

F. PUBLIC HEARINGS

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

G. NON-ARRANGED PARTICIPATION:

Non-arranged participation will include those in the audience not listed on the agenda that wish to speak. At the Village President's discretion, members of the audience may be called on to speak at any time. Those addressing the Council will state their name, and address. This section is limited to 5-minutes per participant or 10-minutes for group representatives.

H. COMMUNICATIONS:

1. Upcoming Meeting List
2. Sign Calendar
3. Michigan Municipal League Personal Property Tax Repeal Update Letter
4. Letter to Anlaan from Washtenaw County

Page # 13-20

I. REPORTS:

1. Community Development Manager – Allison Bishop

Page # 21-40

2. Finance Director/Treasurer – Marie Sherry

Page # 41-68

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

Arts, Culture & Heritage Committee

Chelsea Area Planning Team / Dexter Area Regional Team

Dexter Area Chamber – Paula Palmer Burns

Dexter Area Fire Department

Downtown Development Authority Chair

Farmers Market/Community Garden

Gateway Initiative

Gordon Hall Mgmt Team Representative

Huron River Watershed Council Representative

Library Board Representative

Parks & Recreation Commission

Planning Commission

Washtenaw Area Transportation Study Policy Rep-Jim Carson

Western Washtenaw Area Value Express Representative

Page # 69-74

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

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4. Subcommittee Reports
 - Downtown Fire Detection
 - Economic Preparedness
 - Facilities
 - Website**

5. Village Manager Report **Page # 75-104**

6. President's Report **Page # 105-106**

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: \$247,687.50

Page # 107-114

K. OLD BUSINESS- Consideration and Discussion of:

1. Discussion of: Cityhood Next Steps

Page # 115-116

2. Discussion of: Determination of 2012 Road Projects

Page # 117-118

L. NEW BUSINESS- Consideration and Discussion of:

1. Consideration of: Acceptance of the 2010-2011 Audit

2. Consideration of: Recommendation Wellness Center Site Plan

Page # 119-142

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3. Discussion of: Contract with the Road Commission to Complete the Dexter-Pinckney Sidewalk
Page # 143-150

4. Consideration of: Public Art Plan
Page # 151-168

5. Consideration of: Resolution of Intent for Participating in the National Flood Insurance Program
Page # 169-171

6. Consideration of: Resolution and Intergovernmental Agreement to Manage Floodplain Development for the National Flood Insurance Program
Page # 172-174

7. Consideration of: Setting a Public Hearing for February 13, 2012 to Establish an Industrial Development District at 3515 Broad (HD-03-31-475-011) and 8155 Huron (HD-03-31-475-010)
Page # 175-180

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

“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, JANUARY 9, 2012

A. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

The meeting was called to order at 7:36 PM by President Keough at the Dexter Senior Center located at 7720 Ann Arbor Street in Dexter, Michigan.

B. ROLL CALL: President Keough

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

Also present: Donna Dettling, Village Manager; Courtney Nicholls, Assistant Village Manager; Carol Jones, Village Clerk; Allison Bishop, Community Development Manager; Dan Schlaff, Public Utility Foreman; State Representative, Mark Ouimet; County Commissioner, Dan Smith; Sgt. Beth Gieske, Washtenaw County Sheriff's Department; Rhett Gronewelt and Pat Droze, Orchard, Hiltz and McCliment; residents and media.

C. APPROVAL OF THE MINUTES

1. Regular Council Meeting – December 27, 2011

Motion Smith; support Semifero to approve the minutes of the Regular Council Meeting of December 27, 2011 with the following corrections:

E. Agenda, support should be *Fisher* and not *Semifero*

I-2 Website – should read Mr. Smith thanked Council members for the input on the website after the December 12 meeting. *The Website Committee has met and made modifications to the site map and it was submitted to Ciesa Design.*

Unanimous voice vote for approval

D. PREARRANGED PARTICIPATION

None

E. APPROVAL OF THE AGENDA

Motion Smith; support Semifero to approve the agenda with an additional item of updates under on item I-1, Community Development Manager's Report.

Unanimous voice vote for approval

F. PUBLIC HEARINGS

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

Public Hearing to consider the addition of an Ordinance to the General Code of Ordinances – Floodplain Construction

1. Consideration of: Addition of Ordinance to the General Code of Ordinances – Floodplain Construction

President Keough opened the Public Hearing at 7:40 PM. There was a comment from Council regarding the affect this may have on the insurance rates of those properties and a question as to how many properties were affected. The hearing was closed at 7:52 PM.

Motion Semifero; support Carson to approve the addition of an ordinance to the General Code of Ordinances – Floodplain Construction.

Ayes: Cousins, Fisher, Smith, Semifero, Carson and Keough
Nays: None
Absent: Tell (temporarily away from the meeting)
Motion carries

G. NON-ARRANGED PARTICIPATION

None

H. COMMUNICATIONS:

1. Upcoming Meeting List
2. Sign Calendar
3. December Citation List
4. Letter from Comcast
5. DTE Smart Meter Information

I. REPORTS

1. Community Development Manager – Allison Bishop

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

- Planning Commission is moving forward on the Capital Improvement Plan and will hold a public hearing at their next meeting.
- On the engineering standards, will use the recommended language provided Mr. Phillips.
- Will have plans for the Dexter Wellness Center at the January 23 meeting.
- Mill Creek Park – last week contractors were digging the rain gardens and should be back to fill in the area. Working on the electrical and will be staking out the piling.
- Northern United Brewery has submitted plans. The biggest area of concern is how they will affect the waste water treatment plant in the future.

- Extensive renovations are planned for 3060 Baker Road (the former office of Dr. Turck).
- Met with Jim Haeussler on rededicating the roads in Dexter Crossings. Will be trying to work together to accomplish this. Also have a letter from residents of Victoria Condominiums regarding their concerns with their roadway.

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

None

3. Committee Reports

Old DAPCO Site Redevelopment Team
 Downtown Fire Detection
 Economic Preparedness
 Facilities

Website – Jim Smith

Mr. Smith reported that the Website Committee will met on January 10.

4. Village Manager Report

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

- Have a work session scheduled for Saturday, January 14. Time was agreed upon to be 10 AM – Noon.
- Larry Stalker from the American Legion called saying that they will participate in the 2012 Memorial Day Parade on the same level as last year along with the Sons of the America Legion and the Legion Auxiliary.
- There will be a work session on January 23 from 6-7:30 PM on Engineering Standards.
- Reminder of the two meetings on Thursday - the workshop at Pittsfield and the evening meeting regarding the old DAPCO site.

5. President’s Report

Mr. Keough submits his report as per packet. In addition Mr. Keough:

- Reviewed the meeting and workshops dates that he proposed and would like to finalize this schedule by the end of January.
- The Metro Parks are still working on their visioning plan and he will send the plan to Council members by email this week.
- Reviewed the upcoming meetings for next week.

J. CONSENT AGENDA

1. Consideration of: Bills and Payroll in the amount of \$270,543.03

Motion Fisher: support Semifero to approve item 1 of the consent agenda.

Unanimous voice vote for approval

K. OLD BUSINESS-Consideration and Discussion of:

1. Discussion of: Cityhood Next Steps

President Keough reminded Council of the Public Hearing on Cityhood on Tuesday, January 17. He reported that he met with Webster Township Supervisor, John Kingsley, and they will co-sign a letter regarding setting a harmonious boundary. He also mentioned that the three stipulations have not yet been filed. Ms. Nicholls reported that the Town Hall Meeting banner has been hung and that postcards about the meeting have been sent to residents.

L. NEW BUSINESS-Consideration of and Discussion of:

1. Consideration of: Revenue Sharing Resolution

No action was taken

2. Discussion of: Creation of Industrial Facilities Districts

Discussion included but was not limited to the creation of an industrial facilities district and spot zoning. Council felt they would like more information and would have liked to have known about such a request when the property was purchased. Also they would like to see the current versus the future land use plan.

M. COUNCIL COMMENTS

Carson	We're doing really well
Cousins	Inquired to Council on how many get a publications, "The Bridge"? In a recent issue there are articles on chip sealing, paser ratings, road maintenance, and safety edges for roads. Will see that Council gets copies of the articles.
Fisher	Give Julie Knight a pat on the back for all the work she did on organizing "Christmas at the Mansion".
Jones	How about those Spartans.
Smith	On January 14 at 2 PM at the Dexter Library, there will be an organizational meeting for forming an old time Dexter Baseball team.
Tell	None
Semifero	None

N. NON-ARRANGED PARTICIPATION

None

O. ADJOURNMENT

Motion Smith; support Fisher to adjourn at 8:54 PM.

Unanimous voice vote for approval

Respectfully submitted,

Carol J. Jones
Clerk, Village of Dexter

Approved for Filing: _____

DEXTER VILLAGE COUNCIL
WORK SESSION
MONDAY, JANUARY 9, 2012

AGENDA 1-23-12
ITEM C-2

A. CALL TO ORDER

The meeting was called to order at 6:12 PM in the Dexter Senior Center at 7720 Dexter Ann Arbor Rd. in Dexter, Michigan.

B. ROLL CALL: President Keough

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

Also attending Village Manager, Donna Dettling; Assistant Village Manager, Courtney Nicholls; Community Development Manager, Allison Bishop; Council Clerk, Carol Jones; Beth Gieske, Washtenaw County Sheriff's Department; Rhett Gronevelt and Pat Droze from Orchard, Hiltz & McCliment; Kim Clugston from the Planning Commission; Mary Marshall, Dexter Community Schools Superintendent; and Village residents.

Trustee Fisher arrived at 6:18 PM

C. CENTRAL STREET

President Keough began the Work Session by stating the Council would be talking through the road project for 2012 looking at the status, traffic control, and any changes in the scheduling. Mr. Gronevelt reviewed the Central Street plan which will begin at the Mast Road Bridge to Second Street and include the Border to Border Trail connection, lighting, cross walks, bike trail, curb and gutter, and sidewalks. He explained that the project would begin when school is out; maintain one-way traffic like what happened last year with the bridge project; and this will be done without federal aid money. He mentioned that the Planning Commission has asked to incorporate decorative street lighting and a herringbone pattern on the stamped concrete at the crosswalks. Mr. Gronevelt also reported that there has been no response from the railroad from a plan that was submitted three months ago.

D. EDISON STREET

Mr. Gronevelt reviewed the possible options for Edison Street citing that the least expensive is the rehabilitation option with the open swales and keeping the 22 foot width. Discussion followed on road widths and best possible scenario for Edison Street

E. MAIN STREET

Mr. Gronevelt explained the project that would include milling and resurfacing of Main Street from Jeffords to just past the Baker Road intersection and improving the pedestrian crossings as they exist today. Mr. Gronevelt explained that they are

looking to begin construction in May and maintain one lane of traffic like what was done with the Mill Creek bridge construction for a period of approximately 30 days. Also mentioned was eliminating the street crossing by the old pharmacy building, shared roadway (sharro), pedestrian signaling for upgrades, better marking of pedestrian crossing in driveways, and the continuation of the use of mobile crosswalk signage. There will be no federal aid for this project.

F. COUNCIL COMMENTS

Comments following the specific street discussions were:

1. Wait on Edison and do Central and Main Streets because of safety issues.
2. Devise a plan to accelerate road repairs throughout the old village and do them all at the same time.

G. ADJOURNMENT

Adjourned at 7:29 PM

Respectfully submitted,

Carol J. Jones
Clerk, Village of Dexter

Approved for Filing: _____

DEXTER VILLAGE COUNCIL
WORK SESSION
SATURDAY, JANUARY 14, 2012

A. CALL TO ORDER

The meeting was called to order at 10:03 AM in the Dexter Senior Center at 7720 Dexter Ann Arbor Rd. in Dexter, Michigan.

B. ROLL CALL: President Keough

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

Also attending Village Manager, Donna Dettling; Assistant Village Manager, Courtney Nicholls; Council Clerk, Carol Jones; and Dan Schlaff, Public Utility Foreman.

C. VISIONING FOR STAFFING STRUCTURE

1. Revisit Past 18-months:

- a) Included for your review is a copy of the June 14, 2010 memo that developed several options for transition due to Ed Lobdell's retirement.
- b) The decision was made to hire a private firm (Tetra-Tech) for the first 6 months.
- c) Over the next 8-9 months worked under a Utility Foreman and a Streets Foreman.

Discussion included but was not limited to the staffing development over the past 18 months.

2. What is our Vision for future staffing structure?

Council reviewed current and future staffing structures and provided general support.

D. ADJOURNMENT

Adjourned at 11:30 AM

Respectfully submitted,

Carol J. Jones
Clerk, Village of Dexter

Approved for Filing: _____

HOW DO WE GET FROM TODAY TO FUTURE STRUCTURE

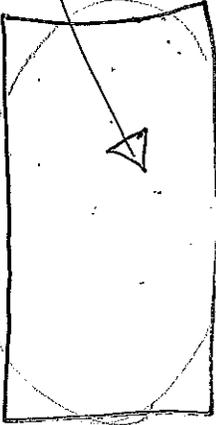
Superintendent Dan Schaff
 \$75,000 to \$85,000
 Non-Union

Vacant - Lead Operator
 New \$37,800 to \$50,800
 Old 12-17 \$35,755 to \$54,300

Kurt Augustine - Foreman
 New \$39,900 to \$53,600
 Old 15-20 \$42,700 to \$72,800

Scott Maurer Utility Operator New \$29,400 to \$39,600 Old 4-15 \$22,200 to \$48,200	Keith Kitchen Utility Operator New \$29,400 to 39,600 Old 4-15 \$22,200 to \$48,200	Doug Schaff Utility Operator New \$29,400 to \$39,600 Old 4-15 \$22,200 to \$48,200	Andrea Dorney Chief Lab Tech New \$31,500 to \$42,400 Old 10-15 \$31,800 to \$48,200	Bruce Whitley DPW Worker New \$29,400 to \$39,600 Old 4-14 \$22,200 to \$45,300	Todd Viebahn DPW Worker New \$29,400 to \$39,600 Old 4-14 \$22,200 to \$45,300	Harold Gross DPW Worker New \$29,400 to \$39,600 Old 4-14 \$22,200 to \$45,300
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Shaded boxes indicate the new union pay scale is applicable to that position



Village Manager-Donna Deiting
Assistant Manager-Courtney Nichols
\$55,000 to \$85,000
Non-Union

VM \$70,000 - \$85,000
AVM \$55,000 - \$70,000

Treasurer/Finance Director
Marte Sherry
\$64,450
Non-Union

Community Development Manager
Allison Bishop
\$60,000
Non-Union

Erin Allen
Utility Billing Clerk
New \$27,300 to \$36,700
Old 8-15 \$28,200 to \$48,200
Union

Brenda Tucsono
Administrative Assistant
New \$25,200 to \$33,900
Old 8-14 \$28,200 to \$45,300
Union

FUTURE STRUCTURE

Public Services
Superintendent & Assistant Superintendent
\$55,000 to \$85,000
Non-Union

S - \$70,000 - \$85,000
AS - \$55,000 to \$70,000

Utility Operator New \$29,400 to \$39,600	Utility Operator New \$29,400 to \$39,600	Utility Operator New \$29,400 to \$39,600	Lab Tech New \$31,500 to \$42,000	DPW Worker New \$29,400 to \$39,600	DPW Worker New \$29,400 to \$39,600	DPW Worker New \$29,400 to \$39,600
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Create Non-Union Management Staff positions with shared supervisory responsibility
Remove Lead Operator and Foreman positions from Union Contract
Create titles that demonstrate Public Services and no separation by Streets or Utility

2012 Upcoming Meetings

Board	Date	Time	Location	Website	Village Representative
Regional Fire Consolidation	1/18/2012	3:30 p.m.	Scio Township Hall		Shawn Keough
Washtenaw County Board of Commissioners	1/18/2012	6:45 p.m.	Board Room, Admin Building	http://www.ewashtenaw.org/government/boc/	
Webster Township Planning	1/18/2012	7:30 p.m.	Webster Township Hall	http://www.twp.webster.mi.us/	
Washtenaw Area Transportation Study-Policy	1/18/2012	9:30 a.m.	Scio Township Hall	http://www.miwats.org/	Jim Carson
Dexter Area Fire Board	1/19/2012	6:00 p.m.	Dexter Township Hall	http://dexterareafire.org/	Ray Tell/Jim Seta
Dexter Downtown Development Authority	1/19/2012	7:30 a.m.	Senior Center	http://www.villageofdexter.org	Shawn Keough
Healthy Community Steering Committee	1/19/2012	8:30 a.m.	Chelsea Hospital - White Oak Room		Paul Cousins
Chelsea Area Planning Team/Dexter Area Regional	1/20/2012	7:00 p.m.	Lima Township	http://www.ewashtenaw.org/	Jim Carson
Dexter Village Council	1/23/2012	7:30 p.m.	Dexter Senior Center	http://www.villageofdexter.org	
Scio Township Planning	1/23/2012	7:30 p.m.	Scio Township Hall	http://www.twp.scio.mi.us/	
Scio Township Board	1/24/2012	7:00 p.m.	Scio Township Hall	http://www.twp.scio.mi.us/	
Western Washtenaw Area Value Express	1/24/2012	8:15 a.m.	Chelsea Community Hospital		Jim Carson
Village Website Committee	1/26/2012	3:00 p.m.	Village Offices		
Huron River Watershed Council	1/26/2012	5:30 p.m.	1100 N. Main, Suite 210, Ann Arbor	http://www.hrwc.org/	
Dexter Community Schools Board of Education	1/30/2012	7:00 p.m.	Creekside Intermediate School	http://web.dexter.k12.mi.us/	Paul Cousins
Washtenaw County Board of Commissioners	2/1/2012	6:45 p.m.	Board Room, Admin Building	http://www.ewashtenaw.org/government/boc/	
Washtenaw Area Transportation Study- Technical	2/1/2012	9:30 a.m.	Road Commission Offices	http://www.miwats.org/	Rhett Gronewelt
Dexter Area Historical Society Board	2/2/2012	7:30 p.m.	Dexter Area Historical Museum	http://www.dextermuseum.org/	
Dexter District Library Board	2/6/2012	7:30 p.m.	Dexter District Library	http://www.dexter.lib.mi.us/	
Dexter Village Planning Commission	2/6/2012	7:30 p.m.	Senior Center	http://www.villageofdexter.org	Jim Carson
Dexter Village Arts, Culture & Heritage Committ	2/7/2012	7:00 p.m.	Dexter Senior Center	http://www.villageofdexter.org	
Dexter Area Chamber of Commerce	2/8/2012	8:00 a.m.	Copeland Board Room	http://www.dexterchamber.org/	Paul Cousins
Dexter Community Schools Board of Education	2/13/2012	7:00 p.m.	Creekside Intermediate School	http://web.dexter.k12.mi.us/	
Dexter Village Council	2/13/2012	7:30 p.m.	Dexter Senior Center	http://www.villageofdexter.org	
Scio Township Planning	2/13/2012	7:30 p.m.	Scio Township Hall	http://www.twp.scio.mi.us/	
Scio Township Board	2/14/2012	7:00 p.m.	Scio Township Hall	http://www.twp.scio.mi.us/	
Regional Fire Consolidation	2/15/2012	3:30 p.m.	Scio Township Hall		Shawn Keough
Washtenaw County Board of Commissioners	2/15/2012	6:45 p.m.	Board Room, Admin Building	http://www.ewashtenaw.org/government/boc/	
Webster Township Planning	2/15/2012	7:30 p.m.	Webster Township Hall	http://www.twp.webster.mi.us/	

