



### **C. APPROVAL OF THE MINUTES**

#### 1. Regular City Council Meeting – March 28, 2016

Motion Smith; support Knight to approve the minutes of the March 28, 2016, Regular City Council Meeting as presented.

Unanimous voice vote approval.

### **D. PRE-ARRANGED PARTICIPATION**

None

### **E. APPROVAL OF THE AGENDA**

Motion Smith; support Fisher to approve the agenda with the following addition:

- Additional information for New Business item L-2 regarding the 2016 Road Project.

Unanimous voice vote approval.

### **F. PUBLIC HEARINGS**

None

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

None

### **H. COMMUNICATIONS:**

1. Upcoming Meeting List
2. Sign Calendar

### **I. REPORTS**

#### 1. Public Services Superintendent – Dan Schlaff

Mr. Schlaff submits his written report as per packet. Mr. Schlaff answered questions and gave the following updates:

- The blower is coming tomorrow (April 12). We have been working on the electrical work needed for the blower and will be training on it on April 20.
- Very happy on the handling of the grease traps in Dexter Crossing Mall.
- Question – What is the “Goose” sign? (It designates a goose nest in Mill Creek Park.)
- Question – What is the significance of the count on the white fence? (Dexter Daze people would like to borrow this, so they need the information.)

- Question - Why was the traffic signal lens cleaned? (This needed to be done to allow the left turn traffic onto Baker Road to continue to flow.)
- Question – Are we adding fluoride and not arsenic to the water? (Correct)

## 2. Community Development Manager – Michelle Aniol

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

- Question – Is the map in the packet the revised map for the Grandview Commons project? (Yes and there will probably be more changes made. Developers will be looking to return in June to Planning Commission with a complete plan.)
- Question – Have you heard what Mr. Savas will do with the lot on Broad Street? (Have not heard anything)
- Did receive a call regarding whether a minor auto service (oil change) shop could be placed in the out lot at Dexter Crossing mall. It would be allowable in the PUD.
- Received correspondence from a resident asking about keeping chickens in the City. Explained to this person the previous discussions held on this issue.

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

*Dexter Area Fire Department – Shawn Keough/Jim Carson*

- Included in the packet were the updated By-Law changes.
- Question – Is the use of Unfinished Business instead of Old Business proper according to Robert’s Rules of Order? (Will check into this.)

*Washtenaw County Sheriff – March 2016 Written Report*

- Included in the packet.

## 4. Subcommittee Reports

*Facilities – April 1, 2016 Meeting Notes*

- Included in the packet
- The next meeting will be Friday, April 15, 2016

## 5. City Manager Report

Ms. Nicholls submits her report as per packet. Ms. Nicholls gave the following updates and answered questions:

- Provided in the report is an update on the Liquor Control Hearing regarding The Alley.
- The Mill Creek Park Tour had about 40 people in attendance despite the weather and went well.
- Need to plan for Budget Sessions. The first will be April 27 at Creekside Cafeteria, the second on May 4 and the third either May 18 or June 1 with locations to be determined.
- State of the City newsletter went out in the mail today.
- Question - Has there previously been a prescribed burn on Mr. Kowalski’s property? (No)

- Question – Do we know where the eco-counters will be going? (In Mill Creek Park and on the Border to Border path near the DPW.)

## 6. Mayor's Report

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

- The City Manager's Review Workshop will be held at 6 PM Wednesday at the Creekside Cafeteria.
- We have received a ruling from the Tax Tribunal regarding the Chelsea Wellness Foundation and they were found to be taxable.
- Still looking for one person for the DDA Board and one Parks and Recreation Commissioner.

## **J. CONSENT AGENDA**

1. Consideration of: Bills and Payroll in the amount of \$500,510.14
2. Consideration of: Road Closures for the Dexter Ann Arbor Run on Sunday, June 5, 2016

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

Unanimous voice vote approval.

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

None

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

1. Consideration of: Placement of Delinquent Utility Bills on the Tax Roll

Motion Smith; support Tell to order the publication of the notice informing the public that delinquencies will be placed on the tax roll if they are not paid by April 30, 2016.

Ayes: Carson, Fisher, Knight, Michels, Smith, Tell and Keough

Nays: None

Motion carries

2. Consideration of: Increase in Highway Maintenance Contract in the Amount of \$210,000.

Motion Fisher; support Tell to increase the Highway Maintenance Contract in the amount of \$210,000.

Ayes: Fisher, Knight, Michels, Smith, Tell, Carson and Keough

Nays: None  
Motion carries

**M. COUNCIL COMMENTS**

Tell None  
Fisher None  
Carson None  
Jones Coming up in June will be Gordon Hall Days/Railroad Days to honor the 175<sup>th</sup> Anniversary of the railroad coming to Dexter.  
Smith None  
Knight Have concerns regarding the Farmer’s Market proposals for painting and sun shading. Asking for clarification to take back to the Farmer’s Market/Community Garden Committee. (Ms. Nichols responded that his would be on the April 25 agenda.)  
Michels Will not be able to attend the Manager Review Meeting on Wednesday, April 13 as my wife and I will be interviewing for a foreign exchange student.

**N. NON-ARRANGED PARTICIPATION**

None

**O. ADJOURNMENT**

Motion Carson; support Fisher to adjourn at 8:26 PM.

Unanimous voice vote approval.

Respectfully submitted,

Carol J. Jones  
Interim Clerk, City of Dexter

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

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## OFFICE OF THE CITY MANAGER

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

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### Memorandum

**To:** Mayor Keough and City Council

**From:** Courtney Nicholls, City Manager  
Justin Breyer, Assistant to the City Manager

**Re:** Prearranged Participation: Coal Tar Ban

**Date:** April 20, 2016

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Rebecca Essleman from the Huron River Watershed Council will be attending the April 25<sup>th</sup> City Council meeting to speak under prearranged participation about coal tar and its effect on the environment. Attached to this memo is a proposed ordinance regarding the regulation of coal tar that is currently being considered for adoption by Scio Township.

## A TOWNSHIP ORDINANCE REGULATING THE USE OF COAL TAR BASED SEALER PRODUCTS

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE TO ENFORCE THE STATUTORY PROHIBITION ON THE USE AND SALE OF COAL TAR AND OTHER HIGH PAH CONTENT SEALANT PRODUCTS WITHIN THE TOWNSHIP OF SCIO.

### Chapter 16 Environment

#### Article VII Use of Coal Tar Based Sealer Products

##### SECTION 16-321. PURPOSE.

The Township of Scio understands that lakes, rivers, streams and other bodies of water are natural assets which enhance the environmental, recreational, cultural and economic resources and contribute to the general health and welfare of the community.

The use of sealers on asphalt driveways is a common practice. However, scientific studies on the use of driveway sealers have demonstrated a relationship between the use of coal tar-based sealers and certain health and environmental concerns, including increased cancer risk to humans and impaired water quality in streams.

The purpose of this ordinance is to prohibit the use and sale of sealant products containing >0.1% Polycyclic Aromatic Hydrocarbons (PAHs) by weight, including coal tar-based sealer in the Township of Scio in order to protect, restore, and preserve the quality of its waters and protect the health of its residents.

##### SECTION 16-322. DEFINITIONS.

Except as may otherwise be provided or clearly implied by context, all terms shall be given their commonly accepted definitions. For the purpose of this ordinance, the following definitions shall apply unless the context clearly indicates or requires a different meaning:

**ASPHALT-BASED SEALER.** A petroleum based sealer material that is commonly used on driveways, parking lots, and other surfaces ~~and may contain low concentrations (0.005–0.01%) of PAHs.~~

**COAL TAR.** A byproduct of the process used to manufacture coke from coal.

**Commented [PC1]:** This shorter statement is the result of a conversation with Rebecca Esselman. Rebecca said she would remove the statement below from the model ordinance of the Watershed Council.

**COAL TAR SEALANT PRODUCT.** A surface applied sealing product containing coal tar, coal tar pitch, coal tar pitch volatiles, RT-12, Refined Tar or any variation assigned the Chemical Abstracts Service (CAS) numbers 65996-92-1, 65996-93-2, 65996-89-6, or 8007-45-2 or related substances containing more than 0.1% PAHs, by weight.

**Township.** The Township of Scio.

**HIGH PAH CONTENT SEALANT PRODUCT.** A surface-applied product containing steam cracked petroleum residues, steam-cracked asphalt, pyrolysis fuel oil, heavy fuel oil, ethylene tar, or any variation of those substances assigned the chemical abstracts service number 64742-90-1, 69013-21-4 or related substances containing more than 0.1% PAHs, by weight.

**PAHs.** Polycyclic Aromatic Hydrocarbons. A group of organic chemicals formed during the incomplete burning of coal, oil, gas, or other organic substances. Present in coal tar and known to be harmful to humans, fish, and other aquatic life.

#### SECTION 16-323. PROHIBITIONS.

In accordance with

- A. No person shall apply a coal tar or other high PAH content sealant product on asphalt-paved surfaces within the Township of Scio.
- B. No person shall sell a coal tar or other high PAH content sealant product that is formulated or marketed for application on asphalt-paved surfaces within the Township of Scio.
- C. No person shall allow a coal tar or other high PAH content sealant product to be applied upon property that is under that person's ownership or control.
- D. No person shall contract with any commercial sealer product applicator, residential or commercial developer, or any other person for the application of any coal tar or other high PAH content sealant product to any driveway, parking lot, or other surface within the Township.
- E. No commercial sealer product applicator, residential or commercial developer, or other similar individual or organization shall direct any employee, independent contractor, volunteer, or other person to apply any coal tar or other high PAH content sealant product to any driveway, parking lot, or other surface within the Township.

Commented [PC2]: Hyphen inserted. Consistent style.

**SECTION 16-324. ASPHALT-BASED SEALCOAT PRODUCTS.**

Commented [PC3]: Hyphen for consistent style. Also in sentence below.

The provisions of this ordinance shall only apply to coal tar or other high PAH content sealant products in the Township and shall not affect the use of asphalt-based sealer products within the Township.

**SECTION 16-325. PENALTY.**

Any person convicted of violating any provision of this ordinance is guilty of a civil infraction pursuant to Section 1-8 Municipal Civil Infraction.

**SECTION 16-326. SEVERABILITY.**

If any provision of this ordinance is found to be invalid for any reason by a court of competent jurisdiction, the validity of the remaining provisions shall not be affected.

**SECTION 16-327. EFFECTIVE DATE.**

This ordinance becomes effective on the date of its publication.

Passed by the Township Board this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Supervisor

Attested:  
\_\_\_\_\_

Clerk

**OFFICE OF THE CITY MANAGER**

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**Memorandum**

**To:** Mayor Keough and City Council

**From:** Courtney Nicholls, City Manager  
Justin Breyer, Assistant to the City Manager

**Re:** Consideration of: Adoption of Liquor License Control Standards

**Date:** April 18, 2016

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On March 28, 2016, City Council set a public hearing to hear public comment regarding proposed liquor license control standards. Businesses that could potentially be subject to these regulations were sent a copy of the draft resolution and notice of public hearing by certified mail. A copy of the resolution was also published in the April 6<sup>th</sup> edition of the Sun Times.

Attached for Council's review is a list of businesses in the City with liquor licenses and a resolution that would establish standards by which Council can evaluate these establishments. This would allow Council to make recommendations to the Liquor Control Commission (LCC) regarding license renewals (annual) and/or revocations. The language was taken from other communities' guidelines for license review, with the bulk being from the City of Plymouth. For the guidelines to be binding, the LCC requires that they be "fair and equitable, capable of explanation and understanding, and most of all, be determined and announced in advance of being instituted." Once the standards are adopted we can accomplish this by publishing them in the newspaper and providing them via certified mail to our licensed establishments.

Also attached is written feedback from Marni Schmid which was received on April 18, 2016.

The suggested motion is to adopt the liquor license control compliance standards as presented.

City of Dexter Establishments with Liquor Licenses

License Owner	Business Name	Address	Business ID	License Type
8059 Main Street, LLC	Beer Grotto	8059 Main	234695	Class C; SDM
Busch's, Inc.	Busch's	7080 Dexter Ann Arbor	13347	SDD; SDM
CD Okemos 10 LLC	Mugg & Bopps	2940 Baker	223492	SDM
Dexter Capital LLC	Aubree's Pizzeria & Tavern	8031 Main	225409	Class C; SDM
Dexter's Bowl-N-Bar, Inc	Katie's	2830 Baker	518	Class C; SDM
Kenco, Inc	Country Market	7001 Dexter Ann Arbor	99766	SDM/SDD Resort
Landrum Management LLC	Red Brick Kitchen & Bar	8093 Main	224385	Class C; SDM
Nikki's LLC	Dexter Pub	8114 Main	6274	Class C; SDM
Sasco Dexter LLC	Dexter Pharmacy	2820 Baker	230105	SDD/SDM
Terry B's LLC	Terry B's	7954 Ann Arbor	163974	Class C; SDM
	Northern United Brewing	2319 Bishop Circle East		Microbrewery

\*\*SDM - Specialty Designated Merchant; SDD - Specialty Designated Distributor

## Resolution to Establish Liquor Control Compliance Standards

WHEREAS, the Dexter City Council may desire to make recommendations to the Michigan Liquor Control Commission (LCC) regarding liquor license renewals or revocations; and

WHEREAS, the Michigan Liquor Control Commission requires that local governments base renewal or revocation recommendations on standards adopted by a governing body; and

WHEREAS, responsible use of a liquor license is important to the health, safety and welfare of the residents of the City of Dexter; and

WHEREAS, many communities throughout the State of Michigan have adopted similar standards;

THEREFORE BE IT RESOLVED, that the Dexter City Council hereby adopts the following standards related to liquor license control:

1. Each year the Dexter City Council will undertake a review of liquor licenses for the purpose of considering recommendations to the Michigan Liquor Control Commission regarding renewals of said licenses. The Council shall consider whether a licensed establishment has been operated in a manner consistent with the provisions of this resolution and all other applicable laws, and regulations of the City and State of Michigan.
2. Each year, the City Manager shall cause an investigation to be made relative to each existing on-premises licensed establishment. A report of the investigation shall be provided to City Council by the first meeting in February each year. The investigation shall include, but not be limited to, the following:
  - A. An inspection of City records to determine whether all taxes and other monies due the City are timely paid.
  - B. A review made in conjunction with the Dexter Area Fire Department and Washtenaw County Sheriff to determine whether any activity in connection with the licensed premise is in violation of the law, disturbs the public peace and tranquility, constitutes a nuisance, or contributes to the disruption of the normal activities of those in the area of the licensed premise.
  - C. A review with the Community Development Manager and Public Services Superintendent to identify any violations of City ordinance.
  - D. A review and possible site inspection to determine compliance with the guidelines in Section 7.
3. Each establishment within the City for which a liquor license is granted shall be operated and maintained in accordance with all applicable laws and regulations of the City of Dexter and State of Michigan. Upon any violation of this section, the City Council may, after notice and hearing, request the Michigan liquor Control Commission to revoke such license.
4. Upon any violation(s) of this ordinance, the City will notify the licensee of the specific violation(s) and afford the licensee an opportunity to come into compliance with this article. Licensee must reach compliance in that time established by the City Manager, but in no event more than ten days after notification to licensee by City of such violation. Absent compliance within that time established by the City Manager, the City may hold the above mentioned hearing and request that the Michigan Liquor Control Commission not renew and/or revoke such license and/or permit.
5. Before filing any objection to renewal or request for revocation of a license or permit with the Michigan Liquor Control Commission, the City shall serve the licensee with notice and proceed in accordance with this article, as amended. The City shall serve the licensee by first class mail mailed at least ten days prior to the hearing with notice of the hearing, which shall contain the following:
  - A. Date, time and place of the hearing.
  - B. Notice of the proposed action.
  - C. Reasons for the proposed action.
  - D. Names of witnesses known at the time who will testify.
  - E. A statement that the licensee may present evidence or any testimony that may refute or respond to the claims of adverse witnesses.

F. A statement requiring the licensee to notify the City Manager's office at least three days prior to the hearing date if they intend to contest the proposed action, and to provide the names of witnesses known at the time who will testify on their behalf.

6. Upon completion of the hearing, the City Council shall submit to the licensee and the Michigan Liquor Control Commission a written statement of its findings and determination.

7. The City Council may recommend non-renewal or revocation of a license to the Liquor Control Commission upon a determination based upon a preponderance of the evidence presented at the hearing that any of the following exists:

- A. Violations of the state liquor laws or regulations of the Liquor Control Commission.
- B. Violations of state laws, or local ordinances including, but not limited to those laws or ordinances concerning the public health, safety or public welfare.
- C. Maintenance of a nuisance upon or in connection with the licensed premises including but not limited to any of the following:
  - 1) Failure to correct violations of building, electrical, mechanical, plumbing, zoning, health, fire or other applicable regulatory codes, to include the history thereof;
  - 2) Failure to correct violations of the water and sewer ordinance, including back flow prevention and grease trap requirements.
  - 3) c) A pattern of patron conduct in the vicinity of the licensed premises, which is a violation of the law and /or disturbs the peace, order and tranquility of the area; including types of police, fire or medical services related to this operation.
  - 4) Failure to maintenance the grounds and exterior of the licensed premises, including litter, debris, or refuse blowing or being deposited upon adjoining properties or rights-of-way
  - 5) Entertainment on the premises or activity in connection with the licensed premises which by its nature causes, creates or contributes to disorder, disobedience to rules, ordinance or laws, or contributes to the disruption of normal activity of those in the area of the licensed premise.
  - 6) An off-premises licensee has sold alcoholic liquor on at least 2 separate occasions in a single calendar year to a person who is less than 21 years of age.
  - 7) An on-premises licensee has sold alcoholic liquor to a person who is less than 21 years of age.
- D. Failure by the licensee to permit the inspection of the licensed premises by the City's agents or employees in connection with the enforcement of this article.
- E. Failure to pay taxes or make other payments due to the City in a timely manner.

8. Once adopted, the standards outlined in this resolution shall be effective 30 days after the resolution is published in the paper and mailed via certified mail to all establishments holding a Class C liquor license.



## Liquor control compliance standards

1 message

marni@dexterpharmacy.com <marni@dexterpharmacy.com>

Mon, Apr 18, 2016 at 12:23 PM

To: Justin Breyer <jbreyer@dextermi.gov>

Hi Justin,

I read the notice related to the proposed liquor control compliance standards and am going to try to attend the council meeting on April 25 but, just in case, I wanted to express my thoughts in writing for the record.

My main objection to this ordinance is that everything in it is already covered by state law and, if it's not, then this ordinance turns the liquor control commission into the enforcer of local ordinances and of tax and bill collection. I'm concerned that that is not the charter of the MLCC.

Specific concerns I have include:

- Item two states that the City Manager will investigate each body on an annual basis - if there's a violation, wouldn't it be handled in a timely manner, not just once annually? Shouldn't violations be handled according to the existing, related ordinance and, if violations persist, shouldn't the existing, related ordinance allow for due process specific to that violation/those violations - whether or not the party is a liquor licensee?
  - Also, will the City Manager be trained on all 29 of the common liquor code violation types and how to investigate for them? In the case of the pharmacy, I also have to follow DEA and state board of pharmacy rules and, where they might contradict each other, the DEA wins, will city employees be trained on how to handle those types of situations?
  - Side note, if this passes - We will need to keep in mind that the state requires 30-days notice on requests to withhold a renewal so all investigations and due diligence will have to be complete by March 31 each year.
- Item 2.A. turns the MLCC into a tax collection body, don't we have other avenues to ensure business owners pay their taxes? If we don't, shouldn't we? Delinquencies should not be the MLCC's responsibility to manage and delinquencies likely aren't always caused by liquor licensees.
- Item 2.B. implies that the police and fire departments aren't already conducting those reviews and assessments as they happen. Incidents have to be reported and proven - if they are reported and proven and violate the state law, then the licensee loses their license anyhow (or has a hearing then loses their license.) The most common violations have a 12-month time frame, an annual review will have to be conducted from the most recent violation and go back 12 months, do we have staff time available for those kinds of audits especially when the state is already tracking it? Do we need that kind of redundancy in government bodies that are already stretched too thin?
- Item 7.C. lists several examples of a business owner maintaining a nuisance
  - Items 1-5 are all items that should apply to all business owners, not just liquor licensees;
  - Item 6 is more stringent than the state law and I don't believe the state will uphold it during a hearing, for an off-premises licensee the state law is three occasions (not two) and it's a consecutive 12-month period, not a calendar year. I don't believe the city can rewrite the state law but I could be wrong;
  - Item 7 is probably more stringent than state law but I am not as familiar with the rules for on-premises licensees - it would probably be more appropriate to have items 6 and 7 identify which section of the state law applies rather than stating the specifics.

MCL 436.1501.(2) and (3) Objections to Renewals and Recommendations for Revocation ([http://www.michigan.gov/documents/lara/Local\\_authority\\_on\\_objections\\_to\\_renewal\\_and\\_revocations\\_2\\_383196\\_7.pdf](http://www.michigan.gov/documents/lara/Local_authority_on_objections_to_renewal_and_revocations_2_383196_7.pdf)) provide the mechanisms for local government to participate in the renewal and revocation process (page two, Request for Revocation of an Off-premise License has a typo, "three-month" should be "twelve-month" and the webmaster will likely correct the website this week, the state found the typo last week.) We don't always enforce our current ordinances fairly and completely (regardless of their liquor license status,) I

don't know that we should be adding additional layers of enforcement for something that already exists at the state level.

It seems adversarial for the city to use a licensee's liquor license as the basis to get them to follow other city ordinances. If those ordinances aren't otherwise enforceable then we should be looking at those ordinances.

There are businesses that aren't liquor license holders that violate ordinances that are then not enforced, what punishment is the city going to implement in lieu of enforcement in those instances? Or, from a different perspective, what can the city do to work more cohesively with business owners so everything doesn't have to be adversarial?

