

H. COMMUNICATIONS:

1. Seasonal Weight Restriction-Media Advisory 3-5-08
2. Upcoming Meeting List
3. Third Street Project Informational Meeting
4. Dexter District Library 3-13-08

Page# 11-18

I. REPORTS:

1. Community Development Manager-Allison Bishop
Zoning Board of Appeals Notice of Decision

Page# 19-22

2. Board, Commission, & Other Reports- “Bi-annual or as needed”

Assistant Village Manager

Dexter Area Chamber

Gordon Hall Mgmt Team Representative-Donna Fisher

Downtown Development Chair

Dexter Area Fire Department Representative

Farmer’s Market Representative

Huron River Watershed Council Representative

Library Board Representative

Planning Commission Chair

Parks Commission Chair-Alan Green

Page# 23-26

Tree Board Chair

Washtenaw Area Transportation Study Policy Committee Representative

Western Washtenaw Area Value Express, Representative

3. Subcommittee Reports

Facility Committee – J. Smith or Shawn Keough 3-20-08

Mill Pond Park Planning Team-Alan Green

Utility Committee - none

Page# 27-30

4. Village Manager Report

Page#31-46

5. President’s Report

Page# 47-48

“This meeting is open to all members of the public under Michigan Open Meetings Act.”

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J. CONSENT AGENDA

Bills & Payroll will be a standing item under consent agenda. Discussion of the Budget and Financial matters will be covered under the Presidents Report as a standing item. Items under consent agenda are considered routine and will be acted upon in one motion. There will be no separate discussion of these items unless a Council Member so requests, and the item will be removed from Consent and added to the regular agenda at the end of New Business.

1. Consideration of: Bills & Payroll in the amount of: \$299,318.08
Page# 49-58
2. Consideration of: Lions White Cane Week Proclamation and permission to raise funds through the sale of miniature White Canes in the Village of Dexter from April 25th through May 3, 2008
Page# 59-60
3. Consideration of: Request from the Dexter Soccer Club to set up signs two weeks prior to the June 15 & 16 soccer registration
Page# 61-62

K. OLD BUSINESS- Consideration and Discussion of:

1. Discussion of: Main Street Bridge Project – Phase 2 Funding Update
Permit Conditions Update from Mike Donahue- 3/18/08
Bridge/Dam Pre-construction and Public Meeting Updates
Public Informational Meeting at Mill Creek Middle School March 25, 2008
Page# 63-68
2. Discussion of: Preparation for the next Town Hall Meeting
Page# 69-70

L. NEW BUSINESS- Consideration and Discussion of:

1. Consideration of: Recommendation to appoint Rich Bellas to the Downtown Development Authority Board
Page# 71-76
2. Consideration of: Recommendation to expend \$3,325 from the streets fund for design services for Ryan Drive Speed Mitigation and Pedestrian Crossing with Midwestern Consulting
Page# 77-80

3. Consideration of: Recommendation to accept proposal from Orchard, Hiltz and McCliment for Third Street Engineering Inspection services in the amount of \$64,500.

Page# 81-82

4. Discussion of: The November 1, 2006 \$1.7 million Village Bond, Internal Revenue Service spending requirements.

Page# 83-96

5. Discussion of: Restructuring of the Dexter Area Chamber of Commerce Board

Page# 97-106

6. Consideration of: Amendment to Economic Development Trust & Revolving Loan Fund Reuse Plan

Page# 107-134

M. COUNCIL COMMENTS

N. NON-ARRANGED PARTICIPATION

Same as item F. Those addressing the Council will state their name, and address. This section is limited to 5-minutes per participant or 10-minutes for group representatives.

O. MOTION TO GO INTO CLOSED SESSION: To discuss Union Negotiations and property acquisition. Closed Session is requested in accordance with the Open Meetings Act, MCL 15.268 sec. 8(c & d).

P. ADJOURNMENT:

Reminder:

A Council Work Session will be held on April 7, 2008 at 7:30 p.m. to discuss Village Office Options

"This meeting is open to all members of the public under Michigan Open Meetings Act."

www.villageofdexter.org

DEXTER VILLAGE COUNCIL
REGULAR MEETING
MONDAY, MARCH 10, 2008

AGENDA 3-24-08
ITEM C-1

A. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

The meeting was called to order at 7:34 p.m. by President Keough in the Dexter Senior Center located at 7720 Dexter Ann Arbor Rd. in Dexter, Michigan

B. ROLL CALL:

D. Fisher P. Cousins
J. Semifero J. Carson R. Tell
J. Smith S. Keough

C. APPROVAL OF THE MINUTES

Regular Council Meeting Minutes- February 25, 2008

Motion Fisher, support Semifero to approve the regular Council minutes of February 25th with the following changes:

- removal of all acronyms
- addition of Motion Fisher, support Smith that a letter be sent to the Library Board expressing the Village's interest in receiving a 30-day period to explore the potential purchase of the property with a unanimous vote following the closed session
- addition of "and to direct that a letter of appreciation be sent" to Item L-4
- correction of the spelling of Burton Hoey's name under Non-Arranged Participation

Ayes: Cousins, Fisher, Smith, Semifero, Tell, Carson, Keough.

Nays: none

Motion carries

Work session Meeting Minutes-February 25, 2008

Motion Smith, support Semifero to approve the Work Session minutes of February 25th as submitted.

Ayes: Smith, Semifero, Tell, Carson, Fisher, Cousins, Keough.

Nays: none

Motion carries

D. PREARRANGED PARTICIPATION

none

E. APPROVAL OF THE AGENDA

Motion Carson, support Semifero to approve the agenda with the addition of L. 12 Discussion of: Location of Downtown.

Ayes: Semifero, Tell, Fisher, Carson, Cousins, Smith, Keough

Nays: none

Motion carries

F. PUBLIC HEARINGS

Public hearing on the vacation of certain public right of ways located at the corner of Forrest and Jeffords Streets, more fully described in the resolution of intent published February 7, 2008 and included in the resolution to vacate attached hereto.

Hearing open at 7:45

Hearing closed at 7:46

No public comment

Consideration of: resolution of the Village Council of the Village of Dexter to vacate certain public right of ways.

Motion Cousins, support Carson to approve the resolution of the Village Council of the Village of Dexter to vacate certain public right of ways as described in Item F. 1, agenda 3-10-08.

Ayes: Tell, Carson, Cousins, Smith, Fisher, Semifero, Keough.

Nays: none

Motion carries

Public hearing on an ordinance of Private sale for property described in Exhibit "A" parcels 1, 2, and 3 published February 7, 2008 and included in the ordinance attached hereto.

Hearing open at 7:48

Hearing closed at 7:49

No public comment

Consideration of: an ordinance authorizing the private sale of Village owned real property.

(Mr. Smith would like it noted that he favored the "agreement of purchase and sale" and "option to purchase" to be separate documents.)

Motion Carson, support Semifero to approve the ordinance authorizing the private sale of Village owned real property as described in F. 2, agenda 3-10-08

Ayes: Carson, Cousins, Fisher, Smith, Semifero, Tell, Keough.

Nays: none

Motion carries

G. NON-ARRANGED PARTICIPATION:

Gary Vanderhagen of 8122 Main St. states that he believes moving the Village offices from the downtown area is a bad idea.

Andrew Kudwa, prospective member of the farmer's market oversight committee, introduces himself.

Tom Phillips of 7175 Ulrich also thinks the Village Hall should be downtown not at the old library site.

Charlie Wang of 488 Coventry encourages the Dexter Village Council to support a resolution decrying China's civil rights record.

H. COMMUNICATIONS:

1. Dexter-Chelsea Road Bridge-posted weight limit
2. Dexter Area Fire Department Board meeting schedule
3. Township meeting schedules
4. Letter of interest to library 2-27-08.
5. response from library

I. REPORTS

1. Department of Public Services- Ed Lobdell
 - a. November-December 2007 and January -February 2008
2. Community Development Manager- Allison Bishop
 - a. Form based zoning update
3. Village Manager Report
 - a. Mrs. Dettling submits her report as per packet
4. President's Report
 - a. Mr. Keough submits his report as per packet

J. CONSENT AGENDA

1. Consideration of: Bills and Payroll in the amount of \$101,373.98
2. Consideration of: Budget amendment to fund professional services approved at the last Council meeting for boundary survey services, reduce contingencies.

Motion Fisher, support Smith to approve the consent agenda as presented.

Ayes: Cousins, Fisher, Smith, Semifero, Tell, Carson, Keough.

Nays: None

Motion carries

K. OLD BUSINESS-Consideration and Discussion of:

1. Discussion of : Main Street Bridge Project- Phase 2 funding update
Permit conditions update from Mike Donahue

Bridge/dam pre-construction and public meetings updates
Tentative pre-construction March 13 or 14, 2008
Public meeting at Mill Creek Middle School March 25, 2008

L. NEW BUSINESS-Consideration of and Discussion of:

1. Consideration of: Appointments to farmer's market oversight committee.

Motion Fisher, support Semifero to approve the appointment of Andy Kudwa, MaryAnn Simpkins, Carol Jones, and Shelley Hershner to the Farmer's Market Oversight Committee.

Ayes: Smith, Semifero, Tell, Carson, Fisher, Cousins, Keough
Nays: none
Motion carries

2. Consideration of: Recommendation to award the bid for Third St. improvements to Florence Cement Co. of Shelby Township, Mi. in the amount of \$369,625.20

Motion Fisher, support Semifero to approve the recommendation to award the bid for Third St. improvements to Florence Cement Co. of Shelby Township, Mi. in the amount of \$369,625.20

Ayes: Tell, Fisher, Carson, Cousins, Smith, Keough
Nays: Semifero
Motion carries

Motion Semifero, support Carson to recess for 5 minutes. (unanimous voice vote)

3. Consideration of: Resolution to withhold certificates of occupancy for Cedar's of Dexter and the Wellness Center until an Administrative Consent Order is entered into with the Michigan Department of Environmental Quality

Motion Smith, support Carson to approve the resolution to withhold certificates of occupancy for Cedar's of Dexter and the Wellness Center until an Administrative Consent Order is entered into with the Michigan Department of Environmental Quality.

Ayes: Carson, Cousins, Fisher, Smith, Tell, Keough
Nays: Semifero
Motion carries

4. Consideration of: Article 8, section 8.11B11, special land use standards for bed and breakfast inns, ordinance amendment.

Motion Fisher, support Semifero for Article 8, section 8.11B11, special land use standards for bed and breakfast inns, ordinance amendment

Ayes: Cousins, Fisher, Smith, Semifero, Tell, Carson, Keough
Nays: none

Motion carries

5. Consideration of: Article 10, section 10.03, one family residential district (R1A/R1B) special land uses ordinance amendment

Motion Fisher, support Smith for Article 10, section 10.03, one family residential district (R1A/R1B) special land uses ordinance amendment.

Ayes: Smith, Semifero, Tell, Carson, Fisher, Cousins, Keough

Nays: none

Motion carries

6. Consideration of: Article 12, Section 12.03, multiple family residential district (R3) special land uses ordinance amendment

Motion Cousins, support Fisher for Article 12, section 12.03, multiple family residential district (R3) special land uses ordinance amendment

Ayes: Semifero, Tell, Fisher, Carson, Cousins, Smith, Keough

Nays: none

Motion carries

7. Consideration of: Article 15, section 15.03, Village Commercial District (VC) special land uses ordinance amendment

Motion Fisher, support Smith for Article 15, section 15.03, Village Commercial District (VC) special land uses ordinance amendment

Ayes: Tell, Carson, Cousins, Smith, Fisher, Semifero, Keough

Nays: none

Motion carries

8. Consideration of: Article 15A, section 15A.03, central business district (CBD) special land uses ordinance amendment

Motion Fisher, support Smith for Article 15A, section 15A.03, central business district (CBD) special land uses ordinance amendment

Ayes: Carson, Cousins, Fisher, Smith, Semifero, Tell, Keough

Nays: none

Motion carries

9. Discussion of: Preparation for the next town hall Meeting

10. Discussion of: Volunteer recognition suggestion

11. Discussion of: Unified Work Program FY 2008-09

12. Discussion of: Where is Downtown?

M. COUNCIL COMMENTS

Tell comments re: the Village Hall
Fisher define where downtown is, should have workshop to discuss options
Cousins need to define downtown
 Chamber is being revised, modifying board
 County wide arts and culture meeting 3-07-08
Boyle no
Semifero library site has limitations, upcoming meetings at other bodies on our
 agenda, fisheries grant a good idea, Grand St. property for sale?
 Road maintenance during snows very good
Smith no
Carson Village hall out of downtown is not a good idea

N. Motion to go into closed session

Motion Tell, support Cousins to enter closed session at 11:22 re: union negotiations and land acquisition.

Ayes: Cousins,Fisher,Smith,Semifero,Tell,Keough
Nays: none
Motion carries

Motion Smith, support Carson to exit closed session at 12:44

Ayes: Smith,Semifero,Tell,Carson,Fisher,Keough
Nays: none
Motion carries

Consideration of: letter to library re: more time

Motion Cousins, support Fisher to authorize the conveyance of a letter to the library board requesting more time to prepare a potential offer to buy the library site.

Ayes: Semifero,Tell,Fisher,Carson,Cousins,Smith,Keough
Nays: none
Motion carries

O. NON-ARRANGED PARTICIPATION

none

P. ADJOURNMENT

Motion Smith, support Semifero to adjourn at 12:45 a.m.
Unanimous voice vote

Hopefully submitted,

David F. Boyle
Clerk, Village of Dexter

Approved for Filing: _____

**WORK SESSION MINUTES
VILLAGE OFFICE OPTIONS**

Dan Redstone

March 10, 2008

6:30 to 7:30 p.m. Senior Center

AGENDA 3-24-08

ITEM C-2

- Dan Redstone of Redstone Architects gave an overview of a potential Village Office layout in the Library
- Discussion was held regarding:
 - Potential HVAC system upgrades, security concerns, room uses, and entryways
 - Does the Village want a short-term or long-term solution?
 - Should the Village Offices be in the DDA District or would a location just outside of the District suffice?

AGENDA 3-24-08

ITEM

D-1

Here is an update for the council packet:

The new test production well at the south side of the High School property has been completed. Recently, we completed a 24-hour pumping test on the new well. The aquifer test was performed on the well to determine the long term yield capability of the aquifer. Once we have completed the report, we will propose a suggested well yield for one or more production wells, and the report will go to the MDEQ for their review and approval. We expect the review to be complete by the end of April or first part of May. Once the MDEQ had reviewed and approved our report, we will have an approved Type I production well site. The next phase of work will be for the engineering of the wellhouse and related appurtenances.

Call me if you need anything else.
-Dan Whalen of Williams and Works
March 17, 2008

WASHTENAW COUNTY ROAD COMMISSION

555 N. Zeeb Road
Ann Arbor, Michigan 48103

AGENDA

3-24-08

ITEM

H-1

MEDIA ADVISORY

WHO: To media representatives, the motoring public and all interested parties

WHAT: Seasonal Weight Restrictions Imposed

WHEN: Effective 6:00 a.m., Monday, March 10, 2008, until further notice

WHERE: Countywide

WHY: For the protection of the county road infrastructure

BACKGROUND: The Washtenaw County Road Commission announced that the County Highway Engineer has **IMPOSED the Seasonal Weight Restrictions, effective 6:00 a.m., Monday, March 10, 2008, until further notice.** A subsequent Media Advisory will be issued at such time the Seasonal Weight Restrictions are suspended.

This action is taken in accordance with the Washtenaw County Board of Road Commissioners' Resolution No. RC08-053, and pursuant to Act 300 of the Public Acts of 1949, as amended [MCL §257.722]. Information regarding the Seasonal Weight Restrictions and the Board resolution is available for public review on the Road Commission's website at: www.wcroads.org/permits/weightrestrictions.htm.

CONTACTS: If you have any questions regarding Seasonal Weight Restrictions, please contact **Matt MacDonell**, Permits & Subdivision Supervisor, at (734) 827-9527, or via email at macdonellm@wcroads.org.

If you require assistance with media information, please contact **Val Cooper**, Public Information Officer, at (734) 327-6675 or via email at: cooperv@wcroads.org.

ISSUE DATE: March 5, 2008

2008 Upcoming Meetings

Board	Date	Time	Location	Website	Village Representative
Scio Township Planning	3/24/2008	7:30 p.m.	Scio Township Hall	http://www.twp.scio.mi.us/	
Dexter Township Planning	3/25/2008	7:00 p.m.	Dexter Township Hall	http://www.twp-dexter.org/	Jim Carson
Western Washtenaw Area Value Express	3/25/2008	8:15 a.m.	Chelsea Community Hospital		
Scio Township Board	3/26/2008	7:00 p.m.	Scio Township Hall	http://www.twp.scio.mi.us/	Paul Cousins Jim Carson
Huron River Watershed Council	3/27/2008	5:30 p.m.	1100 N. Main, Ste 210, Ann Arbor	http://www.hrwc.org/	
Dexter Village Planning Commission	3/31/2008	7:30 p.m.	Senior Center		
Dexter Township Planning	4/1/2008	7:00 p.m.	Dexter Township Hall	http://www.twp-dexter.org/	
Washtenaw County Road Commission	4/1/2008	1:00 p.m.	Road Commission Offices	http://www.wcroads.org/	
Washtenaw Area Transportation Study-Technical	4/2/2008	9:30 a.m.	Road Commission Offices	http://www.miwats.org/	Rhett Gronewelt
Washtenaw County Board of Commissioners	4/2/2008	6:45 p.m.	Board Room, Admin Building	http://www.washtenaw.org	
Washtenaw County Historical Society	4/3/2008	7:30 p.m.	Dexter Area Historical Museum	http://www.hvcn.org/info/dextermuseum/	
Southeast Michigan Council of Governments	4/3/2008	4:30 p.m.	Rock Financial Showplace - Novi	http://www.semco.org	Shawn Keough
Dexter District Library Board	4/7/2008	7:30 p.m.	Dexter District Library	http://www.dexter.lib.mi.us/	
Scio Township Board	4/8/2008	7:00 p.m.	Scio Township Hall	http://www.twp.scio.mi.us/	Paul Cousins Shawn Keough
Dexter Area Chamber of Commerce	4/9/2008	7:30 a.m.	Chamber Offices	http://www.dexterchamber.org/	
Dexter Downtown Development Authority	4/10/2008	7:30 p.m.	Senior Center		
Dexter Community Schools Board of Education	4/14/2008	7:00 p.m.	Creekside Intermediate School	http://web.dexter.k12.mi.us/	
Scio Township Planning	4/14/2008	7:30 p.m.	Scio Township Hall	http://www.twp.scio.mi.us/	
Dexter Township Board	4/15/2008	7:00 p.m.	Dexter Township Hall	http://www.twp-dexter.org/	Joe Semifero
Dexter Village Parks Commission	4/15/2008	7:00 p.m.	Village Offices		
Washtenaw County Road Commission	4/15/2008	1:00 p.m.	Road Commission Offices	http://www.wcroads.org/	
Webster Township Board	4/15/2008	7:30 p.m.	Webster Township Hall	http://www.twp.webster.mi.us/	

AGENDA 3-24-08

ITEM 1-2

Due to the possibility of cancellations please verify the meeting date with the listed website or the Village Representative



AGENDA 3-24-08

ITEM H-3

VILLAGE OF DEXTER

8140 Main Street • Dexter, Michigan 48130-1092 • (734) 426-8303 • Fax (734) 426-5614

Village Council

Shawn Keough
President

Ray Tell
President Pro-Tem

Jim Carson
Councilperson

Paul Cousins
Councilperson

Donna Fisher
Councilperson

Joe Semifero
Councilperson

James Smith
Councilperson

Administration

Donna Dettling
Manager

David Boyle
Clerk

Marie Sherry, CPFA
Treasurer/Finance Director

Courtney Nicholls
Assistant Village Manager

Ed Lobdell
Public Services Superintendent

Allison Bishop, AICP
Community Development Manager

THE VILLAGE OF
DEXTER IS AN EQUAL
OPPORTUNITY
PROVIDER AND
EMPLOYER

www.
villageofdexter.org

March 17, 2008

Regarding: Third Street Improvements

Dear Village Resident:

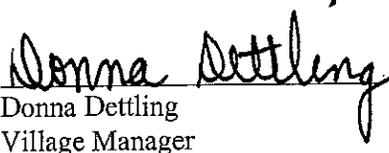
As you may or may not be aware, in continuation with our Capital Improvement Plan, the Village of Dexter has elected to complete road improvements to Third Street between the end of the roadway and Central Street during the 2008 construction season to better serve our residents. The project includes the reconstruction (full removal and replacement) of Third Street between Inverness Street and the southeast end of the road. Along this portion of roadway, a new cul-de-sac will be constructed at the road end and the water main will be upgraded from 4-inch to 8-inch water main to provide a more reliable water system. The rest of Third Street between Inverness Street and Central Street will be resurfaced with minor drainage improvements.

The Village wishes to invite you to an informational meeting about the project. Attendees of the meeting include Village Representatives, Christine Cale, P.E., of OHM (our engineering consultant), a representative from the project's contractor, and any local resident wishing to learn more about the project and how it will affect them. It is the Village's intent to introduce the contractor, educate the residents about the proposed construction, and familiarize everyone with the proposed construction operations and schedule.

The informational meeting is scheduled for 6:30 pm on Thursday, March 27, 2008 and will be held in the basement of the National City Building, 8123 Main Street.

The attached flyer highlights some key information regarding the project, including the tentative schedule. The Village of Dexter hopes that you can attend the meeting and take part in making this a successful project for everyone!

Sincerely,


Donna Dettling
Village Manager

THIRD STREET IMPROVEMENTS

PROJECT SUMMARY

March 27, 2008

TENTATIVE SCHEDULE

- Notice to Proceed March 25, 2008
- Informational Meeting March 27, 2008
- Start Construction April 7, 2008 (weather dependent)
- Substantial Completion May 19, 2008
- Final Completion May 26, 2008

PROJECT SUMMARY

The Project consists of...

- An asphalt road with minor drainage improvements including swales on either side
- A cul-de-sac constructed at the end of the roadway
- New 8-inch water main along Third Street between Inverness St and the road end
- Sidewalk between Inverness and Dover Streets

PROJECT COSTS

- Project Construction Cost \$ 370,000



VILLAGE OF DEXTER

8140 Main Street • Dexter, Michigan 48130-1092 • (734) 426-8303 • Fax (734) 426-5614

Village Council

Shawn Keough
President

Joe Semifero
Councilperson

Jim Carson
Councilperson

Paul Cousins
Councilperson

Donna Fisher
Councilperson

James Smith
Councilperson

Ray Tell
President Pro-tem

Administration

Donna Dettling
Manager

David Boyle
Clerk

Marie Sherry, CPFA
Treasurer/Finance Director

Courtney Nicholls
Assistant Village Manager

Ed Lobdell
Public Services Superintendent

Allison Bishop, AICP
Community Development Manager

THE VILLAGE OF
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March 13, 2008

Dexter District Library
Director Paul McCann
8040 Fourth Street
Dexter, MI 48130

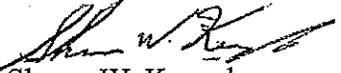
Dear Mr. McCann,

On behalf of the Village of Dexter, I am writing to inform you that the Dexter Village Council had considerable discussion at our March 10, 2008 Village Council meeting regarding the potential purchase of the existing Dexter Library Building as well other items related to our efforts to improve our current Village offices. We were, however, unable to reach a clear decision on this matter and realize that we need additional time and discussion among our Board to fully evaluate our options.

We appreciate the additional time allowed by you and your Board to allow us to have our discussion. While we were unable to make a decision at this time, we do expect to continue discussion of this topic as part of our future discourse. Please keep us informed as you and your Board evaluate your options regarding the sale of the existing Library Building.

Thank you again for the additional time to discuss your facility in more detail. If you have any questions for me, please do not hesitate to give me a call.

Kind Regards,


Shawn W. Keough
Village President

VILLAGE OF DEXTER - ZONING BOARD OF APPEALS

8140 Main Street, Dexter, Michigan 48130-1092 Phone (734)426-8303 ext. 15 Fax (734)426-5614

NOTICE OF DECISION

AGENDA 3-24-08

ITEM I-1

TO: Village Council
Planning Commission

CC: David Haig, 401 Cambridge Drive, Dexter, MI 48130
Donna Dettling, Village Manager

FROM: Allison Bishop, Community Development Manager

DATE: Wednesday, March 18, 2008

RE: ZBA Decision (Case #2008-01)
Tax ID's HD-08-08-260-012

In compliance with the Zoning Board of Appeals Rules of Procedure and Policy, Article III, notice of the following ZBA decisions is given to Village Council and Planning Commission:

Variance Request (ZBA Case #2008-01)

On March 17, 2008, the ZBA reviewed a variance request, submitted by David Haig for 401 Cambridge Drive, to waive the following sections of the Village of Dexter Zoning Ordinance to permit the construction of a deck on the rear of the home.

- A. Section 20.01, Schedule of Regulations for Rear Yard Setbacks in the R1B One Family Residential Small Lot District. Section 20.01 requires a rear yard setback of 15 feet. The applicant proposed to construct a deck that encroaches 5 feet into the required 15 foot rear yard setback.

The staff review was presented. The Board and the applicant discussed the details of the review and the request, including but not limited to the following: location of the home on an eyebrow shaped lot, the placement of the home compared to placement of homes immediately adjacent to the subject property, the greenbelt between the proposed deck and the DAPCO parking lot, the existing hedgerow, the applicant limited deck size without a variance and the applicant's reasonable deck size request and variance.

ZBA Decision

On March 17, 2008, the Village of Dexter Board of Zoning Appeals moved the following:

-Moved Kimmel, support Bombery based on the information provided by the applicant at the March 17, 2008 Zoning Board of Appeals meeting, the board determines that the request to waive the Section 20.01 Schedule of Regulations for rear yard setbacks, submitted by David Haig for 401 Cambridge Drive, HD-08-08-260-012 to permit the applicant to construct a deck that encroaches 5 feet into the rear yard setback be **granted** because the proposed request **meets** the conditions required for the granting of a variance.

The determination was made with consideration of the following per Section 24.05 of the Village of Dexter Zoning Ordinance:

1. Practical Difficulties - Compliance with the strict letter of the restrictions governing area, setbacks, frontage, height, bulk, density, or other dimensional provisions would

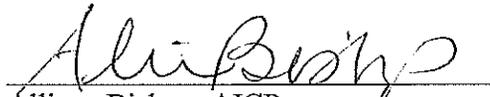
create practical difficulties, unreasonably prevent the use of the property for a permitted purpose, or render conformity with such restrictions unnecessarily burdensome. The showing of mere inconvenience is insufficient to justify a variance.

2. Substantial Justice - Granting of a requested variance or appeal would do substantial justice to the applicant as well as to other property owners in the district; or, as an alternative, granting of lesser variance than requested would give substantial relief to the owner of the property involved and be more consistent with justice to other property owners.
3. Extraordinary Circumstances - There are exceptional or extraordinary circumstances or conditions applicable to the property involved or to the intended use of the property that do not apply generally to other properties of other similar uses in the same zoning district. The conditions resulting in a variance request cannot be self-created.

Please feel free to contact me with any questions regarding the variance request or decision.

Thank you.