AGENDA

1-23-12

ITEM

H-1

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

2012 Sign Requests

AGENDA 1-23-12
ITEM H-2

Month	Name of Group	Dates	Number Approved	Approval Date	Locations	Name of Group	Dates	Number Approved	Approval Date	Locations
January	St. Andrews - Blood Drive	12/29-1/9	2 - 28" x 22"	9/22/2011	8, 22					
	Friends of the Library - Book Sale	1/5-1/7	5 - 18" x 24"	11/22/2011	1, 4, 16, 19, 20					
	K of C - Quarter Mania	1/9-1/20	5 - 18" x 24"	1/6/2012	1, 2, 4, 5, 10					
	Encore - Intermittent	1/16-2/26	2 - 36" x 24"	1/31/2011	15, 16					
February	K of C - Rummage Sale	1/23-2/5	5 - 18" x 24"	1/6/2012	1, 2, 4, 5, 10					
	Friends of the Library - Book Sale	2/2-2/4	5 - 18" x 24"	11/22/2011	1, 4, 16, 19, 20	Friends of the Library - Book Sale	8/9-8/11	5 - 18" x 24"	11/22/2011	1, 4, 16, 19, 20
March										
	Friends of the Library - Book Sale	3/1-3/3	5 - 18" x 24"	11/22/2011	1, 4, 16, 19, 20					
April	Friends of the Library - Book Sale	4/5-4/7	5 - 18" x 24"	11/22/2011	1, 4, 16, 19, 20					
	St. Andrews - Blood Drive	4/2-4/16	2 - 28" x 22"	9/2/2011	8, 22					
May	Friends of the Library - Book Sale	5/3-5/5	5 - 18" x 24"	11/22/2011	1, 4, 16, 19, 20	Friends of the Library - Book Sale	10/4-10/6	5 - 18" x 24"	11/22/2011	1, 4, 16, 19, 20
June	Friends of the Library - Book Sale	5/31-6/2	5 - 18" x 24"	11/22/2011	1, 4, 16, 19, 20	Friends of the Library - Book Sale	11/1-11/3	5 - 18" x 24"	11/22/2011	1, 4, 16, 19, 20
<p>Location Listing: 1 - Baker/Main, 2 - Central/Mill, 3 - Dexter Ann Arbor/Copeland, 4 - Main/Alpine, 5 - Baker/Cemetery, 6 - Monument Park, 7 - Creekside, 8 - 7610 Dexter Ann Arbor, 9 - Peace Park, 10 - Dexter Ann Arbor/Limits, 11 - Cornerstone, 12 - Bates, 13 - 3443 Inverness, 14 - 7720 Ann Arbor Street, 15 - S. Main/Broad, 16 - N. Main/Broad, 17 - Edison/Ann Arbor Street, 18 - Dover/Fifth, 19 - Central/Fifth, 20 - Broad/Fifth, 21 - Mill Creek Middle School, 22 - Fourth/Inverness, 23 - Dexter Bakery, 24 - Lighthouse, 25 - Dexter Pharmacy 2, 26 - Warrior Creek Park Driveway, 27 - Dexter Flowers, 28 - Terry B's, 29 - 7795 Ann Arbor St, 30 - 7815 Fourth, 31 - 7651 Dan Hoey, 32 - Wylie, 33 - Lions Park, 35 - Dexter Crossing Entrance, 36 - Dan Hoey/Dexter Ann Arbor, 37 - Dover/Central, 38 - Fourth/Central, 39 - Baker/Hudson, 40 - Inverness/Ann Arbor, 41 - Main/Jeffords, 42 - Third/Broad, 43 - 3rd/Dover, 44 - Ryan/Dexter Ann Arbor, 45 - Meadowview/Dexter Ann Arbor</p>										
<p>** Dexter Farmers Market will place up to 5 signs on Saturday and Tuesday to advertise for the market</p>										



michigan municipal league

Better Communities.
Better Michigan.

1675 Green Road
Ann Arbor, MI 48105

TEL 734.662.3246 800.653.2483
FAX 734.662.8083
WEB www.mml.org

AGENDA 1-23-12
ITEM M-3

Jan. 17, 2012

Mrs. Donna M. Dettling
Dexter
8140 Main St.
Dexter, MI 48130-1092

Dear Mrs. Donna M. Dettling,

The debate over eliminating Michigan's Personal Property Tax (PPT) continues in the state Legislature. Leaders of the House and Senate continue to state publicly that the issue is a policy priority for 2012. As a result, our ongoing advocacy on the issue remains necessary and urgent.

Although lawmakers do not appear to have a clear plan for addressing the issue at this time, meetings continue among all interested parties, including legislators, the Michigan Municipal League, and many other groups opposed to eliminating the PPT without replacing all of the funds with a guaranteed source of revenue. Please know all current proposals would not immediately eliminate the PPT, but instead would phase it out over time. Also please know most legislators appear to favor replacing some or all of the revenues that local governments and schools would lose if the PPT were scrapped.

If the PPT is eliminated and the funds are not replaced, local governments and public schools would lose another \$1.2 billion in funds for essential services such as police and fire protection, classroom education, and much more. Our message to all state lawmakers is clear: If the PPT is eliminated, it must be fully replaced by another guaranteed and stable revenue stream—funds constitutionally guaranteed for local services and protected from raids by the Legislature.

The Michigan Municipal League would like to thank you for your advocacy and leadership on this issue to date. Together, we have worked hard to make sure state lawmakers and the governor clearly understand where we stand, and we have succeeded in winning editorial support for our position from the *Detroit Free Press*, *Grand Rapids Press*, *Lansing State Journal*, *Crain's Detroit Business*, *Bay City Times*, *Mt. Pleasant Morning Sun*, and more newspapers across the state. We will continue to advocate on your behalf for full replacement of any funds lost if the PPT is scrapped, and we will keep you informed of important developments as they occur. In the meantime, you can find more information about this important issue at www.replacedonterase.com.

Feel free to share this letter with your local elected leaders and any other people as you see fit.

Sincerely,

Karen Majewski, Hamtramck Mayor, Michigan Municipal League President

AGENDA 1-23-12
ITEM 4-4

REACH LAW FIRM
A PROFESSIONAL CORPORATION

ATTORNEYS & COUNSELORS

IAN JAMES REACH
CYNTHIA L. REACH
JENNIFER A. FROST

THE LAND TITLE BUILDING, SUITE 100
106 NORTH FOURTH AVENUE
ANN ARBOR, MICHIGAN 48104

TEL (734) 994-1400
FAX (734) 994-6615

January 10, 2012

Nicholas Baker
Anlaan Corporation
PO Box 333
Perrysburg, MI 49409

Re: Border-to-Border Trail
Hudson Mills Metropark to Warrior Creek Park
Our File No: 112-13617

Dear Mr. Baker,

I am writing you with regard to recent events which have occurred in conjunction with construction of the border-to-border trail within the Village of Dexter. In particular, I will be referring to your Service Contract dated January 13, 2011 with Washtenaw County with regard to RFP No. 6585 (Warrior Creek Park).

It is my understanding that in July of 2011, Anlaan as general contractor subcontracted portions of the work to Kyle Builders who in turn subcontracted with Precision Foundation. On or about July 12, 2011, an eight inch water line owned by the Village of Dexter was penetrated resulting in damages including line repair, water testing, and a washout resulting from the 550,000 gallons of water that was lost.

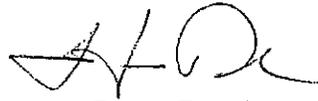
Pursuant to Article VII, Paragraph 2 of your contract, please provide a copy of your general liability insurance which named Washtenaw County and the Village of Dexter as additional insureds as well as any claim numbers which have been submitted in conjunction with that loss. Needless to say, both the County and the Village of Dexter will look to you for full and complete indemnification pursuant to Article VI of your contract.

On or about October 27, 2011, it is my understanding that a second event occurred at which time a municipal sanitary sewer line owned by the Village of Dexter was penetrated during construction of the trail. This event also resulted in additional damages to the Village of Dexter. I would again appreciate it if you would supply the claim number which you have submitted in conjunction with this loss. As you know, in both cases field verification was required while performing the work.

Anlaan Corporation
January 10, 2012
Page 2

Please have your counsel or a representative of your insurance company contact this office immediately regarding both claims. I have advised my client to refer all communications regarding these matters to this office. Thank you for your prompt attention in this regard.

Sincerely,

A handwritten signature in black ink, appearing to read 'I. Reach', with a stylized flourish at the end.

Ian James Reach

IJR/pja

cc: Washtenaw County Risk Management
Washtenaw County Corporation Counsel
Washtenaw County Parks & Recreation Department
Richard Beeckman
Village of Dexter ✓
Kyle Builders, Inc.
Precision Foundation Systems LLC



AGENDA 1-25-12
ITEM I-1

Memorandum

To: Village Council and President Keough
Donna Dettling, Village Manager
From: Allison Bishop, AICP, Community Development Manager
Re: REPORT
Date: January 18, 2012

Dexter Crossing Land Division – The Land Division application submitted by Blackhawk Development to split the commercial center from the condominium property and the 4 acre parcel zoned PB (Professional Business) has been approved. The resulting parcels are 9+ acres (commercial center) and 14+ acres for the condominium and PB parcels. Scio Township will complete the land division and will withhold final approval until all past and current taxes have been paid. The Village has also received as-builts for both parcels. The as-builts are currently being reviewed by the Village’s engineer. It has been stated by Blackhawk Development that the closing on the sale of the commercial center parcel will likely be in February. Following the closing the commercial center will no longer be owned and operated by Blackhawk Development. Blackhawk Development will continue to own the condominium property.

Westridge Sidewalk – The Village continues to have dialogue with the Boylard Lumber Company requesting for payment for the cost of the sidewalk installation as part of the Subdivision Connector. To date the Village has not received notice that payment is forthcoming. Payment has been received from HRP, the other vacant property owner in which sidewalk was installed.

Staff has also confirmed with the Westridge HOA that they will be responsible for sidewalk snow removal of the sidewalk that was installed adjacent to the vacant property.

Northern United Brewing Company (NUBC) – Interior remodeling plans have been provided by Northern United Brewing Company for the property at the corner of Grand and Baker. The Village has issued a letter requesting additional information on the effluent from the brewery operations and is working through other details of the water and sewer needs of the site. The Village continues to work through some issues on the site and anticipates NUBC will close on the property by the end of the month.

Sign Workshop Follow-up – Trustee’s Carson, Fisher and President Keough attended a workshop on the Michigan Sign Guidebook (power point included in packet for those that did not attend). The workshop discussed the goals and objectives of a sign ordinance as well as the needs and challenges of signs. At the workshop we learned that the Village’s ordinance is consistent with most recommended ordinance elements and includes many of the requirements of a sign ordinance. The Village may need to consider adding definitions of unique signage, such as inflatable, digital signs, and provisions for signage substitutions, however the current and recommended ordinance functions as it is intended. Based on the information presented at the workshop it is my recommendation that the survey attached to my report be circulated to all Boards and Commissions. The results of the survey will assist in providing us with an understanding of what a sample group of the population in Dexter believes are the objectives of sign regulation. A copy of the proposed

sign ordinance recommended by the Planning Commission in October 2011 will also be provided for participants review and request that they submit specific questions or comments about the proposed sign ordinance in an effort to gain an understanding of issues that plague the sign ordinance. As a reminder in October 2011 the Planning Commission recommended the attached Article 7, Sign Regulation amendments to the Village Council for approval. The recommendations were presented after months of review and discussion on the following issues:

1. Permitting garage sale signs/casual sales signs
2. Incorporation of the ARC District Sign regulations into Article 7, Signs.
3. Adequate signage permitted for multi-story, multi-tenant buildings.
4. Ground signage allowances, more or less.
5. Division of multi-tenant building and ground signage.
6. Signage required on site plans, signage Master Plan for building.
7. Efforts to educe the strip mall effect of first floor signage.
8. "Per tenant" square footage for more conformity amongst signage.
9. Provisions for text font, letter sizes and styles on multi-tenant office buildings.
10. Equal signage for first and second story tenants.
11. Encourage/require signage that does not detract from the historic façades. Ordinance requires historic character buildings with architectural details similar to historic buildings downtown; signage however is not required to conform to the same design standard.
12. Language to encourage sign users to acknowledge the function of signs.
13. Language to encourage the architectural theme of signage within the historic Village, varied architectural styles, scale and proportion of signs.
14. Explanation of signs as a method of creating a unique image.
15. Reduction in sign setbacks.
16. Distance of signs from intersections in the CBD.
17. Addressing multi-tenant, multi-story signage, to address ZBA and PC concerns.
18. Language reinforcing the importance of image and design.
19. Master Sign Program – requires comprehensive, consistent signage to avoid clutter and create uniform signage on a singular building.
20. Sandwich Board Signs – clarify language and eliminate redundant annual permitting requirements.
21. Sign specifications – "All internally illuminated ground signs and box wall signs must have faces constructed out of .125" aluminum with the copy routed out and backed with translucent acrylic. The background of the faces must be opaque with only the copy being illuminated". An example of this type of signage is the Dexter Plaza signage (Stucchis, Movie Planet, Busch's). Requiring this type of signage would be consistent with the Master Plan by requiring consistent signage throughout the Village. This type of signage weathers well, illuminates well in the evening and is a quality sign design consistent with the Village's image.
22. Section 7.04(3) Wall Signs –prohibit channel letter and box signs, typical of commercial strip centers, from the CBD and VC Districts. This prohibition is intended to promote and create the historic downtown character as stated within the Master Plan.

Following review of the survey results and submitted questions/comments staff will present findings to the Planning Commission and Village Council. The goal will be to send the ordinance as proposed back to the Planning Commission for further consideration or provide a recommendation to move forward with the Article 7 amendment proposed in October 2011.

Gateway Initiative – The Gateways Initiative group continues to meet. The group has been officially recognized as a Non-Profit 501(C)3, which means that all donations are tax deductible.

The group is in the process of finalizing the bylaws and over the next 6 months will be working towards the unveiling of the brand and developing marketing strategies for the region.

Michigan Natural Resources Trust Fund (MNRTF) – Reimbursement for a portion of the MNRTF grant has been submitted. The 2 requests that have been submitted total \$448,525.93. The total grant amount is \$450,000. The Village anticipates receiving approximately \$382,500 (85% of the grant) within the next month. The Trust Fund retains 15% of the total grant amount until completion of the project and confirmation that the grant requirements have been met.

Planning Commission

Master Plan Update – Staff will be reviewing the final revised version of the Master Plan and presenting it to the Planning Commission for their February 6, 2012 meeting. It is expected that the Planning Commission will request Council approval to begin circulating the plan for comment. It is also anticipated that additional funding will be requested from Carlisle Wortman given some of the requested revisions and the additional public meeting requested.

Capital Improvements Plan – a public hearing has been set for February 6, 2012 to give the public an opportunity to comment on the 2012-2017 Capital Improvements Plan. Additional detail on street projects has been added given Federal Aid call for projects (Baker and Ann Arbor resurfacing).

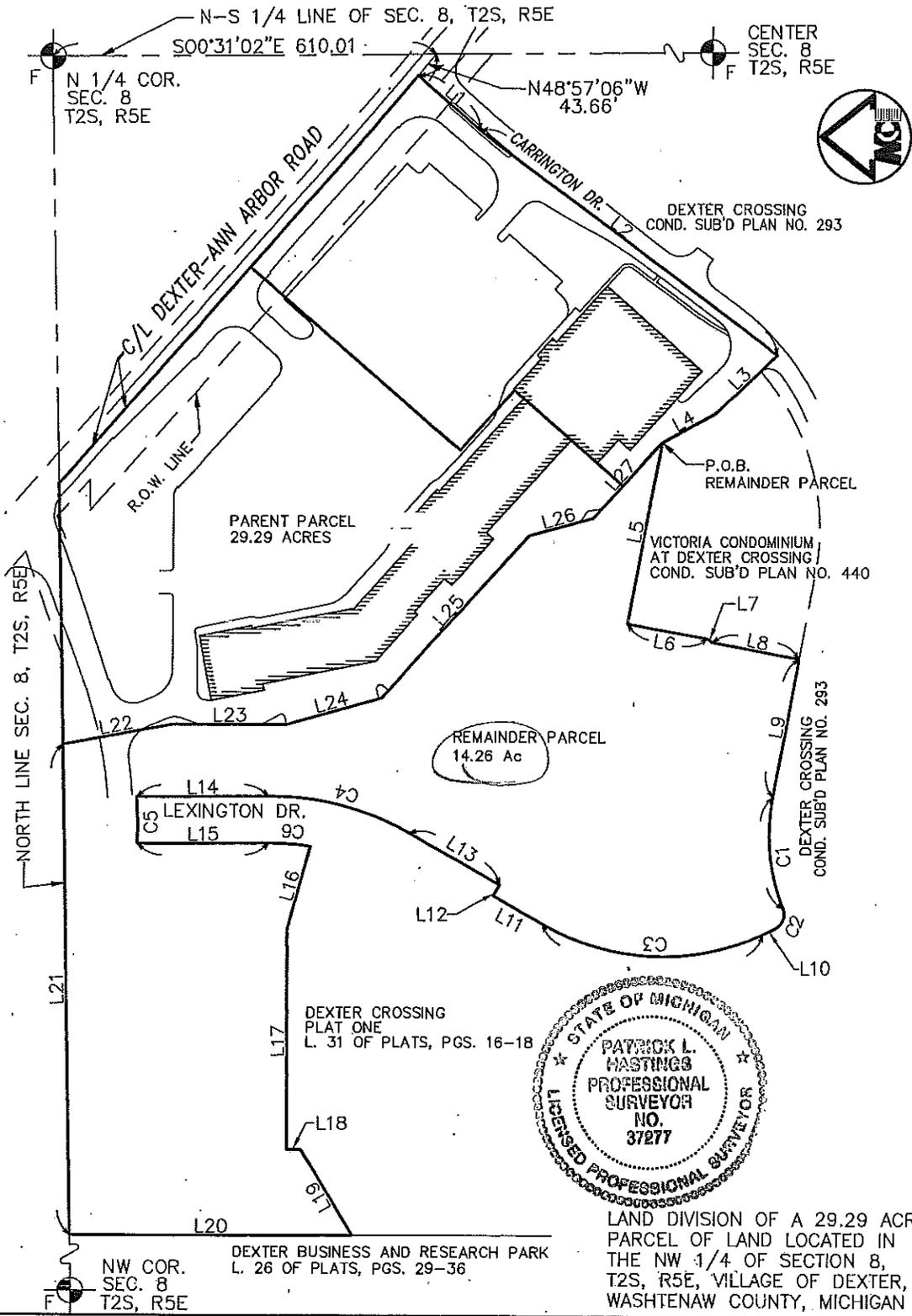
Park Updates

Mill Creek Park – Pile locations have been marked for the boardwalk and 4 piles have been partially driven at the south end of the project site.