If the local government wants to hold up the license renewal and or recommend a revocation, the tools are already in place at the state level to do so, we should operate more efficiently and use those tools - we do not need another ordinance that only applies to liquor licensees when liquor licensees are not the only entities who commit ordinance violations. In addition, if there are other issues with business owners and ordinance violations, we should look at the broader issues and determine if there's a better way to resolve them. Last, as a city, we will have to make sure any time we take an issue to the state for a hearing that the charges we are leveling are true violations of state law - otherwise we will be wasting our own time and money that could certainly be spent more effectively for the public good.

Last, if council insists on passing this, can we take a look at item 7.C.4) to make sure "maintenance" should not be "maintain"?

In general, this ordinance seems punitive and redundant - all the state needs to hold a hearing on a renewal or revocation is a resolution from the city for that specific license. Also, I am concerned that this ordinance could be used punitively and it doesn't solve the larger problem as it relates to anyone who violates an ordinance. If we have an enforcement problem it likely exists globally, not just on the backs of liquor license holders and it's certainly not the MLCC's responsibility to enforce our local ordinances or be our bill collector.

Thank you,  
Marni

Marni Schmid  
Dexter Pharmacy  
Director of Operations  
office: [734-929-8688](tel:734-929-8688) (mobile/direct to me)  
fax: [815-642-4358](tel:815-642-4358) (direct to me)

## Meeting Calendar

Board	Date	Time	Location	Website	City Representative
Downtown Development Authority	4/21/2016	7:30 a.m.	Dexter Senior Center	<a href="http://www.dextermi.gov">http://www.dextermi.gov</a>	Shawn Keough
Dexter Community Schools Board of Education	4/25/2016	7:00 p.m.	Creekside Intermediate School	<a href="http://dexterschools.org/">http://dexterschools.org/</a>	
Dexter City Council	4/25/2016	7:30 p.m.	Dexter Senior Center	<a href="http://www.dextermi.gov">http://www.dextermi.gov</a>	
Western Washtenaw Area Value Express	4/26/2016	8:00 a.m.	Catherine Crippen Building	<a href="http://www.ridethewavebus.org/">http://www.ridethewavebus.org/</a>	Jim Carson
Dexter City Council Budget Worksession	4/27/2016	6:00 p.m.	Creekside Intermediate School	<a href="http://www.dextermi.gov">http://www.dextermi.gov</a>	
Election Commission	4/28/2016	3:00 p.m.	City Offices	<a href="http://www.dextermi.gov">http://www.dextermi.gov</a>	
Huron River Watershed Council	4/28/2016	5:30 p.m.	1100 N. Main, Suite 210, Ann Arbor	<a href="http://www.hrwc.org/">http://www.hrwc.org/</a>	Paul Cousins
Dexter District Library Board	5/2/2016	7:00 p.m.	Dexter District Library	<a href="http://www.dexter.lib.mi.us/">http://www.dexter.lib.mi.us/</a>	Pat Cousins
Planning Commission	5/2/2016	7:00 p.m.	Dexter Senior Center	<a href="http://www.dextermi.gov">http://www.dextermi.gov</a>	Jim Smith
Election Day	5/3/2016	7:00 a.m.	Dexter Senior Center	<a href="http://www.dextermi.gov">http://www.dextermi.gov</a>	
Arts, Culture, and Heritage Committee	5/3/2016	6:30 p.m.	Dexter Senior Center	<a href="http://www.dextermi.gov">http://www.dextermi.gov</a>	Donna Fisher
Washtenaw Area Transportation Study - Technical	5/4/2016	9:30 a.m.	200 N Main St., Basement	<a href="http://www.miwats.org/">http://www.miwats.org/</a>	Rhett Gronewelt
Dexter Area Historical Society Board	5/5/2016	7:00 p.m.	Dexter Area Historical Museum	<a href="http://dexterhistory.org">http://dexterhistory.org</a>	
Dexter Community Schools Board of Education	5/9/2016	7:00 p.m.	Creekside Intermediate School	<a href="http://dexterschools.org/">http://dexterschools.org/</a>	
Dexter City Council	5/9/2016	7:30 p.m.	Dexter Senior Center	<a href="http://www.dextermi.gov">http://www.dextermi.gov</a>	

**Due to the possibility of cancellations, please verify the meeting date with the listed website or City representative**

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	Name of Group	Dates	Number Approved	Approval Date	Locations		Name of Group	Dates	Number Approved	Approval Date	Locations	
<b>January</b>	Dexter Winter Marketplace-Farmers Market 2 X Mos.	1/4-1/9 & 1/18-1/23	2-2' X 3' & 3-18 X 24	9/8/2015	1,2,4,5,44	<b>August</b>	Friends of the Dexter District Library	8/6-8/14	5 - 18 X 24	1/20/2016	1,4,44,10,3	
	St. Andrews-American Red Cross Blood Drive	12/28-1/4	2-2' X 3'	9/17/2015	8 & 22		Dexter Wellness-Monthly Community Walks	8/8-8/13	5 - 18 X 24	2/9/2016	1,2,4,5,44	
	Dexter Community Players-Production of Avenue Q	1/9-1/23	2 - 18 X 24, 1 - 4' X 8'	11/12/2015	2 & 5							
	K of C Ladies Auxiliary-Quarter Mania	1/13-1/21	4 - 18 X 24	1/13/2016	1,2,4,44							
	K of C Ladies Auxiliary-Rummage Sale	1/21-2/6	5 - 18 X 24	1/15/2016	1,2,4,5,10							
	Dexter Little League-Spring Registration	1/25-2/8	5 - 18 X 24	1/20/2016	1,2,4,5,44							
	Friends of the Dexter District Library	1/3-1/10	5 - 18 X 24	1/20/2016	1,4,44,10,3							
	St. Andrews-Monthly Dinners	1/26-2/4	1 - 2 X 3	1/26/2016	8							
<b>February</b>	Dexter Winter Marketplace-Farmers Market 2 X Mos.	2/1-2/6 & 2/15-2/20	2-2' X 3' & 3-18 X 24	9/8/2015	1,2,4,5,44	<b>September</b>	St. Andrews-American Red Cross Blood Drive	9/8-9/19	2-2' X 3'	9/17/2015	8 & 22	
	Dexter Community Orchestra Concerts	2/11-2/21	2 - 3' X 4'	9/28/2015	5 & 9		Dexter Wellness-Monthly Community Walks	9/5-9/10	5 - 18 X 24	2/9/2016	1,2,4,5,44	
	Dexter Drama Club-"Chicago"	1/30-2/14	2 - 2' X 4', 3 - 18 X 24	1/15/2016	1,2,4,44,10							
	Dexter Little League-Spring Registration	1/25-2/8	5 - 18 X 24	1/20/2016	1,2,4,5,44							
	Friends of the Dexter District Library	1/31-2/7	5 - 18 X 24	1/20/2016	1,4,44,10,3							
	St. Andrews-Monthly Dinners	1/26-2/4 & 2/23-3/3	1 - 2 X 3	1/26/2016	8							
	Dexter Lacrosse Assoc.-Spring Registration Boys	2/9-2/23	4 - 18 X 24	2/5/2016	1,2,36,45							
	Dexter Wellness-Monthly Community Walks	2/8-2/13	5 - 18 X 24	2/9/2016	1,2,4,5,44							
	Dexter Little League-Final week Spring Registration	2/25-3/1	5 - 18 X 24	2/18/2016	1,2,4,5,44							
<b>March</b>	Dexter Winter Marketplace-Farmers Market 2 X Mos.	2/29-3/6 & 3/14-3/19	2-2' X 3' & 3-18 X 24	9/8/2015	1,2,4,5,44	<b>October</b>	Friends of the Dexter District Library	9/25-10/2	5 - 18 X 24	1/20/2016	1,4,44,10,3	
	Friends of the Dexter District Library	2/28-3/6	5 - 18 X 24	1/20/2016	1,4,44,10,3		Dexter Wellness-Monthly Community Walks	10/3-10/8	5 - 18 X 24	2/9/2016	1,2,4,5,44	
	St. Andrews-Monthly Dinners	2/23-3/3 & 3/29-4/7	1 - 2 X 3	1/26/2016	8							
	Dexter Wellness-Monthly Community Walks	3/7-3/12	5 - 18 X 24	2/9/2016	1,2,4,5,44							
	Peace Lutheran Church-Easter Egg Hunt	3/5-3/19	1 - 2' X 3"	2/19/2016	1							
	Columbus Ladies Auxiliary-Quarter Mania	3/9-3/17	4 - 18 X 24	3/9/2016	1,2,4,44							
<b>April</b>	Dexter Winter Marketplace-Farmers Market 2 X Mos.	3/28-4/2 & 4/11-4/16	2-2' X 3' & 3-18 X 24	9/8/2015	1,2,4,5,44	<b>November</b>	Friends of the Dexter District Library	10/30-11/6	5 - 18 X 24	1/20/2016	1,4,44,10,3	
	St. Andrews-American Red Cross Blood Drive	4/7-4/18	2-2' X 3'	9/17/2015	8 & 22		Dexter Wellness-Monthly Community Walks	11/7-11/12	5 - 18 X 24	2/9/2016	1,2,4,5,44	
	Friends of the Dexter District Library	3/27-4/3	5 - 18 X 24	1/20/2016	1,4,44,10,3							
	St. Andrews-Monthly Dinners	3/29-4/7 & 4/26-5/5	1 - 2 X 3	1/26/2016	8							
	Dexter Wellness-Monthly Community Walks	4/4-4/9	5 - 18 X 24	2/9/2016	1,2,4,5,44							
	Red Cross/Blood Drive-In Memory of Jeremy Loy	4/15-4/26	5 - 18 X 24	4/14/2016	1,4,5,44,10							
	Dexter Drama Club /Hercules	4/23-5/9	3-18X24 & 2-5X10	4/15/2016	1,2,4,44,10							
<b>May</b>	Dexter Community Orchestra Concerts	5/5-5/15	2 - 3' X 4'	9/28/2015	5 & 9	<b>December</b>	Friends of the Dexter District Library	11/27-12/4	5 - 18 X 24	1/20/2016	1,4,44,10,3	
	Friends of the Dexter District Library	5/1-5/8	5 - 18 X 24	1/20/2016	1,4,44,10,3		Dexter Wellness-Monthly Community Walks	12/5-12/10	5 - 18 X 24	2/9/2016	1,2,4,5,44	
	St. Andrews-Monthly Dinners	4/26-5/5	1 - 2 X 3	1/26/2016	8							
	Dexter Wellness-Monthly Community Walks	5/9-5/14	5 - 18 X 24	2/9/2016	1,2,4,5,44							
	Ann Arbor Track Club-Dexter to Ann Arbor Run	5/22-6/6	5 - 18 X 24	3/28/2016	1,2,4,5,44							
	Dexter Area Historical Society/Railroad Workers Ball	5/27-6/13	5 - 18 X 24	4/11/2016	1,4,5,44,10							
	Gordon Hall-Train Days	5/27-6/13	5 - 18 X 24	4/11/2016	1,4,5,44,10							
	Dexter Drama Club /Hercules	4/23-5/9	3-18X24 & 2-5X10	4/15/2016	1,2,4,44,10							
<b>June</b>	Dexter Community Orchestra Concerts	6/6-6/16	2 - 3' X 4'	9/28/2015	5 & 9	<b>July</b>	St. Andrews-American Red Cross Blood Drive	7/7-7/18	2-2' X 3'	9/17/2015	8 & 22	
	Friends of the Dexter District Library	5/29-6/4	5 - 18 X 24	1/20/2016	1,4,44,10,3		Dexter Wellness-Monthly Community Walks	7/4-7/9	5 - 18 X 24	2/9/2016	1,2,4,5,44	
	Dexter Wellness-Monthly Community Walks	6/6-6/11	5 - 18 X 24	2/9/2016	1,2,4,5,44		St. Joseph Festival Flea Market & Rummage Sale	6/26-7/10	5 - 18 X 24	3/30/2016	1,2,4,5,10	
	Ann Arbor Track Club-Dexter to Ann Arbor Run	5/22-6/6	5 - 18 X 24	3/28/2016	1,2,4,5,44		St. Joseph Festival	7/5-7/18	5 - 18 X 24	3/30/2016	1,2,4,5,10	
	St. Joseph Festival Flea Market & Rummage Sale	6/26-7/10	5 - 18 X 24	3/30/2016	1,2,3,4,10							
	Dexter Lion's Club/White Cane Days Fundraiser	6/17-6/18	5 - 2 X 3	4/8/2016	49,50,51,52,53							

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 2, 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-Post Office, 50-8135 Main-gas station, 51-Hackney, 52-TCF, 53-DQ, 54-Busch's

\*\* 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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City of Dexter  
Assessing Department

# Memo

To: Mayor Keough and City Council  
CC: Courtney Nicholls, City Administrator  
Date: April 20, 2016  
Re: Assessing Department Update

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This memo is to give you a brief overview of what has been taking place in the assessing department:

## March Board of Review

- The March Board of Review met on Monday, March 14<sup>th</sup> and Wednesday March 16<sup>th</sup>.
- The Board had 7 in person protests and 12 written appeals (hardship appeals, veteran exemption requests, late personal property statements, etc.) The draft minutes are attached.
- We have the following ratios and multipliers in the classes of property within the City. Please remember that we are to assess property at 50% of true cash value (TCV). Our goal is to improve the ratio determined by the County Equalization Department to between 49 and 50%.
  - Commercial 201 Class:
    - Ratio 47.40 or 5% increase. Ending ratio after adjustments is 49.60.
  - Industrial 301 Class:
    - Ratio 48.27 or 3% increase. Ending ratio after adjustments is 49.92.
  - Residential 401 Class:
    - Ratio 45.77 or 8.5% increase. Ending ratio after adjustments is 49.71.
- The attached 4037 certificate indicate the 2016 certified assessment roll Assessed and Taxable Values for the Ad Valorem and IFT rolls.

## Mapping

- One of the requirements of the Audit of Minimum Assessing Requirements (AMAR) is to have proper mapping for the City. I have been working with the County GIS department to develop the required maps for the assessing department. Recently, I had multiple maps created by the County including sales maps, vacant sales maps, Economic Condition Factor (ECF) maps, Land Code maps and land value maps, all of which are a requirement of the AMAR.

## Sales

- For the sales study period used in Equalization of October 1, 2013 through September 30, 2015, we had 198 arms-length transactions occur in the city. This timeframe is the period used by Equalization to determine if values are increasing or decreasing in a unit of Government.

## New construction

- For the 2016 assessment roll, I received 131 building permits from Washtenaw County Building Department that were issued in the 2015 calendar year.
- I also had 92 building permits from Washtenaw County Building Department that were issued in the 2014 calendar year that I had to review to determine if the assessment was complete or as a partial assessment.

## Michigan Tax Tribunals (MTT)

- Currently we have a total of 4 pending full tribunal actions. We had one small claims appeal that had been heard and decided. The MTT granted additional time to the Petitioner to appeal the decision upon him filing a motion to grant an extension. The petitioner did not file the documents requested in the time allowed by the order so the MTT made the opinion from the hearing final.



# CITY OF DEXTER

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

## City Council

Shawn Keough  
Mayor

Ray Tell  
Mayor Pro Tem

Jim Carson  
Council Member

Donna Fisher  
Council Member

Julie Knight  
Council Member

Zach Michels  
Council Member

James Smith  
Council Member

## Administration

Courtney Nicholls  
City Manager

Carol Jones  
Clerk

Marie Sherry, CPFA  
Treasurer/Finance Director

Michelle Aniol  
Community Development Manager

Dan Schlaff  
Public Services Superintendent

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## City of Dexter Board of Review Meeting Minutes March 8, 2016 1:30 PM

Present: Paul Cousins, Chairperson, Carl Sperling, member.

Excused: Pete Potsos

Also Present: Chris Renius, Assessor

The meeting was called to order at 1:35 PM, by Chairman Cousins, Chair.

Election of Board of Review Chairperson for the 2016 year: Motion by Sperling, support by Cousins, to elect Cousins as Chairperson of the Board of Review. All ayes, motion carried.

Approval of the December Board of Review minutes: Motion by Sperling, second by Cousins to adopt the 2015 December Board of Review minutes. All ayes, motion carried.

Assessor Renius presented the 2016 Ad Valorem and IFT rolls. Assessor Renius stated that the roll is based on an appraisal study versus a sale study with the following changes per class:

- 201 Commercial: 5.5% increase
- 301 Industrial: 3.5% increase
- 401 Residential: 9% increase

Assessor Renius explained that the Consumer Price Index increase for the 2016 year on taxable value is 0.3%. The Board members proceeded to review the 2016 assessment roll. Motion by Sperling, second by Cousins to accept the 2016 Ad Valorem and IFT assessment rolls as presented.

Motion by Sperling, second by Cousins to recess until 1:00 PM on Monday, March 14, 2016. All ayes, motion carried.

Respectfully submitted,

Christopher Renius, Assessor



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## City of Dexter Board of Review Meeting Minutes March 14, 2016 1:00 PM

Present: Paul Cousins, Chairperson, Carl Sperling, member.

Excused: Pete Potsos

The meeting was called to order at 1:00 PM, by Chairman Cousins, Chair. Appeal of assessment hearings begin.

### **Petition 2016-013**

Parcel 08-08-260-159

Mark & Carol Korte  
3749 Bristol Drive

Petitioner states that the original assessed value (AV) at the time of the sale did not reflect the sale price. AV was protested to the 2015 MBOR without adjustment and appealed to the Michigan Tax Tribunal where the AV was reduced from \$132,200 to \$130,000. Petitioner feels AV is above market value and supplied several comparable properties in the Dexter Crossing neighborhood.

Motion by Sperling, second by Cousins to affirm the 2016 assessment. All ayes, motion carried.

### **Petition 2016-014**

Parcel 08-08-224-036

Karen Benton Trust  
276 Victoria Drive

Petitioner states that the original AV at the time of sale did not reflect the sale price of \$225,000 since the 2016 AV is \$117,400 rendering a market value of \$234,800. She supplied comparable condo sales in the same complex comparing sale price with the AV & TV. She also notes that units range in price depending on the floorplan.

Motion by Sperling, second by Cousins to reduce the AV and TV from \$117,400 to \$115,000 for the 2016 year to reflect market value. All ayes, motion carried.

### **Petition 2016-015**

08-05-330-174

Daniel & Jacklyn Petlicki  
3648 Ryan Drive

Petitioner states that they believe that the assessed value is greater than the recent sale of the property. Sale price of \$317,000 and the AV & TV are \$164,400 for the 2016 year, rendering a market value of \$328,800. Petitioner states house was on the market for 3 months before the sale and that the sale price reflects the market value.



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Motion by Cousins, second by Sperling to affirm the 2016 assessed and taxable values. All ayes, Motion carried.

### **Petition 2016-16**

08-05-440-015

James & Deborah Hillock  
3580 Shaw Court

Petitioner states that there are several discrepancies on the property record card: House does not have a built in fireplace but rather a free standing non-vented fireplace, no ½ bath, structure is 1.5 story and not 2 story as listed. Petitioner also states that the assessment values the property higher than surrounding properties. A map of surrounding property values was provided. Petitioner also states that the house is over-valued due to still outstanding tornado damage. Pictures were supplied of the damaged area. Petitioner purchased property in December of 2015 for \$285,000. 2016 Assessed and Taxable value are \$131,300, rendering a market value of \$262,600.

Motion by Sperling, second by Cousins to remove the ½ bath and fireplace and set the AV and TV for the 2016 year at \$126,500. All ayes, motion carried.

### **Petition 2016-17**

03-31-310-006

Kevin & Julie Simons  
3220 Eastridge Drive

Petitioner states that the property was assessed too high after sale in 2014 for tax year 2015 and continues to be high for the 2016 year. Petitioner supplied a chart of comparable home sales which compared sale price, taxable value and TV as a percentage of sale price. Petitioner also supplied several comparable sales in the same neighborhood with two houses that very closely match the same design. Petitioner states that the comparable properties have a slightly better location due to having walkout basements.

Motion by Sperling, second by Cousins to revise the Assessed value from \$169,400 to \$165,000 for the 2016 year due to a market value adjustment based on petitioners contentions. All ayes, motion carried.

### **Petition 2016-18**

08-06-151-010

Brian & Katherine Begeman  
3333 Edison

Petitioner states that the assessed and taxable values are too high based on an appraisal provided at the time of purchase. Property sold in 2015 and the appraisal at the time states the value at \$200,500 and the actual sale price was \$215,000. Petitioner also provided several area comparable properties which they state are slightly larger than the home in question. The 2016 AV & TV on the property are \$109,300 rendering a true cash value of \$218,600.

Motion by Cousins, second by Sperling to reduce AV and TV for the 2016 year to \$102,500. All ayes, motion carried.



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Motion by Cousins, second by Sperling to recess for dinner at 4:02 PM. All ayes, motion carried.

Motion by Cousins, second by Sperling to call the meeting back to order at 6:00 PM. All ayes, motion carried.

Motion by Sperling at 8:58 PM, second by Cousins to recess until 9:00 AM on Wednesday, March 16, 2016.

All ayes, motion carried.

Respectfully submitted,

Christopher Renius, Assessor

DRAFT



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## City of Dexter Board of Review Meeting Minutes March 16, 2016 9:00 AM

Present: Paul Cousins, Chairperson, Carl Sperling, member, Pete Postos.

Also present: Chris Renius, Assessor.

The meeting was called to order at 9:00 AM, by Chairman Cousins, Chair. Appeal of assessment hearings begin.

### Petition 2016-012

08-05-380-002

Bemer Investments LLC  
7200 Dan Hoey Road B

Petitioner claims that the assessment exceeds market value based upon a recent appraisal of the property. The City AV is \$260,100 and the TV is \$241,133 but contends that the value of the property is \$390,000 based on the appraisal so the AV & TV should be \$195,000.

Motion by Postos, second by Sperling to reduce the AV & TV from \$260,100 and \$241,133 respectively to \$202,500 for the 2016 year. All ayes, motion carried.

### Petition 2016-001 Written Appeal

08-06-108-013

Gladys M. Dettling  
7929 Third Street

Petitioner requests a Veterans Exemption. All necessary paperwork is in order.