Respectfully submitted,


Allison Bishop, AICP
Community Development Manager

VILLAGE OF DEXTER - ZONING BOARD OF APPEALS

8140 Main Street, Dexter, Michigan 48130-1092 Phone (734)426-8303 ext. 15 Fax (734)426-5614

NOTICE OF DECISION

TO: Village Council
Planning Commission

CC: Jonathan Coffey, 7690 Grand Street, Dexter, MI 48130
Donna Dettling, Village Manager

FROM: Allison Bishop, Community Development Manager

DATE: Wednesday, March 18, 2008

RE: ZBA Decision (Case #2008-02)
Tax ID's HD-08-06-425-001

In compliance with the Zoning Board of Appeals Rules of Procedure and Policy, Article III, notice of the following ZBA decisions is given to Village Council and Planning Commission:

Variance Request (ZBA Case #2008-02)

On March 17, 2008, the ZBA reviewed a variance request, submitted by Jonathan Coffey for 7690 Grand Street, to waive the following sections of the Village of Dexter Zoning Ordinance to permit the construction of an attached structure on the front of the applicant's home.

- A. Section 20.01, Schedule of Regulations for Front Yard Setbacks in the R1B One Family Residential Small Lot District. Section 20.01 requires a front yard setback of 15 feet. The applicant proposed to construct an attached structure that encroaches 9 ½ feet into the required 15 foot front yard setback.

The staff review was presented. The Board and the applicant discussed the details of the review and the request, including but not limited to the following: corner lot challenge, triangular shaped lot that narrows reducing building envelope, 722 square foot home, increases homes presence on the large corner, more substantial structure on corner, investment into home and community, gentle intrusion into large 99' ROW and public space, awning adds to appearance of addition, excessive space between edge of pavement and actual structure and setback.

ZBA Decision

On March 17, 2008, the Village of Dexter Board of Zoning Appeals moved the following:

-Moved Hansen, support Rush based on the information provided by the applicant at the March 17, 2008 Zoning Board of Appeals meeting, the board determines that the request to waive the Section 20.01 Schedule of Regulations for front yard setbacks, submitted by Jonathan Coffey for 7690 Grand Street, HD-08-06-425-001 to permit the applicant to construct an attached structure that encroaches 9 ½ feet into the front yard setback be **granted** for the property located at 7690 Grand Street because the proposed request **meets** the conditions required for the granting of a variance.

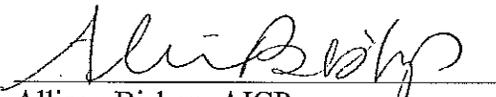
The determination was made with consideration of the following per Section 24.05 of the Village of Dexter Zoning Ordinance:

1. Practical Difficulties - Compliance with the strict letter of the restrictions governing area, setbacks, frontage, height, bulk, density, or other dimensional provisions would create practical difficulties, unreasonably prevent the use of the property for a permitted purpose, or render conformity with such restrictions unnecessarily burdensome. The showing of mere inconvenience is insufficient to justify a variance.
2. Substantial Justice - Granting of a requested variance or appeal would do substantial justice to the applicant as well as to other property owners in the district; or, as an alternative, granting of lesser variance than requested would give substantial relief to the owner of the property involved and be more consistent with justice to other property owners.
3. Extraordinary Circumstances - There are exceptional or extraordinary circumstances or conditions applicable to the property involved or to the intended use of the property that do not apply generally to other properties of other similar uses in the same zoning district. The conditions resulting in a variance request cannot be self-created.

Please feel free to contact me with any questions regarding the variance request or decision.

Thank you.

Respectfully submitted,


Allison Bishop, AICP
Community Development Manager

To: Mr. Shawn Keough, Council President
Village Councilpersons
Mrs. Donna Dettling, Village Manager
Village Staff
Community Residents

From: Alan Green, Chair
Village Parks Commission

Subject: Semi-annual Report on Activities of the Parks Commission

Authored Date: 18 March 2008

On behalf of the members of your Village Parks Commission, I am happy to share this update on recent activities and to provide a sense of future priorities. As always, we invite your attendance at our meetings which are regularly scheduled for the third Tuesday of each month at 7 pm, typically at the Village Offices. If you have any questions or concerns about any issues addressed here or known to be of interest to the Parks Commission, do not hesitate to contact me or fellow commissioners. I do plan to attend the Council meeting on March 24.

⊙ *Parks & Recreation Survey of Community Residents*

Over the past several months we have been collecting resident responses to our parks and recreation survey. The survey concluded recently with 130 responses and we are analyzing and discussing these results now. The Parks Commission will be using these responses to help guide us in our planning and in the updating of our Parks and Recreation Master Plan, a requirement by the State of Michigan DNR.

⊙ *Parks & Recreation Facilities Master Plan Revision*

The Michigan Department of Natural Resources requires that our master plan be updated and resubmitted every 5 years. Our current plan expires on April 30, 2008. We initiated the process with the survey of Village residents and will be proceeding to the next steps leading, ultimately, to a public hearing this summer to gather citizen feedback one more time. You can expect the revised plan to include the Village's vision for the Mill Creek linear park and changes that will enhance our position as an applying grantee for DNR-administered grants.

⊙ *Community Park Project*

The Parks Commission thanks Council and staff for its continued support of our efforts to fully implement the vision for Community Park off of Ryan Dr. We are proceeding full speed ahead with the construction and installation of the play/basketball court and the remaining playground equipment and barbecue grills. We hope to have it all completed by the end of May.

I expect the Parks Commission to approve a recommendation to Council for the funding of the playground equipment at its meeting on Tuesday, March 18.

With the execution of these pieces the elements remaining to be implemented from the original plan will be parking and traffic safety improvements, installation of a water fountain, and the construction of permanent bathrooms. It is our intention to delay the water fountain and bathrooms until the activity of the Mill Creek Park project allows for completion.

I believe we still have work to do in this park to make it an attractive site for pavilion usage and rental. I expect the commission to be working on that issue this year.

⊙ *Ryan Drive Parking and Traffic Calming Improvements*

The recent traffic study on Ryan Drive reinforced our belief that the Village needs to proceed with the implementation of a traffic calming strategy in the area between the east and west sides of Community Park. We expect park usage to increase significantly once the play/ basketball court is installed and it is likely that the number of pedestrians crossing Ryan Drive from one area to the other will also increase. Additionally, this area will be improved to allow for necessary parking which will degrade visibility and increase activity in and adjacent to the roadway.

I expect the Parks Commission, at its March 18 meeting, to approve a recommendation to Council requesting permission to obtain a design and construction estimate. This would be followed by a request for project funding at a later date.

⊙ *2008-2013 Capital Improvement Plan (CIP)*

I expect that our CIP recommendations will be completed and approved by the Parks Commission at our meeting on Tuesday, March 18.

The significant items will likely include the following:

- Addition of a project worksheet for the new Mill Creek park
- Addition of ADA-compliant ramp from Library to Warrior Creek Park
- Addition of parking/traffic calming to Community Park
- Addition of placeholder worksheet for property acquisition and/or access easements in support of new Mill Creek park

⊙ *Skate Park*

In 2003-04 the Village Parks Commission heard from community residents interested in the installation of a Village-based skate park. The Commission conducted research and debated the idea, concluding that the project had merit. Lack of funding, however, precluded moving ahead and it has languished until now.

Every year we revisit the skatepark idea and do nothing with it. This year we determined that it would be helpful to residents if we could either re-commit to the project and proceed with a recommendation to Council to move to the design/construction exploration phase OR elect to drop it altogether. Toward that end, we are updating our research by investigating the stories of other skatepark communities, both operating and closed venues, and expect to discuss the issue at either our April or May meeting. Results of our recent resident survey will be considered. I intend to bring this to some conclusion in the next couple of months.

⊙ *Smith Woods Preserve*

We continue to explore the transfer of ownership for this Village park to the Washtenaw County Parks and Recreation Commission. Your Parks Commission believes that the health and protection of this valuable preserve would be best accomplished in the hands of their Natural Areas Preservation Program whose objectives are consistent with the intent of the Richard Smith family donation and the Village's declaration of this property as a nature preserve. WCPRC has the staff and the expertise to develop and administer a restoration and maintenance plan for the property saving the Village both time and money. The transfer would allow the Smith Woods Preserve to be managed as a single park with the adjacent Miller Preserve, already a part of their program. It would remain available to Village residents to enjoy as it is now.

Allison Bishop, Community Development Manager, has asked for legal guidance on how to proceed given the property's status as a park. She will be contacting Smith family representatives for input and asking that Council hold a public meeting to gather citizen

comment on the proposal before taking final action. We expect to include language in any transfer that commits the property to being parkland in perpetuity.

Council can expect a recommendation from the Parks Commission soon.

⊙ *Park Beautification Initiative*

You may recall that last year at this time I announced plans to upgrade the aesthetics of our parks along the Main Street corridor including Monument, Lions, and Peace Parks. This project involves the addition of plant beds, both annual and perennial, that will be eye-catching and colorful and flow visually into the beds located downtown. We failed to accomplish that last year and we want to begin implementing those changes soon.

There will be minor one-time expenses associated with the design and installation of the beds. We expect a small on-going annual expense associated with fresh plantings of annuals and the replacement of damaged/dead perennials. Those dollars have been requested in a memorandum from the Parks Commission dated February 19, 2008 as described in the next item.

⊙ *New Annual Budget Request*

As I have come to understand the expenses associated with our parks, it made sense to both Ms. Bishop and I to begin to proactively plan for annual expenses that we can anticipate outside of the CIP process. These are expenses that are less than \$1000 in amount, not typically capitalized, and would historically be requested as needed through a budget amendment. Our first request was submitted to you for FY08-09 on February 19th.

With Council's consent, we plan to engage in this planning annually during the normal winter CIP discussions at the commission level. This tool will force the Parks Commission to visualize its next year's activities more deliberately. It will allow us, with Council's authorization, to earmark funds in a single action and eliminate most of the budget amendment requests that we currently require. This strategy should also allow Council to make more informed decisions about the Parks Commission's priorities and how they mesh with the bigger Village picture.

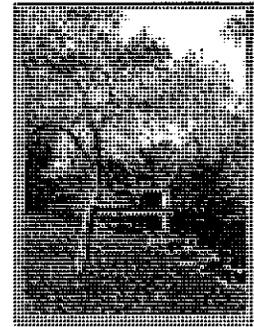
⊙ *Mill Creek Park Initiative*

This is not a Parks Commission project specifically but, as you know, I am chairing the project team, appointed in October, 2007, tasked with recommending to Council a concept for the redevelopment of the existing Mill Pond, post-dam removal. We expect the Parks Commission to review the concept then the design of the park and its support for preferences communicated by area residents in our recent survey. At this point in the process, I have been reporting on the proceedings of the Mill Creek Park Planning Team to the Parks Commissioners at our monthly meetings to keep them informed of our progress. Members of the project planning team agree that the review and approval of the Parks Commission is a vital step before any recommendation is made to the Village Council. I would expect that step to be a part of our Parks Commission agenda at our April 15th meeting.

End

AGENDA 3-24-08

ITEM I-3



Mill Creek Park Planning Team
Scott Bell, Planning Commission
Allison Bishop, Community Development Mgr.
Paul Cousins, Village Council Trustee
Alan Green, Chair, Parks Commission
Thom Phillips, Planning Commission
Joe Semifero, Village Council Trustee & Parks Commission member
Gary Vander Haagen, Downtown Development Association

Subject: Mill Creek Park Planning Team Update
Authored Date: 17 March 2008

In October, 2007, Council appointed a seven member task force to research, develop, and recommend a preferred plan for the redevelopment of the existing Mill Pond area, post-dam removal. I am privileged to chair this group of informed and thoughtful Village residents who are dedicated to building consensus around a singular vision reflecting a balance of desires and needs with values and resources per the criteria you set forth in your mandate.

"The overall goal will be to use this open information exchange to create a redevelopment plan that takes into account storm water, aesthetic, recreational, ecological and financial objectives

- Resolution #28-2007
Dexter Village Council, 10/8/2007

We began with our first meeting on December 3, 2007 and have met a total of 7 times showing excellent progress towards our goal of delivering a recommendation to the Council by the end of April. I expect that recommendation to include the following:

- ▶ Statement of Mission and Goals (see attached)
- ▶ Description of Project Scope
- ▶ Recommendation of Project Design Consultant

We have had lengthy discussions about the physical boundaries of the project area. We agreed that one of the primary foci for this new park would be its role as an *intersection* linking neighborhoods, schools, the downtown commercial district, and other Dexter assets with non-Village trail, greenway, and park and recreation assets. When coupled with our desire to protect a large piece of the Mill Creek ecosystem, it made sense to enlarge our vision to boundaries that parallel the creek running from the railroad trestle at the north end of Warrior Creek Park south to Shield Road. We expect that this would ultimately be a multi-phase effort over time driven largely by resource availability. Collaboration with adjacent property owners and township authorities would be critical to full implementation.

We are currently in the process of consulting firm selection. We sent out a Request for Qualifications (RFQ) to several area firms with known experience in park design, environmental restoration, water resource management, and engineering project management. We have narrowed the initial pool of 12 firms down to 3 finalists and they will be presenting to us at 4 pm, Tuesday, March 25.

Guiding us in our selection process are several criteria which you will find detailed in the attached *Guiding Principles*. This brief document describes our mission along with what we perceive to be the 5 most important goals for the project. Addition-

ally, we have added several implementation strategies which we currently favor to help describe each goal's intent.

It is important that Council agrees with the mission and goals as described in the *Guiding Principles* attachment. I look forward to collecting your feedback at your meeting and will try my best to answer any questions and to note any concerns you or community residents may have.

On behalf of everyone on the project team I want to thank you for allowing us to serve our community and we look forward to assisting Council and residents in the development of a satisfying plan.

Respectfully submitted,

Alan Green
Project Chair

Attachment: *Guiding Principles*

Guiding Principles for New Mill Creek Park Development



MISSION STATEMENT:

The Mill Creek Park Planning Team will recommend to Village Council a concept for a linear park in the area of the existing Mill Pond, Warrior Creek Park and adjacent areas. We will seek the input of stakeholders, integrate the work of prior study groups, and the lessons of other communities. By thoughtfully considering aesthetic, cultural, ecological, financial, historical, and recreational objectives, we will develop a vision that attends to the needs and preferences of today while protecting the creek and its watershed for the future.

Mill Creek Park Planning Team

Scott Bell, Planning Commission
Allison Bishop, Community Development Mgr.
Paul Cousins, Village Council Trustee
Alan Green, Chair, Parks Commission
Thom Phillips, Planning Commission
Joe Samfero, Village Council Trustee & Parks Commission member
Gary Vander Haagen, Downtown Development Association

"The overall goal will be to use this open information exchange to create a redevelopment plan that takes into account storm water, aesthetic, recreational, ecological and financial objectives

- Resolution # 28-2007
De-ter Village Council, 10/8/2007

Goals and Strategies

The goals and strategies below are included to help explain some of the solutions and park activities being considered by the team. These strategies are illustrations, not final, and will continue to evolve as the process unfolds.

- A. **GOAL:** To restore and to protect the Mill Creek and its watershed consistent with today's best practices of system stewardship.

Strategies

1. Improve water quality and erosion control through the implementation of effective storm water management techniques including bioretention and biofiltration.
2. Develop a process by which sediment control is effectively maintained long-term.
3. Restore native habitat including wetlands and bottom vegetation.
4. Restore and improve the creek's natural riparian buffers.

- B. **GOAL:** To select, develop, and enhance site appropriate passive and low-impact active recreation opportunities.

Strategies

1. Develop ecologically-sound boardwalks, pathways, small decks, and/or other infrastructure conducive to:
 - birding
 - photography
 - painting, drawing, and sketching
 - sitting, contemplation, and conversation
2. Develop areas conducive to fishing, both traditional and fly-, including an elevated dock or deck for children.
3. Develop and maintain the creek for navigation by canoe and kayak paddlers including a landing or landings for easy loading/unloading and creek access.
4. Consider pathways that would allow use by:
 - walkers
 - walkers with strollers
 - physically-challenged persons
 - inline-skaters
 - skateboarders
 - cyclists

- cross-country skiers
 - snowshoers.
5. Consider the installation of a dual-purpose skating area accommodating both summer and winter skating activities.
 6. Develop assets supportive of education, both static information delivery for casual visitors and programmed activities provided by the Dexter Community Schools and other interested agencies or groups. They should include information kiosks, species or habitat identifiers, and a larger area for small group gathering. Assets would focus on site-specific natural features, flora and fauna, natural history, and local history.
- C. GOAL: To develop the park as a trail system hub and a link to adjacent recreation areas and community assets.

Strategies

1. Design and develop pathways linking:
 - *adjacent recreational areas* including the Smith Woods and Miller Preserves, and the county's Border to Border Trail;
 - *community landmarks* including Monument Park, and the historic Gordon Hall estate;
 - *neighborhoods* including Westridge, the Cedars of Dexter retirement community, Island Hills Estates, and Bates Farms;
 - *schools* including Creekside Intermediate and Dexter High.
 2. Develop and install wayfinding signage to assist visitors in identifying where they are and in navigating to their next destination.
 3. Develop the park in a way that would allow it to anchor and be integrated into a larger, unified linear park stretching from the Huron River to Shield Rd and points beyond should it be desirable in the future.
 4. Integrate park access points into the adjacent vision of the Village Downtown Development Authority.
- D. GOAL: To build on "Dexter as a Destination" promotional efforts and stimulate additional economic activity.

Strategies

1. Develop and install wayfinding signage to assist park visitors in navigating to community assets including the historic downtown business district.
 2. Develop the park with an eye towards ecologically sound activities that will increase visitors to our community year-round.
 3. Identify future adjacent or park-inclusive retail space supporting park visitors and activities.
 4. Consider the need for increased parking demand caused by park visitors and any potential solutions within and/or outside of the park.
- E. GOAL: To foster community development through collaborative planning amongst Village, township, county, regional, and state commissions, authorities, agencies, and stakeholders.

Strategies

1. Identify and meet with various stakeholders and subject matter experts.
2. Communicate our meetings and our activities to the public and stakeholders in as open and transparent a manner as possible.
3. Invite input throughout the process and adopt changes which will improve our concept recommendation and/or its goals and strategies.

VILLAGE OF DEXTER

ddettling@villageofdexter.org

8140 Main Street · Dexter, MI 48130-1092

Phone (734)426-8303 ext 11 Fax (734)426-5614

MEMO

To: President Keough and Council Members
From: Donna Dettling, Village Manager
Date: March 24, 2008
Re: Village Manager Report

1. Meeting Review:

- March 6th – Teamsters, Union Negotiations
- March 7th – Project Coordination Meeting re: Bridge/Dam & Jeffords Project
- March 10th – Management Team – Negotiations
- March 11th - Dan Whalen of Williams & Works re: Fifth Well Update
- March 13th – Teamsters, Union Negotiations
- March 13th – DDA Meeting
- March 17th – Bridge/Dam Pre-Construction Meeting
- March 17th – MDEQ Lansing re: SRF Update
- March 17th - CAPT-DART Meeting
- March 19th - WCRC & Village re: Bridge/Dam Meeting

2. Upcoming Meeting Review:

- March 20th – Willis Property Close re: DDA Jeffords Project
- March 20th - Teamsters, Union Negotiations “if needed”
- March 20th – Facilities Committee
- March 24th – WCRC Bridge/Dam Project re; Surveying QBS
- March 25th – Bridge/Dam Public Meeting
- March 27th – Third Street re: Pre-Construction
- March 27th – Third Street Project re: Public Informational Meeting

3. MDEQ Sanitary Sewer/SRF Update. OHM and Staff met with the MDEQ on Monday, March 17th to finalize the scope of wastewater system improvements and finalize requirements for Dexter’s State Revolving Fund (SRF) Project Plan modifications. Included for your review is a summary of this meeting.
4. Human Rights Torch Relay. Included for your review is a letter and sample proclamation from Charlie Song promoting the Human Rights Torch Relay. At the last meeting, Mr. Song requested that the Village adopt a Proclamation supporting this effort. I felt it was important for Council to see a sample proclamation before the document is presented for adoption at a future meeting. Please confirm that it is Council’s desire to adopt a Proclamation supporting the Human Rights Torch Relay.
5. Meeting minute process. Courtney sent out an email to all of you this week with the corrected February 25th meeting minutes. She indicated that currently a record is kept of all changes made to the minutes in the following meetings minutes. In addition to continuing this practice we will also make the changes to the minutes using the “track changes” feature of Microsoft Word. Utilizing both of these options will ensure that we are acting in accordance with the Open Meetings Act.
6. Work Session-April 7, 2008 Draft Agenda. In preparation for the work session on April 7th regarding Village Office space, an agenda is included for your review. I am looking for suggestions for agenda items and additional evaluation information that needs to be secured prior to this meeting.

7. Dexter-Chelsea Road Bridge Follow-up. I contacted Kelly Jones at the WCRC, to clarify the former ton limit on the bridge and how the weight restriction has impacted DCS, DAFD, etc. Ms. Jones indicated that there was no posting on the bridge prior to this and the 3-ton restriction is on westbound traffic only. East bound there is no restriction. She also indicated that all agencies have altered their routes.
8. Village Outdoor Warning Sirens. Washtenaw County accidentally tripped the village siren on Tuesday, March 11, 2008 at 1:00 p.m. The County is in the process of upgrading software for the county warning system. Remember the sirens are tested the first Saturday in March through November at noon.
9. Inflow and Infiltration I/I Sub-district 3 Update. Included with my report is a collaborative update from OHM and Ed Lobdell that addresses the plan for isolating areas on I/I in sub-district 3.
10. Road Maintenance Plan Update. Staff is working with OHM to implement an O & M plan for ongoing road maintenance needs that will be used during the budget process. Our goal is to have data we can use for the next budget (2008/09).
11. Downtown Traffic Signal Update. The traffic signal timing went out again last week. Dan Dapprich was called in to re-set the timing on Thursday, March 13th at 9:00 p.m. This is the same thing that happen a couple of months ago on a Saturday. Power surges and power outages can cause this, however Dan is looking into whether replacing the component is necessary. Since this incident on the 13th, Dan met with Kurt Augustine-DPW Foreman to teach him how to re-set the timing.
12. Dexter Boundary Map Update. Included with my report is an update from Christopher Lamus, P.S. of Orchard Hiltz and McCliment on his effort to complete the map needed for the City Incorporation petitions.

If you have questions about any of the items on my report or any items in the packet, please try to contact Courtney or myself prior to the meeting. This may help reduce the time we spend on reports during our meetings and as a result trim down the total meeting length.

Thanks,



Meeting Summary Village of Dexter



Meeting with MDEQ – Sanitary Sewer & SRF

Time: Monday, March 17, 2008 1:00 PM

Location: Constitution Hall, Lansing, MI

Attendees:

Janet Monroe, MDEQ	Ed Lobdell, Village of Dexter
Tiffany Myers, MDEQ	Courtney Nicholls, Village of Dexter
Les Prether, MDEQ	Robert Czachorski, OHM
Tom Knueve, MDEQ	Kurt Swendsen, MDEQ
Rhett Gronevelt, OHM	

Desired Outcome: Finalize Scope of Wastewater System Improvements
Finalize Requirements for Dexter SRF Project Plan Modifications

1. February 26, 2008 Letter from Tiffany Meyers (W/Tom K. comments)
 - OHM completed a revised EQ Basin size, based on Ten State Standards & cumulative volume approach. Revised sizing was reviewed and accepted. A 400,000-gallon EQ Basin is proposed.
 - OHM to follow-up in writing to Tiffany & Tom regarding EQ Basin Sizing and response to letter.
 - Reviewed new cost-analysis. Includes O & M costs at WWTP.
 - Tom questioned pipe analysis. Predicted inflow seems high for not appearing cost justified.
 - SRF staff (Janet) indicated that DEQ is closely considering eligibility guidelines. Rehabilitation or replacement of sewers is eligible if needed for significant structural deficiencies. Need to identify deficiencies and proposed fix. It is possible some of the pipe rehabilitation will be eligible. OHM to submit draft of revised analysis for review by all.
2. SRF Follow-up (Dexter Submittal to Chip Heckathorn (January 30, 2008))
 - OHM had re-evaluated metering data and believed it showed that additional SSES investigation was not necessary. The reasoning for this and supporting data was reviewed at the meeting. 50% of the remaining I/I appears to be coming from one area, where SSES work has already been done.
 - It was agreed to continue design of facility based on current flow data and model. MDEQ agreed that sources in this area may be hard to find and that the Village should continue to pursue potential I/I sources as part of on-going O & M.
 - Discussed submittal requirements to modify current Project Plan.
 - Once finalized, Village to submit summary of additional information that has been reviewed and specify final improvements.
 - Environmental and cost impacts must be re-assessed
 - Assuming impacts are less than what was previously submitted and advertised, additional Public Involvement period would not be required. If impacts change, additional Public comment period should be conducted.



JENNIFER M. GRANHÖLM
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF ENVIRONMENTAL QUALITY
JACKSON DISTRICT OFFICE



STEVEN E. CHESTER
DIRECTOR

February 26, 2008

RECEIVED

FEB 28 2008

Mr. Rhett Gronevelt
Orchard, Hiltz and McCliment, Inc.
34000 Plymouth Road
Livonia, Michigan 48150

ORCHARD, HILTZ & McCLIMENT, INC.

Dear Mr. Gronevelt:

SUBJECT: Dexter Wastewater Treatment Plant (WWTP)
State Revolving Fund (SRF) Information
Village of Dexter, Washtenaw County

On February 6, 2008, we received a copy of a letter and additional data which was submitted to Mr. Clifford Heckathorn, Environmental Manager, Revolving Loan and Operator Certification, Environmental Sciences and Services Division (ESSD), Department of Environmental Quality (DEQ). This letter was sent as a follow-up to a meeting held on October 22, 2007, between the Village of Dexter (village), Orchard, Hiltz and McCliment, Inc., (OHM), and the DEQ to discuss the State Revolving Fund (SRF) Project Plan.

Staff of the Water Bureau (WB) has reviewed the additional information that was submitted to Mr. Heckathorn. Our comments follow:

1. Design Criteria

- a. OHM has based the sizing of the proposed equalization basin on the DEQ's Sanitary Sewer Overflow (SSO) policy. However, it does not appear that the village has had any traditional SSOs. SSOs involve the discharge of raw sewage. The wastewater treatment plant (WWTP) has been forced to bypass their sand filters during some wet weather events. This is an illegal discharge of partially treated sewage and must be reported to the DEQ.
- b. Based on the above information, it is not appropriate for the SSO criteria to be used in this case. Rather the proposed equalization (EQ) basin should be designed based on the guidance set forth in Ten State Standards.

2. Cost-effective Analysis of Sanitary Sewer Rehabilitation Costs versus the Cost of Transport and Treat

- a. The cost analysis included removal and replacement for the sanitary sewers at an extremely high cost. There are less costly options available. Is there a reason why those options were not investigated as well?
- b. The cost analysis needs to compare the cost differential between the facility sizing for no removal of infiltration and inflow (I/I) to that of removing all of the I/I from the system. This needs to be for a 20 year planning period and should include operation and maintenance costs and all other associated project costs. It does not appear that this analysis has been completed yet.
- c. The I/I volumes were calculated over an eight hour period. These should be calculated as an annual volume over the 20 year planning period.
- d. The two storms that were used for the I/I analysis were low intensity, short duration storms. These storms and the associated I/I source leakage rates should be extrapolated to the design conditions.
- e. Please provide us with a complete breakdown of the development of the transport and treat and rehabilitation costs showing how the above comments have been incorporated.

