

**THE CITY OF DEXTER
CITY COUNCIL
WORK SESSION
MONDAY, DECEMBER 8, 2014**

A. CALL TO ORDER

The meeting was called to order at 6:14 PM by Mayor Keough at the Dexter Senior Center at 7720 Dexter Ann Arbor Rd. in Dexter, Michigan

B. ROLL CALL: Mayor Keough

J. Carson

D. Fisher

J. Knight

J. Semifero

J. Smith - ab

R. Tell

Also attending: City Manager, Courtney Nicholls; Community Development Manager, Michelle Aniol; Interim City Clerk, Carol Jones; Public Services Superintendent, Dan Schlaff; Assistant Public Service Superintendent, Scott Maurer; and media.

C. REVIEW OF ORGANIZATIONAL MATTERS RESOLUTION

Discussion followed on the filling of positions and appointments to organizations, committees and commissions; appointments of consultants; account signers and meeting times. This will be presented at the December 22, 2014 meeting.

D. REVIEW OF COUNCIL RULES

E. ADJOURNMENT

Adjourned at 7:30 PM

Respectfully submitted,
Carol J. Jones
Interim Clerk, City of Dexter

Approved for Filing: _____

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ideas given at the meeting as what would Dexter be like in five years with local investing support.

H. COMMUNICATIONS:

1. Upcoming Meeting List
2. Sign Calendar
3. Update on Broadband Initiative

I. REPORTS

1. Public Services Superintendent – Dan Schlaff

Mr. Schlaff submits his progress report of the DPW and Water/Sewer per packet.

Mr. Schlaff gave the following updates:

- Recently have had a sewer issue at St. James church and house. Looking at records as far back as 1987 to attempt to solve the backup issues.
- Hope to be finished this week with installing Christmas lights and this does take up a lot of time.
- There was a water leak at the apartments on Broad Street behind Farmers Insurance.
- Milligan's Landscaping will need another week for road restoration.
- Knight Excavating will be finishing Huron Street this week.
- The DPW will be doing one more load of leaves on Tuesday. There have been more loads removed this year than past years.
- Mr. Maurer received a call from a Dover Street resident who is happy with the street improvements.
- Eric Hartman has passed his C License.

2. Community Development Manager – Michelle Aniol

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

- Information was included in the packet from ASTI regarding the cleanup scenarios at 3045 Broad Street. Peter Allen and his class are proposing to meet for their final report and a date will be set after the first of the year.
- ZBA will be meeting next Monday regarding two cases involving signage.
- There has been an inquiry about having a kitchen at the Northern United Brewing facility and Ms. Aniol asked about Council's feelings regarding this inquiry. It will be referred to Planning Commission with the proper paperwork.
- Reviewed the draft of the Redevelopment Ready Communities. Many of the items sited for improvement are being done but they just need to be put into writing.
- Victoria Condos have started back filling the trenching done for waterproofing and a new silt fence is up.

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

Information included in the packet

4. Subcommittee Reports

None

5. City Manager Report

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

- The Request for Proposals for assessing services for the City is included in the packet and some comments have been received. Looking to publish an ad for the position in the Michigan Assessors magazine and the MITN and MML websites.
- Last year the Village was a part of the DIA Art display. We will once again receive art works for the community as a part of Trail Towns and it will be on display from August through October.
- Question was asked regarding the job posting internally at the DPW (done per contract requirements).
- Comment regarding the mini-mural information from the Arts, Culture & Heritage Committee that the idea is great but there are concerns about the locations and what kind of message this may send out. Did the Committee consider this?
- Comment – add the DIA art to the geocaching app.

6. Mayor's Report

Mr. Keough submits his report as per packet. Mr. Keough gave the following updates:

- Have a meeting set with Roy Townsend on January 7 regarding the area roads and speed limits on Dexter-Pinckney Road. The Road Commission will be getting funding for the Shield Road Bridge in 2017.
- Will be meeting with Dexter Superintendent Chris Timmis and making an appointment to talk to Sheriff Clayton.
- At the last DDA meeting, the DDA did talk about using some of the budgeted money for looking into the cleanup around 3045 Broad Street.
- DTE – they think they have a way to de-commission the sub-station at 3045 Broad in 2015. This process would also include the land swap that has been previously discussed with DTE.
- The Economic Development Corporation did meet on December 4. Councilmember Carson is the President and the corporation assisted UMRC with refinancing of bonds.

J. CONSENT AGENDA

1. Consideration of: Bills and Payroll in the amount of \$835,762.52
2. Consideration of: Amendment to the Articles of Incorporation of the Economic Development Corporation for the Purpose of Name Change

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

Unanimous voice vote approval with Councilmember Smith absent.

K. OLD BUSINESS-Consideration and Discussion of:

None

L. NEW BUSINESS-Consideration of and Discussion of:

1. Consideration of: Planning Commission Recommendation to Approve the Site Plan Extension Request for the Mill Creek Terrace Development located at 8140 Forest

Motion Semifero; support Carson based on the information provided by staff and the applicant, the recommendation from the Planning Commission, and conformance with the provisions set forth in Section 21.04(E).9, Extension of Time Limits, the City Council approves an extension of the Mill Creek Terrace final site plan to December 1, 2016. The above recommendation is made based on the following:

1. Consultant recommendations, as cited herein; and
2. DDA approval to extend Development Agreement.

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

Nays: None

Absent: Smith

Motion carries

2. Consideration of: Resolution to Approve the Annexation of 16.66 acres of land from Scio Township for the Expansion of Dexter Fasteners

Motion Semifero; support Fisher that the City of Dexter, Washtenaw County, Michigan, accepts the request from the Petitioner to annex the 16.66 acres from Scio Township for the Dexter Fasteners expansion.

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

Nays: None

Absent: Smith

Motion carries

3. Consideration of: Payment in Lieu of Retiree Health Care Agreement with Bruce Whitley

Motion Fisher; support Semifero to approve the agreement of payment to Bruce Whitley for retiree health care in the amount of \$63,000 over a two year period.

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

Nays: None

Absent: Smith

Motion carries

4. Consideration of: Planning Commission Recommendation to Approve Amendments to Section 8.11, 11.02 and 11.03 of the Zoning Ordinance Regarding Day Cares.

Motion Carson; support Knight based on the recommendation from the Planning Commission, information provided by staff and reflected in the minutes of this meeting, City Council finds the text amendments to Articles 8 and 11 meets the required standards and findings for a text amendment, pursuant to Section 23.07, Criteria for Amendment to the Zoning Ordinance and approves the amendments.

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

Nays: None

Absent: Smith

Motion carries

5. Discussion of: Review of Plans for Construction of the Final Segment of the Border to Border Trail Connection from Dexter Huron Metropark to Central Street.

Mr. Droze reviewed the proposed plans and bidding of the final segment of the Border to Border Trail.

M. COUNCIL COMMENTS

Tell	None
Fisher	None.
Semifero	None
Jones	Provided a history tidbit – In 1886 it was reported that Dexter will have no more concrete walks as Council thinks good board walks are preferred to poor concrete and in 1895 Council decides to spend \$400 for tar walks to replace the plank walk on B Street to the Depot.
Knight	None.
Carson	None.
Smith	Absent.

N. NON-ARRANGED PARTICIPATION

None

O. ADJOURNMENT

Motion Carson; support Fisher to adjourn at 8:55 PM.

Unanimous voice vote approval with Councilmember Smith absent.

Respectfully submitted,

Carol J. Jones
Interim Clerk, City of Dexter

Approved for Filing: _____

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	Name of Group	Dates	Number Approved	Approval Date	Locations		Name of Group	Dates	Number Approved	Approval Date	Locations
January	Dexter Senior Ctr-Winter Market	1/11 & 1/25	3-18X24 / 2-2X4*	11/22/2013	1,2,4,5,44	June	Dexter Comm. Players	6/20-6/29	5 - 18 X 24	6/4/2014	1,2,4,5,44
	St. Andrews-ABC Blood Drive	12/28-1/6/14	2- 28" X 22"	12/26/2013	8		Parade of Homes	6/20-6/22	2- 18 X 24	6/19/2014	1,44
	Dexter High School-Crazy for You	1/25-2/9	3-18X24/1-2X4*,1-3x5	1/6/2014	1,2,4,5,44	July	St. Andrews-Blood Drive	07/10-07/21	2 - 28" X 22"	1/6/2014	8 & 22
	K of C-Quarter Mainia	1/15-1/23	5- 18" X 24"	1/15/2014			Dexter Wellness Walk-Move More	7/7-7/13	45430	3/6/2014	1,2,4,5,44
	Mill Creek-Red Cross Blood Drive	1/13-1/23	2-18" X 24"	1/15/2014	21 & 36		Dexter UMC-Vacation Bible	7/7-7/11	1 - 2' X 3'	3/27/2014	49
St. Andrews-Monthly dinners	1/31-2/6	1-2X3*	1/6/2014	8	St. Joe's Festival	7/5-7/19	1-3X3;4-18X24	4/24/2014	1,2,4,5,10		
						Dexter Daze-Summer Fest	7/25-8/9	3-18 x 24	6/5/2014	2,5,44	
February	Dexter Senior Ctr-Winter Market	2/8 & 2/22	3-18X24 / 2-2X4*	11/22/2013	1,2,4,5,44		Dexter Well Coalition-Yoga	7/1-7/14	5 - 18 X 24	5/4/2014	1,2,4,5,44
	Dexter Community Orchestra-Concert	2/9 & 2/23	2 - 4' X 3"	10/3/2013	5 & 9		St. James-Dex Daze Chick BBQ	7/31-8/9	2 - 2' X 2'	6/16/2014	1 & 4
	Dexter High School-Crazy for You	1/25-2/9	3-18X24/1-2X4*,1-3x5	1/6/2014	1,2,4,5,44		St. James-Ice Cream Social	7/31-8/7	5 - 18 X 24	7/2/2014	1,2,4,5,44
	St. Andrews-Monthly dinners	1/31-2/6 & 2/28-3/6	1-2X3*	1/6/2014	8		Dexter Youth Football-Regist.	7/15-7/30	5 - 18 X 24	7/14/2014	1,2,4,5,10
							Dexter Touchdown club-Golf	7/20-8/3	5 - 18 X 24	7/14/2014	1,2,4,5,10
March	Dexter Senior Ctr-Winter Market	3/8 & 3/22	3-18X24 / 2-2X4*	11/22/2013	1,2,4,5,44		Hurricanes Fast Pitch-Softball	7/25-8/7	2 - 18 X 24	7/25/2014	1 & 10
	Community Band - Concert	2/17-3/2	2 - 2' x 4' 1 - 18" x 24"	11/1/2013	1,3,5	August	Dexter Wellness Walk-Move More	8/4-8/10	45430	3/6/2014	1,2,4,5,44
	St. Andrews-Monthly dinners	2/28-3/6 & 3/28-4/3	1-2X3*	1/6/2014	8		Dexter Wellness Coalition-Yoga	8/1-8/14	5- 18 X 24	6/4/2014	1,2,4,5,44
	Dexter Historical Soc.-Artisan Fair	3/8-3/22	5-18X24	2/18/2014	1,2,4,5,44		Dexter Daze-Summer Fest	7/25-8/9	3-18 x 24	6/5/2014	2,5,44
	Dexter Wellness Walk-Move More	3/3-3/9	5-18x24'	3/6/2014	1,2,4,5,44		Friends of Library-booksale	8/7-8/9	5-18 X 24	6/25/2014	1 & 4
	Dexter K of C-Quarter Mania	3/17-3/27	5-18x24'	3/17/2014	1,2,4,5,10		Hurricanes Fast Pitch-Softball	7/25-8/7	2 - 18 X 24	7/25/2014	1 & 10
							Humane Soc./pet adoption	8/6-8/9	2 - 18 X 24	8/4/2014	1 & 2
						Dexter Museum/Quilt Sale	8/4-8/18	1-18X24, 2-2X3	8/4/2014	1,40,44	
April	Dexter Community Schools-ArtWalk	4/21-5/5/14	5 - 18 X 24	12/11/2013	1,2,4,44,10		Dexter Touchdown club-Taste	8/16-8/29	5 - 18 X 24	8/13/2014	1,2,4,5,44
	Dexter Senior Ctr-Winter Market	4/5 & 4/19	3-18X24 / 2-2X4*	11/22/2013	1,2,4,5,44	September	St. Andrews-Blood Drive	9/19-9/29	2 - 28" X 22"	1/6/2014	8 & 22
	Dexter Community Orchestra-Concert	4/27/14	2 - 4' X 3"	10/3/2013	5 & 9		St. Andrews-Monthly dinners	8/29-9/4 & 9/26-10/2	1-2X3*	1/6/2014	8
	St. Andrews-Blood Drive	4/10-4/21	2 - 28" X 22"	1/6/2014	8 & 22		Dexter Wellness Walk-Move More	9/8-9/14	5- 18 X 24	3/6/2014	1,2,4,5,44
	St. Andrews-Monthly dinners	3/28-4/3 & 4/25-5/1	1-2X3*	1/6/2014	8		Dexter United Methodist Rummage Sale	9/17-9/27		4/4/2014	1,5,10,44
	Dexter Wellness Walk-Move More	4/7-4/13	5-18x24'	3/6/2014	1,2,4,5,44		Dexter K of C-Quarter Mania	9/16-9/25	5- 18" X 24"	9/16/2014	1,2,4,5,10
						October	St. Andrews-Monthly dinners and Sauerkraut dinners	10/31-11/6 & 10/2-10/16	1-2X3*	1/6/2014 and 9/11/14	8 & 1,2,4,5,44
	Peace Lutheran-Easter Egg Hung	3/29-4/12	1 2X3*	3/29/2014	1		Dexter Wellness Walk-Move More	10/6-10/12	45430	3/6/2014	1,2,4,5,44
	Connexions Church Service Times		5-18"X24' -1-3X4' and 1-5X8'	3/29/2014	1,4,5,44,10		Friends of Library-booksale	10/2-10/5	5-18 X 24	6/25/2014	1 & 4
	Dexter Drama Club-A Midsummer Night	4/19-5/4	3-18" X 24' -1-3X4' and 1-5X8'	3/26/2014	2,4,5,44		Dexter Lions-Apple Daze	9/29-10/4			
Dexter Community Schools-ArtWalk	4/21-5/5/14	5 - 18 X 24	12/11/2013	1,2,4,44,10		Dexter High School-Orchestra	10/19-10/29	1 - 4 X 3	9/28/2014	1	
Community Band - Concert	4/21-5/4	2 - 2' x 4' 1 - 18" x 24"	11/1/2013	1,3,5		Dexter K of C-Chicken Broil	10/3-10/13				
St. Andrews-Monthly dinners	4/25-5/1	1-2X3*	1/6/2014	8		Dexter Comm. Band-Concerts	10/23-11/3	5 - 18 X 24	10/1/2014	1,2,4,5,10	
Dexter Wellness Walk-Move More	5/5-5/11	5-18x24'	3/6/2014	1,2,4,5,44		DHS Drama-Great Gatsby	10/11-10/26	2 - 2' X 3'	10/1/2001	5 & 10	
Dexter Lions Club/White Cane	5/23-5/24	5 - 2 X 3'	4/24/2014	sale locations	November	St. Andrews-Monthly dinners	11/28-12/4	3-18 X 24 and 2-3 X 4	10/10/2014	1,2,4,5,44	
St. Joe's Plant Sale	5/5-5/18	5-18 X 24	5/5/2014	1,2,4,5,10		Dexter Wellness Walk-Move More	11/3-11/9	1-2X3*	1/6/2014	8	
Dexter Lacrosse Assoc.	5/16-5/22	5- 18 X 24	5/16/2014	1,2,5,10,44		Friends of Library-booksale	10/30-11/2	45430	3/6/2014	1,2,4,5,44	
Red Cross Blood Drive-Loy	5/22-5/28	5- 18 X 24	5/22/2014	1,2,5,44,10		American Legion-Craft Show	11/2-11/17	5- 18 X 24	6/25/2014	1 & 4	
Dexter Wellness Walk-Move More	6/9-6/15	5-18x24'	3/6/2014	1,2,4,5,44		Dexter Comm. Band-Concerts	11/2-11/17	2 - 2' X 3'	9/23/2014	1,2,5,44,10	
St. Joe's Flea Market	6/26-7/10	3x3	4/24/2014	1,4,5,10,43		Dexter Heritage Guild-Holiday Bazaar	10/23-11/3	5 - 18 X 24	10/1/2001	5 & 10	
Annual Family Fun Day	6/8-6/22	5-18 X 24	5/12/2014	1,2,4,5,10		Dexter Heritage Guild-Holiday Bazaar	11/22-12/7	5 - 18 X 24	11/7/2014	1,2,4,5,44	
						Dexter KofC-Quarter Mania	1/9-11/20	5 - 18 X 24	11/10/2014	1,2,4,5,10	
						Dexter Area Girl Scouts-Bazaar	11/22-12/8	5 - 18 X 24	11/17/2014	1,2,4,5,44	
						Dexter Lions-Christmas Tree Sale	11/22-12/23	2 - 3X4	8/11/2014	1 & 7	
	St. Andrews-Rummage sale	6/6-6/14	4-18X24;1-2x3	5/20/2014	1,2,4,5,10	December	St. Andrews-Monthly dinners	11/28-12/4	1-2X3*	1/6/2014	8
	Dexter Senior/Ice Cream Soc.	6/1-6/8	5-18 X 24	3/31/2014	1,2,4,5,44		Dexter Wellness Walk-Move More	12/8-12/14	45430	3/6/2014	1,2,4,5,44
	Boy Scouts-rummage troup	6/18-6/21	2 - 4x4x5'	5/30/2014	1 and 44		Friends of Library-booksale	12/4-12/7	5-18 X 24	6/25/2014	1 & 4
	Dexter Soccer-Tryouts	6/2-6/16	5-18 X 24	5/30/2014	1,2,4,5,10		Dexter Comm. Band-Concerts	12/5-12/15	2 - 2' X 3'	10/1/2001	5 & 10
	Dexter Well Coalition-Yoga	6/4-6/18	5 - 18 X 24	6/4/2014	1,2,4,5,44		Dexter Heritage Guild-Holiday Bazaar	11/22-12/7	5 - 18 X 24	11/7/2014	1,2,4,5,44
	Amer. Cancer-Relay for Life	6/1-6/14	5 - 18 X 24	6/1/2014	1,2,4,10,44		Dexter Lions-Christmas Tree Sale	11/22-12/23	2 - 3X4	8/11/2014	1 & 7
							St James Annual Cookie Walk	11/30-12/6	1 - 2 X 5	12/1/2014	1

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 Driveway, 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, 47-Dexter Mill/RR tracks, 48-7444 Dexter-Ann Arbor, 49-Park entrance @ Farmers Mkt and Library, 50-2810 Baker/Dexter Wellness entrance

** Dexter Farmers Market will place up to 5 signs on Friday, Saturday and Tuesday from May through October to advertise for the market

** Dexter Area Chamber will place 4 signs on Friday night to announce the summer series (1, 2, 5, 44)

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WASHTENAW COUNTY OFFICE OF THE SHERIFF



JERRY L. CLAYTON
SHERIFF

2201 Hogback Road ♦ Ann Arbor, Michigan 48105-9732 ♦ OFFICE (734) 971-8400 ♦ FAX (734) 973-4624 ♦ EMAIL sheriff@ewashtenaw.org

MARK A. PTASZEK
UNDERSHERIFF

Agenda: 12/22/14

Item: H-2

November 19, 2014

Dear Police Services Contracting Partner:

The Washtenaw County Sheriff's Office is committed to keeping the cost of police services as affordable as possible for our contracting partners. Every year the Sheriff's Office reviews the costs of delivering police services in order to continue to provide the best, most cost effective service that we are can. Any changes are based on our contractual agreements and reflect the cost of doing business.