Motion by Cousins, second by Sperling to grant 100% veterans exemption. All ayes, motion carried.

### Petition 2016-002 Written Appeal

08-06-280-022

Jeffrey & Jean Virgne  
8035 Forest Street

Petitioner requests a Veterans Exemption. All necessary paperwork is in order.

Motion by Postos, second by Sperling to grant 100% veterans exemption. All ayes, motion carried.



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### **Petition 2016-003 Written Appeal**

03-31-310-041

Brandon & Jade Houser  
8258 Webster Drive

Petitioner requests a Veterans Exemption. All necessary paperwork is in order.  
Motion by Cousins, second by Sperling to grant 100% veterans exemption. All ayes, motion carried.

### **Petition 2016-004 Written Appeal**

08-08-260-047

Siebert & Jessica Meadows  
447 Cambridge Drive

Petitioner states that the City is assessing the property for a 1 story on a crawl space area that is not on the property. Assessor Renius has verified this to be correct.

Motion by Sperling, second by Postos to remove the 252 square foot area from the assessment rendering a 2016 AV of \$97,000 and a TV of \$77,297. All ayes, motion carried.

### **Petition 2016-005 Written Appeal**

99-49-050-460

Dexter Karate Academy  
3115 Broad Street D

Business closed at the end of July 2014.

Motion by Sperling, second by Postos to remove the 2016 personal property assessment. All ayes, motion carried.

### **Petition 2016-006 Written Appeal**

08-05-330-172

Stephanie Stenberg  
3710 Ryan Drive

Parcel's TV should have not uncapped for the 2016 year as the transfer affidavit indicates that it is a transfer between first blood affinity relatives.

Motion by Postos, second by Cousins to recap the taxable value in 2016 from \$140,312 to \$111,506. All ayes, motion carried.

### **Petition 2016-007 Written Appeal**

99-49-053-300

Myint Family Chiropractic  
7200 Dan Hoey Road F

Petitioner filed a form 5076 (Small Business Personal Property Tax Exemption) with the City to be exempt from personal property assessments.

Motion by Cousins, second by Sperling to grant 100% exemption. All ayes, motion carried.



## CITY OF DEXTER

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### **Petition 2016-008 Written Appeal**

08-06-107-007

Bertha Luckhardt

8060 Fourth Street

Petitioner requests a hardship exemption. Board of Review feels that all necessary paperwork is in order. Motion by Cousins, second by Sperling to reduce the 2016 AV from \$78,900 to \$30,000 and the TV from \$62,438 to \$30,000. All ayes, motion carried.

### **Petition 2016-009 Written Appeal**

99-49-051-300

Cheryl Hall Photography

8120 Huron Street

Petitioner filed a form 5076 (Small Business Personal Property Tax Exemption) with the City to be exempt from personal property assessments.

Motion by Sperling, second by Cousins to grant 100% exemption. All ayes, motion carried.

### **Petition 2016-010 Written Appeal**

99-48-006-217

GE Capital Corp.

2555 Bishop Circle West

Petitioner filed a form L-4175 (Personal Property Statement) with the City after the filing deadline.

Motion by Sperling, second by Cousins to take the AV & TV for the 2016 year from \$2,700 to \$0. All ayes, motion carried.

### **Petition 2016-011 Written Appeal**

99-20-001-921

US Bank National Association

7300 Huron River Drive

Petitioner filed a form L-4175 (Personal Property Statement) with the City after the filing deadline.

Motion by Sperling, second by Cousins to take the AV & TV for the 2016 year from \$2,100 to \$0. All ayes, motion carried.

### **Petition 2016-019 Written Appeal**

99-49-051-420

Dexter Bike & Sport LLC

3173 Baker Road

Petitioner filed a form 5076 (Small Business Personal Property Tax Exemption) with the wrong unit of government so it arrived at the city after the filing deadline.

Motion by Sperling, second by Postos to take the AV & TV for the 2016 year from \$1,900 to \$0. All ayes, motion carried.

Motion by Postos, second by Sperling to recess for lunch at 11:59 AM. All ayes, motion carried.



## CITY OF DEXTER

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Motion by Sperling, second by Cousins to reconvene the Board of Review at 1:00 PM. All ayes, motion carried.

At 3:55 PM, Assessor Renius presented the Board with a completed L-4037 form for them to review and complete. This form is the final certification by the Board of Review for the 2016 assessment roll. Motion by Cousins, second by Postos to accept, sign and certify the 2016 Ad Valorem and IFT assessment rolls. All ayes, motion carried.

Motion by Postos, second by Cousins to adjourn the 2016 March Board of Review at 4:02 PM. All ayes, motion carried.

Respectfully submitted,

Christopher Renius

DRAFT

## State Tax Commission Assessment Roll Certification (Board of Review)

This form is issued under the authority of the General Property Tax Act, P.A. 206 of 1893, MCL 211.30. Attach original copy to the assessment roll.

PART 1: ASSESSOR AND LOCAL UNIT INFORMATION			
Assessing Officer Name <b>CHRISTOPHER RENIUS</b>	Certification Number <b>7676</b>	Certification Level (MCAO, MAAO, MMAO) <b>MAAO - Michigan Advanced Assessing Officer</b>	Tax Year <b>2016</b>
Local Unit of Government Name <b>DEXTER CITY</b>	City or Township <b>DEXTER CITY</b>	County Name <b>WASHTENAW</b>	

PART 2: POST-BOARD OF REVIEW ASSESSED VALUES, CAPPED VALUES AND TENTATIVE TAXABLE VALUES - AD VALOREM			
Property Class	Assessed Values	Capped Values	Tentative Taxable Value
Real Agriculture	<b>0</b>	<b>0</b>	<b>0</b>
Real Commercial	<b>47,864,000</b>	<b>41,861,995</b>	<b>41,871,716</b>
Real Industrial	<b>22,218,300</b>	<b>20,214,777</b>	<b>20,142,077</b>
Real Residential	<b>173,557,300</b>	<b>137,806,037</b>	<b>140,807,103</b>
Real Timber Cutover	<b>0</b>	<b>0</b>	<b>0</b>
Real Developmental	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL REAL PROPERTY</b>	<b>243,639,600</b>	<b>199,882,809</b>	<b>202,820,896</b>
<b>TOTAL PERSONAL PROPERTY</b>	<b>15,289,000</b>	<b>15,289,000</b>	<b>15,289,000</b>
<b>TOTAL REAL &amp; PERSONAL PROPERTY</b>	<b>258,928,600</b>	<b>215,171,809</b>	<b>218,109,896</b>

### PART 3: BOARD OF REVIEW CERTIFICATION

*We hereby certify that the information contained within this Board of Review Assessment Roll Certification is true and accurate to the best of my knowledge, information and belief that the Ad Valorem and Special Act assessed, capped and tentative taxable valuations contained within this Board of Review Certification compose the aggregate assessed valuations of taxable property for the above mentioned local unit of government following the conclusion of the Board of Review.*

Chairperson of the Board of Review Signature 	Date <b>3/16/2016</b>
Board of Review Member Signature 	Date <b>3/16/2016</b>
Board of Review Member Signature 	Date <b>3/16/2016</b>
Board of Review Member Signature (if necessary)	Date
Board of Review Member Signature (if necessary)	Date
Board of Review Member Signature (if necessary)	Date

## State Tax Commission Assessment Roll Certification (Board of Review)

This form is issued under the authority of the General Property Tax Act, P.A. 206 of 1893, MCL 211.30. Attach original copy to the assessment roll.

PART 1: ASSESSOR AND LOCAL UNIT INFORMATION			
Assessing Officer Name <b>CHRISTOPHER RENIUS</b>	Certification Number <b>7676</b>	Certification Level (MCAO, MAAO, MMAO) <b>MAAO - Michigan Advanced Assessing Officer</b>	Tax Year <b>2016</b>
Local Unit of Government Name <b>DEXTER CITY</b>	City or Township <b>DEXTER CITY</b>	County Name <b>WASHTENAW</b>	
PART 2: POST-BOARD OF REVIEW ASSESSED VALUES, CAPPED VALUES AND TENTATIVE TAXABLE VALUES - IFT ROLL			
Property Class	Assessed Values	Capped Values	Tentative Taxable Value
Real Agriculture	0	0	0
Real Commercial	0	0	0
Real Industrial	6,700,200	6,271,222	6,271,222
Real Residential	0	0	0
Real Timber Cutover	0	0	0
Real Developmental	0	0	0
<b>TOTAL REAL PROPERTY</b>	<b>6,700,200</b>	<b>6,271,222</b>	<b>6,271,222</b>
<b>TOTAL PERSONAL PROPERTY</b>	<b>1,137,000</b>	<b>1,137,000</b>	<b>1,137,000</b>
<b>TOTAL REAL &amp; PERSONAL PROPERTY</b>	<b>7,837,200</b>	<b>7,408,222</b>	<b>7,408,222</b>
PART 3: BOARD OF REVIEW CERTIFICATION			
<i>We hereby certify that the information contained within this Board of Review Assessment Roll Certification is true and accurate to the best of my knowledge, information and belief that the Ad Valorem and Special Act assessed, capped and tentative taxable valuations contained within this Board of Review Certification compose the aggregate assessed valuations of taxable property for the above mentioned local unit of government following the conclusion of the Board of Review.</i>			
Chairperson of the Board of Review Signature 	Date <b>3/16/2016</b>		
Board of Review Member Signature 	Date <b>3/16/2016</b>		
Board of Review Member Signature 	Date <b>3/16 2016</b>		
Board of Review Member Signature (if necessary)	Date		
Board of Review Member Signature (if necessary)	Date		
Board of Review Member Signature (if necessary)	Date		



## TREASURER/FINANCE DIRECTOR'S OFFICE

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

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### **Report to the City Council Third Quarter Fiscal Year 2015-2016**

I am pleased to present to Council the financial report for the City of Dexter, as well as the activity for the Treasurer/Finance Director's Office, for the Third quarter of Fiscal Year 2015-2016.

#### Activities Section

This report is intended to inform Council of activities throughout that may be of interest from a financial, operational or educational standpoint. Because it may address items included in the other two sections, it will go at the beginning of this report.

#### Revenue and Expenditure Section

Revenue and expenditure reports are used to track how the City is performing for a particular time period, as compared to its adopted budget. A general guideline is that each quarter represents 25% of the budget, although timing of receipts, projects or other types of expenses may cause a department to be over or under this guideline in any given quarter. If management is aware that a particular department or line item may become out of budgetary compliance, budget amendments will be submitted to Council for their consideration.

In its adopted budget document, the City identifies major funds, which are those funds that constitute more than 10% of the revenue and/or expenditures of the total appropriated budget or are of special interest to management. For the current fiscal year, these funds are the General Fund, Major Streets Fund, Local Streets Fund, Municipal Streets Fund, Solid Waste Fund, Sewer Fund and Water Fund. This report will present financial information for these funds on an individual basis, and will consolidate reporting for the City's non-major funds.

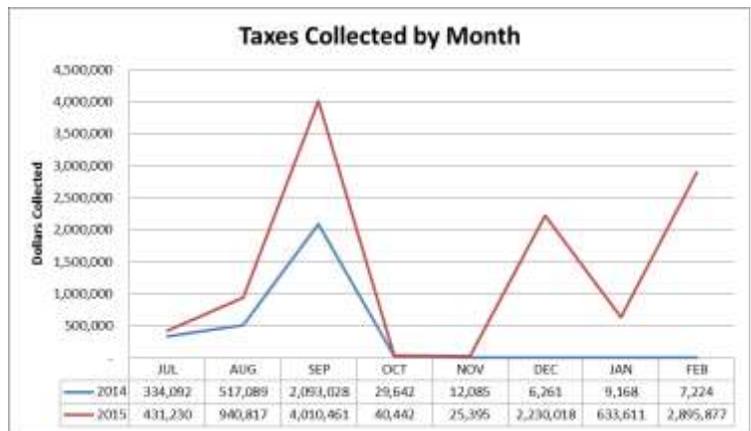
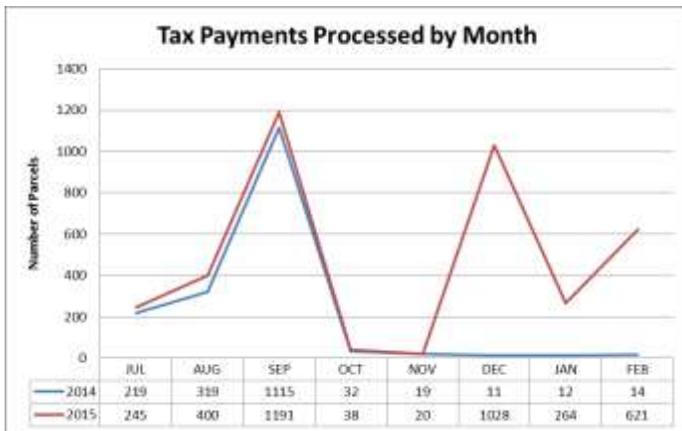
#### Cash Balances Section

Included in the financial section of this report are the City's cash balances, formatted by fund, which gives an overall picture of the cash flow available for the various activities. Some accounts are pooled, which means that the monies in those accounts are spread across several funds. Examples of this type of account are the Pooled Account and the Tax Savings Account. Included in this report is a table that shows available cash less the 15% fund balance that is set aside by budget policy, as well as the remaining expected revenue and expenditures for the fiscal year according to the revenue and expenditure reports.

## Department Activities

### 2015 Tax Collection

The 2015 tax collection season is complete, and the City has settled our tax roll with the Washtenaw County Treasurer's Office. Below are two charts that show the impact that becoming a city has had on both the operations of the Treasurer's Office and the City Office in general, in terms of increased activity and workload.



As of early April, the City had collected and disbursed the following amounts:

- Dexter Community Schools: \$3,237,798.54
- City of Dexter: \$3,006,014.98
- Washtenaw County: \$2,561,465.59
- Washtenaw County Intermediate School District: \$888,782.11
- Washtenaw Community College: \$702,995.66
- Dexter Downtown Development Authority: \$405,308.88
- Dexter District Library: \$330,083.99
- State of Michigan: \$60,344.58
- *Total: \$11,192,794.33*

Following are the final remittance sheets for each taxing authority. Although the settlement process with the Washtenaw County Treasurer serves as the check and balance for tax collection, I believe that Council should also see the flow and timing of funds from the city to the other taxing jurisdictions. Amounts that were delinquent as of March 1<sup>st</sup> are also included on these spreadsheets.

**\*\*Note:** Some of these payments were made after March 31<sup>st</sup>, so they are not removed from the cash balances. This (in addition to unallocated interest and prior year balances) is why there are balances remaining in the tax savings account on the Cash Balances Report.

Dexter Community Schools							
	Operating	Debt	Tax Total	Disbursement Check Register			
Adjusted Ad Valorem	1,407,826.78	1,898,693.11	3,306,519.89	Check	Total	Check #	Date
Adjusted IFT	-	58,298.42	58,298.42				
Less DDA Capture	-	-	-				
<b>Total Taxes Due</b>	<b>1,407,826.78</b>	<b>1,956,991.53</b>	<b>3,364,818.31</b>				
	142.20	5,395.20	5,537.40	5,537.40	1390	12/11/2015	
	111,389.17	143,484.25	254,873.42	254,873.42	1409	12/29/2015	
	203,475.72	675,877.15	879,352.87	879,352.87	1416	1/13/2016	
	85,536.32	159,605.35	245,141.67	245,141.67	1423	1/20/2016	
	37,683.95	62,265.27	99,949.22	99,949.22	1431	2/8/2016	
	617,739.01	627,021.21	1,244,760.22	1,244,760.22	1446	2/23/2016	
	276,041.43	223,105.84	499,147.27	499,147.27	1452	3/15/2016	
	5,000.00	4,036.47	9,036.47	9,036.47	1458	3/30/2016	
<b>Subtotal Due</b>	<b>70,818.98</b>	<b>56,200.79</b>	<b>127,019.77</b>	<b>3,237,798.54</b>	<b>Total</b>	<b>Disbursed</b>	
Delinquent Real	(67,929.38)	(47,309.20)	(115,238.58)				
Delinquent Personal	(2,889.60)	(5,005.65)	(7,895.25)				
Delinquent IFT	-	(2,922.41)	(2,922.41)				
Hold Back NSF Check	-	(963.53)	(963.53)				
<b>Final Due</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>				

City of Dexter																	
	Operating	Interest	Streets	Interest	GO Bond	Interest	Special Assessments	Summer Admin	Winter Admin	Tax Total	Interest Total	Admin Total	Tax + Interest + Admin	Disbursement Check Register			
Adjusted Ad Valorem	2,231,794.92	1,551.36	768,007.48	533.47	140,191.17	97.16	880.31	42,993.42	43,746.17	3,140,873.88	2,181.99	86,739.59	3,229,795.46	Check	Total	Check #	Date
Adjusted IFT	68,521.99	158.55	23,579.93	54.57	4,304.49	9.96	-	1,141.31	1,405.45	96,406.41	223.08	2,546.76	99,176.25				
Less DDA Capture	(202,830.81)	(140.57)	(69,797.86)	(48.39)	-	-	-	-	-	(272,628.67)	(188.96)	-	(272,817.63)				
<b>Total Taxes Due</b>	<b>2,097,486.10</b>	<b>1,569.34</b>	<b>721,789.55</b>	<b>539.65</b>	<b>144,495.66</b>	<b>107.12</b>	<b>880.31</b>	<b>44,134.73</b>	<b>45,151.62</b>	<b>2,964,651.62</b>	<b>2,216.11</b>	<b>89,286.35</b>	<b>3,056,154.08</b>				
	79,907.75	-	27,497.82	-	5,394.95	-	-	1,691.82	-	112,800.52	-	1,691.82	114,492.34	114,492.34	20151970109	7/16/2015	
	82,670.09	-	28,448.54	-	5,538.06	-	-	1,729.76	-	116,656.69	-	1,729.76	118,386.45	114,492.34	20152170090	8/5/2015	
	-	-	-	-	-	-	-	-	-	-	-	-	-	3,894.11	20152170093	8/5/2015	
	64,001.60	-	22,024.63	-	5,058.77	-	-	1,586.38	-	91,085.00	-	1,586.38	92,671.38	92,671.38	20152290077	8/17/2015	
	290,633.92	-	100,013.15	-	20,695.13	-	-	6,421.17	-	411,342.20	-	6,421.17	417,763.37	167,763.37	57970133464	9/2/2015	
	-	-	-	-	-	-	-	-	-	-	-	-	-	250,000.00	20152450077	9/2/2015	
	1,464,964.75	43.59	504,125.93	15.00	99,482.38	3.63	880.31	30,160.90	-	2,069,453.37	62.22	30,160.90	2,099,676.49	2,099,676.49	10559160151	9/16/2015	
	49,092.51	206.12	17,926.16	70.89	3,802.58	16.48	-	1,139.42	-	70,821.25	293.49	1,139.42	72,254.16	72,254.16	20152820102	10/9/2015	
	4,921.02	94.10	1,693.42	32.39	366.83	7.07	-	115.03	-	6,981.27	133.56	115.03	7,229.86	7,229.86	20153070044	11/3/2015	
	10,866.89	152.53	2,631.84	52.50	538.99	10.74	-	167.17	-	14,037.72	215.77	167.17	14,420.66	14,420.66	20153070048	11/3/2015	
	6,849.59	202.08	2,357.09	69.53	437.59	12.91	-	133.63	-	9,644.27	284.52	133.63	10,062.42	10,062.42	20153200088	11/16/2015	
	2,008.75	98.58	691.24	33.92	140.44	6.56	-	44.00	93.43	2,840.43	139.06	137.43	3,116.92	3,116.92	20153450066	12/11/2015	
	11,330.02	453.78	3,898.96	155.81	712.01	28.27	-	223.07	3,373.60	15,940.99	637.86	3,596.67	20,175.52	20,175.52	20153630054	12/29/2015	
	-	-	-	-	-	-	-	-	13,205.39	-	-	13,205.39	13,205.39	13,205.39	20160130077	1/13/2016	
	-	-	-	-	-	-	-	-	3,414.59	-	-	3,414.59	3,414.59	3,414.59	20160200088	1/20/2016	
	-	-	-	-	-	-	-	-	1,366.78	-	-	1,366.78	1,366.78	1,366.78	20160390068	2/8/2016	
	-	-	-	-	-	-	-	-	15,926.41	-	-	15,926.41	15,926.41	15,926.41	20160540110	2/23/2016	
	(3,801.61)	318.56	(1,233.28)	109.61	189.78	21.46	-	55.38	6,192.34	(4,845.11)	449.63	6,247.72	1,852.24	1,852.24	20160920082	4/1/2016	
<b>Subtotal Due</b>	<b>34,040.82</b>	<b>-</b>	<b>11,714.05</b>	<b>-</b>	<b>2,138.15</b>	<b>-</b>	<b>-</b>	<b>667.00</b>	<b>1,579.08</b>	<b>47,893.02</b>	<b>-</b>	<b>2,246.08</b>	<b>50,139.10</b>	<b>3,006,014.98</b>	<b>Total</b>	<b>Disbursed</b>	
Delinquent Real	(30,812.22)	N/A	(10,603.06)	N/A	(1,935.39)	N/A	-	(606.79)	(1,351.94)	(43,350.67)	N/A	(1,958.73)	(45,309.40)				
Delinquent Personal	(3,195.79)	N/A	(1,099.71)	N/A	(200.70)	N/A	-	(59.58)	(108.69)	(4,496.20)	N/A	(168.27)	(4,664.47)				
Delinquent IFT	(32.78)	N/A	(11.28)	N/A	(2.06)	N/A	-	(0.63)	(101.84)	(46.12)	N/A	(102.47)	(148.59)				
Hold Back NSF Check	-	N/A	-	N/A	-	N/A	-	-	(16.61)	-	N/A	(16.61)	(16.61)				
<b>Final Due</b>	<b>0.03</b>	<b>-</b>	<b>0.00</b>	<b>-</b>	<b>0.00</b>	<b>-</b>	<b>-</b>	<b>0.00</b>	<b>0.00</b>	<b>0.03</b>	<b>-</b>	<b>0.00</b>	<b>0.03</b>				

