

CITY OF DEXTER

cnicholls@dextermi.gov

8140 Main Street Dexter, MI 48130-1092

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

MEMO

To: Mayor Keough and Council Members
From: Courtney Nicholls, City Manager
Date: November 19, 2014
Re: City Clerk Appointment

The new City Charter created an appointed, instead of elected, City Clerk position. I would like to recommend that Carol Jones be appointed to the position of City Clerk on an interim basis, to assist through the transition. Ms. Jones will continue to earn her current stipend of \$80 per meeting.

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F. PUBLIC HEARINGS

None

G. NON-ARRANGED PARTICIPATION

Jim Smith, 7765 Forest, Dexter thanked members of the present Village Council and all previous Council members for their service to the Village and Village residents.

H. COMMUNICATIONS:

1. Upcoming Meeting List
2. Sign Calendar

Trustee Semifero announced that the Roads Committee will be meeting on the Tuesday before the second Council meeting of the month.

I. REPORTS

1. Public Services Superintendent – Dan Schlaff

Mr. Schlaff submits his progress report of the DPW and Water/Sewer per packet. In the absence of Mr. Schlaff, Mr. Maurer gave the following updates:

- Finished the Dexter Crossing Lift Station today.
- Question on the progress report as what is pre-inspection? Mr. Maurer explained that this is done weekly on the Village's equipment.

2. Community Development Manager – Michelle Aniol

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

- Planning Commission – working at reformatting of sign regulations and have finalized the scope of work. Plan to have information back on costs by November 19.
- Parking on Central and Huron Streets has been an issue and will be even more of an issue with the MDOT changes. The Huron River Watershed Council wants to be an active partner in the process. Planning Commission is looking at definitive signage for Huron Street.
- Question asked as to how many river access sites are legal in the Central Street area? (None)
- Reminder to attend the venture Local meeting on November 19 at the Dexter District Library.
- Red Brick has closed on 8099 Main Street and will be expanding into that location.

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

Farmers Market/Community Garden – Community Garden Written Report

- Major improvement this year was the barrier cloth down the middle of the site which defined the garden plots. Suggestion is to use the barrier cloth along the fence row as there are a lot of weeds there also.
- The Boy Scouts have added four more raised beds for a total of 8.

Washtenaw County Sheriff – October Activity Report

Both reports included in Packet

4. Subcommittee Reports

Facilities – Work Session held prior to the Regular Council Meeting.

- Met on Friday, November 7. Polishing up the report we heard at the last meeting and will wait until the 1st Quarter of 2015 to have another public meeting.
- Working on getting some cost for the various facility options discussed.

5. Village Manager Report

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

- Spoke with Chamber President Joe Schultz regarding the Summer Series. They would like to place up to 12 banners around Monument Park to advertise this event. The DDA will also discuss this.
- Starting the interviews for the Assistant to the Village Manager this week.

6. President’s Report

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

- Thanked all past and present Council members for their leadership and support in the community.

J. CONSENT AGENDA

1. Consideration of: Bills and Payroll in the amount of \$366,909.31

Motion Fisher; support Semifero to approve item 1 of the Consent Agenda.

Unanimous voice vote approval.

K. OLD BUSINESS-Consideration and Discussion of:

1. Discussion of: Transition from Village to City Next Steps

- Ms. Nicholls reported that included in the packet is a sample agenda for the City of Dexter Council Meeting for November 24.
- Some of the items to be worked on are RFP for a City Assessor, changes needed in software, mapping (Scio does their own, County does not), letters

to mortgage companies as to the change for tax payments, establish an Election Commission (Clerk, Council Member and Citizen), fill an opening on Planning Commission, and file election results with the County and State on November 20.

- Trustee Cousins mentioned the possibility of donating old Village signs (those not able to be re-purposed) to a charity as was done in Chelsea.

L. NEW BUSINESS-Consideration of and Discussion of:

1. Consideration of: Restoration on Dover, Edison & Inverness – Increased Payment to Milligan’s Landscape Services in the Amount of \$4,000

Motion Tell; support Cousins to approve the increased payment to Milligan’s Landscape Services in the amount of \$4,000 for a total of \$11,500 for the restoration of Dover, Edison and Inverness.

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

Nays: None

Motion carries

M. COUNCIL COMMENTS

- Carson Thanked Mr. Cousins for his service to Dexter. This is not a good-bye as we will see him involved with the City. Good-bye to the Village and hello to the City.
- Tell Also thanked Mr. Cousins for his service. The earlier years of Village Council were tumultuous with things much better now.
- Knight Also thanked Mr. Cousins for his service.
- Jones Also Thanked Mr. Cousins for his service and cannot imagine him not involved in many of the organizations and committees he has been a part of on behalf of the Council.
- Semifero Also thanked Mr. Cousins.
- Fisher Also thanked Mr. Cousins.
- Cousins Thanked Council for the years and happy to have served. Have seen a lot in the last 10 years. Will be having surgery on Wednesday.

N. NON-ARRANGED PARTICIPATION

None

O. ADJOURNMENT

Motion Cousins; support Fisher to adjourn the last Council meeting of the Village of Dexter at 8:14 PM.

Unanimous voice vote approval.

Respectfully submitted,

Carol J. Jones
Clerk, Village of Dexter

Approved for Filing: _____

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2014 Meeting Calendar

Item: H-1

Board	Date	Time	Location	Website	City Representative
Dexter Downtown Development Authority	11/20/2014	7:30 a.m.	Senior Center	http://www.dextertermi.gov	Shawn Keough
Washtenaw Area Transportation Study-Policy	11/19/2014	9:30 a.m.	Scio Township Hall	http://www.miwats.org/	Jim Carson
Dexter Area Fire Board	11/20/2014	6:00 p.m.	Dexter Township Hall	http://dexterareafire.org/	Ray Tell/Jim Seta
Dexter City Council	11/24/2014	7:30 p.m.	Dexter Senior Center	http://www.dextertermi.gov	
Scio Township Board	11/25/2014	7:00 p.m.	Scio Township Hall	http://www.sciotownship.org/	
Western Washtenaw Area Value Express	11/25/2014	8:15 a.m.	Chelsea Community Hospital	http://www.ridethewavebus.org/	Jim Carson
Dexter District Library Board	12/1/2014	7:00 p.m.	Dexter District Library	http://www.dexter.lib.mi.us/	Pat Cousins
Dexter City Planning Commission	12/1/2014	7:30 p.m.	Senior Center	http://www.dextertermi.gov	Joe Semifero
Dexter City Arts, Culture & Heritage Committee	12/2/2014	7:00 p.m.	Dexter Senior Center	http://www.dextertermi.gov	
Washtenaw Area Transportation Study-Technical	12/3/2014	9:30 a.m.	Road Commission Offices	http://www.miwats.org/	Rhett Gronevelt
Dexter Area Historical Society Board	12/4/2014	7:00 p.m.	Dexter Area Historical Museum	http://www.dextermuseum.org/	
Dexter City Council	12/8/2014	7:30 p.m.	Dexter Senior Center	http://www.dextertermi.gov	
5H - Dexter Coalition	12/9/2014	5:30 p.m.	Dexter Wellness Center		
Scio Township Board	12/9/2014	7:00 p.m.	Scio Township Hall	http://www.sciotownship.org/	
Chelsea Area Planning Team/Dexter Area Regional Team	12/10/2014	7:00 p.m.	Lima Township	http://www.ewashtenaw.org/	Jim Carson
Dexter Area Chamber of Commerce	12/10/2014	8:15 a.m.	Copeland Board Room	http://www.dexterchamber.org/	Julie Knight
Gateway Initiative (Big 400)	12/12/2014	9:30 a.m.	Waterloo Recreation Area		Carol Jones
Dexter City Zoning Board of Appeals - if needed	12/15/2014	7:00 p.m.	Senior Center	http://www.dextertermi.gov	Jim Carson
City Road Committee	12/16/2014	6:00 a.m.	Dexter DPW	http://www.dextertermi.gov	Jim Carson, Joe Semifero

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

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Agenda:
11/24/14
Item: H-2

	Name of Group	Dates	Number Approved	Approval Date	Locations		Name of Group	Dates	Number Approved	Approval Date	Locations	
January	Dexter Senior Ctr-Winter Market	1/11 & 1/25	3-18X24 / 2-2'X4"	11/22/2013	1,2,4,5,44	June	Dexter Comm. Players	6/20-6/29	5 - 18 X 24	6/4/2014	1,2,4,5,44	
	St. Andrews-ABC Blood Drive	12/28-1/6/14	2- 28" X 22"	12/26/2013	8		Parade of Homes	6/20-6/22	2- 18 X 24	6/19/2014	1,44	
	Dexter High School-Crazy for You	1/25-2/9	3-18X24/1-2'X4",1-3x5	1/6/2014	1,2,4,5,44		July	St. Andrews-Blood Drive	07/10-07/21	2 - 28" X 22"	1/6/2014	8 & 22
	K of C-Quarter Mainia	1/15-1/23	5- 18" X 24"	1/15/2014				Dexter Wellness Walk-Move More	7/7-7/13	45430	3/6/2014	1,2,4,5,44
	Mill Creek-Red Cross Blood Drive	1/13-1/23	2-18" X 24"	1/15/2014	21 & 36			Dexter UMC-Vacation Bible	7/7-7/11	1 - 2' X 3'	3/27/2014	49
St. Andrews-Monthly dinners	1/31-2/6	1-2'X3"	1/6/2014	8	St. Joe's Festival	7/5-7/19		1-3X3;4-18X24	4/24/2014	1,2,4,5,10		
						Dexter Daze-Summer Fest	7/25-8/9	3-18 x 24	6/5/2014	2,5,44		
February	Dexter Senior Ctr-Winter Market	2/8 & 2/22	3-18X24 / 2-2'X4"	11/22/2013	1,2,4,5,44	Dexter Well Coalition-Yoga	7/1-7/14	5 - 18 X 24	5/4/2014	1,2,4,5,44		
	Dexter Community Orchestra-Concert	2/9 & 2/23	2 - 4' X 3"	10/3/2013	5 & 9	St. James-Dex Daze Chick BBQ	7/31-8/9	2 - 2' X 2'	6/16/2014	1 & 4		
	Dexter High School-Crazy for You	1/25-2/9	3-18X24/1-2'X4",1-3x5	1/6/2014	1,2,4,5,44	St. James-Ice Cream Social	7/31-8/7	5 - 18 X 24	7/2/2014	1,2,4,5,44		
	St. Andrews-Monthly dinners	1/31-2/6 & 2/28-3/6	1-2'X3"	1/6/2014	8	Dexter Youth Football-Regist.	7/15-7/30	5 - 18 X 24	7/14/2014	1,2,4,5,10		
						Dexter Touchdown club-Golf	7/20-8/3	5 - 18 X 24	7/14/2014	1,2,4,5,10		
March	Dexter Senior Ctr-Winter Market	3/8 & 3/22	3-18X24 / 2-2'X4"	11/22/2013	1,2,4,5,44	Hurricanes Fast Pitch-Softball	7/25-8/7	2 - 18 X 24	7/25/2014	1 & 10		
	Community Band - Concert	2/17-3/2	2 - 2' x 4'	11/1/2013	1,3,5	August	Dexter Wellness Walk-Move More	8/4-8/10	45430	3/6/2014	1,2,4,5,44	
	St. Andrews-Monthly dinners	2/28-3/6 & 3/28-4/3	1-2'X3"	1/6/2014	8		Dexter Wellness Coalition-Yoga	8/1-8/14	5- 18 X 24	6/4/2014	1,2,4,5,44	
	Dexter Historical Soc.-Artisan Fair	3/8-3/22	5-18X24	2/18/2014	1,2,4,5,44		Dexter Daze-Summer Fest	7/25-8/9	3-18 x 24	6/5/2014	2,5,44	
	Dexter Wellness Walk-Move More	3/3-3/9	5-18x24'	3/6/2014	1,2,4,5,44		Friends of Library-booksale	8/7-8/9	5-18 X 24	6/25/2014	1 & 4	
Dexter K of C-Quarter Mania	3/17-3/27	5-18x24'	3/17/2014	1,2,4,5,10	Hurricanes Fast Pitch-Softball		7/25-8/7	2 - 18 X 24	7/25/2014	1 & 10		
April	Dexter Community Schools-ArtWalk	4/21-5/5/14	5- 18 X 24	12/11/2013	1,2,4,44,10	Humane Soc./pet adoption	8/6-8/9	2 - 18 X 24	8/4/2014	1 & 2		
	Dexter Senior Ctr-Winter Market	4/5 & 4/19	3-18X24 / 2-2'X4"	11/22/2013	1,2,4,5,44	Dexter Museum/Quilt Sale	8/4-8/18	1-18X24, 2-2X3	8/4/2014	1,40,44		
	Dexter Community Orchestra-Concert	4/27/14	2 - 4' X 3"	10/3/2013	5 & 9	September	Dexter Touchdown club-Taste	8/16-8/29	5 - 18 X 24	8/13/2014	1,2,4,5,44	
	St. Andrews-Blood Drive	4/10-4/21	2 - 28" X 22"	1/6/2014	8 & 22		St. Andrews-Blood Drive	9/19-9/29	2 - 28" X 22"	1/6/2014	8 & 22	
	St. Andrews-Monthly dinners	3/28-4/3 & 4/25-5/1	1-2'X3"	1/6/2014	8		St. Andrews-Monthly dinners	8/29-9/4 & 9/26-10/2	1-2'X3"	1/6/2014	8	
Dexter Wellness Walk-Move More	4/7-4/13	5-18x24'	3/6/2014	1,2,4,5,44	Dexter Wellness Walk-Move More		9/8-9/14	5- 18 X 24	3/6/2014	1,2,4,5,44		
					Dexter United Methodist Rummage Sale		9/17-9/27	2-24"X35" and 2-18"X24"	4/4/2014	1,5,10,44		
						Dexter K of C-Quarter Mania	9/16-9/25	5- 18" X 24"	9/16/2014	1,2,4,5,10		
						St. Andrews-Monthly dinners and Sauerkraut dinners	10/31-11/6 & 10/2-10/16	1-2'X3"	1/6/2014 and 9/1/14	8 & 1,2,4,5,44		
						October	Dexter Wellness Walk-Move More	10/6-10/12	45430	3/6/2014	1,2,4,5,44	
Peace Lutheran-Easter Egg Hung	3/29-4/12	1 2'X3"	3/29/2014	1	Friends of Library-booksale		10/2-10/5	5-18 X 24	6/25/2014	1 & 4		
Connexions Church Service Times		5-18"X24"	3/29/2014	1,4,5,44,10	Dexter Lions-Apple Daze		9/29-10/4					
Dexter Drama Club-A Midsummer Night	4/19-5/4	3-18"X24",1-3'X4' and 1-5'X8	3/26/2014	2,4,5,44				5 - 18 X 24	9/8/2014	2,4,5,10,44		
Dexter Community Schools-ArtWalk	4/21-5/5/14	5- 18 X 24	12/11/2013	1,2,4,44,10	Dexter High School-Orchestra		10/19-10/29	1 - 4 X 3	9/28/2014	1		
						Dexter K of C-Chicken Broil	10/3-10/13	5 - 18 X 24	10/1/2014	1,2,4,5,10		
						Dexter Comm. Band-Concerts	10/23-11/3	2 - 2' X 3'	10/1/2001	5 & 10		
						DHS Drama-Great Gatsby	10/11-10/26	3-18 X 24 and 2-3 X 4	10/10/2014	1,2,4,5,44		
May	Dexter Wellness Walk-Move More	5/5-5/11	5-18x24'	3/6/2014	1,2,4,5,44	November	St. Andrews-Monthly dinners	11/28-12/4	1-2'X3"	1/6/2014	8	
	Dexter Lions Club/White Cane	5/23-5/24	5 - 2 X 3'	4/24/2014	sale locations		Dexter Wellness Walk-Move More	11/3-11/9	45430	3/6/2014	1,2,4,5,44	
	St. Joe's Plant Sale	5/5-5/18	5-18 X 24	5/5/2014	1,2,4,5,10		Friends of Library-booksale	10/30-11/2	5-18 X 24	6/25/2014	1 & 4	
	Dexter Lacrosse Assoc.	5/16-5/22	5- 18 X 24	5/16/2014	1,2,5,10,44		American Legion-Craft Show	11/2-11/17	5 - 18 X 24	9/23/2014	1,2,5,44,10	
	Red Cross Blood Drive-Loy	5/22-5/28	5- 18 X 24	5/22/2014	1,2,5,44,10		Dexter Comm. Band-Concerts	10/23-11/3	2 - 2' X 3'	10/1/2001	5 & 10	
June	Dexter Wellness Walk-Move More	6/9-6/15	5-18x24'	3/6/2014	1,2,4,5,44	Dexter Heritage Guild-Holiday Bazaar	11/22-12/7	5 - 18 X 24	11/7/2014	1,2,4,5,44		
	St. Joe's Flea Market	6/26-7/10	3x3	4/24/2014	1,4,5,10,43	Dexter KofC-Quarter Mania	1/9-11/20	5 - 18 X 24	11/10/2014	1,2,4,5,10		
	Annual Family Fun Day	6/8-6/22	5-18 X 24	5/12/2014	1,2,4,5,10	Dexter Area Girl Scouts-Bazaar	11/22-12/8	5 - 18 X 24	11/17/2014	1,2,4,5,44		
	St. Andrews-Rummage sale	6/6-6/14	4-18X24;1-2x3	5/20/2014	1,2,4,5,10	December	St. Andrews-Monthly dinners	11/28-12/4	1-2'X3"	1/6/2014	8	
	Dexter Senior/Ice Cream Soc.	6/1-6/8	5-18 X 24	3/31/2014	1,2,4,5,44		Dexter Wellness Walk-Move More	12/8-12/14	45430	3/6/2014	1,2,4,5,44	
Boy Scouts-rummage troup	6/18-6/21	2 - 4'x4'x5'	5/30/2014	1 and 44	Friends of Library-booksale		12/4-12/7	5-18 X 24	6/25/2014	1 & 4		
Dexter Soccer-Tryouts	6/2-6/16	5-18 X 24	5/30/2014	1,2,4,5,10	Dexter Comm. Band-Concerts		12/5-12/15	2 - 2' X 3'	10/1/2001	5 & 10		
Dexter Well Coalition-Yoga	6/4-6/18	5 - 18 X 24	6/4/2014	1,2,4,5,44	Dexter Heritage Guild-Holiday Bazaar		11/22-12/7	5 - 18 X 24	11/7/2014	1,2,4,5,44		
						Amer. Cancer-Relay for Life	6/1-6/14	5 - 18 X 24	6/1/2014	1,2,4,10,44		

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 Driveaway, 27-Dexter Flowers, 28-Terry B's, 29-7795 Ann Arbor St, 30 - 7915 Fourth, 31 - 7651 Dan Hoey, 32 - Wylie, 33-Lions Park, 35-Dexter Crossing Entrance, 36 - Dan Hoey/Dexter Ann Arbor; 37 - Dover/Main, 38 - Fourth/Central, 39 - Baker/Hudson, 40 - Inverness/Ann Arbor, 41 - Main/Jeffords, 42 - Third/Broad; 43 - 3rd/Dover; 44 - Ryan/Dexter Ann Arbor, 45 - Meadowview/Dexter Ann Arbor, 46 - Ice Rink, 47-Dexter Mill/RR tracks, 48-7444 Dexter-Ann Arbor, 49-Park entrance @ Farmers Mkt and Library, 50-2810 Baker/Dexter Wellness entrance

** Dexter Farmers Market will place up to 5 signs on Friday, Saturday and Tuesday from May through October to advertise for the market
 ** Dexter Area Chamber will place 4 signs on Friday night to announce the summer series (1, 2, 5, 44)

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Public Services Department

8140 Main Street Dexter, MI 48130-1092

dschlaff@dextermi.gov

Phone (734)426-4572

MEMO

To: Mayor Keough and Council
From: Dan Schlaff, Public Services Superintendent
Date: November 6, 2014
Re: Utility & DPW Progress Reports

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

11/3/2014 to 11/7/2014

11/10/2014 to 11/14/2014

Please contact me, if you have any questions.

utilities progress reports	11/3/2014	11/9/2014	7/Days		
sewer maintenance	2				
water maintenance	3				
mxu's, Wire	1				
new meters					
Turned water on/off	2				
liftstations, Reads, Floats	4				
miss digs	8				
Service calls					
Hosing WWTP	1				
backwash filter building	3	52500 gal			
final reads/beginning reads	6				
arsenic samples	1				
Morning Rounds WTP	5				
Morning Rounds WWTP	5				
Flushing fire hydrants	2	2 days			
Weekend Operation & Lab	2				
Flushed primary scum beaches	2				
Chem Cleaned sand filters	1				
Handed out water shut off notices					
Filled oiler, greased screw pumps	4				
Unplugged ras pump	2				
Mixing primary digester for TAVA sample	3				

utilities progress reports	11/3/2014	11/9/2014	7/Days		
Maintenance ferric pumps					
Pumped scum pit WWTP	2				
Decanting secondary digester					
Open iron pond drain	2				
NUBCO WATER READS	2	Meter # 71307627 Read 00		94	
		Meter # 71756943 Read 30		4020	
Quarterly water meter reading					
Mop clean WTP, 5 th well					
Maintenance RAS pumps	2				
Activated sludge samples	4				
Sludge judge clarifiers	7				
Alternate outdoor, indoor screw pumps	3				
Changed Cl2 Pump Hose filter plant					
Cleaned lab	2				
Clarifier drives maintenance					
Primary clarifier sludge samples	7				
P.R.V maintenance					
6 TH WELL					
Equipment inventory	4				
5TH WELL					
DO reads activated sludge tank	7				
WATER DUTY SHEETS	DRINKING WATER LAB 7 DAYS PER WEEK.				
	1	Daily grab lab:			

utilities progress reports	11/3/2014	11/9/2014	7/Days		
2	PH		7-Days Per Week		
3	Iron		7-Days Per Week		
4	Flouride		7-Days Per Week		
5	Orthoposphate		7-Days Per Week		
6	Free Chlorine		7-Days Per Week		
	WEEKLY LAB				
1	Raw Flouride			One Per Week	
2	Arsenic			One Per Week	
3	Raw iron Ryan drive wells			One Per Week	
	WEEKLY NPDES WFP				
1	PH		One Per Week		
2	Iron		One Per Week		
3	Suspended solids		One Per Week		
	DRINKING WATER REPORTING				
1	Data entry for MORs				
			State Every Month.		
	DRINKING WATER OTHER:				
1	Montly bacteriological testing				
WASTE WATER DUTY SHEETS	WASTE WATER LAB 7 DAYS PER WEEK.				
1	Daily grab lab		7-Days Per Week		
2	PH		7-Days Per Week		
3	Temp		7-Days Per Week		
4	DO		7-Days Per Week		
5	Fecal Coliform		7-Days Per Week		
6	Total Chlorine		7-Days Per Week		
7	Settlabilty		7-Days Per Week		
8	MSSS AT RAS		7-Days Per Week		
9	Wasting rates		7-Days Per Week		
	Daily Composite Lab:				
1	Dates:		11/3/2014	11/9/2014	
2	BOD		7-Days Per Week		
3	Suspended Solids		7-Days Per Week		
4	Phosphorous		7-Days Per Week		
5	Ammonia		7-Days Per Week		
	Sludge Lab:				
1	PH		7-Days Per Week		
2	Total Solids %		7-Days Per Week		

utilities progress reports	11/3/2014	11/9/2014	7/Days		
3	Alkalinity		7-Days Per Week		
	Paragon Sampling:				
1	Copper		1-Day Per Week		
2					
	WASTE WATER REPORTING:				
1	EDMR Submitted		State Every Month.		
	QA/QC:				
1	Log Sheets		One Per Week		
	ORDER SUPPLIES:				
1					
2					
	ORDER CHEMICALS:				
1					
2					
	IPP:				
1	Alpha Metal				
2	Reports				
3	Other				
	IPP:				
1	NUBC				
2	Reports				
3	Other:				
	Miscellenous:				
1	Stated returing decant to plant.				
2	A - exam Andrea.				
3	D -1 exam Andrea.				
4	S - 2 exam Andrea.				
5	C - exam Scott.				
6	S - 1 exam Eric.				
7	C - exam Eric.				
8	S - 5 exam Bob.				
9	D - 5 exam Bob.				
10	D - 2 exam Tim.				