When performing this yearly review we looked at the overtime reimbursement rate. The overtime reimbursement rate that is charged our contracting partners is based upon union contracts and fringe rates. The new POAM contract has just recently been negotiated and approved, so the County has been able to calculate the 2015 fringe rates.

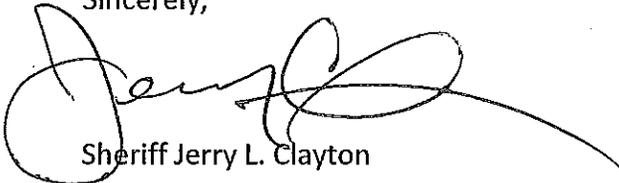
We are pleased to be able to inform the contracting partners that because contract negotiations went so well, the overtime reimbursement rate starting in 2015 will only involve a \$1 an hour increase.

Taking into account this change, the overtime reimbursement rates for contracting jurisdictions beginning January 1, 2015, will be the following:

Deputy	\$66/hour
Sergeant	\$79/hour
Lieutenant	\$87/hour

Please contact me with any questions.

Sincerely,



Sheriff Jerry L. Clayton

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Agenda: 12/22/14
Item: H-3

STATE OF MICHIGAN
RUTH JOHNSON, SECRETARY OF STATE
DEPARTMENT OF STATE
LANSING

December 11, 2014

City of Dexter
Courtney Nicholls, Village Manager
8140 Main Street
Dexter, MI 48130

Dear Ms. Nicholls:

On behalf of Secretary of State Ruth Johnson, this letter will acknowledge receipt and filing on November 20, 2014, with the Office of the Great Seal, Michigan Department of State, of two copies of the city charter for the City of Dexter along with the votes cast for and against the Charter at the November 4, 2014 election.

Sincerely,

Michigan Department of State
Office of the Great Seal

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Agenda: 12/22/14

Item: I-1

Public Services Department

8140 Main Street Dexter, MI 48130-1092

dschlaff@dextermi.gov

Phone (734)426-4572

MEMO

To: Mayor Keough and Council
From: Dan Schlaff, Public Services Superintendent
Date: December 17, 2014
Re: Utility & DPW Progress Reports

Provided for Council's review are Utility & DPW Progress Reports for the weeks of:

12/1/2014 to 12/7/2014

12/8/2014 to 12/14/2014

Please contact me, if you have any questions.

DPW Progress Report	12/1/2014	12/5/2014	5-Days	
Leaf Pick-Up	4	38 hours.		
Chip Brush	2	12 hours.		
Patch Roads	2	2 hours.		
Kubota Gator	1	Worked on broom for Kubota 4 hours.		
Street Sweeping	1	14 hours.		
Christmas decoration	5	46 hours.		
Worked on leaf machine	2	4 hours.		
Maintenace GMC Truck	1	2 hours.		
Compost Bags	2	5 hours.		
Picked up cross walk signs	1	1 hour.		
Maintenance 1 ton truck	1	2 hours brake lights.		
Clean Office, Break Room	1	2 hour.		
Pre-inspection bucket truck	1	30 min		
Pre-inspection 1 ton trucks	1	30 min		
Pre-inspection GMC truck	1	30 min		
Pre-inspection International truck		30 min		
Pre-inspection front end loader	1	30 min		
Pre-inspection Case backhoe		30 min		
Pre-inspection Bobcat	1	30 min		
Bucket truck Inspection	1	30 min		

DPW Progress Report	12/1/2014	12/5/2014	5-Days	
Bills payroll	1	1 hours.		
Replaced sweeper dumpster	1			
Bags behind dumpster	2	2 hours.		
Power washed equipment	1	1 hour.Street sweeper.		
Trash down town	1	6 hours.		
Total Work Hours in the Week	156			
Total Hours Accounted For	145			
Total work orders	38			

DPW Progress Report	12/8/2014	12/12/2014	5-Days		
Leaf Pick-Up	3	10 hours.			
Ice rink	2	Loaded fence. 2 hours.			
Repair manhole	2	Pumped down storm manhole Country Market.			
		2 hours.			
Winterized roller	1	2 hours.			
Christmas decoration	4	34 hours.			
Put smoker pots out	1	1 hour.			
Miss Diggs	12	6.5 hours.			
Worked on leaf machine	2	2.5 hours.			
Final water reads/ beginning	4	1.5 hours			
Turned water on/off	2	1.5 hours.			
Worked on sterling truck	2	2.5 hours.			
Passed out letters b-ball hoops					
New water meters	2	2 hours.			
New MXU's, wire	2	1 hour.			
Locate sewer lead for 7910					
5 TH.	1	2 hours.			
Maintenance International					
Dump Truck					
Change CL2 injector WTP	2	2 hours.			
Clean Office, Break Room	1	2 hour.			
Street committee meeting					
Change flouride tubing	2	2 hours.			

DPW Progress Report	12/8/2014	12/12/2014	5-Days		
Cleaned work area	4	15 hours.			
Worked on alley's					
Back washed filters WTP	2	6 hours. 57,500 gal			
Service call	2	Raised shut off box. 8300 Parkridge. 2 hours.			
Rebuilt storm grate					
Filled flouride tank WTP	2	2 hours.			
Pre-inspection bucket truck	1	30 min			
Pre-inspection 1 ton trucks	1	30 min			
Pre-inspection GMC truck		30 min			
Pre-inspection International truck		30 min			
Pre-inspection front end loader		30 min			
Pre-inspection Case backhoe		30 min			
Pre-inspection Bobcat		30 min			
Bucket truck Inspection	1	30 min			
Worked on 8" valve WTP	2	4 hours.			
Bills payroll	1	1 hours.			
Unloaded Two salt trucks, washed.	2	3 hours.			
Water bags off trees	1	2 hours.			
NUBCO water read	2	Meter # 71756943 read. Meter # 71307627 read.		4236 104	2 hours.
Barracades	2	4 hours.			
5 TH well	1	27' 1"	1 hour.		
Cross connection inspection	4	2 hours.			

DPW Progress Report	12/8/2014	12/12/2014	5-Days		
Trash down town	1	6 hours.			
Morning reads WTP	2	15 hours.			
Total Work Hours in the Week	162				
Total Hours Accounted For	139				
Total work orders	75				

utilities progress reports	12/1/2014	12/7/2014	7/Days		
sewer maintenance	8				
water maintenance	7				
Turned water on/off	2	Water service leak 3245 Broad street 12/4/2014.			
liftstations, Reads, Floats	4				
miss digs	6				
Service calls	1				
Hosing WWTP	1				
backwash filter building	3	44,000 gal			
final reads/beginning reads	3				
arsenic samples	1				
Morning Rounds WTP	5				
Morning Rounds WWTP	5				
Activated sludge settling test	2				
Maintenance generators					
Cross connection inspection	7				
Weekend Operation & Lab	2				
Chem Cleaned sand filters	2	#2,#3			
Clear bar screen	2				
Painting E.Q liftstation, Valves					
Mixing primary digester for TAVA sample	2				
Maintenance ferric pumps					
Pumped scum pit WWTP	2				

utilities progress reports	12/1/2014	12/7/2014	7/Days		
Decanting secondary digester					
Open iron pond drain	2				
Pump, Flushed E.Q	3				
NUBCO WATER READS	2	Meter 71307627 Read		101	
		Meter 71756943 Read		4182	
Quarterly water meter reading					
Sewer lead back up	4	3287 Broad street.			
Maintenance RAS pumps					
Activated sludge samples	4				
Sludge judge clarifiers	7				
Alternate outdoor, indoor screw pumps	3				
Changed Cl2 Pump Hose filter plant					
Cleaned lab	2				
Clarifier drives maintenance	1				
Primary clarifier sludge samples	7				
UIS scan electrical equipment					
6 TH WELL	1	31' 7"			
Equipment inventory	4				
5TH WELL	1	26' 4"			
DO reads activated sludge tank	7				
WATER DUTY SHEETS	DRINKING WATER LAB 7 DAYS PER WEEK.				
	1	Daily grab lab:			
	2	PH		7-Days Per Week	

utilities progress reports	12/1/2014	12/7/2014	7/Days		
3	Iron		7-Days Per Week		
4	Flouride		7-Days Per Week		
5	Orthoposphate		7-Days Per Week		
6	Free Chlorine		7-Days Per Week		
	WEEKLY LAB				
1	Raw Flouride			One Per Week	
2	Arsenic			One Per Week	
3	Raw iron Ryan drive wells			One Per Week	
	WEEKLY NPDES WFP				
1	PH		One Per Week		
2	Iron		One Per Week		
3	Suspended solids		One Per Week		
	DRINKING WATER REPORTING				
1	Data entry for MORs				
			State Every Month.		
	DRINKING WATER OTHER:				
1	Montly bacteriological testing				
WASTE WATER DUTY SHEETS	WASTE WATER LAB 7 DAYS PER WEEK.				
1	Daily grab lab		7-Days Per Week		
2	PH		7-Days Per Week		
3	Temp		7-Days Per Week		
4	DO		7-Days Per Week		
5	Fecal Coliform		7-Days Per Week		
6	Total Chlorine		7-Days Per Week		
7	Settlabilty		7-Days Per Week		
8	MSSS AT RAS		7-Days Per Week		
9	Wasting rates		7-Days Per Week		
	Daily Composite Lab:				
1	Dates:		12/1/2014	12/7/2014	
2	BOD		7-Days Per Week		
3	Suspended Solids		7-Days Per Week		
4	Phosphorous		7-Days Per Week		
5	Ammonia		7-Days Per Week		
	Sludge Lab:				
1	PH		7-Days Per Week		
2	Total Solids %		7-Days Per Week		
3	Alkalinity		7-Days Per Week		

utilities progress reports	12/1/2014	12/7/2014	7/Days		
	Paragon Sampling:				
1	Copper		1-Day Per Week		
2					
	WASTE WATER REPORTING:				
1	EDMR Submitted		State Every Month.		
	QA/QC:				
1	Log Sheets		One Per Week		
	ORDER SUPPLIES:				
1					
2					
	ORDER CHEMICALS:				
1					
2					
	IPP:				
1	Alpha Metal				
2	Reports				
3	Other				
	IPP:				
1	NUBC				
2	Reports				
3	Other:				
	Miscellenous:				
1	Started EDMR report.				
2	Cleaning lab.				
	Total Work Orders		260		

utilities progress reports	12/8/2014	12/14/2014	7/Days		
sewer maintenance	4				
water maintenance	2				
Turned water on/off	1				
liftstations, Reads, Floats	4				
miss digs	1				
Service calls	1	Water leak Forest.			
Hosing WWTP	1				
backwash filter building	3	44,000 gal			
final reads/beginning reads					
arsenic samples	1				
Morning Rounds WTP	5				
Morning Rounds WWTP	5				
Activated sludge settling test	2				
Maintenance generators	1	Huron.			
CIP	4				
Weekend Operation & Lab	2				
Flushed primary scum beaches	2				
Chem Cleaned sand filters	2				
Handed out water shut off notices					
Filled oiler, greased screw pumps	4				
Clear bar screen	2				
Painting E.Q liftstation, Valves					

utilities progress reports	12/8/2014	12/14/2014	7/Days		
Mixing primary digester for TAVA sample	2				
Maintenance ferric pumps	2				
Pumped scum pit WWTP	2				
Decanting secondary digester					
Open iron pond drain	2				
Pump, Flushed E.Q	2	Clean E Q basin.			
Add 3lb polymer aeration tank					
Maintenance RAS pumps	2				
Activated sludge samples	4				
Sludge judge clarifiers	7				
Alternate outdoor, indoor screw pumps	3				
Changed Cl2 Pump Hose filter					
Cleaned lab	1				
Clarifier drives maintenance					
Primary clarifier sludge samples	7				
Equipment inventory	4				
5TH WELL					
DO reads activated sludge tank	7				
WATER DUTY SHEETS	DRINKING WATER LAB 7 DAYS PER WEEK.				
	1	Daily grab lab:			
	2	PH		7-Days Per Week	
	3	Iron		7-Days Per Week	
	4	Fluoride		7-Days Per Week	

utilities progress reports	12/8/2014	12/14/2014	7/Days		
5	Orthophosphate		7-Days Per Week		
6	Free Chlorine		7-Days Per Week		
	WEEKLY LAB				
1	Raw Fluoride			One Per Week	
2	Arsenic			One Per Week	
3	Raw iron Ryan drive wells			One Per Week	
	WEEKLY NPDES WFP				
1	PH		One Per Week		
2	Iron		One Per Week		
3	Suspended solids		One Per Week		
	DRINKING WATER REPORTING				
1	Data entry for MORs				
			State Every Month.		
	DRINKING WATER OTHER:				
1	Monthly bacteriological testing				
WASTE WATER DUTY SHEETS	WASTE WATER LAB 7 DAYS PER WEEK.				
1	Daily grab lab		7-Days Per Week		
2	PH		7-Days Per Week		
3	Temp		7-Days Per Week		
4	DO		7-Days Per Week		
5	Fecal Coliform		7-Days Per Week		
6	Total Chlorine		7-Days Per Week		
7	Settlabililty		7-Days Per Week		
8	MSSS AT RAS		7-Days Per Week		
9	Wasting rates		7-Days Per Week		
	Daily Composite Lab:				
1	Dates:		12/8/2014	12/14/2014	
2	BOD		7-Days Per Week		
3	Suspended Solids		7-Days Per Week		
4	Phosphorous		7-Days Per Week		
5	Ammonia		7-Days Per Week		
	Sludge Lab:				
1	PH		7-Days Per Week		
2	Total Solids %		7-Days Per Week		
3	Alkalinity		7-Days Per Week		
	Paragon Sampling:				

utilities progress reports	12/8/2014	12/14/2014	7/Days		
1	Copper		1-Day Per Week		
2					
	WASTE WATER REPORTING:				
1	EDMR Submitted		State Every Month.		
	QA/QC:				
1	Log Sheets		One Per Week		
	ORDER SUPPLIES:				
1	NCL, chemical pipets.				
2					
	ORDER CHEMICALS:				
1					
2					
	IPP:				
1	Alpha Metal				
2	Reports	Revised permit.			
3	Other	Inspection.			
	IPP:				
1	NUBC				
2	Reports				
3	Other:				
	Miscellaneous:				
1	Replaced tubing raw sampler.				
2	Clarifiers drives stopped causing AT & RAS to settle.				
3	Answered questions from U of M.				
4	Microbiology testing.				
5	Raw sampler frozen.				
6	New sampler head.				
7	Ran flouride for tim Country market.				
	Total Work Orders		249		



OFFICE OF COMMUNITY DEVELOPMENT

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

Memorandum

To: Mayor Keough and Councilmembers
Courtney Nicholls, City Manager

From: Michelle Aniol, Community Development Manager

Re: Report for December 22, 2014 City Council Meeting

Date: December 17, 2014

RRC Updates

- The date of the final presentation of the RRSites Study report, by UM Professor Peter Allen and his students, has been scheduled for Tuesday, January 13, 2015 from 7:00 -8:30 pm at the Dexter District Library.

Professor Allen must submit this report to MEDC before the end of January 2015, so having a date in the middle of the month will give him and his student time to make any final adjustments, edits, etc., before the deadline. Please **RSVP** to maniol@dextermi.gov or by phone (734-426-8303) by Friday, January 9, 2015. Light refreshments will be served.

- Staff is meeting with CWA on Wednesday, December 17th to discuss MEDC funding assistance for implementing best practice recommendations in the RRC Draft Evaluation Report, including zoning ordinance amendments.

ZBA Update

The ZBA considered two cases at its December 15, 2014.

- ZBA #2014-06 was a request on behalf of Dexter Crossing Associates, LLC/Oxford Management, for an interpretation and possible variance from the City of Dexter Zoning Ordinance for 7061 Dexter-Ann Arbor Road, HD-08-08-200-021:
 - An interpretation of Section 7.03, sub-section (1)A and D to determine the number of ground signs allowed within non-residential zoning districts and business centers; and
 - Depending on the interpretation, a variance from sub-section (1) D to allow 1 additional ground sign.

Based on the information submitted by the applicant and subsequent discussion of the Board at the meeting, the ZBA decided to postpone action to its January 19, 2015, to allow the applicant time to clarify his request. The Board was concerned with the size of the signs compared to other signs in town, such as Dexter Town Center and Busch's, and the location of the ground and tenant signs. The Board also wanted additional input from staff and the consultant.

- ZBA #2014-07 was a request on behalf of Walkabout Creek LDHA LP, for a variance from Section 7.09(3).A.4 of the City of Dexter Zoning Ordinance for 2425 Dongara Drive, to allow the re-erection of a new non-conforming ground sign that would cost more than fifty (50) percent of the replacement cost of the original non-conforming sign.

The ZBA granted approval to waive the requirements of Section 7.09(3).A.4 to allow the re-erection of a new ground sign that would cost more than fifty percent (50%) of the replacement cost of the original non-conforming sign, determining there was a practical difficulty and that substantial justice

could be achieved by reducing the non-conformity by 50%, and was subject to the following conditions:

- i. The sign height shall not exceed 4 feet 9 inches;
- ii. The sign area shall not exceed 70 square feet per side; and
- iii. The sign shall be setback at least 14 feet from the road.

Miscellaneous Updates

- **Dexter Schools:** On November 20, 2014 staff met with Dexter schools officials and engineers from Washtenaw County Road Commission to review and discuss the schools draft Wayfinding Sign Plan. A copy of the handout is attached to this memo. The draft plan calls for 13 signs to be installed within City and County road rights-of-way, including:
 - Two (2) at the intersection of Baker and Shield Roads;
 - Three (3) at the intersection of Baker and Dan Hoey Roads;
 - Three (3) at the intersection of Baker Road and Main Street;
 - Two (2) at the intersection of Dexter-Ann Arbor Road and Kensington Street; and
 - Three (3) at the intersection of Dexter-Ann Arbor and Dan Hoey Road.

School officials explained that the plan is a result of complaints and suggestions that have been received by visitors. The plan is currently being revised to demonstrate the signs satisfy the requirements of the Michigan Manual of Uniform Traffic Control Devices (MMUTCD). In order to meet the requirements of the MMUTCD, the signs being proposed would need to have a 7-foot clearance from grade to the bottom of the sign, and could be up to 13 feet in height (in order for the signs to contain the content desired by the Schools) and more than likely will be held between two decorative, breakaway posts. School officials indicated they will arrange a meeting sometime after the first of the year to review a more detailed plan.

- In the past few months, Ann Arbor SPARK has lost 3 key members of it staff; Kyle DeBord and Katrina Campos at the end of the summer, and just last week, VP of Development, Luke Bonner announced his departure. Since Kyle and Katrina left, we have had little to no communication from SPARK. Kyle's loss has been especially significant, as he was the main contact for planning and organizing our business summit. Staff and administration, together with Kyle, regularly communicated and met with businesses in the City.

Staff is currently coordinating with the Economic Preparedness Committee on a date and time to meet with Jennifer Olmstead, the new Senior Business Development Manager for Ann Arbor SPARK, to try and get things back on track.

- Staff received a phone call from a local businessman who was concerned about a large metal shed that had been placed in the railroad ROW, between MedHub and the Train Station. With OHM's assistance we received word from MDOT that the placement of the signal "bungalow" shed was temporary, and part of a project to perform necessary network upgrades along the Michigan Line. Our contact at MDOT told us the signal bungalow had no power or cabling run to it and would be relocated to one of the following four locations with the next few months (see attachment). The permanent location for the signaling shed that will be placed at Main/Broad will be closer to the intersection and not in between MedHub and the Train Station (see attachment).
 - West of the Island Lake Railroad overpass for a wireless radio tower (outside of the City of Dexter)
 - The northeast quadrant of the Broad Street crossing;
 - The northwest quadrant of the Central Street crossing; and
 - 0.5 miles west of the Zeeb Road crossing for a wireless radio tower (outside of the City of Dexter).