Subdivision Connector/B2B – The latest information on completion of the roof and railing is March 2012. Fabrication of the railing and roof have been longer than anticipated.

Please feel free to contact me prior to the meeting.

Thank you.



LAND DIVISION OF A 29.29 ACRE PARCEL OF LAND LOCATED IN THE NW 1/4 OF SECTION 8, T2S, R5E, VILLAGE OF DEXTER, WASHTENAW COUNTY, MICHIGAN

CLIENT: BLACKHAWK DEVELOPMENT	DATE: 11/14/11
JOB NO.: 11080	SHEET 1 OF 4
SECTION: 8 TOWN: 2S. RANGE: 5E.	SCALE: 1in. = 200 ft.
VILLAGE OF DEXTER,	BOOK: #
WASHTENAW COUNTY, MICHIGAN	BY: pk

Patrick L. Hastings
 Patrick L. Hastings
 PROFESSIONAL LAND SURVEYOR
 NO. 37277

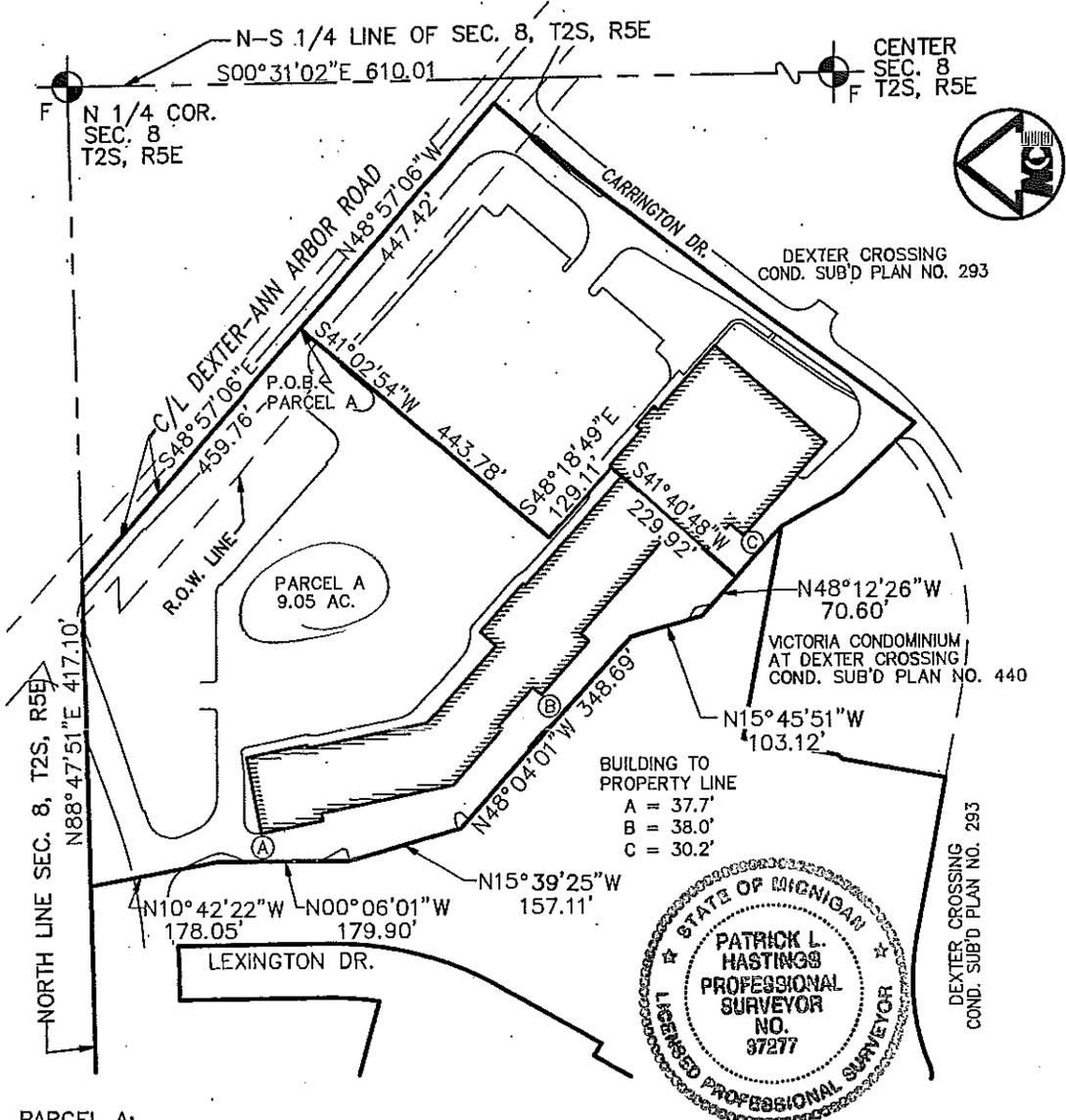
MIDWESTERN CONSULTING



Civil, Environmental and Transportation Engineers
 Planners, Surveyors
 Landscape Architects

3815 Plaza Drive
 Ann Arbor, Michigan 48108
 Phone: 734.995.0200
 Fax 734.995.0599

I HEREBY CERTIFY THAT I HAVE SURVEYED AND MAPPED THE LAND ABOVE PLATTED AND/OR DESCRIBED ON SEPTEMBER 22, 2011 AND THAT THE RATIO OF CLOSURE ON THE UNADJUSTED FIELD OBSERVATIONS OF SUCH SURVEY WAS 1/5000 AND THAT ALL OF THE REQUIREMENTS OF P.A. 132 1970, AS AMENDED, HAVE BEEN COMPLIED WITH.

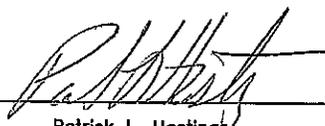


PARCEL A:

A PARCEL OF LAND IN THE WEST 1/2 SECTION 8, T2S, R5E, FORMERLY KNOWN AS SCIO TOWNSHIP, WASHTENAW COUNTY, MICHIGAN, DESCRIBED AS FOLLOWS:

Commencing at the North 1/4 corner of said Section 8; thence South 00°31'02" East 610.01 feet along the North-South 1/4 line of said Section 8, to the centerline of Dexter-Ann Arbor Road; thence North 48°57'06" West 447.42 feet along said centerline of Dexter-Ann Arbor Road to the POINT OF BEGINNING;

- thence S 41°02'54" W 443.78 feet;
- thence S 48°18'49" E 129.11 feet;
- thence S 41°40'48" W 229.92 feet;
- thence N 48°12'26" W 70.60 feet;
- thence N 15°45'51" W 103.12 feet;

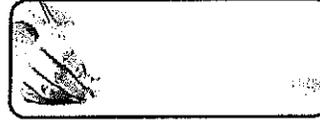
CLIENT: BLACKHAWK DEVELOPMENT	DATE: 11/14/11	 Patrick L. Hastings PROFESSIONAL LAND SURVEYOR NO. 37277
JOB NO.: 11080	SHEET 1 OF 2	
SECTION: 8 TOWN: 2S. RANGE: 5E.	SCALE: 1in. = 200 ft.	
VILLAGE OF DEXTER,	BOOK: #	
WASHTENAW COUNTY, MICHIGAN	BY: pk	
MIDWESTERN CONSULTING  Civil, Environmental and Transportation Engineers Planners, Surveyors Landscapes Architects 3815 Plaza Drive Ann Arbor, Michigan 48108 Phone: 734.995.0200 Fax 734.995.0599		I HEREBY CERTIFY THAT I HAVE SURVEYED AND MAPPED THE LAND ABOVE PLATTED AND/OR DESCRIBED ON SEPTEMBER 22, 2011 AND THAT THE RATIO OF CLOSURE ON THE UNADJUSTED FIELD OBSERVATIONS OF SUCH SURVEY WAS 1/5000 AND THAT ALL OF THE REQUIREMENTS OF P.A. 132.1970, AS AMENDED, HAVE BEEN COMPLIED WITH.

Survey



Please return to staff w/ questions / comments

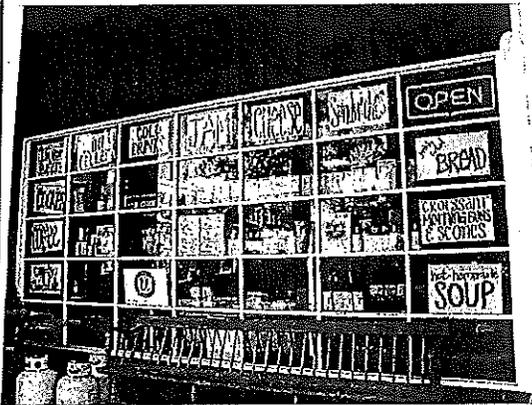
Exercise: Sign Issues



- Which of the following sign regulation issues are the most important to address in your community? Why? [Check all that apply]
 - Specific types of signs (pole, monument, hanging, rooftop, etc.)
 - Number of signs
 - Location and placement
 - Size of signs
 - Height
 - Lighting
 - Landscaping
 - Poorly maintained signs
 - Temporary signs
 - Billboards
 - Digital signs and changeable message boards
 - Nonstandard signs (inflatables, flags, pennants, vehicles, etc.)

Survey all Boards / Commissions

Part Two: Major Legal and Practical Issues



- Chapters 6-11

Article VII SIGN REGULATIONS

Section 7.01 INTENT.

(1) It is the intent of this section to ensure the effective use of signs as a means of communication in the Village; to maintain and enhance the esthetic environment; to improve pedestrian and traffic safety; to minimize the adverse effect of signs on nearby public and private property; and to enable the fair and consistent enforcement of these sign restrictions. This section is intended to allow a variety of types of signs in commercial and industrial zones, a limited variety of signs in other zones, and other incidental signs.

(2) Sign Design - Signs are one of the most effective means of creating a unique image for an area within a community, thus signs should conform to the character of the context area and building in which they are intended to serve. When signs are graphically inventive, respectful of their surroundings, and contain appropriate materials, they become intrinsic parts of the identity of a business, and add to the ambience of the entire commercial district. When signs use inappropriate materials, are over-scaled and/or poorly illuminated, customers take note.

The architectural theme recommended for Dexter is the promotion and development of a vibrant, yet traditional Main Street character. With the Village's current mix of architectural styles, and its pedestrian-friendly scale and proportions, the signs that comprise the Village need to continue to foster and promote this theme.

(3) In the application of this Ordinance, it is the intent to protect the public welfare and to enhance the appearance and economic value of the landscape by providing that signs:

- A. Do not create a nuisance to persons using the public right-of-way.
- B. Do not constitute a nuisance to occupancy of nearby property by their brightness, size, height, or movement.
- C. Are not detrimental to land or property values.

~~D. Establish reasonable and improved standards for business/event identification.~~

(4) A sign may be established or maintained in the Village only in conformance with the standards, procedures, exemptions, and other requirements of this ordinance.

Section 7.02 GENERAL CONDITIONS.

(1) LOCATION/PLACEMENT:

A. All signs must direct attention to a business or profession conducted on the premise or to a commodity, service, or entertainment primarily sold, offered, manufactured, processed, or fabricated thereon unless specified elsewhere in these regulations. Signs should be located to provide their functional purpose of communication, and not dominate the building, the site design, or the adjacent streetscape.

B. To minimize irreversible damage to masonry, all mounting and supports shall be inserted into mortar joints and not into the face of the masonry.

(2) ILLUMINATION:

- A. No sign shall be illuminated by other than electrical means.
- B. The light from illuminated signs shall be directed in a manner that will not interfere with vehicular traffic or with the enjoyment or use of adjacent properties, nor directly shine onto adjacent or abutting properties. Illuminated signs adjacent to residentially zoned or used property shall be designed and maintained such that illumination levels do not exceed 0.1 foot-candle along the adjacent property line. All externally illuminated signs shall have a shielded light fixture.
- C. No sign shall have blinking, flashing, or fluttering lights or other illuminating devices which have a changing light intensity, brightness or color, or which are so constructed and operated as to create an appearance or illusion of writing or printing, except that movement showing the date, the time and the temperature exclusively may be permitted.
- D. No exposed reflective type bulbs and no strobe lights or incandescent lamps shall be used on the exterior surface of any sign so as to expose the face of the bulb, light or lamp to any public street or adjacent property.
- E. The illumination provisions above shall not apply to sign lighting systems owned or controlled by any public agency for the purpose of directing traffic.
- F. Neon lighting is prohibited outside of the sign structure and shall not be permitted as accent lighting along a building wall or window.

(3) PROHIBITED SIGNS: All signs not expressly permitted under this Ordinance are prohibited in the Village. Such prohibited signs include, but are not limited to, the following:

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- A. Beacons;
- B. Pendants;
- C. Portable Signs, except as otherwise permitted by ordinance;
- D. Roof Signs;
- E. Inflatable signs and tethered balloons.
- F. Animated signs including: signs containing flashing, intermittent or moving lights or with moving or revolving parts. This provision is not intended to exclude those signs which give the time or temperature, provided no other animated messages are displayed.
- G. Signs affixed to trees, rocks, shrubs or natural features, provided, signs denoting a site of historic significance may be allowed.
- H. Signs which imitate traffic signals, traffic direction signs, or similar traffic control devices or signs which make use of words such as "Stop", "Look", "Danger", or any other words, phrases, symbols or characters, in such a manner as to interfere with, mislead or confuse traffic.
- I. Permanent signs (other than those erected by a public agency) which are located within or overhang the public right-of-way or on public property unless specified elsewhere in these regulations.
- J. Any strobe, flashing, or oscillating lights either from the interior or exterior of a building.
- K. Moving signs. Except as otherwise provided in this section no sign or any portion thereof shall be permitted which moves or assumes any motion constituting a non stationary or fixed condition except for the rotation of barber poles, and except currently licensed vehicles and trailers which have painted upon them in a permanent manner the name of the product which they deliver and/or the name and address of the owner.
- L. Abandoned signs. Signs that advertise an activity, business, product or service no longer conducted or available on the premises on which the sign is located shall be prohibited.
- M. Signs which emit audible sound, odor or visible matter.
- N. Exterior string lights used to advertise a commercial premises.

- O. Any sign erected on a tree or utility pole except signs of any political subdivision of this state.

(4) EXEMPT FROM PERMITS

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P. Advertising signs with rear illuminations
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- A. Incidental signs or directional signs which are intended to direct the flow of pedestrian and vehicular traffic on private property. Incidental signs shall not exceed two (2) square feet in area per side and four (4) feet in height, shall contain no advertising other than the name of the business and may be illuminated.
- B. Signs erected for traffic safety purposes by public road agencies.
- C. Federal, State, County, or Local required signs on private property not to exceed six (6) square feet.
- D. Real estate signs subject to the provisions of this ordinance.
- E. Changing of advertising copy or message on a theater marquee or similar approved signs which are specifically designed for the use of replaceable copy.
- F. Painting, repainting, cleaning, and other normal maintenance and repair of a sign or any sign structure unless a structural change is made.
- G. Integral signs, not to exceed a maximum area of six (6) square feet.
- H. Paper notices placed on kiosks as approved by the Village.
- I. Authorized signs of the state or a political subdivision of the state.
- J. Flags bearing the official design of a nation, state, municipality, educational institution, church or fraternal organization. Flags bearing the official seal or emblem of a company or corporation including related slogans, messages or graphics. Zone lots shall be limited to four (4) of the above flags (one (1) flag per one (1) flag pole). When the site plan review is required, the location of flag poles shall be indicated on the site plan and shall meet the minimum fifteen (15) foot setback required for all signs to adjacent property lines. Flags shall be limited to 40 square feet each.
- K. Permanent signs on vending machines or ice containers indicating only the contents of such devices and no commercial message provided that such devices must be located within ten (10) feet of the building.
- L. Business signs containing information on credit cards, business affiliations, hours of operation, open/closed, etc. The combined area of all

such signs shall not exceed four (4) square feet and shall be included in the maximum window coverage calculation.

M. Menu and/or order board for a drive-thru facility.

N. Political Signs subject to the provisions of this ordinance.

O. Garage Sale Signs subject to the provisions of this ordinance.

Section 7.03 GROUND SIGNS.

(1) GENERAL REQUIREMENTS:

A. See "Table A" for specific size requirements.

B. SETBACKS

1. Ground signs shall be set back a minimum of ten (10) feet from all road rights-of-way and shall be located no closer than fifteen (15) feet from the edge of the principal entrance driveway and all property lines.

2. Ground signs within the Central Business District (CBD) and the Village Commercial District (VCD) may be setback a minimum of five (5) feet from all road rights-of-way to promote the pedestrian scale, visual consistency and the historic character of the districts and given of visibility limitations from the on street parking and shall be no closer than fifteen (15) feet from the edge of the principle entrance driveway and all property lines.

C. Within all non-residential zoning districts, only one (1) ground sign shall be permitted per zoning lot. If the footage of a zoning lot exceeds four hundred (400) linear feet along a single street frontage two (2) such ground signs may be permitted. One (1) additional ground sign may be permitted at a secondary entrance if it is not located on the same street as the primary entrance.

D. Within all residential zoning districts, only one (1) ground sign shall be permitted at the primary entrance for the purpose of identifying a subdivision, site condominium, multiple family development, or mobile home park.

E. Within all residential zoning districts, only one (1) ground sign shall be permitted per zoning lot for the purpose of identifying a non-residential special land use. One (1) additional ground sign may be permitted at a secondary entrance if it is not located on the same street as the primary entrance. Size and location shall be determined during site plan review. Maximum area is provided in "Table A" below.

Deleted: M. Banner signs installed by applicants, intended to announce civic activities, or otherwise convey public information. Such signs shall be attached top and bottom (or two (2) sides) to permanent structural members on a post. Signs shall be erected for another purpose, with the permission of the Village Manager.

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F. One **Building Center** identification sign stating the name of a business center and major tenants therein may be erected for a shopping center, office park, industrial park or other integrated group of stores, commercial buildings, office buildings or industrial buildings. The sign area shall not exceed one (1) square foot per front foot of building or buildings for which it is erected; however, such signs shall not exceed sixty (60) square feet in area. Such signs may be up to ten (10) feet in height. If the lot fronts on two (2) or more collector or arterial streets one (1) such sign may be permitted for each frontage.

