

**THE VILLAGE OF DEXTER  
VILLAGE COUNCIL MEETING**

**Monday, February 25, 2013**

**\*\*\*\*\* 7:30 pm – Regular Meeting \*\*\*\*\***

**DEXTER SENIOR CENTER – 7720 ANN ARBOR ST.**

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

- |                      |                  |             |            |
|----------------------|------------------|-------------|------------|
| <b>B. ROLL CALL:</b> | President Keough | J. Carson   | P. Cousins |
|                      |                  | D. Fisher   | J. Knight  |
|                      |                  | J. Semifero | R. Tell    |

- C. APPROVAL OF THE MINUTES**
1. Regular Council Meeting – February 11, 2013
  2. Work Session – February 11, 2013

**Page # 1-14**

**D. PRE-ARRANGED PARTICIPATION:**

*Pre-arranged participation will be limited to those who notify the Village office before 5:00 p.m. Monday of the week preceding the meeting, stating name, intent and time requirements. (10-minute limit per participant)*

**E. APPROVAL OF AGENDA:**

**F. PUBLIC HEARINGS**

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

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

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**G. NON-ARRANGED PARTICIPATION:**

*Non-arranged participation will include those in the audience not listed on the agenda that wish to speak. At the Village President's discretion, members of the audience may be called on to speak at any time. 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.*

**H. COMMUNICATIONS:**

1. Upcoming Meeting List
2. Sign Calendar

**Page # 15-18**

**I. REPORTS:**

1. Allison Bishop – Community Development Manager

**Page # 19-30**

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

Arts, Culture & Heritage Committee

Chelsea Area Planning Team / Dexter Area Regional Team

**Dexter Area Chamber – Bernadette Quist**

Dexter Area Fire Department

Downtown Development Authority Chair

Farmers Market/Community Garden

Gateway Initiative (Big 400)

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

3. Subcommittee Reports

**3045 Broad Redevelopment Committee – Meeting Minutes**

Economic Preparedness

Facilities

Website

**Page# 31-38**

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

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4. Village Manager Report

**Page# 39-66**

5. President's Report

**Page # 67-68**

**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: \$316,326.78

**Page# 69-76**

2. Consideration of: Appointment of Mary Ebelt to the Arts, Culture & Heritage Committee with a term expiring June 2014

**Page# 77-78**

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

1. Discussion of: Cityhood Next Steps

2. Consideration of: Adopting Sewer Surcharge Rates Effective March 1, 2013

**Motion to Postpone:**

*Motion Semifero; support Tell to postpone the vote on the proposed rate structure until the February 25, 2013 meeting.*

*Ayes: Carson, Fisher, Knight, Semifero and Keough*

*Nays: Cousins and Tell*

*Motion carries 5 to 2*

**Page# 79-82**

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

1. Consideration of: Setting a Public Hearing on March 25, 2013 for an Industrial Facilities Tax Exemption for Medhub Located at 3515 Broad

**Page# 83-100**

2. Consideration of: Purchase of Loader from Michigan Cat for an amount not to exceed \$143,023 and Approval of the Necessary Budget Amendment

**Page# 101-104**

3. Consideration of: Changing the Village of Dexter's Newspaper of Record to the Sun Times

**Page # 105-110**

**M. COUNCIL COMMENTS**

**N. NON-ARRANGED PARTICIPATION**

*Same as item D. 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. CLOSED SESSION FOR THE PURPOSE OF DISCUSSING PENDING LITIGATION IN ACCORDANCE WITH MCL 15.268**

**P. ADJOURNMENT**

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DEXTER VILLAGE COUNCIL  
REGULAR MEETING  
MONDAY, FEBRUARY 11, 2013

AGENDA 2-25-13  
ITEM C-1

**A. CALL TO ORDER**

The meeting was called to order at 7:44 PM by President Keough at the Dexter Senior Center located at 7720 Ann Arbor Street in Dexter, Michigan.

**B. ROLL CALL:** President Keough

J. Carson  
D. Fisher  
J. Semifero

P. Cousins  
J. Knight  
R. Tell

Also present: Donna Dettling, Village Manager; Courtney Nicholls, Assistant Village Manager; Allison Bishop, Community Development Manager; Carol Jones, Village Clerk; Dan Schlaff, Public Services Superintendent; Scott Mauer, Water and Sewer Department; Sgt. Flores, Washtenaw County Sheriff's Department; Paul Evanoff, JJR; Larry Cobler, Chelsea Wellness Foundation; Rich Grant, F & V Operations; Tony Grant and Tom Larder, Northern United Brewing Company; residents and media.

**C. APPROVAL OF THE MINUTES**

1. Regular Council Meeting – January 28, 2013
2. Work Session – January 26, 2013

Motion Semifero; support Knight to approve the minutes of the Regular Council Meeting of January 28, 2013 and the Work Session of January 26, 2013 as presented.

Unanimous voice vote for approval

**D. PREARRANGED PARTICIPATION**

Presentation:

Larry Cobler – CWF Board Member and 5H-Dexter Coalition, Move More Coordinator.

Presentation of the 2012-2013 Comprehensive Wellness Plan

Mr. Cobler gave an overview of the 2012-13 Comprehensive Community Wellness Plan that has been submitted to the Chelsea Wellness Foundation for funding for various interventions in the amount of \$172,012.

**E. APPROVAL OF THE AGENDA**

Motion Cousins; support Knight to approve the agenda with the following addition:

L-2 Consideration item from the Dexter Historical Society and Museum for a Local Governing Body Resolution for a Charitable Gaming License.

Unanimous voice vote for approval

## **F. PUBLIC HEARINGS**

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

Informational Hearing on Proposed Increase to Sewer Fund Surcharge Rates

Consideration of: Adopting Sewer Surcharge Rates Effective March 1, 2013

President Keough opened the Public Hearing at 8:10 PM. There were no comments from the audience and the hearing was closed at 8:11 PM.

Motion Semifero; support Tell to postpone the vote on the proposed rate structure until the February 25, 2013 meeting.

Ayes: Carson, Fisher, Knight, Semifero and Keough

Nays: Cousins and Tell

Motion carries 5 to 2

## **G. NON-ARRANGED PARTICIPATION**

None

## **H. COMMUNICATIONS:**

1. Upcoming Meeting List
2. Sign Calendar
3. ISO Rating Letter

## **I. REPORTS**

1. Washtenaw County Sheriff's Office – Sgt. Flores

Sgt. Flores reported on the following:

- Good news! The Village passed a recent test using a decoy on alcohol purchase by a minor. However there were establishments in Dexter Township and Webster Township that did not pass.
- Have two persons in custody for recent home invasions.
- Will be changing the flexible shift at the station to a year around status which will increase staffing when most needed and reduce overtime.
- The Village had 1100 calls in 2012 as compared to 1122 in 2011.

3. Allison Bishop – Community Development Manager

Ms. Bishop submits her report as per packet Ms. Bishop gave the following verbal updates:

- Reported on the Park and Recreation Commissions project of placing a Dog Park in the Village and have looked at placement on the Dan Hoey Road property where the Community Garden is located. Will be looking at a facility with little or no maintenance for Village staff. The question was raised as to the need for such a facility and naming it something other than Dog Park maybe Dog Run.

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

None

4. Subcommittee Reports

Economic Preparedness  
Facilities  
Website

5. Village Manager Report

Mrs. Dettling submits her report as per packet. Mrs. Dettling gave the following verbal updates:

- Met with the new Dexter Daze Chairman and reported that Council will be seeing a Park Permit for the use of Mill Creek Park and the closing of Jeffords Street for the event in August.
- Will have project reports on the next Council agenda for the Forest Street and Hudson Street projects.
- Also on the agenda at the next meeting will be proposals on the emergency exit at 8140 Main Street and the screw pump rebuild.
- Reported that the Village is having a lot of problems with the loader and may need to look at a replacement.
- Ms. Nicholls spoke of the costs for the use of the Sun Times News for the publishing of Village notices.
- Questions were raised on the following: the spoils piles and trash left from the railroad repairs, would like a color picture of the proposed fish sculpture art piece, when will the joint meeting between Council and the DDA be held, and if all units are working together on the sludge project.
- A comment was made that the Library should take lead in proposing a solution to the lighting issue.

5. President’s Report

Mr. Keough submits his report as per packet. In addition Mr. Keough reported on the following:

- Had a good meeting with both the Scio and Dexter Fire Departments and will be meeting again with the firefighters regarding the regional plan.
- A question was raised regarding the impact on personal property taxes.

- Upcoming meetings are the workshop on Saturday February 23 and the DAPCO Redevelopment Team will be meeting on Wednesday, February 13 at 5:30 PM.

#### **J. CONSENT AGENDA**

1. Consideration of: Bills and Payroll in the amount of \$354,864.66
2. Consideration of: Arbor Day Proclamation

Motion Fisher; support Carson to approve items 1 and 2 of the Consent Agenda.

Unanimous voice vote for approval

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

1. Discussion of: Cityhood Next Steps – Draft Informational Flyer

President Keough reported that he will be speaking to the Dexter Rotary Club and the Huron Farms Association regarding cityhood.

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

1. Consideration of: Recommendation from JJR Smith Group to approve Change Order #3 for the Mill Creek Park – Phase 1 Improvements in the amount of \$10,277.49

Motion Carson; support Cousins based on the recommendation from JJR Smith Group to approve Change Order #3 for the Mill Creek Park – Phase 1 Improvements in the amount of \$10,277.49

Ayes: Cousins, Fisher, Knight, Semifero, Tell, Carson and Keough

Nays: None

Motion carries

2. Consideration of: Request from the Dexter Historical Society and Museum for a Resolution for a Charitable Gaming License

Motion Carson; support Fisher to approve the request from the Dexter Historical Society and Museum for a Charitable Gaming License.

Ayes: Fisher, Knight, Semifero, Tell, Carson, Cousins and Keough

Nays: None

Motion carries

#### **M. COUNCIL COMMENTS**

Carson            None

Fisher	None
Knight	None
Jones	Invited all to attend the upcoming recreation of the funeral for Judge Dexter on February 24 at the Dexter District Library.
Tell	None
Semifero	At the Planning Commission last Monday, they talked about the CIP, street ratings and a dog park. Request for the next Council meeting a consideration item for the use of the Sun Times News for Village announcements.
Cousins	The Big 400 will be holding activities on March 9 and 10 – two Pancake and Maple Syrup Breakfasts at Chelsea and Manchester, Maple Syrup activities at the Dexter Metro Parks, and Maple Syrup drinks and desserts at some Dexter restaurants. Will send a color picture of the proposed fish sculpture to Ms. Nicholls to send to Council.

**N. NON-ARRANGED PARTICIPATION**

Evelyn Smith of 7810 Fifth Street, Dexter commented on placement of a climbing rock that it should be place on Village property. If placed on school property, it will be painted.

**O. CLOSED SESSION FOR THE PURPOSE OF DISCUSSING PENDING LITIGATION IN ACCORDANCE WITH MCL 15.268**

Motion Carson; support Knight to go into closed session for the purpose of discussing pending litigation in accordance with MCL 15.268 at 9:09 PM.

Ayes: Knight, Semifero, Tell, Carson, Cousins, Fisher and Keough

Nays: None

Motion carries

Motion Carson; support Fisher to leave closed session at 9:16 PM.

Ayes: Semifero, Tell, Carson, Cousins, Fisher, Knight and Keough

Nays: None

Motion carries

**P. ADJOURNMENT**

Motion Tell; support Cousins to adjourn at 9:17 PM.

Unanimous voice vote for approval

Respectfully submitted,

Carol J. Jones  
Clerk, Village of Dexter

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



DEXTER VILLAGE COUNCIL  
WORK SESSION  
MONDAY, FEBRUARY 11, 2013

AGENDA 2-25-13  
ITEM C-2

**A. CALL TO ORDER**

The meeting was called to order at 6:17 pm by President Keough in the Dexter Senior Center at 7720 Dexter Ann Arbor Rd. in Dexter, Michigan

**B. ROLL CALL:** President Keough

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

Also attending: Village Manager, Donna Dettling; Assistant Village Manager, Courtney Nicholls; and Council Clerk, Carol Jones; Dan Schlaff, Public Services Superintendent; Scott Mauer, Water and Sewer Department; Rich Grant, F & V Operations; Tony Grant and Tom Larder, Northern United Brewing Company

**C. PURPOSE:**

This workshop had been scheduled to review the Surcharge Rate Structure for Significant Users (SIU) on the Village's Sanitary Sewer System.

1. Legal Requirement
2. Northern United Brewery -- Immediate Needs and Long-Term Needs
  - Explore Options
  - Allocation of Capacity
3. Next Steps regarding Maximum Allowable Headworks Loading (MAHL) Analysis
  - Feedback from DEQ on DRAFT MAHL
  - Meeting with DEQ, tentative date February 19, 2013

**D. ADJOURNMENT**

Adjourned at 7:37 PM

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

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

Respectfully submitted,

Carol J. Jones  
Clerk, Village of Dexter

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



Maximum Allowable Headworks Loading

Industrial Permits  
Industrial Pretreatment  
Surcharges for Extra Strength  
Applying Proportionate Analyses to Yield

## Proportionate Benefits

Village of Dexter  
Washtenaw County, Michigan



February 11, 2013

## Proposed Agenda

- A. Summary of Needs
- B. Legal & Regulatory
- C. Work Program & Project Approach
  - Draft MAHL
  - Surcharge Calculations
  - Workshop, Meeting(s)
  - DEQ Negotiation
- D. Critical Success Factors
- E. Summary
- F. Questions & Answers



Village of Dexter  
Washtenaw County, Michigan



## Summary of Needs – Serve our Customers

Interim/rapid-paced accommodation of NUBCO needs

Longer term planning and capacity for future jobs/industrial growth

Flexibility Needed: NUBCO doesn't know yet how much capacity/success to expect

Other variables include: their future waste strength/loading, success of any pretreatment to be deployed and timing

- Summary: *NUBCO Request for Service*  
-Serve Our Industrial Customers



## Legal & Regulatory Requirements

Permits for non-domestic users: permits for most IUs, permits for all SIUs

"Proportionate" (like fair/equitable) treatment of IUs

*User Charge Systems "... shall provide that each user (or user class) pays its proportionate share of operation and maintenance (including replacement) costs of treatment works within the grantee's service area, based on the user's proportionate contribution to the total wastewater loading from all users (or user classes)."*

Domestic + others + IU permit allocations  
*must not exceed the MAHL*



## NUBCO Additional Service

- A. Summary of Needs
- B. Legal & Regulatory
- C. **Work Program & Project Approach**
  - Background
  - Draft MAHL
  - Surcharge Calculations
  - Workshop, Meeting(s)
  - DEQ Negotiation
- D. Critical Success Factors
- E. Summary
- F. Questions & Answers

- July 2012 NUBCO requested that the Village accommodate their planned expansion
- No data available re how big is big enough
- Discussions ensued



## NUBCO Additional Service

- July 2012 Village Outlines Additional Service as SIU

RE: Letter of Understanding regarding Sewer Discharges from Broad Street and Bishop Circle Facilities

Dear Mr. Carlson,

This Letter of Understanding is to document the Village's meeting with you regarding Northern United Brewing Company (NUBCO) operations and the Village's sanitary service expectations in accordance with Chapter 58, Article IV, Sewer Service of the Village of Dexter General Code of Ordinance.

1. In accordance with Chapter 58, Article IV, the Village of Dexter would like to inform you that the Broad Street facility, 3115 Broad Street, will be reclassified as a significant industrial user (SIU). As a SIU the Village will issue a permit and require additional information on sanitary discharge. A copy of the application and an example of the permit is enclosed for your reference. Please submit the required information no later than October 19, 2012.
2. A sampling manhole must be installed at the Broad Street facility. Details of the manhole and manhole location shall be provided to the Village prior to installation for review and approval. Monthly sampling will be required by the occupants and the results shall be provided to the Village. Monitoring methods will be included as part of the permit conditions.
3. If the Broad Street facility does not remain in operation once the Bishop Circle facility is opened, monitoring methods may be modified at the direction of the Village during the transition. High strength wastewater treatment billing will begin within 90 days of the Broad Street facility permit being issued, if applicable.



## Meeting NUBCO & Village

<ul style="list-style-type: none"> <li>A. Summary of Needs</li> <li>B. Legal &amp; Regulatory</li> <li><b>C. Work Program &amp; Project Approach</b> <ul style="list-style-type: none"> <li>• Background</li> <li>• Draft MAHL</li> <li>• Surcharge Calculations</li> <li>• Workshop, Meeting(s)</li> <li>• DEQ Negotiation</li> </ul> </li> <li>D. Critical Success Factors</li> <li>E. Summary</li> <li>F. Questions &amp; Answers</li> </ul>	<ul style="list-style-type: none"> <li>▪ November 13, 2012 Meeting</li> <li>▪ Brainstorming with NUBCO                             <ul style="list-style-type: none"> <li>▪ Proposed loading</li> <li>▪ Options for lease/own</li> <li>▪ Treatment vs Pretreatment</li> <li>▪ Significant Industrial User</li> <li>▪ User Charges, surcharges</li> <li>▪ MAHL Capacity</li> <li>▪ IPP</li> </ul> </li> <li>▪ Next Steps: Permit Application</li> </ul>
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## Draft MAHL IPP

<ul style="list-style-type: none"> <li>A. Summary of Needs</li> <li>B. Legal &amp; Regulatory</li> <li><b>C. Work Program &amp; Project Approach</b> <ul style="list-style-type: none"> <li>• Background</li> <li>• <b>Draft MAHL</b></li> <li>• Surcharge Calculations</li> <li>• Workshop, Meeting(s)</li> <li>• DEQ Negotiation</li> </ul> </li> <li>D. Critical Success Factors</li> <li>E. Summary</li> <li>F. Questions &amp; Answers</li> </ul>	<ul style="list-style-type: none"> <li>▪ November 28, 2012 email EJV to DEQ Deb Snell</li> <li>▪ Submitted for review</li> </ul>
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SAMPLING RESULTS				8000 gpd
Ammonia N	BOD	TSS	Total Phos	
mg/L	mg/L	mg/L	mg/L	
0.44	3427	279	22.4	
6.5	6340	665	36.5	
3	5623	641	40.8	
Average (mg/L):	5130	528	33	
AVG LOADING	342	35	2	

EXAMPLE BREWERY - from NUBCO				
Ammonia N	BOD	TSS	Total Phos	pH
mg/L	mg/L	mg/L	mg/L	SU
15	3100	60		6.68



4

P11

## DEQ Review of Draft MAHL IPP

- BOD available (1998 basis) = 150 lb/D
- BOD available (MAHL basis) = 375 lb/D monthly average, 10-States Stds
- BOD available (MAHL basis) = 427 lb/D maximum day, recent high loading
- BOD available (Model) = 650 lb/D maximum day, model

December 14, 2012 email from DEQ's Deb Snell re Draft MAHL submittal:

Raised an important item "... projected flows and loadings to get a larger MAHL than current flows and loading could justify"

Some DEQ education required: "Non-uniform allocation isn't something I'm real familiar with, so I'll need to discuss it further with program staff (Grace Scott) when we review the finalized MAHL."

A few details (as time permits): Mercury; some parameters unchanged; VOCs removed

**Recommended Next Steps**

Meeting with DEQ Lansing and local reviewer: Promote non-uniform allocations & model use. (19 Feb)

Continue to promote win-win municipal/industrial relationship



## NUBCO Draft Permit – Pretreatment Necessary?

**January 2013 – Interim Phase**

- Phased Approach – *initially a 90 day permit*
- Village's Available Capacity
  - BOD 180 lb/Day (1998 basis)
  - TSS 588 lb/Day (1998 basis)
  - Phosphorus 16 lb/Day (w/ reserve)
- NUBCO Draft Permit - proposed
  - BOD 150 lb/Day
  - TSS 100 lb/Day
  - Phosphorus 3 lb/Day

SAMPLING RESULTS				8000' gpd
Ammonia N	BOD	TSS	Total Phos	
mg/L	mg/L	mg/L	mg/L	
0.44	3427	279	22.4	
6.5	6340	665	36.5	
3	5623	641	40.8	
Average (mg/L):	5130	528	33	
AVG LOADING	342	35	2	
EXAMPLE BREWERY - from NUBCO				
Ammonia N	BOD	TSS	Total Phos	pH
mg/L	mg/L	mg/L	mg/L	SU
15	3100	60		6.68

- Future Expansion - Request is pending

## Anaerobic Digestion Option

### Dexter Primary Digester (after improvements):

- Capacity (80 lb/D/1000cf) = 1120 lb/Day
- Current Loading = 800 lb/Day
- AVAILABLE CAPACITY (after start-up) = 320 lb/Day

- With "High Rate Digester" rating demonstration:  
AVAILABLE CAPACITY (100-120 lb/D/1000cf) = 600 lb/Day



## Surcharge Update

6. NUBCO and the Village are aware that anticipated wastewater discharge will exceed the limits set forth in Chapter 58, Section IV. The initial permit will call for strength-based invoicing as a condition of the permit. A copy of the rate resolution is included for your review. Please be advised that the current rate structure is under review and may change following the results of the pending Maximum Allowable Headworks Loading study required due to recent plant upgrades. The permit may be modified with restrictions on the quantity and concentration of the allowable loading, if necessary.
- January 21 Letter

One of the milestone tasks within the Maximum Allowable Headworks Loading Study we are finalizing is to develop new rates for extra strength and industrial wastewater discharges to the wastewater treatment plant. We have reviewed the cost of treatment and developed new rates which reflect current treatment cost. A summary of the recommendation for new rates is as follows:

### Extra Strength Surcharges

BOD in excess of 300 mg/L	\$0.62/lb
Suspended solids in excess of 275 mg/L	\$0.21/lb
Phosphorus as P in excess of 12 mg/L	\$4.57/lb

### Industrial Cost Recovery

Water usage in excess of 22 gallons per employee per day (gpepd)	\$0.28 per 1,000 gallons
BOD in excess of 300 mg/L	\$0.62/lb
Suspended solids in excess of 275 mg/L	\$0.21/lb
Phosphorus as P in excess of 12 mg/L	\$4.57/lb



## Next Steps & Key Meetings:

### 11Feb. Workshop, results:

- Consensus re Support to Industry and BOD lb/Day
- Authorize meeting with DEQ
- Consider value of capacity – *seats on the bus*
- Review Surcharge updates

### 19Feb. DEQ Meeting – Lansing:

- DEQ buy-in with EPA's guidance

### NUBCO Permit Workshop

- Innovative and Cost Saving Ideas
- Finalize requested capacity
- More detailed permit application, Phase 2



## QUESTIONS & DISCUSSION

Maximum Allowable Headworks Loading

Industrial Permits

Industrial Pretreatment

Surcharges for Extra Strength

Applying Proportionate Analyses to Yield a

Fair & Equitable System



Village of Dexter  
Washtenaw County, Michigan



February 11, 2013

# 2013 Meeting Calendar

Board	Date	Time	Location	Website	Village Representative
Dexter Area Fire Board	2/21/2013	6:00 p.m.	Dexter Township Hall	<a href="http://dexterareafire.org/">http://dexterareafire.org/</a>	Ray Tell/Jim Seta
Dexter Downtown Development Authority	2/21/2013	7:30 a.m.	Senior Center	<a href="http://www.villageofdexter.org/">http://www.villageofdexter.org/</a>	Shawn Keough
Dexter Village Council Work Session	2/23/2013	8:30 a.m.	Dexter Senior Center	<a href="http://www.villageofdexter.org/">http://www.villageofdexter.org/</a>	
Dexter Village Council	2/25/2013	7:30 p.m.	Dexter Senior Center	<a href="http://www.villageofdexter.org/">http://www.villageofdexter.org/</a>	
Scio Township Planning	2/25/2013	7:30 p.m.	Scio Township Hall	<a href="http://www.sciotownship.org/">http://www.sciotownship.org/</a>	
Scio Township Board	2/26/2013	7:00 p.m.	Scio Township Hall	<a href="http://www.sciotownship.org/">http://www.sciotownship.org/</a>	
Western Washtenaw Area Value Express	2/26/2013	8:15 a.m.	Chelsea Community Hospital	<a href="http://www.ridethewavebus.org/">http://www.ridethewavebus.org/</a>	Jim Carson
Farmers Market/Community Garden Oversight	2/26/2013	5:30 p.m.	Village Offices	<a href="http://www.villageofdexter.org/">http://www.villageofdexter.org/</a>	Julie Knight
Dexter Community Schools Board of Education	3/4/2013	7:00 p.m.	Creekside Intermediate School	<a href="http://dexterschools.org/">http://dexterschools.org/</a>	
Dexter District Library Board	3/4/2013	7:00 p.m.	Dexter District Library	<a href="http://www.dexter.lib.mi.us/">http://www.dexter.lib.mi.us/</a>	Pat Cousins
Dexter Village Planning Commission	3/4/2013	7:30 p.m.	Senior Center	<a href="http://www.villageofdexter.org/">http://www.villageofdexter.org/</a>	Joe Semifero
Dexter Village Arts, Culture & Heritage Committee	3/5/2013	7:00 p.m.	Dexter Senior Center	<a href="http://www.villageofdexter.org/">http://www.villageofdexter.org/</a>	
Washtenaw County Board of Commissioners	3/6/2013	6:45 p.m.	Board Room, Admin Building	<a href="http://www.ewashtenaw.org/">http://www.ewashtenaw.org/</a>	
Washtenaw Area Transportation Study-Technical	3/6/2013	9:30 a.m.	Road Commission Offices	<a href="http://www.miwaits.org/">http://www.miwaits.org/</a>	Rhett Gronevelt
Dexter Area Historical Society Board	3/7/2013	7:30 p.m.	Dexter Area Historical Museum	<a href="http://www.dexter-museum.org/">http://www.dexter-museum.org/</a>	
Gateway Initiative (Big 400)	3/8/2013	9:30 a.m.	Waterloo Recreation Area		Paul Cousins, Carol Jones
Dexter Village Council	3/11/2013	7:30 p.m.	Dexter Senior Center	<a href="http://www.villageofdexter.org/">http://www.villageofdexter.org/</a>	
Scio Township Planning	3/11/2013	7:30 p.m.	Scio Township Hall	<a href="http://www.sciotownship.org/">http://www.sciotownship.org/</a>	
5H - Dexter Coalition	3/12/2013	5:30 p.m.	Copeland Board Room		Paul Cousins, Donna Dettli
Scio Township Board	3/12/2013	7:00 p.m.	Scio Township Hall	<a href="http://www.sciotownship.org/">http://www.sciotownship.org/</a>	
Regional Fire Consolidation	3/13/2013	3:30 p.m.	Scio Township Hall		Shawn Keough
Dexter Area Chamber of Commerce	3/13/2013	8:15 a.m.	Copeland Board Room	<a href="http://www.dexterchamber.org/">http://www.dexterchamber.org/</a>	Julie Knight

AGENDA 2-25-13  
M-1

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



11/11/13  
H-2

Month	Name of Group	Dates	Number Approved	Approval Date	Locations	June Cont	Name of Group	Dates	Number Approved	Approval Date	Locations
January	Friends of the Library - Book Sale	1/3-1/5	5 - 18" x 24"	12/5/2012	1,4,16, 19, 20		Boy Scouts - Rummage Sale	6/19-6/22	2 - 4' x 4'	1/10/2013	1, 5
	St. Andrew's - Blood Drive	1/3-1/7	2 - 28" x 22"	1/3/2013	8 (2)						
	K of C - Quarter Mania	1/9-1/24	5 - 18" x 24"	1/8/2013	1, 2, 4, 5, 10						
	Mill Creek Middle - Blood Drive	1/17-1/24	2 - 18" x 24"	1/16/2013	21 (2)						
February						July					
	K of C - Rummage Sale	1/24-2/9	5 - 18" x 24"	1/8/2013	1, 2, 4, 5, 10						
	Friends of the Library - Book Sale	1/31-2/2	5 - 18" x 24"	12/5/2012	1,4,16, 19, 20						
	St. Andrew's - Monthly Dinner	2/4-2/7	1 - 36" x 24"	1/3/2013	8	August	Encore - Intermittent	7/11-8/11	1 - 36" x 24"	12/3/2012	15
	High School Drama Club - Play	1/26-2/10	2 - 3' x 4"	1/11/2013	1, 2, 4, 5, 44		Friends of the Library - Book Sale	8/8-8/10	5 - 18" x 24"	12/5/2012	1,4,16, 19, 20
	Education Foundation - Auction	2/9-2/24	3 - 18" x 24"	1/23/2013	1, 2, 4, 5, 44						
Little League - Sign Ups	2/8-2/22	5 - 18" x 24"	1/7/2013	1, 4, 5, 44 (2)							
March	Encore - Intermittent	2/7-3/3	1 - 36" x 24"	12/3/2012	15						
	Friends of the Library - Book Sale	2/28-3/2	5 - 18" x 24"	12/5/2012	1,4,16, 19, 20						
	St. Andrew's - Monthly Dinner	3/4-3/7	1 - 36" x 24"	1/3/2013	8						
	Historical Society - Art Fair	2/23-3/9	5 - 18" x 24"	1/24/2013	1, 2, 4, 10, 5	September	St. Andrew's - Monthly Dinner	8/30-9/5	1 - 36" x 24"	1/3/2013	8
						St. Andrew's - Blood Drive	9/12-9/23	2 - 28" x 22"	1/3/2013	8 (2)	
April	Encore - Intermittent	3/28-4/14	1 - 36" x 24"	12/3/2012	15						
	Friends of the Library - Book Sale	4/4-4/6	5 - 18" x 24"	12/5/2012	1,4,16, 19, 20						
	St. Andrew's - Monthly Dinner	4/1-4/4	1 - 36" x 24"	1/3/2013	8						
	St. Andrew's - Blood Drive	4/11-4/22	2 - 28" x 22"	1/3/2013	8 (2)						
May	Friends of the Library - Book Sale	5/2-5/4	5 - 18" x 24"	12/5/2012	1,4,16, 19, 20						
	St. Andrew's - Monthly Dinner	4/29-5/2	1 - 36" x 24"	1/3/2013	8	November	Friends of the Library - Book Sale	10/31-11/2	5 - 18" x 24"	12/5/2012	1,4,16, 19, 20
							St. Andrew's - Monthly Dinner	11/4-11/7	1 - 36" x 24"	1/3/2013	8
June	Encore - Intermittent	5/16-6/9	1 - 36" x 24"	12/3/2012	15						
	Friends of the Library - Book Sale	5/30-6/1	5 - 18" x 24"	12/5/2012	1,4,16, 19, 20						
Location Listing: 1 - Baker/Main, 2 - Central/Mill, 3 - Dexter Ann Arbor/Copeland, 4 - Main/Alpine, 5 - Baker/Cemetery, 6 - Monument Park, 7 - Creekside, 8 - 7610 Dexter Ann Arbor, 9 - Peace Park, 10 - Dexter Ann Arbor/Limits, 11 - Cornerstone, 12 - Bates, 13 - 3443 Inverness, 14 - 7720 Ann Arbor Street, 15 - S. Main/Broad, 16 - N. Main/Broad, 17 - Edison/Ann Arbor Street, 18 - Dover/Fifth, 19 - Central/Fifth, 20 - Broad/Fifth, 21 - Mill Creek Middle School, 22 - Fourth/Inverness, 23 - Dexter Bakery, 24 - Lighthouse, 25 - Dexter Pharmacy, 26 - Warrior Creek Park Drive, 27 - Dexter Flowers, 28 - Terry B's, 29-7795 Ann Arbor St, 30 - 7915 Fourth, 31 - 7651 Dan Hoey, 32 - Wylie, 33-Lions Park, 35-Dexter Crossing Entrance, 36 - Dan Hoey/Dexter Ann Arbor, 37 - Dover/Main, 38 - Fourth/Central, 39 - Baker/Hudson, 40 - Inverness/Ann Arbor, 41 - Main/Jeffords, 42 - Third/Broad, 43 - 3rd/Dover, 44 - Ryan/Dexter Ann Arbor, 45 - Meadowview/Dexter Ann Arbor, 46 - Ice Rink											
**Dexter Farmers Market will place up to 5 signs on Saturday and Tuesday from May through October to advertise for the market											





## Memorandum

To: Village Council and President Keough  
Donna Dettling, Village Manager  
From: Allison Bishop, AICP, Community Development Manager  
Re: REPORT  
Date: February 21, 2013

### Parks and Recreation Commission -

**Downtown Restrooms** – Staff presented several options of “temporary” downtown restrooms to the PaRC. The direction given by the PaRC was to proceed with getting quotes for a unit similar to the attached. Staff is in the process of obtaining more accurate estimates and location dimensions and will present a final plan to Council for a proposed budget amendment soon. It is anticipated that the cost will be less than \$3,000. The PaRC would like something installed prior to the Memorial Day Parade.