3. Antecedent Moisture Model – EQ Basin Sizing and Quantification of Manhole Rehabilitation Effectiveness

- a. We do not agree that it is appropriate to use the antecedent moisture model to size the EQ basin. As you have shown by your own safety factors added to the model results, the antecedent moisture model eliminates all conservativeness.
- b. We would suggest using the antecedent moisture model for hydrograph development and the statistical frequency probability distribution analysis. Then the developed hydrograph should be input into a calibrated verified storm water management model for determining the proper size of the EQ basin.
- c. The model uses climatology data from the Detroit City Airport. However, there is a closer National Weather Service gauge located in Ann Arbor.

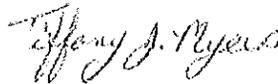
Mr. Rhett Gronevelt
Page 3 of 3
February 26, 2008

The spatial variation can have a great effect on the results. Why was the Detroit data used rather than the Ann Arbor data?

- d. Please explain the logic of this model being used to quantify manhole rehabilitation effectiveness.

A written response to this letter including a revised cost effective analysis and a revised EQ basin basis of design must be provided to this office and to our SRF staff. However, due to the fact that there are still many questions and issues with the village's SRF project plan, we would be willing to meet with the village again to discuss our concerns and answer any questions that you may have regarding the above comments.

Sincerely,



Tiffany J. Myers
Environmental Engineer
Water Bureau
517-780-7480

TJM/CLH

cc: Ms. Donna Dettling, Village of Dexter
Ms. Christine Cale, OHM
Ms. Janet Monroe, ESSD, DEQ-Lansing Office
Mr. Les Prether, ESSD, DEQ-Lansing Office
Mr. Thomas Knueve, WB, DEQ-Southeast Michigan District Office
File: Dexter WWTP, SRF, Washtenaw County
File: Dexter WWTP, Part 41, Washtenaw County

January 30, 2008

Mr. Chip Heckathorn
Michigan Department of Environmental Quality
Revolving Loan and Operator Certification Section
Environmental Sciences and Services Division
525 West Allegan Street
PO Box 30457
Lansing, MI 48909-7957



Re: State Revolving Fund
Village of Dexter
SRF Project No. 5291-01

Dear Mr. Heckathorn:

Based on flow records from the Village of Dexter WWTP, wet weather flows have exceeded the plant's design peak flow rate on several occasions. On July 1, 2007, the Village submitted a SRF Project Plan to the MDEQ in the hopes of obtaining a SRF loan to rehabilitate leaking sanitary sewers and for the construction of an equalization basin to address storm induced wet weather flows reaching the WWTP.

In the correspondence from your office to Donna Dettling, the Village Manager, dated September 28, 2007, the MDEQ indicated that the Village of Dexter's proposed project would not be listed on the FY 2008 Project Priority List (PPL), and that additional information was needed before they could approve the Project Plan and place it back on the PPL. Specifically, the MDEQ indicated that a new cost-effective analysis was required, and that additional SSES work was necessary to justify the cost analysis.

Addressing the peak wet weather flows is vital to the Village, as it is directly tied to their ability to secure additional Part 41 permits. Without additional permits, the Village will be unable to provide additional sanitary sewer service to the property owners in the Village.

On October 22, 2007, OHM and the Village met with representatives of the MDEQ to discuss the required updates to the Project Plan and the potential for the Village to obtain additional Part 41 permits. Good discussion occurred at the meeting, and the following action items were identified:

- Amend the existing project plan to include a cost-effective analysis of comparing sanitary sewer rehabilitation costs to the cost of transporting and treating the clear water.
- Re-evaluate the flow metering data (March 2007 -- July 2007) to determine which sub-districts exhibited high wet weather response and consequently should be targeted for future SSES efforts, if necessary.
- Perform modeling to finalize the size of the proposed equalization basin.
- Quantify the effectiveness of the 2006 manhole rehabilitation program using a minimum of 12 months of flow data following the rehabilitation to determine the impact on the necessary volume of storage.
- Arrange a meeting with the District office to address the potential of issuing Part 41 permits in light of the additional information provided to the MDEQ.

Cost-effective Analysis of Sanitary Sewer Rehabilitation Costs to the Cost of Transport and Treat

The selected alternative in the Project Plan included \$1,000,000 in sanitary sewer rehabilitation along with the construction of a 1-million gallon equalization basin estimated at \$2,800,000. A cost-effective analysis was performed for each individual sewer identified for rehabilitation by considering the cost of rehabilitating a particular stretch of sanitary sewer against the cost to store the equivalent amount of storm water expected to be removed.

The cost-effective analysis showed constructing storage is more cost-effective than rehabilitating the sanitary sewers. Therefore, the Project Plan should be amended to include only construction of an equalization basin as the selected alternative. Attached to this letter is a breakdown of the cost-effective analysis.

However, it should be noted that a number of the sewers identified in the Project Plan have significant structural deficiencies that should be repaired. MDEQ rules prohibit funding of structural repairs, except interceptors. Therefore, the Village is exploring alternative sources of funding for the sewer repairs.

Re-evaluate Flow Metering Data from March 2007 – July 2007

In the initial Metering Report dated July 26, 2007, the results showed very low system response to storm events. Dividing the flows by the number of people in each metering sub-district resulted in a range of 46 to 93 gpcd, far below the EPA's guideline of 275 gpcd in which I/I removal is determined to be cost-effective. This may have been partially the result of smaller storms during the metering period. Between March and June, the maximum flow rate at the WWTP was 0.96 MGD. The WWTP has been known to exceed the peak hour capacity of 1.3 MGD and design peak flows are projected to be 1.9 MGD (discussed below). Therefore, the metering period did not contain any large wet weather events.

In the original analysis, the average maximum wet weather flow was used to analyze the amount of I/I in the system. This was computed by averaging the peak flows from the small rain events that did occur during the metering period. Because so many of the events were small, when their peaks were averaged it made it difficult to identify sub-districts with high I/I. The small rainfalls and subsequently mild peak flows observed during the metering period made it challenging to use the metering data to isolate high I/I areas in the system from the data with this methodology.

For this re-evaluation, we looked at the maximum peak wet weather flow for the two largest events that occurred during the metering period on April 25 and April 30, 2007 (see attached hydrographs). Although they were smaller rain events (total rain of 1.36 inches and 0.80 inches, respectively, in 24-hours), both events exhibited a discernable I/I response in the system. For both events, about half of the I/I flow occurred in the collection system upstream of the last two meters in the system (Meter 1 and the Westridge Pump Station). The other half of the I/I occurred between these meters and the WWTP Parshall flume meter. This area includes sub-district 3 and the WWTP site (see attached map). By acreage this area represents less than 4% of the service district, while it generated about half of the I/I. For the remainder of the system, only sub-district 7 showed an I/I response with a wet weather/dry weather peak flow ratio greater than two.

Sub-districts 3 and 7 were investigated as part of the 2000 SSES and the 2006 I/I Study, which included sewer televising and additional manhole inspection confirming the results of the 2000 SSES. Although they still appear to be contributing I/I even after the manholes rehabilitation, all located public sources of I/I in these areas have been considered as alternatives in the Project Plan analysis, and have not proven to be cost effective. No other districts appear to be significant sources of I/I, and therefore, no further SSES and/or televising efforts are recommended.

The fact that sub-district 3 still exhibits so much I/I suggests that there is a significant source of I/I that has eluded our SSES investigation. This could be caused by a storm drain or a roof lead corrected by a trap, among other things. As part of the Village's maintenance of their wastewater system, the Village is continuing to investigate potential sources of I/I.

Proposed Equalization Basin Sizing & Quantification of 2006 Manhole Rehabilitation Effectiveness

In the 2007 Project Plan, it was noted that a peak storm flow of 2.6 MGD may have reached the plant in May of 2004 (although the recording device was unable to record it) and that a 1-million gallon equalization basin recommended for the Village's system. The size of the basin was a conservative estimate and used traditional

methodology for sizing. Since the original review of the equalization basin size was completed, the Village embarked on a manhole rehabilitation program (November – December 2006) and has since seen reductions in peak flows during storm events.

Therefore, a detailed system hydrologic model was performed in January 2008 in order to determine the appropriate size of the equalization basin taking into consideration the manhole rehabilitation work that was performed. In addition, another goal of the modeling was to quantify the effectiveness of the manhole rehabilitation program. Attached to this letter is a copy of the modeling report (Antecedent Moisture Model – Technical Memo). Following are the conclusions from the modeling effort:

1. The Village sanitary sewer system is a relatively dry system, considering the age of many sewers. The 2007 average day flow rate was 0.31 MGD and the design 10-year frequency storm is 1.9 MGD resulting in a wet weather peaking factor of 6.1. This is compared to a peaking factor of 10 or greater for wet systems.
2. In 2007, the modeling shows that the vast majority of I/I observed occurred from inflow sources. The infiltration component was almost negligible.
3. Exceedances of peak WWTP capacity are primarily due to the low peak design factor of only 2.2 (1.3 MGD/0.58 MGD). Plants designed with low peaking factors often require equalization storage to maximize operation.
4. The results of the 2008 modeling effort identified that a 500,000-gallon equalization basin is the appropriate size. This size basin will enable the WWTP to be fully utilized to its design average day flow of 0.58 MGD.
5. The manhole rehabilitation program was determined to be effective. It is estimated that upwards of 0.3 MGD may have been removed from the system at the design 10-year frequency storm (2.2 MGD reduced to 1.9 MGD).

We believe that the additional information presented satisfies the items required by your office to place the Village's proposed project back on the PPL for future funding. If you concur with this assessment, please indicate what information, if any, may be required to supplement the Project Plan and place the project on the PPL. We appreciate the MDEQ's time assisting the Village to secure funding through the SRF program. If you have any questions or wish to discuss this information, please feel free to contact me.

Very truly yours,
Orchard, Hiltz & McCliment, Inc.



Rhett Gronevelt, P.E.
Client Representative

Enclosures

cc: Donna Dettling, Village Manager, Village of Dexter, 8140 Main Street, Dexter, MI 48130
Janet Monroe, MDEQ, Revolving Loan and Operator Certification Section, Environmental Sciences and Services
Division, 525 West Allegan Street, PO Box 30457, Lansing, MI 48909-7957
Les Prether, MDEQ, Revolving Loan and Operator Certification Section, Environmental Sciences and Services
Division, 525 West Allegan Street, PO Box 30457, Lansing, MI 48909-7957
Tiffany Meyers, MDEQ Surface Water Quality Division, Jackson State Office Building, Fourth Floor, 301 E. Louis
Glick Highway, Jackson, MI 49201

Dear Manager Donna Dettling,

I am writing to ask for your support to help raise awareness for the upcoming Beijing Olympics and concerns with China's human rights record. When the International Olympic Committee awarded Beijing the 2008 Olympics in 2001, it did so based on the regime's pledge to adhere to the Olympic Charter and improve its human rights record. Instead, China's human rights abuses have worsened.

In response, the Human Rights Torch Relay was conceived and initiated. The Human Rights Torch Relay (HRTR) is an international campaign that seeks to bring an end to all human rights abuses against people of China while highlighting the persecution of Falun Gong, the most severely persecuted group in China today. During the run up to the 2008 Olympics, the HRTR will sponsor events in 37 countries on five continents to publicize its founding premise: The Olympic Games and crimes against humanity cannot coexist in China.

The Chinese Communist Party (CCP) has intensified the persecution of Falun Gong practitioners—estimated at 100 million—and their families. Falun Gong adherents and other prisoners of conscience are vivisected on demand to supply a thriving organ transplant industry. The CCP continues its brutal repression of Tibetan Buddhists, Christians, Uighurs, human rights advocates, reporters, and defense lawyers, recently kidnapping Gao Zhisheng, an outspoken critic and member of the Coalition to Investigate the Persecution of Falun Gong (CIPFG) which initiated the relay. The Chinese regime also supports other totalitarian regimes in slaughtering their citizens—in Darfur, Burma, Zimbabwe, and North Korea.

We believe that a regime responsible for rampant political oppression, mass executions, forced abortions, illicit organ harvesting, religious persecution and a slew of other human rights abuses should not be rewarded with the honor and prestige of hosting the Olympics. With our combined efforts, we aspire to bring the true Olympic spirit to the Chinese people and the world by expressing hope for a world free of such crimes.

HRTR's participants—government officials, Olympic medalists, individuals and organizations the world over—will carry a torch, a symbol of justice and respect for humanity to cities around the world. We hope this effort will help to protect the dignity of all human beings and we invite all to join us. Let us not remain silent, as the world did before the Nazi-hosted 1936 Berlin Games.

As local representatives of the Human Rights Torch Relay, we would very much appreciate your support via a proclamation that Dexter welcomes the Human Rights Torch Relay to Michigan, and expresses its support of human rights throughout China and the world.

Sincerely,

Sindy Wang on behalf of HRTR Committee- Michigan and CIPFG-Michigan.
488 Coventry Cir
Dexter, MI 48130
cwang2@mdz.com
734-274-2814

Sample Proclamation

[Your Community]

The Office of [Official's Name], [Title]

Whereas, The Chinese communist regime has been granted the honor of hosting the 2008 Beijing Olympics with the provision that it improve its treatment of Chinese citizens;

Whereas, Human rights violations have increased since this honor was granted;

Whereas, The Chinese regime imprisons millions of Falun Gong practitioners, democracy advocates, Christians, labor organizers and other innocent citizens in slave labor camps without trial;

Whereas, The Chinese regime illegally harvests organs for sale without consent from these prisoners of conscience;

Whereas, The Chinese regime continues to occupy Tibet, and to attempts to erase the cultures of Tibetans and Muslim Uighurs;

Whereas, The Chinese regime forces women to get abortions, even in the third trimester of pregnancy, to enforce the "One Child per Family" rule;

Whereas, The Chinese regime is guilty of murdering more of its citizens than Hitler, Stalin, and Pol Pot combined;

Whereas, The Olympic Charter calls for the Games to represent "respect for universal fundamental ethical principles ... the harmonious development of man, with a view to promoting a peaceful society concerned with the preservation of human dignity ... Any form of discrimination with regard to a country or a person on grounds of race, religion, politics, gender or otherwise is incompatible with belonging to the Olympic Movement"; And

Whereas, The CIPFG Human Torch Relay is dedicated to righting these wrongs, ending human rights abuses in China, and preserving the Olympic spirit;

Now, Therefore, I, [Official's Name], by the authority vested in me as [Title] of the State of [State], do hereby proclaim that [City] supports the aims and intentions of the

Human Rights Torch Relay

and invite all our citizens to join me in supporting this effort to improve society by ending human rights violations in China.

In Whiteness Whereof, I have hereunto set my hand and caused to be affixed the official seal of the [Your Community], [State], this XXth day of [Month], A.D., 200X.

[Name, Title, Signature, Seal]

Charlie Song

734-945-9811

charliesong@hotmail.com

WORK SESSION
MONDAY, APRIL 7, 2008
7:30 p.m.

THE VILLAGE OF DEXTER
VILLAGE COUNCIL

Dexter Senior Center, 7720 Dexter Ann Arbor Road

- 1) Review Facilities Options

This is a Special Council work session meeting; action will NOT be taken.

"This meeting is open to all members of the public under Michigan Open Meetings Act"

DRAFT

Memorandum

The logo for OHM Engineering Advisors, featuring the letters "OHM" in a bold, sans-serif font.

Engineering Advisors

Date: March 18, 2008

To: Ed Lobdell, DPS Superintendent

CC: Donna Dettling, Village Manager

From: Rhett Gronevelt, P.E.
Christine A. Cale, P.E.

Re: Isolating areas of I/I in Metering Sub-district 3

Ed –

As discussed, our review of flow metering data showed that potentially half of the I/I generated within the Village is coming from Sub-district 3, while this area contains only about 5% of the acreage served by the sewer system. This area is adjacent to the Village Downtown and contains a mixture of residential and commercial/industrial buildings (see attached map). The length of sewer contained in this district is relatively small, containing only 4,700 feet of pipe and 12 manholes. Eight of the manholes were rehabilitated as part of the 2006 Manhole Rehabilitation project.

The metering data also shows that the wet-weather response appears fairly sharp and fast following a rain event, which would suggest that this area has sources of "inflow", more so than "infiltration". These could likely be surface drains, roof drains, or footing drains connected to the sanitary sewer system.

The area has been investigated for public sources of I/I in the past, including smoke testing (June 1999), manhole inspections (May 1999 and Sept 2006), and sewer televising (May 2006). The results of the investigations suggest that sources of I/I may be from private property or connections with a trap that prevented detection during smoke testing.

The land use in the area and the type of sources suspected will make locating and removing the I/I in this district more challenging and difficult. For this reason, the EQ basin is being sized assuming that these flows remain part of the system. If found and removed, it will serve to increase the effective capacity of the EQ basin and WWTP, and reduce the O & M costs associated with treating unnecessary stormwater. The MDEQ has agreed that locating and removing these sources can be part of the Village's regular O&M process, rather than a part of the SRF project plan and EQ basin project.

For these reasons, we have formulated an approach to locate and remove these sources of I&I as part of the Village's normal sewer O&M procedures. This approach is outlined below.

Memorandum



Step 1 – Verify Potential Inflow Sources

- A. Perform additional smoke testing of the system in the district to verify that there are no significant inflow sources or changes to the district since the last test. District 3 is relatively small, so smoke testing it again is not a large effort.
- B. Half of the sewers in Sub-district 3 were not televised due to obstructions. Further televising efforts may isolate areas of inflow, and locate cross-connections.

Step 2 – More Detailed Physical Investigation (to be performed if step 1 does not yield major sources)

- A. Observe system during a wet weather event by opening manholes and tracking high flows.
- B. Perform dye testing of roof drains and storm inlets to verify their storm water outlet location.
- C. Investigate private structures in the district to determine whether they have sump pumps or footing drains, and determine the discharge location of the sump pump (storm outlet or sanitary sewer).

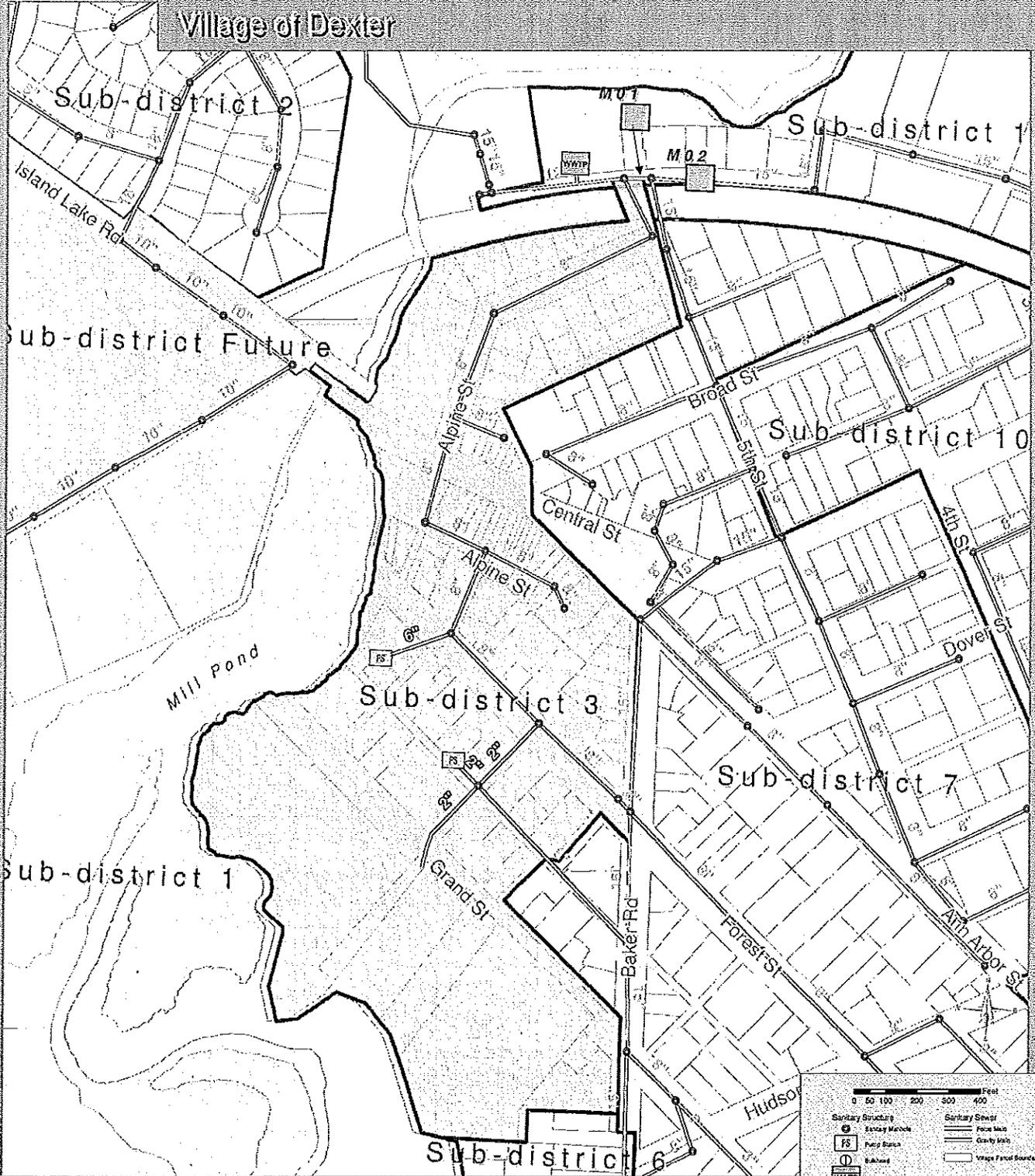
Since the DEQ has agreed that these sources need not be located and removed before the EQ basin project, the urgency is not as significant, but we would recommend that some effort be made to locate and eliminate the sources as they present unnecessary treatment and O & M costs. Both of the tasks in Step 1 should be completed, as they are relatively low-cost investigations. Step 1, Task B could begin at any time. The additional smoke testing should be completed during dry periods, likely July or August this summer.

If the tasks in Step 1 do not locate significant sources of inflow, the tasks in Step 2 should be considered. These tasks could require significantly more effort, depending on what is found. At some point, there becomes a diminishing amount of return, so all sources may not be located.



Sanitary Sewer System In Sub-district 3

Village of Dexter



0 50 100 200 300 400 Feet	
Sanitary Structure	Sanitary Sewer
Sanitary Manhole	Force Main
Pump Station	Gravity Main
Sewer	Village Pond Boundary
Wastewater Treatment Plant	Dexter Meter Location

OHM

Memo

To: The Village of Dexter *CL*
From: Christopher Lamus, P.S.
Date: March 18, 2008
Re: The Village of Dexter Boundary Project: Steps 1 & 2

Upon receipt of the authorization to proceed, OHM proceeded to analyze and delineate (plot) the legal descriptions for the Village of Dexter, hereinafter called the "Village", contained in the State of Michigan Department of State Boundary documents received from the Office of the Great Seal, dated October 13, 2005.

After reviewing the legal descriptions, it was found that most of the descriptions were able to be plotted. Tying the descriptions together without performing a ground survey is difficult since the legal descriptions were done during different periods of time and in different areas around the Village, so they rarely have common points or lines to tie them together. In order to tie them together at this point, it is somewhat like a puzzle. With the aid of the existing tax maps, we have to put parcels where they appear to fit with others. This results in some overlapping and gaps between parcels, but we are focusing our attention on the exterior boundary at this point.

A few of the descriptions are unable to be plotted due to the nature of the calls in the description. Calls to: natural monuments (high water mark, westerly bank, etc...), adjacent owner's property lines ("to land now or formerly owned by Hoy"), and railroads, require more research and fieldwork to determine boundary locations.

Except for a couple instances, the Northerly Village boundary appears to be dependant upon either the: Huron River, Mill Creek, Mill Pond or the Railroad. There is one (1) track of land on the Northerly side of the Mill Creek (Westridge of Dexter Condominium) and one (1) track of land on the Northerly side of the Huron River.

The Southerly boundary of the Village is well defined by legal descriptions that appear to follow the boundaries of land developments as they were added to the Village.

At this point, we are continuing to gather the tax descriptions for the parcels located adjacent and outside of the perimeter of the Village. Once we have delineated these parcels, we will fit them with the Village boundary we have drawn; where possible. As I stated earlier, we need to find common points or lines between the parcels, or we must fit them together like a puzzle. We will construct a mosaic of the entire Village boundary and the surrounding township parcels to the extent possible without performing more in-depth research or fieldwork. Based on information not being readily available (i.e. tax descriptions), we anticipate completion of this mosaic on March 28, 2008.

After we have constructed this mosaic, we will determine key monuments and lines that should be located in the field to help us pull together the gathered information so that we may see if any discrepancies exist between the Village boundary and the surrounding parcels. At this point we will provide an update and discuss the next steps with the Village.

AGENDA 3-24-08

ITEM I-5

Donna Dettling

From: Keough, Shawn [SKEOUGH@WadeTrim.com]
Sent: Tuesday, March 18, 2008 4:40 PM
To: Donna Dettling
Subject: President's Report for March 24, 2008 Council Packet

Please include this in the packet for the March 10, 2008 Council Agenda.