G. Within all PUD Districts, the number and size and location of ground signs shall be determined by the intended use of the premises, subject to the review and approval of the Village during PUD plan review.

H. All internally illuminated ground signs shall have a background darker than the lettering. If a ground sign has an opaque background and only the letters are illuminated a ground sign may have a non-illuminated light background. **Back-lit halo-lit illumination, or reserve channel letters with halo illumination are highly encouraged for lighting purposes.**

I. **Sign Base** - Monument signs shall have a brick or decorative masonry block base that complements the materials and architecture of the buildings. The support structure/base for a ground sign shall not exceed twenty five (25) percent of the maximum permissible area of the sign measured by viewing the elevation of the sign perpendicular to the sign face, unless otherwise approved during the site plan review process.

J. Up to two (2) incidental business signs (menu boards) shall be permitted for businesses with a drive-through component. Such signs shall not exceed fifteen (15) square feet in area per sign, per face or six (6) feet in height and shall be located only on internal drives to serve the drive-thru portion of the development.

(2) MAXIMUM HEIGHT AND AREA REQUIREMENTS FOR GROUND SIGNS SHALL BE APPLIED WITHIN EACH ZONING DISTRICT ACCORDING TO THE FOLLOWING SCHEDULE. The maximum height and area for ground signs within business centers are pursuant to paragraph (1) above:

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Deleted: F. Ground signs shall be set back a minimum of ten (10) feet from all road rights-of-way and shall be located no closer than fifteen (15) feet from the edge of the principal entrance driveway and all property lines. Ground signs within the Central Business District (CBD) and the Village Commercial District (VCD) may be setback a minimum of five (5) feet from all road rights-of-way to promote the pedestrian scale, visual consistency and the historic character of the districts and given of visibility limitations from the on street parking.

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Table A - Ground Signs.

District	Max. Height (ft.)	Maximum Area (sq. ft.)	
		Per Side	Total
R-1A	4 ft	20 s.f.	40 s.f.
R-1B	4 ft	20 s.f.	40 s.f.
R-3	4 ft	20 s.f.	40 s.f.
VR	4 ft	20 s.f.	40 s.f.
C-1	6 ft	42 s.f.	84 s.f.
VC	6 ft	25 s.f.	50 s.f.
CBD	6 ft	25 s.f.	50 s.f.
PB	6 ft	42 s.f.	84 s.f.
RD	4.5 ft	48 s.f.	96 s.f.
I-1	4.5 ft	48 s.f.	96 s.f.
PP	4 ft	32 s.f.	64 s.f.

Section 7.04 BUILDING SIGNS.

(1) GENERAL REQUIREMENTS:

A. Within all non-residential zoning districts, a combination of building signs may be established not to exceed the maximum sign area per "Table B" for each zoning lot (for a single business).

A. Signs help reinforce the image created by the design standards of the ordinance and architecture of the development. Signage shall be visually consistent with the architectural design of the building. Signs which incorporate the materials used on site are better integrated into a development. Signs should use materials or textures that are complementary to those used in the building or project being signed. Visual consistency between signs and the character, historic or otherwise, of the district in which they are located should be considered. No sign shall be erected in any manner that will obstruct any architectural details of a building.

B. Building Marker, Integral or Building Identification Sign: Non-illuminated signs identifying the entire structure by a building name may be permitted above the first floor in accordance with the following:

- The scale, color, texture, and materials of the sign being used will identify the business succinctly, and will enhance the building in which it is located, as well as the immediate neighborhood.

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2. The appearance of the building exterior with the signage will preserve or enhance, and not adversely impact, the property values in the immediate neighborhood.
3. The sign is neither confusing or distracting, nor will it create a traffic hazard or otherwise impact public safety.

C. Internally illuminated channel letter signs or box signs are permitted only when the signs have a background darker than the light colored message. If a sign has an onaque background and only the letters are illuminated a sign may have a non-illuminated light background.

D. Pursuant to Section 7.05 a master sign program must be submitted for all multi-tenant buildings during site plan review. Wall signs shall only be permitted on a designated first floor sign band. Signage design, including logos and design elements shall be a maximum of 36 inches in height. Maximum area shall not exceed that provided in Table B.

E. Within all PUD Districts, the number and size of wall signs shall be determined by the intended use of the premises, subject to the review and approval of the Village, during PUD plan review.

F. Building signs are not permitted above the first floor. Signs are permitted in the second story windows only in the Central Business District (CBD).

(2) MULTI-TENANT BUILDINGS:

b. Separate Entrances: Signs for multiple tenant shopping centers with each unit having a separate or unique entrance, shall not exceed one (1) square foot of sign area per one (1) lineal foot of building frontage per tenant. Building frontage shall be that part of the first floor tenant space that faces either a public street or the parking lot for the development.

b. Shared or Common Entrances: Signs for multiple tenant mixed use, office and/or professional buildings where all businesses share a common building entrance or entrances, (for example, an office building or other type of building where access to individual tenant space is off an interior common hallway or atrium), shall divide the total permitted wall signage area between all first floor tenants. Signage for first floor tenants is permitted only when tenant space faces a public street or parking lot.

c. TENANT DIRECTORY SIGNS: Multiple-tenant buildings shall be permitted one wall directory sign at each shared entrance, intended to identify all of the building occupants. The total area of this directory sign shall not exceed twelve (12) square feet, with

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each tenant limited to one square foot. This sign shall be non-illuminated and shall be mounted on the entrance door or on the wall next to the entrance. Consistent letter style and color shall be considered when designing tenant directory panels. Tenants on the second floor or above shall be identified on a directory sign located at or below the first floor sign band. Refer to Section 7.05, Master Sign Program requirements.

(2) PROJECTING SIGNS:

- A. Projecting signs shall be oriented to pedestrians passing on the sidewalk in front of the buildings rather than to automobiles. Projecting signs shall be affixed to the building in a perpendicular manner and project more than 6 inches from the wall surface of the building, and maintaining a projection of 3/6 inches from the building face.
- B. One (1) projecting sign may be permitted for each first-floor business. The projecting sign may be a maximum of eight (8) s.f. in area (each side) and shall be included in the total amount of signs permitted for the subject building.
- C. Projecting signs must provide a clear distance of nine (9) feet from the sidewalk to the bottom edge of the sign. Projecting signs may extend over adjoining sidewalk, but shall not extend over public or private roadways or parking areas. The maximum height of a projecting sign shall be fifteen (15) feet from the street to highest part of the sign.
- D. Changeable copy shall not be permitted as a part of projecting signs.

(3) WALL SIGNS:

- A. Shall not project more than 12 inches from the face of the building wall.
- B. Internally lit plastic letters, channel letter or plastic box signs are prohibited in the Central Business District (CBD) or Village Commercial District (VC) to conform and harmonize with the existing historic character of the downtown and existing building facades. Signs in the CBD and VC district should be constructed using high quality materials such as metal, stone, hard wood or brass plated materials.
- C. Externally illuminated gooseneck light fixtures are encouraged.

(4) CANOPY & AWNING SIGNS:

- A. Sign lettering and/or logo/graphics shall comprise no more than 30% of the total exterior surface of an awning or canopy.

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One (1) projecting sign may be permitted for the subject building within the CBD Central Business District. The projecting sign may be a maximum of eight (8) s.f. in area (each side) and shall be included in the total amount of signs permitted for the subject building as a part of projecting signs. Projecting signs must provide a clear distance of nine (9) feet from the sidewalk or private drive or parking lot to the bottom edge of the sign. Projecting signs may extend over adjoining sidewalk, but shall not extend over public or private roadways or parking areas unless approved by the Village as a part of the sign permit. The leading edge of a projecting sign shall not extend more than four (4) feet from the sidewalk. The maximum height of a projecting sign shall be fifteen (15) feet from the street to highest part of the sign. 4

Within the CBD (Central Business District) and the VC (Village Commercial) Districts, the following shall apply: 1. Within the CBD (Central Business District) and the VC (Village Commercial) Districts, the following shall apply: 1. Within the CBD (Central Business District) and the VC (Village Commercial) Districts, the following shall apply: 1.

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Deleted: Building signs are not permitted above the first floor. Signs are permitted in the second story window. 111

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B. Awning or canopies must be permanently attached to the building.

C. Open ended awnings are preferred. Awning shall be designed to project over individual window and door openings and not project as a single continuous feature extending over masonry piers or arches.

D. Awnings with backlit graphics or other kinds of interior illumination are prohibited.

E. Matte finish canvas, glass, or metal are appropriate materials for awnings or canopies.

F. Awning signs and awning shall be limited to three (3) colors. Black and white are defined as colors.

(5) WINDOW SIGNS:

A. Painted, posted, displayed or etched signs on an interior translucent or transparent surface, including windows and doors shall not exceed 15% of the window area so that visibility into and out of the window is not obscured.

B. Sign copy shall not exceed 8 inches in height.

(6) MARQUEE SIGNS:

A. Marquee signs shall only be installed at buildings occupied by theatres, cinemas, or performing arts facilities.

B. The sign copy of marquee signs shall be limited to include only the facilities name and changeable copy related to current and future events.

C. The facility name shall not exceed 50 percent of the total signage and the changeable copy portions of the sign shall not exceed 50 percent of the total sign area.

(7) RESTAURANT MENU SIGNS:

A. The allowable area for a restaurant menu sign shall be a maximum of 4 square feet for restaurants with table service. Menu signs are not included in the calculation of maximum building sign area.

B. Shall incorporate a menu containing a listing of the products, prices and other important information to help a customer make a dining decision.

C. Shall be located in a permanently mounted display box on the surface of the building adjacent to the entry. Taping a menu to a box is not an appropriate menu sign.

D. High quality materials, artistic design and character and architectural detail of the building shall be used in the design and construction of menu signs.

(6) MAXIMUM AREA REQUIREMENTS FOR BUILDING SIGNS SHALL BE APPLIED WITHIN EACH ZONING DISTRICT ACCORDING TO THE FOLLOWING SCHEDULE:

Table B -- Building Signs.

District	Area (s.f.) per One (1) Foot of Building Frontage	Maximum Area in s.f.
R-1A	N/A	3 s.f.
R-1B	N/A	3 s.f.
R-3	N/A	3 s.f.
VR	0.5	12 s.f.
C-1	1	42 s.f.
VC	1	30 s.f.
CBD	1	42 s.f.
PB	1	42 s.f.
RD	1	20 s.f.
I-1	1	20 s.f.
EP	N/A	N/A
PP	N/A	N/A

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F. Awnings must be over doorways or windows. Awning signs and awning signs shall be limited to three (3) colors. Black with graphics will be considered an awning sign and may not exceed the allowable square footage of signage. 1

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SECTION 7.05 MASTER SIGN PROGRAM – MULTIPLE TENANT MIXED-USE, OFFICE, PROFESSIONAL BUILDINGS –

(1) A master sign program shall be required as part of site plan review for all multiple-tenant buildings or sites. The master sign program shall be submitted along with the first requested sign permit. Sign content is more comprehensible when it is displayed in a consistent manner and signage causes less visual clutter when it is executed uniformly.

(2) An approved master sign program shall become part of all sign permits submittals for the subject property and shall be binding on all property owners and all occupants of the subject property. A revised master sign program may be applied for but must meet the standards of this ordinance. A revision to a master sign program originally approved

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by the Planning Commission during the site plan approval stage must be resubmitted to the Planning Commission as an amendment to the site plan.

(3) The master sign program shall include all ground, building, and window signage and must be presented in accordance with all other Article 7. Signs provisions. Information on location and size must be included for all potential tenants.

(4) All signage shall be required to share a common theme, including consistent letter sizes and font styles and colors, for each individual business site and tenant wall directory. Signs should use materials or textures that are complementary to those used in the building or project being signed.

SECTION 7.06 OUTDOOR ADVERTISING SIGN (OFF-SITE OR BILLBOARD SIGN).

(1) Outdoor advertising signs are permitted only on undeveloped and vacant unimproved lots in I-1, district, and shall be considered the principal use of such lots. Such signs shall not be placed on a lot with any other building thereon, and no structure shall be placed on a lot on which such sign is located.

- A. One billboard sign shall be permitted per lot.
- B. No such sign shall have a total area in excess of three hundred (300) square feet per sign face.
- C. It shall have a minimum clearance of ten (10) feet and a maximum clearance height of twenty-two (22) feet, from average grade as calculated within a sixty (60) foot radius from the base of the sign.
- D. It shall not be closer than one thousand (1000) feet to any other billboard signs on the same side of the right-of-way.
- E. The setback of the billboard sign shall be fifty (50) feet from the edge of the right-of-way.
- F. Any billboard sign shall be situated on the property so as to:
 - 1). Maximize motor-vehicle sight distance, clear view, and traffic safety in general, in relation to other vehicles, pedestrians, and to other signage which is, or is anticipated to be, nearby, and
 - 2). Minimize the destruction of trees, the visibility of the billboard and illuminations thereof by and from residences, and any dangerous distraction and thus, hazard, of and to motorists, as determined in the discretion of the Planning Commission.

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G. A billboard sign may be illuminated, if it is located at least five hundred (500) feet from any residential zoning district or residential use. The illumination shall be directed away from all residential uses. No internal illumination shall be permitted for billboards.

H. Billboard signs shall be constructed of steel. No wood or other combustible materials shall be used.

Section 7.07. COMPUTATIONS/ MEASUREMENTS

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The following principles shall control the computation of sign area and sign height:

(1) **COMPUTATION OF AREA.** The area of a sign face (which is also the sign area of a wall sign or other sign with only one face) shall be computed by means of the smallest square, circle, rectangle, triangle, or combination thereof that will encompass the extreme limits of the writing, representation, emblem, or other display, together with any material or color forming an integral part of the background of the display or used to differentiate the sign from the backdrop of structure against which it is placed, but not including any supporting framework, bracing, or decorative fence or wall when such fence or wall otherwise meets Zoning Ordinance regulations and is clearly incidental to the display itself. Where a sign has two (2) or more faces, the area of all faces shall be included in determining the total area of the sign.

(2) **COMPUTATION OF HEIGHT.** The height of a sign shall be computed as the distance from the base of the sign at normal grade to the top of the highest attached component of the sign. Normal grade shall be construed to be the lower of: (1) existing grade prior to construction or (2) the newly established grade after construction, exclusive of any filling, berming, mounding, or excavating solely for the purpose of locating the sign. In cases where the normal grade cannot reasonably be determined, sign height shall be computed on the assumption that the elevation of the normal grade at the base of the sign is equal to the elevation of the nearest point of the crown of a public street or the grade of the land at the principal entrance to the principal structure on the zoning lot, whichever is lower.

Section 7.08. TEMPORARY SIGNS.

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Temporary signs shall be permitted in accordance with the regulations herein:

(1) **PERMIT REQUIRED.** Unless specified elsewhere in this ordinance a permit shall be required to display any temporary sign described by these regulations. Such permit shall be issued by the Village of Dexter Zoning Administrator or designee and shall clearly specify the name, address and telephone number of the applicant as well as the title and dates of the event advertised and authorized location for placement of the sign. Permit fee, if any, is to be established by resolution of the Village Council.

(2) **CONSTRUCTION SIGNS:** Construction signs shall only be erected on the construction site. Construction signs shall advertise only the project under construction and information related thereto, such as its developer, contractor, engineers, brokers, and architects. Signs advertising buildings or projects under construction shall not exceed thirty-two (32) square feet where the total parcel frontage is twenty-one (21) feet or less. Where parcel frontage exceeds twenty-one (21) feet, such signs shall not exceed one and a half (1.5) square feet per linear feet of thoroughfare frontage, up to a maximum of one hundred (100) square feet. Such signs shall have a maximum height of ten (10) feet and shall be setback at least fifteen (15) feet from any public right-of-way unless attached to a building, construction fence, or barricade. All such signs shall be removed promptly upon completion of construction. No more than one (1) construction sign shall be permitted per thoroughfare frontage.

Temporary Construction Visibility Signs: In an effort to ensure adequate visibility for all businesses during construction, temporary signage shall be permitted during construction. Adequacy of visibility shall be determined by the ability of the Zoning Administrator standing in the public right-of-way to determine that the business is open during the construction. One (1) sign per building, not to exceed sixteen (16) square feet, may be placed on or in front of the building.

(3) **POLITICAL SIGNS:** Shall be used solely for the purpose of providing information relating to the election of a person to public office, or to a political party, or to a matter to be voted upon at an election called by a public body, or any other public issue or expression of opinion, and shall be permitted without permit subject to the following conditions:

A. Political signs shall be ground or wall signs. Political signs shall not be located in a dedicated right-of-way or attached to any utility pole. No ground sign shall be higher than thirty-six (36) inches above average mean grade of the yard on which it is placed.

B. All political signs shall be removed within ten (10) calendar days after the election or event.

C. Such signs shall not be erected in such a manner that they will or reasonably may be expected to interfere with, obstruct, confuse or mislead traffic.

(4) REAL ESTATE / CONSTRUCTION SIGNS

A. Single and Multiple Family Residential Real Estate: A sign with an area not in excess of six (6) square feet advertising the sale, rent and/or lease of a single or multiple-family structure or vacant property, placed adjacent to such a structure and upon the premises is permitted without permit. Such a sign may indicate only that the property is for sale, rent, and/or lease and the

exceed sixty (60) days. Such signs shall not exceed sign area permitted within the appropriate zones.

F. Sandwich board. A-Frame and other portable signs, herein referred to as portable signs, in accordance with the following:

a. Size. Maximum height shall be four (4) feet. Maximum width shall be two (2) feet.

b. Location.

1. Portable signs shall be placed in front of the property in which the business is located, a minimum of 3 feet (36 inches) from the face of the curb and no more than ten (10) feet from the building in which the sign is intended to serve. A portable sign shall in no case impede pedestrian travel in a sidewalk area, parking lot and/or public right-of-way and are only permitted on the sidewalk, when a five (5) foot wide path can be maintained. Portable signs are not permitted to conceal landscape features or grass areas, adjacent to the street. Portable signs shall not obstruct access to fire hydrants, fire department connections, bicycle racks or curb ramps or interfere with the opening of vehicle doors or access to the sidewalk.

2. Portable signs must be moved indoors after accumulation of one (1) or more inches of snow and shall not be placed back on the sidewalk until the entire sidewalk and extension on the side of the street where the business is located is clear of snow.

c. Number of Portable Signs.

1. One (1) portable sign is allowed for each business in a building, up to a maximum of two (2) signs per property. A sign may contain advertising for more than one business on the property.

