



**H. COMMUNICATIONS:**

1. Upcoming Meeting List
2. Sign Calendar
3. Letter from Comcast
4. Letter from Huron Clinton Metropolitan Authority

**Page # 15-24**

**I. REPORTS:**

1. Administrative Public Works Superintendent – Blair Selover  
Monthly Project Status Report  
Training and Certification Plan  
Health and Safety Recommendations

**Page # 25-34**

2. Board, Commission, & Other Reports- “Bi-annual or as needed”  
**Arts, Culture & Heritage Committee – Paul Cousins/Courtney Nicholls**  
Chelsea Area Planning Team / Dexter Area Regional Team  
Dexter Area Chamber  
Dexter Area Fire Department  
Downtown Development Authority Chair  
Farmers Market/Community Garden Representative  
Gordon Hall Mgmt Team Representative  
Huron River Watershed Council Representative  
Library Board Representative  
Parks & Recreation Commission  
Planning Commission  
Washtenaw Area Transportation Study Policy Rep  
Western Washtenaw Area Value Express Representative

**Page # 35-46**

3. Subcommittee Reports - None  
Downtown Fire Detection  
Economic Preparedness  
Facilities  
Website

4. Village Manager Report

**Page # 47-80**

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

**[www.villageofdexter.org](http://www.villageofdexter.org)**

5. President's Report

Page # 81-82

**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: \$ 263,238.12

Page # 83-88

**K. OLD BUSINESS- Consideration and Discussion of:**

**L. NEW BUSINESS- Consideration and Discussion of:**

1. Consideration of: Scope of Services from Carlisle Wortman to complete 2011 Master Plan Update

Page # 89-94

2. Consideration of: Setting a Public Hearing for February 14, 2011 to consider an amendment to the General Code of Ordinances – Section 22-10 Municipal Civil Infractions (add fines for medical marihuana dispensary violations)

Page # 95-116

3. Discussion of: Road Width Memo from Orchard, Hiltz & McCliment

Page # 117-124

**M. COUNCIL COMMENTS**

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

**[www.villageofdexter.org](http://www.villageofdexter.org)**

**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. ADJOURNMENT**

DEXTER VILLAGE COUNCIL  
REGULAR MEETING  
MONDAY, DECEMBER 27, 2010

ITEM C-1

**A. CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

The meeting was called to order at 7:29 PM by President Keough in the Dexter Senior Center located at 7720 Ann Arbor Street in Dexter, Michigan.

**B. ROLL CALL:** President Keough

J. Carson

D. Fisher-absent

J. Smith

P. Cousins

J. Semifero-absent

R. Tell

**C. APPROVAL OF THE MINUTES**

1. Regular Council Meeting – December 13, 2010

Motion Cousins; support Smith to approve the minutes of the Regular Council Meeting of December 13, 2010 with the addition of the approval of the November 29, 2010 Work Session minutes with the following correction – Orchard, Hiltz and McCliment was requested to bring recommendations back to Council on street widths to consider in the older section of the Village.

Unanimous voice vote for approval with Trustees Fisher and Semifero absent

**D. PREARRANGED PARTICIPATION**

None

**E. APPROVAL OF THE AGENDA**

Motion Smith; support Carson to approve the agenda with the addition of item I-2, written report from Jim Seta on an update of the Dexter Fire Board meeting.

Unanimous voice vote for approval with Trustees Fisher and Semifero absent

**F. PUBLIC HEARINGS**

*Action on each public hearing will be taken immediately following the close of the hearing*

None

## G. NON-ARRANGED PARTICIPATION

Earl Avery of 7212 Eaton Court, Dexter, and Chairman of the Landscaping Committee of Eaton Court reported that they are pleased to have LaFontaine Chevrolet as neighbors. LaFontaine helped Eaton Court with the drainage problem and they are truly excited with the LaFontaine project. The Association is ready to support the proposed plan.

Daniel Lai of 46141 Village Green Lane, Belleville, introduced himself as the editor of the new online new service Dexter.Patch.com

## H. COMMUNICATIONS:

1. Upcoming Meeting List
2. Sign Calendar
3. MML Committee Appointment Advertisement Letter
4. Faith in Action Newsletter

## I. REPORTS

1. Community Development Manager – Allison Bishop

Ms. Bishop submits her report as per packet. Ms. Bishop gave the following verbal updates: a) mentioned the low bid received on the Border to Border Trail; b) distributed copies to Council of the Bicycle Pathway and Walking Easement for the Westridge subdivision; c) asked Council for any comments on the school's busing plan; and d) reported on the Dexter Chamber of Commerce promoting the 1000 miles for Michigan, an advertising program, on January 14 with George Morse and they are looking for people to run with him.

2. Boards, Commissions. & Other Reports-“Bi-annual or as needed”

*Dexter Area Fire Department –Jim Seta / Ray Tell*

Jim Seta provided a written update on the recent Fire Board meeting. Trustee Tell gave a verbal updates regarding the Dexter Township station; the budget; and the Chelsea Area Fire Authority and Lima Township contract negotiations.

3. Subcommittee Reports

Downtown Fire Detection - None  
Economic Preparedness – None  
Facilities – None  
Website – None

4. Village Manager Report

Mrs. Dettling submits her report as per packet. Mrs. Dettling responded to questions on the proposed alley maintenance program with the Washtenaw County Road Commission and the Washtenaw County Apportionment Report.

5. President's Report

Mr. Keough submits his report as per packet. In addition Mr. Keough reported that the Council Rules and Organization Matters Workshop will be held on Saturday, January 15, 2011.

**J. CONSENT AGENDA**

- 1. Consideration of: Bills and Payroll in the amount of \$365,468.44

Motion Tell; support Smith to approve item 1 of the consent agenda.

Unanimous voice vote for approval with Trustees Fisher and Semifero absent.

**K. OLD BUSINESS-Consideration and Discussion of:**

None

**L. NEW BUSINESS-Consideration of and Discussion of:**

- 1. Consideration of: LaFontaine Chevrolet, 7120 Dexter Ann Arbor Road  
Combined Site Plan

Motion Carson; support Tell based upon the information received from the applicant, reflected in minutes of this meeting, and in conformance with Section 21.04(E)3 of the Village of Dexter Zoning Ordinance, the Village Council finds the LaFontaine Chevrolet combined site plan dated 12-10-10 meets the requirements to approve the combined site plan. In making this determination, the following additional conditions shall apply: 1) All outstanding engineering concerns must be addressed prior to scheduling a pre construction meeting. 2) Voluntary contribution for public art display as stated in the December 20, 2010 correspondence from LaFontaine.

Ayes: Cousins, Smith, Tell, Carson and Keough

Nays: None

Absent: Fisher and Semifero

Motion Carries

**M. COUNCIL COMMENTS**

Semifero	Absent
Tell	The LaFontaine project is a great improvement for the corner of Dexter Ann Arbor Road.
Smith	Concurs on Mr. Tells comment.
Jones	Also concurs.
Fisher	Absent
Cousins	Also concurs on Mr. Tells comment. Would like the administration to look at the 2 houses for sale on Broad Street for a possible purchase by the Village and eventually the Downtown

Development Authority as possible parking for the DAPCO building and downtown.

Carson

None

**N. NON-ARRANGED PARTICIPATION**

Lisa Allmendinger of 18829 Bush Road, Chelsea wished all a Happy New Year.

**O. ADJOURNMENT**

Motion Smith; support Cousins to adjourn at 8:12 PM.

Unanimous voice vote for approval with Trustees Fisher and Semifero absent

Respectfully submitted,

Carol J. Jones  
Clerk, Village of Dexter

Approved for Filing: \_\_\_\_\_

Dear Village Council Members,

I, along with our American Cancer Society staff partners and a committee of community volunteers, am working on the 2011 Relay For Life of Dexter. The Relay For Life is a 24 hour team event that raises money for the American Cancer Society. Teams of 10-20 have at least one member of their team walking the track for the whole 24 hours. Cancer never rests so neither do we. The last four years we have used the walking path behind Cornerstone, Mill Creek, & Wylie Schools. This year we are proposing a change to Monument Park. We met with Donna Dettling, Allison Bishop, Captain Dettling, and Beth Gieske to talk about how to make this happen. We will be at your meeting on January 10<sup>th</sup> to discuss this event. Below is information that I hope will make your decision easier. Please let me know if you have questions.

**Reasons for change:**

1. Hoping for more community involvement
2. Increased visibility leading to increased fund-raising  
2007-\$57,000  
2008-\$94,000  
2009-\$110,000  
2010-\$70,000
3. Date change from June to May to give people a chance to participate before Dexter Community Schools are out for the summer.

**Proposed date:** May 14-15 Saturday at 9:00am until Sunday at 9:00am. We typically set up on the Friday before in the evening. Some teams prefer to set up early on Saturday.

**Possible concerns:**

**Set up traffic:** We have talked to the Village, DFD, and Sheriff's Dept. and will be closing off the section of Central that is closed during Dexter Daze starting on Friday evening. All drop off of team materials would occur on that side, not on Main St.

**Monitoring of items in park:** Teams are informed that no one will stay overnight on Friday. I call the Sheriff's dept. and ask if they can make a few extra runs through the area overnight and they are always happy to do that.

**Proposed Location:** Monument Park, Our "track" would be the sidewalk within the park area. We would not be walking in the neighborhoods.

**Possible concerns:**

**Resident support:** We have visited the houses and/or left information (attached) letting residents know what we're proposing. Six residents either agreed when we were at their doors or emailed responses that it was okay with them to hold a 24 hour event downtown. Our literature asked them to email their response or call us and we did not hear from any others. If they were really against it it seems like we would have heard from them. We went to houses on Central to Fifth, on Fifth from Broad to Dover, and on Baker Rd.

**Noise from entertainment:** We have bands, a dj, or demo groups (like Jazzercise, Dancer's Edge, Karate studios) that perform throughout the day. At dusk we

hold our Luminaria Ceremony in honor and memory of those who have had cancer. The DJ plays quiet music during this solemn ceremony. After the ceremony is over and through the rest of the night the DJ will play quiet music for people to walk to. A day or two before the event I take a letter to each resident (attached) in the area that lets them know what is going on and why and gives them my cell phone number so they can call me at any time during the night in case the music bothers them. This gives us the chance to take care of problems before they have to call the Sheriff's dept.

**Overnight Camping:** Teams are encouraged to have at least one member of their team walking through the whole 24 hours of Relay. Some people spend the night and take their turn others come for their hour or two and then go home. There is typically a 10x10 awning (or something similar) for each team plus a pop-up tent or possibly even a motor home or pop-up camper that they use during the night. Campers would be placed on Central Street near where the food vendors are (same spot as Dexter Daze). Other tents will be around the perimeter of the park. DFD wants to be able to see from one street to the other so tent placement will be set up to account for this. Allison Bishop suggests that we not have teams that are sleeping during the event placed on Main St. We will try to use the area along Main St. for on-site fund-raising and not use it for camping. Others in the group didn't feel like this was a concern so we'll probably leave it up to each team captain. We have had between 25 & 35 teams in the past.

**Teenagers:** We already have criteria in place for teen participation. Any team of teenagers (13-18 years old) needs chaperones on site during the whole 24 hours. After dusk teens that are signed in must wear a wristband. Committee members know to check to make sure all teens they see are wearing one. Teens must either stay overnight or parents are called when they are leaving to go home so we know no teens are leaving and going anywhere else. Curfew is enforced and teens must stay on-site or go straight home after 11pm.

**Campfires:** Teams may have campfires (according to DFD regulations-attached). On Saturday evening the DFD comes by to inspect each campsite and fire pit. Some teams share a fire pit and some teams don't have one at all. We have had them all four years and have never had a problem. Regulations are in place for fire extinguishers, and for where the fire pits may be placed.

**Emergency Plans:** We have actually had to take cover in three of the four years we've had Relay and each time it has gone very smoothly. In the past we would evacuate to one or more of the schools near the walking path. We work with DFD to arrange these plans. If weather gets bad or a storm is coming Captain Dettling usually comes to our site to help with evacuation. For Dexter Daze they asked to use the Jazzercise building (basement included) and St. James church. We will use Jazzercise for Relay and will get permission from St. James or another location to be determined by the Sheriff's dept. During the event there is usually about 100 people on site at any given time. There are less than that overnight. The biggest influx of people arrive for the Luminaria Ceremony at dusk and stay for about an hour.

**Parking:** Parking will be wherever it's available throughout downtown and the neighboring residential areas just like it is for Dexter Daze. LaFontaine Chevrolet provided three shuttles for our Show Us Your Hope day at Gordon Hall and shuttled people from Creekside School (with DCS permission). We will arrange for this

shuttle service again Saturday from 8:30am to 11:00pm and Sunday morning 8:00am to 10:00am.

**Bathrooms:** We will rent port-a-potties from the American Cancer Society recommended vendor. We have used them in the past and they are very reliable and clean. They will be placed near where the Social Tent is during Dexter Daze, but not blocking the lane designated by the DFD as an emergency lane.

**Trash and Recycling:** We contract with Mr. Rubbish (or similar vendor depending on who the ACS is recommending) for trash removal. Western Washtenaw Recycling drops off and picks up recycling bins.

One other thing that we would like to propose is the chance to put individuals in front of local businesses Relay weekend and possibly a weekend or two beforehand, to give out information and collect any donations that people would like to give. This would be similar to the Lion's Club, Kiwanis Club or Salvation Army ringers.

I think we can turn the Relay For Life of Dexter into a great community event that brings people into downtown Dexter and raises money for the American Cancer Society's mission to Get Well, Stay Well, Find Cures, and Fight Back. The move to Monument Park will help us to do that.

If you have other concerns you would like to discuss before the Village Council meeting on January 10<sup>th</sup> please contact me at [huddlestonjuli@gmail.com](mailto:huddlestonjuli@gmail.com) or 734-476-1443. I am the current Logistics Chair but have been the Event Chair since the first Dexter Relay.

Sincerely,  
Juli Huddleston



The Relay For Life is a 24 hour event scheduled for May 14-15, 2011. This year we are hoping that by moving the Relay to Monument Park in downtown Dexter we'll increase the community's involvement.

The Village of Dexter has asked us to get input from the houses nearest the park, gathering your thoughts about using this location for the Relay and if you're comfortable with the noise and traffic that may accompany our activity. Based on past Relay events, we anticipate the levels to be similar to Dexter Daze.

We stopped by today to ask for your acceptance and signature to give to the Village as they process our request.

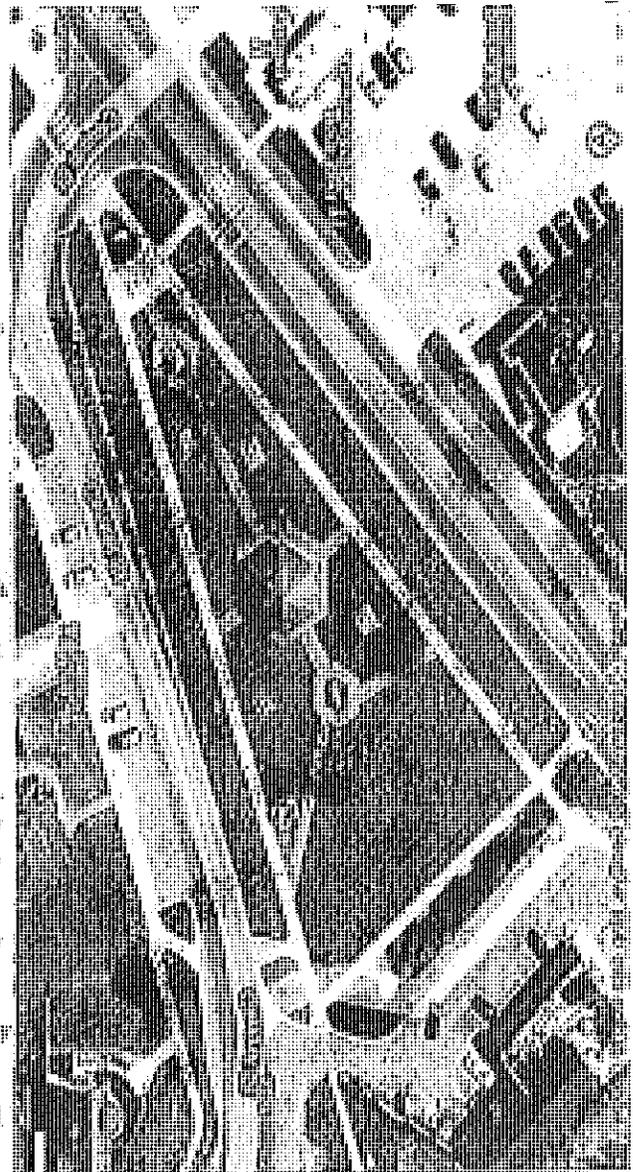
\*Participants walk a "track" for 24 hours taking turns with their team members to make sure someone is walking the entire time. The "track" we would use is the sidewalk around monument park. See the map on the back of the flier.

\*We have entertainment and a DJ during the day. After about 10pm we usually have DJ that plays music throughout the night, but turned down to a neighborhood friendly level, to help keep the people walking all night motivated.

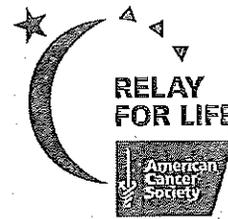
\*Some team members will be staying overnight in tents around the gazebo area. Teens that participate are closely monitored and must stay in our area or they're subject to the curfew ordinance. Some people will be coming and going throughout the night but they have always been respectful of others that are trying to sleep.

If we missed you please call me at 734-476-1443 or email me at Jdexjazz@aol.com to let us know what you think. Please call or email if you have questions.

Thank you for your help.  
Juli Huddleston  
Logistics Chair  
Relay For Life of Dexter



**Relay For Life location:** We will be walking on the highlighted sidewalk. Food vendors (open to the public) will be on Central St. which will be closed on Sat. May 14 starting at 7am and open again on Sunday by 10:00am.



Dear Neighbors,

Starting today, Saturday from 10am until Sunday at 10am, we will be holding our fourth annual Relay for Life of Dexter for the American Cancer Society. Teams will have members walking around the path between Wylie, Mill Creek & Cornerstone Schools for the entire 24 hours. I wanted to warn you so when you heard us you'd know what was going on.

There will be activities throughout the event. Survivors of many forms of cancer will be kicking us off at 10am with a lap all to themselves. At 10:00 pm we'll have a very touching Luminaria Ceremony where we'll light candles in honor or memory of our loved ones that have battled cancer. We'll walk by the light of these luminaria all night long. We'll end with a Victory Lap at 10am on Sunday. In between there will be some bands, music, kids activities and lots more. We would love to have you come out and spend at least part of the day with us. A schedule of events is attached to this sheet.

If you'd like more information you can visit our website at [RelayForLife.org/dextermi](http://RelayForLife.org/dextermi).

We will turn the volume down on everything during the night. Our last scheduled band ends at 1:00am but you may still hear us because we will have music of some sort playing all night long. I hope this won't bother you too much. It helps those walkers that have the middle of the night shift to stay awake and motivated. If you have concerns throughout the night please call me at 734-476-1443 and we will do our best to quiet everything down some more. Please call no matter what time it is as I will be up all night long.

Our goal for this event is to raise at least \$110,000 to help battle cancer and to help fund patient programs and education. I hope you won't mind us being in your backyard too much.

Sincerely,

Juli Huddleston  
Event Chair  
7531 Forest St.  
Dexter 48130  
734-476-1443



Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 Email \_\_\_\_\_  
 Phone \_\_\_\_\_

Please sign if it's okay that we hold the Relay For Life of Dexter in Monument Park.

If you have questions or concerns please contact Juli Huddleston, Logistics Chair, at 734-476-1443 or Jdexjazz@aol.com. You may also contact our American Cancer Society staff partner at jessica.harrison@cancer.org. Thank you for your cooperation!!



Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 Email \_\_\_\_\_  
 Phone \_\_\_\_\_

Please sign if it's okay that we hold the Relay For Life of Dexter in Monument Park.

If you have questions or concerns please contact Juli Huddleston, Logistics Chair, at 734-476-1443 or Jdexjazz@aol.com. You may also contact our American Cancer Society staff partner at jessica.harrison@cancer.org. Thank you for your cooperation!!



Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 Email \_\_\_\_\_  
 Phone \_\_\_\_\_

Please sign if it's okay that we hold the Relay For Life of Dexter in Monument Park.

If you have questions or concerns please contact Juli Huddleston, Logistics Chair, at 734-476-1443 or Jdexjazz@aol.com. You may also contact our American Cancer Society staff partner at jessica.harrison@cancer.org. Thank you for your cooperation!!



Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 Email \_\_\_\_\_  
 Phone \_\_\_\_\_

Please sign if it's okay that we hold the Relay For Life of Dexter in Monument Park.

If you have questions or concerns please contact Juli Huddleston, Logistics Chair, at 734-476-1443 or Jdexjazz@aol.com. You may also contact our American Cancer Society staff partner at jessica.harrison@cancer.org. Thank you for your cooperation!!

## Relay For Life Emergency Plans

### **Tornado Watch:**

1. Tornado Watch will be announced over the public address system.
2. Committee members will go around and check to make sure the tents are staked down as much as possible. Recommendation will be to roll up the sides of awnings and flatten tents if possible.

### **Tornado Warning:**

1. Siren will go off according to Village plan
2. Evacuation will be announced over the public address system with directions being to enter Mill Creek School and follow posted plans. Procedures will be followed to enter safe zones.
3. Doors will already be open at Mill Creek School. Additional doors will be opened at the playground end of the building by Event Chair.
4. Committee members will start checking to make sure all tents are empty.
5. Additional committee members, Hollie Bayer (ACS staff partner) and additional DCS personnel that are on-site, will help place people in designated safe zones.
6. Event Chair will be in contact with the Dexter Fire Department for weather updates and all clear message.
7. People that choose to leave the site will be allowed to at their own risk.

### **Thunderstorm Watch:**

1. Watch will be announced over public address system with the recommendation to participants to check stakes on their tents.

### **Thunderstorm Warning:**

1. Mill Creek School will already be open. Participants will be told to enter the school and stay there until the all clear is given.
2. Event Chair and committee members will check tents to make sure everyone has gone inside.
3. Additional committee members and Hollie Bayer will assist with crowd control in Mill Creek.
4. Event Chair will be in contact with the Dexter Fire Department for weather updates.
5. Participants that choose to leave the site will be allowed to at their own risk.

All of these plans with directions on where the safe zones are inside Mill Creek will be passed out to team captains at our last team meeting and will be shared with their teams. Written directions will be on-site at the public address system so they can be referenced in case of emergency.

## **Other emergencies:**

### **Medical:**

1. Participants will be told to call 911 if they feel it is necessary.
2. Participants will also be told to come to the public address system so Event Chair and Hollie Bayer, American Cancer Society Staff Partner can be called.
3. Juli Huddleston has been Epipen trained through the DCS.
4. Juli Huddleston is trained in CPR.
5. An AED is available inside Mill Creek.

### **Acting out person:**

1. Juli Huddleston has been trained through the Washtenaw Intermediate School District in Crisis Prevention Intervention for individuals having emotional outbursts.

### **Fire:**

1. An announcement will be made over the public address system telling people which direction to move depending on where the fire is.
2. Event Chair will call the Dexter Fire Department. An announcement will be made over the PA that the DFD has been contacted so that we don't overwhelm the emergency call system.

## **Fire Pits:**

1. All fires must be attended at all time by an adult
2. Each campfire must have at least one fire extinguisher (ABC #5 or larger or water type 2.5 gallon or larger) within ten feet of the fire
3. The campfire shall be no closer than twenty-five feet (25') from any building, ten feet (10') from the walking track or tent/camper or vehicle
4. Campfires cannot be offensive or objectionable because of smoke or odor emissions
5. Only natural wood can be used, no flammable liquid can be used or on site, supply of to be burned wood must be no closer than ten feet (10') from the fire
6. A metal can with lid shall be provided for ashes and/or coals
7. Size of campfire can be no larger than three feet (3') by three feet (3') and no higher than two feet (2')





## 2011 Upcoming Meetings

Board	Date	Time	Location	Website	Village Representative
Washtenaw County Board of Commissioners	1/5/2011	6:45 p.m.	Board Room, Admin Building	<a href="http://www.ewashtenaw.org/government/boc/">http://www.ewashtenaw.org/government/boc/</a>	
Dexter Village Council	1/10/2011	7:30 p.m.	Dexter Senior Center	<a href="http://www.villageofdexter.org">http://www.villageofdexter.org</a>	
Scio Township Planning	1/10/2011	7:30 p.m.	Scio Township Hall	<a href="http://www.twp.scio.mi.us/">http://www.twp.scio.mi.us/</a>	
Dexter Community Schools Board of Education	1/10/2011	7:00 p.m.	Creekside Intermediate School	<a href="http://web.dexter.k12.mi.us/">http://web.dexter.k12.mi.us/</a>	
Scio Township Board	1/11/2011	7:00 p.m.	Scio Township Hall	<a href="http://www.twp.scio.mi.us/">http://www.twp.scio.mi.us/</a>	Paul Cousins
Dexter Area Chamber of Commerce	1/12/2011	8:00 a.m.	Copeland Board Room	<a href="http://www.dexterchamber.org/">http://www.dexterchamber.org/</a>	
Village Council Work Session	1/15/2011	9:00 a.m.	Senior Center		
Chelsea Area Planning Team/Dexter Area Regional Farmers Market/Community Garden Oversight	1/17/2011	7:00 p.m.	Chelsea - Washington St. Center	<a href="http://www.ewashtenaw.org/">http://www.ewashtenaw.org/</a>	Jim Carson
Webster Township Board	1/18/2011	6:00 p.m.	Village Offices	<a href="http://www.villageofdexter.org">http://www.villageofdexter.org</a>	Ray Tell
Dexter Township Board	1/18/2011	7:30 p.m.	Webster Township Hall	<a href="http://www.twp.webster.mi.us/">http://www.twp.webster.mi.us/</a>	
Dexter Township Board	1/18/2011	7:00 p.m.	Dexter Township Hall	<a href="http://www.twp-dexter.org/">http://www.twp-dexter.org/</a>	
Dexter Village Parks Commission	1/18/2011	7:00 p.m.	Village Offices	<a href="http://www.villageofdexter.org">http://www.villageofdexter.org</a>	Joe Semifero
Washtenaw Area Transportation Study-Policy	1/19/2011	9:30 a.m.	Scio Township Hall	<a href="http://www.miwats.org/">http://www.miwats.org/</a>	Jim Carson
Webster Township Planning	1/19/2011	7:30 p.m.	Webster Township Hall	<a href="http://www.twp.webster.mi.us/">http://www.twp.webster.mi.us/</a>	
Dexter Village Zoning Board of Appeals	1/19/2011	7:00 p.m.	Senior Center	<a href="http://www.villageofdexter.org">http://www.villageofdexter.org</a>	Ray Tell
Washtenaw County Board of Commissioners	1/19/2011	6:45 p.m.	Board Room, Admin Building	<a href="http://www.ewashtenaw.org/government/boc/">http://www.ewashtenaw.org/government/boc/</a>	
Regional Fire Consolidation	1/19/2011	3:30 p.m.	Dexter District Library		Shawn Keough
Healthy Community Steering Committee	1/20/2011	8:30 a.m.	Chelsea Hospital - White Oak Room		Paul Cousins
Dexter Downtown Development Authority	1/20/2011	7:30 a.m.	Senior Center	<a href="http://www.villageofdexter.org">http://www.villageofdexter.org</a>	Shawn Keough
Dexter Area Fire Board	1/20/2011	6:00 p.m.	Dexter Township Hall	<a href="http://dexterareafire.org/">http://dexterareafire.org/</a>	Ray Tell/Jim Seta
Dexter Village Council	1/24/2011	7:30 p.m.	Dexter Senior Center	<a href="http://www.villageofdexter.org">http://www.villageofdexter.org</a>	
Scio Township Planning	1/24/2011	7:30 p.m.	Scio Township Hall	<a href="http://www.twp.scio.mi.us/">http://www.twp.scio.mi.us/</a>	
Dexter Community Schools Board of Education	1/24/2011	7:00 p.m.	Creekside Intermediate School	<a href="http://web.dexter.k12.mi.us/">http://web.dexter.k12.mi.us/</a>	
Scio Township Board	1/24/2011	7:00 p.m.	Scio Township Hall	<a href="http://www.twp.scio.mi.us/">http://www.twp.scio.mi.us/</a>	
Western Washtenaw Area Value Express	1/25/2011	8:15 a.m.	Chelsea Community Hospital		Jim Carson
Huron River Watershed Council	1/27/2011	5:30 p.m.	1100 N. Main, Suite 210, Ann Arbor	<a href="http://www.hrwc.org/">http://www.hrwc.org/</a>	Paul Cousins
Regional Fire - Joint Board Meeting	1/31/2011	7:00 p.m.	Dexter District Library		Shawn Keough

AGENDA 1-10-11  
H-1

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









AGENDA 1-10-11  
ITEM H-3  
41112 Concept Dr.  
Plymouth, MI 48170

December 21, 2010

Donna Dettling, Manager  
Village of Dexter  
8140 Main St.  
Dexter, MI 48130

Dear Ms. Dettling:

Comcast is continuing to make enhancements to our cable network and will be providing customers with additional digital channels and choices in digital equipment. We are notifying our customers who have subscribed to our standard cable package that as of February 1, 2010, this package will receive additional digital channels and be renamed the Digital Starter package at no additional cost.