Planning and Zoning Essentials Workshop

On February 26, 2015, the Michigan Association of Planning (MAP) is offering Planning and Zoning Essentials training in Ann Arbor at the Washtenaw County building on Zeeb Road. The P&Z Essentials program is ideal for new planning commissioners and ZBA members, as well as for the more experienced officials, looking to refresh skills and build upon existing knowledge. The following topics are covered:

- Roles and responsibilities
- Site plan review
- Comprehensive planning
- Zoning ordinances
- Variances, and how to determine practical difficulty, and
- Standards for decision-making.

You have the option of attending the full program from 4-9 pm, attend the Planning Commission session from 4-7:30 pm or attend the Zoning Board of Appeals session from 6-9 pm.

P&Z Essentials Workshops are also being offered in Mt. Pleasant (January 14, 2015) and Kalamazoo (February 4, 2015).

If you would like to attend the training, please let me know and I will get you registered.

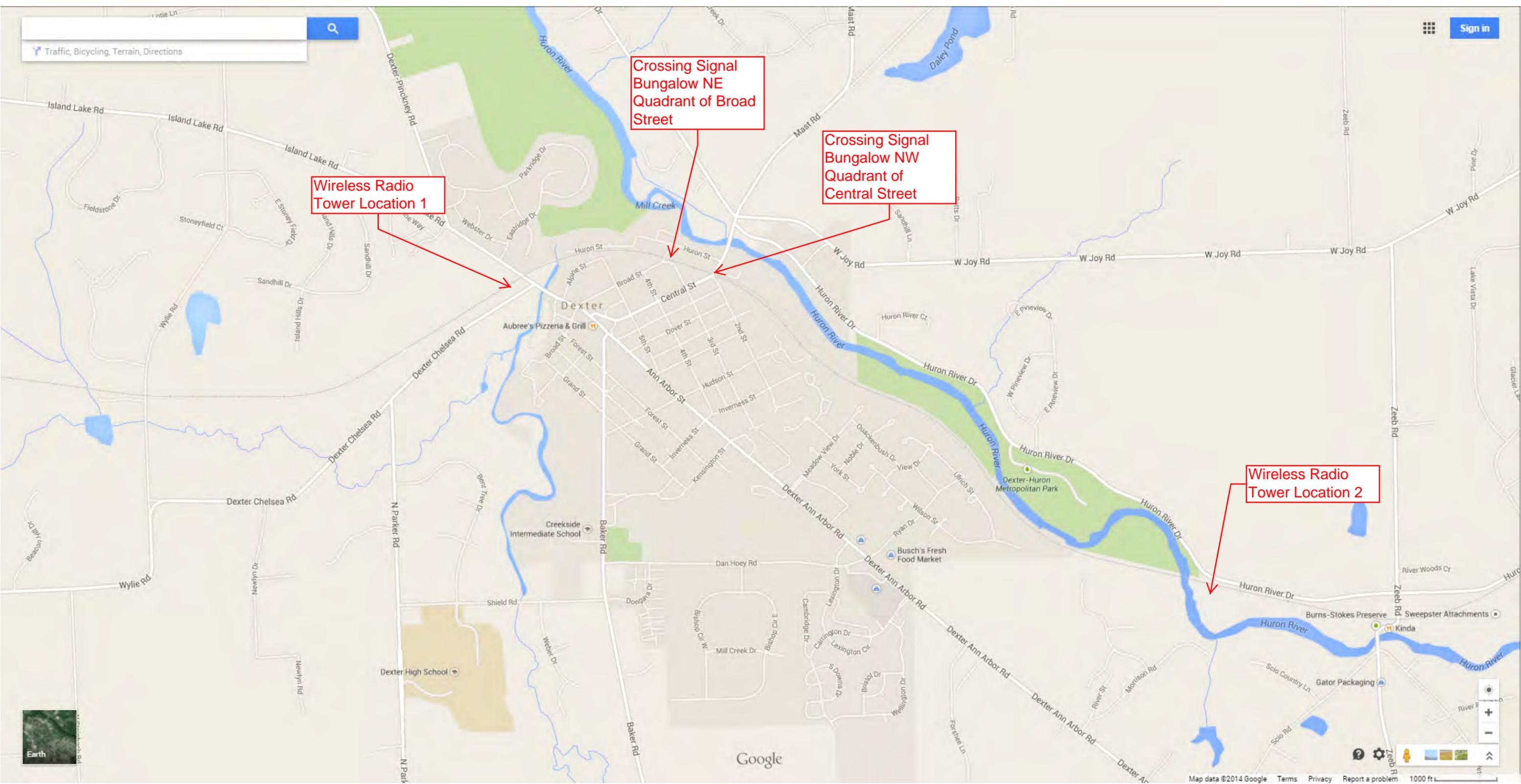
QUESTIONS YOU MAY
STILL HAVE AT

Dexter Community Schools

- ← High School
- ← Cornerstone Elem.
- ↑ Mill Creek M.S.
- ↑ Wylie/Pool
- ↑ District Admin
- ↑ Downtown



New, white signal bungalow would replace the existing signal case present in the northeast quadrant of the Broad Street grade crossing.



Crossing Signal
Bungalow NE
Quadrant of Broad
Street

Crossing Signal
Bungalow NW
Quadrant of
Central Street

Wireless Radio
Tower Location 1

Wireless Radio
Tower Location 2

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From: Keough_Shawn
To: [Jim Seta](mailto:Jim_Seta); skeough@dextertermi.gov
Cc: [Village of Dexter](mailto:Village_of_Dexter); [Jim Carson](mailto:Jim_Carson); dfisher@dextertermi.gov; jknight@dextertermi.gov; jsemifero@dextertermi.gov; jdsmith@dextertermi.gov; [Ray Tell](mailto:Ray_Tell); [Loren Yates](mailto:Loren_Yates); [Courtney Nicholls](mailto:Courtney_Nicholls) (cnicholls@dextertermi.gov)
Subject: RE: DAFD Representative - Please include in council packet per open meetings act
Date: Saturday, December 13, 2014 12:10:27 PM

Hello Jim,

Thank you for your email. I appreciate your understanding of Council's desire to rotate Board positions. You seem to have mixed in several questions and/or statements among your "summary of accomplishments". Since a few things are unclear to you, I thought I would provide you with some answers to your questions and share a few of Council's accomplishments.

The Dexter General Fund expenses have increased approximately \$721,000 from Fiscal Year 2005-2006 (\$2,292,358) to 2013-2014 (\$3,013,300). The Village/City General Fund is home to many significant departments in our government structure, including Law Enforcement, Fire Protection, DPW, Organized Trash Collection, Parks, etc... Some of these expense increases have been directly offset by a corresponding revenue source. A summary of the most notable spending increases that the City/Village has approved as part of its annual budget are presented below:

- From 05/06 to 13/14, the Village's cost for the Dexter Area Fire Department has increased over 51% from \$312,904 to approximately \$474,000, an increase of \$161,000.
- During the same period, the cost for Law Enforcement has increased over 71% from \$328,166 to approximately \$564,000, an increase of \$235,000. You may recall that Wash County and the communities went through a detailed review of the cost of a police service unit (PSU). Following that review, the cost of a PSU was increased over time but the County has done a fair job controlling their increases in recent years. They have leveled off lately with minimal 1% per year increases and this is locked in through 2017.
- During the same period, the total cost for our organized garbage, recycling and yard waste collection increased by \$116,000. This is the direct result of two factors. The first factor is we now have approximately 220 more accounts as a result of new homes being built. The second factor is that we decided to pass along the full amount of the cost to the users. The difference with this expense increase is it is fully offset by the monthly revenue that is charged to residents (\$17.50/home/month) and commercial users for this service. In other words, the expense increase associated with this segment of our General Fund has been fully covered by a corresponding revenue increase into the General Fund during the same period. While it technically contributes to an overall higher expense budget, it is not an uncontrolled increase like the DAFD and Law Enforcement expenses.
- In 2010 the Census of the State of Michigan presented Dexter with an opportunity. Upon notification from the State of Michigan that we were eligible for an increase in our State Revenue Sharing due to a 74% increase in population, Village Council decided to use approximately \$75,000 per year in increased State Revenue Sharing toward our Unfunded Liabilities, specifically toward our Retire Health Care Fund. Since 2008, we have saved over \$640,000 toward this future liability. Our savings toward this liability were \$0 in 2008. This expense increase to the general fund is another example of why the General Fund expenses have increased since 2005/2006, however it is an expense that is offset by the State Revenue Sharing and it is pro-actively benefitting the Village/City in the long term. We have also paid more than our minimum payment to MERS for several years. The Village was way behind in these areas, but has implemented a plan to catch

up and it is working.

- As you know, in 2006 the Village took steps to construct a DPW Building. The Village bonded for this public improvement and it has benefited our department because they now have a home and a place to care for our equipment. If you recall, we used bonds to pay for this \$1,400,000 building. Our annual debt payment is approximately \$127,800 each year and this payment started in 2006 while you were still serving on Council.
- Last but not least, our Parks expense budget has increased by \$74,000 since 2005/2006. Our parks are very visible assets in Dexter and they get a lot of use. They are a clear benefit to all our residents and businesses as they draw people from all over the County and State. We have increased our funding toward maintaining our Parks and Trails because they add greatly to our high quality of life.

The sum of these 6 expense increases is approximately \$788,800. So even though our expenses have gone up since 2006, we most certainly have improved our fiscal health and created value for our residents. I believe that our residents appreciate the improvements that we have made fiscally and physically. And none of these increases has yet to affect the services that we provide. The amazing thing is we have been able to accomplish all of this without raising our overall tax rate.

You are correct that the water and sewer rates have increased 46% since 2005-2006. This is the result of a combination of a few factors. The first is because the water and sewer funds were incorrectly being subsidized by payments from the LDFA through the general fund. In 2006 when the LDFA retired, water rate increases had to be implemented to overcome the gap that was left. The second reason for the rate increases is that our water and sewer infrastructure, including our wastewater treatment plant (WWTP), had many deficiencies. We have proactively addressed these deficiencies, added a fifth water well to our system and replaced nearly all of our aged undersized water main in the old village area of the City. The third reason for the rate increases is that we had a system that wasn't supported by enough users. To some extent, I would expect that the rate increases will begin to level off around 2017 or 2018 as the remaining homes are constructed in Dexter Crossing and additional funds are available to help cover the operating costs of the water and sewer funds. We will certainly have to keep an eye on these going forward, but as you know our water and sewer funds are enterprise funds and the rates need to be sufficient to cover the costs of providing safe water and sewer service to our residents.

I appreciate your comment about searching for efficiency. In fact, we have been looking for ways to be more efficient for several years now. We are always looking for more efficient ways to operate our government. Examples of this include:

- Our efforts to reduce our long term employee cost through the closing of the Defined Benefit Pension program. The City offers new employees a Defined Contribution plan that they are mostly responsible for with a City match.
- We eliminated retiree health care benefits for new employees and have offered more than one health care plan including one that is a Health Savings Account so that our employees can save dollars for their future use.
- We reduced the benefit multiplier for current employees within the Defined Benefit program and asked our employees to pay more toward their own retirement savings.
- We added an employee share of the deductible and health care premium.

I am constantly looking to the future for long term stability in all areas of our budget and

Council understands that this is a primary area of focus. Right now, it is my opinion that we do not understand the full cost of operating the DAFD and therefore do not have very much stability in this area. We need this stability in order to fully predict our expenses for the future.

Last, but not least, I trust you realize that your overall costs as a resident (i.e. taxes, water and sewer bills, etc..) remain very competitive from 2005/2006 to 2013/2014. Your Village taxes in 2005/2006 were \$1,487 and in 2013/2014 were \$1,214. Your water bill has increased from about \$75 per month to \$110 per month. Overall, you are paying less now than you did 8 years ago for the same services, better efficiency, and increased quality of life assets.

Thank you for your years of service to the community and for asking these questions. I am proud of the work this Council has done and hope that we can continue to implement good ideas in efficient ways. I look forward to sharing ideas with you in the months ahead as Jim Carson and I transition onto the Fire Board. We will certainly have questions and I would hope that we can rely on your past experience going forward. Jim Carson and I are both planning to be in audience attendance at the December 18th Fire Board meeting.

Thanks again for sending me the email below. Have a great weekend and Holiday Season!

Shawn Keough
Mayor of Dexter

From: Jim Seta [mailto:jwseta@yahoo.com]

Sent: Sunday, December 07, 2014 5:48 PM

To: skeough@dextermi.gov

Cc: Village of Dexter; Jim Carson; dfisher@dextermi.gov; jknight@dextermi.gov;

jsemifero@dextermi.gov; jdsmith@dextermi.gov; Ray Tell; Loren Yates

Subject: DAFD Representative - Please include in council packet per open meetings act

Hello Shawn,

Based upon our recent conversations and email correspondence I understand you would like 2 council members to represent Dexter on the DAFD Board. I accept this position and am notifying you that the December 18, 2014, DAFD meeting will be my last meeting representing Dexter on the DAFD Board. As I already mentioned to you, the DAFD December meeting also includes electing officers for the upcoming year. Therefore, if Council can appoint the appropriate individuals to the DAFD Board effective January 1, 2015 those individuals can be considered for officer positions.

I served on the DAFD Board for almost 12 years and for the last 5 years I served as DAFD Chairman. Although you mentioned concerns about the current expense of the DAFD, I firmly believe the increase in expense was justified to protect the lives and property of our businesses and residents. I would like to summarize a few accomplishments and a few items that will potentially occur in the coming year.

- Since 2006 the DAFD hired 5 full time firefighters to offset the increase in a 41.5% increase in service calls, of which Dexter saw an increase of 37%.
- The increase in the budget was a direct relation to the number of service calls and the labor necessary to maintain and improve our response times.
- While maintaining the budget the average cost per run for the DAFD was \$1,307 in 2006 and in 2013 was \$1,244. I believe maintaining the cost per run is a great accomplishment by the board. In comparison, the water rate in Dexter increased 46.1% and the sewer rate increased 46.9% for the same gallon of water. This seems unreasonably high and my water bill is now one of my highest monthly utility bills.
- Village of Dexter general fund expenditures from 2006 to 2013 also increased by 22% if you exclude the increased in DAFD expenses. This represents an increase of approximately \$521,000 and I don't believe our residents can easily identify what improvements have been made and where the money went.
- I recently signed a grant request for the DAFD that could potentially bring \$250,000 of new equipment to the DAFD in 2015. The grant application indicates a matching contribution of 10%, which is not currently included in the 2015 DAFD budget however the Board agreed to review the budget again in 2015 if we are successful in obtaining the grant money.
- The 2015 budget also includes the last contract pay-down amount of \$37,000. We also have a \$78,000 loan payment which concludes in 2017.
- The revised inter-local agreement was also approved by Dexter Township and Webster Township and the DAFD Board is still waiting for Dexter to review and vote on the revised inter-local. The revised inter-local agreement takes into consideration many things that have been discussed for years which are beneficial to Dexter. The modifications include a five year average versus the current one year average, all calls to a fire station will be considered mutual aid and not paid directly by the municipality in which the fire station resides, a cap on the budget of CPI + 3%, Capital equipment debt would also be divided equally amongst all participating municipalities. I urge you to consider the new inter-local agreement as soon as possible since it will provide some financial benefit to Dexter.
- As you know both Webster Township and Dexter Township have a public safety millage. I believe Dexter would also benefit from a similar millage to help pay for a new Fire Hall, new equipment, and to also offset the rising costs in police services. Dexter could then lower the general operating budget to a more manageable level.
- In 2015 our current Fire Chief, Loren Yates is retiring which requires a committee to hire a new Fire Chief. The current Board members recommended John Westman, Harley Rider, and me to participate on this

committee. Since I will no longer be on the DAFD Board I recommend the Council appoint someone who can commit the time and passion of finding a new Chief as this is a big task for 2015 and Dexter should have a representative on this committee. Our first meeting was scheduled this week, however a new date has not been established yet.

Shawn, I know since becoming Village President you helped implement many items that were already ongoing in the Village. For example cityhood, and working on the Mill Creek bridge and Park were both major objectives, however I think now is the time for you to determine how our city can run more efficiently and still provide a high quality of life and services to our residents and businesses. Based upon your comments regarding the operating costs of the DAFD I also hope you review the operating costs of the other areas of our great city.

Kind Regards,

Jim Seta

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Streets Committee Meeting – Tuesday, December 16, 2014 – 6am – DPW Building

1. Proposed Calendar

- January – Determine initial list of roads to receive treatments
 - Identify other repairs needed
 - Identify resurfacing treatments
- Bid packages started by February 1
- Bids issued no later than March 1
- Bids due back by March 15
- April 1 to June 30 – Repairs
 - Manhole Covers directly before road resurfacing
 - Prepare shoulders (excavate, millings), if possible
 - Stormwater Repairs – for example, areas where road close to swales
 - Repairs for next year's projects
- June 1 – Notification to residents of road resurfacing
- July 1 to July 31 – Roadwork
- July 1 to September 1 – Cracksealing, Microsurfacing
- August 1 to August 31 – Restoration

2. Discussion of Microsurfacing

- Questions for OHM
 - OK for microsurfacing over microsurfacing, like on Fifth or Baker?
 - Address rutting, such as on Baker Rd?
 - Thickness of microsurfacing?
 - How many times on a curb/gutter road as opposed to no curb/gutter?

3. PASER Ratings

- Staff? -> WATS Training?
- OHM?
 - Jim C. will set up training with WATS (Kurt has already done training, Tim has experience doing PASER ratings previously) for beginning of the year
 - Previously riding along with OHM was not helpful – no educating took place.
 - If we do ratings by staff, will look at:
 - Increased definition of repair areas that might improve ratings
 - Notes and comments on possible treatments and where we might additionally break ratings to have more definition, accuracy
 - Possibility to having OHM participate, have two or three ratings done “blind” (without looking at previous ratings or comparing while rating), and “comparing notes” after completed to see where agreements and differences are located.

