</b>
	<b>RECEIVING BOARD</b>		
	Stamboulellis, Nicholas 6pm-11pm	5985 Madden Road, Dexter, MI. 48130	<b>R</b>
	Collier, Sarah * 10pm-11pm	1623 Sheffield Drive, Ypsilanti, MI. 18198	<b>D</b>
	<b>AVCB</b>		
<b>AVCB</b>	<b>Collier, Sarah * 6am-10pm</b>	1623 Sheffield Drive, Ypsilanti, MI. 48198	
AVCB	Yager, Sue * 6am-10pm	6363 Sterling Trail, Dexter, MI. 48130	<b>R</b>
AVCB	Warner, Marylin * 6am-10pm	13787 Waterloo Road, Dexter, MI. 48130	<b>D</b>
AVCB	Olexa, Mark * 6am-10pm	3536 Dover Road, Dexter, MI. 48130	<b>R</b>
AVCB	Norman, Terri * 6am-10pm	14050 Edgewater Drive Gregory, MI. 48137	<b>D</b>
AVCB	Cottrell, Stephanie * 6am-10pm	5239 McGuiness Road, Dexter, MI. 48130	<b>R</b>
AVCB	Nohr, Kathy * 6am-10pm	8023 Trail Ridge, Dexter, MI. 48130	<b>D</b>
AVCB	Shay, Kenneth * 6am-10pm	4084 S. Michaels Road, Ann Arbor, MI. 48103	<b>D</b>

I hereby certify that the above persons have been appointed by the election commission to serve as election inspectors at the abovenamed election.

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Note: MCL 168.677 requires each inspector must submit application indicating their party preference (Republican, Democratic or Minor Political party currently qualified to be on the ballot). "Independent" does not qualify.

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**Michelle Stamboulellis, Township Clerk**  
**Dexter Township**

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**October 11, 2022**

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Date

**Training Completed - Through The County – Primary 2022:**

**ALL TRAINING IS 3 HOURS PAID**

**July 18, 2022:** Lois Beerbaum, Dave Steptoe, Debra Mielke, Nicholas Stamboulellis

**July 19, 2022:** Jennifer France, Janis Miller, Mary Layher

**July 20, 2022:** Susan Swantek, Chris Baum, James Estill

**July 26, 2022:** Kenneth Shay, Alex Stamboulellis, Carol Seeburger

**July 27, 2022:** Heide Patel, Stefan Hanosh

**July 28, 2022:** Janis Miller, Theresa Schnidt, Michelle Stamboulellis

**Online Training:** Anthony Wilson, Tracey Zaleski

**Training Required Be Taken - Through The County – General 2022:**

**ALL TRAINING IS 3 HOURS PAID**

**October 11, 2022:** Kathy Nohr, Brian Hickey,

**October 12, 2022:** Kim Bowles, Terri Norman

**October 13, 2022:**

**October 18, 2022:** Steve Burch, Maureen Burch

**October 19, 2022:** Janet Vicchio, Mike Vicchio,

**October 20, 2022:**

**October 25, 2022:** Jill Quagliata, Daniel Lafgrren

**October 27, 2022:** Sue Yager,

**Dexter Township Election Pay  
November 8, 2022 General Election**

Name	Training Time	Election Time	Time In/Out	Total Hours	Pay Rate	Hourly Total Pay	Break	Rate	Mileage Pay	Parking	Total Pay	
<b>PRECINCT #1</b>												
Meilke, Debra		16.50	6a-10:30p	16.50	\$ 16.00	\$264.00		\$0.625	\$0.00		\$264.00	
Vecchio, Janet	3.00	16.50	6a-10:30p	19.50	\$ 15.00	\$292.50		\$0.625	\$0.00		\$292.50	
Steptoe, David		16.00	6a-10:00p	16.00	\$15.00	\$240.00		\$0.625	\$0.00		\$240.00	
Burch, Maureen	3.00	16.50	6a-10:30p	19.50	\$15.00	\$315.00		\$0.625	\$0.00		\$315.00	
Bowles, Kim	3.00	16.50	6a-10:30p	19.50	\$15.00	\$315.00		\$0.625	\$0.00		\$315.00	
Lofgren, Dan	3.00	5.00	2p-7p	8.00	\$15.00	\$120.00		\$0.625	\$0.00		\$120.00	
<b>PRECINCT #2</b>												
Stamboulellis, Alex		17.00	6a-11p	17.00	\$ 16.00	\$272.00		\$0.625	\$0.00		\$272.00	
Estill, James		16.50	6a-10:30p	16.50	\$ 15.00	\$247.50		\$0.625	\$0.00		\$247.50	
Beerbaum, Lois		13.50	9a-10:30p	13.50	\$ 15.00	\$202.50		\$0.625	\$0.00		\$202.50	
Patel, Heidi		8.00	6a-2p	8.00	\$ 15.00	\$120.00		\$0.625	\$0.00		\$120.00	
Baum, Chris		17.00	6a-11p	17.00	\$15.00	\$255.00		\$0.625	\$0.00		\$255.00	
Schmidt, Thersea		7.00	1p-8p	7.00	\$15.00	\$105.00		\$0.625	\$0.00		\$105.00	
Sadler, Nicholas	3.00	16.50	6a-10:30p	19.50	\$15.00	\$292.50		\$0.625	\$0.00		\$292.50	
<b>PRECINCT #3</b>												
Burch, Steve	3.00	16.50	6a-10:30p	19.50	\$ 16.00	\$312.00		\$0.625	\$0.00		\$312.00	
Hanosh, Stefan		15.50	6:30a-10p	15.50	\$ 15.00	\$232.50		\$0.625	\$0.00		\$232.50	
Layher, Mary		16.50	6a-10:30p	16.50	\$ 15.00	\$247.50		\$0.625	\$0.00		\$247.50	
Quagilita, Jill		14.50	6a-10:30a	14.50	\$15.00	\$217.50	2hr	\$0.625	\$0.00		\$217.50	
Swantek, Susan		16.50	6a-10:30p	16.50	\$15.00	\$247.50		\$0.625	\$0.00		\$247.50	
<b>RECEIVING BOARD</b>												
Stamboulellis, Nicholas		5.00	6p-11p	5.00		\$75.00		\$0.625	\$0.00		\$75.00	
Collier, Sarah		1.00	10p-11p	1.00		\$15.00		\$0.625	\$0.00		\$15.00	
<b>AVCB</b>												
Collier, Sarah	3.00	16.00	6a-10p	19.00	\$16.00	\$304.00		\$0.625	\$0.00		\$304.00	
Yager, Sue	3.00	16.00	6a-10p	19.00	\$15.00	\$285.00		\$0.625	\$0.00		\$285.00	
Olexa, Mark		16.00	6a-10p	16.00	\$15.00	\$240.00		\$0.625	\$0.00		\$240.00	
Warner, Marilyn		16.00	6a-10p	16.00	\$15.00	\$240.00		\$0.625	\$0.00		\$240.00	
Norman, Terri	3.00	16.00	6a-10p	19.00	\$15.00	\$285.00		\$0.625	\$0.00		\$285.00	
Cottrell, Stephanie	3.00	16.00	6a-10p	19.00	\$15.00	\$285.00		\$0.625	\$0.00		\$285.00	
Nohr, Kathy	3.00	16.00	6a-10p	19.00	\$15.00	\$285.00		\$0.625	\$0.00		\$285.00	
Shay, Kenneth		16.00	6a-10p	16.00	\$15.00	\$240.00		\$0.625	\$0.00		\$240.00	
<b>TOTAL</b>						\$6,552.00			\$0.00		\$6,552.00	

## **General Election Timeline – from beginning of General Election:**

1. Convene Election Commission - Supervisor, Treasurer, Clerk
  - a. September 2, 2022
2. Ballot Proof for General Election
  - a. Sent Ballot Proof Checklist to Washtenaw County – September 7, 2022
3. Submitted Dexter Township Ballot Order
  - a. Confirmation stapled
4. Ordered Test Decks - Spectrum Printers
  - a. September 9, 2022
5. Set up Precinct 1, Precinct 2, Precinct 3 Pink, Precinct 3 Dex
6. Set up Hours of Operation for Dexter Township Elections / Saturday Before General in QVF
  - a. Monday, Tuesday, Wednesday, Thursday – 8:30am-4:30pm
  - b. Saturday Before General Election Hours – 8:30am-4:30pm
7. Precinct Kits Ordered – Jennifer Dropping – Washtenaw County – September 13, 2022
  - a. (3) Three Precinct Supply Kits with Poll Book Binder
  - b. (1) Counting Board Kit with AV Poll Book Binder
8. Hart vDrive Order – September 13, 2022
  - a. Delivered to Washtenaw County Clerk's Office to be loaded with election
9. Election Inspectors – Confirmed to Serve and Scheduled Training
  - a. 1 Chair + 5 Election Workers Per Precinct (1, 2, and 3)
  - b. 6 Absentee Voter Counting Board Workers
  - c. 2 Receiving Board Workers
  - d. 6 Alternates
10. Absentee Voter Ballots Have Arrived September 19, 2022.
11. Text Decks were delivered September 20, 2022.
12. Military AV Ballots will be sent this Saturday, September 24, 2022.