Activities since March 10, 2008 Meeting

March 12, 2008 - Invited to meet with DACC regarding their plan to reorganize/refocus for the future
March 13, 2008 - DDA Meeting
March 17, 2008 - Capt/Dart Meeting (Hosted in Dexter)
March 19, 2008 - Village/WCRC Meeting to discuss roles and responsibilities for Main Street Bridge Project (with Paul Cousins, Jim Carson, Donna Dettling, Courtney Nichols)
March 20, 2008 - Facility Committee Meeting regarding Mill Creek Terrace building (with Jim Smith, Donna Dettling, Courtney Nichols)

Planned Activities for the week of March 24th and beyond

March 25, 2008 - Public Meeting about the Main Street Bridge Project at Mill Creek Middle School
April 7, 2008 - Village Council Workshop (Continued discussion of options for Village offices)
April 14, 2008 - Village Council Meeting
Week of April 21, 2008 - Save the Date - Council Workshop to Discuss Village Manager Performance Review
May 12, 2008 - Village Manager Performance Review (in Closed Session at end of meeting)

Please call me anytime if you have any questions,

Shawn

VENDOR APPROVAL SUMMARY REPORT

Date: 03/19/2008

Time: 1:32pm

Page: 1

Village of Dexter

Vendor Name	Vendor Number	Description	Check Amount	Hand Check Amount
ALEXANDER CHEMICAL CORPORATION	ALEXANDER	CREDIT	973.00	0.00
ARBOR SPRINGS WATER CO. INC	ARBOR SPRI	VILLAGE OFFICE	11.50	0.00
ASTRO TRUCK ACCESSORIES	ASTRO	BEDLINERS	149.00	0.00
AT&T	AT&T	734 424 1425 243 0	6.97	0.00
AUGUSTINE	AUGUSTINE/	CDL RENEWAL REIMBURSEMENT	60.00	0.00
BELL EQUIPMENT COMPANY	BELL EQUIP	CLINIC	100.00	0.00
BLUE CARE NETWORK OF MICHIGAN	BLUE CARE	COVERAGE PERIOD 04/01-04/30/08	14,047.60	0.00
CHAMPION WATER TREATMENT	CHAMPION W	WWTP	4.25	0.00
CHELSEA DOOR CO INC	CHEL DOOR	TRANSMITTERS	500.00	0.00
CINTAS CORPORATION	CINTAS	VILLAGE OFFICE	759.72	0.00
COFFEE CONNECTION	COFFEE CON	WWTP	71.75	0.00
COMCAST	COMCAST	DPW	66.08	0.00
CONCENTRA	CONCENTRA	DOUG SCHLAFF	32.00	0.00
CORRIGAN OIL COMPANY	CORRIGAN O	NO LEAD	3,983.58	0.00
CULVER COMPANY	CULVER COM	ARBOR DAY MAGNETS	254.05	0.00
DOUG MARR DDS	MARR	PATIENT: DOUG SCHLAFF	43.00	0.00
DENTAL NETWORK OF AMERICA	DENTAL NET	PERIOD COVERAGE 4/1/08-4/30/08	233.40	0.00
DETROIT DOOR & HARDWARE	DETROIT DO	CABLES	309.00	0.00
DEXTER AREA CHAMBER	DEX CHAMBE	THIRD QUARTER 01/08-03/08	750.00	0.00
DEXTER MILL	DEX MILL	BUCKLE	1,637.20	0.00
DEXTER SENIOR CITIZENS CENTER	DEX SENIOR	RENT 03/08	200.00	0.00
DEXTER VILLAGE	DEXVIL	FIRE HALL	2,279.13	0.00
DORNEY DORNEY	DORNEY/AND	MILEAGE	139.11	0.00
DTE ENERGY	DET EDISON	2023 733 0001 3	15,664.25	0.00
DTE ENERGY-STREET LIGHTING	DTE ENERGY	12526	4,395.86	0.00
DYNACAL, LLC	DYNACAL	DYNAMIC CALENDARING SUBSCRIPTIO	840.00	0.00
ECKLAND IMAGING & DESIGN	ECK	FARMERS MARKET SIGNS	300.00	0.00
ESRI	ESRI	MAINTENANCE	700.00	0.00
FORT DEARB	FORT DEARB	coverage period 04/01-05-01-08	200.00	0.00
GREENSTREET TREE CARE	GREENSTREE	TRIM 4 LOCUS @ 3283 ALPINE	1,395.00	0.00
GRIFFEN PEST CONTROL	GRIFFEN	QUARTERLY MAINTENANCE	100.00	0.00
GRISSOM JANITORIAL	GRISSOM	FEBRUARY 08'	320.00	0.00
HACH COMPANY	HACH CO	TEST KIT	2,564.20	0.00
HERITAGE NEWSPAPERS	HERITAGE N	401 CAMBRIDGE	571.50	0.00
COUNTRY MA	COUNTRY MA	CHEMICALS	22.01	0.00
YOKO JULYK	KIYOKO JUL	METER DEPOSIT RETURNED	175.00	0.00
LOWE'S BUSINESS ACCOUNT	LOWE S	DOORSTOP	39.73	0.00
MARK ZAHN, DDS	MARK ZAHN	PATIENT: ERIN AIKEN	820.00	0.00
METRO ENVI	METRO ENVI	work order # 22855	1,315.00	0.00
MUNI SUPPL	MUNI SUPPL	REPAIR LID	198.21	0.00
NAT CITY P	NAT CITY P	APRIL 08'	700.00	0.00
NEXTEL COM	NEXTEL COM	SERVICE PERIOD 02/07-03/06/08	368.20	0.00
NCL	NCL	CHEMICALS	179.07	0.00
ORBIT TECH	ORBIT TECH	TRAVEL CHARGER	35.00	0.00
OHM	OHM	#0130-07-0011	32,833.50	0.00
PARTS PEDD	PARTS PEDD	FITTINGS	29.86	0.00
US POSTAL	US POSTAL	UTILITY BILL POSTAGE	463.67	0.00
RAYMERS	RAYMERS	PUBLIC WELL DRILLING	21,650.00	0.00
REDSTONE	REDSTONE	PROJECT # 3492.00	1,602.25	0.00
R. SCOTT	R. SCOTT	PATIENT: ANNA AIKEN	12.00	0.00
SPILL & RE	SPILL & RE		0.00	0.00
SWANNS	SWANNS	BOOTS	251.55	0.00
TECH RESOU	TECH RESOU	REMOTE BACKUP	79.95	0.00
W CTY TREA	W CTY TREA	TAX REFUND	103,013.51	0.00
WASTE MANA	WASTE MANA	COMMERCIAL	35,047.01	0.00
CATS	CATS	DOOR TO DOOR SERVICE	1,583.33	0.00
Grand Total:			254,080.00	0.00

INVOICE APPROVAL LIST BY FUND

Date: 03/19/2008
 Time: 1:33pm
 Page: 1

Village of Dexter

Department Account	GL Number Abbrev	Vendor Name Invoice Description	Check Number	Invoice Number	Due Date	Amount
Department: General Fund						
Department: Assets, Liabilities & Revenue						
01-000.000-410.000	Pers Tax	GRIPPEN PEST CONTROL QUARTERLY MAINTENANCE	0	531212	03/18/2008	44.74
Total Assets, Liabilities & Revenue						44.74
Department: Village Council						
01-101.000-943.000	Council Ch	DEXTER SENIOR CITIZENS CENTER RENT 03/08	0	03/18/08	03/18/2008	150.00
01-101.000-958.000	Membership	DEXTER AREA CHAMBER THIRD QUARTER 01/08-03/08	0	03/18/08	03/18/2008	750.00
01-101.000-958.000	Membership	DYNA CAL, LLC DYNAMIC CALENDARING SUBSCRIPTIO	0	10680	03/18/2008	840.00
Total Village Council						1,740.00
Department: Village Manager						
01-172.000-721.000	Health & L	DENTAL NETWORK OF AMERICA PERIOD COVERAGE 4/1/08-4/30/08	0	03/17/08	03/17/2008	116.70
01-172.000-721.000	Health & L	GADALETO, RAMSBY & ASSOCIATES coverage period 04/01-05-01-08	0	03/18/08	03/18/2008	50.00
01-172.000-721.000	Health & L	MARK ZAHN, DDS PATIENT: ERIN AIKEN	0	03/18/08	03/18/2008	820.00
01-172.000-721.000	Health & L	BLUE CARE NETWORK OF MICHIGAN COVERAGE PERIOD 04/01-04/30/08	0	080670003223	03/18/2008	1,626.05
01-172.000-721.000	Health & L	RICHARD SCOTT DDS PATIENT: ANNA AIKEN	0	03/18/08	03/18/2008	12.00
01-172.000-802.000	Profession	REDSTONE ARCHITECTS INC PROJECT # 3492.00	0	03/18/08	03/18/2008	1,602.25
Total Village Manager						4,227.00
Department: Attorney						
01-210.000-812.000	Atty Millp	ORCHARD, HILTZ & MCCLIMENT INC #0130-08-0021	0	120755	03/18/2008	3,945.50
Total Attorney						3,945.50
Department: Village Clerk						
01-215.000-901.000	Printing &	HERITAGE NEWSPAPERS VILLAGE ORD.	0	1925508	03/18/2008	207.00
01-215.000-901.000	Printing &	HERITAGE NEWSPAPERS COUNCIL	0	1924377	03/18/2008	207.00
Total Village Clerk						414.00
Department: Village Treasurer						
01-253.000-721.000	Health & L	GADALETO, RAMSBY & ASSOCIATES coverage period 04/01-05-01-08	0	03/18/08	03/18/2008	12.50
01-253.000-721.000	Health & L	BLUE CARE NETWORK OF MICHIGAN COVERAGE PERIOD 04/01-04/30/08	0	080670003223	03/18/2008	1,175.68
01-253.000-957.001	Tax refund	WASHTENAW COUNTY TREASURER TAX REFUND	0	15630	03/18/2008	636.26
Total Village Treasurer						1,824.44
Department: Buildings & Grounds						
01-265.000-920.000	Utilities	AT&T 734 424 1425 243 0	0		03/17/2008	1.88
01-265.000-920.000	Utilities	COMCAST DPW	0		03/18/2008	66.08
01-265.000-920.000	Utilities	DTE ENERGY 2949 542 0004 3	0		03/19/2008	26.34
01-265.000-920.000	Utilities	DTE ENERGY 2949 542 0005 0	0		03/19/2008	170.97
01-265.000-920.000	Utilities	DTE ENERGY 3219 953 0007 6	0		03/19/2008	319.38
01-265.000-920.000	Utilities	DTE ENERGY 3427 979 0003 8	0		03/19/2008	8.77
01-265.000-920.001	Telephones	NEXTEL COMMUNICATIONS SERVICE PERIOD 02/07-03/06/08	0	593543512-072	03/18/2008	108.50
01-265.000-935.000	Bldg Maint	CINTAS CORPORATION VILLAGE OFFICE	0	300719040	03/17/2008	46.82
01-265.000-935.001	Office Cle	GRISSOM JANITORIAL FEBRUARY 08	0	102	03/18/2008	320.00
01-265.000-936.000	Equip Serv	TECH RESOURCES, INC. REMOTE BACKUP	0	6597	03/18/2008	79.95

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Department Account	GL Number Abbrev	Vendor Name Invoice Description	Check Number	Invoice Number	Due Date	Amount
Department: General Fund						
Department: Buildings & Grounds						
01-265.000-937.000	Equip Main	CINTAS CORPORATION VILLAGE OFFICE	0	300707507	03/17/2008	46.82
01-265.000-943.001	Office Spa	NATIONAL CITY BANK APRIL 08	0	03/18/08	03/18/2008	700.00
01-265.000-955.000	Miscellaneous	ARBOR SPRINGS WATER CO.INC VILLAGE OFFICE	0	1023736	03/18/2008	11.50
01-265.000-970.000	Capital Im	CHELSEA DOOR CO INC TRANSMITTERS	0	939	03/17/2008	500.00
Total Buildings & Grounds						2,407.01
Department: Village Tree Program						
01-285.000-803.000	Contracted	GREENSTREET TREE CARE TREE REMOVAL	0	21267	03/18/2008	300.00
01-285.000-803.000	Contracted	GREENSTREET TREE CARE TRIM ELM 7610 THIRD	0	21293	03/18/2008	450.00
01-285.000-803.000	Contracted	GREENSTREET TREE CARE TRIM 4 LOCUS @ 3283 ALPINE	0	21268	03/18/2008	645.00
01-285.000-803.000	Contracted	CULVER COMPANY ARBOR DAY MAGNETS	0	40267	03/18/2008	254.05
Total Village Tree Program						1,649.05
Department: Law Enforcement						
01-301.000-803.000	Contracted	WASHTENAW COUNTY TREASURER LAW ENFORCEMENT 01/08	0	15751	03/18/2008	34,125.75
01-301.000-803.000	Contracted	WASHTENAW COUNTY TREASURER LAW ENFORCEMENT 02/08	0	15776	03/18/2008	34,125.75
01-301.000-803.000	Contracted	WASHTENAW COUNTY TREASURER LAW ENFORCEMENT 03/08	0	15831	03/18/2008	34,125.75
01-301.000-920.000	Utilities	DTE ENERGY 2949 542 0013 4	0		03/19/2008	1,186.18
01-301.000-920.000	Utilities	DTE ENERGY 3219 953 0011 8	0		03/19/2008	1,221.55
Total Law Enforcement						104,784.98
Department: Fire Department						
01-336.000-920.000	Utilities	DEXTER VILLAGE FIRE HALL	0	031808	03/18/2008	59.40
Total Fire Department						59.40
Department: Planning Department						
01-400.000-721.000	Health & L	GDALETO, RAMSBY & ASSOCIATES coverage period 04/01-05-01-08	0	03/18/08	03/18/2008	12.50
01-400.000-721.000	Health & L	BLUE CARE NETWORK OF MICHIGAN COVERAGE PERIOD 04/01-04/30/08	0	080670003223	03/18/2008	1,175.68
01-400.000-901.000	Printing &	HERITAGE NEWSPAPERS BED/BREAKFAST	0	1924940	03/18/2008	67.50
01-400.000-901.000	Printing &	ORCHARD, HILTZ & MCCLIMENT INC #0130-07-0011	0	120754	03/18/2008	333.00
01-400.000-977.000	Equipment	ESRI MAINTENANCE	0	25301161	03/17/2008	400.00
Total Planning Department						1,988.68
Department: Zoning Board of Appeals						
01-410.000-901.000	Printing &	HERITAGE NEWSPAPERS COUNCIL	0	1924377	03/18/2008	18.00
01-410.000-901.000	Printing &	HERITAGE NEWSPAPERS 401 CAMBRIDGE	0	1926411	03/18/2008	72.00
Total Zoning Board of Appeals						90.00
Department: Department of Public Works						
01-441.000-721.000	Health & L	DENTAL NETWORK OF AMERICA PERIOD COVERAGE 4/1/08-4/30/08	0	03/17/08	03/17/2008	116.70
01-441.000-721.000	Health & L	GDALETO, RAMSBY & ASSOCIATES coverage period 04/01-05-01-08	0	03/18/08	03/18/2008	15.50
01-441.000-721.000	Health & L	BLUE CARE NETWORK OF MICHIGAN COVERAGE PERIOD 04/01-04/30/08	0	080670003223	03/18/2008	728.92
01-441.000-740.000	Operating	COFFEE CONNECTION DPW	0	445207	03/17/2008	33.40
01-441.000-745.000	Uniform Al	CINTAS CORPORATION DPW	0	300704599	03/17/2008	67.95

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Fund: General Fund						
Department: Department of Public Works						
01-441.000-745.000	Uniform Al	CINTAS CORPORATION DPW	0	300710309	03/17/2008	98.95
01-441.000-745.000	Uniform Al	CINTAS CORPORATION DPW	0	300716082	03/17/2008	67.95
01-441.000-745.000	Uniform Al	CINTAS CORPORATION DPW	0	300721816	03/17/2008	98.95
01-441.000-745.000	Uniform Al	DEXTER MILL COAT	0	57395	03/17/2008	174.90
01-441.000-745.000	Uniform Al	DEXTER MILL MUCK ARCTIC	0	57394	03/17/2008	89.00
01-441.000-745.000	Uniform Al	SWANNS BOOTS	0	1055	03/18/2008	251.55
01-441.000-751.000	Gasoline &	CORRIGAN OIL COMPANY DIESEL MIX	0	5177334	03/17/2008	948.79
01-441.000-751.000	Gasoline &	CORRIGAN OIL COMPANY DIESEL MIX	0	5172614	03/17/2008	1,488.73
01-441.000-802.000	Profession	ASTRO TRUCK ACCESSORIES BEDLINERS	0	0038181	03/17/2008	149.00
01-441.000-920.000	Utilities	AT&T 734 R01-0375-438 5	0	03/17/08	03/17/2008	5.09
01-441.000-920.000	Utilities	DEXTER VILLAGE FIRE HALL	0	031808	03/18/2008	6.61
01-441.000-920.001	Telephones	NEXTEL COMMUNICATIONS SERVICE PERIOD 02/07-03/06/08	0	593543512-072	03/18/2008	108.50
01-441.000-935.000	Bldg Maint	DETROIT DOOR & HARDWARE CABLES	0	250085	03/17/2008	309.00
01-441.000-937.000	Equip Main	ORBIT TECH TRAVEL CHARGER	0	AZWESIN5949	03/18/2008	35.00
01-441.000-937.000	Equip Main	PARTS PEDDLER AUTO SUPPLY EXTRACTION SET	0	373455	03/18/2008	13.09
01-441.000-937.000	Equip Main	PARTS PEDDLER AUTO SUPPLY FITTINGS	0	372864	03/18/2008	16.77
01-441.000-955.000	Miscellane	KURT AUGUSTINE CDL RENEWAL REIMBURSEMENT	0	03/17/08	03/17/2008	60.00
01-441.000-960.000	Education	BELL EQUIPMENT COMPANY CLINIC	0	03/17/08	03/17/2008	100.00
Total Department of Public Works						4,984.35
Department: Downtown Public Works						
01-442.000-740.000	Operating	DEXTER MILL PELLETS	0	58213	03/17/2008	722.40
01-442.000-740.000	Operating	DEXTER MILL PELLETS	0	55750	03/17/2008	541.80
01-442.000-740.000	Operating	ECKLAND IMAGING & DESIGN FARMERS MARKET SIGNS	0	122	03/17/2008	300.00
01-442.000-802.000	Profession	DEXTER SENIOR CITIZENS CENTER RENT 03/08	0	03/18/08	03/18/2008	50.00
01-442.000-920.000	Utilities	DTE ENERGY 2027 649 0001 7	0		03/19/2008	47.56
01-442.000-920.000	Utilities	DTE ENERGY 2949 542 0001 9	0		03/19/2008	56.56
01-442.000-920.000	Utilities	DTE ENERGY 3219 953 0006 8	0		03/19/2008	47.45
01-442.000-920.000	Utilities	DTE ENERGY 3219 953 0017 5	0		03/19/2008	67.91
01-442.000-920.000	Utilities	DTE ENERGY 2949 542 0003 5	0		03/19/2008	98.57
01-442.000-920.000	Utilities	DTE ENERGY 2949 542 0008 4	0		03/19/2008	101.16
01-442.000-920.000	Utilities	DTE ENERGY 2949 542 0002 7	0		03/19/2008	80.14
01-442.000-920.000	Utilities	DTE ENERGY 2023 733 0001 3	0		03/19/2008	23.44
Total Downtown Public Works						2,136.99
Department: Engineering						
01-447.000-830.000	Engineerin	ORCHARD, HILTZ & MCCLIMENT INC #0130-07-0011	0	120754	03/18/2008	731.50
Total Engineering						731.50

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Fund: General Fund						
Department: Municipal Street Lights						
01-448.000-920.003	St Lights	DTE ENERGY-STREET LIGHTING 12529	0	5175710	03/19/2008	242.16
01-448.000-920.003	St Lights	DTE ENERGY-STREET LIGHTING 12528	0	5175908	03/19/2008	1,595.72
01-448.000-920.003	St Lights	DTE ENERGY-STREET LIGHTING 12526	0	5175784	03/19/2008	2,557.98
Total Municipal Street Lights						4,395.86
Department: Solid Waste						
01-528.000-805.000	Solid Waste	WASTE MANAGEMENT RESIDENTIAL	0	3592978	03/18/2008	16,407.60
01-528.000-805.000	Solid Waste	WASTE MANAGEMENT COMMERCIAL	0	3580243	03/18/2008	18,639.41
Total Solid Waste						35,047.01
Department: Parks & Recreation						
01-751.000-721.000	Health & L	GADALETO, RAMSBY & ASSOCIATES coverage period 04/01-05-01-08	0	03/18/08	03/18/2008	2.50
01-751.000-721.000	Health & L	BLUE CARE NETWORK OF MICHIGAN COVERAGE PERIOD 04/01-04/30/08	0	080670003223	03/18/2008	117.57
Total Parks & Recreation						120.07
Department: Insurance & Bonds						
01-851.000-721.001	Retiree He	BLUE CARE NETWORK OF MICHIGAN COVERAGE PERIOD 04/01-04/30/08	0	080670003223	03/18/2008	2,203.22
Total Insurance & Bonds						2,203.22
Department: Contributions						
01-875.000-965.001	CATS	WESTERN-WASH. AREA VALUE EXPR. PUBLIC TRANS	0	03/18/08	03/18/2008	1,000.00
01-875.000-965.004	WAVE	WESTERN-WASH. AREA VALUE EXPR. DOOR TO DOOR SERVICE	0		03/18/2008	583.33
Total Contributions						1,583.33
Fund Total						174,377.13
Fund: Major Streets Fund						
Department: Contracted Road Construction						
02-451.000-974.000	CIP Capita	ORCHARD, HILTZ & MCCLIMENT INC #0130-07-0041	0	120747	03/18/2008	5,287.75
02-451.000-974.000	CIP Capita	ORCHARD, HILTZ & MCCLIMENT INC #0130-07-0047	0	120748	03/18/2008	4,606.00
02-451.000-974.000	CIP Capita	ORCHARD, HILTZ & MCCLIMENT INC #0130-07-0048	0	120749	03/18/2008	3,000.00
Total Contracted Road Construction						12,893.75
Department: Routine Maintenance						
02-463.000-721.000	Health & L	GADALETO, RAMSBY & ASSOCIATES coverage period 04/01-05-01-08	0	03/18/08	03/18/2008	13.00
02-463.000-721.000	Health & L	BLUE CARE NETWORK OF MICHIGAN COVERAGE PERIOD 04/01-04/30/08	0	080670003223	03/18/2008	611.35
02-463.000-740.000	Operating	LOWE'S BUSINESS ACCOUNT DOORSTOP	0	02765	03/18/2008	39.73
Total Routine Maintenance						664.08
Department: Traffic Services						
02-474.000-721.000	Health & L	GADALETO, RAMSBY & ASSOCIATES coverage period 04/01-05-01-08	0	03/18/08	03/18/2008	4.00
02-474.000-721.000	Health & L	BLUE CARE NETWORK OF MICHIGAN COVERAGE PERIOD 04/01-04/30/08	0	080670003223	03/18/2008	188.11
Total Traffic Services						192.11
Department: Winter Maintenance						
02-478.000-721.000	Health & L	GADALETO, RAMSBY & ASSOCIATES coverage period 04/01-05-01-08	0	03/18/08	03/18/2008	8.00
02-478.000-721.000	Health & L	BLUE CARE NETWORK OF MICHIGAN COVERAGE PERIOD 04/01-04/30/08	0	080670003223	03/18/2008	376.22
Total Winter Maintenance						384.22

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Fund Total						14,134.16
Fund: Major Streets Fund						
Fund: Local Streets Fund						
Department: Contracted Road Construction						
03-451.000-970.000	Capital Im	ORCHARD, HILTZ & MCCLIMENT INC #0130-07-0071	0	120750	03/18/2008	4,652.50
Total Contracted Road Construction						4,652.50
Department: Routine Maintenance						
03-463.000-721.000	Health & L	GADALETO, RAMSBY & ASSOCIATES coverage period 04/01-05-01-08	0	03/18/08	03/18/2008	4.00
03-463.000-721.000	Health & L	BLUE CARE NETWORK OF MICHIGAN COVERAGE PERIOD 04/01-04/30/08	0	080670003223	03/18/2008	188.11
Total Routine Maintenance						192.11
Department: Traffic Services						
03-474.000-721.000	Health & L	GADALETO, RAMSBY & ASSOCIATES coverage period 04/01-05-01-08	0	03/18/08	03/18/2008	1.00
03-474.000-721.000	Health & L	BLUE CARE NETWORK OF MICHIGAN COVERAGE PERIOD 04/01-04/30/08	0	080670003223	03/18/2008	47.03
Total Traffic Services						48.03
Department: Winter Maintenance						
03-478.000-721.000	Health & L	GADALETO, RAMSBY & ASSOCIATES coverage period 04/01-05-01-08	0	03/18/08	03/18/2008	2.00
03-478.000-721.000	Health & L	BLUE CARE NETWORK OF MICHIGAN COVERAGE PERIOD 04/01-04/30/08	0	080670003223	03/18/2008	94.05
Total Winter Maintenance						96.05
Fund Total						4,988.69
Fund: Streetscape Debt Service Fund						
Department: Assets, Liabilities & Revenue						
03-000.000-410.000	Pers Tax	GRIFFEN PEST CONTROL QUARTERLY MAINTENANCE	0	531212	03/18/2008	55.26
Total Assets, Liabilities & Revenue						55.26
Fund Total						55.26
Fund: Sewer Enterprise Fund						
Department: Sewer Utilities Department						
90-548.000-721.000	Health & L	GADALETO, RAMSBY & ASSOCIATES coverage period 04/01-05-01-08	0	03/18/08	03/18/2008	45.00
90-548.000-721.000	Health & L	DENNIS MARR DDS	0	03/18/08	03/18/2008	43.00
90-548.000-721.000	Health & L	PATIENT: DOUG SCHLAF	0	03/18/08	03/18/2008	4,412.49
90-548.000-728.000	Postage	BLUE CARE NETWORK OF MICHIGAN COVERAGE PERIOD 04/01-04/30/08	33049	080670003223	03/17/2008	463.67
90-548.000-742.000	Chem Plant	UTILITY BILL POSTAGE	0	03/17/08	03/17/2008	1,273.00
90-548.000-742.000	Chem Plant	ALEXANDER CHEMICAL CORPORATION CHEMICALS	0	0393296	03/17/2008	-300.00
90-548.000-743.000	Chem Lab	ALEXANDER CHEMICAL CORPORATION CREDIT	0	0393297	03/17/2008	11.01
90-548.000-743.000	Chem Lab	ANDREA DORNEY REIMBURSEMENT	0	03-17/08	03/18/2008	28.40
90-548.000-743.000	Chem Lab	HACH COMPANY REACTION VESSEL	0	5626372	03/18/2008	240.95
90-548.000-743.000	Chem Lab	HACH COMPANY TEST KIT	0	5614703	03/18/2008	22.01
90-548.000-743.000	Chem Lab	KENCO, INC. CHEMICALS	0	50033	03/18/2008	179.07
90-548.000-743.000	Chem Lab	NORTH CENTRAL LABORATORIES CHEMICALS	0	232061	03/17/2008	41.07
90-548.000-745.000	Uniform Al	CINTAS CORPORATION WWTP	0	300704601	03/17/2008	43.07
90-548.000-745.000	Uniform Al	CINTAS CORPORATION WWTP	0	300710310	03/17/2008	

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Fund: Sewer Enterprise Fund						
Department: Sewer Utilities Department						
90-548.000-745.000	Uniform Al	CINTAS CORPORATION WWTP	0	300716084	03/17/2008	40.00
90-548.000-745.000	Uniform Al	CINTAS CORPORATION WWTP	0	300721818	03/17/2008	40.00
90-548.000-745.000	Uniform Al	DEXTER MILL ARCTIC SOCK, MISC	0	56703	03/17/2008	80.10
90-548.000-751.000	Gasoline &	CORRIGAN OIL COMPANY NO LEAD	0	5172615	03/17/2008	721.12
90-548.000-802.000	Profession	ESRI MAINTENANCE	0		03/17/2008	300.00
90-548.000-802.000	Profession	METRO ENVIROMENTAL SERVICES work order # 22855	0	37108	03/18/2008	1,315.00
90-548.000-802.000	Profession	ORCHARD, HILTZ & MCCLIMENT INC #0130-07-0111	0	120752	03/18/2008	7,500.00
90-548.000-861.000	Travel & M	ANDREA DORNEY MILEAGE	0		03/17/2008	29.10
90-548.000-920.000	Utilities	DEXTER VILLAGE WWTP	0	03/18/08	03/18/2008	2,213.12
90-548.000-920.000	Utilities	DTE ENERGY 3219 953 0009 2	0		03/19/2008	15.43
90-548.000-920.000	Utilities	DTE ENERGY 4667 427 0001 9	0		03/19/2008	1,719.12
90-548.000-920.000	Utilities	DTE ENERGY 3219 953 0010 0	0		03/19/2008	5,413.38
90-548.000-920.001	Telephones	NEXTEL COMMUNICATIONS SERVICE PERIOD 02/07-03/06/08	0	593543512-072	03/18/2008	86.80
90-548.000-955.000	Miscellaneous	CONCENTRA DOUG SCHLAF	0	705984751	03/18/2008	32.00
90-548.000-960.000	Education	ANDREA DORNEY HOME STUDY	0		03/17/2008	99.00
Total Sewer Utilities Department						26,106.91
Fund: Capital Improvements CIP						
90-901.000-974.000	CIP Capita	RAYMER PUBLIC WELL DRILLING	0	9791	03/18/2008	21,650.00
Total Capital Improvements CIP						21,650.00
Fund Total						47,756.91
Fund: Water Enterprise Fund						
Department: Assets, Liabilities & Revenue						
91-000.000-255.000	Cust Depos	KIYOKO JULYK METER DEPOSIT RETURNED	0	03/18/08	03/18/2008	175.00
Total Assets, Liabilities & Revenue						175.00
Department: Water Utilities Department						
91-556.000-721.000	Health & L	GADALETO, RAMSBY & ASSOCIATES coverage period 04/01-05-01-08	0	03/18/08	03/18/2008	30.00
91-556.000-721.000	Health & L	BLUE CARE NETWORK OF MICHIGAN COVERAGE PERIOD 04/01-04/30/08	0	080670003223	03/18/2008	1,103.12
91-556.000-740.000	Operating	CHAMPION WATER TREATMENT WWTP	0	03/17/08	03/17/2008	4.25
91-556.000-740.000	Operating	COFFEE CONNECTION WWTP	0	458120	03/17/2008	38.35
91-556.000-745.000	Uniform Al	CINTAS CORPORATION WWTP	0	300704601	03/17/2008	42.00
91-556.000-745.000	Uniform Al	CINTAS CORPORATION WWTP	0	300710310	03/17/2008	40.00
91-556.000-745.000	Uniform Al	CINTAS CORPORATION WWTP	0	300716084	03/17/2008	43.07
91-556.000-745.000	Uniform Al	CINTAS CORPORATION WWTP	0	300721818	03/17/2008	43.07
91-556.000-745.000	Uniform Al	DEXTER MILL BUCKLE	0	57708	03/17/2008	29.00
91-556.000-751.000	Gasoline &	CORRIGAN OIL COMPANY NO LEAD	0	5177335	03/17/2008	824.94
91-556.000-920.000	Utilities	DTE ENERGY 3219 953 0003 5	0	03/19/08	03/19/2008	3,312.31