utilities progress reports	11/3/2014	11/9/2014	7/Days		
	Total Work Orders		262		

utilities progress reports	11/10/2014	11/16/2014	7/Days		
sewer maintenance	6				
water maintenance	5				
mxu's, Wire	3				
new meters	1				
Turned water on/off	1				
liftstations, Reads, Floats					
miss digs	9				
backwash filter building	3	45,000 gal			
final reads/beginning reads	4				
arsenic samples	1				
Morning Rounds WTP	5				
Morning Rounds WWTP	5				
Flushing fire hydrants	1	1 day. All hydrants flushed.			
Weekend Operation & Lab	2				
Flushed primary scum beaches	2				
Unplugged ras pump	2				
TAVA sample	3				
Maintenance ferric pumps					
Pumped scum pit WWTP	2				
Decanting secondary digester					
Open iron pond drain	2				
Pump, Flushed E.Q	2				

utilities progress reports	11/10/2014	11/16/2014	7/Days		
Add 3lb polymer aeration tank					
Chem feed pumps WWTP	2				
NUBCO WATER READS	2	Meter # 71307627 Read 00		96	
		Meter # 71756943 Read 3		4067	
Quarterly water meter reading					
Mop clean filter plant	1				
Maintenance RAS pumps					
Activated sludge samples	4				
Sludge judge clarifiers	7				
Alternate outdoor, indoor screw pumps	3				
Changed Cl2 Pump Hose filter plant					
Cleaned lab	1				
Clarifier drives maintenance					
Primary clarifier sludge samples	7				
UIS scan electrical equipment	3	3 days.			
6 TH WELL	1	31' 2"			
Equipment inventory	3				
5TH WELL	1	28' 3"			
DO reads activated sludge tank	7				
WATER DUTY SHEETS	DRINKING WATER LAB 7 DAYS PER WEEK.				
	1	Daily grab lab:			
	2	PH		7-Days Per Week	
	3	Iron		7-Days Per Week	
	4	Flouride		7-Days Per Week	
	5	Orthoposphate		7-Days Per Week	

utilities progress reports	11/10/2014	11/16/2014	7/Days		
6	Free Chlorine		7-Days Per Week		
	WEEKLY LAB				
1	Raw Flouride			One Per Week	
2	Arsenic			One Per Week	
3	Raw iron Ryan drive wells			One Per Week	
	WEEKLY NPDES WFP				
1	PH		One Per Week		
2	Iron		One Per Week		
3	Suspended solids		One Per Week		
	DRINKING WATER REPORTING				
1	Data entry for MORs				
			State Every Month.		
	DRINKING WATER OTHER:				
1	Montly bacteriological testing				
WASTE WATER DUTY SHEETS	WASTE WATER LAB 7 DAYS PER WEEK.				
1	Daily grab lab		7-Days Per Week		
2	PH		7-Days Per Week		
3	Temp		7-Days Per Week		
4	DO		7-Days Per Week		
5	Fecal Coliform		7-Days Per Week		
6	Total Chlorine		7-Days Per Week		
7	Settlabilty		7-Days Per Week		
8	MSSS AT RAS		7-Days Per Week		
9	Wasting rates		7-Days Per Week		
	Daily Composite Lab:				
1	Dates:		11/10/2014	11/16/2014	
2	BOD		7-Days Per Week		
3	Suspended Solids		7-Days Per Week		
4	Phosphorous		7-Days Per Week		
5	Ammonia		7-Days Per Week		
	Sludge Lab:				
1	PH		7-Days Per Week		
2	Total Solids %		7-Days Per Week		
3	Alkalinity		7-Days Per Week		
	Paragon Sampling:				
1	Copper		1-Day Per Week		

DPW Progress Report	11/3/2014	11/7/2014	5-Days
Leaf Pick-Up	5	72 hours.	
Chip Brush	2	12 hours.	
Clean Downtown	2	3 hours each.	
Miss Diggs	7	4 hours.	
Parks	2	4 hours each.	
Worked on leaf machine	2	2 hours each.	
Maintenace GMC Truck	1	2 hours.	
Worked on sterling truck	1	3 hours.	
Clean Office, Break Room	1	1 hour.	
Pre-inspection bucket truck		30 min	
Pre-inspection 1 ton trucks	1	30 min	
Pre-inspection GMC truck	1	30 min	
Pre-inspection International truck	1	30 min	
Pre-inspection front end loader	1	30 min	
Pre-inspection Case backhoe		30 min	
Pre-inspection Bobcat		30 min	
Bucket truck Inspection		30 min	
Bills payroll	1	1.5 hours.	
Lawn mowing	1	4 hours.	
Trash down town	2	2 hours	
Total Work Hours in the Week	151		

DPW Progress Report	11/3/2014	11/7/2014	5-Days
Total Hours Accounted For	121.5		
Total work orders	31		

DPW Progress Report	11/10/2014	11/16/2014	5-Days
Leaf Pick-Up	5	70 hours.	
Street Sweeping	1	7.5 hours.	
Miss Diggs	9	4.5 hours.	
Put up, Take Down Banners	2	1.5 hours.	
Compost Bags	1	2 hours.	
Maintenance International Dump Truck	1	5 hours.	
Maintenance 1 ton truck	1	2 hours.	
Clean Office, Break Room	1	1 hour.	
Pre-inspection bucket truck		30 min	
Pre-inspection 1 ton trucks	1	30 min	
Pre-inspection GMC truck	1	30 min	
Pre-inspection International truck	1	30 min	
Pre-inspection front end loader	1	30 min	
Pre-inspection Case backhoe	1	30 min	
Pre-inspection Bobcat	1	30 min	
Bucket truck Inspection		30 min	
Bills payroll	1	1.5 hours.	
Washed pick up truck	1	30 min.	
Washed 1 ton truck	1	30 min.	
Trash down town	1	7 hours.	

DPW Progress Report	11/10/2014	11/16/2014	5-Days
Pushed up wood chips			
Maintenance ATV		1 Changed oil, greased.	
		Cab, broom on.	5 hours.
Total Work Hours in the Week	143		
Total Hours Accounted For	111		
Total work orders	32		

Memorandum

To: City Council
Courtney Nicholls, City Manager

From: Michelle Aniol, Community Development Manager

Re: Report for November 24, 2014 City Council Meeting

Date: November 19, 2014

Trail Town Update

The Making of Mill Creek Park: The Huron River Watershed Council (HRWC) commissioned an awesome video about the making of Mill Creek Park. It's called The Making of Mill Creek Park, A RiverUp! Story. You can view it on YouTube (type in Making of Mill Creek Park) or check out the video on the Village website at <http://dextermi.gov/parks>.

The video highlights this outstanding accomplishment, which was made possible through enduring partnerships, unwavering vision, strong leadership and community involvement. Not only does this video highlight the beauty of the Mill Creek and Mill Creek Park, but it carries with it the message that Dexter is truly a great place to live, work and play!

Business Development News

- The new owners of 8099 Main Street (formerly the Bits-N-Pizza building) have applied for zoning compliance to remodel a portion of the basement for a small office to be leased out.
- A minor amendment to the administratively approved site plan for MC3 was submitted. The proposed amendment called for the construction of a 1,500 sq. ft. addition to the west side of the building (2555 Bishop Cr W), for mechanical equipment. The proposed addition was review and approved administratively, in accordance with Section 21.06.
- The Mill Creek Sports property is officially on the market. More information, including a brochure for the property can be found by pasting the following link to your web browser.
[http://properties.swishercommercial.com/jsp/search/results.jsp?override=true&search2=true&propertyType=&subtype=&49_subtype=All&saleOnly=1&groupSuites=1#t=3|p=1,50|s=CITY,0|c=search2:true;propertyType::subtype::49_subtype:All;saleOnly:1;groupSuites:1;|ac=StreetAddress,Keyword,Location:\[\]|PropertyType,UseType,SalePrice,LeasePrice,Size,SaleLease|gs=1|h=|d=55_29641083|tl=Former](http://properties.swishercommercial.com/jsp/search/results.jsp?override=true&search2=true&propertyType=&subtype=&49_subtype=All&saleOnly=1&groupSuites=1#t=3|p=1,50|s=CITY,0|c=search2:true;propertyType::subtype::49_subtype:All;saleOnly:1;groupSuites:1;|ac=StreetAddress,Keyword,Location:[]|PropertyType,UseType,SalePrice,LeasePrice,Size,SaleLease|gs=1|h=|d=55_29641083|tl=Former)

An auction of the remaining sporting equipment will be auctioned on December 2-3, 2014 by Braun and Helmer Auctioneers. For more information, check out the website <http://www.braunandhelmer.com/>.

- Payroll Vault, a full-service payroll company that offers end-to-end payroll processing for business recently moved its operations to the Bluewater Office Building. James Lippens was operating the business out of his home on Second Street, but the business was growing and he needed to expand his operations.

Planning Commission Update

The Planning Commission will consider a request from Joe Schulz to extend site plan approval for the Mill Creek Terrace project at its December 1, 2014 meeting.

ZBA Update

- No cases are scheduled for November.

EDC Update

The Economic Development Corporation (EDC) will hold its annual meeting on Thursday, December 4, 2014. The meeting is open to the public and will be held at the Dexter Senior Center at 5:30 pm.

Miscellaneous Updates

The Chamber of Commerce will host the annual Tree Lighting Ceremony in Monument Park on Saturday, November 29, 2014.

MEMO

To: Mayor Keough and Council Members
From: Courtney Nicholls, City Manager
Date: November 5, 2014
Re: City Manager Report - Meeting of November 24, 2014

1. Meeting Review:
 - November 7th – Facility Committee
 - November 7th – MLGMA NextGen Workshop in Lansing
 - November 11th – OHM Project Update
 - November 11th – Arts, Culture & Heritage Committee
 - November 12th – Huron Valley Ambulance Open House
 - November 12th – Washtenaw County Equalization Dept and Township Assessors
 - November 13th – Assistant to the City Manager Candidate Interviews
 - November 14th – Ypsilanti Area Convention & Visitor’s Bureau – CTAP Grant Review
 - November 17th – Assistant to the City Manager Candidate Interviews
 - November 18th – Parks & Recreation Commission

2. Upcoming Meetings:
 - November 20th – Ypsilanti Area Convention & Visitor’s Bureau CTAP Grant
 - November 20th – Detroit Institute of Arts – Inside/Out Program Event
 - December 2nd – Arts, Culture & Heritage Committee

3. **Job Applications.** Marie Sherry and I interviewed seven candidates for the Assistant to the City Manager position. We are currently checking references on the top candidates that we plan to ask back to spend some time in the office, similar to the procedure that was used in the Community Development Manager selection process. We hope to have a final candidate selected in December.

4. **Dexter Fasteners Annexation.** In July 2013 the Washtenaw County Board of Commissioners approved the annexation of 16.66 acres of land into the Village from Scio Township to accommodate the expansion of Dexter Fasteners. This annexation occurred after the City boundary was finalized by the State Boundary Commission. Now that the City Charter has been adopted we need to officially add this land into our City boundary. The land does not contain any registered voters, so this can be done through the adoption of a resolution by both Scio Township and the City of Dexter. Once the resolutions are adopted, they are filed with the Office of the Great Seal at the State of Michigan and the addition of the land into the City boundary is complete. Scio is expected to consider the resolution on December 9, 2014; City Council will consider it on December 8, 2014.

5. **Huron Valley Ambulance Open House.** I attended an open house at Huron Valley Ambulance. This was a very nice opportunity to see the HVA headquarters, which includes the area that handles dispatch for the Dexter Area Fire Department. The open houses are held twice a year and I would encourage Council Members to attend to learn more about how this important service is provided to our residents

6. **Mill Creek Park Kiosk.** Several weeks ago the idea was suggested to replace one side of the panels on the four sided kiosk along Jeffords with the Dexter poster created for a conference this summer. The cork board side of the kiosk will be replaced with the permanent poster (design attached) for \$175.

7. **Retiree Health Care.** The DPW employee who will be retiring in December 2014 has approached me about potentially buying out his retiree health care benefits. According to the union contract he has worked for enough years to qualify for retiree health care for himself and his spouse. Due to his personal circumstances a buy out of the benefit could be a win/win for him and the City. If an agreement is reached formal action will be needed by City Council, as was done for the buyout of Keith Kitchen's benefit in 2013.

About the meeting:

Subject: STATUS UPDATE MEETING
Date: November 11, 2014 **Time:** 10:30 AM
Location: Village Offices

MEETING ATTENDEES

*Courtney Nicholls – Village Manager
Michelle Aniol – Village Community Development Manager
Scott Maurer – Assistant DPS Superintendent
Rhett Gronewelt – OHM
Patrick Droze – OHM*

1. B2B Trail / DPW Driveway (Bidding Schedule)
*Bid in late January
Provide an update to Council and Planning Commission.
OHM to provide plans and a summary memorandum for Council and Planning Commission.*
2. Ann Arbor / Central
*Tim and Scott will have time on Thursday to complete the punch list inspection with OHM.
OHM to complete punch list and submit to Zito Construction.*
3. Safe Routes to School (Reminder of Project Schedule)
*Contractor is scheduled to start work after the spring thaw.
OHM to set a preconstruction meeting with the Contractor.*
4. 2014 Road Improvements (Streets Committee)
 - o Crack Seal Bid
The program is completed and all work has been paid to date.
 - o Asphalt Bid
Barrett Invoice will be coming for the work complete this fall.
 - o Concrete
5. Community Park Asphalt

Quantities for this work will be included as a separate division under the Border to Border Trail project.

6. **Broad Street Project Update**

General discussion – no immediate action items.

7. **Sludge Project Update**

Rhett would like to get a date to review the Operations and Maintenance Manual that has been compiled.

*A final punchlist will be sent to AZS. 90% of this is paperwork related.
AZS has indicated that most of the suppliers have settled outstanding claims on the project.*

Scott Maurer reported that there are boiler problems. The makeup water is not working properly. The pressure when warm is 60 PSI but the PRV is set to 30 which places air in the system.

Scott will have Eric prepare a detailed listing of the boiler issue to Rhett.

Fire inspector's letter still needs to be addressed.

Contract closeout cannot occur until retainage is released. The MDEQ SRF Loan will be closed after final project sign-off.

8. **Utilities Committee Follow-up**

OHM to ask request SCADA data for previous 5 years to track usage.

9. **CIP Assistance**

o **Parks and Recreation**

Add HCMA property to Central Street Kayak access.

OHM to update.

o **Various Streets**

OHM to prepare CIP sheets for upcoming road work by December.

10. Site Projects

○ Victoria Condo

Building A has a restricted building foundation permit that allows for the construction of the floor, but nothing else. Washtenaw County will handle inspection.

○ DexTech Improvements

Michelle is handing a landscaping re-inspection with the developer. All work is complete except for tracing the water main for the easement.

○ 2555 Bishop Circle (MC3)

The plan is being amended by the developer. It has been determined that the owner needs to add mechanical equipment to the west side of the building.

○ Morningstar Child Care

Pre construction meeting was held last week. Rick Meader with Washtenaw Engineering is revising the planting plan.

○ Others

Mill Terrace – request to extend site plan by November 17, 2014.

11. Other (Old Business)

○ Huron Street Outfall

Knight Excavating is slated to start vegetation removals this week.

○ Wellhead Protection Study

Still waiting on notice from the State.

○ Stormwater Study

No Discussion

DEXTER

M I C H I G A N



Happy
Safe
Welcoming
Family Friendly
Business Friendly
Fun
Quality of Life
Engaging
River Parks
Dining
Art
Community
Charming
Historic
Exciting
Engaged
Rejuvenated
Streetscape
Nightlife
Shopping
Downtown
Nature
Events
Vibrant
Ready
Redevelopment
Beautiful
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Diverse
Life

Dexter

Michigan

**Mayor Report
Shawn Keough
November 24, 2014**

Agenda: 11/24/14

Item: I-6

Hello Residents and Fellow Council Members,

I am pleased to present the first Mayor Report for the City of Dexter. I have been working with our staff over the past few days to help with the transition and the items related to this first agenda. Here is a summary of some of my other recent activities and some of my planned activities for the future:

Recent Meetings, Thoughts and Activities

The November 24, 2014 Consent Agenda includes an item (J-2) to Affirm the Appointments for the City's Boards and Committees. In some cases, Interim City Council Representatives have been recommended for Interim Appointments until such time as the City Council can have our Organizational Matters meeting (workshop). You will note that we still have some vacancies to fill. I would like to seek Council's help and guidance in selecting a date for our Organizational Matters meeting. In the past, this meeting has been held on a Saturday morning, however, the next three Saturdays all have significant community/holiday events - November 29th (Thanksgiving weekend), December 6th (Christmas at the Mansion) and December 13th (Luminary making) – on those mornings. One possibility that I would like to suggest is that we meet in a workshop in advance of our Council meeting on December 8th. We can also wait until early January if that is everyone's preference, but I don't want to delay this meeting any later than that. I am planning to contact each of you individually to get a feel for your areas of interest heading into that meeting. I look forward to all suggestions about when to have this meeting.

November 13, 2014 – SEMCOG General Assembly meeting – Community Development Manager Michelle Aniol and I attended this meeting.

Future Activities

November 19, 2014 – Venture Dexter Community Gathering

November 20, 2014 – Dexter Downtown Development Authority meeting

December 4, 2014 – Economic Development Committee meeting – the EDC needs to meet to review a request from United Methodist Retirement Communities to refinance their bond issuance.

December 8, 2014 – City Council meeting

December 12, 2014 – Facility Committee meeting

I look forward to seeing you around our town and hope everyone has a great holiday season!

Shawn Keough
Mayor of Dexter

skeough@DexterMI.gov

(313) 363-1434 (cell)

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SUMMARY OF BILLS AND PAYROLL			11/24/2014
Payroll Check Register	11/12/14	\$40,877.08	
Employer Retirement Contributions (paid via electronic transfer)	11/12/14	\$3,538.66	
Account Payable Check Register		\$174,231.24	
		\$218,646.98	TOTAL BILLS & PAYROLL EXPENDED ALL FUNDS
Summary Items from Bills & Payroll		Amount	Comments
The due date column on the accounts payable worksheets represents the date of the Council meeting			
ALL PAYABLES ARE WITHIN ACCEPTABLE BUDGET LIMITS			
DETAIL VENDOR LIST AND ACCOUNT SUMMARY PROVIDED			
<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>			

BANK CODE: POOL

Claimant	Amount Claimed	Amount Owed	Amount Rejected
1. ALEXANDER CHEMICAL CORPORATION	2,175.49		
2. ALRO STEEL CORP	139.96		
3. ANDREA DORNEY	448.61		
4. ANN ARBOR CONVENTION & VISITOR	60.00		
5. AT&T	54.00		
6. BELFOR	2,430.69		
7. BIOTECH	13,583.00		
8. BOULLION SALES	267.02		
9. CARLISLE-WORTMAN ASSOCIATES	77.50		
10. CINTAS CORPORATION	1,853.67		
11. CITY OF CHELSEA	12,259.10		
12. COMCAST - DPW	151.90		
13. COMCAST	98.23		
14. CORRIGAN OIL COMPANY	2,649.27		
15. DEPT. OF ENVIRN. QUALITY	1,227.99		
16. DES MOINES STAMP MANUFACTURING	174.85		
17. DETROIT PUMP & MANUFACTURING	399.53		
18. DEXTER VILLAGE	1,785.37		
19. DIUBLE EQUIPMENT INCORPORATED	110.02		
20. DOUG SCHLAFF	156.94		
21. DTE ENERGY	1,743.11		
22. ELHORN ENGINEERING CO	1,461.00		
23. ERIC HARTMAN	127.46		
24. ETNA SUPPLY CO	2,791.22		
25. F&V OPERATIONS	1,694.44		
26. G2 CONSULTING GROUP, LLC	10,062.25		
27. GM & SONS INC	15,190.05		
28. GOOGLE INC	104.16		
29. GRAINGER	4.33		
30. HACH COMPANY	188.54		
31. HACKNEY HARDWARE	1,150.63		
32. JOHN DEERE LANDSCAPES	9.14		
33. JOHN'S SANITATION	585.00		
34. KENCO, INC.	14.00		
35. KENNEDY INDUSTRIES, INC.	5,846.00		
36. KLAPPERICH WELDING	85.00		
37. LESSORS WELDING SUPPLY	175.95		
38. MASTERCRAFT PLUMBING	1,430.00		
39. METRO ENVIROMENTAL SERVICES	2,166.00		
40. MICHELLE ANIOL	704.55		
41. MICHIGAN ASSOC OF PLANNING	59.00		
42. MUNICIPAL SUPPLY CO.	224.43		
43. NORTH CENTRAL LABORATORIES	530.57		
44. ORCHARD, HILTZ & MCCLIMENT INC	494.00		
45. PARAGON LABORATORIES INC	305.00		
46. PM TECHNOLOGIES	457.25		
47. PNC	395.71		
48. POSTMASTER	514.34		
49. RAYMER	6,527.88		
50. RED HOLMAN GMC	71,340.90		

BANK CODE: POOL

Claimant	Amount Claimed	Amount Owed	Amount Rejected
51. RICOH AMERICAS CORPORATION	1,599.63		
52. ROARK SUPPLY, INC.	253.75		
53. SCOTT E. MUNZEL, PC	2,697.75		
54. THE PICTURE FRAME CO	14.25		
55. THE SUN TIMES	106.18		
56. TIM STEWART	174.16		
57. UNUM LIFE INSURANCE	443.01		
58. UTILITIES INSTRUMENTATION SERV	966.52		
59. VARNUM, RIDDERING, SCHMIDT	1,490.94		
TOTAL ALL CLAIMS	174,231.24		