**PaRC CIP** – The PaRC continued to review the CIP worksheets for parks and recreation. After additional discussion and prioritization the PaRC will continue to review the worksheets, however the priorities at this time are: Community Park Path Restoration and Existing Park Improvement (i.e. improving existing facilities such as play equipment, benches, trash cans, pathways, bike racks, etc.). The PaRC is recommending that we postpone implementation of an off-leash dog area until the Council determines what the long range plans for the Dan Hoey property are.

**FY 2013-14 Budget request** – A DRAFT budget request was reviewed by the PaRC and will be discussed again at the next meeting.

**Passport Grant** – Community Park Path Reconstruction –The PaRC has recommended that the Village apply for a State of Michigan Passport Grant for the reconstruction and ADA retrofit of the Community Park asphalt pathway. The pathway is 10 feet wide and approximately 1300 lineal feet. A requirement of the Passport grant is that plans be prepared by a licensed engineer, landscape architect, etc. As a result staff is obtaining scope of work estimates from three consultants to complete the grant required drawings. Staff will provide a recommendation for consultant selection at an upcoming meeting, along with the required resolution for submittal (Draft Attached). The grant deadline is April 1, 2013. It is anticipated that the total project cost will be approximately \$56,000, which requires a 25% match. It is anticipated that the Village would need to budget approximately \$14,000 for the 25% match.

**Mill Creek Park Phase 2 Natural Trail Development** – The PaRC is researching how to create a footpath in the area known as Mill Creek Park Phase 2 – south of the developed Mill Creek Park. Commissioner Coy has completed a site walk and is planning to meet with representatives from the school to gage their level of interest. Staff is working with Washtenaw County to understand how they develop their Nature Area Preserves, which are simple soft path trails similar to what the PaRC is attempting to do in the undeveloped portion of Mill Creek Park. The PaRC is interested in making the area accessible via “rustic” trails until a time that the Village can consider additional improvements.

## **Tree Board –**

**Arbor Day – April 26, 2013** – Planning has started for the 2013 Arbor Day Celebration. The Tree Board is proposing tree planting, story time coordination and seedling giveaways this year. Several locations for tree planting in acknowledgment of the tornado will be selected, and approximately 16 trees will be planted at the entrance to the DBRP and along Dan Hoey Road near the schools.

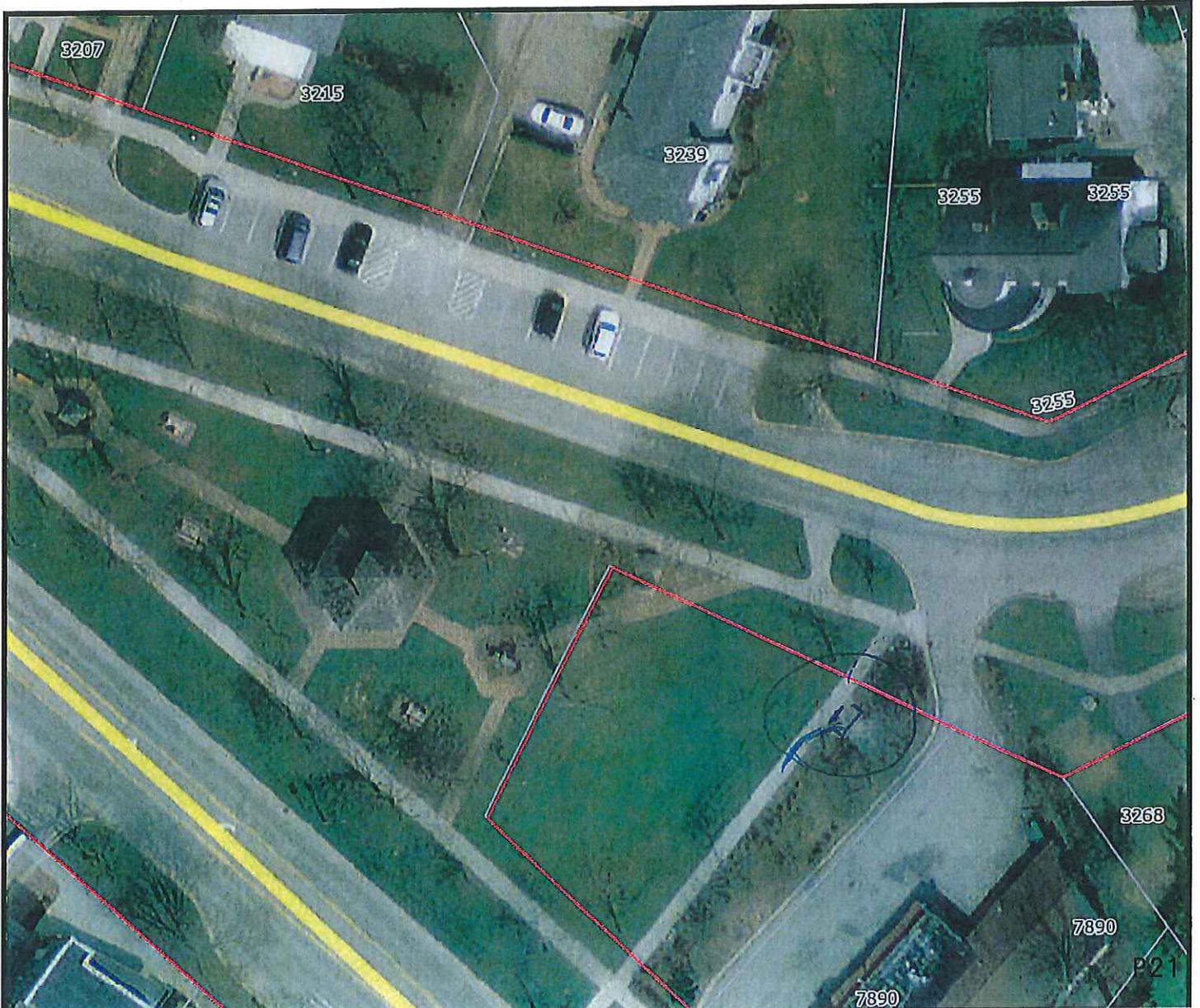
**2013 Goals** – The Tree Board discussed the goals for 2013. Goals are continuing the tree planting, trimming, etc. and providing more education for residents on the value of trees and their impacts on property values.

**Westridge Street Trees** – The Tree Board was asked to comment on Trustee Semifero’s concerns about the separation between the 2 required street trees at the houses in the Westridge Subdivision. Trustee Semifero’s concerns are that the trees are being planted too close together. The Village standards require that street trees be planted 30-60 feet apart. Per the Development Agreement for Westridge 2 street trees were required per lot. Due to lot widths, driveways and utilities trees have typically been planted 15-20 feet apart. The Tree Board discussed the issue and will visit the site to further evaluate the conditions prior to making a recommendation, however there appears to be 3 options. 1. Continue to plant the trees as they have been planted over the last 10 years. The consistency would be maintained in the neighborhood and there are older trees through the Village that are planted at similar distances. Although not ideal for the health of the tree, it can be done. 2. Reduce the requirement to 1 street tree. 3. Require 1 of the 2 trees to be planted in the front yard. The trees are still planted and a better separation is maintained. The Tree Board will provide a recommendation prior to spring planting.

## **ZBA –**

Case # 2013-01 and 2013-02 were heard on February 20, 2013. The Notice of Decisions are attached.

Please feel free to contact me if you have any additional questions.  
Thank you.



**Resolution #2013-**  
**VILLAGE OF DEXTER**  
**WASHTENAW COUNTY, MICHIGAN**

**RESOLUTION OF SUPPORT**  
**COMMUNITY PARK NON-MOTORIZED PATH**  
**PASSPORT GRANT**

WHEREAS, outdoor recreation is critical to the village's quality of life and to the health and welfare of its citizens and guests; and,

WHEREAS, the Village of Dexter recognizes the importance of providing a range of outdoor recreational opportunities to meet the needs of all citizens; and,

WHEREAS, the Village of Dexter desires to advance the quality of local recreational opportunities by providing facilities that are first-class and ADA accessible to its citizens and guests; and,

WHEREAS, the Parks and Recreation Commission has identified improvements to Community Park as a priority based on the frequency of use, proximity to population and as valuable resource in the Village's recreation network; and

WHEREAS, the proposed improvements are consistent with the goals and objectives of the Village's Parks and recreation Master Plan; and

WHEREAS, the Parks and Recreation Commission has identified restoration of the non-motorized pathway in Community Park as the top priority in the 2013-2018 Capital Improvements Plan and has been discussing the project as a priority annually for several years; and

WHEREAS, off-site drainage improvements have been made that improved the drainage surrounding the pathway; and

WHEREAS, the pathway is in disrepair and in need of ADA accessibility improvements; and

WHEREAS, the proposed project entails reconstruction of approximately 1,300 lineal feet of pathway, including ADA accessibility improvements; and

WHEREAS, the Village of Dexter hereby commits \$14,000 or 25% of the total \$56,000 project cost from its FY2013-14 Budget;

BE IT FURTHER RESOLVED, that the Village of Dexter Council hereby approves submittal of a Michigan Department of Natural Resources Passport grant application for 2013.

MOVED BY:

SECONDED BY:

YEAS:

NAYS:

ABSENT:

RESOLUTION DECLARED ADOPTED THIS 11<sup>th</sup> DAY of MARCH 2013.

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Shawn W. Keough, Village President

I hereby certify that the attached is a true and complete copy of a resolution adopted by the Village Council of the Village of Dexter, County of Washtenaw, State of Michigan, at a regular meeting held on the 11<sup>th</sup> day of MARCH, 2013.

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CERTIFIED BY:

Carol J. Jones, Village of Dexter Clerk

DRAFT







## NOTICE OF DECISION

**TO:** Village Council and President Keough  
Planning Commission

**CC:** Fred Schmid, 120 Cavanaugh Lake, Chelsea, MI 48118  
Donna Dettling, Village Manager

**FROM:** Allison Bishop, AICP, Community Development Manager, Village of Dexter

**DATE:** Thursday, February 21, 2013

**RE:** ZBA Decision (Case #2013-01)  
2820 Baker Road; Tax ID HD-08-06-458-501

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

### Variance Request (ZBA Case #2013-01)

On February 20, 2013, the ZBA reviewed three (3) variance requests, submitted by Fred Schmid, Dexter Pharmacy for 2820 Baker Road. Variances were requested from the following sections:

A. Section 7.04(1) A – Building Signs - Within all non-residential zoning districts, a combination of building signs may be established not to exceed the maximum sign area of 42 square feet in the C-1 zoning district.

PROPOSAL - The applicant's proposal is to install a combination of building and awning signage totaling 71.4 square feet.

B. Section 7.04(1) C – Building Signs – One (1) projecting sign may be permitted for each first-floor business within the CBD, Central Business District.

PROPOSAL - The applicant's proposal is to install a projecting sign at the southeast corner of the building in the C-1 zoning district.

C. Section 7.02(4) A – Signs Exempt from Permits - Incidental signs or directional signs which are intended to direct the flow of pedestrian and vehicular traffic on private property. Incidental signs shall not exceed two (2) square feet in area per side and four (4) feet in height, shall contain no advertising other than the name of the business and may be illuminated.

PROPOSAL - The applicant's current directional signage (2 signs) directing traffic for the pharmacy drive-through include the company logo.

The public hearing was opened at 7:06 pm and consultant Laura Kreps provided a presentation on the request and the review. The applicant, Fred Schmid, provided comments on the request, including

but not limited to: visibility problems at the site; parking location on side of the building not typical and confusing to customers; traffic speeds reduce visibility of signage and possibly cause drivers to miss location; desire to improve signage tastefully; awnings help with inclement weather at entrance; awnings help to identify entrance to pharmacy; request being made to benefit entire building; helps identify "Pharmacy" building; traffic is a public safety concern; signage on the side of the building important because new proposed building will obscure pharmacy; drive entrance sort of like a corner lot; unique building – building doesn't look like a typical pharmacy; it is currently hard to tell if the pharmacy is open based on customer feedback.

Jim Johnson, Johnson Sign Company provided comments on the request, including but not limited to: misread ordinance when installed directional signs, apologized; reviewed the intent of the sign ordinance, commented on the applicant's ability to meet the intent of the sign ordinance, such as proposing signs that ensure the effective communication of the business and location; currently customers are struggling to locate business; no nuisance will be created by the use of the signs proposed or will the new signs hurt adjacent property values; needs more signage due to the 12 tenants that will occupy the site when development is complete; currently the ordinance does not have allowances for corner lots, this building is essentially on a corner lot; entrance is similar to a road; request is still under 84 square feet which would essentially be corner lot maximum; criteria for meeting variances has been met, the current signage is burdensome to customers who cannot find the entrance; unique circumstances, buildings closeness to the road limits visibility of signage; Public Safety, there is no harm in granting the variance and it could improve traffic; open sign meets illumination standards for ground signs.

Marni Schmid, Pharmacy Manager was also present.  
There was no other public wishing to comment.

The Board discussion included, but was not limited to: first development of this kind with multiple buildings and multiple tenants; Village sign ordinance is flawed and not equipped to handle large scape development; scale of permitted signage not appropriate for a building of this size and location; multiple, diverse uses; approaching north of Baker Road is where signage needs to be; awning signs add architectural element; future requests for additional signage would require additional variance requests; awning and perpendicular signs are effective and used through the region; projecting signs are intended to serve pedestrian traffic; Baker Road Corridor goal is to be more pedestrian oriented; this is the only perpendicular sign in the Village with "open"; currently no content regulations for text or illumination standards for perpendicular signs; cannot regulate content or illumination; routed aluminum "open" sign will only appear illuminated at night, similar to Dexter Plaza signage.

The public hearing was closed at 7:50 pm.

**ZBA Decision**

On February 20, 2013, the Village of Dexter Board of Zoning Appeals moved the following:

Moved Carson, supported Hansen:

Based on the information provided by the applicant, Fred Schmid for the Dexter Pharmacy at 2820 Baker Road, HD-08-06-458-501, at the February 20, 2013 Zoning Board of Appeals meeting the Board determines that per Section 24.05 Standards for Variances and Appeals that the request to waive the following sections be GRANTED:

A. Section 7.04(1)A, Building Signs in the C-1 General Business District to permit the applicant to exceed the allowable 42 square foot maximum building signage requirement to install 71.4 square feet of building signage.

B. Section 7.04(1)C, Projecting Signs, to permit the applicant to install a projecting sign in the C-1 General Business District.

C. Section 7.02(4)A, Incidental/Directional Signs, to permit the applicant to have a directional sign that includes the business logo.

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

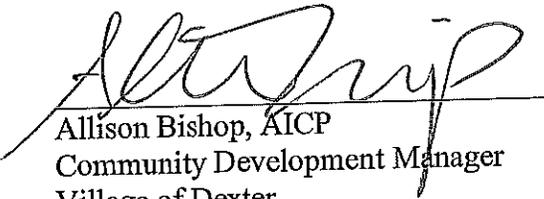
1. #1 – Practical Difficulties – Building placement and sign location
2. #2 – Substantial Justice – Visibility
3. #6 – Multiple Buildings and Tenants

MOTION CARRIED 4-0

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

Thank you.

Respectfully submitted,

  
Allison Bishop, AICP  
Community Development Manager  
Village of Dexter



## NOTICE OF DECISION

**TO:** Village Council and President Keough  
Planning Commission

**CC:** Dexter Wellness Center, 2810 Baker Road, Dexter, MI 48130  
Donna Dettling, Village Manager

**FROM:** Allison Bishop, AICP, Community Development Manager, Village of Dexter

**DATE:** Thursday, February 21, 2013

**RE:** ZBA Decision (Case #2013-02)  
8059 Main Street; Tax ID HD-08-06-210-031  
2810 Baker Road; Tax ID HD-08-06-455-001

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

### Variance Request (ZBA Case #2013-02)

On February 20, 2013, the ZBA reviewed four (4) variance requests, submitted by the Dexter Wellness Center for 8059 Main Street, temporary sales office for the Dexter Wellness center and 2810 Baker Road. Variances were requested from the following sections:

#### 8059 Main Street –

A. Section 7.07(5)D – Temporary banner signs are permitted to be installed for a period of 10 days in a 30 days period.

PROPOSAL – The applicant is proposing to install temporary signage for a period of 4 months.

#### 2810 Baker Road –

B. Section 7.07(5)D – Temporary banner signs are permitted to be installed for a period of 10 days in a 30 days period.

PROPOSAL - The applicant is proposing to install temporary signage for a period of 4 months.

C. Section 2.02 – Banner must be attached to a pole or a building.

PROPOSAL – The applicant is proposing to install a banner on temporary stakes along the roadway frontage.

D. Section 7.07(5)C – Temporary signs must be installed at a five (5)-foot setback.

PROPOSAL – The applicant is requesting installation of a temporary sign at a zero (0)-foot setback.

The public hearing was opened at 7:50 pm and the consultant provided a presentation on the request and review.

The applicant's representative, Peg Bravo, said a few words regarding the request and the unique temporary nature of the sales office, the need to identify the location and signage needs.

There was no public wishing to comment.

The Board discussion included, but was not limited to: the proposed location of the sign at Baker Road may be affected by the proposed new building, although chances it will not be a problem; must consider an end date; request very reasonable and within all other requirements aside from length of time; setback could be a problem, applicant agreed to remove request for zero (0) setback.

The public hearing was closed at 8:02 pm.

### **ZBA Decision**

On February 20, 2013, the Village of Dexter Board of Zoning Appeals moved the following:

Moved Hansen, supported Bombery:

Based on the information provided by the applicant, Dexter Wellness Center for the Dexter Wellness Center at 8059 Main Street, HD-08-06-210-031 and 2810 Baker Road, HD-08-06-455-001, at the February 20, 2013 Zoning Board of Appeals meeting the Board determines that per Section 24.05 Standards for Variances and Appeals that the request to waive the following sections be GRANTED:

- A. Section 7.07(5)D, Temporary Signage, to permit the applicant to install temporary banner signage for a period of 4 months at 8059 Main Street and 2810 Baker Road.
- B. Section 2.02, Banner Sign, to permit the applicant to install a banner sign with temporary stakes along the roadway frontage at 2810 Baker Road.

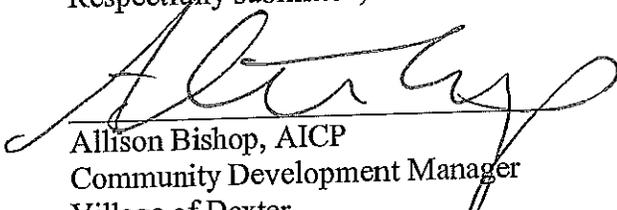
The determination was made with consideration of the following per Section 24.05 of the Village of Dexter Zoning Ordinance and/or conditions:

- 1. # 2 – Substantial Justice
- 2. # 4 – Extraordinary Circumstances

MOTION CARRIED 4-0

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

Thank you.  
Respectfully submitted,



Allison Bishop, AICP  
Community Development Manager  
Village of Dexter

**“3045 BROAD STREET” REDEVELOPMENT TEAM  
MINUTES**

**Wednesday February 13, 2013 at 5:30p**

The Redevelopment Team met at the Village Office on Wednesday, February 13, 2013 with the following present: Jim Carson, Allison Bishop, Donna Dettling, Steve Brouwer, Shawn Keough, and Donna Fisher. Derk Wilcox, Tom Covert, and Dan O’Haver were absent.

- A general update was provided; property closed 12-28-12 and DDA received two checks one for \$250,000 (reduced purchase price) and \$264,837 (interest on the \$1.3 million). For a total of \$514,837.00.
- An update on Lease arrangements at 3045 Broad Street; Valerie at Dancer’s Edge signed a 12-month lease, ending 12-31-2013; her monthly rent is \$3,736 for total Revenue of \$44,832.00. All other tenants have vacated the premises.
- Review Environmental Documents. Documents provided in a separate summary.
  1. Additional Air Monitoring Proposal. Additional air monitoring was recommended by ASTI in our Due Care Plan as well as the Tupper Remediation Report. At the January DDA meeting, DDA asked that confirmation of the air quality be made for the Dance Studio (area#11 & 12) and the Cornerstone Gym (area #9). A Proposal from ASTI was requested and approved. The first of two air samples were collected on February 13, 2013. The second sample will be collected in May. The cost to complete this additional monitoring is \$4,500. A report will be provided as well as follow-up with our Tenant.
  2. Baseline Environmental Assessment (BEA). The BEA pulls the Phase 1, all sampling and any data collected on this site into one document. The BEA must be completed within 45 days of the transfer of a property. The BEA was submitted to the DEQ on February 7, 2013. The BEA establishes a baseline for the new owner’s environmental responsibility for contamination.
  3. Due Care Plan. The Due Care Plan provides guidance on how the property can be developed. It provides detailed requirements and restrictions on how activities are to be undertaken on the site. The Due Care Plan is very specific on demolition activities and these sections will be included in the scope of work for the demolition bid. It also includes a Plan for Response and reasonable precautions required of the owner.
  4. Tupper’s Investigation and Remediation Report. This report details the activities undertaken by Environmental Recycling Group (ERG) a contractor hired by Tupper to remediate the site.
  5. Asbestos Report. This is another report required prior to the demolition of the buildings. The Asbestos must be removed before the buildings can be demolished.

6. Declaration of Restrictive Covenant. This document is filed with the Due Care Plan. These covenants restrict activity on the south side of the site where the contamination was primarily found. This document like the Due Care Plan provides guidance on how the property can be developed. It provides detailed requirements and restrictions on how activities are to be undertaken on the site.
  7. License Agreement Regarding Environmental work. This document gives Tupper and his contactor the right to enter (with conditions) onto the property to complete environmental work that will be required of him, as the responsible party in the future i.e. ground water monitoring.
  8. ASTI Original Scope of Services. This document is simply a reminder of the environmental work we intended to complete.
  9. First Amendment to Purchase Agreement and Notice Letter for Capping Activity. This is the final version of the Amendment to the Purchase Agreement. The Notice letter referenced in section 3 of the amendment was written and mailed on February 13, 2013 (a copy of the letter is included). The letter triggers a 30-day period in which Tupper must complete the Capping Activity.
- Review meeting minutes from last meeting of 6-13-12, below are several highlights.
    1. Reality that the land costs and construction costs do not make the project feasible without some form of incentive.
    2. Create a list of incentives.
    3. Focus on Request for Proposals for Building A area (**see map**).
    4. Secure a demolition bid for Building A area.
    5. Get Building area A development ready.
    6. Understand costs for water, sanitary sewer and stormwater improvements.
    7. Secondary focus or phase two of the project could be rehabilitation of Building sites B and C (**see map**).
    8. Work with our partners; DTE –find out what their long term plans are for the electric substation. Identify other partners; Dancer’s Edge, Encore, UMRC, others.

#### **Highlights from Team discussion:**

- Donna shared an email (**attached**) she just received from Jon Carlson, leasee of Jolly Pumpkin building 3115 Broad Street. Mr. Carlson leases this space from Randy Willis and although Jolly Pumpkin has moved into their new home in the Industrial Park, the lease doesn’t terminate until February 2014. Mr. Carlson was looking for our thoughts on how the DDA might work with him to transition in an accelerated manner with Valerie.
- Team feels it is worthwhile to get 3045 Broad Street as development ready as possible, but it is important to first get the buildings down.
- Team debated merits of a partial removal or complete removal. Might be to our advantage to leave a portion of the building under the DTE substation lines, to shield the view of the substation from the Park. Liability concern regarding tenants under power lines or power lines coming down on building and causing damage or harm to tenants.

- Work with DTE to understand their plan for the substation.
- Prepare a scope of the work for the demolition. Provide guidance in demolition scope of work for a partial demo of buildings South of the substation and request an alternate bid for remainder of the buildings.
- ASTI will be required to inspect the demo work to protect the DDA/Village's interests.

**Highlights of discussion on Listing Property verses issuing an RFP:**

- Team discussed merits of listing the property while we're working on the demo verses requesting proposals for its redevelopment and letting the developer demo the buildings.
- Sorting out who (Village/DDA or Developer) will pay for what is a critical decision.
- Team needs to develop list of incentives, or a negotiation package that can be used to sort out who pays for what with a developer.
- Discussed developing a simple listing first to test the market. Can we put conditions on listing; do we need to indicate a price?
- Start developing framework for a RFP. Provide current DDA Plan, background on property, environmental documents, existing zoning, flexible zoning PUD etc. Get a developer spin on our (Village/DDA) vision for this area.
- Group discussed what we would do with the area if we removed the building(s); fence it, stripe it for parking, etc.
- If DDA decides not to demo buildings, clean up the area.
- Preliminary Incentives Discussion:
  1. How can we structure a deal where we could receive some payment for the land?
  2. Would Village/DDA pay for demolition, or wait until a developer comes on board and ask that they share a portion of the demo costs?
  3. Would Village/DDA Pay for all public infrastructure improvements; water, sanitary sewer, storm sewer, roads, parking, streetscape features.
  4. Would Village waive water and sewer tap fees \$8,000 per residential equivalent?

**Next Steps**

- Call Jim Chaconas to ask him to brainstorm with our group. Help us work through listing property vs. issuing an RFP, which is a better approach.
- Call Paul Ganz request that he or a DTE Economic Development person attend our next meeting.
- Contact MEDC regarding funds for demo or other programs the village/DDA can take advantage of to develop this property.
- Confirm attendance of Jim Chaconas and a DTE Representative and schedule next meeting in 2-3 weeks.
- Begin the demolition scope of services document.
- Begin the framework for a Draft RFP, start reviewing draft RFP at the next meeting.

