

H. COMMUNICATIONS:

1. Upcoming Meeting List
2. 2009 Report Schedule
3. Transportation Funding Responses
4. 2009 Dexter Area Fire Department Budget

Page# 5-16

I. REPORTS:

1. Community Development Manager – Allison Bishop – Written Update

Page# 17-18

2. Assistant Village Manager – Courtney Nicholls

Page# 19-20

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

Arts, Culture & Heritage Committee Representative – Paul Cousins

Dexter Area Chamber

Dexter Area Fire Department Representative

Downtown Development Authority Chair

Farmers Market Representative

Gordon Hall Mgmt Team Representative

Huron River Watershed Council Representative

Library Board Representative

Parks & Recreation Commission Chair

Planning Commission Chair

Tree Board Chair

Washtenaw Area Transportation Study Policy Committee Rep.

Western Washtenaw Area Value Express Representative

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4. Subcommittee Reports

Facility Committee – none

Mill Pond Park Planning Team - none

Utility Committee – none

5. Village Manager Report

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6. President’s Report

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

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J. CONSENT AGENDA

Bills & Payroll will be a standing item under consent agenda. Discussion of the Budget and Financial matters will be covered under the Presidents Report as a standing item. Items under consent agenda are considered routine and will be acted upon in one motion. There will be no separate discussion of these items unless a Council Member so requests, and the item will be removed from Consent and added to the regular agenda at the end of New Business.

1. Consideration of: Bills & Payroll in the amount of: \$ 124,930.42

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K. OLD BUSINESS- Consideration and Discussion of:

1. Discussion of: Main Street Bridge Project – Construction Updates
Phase 2 Funding Updates

Page# 41-42

2. Discussion of: Facilities Matrix

Page# Provided in 12-22-08 Packet

L. NEW BUSINESS- Consideration and Discussion of:

1. Consideration of: Drinking Water Revolving Fund – Scope of Work from Orchard, Hiltz, & McCliment to complete the application process

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2. Consideration of: Resolution in support of the Huron-Clinton Metropolitan Authority's Phase 2 Trail

Page# 55-56

3. Consideration of: Request from Arts, Culture and Heritage Committee for membership in the Arts Alliance

Page# 57-60

4. Consideration of: Employee Handbook

Page# 61-102

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M. COUNCIL COMMENTS

N. NON-ARRANGED PARTICIPATION

Same as item F. Those addressing the Council will state their name, and address. This section is limited to 5-minutes per participant or 10-minutes for group representatives.

O. ADJOURNMENT

**Town Hall Meeting Reminder
February 26th – 7 p.m. to 9 p.m. at the Senior Center
Topic: Village Emergency Services &
General Questions and Answers**

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

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DEXTER VILLAGE COUNCIL
REGULAR MEETING
MONDAY, DECEMBER 22, 2008

AGENDA 1-12-09
ITEM C-1

A. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

The meeting was called to order at 7:30 by President Keough in the Dexter Senior Center located at 7720 Dexter Ann Arbor Rd. in Dexter, Michigan

B. ROLL CALL: President Keough

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

C. APPROVAL OF THE MINUTES

Regular Council Meeting Minutes- December 08, 2008 as presented.

Motion Smith; support Carson to approve the regular Council minutes of December 08, 2008 with the following corrections:

- K1 change funding to information
- K2 insert village owned portion of in front of Monument Park and former in front of Cottage Inn

Ayes: Cousins, Fisher, Smith, Semifero, Tell, Carson, and Keough.

Nays: none

Motion carries

D. PREARRANGED PARTICIPATION

None

E. APPROVAL OF THE AGENDA

Motion Smith; support Carson to approve the agenda as presented.

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

Nays: none

Motion carries

F. PUBLIC HEARINGS

None

G. NON-ARRANGED PARTICIPATION

Alan Green of 8368 Parkridge Dr. gave a personal thank you to Council members attending the Mill Creek Park meeting on December 14 and asked for feedback from the Council.

H. COMMUNICATIONS:

1. Downtown Snow Removal Letter
 2. Washtenaw Area Transportation Study – Letter of Nomination
- Jim Carson also mentioned that he was appointed to the Federal Aid Committee for WATS that determines how the money is distributed.

I. REPORTS

1. Board, Commission & Other Reports
None
2. Subcommittee Reports
No affected reports
3. Village Manager Report

Mrs. Dettling submits her report as per packet. In addition the Village Manager reported on the January meeting schedule, a minor change in the Well Agreement to allow for an electrical agreement and an illegal trespass notice at Dexter High School on December 18. Mr. Cousins commented on the project list for Phase II of the Bridge and the low figure assigned to it. Mr. Carson stated that WATS has the figure at \$10,000,000.

4. President's Report

Mr. Keough submits his report as per packet. In addition Mr. Keough spoke of meeting with Chuck McGonigle of Colorbok on December 17 and introducing him to SPARK. Mr. Keough also handed out an email communication regarding Gordon Hall and the sewer system and proposed meeting sometime in January.

J. CONSENT AGENDA

1. Consideration of: Bills and Payroll in the amount of \$317,567.62
2. Consideration of: 2009 Meeting Schedule

Motion Fisher; support Semifero to approve the consent agenda as presented.

Ayes: Semifero, Tell, Fisher, Carson, Cousins, Smith, and Keough.

Nays: None

Motion carries

K. OLD BUSINESS-Consideration and Discussion of:

1. Discussion of: Main Street Bridge Project- Construction Updates
Phase 2 Funding Updates

Mrs. Dettling reported that the railroad letter has not been sent yet because of the uncertainty of the site review fee.

Motion Carson; support Tell to approve up to \$1000 for the permit application fee to Norfolk Railroad.

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

Nays: None

Motion carries

Mr. Cousins reported on the project that a lot of grading was done prior to the snow storm and are continuing to finish up before stopping. Approaches will need to be patched.

L. NEW BUSINESS-Consideration of and Discussion of:

1. Consideration of: Council Rules

Two corrections to be made, Parks Commission should be Parks and Recreation Commission and Rule 8 should say "for" in place of "or".

Motion Fisher; support Smith to approve the Council Rules with the corrections of Parks Commission and rule 8.

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

Nays: none

Motion carries

2. Consideration of: Organizational Matters Resolution

Motion Fisher: support Smith to approve the Organizational Matters Resolution.

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

Nays: None

Motion carries

3. Discussion of: February 26, 2009 Town Hall Meeting

Ms. Nicholls reviewed the Townhall Meeting planning and clarified Dexter Post as a part of the Ann Arbor News.

M. COUNCIL COMMENTS

Fisher	None
Cousins	Happy Holidays
Semifero	None
Jones	None
Smith	None
Carson	Informed members that the transportation package has not yet passed and that villages becoming cities will have 3 years to adopt a charter and opposed to 2 years in the past.
Tell	None

N. NON-ARRANGED PARTICIPATION

None

O. ADJOURNMENT

Motion Cousins; support Fisher to adjourn at 8:27

Unanimous voice vote for approval

Respectfully submitted,

Carol J. Jones
Clerk, Village of Dexter

Approved for Filing: _____

2009 Upcoming Meetings

Dexter Downtown Development Authority	1/8/2009	7:30 p.m.	Senior Center	http://www.villageofdexter.org	Shawn Keough
Dexter Community Schools Board of Education	1/12/2009	7:00 p.m.	Creekside Intermediate School	http://web.dexter.k12.mi.us/	
Scio Township Downtown Development Authority	1/12/2009	12:00 p.m.	Scio Township Hall	http://www.twp.scio.mi.us/	
Scio Township Planning	1/12/2009	7:30 p.m.	Scio Township Hall	http://www.twp.scio.mi.us/	
Chelsea City Council	1/13/2009	7:00 p.m.	Washington Street Education Center	http://www.city-chelsea.org/	
Dexter Township Planning	1/13/2009	7:00 p.m.	Dexter Township Hall	http://www.twp-dexter.org/	
Scio Township Board	1/13/2009	7:00 p.m.	Scio Township Hall	http://www.twp.scio.mi.us/	
Dexter Area Chamber of Commerce	1/14/2009	7:30 a.m.	Chamber Offices	http://www.dexterchamber.org/	Paul Cousins
Healthy Community Walking Committee	1/15/2009	8:30 a.m.	Chelsea Hospital - White Oak Room		Paul Cousins
Chelsea Area Planning Team/Dexter Area Regional	1/19/2009	7:00 p.m.	TBD	http://www.ewashtenaw.org/	Jim Carson
Dexter Township Board	1/20/2009	7:00 p.m.	Dexter Township Hall	http://www.twp-dexter.org/	
Dexter Village Parks Commission	1/20/2009	7:00 p.m.	Village Offices	http://www.villageofdexter.org	Joe Semifero
Dexter Village Tree Board	1/20/2009	5:30 p.m.	Village Offices	http://www.villageofdexter.org	
Washtenaw County Road Commission	1/20/2009	1:00 p.m.	Road Commission Offices	http://www.wcroads.org/	
Webster Township Board	1/20/2009	7:30 p.m.	Webster Township Hall	http://www.twp.webster.mi.us/	
Dexter Village Zoning Board of Appeals	1/21/2009	7:00 p.m.	Senior Center	http://www.villageofdexter.org	Ray Tell
Washtenaw Area Transportation Study-Policy	1/21/2009	9:30 a.m.	Scio Township Hall	http://www.miwats.org/	Jim Carson
Washtenaw County Board of Commissioners	1/21/2009	6:45 p.m.	Board Room, Admin Building	http://www.ewashtenaw.org/government/boc/	
Webster Township Planning	1/21/2009	7:30 p.m.	Webster Township Hall	http://www.twp.webster.mi.us/	
Huron River Watershed Council	1/22/2009	5:30 p.m.	1100 N. Main, Suite 210, Ann Arbor	http://www.hrwc.org/	Paul Cousins

AGENDA 1-12-09

ITEM M-1

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

REPORT SCHEDULE FOR 2009

AGENDA 1-12-09

ITEM

H-2

	First Meeting of Month	Second Meeting of Month
January	1/12/2009	1/26/2009
	Village Manager Assistant Village Manager Arts, Culture, Heritage	Village Manager Treasurer (Oct-Dec) WAVE
February	2/9/2009	2/23/2009
	Village Manager Library Board Representative Sheriff Department	Village Manager WATS Policy Representative DAFD Representative
March	3/9/2009	3/23/2009
	Village Manager DPW Supervisor (Nov-Feb) Planning Commission Chair	Village Manager Parks Commission Chair DHS-Gordon Hall Mgmt Team Rep.
April	4/13/2009	4/27/2009
	Village Manager Farmers Market Rep DACC Rep.	Village Manager DDA Chair Treasurer (Jan-March)
May	5/11/2009	Tuesday 5/26/09
	Village Manager Assistant Village Manager Sheriff Department Arts, Culture, Heritage	Village Manager HRWC Representative WAVE Representative DAFD Representative
June	6/8/2009	6/22/2009
	Village Manager	Village Manager
July	7/13/2009	7/27/2009
	Village Manager WATS Policy Representative DHS-Gordon Hall Mgmt Team Rep. Farmers Market Rep	Village Manager DPW Supervisor (March - June) Treasurer (April - June)
August	8/10/2009	8/24/2009
	Village Manager DACC Rep. Sheriff Department	Village Manager Library Board Representative DAFD Representative
September	9/14/2009	9/28/2009
	Village Manager Assistant Village Manager Planning Commission Chair	Village Manager Park Board Chair WATS Arts, Culture, Heritage
October	10/12/2009	10/26/2009
	Village Manager HRWC Representative Parks & Rec Chair WAVE	Village Manager Treasurer (July - Sept)
November	11/9/2009	11/23/2009
	Village Manager Downtown Development Chair Sheriff DPW Supervisor (July-Oct)	Village Manager DAFD Representative
December	12/14/2009	12/28/2009
	Village Manager DHS-Gordon Hall Mgmt Team Rep. DACC Rep.	Village Manager



STATE OF MICHIGAN
OFFICE OF THE GOVERNOR
LANSING

AGENDA 1-12-09
ITEM M-3

JENNIFER M. GRANHOLM
GOVERNOR

JOHN D. CHERRY, JR.
LT. GOVERNOR

December 9, 2008

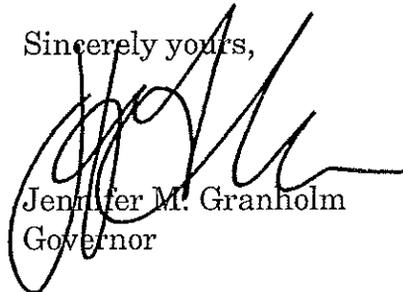
James Carson, Trustee
Village of Dexter
8140 Main St.
Dexter, MI 48130

Dear Mr. Carson:

Thank you for sharing your support for the transportation funding bills currently under review by the Michigan House of Representatives. I understand the challenges facing our state's transportation agencies and appreciate efforts to make efficient use of available resources. I will be sure to consider your opinion as I continue to address transportation funding and budget issues.

Please keep me updated on the issues affecting your community as your input is helpful when shaping effective policy.

Sincerely yours,



Jennifer M. Granholm
Governor

JMG/CSD:rb

Courtney Nicholls

From: Pam Byrnes (District 52) [Dist052@house.mi.gov]
Sent: Tuesday, December 16, 2008 4:31 PM
To: Courtney Nicholls
Subject: Re: Project List

Hi Courtney,

Thank you for sending this to us. I will make sure than Representative Byrnes sees this. I would also suggest that you forward this to MDOT so that they are aware of your priorities.

Sincerely,

Cia Segerlind
Chief of Staff
Office of Representative Pam Byrnes

- forwarded to MDOT by Rep. Byrnes' office - 12/17/08

>>> "Courtney Nicholls" <cnicholls@villageofdexter.org> 12/16/2008 3:23 PM >>>

Good afternoon Representatives and Resource Organizations,

Attached is a list of projects in the Village of Dexter that could be included on the various public infrastructure improvement lists that are being created. If you have any questions please let me know.

Courtney Nicholls
Village of Dexter
Assistant Village Manager
734-426-8303 x17

Courtney Nicholls

From: Ofc. L. Brater [SenLBrater@senate.michigan.gov]
Sent: Wednesday, December 10, 2008 4:45 PM
To: Courtney Nicholls
Subject: Transportation Funding Reply

Thank you for contacting my office with your desire to improve the quality of Michigan's roadways and transportation infrastructure. I agree that our current transportation funding mechanisms are not sufficient and that many of our roads, bridges and freeways are in need of replacement or repair. As a member of the Bi-Partisan Bi-Cameral Public Transit Caucus here in the Legislature, I also believe that public transit in Michigan needs to have an increasing share of available funding.

As you are likely aware, the state Transportation Funding Task Force recently issued their final report on the adequacy and funding options for our transportation and aeronautics services in Michigan. This report reviewed strategies for "maximizing return on transportation investment, and evaluation of potential alternative strategies to replace or supplement transportation taxes and fees." The major focus of the group was building and maintaining a strong transportation network to support economic activity and personal mobility

I am in the process of reviewing this report and recommendations. In the coming months, I look forward to continued discussions with my colleagues in the Legislature and concrete action on transportation funding. I hope to achieve a sustainable funding model that achieves a balance between improving and maintaining our current infrastructure and the development of other transportation options.

Thank you again for taking the time to share your views with me. I hope you will keep me informed as other matters arise that you would like me to know about.

Senator Liz Brater
(866) 305-0318
senate.michigan.gov/dem/sd18
senlbrater@senate.michigan.gov

AGENDA 1-12-09
ITEM M-4

EXPENDITURES

Dexter Area Fire Department 2008 Budget

2007	2008	2008	2008 %	Projected	2008	2009	Increase	2009 %
Final	Budget	To Date	To Date	2008	% of Original	Request	(decrease)	Change from
		11/30/07		2007			from 2008	2007

Code	Description	Positions	2009 Salary	2009 Total	2007	2008 Budget	2008 To Date	2008 % To Date	Projected 2008	2008 % of Original	2009 Request	Increase (decrease) from 2008	2009 % Change from 2007
1700.00	PAYROLL FULLTIME			\$320,000	\$328,400	\$275,880	84.01%	\$330,000	0.49%	\$340,200	\$10,200	3.09%	
	CAPTAIN	1	\$47,528	\$47,528									
	LIEUTENANT	2	\$44,199	\$88,398									
	FIREFIGHTER Over 2 Years	3	\$41,106	\$123,318									
	FIREFIGHTER 1 Year	0	\$38,709	\$0									
	FIREFIGHTER Starting Pay	0	\$37,549	\$0									
	SPECIALTY PAY	4.2	\$1,500	\$7,500									
	CHIEF	1	\$65,411	\$65,411									
	ASST. CHIEF (Base)	1	\$8,000	\$8,000									
		7		\$340,155									
1700.01	PAYROLL: FULL-TIME OVERTIME		10.00%	27,479	\$42,000	\$26,300	\$32,841	124.87%	\$34,000	29.28%	\$35,000	\$1,000	2.94%
1700.02	INSURANCE (Med/Dent/Life/Vision)	8	5.500	44,000	\$49,000	\$98,400	\$84,070	85.44%	\$87,000	-11.59%	\$91,000	\$4,000	4.60%
1700.03	RETIREMENT		11.20%	42,022	\$42,000	\$39,700	\$42,411	106.83%	\$44,000	10.83%	\$42,000	-\$2,000	-4.55%
1700.04	RETIREE PAY-OUT	1	30,000	30,000						#DIV/0!	\$0		#DIV/0!
1701.00	PAYROLL/ PAID ON CALL			\$80,000	\$63,900	\$58,429	91.44%	\$75,000	17.37%	\$80,000	\$5,000	6.67%	
	Probationary Fire Fighter	0	\$12.00	\$0									
	Firefighter 1	400	\$18.00	\$7,200									
	Firefighter 2	3300	\$19.00	\$62,700									
	Lieutenant	100	\$20.00	\$2,000									
	Captain	0	\$21.00	\$0									
	Assistant Chief	500	\$22.00	\$11,000									
		4300	\$13.67	\$58,267									
1702.00	SOC & MED (POC & FT)			\$33,820	\$32,000	\$28,394	88.73%	\$33,000	3.13%	\$34,800	\$1,800	5.45%	
1703.00	TRAINING TUITION			\$7,000	\$6,000	\$4,417	73.62%	\$5,600	-6.67%	\$6,000	\$400	7.14%	
1704.00	TRAINING CHIEF			\$2,000	\$1,500	\$149	9.93%	\$1,200	-20.00%	\$1,500	\$300	25.00%	
1705.01	SECRETARIAL			\$900	\$0					#DIV/0!	\$0		#DIV/0!
1720.00	ACCOUNTING			\$5,000	\$5,000	\$4,050	81.20%	\$4,800	-4.00%	\$5,200	\$400	8.33%	
1740.00	LEGAL SERVICES			\$2,000	\$1,000	\$0		\$0	-100.00%	\$2,500	\$2,500	#DIV/0!	
1760.00	AUDIT			\$2,500	\$2,500	\$2,700	108.00%	\$2,700	8.00%	\$2,700	\$0	0.00%	

EXPENDITURES

Dexter Area Fire Department 2008 Budget

	2007 Final	2008 Budget	2008 To Date 11/30/07	2008 % To Date	Projected 2008	2008 % of Original	2009 Request	Increase (decrease) from 2008	2009 % Change from 2007		
										2007	2008
1775.00 INSURANCE: PROPERTY & VEHICLE		\$41,000	\$47,000	\$39,886	84.86%	\$40,000	2007 -14.89%	\$42,000	\$2,000	5.00%	
1780.00 INSURANCE: WORK COMP		\$19,000	\$21,000	\$17,478	83.23%	\$18,200	-13.33%	\$19,000	\$800	4.40%	
Full rate \$14 per \$100 & Full on roll = \$4.56 per \$100											
1790.00 DISPATCH (Monthly rate)	12	\$0	\$13,000	\$14,000	\$11,226	80.19%	\$13,800	-1.43%	\$14,600	\$800	5.80%
1800.00 PRINTING & OFFICE SUPPLIES		\$1,800	\$1,800	\$1,029	57.17%	\$1,600	-11.11%	\$1,850	\$250	15.63%	
1815.00 DUES & MEMBERSHIPS		\$2,800	\$2,900	\$2,330	80.34%	\$2,800	-3.45%	\$2,900	\$100	3.57%	
1820.00 OPERATING SUPPLIES		\$8,600	\$8,800	\$5,218	59.30%	\$7,000	-20.45%	\$8,000	\$1,000	14.29%	
1830.00 COMPUTER SUPPORT		\$2,000	\$1,000	\$0		\$1,000	0.00%	\$1,000	\$0	0.00%	
1840.00 QUARTERS		\$3,200	\$4,500	\$632	14.04%	\$3,900	-13.33%	\$3,500	-\$400	-10.26%	
1850.00 BUILDING RENT		\$14,000	\$16,000	\$10,661	66.63%	\$16,000	0.00%	\$16,000	\$0	0.00%	
1860.00 UTILITIES		\$6,000	\$6,000	\$2,738	45.63%	\$4,500	-25.00%	\$4,500	\$0	0.00%	
1870.00 COMMUNICATIONS		\$15,000	\$15,000	\$12,383	82.55%	\$14,800	-1.33%	\$15,000	\$200	1.33%	
1895.00 EQUIPMENT RENTAL (Copier, DTM, Etc.)		\$3,200	\$3,500	\$376	10.74%	\$3,200	-8.57%	\$3,200	\$0	0.00%	
1910.00 MEDICAL		\$2,500	\$3,200	\$2,295	71.72%	\$2,900	-9.38%	\$3,200	\$300	10.34%	
1920.00 CLOTHING ALLOWANCE - FT		\$4,300	\$4,500	\$4,555	101.22%	\$4,600	2.22%	\$4,700	\$100	2.17%	
1930.00 CLOTHING - POC		\$9,000	\$2,000	\$410	20.50%	\$1,800	-10.00%	\$2,000	\$200	11.11%	
1930.01 CLOTHING - GRANT FUNDED		\$0	\$68,000	\$51,366	75.54%	\$68,000	0.00%		-\$68,000	-100.00%	
1940.00 MISCELLANEOUS		\$1,500	\$1,500	\$192	12.78%	\$1,200	-20.00%	\$1,500	\$300	25.00%	
1956.00 TRAVEL		\$2,500	\$1,500	\$491	32.73%	\$1,500	0.00%	\$1,500	\$0	0.00%	
1960.00 FUEL		\$14,500	\$14,500	\$15,866	109.42%	\$17,000	17.24%	\$17,000	\$0	0.00%	
1960.01 VEHICLE ALLOWANCE - Chief	12	\$525	\$6,300	\$5,400	83.33%	\$6,300	0.00%	\$6,300	\$0	0.00%	
1962.00 VEHICLE REPAIRS		\$20,000	\$20,000	\$16,757	83.79%	\$20,000	0.00%	\$24,000	\$4,000	20.00%	
1964.00 PREVENTIVE MAINTENANCE (Lumps, Tower, Etc.)		\$4,500	\$3,300	\$3,236	96.06%	\$4,350	31.82%	\$4,500	\$150	3.45%	
1966.00 EQUIPMENT REPAIRS		\$2,500	\$2,500	\$3,174	126.96%	\$2,500	0.00%	\$3,500	\$1,000	40.00%	
1968.00 RADIO REPAIRS & MAINTENANCE		\$6,500	\$6,500	\$1,182	18.18%	\$4,500	-30.77%	\$4,800	\$300	6.67%	
1970.00 APPARATUS REPLACEMENT		\$0	\$0				#DIV/0!	\$0	\$0	#DIV/0!	