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund 101 GENERAL FUND							
Dept 101 VILLAGE COUNCIL							
101-101-956.000	COUNCIL DISCRETIONARY EXPE	PNC	GREEN PHOTO	105184	11/24/14	15.11	
101-101-960.000	EDUCATION & TRAINING	ANN ARBOR CONVENTION &	2014 ANNUAL DINNER	9916	11/24/14	60.00	
101-101-960.000	EDUCATION & TRAINING	PNC	ECONOMIC DEVELOPMENT	11/18/14	11/24/14	270.00	
Total For Dept 101 VILLAGE COUNCIL						345.11	
Dept 172 VILLAGE MANAGER							
101-172-722.000	LIFE & DISABILITY INSURANC	UNUM LIFE INSURANCE	DECEMBER 2014 COVERAGE	11/18/14	11/24/14	84.92	
Total For Dept 172 VILLAGE MANAGER						84.92	
Dept 210 ATTORNEY							
101-210-810.000	ATTORNEY FEES	SCOTT E. MUNZEL, PC	LEGAL SERVICES	1422	11/24/14	2,697.75	
Total For Dept 210 ATTORNEY						2,697.75	
Dept 215 VILLAGE CLERK							
101-215-901.000	PRINTING & PUBLISHING	THE SUN TIMES	DISPLAY AD	43081	11/24/14	106.18	
Total For Dept 215 VILLAGE CLERK						106.18	
Dept 253 TREASURER							
101-253-722.000	LIFE & DISABILITY INSURANC	UNUM LIFE INSURANCE	DECEMBER 2014 COVERAGE	11/18/14	11/24/14	32.50	
Total For Dept 253 TREASURER						32.50	
Dept 265 BUILDINGS & GROUNDS							
101-265-727.000	OFFICE SUPPLIES	DES MOINES STAMP MANUF	SUPPLIES	1027128	11/24/14	174.85	
101-265-727.000		HACKNEY HARDWARE	OCTOBER INVOICES	11/18/14	11/24/14	40.89	
101-265-803.000	CONTRACTED SERVICES	GOOGLE INC	JULY 2014	1608603781	11/24/14	104.16	
101-265-920.000	UTILITIES	DTE ENERGY	OCTOBER 2014	11-19-14	11/24/14	58.11	
101-265-935.000		CINTAS CORPORATION	OFFICE	11/18/14	11/24/14	123.56	
101-265-936.000		RICOH AMERICAS CORPORA	LEASE	93581998	11/24/14	1,599.63	
Total For Dept 265 BUILDINGS & GROUNDS						2,101.20	
Dept 301 LAW ENFORCEMENT							
101-301-920.000	UTILITIES	DEXTER VILLAGE	WATER BILLS	11/18/14	11/24/14	209.81	
Total For Dept 301 LAW ENFORCEMENT						209.81	
Dept 336 FIRE DEPARTMENT							
101-336-920.000	UTILITIES	DEXTER VILLAGE	WATER BILLS	11/18/14	11/24/14	262.26	
Total For Dept 336 FIRE DEPARTMENT						262.26	
Dept 400 PLANNING DEPARTMENT							
101-400-722.000	LIFE & DISABILITY INSURANC	UNUM LIFE INSURANCE	DECEMBER 2014 COVERAGE	11/18/14	11/24/14	27.16	
101-400-802.000	PROFESSIONAL SERVICES	CARLISLE-WORTMAN ASSOC	DEXTER HOA	2133623	11/24/14	40.00	
101-400-861.000	TRAVEL & MILEAGE	MICHELLE ANIOL	REIMBURSEMENT	11/18/14	11/24/14	162.96	
101-400-955.000	MISCELLANEOUS	CARLISLE-WORTMAN ASSOC	GENERAL CONSULT	21333922	11/24/14	37.50	
101-400-955.000	MISCELLANEOUS	MICHELLE ANIOL	REIMBURSEMENT	11/18/14	11/24/14	10.00	
101-400-955.000	MISCELLANEOUS	THE PICTURE FRAME CO	FRAME	105231	11/24/14	14.25	
101-400-960.000	EDUCATION & TRAINING	MICHELLE ANIOL	REIMBURSEMENT	11/18/14	11/24/14	531.59	
101-400-960.000	EDUCATION & TRAINING	MICHIGAN ASSOC OF PLAN	TOM PHILLIPS	2335	11/24/14	59.00	
Total For Dept 400 PLANNING DEPARTMENT						882.46	
Dept 441 DEPARTMENT OF PUBLIC WORKS							
101-441-722.000	LIFE & DISABILITY INSURANC	UNUM LIFE INSURANCE	DECEMBER 2014 COVERAGE	11/18/14	11/24/14	33.65	
101-441-740.000		HACKNEY HARDWARE	OCTOBER INVOICES	11/18/14	11/24/14	256.31	
101-441-740.000	OPERATING SUPPLIES	LESSORS WELDING SUPPLY	DPW	567427	11/24/14	56.95	
101-441-740.000	OPERATING SUPPLIES	MUNICIPAL SUPPLY CO.	DPW	68183	11/24/14	224.43	

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund 101 GENERAL FUND							
Dept 441 DEPARTMENT OF PUBLIC WORKS							
101-441-745.000		CINTAS CORPORATION	OCTOBER SERVICE	11/18/14	11/24/14	600.29	
101-441-751.000		CORRIGAN OIL COMPANY	DPW	5988848	11/24/14	1,287.88	
101-441-751.000		CORRIGAN OIL COMPANY	DPW	5986246	11/24/14	581.02	
101-441-920.000		COMCAST - DPW	DPW	11/19/14	11/24/14	151.90	
101-441-920.000	UTILITIES	DEXTER VILLAGE	WATER BILLS	11/18/14	11/24/14	104.57	
101-441-935.000	BUILDING MAINTENANCE & REPAIR	MASTERCRAFT PLUMBING	PLUMBING SERVICE	16856	11/24/14	500.00	
Total For Dept 441 DEPARTMENT OF PUBLIC WORKS						3,797.00	
Dept 442 DOWNTOWN PUBLIC WORKS							
101-442-730.000	FARMERS MARKET SUPPLIES	HACKNEY HARDWARE	OCTOBER INVOICES	11/18/14	11/24/14	2.99	
101-442-731.000	LANDSCAPE SUPPLIES	HACKNEY HARDWARE	OCTOBER INVOICES	11/18/14	11/24/14	33.89	
101-442-740.000	OPERATING SUPPLIES	JOHN DEERE LANDSCAPES	DPW	70294326	11/24/14	9.14	
101-442-920.000	UTILITIES	DTE ENERGY	OCTOBER 2014	11-19-14	11/24/14	230.00	
Total For Dept 442 DOWNTOWN PUBLIC WORKS						276.02	
Dept 528 SOLID WASTE							
101-528-740.000	OPERATING SUPPLIES	POSTMASTER	UB MAILING	11/17/14	11/17/14	514.34	41774
Total For Dept 528 SOLID WASTE						514.34	
Dept 728 ECONOMIC DEVELOPMENT							
101-728-960.000	EDUCATION & TRAINING	PNC	JIM CARSON	11/18/14	11/24/14	95.00	
Total For Dept 728 ECONOMIC DEVELOPMENT						95.00	
Dept 751 PARKS & RECREATION							
101-751-722.000	LIFE & DISABILITY INSURANCE	UNUM LIFE INSURANCE	DECEMBER 2014 COVERAGE	11/18/14	11/24/14	5.43	
101-751-731.000	LANDSCAPE SUPPLIES	HACKNEY HARDWARE	OCTOBER INVOICES	11/18/14	11/24/14	15.93	
101-751-944.000	PORTABLE TOILET RENTAL	JOHN'S SANITATION	PARKS	40274	11/24/14	585.00	
Total For Dept 751 PARKS & RECREATION						606.36	
Total For Fund 101 GENERAL FUND						12,010.91	
Fund 202 MAJOR STREETS FUND							
Dept 445 STORMWATER							
202-445-803.000	CONTRACTED SERVICES	BELFOR	CONSULTATION	561323	11/24/14	625.00	
Total For Dept 445 STORMWATER						625.00	
Dept 451 CONTRACTED ROAD CONSTRUCTION							
202-451-975.015	ANN ARBOR STREET PROJECT	G2 CONSULTING GROUP, L	A2 STREET	141822	11/24/14	5,309.75	
Total For Dept 451 CONTRACTED ROAD CONSTRUCTION						5,309.75	
Dept 463 ROUTINE MAINTENANCE							
202-463-722.000	LIFE & DISABILITY INSURANCE	UNUM LIFE INSURANCE	DECEMBER 2014 COVERAGE	11/18/14	11/24/14	28.23	
Total For Dept 463 ROUTINE MAINTENANCE						28.23	
Dept 474 TRAFFIC SERVICES							
202-474-722.000	LIFE & DISABILITY INSURANCE	UNUM LIFE INSURANCE	DECEMBER 2014 COVERAGE	11/18/14	11/24/14	8.68	
202-474-740.000	OPERATING SUPPLIES	HACKNEY HARDWARE	OCTOBER INVOICES	11/18/14	11/24/14	49.95	
Total For Dept 474 TRAFFIC SERVICES						58.63	
Dept 478 WINTER MAINTENANCE							
202-478-722.000	LIFE & DISABILITY INSURANCE	UNUM LIFE INSURANCE	DECEMBER 2014 COVERAGE	11/18/14	11/24/14	17.37	
Total For Dept 478 WINTER MAINTENANCE						17.37	
Total For Fund 202 MAJOR STREETS FUND						6,038.98	

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund 203 LOCAL STREETS FUND							
Dept 451 CONTRACTED ROAD CONSTRUCTION							
203-451-932.000	SIDEWALKS	GM & SONS INC	CONCRETE REPLACEMENT PROGRAM	2140596	11/24/14	12,315.05	
203-451-970.000	CONTRACTED CAPITAL IMPROVE	G2 CONSULTING GROUP, L		142481	11/24/14	4,572.50	
Total For Dept 451 CONTRACTED ROAD CONSTRUCTION						16,887.55	
Dept 463 ROUTINE MAINTENANCE							
203-463-722.000	LIFE & DISABILITY INSURANCE	UNUM LIFE INSURANCE	DECEMBER 2014 COVERAGE	11/18/14	11/24/14	8.68	
203-463-802.000	PROFESSIONAL SERVICES	G2 CONSULTING GROUP, L		142481	11/24/14	180.00	
Total For Dept 463 ROUTINE MAINTENANCE						188.68	
Dept 474 TRAFFIC SERVICES							
203-474-722.000	LIFE & DISABILITY INSURANCE	UNUM LIFE INSURANCE	DECEMBER 2014 COVERAGE	11/18/14	11/24/14	2.17	
Total For Dept 474 TRAFFIC SERVICES						2.17	
Dept 478 WINTER MAINTENANCE							
203-478-722.000	LIFE & DISABILITY INSURANCE	UNUM LIFE INSURANCE	DECEMBER 2014 COVERAGE	11/18/14	11/24/14	4.34	
Total For Dept 478 WINTER MAINTENANCE						4.34	
Total For Fund 203 LOCAL STREETS FUND						17,082.74	
Fund 226 SOLID WASTE COLLECTION FUND							
Dept 000 ASSETS, LIABILITIES & REVENUE							
226-000-033.000	UTILITY BILLS RECEIVABLE	DEXTER VILLAGE	TAX PAYMENT HD-08-06-427-007	11-12-14	11/12/14	63.21	41773
Total For Dept 000 ASSETS, LIABILITIES & REVENUE						63.21	
Total For Fund 226 SOLID WASTE COLLECTION FUND						63.21	
Fund 402 EQUIPMENT REPLACEMENT FUND							
Dept 441 DEPARTMENT OF PUBLIC WORKS							
402-441-939.000	VEHICLE MAINTENANCE & REPAIR	DIABLE EQUIPMENT INCOR DPW		26590	11/24/14	110.02	
402-441-939.000	VEHICLE MAINTENANCE & REPAIR	HACKNEY HARDWARE	OCTOBER INVOICES	11/18/14	11/24/14	74.96	
402-441-939.000	VEHICLE MAINTENANCE & REPAIR	KLAPPERICH WELDING	DPW	1273	11/24/14	85.00	
Total For Dept 441 DEPARTMENT OF PUBLIC WORKS						269.98	
Dept 903 CAPITAL IMPROVEMENTS-VEHICLES							
402-903-981.000	VEHICLES	RED HOLMAN GMC	GMC SIERRA 2015	15-7036	11/24/14	36,435.00	
Total For Dept 903 CAPITAL IMPROVEMENTS-VEHICLES						36,435.00	
Total For Fund 402 EQUIPMENT REPLACEMENT FUND						36,704.98	
Fund 590 SEWER ENTERPRISE FUND							
Dept 000 ASSETS, LIABILITIES & REVENUE							
590-000-033.000	UTILITY BILLS RECEIVABLE	DEXTER VILLAGE	TAX PAYMENT HD-08-06-427-007	11-12-14	11/12/14	86.37	41773
Total For Dept 000 ASSETS, LIABILITIES & REVENUE						86.37	
Dept 248 ADMINISTRATION							
590-248-811.000	ATTORNEY FEES - MISCELLANEOUS	VARNUM, RIDDERING, SCH	LEGAL SERVICE	935356	11/24/14	1,490.94	
Total For Dept 248 ADMINISTRATION						1,490.94	
Dept 548 SEWER UTILITIES DEPARTMENT							
590-548-722.000	LIFE & DISABILITY INSURANCE	UNUM LIFE INSURANCE	DECEMBER 2014 COVERAGE	11/18/14	11/24/14	113.92	
590-548-740.000	HACKNEY HARDWARE		OCTOBER INVOICES	11/18/14	11/24/14	264.40	
590-548-742.000	CHEMICAL SUPPLIES - PLANT	ALEXANDER CHEMICAL COR	WWTP	1002567	11/24/14	990.40	
590-548-742.000	CHEMICAL SUPPLIES - PLANT	ALEXANDER CHEMICAL COR	WWTP	10025032	11/24/14	514.80	
590-548-743.000	CHEMICAL SUPPLIES - LAB	HACH COMPANY	WWTP	9080877	11/24/14	48.94	

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Fund 590 SEWER ENTERPRISE FUND							
Dept 548 SEWER UTILITIES DEPARTMENT							
590-548-743.000	CHEMICAL SUPPLIES - LAB	KENCO, INC.	WWTP	11/18/14	11/24/14	14.00	
590-548-743.000		NORTH CENTRAL LABORATO	WWTP	345884	11/24/14	530.57	
590-548-743.000	CHEMICAL SUPPLIES - LAB	PNC	WWTP	11/18/14	11/24/14	15.60	
590-548-745.000	UNIFORM ALLOWANCE	ANDREA DORNEY	REIMBURSEMENT	11/18/14	11/24/14	293.37	
590-548-745.000		CINTAS CORPORATION	OCTOBER SERVICE	11/18/14	11/24/14	747.05	
590-548-745.000	UNIFORM ALLOWANCE	DOUG SCHLAFF	CLOTHING	11/18/14	11/24/14	156.94	
590-548-751.000		CORRIGAN OIL COMPANY	WWTP	5986247	11/24/14	532.42	
590-548-802.000	PROFESSIONAL SERVICES	BELFOR	WWTP	585032	11/24/14	1,805.69	
590-548-802.000	PROFESSIONAL SERVICES	F&V OPERATIONS	WWTP	931	11/24/14	751.64	
590-548-802.000	PROFESSIONAL SERVICES	METRO ENVIROMENTAL SER	WWTP	52572	11/24/14	2,166.00	
590-548-802.000	PROFESSIONAL SERVICES	UTILITIES INSTRUMENTAT	WWTP	530344237	11/24/14	720.52	
590-548-803.003	SLUDGE HAULING	BIOTECH	WWTP	1233	11/24/14	13,583.00	
590-548-803.003	SLUDGE HAULING	CITY OF CHELSEA	HAULING BIOSOLIDS	16742	11/24/14	12,259.10	
590-548-920.000	UTILITIES	COMCAST	WWTP	11/18/14	11/24/14	49.12	
590-548-920.000	UTILITIES	DEXTER VILLAGE	WATER BILLS	11/18/14	11/24/14	1,008.73	
590-548-920.000	UTILITIES	DTE ENERGY	OCTOBER 2014	11-19-14	11/24/14	205.00	
590-548-920.001	UTILITIES - TELEPHONES	AT&T	U-VERSE	11/18/14	11/24/14	27.00	
590-548-935.000	BUILDING MAINTENANCE & REPAIR	ALRO STEEL CORP	WWTP	EJ45873AA	11/24/14	139.96	
590-548-935.000	BUILDING MAINTENANCE & REPAIR	BOULLION SALES	WWTP	260373	11/24/14	267.02	
590-548-935.000	BUILDING MAINTENANCE & REPAIR	HACKNEY HARDWARE	OCTOBER INVOICES	11/18/14	11/24/14	84.23	
590-548-937.000	EQUIPMENT MAINTENANCE & REPAIR	DETROIT PUMP & MANUFAC	WWTP	1031218	11/24/14	399.53	
590-548-937.000	EQUIPMENT MAINTENANCE & REPAIR	GRAINGER	WWTP	9590553450	11/24/14	4.33	
590-548-937.000	EQUIPMENT MAINTENANCE & REPAIR	HACKNEY HARDWARE	OCTOBER INVOICES	11/18/14	11/24/14	103.90	
590-548-937.000	EQUIPMENT MAINTENANCE & REPAIR	LESSORS WELDING SUPPLY	WWTP	566759	11/24/14	119.00	
590-548-937.000	EQUIPMENT MAINTENANCE & REPAIR	MASTERCRAFT PLUMBING	PLUMBING SERVICE	16856	11/24/14	435.00	
590-548-937.000	EQUIPMENT MAINTENANCE & REPAIR	UTILITIES INSTRUMENTAT	WWTP	530344236	11/24/14	246.00	
590-548-958.000	MEMBERSHIPS & DUES	DEPT. OF ENVIRN. QUALI	WWTP	880366	11/24/14	1,227.99	
590-548-960.000	EDUCATION & TRAINING	ANDREA DORNEY	REIMBURSEMENT	11/18/14	11/24/14	131.72	
590-548-960.000	EDUCATION & TRAINING	ERIC HARTMAN	EDUCATION	11/18/14	11/24/14	63.73	
590-548-960.000	EDUCATION & TRAINING	F&V OPERATIONS	WWTP	923	11/24/14	942.80	
590-548-977.000	EQUIPMENT	KENNEDY INDUSTRIES, IN	WWTP	558061	11/24/14	5,846.00	
Total For Dept 548 SEWER UTILITIES DEPARTMENT						46,949.02	
Dept 901 CAPITAL IMPROVEMENTS							
590-901-981.000	VEHICLES	RED HOLMAN GMC	2015 GMC SIERRA	11/18/14	11/24/14	17,452.95	
Total For Dept 901 CAPITAL IMPROVEMENTS						17,452.95	
Total For Fund 590 SEWER ENTERPRISE FUND						65,979.28	
Fund 591 WATER ENTERPRISE FUND							
Dept 000 ASSETS, LIABILITIES & REVENUE							
591-000-033.000	UTILITY BILLS RECEIVABLE	DEXTER VILLAGE	TAX PAYMENT HD-08-06-427-007	11-12-14	11/12/14	50.42	41773
Total For Dept 000 ASSETS, LIABILITIES & REVENUE						50.42	
Dept 556 WATER UTILITIES DEPARTMENT							
591-556-722.000	LIFE & DISABILITY INSURANCE	UNUM LIFE INSURANCE	DECEMBER 2014 COVERAGE	11/18/14	11/24/14	75.96	
591-556-740.000		HACKNEY HARDWARE	OCTOBER INVOICES	11/18/14	11/24/14	121.20	
591-556-743.000	CHEMICAL SUPPLIES - LAB	ALEXANDER CHEMICAL COR	WWTP	10025024	11/24/14	670.29	
591-556-743.000	CHEMICAL SUPPLIES - LAB	ELHORN ENGINEERING CO	WWTP	258226	11/24/14	1,461.00	
591-556-745.000		CINTAS CORPORATION	OCTOBER SERVICE	11/18/14	11/24/14	382.77	
591-556-751.000		CORRIGAN OIL COMPANY	WWTP	11/18/14	11/24/14	247.95	
591-556-824.000	TESTING & ANALYSIS	PARAGON LABORATORIES I	WWTP	42155-82923	11/24/14	305.00	
591-556-920.000	UTILITIES	COMCAST	WWTP	11/18/14	11/24/14	49.11	

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund 591 WATER ENTERPRISE FUND							
Dept 556 WATER UTILITIES DEPARTMENT							
591-556-920.000	UTILITIES	DTE ENERGY	OCTOBER 2014	11-19-14	11/24/14	1,250.00	
591-556-920.001	UTILITIES - TELEPHONES	AT&T	U-VERSE	11/18/14	11/24/14	27.00	
591-556-935.000	BUILDING MAINTENANCE & REPAIR	HACKNEY HARDWARE	OCTOBER INVOICES	11/18/14	11/24/14	27.96	
591-556-935.000	BUILDING MAINTENANCE & REPAIR	ROARK SUPPLY, INC.	WWTP	233564	11/24/14	253.75	
591-556-937.000	EQUIPMENT MAINTENANCE & REPAIR	HACKNEY HARDWARE	OCTOBER INVOICES	11/18/14	11/24/14	74.02	
591-556-937.000	EQUIPMENT MAINTENANCE & REPAIR	MASTERCRAFT PLUMBING	PLUMBING SERVICE	16856	11/24/14	495.00	
591-556-937.000	EQUIPMENT MAINTENANCE & REPAIR	PM TECHNOLOGIES	WWTP	76989	11/24/14	457.25	
591-556-937.000	EQUIPMENT MAINTENANCE & REPAIR	RAYMER	WWTP	16673	11/24/14	6,527.88	
591-556-960.000	EDUCATION & TRAINING	ANDREA DORNEY	REIMBURSEMENT	11/18/14	11/24/14	23.52	
591-556-960.000	EDUCATION & TRAINING	ERIC HARTMAN	EDUCATION	11/18/14	11/24/14	63.73	
591-556-960.000	EDUCATION & TRAINING	TIM STEWART	EDUCATION	11/18/14	11/24/14	174.16	
591-556-977.000	EQUIPMENT	ETNA SUPPLY CO	WWTP	101264257.001	11/24/14	2,791.22	
Total For Dept 556 WATER UTILITIES DEPARTMENT						15,478.77	
Dept 901 CAPITAL IMPROVEMENTS							
591-901-981.000	VEHICLES	RED HOLMAN GMC	2015 GMC SIERRA	11/18/14	11/24/14	17,452.95	
Total For Dept 901 CAPITAL IMPROVEMENTS						17,452.95	
Total For Fund 591 WATER ENTERPRISE FUND						32,982.14	
Fund 701 TRUST & AGENCY FUND							
Dept 000 ASSETS, LIABILITIES & REVENUE							
701-000-254.000-MORNIN SPR - MORNINGSTAR		ORCHARD, HILTZ & MCCLI	MORNING STAR	157981	11/24/14	217.00	
701-000-254.100 CONSTRUCTION ESCROW		GM & SONS INC	CONCRETE REPLACEMENT PROGRAM	2140596	11/24/14	2,875.00	
701-000-254.100-MC3-00 CONSTRUCTION ESCROW		ORCHARD, HILTZ & MCCLI	MC3	157982	11/24/14	62.00	
701-000-254.100-VICTOR CONST E - VICTORIA CONDOS		ORCHARD, HILTZ & MCCLI	VICTORIA CONDOS	157977	11/24/14	215.00	
Total For Dept 000 ASSETS, LIABILITIES & REVENUE						3,369.00	
Total For Fund 701 TRUST & AGENCY FUND						3,369.00	

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund Totals:							
			Fund 101 GENERAL FUND			12,010.91	
			Fund 202 MAJOR STREETS FUND			6,038.98	
			Fund 203 LOCAL STREETS FUND			17,082.74	
			Fund 226 SOLID WASTE COLLECTION FUND			63.21	
			Fund 402 EQUIPMENT REPLACEMENT FUND			36,704.98	
			Fund 590 SEWER ENTERPRISE FUND			65,979.28	
			Fund 591 WATER ENTERPRISE FUND			32,982.14	
			Fund 701 TRUST & AGENCY FUND			3,369.00	
Total For All Funds:						174,231.24	

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CITY OF DEXTER

cnicholls@dextermi.gov

8140 Main Street Dexter, MI 48130-1092

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

MEMO

To: Council Members
From: Mayor Keough and Courtney Nicholls, City Manager
Date: November 19, 2014
Re: Commission/Committee Appointment

Attached for Council's review is the affirmation of the appointments and stipends of the Commission/Committee members for the City of Dexter. Interim City Council representatives were added to the Arts, Culture & Heritage Committee and the Facility Committee in advance of the meeting for Organizational Matters.