Washtenaw County												
	Summer	Interest	SET	Interest	Winter	Tax Total	Interest Total	Tax + Interest	Disbursement Check Register			
									Check	Total	Check #	Date
Adjusted Ad Valorem	1,016,260.60	706.14	1,219,129.60	896.17	392,303.10	2,627,693.30	1,602.31	2,629,295.61				
Adjusted IFT	31,201.94	72.21	-	-	12,046.70	43,248.64	72.21	43,320.85				
Less DDA Capture	(46,179.00)	(32.01)	-	-	(17,819.82)	(63,998.82)	(32.01)	(64,030.83)				
<b>Total Taxes Due</b>	<b>1,001,283.54</b>	<b>746.34</b>	<b>1,219,129.60</b>	<b>896.17</b>	<b>386,529.98</b>	<b>2,606,943.12</b>	<b>1,642.51</b>	<b>2,608,585.63</b>				
	37,747.98	-	-	-	-	37,747.98	-	37,747.98	37,747.98	1353	7/16/2015	
	-	-	51,581.20	-	-	51,581.20	-	51,581.20	51,581.20	1354	7/16/2015	
	38,895.49	-	-	-	-	38,895.49	-	38,895.49	38,895.49	1355	8/5/2015	
	-	-	52,089.42	-	-	52,089.42	-	52,089.42	52,089.42	1356	8/5/2015	
	32,907.98	-	-	-	-	32,907.98	-	32,907.98	32,907.98	1357	8/17/2015	
	-	-	48,366.22	-	-	48,366.22	-	48,366.22	48,366.22	1358	8/17/2015	
	141,182.29	-	-	-	-	141,182.29	-	141,182.29	141,182.29	1359	9/2/2015	
	-	-	189,275.56	-	-	189,275.56	-	189,275.56	189,275.56	1360	9/2/2015	
	694,117.32	23.07	-	-	-	694,117.32	23.07	694,140.39	694,140.39	1375	9/16/2015	
	-	-	821,503.66	34.72	-	821,503.66	34.72	821,538.38	821,538.38	1376	9/16/2015	
	25,643.00	106.75	-	-	-	25,643.00	106.75	25,749.75	25,749.75	1377	10/9/2015	
	-	-	29,726.20	157.78	-	29,726.20	157.78	29,883.98	29,883.98	1378	10/9/2015	
	2,450.08	47.03	-	-	-	2,450.08	47.03	2,497.11	2,497.11	1380	11/3/2015	
	-	-	3,507.39	67.52	-	3,507.39	67.52	3,574.91	3,574.91	1382	11/3/2015	
	3,694.94	73.70	-	-	-	3,694.94	73.70	3,768.64	3,768.64	1381	11/3/2015	
	-	-	4,924.71	98.26	-	4,924.71	98.26	5,022.97	5,022.97	1383	11/3/2015	
	3,145.62	92.83	-	-	-	3,145.62	92.83	3,238.45	3,238.45	1384	11/16/2015	
	-	-	3,733.84	109.97	-	3,733.84	109.97	3,843.81	3,843.81	1385	11/16/2015	
	966.42	46.23	1,342.87	62.78	1,114.64	3,423.93	109.01	3,532.94	3,532.94	1393	12/11/2015	
	5,160.43	206.42	4,764.51	190.39	27,563.33	37,488.27	396.81	37,885.08	37,885.08	1413	12/29/2015	
	-	-	(13,002.48)	-	-	(13,002.48)	-	(13,002.48)	(13,002.48)	IFT	12/29/2015	
	-	-	-	-	136,006.16	136,006.16	-	136,006.16	136,006.16	1420	1/13/2016	
	-	-	-	-	32,092.90	32,092.90	-	32,092.90	32,092.90	1428	1/20/2016	
	-	-	-	-	12,375.03	12,375.03	-	12,375.03	12,375.03	1434	2/8/2016	
	-	-	-	-	124,367.84	124,367.84	-	124,367.84	124,367.84	1450	2/23/2016	
	-	-	-	-	36,620.28	36,620.28	-	36,620.28	36,620.28	1455	3/15/2016	
	(128.54)	150.31	1,307.63	174.75	4,779.16	5,958.25	325.06	6,283.31	6,283.31	1462	3/30/2016	
<b>Subtotal Due</b>	<b>15,500.53</b>	<b>-</b>	<b>20,008.87</b>	<b>-</b>	<b>11,610.64</b>	<b>47,120.04</b>	<b>-</b>	<b>47,120.04</b>	<b>2,561,465.59</b>	<b>Total</b>	<b>Disbursed</b>	
Delinquent Real	(14,030.43)	N/A	(18,504.71)	N/A	(9,773.63)	(42,308.77)	N/A	(42,308.77)				
Delinquent Personal	(1,455.17)	N/A	(1,504.16)	N/A	(1,034.05)	(3,993.38)	N/A	(3,993.38)				
Delinquent IFT	(14.93)	N/A	-	N/A	(603.89)	(618.82)	N/A	(618.82)				
Hold Back NSF Check	-	N/A	-	N/A	(199.07)	(199.07)	N/A	(199.07)				
<b>Final Due</b>	<b>(0.00)</b>	<b>-</b>	<b>0.00</b>	<b>-</b>	<b>(0.00)</b>	<b>0.00</b>	<b>-</b>	<b>(0.00)</b>				

Washtenaw Intermediate School District				
	<b>Operating</b>			
Adjusted Ad Valorem	887,800.98	<b>Disbursement Check Register</b>		
Adjusted IFT	27,259.58	<b>Check Total</b>	<b>Check #</b>	<b>Date</b>
Less DDA Capture	-			
<b>Total Taxes Due</b>	<b>915,060.56</b>			
	2,522.71	2,522.71	1394	12/11/2015
	67,091.07	67,091.07	1414	12/29/2015
	316,030.01	316,030.01	1421	1/13/2016
	74,629.00	74,629.00	1429	1/20/2016
	29,114.26	29,114.26	1435	2/8/2016
	293,186.58	293,186.58	1451	2/23/2016
	103,659.01	103,659.01	1456	3/15/2016
	2,549.47	2,549.47	1463	3/30/2016
<b>Subtotal Due</b>	<b>26,278.45</b>	<b>888,782.11</b>	<b>Total</b>	<b>Disbursed</b>
Delinquent Real	(22,120.97)			
Delinquent Personal	(2,340.47)			
Delinquent IFT	(1,366.48)			
Hold Back NSF Check	(450.53)			
<b>Final Due</b>	<b>(0.00)</b>			

Washtenaw Community College				
	<b>Operating</b>			
Adjusted Ad Valorem	772,337.59	<b>Disbursement Check Register</b>		
Adjusted IFT	23,714.38	<b>Check Total</b>	<b>Check #</b>	<b>Date</b>
Less DDA Capture	(70,195.58)			
<b>Total Taxes Due</b>	<b>725,856.39</b>			
	2,194.63	2,194.63	1392	12/11/2015
	50,164.33	50,164.33	1412	12/29/2015
	260,600.06	260,600.06	1419	1/13/2016
	61,444.30	61,444.30	1427	1/20/2016
	23,398.55	23,398.55	1433	2/8/2016
	234,595.97	234,595.97	1449	2/23/2016
	66,989.76	66,989.76	1454	3/15/2016
	3,608.06	3,608.06	1461	3/30/2016
<b>Subtotal Due</b>	<b>22,860.73</b>	<b>702,995.66</b>	<b>Total</b>	<b>Disbursed</b>
Delinquent Real	(19,243.92)			
Delinquent Personal	(2,036.10)			
Delinquent IFT	(1,188.77)			
Hold Back NSF Check	(391.94)			
<b>Final Due</b>	<b>0.00</b>			

Downtown Development Authority												
	Operating	Interest	Streets	Interest	County Summer	Interest	Washtenaw CC	Library	County Winter	Tax Total	Interest Total	Tax + Interest
DDA Capture	202,830.81	140.57	69,797.86	48.39	46,179.00	32.01	70,195.58	22,911.37	17,819.82	429,734.44	220.97	429,955.41
Total Taxes Due	202,830.81	140.57	69,797.86	48.39	46,179.00	32.01	70,195.58	22,911.37	17,819.82	429,734.44	220.97	429,955.41
	5,980.15	-	2,057.88	-	1,361.52	-	-	-	-	9,399.55	-	9,399.55
	5,495.60	-	1,891.12	-	1,251.19	-	-	-	-	8,637.91	-	8,637.91
	16,532.11	-	5,689.02	-	3,763.91	-	-	-	-	25,985.04	-	25,985.04
	38,827.98	-	13,361.47	-	8,840.06	-	-	-	-	61,029.51	-	61,029.51
	118,745.64	14.24	40,862.56	4.90	27,035.10	3.24	-	-	-	186,643.30	22.38	186,665.68
	8,443.19	56.65	2,905.45	19.51	1,922.28	12.90	-	-	-	13,270.92	89.06	13,359.98
	919.17	18.33	316.30	6.31	209.27	4.17	-	-	-	1,444.74	28.81	1,473.55
	932.87	18.65	321.01	6.41	212.39	4.26	-	-	-	1,466.27	29.32	1,495.59
	116.91	3.51	40.23	1.21	26.61	0.80	-	-	-	183.75	5.52	189.27
	227.26	5.97	78.21	2.06	51.74	1.36	-	-	-	357.21	9.39	366.60
	5.68	0.23	1.95	0.08	1.29	0.05	8,201.11	2,676.77	2,081.88	12,968.68	0.36	12,969.04
	-	-	-	-	-	-	14,328.27	4,676.65	3,637.21	22,642.13	-	22,642.13
	-	-	-	-	-	-	3,478.83	1,135.47	883.06	5,497.36	-	5,497.36
	-	-	-	-	-	-	1,929.26	629.67	489.69	3,048.62	-	3,048.62
	-	-	-	-	-	-	20,460.39	6,678.19	5,194.33	32,332.91	-	32,332.91
	(4,157.96)	22.99	(1,430.84)	7.91	(946.61)	5.23	16,905.60	5,517.92	4,291.90	20,180.01	36.13	20,216.14
Subtotal Due	10,762.21	-	3,703.50	-	2,450.25	-	4,892.12	1,596.70	1,241.75	24,646.53	-	24,646.53
Delinquent Real	(9,043.86)	N/A	(3,112.18)	N/A	(2,059.06)	N/A	(3,896.05)	(1,271.64)	(989.06)	(20,371.85)	N/A	(20,371.85)
Delinquent Personal	(1,718.35)	N/A	(591.32)	N/A	(391.19)	N/A	(996.07)	(325.06)	(252.69)	(4,274.68)	N/A	(4,274.68)
Delinquent IFT	-	N/A	-	N/A	-	N/A	-	-	-	-	N/A	-
Hold Back NSF Check	-	N/A	-	N/A	-	N/A	-	-	-	-	N/A	-
Final Due	(0.00)	-	0.00	-	0.00	-	0.00	0.00	0.00	(0.00)	-	(0.00)

Disbursement Check Register			
Check	Total	Check #	Date
9,399.55	20151970110	7/16/2015	
8,637.91	20152170091	8/5/2015	
25,985.04	20162290078	8/17/2015	
61,029.51	57967133317	9/2/2015	
186,665.68	10556160059	9/16/2015	
13,359.98	20152820101	10/9/2015	
1,473.55	20153070041	11/3/2015	
1,495.59	20153070047	11/3/2015	
189.27	20153200089	11/16/2015	
366.60	20153450067	12/11/2015	
12,969.04	20153630055	12/29/2015	
22,642.13	20160130078	1/13/2016	
5,497.36	20160200089	1/20/2016	
3,048.62	20160390069	2/8/2016	
32,332.91	20160540111	2/23/2016	
20,216.14	20160920083	4/1/2016	
405,308.88	Total	Disbursed	

Dexter District Library						
	Operating	Debt	Tax Total	Disbursement Check Register		
				Check Total	Check #	Date
Adjusted Ad Valorem	252,093.88	100,511.12	352,605.00			
Adjusted IFT	7,740.59	3,086.35	10,826.94			
Less DDA Capture	(22,911.37)	-	(22,911.37)			
Total Taxes Due	236,923.10	103,597.47	340,520.57			
	716.33	285.58	1,001.91	1,001.91	1391	12/11/2015
	16,373.80	7,595.50	23,969.30	23,969.30	1410	12/29/2015
	85,060.59	35,778.26	120,838.85	120,838.85	1417	1/13/2016
	20,055.54	8,448.88	28,504.42	28,504.42	1424	1/20/2016
	7,637.36	3,296.11	10,933.47	10,933.47	1432	2/8/2016
	76,574.08	33,193.81	109,767.89	109,767.89	1447	2/23/2016
	19,171.64	12,075.45	31,247.09	31,247.09	1453	3/15/2016
	3,872.07	(51.01)	3,821.06	3,821.06	1459	3/30/2016
Subtotal Due	7,461.69	2,974.89	10,436.58	330,083.99	Total	Disbursed
Delinquent Real	(6,281.22)	(2,504.18)	(8,785.40)			
Delinquent Personal	(664.52)	(264.99)	(929.51)			
Delinquent IFT	(388.02)	(154.71)	(542.73)			
Hold Back NSF Check	(127.93)	(51.01)	(178.94)			
Final Due	0.00	0.00	0.00			

State of Michigan									
	SET	Interest	School Operating	Tax Total	Interest Total	Tax + Interest	Disbursement Check Register		
							Check Total	Check #	Date
Adjusted Ad Valorem	-	-	45,196.11	45,196.11	-	45,196.11			
Adjusted IFT	15,065.36	83.11	-	15,065.36	83.11	15,148.47			
Less DDA Capture	-	-	-	-	-	-			
<b>Total Taxes Due</b>	<b>15,065.36</b>	<b>83.11</b>	<b>45,196.11</b>	<b>60,261.47</b>	<b>83.11</b>	<b>60,344.58</b>			
	2,043.19	81.73	3,312.86	5,356.05	81.73	5,437.78	5,437.78	1411	12/19/2015
	-	-	1,743.75	1,743.75	-	1,743.75	1,743.75	1418	1/13/2016
	13,002.48	-	-	13,002.48	-	13,002.48	13,002.48	1422	1/15/2016
	-	-	27,312.03	27,312.03	-	27,312.03	27,312.03	1448	2/23/2016
	-	-	6,638.82	6,638.82	-	6,638.82	6,638.82	1460	3/30/2016
	19.69	1.38	6,188.65	6,208.34	1.38	6,209.72	6,209.72	1464	4/6/2016
<b>Subtotal Due</b>	<b>0.00</b>	<b>(0.00)</b>	<b>-</b>	<b>-</b>	<b>(0.00)</b>	<b>0.00</b>	<b>60,344.58</b>	<b>Total</b>	<b>Disbursed</b>
Delinquent Real	-	N/A	-	-	N/A	-			
Delinquent Personal	-	N/A	-	-	N/A	-			
Delinquent IFT	-	N/A	-	-	N/A	-			
Hold Back NSF Check	-	N/A	-	-	N/A	-			
<b>Final Due</b>	<b>0.00</b>	<b>(0.00)</b>	<b>-</b>	<b>-</b>	<b>(0.00)</b>	<b>0.00</b>			

**Delinquent Personal Property Taxes**

As of March 1<sup>st</sup>, there were 20 delinquent personal property parcels and one delinquent real property Industrial Facilities Tax (IFT) parcel. After initially reaching out to potential delinquent businesses in February, I took aggressive steps to collect remaining balances during the month of March. I am pleased to say that at this time there are only five remaining businesses that are still in the collection process, and that the delinquent IFT has been paid.

One of the remaining businesses has made payment arrangements and one has made a partial payment outside of any arrangement – I have been keeping in contact with those owners. I will be filing small claims lawsuits for two of the remaining delinquent parcels – one has moved and is still in business in another city, and the other is an out-of-state leaseholder of equipment located inside the facility of a local business. Finally, I will be attempting to reach out a final time to the last business, which is still in operation in our city, to see if some arrangements can be made before either filing suit or placing a seizure notice on their premises. Ideally, I would like to have these delinquencies paid in full by the time the next tax bills are sent out in July.

I would like to note two things that have made the collection of delinquent personal property taxes more successful now than it has been in the past. First, having an assessor on site has been a valuable resource, as I now have access to personal property statements and to his knowledge of a business' status as of December 31<sup>st</sup>, a mere two months before they may go delinquent. In addition, the Community Development Manager has been informing me when she becomes aware that a business may be closing throughout the year. This has allowed me to see if there are any personal property taxes due and contact the business owner before they end up on the delinquent roll.

The second thing goes more towards the future. Many of our chronic delinquent businesses are eligible for the small parcel personal property tax exemption but have failed to file the appropriate form. These are businesses that may owe \$50 per year in taxes, but when they go delinquent take the same amount of time and resources to collect as a business owing \$5,000. In conjunction with the assessor, we made sure that all of the eligible businesses in the City were provided with the proper form and instructions (as part of his annual required mailings). The second prong was a personal visit by me as part of my collection process to personally educate the delinquent taxpayers. We were able to get several of our chronic delinquencies in compliance for the 2016 tax year, and others who missed the filing deadline have assured us that they will turn the form in promptly in 2017.

### Michigan Municipal League's (MML) Classification and Compensation System

The City Manager and I have been briefed on the initial report, and after making some clarifications and requesting back up information, it is expected that the City Manager will make arrangements to have the MML representative disseminate the information to Council at a future meeting.

### Facilities Bond Refunding

The process for the refunding of a portion of the facilities bond has been proceeding on schedule. The bid packet was distributed to potential bidders on April 19<sup>th</sup>, with bids being due back on May 4<sup>th</sup>.

### Fiscal Year 2016-2017 Budget

Preparations for the FY 16-17 budget are well underway, including the updating of goals and objectives, forecasts, and other financial system maintenance to ensure that the City Manager and Council have the tools needed to make decisions in what will be a more challenging budget than usual.

### Eastern Michigan University's Public Administration (MPA) Program

I have been asked to write an article for Eastern Michigan University's MPA Blog. My topic will be the role of finance directors in helping non-financial people such as managers, department heads and elected officials understand common municipal finance tools and their importance the provision of public services. The article is expected to be published in mid-May.

### Education and Training

- I attended the joint Michigan Municipal Treasurers Association and Michigan Government Finance Officers Association one-day Spring Seminar in Lansing in March. Topics included road funding, legislative and economic updates, upcoming Government Accounting Standards Board statements, downtown financing tools, the new personal property tax law, with a keynote speech by Michigan's Auditor General.

- In May I will be attending a three-day seminar sponsored by the Michigan Assessors Association. The City Manager and I believe that it would be helpful to have someone who is in the office on a full time basis be more educated on the assessing process. Because I am the treasurer, questions naturally fall to me when the assessor is not here and many of them could be answered by properly educated staff. The course description for this training is as follows:

“Developed by the Michigan State Tax Commission, this course is intended to provide education in assessment administration for assessing personnel that are not required to certify an assessment roll. This course will provide an “overview of Assessment Administration” and will focus on matters such as Principal Residence Exemptions, Property Transfer Affidavits, the Board of Review process and requirements, as well as the clerical aspects of personal property. Other important topics will be a General Overview of Operations of an Assessing Office, Assessment Administration Terminology and a basic overview of Property Descriptions.”

#### Committee Memberships

- Member of the Michigan Municipal League's Municipal Finance Committee (reappointed January 2016)
- Member of the Michigan Municipal Treasurers Association's Fall Conference Committee
- Budget Reviewer for the Government Finance Officers Association's Distinguished Budget Award Program

## Revenue and Expenditure Reports

### General Fund 101

GL NUMBER	2015-16	2015-16	YTD BALANCE	AVAILABLE	% BDGT USED
	ORIGINAL BUDGET	AMENDED BUDGET	03/31/2016 NORMAL (ABNORMAL)	BALANCE NORMAL (ABNORMAL)	
000-ASSETS, LIABILITIES & REVENUE	2,894,900.00	2,894,900.00	2,742,085.20	152,814.80	94.72
<b>TOTAL Revenues</b>	<b>2,894,900.00</b>	<b>2,894,900.00</b>	<b>2,742,085.20</b>	<b>152,814.80</b>	<b>94.72</b>
101-CITY COUNCIL	61,200.00	61,200.00	43,610.47	17,589.53	71.26
172-CITY MANAGER	284,600.00	284,600.00	221,235.34	63,364.66	77.74
201-FINANCE DEPARTMENT	16,600.00	16,600.00	10,877.77	5,722.23	65.53
210-ATTORNEY	40,000.00	90,000.00	75,199.98	14,800.02	83.56
215-CITY CLERK	8,000.00	8,000.00	3,909.94	4,090.06	48.87
253-TREASURER	103,700.00	103,700.00	75,043.74	28,656.26	72.37
257-ASSESSING DEPARTMENT	32,700.00	32,700.00	27,315.28	5,384.72	83.53
262-ELECTIONS	8,500.00	8,500.00	6,603.41	1,896.59	77.69
265-BUILDINGS & GROUNDS	76,300.00	66,300.00	51,407.10	14,892.90	77.54
285-CITY TREE PROGRAM	23,000.00	23,000.00	7,961.14	15,038.86	34.61
301-LAW ENFORCEMENT	574,800.00	574,800.00	368,439.46	206,360.54	64.10
336-FIRE DEPARTMENT	519,300.00	576,300.00	411,028.95	165,271.05	71.32
400-PLANNING DEPARTMENT	133,400.00	133,400.00	88,829.13	44,570.87	66.59
410-ZONING BOARD OF APPEALS	1,100.00	1,100.00	0.00	1,100.00	0.00
441-DEPARTMENT OF PUBLIC WORKS	171,900.00	171,900.00	117,671.27	54,228.73	68.45
442-DOWNTOWN PUBLIC WORKS	70,700.00	70,700.00	55,148.22	15,551.78	78.00
447-ENGINEERING	11,000.00	11,000.00	7,227.50	3,772.50	65.70
448-MUNICIPAL STREET LIGHTS	72,000.00	72,000.00	45,171.50	26,828.50	62.74
728-ECONOMIC DEVELOPMENT	4,000.00	4,000.00	5,815.75	(1,815.75)	145.39
751-PARKS & RECREATION	120,200.00	147,700.00	120,003.29	27,696.71	81.25
851-INSURANCE & BONDS	185,400.00	205,400.00	181,836.16	23,563.84	88.53
875-CONTRIBUTIONS	62,300.00	62,300.00	50,547.94	11,752.06	81.14
890-CONTINGENCIES	20,000.00	5,000.00	1,149.64	3,850.36	22.99
901-CAPITAL IMPROVEMENTS	82,000.00	133,000.00	48,886.25	84,113.75	36.76
965-TRANSFERS OUT - CONTROL	127,000.00	127,000.00	26,036.26	100,963.74	20.50
<b>TOTAL Expenditures</b>	<b>2,809,700.00</b>	<b>2,990,200.00</b>	<b>2,050,955.49</b>	<b>939,244.51</b>	<b>68.59</b>
TOTAL REVENUES	2,894,900.00	2,894,900.00	2,742,085.20	152,814.80	94.72
TOTAL EXPENDITURES	2,809,700.00	2,990,200.00	2,050,955.49	939,244.51	68.59
NET OF REVENUES & EXPENDITURES	85,200.00	(95,300.00)	691,129.71	(786,429.71)	725.21

#### Revenue:

- Tax collection is complete, and the delinquent real property receivable has been recorded. An amendment is being presented to reflect the receipt of the CTAP Grant, which is associated with expenses recorded in the Manager and Economic Development departments, as well as one for reimbursement of election-related costs.

