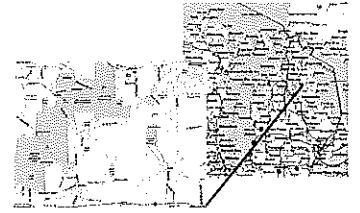


Diane Ratkovich  
*Supervisor*  
Michelle Stamboulellis  
*Clerk*  
Maris Metz  
*Treasurer,*  
Jeffrey McDole  
Karen Nolte,  
Laura Sanders,  
Karen Sikkenga,  
*Trustees*

# DEXTER TOWNSHIP

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



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

**Regular Meeting of the Dexter Township Board  
Tuesday, September 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 6:00 PM.

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

**ROLL CALL:** Present – Ratkovich, Stamboulellis, Metz, Sanders, Nolte, and McDole. Absent – With notice Sikkenga arrives at 6:40 pm. Also present: David Rohr, Director of Planning and Zoning, and Janis Miller, Recording Secretary.

**SUPERVISOR’S REMARK/CONFLICT OF INTEREST:**

Supervisor Ratkovich noted: a) today is National Voter Registration Day; b) Real Estate closing on 6900 is at 1pm, September 26<sup>th</sup>, she welcomed the Nicholas Bensinger family to the neighborhood; c) the Dexter Area Fire Board had a Strategic Planning Workshop led by Interim Chief Doug Armstrong; d) kudo’s to staff Kim and Abbie for organizing the paper invoice files; e) article titles “How to Give Back to Your Community Working for Causes You Believe In; f) Kim Marinelli has resigned from the Planning Commission; and g) Rosemary Quigley will be retiring from the Dexter Library Board and Dexter Township needs to appoint a new representative.

No Board conflicts of interest.

**1<sup>st</sup> CALL TO THE PUBLIC:** No public comments.

**APPROVAL of the AGENDA:**

Motion by Nolte to approve the agenda. Motion second by Sanders.

Discussion: 8.B. Dexter Township Cemeteries not addressed tonight, will move to a February or March BOT Agenda. Supervisor Ratkovich added 8.F. Budget Update.

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

All ayes. Motion carried.

**APPROVAL of the MINUTES:**

August 16, 2022 Regular meeting, August 16, 2022 Closed Session, and August 23, 2022 Special meeting.

Motion by Nolte to approve the August 16<sup>th</sup> Regular Meeting minutes as amended. Motion second by Metz.

Discussion: Nolte commented that the June & July BOT minutes posted online did not contain the amendments. Attorney Roberts said that only approved minutes need to be on the website.

All ayes. Motion carried.

Motion by Metz to approve the August 16<sup>th</sup> Closed Session minutes as amended [by Attorney Roberts]. Motion second by Sanders. All ayes. Motion carried.

Motion by Nolte to approve the August 23<sup>rd</sup> Special Meeting minutes as presented. Motion second by Metz. All ayes. Motion carried.

**ORAL REPORTS:**

- A. Jason Woolford / Introduction / Running for State Representative  
Jason was not present tonight.
- B. David Rohr / Update on Master Plan / Planning Dept.  
The Master Plan Survey deadline has been extended to September 14<sup>th</sup>. Currently over 400 surveys have been received [surveys available online and hard copy at Township office]. The Steering Committee will meet next Monday. A Master Plan draft should be completed in about 6 to 8 weeks. The draft will be made public and a Public Hearing date set. Digitalization of records is almost complete with about 600 records remaining.
- C. Trustee Laura Sanders / Update on OSLP Committee  
Supervisor Ratkovich gave huge kudos to the OSLP Committee for the September 11<sup>th</sup> outreach event at a barn on Island Lake Road. Handout was given out with a summary of what the OSLP Committee has accomplished and are looking forward to the committee becoming an OSLP Board in the near future. There was a nice article in the Sun Times News prior to the September event and a lot of questions answered at the event. A second handout was an FAQ on the proposed millage, with these available at the Township office. Attorney Roberts cautioned that the OSLP Committee, or members of the committee that are Board members, cannot promote/advocate for or against the millage. The campaign committee is the advocacy group.

6:40 Karen Sikkenga arrives (prearranged as she was traveling from out of state)

**NEW BUSINESS:**

- A. Snow Removal Bids – Supervisor Diane Ratkovich  
Bids are per push, not general contract. Fire Station 2 on N. Territorial Road is the priority for snow removal with the Township Hall parking lot second priority. Tabled until the October Board of Trustees meeting.
- B. Dexter Township Cemeteries – Trustee Karen Nolte  
Removed from tonight's agenda per Karen Nolte. Discussion item for next spring.
- C. Update on election and expenses – Clerk Michelle Stamboulellis  
Clerk Stamboulellis said the ballots were being prepared for the absent voter mailing. More applications for AV Ballots are coming in every day. Handout on Election *Best Practices: Physical Security of Equipment and Information for Elections*. The Clerk said that the county recommends replacing laptops about every four years and she presented a quote for new equipment, from I.T. RIGHT, to the Board for approval. The quote is for 3 ThinkPad Notebooks, 3 HD LED LCD Monitors, 3 precinct barcode scanners, 2 in office barcode scanners, and 1 HP LaserJet printer.  
Discussion: Election Laptops are not connected to the internet. Clerk Stamboulellis stated she was grateful for the County reaching out and providing a retired Township Clerk as a consultant for the upcoming election. Clerk Stamboulellis stated it is important to educate and train all new Clerks in the position as Clerk when they are new.  
Motion by Nolte to authorize purchase of the election equipment from IT RIGHT in the amount of \$4,474.24. Motion second by McDole.