Dexter Area Fire Department 2008 Budget

	2007	2008	2008	2008	2008	2008	2009	Increase (decrease) from 2008	2009 % Change from 2007
	Final	Budget	To Date 11/30/07	To Date	Projected 2007	% of Original	Request		
1977.00 CAPITAL OUTLAY, GENERAL (Generator Matching)	\$53,830		\$3,426	#DIV/0!	\$0		\$0	\$0	#DIV/0!
1984.00 CAPITAL OUTLAY, FIREFIGHTING	\$14,000	\$14,000	\$2,224	15.89%	\$13,600	-2.86%	\$14,000	\$400	2.94%
1985.00 CAPITAL OUTLAY COMMUNICATIONS	\$4,000	\$3,200	\$2,989	93.41%	\$2,950	-7.81%	\$3,200	\$250	8.47%
1996.10 DEBT SERVICE (TRUCK PAYMENTS)	\$101,400	\$101,400	\$101,338	99.94%	\$101,400	0.00%	\$101,400	\$0	0.00%
TOTAL (Not For Distribution Factor)	\$962,250	\$998,600	\$852,058	85.33%	\$996,700	-0.19%	\$964,050	-\$32,650	-3.28%
FUND BALANCE (from rebates, donations, interest, etc)		\$3,350					\$3,350		
GRAND TOTAL EXPENDITURES		#####	\$852,058	85.04%	\$996,700	-0.52%	\$967,400		
To Fund Balance - Not for Distribution		\$3,350					\$3,350		
GRAND TOTAL EXPENDITURES For DISTRIBUTION		\$998,600					\$964,050		-3.46%

REVENUE

Dexter Village									
Dexter Township							\$297,979		
Lima Township							\$245,395		
Webster Township							\$113,933		
TOTAL FROM MUNICIPALITIES							\$964,050		
Work Comp Rebate		\$900					\$900		
Donations		\$400					\$400		
Interest		\$1,100					\$1,100		
Phone Reimbursement		\$1,150					\$1,150		
Transfer In from Fund Balance		\$0					\$0		
Grants									
TOTAL OTHER REVENUE							\$3,550		
GRAND TOTAL ALL REVENUE							\$967,600		

Dexter Area Fire Department Run History & Cost Allocation

MUNICIPALITY	2005	%	2006	%	2007	%	2008		%	Change
							11/13/08 YTD	ACTUAL		
Dexter Village	269	36.60%	239	34.84%	273	35.14%	238	238	30.91%	-12.82%
Dexter Township	166	22.59%	164	23.91%	188	24.20%	196	196	25.45%	4.26%
Lima Township	85	11.56%	58	8.45%	86	11.07%	91	91	11.82%	5.81%
Webster Township	215	29.25%	225	32.80%	230	29.60%	245	245	31.82%	6.52%
Mutual Aid	59	7.43%	61	8.17%	47	5.70%	71	71	8.44%	51.06%
TOTAL RUNS	794		747		824		841	841		

DAFD Budget

\$962,250

\$998,600

2009 Adopted

\$964,050

MUNICIPALITY	2008	2009	Change	Amount
Dexter Village	\$330,647	\$297,979	-9.88%	\$297,979
Dexter Township	\$227,248	\$245,395	7.99%	\$245,395
Lima Township	\$105,671	\$113,933	7.82%	\$113,933
Webster Township	\$273,834	\$306,743	12.02%	\$306,743
TOTAL	\$937,390	\$964,050	12.02%	\$964,050



AGENDA 1-12-09
ITEM I-1

Memorandum

To: Village Council
Donna Dettling, Village Manager
From: Allison Bishop, AICP, Community Development Manager
Re: REPORT
Date: January 12, 2009

Planning Commission

Baker Road Corridor – The Planning Commission held 4 public hearings on January 5, 2009 to review the following recommendations from the Baker Road Corridor Subcommittee. Several members of the public were there to comment on the ordinance. Due to addresses not reflecting recent property ownership changes in the GIS database the public hearings regarding the map amendments were held, however were also rescheduled again for February 2, 2009.

1. Article 15D - Baker Road Corridor Ordinance Overlay District – **Recommended for approval.**
2. Article 14 (C-1) General Business District Ordinance Amendments – **Recommended for approval.**
3. Zoning Map Amendment – Zoning Change of PILOT property from I-1 (Limited Industrial) to C-1 (General Commercial). **Rescheduled to February 2, 2009**
4. Zoning Map Amendment – Add the Baker Road Corridor (BRC) Overlay District – **Rescheduled to February 2, 2009.**

Because the ordinances and map amendments are tied together the amendments will be presented to Council at one time, likely on February 9, 2009 following the rescheduled public hearing.

SGRAT – The Planning Commission continues to review the SGRAT results. The next steps will be to evaluate the results and use the recommendations to formulate goals and objectives to include within the Master Plan update. The recommendations will help guide the Village towards developing goals, objectives and implementation measures that promote Smart Growth principles.

2009-2014 CIP – The Planning Commission will be holding a work session on February 2, 2009 to start the annual review of the CIP. I have already started to work with the DDA and Parks Commission on their portion of the CIP. If you have any projects, recommendations, please let me know.

Parks and Recreation Commission

Master Plan Public Hearing – The Parks and Recreation Commission has scheduled a public hearing for public comment on the Parks and Recreation Master Plan update for February 17, 2009. The DRAFT plan is available on the Village’s website for your review. Please see the Parks and Recreation Commission webpage. The plan must be approved no later than March and be submitted to the MDNR to be eligible for grant funding.

Ryan Drive – Bids for the Ryan Drive Traffic Calming project went out in December. Bids will be due on February 10, 2009 with construction to start immediately following school closing.

Grant Application – Alan Green, Parks Chair and I will be meeting with the Michigan Natural Resources Trust Fund grant administrator Wednesday. We hope to get all available information and input on how to have a successful grant application for the Mill Creek Park.

Please feel free to contact me prior to the meeting with questions.

Thank you,

VILLAGE OF DEXTER

cnicholls@villageofdexter.org

8140 Main Street Dexter, MI 48130-1092

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

MEMO

To: President Keough and Council Members
From: Courtney Nicholls, Assistant Village Manager
Date: January 12, 2009
Re: Assistant Village Manager Report

Asset Management – Coordinating with Orchard, Hiltz & McCliment to explore the types of road “fixes” that are best suited for the community. This should be ready to come back to Council in March.

Commercial Refuse – Provided commercial customers with “Don’t Dump in Dexter” flyers and a commercial refuse survey. The purpose of the survey is to make sure that they are receiving the services they are paying for from Waste Management and to create a database of contact information.

Farmers Market Committee – Our two pumpkin painting contests in October were very successful, with around 30 children participating. Having a free event for children seems to be an inexpensive way to draw their parents to the market – the pumpkin contest cost around \$70 which included the paints, pumpkins and a few prizes. We intend to have several more of these free kids activities available throughout next summer. The Market Committee will meet this winter to plan for summer 2009. This planning will include coordination with the new library and the Arts, Culture and Heritage Committee.

Arts, Culture & Heritage Committee – This committee meets the second Tuesday of every month. As provided in the committee update the group has many ideas on furthering arts and culture in the community. The notes from the meetings that were provided to Council are also posted on a committee page on the Village website. The group will be pursuing their project ideas, while establishing partnerships with the library, Farmers Market Committee and the Arts Alliance.

E-Mail List – The Village e-mail list is seven months old and is now sent to approximately 138 resident e-mails and 15 staff and Council member e-mails. The list continues to be a good method of distributing timely information. The recipients seem to be satisfied with the every other week format, as no one has asked to be removed from the list.

Police Services Steering Committee – The Washtenaw County Board of Commissioners approved the 2% increase per police service unit for 2010. I will be attending the monthly police services steering committee meetings as they work out the details and make recommendations for increases and contractual changes for 2011 and beyond.

Classes Attended:

State of the Huron Conference	9/24/2008
MERS Annual Conference	9/30/08-10/2/08
Arts & Culture as an Economic Development Strategy	11/10/2008
Bucketfillers	11/22/2008

Events Attended:

- Apple Daze
- Cedars of Dexter Ribbon Cutting
- Dexter Area Chamber Mixer
- Washtenaw County Open House
- CAPT/DART Holiday Gathering
- Victorian Christmas

Meetings Attended:

- Architectural Services Coordination
- Central Street Design
- Dexter Area Chamber
- Facility Committee
- Fifth Well and Water System Improvements Coordination
- Grand Street Investigation
- Municipal Employees Retirement System Focus Group
- Orchard, Hiltz, & McCliment Updates
- State Revolving Loan Fund – Financing and Coordination
- Utility Committee
- Washtenaw County Police Services Steering Committee
- Wellhead Protection Team

ARTS, CULTURE & HERITAGE COMMITTEE

TUESDAY, OCTOBER 14, 2008

7:00 p.m.

AGENDA

1-12-09

ITEM

I-3

THE VILLAGE OF DEXTER

Present: Mike Vickers, Anne Savage, Audrey Becker, Julie Nagel, Louis Nagel, Marietta VanBuhler, Pam O'Hara, Cheryl Hall, Paul Cousins

Introductions around the table were made.

A review of the notes from the September 9th meeting was done.

Grace Shackman & Louisa Pieper of the Downtown Ann Arbor Historical Exhibit gave a presentation on the Exhibit and the potential for creating a similar exhibit in Downtown Dexter.

Most historically relevant sites - Underpass, area of Judge Dexter's Mill, Main Street Bridge

Could be included as part of the Mill Creek Park

An open discussion was held -

Website creation - Creation of a web page linked from the Village's site could be used to inform the public about the Committee's goals and objectives, future fundraising and project ideas

Important to involve the local media - find ways to get them involved in promoting arts, culture & heritage

Networking with the library - invitation for Paul McCann to attend the next Committee meeting to start a dialogue between the library and the Committee

Discussion was held regarding the Encore Theater and opportunities for the Committee to help with this project / utilize the theater space when not in use

Regular committee meetings will be held on the 2nd Tuesday of the month at 7 p.m. at the Dexter Senior Center.

ARTS, CULTURE & HERITAGE COMMITTEE
TUESDAY, NOVEMBER 11, 2008 - 7:00 p.m.
Dexter Senior Center

THE VILLAGE OF DEXTER

Present: Mike Vickers, Audrey Becker, Jill Love, Julie Nagel, Louis Nagel, Marietta VanBuhler, Pam O'Hara, Cheryl Hall, Paul Cousins

Invited Guest - Paul McCann, Dexter District Library.

Director McCann gave an update on the construction of the new library on Alpine
The new library will have a meeting room that will hold 300 people and be outfitted with audio/visual equipment

Policies regarding the use of the room are being developed by the Library Board
Several potential programming ideas were discussed - coordination will be with the future adult services librarian

The library facility committee is working to develop guidelines for the placement of art within and around the building - final decisions will not be made until the building is completed and furnished

Discussion of Washtenaw County Cultural Master Plan

Copies of the Cultural Master Plan synopsis were distributed

A copy of the full report is available on <http://a2artsalliance.org/initiatives.asp>

Sub-Committee Creation

To further the ideas of the Committee, sub-committees were created:

Historical Sign - Mike, Paul

Speaker Series - Audrey, Marietta, Jill, Julie

Web Page - Anne

Mission Statement - Audrey will create a first draft of a potential mission statement which will be sent to the Committee for input

Available Facility List - Marietta, Cheryl

All Committee members are encouraged to provide assistance to any sub-committee.

Discussion items for the next meeting:

Sub-Committee reports

Potential membership in the Arts Alliance

ARTS, CULTURE & HERITAGE COMMITTEE
TUESDAY, DECEMBER 10, 2008 - 7:00 p.m.
Dexter Senior Center

THE VILLAGE OF DEXTER

Present: Mike Vickers, Anne Savage, Julie Nagel, Louis Nagel, Marietta VanBuhler, Pam O'Hara, Paul Cousins, Tom Rosenbaum

The Committee discussed the open call for art & culture resources document that was prepared by Marietta. The goal is to finish the revisions in time for publication in the Village's January newsletter (deadline January 9).

Paul and Mike will move forward on gathering price estimates for a historical sign for the Mill Creek area. They will also coordinate with Grace Shackman to get proper wording for the sign.

As a start, the Committee agenda and notes will be added to the Village's website. More elaborate additions will be made as we move forward.

A motion was made by Pam O'Hara and seconded by Mike Vickers to request that Council approve \$250 in funding for the Committee to join the Arts Alliance. The motion was approved by unanimous consent.

Items for the next meeting:

Dan Cooney - Encore Theater

AGENDA 1-12-09
ITEM I-5

Manager Report
January 12, 2009
Page 1 of 1

VILLAGE OF DEXTER

ddettling@villageofdexter.org

8140 Main Street Dexter, MI 48130-1092

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

MEMO

To: President Keough and Council Members
From: Donna Dettling, Village Manager
Date: January 12, 2009
Re: Village Manager Report

1. Meeting Review:
 - December 17th – Chuck McGonigle of Colorbok
 - December 19th – Owner of Dexter Mill re: Central Street
2. Upcoming Meeting Review:
 - January 8th – CIP Staff Review
 - January 8th – Township CEO Meeting
 - January 8th – DDA Meeting
 - January 9th – MERS representative
 - January 9th – Rana Emmons- Village Auditor
 - January 12th – OHM re: review materials for Central Street Work Session
 - January 14th – Annual Dinner, Dexter Area Chamber of Commerce
 - January 20th – Certified Business Park Annual Meeting in Lansing
 - January 22nd – SRF Project Progress Meeting
 - January 22nd – Work Session re: Central Street Design
3. Meeting with Scio Township. Just a reminder we are scheduled to meet with the Scio Township Board at the Scio Township Hall on **Tuesday, January 27, 2009 - 6:00 p.m.**
4. Central Street Design Workshop. Mark your calendar for a Central Street Design Workshop scheduled for **Thursday, January 22, 2009 at 7:00 p.m.** at the Senior Center. The Village Council, Planning Commission and Downtown Development Authority are being asked to participate in an initial review of design options and provide input.
5. City Status. The Boundary Map and legal description will be presented at the next Council meeting. A copy of “Stepping into Cityhood” summary is attached to this report. Note that our next step is preparing the petition for circulation. A mock-up petition with the map and legal description will be a discussion item at the January 26, 2009 meeting.
6. Well Easement Update. The exhibits for the Easement Document were not ready for this meeting. The Easement document along with the exhibits; map, legal survey, and preliminary design layout will be presented at the next Council meeting for approval.
7. Village Project List. The village project list in anticipation of an Obama economic stimulus is continually being updated and re-circulated.
8. Fluoridation Follow-up. At the December 8, 2008 meeting, I reported that additional follow-up from a meeting with Dr. Wehr on December 4, 2008 would be provided at a

future Council meeting. Staff met with Dr. Wehr at her request regarding a concern about Fluoride levels in the village's water. OHM was asked to provide a projection of initial capital costs and annual operating costs associated with implementing Fluoridation into the village's water system as well as benefits and concerns. OHM's evaluation is attached to my report along with a list of Washtenaw County water systems that use Fluorosilicic Acid. Ed Lobdell and I do not feel there is enough evidence to recommend Fluoridation of the Village's water system.

VILLAGE OF DEXTER - STEPPING INTO CITYHOOD

Steps Taken as of June 19, 2008

- The City Study Committee comprised of residents was formed and met from July 31, 2006 to March 7, 2007
- After completing its research the committee presented its findings to the public on March 7, 2007 and to the Village Council on March 26, 2007 that included their recommendation that the Village Council move forward in the process
- May 14, 2007 - Village Council passes Resolution 21-2007 Declaring Intent to Pursue City Status and Incorporate as the City of Dexter
- September 2007 - Village solicits Village Engineer Orchard, Hiltz, and McCliment to submit a proposal to create a boundary map
- November 26, 2007 - Village hires former State Boundary Commissioner David Rutledge to assist in the process at a cost not to exceed \$3,000
- February 25, 2008 - Village accepts proposal from Orchard, Hiltz and McCliment to complete Phases 1 & 2 of the boundary map process for a cost not to exceed \$10,000
- Orchard, Hiltz, and McCliment completes Phases 1 & 2 of the boundary map process
- May 12, 2008 - Council authorizes Orchard, Hiltz, and McCliment to complete Phases 3 & 4 of the boundary map process at a cost not to exceed \$19,500

Potential Future Steps

- Complete boundary map
- Prepare petitions
- Circulate petitions for signatures - need 5% of Village of Dexter registered voters - minimum of 100 (the Village has approximately 2070 registered voters)
 - o At least 25 from Scio Township and 25 from Webster Township
- File petition with the State Boundary Commission
- Boundary Commission meets to determine legal sufficiency
- If petition is found to be sufficient, the Boundary Commission conducts a public hearing
 - o If the petition is not found to be sufficient the process stops
- Boundary Commission adopts its findings -
 - o If it finds that the process should move forward the Commission approves the petition
 - o If not the petition is denied and the process stops
- If a referendum petition is filed within 45 days of the Commission's approval the issue is placed on the ballot - need 5 % of Village of Dexter registered voters on the petition
- If a referendum petition is not filed the Village elects a nine (9) member Charter Commission
- Charter Commission writes a City Charter
- City Charter sent to Governor for approval
- Once the Charter receives the approval of the Governor the Village electors vote on it
 - o If the charter is not adopted within three years the process ends
- If residents adopt the Charter within the three year period, the Village becomes a City

January 6, 2009

Village of Dexter
8140 N. Main Street
Dexter, Michigan 48130



Attention: Ms. Donna Dettling
Village Manager

Regarding: Village of Dexter
Evaluation of Drinking Water System Fluoridation

Dear Ms. Dettling:

Per your request, we have reviewed background information, capital costs, and yearly operational and maintenance costs associated with adding fluoride to the Village's water system. On December 4, 2008, we met with you and Dr. Barbara Wehr regarding the Village's Fluoridation of the drinking water supply. The addition of fluoride (or hydrofluosilicic acid – H_2SiF_6) to potable water systems is a relatively common practice to help reduce tooth decay and cavities, however it is also a controversial issue for many communities. Many factors need to be weighted and considered carefully by the community before a decision is made

The Village currently has a natural background fluoride concentration of roughly 0.35 mg/l. Recommended fluoride dosages for potable water is 1.0 mg/l, according to the Michigan Department of Environmental Quality (MDEQ). Fluoride in large dosages can cause tooth mottling and discoloration, as well as skeletal fluorosis. The health risks associated with the long-term exposure to fluoride have not yet been fully documented. Fluoride is a regulated chemical by the Michigan Department of Environmental Quality and the Maximum Contaminant Level (MCL) is 4.0 mg/l.