The City Charter requires the creation of an Election Commission which consists of the City Clerk, one City Council Member and a City resident. Michael Raatz (application attached) is recommended for the resident position and Donna Fisher is recommended for the City Council Member position. This Commission will need to meet prior to January 1, 2015 to establish the boundaries for the City of Dexter voting precincts.

Any Boards/Committees not listed (i.e. Website, Roads, Utilities, Dexter Area Fire Department, etc) will remain the same until Council meets to discuss their Resolution of Organizational Matters.

City of Dexter Commission/Committee Members

Planning Commission

Name	Position	Term Expires	Stipend
Scott Stewart		Jun-15	\$40
Alison Heatley		Jun-15	\$40
Matt Kowalski	Chair	Jun-15	\$40
Marni Schmid		Jun-16	\$40
Vacancy		Jun-16	\$40
Thomas Phillips	Vice-Chair	Jun-16	\$40
Tom Stoner		Jun-17	\$40
Jim Carty		Jun-17	\$40
Joe Semifero	Ex-Officio	Council Rep	

Zoning Board of Appeals

Name	Position	Term Expires
Brian Gray	Vice Chair - Alternate	May-15
Bob Stacey	Alternate	Jun-15
Jon Rush		Jun-15
Phil Mekas	Chair	May-17
Sandra Hansen	Secretary	Jun-17
Marni Schmid		Planning Comm. Rep
Jim Carson	Ex-Officio	Council Rep

Parks and Recreation Commission

Name	Position	Term Expires	Stipend
Becky Murillo	Chair	Jun-15	\$20
Toni Henkemeyer		Jun-15	\$20
Ellen Han		Jun-16	\$20
Randy Hermann		Jun-16	\$20
John Coy		Jun-17	\$20
Katie Koch		Jun-17	\$20
Donna Fisher	Ex-Officio	Council Rep	

Downtown Development Authority

Name	Position	Term Expires
Dan O'Haver	Property Owner/Resident of District	Jun-15
Patrick Becker	School Rep	Jun-15
Don Darnell	Property Owner	Jun-16
Rich Bellas	City Resident	Jun-16
Tom Covert	Treasurer - City Resident	Jun-16
Doug Finn	Property Owner	Jun-17
Fred Schmid	Property Owner	Jun-17
Steve Brouwer	Chair - Property Owner	Jun-17
Carol Jones	Secretary - City Resident	Jun-18
Fred Model	Property Owner	Jun-18
Randy Willis	Property Owner	Jun-18
Shawn Keough	Mayor	N/A

City of Dexter Commission/Committee Members

Tree Board

Name	Position	Term Expires
Cindy Henes	Chair	Jun-15
Jeff Peters		Jun-15
Sandy Hansen		Jun-16
John Coy		Jun-16
Michelle Aniol	Staff Representative	N/A

Arts, Culture & Heritage Committee

Name	Position	Term Expires
Angela Noble		Jun-15
Lynn Babcock		Jun-15
Rich Bellas	City Resident	Jun-15
Mike Vickers	City Resident	Jun-16
James Davis	City Resident	Jun-16
Victoria Schon	Chair	Jun-16
Cheryl Willoughby	Vice-Chair	Jun-17
Virginia Davis		Jun-17
Cristen Rinderknecht		Jun-17
Tom Rosenbaum	City Resident	Jun-17
Donna Fisher	Interim City Council Rep	Council Rep

Economic Development Corporation

Name	Position	Term Expires
Chris Timmis		Dec-15
Jim Carson	President	Dec-16
Tom Covert	Treasurer	Dec-16
Matt LaFontaine		Dec-16
Dan O'Haver		Dec-16
Michelle Aniol		Dec-17
Shawn Keough		Dec-18
Fred Schmid		Dec-19
Rob Toth		Dec-20

Election Commission

Name	Position	Term Expires	Stipend
Carol Jones	Interim Clerk	N/A	\$20
Donna Fisher	Council Member	Dec-16	\$20
Michael Raatz	Resident	Dec-16	\$20

Board of Review

Name	Position	Term Expires
Vacant	Resident	2 year
Vacant	Resident	3 year
Vacant	Resident	4 year

**Must be in place by July 2015

Facility Committee

Name	Position	Term Expires
Jim Smith	Interim City Council Rep	N/A
Shawn Keough	City Council Rep	N/A
Julie Knight	City Council Rep	N/A
Fred Schmid	Downtown Development Authority	N/A
Courtney Nicholls	City Manager - Staff Rep	N/A
Marie Sherry	Treasurer - Staff Rep	N/A



APPLICATION FOR APPOINTMENT AS COMMISSION OR COMMITTEE MEMBER

Name: _____ Date: _____

Address: _____

Email: _____

Phone: _____ Best time to call: _____

Which Commission/Committee are you applying for?

Zoning Board of Appeals

Downtown Development Authority

Planning Commission

Parks Commission

Arts, Culture & Heritage Committee

Tree Board

Farmers Market Oversight Committee

Election Commission

Board of Review

Other (Specify) _____

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

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

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

CITY OF DEXTER

cnicholls@dextermi.gov

8140 Main Street Dexter, MI 48130-1092

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

MEMO

To: Mayor Keough and Council Members
From: Courtney Nicholls, City Manager
Date: November 5, 2014
Re: Transition from Village to City

Attached for Council's consideration is a transition resolution that states that the City of Dexter is continuing the fiscal year 2014-2015 budget, ordinance, resolutions, contracts, franchises and employment contracts of the Village of Dexter. The resolution was reviewed by our Incorporation Attorney Tom Ryan.

Also included is a copy of the election certification which will be filed, along with the City Charter, at the Office of the Great Seal and Washtenaw County Clerk's Office.

CERTIFIED BY:

Carol J. Jones, City Clerk

CANVASS OF VOTES CAST

AT THE ELECTION

HELD ON

November 4, 2014

(DATE OF ELECTION)

OF Washtenaw County, all races

**AND CANVASSED BY THE BOARD OF CANVASSERS
WASHTENAW COUNTY, MICHIGAN**

Ypsilanti City Council - Ward 3.

That **Harley B. Rider** having received a sufficient number of votes is elected to the office of **Dexter Township Supervisor.**

That **Ken Schwartz** having received a sufficient number of votes is elected to the office of **Superior Township Supervisor.**

That **Laurie A. Carey** having received a sufficient number of votes is elected to the office of **Manchester Township Treasurer.**

That **Valisa Bristle** having received a sufficient number of votes is elected to the office of **Freedom Township Clerk.**

That **Ruth Hatcher** having received a sufficient number of votes is elected to the office of **Washtenaw Community College Board of Trustees.**

That **Christina Fleming** having received a sufficient number of votes is elected to the office of **Washtenaw Community College Board of Trustees.**

That **David Devarti** having received a sufficient number of votes is elected to the office of **Washtenaw Community College Board of Trustees.**

That **Shawn W. Keough** having received a sufficient number of votes is elected to the office of **Mayor of the City of Dexter.**

That **Brian D. Marl** having received a sufficient number of votes is elected to the office of **Mayor of the City of Saline.**

That **Julie A. Knight** having received a sufficient number of votes is elected to the office of **Dexter City Council.**

That **Joe Semifero** having received a sufficient number of votes is elected to the office of **Dexter City Council.**

That **Raymond C. Tell** having received a sufficient number of votes is elected to the office of **Dexter City Council.**

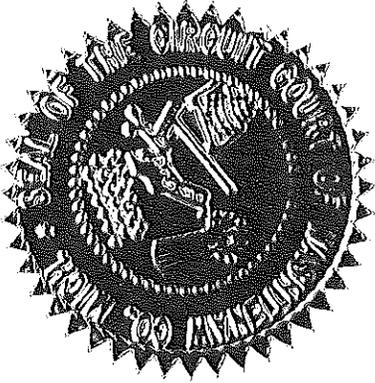
That **James D. Smith** having received a sufficient number of votes is elected to the office of **Dexter City Council.**

That **Donna L. Fisher** having received a sufficient number of votes is elected to the office of **Dexter City Council.**

That **Jim Carson** having received a sufficient number of votes is elected to the office of **Dexter City Council.**

That **David E. Rhoads** having received a sufficient number of votes is elected to the office of **Saline City Council.**

In Witness Whereof, We have hereunto set our hands and affixed the Seal of the County of Washtenaw this 17th day of November in the year two thousand fourteen.



DeRoth, Chair

Maureen A. Chockley

[Signature]

Francis Beaman

ATTEST:

[Signature]
Clerk of Board of Canvassers

STATEMENT OF RETURNS

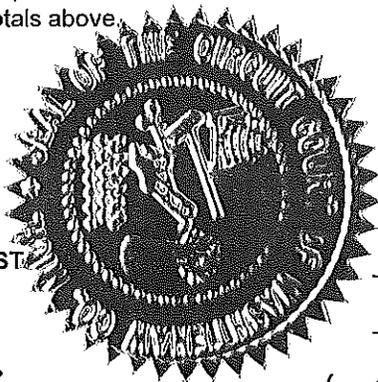
November 4, 2014 Election

City of Dexter Charter Proposal

Shall the proposed Charter for the City of Dexter, drafted by the Charter Commission elected on November 5, 2013, be adopted?

PRECINCT NAME	Yes	No
Scio Township, Precinct 1	715	741
Webster Township, Precinct 3	240	73
Totals	955 53.99%	814 46.01%

The Board of Canvassers of the County of Washtenaw, having ascertained and canvassed the votes of the above named precincts at the General Election, held on the 4th day of November, two thousand fourteen, do hereby certify the vote totals above.



In Witness Whereof, We have hereunto set our hands and affixed the Seal of the County of Washtenaw this 17th day of November in the year two thousand fourteen.

ATTEST:

Ver Roth Chairperson
Marlene G. Gockley Vice Chair
J. G. Felt Member
Ross Bern Member

Cameron Kester

Clerk of Board of Canvassers

MEMORANDUM

To: City Council
Courtney Nicholls, City Manager

From: Michelle Aniol, Community Development Manager

Re: Clarification of Planning Commission's Recommendation of approval of the Area Plan Approval Extension for Dexter Crossing Commercial Shopping Center; Plan dated September 17, 2014, received by Village on September 18, 2014

Applicant: Midwestern Consulting, representing Oxford Companies, LLC.

Date: November 19, 2014

At the Village Council's request, the Planning Commission discussed condition No. 1 of its recommendation to approve an extension of the Area Plan for Dexter Crossing Commercial Shopping Center, which stated that the layout and design of green space adjacent to the ROW be consistent with the Busch's development across Dexter-Ann Arbor Road. The Planning Commission concluded it did not need to amend the motion or take another vote, and opted to discuss what the condition meant to them.

Then the Commission and Mr. Covert, the applicant's representative, discussed the plan, the motion in question and screening requirements. Commissioner Semifero stated the intent of his motion was to require that the area between the sidewalk and the parking lot on the applicant's plan be consistent-width wise- with the Busch's development across the street. Commissioners Carty and Kowalski indicated they were of the same opinion.

Commissioner Phillips felt there was a different look because the topographies of each area were different. He acknowledged there is a pronounced drop off at the Busch's site. He was also concerned that because the proposed area plan meets the ordinance (i.e. 10-15 foot landscape buffer area) it would be arbitrary to require a wider buffer area. Commissioner Stoner agreed.

Summary

Based on the Planning Commission's discussion, including the input received from the motion maker and supporter, condition No. 1 has been clarified to mean that *the width of the buffer area between the parking lot and the sidewalk on the Area Plan for Dexter Crossing Commercial shall be consistent with the width of the buffer area between the sidewalk and the parking lot of the Busch's development across Dexter-Ann Arbor Road*.

Action Requested

According to Section 19.14A, an area plan expires two (2) years after approval unless a final site plan is submitted to the Planning Commission for approval. As of now, the final site plan has not been submitted. However, Section 19.15 allows the City Council to approve an extension of an approved area plan (in this case for Dexter Crossing Commercial Shopping Center), based on a recommendation of the Planning Commission and by written agreement with Oxford Companies, LLC.

Suggested Motion

- A. Based upon clarification by Planning Commission of its recommendation for approval, as cited herein, the provisions set forth in Section 19.15 of the City of Dexter Zoning Ordinance, and the information presented by the applicant, Council's moves to **(APPROVE/DENY)** an extension of the Area Plan for Dexter Crossing Commercial Shopping Center, dated September 17, 2014 and submitted to the Village on September 18, 2014, to December 10, 2016, subject to the following conditions:

1. The layout and design of green space adjacent to the ROW be consistent with the Busch's development across Dexter-Ann Arbor Road; specifically, the width of the buffer area between the parking lot and the sidewalk shall be consistent with the width of the buffer area between the sidewalk and the parking lot of the Busch's development across Dexter-Ann Arbor Road.
2. Recommendations by OHM regarding essential services, facilities and utilities, as cited in the November 15, 2012 review letter.
3. Resolution of specific items during the site plan review process, as cited in the CWA review letter dated, November 27, 2012, including the following:
 - a. General concept of the pedestrian element.
 - b. Sidewalk ramps on the southeast corner of the intersection updated to current ADA standards.
 - c. Demonstrate need for additional parking.
 - d. Detailed parking calculations.
 - e. Complete landscape plan.
 - f. Photometric plan and lighting details.
 - g. Location, placement and dimension of signage.
 - h. Floor plans and elevations.
4. Approval of building location and site arrangement by the City Engineer.

OR

B. Motion to postpone the action on the extension of approval of the Area Plan for Dexter Crossing Commercial Shopping Center, 7061 Dexter-Ann Arbor Road, plan dated September 17, 2014 until _____ (date) _____, to allow the applicant time to address the following items:

1. _____
2. _____
3. _____

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

Attachments to this memo:

- Staff memo to Village Council, dated October 7, 2014,
- Staff memo to Planning Commission, dated September 30, 2014
- Midwestern Consulting letter requesting Area Plan Approval Extension, dated September 17, 2014, and
- Dexter Crossing Commercial Area Plan, dated September 17, 2014

MEMORANDUM

To: Village Council
Courtney Nicholls, Village Manager

From: Michelle Aniol, Community Development Manager

Re: Planning Commission Action regarding Area Plan Approval Extension for Dexter Crossing Commercial Shopping Center; Plan dated September 17, 2014, received by Village on September 18, 2014

Applicant: Midwestern Consulting, representing Oxford Companies, LLC.

Date: October 7, 2014

Oxford Companies, LLC presented its request for an extension of the approved Area Plan for Dexter Crossing Commercial Shopping Center, to the Planning Commission on October 6, 2014. The site is located at 7061 Dexter-Ann Arbor Road near the southeast corner of Dexter-Ann Arbor and Dan Hoey Road. The overall site is 9.49 acres and is zoned PUD within the Dexter-Ann Arbor Road Corridor Overlay district. The underlying zoning of the subject property is C-1, General Business.

Minutes from the December 3, 2012 Planning Commission and December 10, 2012 Village Council meetings are enclosed with this memo, along with the Planning and Engineering consultant letters, dated November 27, 2012 and November 15, 2012, respectively, for your convenience.

Following presentations by staff and the applicant, the Planning Commission discussed the requested extension and the Commission's desire for consistency with surrounding site design and layout, especially in regards to green space between the sidewalk on Dexter-Ann Arbor Road and the proposed drive aisle.

Based upon the information presented by the applicant at the October 6, 2014 Planning Commission meeting, reflected in minutes of this meeting, and in conformance with Section 19.15 of the Village of Dexter Zoning Ordinance, the Planning Commission recommends the Area Plan for Dexter Crossing Commercial Shopping Center, dated September 17, 2014 and submitted to the Village on September 18, 2014, be extended for two years (until December 10, 2016), subject to the following conditions:

1. The layout and design of green space adjacent to the ROW be consistent with the Busch's development across Dexter-Ann Arbor Road.
2. Recommendations by OHM regarding essential services, facilities and utilities, as cited in the November 15, 2012 review letter.
3. Resolution of specific items during the site plan review process, as cited in the CWA review letter dated, November 27, 2012, including the following:
 - a. General concept of the pedestrian element.
 - b. Sidewalk ramps on the southeast corner of the intersection updated to current ADA standards.
 - c. Demonstrate need for additional parking.
 - d. Detailed parking calculations.
 - e. Complete landscape plan.
 - f. Photometric plan and lighting details.

- g. Location, placement and dimension of signage.
 - h. Floor plans and elevations.
4. Approval of building location and site arrangement by the Village Engineer.

Review Comments

No changes or additions to the approved area plan are proposed. The approved area plan calls for the construction of a 15,500 square foot single-story retail building on an outlot, along with approximately thirty (30) additional parking spaces. The proposed building will be a lease/build-to-suit. A portion of the existing parking lot and landscape islands will be reconfigured to accommodate the proposed building. All existing buildings on site and the remainder of the existing parking spaces and landscaping will remain. Additional site landscaping and additional pedestrian connections are also proposed as part of the project.

The site is currently served by existing public and franchise utilities. A portion of the existing on-site utilities will be removed and/or relocated to accommodate the proposed building. Access to the site will be provided by existing curb cuts onto Dexter-Ann Arbor and Dan Hoey Road. No improvements to the existing curb cuts are proposed as part of this project.

Extension of Plan Approval

According to Section 19.14A, an area plan expires two (2) years after approval unless a final site plan is submitted to the Planning Commission for approval. As of now, the final site plan has not been submitted. However, Section 19.15 allows the Village Council to approve an extension of an approved area plan (in this case for Dexter Crossing Commercial Shopping Center), based on a recommendation of the Planning Commission and by written agreement with Oxford Companies, LLC.

Suggested Motions

Based upon the information presented by the applicant, the provisions set forth in Section 19.15 of the Village of Dexter Zoning Ordinance, and the Planning Commission's recommendation, Village Council moves to **(APPROVE/DENY)** an extension of the Area Plan for Dexter Crossing Commercial Shopping Center, dated September 17, 2014 and submitted to the Village on September 18, 2014, too December 10, 2016, subject to the following conditions:

1. The layout and design of green space adjacent to the ROW be consistent with the Busch's development across Dexter-Ann Arbor Road.
2. Recommendations by OHM regarding essential services, facilities and utilities, as cited in the November 15, 2012 review letter.
3. Resolution of specific items during the site plan review process, as cited in the CWA review letter dated, November 27, 2012, including the following:
 - a. General concept of the pedestrian element.
 - b. Sidewalk ramps on the southeast corner of the intersection updated to current ADA standards.
 - c. Demonstrate need for additional parking.
 - d. Detailed parking calculations.
 - e. Complete landscape plan.
 - f. Photometric plan and lighting details.
 - g. Location, placement and dimension of signage.
 - h. Floor plans and elevations.
4. Approval of building location and site arrangement by the Village Engineer.

OR

Move to **postpone** the action on the extension of approval of the Area Plan for Dexter Crossing Commercial Shopping Center, 7061 Dexter-Ann Arbor Road, plan dated September 17, 2014 until _____ **(date)** _____, to allow the applicant time to address the following items:

1. _____
2. _____
3. _____

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

Date: November 27, 2012

Planned Unit Development / Area Plan Review For Village of Dexter, Michigan

Applicant:	Oxford Company, LLC
Project Name:	Dexter Crossing Area Plan – Outlot Improvements
Plan Date:	November 1, 2012
Location:	7061 Dexter-Ann Arbor Road – southeast corner of Dexter-Ann Arbor and Dan Hoey Roads intersection
Zoning:	C-1, General Business; PUD within the Dexter-Ann Arbor Corridor Overlay District
Action Requested:	Approval of amended Area Plan for the Dexter Crossings development.
Required Information:	As provided herein

PROJECT AND SITE DESCRIPTION

The applicant is requesting approval to redevelop a portion of the existing Dexter Crossing Shopping Center for a new retail building and associated parking. The site is located at 7061 Dexter-Ann Arbor Road near the southeast corner of Dexter-Ann Arbor and Dan Hoey Road. The overall site is 9.49 acres and is zoned PUD within the Dexter-Ann Arbor Road Corridor overlay district. The underlying zoning of the subject property is C-1, General Business.

The proposed project includes construction of a 15,500 s.f. single-story retail building and approximately thirty (30) additional parking spaces. The proposed building will be a lease/build-to-suit. A portion of the existing parking lot and landscape islands will be reconfigured to accommodate the proposed building. All existing buildings on site and the remainder of the existing parking spaces and landscaping will remain. Additional site landscaping and additional pedestrian connections are also proposed as part of the project.

The site is currently served by existing public and franchise utilities. A portion of the existing on-site utilities will be removed/relocated to accommodate the proposed building. Access to the site will be provided by existing curb cuts onto Dexter-Ann Arbor and Dan Hoey Road. No improvements to the existing curb cuts are proposed as part of this project.

Figure 1. – Aerial Photo



NEIGHBORING ZONING AND LAND USE

Neighboring zoning and land uses are important considerations in the review of a Planned Unit Development.

North: North of the subject site is Chelsea State Bank which is zoned PUD within the Dexter-Ann Arbor Road Corridor with an underlying zoning of C-1, General Business same as the subject site. LaFontaine Chevrolet is also north of the subject site and is zoned C-1, General Business.

East: Busch's grocery store and multi-tenant commercial development are located east of the subject site and are zoned C-1, General Business.

South: The Country Market is located within the same commercial complex as the subject site immediately to the south. The Country Market is also zoned PUD within the Dexter-Ann Arbor Road Corridor with an underlying zoning of C-1, General Business.

West: The property to the west of the subject site is zoned R-3, Multiple-Family Residential. Four (4) multi-family buildings have been developed on the southern portion of this site. The remaining northern portion is currently vacant.

Items to be Addressed: None.

MASTER PLAN

The 2011 Master Plan designates that subject site and surrounding properties to the north, south, east as Mixed Use. Adjacent property to the west (Victoria Condos) is planned for Multiple-Family Residential.

The intent of the Dexter-Ann Arbor Road Corridor Mixed Use Future Land Use classification is to *encourage development that is distinct from the Village Center. This designation also plans for the following – Compact commercial center/node at Dan Hoey intersection with less intensive office or multiple-family residential uses throughout the rest of the corridor.*

Appropriate uses for the Dexter-Ann Arbor Corridor Mixed Use classification include a *commercial center* at Dan Hoey.

Items to be Addressed: None.