All Dexter Township Absentee Voter Ballots went into the mail September 29<sup>th</sup>

The Election Commission Committee met October 11<sup>th</sup> and voted to approve

- a. Election Inspectors and Absentee Voting Counting Board Workers
  1. Which we have 7 per precinct for all 3 precincts and AVCB
- b. Approved the Public Accuracy Testing Date for November 1<sup>st</sup>

We have many residents, who go South for winter, spoiling their ballots that choose not to go to Florida this year due to the hurricane

To Date: We have received 508 and I anticipate there being over 2,000 Absentee Voter ballots for the General Election

October 19<sup>th</sup> the new election equipment – computers / scanners / printer will be delivered and maintenance.

All appropriate notices have been published.

**\*\*We have equal numbers of Democrats and Republicans Serving our Elections\*\***

## **General Election Timeline from last BOT Meeting:**

1. Began the process of counting Absentee Ballots Daily, by precinct, and checking the numbers on the physical ballot to the daily reports generated from QVF.
2. Dexter Township had our Public Accuracy Testing November 1, 2022 which was approved Tuesday October 11, 2022 by the Election Commission Committee and publicized in the SunTimes News.
  - a. Those in attendance was the Dexter Township Deputy Clerk, Treasurer Metz, Janis Miller, League of Women Voters Jean Dean, and a local resident Lois Beerbaum whom has also served as an election worker.
  - b. It is mandatory that the entirety of the Election Commission Committee the Supervisor, Clerk and Treasurer be in attendance for the Public Accuracy Testing – those of whom serve on the Election Commission Committee whom were present was myself the Clerk and Treasurer Metz.
3. Invited my Precinct #1 and Precinct #3 Election Workers, on Wednesday November 2<sup>nd</sup>, to come and help “volunteer” setting up the Election room at the Township Hall for voting day and invited my Precinct #2 Election Workers to come and help “volunteer” setting up the Election room at the Dexter Township Fire Department. Friday November 4<sup>th</sup> the entirety of the AVCB was invited to the Dexter Township Hall and had a meet and



greet with Sarah Collier – the Chair of the AV Counting Board – and also set up their work space.

4. Monday November 7<sup>th</sup> the computers were downloaded, and all Absentee Ballots and reports were sealed and prepared for Election Morning November 8, 2022.

## **November 8, 2022 General Election Voting Day:**

1. I want to extend a BIG Thank You My Deputy all of the Election Workers and Staff for all of your hard work... The amount of work involved and the hours and dedication it takes from the starting line of an election up to election day is a monumental task and It really takes a “team effort” to run our elections and I am grateful for each and every one of You!!
2. Thank You to all of the Dexter Township Voters for participating in YOUR Democracy. It was a pleasure meeting so many of you and being of assistance to you throughout the day.
  - a. Dexter Township has a total of 5,867 Registered Voters
  - b. There were 2,067 Voters who came out and voted at the polls = 72% (percentile)
  - c. There were 2,288 AV Ballots Mailed – 2,205 Were Returned = 97% (percentile)
  - d. Dexter Township Voter Turnout was 73% for all Walk in / Absentee Ballots
3. Dexter Township had two Challengers – Both from the Democratic Party – one remained on site at The Dexter Township Hall Precinct 1 and Precinct 3 and the other at Precinct 2. Both gave appropriate Michigan Challenger Credentials and were on the list provided from Washtenaw County.
4. I spoke with Washtenaw County this morning and the November 8, 2022 General Election was Success and Certified by the Washtenaw County Canvassers November 14, 2022.

## Concerns That Will Need to be Addressed before the 2024 Elections...

1. The parking at the Fire Substation was not acceptable, voters were parking in the emergency services bays, parking in back of other cars and blocking voters in from being able to leave as well as parking along North Territorial Road throughout the day, it was a very unsafe situation. Unbeknown to the Township Multi Lake Sewer and Water Authority scheduled a new roof to be installed on their building which made the parking lot even more limited.
2. A Rep from the Michigan Secretary of State came to the Dexter Township Hall. She had visited our Precinct 2 location before coming to the Township Hall and was very concerned about the traffic situation, lack of room for voters to vote and how close in proximity the tabulator was to the election workers and to the challengers.
3. The Staff and I received multiple phone calls through out the day about Precinct 2, and sadly the Election Chair and Election Workers had to take the brunt of the frustrated voters. Election workers expressed to me that they were not happy with the situation.
4. With the experience of having run these elections the Dexter Township Hall and the Fire Station are not in compliance in size and we are violating the legal required distance for voters to be able to safely and privately cast their vote. We may have to explore options to hold two precincts with locations that reside in Dexter Township that have a dependable broadband internet signal.
5. There is nothing that can be done now but I want to go on the record that selling the neighboring home next to the Township Hall that was being utilized as a Rental Property was a very unwise decision. During my first election year, we have discovered we have already outgrown our space to conduct elections. The most logical choice would have been to build out the Township Hall with ample parking the previous board of trustees had the foresight that the property next door could be used to expand the Township. It is unfortunate that the current Board of Trustees didn't take into consideration that the previous had over two decades of combined experience running elections envisioned why our current location would need more space.
6. Alternative polling locations are being researched now, potential Hudson Mills Club House, The Lutheran Church, Portage Lake Yacht Club...Where ever the venue will to be must be located in Dexter Township.

To: Michelle Stamboulilis, Clerk Dexter Township

From: Lavedia Karen Roe

**78.55 Total Hours** worked 9/8-11/8/2022 for Dexter Township in preparation & delivery of November 8, 2022 Election

Date	Time	Hours	
9.8	1-2	1	
9.14	8:30-12:30	4	
9.15	1-1:45	.75	
9.23	1-1:30	.5	
9.26	1-1:20	.3	
9.29	1-1:45	.75	
10.4	12-12:30	.5	
10.6	1-1:45	.75	
10.10	12-12:15	.25	
10.12	1-1:16	.25	
10.16	7:00-11:30(QVF Cert)	4.5	
10.18	9-12 (Inspector Training)	3	
10.19	10:15-3:15	5	Dates 9/8 - 10/19= 21.55 hours
10.20	12-12:30	.5	
10.25	9:45-1:15	3.5	
10.27	9-11:30 avcb cert	2.5	
	12:15-3:45	3.5	
10.31	11-1:45	2.75	
11.2	11-2:45	3.75	
11.3	12:30-3:30	3	
11.4	1-5	4	
11.5	9-4:30	7.5	Dates 10/20-11/5= 31 hours
11.7	12-8:30	8.5	
11.8	6-11:30	17.5	Dates 11/7 & 11/8=26 hours

**TOTAL HOURS=78.55 HOURS @ \$27.00 Per Hour =**

**Total \$2,120.85**

<b>General Election</b>	<b>Quantity</b>	<b>Cost</b>	<b>Section Totals</b>
<b>Sun Times Notices:</b>			
Notices of Public Testing	1	\$85.00	
Notice of Election for General Election	1	\$482.50	
Notice of Registration for General Election	1	\$475.00	
Election Commission Committee	1	\$197.50	
Section Total			<b>\$1,240.00</b>
<b>Postage:</b>			
Absentee Voter Applications & Ballots Postage	4,450	\$2,000.00	
Section Total			<b>\$2,000.00</b>
<b>Envelopes:</b>			
Secrecy Envelopes	0	\$0.00	
Purple AV Envelopes	1000	\$201.75	
Blue Mail Envelopes	2000	\$333.47	
Section Total			<b>\$535.22</b>
<b>Ballots:</b>			
AV Folded Ballots	2800	\$0.00	
In Person Flat Ballots	2600	\$0.00	
Matrix - Spectrum Printing Tech.	1	\$401.55	
Section Total			<b>\$401.55</b>
<b>Forms:</b>			
Absentee Voter Applications (duel election)	0	\$0.00	
Section Total			<b>0</b>
<b>Election Inspectors:</b>			
Inspectors Pay	28	\$6,552.00	
Beverages - Meijer	1	\$51.60	
Dinner - Dexter Pub	28	\$477.41	
Section Total			<b>\$7,081.01</b>
<b>Election Management:</b>			
Election <b>Management</b> Janis Miller	2 Months	\$3,528.00	
Karen Roe - AVCB Consultant	2 Months	\$2,120.85	
Section Total			<b>\$5,648.85</b>
<b>GRAND TOTAL (MINUS EQUIPMENT)</b>			<b>\$16,906.63</b>
<b>Equipment/Supplies:</b>			
HART vDRIVE Memory Stick - County Required	1	\$45.00	
Rolling Canvassors Bags - County Required	5	\$572.50	
			<b>\$617.50</b>
<b>GRAND TOTAL</b>			<b>\$17,524.13</b>

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# 2023-2024 Dexter Township Meeting Schedule

All Meetings Held  
at the  
Dexter Township Hall  
6880 Dexter-Pinckney Rd  
Dexter, MI

**Zoning Board of  
Appeals  
Regular Meetings**  
1st Tuesday  
6:00 P.M.

**Township  
Board of Trustees  
Regular Meetings**  
3rd Tuesdays  
6:00 P.M.

**Planning  
Commission  
Regular Meetings**  
4th Tuesday  
6:00 P.M.

**Farmland & Open  
Space Preservation  
Regular Meetings**  
1st Thursday  
7:00 P.M.

**ZBA and PC  
Meeting Agendas  
Published in  
The Sun Times  
Newspaper**

**BOT Agendas &  
Board Packets  
Posted on the  
Township Website**

Adopted:

Tuesday	April 4, 2023	6:00 P.M.	Zoning Board of Appeals
Thursday	April 6, 2023	7:00 P.M.	Farmland & Open Space Preservation Board
Tuesday	April 18, 2023	6:00 P.M.	Board of Trustees
Tuesday	April 25, 2023	6:00 P.M.	Planning Commission
Tuesday	May 2, 2023	6:00 P.M.	Zoning Board of Appeals
Thursday	May 4, 2023	7:00 P.M.	Farmland & Open Space Preservation Board
Tuesday	May 16, 2023	6:00 P.M.	Board of Trustees
Tuesday	May 23, 2023	6:00 P.M.	Planning Commission
Thursday	June 1, 2023	7:00 P.M.	Farmland & Open Space Preservation Board
Tuesday	June 6, 2023	6:00 P.M.	Zoning Board of Appeals
Tuesday	June 20, 2023	6:00 P.M.	Board of Trustees
Tuesday	June 27, 2023	6:00 P.M.	Planning Commission
Thursday	July 6, 2023	6:00 P.M.	Zoning Board of Appeals
Thursday	July 6, 2023	7:00 P.M.	Farmland & Open Space Preservation Board
Wednesday	July 19, 2023	9:30AM	July Board of Review
Tuesday	July 18, 2023	6:00 P.M.	Board of Trustees
Tuesday	July 28, 2023	6:00 P.M.	Planning Commission
Tuesday	August 1, 2023	6:00 P.M.	Zoning Board of Appeals
Thursday	August 3, 2023	7:00 P.M.	Farmland & Open Space Preservation Board
Tuesday	August 15, 2023	6:00 P.M.	Board of Trustees
Tuesday	August 22, 2023	6:00 P.M.	Planning Commission
Tuesday	September 5, 2023	6:00 P.M.	Zoning Board of Appeals
Thursday	September 7, 2023	7:00 P.M.	Farmland & Open Space Preservation Board
Tuesday	September 19, 2023	6:00 P.M.	Board of Trustees
Tuesday	September 26, 2023	6:00 P.M.	Planning Commission
Tuesday	October 3, 2023	6:00 P.M.	Zoning Board of Appeals
Thursday	October 5, 2023	7:00 P.M.	Farmland & Open Space Preservation Board
Tuesday	October 17, 2023	6:00 P.M.	Board of Trustees
Tuesday	October 24, 2023	6:00 P.M.	Planning Commission
Thursday	November 2, 2023	7:00 P.M.	Farmland & Open Space Preservation Board
Tuesday	November 7, 2023	6:00 P.M.	Zoning Board of Appeals
Tuesday	November 21, 2023	6:00 P.M.	Board of Trustees
Tuesday	November 28, 2023	6:00 P.M.	Planning Commission
Tuesday	December 5, 2023	6:00 P.M.	Zoning Board of Appeals
Thursday	December 7, 2023	7:00 P.M.	Farmland & Open Space Preservation Board
Wednesday	December 13, 2022	9:30AM	December Board of Review
Tuesday	December 19, 2023	6:00 P.M.	Board of Trustees
Tuesday	December 26, 2023	6:00 P.M.	Planning Commission
Tuesday	January 2, 2024	6:00 P.M.	Zoning Board of Appeals
Thursday	January 4, 2024	7:00 P.M.	Farmland & Open Space Preservation Board
Tuesday	January 16, 2024	6:00 P.M.	Board of Trustees
Tuesday	January 23, 2024	6:00 P.M.	Planning Commission
Thursday	February 1, 2024	7:00 P.M.	Farmland & Open Space Preservation Board
Tuesday	February 6, 2024	6:00 P.M.	Zoning Board of Appeals
Tuesday	February 20, 2024	6:00 P.M.	Board of Trustees
Tuesday	February 27, 2024	6:00 P.M.	Planning Commission
Tuesday	March 5, 2024	6:00 P.M.	Zoning Board of Appeals
Tuesday	March 5, 2024	TBD	Board of Review (Organization Mtg)
Thursday	March 7, 2024	7:00 P.M.	Farmland & Open Space Preservation Board
Week Of	March 11, 2024	Week Of	Board of Review Appeal Hearings
Tuesday	March 12, 2024	6:00 P.M.	Board of Trustees Budget Hearing
Tuesday	March 19, 2024	6:00 P.M.	Board of Trustees
Tuesday	March 26, 2024	6:00 P.M.	Planning Commission

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

At a regular meeting of the Township Board of the Township of Dexter, Michigan, held at the Dexter Township Hall on January 17, 2023, at 6:00PM. Eastern Standard time there were:

PRESENT: \_\_\_\_\_,

ABSENT: \_\_\_\_\_

The following resolution was offered by \_\_\_\_\_ and supported by \_\_\_\_\_ :

**RESOLUTION TO INITIATE A LAKE IMPROVEMENT PROJECT  
FOR THE TOWNSHIP OF DEXTER THROUGH THE WASHTENAW COUNTY  
BOARD OF PUBLIC WORKS**

WHEREAS, the Township of Dexter, State of Michigan (the “Township”) has determined that it is necessary for the public health, safety and welfare of the Township to implement a Lake Improvement Project for Silver Lake (the “Project”) as preliminarily described in Appendix A attached hereto; and

WHEREAS, residents have expressed support of a project; and

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

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

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

NOW, THEREFORE, BE IT RESOLVED as follows:

1. It is hereby determined that it is difficult for the Township to undertake this Project.
2. The Township hereby requests the assistance of the County in the implementation and financing of the Project under the terms of Act 185, the Project to be operated, administered and maintained by the BPW.
3. The Township may provide the BPW feedback and advice in the implementation of the Project.
4. The Township and all agents and employees shall cooperate with the BPW in the establishment of a special assessment district to pay for that portion of the special assessment district that lies within Dexter Township.



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

5. All resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

A vote on the foregoing resolution was taken and was as follows:

YES:

NO:

ABSTAIN:

**TOWNSHIP CLERK'S CERTIFICATE**

The undersigned, being the duly qualified and acting Clerk of the Township of Dexter, Michigan, hereby certifies that (1) the foregoing is a true and complete copy of a resolution duly adopted by the Dexter Township Board at a regular meeting held on January 17, 2023 at 6:00PM at which meeting a quorum was present and remained throughout, (2) the original thereof is on file in the records of the proceedings of the Dexter Township Board in my office; (3) the meeting was conducted, and public notice thereof was given, pursuant to and in full compliance with the Open Meetings Act (Act No. 267, Public Acts of Michigan, 1976, as amended); and (4) minutes of such meeting were kept and will be or have been made available as required thereby.

---

Michelle Stamboulellis , Dexter Township Clerk

[SEAL]

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

**APPENDIX A**

**PROJECT DESCRIPTION**

Property owners who live on and around Silver Lake in Dexter & Putnam Townships are seeking to initiate a five-year Lake Improvement Project administered by Washtenaw County Board of Public Works (WCBPW) through Michigan Public Act 185.

The goals of the project are to protect species and habitat diversity, increase lake ecosystem resilience, monitor and identify aquatic organisms including algae that can produce toxins, enhance recreational opportunities, apply targeted management strategies to address problems, and provide education to riparians that advance these goals. The project aims to control the growth and reproduction of aquatic invasive plants, including but not limited to Eurasian Watermilfoil and Starry Stonewort. The project may also work to control the growth of nuisance native plants, including but not limited to Chara and Variable Pondweed.

A Special Assessment District (SAD) consisting of benefiting parcels in Washtenaw County will cover the total cost of the project. The WCBPW has developed a tentative SAD to cover the total estimated cost of the project. All necessary regulatory approvals for aquatic herbicide treatments, scientific studies, as well as the creation and management of a lake improvement project are included in the project. Other goals, strategies, and actions may be included at the direction of the WCBPW. A preliminary budget has been developed, noting that discussions are ongoing with the DNR about the method for determining the charge for the large DNR parcel.

The WCBPW commissioned a survey and management opinion in 2021 that was conducted by Dr. Doug Pullman. Using this opinion, the estimated budget for the project is \$56,500 annually.

If the resolution is approved by the townships, the WCBPW will set up a website where residents can find information on how to provide feedback about the project. The website will be included in the mailings notifying residents of the public hearings.

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## **Dexter Township Resolution #23-659**

### **A resolution to adopt poverty exemption income guidelines and asset test for the 2023 tax year.**

**WHEREAS**, the adoption of guidelines for poverty exemptions is within the purview of the township board; and

**WHEREAS**, the homestead of persons who, in the judgment of the Board of Review, by reason of poverty, are unable to contribute to the public charges is eligible for exemption in whole or part from taxation under the General Property Tax Act; and

**WHEREAS** the township board is required by Section 7u of the General Property Tax Act, Public Act 206 of 1893 (MCL 211.7u), amended by Public Act 253 of 2020, to adopt guidelines for poverty exemptions.

**NOW, THEREFORE, BE IT HEREBY RESOLVED**, pursuant to MCL 211.7u, that Dexter Township, Washtenaw County, adopts the following guidelines for the Board of Review to implement.

The guidelines shall include, but not be limited to, the specific income and asset levels of the claimant and all persons residing in the household, including any property tax credit returns, filed in the immediately preceding year.

To be eligible, a person shall do all the following on an annual basis:

1. File an exemption application, prior to the March, July, or December Board of Review hearings, with the Board of Review, accompanied by federal and state income tax returns for all persons residing in the homestead from the immediately preceding year.
2. Produce a valid drivers' license or other form of identification if requested.
3. Produce a deed, land contract, or other evidence of ownership for the principal residence for which an exemption is sought, if requested.
4. Not exceed maximum income levels as shown in Exhibit A. As required by statute, the maximum income levels are above the federal poverty income guidelines as defined and determined annually by the United States Office of Management and Budget.
5. Meet an asset level test where the applicant's assets, not including the primary residence, cannot exceed the most recent median HUD Family income for a family of four (4) for Washtenaw County, Michigan **(\$117,800 for the 2022 tax year)**.