A review of adjoining communities indicated that the majority of them are adding fluoride to the water. These communities include: Ann Arbor, Chelsea, Manchester, Saline, Jackson, Brighton, Howell, and MHOG. It should be noted that according to the Center for Disease Control (CDC) Dexter appears to be the largest community water source in Washtenaw County that does not add fluoride (Loch Alpine would be the next largest user). Other communities that do not fluoridate have a natural fluoride background level of 0.7 mg/l or higher. From the information gathered it appears that communities with similar natural fluoride levels as Dexter are adding fluoride to the public water supply.

Equipment Required

In order to fluoridate, the Village would need to install chemical feed equipment at the Water Treatment Plant (WTP). The equipment would consist of a day tank, equipment scale, feed pumps, double anti-siphon devices on pump discharge, flow switch interlocked to the high service pumps and necessary piping, valves and electrical devices required for operation. Additionally, the chemicals should be located within a containment area suitable for containing overflows and/or burst containers.

It is estimated that the cost of the equipment would be approximately \$40,000-\$50,000 to purchase and install. The critical issue at the existing Iron removal water treatment plant is the apparent lack of floor space to accommodate the equipment.

Fluoride is a caustic chemical and its storage should be isolated from the remainder of the facility. Since there is no unused space, a separate chemical feed building/room would need to be installed to do so. Floor space for the chemical room should be roughly 10 feet by 10 feet. A fiberglass reinforced plastic (FRP) enclosure could be purchased and installed adjacent to the facility for this use. This chemical feed building would also require the addition of a safety eyewash station and/or shower for operator safety in the event an operator is splashed with the chemical. A metal building is not recommended due to the corrosive nature of the chemical. Hydrofluorosilicic acid must be handled cautiously, since it produces acidic fumes. These acidic fumes can etch glass on gauges, corrode electrical equipment, irritate skin and cause severe burns if it comes into contact with skin.

Additionally, since this is a change in the treatment process and equipment is being installed, the Village will need to obtain a construction permit through the MDEQ to install the chemical feed process.

Estimate of capital cost:

Equipment Purchase and Installation	\$ 45,000
FRP Chemical Storage Building	\$ 25,000
Engineering	\$ 9,000
Total Capital Cost	\$ 79,000

When the Village installs Well Number 5, a second fluoride system would need to be installed at the Well House. Additional space would need to be provided in the building and a duplicate system would need to be operated and maintained at this site.

Operation and Maintenance Costs

Based on current usage, the yearly chemical cost to add fluoride to the Village's water supply is roughly \$6,000 based on an average flowrate of 1.2 million gallons per day (MGD) usage. These costs increase to \$9,100/year for the future flowrate of 1.7 MGD.

Additionally, it should be noted that vacuum testing for the anti-siphon devices and multi-purpose valves are required by the MDEQ to be completed twice a year and at least once a year these devices must be dismantled and visually inspected. We are unaware if the additional operation and maintenance effort can be added to the responsibilities of the existing staff, or if additional staff or contract labor would be required. The cost for this maintenance would need to be added to the above chemical costs.

Benefits and Concerns with adding Fluoride to the Drinking Water

Fluoride in drinking water has been associated with strong teeth in children. When added in proper amounts, fluoride has been shown to reduce cavities. Too much fluoride in drinking water can cause dental fluorosis, mottling (brown staining) of teeth. A health effect of large amounts of fluoride is skeletal fluorosis.

Benefits of Fluoride include:

- Both children and adult teeth benefit from water fluoridation.
- The cost to fluoridate water for the lifetime of one person is less than the cost to treat one cavity.
- Recommended by the American Dental Association, Centers for Disease Control and Prevention and the American Water Works Association.

Although, there are benefits recognized with the addition of fluoride to potable water systems, concerns exist over whether or not the public water supply is the appropriate avenue for this addition.

Concerns regarding adding Fluoride:

- Fluoride is not an essential treatment element. It does not protect the public against life threatening organisms, as the addition of sodium hypochlorite which is used for disinfection of pathogens is.
- Other fluoride sources are available to the public (fluoride supplements, topical fluoride treatments, etc). This allows the individual to make their personal choice on the use of fluoride.
- The chemicals used to fluoridate water in the US are not pharmaceutical grade chemicals. These chemicals mainly come from the scrubbing systems of the fertilizer industry. Trace amounts of toxic metals (i.e. lead and arsenic) have been found in the chemicals. However, it should be noted that the levels identified are well below EPA guidelines.
- The addition of fluoride is mainly only done in the US. The majority of European communities do not fluoridate.
- Fluoride addition is often viewed as a medical supplement, similar to taking a multivitamin. By adding this to the public water supply, individuals have no choice on whether they wish to take the supplement.

We are available to meet with you and other Village representatives regarding this issue. It is something that should be considered carefully by the community and may warrant a survey of the system users to gauge the opinion. Ultimately, regardless of if the Fluoridation is chosen, it seems apparent that some education should be done in the community so that everyone is aware of the amount of Fluoride found in the Village's system and users can make their own decisions regarding what additional steps they feel are necessary.

Very truly yours,
ORCHARD, HILTZ & McCLIMENT, INC.



Rhett Gronevelt, P.E.
Client Representative



Sherri Wright, P.E.
Project Engineer

Cc: Ed Lobdell, Superintendent of Public Services



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National Center for Chronic Disease Prevention and Health Promotion

Oral Health Resources

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[My Water's Fluoride Home](#)

[Water system details](#)

[Operational Reports](#)

[Other Data Systems](#)

More information about [community water fluoridation](#)

Oral Health Data Systems

My Water's Fluoride

Safe, effective prevention of tooth decay for people of all ages: Know if your water is optimally fluoridated.

All Water Systems

(Group by County and Water System Name)

[My Water's Fluoride Home](#) > [Search results](#) > [MI 0001810](#) > [Operational Reports](#)

This report represents all water systems under State Of Michigan jurisdiction.

Water System Name	PWS ID	Region	Primary County	Chemical	Status	Fluoridation Start Date	Population Served	Natural Level	Opt. Level
ANN ARBOR	0000220	0	Washtenaw	Fluorosilicic Acid	Adj	1/1/1949	114,000	0	1
ANN ARBOR TOWNSHIP	0000221	0	Washtenaw		Cons		1,800		1
AUGUSTA TOWNSHIP	0000321	0	Washtenaw		Cons		3,600		1
BARTON HILLS	0000430	0	Washtenaw	Natural	Non		400	0.7	1
CASSIDY LAKE TECHNICAL SCHOOL	0001240	0	Washtenaw	Natural	Non		440		1
CHELSEA	0001370	0	Washtenaw	Fluorosilicic Acid	Adj	1/1/1961	4,200	0	1
DEXTER	0001810	0	Washtenaw	Natural	Non		3,055		1
HARBOR COVE APTS	0003001	0	Washtenaw	Natural	Non		288	0.7	1
LOCH ALPINE SANITARY AUTHORITY	0003940	0	Washtenaw	Natural	Non		1,590		1
MANCHESTER	0004020	0	Washtenaw	Fluorosilicic Acid	Adj	1/1/1973	2,163	0	1
MILAN	0004380	0	Washtenaw	Natural	Non		6,610	0.7	1
NORTHFIELD ESTATES M H P	0040594	0	Washtenaw	Natural	Non		1,620	0.7	1
NORTHFIELD PLACE NURSING HOME	0067101	0	Washtenaw	Natural	Non		190		1
NORTHVILLE CROSSING	0040657	0	Washtenaw	Natural	Non		1,920	0	1
ORCHARD GROVE MHP	0040503	0	Washtenaw	Natural	Non		725		1
PITTSFIELD TOWNSHIP	0005360	0	Washtenaw		Cons	1/1/1972	23,500		1
PLEASANT LAKE MHP	0040504	0	Washtenaw	Natural	Non		60		1
SALINE	0005900	0	Washtenaw	Fluorosilicic Acid	Adj	1/1/1966	8,940	0	1
SCIO TOWNSHIP	0005977	0	Washtenaw		Cons		8,750		1
SUPERIOR TOWNSHIP	0006490	0	Washtenaw		Cons	1/1/1972	7,533		1
VILLAGE AT EAGLE GARDENS	0007099	0	Washtenaw	Natural	Non		193		1
WESTBROOK APTS	0007035	0	Washtenaw	Natural	Non		330	0.8	1
YPSILANTI COMMUNITY UTILITIES	0007260	0	Washtenaw		Cons	1/1/1964	74,232		1

County Population Served: 266,139

AGENDA 1-12-09

ITEM I-6

Village President Report

Activities since December 22, 2008 Village Council meeting:

1. Met with Dan O'Haver, DDA Chairman, to review overall DDA project budget and status of change orders related to the parking lot/Jeffords Street project in preparation for Jan 2009 DDA meeting.
2. Prepared an article for the next addition of the Dexter Newsletter
3. Assisted the Dexter Leader with an article on "What to expect in Dexter in 2009"

Future activities:

January 8, 2009 - Downtown Development Authority Meeting

January 12, 2009 - Village Council Meeting

January 21, 2009 - Chamber Annual Dinner

January 22, 2009 - Central Street Design Workshop

January 26, 2009 - Village Council Meeting

January 27, 2009 - Meeting with Scio Township

February 26, 2009 - Town Hall Meeting regarding Public Safety

I look forward to working with all of you in 2009!

As always, please contact me with any questions,

Shawn Keough

(734) 426-5486 (home number)

skeough@villageofdexter.org

AGENDA 1-12-09

ITEM 5-1

SUMMARY OF BILLS AND PAYROLL

12-Jan-09

Payroll Check Register	12/31/08	44,080.54	Bi-weekly payroll processing
Account Payable Check Register	01/12/09	\$80,849.88	
		\$124,930.42	TOTAL BILLS & PAYROLL EXPENDED ALL FUNDS

Summary Items from Bills & Payroll	Amount	Comments
------------------------------------	--------	----------

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

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

VENDOR APPROVAL SUMMARY REPORT

Date: 01/06/2009
 Time: 1:08pm
 Page: 1

Village of Dexter

Vendor Name	Vendor Number	Description	Check Amount	Hand Check Amount
ABSOLUTE COMPUTER SERVICES	ABSOLUTE C	WWTP	1,283.64	0.00
ALEXANDER CHEMICAL CORPORATION	ALEXANDER	CHEMICALS	1,704.00	0.00
ANN ARBOR WELL DRILLING, INC.	AA WELL DR	testing	290.19	0.00
ARBOR SPRINGS WATER CO. INC	ARBOR SPRI	OFFICE	11.50	0.00
AT&T	AT&T	734 426 4572 813 0	2,117.04	0.00
AVAYA, INC.	AVAYA, INC	SERVICE AGREEMENT	125.16	0.00
BLUE CARE NETWORK OF MICHIGAN	BLUE CARE	PERIOD 01/01/-01/31/09	14,101.41	0.00
CARLISLE-WORTMAN ASSOCIATES	CARL-WORT	NOV SERVICES	397.50	0.00
CHAMPION WATER TREATMENT	CHAMPION W	WWTP	4.25	0.00
COMCAST	COMCAST	VILLAGE HALL	95.00	0.00
DEPT. OF ENVIRN. QUALITY	DEQ	APPLICATION FEE	1,230.80	0.00
DEXTER CARDS & GIFTS SHOP	DEX CARDS	SUPPLIES	12.69	0.00
DEXTER MILL	DEX MILL	CAL CHLORIDE	925.87	0.00
DEXTER PHARMACY	DEX PHARMA	SHIPPING	15.39	0.00
DIUBLE EQUIPMENT INCORPORATED	DIUBLE EQU	PIN/LINCH	201.56	0.00
DTE ENERGY	DET EDISON	3219-953-0001-9	131.40	0.00
DTE ENERGY OUTDOOR LIGHTING	DTE OUTDOO	3219 953 0018 3	33.11	0.00
DTE ENERGY-STREET LIGHTING	DTE ENERGY	0000-7727-1	4,500.25	0.00
FRED PRYOR SEMINARS	FRED PRYOR	SEMINAR	79.00	0.00
GRISSOM JANITORIAL	GRISSOM	DEC 08'	320.00	0.00
HACKNEY HARDWARE	HACKNEY	X-MAS	372.81	0.00
HERITAGE NEWSPAPERS	HERITAGE N	COUNCIL/ZONING	157.50	0.00
HOPP ELECTRIC, INC.	HOPPS	GAZEBO OUTLETS	1,771.88	0.00
JONES LANG LASALLE AMERICAS, I	JONES LANG	JAN 09'	750.00	0.00
KAR LABORATORIES INC	KAR	LAB	225.00	0.00
LESSORS WELDING SUPPLY	LESSORS	SUPPLIES	39.33	0.00
MARYIIN CARPENTER	MARYLIN CA	SEWER BACKUP	200.00	0.00
MCI	MCI	LONG DISTANCE	14.56	0.00
MICHIGAN MUNICIPAL RISK	MI RISK MG	07/01/08-06/30/09	17,986.00	0.00
MORTON SALT	MORTON SAL	SALT	7,553.35	0.00
NORTH CENTRAL LABORATORIES	NCL	LAB	266.55	0.00
ROTO ROOTER	ROTO ROOTE	HUDSON GRAND	1,070.00	0.00
S. F. STRONG	SF STRONG	CALCIUM CHLORIDE	935.79	0.00
MARIE A. SHERRY	SHERRY/MA	MILEAGE	104.73	0.00
SYNAGRO CENTRAL	SYNAGRO	FUEL SLUGE HAULING	11,297.15	0.00
TRIMATRIX LABORATORIES	TRIM	LAB	65.00	0.00
URS CORPORATION	URS CORP	DAM REMOVAL	8,101.97	0.00
WASHTENAW COUNTY TREASURER	W CTY TREA	08/31-09/27/08	1,567.50	0.00
WASTE MANAGEMENT	WASTE MANA	3621212-1389-0	378.00	0.00
WEST SHORE SERVICES INC	WEST SHORE	PREVENTIVE MAINTENANCE	413.00	0.00
Grand Total:			80,849.88	0.00

INVOICE APPROVAL LIST BY FUND

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Village of Dexter

Fund	Department	Account	GL Number	Vendor Name	Check	Invoice	Due	Amount
			Abbrev	Invoice Description	Number	Number	Date	
Fund: General Fund								
Dept: Village Manager								
		101-172.000-721.000	Health & L	BLUE CARE NETWORK OF MICHIGAN PERIOD 01/01/-01/31/09	0	01/05/09	01/05/2009	1,654.15
		101-172.000-960.000	Education	FRED PRYOR SEMINARS SEMINAR	0	10785470	01/05/2009	79.00
								1,733.15
Total Village Manager								
Dept: Village Clerk								
		101-215.000-901.000	Printing &	HERITAGE NEWSPAPERS COUNCIL/ZONING	0	1955113	01/05/2009	49.50
								49.50
Total Village Clerk								
Dept: Village Treasurer								
		101-253.000-721.000	Health & L	BLUE CARE NETWORK OF MICHIGAN PERIOD 01/01/-01/31/09	0	01/05/09	01/05/2009	1,195.97
		101-253.000-861.000	Travel & M	MARIE A. SHERRY MILEAGE	0	01/05/09	01/05/2009	104.73
								1,300.70
Total Village Treasurer								
Dept: Buildings & Grounds								
		101-265.000-727.000	Office Sup	ARBOR SPRINGS WATER CO.INC OFFICE	0	1086301	01/05/2009	5.75
		101-265.000-727.000	Office Sup	ARBOR SPRINGS WATER CO.INC OFFICE	0	1089029	01/06/2009	5.75
		101-265.000-727.000	Office Sup	HACKNEY HARDWARE OFFICE SUPPLIES	0	01/06/09	01/06/2009	33.61
		101-265.000-803.000	Contracted	ABSOLUTE COMPUTER SERVICES TECH SUPPORT	0	59991	01/05/2009	1,260.00
		101-265.000-920.000	Utilities	COMCAST VILLAGE HALL	0	01/05/09	01/05/2009	95.00
		101-265.000-920.001	Telephones	AT&T 734 426 8303 494 6	0	01/06/09	01/06/2009	927.66
		101-265.000-935.001	Office Cle	GRISSOM JANITORIAL DEC 08'	0	111X	01/05/2009	320.00
		101-265.000-943.001	Office Spa	JONES LANG LASALLE AMERICAS, I JAN 09'	0	01/06/09	01/06/2009	750.00
								3,397.77
Total Buildings & Grounds								
Dept: Law Enforcement								
		101-301.000-803.001	DCS Office	WASHTENAW COUNTY TREASURER 08/31-09/27/08	0	16983	01/06/2009	1,567.50
								1,567.50
Total Law Enforcement								
Dept: Fire Department								
		101-336.000-935.000	Bldg Maint	WEST SHORE SERVICES INC PREVENTITIVE MAINTENANCE	0	0014227-IN	01/06/2009	413.00
								413.00
Total Fire Department								
Dept: Planning Department								
		101-400.000-721.000	Health & L	BLUE CARE NETWORK OF MICHIGAN PERIOD 01/01/-01/31/09	0	01/05/09	01/05/2009	1,195.97
		101-400.000-802.000	Profession	CARLISLE-WORTHMAN ASSOCIATES report	0	2812-127	01/05/2009	7.50
		101-400.000-802.000	Profession	CARLISLE-WORTHMAN ASSOCIATES NOV SERVICES	0	2812-126	01/05/2009	390.00
		101-400.000-901.000	Printing &	HERITAGE NEWSPAPERS COUNCIL/ZONING	0	1955113	01/05/2009	108.00
								1,701.47
Total Planning Department								
Dept: Department of Public Works								
		101-441.000-721.000	Health & L	BLUE CARE NETWORK OF MICHIGAN PERIOD 01/01/-01/31/09	0	01/05/09	01/05/2009	741.50
		101-441.000-740.000	Operating	LESSORS WELDING SUPPLY SUPPLIES	0	475066	01/05/2009	39.33
		101-441.000-740.000	Operating	HACKNEY HARDWARE DPW	0		01/06/2009	79.07
		101-441.000-920.001	Telephones	AT&T 734 426 8530 597 1	0		01/06/2009	147.69
								1,007.59
Total Department of Public Works								
Dept: Downtown Public Works								

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Village of Dexter

Fund	Department	Account	GL Number	Vendor Name	Check	Invoice	Due	Amount
			Abbrev	Invoice Description	Number	Number	Date	
Fund: General Fund								
Dept: Downtown Public Works								
		101-442.000-740.000	Operating	S.F. STRONG CALCIUM CHLORIDE	0	161597-00	01/06/2009	935.79
		101-442.000-740.000	Operating	DEXTER MILL CAL CHLORIDE	0	69633	01/06/2009	672.98
		101-442.000-744.000	Holiday Di	HACKNEY HARDWARE X-MAS	0		01/06/2009	-3.00
		101-442.000-744.000	Holiday Di	HACKNEY HARDWARE X-MAS	0		01/06/2009	73.94
		101-442.000-802.000	Profession	HOPP ELECTRIC, INC. GAZEBO OUTLETS	0	S503	01/05/2009	1,771.88
		101-442.000-920.000	Utilities	DTE ENERGY 3219-953-0001-9	0		01/05/2009	131.40

Total Downtown Public Works								3,582.99
Dept: Municipal Street Lights								
		101-448.000-920.003	St Lights	DTE ENERGY OUTDOOR LIGHTING 3219 953 0018 3	0		01/05/2009	33.11
		101-448.000-920.003	St Lights	DTE ENERGY-STREET LIGHTING 0000-7727-1	0		01/05/2009	4,500.25

Total Municipal Street Lights								4,533.36
Dept: Solid Waste								
		101-528.000-806.000	Contracted	WASTE MANAGEMENT 3621212-1389-0	0		01/06/2009	378.00

Total Solid Waste								378.00
Dept: Parks & Recreation								
		101-751.000-721.000	Health & L	BLUE CARE NETWORK OF MICHIGAN PERIOD 01/01/-01/31/09	0		01/05/2009	119.60

Total Parks & Recreation								119.60
Dept: Insurance & Bonds								
		101-851.000-721.001	Retiree He	BLUE CARE NETWORK OF MICHIGAN PERIOD 01/01/-01/31/09	0		01/05/2009	2,123.80
		101-851.000-911.000	Insurance	MICHIGAN MUNICIPAL RISK 07/01/08-06/30/09	0	92327-3	01/05/2009	7,741.16