NATURAL RESOURCES

The subject site is in an existing developed condition, significant natural features are not present.

Items to be Addressed: None.

ESSENTIAL FACILITIES AND SERVICES

Municipal sewer and water currently serve the existing development and will be modified to allow for construction of the proposed outlot retail structure. We defer any comments related to the existing or proposed modifications of the on-site utility systems to the Township Engineer (OHM communication attached to this report).

Items to be Addressed: See comments provided in OHM letter dated November 15, 2012.

PLANNED UNIT DEVELOPMENT STANDARDS

Section 19.08 C. outlines the Standards for Petition and Area Plan Review. The Planning Commission shall determine and shall provide evidence of same in its report to the Village Council, that the petition and area plan meet the following standards:

1. *The proposed PUD shall conform to the adopted Master Plan or any part thereof, or represents a land use policy, which, in the Planning Commission's opinion, is a logical and acceptable change to the adopted Master Plan.*

As described previously, the subject site and the majority of the surrounding area along the Dexter-Ann Arbor Corridor is classified as Dexter-Ann Arbor Road Corridor Mixed Use. The intent of the Dexter-Ann Arbor Road Corridor Mixed Use Future Land Use classification is to *encourage development that is distinct from the Village Center. This designation also plans for the following – Compact commercial center/node at Dan Hoey intersection with less intensive office or multiple-family residential uses throughout the rest of the corridor.* Appropriate uses for the Dexter-Ann Arbor Corridor Mixed Use classification include a *commercial center* at Dan Hoey.

Based upon the proposed amendment to the area plan, and the future land use of the area designated by the Master Plan, we find that the proposed modification to the area plan is a logical and acceptable change.

2. *The proposed PUD shall conform to the intent and all regulations and standards of a PUD District.*

The existing commercial complex was developed under a PUD agreement many years ago. The modification to the area plan is demonstrating a reconfiguration in the original outlot. Compliance with regulations and standards of the PUD district will be reviewed throughout this report.

- 3. The proposed PUD shall be adequately served by public utilities, facilities and services such as: highways, streets, police and fire protection, drainage courses, water and sanitary sewer facilities, refuse disposal; or that the persons or agencies responsible for the proposed development shall be able to properly provide such facilities and services.*

We defer any comments to the Village Engineer (OHM letter dated November 15, 2012).

- 4. Common open space, other common properties and facilities, individual properties, and all other elements of a PUD are so planned that they will achieve a unified open space and recreation area system, with open space-and all other elements in appropriate locations, suitably related to each other, the site and surrounding lands.*

A portion of the proposed retail building and supplementary parking will be located in the open space area currently provided at the northeast corner of the property. Additional landscaping and amenities are proposed for the open space area along Dan Hoey Road. A pedestrian element at the corner is also provided as a conceptual component that will be finalized during site plan review. At this time, we would like the applicant to provide at least a general concept of the pedestrian element.

- 5. The petitioner shall have made provision to assure that public and common areas will be or have been irrevocably committed for that purpose. Provisions shall have been made to provide for financing of improvement shown on the plan for open space and other common areas, and that proper maintenance of such improvements is assured.*

The applicant should provide documentation that the public and common areas have been committed for such purposes, and that financing for open space amenities and maintenance is available. This is particularly important for the pedestrian element on the corner as well as the remaining open space.

- 6. Traffic to, from, and within the site will not be hazardous or inconvenient to the project or the neighborhood. In applying this standard the Planning Commission shall consider, among other things, convenient routes for pedestrian traffic; relationship of the proposed project to main thoroughfares and street intersections; and the general character and intensity of the existing and potential development of the neighborhood.*

The existing development and the surrounding area are located at the intersection of Dexter-Ann Arbor and Dan Hoey Roads. Both of these roads are main thoroughfares, and any additional traffic created by the additional outlot development will be handled

through the existing curb cuts for the development at both Dexter-Ann Arbor and Dan Hoey Roads.

Traffic impacts will of course be dictated by the ultimate user(s) of the proposed retail store. Some general indication of what might be proposed will help determine the possible impacts. We provide the following traffic counts from ITE Trip Generation Tables for comparison:

- Free standing discount retail = 57 trips per day / 1,000 square feet of building.
- Fast food with drive-through = 496 trips per day / 1,000 square feet of building.
- Drive-in bank = 265 trips per day / 1,000 square feet of building.
- Pharmacy with drive-through = 88 trips per day / 1,000 square feet of building.

The above are provided for comparison purposes only and indicate the various traffic impacts to be expected for different uses. As the subject building is relatively large it is likely that some combination of uses would occur.

Pedestrian connections currently exist along both Dexter-Ann Arbor and Dan Hoey. The applicant demonstrates improvements in pedestrian access by providing sidewalk connections near the site driveway as well as from the Dexter-Ann Arbor Road and Dan Hoey Road intersection. The Village Engineer has indicated that the sidewalk ramps on the southeast corner of the intersection shall be updated to current ADA standards.

7. *The mix of housing unit types and densities, and the mix of residential and nonresidential uses shall be acceptable in terms of convenience, privacy, compatibility, and similar measures.*

The proposed PUD Area Plan does not demonstrate any residential component; therefore, this criterion does not apply.

8. *The Planning commission shall determine, where applicable, that noise, odor, light, or other external effects which are connected with the proposed use, will not adversely affect adjacent and neighboring lands and uses.*

As the site is currently developed as a commercial complex, the addition of the proposed retail building will not generate negative external effects in greater effect than the existing development. Specific site elements such as lighting and traffic impacts will be reviewed in greater detail during the site plan review process.

9. *The proposed development shall create a minimum disturbance to natural features and landforms.*

The subject site is in an existing developed condition, significant natural features are not present.

10. Streets shall follow topography, be property spaced, and be located and aligned in accordance with the intended function of each street. The property shall have adequate access to public streets. The plans shall provide suitable street connections to adjacent parcels, where applicable.

The existing development is accessed via both Dexter-Ann Arbor and Dan Hoey Roads. No additional access points or streets or street connections are proposed in conjunction with the amended Area Plan.

11. Pedestrian circulation shall be provided within the site, and shall interconnect all use areas, where applicable. The pedestrian system shall provide for a logical extension of pedestrian ways outside the site and to the edges of the PUD, where applicable.

Sidewalks are demonstrated along the north and west elevations of the proposed retail building. In addition, new pedestrian connections in the form of sidewalks and pedestrian crossings are demonstrated along the Dexter-Ann Arbor Road driveway and at various locations at the public sidewalk along both Dexter-Ann Arbor and Dan Hoey Roads.

Items to be Addressed: 1) We defer review of the site utilities and services to the Village Engineer. 2) Sidewalk ramps on the southeast corner of the intersection shall be updated to current ADA standards.

SITE PLAN CONSIDERATIONS

AREA, WIDTH, HEIGHT, SETBACKS

The subject site is zoned PUD within the Dexter-Ann Arbor Road Corridor with an underlying zoning classification of C-1, General Business. The dimensional requirements of the C-1, General Business district are as follows:

	<u>Required</u>	<u>Provided</u>
Minimum Lot Area	2 acres	9.49 acres
Lot Width	200 feet	Dexter-Ann Arbor Road – 460 feet Dan Hoey Road – 363 feet
Building Setbacks:		
Front:	25 feet	Dexter-Ann Arbor Road – 56 feet Dan Hoey Road – 91 feet
Side:	10 feet / 20 feet total	N/A

Rear:	25 feet	37 feet (existing structure)
Building Height	2.5 stories / 35 feet	1 story
Maximum Lot Coverage	-	20.2%

As demonstrated on the Area Plan, the proposed structure meets the minimum dimensional requirements of the C-1, General Business underlying zoning classification.

Items to be Addressed: None.

NATURAL RESOURCES

The subject site is in an existing developed condition, significant natural features are not present.

Items to be Addressed: None.

BUILDING LOCATION AND SITE ARRANGEMENT

The proposed retail building is proposed to be located in the northeast corner of the property adjacent to the intersection of Dexter-Ann Arbor and Dan Hoey Roads. Configuration of the existing parking lot will be modified to accommodate the proposed structure. Utilities will also be re-routed from the proposed building location. We defer further comment regarding the proposed building location and site arrangement to the Village Engineer.

Items to be Addressed: We defer comments related to building location and site arrangement to the Village Engineer.

PARKING, LOADING

The applicant is proposing to modify the parking configuration to accommodate the new retail structure. The site currently contains 257 parking spaces; 26 additional parking spaces are proposed. The applicant should indicate why additional parking is necessary. It is our observation that this lot is underused much of the time. It is not our intention to promote additional impervious area that will not be used.

A loading area is depicted at the rear of the proposed retail structure 20 feet by 138 feet.

Complete detailed parking calculations and loading spacing calculations will be provided during site plan review once a use(s) is determined.

Items to be Addressed: 1) Provide indication of why additional parking is proposed. 2) Provide detailed parking calculations at the site plan stage of review.

SITE ACCESS AND CIRCULATION

The subject site is accessed by one (1) shared drive (with Country Market) off of Dexter-Ann Arbor Road and one (1) drive off of Dan Hoey Road. The access points will not be modified as part of the proposed outlot development.

Circulation within the site will allow for two-way traffic patterns with the exception of the proposed drive-through which will produce one-way traffic at the south elevation of the proposed building. The drive aisle along the west building elevation where the drive-through window will be located is approximately twenty (20) feet wide allowing a drive-through lane and by-pass lane. The number of required stacking spaces is dependent upon the use, and therefore will be evaluated during site plan review.

Sidewalks are demonstrated along the north and west elevations of the proposed retail building. In addition, new pedestrian connections in the form of sidewalks and pedestrian crossings are demonstrated along the Dexter-Ann Arbor Road driveway and at various locations at the public sidewalk along both Dexter-Ann Arbor and Dan Hoey Roads.

Items to be Addressed: None.

LANDSCAPING

The following landscape standards are taken from the Village ARC Overlay district standards. The ARC standards are generally more intensive than the standard landscape requirements. As this is being reviewed as an Area Plan, only conceptual landscape plan is required at this stage. A final landscape plan will be required at the time the final site plan is submitted to the Village. The following comments are provided for the information of the applicant in preparation for final site plan review.

Composition – Plant composition and size have not been provided, and are not required for this stage of review. Information related to type, size and number of each species shall be provided during site plan review.

Greenbelt – The greenbelt (street tree) plantings along Dexter-Ann Arbor and Dan Hoey Roads will remain.

Parking Lot – The proposed parking lot landscaping meets the requirements of 6.08. We note, however, that the dimensions of each parking lot island shall be provided during site plan review.

Buffer Screen – A landscape screen is required between the parking lot and Dexter-Ann Arbor Road. Parking area screening option #1 is demonstrated on the provided landscape plan. Shrubs will be added along both right-of-ways to enhance the parking lot screen. In addition, two (2) new street trees will be added along the Dexter-Ann Arbor Road right-of-way and one (1) new street tree along Dan Hoey Road.

Site Landscaping – A separate site landscape calculation is provided. Additional detail of site landscaping is required during site plan review.

Details – Planting and staking details will be required during site plan review.

Refuse Container – Location of a dumpster and enclosure has not been provided. This site element shall be included in the site plan submittal.

Items to be Addressed: Provide complete landscape plan for site plan review.

LIGHTING

Lighting locations, fixture types, pole heights, and a photometric lighting plan are not required at this stage of the review process. A photometric plan with lighting fixture detail should be provided during site plan review.

Items to be Addressed: Provide photometric plan and lighting details during site plan review.

SIGNS

No signage is proposed at this stage of the review. The location, placement and dimension of any signage should be provided during site plan review.

Items to be Addressed: Location, placement and dimension of signage shall be provided for site plan review.

FLOOR PLAN AND ELEVATIONS

Floor plans and building elevations have not been provided, and are not required in this stage of review. The ARC overlay district has very specific architectural standards that must be met. Those standards include: building orientation, building scale, defined streetscape, building

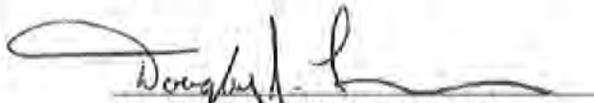
materials and design, and other site elements. A detailed review of each of these standards will be conducted during site plan review.

Items to be Addressed: *Provide floor plans and elevations for site plan review.*

RECOMMENDATIONS

Based upon our findings, we recommend the Planning Commission recommend approval of the Dexter Crossing Area Plan. The following items should be resolved during site plan review:

1. See comments related to essential services, facilities and utilities in OHM letter dated November 15, 2012
2. Provide a general concept of the pedestrian element.
3. Sidewalk ramps on the southeast corner of the intersection shall be updated to current ADA standards.
4. We defer additional comments related to building location and site arrangement to the Village Engineer.
5. Provide indication of why additional parking is proposed.
6. Provide detailed parking calculations at the site plan stage of review.
7. Provide a complete landscape plan for site plan review.
8. Provide photometric plan and lighting details during site plan review.
9. Location, placement and dimension of signage shall be provided for site plan review.
10. Provide floor plans and elevations for site plan review.



CARLISLE/WORTMAN ASSOC., INC.
Douglas J. Lewan, PCP, AICP
Principal



CARLISLE/WORTMAN ASSOC., INC.
Laura K. Kreps, AICP



September 12, 2014

Ms. Michelle Aniol
Village of Dexter
8140 Main Street
Dexter, MI 48130-1092

RE: Dexter Crossings Commercial Area Plan – Request for Extension

Dear Ms. Aniol

On behalf of our client, Oxford Companies, we are requesting an extension to the approved Area Plan for Dexter Crossing – Commercial Center. We understand that this letter request is the first step in the process of requesting an extension and that we would need to review the request with the Village Planning Commission and Village Council.

As you know since purchase and the approval of the new Area Plan, Oxford has been busy making improvements to the site.

- Sealed the parking surfaces
- Enhanced the building façade
- Gained tenants increasing the vibrancy of the center as well as decreasing vacancy
- Added parking spaces
- Reconfigured a few barrier free spaces
- Added pedestrian sidewalks
- Performed utility maintenance
- Scheduled / programmed site maintenance and beautification efforts

The Area Plan as approved was very instrumental in assisting Oxford in these endeavors in that the Area Plan as approved answered many questions left open by the previous Area Plan. With an approved Area Plan in place, there is definition put to the general location of the future building as well as addressing; vehicular access and circulation; pedestrian access and circulation; and open space locations. This creates some assurances with future tenants, as well as with existing tenants with regard to what can be expected in the not so distant future with regard to development at the site.

There has been some limited interest in the site with regard to the future building. As the economy strengthens and the vacancy in the center declines the opportunity to move forward with the Site Plan and ultimate construction of the building becomes a reality. As such we are looking to request extension of the approval of the Area Plan for the Dexter Crossings Commercial site.

Feel free to contact us or Oxford with any questions, concerns or comments. We look forward to working with you as we review this with the Planning Commission and Council.

Sincerely,
Midwestern Consulting LLC

Thomas J. Covert
Senior Project Manager

DEXTER CROSSINGS COMMERCIAL

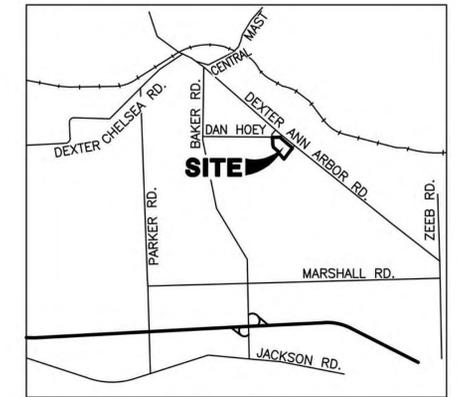
VILLAGE OF DEXTER, WASHTENAW CO., MICHIGAN AREA PLAN - EXTENSION REQUEST A PLANNED UNIT DEVELOPMENT

CONSULTANT

MIDWESTERN CONSULTING, LLC
3815 PLAZA DRIVE
ANN ARBOR, MI 48108
PH: (734) 995-0200
ATTN: TOM COVERT

DEVELOPER/APPLICANT

DEXTER CROSSING ASSOCIATES, LLC
C/O OXFORD COMPANIES
210 S. FIFTH AVE.
ANN ARBOR, MI 48104
ATTN: ED FLAHERTY/LYLE BECKWITH



VICINITY MAP
(NO SCALE)

PROJECT NARRATIVE:

WE ARE REQUESTING AN EXTENSION TO THE APPROVED AREA PLAN FOR DEXTER CROSSING - COMMERCIAL CENTER.

AS YOU KNOW SINCE PURCHASE AND THE APPROVAL OF THE NEW AREA PLAN IN 2012, OXFORD HAS BEEN BUSY MAKING IMPROVEMENTS TO THE SITE.

- SEALED THE PARKING SURFACES
- ENHANCED THE BUILDING FAÇADE
- GAINED TENANTS INCREASING THE VIBRANCY OF THE CENTER AS WELL AS DECREASING VACANCY
- ADDED PARKING SPACES
- RECONFIGURED A FEW BARRIER FREE SPACES
- ADDED PEDESTRIAN SIDEWALKS
- PERFORMED UTILITY MAINTENANCE
- SCHEDULED / PROGRAMED SITE MAINTENANCE AND BEAUTIFICATION EFFORTS

THE AREA PLAN AS APPROVED WAS VERY INSTRUMENTAL IN ASSISTING OXFORD IN THESE ENDEAVORS IN THAT THE AREA PLAN AS APPROVED ANSWERED MANY QUESTIONS LEFT OPEN BY THE PREVIOUS AREA PLAN. WITH AN APPROVED AREA PLAN IN PLACE, THERE IS DEFINITION PUT TO THE GENERAL LOCATION OF THE FUTURE BUILDING AS WELL AS ADDRESSING; VEHICULAR ACCESS AND CIRCULATION; PEDESTRIAN ACCESS AND CIRCULATION; AND OPEN SPACE LOCATIONS. THIS CREATES SOME ASSURANCES WITH FUTURE TENANTS, AS WELL AS WITH EXISTING TENANTS WITH REGARD TO WHAT CAN BE EXPECTED IN THE NOT SO DISTANT FUTURE WITH REGARD TO DEVELOPMENT AT THE SITE.

ADDITIONALLY, WE WOULD NOTE THAT AS A PART OF TENANT IMPROVEMENTS AT THE SITE A SMALL NUMBER OF PARKING SPACES WERE APPROVED IN AN AMENDMENT TO THE FINAL SITE PLAN CONSISTENT WITH THE AREA PLAN AS APPROVED IN 2012. WITH THIS THERE WERE ALSO PEDESTRIAN WALK IMPROVEMENTS AS WELL AS BARRIER FREE PARKING IMPROVEMENTS. PLANS FOR WHICH WE HAVE INCLUDED WITH THIS SUBMITTAL FOR AREA PLAN EXTENSION.

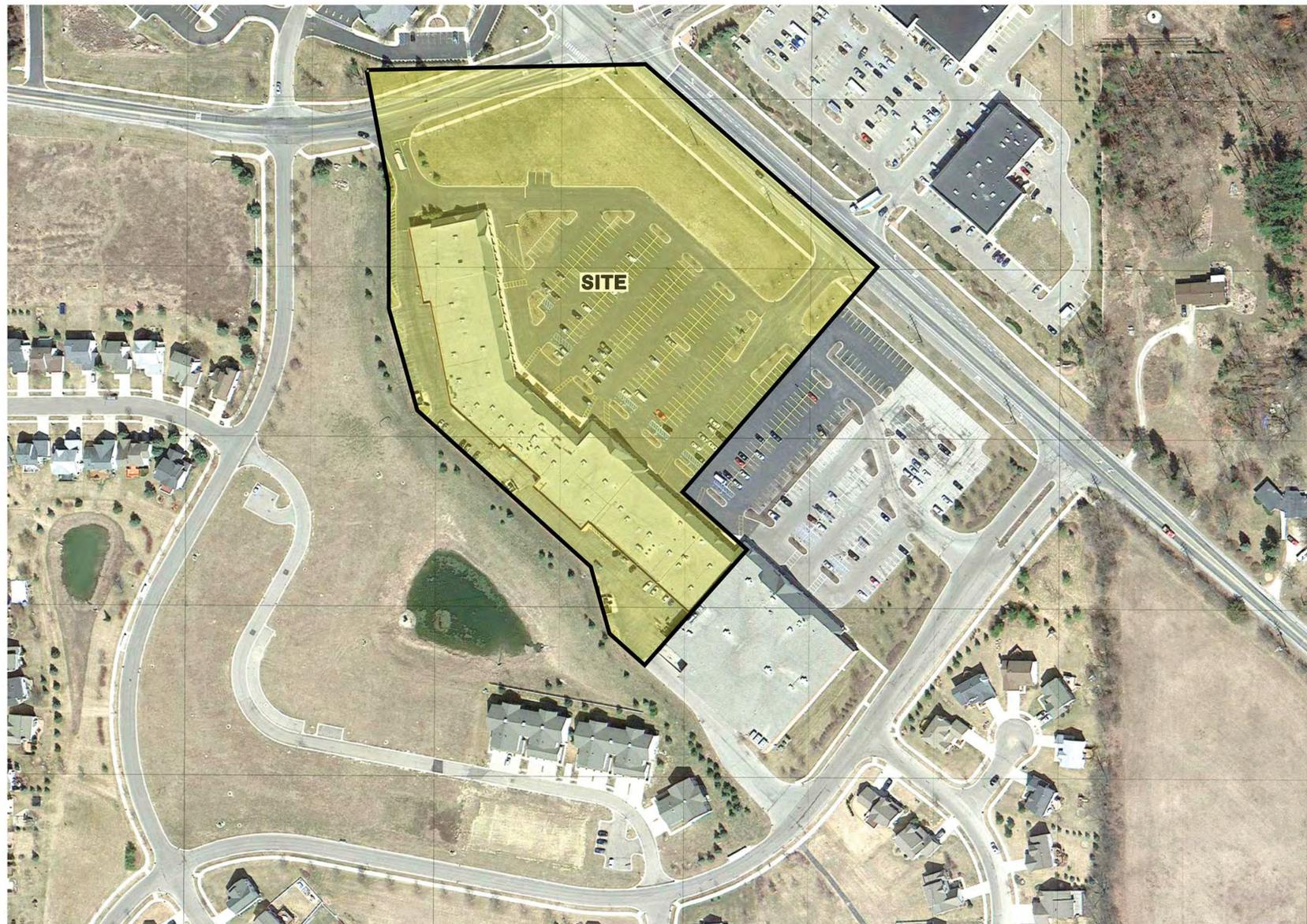
SHEET INDEX

2012 AREA PLAN

1. COVER SHEET
2. EXISTING CONDITIONS - SITE ANALYSIS
3. CONCEPTUAL LAYOUT PLAN
4. CONCEPTUAL LANDSCAPE PLAN
5. CONCEPTUAL UTILITY ROUTING PLAN
6. CONCEPTUAL GRADING & SOIL EROSION CONTROL PLAN

2014 AMENDMENT TO FINAL SITE PLAN

1. COVER SHEET
2. EXISTING CONDITIONS & REMOVALS
3. LAYOUT, LANDSCAPE, GRADING, & SOIL EROSION CONTROL PLAN



NOTE
PLAN IS AN AMENDMENT TO THE APPROVED FINAL SITE PLAN OF 5/22/98

DEXTER CROSSINGS COMMERCIAL

JOB No. 14099	DATE: 9/17/14	1
REVISIONS:	REV. DATE:	
	SHEET 1 OF	
	CADD: TRF	
	ENG: TC	
	PM: TC	
	TECH: 14099CV1 EXTENSION.DWG	