Applications may be reviewed by the Board of Review without the applicant being present. However, the Board may request that any or all applicants be physically present to respond, under oath, to any questions the Board may have.

In granting hardship exemptions, the Board of Review realizes this to represent a shift of that portion of the tax burden to the other taxpayers of the community and state.

The exemption shall only apply to the applicant's principal residence and the applicant must own and reside in the principal residence property.

The Board of Review may grant relief within the following guidelines:

If a person meets all eligibility requirements in statute, the Board of Review must grant a full exemption equal to a 100% reduction in taxable value OR a partial exemption equal to a 25% or 50% reduction in taxable value OR any other percentage reduction in taxable value approved by the STC.

For applicants at or below the 2023 Federal Poverty Guidelines, 100% relieve shall be granted.

For applicants between 100% and 125% of the 2023 Federal Poverty Guidelines, 50% relief shall be granted.

For applicants between 125% and 150% of the 2023 Federal Poverty Guidelines, 25% relief shall be granted.

For applicants above 150% of the 2023 Federal Poverty Guidelines, 0% relief shall be granted.

BE IT ALSO RESOLVED that the Board of Review shall follow the above stated policy and federal guidelines in granting or denying an exemption.

### **Exhibit A**

Size of Family or Household	2023 Poverty Guidelines 100% Relief	2023 Poverty Guidelines 50% Relief Greater than 100% but equal to or less than 125% of Federal Guidelines	2023 Poverty Guidelines 25% Relief Greater than 125% but equal to or less than 150% of Federal Guidelines
1	\$ 13,590	\$16,988	\$20,385
2	\$ 18,310	\$22,888	\$27,465
3	\$ 23,030	\$28,788	\$34,545
4	\$ 27,750	\$34,688	\$41,625
5	\$ 32,470	\$40,588	\$48,705
6	\$ 37,190	\$46,488	\$55,785
7	\$ 41,910	\$52,388	\$62,865
8	\$ 46,630	\$58,288	\$69,945
For each additional person	\$4,720	\$5,900	\$7,080

Resolution offered by Board Member

Resolution seconded by Board Member

Roll call vote:

Yeas –

Nays –0

Abstain – None

Absent – 0

Tally Y = 7; N = 0; Abstain = 0; Absent =0

The Supervisor declared the resolution adopted

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### **CERTIFICATE**

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

\_\_\_\_\_

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## CHECK LIST

### 2023 POVERTY EXEMPTION ATTACHMENTS

THE COMPLETED CHECK LIST MUST BE RETURNED WITH THE POVERTY  
EXEMPTION APPLICATION

Note: Provide copies of the following as proof for **all occupants living in the home** even if not contributing to household income or expenses.

- \_\_\_\_\_ A signed Poverty Exemption Application Form 5737 & 5739. It must be fully complete and timely filed.
- \_\_\_\_\_ Copies of 2022 Federal Income Tax Return and Michigan Income Tax Return  
**Or** Form 4988 Poverty Exemption Affidavit
- \_\_\_\_\_ Copy of 2022 Michigan Homestead Property Tax Credit Claim (MI-1040CR)
- \_\_\_\_\_ Income verification of all household members, you will need copies of 2022 W-2 Forms, Social Security Statements (SSA-1099), Disability Statement.
- \_\_\_\_\_ Copies of statements from additional income sources including unemployment, alimony, child support, ADC, Food Stamps, scholarships, grants, etc.
- \_\_\_\_\_ You may be requested by the Board of Review for copies of statements for various accounts or other assets.
- \_\_\_\_\_ You may be asked for a copy of valid State of Michigan Driver License
- \_\_\_\_\_ Copy of 2022 mortgage/equity loan payment verification showing the current loan balance and principal and interest payment amounts.
- \_\_\_\_\_ If requesting a multi-year exemption, please file form 5739 the second year.

PETITION NUMBER: \_\_\_\_\_

PARCEL NUMBER: \_\_\_\_\_

## **Webster Township Guideline and Application for Property Tax Poverty Exemption**

Pursuant to Section 211.7u  
Michigan Compiled Laws

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To be considered for a poverty exemption, the following information must be submitted prior to deadlines established for the March or July or December Board of Review meetings:

1. Own and occupy the property as a principal residence.
2. Provide federal and state income tax returns for the current or immediately preceding year, including any property tax credits, for all persons residing in the principal residence (disclosure of the income of an owner who is not residing in the principal residence is not required). Federal and state income tax returns are not required for a person residing in the principal residence if that person was not required to file a federal or state income tax return. Instead, Form 4988, Poverty Exemption Affidavit may be filed for all persons residing in the residence who were not required to file federal or state income tax returns in the current or immediately preceding year.
3. Produce a valid driver license or other form of identification, if requested.
4. Produce a deed, land contract, or other evidence of ownership of the property, if requested.
5. Meet the federal poverty guidelines published in the prior calendar year in the Federal Register by the United States Department of Health and Human Services or alternative guidelines adopted by the local assessing unit. The alternative guidelines cannot provide income eligibility requirements less than the federal guidelines.
6. Meet the asset level test adopted by the local assessing unit.

If an application does not include copies of the above documents, it may be considered incomplete, and therefore ineligible for a Poverty Exemption.

Appeals for Property Tax Poverty Exemptions may be submitted to the Township Supervisor or Board of Review in person or by mail.

In person appeals before the Board of Review may be scheduled by calling 734-426-5103.

Mailed appeals should be sent to 5665 Webster Church Rd, Dexter, MI 48130.

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Poverty Exemption as defined by the Michigan Compiled Laws is as follows:

*Section 211.7u: The principal residence of persons who, in the judgment of the supervisor and board of review, by reason of poverty, are unable to contribute toward the public charges is exempt from taxation in whole or part from taxation under this act.*



Please be aware that as an applicant for Poverty Exemption, you must also comply with the following sections of the Michigan Compiled Laws:

*Section 211.116 Perjury: Any person who, under any of the proceedings required or permitted by this act shall willfully swear falsely, will be guilty of perjury and subject to its penalties.*

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**CONFIDENTIAL – RESTRICTED ACCESS**

# **WEBSTER TOWNSHIP**

## **GUIDELINES FOR PROPERTY TAX POVERTY EXEMPTION REVIEW**

### **I. General Overview**

The Board of Review of Webster Township recognizes the need to have available a procedure by which residents in need of assistance under MCL 211.7u can make an application for property tax relief. The Board further recognizes that, pursuant to statute, as well as case law, they must adopt procedures and guidelines, approved by the Township Board, to be used as standards when considering appeals made based on financial hardship. The Board of Review understands that these guidelines must be adhered to when reviewing hardship appeals and reserves the right to make individual considerations within their authority, as they feel necessary. Any form submitted that is inaccurate or not fully completed will result in a denial of the appeal. All information in the form is subject to verification from the Board of Review, Supervisor or Assessors Office.

### **II. Basic Filing Requirements**

In order to be considered for exemption under MCL 211.7u each applicant must:

- A. Own and occupy the property for which an exemption is requested as a principal residence, as defined by law. This may include vacant, contiguous property as long as the property is considered part of the principal residence.
- B. Complete and submit to the Township Supervisor or Board of Review an Application for Property Tax Poverty Exemption per the following schedule:
  - March Board of Review: After January 1<sup>st</sup> but before the day prior to the last day of the Board of Review
  - July Board of Review: After January 1<sup>st</sup> but before the third Monday in July
  - December Board of Review: After January 1<sup>st</sup> but before the second Monday in December.
- C. Provide federal and state income tax returns for all persons residing in the principal residence including any property tax credit returns. These income tax returns shall include those filed in the current year or in the immediately preceding year. A Poverty Exemption Affidavit (included with the application) may be filed for all persons residing in the residence who were not required to file federal or state income tax returns in the current year or in the immediately preceding year.

### **III. Processing Applications**

Once an Application for Property Tax Poverty Exemption is submitted to the Supervisor, it will be reviewed for completeness. If an application is found to be incomplete, the applicant will be notified.

Completed applications may be presented for appeal to the Board of Review in person by the applicant during scheduled appeal hearings in March, July or December. Completed

applications submitted by mail will also be considered by the Board of Review during scheduled appeal hearings.

The Board of Review, in making their decision, may contact the applicant for any additional information they deem necessary. The Board of Review shall also reject any application where the information contained in it appears fraudulent, misleading or incomplete.

#### **IV. Income Guidelines**

The income guidelines used by the Board of Review have been established in accordance with MCL 211.7u and shall be adhered to unless accompanied by special circumstances. In determining qualifications for tax exemption, the Board of Review shall consider every variable on the application, including total household income, the nature and duration of the income stream, the state equalized value of the subject property, the quality and accuracy of the information submitted and any other such evidence as they feel appropriate in making their decision. In general however these guidelines shall assist the Board of Review in their decisions.

Size of Family or Household	2023 Federal Guidelines	Factor	2023 Webster Township Guidelines
1	\$13,590	2.0	\$27,180
2	\$18,310		\$31,900
3	\$23,030		\$36,620
4	\$27,750		\$41,340
5	\$32,470		\$46,060
6	\$37,190		\$50,780
Additional Person	\$4,720		

Applications may be reviewed by the Board of Review without the applicant being present. However, the Board may request that any or all applicants be physically present to respond, under oath, to any questions the Board, Supervisor or Assessor may have.