Total Insurance & Bonds								9,864.96
Dept: Capital Improvements CIP								
		101-901.000-974.008	Millcreek	URS CORPORATION DAM REMOVAL	0	3690212	01/06/2009	8,101.97

Total Capital Improvements CIP								8,101.97

Fund Total								37,751.56
Fund: Major Streets Fund								
Dept: Routine Maintenance								
		202-463.000-721.000	Health & L	BLUE CARE NETWORK OF MICHIGAN PERIOD 01/01/-01/31/09	0		01/05/2009	621.90
		202-463.000-911.000	Insurance	MICHIGAN MUNICIPAL RISK 07/01/08-06/30/09	0	92327-3	01/05/2009	1,643.96

Total Routine Maintenance								2,265.86
Dept: Traffic Services								
		202-474.000-721.000	Health & L	BLUE CARE NETWORK OF MICHIGAN PERIOD 01/01/-01/31/09	0		01/05/2009	191.36
		202-474.000-911.000	Insurance	MICHIGAN MUNICIPAL RISK 07/01/08-06/30/09	0	92327-3	01/05/2009	252.53

Total Traffic Services								443.89
Dept: Winter Maintenance								
		202-478.000-721.000	Health & L	BLUE CARE NETWORK OF MICHIGAN PERIOD 01/01/-01/31/09	0		01/05/2009	382.71
		202-478.000-740.000	Operating	MORTON SALT SALT	0	737405	01/05/2009	3,776.67
		202-478.000-911.000	Insurance	MICHIGAN MUNICIPAL RISK 07/01/08-06/30/09	0	92327-3	01/05/2009	490.65

Total Winter Maintenance								4,650.03

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Village of Dexter

Fund	Department Account	GL Number Abbrev	Vendor Name Invoice Description	Check Number	Invoice Number	Due Date	Amount
Fund: Major Streets Fund							
						Fund Total	7,359.78
Fund: Local Streets Fund							
Dept: Routine Maintenance							
203-463.000-721.000	Health & L	BLUE CARE NETWORK OF MICHIGAN PERIOD 01/01/-01/31/09	0	01/05/09	01/05/2009	191.36	
203-463.000-911.000	Insurance	MICHIGAN MUNICIPAL RISK 07/01/08-06/30/09	0	92327-3	01/05/2009	441.55	
						Total Routine Maintenance	632.91
Dept: Traffic Services							
203-474.000-721.000	Health & L	BLUE CARE NETWORK OF MICHIGAN PERIOD 01/01/-01/31/09	0	01/05/09	01/05/2009	47.84	
203-474.000-911.000	Insurance	MICHIGAN MUNICIPAL RISK 07/01/08-06/30/09	0	92327-3	01/05/2009	270.77	
						Total Traffic Services	318.61
Dept: Winter Maintenance							
203-478.000-721.000	Health & L	BLUE CARE NETWORK OF MICHIGAN PERIOD 01/01/-01/31/09	0	01/05/09	01/05/2009	95.68	
203-478.000-740.000	Operating	MORTON SALT	0	737405	01/05/2009	3,776.68	
203-478.000-911.000	Insurance	MICHIGAN MUNICIPAL RISK 07/01/08-06/30/09	0	92327-3	01/05/2009	490.68	
						Total Winter Maintenance	4,363.04
						Fund Total	5,314.56
Fund: Equipment Replacement Fund							
Dept: Department of Public Works							
402-441.000-939.000	Vehicle Ma	DIUBLE EQUIPMENT INCORPORATED SKID SHOE	0	60163	01/06/2009	200.12	
402-441.000-939.000	Vehicle Ma	DIUBLE EQUIPMENT INCORPORATED PIN/LINCH	0	60164	01/06/2009	1.44	
						Total Department of Public Works	201.56
						Fund Total	201.56
Fund: Sewer Enterprise Fund							
Dept: Sewer Utilities Department							
590-548.000-721.000	Health & L	BLUE CARE NETWORK OF MICHIGAN PERIOD 01/01/-01/31/09	0	01/05/09	01/05/2009	4,431.66	
590-548.000-740.000	Operating	HACKNEY HARDWARE	0		01/06/2009	167.24	
590-548.000-740.000	Operating	DEXTER CARDS & GIFTS SHOP SUPPLIES	0	1303	01/06/2009	12.69	
590-548.000-742.000	Chem Plant	ALEXANDER CHEMICAL CORPORATION CHEMICALS	0	0408689	01/05/2009	959.00	
590-548.000-742.000	Chem Plant	ALEXANDER CHEMICAL CORPORATION CREDIT	0	0408690	01/05/2009	-225.00	
590-548.000-742.000	Chem Plant	ALEXANDER CHEMICAL CORPORATION CHEMICALS	0	0408317	01/05/2009	1,410.00	
590-548.000-742.000	Chem Plant	ALEXANDER CHEMICAL CORPORATION CREDIT	0	0408318	01/05/2009	-440.00	
590-548.000-743.000	Chem Lab	NORTH CENTRAL LABORATORIES LAB	0	245711	01/06/2009	266.55	
590-548.000-745.000	Uniform Al	DEXTER MILL UNIFORM	0	95875	01/06/2009	252.89	
590-548.000-802.000	Profession	MARYIIN CARPENTER SEWER BACKUP	0	2750	01/05/2009	200.00	
590-548.000-802.000	Profession	ROTO ROOTER COTTONWOOD	0	654535	01/06/2009	535.00	
590-548.000-802.000	Profession	ROTO ROOTER HUDSON GRAND	0	654092	01/06/2009	535.00	
590-548.000-802.000	Profession	SYNAGRO CENTRAL FUEL	0	28168	01/06/2009	11,297.15	
590-548.000-802.000	Profession	DEPT. OF ENVIRN. QUALITY APPLICATION FEE	0	541965	01/06/2009	1,230.80	

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Fund	Department	Account	GL Number Abbrev	Vendor Name Invoice Description	Check Number	Invoice Number	Due Date	Amount
Fund: Sewer Enterprise Fund								
Dept: Sewer Utilities Department								
590-548.000-824.000	Testing &			KAR LABORATORIES INC LAB	0	085081	01/05/2009	225.00
590-548.000-824.000	Testing &			TRIMATRIX LABORATORIES LAB	0	0806354	01/06/2009	65.00
590-548.000-824.000	Testing &			DEXTER PHARMACY SHIPPING	0	01/06/09	01/06/2009	15.39
590-548.000-911.000	Insurance			MICHIGAN MUNICIPAL RISK 07/01/08-06/30/09	0	92327-3	01/05/2009	5,213.20
590-548.000-920.001	Telephones			AVAYA, INC. SERVICE AGREEMENT	0	2728223803	01/05/2009	125.16
590-548.000-920.001	Telephones			MCI LONG DISTANCE	0	01/05/09	01/05/2009	14.56
590-548.000-920.001	Telephones			AT&T 734 426 4572 813 0	0		01/06/2009	687.52
Total Sewer Utilities Department								26,978.81
Fund Total								26,978.81
Fund: Water Enterprise Fund								
Dept: Water Utilities Department								
591-556.000-721.000	Health & L			BLUE CARE NETWORK OF MICHIGAN PERIOD 01/01/-01/31/09	0	01/05/09	01/05/2009	1,107.91
591-556.000-740.000	Operating			CHAMPION WATER TREATMENT WWTP	0	41775	01/05/2009	4.25
591-556.000-740.000	Operating			HACKNEY HARDWARE WWTP	0		01/06/2009	21.95
591-556.000-911.000	Insurance			MICHIGAN MUNICIPAL RISK 07/01/08-06/30/09	0	92327-3	01/05/2009	1,441.50
591-556.000-920.001	Telephones			AT&T 734 426 4572 813 0	0		01/06/2009	354.17
591-556.000-937.000	Equip Main			ABSOLUTE COMPUTER SERVICES WWTP	0	59928	01/05/2009	23.64
Total Water Utilities Department								2,953.42
Dept: Capital Improvements CIP								
591-901.000-974.000	CIP Capita			ANN ARBOR WELL DRILLING, INC. testing	0	85730000	01/05/2009	290.19
Total Capital Improvements CIP								290.19
Fund Total								3,243.61
Grand Total								80,849.88

AGENDA 1-12-09

ITEM K-1

COMMISSIONERS
FRED J. VEIGEL
CHAIR
DAVID E. RUTLEDGE
VICE CHAIR
DOUGLAS E. FULLER
MEMBER

WASHTENAW COUNTY
BOARD OF COUNTY ROAD COMMISSIONERS

555 NORTH ZEEB ROAD
ANN ARBOR, MICHIGAN 48103
www.wcroads.org

STEVEN M. PUURI, P.E.
MANAGING DIRECTOR
ROY D. TOWNSEND, P.E.
DIRECTOR OF ENGINEERING/
COUNTY HIGHWAY ENGINEER
JAMES D. HARMON, P.E.
DIRECTOR OF OPERATIONS
TELEPHONE (734) 761-1500
FAX: (734) 761-3239

December 30, 2008

Chuck Argersinger
E.T. MacKenzie Company
6400 Jackson Road
Ann Arbor, Michigan 48103

RE: Dexter Main Street Bridge, MDOT JN 83942A
Sidewalk / Village DPW Drive, closure during site shutdown

Dear Chuck:

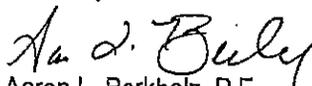
I am forwarding this correspondence to your attention as a follow up to our recent discussions related to the winter shutdown of the above referenced project. This letter specifically regards the closure of the newly constructed sidewalks on the Dexter Main Street Bridge and the adjacent Village DPW driveway (northeast quadrant).

The Washtenaw County Road Commission has requested that the installation of the ornamental steel railing on the bridge barrier walls be scheduled for the spring of 2009. This installation timeline will accomplish two goals: (1) the railing can be installed in better weather conditions and (2) the railing will not be exposed to possible overspray during the concrete surface sealing operation in 2009. To promote the safety of the public, the MacKenzie Company shall close the sidewalk during the winter shutdown period, including the posting of temporary "Sidewalk Closed" signs in all four quadrants of the bridge, and the placement of plastic drums and protective (orange) fencing along the sidewalk. The MacKenzie Company will be expected to monitor and maintain this closure pending the completion of the ornamental steel railing installation in the spring of 2009.

Also, the Village DPW driveway (access drive to Warrior Creek Park) will remain closed during the winter shutdown. This extended closure has been discussed with and is agreeable to the Village of Dexter. With the remaining work to be completed on this driveway and the limited stockpiled materials in the parking lot area, the closure will again promote the safety of the public. The MacKenzie Company shall take steps to ensure the full closure the driveway, including the placement, monitoring and maintenance of plastic drums and Type III barricades.

If you have any questions, please feel free to contact me.

Sincerely,

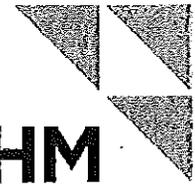


Aaron L. Berkholz, P.E.
Construction Supervisor

Xc: Daavetilla, Garcia / MDOT Brighton TSC
Townsend, Heath, file / WCRC
Detting / Village of Dexter

AGENDA 1-12-09

ITEM L-1



January 5, 2009

Village of Dexter
8140 Main Street
Dexter, MI 48130

OHM
Engineering Advisors

Attention: Donna Dettling
Village Manager

Regarding: Drinking Water Revolving Fund (DWRf) Project Plan
Proposal for Engineering Services

Dear Donna:

Orchard, Hiltz & McCliment, Inc. (OHM) is pleased to submit this proposal for engineering services to compile a DWRf project plan to apply for funding for the Village of Dexter for the proposed capital improvements as recommended in the 2008 Water System Improvements report completed in July 2008.

Project Understanding

Recommended water system improvements were developed in 2008 through evaluation of the existing water system. The recommendations were based on available and projected capacity needs, available fire protection, water quality concerns and operational criteria. Based on the analysis, the Village will need to consider constructing an additional community well and related appurtenances, upgrading high service pumps at the existing iron removal plant, upsizing portions of their existing 4-inch water mains, and constructing additional emergency storage. In order to implement the proposed water system improvements, the Village is considering using a DWRf loan to fund the proposed projects.

The typical DWRf project plan application process is similar to the SRF project plan process that involves preparing a project plan report, providing the project plan for public viewing for a minimum of 30 days prior to the public hearing, presenting the project plan at the public hearing, and having the Village Council adopt the project plan. It should be noted that the adopted project plan, including meeting minutes from the public hearing, is due to the Michigan Department of Environmental Quality (MDEQ) for review by May 1, 2009 for prioritization on the Project Priority List (PPL) for the following MDEQ fiscal year (October 1, 2009 to September 30, 2010).

Scope of Services

We have developed this scope of services to meet the Village's needs for the development of the DWRf project plan. This project includes the following specific tasks:

1. **Develop Project Plan.** In order to fund the proposed improvements, OHM will prepare a project plan report based on MDEQ guidelines. The project plan report consists of the following sections:
 - Project Background and Review Agency Coordination
 - Cost Analysis of Potential Alternatives

- Analysis and Justification of Selected Alternative
- Analysis of Environmental Impacts
- Analysis of Required Mitigation Efforts
- Public Participation Documentation and Public Hearing

(Technical analyses are expected to come primarily from recently completed 2008 Water System Improvements report dated July 2008.)

It should be noted that there is some financial analysis required as part of the project plan preparation and it may be necessary for the Village to hire a financial consultant and bond counsel to complete the financial analysis. The costs for the financial services are not included in this proposal.

2. **Present Project Plan Report.** Upon completion of the project plan report, OHM will meet with the Village to review the project plan findings. After revising the report based on the Village's review, OHM will provide copies of the report to the Village for public viewing for at least 30 days. After the 30-day viewing period for the project plan has taken place, OHM will present the project plan at a public hearing to the Village Council for adoption as required by the MDEQ.
3. **Coordinate with MDEQ to complete Applicant Actions Related to DWRP Project Planning.** In order to complete the application process, the applicant must send analysis on potential indirect or direct impacts to the appropriate agencies for review.

Deliverables

OHM will provide the Village with the project plan report identified in Task 1. This report will include project background, analysis of alternatives, analysis of the selected alternatives, analysis of environmental impacts, analysis of mitigation impacts, and a description of the public participation activities. Up to 2 hard copies of the project plan report and one electronic copy will be provided to the Village.

Schedule

OHM can begin work on this project immediately upon receipt of authorization. We anticipate that the project can be completed by May 1, 2009, if authorization to proceed is given by the January 12, 2009 Council meeting.

Fee

OHM proposes to provide the above outlined professional services for an amount not to exceed \$21,000. Compensation will be based on hourly rates times the cumulative hours worked, and OHM will invoice the Village on a monthly basis.

Fees associated with the public hearing, which include the advertisement and court reporting will be the responsibility of the Village.

Contract Terms and Conditions.

The attached Standard Terms and Conditions, dated March 2003 and as shown as Exhibit 1, are incorporated into this proposal by reference. Section No. 7 is omitted per request of the Village.

We thank you for this opportunity to provide professional engineering services. Should there be any questions, please contact us.

Should you find our proposal acceptable, please execute both copies of the attached agreement and return one copy to us for our files.

Sincerely,

ORCHARD, HILTZ & McCLIMENT, INC.



Rhett A. Gronevelt, P.E.
Client Representative

Village of Dexter
Drinking Water Revolving Fund (DWRP) Project Plan

Accepted By: _____
Printed Name: _____
Title: _____
Date: _____

STATE OF MICHIGAN
DEPARTMENT OF ENVIRONMENTAL QUALITY

OVERVIEW OF THE DRINKING WATER REVOLVING FUND
PRIORITY SYSTEM; PROJECT PRIORITY LIST,
and
INTENDED USE PLAN

I. PRIORITY SYSTEM

Michigan's Priority System, which ranks waterworks projects proposed for construction and expected to receive funding assistance through the Drinking Water Revolving Fund (DWRF), is an integral part of the State's overall strategy to achieve its goal of providing safe drinking water. The Priority System was developed and is managed in accordance with Federal Safe Drinking Water Act requirements and is consistent with the United States Environmental Protection Agency (EPA) guidance.

A. Project Priority List (PPL)

Policies and procedures to establish a ranked list of projects on the State's PPL are incorporated into the system in compliance with Michigan 1994 PA 451, Part 54, Natural Resources and Environmental Protection Act.

B. Bypass Procedures

The Priority System also addresses bypass procedures in accordance with Section 5412 of 1994 PA 451. Each fundable project must submit a complete, approvable application in accordance with its established milestone schedule or the project will be subject to bypass.

II. PROJECT PRIORITY LIST

Michigan's annual PPL is compiled in accordance with 1994 PA 451, Part 54 establishing the Priority System. The PPL contains those projects expected to receive financial assistance from the DWRF, ranked in priority order using criteria contained in the law. The PPL is the State's mechanism for obligating available DWRF funds to fundable projects in a timely and consistent manner.

A. To Qualify for PPL Ranking

The applicant must have had a final Project Plan filed with the DEQ by May 1 of the fiscal year prior to the PPL year in which the project is to be ranked. The plan must include the official resolution to adopt and implement the selected project(s), which must meet the enforceable requirements of the Safe Drinking Water Act.

B. PPL Ranking Criteria - Waterworks Projects

Priority points are assigned on the basis of information contained in the final Project Plan using the following criteria:

1. Drinking Water Quality - Points are assigned for projects that will eliminate acute violations of drinking water standards, maintain compliance with such standards, or eliminate an exceedance of secondary maximum contaminant levels for aesthetic water quality.
2. Drinking Water Infrastructure Improvements - Points are assigned for upgrades to source or treatment facilities, transmission or distribution water mains, water storage facilities, or pumping stations.
3. Population Points - Points are assigned based on the existing population served by the water system.
4. Disadvantaged Community - Points are assigned to any municipal water supplier qualifying as a disadvantaged community.
5. Consolidation - Points are assigned for projects that accomplish consolidation of smaller, separate systems.
6. Wellhead or Source Water Protection Plans - Points are assigned for communities that have completed wellhead protection or source water protection programs.

Note: If a project is primarily designed to replace individual wells at private homes, 50 percent or more of the homes in the affected area must meet equivalent water quality or infrastructure deficiency criteria in order to receive the maximum available points. If less than 50 percent of the homes meet such established criteria, one-half of the total available points shall be awarded.

C. Public Comment Period

1. A copy of the State's Draft PPL, Draft Intended Use Plan (IUP) (see Section III of this document), and Notice of Public Hearing is attached. The hearing process affords applicants a public comment period to request changes or corrections to the PPL and IUP before they are finalized. This action meets both State and Federal public participation requirements.
2. Written requests for change or correction to a project priority point assignment shall be placed into the hearing record.
3. Staff of the DEQ will respond to all hearing testimony pertaining to the PPL and the IUP.

D. Effective Dates

The PPL will become effective on October 1. It will be in effect through the following September 30.

E. PPL Management Procedures

1. A Project Plan must have been submitted to the DEQ by the May 1 cutoff date for project plan submittal in order to be ranked on the upcoming fiscal year PPL.
2. A project requiring an Environmental Impact Statement (EIS) shall remain eligible for PPL ranking on the basis of the project plan on file with this office. However, such a project shall not be named into the fundable range of the PPL until the EIS is completed and a project plan amendment, if necessary, is submitted.
3. Water suppliers have the public hearing comment period to take exception to the DEQ decisions relating to the Draft PPL. Applicants should keep in mind that a decision to prioritize separate projects in one community does not necessarily mean that the projects must proceed separately. If both projects are determined to be in the fundable range for the fiscal year, they can be administratively combined to provide loan assistance with one loan.
4. The DEQ and the applicant will negotiate project milestone schedules for all fundable projects. The projects will be managed to meet those deadlines.
5. The DEQ will establish the fiscal year fundable range and notify all applicants and their consultants.

III. INTENDED USE PLAN (IUP)

A. Contents

1. All waterworks projects listed in the IUP must be on the State's PPL when the IUP is submitted to the EPA.
2. These projects must also appear on the PPL when State binding commitments are made to provide DWRF financial assistance.

B. Use of DWRF Moneys

The DWRF can be used to make loans to provide financial assistance for the construction of new waterworks facilities or to refinance an outstanding debt obligation where debt was incurred and construction commenced after June 17, 1997.

C. State Allotment

See the IUP for detail.

D. Set-Asides

Present estimates for the initial set-aside distribution of Michigan's Safe Drinking Water Act allotment include:

1. **Four percent (4%)** of the State's DWRF capitalization grants to be set aside for administering the DWRF program.
2. **Two percent (2%)** of the State's DWRF capitalization grants to be set aside for technical assistance.
3. A portion of the State's DWRF capitalization grant will be set aside for program activities including capacity development, source water protection, and operator certification. See the IUP for detail.
4. A portion of the State's capitalization grant will be set aside for a wellhead protection program. See the IUP for detail.