#### Expenditures:

- Department 172 – City Manager: An amendment is being presented to increase the health care line, due to an employee change in plan.

- Department 210 – Attorney: This department is higher than benchmark due to the timing of the Michigan Tax Tribunal case. If necessary, a final amendment can be made at year end.
- Department 257 – Assessing: An amendment is being presented to reflect the salaries paid to the Board of Review (which had not previously been budgeted) as well as some one-time equipment costs associated with the set-up of the office.
- Department 262 – Elections: An amendment is being presented to reflect an increase in election worker and other costs associated with the May election. These costs will be reimbursed and they are reflected in the revenue amendments.
- Department 728 – Economic Development: An amendment is being presented to increase the budget due to the Visitors Guide. These costs are being offset by the CTAP Grant amendment in revenue.

**Major Streets Fund 202**

000-ASSETS, LIABILITIES & REVENUE	521,400.00	541,400.00	254,910.14	286,489.86	47.08
<b>TOTAL Revenues</b>	<b>521,400.00</b>	<b>541,400.00</b>	<b>254,910.14</b>	<b>286,489.86</b>	<b>47.08</b>
248-ADMINISTRATION	4,600.00	4,600.00	4,500.00	100.00	97.83
445-STORMWATER	22,200.00	22,200.00	9,026.24	13,173.76	40.66
451-CONTRACTED ROAD CONSTRUCTION	285,000.00	301,600.00	106,614.75	194,985.25	35.35
463-ROUTINE MAINTENANCE	71,900.00	71,900.00	64,538.61	7,361.39	89.76
474-TRAFFIC SERVICES	52,500.00	52,500.00	30,204.60	22,295.40	57.53
478-WINTER MAINTENANCE	75,200.00	75,200.00	52,491.03	22,708.97	69.80
890-CONTINGENCIES	10,000.00	10,000.00	0.00	10,000.00	0.00
<b>TOTAL Expenditures</b>	<b>521,400.00</b>	<b>538,000.00</b>	<b>267,375.23</b>	<b>270,624.77</b>	<b>49.70</b>
Fund 202 - MAJOR STREETS FUND:					
TOTAL REVENUES	521,400.00	541,400.00	254,910.14	286,489.86	47.08
TOTAL EXPENDITURES	521,400.00	538,000.00	267,375.23	270,624.77	49.70
NET OF REVENUES & EXPENDITURES	0.00	3,400.00	(12,465.09)	15,865.09	366.62

**Revenue:**

- Public Act 51 contributions from the Department of Transportation are at 74%.

**Expenditures:**

- Department 248 – Administration: Other Post Employment Benefits have been paid.
- Department 463 – Routine Maintenance: Amendments are being presented in conjunction with the Ann Arbor Street project.

**Local Streets Fund 203**

000-ASSETS, LIABILITIES & REVENUE	707,800.00	561,400.00	315,449.59	245,950.41	56.19
<b>TOTAL Revenues</b>	<b>707,800.00</b>	<b>561,400.00</b>	<b>315,449.59</b>	<b>245,950.41</b>	<b>56.19</b>
248-ADMINISTRATION	4,600.00	4,600.00	4,500.00	100.00	97.83
445-STORMWATER	23,500.00	23,500.00	14,064.11	9,435.89	59.85
451-CONTRACTED ROAD CONSTRUCTION	499,000.00	352,600.00	190,960.88	161,639.12	54.16
463-ROUTINE MAINTENANCE	77,400.00	77,400.00	45,048.74	32,351.26	58.20
474-TRAFFIC SERVICES	32,300.00	32,300.00	11,857.71	20,442.29	36.71
478-WINTER MAINTENANCE	61,000.00	61,000.00	43,799.69	17,200.31	71.80
890-CONTINGENCIES	10,000.00	10,000.00	0.00	10,000.00	0.00
<b>TOTAL Expenditures</b>	<b>707,800.00</b>	<b>561,400.00</b>	<b>310,231.13</b>	<b>251,168.87</b>	<b>55.26</b>
TOTAL REVENUES	707,800.00	561,400.00	315,449.59	245,950.41	56.19
TOTAL EXPENDITURES	707,800.00	561,400.00	310,231.13	251,168.87	55.26
NET OF REVENUES & EXPENDITURES	0.00	0.00	5,218.46	(5,218.46)	100.00

Revenue:

- Public Act 51 contributions from the Department of Transportation are at 91%.

Expenditures:

- Department 248 – Administration: Other Post Employment Benefits have been paid.

**Municipal Streets Fund 204**

000-ASSETS, LIABILITIES & REVENUE	725,600.00	725,600.00	725,615.46	(15.46)	100.00
<b>TOTAL Revenues</b>	<b>725,600.00</b>	<b>725,600.00</b>	<b>725,615.46</b>	<b>(15.46)</b>	<b>100.00</b>
248-ADMINISTRATION	80,700.00	80,700.00	61,358.91	19,341.09	76.03
965-TRANSFERS OUT - CONTROL	778,000.00	778,000.00	221,382.50	556,617.50	28.46
<b>TOTAL Expenditures</b>	<b>858,700.00</b>	<b>858,700.00</b>	<b>282,741.41</b>	<b>575,958.59</b>	<b>32.93</b>
<b>TOTAL REVENUES</b>	<b>725,600.00</b>	<b>725,600.00</b>	<b>725,615.46</b>	<b>(15.46)</b>	<b>100.00</b>
<b>TOTAL EXPENDITURES</b>	<b>858,700.00</b>	<b>858,700.00</b>	<b>282,741.41</b>	<b>575,958.59</b>	<b>32.93</b>
<b>NET OF REVENUES &amp; EXPENDITURES</b>	<b>(133,100.00)</b>	<b>(133,100.00)</b>	<b>442,874.05</b>	<b>(575,974.05)</b>	<b>332.74</b>

Expenditures:

- Department 248 – Administration: Vacation/Sick Cash Out and Financial Audit are at 100% of budget.

**Solid Waste Fund 226**

000-ASSETS, LIABILITIES & REVENUE	575,400.00	575,400.00	387,654.77	187,745.23	67.37
<b>TOTAL Revenues</b>	<b>575,400.00</b>	<b>575,400.00</b>	<b>387,654.77</b>	<b>187,745.23</b>	<b>67.37</b>
248-ADMINISTRATION	100.00	100.00	63.31	36.69	63.31
528-SOLID WASTE	567,700.00	567,700.00	382,914.29	184,785.71	67.45
<b>TOTAL Expenditures</b>	<b>567,800.00</b>	<b>567,800.00</b>	<b>382,977.60</b>	<b>184,822.40</b>	<b>67.45</b>
<b>TOTAL REVENUES</b>	<b>575,400.00</b>	<b>575,400.00</b>	<b>387,654.77</b>	<b>187,745.23</b>	<b>67.37</b>
<b>TOTAL EXPENDITURES</b>	<b>567,800.00</b>	<b>567,800.00</b>	<b>382,977.60</b>	<b>184,822.40</b>	<b>67.45</b>
<b>NET OF REVENUES &amp; EXPENDITURES</b>	<b>7,600.00</b>	<b>7,600.00</b>	<b>4,677.17</b>	<b>2,922.83</b>	<b>61.54</b>

### Sewer Fund 590

000-ASSETS, LIABILITIES & REVENUE	1,329,500.00	1,336,500.00	916,630.59	419,869.41	68.58
<b>TOTAL Revenues</b>	<b>1,329,500.00</b>	<b>1,336,500.00</b>	<b>916,630.59</b>	<b>419,869.41</b>	<b>68.58</b>
248-ADMINISTRATION	83,700.00	83,700.00	80,202.79	3,497.21	95.82
548-SEWER UTILITIES DEPARTMENT	633,000.00	640,000.00	440,434.35	199,565.65	68.82
850-LONG-TERM DEBT	463,300.00	463,300.00	465,712.26	(2,412.26)	100.52
890-CONTINGENCIES	15,000.00	15,000.00	0.00	15,000.00	0.00
901-CAPITAL IMPROVEMENTS	55,000.00	345,000.00	110,359.00	234,641.00	31.99
<b>TOTAL Expenditures</b>	<b>1,250,000.00</b>	<b>1,547,000.00</b>	<b>1,096,708.40</b>	<b>450,291.60</b>	<b>70.89</b>
TOTAL REVENUES	1,329,500.00	1,336,500.00	916,630.59	419,869.41	68.58
TOTAL EXPENDITURES	1,250,000.00	1,547,000.00	1,096,708.40	450,291.60	70.89
NET OF REVENUES & EXPENDITURES	79,500.00	(210,500.00)	(180,077.81)	(30,422.19)	85.55

#### Revenue:

- July's utility billing revenue was moved back to Fiscal Year 2014-2015.

#### Expenditures:

- Department 248 – Administration: This department is higher than benchmark due mainly to the payment of Other Post Employment Benefits, however amendments are being presented for attorney fees, city administrative costs and property taxes.
- Department 850 – Long Term Debt: All bond payments have been made. An amendment is being presented due to the incorrect budgeting of a principal payment for the RD refunding bond.

### Water Fund 591

000-ASSETS, LIABILITIES & REVENUE	798,000.00	798,000.00	564,724.15	233,275.85	70.77
<b>TOTAL Revenues</b>	<b>798,000.00</b>	<b>798,000.00</b>	<b>564,724.15</b>	<b>233,275.85</b>	<b>70.77</b>
248-ADMINISTRATION	77,700.00	77,700.00	61,945.04	15,754.96	79.72
556-WATER UTILITIES DEPARTMENT	408,400.00	408,400.00	286,484.77	121,915.23	70.15
850-LONG-TERM DEBT	257,500.00	257,500.00	256,749.04	750.96	99.71
890-CONTINGENCIES	15,000.00	15,000.00	0.00	15,000.00	0.00
901-CAPITAL IMPROVEMENTS	10,000.00	10,000.00	8,330.00	1,670.00	83.30
<b>TOTAL Expenditures</b>	<b>768,600.00</b>	<b>768,600.00</b>	<b>613,508.85</b>	<b>155,091.15</b>	<b>79.82</b>
TOTAL REVENUES	798,000.00	798,000.00	564,724.15	233,275.85	70.77
TOTAL EXPENDITURES	768,600.00	768,600.00	613,508.85	155,091.15	79.82
NET OF REVENUES & EXPENDITURES	29,400.00	29,400.00	(48,784.70)	78,184.70	165.93

Revenue:

- July's utility billing revenue was moved back to Fiscal Year 2014-2015.

Expenditures:

- Department 248 – Administration: This department is higher than benchmark due mainly to the payment of Other Post Employment Benefits, and an amendment is being presented for city administrative costs
- Department 850 – Long Term Debt: All bond payments have been made.

Non-Major Funds

There are no budget-to-actual abnormalities in any of the non-major funds in this quarter.

<b>Cash Balances by Fund</b>				
<b>General Ledger Name</b>	<b>Bank &amp; Account Name</b>	<b>Purpose</b>	<b>Balance 03/31/16</b>	<b>Status of Cash</b>
<b>General Fund - 101</b>				
Cash	TCF & PNC Pooled	General operating	\$ 509,743.01	Unrestricted
Future Facility Improvements	TCF Pooled	Reserved for future building project	\$ -	Restricted
Arts, Culture & Heritage	TCF Pooled	Reserved for Arts, Culture & Heritage	\$ 8,061.90	Restricted
Property Tax Savings	TCF Property Tax Savings	Clearing account for undistributed tax collections	\$ 29,889.71	Unrestricted
Chelsea Bank CD	Chelsea Bank	General operating	\$ 257,883.46	Unrestricted
Future Facility Improvements CD	Ann Arbor State Bank	Reserved for future building project	\$ 291,222.79	Restricted
Petty Cash	Office	Small cash purchases	\$ 100.00	Unrestricted
Cash Drawer #1	Office	Cash Drawer	\$ 100.00	Unrestricted
Cash Drawer #2	Office	Cash Drawer	\$ 100.00	Unrestricted
Traverse City State Bank CD	Multi-Bank Securities	General Operating	\$ 249,000.00	Unrestricted
Isabella Bank CD	Multi-Bank Securities	Reserved for future building project	\$ -	Restricted
Bank of Northern Michigan CD	Multi-Bank Securities	General Operating	\$ 200,000.00	Unrestricted
MBIA Class	MBIA Class	General operating	\$ 251,055.80	Unrestricted
<b>Subtotal Unrestricted</b>			<b>\$ 1,497,871.98</b>	
<b>Subtotal Restricted</b>			<b>\$ 299,284.69</b>	
<b>Total General Fund</b>			<b>\$ 1,797,156.67</b>	
<b>Major Streets Fund - 202</b>				
Cash	TCF Pooled	General operating for major streets activities	\$ 10,014.95	Unrestricted
<b>Subtotal Unrestricted</b>			<b>\$ 10,014.95</b>	
<b>Subtotal Restricted</b>			<b>\$ -</b>	
<b>Total Major Streets Fund</b>			<b>\$ 10,014.95</b>	
<b>Local Streets Fund - 203</b>				
Cash	TCF Pooled	General operating for local streets activities	\$ 9,290.98	Unrestricted
Metro Act Account (Pooled)	TCF Pooled	Reserved for right of way activities	\$ 21,885.00	Restricted
<b>Subtotal Unrestricted</b>			<b>\$ 9,290.98</b>	
<b>Subtotal Restricted</b>			<b>\$ 21,885.00</b>	
<b>Total Local Streets Fund</b>			<b>\$ 31,175.98</b>	
<b>Municipal Streets Fund - 204</b>				
Cash	TCF Pooled	Available for transfer to Major & Local Streets	\$ 565,686.94	Unrestricted
Property Tax Savings	TCF Property Tax Savings	Available for transfer to Major & Local Streets	\$ 6,519.27	Unrestricted
<b>Subtotal Unrestricted</b>			<b>\$ 572,206.21</b>	
<b>Subtotal Restricted</b>			<b>\$ -</b>	
<b>Total Municipal Streets Fund</b>			<b>\$ 572,206.21</b>	
<b>Solid Waste Fund - 226</b>				
Cash	TCF Pooled	Available for Solid Waste activities	\$ 46,037.98	Unrestricted
<b>Subtotal Unrestricted</b>			<b>\$ 46,037.98</b>	
<b>Subtotal Restricted</b>			<b>\$ -</b>	
<b>Total Solid Waste Fund</b>			<b>\$ 46,037.98</b>	
<b>Tree Replacement Fund - 275</b>				
Cash	TCF Pooled	Restricted for Trees	\$ 2,285.97	Restricted
Multi-Bank CD	Multi-Bank Securities	Restricted for trees	\$ 125,000.00	Restricted
MBIA Class	MBIA Class	Restricted for trees	\$ 24,280.18	Restricted
<b>Subtotal Unrestricted</b>			<b>\$ -</b>	
<b>Subtotal Restricted</b>			<b>\$ 151,566.15</b>	
<b>Total Tree Replacement Fund</b>			<b>\$ 151,566.15</b>	

General Ledger Name	Bank & Account Name	Purpose	Balance 03/31/16	Status of Cash
<b>Debt Service Fund - Streetscape Bond - 303</b>				
Cash	TCF Pooled	Tax collections for GO Bond payments	\$ 144,083.93	Restricted
Property Tax Savings	TCF Property Tax Savings	Tax collections for GO Bond payments	\$ 773.78	Restricted
<b>Subtotal Unrestricted</b>			\$ -	
<b>Subtotal Restricted</b>			\$ 144,857.71	
<b>Total Streetscape Bond Debt Service Fund</b>			\$ 144,857.71	
<b>Debt Service Fund - Facilities Bond - 352</b>				
Cash	TCF Pooled	Restricted for Facilities Bond Payments	\$ -	Restricted
<b>Subtotal Unrestricted</b>			\$ -	
<b>Subtotal Restricted</b>			\$ -	
<b>Total Facilities Bond Debt Service Fund</b>			\$ -	
<b>Debt Service Fund - Road Bond - 353</b>				
Cash	TCF Pooled	Restricted for Road Bond Payments	\$ -	Restricted
<b>Subtotal Unrestricted</b>			\$ -	
<b>Subtotal Restricted</b>			\$ -	
<b>Total Road Bond Debt Service Fund</b>			\$ -	
<b>Equipment Replacement Fund - 402</b>				
Cash	TCF Pooled	Reserved for vehicle maintenance and purchase	\$ 82,518.85	Restricted
<b>Subtotal Unrestricted</b>			\$ -	
<b>Subtotal Restricted</b>			\$ 82,518.85	
<b>Total Equipment Replacement Fund</b>			\$ 82,518.85	
<b>Road Bond Construction Fund - 406</b>				
Cash	TCF Pooled	Restricted for bond funded road construction	\$ -	Restricted
<b>Subtotal Unrestricted</b>			\$ -	
<b>Subtotal Restricted</b>			\$ -	
<b>Total Streetscape Debt Service Fund</b>			\$ -	
<b>Sewer Enterprise Fund - 590</b>				
Cash	TCF Pooled	Sewer operating	\$ 11,069.20	Unrestricted
Sewer Tap Fees Account	TCF Sewer & Water	Sewer tap-in fees	\$ 77,428.86	Unrestricted
Sewer Tap Fees Account	PNC Bank	Sewer tap-in fees	\$ 265,669.86	Unrestricted
Property Tax Savings	TCF Property Tax Savings	Tax collections for delinquent utilities	\$ -	Unrestricted
Bank of Holland	Multi-Bank Securities	Sewer tap-in fees	\$ 100,000.00	Unrestricted
Sewer Tap Fees Account	Michigan Class Sewer/Water	Sewer tap-in fees	\$ 125,628.64	Unrestricted
<b>Subtotal Unrestricted</b>			\$ 579,796.56	
<b>Subtotal Restricted</b>			\$ -	
<b>Total Sewer Enterprise Fund</b>			\$ 579,796.56	
<b>Water Enterprise Fund - 591</b>				
Cash	TCF Pooled	Water operating	\$ 47,369.06	Unrestricted
Water Tap Fees Account	TCF Sewer & Water	Water tap-in fees	\$ 89,827.92	Unrestricted
Water Tap Fees Account	PNC Bank	Water tap-in fees	\$ 200,339.82	Unrestricted
Property Tax Savings	TCF Property Tax Savings	Tax collections for delinquent utilities	\$ -	Unrestricted
Water Tap Fees Account	Michigan Class Sewer/Water	Water tap-in fees	\$ -	Unrestricted
<b>Subtotal Unrestricted</b>			\$ 337,536.80	
<b>Subtotal Restricted</b>			\$ -	
<b>Total Water Enterprise Fund</b>			\$ 337,536.80	

General Ledger Name	Bank & Account Name	Purpose	Balance 03/31/16	Status of Cash
<b>Trust &amp; Agency Fund - 701</b>				
Site Plan Review	TCF Pooled	Escrows for payment of development related fees	\$ 23,324.26	Restricted
Luminaries	TCF Pooled	Escrow for Luminaries	\$ 580.00	Restricted
Performance Guarantees	TCF Performance Guarantees	Escrows for development bonds	271,522.01	Restricted
Tree Escrow	TCF Pooled	Escrows for Tree Replacement	\$ 900.00	Restricted
<b>Subtotal Unrestricted</b>			\$ -	
<b>Subtotal Restricted</b>			\$ 296,326.27	
<b>Total Trust &amp; Agency Fund</b>			\$ 296,326.27	
<b>Current Tax Collection Fund - 703</b>				
Property Tax Savings	TCF Property Tax Savings	Tax collections for other units of government	\$ 38,973.62	Restricted
<b>Subtotal Unrestricted</b>			\$ -	
<b>Subtotal Restricted</b>			\$ 38,973.62	
<b>Total Trust &amp; Agency Fund</b>			\$ 38,973.62	
<b>Retiree Health Care Fund - 736</b>				
Cash	Mers	Funds reserved for OPEB	\$ 848,400.07	Restricted
<b>Subtotal Unrestricted</b>			\$ -	
<b>Subtotal Restricted</b>			\$ 848,400.07	
<b>Total Trust &amp; Agency Fund</b>		*Balance as of December 31, 2015	\$ 848,400.07	
<b>Payroll Fund - 750</b>				
Cash	TCF Payroll	Funds reserved for payment of accrued benefits	\$ 6,798.43	Restricted
Bancorp Acct for FSA	Bankcorp	Funds reserved for payment of FSA charges	\$ 500.00	Restricted
<b>Subtotal Unrestricted</b>			\$ -	
<b>Subtotal Restricted</b>			\$ 7,298.43	
<b>Total Trust &amp; Agency Fund</b>			\$ 7,298.43	
<b>Total Unrestricted</b>			\$ 3,052,755.46	
<b>Total Restricted</b>			\$ 1,891,110.79	
<b>Grand Total Cash</b>			\$ 4,943,866.25	
<b>Summary of General Funds Available for Non-Operational Use</b>				
	General Fund Unrestricted		\$ 1,497,871.98	
	15% Fundbalance (based on revenue budget)		\$ (434,235.00)	
	Expected revenue (based on budget)		\$ 152,814.80	
	Expected expenditures (based on budget)		\$ (939,244.51)	
	Available Unrestricted		\$ 277,207.27	
	Restricted for Streets		\$ 613,397.14	
	Restricted for Equipment		\$ 82,518.85	
	Restricted for Facilities		\$ 291,222.79	
	Restricted for Arts, Culture & Heritage		\$ 8,061.90	
	Restricted for Trees		\$ 151,566.15	