In granting hardship exemptions, the Board of Review realizes this to represent a shift of that portion of the tax burden to the other taxpayers of the community and state.

The exemption shall only apply to the applicant's principal residence and the applicant must own and reside in the principal residence property.

Any relief granted is a reduction over and above the \$1200 maximum Principal Residence Property Tax Credit granted by the State of Michigan.

## **V. Full or Partial Poverty Exemptions**

PA 253 of 2020 made changes related to granting full or partial poverty exemptions.

MCL 211.7u(5) states that if a person claiming the poverty exemption meets all eligibility requirements, the Board of Review shall grant the poverty exemption, in whole or in part, as follows:

1. A full exemption equal to a 100% reduction in taxable value for the year in which the exemption is granted; or
2. A partial exemption equal to a 50% reduction in taxable value for the year in which the exemption is granted; or
3. A partial exemption equal to a 25% reduction in taxable value for the year in which the exemption is granted.

No other method of calculating taxable value may be utilized, except for those percentage reductions specifically authorized in statute, or any other percentage reduction approved by the State Tax Commission. Local assessing units wishing to use any other percentage reduction than what is stated in MCL 211.7u(5) must obtain permission for use of such percentage reduction(s) by filing Form 5738, Request for Approval of Percentage Reduction in Taxable Value for Poverty Exemptions Under MCL 211.7u with the State Tax Commission. The State Tax Commission has adopted a Policy Regarding Requests for Percentage Reductions in Taxable Value for Poverty Exemptions Under MCL 211.7u that details how these requests will be processed. The policy and Form 5738 are available on the State Tax Commission's website at <https://www.michigan.gov/statetaxcommission>

## **VI. Asset Guidelines**

As required by MCL 211.7u, all guidelines for poverty exemptions as established by the governing body of the local assessing unit SHALL also include an asset level test. For the 2023 tax year, applicants must meet an asset level test established by the Webster Township Board per resolution, where: total assets may not exceed \$40,000

- A. Provide a list of all assets that may be considered as income.
- A second home, land, vehicles
  - Recreational vehicles such as campers, motorhomes, boats and ATV's
  - Buildings other than the residence
  - Jewelry, antiques, artworks
  - Equipment, other personal property of value
  - Bank accounts (over a specified amount), stocks
  - Money received from the sale of property, such as, stocks, bonds, a house or car (unless a person is in the specific business of selling such property)
  - Withdrawals of bank deposits and borrowed money
  - Gifts, loans, lump-sum inheritances, and one-time insurance payments

- Food or housing received in lieu of wages and the value of food and fuel produced and consumed on farms
- Federal non-cash benefits programs such as Medicare, Medicaid, food stamps and school lunches

## **VII. Extraordinary Hardship Situations**

The Board of Review shall follow the above policy and guidelines when making poverty exemption decisions. The same standards shall apply to each claimant *“unless the Board of Review determines there are substantial and compelling reasons why there should be a deviation from the policy and guidelines and the substantial and compelling reasons are communicated in writing to the claimant.”* Medical and other extraordinary hardship situations may be used to qualify applicants who do not otherwise meet the above income and asset tests.

## **V. Summary**

In conclusion, the Board of Review has been given exclusive jurisdiction over the granting of property tax relief due to financial hardship. The Board of Review for Webster Township takes this task seriously and attempts to provide relief to all deserving residents within the township. The Board of Review may deny any appeal, regardless of income, if the financial hardship appears to be self-created by the actions of the person or persons making the application. The Board of Review reserves the right to modify these guidelines as necessary.

## Application for MCL 211.7u Poverty Exemption

This form is issued under the authority of the General Property Tax Act, Public Act 206 of 1893, MCL 211.7u.

MCL 211.7u of the General Property Tax Act, Public Act 206 of 1893, provides a property tax exemption for the principal residence of persons who, by reason of poverty, are unable to contribute toward the public charges. This application is to be used to apply for the exemption and must be filed with the Board of Review where the property is located. This application may be submitted to the city or township the property is located in each year on or after January 1.

**To be considered complete, this application must:** 1) be completed in its entirety, 2) include information regarding all members residing within the household, and 3) include all required documentation as listed within the application. Please write legibly and attach additional pages as necessary.

<b>PART 1: PERSONAL INFORMATION</b> — Petitioner must list all required personal information.				
Petitioner's Name			Daytime Phone Number	
Age of Petitioner	Marital Status	Age of Spouse	Number of Legal Dependents	
Property Address of Principal Residence		City	State	ZIP Code
<input type="checkbox"/> Check if applied for Homestead Property Tax Credit		Amount of Homestead Property Tax Credit		
<b>PART 2: REAL ESTATE INFORMATION</b>				
List the real estate information related to your principal residence. Be prepared to provide a deed, land contract or other evidence of ownership of the property at the Board of Review meeting.				
Property Parcel Code Number		Name of Mortgage Company		
Unpaid Balance Owed on Principal Residence	Monthly Payment	Length of Time at this Residence		
Property Description				
<b>PART 3: ADDITIONAL PROPERTY INFORMATION</b>				
List information related to any other property owned by you or any member residing in the household.				
<input type="checkbox"/> Check if you own, or are buying, other property. If checked, complete the information below.			Amount of Income Earned from other Property	
1	Property Address	City	State	ZIP Code
	Name of Owner(s)	Assessed Value	Date of Last Taxes Paid	Amount of Taxes Paid
2	Property Address	City	State	ZIP Code
	Name of Owner(s)	Assessed Value	Date of Last Taxes Paid	Amount of Taxes Paid

<b>PART 4: EMPLOYMENT INFORMATION</b> — List your current employment information.					
Name of Employer					
Address of Employer		City	State	ZIP Code	
Contact Person		Employer Telephone Number			
<b>PART 5: INCOME SOURCES</b>					
List all income sources, including but not limited to: salaries, Social Security, rents, pensions, IRAs (individual retirement accounts), unemployment compensation, disability, government pensions, worker's compensation, dividends, claims and judgments from lawsuits, alimony, child support, friend or family contribution, reverse mortgage, or any other source of income, for all persons residing at the property.					
<b>Source of Income</b>			<b>Monthly or Annual Income</b> (Indicate which)		
<b>PART 6: CHECKING, SAVINGS AND INVESTMENT INFORMATION</b>					
List any and all savings owned by all household members, including but not limited to: checking accounts, savings accounts, postal savings, credit union shares, certificates of deposit, cash, stocks, bonds, or similar investments, for all persons residing at the property.					
<b>Name of Financial Institution or Investments</b>	<b>Amount on Deposit</b>	<b>Current Interest Rate</b>	<b>Name on Account</b>	<b>Value of Investment</b>	
<b>PART 7: LIFE INSURANCE</b> — List all policies held by all household members.					
<b>Name of Insured</b>	<b>Amount of Policy</b>	<b>Monthly Payments</b>	<b>Policy Paid in Full</b>	<b>Name of Beneficiary</b>	<b>Relationship to Insured</b>
<b>PART 8: MOTOR VEHICLE INFORMATION</b>					
All motor vehicles (including motorcycles, motor homes, camper trailers, etc.) held or owned by any person residing within the household must be listed.					
<b>Make</b>	<b>Year</b>	<b>Monthly Payment</b>	<b>Balance Owed</b>		

**PART 9: HOUSEHOLD OCCUPANTS** — List all persons living in the household.

First and Last Name	Age	Relationship to Applicant	Place of Employment	\$ Contribution to Family Income

**PART 10: PERSONAL DEBT** — List all personal debt for all household members.

Creditor	Purpose of Debt	Date of Debt	Original Balance	Monthly Payment	Balance Owed

**PART 11: MONTHLY EXPENSE INFORMATION**

The amount of monthly expenses related to the principal residence for each category must be listed. Indicate N/A as necessary.

Heating	Electric	Water	Phone
Cable	Food	Clothing	Health Insurance
Garbage	Daycare	Car Expense (gas, repair, etc.)	
Other (type and amount)	Other (type and amount)	Other (type and amount)	
Other (type and amount)	Other (type and amount)	Other (type and amount)	



**NOTICE:** Per MCL 211.7u(2)(b), federal and state income tax returns for all persons residing in the principal residence, including any property tax credit returns, filed in the immediately preceding year or in the current year must be submitted with this application. Federal and state income tax returns are not required for a person residing in the principal residence if that person was not required to file a federal or state income tax return in the tax year in which the exemption under this section is claimed or in the immediately preceding tax year.

#### **PART 11: POLICY AND GUIDELINES ACKNOWLEDGMENT**

The governing body of the local assessing unit shall determine and make available to the public the policy and guidelines used for the granting of exemptions under MCL 211.7u. In order to be eligible for the exemption, the applicant must meet the federal poverty guidelines published in the prior calendar year in the Federal Register by the United States Department of Health and Human Services under its authority to revise the poverty line under 42 USC 9902, or alternative guidelines adopted by the governing body of the local assessing unit so long as the alternative guidelines do not provide income eligibility requirements less than the federal guidelines. The policy and guidelines must include, but are not limited to, the specific income and asset levels of the claimant and total household income and assets. The combined assets of all persons must not exceed the limits set forth in the guidelines adopted by the local assessing unit.

☐ The applicant has reviewed the applicable policy and guidelines adopted by the city or township, including the specific income and asset levels of the claimant and total household income and assets.