E. Funding Assistance

1. Funding assistance available from the fund each fiscal year is determined by an evaluation of the borrowing capabilities the fund resources can support. This leveraging concept allows for higher funding capabilities in the near term than would have been available in a direct loan program.



Drinking Water Revolving Fund Current PPL

DWRF

Fiscal Year 2009 Project Priority List By Rank

Rank	Project Number	Project Name and Description	Population	Point Total	Bind. Com Date	Bind. Com Amount
PROJECTS WITHOUT PRIOR YEAR SEGMENTS						
1	7262-01	Benton Harbor Benton Co	20,500	840	3/13/2009	\$1,410,000
2	7273-01	Benton Harbor Benton Co	20,500	840	Future	\$13,095,000
3	7193-01	Monroe Co Exeter Twp	1,196	695	Future	\$10,425,000
4	7237-01	St. Joseph Benton Co	27,836	540	8/28/2009	\$7,415,000
5	7238-01	St. Joseph Benton Co	27,836	540	Future	\$13,390,000
6	7269-01	Howell Livingston Co	9,821	530	Future	\$3,140,000
7	7268-01	Howell Livingston Co	9,821	530	Future	\$4,490,000
8	7258-01	Howell Livingston Co	9,821	530	6/5/2009	\$5,365,000
9	7255-01	Buchanan Benton Co	4,681	505	6/5/2009	\$2,465,000
10	7260-01	New Haven Macomb Co	3,071	495	6/5/2009	\$10,970,000
11	7261-01	Marquette Twp Marquette Co	2,563	470	6/5/2009	\$5,185,000
12	7263-01	YCUA Washtenaw Co	75,876	450	6/5/2009	\$380,000
13	7249-01	Ypsilanti Washtenaw Co	75,876	450	6/5/2009	\$655,000
14	7264-01	YCUA Washtenaw Co	75,876	450	Future	\$2,580,000
15	7173-01	YCUA Washtenaw Co	75,876	450	Future	\$3,940,000
16	7271-01	St Joseph Benton Co	27,836	440	Future	\$540,000
17	7272-01	St Joseph Benton Co	27,836	440	Future	\$3,340,000
18	7265-01	Van Buren Twp Wayne Co	23,559	440	3/13/2009	\$11,775,000
19	7252-01	Lansing Twp Ingham Co	5,000	430	6/5/2009	\$485,000
20	7253-01	Lansing Twp Ingham Co	5,000	430	Future	\$650,000
21	7177-01	Stockbridge Ingham Co	1,290	395	Future	\$1,800,000
22	7010-99	Sault Ste Marie Chippewa Co	14,689	340	Future	\$6,000,000
23	7259-01	Dearborn Wayne Co	90,107	325	6/5/2009	\$3,025,000
24	7274-01	Dearborn St Clair Co	92,171	325	Future	\$15,425,000
25	7276-01	Port Huron St Clair Co	32,338	315	6/5/2009	\$375,000
26	7266-01	Brownstown Twp Wayne Co	28,542	315	Future	\$450,000
27	7267-01	Brownstown Twp Wayne Co	28,542	315	Future	\$800,000
28	7257-01	Brownstown Twp Wayne Co	28,542	315	6/5/2009	\$2,170,000
29	7256-01	Redford Twp Wayne Co	48,285	315	8/28/2009	\$4,320,000
30	7227-01	Monroe Monroe Co	45,436	315	6/5/2009	\$4,955,000
31	7228-01	Monroe Monroe Co	45,436	315	Future	\$5,670,000
32	7180-01	Fenton Genesee Co	11,907	315	Future	\$1,930,000
33	7275-01	Port Huron St Clair Co	32,338	315	3/13/2009	\$7,250,000
34	7131-01	Port Huron St Clair Co	32,338	315	Future	\$22,500,000
35	7251-01	River Rouge Wayne Co	9,395	305	Future	\$2,775,000
36	7244-01	River Rouge Wayne Co	9,395	305	6/5/2009	\$4,675,000
36	Projects					\$185,315,000

Category Description	Points	7010-99	7131-01	7173-01	7177-01	7180-01	7193-01	7227-01	7228-01	7237-01	7238-01	7244-01	7249-01	7251-01	7252-01	7253-01	7253-01	7253-01	7266-01
DRINKING WATER SYSTEM COMPLIANCE - TOTAL	450 (max)	150	150	150	150	150	450	150	150	150	375	150	150	150	150	150	150	150	150
Acute Viol. of DW Standards, Health Advisory Levels, SWTT, Disease	250																		
Non-Acute Viol. of DW Standards, Health Advisory Levels, SWTT, Disease	200																		
Facility Upgrade to Maintain Compliance	150																		
Aesthetic Upgrades to Maintain Compliance	25																		
INFRASTRUCTURE IMPROVEMENTS/UPGRADES - TOTAL	350 (max)	150	125	250	125	125	125	125	125	125	125	125	250	125	150	150	150	150	125
Source/Treatment w/ Connecting Mains	125 (max)	0	0	0	0	0	0	0	0	0	0	125	0	0	0	0	0	0	100
Meet Minimum Capacity	100																		0
Reliability	75																		
Other Upgrades	25																		
Enforcement Action	25																		
Source Water Protection	50																		
Transmission/Distribution Mains	125 (max)	125	125	125	125	125	125	125	125	125	125	0	0	0	0	0	0	0	125
Meet Minimum Capacity	100																		
Reliability	75																		
Other Upgrades	25																		
Enforcement Action	25																		
Storage Facilities/Pumping Stations	125 (max)	25	0	125	0	0	0	0	0	0	0	0	125	0	25	25	25	0	0
Meet Minimum Capacity	100																		
Reliability	75																		
Other Upgrades	25																		
Enforcement Action	25																		
POPULATION - TOTAL	50 (max)	40	40	50	20	40	20	40	40	40	40	30	50	30	30	30	30	30	40
0-500	10																		
501-3,300	20																		
3,301-10,000	30																		
10,001-50,000	40																		
>50,000	50																		
DISADVANTAGED COMMUNITY - TOTAL	50 (max)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Granted	50																		
CONSOLIDATION - TOTAL	100 (max)	0	0	0	0	0	100	0	0	0	0	0	0	0	0	0	0	0	0
Achieve Compliance	100																		
Correct Deficiencies	60																		
Other	40																		
COMP. WELLHEAD/SOURCE WATER PROTECT PLANS - TOTAL	100 (max)	0	0	0	100	0	0	0	0	0	0	0	0	0	100	100	100	0	0
Granted	100																		
TOTAL PRIORITY POINTS ASSIGNED	1000 (max)	340	315	450	395	315	695	315	315	540	540	305	450	305	430	430	505	315	315

MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY

Drinking Water Revolving Loan Fund Final PPL Scoring for FY2009

Category Description	Points																
	7257-01	7258-01	7259-01	7260-01	7261-01	7262-01	7263-01	7264-01	7265-01	7266-01	7267-01	7268-01	7269-01	7271-01	7272-01	7273-01	7274-01
DRINKING WATER SYSTEM COMPLIANCE - TOTAL	150	150	150	150	150	150	150	150	150	150	150	150	150	150	150	150	150
Acute Viol. of DW Standards, Health Advisory Levels, SWTT, Disease	150	150	150	150	150	150	150	150	150	150	150	150	150	150	150	150	150
Non-Acute Viol. of DW Standards, Health Advisory Levels, SWTT, Disease	150	150	150	150	150	150	150	150	150	150	150	150	150	150	150	150	150
Facility Upgrade to Maintain Compliance	150	150	150	150	150	150	150	150	150	150	150	150	150	150	150	150	150
Aesthetic Upgrades to Maintain Compliance	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25
INFRASTRUCTURE IMPROVEMENTS/UPGRADES - TOTAL	125	250	125	275	300	350	250	250	250	250	125	250	250	250	250	350	125
Sources/Treatment w/ Connecting Mains	0	100	0	125	125	125	0	0	0	0	0	100	100	0	0	125	0
Meet Minimum Capacity	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100
Reliability	75	75	75	75	75	75	75	75	75	75	75	75	75	75	75	75	75
Other Upgrades	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25
Enforcement Action	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25
Source Water Protection	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50
Transmission/Distribution Mains	125	125	125	125	125	125	125	125	125	125	125	125	125	125	125	125	125
Meet Minimum Capacity	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100
Reliability	75	75	75	75	75	75	75	75	75	75	75	75	75	75	75	75	75
Other Upgrades	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25
Enforcement Action	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25
Storage Facilities/Pumping Stations	125	125	125	125	125	125	125	125	125	125	125	125	125	125	125	125	125
Meet Minimum Capacity	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100
Reliability	75	75	75	75	75	75	75	75	75	75	75	75	75	75	75	75	75
Other Upgrades	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25
Enforcement Action	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25
POPULATION - TOTAL	40	30	50	20	20	40	50	50	40	40	40	30	25	125	125	100	0
0-500	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10
501-3,300	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20
3,301-10,000	30	30	30	30	30	30	30	30	30	30	30	30	30	30	30	30	30
10,001-50,000	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40
>50,000	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50
DISADVANTAGED COMMUNITY - TOTAL	0	0	0	50	0	50	0	0	0	0	0	0	0	0	0	0	0
Granted	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50
CONSOLIDATION - TOTAL	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100
Achieve Compliance	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100
Correct Deficiencies	60	60	60	60	60	60	60	60	60	60	60	60	60	60	60	60	60
Other	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40
COMP. WELL-HEAD/SOURCE WATER PROTECT PLANS - TOTAL	0	100	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Granted	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100
TOTAL PRIORITY POINTS ASSIGNED	315	530	325	495	470	840	450	450	440	315	315	530	530	440	440	840	325

MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY

Drinking Water Revolving Loan Fund Final PPL Scoring for FY2009

Category Description	Points	7275-01	7276-01																	
DRINKING WATER SYSTEM COMPLIANCE - TOTAL	450 (max)	150	150																	
Acute Viol. of DW Standards, Health Advisory Levels, SWTT, Disease	250																			
Non-Acute Viol. of DW Standards, Health Advisory Levels, SWTT, Disease	200																			
Facility Upgrade to Maintain Compliance	150	■																		
Aesthetic Upgrades to Maintain Compliance	25																			
INFRASTRUCTURE IMPROVEMENTS/UPGRADES - TOTAL	350 (max)	125	125																	
Source/Treatment w/ Connecting Mains	125 (max)	0	0																	
Meet Minimum Capacity	100																			
Reliability	75																			
Other Upgrades	25																			
Enforcement Action	25																			
Source Water Protection	50																			
Transmission/Distribution Mains	125 (max)	125	125																	
Meet Minimum Capacity	100	■																		
Reliability	75	■																		
Other Upgrades	25	■																		
Enforcement Action	25																			
Storage Facilities/Pumping Stations	125 (max)	0	0																	
Meet Minimum Capacity	100																			
Reliability	75																			
Other Upgrades	25																			
Enforcement Action	25																			
POPULATION - TOTAL	50 (max)	40	40																	
0-500	10																			
501-3,300	20																			
3,301-10,000	30																			
10,001-50,000	40	■																		
>50,000	50																			
DISADVANTAGED COMMUNITY - TOTAL	50 (max)	0	0																	
Granted	50																			
CONSOLIDATION - TOTAL	100 (max)	0	0																	
Achieve Compliance	100																			
Correct Deficiencies	60																			
Other	40																			
COMP. WELLHEAD/SOURCE WATER PROTECT PLANS - TOTAL	100 (max)	0	0																	
Granted	100																			
TOTAL PRIORITY POINTS ASSIGNED	1000 (max)	315	315																	

**Michigan Drinking Water Revolving Fund
Estimated Category Costs for FY 2009 Final Project Priority List (PPL)**

Project #	Trans/Distribution	Treatment	Storage	Source	Other	Sum
7010-99	6,000,000					6,000,000
7131-01	22,500,000					22,500,000
7173-01	3,940,000					3,940,000
7177-01	1,800,000					1,800,000
7180-01	1,930,000					1,930,000
7193-01	10,425,000					10,425,000
7227-01	4,955,000					4,955,000
7228-01	5,670,000					5,670,000
7237-01				7,415,000		7,415,000
7238-01		13,390,000				13,390,000
7244-01	4,675,000					4,675,000
7249-01	655,000					655,000
7251-01	2,775,000					2,775,000
7252-01	485,000					485,000
7253-01	650,000					650,000
7255-01	350,000	850,000	115,000	550,000	600,000	2,465,000
7256-01	4,320,000					4,320,000
7257-01	2,170,000					2,170,000
7258-01	5,365,000					5,365,000
7259-01	3,025,000					3,025,000
7260-01	10,728,548		186,380		55,072	10,970,000
7261-01	2,688,103		925,036	1,571,861		5,185,000
7262-01	1,322,500		87,500			1,410,000
7263-01	380,000					380,000
7264-01	2,580,000					2,580,000
7265-01	6,792,534		4,982,466			11,775,000
7266-01	450,000					450,000
7267-01	800,000					800,000
7268-01	4,490,000					4,490,000
7269-01	3,140,000					3,140,000
7271-01	540,000					540,000
7272-01	3,340,000					3,340,000
7273-01	13,095,000					13,095,000
7274-01	15,425,000					15,425,000
7275-01	7,250,000					7,250,000
7276-01	375,000					375,000
Totals	155,086,685	14,240,000	6,296,382	9,536,861	655,072	185,815,000

34 2 5 3 2 36



Memorandum

To: Village Council
Donna Dettling, Village Manager
From: Allison Bishop, AICP, Community Development Manager
Re: Resolution of Support for Huron Clinton Metropolitan Authority (HCMA) Phase
2 Hike Bike Trail
Date: January 12, 2009

Attached is a resolution of support for the Phase 2 HCMA Hike Bike Trail from Hudson Mills to the Village of Dexter. The length of the trail is approximately 2.93 miles. Included in the packet is a map of the proposed trail alignment.

HCMA would like to request our support for the Michigan Natural Resources Trust Fund grant application that they will be submitting this April. Construction of the trail would likely not start until August 2010 based on the funding cycle.

The trail is a crucial segment in a regional trail system that will eventually surround the Village of Dexter and connect with the Village's plans for the Mill Creek Park development.

Due to some initial concern from the residents of Westridge HCMA relocated the trail 100 feet off of the fence line at the rear yards of the homeowners in Westridge. It is my understanding that the residents are happy with the relocation and generally support the trail.

Please note that the HCMA portion of the trail will not extend into the Village of Dexter. An additional map has been provided in your packet to show where the HCMA trail will stop and the County Parks trail will begin. Construction of the County trail is still in question because funding has not been announced. If funding is awarded to both projects the contract for trail construction will be bid together, therefore constructed under one contract.

It is recommended that the resolution supporting the trail be adopted due to the potential for regional recreation facilities in and around the Village of Dexter. Support for the project may also help publicize the Village's trail construction efforts at Mill Creek Park and help with funding awards due to the regional cooperation.

Please feel free to contact me prior to the meeting with questions.

Thank you,

VILLAGE OF DEXTER
WASHTENAW COUNTY, MICHIGAN
RESOLUTION OF SUPPORT FOR

HURON CLINTON METROPOLITAN AUTHORITIES (HCMA) MNRTF GRANT APPLICATION
FOR PHASE 2 OF THE HIKE BIKE TRAIL FROM HUDSON MILLS METROPARK TO THE
VILLAGE OF DEXTER

WHEREAS, the Huron Clinton Metropolitan Authority has completed construction of Phase 1, approximately two miles of the Hike Bike Trail from Hudson Mills Metroparks to the Village of Dexter, and;

WHEREAS, the proposed Phase 2, approximately three miles will complete the Hike Bike Trail from where Phase 1 ends to just outside the Village of Dexter, and;

WHEREAS, completion of Phase 2 of the Hike Bike Trail would result on approximately 9 miles of non-motorized pathways in the Dexter area; and

WHEREAS, completion of Phase 2 of the Hike Bike Trail will be a crucial segment in the long range plans for non-motorized trails in the region, and;

WHEREAS, completion of the trail would give the public extraordinary access to natural resources along the Huron River and Mill Creek that are currently inaccessible by the public, and;

WHEREAS, the trail system is part of a larger regional trail system, including Washtenaw County's Border to Border trail planning and the Village of Dexter's Mill Creek Park trail planning, and;

WHEREAS, the Village of Dexter and Washtenaw County Parks are coordinating and potentially jointly funding a connection from the Phase 2 Trail into the Village of Dexter (Westside Connector), and;

WHEREAS, the Village of Dexter supports HCMA trail Initiatives and Washtenaw County Parks Border to Border Trail Initiatives, and their connections in and around the Village of Dexter, and;

WHEREAS, the Village of Dexter believes in the importance of providing linear recreation opportunities for the region and expanding non-motorized transportation pathway linkages;

BE IT THEREFORE RESOLVED, that the Village of (Dexter Council/Parks and Recreation Commission) supports Huron Clinton Metropolitan Authority's application to the Michigan Natural Resources Trust Fund to complete Phase 2, 2.93 miles of trail.

MOVED BY:

SECONDED BY:

YEAS:

NAYS:

RESOLUTION DECLARED ADOPTED THIS (12TH/20TH) DAY OF JANUARY, 2009.

Shawn Keough, Village President
Alan Green, Parks and Recreation Chair

Certified By: Carol Jones, Village Clerk

VILLAGE OF DEXTER

8140 Main Street Dexter, MI 48130-1092

cnicholls@villageofdexter.org

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

MEMO

To: President Keough and Council Members
From: Courtney Nicholls, Assistant Village Manager
Date: January 12, 2009
Re: Arts, Culture, & Heritage Committee funding request

At its December 9th meeting the Arts, Culture and Heritage Committee passed a motion to request that the Council allocate \$250 for membership in the Arts Alliance. The Arts Alliance is an organization dedicated to furthering arts and culture in Washtenaw County. They have recently completed a cultural master plan, which can be found at http://www.a2artsalliance.org/initiatives_culturalplan.asp. The Committee is interested in both supporting and working with the Arts Alliance to further the goals outlined in their master plan. A copy of the membership brochure is included for your review. Money for the membership is available in fund 101-101-000-958-000 – Council Membership & Dues.

Become an Arts Ally in Washburn County

Let your business be a catalyst of creativity in the community.

Are you an artist or arts ally?

Open your business to our entrepreneurs to receive government and business support?

If so, we want to know if you need to be an Arts Ally.

Why should I become an Arts Alliance Ally?

Joining us is not so much about the things you'll receive as it is about coming together to help arts and culture be important in our community. The Arts Alliance is the only group in Washburn County that can speak on behalf of fine arts, cultural and creative sectors to government, business, philanthropic, and business leaders. Your Arts membership, together with that of our other members, will enable the Arts Alliance to continue to strengthen our cultural sector and carry out the recommendations of the County-Cultural Master Plan.

Among the things that benefit the Arts Alliance are:

- The off-the-ear "I Support Creativity - Arts Alliance Ally" website (only for your business, home, or car)
- Opportunities for joint membership in other local and regional organizations
- Opportunities to apply for Arts Alliance scholarships to improve skills-building, workshop and activities
- Free or reduced costs for Arts Alliance programs and services
- Recognition in a Postcard section of the Arts Alliance newsletter

How to Join the Arts Alliance

Donate

Sponsor

Join our

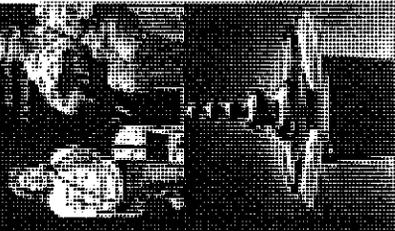
Arts Alliance



Arts Alliance

JOIN
US

BEFORE
IT'S
LATE



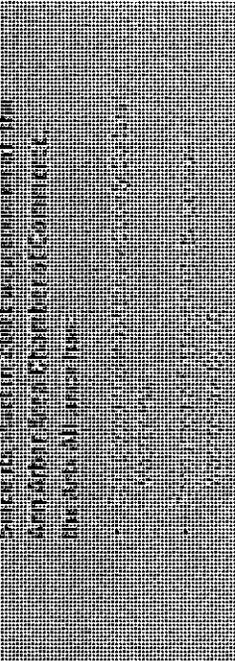
ARTS ALLIANCE

We are currently seeking members for our
 Board of Directors.



We are currently seeking members for our
 Board of Directors.

We are currently seeking members for our
 Board of Directors.



We are currently seeking members for our
 Board of Directors.

Arts Alliance

JOIN US: Become an ALLY Today!
 We want to help build a stronger
 cultural and creative community in
 our community.

Name _____
 Company _____
 Address _____
 City _____ State _____ Zip _____
 Phone _____

**What is a strong cultural community
 worth to you?**
 Consider the value of Arts Alliance's work
 in our most precious investment of time and talent.