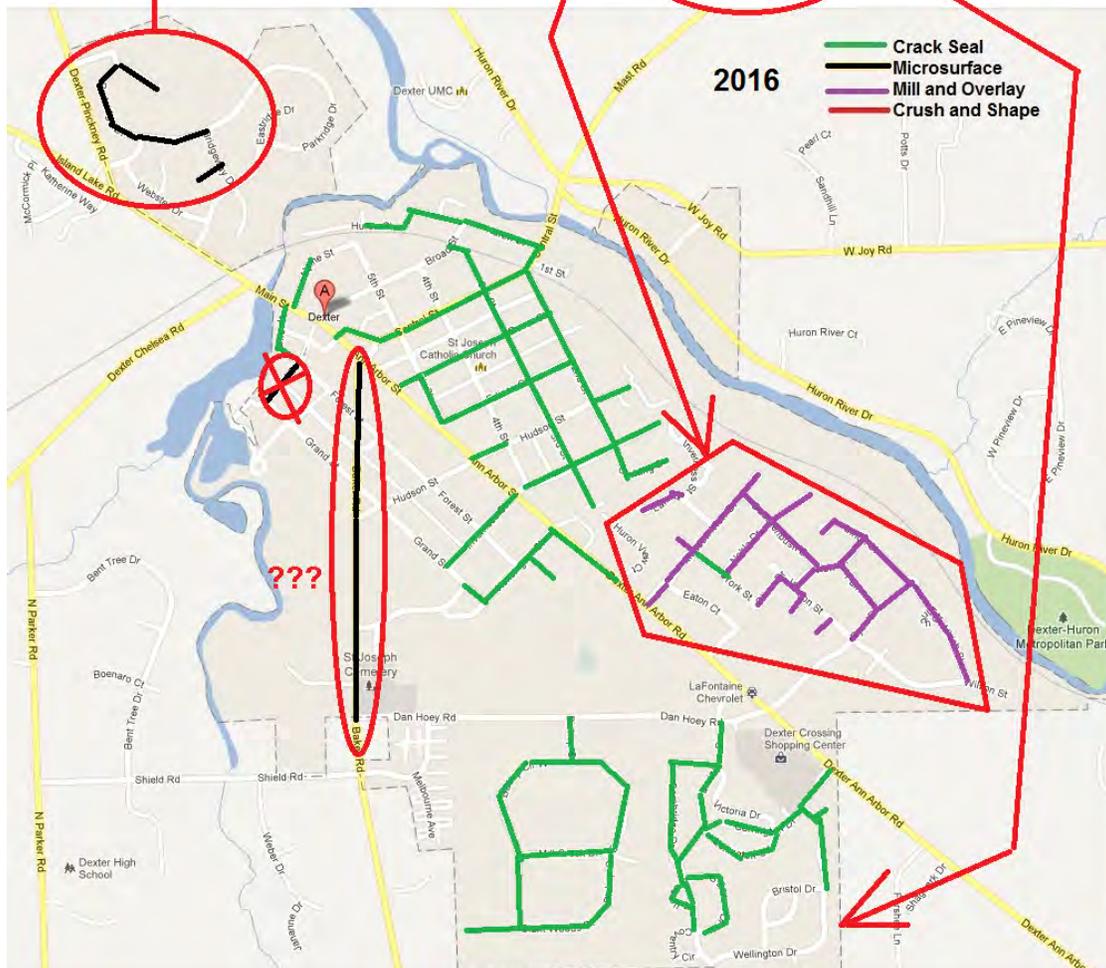
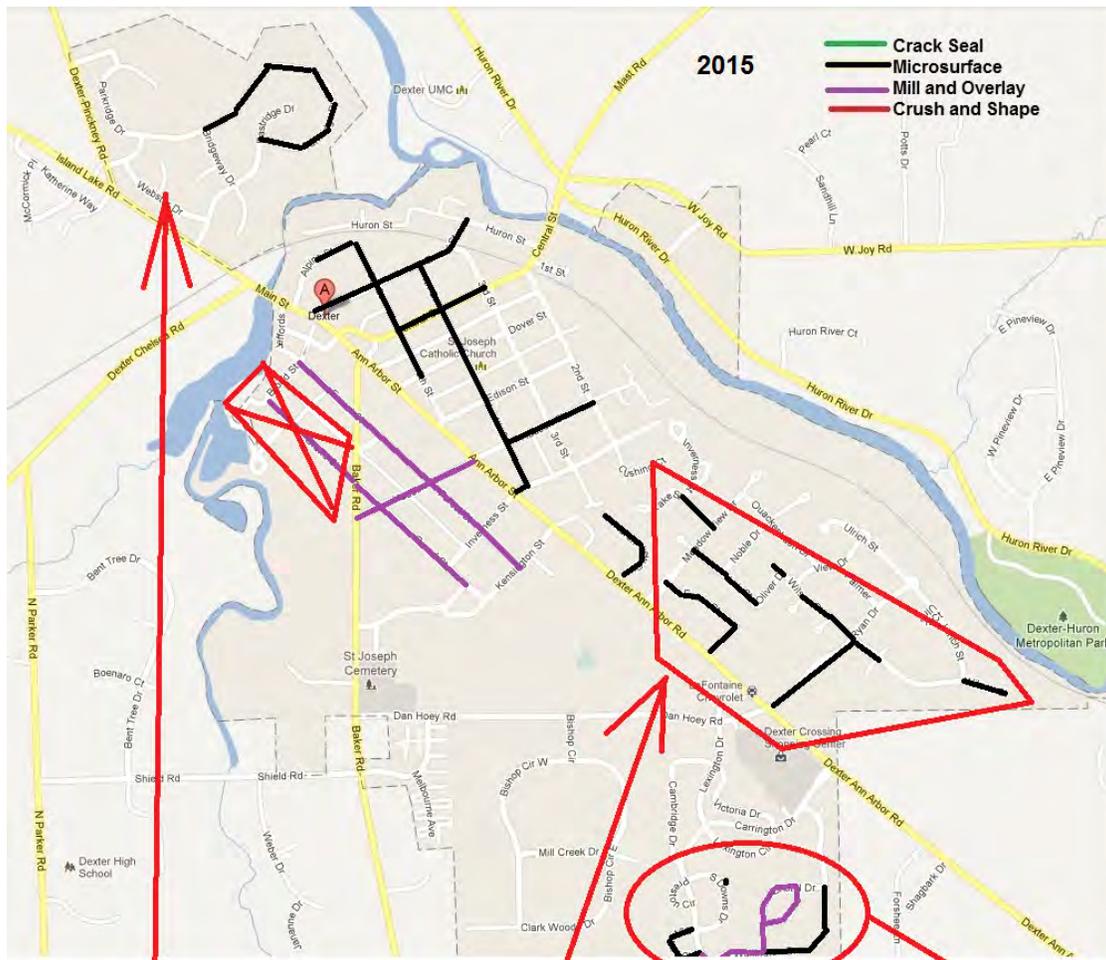
4. 2015 Road Projects – See maps

5. Restoration

- Millings? Millings are being placed 18-24 in. wide, 1-1+ ft. deep.
- Top Soil / Grass? Different in every area where no curb and stormwater management, sidewalks, etc.
- Sod? Prefer sod to grass seed, as was done on AA Rd project.

Additional Items

- Need to set a construction route for Dexter Crossing (minimize damage to roads)
- Need to itemize savings from last year – how did we do?



City of Dexter Roads 2015
Mill and Overlay - 06 18

Updated 12/16/2014

SortName	From	To	Sq Yds	Length	Width	2015	\$270,160	
Bristol	Kingsley	Kingsley	2059.2	0.117	30	4	\$20,592	
Carrington	Wellington Dr	Coventry Cir	563.2	0.032	30	4	\$5,632	
Kingsley	Bristol Dr	Bristol Dr	2041.6	0.116	30	4	\$20,416	
Wellington	Bristol Dr	Carrington Dr	633.6	0.036	30	4	\$6,336	
Bristol	Wellington Dr	Kingsley	1038.4	0.059	30	3	\$10,384	
Carrington	Cul-de-sac	Wellington Dr	123.2	0.007	30		\$1,232	
Forest	Hudson St	Baker Rd	2717.4	0.193	24	4	\$27,174	
Forest	Inverness St	Hudson St	1985.3	0.141	24	4	\$19,853	
Grand	Baker Rd	Broad St	2604.8	0.185	24	4	\$26,048	
Forest	Baker Rd	pavement change	704.0	0.05	24	3	\$7,040	
Forest	Kensington St	Inverness St	1450.2	0.103	24	3	\$14,502	
Grand	pavement change	Inverness St	591.4	0.042	24	3	\$5,914	
Hudson	Baker Rd	Grand St	760.3	0.054	24	3	\$7,603	
Hudson	Forest St	Main St	1450.2	0.103	24	3	\$14,502	
Hudson	Grand St	Forest St	1450.2	0.103	24	3	\$14,502	
Grand	Hudson St	Baker Rd	929.3	0.066	24	2	\$18,586	
Grand	Inverness St	Hudson St	2492.2	0.177	24	2	\$49,843	
		Yards	23,594.6					
		Miles		1.584				
	Dollar amounts based on initial quotes from contractors. Final costs							
	to be determined based on responses to bids.							
	Square yards estimated at 24', as a conservative estimate for widths.							
	Typical older roads in City are less than 24'.							
	Typical roads in Dexter Crossing are approximately 30'.							
	Assumes 2" Mill and Overlay. Additional costs may be necessary							
	based on repairs, more extensive replacement (4", road base work,							
	etc.), or additions to projects.							

2015 Microsurfacing - 06 18

SortName	From	To	Sq Yds	Length	Width
Central	4th St	3rd St	1764.7	0.094	32
Central	5th St	4th St	1802.2	0.096	32
York	Meadowview Dr	Noble Dr	1445.5	0.077	32
4th	Central St	Broad St	1393.9	0.099	24
4th	Dover St	Central St	1365.8	0.097	24
4th	Edison St	Dover St	1422.1	0.101	24
4th	Hudson St	Edison St	1379.8	0.098	24
4th	Inverness St	Hudson St	1281.3	0.091	24
5th	Broad St	Alpine St	1520.6	0.108	24
5th	Central St	Broad St	1365.8	0.097	24
5th	Dover St	Central St	1379.8	0.098	24
Alpine	new pavement	5th St	1154.6	0.082	24
Broad	3rd St	Railroad	300.4	0.016	32
Broad	4th St	3rd St	1182.7	0.063	32
Broad	5th St	4th St	1764.7	0.094	32
Broad	Main St	5th St	2553.2	0.136	32
Broad	Railroad	Huron St	919.9	0.049	32
Coventry	Carrington Dr	Carrington Dr	2703.4	0.144	32
Eaton	Main St	Meadowview Dr	4712.1	0.251	32
Hudson	3rd St	2nd St	1351.7	0.096	24
Hudson	4th St	3rd St	1253.1	0.089	24
Huron View	Main St	Cul-de-sac	2800.7	0.217	22
Inverness	Main St	4th St	464.6	0.033	24
Lake	Meadowview Dr	Inverness St	1483.1	0.079	32
Parkridge	Bridgeway Dr	Eastridge Dr	9480.5	0.505	32
Ryan	Dexter Ann Arbor Rd	Wilson St	4148.9	0.221	32
Wellington	Bristol Dr	Bristol Dr	4336.6	0.231	32
Wilson	Oliver Dr	Circle	563.2	0.03	32
Wilson	Ryan Dr	N Wilson Ct	1239.0	0.066	32
Wilson	Taylor Ct	Shaw Ct	1220.3	0.065	32
Wilson	Taylor Ct	Ryan Dr	1145.2	0.061	32
Wilson	Ulrich St	Circle	1877.3	0.1	32
York	Noble Dr	Oliver Dr	1577.0	0.084	32

Yards 64,353.8
Miles 3.768

2016 Micro - 0618

Crack Seal	\$0.20	Pulverize and Overlay	\$20.00		
Microsurfa	\$2.00	Reconstruction	\$70.00		
2" MO	\$10.00			Avg	5.000

				Proj	Cost
SortName	From	To	Length	2016	\$73,550
Park Ridge	Park Ridge Dr	Cul-de-sac	0.037	5	\$1,954
Baker	Hudson St	Grand St	0.066	5	\$3,485
Broad	Grand St	Forest St	0.094	5	\$4,963
Park Ridge	Park Ridge Ct	Samuel	0.118	5	\$6,230
Baker	Forest St	Main St	0.127	5	\$6,706
Park Ridge	Westridge Dr	Park Ridge Ct	0.128	5	\$6,758
Baker	Grand St	Forest St	0.132	5	\$6,970
Parkridge	Bridgeway Dr	Westridge	0.147	5	\$7,762
Boulder	Bridgeway Dr	Cul-de-sac	0.15	5	\$7,920
Baker	Dan Hoey Rd	Hudson St	0.394	5	\$20,803

1.393

CITY OF DEXTER

cnicholls@dextermi.gov

8140 Main Street Dexter, MI 48130-1092 Phone (734)426-8303 ext. 11 Fax (734)426-5614

MEMO

To: Mayor Keough and Council Members

From: Courtney Nicholls, City Manager

Date: December 16, 2014

Re: City Manager Report - Meeting of December 22, 2014

1. Meeting Review:
 - December 8th – City Council
 - December 9th – Election Commission
 - December 10th – Assistant to the City Manager candidate interview
 - December 12th – Facility Committee
 - December 12th – Assistant to the City Manager candidate interview
 - December 15th – OHM Status Update Meeting

2. Upcoming Meetings:
 - January 7th – Arts, Culture & Heritage Committee
 - January 9th – Facility Committee
 - January 12th – City Council Meeting

3. **Assessing Request for Proposals.** Attached for Council's review is the draft RFP for Assessing Services. The job will be posted starting December 23, 2014. Feedback was received by Jim Merte and Bill Sinkule (e-mails attached) and a majority of the comments have been incorporated, however I did not change the language regarding the poverty exemptions; I would like to wait until the assessor is selected to work out the best way to handle those requests. Washtenaw County Equalization staff member Dick Steffens provided verbal feedback that we had covered everything that we needed to. An ad will be published in the print and online version of Michigan Assessors Magazine and will also be posted on MITN and the MML website. The ads will direct people to the RFP on the City website. The proposals will be due January 26. The goal is to have an assessor selected prior to the start of March Board of Review, so that they can act as an observer to familiarize themselves with the community. This timeline would require action by Council to select an assessor at one of the February 2015 meetings. Mayor Keough and I spoke about the process for selecting an assessor and would like to recommend that a member of County Equalization staff, Marie Sherry, Mayor Keough and I meet with the applicants and form a recommendation for Council.

4. **H.A.R.T.** The Dexter Area Fire Department is participating in the newly established H.A.R.T. program, which stands for Helping Area Response Team. This is a countywide volunteer group that will provide assistance to fire, police and EMS in Washtenaw County. They received a small donated bus that they will be temporarily

storing in the basement of 8140 Main, while they work to find a permanent location. The group will be recruiting volunteers and expects to be operational around March 2015.

5. **Holiday Office Schedule.** City Offices will be closed on December 24 and December 25 for the Christmas holiday and December 31 and January 1 for the New Year's holiday.

meeting notes

About the meeting:

Subject: STATUS UPDATE MEETING

Date: December 15, 2014

Time: 10:00 AM

Location: City Offices

1. 2015 Small Storm Water Projects

It was discussed that there are several small storm water improvements that will be necessary as a result of the crush and shape roadway improvements.

OHM to visit the sites with Dan and Scott to review possible ditch enclosures and culvert improvements.

2. Ann Arbor / Central

Zito was issued the final punch list items and will work to complete them before project closeout. Zito indicated that they had finally submitted the proper insurance and checks to Amtrak to allow for the installation of the conduit under the railroad tracks at Central. This will allow for all lights to be lit on Central Street.

3. B2B Trail / DPW Driveway

No comments received from Council or Planning Commission. The project will be issued for bids in January as planned.

4. Safe Routes to School (Reminder of Project Schedule)

The Contract is in the award process - contractor is awaiting approval of contractor insurance from MDOT.

There was discussion regarding the sidewalk across Dapco. Dapco deferred installation of their sidewalk until 2017 or sidewalk is placed on an adjacent property. The sidewalk will not be needed across the frontage at this time due to the proposed crossing on the east side of the property. It was felt extending the sidewalk across the Dan Hoey frontage would encourage pedestrians and children to cross at the industrial park intersection instead of the designated crossing.

5. 2014 Road Improvements (Streets Committee)

Streets Committee is meeting tomorrow (12/16/2014) to discuss upcoming road projects. Specific projects will be defined at this meeting.



6. Broad Street Project Update

OHM provided a linear foot cost of fence installation from Riteway Fence for enclosures.

7. Sludge Project Update

OHM will provide a draft of the O/M Manual will be provided to Dan, Scott and Eric at the start of 2015.

Building permit is still not closed – a meeting with Dan and Don needs to be held to finalize items for closeout.

8. Utilities Committee Follow-up

City SCADA interface that allows for archive data to be located is currently down – UIS will be on site this week and should be able to assist in extracting the previous 5 years of water use data for engineering analysis.

City to provide OHM with 5 year SCADA information for water system use and operation.

9. Site Projects

o Future Development – Understanding of Water and Sewer Capacity

This general item was added to the meeting due to recent inquiries OHM has received related to available capacity within the City's water and sewer system.

OHM will perform a review of water usage to determine the extent of available capacity on the supply side. *An additional action item may include a follow up with MDEQ staff on status of drinking water and sanitary sewer capacity related to total remaining REUs.*

o Victoria Condo

Water proofing completed on certain walls of old unit. It is not believed that construction will occur in the near future for the other units.

o DexTech Improvements

Record drawings, easements and grading certificate are in. The only remaining item is maintenance and guarantee bond for the water main.

Michelle is working on final restoration and tree issues with the site project manager.

o 2555 Bishop Circle (MC3)

No Report



- Morningstar Child Care

No report.

- Others

10. Other (Old Business)

- Huron Street Outfall

The improvement has been completed. OHM will visit the site before the request is made to close out the stormwater permit.

Michelle is working with the property owner adjacent to the outfall on a separate issue related to a deck.

- Wellhead Protection Study

A matching grant from the State was received. It was discussed that work on this will begin mid-year.

REQUEST FOR PROPOSALS
ASSESSING SERVICES
CITY OF DEXTER

The City of Dexter is seeking proposals from qualified contractors, firms, and units of government to provide assessing services on a part-time contractual basis. Prior to a vote of the electors on November 4, 2014, Dexter was a village and a part of Scio Township and Webster Township. All assessing services to the then Village of Dexter were provided by full time assessors in Scio Township and Webster Township.

The City of Dexter is located in Washtenaw County, about 10 miles west of Ann Arbor. Dexter provides general municipal services to a population of 4,067 people (per the 2010 census) in an area of approximately 2 square miles. Dexter is made up of 60.25% residential, 16.63% commercial, 9.69% industrial (including IFT parcels), and 13.43% personal property (including IFT parcels). The City has 1759 parcels of real property (1494 residential, 120 commercial, 65 industrial, 80 exempt) and 309 parcels of personal property. The City has a 2014 SEV of \$ 236,958,400.

The City includes a Downtown Development Authority (DDA) tax capture district, as well as several PA 198 IFT properties.

Scope of Services:

The City is seeking to secure the services of an MCAO level three or higher Assessor to work on a part-time contractual basis. The following is a list of the minimum services to be provided:

- Proficient in BS&A/Equalizer software .
- Minimum of eight (8) business working hours in the Dexter City Office desirably spread over two (2) days per week to be accessible to residents.
- Respond to inquiries from the public, title companies, real estate agents, and other parties regarding assessing issues. Answer telephone calls and respond to walk-in requests with information. Explain assessing practices and procedures as necessary.
- Plan, supervise, and participate in the appraisal, re-appraisal, and assessment of all real and personal properties in the City in accordance with state law and the City Charter.
- Perform onsite inspections in order to annually re-appraise 20% of the real properties of each class (residential, commercial, industrial) in accordance with State of Michigan guidance, and to determine the value of any new construction.
- Maintain all of the City's assessment rolls, including ad valorem, specific tax rolls (IFTs, TIFs, etc.), and special assessments in order to ensure compliance with state law and the City Charter.
- Track captured values in the tax capture districts. Keep the property record field cards up-to-date.
- Print and send annual assessment notices.
- In consultation with the City's Community Development Manager, perform land division and combinations as necessary, complying with the State's Land Division Act and County procedures for land divisions.
- Analyze property sales of all property classes within the City to determine property values and appropriate assessment adjustments, including vacant land values.
- Update and appraise all new construction to determine true cash value and establish new

property assessments.

- Process all Personal Residence Exemptions (PREs), rescissions, and Property Transfer Affidavits and Transfer Deeds.
- Process all poverty exemption applications.
- File all necessary State and County reports pertaining to the Assessment Roll.
- Annually prepare a report regarding the status of the Assessing Department and the Assessment Roll(s) and present it to City Council. Attend City Council and/or committee meetings on an as-needed basis (about two City Council meetings per year).
- Complete Apex land and building footprint sketches for all real properties in the City.
- Update City personnel with pertinent information on all name and address changes made to the database(s).
- Keep records up to date with new street addresses, as assigned by the City.
- Maintain parcel and tax maps, including coordination with the County GIS system.
- Process Personal Property Statements, including conducting an annual inspection to ensure an up-to-date list of personal property.
- Act as the City's liaison in communicating with the public and other governmental agencies on assessing issues.
- Represent the City in defense of existing and future assessment appeals to the Board of Review, the Small Claims division of the Michigan Tax Tribunal, and the full Michigan Tax Tribunal.
- Coordinate with the City's attorney in the defense of these appeals.
- Prepare changes to the roll based on decisions of the Board of Review and/or Michigan Tax Tribunal.
- Coordinate with City staff to schedule the Board of Review meetings at City Hall and post the public notices.