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Fund: Water Enterprise Fund						
Department: Water Utilities Department						
91-556.000-920.000	Utilities	DTE ENERGY 3219 953 0004 3	0		03/19/2008	26.91
91-556.000-920.000	Utilities	DTE ENERGY 2949 542 0008 8	0		03/19/2008	1,657.16
91-556.000-920.000	Utilities	DTE ENERGY 3219 953 0008 4	0		03/19/2008	63.96
91-556.000-920.001	Telephones	NEXTEL COMMUNICATIONS SERVICE PERIOD 02/07-03/06/08	0	593543512-072	03/18/2008	64.40
91-556.000-977.000	Equipment	HACH COMPANY RETRO FIT KIT	0	5612545	03/18/2008	2,294.85
91-556.000-977.000	Equipment	MUNICIPAL SUPPLY CO. REPAIR LID	0	52876	03/18/2008	198.21
Total Water Utilities Department						9,815.60
Fund: Capital Improvements CIP						
91-901.000-974.000	CIP Capita	ORCHARD, HILTZ & MCCLIMENT INC #0130-07-0101	0	120751	03/18/2008	987.25
Total Capital Improvements CIP						987.25
Fund Total						10,977.85
Fund: Trust & Agency Fund						
Department: Assets, Liabilities & Revenue						
01-000.000-253.043	Dexter Dis	ORCHARD, HILTZ & MCCLIMENT INC #0130-06-1043	0	120745	03/18/2008	207.25
01-000.000-253.043	Dexter Dis	ORCHARD, HILTZ & MCCLIMENT INC # 0130-06-1043	0		03/18/2008	-2,692.00
01-000.000-253.043	Dexter Dis	ORCHARD, HILTZ & MCCLIMENT INC # 0130-06-1043	0		03/18/2008	-1,562.75
01-000.000-253.048	Dexter Ret	ORCHARD, HILTZ & MCCLIMENT INC #0130-06-1052	0	102746	03/18/2008	1,237.50
01-000.000-253.052	K-Space	ORCHARD, HILTZ & MCCLIMENT INC #0130-07-1023	0	120753	03/18/2008	4,600.00
Total Assets, Liabilities & Revenue						1,790.00
Fund Total						1,790.00
Grand Total						254,080.00

AGENDA 3-24-08

ITEM 2-2

A PROCLAMATION

In Observance of
April 25TH through May 3RD 2008

as

LIONS WHITE CANE WEEK

WHEREAS, there are over 18,000 blind persons in Michigan who are dependent upon a White Cane or Leader Dog; and

WHEREAS, the Lions of **Dexter** are dedicated to sight conservation activities by aiding the visually impaired of all ages through eye examinations and eyeglasses for the needy. They also support Welcome Home for the Blind, Leader Dogs for the Blind, Michigan Eye Bank and Transportation Center, and other worthy community service projects; and

WHEREAS, the Lions of **Dexter** give freely of their time and effort to support sight conservation projects. Through the sale of miniature White Canes, funds are raised for these worthwhile projects. Therefore, I, Shawn Keough, as President of the Village of Dexter, proclaim the period of April 25TH through May 3RD, 2008 as **LIONS WHITE CANE WEEK** and urge all citizens to become familiar with the meaning and purpose of the White Can Law, and to lend support to the Lions Club Projects.

Date

President

AGENDA 3-24-08

ITEM J-3

Donna Dettling

From: Keough, Shawn [SKEOUGH@WadeTrim.com]
Sent: Wednesday, March 05, 2008 7:44 PM
To: Donna Dettling
Cc: Jenniegreeley@aol.com
Subject: FW: Signing for DSC

Hello Donna:

The Dexter Soccer Club will be holding their registration/evaluations on June 15 and 16. We were hoping to get permission to set up signs for this the two weeks before the event around the Village. I noticed that Dexter Little League has their signs at all of the schools drop off entrances and at various churches around town and corners. Our DSC non-profit club would like to do the same thing before our event. Other then this letter is there something special that we need to do?

Thank you,
Jennie Greeley
DSC Administrator

ITEM K-1

Donna Dettling

From: Michael_Donahue@URSCorp.com
Sent: Tuesday, March 18, 2008 11:31 AM
To: Donna Dettling
Subject: Clarification of Various Permit Conditions

Donna- I thought the pre-construction meeting went exceptionally well yesterday. The de-brief with MDEQ staff was helpful as well. It will be important for us to keep the lines of communication open with MDEQ throughout the project to ensure that all parties have a clear understanding of permit conditions and associated expectations. By their own admission, this is one of the most complicated dam removal permits they have ever dealt with, and I am very pleased that we have been able to move forward aggressively and keep the entire project on track and well-coordinated.

At your request, I am responding to several questions that you/ Village Council members have raised with respect to the permit. As always, I would be pleased to elaborate on any of them (or others), and am always glad to offer updates at Council meetings or other project-specific meetings.

- **Wetland Mitigation:** This pertains to permit condition #43. MDEQ (via Jerry Fulcher and Alex Sanchez) has confirmed that wetland mitigation will be required given that fill is going to be placed in areas that would be expected to remain as wetlands after the drawdown. Mitigation of approximately .7 acres is estimated. We successfully argued for a time extension (12 months after permit approval) for identification of the mitigation site and mitigation plan development. This will allow us to better determine the actual wetland loss and corresponding mitigation requirement. *Important Note:* The Road Commission and MDEQ appear to be very willing to resolve this matter by using wetland mitigation credits from an existing site near Dexter (Whitney Farm.) This is an excellent opportunity for the Village that deserves careful consideration, as it entails significant cost savings and prompt resolution of this permit condition.
- **Restrictive Covenant:** This pertains to permit condition #30. After the project is completed, the fill area will be surveyed to establish its boundaries. The Village will then sign a Restrictive Covenant that conveys this information for future use and reference if/ when there might be decisions made to develop or otherwise alter the fill area.
- **Exposed Bottomlands:** This pertains to permit conditions #15 and #47. Questions have arisen with regard to the term "exposed bottomlands" and how far upstream the Village is required to go in 1) re-vegetating land exposed by the drawdown; and 2) preparing and administering an Invasive Species Plan to address those areas. MDEQ staff (at the March 17 pre-construction meeting) stated that this term applies to exposed bottomlands in the immediate area of the impoundment, and does not include exposed bottomlands further upstream on Mill Creek or its tributaries.
- **Stormwater Plan Revision:** This pertains to permit condition #46. MDEQ is requiring installation of a device that will treat stormwater prior to its discharge into the creek (e.g., "aqua swirl" or similar device.) The agency also requires preparation of a revised stormwater management plan. At the pre-construction meeting, MDEQ clarified that this has already been addressed through an addendum to the construction plans,
- **Cost to Village:** Total estimated cost to the Village for the dam removal/ stream restoration component of the project, exclusive of any compliance costs for permit conditions, is just under \$198,000 (per estimate prepared by Leo Davies- URS.) This is great news, given that (very early) estimates for the "best case" scenario were substantially higher.

We are in the process of reviewing all 48 permit conditions to determine any additional costs to the Village for tasks associated with compliance. We anticipate that these will be fairly minimal, given that many of the permit conditions have no cost implications, and several that do will be accommodated by the Road Commission. Permit conditions (among others) that may entail additional cost include #15 and #21 (possible need for hydro-seeding/ mulch blankets for exposed bottomlands); #35 (prepare "Due Care" plan for fill area); #42 (develop and implement "corrective action plan" should excessive headcutting occur after dam is breached); #43 (wetland mitigation plan and implementation- if wetland mitigation credits are not used); and #47 (development and implementation of three year Invasive Species Management Plan.) We will soon provide a Scope of Work and cost estimate for the Village in the event that assistance with one or more of any such items is desired.

Mike Donahue

3/18/2008

P63

**Mill Creek Bridge and Dam Removal Project
 Cost Estimate using Low Bidders Prices
 Washtenaw County Road Commission
 03/11/2008**

NON-PARTICIPATING WORK (100% Dexter Cost)

Mill Creek Bridge Items

<u>Item</u>	<u>Quantity</u>	<u>Units</u>	x	<u>Unit Cost</u>	=	<u>Item Cost</u>
Hand Staining	230	Syd		\$37.00		\$8,510.00
Texturing, Conc	230	Syd		\$50.00		\$11,500.00
Ornamental Steel Railing	202	Ft		\$140.00		\$28,280.00
				<u>Bridge Items Subtotal</u>		<u>\$48,290.00</u>

Dam Removal

<u>Item</u>	<u>Quantity</u>	<u>Units</u>	x	<u>Unit Cost</u>	=	<u>Item Cost</u>
Permanent Rock Control Structures	400	Cyd		\$120.28		\$48,112.00
Sediment Excavation	5,200	Cyd		\$15.50		\$80,600.00
Reinforced Silt Fence	1,000	Ft		\$6.95		\$6,950.00
Orange Plastic Mesh	5,300	Syd		\$1.09		\$5,777.00
Embankment, LM	800	Cyd		\$2.90		\$2,320.00
Slope Restoration, Type A	5,500	Syd		\$4.72		\$25,960.00
Slope Restoration, Type C	500	Syd		\$2.30		\$1,150.00
Culv End, Rem, Less than 24 inch	1	Ea		\$0.01		\$0.01
Culv End, Rem, 24 inch to 48 inch	1	Ea		\$0.01		\$0.01
Sewer, Rem, 24 inch to 48 inch	31	Ft		\$0.01		\$0.31
Dr Marker Post	1	Ea		\$20.00		\$20.00
Sewer, CI E, 15 inch, Tr Det B	25	Ft		\$67.20		\$1,680.00
Sewer, CI E, 30 inch, Tr Det B	166	Ft		\$67.05		\$11,130.30
Dr Structure, 48 inch dia	1	Ea		\$1,764.75		\$1,764.75
Dr Structure, 60 inch dia	1			\$2,722.85		\$2,722.85
Dr Structure, 72 inch dia	1			\$4,314.00		\$4,314.00
Dr Structure Cover	1,050	Lb		\$0.95		\$997.50
Conc, Grade S2	2	Cyd		\$955.50		\$1,911.00
Reinforcement, Steel, Epoxy Coated	74	Lb		\$1.00		\$74.00
Riprap, Plain, Modified	120	Syd		\$19.19		\$2,302.80

Dam Removal Subtotal \$197,786.53

Non-Participating Items Summary

Bridge Items	\$48,290.00
Dam Removal	\$197,786.53
TOTAL ESTIMATED NON-PARTICIPATING CONSTRUCTION COST	<u>\$246,076.53</u>

Berkholz, Aaron

From: Leo_Davies@URSCorp.com
Sent: Tuesday, March 11, 2008 1:00 PM
To: ddetting@villageofdexter.org; skeough@WadeTrim.com
Cc: Mike_Tarazi@URSCorp.com; Michael_Donahue@URSCorp.com; Berkholz, Aaron
Subject: Dexter Dam and Bridge Aesthetic Costs
Attachments: 100% Dexter Cost Bid Tab Estimate 03 11 2008.pdf

(See attached file: 100% Dexter Cost Bid Tab Estimate 03 11 2008.pdf)

Donna and Shawn:

The bid tabulation for the Dexter Bridge and Dam Removal Project is now available on the MDOT website.

Attached is a spreadsheet I created showing the cost for the "100% Dexter cost " portion of the project based upon the low bidders estimate. Unfortunately, the MDOT bid tab does not break these costs out separately....hence the spreadsheet.

The total is just under our previous estimate for this phase of the project.

Aaron: I called Keith Cooper today to find out if there is a file or printout that shows the work by "category". There isn't so I needed to create this spreadsheet. I also asked Keith about obtaining the electronic file of the estimate with the low bidders information for importing into MERL. He told me that is available and that you need to get it from Jim Daavetillia of the Brighton TSC.

Thanks

Leo N. Davies, P.E.
Project Manager
URS Corporation
3950 Sparks Drive, SE
Grand Rapids, MI 49546
tel 616.574.8371 fax 616.222.4969 cell 616.560.3682

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BOARD OF COUNTY ROAD COMMISSIONERS
555 NORTH ZEEB ROAD
ANN ARBOR, MICHIGAN 48103
www.wcroads.org

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COUNTY HIGHWAY ENGINEER
JAMES D. HARMON, P.E.
DIRECTOR OF OPERATIONS
TELEPHONE (734) 761-1500
FAX: (734) 761-3239

PUBLIC INFORMATION MEETING

Dexter Main Street Bridge over Mill Creek Bridge Replacement / Dam Removal Village of Dexter, Scio Township, Michigan

The Washtenaw County Road Commission (WCRC) has scheduled a **Public Information Meeting** to review the impending replacement of the Dexter Main Street Bridge over Mill Creek and the removal of the Mill Creek Dam in the Village of Dexter, Scio Township. This meeting will be held on **Tuesday, March 25, 2008 from 6:00 p.m. to 8:00 p.m.** at the Mill Creek Middle School, 7305 Dexter-Ann Arbor Road, Dexter, Michigan 48130.

The proposed improvements will include the removal and replacement of the Dexter Main Street Bridge over Mill Creek, removal of the Mill Creek Dam and related sedimentation management activities, and road approach work along Dexter Main Street, Dexter-Pinckney Road and Dexter-Chelsea Road.

The meeting will include a brief presentation at 6:00 p.m. and will be followed by an open house format, providing individual citizens with the opportunity to discuss the project with WCRC, Village of Dexter and consultant staff.

If you have any questions or if you are unable to attend this meeting and would like further information on this bridge replacement project, please contact Aaron Berkholz, P.E., Construction Supervisor for the Washtenaw County Road Commission at 734.327.6682 or berkholza@wcroads.org.

The Washtenaw County Road Commission will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audiotapes or printed materials being considered at the meeting, to individuals with disabilities at the Public Information Meeting/Hearing upon 3-business days notice to the Washtenaw County Road Commission. Individuals with disabilities requiring auxiliary aids or services should contact Val Cooper, Public Information/Community Relations Officer at 734.327.6675, email cooperv@wcroads.org, WCRC, 555 N. Zeeb Road, Ann Arbor, MI 48103, fax 734.761.3239.

PROGRESS SCHEDULE

Information required by MDOT in order to establish a construction schedule.
Distribution: Original - Finance/Contracts, copy - Region, copy - Project files

FILE 102

CONTROL SECTION MCS 81014	JOB NUMBER 83942A	<input checked="" type="checkbox"/> INITIAL	<input type="checkbox"/> UPDATE
PROPOSAL ITEM NUMBER 0803 062	LETTING DATE 03/07/08		

OUTLINE OF PROPOSED ORDER OF WORK FOR CONTROLLING WORK ITEMS - when approved, this outline will become part of the contract.

CONTROLLING WORK ITEM	DURATION OF CONTROLLING OPERATION	
	START (Date/Work Day)	COMPLETE (Date/Work Day)
Contract Award		4/7/08
Traffic Control Pre-stage	4/7/08	4/9/08
Remove & Replace Bridge Sidewalk Railing	4/10	4/23
Temp widening & Asphalt work	4/24	4/28
Traffic Switch to Stage 1	4/29	4/30
Remove Bridge Stage 1	5/1	5/8
* Construct Substructure Stage 1	5/9	6/6
Construct Superstructure Stage 1	6/7	7/17
Temp Widening & Asphalt Work for Stage 2	7/18	7/20
Guardrail and Restoration Stage 1	7/21	7/22
Traffic Switch to Stage 2	7/23	7/24
Remove Bridge Stage 2	7/25	7/31
Construct Substructure Stage 2	8/1	8/31
Construct Superstructure Stage 2	9/1	10/3

REMARKS

* Removal of the Mill Creek Dam to Start on 6/2. Sedimentation in the Mill pond completed 8/4

CONTRACT COMPLETION WORKDAYS	Conformance with progress clause and proposal (Maintain traffic requirements) <input checked="" type="checkbox"/> Yes	
OPEN TO TRAFFIC DATE(S) WORKDAYS	Overtapping dates? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, If yes, attach justification.	
A + B bid? <input type="checkbox"/> No <input type="checkbox"/> Yes, If yes, enter date(s): _____	If A + B bid or rental (lane/bridge/ramp), is schedule in accordance with contract? <input type="checkbox"/> Yes	
Lane/Bridge/Ramp rental <input type="checkbox"/> No <input type="checkbox"/> Yes	Incentive/ Disincentive? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	
CONTRACTOR NAME (PRINT)	LOCAL AGENCY	DATE
CONTRACTOR SIGNATURE <i>Charles...</i>	<i>Handwritten Signature</i>	3/17/08
DATE 3/17/08	APPROVAL - MDOT'S ENGINEER FOR REGION (Signature)	DATE

PROGRESS SCHEDULE

Information required by MDOT in order to establish a construction schedule.
Distribution: Original - Finance/Contracts, copy - Region, copy - Project files

FILE 102

CONTROL SECTION MCS 81014	JOB NUMBER 83942A	<input checked="" type="checkbox"/> INITIAL	<input type="checkbox"/> UPDATE
PROPOSAL ITEM NUMBER 0803 062	LETTING DATE 03/07/08		

OUTLINE OF PROPOSED ORDER OF WORK FOR CONTROLLING WORK ITEMS - when approved, this outline will become part of the contract.

CONTROLLING WORK ITEM	DURATION OF CONTROLLING OPERATION	
	START (Date/Work Day)	COMPLETE (Date/Work Day)
<input type="checkbox"/> CALENDAR DAY <input type="checkbox"/> WORK DAY <input checked="" type="checkbox"/> CALENDAR DATE		
ATTACHMENT		
<input type="checkbox"/> CRITICAL PATH		
<input type="checkbox"/> BAR CHART		
<input type="checkbox"/> LINEAR SCHEDULE		
Asphalt work Stage 2	10/4	10/6
Guardrail Instalation	10/7	10/19
Place Stage 2B Traffic	10/20	10/21
Place North Bridge Sidewalk	10/22	10/26
Mill and Fill 4C Asphalt	10/27	11/6
Permanent Signing	11/7	11/15
Permanent Stripping	11/16	11/20
Open To Traffic	11/21/08	
Finial Restoration & Cleanup	4/15/09	5/15/09

REMARKS

CONTRACT COMPLETION WORKDAYS 05/15/2009	Conformance with progress clause and proposal (Maintain traffic requirements) <input checked="" type="checkbox"/> Yes Overlapping dates? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, If yes, attach justification. If A + B bid or rental (lane/bridge/ramp), is schedule in accordance with contract? <input type="checkbox"/> Yes Incentive/ Disincentive? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes, enter maximum total incentive amount: \$_____	
OPEN TO TRAFFIC DATE(S) WORKDAYS 11/21/2008		
A + B bid? <input type="checkbox"/> No <input type="checkbox"/> Yes, If yes, enter date(s): _____		
Lane/Bridge/Ramp rental <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes		
CONTRACTOR NAME (PRINT) Charles F. Argersinger	LOCAL AGENCY <i>Handwritten Signature</i>	DATE 3/17/08
CONTRACTOR SIGNATURE <i>Charles F. Argersinger</i>	APPROVAL - MDOT'S ENGINEER FOR REGION (Signature)	DATE
DATE 3/17/08		

VILLAGE OF DEXTER

8140 Main Street Dexter, MI 48130-1092

cnicholls@villageofdexter.org

Phone (734)426-8303 ext 17 Fax (734)426-5614

MEMO

To: President Keough and Council Members
From: Courtney Nicholls, Assistant Village Manager
Date: March 24, 2008
Re: Town Hall Meeting Update

I contacted the MML about presenting their workshop on becoming a city. Unfortunately the person who runs the workshop was not available the week of June 16 or any other Thursday in May or June. She would be available on June 24, if Council would like to change to that date.

The following is the preliminary Town Hall Meeting Publicity Plan based on the June 19th date. The only item that will be costly is the mailing of the postcards. The estimate we received from the printer who prints and mails the newsletter is \$683.23 (\$432.54 – postage, \$250.69 – Postcards & Mailing Services) to mail 1602 postcards.

Town Hall Meeting Publicity Plan

Late April	Newsletter Delivered
May 1	Information on front page of website
May 15	Information on water bills (bills due June 15)
May 21	Cable Posting Flyers put in kiosks
May 30	Postcards mailed
June 9	Posters to businesses

VILLAGE OF DEXTER

8140 Main Street Dexter, MI 48130-1092

ddettling@villageofdexter.org

Phone (734)426-8303 Fax (734)426-5614

MEMO

To: President Keough and Council
From: Donna Dettling, Village Manager
Date: March 24, 2008
Re: DDA Appointments

AGENDA 3-24-08
ITEM L-1

In working with President Keough to fill the vacancies on the DDA Board it was determined that the village has met the minimum requirements for membership based on Act 197 (copy attached). Therefore, we can fill vacant positions at-large for the remaining openings.

President Keough is recommending Richard Bellas to fill one of the three vacancies currently on the DDA Board. Mr. Bellas' application is attached.

Village of Dexter

8140 Main St. Dexter, Michigan 48130

Phone (734) 426-8303

Fax (734) 426-5614

Application for Appointment as Commission or Committee Member

Name RICHARD BELLAS
Address 8221 WEBSTER DR. Email randrbellas@yahoo.com
Phone (734) 426-2888 Best time to call eve.

Which Commission/Committee are you applying for?

- Zoning Board of Appeals
 Planning Commission
 Parks Commission
 Downtown Development Authority
 Local Development Finance Authority
 Other (Specify) _____

Why are you interested in serving on this Commission/Committee? Are there current events that have spurred your interest? I HAVE ALWAYS HAD A STRONG INTEREST IN DEVELOPING AND MAINTAINING A VIBRANT AND VITAL CENTRAL CORE COMMUNITY AND WOULD LIKE TO HELP ANY WAY I CAN IN THESE TOUGH ECONOMIC TIMES.

What particular skills and/or background do you feel that you could bring to this appointment? What other, if any, commissions or committees have you served on?

DEXTER CITY STUDY Committee
VICE PRES. STATE ST. AREA ASSOC. DOWNTOWN ANN ARBOR
PRES. THINK LOCAL FIRST ANN ARBOR
DOWNTOWN ANN ARBOR SMALL BUSINESS OWNER

Please list/attach any other information that you would like to have considered.
LEADER AND COMMITTEE MEMBER CUB SCOUTS PACK 477 DEXTER

Sec. 14-35. Supervision by board.

The authority shall be under the supervision and control of a board consisting of the president of the village and 11 members. The members shall be appointed by the president subject to approval by the council. Eligibility for the membership on the board and terms of office shall be as provided in Act 197. All members shall hold office until a member's successor has been appointed.

(Ord. No. 89-2808001, § 14.006, eff. 9-28-1989)

State law references: Board, membership, qualifications, terms, vacancy, compensation and expenses, chairperson, MCL 125.1654.

DOWNTOWN DEVELOPMENT AUTHORITY (EXCERPT)
Act 197 of 1975

125.1654 Board; appointment, terms, and qualifications of members; vacancy; compensation and expenses; election of chairperson; oath; conducting business at public meeting; public notice; special meetings; removal of members; review; expense items and financial records; availability of writings to public; single board governing all authorities; member as resident or having interest in property; planning commission serving as board in certain municipalities; modification by interlocal agreement.

Sec. 4.

(1) Except as provided in subsections (7), (8), and (9), an authority shall be under the supervision and control of a board consisting of the chief executive officer of the municipality and not less than 8 or more than 12 members as determined by the governing body of the municipality. Members shall be appointed by the chief executive officer of the municipality, subject to approval by the governing body of the municipality. Not less than a majority of the members shall be persons having an interest in property located in the downtown district or officers, members, trustees, principals, or employees of a legal entity having an interest in property located in the downtown district. Not less than 1 of the members shall be a resident of the downtown district, if the downtown district has 100 or more persons residing within it. Of the members first appointed, an equal number of the members, as near as is practicable, shall be appointed for 1 year, 2 years, 3 years, and 4 years. A member shall hold office until the member's successor is appointed. Thereafter, each member shall serve for a term of 4 years. An appointment to fill a vacancy shall be made by the chief executive officer of the municipality for the unexpired term only. Members of the board shall serve without compensation, but shall be reimbursed for actual and necessary expenses. The chairperson of the board shall be elected by the board.

(2) Before assuming the duties of office, a member shall qualify by taking and subscribing to the constitutional oath of office.

(3) The business which the board may perform shall be conducted at a public meeting of the board held in compliance with the open meetings act, 1976 PA 267, MCL 15.261 to 15.275. Public notice of the time, date, and place of the meeting shall be given in the manner required by the open meetings act, 1976 PA 267, MCL 15.261 to 15.275. The board shall adopt rules consistent with the open meetings act, 1976 PA 267, MCL 15.261 to 15.275, governing its procedure and the holding of regular meetings, subject to the approval of the governing body. Special meetings may be held if called in the manner provided in the rules of the board.

(4) Pursuant to notice and after having been given an opportunity to be heard, a member of the board may be removed for cause by the governing body. Removal of a member is subject to review by the circuit court.

(5) All expense items of the authority shall be publicized monthly and the financial records shall always be open to the public.

(6) In addition to the items and records prescribed in subsection (5), a writing prepared, owned, used, in the possession of, or retained by the board in the performance of an official function shall be made available to the public in compliance with the freedom of information act, 1976 PA 442, MCL 15.231 to 15.246.

(7) By resolution of its governing body, a municipality having more than 1 authority may establish a single board to govern all authorities in the municipality. The governing body may designate the board of an existing authority as the board for all authorities or may establish by resolution a new board in the same manner as provided in subsection (1). A member of a board governing more than 1 authority may be a resident of or have

an interest in property in any of the downtown districts controlled by the board in order to meet the requirements of this section.