\$10 (agreement enclosed below, although it's up
 to the member)

\$25
 \$50
 \$100
 \$200
 \$500
 \$1000
 Other _____

Payment _____
 Check (make payable to:
 The Arts Alliance)
 Credit card
 MasterCard Visa

Number _____
 Exp. Date _____
 Name as it appears on card (please print) _____

Signature _____
 The Arts Alliance is a 501(c)(3) not-for-profit
 organization. For more information,
 visit www.artsalliance.org

AGENDA 1-12-09

ITEM L-4

VILLAGE OF DEXTER

cnicholls@villageofdexter.org

8140 Main Street Dexter, MI 48130-1092

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

MEMO

To: President Keough and Council Members
From: Courtney Nicholls, Assistant Village Manager
Date: January 12, 2009
Re: Employee Handbook

Enclosed is the final draft of the Employee Handbook. Changes that were made based on the work sessions are highlighted in gray.

VILLAGE OF DEXTER

EMPLOYEE HANDBOOK

Effective Date: March 1, 2004

Adopted: January 26, 2004

Amended: June 7, 2004

Amended January 12, 2009

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WELCOME

Greetings!

On behalf of your colleagues, we welcome you to your position with the Village of Dexter and wish you every success here.

The Village of Dexter is dedicated to providing the highest quality of services possible for our citizens while maintaining the financial integrity of the ~~village~~Village. To accomplish this, we need your dedication and a professional attitude while carrying out your duties as a Village employee.

We believe that each employee contributes directly to the Village's growth and success, and we hope you will take pride in being a member of our team.

This handbook was developed to describe some of the expectations of our employees and to outline some of the policies, programs, and benefits available to eligible employees. Employees should familiarize themselves with the contents of the employee handbook as soon as possible, for it will answer many questions about employment with the Village.

This handbook cannot possibly contain all policies and procedures for each department of the Village. Your Department Head will provide you with operating policies and procedures for your specific department.

We hope that your experience here will be challenging, enjoyable, and rewarding. Again, welcome!

Sincerely,

President of Council

MISSION

The Mission of the Village of Dexter is to provide the highest quality of services possible for our citizens while maintaining the financial integrity of the Village.

In order to meet this primary mission we strive to work toward the following goals and standards to fulfill both the organization goals and the goals of individuals who are a part of this organization.

To attain citizen satisfaction for all those whom we affect by understanding their concerns.

To take pride in our work, selfelves, and in our relationships with each other.

To recognize the importance of the individual and that each person is a valued member of the organization.

To treat people fairly and uphold a level of professionalism with each other.

To work together as a team to accomplish our daily tasks both departmentally and interdepartmentally while obeying the ordinances, bylaws and tenants of the Village of Dexter and the laws of the State of Michigan.

INTRODUCTION

This handbook is designed to acquaint you with the Village and provide you with general information about working conditions, employee benefits, and some of the policies affecting your employment. You should read, understand, and comply with all provisions of the handbook. It describes many of your responsibilities as an employee and outlines many of the programs developed by the Village to benefit employees. One of our objectives is to provide a work environment that is conducive to both personal and professional growth.

Information included in this handbook does not constitute a contract between the Village and its employees. Rather, it serves to delineate as clearly as possible many of the general policies and practices of the Village. The Village reserves the right to unilaterally modify any of the policies or procedures described in this Handbook.

To the extent any of the policies herein provided ~~are in conflict~~ (especially those of a financial nature) are in conflict with the terms and conditions of the Collective Bargaining Agreement between the Village of Dexter and Teamsters Local 214, the terms and conditions of employment set forth in the Bargaining Agreement shall control.

No employee handbook can anticipate every circumstance or question about employment policies. As the Village continues to grow, the need may arise and the Village reserves the right to revise, supplement, or rescind any policies or portion of the handbook from time to time as it deems appropriate, in its sole and absolute discretion.

NATURE OF EMPLOYMENT

The contents of this Handbook are for your information only and are not intended to and do not impose any contractual obligation on the Village of Dexter. Neither this Handbook, nor anything contained in it, constitutes a contract of employment. Your employment with the Village of Dexter is "at-will," which means either you or the Village can terminate your employment at any time, for any or no reason, with or without cause and with or without notice. The only person who can alter the at-will nature of your employment is the Village Manager, and the Village Manager can only do so in a written document exclusively directed to a particular employee, which specifically references this Handbook.

Village of Dexter

3/1/2004 January 12, 2009

EMPLOYEE ACKNOWLEDGMENT

The employee handbook describes important information about the Village, and I understand that I should consult the Department Supervisor regarding any questions not answered in the handbook. I have entered into my employment relationship with the Village voluntarily and acknowledge that I am employed on an "at-will" basis and that there is no specified length of employment. Accordingly, either the Village or I can terminate the employment relationship at will, with or without cause, at any time unless otherwise agreed by an express written agreement or by virtue of a valid Collective Bargaining Agreement.

Since the information, policies and benefits described herein are necessarily subject to change, I acknowledge that revisions to the handbook may occur, except to the Village's policy of employment-at-will. I understand that revised information may supersede, modify, or eliminate existing policies. The Village Manager has the ability to make revisions to the policies in this handbook.

Furthermore, I acknowledge that this handbook is not a contract of employment. I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

EMPLOYEE'S SIGNATURE

DATE

EMPLOYEE'S NAME (TYPED OR PRINTED)

Employer's Copy

Village of Dexter

3/1/2004 January 12, 2009

EMPLOYEE ACKNOWLEDGMENT

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EMPLOYEE'S SIGNATURE

DATE

EMPLOYEE'S NAME (TYPED OR PRINTED)

Employee's Copy

Employee Selection and Related Requirements

10-EQUAL EMPLOYMENT OPPORTUNITY

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at the Village will be based on merit, qualifications, and abilities. The Village does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, height, weight, disability, marital status or any other characteristic protected by law. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Any employees with questions or concerns about discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor or the Village Manager. Employees can raise concerns and make reports without fear of reprisal. Investigation of any alleged discriminatory behavior will take place and will be expeditiously pursued. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

110-EMPLOYMENT APPLICATIONS

Applications for employment with the Village of Dexter are to be made on forms provided by the Village. Applicants shall be required to provide information covering educational background, training, work experience, references, and other matters deemed pertinent and allowed by law. False or misleading information, or evidence of fraud, contained in a submitted employment application will ~~be~~ preclude an applicant from further consideration or, if detected after a person's commencement of employment, will serve as grounds for immediate termination.

Appointment to vacant positions, either from internal promotion or selection from outside job applicants, shall be made ~~based solely~~ on the applicant's knowledge, skills and abilities, as well as any other job-related qualifications as determined through fair and practical selection methods.

The Village Manager makes the final decision in the hiring and dismissal of all employees.

30-EMPLOYEE MEDICAL EXAMINATIONS

To help ensure that employees are able to perform their duties safely, psychological and medical examinations, including drug testing, may be required.

After ~~an offer~~ a conditional offer of employment is made to an applicant a health history questionnaire must be filled out and the applicant may be asked to have a drug test at the Village's expense by a health professional of the Village's choice. The Village also may require that an applicant undergo a psychological and/or medical examination ~~be performed~~ at the Village's expense by a health professional of the Village's choice, so assigned by the Village. Continued ~~Employment and assignment to duties beyond the probationary period is~~ contingent upon satisfactory completion of the required items.

20-HIRING OF RELATIVES

The employment of relatives in the same area of an organization may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried into day-to-day working relationships. The Village of Dexter prohibits the employment of relatives of employees in the same department or office or in any circumstance where a direct reporting relationship would exist. A relative is defined as any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

40-IMMIGRATION LAW COMPLIANCE

The Village is committed to employing only United States citizens and aliens who are legally authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with the Village within the past three years, or if their previous I-9 is no longer retained or valid.

Employees with questions or seeking more information on immigration law issues are encouraged to contact the Village Manager's Office. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

80-VILLAGE RIGHTS

The Village is charged with certain powers, rights, authority, duties and responsibilities by the laws and Constitution of the State of Michigan which it must assume and discharge, and which may not be delegated. The Village Council retains the sole and exclusive right to manage the Village of Dexter in all its operations and activities.

General Operating Procedures

360-WORK SCHEDULES

The normal work schedule for non-exempt full-time employees is an eight (8) hour day, Monday through Friday, totaling 40 hours per week. Salaried/exempt employees are generally required to work at least 45 hours per week. However, employees may be required to work other types of work schedules as determined by their Department Head or the Village Manager.

Work schedules for employees vary throughout our organization. Supervisors will advise employees of their individual work schedules. Staffing needs and operational demands may

Village of Dexter

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necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

390-REST AND MEAL PERIODS

Each workday, full-time nonexempt employees are provided with two rest periods, ~~from 1 to 2015~~ minutes in length. To the extent possible, rest periods will be provided in the middle of work periods. Since this time is counted and paid as time worked, employees must not be absent from their workstations beyond the allotted rest period time.

All full-time employees are provided a half hour paid meal period each workday. Supervisors will schedule meal periods to accommodate operating requirements. ~~Most employees will be relieved of all active responsibilities and restrictions during meal periods and will not be compensated for that time. Supervisors will notify those employees who are required to work through their meal times.~~

Flextime scheduling is available in some cases to allow employees to vary their starting and ending times each day within established limits. Employees should consult their supervisor ~~for the details of this program to determine if using flex time is appropriate for their position.~~

530-ATTENDANCE AND PUNCTUALITY

To maintain a safe and productive work environment, the Village expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on ~~the Village our ability to serve the public.~~ In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their supervisor as soon as possible in advance of the anticipated tardiness or absence.

Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, up to and including termination of employment.

280-TIMEKEEPING

Accurately recording time worked is the responsibility of every employee. Federal and state laws require the Village to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

~~Nonexempt eEmployees should must accurately~~ record the time they begin and end their work, as well as the beginning and ending time of each meal period. They should also record the beginning and ending time of any split shift or departure from work for personal reasons. Overtime work must be approved before it is performed.

Falsifying, or tampering with time records may result in disciplinary action, up to and including termination of employment.

290-PAYDAYS

Employees will be paid bi-weekly every other week (26 pay periods per year). Each paycheck will include earnings for all work performed through the end of the previous payroll period.

In the event that a regularly scheduled payday falls on a day off such as a holiday, employees will be paid on the first-day of work ~~following~~ prior to the regularly scheduled payday.

If a regular payday falls during an employee's vacation, the employee's paycheck will be available upon his or her return from vacation.

420-EMERGENCY CLOSINGS

At times, emergencies such as severe weather, fires, or power failures, can disrupt Village operations. In extreme cases, these circumstances may require the closing of a work facility.

When operations are officially closed due to emergency conditions, the time off from scheduled work will be paid. Employees in essential operations may be required to work on days when operations are officially closed.

370 USE OF PHONE AND MAIL SYSTEMS COMMUNICATION EQUIPMENT & SERVICES

~~Employees will be required to reimburse the Village for any charges resulting from their personal use of the telephone.~~

~~The mail system is reserved for business purposes only. Employees should refrain from sending or receiving personal mail at the workplace. The Village provides employees with certain communication equipment and services (including cell phones, e-mail, voice mail, internet access, etc) (the "Communication Equipment and Services") for the express purpose of carrying out the legitimate business needs of the Village.~~

The Communication Equipment and Services are Village property, and are intended to be used for reasonable business purposes only. Inappropriate use is prohibited. Inappropriate use includes personal use which inhibits or interferes with the productivity of employees, or that is intended for personal gain; transmission of information which is disparaging to others based on religion, race, color, national origin, age, sex, height, weight, disability or marital status, or any other protected characteristic, or that is otherwise offensive or inappropriate; disclosure of confidential or other sensitive information to any individual, whether inside or outside the organization, who does not have a legitimate business-related need to know the information; and/or unauthorized reproduction of computer or other software. Employees who engage in inappropriate use of the Communication Equipment and Services will be subject to disciplinary action, up to and including termination of employment.

The Village is the owner of the Communication Equipment and Services, and they remain Village property at all times. Employees shall not have any expectation of privacy in the

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Communication and Services. The Village reserves the right to monitor employee use of the Communication Equipment and Services.

Employees should be aware that an e-mail message is stored on the network and may be accessed long after it has been sent and read by the recipients. Even when a message has been deleted from the e-mail system, a record of it may remain on the computer system. Furthermore, e-mail messages sent to others can be forwarded to third parties, printed, or inadvertently routed to individuals other than the intended recipients. Thus, employees should not expect that a message would never be disclosed to or read by others beyond the original intended recipients. The Village expects all employees to keep these guidelines in mind and exercise appropriate discretion when using e-mail, especially when considering the communication of confidential or sensitive information.

The Village licenses the use of computer software from a variety of outside companies. The Village does not own this software or its related documentation and, unless authorized by the copyright owner, does not have the right to reproduce it except for backup purposes. With regard to local area networks and multiple machines, employees shall use the software only in accordance with the license agreement.

Unauthorized or inappropriate use of any Village computer, computer system, or other Communication Equipment and Services is strictly prohibited.

If a cell phone is lost or is damaged due to carelessness it will be the responsibility of the employee to repair or replace it.

TELEPHONE ETIQUETTE

To ensure effective telephone communications, employees should always use the approved greeting (name of Dept. and employee name) and speak in a courteous and professional manner. Please confirm information received from the caller, and hang up only after the caller has done so.

450 COMMUNICATION EQUIPMENT

~~Communication Equipment is provided to assist employees in performing their job duties. This equipment provides a rapid communications link with other Village employees and supervisors. The misuse of communication equipment slows down productivity, interrupts delivery of service and annoys other users. The misuse of communication equipment is prohibited. Examples of misuse are: use of vulgar language, playing music, and unnecessary talking or noise.~~

~~Anyone misusing communication equipment will be subject to disciplinary action, up to and including termination of employment.~~

540-PERSONAL APPEARANCE

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image the Village presents to the community.

During business hours, employees are expected to present a clean and neat appearance and to dress according to the requirements of their positions. Employees who appear for work inappropriately dressed will be sent home and directed to return to work in proper attire. Under such circumstances, employees will not be compensated for the time away from work.

Consult your supervisor or department head if you have questions as to what constitutes appropriate attire.

490-EMPLOYEE CONDUCT AND WORK RULES

To ensure orderly operations and provide the best possible work environment, the Village expects employees to conduct themselves in a manner that will protect the interests and safety of all employees and the organization.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are some examples of conduct that may result in disciplinary action, up to and including termination of employment

- ~~Theft or inappropriate removal or possession of property~~Theft, misappropriation, removal or misuse of property belonging to the Village, an employee, member of the public, supplier, vendor or guest of the Village.
- ~~Working under the influence of alcohol or illegal drugs~~Working or reporting for work under the influence of alcohol or illegal drugs, and/or bringing or possessing alcohol or illegal drugs on Village premises.
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment
- ~~Fighting or threatening violence in the workplace~~Engaging in or threatening violence in the workplace or other verbal, physical, or psychological abuse or mistreatment of a member of the public, supplier, vendor, guest or co-worker.
- Negligence or improper conduct leading to damage of employer-owned or customer-owned property
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- ~~Sexual or other unlawful or unwelcome harassment~~Unlawful discrimination or harassment, including sexual harassment, of others

Village of Dexter

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- Possession of dangerous or unauthorized materials, such as explosives, weapons or firearms, in the workplace
- ~~Unauthorized absence from workstation during the workday~~ Excessive absenteeism and / or tardiness
- Violation of ~~personnel~~ Village policies and / or procedures
- Unsatisfactory performance or conduct
- Falsification or misuse of, or omission on, Village forms, records or reports including time sheets and/or employment applications.
- Offensive conduct or conduct otherwise unbecoming an employee of the Village

Employment with the Village is at-will and either you or the Village may terminate that relationship at any time, with or without cause, and with or without advance notice.

500-DRUG AND ALCOHOL USE

It is the Village's desire to provide a drug-free, ~~healthful~~ healthy, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

While on the Village premises and while conducting business-related activities off the Village premises, no employee may use, possess, distribute, transfer, sell, or be under the influence of alcohol or illegal drugs. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.

Employees with questions or concerns about substance dependency or abuse are encouraged to discuss these matters with their supervisor, the Village Manager, or the President of Council to receive referrals to appropriate resources in the community.

Employees with drug or alcohol problems that have not resulted in, and are not the immediate subject of, disciplinary action, may request approval to take unpaid time off to participate in a rehabilitation or treatment program through the Village's health insurance benefit coverage. Leave may be granted if the employee agrees to abstain from use of the problem substance; abides by all the Village policies, rules, and prohibitions relating to conduct in the workplace; and if granting the leave will not cause the Village any undue hardship.

510-DRUG TESTING

The Village is committed to providing a safe, efficient, and productive work environment for all employees. Using or being under the influence of drugs or alcohol on the job may pose serious safety and health risks. To help ensure a safe and ~~healthful~~ healthy working environment, job applicants may be asked to provide body substance samples (such as urine and/or blood) to ~~determine~~ test for the illicit or illegal use of drugs and alcohol.

Village of Dexter

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Random and ~~m~~Mandatory drug and alcohol testing is required of all employees who are required to hold a Commercial Driver's License (CDL). A Supervisor with the consent of the Village Manager's or President of Council's ~~consent can~~ may also request ~~specific testing if the use of an illegal substance is suspected of use by such an employee.~~ Specific testing can also be requested of an employee by a Supervisor with the Village Manager or President of Council's consent if the use of alcohol during working hours is suspected of an employee. require an employee to undergo testing if either the use of an illegal substance or the use of alcohol during working hours is suspected.

This procedure is based on the Federal Highway Administration, Department of Transportation Qualification of Drivers and Procedures for Transportation Workers Drug Testing Programs (49 CFR, Parts 40 and 382).

~~520~~ SEXUAL AND OTHER UNLAWFUL HARASSMENT

The Village is committed to providing a work environment that is free of discrimination and unlawful harassment. Actions, words, jokes, or comments based on an individual's sex, race, national origin, ethnicity, age, religion, disability, or any other legally protected characteristic will not be tolerated. Examples include: vulgar or suggestive language, unwanted physical touching, sexual advances, sexually explicit photographs or materials in the work place, and telling sexual stories. Sexual harassment (both overt and subtle) is a form of employee misconduct that is demeaning to another person, undermines the integrity of the employment relationship, and is strictly prohibited.

Sexual harassment also includes the creation of a "hostile work environment" wherein ~~a~~ the frequency of incidents, comments or conduct of a sexual nature, generated by one or more employees, is clearly unwelcome ~~by an offended and~~ offensive to an employee yet continues without regard to such offended employee's stated objection.

Any employee who experiences an incident of sexual or other unlawful harassment should promptly report the matter to his or her Department Head. If the ~~supervisor~~ Department Head is unavailable or the employee believes it would be inappropriate to contact that person, the employee should immediately contact the Village Manager or any other member of management. Employees can raise concerns and make reports without fear of reprisal.

Anyone who becomes aware of possible sexual or other unlawful harassment should promptly advise the Village Manager or any member of management who will make every effort to handle the matter in a timely and confidential manner.

Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment.

~~560~~ SECURITY INSPECTIONS/VOICEMAIL AND E-MAIL

The Village wishes to maintain a work environment that is free of illegal drugs, alcohol, weapons, firearms, explosives, ~~or~~ and other improper materials. To this end, the Village prohibits the possession, transfer, sale, distribution or use of such materials on its premises. The Village requires the cooperation of all employees in administering this policy.

Village of Dexter

3/1/2004 January 12, 2009

Desks, lockers, and other storage devices may be provided for the convenience of employees but remain the sole property of the Village. Accordingly, they, as well as any articles found within them, can be inspected by any agent or representative of the Village at any time, either with or without prior notice. Employees have no expectation of privacy in these areas. Additionally, the ~~Village provided phone and computer systems, including voice mail and electronic mail systems, are Village property and subject to Village monitoring and inspection. Employees have no expectation of privacy in these areas.~~

350-SAFETY

Some of the best safety improvement ideas come from employees. Those with ideas, concerns, or suggestions for improved safety in the workplace are encouraged to raise them with their supervisor, or with another supervisor or manager. Reports and concerns about workplace safety issues may be made anonymously if the employee wishes. All reports can be made without fear of reprisal.

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to the appropriate supervisor. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify the appropriate supervisor. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures.

380-SMOKING

In keeping with the Village's intent to provide a safe and ~~healthful~~ healthy work environment, smoking in the workplace is discouraged. Nonsmoking areas are clearly designated where ~~smoking is expressly prohibited, and employees are asked to respect these designations.~~

~~Designated private offices may be designated as smoking areas if the occupants of such offices smoke. In situations where the preference of smokers and nonsmokers are in direct conflict, the preference of nonsmokers will prevail. Employees representing the Village shall not smoke in any private residence, with out the permission of the owner.~~

410-USE OF EQUIPMENT AND VEHICLES

Equipment and vehicles essential in accomplishing job duties are expensive and may be difficult to replace. When using Village property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, laws, safety standards, and guidelines.

Please notify the supervisor if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The

Village of Dexter

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supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment or vehicles used on the job.