2. More than two (2) portable signs are permitted on private property or the public common areas in shopping malls only when the businesses have frontage along the sidewalk.

d. Hours. Portable signs may be utilized during hours of operation only. Portable signs left on the sidewalk or outside overnight shall result in revocation of permit or fines. Fines must be paid prior to continuation of use of sandwich board signs.

e. Materials/Design.

1. Portable signs are encouraged to be visually consistent with the historic village and are intended to promote the pedestrian scale. Hand painted, carved, wooden or metal, and unique signage on a flat surface is preferred.

2. Portable signs shall be properly designed and heavy enough to withstand typical winds without tipping over, rocking or

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sliding. It is the responsibility of the sign owner to remove the sign during inclement weather.

f. Illumination. Illumination of portable signs is prohibited.

g. Insurance. The Village accepts no liability for any injury or damage caused by a sidewalk sign. \$1,000,000 of general liability insurance, naming the Village as an additionally insured, must be submitted along with the portable sign permit for signs proposed for placement in the right-of-way and on public property.

h. Permitting/Review Process. All sandwich boards require submission of an application, fee and issuance of a permit.

1. Sandwich Board sign permits are valid for 3 years, re-application is required to confirm compliance and review of requirements.

2. Signs requiring insurance require proof of valid and current insurance annually by April 1.

3. Permit application fees to be established by the Village Council.

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Deleted: Permits are valid from April 1 to March 31. From March 1 to March 31 of each year, the owner or manager of a business shall apply for an annual permit to begin April 1 under this section. Between March 1 and March 31 permit applications shall be submitted to the Village of Dexter for the following permit year.

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(6) TEMP CIVIC/PUBLIC SIGNS

A. Temporary civic, cultural, and public service window posters, shall be exempt when posted inside commercial establishments, provided they do not, individually or combined, occupy more than thirty (30) percent of the total area of said window or five square feet, whichever is less. Temporary window signs are permitted on ground floor windows only. These types of signs shall not be posted outside on windows, doors, light posts, street furniture, etc.

B. Community special event signs: Municipal streetscape banners must follow the provisions and specifications listed on the permit and are subject to permit approval.

C. Institutional signs not to exceed thirty-two (32) s.f. Such signs shall be allowed no more than fourteen (14) days prior to the event or function and must be removed within forty-eight (48) hours after the event or function. If building mounted, these signs shall be flat wall signs and shall not project above the roof line. If ground-mounted, the top shall be no more than six (6) feet above ground level. Such signs may not be illuminated in accordance with this ordinance. Off-site signs for such events and functions are permitted with the following limitations, a maximum of five (5), 18" x 24" signs are permitted, two (2) of the five (5) permitted signs may be permitted to exceed 18" x 24", locations must be provided on the application.

(7) PLACEMENT AND DURATION OF TEMPORARY SIGNS. Unless specified elsewhere in this ordinance the placement and duration of temporary signs shall be regulated as follows:

- A. No temporary sign shall be placed on public property or public rights-of-way unless it is advertising an event to be held on public property unless specified elsewhere in these regulations.
- B. No temporary sign shall be placed on private property other than the location of the event unless permission is granted by the property owner.
- C. Temporary signs on private property must be setback five (5) feet from public property.
- D. Duration of display. Unless specified elsewhere in this ordinance temporary signs may not be displayed more than ten (10) days in any thirty (30) day period.

Section 7.09. SIGNS IN THE PUBLIC RIGHT-OF-WAY.

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No signs shall be allowed in the public right-of-way, except for the following:

- (1) Signs erected by or on behalf of a governmental or other public agency to post legal notices, identify public property, convey public information, and direct or regulate pedestrian or vehicular traffic.
- (2) Projecting signs pursuant to the provisions of these regulations.
- (3) Portable sidewalk signs pursuant to the provisions of these regulations.
- (4) Banner signs as permitted by the Village of Dexter.
- (5) Community special event and Institutional signs.

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Section 7.10. NON-CONFORMING EXISTING SIGNS.

(1) INTENT

It is the intent of this section to encourage eventual elimination of signs that, as a result of the adoption of this Article, become non-conforming, and to administer this Article to realize the removal of illegal non-conforming signs and to avoid any unreasonable invasion of established private property rights, therefore;

A. No person shall be required to remove a sign which was created in compliance with previous regulations of this Article if said sign becomes non-conforming due to a change occurring after the original adoption of this article, or in the location of buildings, streets or other signs, which change, is beyond the control of the owner of the sign and the premises on which it is located.

B. If the owner of a sign or the premises on which a sign is located changes the location of a building, property line, or sign, or changes the use of a building so that any sign on the premises is rendered non-conforming, such sign must be removed or made to conform to this Article.

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(2) LAWFUL EXISTING SIGNS

Any sign lawfully existing at the time of adoption of this Article which does not fully comply with all provisions shall be considered a non-conforming sign and may be permitted to remain as long as the sign is properly maintained and not detrimental to the health, safety and welfare of the community except as hereafter provided.

(3) CONTINUANCE

A. Any lawful non-conforming sign shall be permitted to continue to exist, so long as the non-conforming sign:

- 1). is not physically expanded or changed to another non-conforming sign.
- 2). is not relocated or structurally altered so as to prolong the life of the sign, or so as to change the shape, size, type, placement, or design of the sign. Altered shall not include normal maintenance or maintenance to protect public safety. Normal maintenance shall include painting of chipped or faded signs, replacement of faded or damaged surface panels, or repair and replacement of electrical wiring and devices.
- 3). is not re-established or maintained after the activity, business or usage to which it relates has been discontinued for ninety (90) days or longer.
- 4). is not repaired or re-created after being damaged, if the repair or re-erection of the sign would cost more than fifty (50) percent of the replacement cost of an identical new sign.

B. In the case of a legal non-conforming sign without a defined background (such as individual letters or symbols mounted directly on a building, or lettering on an awning), changes may be made to the letters or symbols, so long as the overall area of the sign is not increased. In such situations, an amended sign permit application shall be filed with the zoning administrator.

- C. A non-conforming sign may make changes to the words or symbols used, if an amended sign permit application is filed with the Zoning Administrator. In such cases, the message may be changed without affecting the legal non-conforming status, as long as neither the sign structure or frame is changed.

Section 7.1.1 PERMITS AND APPLICATIONS

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(1) PERMIT REQUIRED

It shall be unlawful for any person to erect, re-erect, alter or relocate any sign unless a permit shall have been first obtained from the Zoning Administrator except as provided elsewhere in these regulations. Any sign that makes use of electricity shall, in addition to a sign permit, require an electrical permit, from the Washenaw County Building Department, regardless of size. Any ground sign with footings will also require a permit from the Washenaw County Building Department.

(2) SITE PLAN REVIEW

For new development subject to site plan review under the provisions of Article 2.1, the final site plan shall include a comprehensive sign plan including ground, wall and directional sign locations and details, if applicable.

(3) APPLICATIONS

All sign permit applications shall be submitted to the Zoning Administrator for review and shall include the following:

- A. A scale drawing of each sign that shows the dimensions of the sign, the height of the sign, design of the sign and lettering, dimensions of the lettering, the type of materials to be used for the sign and its support system, type of illumination, and color.
- B. A scale drawing of the site or building, showing the placement of all signs, both existing and proposed. This drawing shall include all the dimensions of the site or building.
- C. Detailed information about other existing signs on the property, including dimensions of the sign, the height of the sign, design of the sign and lettering, dimensions of the lettering, the type of materials used for the sign and its support system, type of illumination, and color. The application shall also indicate whether the existing sign is to remain or be removed.
- D. The consenting signature of the property owner.
- E. The sign permit fee paid in accordance with the current fee schedule, adopted by the Village Council.

(4) PERMIT APPROVAL

Permits for the erection of signs shall only be issued to property owners and/or assignees qualified to carry on such work under the provisions of this article. The Zoning Administrator shall issue permits for signs defined in Section 2.02 and permitted in Article 7. Any sign which is not explicitly defined in Section 2.02 Definitions or permitted in Article 7, must be approved by the Zoning Board of Appeals before a permit shall be issued.

(5) PERMIT EXPIRATION

A sign permit shall become null and void if the work for which the permit was issued is not completed within six (6) months of the date of issue.

(6) SERVICING

No permit shall be required for ordinary servicing, repainting of existing sign message, or cleaning of a sign. No permit is required for change of message of a sign designed for periodic message change without change of structure, including a bulletin board or billboard, but not including a sign to which a new permanent face may be attached.

(7) INSPECTIONS

All newly erected signs shall be inspected by the Zoning Administrator. Sign erector's imprint should be visible. Signs for which a permit is required shall be inspected periodically by the Zoning Administrator for compliance with this Article and other laws of the Village of Dexter.

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Section 7.1.2 CONSTRUCTION AND MAINTENANCE REQUIREMENTS

(1) MATERIALS AND DESIGN

All signs shall be designed, constructed and maintained in conformity with the provisions for materials, loads, and stresses of the latest adopted edition of the Village engineering standards and requirements of this Article.

(2) ERECTOR'S IMPRINT

Signs of every type which come within the purview of this Article, must carry the identification and address of the sign erector, electrical voltage, when applicable, and date of erection in clearly legible letters whether for the initial erection or re-hanging of a sign.

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(3) FASTENINGS

All signs must be erected in such a manner and with such materials to remain safe and secure during the period of use and all bolts, cables, and other parts of such signs shall be kept painted and free from corrosion. Any defect due to the fault of the erector shall be repaired by the erector.

(4) SUPPORT LOCATION

No pole or support of any nature shall be placed on any publicly owned property, street right-of-way, or proposed street right-of-way, unless an easement is granted by the property owner.

(5) PROXIMITY TO ELECTRICAL CONDUCTORS

No sign shall be erected so that any part including cables, guys, etc. will be within ten (10) feet of any electrical conductor, electric light pole, street lamp, traffic light, or other public utility pole or standard.

(6) **RE-HANGING**

In case of re-hanging or re-erection of any sign, the new erector must place his identification, address and the date on the sign.

(7) **SANITATION**

Property surrounding any ground sign shall be kept clean, sanitary and free from obnoxious and offensive substances, free from weeds, rubbish, and inflammable material.

(8) **TRAFFIC INTERFERENCE**

No advertising device shall be erected or maintained which stimulates or initiates in size, color, lettering, or design any traffic sign or signal or other word, phrase, symbol, or character in such a manner as to interfere with, mislead, or confuse traffic.

Section 7.1.3. REMOVAL OF SIGNS.

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(1) **REMOVAL.** The Zoning or Code Inspector or designee shall order the removal of any sign erected or maintained in violation of this ordinance except for legal non-conforming signs. Notice in writing shall be given to the owner of such sign or of the building, structure, or premises on which such sign is located, to remove the sign or bring it into compliance with the ordinance. Failure to remove the sign or to comply with this notice shall be a civil infraction. The Village shall also remove the sign immediately and without notice if it reasonably appears that the condition of the sign is such as to present an immediate threat to the safety of the public. Any cost of removal incurred by the Village shall be assessed to the owner of the property on which such sign is located and may be collected in the manner of ordinance debt or in the manner of taxes and such charge shall be a lien on the property.

(2) **RENEWAL REQUIREMENTS.** A sign shall be removed by the owner or lessee of the premises upon which the sign is located within thirty (30) days after the business which it advertises is no longer conducted on the premises. If the owner or lessee fails to remove the sign, the Village shall remove it in accordance with the provisions stated in ~~paragraph 7.1.4. (1),~~ preceding. These removal provisions shall not apply where a subsequent owner or lessee conducts the same type of business and agrees to maintain the signs to advertise the type of business being conducted on the premises and provided the signs comply with the other provisions of this ordinance.

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Section 7.1.4. VIOLATIONS.

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(1) Any of the following shall be a violation of this ordinance:

A. To install, create, erect, or maintain any sign in a way inconsistent with the terms of this ordinance or that is inconsistent with any plan or permit governing such sign or the zoning lot on which the sign is located.

B. To install, create, erect, or maintain any sign requiring a permit without such a permit;

(2) Each sign installed, created, erected, or maintained in violation of this ordinance shall be considered a separate violation.

(3) Unless specified elsewhere in this ordinance any signs placed within a road Right-of-Way (ROW) and on utility poles will be considered a violation of this ordinance and may be removed by the Village at the expense of the owner.

Section 7.1.5. APPEALS

Deleted: 4

Any person aggrieved by any decision, ruling, or order from the Zoning Administrator, may make an appeal to the Zoning Board of Appeals. The ZBA may grant a variance for a sign only in cases involving practical difficulties or unnecessary hardships when the evidence of the appeal is supported by one or both of the following findings of fact:

(1) That the alleged hardship or practical difficulty, or both, are unique to the property (unusual topography, lot configuration, size, etc.), and the alleged hardship or practical difficulty resulting from conditions do not generally exist throughout the Village. Personal and economic hardships do not qualify.

(2) That the granting of the variance will result in substantial justice being done, considering the public benefits intended to be secured by this article. The granting of the variance will not be detrimental to surrounding properties.

Section 7.1.5. ENFORCEMENT

Deleted: 5

This Section shall be administered and enforced by the Zoning Administrator.

**Treasurer/Finance Director's Report to Council
Fiscal Year 2011/2012
Second Quarter**

I am pleased to present you with the Treasurer/Finance Director's Report to Council for the Second Quarter of Fiscal Year 2011/2012.

In this report I will give Council a more detailed view of this department's activities, as well as an overview of the Village's financial outlook. As always, if you have any questions, please call me. I would be happy to sit down with you.

Department Activities

Financial Software Upgrade

The time line for the upgrade of our financial software is attached to this report. The process will be completed by the end of March, and will coincide with the generation of the next utility billing. The new computers are scheduled to be delivered on February 1st, and the tax software upgrade will be done after completion of the financial software upgrade.

Internship

In December, I was contacted by Aaron Desentz , a graduate student from Eastern Michigan University's Master of Public Administration program, who was interested in performing an unpaid internship in the finance area. One of the things I have wanted to do for a while is the creation of a Comprehensive Annual Financial Report and a Popular Annual Financial Report that comply with the guidelines set forth by the Government Finance Officers Association (GFOA) and I felt that this would be a perfect fit for an internship. Aaron started his internship earlier this month, and it will run through the end of the current semester as it is being taken for credit.

GFOA Budget Award

We have once again received the Distinguished Budget Award from the GFOA. I was extremely pleased with the reviewer comments, and we received quite a few ratings in the outstanding area. We will continue to strive for improvements based on these comments in our next budget document.

Bank Fees

In a two of our funds (Major Streets and Equipment Replacement), we are over budget in the Administration department due to bank fees that have been incurred over the past six months. Earlier this month I asked TCF to do an analysis of our interest and fee structure, which they have recently completed. In January, the Village received a credit on some of the fees that we paid in the past, and this credit should bring those departments back under budget. Moving forward, TCF has given me the commitment that they will work to keep future fees as low as possible as long as minimum balances are maintained.

Internet Tax Services

Attached is a report showing the number of "hits" to our on line tax information, which is hosted by BS&A. According to the accompanying letter, BS&A is planning upgrades to their on line services in January.

Annual Bond Disclosure Report

Attached for Council's information is our annual bond disclosure report.

Education and Committee Memberships

- I am a current member of the Michigan Municipal Treasurer Association's Education Committee and the Michigan Government Finance Officers Mentoring Committee, and am continuing as a budget reviewer for the Government Finance Officer's Association.

Fiscal Year 2011/2012 Second Quarter Revenues and Expenditures

The Revenue/Expenditure Report is used to track how our revenue and expenditures compare to our budget. A general rule of thumb is that each quarter represents 25% of the budget, although certain departments may spend all of their budget at one time. I will give you an overview of the different funds, and then I will detail areas of concern.

The following is a summary of the revenues and expenditures for the Second Quarter:

Fund 101 - General Fund				
			QTD Actual	% of Budget
Revenue			\$ 2,110,895.50	72.3%
Expenditures			\$ 1,876,774.53	54.7%
	Village Council		\$ 24,177.92	38.6%
	Village Manager		\$ 137,029.01	51.1%
	Finance Department		\$ 1,898.31	11.2%
	Attorney		\$ 10,533.80	42.1%
	Village Clerk		\$ 2,239.44	33.9%
	Village Treasurer		\$ 51,450.06	50.2%
	Buildings & Grounds		\$ 29,906.46	46.2%
	Village Tree Program		\$ 8,472.50	35.3%
	Law Enforcement		\$ 245,354.05	44.0%
	Fire Department		\$ 189,001.90	49.9%
	Planning Department		\$ 61,601.51	49.8%
	Zoning Board of Appeals		\$ 40.00	3.6%
	Dept of Public Works		\$ 101,742.18	53.0%
	Downtown Public Works		\$ 49,566.50	59.9%
	Engineering		\$ 4,784.50	43.5%
	Municipal Street Lights		\$ 35,030.54	53.1%
	Solid Waste		\$ 233,147.41	45.1%
	Economic Development		\$ 4,286.00	14.8%
	Parks & Recreation		\$ 21,648.14	41.3%
	Long-Term Debt		\$ 31,503.75	24.6%
	Insurance & Bonds		\$ 42,999.52	73.8%
	Contributions		\$ 11,000.00	47.2%
	Capital Improvements		\$ 119,276.66	55.7%
	Transfers Out & Contingencies		\$ 460,084.37	114.3%

Revenue is above benchmark because a majority of our taxes have been collected. On the expenditure side, several department are slightly over benchmark and we will monitor those over the next two quarters. Insurance and Bonds and the Capital Improvement Department were addressed in the last quarterly report. Department 965 (Transfers Out) is currently over budget because we have not yet received outside funding for the Mill Creek Park project so it has been necessary to expend General Funds to pay current expenses. Once the outside funds are received, this department will be reimbursed.

Fund 202 - Major Streets Fund				
			QTD Actual	% of Budget
Revenue			\$ 125,054.66	17.1%
Expenditures			\$ 107,740.24	11.6%
	Administration		\$ 1,744.49	102.6%
	Storm Water		\$ 18,778.37	52.3%
	Contracted Road Construction		\$ 37,348.25	5.3%
	Routine Maintenance		\$ 30,129.32	37.7%
	Traffic Services		\$ 8,510.68	28.3%
	Winter Maintenance		\$ 11,229.13	17.2%
Fund 203 - Local Streets Fund				
			QTD Actual	% of Budget
Revenue			\$ 73,829.95	33.5%
Expenditures			\$ 71,719.15	32.6%
	Administration		\$ 1,477.67	86.9%
	Storm Water		\$ 12,295.25	77.3%
	Contracted Road Construction		\$ 10,745.75	22.4%
	Routine Maintenance		\$ 35,053.57	50.4%
	Traffic Services		\$ 3,610.78	18.9%
	Winter Maintenance		\$ 8,536.13	15.3%
Fund 204 - Municipal Streets Fund				
			QTD Actual	% of Budget
Revenue			\$ 493,988.04	93.5%
Expenditures			\$ 125,542.34	16.6%
	Administration		\$ 5,542.34	13.8%
	Transfers Out		\$ 120,000.00	16.8%

Revenue for these funds is good. In Major Streets we will monitor the Storm Water department as we move through the year. In Local Streets, we will monitor both the Storm Water and the Routine Maintenance departments. Administration in both Major and Local Streets need amendments due to bank fees, as discussed above.