## **DPW**

- Attended ADA class
- Investigated woodchip pricing
- Looked at sidewalk on Forest
- Attended Streets Committee meetings
- Worked on crosswalk map
- Met Huron View Court about sidewalks
- Put up radar sign on Ryan Dr.
- Towed and picked-up truck from Rite-Tech after repairs
- Worked on this year's and next year's budgets
- Drove streets to be repaired with OHM
- Attended Dex-Tech pre-construction meeting
- Met with Gino about trees
- Attended budget meeting
- Worked on street repair maps
- Fixed light poles
- Worked on trailer lights
- Built brackets for weedwhips
- Fixed lights on chipper
- Picked up cardboard downtown
- Lowered and raised flags
- Started to grade alleys and shoulders
- Took trucks in for service (due to recalls)
- Picked up roller from storage
- Put strobe light on roller
- Worked on lights (roller trailer)
- Put picnic tables back
- Mowed Monument Park
- Got last load of salt
- Took salter out of International and changed blades
- Cleaned up woodchips out of parking lot
- Ordered plow for RTV
- Inspected post-demolition work at Farmhouse and Cantor House

## **WATER**

- Morning rounds
- Reads (final, beginning, NUBCO)
- Depth at well 5: 4/26/2016 - 25.3, 4/11/2016 - 24.7
- Meter install
- MXU install
- Checked high use
- Performed Miss Digs
- Changed CL2 tube at the filter building
- Backwashed 46,000 GALS
- Received quotes from UIS for the Industrial Park lift station and for filter building C2 alarm
- Hydrant flushing delayed until 4-12 due to cold weather

- Attended budget meeting
- Fixed CL2 leak at Well 5
- Received quotes for media testing for the filters
- During the Sunday April 17<sup>th</sup> fire at the Equestrian Farm on Gregory Rd, Dexter Fire Dept used approx. 90,000 gallons of water.
- Eric and Rick hydrant flushing
  - On Wednesday April 13<sup>th</sup> Dexter Utilities Staff found rocks in the 8 in. water main around the back of Dexter High School.
  - Upon the discovery of the rocks, Dan Schlaff contacted Sean Burton, of Dexter Schools and Patrick, from OHM to set up a meeting to discuss and evaluate the situation.
  - Friday April 15<sup>th</sup> the Utilities staff removed the internal components of one hydrant near the back of the school, rendering it out of service for the weekend.
  - Sunday April 17<sup>th</sup> at 11am City of Dexter Utilities Staff joined with Dexter Schools Staff to turn off the water to DHS and flushed a significant amount of rocks and stones from the system.
  - City of Dexter Utilities Staff reassembled the hydrant.
  - This was a cooperative event between the City of Dexter, Dexter Schools' staff and the Dexter Fire Department. We appreciate the communication, cooperation and assistance provided by all in this joint venture to resolve the problem.

## **WASTE WATER**

- Monthly operating report
- Industrial pollution prevention survey still on-going
- Clean scale off digester building basement floor
- Punch drain holes in geo bag drying bed #2
- Pump bulk ferric containment rain water
- Quoted chemical room door replacement due to deterioration
- Blower shut down for new connection
- Attended third quarter budget meeting
- Coordinating with Bio Tech to haul sludge and wash out and clean Primary Digester. An inspection of the Mixing System of the Primary Digester will follow. This entire process is planned to begin mid-May.
- 08 Chevy truck to Marks Auto for oil change and inspection
- 01 Chevy van to Marks Auto low tire, needs new wheel.
- Ordered used wheels for front of van to be installed week of 4-18

### **Blower Upgrade Project- schedule as follows:**

- Monday the 18<sup>th</sup> electrical will be completed and SCDA wire pulled.
- Tuesday the 19<sup>th</sup> UIS will be onsite to terminate wiring and program the PLC and HMI.
- Wednesday the 20<sup>th</sup> will be blower start up and training.
- Friday the 22<sup>nd</sup> UIS will be onsite to bring the blower controls into the SCDA system and trouble shoot.

## STAFF REPORT

**To:** Mayor Keough and City Council  
Courtney Nicholls, City Manager

**From:** Michelle Aniol, Community Development Manager

**Date:** April 20, 2016

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### Miscellaneous Updates

- The first of three public meetings regarding the redevelopment of 3045 Broad Street was held on Saturday, April 16<sup>th</sup>, at Dexter District Library. The workshop drew approximately 40 attendees. Foremost set up 4 stations with an aerial photo of the redevelopment area and multi-colored post-it notes. Attendees were encouraged to write their comments regarding the redevelopment on the post-it notes. The Developer will transcribe the notes, and staff will post them on a special webpage on the City's website: <http://dextermi.gov/3045-broad-street-redevelopment>.
- There's a new business coming to town - Watchtower Cards and Comics! Staff met with Ethan Ernst-Hodys, owner of Watchtower Cards and Comics on Monday. Mr. Ernst-Hodys inquired about sign regulations for the space at 8066 Main Street (formerly Absolute Computer). Stay tuned.
- Staff received correspondence from Jeanette Brooks, 8212 Bridgeway Drive regarding poultry within the city limits. The letter accompanies this report. As you will read, Ms. Brooks would like to establish a dialog with City Council and the Planning Commission to potentially change the ordinance that current prohibits the practice of keeping of chickens. Although the Planning Commission is currently engaged in an update to the Zoning Ordinance, staff would like to know if there is interest on the part of Council to revisit this topic.

### ZBA Updates

The Zoning Board of Appeals heard two cases on Monday, April 18, 2016. The first was a variance request submitted by Dr. Brent Kolb, for property located at 7225 Dan Hoey (08-08-08-200-024). Dr. Kolb has requested the following variances from Section 7.03(1) for a ground sign:

- 2-foot variance from the required 10-foot setback from the road right-of-way;
- 7-foot variance from the 15-foot required setback from the property line; and
- 13-foot variance from the required 15-foot setback from the primary entranceway drive.

The ZBA granted the requested variances upon findings of practical difficulty, substantial justice, and the relationship to adjacent land uses. The ZBA also placed the following conditions on the approval:

1. Sign background shall be darker color than the lettering;
2. Size of text shall not be smaller than that presented at the meeting; and
3. Sign shall be located east of the utility easement, as shown on the plan.

No public comments were offered during the hearing.

The second hearing was a variance request submitted by Northern United Holdings, LLC (a/k/a Northern United Brewing Company – NUBC), for property located at 2319 Bishop Circle East (08-08-07-125-025). NUBC had requested a 35-foot variance from the required 50-foot front yard setback in Section 20.01, Schedule of Regulations in the RD, Research and Development District, to allow the installation of a wastewater pre-treatment system and fenced enclosure.

The ZBA granted the requested variance upon a finding of practical difficulty, substantial justice and relationship to adjacent land uses. The ZBA also place the following conditions on the approval:

1. Additional tree plantings shall be placed to buffer views from Bishop Circle East;
2. A retaining wall shall be constructed on the north side of the swale, if needed, as determined by the City Engineer.

No public comments were offered during the public hearing.

Copies of the decision will be provided by your May 9<sup>th</sup> meeting.

RECEIVED

APR - 6 2016

CITY OF DEXTER

Jeanette Brooks  
8212 Bridgeway Drive  
Dexter, MI 48130  
jeanette.m.brooks@gmail.com

April 4, 2016

Michelle Aniol  
Community Development Manager  
City of Dexter  
8140 Main Street  
Dexter, MI 48130

Dear Michelle,

Thanks so much for your email reply last week regarding my inquiry about poultry within the city limits.

I am interested in how to dialog with the planning commission and the city council about reviewing and potentially changing the language of the current ordinance. I know of many city residents who would support a carefully worded change that would enable residents to keep a very small number (i.e., 4 or fewer) of hens for eggs, while still ensuring that neighbors are protected from concerns about noise, odor, and aesthetics.

I get the impression this topic may have been a sensitive issue in the past, so I'd like to better understand the history and perhaps see if there is a way to address the concerns. Many nearby cities have successful systems in place for allowing backyard poultry (including Milan, Pinckney, Ann Arbor, and Ypsilanti), and I would love to explore how we might learn from their examples and experiences.

I truly appreciate your time and consideration! Looking forward to hearing from you.

Sincerely,



Jeanette Brooks



Facility Committee Notes  
April 15, 2016

The Facility Committee met on Friday, April 15, 2016 at 8:30 am in the City Office Conference Room. In attendance were Shawn Keough, Julie Knight, James Smith, Courtney Nicholls, Justin Breyer, Fred Schmid, Paul Cousins, and David Gassen.

The Committee reviewed and incorporated comments to the Facility Committee Executive Summary document. As a part of this process, the Committee discussed alternative site options to include in the document.

David Gassen presented his comments to the Fire Chief's facility report as it related to space-needs and cost. The Commission discussed the assumptions used to determine space-needs in the Fire Chief's document.

**NEXT STEPS**

- Courtney Nicholls will send out the updated Executive Summary document to the Committee and Committee members will provide feedback.
- David Gassen will meet with Chief Smith regarding space-needs.
- The Executive Summary document will be sent to City Council before setting a date for their discussion of the document and the possible scheduling of a meeting to gather public input.

The meeting adjourned at 9:35am.

Respectfully Submitted,  
Courtney Nicholls, City Manager

**CITY OF DEXTER**

**[cnicholls@dextermi.gov](mailto: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: April 20, 2016**

**Re: City Manager/Assistant to the Manager Report - Meeting of  
April 25, 2016**

1. Meeting Review:
  - April 7<sup>th</sup> – County Commission Meeting
  - April 12<sup>th</sup> – Meeting with Wendy Smith– Dexter Senior Center
  - April 13<sup>th</sup> – City Manager Review
  - April 14<sup>th</sup> – Breakfast with the Budget
  - April 15<sup>th</sup> – Facility Committee
  - April 16<sup>th</sup> – 3045 Broad Street Redevelopment Workshop
  - April 19<sup>th</sup> – Parks & Recreation Commission
  
2. Upcoming Meetings:
  - April 20<sup>th</sup> – High School Voter Registration Day
  - April 20<sup>th</sup> – Art Selection Committee
  - April 21<sup>st</sup> – Downtown Development Authority
  - April 23<sup>rd</sup> – Dexter District Library Strategic Planning Session
  - April 25<sup>th</sup> – City Council Meeting
  - April 27<sup>th</sup> – Budget Work Session
  - April 30<sup>th</sup> – City Office Open for Absentee Ballots
  - May 3<sup>rd</sup> – Election Day
  - May 3<sup>rd</sup> – Arts, Culture & Heritage Committee (at the Dexter District Library)
  - May 4<sup>th</sup> – Budget Work Session
  - May 6<sup>th</sup> – Facility Committee
  - May 7<sup>th</sup> – Dexter District Library Strategic Planning Session
  - May 11<sup>th</sup> – 3045 Broad Redevelopment Visioning Session
  
3. **Liquor Control Follow-Up.** The three day suspension of the liquor license at The Alley (2830 Baker) will be served on May 25-27, 2016.
  
4. **Art Selection Committee Meeting.** The Art Selection Committee will be meeting on Wednesday, April 20<sup>th</sup> to discuss two proposed sculpture donations from private organizations to the City. The first proposed sculpture is from the Dexter Lions Club, and the second is a proposed bicycle sculpture sponsored by the Ann Arbor Bicycle Touring Club. Any recommendations from the Art Selection Committee will be brought before City Council at the first meeting in May.

5. **Dexter Senior Center.** Staff met with the Director of the Senior Center Wendy Smith on April 12<sup>th</sup>. She explained that the Center will likely be increasing the room rental fees. Currently the Senior Center operates on a budget of approximately \$49,000 per year. In addition to the \$1,000 annual donation that the City provides, we also pay \$4,800 per year in rent for our meetings. Other governmental contributions include Webster Township (\$4,500) and Dexter Township (\$2,000). They do not receive any funding from Scio. We have not received the confirmed information on the increase as of the packet deadline.
  
6. **May 3, 2016 Election.** The City will be hosting a Special Election on May 3, 2016. The only ballot item involves a proposed Washtenaw Intermediate School District millage. The City's two polling precincts, both located at the Senior Center, will be open from 7:00 am – 8 pm on Election Day.

To request an absentee ballot or for more information about City elections, please contact Justin Breyer, Assistant to the City Manager by e-mail at [Jbreyer@dextermi.gov](mailto:Jbreyer@dextermi.gov) or by phone at 734-580-2234.

7. **County Board of Commissioners Work Session.** Staff attended the County Board of Commissioners work session on upcoming countywide millages on April 7<sup>th</sup>. Attached is information on the potential millages that was provided to the Commissioners.
  
8. **Traffic Control in Huron Farms.** Stephanie Stenberg of Huron Farms contacted me to ask that the City review the signage at the roundabouts in the neighborhood due to issues they have had with people traveling the wrong direction or not yielding appropriately. OHM reviewed the signage and has stated that current traffic signage rules would dictate that the current two stop signs at each roundabout be replaced with one yield sign at each side of the intersection. Chevron directional signs should also be added on each side of the roundabout. As an optional addition, roundabout ahead signs could also be added. The total amount for the signage increase is \$1,242.32. In discussing this with Mayor Keough he suggested that prior to making these significant signage changes we could do education on the proper use of the roundabouts to the Huron Farms/Orchard River Hills residents. This could be included in an upcoming flyer we are planning on the 2016 road work.
  
9. **Border to Border Trail.** Concord returned to work on the Border to Border Trail along the DPW on April 18, 2016.
  
10. **Border to Border Trail Railing.** The railing along the Border to Border Trail from Mill Creek Park to West Ridge is expected to be replaced by the County by Memorial Day. They are replacing all of the railing with the stronger material that the City used on our Mill Creek Park Trail.

## Known Proposed County Wide Millages:

- Enhanced Emergency Communication System - March 8, 2016 **PASSED**
  - .20 mil for 2016 through 2025
  - Renewal
- WISD Special Education - May 3, 2016 Proposal
  - 1.5 mil increase for 2016 through 2025
  - This would be in addition to the 3.8761mills currently levied
- Washtenaw Community College - August 2, 2016
  - Renewal of .85 mil for 2017 through 2026
- Regional Transit Authority of Southeast Michigan (multi County) – November 2016
  - Millage proposal information to come in July 2016
  - Possibly a 20 year millage

## Existing County wide millages:

- Parks and Recreation – 3 millages
  - .2353 mil expires December 2016
    - (renewal for 10 more years approved by voters in 2014)
  - .2367 mil expires December 2018
  - .2409 mil expires December 2020
- Huron –Clinton Metroparks
  - .2146 mil no expiration date

## Pending Discussions/Proposals - no decisions at this time:

- Act 88 Economic Development - in the past this has been a nonvoter levy
  - .0920 mil in 2015 (last levy)
- Veteran's Relief - in the past this has been a nonvoter levy
  - .0370 mil in 2015 (last levy)
- County Roads – in the past this has been a nonvoter levy
  - .5000 mil in 2015 (last levy)
- Public Safety millage - no further information at this time
- Mental Health millage – no further information at this time

## Other proposals – Local, NOT County wide:

- City of Ann Arbor (City only, not County wide) – August 2, 2016
  - 2.125 mil for street & bridge maintenance for 2017 -2021 - Renewal
- Chelsea School District – August 2, 2016
  - .9250 mil
- Saline Township road maintenance millage – August 2, 2016
  - 1.0 mil renewal for 2017 through 2020

	GF Offset	Renewal	Increase	Election	Jurisdiction	Total Raised by Jurisdiction	Median Residential Increase	A2	Chelsea	Ypsi Cty
WISD	No		1.50	05-May	Countywide	\$ 21,941,000	\$110.00			
WCC	No	0.85		08-August	Countywide	\$ 12,433,000	\$62.00			
RTA	No		1.10	11-Nov	Countywide	\$ 16,090,000	\$81.00			
A2 Streets	No	2.125		08-August	Ann Arbor City	\$ 10,642,000		\$192.00		
Chelsea Schools	No	0.925		08-August	Chelsea	\$ 218,000			\$52.00	
Saline Twp Roads	No			08-August	Saline Twp	\$ -				
Ypsilanti Water Street	No		2.30	08-August	Ypsilanti City	\$ 666,000				\$81.00
<b>POTENTIAL WASHTEENAW MILLAGES</b>										
Roads	No		0.50			\$ 7,314,000	\$37.00			
Economic Development	Possibly		0.15			\$ 2,194,000	\$11.10			
Veterans	Some		0.10			\$ 1,463,000	\$7.40			
Public Safety	Yes		0.88			\$ 12,872,000	\$65.12			
Mental Health										
Deficit	Some		0.30			\$ 4,388,000	\$22.20			
Living Wage	No		0.85			\$ 12,433,000	\$62.90			

	% of Median	Cost of 1 Mill
Ann Arbor City	123%	\$90
Ann Arbor Township	203%	\$150
Barton Village	455%	\$340
Chelsea City	77%	\$60
Dexter City	89%	\$70
Manchester Village	47%	\$30
Northfield Township	73%	\$50
Saline City	91%	\$70
Scio Township	140%	\$100
Superior Township	105%	\$80
Ypsilanti Township	50%	\$40
Ypsilanti City	48%	\$40

**Mayor Report  
Shawn Keough  
Prepared on April 20, 2016**

Agenda: 4/25/2016  
Item: I-8

Hello Residents and Council members,

Here is a report of my activities over the past couple weeks and my calendar of activities looking ahead:

**Recent Activities**

Tax Tribunal Update - On April 14, 2016, the Chelsea Wellness Foundation filed an official appeal of Judge Marmon's Final Opinion and Judgment on the Tax Tribunal case involving the Chelsea Wellness Foundation's (CWF) exemption request. Per the Judge's 50 page ruling, "Based on the evidence, testimony briefs of each party ordered at the close of hearing and filed on March 17, 2016, as well as Petitioner's (CWF) Reply Brief filed on March 31, 2016, along with the case file, the Tribunal finds: The subject properties shall be granted an exemption, under MCL 211.70 for the 2014 and 2015 tax years in the amount of 0%". The City/DDA and the State of Michigan now have the opportunity to cross appeal, if we should opt to do so. This subject will be the topic of discussion at the April 21<sup>st</sup> Downtown Development Authority (DDA) meeting. I was hoping that we could put this issue behind us and move forward on this issue, but at the very minimum we will be forced to defend the Judge's ruling during the Appeal. It is unfortunate that the Chelsea Wellness Foundation continues to choose to spend so much money (over \$430,000 in legal fees through March 2015) on this issue. The DDA and City each spent \$27,000 through March 2015 and have each spent approximately \$100,000 thru February 2016 defending the taxable status of this recreation facility.

April 13, 2016 – City Manager Review Workshop

April 15, 2016 – Facility Committee Meeting – We reviewed a draft executive summary of the Facility Committee's options as well as some comments prepared by Councilmember Smith. We briefly discussed the proposal that I received from Rene Papo for a City Hall option at the Mill Creek Terrace Building. The Mill Creek Terrace option continues to be exciting because it is affordable, shows enough space to significantly meet our needs, and has room for a public restroom near Mill Creek Park and our downtown. I am hopeful that our Council will get behind this strong option so that we can get improve our working areas for our staff, for our residents that visit and for our guests that come to our offices.

April 17, 2016 – 3045 Broad Street Visioning Workshop – I attended the first visioning session for the potential development at 3045 Broad. It was fairly well attended with approximately 40 people participating during a beautiful afternoon in Dexter. The next visioning session is scheduled for May 11, 2016. I hope you can join us.

April 18, 2016 – Ann Arbor Downtown Kiwanis Club – I was invited to speak at the Ann Arbor Kiwanis Club to promote our new Dexter Michigan Visitor Guide and to talk about the City of Dexter. Approximately 65 people attended. It was a lot of fun and Dexter received many compliments from the Kiwanis members.

**Upcoming Activities**

April 21, 2016 – Dexter Downtown Development Authority meeting

April 21, 2016 – John Evans (Swisher Commercial) called and requested to meet with me regarding real estate in Dexter.

April 21, 2016 – Dexter Area Fire Department meeting

April 25, 2016 – City Council meeting

April 27, 2016 – Budget Review Session #1 – we will be reviewing the initial draft of the General Fund budget.

Please feel free to contact me at any time with questions or suggestions.

I look forward to seeing you around our town.