Qualifications

The proposal shall include a statement of qualifications. The statement should include the name, address, and brief history of the firm. Contractors interested in applying must include a list of current clients and projects, and a minimum of three references. The City will consider those contractors that, in its sole judgment, demonstrate the skills and abilities to develop effective working relationships with the staff, officials, and public. The respondents should provide a copy of his/her assessor Certification document.

Project Cost and Contract

The fee for services must be described in the proposal. Please specify whether fees are billed at an hourly rate or flat charge. Billing procedures and payment terms should also be included. Please provide pricing for 1, 3, and 5 year terms.

Proposal Evaluation

Proposals will be evaluated on a qualifications basis. Factors to be considered include the qualifications and experience of the contractor, compatibility of the firm/individual to work with City staff and officials, familiarity with and understanding of the City of Dexter, and proposed fees. The City may elect to interview one or more candidates prior to recommending a final selection to the City Council.

Submittal Instructions

To be considered, proposals must be submitted in a sealed envelope, clearly marked: RFP-ASSESSING SERVICES and received by 2:00 p.m. on Monday, January 26, 2015 by mail or hand delivery to:

Courtney Nicholls
City Manager
8123 Main
Dexter, MI 48130

Reservations

The City reserves the right to accept any proposal, to reject any or all proposals, to waive defects in proposals submitted in response to this request, and to select the proposal deemed to be in the best interests of the City. Issuance of this proposal does not obligate the City to award a contract.

From: [Bill Sinkule](#)
To: [Courtney Nicholls](#)
Cc: [James Merte \(jmerte@ScioTownship.org\)](mailto:jmerte@ScioTownship.org)
Subject: RE: Assessing RFP
Date: Friday, December 05, 2014 1:43:38 PM

Courtney,

The breakdown of the Webster Twp parcels is as follows:

Residential: 224 parcels- 30,669,800 SEV
Commercial: 3 parcels – 476,200 SEV
Industrial: 4 parcels – 441,200 SEV
Personal: 13 parcels – 1,031,200 SEV
Exempt: 1 parcels

Hope this helps
Thank You
Bill

Bill Sinkule *MCAO PPE*
Assessor/Information Systems
Webster Township
5665 Webster Church Rd.
Dexter, MI 48130
734-426-5103

From: James Merte [mailto:jmerte@ScioTownship.org]
Sent: Thursday, December 04, 2014 2:21 PM
To: Courtney Nicholls; Bill Sinkule
Subject: RE: Assessing RFP

Courtney,

The breakdown of the Scio parcels is a follows (2014 after all adjustments):

Residential: 1,270 parcels – 112,088,200 SEV
Commercial: 117 parcels – 38,931,000 SEV
Industrial: 61 parcels – 22,517,500 SEV
Personal: 296 parcels – 30,803,300 SEV
Exempt: 79 parcels

Note: The “industrial” category includes IFT Real and the “Personal” category includes IFT Personal. You should change your RFP to include the qualifier “(including IFT parcels)” after both categories.

You will need to consolidate numbers with Webster to get the correct % breakdowns.

The RFP looks good for the most part. A couple of things I would refine or clarify:
At Scio Township the processing of Poverty Exemptions is handled by the Secretary of the Board of Review. Maybe you should reword that item?

You have an item “File all necessary State and County reports pertaining to the Assessment and Tax Rolls.” The Tax Roll reporting is typically done by the treasurer not the assessor.

Let me know if I provide any other assistance,

Jim

From: Courtney Nicholls [<mailto:cnicholls@dextermi.gov>]
Sent: Wednesday, December 03, 2014 3:51 PM
To: bsinkule@twp.webster.mi.us; James Merte
Subject: RE: Assessing RFP

Hi Jim & Bill,

When you are reviewing the RFP can you please point out anything on the list that you are not doing currently or anything that is not required by the State?

Thanks,

Courtney Nicholls
City of Dexter
City Manager

From: Courtney Nicholls [<mailto:cnicholls@dextermi.gov>]
Sent: Wednesday, December 03, 2014 11:05 AM
To: bsinkule@twp.webster.mi.us; 'James Merte'; 'Dick Steffens'
Subject: Assessing RFP

Good morning Jim, Bill & Dick,

Attached is our draft RFP for assessing services. If you could review it to make sure we aren't missing anything that we need to be asking for, I would appreciate it.

Jim/Bill – there are a couple of blanks that I need some assistance with relative to our breakdown of residential/commercial/industrial properties.

Thanks!

Courtney Nicholls
City of Dexter
City Manager

From: [James Merte](#)
To: [Courtney Nicholls](#); bsinkule@twp.webster.mi.us
Subject: RE: Assessing RFP
Date: Thursday, December 04, 2014 2:20:36 PM

Courtney,

The breakdown of the Scio parcels is as follows (2014 after all adjustments):

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Jim

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Courtney Nicholls
City of Dexter
City Manager

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Jim/Bill – there are a couple of blanks that I need some assistance with relative to our breakdown of residential/commercial/industrial properties.

Thanks!

Courtney Nicholls

City of Dexter

City Manager

**Mayor Report
Shawn Keough
December 22, 2014**

Hello Residents and Fellow Council Members,

My report this month is broken up into 3 sections. I have provided a few paragraphs to update you on the status of our ongoing transition to a City. A summary of Recent Meetings and Future Activities is also presented. Please let me know if you have any questions.

City Transition Update

City Council appointed its first Election Commission and the Commission held their first meeting on December 9th. Due to the fact that we have over 3,000 registered voters in our City (3,004 actually), the election commission needed to meet to establish two precinct boundaries. The precinct boundaries are strictly for voting and otherwise have very little meaning. We will be publishing the precinct maps in the next quarterly newsletter in late January/early February.

Our City staff has prepared a Request for Proposals (RFP) document for City Assessing Services. Assessing Services are a new responsibility for the City of Dexter that will begin in 2015 following the Township's role in the March 2015 Board of Review hearings. Assessing is not a service that requires a full time person for a community of our size. City Council and staff will be receiving proposals from firms, and possibly other government agencies in late January 2015. We are on target to have our Assessor or Assessing firm selected by early February so that they can participate (observe) in the March 2015 Board of Review process that will be conducted by the Townships. Beginning in April of 2015, the City of Dexter will take over the Assessing Duties.

City Council will also be appointing a 3 member Board of Review for the City of Dexter. Residents interested in applying to be on the City Board of Review should submit applications to the City offices. I will continue to try and describe these types of transition issues so that residents are aware of them. Please feel free to contact me with any questions.

Recent Meetings

December 10 and 12, 2014 – I was provided an opportunity to briefly meet the two candidates for the Assistant to the City Manager position. I met with each of them for 5 minutes on these two days.

December 11, 2014 – I met with Dr. Chris Timmis, the Superintendent of Dexter Schools. We discussed many topics related to the Dexter Community while getting a chance to get to know each other better. I shared with Dr. Timmis that the Road Commission was planning improvements to the Shield Road Bridge in 2017. We discussed the significance of the Baker Road/Dan Hoey/Shield intersection to both the City and the School District. Future conversations will likely discuss ways that the City and Schools can partner to help improve the traffic flow in this area. I suggested a joint traffic study between the Road Commission, City and the Schools. Dr. Timmis was supportive of the idea.

December 12, 2014 – Facility Committee meeting – our architect shared some very preliminary cost scenarios with the committee. They are going to continue working to develop the rest of the cost scenarios and we should have more information to share with Council in January 2015. The plan is to have a meeting at the Library on Saturday, February 28, 2015 to get public input.

Future Activities

December 18, 2014 – Dexter Downtown Development Authority meeting

December 18, 2014 – Dexter Area Fire Board meeting – I am planning to attend this meeting.

December 22, 2014 – City Council meeting

January 7, 2015 - I am planning to meet with Roy Townsend, the Managing Director of the Road Commission and Doug Fuller (County Road Commissioner) . I plan to discuss a variety of topics related to County owned roadways surrounding Dexter, including the Baker Road/Shield Road corridor, the Dexter Pinckney Road area near Island Lake Road and the idea of a pedestrian path/bike path between Dexter and Chelsea.

It was great to see so many people in town for Dexter after Dark on December 12th and then again for the Holiday Hustle and Holiday fun on December 13th. I want to wish all of our residents and business owners a very Merry Christmas and a Happy New Year. I look forward to seeing you around our town and hope everyone has a great holiday season!

Shawn Keough
Mayor of Dexter

skeough@DexterMI.gov

(313) 363-1434 (cell)

BANK CODE: POOL

Claimant	Amount Claimed	Amount Owed	Amount Rejected
1. AMERICAN PUBLIC WORKS ASSOC	204.00		
2. ARBOR CARE TREE SURGEONS	1,150.00		
3. ARBOR SPRINGS WATER CO.INC	34.75		
4. AT&T	204.88		
5. BARRY MOORE	188.90		
6. BOULLION SALES	119.95		
7. BS&A SOFTWARE	7,795.00		
8. CIESA DESIGN	198.00		
9. CINTAS CORPORATION	1,076.86		
10. CITY SERVICES, INC.	1,870.00		
11. COMCAST - DPW	161.40		
12. CORRIGAN OIL COMPANY	3,696.22		
13. COURTNEY NICHOLLS	177.01		
14. DEPT. OF ENVIRN. QUALITY	1,950.00		
15. DETROIT PUMP & MANUFACTURING	2,605.70		
16. DONALD RESTAURI	89.60		
17. DYKEMA GOSSETT PLLC	84.68		
18. ETNA SUPPLY CO	2,000.00		
19. GRAINGER	437.06		
20. H.J. UмбаUGH & ASSOCIATES	450.00		
21. JOHN'S SANITATION	210.00		
22. JOHNSON SIGN COMPANY, INC.	225.00		
23. KENCO, INC.	17.10		
24. KEVIN ERNST	90.00		
25. LOWE'S BUSINESS ACCOUNT	182.19		
26. MARIE A. SHERRY	170.80		
27. MCNAUGHTON-MCKAY	274.51		
28. MICHIGAN ASSESSORS ASSOCIATION	75.00		
29. MICHIGAN MUNICIPAL TREASURERS	50.00		
30. MICHIGAN POWER RODDING	255.00		
31. NORTH CENTRAL LABORATORIES	718.10		
32. OLGA AUSTIN	390.00		
33. ORCHARD, HILTZ & MCCLIMENT INC	1,796.00		
34. PARAGON LABORATORIES INC	55.00		
35. PNC	168.43		
36. PRINTING SYSTEMS	268.18		
37. PRINT-TECH, INC.	447.06		
38. SCIO TOWNSHIP TREASURER	3,482.02		
39. SCOTT E. MUNZEL, PC	4,010.25		
40. SMALL BUSINESS ASSOC OF MICH	21,039.52		
41. STAPLES BUSINESS ADVANTAGE	330.90		
42. STATE OF MICHIGAN-MDOT	72,973.17		
43. THE SUN TIMES	148.84		
44. THERMO FISHER SCIENTIFIC	140.30		
45. UNUM LIFE INSURANCE	439.75		
46. UTILITIES INSTRUMENTATION SERV	3,591.00		
47. VARNUM, RIDDERING, SCHMIDT	219.45		
48. WADE TRIM ASSOCIATES, INC.	211.20		
49. WASHTENAW COUNTY TREASURER	73,538.80		
50. WASTE MANAGEMENT OF MICHIGAN	39,968.39		

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INVOICE APPROVAL BY VENDOR REPORT FOR CITY OF DEXTER
EXP CHECK RUN DATES 12/04/2014 - 12/17/2014
JOURNALIZED OPEN AND PAID
BANK CODE: POOL

Claimant	Amount Claimed	Amount Owed	Amount Rejected
TOTAL ALL CLAIMS		249,979.97	

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund 101 GENERAL FUND							
Dept 000 ASSETS, LIABILITIES & REVENUE							
101-000-628.000	SOLID WASTE COLLECTION	FEBBARRY MOORE	WATER CREDIT REFUND	12/16/14	12/22/14	94.94	
						<u>94.94</u>	
Total For Dept 000 ASSETS, LIABILITIES & REVENUE						94.94	
Dept 101 VILLAGE COUNCIL							
101-101-901.000	PRINTING & PUBLISHING	PRINT-TECH, INC.	CITY POSTCARDS	224203	12/22/14	447.06	
101-101-956.000	COUNCIL DISCRETIONARY EXP	PNC	MISC	12/16/14	12/22/14	51.67	
						<u>498.73</u>	
Total For Dept 101 VILLAGE COUNCIL						498.73	
Dept 172 VILLAGE MANAGER							
101-172-721.000	HEALTH & DENTAL INSURANCE	SMALL BUSINESS ASSOC O	COVERAGE JANUARY 2015	12/17/14	12/22/14	4,752.02	
101-172-721.000	HEALTH & DENTAL INSURANCE	UNUM LIFE INSURANCE	COVERAGE JANUARY 2015	12/17/14	12/22/14	81.66	
101-172-861.000	TRAVEL & MILEAGE	COURTNEY NICHOLLS	MILEAGE	12/16/14	12/22/14	177.01	
101-172-901.000	PRINTING & PUBLISHING	MICHIGAN ASSESSORS ASS	ASSESSOR ASSOCIATION	12/16/14	12/22/14	75.00	
101-172-955.000	MISCELLANEOUS	PNC	MISC	12/16/14	12/22/14	49.82	
101-172-955.000	MISCELLANEOUS	WADE TRIM ASSOCIATES,	FREEDOM OF INFORMATION REQUEST	12-16-14	12/22/14	211.20	
						<u>5,346.71</u>	
Total For Dept 172 VILLAGE MANAGER						5,346.71	
Dept 201 FINANCE DEPARTMENT							
101-201-802.000	PROFESSIONAL SERVICES	H.J. UмбаUGH & ASSOCIA	ANNUAL CONTINUING DISCLOSURE REPORT	138405	12/22/14	450.00	
						<u>450.00</u>	
Total For Dept 201 FINANCE DEPARTMENT						450.00	
Dept 210 ATTORNEY							
101-210-810.000	ATTORNEY FEES	DYKEMA GOSSETT PLLC	BLACKHAWK/HAFNER RENTAL PURCHASE	1607865	12/22/14	84.68	
101-210-810.000	ATTORNEY FEES	SCOTT E. MUNZEL, PC	LEGAL SERVICES	1440	12/22/14	2,730.75	
101-210-810.000	ATTORNEY FEES	SCOTT E. MUNZEL, PC	LEGAL SERVICE	1336	12/22/14	1,279.50	
						<u>4,094.93</u>	
Total For Dept 210 ATTORNEY						4,094.93	
Dept 215 VILLAGE CLERK							
101-215-901.000	PRINTING & PUBLISHING	THE SUN TIMES	PUBLIC NOTICE	43392/43558	12/22/14	148.84	
						<u>148.84</u>	
Total For Dept 215 VILLAGE CLERK						148.84	
Dept 253 TREASURER							
101-253-721.000	HEALTH & DENTAL INSURANCE	MARIE A. SHERRY	PATIENT : DENNIS SHERRY	12/17/14	12/22/14	170.80	
101-253-721.000	HEALTH & DENTAL INSURANCE	SMALL BUSINESS ASSOC O	COVERAGE JANUARY 2015	12/17/14	12/22/14	1,369.37	
101-253-722.000	LIFE & DISABILITY INSURAN	UNUM LIFE INSURANCE	COVERAGE JANUARY 2015	12/17/14	12/22/14	32.50	
101-253-958.000	MEMBERSHIPS & DUES	MICHIGAN MUNICIPAL TRE	2015 DUES	12/17/14	12/22/14	50.00	
						<u>1,622.67</u>	
Total For Dept 253 TREASURER						1,622.67	
Dept 257 ASSESSING DEPARTMENT							
101-257-977.000	EQUIPMENT	BS&A SOFTWARE	ASSESSING NET. PROGRAM	099263	12/22/14	7,795.00	
						<u>7,795.00</u>	
Total For Dept 257 ASSESSING DEPARTMENT						7,795.00	
Dept 265 BUILDINGS & GROUNDS							
101-265-727.000		ARBOR SPRINGS WATER CO	OFFICE	1524261	12/22/14	34.75	
101-265-727.000	OFFICE SUPPLIES	PRINTING SYSTEMS	AP CHECKS	88154	12/22/14	268.18	
101-265-727.000	OFFICE SUPPLIES	STAPLES BUSINESS ADVAN	SUPPLIES	12-16-14	12/22/14	206.70	
101-265-728.000	POSTAGE	PNC	MISC	12/16/14	12/22/14	36.94	
101-265-803.000	CONTRACTED SERVICES	CIESA DESIGN	WEBSITE	11895	12/22/14	198.00	
101-265-843.000	PROPERTY TAXES	SCIO TOWNSHIP TREASURE	DAN HOEY RD	152254	12/22/14	101.61	
101-265-843.000	PROPERTY TAXES	SCIO TOWNSHIP TREASURE	8050 MAIN	14954	12/22/14	1,140.04	
101-265-920.001		AT&T	424 1790	12/16/14	12/22/14	150.88	
101-265-935.000		CINTAS CORPORATION	SUPPLIES	12/16/14	12/22/14	139.79	
101-265-935.000		CINTAS CORPORATION	OFFICE	12/16/14A	12/22/14	123.56	
101-265-962.000	COMMUNITY GARDEN	KEVIN ERNST	COMMUNITY GARDEN	12/05/14	12/05/14	90.00	