Some employees, who are on call, may be furnished with a vehicle, which they may take home. These vehicles are to be used for Village purposes only.

Any employee involved in a motor vehicle ~~accident involving~~accident involving Village owned or leased vehicles must immediately notify their supervisor and the law enforcement agency having jurisdiction.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, ~~can~~may result in disciplinary action, up to and including termination of employment.

Personal use of ~~village~~Village equipment is strictly prohibited.

60-OUTSIDE EMPLOYMENT

Employees may hold outside jobs as long as they meet the performance standards of their job with the Village. All employees will be judged by the same performance standards and will be subject to the Village's scheduling demands, regardless of any existing outside work requirements.

If the Village determines that an employee's outside work interferes with performance or the ability to meet the requirements of the Village as they are modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain with the Village.

Outside employment that constitutes a conflict of interest or an appearance of a conflict of interest is prohibited. Employees may not receive any income or material gain from individuals outside the Village for materials produced or services rendered while performing their jobs with the Village.

100-PERSONNEL DATA CHANGES

It is the responsibility of each employee to promptly notify the Village of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an ~~emergency~~, educational accomplishment, an emergency, educational accomplishment, and other such status reports should be accurate and current at all times. If any personnel data has changed notify the Department Supervisor Head.

SOCIAL SECURITY NUMBER PRIVACY POLICY

The Village of Dexter, in order to properly secure and protect employee social security number/identification information, holds all employees that use or have access to any employee's social security number and information to the highest degree of confidentiality.

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In addition to the Village's normal security and confidentiality policy/practices, employees are prohibited from accessing, viewing or using another employee's social security information. No employee is permitted to access or use social security numbers without the Village's express permission.

Only authorized personnel may access records and documents both internal and external that contain employee social security numbers and information.

Any employee or individual who accesses social security data without authorization or for illegal purposes shall be disciplined, up to and including discharge, and, if illegal intent is determined, shall be referred to authorities for possible criminal prosecution.

All documents and records containing social security numbers and information will be kept in a secure environment with need-to-know access by authorized personnel only. When necessary, documents containing this and other confidential information will be properly destroyed through shredding or other means before disposal.

440-VISITORS IN THE WORKPLACE

To provide for the safety and security of employees and the facilities of the Village, only authorized visitors are allowed in the workplace. Authorization for visitors must be given by the Department Head or Supervisor. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances.

Authorized visitors will receive directions or be escorted to their destination. Employees are responsible for the conduct and safety of their visitors.

If an unauthorized individual is observed on the Village's premises, employees should immediately notify their supervisor.

570-RECYCLING

The Village supports environmental awareness by encouraging recycling and waste management in its business practices and operating procedures. This support includes a commitment to the purchase, use, and disposal of products and materials in a manner that will best utilize natural resources and minimize any negative impact on the earth's environment.

Special recycling receptacles have been set up to promote the separation and collection of recyclable materials.

The simple act of placing a piece of paper, can, or bottle in a recycling container is the first step in reducing demand on the earth's limited resources. Success of this program depends on active participation by all of us. Employees are encouraged to make a commitment to recycle and be a part of this solution.

The Village encourages reducing and, when possible, eliminating the use of disposable products.

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Whenever possible, employees of the Village are encouraged to purchase products for the workplace that contain recycled or easily recyclable materials. Buying recycled products supports recycling and increases the markets for recyclable materials.

By recycling, the Village is helping to solve trash disposal and control problems facing all of us today.

50-CONFLICTS OF INTEREST

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. The purpose of these guidelines ~~are~~is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation. Contact the Department Head or Village Manager for more information or questions about conflicts of interest.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of the Village's business dealings. A relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

No presumption of impropriety is created by the mere existence of a relationship with outside firms. However, if employees have any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose to the Village Manager as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which the Village does business, but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving the Village.

Classification and Compensation
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70-ORGANIZATION Amended 6-7-04

The Village of Dexter was founded in 1824 and is currently a General Law Village governed by the State of Michigan General Law Village Charter (Act 3 of 1895 as amended).

The Village Council, President, and Clerk are elected officials who contribute their time and experience to the Village of Dexter. They meet regularly to establish policies, develop financial plans and recommend physical improvements to the Village.

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The Village Manager and the Village Treasurer are contractual "at-will" employees of the Village. The Village Manager is the Chief Administrative Officer of the Village and is responsible to the Village Council for the efficient administration of the services provided to the citizens of Dexter. The Village Manager has overall day-to-day responsibility for Village operations and all public property belonging to the Village of Dexter. The Village Treasurer is the Financial Officer of the Village and is responsible for financial matters in the Village.

There are currently two Department Head positions in the Village:

- Superintendent of Public Services 213-219
- Community Development Manager 205-211

There is currently one Assistant Administrative Officer in the Village:

- Assistant Village Manager 205-211

A Department Head is a management level employee charged with the responsibility of directing a Village Department. Department Heads report directly to the Village Manager.

An Assistant Administrative Officer functions at the same level as a Department Head, and reports directly to the Village Manager.

The Village Manager, Treasurer, Assistant Administrative Officers, and Department Heads are classified Exempt and Regular Full-Time employees.

All other employees of the Village perform tasks as directed by their Department Head or the Village Manager.

90-EMPLOYMENT CATEGORIES

Each employee is designated as either NONEXEMPT or EXEMPT. NONEXEMPT employees are entitled to overtime pay under the specific provisions of federal and state laws. EXEMPT employees are not entitled to overtime and are excluded from specific provisions of federal and state wage and hour laws. An employee's EXEMPT or NONEXEMPT classification will be changed only upon written notification by the Village Manager.

REGULAR FULL-TIME employees are those scheduled to work at least 35 hours per week throughout the entire calendar year. Generally, they ~~currently~~ are eligible for the Village's benefit package, subject to the terms, conditions, and limitations of each benefit program.

PART-TIME employees are those scheduled to work less than 35 hours per week throughout the entire calendar year. Part-time employees generally are not eligible for benefits.

SEASONAL employees are those who are annually assigned to a specific job, tasks for a specific job or function each year. They are not eligible for benefits.

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TEMPORARY employees are those who are hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. Employment beyond any initially projected period does not in any way imply a change in employment status. Temporary employees are not eligible for benefits.

120 PERFORMANCE EVALUATION

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. Formal performance evaluations may also be conducted at the end of an employee's initial period in any new position. Ongoing performance evaluations may be conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and set performance objectives, as well as purposeful approaches for meeting goals.

The performance review cycle for all employees will be established according to an ongoing 12-month cycle, in harmony with the Village's fiscal year, currently ~~March to February~~ July to June. ~~New hires will be transitioned into This~~ this cycle will be transitioned into for new employees after successful completion of ~~an~~ their initial probationary period. ~~Current employees will transition into this cycle after the adoption of this document.~~

~~The Village may award merit-based pay adjustments in an effort to recognize truly superior employee performance. Merit adjustments will only be awarded if the employee/employees who have has satisfactorily achieved performance objectives established during the merit review period. If merit adjustments are awarded, they will be paid effective March/July 1st of the same year as salary scale adjustments.~~

~~The Village Manager will make the final decision to accept or reject recommendations for merit adjustments for employees. Nothing contained in this policy should be construed to guarantee that the appraisal process will result in a guaranteed wage adjustment!~~

130 COMPENSATION – PAY SCALES

Efforts shall be made to compensate village workers fairly and equitably in accordance with federal and state laws and sound personnel practices.

~~Pay ranges for Non-Bargaining Unit employees shall be established as follows:~~

Non-bargaining Position	Salary Range	Mid-Range
Village Manager	\$60,000 to \$90,000	\$75,000
Assistant Village Manager	\$40,000 to \$70,000	\$55,000
Treasurer/Finance Manager	\$40,000 to \$70,000	\$55,000

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Superintendent of Public Services \$65,000 to \$95,000 \$80,000

Community Development Manager \$35,000 to \$65,000 \$50,000

Your bargaining unit employees pay ranges are provided for guidance in granting merit rate adjustments. We do not intend to establish maximum pay limits. Rate adjustments above the top of the range can be granted if the employee consistently exceeds goals in areas of expectations in all areas of responsibility. Merit increases may be used during recruitment for vacancies in these positions. Depending upon qualifications, a maximum of the mid-range can be offered as starting wage with Council approval.

Village Council establishes a schedule of pay ranges which is used to set pay ranges and steps for each full-time position. Each job description lists the "pay range" and assignment places for which this range may reflect performance, education, experience, knowledge and familiarity with your duties. Adjustments to non-bargaining unit pay ranges may be made with Council approval.

A copy of current pay ranges for bargaining unit employees is included in the collective bargaining agreement. Pay ranges for non-bargaining unit employees are established in these steps. Adjustments to non-bargaining pay ranges may be made with Council approval.

400-OVERTIME

When operating requirements or other needs cannot be met during regular working hours, non-exempt employees may be scheduled-required to work overtime hours. When possible, advance notification of these mandatory assignments will be provided. All overtime work must be approved in advance by the Department Head or Village Manager. receive the supervisor's authorization. The Department Head or Village Manager must approve overtime prior to its commencement. The use of compensatory time off in lieu of overtime pay is NOT an acceptable way to deal with the needs of this organization, and therefore will not be used.

Overtime compensation is will be paid to all nonexempt employees in accordance with federal and state wage and hour restrictions.

Failure to work assigned overtime may result in disciplinary action, up to and including possible termination of employment.

No overtime compensation will be paid for exempt employees regardless of hours worked except as noted below follows:- A meeting stipend of \$50 per meeting will be provided to Non-bargaining exempt employees who are required to attend Village Council, Planning Commission, Parks Board, or Zoning Board of Appeals meetings.

An exception to the overtime policy will allow overtime payments at time and a half for extraordinary circumstances, including but not limited to: Acts of God, Terrorism, Snow Emergencies, and Black Outs.

320-ADMINISTRATIVE PAY CORRECTIONS

The Village takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday.

In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the Village Manager's Office so that corrections can be made as quickly as possible.

In the event an overpayment or underpayment is made the correction will be made on the employee's next paycheck. If the underpayment is creating a hardship for the employee, payment will be made as soon as possible. In the event the overpayment is large or over a period of time, the employee may request that the amount be deducted over a mutually agreed upon period of time.

310-PAY ADVANCES

The Village does not provide pay advances on unearned wages to employees.

330-PAY DEDUCTIONS AND SETOFFS

The law requires that the Village make certain deductions from every employee's compensation. Among these are applicable federal, state, and local income taxes. The Village may also deduct MERS on each employee's earnings up to a specified limit.

The Village offers programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their paychecks to cover the costs of participation in these programs.

If you have questions concerning why deductions were made from your paycheck or how they were calculated, your supervisor can assist in having your questions answered.

340-SHIFT DIFFERENTIAL

Some non-exempt employees may receive additional compensation for working 2nd or 3rd shift as their assigned shift. Compensation will not change for short term changing of shifts. Compensation will change if the change was requested by the employee's supervisor and ~~is for~~ if the change is for a period of 30 days or more.

430-TRAVEL EXPENSES

The Village will reimburse employees for reasonable business travel expenses incurred while on assignments away from the normal work location. The employee's Department Head and the Village Manager must approve all business travel in advance.

Discipline & Termination of Employment

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300-TERMINATION OF EMPLOYMENT

Below are examples of some of the most common circumstances under which employment is terminated between the Village of Dexter and the employee.

RESIGNATION - voluntary employment termination initiated by an employee.

DISCHARGE - involuntary employment termination initiated by the organization.

LAYOFF - involuntary employment termination initiated by the organization for non-disciplinary or non-performance related reasons.

RETIREMENT - voluntary employment termination initiated by the employee meeting age, length of service, and any other criteria for retirement from the organization.

The Village will generally schedule exit interviews at the time of employment termination. The exit interview will afford an opportunity to discuss such issues as employee benefits, conversion privileges, repayment of outstanding debts to the Village, or return of the Communication Equipment and Services or other Village-owned property. Suggestions, complaints, and questions can also be voiced.

550-RETURN OF PROPERTY

Employees are responsible for all property, materials, or written information issued to them or in their possession or control. Employees must return all the-Village property immediately upon request or upon termination of employment. Where permitted by applicable laws, the Village may withhold from the employee's check or final paycheck the cost of any items that are not returned when required. The Village may also take all action deemed appropriate to recover or protect its property.

Paid & Unpaid Leave Time

140-EMPLOYEE BENEFITS – GENERAL INFORMATION

Eligible employees of the Village are provided a wide range of benefits. Your supervisor can identify the programs for which you are eligible.

The following benefit programs are currently available to eligible employees:

- Mileage Reimbursement
- Bereavement Leave
- Dental Insurance
- Educational Financial Assistance
- Paid Holidays
- Jury Duty Leave
- Life Insurance
- Medical Insurance
- Medical Leave

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Membership Dues
Mileage Reimbursement
Military Leave
Pension Plan
Personal Leave
Sick Leave
Supplemental Medical Coverage
Travel Allowances
Uniform and Uniform Maintenance
Vacation Benefits
Voting Time Off
Witness Duty Leave

At this time, some benefit programs require contributions from employees, but most are fully paid by the Village. The benefit package for regular full-time employees currently represents an additional cost to the Village of approximately 40 percent of wages.

150-VACATION BENEFITS

Vacation time off with pay is available to regular, full-time employees to provide opportunities for rest, relaxation, and personal pursuits.

Typically, the amount of paid vacation time that eligible employees receive each year during each "vacation period" (as defined below) increases with the length of their employment, as shown in the following schedule.

VACATION EARNING SCHEDULE

The Vacation Earning Schedule shown below applies to all regular full-time employees, unless the terms of an individual employment agreement differ in some way, in which case the individual employment agreement controls.

CONTINUOUS SERVICE	VACATION DAYS EARNED
Zero (0) – Six (6) Months "Not eligible to use until completion of 6 months of service."	1 day per month
Six (6) Months – Five (5) Years	1 day per month
Six (6) Years – Ten (10) Years	1.25 days per month
Eleven (11) Years – Fifteen (15) Years	1.5 days per month

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Sixteen (16) Years – Twenty (20) Years

1.75 days per month

~~Excess of~~ More than Twenty (20) Years

2 days per month

An employee's "vacation period" shall be twelve months beginning on ~~their~~ the anniversary of ~~his or her~~ date of hire. If hired ~~between the 1st through and the 15th of the a~~ month, the "vacation base date" will be the first of that month; if hired ~~between the 16th through and the last day of the~~ a month, the vacation base date will be the first of the next month. ~~Not more than a total of eighty-four (8040)-hours plus the current year's accumulation may be carried forward into a succeeding vacation period for non-bargaining employees hired after January 1, 2007. All vacation in excess of this amount will be forfeited. The village has established a strict use-it-or-lose-it policy.~~

Once employees enter an eligible employment classification, they begin to earn paid vacation time according to the schedule set forth above (unless the terms of an individual employment agreement establishes a different schedule). Employees ~~can~~ may request use of vacation time after it is earned, provided they have served the initial six-month employment period.

Vacation requests need to be approved in advance by the Department Head. Vacation requests from Department Heads need to be approved by the Village Manager. ~~Vacation days should be requested in writing at least two months in advance.~~ Vacation time can be used in minimum increments of one-half day. Requests will be reviewed based on a number of factors, including business needs and staffing requirements. In the event of conflicting requests, length of service with the Village generally will control.

Vacation time off is paid at the employee's pay rate at the time of vacation. No vacation days are to be used prior to their being earned.

In the event that an employee, during a regular scheduled vacation leave, becomes ill or experiences the death of a family member, which would normally be associated with sick or bereavement leave, the Village may grant the replacement of the specific time associated with the vacation leave and allow it to be replaced with sick leave or bereavement leave. Sick leave will be afforded to replace vacation leave in the event of an illness on a scheduled vacation only on the condition that a written statement from a physician attests to the fact that medical care and attention was sought and received.

Employees are encouraged to use available paid vacation time for rest, relaxation, and personal pursuits. In the event of resignation or death of an employee, the employee or employee's estate will be paid for the unused vacation days, ~~which~~ that the employee has accumulated at the employee's pay rate at the time of termination of employment, up to a maximum of ten days (80 hours).

~~160~~ HOLIDAYS

The Village will grant holiday time off to all regular, full-time employees on the holidays listed below.

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1. New Year's Day (January 1)
2. Martin Luther King Day
- ~~2.3. President's Day~~
- ~~3. Martin Luther King Day~~
4. Good Friday
5. Memorial Day (last Monday in May)
6. Independence Day (July 4)
7. Labor Day (first Monday in September)
8. Thanksgiving (fourth Thursday in November)
9. Day After Thanksgiving Day
10. Christmas Eve (December 24)
11. Christmas (December 25)
12. New Year's Eve

Holiday pay will be calculated based on the eligible employee's straight-time pay rate (as of the date of the holiday) times 8 hours.

~~Eligibility—Employees are eligible for Holiday pay is established only after the their initial 30 days of employment.~~

~~Should a recognized holiday occur on a day, whereby the employee scheduled working, employees will be paid for such a holiday as granted an additional day's leave and holiday leave for that holiday occurs during any employee's scheduled vacation period, that employee will be granted an extra vacation day.~~

170-SICK LEAVE BENEFITS

The Village provides paid sick leave benefits to all regular full-time employees for periods of temporary absence due to illnesses or injuries.

Unless the terms of an individual employment agreement provide otherwise, sick leave will be earned at the rate of one (1) day (eight [8] hours) for each full month of employment. Sick days may be accumulated only to sixty (60) days or 480 hours.

It is mandatory that all employees notify their supervisor at least one (1) hour prior to their starting time if illness or injury makes it necessary for them to be absent from work for that day. If the employee knows at the time of this notification that he or she will be absent for more than one (1) day, the employee must notify his/her supervisor of the longer absence. In the event the supervisor is not notified of a longer absence, the employee must repeat the notification procedure. Otherwise, no sick leave will be granted. A physician's certificate may be required after three (3) days' absence, and, if requested by the employee's supervisor, must be furnished by the employee ~~if requested before their his or her return by the employee's supervisor.~~

An employee's earned sick leave may only be taken in full-day or one-half (1/2) day hour increments. Employees will be allowed to utilize sick time for family illness. Employees may use up to 24 hours of sick leave each year for personal reasons other than sickness.

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Non-bargaining Employees hired on or after March 1, 2000 to full time employment will not be entitled to "cash out" their accrued sick leave upon retirement. Those non-bargaining employees hired for full time employment before March 1, 2000 will be grandfathered to qualify for compensation of their accrued sick leave (up to the maximum accrual of 90 days (720 hours)). Payment will begin when the grandfathered employee announces his or her intent to retire (preferably three years in advance). Payment of the accrued sick leave balance will be divided up and paid out on an annual basis over the time period between when the employee announces his or her intent to retire and the effective date of the retirement.

"Contract exception for cash payment of accrued sick leave benefit."

~~The practice of sick leave accumulation cash-out will discontinue for employees hired on or after March 1, 2004. Current employees will be grand fathered to qualify for a one hundred percent (100%) payment of their accrued sick leave (up to the maximum accrual of 720 hours). This benefit will only be paid to those employees hired prior to March 1, 2004, up to the maximum accrual of 90 days (720 hours). The benefit will be paid out when the employee announces the intent to retire, preferably three years in advance. The sick leave balance will be divided up and paid out annually over this time period.~~

~~The practice of paying sick leave benefits out annual that are in excess of (90) days will cease as of March 1, 2004.~~

Employees who quit or are discharged are not entitled to any type of payment for accrued but unused sick leave-benefits.

180-TIME OFF TO VOTE

The Village encourages employees to fulfill their civic responsibilities by ~~participating~~ voting in elections. Generally, employees are able to find time to vote either before or after their regular work schedule. If employees are unable to vote in an election during their non-work hours, the Village may grant up to ½ hour of paid time off to vote upon a showing by the Employee of a good reason why he or she cannot vote on non-work time.

Employees should request time off to vote from their supervisor at least two working days prior to the Election Day. Advance notice is required so that the necessary time off can be scheduled at the beginning or end of the work shift; ~~whichever, depending on which~~ provides the least disruption to the normal work schedule.

190-JURY DUTY

~~The Village encourages employees to fulfill their civic responsibilities by serving jury duty when required.. Regular full-time employees may request up to two weeks of paid jury duty leave over any two-year period.~~

~~An employee will be excused from regular duty for the hours scheduled for court appearance. The employee will work his or her regular hours when court attendance is not required. The Employer will pay an employee for his or her regular hours of work, and the employee will provide the Village with the check for the jury fee. Jury duty pay will be calculated on the~~

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employee's base pay rate times the number of hours the employee would otherwise have worked on the day of absence.

If employees are required to serve jury duty beyond the period of paid jury duty leave, leave from any other available paid time off, any request for unpaid jury duty leave of absence, sick leave, or vacation benefits may be used for paid time off for additional jury duty.