Roll Call Vote: Yea – Sikkenga, Nolte, Metz, McDole, Stamboulellis, Sanders, and Ratkovich;

Nays – None; Absent – None. Motion carried 7-0.

- D. Discuss spending policy for committees / key policy – Supervisor Ratkovich  
Spending policy discussion: Purchases without Board approval and setting budgets for each committee. The Treasurer got Board approval for tax mailing, should Clerk get Board approval for ballot mailing? Committees itemizing expenses for Board approval. Board approval for emergency expenditures. Trustee Nolte will work with Supervisor Ratkovich to formulate a policy and bring it to the Board.  
Key policy discussion: Supervisor Ratkovich stated that all elected officials should have access to the Township Hall. Trustee Sikkenga asked for access to everything, reception and meeting rooms as well as the kitchenette. Executive Administrator Abbie will create a scheduling calendar and be the contact for scheduling use of spaces.
- E. Recycling Future – Supervisor Diane Ratkovich  
Discussion: Proposed signage to direct recycling and work to improving the look of the recycling area. The extra recycling is beyond the capacity for the township to take on with storage and transport a huge job. The township needs to form a recycling committee and an informational process, with expectations, created. The residents are getting mixed messages on what to recycle. Film plastic is collected by 3 people each week [and given to CHS]. Clerk Stamboulellis stated there would be a DART [Styrofoam] truck at the scheduled October 29<sup>th</sup> clean-up day. Regarding the townships single-hauler proposal, it was stated that no single-haulers pick-up and recycle Styrofoam.
- F. Update on the NW Passage Trail – Trustee Karen Sikkenga  
Trustee Sikkenga reported the next step is fundraising and they are looking to apply for a SPARK Grant. It will take about 3 -5 years for development but Phase 1 will be approximately 2 miles of trails with the next phase being longer in length.
- G. Appoint Kathryn Bradbury to the ZBA – Supervisor Diane Ratkovich  
Motion by Metz to appoint Kathy Bradbury to the Zoning Board of Appeals, effective immediately, with the term expiration of December 31, 2026. Motion second by Sikkenga. All ayes. Motion carried.
- H. Budget Update  
Audit Update: Auditor Rana will be into the office next Tuesday to start the 2021 – 2022 Audit. Currently electronic bills are going into [AP@dextertownship.org](mailto:AP@dextertownship.org). Paper bills are going to Supervisor Ratkovich. The Clerk will do the check runs. There are concerns by the BOT regarding the General Ledger as it is not balancing. Suggestion was to engage an accountant with GL experience to zero out the GL and recreate it accurately.  
Motion by Nolte to require the Clerk to not make any changes to the General Ledger until it is balanced. Motion second by Sikkenga.  
Discussion: Employ an experienced accountant to fix the problems. No clarity of election expenses reported in the GL. What [monies] did the Trustees authorize and what is the story of where the reported money came from and how was it used?  
Nolte withdraws motion.
- Motion by Sikkenga to restrict the Clerk from the General Ledger unless she is making payments/writing checks. Motion second by Nolte.  
Clerk Stamboulellis asks about warrants.

Motion by Sikkenga to restrict the Clerks financial activities in the General Ledger to writing checks and warrants, according to the direction of processes, and refrain from correcting prior entries in the General Ledger. Motion second by Sanders.

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

**AUTHORIZATION of PAYMENTS** – Treasurer Metz

Motion by Metz to approve payments for: General Fund \$38,766.59, Fire Fund \$90,270.91, Police Fund \$49,158.84, Open Space and Land Preservation \$5,308.25, General Agency \$34,275.75, Payroll \$34,286.15; for a grand total, including gross payroll, of \$252,066.49. Motion second by Sikkenga.

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

Treasurer Report: Attachment to Board packet. Noted that 67% of the property taxes have been collected.

Clerks Report: Attachment to Board packet.

**2nd CALL TO THE PUBLIC:** No public comments.

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

Sanders stated that a conversation needed to be started with the community on public issues.

**FUTURE AGENDA ITEMS:**

- A. Snow Removal
- B. General Ledger
- C. Grants
- D. Cemeteries (March agenda)

**ADJOURNMENT:**

Motion by Nolte to adjourn the meeting. Motion second by Metz. All ayes. Motion carried. The meeting was **adjourned** at 8:45 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 SEPTEMBER 2022 AND THAT THE FORGOING MINUTES ARE THE APPROVED MINUTES FOR THE MEETING HELD ON THE 20<sup>TH</sup>, DAY OF SEPTEMBER 2022.

MICHELLE STAMBOULELLIS, CLERK, DEXTER TOWNSHIP