#### **PART 12: CERTIFICATION**

I hereby certify to the best of my knowledge that the information provided in this form is complete, accurate and I am eligible for the exemption from property taxes pursuant to Michigan Compiled Law, Section 211.7u.

Printed Name	Signature	Date

**This application shall be filed after January 1, but before the day prior to the last day of the local unit's December Board of Review.**

**Decision of the March Board of Review may be appealed by petition to the Michigan Tax Tribunal by July 31 of the current year. A July or December Board of Review decision may be appealed to the Michigan Tax Tribunal by petition within 35 days of decision. A copy of the Board of Review decision must be included with the petition.**

Michigan Tax Tribunal  
PO Box 30232  
Lansing MI 48909

Phone: 517-335-9760  
E-mail: [taxtrib@michigan.gov](mailto:taxtrib@michigan.gov)

## Affirmation of Ownership and Occupancy to Remain Exempt by Reason of Poverty

This form is issued under the authority of Public Act 253 of 2020.

This form is to be used to affirm ownership, occupancy, and income status. MCL 211.7u(2) provides that, to be eligible for exemption under this section, a person shall, subject to subsection (6) and (8), annually affirm that the applicant owns and occupies, as a principal residence, the property for which an exemption is requested.

<b>PART 1: OWNER INFORMATION</b> — Enter information for the person owning and occupying the residence.			
Owner Name		Owner Telephone Number	
Mailing Address	City	State	ZIP Code
<b>PART 2: LEGAL DESIGNEE INFORMATION</b> (Complete if applicable.)			
Legal Designee Name		Daytime Telephone Number	
Mailing Address	City	State	ZIP Code
<b>PART 3: HOMESTEAD PROPERTY INFORMATION</b> — Enter information for property in which the exemption is being claimed.			
City or Township (check the appropriate box and enter name) <input type="checkbox"/> City <input type="checkbox"/> Township <input type="checkbox"/> Village		County	
Name of Local School District			
Parcel Identification Number	Year(s) Exemption Previously Granted by Board of Review		
Homestead Property Address	City	State	ZIP Code
<b>PART 4: AFFIRMATION OF OWNERSHIP, OCCUPANCY, AND INCOME STATUS</b> (Check all boxes that apply.)			
<input type="checkbox"/> I own the property in which the exemption is being claimed.			
<input type="checkbox"/> The property in which the exemption is being claimed is used as my homestead. Homestead is generally defined as any dwelling with its land and buildings where a family makes its home.			
<input type="checkbox"/> After establishing initial eligibility for the exemption, my income and asset status has remained unchanged and/or I receive a fixed income solely from public assistance that is not subject to significant annual increases beyond the rate of inflation, such as federal Supplemental Security Income or Social Security disability or retirement benefits.			
<b>PART 5: CERTIFICATION</b>			
I hereby certify to the best of my knowledge that the information provided on this form is true and I am eligible to receive an exemption from property taxes by reason of poverty pursuant to Michigan Compiled Law, Section 211.7u.			
Owner or Legal Designee Name (print)	Signature of Owner or Legal Designee		Date
<b>Designee must attach a letter of authority.</b>			
<b>LOCAL GOVERNMENT USE ONLY (DO NOT WRITE BELOW THIS LINE)</b>			
<input type="checkbox"/> Approved <input type="checkbox"/> Denied (Attach appeal instructions and provide to owner.)		Tax Year(s) exemption will be posted to tax roll	
<b>CERTIFICATION</b> — I certify that, to the best of my knowledge, the information contained in this form is complete and accurate.			
Assessor Signature		Date Certified by Assessor	

## Poverty Exemption Affidavit

This form is issued under authority of Public Act 206 of 1893; MCL 211.7u.

**INSTRUCTIONS:** When completed, this document must accompany a taxpayer's Application for Poverty Exemption filed with the supervisor or the board of review of the local unit where the property is located. MCL 211.7u provides for a whole or partial property tax exemption on the principal residence of an owner of the property by reason of poverty and the inability to contribute toward the public charges. MCL 211.7u(2)(b) requires proof of eligibility for the exemption be provided to the board of review by supplying copies of federal and state income tax returns for all persons residing in the principal residence, including property tax credit returns, or by filing an affidavit for all persons residing in the residence who were not required to file federal or state income tax returns for the current or preceding tax year.

I, \_\_\_\_\_, swear and affirm by my signature below that I reside in the principal residence that is the subject of this Application for Poverty Exemption and that for the current tax year and the preceding tax year, I was not required to file a federal or state income tax return.

Address of Principal Residence: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Person Making Affidavit

\_\_\_\_\_  
Date

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# Dexter Township Board

## Treasurer's Report

As of January 1, 2023

### Fund Report Summary

<u>Tax Bills</u>	<u>Sent Out</u>	<u>Received Back</u>	<u>Outstanding As of 1/9/23</u>	<u>% of Bills Paid</u>
Summer	3,495	3,393	102	97.1%
Winter	3,495	1,976	1,519	56.5%
<u>Total Dollars</u>				
Summer	\$4,847,595.77	\$4,773,510.98	\$74,084.79	
Winter	\$14,820,479.66	\$7,967,874.90	\$6,852,604.76	

Respectfully Submitted,

Maris Metz  
Treasurer

01/10/2023 10:31 AM  
User: TREASURER  
DB: Dexter

CASH SUMMARY BY BANK FOR DEXTER TOWNSHIP  
FROM 12/01/2022 TO 12/31/2022

Page: 1/1

Bank Code GL Number	Description	Beginning Balance 12/01/2022	Total Debits	Total Credits	Ending Balance 12/31/2022
PMTS DISBURSEMENTS PNC#3861					
101-000-001.202	DISBURSEMENT ACCOUNT	(523,073.83)	877,900.10	712,644.16	(357,817.89)
285-000-001.202	DISBURSEMENT ACCOUNT	687,370.81	0.00	0.00	687,370.81
	DISBURSEMENTS PNC#3861	<u>164,296.98</u>	<u>877,900.10</u>	<u>712,644.16</u>	<u>329,552.92</u>
TAX PNC BANK					
703-000-001.100	PNC BANK	4,182.77	6,751,486.76	1,273,358.74	5,482,310.79
	PNC BANK	<u>4,182.77</u>	<u>6,751,486.76</u>	<u>1,273,358.74</u>	<u>5,482,310.79</u>
GEN PNC BANK CHECKING					
101-000-001.100	PNC CKG #3861	0.00	0.00	450.00	(450.00)
	PNC BANK CHECKING	<u>0.00</u>	<u>0.00</u>	<u>450.00</u>	<u>(450.00)</u>
PN111 PNC DEPOSITORY ACCOUNT					
101-000-001.102	DEPOSITORY ACCOUNT	3,428,296.22	1,148,430.93	1,207,900.00	3,368,827.15
206-000-001.102	DEPOSITORY ACCOUNT	396,002.78	92,202.96	179,980.62	308,225.12
207-000-001.102	DEPOSITORY ACCOUNT	416,668.51	54,448.55	41,376.51	429,740.55
245-000-001.102	DEPOSITORY ACCOUNT	15,072.72	1,010,830.49	991,320.00	34,583.21
285-000-001.102	DEPOSITORY ACCOUNT	(4,082.50)	0.00	0.00	(4,082.50)
569-000-001.102	DEPOSITORY ACCOUNT	(10,583.25)	0.00	0.00	(10,583.25)
701-000-001.102	DEPOSITORY ACCOUNT	100,905.97	0.00	933.00	99,972.97
	PNC DEPOSITORY ACCOUNT	<u>4,342,280.45</u>	<u>2,305,912.93</u>	<u>2,421,510.13</u>	<u>4,226,683.25</u>
	TOTAL - ALL FUNDS	<u>4,510,760.20</u>	<u>9,935,299.79</u>	<u>4,407,963.03</u>	<u>10,038,096.96</u>



# Summary Statement

December 31, 2022

Page 1 of 5

Investor ID: MI-01-0693

0000507-0003283 PDF 488776

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

## Michigan CLASS

### Michigan CLASS

Average Monthly Yield: 4.2646%

		Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
MI-01-0693-0001	Police Fund	501,735.75	0.00	0.00	1,820.33	3,556.08	502,683.43	503,556.08
MI-01-0693-0002	Fire Fund	501,735.75	0.00	0.00	1,820.33	3,556.08	502,683.43	503,556.08
MI-01-0693-0003	General	1,012,505.88	0.00	0.00	3,673.49	16,179.37	1,014,418.34	1,016,179.37
TOTAL		2,015,977.38	0.00	0.00	7,314.15	23,291.53	2,019,785.20	2,023,291.53



# Account Statement

December 31, 2022

Page 2 of 5

Account Number: MI-01-0693-0001

## Police Fund

## Account Summary

Average Monthly Yield: 4.2646%

	Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
Michigan CLASS	501,735.75	0.00	0.00	1,820.33	3,556.08	502,683.43	503,556.08

## Transaction Activity

Transaction Date	Transaction Description	Contributions	Withdrawals	Balance	Transaction Number
12/01/2022	Beginning Balance			501,735.75	
12/31/2022	Income Dividend Reinvestment	1,820.33			
12/31/2022	Ending Balance			503,556.08	





## Account Statement

December 31, 2022

Page 3 of 5

Account Number: MI-01-0693-0002

### Fire Fund

### Account Summary

Average Monthly Yield: 4.2646%

	Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
Michigan CLASS	501,735.75	0.00	0.00	1,820.33	3,556.08	502,683.43	503,556.08