The Digital Starter package includes a digital receiver (cable box) and remote or CableCARD for the primary TV. In addition, the Digital Starter package includes additional programming like *Style*, *CSPAN3*, *Sprout*, *Hallmark Movie channel*, *History International*, *Biography* and *Bloomberg TV*. More details on the Digital Starter package are available online at [www.comcast.com/channellineup](http://www.comcast.com/channellineup).

No action is required of our customers at this time. However, letters are being sent to inform customers of options they have in selecting digital equipment. Each Digital Starter customer gets up to 3 pieces of free digital equipment: one with the package and up to two additional digital adapters with our digital network enhancement initiative. For all additional outlets, a Digital Starter customer can now choose between a fully function 2-way digital receiver (cable box) at \$7.95 a month, or a one-way digital adapter at \$1.99 a month.

Digital adapter equipment, known as DTAs, are small one-way devices that will allow customers to not only continue viewing the channels they subscribed to prior to our digital network enhancement, but also to view the additional channels made possible by the change to the Digital Starter package. Because the DTA is one-way, customers will not be able to access OnDemand programming or the interactive guide.

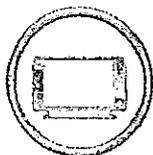
Attached are the customer notifications that have been customized to address the channel additions, package name change and digital equipment options.

Please don't hesitate to contact me at 734-254-1888 or at [Fred\\_Eaton@cable.comcast.com](mailto:Fred_Eaton@cable.comcast.com) with any questions you might have.

Sincerely,

Frederick G. Eaton  
Senior Government Affairs Manager  
Comcast, Michigan Region

Encls



IMPROVING YOUR EXPERIENCE  
ACROSS THE COMCAST SERVICE

[Customer Name]  
[123 Street Name]  
[City, State 12345]

For service at address:  
[123 Street Name]  
[City, State 12345]

December 14, 2010

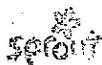
Dear Valued Customer:

We have a great change coming that will give you more channels at no extra cost with your current video subscription. Our records indicate that you currently subscribe to the Standard Basic package and have Comcast equipment on one or more of your TVs. **Effective February 1, 2011, this video package will no longer be available and you will begin to receive our Digital Starter package.**

The monthly price for the Digital Starter package is the same price you currently pay for the Standard Basic package and includes a digital receiver and remote or CableCARD for the primary TV. In addition, you'll begin to receive new channels including favorites like:



ESPAN3



Bloomberg  
TELEVISION

If you would like to view all of the programming available on this or other Comcast video packages, please visit us online at [www.comcast.com/michigan](http://www.comcast.com/michigan).

According to our records, your account has digital equipment for at least two TVs. Comcast's monthly Digital Additional Outlet Service Charge of \$7.95 is applicable to Digital Starter customers who have a digital receiver or CableCARD on an additional TV set. This charge will become effective to your account as of February 1, 2011, however, **as a thank you for being a loyal Comcast customer, this charge will be discounted to \$4.20 through March 31, 2011.** Any digital receivers or CableCARDS added to your account after February 1, 2011, you will be charged the standard monthly cost for this service. If you do not wish to keep your digital receiver or CableCARD on one or more of your additional TVs, you may exchange them for a digital adapter. The digital adapter will enable you to view Digital Starter programming, but it does not have all of the two-way features of a digital receiver, such as the on-screen program guide and On Demand. If you do not already have digital adapters on additional TVs, you can receive up to two digital adapters at no additional monthly service cost. Additional adapters beyond the first two are available at the monthly price of \$1.99 each.

If you have any questions or would like to make changes to your service, please contact us at 1-800-COMCAST (1-800-266-2278) – our Customer Account Executives are available 24 hours a day, 7 days a week. Or, you can visit [www.comcast.com/paymentcenter](http://www.comcast.com/paymentcenter) for a service center location closest to you.

Thank you for choosing Comcast, and we hope you will continue to enjoy the quality programming that we offer.

Sincerely,  
Comcast



[comcast.com/paymentcenter](http://comcast.com/paymentcenter)



1-800-COMCAST (1-800-266-2278)

Service not available in all areas. Limited to residential customers. QAM tuner TVs will continue to receive Limited Basic Service channels without a digital device. Digital receiver required to receive On Demand, the Interactive Program Guide, music channels and pay-per-view. HD channels require HD-capable equipment. A subscription to the HD Technology Fee is required to receive HD channels above the Limited Basic Service level. Pricing subject to change. Applicable equipment, installation, taxes and franchise fees extra. ©2010 Comcast. All rights reserved.

Comcast.



COMCAST VIDEO SERVICE  
 123 STREET NAME  
 CITY, STATE 12345

[Customer Name]  
 [123 Street Name]  
 [City, State 12345]

For service at address:  
 [123 Street Name]  
 [City, State 12345]

December 14, 2010

Dear Valued Customer:

We have a great change coming that will give you more channels at no extra cost with your current video subscription. Our records indicate that you currently subscribe to the Standard Basic package and have Comcast equipment on one or more of your TVs. **Effective February 1, 2011, this package will no longer be available and you will begin to receive our Digital Starter package.**

The monthly price for the Digital Starter package is the same price you currently pay for the Standard Basic package and includes a digital receiver and remote or CableCARD for the primary TV. In addition, you'll begin to receive new channels including favorites like:



CSFANO



Bloomberg  
 TELEVISION

If you would like to view all of the programming within the Digital Starter package or other Comcast video packages, please visit us online at [www.comcast.com/michigan](http://www.comcast.com/michigan).

If you have additional TVs with digital equipment, those TVs will also receive the new channels referenced above. If you do not already have digital adapters on your additional TVs, you can receive up to two digital adapters at no additional monthly service cost. Additional adapters beyond the first two are available at the monthly price of \$1.99 each. The digital adapter will provide access to Digital Starter programming, but will not provide access to two-way services such as the on-screen program guide and On Demand. Additional digital receivers start at the monthly price of \$7.95 each.

While no action is required of you, if you have questions or would like to make changes to your service, please contact us at 1-800-COMCAST (1-800-266-2278) – our Customer Account Executives are available 24 hours a day, 7 days a week. Or, you can visit [www.comcast.com/paymentcenter](http://www.comcast.com/paymentcenter) for a service center location closest to you.

Thank you for choosing Comcast, and we hope you will continue to enjoy the quality programming that we offer.

Sincerely,  
 Comcast

Visit

[comcast.com/paymentcenter](http://comcast.com/paymentcenter)

Call

1-800-COMCAST (1-800-266-2278)

Service not available in all areas. Limited to residential customers. QAM tuner TVs will continue to receive Limited Basic Service channels without a digital device. Digital receiver required to receive On Demand, the Interactive Program Guide, music channels and pay-per-view. HD channels require HD-capable equipment. A subscription to the HD Technology Fee is required to receive HD channels above the Limited Basic Service level. Pricing subject to change. Applicable equipment, installation, taxes and franchise fees extra. ©2010 Comcast. All rights reserved.

Comcast.



DAVID C. MOILANEN, Director  
GREGORY J. ALMAS, Deputy Director  
DAVID L. WAHL, Controller  
GEORGE PHIFER, Executive Secretary

Administrative Offices  
13000 High Ridge Drive, Brighton, MI 48114-9058  
Telephone: (810) 227-2757 or 1-800-47-PARKS Fax: (810) 227-8610  
Web Site: <http://www.metroparks.com> E-Mail: [Mail@metroparks.com](mailto:Mail@metroparks.com)

HURON - CLINTON METROPOLITAN AUTHORITY



**COMMISSIONERS**  
HARRY E. LESTER, *Chairman*  
PETER S. WALTERS, *Vice Chairman*  
ROBERT W. MARANS, *Treasurer*  
ANTHONY V. MARROCCO, *Secretary*  
WARREN C. EVANS  
JOHN C. HERTEL  
JOHN E. LA BELLE

Shawn Keough  
President, Dexter Village Council  
8140 Main Street  
Village of Dexter, MI 48130

December 17, 2010

Dear Shawn,

*Shawn,  
It was a pleasure  
meeting you. Thank you  
for your participation at the  
last fest winter fest  
2011.  
Sue*

Thank you for joining us at our Metroparks planning session last week at the Hudson Mills Activity Center. We appreciated very much that many of the participants made the effort to review our material in advance and we enjoyed the discourse and insights shared throughout the evening. It was certainly helpful to us that there was such good experience with environmental stewardship, education, and local government in the room and the Metroparks will certainly benefit from the input received.

We will be sharing the many comments and suggestions with the Metroparks' strategic planning group, our management team, and Commissioners as we move forward with our planning efforts. We look forward to reconvening and updating this week's group at some appropriate time in the future, and letting you know the progress and direction of our organization, as well as seeking continued counsel from you all.

In the meantime, we wish you a safe and happy holiday season!

Sincerely,

*Jack Liang*  
Jack Liang  
Administrator  
Community Relations

*David Moilanen*  
David Moilanen  
Director

*Sue Nyquist*  
Sue Nyquist  
Chief Planner





TETRA TECH

H. Blair Selover  
Plant Operations Group Leader

AGENDA 1-10-11  
ITEM I-1

January 5, 2011

Ms. Donna Dettling, Village Manager  
Village of Dexter  
8140 Main Street  
Dexter, Michigan 48130

**Re: Project Status Report**

Dear Ms. Dettling:

This is the monthly Village of Dexter Administrative Public Works Supervisor Report. Staff has continued to progress and a significant amount of work has been accomplished since my last report on December 7, 2010. Village staff has continued to expand their professional growth and responsibilities. Staff has embraced these new challenges and levels of responsibility.

Significant progress has been made in key areas of the project. This progress would not have been possible without the efforts of yourself as well as each individual village employee. Those efforts are outlined in this update.

Since my last update the following project milestones have been accomplished.

- The review of the Asset Management Draft Report is complete
- A staffing analysis has been performed and provided for water and wastewater (a copy of the staffing analysis is attached)
- Health and safety recommendations are completed
- Health and safety training and documentation of that training has begun
- The Training and Certification plan has been provided, and is in the initial implementation stage

**MDNRE:** The November daily and monthly Michigan Department of Natural Resources and Environment reports were completed by Andrea. The Village maintained full compliance with all parameters for the month of November 2010. These reports were also reviewed with your staff. We will continue to review these operations reports on a monthly basis.

Tetra Tech, Inc.  
710 Avis Drive Ann Arbor, MI 48108  
Tel 734.213.4014 Fax 734.665.2750 www.tetrattech.com



The review of these reports also provides a hands on link between the data being generated and the staff's observations. This is critical to the operating efficiency of the facilities. Understanding the data contained in these reports is essential in optimizing the operations of the water and wastewater systems.

Power billing records are currently under review. These records will be incorporated into the monthly operating reports. This will assist the village in estimating the actual cost of power in terms of dollars per million gallons of water produced and treated on a monthly basis. A similar undertaking is planned for chemical usage once the drinking water chemical feed systems are completely implemented and chemical costs are finalized.

**Department Activities:** Safety training for all public works staff was provided and documented in the areas of confined space awareness and lock out/tag out. These modules were chosen for the initial training due to the need and the significance with regards to the personnel safety of your staff as well as the need for training prior to undertaking the more complex required maintenance tasks planned in the near future.

A review and identification and classification of permit and non-permit required confined spaces has been completed by your staff with assistance from Tetra Tech. A non permit required entry form has also been provided to ensure the appropriate lock out tag out and other safety procedures are implemented prior to entry in any potentially hazardous spaces.

A comprehensive review of the Asset Management Plan draft has been completed. A significant amount of effort was required by all reviewing the consequence of equipment failure, existing life expectancy and the maintenance sections portions of the document. This document will become an integral tool for the water and wastewater departments.

All of the construction projects are nearing completion and the equalization basin is planned for initiation of operation and calibration this month. The chemical feed systems at well five and the filtration plant are close to final implementation.

The activated sludge aeration system and its components have been under review regarding proper operation and maintenance. This system is critical due to its impacts on treatment, power consumption, chemical consumption and bio-solids production.

Tetra Tech provided a dissolved oxygen probe for use at the WWTP. Use of this probe by the Village staff has shown a marked decrease in the amount of narcodia bacteria (undesirable) present in the aeration tanks. The overall impact of this reduction will be improved aeration, clarification and treatment as well improved power and chemical treatment efficiency.



TETRA TECH

Visual observations of the aeration system indicate a need for inspection and maintenance. Staff has inventoried system spare parts and specialized equipment required to perform this maintenance. They have also made inquiries to the manufacturer's representative to provide assistance in regards to recommended maintenance activities for this unit. The representative has agreed to provide assistance at no cost to the Village in the completion of this maintenance.

The Streets Department in addition to their involvement in health and safety training, have been busy with the more routine tasks of downtown maintenance, chipping brush, Christmas tree pick up, vehicle maintenance and storm water structure monitoring and maintenance. The Streets department has also undertaken the major seasonal tasks of snow and ice removal and road patching.

Again I would like to express my appreciation of all the cooperation and efforts of your staff. Please contact me if you have any concerns at 810.252.8884 or via e-mail at [blair.selover@tetrattech.com](mailto:blair.selover@tetrattech.com).

Sincerely,

Blair Selover  
Plant Operations Group Leader

# VILLAGE OF DEXTER STAFFING EVALUATION

## Water and Wastewater Systems

	Annual Hours				Total
	Admin	Laboratory	Operation	Maintenance	
WW Supervisory/Administrative/Clerical *	661				661
WW Laboratory *		1,007			1,007
WW Operations *			2,494		2,494
WW Maintenance *				1,754	1,754
Water Supervisory/Administrative/Clerical	618				618
Water Laboratory *		224			224
Water Operations *			715		715
Water Maintenance *				384	384
WW Collection System **				416	416
Water Distribution System **			280	288	568
Meter reading **				122	122
Total	1,279	1,231	3,489	2,964	8,962
Staffing Level	0.8	0.8	2.2	1.9	5.7

*Combined*

Staff need at productive hours                    1572  
 per year hrs/day                                        6.8  
 and days/year    230

Current Staffing                                        5 Full time staff including Lab  
     3.5 Typical to Wastewater  
     1.5 Typical to Water

### Notes

- \* Effort based on USEPA Estimating Staffing for Municipal Wastewater Treatment Facilities - 1973
- \*\* Estimate based on current level of service and effort based an Tetra Tech review

# VILLAGE OF DEXTER STAFFING EVALUATION

## WASTEWATER TREATMENT AND COLLECTION

Plant Average Design Flow: 0.58 MGD

	Annual Hours				Total
	Admin	Laboratory	Operation	Maintenance	
Supervisory & Administrative *	355				355
Clerical *	27				27
Laboratory *		735			735
Raw Sewage Pumping at Plant *			305	305	610
Screening & Grinding Raw Sewage *			24	14	38
Grit Removal *			150	80	230
Primary Clarification *			135	175	310
Aeration *			420	315	735
Activated Sludge Clarification *			88	195	283
Disinfection - Chlorine/Dechlor *			204	336	540
Anaerobic Digestion *			125	31	156
Chemical Treatment Systems *			340	102	442
Filtration *			184	120	304
Housekeeping/yard work *				320	320
Off site Pump Stations **			104		104
Safety Program **	208				208
Collection System **				416	416
Sub-total	590	735	2079	2409	5813
Adjustment	71	272	415	-239	519
Total Hours	661	1007	2494	2170	6332
Staffing Level	0.4	0.6	1.6	1.4	4.0

Staff need at productive hours 1572  
 per year hrs/day 6.8  
 and days/year 230

Current Staffing 5 Full time staff including Lab  
 3.5 Typical to Wastewater  
 1.5 Typical to Water

### Notes

- \* Effort based on USEPA Estimating Staffing for Municipal Wastewater Treatment Facilities - 1973
- \*\* Estimate based on current level of service and effort based an Tetra Tech review





**TETRA TECH**

H. Blair Selover  
Plant Operations Group Leader

January 5, 2011

Ms. Donna Dettling, Village Manager  
Village of Dexter  
8140 Main Street  
Dexter, Michigan 48130

**Re: Training and Certification Plan**

Dear Ms. Dettling:

The purpose of this plan is to provide an outline for training to improve efficiency and to assist staff in obtaining Michigan Department of Environmental Quality (MDEQ) Operator Certification.

**General:** Interviews and observations have indicated a strong need for basic computer training (micro soft word and excel) for both of the current foremen as their additional responsibilities require these skills. Their skills have shown improvement over the last few months; however a course with the community college or community education would be of great benefit to both of these individuals. We will continue to assist them on an as needed basis to improve these skills.

**Water Wastewater Certification:** The Village of Dexter water system requires a level of D3 S3 certification. The wastewater system currently requires a Class B certification although MDEQ has indicated a willingness to reclassify the system to a class C. The village has a number of staff eligible for certification. They have the necessary experience and education to be eligible to take these exams. To be successful a great deal of training is required.

Training will focus on mathematics, laboratory and process control. Since many of these areas overlap between the drinking water side and the wastewater side training will be combined to accommodate needs of both.

**Mathematics:** mathematics will focus on basic algebra and geometry as well as dimensional analysis and unit conversions. This will be covered both formally and during the review of the monthly operations reports of the water and wastewater systems.

**Laboratory:** Laboratory training will focus on the following key areas:

Lab Safety,  
Total and suspended solids,

Tetra Tech, Inc.  
710 Avis Drive Ann Arbor, MI 48108  
Tel 734.213.4014 Fax 734.665.2750 [www.tetrattech.com](http://www.tetrattech.com)



TETRA TECH

Dissolved Oxygen(DO)  
Biochemical Oxygen Demand (BOD)  
Total Phosphorus  
Ammonia nitrogen  
Total Chlorine Residual  
Fecal Coliform  
Total Coliform

Process control will consist of the following key components. This will be covered both formally and informally when applicable for unit processes employed at your facilities.

Preliminary Treatment  
Primary Treatment  
Secondary Treatment including activated sludge and attached growth  
Sludge Stabilization  
Filtration  
Chemical Treatment  
Disinfection

We will also provide copies of the MDEQ Higgins Lake courses for drinking water operators I and II. This course is designed to be used either formally or as self study. It can be formally taken for Continuing Education Credits through MDEQ as well.

It is also recommended personnel intending to take the certification exam obtain additional training such as MDEQ courses (the spring schedule should be available later this month).

Additional training is also available and recommended from the University of California Sacramento correspondence courses for water and wastewater operators. This encompasses three courses. The cost is approximately \$110 each. They require approximately 90 hours to complete, depending on skill levels. The course will assist the staff in understanding unit processes which are included in the certification exam but may or may not be processes the village employs.

Sincerely,

Blair Selover  
Plant Operations Group Leader

January 5, 2011

Ms. Donna Dettling, Village Manager  
Village of Dexter  
8140 Main Street  
Dexter, Michigan 48130

**Re: Health and Safety Recommendations**

Dear Ms. Dettling:

This report is to identify and provide recommendations for improvements to the current health and safety policies, training and procedures for the Village of Dexter Department of Public Works. These recommendations are based on Tetra Tech's observations of the operational practices and the conditions observed on site.

Due to liability and regulatory concerns we strongly recommend the services of a properly trained and/or certified safety professional be solicited to ensure compliance with all the safety concerns and issues outlined in this report.

**Program Oversight:** It is recommended that a safety officer or committee be formally designated to ensure that safety training and a health and safety manual and procedures are developed and implemented. It is also recommended the committee's activities be documented and supervised to ensure ongoing progress is maintained. Two of your staff Andrea and Doug, have expressed an interest and some knowledge in this area, so they would be the logical choices for selection as members of the safety committee

**Health and Safety Manual and Procedures:** From our observations much of the health and safety programs and efforts have been piece meal. It is recommended that formal written procedures and practices be developed and incorporated into a written health and safety manual, which would then become part of an overall safety program. The manual should encompass operations Village wide including office staff. Due to the magnitude of this task it is recommended the services of a properly trained and/or certified safety professional be obtained to assist the safety committee with this endeavor.

**Training:** From our review it appears there has been a significant lack of safety training and documentation of such safety training normally associated with the department's activities. It is recommended that a monthly safety meeting be held on an ongoing basis to accommodate the staff's health and safety training needs. Tetra Tech has provided training modules and quizzes to document the associated training efforts in the following areas.

**Confined Space Awareness**

**Lock out - Tag out**

**Chemical Hygiene**

**Bloodborne Pathogens**

**Fall Protection**

**Work Zone and Traffic Safety**

**Hazcom Awareness**

**Electrical**

**Heat Stress**

**Hand and Power Tools**

**Head Protection**

**Machine Guarding**

**Ladder Safety**

**Compressed Gas**

**Hearing Protection**

The above training is not intended to represent a comprehensive list of all the possible training that may be required. Additional sources of training may include Michigan Occupational Safety and Health Administration MIOSHA Consultation Education & Training (CET) Division. Your insurance carrier and your vendors particularly the chemical and equipment vendors may also be helpful in providing high quality useful training.

**Site Hazard Assessment:** Our initial review indicated many areas lacked the proper signage and hazard warnings. Substantial progress and corrections have been made to rectify the obvious deficiencies observed. A site assessment by a properly trained and or certified safety professional is recommended to ensure compliance with all applicable regulations to mitigate the Village's liability in regards to the health and safety of the Village operations and maintenance staff.

Sincerely,

Blair Selover  
Plant Operations Group Leader

**VILLAGE OF DEXTER**

8140 Main Street Dexter, MI 48130-1092

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

**MEMO**

**To: President Keough and Council Members**  
**From: Trustee Cousins & Courtney Nicholls, Assistant Village Manager**  
**Date: January 5, 2011**  
**Re: Arts, Culture & Heritage Committee Update**

Attached are the minutes from the most recent Arts, Culture & Heritage Committee meetings and the agenda from the January meeting.

The Committee has been discussing creating a website that would be a hub for arts/culture/heritage related information in Dexter. Attached is an outline from Victoria Schon, who is the chair of the website subcommittee. The site would be modeled after <http://www.whatsyourartgr.com/>. Now that the main features of the site have been identified, Victoria will be talking to local web designers and bringing back a recommendation of three or four for the committee to consider. The committee is hoping to keep the cost around \$1500, which is the approximate amount remaining in the 2010-2011 budget.

The Committee was excited to learn about the "up to \$5,000" donation received from LaFontaine Chevrolet to place a piece of public art at the corner of Ryan and Dexter Ann Arbor. The Committee is interested in being involved in creating the selection process and has generated some ideas about what that process could look like. If the goal is to find a permanent piece, a call could be put out to local artists asking for submissions. A selection process could be used that involves the use of a professional team of jurors, along with input from the public. If the goal is to establish a place where rotating works would be displayed a yearly contest could also be created.

Though the Committee did not discuss this idea at their January meeting - as this is the first time the Village is creating a public art installation - it may be beneficial to have a joint meeting of the Council and Arts, Culture and Heritage Committee where ideas could be shared to kick off the development of a selection process.

At the December meeting ex-officio Cousins presented the Committee with the idea of recommending that Council consider a public art ordinance similar to that of Ann Arbor. At the January meeting the Committee discussed the ordinance as a possible funding source for public art in the community. The Committee is supportive of encouraging public art displays both as visual reminders that Dexter is a community that supports the arts and as an economic development tool that encourages people to visit and walk around the community to view the art. The ordinance would state that 1% of the value of capital projects undertaken by the village would be placed into an art fund, which could be used for public art anywhere in the Village. Ann Arbor's ordinance caps the 1% at no more than \$250,000 per project; however the Committee felt that a \$25,000 cap would be more appropriate for the Village. More research and discussion is necessary on several facets of the ordinance including whether all funds (municipal streets, water and sewer) would be involved and clarifying the types of expenditures that would be covered by the public art fund. A copy of the Ann Arbor ordinance is included for your information.

**ARTS, CULTURE & HERITAGE COMMITTEE**  
**TUESDAY, JANUARY 4, 2011 - 7:00 p.m.**  
**DEXTER SENIOR CENTER**

**THE VILLAGE OF DEXTER**

Chair - Mike Vickers

Vice Chair - Victoria Schon

Members - Matt McCormack, Tom Rosenbaum, Courtney Fitzpatrick, Louie Nagel, Lynn Babcock,  
Audrey Becker

Ex-Officio – Paul Cousins

1) Review of notes from December meeting

2) Community Project Updates:  
- Dexter Arts Center

3) Website Design Guidelines

4) Sculpture Selection Process

5) Public Art Ordinance

6) Sub-Committee Reports:  
Historic Sign  
Budget  
ACH Events – Creative Connections  
Upcoming Community Events

# ARTS, CULTURE & HERITAGE COMMITTEE

## TUESDAY, DECEMBER 7, 2010 - 7:00 p.m.

### VILLAGE OFFICES

#### THE VILLAGE OF DEXTER

Members present: Mike Vickers, Audrey Becker, Lynn Babcock, Courtney Fitzpatrick, Victoria Schon, Tom Rosenbaum, Matt McCormack and Paul Cousins. Guest present: Chris DeCorte.

The November meeting notes were reviewed and no changes were made.

Courtney Fitzpatrick updated the committee on the Dexter Arts Center. They are currently working with Thomson Shore on branding ideas. Thomson Shore has plans to do an outdoor art installation adjacent to their building.