MIDWESTERN CONSULTING
Civil, Environmental and Transportation Engineers
Planners, Surveyors
Landscape Architects
3815 Plaza Drive
Ann Arbor, Michigan 48108
Phone: 734.995.0200
Fax 734.995.0599

RELEASED FOR:	DATE	P.E. #

AREA PLAN FOR DEXTER CROSSINGS

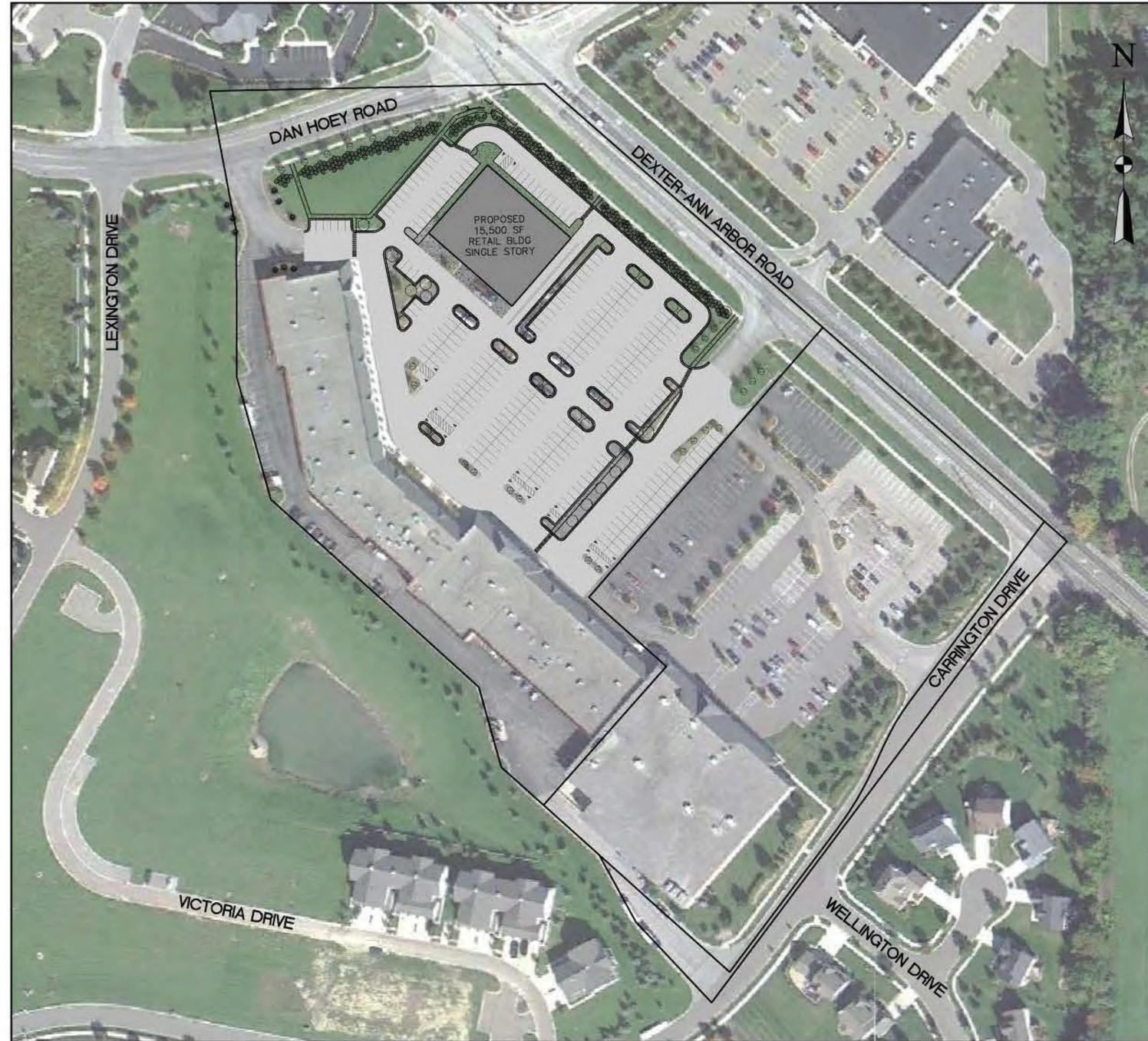
7061 DEXTER-ANN ARBOR ROAD VILLAGE OF DEXTER, WASHTENAW COUNTY, MICHIGAN

DEVELOPER/APPLICANT/PROPERTY OWNER

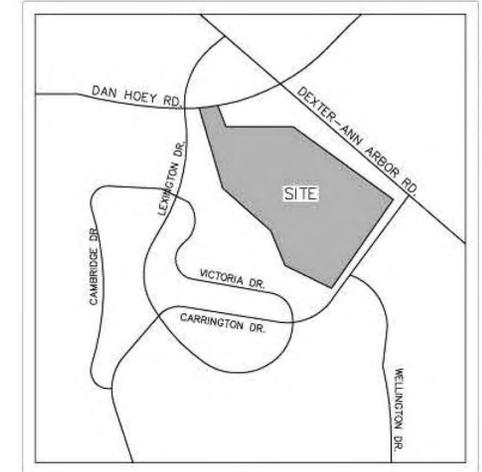
OXFORD COMPANY, LLC
CONTACT: ANDREW SELINGER
312 SOUTH STATE, SECOND FLOOR
ANN ARBOR, MICHIGAN 48104
PH: 734.747.6000
FAX: 734.747.6006

CIVIL ENGINEER/LANDSCAPE ARCHITECT

METRO CONSULTING ASSOCIATES
CONTACT: THOMAS J. COVERT; RLA, AICP, LEED AP
6001 SCHOONER DRIVE
BELLEVILLE, MICHIGAN 48111
PH: 734.483.1427
FAX: 734.483.3431
EMAIL: TCOVERT@METROCA.NET



AERIAL MAP
SCALE: 1"=80'



VICINITY MAP
NOT TO SCALE

PROJECT NARRATIVE

OXFORD COMPANY, LLC IS REQUESTING APPROVAL TO REDEVELOP A PORTION OF THE EXISTING DEXTER CROSSING SHOPPING CENTER FOR A NEW RETAIL BUILDING AND ASSOCIATED PARKING. THE SITE IS LOCATED AT 7061 DEXTER-ANN ARBOR ROAD NEAR THE SOUTHEAST CORNER OF DEXTER-ANN ARBOR ROAD AND DAN HOEY ROAD IN THE VILLAGE OF DEXTER. THE OVERALL SITE IS 9.48 ACRES IN SIZE AND IS ZONED PUD WITHIN DEXTER-ANN ARBOR ROAD CORRIDOR OVER LAY DISTRICT. THE UNDERLYING ZONING IS C-1.

THE PROPOSED PROJECT INCLUDES CONSTRUCTION OF A ±15,500 SQUARE-FOOT SINGLE-STORY RETAIL BUILDING AND APPROXIMATELY 30 ADDITIONAL PARKING SPACES. THE PROPOSED BUILDING WILL BE A LEASE/BUILD-TO-SUIT. A PORTION OF THE EXISTING PARKING LOT AND LANDSCAPE ISLANDS WILL BE RECONFIGURED TO ACCOMMODATE THE PROPOSED BUILDING. ALL EXISTING BUILDINGS ON SITE AND THE REMAINDER OF THE EXISTING PARKING SPACES AND LANDSCAPING WILL REMAIN. ADDITIONAL SITE LANDSCAPING AND ADDITIONAL PEDESTRIAN CONNECTIONS ARE ALSO PROPOSED AS PART OF THIS PROJECT.

THE SITE IS CURRENTLY SERVED BY EXISTING PUBLIC AND FRANCHISE UTILITIES. A PORTION OF THE EXISTING ON-SITE UTILITIES WILL BE REMOVED/RELOCATED TO ACCOMMODATE THE PROPOSED BUILDING. ACCESS TO THE SITE WILL BE PROVIDED BY EXISTING CURB CUTS ONTO DEXTER-ANN ARBOR ROAD AND DAN HOEY ROAD. NO IMPROVEMENTS TO THE EXISTING CURB CUTS ARE PROPOSED AS PART OF THIS PROJECT.

SHEET INDEX

- 01 COVER SHEET
- 02 EXISTING CONDITIONS -- SITE ANALYSIS
- 03 CONCEPTUAL LAYOUT PLAN
- 04 CONCEPTUAL LANDSCAPE PLAN
- 05 CONCEPTUAL UTILITY ROUTING PLAN
- 06 CONCEPTUAL GRADING & SOIL EROSION CONTROL PLAN

METRO CONSULTING ASSOCIATES

6001 SCHOONER DRIVE
BELLEVILLE, MICHIGAN 48111
PHONE: 734.483.1427 FAX: 734.483.3431
www.metroca.net

CLIENT NAME: OXFORD COMPANY, LLC

DEXTER CROSSINGS
AREA PLAN
COVER SHEET

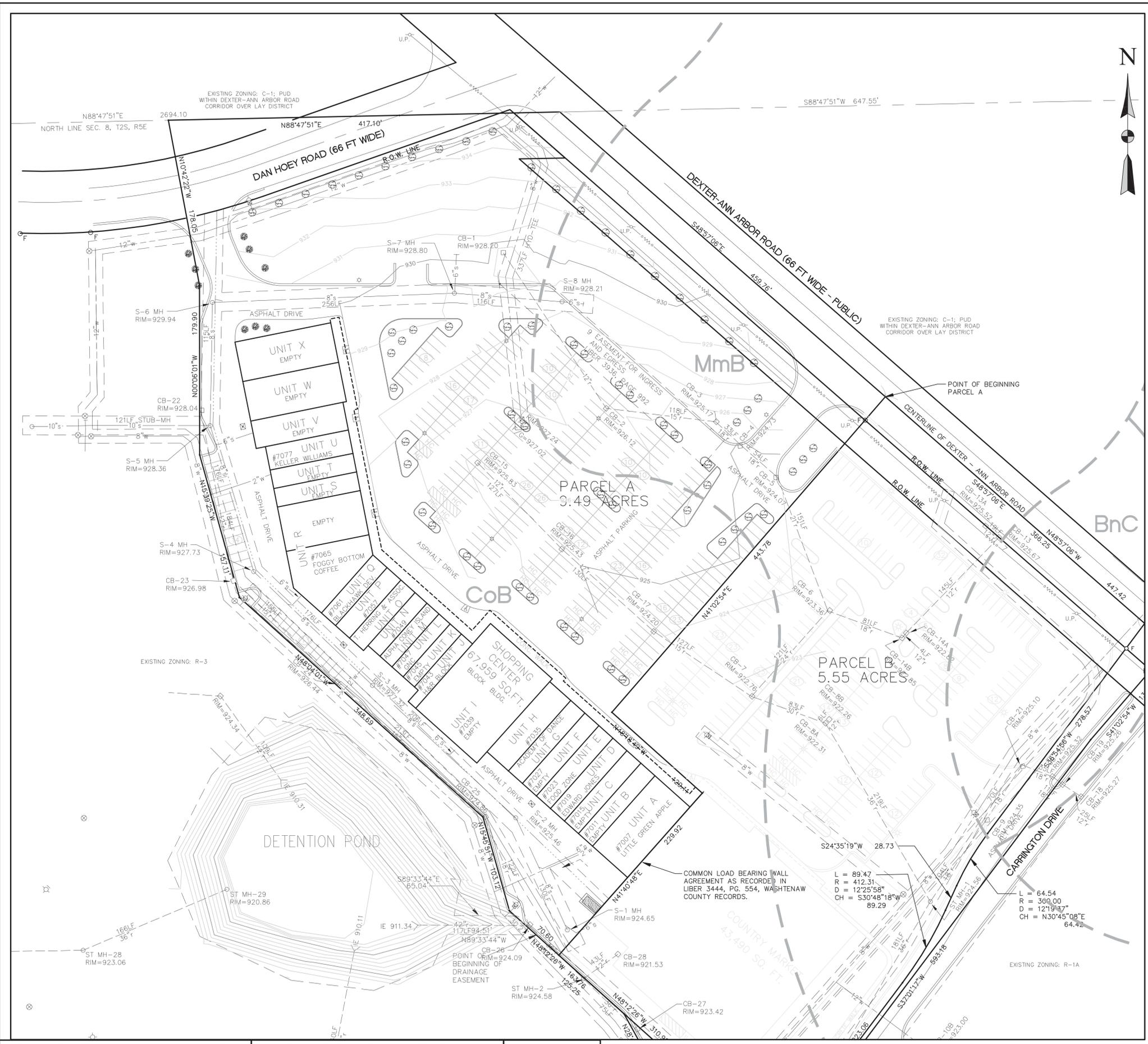
GRAPHIC SCALE	
0 40 80 160	
1 inch = 80 feet (24"x36" DRAWINGS ONLY)	
MCA JOB #:	1037-12-5579
DATE:	11-01-2012
DRAWN BY:	CB
CHECK BY:	TC
BOOK/CREW:	
ADDRESS:	7061 DEXTER-ANN ARBOR
SECTION:	8
TOWNSHIP:	2 SOUTH
RANGE:	5 EAST
COMMUNITY:	VILLAGE OF DEXTER
COUNTY:	WASHTENAW
SHEET:	01

CONSTRUCTION SITE SAFETY IS THE RESPONSIBILITY OF THE CONTRACTOR. NEITHER THE OWNER NOR THE ENGINEER SHALL BE EXPECTED TO ASSUME ANY RESPONSIBILITY FOR SAFETY OF THE WORK, OF PERSONS ENGAGED IN THE WORK, OF ANY NEARBY STRUCTURES, OR OF ANY OTHER PERSONS.

THE LOCATIONS OF EXISTING UNDERGROUND UTILITIES ARE SHOWN IN AN APPROXIMATE WAY ONLY AND HAVE NOT BEEN INDEPENDENTLY VERIFIED. THE CONTRACTOR SHALL DETERMINE THE EXACT LOCATION OF ALL EXISTING UTILITIES BEFORE COMMENCING WORK, AND AGREES TO BE FULLY RESPONSIBLE FOR ANY AND ALL DAMAGES WHICH MIGHT BE OCCASIONED BY THE CONTRACTOR'S FAILURE TO EXACTLY LOCATE AND PRESERVE ANY AND ALL UNDERGROUND UTILITIES.



PRELIMINARY - NOT FOR CONSTRUCTION



LEGAL DESCRIPTION (BY OTHERS)

TAX PARCEL ID# HD-08-08-200-013, HD-08-08-200-019

PARCEL A:
 A PARCEL OF LAND IN THE WEST 1/2 SECTION 8, T2S, R5E, FORMERLY KNOWN AS SCIO TOWNSHIP, WASHTEAW COUNTY, MICHIGAN, DESCRIBED AS FOLLOWS:
 COMMENCING AT THE NORTH 1/4 CORNER OF SAID SECTION 8; THENCE SOUTH 00°31'02" EAST 610.01 FEET ALONG THE NORTH-SOUTH 1/4 LINE OF SAID SECTION 8, TO THE CENTERLINE OF DEXTER-ANN ARBOR ROAD; THENCE NORTH 48°57'06" WEST 43.66 FEET ALONG SAID CENTERLINE OF DEXTER-ANN ARBOR ROAD TO THE POINT OF BEGINNING;
 THENCE S 41°02'54" W 130.65 FEET; THENCE S 37°01'17" W 593.18 FEET; THENCE N 43°22'19" W 137.62 FEET; THENCE N 28°45'01" W 94.54 FEET; THENCE N 48°12'26" W 163.76 FEET; THENCE N 15°45'51" W 103.12 FEET; THENCE N 48°04'01" W 348.69 FEET; THENCE N 15°39'25" W 157.11 FEET; THENCE N 00°06'01" W 179.90 FEET; THENCE N 10°42'22" W 178.05 FEET TO THE NORTH LINE OF SAID SECTION 8; THENCE N 88°47'51" E 417.10 FEET ALONG THE NORTH LINE OF SECTION 8 TO THE CENTERLINE OF DEXTER-ANN ARBOR ROAD; THENCE S 48°57'06" E 863.52 FEET ALONG THE CENTERLINE OF DEXTER-ANN ARBOR ROAD TO THE POINT OF BEGINNING.

PARCEL B:
 A PARCEL OF LAND IN THE WEST 1/2 SECTION 8, T2S, R5E, FORMERLY KNOWN AS SCIO TOWNSHIP, WASHTEAW COUNTY, MICHIGAN, DESCRIBED AS FOLLOWS:
 COMMENCING AT THE NORTH 1/4 CORNER OF SAID SECTION 8; THENCE SOUTH 00°31'02" EAST 610.01 FEET ALONG THE NORTH-SOUTH 1/4 LINE OF SAID SECTION 8, TO THE CENTERLINE OF DEXTER-ANN ARBOR ROAD; THENCE NORTH 48°57'06" WEST 81.17 FEET ALONG SAID CENTERLINE OF DEXTER-ANN ARBOR ROAD TO THE POINT OF BEGINNING;
 THENCE SOUTH 36°54'58" WEST 278.57 FEET; THENCE 64.54 FEET ALONG A CURVE TO THE LEFT WITH A CENTRAL ANGLE OF 121°9'37", 300.00 FOOT RADIUS, AND A CHORD BEARING SOUTH 30°45'08" WEST 64.42 FEET; THENCE SOUTH 24°35'19" WEST 28.73 FEET; THENCE 89.47 FEET ALONG THE ARC OF A CURVE TO THE RIGHT WITH A CENTRAL ANGLE OF 12°25'58", 412.31 FOOT RADIUS, AND A CHORD BEARING SOUTH 30°48'18" WEST 89.29; THENCE SOUTH 37°01'17" WEST 223.06 FEET; THENCE NORTH 48°12'26" WEST 310.98 FEET; THENCE NORTH 41°40'48" EAST 229.92 FEET; THENCE NORTH 48°18'49" WEST 129.11 FEET; THENCE NORTH 41°02'54" EAST 443.78 FEET TO THE CENTERLINE OF DEXTER-ANN ARBOR ROAD; THENCE SOUTH 48°57'06" EAST 366.25 FEET, ALONG THE CENTERLINE OF DEXTER-ANN ARBOR ROAD TO THE POINT OF BEGINNING.

SOIL TYPES

- CoB - CONOVER LOAM, 0%-4% SLOPES
- MmB - MIAMI LOAM, 2%-6% SLOPES
- BnC - BOYER LOAMY SAND, 6%-12% SLOPES

LEGEND

	EX SPOT ELEVATION		EX TELEPHONE MANHOLE
	EX CONTOUR		EX ELECTRIC MANHOLE
	EX PROPERTY LINE		EX ELECTRIC METER
	EX ADJACENT PROPERTY LINE		EX GAS METER
	EX SECTION LINE		EX LIGHT POLE
	EX EASEMENT LINE		EX TRAFFIC SIGNAL BOX
	EX WETLAND LIMITS		EX UNIDENTIFIED MANHOLE
	EX CURB/PAVEMENT		EX TRAFFIC SIGNAL POLE
	EX FENCE		EX UTILITY POLE
	EX GRAVEL		EX GUY WIRE
	EX DITCH		EX SIGN
	EX GUARDRAIL		EX MAILBOX
	EX WATER MAIN		EX TREE (CONIFEROUS)
	EX WATER VALVE		EX TREE (DECIDUOUS)
	EX HYDRANT		EX SECTION CORNER
	EX WATER MANHOLE		FOUND IRON PIPE
	EX WELL		FOUND IRON ROD
	EX STORM SEWER		FOUND PK NAIL
	EX STORM INLET/CATCH BASIN		FOUND CONC. MONUMENT
	EX STORM MANHOLE		SET IRON ROD
	EX STORM END SECTION		SET MAG NAIL
	EX SANITARY SEWER		
	EX SANITARY MANHOLE		
	EX UNDERGROUND GAS		
	EX GAS VALVE		
	EX OVERHEAD ELECTRIC		
	EX UNDERGROUND ELECTRIC		
	EX UNDERGROUND CABLE		
	EX TREE LINE		

METRO CONSULTING ASSOCIATES
 6001 SCHOONER DRIVE
 BELLEVILLE, MICHIGAN 48111
 PHONE: 734.483.1427 FAX: 734.483.3431
 www.metroca.net

CLIENT NAME: OXFORD COMPANY, LLC
DEXTER CROSSINGS
 AREA PLAN
 EXISTING CONDITIONS - SITE ANALYSIS

GRAPHIC SCALE
 0 30 60 120
 1 inch = 60 feet
 (24"x36" DRAWINGS ONLY)

MCA JOB #	1037-12-5579
DATE:	11-01-2012
DRAWN BY:	CB
CHECK BY:	TC
BOOK/CREW:	
ADDRESS:	7061 DEXTER-ANN ARBOR
SECTION:	8
TOWNSHIP:	2 SOUTH
RANGE:	5 EAST
COMMUNITY:	VILLAGE OF DEXTER
COUNTY:	WASHTEAW
SHEET:	02

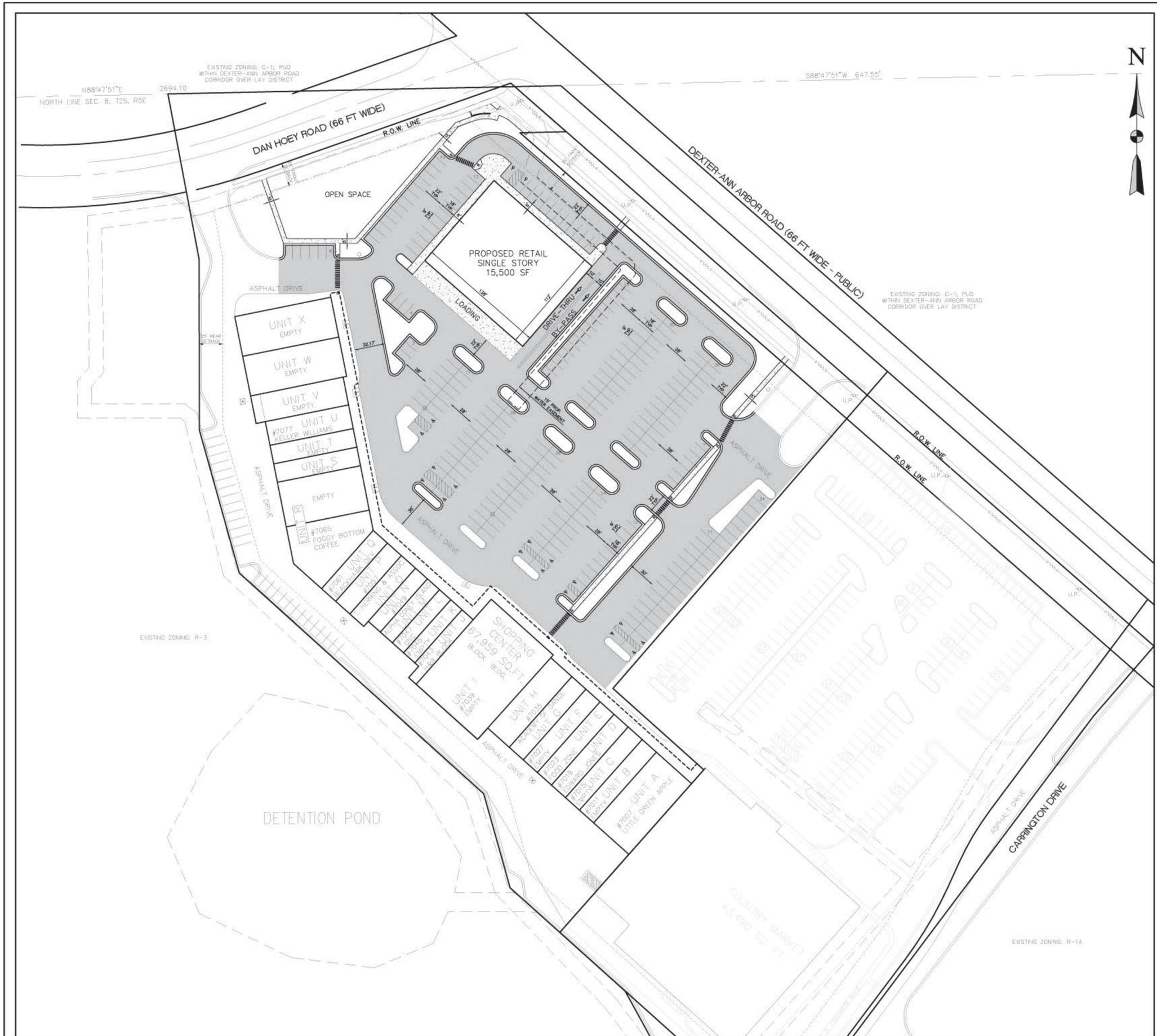
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NOTE: BASE MAP INFORMATION PER AS-BUILT SURVEY COMPLETED BY MIDWESTERN CONSULTING DATED 01/03/2012. CONDITIONS FIELD VERIFIED BY METRO CONSULTING ASSOCIATES, OCTOBER 2012.