### Transaction Activity

Transaction Date	Transaction Description	Contributions	Withdrawals	Balance	Transaction Number
12/01/2022	Beginning Balance			501,735.75	
12/31/2022	Income Dividend Reinvestment	1,820.33			
12/31/2022	Ending Balance			503,556.08	



# Account Statement

December 31, 2022

Page 4 of 5

Account Number: MI-01-0693-0003

## General

## Account Summary

Average Monthly Yield: 4.2646%

	Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
Michigan CLASS	1,012,505.88	0.00	0.00	3,673.49	16,179.37	1,014,418.34	1,016,179.37

## Transaction Activity

Transaction Date	Transaction Description	Contributions	Withdrawals	Balance	Transaction Number
12/01/2022	Beginning Balance			1,012,505.88	
12/31/2022	Income Dividend Reinvestment	3,673.49			
12/31/2022	Ending Balance			1,016,179.37	



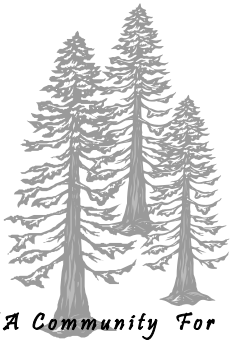
## Michigan CLASS

## Michigan CLASS

Date	Dividend Rate	Daily Yield
12/01/2022	0.000109967	4.0138%
12/02/2022	0.000332127	4.0409%
12/03/2022	0.000000000	4.0409%
12/04/2022	0.000000000	4.0409%
12/05/2022	0.000110871	4.0468%
12/06/2022	0.000110968	4.0503%
12/07/2022	0.000111022	4.0523%
12/08/2022	0.000111746	4.0787%
12/09/2022	0.000336180	4.0902%
12/10/2022	0.000000000	4.0902%
12/11/2022	0.000000000	4.0902%
12/12/2022	0.000112591	4.1096%
12/13/2022	0.000112705	4.1138%
12/14/2022	0.000113152	4.1300%
12/15/2022	0.000113871	4.1563%
12/16/2022	0.000357240	4.3465%
12/17/2022	0.000000000	4.3464%
12/18/2022	0.000000000	4.3464%
12/19/2022	0.000122486	4.4707%
12/20/2022	0.000121728	4.4430%
12/21/2022	0.000121973	4.4520%
12/22/2022	0.000121810	4.4461%
12/23/2022	0.000487704	4.4503%
12/24/2022	0.000000000	4.4503%
12/25/2022	0.000000000	4.4503%
12/26/2022	0.000000000	4.4503%
12/27/2022	0.000122253	4.4623%
12/28/2022	0.000122840	4.4836%
12/29/2022	0.000122909	4.4862%
12/30/2022	0.000245820	4.4862%
12/31/2022	0.000000000	4.4862%

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.**

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# DEXTER TOWNSHIP

## PLANNING & ZONING

6880 DEXTER-PINCKNEY ROAD  
DEXTER, MI 48130

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

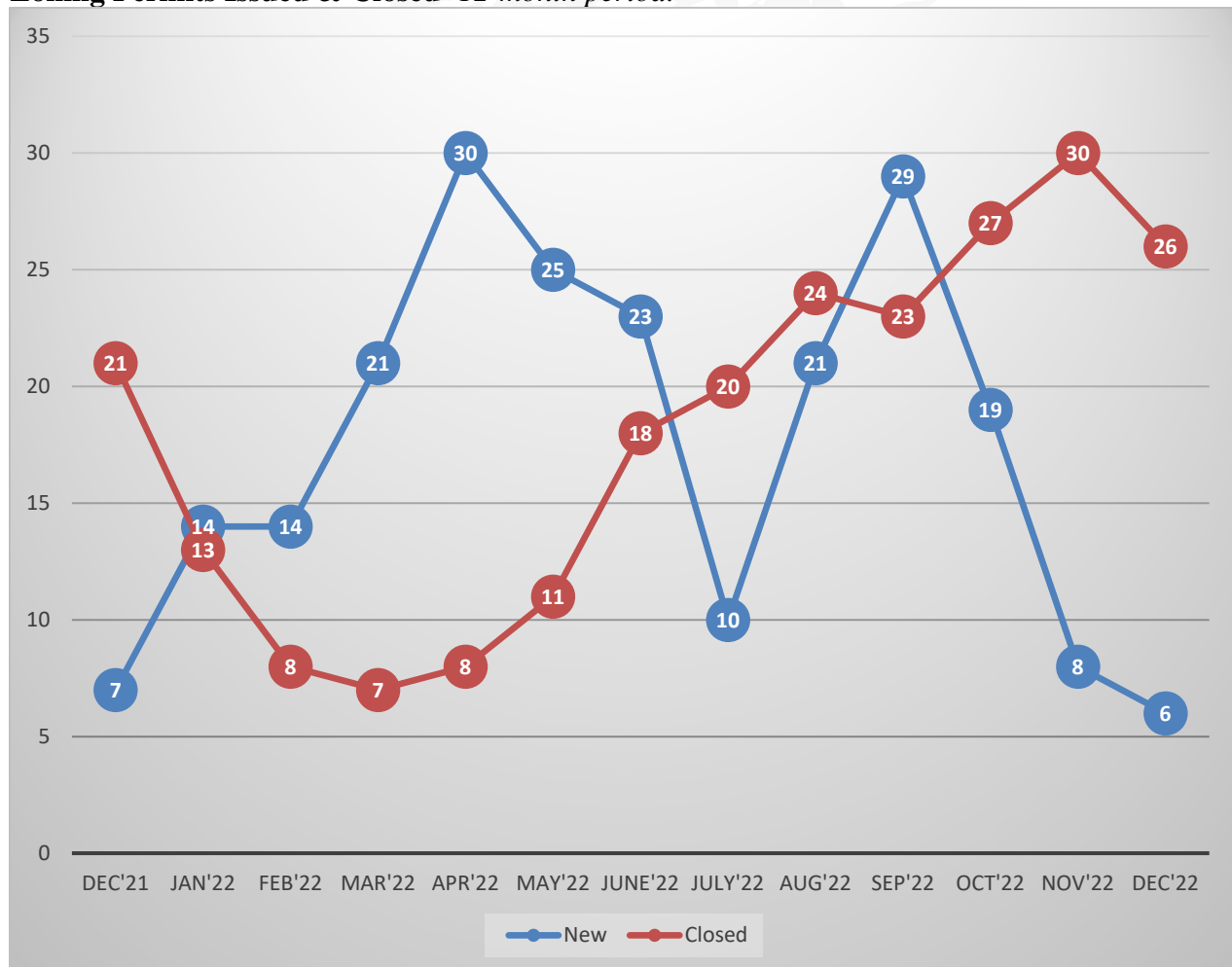
### Planning & Zoning Report for December Activities - 2022

#### ZONING PERMITS

There were 8 new zoning permits issued this month (*December*)

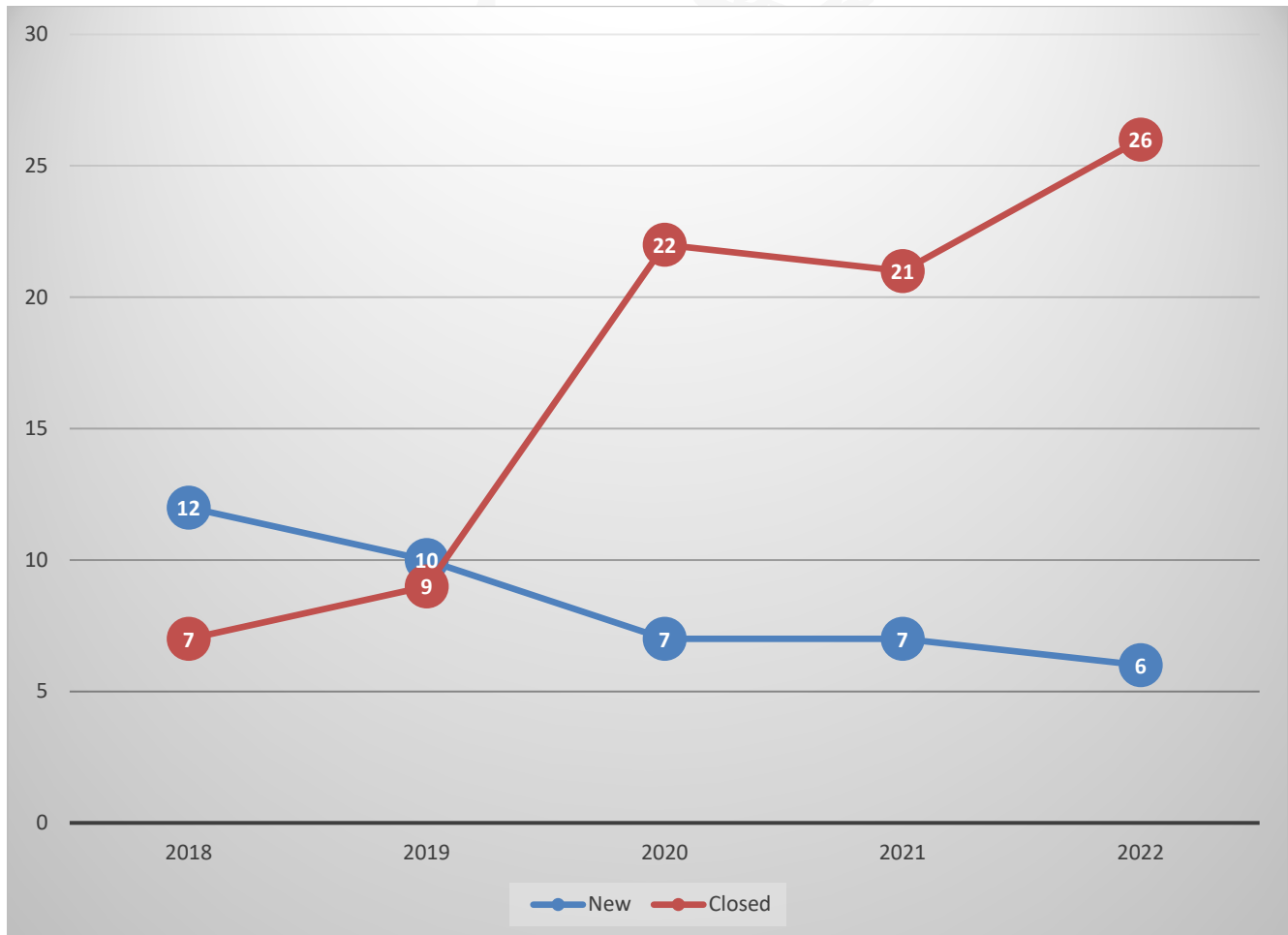
There were 30 zoning permits closed this month (*December*)