The art center at the Old Mill spearheaded by John Simonds is still a possibility.

Victoria and Audrey gave a presentation on website options. They recommended a site similar to <http://www.whatsyourartqr.com/> possibly with a home page and two to three layers. The purpose of the site would be to promote local arts events and act as a conduit for arts information in accordance with the mission statement of the Committee. The site would also provide information on past events and could contain a monthly featured artist. Early estimates show approximately \$2000 will be necessary to build the site. Victoria will prepare a draft framework and committee members are encouraged to create a list of what they feel are the most important features / information the website should contain to facilitate further discussion at the next meeting.

Paul updated the Committee that LaFontaine is interested in placing a piece of public art on their property as part of their renovation. The Ann Arbor Road Corridor Plan requires some sort of aesthetic enhancements to the corner of Ryan and Dexter Ann Arbor and a place for a public art display could meet the requirement. Courtney N. will do some research on how other communities handle contests for public art displays.

The Committee discussed a draft ordinance provided by Paul that would call for 1% of the cost of capital projects in the Village to be dedicated to a public art fund. Committee members should review the ordinance and provide feedback at the next meeting.

#### Sub-Committees:

Historical Sign - Paul and Matt met to discuss the installation of historical signs in the Village. Notes from their meeting are attached to the minutes.

ACH Events: Creative Connections - This Committee will be meeting to begin working on the plans for the May Creative Connections event.

Upcoming Events: Committee members should provide Courtney N. with information on community events that they would like to have disseminated to the committee.

The following will be the active subcommittees:

- website development (Victoria, Audrey)
- historic sign (Paul)
- events (Lynn, Courtney F.)

Participants on sub-committees are not required to be members of the Committee - anyone who is interested is encouraged to get involved.

**ARTS, CULTURE & HERITAGE COMMITTEE**  
**TUESDAY, NOVEMBER 2, 2010 - 7:00 p.m.**  
**DEXTER SENIOR CENTER**

**THE VILLAGE OF DEXTER**

Members present: Mike Vickers, Audrey Becker, Lynn Babcock, Courtney Fitzpatrick, Victoria Schon, Louie Nagel, Tom Rosenbaum, Matt McCormack and Paul Cousins.

The October meeting notes were reviewed and no changes were made.

Courtney Fitzpatrick updated the committee on the Dexter Arts Center. Their focus is on marketing - website address is <http://www.dexterartscenter.org/>

Tom Rosenbaum reported on attending Saline's Arts Walk. The Stone Arch Arts and Events Center is opening in Saline which is an arts center in a former Methodist Church.

Louie Nagel will be providing information on a concert series, that could potentially include an art exhibit.

Paul Cousins updated the committee on the Arts Alliance Convergence that he attended in October. He will submit a written update from the conference.

The Committee accepted the by-laws as proposed. A copy is attached to the minutes.

The Committee discussed drafting a new budget proposal and created a sub-committee to work on this idea.

Sub-Committees - A request was made to add a sub committee for upcoming community events to help collect information and share it with the group. Members are requested to send community events information to Courtney so it can be included on the agenda.

Paul Cousins discussed the idea of a speaker series and believes we have enough local community resources to create a successful series.

The web design committee will be meeting and providing an update at the December meeting.

**ARTS, CULTURE & HERITAGE COMMITTEE**  
**TUESDAY, OCTOBER 5, 2010 - 7:00 p.m.**  
**DEXTER SENIOR CENTER**

**THE VILLAGE OF DEXTER**

Members present: Audrey Becker, Lynn Babcock, Courtney Fitzpatrick, Victoria Schon, Pam O'Hara, Louie Nagel, and Paul Cousins. Guest present: Chris DeCorte

The September meeting notes were reviewed and no changes were made.

Louie Nagel updated the Committee that he and Julie's event on September 26 was a success.

The Committee acknowledged Julie Nagel's resignation from the Committee and hopes that she stays involved as she is able.

Pam O'Hara updated the Committee on the progress of the Dexter Arts Center. The open house and fundraiser at Encore went well and raised enough funds for two months of rent. They are currently looking for marketing assistance. The Board meets every other week on Sundays at the Dexter Arts Center on Broad.

The juried event being planned by Victoria Schon and Jill Love at the Corner Cup Café has been postponed.

Song, Slams and S'mores was a successful event with approximately 45 people in attendance. Committee would like to plan early to hold two events - in May and August next summer. The Committee asked that a thank you for attending be included in an upcoming Village e-mail update.

The Committee's idea to hold a Creative Connections event as a "roving" look at the arts community in Dexter was selected by the Arts Alliance. The event will be in May 2011. One date given as a possibility is Tuesday the week after the regularly scheduled meeting (May 10).

The Committee would like to restart the effort toward creating a website. This was put on hold pending the establishment of the Arts Alliance site. The general feeling was that the Arts Alliance site is too big to address the Committee's interest in providing a central point of information on Dexter specific events. Members are encouraged to view other art committee sites so that the Committee can discuss what should be included. Once this is determined the Committee will discuss seeking proposals from local web site developers to get an idea of the cost. A decision would also need to be made about the Committee having their own url or having a page created as part of [villageofdexter.org](http://villageofdexter.org).

Discussion was held regarding the potential for using Committee funds to provide financial support to local arts groups.

The Committee would also like to work on creating some general by-laws that include guidelines on attendance, committee participation and selection of Chair/Vice Chair.

**Courtney Nicholls**

---

**From:** Victoria Schon [vs.daisylake@gmail.com]  
**Sent:** Thursday, December 30, 2010 1:26 PM  
**To:** Courtney Nicholls  
**Subject:** ACH Website Preliminary Specifications

Hi Courtney,

Please forward the following information to the ACH Committee members for review before our next meeting on January 4th. Thank you!

\*\*\*\*\*

Dear fellow ACH Committee Members,

Following are the "preliminary" specifications which will be provided to potential website designers for the ACH Website. Please review before our next meeting on January 4th. Your suggestions and comments are most welcome!

Website Preliminary Specifications Version 1

\*Model template: "What's Your Art" website <http://www.whatsyourartgr.com/>

\*Brochure-style website

Main Page

\*5 Dynamic (action-based) moving images with a link to more info

\*Categories/Links across top ( Visual Arts, Theater, Music, Dance, Poetry & Literature, Youth Culture Museums, Education)

\*Mission statement, about ACH Committee

\*Featured Event/Person/Artist

\*Past Events - Look What We've Done

\*Latest News

\*Get Involved/Contribute

\*Questions for Website Designer:

Maintenance/Management contract

--

Happy New Year and Namaste,  
Victoria Schon

Ann Arbor, Michigan, Code of Ordinances >> TITLE I - ADMINISTRATION >> Chapter 24 - PUBLIC ART >>

---

**Chapter 24 - PUBLIC ART**

---

1:830. - Title.

1:831. - Intent and Purpose.

1:832. - Definitions.

1:833. - Art funding requirements for capital improvement projects.

1:834. - Inclusion of public art as part of a capital improvement project; pooling of funds for public art; use of pooled funds.

1:835. - Disbursement of public art funds.

1:836. - Ownership and maintenance of work.

1:837. - Oversight body.

**1:830. - Title.**

This chapter shall be known as the Public Art Ordinance of the City of Ann Arbor.

(Ord. No. 47-07, § 2, 11-5-07)

**1:831. - Intent and Purpose.**

The State of Michigan has recognized, through the enactment of The Faxon-McNamee Art in Public Places Act (MCL 18.71 et. seq.), the importance of promoting art in government spaces and facilities. City council has determined that the creation of public art will improve the aesthetic quality of public spaces and structures, provide cultural and recreational opportunities, contribute to the local heritage, stimulate economic activity and promote the general welfare of the community.

City council recognizes the responsibility of government to foster the development of culture and the arts. It is therefore declared to be municipal policy that a portion of expenditures for capital improvement projects be devoted to the purchase and maintenance of public art.

(Ord. No. 47-07, § 2, 11-5-07)

**1:832. - Definitions.**

The following words are defined for purposes of this chapter.

*Capital improvement project* means any construction or renovation of any public space or facility including buildings, parks, recreation areas, parking facilities, roads, highways, bridges, paths, sidewalks, streetscape improvements and utilities. This definition includes only those projects designed to create a permanent improvement or betterment, and does not include projects that are primarily for the purpose of ordinary maintenance or repair. This definition also does not include capital improvement projects that are below-grade storm water detention facilities.

*Construction costs* means all costs necessary to complete a capital improvement project, excluding costs allocated for:

- (1) the acquisition of real property;
- (2) soil remediation;
- (3) demolition;
- (4) the issuance of debt;
- (5) permits and administrative fees;

- (6) fixtures, equipment and furnishings;
- (7) contingencies.

*Initial project estimate* means the amount calculated as the construction costs for a capital improvement project at the time the project is first authorized in a capital project budget.

*Public art* means works of art created, purchased, produced or otherwise acquired for display in public spaces or facilities. Public art may include artistic design features incorporated into the architecture, layout, design or structural elements of the space or facility. Public art may be any creation, production, conception or design with an aesthetic purpose, including freestanding objets d'art, sculptures, murals, mosaics, ornamentation, paint or decoration schemes, use of particular structural materials for aesthetic effect, or spatial arrangement of structures.

(Ord. No. 47-07, § 2, 11-5-07)

### **1:833. - Art funding requirements for capital improvement projects.**

- (1) Except as otherwise provided in this section, all capital improvement projects funded wholly or partly by the city shall include funds for public art equal to 1% of the construction costs identified in the initial project estimate, up to a maximum of \$250,000.00 per project. Where a capital improvement project is only partly funded by the city, the amount of funds allocated for public art shall be 1 percent of that portion of the project that is city-funded, up to a maximum of \$250,000 per project. All appropriations for capital improvements falling within the provisions of this chapter shall be deemed to include funding to implement the requirements of this section 1.
- (2) Where federal or state grants are to be used to fund a capital improvement project, those grants shall, to the extent possible, be treated as subject to the public art funding requirements of this chapter. Where the terms of the grant do not forbid it, the grant application shall include a request for public art funds in the same amount as for city-funded projects under the terms of this chapter. If a grant does not include funds specifically earmarked for public art, any grant funds received shall be used to fulfill the public art requirements of this chapter, unless such use is prohibited by the terms of the grant.
- (3) A capital improvement project funded by special assessments or improvement charges is not subject to the requirements of subsection (1) of this section.
- (4) The requirements of subsection (1) of this section shall not apply to a capital improvement project or to a portion of a capital improvement project funded with funds that do not permit an expenditure for public art, whether by law or by restrictions placed by the source of the funding, and the requirements of subsection (1) shall be subject to any other restrictions imposed by law or by the source of the funding.

(Ord. No. 47-07, § 2, 11-5-07)

### **1:834. - Inclusion of public art as part of a capital improvement project; pooling of funds for public art; use of pooled funds.**

- (1) Funds for public art that are included as part of a capital improvement project financed from the city's general fund may be used as part of that capital improvement project for the creation, purchase, production or other acquisition of art incorporated as a part of the capital improvement project, including art located on the site where the project is located.
- (2) Funds for public art that are included as part of a capital improvement project financed from the city's general fund may instead be pooled in a separate public art fund within the General Fund.
- (3) Funds for public art that are included as part of a capital improvement project financed from a city fund other than the city's general fund shall be accounted for within that fund and may be used as part of that capital improvement project for the creation, purchase, production or other acquisition of art incorporated as a part of the capital improvement project, including art located on the site where the project is located.
- (4) Funds for public art that are included as part of a capital improvement project financed from a city fund other than the city's general fund may instead be pooled in a separate public art fund within that fund. Public art funds that are held within a city fund other than the general fund shall be expended only on projects that are related to the purposes of that fund.
- (5) Funds in pooled public art funds may be used for the creation, purchase, production or other acquisition of art for display in public spaces or facilities; for extraordinary maintenance, repair or refurbishment, including structural reconstruction, and for relocation, alteration and removal of public art.

(Ord. No. 47-07, § 2, 11-5-07)

**1:835. - Disbursement of public art funds.**

- (1) Funds for public art that are included as part of a capital improvement project or that are in a pooled public art fund may be used for the purposes identified in section 1:834.
- (2) Funds for public art that are included as part of a capital improvement project or that are in a pooled public art fund also may be used to fund the administration of the city's public art program and projects, including staff time.
- (3) Funds for public art that are included as part of a capital improvement project or that are part of a pooled public art fund may be not be transferred to any other fund, encumbered or utilized for any purpose except the purposes specifically set forth in this chapter.
- (4) Contracts, including but not limited to those for the creation, production, purchase or other acquisition of public art, and to install, maintain, alter, repair, refurbish, relocate or remove public art, shall be processed and approved in accordance with all applicable city requirements.

*(Ord. No. 47-07, § 2, 11-5-07)*

**1:836. - Ownership and maintenance of work.**

- (1) No work of art shall be considered for acquisition under this chapter without an estimate for future maintenance costs.
- (2) Routine maintenance of public art shall be provided for and funded by the service area responsible for maintenance of the facility or space where the art is located. Routine maintenance shall include periodic cleaning, regular mechanical maintenance, operational costs and other necessary upkeep resulting from normal use. Funds for extraordinary maintenance or refurbishment, including structural reconstruction, shall be drawn from the public art funds. No extraordinary maintenance, repair, relocation or alteration of public art shall be undertaken without prior written consent of the oversight body.
- (3) All art acquired pursuant to this chapter shall be the sole property of the city unless an alternative arrangement is recommended by the Oversight Body and approved by city council.

*(Ord. No. 47-07, § 2, 11-5-07)*

**1:837. - Oversight body.**

- (1) The oversight body shall be the Ann Arbor Public Art Commission as established by section 1:238 of chapter 8.
- (2) The oversight body shall:
  - (A) Promulgate guidelines, subject to the approval of city council, to implement the provisions of this chapter, including procedures for soliciting and selecting public art and for determining suitable locations for public art;
  - (B) By April 1 of each year, submit to city council a plan detailing potential projects and desirable goals to be pursued in the next fiscal year;
  - (C) Make determinations, subject to the approval of the city administrator, for each proposed project in the capital improvement program as to whether it is eligible for public art funding under this chapter and, if so, calculate the total construction costs of the project and the total amount of art funding required;
  - (D) Make recommendations, subject to the approval of the city administrator, regarding disbursement of public art funds to acquire, produce, install, maintain, alter, relocate or remove public art;
  - (E) Raise funds above and beyond the funds for public art that are included as part of a capital improvement project or that are in a pooled public art fund, interact with donors of funds or art works on behalf of the city, and foster public/private partnerships to support public art;
  - (F) Promote awareness of public art;
  - (G) Present an annual report to city council within 60 days after the end of each fiscal year containing:
    - (i) A report on the status of all public art incorporated into or funded by capital improvement projects in progress or completed during the preceding fiscal year;
    - (ii) A maintenance report on each work of public art presently under city management detailing maintenance costs for the preceding fiscal year, anticipated maintenance costs for the next fiscal year, and any significant future maintenance concerns, including prioritized recommendations for the maintenance, repair or renovation of particular works;

- (iii) A review of the city's public art with regard to the purposes stated in this chapter;
  - (iv) A report on the oversight body's efforts to promote awareness of public art;
  - (v) A report on donations of art and where such art was placed;
  - (vi) A report on additional funds raised and how such funds were used; and
  - (vii) Any other matter of substantial financial or public importance relating to the public art in the city.
- (H) Perform any related duty delegated by city council; and
  - (I) Provide advice to and assist both potential donors of art and other governmental entities regarding possible public locations for placement of art when such art cannot be placed on any city property or incorporated into a capital project of the city.
- (3) On an annual basis, the city administrator shall provide the oversight body with information regarding the authorized capital projects budget for that fiscal year, including information regarding the dollar amounts included in capital improvement projects for public art and information regarding the dollar amounts available in the pooled public art funds. On an annual basis, following the annual audit of city funds and financial report to city council, the city administrator will provide the oversight body with an update regarding the authorized capital improvement projects and the pooled public art funds, based on the audit.

*(Ord. No. 47-07, § 2, 11-5-07)*



AGENDA 1-10-11

ITEM I-4

Manager Report  
January 10, 2011  
Page 1 of 2

**VILLAGE OF DEXTER**

[ddettling@villageofdexter.org](mailto: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: January 5, 2011**  
**Re: Assistant Village Manager &  
Village Manager Report - Meeting of January 10, 2011**

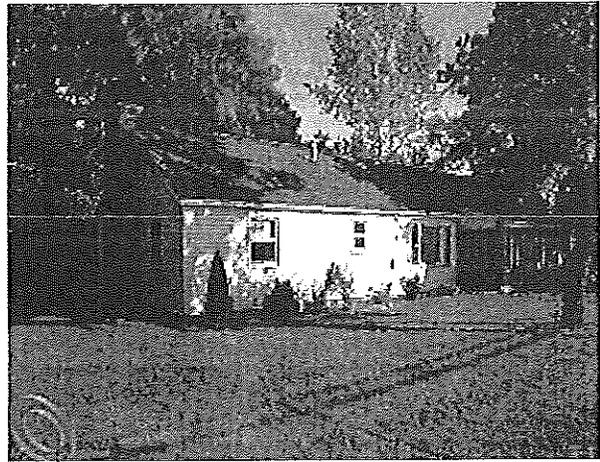
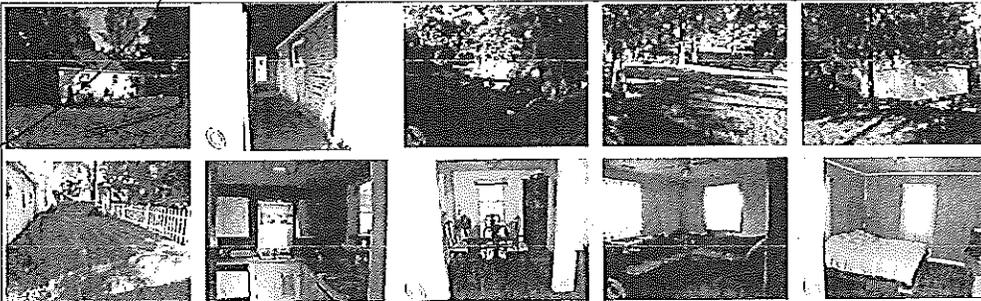
1. Meeting Review:
  - December 17<sup>th</sup> – OHM Project Update Meeting, see attached summary
  - December 22<sup>nd</sup> – Tom Colis re: complete paperwork for EDC
  - January 5<sup>th</sup> – Meeting with Bird Houk a Division of OHM, see item 9
2. Upcoming Meeting Review:
  - January 12<sup>th</sup> – Middle Huron & Partners Meeting at HRWC
  - January 18<sup>th</sup> – Farmer's Market and Community Garden Committee meeting
  - January 20<sup>th</sup> – DDA Meeting
  - January 31<sup>st</sup> – Regional Fire Group Board Meeting
3. Follow-up Property Acquisition Research. Attached is the listing information for 8077 and 8087 Forest Street. At the last Council meeting research was requested on these properties with the tactic that the Village might be able to purchase the properties and the DDA would pay the village back. This information will be shared with the DDA at their January 20, 2011, and comments brought back to Council for further review and discussion.
4. Regional Fire. REMINDER A second group board meeting is scheduled for January 31 at the Library 7:00 to 8:30 p.m. The purpose of this meeting will be to discuss the regionalization effort in terms of service enhancement.
5. Post Audit Conference. Rana Emmons will be attending the January 24, 2011 Council meeting to review the Fiscal Year 2009-10 audit.
6. Draft "Bidding Guidelines". Attached is a draft of the bidding guidelines developed for use by staff for purchasing. This is one of the Village Manager goals from the 2010 review process. I also attached for your review the Village's Purchasing Policy. The bidding guideline will be used to aid in the consistent implementation of the Purchasing Policy.
7. Chamber Dues. Attached is the annual membership renewal for Dexter Area Chamber of Commerce. Based on the number of full-time employees, the Village's annual dues are \$250. I'm also including a \$100 payment for 10 annual dinner tickets and a sponsorship of \$200 for the luminaria this year for a total of \$550 paid from memberships and dues. The tickets will be used by Council and Staff.

8. Defined Contribution Conversion Report. We received the Defined Contribution Conversion report on Wednesday, January 5<sup>th</sup>. We are compiling questions for MERS so let us know if you have any questions.
9. Bird Houk a Division of OHM. The village met with OHM and Bird Houk a Division of OHM to discuss opportunities for Private/Public Partnerships in the Village. The addition of Bird Houk to OHM's Team expands the Village's access to another tool for Economic Development. Their expertise is in creating practical private/public partnerships to facilitate getting projects off the ground. An introduction folder showing the different types of projects they've worked on will be provided at the meeting.
10. Tetra Tech Worksheet. Attached is a worksheet showing the effort to date on the contract with Tetra Tech. Actual hours are shown through week 12, or December 31<sup>st</sup>. Under reports Mr. Selover provides his monthly project status report, which includes a copy of the staffing analysis he completed as well as a Training and Certification Plan and Health and Safety recommendations.



CALL 1-800-USA-SOLD (1-800-872-7653)  
 Mon-Fri & Sun 9am-9pm EST, Saturday 9am-6pm EST

**Home for Sale in Dexter, MI**  
**8087 FOREST Dexter, MI**



Property Type: Single Family  
 Price: \$79,000  
 Status: Active  
 Bedrooms: 3  
 Baths: 1 Bath  
 Sqft: 1100  
 Year Built: 1950  
 Area: Dexter, MI  
 County: Washtenaw  
 MLS/Web ID: 543005232

**Description**

START HERE! A LOVELY YARD AND PERFECT DOWNTOWN LOCATION ARE ALL THE REASONS YOU NEED TO MAKE THIS HOME YOUR NEXT HOME. FULL BASEMENT HOLDS GREAT POTENTIAL FOR FINISHING TO INCREASE LIVING SPACE. ALL APPLIANCES INCLUDED! SCHEDULE YOUR SHOWING TODAY!

**Exterior Features**

**Exterior**

- Patio
- Porch

**Foundation**

- Basement

**Garage**

- 2 Car
- Detached

**Road Frontage**

- Paved

**Siding**

- Brick
- Vinyl

**Interior Features**

**Appliances**

- Dishwasher
- Disposal / Compactor
- Dryer

**Cooling System**

- Ceiling Fan(s)
- Window Unit(s)

**Fireplace**

- Wood Burning Stove

**Heating Source**

- Gas

- Refrigerator
- Stove
- Washer

**Sewer**

- Sewer

**Utilities**

- TV-Cable

**Water Source**

- Public Water

† Excluded Feature

Neighborhood & Schools

School District: DEXTER

Listed By

Broker: Preview Properties.com

Information deemed reliable but not guaranteed.

**Realcomp**  
**IDX**

Listing data courtesy the Internet Data Exchange (IDX) Program of Realcomp Ltd.

© 2010 Realcomp Ltd. All rights reserved.

*Internet Data Exchange*

The information being provided is for consumers personal, non-commercial use and may not be used for any purpose other than to identify prospective properties consumers may be interested in purchasing.

Data is updated as of 12/28/2010.

Year / Season	Total Amt	Total Paid	Last Paid	Total Due
[-] 2010, Village	\$878.42	\$878.42	08/05/2010	\$0.00

General Information for 2010 Village			
School District:	81050	PRE/MBT %:	100.0000
Taxable Value:	\$64,800	State Equalized Value:	\$64,800
Property Class:	401	Assessed Value:	\$64,800
Tax Bill Number	01424	Last Receipt Number:	00014827
Last Payment Date:	08/05/2010	Number Of Payments	1
Base Tax:	\$878.42	Base Paid:	\$878.42
Admin Fees:	\$0.00	Admin Fees Paid:	\$0.00
Interest Fees:	\$0.00	Interest Fees Paid	\$0.00
Total Tax & Fees:	\$878.42	Total Paid:	\$878.42
Renaissance Zone:	N/A	Mortgage Code:	N/A

**Tax Bill Breakdown for 2010 Village**

Taxing Authority	Millage Rate	Amount	Amount Paid
OPERATING	9.815100	\$636.01	\$636.01
STREETS	2.896100	\$187.66	\$187.66
GO BOND	0.845000	\$54.75	\$54.75
Admin Fees:		\$0.00	\$0.00
Interest Fees:		\$0.00	\$0.00
<b>Totals:</b>	<b>13.556200</b>	<b>\$878.42</b>	<b>\$878.42</b>

[Print Tax Bill/Receipt](#)

[+] 2009, Village	\$973.32	\$973.32	09/14/2009	\$0.00
[+] 2008, Village	\$995.00	\$995.00	09/06/2008	\$0.00
[+] 2007, Village	\$1,072.28	\$1,072.28	07/24/2007	\$0.00
[+] 2006, Village	\$633.68	\$633.68	09/14/2006	\$0.00
[+] 2005, Village	\$657.44	\$0.00		\$657.44 **Read Note Above
[+] 2004, Village	\$620.25	\$620.25	09/08/2004	\$0.00
[+] 2003, Village	\$615.96	\$615.96	09/10/2003	\$0.00
[+] 2002, Village	\$615.59	\$615.59	09/10/2002	\$0.00

**\*\*Disclaimer:** BS&A Software provides this Web Site as a way for municipalities to display information online and is not responsible for the content or accuracy of the data herein. This data is provided for reference only and WITHOUT WARRANTY of any kind, expressed or inferred. Please contact your local municipality if you believe there are errors in the data.  
[Privacy Policy](#)

### Detailed Tax Information

[Back to Non-Printer Friendly Version] [Send To Printer]

Parcel: HD-08-06-280-025 Data Current As  
Of: 7:08 PM 12/27/2010

<b>Property Address</b>	[collapse]
8087 FOREST ST DEXTER, MI 48130	

<b>Owner Information</b>	[collapse]
AMES, ANDREW 8087 FOREST ST DEXTER, MI 48130	Unit: 1

<b>Taxpayer Information</b>	[collapse]
SEE OWNER INFORMATION	

<b>Legal Information for HD-08-06-280-025</b>	[collapse]
BEG AT NW COR OF LOT 4, TH S 47-59 E 49.50 FT, TH S 42-23 W 55.64 FT, TH S 47-59 E 13.70 FT, TH S 42- 23 W 142.36 FT, TH N 47-59 W 63.20 FT, TH N 42-23 E 198.00 FT TO POB, BEING PART OF LOT 4, BLK 24 ORIGINAL PLAT, VILLAGE OF DEXTER.	

Enter Future Interest Date:

**\*\*Note:** On March 1 at 00:00, local taxes become ineligible for payment at the local unit. The total due shown for prior year taxes is as of the annual settlement date with the County for that particular tax year and does not reflect any payments, fees, or interest accrual that may have occurred after the settlement date. For updated tax information, please check with the local County.

Use the +/- button to expand and collapse the Tax Detail Information.