## Donna Dettling

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**From:** Jon Carlson <jon@2mission.com>  
**Sent:** Wednesday, February 13, 2013 4:15 PM  
**To:** vspotsos@umich.edu  
**Subject:** Broad Street

Valerie,

My name is Jon Carlson and I am one of the owners of Jolly Pumpkin. I understand that you will be purchasing the building quite soon. We are fully moved out (well some small items and some clean up still needed) but wondered if we could sit down and discuss the timeline. We are still paying rent and will do so until our lease is up but we would love to terminate this earlier and would like to help in anyway possible for you to close on it as soon as you could and hand over the space to you.

Please let me know if you could discuss .

Jon A. Carlson  
734-604-0977

## Donna Dettling

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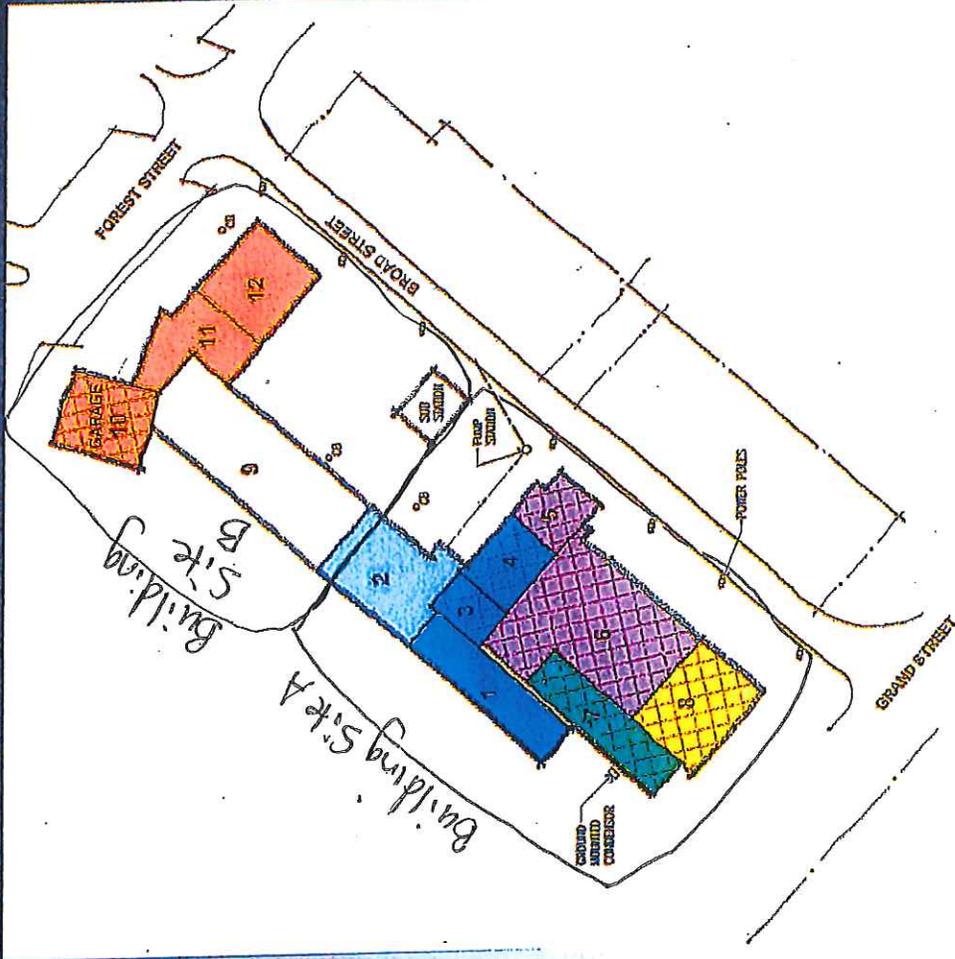
**From:** Jon Carlson <jon@2mission.com>  
**Sent:** Wednesday, February 13, 2013 4:17 PM  
**To:** Donna Dettling  
**Subject:** Broad Street

Donna - I BCC'd you on an email to the new purchaser. We sure would like to terminate our lease as soon as possible. We are hurting for cash with the start up so any ideas you might have to help the process along.

I understand she is leasing from you now but would be great for her to take over space and start her remodel in it so she could open up quickly or even before she closes on the purchase.

any thoughts?

# Existing Building Tenants



	Vacant 7,395 sf
	Klapperich Welding 8,052 sf
	Dancers Edge 6,405 sf
	Elite Defense 6,222 sf
	Dapco 2,520 sf
	Pritty Imports 1,872 sf
	Broad Street Artist 3,280 sf

Total: 35,746 sf



**3045 Broad Street**



1: 506

2/15/2013



**NOTE: Parcels may not be to scale.**

The information contained in this cadastral map is used to locate, identify and inventory parcels of land in Washtenaw County for appraisal and taxing purposes only and is not to be construed as a "survey description". The information is provided with the understanding that the conclusions drawn from such information are solely the responsibility of the user. Any assumption of legal status of this data is hereby disclaimed.

THIS MAP REPRESENTS PARCELS AT THE TIME OF PRINTING. THE OFFICIAL PARCEL TAX MAPS ARE MAINTAINED SOLELY BY THE WASHTENAW COUNTY EQUALIZATION DEPARTMENT AND CAN BE OBTAINED BY CONTACTING THAT OFFICE AT 734-222-6962.



**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: February 21, 2013**  
**Re: Assistant Village Manager & Village Manager Report - Meeting of February 25, 2013**

1. Meeting Review:
  - February 11<sup>th</sup> – Sanitary Surcharge Work Session
  - February 12<sup>th</sup> – Town Hall Meeting
  - February 13<sup>th</sup> – 3045 Broad Street Redevelopment Team
  - February 19<sup>th</sup> – DEQ Lansing Office re: MAHL Draft Report
  - February 23<sup>rd</sup> - Council Work Session - Street Improvement Plan
  - February 26<sup>th</sup> – Farmer’s Market & Community Garden Committee
  
2. Upcoming Meeting Review:
  - February 27<sup>th</sup> – Washtenaw County Parks re: Border to Border Trail
  - February 28<sup>th</sup> – February DDA Meeting (rescheduled from February 21)
  - February 28<sup>th</sup> – Sludge Project Progress Meeting
  - March 16<sup>th</sup> – Council Work Session –Goal Setting
  
3. Speed Display Update. The Speed Display was installed on Ryan Drive near the basketball court. The charts provided show weekly data from February 1, 2013 to February 7, 2013 and February 6, 2013 to February 12, 2013. The data shows that over both weeks 12% of the cars were driving in excess of 30 miles per hour. As follow up to the Town Hall meeting the data was sent to Sgt. Flores with a request that the Sheriff spend time in Huron Farms similar to what was done in Westridge last summer. The hope is that the increased presence will bring further awareness to the residents regarding the need to follow traffic laws. The Speed Display was placed on Fifth Street on February 14, 2013.
  
4. DEQ Meeting Summary. Staff along with our consultants met with the DEQ on Tuesday, February 19, 2013. A summary from that meeting is included with Old Business item #2, Adopting Sewer Surcharge Rates.
  
5. Emergency Exit at 8140 Main Street. Attached is the Code Official review of the emergency exit needs for 8140 Main Street. I have given MiOSHA until March 1, 2013 to comment on the findings. I will be working with; Dexter Builder, Kyle Builders, and AR Brouwer to adjust their quotes and or provide alternate quotes based on the guidance provided. I plan to recommend one of the quotes at the March 11, 2013 meeting.
  
6. B2B Trail to Central Street Update. A meeting is set for Wednesday, February 27<sup>th</sup> at 9:30 a.m. at the DPW, with Coy Vaughn to review the county’s preliminary drawings for

the connection to Central Street along the Rail Road right of way. As soon as we have an updated design based on the guidance from MDOT, it will be forwarded to Council.

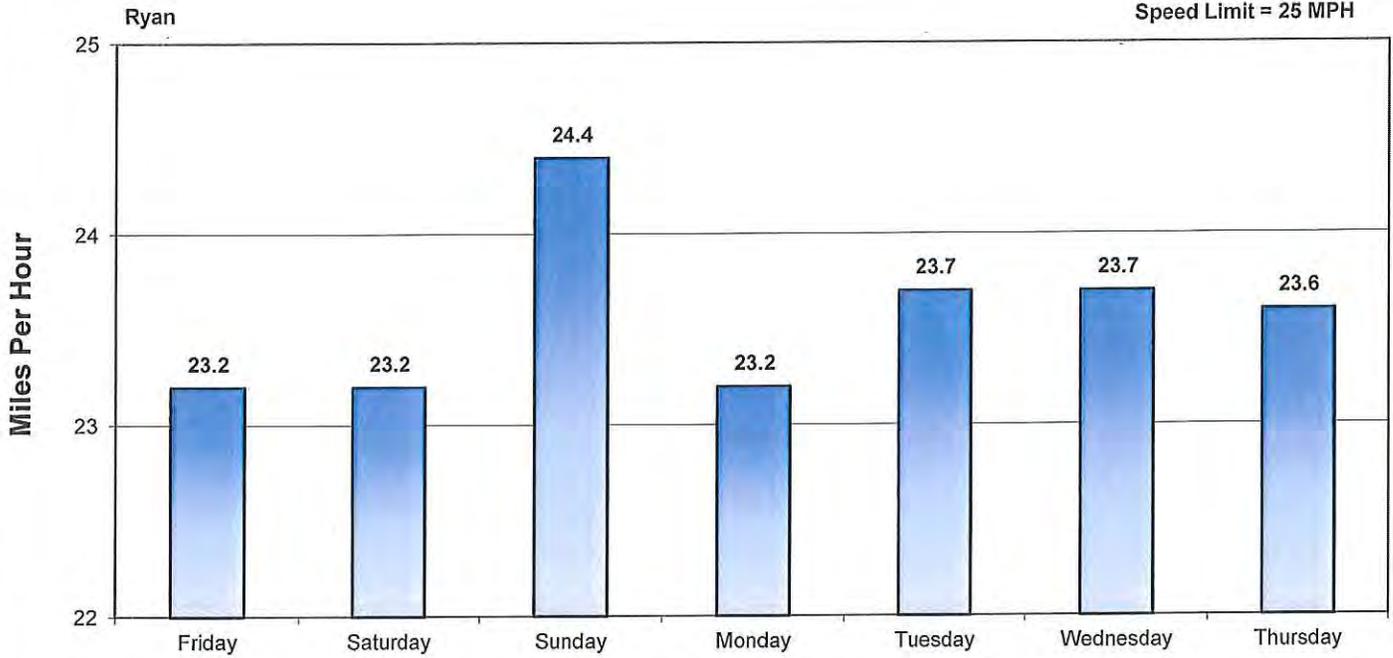
7. Personal Property Tax. Attached for Council's review are spreadsheets provided by the Department of Treasury that have been filled in with Dexter's information showing the result of the personal property tax legislation. The first sheet shows the level of funding if the Village chooses to levy an Essential Services Assessment on industrial properties to recoup the cost of police/fire services previously paid with personal property tax. This is calculated by taking the total police fire budget as a percentage of the total budget and applying that percentage to the total amount of general fund personal property tax collected. The Michigan Municipal League has requested a legal opinion on the legality of this special assessment. Levying this special assessment is optional. If the Village chooses not to levy it we would be reimbursed 80% of the personal property tax paid by businesses with over \$40,000 in personal property taxable value. Option one would result in a property tax loss of \$43,907; the second option would result in a property tax loss of \$56,312. Under the current system, existing personal property depreciates and new personal property is added to the roles. One unanswered question is how the amount reimbursed by the state will increase or decrease in the future. Enactment of all of this legislation is contingent on the passage of a ballot question set to go before the voters in August 2014 that would allow a portion of an existing state tax to be used to reimburse communities.
8. Forest Street Drainage. Included for your review are copies of letters that went to Robert and Roger Koback, and a copy of the letter that is being hand delivered to residents in the project area. A project schedule is being adjusted to allow for combined bidding with the Hudson/Second Street Improvements.
9. 2013 Paving and Sidewalk Improvements. Attached is a project schedule for Hudson & Second Street Project and a copy of the resident letter and the Condominium Association letter for your review. We sent 95 letters which included both residents and property owners.
10. Central Street. The Village received a phone call from the Michigan Department of Transportation on February 19, 2013 that we have received the \$200,000 Transportation Economic Development Grant to reconstruct Central from Second to Third. The award is pending the approval of the appropriations legislation by the Michigan Legislature. The funding will be available in State fiscal year 2014 (October 2013 – September 2014).
11. Screw Pumps. While discussing the draft agenda item for the screw pump project with President Keough we talked about handling this project with more of a formal bid process, as opposed to the quote solicitation method that was used. After staff reviewed the project further we are now planning to solicit formal bids to rebuild two of the four pumps in this fiscal year and the other two pumps in next fiscal year. This should result in lower bid prices than doing each of the pumps individually and save the staff time of issuing separate bids. The second year of work will be contingent on successful completion of the first project.

12. Pavement Markings. The contractor used for pavement markings in 2012, M & M has agreed to hold their pricing for 2013. Staff was satisfied with their work and will be making a recommendation on the March 11, 2013 agenda to use them again this year. The goal is to have the markings completed prior to the Memorial Day Activities.



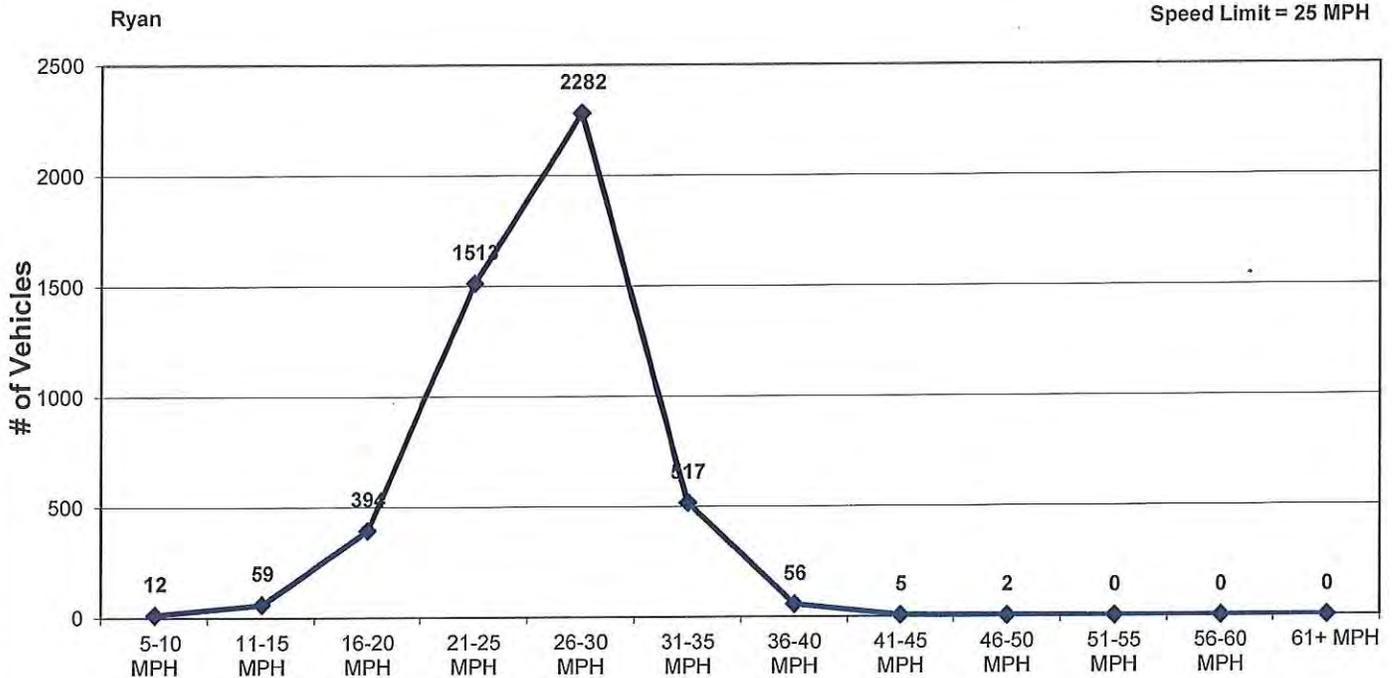
# Charts Report

## Daily Average Speeds



WEEK OF: 2/1/2013 - 2/7/2013

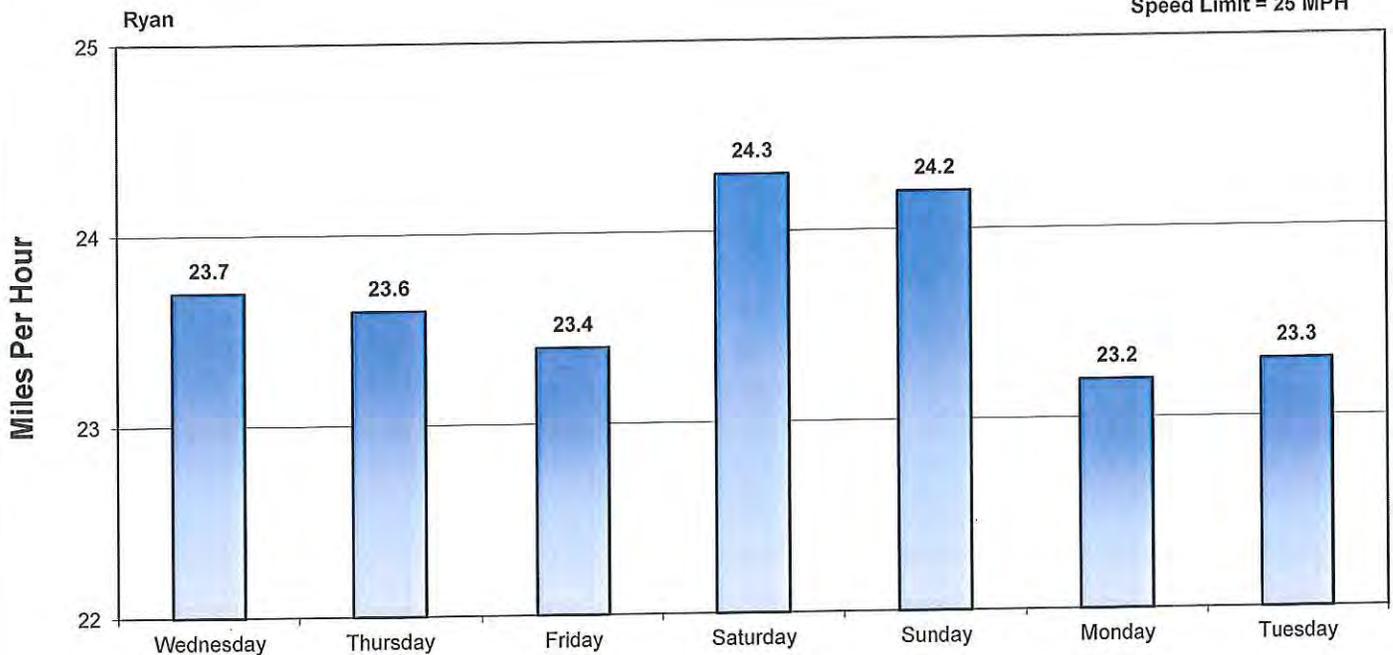
## Vehicle Count by Peak Speed Bins



WEEK OF: 2/1/2013 - 2/7/2013

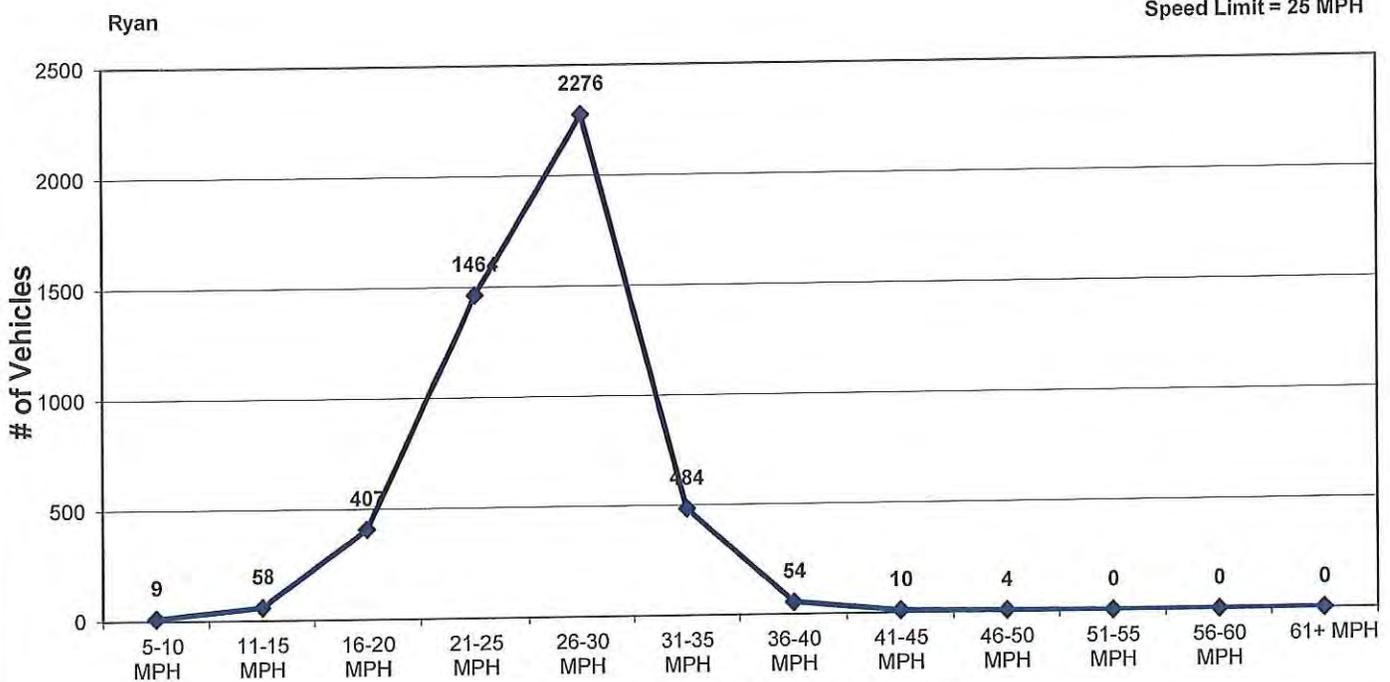
# Charts Report

## Daily Average Speeds



WEEK OF: 2/6/2013 - 2/12/2013

## Vehicle Count by Peak Speed Bins



WEEK OF: 2/6/2013 - 2/12/2013

## Donna Dettling

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**From:** Donna Dettling <ddettling@DexterMI.gov>  
**Sent:** Saturday, February 16, 2013 5:40 PM  
**To:** 'Gundry, Debra (LARA)'  
**Cc:** lorenyates@aol.com; dexterfireduck@aol.com; jim.seta@skf.com; Jason Hilberer (jhilberer@dexterareafire.org)  
**Subject:** RE: Dexter Area Fire Dept. 8140 Main St Case #36G12141  
**Attachments:** Review Code Official.pdf

Debra,  
I have attached the review completed by Inspector Dettling, a qualified person familiar with local building codes and NFPA 101, the Life Safety Code. Also included is a review from Don Schnettler the Washtenaw County Building Official as well as an area Fire Chief who was asked for his professional opinion on this topic.

I feel as if I need to apologize for Jason Hilberer, the DAFD and the Village of Dexter that this review is just now being completed. As I read the technical report prepared by Consultant Zagresky in April 2012, I am embarrassed and baffled as to why a recommendation contained in this report was either ignored or missed by Jason Hilberer during the closing conference. *RECOMMENDED ACTION: Have a qualified person, familiar with local building codes and NFPA 101, the Life Safety code, recommend and implement the modification required to ensure adequate escape time and safe escape paths in case of fire or other emergency.*

The review provided by Inspector Dettling is being used to secure quotes from 3 local commercial builders. I would appreciate MIOSHA's concurrence that the recommendations contained in this review will be acceptable to satisfy a MIOSHA Safety Officer Inspection. The Village's primary goal is to protect the lives of those who protect ours and secondarily to avoid enforcement action for serious hazards.

If there's any way you can provide feedback on the recommendations by March 1, 2013, it would be appreciated. Please contact me, if you have any questions.



# Dexter Area Fire Department

February 13, 2013

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

Subject: Review, Determination and Course of Action for MIOSHA # 36G12141

Mrs. Dettling:

As Fire Code Official/AHJ for the Village of Dexter I have reviewed MIOSHA violations for 8140 Main St. I have written my determination in such a way that details all relevant aspects of these violations, listed below is how I have defined and determination my actions:

Authority

Occupancy, Hazard Classification and Type of Building Construction

Determination of Means of Egress

Violations (as noted in Technical Report # 36G12141

Determination

Required actions

Recommendation actions

Due to the fact that I work in the building that I am making a determination on, I have reached out to Washtenaw County Building Official Donald Schnettler and Michael O'Brian Fire Chief of the Brighton Area Fire Authority to review my finding, determination and course of action. I will provide their review/comments/determination upon my receipt of these documentations.

Furthermore, I would recommend that MIOHSA review these documents to ensure these corrective measures are within their scope of acceptability. I am available should you need to meet or want me to present my finding.

Donald Dettling

Fire Inspector

Enclosed: MIOSHA Part 6 and NFPA 101 33.2.2.3.1

Cc/ Loren Yates      Fire Chief  
Michael O'Brian    Fire Chief Brighton Area Fire Authority  
Donald Schnettler   Building Official Washtenaw County  
Jason Hilberer      H & S Officer

8140 Main Street • Dexter, MI 48130 • (734) 426-4500 Department • (734) 426-8537 Fax • dexterareafire@aol.com

**Authority:** The Village of Dexter has adopted Ordinance 6-2006 This Ordinance adopts the 2006 Editions of the International Fire Code (IFC) and National Fire Protection Association 101 Life Safety Code (NFPA 101). Within in the IFC and the adopted Ordinance defines what and who is the Fire Code Official, NFPA 101 terminology is Authority Have Jurisdiction (AHJ). Adoption of this Ordinance the Fire Inspector and or Fire Marshal employed by the Dexter Area Fire Department is the Fire Code Official/AHJ for the Village of Dexter.

**Occupancy, Hazard Classification and Type of Building Construction: (Defined within NFPA 101)**

8140 Main St. built in 1955 is defined as a Existing Mixed Use Occupancy: Business Occupancy Residential Board and Care Occupancy and Storage Occupancy. Hazard Classification Business: Ordinary Residential Board and Care: N/A Storage: High. Type of Building Construction: Non Combustible

**Determination of Means of Egress shall comply with the following NFPA 101**

6.1.14.3.2 "The means of egress facilities, type of construction, protection, and other safeguards in the building shall comply with the most restrictive fire and life safety requirements of the occupancies involved." I have determined that Residential Board and Care Occupancy is the most restrictive and therefore shall apply this section of the code for the violations listed.

**Violation (as noted in Technical Report # 36G12141 quoted section of MIOSHA Part 6 below)**

**Item # 2 R 408.10611 (2):** "A building or structure shall be constructed, arranged, equipped, maintained and operated to avoid undue danger to the lives and safety of the employees from fire, smoke, fumes, or panic during the period of time necessary for escape from the building or structure."

**Determination:** A second means of egress is required from the second floor, there are obstructions within the path of egress.

**Required actions:** Construct a second means of egress from the second floor. This exit shall be: 1) A window meeting the requirements of NFPA 101 32.2.2.3.1 and said window shall exit onto existing balcony or a new balcony. Or 2) Install a door and stairway meeting current State of Michigan Building Codes exiting directly to public way. Remove or limit obstructions within the path of egress this path shall be at least thirty-six inches (36") in width. Implement recommendations listed in violation # 3

**Recommendation actions:** Install or provide an approved permanent ladder attached to the existing balcony or new balcony or provide a rescue type of approved ladder should the window option be chosen.

**Page 2, Letter to the Village of Dexter: Review Determination and Course of Action for MIOSHA**

**Violation (as noted in Technical Report # 36G12141 quoted section of MIOSHA Part 6 below)**

Items #3 R 408.1635 (1): "The total number of exits in a building shall be sufficient so that the maximum travel distance from any occupied space to at least 1 exit shall not exceed the limits specified in rule 636."

**Determination:** The current means of egress is within the seventy-five feet (75') as measured from the farthest point (15' first floor 8' stairs 50' second floor) allowed by NFPA 101 and MIOSHA Standard. There are obstructions within this egress path and the exit door does swing in the path of egress.

**Required actions:** Limit/remove obstructions clear width of thirty-six inches (36") shall be maintained at times. Replace/repair existing exit door so the swing of the door is with the travel path of the occupants exiting building.

**Recommendation actions:** **1)** Construct a cover or remove and replace pocket door that goes from the meeting room directly to the fire truck bays (within the path of egress) with an approved fire resistant rating of not less than 2 hours door or wall\* **2)** install a fire alarm horn/strobe device within the sleeping area, if owner can demonstrate the existing horn/strobe device (located in the meeting room) meets at least 120Db audible notification within all areas of the sleeping area. A strobe only device will be required\* **3)** Connect and continuously monitor existing fire alarm system to an approved central station.\*

\*1 Implementing this recommendation would prevent smoke and fire from entering the sleeping area within the time needed for escape, should there be a fire within the apparatus bays.

\*2 This shall insure that sleeping occupants will be notified in case of a fire.

\*3 Should there be a fire within this building automatic notification to ALL firefighters shall occur without hindering escape efforts.