(8) By ordinance, the governing body of a municipality that has a population of less than 5,000 may have the municipality's planning commission created pursuant to 1931 PA 285, MCL 125.31 to 125.45, serve as the board provided for in subsection (1).

(9) If a municipality enters into an agreement with a qualified township under section 3(7), the membership of the board may be modified by the interlocal agreement described in section 3(7).

History: 1975, Act 197, Imd. Eff. Aug. 13, 1975 ;-- Am. 1978, Act 521, Imd. Eff. Dec. 20, 1978 ;-- Am. 1985, Act 159, Imd. Eff. Nov. 15, 1985 ;-- Am. 1987, Act 66, Imd. Eff. June 25, 1987 ;-- Am. 2005, Act 115, Imd. Eff. Sept. 22, 2005 ;-- Am. 2006, Act 279, Imd. Eff. July 7, 2006

Popular Name: Downtown Development Authority Act

Popular Name: DDA

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Rendered 1/18/2008 09:20:42

Michigan Compiled Laws Complete Through PA 2 of 2008

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Courtesy of www.legislature.mi.gov



Memorandum

To: Village Council
Donna Dettling, Village Manager
From: Allison Bishop, AICP, Community Development Manager
Re: Ryan Drive Traffic Calming and Pedestrian Crossing Proposal
Play Court Update
Date: March 24, 2008

The timeline for construction of the play court is as follows:

BID RELEASE – March 24th or March 31st

BIDS DUE – April 7th

BID PRESENTED TO COUNCIL – April 14th

PROJECT COMPLETION – May 23rd

The Parks Commission has been reviewing ways to slow traffic along Ryan Drive, create on-street parking for Community Park and add a dedicated pedestrian crossing point between the play equipment on the west side of Community Park and the east side basketball court.

Attached is a general diagram of the proposed parking and cross walk. At the March 18, 2008 meeting the Parks Commission moved to recommend that the Village Council authorize \$3325 from the streets fund (203.451.000.803.000 – Local Streets) for Midwestern Consulting to design and bid the project. Also attached is the project scope from Midwestern Consulting.

Upon receipt of the proposal and cost estimates the Parks Commission plans to make a recommendation to Council to complete the project in FY 07-08 or 08-09.

ACTION REQUESTED

Authorization to expend \$3,325 from the streets fund to have Midwestern Consulting complete the design services for Ryan Drive Speed Mitigation and Pedestrian Crossing.

Please feel free to contact me prior to the meeting with questions.
Thank you,

Allison Bishop

From: Jim Valenta [JJV@MIDWESTERNCONSULTING.COM]
Sent: Monday, March 17, 2008 1:37 PM
To: Allison Bishop
Subject: RE: Proposed Design Services for Ryan Speed Mitigation

From: Jim Valenta [mailto:JJV@MIDWESTERNCONSULTING.COM]
Sent: Thursday, March 13, 2008 10:01 AM
To: Allison Bishop
Subject: Proposed Design Services for Ryan Speed Mitigation

Allison:

Here is the proposed work plan for designing the Ryan Drive Speed Mitigation:

Data Collection: The village will provide AutoCAD record drawings from the Dexter Plaza project (OHM Project 0130-05-1013). Any AutoCAD drawings and reference files for Orchard Hills PUD will also be provided. It is assumed that these electronic drawings will be sufficient for Midwestern Consulting to assemble existing condition drawings of the area along Ryan Drive where the speed mitigation plan will be implemented. If the drawings are not sufficient to create a complete drawing, additional survey information maybe needed.

Baseline Drawing: Baseline drawings will be prepared that show the project area and locations of underground utilities that may come into conflict with the speed mitigation plan. Three curbed street chokers will be located on the baseline drawing similar to the concept drawing previously discussed. Between the three chokers will be located marked on-street parking places and the mid-block crosswalk. The crosswalk will be designed to cross Ryan Drive where the crossing width is least, to shorten the time that pedestrians will be exposed to traffic. Signing and pavement markings will also be located. The baseline drawings will be submitted to the village for a review meeting. At this meeting comments from the village will be discussed for inclusion into the final drawing set.

Final Drawings: Final drawings will be prepared including the comments of the village during the baseline drawing review. These will also include project specifications and an estimate of probable construction cost. The final drawings will be submitted to the village and a final plan review meeting will be held to verify that the plans depict the desires of the village.

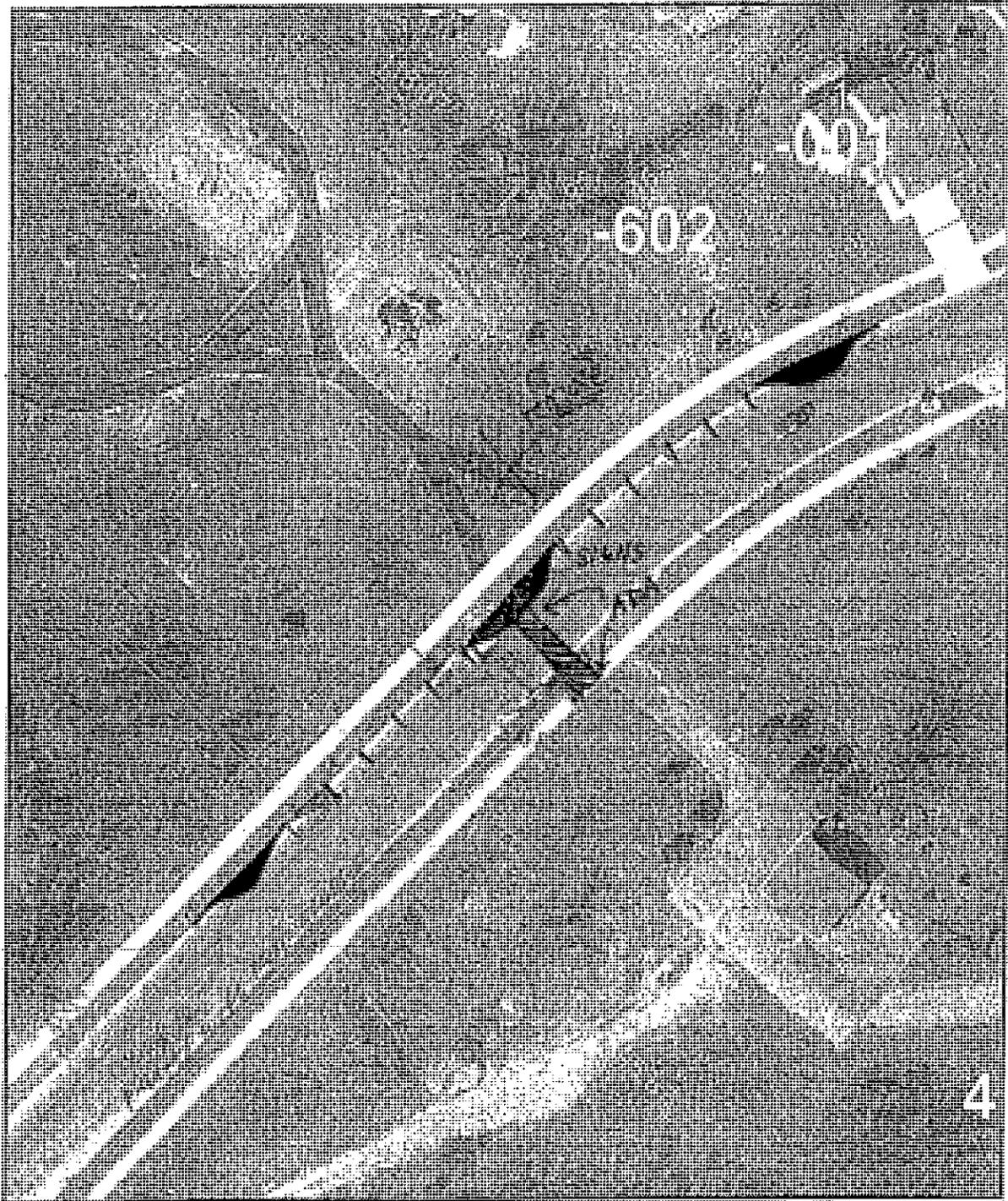
Construction Drawings: A construction set of drawings including all plans, specifications, special provisions and final estimate of construction cost will be prepared and transmitted to the village for bidding. Midwestern Consulting's involvement in this phase of the project will end with the submittal of the construction plan set. One set of reproducible documents and one electronic set of documents will be provided.

Additional Services: Midwestern Consulting is able to provide additional services, if requested, including landscape design, assistance during bidding, and construction administration and observation and additional meetings or presentations.

Cost Estimate: The above described scope can be completed for an estimated cost of \$3,325. Additional fees would apply if unforeseen conditions require additional field survey or design effort due to conditions beyond the control of Midwestern Consulting.

From: Allison Bishop [mailto:abishop@villageofdexter.org]
Sent: Wednesday, March 05, 2008 11:11 AM
To: Jim Valenta
Subject: FW: ryan dr

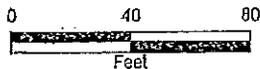
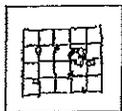
Jim,
Please let me know if these work.



Estimate to
spaces plus
4
class

Approx.
10
spaces

Location Map



1 inch equals 51.1 feet



Geographic
Information
System

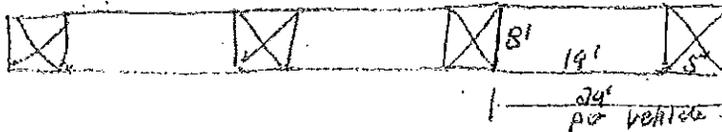
The information contained in this product was prepared by the County Equalization Department for Washtenaw County. The information is provided for informational purposes only and is not to be used for any other purpose. The information is provided as is and the County of Washtenaw is not responsible for any errors or omissions. The information is provided as is and the County of Washtenaw is not responsible for any errors or omissions.

10/18/2008 10:10:50 AM EDT

GIS Map Print

THIS MAP REPRESENTS PARCELS AT THE TIME OF PRINTING. THE OFFICIAL PARCEL TAX MAPS ARE MAINTAINED SOLELY BY THE WASHTENAW COUNTY EQUALIZATION DEPARTMENT AND CAN BE OBTAINED BY CONTACTING THAT OFFICE AT 734-222-6062.

Date Printed: 03/03/2008



AGENDA 3-24-08

ITEM L-3

OHM

Engineering Advisors

March 18, 2008

VILLAGE OF DEXTER

8140 Main Street

Dexter, MI 48130

Attention: Donna Dettling, Village Manager

Re: **Third Street Improvements
Construction Services**

Dear Ms. Dettling:

Orchard, Hiltz & McCliment, Inc. (OHM) is pleased to submit this proposal for contract administration, construction engineering, and construction staking for the Third Street Improvements project.

PROJECT UNDERSTANDING

The Third Street Improvements project has been designed and bid, and the contract was awarded to the lowest bidder, Florence Cement Company on March 10, 2008 in the amount of \$369,625.20. The Third Street Improvements project involves the reconstruction of Third Street between Inverness Street and the southeast end of the road. Along this portion of roadway, a new cul-de-sac will be constructed at the road end, the water main will be upgraded from 4-inch to 8-inch water main, and the sanitary sewer will be extended. The rest of Third Street between Inverness Street and Central Street will be resurfaced with minor drainage improvements, include some storm sewer replacement.

The contract schedule proposes that the Notice to Proceed will be issued on March 25, 2008 with construction beginning on April 7, 2008 (date is weather dependent). The construction is expected to be completed May 26, 2008.

SCOPE OF SERVICES

OHM has completed the necessary design work associated with this project. The plans and specifications have been prepared using a "Log-style" approach, where adequate information was provided to the contractor to prepare a bid. Additional field engineering and layout is required to finalize the exact scope of the work, in addition to typical observation. We would like to offer the following scope of services for construction services.

Construction Services

1. Conduct a pre-construction meeting with the successful bidder and assist in executing of the construction contract documents.
2. Layout services will consist of the required staking for line and elevation of specific contract items and appurtenances.
3. Full-time daily observation will be provided when significant construction work or testing is occurring. Daily field reports will be prepared documenting pay item quantities and general progress for the day. Checking line and elevation for compliance with contract documents will also be provided as part of the construction observer's regular responsibilities.
4. A project engineer will oversee and supervise observation and will be responsible for ordering appropriate material testing, preparing progress payments and resolving any interpretations or issues which may arise with the contract documents.
5. The contract administration shall consist of the preparation of construction pay estimates in a timely manner to meet project deadlines for estimate approval, review of contractor construction progress for compliance with the approved project schedule, claim resolution, change order preparation, preparation of a final project punch-list and monitoring site restoration work until completed by contractor.

Construction Testing Services

Construction testing services will be supplied by others with OHM's authorization to order testing services of materials for contract compliance. The Village will be invoiced for the construction testing services directly.

Additional Services

The services outlined herein constitute the total obligation of the parties. If additional services are requested, they can be provided in accordance with OHM's 2008 Hourly Rate Schedule or at an agreed upon fee.

COMPENSATION

The Village will be invoiced monthly for both services rendered on an hourly basis, with a not to exceed amount. Compensation due will be based on the actual hours worked during each phase of the project. The following budgets are presented for your consideration:

Construction Staking	\$8,500
Construction Engineering Services	\$49,000
Estimated Testing Services	\$7,000
Total =	\$64,500

SCHEDULE

It is anticipated that the Third Street Improvements project will be completed May 26, 2008. The final project estimates and closeout of the project would be completed by June 30, 2008.

CONTRACT TERMS AND CONDITIONS

The attached Standard Terms and Conditions, dated March 2003 and as shown as Exhibit 1, are incorporated into this proposal by reference. We thank you for this opportunity to provide professional engineering services. Please do not hesitate to contact us if you have questions.

Should you find our proposal acceptable, please execute the agreement below and return a copy to us for our files.

Very truly yours,
ORCHARD, HILTZ & McCLIMENT, INC.



Rhett Gronevelt, P.E.
Client Representative

VILLAGE OF DEXTER

Accepted By: _____

Printed Name: _____

Title: _____

Date: _____

**Village of Dexter
Treasurer/Finance
Director's Office**

AGENDA 3-24-08

ITEM L-4

Memo

To: Donna Dettling, Village Manager

From: Marie Sherry, Village Treasurer *mas*

CC: Village Council

Date: 3/17/2008

Re: Arbitrage

Background:

On November 1, 2006, the Village sold \$1.7 million worth of bonds for the purpose of constructing a Department of Public Works (DPW) facility and to construct a new village office. The DPW facility was completed in 2007, and there is currently \$338,080.66 remaining in the Facilities Construction cash account for the village office project.

Internal Revenue Service (IRS) Bond Spending Requirements:

The IRS has established rules governing how tax-exempt government bonds need to be spent. The purpose of these rules is to ensure that tax-exempt bonds are used for the purpose that they were intended, and not used for investment purposes. If bond money generates more in interest income than is being paid out on the bonds, this is called *arbitrage*. Under an arbitrage situation, the local government must monitor the interest earned, report same to the IRS every five years, and remit to the IRS any interest earned that is higher than that which was paid on the bond.

For construction bonds, such as the one the Village issued in 2006, the IRS has established a "safe harbor" period of two years in which the government will not be subject to arbitrage providing that certain spending requirements are met. The government must spend 10% of the funds borrowed within the first six months after bond issuance, 45% within twelve months, 75% within 18 months, and 100% within 24 months. The Village is currently in compliance with these rules as we have spent 80% and are not yet at the 18 month point.

If the Village does not meet the 24 month spending requirement of 100%, then we will be subject to arbitrage. There will be some internal compliance costs in terms of time and resources spent in arbitrage compliance.

Three Year Spending Deadline:

If at the end of three years after issuance the Village has not spent the funds, then they must be set aside to pay off the bonds and can no longer be used for construction purposes. Arbitrage reporting requirements will remain in place until the funds are spent. Bond Counsel indicated that these funds cannot start to be used for bond payments until seven years have passed (after the initial three year period), so the Village would be under arbitrage reporting requirements for this issue until at least 2016.

Arbitrage and Bond Ratings:

I was under the misunderstanding that being in an arbitrage situation in and of itself will harm our bond rating. It appears from my recent discussions with Bond Counsel and the County Treasurer that unless a local unit fails to properly report and remit excess interest collections, there should not be severe negative effects from our not meeting the "safe harbor" spending requirements. I cannot predict how bond rating agencies would respond to this situation, however, nor can I predict how they would respond if we fail to meet the three year spending deadline. They weigh a lot of different financial aspects of the community before giving their rating.

Attachment:

I have attached the IRS's Tax-Exempt Governmental Bonds Compliance Guide for your review. I did not include the form and instructions, which are available on the IRS's website at www.irs.gov/bonds.

The office of Tax Exempt Bonds (TEB), of the Internal Revenue Service (IRS), Tax Exempt and Government Entities division, offers specialized information and services to the municipal finance community. Municipal bonds provide tax-exempt financing for the furtherance of governmental and qualified purposes including the construction of airports, hospitals, recreational and cultural facilities, schools, water infrastructure, road improvements, as well as facilities and equipment used in providing police, fire and rescue services.

This IRS Publication 4079, *Tax-Exempt Governmental Bonds*, provides an overview for state and local governments of the general post-issuance rules under the federal tax law that apply to municipal financing arrangements commonly known as governmental bonds. Certain exceptions or additional requirements to these rules, which are beyond the scope of this publication, may apply to different financing arrangements. All applicable federal tax law requirements must be met to ensure that interest earned by bondholders is not taxable under section 103 of the Internal Revenue Code (the "Code").

For information regarding the rules applicable to qualified 501(c)(3) bonds or other qualified private activity bonds, see IRS Publications 4077, *Tax-Exempt Bonds for 501(c)(3) Charitable Organizations*, and 4078, *Tax-Exempt Private Activity Bonds*, respectively. TEB also provides detailed information on specific provisions of the tax law through IRS publications (available online) and through outreach efforts as noted on the TEB Web site at www.irs.gov/bonds.

Background

Tax-exempt bonds are valid debt obligations of state and local governments, commonly referred to as "issuers" — the interest on which is tax-exempt. This means that the interest paid to bondholders is not includable in their gross income for federal income tax purposes. This tax-exempt status remains throughout the life of the bonds provided that all applicable federal tax laws are satisfied. Various requirements apply under the Code and Income Tax Regulations (the "Treasury regulations") including, but not limited to, information filing and other requirements related to issuance, the proper and timely use of bond-financed property, and arbitrage yield restriction and rebate requirements. The benefits of tax-exempt bond financing can apply to the many different types of municipal debt financing arrangements through which government issuers obligate themselves, including notes, loans, lease purchase contracts, lines of credit, and commercial paper.

Tax-Exempt Governmental Bonds

Governmental bonds are tax-exempt bonds issued by a state or local government, the proceeds of which are generally used to finance activities or facilities owned, operated, or used by that or another government for its own purposes. This can include financing the building, maintenance, or repair of various types of public infrastructure such as highways, schools, fire stations, libraries, or other types of municipal facilities. Ultimately, though, a tax-exempt governmental bond is a state or local bond that is neither a private activity bond, as defined in section 141 of the Code, nor an arbitrage bond within the meaning of section 148 of the Code.

The post-issuance federal tax rules covered in this publication which are applicable to governmental bonds fall into two general categories: use of proceeds and other requirements related to the private activity bond tests; and arbitrage yield restriction and rebate requirements.

In order to comply with these and any other applicable requirements, issuers must ensure that the rules are met both at the time the bonds are issued and throughout the term of the bonds. The IRS encourages issuers and beneficiaries of tax-exempt bonds to implement procedures that will enable them to adequately safeguard against post-issuance violations that result in loss of the tax-exempt status of their bonds.



Requirements Related to Issuance

The following is an overview of several general rules related to the issuance of governmental bonds.

Information Filing Requirements

At the time of issuance, issuers of governmental bonds must comply with certain information filing requirements under section 149(e) of the Code. The information return that an issuer is required to file is dictated by the size of the issuance.

Information Return	Due Dates	Where to File
<p>Form 8038-G, <i>Information Return for Tax-Exempt Governmental Obligations</i>, for governmental bonds with an issue price of \$100,000 or greater.</p> <p>Form 8038-GC, <i>Information Return for Small Tax-Exempt Governmental Bond Issues, Leases, and Installment Sales</i>, for governmental bonds with an issue price of less than \$100,000.</p> <p>(IRS Forms 8038-G and 8038-GC are included in this publication on pages 11 and 15, respectively, and can also be downloaded at www.irs.gov/bonds.)</p>	<p>Generally, both of these returns are required to be filed by the 15th day of the second calendar month following the quarter in which the bonds were issued. For example, the due date of the return for bonds issued on February 15th is May 15th.</p> <p>Form 8038-GC may, however, also be filed on a consolidated basis for bond issues of less than \$100,000 each.</p> <p>Consolidated returns are due by February 15th following the calendar year in which the bonds were issued.</p> <p>Example: An issuer issues three governmental bond issues as follows: Issue A issued on 3/1/00 for an issue price of \$50,000; Issue B on 6/15/00 for \$75,000; and Issue C on 10/5/00 for \$30,000. Issuer can file one consolidated return by February 15, 2001, for all three bond issues.</p>	<p>File these returns with the IRS at the following address:</p> <p>Internal Revenue Service Ogden Submission Processing Center Ogden, UT 84201-0027</p>

Requesting an Extension of Time to File:

An issuer may request an extension of time to file Forms 8038-G or 8038-GC so long as the failure to file the return on time was not due to willful neglect. To request an extension, the issuer must follow the procedures outlined in Revenue Procedure 2002-48, 2002-37 I.R.B. 531, published September 16, 2002. These procedures generally require that the issuer: 1) attach a letter to Form 8038-G or Form 8038-GC briefly explaining when the return was required to be filed, why the return was not timely submitted, and whether or not the bond issue is under examination; 2) enter on top of the letter "This Statement is Submitted in Accordance With Revenue Procedure 2002-48;" and 3) file this letter and the return with the IRS at the Ogden Submission Processing Center.

Registration Requirement

Section 149(a) of the Code provides that any tax-exempt bond, including governmental bonds, must be issued in registered form *if* the bonds are of a type offered publicly or issued, at the date of issue, with a maturity exceeding one year. For these purposes, "in registered form" is defined as follows:

In Registered Form — Section 5f.103-1(c) of the Treasury regulations provides that an obligation issued after January 20, 1987, pursuant to a binding contract entered into after January 20, 1987, is in registered form if:

- the obligation is registered as to both principal and any stated interest with the issuer (or its agent) *and* that the transfer of the obligation to a new holder may be effected only by surrender of the old instrument and either the reissuance by the issuer of the old instrument to the new holder or the issuance by the issuer of a new instrument to the new holder; or
- the right to the principal of, and stated interest on, the obligation may be transferred only through a book-entry system maintained by the issuer (or its agent); or
- the obligation is registered as to both principal and any stated interest with the issuer (or its agent) *and* may be transferred through both previous methods.

Reasonable Expectations, Deliberate Actions, and the Private Activity Bond Tests

The term "governmental bond" means a bond issued as part of an issue, no portion of which consists of private activity bonds. Section 141 of the Code sets forth private activity bond tests for the purpose of limiting the volume of tax-exempt bonds that finance activities of persons other than state and local governmental entities. These tests serve to identify arrangements that actually or reasonably expect to transfer the benefits of tax-exempt financing to nongovernmental persons (including the federal government). The following is an overview of the basic rules relating to the use of bond proceeds and

bond-financed property. In certain instances, additional requirements or exceptions may apply.

Reasonable Expectations

An issue is an issue of private activity bonds (and not tax-exempt governmental bonds) if the issuer reasonably expects, on the issue date, that either: 1) the private business use test *and* the private payment or security test will be met; or 2) the private loan financing test will be met.

Private Business Use Test — More than 10% of the proceeds of an issue will be used for any private business use. In applying this test, bond proceeds can be used to finance the working capital expenditures of a government entity.

Private Payment or Security Test — More than 10% of the payment of principal or interest on the bond issue is either made or secured (directly or indirectly) by payments or property used or to be used for a private business use.

Private Loan Financing Test — The amount of proceeds of the issue which is to be used (directly or indirectly) to make or finance loans to persons other than governmental entities exceeds the lesser of 5% of such proceeds or \$5M.

Private Business Use

Certain uses of proceeds of governmental bonds can result in private business use.

Trade or Business Use — Use of bond proceeds or bond-financed property by a nongovernmental person (including the federal government) in furtherance of a trade or business activity is considered nonqualified private business use for tax-exempt bond purposes. Any activity carried on by a *person* (including a governmental entity or corporation) other than a *natural person* (individual acting as a member of the general public) is treated as a trade or business.

Indirect Use — Indirect uses of proceeds must also be considered in determining whether more than 10% of the proceeds of an issue will be used in a private business use. For example, a facility is treated as being used for a private business use if it is leased to a nongovernmental

person and then sub-leased to a governmental person if the nongovernmental person's use is in a trade or business.

Management and Service Contracts

Management contracts between government entities and certain private parties under which private parties receive compensation for services provided with respect to a bond-financed facility may result in a loss of the tax-exempt status of the bonds as a result of satisfying the private business tests. However, the IRS has provided safe harbors regarding management service contracts between a for-profit entity and a government entity when such service is provided in connection with a bond-financed facility. For more information, see Revenue Procedure 97-13, 1997-1 C.B. 632, available at www.irs.gov/bonds.

Research Agreements

Generally, certain agreements, where private entities (including the federal government) sponsor research through government entities that benefit from tax-exempt bond financing, may result in a violation of the private business tests. However, the IRS has provided safe harbors applicable to such research agreements. For more information, see Revenue Procedure 97-14, 1997-1 C.B. 634, available at www.irs.gov/bonds.

Deliberate Actions

A governmental bond issue can lose its tax-exempt status if the issuer takes a deliberate action, subsequent to the issue date, which causes the issue to become a private activity bond issue. A deliberate action is any action taken by the issuer that is within its control. Intent to violate the requirements of section 141 of the Code is not necessary for an action to be deliberate.

Remedial Actions

An issuer may take a remedial action prescribed in section 1.141-12 of the Treasury regulations to cure a deliberate action that would otherwise cause a governmental

bond issue to become a private activity bond issue. Such remedial actions include redemption or defeasance of bonds, alternative use of disposition proceeds, and alternative use of bond-financed facilities.

Example: A city simultaneously enters into two agreements through which it sells a building financed with tax-exempt bond proceeds to a corporation and leases the same building back from that corporation. This change in the ownership of the property results in private business use and is a deliberate action. However, this may be remediated if the allocable bonds are redeemed within 90 days of the action.

Issuers may also be able to enter into a closing agreement under the TEB Voluntary Closing Agreement Program (VCAP) described in Notice 2001-60, 2001-40 I.R.B. 304. See VCAP under TEB Information and Services, page 10, in this publication.

Allocation of Proceeds

The proceeds of a governmental bond issue must be allocated among the various expenditures or other purposes of the issue in a manner demonstrating compliance with the private activity bond tests. These allocations must generally be consistent with the allocations made for determining compliance with the arbitrage yield restriction and rebate requirements (noted below) as well as other federal tax filings. See *Arbitrage Yield Restriction and Rebate Requirements* (next section) for an overview of these rules.