PRELIMINARY - NOT FOR CONSTRUCTION



SITE DATA

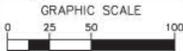
	REQUIRED/EXISTING	PROPOSED
ZONING:	C-1: GEN. BUSINESS; PUD WITHIN DEXTER-ANN ARBOR ROAD CORRIDOR OVER LAY DISTRICT	C-1: GEN. BUSINESS; PUD WITHIN DEXTER-ANN ARBOR ROAD CORRIDOR OVER LAY DISTRICT
SITE AREA:	2.00 ACRES MIN.	9.49 ACRES
LOT WIDTH:	200' MIN.	460' DEXTER-ANN ARBOR ROAD; 363' DAN HOEY ROAD
BUILDING SETBACKS:		
FRONT:	25' MIN.	56' DEXTER-ANN ARBOR ROAD; 91' DAN HOEY ROAD
SIDE:	10' ONE/20' TOTAL MIN.	N/A
REAR:	25' MIN.	37' EXIST.
BUILDING FLOOR AREA:	±67,959 SF EXIST.	15,500 SF PROP. ±83,459 SF TOTAL
BUILDING HEIGHT:	35/2 1/2 STORIES MAX.	1 STORY
LOT COVERAGE (BLDG):	N/A	20.2%
PARKING SPACES:		
ACCESSIBLE:	251 REQ. / 257 EXIST.	283
OPEN SPACE:	12 REQ. / 19 EXIST.	18
		1.09 AC / 47,470 SF (11.5%)

LEGEND

	EX SPOT ELEVATION		EX TELEPHONE MANHOLE
	EX CONTOUR		EX ELECTRIC MANHOLE
	EX PROPERTY LINE		EX ELECTRIC METER
	EX ADJACENT PROPERTY LINE		EX GAS METER
	EX SECTION LINE		EX LIGHT POLE
	EX EASEMENT LINE		EX TRAFFIC SIGNAL BOX
	EX WETLAND LIMITS		EX UNIDENTIFIED MANHOLE
	EX CURB/PAVEMENT		EX TRAFFIC SIGNAL POLE
	EX FENCE		EX UTILITY POLE
	EX GRAVEL		EX GUY WIRE
	EX DITCH		EX SIGN
	EX GUARDRAIL		EX MAILBOX
	EX WATER MAIN		EX TREE (CONIFEROUS)
	EX WATER VALVE		EX TREE (DECIDUOUS)
	EX HYDRANT		EX SECTION CORNER
	EX WATER MANHOLE		FOUND IRON PIPE
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	EX STORM INLET/CATCH BASIN		FOUND CONC. MONUMENT
	EX STORM MANHOLE		SET IRON ROD
	EX STORM END SECTION		SET MAG NAIL
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	EX SANITARY MANHOLE		
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	EX GAS VALVE		
	EX OVERHEAD ELECTRIC		
	EX UNDERGROUND ELECTRIC		
	EX UNDERGROUND CABLE		
	EX TREFLINE		

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DEXTER CROSSINGS
 AREA PLAN
 CONCEPTUAL LAYOUT PLAN



CLIENT NAME: OXFORD COMPANY, LLC

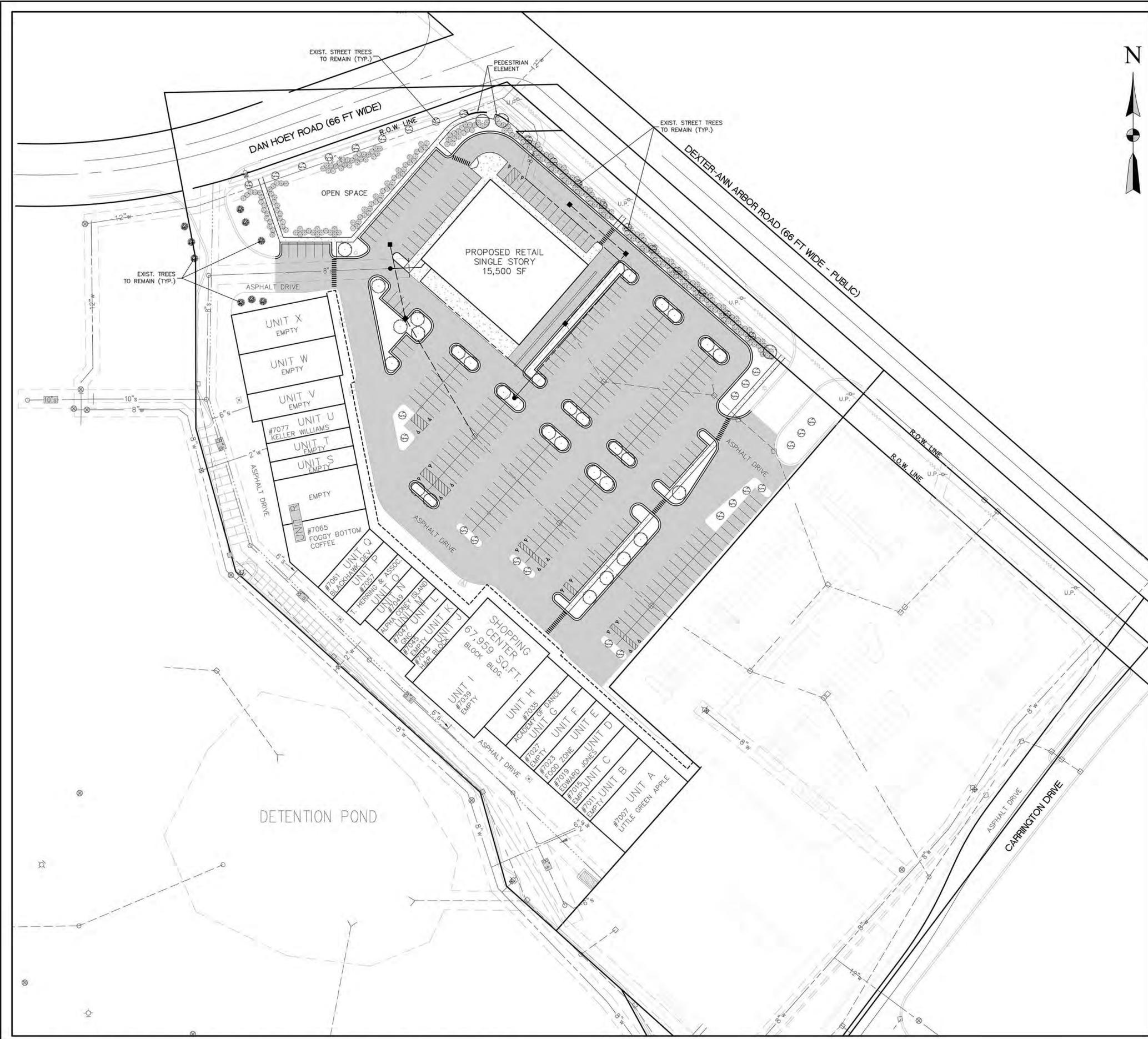
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TOWNSHIP:	2 SOUTH
RANGE:	5 EAST
COMMUNITY:	VILLAGE OF DEXTER
COUNTY:	WASHTENAW
SHEET:	03

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PRELIMINARY - NOT FOR CONSTRUCTION



LANDSCAPE CALCULATIONS

RIGHT-OF-WAY SCREENING - DEXTER-ANN ARBOR ROAD (460 LF)		
WIDTH:	REQUIRED: 10'-15'	PROPOSED: ±7.5'
SHRUBS:	154	154
RIGHT-OF-WAY SCREENING - DAN HOEY ROAD (363 LF)		
WIDTH:	REQUIRED: 10'-15'	PROPOSED: ±40'
SHRUBS:	121	121
INTERIOR PARKING LOT LANDSCAPING (283 SPACES)		
LANDSCAPED AREA:	REQUIRED: 1,867 SF	PROPOSED: 12,761 SF
DECIDUOUS TREES:	19	30 (+12 EXIST. TO REMAIN)
STREET TREES - DEXTER-ANN ARBOR ROAD (460 LF)		
DECIDUOUS TREES:	12	2 (+10 EXIST. TO REMAIN)
STREET TREES - DAN HOEY ROAD (363 LF)		
DECIDUOUS TREES:	10	1 (+9 EXIST. TO REMAIN)
TOTAL LANDSCAPING		
DECIDUOUS TREES:	41	33 (+31 EXIST. TO REMAIN)
SHRUBS:	275	275

LANDSCAPE NOTES

- THIS PLAN IS FOR PLANTING LOCATIONS ONLY.
- SIZES SPECIFIED ARE MINIMUM SIZES TO BE INSTALLED.
- IN THE EVENT THE PLANT LIST DOES NOT MATCH THE PLAN, THE PLAN SHALL TAKE PRECEDENCE.
- ALL LANDSCAPING SHALL BE INSTALLED AND MAINTAINED IN ACCORDANCE WITH VILLAGE STANDARDS IN A NEAT, HEALTHY AND WEED-FREE CONDITION, FREE FROM REFUSE AND DEBRIS. ANY DEAD, DISEASED OR DAMAGED PLANT MATERIAL IS TO BE REPLACED WITHIN ONE YEAR, OR THE NEXT APPROPRIATE PLANTING PERIOD, WHICHEVER COMES FIRST.
- ALL EXISTING TREES TO REMAIN THAT ARE DAMAGED DURING CONSTRUCTION SHALL BE REPLACED BY THE END OF THE FOLLOWING PLANTING SEASON.
- THE LANDSCAPE CONTRACTOR SHALL BE RESPONSIBLE FOR VERIFICATION OF ALL UNDERGROUND AND OVERHEAD UTILITIES. PLANT MATERIAL IS TO BE LOCATED SUCH THAT IT WILL NOT INTERFERE WITH ANY UNDERGROUND OR OVERHEAD UTILITIES. PLANTINGS WITHIN 15 FEET OF A FIRE HYDRANT SHALL NOT EXCEED 6 INCHES IN HEIGHT.
- PLANT TREES AND SHRUBS AT THE SAME GRADE LEVEL AT WHICH THEY WERE GROWN IN THE NURSERY. IF HEAVY CLAY SOILS ARE EVIDENT, PLANT TREES AND SHRUBS HIGHER, APPROXIMATELY 1/3 OF THE ROOT BALL ABOVE THE GRADE.
- REMOVE ALL TWINE, WIRE, NURSERY TREE GUARDS, TAGS AND INORGANIC MATERIAL FROM ROOT BALLS. PEEL BACK THE TOP 1/3 OF BURLAP FROM EARTH BALLS AND REMOVE ANY BURLAP AROUND TREE TRUNKS.
- ALL LANDSCAPE AREAS SHALL BE EXCAVATED OF ALL BUILDING/CONSTRUCTION MATERIAL AND POOR SOILS TO A DEPTH OF 18"-24" AND BACKFILLED WITH GOOD, MEDIUM TEXTURED PLANTING SOIL.
- BACKFILL DIRECTLY BEHIND ALL CURBS AND ALONG SIDEWALKS AND COMPACT TO TOP OF CURB OR WALK TO SUPPORT VEHICLE AND PEDESTRIAN WEIGHT WITHOUT SETTLING.
- ALL DISTURBED UNPAVED AREAS ARE TO BE SPREAD WITH A MINIMUM 4 INCHES OF TOPSOIL AND SEEDED.
- ALL LANDSCAPED AREAS SHALL BE PROVIDED WITH A READILY AVAILABLE WATER SUPPLY. NEWLY PLANTED MATERIALS SHALL BE REGULARLY WATERED UNTIL ESTABLISHED.
- IF AN APPROVED SPECIES IS NO LONGER ACCEPTABLE DUE TO SUCH THINGS AS INFESTATION OR DISEASE, A SUITABLE SIMILAR SPECIES SHALL BE USED AS REPLACEMENT. ANY PLANT SUBSTITUTIONS SHALL HAVE VILLAGE APPROVAL PRIOR TO INSTALLATION.
- RECOMMENDED PLANTING DATES ARE MARCH 1 TO MAY 15 FOR ALL MATERIALS AND OCTOBER 15 TO DECEMBER 15 FOR DECIDUOUS MATERIALS. PLANTINGS OUTSIDE THESE DATES SHALL HAVE PRIOR VILLAGE APPROVAL AND MAY REQUIRE SPECIAL TREATMENT, SUCH AS EXTRA WATERING OR MULCHING, TO INCREASE SURVIVAL POTENTIAL.
- PLANT MATERIAL SHALL NOT INTERFERE WITH SIGHT DISTANCE TRIANGLES.

LEGEND

EX. SPOT ELEVATION	EX. TELEPHONE MANHOLE
EX. CONTOUR	EX. ELECTRIC MANHOLE
EX. PROPERTY LINE	EX. ELECTRIC METER
EX. ADJACENT PROPERTY LINE	EX. GAS METER
EX. SECTION LINE	EX. LIGHT POLE
EX. EASEMENT LINE	EX. TRAFFIC SIGNAL BOX
EX. WETLAND LIMITS	EX. UNIDENTIFIED MANHOLE
EX. CURB/PAVEMENT	EX. TRAFFIC SIGNAL POLE
EX. FENCE	EX. UTILITY POLE
EX. GRAVEL	EX. GUY WIRE
EX. DITCH	EX. SIGN
EX. GUARDRAIL	EX. MAILBOX
EX. WATER MAIN	EX. TREE (CONIFEROUS)
EX. WATER VALVE	EX. TREE (DECIDUOUS)
EX. HYDRANT	EX. SECTION CORNER
EX. WATER MANHOLE	FOUND IRON PIPE
EX. WELL	FOUND IRON ROD
EX. STORM SEWER	FOUND PK NAIL
EX. STORM INLET/CATCH BASIN	FOUND CONC. MONUMENT
EX. STORM MANHOLE	SET IRON ROD
EX. SANITARY SEWER	SET MAG NAIL
EX. UNDERGROUND GAS	
EX. GAS VALVE	
EX. OVERHEAD ELECTRIC	
EX. UNDERGROUND ELECTRIC	
EX. UNDERGROUND CABLE	
EX. TREELINE	

ISSUED FOR:	DATE:	REV:
AREA PLAN SUBMITTAL	11-01-2012	0

METRO CONSULTING ASSOCIATES
 6001 SCHOONER DRIVE
 BELLEVILLE, MICHIGAN 48111
 PHONE: 734.483.1427 FAX: 734.483.3431
 www.metrocc.net

CLIENT NAME: OXFORD COMPANY, LLC
DEXTER CROSSINGS
 AREA PLAN
 CONCEPTUAL LANDSCAPE PLAN

GRAPHIC SCALE
 0 25 50 100
 1 inch = 50 feet
 (24"x36" DRAWINGS ONLY)

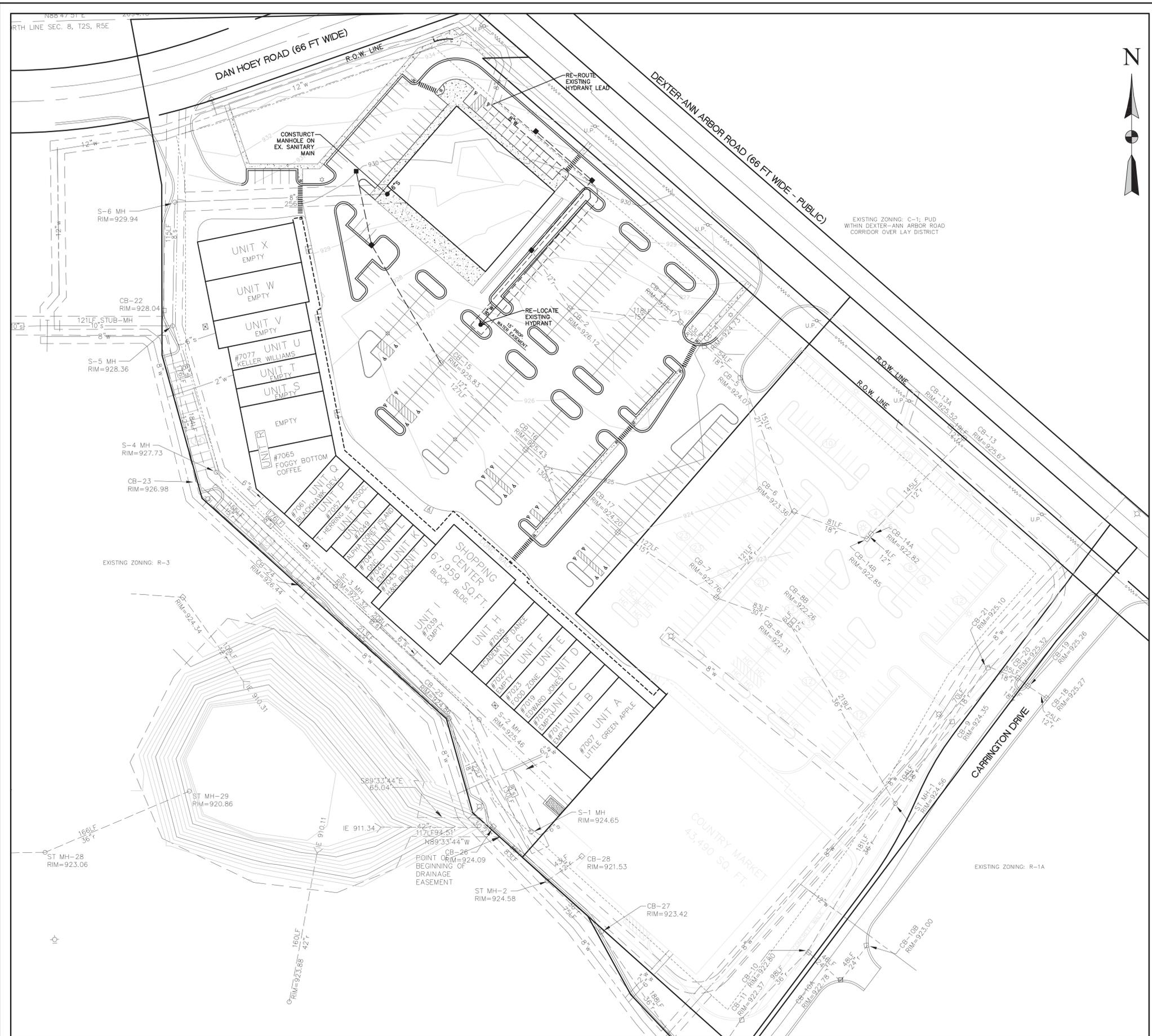
MCA JOB #:	1037-12-5579
DATE:	11-01-2012
DRAWN BY:	CB
CHECK BY:	TC
BOOK/CREW:	
ADDRESS:	7061 DEXTER-ANN ARBOR
SECTION:	8
TOWNSHIP:	2 SOUTH
RANGE:	5 EAST
COMMUNITY:	VILLAGE OF DEXTER
COUNTY:	WASHTENAW
SHEET:	04

CONSTRUCTION SITE SAFETY IS THE RESPONSIBILITY OF THE CONTRACTOR. NEITHER THE OWNER NOR THE ENGINEER SHALL BE EXPECTED TO ASSUME ANY RESPONSIBILITY FOR SAFETY OF THE WORK, OF PERSONS ENGAGED IN THE WORK, OF ANY NEARBY STRUCTURES, OR OF ANY OTHER PERSONS.

THE LOCATIONS OF EXISTING UNDERGROUND UTILITIES ARE SHOWN IN AN APPROXIMATE WAY ONLY AND HAVE NOT BEEN INDEPENDENTLY VERIFIED. THE CONTRACTOR SHALL DETERMINE THE EXACT LOCATION OF ALL EXISTING UTILITIES BEFORE COMMENCING WORK, AND AGREES TO BE FULLY RESPONSIBLE FOR ANY AND ALL DAMAGES WHICH MIGHT BE OCCASIONED BY THE CONTRACTOR'S FAILURE TO EXACTLY LOCATE AND PRESERVE ANY AND ALL UNDERGROUND UTILITIES.