- (5) No combustible or flammable debris, waste or other material, the burning of which would render hazardous egress from the building shall be placed, stored or kept on, under, at the bottom of, or adjacent to a means of egress or elevator. Where a means of egress is being obstructed by the placement of movable objects, aisles shall be marked and railings or permanent barriers provided to protect the means of egress against encroachment. A railing or standard barrier is as per the general industry safety standards commission standard, Part 2. Floor and Wall Openings, Stairways and Skylights, being R 408.10201 to R 408.10239 of the Michigan Administrative Code.

**R 408.10633. Permissible exits and exit components.**

**Rule 633.** (1) Approved exits for all occupancies regulated by this part shall be restricted to the following permissible types: doors, inside or outside stairs, horizontal exits, ramps, escalators and fire escapes for existing occupancies.

- (2) An exit shall consist only of approved components. An exit shall be constructed as an integral part of the building or permanently affixed thereto.
- (3) Stairs, landings and other exit components shall be guarded against falls over open edges, and guards and handrails shall continue the full length of the guarded exit component.
- (4) An exit protected by separation from other parts of the building shall have the separating construction meet the following:
- The separation shall have not less than 1 hour fire resistance rating when the exit connects 3 stories or less. This applies whether the stories connected are above or below the story at which the exit discharge is located.
  - The separation shall have not less than a 2 hour fire resistance rating when the exit connects 4 or more stories, whether above or below the floor of discharge.
  - Any opening therein shall be protected by an approved self-closing fire door.
  - An opening in an exit enclosure shall be confined to that which is necessary for access to the enclosure from a normally occupied space and for egress from the enclosure.

**R 408.10634. Number of exits.**

**Rule 634.** (1) Not less than 2 exits, remotely located from each other, shall be provided for every building, floor, or fire area, including a basement. However, a single exit may be permitted when approved in a new and existing low or ordinary hazard occupancy for a building, floor, or fire area with a population of less than 50 persons.

- (2) Where the contents of a building are classified as high hazard, there shall be not less than 2 exits which are accessible in different directions. All doors shall swing in the direction of exit travel. Where floor areas are divided into rooms, there shall be not less than 2 ways of escape from every room, however small, except toilet rooms that are not located in areas of high hazard classification.
- (3) A single-story, noncombustible building for industrial or storage occupancy which has an approved fully equipped automatic sprinkler system and which is normally not subject to traffic by other than employees shall have exit doors which will provide

safe egress and which are spaced not more than every 300 feet apart on the perimeter wall.

**R 408.10635. Travel distance to exits.**

**Rule 635.** (1) The total number of exits in a building shall be sufficient so that the maximum travel distance from any occupied space to at least 1 exit shall not exceed the limits specified in rule 636.

- (2) The distance to an exit shall be measured along the center line of the natural and unobstructed path of travel.
- (3) In case of an open area, the distance to an exit shall be measured from the most remote point subject to occupancy. In case of an individual room subject to occupancy by not more than 6 persons, distance to an exit shall be measured from the doors of such room if the path of travel from any point in the room to the door does not exceed 50 feet.
- (4) Where an open stairway is part of a path of travel to a required exit, the distance shall include the travel on the stairway, and the travel from the end of the stairway to reach an outside door or other exit, in addition to the distance to reach the stairway.
- (5) Where any part of an outside stair or other outside exit is within 15 feet horizontal distance of an unprotected building opening, the distance to an exit shall include the length of travel, to ground level, on the exit itself.
- (6) Exits and exit access shall be so arranged that there are no dead-end pockets or hallways whose depths exceed the limits specified for the individual occupancies in table 1.

**R 408.10636. Table of exit distances.**

**Rule 636.** (1) An industrial or storage occupancy with an ordinary hazard classification may extend the maximum distance of travel to an exit to 400 feet if the occupancy is in a single-story, noncombustible building which has an approved, fully automatic sprinkler system which is in compliance with the provisions of R 408.10921 of general industry safety standard, Part 9. Fixed Fire Equipment.

- (2) An industrial or storage occupancy with an ordinary hazard classification may extend the maximum distance of travel to an exit to more than 400 feet if the occupancy is in a single-story noncombustible building, has an approved, fully automatic sprinkler system, and heights of the ceiling, smoke curtain and roof ventilation are designated to minimize the possibility that an employee may be overtaken by the spread of fire or smoke within 6 feet of the floor level before he or she can reach an exit.
- (3) A building described in subrule (2) of this rule which has a travel distance of more than 400 feet shall have an approved fire alarm system installed in accordance with the provisions of R 408.10981 of general industry safety standard, Part 9. Fixed Fire Equipment, and shall have all of the following equipment:
- A standard approved fire alarm that includes a coded system to a centrally located station, which station shall be supervised during occupancy.
  - A manually operated fire alarm sending station at each main exit and in the natural path of escape at an accessible and visible location.

- (c) A fire alarm sending station which is located so that not more than 200 feet will have to be traversed to reach the station.
- (4) A mercantile occupancy with an ordinary hazard classification may extend the maximum distance of travel to an exit to 300 feet if the occupancy is in a single-story, noncombustible building with an approved, fully automatic sprinkler system that is in compliance with the provisions of R 408.10921 of general industry safety standard, Part 9. Fixed Fire Equipment. A checkout area or lane not in use shall be equipped with a breakaway device to provide a means of egress in the event of an emergency.

Table 1 reads as follows:

**TABLE 1**

Type of occupancy	Maximum travel distance to exits (in feet)		Dead-end limits (in feet)
	Unsprinklered	Sprinklered	
Mercantile, ordinary hazard	100	150	50
Mercantile, high hazard	75	75	0
Business	200	300	50
Industrial	200	300	50
Industrial, high hazard	75	75	0
Storage, low and ordinary hazard	200	300	50
Storage, high hazard	75	100	0
Hotels	100	200	35

Note: For miscellaneous structures, see R 408.10691 to R 408.10697

**R 408.10637. Means of egress capacity.**

- Rule 637.** (1) Where a building is equipped with exits so located as to satisfy travel distance requirements for the occupancy and hazard of contents classification but has an exit deficiency due to its population density, additional exit capacity shall be provided to satisfy the requirements of these rules.
- (2) The capacity of a means of egress shall be measured in units of width of 22 inches. Fractions of a unit shall not be counted, except that 12 inches added to 1 or more full units shall be counted as 1/2 a unit of exit width. A 40 inch door may be rated as units for existing construction only.
  - (3) The capacity of a means of egress shall be limited to the capacity of its lowest rated component. Units of exit width shall be measured in the clear at the narrowest point of the means of egress.

**R 408.10638. Capacity of components.**

- Rule 638.** (1) Means of egress components shall have the following rated exiting capacities per unit of width:
- (a) Doors leading outside the building at grade or not more than 21 inches above or below grade... 100 persons per unit.
  - (b) Horizontal exits... 100 persons per unit.
  - (c) Stairs and ramps... 60 persons per unit.
  - (d) Fire escapes with access by doors... 45 persons per unit.
  - (e) Fire escapes with access by windows... 20 persons per unit.
- (2) The exiting capacities prescribed in subrule (1)(a) and (b) may be increased to 150 persons per unit, if the occupancy is equipped with an approved fully automatic sprinkler system.

**R 408.10639. Capacity as affected by population.**

- Rule 639.** (1) The capacity of a means of egress from a building, floor balcony, tier, or other occupied space shall be sufficient for the population thereof. The population for industrial and storage occupancies shall be based on the maximum number of employees or persons that may be in the space at any time as determined by actual count. All other types of occupancies shall be not less than the number computed in accordance with the provisions of table 2.
- (2) Mercantile occupancy in a single-story, noncombustible building with an approved, fully equipped automatic sprinkler system that is in compliance with the provisions of R 408.10921 of general industry safety standard, Part 9. Fixed Fire Equipment, may increase the square footage requirement in table 2 by 100%.
  - (3) The population of an occupancy shall be limited to the existing exit capacity of a building or space.
  - (4) Where an exit serves more than 1 floor, only the population of each floor considered individually need be used in computing the capacity of the exit at the level, if the exit capacity is not decreased in the direction of exit travel. Where a means of egress from floors above and below converge at an intermediate level, the capacity of the exit from the point of convergency shall be not less than the combined capacity of the converging exits.
  - (5) Table 2 reads as follows:

**TABLE 2**

Type of occupancy	Square feet per person
Mercantile, street floor or sales basement	30
Mercantile, other floors	60
Mercantile, office	100
Mercantile, storage	300
Business	100
Hotel	200
Industrial	200

Note: The computed population of an occupancy is obtained by dividing the total floor area of a building, floor, or a fire area by the area within the perimeter of the outside walls of a building, with no deductions for any of the following:

- (a) Hallways.
- (b) Stairs.
- (c) Closets.
- (d) Thickness of walls.
- (e) Columns.
- (f) Other features

**R 408.10641. Exit access and discharge.**

- Rule 641.** (1) An exit access shall not be through a room subject to locking.
- (2) An exit access shall be so arranged that it will not be necessary to travel through any area of high hazard occupancy in order to reach the nearest exit.
  - (3) The minimum width of an exit access shall be at least equal to the required width of the exit to which it leads, but not less than 34 inches. The headroom clearance shall be not less than 6 feet 8 inches from the floor.
  - (4) An exit discharge shall discharge directly to a street, or to a yard, court or other open space of such size as to accommodate all employees leaving the building by that exit discharge to safe access to a street.

- (2) "Draw bolt" means a metal bar or rod in the mechanism of a lock that is thrown or withdrawn by turning the key or retracting a lever.
- (3) "Fire area of a building" means that space contained within component structural parts which has a fire resistance sufficient to prevent the further spread of fire which originates therein.
- (4) "Fire door" means a fire-resistive door assembly including the frame and hardware.
- (5) "Fire resistance" means the property of a material or assembly to withstand fire or give protection from it.
- (6) "Flammable" means subject to easy ignition and rapid flaming combustion.
- (7) "Floor area" or "gross areas" means the floor area within the perimeter of the outside walls of a building, with no deductions for any of the following:
  - (a) Hallways.
  - (b) Stairs.
  - (c) Closets.
  - (d) Thickness of walls.
  - (e) Columns.
  - (f) Other features.
- (8) "Flush bolt" means a door bolt which is designed so that when applied it is flush with the face or edge of the door.

#### R 408.10604. Definitions; H to M.

- Rule 604.** (1) "Hasp and staple" means a fastening device that consists of a slotted hinge plate and a loop (staple).
- (2) "Hazardous area" means an area of a building, or portion thereof, used for purposes that involve highly combustible, highly flammable, or explosive products or materials which are likely to burn with extreme rapidity or which may produce poisonous fumes or gases, including highly toxic or noxious acids, alkalines, or irritant hazards; which cause the division of material into fine particles or dust subject to explosion or spontaneous combustion; or which constitute a high fire hazard because of the form, character, or volume of the material used.
  - (3) "Hazard of contents" means the relative danger of the start and spread of fire, the danger of smoke or gases generated, and the danger of explosion or other occurrence potentially endangering the lives and safety of employees in a building. Where certain features of a building are such as to involve a hazard greater than the hazard of the contents, the greater degree of hazard shall govern.
  - (4) "High hazard contents" means combustibles of a character or quality which burn with extreme rapidity or from which extremely poisonous fumes or explosions are to be expected in the case of fire.
  - (5) "Horizontal exit" means a way of passage from a building to an area of refuge in another building on approximately the same level or a way of passage through or around a fire-resistant wall or fire-resistant partition to an area of refuge on approximately the same level in the same building which affords safety from fire or smoke in the area of escape and areas communicating therewith.
  - (6) "Low hazard contents" means combustibles of such low combustibility that self-propagating fire cannot occur and that consequently the only probable danger will be from panic, fumes, smoke, or fire from some external source.

- (7) "Means of egress" means a continuous path of travel from any point in a building to the open air outside at ground level and consists of 3 separate and distinct parts: the exit access, the exit, and the exit discharge. A means of egress comprises both vertical and horizontal means of travel. The 3 separate parts are defined as follows:
  - (a) "Exit access" means that portion of a means of egress which leads to an entrance to an exit.
  - (b) "Exit" means that portion of a means of egress which is separated from the area of a building from which escape is to be made by a wall, floor, door, or other means which provides the protected path necessary to proceed with reasonable safety to the exterior of the building.
  - (c) "Exit discharge" means that portion of a means of egress between termination of the exit and the exterior of the building at ground level.

#### R 408.10605. Definitions; N to S.

- Rule 605.** (1) "Noncombustible building" means a building that is constructed of materials which do not support fire.
- (2) "Ordinary hazard contents" means combustibles which are liable to burn with moderate rapidity and to give off a considerable volume of smoke, but from which neither extremely poisonous fumes nor explosions are to be expected in case of fire.
  - (3) "Self-closing" means equipped with an approved device which will insure closing without manual assistance after having been opened.
  - (4) "Sprinklered" means equipped with an approved automatic sprinkler system which is properly maintained.
  - (5) "Street" means a public thoroughfare which is 30 or more feet in width, which has been dedicated or deeded to the public for public use, and which is accessible for use by a fire department in fighting fires. An enclosed space or tunnel, even though used for vehicular and pedestrian traffic, is not considered a street.
  - (6) "Surface bolt" means a locking bolt that is installed on the surface of a door.

#### R 408.10608. Notification of emergency escape procedures and routes; designation of evacuation assistants.

- Rule 608.** (1) An employer shall assure that employees are informed of emergency escape procedures and emergency routes to approved means of egress.
- (2) An employer shall designate a sufficient number of persons to assist in the safe and orderly emergency evacuation of employees.

#### R 408.10611. Design of buildings and structures.

- Rule 611.** (1) A building or structure designed for human occupancy shall be provided with exits, as prescribed in this part, which permit prompt escape in case of fire or other emergency. Exits and other safeguards shall be designed so that an employee's safety or preservation of life in case of fire or other emergency is not dependent solely on a single safeguard. Additional safeguards shall be provided for life safety in case any single safeguard is ineffective due to human or mechanical failure.
- (2) A building or structure shall be constructed, arranged, equipped, maintained, and operated to

avoid undue danger to the lives and safety of the employees from fire, smoke, fumes, or panic during the period of time necessary for escape from the building or structure.

- (3) If a building or structure is of such size, arrangement, or occupancy that a fire might not itself provide a warning, the building or structure shall be equipped with a fire alarm system in accordance with the provisions of R 408.10981 of general industry safety standard, Part 9. Fixed Fire Equipment, to facilitate a fire drill or to warn of a fire so the employees may escape.

**R 408.10612. Occupancy of new buildings.**

**Rule 612.** A building under construction shall not be occupied in whole or in part until all facilities required by this part, in the portion to be occupied, are installed and functioning.

**R 408.10613. Occupancy and use during repairs and alterations.**

- Rule 613.** (1) An existing building shall not be occupied during repairs or alterations unless exits and fire protection are continuously maintained.
- (2) A hazardous substance or equipment for repairs or alterations shall not be introduced in a building while the building is occupied, unless the condition of use and safeguards provided are such as not to create any additional danger to employee's lives.

**R 408.10614. Operating condition of protective equipment.**

**Rule 614.** A required exit, exit lighting, automatic sprinkler system, fire detection and alarm system, fire door, and other required items of fire protection shall be maintained in proper operating condition.

## CLASSES OF OCCUPANCY AND HAZARD OF CONTENTS

**R 408.10621. Classes of occupancy.**

**Rule 621.** A building or part thereof shall be classified as follows:

- (a) A hotel, which includes a building, portion of a building, or group of buildings which is under the same management and in which there are more than 15 sleeping accommodations for hire that are primarily used by transients, whether designated as a hotel, apartment hotel, inn, club, or motel or by any other name.
- (b) Mercantile occupancy, which includes a store, market, and other room or building for the display and sale of merchandise. Examples of this occupancy are as follows:
- (i) Supermarkets.
  - (ii) Department stores.
  - (iii) Shopping centers.
  - (iv) Drugstores.
  - (v) Auction rooms.
- (c) Business occupancy, which means a place used for the transaction of business, other than that covered under mercantile occupancy, for the keeping of accounts and records and for similar purposes. Examples of this occupancy are as follows:
- (i) Doctors' and dentists' offices.
  - (ii) City and township halls.
  - (iii) Courthouses.

(iv) Libraries.

(v) Schools.

- (d) An industrial occupancy, which includes a factory that makes products of all kinds and a property devoted to operations such as processing, assembling, mixing, packaging, finishing or decorating, repairing, and similar operations. Examples of this group are as follows:
- (i) Laboratories.
  - (ii) Dry cleaning plants.
  - (iii) Power plants.
  - (iv) Pumping stations.
  - (v) Smoke houses.
  - (vi) Laundries.
  - (vii) Creameries.
  - (viii) Gas plants.
  - (ix) Refineries.
  - (x) Sawmills.
- (e) A storage occupancy, which includes a building that is used primarily for the storage or sheltering of goods, merchandise, products, vehicles, or animals. Examples of this group are as follows:
- (i) Warehouses.
  - (ii) Cold storage operations.
  - (iii) Freight terminals.
  - (iv) Truck and marine terminals.
  - (v) Bulk oil storage.
  - (vi) Parking garages.
  - (vii) Hangars.
  - (viii) Grains elevators.
  - (ix) Barns.
  - (x) Stables.
- (f) Miscellaneous occupancies, which means those buildings covered in the provisions of R 408.10691 to R 408.10697.

**R 408.10622. Multiple and partial occupancies.**

- Rule 622.** (1) If 2 or more classes of occupancy occur in the same building so intermingled that separate safeguards are impractical, the safeguard facilities shall be sufficient to meet the requirements for each individual area or section, as well as for the entire building.
- (2) If a minor portion of a building is used for any purpose incidental to the major occupancy and the minor occupancy does not incur any hazard to the remainder of the building, it shall be classified as part of the major occupancy.

**R 408.10623. Employee emergency plans.**

- Rule 623.** (1) This rule applies to all emergency action plans that are required by a particular Michigan Occupational Safety and Health Act safety standard. The emergency action plan shall be in writing and shall specify the designated actions that employers and employees must take to ensure employee safety from fire and other emergencies. Employers that employ less than 10 employees may communicate the plan orally to employees and need not maintain a written plan.
- (2) All of the following information, at a minimum, shall be included in an emergency plan:
- (a) Emergency escape procedures and emergency escape route assignments.
  - (b) Procedures to be followed by employees who remain to operate critical plant operations before they evacuate.

**CHAPTER 32 • New**

**32.2.2.2.2** Where sleeping rooms or living areas are above or below the level of exit discharge, the primary means of escape shall be an interior stair in accordance with 32.2.2.4, an exterior stair, a horizontal exit, or a fire escape stair.

**32.2.2.3 Secondary Means of Escape.**

**32.2.2.3.1** Sleeping rooms, other than those complying with 32.2.2.3.2, and living areas in facilities without a sprinkler system installed in accordance with 32.2.3.5 shall have a second means of escape consisting of one of the following:

- (1) A door, stairway, passage, or hall providing a way of unobstructed travel to the outside of the dwelling at street or ground level that is independent of, and remotely located from, the primary means of escape
- (2) A passage through an adjacent nonlockable space, independent of, and remotely located from, the primary means of escape to any approved means of escape
- (3)\* An outside window or door operable from the inside without the use of tools, keys, or special effort, and providing a clear opening of not less than 0.53 m<sup>2</sup> (5.7 ft<sup>2</sup>) with the width not less than 510 mm (20 in.) and the height not less than 610 mm (24 in.). The bottom of the opening shall be not more than 1120 mm (44 in.) above the floor. Such means of escape shall be acceptable if one of the following is met:
  - (a) The window is within 6100 mm (240 in.) of grade.
  - (b) The window is directly accessible to fire department rescue apparatus as approved by the authority having jurisdiction.
  - (c) The window or door opens onto an exterior balcony.

**A.32.2.2.3.1(3)** A window with dimensions of 510 mm × 610 mm (20 in. × 24 in.) has an opening of 0.31 m<sup>2</sup> (3.3 ft<sup>2</sup>), which is less than the required 0.53 m<sup>2</sup> (5.7 ft<sup>2</sup>). Therefore, either the height or width needs to exceed the minimum requirement to provide the required clear area.

**32.2.2.3.2** Sleeping rooms that have a door leading directly to the outside of the building with access to grade or to an exterior stairway meeting the requirements of 32.2.2.6.3 shall be considered as meeting all the requirements for a second means of escape.

**CHAPTER 33 • Existing**

**33.2.2.2.2** Where sleeping rooms or living areas are above or below the level of exit discharge, the primary means of escape shall be an interior stair in accordance with 33.2.2.4, an exterior stair, a horizontal exit, or a fire escape stair.

**33.2.2.2.3** In slow and impractical evacuation capability facilities, the primary means of escape for each sleeping room shall not be exposed to living areas and kitchens unless the building is protected by an approved automatic sprinkler system in accordance with 33.2.3.5 utilizing quick-response or residential sprinklers throughout.

**33.2.2.2.4** Standard response sprinklers shall be permitted for use in hazardous areas in accordance with 33.2.3.2.

**33.2.2.3 Secondary Means of Escape.** In addition to the primary route, each sleeping room shall have a second means of escape that consists of one of the following, unless the provisions of 33.2.2.3.1, 33.2.2.3.2, or 33.2.2.3.3 are met.

- (1) A door, stairway, passage, or hall providing a way of unobstructed travel to the outside of the dwelling at street or ground level that is independent of, and remotely located from, the primary means of escape
- (2) A passage through an adjacent nonlockable space, independent of and remotely located from, the primary means of escape to any approved means of escape
- (3)\* An outside window or door operable from the inside without the use of tools, keys, or special effort that provides a clear opening of not less than 0.53 m<sup>2</sup> (5.7 ft<sup>2</sup>). The width shall be not less than 510 mm (20 in.), and the height shall be not less than 610 mm (24 in.). The bottom of the opening shall be not more than 1120 mm (44 in.) above the floor. Such means of escape shall be acceptable where one of the following is met:
  - (a) The window shall be within 6100 mm (240 in.) of grade.
  - (b) The window shall be directly accessible to fire department rescue apparatus as approved by the authority having jurisdiction.
  - (c) The window or door shall open onto an exterior balcony.

**A.33.2.2.3(3)** A window with dimensions of 510 mm × 610 mm (20 in. × 24 in.) has an opening of 0.31 m<sup>2</sup> (3.3 ft<sup>2</sup>), which is less than the required 0.53 m<sup>2</sup> (5.7 ft<sup>2</sup>). Therefore, either the height or width needs to exceed the minimum requirement to provide the required clear area.

**33.2.2.3.1** Sleeping rooms that have a door leading directly to the outside of the building with access to grade or to a stairway that meets the requirements of exterior stairs in 33.2.2.2.2 shall be considered as meeting all the requirements for a second means of escape.

Chapters 30 and 31 and the additional criteria presented in Section 32.4.

**A.32.4.1.3** In determining equivalency for conversions, modernizations, renovations, or unusual design concepts, the authority having jurisdiction might permit evaluations based on the residential board and care occupancies fire safety evaluation system (FSES) of NFPA 101A, *Guide on Alternative Approaches to Life Safety*.

**A.32.7.4.1** Smoking regulations should include the following:

- (1) Smoking should be prohibited in any room, compartment, or area where flammable or combustible liquids, combustible gases, or oxygen is used or stored and in any other hazardous location and the following also should apply:
  - (a) Such areas should be posted with signs that read NO SMOKING or the international symbol for no smoking.
  - (b) In residential board and care facilities where smoking is totally prohibited and signs so indicating are placed at all major entrances, secondary signs with language that prohibits smoking are not required.
- (2) Smoking by residents classified as not responsible with regard to their ability to safely use and dispose of smoking materials should be prohibited.
- (3) Where a resident, as specified in A.32.7.4.1(2), is under direct supervision by staff or by a person approved by the administration, smoking might be permitted.
- (4) Smoking materials should not be provided to residents or maintained by residents without the approval of the administration.
- (5) Areas where smoking is permitted should be clearly identified.
- (6) Ashtrays of noncombustible material and safe design should be provided and required to be used in all areas where smoking is permitted.
- (7) Self-closing cover devices into which ashtrays can be emptied should be made available to all areas where smoking is permitted and should be required to be used.

**A.32.7.5** The requirements applicable to draperies/curtains, upholstered furniture, and mattresses apply only to new draperies/curtains, new upholstered furniture, and new mattresses. The term *new* means unused, normally via procurement from the marketplace, either by purchase or donation, of items not previously used. Many board and care facilities allow residents to bring into the board and care home upholstered furniture items from the resident's previous residence. Such an item is not new and, thus, is not regulated. On the other hand, some of the larger board and care homes purchase contract furniture, as is done in hotels. Such new, unused furniture, whether purchased or received as a donation, is regulated by the requirements of 32.7.5.2. By federal law, mattresses manufactured and sold within the United States must pass testing per 16 CFR 1632 (FF4-72), *Standard for the Flammability of Mattresses and Mattress Pads*.

**A.32.7.5.2** New upholstered furniture within board and care homes should be tested for rates of heat release in accordance with 10.3.3.

**A.32.7.5.3** New mattresses within board and care homes should be tested for rates of heat release in accordance with 10.3.4.

**A.33.1.1** The requirements of Chapter 33 are designed to accommodate typical changes in the capabilities of the resident, such as those due to accidents, temporary illness, cyclical

variations in capabilities, and gradual aging. This approach is based on the assumption that the capabilities of the resident will be evaluated not less than annually, and for residents with geriatric problems or degenerative diseases, not less than every 6 months. Also, residents should be re-evaluated after each accident or illness that requires hospitalization.

The requirements of Chapter 33 were developed on the assumption that the occupants will normally evacuate the building in fire emergencies. During fire exit drills, all occupants should evacuate the building with staff assistance, as needed. Exceptions can be made in facilities with an evacuation capability rating of impractical. Managers of board and care homes with nursing home backgrounds sometimes are not aware of the differences between the requirements of 19.7.1 and 33.7.3.

**A.33.1.1.2** The provision of 33.1.1.2 was added after Chapter 32 was revised in its entirety to avoid potential conflicts between the two chapters. Occupancies meeting Chapter 32 requirements are deemed to comply with Chapter 33.

**A.33.1.5** The provisions of 8.3.1(4) address a ½-hour fire resistance rating. The information in A.8.3.1(4) addresses common materials used in ½-hour fire resistance-rated barriers.

**A.33.1.7** When the group evacuation capability changes to a level of greater risk, the owner/operator of the facility needs to take such action as is necessary, within a reasonable time frame, to restore the evacuation capability of the facility to that for which it was approved. If subsequent evaluations indicate that the original evacuation capability of the facility cannot or is not being maintained at the original level of risk, the facility would be considered as having changed the occupancy sub-classification to one of greater risk, and the safeguards required for the level of greater risk would apply. If a facility improves its original evacuation capability to one of less risk, a re-evaluation and upgrading to the requirements for new construction is not needed.

**A.33.2.1.2.1.1** In determining equivalency for existing buildings, conversions, modernizations, renovations, or unusual design concepts, the authority having jurisdiction might permit evaluations based on the residential board and care occupancies fire safety evaluation system (FSES) of NFPA 101A, *Guide on Alternative Approaches to Life Safety*.

**A.33.2.2.3.1(3)** A window with dimensions of 20 in. × 24 in. (510 mm × 610 mm) has an opening of 3.3 ft<sup>2</sup> (0.31 m<sup>2</sup>), which is less than the required 5.7 ft<sup>2</sup> (0.53 m<sup>2</sup>). Therefore, either the height or width needs to exceed the minimum requirement to provide the required clear area.

**A.33.2.2.6.3** Exterior stair protection can be accomplished through separation by physical distance, arrangement of the stairs, protection of the openings exposing the stairs, or other means acceptable to the authority having jurisdiction.

**A.33.2.3.4.3** Most often smoke alarms sounding an alarm at 85 dBA or greater, installed outside the bedroom area, will meet the intent of this requirement. Smoke alarms remotely located from the bedroom might not be loud enough to awaken the average person. In such cases, it is recommended that smoke alarms be interconnected so that the activation of any smoke alarm will cause all smoke alarms to activate.

**A.33.2.3.5** All sprinkler systems installed in accordance with NFPA 13, *Standard for the Installation of Sprinkler Systems*, and



**WASHTENAW COUNTY BUILDING DEPARTMENT**  
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2/14/2013

Don Dettling  
Fire Inspector, Dexter, Michigan

RE: MIOSHA # 36G12121  
2<sup>nd</sup> floor Means of Egress at the downtown Fire Station

Mr. Dettling,

This is an official response to the above MIOSHA Review:

The Fire Station was built in 1955. Any inspection that is being done on this building should be done according to the code that was enforced in that year the building was built since nothing has been done to it.

The only reason a current code would be used would be for:

- 1 Change of use or change in occupancy has occurred,
- 2 The building is remodeled or an addition is being added that may change the way in which the building is being used.

The building has not been remodeled or an addition added to at this time, so no second egress should be required in my opinion.