Arbitrage Yield Restriction and Rebate Requirements

Tax-exempt bonds, including governmental bonds, lose their tax-exempt status if they are arbitrage bonds under section 148 of the Code. In general, arbitrage is earned when the gross proceeds of an issue are used to acquire investments that earn a yield materially higher than the yield on the bonds of the issue. The earning of arbitrage does not, however, necessarily mean that the bonds are arbitrage bonds. Two general sets of requirements under the Code

must be applied in order to determine whether governmental bonds are arbitrage bonds: yield restriction requirements of section 148(a); and rebate requirements of section 148(f).

An issue may meet the rules of one of the above regimes yet fail the other. Even though interconnected, both sets of rules have their own distinct requirements and may result in the need for a payment to the U.S. Department of the Treasury in order to remain compliant. The following is an overview of the basic requirements of these two general rules. Additional requirements or exceptions, beyond the scope of this publication, may apply in certain instances.

Yield Restriction Requirements

The yield restriction rules of section 148(a) of the Code generally provide that the direct or indirect investment of the gross proceeds of an issue in investments earning a yield materially higher than the yield of the bond issue causes the bonds of that issue to be arbitrage bonds. While certain exceptions to these rules may be available, the term "materially higher" is generally applied to certain types of investments as follows:

Type of Investments	Materially Higher
general rule for purpose and nonpurpose investments	1/8 of one percentage point
investments in a refunding escrow	1/1000 of one percentage point
investments allocable to replacement proceeds	1/1000 of one percentage point
program investments	one and one-half percentage points
general rule for investments in tax-exempt bonds	no yield limitation

However, the investment of proceeds in materially higher yielding investments does not cause the bonds of an issue to be arbitrage bonds in the following three instances: 1) during a temporary period (i.e., generally, 3-year temporary period for capital projects and 13 months for restricted working capital expenditures); 2) as part of a reasonably required reserve or replacement fund; and 3) as part of a minor portion (an amount not exceeding the lesser of 5% of the sale proceeds of the issue or \$100,000).

In many instances, issuers are allowed to make "yield reduction payments" to the U.S. Department of the Treasury to reduce the yield on yield-restricted investments when the yield on those earnings is materially higher than the yield of the bond issue. See subsequent section on **Arbitrage Rebate/Yield Reduction Filing Requirements—Form 8038-T**, page 8, for information on how to file IRS Form 8038-T, *Arbitrage Rebate and Penalty in Lieu of Arbitrage Rebate*, to make yield reduction payments.

Reasonable Expectations — Typically, the determination of whether an issue consists of arbitrage bonds under section 148(a) is based on the issuer's reasonable expectations as of the issue date regarding the amount and use of the gross proceeds of the issue.

Intentional Acts — A deliberate, intentional action to earn arbitrage taken by the issuer or person acting on the issuer's behalf, after the issue date, will cause the bonds of an issue to be arbitrage bonds *if* that action, had it been reasonably expected on the issue date, would have caused the bonds to be arbitrage bonds. Intent to violate the requirements of section 148 is not necessary for an action to be intentional.

Rebate Requirements

The rebate requirements of section 148(f) of the Code generally provide that, unless certain earnings on nonpurpose investments allocable to the gross proceeds of an issue are paid to the U.S. Department of the Treasury, the bonds in the issue will be arbitrage bonds. The arbitrage that must be rebated is based

on the excess (if any) of the amount actually earned on nonpurpose investments over the amount that would have been earned if those investments had a yield equal to the yield on the issue, plus any income attributable to such excess. Under section 1.148-3(b) of the Treasury regulations, the future values (as of the computation date) of all earnings received and payments made with respect to nonpurpose investments are included in determining the amount of rebate due. There are, however, two broad exceptions to the general rebate requirements applicable to governmental bonds: the small issuer exception; and the spending exceptions.

Small Issuer Exception — This exception provides that governmental bonds issued by certain small governmental issuers, with general taxing powers, are treated as meeting the arbitrage rebate requirement. A

governmental entity has general taxing powers if it has the power to impose taxes of general applicability which, when collected, may be used for its general purposes.

An issue (other than a refunding issue) qualifies for the small issuer exception only if the issuer reasonably expects as of the issue date to issue, or in fact issues, \$5M or less in tax-exempt governmental bonds during that calendar year. The aggregation rules of section 148(f)(4)(D) of the Code should be considered when determining whether this exception applies. The \$5M limit shall be increased when financing public school capital expenditures by the lesser of \$10M or so much of the aggregate face amount of the bonds attributable to financing the construction.

Spending Exceptions — There are three spending exceptions to the rebate requirements as follows.

Spending Exceptions

- | | |
|------------------------------------|---|
| 6-month spending exception | Section 1.148-7(c) of the Treasury regulations provides an exception to rebate if the gross proceeds of the bond issue are allocated to expenditures for governmental or qualified purposes that are incurred within 6 months after the date of issuance. |
| 18-month spending exception | Section 1.148-7(d) of the Treasury regulations provides an exception to rebate if the gross proceeds of the bond issue are allocated to expenditures for governmental or qualified purposes which are incurred within the following schedule: 1) 15% within 6 months after the date of issuance; 2) 60% within 12 months after the date of issuance; and 3) 100% within 18 months after the date of issuance. |
| 2-year spending exception | Section 1.148-7(e) of the Treasury regulations provides that an exception to rebate is available with respect to construction issues financing property to be owned by a governmental entity or 501(c)(3) organization when certain available construction proceeds are allocated to construction expenditures within the following schedule: 1) 10% within 6 months after the date of issuance; 2) 45% within 12 months after the date of issuance; 3) 75% within 18 months after the date of issuance; and 4) 100% within 24 months after the date of issuance. |

Note: Issuers may still owe rebate on amounts earned on nonpurpose investments allocable to proceeds not covered by one of the spending exceptions, which may include earnings in a reasonably required reserve or replacement fund.

Arbitrage Rebate/Yield Reduction Filing Requirements—Form 8038-T

Issuers of tax-exempt bonds file IRS Form 8038-T, *Arbitrage Rebate and Penalty in Lieu of Arbitrage Rebate*, to make the following types of arbitrage payments: 1) yield reduction payments; 2) arbitrage rebate payments; 3) penalty in lieu of rebate payments; 4) the termination of the election to pay a penalty in lieu of rebate; and 5) penalty for failure to pay arbitrage rebate on time. This form is included in this publication on page 17, and can also be downloaded from the Internet at www.irs.gov/bonds.

A yield reduction payment and/or arbitrage rebate installment payment is required to be paid no later than 60 days after the end of every 5th bond year throughout the term of a bond issue. The payment must be equal to at least 90% of the amount due as of the end of that 5th bond year. Upon redemption of a bond issue, a payment of 100% of the amount due must be paid no later than 60 days after the discharge date.

A failure to timely pay arbitrage rebate will be treated as not having occurred *if* the failure is not due to willful neglect and the issuer submits a Form 8038-T with a payment of the rebate amount owed, plus penalty and interest. The penalty may be waived under certain circumstances. For more information, see section 1.148-3(h)(3) of the Treasury regulations.

Request for Recovery of Overpayment of Arbitrage Rebate—Form 8038-R

In general, a request for recovery of overpayment of arbitrage rebate can be made when the issuer can establish that an overpayment occurred. An overpayment is the excess of the amount paid to the U.S. Department of the Treasury for an issue under section 148 of the Code over the sum of the rebate amount for the issue as of the most recent computation date and all amounts that are otherwise required to be paid under section 148 as of the date the recovery is requested. The request can be made by completing

and filing IRS Form 8038-R, *Request for Recovery of Overpayments Under Arbitrage Rebate Provisions*, with the IRS. This form is included in this publication on page 23 and can also be downloaded from the Internet at www.irs.gov/bonds.

Prohibition Against Federal Guarantees

Section 149(b) of the Code provides that a tax-exempt bond, including a governmental bond, will not be treated as tax-exempt if the payment of principal or interest is directly or indirectly guaranteed by the federal government or any instrumentality of the federal government. Exceptions to this general rule include guarantees by certain quasi-governmental entities administering federal insurance programs for home mortgages and student loans. Additional exceptions apply for the investment of bond proceeds in U.S. Treasury securities or investments in a bona fide debt service fund, a reasonably required reserve or replacement fund, or during a permitted initial temporary period.

Treatment of Hedge Bonds

Section 149(g) of the Code provides that bonds meeting the definition of hedge bonds will not be tax-exempt unless certain requirements are satisfied. A "hedge bond" is any part of a bond issue that meets the following two elements:

- The issuer reasonably expects that less than 85% of the net proceeds of the issue will be used to finance its qualified purpose within 3 years of the date the bonds are issued; and
- Over 50% of the proceeds of the issue are invested in nonpurpose investments having a substantially guaranteed yield for 4 or more years.

Section 149(g)(3)(B) provides an exception to the general definition of a hedge bond if at least 95% of the net proceeds of the issue are invested in tax-exempt bonds that are not subject to the alternative minimum tax. For this purpose, amounts held in either a bona fide debt service fund or for 30 days or less pending either reinvestment of the proceeds or bond redemption are treated as invested in tax-exempt bonds not subject to the alternative minimum tax. Additionally, a refunding bond issue does not generally consist of hedge bonds if the prior issue met the requirements for tax-exempt status and issuance of the refunding bonds furthers a significant governmental purpose (e.g. realize debt service savings, but not to otherwise hedge against future increases in interest rates).

Even if an issue consists of hedge bonds, it will generally still be tax-exempt if two requirements are satisfied. First, at least 95% of the reasonably expected legal and underwriting costs associated with issuing the bonds must be paid within 180 days after the issue date, *and* the payment of such costs must not be contingent upon the disbursement of the bond proceeds. Second, the issuer must reasonably expect that the net proceeds of the issue will be allocated to expenditures for governmental or qualified purposes within the following schedule:

- 10% within 1 year after the date of issuance;
- 30% within 2 years after the date of issuance;
- 60% within 3 years after the date of issuance; and
- 85% within 5 years after the date of issuance.

Refunding of Governmental Bonds

Under section 1.150-1(d)(1) of the Treasury regulations, a refunding bond issue is an issue the proceeds of which are used to pay principal, interest, or redemption price on the refunded issue (a prior issue), as well as the issuance cost, accrued interest, capitalized interest on the refunding issue, a reserve or replacement fund, or similar cost, if any, properly allocable to that refunding issue.

Current and advance refunding issues are distinguished as follows:

Current Refunding Issue	A refunding issue that is issued <i>not more than 90 days before the final payment of principal or interest (redemption) on the prior issue.</i>
Advance Refunding Issue	A refunding issue that is issued <i>more than 90 days before the final payment of principal or interest (redemption) on the prior issue.</i>

Governmental bonds can be current and advance refunded. However, governmental bonds issued after 1985 can only be advance refunded one time.

Refunding issues derive their tax-exempt status from the original new money issues that they refund. As such, a refunding issue will generally not be tax-exempt if the refunded issue was not in full compliance with all applicable federal tax law requirements.

Record Retention Requirements

Section 6001 of the Code and section 1.6001-1(a) of the Treasury regulations generally provide that any person subject to income tax, or any person required to file a return of information with respect to income, must keep such books and records as are sufficient to establish the amount of gross income, deductions, credits, or other matters required to be shown by that person in any return. Answers to *Frequently Asked Questions* regarding record retention requirements applicable to tax-exempt bonds are available on our Web site at www.irs.gov/bonds.

Abusive Tax Transactions

The IRS, including TEB, is engaged in extensive efforts to curb abusive tax shelter schemes and transactions. Information about abusive tax-exempt bond transactions, including a listing of emerging issues identified by TEB, is available on our Web site at www.irs.gov/bonds.

TEB Information and Services

The office of Tax Exempt Bonds (TEB) offers information and services through its voluntary compliance programs (including the Voluntary Closing Agreement Program) and its education and outreach programs. You can learn about these programs through our Web site at www.irs.gov/bonds.

Voluntary Closing Agreement Program (VCAP)

In Notice 2001-60, 2001-40 I.R.B. 304, published October 1, 2001, the IRS announced the TEB Voluntary Closing Agreement Program (TEB VCAP). This program provides remedies for issuers who voluntarily come forward to resolve a violation. Closing agreement terms and amounts may vary according to the degree of violation as well as the facts and circumstances surrounding the violation.

Requests for TEB VCAP closing agreements are administered by the TEB Outreach, Planning and Review staff. To encourage issuers and other parties to voluntarily come to the IRS to resolve problems, TEB VCAP permits an issuer or its representative to initiate preliminary discussions of a closing agreement anonymously. For more information about this program or to submit a voluntary closing agreement request, contact Clifford Gannett, Manager of Tax Exempt Bonds, Outreach, Planning and Review, in Washington, DC, at (202) 283-9798. Notice 2001-60 is available through our Web site at www.irs.gov/bonds.

Customer Education and Outreach

TEB has reading materials about the tax laws applicable to municipal financing arrangements, tax forms and instructions, revenue procedures and notices, and TEB publications available on our Web site at www.irs.gov/bonds. For personal assistance, you can contact TEB directly at (202) 283-2999, or call our Customer Account Services toll-free at (877) 829-5500, Monday through Friday, 8:00 a.m. – 6:30 p.m. EST.

AGENDA 3-24-08

3/12/08

ITEM L-5

DACC Reorganization

Steve Gergely and Marni Schmid

Agenda

- **How we got here:**
 - Background
 - General overview
 - Purpose
 - Goals
 - Benefits
- **The Model**
- **Where We're Going:**
 - Issues to address
 - Other communities
 - Plan
 - Summary
- **Benefits**
- **Next Steps**

Background

- DACC reorganization concept presented by Steve Gergely to Paul Cousins, Barb Gergely, Carol Jones, Joe Nowak, Mary Pierce, Fred Schmid and Marni Schmid on January 30
- Presented by Steve Gergely and Marni Schmid to John Evans, Barb Gergely, Carol Jones, Joe Nowak, Matt Rolfes, Fred Schmid, Karl Schumacher and Gary VanderHaagen on February 6
- Presented by Steve and Marni to Jane Finkbeiner, Barb Gergely, Jill Love, Matt Rolfes on March 4
- The DACC Board has voted on the motions presented by Steve and the result is
- Overall, the reception by the DDA and Council has been positive, the plan is to present to the remaining members of the DDA, and full Council

General Overview

- | Today | Future |
|--|--|
| • No daytime foot traffic | • Buses bring in lunch traffic |
| • No lunch at major restaurants | • Restaurants accommodate large groups for lunch |
| • Merchants have awkward hours | • Standard business hours |
| • Too many similar businesses | • Variety of shopping stores |
| • Few shopping stores, many destinations | • Thriving businesses |
| | • Satisfied shoppers |

Purpose

- To focus the Dexter Area Chamber of Commerce on improving commerce in Dexter through:
 - Providing market research/demographic data to business owners and people wishing to locate in Dexter
 - Identifying businesses we want in Dexter and working with them to bring them to Dexter
 - Making sure consumers are aware of the products and services offered in Dexter and the benefits of keeping money in Dexter

Goals

- Enhance the commercial, industrial, professional, cultural, civic and economic wellbeing of the Dexter area
- Provide the driving force to protect businesses and help them succeed
- Assist business owners with marketing and demographic data for the Dexter area
- Promote the Dexter area and protect the quality of life, which is our greatest asset

Benefits of Refocusing DACC

- A more effective Chamber of Commerce
 - Source for local market data
 - Participant in local government as it relates to local business
 - Champion of consumer education to get people to “Think Dexter First”
 - Social events that mimic corporate social events: golf outing, mixers, etc.
 - Promoter of Dexter as the place to build your business, spend your free time and spend your money
- Greater coordination between the Chamber, the DDA and the Village Council
- A stronger, thriving business community

The Model

Issues to Address

- This is a major change
- Transitioning events to local service clubs
- Change in philosophy for DDA (increase PR focus)
- Images/logos: DACC, DDA, TDF, Village
- DDA funding: for every \$1,000 spent, we lose \$100,000 in future investment
- Determine how Think Dexter First fits

Other Communities

- Other communities where the local DDA contributes to the local Chamber financially
 - Northville
 - Birmingham
 - Plymouth
 - Ferndale
 - Danville

Plan

- Goals
- Image
- Product: marketing tool for community
- Target businesses
- Fundraising
- Summary

Plan Goals

Short-term

- Develop strategies and tactics for:
 - DACC growth
 - Business development
 - Promoting Dexter to the outside world
- Transition events to local service clubs

Long-term

- Bustling storefronts
- Lunch buses with shoppers regularly visiting Dexter
- Strong, active, large Chamber membership base
- Dexter is a "Regional Destination Point"

Plan Components

- **Image**
 - Coordinate logo's and taglines for Dexter, the Chamber, the DDA, TDF and the Village
 - Identity differentiation/marketing message emphasizing the quality of life experienced in Dexter
- **Product: market data packet**
 - Beckett and Raider, Inc research/market demographics
 - Pros/cons of doing business in a small town vs. in a metropolitan area or shopping mall

Plan Components (2)

- **Target businesses**
 - Analyze available space
 - Prioritize categories of desired businesses (i.e. clothing, jewelry, shoes)
 - Identify specific targets
 - Make contact: must have Dexter promo ready including market data/demographics, benefits/pros/cons, enticements
- **Fundraising**

Summary

- 100-Day Plan
 - Demographic information packet
 - Target business plan
 - Marketing plan
 - Budget
 - Begin social event transition to service clubs
- 2008 Plan
 - Launch market data/demographic packet
 - Execute target business plan
 - Execute marketing plan
 - Raise funds to support Chamber

Benefits of Refocusing DACC

- A more effective Chamber of Commerce
 - Source for local market data
 - Participant in local government as it relates to local business
 - Champion of consumer education to get people to “Think Dexter First”
 - Social events that mimic corporate social events: golf outing, mixers, etc.
 - Promoter of Dexter as the place to build your business, spend your free time and spend your money
- Greater coordination between the Chamber, the DDA and the Village Council
- A stronger, thriving business community

What's This Going to Take?

- Buy-in and support from the Chamber, the DDA and the Village Council
- A realistic, effective marketing plan for Dexter
- The right talent in place to:
 - Execute the marketing plan
 - Bring the businesses we all want to Dexter
 - Coordinate the efforts of the Chamber, the DDA and the Village Council
- Money – but we haven't quantified how much, we expect that information to come out of the 100-Day Plan

AGENDA 3-24-08

ITEM L-6.

VILLAGE OF DEXTER

8140 Main Street Dexter, MI 48130-1092

cnicholls@villageofdexter.org

Phone (734)426-8303 ext 17 Fax (734)426-5614

MEMO

To: President Keough and Council Members
From: Courtney Nicholls, Assistant Village Manager
Date: March 24, 2008
Re: Amendment to Economic Development Trust & Revolving Loan Fund Reuse Plan

Currently the Village has two outstanding loans to the Downtown Development Authority (DDA) from its Economic Development Trust and Revolving Loan Fund (EDT & RLF). The use of these funds is controlled by the Village's Reuse Plan. Recently the Michigan Economic Development Corporation (MEDC) has contacted the Village in an attempt to determine the status of these loans. After meeting with the MEDC representative we determined that the most effective way to utilize these funds would be to convert the outstanding loans to grants. In order for the Village to grant this money to the DDA the EDT & RLF Reuse plan must be amended to allow for grants to be made.

* Once the plan is amended and the amendment is accepted by the MEDC, the DDA can submit a request to the Village that the outstanding loans be converted to grants. If Council approves this request the Revolving Loan Fund will be closed and the DDA will be able to unrestrict the money it has been setting aside for repayment of the loan in 2015.

The attached resolution outlines the amendments that are necessary for this conversion to occur. A copy of the Reuse Plan with the proposed changes is also included for your review.

Resolution 08-

Amendments to the Village of Dexter's Economic Development Trust & Revolving Loan Fund Reuse Plan

WHEREAS, the Village of Dexter has been contacted by the Michigan Economic Development Corporation in regards to closing out its Community Development Block Grant Revolving Loan Fund account, and

WHEREAS, the Village made loans to the DDA in 1995 (\$135,000) and 1998 (\$180,000) from the Revolving Loan fund for public improvement projects that coincide with the Community Development Block Grant Program's stated goals, and

WHEREAS, these loans can be converted to grants if the Village's EDT & RLF Reuse Plan allows it,

NOW THEREFORE BE IT RESOLVED, that the Village of Dexter does hereby amend the EDT & RLF Reuse Plan as follows:

Modify Section 1.1 to read: "The recaptured funds will be used to assist economic development projects by providing loans to private business and grants to other economic development groups in the Village to accomplish economic development projects."

Create a letter "G" in Section 1.2 that states: "Provide grants to facilitate public improvements within the Industrial Park or within the Downtown and existing commercial centers on Baker and Central."

Modify Section 3.1 to read: "Funds from the EDT & RLF will be utilized to establish a revolving loan program and grant program benefiting economic development in the Village of Dexter"

Create a section following 4.7.6 that states: Public Improvement Grants – "The EDT & RLF will consider providing grants to facilitate public improvements within the Industrial Park or within the Downtown and existing commercial centers on Baker and Central."

AYES: _____

NAYS: _____

RESOLUTION DECLARED ADOPTED THIS 24TH DAY OF MARCH 2008.

David Boyle, Village Clerk

I hereby certify that the attached is a true and complete copy of a resolution adopted by the Village Council of the Village of Dexter, County of Washtenaw, State of Michigan, at a regular meeting held on the 24th day of March 2008.

David Boyle, Village Clerk

THE VILLAGE OF DEXTER
ECONOMIC DEVELOPMENT TRUST AND REVOLVING LOAN FUND

A Reuse Plan
For
Michigan Small Cities Community Development Block Grant Funds

CHAPTER I

GOALS AND OBJECTIVES

1.1 Introduction:

Creation of the Village of Dexter Economic Development Trust and Revolving Loan Fund was made possible through the interest portion of the repayment of Michigan Small Cities grant funds loaned to DAPCO and V-Tech, Inc. The Village of Dexter used the above described funds to make low interest loans for working capital purposes to these companies.

The recaptured funds will be used to assist economic development projects which include but are not limited to land purchase, plant and equipment acquisition, and working capital. Such projects will generally be under taken in cooperation with the support and assistance of other economic development groups in the Village such as the EDC, LDFA and DDA and may include reimbursement to the trust fund of some or all project costs supported by the trust fund from these participating public and quasi-public partners. The recaptured funds will be used to assist economic development projects by providing loans to private businesses and grants to other publicly funded economic development groups in the Village to accomplish economic development projects. All projects to be supported by the Village of Dexter Economic Development Trust and Revolving Loan Fund will be consistent with Section 105(a) of the Housing and Community Development Act of 1974, as amended in so far as any of the funds utilized for a project are CDBG grants or considered to be CDBG program income.

1.2 Local Objectives:

The major goal of the Village of Dexter Economic Development Trust and Revolving Loan Fund is to provide support for economic development projects which will lead to private sector job retention and creation, to provide for an improved local tax base and permit capital formation to satisfy established community development objectives.

The Economic Development Trust Fund is not a substitute for tax dollars or for conventional lending sources. Given the extremely small size of the portfolio, the Economic Development Trust and Revolving Loan Fund (EDT & RLF) is not intended to match or replace the capacity of the local taxing units, local lending institutions, investment houses or other lending organizations.

The EDT & RLF is designed to fill financial gaps in economic development projects to insure their implementation. The local objectives of the EDT & RLF are as follows:

- A. Provide loan assistance for fixed assets, capital and non-capital equipment, and working capital in support of the Village's economic development program, including but not limited to both industrial park and downtown development.
- B. Provide secondary financing to economic development projects sufficient to make the project work with conventional financing.
- C. Utilize the limited resources of the EDT & RLF in tandem with other private and public financial programs in order to maximize its effectiveness.
- D. Assist businesses owned and operated by minorities, women or by persons who are economically disadvantaged.
- E. Coordinate economic development activities with other development agencies, loan programs, and private lenders in the community.
- F. Utilize the EDT & RLF to stabilize and diversify the community's economy.
- G. Provide grants to facilitate public improvements within the Industrial Park or within the Downtown and existing commercial centers on Baker and Central.

CHAPTER II

TARGETING CRITERIA

2.1 Areas of Concern:

Initially platted in 1830, the Village of Dexter has served as a center of commerce for an approximately ten square mile agricultural area since its inception. Between 1970 and 1980, the Village's population declined thereby seriously threatening the Village's financial capacity to provide services to its residents.

The economic recession of the early 1980's caused most of the 19 small industries located in Dexter to reduce their payrolls by 20 to 25%. However, as business again began to improve, one business found that it needed to expand immediately. The Village was not willing to rezone residential lands adjacent to the company's property and in fact was already considering means of changing the usage and zoning of these industrial lands to that which would be more compatible with its residential and commercial neighbors. These actions resulted in the company leaving the Village to locate in another small Michigan community.

This action sent economic shock waves through the Village government which determined that lands, platted as an industrial park, needed to be obtained within the Village limits so that existing industry would remain within the community as it expanded. Village officials also determined that additional lands would need to be annexed to the Village to accomplish this. The master plan current at that time did not adequately address these issues, so the community also determined that its revision was needed.

At an early stage of master plan revision, local officials were able to confirm their original "hunch" that lands located south of Dexter, south of Dan Hoey Road, would for several reasons provide the best location for an industrial park facility. After control of the area was obtained from a jurisdictional point of view, the Village negotiated land contracts with the property owners of 127 acres in the area described above.

With the assistance of the Department of Commerce, the Village obtained an CDBG Economic Development Start-Up grant to assist with engineering and financial planning of the Dexter Business and Research Park. Before the Village began this project, DAPCO, a local firm manufacturing valves and fittings, informed Village officials that it needed to expand. The Village continued to oppose rezoning of adjacent commercial lands for industrial use of this company and the company could not find any other suitable land in the Village. While undertaking the work outlined in the start-up grant, DAPCO informed the Village that it was seriously considering moving all of its operations to Indiana. The company needed to expand and their research indicated that there would be a savings of \$250,000 annually in manufacturing operations in

with the location of DAPCO and V-Tech, Inc. in the research park. However, it is expected that the Village will receive inquiries from other Dexter industry as well as other relatively new ventures or subsidiaries of existing companies which have financial situations where the sole use of conventional financing will prohibit carrying out their needed expansion. The EDT & RLF will be available in the form of low interest loans which when combined with conventional financing resources is likely to produce a successful project and healthy additions to the Dexter job and economic base.

2.2 Local Employment:

Predictions for future employment needs in the Village of Dexter are based on a 1984 study by the Washtenaw County Planning Commission which suggests that the Village will more than double its 1980 population of 1542 to 3,287 by the year 2005. The approximate 1200 persons in the present job market will increase to approximately 2400 persons. A high percentage of the current labor force works outside of the Village. While this is expected to continue, it is probable that the percentage will shift to some degree with more Dexter residents living and working in the Village.

During the planning period, then, employment is expected to increase. The greatest increases are likely to occur in the finance, insurance, real estate and other services areas. The village expects, however, to increase the number of its manufacturing jobs, primarily non-automotive, by at least 100%.

With the addition of V-Tech to the community, the village will have an immediate increase of slightly under 30%. Additional jobs to be provided by DAPCO will help meet the 30% mark. V-Tech's current expansion plans will add nearly another 30% in the next five years.

To assist in these efforts, the Village has established an EDC, DDA, and LDFA. The various tools available through each of these groups will be utilized by the village to continue to finance additional growth in the Village's economy allowing it to keep pace with, if not exceed predictions. Since the village does not presently support a high degree of automotive related industry, down turns in employment in this area are not expected to cause a negative impact on the positive gains expected to be made in other manufacturing areas.