Employees must show the jury duty summons to their supervisor as soon as possible so that the supervisor may make arrangements to accommodate their absence. Employees are expected to report for work whenever the court schedule permits.

Either the Village or the employee may request an excuse from jury duty if, in the Village's judgment, the employee's absence would create serious operational difficulties.

Employees receiving paid jury duty leave must endorse any compensation received to the general fund of the Village.

200-WITNESS DUTY

The Village encourages employees to appear in court for witness duty when subpoenaed to do so.

If employees have been subpoenaed or otherwise requested to testify as witnesses as a result of their employment by the Village, they will receive paid time off for the entire period of witness duty.

Employees will be granted unpaid time off to appear in court as a witness when subpoenaed or otherwise requested to testify by a party other than the Village. Either sick leave or vacation benefits may be used for paid time off at the discretion of the employee.

The subpoena should be shown to the employee's supervisor immediately after it is received so that operating requirements can be adjusted, where necessary, to accommodate the employee's absence. The employee is expected to report for work whenever the court schedule permits.

Employees receiving paid time off to appear as a witness must endorse any compensation received to the general fund of the Village.

210-BEREAVEMENT LEAVE

Employees who wish to take time off due to the death of an immediate or extended family member should notify their supervisor immediately.

In the event of the death of an employee's father, mother, stepfather, stepmother, husband, wife, sister, brother, son, daughter, stepson, stepdaughter, grandfather, grandmother, brother-in-law, sister-in-law, or spouse's parents, brother or sister-in-law in your immediate family you will the employee will receive up to three (3) regularly scheduled workdays off with pay because of this death. To receive this benefit, you the employee must be on active payroll at the time of the death, and provide proof of the death.

460 FAMILY AND MEDICAL LEAVE

The Family and Medical Leave Act ("FMLA") provides eligible employees with up to 12 weeks of unpaid leave for certain family and medical reasons during a 12-month period. During this leave, an eligible employee is entitled to continue group health plan coverage as if the employee had continued to work. At the conclusion of the leave, subject to some exceptions, an employee has a right to the same or to an equivalent position.

Eligibility Coverage

A Village employee is eligible for Family and Medical Leave if he or she:

1. has worked for ~~The~~ the Village for at least a total of 12 months; and
2. has worked at least 1,250 hours over the 12 month period immediately preceding the employee's request for leave or the date on which the leave commences, whichever comes first.

Events Which May Entitle an Employee to ~~Family Medical Leave~~ FMLA Leave

Leave may be taken for any one or for a combination of the following reasons:

1. The birth of a child or to care for the newborn child;
2. The placement of a child for adoption or foster care, ~~and~~ or to care for the newly placed child;
3. To care for a spouse, child or parent (but not in-law) with a serious health condition and/or
4. For the employee's own serious health condition (described below).
5. A qualifying exigency (as defined by the Department of Labor) arising out of the fact that the spouse, or a son, daughter, or parent of the employee is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation.
6. Care of the employee's spouse, child, parent, or next of kin (nearest blood relative) who, as a result of injury or illness incurred in the line of duty while on active duty in the Armed Forces, (a) is undergoing medical treatment, recuperation or therapy, (b) is otherwise in outpatient status, or (c) is otherwise on a temporary disability retired list, provided that such injury or illness may render the service member medically unfit to perform the duties of his/her office, grade, rank or rating.

An employee may take leave because of a serious health condition that makes the employee unable to perform the functions of the employee's position.

"Serious health condition" means an illness, injury, impairment, or physical or mental condition that involves:

- any period of incapacity or treatment connected with inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility;

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- continuing treatment by (or under the supervision of) a health care provider under the following circumstances:
 - any period of incapacity requiring absence of more than three calendar days from work, school, or other regular daily activities, and that involves two or more visits to a health care provider, or one visit which results in continuing supervised treatment;
 - any period of incapacity due to pregnancy or for prenatal care;
 - any period of incapacity due to a chronic serious health condition;
 - permanent or long-term incapacity due to a condition for which treatment may be ineffective but for which the employee remains under continuing supervision of a health care provider; or
 - absence to receive multiple treatments either for restorative surgery or for a condition likely to result in incapacity of more than three days absent medical intervention.

How Much Leave May Be Taken

An eligible employee is entitled to up to 12 work weeks of unpaid leave during a 12-month period for ~~any qualifying reason(s)~~ reasons 1-5 above. The 12-month period is a rolling 12-month period measured backward from the date an employee uses any leave.

An eligible employee is entitled to up to 26 work weeks in a single 12-month period to care for an injured or ill service member (reason 6 above). Provided, however, that leave to care for an injured or ill service member, when combined with other FMLA-qualifying leave (reasons 1-5 above), may not exceed 26 work weeks in a single 12-month period. This paragraph does not limit the availability of FMLA leave for reasons 1-5 during any other 12-month period.

Limitations on Leave

Leave to care for a newborn or for a newly placed child must conclude within 12 months after the birth or placement of the child.

If both spouses are employed by the Village, they are together entitled to a combined total of 12 work weeks of leave within the designated 12 month period for the birth, adoption or foster care placement of a child with the employees, for aftercare of the newborn or newly placed child, and to care for a parent (but not in-law) with a serious health condition. Each spouse may be entitled to additional leave for other qualifying reasons (i.e. the difference between the leave taken individually for any of the above reasons and 12 work weeks, but not more than a total of 12 work weeks per person). For example, if each spouse took 6 weeks of leave to care for a newborn child, each could later use an additional 6 weeks due to his/her own serious health condition or to care for a child with a serious health condition.

Use of Paid and Unpaid Leave

If an employee has earned paid leave, the employee must exhaust that earned paid leave (sick days, vacation, etc.) at the beginning of the leave, except that paid sick days will be used only if the absence is due to the employee's medical condition. The Family/Medical FMLA leave will run concurrently with the paid leave. Once all earned leave is exhausted, the remainder of the 12 weeks of leave, if any, will be unpaid. Example: if an employee has two weeks paid leave available, then the 12-week Family/Medical FMLA leave would consist of two paid weeks and 10 unpaid weeks.

Intermittent or Reduced Work Schedule Leave

Intermittent leave is leave taken in separate blocks of time. A reduced work schedule leave is a leave schedule that reduces an employee's usual number of days per workweek or hours per workday. Leave to care for a newborn or for a newly placed child may not be taken intermittently or on a reduced work schedule basis without advance approval by the Village Manager or Department Head.

Leave because of an employee's own serious health condition, or to care for an employee's spouse, child or parent with a serious health condition, may be taken all at once or, where medically necessary, intermittently or on a reduced schedule basis.

FMLA leave may also be taken intermittently or on a reduced schedule basis for reasons relating to a family member's Armed Forces active duty or when an employee needs to care for a family member who has incurred an injury or illness while on active duty.

If an employee takes leave intermittently or on a reduced work schedule basis, the employee must, if possible, attempt to schedule the leave so as not to unduly disrupt operations. When an employee takes intermittent or reduced schedule leave for foreseeable planned medical treatment, the Village may temporarily transfer the employee to an alternative position with equivalent pay and benefits for which the employee is qualified and which better accommodates recurring periods of leave.

~~Family/Medical Leave may be taken on an intermittent or reduced leave schedule as long as the Village agrees with intermittent leave or reduced leave schedule. When leave is needed for planned medical treatment, the employee should try to schedule treatment so as not to unduly disrupt the Village's workplace.~~

Benefits During Leave

While an employee is on Leave, the Village will continue the employee's health insurance benefits (if any) during the leave period at the same level and under the same conditions as if the employee had continued to work. For the portion of Leave that an employee is not on the payroll, and therefore the ~~village~~ Village is unable to payroll deduct the employee's monthly insurance co-payment, the employee's portion of the health insurance premiums (if any) must be paid at the same time as if made by payroll deductions.

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If the employee's payment for health insurance premiums is more than 30 days late, the Village may discontinue health insurance coverage upon notice to the employee. The Village will provide 15 days' notification prior to the employee's loss of coverage.

Employee Status after Leave

An employee who takes ~~Family/Medical~~ FMLA Leave will be able to return to the same position or a position with equivalent status, pay, benefits and other employment terms. ~~The position will be the same, or one that is virtually identical in terms of pay, benefits and working conditions. The Village may choose to exempt certain highly compensated employees from this requirement and not return them to the same or similar position.~~ An employee is entitled to reinstatement only if he/she would have continued to be employed had FMLA leave not been taken. Thus, an employee is not entitled to reinstatement if, because of a layoff, reduction in force, or other legitimate business reason, the employee would not have been employed at the time job restoration is sought.

In addition, the Village reserves the right to deny reinstatement to salaried, eligible employees who are among the highest paid 10 percent of the Village's employees ("key employees") if such denial is necessary to prevent substantial and grievous economic injury to the Village's operations.

Certification of the Serious Health Condition

If an employee applies for FMLA leave based on reasons 3, 4, or 6 above, the ~~The Village may ask for medical certification certification of the serious health condition.~~ The employee should try to respond to such a request within 15 days of the request, or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. Medical certification may be provided by using the Village's Medical Certification Form.

If employee is requesting intermittent leave or reduced work schedule, the certification must include dates and the duration of treatment as well as a statement of medical necessity for taking intermittent leave or working a reduced schedule.

If the Village doubts the validity of a certification, it may require, at its expense that the employee obtain a second opinion designated or approved by the Village. If the second opinion differs from the opinion in the original certification, the Village may require, also at its expense, that the employee obtain the opinion of a third health care provider designated or approved jointly by the Village and the employee. The third health care provider's opinion is to be considered final and binding on the Village and the employee.

A request for leave for a qualified exigency (reason 5 above) must be supported by a certification issued at such time and in such manner as the Secretary of Labor may by regulation prescribe. If the Secretary issues a regulation requiring such certification, the employee shall provide, in a timely manner, a copy of such certification to the Village.

~~The Village has the right to ask for a second opinion if it has reasons to doubt the certification. The company will pay for the employee to get a certification from a second doctor, which the company will select. If necessary to resolve a conflict between the original certification and the~~

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~~second opinion, the company will require the opinion of a third doctor, and the company will pay for the opinion. This third opinion will be considered final. The employee will be provisionally entitled to leave and benefits under the FMLA pending the second and/or third opinion.~~

To Request Leave

An employee should request ~~Family/Medical~~FMLA Leave by completing the Request for Leave form and submitting it to the Village Manager or Department Head.

When the leave is foreseeable based on an expected birth or placement (reasons 1 and 2 above), for childbirth, placement of child, or based on planned medical treatment (reasons 3, 4, or 6 above) for the employee's or family member's serious health condition, the employee must provide the Village with at least 30 days advance notice, or such shorter notice as is practicable (i.e., within 1 or 2 business days of learning of the need for the leave). When the necessity for leave under reason 5 is foreseeable, whether because the spouse, or a son, daughter, or parent of the employee in on active duty, or because notification of an impending call or order to active duty in support of a contingency operation, the employee shall provide such notice as is reasonable and practicable.

When the timing of the leave is not foreseeable, the employee must provide the Village with notice of the need for leave as soon as practicable (i.e. within 1 or 2 business days of learning of the need for the leave).

Required Documentation

When leave is taken to care for a family member, the Village may require the employee to provide documentation or statement of family relationship (e.g., birth certificate or court document).

During ~~Family/Medical~~FMLA Leave, the Village may request that the employee provide recertification of a serious health condition. In addition, during the Leave, the employee must provide the Village with periodic reports regarding the employee's status and intent to return to work. If the employee's anticipated return to work date changes and it become necessary for the employee to take more or less leave than originally anticipated, the employee must provide the Village with reasonable notice (e.g., within 2 business days) of the employee's changed circumstances and new return date. If the employee gives the Village notice of the employee's intent not to return to work, the employee will be considered to have voluntarily resigned.

Before employee returns to work from Family/Medical Leave for the employee's own serious health condition, the employee may be required to provide the Village with a fitness for duty certification from the employee's health care provider, with respect to the condition for which leave was taken, stating that the employee is able to resume work.

Leave or return to work may be delayed or denied if the appropriate documentation is not provided in a timely manner. Also, a failure to provide requested documentation of the reason for an absence from work may lead to termination of employment.

Conformance with FMLA and Reservation of Rights

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The foregoing provisions are intended to comply with the Family and Medical Leave Act of 1993, as amended, and with regulations promulgated, from time to time, by the Department of Labor. To the extent that any provision set forth above conflicts with the Act or regulations, the Act and/or regulations shall control.

The Village reserves the right to exercise all rights accorded employers under the Act and regulations, whether or not this handbook specifically sets out those rights.

470 PERSONAL LEAVE

The Village may, at its sole discretion, provide leaves of absence without pay to eligible employees who wish to take time off from work duties to fulfill personal obligations.

As soon as employees become aware of the need for a personal leave of absence, they should request a leave from their Department Head.

Personal leave may be granted for a period of up to 14-calendar days per_-year. If this initial period of absence proves insufficient, consideration may be given to a written request for a single extension of no more than seven calendar days. With the Department Head's approval, an employee may take any available sick leave or vacation leave as part of the approved period of personal leave.

Requests for personal leave will be evaluated based on a number of factors, including anticipated workload requirements and staffing considerations during the proposed period of absence.

Subject to the terms, conditions, and limitations of the applicable plans, the Village will continue to provide health insurance benefits for the full period of any approved personal leave.

Benefits, such as sick leave, vacation accrual and pension benefits, will be suspended during the personal leave and will resume upon return to active employment.

When a personal leave ends, every reasonable effort will be made to return the employee to the same position, if it is available, or to a similar available position for which the employee is qualified. However, the Village cannot guarantee reinstatement.

If an employee fails to report to work upon the expiration of the approved leave period, the Village will assume the employee has voluntarily resigned.

480 MILITARY LEAVE

A military leave of absence will be granted to employees in a manner consistent with any applicable laws.

The leave will be unpaid. However, employees may use any available paid vacation and sick time off for the absence.

Benefits, such as sick leave, vacation and pension benefits, will be suspended during the leave and will resume upon the employee's return to active employment.

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Employees on two-week active duty training assignments or inactive duty training drills are required to return to work for the first regularly scheduled shift after the end of training, allowing reasonable travel time. Employees on longer military leave must apply for reinstatement in accordance with all applicable state and federal laws.

Every reasonable effort will be made to return eligible employees to their previous position or a comparable one. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service, such as the rate of vacation earned and job seniority rights.

Health & Welfare Benefits

220-MEDICAL, Rx & DENTAL BENEFITS

**“Apply most current Union Contract Language for medical, Rx & Dental Benefits.”*

Medical, prescription, ~~and vision~~, and dental benefits are currently available for regular full-time employees. ~~Enrollment in the~~Eligibility for the medical, prescription drug, and dental, and vision program is established on the first day of the month after an eligible employee completes 30 days of employment.

The Village’s medical, prescription, and vision benefits are described in summary plan description booklets, and information about the dental plan is available from Human Resources. Complete descriptions of these benefits are also contained in the Village’s master insurance contracts with insurance carriers, which are maintained in Human Resources. If information in this Handbook or applicable summary plan descriptions contradicts information in these master contracts, then the master contract shall govern in all cases.

The Village reserves the right to amend or terminate any of these programs or to require or increase employee premium contributions toward any benefits with or without advance notice at its discretion.

~~It is the Employer’s intent to fully pay for basic employee health care coverage through Blue Care Network (Blue Cross/Blue Shield HMO). An employee may select improved benefits provided by Blue Cross/Blue Shield of Michigan Plan CMM-100 (traditional coverage). However, the employee must pay all costs that exceed the Employer’s Blue Care Network contribution.~~

~~Employees shall receive prescription drug benefits through some combination of health care coverage and/or Employer subsidy or reimbursement, which will limit employee cost for any single prescription for covered employees or qualified dependents to Five Dollars (\$5.00).~~

~~The Employer will also provide a program of dental benefits for employees through enrollment in the Michigan Conference of Teamsters Welfare Fund, Plan I.~~

In lieu of coverage, eEmployees may choose to be compensated for 60% of the total actual value of Medical, Rx Coverage and prescription drug coverage at the single rate, not to exceed \$3,000. Compensation will be made on the first pay period in December.

SHORT TERM DISABILITY

The employer agrees to provide a group short-term disability program with a thirteen (13) week benefit limit paid at 60% of weekly earnings (maximum benefit of \$750 per week). An employee may request to utilize this benefit in conjunction with his or her accrued sick/vacation/personal leave as long as the amount paid to the employee does not exceed 100% of his or her current wage. If the disability is due to an injury the benefit will take effect on day one (1). If the disability is due to an illness the benefit will take effect on day eight (8).

230-LIFE INSURANCE

Currently, full-time regular employees are provided a term life insurance policy, which will provide benefits of Fifty Thousand Dollars (\$50,000) face term. Eligibility is established on the first day of the month following the employee's completion of after thirty (30) days of employment-at-the-beginning-of-a-month.

240-RETIREMENT BENEFITS

All employees Unless otherwise provided in an individual employment agreement, all employees are covered by the Michigan Employees Retirement System (MERS) and are eligible for Benefit Program B-3, with a maximum member contribution of four percent (4%) member contribution, ten (10) Year vesting, and three (3) year final average compensation, and full retirement at age fifty-five (55) years with twenty five (25) years of service. The MERS Benefits Booklet describes the retirement program in detail and provides contact numbers for additional information.

According to the MERS pension plan implementation agreement effective March 1, 1996, the Village agreed to cover the employee's share of the contribution to the pension plan. However, the maximum contribution payable by the Village to support a pension program is established at a not to exceed ten percent (10%). Once the cost of this benefit exceeds 10%, the employee will cover this excess percent to maintain the current pension program. A non-bargaining employee's required contribution is that percentage beyond 10% of the member's pay, up to a maximum four percent (4%).

"Apply current Union Contract Language for Retiree Health Care Coverage."

For employees hired before March 1, 2005 the Village agrees to provide medical and prescription drug benefits for retirees and their spouse at the time of retirement if they have a minimum of fifteen (15) years of service at retirement. The benefit will provide the same level of benefits as provided to active employees.

For employees hired after March 1, 2005 the Employer agrees to provide medical and prescription drug insurance benefits for retirees and their spouse at the time of retirement if they have a minimum of twenty (20) years of service at retirement. The benefit will provide the same level of benefits as provided to active employees.

260-EDUCATIONAL ASSISTANCE

The Village recognizes that the skills and knowledge of its employees are critical to the success of the organization. The educational assistance program encourages personal development through formal education so that employees can maintain and improve job-related skills or enhance their ability to compete for reasonably attainable jobs within the Village.

Educational Assistance currently is available to regular full-time employees subject to the limitations set forth below. To maintain eligibility employees must remain on the active payroll and be performing their job satisfactorily through completion of each course.

Required Training or Testing for Licensing

Training and/or testing for licensing, certification, and advanced certification or re-certification which may be required to maintain an employee's present level of service shall be paid by the Village. Necessary training, licensing, certification, and advanced certification or re-certification needed for each position will be reviewed and determined by the Department Head with approval of the Village Manager. Lodging, meals, and necessary travel expenses shall be paid for out-of-town training or testing with approval of the Department Head. Training or testing must ordinarily be scheduled such that overtime is not required. Any overtime request must have advance approval.

Voluntary Continuing Education Benefits for Improving Job Skills

The Village will encourage individual courses, special seminars, or training sessions, which are considered for improvement or upgrade of job skills. The Village has sole discretion to determine whether a course relates to an employee's current job duties or a foreseeable future position. Employees need to recognize that the Village is concerned with keeping its employees well trained to perform the job tasks required of them. This will, from time to time, allow employees to take college level classes that the Department Head feels will improve job performance. This does not mean that the Village will participate in financing an employee's desire to receive a College Degree in a job-related field. It does however allow for the participation in certain College level classes that allow the employee to improve their skills to a level that the Department Head feels is appropriate to enhance current job performance.

Final decisions on determination of course eligibility will be made by the Village Manager if conflicts arise. Employees will be considered for this benefit after one year of employment. Employees should contact their Department ~~Supervisor~~ Head for more information or questions about continuing education benefits. Reimbursement will be made for tuition only and provided successful completion and attainment of a passing grade and acceptable attendance by the employee is demonstrated. However, the employee will be liable for expenses if any one of the following conditions apply (a) Notice of failure to make passing grade; (b) Leaving Village employment before one (1) year of the anniversary date after passing or completion; or-(c) Failure to complete any course.

While educational assistance is expected to enhance employees' performance and professional abilities, the Village does not guarantee that participation in formal education will entitle the employee to advancement, a different job assignment, or pay increases.

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~~270 LONGEVITY REMOVED!~~

~~"The salary pay scale (Resolution) proposed to be adopted along with this Handbook and effective March 1, 2004 will provide non-bargaining employees additional compensation to help close the compensation gap with regard to this concession. Generally the new pay scale will provide 1/3 of the previous benefit."~~