If this building came to the Washtenaw County Building Department for review today and we used the current 2009 Michigan Building Code the following would be allowed as a mix use:

- 1) The sleeping area above the offices is a (R-2, or R-3) 2009 Michigan Building Code 310.1R2 & 310.1R3 use group, the area below the sleeping area is a (B) 2009 MBC 304 use group, and the area in which the trucks are stored is a (S-2) 2009 MBC 311.3 use group.
- 2) 2009 MBC 1021.2 (Single Exits) this section allows for a single exit and direct you to table 1021.2 second story R-2 allows 4 dwelling units and 50 feet travel distance to the next use group or outside. (B) is the next use group which allows 49 occupants and 75 ft. of travel to get out. So between the two groups 4 people can sleep upstairs and have 125 ft. of travel distance without sprinklers to get out.

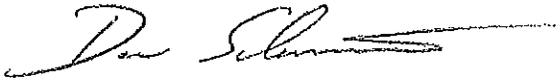
3) Door from residential unit uses Table 1004.1.1- Residential = 200 per occupant = 200 X 4 = 800 X .03 inches = 24 inches for minimum width of stairway and door size. We would require 32 inch min.

The same would be allowed in the 2009 Michigan Rehabilitation Code for Existing Buildings.

As of today I believe your building would comply with today's codes and we would not require a second egress from the second floor of the fire station.

If a second egress is added then what ever is installed would be permitted by us as long as what is installed is installed per code 2009 MBC or MRCEB for existing buildings.

If you have any questions or concerns feel free to contact me at the number or e-mail below.



*Don Schnettler*  
*Washtenaw County Building Official,*  
*Building and Electrical Inspector*  
*Office # 734-222-3982*  
*e-mail - schnettd@ewashtenaw.org*



From: Michael O'Brian [mobrian@brightonareafire.com]  
Sent: Thursday, February 14, 2013 9:40 AM  
To: Don Dettling; Donald Schnettler  
Subject: Re: Review of MIOSHA

Here is my review, let me know if you need more formal.

Based on the report provided by Fire Marshal Dettling of the Dexter Area Fire Authority a violation was noted during a consultation inspection by a MIOSHA consultant. The concern is over the second floor sleeping area which has one existing means of egress.

Based on Mr. Schnettler's letter (Building Official) a change may not be warranted under the Michigan Building or Rehabilitation Codes. I am in agreement with this statement, although MIOSHA has the authority under employee safety to require additional requirements beyond the State Construction Standards.

See referenced MIOSHA Rule:  
R 408.10602. Applicability.

Rule 602. (1) This part covers new and existing construction. In various sections of this part there are special provisions for existing buildings differing from those for new construction. Where there are no specific provisions in this part for existing buildings, the requirements for new construction shall apply. (2) If a political subdivision of the state has fire safety standards in conflict with this part, the more restrictive provisions of either the political subdivision or this standard shall apply.

It appears Fire Marshal Dettling has utilized the current standards found in NFPA 101 for guidance on this issue pursuant to the MIOSHA report.

It would be recommended to have a secondary egress from the residential area of the building that leads directly to the public way and that its construction is in compliance with the MBC.

The additional recommendations would aid in improved safety of the occupants in case of fire. I would recommend the area be provided with an approved fire sprinkler system if at such time a renovation occurs on the second floor.

I would recommend that the Fire Authority confirm with the consultant prior to request of building permit for the alterations.

Any questions please let me know.

Michael O'Brian CFO, MIFireE  
Fire Chief  
Brighton Area Fire Authority  
810-229-6640  
Fax 810-229-1619  
[www.brightonareafire.com](http://www.brightonareafire.com)

**Local Government Unit: Village of Dexter  
Personal Property Tax Reform Estimate**

(Estimate the impact of the PPT Reform Plan by filling in the needed taxable value, millage rate, and budget information in the boxes below)

		<u>Taxable Value</u>	<u>Millage Rate</u>	<u>Property Tax</u>
<b>Total PPT Loss:</b>				
Line:	<u>General Operating (G.O.) Property Tax:</u>			
1	Eligible Manufacturing Personal Property Tax (PPT) 1)	\$19,216,200	9.8337	\$188,966
2	Small PPT Taxpayer Exemption 2)	\$1,553,600	9.8337	\$15,278
3	PPT Loss G.O. (line 1+line2)			\$204,244
	<u>Dedicated Police/Fire/Jail/Ambulance Property Tax:</u>			
4	Eligible Manufacturing PPT 1)	\$19,216,200	0	\$0
5	Small PPT Taxpayer Exemption 2)	\$1,553,600	0	\$0
6	PPT Loss Dedicated for PFA (line4+line5)			\$0
	<u>Other Dedicated Property Taxes (roads, lighting, ...):</u>			
7	Eligible Manufacturing PPT 1)	\$19,216,200	3.7225	\$71,532
8	Small PPT Taxpayer Exemption 2)	\$1,553,600	3.7225	\$5,783
9	PPT Loss Other Dedicated Property Taxes (line7+line8)			\$77,316
	<u>Total Personal Property Tax Loss:</u>			
10	Eligible Manufacturing PPT (line1+line4+line7)			\$260,499
11	Small PPT Taxpayer Exemption (line2+line5+line8)			\$21,061
12	Total PPT Loss (line3+line6+line9)			\$281,560
 <b>Essential Services (Police, Fire, Jail, Ambulance) Assessment (ESA) Calculation:</b>				
13	Police, Fire, Jail, Ambulance (PFJA) Expenditures General Fund Budget			\$1,015,500
14	Total General Fund Budget			\$3,093,900
15	Police, Fire, Jail, Ambulance (PFJA) as % of GF Budget (line13/line14)			32.8%
16	Eligible Manufacturing PPT Loss, G.O. (line 1)			\$188,966
17	Est. G.O. PPT Loss that would have funded PFJA (line15*line16)			\$62,024
18	Eligible Manufacturing PPT Loss from Dedicated PFJA Property Tax (line4)			\$0
19	Total PFJA PPT Loss (line17+line18)			\$62,024
20	Essential Services Assessment (ESA) Revenue			\$0
 <b>State Reimbursement:</b>				
21	Total PPT Loss (line12)			\$281,560
22	Less PFJA (ESA) Local Replacement Revenue (line20)			\$0
23	Net PPT Loss (line21-line22)			\$281,560
24	State Reimbursement % 4) 5)			80.0%
25	State PPT Reimbursement to Local (line23*line24)			\$225,248
 <b>Summary/Net Local Revenue Loss:</b>				
26	Total PPT Loss (line12)			\$281,560
27	ESA Revenue (line20)			\$0
28	State Reimbursement to Local (line25)			\$225,248
29	Total Replacement/Reimbursement Revenue (line27+line28)			\$225,248
30	% of Total PPT Loss Replaced or Reimbursed (line29/line26)			80.0%
31	PPT Loss to Local (line26-line29)			\$56,312
32	% of Total PPT Loss Not Replaced or Reimbursed (line31/line26)			20.0%

**Footnotes:**

- 1) Eligible Manufacturing Personal Property: All industrial and commercial personal property located on a parcel of real property for which the personal property is used more than 50% of the time in industrial processing or direct integrated support. Direct integrated support means research and development functions, testing and quality control functions, engineering functions, and warehousing functions necessary for personal property that is the result of industrial processing.
- 2) Small PPT Taxpayer Exemption: A taxpayer's industrial and commercial personal property within a local taxing unit would be exempt if its total taxable value is less than \$40,000.
- 3) A firm's ESA could not exceed the reduction in their eligible manufacturing personal property tax that would have supported police, fire, and ambulances services. This reduction in the ESA would increase line 23 and would therefore increase the state reimbursement (line 25) by 80% of the reduction in the ESA.
- 4) Currently estimated at 80%. The actual effective percentage would be based on the state total actual net PPT loss (line 23) and actual available use tax.
- 5) Local units whose exempt personal property taxable value under this plan is less than 2.3% of their total taxable value for all property would not receive any State reimbursement.

**Note:** This worksheet is intended to help local governments calculate their general impact from the PPT reform plan when fully phased in.

Prepared By: Office of Revenue and Tax Analysis, Michigan Department of Treasury

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 Updated: 1/17/13 4:20 PM  
 Printed: 2/12/13 1:28 PM

**Local Government Unit: Village of Dexter  
Personal Property Tax Reform Estimate**

(Estimate the impact of the PPT Reform Plan by filling in the needed taxable value, millage rate, and budget information in the boxes below)

Line:	Total PPT Loss:	Taxable Value	Millage Rate	Property Tax
	<u>General Operating (G.O.) Property Tax:</u>			
1	Eligible Manufacturing Personal Property Tax (PPT) 1)	\$19,216,200	9.8337	\$188,966
2	Small PPT Taxpayer Exemption 2)	\$1,553,600	9.8337	\$15,278
3	PPT Loss G.O. (line 1+line2)			\$204,244
	<u>Dedicated Police/Fire/Jail/Ambulance Property Tax:</u>			
4	Eligible Manufacturing PPT 1)	\$19,216,200	0	\$0
5	Small PPT Taxpayer Exemption 2)	\$1,553,600	0	\$0
6	PPT Loss Dedicated for PFA (line4+line5)			\$0
	<u>Other Dedicated Property Taxes (roads, lighting, . . .):</u>			
7	Eligible Manufacturing PPT 1)	\$19,216,200	3.7225	\$71,532
8	Small PPT Taxpayer Exemption 2)	\$1,553,600	3.7225	\$5,783
9	PPT Loss Other Dedicated Property Taxes (line7+line8)			\$77,316
	<u>Total Personal Property Tax Loss:</u>			
10	Eligible Manufacturing PPT (line1+line4+line7)			\$260,499
11	Small PPT Taxpayer Exemption (line2+line5+line8)			\$21,061
12	Total PPT Loss (line3+line6+line9)			\$281,560
	<u>Essential Services (Police, Fire, Jail, Ambulance) Assessment (ESA) Calculation:</u>			
13	Police, Fire, Jail, Ambulance (PFJA) Expenditures General Fund Budget			\$1,015,500
14	Total General Fund Budget			\$3,093,900
15	Police, Fire, Jail, Ambulance (PFJA) as % of GF Budget (line13/line14)			32.8%
16	Eligible Manufacturing PPT Loss, G.O. (line 1)			\$188,966
17	Est. G.O. PPT Loss that would have funded PFJA (line15*line16)			\$62,024
18	Eligible Manufacturing PPT Loss from Dedicated PFJA Property Tax (line4)			\$0
19	Total PFJA PPT Loss (line17+line18)			\$62,024
20	Essential Services Assessment (ESA) Revenue			\$62,024
	<u>State Reimbursement:</u>			
21	Total PPT Loss (line12)			\$281,560
22	Less PFJA (ESA) Local Replacement Revenue (line20)			\$62,024
23	Net PPT Loss (line21-line22)			\$219,536
24	State Reimbursement % 4) 5)			80.0%
25	State PPT Reimbursement to Local (line23*line24)			\$175,629
	<u>Summary/Net Local Revenue Loss:</u>			
26	Total PPT Loss (line12)			\$281,560
27	ESA Revenue (line20)			\$62,024
28	State Reimbursement to Local (line25)			\$175,629
29	Total Replacement/Reimbursement Revenue (line27+line28)			\$237,652
30	% of Total PPT Loss Replaced or Reimbursed (line29/line26)			84.4%
31	PPT Loss to Local (line26-line29)			\$43,907
32	% of Total PPT Loss Not Replaced or Reimbursed (line31/line26)			15.6%

Footnotes:

- 1) Eligible Manufacturing Personal Property: All industrial and commercial personal property located on a parcel of real property for which the personal property is used more than 50% of the time in industrial processing or direct integrated support. Direct integrated support means research and development functions, testing and quality control functions, engineering functions, and warehousing functions necessary for personal property that is the result of industrial processing.
- 2) Small PPT Taxpayer Exemption: A taxpayer's industrial and commercial personal property within a local taxing unit would be exempt if its total taxable value is less than \$40,000.
- 3) A firm's ESA could not exceed the reduction in their eligible manufacturing personal property tax that would have supported police, fire, and ambulances services. This reduction in the ESA would increase line 23 and would therefore increase the state reimbursement (line 25) by 80% of the reduction in the ESA.
- 4) Currently estimated at 80%. The actual effective percentage would be based on the state total actual net PPT loss (line 23) and actual available use tax.
- 5) Local units whose exempt personal property taxable value under this plan is less than 2.3% of their total taxable value for all property would not receive any State reimbursement.

Note: This worksheet is intended to help local governments calculate their general impact from the PPT reform plan when fully phased in.

Prepared By: Office of Revenue and Tax Analysis, Michigan Department of Treasury

Filename: C:\Users\Courtney.VILLAGEOFDEXTER\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\VPD32EG1\State PPT Estimator.xlsx\Local Unit  
 Updated: 1/17/13 4:20 PM  
 Printed: 2/12/13 1:28 PM



ARCHITECTS. ENGINEERS. PLANNERS.

February 15, 2013

Robert Koback  
124 S. Sleight Street  
Naperville, IL, 60540

Subject: Forest Street Drainage Improvements

Dear Mr. Koback:

As you are aware, the Village of Dexter has contracted with OHM to prepare construction documents for drainage improvements along Forest Street between Baker Road and Hudson Street. As the project approaches the bidding phase, we are writing to advise you and Mr. Roger Koback of Article 5 of the Mutual Settlement Agreement and Release of All Claims (Agreement) between the Village and Roger Kobak (Property Owner). Article 5 included a provision wherein private site improvements related to the drainage of 7788 Forest Street could be incorporated into the Village bidding documents for the above mentioned project. As was described in Article 5 of the Agreement, all costs and effort related to design, construction and installation of this improvement are to the sole responsibility of the property owner.

In order to include work within the Village's bid, the Property Owner will be required to engage the services of a Professional Engineer to determine an appropriate pipe/conduit design to connect the low un-drained area with the Village's proposed gravity storm sewer. While moving forward with design and construction of an outlet from 7788 Forest Street is entirely at the Property Owner's discretion, timely determination of whether this will be included in the Village's bid documents is requested to ensure completion within the Village's 2013 Fiscal Year. As noted in the Agreement, any work associated with 7788 Forest Street will be separated from the Village contract which will allow the Property Owner the option to agree to the work at the as-bid price or decline to perform the work if the price exceeds the Property Owner's budgetary limits.

Should the Property Owner wish to proceed with this arrangement, it is requested that he provide written response to the Village within 7 days of receipt of this letter and furnish an acceptable site plan as determined by the Village Engineer by March 12, 2013.

Should you have any questions, do not hesitate to contact me at 734-522-6711.

Sincerely,  
OHM Advisors

Patrick Droze, P.E.  
Project Engineer

cc: Donna Dettling, Village of Dexter (via e-mail)  
Rhett Gronewelt, P.E., OHM (via e-mail)  
Roger Koback, 7788 Forest Street, Dexter, MI 48130  
File

OHM Advisors  
34000 PLYMOUTH ROAD  
LIVONIA, MICHIGAN 48150

T 734.522.6711  
F 734.522.6427

OHM-Advisors.com



ARCHITECTS. ENGINEERS. PLANNERS.

February 8, 2013

Village of Dexter  
8140 Main Street  
Dexter, MI 48130

Attention: Donna Dettling, Village Manager

Subject: Forest Street Drainage Improvements

Dear Ms. Dettling:

As you are aware, our office is completing construction documents for drainage improvements along Forest Street between Baker Road and Hudson Street. As the project approaches bidding phase, we are writing to bring your attention to Article 5 of the Mutual Settlement Agreement and Release of All Claims ("Agreement") between the Village and Roger Kobak (Property Owner). Article 5 included a provision wherein private site improvements related to the drainage of 7788 Forest Street could be incorporated into the Village bidding documents for the above mentioned project. As was described in Article 5 of the "Agreement," all costs and effort related to design, construction and installation of this improvement are to the sole responsibility of the property owner.

In order to include work within the Village's bid, the Property Owner will be required to engage the services of a Professional Engineer to determine an appropriate pipe/conduit design to connect the low un-drained area with the Village's proposed gravity storm sewer. While moving forward with design and construction of an outlet from 7788 Forest Street is entirely at the Property Owner's discretion, timely determination of whether this will be included in the Village's bid documents is requested to ensure completion within the Village's 2013 Fiscal Year.

By way of carbon copy, we are hereby notifying the Property Owner of the opportunity to include such work within the Village's bid document. Should the Property Owner wish to proceed with this arrangement, it is requested that he provide written response to the Village within 7 days of receipt of this letter and furnish an acceptable site plan as determined by the Village Engineer by March 6, 2013.

Should you have any questions, do not hesitate to contact me at 734-522-6711.

Sincerely,  
OHM Advisors

Patrick Droze, P.E.  
Project Engineer

Encl: Project Schedule

cc: Rhett Gronevelt, P.E., OHM  
Roger Koback, 7788 Forest Street, Dexter, MI 48130  
File

OHM Advisors  
34000 PLYMOUTH ROAD  
LIVONIA, MICHIGAN 48150

T 734.522.6711  
F 734.522.6427

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Village of Dexter

## 2013 PAVING AND SIDEWALK IMPROVEMENTS



Project Schedule  
Prepared: 2/8/2013

### 1. DEVELOPMENT OF CONCEPTUAL PLANS

<u>Task</u>	<u>Start Date</u>	<u>End Date</u>
Issue Letters to Residents in Work Area		2/15/2013
Resident Comment Period (21 days)	2/15/2013	3/8/2013
Review Comments and Determine Preferred Design		3/11/2013

### 2. DETAILED ENGINEERING

<u>Task</u>	<u>Start Date</u>	<u>End Date</u>
Topographic Survey	3/11/2013	3/18/2013
Detailed Design (2 weeks)	3/18/2013	4/1/2013
90% Village Review (7 Days)	4/1/2013	4/8/2013
Final Design	4/8/2013	4/15/2013

### 3. BIDDING

<u>Task</u>	<u>Start Date</u>	<u>End Date</u>
Advertize (MITA / MITN) (1 week)	4/15/2013	4/22/2013
Documents Available (16 days)	4/17/2013	5/3/2013
Bid Opening		5/3/2013
Reccomendation Letter		5/7/2013
Council Award		5/13/2013

### 4. PRECONSTRUCTION ACTIVITY

<u>Task</u>	<u>Start Date</u>	<u>End Date</u>
Notice of Award		5/14/2013
Book Preparation (15 days)	5/14/2013	5/29/2013
Notice to Proceed		5/29/2013

### 5. CONSTRUCTION

<u>Task</u>	<u>Start Date</u>	<u>End Date</u>
Pre-Construction Meeting		29-May-13
Construction (3 weeks)	30-May-13	20-Jun-13
Walkthrough / Punchlist (1 weeks)	21-Jun-13	28-Jun-13
Closeout		30-Jun-13



# VILLAGE OF DEXTER

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

## Village Council

Shawn Keough  
*President*

Ray Tell  
*President Pro-Tem*

Jim Carson  
*Trustee*

Paul Cousins  
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Donna Fisher  
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## Administration

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February 19, 2013

Re: Hudson Street Road Repair and Hudson/Second Street Sidewalk Installation

Dear Resident:

The Village of Dexter is pleased to announce that we are planning sidewalk and paving improvements in your area. The improvements were recently authorized by Village Council and are scheduled to be completed during the 2013 summer construction season. The purpose of this letter is to make you aware that the design phase of the planned improvements is starting, to inform you of the major project objectives and to seek your input regarding the proposed improvements. To engage residents in the decision-making process, the Village is offering an opportunity to those living near the project areas to comment on the proposed improvements. We would appreciate hearing any questions, concerns or feedback by March 8, 2013 so that we can continue the design phase and keep the projects on schedule. A preliminary alignment for the new sidewalk and the location of the paving improvements are shown on the attached concept plan. They are also described in more detail below:

## SIDEWALK CONSTRUCTION

The purpose of adding the new sidewalk in your area is to provide a safe place for pedestrians to walk and to expand the network of pedestrian connectivity in the Village. The two project areas identified for construction this year are both areas that currently do not have sidewalk within the public right-of-way. The planned work will generally include the construction of a 5-foot wide concrete sidewalk along the edge of the right-of-way, wherever reasonably feasible. While our goal is to provide as consistent and straight alignment as possible, the new sidewalk will be constructed along an alignment that minimizes impacts to mature trees and utility infrastructure. The final alignment may change slightly from what is shown on the attached drawing in order to account for changes in topography, field conditions, or to address comments received from residents. As part of the work, some smaller trees and shrubs may need to be removed to accommodate the construction. In addition, some minor storm water improvements such as culvert extensions or catch basin construction may occur to improve the function of drainage along the corridor. All intersections will have sidewalk ramps installed which meet the current Americans with Disabilities Act (ADA) requirements to allow for all users to cross the streets safely. After completion of the work, all disturbed areas will be restored with topsoil and sod. The two locations of sidewalk construction proposed for 2013 are generally described as follows:

1. Hudson Street from Cottonwood Condos to the alley between Third Street and Fourth Street

New sidewalk is currently planned to be constructed on the south side of Hudson Street. This side of the street has been selected to connect to the existing sidewalk that currently ends at the alley midway between Third Street and Fourth Street. It will generally be located between 15 and 35 feet from the road edge to minimize impacts to mature trees, while maintaining the general alignment within the right-of-way that currently exists throughout the Hudson corridor. Some smaller trees and landscaping will likely be removed as part of this work. The new sidewalk will end at the Cottonwood



## VILLAGE OF DEXTER

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Condominium entrance. Village representatives will be meeting with representatives of the Cottonwood Condominium Association to coordinate the final details related to the new sidewalk near the entrance.

### 2. Second Street from Inverness to Hudson

New sidewalk is currently being planned for one side of Second Street from Inverness Street to Hudson Street. Our engineers are currently reviewing both sides of the right-of-way to determine the area of least impact and overall cost. The attached concept plan shows the two potential alignments that are being evaluated. In either case, the new sidewalk will align with the existing sidewalk that is already in place at the Inverness and Second Street intersection, however ramp improvements will also be made to meet the current ADA requirements at this intersection. It appears that several trees along this corridor will likely need to be removed as part of this work. As we stated previously, our goal will be to minimize impacts to trees and landscaping as we find the most cost effective solution.

## PAVING IMPROVEMENTS

The street improvements are planned as part of the Village's goal to improve the overall quality of our roadway network. The section of Hudson Street between the Second Street and the Cottonwood Condominiums has been identified as one of our lowest quality streets. In 2013, this section of Hudson Street will be significantly upgraded. The work will include pulverizing the existing pavement and placing 4 inches of new asphalt. Minor swale and storm sewer construction may occur as part of the improvements to ensure that the roadway and right-of-way area is properly drained. All impacted areas will be restored with topsoil and sod.

## HOW TO CONTACT THE VILLAGE DURING THE COMMENT PERIOD

As noted above, the Village of Dexter values your input on this project. Should you have any questions or concerns about the proposed work, please stop by, write, e-mail or call Village offices by March 8, 2013. The Village offices are located at 8123 Main Street on the 2<sup>nd</sup> Floor of the PNC Bank building. The Village office phone number is 734.426.8303. If you should choose to email a question, please email to [ddetling@dextermi.gov](mailto:ddetling@dextermi.gov). The Village will review all comments with our engineering team and when possible, incorporate them into the final design.

## FUTURE STEPS

Once the comment period ends, we anticipate that the final design will be completed on or about March 15, 2013 and the project will be put out to bid. Once the bids have been received and the project is awarded for construction, residents will be sent another letter that provides additional details such as contact information for the project inspectors and a construction timeline for the project.

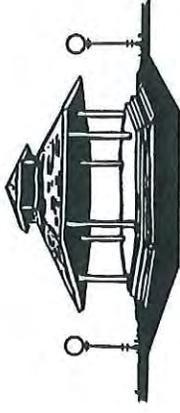
Thank you for your cooperation as we improve the Village infrastructure and increase pedestrian connectivity in our community.

Sincerely,

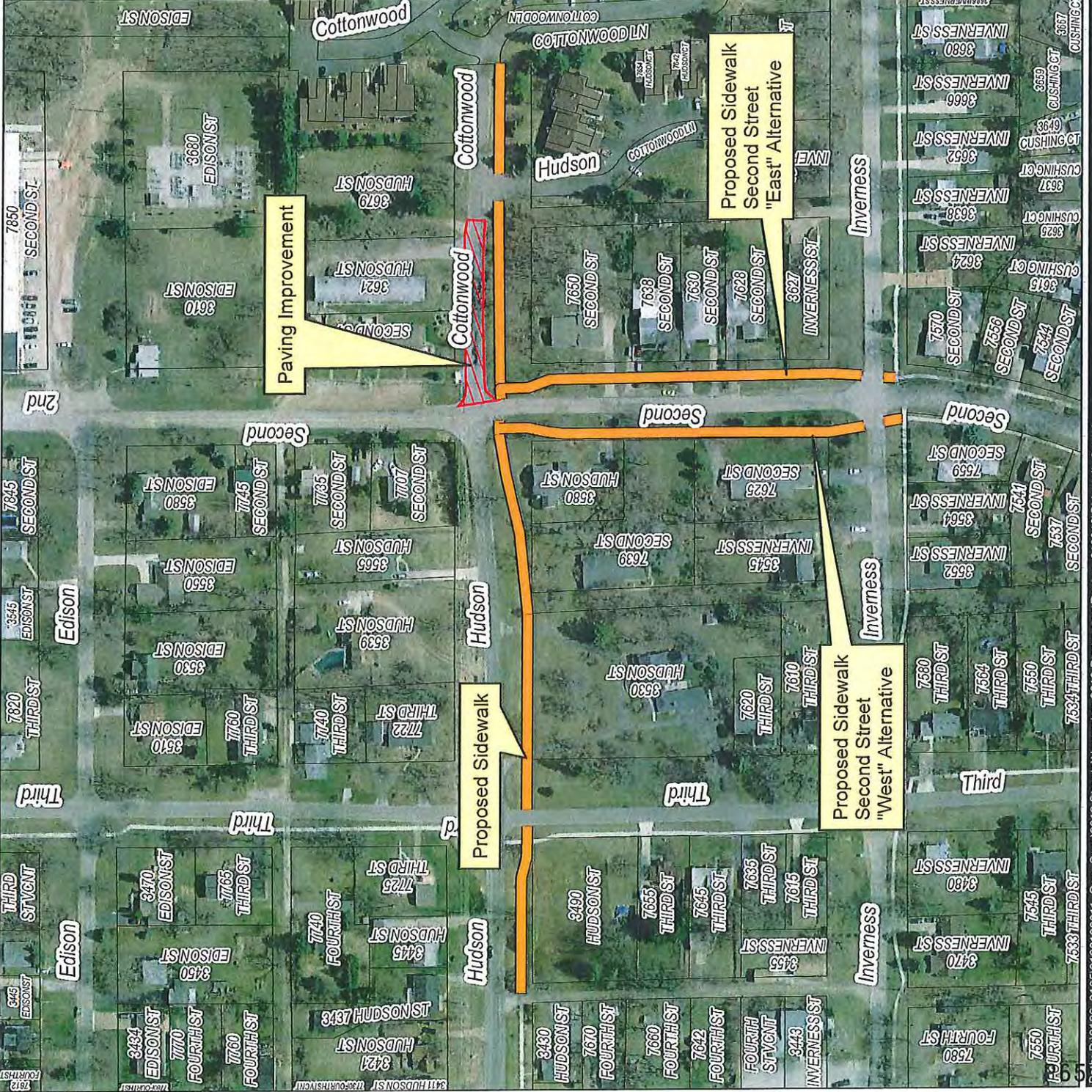
Donna Dettling  
Village Manager

# 2013 Paving & Sidewalk Projects Conceptual Plan

02.15.2013



Village of Dexter



## Legend

-  Proposed Sidewalk
-  Roadway Improvement
-  Parcel



Source: Data provided by the Village of Dexter. OHM does not warrant the accuracy of the data and/or the map. This document is intended to depict the approximate spatial location of the mapped features within the Community and all use is strictly at the user's own risk.

Coordinate System: NAD 1983 HARN StatePlane Michigan South FIPS 2113 Feet Intl

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February 19, 2013

Cottonwood Condominium Association  
3710 Hudson  
Dexter, MI 48130

To Whom It May Concern:

The Village of Dexter is planning to make roadway and sidewalk improvements on and along Hudson at the entrance to Cottonwood Condos. The attached letter provides more detailed information on the project. We would like to schedule a meeting with representatives of the Association to review the project prior to finalizing the design. Please contact me to set this up at your earliest convenience.

Sincerely,

Donna Dettling  
Village Manager

Village President Report by Shawn Keough  
February 25, 2013

AGENDA 2-25-13  
ITEM I-5

Hello Residents and Fellow Council Members,

Here is a summary of my recent activities and some of my planned activities for the future:

Recent Activities

February 12, 2013 – Village Town Hall Meeting – the meeting was attended by approximately 20 people. Topics covered included Cityhood, traffic calming in Huron Farms/Orchard River Hills, the status of regional transportation efforts, our effort to expand our regional fire department and whether we can somehow get direct access from Huron Farms/Orchard River Hills to the new trail that has been recently constructed between the Village and Dexter Huron Metropark. As I have done in the past, I am mailing the attached thank you letter to those who attended the meeting.

February 13, 2013 – Regional Fire Department Committee – the committee met to continue discussions and prepare for our next meeting with the firefighters. We discussed the transition plan that had been prepared in the past in preparation for our meeting with the firefighters on February 22, 2013. In addition, we reviewed an updated cost projection and the representatives from all 4 communities felt comfortable that the methodology was still very solid.