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund 101 GENERAL FUND							
Dept 265 BUILDINGS & GROUNDS							
101-265-962.000	COMMUNITY GARDEN	OLGA AUSTIN	COMMUNITY GARDEN	12/05/14	12/05/14	390.00	41892
						<u>2,880.45</u>	
Total For Dept 265 BUILDINGS & GROUNDS							
Dept 285 VILLAGE TREE PROGRAM							
101-285-803.000	CONTRACTED SERVICES	ARBOR CARE TREE SURGEO	3327 CENTRAL	12/16/14	12/22/14	1,150.00	
						<u>1,150.00</u>	
Total For Dept 285 VILLAGE TREE PROGRAM							
Dept 301 LAW ENFORCEMENT							
101-301-807.000		WASHTENAW COUNTY TREAS	NOV 2014	25259	12/22/14	38,405.25	
101-301-807.000		WASHTENAW COUNTY TREAS	DEC 2014	25397	12/22/14	35,133.55	
						<u>73,538.80</u>	
Total For Dept 301 LAW ENFORCEMENT							
Dept 400 PLANNING DEPARTMENT							
101-400-721.000	HEALTH & DENTAL INSURANCE	SMALL BUSINESS ASSOC O	COVERAGE JANUARY 2015	12/17/14	12/22/14	1,360.81	
101-400-722.000	LIFE & DISABILITY INSURANCE	UNUM LIFE INSURANCE	COVERAGE JANUARY 2015	12/17/14	12/22/14	27.16	
101-400-727.000	OFFICE SUPPLIES	STAPLES BUSINESS ADVAN	SUPPLIES	12-16-14	12/22/14	124.20	
101-400-955.000	MISCELLANEOUS	PNC	MISC	12/16/14	12/22/14	30.00	
						<u>1,542.17</u>	
Total For Dept 400 PLANNING DEPARTMENT							
Dept 441 DEPARTMENT OF PUBLIC WORKS							
101-441-721.000	HEALTH & DENTAL INSURANCE	SMALL BUSINESS ASSOC O	COVERAGE JANUARY 2015	12/17/14	12/22/14	2,128.70	
101-441-722.000	LIFE & DISABILITY INSURANCE	UNUM LIFE INSURANCE	COVERAGE JANUARY 2015	12/17/14	12/22/14	33.65	
101-441-745.000		CINTAS CORPORATION	SUPPLIES	12/16/14	12/22/14	471.54	
101-441-751.000		CORRIGAN OIL COMPANY	DPW	5992131	12/22/14	673.93	
101-441-751.000		CORRIGAN OIL COMPANY	DPW	6000796	12/22/14	283.97	
101-441-751.000		CORRIGAN OIL COMPANY	DPW	5998192	12/22/14	545.19	
101-441-920.000		COMCAST - DPW	DPW	12/17/14	12/22/14	161.40	
101-441-935.000	BUILDING MAINTENANCE & REPAIR	MCNAUGHTON-MCKAY	DPW	13598384-00	12/22/14	144.51	
101-441-958.000	MEMBERSHIPS & DUES	AMERICAN PUBLIC WORKS		693968	12/22/14	204.00	
						<u>4,646.89</u>	
Total For Dept 441 DEPARTMENT OF PUBLIC WORKS							
Dept 751 PARKS & RECREATION							
101-751-721.000	HEALTH & DENTAL INSURANCE	SMALL BUSINESS ASSOC O	COVERAGE JANUARY 2015	12/17/14	12/22/14	343.34	
101-751-722.000	LIFE & DISABILITY INSURANCE	UNUM LIFE INSURANCE	COVERAGE JANUARY 2015	12/17/14	12/22/14	5.43	
101-751-944.000	PORTABLE TOILET RENTAL	JOHN'S SANITATION	PARKS	A-40322	12/22/14	210.00	
						<u>558.77</u>	
Total For Dept 751 PARKS & RECREATION							
Dept 851 INSURANCE & BONDS							
101-851-721.001	RETIREE HEALTH INSURANCE	SMALL BUSINESS ASSOC O	COVERAGE JANUARY 2015	12/17/14	12/22/14	722.94	
						<u>722.94</u>	
Total For Dept 851 INSURANCE & BONDS							
						<u>105,091.84</u>	
Total For Fund 101 GENERAL FUND							
Fund 202 MAJOR STREETS FUND							
Dept 451 CONTRACTED ROAD CONSTRUCTION							
202-451-974.009	CENTRAL STREET PROJECT	STATE OF MICHIGAN-MDOT	CENTRAL STREET	371784	12/22/14	72,973.17	
						<u>72,973.17</u>	
Total For Dept 451 CONTRACTED ROAD CONSTRUCTION							
Dept 463 ROUTINE MAINTENANCE							
202-463-721.000	HEALTH & DENTAL INSURANCE	SMALL BUSINESS ASSOC O	COVERAGE JANUARY 2015	12/17/14	12/22/14	1,785.36	
202-463-722.000	LIFE & DISABILITY INSURANCE	UNUM LIFE INSURANCE	COVERAGE JANUARY 2015	12/17/14	12/22/14	28.23	
						<u>1,813.59</u>	
Total For Dept 463 ROUTINE MAINTENANCE							

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund 202 MAJOR STREETS FUND							
Dept 474 TRAFFIC SERVICES							
202-474-721.000	HEALTH & DENTAL INSURANCE	SMALL BUSINESS ASSOC	O COVERAGE JANUARY 2015	12/17/14	12/22/14	549.34	
202-474-722.000	LIFE & DISABILITY INSURANCE	UNUM LIFE INSURANCE	COVERAGE JANUARY 2015	12/17/14	12/22/14	8.68	
202-474-740.000	OPERATING SUPPLIES	GRAINGER	DPW	9441872398	12/22/14	84.96	
Total For Dept 474 TRAFFIC SERVICES						642.98	
Dept 478 WINTER MAINTENANCE							
202-478-721.000	HEALTH & DENTAL INSURANCE	SMALL BUSINESS ASSOC	O COVERAGE JANUARY 2015	12/17/14	12/22/14	1,098.68	
202-478-722.000	LIFE & DISABILITY INSURANCE	UNUM LIFE INSURANCE	COVERAGE JANUARY 2015	12/17/14	12/22/14	17.37	
Total For Dept 478 WINTER MAINTENANCE						1,116.05	
Total For Fund 202 MAJOR STREETS FUND						76,545.79	
Fund 203 LOCAL STREETS FUND							
Dept 463 ROUTINE MAINTENANCE							
203-463-721.000	HEALTH & DENTAL INSURANCE	SMALL BUSINESS ASSOC	O COVERAGE JANUARY 2015	12/17/14	12/22/14	549.32	
203-463-722.000	LIFE & DISABILITY INSURANCE	UNUM LIFE INSURANCE	COVERAGE JANUARY 2015	12/17/14	12/22/14	8.68	
Total For Dept 463 ROUTINE MAINTENANCE						558.00	
Dept 474 TRAFFIC SERVICES							
203-474-721.000	HEALTH & DENTAL INSURANCE	SMALL BUSINESS ASSOC	O COVERAGE JANUARY 2015	12/17/14	12/22/14	137.34	
203-474-722.000	LIFE & DISABILITY INSURANCE	UNUM LIFE INSURANCE	COVERAGE JANUARY 2015	12/17/14	12/22/14	2.17	
Total For Dept 474 TRAFFIC SERVICES						139.51	
Dept 478 WINTER MAINTENANCE							
203-478-721.000	HEALTH & DENTAL INSURANCE	SMALL BUSINESS ASSOC	O COVERAGE JANUARY 2015	12/17/14	12/22/14	274.67	
203-478-722.000	LIFE & DISABILITY INSURANCE	UNUM LIFE INSURANCE	COVERAGE JANUARY 2015	12/17/14	12/22/14	4.34	
Total For Dept 478 WINTER MAINTENANCE						279.01	
Total For Fund 203 LOCAL STREETS FUND						976.52	
Fund 204 MUNICIPAL STREETS							
Dept 248 ADMINISTRATION							
204-248-721.001	RETIREE HEALTH INSURANCE	SMALL BUSINESS ASSOC	O COVERAGE JANUARY 2015	12/17/14	12/22/14	905.77	
Total For Dept 248 ADMINISTRATION						905.77	
Total For Fund 204 MUNICIPAL STREETS						905.77	
Fund 226 SOLID WASTE COLLECTION FUND							
Dept 528 SOLID WASTE							
226-528-805.000	CONTRACTED SOLID WASTE SEFWASTE MANAGEMENT OF MI NOV 2014			8369178	12/22/14	39,404.90	
226-528-805.001	CONTRACTED SOLID WASTE - (WASTE MANAGEMENT OF MI NOV 2014			8369178	12/22/14	563.49	
Total For Dept 528 SOLID WASTE						39,968.39	
Total For Fund 226 SOLID WASTE COLLECTION FUND						39,968.39	
Fund 402 EQUIPMENT REPLACEMENT FUND							
Dept 441 DEPARTMENT OF PUBLIC WORKS							
402-441-939.000	VEHICLE MAINTENANCE & REPAIR		BOULLION SALES	DPW	261356	12/22/14	119.95
Total For Dept 441 DEPARTMENT OF PUBLIC WORKS						119.95	
Total For Fund 402 EQUIPMENT REPLACEMENT FUND						119.95	
Fund 590 SEWER ENTERPRISE FUND							
Dept 000 ASSETS, LIABILITIES & REVENUE							
590-000-633.002	UTILITY BILLS - SEWER	BARRY MOORE	WATER CREDIT REFUND	12/16/14	12/22/14	66.18	

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund 590 SEWER ENTERPRISE FUND							
Dept 000 ASSETS, LIABILITIES & REVENUE							
Total For Dept 000 ASSETS, LIABILITIES & REVENUE						66.18	
Dept 248 ADMINISTRATION							
590-248-811.000	ATTORNEY FEES - MISCELLAN	VARNUM, RIDDERING, SCH	WWTP	937222	12/22/14	219.45	
590-248-843.000	PROPERTY TAXES	SCIO TOWNSHIP TREASURE	8258 HURON	14576	12/22/14	2,240.37	
Total For Dept 248 ADMINISTRATION						2,459.82	
Dept 548 SEWER UTILITIES DEPARTMENT							
590-548-721.000	HEALTH & DENTAL INSURANCE	DONALD RESTAURI	PATIENT: ERIC HARTMAN	12/17/14	12/22/14	44.80	
590-548-721.000	HEALTH & DENTAL INSURANCE	SMALL BUSINESS ASSOC O	COVERAGE JANUARY 2015	12/17/14	12/22/14	2,022.27	
590-548-721.001	RETIREE HEALTH INSURANCE	SMALL BUSINESS ASSOC O	COVERAGE JANUARY 2015	12/17/14	12/22/14	1,263.23	
590-548-722.000	LIFE & DISABILITY INSURANC	UNUM LIFE INSURANCE	COVERAGE JANUARY 2015	12/17/14	12/22/14	113.92	
590-548-743.000	CHEMICAL SUPPLIES - LAB	KENCO, INC.	WWTP	12/16/14	12/22/14	17.10	
590-548-743.000		NORTH CENTRAL LABORATO	WWTP	347776	12/22/14	718.10	
590-548-745.000		CINTAS CORPORATION	SUPPLIES	12/16/14	12/22/14	139.79	
590-548-751.000		CORRIGAN OIL COMPANY	WWTP	5995244	12/22/14	361.44	
590-548-751.000		CORRIGAN OIL COMPANY	WWTP	6000797	12/22/14	427.89	
590-548-802.000	PROFESSIONAL SERVICES	MICHIGAN POWER RODDING	WWTP	M84411	12/22/14	255.00	
590-548-802.000	PROFESSIONAL SERVICES	UTILITIES INSTRUMENTAT	WWTP	530344341	12/22/14	3,591.00	
590-548-920.001		AT&T	U-VERSE	12/17/14	12/22/14	27.00	
590-548-935.000	BUILDING MAINTENANCE & REI	LOWE'S BUSINESS ACCOUN	WWTP	12/16/14	12/22/14	51.56	
590-548-935.000	BUILDING MAINTENANCE & REI	MCNAUGHTON-MCKAY	WWTP	13633624-00	12/22/14	130.00	
590-548-937.000	EQUIPMENT MAINTENANCE & RE	GRAINGER	WWTP	9605097543	12/22/14	260.50	
590-548-937.000	EQUIPMENT MAINTENANCE & RE	LOWE'S BUSINESS ACCOUN	WWTP	12/16/14	12/22/14	92.67	
590-548-938.000	LAB EQUIPMENT MAINTENANCE	THERMO FISHER SCIENTIF	WWTP	SLS24538525	12/22/14	140.30	
590-548-957.004	STATE LICENSE/PERMIT FEES	DEPT. OF ENVIRN. QUALI	WWTP	897176	12/22/14	1,950.00	
590-548-977.000	EQUIPMENT	DETROIT PUMP & MANUFAC	WWTP	1031518	12/22/14	2,605.70	
Total For Dept 548 SEWER UTILITIES DEPARTMENT						14,212.27	
Total For Fund 590 SEWER ENTERPRISE FUND						16,738.27	
Fund 591 WATER ENTERPRISE FUND							
Dept 000 ASSETS, LIABILITIES & REVENUE							
591-000-633.003	UTILITY BILLS - WATER	BARRY MOORE	WATER CREDIT REFUND	12/16/14	12/22/14	27.78	
Total For Dept 000 ASSETS, LIABILITIES & REVENUE						27.78	
Dept 556 WATER UTILITIES DEPARTMENT							
591-556-721.000	HEALTH & DENTAL INSURANCE	DONALD RESTAURI	PATIENT: ERIC HARTMAN	12/17/14	12/22/14	44.80	
591-556-721.000	HEALTH & DENTAL INSURANCE	SMALL BUSINESS ASSOC O	COVERAGE JANUARY 2015	12/17/14	12/22/14	1,212.88	
591-556-721.001	RETIREE HEALTH INSURANCE	SMALL BUSINESS ASSOC O	COVERAGE JANUARY 2015	12/17/14	12/22/14	563.48	
591-556-722.000	LIFE & DISABILITY INSURANC	UNUM LIFE INSURANCE	COVERAGE JANUARY 2015	12/17/14	12/22/14	75.96	
591-556-740.000	OPERATING SUPPLIES	GRAINGER	WWTP	9599537496	12/22/14	91.60	
591-556-740.000	OPERATING SUPPLIES	LOWE'S BUSINESS ACCOUN	WWTP	12/16/14	12/22/14	37.96	
591-556-745.000		CINTAS CORPORATION	SUPPLIES	12/16/14	12/22/14	202.18	
591-556-751.000		CORRIGAN OIL COMPANY	WWTP	5992132	12/22/14	763.19	
591-556-751.000		CORRIGAN OIL COMPANY	WWTP	5998193	12/22/14	640.61	
591-556-824.000	TESTING & ANALYSIS	PARAGON LABORATORIES I	WWTP	197579	12/22/14	55.00	
591-556-920.001		AT&T	U-VERSE	12/17/14	12/22/14	27.00	
591-556-977.000	EQUIPMENT	CITY SERVICES, INC.	WWTP	101276126.001	12/22/14	1,870.00	
591-556-977.000	EQUIPMENT	ETNA SUPPLY CO	WWTP	101182582.001	12/22/14	2,000.00	
Total For Dept 556 WATER UTILITIES DEPARTMENT						7,584.66	
Total For Fund 591 WATER ENTERPRISE FUND						7,612.44	

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund 701 TRUST & AGENCY FUND							
Dept 000 ASSETS, LIABILITIES & REVENUE							
701-000-254.000-DEXTEC SPR - DEXTECH EXPANSION	ORCHARD, HILTZ & MCCLI SERVICES THRU 10/26/14			12/16/14	12/22/14	921.00	
701-000-254.000-MORNIN SPR - MORNINGSTAR	ORCHARD, HILTZ & MCCLI SERVICES THRU 10/26/14			12/16/14	12/22/14	620.00	
701-000-254.100-MC3-00 CONSTRUCTION ESCROW	ORCHARD, HILTZ & MCCLI SERVICES THRU 10/26/14			12/16/14	12/22/14	255.00	
701-000-255.001 DEPOSITS FOR PAYMENT TO OJ	JOHNSON SIGN COMPANY, DANCER'S EDGE SIGN			1371	12/22/14	225.00	
Total For Dept 000 ASSETS, LIABILITIES & REVENUE						2,021.00	
Total For Fund 701 TRUST & AGENCY FUND						2,021.00	

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund Totals:							
			Fund 101 GENERAL FUND			105,091.84	
			Fund 202 MAJOR STREETS FUND			76,545.79	
			Fund 203 LOCAL STREETS FUND			976.52	
			Fund 204 MUNICIPAL STREETS			905.77	
			Fund 226 SOLID WASTE COLLECTION FUND			39,968.39	
			Fund 402 EQUIPMENT REPLACEMENT FUND			119.95	
			Fund 590 SEWER ENTERPRISE FUND			16,738.27	
			Fund 591 WATER ENTERPRISE FUND			7,612.44	
			Fund 701 TRUST & AGENCY FUND			2,021.00	
Total For All Funds:						<u>249,979.97</u>	

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CITY OF DEXTER

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MEMO

To: Council Members
From: Mayor Keough and Courtney Nicholls, City Manager
Date: December 16, 2014
Re: Organizational Matters and Council Rules

Presented for Council's consideration is the Resolution for Organizational Matters (Item L-1) and Council Rules (Item L-2). The Organizational Matters Resolution has been updated based on the discussion at the December 8, 2014 Council Work Session. Council Rules were also presented at the December 8, 2014 work session and have only been updated to reflect our change from a Village to a City.

2014/2015
**RESOLUTION FOR THE PURPOSE OF ESTABLISHING ORGANIZATIONAL
MATTERS FOR THE CITY OF DEXTER**

At a regular meeting of the City Council of the City of Dexter, Michigan called to order by Mayor Shawn Keough on December 22, 2014 at 7:30 p.m., the following resolution was offered:

Moved by: Supported by:

WHEREAS, the City intends to generally utilize various firms and individuals for particular matters to coincide with the regular City election every November of odd years, and

WHEREAS, the following firms and individual appointments can be changed as deemed necessary by Council by a simple majority vote of Council at any point during this time period.

NOW, THEREFORE, BE IT RESOLVED, that the City Council does confirm using the following firms and individuals as needed in their respective responsibilities:

1. Bank Signatories: Mayor Shawn Keough, Treasurer Marie Sherry, Mayor Pro Tem Ray Tell, and City Manager Courtney Nicholls
2. Mayor Pro Tem: Ray Tell
3. Attorney for enforcement of Traffic Laws: Tom Stringer
4. Attorney for Bonding Matters: Miller Canfield
5. Attorney for General Legal Matters: Dykema and Scott Munzel
6. Attorney for Contested NPDES Permit: Varnum, Riddering, Schmidt & Howlett
7. Consultants for Planning and Zoning Matters: Carlisle/Wortman Associates, Inc.
8. Financial Consultant: Tom Traciak, Umbaugh & Associates
9. General Consultant for Engineering Matters: Orchard, Hiltz and McCliment
10. Specialized Water & Sewer Engineering & Consulting: Williams & Works; Flies & Vandenbrink
11. Auditor: PSLZ, LLC
12. Freedom of Information Officer: City Manager
13. Street Administrator: Kurt Augustine
14. As Council representatives to the following organizations:
 - Arts, Culture & Heritage Committee Donna Fisher
 - Chamber of Commerce/Dexter Daze Donna Fisher
 - Dexter Area Fire Department Board Jim Carson, Shawn Keough

- Election Commission City Clerk, Donna Fisher, Michael Raatz
- Parks & Recreation Commission Ex-officio Julie Knight
- Planning Commission, Ex-officio James Smith
- Zoning Board of Appeals Ray Tell
- CAPT/DART Jim Carson
- Gateways (Big 400) Initiative Carol Jones, Paul Cousins
- Healthy Communities Committee Julie Knight
- 5-H Becky Murillo
- Huron River Watershed Council/Stormwater Paul Cousins
- Library Board Pat Cousins
- SEMCOG Shawn Keough
- WATS (Technical and Policy) Jim Carson (Policy), OHM (Technical)
- Washtenaw Area Value Express (WAVE) Jim Carson
- Economic Preparedness Jim Carson, Donna Fisher, Shawn Keough
- Facilities Committee Shawn Keough, Fred Schmid (DDA rep), Julie Knight, James Smith and Paul Cousins (Citizen Rep)
- Farmer’s Market/Community Garden Committee Julie Knight
- Finance Committee Shawn Keough, Joe Semifero
- Street/Road Committee Joe Semifero, Jim Carson
- Utilities Committee Joe Semifero, Ray Tell, Shawn Keough
- Website Committee James Smith, Donna Fisher, Shawn Keough

BE IT FURTHER RESOLVED, that the City of Dexter is committed to fostering an environment that encourages the purchase of local goods and the use of local business, and

BE IT FURTHER RESOLVED, that the regular meeting of the City Council shall be held the 2nd and 4th Monday of each month at 7:30 p.m. at the Dexter Senior Center – 7720 Dexter Ann Arbor Road.

That, all representatives shall report to Council as scheduled, review significant issues and proposals with Council for input and discussion, as needed, and forward copies of meeting agendas and minutes to City Council in a timely fashion,

That the Regular Meeting of the City Planning Commission shall be held the 1st Monday of each Month at 7:30 p.m. at the Dexter Senior Center – 7720 Dexter Ann Arbor Road.

That the Regular Meeting of the City Parks & Recreation Commission shall be held the 3rd Tuesday of each month at 7:00 p.m. at the City Offices 8123 Main Street.

That the Regular Meeting of the Zoning Board of Appeals shall be held the 3rd Monday of each month at 7:00 p.m. at the Dexter Senior Center – 7720 Main Street. Meetings of the Z.B.A. will only be held when requests are pending.

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED THIS ___ DAY OF _____ 20__.