PRELIMINARY - NOT FOR CONSTRUCTION



LEGEND

- PR. SPOT ELEVATION
- PR. CONTOUR
- PR. DRAINAGE ARROW
- PR. DITCH/SWALE
- PR. GRAVEL
- PR. EASEMENT LINE
- PR. SETBACK LINE
- PR. CURB/PAVEMENT
- PR. FENCE
- PR. ASPHALT PAVEMENT
- PR. CONCRETE PAVEMENT
- PR. CONCRETE WALK
- PR. GUARDRAIL
- PR. SIDEWALK RAMP
- PR. WATER MAIN
- PR. WATER VALVE
- PR. HYDRANT
- PR. WATER VALVE IN MANHOLE
- PR. WELL
- PR. STORM SEWER
- PR. STORM INLET/CATCH BASIN
- PR. STORM MANHOLE
- PR. STORM END SECTION
- PR. DOWNSPOUT CONNECTION
- PR. SANITARY SEWER
- PR. SANITARY MANHOLE
- PR. CLEANOUT
- PR. UTILITY CROSSING LOCATION
- PR. UNDERGROUND GAS
- PR. GAS VALVE
- PR. LIGHT POLE
- EX. WATER MAIN
- EX. WATER VALVE
- EX. HYDRANT
- EX. WATER MANHOLE
- EX. WELL
- EX. STORM SEWER
- EX. STORM INLET/CATCH BASIN
- EX. STORM MANHOLE
- EX. STORM END SECTION
- EX. SANITARY SEWER
- EX. SANITARY MANHOLE
- EX. UNDERGROUND GAS
- EX. GAS VALVE
- EX. OVERHEAD ELECTRIC
- EX. UNDERGROUND ELECTRIC
- EX. TELEPHONE MANHOLE
- EX. ELECTRIC MANHOLE
- EX. ELECTRIC METER
- EX. GAS METER
- EX. LIGHT POLE
- EX. TRAFFIC SIGNAL BOX
- EX. UNIDENTIFIED MANHOLE
- EX. TRAFFIC SIGNAL POLE
- EX. UTILITY POLE
- EX. GUY WIRE

ISSUED FOR:	AREA PLAN SUBMITTAL
DATE:	11-01-2012
REV:	0

METRO CONSULTING ASSOCIATES
 6001 SCHOONER DRIVE
 BELLEVILLE, MICHIGAN 48111
 PHONE: 734.483.1427 FAX: 734.483.3431
 www.metroca.net

CLIENT NAME: OXFORD COMPANY, LLC
DEXTER CROSSINGS
 AREA PLAN
 CONCEPTUAL UTILITY ROUTING PLAN

GRAPHIC SCALE
 0 30 60 120
 1 inch = 60 feet
 (24"x36" DRAWINGS ONLY)

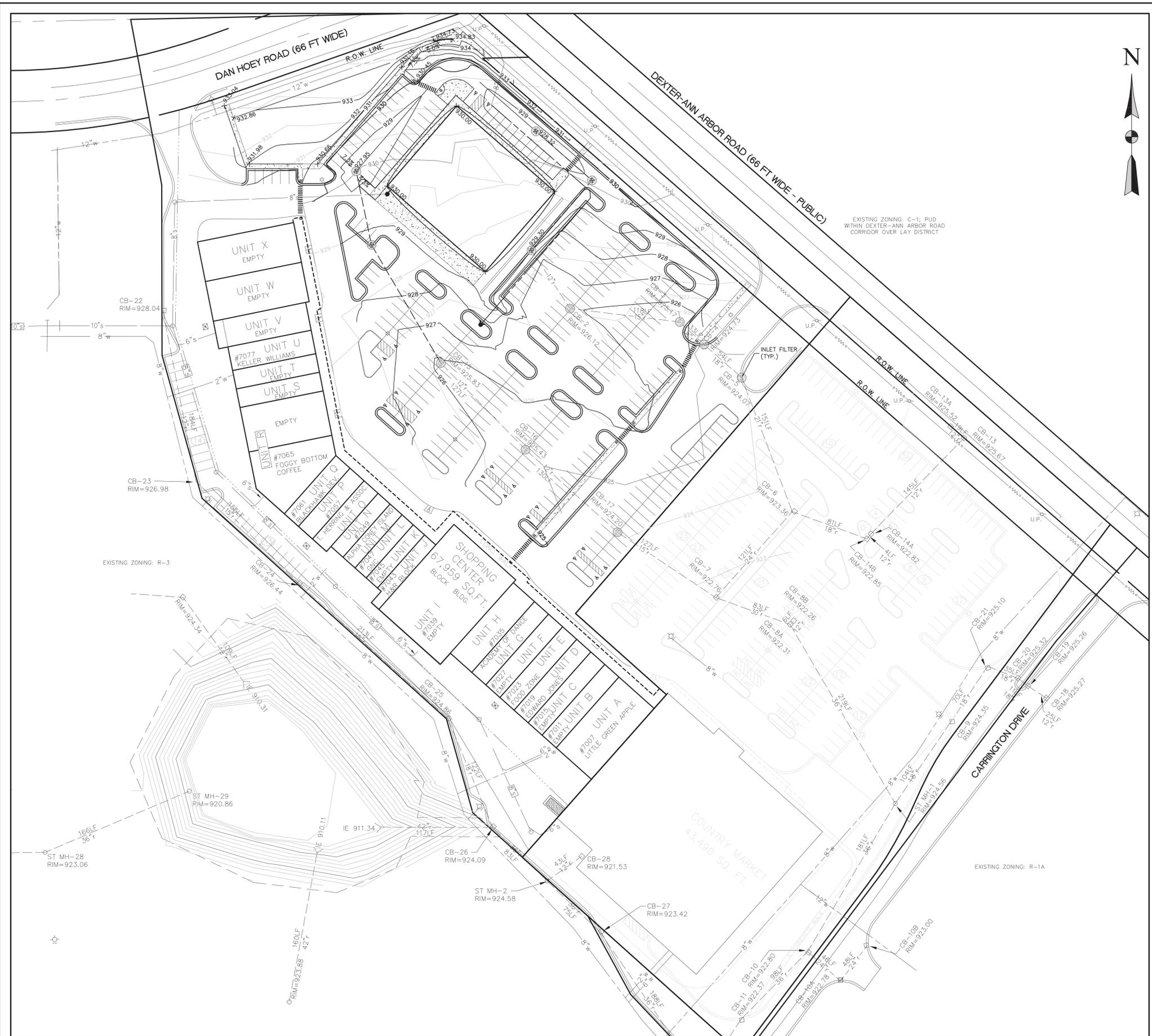
MCA JOB #	1037-12-5579
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COMMUNITY:	VILLAGE OF DEXTER
COUNTY:	WASHTENAW
SHEET:	05

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PRELIMINARY - NOT FOR CONSTRUCTION



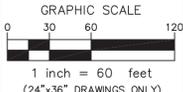
LEGEND

- PR. SPOT ELEVATION
- PR. CONTOUR
- PR. DRAINAGE ARROW
- PR. DITCH/SWALE
- PR. GRAVEL
- PR. EASEMENT LINE
- PR. SETBACK LINE
- PR. CURB/PAVEMENT
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- PR. SANITARY SEWER
- PR. SANITARY MANHOLE
- PR. CLEANOUT
- PR. UTILITY CROSSING LOCATION
- PR. UNDERGROUND GAS
- PR. GAS VALVE
- PR. LIGHT POLE
- EX. WATER MAIN
- EX. WATER VALVE
- EX. HYDRANT
- EX. WATER MANHOLE
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- EX. ELECTRIC MANHOLE
- EX. ELECTRIC METER
- EX. GAS METER
- EX. LIGHT POLE
- EX. TRAFFIC SIGNAL BOX
- EX. UNIDENTIFIED MANHOLE
- EX. TRAFFIC SIGNAL POLE
- EX. UTILITY POLE
- EX. GUY WIRE

ISSUED FOR:	AREA PLAN SUBMITTAL
DATE:	11-01-2012
REV:	0

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 BELLEVILLE, MICHIGAN 48111
 PHONE: 734.483.1427 FAX: 734.483.3431
 www.metroca.net

CLIENT NAME: OXFORD COMPANY, LLC
DEXTER CROSSINGS
 AREA PLAN
 CONCEPTUAL GRADING &
 SOIL EROSION CONTROL PLAN



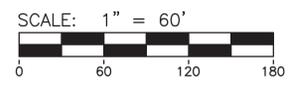
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SHEET:	06

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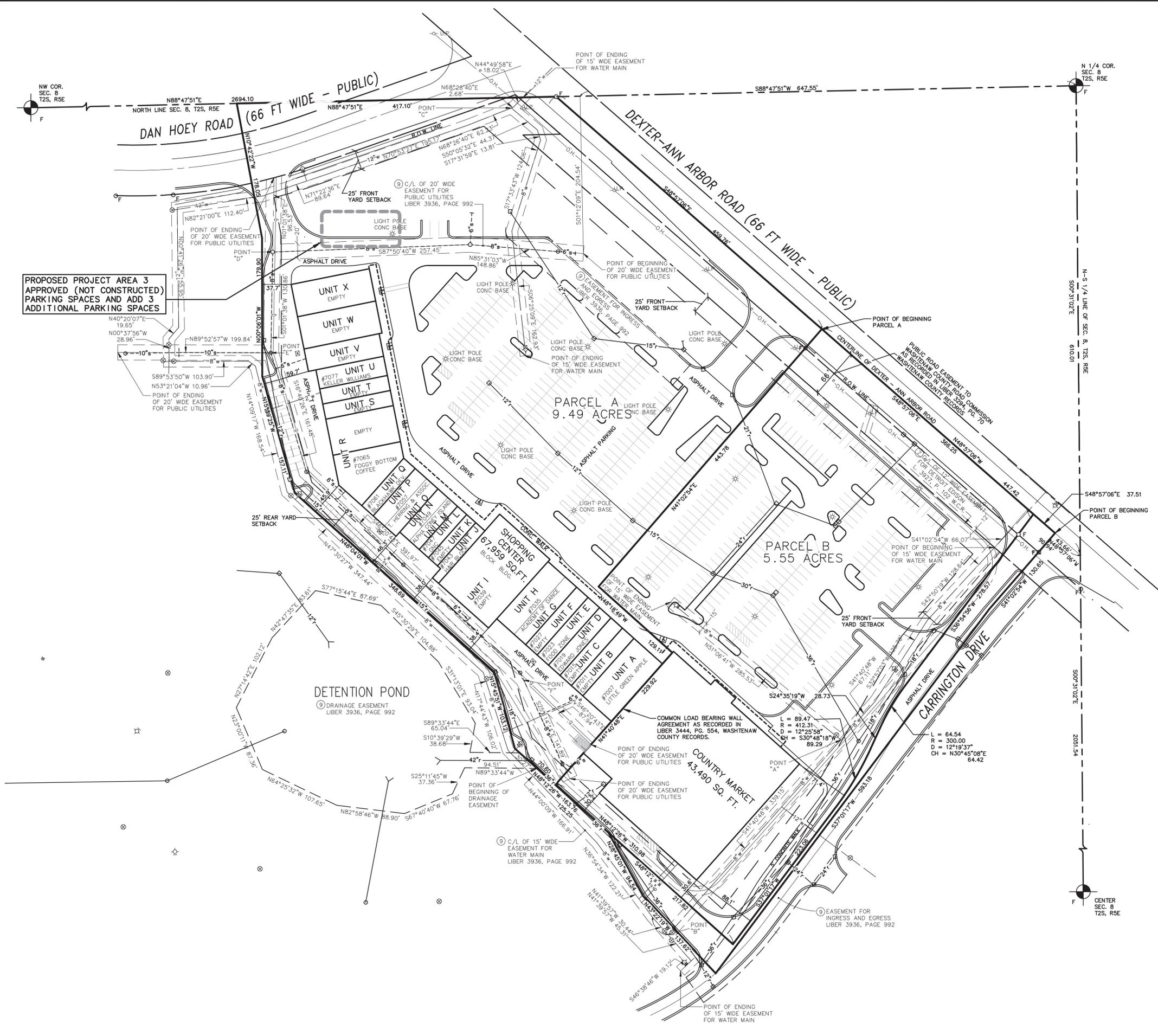
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PRELIMINARY - NOT FOR CONSTRUCTION



PROPOSED PROJECT AREA 3
APPROVED (NOT CONSTRUCTED)
PARKING SPACES AND ADD 3
ADDITIONAL PARKING SPACES



LEGAL DESCRIPTION

PARCEL A - DEXTER CROSSINGS:

A parcel of land in the West 1/2 Section 8, T2S, R5E, formerly known as Scio Township, Washtenaw County, Michigan, described as follows:

Commencing at the North 1/4 corner of said Section 8; thence South 00°31'02" East 610.01 feet along the North-South 1/4 line of said Section 8, to the centerline of Dexter-Ann Arbor Road; thence North 48°57'06" West 43.66 feet along said centerline of Dexter-Ann Arbor Road to the Point of Beginning; thence S 41°02'54" W 130.65 feet; thence S 37°01'17" W 593.18 feet; thence N 43°22'19" W 137.62 feet; thence N 28°45'01" W 94.54 feet; thence N 48°12'26" W 163.76 feet; thence N 15°45'51" W 103.12 feet; thence N 48°04'01" W 348.69 feet; thence N 15°39'25" W 157.11 feet; thence N 00°06'01" W 179.90 feet; thence N 10°42'22" W 178.05 feet to the North line of said Section 8; thence N 88°47'51" E 417.10 feet along the North line of Section 8 to the centerline of Dexter-Ann Arbor Road; thence S 48°57'06" E 863.52 feet along the centerline of Dexter-Ann Arbor Road to the Point of Beginning.

PARCEL B - COUNTRY MARKET:

A parcel of land in the West 1/2 Section 8, T2S, R5E, formerly known as Scio Township, Washtenaw County, Michigan, described as follows:

Commencing at the North 1/4 corner of said Section 8; thence South 00°31'02" East 610.01 feet along the North-South 1/4 line of said Section 8, to the centerline of Dexter-Ann Arbor Road; thence North 48°57'06" West 81.17 feet along said centerline of Dexter-Ann Arbor Road to the Point of Beginning; thence South 36°54'56" West 278.57 feet; thence 64.54 feet along a curve to the left with a central angle of 12°19'37", 300.00 foot radius, and a chord bearing South 30°45'08" West 64.42 feet; thence South 24°35'19" West 28.73 feet; thence 89.47 feet along the arc of a curve to the right with a central angle of 12°25'58", 412.31 foot radius, and a chord bearing South 30°48'18" West 89.29; thence South 37°01'17" West 223.06 feet; thence North 48°12'26" West 310.98 feet; thence North 41°40'48" East 229.92 feet; thence North 48°18'49" West 129.11 feet; thence North 41°02'54" East 443.78 feet to the centerline of Dexter-Ann Arbor Road; thence South 48°57'06" East 366.25 feet, along the centerline of Dexter-Ann Arbor Road to the Point of Beginning.

Tax ID Numbers: HD-08-08-200-013, HD-08-08-200-019.

Being Subject to:

- Easement for Overhead/Underground Easement (Right-of-Way) and in favor of The Detroit Edison Company; Ameritech Telephone Company and Continental Cable of Michigan as set forth in instrument recorded January 28, 2000 in Liber /Book 3727, Page/Folio 102. (Plotted)
- Terms and conditions of Development Agreement by and between the Village of Dexter and Blackhawk Development Corporation, recorded November 12, 1998 in Liber 3807, Page 104. (Nothing to Plot)
- Reciprocal Easement Agreement by and between Shamrock Development Co., L.L.C., a Michigan limited liability company and Dexter Crossing L.L.C., a Michigan limited liability company, recorded June 17, 1997 in Liber 3444, Page 554 and amended by Amendment to and Modification of Reciprocal Easement Agreement and Operating Agreement, dated March 24, 2000 in Liber 3936, Page 992. (Plotted)
- Memorandum of Operation Agreement by and between Blackhawk Development Corporation and Shamrock Development Co., L.L.C., dated June 11, 1997 and recorded June 17, 1997 in Liber 3444, Page 550. (Nothing to Plot)
- Easements for Right-of-Way and in favor of Michigan Bell Telephone Company as set forth in instrument recorded February 9, 1946 in Liber/Book 411, Page/Folio 197. (N/A, North of Dexter Road)
- Rights of the public any governmental unit in any part of the land taken, deemed or used for street, road or highway purposes.

MIDWESTERN CONSULTING
Civil, Environmental and Transportation Engineers
Planners, Surveyors
Landscape Architects
3815 Plaza Drive
Ann Arbor, Michigan 48108
Phone: 734.995.0200
Fax: 734.995.0599

CLIENT
DEXTER CROSSINGS ASSOCIATES, LLC
210 S. FIFTH AVE.
ANN ARBOR, MI 48104
ED FLAHERTY/LYLE BECKWITH

DEXTER CROSSINGS COMMERCIAL
AMENDMENT TO FINAL SITE PLAN
EXISTING CONDITIONS

2

DATE: 6/25/14	REV. DATE:
SHEET 2 OF	REV. DATE:
CADD: DAG	REV. DATE:
ENG: TC	REV. DATE:
TECH: TC	REV. DATE:
1:4095EXT.dwg	REV. DATE:

JOB No. **14099**

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Agenda: 11/24/14

Item: L-3

Memo

To: Council
From: Marie Sherry, Treasurer
& Courtney Nicholls, Manager
Date: 11/14/2014
Re: Assessing Transition

On November 12th, Courtney and I met with Raman Patel (Director), Dick Steffans (Management Manager), Lori Cash (Management Analyst I/II), and Charlie Mosher (Management Analyst I/II) of Washtenaw County Equalization, Bill Sinkule (Assessor) of Webster Township, and Jim Merte (Assessor) of Scio Township to discuss the transition of assessing records from the townships to the City of Dexter. Following is a recap of this meeting.

2015 Township Assessing Roll

- The township assessors are responsible for the preparation of the 2015 tax roll through December 31, 2014, which is considered “tax day”.
- Because the township assessors are preparing the rolls and making the assessing decisions for these rolls, they should be the representatives for the 2015 March Board of Review to be held by the respective townships.
- Following completion of the Boards of Review, the townships will turn the City of Dexter portion of their 2015 tax rolls over to Washtenaw County Equalization – it is anticipated that this will happen by April 1st.
- Washtenaw County Equalization will combine the property information from the two townships, and assign new parcels numbers to them. Webster Township's number is 03, and Scio Township's number is 08. Because a majority of the Village was located in Scio Township, Equalization says that they will use 08 as a starting number. The change will look like this:
 - HD-08-06-xxx-xxx (formerly in Scio Township) will become 08-08-06-xxx-xxx.
 - CD-03-31-xxx-xxx (formerly in Webster Township) will become 08-03-31-xxx-xxx.
- After the two rolls are combined and have new numbers assigned, County Equalization will provide it to the City of Dexter for tax collection.

- Both townships as well as Washtenaw County use the same software company (BS&A) that is used by the Village, so the roll combination and preparation should be pretty seamless.
- The above is the process that was used to transition Chelsea from a Village to a City, and it was acceptable to the State of Michigan.

City of Dexter Assessor

- There are four certification levels for assessors in the State of Michigan. Levels I and II are combined, followed by Level III and Level IV. County Equalization recommends that the City of Dexter require a Level III Assessor, although Level II would be the minimum level for a community of our size. They do not believe a Level IV is necessary, unless the City prefers an assessor with those qualifications.
- County Equalization recommends that the City hire a full time assessor, but in the alternative that a contracted assessor be required to hold office hours at the City offices a minimum of 2 one-half days, or preferably 1 full day and a half day. This is because of the amount of oversight and review required to keep the City records (which are currently in very up-to-date and excellent condition from the townships according to Equalization staff) in good condition requires more than occasional office hours.
- The City Assessor will need two software programs. BS&A Equalization software and APEX drawing software. A quote for the BS&A software of \$8,645 is attached to this memo, and staff recommends that the APEX software be purchased after an assessor is on board because there is more than one option that is compatible with Equalization and we should get whatever the new assessor prefers. APEX software appears to cost less than \$500, and is licensed per computer.
- The City should have the new assessor on board as soon after January 1st as possible, as he/she will be responsible for starting the 2016 roll as well as handling any issues and/or changes that develop after the Townships finish maintaining the 2015 rolls.
- County Equalization recommends advertising in the Michigan Assessor magazine, which is the monthly publication of the Michigan Assessors Association. The deadline for want ads is the 10th of each month, and the price ranges from \$40 to a 1/8 page ad to \$225 for a full page ad.
- Any contracts signed with an outside assessor should state that all maps and drawings are the property of the City.

Miscellaneous

- County Equalization performs mapping duties at no cost for County communities. Scio Township currently provides township maps for the County's use. The recommendation is that the City use Washtenaw County for mapping services moving forward.
- County Equalization requested an electronic copy of the City's boundary map, which has been provided, and a copy of the City Charter, which has also been provided.
- We asked the township assessors to provide us with a list of duties that they perform to help us prepare an RFP.

Proposal for Software and Services, Presented to...

City of Dexter, Washtenaw County MI

November 7, 2014

Quoted by: Dan J. Burns, CPA



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

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

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

Contents

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

Cost Summary; Totals.....	3, 4, 5
Annual Service Fees.....	6
Optional Items.....	7
Acceptance.....	8
Contact Information.....	9



Cost Summary

Application and Annual Service Fee prices based on a combined parcel count of 2,378 for the merging portions of the following databases:

- Webster Township, Washtenaw County
- Scio Township, Washtenaw County

Software is licensed for use only by municipality identified on the cover page. . If used for additional entities or agencies, please contact BS&A for appropriate pricing.

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

Applications, New Purchase

Assessing .NET
Network Version

\$7,795

Data Conversions

Obtain data from Webster Township and Scio Township to populate database.

Implementation and Training

- \$850/day
- Days quoted are estimates; you are billed for actual days used

Services include:

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

Assessing .NET

Days: 1

\$850



Cost Totals

Not including Annual Service Fees

Applications	\$7,795
Implementation and Training	\$850

Total Proposed	\$8,645
-----------------------	----------------

Travel Expenses

Included with Software Setup and Training

No charge

Grand Total (with Travel Expenses)	\$8,645
---	----------------



Annual Service Fees, New Purchases

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

Assessing .NET	\$1,560
----------------	---------



Optional Item(s)

Program Customization

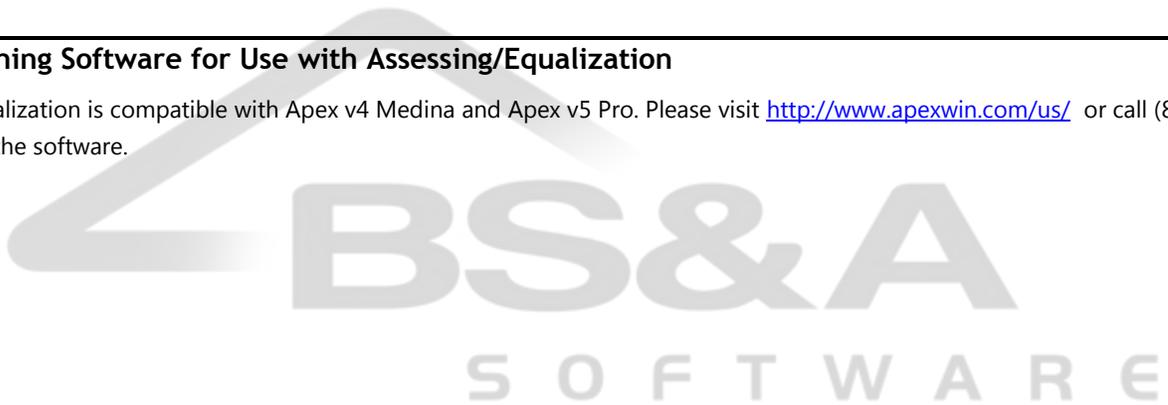
BS&A strives to provide a flexible solution that can be tailored to each municipality's needs. However, in some cases, custom work may be required. Typical examples include:

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

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

Apex Sketching Software for Use with Assessing/Equalization

Assessing/Equalization is compatible with Apex v4 Medina and Apex v5 Pro. Please visit <http://www.apexwin.com/us/> or call (800) 858-9958 to order the software.



Acceptance

Signature constitutes...

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

Signature

Date



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

Returning Accepted Proposal to BS&A

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

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

Fax: (517) 641-8960

Email: dburns@bsasoftware.com

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

Contact Information

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

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

Key Contact for Implementation and Project Management

Name _____ Title _____

Phone/Fax _____ Email _____

Mailing Address _____

City, State, Zip _____

IT Contact

Name _____ Title _____

Phone/Fax _____ Email _____

Mailing Address _____

City, State, Zip _____