Fund 590 - Sewer Fund			
		QTD Actual	% of Budget
Revenue		\$ 379,351.27	38.7%
Expenditures		\$ 490,121.46	50.8%
	Administration	\$ 8,559.06	10.6%
	Sewer Utilities	\$ 282,946.61	51.1%
	Long-Term Debt	\$ 197,474.04	70.5%
	Contingencies	\$ -	0.0%
	Capital Improvements	\$ 1,141.75	3.3%
Fund 591 - Water Fund			
		QTD Actual	% of Budget
Revenue		\$ 315,835.91	47.2%
Expenditures		\$ 424,115.89	59.5%
	Administration	\$ 4,168.39	5.8%
	Water Utilities	\$ 190,468.74	58.7%
	Long-Term Debt	\$ 209,976.30	77.3%
	Contingencies	\$ -	0.0%
	Capital Improvements	\$ 19,502.46	65.0%

Revenues in both funds are below benchmark due to the timing of utility billing. The July billing will be moved back into this fiscal year as part of the year end closing. On the expenditure side, we will continue to monitor both funds as we progress through the year.

Miscellaneous Funds

The miscellaneous funds are fine at this time.

**Village of Dexter
Cash Accounts**

General Ledger Name	Bank & Account Name	Purpose	Balance 12/31/11	Status of Cash
General Fund				
Cash	TCF & PNC Pooled	General operating	\$ 386,975.15	Unrestricted
Cash Savings	TCF Bank	General operating	\$ 150,663.55	Unrestricted
Chelsea Bank CD	Chelsea Bank	General operating	\$ 205,777.85	Unrestricted
CSB Investments Money Market	Chelsea Bank	General operating	\$ 273,106.99	Unrestricted
Comerica Bank CD	Comerica Bank	General operating	\$ 261,072.49	Unrestricted
MBIA Class	MBIA Class	General operating	\$ 150,250.29	Unrestricted
Building Reserve Account	TCF Pooled	Reserved for future building project	\$ 4,942.71	Restricted
Building Reserve CD	Multi-Bank Securities	Reserved for future building project	\$ 235,000.00	Restricted
Petty Cash	Office	Small cash purchases	\$ 100.00	Unrestricted
Park Fund	Closed	Transferred to Mill Creek Park Pooled Acct	\$ -	Restricted
Tree Replacement Program	Closed	Transferred to Mill Creek Park Pooled Acct	\$ -	Restricted
Matching Funds for Park Grants	TCF Pooled	Reserved for grant match	\$ 48,000.00	Restricted
Property Tax Savings	TCF Property Tax Savings	Clearing account for undistributed tax collections	\$ 57,404.62	Unrestricted*
Property Tax Checking	TCF Property Tax Checking	Used to distribute taxes and make refunds	\$ 500.00	Unrestricted
Voluntary Public Parking	TCF Pooled	Reserved for parking activities	\$ 10,046.75	Restricted
Facilities Bond Debt	PNC Bank	Debt retirement	\$ 38,424.45	Restricted
Subtotal Unrestricted			\$ 1,485,850.94	
Subtotal Restricted			\$ 336,413.91	
Total General Fund			\$ 1,822,264.85	

*This account contains undistributed taxes collections. New this fiscal year is breaking this account across funds (like Pooled).

Major Streets Fund

Cash	TCF Pooled	General operating for major streets activities	\$ 3,464.52	Unrestricted*
Central Street Pooled	TCF Pooled	Central Street Project	\$ 203,652.68	Restricted**
Subtotal Unrestricted			\$ 3,464.52	
Subtotal Restricted			\$ 203,652.68	
Total Major Streets Fund			\$ 207,117.20	

*These funds come from the State in the form of Act 51 payments and transfers from Municipal Streets.

**This is the reimbursement from the Ann-Arbor Street project, which must be used in Major Streets.

Local Streets Fund

Cash	TCF Pooled	General operating for major streets activities	\$ 745.43	Unrestricted*
Metro Act Account (Pooled)	TCF Pooled	Reserved for right of way activities	\$ 51,279.72	Restricted
Subtotal Unrestricted			\$ 745.43	
Subtotal Restricted			\$ 51,279.72	
Total Local Streets Fund			\$ 52,025.15	

*These funds come from the State in the form of Act 51 payments and transfers from Municipal Streets.

Municipal Streets Fund

Cash	TCF Pooled	Available for transfer to Major & Local Streets	\$ 984,630.54	Unrestricted
Property Tax Savings	TCF Property Tax Savings	Available for transfer to Major & Local Streets	\$ 7,262.03	Unrestricted
Subtotal Unrestricted			\$ 991,892.57	
Subtotal Restricted			\$ -	
Total Municipal Streets Fund			\$ 991,892.57	

**Village of Dexter
Cash Accounts**

General Ledger Name	Bank & Account Name	Purpose	Balance 12/31/11	Status of Cash
Tree Replacement Fund				
Multi-Bank CD	Multi-Bank Securities	Restricted for trees	\$ 125,002.91	Restricted
Restricted Tree Replacement	PNC Bank	Restricted for trees	\$ 116,346.21	Restricted
Subtotal Unrestricted			\$ -	
Subtotal Restricted			\$ 241,349.12	
Total Tree Replacement Fund			\$ 241,349.12	
Streetscape Debt Service Fund				
Cash	TCF Pooled	Tax collections for GO Bond payments	\$ 150,509.80	Restricted
Streetscape Debt Retire	PNC Streetscape	Special Assessments for bond payments	\$ 98,414.95	Restricted
Property Tax Savings	TCF Property Tax Savings	Tax collections for GO Bond payments	\$ 2,146.93	Restricted
Tax Savings for Streetscape	TCF Property Tax Savings	Special Assessments for bond payments	\$ 14.07	Restricted
Subtotal Unrestricted			\$ -	
Subtotal Restricted			\$ 251,085.75	
Total Streetscape Debt Service Fund			\$ 251,085.75	
Equipment Replacement Fund				
Cash	TCF Pooled	Reserved for vehicle expenses including capital pu	\$ 185,978.78	Restricted
Subtotal Restricted			\$ 185,978.78	
Total Equipment Replacement Fund			\$ 185,978.78	
Mill Creek Park Project Fund				
Cash	TCF Pooled	Reserved for Mill Creek Park Project	\$ 3,237.50	Restricted
Subtotal Restricted			\$ 3,237.50	
Total Equipment Replacement Fund			\$ 3,237.50	
Sewer Enterprise Fund				
Cash	TCF Pooled	Sewer operating	\$ 81,913.08	Unrestricted
University Bank CD - Taps	University Bank Ann Arbor	Sewer tap-in fees	\$ 254,125.25	Unrestricted
Property Tax Savings	TCF Property Tax Savings	Tax collections for delinquent utilities	\$ -	Unrestricted
RD Sewer Repair & Improve	TCF Pooled	Reserved for infrastructure & equipment replacem	\$ 14,839.12	Restricted
RD Sewer Bond Reserve	Multi-Bank Securities	Reserved for RD Sewer final year bond payment	\$ 195,000.00	Restricted
Sewer Tap Fees Account	TCF Sewer & Water	Sewer tap-in fees	\$ 343,262.00	Unrestricted
Subtotal Unrestricted			\$ 679,300.33	
Subtotal Restricted			\$ 209,839.12	
Total Sewer Enterprise Fund			\$ 889,139.45	
Water Enterprise Fund				
Cash	TCF Pooled	Water operating	\$ 49,699.21	Unrestricted
Water Tower	TCF Pooled	Reserved for water tower painting	\$ -	Restricted
Bank of Ann Arbor CD	Bank of Ann Arbor	Water tap-in fees	\$ 255,587.57	Unrestricted
Property Tax Savings	TCF Property Tax Savings	Tax collections for delinquent utilities	\$ -	Unrestricted
RD Water Repair & Improve	TCF Pooled	Reserved for infrastructure & equipment replacem	\$ 19,377.44	Restricted
RD Water Bond Reserve	Multi-Bank Securities	Reserved for RD Water final year bond payment	\$ 170,000.00	Restricted
Water Tap Fees Account	TCF Sewer & Water	Water tap-in fees	\$ 265,435.56	Unrestricted
Subtotal Unrestricted			\$ 570,722.34	
Subtotal Restricted			\$ 189,377.44	
Total Water Enterprise Fund			\$ 760,099.78	

**Village of Dexter
Cash Accounts**

General Ledger Name	Bank & Account Name	Purpose	Balance 12/31/11	Status of Cash
Trust & Agency Fund				
Performance Guarantees	TCF Performance Guarantees	Escrows for development bonds such as tree bond	\$ 70,498.50	Restricted
Site Plan Review	TCF Pooled	Escrows for payment of development related fees	\$ -	Restricted
Tree Escrow	TCF Pooled	Escrows for Tree Replacement	\$ 125.00	Restricted
Subtotal Unrestricted			\$ -	
Subtotal Restricted			\$ 70,623.50	
Total Trust & Agency Fund			\$ 70,623.50	
Retiree Health Care Fund				
Cash	Mers	Funds reserved for OPEB	\$ 299,530.81	Restricted
Subtotal Unrestricted			\$ -	
Subtotal Restricted			\$ 299,530.81	
Total Trust & Agency Fund			\$ 299,530.81	
*Balance as of March 30, 2011.				
Payroll Fund				
Cash	TCF Payroll	Funds reserved for payment of accrued benefits	\$ 23,551.83	Restricted
Subtotal Unrestricted			\$ -	
Subtotal Restricted			\$ 23,551.83	
Total Trust & Agency Fund			\$ 23,551.83	
Economic Development Fund				
Cash	TCF Pooled	Funds reserved for economic development	\$ 104.08	Restricted
Subtotal Unrestricted			\$ -	
Subtotal Restricted			\$ 104.08	
Total Trust & Agency Fund			\$ 104.08	
Total Unrestricted			\$ 3,735,213.63	
Total Restricted			\$ 2,062,786.74	
Grand Total Cash			\$ 5,798,000.37	

Summary of General Funds Available for Non-Operational Use

General Fund Unrestricted	\$ 1,485,850.94
15% Fundbalance (based on revenue budget)	\$ (438,112.50)
Expected revenue (based on budget)	\$ 809,854.50
Expected expenditures (based on budget)	\$ (1,554,925.47)
Available Unrestricted	\$ 302,667.47
Restricted for Equipment	\$ 185,978.78
Restricted for Facilities	\$ 239,942.71
Restricted for Public Parking	\$ 10,046.75
Restricted for Grant Match	\$ 48,000.00
Restricted for Trees	\$ 241,349.12

**Expected expenditures include Mill Creek Park expenses, some of which will be funded by the "Restricted for Grant Match" cash account. Park funds previously in the General Fund have been moved to the Mill Creek Park Fund.

BS&A Software and the
Village of Dexter Implementation Schedule

Applications: General Ledger (GL), Accounts Payable (AP), Cash Receipting (CR), Miscellaneous Receivables (MR) & Utility Billing (UB)

<u>Task</u>	<u>To be Completed By</u>	<u>Start Date</u>	<u>End/Due Date</u>
Onsite Implementation Meeting and Extract Preliminary Data	Village and BS&A (John Schopmeyer & Pam Nelson)	2/16/2012	2/16/2012
Convert preliminary GL, AP, CR and UB data	BS&A	2/16/2012	3/12/2012
Installation of BS&A Programs/Microsoft SQL 2:00 pm - 5:00 pm	Village and BS&A (Jeremy Latszek)	2/29/2012	2/29/2012
Extract Final UB data at 9 am after reads are imported and any penalties are assessed in Fund Balance. **Any changes made in Fund Balance after final data is sent to BS&A will need to be kept track of so it can also be re-entered in BS&A.	Village and BS&A (John Schopmeyer & Pam Nelson)	3/12/2012	3/12/2012
Convert final UB data	BS&A	3/12/2012	3/12/2012
Onsite Training and GO-LIVE for UB. Run parallel billing as part of training. (The first day your UB Trainer is onsite will be dedicated to refining any accounts with multiple meters or other complexities, balancing Accounts Receivable and performing User setup. After that, the training of your staff will begin. Please arrange for all UB Staff Members to have availability for training during this week.)	Village and BS&A (Bill Garner)	3/13/2012	3/15/2012
Extract Final GL, AP, and CR data. **Any information entered in Fund Balance will need to be kept track of so they can also be entered in BS&A during the training process.	Village and BS&A (John Schopmeyer & Pam Nelson)	3/16/2012	3/16/2012
Convert Final GL, AP and CR data	BS&A	3/16/2012	3/18/2012
Onsite Training and GO-LIVE on GL, AP, CR and MR.	Village and BS&A (Rob Burrirt)	3/19/2012	3/22/2012



Government Finance Officers Association
203 North LaSalle Street, Suite 2700
Chicago, Illinois 60601-1210
312.977.9700 fax: 312.977.4806

November 28, 2011

PRESS RELEASE

For Further Information Contact
Stephen J. Gauthier (312) 977-9700

Chicago--The Government Finance Officers Association of the United States and Canada (GFOA) is pleased to announce that **Village of Dexter, Michigan** has received the GFOA's Distinguished Budget Presentation Award for its budget.

The award represents a significant achievement by the entity. It reflects the commitment of the governing body and staff to meeting the highest principles of governmental budgeting. In order to receive the budget award, the entity had to satisfy nationally recognized guidelines for effective budget presentation. These guidelines are designed to assess how well an entity's budget serves as:

- a policy document
- a financial plan
- an operations guide
- a communications device

Budget documents must be rated "proficient" in all four categories, and the fourteen mandatory criteria within those categories, to receive the award.

When a Distinguished Budget Presentation Award is granted to an entity, a Certificate of Recognition for Budget Presentation is also presented to the individual or department designated as being primarily responsible for its having achieved the award. This has been presented to **Marie Sherry, Treasurer/Finance Director**.

For budgets including fiscal period 2010, over 1,250 entities received the Award. Award recipients have pioneered efforts to improve the quality of budgeting and provide an excellent example for other governments throughout North America.

The Government Finance Officers Association is a nonprofit professional association serving nearly 17,400 government finance professionals throughout North America. The GFOA's Distinguished Budget Presentation Awards Program is the only national awards program in governmental budgeting.



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

Village of Dexter

Michigan

For the Fiscal Year Beginning

July 1, 2011

Linda C. Davidson Jeffrey R. Egan

President

Executive Director

BUDGET REVIEW COMPOSITE RATING FORM
GFOA Distinguished Budget Presentation Awards Program

fiscal period beginning July 2011

document number B9927694 3,077

At least two of the three reviewers must rate the document proficient or outstanding ratings on all four overall categories and all mandatory criteria in order for the document to receive the award.

Information Does Not
Not Present Satisfy Proficient Outstanding
(1) (2) (3) (4)

		✓✓	✓	*
		✓✓✓		
		✓	✓	
			✓✓	*
		✓✓	✓	*

Introduction and Overview

- * C1 Table of contents (mandatory)
- P1 Strategic goals & strategies
- P2 Short-term organization-wide factors influencing decisions
- * P3 Priorities and issues (mandatory)
- * C2 Budget Overview (mandatory)

		✓✓		*
		✓✓	/	
		✓✓	/	
		✓✓	/	
		✓	✓	*
		✓✓	/	*

Financial Structure, Policy, and Process

- * O1 Organization chart (mandatory)
- F1 Fund descriptions and fund structure
- O2 Department/fund relationship
- F2 Basis of Budgeting
- * P4 Financial policies (mandatory)
- * P5 Budget process (mandatory)

		✓✓		*
		✓✓		*
		✓	✓	*
		✓✓	/	*
		✓✓		

Financial Summaries

- * F3 Consolidated financial schedule (mandatory)
- * F4 Three (four) year consolidated and fund financial schedules (mandatory)
- * F5 Fund balance (mandatory)
- * F6 Revenues (mandatory)
- F7 Long-range financial plans

		✓✓	/	*
		✓	✓	*
		✓	✓	*

Capital & Debt

- * F8 Capital expenditures (mandatory)
- F9 Impact of capital investments on operating budget
- * F10 Debt (mandatory)

		✓✓		*
		✓✓		*
		✓✓		
		✓✓	✓	

Departmental Information

- * O3 Position summary schedule (mandatory)
- * O4 Department descriptions (mandatory)
- O5 Unit goals and objectives
- O6 Performance measures

		✓	✓	✓
		✓✓✓		
		✓	✓	
		✓✓✓		

Document-wide Criteria

- C3 Statistical/supplemental section
- C4 Glossary
- C5 Charts and graphs
- C6 Understandability and usability

		✓	✓	
		✓✓	/	
		✓✓✓		
		✓✓	/	

- Overall as a policy document
- Overall as a financial plan
- Overall as an operations guide
- Overall as a communications device

yes

no

SPECIAL CAPITAL RECOGNITION - outstanding ratings by all three reviewers on F#8 & F#9

SPECIAL PERFORMANCE MEASURE RECOGNITION - outstanding ratings by all three reviewers on O#6

1 = Information not present, 2= Does not satisfy criterion, 3=Proficient, 4= Outstanding

Please rate each criterion and each overall category

Policy
Financial
Operations
Communications

Criteria Description

	Grade			
* C1				3
P1	3			
P2	4			
* P3	4			
* C2				4

Introduction and Overview

- Table of contents (mandatory)
- Strategic goals & strategies
- Short-term organization-wide factors influencing decisions
- Priorities and issues (mandatory)
- Budget Overview (mandatory)

* O1			3	
F1		3		
O2			3	
F2		3		
* P4	4			
* P5	3			

Financial Structure, Policy, and Process

- Organization chart (mandatory)
- Fund descriptions and fund structure
- Department/fund relationship
- Basis of Budgeting
- Financial policies (mandatory)
- Budget process (mandatory)

* F3		3		
* F4		3		
* F5		4		
* F6		3		
F7		3		

Financial Summaries

- Consolidated financial schedule (mandatory)
- Three (four) year consolidated and fund financial schedules (mandatory)
- Fund balance (mandatory)
- Revenues (mandatory)
- Long-range financial plans

* F8		3		
F9		4		
* F10		3		

Capital & Debt

- Capital expenditures (mandatory)
- Impact of capital investments on operating budget
- Debt (mandatory)

* O3			3	
* O4			3	
O5			3	
O6			3	

Departmental Information

- Position summary schedule (mandatory)
- Department descriptions (mandatory)
- Unit goals and objectives
- Performance measures

C3				4
C4				3
C5				4
C6				3

Document-wide Criteria

- Statistical/supplemental section
- Glossary
- Charts and graphs
- Understandability and usability

	4			
		3		
			3	
				3

- Overall as a policy document
- Overall as a financial plan
- Overall as an operations guide
- Overall as a communications device

Name of Entity: Village of Dexter
Reviewer ID S356
Fiscal Year: 2011-12

State/Province: Michigan
Document Number B9927694
Record Number 300100601

Introduction and Overview

- C1. **Mandatory:** The document shall include a table of contents that makes it easier to locate information in the document. Scored Proficient.
- P1. The document should include a coherent statement of organization-wide, strategic goals and strategies that address long-term concerns and issues. The long-range planning listed on pages 7 – 9 covers the non-financial requirement of the program. Scored proficient.
- P2. The document should describe the entity's short-term factors that influence the decisions made in the development of the budget for the upcoming year. Document is scored outstanding due to the complete level of information included in the Budget Message. Numerous issues are listed that impacted the budget.
- P3. **Mandatory:** The document shall include a budget message that articulates priorities and issues for the upcoming year. The message should describe significant changes in priorities from the current year and explain the factors that led to those changes. The message may take one of several forms (e.g., *transmittal letter, budget summary section*). The Budget Message is very well done and gives the reader of this document a complete feel of the issues impacting the Village. This requirement is scored as Outstanding.
- C2. **Mandatory:** The document should provide an overview of significant budgetary items and trends. An overview should be presented within the budget document either in a separate section (e.g., *executive summary*) or integrated within the transmittal letter or as a separate budget-in-brief document. The overview information included in the Budget Message and the summary financial data on page 40 (and beyond) is very well done and resulted in a score as Outstanding.