Carol Jones, Interim City Clerk

Adopted: April 1986
Amended: August 24, 1987
Amended: September 14, 1987
Amended: March 26, 1991
Amended: September 23, 1991

Amended: April 13, 1992
Amended: June 8, 1992
Amended: September 28, 1992
Amended: May 12, 2003
Amended: October 27, 2003

Amended: April 12, 2004
Amended: May 9, 2005
Amended: January 28, 2008
Amended: December 22, 2008
Amended: January 14, 2013

RULE 1: MEETING OF THE COUNCIL

All meetings, regular and special, of the Council shall be held in Dexter Senior Center, 7720 Dexter Ann Arbor Road. However, any meeting of the Council can be adjourned to another location in order to accommodate the public.

The Council shall hold its regular meetings on the second and fourth Mondays of each month at 7:30 p.m.

Whenever a regular meeting falls on a legal holiday or Election Day it shall be held on the following day (Tuesday) at 7:30 P.M., or as determined by Council with adequate public notice.

RULE 2: REGULAR MEETING AGENDA

2.1 Preparation of agenda and materials

The Mayor and City Manager and/or other responsible administrative officers or employees at the City office, shall prepare the agenda of business for regularly scheduled council meetings. Any other member or representative of committees, boards or commissions desiring to place a matter on the agenda shall notify the Mayor and City Manager and/or other responsible administrative officers or employees at the City office of such items by 5 p.m. on the Monday preceding the next meeting. Items that are not received by the stated deadline shall not be considered by the Council except upon the unanimous consent of the members present.

2.2 Distribution of agenda and materials

Upon completion of the agenda the City Manager and/or other responsible administrative officer or employee at the City office, shall distribute the agenda and support materials on Wednesday prior to the next meeting. The City Manager and/or other responsible administrative officer or employee or designee at the City office may distribute such material by mail, email or personal delivery.

2.3 Order of Business

The City Manager in accordance with the following shall prepare an agenda for each Council Meeting:

A CALL TO ORDER / PLEDGE OF ALLEGIANCE

B ROLL CALL OF MAYOR AND COUNCIL MEMBERS

C APPROVAL OF THE MINUTES

D PRE-ARRANGED PARTICIPATION

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

E APPROVAL OF AGENDA

F PUBLIC HEARINGS/SHOW CAUSE HEARINGS

Action on each public hearing or show cause hearing will be taken immediately following the Hearing.

G NON-ARRANGED PARTICIPATION

Non-arranged participation will include those not listed on the printed agenda that wish to speak. A time limit of 5 minutes will apply, unless speaking for a bona fide group, in

which case ten minutes shall be allowed. A notation will appear on the agenda. The Mayor, at his discretion, may call on members of the audience to speak at any time, or respond to their concerns. Any questions posed at this time will be responded to by the City Manager or his/her designee within 48 hours.

H COMMUNICATIONS SPOKEN or WRITTEN

I REPORTS “As Scheduled”

1. CITY STAFF AND DEPARTMENTS - Written & Oral Reports
 - a. Exofficio representatives of Planning and Parks & Recreation Commission - monthly
 - b. Community Development Manager – Minimum Quarterly, or as circumstances require
 - c. Sheriff Department – Minimum Quarterly, or as circumstances require
 - d. Finance Officer/Treasurer – Minimum Quarterly, or as circumstances require
 - e. Public Services Superintendent –Minimum Quarterly, or as circumstances require

2. BOARDS AND COMMISSIONS – Written & Oral Reports
Minimum once per year, on a pre-arranged schedule.
 - a. Arts, Culture & Heritage Committee
 - b. Chamber of Commerce
 - c. Dexter Area Fire Board (DAFD)
 - d. Downtown Development Authority (DDA)
 - e. Farmers Market / Community Garden Oversight Committee
 - f. Gateways Initiative
 - g. Gordon Hall Management Team
 - h. Healthy Communities Committee/5-H
 - i. Huron River Watershed Council (HRWC)
 - j. Library Board
 - k. Parks & Recreation Commission
 - l. Planning Commission
 - m. Tree Board
 - n. WATS
 - o. WAVE

3. SUB COMMITTEES – Monthly report from active committees, oral or written.

4. CITY MANAGER/ASSISTANT TO THE CITY MANAGER REPORT

5. MAYOR WRITTEN REPORT

J CONSENT AGENDA

Bills & Payroll will be a standing item under consent agenda. Discussion of Budget and Financial Matters will be covered as a standing item on the Mayor Report, as needed under the City Manager’s report or during a quarterly Financial Report by the Treasurer. Items under Consent Agenda are considered routine by the City Council and will be enacted in one motion. There will no separate discussion of these items, unless a Council Member so requests, in which event, the items will be removed from Consent Agenda and added to the regular agenda at the end of Old or New Business

K OLD BUSINESS

This portion of the agenda is for action items previously tabled or postponed from a prior meeting.

L NEW BUSINESS

This portion of the agenda is for consideration of action items as well as discussion of items not previously tabled or postponed by Council.

M COUNCIL COMMENTS

This portion of the agenda is intended to provide elected officials an opportunity to share comments that benefit the Board as well as the community. These will not be actionable items, except that issues may be referred to committee or placed on an upcoming agenda.

N NON-ARRANGED PARTICIPATION

Non-arranged participation will include those not listed on the printed agenda that wish to speak. A time limit of 5 minutes will apply, unless speaking for a bona fide group, in which case ten minutes shall be allowed. A notation will appear on the agenda. The Mayor, at his discretion, may call on members of the audience to speak at any time, or respond to their concerns. Any questions posed at this time will be responded to by the City Manager or his/her designee within 48 hours.

O ADJOURNMENT

RULE 3: RECORD OF MEETINGS:

3.1 Recording responsibility

The Clerk shall be responsible for maintaining the official record and minutes of each meeting of the Council. The minutes shall include all the action of the Council with respect to motions. The record shall include the names of the mover and seconded and the vote of the Council. The record shall also state whether the vote was by voice or by roll call, and when by roll call, the record shall show the “yes”, “no” and abstention for each member. The Clerk shall be responsible for maintaining a written record of the summary of comments made by members of the public. The Clerk shall maintain copies of minutes, resolutions and ordinances or other matters acted upon by the Council.

3.2 Requests for remarks to be included

Any member of the Council may request to have his or her comments printed as part of the record. If there are no objections by any members of Council, the comments may be included. If there is an objection to such printing of the comments, the Council shall decide the matter by majority vote. Such comments to be included, as part of the official record shall be provided in writing by the member or transcribed exactly by the Clerk.

3.3 Public access to meeting records

The Clerk shall make available to members of the public the records and minutes of official meetings in accordance with the Freedom of Information Act. Minutes prepared by the Clerk, but not approved by the body shall be available for public inspection not more than 8 business days following the meeting or less. Minutes approved by the body shall be available within 5

business days from the date of the meeting at which they were approved. The Clerk shall also promptly send copies of minutes to persons who have requested them.

3.4 Publication of minutes

The Clerk shall be responsible for posting minutes as established by Council by Resolution.

RULE 4: BEHAVIOR OF COUNCIL MEMBERS

The Mayor or any Council Member may request a roll call of the Council, and the Clerk shall note the names of absentees. The Council shall take such action, as it deems appropriate to reprimand Council members absent without reasonable excuse.

The Council shall determine if the behavior of any of its members, or any City Official present at the meeting, is interfering with Council business. Upon concurrence of 2/3 of Council any member or official shall be excused from the Council meeting.

RULE 5: VOTING

All votes of the Council shall be by roll call, except approval of the minutes, agenda, and the consent agenda, and adjournment. The Mayor shall be the last to vote on all roll call votes, and all other Council Members shall vote in random order. All Council Members shall vote on all matters before the Council, unless a Council Member has a financial interest in any matter before the Council, in which case the Council Member shall not vote on the matter (Abstain). For a motion or resolution to pass it must receive four votes of the members of council.

RULE 6: CONDUCT OF DISCUSSION – DEBATE

During Council discussion and debate, no Council Member shall speak until recognized by the Mayor. Discussion and debate must be addressed to the Mayor not other Council Members or public. A Council Member shall confine their comments to the question at hand and avoid personalities and or character insult. Each Council Member shall speak no more than two times on a given question and for no longer than five minutes each time, unless the Council Members give unanimous consent. Debate will be limited to voting members of Council and those participants recognized by the Mayor.

Conduct Norms

- Be prepared for the meeting and contact the Manager to get questions answered prior to the meeting.
- Listen to one another
- Debate issues not persons
- Respect one another's views in spite of differences in opinion
- Respect the fact that we will not always agree on issues; indeed, the diversity of views and perspective may strengthen the decision-making process
- Members must abide by the decision of the Council once a decision has been made.
- Resist the temptation, when you disagree with a decision, to try and undermine the decision; continuing concerns about a decision should be expressed privately.

RULE 7: PUBLIC HEARINGS

Any citizen may address Council at a Public Hearing. The citizen must give their name and address to be recorded by the City Clerk. The citizen must limit their presentation to five minutes. Any citizen representing a bona fide group may speak for ten minutes.

RULE 8: RIGHT TO DELAY CERTAIN PROCEEDINGS

No resolution or proceeding of the Council imposing taxes or assessments or requiring the payment, expenditure of money or property, or creating a debt or liability, shall be allowed at the same meeting at which it is introduced, if objection be made by one member, unless by a two-thirds vote of the members present. Two-thirds = for 7 members present 5 votes, 6 members present 4 votes, 5 members present 4 votes. Any motion to adjourn shall always be in order, except when the last preceding business was a motion to adjourn. That and motions to lie on the table and to limit debate, shall be decided without debate.

RULE 9: ORDER OF MOTIONS DURING DEBATE

When any question is under debate, no motion shall be received but the following, and they shall have precedence in the order listed below:

- MOTION TO ADJOURN
- MOTION TO LAY ON TABLE
- MOTION TO LIMIT DEBATE
- MOTION TO POSTPONE TO A CERTAIN DAY
- MOTION TO REFER TO COMMITTEE
- MOTION TO AMEND
- MAIN MOTION

RULE 10: MOTION TO LIMIT DEBATE

At any time during a discussion or debate of a question, a Council Member may move to limit debate. This motion after receiving the affirmative votes of at least two-thirds of the Council Members present, (Two-thirds = or 7 members present 5 votes, 6 members present 4 votes, 5 members present 4 votes.) will have the effect of limiting any member to speak for not more than one additional five-minute period on the basic question, provided that member has not spoken twice, in which case they may not speak again. This motion, upon being made and supported shall not be debated.

RULE 11: RECONSIDERATION OF QUESTION

When a question has been taken it shall be in order for any member voting with the prevailing side to move a reconsideration thereof at the same or next regular meeting, but no question shall be considered a third time.

RULE 12: ALTERING AND AMENDING COUNCIL RULES

Council rules shall be reviewed and adopted within 60 days after the General Election and/or a change in the membership of the Council. Council adopted rules may be altered or amended by a vote of a majority of the members, if notice of the proposed change shall have been given at a preceding meeting of the Council, and a written copy of the proposed change has been distributed to all members.

RULE 13: TAPING OF COUNCIL MEETINGS

Any citizen may tape a Council meeting by audio or video machines. All recording equipment or personnel shall be positioned behind the last row of the audience chairs in such a manner as not to interfere with the audience's view.

RULE 14: ABSENCE OF RULES

In the absence of a Council rule, Robert's Rules of Order will prevail. An abbreviated version of Robert's Rules shall be made part of this document.

RULE 15: WAIVING COUNCIL RULES –SUSPEND RULES

Any Council rule shall be waived by a two-thirds majority of the Council members present, unless the rule to be waived requires more than a simple majority of consent. (7 members present 5 votes, 6 members present 4 votes, and 5 members present 4 votes)

RULE 16: BOARDS & COMMISSIONS

Council members may serve as regular members of City Boards and Commissions. The Mayor shall annually appoint during the organizational meeting Council Members to serve on Boards and Commission. Commissions will include, but not be limited to the following:

Planning Commission
Zoning Board of Appeals
Parks & Recreation Commission
Dexter Area Fire Department
Farmers Market/Community Garden Oversight Committee
Arts, Culture & Heritage

Appointments: The Mayor shall make appointments to all Boards and Commissions upon confirmation by City Council. Appointment recommendations will be affirmed by a majority of Council (Requires 4 votes to affirm an appointment)

To avoid issues of incompatible offices or legal liability, other than the appointments under this section, the Mayor and Council Members will not be permitted serve Boards and Commissions as paid staff or contracted employees.

RULE 17: FILLING VACANCY ON COUNCIL

When an elected position becomes vacant for any reason, the following process shall be followed and the position shall be filled as quickly as possible. An exception shall be made if the vacancy occurs in the office of Mayor. In this case, the remaining Council Members may immediately elect a Mayor from the current membership with a simple majority vote. If no Council Member obtains majority support, the process will proceed as stated below.

- 1.) Officially vacate the Council Member position if required.
- 2.) Provide adequate notification to the public regarding the open position through the city newsletter, a newspaper, the Internet, or any other means deemed appropriate.
- 3.) The applicant will write a letter of intent or fill out an application in accordance with the advertised deadline, a copy of which will be provided to the Council in the Council packet.
- 4.) At the next council meeting the Mayor or Presiding Officer will announce all the applicants and provide copies of applications or letters of intent.
- 5.) The Mayor or Presiding Officer makes a nomination from the applications received.
- 6.) The nominee is then voted on.
- 7.) If this nominee received four votes, he or she is then appointed and sworn into office.
- 8.) In the event this nominee does not receive 4 votes, the process begins again at step 5.

CITY OF DEXTER**cnicholls@dextermi.gov**

8140 Main Street Dexter, MI 48130-1092

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

MEMO

To: Mayor Keough and Council Members
From: Courtney Nicholls, City Manager
Date: December 16, 2014
Re: Assistant to the City Manager

Finance Director/Treasurer Marie Sherry and I have been working through the process of evaluating candidates for the position of Assistant to the City Manager, which was posted on October 14, 2014. After the initial job posting, 39 applications were received and 8 candidates were chosen for interviews. The first interviews were held in mid-November with 7 candidates due to the withdrawal of an applicant. Following the interviews two candidates were selected for second interviews. At this time, one of the two candidates removed himself from the process so another candidate was selected to replace him. The second interviews were held the week of December 8, 2014. At this time we are prepared to recommend the appointment of Justin Breyer to the position.

Marie Sherry and I conducted the first interview in a traditional interview format. The candidate was given time to tell us about him or herself, was asked what they know about Dexter, customer service experience, projects worked on that would relate to the role, experience with working with Board & Commissions, strengths, and types of duties they enjoy doing. At this time we also confirmed that they were able to attend the required night meetings. The second interview was more informal and involved meeting with office staff, taking a tour of the City with Dan and Scott, and having lunch with Dan, Scott, Marie and I. Both candidates also briefly met Mayor Keough.

Through this process Justin consistently showed his knowledge of and interest in the community. He attended the November 8 and November 22 Council meetings. He knew a lot about Dexter, some things from research done on the website and some from attending the meetings. The types of experiences that he has had both working for the Troy City Manager and the Troy Library have provided him with the skills that he will need to succeed in this position. He has worked with the Parks Advisory Committee in Troy and the Employees Retirement System Board where he was responsible for agenda, packet and minute preparation. He has experience putting together scopes of work for projects, drafting policies, writing the Library's annual budget report, and coordinating the implementation and reporting for a \$65,000 grant the Library received. While working in Troy, Justin worked with the City Clerk during elections, both at the precinct as a precinct worker and in the Clerk's Office troubleshooting problems. He also has experience using the Drupal content management system (which is used by the City of Dexter website), responding to Freedom of Information Act request, and communicating with the public through letters, press releases and e-newsletters.

One of the projects Justin worked on was an update to the Troy Parks & Recreation Master Plan. Carlisle Wortman was the consultant for the project and I spoke with Ben Carlisle to ask about Justin's involvement in the project. He said that Justin wrote 95% of the plan, which Carlisle Wortman then reviewed. He spoke highly of his ability to work with the Parks Advisory Committee and the public to bring together their ideas and form a cohesive plan.

I spoke with Justin's current supervisor, the Director of the Troy Public Library, Cathleen Russ. Ms. Russ said that Justin is good about giving his viewpoint on a topic in a positive way and will offer his opinion on things when asked. She also said that he is good at taking complex information and data and synthesizing it into a readable document. She praised his attention to detail and relationships that he has developed with the public and the business community during his time at the Library.

The most immediate tasks that Justin will be working on include taking over as staff liaison to the Parks & Recreation Commission including finishing their Parks & Recreation Master Plan update, working with the Farmers Market/Community Garden Oversight Committee on planning for the 2015 season, taking over commercial refuse account management, assisting with preparing agenda items, and preparing a bid for an upgraded telephone system (funds were included in the 2014-2015 budget).

Justin has agree to a starting salary of \$45,000, with his choice from our two health care plans, a defined contribution pension (6% employee, 4% employer), two weeks of vacation and five sick days.

October 19, 2014

Courtney Nicholls
Village Manager
Village of Dexter
8140 Main Street
Dexter, MI 48130

Dear Mrs. Nicholls,

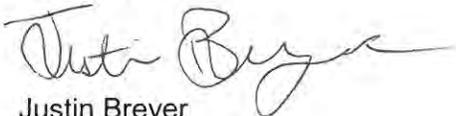
Please accept this letter and the attached documentation as notification of my desire to apply for the Village of Dexter's Assistant to the Village Manager position. Having reviewed the position description and performed research on the community, I am confident that I have the education, skills, and experience necessary to promote the health, safety, and welfare of the residents of Dexter in this role.

In the last three and a half years, I have been fortunate to serve as the Assistant to the Library Director, City Manager's Intern, and volunteer Management Intern for the City of Troy, MI. During this time, I played an integral role in the development of two of the City's annual budget documents and the Six-Year Capital Improvements Plan. I also provided critical research and analysis on city management initiatives, and served as the staff liaison to the Employee's Retirement System and Retiree Health Care Boards. Furthermore, I worked closely with Troy's Parks and Recreation Advisory Board as I led the development of the City's Five-Year Parks and Recreation Master Plan.

In my current position at the Troy Public Library, I am responsible for assisting with the Library's website maintenance, writing grant applications to support programming, and reviewing and evaluating Library administrative policies. Additionally, I have administered special projects designed to meet Strategic Plan initiatives, including: writing bid documents for a wayfinding analysis, and coordinating its implementation; working with business owners to develop mutually supportive programming; and developing the Library's Annual Report.

I appreciate the attention that you will give to this application. I would highly regard the opportunity to continue to grow professionally in the Village of Dexter. Please contact me if you have any questions or require additional information. I sincerely look forward to hearing from you and am most interested in serving as your Assistant to the Village Manager.

Sincerely,



Justin Breyer
4331 Greensboro
Troy, MI 48085
248.885.5755

Justin B. Breyer

4331 Greensboro
Troy, MI 48085

Cell: (248) 885-5755
Home: (248) 524-1941

E-mail:
mpabreyer@gmail.com

SUMMARY OF QUALIFICATIONS

Qualifications include more than three years of progressively responsible municipal government experience promoting executive management initiatives and a Master's Degree in Public Administration with continuing professional development coursework.

KEY SKILLS

- Effective Communications Skills
- Board/Committee Administration
- Grant Writing and Administration
- Knowledge of FOIA and OMA
- Record Keeping and Reporting
- Public Budget Development
- Parks and Recreation Master Planning Program Evaluation
- Public Outreach and Survey Methods
- Capital Improvement Planning

EDUCATION

Oakland University - Master of Public Administration, 2010 - 2012

- Local Government Management Concentration
- 3.92 Grade Point Average (Summa Cum Laude)
- Public Administration Faculty Scholarship Award Recipient

Oakland University - Bachelor of Arts, 2006 - 2010

- Double Major in Political Science and History
- 3.77 Grade Point Average (Magna Cum Laude)
- Oakland University Talented Scholar Award Recipient
- Political Science Faculty Scholarship Award Recipient

PROFESSIONAL EXPERIENCE

Troy Public Library – Troy, MI

The Troy Public Library is a full service library with over 450,000 annual visitors. The Library's annual budget is \$3.2 million, which is funded through a dedicated millage.