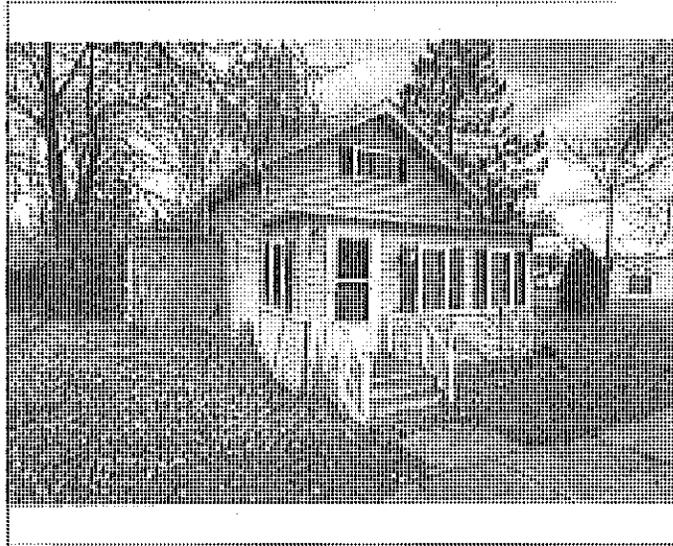
For additional information, contact Kathy Toth  
Toll-Free: 866-OWN-THIS Ext 0  
Phone: 734-669-0337  
Mobile Phone: 734-216-7845  
Fax: 734-661-4315  
Email: team@kathytoth.com  
Website: http://www.kathytoth.com

### Property Details for Listing # 3009816

8077 FOREST ST.  
Dexter, MI 48130  
Price: \$60,000

Bedrooms: 3  
Full Baths: 1

Type: Residential  
School District: DEXTER  
County: Washtenaw



#### PROPERTY DETAILS:

Remarks: DARLING OLD TIME CHARMER IN VILLAGE OF DEXTER. CORNER LOT, FENCED AND READY FOR BACKYARD FESTIVITIES. WALK TO VILLAGE CENTER. COZY KITCHEN & LAUNDRY ROOM ON MAIN LEVEL. LARGE LIVING ROOM AND ENCLOSED PORCH. SLEEPING ROOMS UPSTAIRS.

Property Type: Residential  
Area Name: Dexter Cmty  
Style: 1.5 Story  
Square Feet: 1286  
Exterior: Vinyl  
Driveway: Paved  
Heat Type: Electric Heat  
Water: Public  
Sewer: Public  
Acres: 0.23  
Gas: House  
City Or Township: City  
City Or Township Name: DEXTER  
Listing Type: Exclusive Right To Sell  
Legal: BEG AT SE COR OF LOT 4, TH N 43 DEG E 198 FT TO NE COR OF BAKER TO FOREST

Location:

#### ROOM INFORMATION:

Bedrooms: 3  
Bedrooms In Level 2: 3  
Total Full Baths: 1  
Full Baths In Level 1: 1

#### SCHOOL INFORMATION:

School District: DEXTER  
Elementary School: DEXTER  
Middle School: DEXTER  
High School: DEXTER  
Bus Jr High: Yes  
Bus High School: Yes

#### FINANCIAL INFORMATION:

\* Listing Price: \$60,000  
Tax Year: 09

Courtesy of Keller Williams Ann Arbor

Disclaimer: All information deemed reliable but not guaranteed and should be independently verified. All properties are subject to prior sale, change or withdrawal. Neither listing broker(s) nor Keller Williams shall be responsible for any typographical errors, misinformation, misprints and shall be held totally harmless. ©2010 All rights reserved.

#### FEATURES & AMENITIES:

Basement: Michigan Basement

Road Type: Public  
Sidewalk: Y  
Appliances: , Oven , Disposal  
Construction: Vinyl  
Curbs Gutters: Y  
Deed Type: Warranty  
Eating Space: Y  
Flooring: Carpet , Wood , Tile , Vinyl Floor  
Homestead: 100  
Internet: Yes  
Outside Features: Fenced , Cable Available , Deck(s) , Porch , Screen  
Outbuildings  
Paved: Y  
Possession: AT CLOSE  
Sq. Ft. Remarks: PER OWNER  
Water Softener: Owned

Service by [mlsfinder.com](http://mlsfinder.com) © 2010 WolfNet Technologies, LLC. [Terms of Use](#)

Year / Season	Total Amt	Total Paid	Last Paid	Total Due
<input type="checkbox"/> 2010, Village	\$713.04	\$713.04	08/05/2010	\$0.00

General Information for 2010 Village			
School District:	81050	PRE/MBT %:	100.0000
Taxable Value:	\$52,600	State Equalized Value:	\$52,600
Property Class:	401	Assessed Value:	\$52,600
Tax Bill Number	01423	Last Receipt Number:	00014826
Last Payment Date:	08/05/2010	Number Of Payments	1
Base Tax:	\$713.04	Base Paid:	\$713.04
Admin Fees:	\$0.00	Admin Fees Paid:	\$0.00
Interest Fees:	\$0.00	Interest Fees Paid	\$0.00
Total Tax & Fees:	\$713.04	Total Paid:	\$713.04
Renaissance Zone:	N/A	Mortgage Code:	N/A

**Tax Bill Breakdown for 2010 Village**

Taxing Authority	Millage Rate	Amount	Amount Paid
OPERATING	9.815100	\$516.27	\$516.27
STREETS	2.896100	\$152.33	\$152.33
GO BOND	0.845000	\$44.44	\$44.44
Admin Fees:		\$0.00	\$0.00
Interest Fees:		\$0.00	\$0.00
<b>Totals:</b>	<b>13.556200</b>	<b>\$713.04</b>	<b>\$713.04</b>

[Print Tax Bill/Receipt](#)

<input checked="" type="checkbox"/> 2009, Village	\$788.95	\$788.95	09/14/2009	\$0.00
<input checked="" type="checkbox"/> 2008, Village	\$806.58	\$806.58	09/12/2008	\$0.00
<input checked="" type="checkbox"/> 2007, Village	\$867.58	\$867.58	09/12/2007	\$0.00
<input checked="" type="checkbox"/> 2006, Village	\$901.47	\$901.47	09/14/2006	\$0.00
<input checked="" type="checkbox"/> 2005, Village	\$890.90	\$890.90	07/08/2005	\$0.00
<input checked="" type="checkbox"/> 2004, Village	\$455.67	\$455.67	09/14/2004	\$0.00
<input checked="" type="checkbox"/> 2003, Village	\$452.54	\$452.54	09/10/2003	\$0.00
<input checked="" type="checkbox"/> 2002, Village	\$452.27	\$452.27	09/10/2002	\$0.00

**\*\*Disclaimer:** BS&A Software provides this Web Site as a way for municipalities to display information online and is not responsible for the content or accuracy of the data herein. This data is provided for reference only and WITHOUT WARRANTY of any kind, expressed or inferred. Please contact your local municipality if you believe there are errors in the data.

[Privacy Policy](#)

### Detailed Tax Information

[\[Back to Non-Printer Friendly Version\]](#) [\[Send To Printer\]](#)

Parcel: HD-08-06-280-024 Data Current As  
Of: 7:08 PM 12/27/2010

<b>Property Address</b> <span style="float: right;">[collapse]</span>
8077 FOREST ST DEXTER, MI 48130

<b>Owner Information</b> <span style="float: right;">[collapse]</span>	
LAMBERT, KEVIN T & TRACY L KLEIN 8077 FOREST ST DEXTER, MI 48130	<b>Unit:</b> 1

<b>Taxpayer Information</b> <span style="float: right;">[collapse]</span>
SEE OWNER INFORMATION

<b>Legal Information for HD-08-06-280-024</b> <span style="float: right;">[collapse]</span>
BEG AT SE COR OF LOT 4, TH N 43 DEG E 198 FT TO NE COR OF LOT 4, TH N 47- 59 W 49.50 FT, TH S 42-23 W 55.64 FT, TH S 47-59 E 13.70 FT, TH S 42-23 W 142.36 FT, TH S 47-59 E 35.8 FT TO POB, BEING PART OF LOT 4, BLK 24 ORIGINAL PLAT

Enter Future Interest Date:

Use the +/- button to expand and collapse the Tax Detail Information.

## General Bidding Guidelines

- All purchases require that the appropriate funds are budgeted and sufficient funds are available at the time of purchase.
- No employee or any person shall make purchase or commit Village funds without authorization.
- Employees/designated persons are authorized to make purchases of goods and services up to \$500 with their Department Head or Village Manager verbal approval.
- Department Heads are authorized to make purchase of goods and services up to \$5,000 provided the funds are budgeted and available.
- The Village Manager is authorized to make purchases of goods and services up to \$5,000 provided the funds are budgeted and available.
- The Village Manager is authorized to make emergency purchase of goods and services up to \$20,000
- All planned expenditures above \$5,000 must have three accompanying detailed bids or quotes prior to selecting a vendor. The vendor selection is one that provides the highest acceptable quality at the lowest price.
- Effort will be made to solicit local vendors. If the local vendor is within 5% of the lowest bid, the local vendor can be awarded the bid.
- Acceptance of these bids will require Council action. Additional guidelines are provided later in this document.
- The requirement of three quotes; as noted above may be waived if in the opinion of the Village Manager efforts to obtain three quotes were exhausted or are impractical to obtain. Documentation of effort is required.
- The requirement for quotes will be waived when services are provided under an intergovernmental cooperative contract.
- All expenditures above \$5,000 must have an accompanying contract prior to any payments for purchases or services unless waived by the Village Manager when deemed impractical or otherwise inappropriate. All contracts above \$5,000 require Village Council approval unless stipulated otherwise herein.
- All purchases in excess of \$20,000 require the development of a Request for Quotation, Request for Proposal, or Request for Bid except when deemed impractical or otherwise inappropriate by the village Manager or in the case of an emergent need.

Purchases and Services **under \$5,000** of any expenditure for services, supplies, materials, equipment, construction or maintenance contracts.

- Village Manager is authorized to make purchases and enter into contracts in an amount not to exceed \$5,000 without further approval of the Village Council.
- Purchases will be based on at least three competitive bids or quotes when possible. When it isn't possible to get at least three competitive bids or quotes, in emergency situations for example, documentation of the circumstance is required.
- Bids or quotes may be solicited verbally or written.
- Publication is recommended with Michigan Intergovernmental Trade Network MITN. MITN can be used to solicit quotes and also as a formal bid letting. Use their website for sample bid documents used by other communities. MITN.org
- Record shall be kept of bids or quotes for public inspection.
- Any or all bids or quotes may be rejected.

Purchases and Services **over \$5,000** of any expenditure for services, supplies, materials, equipment, construction or maintenance contracts.

- Village Council has the authority to award bids greater than \$5,000
- Award may be by motion, resolution or ordinance.
- Council retains the right to reject any and all bids, "provide reason(s) for rejection"

#### Published Bid

- Notice inviting sealed competitive bids will be advertised locally including but not limited to the village website and a newspaper of general circulation in the Village.
- Publication will occur a minimum of fourteen days prior to the final date for submitting bids.
- Publication is recommended with Michigan Intergovernmental Trade Network.
- Notice will provide brief specification of the supplies, materials or equipment or of the construction project or other matter to be contracted for.
- Notice will provide a security bond amount when bid requires security deposits.
- Notice will state the time limit, place of filing bid, bid opening date and location of bid open.
- Notice will provide the bidder with an expectation of how the bid will be evaluated and a timeline for the bid award by Council.
- Bid documents will state that the Village has the right to reject any and all bids.
- Any additional conditions of the award of the contract will be stated in general terms.

#### Solicited Bid or Quote

- Bids can be verbally solicited for purchases and services under \$5000
- Bids will be solicited from a minimum of three (3) qualified prospective bidders
- Effort to solicit local vendors will be made.
- Record shall be kept of all bids for public inspection.

#### Sole Source Procurement

- Documentation will be required when purchases above or below \$5,000 are made from sole source vendors.

#### Pre-qualified Bid List

- A pre-qualified bid list may be established.
- Vendors can be interviewed and pre-qualified to bid on services for the Village.
- A list of pre-qualified vendors will be approved by the Village Manager.

#### Service providers –Engineers and Attorneys

- Vendor preference will be given to Engineers and Attorneys on the resolution for the purpose of establishing organizational matters.
- In instances where competitive bids or quotes are requested for Engineering or Attorney services and a recommendation is made to use an Engineer or Attorney other than those already approved on the Organizational Matters Resolution, Council approval is required.

**PURCHASING POLICY – VILLAGE OF DEXTER**

**1) THE PROCUREMENT OF SUPPLIES AND SERVICES FOR THE VILLAGE OF DEXTER SHALL BE ACCOMPLISHED UNDER THE FOLLOWING OBJECTIVES:**

- (A) To procure for the Village supplies and contractual services of the highest quality and at the least expense to the Village;
- (B) To endeavor to obtain as full and open competition as possible on all purchases and sales;
- (C) To exploit the possibility of buying in sufficient substantial quantities as to take full advantage of available discounts;
- (D) To act so as to procure for the Village all tax exemptions to which it is entitled;
- (E) To promote local supplies and contractual services by identifying local suppliers and contractors, and providing notice and opportunity to bid to local suppliers and contractors in the Village bid process. Nothing in this guideline, however, shall be interpreted to be in conflict with Act 196 of the Public Acts of 1973, as amended.
- (F) To join with other units of government in cooperative purchase plans when the best interests of the Village would be served thereby.
- (G) To declare vendors who default on their quotations irresponsible bidders and to disqualify them from receiving any business from the Village for a stated period of time.
- (H) To authorize the Village Manager or designee, consistent with this chapter, and with the approval of the Village Council, to adopt operational procedures relating to the execution of cost effective procurement for the Village of supplies and services.

**2) REQUISITION PROCEDURE.**

- (A) The Village Manager, with the concurrence of the Finance Officer, shall adopt any necessary rules respecting requisitions and purchase orders.

**3) AUTHORITY OF VILLAGE MANAGER: PURCHASES AND SALES.**

- (A) Purchases and Contracts Under Five Thousand Dollars. The Village Manager, subject to budgetary appropriations, is authorized to make purchases and contracts in an amount not to exceed \$5,000 without further approval of the Village Council. Such purchases or contracts shall be made consistent with the authority elsewhere granted the Village Manager in this chapter.

---

(B) Sale of Personal Property Valued at Under Five Hundred Dollars. Personal property not exceeding \$500 in value may be sold for cash by the Village Manager after receiving competitive quotations therefore, for the best price obtainable, or may be traded to the vendor of new equipment replacing it.

**4) SEALED BIDS REQUIRED; EXCEPTIONS; ALTERNATIVE PROCEDURES; INSPECTIONS.**

(A) All purchases of, and all contracts for acquisition or delivery of, durable goods, equipment, replacement parts and components, consumable tools or commodities, fuel materials, supplies and consumer items, and supplies, and all sales of personal property which may have become obsolete or unusable, shall, except as specifically provided herein, be based upon competitive bids as provided in subsection (B) hereof and administrative regulations issued by the Village Manager implementing the same, or, within the limitations hereinafter stated, shall be based upon alternative price quotation procedures as provided in subsection (C) hereof. When competitive bids are so obtained, the sale or purchase shall be approved by the Village Council and sealed bids shall be obtained in accordance with the detailed procedures established by this chapter. An exception may be made where the Council shall determine by a two-thirds majority vote of those present at the meeting that the public interest will be best served by joint purchase with, or purchase from, another unit of government. No sale or purchase shall be divided for the purpose of circumventing the limitation established by this chapter. The Village Council may authorize the making of public improvements or the performance of any Village work by any Village administration without need of competitive bidding.

(1) Purchases shall be made from the lowest qualified bidder meeting specifications, unless the Village Council shall determine that the public interest will be better served by accepting a higher bid. Sales shall be made to the bidder whose bid is most advantageous to the Village. In any case where a bid other than the lowest is accepted, the Village Council shall set forth its reason therefore in its motion or resolution accepting such bid. The Village Council shall have the right to reject all bids.

(2) In the event no sealed bids are received or all bids are rejected, the Village Council may, after stating the reason therefore, as a part of its motion or resolution therefore, order that further bids be solicited or that the Village Manager purchase the materials, supplies or services concerned in the open market, or, if practicable, secure the performance of services concerned by an appropriate officer or department of the Village.

(3) Professional service contracts shall be authorized and regulated under certain guidelines to be established by the Village Manager and maintained in the office of the Village Finance Officer.

(a) The Village Council shall reserve the right to annually review and extend or terminate ANY professional service contract with the Village of Dexter. The Village Council,

may, upon recommendation from the Village Manager, extend the terms on any professional service contract for one year beyond the original contract term.

(b) Any professional service contract may not be longer than five (5) consecutive years. At the end of any consecutive five (5) year term, quotations from qualified bidders must be received by the Village Manager or designee. Nothing shall preclude a qualified firm that has been retained for the maximum 5 year period from bidding and subsequently being awarded a professional service contract.

(B) Any expenditure for supplies, materials, equipment, construction or maintenance contracts obligating the Village, where the amount of the Village's obligation is in excess of \$5,000, shall be governed by the following, except as otherwise stated in this chapter.

(1) Such expenditure shall be made the subject of a written contract. A purchase order shall be a sufficient written contract only in cases where the expenditure is in the usual and ordinary course of the Village's affairs, and in no case shall it be sufficient for the construction of public works or the contracting for supplies or services over any period of time where the quality of the goods or materials or the scope of the services bargained for is not wholly standardized.

(2) Notice inviting sealed competitive bids shall be published in a newspaper of general circulation in the Village at least seven days before the final date for submitting bids thereon. Such notice shall give briefly the specifications of the supplies, materials or equipment, or of the construction project or other matter to be contracted for, and shall state the amount of security to be given with the bid, and the amount of bond or other security to be given with the contract. The notice shall state the time limit, the place of filing bids and the time of opening bids and shall also state that the right is reserved to reject any or all bids. Any other conditions of award of the contract shall also be stated in general terms.

(3) The Village Manager or designee shall also solicit bids from a minimum of three (3) such qualified prospective bidders as are known to him or her by sending each a copy of the notice requesting bids, and notice thereof shall be posted in the Village Office.

(4) Unless prescribed by the Village Council, the Village Manager shall prescribe the amount of any security to be deposited with any bid, which deposit shall be in the form of a certified or cashier's check or bond written by a surety company authorized to do business in the State. The amount of such security shall be expressed in terms of a percentage of the bid submitted. Unless fixed by the Village Council, the Village Manager shall fix the amount of the performance bond and, in the case of construction contracts, the amount of the labor and material bond to be required of the successful bidders.

(5) Bids shall be opened in public, at the time and place designated in the notice requesting bids, in the presence of the Village Finance Officer, the Village Manager or designee and, when possible, the head of the department most closely concerned with the subject of the contract. The bids shall thereupon be carefully examined and tabulated and reported to the Village Council with the recommendation of the Village Manager at

the earliest possible scheduled Village Council meeting. After tabulation, all bids may be inspected by the competing bidders.

(6) When such bids are submitted to the Village Council, if Village Council shall find any of the bids to be satisfactory, it shall award the contract to the lowest qualified bidder. The Village Council shall authorize the contract upon execution of the contract by the successful bidder. Contract shall only be executed after the filing of any bonds which may have been required, which bonds shall first be approved by the Village Attorney as to form and content. Such award may be by motion, resolution or ordinance. Village Council retains any other rights provided for in this chapter in the awarding or rejecting of bids.

(7) At the time the contract is executed, the contractor shall file a bond executed by a surety company authorized to do business in Michigan, in favor of the Village, conditioned upon the performance of said contract, and further conditioned upon payment of all laborers, mechanics, subcontractors and material, as well as all just debts, dues and demands incurred in the performance of such work. The contractor shall also file evidence of public liability insurance in an amount satisfactory to the Village Manager or designee, and agree to save the Village harmless from loss or damage caused to any person or property by reason of the contractor's negligence.

(8) All bids and deposits of certified or cashier's checks may be retained in the office of the Village Finance Officer until the contract is awarded and signed or until they are released by the Village Manager. If any successful bidder fails or refuses to enter into the contract awarded to him or her within fifteen days after the same has been awarded, or to file the bond required within the same time, the deposit accompanying his or her bid shall be forfeited to the Village, and the Village Council may, in its discretion, award the contract to the next lower qualified bidder, or the contract may be re-advertised.

(C) Informal Bids. Purchases of supplies, materials or equipment, the cost of which is \$5,000 or less, may be made in the open market, but such purchases shall, where practicable, be based on at least three competitive bids or quotes and shall be awarded to the lowest qualified bidder. The Village Manager or designee may solicit bids or quotes verbally or by telephone, or may contact prospective bidders by written communication. A record shall be kept of all open market orders and the bids or quotes submitted thereon, which records shall be available for public inspection. Any or all bids or quotes may be rejected. Purchases costing \$5,000 or less may be made without the prior approval of the Village Council under the authority granted the Village Manager in this chapter.

(D) The responsibility for the inspection and acceptance of all materials, supplies and equipment shall rest with the ordering department.

**(5) SOLE SOURCE PROCUREMENT.**

(A) A contract may be awarded without competition when the Village Manager determines in writing, after he or she or the Village Manager or designee has conducted a good faith review

construction item. The Village Manager or designee or other appropriate designee of the Village Manager shall conduct negotiations, as appropriate and under the supervision of the Village Manager, as to price, delivery and terms. A record of sole source procurement shall be maintained as a public record and shall list each contractor's name, the amount and type of each contract, a listing of the items procured under each contract and the date of the contract.

**(6) EMERGENCY DIRECT PURCHASE PROCEDURE.**

(A) In case of an actual emergency, any officer or department head may make direct purchase of materials, supplies or services, where the immediate procurement thereof is essential to the conduct of his or her office or department and the delay caused by following established purchasing procedures would vitally affect the public health, safety or welfare, provided that a purchase order therefore shall be filed with and approved by the Village Manager as to the existence of the emergency and shall be likewise approved by the Finance Officer as to the sufficiency of funds for such purchase, and provided, further, that the Village Manager shall advise Council at its next regular meeting after the emergency purchase of the circumstances for and terms of said procurement.

**(7) PURCHASES FROM PETTY CASH.**

(A) All departmental petty cash funds shall be authorized and approved by the Village Manager. Purchases from petty cash shall not individually exceed \$25.

**(8) DEBARMENT.**

After reasonable notice to the person involved and reasonable opportunity for that person to be heard, the Village Manager, after consulting with the Village Attorney, is authorized to debar a person for cause from consideration for award of contracts. The debarment shall be for a period of not more than one year. The causes for debarment include:

(A) A violation of contract provisions, as set forth herein, of a character which is regarded by the Village Manager to be so serious as to justify debarment action, such as:

(1) Deliberate failure, without good cause, to perform in accordance with the specifications or within the time limit provided in the contract; or

(2) A recent record of failure to perform or of unsatisfactory performance in accordance with the terms of one or more contracts, provided that failure to perform or unsatisfactory performance caused by acts beyond the control of the contractor shall not be considered to be a basis for debarment; and

(B) A violation of the provisions of this chapter or any other Village policy, regulation or law.

The Village Manager shall issue a written decision to debar. The decision shall state the reasons for the action taken and inform the debarred person involved of his or her rights concerning administrative or judicial review. A copy of the decision shall be mailed or otherwise furnished upon the rendering of a decision by the Village Manager to the debarred person. A

decision to debar shall be final and conclusive, unless the debarred person, within ten days after receipt of the decision, takes an appeal to the Village Council or commences a timely action in court in accordance with applicable law.

**(9) BID PROTESTS**

(A) Any actual or prospective bidder, offeror or contractor who is aggrieved in connection with the solicitation or award of a contract may protest to the Village Council. Protestors are directed to seek resolution of their complaints initially with the Village Manager. A protest with respect to an invitation for bids or request for proposals shall be submitted in writing prior to the opening of bids or the closing date of proposals, unless the aggrieved person did not know and should not have known of the facts giving rise to such protest prior to bid opening or the closing date for proposals. The protest shall be submitted within ten days after such aggrieved person knows or should have known of the facts giving rise thereto.

In the event of a timely protest under this section, the Village Manager or designee shall not proceed further with the solicitation or award of the contract until all administrative and judicial remedies have been exhausted or until the Village Council makes a determination on the record that the award of a contract without delay is necessary to protect a substantial interest of the Village.

**(10) NOTICE OF FEDERAL AND STATE PUBLIC POLICY REQUIREMENTS;  
NOTICE OF VILLAGE POLICY REQUIREMENTS.**

(A) For any contract that is subject to one or more Federal, State or Municipal public policy requirements, whether or not such contract is being funded in whole or in part by assistance from a Federal or State agency, the Village Manager or designee shall include contract provisions giving the contractor notice of these requirements, and, where appropriate, shall include in those contract provisions the requirement that the contractor give a similar notice to all of its subcontractors.

(B) The Village Manager or designee shall take affirmative steps to assure that local businesses are utilized when possible as sources of supplies, services and construction items.

Affirmative steps to be taken shall include:

- (1) Including qualified local businesses on solicitation lists;
- (2) Assuring that local businesses are solicited whenever they are potential sources;
- (3) When economically feasible, dividing total requirements into smaller tasks or quantities so as to permit maximum participation;
- (4) Where the requirements permit, establishing delivery schedules which will encourage local business participation.

(5) Preference shall be given to local businesses in awarding contracts if the lowest responsible bids are for the same amount and each bidder is equally qualified.

**(11) RECORDS; PUBLIC ACCESS.**

(A) The Village Manager or designee shall keep a record of all purchases of materials, supplies and services, and of all bids and the manner in which such bids were procured, which he or she shall forward to the Finance Officer when each respective material or supply is purchased or service is provided. All such records shall be public. All procurement records shall be retained and disposed of by the Village in accordance with records retention guidelines and schedules established by the Village Record Retention Schedule.

**(12) CONFLICTS OF INTEREST.**

(A) It shall be unethical for any Village employee to participate directly or indirectly in a procurement contract, except as provided in Act 317 of the Public Acts of the 1968, as amended

**(13) GRATUITIES; SANCTIONS.**

(A) It shall be unethical for any person to offer, give or agree to give any Village employee or officer or former Village employee or officer, or for any Village employee or officer or former Village employee or officer to solicit, demand, accept or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation or preparation of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigating or auditing, or in any other advisory capacity in any proceeding or application, request for ruling determination, claim or controversy, or other particular matter, pertaining to any program requirement, contract or subcontract, or to any solicitation or proposal therefore.

(B) The prohibition against gratuities prescribed in this section shall be conspicuously set forth in every contract and solicitation therefore.

(C) The Village Manager may impose sanctions on a Village employee for violations of this section consistent with governing employee contract provisions, if applicable.



# Dexter Area Chamber of Commerce

Membership Renewal  
2011

Pay dues and sponsorships at the same time!

## MEMBERSHIP DUES

Based on # of full time employees.

Sole Proprietor-2	\$125
3-10	\$175
11-19	\$250 ✓
20-30	\$325
31-50	\$400
51-100	\$450
100+	\$525
Non-Profits/Churches	\$50
Friends of the Chamber	\$50

ANNUAL DINNER TICKETS 10 qty. @ \$10 ea. \$100  
( $\$20$  ea. at the door)

## SPONSORSHIPS

- GOLF HOLE \_\_\_\_\_ \$150
- SUMMER SERIES \_\_\_\_\_ \$250
- LUMINARIA \_\_\_\_\_ \$200
- GENERAL SUPPORT \_\_\_\_\_ \$200

TOTAL AMT DUE: \$550.00



DEXTER AREA CHAMBER OF COMMERCE

THANK YOU!