February 19, 2013 – Meeting with MDEQ regarding Maximum Allowable Head works Limits - Along with Village Manager Donna Dettling and Superintendent Dan Schlaff, the Village and its consultants from FV and OHM met with the MDEQ to discuss our draft report. Please see Old Business Item K-2 for a detailed summary of the meeting.

February 19, 2013 – Village Website Committee meeting – the committee completed a review of the new website ([www.DexterMI.gov](http://www.DexterMI.gov)). Final edits are being made so that the new website will be up and active by March 1, 2013. Staff is working with our consultants from Ciesa Design to coordinate this effort, which takes approximately 5 days. Council members will be provided with a link to the website on Friday, February 22<sup>nd</sup> so that they may review the site in advance. Please note that staff will be able to update text, add information and create new pages, so if there is something that needs to be added, our staff will be able to do that once the new site has been activated. Our old site address will re-route people to our new address. We thank you for your patience as we have developed the new site. We hope you like it and use it often. Our goal will be to continually improve it as we get feedback.

February 21, 2013 – Village Downtown Development Authority - this meeting is in the process of being rescheduled due to the lack of a quorum.

Future Activities

February 22, 2013 – Regional Fire Committee meeting with the Firefighters

February 25, 2013 – Village Council Meeting

Goals and Objectives for February 2013 – completed goals have been shown in *Italics*.

1. *Develop fact sheet on Cityhood and discuss information sharing plan with Council.*
2. *Street Improvement Workshop on February 23<sup>rd</sup>.*
3. *Review impacts of elimination of personal property tax.*

Goals and Objectives for March 2013

1. Council Goal Setting Workshop on March 16<sup>th</sup>.
2. Establish date for joint Village Council/DDA meeting (hoping for last week in March)

I look forward to seeing you around our town!

Shawn Keough, Village President  
[skeough@villageofdexter.org](mailto:skeough@villageofdexter.org)  
(313) 363-1434 (cell)



## VILLAGE OF DEXTER

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

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February 21, 2013

Dear ,

On behalf of the entire Village Council, I would like to personally thank you for attending and participating in our most recent Town Hall meeting held on February 12, 2013. We are very pleased that you took the time to participate in the open question and answer format and to share your thoughts with us.

Town Hall meetings provide a friendly venue for Council to share information about the Village, to listen to resident questions and feedback, and to serve as an informal educational opportunity for all of us. We received many questions on a variety of topics, including the Village's pursuit of Cityhood, the status of our regional transportation efforts, ideas for traffic calming in some of our neighborhoods, our effort to expand our regional fire department, and whether we can somehow get direct access from Huron Farms/Orchard River Hills to the new trail between the Village and Dexter-Huron Metropark. These are all great topics and we appreciate that there are many residents interested in the all of them. We welcome the opportunity to answer questions on the topic of Cityhood leading up to the election on May 7, 2013. We will also continue to look for new ways to improve the other areas, while operating within budgetary and legal constraints.

We trust that your attendance at the meeting is a solid indication that you are receiving current information. However, if you or someone you know wants to sign up for the Village's Email Update, please contact our Assistant Village Manager Courtney Nicholls at [cnicholls@dextermi.gov](mailto:cnicholls@dextermi.gov) or at the Village offices by calling (734) 426-8303 (Ext. 17). You can also find us on Facebook by searching Facebook for Village of Dexter. Please be aware that in the coming weeks, the Village will be launching a redesigned website ([www.dextermi.gov](http://www.dextermi.gov)), with the goal of further enhancing our ability to communicate and assist residents and visitors.

Thank you again for your participation in the meeting. Your attendance and interest is very much appreciated. As always, please do not hesitate to contact any member of Council if you have a question. I look forward to seeing you around town.

Sincerely,

Shawn W. Keough  
Village President  
[skeough@dextermi.gov](mailto:skeough@dextermi.gov)

**SUMMARY OF BILLS AND PAYROLL** **25-Feb-13**

Payroll Check Register	02/20/13	\$38,554.48	
Employer Retirement Contributions (paid via electronic transfer)	2/20/2013	\$2,992.28	
Account Payable Check Register	02/25/13	\$274,780.02	
		<b>\$316,326.78</b>	<b>TOTAL BILLS &amp; PAYROLL EXPENDED ALL FUNDS</b>
Summary Items from Bills & Payroll		Amount	Comments

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

*"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."*

User: erin

DB: Dexter

EXP CHECK RUN DATES 02/20/2013 - 02/20/2013

JOURNALIZED OPEN AND PAID

BANK CODE: POOL

Claimant	Amount Claimed	Amount Owed	Amount Rejected
1. ALEXANDER CHEMICAL CORPORATION	1,000.40		
2. ALLIED EAGLE SUPPLY CO	185.32		
3. AMERICAN WATER WORKS ASSOC	295.00		
4. BOULLION SALES	126.10		
5. CARLISLE-WORTMAN ASSOCIATES	2,340.00		
6. CINTAS CORPORATION	972.64		
7. CITY SERVICES, INC.	950.00		
8. CMR MECHANICAL	136.00		
9. COMCAST - DPW	145.95		
10. CORRIGAN OIL COMPANY	2,203.18		
11. DEPT. OF ENVIRN. QUALITY	1,000.00		
12. DETROIT AIR COMPRESSOR COMPANY	13.60		
13. DETROIT SALT COMPANY	11,298.50		
14. DEXTER AREA FIRE DEPARTMENT	112,985.00		
15. DEXTER TOWNSHIP	200.00		
16. DTE ENERGY	4,129.02		
17. EARTHLINK INC.	58.65		
18. ECONO	524.70		
19. ELHORN ENGINEERING CO	410.78		
20. ETNA SUPPLY CO	6,540.00		
21. GREEN GUYS LAWN AND LANDSCAPE	580.00		
22. HACKNEY HARDWARE	847.34		
23. HERITAGE NEWSPAPERS	198.00		
24. KURT AUGUSTINE	55.00		
25. LINCOLN NATIONAL LIFE INS CO	475.31		
26. LOWE'S BUSINESS ACCOUNT	84.29		
27. MARK'S AUTO SERVICE, INC.	15.00		
28. METRO ENVIROMENTAL SERVICES	602.50		
29. NORTH CENTRAL LABORATORIES	332.71		
30. PARAGON LABORATORIES INC	50.00		
31. PNC	369.91		
32. PRINT-TECH, INC.	1,513.00		
33. PSLZ LLP	16,500.00		
34. RICOH AMERICAS CORPORATION	403.72		
35. SCOTT E. MUNZEL, PC	2,623.50		
36. SCOTT MAURER	182.80		
37. SMALL BUSINESS ASSOC OF MICH	16,407.65		
38. SOUTHEASTERN EQUIPMENT CO. INC	34.42		
39. STAPLES BUSINESS ADVANTAGE	534.93		
40. THE BANK OF NEW YORK MELLON NA	46,408.04		
41. TRACTOR SUPPLY CREDIT PLAN	199.99		
42. USA BLUE BOOK	885.63		
43. VERIZON WIRELESS	466.83		
44. WASTE MANAGEMENT	39,232.14		
45. WOLVERINE FREIGHTLINER-WESTSID	262.47		
***TOTAL ALL CLAIMS***	274,780.02		

INVOICE GL DISTRIBUTION REPORT FOR VILLAGE OF DEXTER  
EXP CHECK RUN DATES 02/20/2013 - 02/20/2013  
JOURNALIZED OPEN AND PAID  
BANK CODE: POOL

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check
Fund 101 GENERAL FUND							
Dept 101.000 VILLAGE COUNCIL							
101-101.000-727.000	OFFICE SUPPLIES	ECONO	BUSINESS CARDS	50394	02/20/13	524.70	39322
101-101.000-901.000	PRINTING & PUBLISHING	PRINT-TECH, INC.	NEWSLETTER	214045	02/20/13	1,513.00	39336
101-101.000-956.000	COUNCIL DISCRETIONARY EX	PNC	MISC	02/20/13	02/20/13	43.67	39335
			Total For Dept 101.000 VILLAGE COUNCIL			2,081.37	
Dept 172.000 VILLAGE MANAGER							
101-172.000-721.000	HEALTH & DENTAL INSURANC	SMALL BUSINESS ASSOC	MARCH 2013	02/20/13	02/20/13	1,620.29	39341
101-172.000-722.000	LIFE & DISABILITY INSURA	LINCOLN NATIONAL LIFE	MARCH 2013	02/20/13	02/20/13	119.04	39329
			Total For Dept 172.000 VILLAGE MANAGER			1,739.33	
Dept 201.000 FINANCE DEPARTMENT							
101-201.000-802.001	FINANCIAL AUDIT	PSLZ LLP	FISCAL YEAR END 2012	44294	02/20/13	5,500.00	39337
			Total For Dept 201.000 FINANCE DEPARTMENT			5,500.00	
Dept 210.000 ATTORNEY							
101-210.000-810.000	ATTORNEY FEES	SCOTT E. MUNZEL, PC	MISC	980	02/20/13	1,254.00	39339
101-210.000-810.000	ATTORNEY FEES	SCOTT E. MUNZEL, PC	PARACHEK EASEMENT	981	02/20/13	1,369.50	39339
			Total For Dept 210.000 ATTORNEY			2,623.50	
Dept 215.000 VILLAGE CLERK							
101-215.000-901.000	PRINTING & PUBLISHING	HERITAGE NEWSPAPERS	LEGALS	02-19-13	02/20/13	94.50	39327
			Total For Dept 215.000 VILLAGE CLERK			94.50	
Dept 253.000 TREASURER							
101-253.000-721.000	HEALTH & DENTAL INSURANC	SMALL BUSINESS ASSOC	MARCH 2013	02/220/13	02/20/13	1,166.05	39341
101-253.000-722.000	LIFE & DISABILITY INSURA	LINCOLN NATIONAL LIFE	MARCH 2013	02-19-13	02/20/13	35.00	39329
101-253.000-727.000	OFFICE SUPPLIES	STAPLES BUSINESS ADVA	SUPPLIES	02/20/13	02/20/13	362.34	39343
			Total For Dept 253.000 TREASURER			1,583.39	
Dept 265.000 BUILDINGS & GROUNDS							
101-265.000-727.000	OFFICE SUPPLIES	HACKNEY HARDWARE	JAN INVOICES	02-19-13	02/20/13	28.61	39326
101-265.000-727.000	UTILITIES	STAPLES BUSINESS ADVA	SUPPLIES	02/20/13	02/20/13	152.59	39343
101-265.000-920.000	EQUIPMENT SERVICE CONTRA	DTE ENERGY	JAN 2013	02/20/13	02/20/13	72.02	39320
101-265.000-935.000	EQUIPMENT SERVICE CONTRA	CINTAS CORPORATION	JAN 2013	02/20/13	02/20/13	125.65	39310
101-265.000-936.000	EQUIPMENT SERVICE CONTRA	EARTHLINK INC.	EMAIL DOMAINE	460828272	02/20/13	58.65	39321
101-265.000-936.000	EQUIPMENT SERVICE CONTRA	RICOH AMERICAS CORPOR	COPIER	88512804	02/20/13	403.72	39338
			Total For Dept 265.000 BUILDINGS & GROUNDS			841.24	
Dept 336.000 FIRE DEPARTMENT							
101-336.000-807.000	CONTRACTED PUBLIC SAFETY	DEXTER AREA FIRE DEPA	FIRST QUARTER 2013	02-19-13	02/20/13	112,985.00	39318
101-336.000-935.000	BUILDING MAINTENANCE & R	CMR MECHANICAL	8140 MAIN	11924	02/20/13	136.00	39312
			Total For Dept 336.000 FIRE DEPARTMENT			113,121.00	
Dept 400.000 PLANNING DEPARTMENT							
101-400.000-721.000	HEALTH & DENTAL INSURANC	SMALL BUSINESS ASSOC	MARCH 2013	02/220/13	02/20/13	1,166.05	39341
101-400.000-722.000	LIFE & DISABILITY INSURA	LINCOLN NATIONAL LIFE	MARCH 2013	02-19-13	02/20/13	33.50	39329
101-400.000-802.000	PROFESSIONAL SERVICES	CARLISLE-WORTMAN ASSO	PLANNING	2132-107	02/20/13	1,680.00	39309
101-400.000-802.000	PROFESSIONAL SERVICES	CARLISLE-WORTMAN ASSO	PLANNING	2132-108	02/20/13	452.50	39309
101-400.000-960.000	EDUCATION & TRAINING	DEXTER TOWNSHIP	TRAINING	386	02/20/13	200.00	39319
			Total For Dept 400.000 PLANNING DEPARTMENT			3,532.05	

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Fund 101 GENERAL FUND							
Dept 410.000 ZONING BOARD OF APPEALS							
101-410.000-802.000 PROFESSIONAL SERVICES		CARLISLE-WORTMAN ASSO	VARIANCE	2132-109	02/20/13	207.50	39309
101-410.000-901.000 PRINTING & PUBLISHING		HERITAGE NEWSPAPERS	LEGALS	02-19-13	02/20/13	103.50	39327
			Total For Dept 410.000 ZONING BOARD OF APPEALS			311.00	
Dept 441.000 DEPARTMENT OF PUBLIC WORKS							
101-441.000-721.000 HEALTH & DENTAL INSURANC		SMALL BUSINESS ASSOC	MARCH 2013	02/220/13	02/20/13	1,590.49	39341
101-441.000-722.000 LIFE & DISABILITY INSURA		LINCOLN NATIONAL LIFE	MARCH 2013	02-19-13	02/20/13	35.87	39329
101-441.000-740.000 OPERATING SUPPLIES		ALLIED EAGLE SUPPLY C	SUPPLIES	529626	02/20/13	185.32	39306
101-441.000-740.000		HACKNEY HARDWARE	JAN INVOICES	02-19-13	02/20/13	109.70	39326
101-441.000-745.000 UNIFORM ALLOWANCE		CINTAS CORPORATION	JAN 2013	02/20/13	02/20/13	367.80	39310
101-441.000-751.000		CORRIGAN OIL COMPANY	DPW	5729844	02/20/13	637.22	39314
101-441.000-802.000 PROFESSIONAL SERVICES		GREEN GUYS LAWN AND L	ICE RINK	2100	02/20/13	40.00	39325
101-441.000-920.000 UTILITIES		COMCAST - DPW	DPW	02-19-13	02/20/13	145.95	39313
101-441.000-920.000 UTILITIES - TELEPHONES		DTE ENERGY	JAN 2013	02/20/13	02/20/13	938.00	39320
101-441.000-920.001 UTILITIES - TELEPHONES		VERIZON WIRELESS	CELLULAR	2870871861	02/20/13	171.29	39347
101-441.000-955.000 MISCELLANEOUS		KURT AUGUSTINE	MISC	02-19-13	02/20/13	55.00	39328
			Total For Dept 441.000 DEPARTMENT OF PUBLIC WORK			4,276.64	
Dept 442.000 DOWNTOWN PUBLIC WORKS							
101-442.000-740.000 HOLIDAY DISPLAY SUPPLIES		HACKNEY HARDWARE	JAN INVOICES	02-19-13	02/20/13	29.97	39326
101-442.000-744.000 UTILITIES		HACKNEY HARDWARE	JAN INVOICES	02-19-13	02/20/13	99.95	39326
			JAN 2013	02/20/13	02/20/13	227.00	39320
			Total For Dept 442.000 DOWNTOWN PUBLIC WORKS			356.92	
Dept 528.000 SOLID WASTE							
101-528.000-805.000 WASTE MANAGEMENT		RESIDENTIAL		7264385	02/20/13	19,088.43	39348
101-528.000-805.000 WASTE MANAGEMENT		COMMERCIAL		7264385	02/20/13	20,143.71	39348
			Total For Dept 528.000 SOLID WASTE			39,232.14	
Dept 751.000 PARKS & RECREATION							
101-751.000-721.000 HEALTH & DENTAL INSURANC		SMALL BUSINESS ASSOC	MARCH 2013	02/220/13	02/20/13	256.53	39341
101-751.000-722.000 LIFE & DISABILITY INSURA		LINCOLN NATIONAL LIFE	MARCH 2013	02-19-13	02/20/13	5.79	39329
101-751.000-732.000 ICE RINK SUPPLIES		GREEN GUYS LAWN AND L	ICE RINK	2100	02/20/13	540.00	39325
101-751.000-977.000 EQUIPMENT		PNC	EASTER HUNT	02/20/13	02/20/13	242.25	39335
101-751.000-977.000 EQUIPMENT		PNC	EASTER HUNT	02/20/13	02/20/13	83.99	39335
			Total For Dept 751.000 PARKS & RECREATION			1,128.56	
Dept 851.000 INSURANCE & BONDS							
101-851.000-721.001 RETIREE HEALTH INSURANCE		SMALL BUSINESS ASSOC	MARCH 2013	02/220/13	02/20/13	556.82	39341
			Total For Dept 851.000 INSURANCE & BONDS			556.82	
			Total For Fund 101 GENERAL FUND			176,978.46	
Fund 202 MAJOR STREETS FUND							
Dept 445.000 STORMWATER							
202-445.000-802.000 PROFESSIONAL SERVICES		DEPT. OF ENVIRN. QUAL	ANNUAL PERMIT	799731	02/20/13	500.00	39315
			Total For Dept 445.000 STORMWATER			500.00	
Dept 463.000 ROUTINE MAINTENANCE							
202-463.000-721.000 HEALTH & DENTAL INSURANC		SMALL BUSINESS ASSOC	MARCH 2013	02/220/13	02/20/13	1,333.96	39341
202-463.000-722.000 LIFE & DISABILITY INSURA		LINCOLN NATIONAL LIFE	MARCH 2013	02-19-13	02/20/13	30.09	39329

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<b>Fund 202 MAJOR STREETS FUND</b>							
<b>Dept 463.000 ROUTINE MAINTENANCE</b>							
Total For Dept 463.000 ROUTINE MAINTENANCE							
Dept 474.000	TRAFFIC SERVICES					1,364.05	
202-474.000-721.000	HEALTH & DENTAL INSURANC	SMALL BUSINESS ASSOC	MARCH 2013	02/220/13	02/20/13	410.45	39341
202-474.000-722.000	LIFE & DISABILITY INSURA	LINCOLN NATIONAL LIFE	MARCH 2013	02-19-13	02/20/13	9.26	39329
Total For Dept 474.000 TRAFFIC SERVICES							
Dept 478.000	WINTER MAINTENANCE					419.71	
202-478.000-721.000	HEALTH & DENTAL INSURANC	SMALL BUSINESS ASSOC	MARCH 2013	02/220/13	02/20/13	820.90	39341
202-478.000-722.000	LIFE & DISABILITY INSURA	LINCOLN NATIONAL LIFE	MARCH 2013	02-19-13	02/20/13	18.52	39329
202-478.000-740.000	OPERATING SUPPLIES	DETROIT SALT COMPANY	INVOICE #30497, 30647, 30194, 3034	02-19-13	02/20/13	6,760.70	39317
Total For Dept 478.000 WINTER MAINTENANCE							
Total For Fund 202 MAJOR STREETS FUND							
9,883.88							
<b>Fund 203 LOCAL STREETS FUND</b>							
<b>Dept 445.000 STORMWATER</b>							
203-445.000-802.000	PROFESSIONAL SERVICES	DEPT. OF ENVIRN. QVAL	ANNUAL PERMIT	799731	02/20/13	500.00	39315
Total For Dept 445.000 STORMWATER							
500.00							
<b>Dept 463.000 ROUTINE MAINTENANCE</b>							
203-463.000-721.000	HEALTH & DENTAL INSURANC	SMALL BUSINESS ASSOC	MARCH 2013	02/220/13	02/20/13	410.46	39341
203-463.000-722.000	LIFE & DISABILITY INSURA	LINCOLN NATIONAL LIFE	MARCH 2013	02-19-13	02/20/13	9.26	39329
Total For Dept 463.000 ROUTINE MAINTENANCE							
419.72							
<b>Dept 474.000 TRAFFIC SERVICES</b>							
203-474.000-721.000	HEALTH & DENTAL INSURANC	SMALL BUSINESS ASSOC	MARCH 2013	02/220/13	02/20/13	102.61	39341
203-474.000-722.000	LIFE & DISABILITY INSURA	LINCOLN NATIONAL LIFE	MARCH 2013	02-19-13	02/20/13	2.31	39329
Total For Dept 474.000 TRAFFIC SERVICES							
104.92							
<b>Dept 478.000 WINTER MAINTENANCE</b>							
203-478.000-721.000	HEALTH & DENTAL INSURANC	SMALL BUSINESS ASSOC	MARCH 2013	02/220/13	02/20/13	205.22	39341
203-478.000-722.000	LIFE & DISABILITY INSURA	LINCOLN NATIONAL LIFE	MARCH 2013	02-19-13	02/20/13	4.62	39329
203-478.000-740.000	OPERATING SUPPLIES	DETROIT SALT COMPANY	INVOICE #30497, 30647, 30194, 3034	02-19-13	02/20/13	4,537.80	39317
Total For Dept 478.000 WINTER MAINTENANCE							
4,747.64							
Total For Fund 203 LOCAL STREETS FUND							
5,772.28							
<b>Fund 204 MUNICIPAL STREETS</b>							
<b>Dept 248.000 ADMINISTRATION</b>							
204-248.000-721.001	RETIREE HEALTH INSURANCE	SMALL BUSINESS ASSOC	MARCH 2013	02/220/13	02/20/13	603.60	39341
204-248.000-802.001	FINANCIAL AUDIT	PSLZ LLP	FISCAL YEAR END 2012	44294	02/20/13	2,000.00	39337
Total For Dept 248.000 ADMINISTRATION							
2,603.60							
Total For Fund 204 MUNICIPAL STREETS							
2,603.60							
<b>Fund 402 EQUIPMENT REPLACEMENT FUND</b>							
<b>Dept 441.000 DEPARTMENT OF PUBLIC WORKS</b>							
402-441.000-939.000	VEHICLE MAINTENANCE & RE	BOULLION SALES	MAINTENANCE	22778	02/20/13	44.92	39308
402-441.000-939.000	VEHICLE MAINTENANCE & RE	BOULLION SALES	MAINTENANCE	22777	02/20/13	81.18	39308
402-441.000-939.000	VEHICLE MAINTENANCE & RE	DETROIT AIR COMPRESSO	MAINTENANCE	1082938.01	02/20/13	13.60	39316

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Fund 402 EQUIPMENT REPLACEMENT FUND							
Dept 441.000 DEPARTMENT OF PUBLIC WORKS							
402-441.000-939.000	VEHICLE MAINTENANCE & RE	HACKNEY HARDWARE	JAN INVOICES	02-19-13	02/20/13	68.82	39326
402-441.000-939.000	VEHICLE MAINTENANCE & RE	MARK'S AUTO SERVICE,	MAINTENANCE	37779	02/20/13	15.00	39331
402-441.000-939.000	VEHICLE MAINTENANCE & RE	SOUTHEASTERN EQUIPMEN	MAINTENANCE	C27693	02/20/13	34.42	39342
402-441.000-939.000	VEHICLE MAINTENANCE & RE	TRACTOR SUPPLY CREDIT	DPW	98642	02/20/13	199.99	39345
402-441.000-939.000	VEHICLE MAINTENANCE & RE	WOLVERINE FREIGHTLINE	DPW	384487	02/20/13	126.45	39349
402-441.000-939.000	VEHICLE MAINTENANCE & RE	WOLVERINE FREIGHTLINE	DPW	384956	02/20/13	136.02	39349
Total For Dept 441.000 DEPARTMENT OF PUBLIC WORK						720.40	
Total For Fund 402 EQUIPMENT REPLACEMENT FUND						720.40	
Fund 590 SEWER ENTERPRISE FUND							
Dept 248.000 ADMINISTRATION							
590-248.000-802.001	FINANCIAL AUDIT	PSLZ LLP	FISCAL YEAR END 2012	44294	02/20/13	2,500.00	39337
Total For Dept 248.000 ADMINISTRATION						2,500.00	
Dept 548.000 SEWER UTILITIES DEPARTMENT							
590-548.000-721.000	HEALTH & DENTAL INSURANC	SMALL BUSINESS ASSOC	MARCH 2013	02/220/13	02/20/13	2,930.38	39341
590-548.000-721.001	RETIREE HEALTH INSURANCE	SMALL BUSINESS ASSOC	MARCH 2013	02/220/13	02/20/13	1,247.93	39341
590-548.000-722.000	LIFE & DISABILITY INSURA	LINCOLN NATIONAL LIFE	MARCH 2013	02-19-13	02/20/13	103.23	39329
590-548.000-740.000	HACKNEY HARDWARE	HACKNEY HARDWARE	JAN INVOICES	02-19-13	02/20/13	256.30	39326
590-548.000-742.000	CHEMICAL SUPPLIES - PLAN	ALEXANDER CHEMICAL CO	LAB	10001089	02/20/13	1,000.40	39305
590-548.000-743.000		NORTH CENTRAL LABORAT	LAB	316642	02/20/13	332.71	39333
590-548.000-745.000		CINTAS CORPORATION	JAN 2013	5729845	02/20/13	365.88	39310
590-548.000-751.000		CORRIGAN OIL COMPANY	WWTP	5731747	02/20/13	1,013.54	39314
590-548.000-751.000		CORRIGAN OIL COMPANY		5731747	02/20/13	552.42	39314
590-548.000-802.000	PROFESSIONAL SERVICES	METRO ENVIRONMENTAL SE	7960 GRAND	47765	02/20/13	602.50	39332
590-548.000-861.000	TRAVEL & MILEAGE	SCOTT MAURER	TRAINING	02/20/13	02/20/13	182.80	39340
590-548.000-920.000	UTILITIES	DTE ENERGY	JAN 2013	02/20/13	02/20/13	62.00	39320
590-548.000-920.001	UTILITIES - TELEPHONES	VERIZON WIRELESS	CELLULAR	2870871861	02/20/13	162.77	39347
590-548.000-935.000	BUILDING MAINTENANCE & R	HACKNEY HARDWARE	JAN INVOICES	02-19-13	02/20/13	28.48	39326
590-548.000-937.000	EQUIPMENT MAINTENANCE &	HACKNEY HARDWARE	JAN INVOICES	02-19-13	02/20/13	33.98	39326
Total For Dept 548.000 SEWER UTILITIES DEPARTMENT						8,875.32	
Dept 850.000 LONG-TERM DEBT							
590-850.000-996.005	SRF #1 (2009) BOND INTER	THE BANK OF NEW YORK	LOAN	02/20/13	02/20/13	19,316.13	39344
590-850.000-996.006	SRF #2 (2012) BOND INTER	THE BANK OF NEW YORK	LOAN	02/20/13	02/20/13	1,757.66	39344
Total For Dept 850.000 LONG-TERM DEBT						21,073.79	
Total For Fund 590 SEWER ENTERPRISE FUND						32,449.11	
Fund 591 WATER ENTERPRISE FUND							
Dept 248.000 ADMINISTRATION							
591-248.000-802.001	FINANCIAL AUDIT	PSLZ LLP	FISCAL YEAR END 2012	44294	02/20/13	6,500.00	39337
Total For Dept 248.000 ADMINISTRATION						6,500.00	
Dept 556.000 WATER UTILITIES DEPARTMENT							
591-556.000-721.000	HEALTH & DENTAL INSURANC	SMALL BUSINESS ASSOC	MARCH 2013	02/220/13	02/20/13	1,472.61	39341
591-556.000-721.001	RETIREE HEALTH INSURANCE	SMALL BUSINESS ASSOC	MARCH 2013	02/220/13	02/20/13	513.30	39341
591-556.000-722.000	LIFE & DISABILITY INSURA	LINCOLN NATIONAL LIFE	MARCH 2013	02-19-13	02/20/13	68.82	39329
591-556.000-740.000	HACKNEY HARDWARE	HACKNEY HARDWARE	JAN INVOICES	02-19-13	02/20/13	191.53	39326

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Fund 591	WATER ENTERPRISE FUND						
Dept 556.000	WATER UTILITIES DEPARTMENT						
591-556.000-740.000	OPERATING SUPPLIES	LOWE'S BUSINESS ACCOU	SUPPLIES	02/20/13	02/20/13	84.29	39330
591-556.000-745.000		CINTAS CORPORATION	JAN 2013	02/20/13	02/20/13	113.31	39310
591-556.000-802.000	PROFESSIONAL SERVICES	CITY SERVICES, INC.	FIRE HYDRANT REPAIR	S100642164.001	02/20/13	950.00	39311
591-556.000-824.000	TESTING & ANALYSIS	PARAGON LABORATORIES	LAB	74006	02/20/13	50.00	39334
591-556.000-920.000	UTILITIES	DTE ENERGY	JAN 2013	02/20/13	02/20/13	2,830.00	39320
591-556.000-920.001	UTILITIES - TELEPHONES	VERIZON WIRELESS	CELLULAR	2870871861	02/20/13	132.77	39347
591-556.000-937.000	EQUIPMENT MAINTENANCE &	ELHORN ENGINEERING CO		250652	02/20/13	410.78	39323
591-556.000-937.000	EQUIPMENT MAINTENANCE &	USA BLUE BOOK	WWTP	874828	02/20/13	885.63	39346
591-556.000-958.000	MEMBERSHIPS & DUES	AMERICAN WATER WORKS	MEMBERSHIP	7000615433	02/20/13	295.00	39307
591-556.000-977.000	EQUIPMENT	ETNA SUPPLY CO	SUPPLIES	100611577.001	02/20/13	3,370.00	39324
591-556.000-977.000	EQUIPMENT	ETNA SUPPLY CO	METER SUPPLIES	100642148.001	02/20/13	3,170.00	39324
			Total For Dept 556.000 WATER UTILITIES DEPARTMENT			14,538.04	
Dept 850.000	LONG-TERM DEBT						
591-850.000-995.008	DWRF #1 (2010) BOND PRIN	THE BANK OF NEW YORK	LOAN	02/20/13	02/20/13	14,052.83	39344
591-850.000-996.009	DWRF #2 2011) BOND INTER	THE BANK OF NEW YORK	LOAN	02/20/13	02/20/13	11,281.42	39344
			Total For Dept 850.000 LONG-TERM DEBT			25,334.25	
			Total For Fund 591 WATER ENTERPRISE FUND			46,372.29	
			Fund Totals:				
			Fund 101 GENERAL FUND			176,978.46	
			Fund 202 MAJOR STREETS FUND			9,883.88	
			Fund 203 LOCAL STREETS FUND			5,772.28	
			Fund 204 MUNICIPAL STREETS			2,603.60	
			Fund 402 EQUIPMENT REPLACEMENT FUND			720.40	
			Fund 590 SEWER ENTERPRISE FUND			32,449.11	
			Fund 591 WATER ENTERPRISE FUND			46,372.29	
			Total For All Funds:			274,780.02	



**Village of Dexter**

8140 Main St. Dexter, Michigan 48130

Phone (734) 426-8303

Fax (734) 426-5614

**Application for Appointment as Commission or Committee Member**

Date 02-12-13

Name Mary Ebelit

Address 3420 Huron View Email Maryebeli@yahoo.com

Phone (989) 598-6024 Best time to call \_\_\_\_\_

**Which Commission/Committee are you applying for?**

- Zoning Board of Appeals
- Downtown Development Authority
- Planning Commission
- Parks Commission
- Arts, Culture & Heritage Committee
- Tree Board
- Farmers Market Oversight Committee
- Other (Specify) \_\_\_\_\_

**Why are you interested in serving on this Commission/Committee? Are there current events that have spurred your interest?**

we moved to Dexter March 2012. Love the area and would like to get involved in community.

