

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

DEXTER TOWNSHIP

6880 DEXTER-PINCKNEY RD.
DEXTER, MI 48130
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www.dextertownship.org



REGULAR MEETING OF THE DEXTER TOWNSHIP BOARD TUESDAY APRIL 19, 2022 6:00PM

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

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

PLEDGE of ALLEGIANCE: Recited by all.

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

SUPERVISOR'S REMARK/CONFLICT OF INTEREST:

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

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

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

1st CALL TO THE PUBLIC:

Opened 6:10 pm

Deb Ceo, 13702 Aberdeen

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

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

Closed 6:14 pm

APPROVAL of the AGENDA:

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

APPROVAL of the MINUTES:

March 8, 2022:

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

March 15, 2022 Public [Budget] Hearing:

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

March 15, 2022 Regular Meeting:

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

REPORTS (oral presentations):

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

NEW BUSINESS:

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

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

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

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

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

B. Discussion of New Position Job Description

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

C. State approved mileage increase

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

D. 6900 Dexter-Pinckney House Plan

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

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

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

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

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

E. Dexter Township Representative on Chelsea Area Construction Agency Board

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

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

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

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

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

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

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

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

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

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

RESOLUTIONS:

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

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

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

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

B. Budget Amendment – Resolution #22-646

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

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

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

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

C. Closed Session to discuss Attorney Client Privilege Communications

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

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

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

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

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

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

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

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

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

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

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

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

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

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

E. Consideration of elected Officials Salary

1. Treasurer – Resolution #22-648

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

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

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

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

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

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

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

2. Clerk – Resolution #22-649

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

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

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

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

3. Supervisor – Resolution #22-650

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

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

AUTHORIZATION of PAYMENTS – Treasurer Metz

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

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

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

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

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

FUTURE AGENDA ITEMS:

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

ADJOURNMENT:

Motion by Nolte to adjourn the meeting. Motion second by Metz. All ayes. Motion carried.
The meeting was **adjourned** at 10:11 PM.

Respectfully Submitted,



Michelle Stamboulellis, Clerk

Dexter Township

I, THE UNDERSIGNED, MICHELLE STAMBOULELLIS, THE DULY QUALIFIED CLERK FOR THE TOWNSHIP OF DEXTER, WASHTENAW COUNTY, MICHIGAN, DO HEREBY CERTIFY THAT THE FORGOING IS A TRUE AND COMPLETE COPY OF CERTAIN PROCEEDINGS TAKEN BY THE DEXTER TOWNSHIP BOARD OF TRUSTEES AT A REGULAR BOARD MEETING HELD ON THE 19TH DAY OF APRIL 2022 AND THAT THE FORGOING MINUTES ARE THE APPROVED MINUTES FOR THE MEETING HELD ON THE 19, DAY OF APRIL 2022.

MICHELLE STAMBOULELLIS, CLERK, DEXTER TOWNSHIP