Proposed  
1-10-11





December 22, 2010

Ms. Anne M. Wagner  
Chief Executive Officer  
Municipal Employees' Retirement  
System of Michigan  
1134 Municipal Way  
Lansing, Michigan 48917

**Re: 20 Year Projections of Employer Contributions for the Village of Dexter  
(8217), Division 01 under the Municipal Employees' Retirement System**

Dear Anne:

As requested, we prepared a Defined Contribution Projection Study (Type 2) including 20 year projections of the employer contributions for the General (01) division.

**The contribution projections from this study should not be used for short term budgeting purposes because the assumptions are designed to be a long term expectation of future events. These projections illustrate the long term pattern of employer contributions under different funding policies. A projection of contribution rates for budgeting purposes would require additional analysis, which is beyond the scope of this study.**

**Please see the Comments on Investment Markets in the 2009 annual valuation report.**

**Please note this letter and the attachments should be distributed to any interested parties only in its entirety.**

We prepared the projection under three different scenarios:

- (A) if the defined benefit (DB) division continues to be open to newly hired employees, and is funded under the current MERS open division funding policy;
- (B) if the division is closed to new hires as of December 31, 2009, with new hires being covered by the Defined Contribution (DC Plan), and is funded using the MERS closed division funding policy;
- (C) if the division is closed to new hires (with new hires being covered by the DC Plan), all current active employees transfer out of the defined benefit division (converting to the DC Plan), and the division (retirees and vested former members only) is funded using the MERS closed division funding policy;

Scenario C is shown to reflect the range of possible outcomes, between Scenario B (no current active members convert to DC) and Scenario C (all current active members convert to DC). Based on MERS' past experience with DC adoptions, the actual outcome will likely be closer to Scenario B.

The decision about the benefits to be offered to the new employees of a division will affect the funding method used to determine the employer contributions needed to support the benefits for the current members, retirees and vested former members in the division. The funding methods used in Scenarios A, B, and C are designed to ensure that assets are available to pay for benefits as they come due, and are described later in this report.

The calculations show the effect of the changes as if they had occurred as of December 31, 2009. If any of these changes are implemented, they will occur at a later point in time. As a result, the projected assets, liabilities and contributions will be different, but the pattern of contributions and funded status shown in the report will look similar.

We have enclosed a spreadsheet that MERS can use to estimate the total employer contributions under Scenarios B and C. The user may input the employer contribution rate for employees covered by the DC Plan, and the spreadsheet will combine the closed DB division results with the new plan results. Please note that for Scenario B, the DC Plan employer rate will apply to new hire employees only, while for Scenario C, the DC Plan employer rate will apply to all active employees (new employees and converted current employees). The user will be able to project total employer contributions under various alternatives. Note that the spreadsheet only reflects employer contributions. Employees may also contribute to the DC Plan.

Our calculations were based on the following:

- Demographic and financial information and benefit provisions provided by MERS for the December 31, 2009 annual valuation.
- The same assumptions and methods that were used in the December 31, 2009 annual valuation, with the exception noted below.
- Assets include the value of an additional \$31,335 in employer contributions made by the municipality on October 27, 2010, discounted to December 31, 2009 and converted to an actuarial value of assets figure.

We used the following assumptions and funding methods in our projections:

- All demographic assumptions will be met during the projection period.
- Demographic assumptions under the DC Plan are unchanged from those of the DB plan.
- The actuarial value of assets will earn the assumed 8% return each year during the projection period. Please note this is a long term assumption based on the asset allocation of the MERS portfolio.
- There will be no benefit changes during the projection period.

- The employer contributions through June 30, 2011 are not affected, and are based on previous annual actuarial valuations.
  
- **Open division amortization (this is the current funding policy for the previously named Village of Dexter divisions):**
  - Members are assumed to leave active status according to our assumptions. New employees enter the division such that the active population remains stable during the projection period. The new entrant profile is consistent with the average profile of the division.
  - The amortization period is 28 years as of December 31, 2009. Thereafter, the amortization period decreases one year for each year during the projection period until it reaches 20 years as of the December 31, 2017 annual actuarial valuation. Thereafter, the 20 year amortization period is reset each year. (MERS Plan Document Section 43C(4).)
  - This amortization methodology is utilized in Scenario A.
  
- **Closed division amortization (this is the current closed division funding policy adopted by the MERS Retirement Board):**
  - Members are assumed to leave active status according to our assumptions. No new employees enter the division.
  - The amortization period starts at 26 years and decreases two years for each year during the projection period until it reaches 5 years. (Amortization Policy For Closed Divisions Within Open Municipalities, as revised May 8, 2007). Thereafter, the 5 year amortization period is reset each year. Thus, with the Village at a 26 year amortization as of the December 31, 2009 annual actuarial valuation (for Village FY beginning July 1, 2011), 5 year amortization will be attained as of the 2020 annual actuarial valuation (for Village FY beginning July 1, 2022).
  - This amortization methodology may be utilized in Scenarios B and C.
  
- **Amortization for divisions with assets exceeding accrued liabilities (this is the current funding policy adopted by the MERS Retirement Board for such divisions):**
  - The standard amortization period for assets in excess of accrued liabilities is 10 years, with the 10 year period reestablished for each annual valuation for which assets exceed liabilities.
  - Once a division comes out of over-funded status, the amortization period reverts back to what it would have been had the division never been 100% or more funded.
  - This amortization methodology may be utilized in all Scenarios, depending on the division's funded status.

The attached exhibits show the results of our calculations both in tabular and graphical form.

### **Scenarios A and B**

Note that the open DB division projections of Scenario A consist of two parts:

- 1) Existing employees, retirees and vested former members
- 2) New employees hired once the existing employees leave the division (the total active group size is assumed to remain constant).

The closed DB division projection of Scenario B includes existing employees, retirees and vested former members, but not new employees. The effect of the closed division amortization policy can be seen by comparing the closed division projection with the existing employee part of the open division projection. The amortization policy requires more contributions in early years, and then lower contributions in later years.

Please note that if a division becomes closed to new hires (with new hires entering a pure DC plan), the short term cost of the DB plan may increase because the benefits of the closed DB division are funded over a shorter period of time. Whether the contribution in the short term increases or not, will depend upon the demographics and the funded status of each division. However, in the long term, the total cost for the division that is closed is lower than if the division remains open because fewer employees are expected to receive benefits from the existing defined benefit program. Of course, the employer cost of benefits for new employees must be added to the cost from the closed division, in order to obtain the total cost of any proposed change.

### **Scenario C**

The closed DB division projection of Scenario C includes only retirees and vested former members. Scenario C assumes that the DB plan is closed to new hires and all current active employees elect to transfer (convert) into the DC plan. Liabilities and assets have been adjusted in the DB plan in Scenario C to reflect the transfer out of current active employees. Closing the plan to new hires in Scenario C would also trigger the closed division amortization policy. When a division is closed to new hires, the employer contributions may increase in the short-term because the funding is accelerated. For purposes of the "Employer Contribution for Existing Employees" graph, Scenario C is shown assuming all active employees transfer (convert) into a 1% DC Plan arrangement. **Please note that the proposed 1% DC Plan employer contribution rate was provided by the municipality. Based on the proposed 1% DC Plan contribution rate, we do not expect any existing employees to transfer to the DC Plan.**

Under Scenario C, the assets transferred out of the DB plan on account of the converting current active members are less than the accrued liabilities of these current active members in the DB plan. In the DB plan, the benefits for an active member are funded using a liability calculation that assumes the DB plan is an on-going concern. The valuation projects future pay increases, and future service credits (which may allow the member to retire earlier). When an active member transfers from the DB plan to the DC plan, the asset transfer amount is based on a liability that is calculated as if the member terminated employment on the date of the transfer from the DB to DC plan (pay and credited service is frozen). This is the case for Division 01.

The development of the unfunded accrued liability (UAL) for the closed DB plan under Scenario C is shown below:

	<u>Division 01</u>
Current UAL (12/31/2009)	\$ 606,694
- Accrued Liability Released by Transfer	- 2,245,140
+ Assets Transferred	<u>+ 1,643,211</u>
UAL After All Active Members Convert	\$ 4,765

Again, based on MERS' past experience, not all current active members will convert from the DB Plan to a DC Plan. If the proposed contribution rate to the DC Plan is 1%, we do not expect any of the current active members to convert from a DB Plan to a DC plan. Consequently, the "gain" described in this chart will likely not occur.

-----

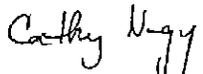
To compare the long range costs for all three scenarios, the reader can compare the employer normal cost of the existing DB plan (Scenario A) to the proposed employer contribution rate of the DC Plan (Scenarios B and C). This comparison will show which plan is more expensive in the long run, based on the actuarial assumptions used for the DB Plan.

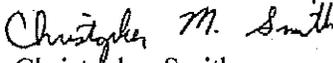
The closed division funding policy was adopted by the Retirement Board to ensure that a DB division that is closed to new hires does not run out of money. Funding the unfunded liabilities over the MERS standard amortization period will likely deplete the closed division's assets before the death of the last participant in the division. Assets cannot be shared between the closed defined benefit (DB) division and the DC Plan covering the new hires, even if the employees are all part of the same employee classification (bargaining unit). However, if the new hires were covered by a new tier of benefits in the MERS DB Plan (including the DB portion of the MERS Hybrid Plan), there can be sharing of employer assets between the closed DB division with the old benefit structure and the DB/Hybrid division covering the new hires within the same employee classification. The employer can avoid the required more rapid amortization of unfunded liabilities by putting new hires into a MERS DB or Hybrid division, instead of a DC Plan division.

Ms. Anne Wagner  
December 22, 2010  
Page 6 of 9

If you have any questions or need additional information, do not hesitate to call us.

Sincerely,

  
Cathy Nagy, FSA  
Actuary

  
Christopher Smith  
Senior Analyst

CN/CS:lr

cc: Lynda Pittman, MERS  
Erin Boertman, MERS

**MUNICIPAL EMPLOYEES RETIREMENT SYSTEM OF MICHIGAN  
VILLAGE OF DEXTER (8217)  
DIVISION 01 – GENERAL**

**20 YEAR PROJECTIONS OF EMPLOYER CONTRIBUTIONS (DOLLARS IN THOUSANDS)**

Valuation Year Ending December 31	Scenario A - Baseline - Open DB Division (Existing and New Employees)										Scenario B - Closed DB Division (Existing Employees Only) (New Employees Covered by DC Only)									
	Active Member Count	Active Payroll	Active Amort. Period	UAL	Funded Pct.	Employer Contribution Percentage	For Existing Employees	For New Employees	Total Inflated Dollars (\$)	Total 2011 Dollars (\$)	Active Member Count	Active Payroll	Active Amort. Period	UAL	Funded Pct.	Projected Employer Contribution Inflated Dollars (\$)	Projected Employer Contribution 2011 Dollars (\$)	New Employee Payroll		
2009	15	838	28	607	80%	9.82%	81	10	92	92	15	838	26	607	80%	83	83	0		
2010	15	860	27	609	81%	9.89%	81	14	95	91	14	787	24	616	81%	84	80	73		
2011	15	869	26	612	82%	10.02%	81	16	97	89	13	747	22	622	82%	85	78	122		
2012	15	884	25	623	83%	10.11%	82	18	100	87	12	715	20	633	83%	87	77	169		
2013	15	903	24	633	84%	10.18%	83	20	103	86	11	689	18	641	84%	91	76	214		
2014	15	927	23	641	85%	10.24%	84	22	106	85	11	666	16	647	84%	95	76	260		
2015	15	969	22	648	86%	10.20%	86	25	110	85	10	663	14	650	85%	100	77	307		
2016	15	1,017	21	651	86%	10.13%	87	28	115	85	9	653	12	648	86%	106	78	364		
2017	15	1,065	20	653	87%	10.08%	88	32	120	84	9	645	10	642	87%	113	80	420		
2018	15	1,118	20	652	88%	9.87%	86	37	123	83	8	633	8	628	88%	123	83	485		
2019	15	1,171	20	649	89%	9.68%	85	42	127	82	8	613	6	605	89%	138	89	558		
2020	15	1,224	20	644	89%	9.51%	83	47	130	80	7	592	5	570	90%	141	87	632		
2021	15	1,277	20	640	90%	9.35%	81	53	133	79	6	557	5	517	91%	122	72	719		
2022	15	1,333	20	634	90%	9.18%	77	59	137	77	6	524	5	448	93%	104	59	808		
2023	15	1,395	20	627	91%	9.01%	74	66	140	76	5	487	5	381	94%	89	48	908		
2024	15	1,454	20	619	91%	8.87%	72	72	144	74	4	427	5	323	95%	76	39	1,027		
2025	15	1,515	20	611	92%	8.73%	69	78	148	73	3	369	5	274	96%	65	32	1,145		
2026	15	1,581	20	602	92%	8.59%	67	84	152	72	3	325	5	232	96%	55	26	1,257		
2027	15	1,655	20	592	93%	8.44%	66	90	156	71	2	289	5	196	97%	47	21	1,367		
2028	15	1,741	20	580	93%	8.30%	64	97	161	70	2	244	5	166	98%	40	17	1,497		
2029	15	1,825	20	569	93%	8.16%	63	104	166	69	2	213	5	140	98%	34	14	1,612		

- (1) The active member number count, the active payroll, the unfunded actuarial liability, and the funded percentage are calculated as of December 31.
- (2) The projected employer contribution is for the fiscal year starting 18 months after the end of the valuation year.
- (3) This table does not include DC information.
- (4) These attachments and the accompanying letter should be distributed to any interested parties only in their entirety.

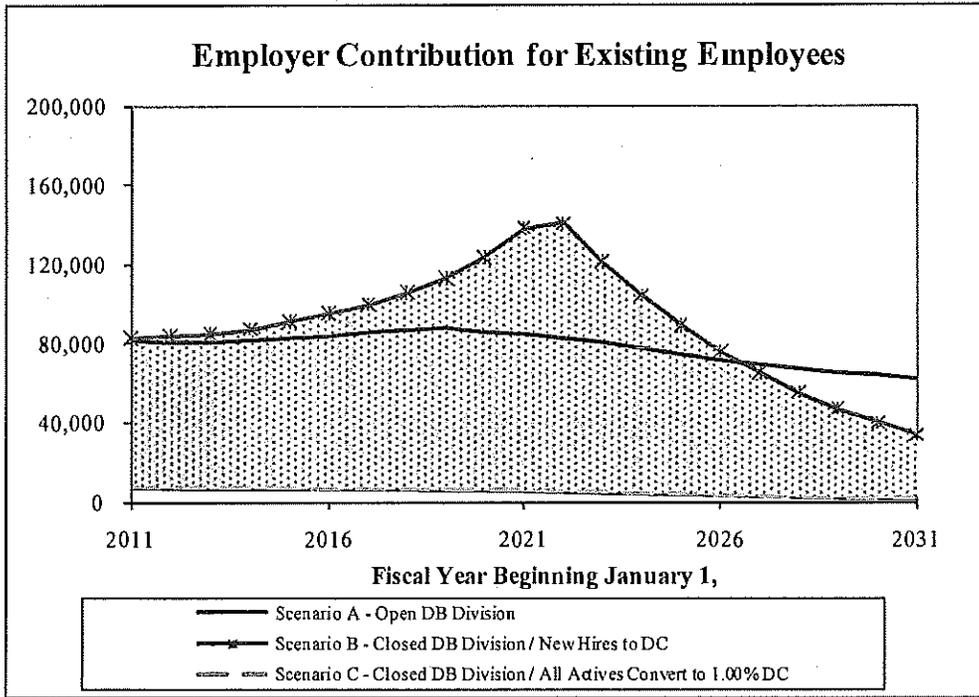
**MUNICIPAL EMPLOYEES RETIREMENT SYSTEM OF MICHIGAN  
VILLAGE OF DEXTER (8217)  
DIVISION 01 – GENERAL  
20 YEAR PROJECTIONS OF EMPLOYER CONTRIBUTIONS (DOLLARS IN THOUSANDS)**

Valuation Year Ending December 31	Active Member Count	Active Payroll	Active Amort. Period	UAL	Employer Contribution			Projected Employer Contribution			Active Member Count	Active Payroll	Active Amort. Period	UAL	Funded Pct.		Projected Employer Contribution	
					Funded Pct.	Percentage	For Existing Employees	For New Employees	Total Inflated Dollars (\$)	Total 2011 Dollars (\$)					Funded Pct.	Inflated Dollars (\$)	Projected Employer Contribution Dollars (\$)	2011 Dollars (\$)
2009	15	338	28	607	80%	9.82%	81	10	92	92	0	0	5	99%	5	0	0	
2010	15	860	27	609	81%	9.89%	81	14	95	91	0	0	(87)	112%	(87)	0	0	
2011	15	869	26	612	82%	10.02%	81	16	97	89	0	0	(144)	119%	(144)	0	0	
2012	15	884	25	623	83%	10.11%	82	18	100	87	0	0	(156)	121%	(156)	0	0	
2013	15	903	24	633	84%	10.18%	83	20	103	86	0	0	(168)	123%	(168)	0	0	
2014	15	927	23	641	85%	10.24%	84	22	106	85	0	0	(182)	126%	(182)	0	0	
2015	15	969	22	648	86%	10.20%	86	25	110	85	0	0	(196)	129%	(196)	0	0	
2016	15	1,017	21	651	86%	10.13%	87	28	115	85	0	0	(212)	132%	(212)	0	0	
2017	15	1,065	20	653	87%	10.08%	88	32	120	84	0	0	(229)	135%	(229)	0	0	
2018	15	1,118	20	652	88%	9.87%	86	37	123	83	0	0	(247)	139%	(247)	0	0	
2019	15	1,171	20	649	89%	9.68%	85	42	127	82	0	0	(266)	143%	(266)	0	0	
2020	15	1,224	20	644	89%	9.51%	83	47	130	80	0	0	(288)	148%	(288)	0	0	
2021	15	1,277	20	640	90%	9.35%	81	53	133	79	0	0	(311)	154%	(311)	0	0	
2022	15	1,333	20	634	90%	9.18%	77	59	137	77	0	0	(336)	160%	(336)	0	0	
2023	15	1,395	20	627	91%	9.01%	74	66	140	76	0	0	(362)	168%	(362)	0	0	
2024	15	1,454	20	619	91%	8.87%	72	72	144	74	0	0	(391)	176%	(391)	0	0	
2025	15	1,515	20	611	92%	8.73%	69	78	148	73	0	0	(423)	186%	(423)	0	0	
2026	15	1,581	20	602	92%	8.59%	67	84	152	72	0	0	(456)	197%	(456)	0	0	
2027	15	1,655	20	592	93%	8.44%	66	90	156	71	0	0	(493)	211%	(493)	0	0	
2028	15	1,741	20	580	93%	8.30%	64	97	161	70	0	0	(532)	226%	(532)	0	0	
2029	15	1,825	20	569	93%	8.16%	63	104	166	69	0	0	(575)	244%	(575)	0	0	

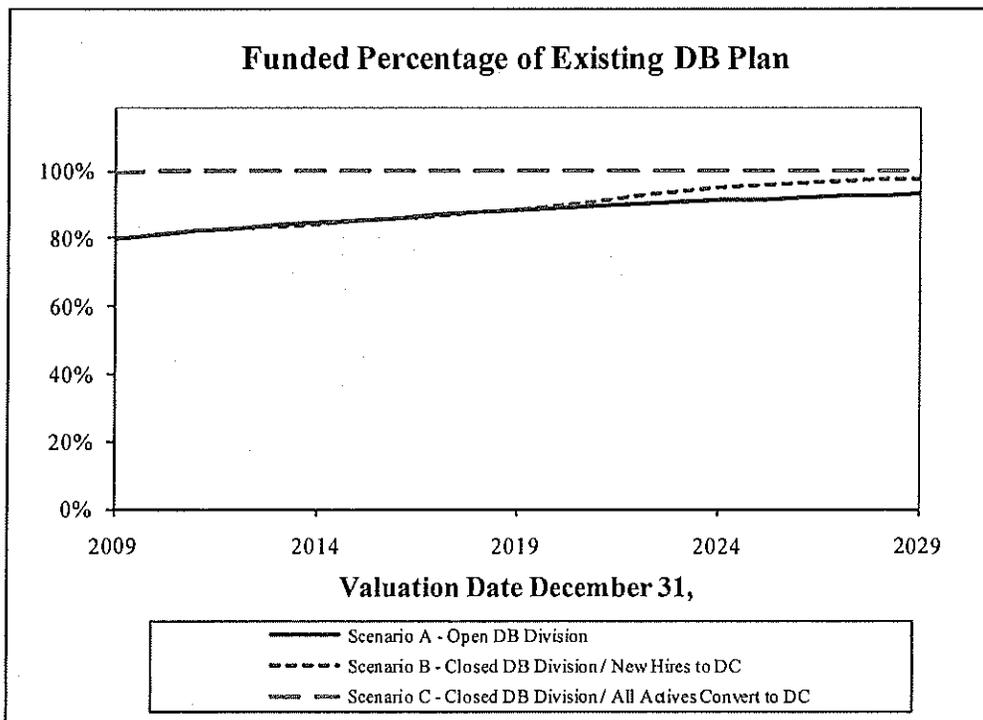
Scenario A - Baseline - Open DB Division (Existing and New Employees)  
Scenario C - Closed DB Division (Retirees and Deferreds Only)  
(All Existing and New Employees Covered by DC Only)

- (1) The active member number count, the active payroll, the unfunded actuarial liability, and the funded percentage are calculated as of December 31.
- (2) The projected employer contribution is for the fiscal year starting 18 months after the end of the valuation year.
- (3) This table does not include DC information.
- (4) These attachments and the accompanying letter should be distributed to any interested parties only in their entirety.

**VILLAGE OF DEXTER (8217)  
DIVISION 01 – GENERAL  
20 YEAR PROJECTION**



Note: The shaded area above represents the range of possible outcomes between Scenario B (no active members convert to DC) and Scenario C (all active members convert to DC). Based on MERS' past experience, the actual outcome will likely be close to Scenario B.



Note: The funded percentage is over 100% for Scenario C.

VILLAGE OF DEXTER (8217)  
 DIVISION 01 - GENERAL  
 20 YEAR PROJECTIONS (dollars in thousands)

Proposed DC Plan Employer Contribution Rate for New Employees 1.00%

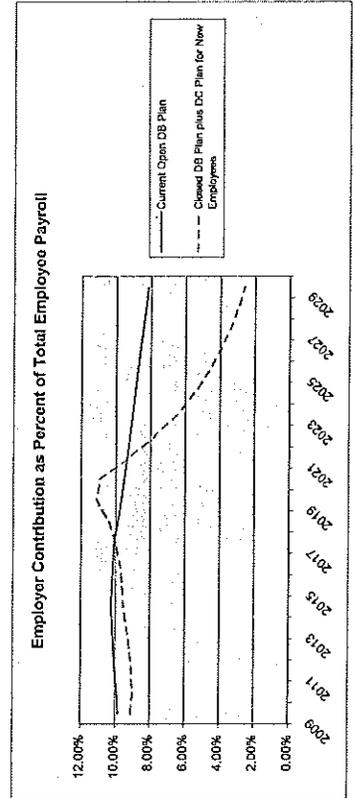
Valuation Year Ending December 31*	Scenario A - Baseline - Open DB Division (Existing and New Employees)										Scenario B - Closed DB Division / New Employees Covered by DC (Retirees, Deferreds, and Existing Employees)									
	Fiscal Year					Fiscal Year					Fiscal Year					Fiscal Year				
	Active Member Count	Fiscal Year Active Payroll	Fiscal Year Employer Contribution Dollars (\$)	Fiscal Year Employer Contribution Percentage	Funded Percentage	Active Member Count	Fiscal Year Active Payroll	Fiscal Year Employer Contribution Dollars (\$)	Fiscal Year Employer Contribution Percentage	Funded Percentage	Active Member Count	Fiscal Year Active Payroll	Fiscal Year Employer Contribution Dollars (\$)	Fiscal Year Employer Contribution Percentage	Funded Percentage	Total Active Member Count	Fiscal Year Total Active Payroll	Fiscal Year Total Employer Contribution Dollars (\$)	Fiscal Year Total Employer Contribution Percentage	DB + DC (Total Employees)
2009	15	936	92	9.82%	80%	15	761	84	80%	80%	0	175	2	2	15	936	85	9.07%		
2010	15	960	95	9.89%	81%	14	728	84	81%	82%	1	233	2	2	15	960	86	8.96%		
2011	15	971	97	10.02%	82%	13	700	85	82%	83%	2	271	3	3	15	971	88	9.03%		
2012	15	987	100	10.11%	83%	12	685	87	83%	84%	3	302	3	3	15	987	90	9.10%		
2013	15	1,009	103	10.18%	84%	11	679	91	84%	85%	4	330	3	3	15	1,009	94	9.34%		
2014	15	1,035	106	10.24%	85%	11	671	95	84%	86%	4	364	4	4	15	1,035	99	9.54%		
2015	15	1,082	110	10.20%	86%	10	661	100	85%	87%	5	421	4	4	15	1,082	104	9.62%		
2016	15	1,136	115	10.13%	86%	9	648	106	86%	88%	6	488	5	5	15	1,136	111	9.75%		
2017	15	1,190	120	10.08%	87%	9	629	113	87%	89%	6	561	6	6	15	1,190	119	9.99%		
2018	15	1,248	123	9.87%	88%	8	604	123	88%	90%	7	644	6	6	15	1,248	130	10.38%		
2019	15	1,308	127	9.68%	89%	8	573	138	89%	91%	7	735	7	7	15	1,308	146	11.13%		
2020	15	1,367	130	9.51%	89%	7	537	141	90%	92%	8	830	8	8	15	1,367	149	10.88%		
2021	15	1,426	133	9.35%	90%	6	494	122	91%	93%	9	931	9	9	15	1,426	131	9.18%		
2022	15	1,488	137	9.18%	90%	6	439	104	93%	94%	9	1,049	10	10	15	1,488	101	6.71%		
2023	15	1,557	140	9.01%	91%	5	383	89	94%	95%	10	1,175	12	12	15	1,557	101	6.47%		
2024	15	1,623	144	8.87%	91%	4	336	76	95%	96%	11	1,287	13	13	15	1,623	89	5.48%		
2025	15	1,691	148	8.73%	92%	3	294	65	96%	97%	12	1,397	14	14	15	1,691	79	4.67%		
2026	15	1,766	152	8.59%	92%	3	254	55	96%	98%	12	1,512	16	16	15	1,766	70	3.99%		
2027	15	1,849	156	8.44%	93%	2	220	47	97%	98%	13	1,629	18	18	15	1,849	63	3.43%		
2028	15	1,944	161	8.30%	93%	2	191	40	98%	98%	13	1,755	18	18	15	1,944	58	2.96%		
2029	15	2,037	166	8.16%	93%	2	161	34	98%	98%	13	1,876	19	19	15	2,037	53	2.58%		

\* The active member number count and the funded percentage are calculated as of December 31.

The projected active payroll and employer contribution are for the fiscal year starting 18 months after the end of the valuation year.

If the Proposed DC Plan Employer Contribution Rate for New Employees is greater than the Employer Contribution Percentage under Scenario A (DB Open), the Total Employer Contribution Percentage under Scenario B (DB + DC) will be greater than the Employer Contribution Rate under Scenario A (DB Open). Results in the spreadsheet to the contrary are due to rounding.