Assistant to the Library Director, May 2013 - Present

- Serve as the first point of contact for administration office and respond to citizen inquiries.
- Write, develop and submit grant applications in support of library programs.
- Maintain website using Drupal and Word Press software programs.
- Coordinate Library records retention based on the State of Michigan's Records Retention and Disposal Schedule.
- Serve as Notary Public, respond to questions, and schedule training for Library notaries.
- Develop the Troy Public Library budget request and Annual Report.
- Work with business owners to provide cross-promotion with Library programming.
- Coordinate wayfinding and building improvements.
- Coordinate and evaluate a \$65,000 "Smart Investing" grant program.
- Evaluate and revise Library administrative policies and Emergency Procedures Manual.

- Serve as a representative on Troy “STARS” employee morale enhancement committee.

City of Troy, MI

The City of Troy encompasses 34.3 mi² in southeast Michigan. With 82,070 residents and a daytime population of 175,000, Troy is the 13th largest City in Michigan. Troy has a total budget of \$131.5 million, with 328 full-time and 117 part-time budgeted employees.

City Manager’s Intern, June 2011 – May 2013

- Provided administrative support to the City Manager’s Office, including responding to citizen inquiries and directing calls to appropriate departments.
- Conducted research and analysis in support of City management initiatives and prepared City Council agenda items.
- Led the development of the 2013 - 2018 Five-Year Parks and Recreation Master Plan, collaborating with City staff and community stakeholders.
- Worked in cooperation with the Director of Financial Services to develop the City’s Annual Budget documents.
- Generated new economic development tools, including the quarterly Economic Development E-Newsletter and an associated business contact information database.
- Provided administrative support in developing the City’s Capital Improvement Program.
- Organized, planned and administered the Communities of Practice, a cooperative venture between city managers of seven Oakland County municipalities.
- Prepared the 2013 Consolidation Plan for compliance with Public Act 63 of 2011 (EVIP).
- Worked with department heads to generate, measure, and update performance metrics.
- Prepared the agenda and minutes for the Employees’ Retirement System Board and the Retiree Health Care Benefits Plan and Trust Board.
- Compile documents for Freedom of Information Act (FOIA) requests.
- Assist in the preparation of elections, including processing voter registrations and absentee ballots, and preparing informational supply packets for precinct workers.
- Troubleshoot Election Day polling location issues, including those with the Electronic Poll Book and Ballot Tabulator.

Management Intern, Jan. 2011 – June 2011

- Wrote and edited articles for the Troy Today Quarterly Newsletter.
- Generated press releases for community events and announcements.
- Developed snow removal and sidewalk maintenance maps for the Department of Public Works to streamline work order generation and billing processes.
- Utilized GIS for document management on behalf of the Engineering Department.
- Administered \$148,800 Community Development Block Grant, providing services that benefited seniors and physically disabled residents.
- Collected and analyzed data to develop the 2011 City of Troy Dashboard and secure \$106,980 of Public Act 63 (EVIP) state shared revenue.

OTHER WORK EXPERIENCE

Lifeguard, May 2006 – Aug. 2012

- Ensured the safety of pool patrons.
- Provided on-site medical treatment for non-serious injuries.
- Provided daily reports to management.

Northfield Hills Condominiums

1570 Brentwood Dr.
Troy, MI 48085
Phone: (248) 641-9070

Shift Leader, Nov. 2005 - July 2010

- Managed employee activities and delegated tasks.
- Provided daily metrics reports to district and regional managers.
- Opened and closed the store.

Hollywood Video

49125 Van Dyke Ave
Shelby Twp, MI 48317

- Made daily bank deposits.

PROFESSIONAL AFFILIATIONS

- International City/County Management Association
- Michigan Municipal League
- Michigan Local Government Managers Association, NextGen Network
- Pi Alpha Alpha, Public Administration Honors Society
- Phi Alpha Theta, History Honors Society
- Pi Sigma Alpha, Political Science Honors Society

CERTIFICATIONS

- Michigan Notary Public Certification
- Michigan State University Extension, Michigan Citizen Planner Certification
- Michigan Government Finance Officers Association, Back to Basics Certification

PROFESSIONAL REFERENCES

John Szerlag - City Manager of Cape Coral, FL
Former City Manager of Troy, MI
Phone: (239) 574-0450

Timothy McLean – Assistant to the City Manager of Jonesville, MI
Phone: (517) 849-2104

Derrick Kozicki – Assistant City Manager of Grosse Pointe Farms, MI
Phone: (313) 640-1601

Cathleen Russ – Library Director of Troy, MI
Phone: (248) 524-3544

Aileen Bittner – City Clerk of Troy, MI
Phone: (248) 524-3316

CITY OF DEXTER

cnicholls@dextermi.gov

8140 Main Street Dexter, MI 48130-1092

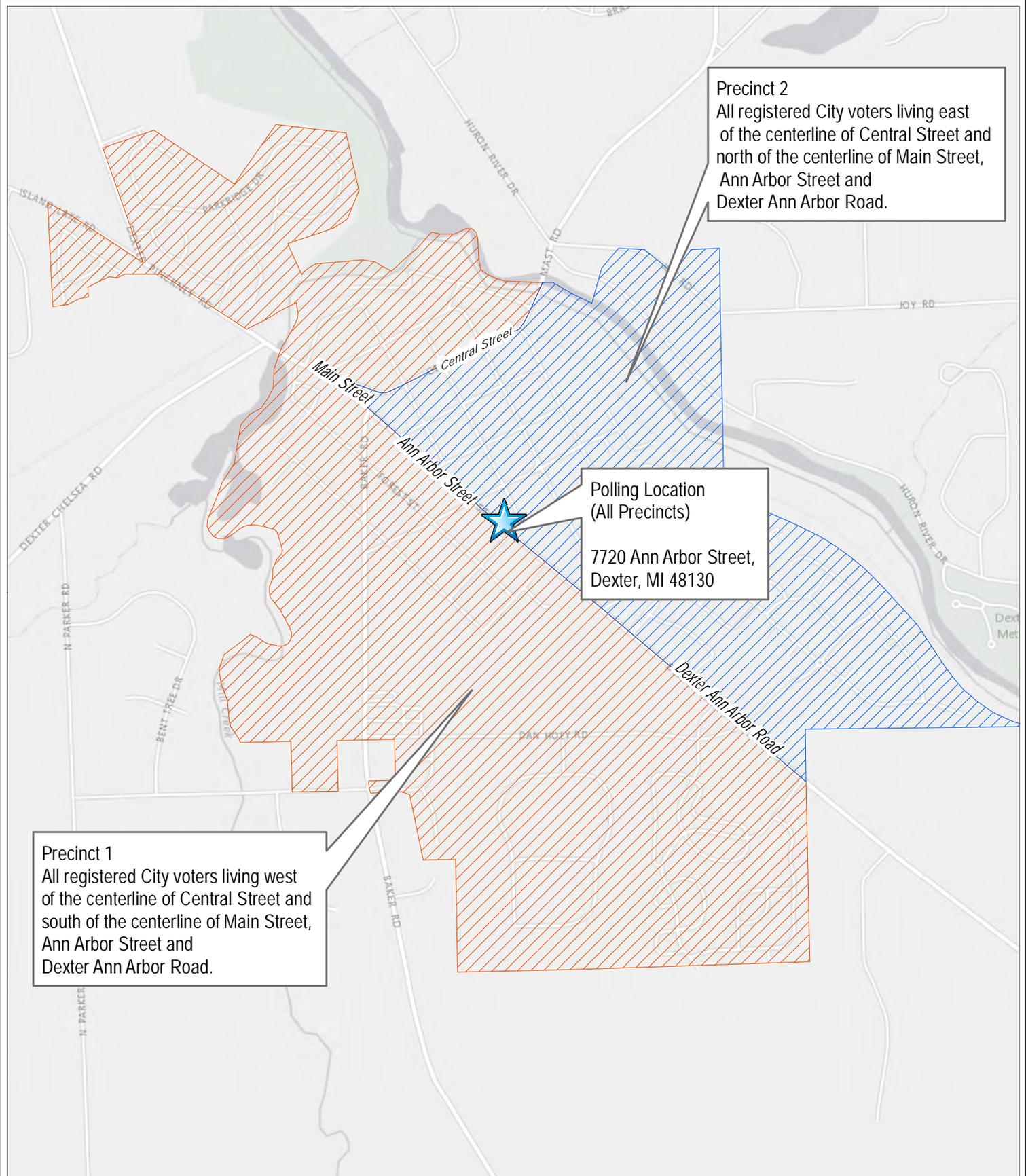
Phone (734)426-8303 ext 17 Fax (734)426-5614

MEMO

To: Mayor Keough and Council Members
From: Courtney Nicholls, City Manager
Date: December 16, 2014
Re: Precinct Locations

On Tuesday, December 9, 2014 the first meeting of the Election Commission was held. The Commission voted to set the City's precinct boundary using Dexter Ann Arbor/Ann Arbor Street/Main and Central as the boundaries (see attached map). The Commission also recommended that the City Council set the polling locations at the Dexter Senior Center. The smaller 2015 election(s) will give the City the opportunity to see how the room functions with two precincts. If it is determined that a change needs to be made, it can be done as long as it is not less than 60 days prior to an election.

The precinct and location information will be included on the new voter ID cards that will be mailed once we take over voter registration responsibilities from the Townships in the first quarter of 2015.



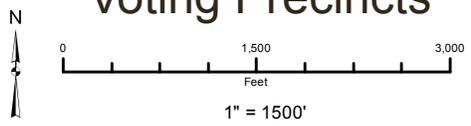
Precinct 2
 All registered City voters living east of the centerline of Central Street and north of the centerline of Main Street, Ann Arbor Street and Dexter Ann Arbor Road.

Polling Location
 (All Precincts)
 7720 Ann Arbor Street,
 Dexter, MI 48130

Precinct 1
 All registered City voters living west of the centerline of Central Street and south of the centerline of Main Street, Ann Arbor Street and Dexter Ann Arbor Road.

- Precincts**
- Precinct 1 (1697 Voters)
 - Precinct 2 (1306 Voters)

Village of Dexter Voting Precincts



Source: Data provided by Washtenaw County and the City of Dexter. OHM Advisors 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 StatePlane Michigan South FIPS 2113 Feet Intl

Map Published: December 17, 2014



CITY OF DEXTER**cnicholls@dextermi.gov**

8140 Main Street Dexter, MI 48130-1092

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

MEMO

To: Mayor Keough and Council Members
From: Courtney Nicholls, City Manager
Date: December 16, 2014
Re: Purchase of BS&A Software

During the 2014-2015 budget discussions staff included budget requests for the purchase of software for the Community Development Office and for work order software which would primarily be used by the DPW and Public Utility Department. \$12,000 was included in the planning budget (equipment) and \$10,000 was spread throughout the DPW, water and sewer professional service budgets for the purchase of this software. Updates on the progress of the implementation of this budget request through the purchase of BS&A software was provided in the Finance Director/Treasurer's quarterly report in July 2014 and October 2014. Staff missed a step in the process, however and did not formally request that Council approve proposals for purchase, installation and training on the software which do exceed \$5,000.

The software for the Community Development functions has been installed; employees have received training and have started using the program. The original proposal from BS&A was for \$12,685; however the actual cost was \$9,120. This invoice has not yet been paid. This software tracks the progress of zoning compliance applications through the approval process, along with tracking enforcement actions and other types of permit requests.

The proposal from BS&A for the work order software is for \$8,830. Installation is occurring the week of December 15th so the final cost has not yet been determined. This software will be used to track DPW and Utility Department work orders. Staff has been working on creating a list of the pieces of equipment in the DPW and water and wastewater plants that need preventative maintenance so that the schedules can be entered into the system. This will allow for the automatic generation of work orders when the maintenance is needed. The work order system will integrate with our existing utility billing and timesheet software. The Citizen Request for Action component will allow staff to generate work orders based on citizen requests. It is also possible to integrate this software into the website so that citizens can use it to make requests to the City.

Council is asked to approve the payment for purchase of the software for a total amount not to exceed \$18,000.

Proposal for Software and Services, Presented to...
Village of Dexter, Washtenaw County MI

April 8, 2014

Quoted by: Dan J. Burns, CPA



Thank you for the opportunity to quote our software and services.

At BS&A, we are focused on delivering unparalleled service, solutions, support, and customer satisfaction. You'll see this in our literature, but it's not just a marketing strategy... it's a mindset deeply embedded in our DNA. Our goal is to provide such remarkable customer service that our customers feel compelled to remark about it.

*We are extremely proud of the many long-term customer relationships we have built. Our success is directly correlated with putting the customer first and consistently choosing to **listen**. Delivering unparalleled customer service is the foundation of our company.*

Contents

Please return all pages, retaining a copy for your records.

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Hardware Requirements
SQL Server Pricing



Cost Summary

Application and Annual Service Fee prices based on an approximate parcel count of 1,300. Software is licensed for use only by municipality identified on the cover page. If used for additional entities or agencies, please contact BS&A for appropriate pricing.

Prices subject to change if the actual count is significantly different than the estimated count.

Applications, New Purchase

Building Department .NET	\$3,120
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Data Conversions

Building Department (Manual database setup)	\$2,250
---	----------------

Project Management and Implementation Planning

Services include:

- Analyzing customer processes to ensure all critical components are addressed.
- Creating and managing the project schedule in accordance with the customer's existing processes and needs.
- Planning and scheduling training around any planned process changes included in the project plan.
- Modifying the project schedule as needed to accommodate any changes to the scope and requirements of the project that are discovered.
- Providing a central contact between the customer's project leaders, developers, trainers, IT staff, conversion staff, and other resources required throughout the transition period.
- Installing the software and providing IT consultation for network, server, and workstation configuration and requirements.
- Reviewing and addressing the specifications for needed customizations to meet customer needs (when applicable).

\$2,065

Implementation and Training

- \$750/day
- Days quoted are estimates; you are billed for actual days used

Services include:

- Setting up users and user security rights for each application
- Performing final process and procedure review
- Configuring custom settings in each application to fit the needs of the customer
- Setting up application integration and workflow methods
- Onsite verification of converted data for balancing and auditing purposes
- Training and Go-Live

Software Setup	Days: 1	\$750
Building Department .NET	Days: 6	\$4,500
	Total: 7	Subtotal \$5,250



Cost Totals

Not including Annual Service Fees

Applications	Actual Cost - \$3120	\$3,120
Data Conversion	Actual Cost - \$2250	\$2,250
Project Management and Implementation Planning	Actual Cost - \$3750	\$2,065
Implementation and Training		\$5,250

Total Proposed **\$12,685**

Travel Expenses **\$0**

Grand Total (with Travel Expenses) Actual Cost - \$9120 **\$12,685**



Annual Service Fees, New Purchases

Unlimited service and support during your first year with the program are included in your purchase price. Thereafter, Service Fees are billed annually. BS&A Software reserves the right to increase the Annual Service Fee by no more than the yearly Consumers Price Index (CPI).

Building Department .NET \$620



Optional Item(s)

Program Customization

BS&A strives to provide a flexible solution that can be tailored to each municipality's needs. However, in some cases, custom work may be required. Typical examples include:

- ˘ custom payment import/lock box import
- ˘ custom OCR scan-line
- ˘ custom journal export to an outside accounting system
- ˘ custom reports

If you require any custom work, please let us know so that we can better understand the scope of your request and include that in a separate proposal.



Acceptance

Signature constitutes...

1. An order for products and services as quoted
Quoted prices do not include Program Customization or training beyond the estimated number of days
2. Agreement with the proposed Annual Service Fees
3. Acceptance of BS&A's hardware recommendations required to efficiently run the .NET applications

Signature

Date



BS&A PLEDGE. We offer a one-year, risk-reversal pledge on our software. If, up to a year after installation, you are not happy with our software and service, you can return our software for a full refund.

Returning Accepted Proposal to BS&A

Please return the entire proposal, with signature/date (this page) and contact information (next page) filled out, by any of these methods:

Mail: BS&A Software
14965 Abbey Lane
Bath, MI 48808

Fax: (517) 641-8960

Email: dburns@bsasoftware.com

Once your proposal is received, a BS&A representative will contact you to begin the scheduling process.

Contact Information

If any mailing addresses are PO Boxes, please also provide a Street Address for UPS/Overnight mail.

If additional contacts need to be submitted, please make a copy of this page.

Key Contact for Implementation and Project Management

Name _____ Title _____

Phone/Fax _____ Email _____

Mailing Address _____

City, State, Zip _____

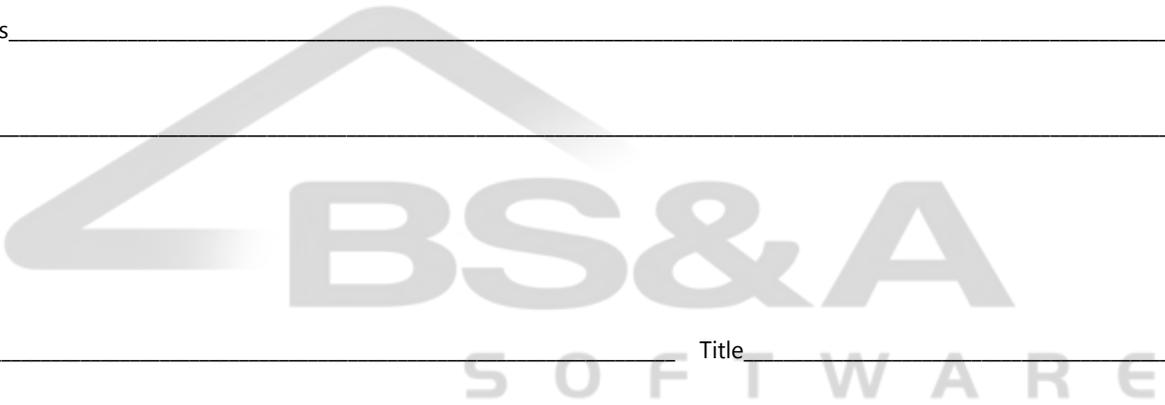
IT Contact

Name _____ Title _____

Phone/Fax _____ Email _____

Mailing Address _____

City, State, Zip _____



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Village of Dexter, Washtenaw County MI

April 8, 2014

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Prices subject to change if the actual count is significantly different than the estimated count.

Applications, New Purchase

Work Order .NET	\$1,895
Citizen Request for Action .NET	\$1,495
Subtotal	\$3,390

Data Conversions

No conversion to be performed for:

Work Order
Citizen Request for Action

Project Management and Implementation Planning

Services include:

- Analyzing customer processes to ensure all critical components are addressed.
- Creating and managing the project schedule in accordance with the customer's existing processes and needs.
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- Installing the software and providing IT consultation for network, server, and workstation configuration and requirements.
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\$1,690

Implementation and Training

- \$750/day
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Services include:

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- Configuring custom settings in each application to fit the needs of the customer
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- Onsite verification of converted data for balancing and auditing purposes
- Training and Go-Live

Software Setup	Days: 2	\$1,500	
Work Order .NET	Days: 2	\$1,500	
Citizen Request for Action .NET	Days: 1	\$750	
	Total: 5	Subtotal	\$3,750



Cost Totals

Not including Annual Service Fees

Applications	\$3,390
Project Management and Implementation Planning	\$1,690
Implementation and Training	\$3,750

Total Proposed	\$8,830
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Travel Expenses	\$0
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Grand Total (with Travel Expenses)	\$8,830
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Annual Service Fees, New Purchases

Unlimited service and support during your first year with the program are included in your purchase price. Thereafter, Service Fees are billed annually. BS&A Software reserves the right to increase the Annual Service Fee by no more than the yearly Consumers Price Index (CPI).

Work Order .NET	\$380
Citizen Request for Action .NET	\$300
Total Annual Service, New Purchases	\$ 680



Optional Item(s)

Program Customization

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- ˘ custom payment import/lock box import
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