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

I was Chairman of the Saginaw Arts & Enrichment Commission for 2 years. Also serving on the board for 6 years.

**Please list/attach any other information that you would like to have considered.**

- I have experience in:
- Event Planning
  - Fundraising
  - Public Speaking
  - Public Relations



**VILLAGE OF DEXTER**8140 Main Street Dexter, MI 48130-1092  
5614[cnicholls@villageofdexter.org](mailto:cnicholls@villageofdexter.org)

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

**MEMO**

**To: President Keough and Council Members**  
**From: Donna Dettling, Village Manager**  
**Date: February 25, 2013**  
**Re: Amended Resolution for Sewer System Extra Strength Surcharges and Industrial Cost Recovery Charges**

I have included the "Draft" meeting minutes from the DEQ meeting on February 19, 2013. The discussion was filled with data that Elaine Venema of F&V was kind enough to sort out and highlight in the draft minutes. The bullet points below provide my understanding of next steps in finalizing our Maximum Allowable Headworks Report and updating extra strength surcharges.

- Get buy-in from DEQ on the Maximum Allowable Headworks Report. This would be round one for establishing the WWTP capacity for BOD. Round two could occur after sufficient data on the Brewery is collected to demonstrate that the Plant can handle more.
- The Utility Ordinance, Chapter 58 of the Code of Ordinances will need to be updated before we update the surcharge rates. Staff will need both legal and engineering support to review and provide guidance for necessary updates to the Utility Ordinance. Our goal is to have this review completed over the next few months and the Ordinance approved no later than May 2013.
- Recommend adjusting the extra strength surcharge rates and Industrial cost recovery rates effective July 1, 2013, when we adjust our water and sewer rates. The annual review of Water and Sewer Rates is completed during the budget process. This will give us time to update our Sewer Use Ordinance and develop a plan for surcharge monitoring.

**Suggested Motion:**

Delay action on the Proposed Increase to Sewer Fund Surcharge Rates and coordinate the approval of increases to Surcharge Rates with the annual review and adoption of Water and Sewer Rates.



**FLEIS & VANDENBRINK**  
**ENGINEERING, INC.**  
*Offices in Michigan and Indiana*  
2960 Lucerne Drive S.E., Grand Rapids, MI 49546  
Office (616) 977-1000 Fax (616) 977-1005

**Village of Dexter**  
**MAHL & Local Limits Update**  
**Project No. 702712**

**MEETING MINUTES DRAFT**

Date Held: February 19, 2013 at Lansing DEQ office

In Attendance:

Donna Dettling	Village of Dexter
Dan Schiaff	Village of Dexter
Shawn Keough	Village of Dexter
Deb Snell	MDEQ Jackson District
Grace Scott	MDEQ IPP Coordinator
Jeff Surfus	MDEQ Jackson District
Ken Arnold	OHM
Rhett Gronevelt	OHM
Elaine Venema	Fleis & VandenBrink
Rich Grant	Fleis & VandenBrink

**ITEMS DISCUSSED:**

**1. Project Background:**

Local brewery (NUBCO) is expanding their operation in the Village of Dexter. The Village and F&V have been developing options to accommodate wastewater needs for their expansion.

F&V was retained to complete a Maximum Allowable Headworks Loading (MAHL) evaluation and updated Local Limits.

The Village Sewer Use Ordinance will also require updates.

NUBCO needs an industrial discharge permit.

The brewery discharge has high BOD concentration.

Purpose of the Meeting: Collaborate regarding best solutions.

**2. Characterization of the Current Loading & Performance at the WWTP:**

Review of the MOR data/spreadsheet from 2009-2011; focusing on BOD performance.

Current typical BOD loading to the WWTP is 783 lb/day (avg); 786 lb/day (median).

Higher loadings: (median + 1 std. deviation) = 1020 lb/day

(median + 2 std. deviations) = 1257 lb/day

8/8/2011 = 1678 lb/day with compliance with NPDES limits

1/6/2009 = 1723 lb/day with compliance with NPDES limits

**10/20/2011 = 2565 lb/day with compliance with NPDES limits**

BOD Loading Design Basis discussion

1978 RBC Design WWTP rating = 1329 lb/day

1998 Activated Sludge Project "Proposed Design" = 975 lb/day

Discussed whether 975 lb/day loading was intended to be the WWTP "rating" or just the projected 20-year design loading for the 1998 project. OHM believes the 975 lb/day value was the 20-year design loading and not the WWTP rating.

F&V's *Ten States Stds* analysis of the current WWTP BOD capacity is **1495 lb/day** (based on 40 lb/1000 cf loading to the 32,250 cf aeration tank volume and historic 14% average BOD removal across the primary clarifiers).

The calibrated dynamic process wastewater model (GPSx) indicates that Dexter WWTP can consistently treat even greater BOD loading (2100-3000+ lb/day) without compliance problems; and before considering the tertiary polishing treatment provided by the sand filters.

DEQ staff will review their files to see if any other information regarding historic WWTP BOD capacity rating is available.

Historical higher loadings and higher influent concentrations at the WWTP indicate that some users in the Service Area have already discharged at levels above the current 300 mg/L BOD local limit.

The only other SIU in the Service Area is AlphaMetals, a metal finisher, with historically low BOD concentrations.

The Village conducted a user survey a few years ago. This information will be incorporated into the final MAHL report.

### **3. Brewery Expansion Discussion and Considerations**

Grace emphasized that there should be protections in place to protect the POTW from slug loadings.

An equalized discharge is important, especially considering that the brewery doesn't typically operate during weekends. Pollution Prevention, Industry Best Practices, and Waste Minimization techniques can be deployed to help with this also.

F&V had suggested the brewery consider using a "sidehill screen" to reduce solids and BOD related to solids. Other considerations include segregating Clean-in-Place discharge, allowing the stronger "first flush" to go to an EQ tank prior to discharge to the sewer system.

Other options may include discharge of stronger wastewater (e.g. "first flush" with 1% or greater VSS/COD) straight to the improved high-rate anaerobic digester rather than the headworks of the WWTP. If this option looks promising, it would be reflected in the final MAHL report.

Grace also emphasized that while the Village should accommodate the brewery expansion, the Village should be careful to not "get caught holding the bag" if the brewery leaves town. Many municipalities have been burned by exiting industrial users after large improvements projects were completed at those POTWs.

The brewery needs to better finalize their near-future wastewater needs. This will allow the Village and the brewery to determine the extent of pretreatment required.



**FLEIS & VANDENBRINK**

**ENGINEERING, INC.**

*Offices in Michigan and Indiana*  
2960 Lucerne Drive S.E., Grand Rapids, MI 49546  
Office (616) 977-1000 Fax (616) 977-1005

**Phase 1** – interim permit (considering 90-120 days) to allow discharge from the new NUBCO facility while they ramp up production and test out their new facility.

A draft permit is being developed to allow 150 lb/day BOD. DEQ staff wish to review that draft permit.

DEQ is strongly recommending that the draft permit include flow proportional sampling requirement. Time proportioned sampling would only be acceptable if it could be demonstrated to be representative (e.g. an equalization tank were onsite).

**Phase 2** – NUBCO hasn't submitted a request for Phase 2 wastewater needs yet. Based on November 2012 meeting with NUBCO staff, we are anticipating may request up to 600 lb/day if minimal pretreatment is accomplished. F&V and the Village are working to determine whether a service capacity agreement up to 600 lb/day is feasible or desirable.

#### **4. MAHL Report & Local Limits Documentation**

DEQ needs the supporting data and calculations provided to them from the MAHL work. F&V's draft report includes this information. The level of detail in the draft report was appropriate for the final draft.

DEQ will be involved in determining the authorized "rated capacity" for the WWTP; they may not authorize the GPSx model demonstration for this MAHL round.

Local Limits should be reviewed every 5 years.

Discussion regarding Reserve Loading:

Dexter is one of the few communities in Michigan that has been growing. 16 homes are currently under construction. Draft MAHL included 50 lb/day reserve BOD. The Village would like that to be increased to accommodate planned growth. The discussion today considers 200 REUS or more growth.

#### **5. Next Steps**

MAHL and Local Limits recommendations need to be finalized. DEQ would like the next submittal to be "final".

The Village needs to consider how surcharge monitoring will be done in the future. All users discharging above the 300 mg/L surcharge threshold will need to be monitored and charged appropriately.

Deb Snell would prefer some degree of pretreatment at the brewery.

The proceeding minutes are the writer's interpretation of the major events of the meeting. If anyone in attendance disagrees with the writer's interpretation, please indicate your discrepancy in writing within seven (7) days of the dates of these minutes.

Minutes Prepared By:

FLEIS & VANDENBRINK ENGINEERING, INC.

Elaine Venema, P.E.  
Project Engineer

cc: Attendees

702712 Dexter 19Feb2013 Meeting Minutes DRAFT.docx

# VILLAGE OF DEXTER

ddettling@villageofdexter.org

8140 Main Street Dexter, MI 48130-1092

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

## MEMO

**To: President Keough and Council**  
**From: Donna Dettling, Village Manager**  
**Date: February 25, 2013**  
**Re: Industrial Facilities Tax Exemption**  
**MedHub**

Included for your review is a copy of MedHub's application for an Industrial Facilities Tax Exemption Certificate. Also provided is a copy of the evaluation form used to determine the number of years the abatement can be in effect. A copy of the Resolution that established the district is provided. This IFT District was established on February 13, 2012. Staff will be completing follow-up surveys with every business that is granted an abatement. A copy of the follow-up survey document is included.

**Council is being asked to set a public hearing for March 25, 2013** for MedHub for an Industrial Facilities Tax Exemption Application. The applicant requests a 50% abatement of Real and Personal Property Taxes over a 6 year period on \$1,429,628 in Real Property and 2 year period on \$250,000 on Personal Property invested at 3515 Broad Street.

The project consists of approximately 6,000 square feet of converted storage space to office space. The rehabilitation of the Old Mill Site by Peter Orr, President of MedHub was undertaken with the intent to maintain the character of the current structure and keep the approved site plan relatively unchanged from an aesthetic standpoint. Mr. Orr is converting remaining structure into a mix of owner occupied and leased tenant spaces which reflects the intent of the Village's Master Plan. His plan has been to move MedHub, Inc. headquarters to downtown Dexter and bring the village jobs and employees who will shop downtown.

This abatement will reduce MedHub's tax liability approximately \$28,776.00 per year. Of this amount the Village will forgo approximately \$5,692.00 per year. This estimate is a little high, because the Personal Property will depreciate over the 2 year period and reduce their tax liability.

The goal of this program is to get the Village 50% of the tax revenue \$5,692.00 that we wouldn't have gotten "But For" the abatement and 100% of the tax revenue after the abatement ends. The Village will receive close to \$12,000 per year in new taxes from this investment. The Village also wins in terms of the commitment to retain employees and hire 15 new employees, which supports other businesses in Dexter.

# Application for Industrial Facilities Tax Exemption Certificate

Issued under authority of Public Act 198 of 1974, as amended. Filing is mandatory.

**INSTRUCTIONS:** File the original and two copies of this form and the required attachments (three complete sets) with the clerk of the local government unit. The State Tax Commission (STC) requires two complete sets (one original and one copy). One copy is retained by the clerk. If you have any questions regarding the completion of this form or would like to request an informational packet, call (517) 373-3272.

To be completed by Clerk of Local Government Unit	
Signature of Clerk	Date received by Local Unit
STC Use Only	
Application Number	Date Received by STC

## APPLICANT INFORMATION

All boxes must be completed.

1a. Company Name (Applicant must be the occupant/operator of the facility) <b>3515 Broad St. LLC</b>		1b. Standard Industrial Classification (SIC) Code - Sec. 2(10) (4 or 6 Digit Code) <b>7379</b>	
1c. Facility Address (City, State, ZIP Code) (real and/or personal property location) <b>3515 Broad Street Dexter, Michigan 48130</b>		1d. City/Township/Village (Indicate which) <b>Dexter Village</b>	1e. County
2. Type of Approval Requested <input checked="" type="checkbox"/> New (Sec. 2(4)) <input type="checkbox"/> Transfer (1 copy only) <input type="checkbox"/> Speculative Building (Sec. 3(8)) <input type="checkbox"/> Rehabilitation (Sec. 3(1)) <input type="checkbox"/> Research and Development (Sec. 2(9))		3a. School District where facility is located <b>Dexter, Mi.</b>	3b. School Code <b>81050</b>
4. Amount of years requested for exemption (1-12 Years) <b>6 yr. real property, 2 yr personal property</b>			

5. Per section 5, the application shall contain or be accompanied by a general description of the facility and a general description of the proposed use of the facility, the general nature and extent of the restoration, replacement, or construction to be undertaken, a descriptive list of the equipment that will be part of the facility. Attach additional page(s) if more room is needed.

Structure is a 75% unfinished historic grain mill built in 1899. Applicant is completely renovating the structure for use as offices for a medical software company.

6a. Cost of land and building improvements (excluding cost of land) ..... * Attach list of improvements and associated costs. * Also attach a copy of building permit if project has already begun.	▶ <b>\$1,429,628.45</b> Real Property Costs
6b. Cost of machinery, equipment, furniture and fixtures ..... * Attach itemized listing with month, day and year of beginning of installation, plus total	▶ <b>\$300,000.00</b> Personal Property Costs
6c. Total Project Costs ..... * Round Costs to Nearest Dollar	▶ <b>\$1,729,628.45</b> Total of Real & Personal Costs

7. Indicate the time schedule for start and finish of construction and equipment installation. Projects must be completed within a two year period of the effective date of the certificate unless otherwise approved by the STC.

	Begin Date (M/D/Y)	End Date (M/D/Y)	
Real Property Improvements	9/22/12	5/1/13	▶ <input checked="" type="checkbox"/> Owned <input type="checkbox"/> Leased
Personal Property Improvements	2/1/13	5/1/13	▶ <input checked="" type="checkbox"/> Owned <input type="checkbox"/> Leased

8. Are State Education Taxes reduced or abated by the Michigan Economic Development Corporation (MEDC)? If yes, applicant must attach a signed MEOC Letter of Commitment to receive this exemption.    Yes    No

9. No. of existing jobs at this facility that will be retained as a result of this project. <b>7</b>	10. No. of new jobs at this facility expected to create within 2 years of completion. <b>8</b>
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11. Rehabilitation applications only: Complete a, b and c of this section. You must attach the assessor's statement of SEV for the entire plant rehabilitation district and obsolescence statement for property. The Taxable Value (TV) data below must be as of December 31 of the year prior to the rehabilitation.

a. TV of Real Property (excluding land) .....

b. TV of Personal Property (excluding inventory) .....

c. Total TV .....

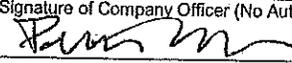
12a. Check the type of District the facility is located in:  
 Industrial Development District       Plant Rehabilitation District

12b. Date district was established by local government unit (contact local unit) <b>2/13/12</b>	12c. Is this application for a speculative building (Sec. 3(8))? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
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**APPLICANT CERTIFICATION - complete all boxes.**

The undersigned, authorized officer of the company making this application certifies that, to the best of his/her knowledge, no information contained herein or in the attachments hereto is false in any way and that all are truly descriptive of the industrial property for which this application is being submitted.

It is further certified that the undersigned is familiar with the provisions of P.A. 198 of 1974, as amended, being Sections 207.551 to 207.572, inclusive, of the Michigan Compiled Laws; and to the best of his/her knowledge and belief, (s)he has complied or will be able to comply with all of the requirements thereof which are prerequisite to the approval of the application by the local unit of government and the issuance of an Industrial Facilities Exemption Certificate by the State Tax Commission.

13a. Preparer Name <b>Peter Orr</b>	13b. Telephone Number <b>(734) 213-3707</b>	13c. Fax Number <b>(734) 213-3779</b>	13d. E-mail Address <b>peter@medhub.om</b>
14a. Name of Contact Person <b>Peter Orr</b>	14b. Telephone Number <b>(734) 213-3707</b>	14c. Fax Number <b>(734) 213-3779</b>	14d. E-mail Address <b>peter@medhub.com</b>
▶ 15a. Name of Company Officer (No Authorized Agents) <b>Peter Orr</b>			
15b. Signature of Company Officer (No Authorized Agents) 		15c. Fax Number <b>(734) 213-3779</b>	15d. Date <b>2/18/13</b>
▶ 15e. Mailing Address (Street, City, State, ZIP Code) <b>2804 West Delhi Rd, Ann Arbor, Mi. 48103</b>		15f. Telephone Number <b>(734) 213-3707</b>	15g. E-mail Address <b>peter@medhub.com</b>

**LOCAL GOVERNMENT ACTION & CERTIFICATION - complete all boxes.**

This section must be completed by the clerk of the local governing unit before submitting application to the State Tax Commission. Check items on file at the Local Unit and those included with the submittal.

▶ 16. Action taken by local government unit  <input type="checkbox"/> Abatement Approved for _____ Yrs Real (1-12), _____ Yrs Pers (1-12) After Completion <input type="checkbox"/> Yes <input type="checkbox"/> No  <input type="checkbox"/> Denied (Include Resolution Denying)	16b. The State Tax Commission Requires the following documents be filed for an administratively complete application:  <b>Check or Indicate N/A if Not Applicable</b> <input type="checkbox"/> 1. Original Application plus attachments, and one complete copy <input type="checkbox"/> 2. Resolution establishing district <input type="checkbox"/> 3. Resolution approving/denying application. <input type="checkbox"/> 4. Letter of Agreement (Signed by local unit and applicant) <input type="checkbox"/> 5. Affidavit of Fees (Signed by local unit and applicant) <input type="checkbox"/> 6. Building Permit for real improvements if project has already begun <input type="checkbox"/> 7. Equipment List with dates of beginning of installation <input type="checkbox"/> 8. Form 3222 (if applicable) <input type="checkbox"/> 9. Speculative building resolution and affidavits (if applicable)
16a. Documents Required to be on file with the Local Unit <b>Check or Indicate N/A if Not Applicable</b> <input type="checkbox"/> 1. Notice to the public prior to hearing establishing a district. <input type="checkbox"/> 2. Notice to taxing authorities of opportunity for a hearing. <input type="checkbox"/> 3. List of taxing authorities notified for district and application action. <input type="checkbox"/> 4. Lease Agreement showing applicants tax liability.	
16c. LUCI Code	16d. School Code
17. Name of Local Government Body	▶ 18. Date of Resolution Approving/Denying this Application

Attached hereto is an original and one copy of the application and all documents listed in 16b. I also certify that all documents listed in 16a are on file at the local unit for inspection at any time.

19a. Signature of Clerk	19b. Name of Clerk	19c. E-mail Address
19d. Clerk's Mailing Address (Street, City, State, ZIP Code)		
19e. Telephone Number	19f. Fax Number	

State Tax Commission Rule Number 57: Complete applications approved by the local unit and received by the State Tax Commission by October 31 each year will be acted upon by December 31. Applications received after October 31 may be acted upon in the following year.

Local Unit: Mail one original and one copy of the completed application and all required attachments to:

**State Tax Commission  
Michigan Department of Treasury  
P.O. Box 30471  
Lansing, MI 48909-7971**

(For guaranteed receipt by the STC, it is recommended that applications are sent by certified mail.)

STC USE ONLY				
▶ LUCI Code	▶ Begin Date Real	▶ Begin Date Personal	▶ End Date Real	▶ End Date Personal

## Instruction for Completing Form 1012, Industrial Facilities Tax Exemption (IFT) Application

The completed original application form 1012 and all required attachments, plus two additional copies, **MUST** be filed with the clerk of the local unit of government where the facility is or will be located. Complete applications must be received by the State Tax Commission by October 31 to ensure processing and certification for the following tax year. Applications received after the October 31 deadline will be processed as expeditiously as possible.

Please note that attachments listed on the application in number 16a are to be retained by the local unit of government, and attachments listed in number 16b are to be included with the application when forwarding to the State Tax Commission (STC).

(Before commencement of a project the local unit of government must establish a district, or the applicant must request in writing a district be established, in order to qualify for an IFT abatement. Applications and attachments must be received by the local unit of government within six months of commencement of project.)

**The following information is required on separate documents attached to form 1012 by the applicant and provided to the local unit of government (city, township or village) in triplicate. (Providing an accurate school district where the facility is located is vital.):**

1. Legal description of the real property on which the facility is or will be located. Also provide property identification number if available.
2. Personal Property Requirements: Complete list of new machinery, equipment, furniture and fixtures which will be used in the facility. The list should include description, beginning date of installation or expected installation by month/day/year, and costs or expected costs (see sample). Detail listing of machinery and equipment must match amount shown on question 6b of the application. Personal property applications must have attached a certified statement/affidavit as proof of the beginning date of installation (see sample).
3. Real Property Requirements: Proof of date the construction started (groundbreaking). Applicant must include one of the following if the project has already begun; building permit, footings inspection report, or certified statement/affidavit from contractor indicating exact date of commencement.
4. Complete copy of lease agreement as executed, if

applicable, verifying lessee (applicant) has direct ad valorem real and/or personal property tax liability. The applicant must have real and/or personal property tax liability to qualify for an IFT abatement on leased property. If applying for a real property tax exemption on leased property, the lease must run the full length of time the abatement is granted by the local unit of government.

The following information is required of the local unit of government: [Please note that only items 2, 4, 5, 6, & 7 below are forwarded to the State Tax Commission with the application, along with items 2 & 3 from above. The original and one complete copy are required by the STC. The remaining items are to be retained at the local unit of government for future reference. **(The local unit must verify that the school district listed on all IFT applications is correct.)**]

1. A copy of the notice to the general public and the certified notice to the property owners concerning the establishment of the district.
2. Certified copy of the resolution establishing the Industrial Development District (IDD) or Plant Rehabilitation District (PRD), which includes a legal description of the district (see sample). If the district was not established prior to the commencement of construction, the local unit shall include a certified copy or date stamped copy of the written request to establish the district.
3. Copy of the notice and the certified letters to the taxing authorities regarding the hearing to approve the application.
4. Certified copy of the resolution approving the application. The resolution must include the number of years the local unit is granting the abatement and the statement "the granting of the Industrial Facilities Exemption Certificate shall not have the effect of substantially impeding the operation of (governmental unit), or impairing the financial soundness of a taxing unit which levies ad valorem property taxes in (governmental unit -- see sample).
5. Letter of Agreement (signed by the local unit of government and the applicant per P.A. 334 of 1993 (see sample).

6. Affidavit of Fees (signed by the local unit of government and the applicant), (Bulletin 3, January 16, 1998). This statement may be incorporated into the Letter of Agreement (see sample).
7. Treasury Form 3222 (if applicable) - Fiscal Statement for Tax Abatement Request.

**The following information is required for rehabilitation applications in addition to the above requirements:**

1. A listing of existing machinery, equipment, furniture and fixtures which will be replaced or renovated. This listing should include description, beginning date of installation or expected installation by month/day/year, and costs or expected costs.
2. A rehabilitation application must include a statement from the Assessor showing the taxable valuation of the plant rehabilitation district, separately stated for real property (EXCLUDING LAND) and personal property. Attach a statement from the assessor indicating the obsolescence of the property being rehabilitated.

**The following information is required for speculative building applications in addition to the above requirements:**

1. A certified copy of the resolution to establish a speculative building.
2. A statement of non-occupancy from the owner and the assessor.

Please refer to the following Web site for P.A. 198 of 1974:  
<http://www.legislature.mi.gov/>.

For guaranteed receipt by the State Tax Commission, it is recommended that applications and attachments are sent by certified mail.

MedHub Tax Abatement Investment

**CONSTRUCTION**

General Conditions, Supervision	83,500
Demolition	75,453
Earthwork	5,800
Utilities/Gas Allowance	5,400
Asphalt Paving	7,160
Traffic Signage	1,800
Landscaping	3,211
Concrete	3,450
Structural Steel, Misc Steel and Rails	248,563
Carpentry, Primary Rough and Finish	227,400
Spray Foam Insulation	53,480
Metal Roofing, Flashing and Sheet Mateal	28,680
Caulking and Sealants	3,000
Doors, Frames and Hardware	44,000
Wood Windows	68,540
Gypsum Drywall	94,200
Hard Tile	4,640
Resilient Flooring	1,656
Cork Flooring	14,268
Re-Finish Wood Floor Allownace	32,000
Painting	29,700
Exterior Painting	8,727
Toilet Partitions	1,800
Fire Extinguishers and Cabinets Allowance	2,000
Toilet Accessories Allownace	4,000
Pre Manufactured Cabinets & Tops Allowance	10,000
Plumbing	42,610
HVAC	39,570
Server Room Cooling	3,500
Electrical	55,700
Cut Patch, Shoring, Bracing, Secondary Carpentry	117,481
Change Order #1 add 16 windows	25,500
Light Fixtures	60,000
CM Fee inclusive of Project Management @ 5.0%	<u>82,839</u>
	1,489,628

**PERSONAL PROPERTY**

Furniture and fixtures	250,000
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<b>TOTAL REAL AND PERSONAL</b>	<b>1,739,628</b>
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MedHub IFT

**LEGAL DESCRIPTION**

3515 Broad Street, Dexter Village

Parcel No. HD-03-31-475-001

**Description:**

A 1.20 PARCEL OF LAND IN THE SE 1/4 SEC 31, T1S, R5E, VILLAGE OF DEXTER, INCL PORTIONS OF LOTS 25 & 26 OF MARY J RAYWALT'S SECOND ADDN , DESC AS: COM AT NE COR LOT 25, BEING POB; TH S 75-30-00 E 253.05 FT; TH S 26-48-05 W 151.80 FT; TH ALG CRV TO LEFT, RAD 2386.68 FT, RAD 2602.82 FT, CHD N 74-55-45 W 237.08 FT; TH S 20-53-47 W 6.25 FT; TH N 82-39-24 W 29.53 FT; TH N 82-57-45 W 54.49 FT; TH N 07-40-05 E 164.09 FT; TH S 75-30-00 E 119.91 FT TO POB. %

A RESOLUTION TO ESTABLISH AN INDUSTRIAL DEVELOPMENT DISTRICT FOR THE  
VILLAGE OF DEXTER

The following resolution was offered by Member Fisher and seconded by Member Carson.