Note: Employee contributions are not reflected in the projection. New employees may contribute to a DC Plan.



Notes

--Current Open DB plan trends toward 6.15%-6.25% of pay, the employer normal cost of the DB plan

--Closed DB Plan Plus DC Plan for new employees trends toward 1.00% of pay, the employer contribution percentage for the DC Plan

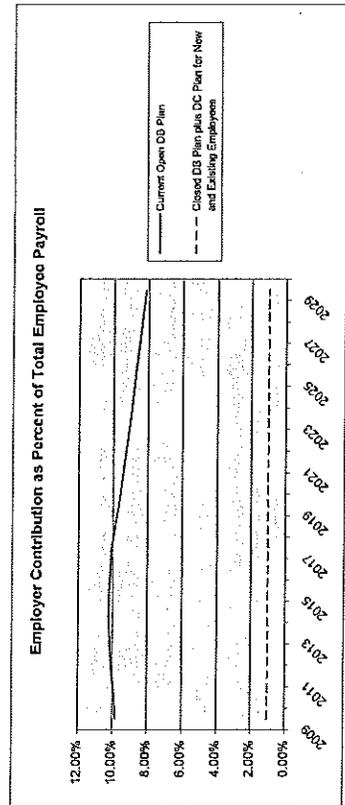
VILLAGE OF DEXTER (8217)  
DIVISION 01 - GENERAL  
20 YEAR PROJECTIONS (dollars in thousands)

Proposed DC Plan Employer Contribution Rate for New Employees and Converted Existing Employees 1.00%

Valuation Year Ending December 31*	Scenario A - Baseline - Open DB Division (Existing and New Employees)										Scenario C - Closed DB Division / All Actives Convert to DC (Existing and New Employees)				DB + DC (Total Employees)					
	Fiscal Year Active Member Count					Fiscal Year Employer Contribution Dollars (\$)					Fiscal Year Active Member Count					Fiscal Year Employer Contribution Dollars (\$)				
	Active Member Count	Fiscal Year Payroll	Fiscal Year Contribution Dollars (\$)	Fiscal Year Contribution Percentage	Funded Percentage	Active Member Count	Fiscal Year Payroll	Fiscal Year Contribution Dollars (\$)	Fiscal Year Contribution Percentage	Funded Percentage	Active Member Count	Fiscal Year Payroll	Fiscal Year Contribution Dollars (\$)	Fiscal Year Contribution Percentage	Funded Percentage	Total Active Member Count	Fiscal Year Total Active Payroll	Fiscal Year Total Employer Contribution Dollars (\$)	Fiscal Year Total Employer Contribution Percentage	Funded Percentage
2009	15	936	92	9.82%	80%	0	0	0	0	99%	15	936	9	9	15	936	9	1.00%		
2010	15	960	95	9.89%	81%	0	0	0	0	112%	15	960	10	10	15	960	10	1.00%		
2011	15	971	97	10.02%	82%	0	0	0	0	119%	15	971	10	10	15	971	10	1.00%		
2012	15	987	100	10.11%	83%	0	0	0	0	121%	15	987	10	10	15	987	10	1.00%		
2013	15	1,009	103	10.18%	84%	0	0	0	0	123%	15	1,009	10	10	15	1,009	10	1.00%		
2014	15	1,035	106	10.24%	85%	0	0	0	0	126%	15	1,035	10	10	15	1,035	10	1.00%		
2015	15	1,082	110	10.20%	86%	0	0	0	0	129%	15	1,082	11	11	15	1,082	11	1.00%		
2016	15	1,136	115	10.13%	86%	0	0	0	0	132%	15	1,136	11	11	15	1,136	11	1.00%		
2017	15	1,190	120	10.08%	87%	0	0	0	0	135%	15	1,190	12	12	15	1,190	12	1.00%		
2018	15	1,248	123	9.87%	88%	0	0	0	0	139%	15	1,248	12	12	15	1,248	12	1.00%		
2019	15	1,308	127	9.68%	89%	0	0	0	0	143%	15	1,308	13	13	15	1,308	13	1.00%		
2020	15	1,367	130	9.51%	89%	0	0	0	0	148%	15	1,367	14	14	15	1,367	14	1.00%		
2021	15	1,426	133	9.35%	90%	0	0	0	0	154%	15	1,426	14	14	15	1,426	14	1.00%		
2022	15	1,488	137	9.18%	90%	0	0	0	0	160%	15	1,488	15	15	15	1,488	15	1.00%		
2023	15	1,557	140	9.01%	91%	0	0	0	0	168%	15	1,557	16	16	15	1,557	16	1.00%		
2024	15	1,623	144	8.87%	91%	0	0	0	0	176%	15	1,623	16	16	15	1,623	16	1.00%		
2025	15	1,691	148	8.73%	92%	0	0	0	0	186%	15	1,691	17	17	15	1,691	17	1.00%		
2026	15	1,766	152	8.59%	92%	0	0	0	0	197%	15	1,766	18	18	15	1,766	18	1.00%		
2027	15	1,849	156	8.44%	93%	0	0	0	0	211%	15	1,849	18	18	15	1,849	18	1.00%		
2028	15	1,944	161	8.30%	93%	0	0	0	0	226%	15	1,944	19	19	15	1,944	19	1.00%		
2029	15	2,037	166	8.16%	93%	0	0	0	0	244%	15	2,037	20	20	15	2,037	20	1.00%		

\* The active member number count and the funded percentage are calculated as of December 31.  
The projected active payroll and employer contribution are for the fiscal year starting 18 months after the end of the valuation year.

Note: Employee contributions are not reflected in the projection. New employees may contribute to a DC Plan.



Notes

--Current Open DB plan trends toward 6.15%-6.25% of pay, the employer normal cost of the DB plan

--Closed DB Plan plus DC Plan for new and existing employees trends toward 1.00% of pay, the employer contribution percentage for the DC Plan



**Village President Report**

AGENDA 1-10-11  
ITEM I-5

Hello Residents and Fellow Council Members,

Here is a summary of my activity since my last report and some of my future planned activities:

Activities Since my Last Report

I wrote an article for the January 2011 newsletter. The topics that I included are:

- Communication
- Cityhood
- Roads and Infrastructure Improvements
- Mill Creek Park
- Regional Fire Discussion
- Facility Improvements
- Economic Preparedness Program
- Union Negotiations

January 4, 2011 – Representatives from the Huron Clinton Metropark Authority (HCMA), Washtenaw County (Roads and Parks), and the Village (Allison Bishop, Trustee Cousins and I) met to discuss the border to border trail funding, schedule and coordination of the HCMA trail and the Westside Subdivision Connector projects. HCMA will be designing their own segment of the trail. It is anticipated that the HCMA segment and the Village's Westside Connector segment will be bid and constructed under one contract due to the fact that both projects are using similar funding. Washtenaw County will likely provide project and funding oversight. In order to coordinate the wetland permitting, a pre-application meeting with the Michigan Department of Environmental Quality is going to be requested to get the process started.

Future Activities.

January 10, 2011 – First Village Council Meeting of 2011

January 15, 2011 - Council Rules and Organization Matters Workshop – The packet for the meeting is included separately in your envelope.

January 19, 2011 – Regional Fire Committee

January 20, 2011 – Downtown Development Authority

January 24, 2011 – Village Council Meeting

January 31, 2011 – Regional Fire Committee meeting – Board members from Webster Twp, Scio Twp, Dexter Twp and the Village of Dexter are invited to attend this second update from the Regional Fire Committee.

Happy New Year! I hope to see you around our town.

Shawn Keough

Village President (734) 426-5486 (home) or (313) 363-1434 (cell phone)



AGENDA 1-10-11

ITEM 5-1

**SUMMARY OF BILLS AND PAYROLL**

**10-Jan-11**

Payroll Check Register                      12/29/10      \$37,956.89 Bi-weekly payroll processing  
Includes quarterly Council payment

Account Payable Check Register            01/05/11      \$225,281.23

**\$263,238.12** TOTAL BILLS & PAYROLL EXPENDED ALL FUNDS

Summary Items from Bills & Payroll                      Amount                      Comments

**ALL PAYABLES ARE WITHIN ACCEPTABLE BUDGET LIMITS  
DETAIL VENDOR LIST AND ACCOUNT SUMMARY PROVIDED**

Exceptions:

As described when the LED project was approved - the project will be approx. \$2000 over the \$70,000 in the budget, so an amendment will be necessary

The original budget for the Inverness project was \$115,000 in 09-10 and \$5,000 in 10-11. We used \$94,000 in 09-10. To cover the unspent 09-10 amount and the additional design and construction a \$35,000 budget amendment for 10-11 will be necessary.

Line items associated with Ed's cashouts and the longevity cashouts may need to be adjusted depending on the overall expenditures of the relevant departments

*"This is the summary report that will be provided with each packet. Approval of the total bills and payroll expended, all funds will be necessary."*

VENDOR APPROVAL SUMMARY REPORT

Date: 01/05/2011

Time: 2:31pm

Page: 1

Village of Dexter

Vendor Name	Vendor Number	Description	Check Amount	Hand Check Amount
ABSOLUTE COMPUTER SERVICES	ABSOLUTE C	SPAM/VIRUS FILTER	1,260.00	0.00
ALEXANDER CHEMICAL CORPORATION	ALEXANDER	CREDIT	335.00	0.00
AVAYA, INC.	AVAYA, INC	WWTP	76.69	0.00
ALLISON BISHOP	BISHOP	MILEAGE	66.00	0.00
BRIDGEWATER TIRE COMPANY, INC.	BRIDGE TIR	maintenance	968.00	0.00
CARLISLE-WORTMAN ASSOCIATES	CARL-WORT	LAFONTAINE	442.50	0.00
CMR MECHANICAL	CMR	3600 CENTRAL	120.00	0.00
COMCAST	COMCAST	WWTP	65.29	0.00
CORRIGAN OIL COMPANY	CORRIGAN O	fuel	2,301.30	0.00
COURTNEY NICHOLLS	COUR	REGISTRATION MLGMA	50.00	0.00
CRIBLEY WELL DRILLING CO INC	CRIBLEY	WWTP	17.00	0.00
DOUGLAS N. HIGGINS, INC	DOUGLAS HI	water system improvements	213,146.86	0.00
DTE ENERGY	DET EDISON	3219 953 0001 9	146.00	0.00
GRISSOM JANITORIAL	GRISSOM	Dec 10'	320.00	0.00
HACKNEY HARDWARE	HACKNEY	DEC 10'	1,342.07	0.00
HERITAGE NEWSPAPERS	HERITAGE N	legals	342.00	0.00
INDUSTRIAL TEST SYSTEMS, INC	INDUSTRIAL	ARSENIC TEST	315.28	0.00
KENCO, INC.	COUNTRY MA	SUPPLIES	6.50	0.00
LESSORS WELDING SUPPLY	LESSORS	cylinder rental	22.50	0.00
LOWE'S BUSINESS ACCOUNT	LOWE S	NAILS	19.80	0.00
MCI	MCI	LONG DISTANCE	21.47	0.00
MICH DEPT OF NATURAL RESOURCES	NATURAL RE	DRY TONS REPORTED 2010	1,441.78	0.00
PARTS PEDDLER AUTO SUPPLY	PARTS PEDD	SUPPLIES	162.54	0.00
PAUL COUSINS	PAUL COUSI	SONGS SLAMS SMORES / <i>Conference</i>	93.83	0.00
PRICE & CO	PRICE CO	STORMBOOMS	327.00	0.00
THOMAS RYAN P.C.	THOMAS RYA	professional servcies	455.00	0.00
TRUCK & TRAILER SPECIALTIES	TRUCK & TR	maintenance	200.42	0.00
UNIQUE PAVING MATERIALS	UN	supplies	718.20	0.00
VARNUM, RIDDERING, SCHMIDT	VARNUM, RI	LEGAL SERVICES	498.20	0.00
Grand Total:			225,281.23	0.00

INVOICE APPROVAL LIST BY FUND

Date: 01/05/2011

Time: 2:34pm

Page: 1

Village of Dexter

Fund Department Account	GL Number Abbrev	Vendor Name Invoice Description	Check Number	Invoice Number	Due Date	Amount
<b>Fund: General Fund</b>						
<b>Dept: Village Council</b>						
101-101.000-959.000	Arts, Cult	PAUL COUSINS SONGS SLAMS SMORES	0	01/03/11	01/03/2011	93.83
					Total Village Council	93.83
<b>Dept: Village Manager</b>						
101-172.000-960.000	Education	COURTNEY NICHOLLS REGISTRATION MLGMA	0	01/03/11	01/03/2011	50.00
					Total Village Manager	50.00
<b>Dept: Attorney</b>						
101-210.000-810.000	Attorney F	THOMAS RYAN P.C. professional servcies	0	10294	01/03/2011	455.00
					Total Attorney	455.00
<b>Dept: Village Clerk</b>						
101-215.000-901.000	Printing &	HERITAGE NEWSPAPERS legals	0	2012289	01/05/2011	63.00
					Total Village Clerk	63.00
<b>Dept: Buildings &amp; Grounds</b>						
101-265.000-727.000	Office Sup	HACKNEY HARDWARE DEC 10'	0	01/05/11	01/05/2011	28.19
101-265.000-803.000	Contracted	ABSOLUTE COMPUTER SERVICES SPAM/VIRUS FILTER	0	62702	01/03/2011	1,260.00
101-265.000-935.001	Office Cle	GRISSOM JANITORIAL Dec 10'	0	341	01/05/2011	320.00
					Total Buildings & Grounds	1,608.19
<b>Dept: Planning Department</b>						
101-400.000-802.000	Profession	CARLISLE-WORTMAN ASSOCIATES PLANNING	0	21012-110	01/03/2011	200.00
101-400.000-861.000	Travel & M	ALLISON BISHOP MILEAGE	0	01-03-11	01/03/2011	66.00
101-400.000-901.000	Printing &	HERITAGE NEWSPAPERS legals	0	415585	01/04/2011	198.00
101-400.000-901.000	Printing &	HERITAGE NEWSPAPERS legals	0	2012289	01/05/2011	81.00
					Total Planning Department	545.00
<b>Dept: Department of Public Works</b>						
101-441.000-740.000	Operating	LESSORS WELDING SUPPLY cylinder rental	0	200626	01/04/2011	22.50
101-441.000-740.000	Operating	PARTS PEDDLER AUTO SUPPLY SUPPLIES	0	01/04/11	01/04/2011	9.59
101-441.000-740.000	Operating	HACKNEY HARDWARE DEC 10'	0	01/05/11	01/05/2011	224.90
101-441.000-751.000	Gasoline &	CORRIGAN OIL COMPANY fuel	0	01/04/11	01/04/2011	848.70
					Total Department of Public Works	1,105.69
<b>Dept: Downtown Public Works</b>						
101-442.000-740.000	Operating	HACKNEY HARDWARE DEC 10'	0	01/05/11	01/05/2011	72.45
101-442.000-744.000	Holiday Di	HACKNEY HARDWARE DEC 10'	0	01/05/11	01/05/2011	211.78
					Total Downtown Public Works	284.23
<b>Dept: Parks &amp; Recreation</b>						
101-751.000-732.000	Ice Rink S	LOWE'S BUSINESS ACCOUNT NAILS	0	01/03/11	01/03/2011	19.80
101-751.000-732.000	Ice Rink S	HACKNEY HARDWARE DEC 10'	0	01/05/11	01/05/2011	202.92
					Total Parks & Recreation	222.72
					<b>Fund Total</b>	<b>4,427.66</b>
<b>Fund: Major Streets Fund</b>						
<b>Dept: Contracted Road Construction</b>						
202-451.000-803.000	Contracted	PRICE & CO STORMBOOMS	0	87726	01/04/2011	327.00

INVOICE APPROVAL LIST BY FUND

Date: 01/05/2011  
 Time: 2:34pm  
 Page: 2

Village of Dexter

Fund	Department	Account	GL Number	Vendor Name	Check	Invoice	Due	Amount
			Abbrev	Invoice Description	Number	Number	Date	
Fund: Major Streets Fund								
Dept: Contracted Road Construction								
								Total Contracted Road Construction
								327.00
	Dept: Routine Maintenance							
	202-463.000-740.000		Operating	UNIQUE PAVING MATERIALS	0		01/04/2011	150.00
				supplies		210020		
	202-463.000-740.000		Operating	UNIQUE PAVING MATERIALS	0		01/04/2011	210.90
				supplies		210021		
								Total Routine Maintenance
								360.90
								Fund Total
								687.90
Fund: Local Streets Fund								
Dept: Contracted Road Construction								
	203-451.000-974.001		Other capi	DOUGLAS N. HIGGINS, INC	0		01/04/2011	11,855.63
				water system improvements		01/04/11		
								Total Contracted Road Construction
								11,855.63
	Dept: Routine Maintenance							
	203-463.000-740.000		Operating	UNIQUE PAVING MATERIALS	0		01/04/2011	357.30
				supplies		210020		
								Total Routine Maintenance
								357.30
								Fund Total
								12,212.93
Fund: Equipment Replacement Fund								
Dept: Department of Public Works								
	402-441.000-939.000		Vehicle Ma	BRIDGEWATER TIRE COMPANY, INC.	0		01/04/2011	968.00
				maintenace		01/04/11		
	402-441.000-939.000		Vehicle Ma	TRUCK & TRAILER SPECIALTIES	0		01/04/2011	200.42
				maintenace		c29756		
	402-441.000-939.000		Vehicle Ma	PARTS PEDDLER AUTO SUPPLY	0		01/04/2011	152.95
				SUPPLIES		01/04/11		
	402-441.000-939.000		Vehicle Ma	HACKNEY HARDWARE	0		01/05/2011	28.92
				DEC 10'		01/05/11		
								Total Department of Public Works
								1,350.29
								Fund Total
								1,350.29
Fund: DWRP Project Fund								
Dept: Capital Improvements								
	404-901.000-970.000		Capital Im	DOUGLAS N. HIGGINS, INC	0		01/04/2011	129,795.73
				water system improvements		01/04/11		
								Total Capital Improvements
								129,795.73
								Fund Total
								129,795.73
Fund: Sewer Enterprise Fund								
Dept: Administration								
	590-248.000-811.000		Atty Misc	VARNUM, RIDDERING, SCHMIDT	0		01/03/2011	498.20
				LEGAL SERVICES		834634		
								Total Administration
								498.20
Dept: Sewer Utilities Department								
	590-548.000-740.000		Operating	CRIBLEY WELL DRILLING CO INC	0		01/03/2011	17.00
				WWTP		01/03/11		
	590-548.000-740.000		Operating	KENCO, INC.	0		01/03/2011	6.50
				SUPPLIES		125310		
	590-548.000-740.000		Operating	HACKNEY HARDWARE	0		01/05/2011	413.48
				DEC 10'		01/05/11		
	590-548.000-742.000		Chem Plant	ALEXANDER CHEMICAL CORPORATION	0		01/03/2011	635.00
				CHEMICALS		0445852		
	590-548.000-742.000		Chem Plant	ALEXANDER CHEMICAL CORPORATION	0		01/03/2011	-300.00
				CREDIT		0445855		
	590-548.000-920.000		Utilities	COMCAST	0		01/03/2011	32.65
				WWTP		01-03-11		
	590-548.000-920.000		Utilities	DPE ENERGY	0		01/03/2011	146.00
				3219 953 0001 9		01/03/11		

INVOICE APPROVAL LIST BY FUND

Date: 01/05/2011  
 Time: 2:34pm  
 Page: 3

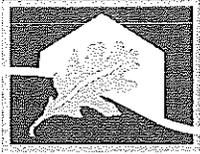
Village of Dexter

Fund	Department	Account	GL Number	Vendor Name	Check	Invoice	Due	Amount
			Abbrev	Invoice Description	Number	Number	Date	
<b>Fund: Sewer Enterprise Fund</b>								
Dept: Sewer Utilities Department								
		590-548.000-920.001	Telephones	AVAYA, INC.	0		01/03/2011	76.69
				WWTP		01/03/11		
		590-548.000-920.001	Telephones	MCI	0		01/03/2011	21.47
				LONG DISTANCE		01/03/11		
Total Sewer Utilities Department								1,048.79
Fund Total								1,546.99
<b>Fund: Water Enterprise Fund</b>								
Dept: Water Utilities Department								
		591-556.000-740.000	Operating	HACKNEY HARDWARE	0		01/05/2011	159.43
				DEC 10'		01/05/11		
		591-556.000-751.000	Gasoline &	CORRIGAN OIL COMPANY	0		01/03/2011	770.35
				FUEL		01/03/11		
		591-556.000-751.000	Gasoline &	CORRIGAN OIL COMPANY	0		01/03/2011	682.25
				FUEL				
		591-556.000-802.000	Profession	MICH DEPT OF NATURAL RESOURCES	0		01/03/2011	1,441.78
				DRY TONS REPORTED 2010		678847		
		591-556.000-824.000	Testing &	INDUSTRIAL TEST SYSTEMS, INC	0		01/03/2011	315.28
				PFSENIC TEST		1019719		
		591-556.000-920.000	Utilities	COMCAST	0		01/03/2011	32.64
				WWTP		01-03-11		
		591-556.000-977.000	Equipment	CMR MECHANICAL	0		01/03/2011	120.00
				3600 CENTRAL		5865		
Total Water Utilities Department								3,521.73
Dept: Capital Improvements								
		591-901.000-974.000	CIP Capita	DOUGLAS N. HIGGINS, INC	0		01/04/2011	71,495.50
				water system improvements		01/04/11		
Total Capital Improvements								71,495.50
Fund Total								75,017.23
<b>Fund: Trust &amp; Agency Fund</b>								
Dept: Assets, Liabilities & Revenue								
		701-000.000-253.059	LaFontaine	CARLISLE-WORTMAN ASSOCIATES	0		01/03/2011	242.50
				LAFONTAINE		21012-111		
Total Assets, Liabilities & Revenue								242.50
Fund Total								242.50
Grand Total								225,281.23



AGENDA 1-10-11

ITEM 6-1



**CARLISLE/WORTMAN ASSOCIATES, INC.**

*Community Planners / Landscape Architects*

605 S. Main, Suite 1  
Ann Arbor, MI 48104  
734-662-2200  
fax 734-662-1935

6401 Citation Drive, Suite E  
Clarkston, MI 48346  
248-625-8480  
fax 248-625-8455

January 5, 2011

Allison Bishop  
Community Development Manager  
Village of Dexter  
8140 Main Street  
Dexter, MI 48130

RE: Proposal of Services: Master Plan Update

Dear Allison:

As discussed, Carlisle/Wortman Associates is pleased to submit the attached scope of services to update the Village of Dexter Master Plan. Our experience with the Village and understanding of the issues facing Dexter today and in the future will allow us to update the Master Plan to suit the needs of the community.

We are enclosing for your review a work plan, timeline and budget. We propose the cost of an update to the current Village Master Plan to be \$10,000.00. Please see the attached scope of services for more detail on cost and timing of the Master Plan. As you can see from the proposal we intend on using Village Staff to work with our office in assisting with the completion of several sections of the plan. This not only utilizes the skills available from Village Staff but also helps to keep the overall costs of the project down.

We appreciate the opportunity to submit this proposal and look forward to discussing this proposal with you and the Planning Commission at an upcoming meeting. Please note if a more detailed proposal is desired by the Village we can provide a full Master Plan proposal with detailed cost breakdowns, staff resumes and other company background information.

Sincerely,

**CARLISLE/WORTMAN ASSOC., INC.**

Douglas J. Lewan, PCP  
Principal

## Village of Dexter Master Plan Update Work Plan, Timeline and Budget

### Problem Statement

The Master Plan while serving the Village well since its original adoption in April 2005 is in need of an update. (The plan was subsequently amended in October of 2006.) According to the Michigan Planning Enabling Act, a Master Plan must be reviewed every 5 years. This review allows the municipality to determine if the plan should be amended to ensure it reflects the needs and desires of the community.

The following highlights should be considered and if deemed necessary by the Village incorporated into a plan amendment:

### Project Highlights

- ✓ Emphasis on a graphically oriented Master Plan format
- ✓ Public Input proposed via a Community Wide Survey
- ✓ Incorporate a "Form Based" land use emphasis where appropriate within the Village
- ✓ Develop Sub-Area planning within the Village to account for unique geographic aspects within the community
- ✓ Incorporate "Complete Streets" policies as now required in the Michigan Planning Enabling Act
- ✓ In association with "Complete Streets" incorporate "non-motorized" planning within the Master Plan document.
- ✓ Historic District Consideration where appropriate within the Village
- ✓ Include results of Smart Growth Readiness Assessment completed by the Village and incorporate Redevelopment Ready Community goals and policies
- ✓ Coordination of the Master Land with other Village plans and studies
- ✓ Utilize 2010 U.S. Census information as it becomes available
- ✓ Incorporate redevelopment ready strategies

- ✓ Improve the format by making the document more concise and user friendly
- ✓ Update the non-motorized pathway information given the construction expected to occur
- ✓ Development of Master Land Use Plan in full accordance with State Enabling Legislation

---

**Master Plan Update  
Preliminary Work Plan & Timing**

---

- I. Project Initiation Initiation Date: February 2011
- Village staff kick-off meeting – Identify Stakeholders\*
  - Stakeholders meeting to discuss scope and issues\*
  - Develop and implement Community Wide Survey
  - Report Progress to Planning Commission\*
- II. Background Studies Initiation Date: April 2011
- Update existing demographics and other data – Coordinate with release of 2010 U.S. Census Data where possible
  - Review and update existing mapping
  - Review and include all current Village planning reports and studies
  - Review adjacent community plans
  - Report Progress to Planning Commission\*
- III. Future Land Use Plan Initiation Date: June 2011
- Develop goals and policies based on previous steps
  - Develop sub-area plans and full Future Land use Plan draft
  - Prepare implementation strategies
  - Report to Planning Commission\*
- IV. Plan Distribution Initiation Date: August 2011
- Planning Commission review of full draft\*
  - Village Council review of full draft\*
  - Review of plan by adjacent communities and outside agencies
- V. Final Presentation at Public Hearing Initiation Date: December 2011
- Public hearing presentation to Village residents\*
  - Planning Commission Adoption\*
  - Village Council Adoption (Optional)\*

**TOTAL COST MASTER PLAN UPDATE: \$10,000.00 (not to exceed amount)**

Meetings: Up to 10 meetings are included: two (2) staff meetings, five (5) Planning Commission meetings, one (2) Village Council Meetings and one (1) Public Hearing. Additional meetings beyond those noted would be charged at our hourly rates

## **Village Staff Assistance**

In an effort to save costs in the development of the plan we propose to use Village Staff to assist with several of the steps noted above. Village Staff would assist with the following tasks:

Community Wide Survey: Village Staff would be responsible for the distribution and tabulation of the Village Community Survey. We will assist with the development of the actual survey form and questions, but the delivery, collection and analysis will be completed by the Village.

Background Studies: Assist with updating current demographic information including population, housing, capital improvement planning, parks and recreation, and wellhead protection.

We will work with Village staff and incorporate the results of these tasks into the overall Master Plan document. Of course the Village Staff as well as the Planning Commission will be involved in all aspects of the development of the Master Plan as well as review and critique of the various completed sections.