Zoning Permits Issued & Closed- 12-month period.



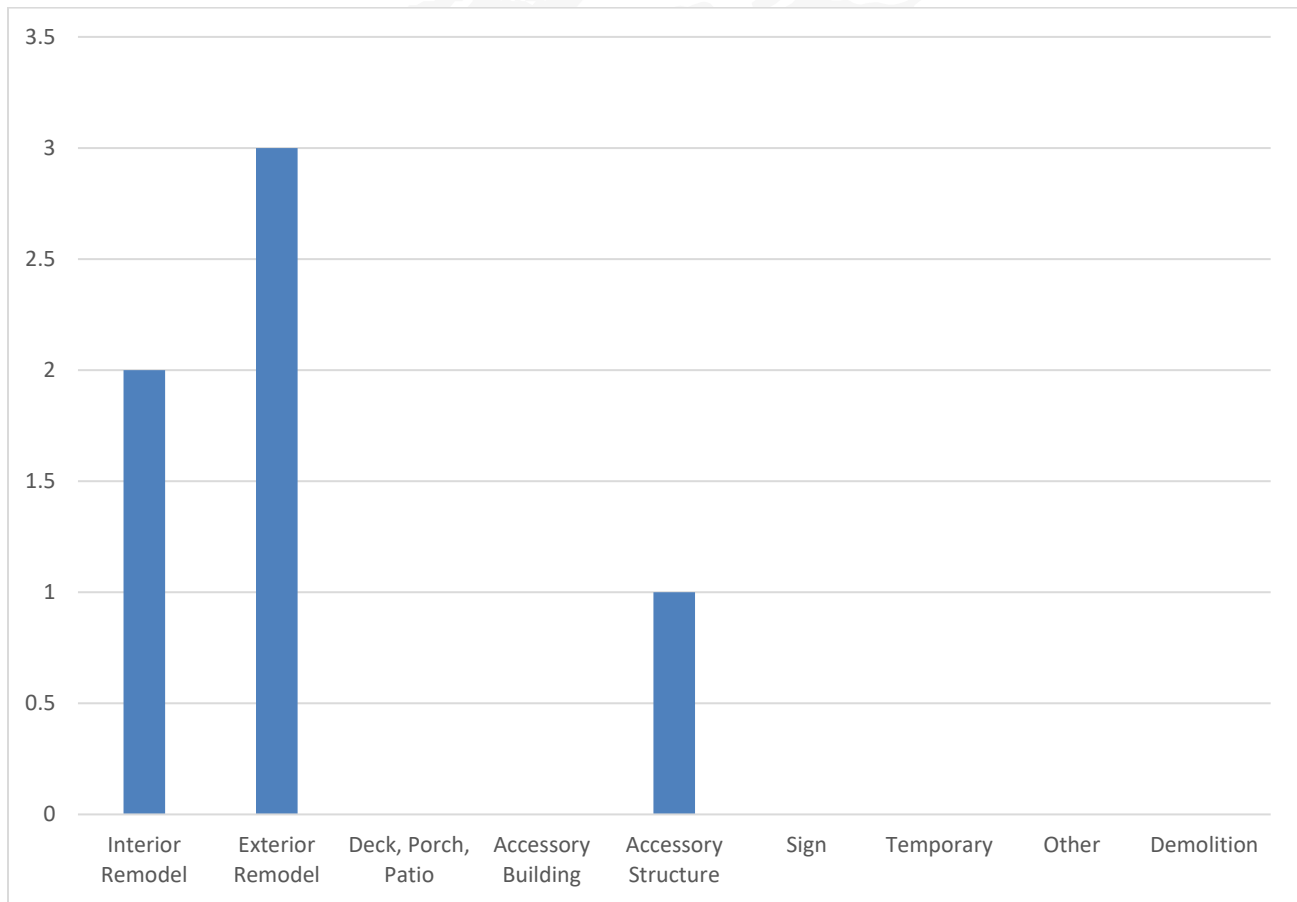


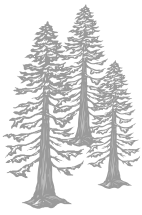
**Zoning Permits Issued & Closed- Year-to-Year by Month.** *(All numbers are for December.)*





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





## CODE ENFORCEMENT

**There were no new complaint/violations this month (*December*)**

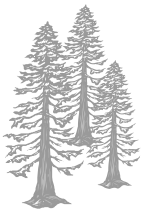
**There were 1 complaint/violations closed this month (*December*)**

*The number of new ordinance complaints/violations does not include the number of courtesy letters or letters of inquiry sent by the Ordinance Officer.*

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

Violation Number	Address	Description	Status
Zoning Violations			
Blight Violations			





## PLANNING COMMISSION

December 28, Meeting: No meeting

Petition	Project	Request/Description	Result

## ZONING BOARD OF APPEALS

December 5, ZBA Meeting: No meeting

Petition	Project	Request/Description	Result

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# Huron River Watershed Council (HRWC)

## January 2023 Report to Dexter Township

### To the Dexter Township Board of Trustees:

1. The HRWC January update includes opportunities to participate in stream evaluations, classes for rain gardeners, guidance for use of de-icing materials this winter, and more. See the full report at <https://tinyurl.com/3ydxn2s>

#### HELP US FIND SOME SPECIAL WINTER STONEFLIES!

These underwater creatures elude most predators by growing during the winter months when most fish are more sluggish. They live only in good quality streams so searching for them tells us about problems in the river and its streams. HRWC does stonefly searches to gauge the health of our streams.

When you sign up to volunteer, you will join a small group of other volunteers to search a selected stretch of stream or river for stoneflies. You will be working with experienced researchers to collect stoneflies. They will also teach you how we determine the health of the stream or river you are visiting.

Children are welcome to join the search as long as each one is attended by an adult. HRWC welcomes folks of all abilities to our events! Weather permitting, some study sites are accessible to those who use mobility devices or have other mobility disabilities. Please contact [Jason Frenzel](#) ahead of the event to discuss options.



This winter stonefly is one type of insect that you will most likely find!

#### Rain Gardener Classes

Become a rain gardener. Weekly classes start February 23rd

Southeast Michigan 2023  
**Online Rain Garden Class**  
February 23-March 23  
Thursdays, 10am-noon  
Early Bird: \$89  
(Scholarships available: \$145 after Feb 9.)  
Sign up at  
[TheRouge.org/mrg](http://TheRouge.org/mrg)

**Renee Ringholz**  
Master Rain Gardener

Design your own rain garden step-by-step in a **five week live virtual class** taught by **HRWC** and partner organizations. Thursdays, **February 23-March 23, 10am-Noon, plus live tours** throughout Southeast Michigan.

Experienced instructors will teach you all about rain gardens, including lessons learned from more than 500 gardens built by homeowners just like you. Learn what works and what doesn't, ask questions, and visit a real rain garden in person. [Details and registration here!](#)

#### De-icing Recommendations

##### Hold the Salt!

The best way to keep salt out of our streams during cold weather months is by shoveling snow and ice, early and often. And if you occasionally need a de-icer for sidewalks and driveways, choose an environmentally friendly product.

Learn more at [HRWC.org/drivewayandwalkways](http://HRWC.org/drivewayandwalkways).



2. Helping Farmers to protect water quality and to improve their bottom line

<https://tinyurl.com/ujxnkuur>

#### Tackling Agricultural Impacts on Water Quality!

This past year, our Whole Farms for Clean Water project prevented nearly a ton (1,738 pounds) of phosphorus from finding its way into local waterways.

With guidance from **HRWC**, a proactive farmer with 521 acres of corn fields used incentive payments and whole farm sustainability planning to adopt a handful of techniques that prevented erosion and reduced the amount of fertilizer typically used. Targeted strip till fertilizing resulted in a significant 84% reduction of phosphorus runoff while also reducing fertilizer costs. In addition, the use of cover crops and crop rotations prevented erosion.



Your support allowed us to partner with a community farmer. These new sustainable practices improved the farm's bottom line and will result in healthier soil that can be productively farmed longer-term while protecting water quality downstream.



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

Dexter Township Representative to HRWC