Financial Structure, Policy, and Process

- O1. **Mandatory:** The document shall include an organization chart(s) for the entire entity. The organization chart is complete and scored as proficient.
- F1. The document should include and describe all funds that are subject to appropriation. Requirement is covered and scored Proficient.
- O2. The document should provide narrative, tables, schedules, or matrices to show the relationship between functional units, major funds, and nonmajor funds in the aggregate. Information is complete and scored as Proficient.
- F2. The document shall explain the basis of budgeting for all funds, whether cash, modified accrual, or some other statutory basis. Item is covered and scored as proficient.
- P4. **Mandatory:** The document should include a coherent statement of entity-wide long-term financial policies. The Financial Policies are very complete and thorough and scored as Outstanding. Areas such as Purchasing and Grants are often not covered.
- P5. **Mandatory:** The document shall describe the process for preparing, reviewing, and adopting the budget for the coming fiscal year. It also should describe the procedures for amending the budget after adoption. This requirement is covered completely resulting in a score of Proficient.

Financial Summaries

- F3. **Mandatory:** The document shall present a summary of major revenues and expenditures, as well as other financing sources and uses, to provide an overview of the total resources budgeted by the organization. Requirement is met and scored Proficient.
- F4. **Mandatory:** The document must include summaries of revenues and other financing sources, and of expenditures and other financing uses for the prior year actual, the current year budget and/or estimated current year actual, and the

proposed budget year. Your document covers this requirement and is scored Proficient, although many budget documents have three years of data listed for each individual fund to help cover this requirement.

- F5. **Mandatory:** The document shall include projected changes in fund balances, as defined by the entity in the document, for appropriated governmental funds included in the budget presentation (fund equity if no governmental funds are included in the document). The Fund Balance information is very thorough with discussion of fund balance policy and the GASB 54 definitions and the required change in balances and explanations.
- F6. **Mandatory:** The document shall describe major revenue sources, explain the underlying assumptions for the revenue estimates, and discuss significant revenue trends. Requirement is met and scored Proficient.
- F7. The document should explain long-range financial plans and its affect upon the budget and the budget process. Document has good information including the five financial model and the various rate studies. Scored as proficient.

Capital & Debt

- F8. **Mandatory:** The document should include budgeted capital expenditures, whether authorized in the operating budget or in a separate capital budget. The Capital Expenditure requirement is covered and scored as Proficient.
- F9. The document should describe if and to what extent significant nonrecurring capital expenditures will affect the entity's current and future operating budget and the services that the entity provides. This requirement is very well done with a discussion of budget impact for each capital project. Score is Outstanding.
- F10. **Mandatory:** The document shall include financial data on current debt obligations, describe the relationship between current debt levels and legal debt limits, and explain the effects of existing debt levels on current operations. The debt information is clearly stated and available to the reader. Score is proficient.

Departmental Information

- O3. **Mandatory:** A schedule or summary table of personnel or position counts for prior, current and budgeted years shall be provided. This section is scored as Proficient. After realizing there are so few FTE's, I then found that many services are contracted out. I found it difficult to understand which FTE's are charged to which departments and/or funds.
- O4. **Mandatory:** The document shall describe activities, services or functions carried out by organizational units. The activities are listed. However I found it confusing as to what determines a department. An example is the Treasurer / Finance Department is identified on page 115 and then page 117 lists five departments within that department. Other than this confusion, the score is Proficient.
- O5. The document should include clearly stated goals and objectives of organizational units (*e.g., departments, divisions, offices or programs*). Goals and the objective to achieve such are listed giving the document a score of Proficient.
- O6. The document should provide objective measures of progress toward accomplishing the government's mission as well as goals and objectives for specific units and programs. It appears this document has been updated to include "performance measures" in many areas. This isn't an easy area to accomplish. I have scored this requirement as Proficient.

Document-wide Criteria

- C3. The document should include statistical and supplemental data that describe the organization, its community, and population. It should also furnish other pertinent background information related to the services provided. This document has a great amount of data on your community pulled from the Census Bureau, etc. This make for a score of Outstanding.
- C4. A glossary should be included for any terminology (including abbreviations and acronyms) that is not readily understandable to a reasonably informed lay reader. The Glossary appears complete and a score of Proficient is given.

- C5. Charts and graphs should be used, where appropriate, to highlight financial and statistical information. Narrative interpretation should be provided when the messages conveyed by the graphs are not self-evident. I found there are numerous charts / graphs in this document that help present the data. A score of Outstanding is given.
- C6. The document should be produced and formatted in such a way as to enhance its understanding by the average reader. It should be attractive, consistent, and oriented to the reader's needs. Overall this document is well written and very useful for the reader. The only comment (as noted above) is the confusion for me over what is a department. A score of Proficient is noted.

Reviewer ID S526

Name of entity Village of Dexter

Record number

B9927694

Order number 3077

1= Information not present, 2= Does not satisfy criterion, 3=Proficient, 4= Outstanding

Please rate each criterion and each overall category

Policy Financial Operations Communications

Criteria Description

Introduction and Overview

Table with 4 columns (Policy, Financial, Operations, Communications) and rows C1, P1, P2, P3, C2. Ratings: C1 (3, 3, 3, 3), P1 (3, 3, 3, 3), P2 (3, 3, 3, 3), P3 (4, 3, 3, 3), C2 (3, 3, 3, 3)

- Table of contents (mandatory)
Strategic goals & strategies
Short-term organization-wide factors influencing decisions
Priorities and issues (mandatory)
Budget Overview (mandatory)

Financial Structure, Policy, and Process

Table with 4 columns (Policy, Financial, Operations, Communications) and rows O1, F1, O2, F2, P4, P5. Ratings: O1 (3, 3, 3, 3), F1 (3, 3, 3, 3), O2 (3, 3, 3, 3), F2 (3, 3, 3, 3), P4 (3, 3, 3, 3), P5 (3, 3, 3, 3)

- Organization chart (mandatory)
Fund descriptions and fund structure
Department/fund relationship
Basis of Budgeting
Financial policies (mandatory)
Budget process (mandatory)

Financial Summaries

Table with 4 columns (Policy, Financial, Operations, Communications) and rows F3, F4, F5, F6, F7. Ratings: F3 (3, 3, 3, 3), F4 (3, 3, 3, 3), F5 (3, 3, 3, 3), F6 (3, 3, 3, 3), F7 (3, 3, 3, 3)

- Consolidated financial schedule (mandatory)
Three (four) year consolidated and fund financial schedules (mandatory)
Fund balance (mandatory)
Revenues (mandatory)
Long-range financial plans

Capital & Debt

Table with 4 columns (Policy, Financial, Operations, Communications) and rows F8, F9, F10. Ratings: F8 (3, 3, 3, 3), F9 (3, 3, 3, 3), F10 (4, 3, 3, 3)

- Capital expenditures (mandatory)
Impact of capital investments on operating budget
Debt (mandatory)

Departmental Information

Table with 4 columns (Policy, Financial, Operations, Communications) and rows O3, O4, O5, O6. Ratings: O3 (3, 3, 3, 3), O4 (3, 3, 3, 3), O5 (3, 3, 3, 3), O6 (3, 3, 3, 3)

- Position summary schedule (mandatory)
Department descriptions (mandatory)
Unit goals and objectives
Performance measures

Document-wide Criteria

Table with 4 columns (Policy, Financial, Operations, Communications) and rows C3, C4, C5, C6, Overall as a policy document, Overall as a financial plan, Overall as an operations guide, Overall as a communications device. Ratings: C3 (3, 3, 3, 3), C4 (3, 3, 3, 3), C5 (3, 3, 3, 3), C6 (3, 3, 3, 3), Overall as a policy document (3, 3, 3, 3), Overall as a financial plan (3, 3, 3, 3), Overall as an operations guide (3, 3, 3, 3), Overall as a communications device (3, 3, 3, 3)

- Statistical/supplemental section
Glossary
Charts and graphs
Understandability and usability

- Overall as a policy document
Overall as a financial plan
Overall as an operations guide
Overall as a communications device

Introduction and Overview

- C1. **Mandatory:** The document shall include a table of contents that makes it easier to locate information in the document. **Proficient**
- P1. The document should include a coherent statement of organization-wide, strategic goals and strategies that address long-term concerns and issues. **Proficient**
- P2. The document should describe the entity's short-term factors that influence the decisions made in the development of the budget for the upcoming year. **Proficient**
- P3. **Mandatory:** The document shall include a budget message that articulates priorities and issues for the upcoming year. The message should describe significant changes in priorities from the current year and explain the factors that led to those changes. The message may take one of several forms (e.g., transmittal letter, budget summary section). Priorities and issues were well stated. **Outstanding**
- C2. **Mandatory:** The document should provide an overview of significant budgetary items and trends. An overview should be presented within the budget document either in a separate section (e.g., executive summary) or integrated within the transmittal letter or as a separate budget-in-brief document. **Proficient**

Financial Structure, Policy, and Process

- O1. **Mandatory:** The document shall include an organization chart(s) for the entire entity. **Proficient**
- F1. The document should include and describe all funds that are subject to appropriation. **Proficient**
- O2. The document should provide narrative, tables, schedules, or matrices to show the relationship between functional units, major funds, and nonmajor funds in the aggregate. **Proficient**
- F2. The document shall explain the basis of budgeting for all funds, whether cash, modified accrual, or some other statutory basis. **Proficient**
- P4. **Mandatory:** The document should include a coherent statement of entity-wide long-term financial policies. **Proficient**
- P5. **Mandatory:** The document shall describe the process for preparing, reviewing, and adopting the budget for the coming fiscal year. It also should describe the procedures for amending the budget after adoption. **Proficient**

Financial Summaries

- F3. **Mandatory:** The document shall present a summary of major revenues and expenditures, as well as other financing sources and uses, to provide an overview of the total resources budgeted by the organization. **Proficient**
- F4. **Mandatory:** The document must include summaries of revenues and other financing sources, and of expenditures and other financing uses for the prior year actual, the current year budget and/or estimated current year actual, and the proposed budget year. **Proficient**
- F5. **Mandatory:** The document shall include projected changes in fund balances, as defined by the entity in the document, for appropriated governmental funds included in the budget presentation (fund equity if no governmental funds are included in the document). **Proficient**
- F6. **Mandatory:** The document shall describe major revenue sources, explain the underlying assumptions for the revenue estimates, and discuss significant revenue trends. **Proficient**

- F7. The document should explain long-range financial plans and its affect upon the budget and the budget process. **Proficient**

Capital & Debt

- F8. **Mandatory:** The document should include budgeted capital expenditures, whether authorized in the operating budget or in a separate capital budget. **Proficient**
- F9. The document should describe if and to what extent significant nonrecurring capital expenditures will affect the entity's current and future operating budget and the services that the entity provides. **Proficient. It would be good to include a summary in the document that describes the impact on the operating budget by year.**
- F10. **Mandatory:** The document shall include financial data on current debt obligations, describe the relationship between current debt levels and legal debt limits, and explain the effects of existing debt levels on current operations. **Outstanding. The discussion on debt detailed. Great job.**

Departmental Information

- O3. **Mandatory:** A schedule or summary table of personnel or position counts for prior, current and budgeted years shall be provided. **Proficient**
- O4. **Mandatory:** The document shall describe activities, services or functions carried out by organizational units. **Proficient**
- O5. The document should include clearly stated goals and objectives of organizational units (*e.g., departments, divisions, offices or programs*). **Proficient**
- O6. The document should provide objective measures of progress toward accomplishing the government's mission as well as goals and objectives for specific units and programs. **Proficient. Could use more work on linking goals and objectives to the government's mission.**

Document-wide Criteria

- C3. The document should include statistical and supplemental data that describe the organization, its community, and population. It should also furnish other pertinent background information related to the services provided. **Proficient**
- C4. A glossary should be included for any terminology (including abbreviations and acronyms) that is not readily understandable to a reasonably informed lay reader. **Proficient**
- C5. Charts and graphs should be used, where appropriate, to highlight financial and statistical information. Narrative interpretation should be provided when the messages conveyed by the graphs are not self-evident. **Proficient**
- C6. The document should be produced and formatted in such a way as to enhance its understanding by the average reader. It should be attractive, consistent, and oriented to the reader's needs. **Proficient**

1 = Information not present, 2= Does not satisfy criterion, 3=Proficient, 4= Outstanding

Please rate each criterion and each overall category

Policy Financial Operations Communications

Grade

* C1				4
P1	3			
P2	4			
* P3	4			
* C2				3

* O1			2	
F1		4		
O2			4	
F2		4		
* P4	4			
* P5	4			

* F3		3		
* F4		2		
* F5		4		
* F6		4		
F7		3		

* F8		4		
F9		4		
* F10		4		

* O3			2	
* O4			3	
O5			3	
O6			2	

C3				4
C4				5
C5				4
C6				3

	4			
		4		
			3	
				4

Criteria Description

Introduction and Overview

- Table of contents (mandatory)
- Strategic goals & strategies
- Short-term organization-wide factors influencing decisions
- Priorities and issues (mandatory)
- Budget Overview (mandatory)

Financial Structure, Policy, and Process

- Organization chart (mandatory)
- Fund descriptions and fund structure
- Department/fund relationship
- Basis of Budgeting
- Financial policies (mandatory)
- Budget process (mandatory)

Financial Summaries

- Consolidated financial schedule (mandatory)
- Three (four) year consolidated and fund financial schedules (mandatory)
- Fund balance (mandatory)
- Revenues (mandatory)
- Long-range financial plans

Capital & Debt

- Capital expenditures (mandatory)
- Impact of capital investments on operating budget
- Debt (mandatory)

Departmental Information

- Position summary schedule (mandatory)
- Department descriptions (mandatory)
- Unit goals and objectives
- Performance measures

Document-wide Criteria

- Statistical/supplemental section
- Glossary
- Charts and graphs
- Understandability and usability

- Overall as a policy document
- Overall as a financial plan
- Overall as an operations guide
- Overall as a communications device

Name of Entity: Village of Dexter
Reviewer ID S397
Fiscal Year: 2011-2012

State/Province: Michigan
Document Number B9927694
Record Number 300100601

Introduction and Overview

- C1. **Mandatory:** The document shall include a table of contents that makes it easier to locate information in the document. **Outstanding.** Excellent table of contents that one click of the mouse can take you to the exact page.
- P1. The document should include a coherent statement of organization-wide, strategic goals and strategies that address long-term concerns and issues. **Proficient.** Good job showing the different plans.
- P2. The document should describe the entity's short-term factors that influence the decisions made in the development of the budget for the upcoming year. **Outstanding.** I liked the short-term factor discussion and the linking of short-term objectives to goals.
- P3. **Mandatory:** The document shall include a budget message that articulates priorities and issues for the upcoming year. The message should describe significant changes in priorities from the current year and explain the factors that led to those changes. The message may take one of several forms (e.g., transmittal letter, budget summary section). **Outstanding.** Nice job showing priorities.
- C2. **Mandatory:** The document should provide an overview of significant budgetary items and trends. An overview should be presented within the budget document either in a separate section (e.g., executive summary) or integrated within the transmittal letter or as a separate budget-in-brief document. **Proficient.**

Financial Structure, Policy, and Process

- O1. **Mandatory:** The document shall include an organization chart(s) for the entire entity. **Proficient.**
- F1. The document should include and describe all funds that are subject to appropriation. **Outstanding.** Nice format on pages 24-25.
- O2. The document should provide narrative, tables, schedules, or matrices to show the relationship between functional units, major funds, and nonmajor funds in the aggregate. **Outstanding.** Nice format on pages 24-25.
- F2. The document shall explain the basis of budgeting for all funds, whether cash, modified accrual, or some other statutory basis. **Outstanding.** Nice job on page 26.
- P4. **Mandatory:** The document should include a coherent statement of entity-wide long-term financial policies. **Outstanding.** I liked the infrastructure policy.
- P5. **Mandatory:** The document shall describe the process for preparing, reviewing, and adopting the budget for the coming fiscal year. It also should describe the procedures for amending the budget after adoption. **Outstanding.** Good calendar.

Financial Summaries

- F3. **Mandatory:** The document shall present a summary of major revenues and expenditures, as well as other financing sources and uses, to provide an overview of the total resources budgeted by the organization. **Proficient.**
- F4. **Mandatory:** The document must include summaries of revenues and other financing sources, and of expenditures and other financing uses for the prior year actual, the current year budget and/or estimated current year actual, and the proposed budget year. **Does not satisfy criterion.** Your five year all funds schedule should be by revenue type and expenditure category.
- F5. **Mandatory:** The document shall include projected changes in fund balances, as defined by the entity in the document, for appropriated governmental funds included in the budget presentation (fund equity if no governmental funds are included in the document). **Outstanding.** Good analysis.