**Memorandum**

To: Village Council and President Keough  
Donna Dettling, Village Manager  
From: Allison Bishop, AICP, Community Development Manager  
Re: SET PUBLIC HEARING – General Code Chapter 22, Section 22-10  
Date: January 5, 2011

On January 3, 2011 the Planning Commission held several public hearings on the proposed amendments to the Village of Dexter Zoning Ordinance and General Code to hear public comment on the proposed amendments to the ordinances based on the Michigan Medical Marihuana Act of 2008.

The following public hearings were held and the proposed amendments are attached:

1. Article 2, Definitions – Add Medical Marihuana Dispensary and Medical Marihuana Home Occupation.
2. Article 3, General Provisions – Amend Section 3.05 Home Occupations and add Medical Marihuana Home Occupations.
3. Article 8, Special Land Uses – Add Medical marihuana Dispensary and special land use regulations for Medical Marihuana Dispensaries.
4. Article 14, General Business (C-1) District, Special Land Uses – Add Medical Marihuana Dispensary.
5. Chapter 22, Section 22-10, Municipal Civil Infraction, of the Village of Dexter General Code – Add fines for violations of provisions in Section 8.11, of the Village of Dexter Zoning Ordinance, Medical Marihuana Dispensary.

The above public hearings were held and a following is a synopsis of the discussion and public comments:

1. Several comments were made in favor and not in favor of the proposed amendments.
2. Problem with the limitation on the number of caregivers. Collective dispensaries are how it works.
3. Home Occupation records problematic due to confidentiality.
4. Impressed with process.
5. Additional considerations should be given to the home occupation standards, such as distance from schools, libraries, etc. similar to dispensaries.
6. Convenience of dispensary in Dexter will be nice for patients who will have easier access to medicine.
7. Clarification about what law permits for home use vs. home occupation.
8. Need clarification on what and how the sheriffs department will review and how patient and caregiver privacy is protected.
9. Dispensaries can be used as an emergency situation if a patient's registered caregiver is out of medicine.

10. Dispensaries act as a collective that permits sharing of different strains of medicine that may help different types of ailments.
11. How will the sheriff be involved, how much will administration and enforcement of the ordinance cost, how will it be tracked, will additional staff be necessary, who will handle and at what cost to the tax payers.

## **RECOMMENDATION**

At this time it is necessary to set a public hearing for the proposed amendments to the General Code. General Code amendments require a public hearing by the Village Council, unlike Zoning Ordinance amendments which the Planning Commission is required to hold the public hearing.

The public hearing will be to hear public comment on the proposed amendments to Chapter 22, Section 22-10, Municipal Civil Infraction Fines for Medical Marihuana Dispensary Violations.

It is recommended that the public hearing be scheduled for Monday, February 14, 2011.

In conjunction with the public hearing on February 14, 2011 the Village Council will be asked to consider the additional Zoning Ordinance amendments recommended by the Planning Commission, Article 2, Definitions, Article 3, General Provisions, Article 8, Special Land Uses and Article 14, General Business C-1 District.

Included in your packet for reference is a DRAFT Application for Medical Marihuana Facility that will also need to be considered by the Village Council and the map illustrating the 500 foot distance from schools. Please review the information that has been provided to you over the last few months and feel free to contact me prior to the meeting with questions.

## **ACTION REQUESTED**

Please set a public hearing for February 14, 2010 to hear public comment on the proposed amendments to Chapter 22, Section 22-10 of the Village of Dexter General Code, fines for Medical Marihuana Dispensary violations.

Please feel free to contact me prior to the meeting if you have any questions.  
Thank you.

# Chapter 22 - General Code

PUBLIC HEARING  
2/14/11

## Sec. 22-10. Schedule of civil fines.

(a) A schedule of civil fines payable to the bureau for admissions of responsibility by persons served with municipal ordinance violation notices is established. The fines for the violations listed in this section shall be as follows:

TABLE INSET:

Code Section	Municipal Civil Infraction	First Violation	First Repeat Violation	Second or Subsequent Repeat Violation
10-31	Dogs	\$ 50.00	\$ 100.00	\$ 250.00
18-1	Failure to remove a temporary sign, poster or advertising	50.00	100.00	250.00
18-34	Failure to abate a public nuisance	50.00	100.00	250.00
18-61	Noise	50.00	100.00	250.00
18-82	Roadside dumping and littering	50.00	100.00	250.00
18-112	Storage and repair of motor vehicles	50.00	100.00	250.00
22-9a	Failure to obtain a permit	50.00	100.00	250.00
38-34	Collection and disposal of solid waste	50.00	100.00	250.00
46-76	Failure to remove snow, ice, dirt or debris	50.00	100.00	250.00
54-81	Parking violations	See section 54-81		
54-135	Operation of controlled vehicle in regulated area	5.00	25.00	100.00
<u>The Zoning Ordinance of the Village of Dexter, Article 8.11</u>	<u>Medical Marijuana Dispensary Violation</u>	<u>1000.00</u>	<u>2000.00</u>	<u>3000.00</u>

Formatted Table

## ARTICLE II

### DEFINITIONS

#### Section 2.01 INTERPRETATION

For the purpose of this Ordinance, certain term or word uses shall be interpreted as follows:

- A. The word person includes a firm, association, organization, partnership, trust, corporation or company, as well as an individual.
- B. The present tense includes the future tenses. the singular number includes the plural and the plural includes the singular.
- C. The word shall is mandatory, the word may is permissive. The words used or occupied include the words intended, designed, or arranged to be used or occupied.
- D. Any word or term not defined herein shall have the meaning of common or standard use, which is reasonable for context in which used herein.
- E. Questions of interpretation arising hereunder shall be decided by the Zoning Administrator whose decision may be appealed to the Zoning Board of Appeals.

Whenever used in these Zoning Regulations, the following words and phrases shall have the meaning ascribed to them in this Section:

#### Section 2.02 DEFINITIONS

**Accessory use, building, or structure:** A use, building, or structure, which is, clearly incidental to, customarily found in connection with, subordinate to, and is located on the same zoning lot as the principal use to which it is exclusively related and is devoted exclusively to an accessory use.

**Accessory use or accessory:** A use, which is, clearly incidental to, customarily found in connection with, and (except in the case of accessory off-street parking spaces or loading) located on the same zoning lot as the principal use to which it is related. When "accessory" is used in this text, it shall have the same meaning as accessory use. Accessory use includes, but it is not limited to uses such as those that follow:

- A. Residential accommodations for servants and/or caretakers within the principal building.
- B. Swimming pools for the use of the occupants of a residence, or their guests.
- C. Domestic or agricultural storage in a barn, shed, tool room, or similar accessory building or other structure.
- D. Storage of merchandise normally carried in stock in connection with a business or industrial use, unless such storage is excluded in the applicable district regulations.

**Definitions**

Medical Marihuana Dispensary: Any store front, office building, facility, or other structure or entity, including a membership, compassion, or private club that dispenses, transfers, facilitates, sells, or provides, in any manner, marihuana or cannabis or any product containing marihuana or cannabis to patients or caregivers pursuant to and in compliance with the Michigan Medical Marihuana Act of 2008, as amended, and the Administrative Regulations developed by the Michigan Department of Community Health (MDCH).

~~Deleted:~~

~~Deleted: permitted by the State of Michigan and in compliance with the~~

~~Deleted: , as amended~~

~~Deleted:~~

Medical Marihuana Home Occupation: Means the cultivation of medical marihuana by a registered primary caregiver as defined in Sec. 3 of the Act, MCL §333.26423(g), within a dwelling unit that is the registered primary caregiver's primary residence and which cultivation is in conformity with the restrictions and regulations contained in the Act, as amended and in the MDCH Administrative Regulations.

~~Deleted: Medical Marihuana Dispensary does not include a dwelling unit that is the primary residence of the patient to whom marihuana is dispensed provided that the patient is a qualifying patient, as defined in Sec. 3 of the Act, MCL §333.26423(h), and is registered with the Department of Community Health (MDCH).~~

~~Deleted: .~~

Medical Marihuana Home Use: Means a dwelling unit that is the primary residence of a qualifying patient, as defined in Sec. 3 of the Act, MCL §333.26423(h), who is registered with the Department of Community Health (MDCH). In his or her primary residence, a registered qualifying patient may lawfully cultivate medical marihuana for him or herself in accordance with the Michigan Medical Marihuana Act of 2008 and the MDCH Administrative Rules, as amended. In his or her primary residence, a registered qualifying patient may receive assistance from his or her primary caregiver with whom the registered qualifying patient is connected through the MDCH registration process pursuant to MCL §333.26426(d) in accordance with the Michigan Medical Marihuana Act of 2008 and the MDCH Administrative Rules, as amended.

~~Deleted: Medical Marihuana Dispensary means a facility, including a membership club, compassion, or private club where primary caregivers who are legally registered by the MDCH may lawfully assist qualifying patients to whom the primary caregiver is connected through the state registration process and who are also legally registered by the MDCH with the medical use of marihuana in accordance with the Michigan Medical Marihuana Act (the "Act"), as amended.~~

Mezzanine: An intermediate floor in any story occupying not to exceed one-third (1/3) of the floor area of such story.

~~Deleted: No retail sales of drug paraphernalia as defined by this ordinance are permitted at the Dispensary, except to patients and primary caregivers registered by the Michigan Department of Community Health (MDCH). No growing or cultivation is permitted at a Dispensary. A Dispensary shall not include or permit consumption of medical marihuana. A use which purports to have engaged in the medical use of marihuana prior to enactment of said Ordinance, § shall be deemed to not be a legally established use, and therefore not entitled to legal nonconforming status under the provisions of this Ordinance and/or § State Law.~~

Mini-warehouse: A building or group of buildings, each of which contains several individual storage units, each with a separate door and lock and which can be leased on an individual basis. Mini-warehouses are typically contained within a fenced, controlled-access compound.

~~Deleted: single family dwelling~~

~~Deleted: State~~

Mobile home: A structure, transportable in one (1) or more sections, which is built on a chassis and designed to be used as a dwelling unit, with or without permanent foundation, when connected to the required utilities, and including the plumbing, heating, air conditioning, and electrical systems contained in the structure. Mobile home does not include a trailer coach (recreational vehicle).

~~Deleted: developed by the Michigan Department of Community Health (MDCH)~~

Mobile home sales: A person, other than a manufacturer, engaged in the business of buying, selling, exchanging, leasing, or renting mobile homes.

~~Formatted: Font: Bold~~

Mobile home park: A parcel or tract of land, under the control of a person, upon which three (3) or more mobile homes are located on a continual non-recreational basis and including all appurtenances that are incidental to the occupancy of a mobile home.

~~Deleted: §~~

Modular home: A premanufactured unit assembled of materials or products intended to comprise all or part of a building or structure and is assembled at other than the final location of

## Article III

### GENERAL PROVISIONS

Deleted: (Amended June 8, 2003)

#### Section 3.01 ADMINISTRATIVE REGULATIONS

**A. Scope of Regulations**

No structure or tract of land shall hereafter be used or occupied, and no structure, or part thereof, shall be erected, altered, or moved, except in conformity with the provisions of this Ordinance.

However, where a building permit for a building or structure has been issued in accordance with law prior to the effective date of this Ordinance and construction is begun within six (6) months of the effective date, said building or structure may be completed in accordance with the approved plans. Furthermore, upon completion the building may be occupied under a Certificate of Zoning Compliance for the use for which the building was originally designated, subject thereafter to the provisions of Article IV concerning nonconformities. Any subsequent text or map amendments shall not affect previously issued valid permits.

**B. Minimum Requirements**

The provisions of this Ordinance shall be held to be the minimum requirements for the promotion of public health, safety, convenience, comfort, morals, prosperity, and general welfare.

**C. Relationship To Other Ordinances or Agreements**

This Ordinance is not intended to abrogate or annul any ordinance, rule, regulation, permit, easement, covenant, or other private agreement previously adopted, issued, or entered into and not in conflict with the provisions of this Ordinance.

However, where the regulations of this Ordinance are more restrictive or impose higher standards or requirements than other such ordinances, rules, regulations, permits, easements, covenants, or other private agreements, the requirements of this Ordinance shall govern.

**D. Vested Right**

Nothing in this Ordinance should be interpreted or construed to give rise to any permanent vested rights in the continuation of any particular use, district, zoning classification, or permissible activities therein. Furthermore, such rights as may exist through enforcement of this Ordinance are hereby declared to be subject to subsequent amendment, change or modification as may be necessary for the preservation or protection of public health, safety, and welfare.

- H. Sewage disposal and water supply: Each such dwelling unit shall be connected to a public sewer and water supply.
- I. Exceptions: The foregoing standards shall not apply to a mobile home located in a licensed mobile home park except to the extent required by state or federal law or otherwise specifically required in this ordinance and pertaining to such parks. Mobile homes which do not conform to the standards of this section shall not be used for dwelling purposes within the Village unless located within a mobile home park or a mobile home subdivision district for such uses, or unless used as a temporary residence as otherwise provided in this Ordinance.

### Section 3.05 HOME OCCUPATION

A. A home occupation may be permitted in a single-family detached dwelling within a zoning district where such dwelling is permitted, subject to the following conditions.

(1) Application and approval of the home occupation is received from the Village of Dexter in accordance with this section.

(2) Certain uses by the nature of their operation have a pronounced tendency to increase in intensity beyond the limits permitted for home occupations, thereby impairing the reasonable use and value of surrounding residential properties. Therefore, the following uses shall not be permitted as home occupations: medical care services, mortuaries, funeral homes, tea rooms (cafés & coffee houses), antique shops, restaurants, pet care stores, veterinary clinics, animal grooming establishments, barbers shops or beauty parlors with more than one stylist, clinics or hospitals, commercial stables or kennels, real estate offices, restaurants, vehicle repair or painting shops, retail sales, landscape installation and maintenance businesses, snow removal businesses, construction contractors, trailer rentals, funeral homes, nursing homes, private clubs, adult regulated uses and repair shops in general. However, this section is not intended to prohibit offices related to the administration of construction contracting, landscaping, maintenance, or snow removal businesses. Note, this list does not include every use that is prohibited as a home occupation.

(3) The use of the dwelling unit for a home occupation shall be clearly incidental and subordinate to its use for residential purposes, and not more than one-quarter (25%) of the floor area of the dwelling unit may be used for the purposes of the home occupation or for storage purposes in conjunction with the home occupation.

(4) A home occupation shall be conducted completely within the principal structure.

(5) There shall be no change in the outside appearance of the structure or premises, or other visible evidence of conduct of such home occupation, and there shall be no external or internal alterations not customary in residential areas including the expansion of off-street parking areas in excess of residential standards.

(6) No article shall be sold or offered for sale on the premises except such as is primarily produced within the dwelling.

(7) A home occupation shall not create noise, dust, vibration, smell, smoke, glare, electrical interference, wireless communications interference, fire hazard, or any other hazard or nuisance to any greater or more frequent extent than would normally be generated in a similarly zoned residential district.

(8) Signs not customarily found in residential areas shall be prohibited. However, one

Deleted: A home occupation may be permitted in a single-family detached dwelling within a zoning district where such dwelling is permitted, subject to the following conditions. §

Formatted: Indent: left: 0", Hanging: 0.5"

Formatted: Font: Times New Roman, 12 pt

*General Provisions*

(1) non-illuminated name plate, not more than two (2) square feet in area, may be attached to the building, and which sign shall contain only the name, occupation, and address of the premises.

(9) There shall be no deliveries to or from a home occupation with a vehicle larger than a 15,000-pound truck with not more than two (2) axles.

(10) In no case shall a home occupation be open to the public earlier than 8:00 a.m., nor later than 7:00 p.m.

(11) No outdoor display or storage of materials, goods, supplies, or equipment used in the home occupation shall be permitted on the premises. The home occupation shall not be visible from the street.

Formatted: Font: (Default) Times New Roman, 12 pt

Formatted: Font: Times New Roman, 12 pt

(12) Bed & Breakfast operations shall be permitted in Residential Districts as regulated in Section 8.11 of this Ordinance.

(13) No more than one other person shall be employed or involved with such activity on premises other than a member of the immediate family residing in the dwelling unit.

(14) Services and transactions shall be conducted by appointment only, walk-in retail trade shall be prohibited.

**B. Medical Marihuana Home Occupation. In addition to the requirements in Section 3.05(1), Medical marihuana home occupations shall be subject to the following requirements:**

Formatted: Indent: First line: 0.5"

(1) The medical use of marihuana shall comply at all times and in all circumstances with the Michigan Medical Marihuana Act and the General Rules of the Michigan Department of Community Health, as they may be amended from time to time.

(2) All medical marihuana shall be contained within the main building in an enclosed, locked facility.

(3) All necessary building, electrical, plumbing and mechanical permits shall be obtained for any portion of the residential structure in which electrical wiring, lighting and/or watering devices that support the cultivation, growing or harvesting of marihuana are located.

(4) If a room with windows is utilized as a growing location, any lighting methods that exceed usual residential periods between the hours of 11pm and 7am shall employ shielding methods, without alteration to the exterior of the residence, to prevent ambient light spillage that may create a distraction for adjacent residential properties.

(5) That portion of the residential structure where energy usage and heat exceeds typical residential use, such as grow room, and the storage of any chemicals such as herbicides, pesticides, and fertilizers shall be subject to inspection and approval by the Fire Department to insure compliance with the Michigan Fire Protection Code.

**Section 3.06 TEMPORARY STRUCTURES AND USES**

**A. General Requirements**

Temporary buildings and structures shall comply with the following requirements:

## Article VIII

### SPECIAL LAND USES

Adopted June 12, 1995

#### Section 8.01 INTENT

This Article is intended to regulate uses which may be compatible with uses in some, but not all, locations within a particular zoning district. Among the purposes of the Special Land Use standards of this Article are to accomplish the following:

- Provide a mechanism for public input on decisions involving more intense land uses.
- Establish criteria for both new development and infill/redevelopment consistent with the Village's land use goals and objectives as stated in the Village Master Plan.
- Regulate the use of land on the basis of impact to the Village overall, and adjacent properties in particular.
- Promote a planned and orderly development pattern which can be served by public facilities and service in a cost-effective manner.
- Ensure uses can be accommodated by the environmental capability of specific sites.
- Provide site design standards to diminish negative impacts of potentially conflicting land uses.
- Provide greater flexibility to integrate land uses within the Village.

This Article provides both general standards for all Special Land Uses (Section 8.03) and specific location, site or operational standards for particular Special Land Uses (Section 8.11). The process for a Special Land Use involves a Public Hearing with the Planning Commission with final review on the use and site plan by the Village Council. Approval of any Special Land Use requires a Special Land Use Permit.

#### Section 8.02 APPLICATION, REVIEW AND APPROVAL PROCEDURES

The procedure for Special Land Use review shall be as follows:

- a. An applicant for a Special Land Use shall submit an application for review and pay the required fee. The application presented for consideration shall contain the following:
  1. Name of proposed development.
  2. Common description of the property and complete legal description (also address, if available.)
  3. Dimensions of land: width, length, acreage, and frontage.
  4. Existing zoning classification and zoning of all adjacent properties.
  5. Proposed use of the land.
  6. Name, address, and phone number of:
    - (a) Firm or individual who prepared the application.

Deleted: Effective 4-9-08

Special Land Uses

- 19. General and specialty hospitals
- 20. Group Foster Care Homes
- 21. Group day care homes
- 22. Housing for the elderly, retirement villages, etc.
- 23. Kennels, commercial
- 24. Medical Marihauna Dispensary
- 25. Motels, hotels including accessory convention/meeting facilities and restaurants

- 26. Nursing and convalescent homes Deleted: 5
- 27. Open air business - see commercial outdoor display, sales and storage Deleted: 6
- 28. Outdoor eating areas Deleted: 7
- 29. Radio, television microwave, and cellular phone towers Deleted: 8
- 30. Recreation: Commercial outdoor establishments (excluding golf related uses) Deleted: 29
- 31. Recreation: Indoor commercial recreation (bowling alleys, ice areas, skating rinks, etc.) Deleted: 0
- 32. Recreation: Private, non-commercial institutional or community recreation facilities, and swimming pool clubs. Deleted: 1
- 33. Residential cluster development Deleted: 2
- 34. Restaurants and other establishments with drive-in or drive-thru facilities Deleted: 3
- 35. Veterinary Clinics and hospitals Deleted: 4

B. List of specific requirements by use:

1. Accessory apartments on upper floors of mixed-use buildings

Housing above retail uses is encouraged in the Village Commercial and Central Business District. These units are designed for singles, younger couples and elderly people without children. A mix of land uses, housing, jobs, and income creates a more balanced commercial district there by reduces traffic and creates better fiscal balance.

Deleted: Effective 4-9-08

- f. All units shall have at least one (1) living room and one (1) bedroom, except that not more than ten (10) percent of the units may be of an efficiency-type apartment.
- g. The gross density of the dwelling units shall not exceed twenty (20) units per acre, exclusive of any dedicated public right-of-way of either interior or bounding roads.
- h. Except as provided herein, all buildings and sites shall be in compliance with Article XX - Schedule of Regulations.
- i. No housing for the elderly shall be converted to any other use without complying with the provisions of the Zoning Ordinance in effect.
- j. The Village Council may add any conditions it deems appropriate to ensure the compatibility of the development with the surrounding area.
- k. All buildings permitted hereunder shall not exceed thirty-five (35) feet in height.

23. Kennels, Commercial

- a. For kennels housing dogs, the minimum lot size shall be ten (10) acres.
- b. Building wherein dogs are kept, dog runs, and/or exercise areas shall not be located nearer than one hundred (100) feet to property lines and shall not be located in any required front, rear or side yard setback area.
- c. Such facilities shall be subject to other conditions and requirements necessary to prevent possible nuisances (i.e., fencing, sound-proofing, sanitary requirements).
- d. An operations/management plan shall be submitted to the Village.

24. Medical Marihuana Dispensary.

Deleted: : 24.

The intent of the Zoning Ordinance is to regulate medical marihuana dispensaries by providing for regulations and fees in a manner that promotes and protects the public health, safety and welfare, mitigates potential impacts on surrounding properties and persons, and that conforms with the policies and requirements of the Michigan Medical Marihuana Act, MCL 333.26421, et seq (hereinafter "Act"). Nothing in this Chapter, or in any companion regulatory provision adopted in any other provision of this Code, is intended to grant, nor shall they be construed as granting, immunity from criminal prosecution for growing, sale, consumption, use, distribution, or possession of medical marihuana, not in strict compliance with the Act, the MDCH Administrative Rules, and this Ordinance. Since the Act does not protect users, caregivers or the owners of properties on

Deleted: .

Deleted: A use which purports to have engaged in the medical use of marihuana prior to enactment of said Ordinance, shall be deemed to not be a legally established use, and therefore not entitled to legal nonconforming status under the provisions of this Ordinance and/or State Law.

Deleted: or the General Rules,

Deleted: Effective 4-9-08

which the medical use of marihuana is occurring from Federal Prosecution, or from having their property seized by Federal authorities under the Federal Control Substances Act, nothing in this Chapter, or in any companion regulatory provision adopted in any other provision of this Code, is intended to grant, nor shall they be construed as granting, immunity from criminal prosecution or forfeiture of property under Federal law. A use which purports to have engaged in the medical use of marihuana prior to enactment of said Ordinance, shall be deemed to not be a legally established use, and therefore not entitled to legal nonconforming status under the provisions of this Ordinance and/or State Law.

Deleted: Also, since Federal law is not affected by the Act or the General Rules,

Deleted: The Act does not protect users, caregivers or the owners of properties on which the medical use of marihuana is occurring from Federal Prosecution, or from having their property seized by Federal authorities under the Federal Control Substances Act.

The following Standards for Medical Marihuana Dispensaries shall apply:

(a) The medical use of marihuana shall comply at all times and in all circumstances with the Michigan Medical Marihuana Act and the Administrative Rules of the Michigan Department of Community Health, as they may be amended from time to time;

Deleted: General

(b) No person shall own or operate a medical marihuana dispensary in the Village without first applying for and receiving a permit from the Village.

Deleted: facility

(c) Permits are non transferrable and shall only apply to the person listed on the permit.

(d) Permits shall be valid for a period of one year.

(e) Application for a Medical Marihuana Dispensary Permit shall be made to the Village upon application forms provided by the Village for Medical Marihuana Dispensary Permit and signed by the applicant verifying the truth and accuracy of all information and representations in the application. Applications including information and documentation provided pursuant to an application shall be subject to the confidentiality rules under the Act. In addition to information and submittals, the application shall include payment of application fee in an amount set by the Village Council;

(f) The sheriff's department shall review the proposed application to operate a dispensary regarding public health, safety, and welfare concerns of the proposal;

(g) Revocation of Permit; Appeal: Permits issued pursuant to this section may be revoked by the Village upon finding based upon competent, material and substantial evidence of the following clauses:

1. Any fraud, misrepresentation or false statement contained in the application or in connection with the services and/or merchandise;
2. Any violation of this section;
3. Conviction by the permittee of any felony; or
4. Conducting the business in an unlawful manner or in such a manner as to constitute breach of the peace.

Deleted: Effective 4-9-08

5. Conducting the business in a manner that does not comply with the Medical Marihuana Act, MCL 333.26421 et seq. and Michigan Administrative Rules, R 333.101 et seq.

6. If the operation of a Medical Marihuana Dispensary is held invalid or unconstitutional by any court of competent jurisdiction.

7. Notice of revocation of permit shall be given in writing, setting forth specifically the grounds for the revocation; such notice shall be mailed to the permittee at the address provided in the application. Any permittee whose permit has been revoked as herein provided shall have the right to appeal the revocation to the Village Council at a public hearing. Village Council shall submit to the applicant a written statement of its findings and determinations. The Council's determination shall be based upon competent, material and substantial evidence showing failure to comply with the requirements.

(h) The dispensary site shall not be located within a 500 foot radius of a school building;

(i) The dispensary site shall not be located within five hundred (500) feet of a lawfully existing medical marihuana dispensary, as measured from the outermost boundaries of the subject lot or parcels;

(j) A maximum of two (2) primary caregivers are permitted to operate out of one (1) establishment. Primary caregivers must be legally registered with the MDCH to assist qualifying patients who are legally registered with the MDCH to use medical marihuana. A primary caregiver may only dispense medical marihuana to the five (5) qualifying patients to whom the caregiver is connected to through the MDCH registration process pursuant to MCL §333.26426(d).

Deleted: providers

Deleted: Caregivers

Deleted: in accordance with the Act

Deleted: .

Deleted: registered with the caregiver at the Michigan Department of Community Health.

(k) Smoking and/or consumption of medical marihuana shall be prohibited at the dispensary;

Deleted: and/or use

(l) Growing or cultivation of medical marihuana is prohibited;

(m) No retail sales of drug paraphernalia are permitted at the dispensary.

Deleted: as defined by this ordinance are permitted at the Dispensary, except to qualifying patients and primary caregivers registered by the Michigan Department of Community Health (MDCH

(n) All activity related to the dispensary shall be done indoors;

Deleted: )

(o) The facility shall not be permitted to have drive-thru facilities.

Deleted: n

(p) No patients shall be allowed in the facility after hours.

Deleted: o

(q) The facility shall open no earlier than 8:00 am and close no later than 8:00 pm.

Deleted: p

(r) Parking requirements for a facility shall be consistent with the parking requirements for medical clinics.

Deleted: q

Deleted: Effective 4-9-08

Special Land Uses

(r) Parking requirements for a facility shall be consistent with the parking requirements for medical clinics.