Shawn Keough

Mayor, City of Dexter  
[skeough@DexterMI.gov](mailto:skeough@DexterMI.gov) (313) 363-1434 (cell)

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<b>SUMMARY OF BILLS AND PAYROLL</b>			<b>4/25/2016</b>
Payroll Check Register	04/13/16	\$36,007.57	Regular Payroll
Employer Costs (FICA/MERS/ICMA) paid via electronic transfer	04/13/16	\$3,271.75	Regular Payroll
Account Payable Check Register	04/20/16	\$137,398.27	
		<b>\$176,677.59</b>	<b>TOTAL BILLS &amp; PAYROLL EXPENDED ALL FUNDS</b>
<p><b>The due date column on the accounts payable worksheets represents the date of the Council meeting</b></p>			
<p><b>ALL PAYABLES ARE WITHIN ACCEPTABLE BUDGET LIMITS EXCEPT AS NOTED BELOW            DETAIL VENDOR LIST AND ACCOUNT SUMMARY PROVIDED</b></p>			
<p><i>"This is the summary report that will be provided with each packet. Approval of the total bills and payroll expended, all funds will be necessary."</i></p>			

BANK CODE: POOL

Claimant	Amount Claimed	Amount Owed	Amount Rejected
1. 44 NORTH	156.00		
2. ANN ARBOR LANDSCAPING INC.	250.00		
3. ARBOR CARE TREE SURGEONS	1,975.00		
4. ARBOR SPRINGS WATER CO.INC	26.00		
5. AT&T	57.38		
6. BIOTECH	758.00		
7. BRIDGEWATER TIRE COMPANY, INC.	1,027.98		
8. CIESA DESIGN	198.00		
9. COMCAST - DPW	68.95		
10. CORRIGAN OIL COMPANY	433.52		
11. CULLIGAN WATER CONDITIONING	59.95		
12. DEPT. OF ENVIRN. QUALITY	2,000.00		
13. DETROIT SALT COMPANY	2,677.39		
14. DEXTER SENIOR CITIZENS CENTER	1,200.00		
15. DIUBLE EQUIPMENT INCORPORATED	32.40		
16. DTE ENERGY	11,713.82		
17. ECONO	3,830.30		
18. ELHORN ENGINEERING CO	577.70		
19. EQUALIZATION AND PROPERTY DEPT	30.00		
20. FENDT BUILDER' SUPPLY, INC	10.95		
21. GRANT'S AUTOMOTIVE & TRUCKING	350.00		
22. LOWE'S BUSINESS ACCOUNT	74.86		
23. MARK'S AUTO SERVICE, INC.	27.35		
24. MASTERCRAFT PLUMBING	687.00		
25. MICH DEPT OF TECH, MANAGEMENT &BUDG	180.00		
26. MICHIGAN ELECTION RESOURCES	246.85		
27. NORTHERN SAFETY CO INC	117.91		
28. ORCHARD, HILTZ & MCCLIMENT INC	22,111.25		
29. PNC	218.02		
30. PVS NOLWOOD CHEMICALS	4,883.52		
31. QUALITY FIRST AID & SAFETY, INC	94.10		
32. RADTKE TRUCKING, LLC	420.00		
33. RAYMER	3,500.00		
34. RICK CHABOT	163.88		
35. RICOH AMERICAS CORPORATION	838.92		
36. RITE-TECH ENTERPRISES INC.	2,017.82		
37. SEVERANCE ELECTRIC CO., INC	3,100.00		
38. SMALL BUSINESS ASSOC OF MICH	21,961.18		
39. STAPLES BUSINESS ADVANTAGE	883.53		
40. THOMAS STRINGER	195.50		
41. UNUM LIFE INSURANCE	463.77		
42. UTILITIES INSTRUMENTATION SERV	3,490.00		
43. VARNUM, RIDDERING, SCHMIDT	694.68		
44. WASHTENAW AREA TRANSPORTATION	1,000.00		
45. WASHTENAW COUNTY TREASURER	170.88		
46. WASTE MANAGEMENT OF MICHIGAN	42,423.91		

\*\*\*TOTAL ALL CLAIMS\*\*\*

137,398.27

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund 101 GENERAL FUND							
Dept 101 CITY COUNCIL							
101-101-901.000	PRINTING & PUBLISHING	ECONO	NEWSLETTER	57829	04/25/16	3,830.30	
101-101-943.000	COUNCIL CHAMBERS LEASE	DEXTER SENIOR CITIZENS	1ST QUARTER RENTAL FEE	0003	04/25/16	1,000.00	
101-101-956.000	COUNCIL DISCRETIONARY EXPF PNC		WORK SESSION	04/18/16	04/25/16	47.89	
101-101-956.000	COUNCIL DISCRETIONARY EXPF PNC		MEETING	04/18/20	04/25/16	68.34	
Total For Dept 101 CITY COUNCIL						4,946.53	
Dept 172 CITY MANAGER							
101-172-721.000	HEALTH & DENTAL INSURANCE	SMALL BUSINESS ASSOC O	MAY 2016	04/18/16	04/25/16	6,014.28	
101-172-722.000	LIFE & DISABILITY INSURANC	UNUM LIFE INSURANCE	MAY 2016	04/18/16	04/25/16	121.56	
101-172-727.000	OFFICE SUPPLIES	STAPLES BUSINESS ADVAN	SUPPLIES	04/18/16	04/25/16	15.19	
101-172-960.000	EDUCATION & TRAINING	PNC	EDUCATION	04/18/16	04/25/16	25.00	
Total For Dept 172 CITY MANAGER						6,176.03	
Dept 201 FINANCE DEPARTMENT							
101-201-802.000	PROFESSIONAL SERVICES	44 NORTH	ADMINISTRATION FEES	17253	05/02/16	117.00	
101-201-802.000	PROFESSIONAL SERVICES	44 NORTH		16900	04/25/16	39.00	
Total For Dept 201 FINANCE DEPARTMENT						156.00	
Dept 210 ATTORNEY							
101-210-810.000	ATTORNEY FEES	THOMAS STRINGER	LEGAL	879	04/25/16	195.50	
Total For Dept 210 ATTORNEY						195.50	
Dept 253 TREASURER							
101-253-721.000	HEALTH & DENTAL INSURANCE	SMALL BUSINESS ASSOC O	MAY 2016	04/18/16	04/25/16	1,565.36	
101-253-722.000	LIFE & DISABILITY INSURANC	UNUM LIFE INSURANCE	MAY 2016	04/18/16	04/25/16	36.50	
Total For Dept 253 TREASURER						1,601.86	
Dept 262 ELECTIONS							
101-262-727.000	OFFICE SUPPLIES	EQUALIZATION AND PROPE	PRECINCT 30.00	04/18/16	04/25/16	30.00	
101-262-727.000	OFFICE SUPPLIES	MICHIGAN ELECTION RESO	ELECTION	35655	04/25/16	246.85	
101-262-955.000	MISCELLANEOUS	PNC	PARKING	04/18/16	04/25/16	1.20	
Total For Dept 262 ELECTIONS						278.05	
Dept 265 BUILDINGS & GROUNDS							
101-265-727.000		ARBOR SPRINGS WATER CO	OFFICE	1607079	04/25/16	26.00	
101-265-727.000	OFFICE SUPPLIES	PNC	SUPPLIES	04/18/16	04/25/16	72.97	
101-265-727.000	OFFICE SUPPLIES	STAPLES BUSINESS ADVAN	SUPPLIES	04/18/16	04/25/16	249.93	
101-265-728.000	POSTAGE	PNC	MAILING	04/18/16	04/25/16	2.62	
101-265-803.000	CONTRACTED SERVICES	CIESA DESIGN	WEBSITE	12714	04/25/16	198.00	
101-265-920.000	UTILITIES	DTE ENERGY	MARCH 2016	04/18/16	04/25/16	465.76	
101-265-920.001		AT&T	424 1790	04/19/16	04/25/16	57.38	
101-265-935.000	BUILDING MAINTENANCE & RE	MASTERCRAFT PLUMBING	OFFICE	18446	04/25/16	687.00	
101-265-936.000		RICOH AMERICAS CORPORA	COPIER	5041359388	04/25/16	838.92	
Total For Dept 265 BUILDINGS & GROUNDS						2,598.58	
Dept 285 CITY TREE PROGRAM							
101-285-731.001	LANDSCAPE SUPPLIES - TREE	ANN ARBOR LANDSCAPING	TREES	04/18/16	04/25/16	250.00	
101-285-803.000	CONTRACTED SERVICES	ARBOR CARE TREE SURGEO	TRES	04/18/16	04/25/16	1,975.00	
Total For Dept 285 CITY TREE PROGRAM						2,225.00	
Dept 301 LAW ENFORCEMENT							
101-301-807.000		WASHTENAW COUNTY TREAS	ENFORCEMENT	28164	04/25/16	121.00	
101-301-807.000		WASHTENAW COUNTY TREAS	UNDER PAYMENTT	28086	04/25/16	49.88	
101-301-920.000	UTILITIES	DTE ENERGY	MARCH 2016	04/18/16	04/25/16	191.45	

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund 101 GENERAL FUND							
Dept 301 LAW ENFORCEMENT							
Total For Dept 301 LAW ENFORCEMENT						362.33	
Dept 336 FIRE DEPARTMENT							
101-336-920.000	UTILITIES	DTE ENERGY	MARCH 2016	04/18/16	04/25/16	191.45	
Total For Dept 336 FIRE DEPARTMENT						191.45	
Dept 400 PLANNING DEPARTMENT							
101-400-721.000	HEALTH & DENTAL INSURANCE	SMALL BUSINESS ASSOC O	MAY 2016	04/18/16	04/25/16	1,563.55	
101-400-722.000	LIFE & DISABILITY INSURANCE	UNUM LIFE INSURANCE	MAY 2016	04/18/16	04/25/16	30.99	
101-400-727.000	OFFICE SUPPLIES	STAPLES BUSINESS ADVAN	SUPPLIES	04/18/16	04/25/16	115.10	
Total For Dept 400 PLANNING DEPARTMENT						1,709.64	
Dept 441 DEPARTMENT OF PUBLIC WORKS							
101-441-721.000	HEALTH & DENTAL INSURANCE	SMALL BUSINESS ASSOC O	MAY 2016	04/18/16	04/25/16	1,962.91	
101-441-722.000	LIFE & DISABILITY INSURANCE	UNUM LIFE INSURANCE	MAY 2016	04/18/16	04/25/16	36.12	
101-441-920.000		COMCAST - DPW	DPW	04/18/16	04/25/16	68.95	
101-441-920.000	UTILITIES	DTE ENERGY	MARCH 2016	04/18/16	04/25/16	909.10	
101-441-958.000	MEMBERSHIPS & DUES	MICH DEPT OF TECH, MAN	DPW	MIDEAL #1407	04/25/16	180.00	
Total For Dept 441 DEPARTMENT OF PUBLIC WORKS						3,157.08	
Dept 442 DOWNTOWN PUBLIC WORKS							
101-442-740.000	OPERATING SUPPLIES	FENDT BUILDER' SUPPLY, DPW		362291	04/25/16	10.95	
101-442-802.000	PROFESSIONAL SERVICES	DEXTER SENIOR CITIZENS	1ST QUARTER RENTAL FEE	0003	04/25/16	200.00	
101-442-920.000	UTILITIES	DTE ENERGY	MARCH 2016	04/18/16	04/25/16	523.37	
Total For Dept 442 DOWNTOWN PUBLIC WORKS						734.32	
Dept 447 ENGINEERING							
101-447-830.000	ENGINEERING CONSULTING	ORCHARD, HILTZ & MCCLI	SERVICE THRU MARCH 5, 2016	04/18/16	04/25/16	1,411.50	
Total For Dept 447 ENGINEERING						1,411.50	
Dept 751 PARKS & RECREATION							
101-751-721.000	HEALTH & DENTAL INSURANCE	SMALL BUSINESS ASSOC O	MAY 2016	04/18/16	04/25/16	316.60	
101-751-722.000	LIFE & DISABILITY INSURANCE	UNUM LIFE INSURANCE	MAY 2016	04/18/16	04/25/16	5.83	
Total For Dept 751 PARKS & RECREATION						322.43	
Dept 851 INSURANCE & BONDS							
101-851-721.001	RETIREE HEALTH INSURANCE	SMALL BUSINESS ASSOC O	MAY 2016	04/18/16	04/25/16	732.87	
Total For Dept 851 INSURANCE & BONDS						732.87	
Dept 901 CAPITAL IMPROVEMENTS							
101-901-970.000	CONTRACTED CAPITAL IMPROVE	ORCHARD, HILTZ & MCCLI	SERVICE THRU MARCH 5, 2016	04/18/16	04/25/16	7,092.25	
Total For Dept 901 CAPITAL IMPROVEMENTS						7,092.25	
Total For Fund 101 GENERAL FUND						33,891.42	
Fund 202 MAJOR STREETS FUND							
Dept 000 ASSETS, LIABILITIES & REVENUE							
202-000-211.000	RETAINAGE PAYABLE	SEVERANCE ELECTRIC CO.	MDOT PROJECT #122275	7688	04/25/16	3,100.00	
Total For Dept 000 ASSETS, LIABILITIES & REVENUE						3,100.00	
Dept 445 STORMWATER							
202-445-957.004	STATE LICENSE/PERMIT FEES	DEPT. OF ENVIRN. QUALI	WWTP	961235	04/25/16	1,000.00	
Total For Dept 445 STORMWATER						1,000.00	

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund 202 MAJOR STREETS FUND							
Dept 463 ROUTINE MAINTENANCE							
202-463-721.000	HEALTH & DENTAL INSURANCE	SMALL BUSINESS ASSOC	O MAY 2016	04/18/16	04/25/16	1,646.31	
202-463-722.000	LIFE & DISABILITY INSURANCE	UNUM LIFE INSURANCE	MAY 2016	04/18/16	04/25/16	30.30	
202-463-740.000	OPERATING SUPPLIES	RADTKE TRUCKING, LLC	DPW	04/19/16	04/25/16	420.00	
202-463-802.000	PROFESSIONAL SERVICES	ORCHARD, HILTZ & MCCLI	SERVICE THRU MARCH 5, 2016	04/18/16	04/25/16	707.25	
202-463-802.000	PROFESSIONAL SERVICES	WASHTENAW AREA TRANSP	MEMBERSHIP	04/19/16	04/25/16	1,000.00	
Total For Dept 463 ROUTINE MAINTENANCE						3,803.86	
Dept 474 TRAFFIC SERVICES							
202-474-721.000	HEALTH & DENTAL INSURANCE	SMALL BUSINESS ASSOC	O MAY 2016	04/18/16	04/25/16	506.56	
202-474-722.000	LIFE & DISABILITY INSURANCE	UNUM LIFE INSURANCE	MAY 2016	04/18/16	04/25/16	9.32	
Total For Dept 474 TRAFFIC SERVICES						515.88	
Dept 478 WINTER MAINTENANCE							
202-478-721.000	HEALTH & DENTAL INSURANCE	SMALL BUSINESS ASSOC	O MAY 2016	04/18/16	04/25/16	1,013.11	
202-478-722.000	LIFE & DISABILITY INSURANCE	UNUM LIFE INSURANCE	MAY 2016	04/18/16	04/25/16	18.64	
Total For Dept 478 WINTER MAINTENANCE						1,031.75	
Total For Fund 202 MAJOR STREETS FUND						9,451.49	
Fund 203 LOCAL STREETS FUND							
Dept 445 STORMWATER							
203-445-957.004	STATE LICENSE/PERMIT FEES	DEPT. OF ENVIRN. QUALI	WWTP	961235	04/25/16	1,000.00	
Total For Dept 445 STORMWATER						1,000.00	
Dept 463 ROUTINE MAINTENANCE							
203-463-721.000	HEALTH & DENTAL INSURANCE	SMALL BUSINESS ASSOC	O MAY 2016	04/18/16	04/25/16	506.54	
203-463-722.000	LIFE & DISABILITY INSURANCE	UNUM LIFE INSURANCE	MAY 2016	04/18/16	04/25/16	9.32	
203-463-802.000	PROFESSIONAL SERVICES	ORCHARD, HILTZ & MCCLI	SERVICE THRU MARCH 5, 2016	04/18/16	04/25/16	2,650.75	
Total For Dept 463 ROUTINE MAINTENANCE						3,166.61	
Dept 474 TRAFFIC SERVICES							
203-474-721.000	HEALTH & DENTAL INSURANCE	SMALL BUSINESS ASSOC	O MAY 2016	04/18/16	04/25/16	126.64	
203-474-722.000	LIFE & DISABILITY INSURANCE	UNUM LIFE INSURANCE	MAY 2016	04/18/16	04/25/16	2.33	
Total For Dept 474 TRAFFIC SERVICES						128.97	
Dept 478 WINTER MAINTENANCE							
203-478-721.000	HEALTH & DENTAL INSURANCE	SMALL BUSINESS ASSOC	O MAY 2016	04/18/16	04/25/16	253.28	
203-478-722.000	LIFE & DISABILITY INSURANCE	UNUM LIFE INSURANCE	MAY 2016	04/18/16	04/25/16	4.66	
203-478-740.000	OPERATING SUPPLIES	DETROIT SALT COMPANY	DPW	55883	04/25/16	2,677.39	
Total For Dept 478 WINTER MAINTENANCE						2,935.33	
Total For Fund 203 LOCAL STREETS FUND						7,230.91	
Fund 204 MUNICIPAL STREETS							
Dept 248 ADMINISTRATION							
204-248-721.001	RETIREE HEALTH INSURANCE	SMALL BUSINESS ASSOC	O MAY 2016	04/18/16	04/25/16	776.21	
Total For Dept 248 ADMINISTRATION						776.21	
Total For Fund 204 MUNICIPAL STREETS						776.21	
Fund 226 SOLID WASTE COLLECTION FUND							
Dept 528 SOLID WASTE							
226-528-805.000	CONTRACTED SOLID WASTE	SEF WASTE MANAGEMENT OF MI	MARCH 2016	8379053	04/25/16	41,620.68	
226-528-806.000	CONTRACTED COMPOSTING	WASTE MANAGEMENT OF MI	MARCH 2016	8379053	04/25/16	803.23	

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund 226 SOLID WASTE COLLECTION FUND							
Dept 528 SOLID WASTE							
Total For Dept 528 SOLID WASTE						42,423.91	
Total For Fund 226 SOLID WASTE COLLECTION FUND						42,423.91	
Fund 402 EQUIPMENT REPLACEMENT FUND							
Dept 441 DEPARTMENT OF PUBLIC WORKS							
402-441-939.000	VEHICLE MAINTENANCE & REPAIR	BRIDGEWATER TIRE COMPA	DPW	72062	04/25/16	1,027.98	
402-441-939.000	VEHICLE MAINTENANCE & REPAIR	DIABLE EQUIPMENT INCOR	DPW	39694	04/25/16	32.40	
402-441-939.000	VEHICLE MAINTENANCE & REPAIR	GRANT'S AUTOMOTIVE & T	DPW	2943	04/25/16	350.00	
402-441-939.000	VEHICLE MAINTENANCE & REPAIR	LOWE'S BUSINESS ACCOUN	SUPPLIES	04/19/16	04/25/16	14.98	
402-441-939.000	VEHICLE MAINTENANCE & REPAIR	RITE-TECH ENTERPRISES	DPW	10845	04/25/16	830.58	
402-441-939.000	VEHICLE MAINTENANCE & REPAIR	RITE-TECH ENTERPRISES	DPW	10814	04/25/16	1,187.24	
Total For Dept 441 DEPARTMENT OF PUBLIC WORKS						3,443.18	
Total For Fund 402 EQUIPMENT REPLACEMENT FUND						3,443.18	
Fund 590 SEWER ENTERPRISE FUND							
Dept 248 ADMINISTRATION							
590-248-811.000	ATTORNEY FEES - MISCELLAN	EVARNUM, RIDDERING, SCH	LEGAL	970331	04/25/16	694.68	
Total For Dept 248 ADMINISTRATION						694.68	
Dept 548 SEWER UTILITIES DEPARTMENT							
590-548-721.000	HEALTH & DENTAL INSURANCE	SMALL BUSINESS ASSOC O	MAY 2016	04/18/16	04/25/16	1,581.82	
590-548-721.001	RETIREE HEALTH INSURANCE	SMALL BUSINESS ASSOC O	MAY 2016	04/18/16	04/25/16	1,453.33	
590-548-722.000	LIFE & DISABILITY INSURAN	UNUM LIFE INSURANCE	MAY 2016	04/18/16	04/25/16	94.92	
590-548-740.000	OPERATING SUPPLIES	LOWE'S BUSINESS ACCOUN	SUPPLIES	04/19/16	04/25/16	59.88	
590-548-740.000	OPERATING SUPPLIES	NORTHERN SAFETY CO INC	WWTP	901878512	04/25/16	58.95	
590-548-740.000	OPERATING SUPPLIES	QUALITY FIRST AID & SA	WWTP	001005	04/25/16	47.05	
590-548-740.000	OPERATING SUPPLIES	STAPLES BUSINESS ADVAN	SUPPLIES	04/18/16	04/25/16	90.99	
590-548-742.000	CHEMICAL SUPPLIES - PLANT	PVS NOLWOOD CHEMICALS	WWTP	505165	04/25/16	4,883.52	
590-548-743.000	CHEMICAL SUPPLIES - LAB	CULLIGAN WATER CONDITI	WWTP	04/18/16	04/25/16	59.95	
590-548-751.000		CORRIGAN OIL COMPANY	WWTP	6218185	04/25/16	86.17	
590-548-751.000		CORRIGAN OIL COMPANY	WWTP	6220968	04/25/16	347.35	
590-548-802.000	PROFESSIONAL SERVICES	UTILITIES INSTRUMENTAT	WWTP	530347983	04/25/16	3,114.00	
590-548-803.003	SLUDGE HAULING	BIOTECH	WWTP	1489	04/25/16	758.00	
590-548-920.000	UTILITIES	DTE ENERGY	MARCH 2016	04/18/16	04/25/16	6,614.69	
590-548-935.000	BUILDING MAINTENANCE & REPAIR	STAPLES BUSINESS ADVAN	SUPPLIES	04/18/16	04/25/16	321.34	
590-548-938.000	LAB EQUIPMENT MAINTENANCE	UTILITIES INSTRUMENTAT	WWTP	530347993	04/25/16	376.00	
590-548-939.000	VEHICLE MAINTENANCE & REPAIR	MARK'S AUTO SERVICE, I	WWTP	51555	04/25/16	27.35	
Total For Dept 548 SEWER UTILITIES DEPARTMENT						19,975.31	
Dept 901 CAPITAL IMPROVEMENTS							
590-901-974.000	CIP CAPITAL IMPROVEMENTS	ORCHARD, HILTZ & MCCLI	SERVICE THRU MARCH 5, 2016	04/18/16	04/25/16	6,086.50	
Total For Dept 901 CAPITAL IMPROVEMENTS						6,086.50	
Total For Fund 590 SEWER ENTERPRISE FUND						26,756.49	
Fund 591 WATER ENTERPRISE FUND							
Dept 556 WATER UTILITIES DEPARTMENT							
591-556-721.000	HEALTH & DENTAL INSURANCE	SMALL BUSINESS ASSOC O	MAY 2016	04/18/16	04/25/16	1,327.35	
591-556-721.001	RETIREE HEALTH INSURANCE	SMALL BUSINESS ASSOC O	MAY 2016	04/18/16	04/25/16	614.46	
591-556-722.000	LIFE & DISABILITY INSURAN	UNUM LIFE INSURANCE	MAY 2016	04/18/16	04/25/16	63.28	
591-556-740.000	OPERATING SUPPLIES	NORTHERN SAFETY CO INC	WWTP	901878512	04/25/16	58.96	
591-556-740.000	OPERATING SUPPLIES	QUALITY FIRST AID & SA	WWTP	001005	04/25/16	47.05	

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund 591 WATER ENTERPRISE FUND							
Dept 556 WATER UTILITIES DEPARTMENT							
591-556-740.000	OPERATING SUPPLIES	STAPLES BUSINESS ADVAN	SUPPLIES	04/18/16	04/25/16	90.98	
591-556-743.000	CHEMICAL SUPPLIES - LAB	ELHORN ENGINEERING CO	WWTP	264206	04/25/16	577.70	
591-556-802.000	PROFESSIONAL SERVICES	ORCHARD, HILTZ & MCCLI	SERVICE THRU MARCH 5, 2016	04/18/16	04/25/16	4,163.00	
591-556-802.000	PROFESSIONAL SERVICES	RAYMER	WWTP	17845	04/25/16	3,500.00	
591-556-920.000	UTILITIES	DTE ENERGY	MARCH 2016	04/18/16	04/25/16	2,818.00	
591-556-960.000	EDUCATION & TRAINING	RICK CHABOT	MILEAGE	04/18/16	04/25/16	163.88	
Total For Dept 556 WATER UTILITIES DEPARTMENT						13,424.66	
Total For Fund 591 WATER ENTERPRISE FUND						13,424.66	

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund Totals:							
			Fund 101 GENERAL FUND			33,891.42	
			Fund 202 MAJOR STREETS FUND			9,451.49	
			Fund 203 LOCAL STREETS FUND			7,230.91	
			Fund 204 MUNICIPAL STREETS			776.21	
			Fund 226 SOLID WASTE COLLECTION FUND			42,423.91	
			Fund 402 EQUIPMENT REPLACEMENT FUND			3,443.18	
			Fund 590 SEWER ENTERPRISE FUND			26,756.49	
			Fund 591 WATER ENTERPRISE FUND			13,424.66	
Total For All Funds:						<hr/>	137,398.27

**OFFICE OF COMMUNITY DEVELOPMENT**

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

**STAFF MEMO**

**To:** Mayor Keough and City Council  
Courtney Nicholls, City Manager

**From:** Michelle Aniol, Community Development Manager

**Re:** FY 2016-21 Capital Improvements Plan (CIP)

**Date:** April 25, 2016

**PLANNING COMMISSION ACTION**

The Planning Commission held a public hearing on Monday, April 4, 2016 to obtain public comment on the 2016-2021 Capital Improvements Plan (CIP).