2.3 Population:

Recent projections of population through the year 2010 published by the Michigan Information Center indicate that only six (6) counties in Michigan, including Washtenaw County, are expected to experience population growth. The increase projected is 24% (66,000) over the thirty (30) year planning period.

Of greater significance, however, is an anticipated shift in the

CHAPTER III

STANDARDS FOR PROJECT SUPPORT SELECTION

3.1 Use of the Economic Development Trust and Revolving Loan Fund:
Funds from the EDT & RLF will be utilized to establish a revolving loan program and grant program -benefiting economic development in the Village of Dexter. The EDT & RLF will have a role in private sector project overall financing which does not exceed \$25,000 or 25% of the total project cost whichever is greater.

3.2 Standards for Review:
The standards referenced below are used to review the economic and community impact of proposed EDT & RLF projects. Individual projects will generally conform to these standards, but may vary depending on the economic benefits to be achieved by a project. These standards, together with the targeting criteria, will determine the effectiveness of the EDT & RLF.

3.2.1 Job/Cost Ratio
Based on the number of jobs (created and retained), the amount of EDT & RLF involvement should be limited to \$5,000 per job. The number of jobs should be based on the estimated number of jobs retained and the number of jobs to be created within three (3) years after project completion.

3.2.2 Low and Moderate Income Impact:
A portion of the new jobs to be created from the project should be targeted to low and moderate income persons. The minimum percentage allocation will be determined by using the most recent dicentennial U.S. Census to establish the percentage of low to moderate income persons within the community. At least 75% of the percentage of the low to moderate population of Dexter so determined will be the minimum percentage allocation of jobs made available for low to moderate income persons; however, for projects utilizing any CDBG grant funds or funds considered to be CDBG program income, will in conformance with Title 1, Section 101 regulations, provide for at least 75% of the jobs to be created and/or retained will be made available to or held by low to moderate income persons.

3.2.3 Job Creation and Retention Potential:
Preference for funding will be given to those applicants willing to train underskilled, handicapped and long term unemployed persons.

3.2.4 Leverage Ratios:

In order to maximize the effectiveness of the EDT & RLF program, projects which have a ~~leverage ratio of 4:1~~ (\$4 of private funding to \$1 of EDT & RLF funds) will be given preference. The leveraging ratio will be determined using the methodology created for the Urban Development Action Grant Program.

3.2.5 Eligible Activities:

Preference will be given to industrial projects located in the Dexter Business and Research Park and to commercial activities located in the downtown and the existing commercial centers on Baker Road and Central Street. Financial assistance may be used for land purchase, construction, restoration/renovation/rehabilitation, capital and non-capital equipment purchase, and working capital. All activities involving CDBG grant funds or funds considered to be CDBG program income must be consistent with Section 105a of Title I of the Housing and Community Development Act of 1974, as amended.

3.2.6 Other Economic Benefits:

In order to ascertain the impact of the project on the local economy, other benefits such as additional tax base, investment participation by other agencies, product procurement and product sales with local firms will be reviewed and taken into consideration.

CHAPTER IV
FINANCING POLICIES

4.1 Fund Capitalization:

The EDT & RLF will be capitalized from revenues generated through the repayment of interest on loans made with Michigan Small Cities Grant Funds and any other monies from foundations or other grant programs as designated by the Saline City Council. The EDT & RLF will limit disbursements to maintain at least a 5% fund balance based upon the current year's revenue. In order to maintain sufficient cash flow, seasoned loans may, on occasion, be sold at discount to local lending institutions. Special provisions may also be included in loan agreements to cause borrowers to refinance their loans when their ventures become successful.

4.2 Distribution of Fund Proceeds:

Proceeds from the EDT & RLF will be distributed ~~distributed~~ as follows: 1) private economic development projects; 2) public activities directly related to economic development in which the EDT & RLF funds proposed for use are not considered to be CDBG program income; and 3) administrative costs of the EDT & RLF. A minimum of 30% and a maximum of 75% of the fund, based on the revenues for the current fiscal year, will be made available to the private sector from the EDT & RLF for use in financing land purchase, fixed assets, renovation/restoration/rehabilitation, capital and non-capital equipment and working capital.

The remainder, less the 5% fund balance, will be available to cover the administrative costs of the EDT & RLF.

By a majority vote of the Administrative Board of the EDT & RLF, the above stated distribution may be suspended in any given year permitting all funds not considered to be CDBG program income to be used in support of public projects, provided however, that this suspension of the distribution may not occur for more than two consecutive years out any three year period.

It is the intent of the EDT & RLF to minimize the use of its resources for administrative expenses; therefore, 1) a maximum of 15% of these resources, annually, may be used for this purpose, unless, 2) the Board of Directors approves by separate resolution, confirmed by the Village Council the use of up to an additional 5% provided that programs so supported have reasonable anticipation of generating a 5% increase in jobs in the economic sector supported, i.e. industrial or commercial, within five years of the time this support is initiated and that such support may not continue beyond a five year period consecutively or in total; 3) loan

origination fees of up to 2% of the principal plus a \$50 application fee will be paid by the mortgagee; costs in excess of 2% of the principal for loan origination may be paid by the EDT & RLF; however, in no event will more than 20% of the EDT & RLF be available on an annual basis to cover administrative expenses incurred.

4.3 Term of EDT & RLF Loans:

The term associated with each EDT & RLF loan will be based on the following standards unless the requirements of the project (i.e. initial low cash flows) dictate a longer term.

4.3.1 Term for Land Purchase:

Seven (7) to twelve (12) year term.

4.3.2 Term for Fixed Assets:

Seven (7) to twenty (20) year term, but not exceeding 75% of the useful life of the asset.

4.3.3. Term for Restoration/Renovation/Rehabilitation:

Seven (7) to twelve (12) year term.

4.3.4 Term for Capital and Non-Capital Equipment:

Seven (7) to ten (10) year term, but not exceeding 75% of the useful life of the equipment.

4.3.5 Term for Infrastructure:

Seven (7) to twenty (20) year term.

4.3.6 Term for Administrative Projects:

Five (5) to ten (10) year term.

4.3.7 Term for Working Capital:

Five (5) to seven (7) year term.

4.4 Establishment of Term:

The Administrative Board of the EDT & RLF will establish the term for repayment on each project basing their decision on the amount of funds being borrowed, anticipated cash flows from the project, and availability of lending capital in future year.

4.5 Interest Rate of Loans Made to Private Sector Economic Development Projects:

The minimum interest rate will be no less than five (5)

percentage points below U.S. Treasury Bond rates of similar maturity at the time of the application for the loan.

4.6 Special Financing Techniques:

The amortization schedule may be structured to meet the needs of the project, however, emphasis will be placed on direct reduction of the loan over the approved term. Principal and interest payments may be deferred for up to four years, if necessary, to achieve a positive cash flow for the project. The Administrative Board of the EDT & RLF will establish the amortization schedule basing their decision as found in Item 4.4. Deferred principal and interest will be accrued in all cases.

4.7 Loan Security:

The collateral requirements for private sector projects for each loan application will be determined by the Administrative Board of the EDT & RLF after reviewing the credit worthiness of the project, the applicant and the economic potential of the project. Based on the amount and structure of the loan, EDT & RLF financing should be secured by liens or assignments or rights in assets as follows:

4.7.1 Land Purchase:

The EDT & RLF may be subordinated and payable after the local lending institution(s)/or other governmental financing. The method of security shall be determined by the Administrative Board of the EDT & RLF and shall fully cover the EDT & RLF proceeds.

4.7.2 Fixed Asset Loan:

The EDT & RLF may be subordinated and payable after the local lending institution(s)/or other governmental financing. The method of security shall be determined by the Administrative Board of the EDT & RLF and shall fully cover the EDT & RLF proceeds.

4.7.3 Restoration/Renovation/Rehabilitation Loan:

The EDT & RLF may be subordinated and payable after the local lending institution(s)/or other governmental financing. The method of security shall be determined by the Administrative Board of the EDT & RLF and shall fully cover the EDT & RLF proceeds.

4.7.4 Capital and Non-Capital Equipment Loan:

The EDT & RLF may be subordinated and payable after the local lending institution(s)/or other governmental financing. The method of security shall be determined by the

Administrative Board of the EDT & RLF and shall fully cover the EDT & RLF proceeds.

4.7.5 Working Capital Loan:

The EDT & RLF should obtain collateral such as liens on inventories, receivables, fixed assets, and / or other valuable assets of borrowers. In addition, personal guarantees and subordination agreements will be reviewed for their applicability.

4.7.6 Other Security:

The EDT & RLF will also consider security in the form of assignment of patents and licenses, the acquisition of hazard and other forms of insurance, and other additional security as the Administrative Board of the EDT & RLF determines may be necessary to reduce the EDT & RLF's exposure.

4.7.7 Public Improvement Grants

The EDT & RLF will consider providing grants to facilitate public improvements within the Industrial Park or within the Downtown and existing commercial centers on Baker and Central.

4.8 Origination Fees and Uses of Fees:

The EDT & RLF will assess an origination fee up to two percent (2%) of the fund loan amount. This fee will be payable at closing. The proceeds from the origination fee will be used to cover underwriting and credit analysis costs.

4.9 Fiscal Year:

The fiscal year of the EDT & RLF is March 1st to February 28th annually.

CHAPTER V

ECONOMIC DEVELOPMENT TRUST AND REVOLVING LOAN FUND BOARD

5.1 Administrative Board:

The EDT & RLF shall be administered by an Administrative Board composed of local citizens, government representatives, and members of the financial community. The Board shall review and recommend to the Village of Dexter Council the disposition of all private sector loan applications and review other uses of the EDT & RLF program.

5.2 Board Composition:

The Administrative Board shall be composed of the Board of Directors of the Economic Development Corporation.

5.3 Board Administrator:

The Board Administrator shall be a member of the staff of the Village of Dexter designated by the President and confirmed by the Administrative Board of the EDT & RLF. The Board Administrator shall provide for processing of loan applications, management of the affairs of the Administrative Board, preparation of all applicable loan information, assistance to lending institutions with credit analysis, and assistance in the preparation of loan documents.

5.4 Administrative Capability:

From time to time, the Department of Commerce may assist in the administration of the Administrative Board and EDT & RLF program. Personnel in this department have experience in real estate, financing, credit analysis and economic development.

5.5 Conflict of Interest:

Administrative Board members shall not participate in discussion or voting on project recommendations in which they have a conflict of interest or an apparent conflict of interest. Such conflicts, or apparent conflicts of interest, shall be recorded in the minutes of the meetings of the Administrative Board.

5.6 Administrative Board Meetings:

The Administrative Board shall meet as needed to insure timely review of all applications for project support from the EDT & RLF. All meetings shall be conducted in compliance with the provisions of Act #442 Public Acts of 1976 and other State and Federal laws.

5.7 Powers of Amendment:

The Administrative Board shall have the authority to recommend amendment of this plan to the Village Council. The Village Council shall approve any amendment to this plan subject to the following conditions:

- 1) The Village Council shall require one plus a majority to deny a change in this plan recommended by the Administrative Board; and,
- 2) The Michigan Department of Commerce must approve all amendments to the this plan for as long as funds utilized by this program are CDBG grant funds or considered to be CDBG program income.

CHAPTER VI

LOAN SELECTION AND APPROVAL PROCESS

6.1 Intake Procedures:

The Board Administrator will provide for application intake for the the EDT & RLF program(s). Initial contact with prospective applicants will be through the Office of the Village Administrator.

6.1.1 Application Procedures:

Based on the program, the applicant will be given a standard application form which requests personal and business history, Profit and Loss Statements, Balance Sheets, Pro Forma and business plan. The application utilized will be consistent with the application of the local lending institution assisting in servicing the applicant in order to minimize duplication of submittal material. In the event the applicant has previously submitted an application package to a local lending institution, that information will be accepted in lieu of program information requirements, except that pages 1 and 6 of the Revolving Loan Program application form must also be completed.

6.1.2 Application Fee:

The EDT & RLF shall charge a non-refundable application fee of \$50 payable at the time of application submittal. This fee along with those fees explained in 4.8 will be utilized to cover cost for loan administrative services incurred by the EDT & RLF as outlined in 8.2.

6.2 Credit Analysis and Review:

The Board Administrator shall provide for preparation of an analysis, including a preliminary credit analysis, of the application based on the policies and objectives of this plan. This analysis will be transmitted to a lending institution, selected by the Administrative Board, which will conduct a detailed credit analysis on the project. A written report on the findings of this analysis, including the detailed credit analysis, will be presented to the Administrative Board for review and written recommendation to the Village Council.

6.2.1. Board Review and Recommendation:

The Administrative Board shall review the written report(s) of the analysis of the project, the recommendation from the local lending institution regarding the credit analysis, and the recommendations from the Board Administrator relative to the applicability to the policies and objectives of this plan and the nature of the loan security provisions. The Admini-

strative Board shall provide a written recommendation either for or against approval for the requested project assistance to the Village Dexter Council. It shall require one plus a majority of the Village Council to over rule the recommendation of the Administrative Board.

6.3 Loan Documents and Closing Requirements:

The type of documents, including loan documents if required by the project, needed to close a transaction will be approved by the Administrative Board of the EDT & RLF upon approval of the transaction by the Village Council. Prior to closing, all documents will need the approval of the Village Attorney supported by a Letter of Opinion. Prior to fund disbursement to private sector projects, evidence of applicant financial commitment must be presented to the Board Administrator. The EDT & RLF monies approved for the project will be disbursed by the Village Treasurer consistent with applicable Village accounting procedures. All closing documents will be signed by the President and Village Clerk.

CHAPTER VII

LOAN SERVICING

7.1 Portfolio Management:

The EDT & RLF program will be managed by the Board Administrator, Village of Administrator, and the Village Treasurer. These funds shall be maintained in a separate account and invested with other local funds by the Village Treasurer.

7.2 Loan Monitoring and Collection:

The billing of borrowers for amounts as due, the receiving and posting of payments, and the notification of borrowers in a timely fashion when their accounts become past due will be administered through the Village Treasurer's office of through a collecting agent approved by the Administrative Board. Collecting and monitoring evidence of compliance with project requirements including insurance, financial reporting, and special conditions (i.e. employment creation) will be the responsibility of the Board Administrator.

7.3 Loan Delinquencies

Delinquent collection of payments will be handled on an individual basis depending on the loan requirements and security provisions. A recommended strategy for loan collection will be determined by the Village Attorney and the Board Administrator, and shall be approved by the Administrative Board prior to implementation.

CHAPTER VIII

ADMINISTRATIVE COSTS

8.1 Source of Funds:

Funds to defer administrative costs will come from application and origination fees charged by the EDT & RLF.

8.2 Use of Funds:

The administrative funds will be utilized to defer underwriting, credit analysis costs, and collection fees; advertise the EDT & RLF program; and, to cover the cost of supplies, printing and application materials. Should administrative expense for a loan exceed the allowable charges described in 4.8 and 6.1.2, up to 5% of the monies available in the EDT & RLF may be used to cover these additional administrative expenses.

8.3 Report of Funds Used:

An explanation on the disposition of these funds will be contained in an Annual Report of the EDT & RLF, submitted for approval by the Board Administrator on March 1 of each year.

CHAPTER IX

ANNUAL REPORT OF THE EDT & RLF PROGRAM

9.1 Submission of Report:

Prior to the second Monday of October, the Administrative Board for the EDT & RLF will prepare and submit to the Village of Dexter Council an annual report on its activities including both the EDT & RLF support for private economic development ~~development~~ and public economic development programs.

9.2 Contents of Annual Report

The annual report of the EDT & RLF will contain the number of applications reviewed, number of each the private and public sector projects funded, number of jobs retained and created, the amount of private investment, leverage analysis, Statement of Account, uses of administrative funds and future directions of the fund.

9.3 Audit Requirements:

The EDT & RLF will be audited annually by Certified Public Accountants.

RESOLUTION

It is hereby resolved on the _____ day of _____, 198__ that the Village of Dexter, Washtenaw County, Michigan adopts the Economic Development Trust and Revolving Loan Fund, A Reuse Plan for Michigan Small Cities Community Development Block Grant Funds as submitted/amended as the reuse plan for Michigan Small Cities grant funds awarded to the Village of Dexter and authorizes the President of Village of Dexter to sign the Statement of Assurances.

Further, the Village of Dexter accepts the responsibility of these program funds and commits itself to the responsibility of accounting for these funds separately and to administer them in accordance with the adopted reuse plan, the executed Statement of Assurances, Title 1 of the Housing and Community Development Act, and applicable Federal rules and regulations in effect at the time of State approval of the plan, or as these may be amended by the State of Federal Governments.

RESOLUTION MOVED BY _____ AND SUPPORTED BY

_____ ON THE _____ DAY OF _____,

198__.

AYES:

NAYES:

ABSENT:

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

I hereby certify that this is a true and exact copy of the resolution passed by the Council of the Village of Dexter on _____, 198__.

Donna L. Fisher
Village Clerk

STATEMENT OF ASSURANCES

MICHIGAN COMMUNITY DEVELOPMENT
BLOCK GRANT (CDBG) PROGRAM

MICHIGAN DEPARTMENT
OF COMMERCE

OFFICE OF FEDERAL
GRANT MANAGEMENT

The Grantee hereby assures and certifies that it has complied or will comply with Title I of the Housing and Community Development Act of 1974, as amended (42 U.S.C 5301), and related statutes and implementing rules, regulations, and guidelines applicable to projects financed under the Michigan CDBG program. Specific assurances and certifications include but are not limited to the following:

1. Compliance, to the extent practicable, with Financial Management guidelines as generally set forth in U.S. Office of Management and Budget (OMB) Circular No. A-102, Uniform Administrative Requirements for Grants-in-Aid to State and Local Governments, and OMB Circular A-87, Cost Principles for State and Local Governments.
2. Compliance with Civil Rights and Equal Opportunity statutes as set forth in Title VI of the Civil Rights Act of 1964 (Public Law 88-352), Title VIII of the Civil Rights Act of 1968 (Public Law 90-284), the Michigan Civil Rights Act 453 of 1976, the Michigan Fair Employment Practices Act (MCL 423.301-423.311), related statutes and implementing rules and regulations.
3. Compliance with Labor Standards statutes as set forth in the Davis-Bacon Fair Labor Standards Act (40 U.S.C. 276a-276a-5), related statutes and implementing rules and regulations.
4. Compliance with the Lead Based Paint Poisoning Prevention Act (42 U.S.C. 4831).
5. Compliance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (42 U.S.C. 4630) and implementing regulations.
6. Compliance with the state policy provision that the approved project shall not have the effect of transferring employment of more than 20 full-time persons from a community of this state to the community in which the project is to be located. This restriction shall not prevent the approval of a project if the governing body of each municipality from which employment is to be transferred consents by resolution to the transfer.
7. Compliance with the Single Audit Act of 1984 (P.L. 98-502) and U.S. Office of Management and Budget (OMB) Circular No. A-128, Audits of State and Local Governments, and implementing rules and regulations. This includes making the audit available to the public and providing to the state an independent monitoring report prepared by a contractor selected by the state.

VILLAGE OF DEXTER

8140 MAIN STREET
DEXTER, MICHIGAN 48130

(313) 426-8303
(313) 426-8860

ECONOMIC DEVELOPMENT TRUST AND REVOLVING LOAN FUND

LOAN APPLICATION

I. Identification of Loan Applicant:

Organization Name _____
Trade Name (d.b.a) _____
Street/PO Box _____
City _____ State _____ Zip _____
Contact Person: Name _____ Title _____
Street/PO _____
City _____ State _____ Zip _____
Phone (____) _____

II. Project Location:

City _____ County _____
Street _____
Plat Name _____ Lot Number _____

III. Source and Uses of Funds:

	Revolving Loan Fund	Other Debt	Equity	Total
Land Acquisition				
New Construction				
Purchase Existing Building				
Remodel Existing Building				
Machinery and Equipment				
Working Capital				
Other				
Totals				

EXHIBIT E:

Historical financial statements, including balance sheets and income statements for the most recent three (3) complete years or the number of years your company has been in business, whichever is shorter. Audited statements should be provided, if available. Label this as "Exhibit E".
If none, check here ____.

EXHIBIT F:

Projected financial statements and assumptions made to create such statements, including balance sheets and income statements for the first two (2) years, and monthly cash flow analysis for 12 months after start-up or three months beyond break even, whichever is longer. Projected statements should include proposed sources of funds.
Label this as "Exhibit F".

EXHIBIT G:

A list of all current debt for your company, including original date and amount, current balance, interest rate, monthly payments required, maturity, and security for each. Indicate whether each loan is current or delinquent.
Label this as "Exhibit G".
If none, check here ____.

EXHIBIT H:

If your company operates a franchise, provide a copy of the franchise agreement.
Label this as "Exhibit H".
If none, check here ____.

EXHIBIT I:

Names and relationships of affiliate, parent, and subsidiary businesses or corporations with a current balance sheet and income statement for each.
Label this as "Exhibit I".
If none, check here ____.

EXHIBIT J:

A marketing plan for your company including documentation on market and industry trends. Include information on competitors, suppliers, marketing and distribution methods and past, present, and future customer base.
Label this as "Exhibit J".

V. CERTIFICATIONS:

The undersigned, as authorized representative of the loan applicant, certifies the following:

- A. That the company will comply with state and federal statutes, regulations, and guidelines associated with the City of Saline Economic Development Trust Fund, Revolving Loan Program.
- B. That the company will comply with Civil Rights and Equal Opportunity statutes as set forth in Title IV of the Civil Rights Act of 1964 (Public Law 88-352), Title VIII of the Civil Rights Act of 1968 (Public Law 90-284), the Michigan Civil Rights Act 453 of 1976, the Michigan Fair Employment Practices Act (MCL 423.301-423.311), related statutes and implementing rules and regulations.
- C. That the company will comply with Labor Standards statutes as set forth in the Davis-Bacon Fair Labor Standards Act (40 USC 276a-276a-5), related statutes and implementing rules and regulations.
- D. That the company will comply with Environmental and Historic Preservation Standards statutes as set forth in the National Environmental Policy Act of 1969 (Public Law 91-90), the National Historic Preservation Act of 1966 (Public Law 89-665), related statutes and implementing rules and regulations.
- E. That the chief executive officer or the authorized officer of the loan applicant consents to assume the status of a responsible federal official under the National Environmental Policy Act of 1969 and related provisions and is authorized and consents to accept the jurisdiction of federal courts for the purpose of enforcement of responsibilities as such an official.
- F. That the company will comply with the Lead Based Paint Poisoning Prevention Act (42 USC 4831).
- G. That the company will comply with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (Public Law 91-646) and implementing regulations.
- H. That the company will comply with the provision that the approved project shall not have the effect of transferring employment of more than 20 full-time persons from a community of this state to the community in which the project is to be located. This restriction shall not prevent the approval of the loan if the governing body of each municipality from which employment is to be transferred consents by resolution to the transfer. A copy of the resolution(s) by the governing body(ies) should be included in Exhibit F, if applicable.

**STATEMENT OF ASSURANCES
MICHIGAN COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**

Michigan Jobs Commission

Community Development Block Grant Program

The Grantee hereby assures and certifies that it has complied or shall comply with Title I of the Housing and Community Development Act of 1974, as amended (42 U.S.C. 5301), and related statutes and implementing rules, regulations, and guidelines applicable to projects financed under the Michigan CDBG program. Specific assurances and certifications include but are not limited to the following:

1. Compliance with grant and financial management guidelines in 24 CFR Part 85, Administrative Requirements for Grants to State and Local Governments, and U.S. Office of Management and Budget Circular No. A-87, Cost Principles for State and Local Governments.
2. Compliance with Civil Rights and Equal Opportunity statutes as set forth in Title I of the Civil Rights Act of 1964 (Public Law 88-352), Title VIII of the Civil Rights Act of 1968 (Public Law 90-284), the Michigan Civil Rights Act 453 of 1976, the Michigan Fair Employment Practices Act (MCL 423, 301-423, 311), related statutes and implement rules and regulations.
3. Compliance with Labor Standards statutes as set forth in the Davis-Bacon Fair Labor Standards Act (40 U.S.C. 276a-276a-5), related statutes and implementing rules and regulations.
4. Compliance with Lead Based Paint Poisoning Prevention Act (42 U.S.C. 4831).
5. Compliance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (42 U.S.C. 4630) and implementing regulations.
6. Compliance with the state policy provision that the approved project shall not have the effect of transferring employment of more than 20 full-time persons from a community of this state to the community in which the project is to be located. This restriction shall not prevent the approval of a project if the governing body of each municipality from which employment is to be transferred consents by resolution of the transfer.
7. Compliance with the Single Audit Act of 1984 (Public Law 98-502) and OMB Circular No. A-128, Audits of State and Local Governments, and implementing rules and regulations.
8. Compliance with Section 504 of the Rehabilitation Act of 1973, as amended, and implementing rules and regulations 24 CFR Part 8.
9. Authorized state officials and representatives will have access to all books, accounts, records, reports, files, and other papers, things, or property pertaining to the project in order to make audits, examinations, excerpts and transcripts; each contract or subcontract also shall provide for such success to relevant data and records pertaining to the development and implementation of the project.

The Grantee agrees to assume all of the responsibilities for environmental review, decision making and action as specified and required under the National Environmental Policy Act of 1969 (42 U.S.C. 4321) and Section 104(f) of Title I of the Housing and Community Development Act and implementing regulations 24 CFR Part 58.



Signature and Title of Certifying Officer

JANUARY 19, 1998
Date

EDC MEETING

**VILLAGE OF DEXTER
8123 MAIN STREET
SPECIAL MEETING
JANUARY 12, 1998
5:00 PM**

A. CALL TO ORDER:

ROLL CALL: Chairman Leonard Kitchen - present

Dave Hosmer - present

Rita Fischer - present

Paul Bishop - absent

Fred Schmid - present

Michael Szymanski - absent

Bill Tupper - absent

Jim Wallace - absent

Village Manager: Gary Kuckel

C. PRE-ARRANGED CITIZEN PARTICIPATION:

None.

D. APPROVAL OF AGENDA:

Motion by Schmid, seconded by Fischer to approve the agenda as presented.

Motion carried.

E. NEW BUSINESS:

1. Consideration of Reuse Plan for Michigan Small Cities Community Development Block Grant Funds.

Motion by Hosmer, seconded by Schmid to approve the Reuse Plan for Michigan Small Cities Community Development Block Grant Funds as presented.

Motion carried.

2. Consideration of Authorization for Village President to Signature Statement of Assurances.

Motion by Schmid, seconded by Fischer to approve the Authorization for the Village President to signature the Statement of Assurances for the Michigan Community Development Block Grant Program.

Motion carried.

E. REPORTS:

Treasurer Fischer gave an update on the checking account. There is a long running balance of \$1,975.00 in the account.

The Village Manager updated the EDC on the loans made to the DDA.

The EDC asked the Village Manager to convene an annual meeting of the EDC in January of each year and keep them apprised of economic development issues and loans.

F. NON-ARRANGED CITIZEN PARTICIPATION:

None.

H. ADJOURNMENT:

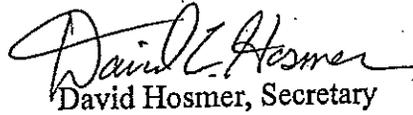
Motion by Hosmer, seconded by Schmid to adjourn the meeting.

Motion carried.

Adjournment at 5:45 PM.

Signed: 

Leonard Kitchen, Chairman


David Hosmer, Secretary

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