Deleted: q

(s) Security systems must be installed. Proof of system installation and ongoing monitoring is required. System must include security cameras and alarms. At least one licensed security guard must be present at the dispensary at all times during business hours. All security guards must be licensed by the proper authorities and must possess a valid Security Guard Identification card issued by the Department of Energy, Labor, and Economic Growth.

Deleted: r

(t) The premises shall be open for inspection upon request by the Building Official, the Fire Department and law enforcement officials for compliance with all applicable laws and rules, during the stated hours of operation/use and as such other times as anyone is present on the premises.

Deleted: s

(u) Inspections may be made by the Village Official's designee to confirm the dispensary is operating in accordance with applicable laws including, but not limited to, State Law and Village Ordinances;

Deleted: t

(v) Any medical marihuana dispensary shall not have exterior signage using the word "marihuana" and/or "marijuana" or any other word, phrase or picture commonly understood to refer to marihuana.

Deleted: u

(w) Any medical marihuana dispensary shall maintain a log book and/or database identifying by date the amount of medical marihuana on the premises for each registered qualifying patient and or registered primary caregiver, keeping the qualifying patient and caregiver information confidential. This log shall be available to law enforcement personnel to confirm that the medical marihuana dispensary does not have more medical marihuana than authorized at the location and shall not be used to disclose more information than is reasonably necessary to verify the lawful amount of medical marihuana at the facility. The facility shall maintain the confidentiality of qualifying patients and caregivers in compliance with the Michigan Medical Marihuana Act, as amended.

Deleted: v

(x) If the dispensary ceases operation for a length of time of sixty (60) days or greater, the permit shall expire;

Deleted: w

(y) All medical marihuana shall be contained within the main building in an enclosed, locked facility;

Deleted: x

(z) Any person who violates any provision of this article shall be responsible for violations as set forth in Article 22, Section 22.09.

Deleted: y

25. Motels Hotels, including accessory convention/meeting facilities and restaurants.

Deleted: Effective 4-9-09

## **Article XIV**

### **C-1 GENERAL BUSINESS DISTRICT**

#### **Section 14.01 INTENT**

This district is intended to encourage planned and integrated groupings of retail, service, and administrative establishments which will retail convenience and comparison goods and provide personal and professional services for the entire Village and tributary area and to accommodate commercial establishments which cannot be practically provided in the Village commercial area, but can be integrated into the Village at a scale and intensity consistent with the small Midwest town character.

#### **Section 14.02 PERMITTED PRINCIPAL USES**

- A. Retail sale of foods, drugs, hardware notions, books and similar convenience goods.
- B. Personal service, include barber shops and beauty salons; medical and dental clinics; self-service laundromats; sale and repair shops for watches, shoes, radios, televisions and home electronics, bicycle repair, tailor shop and music studio.
- C. Business, professional and medical offices.
- D. Stores and shops for the conducting of a service or retail business.
- E. Restaurants
- F. Any service establishment of an office-showroom workshop nature of an electrician, decorator, dressmaker, tailor, baker, printer, upholsterer or an establishment doing radio or home electronics or appliance repair, photographic reproduction and similar service establishments that require a retail adjunct.
- G.. Theaters and studios for professional work.
- H. Private clubs, fraternal organizations and lodge halls.
- I. Business schools and colleges, or private schools operated for profit.
- J. Financial Institutions.

***C-1 General Business District***

- O. Automobile service center.
- P. Adult regulated uses.
- Q. Single family, two family and multiple family dwelling units above the ground floor.
- R. A dwelling unit of a resident manager or owner is permitted on the ground floor.
- S. Motels & hotels.
- T. Automatic or self serve car wash.
- U. Mixed Use Developments.
- V. Government or Community Owned Buildings
- W. Medical Marihuana Dispensary

## Application for Medical Marihuana Facility

Failure to submit the required information may result in a delay in the processing of your application.

Parcel ID # \_\_\_\_\_ Zoning District \_\_\_\_\_

Business Name: \_\_\_\_\_ Address/Ste #. \_\_\_\_\_

Telephone/Cell: \_\_\_\_\_ Email/Fax: \_\_\_\_\_

**IF THE APPLICANT IS INDIVIDUAL, COMPLETE THE FOLLOWING:**

Home Address: \_\_\_\_\_

SS#: \_\_\_\_\_ DOB: \_\_\_\_\_

DL#: \_\_\_\_\_ Jurisdiction that issued Driver's License: \_\_\_\_\_

**IF APPLICANT IS A CORPORATION, PARTNERSHIP, ASSOCIATION OR LIMITED LIABILITY CORPORATION: APPLICANT MUST LIST ALL OFFICERS, DIRECTORS, GENERAL PARTNERS, AND MANAGING MEMBERS. In addition applicant must list any stockholders, partners, or members with ownership of 10% or more in the operation.**

NAME	HOME ADDRESS, CITY, STATE & ZIP CODE	DOB	POSITION	% OWNED

Has the applicant or any partner, member, officer, director, or stockholder of the applicant even been convicted of a felony or controlled substances violation(s) in a federal, state or other court?

YES  NO

If the answer is yes, please provide the following: (if necessary, provide additional information on a separate sheet)

NAME AND LOCATION OF COURT	CHARGE CONVICTED OF	SENTENCE	DATE OF SENTENCING	LAST DATE OF incarceration /parole /probation

Has the applicant been denied an application for a medical marihuana dispensary in any jurisdiction?  Yes  No  
 Has the applicant had a medical marihuana dispensary license suspended or revoked by any jurisdiction?  Yes  No  
 Does the applicant have legal possession of the premises for at least one year from the date that this license will be issued by virtue of ownership, lease or other arrangement?

Ownership  Lease  Other (explain in detail) \_\_\_\_\_

If leased, list the name of the landlord and tenant, and date of expiration, EXACTLY as they appear on the lease:

LANDLORD	TENANT	EXPIRES

If a premise is leased, attach written consent by the owner of the property to the licensing of the premises for a medical marihuana dispensary.

Name of Manager for licensed premises: \_\_\_\_\_ DOB: \_\_\_\_\_

SS#: \_\_\_\_\_

DL#: \_\_\_\_\_

Registry ID #: \_\_\_\_\_

Building Owner: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Square footage occupied: \_\_\_\_\_

Number of Employees: \_\_\_\_\_

Hours of Operation: \_\_\_\_\_

Number of Registered Qualifying Patients: \_\_\_\_\_

Does the applicant have an alarm system in place?  Yes  No

(Ongoing monitoring is REQUIRED) Provide a copy of the contract for ongoing monitoring.

Alarm/Monitoring Company Name and Phone: \_\_\_\_\_

Security Guard Company: \_\_\_\_\_

Name of Guard: \_\_\_\_\_

Guard License #: \_\_\_\_\_

Guard Hours: \_\_\_\_\_

**Oath of Application**

I declare under penalty of perjury in the second degree that this application and all attachments are true, correct and complete to the best of my knowledge. I also acknowledge that it is my responsibility and the responsibility of my agents and employees to comply with the provisions of the Village of Dexter Code and all Rules and Regulations and the Michigan Medical Marihuana Law of 2008, which govern my Medical Marihuana Dispensary License Application.

AUTHORIZED SIGNATURE	PRINT NAME	TITLE	DATE

Fees\*:

Subject to change by Village Council without notice.

\$3,000 Initial Application Fee

\$1,000 Annual Application Renewal

Items must be submitted with application for review. Failure to submit all required information may result in a delay in the processing of your application.

\_\_\_\_\_ Provide a copy of any lease or rental agreement pertaining to the Dispensary with this application;

\_\_\_\_\_ Provide a description of the security plan, including but not limited to, any lighting, alarms, barriers, recording/monitoring devices, and security guard arrangements proposed for the Dispensary facility and premises;

\_\_\_\_\_ An executed Release of Liability, Indemnification and hold harmless agreement (see attached);

\_\_\_\_\_ Proof of Insurance, including ????

\_\_\_\_\_ Area map, drawn to scale, indicating the radius of five hundred (500) feet from the boundaries of the proposed dispensary site, the proximity of the site to any school, existing dispensary site or public library.

\_\_\_\_\_ Description of the screening, registration and validation process for persons receiving or dispensing medical marihuana at the proposed dispensary;

\_\_\_\_\_ Disclosure of any citation or conviction for, or guilty/no contest plea to, any violation of the laws of the United States, any state, or any local unit of government regulating controlled substances by the applicant or any of its members, officials, owners or stockholders;

\_\_\_\_\_ Description of the process for tracking medical marihuana quantities and inventory controls;

\_\_\_\_\_ Description of an operating plan for the proposed dispensary including the following:

1. A description of the products and services to be provided at the dispensary;
2. Floor plan, drawn to scale, showing the layout of the dispensary and the principle uses of the floor area depicted therein.
3. Detailed description of all marihuana storage facilities and equipment including enclosed, locked facilities, as required by the Act.

\_\_\_\_\_ Description of any proposed signs in accordance with Article 7, Signs, including detailed depiction of sign language or displays, dimensions, locations, quantity, configuration and illumination.

\_\_\_\_\_ Description and drawing of proposed buildings (exterior) to be constructed or used.

The approval of the above use and occupancy is limited to those described, and that further change, expansion or addition from the approved use if expressly prohibited.

-----FOR DEPARTMENT USE ONLY-----

Planning/Zoning

Approved \_\_\_\_\_

Not Approved \_\_\_\_\_

Signature

Date

Other Approvals?

## RELEASE OF LIABILITY, INDEMNIFICATION AND WAIVER

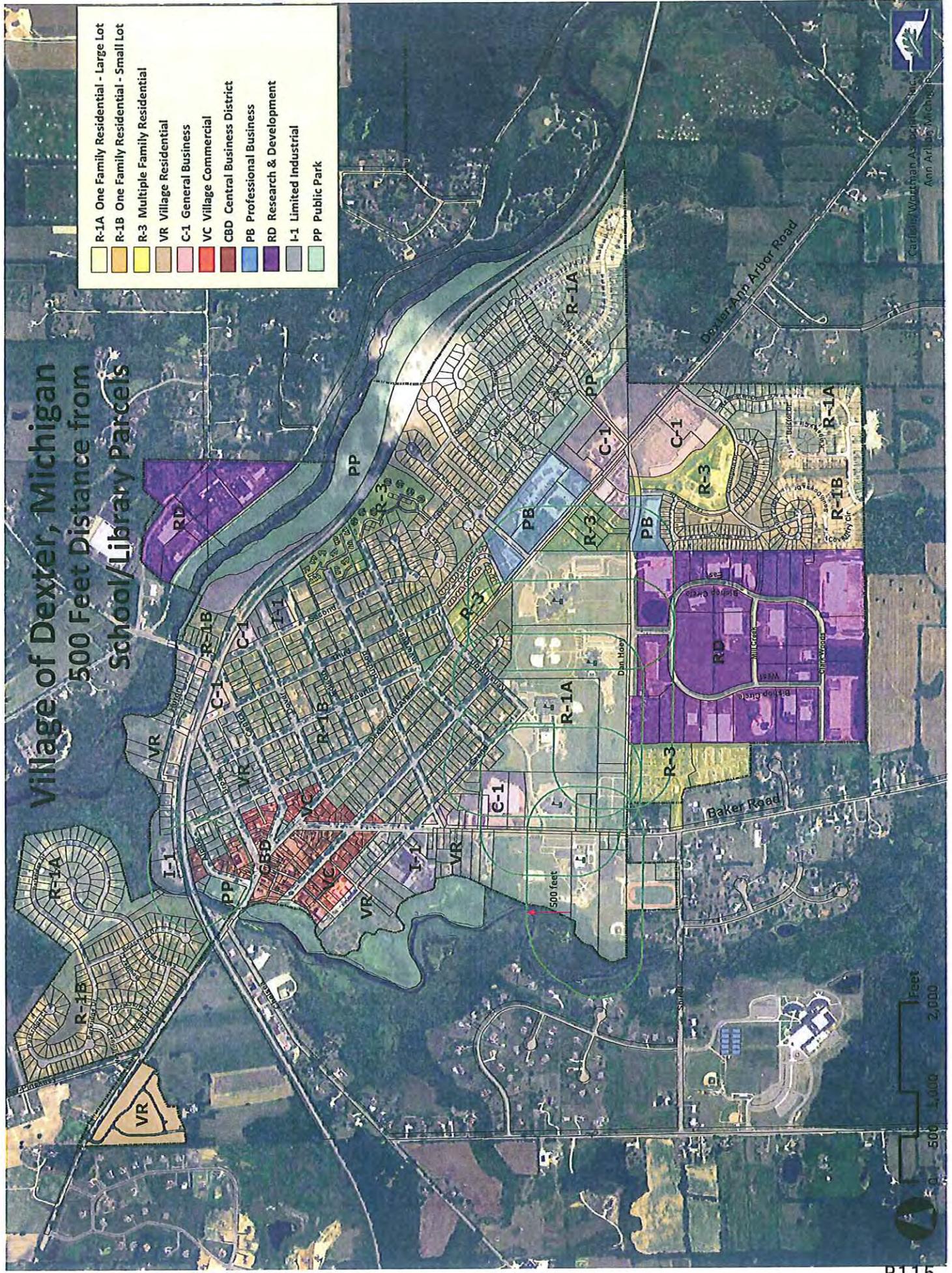
Upon issuance and acceptance of a Medical Marihuana Dispensary license and/or renewal, the undersigned individually or on behalf of \_\_\_\_\_, as its duly authorized agent, hereby unconditionally and irrevocably waives, discharges and releases the Village of Dexter, its agents, employees and officers from any and all claims, damages and liability in any way arising out of or related to the licensed premises including, but not limited to, issuance of a license to licensee and any and all acts, omissions, damages, or injuries to any property resulting from any act, omission, condition, occurrence or criminal act occurring upon or in relation to the licensed premises, and to indemnify, defend, and hold harmless the Village of Dexter including its agents, employees and officials to the fullest extent permitted by law and equity for any and all claims, damages, injuries or liabilities at law or equity in any way arising out of or related to any acts, omissions, activities, conditions or occurrences or incidents in any way related to the licensed premises.

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Print Name

# Village of Dexter, Michigan 500 Feet Distance from School/Library Parcels

R-1A	One Family Residential - Large Lot
R-1B	One Family Residential - Small Lot
R-3	Multiple Family Residential
VR	Village Residential
C-1	General Business
VC	Village Commercial
CBD	Central Business District
PB	Professional Business
RD	Research & Development
I-1	Limited Industrial
PP	Public Park





AGENDA 1-10-11

ITEM L-3

## VILLAGE OF DEXTER

[cnicholls@villageofdexter.org](mailto:cnicholls@villageofdexter.org)

8140 Main Street Dexter, MI 48130-1092

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

### MEMO

**To: President Keough and Council Members**  
**From: Courtney Nicholls, Assistant Village Manager**  
**Date: January 4, 2011**  
**Re: Village Roads**

Attached is a letter from Orchard, Hiltz & McCliment (OHM) on Village road widths as follow up to the November 29 work session.

Also included is an estimate of the fund balance in the municipal street fund at the end of 2013-2014 – assuming only routine spending from the fund (no road projects) and stable millage rates and property values.

OHM has reviewed the soil borings that were done on Dover and Edison in 2003 and determined that the road repair process that was used on Third Street (crush and shape) is a potential fix for these roads. Both of these roads have less asphalt and a thinner base than what was present on Third Street, however, which may make the repair more costly. OHM will be doing a second visual inspection of the area to confirm this and creating cost estimates for the January 24 Council meeting.



# Memorandum

**OHM**

**Date:** January 3, 2011  
**To:** Donna Dettling, Village Manager  
**From:** Rhett Gronevelt, PE  
Christine Phillips, PE  
**Re:** Standard Road Widths in the Village

On November 29, 2010, the Village Council held a work session to discuss policies and standards regarding the use of the Village right-of-ways. As part of this, there was a desire to set a standard for road widths in conjunction with the ongoing Engineering Standards update. Discussion regarding whether to allow on-street parking, how to restore lawn extensions, and the resulting road width took place.

The Engineering Standards currently specify roadway standards for streets that have a 99-ft or 66-ft right-of-way. For streets within the 99-ft right-of-way, parking is allowed on both sides of the road; however, a specific road width is not dictated. If there is not parking on the street, the road width of 28-ft from back of curb to back of curb is specified. Within the 66-ft right-of-way, for streets with parking on both sides of the road, a 34-ft road is allowed. A 28-ft road is allowed for streets with parking on one side. In the "Old Village" area, existing road widths are typically between 20 feet and 22 feet. These widths do not fall within the engineering standards, which were created after the "Old Village" was established.

There are several items to consider when determining the appropriate road widths, including the classification of the roadway, the type and size of vehicle that will typically use that roadway, and whether on-street parking will be allowed. There are three general road classifications – arterials (highways), collectors (major streets), and locals (residential streets). Each of these road classifications serves a different purpose. Arterial roads, like a highway, serve to move people from one location to another. The purpose of collector streets (Baker Rd) is to connect people from the travel network to neighborhoods, or local streets. The local streets provide access to properties.

For the purpose of this discussion, within Dexter, the collector streets would be Baker Rd, Dan Hoey Rd, Dexter-Ann Arbor Rd, Main St, Central St, and Broad St (due to Broad St being a truck route). These streets provide connection from local neighborhoods to the larger regional travel network. The rest of the streets within the Village would be classified as local streets providing access to specific destinations. However, we note that some local streets, such as Bishop Circle, Second St or Grand St, have specific purposes like transporting manufactured goods and servicing school buses.

With the road classification in mind, we can look at vehicle types and sizes. [A Policy on the Geometric Design of Highways and Streets](#) by the American Association of State Highway and Transportation Officials (AASHTO) notes that there are four general types of design vehicles. These are listed in the table below with relevant vehicle characteristics.

<i>Type of Vehicle</i>	<i>Width (ft)</i>	<i>Length (ft)</i>
Passenger	7	19
Buses	8 - 8.5	40 - 60
School Bus	8	35 - 40
Trucks	8 - 8.5	45 - 114
Single-Unit Truck	8	30
Recreation Vehicles	8	30 - 53

Passenger vehicles include cars, SUV's, minivans, vans and pick-up trucks. Buses include school buses, city transit buses, etc. Single unit trucks, tractor trailers, etc. are included in the Truck classification. Finally, Recreational Vehicles include motor homes, cars with trailers (camper, boat), etc. The single-unit truck is detailed above, as it is generally used as the design vehicle when designing residential streets and intersections. Dimensions for the school bus were provided as the Village has several school buildings within its limits.

Vehicle widths between 7 ft and 8.5 ft lend to the width of a traveled way between 9 ft and 12 ft. The road classification and traveled speeds are used to determine the width of the traveled way on any given street. AASHTO notes that while 12-ft lanes are desirable, it is not always practical. For low-volume roads, in general, 10-ft lanes are appropriate, while 9-ft lanes are acceptable on low-volume residential streets. Collector streets with higher traffic volume and higher speeds could have 11-ft to 12-ft lanes. On collector streets in urban areas, pedestrian crossings and existing development lend to narrower lanes between 10-ft and 11-ft wide. These acceptable widths are detailed in the table below.

<i>Type of Road</i>	<i>Posted Speed</i>	<i>Volume</i>	<i>Width of Traveled Way</i>
Collector Streets	Over 25 mph	Medium	11 ft - 12 ft
Collector in Urban Areas	25 mph or higher	Varies	10 ft - 11 ft
Local Streets	25 mph	Low	9 ft - 10 ft

Narrower streets force drivers to be more cautious, as they are closer to passing vehicles than would be desired. Wider lanes tend to lend to a feeling of comfort while driving, and speeds tend to be higher.

When on-street parking is considered, parallel parking is preferred to angle parking. The type of on-street parking that is selected should depend on the road function and width, adjacent land use, traffic volume, as well as existing and proposed traffic operations. That said, angle parking presents problems due to sight distance backing out of a space and the varying length of vehicles that may interfere with the traveled way. We recommend parallel parking when on-street parking is provided within the Village.

For parallel parking spaces, road classification does play a role in the determination of parking stall dimensions. On local streets, such as those streets in the "Old Village," Huron Farms, Dexter Crossing and Westridge, passenger vehicles will be the most common vehicle using the roadway. There may be times when a recreational vehicle or truck will park on the street, but in general, most of the traffic will be a passenger vehicle. Vehicles will be traveling at slower speeds. For these streets, a parking stall width of 8 feet is acceptable, as a passenger vehicle will take up 7 feet of actual street space. On collector streets, we consider the wider lanes, faster speeds, and larger design vehicles. For collector streets with bike lanes or bus stops, wider parking lanes are recommended to provide room between parked vehicles and the traveled way. With the wider parking lanes, the bike lanes do not need to be delineated.

<i>Type of Road</i>	<i>Posted Speed</i>	<i>Volume</i>	<i>Width of Parking Lane</i>
Collector Streets w/ Bike Lanes, Bus Stops	Over 25 mph	Medium	10 ft - 12 ft
Collector Streets	Over 25 mph	Medium	8 ft - 9 ft
Local Streets	25 mph	Low	7 ft - 8 ft

With those thoughts in mind, we can further review roadway widths in the Village. Below is a table with the combined information showing possible road widths based on the number of travel lanes and parking lanes provided on the roadway.

**Possible Road Widths**

<i>Type of Road</i>	<i>Number of Traveled Lanes</i>	<i>Travel Lane Width</i>	<i>Number of Parking Lanes</i>	<i>Parking Lane Width</i>	<i>Road Width</i>
Collector Streets w/ Bike Lanes, Bus Stops	2	10 - 12	2	10 - 12	40 - 48
Collector Streets w/ Bike Lanes, Bus Stops	2	10 - 12	1	10 - 12	30 - 36
Collector Streets w/ Bike Lanes, Bus Stops	2	10 - 12	0	4' Bike Lanes	28 - 32
Collector Streets	2	10 - 12	2	8 - 9	36 - 42
Collector Streets	2	10 - 12	1	8 - 9	28 - 33
Collector Streets	2	10 - 12	0		20 - 24
Local Streets	2	9 - 10	2	7 - 8	32 - 36
Local Streets	2	9 - 10	1	7 - 8	25 - 28
Local Streets	2	9 - 10	0		18 - 20

If curb and gutter is proposed for roadways, it will play a role in the road widths. Curb and gutter is generally 2 ft wide, including the 12- to 18-inch gutter pan. The gutter pan can be used as part of the parking area. Therefore, the curb and gutters will add 1 ft to 2 ft to the road width dimensions. If curb and gutter is added to a road without parking lanes, we would recommend adding a width of 4 ft to the road widths listed above. In addition, for roadways that do not have curb and gutter, it is recommended that 1- to 2-ft gravel shoulders (6-inch gravel with 3-inch of topsoil and grass so that the grass extends to the road edge) on both sides of the road be constructed to help maintain the road integrity.

The proposed road widths above use sound engineering judgment. Within this framework, the Village can choose their road width preference. Based on discussions with Village Council and Staff, we recommend the following road widths within the Village. For the collector streets with bike lanes (Baker Rd, Central St, etc.), 11-ft travel lanes are recommended with 11-ft parking lanes. The 11-ft parking lane can provide additional room for bicyclists (7-ft parking area with 4-ft bike lane) without having to delineate the bike lane. For roads, such as Dexter-Ann Arbor Rd that does not have parking on both sides, the 11-ft travel lanes with 4-ft bike lanes are recommended. For the local streets, the minimum widths allowed for traveled lanes and parking lanes are recommended. The narrow travel and parking lanes on local streets provides some traffic calming

inhibiting speeding on these roadways. Narrower roads also result in lower capital costs to construct the roadways and lower operation and maintenance costs.

Recommended Road Widths

<i>Type of Road</i>	<i>Number of Traveled Lanes</i>	<i>Travel Lane Width</i>	<i>Number of Parking Lanes</i>	<i>Parking Lane Width</i>	<i>Road Width</i>
Collector Streets w/ Bike Lanes, Bus Stops	2	11	2	11	44
Collector Streets w/ Bike Lanes, Bus Stops	2	11	0	4' Bike Lanes	30
Collector Streets	2	11	0		22
Local Streets	2	9	1	7	25

All the roads within the Village may not fit neatly into the categories noted above. Thus, when roadwork is proposed on a road, it should be further evaluated to verify that the road width is appropriate given the function of the roadway.

## Municipal Streets Fund Account Activity

Starting Fund Balance - July 1, 2009	\$749,218	Audit
Revenue Millage 2009-2010	\$570,482	Actual
Revenue Major/Local Streets Act 51/Interest	\$193,718	Actual
Revenue Blackhawk Development	\$110,000	Actual
Expense 2009 Asset Management	(\$328,547)	Actual
Expense Dexter Crossing	(\$260,910)	Actual
Expense Ann Arbor Street	(\$136,851)	Actual 09-10; Budget 10-11
Expense Central Street Design	(\$63,400)	Actual 09-10; Budget 10-11
Expense Inverness	(\$134,736)	Actual 09-10; Budget 10-11
Expense Local Streets Operating 2009-2010	(\$172,187)	Actual
Expense Major Streets Operating 2009-2010	(\$234,737)	Actual
Expense Local Streets Operating 2010-2011	(\$188,200)	Budget
Expense Major Streets Operating 2010-2011	(\$233,600)	Budget
Expense Municipal Streets Admin 2009-2010	(\$32,582)	Actual
Expense Municipal Streets Admin 2010-2011	(\$34,800)	Budget
Revenue Expected Millage 2010-2011	\$526,033	Budget
Revenue Major/Local Streets Act 51/Interest	\$169,700	Budget
Expected Fund Balance at the end of 2010-2011	\$498,601	
Revenue Expected Millage 2011-2012	\$526,033	Estimate
Revenue Major/Local Streets Act 51/Interest	\$169,700	Estimate
Expense Local Streets Operating 2011-2012	(\$188,200)	Estimate
Expense Major Streets Operating 2011-2012	(\$233,600)	Estimate
Expense Municipal Streets Admin 2011-2012	(\$34,800)	Estimate
Expected Fund Balance at the end of 2011-2012	\$737,734	Estimate
Major Streets Also Has a Fund Balance that must be used for a Major Street project (reimbursement of advance construct money from 2008 Dexter Ann-Arbor Project)	\$203,266	Actual
Total Estimated Streets Fund Balance at the end of 2011-2012	\$941,000	Estimate
Revenue Expected Millage 2012-2013	\$526,033	Estimate
Revenue Major/Local Streets Act 51/Interest	\$169,700	Estimate
Expense Local Streets Operating 2012-2013	(\$188,200)	Estimate
Expense Major Streets Operating 2012-2013	(\$233,600)	Estimate
Expense Municipal Streets Admin 2012-2013	(\$34,800)	Estimate
Expected Fund Balance at the end of 2012-2013	\$1,180,133	Estimate
Revenue Expected Millage 2013-2014	\$526,033	Estimate
Revenue Major/Local Streets Act 51/Interest	\$169,700	Estimate
Expense Local Streets Operating 2013-2014	(\$188,200)	Estimate
Expense Major Streets Operating 2013-2014	(\$233,600)	Estimate
Expense Municipal Streets Admin 2013-2014	(\$34,800)	Estimate
Expected Fund Balance at the end of 2013-2014	\$1,419,266	Estimate