Assessment of the CIP was conducted by Staff, individual departments, and various Boards and Commissions, including Downtown Development Authority (DDA), and the Parks and Recreation Commission between September (2015) and March (2016). The Planning Commission reviewed a draft of updates, edits and recommendations for CIP projects at a work sessions on December 17, 2015, February 1, 2016, and March 7, 2016.

Discussion centered on the following topics:

1. CIP process
2. New projects
3. Road Maintenance Projects
4. Completed projects
5. Worksheet formatting
6. Executive summary
7. Project and funding summary

The CIP is a program that projects and coordinates public expenditures for improvements to the transportation and utility systems, municipal facilities, and other improvements over a six-year period. Preparation of the capital improvements plan is done under the authority of the Municipal Planning Commission Act (PA 33 of 2008), as amended. It is the goal of the Planning Commission that the CIP be used as a tool to implement the City Master Plan and assist in the City's financial planning.

**EXCERPT FROM EXECUTIVE SUMMARY**

- A total of 85 projects, including Cooperative and DDA, were carried over or initiated for this year's CIP with a six-year funding need of \$16,649,000 (including \$8,442,000 from DDA, Regional Cooperative Projects, Federal Funding, Grants, and Various Others).
- Several major projects are not included in total project costs due to unknown costs, completion year and funding source, including the Downtown Property Acquisition, Downtown Façade Improvement, Downtown Crosswalk Maintenance, DTE Sub-Station Decommission/Relocation, Community Park Improvements, Mill Creek Park- Phase 2, Grand Street Trailhead, Playground Equipment-Mill Creek Park, Baker Road Crosswalks at Forest and Grand Streets, City Hall, Fire Department, Road Maintenance-Crush and Shape, Central Street Streetscape, Water Reliability Study and General Plan, Huron Farms Border-to-Border Connection, Central Street Kayak Launch/Trailhead, Wayfinding Signage and Phase 2 Main Street Underpass.
- The total six-year funding need decreased 7% from the previous year's CIP, which anticipated \$17,991,000 in funding need during fiscal years 2015-2020; primarily due to refined construction costs for sidewalk and road projects, and a reduced number of newly identified projects.

A copy of the final draft FU 2016-2021 CIP, as recommended by the Planning Commission, is provided separately from the meeting packet, but can also be access online:  
<http://dextermi.gov/capital-improvements-plan>.

**ACTION REQUESTED**

Council is asked to adopt the attached resolution accepting the document for City Council use, as a guide to developing the FY 16-17 budget.

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

**CITY OF DEXTER  
WASHTENAW COUNTY, MICHIGAN**

**RESOLUTION OF ADOPTION  
2016-2021 CAPITAL IMPROVEMENTS PROGRAM UPDATE**

WHEREAS, the City of Dexter Planning Commission adopted the Master Plan on June 4, 2012, the said Master Plan recommends the adoption of an annually updated Capital Improvements Program to evaluate, prioritize, and structure the financing of public improvement projects; and

WHEREAS, Preparation of the capital improvements plan is done under the authority of the Municipal Planning Commission Act (PA 33 of 2008), as amended. It is the City Planning Commission's goal that the CIP be used as a tool to implement the City's Master Plan and assist in the City's financial planning; and

WHEREAS, The State of Michigan provides for the development and use of a capital improvements plan in the Municipal Planning Act (Section 65, Act 33 of the Public Acts of 2008), as amended.

“To further the desirable future development of the local unit of government under the master plan, a planning commission, after adoption of a master plan, shall annually prepare a capital improvements program of public structures and improvements, unless the planning commission is exempted from this requirement by charter or otherwise. If the planning commission is exempted, the legislative body either shall prepare and adopt a capital improvements program, separate from or as a part of the annual budget, or shall delegate the preparation of the capital improvements program to the chief elected official or a non-elected administrative official, subject to final approval by the legislative body. The capital improvements program shall show those public structures and improvements, in the general order of their priority that in the commission's judgment will be needed or desirable and can be undertaken within the ensuing 6-year period. The capital improvements program shall be based upon the requirements of the local unit of government for all types of public structures and improvements. Consequently, each agency or department of the local unit of government with authority for public structures or improvements shall upon request furnish the planning commission with lists, plans, and estimates of time and cost of those public structures and improvements.”

WHEREAS, the City of Dexter Planning Commission has systematically reviewed the 2016–2021 Capital Improvements Program, as well as the proposed improvements related to the Master Plan and its Addendums, the improvements proposed by the City Department Heads, the Parks and Recreation Commission, the Downtown Development Authority; and

WHEREAS, the 2016–2021 Capital Improvements Program has been prepared to address said review of projects, and presents a public improvements program that focuses on the current and future needs of the residents of Dexter; and

WHEREAS, a duly noticed public hearing was held by the Planning Commission on April 4, 2016; and

WHEREAS, the Planning Commission has recommended approval of the 2016–2021 Capital Improvements Plan;

BE IT THEREFORE RESOLVED, the City of Dexter City Council accepts the Planning Commission recommended 2016–2021 Capital Improvements Program as a guide in funding priority capital projects within the plan and to develop the FY 2016–2017 Budget.

MOVED BY:                      SUPPORTED BY:

YEAS:

NAYS:

ABSENT:

RESOLUTION DECLARED ADOPTED THIS 25<sup>th</sup> DAY OF APRIL 2016.

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Shawn W. Keough, Mayor

CERTIFIED BY:

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Carol J. Jones, City Clerk

**OFFICE OF THE CITY MANAGER**

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**Memorandum**

**To:** Mayor Keough and City Council  
**From:** Courtney Nicholls, City Manager  
**Re:** Chelsea Area Wellness Foundation Litigation Update  
**Date:** 4/20/2016

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City Attorney Scott Munzel was informed on Monday, April 18, 2016 that the Chelsea Area Wellness Foundation has appealed the Michigan Tax Tribunal ruling.

The DDA will be considering a motion to respond to the Wellness Foundation's appeal and submit a cross appeal at their April 21, 2016 meeting.

The Foundation has 56 days to file their appeal brief, which started on April 14, 2016. Following the submittal, the City/DDA has 35 days to file a response brief. The Foundation then has 21 days to file a reply brief.

A separate time line using the same deadlines would start for the City's cross appeal once the cross appeal is filed.

Mayor Keough and staff will update Council on DDA's actions at the Council meeting. If DDA does vote to file the response and cross appeal, Council will be asked to concur with this decision and reaffirm their commitment to paying 50% of the legal fees.

STATE OF MICHIGAN  
IN THE COURT OF APPEALS

(On Appeal from the Michigan Tax Tribunal)

THE CHELSEA HEALTH & WELLNESS FOUNDATION,

Court of Appeals Docket No. \_\_\_\_\_

Petitioner-Appellant,

Tax Tribunal Docket No. 14-1671-TT

v.

SCIO TOWNSHIP,

Respondent-Appellee,

CITY OF DEXTER (AS THE SUCCESSOR BODY POLITIC TO  
VILLAGE OF DEXTER), DEXTER DOWNTOWN  
DEVELOPMENT AUTHORITY, and  
MICHIGAN DEPARTMENT OF TREASURY,  
Interveners-Appellees.

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Matthew P. Kennison (P79653)  
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**CLAIM OF APPEAL**

The Chelsea Health & Wellness Foundation, Petitioner-Appellant, claims an appeal from the Final Opinion and Judgment, entered on April 6, 2016 in the Michigan Tax Tribunal by Tribunal Member David B. Marmon ("Final Opinion and Judgment"), and from *Order Granting Interveners' Motions for Summary Disposition Under MCL 211.7r*, *Order Denying Petitioner's Motion for Summary Disposition Under MCL 211.7r*, *Order Denying Petitioner's Motion for Partial Summary Disposition Under MCL 211.7o(1) As to the Occupancy Requirement*, *Order Denying Petitioner's Motion for Summary Disposition Under MCL 211.7o(1)* entered on December 22, 2015 in the Michigan Tax Tribunal by Tribunal Member David B. Marmon ("SD Order") and the Order Denying Petitioner's Motion to Add Count III entered on October 21, 2015 in the Michigan Tax Tribunal by Tribunal Member David B. Marmon ("Count III Order"). A copy of the Final Opinion and Judgment (including Errata) is attached hereto as **Appendix A**. A copy of the SD Order is attached hereto as **Appendix B**. A copy of the Count III Order is attached hereto as **Appendix C**.

Respectfully submitted,

SCHIFF HARDIN LLP

By:           /s/ Joanne B. Faycurry (P40993)  
Joanne B. Faycurry (P40993)  
Marcy L. Rosen (P67561)  
Matthew P. Kennison (P79653)  
Attorneys for Petitioner-Appellant  
350 S. Main Street, Suite 210  
Ann Arbor, MI 48104  
(734)-222-1527  
jfaycurry@schiffhardin.com

Dated: April 14, 2016

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## OFFICE OF THE CITY MANAGER

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### Memorandum

**To:** Mayor Keough and City Council  
Courtney Nicholls, City Manager

**From:** Justin Breyer, Assistant to the City Manager

**Re:** 2016 Pavement Markings

**Date:** April 20, 2016

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On an annual basis, the City hires a vendor to re-stripe street markings and re-apply paint to street stencils. In April 2015, the City awarded a contract to M & M Pavement Marking for pavement marking and road striping in the amount of \$17,786.20. M & M was selected as the lowest qualified bidder out of four bids received. Prior to the most recent award, M & M also performed the City of Dexter's pavement marking service for 2013 and 2014, as well as working with the Livingston, Ingham, and Lenawee County Road Commissions. M & M has agreed to hold their prices for the 2016 season, and the breakdown of M & M's 2015 bid is included on the following page.

Due to planned road work during the 2015 season, the City requested that M & M not do several streets that were originally included to be completed. The restriping plan for 2016 is to restripe roads as construction and road work concludes (such as the cape seal of Ann Arbor St.), and complete all "touch-ups" in the fall. The amount of work to be completed has changed very little from last year.

As a result, staff recommends that City Council approve an extension to the 2015 bid to allow M & M Pavement Marking to perform the 2016 pavement marking work in an amount not to exceed \$18,000.00. This amount will be budgeted in professional services in local/major streets - traffic.

### M & M Pavement Marking Line-Item Bid

Description	Length	Unit	Price/Unit	Total
Street - Center Lines - Skip Yellow	2600	L.F.	\$ 0.062	\$ 161.20
Street - Center Lines - Solid White	20000	L.F.	\$ 0.062	\$ 1,240.00
Street - Center Lines - Solid Yellow	46000	L.F.	\$ 0.062	\$ 2,852.00
Parking Lots - 4" White	12700	L.F.	\$ 0.18	\$ 2,286.00
Parking Lots - 4" Yellow	1100	L.F.	\$ 0.18	\$ 198.00
Parking Lots - 4" Blue	1200	L.F.	\$ 0.22	\$ 264.80
Parking Lots - Handicap Stencils	20	Each	\$ 6.00	\$ 120.00
Crosswalks - White - 24"	1800	L.F.	\$ 1.50	\$ 2,700.00
Crosswalks - White - 12"	800	L.F.	\$ 0.90	\$ 720.00
Crosswalks - White - 6"	3500	L.F.	\$ 0.70	\$ 2,450.00
Crosswalks - 24" Stop Bar	1300	L.F.	\$ 1.38	\$ 1,690.00
Stencils - "Only"	23	Each	\$ 40.00	\$ 920.00
Stencils - Left Arrow	15	Each	\$ 35.00	\$ 525.00
Stencils - Right Arrow	11	Each	\$ 35.00	\$ 385.00
Stencils - Thru Arrow	5	Each	\$ 35.00	\$ 175.00
Stencils - Railroad	5	Each	\$ 90.00	\$ 450.00
Stencils - "STOP"	5	Each	\$ 40.00	\$ 200.00
Stencils - "SCHOOL"	8	Each	\$ 50.00	\$ 400.00
<b>Total</b>				<b>\$ 17,737.00</b>

**Budget Amendments**

Agenda: 4/25/2016

Item: L-4

**General Fund 101**

Line Number	Line Description	New Line # ?	Revenue or Expenditure?	Original Adopted Budget	Previously Amended Budget	Amendment Amount	Budget After Current Amendment
101-000-679-000	Miscellaneous Grants	No	Revenue	\$ 5,000		\$ 5,000	\$ 10,000
<b>Reason for Amendments</b>		CTAP Revenue to Offset Visitors Guide Expense					
101-000-572.000	State Election Reimbursements	Yes	Revenue	\$ -		\$ 10,500	\$ 10,500
<b>Reason for Amendments</b>		Offset for Election Expenses - May 2015, March 2016 and May 2016					
101-000-580-000	State Grants	No	Revenue	\$ 5,000		\$ (5,000)	\$ -
<b>Reason for Amendments</b>		Originally budgeted for election reimbursement revenue - changed to 101-000-572-000					
101-101-959-000	Arts, Culture & Heritage	No	Expenditure	\$ 20,000	\$ -	\$ 1,900	\$ 21,900
<b>Reason for Amendments</b>		Visitor's Guide Printing - Offset by CTAP Grant					
101-172-721-000	City Manager - Health Care	No	Expenditure	\$ 59,900	\$ -	\$ 6,800	\$ 66,700
<b>Reason for Amendments</b>		Increased cost due to employee plan change					
101-257-707-000	Assessing - Board of Review Salary	Yes	Expenditure	\$ -	\$ -	\$ 1,500	\$ 1,500
<b>Reason for Amendments</b>		Board of Review meeting in December 2015, and May 2016					
101-257-977-000	Assessing - Equipment	No	Expenditure	\$ 1,000	\$ -	\$ 1,100	\$ 2,100
<b>Reason for Amendments</b>		Annual Cost for BS&A Software plus one time office equipment purchases					
101-262-708-000	Salaries - Election Workers	No	Expenditure	\$ 6,000	\$ -	\$ 1,500	\$ 7,500
<b>Reason for Amendments</b>		Elections in November 2015, March 2016 and May 2016 - Offset by reimbursement for March and May					
101-262-802-000	Elections - Professional Services	No	Expenditure	\$ -	\$ -	\$ 1,000	\$ 1,000
<b>Reason for Amendments</b>		Increased cost due to May 2016 election; offset by reimbursement					
101-441-920-000	DPW - Utilities	No	Expenditure	\$ 25,000	\$ -	\$ (4,700)	\$ 20,300
<b>Reason for Amendments</b>		Lower than budgeted utility cost					

### Budget Amendments

101-728-901-000      Economic Development - Printing&Publishing      No      Expenditure      \$      1,000      \$      -      \$      3,100      \$      4,100

**Reason for Amendments**      Visitor's Guide Printing - Offset by CTAP Grant

101-875-965-006      Payment to Webster Township      No      Expenditure      \$      26,000      \$      -      \$      (1,700)      \$      24,300

**Reason for Amendments**      Adjust to actual payment made

*Total change in Revenue - increase /(decrease):*      \$      10,500  
*Total change in Expenditures - increase /(decrease):*      \$      10,500  
*Change to Overall Budget's revenue over expenditures:*      \$      -

*Source of Reserves, if applicable: N/A*

### Major Streets 202

Line Number	Line Description	New Line # ?	Revenue or Expenditure?	Original Adopted Budget	Previously Amended Budget	Amendment Amount	Budget After Current Amendment
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202-463-740-000      Routine Maintenace - Operating Supplies      No      Expenditure      \$      3,000      \$      -      \$      4,000      \$      7,000

**Reason for Amendment**      Increased cost due to asphalt repair work on Ann Arbor Street, repair funds were budgeted in Local Streets

202-463-941-000      Routine Maintenace - Equipment Rentals      No      Expenditure      \$      8,000      \$      -      \$      3,000      \$      11,000

**Reason for Amendment**      Increased cost due to asphalt repair work on Ann Arbor Street, repair funds were budgeted in Local Streets

202-463-941-000      Routine Maintenace - Union Salary      No      Expenditure      \$      12,800      \$      -      \$      3,000      \$      15,800

**Reason for Amendment**      Increased cost due to asphalt repair work on Ann Arbor Street, repair funds were budgeted in Local Streets

202-890-955-000      Contingency      No      Expenditure      \$      10,000      -      \$      (10,000)      \$      -

**Reason for Amendment**      Used to cover increased cost

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

*Source of Reserves, if applicable: N/A*

## Budget Amendments

### Sewer Fund 590

Line Number	Line Description	New Line # ?	Revenue or Expenditure?	Original Adopted Budget	Previously Amended Budget	Amendment Amount	Budget After Current Amendment
590-248-811-000	Attorney Fees	No	Expenditure	\$ 5,000	-	\$ 10,000	\$ 15,000
<b>Reason for Amendment</b>	Continued work on NPDES Contested Case - Including hearing In front of Administrative Law Judge						
590-248-841-000	Administrative Fees	No	Expenditure	\$ 70,000	-	\$ 3,500	\$ 73,500
<b>Reason for Amendment</b>	Increase in admin fees charged to sewer fund based on actual salaries/benefits						
590-248-843-000	Property Taxes	No	Expenditure	-	-	\$ 3,600	\$ 3,600
<b>Reason for Amendment</b>	Final property tax payment on Huron Street house (property transferred to the City after December 31, 2014)						
590-850-995-007	2012 Sewer Bond (Refunding Bond)	No	Expenditure	\$ 90,000	-	\$ 5,000	\$ 95,000
<b>Reason for Amendment</b>	Incorrect budgeting of principal payment						
590-890-000-955-000	Contingency	No	Expenditure	\$ 15,000	-	\$ (15,000)	-
<b>Reason for Amendment</b>	Use of contingency to offset cost increases						
590-901-978-000	Capital Equipment	No	Expenditure	\$ 15,000	-	\$ (7,100)	\$ 7,900
<b>Reason for Amendment</b>	Funds budgeted for equipment replacement in aeration tank - that project was completed with the blower project and included in that line item						

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

*Source of Reserves, if applicable: N/A*

**Budget Amendments**

**Water Fund 591**

<b>Line Number</b>	<b>Line Description</b>	<b>New Line # ?</b>	<b>Revenue or Expenditure?</b>	<b>Original Adopted Budget</b>	<b>Previously Amended Budget</b>	<b>Amendment Amount</b>	<b>Budget After Current Amendment</b>
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591-248-841-000	Administrative Fees	No	Expenditure	\$ 70,000	\$ -	\$ 3,500	\$ 73,500
<b>Reason for Amendment</b>	Increase in admin fees charged to water fund based on actual salaries/benefits						

591-890-955-000	Contingency	No	Expenditure	\$ 15,000	-	\$ (3,500)	\$ 11,500
<b>Reason for Amendment</b>	Used to cover increased administrative fees						

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

*Source of Reserves, if applicable: N/A*

Approved by the City Council on April 25, 2016

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Carol J. Jones, Interim City Clerk