WHEREAS, pursuant to Act No. 198 of the Public Acts of 1974, as amended, this Council has the authority to establish "Industrial Development Districts" within the Village of Dexter; and

WHEREAS, Peter Orr, President of 3515 Broad St LLC has petitioned to Council to establish an Industrial Development District on property located in the Village of Dexter; and

WHEREAS, Village Council has determined that the adjacent parcel located at 8155 Huron should also be included in the Industrial Development District, and

WHEREAS, construction, acquisitions, alterations, or installation of proposed facility improvements had not commenced at the time of filing the request to establish the district; and

WHEREAS, written notice has been given by mail to all owners of real property located within the district, and to the public by newspaper advertisement in the Dexter Leader; and

WHEREAS, on February 13, 2012 a public hearing was held at which all of the owners of real property within the proposed Industrial Development District and all residents and taxpayers of the Village of Dexter were afforded an opportunity to be heard thereon; and

WHEREAS, the Dexter Village Council deems it to be in the public interest of the Village of Dexter to establish the Industrial Development District as proposed, to be named the "Huron Street High Tech-Light Industrial Development District";

NOW, THEREFORE, BE IT RESOLVED by the Council of the Village of Dexter, Washtenaw County and State of Michigan that:

3515 Broad, described as follows:

A 1.20 PARCEL OF LAND IN THE SE 1/4 SEC 31, T1S, R5E, VILLAGE OF DEXTER, INCL PORTIONS OF LOTS 25 & 26 OF MARY J RAYWALT'S SECOND ADDN, DESC AS: COM AT NE COR LOT 25, BEING POB; TH S 75-30-00 E 253.05 FT; TH S 26-48-05 W 151.80 FT; TH ALG CRV TO LEFT, RAD 2386.68 FT, RAD 2602.82 FT, CHD N 74-55-45 W 237.08 FT; TH S 20-53-47 W 6.25 FT; TH N 82-39-24 W 29.53 FT; TH N 82-57-45 W 54.49 FT; TH N 07-40-05 E 164.09 FT; TH S 75-30-00 E 119.91 FT TO POB.

And

8155 Huron, described as follows:

LOTS 27,28,29, & N 141.66 FT OF W 12 FT OF LOT 26. MARY J RAYWALT'S 2ND ADDN TO VILLAGE OF DEXTER.

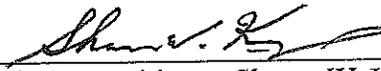
be and here is established as an Industrial Development District pursuant to the provision of Act No. 198 of the Public Acts of 1974.

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

Nays: None

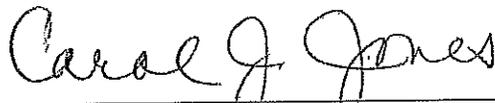
Absent: Member Tell

**RESOLUTION DECLARED ADOPTED THIS 13<sup>th</sup> DAY OF FEBRUARY 2012**

  
\_\_\_\_\_  
Village President – Shawn W. Keough

**CERTIFICATION**

I hereby certify that the attached is a true and complete copy of a resolution adopted by the Village Council of the Village of Dexter, County of Washtenaw, State of Michigan, at a regular meeting held on the 13<sup>th</sup> day of February 2012.

  
\_\_\_\_\_  
Village Clerk – Carol J. Jones

Date: \_\_\_\_\_

**VILLAGE OF DEXTER, WASHTENAW COUNTY, MICHIGAN**

**ACT 198 FOLLOW-UP SURVEY**

It has been at least two years since your business was issued an Industrial Facilities Exemption Certificate. Although new and rehabilitation projects are granted tax abatements in good faith, not all future contingencies can be anticipated. Tax abatements have a long-term impact on a community's fiscal well being. With this in mind, the Village of Dexter has established procedures for the review of abatements granted. Please return this completed survey form to the Village Manager within ten (10) days of the above date. Failure to provide follow-up information can result in the termination of the abatement. Thank you.

1. Date building construction and/or land and building improvements were completed: \_\_\_\_\_.
2. Date machinery and equipment and/or furniture and fixtures were installed: \_\_\_\_\_.
3. Actual project expenditures:

Real Property:\$ \_\_\_\_\_                      Personal Property:\$ \_\_\_\_\_

4. Do you consider your real and personal property assessment to be accurate? If not, why?

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5. Current total employment in the Village of Dexter:

Full-time: \_\_\_\_\_

Part-time: \_\_\_\_\_

Temporary: \_\_\_\_\_

Total: \_\_\_\_\_

**VILLAGE OF DEXTER  
P.A. 198 INDUSTRIAL FACILITIES EXEMPTION  
TAX ABATEMENT FORM  
REAL PROPERTY**

Company:

**SECTION 1. REAL PROPERTY INVESTMENT**

**A. Real Property**

**1 Land**

If the land was purchased from the Village at a discount

What was the discount per acre? \_\_\_\_\_ \$0

Subtract (1) point for each \$1,000 discount (per acre)  
below established price per acre.

0  
\_\_\_\_\_ (Negative)

**2 Building**

If the building was purchased from the Village at a discount,

What was the discount? \_\_\_\_\_ \$0

Subtract (1) point for each \$1000 discount below established price

0  
\_\_\_\_\_ (Negative)

**3 Building and Site Improvements**

Cost of land improvements:

Cost of building improvements: \_\_\_\_\_ \$1,429,628

Total \$

Add (1) point for each \$33,000 of the first \$1,000,000 in real property investment.

30  
\_\_\_\_\_ (Max 30)

Add (1) point for each \$57,000 of the remaining real property investment.

7.5  
\_\_\_\_\_ (Max 35)

**Total Section 1 Points**

37.5  
\_\_\_\_\_ (Max 65)

**VILLAGE OF DEXTER  
P.A. 198 INDUSTRIAL FACILITIES EXEMPTION  
TAX ABATEMENT FORM  
REAL PROPERTY**

**Company:**

**SECTION 2. EMPLOYMENT**

**A. Jobs**

1 Number of Jobs retained	<u>7</u>	X 0.5 =	<u>3.5</u> (Max 25)
2 Number of New Jobs	<u>15</u>	X 0.5 =	<u>7.5</u> (Max 25)
<b>Total Section 2 Points</b>			<u>11</u> (Max 25)

**SECTION 3. AESTHETIC & PRACTICAL FEATURES**

**A.** The Dexter Village Planning Commission or CDM will evaluate the approved final site plan aesthetic and practical features and award points based on the scale below

Exemplary (2) points    Well Designed (1) point    Adequate (0) points

Building architecture & site compatibility	<u>2</u>
Building exterior construction materials	<u>2</u>
Landscaping & screening	<u>2</u>
Exterior lighting & identification	<u>1</u>
Traffic flow, safety & efficiency	<u>0</u>
<b>Total Section 3 Points</b>	
<u>7</u> (Max 10)	

**VILLAGE OF DEXTER  
P.A. 198 INDUSTRIAL FACILITIES EXEMPTION  
TAX ABATEMENT FORM  
REAL PROPERTY**

**Company:**

**SECTION 4. COMMITMENT TO COMMUNITY**

For businesses with existing operations in the Village OR Dexter school district the following BONUS points will be awarded

How long has the company had ongoing operations in the Village or School District?

Village	0	Months
Dexter School District	192	Months

A. Time in Community	Village	School District	
For 6 to 36 months add:	2.50	1.20	
For 37 to 96 months add:	5.00	2.40	
For 97 to 144 months add:	7.50	3.60	
For 145 or more months add:	10.00	5.00	
			<b>Total Section 4 Points</b> <u>5</u>
			(Max 10)

**SECTION 5. COST TO COMMUNITY**

A. 1 Added infrastructure costs directly necessitated by this development (including engineering): \$0

If the cost to community is zero then skip this section.  
If there are community costs use the following calculation to determine the number of points to subtract.

Total Project Cost: \$		=	0
Total Community Cost	\$0		0

- a. 100 or greater, subtract ZERO points for each point decline below 100.
- b. 99 to 50, subtract 0.2 points for each point decline below 100.
- c. 49 to 30, subtract 0.42 points for each point decline below 100.
- d. 29 to 1, subtract 1.0 point for each point decline below 100.

**Total Section 5 Points** 0  
(Max -100)

**Total Application Points** 60.5  
(Max 110)

VILLAGE OF DEXTER  
P.A. 198 INDUSTRIAL FACILITIES EXEMPTION  
TAX ABATEMENT FORM  
REAL PROPERTY

**Company:**

*I understand that I have committed to remain within the Village of Dexter during the period of time for which the individual application for abatement has been approved, and that if my business relocates within this period of time, I shall pay to the affected taxing units an amount equal to those taxes it would have paid had the abatement not been in effect.*

Signature: \_\_\_\_\_

**VILLAGE OF DEXTER  
P.A. 198 INDUSTRIAL FACILITIES EXEMPTION  
TAX ABATEMENT FORM**

**YEARS OF TAX ABATEMENT ELIGIBILITY**

<u>Points</u>	<u>Years</u>
0 - 9	0
10 - 19	1
20 - 29	2
30 - 39	3
40 - 49	4
50 - 59	5
60 - 69	6
70 - 74	7
75 - 79	8
80 - 84	9
85 - 89	10
90 - 94	11
95 - 100 +	12

**VILLAGE OF DEXTER  
P.A. 198 INDUSTRIAL FACILITIES EXEMPTION  
TAX ABATEMENT FORM  
PERSONAL PROPERTY**

**SECTION 1. INVESTMENT**

**A. Personal Property**

<b>1</b>	<b>Equipment</b>	Cost of machinery and equipment:	\$250,000
		Cost of furniture & fixtures: \$	
		Total: \$	_____

Add (1) point for each \$20,000 of the first \$1,000,000 in personal property investment.

	12.5
	(Max 50)

Add (1) point for each \$160,000 of the remaining personal property investment.

	0
	(Max 25)

	<b>Total Section 1 Points</b>	12.5
		(Max 75)

**SECTION 2. EMPLOYMENT**

**A. Jobs**

<b>1</b>	Number of Jobs retained	_____	7 X	0.5 =	
					3.5
					(Max 25)

<b>2</b>	Number of New Jobs	_____	15 X	0.5 =	
					7.5
					(Max 25)

	<b>Total Section 2 Points</b>	11
		(Max 25)

**VILLAGE OF DEXTER  
P.A. 198 INDUSTRIAL FACILITIES EXEMPTION  
TAX ABATEMENT FORM  
PERSONAL PROPERTY**

**SECTION 3. COMMITMENT TO COMMUNITY**

For businesses with existing operations in the Village OR Dexter school district the following BONUS points will be awarded

How long has the company had ongoing operations in the Village or School District?

Village 0 Months  
Dexter School District 192 Months

**A. Time in Community**

	<b>Village</b>	<b>School District</b>
For 6 to 36 months add:	2.50	1.20
For 37 to 96 months add:	5.00	2.40
For 97 to 144 months add:	7.50	3.60
For 145 or more months add:	10.00	5.00

**Total Section 3 Points** 5  
(Max 10)

**SECTION 4. COST TO COMMUNITY**

**A. 1** Added infrastructure costs directly necessitated by this development (including engineering): \$0

If the cost to community is zero then skip this section.  
If there are community costs use the following calculation to determine the number of points to subtract.

Total Project Cost: \$ \_\_\_\_\_  
Total Community Cost \$0 = 0

- a. 100 or greater, subtract ZERO points for each point decline below 100.
- b. 99 to 50, subtract 0.2 points for each point decline below 100.
- c. 49 to 30, subtract 0.42 points for each point decline below 100.
- d. 29 to 1, subtract 1.0 point for each point decline below 100.

**Total Section 4 Points** 0  
(Max -100)

**Total Application Points** 28.5  
(Max 110)

## Village of Dexter - Industrial Facilities Tax Exemptions

<b>Real Property - Active</b>			
Business	Year Expires	Estimated Taxable Value of Property	Estimated Tax Revenue Increase (6.7781 mills)
K-Space	2013	\$248,400.00	\$1,683.68
Berry & Associates	2015	\$187,300.00	\$1,269.54
K-Space	2019	\$352,066.00	\$2,386.34
Northern United Brewing	2019	\$786,381.00	\$5,330.17
QED	2022	\$379,021.50	\$2,569.05
DAPCO	2024	\$439,590.00	\$2,979.58
<b>Personal Property - Active</b>			
Business	Year Expires	Estimated Taxable Value of Property	Estimated Tax Revenue Increase (6.7781 mills)
DAPCO	2013	\$149,700.00	\$1,014.68
DAPCO	2013	\$282,800.00	\$1,916.85
Berry & Associates	2015	\$34,300.00	\$232.49
K-Space	2019	\$42,877.00	\$290.62
Northern United Brewing	2020	\$810,000.00	\$5,490.26
QED	2022	\$52,249.00	\$354.15
Dexter Research	2022	\$3,000.00	\$20.33
DAPCO	2024	\$643,395.00	\$4,361.00
<b>Issued - Not Used as of 2012</b>			
Business	Year Expires	Estimated Taxable Value of Property	Estimated Tax Revenue Increase (6.7781 mills)
Dexter Research (Real)	2022	\$520,000.00	\$3,524.61
<b>Real Property - Expired Over The Past 5 Years</b>			
Business	Year Expires	Estimated Taxable Value of Property	Estimated Tax Revenue Increase (6.7781 mills)
Dexter Fastener	2007	\$819,000.00	\$5,551.26
Ann Arbor Fabrications	2007	\$749,000.00	\$5,076.80
Ann Arbor Fabrications	2008	\$205,000.00	\$1,389.51
Variety Die & Stamping	2009	\$264,000.00	\$1,789.42
Dexter Fastener	2011	\$1,905,300.00	\$12,914.31
Abeltech	2011	\$228,200.00	\$1,546.76
<b>Personal Property - Expired Over The Past 5 Years</b>			
Business	Year Expires	Estimated Taxable Value of Property	Estimated Tax Revenue Increase (6.7781 mills)
Dexter Fastener	2007	\$2,510,000.00	\$17,013.03
Dexter Fastener	2007	\$1,388,000.00	\$9,408.00
Protomatic	2007	\$205,000.00	\$1,389.51
Ann Arbor Fabrications	2007	\$10,000.00	\$67.78
Variety Die & Stamping	2009	\$166,000.00	\$1,125.16
DAPCO	2010	\$1,155,000.00	\$7,828.71
Dexter Fastener	2011	\$505,100.00	\$3,423.62
Abeltech	2011	\$3,200.00	\$21.69
Dexter Fastener	2012	\$661,800.00	\$4,485.75
Protomatic	2012	\$91,700.00	\$621.55
<b>Locations of Districts:</b>			
Dexter Business and Research Park			Established May 26, 1987
7931 Grand			Established August 14, 1995
7300 Huron River Drive			Established November 23, 2009
Huron Street High Tech-Light Industrial Development District			Established February 13, 2012

## VILLAGE OF DEXTER

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

8140 Main Street Dexter, MI 48130-1092  
5614

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

### MEMO

**To: President Keough and Council Members**  
**From: Courtney Nicholls, Assistant Village Manager**  
**Date: February 19, 2013**  
**Re: Loader Purchase**

Staff is recommending the purchase of a loader to replace our current 25 year old loader that is now inoperable. The estimate to repair both the brakes and the hydraulic cylinder is between \$15,000 and \$18,000. The equipment was purchased used from the Washtenaw County Road Commission in 2006 for \$18,000. Examples of how the loader is used include loading materials into trucks, repairing water main breaks and turning the leaf piles at the farm where the leaves are composted. Pricing for loaders is available through MiDeal which is the State of Michigan purchasing program. Bruce Whitley solicited quotes from three vendors for MiDeal pricing and the results of the inquiries are summarized on the attached memo. The low price, including trade-in, was obtained from Michigan Cat. Due to the need to continue to load salt and the two to three month lead time on the loader, we will be renting one from Michigan Cat until the new one is delivered. Because we are in the process of purchasing a loader they are offering the rental at a significantly reduced price, as outlined in the attached e-mail. The piece of equipment and the rental will be paid for from the equipment replacement account which has a balance of \$220,000.

Council is requested to approve the purchase of the loader from Michigan Cat for an amount not to exceed \$143,023 and to approve the corresponding budget amendment in the equipment replacement account. If an additional amount is needed to cover the cost of the rental, it will be proposed with future amendments.



## VILLAGE OF DEXTER D.P.W.

3600 Central Street • Dexter, Michigan 48130-1092 • (734) 426-8530

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Courtney,

As you are aware, Bruce has been getting pricing on a new loader. Our loader is now 25 years old, and it is in desperate need of major brake work. (about \$10,000 worth per all the mechanics that looked at it). It also needs many other minor repairs. Below is a list of manufactures and pricing.

<u>Manufacturer</u>	<u>State Discount</u>	<u>Price</u>	<u>Trade In</u>	<u>Total</u>
John Deere	34%	\$157,983	\$12,000	\$145,983
Komatsu	34%	\$173,759	\$12,000	\$161,759
Michigan Cat	34%	\$158,023	\$15,000	\$143,023

All pricing is MiDeal pricing.

We bought the current loader from the WCRC in 2006 for \$18,000.

All trade-in values are held for 30-60 days. After that, they will have to re-examine the loader again to adjust trade-in value.

My recommendation is to buy the Cat 938K High Lift wheel loader.

Kurt Augustine

## Courtney Nicholls

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**From:** Kurt Augustine <kaugustine@villageofdexter.org>  
**Sent:** Thursday, February 14, 2013 1:30 PM  
**To:** Courtney Nicholls  
**Subject:** FW: Cat 938H HL rental  
**Attachments:** image001.jpg

Kurt Augustine  
Village of Dexter

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**From:** Bruce Whitley [mailto:toadwhit@yahoo.com]  
**Sent:** Wednesday, February 13, 2013 1:51 PM  
**To:** Kurt Augustine  
**Subject:** Fw: Cat 938H HL rental

----- Forwarded Message -----

**From:** Mark Moran <[Mark.Moran@MICHIGANCAT.com](mailto:Mark.Moran@MICHIGANCAT.com)>  
**To:** [toadwhit@yahoo.com](mailto:toadwhit@yahoo.com)  
**Sent:** Wednesday, February 13, 2013 1:45 PM  
**Subject:** Cat 938H HL rental

Bruce,

Here is a drastically reduced rate to help secure a work ready loader while you are waiting for approval and delivery of a new Cat Loader. The standby snow rate for the 938H HL is normally \$4350.

We don't normally rent by the hour, we normally rent by a time period – day, week or month.

Here's what we can offer on a 2 month rental on a loader to hold down a sale:

Cat 938H HL Used Loader - \$53 / hour rental rate – billed monthly. Example – if you ran the unit for 27 hours in the first month we would bill you 27 hrs X \$53 = \$1431 for the month. (Our normal rental rate for a 938 = \$6200 / mo – snow rate = \$4350).

Hauling charges would be \$300 each way or you could pick the unit up. If the county doesn't end up buying a loader at all this year. The normal snow reduced rate of \$4000 / month will be applied to this rental.

Please let me know your interest.

Mark Moran  
Sales Representative  
[mark.moran@michigancat.com](mailto:mark.moran@michigancat.com)

248-568-5808 (Cell)

2012-2013 Budget Amendments

Equipment Replacement Fund 402

Line Number	Line Description	New Line #?	Revenue or Expenditure?	Original Adopted Budget	Previously Amended Budget	Amendment Amount	Budget After Current Amendment
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402-903-000-981-000	Vehicles	No	Expenditure	\$ 11,000	\$ -	\$ 144,000	\$ 155,000
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Reason for Amendments Purchase of a loader

Total change in Revenue - increase /(decrease): \$ -  
 Total change in Expenditures - increase /(decrease): \$ (144,000)  
 Change to Overall Budget's revenue over expenditures: \$ (144,000)

Source of Reserves, if applicable: Current Equipment Replacement Fund Balance - \$220,000

Approved by Council on February 25, 2013

Carol J. Jones, Village of Dexter Clerk

## VILLAGE OF DEXTER

[cnicholls@villagcofdexter.org](mailto:cnicholls@villagcofdexter.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: February 19, 2013**  
**Re: Changing the Village's newspaper of record to the Sun Times**

Trustee Semifero requested that staff research the possibility of changing the Village's newspaper of record to the Sun Times. The Sun Times is a free publication that is delivered weekly to every home in the Village. The Village's current newspaper, the Dexter Leader, is also a weekly paper, but requires a paid subscription.

The Sun Times has instituted a guaranteed best pricing promotion for 2013 which means that they will beat any competitor's price by 10%. They have also offered to provide the Village with two quarter page display ads free of charge. The display ad offer was matched by the Dexter Leader. I have not heard back from the Leader as to whether they can offer a 10% reduction in our ad price.

The Sun Times does have the opportunity to reach the most number of homes in the Village, however it is not possible to quantify how many people read a publication that they did not request to subscribe to. The current circulation of the Dexter Leader is 2,187 of which 223 are sold in newsstands.

The Village publishes a synopsis of the Council meeting minutes in the newspaper to fulfill the requirement of MCL 65.5. The Village could instead post the meeting minutes in three places to fulfill the requirement. Other public hearings, including those for the Zoning Board of Appeals, Planning Commission, annual budget and ordinance adoption are required to be posted in a newspaper of general circulation. Copies of the legislation regarding publication are attached for your review. In FY 2011-2012 the Village spent \$1500 publishing the minutes and \$1400 publishing other public hearing notices and ordinances.

**PUBLICATION OF NOTICES IN NEWSPAPERS (EXCERPT)**

**Act 247 of 1963**

**691.1051 Newspaper; definition; publication of notices.**

Sec. 1. The term "newspaper" as used in any statute of this state, except the revised judicature act of 1961 relative to the publication of a notice of any kind, shall be construed to refer only to a newspaper published in the English language for the dissemination of local or transmitted news and intelligence of a general character or for the dissemination of legal news, which

(a) has a bona fide list of paying subscribers or has been published at not less than weekly intervals in the same community without interruption for at least 2 years, and

(b) has been published and of general circulation at not less than weekly intervals without interruption for at least 1 year in the county, township, city, village or district where the notice is required to be published. A newspaper shall not lose eligibility for interruption of continuous publication because of acts of God, labor disputes or because of military service of the publisher for a period of not to exceed 2 years and provided publication is resumed within 6 months following the termination of such military service,

(c) annually averages at least 25% news and editorial content per issue. The term "news and editorial content" for the purpose of this section means any printed matter other than advertising.

If no newspaper so qualifies in the county where the court is situated, the term "newspaper" shall include any newspaper in an adjoining county which by this act is qualified to publish notice of actions commenced therein.

History: 1963, Act 247, Eff. Sept. 6, 1963.

THE GENERAL LAW VILLAGE ACT (EXCERPT)

Act 3 of 1895

**65.5 Village council; rules and record of proceedings; quorum; adjournment; compelling attendance; vote; ordinance or resolution appropriating money; publication of proceedings and vote; availability of certain writings to public.**

Sec. 5. (1) The council shall prescribe the rules of its own proceedings, and shall keep a record of those proceedings. A majority of the members of council shall be a quorum for the transaction of business. A lesser number may adjourn and compel the attendance of absent members in a manner as prescribed by ordinance.

(2) An office shall not be created or abolished; a street, alley, or public ground vacated; real estate or an interest in real estate purchased, leased, sold, or disposed of; or a public improvement ordered, except by a majority vote of the members of council. The vote shall be taken by yeas and nays, and entered in the journal. However, a tax shall not be increased or a special assessment imposed except by an affirmative vote of 2/3 of the members of council.

(3) Money shall not be appropriated except by ordinance or resolution of the council. An ordinance appropriating money shall not be passed, or a resolution appropriating money shall not be adopted, except by a majority vote of the members of council. The vote shall be taken by yeas and nays, and entered in the journal. Within 15 days after a meeting of the council, a synopsis or the entirety of the proceedings, including the vote of the members, prepared by the clerk and approved by the president showing the substance of each separate decision of the council shall be published in a newspaper of general circulation in the village or posted in 3 public places in the village.

(4) A writing prepared, owned, used, in the possession of, or retained by the council or by the clerk, treasurer, or other officer of the village in the performance of an official function shall be made available to the public in compliance with the freedom of information act, 1976 PA 442, MCL 15.231 to 15.246.

**History:** 1895, Act 3, Imd. Eff. Feb. 19, 1895;—CL 1897, 2752;—CL 1915, 2623;—Am. 1925, Act 43, Eff. Aug. 27, 1925;—CL 1929, 1532;—CL 1948, 65.5;—Am. 1977, Act 197, Imd. Eff. Nov. 17, 1977;—Am. 1983, Act 205, Imd. Eff. Nov. 10, 1983;—Am. 1998, Act 255, Imd. Eff. July 13, 1998.

*minutes*

**THE GENERAL LAW VILLAGE ACT (EXCERPT)**  
**Act 3 of 1895**

**66.4 Publication of ordinance or synopsis; certification; adoption of state statute by reference; penalty.**

Sec. 4. (1) Within 15 days after an ordinance is passed, the clerk shall publish the ordinance or a synopsis of the ordinance in a newspaper circulated in the village. Immediately after the ordinance or synopsis of the ordinance is published, the clerk shall enter in the record of ordinances, in a blank space to be left for that purpose under the record of the ordinance, a signed certificate, stating the date on which and the name of the newspaper in which the ordinance was published. The certificate is prima facie evidence of the publication of the ordinance or the synopsis.

(2) A village may adopt a provision of any state statute for which the maximum period of imprisonment is 93 days, the Michigan vehicle code, 1949 PA 300, MCL 257.1 to 257.923, or a plumbing code, electrical code, mechanical code, fire protection code, building code, or other code promulgated by this state, by a department, board, or other agency of this state, or by an organization or association that is organized or conducted for the purpose of developing a code, by reference to the law or code in an adopting ordinance and without publishing the law or code in full. The law or code shall be clearly identified in the ordinance and a statement of the purpose of the law or code shall be published with the adopting ordinance. Printed copies of the law or code shall be kept in the office of the village clerk available for inspection by or distribution to the public during normal business hours. The village may charge a fee that does not exceed the actual cost for copies of the law or code distributed to the public. The publication in the newspaper shall contain a notice to the effect that a complete copy of the law or code is available for public use and inspection at the office of the village clerk. Except as otherwise provided in this subsection, a village shall not enforce any provision adopted by reference for which the maximum period of imprisonment is greater than 93 days. A village may adopt section 625(1)(c) of the Michigan vehicle code, 1949 PA 300, MCL 257.625, by reference in an adopting ordinance and shall provide that a violation of that ordinance is a misdemeanor punishable by 1 or more of the following:

- (a) Community service for not more than 360 hours.
- (b) Imprisonment for not more than 180 days.
- (c) A fine of not less than \$200.00 or more than \$700.00.

**History:** 1895, Act 3, Imd. Eff. Feb. 19, 1895;—CL 1897, 2758;—CL 1915, 2629;—CL 1929, 1538;—CL 1948, 66.4;—Am. 1951, Act 240, Eff. Sept. 28, 1951;—Am. 1976, Act 82, Imd. Eff. Apr. 17, 1976;—Am. 1977, Act 197, Imd. Eff. Nov. 17, 1977;—Am. 1982, Act 346, Eff. Mar. 30, 1983;—Am. 1998, Act 255, Imd. Eff. July 13, 1998;—Am. 1999, Act 255, Imd. Eff. Dec. 28, 1999;—Am. 1999, Act 259, Eff. Dec. 29, 1999;—Am. 2012, Act 10, Imd. Eff. Feb. 15, 2012.

ordinances

**MICHIGAN ZONING ENABLING ACT (EXCERPT)**  
**Act 110 of 2006**

**125.3103 Notice; publication; mail or personal delivery; requirements.**

Sec. 103. (1) Except as otherwise provided under this act, if a local unit of government conducts a public hearing required under this act, the local unit of government shall publish notice of the hearing in a newspaper of general circulation in the local unit of government not less than 15 days before the date of the hearing.

(2) Notice required under this act shall be given as provided under subsection (3) to the owners of property that is the subject of the request. Notice shall also be given as provided under subsection (3) to all persons to whom real property is assessed within 300 feet of the property that is the subject of the request and to the occupants of all structures within 300 feet of the subject property regardless of whether the property or structure is located in the zoning jurisdiction. Notification need not be given to more than 1 occupant of a structure, except that if a structure contains more than 1 dwelling unit or spatial area owned or leased by different persons, 1 occupant of each unit or spatial area shall be given notice. If a single structure contains more than 4 dwelling units or other distinct spatial areas owned or leased by different persons, notice may be given to the manager or owner of the structure, who shall be requested to post the notice at the primary entrance to the structure.

(3) The notice under subsection (2) is considered to be given when personally delivered or when deposited during normal business hours for delivery with the United States postal service or other public or private delivery service. The notice shall be given not less than 15 days before the date the request will be considered. If the name of the occupant is not known, the term "occupant" may be used for the intended recipient of the notice.

(4) A notice under this section shall do all of the following:

(a) Describe the nature of the request.

(b) Indicate the property that is the subject of the request. The notice shall include a listing of all existing street addresses within the property. Street addresses do not need to be created and listed if no such addresses currently exist within the property. If there are no street addresses, other means of identification may be used.

(c) State when and where the request will be considered.

(d) Indicate when and where written comments will be received concerning the request.

**History:** 2006, Act 110, Eff. July 1, 2006;—Am. 2008, Act 12, Imd. Eff. Feb. 29, 2008.

*ZBA 1 Planning*

**BUDGET HEARINGS OF LOCAL GOVERNMENTS (EXCERPT)**  
**Act 43 of 1963 (2nd Ex. Sess.)**

**141.412 Local unit of government; public hearing on proposed budget; notice.**

Sec. 2. A local unit shall hold a public hearing on its proposed budget. The local unit shall give notice of the hearing by publication in a newspaper of general circulation within the local unit at least 6 days before the hearing. The notice shall include the time and place of the hearing and shall state the place where a copy of the budget is available for public inspection. The notice shall also include the following statement printed in 11-point boldfaced type: "The property tax millage rate proposed to be levied to support the proposed budget will be a subject of this hearing."

**History:** 1963, 2nd Ex. Sess., Act 43, Imd. Eff. Dec. 27, 1963;—Am. 1995, Act 40, Imd. Eff. May 22, 1995.

*Budget*