- F6. **Mandatory:** The document shall describe major revenue sources, explain the underlying assumptions for the revenue estimates, and discuss significant revenue trends. **Outstanding. Graphs and discussion worked well together.**
- F7. The document should explain long-range financial plans and its affect upon the budget and the budget process. **Proficient. I saw a five-year financial model.**

Capital & Debt

- F8. **Mandatory:** The document should include budgeted capital expenditures, whether authorized in the operating budget or in a separate capital budget. **Outstanding. Excellent individual capital project sheets. Use pictures rather than maps; that might be more illustrative.**
- F9. The document should describe if and to what extent significant nonrecurring capital expenditures will affect the entity's current and future operating budget and the services that the entity provides. **Outstanding. Good discussion and quantification.**
- F10. **Mandatory:** The document shall include financial data on current debt obligations, describe the relationship between current debt levels and legal debt limits, and explain the effects of existing debt levels on current operations. **Outstanding. Good discussion of obligations. Why do you break out both principal and interest in the appendix?**

Departmental Information

- O3. **Mandatory:** A schedule or summary table of personnel or position counts for prior, current and budgeted years shall be provided. **Proficient.**
- O4. **Mandatory:** The document shall describe activities, services or functions carried out by organizational units. **Proficient.**
- O5. The document should include clearly stated goals and objectives of organizational units (*e.g., departments, divisions, offices or programs*). **Proficient.**
- O6. The document should provide objective measures of progress toward accomplishing the government's mission as well as goals and objectives for specific units and programs. **Does not satisfy criterion. Include measures for prior year as well; three years in total. Focus on more efficiency and effectiveness.**

Document-wide Criteria

- C3. The document should include statistical and supplemental data that describe the organization, its community, and population. It should also furnish other pertinent background information related to the services provided. **Outstanding. Appendix A was done well, but some schedules were hard to read.**
- C4. A glossary should be included for any terminology (including abbreviations and acronyms) that is not readily understandable to a reasonably informed lay reader. **Proficient.**
- C5. Charts and graphs should be used, where appropriate, to highlight financial and statistical information. Narrative interpretation should be provided when the messages conveyed by the graphs are not self-evident. **Outstanding. Valuable addition to your document,**
- C6. The document should be produced and formatted in such a way as to enhance its understanding by the average reader. It should be attractive, consistent, and oriented to the reader's needs. **Proficient. Try and have PDF numbering match actual document numbering. Either get rid of many of the schedules in the back of the document or put them in a more appropriate part of the budget document.**



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January 11th, 2012

Dear Municipal Official,

Enclosed are the last six months' statistics corresponding to your BS&A Internet Services (IS) usage, the service that puts your data on the web for 24/7/365 access. Your Municipality is one of 600 in Michigan utilizing IS. Overall, we processed in excess of 23 million data retrievals in 2011.

We hope this information is beneficial to you, and that you have found using IS saves you time, money, and resources, while providing a valuable service to your taxpayers and business professionals.

You can compile these statistics yourself anytime by following the steps below:

1. Log on as a "site admin".
2. Click the Administration tab.
3. Click User Data Retrievals.
4. Click Download Data (on the right, above the page number).
5. Select the Report Type (pull the drop-down arrow to Totals by Service).
6. Select the date range you would like to view (max is 100 days).
7. Type your email address; this report will be emailed to you.

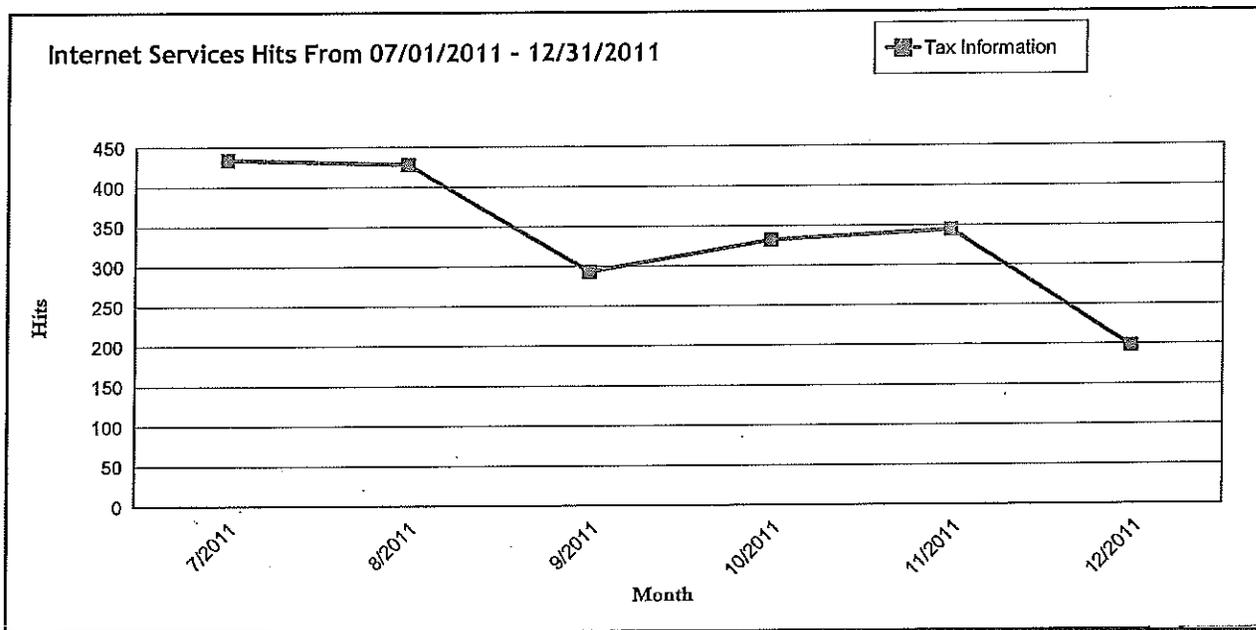
In an effort to continue to stay ahead of the technology curve, and to maintain optimal service to your users, Internet Services will be updated in 2012. The new site will provide a fresh look, better functionality, and more features.

We appreciate this opportunity to serve your Municipality. Should you require additional services, or have any questions or concerns, please feel free to contact our IS Department at IS@bsasoftware.com or (855) 272-7638.

Best Wishes,

Ted L Droste
BS&A Software
Chief Operating Officer
14965 Abbey Lane
Bath, MI 48808
Ph (855) 272-7638
tdroste@bsasoftware.com

Village of Dexter



Internet Service Hits

Tax Information

July 2011	434
August 2011	428
September 2011	293
October 2011	332
November 2011	344
December 2011	198
Year Total	2,029

GRAND TOTAL HITS

2,029

www.bsasoftware.com

BS&A
SOFTWARE

Village of Dexter Washtenaw County, Michigan

\$1,610,000 - Unlimited Tax Refunding Bonds, Series 2002

CUSIP Base 252248

(Dated October 10, 2002)

\$1,700,000 Limited Tax General Obligation Bonds, Series 2006

CUSIP Base 252248

(Dated November 1, 2006)

\$1,600,000 Downtown Development Bonds, Series 2008A

(Limited Tax General Obligation) (Taxable)

CUSIP Base 252248

(Dated May 15, 2008)

\$2,000,000 Downtown Development Bonds, Series 2008B

(Limited Tax General Obligation)

CUSIP Base 252248

(Dated July 9, 2008)

**Annual Information
for Compliance with
SEC Rule 15(c)2-12**

VILLAGE OF DEXTER

Property Valuations

Year	State Equalized Valuation	Taxable Valuation*
2011	\$205,837,200	\$196,003,526

*This amount does not include the IFT Roll which is \$4,826,300.

State of Michigan	2010	\$155,049
-------------------	------	-----------

Taxable Value by Composition

	2011 Taxable Valuation	Percentage
Residential	\$119,114,587	60.8%
Commercial	\$30,570,455	15.6%
Industrial	\$21,429,684	10.9%
Personal	\$24,888,800	12.7%
Total*	\$196,003,526	100.0%

*This amount does not include the IFT Roll which is \$4,826,300.

Tax Levies and Collections

Tax Season	Total Tax Levy	Collections to March 1, Following Year	Collection Plus Funding to June 1
2009	\$2,060,698	94.24%	100.00%
2010	\$1,973,774	93.38%	100.00%

Tax Rates

	Levy Year	
	2010	2011
Village Operating	9.8151	9.8151
Streets	2.8961	2.8874
Voted GO Bond	0.8450	0.8537
Total	13.5562	13.5562

The Village general operating millage maximum, after the Headlee Rollback, was 9.8807 for the 2011 levy

VILLAGE OF DEXTER

Top Taxpayers
Year 2011

Taxpayer	Taxable Value
Dexter Fastener	\$20,134,854
Blackhawk Development Corp.	3,838,094
Dapco Industries	3,341,871
Tri-Bro LLC	2,656,900
Walkabout Creek I	2,136,800
Dexter LLC	2,121,399
Shamrock Development Corp	1,723,736
Detroit Edison	1,694,900
Variety Die & Stamping	1,689,700

Debt by Issue
(As of 12/31/11)

Date	Issue	Security/ Revenue Support	Final Maturity	Principal Amount Outstanding
1998	General Obligation Bonds, Public Improvements	LT/Rates	10/01/12	\$55,000
1998	Special Assessment Bonds, Public Improvements	LT/SA	10/01/12	60,000
1999	USDA Rural Development Loan, Water	REV	10/01/34	1,924,000
2000	USDA Rural Development Loan, Series A, Sewer	REV	10/01/36	1,300,402
2000	USDA Rural Development Loan, Series B, Sewer	REV	10/01/37	1,127,000
2002	Public Improvements Refunding	UT	05/01/17	835,000
2006	Capital Improvement Bonds	LT	05/01/27	1,470,000
2008	Downtown Development Authority Bonds-Series A	LT/Tax Incrm.	05/01/33	1,600,000
2008	Downtown Development Authority Bonds-Series B	Taxable	05/01/33	2,000,000
2009	Wastewater Treatment	LT/Rates	10/01/30	1,676,000
2010	Water (DWRP) Loan	LT/Rates	10/01/30	1,246,000
2011	Water (DWRP) Loan	LT/Rates	10/01/31	930,000
2011	Downtown Development Authority Refunding Bonds	LT/GO	05/01/20	612,000
	Total			\$14,835,402

Debt Limitation

Debt Limitation (December 30, 2011)	
2011 State Equalized Valuation	\$205,837,200
	X 10%
Legal Debt Limit	\$20,583,720
Direct General Obligation Debt	\$14,835,402
Less: Special Assessment Bonds	(60,000)
Less: Revenue Bonds	(4,351,402)
Direct Debt	\$10,424,000
Debt Limit Margin	\$10,159,720

VILLAGE OF DEXTER

Overlapping Debt
(As of 11/29/2011)

%	Municipality	Net Tax Supported Debt	Village's Share
Township			
13.6	SCIO (Washtenaw)	\$22,626,210	\$3,077,165
5.15	Webster (Washtenaw)	845,790	43,558
	Township Total		3,120,723
School District			
17.88	Dexter	\$110,690,424	\$19,791,448
County			
1.38	Washtenaw	\$82,225,380	\$1,134,710
Community College			
1.41	Washtenaw Community College	\$30,765,000	\$433,787
Library			
17.88	Dexter District Library	\$6,400,000	\$1,144,320
	Total Net Overlapping Debt:		\$25,624,988

Source: Municipal Advisory Council of Michigan.

Donna Dettling

From: Gronevelt, Rhett [rhett.gronevelt@ohm-advisors.com]
Sent: Wednesday, January 18, 2012 10:39 PM
To: Donna Dettling
Cc: Jim Carson (jcarson@aiserv.net); Courtney Nicholls
Subject: FW: FAC Urban January 18, 2012 Meeting Packet
Attachments: Urban Ranking.pdf

Donna-

As you are aware, we assisted the Village by submitting three project applications in response to the recent call for projects for FY 2014 STP-U money. Those applications were submitted last week, then scored and ranked by WATS staff for a meeting of the Federal Aid Committee this afternoon. Attached is a copy of the rankings.

As previously discussed, given that this call for projects was using the newly adopted application form and prioritization, the thought was to submit several projects, and see how they scored. The three Village projects scored fairly well. At the meeting today, the FAC recommended approval of a slate of 2014 projects that included \$400,000 of proposed funding for the Baker Rd project. The project list still needs to be approved by the Tech and Policy Committees.

The Committee did indicate that if an agency that is awarded funding wanted to change the project from the one that was awarded, to a different project that did not rank as high, the agency can make this change, but the funding level would be set by the approved project. This means that if the Village prefers to continue with the Central Street project as a higher priority than the Baker Rd project that was awarded funding, Central Street could receive the proposed \$400,000 of Federal Funding in 2014 instead. A decision on the funding is not required immediately, but should be considered in the coming months as the list is finalized.

It should also be noted that as part of the 2014 funding considerations, WATS updated the analysis of funding each agency has received since 2004, as compared to the latest targets, based on the 2010 census data. This showed that with the 2014 funding, the Village will have received around \$1.1M of \$44M, or about 2.5%, compared to the target of around 1.5%. This means it is likely that the Village may not be eligible for STP-U money again for a couple years.

Jim Carson or I could answer any questions, or provide some additional feedback on how the projects were considered. If you have any questions, please feel free to give me a call.

Rhett A. Gronevelt, PE
Municipal Group Manager

OHM | Architects. Engineers. Planners.
3400 Plymouth Road
Livonia, MI 48150
p. 734.522.6711
f. 734.522.6427
d. 734.466.4582

Advancing Communities

www.ohm-advisors.com

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2014 STU Ranking

Washtenaw 2014 STU Funds Available = \$4,410,578

Rank	Agency	Project	Limits	Description	Federal Request	Match Committed	Match Potential	Total	Application Points
1	Ann Arbor	Packard	Anderson to Platt	Resurfacing of the roadway and 4-to-3 lane conversion with bike lanes from Anderson to Eisenhower.	\$1,900,000	\$2,500,000	\$0	\$4,400,000	69
2	Ann Arbor	Stone School	I-94 to Ellsworth	Full road reconstruction; installation of new sidewalk on west side of Stone School; create an additional pedestrian crossing; add bicycle lanes; make stormwater improvements using SRF funding (specific to be determined)	\$1,100,000	\$2,595,000	\$825,000	\$4,520,000	60
3	Dexter	Baker	Dan Hoey to Main	The work would entail milling off 1.5 inches of asphalt, completing some pavement repairs where necessary and placing 2.5 inches of asphalt. Bike lanes to be striped and sharrows added. Other non-motorized & ADA upgrades	\$400,000	\$0	\$150,000	\$550,000	57
4	WCRC	Carpenter	Packard to Washtenaw	Reconstruct pavement section, replace deficient curb and gutter, repair storm sewer, construct sidewalk where needed, install pedestrian refuge islands.	\$1,600,000	\$400,000	\$0	\$2,000,000	54
4	WCRC	Ellsworth	Golfside to Hewitt	Mill and resurface existing 5-lane roadway, upgrade pedestrian facilities	\$500,000	\$125,000	\$0	\$625,000	54
4	Dexter	Central	Fifth to Second	Full reconstruction of the road. Bike lanes will be included in both directions along with parallel parking. Curb and gutter and storm sewer will be placed along the entire length of the project.	\$920,000	\$280,000	\$400,000	\$1,600,000	54
7	Saline	Ann Arbor	Bennett to Tower	Resurface, New ADA ramps, bike lanes, new signs & pavement markings	\$369,000	\$0	\$300,000	\$669,000	48
8	Dexter	Ann Arbor	Baker to Kensington	The work would entail milling off 1.5 inches of asphalt, completing some pavement repairs where necessary and placing 1.5 inches of asphalt. Sharrows to be added.	\$260,000	\$0	\$65,000	\$325,000	46
9	Ypsilanti	Grove	Emerick to Tyler	Pavement removal and replacement, guardrail upgrades, ADA upgrades	\$352,000	\$88,000	\$0	\$440,000	43
10	WCRC	Preventive Maintenance	Countywide - Urban	Capital preventative maintenance including crack sealing, chip seal, milling and/or overlay of HMA pavement.	\$325,000	\$81,250	\$0	\$406,250	16
10	WCRC	Resurfacing	Countywide - Urban	Milling and/or overlay of HMA pavement.	\$350,000	\$87,500	\$0	\$437,500	16
Non-Motorized Urban					TOTAL	\$8,076,000			

Non-Motorized Urban

Rank	Agency	Project	Limits	Description	Federal Request	Match Committed	Match Potential	Total	Application Points
1	WCRC	Border to Border	Dexter-Huron Metropark to Zeeb	Construct new non-motorized path.	\$100,000	\$0	\$400,000	\$500,000	37
TOTAL					\$100,000				

THE VEHICLE

Washtenaw Area Transportation Study



705 N. Zeeb Rd | Ann Arbor, MI 48103

Ph 734-994-3127 | Fax 734-994-3129 | wats@miwats.org

JANUARY 2012

INSIDE THIS ISSUE

- HUD Grant
- Hybrid Buses
- Transit Master Plan
- 2040 Forecast Data
- Welcome Kris
- Obligation Report
- Winter Driving

TRANSPORTATION MANAGEMENT AREA

WATS provides continuing, cooperative and comprehensive transportation planning to guide the use of state and federal transportation funds in Washtenaw County

WATS Meetings

- Technical Committee
1st Wednesday 9:30 am
- Policy Committee
3rd Wednesday 9:30 am

WATS Products

- Long Range Transportation Plan
- Transportation Improvement Program

HUD Sustainable Communities Grant

Washtenaw County is a recent recipient of a US Department of Housing and Urban Development, Community Challenge Planning Grant. The County is slated to receive three million dollars in funds with a portion allocated to support the following components of the Reimagine Washtenaw project:



- Partner community planning/zoning revisions
- Transit station district planning/engineering
- Right-of-way/multi-modal improvement planning
- Engineering for non-motorized improvements

Multi-modal improvements along Washtenaw also include increased transit service. Beginning January 30 TheRide will increase Route 4 service to four trips per hour mid-day and eight trips per hour during peak periods.

Reimagine Washtenaw is a collaborative effort of the Cities of Ann Arbor and Ypsilanti and Pittsfield and Ypsilanti Townships to expand affordable and energy efficient housing options and connect them to job centers and healthy food through multi-modal enhancements to the Washtenaw Avenue corridor.

New Hybrid Buses Arrive

TheRide recently received 10 new hybrid buses, pushing the agency's fleet to over 50% hybrid vehicles! The delivery of the new buses make TheRide one of the "greenest" transit providers in the country. Last year, hybrids saved TheRide 95,000 gallons of fuel for a total cost savings of \$283,000. The new hybrids will increase the greater savings this year.



Upcoming Meetings

- SEMCOG Certification Review, January 11 from 4-7pm at SEMCOG - 535 Griswold, Ste 300, Detroit, MI

New on MIWATS.org

- FY 2011 Obligation Report

Transit Master Plan Update

Did you Know?

Ann Arbor transportation Authority board meetings take place the third Thursday of every month at 6:30 at the Downtown Ann Arbor District Library. Public welcome!



TheRide continued development of the Transit Master Plan (TMP) in November and December by hosting listening sessions with the public and countywide transit board members in each of the proposed new transit districts. At the meetings, attendees had a chance to meet their district representative and directly provide comments regarding the transit improvements they envision.

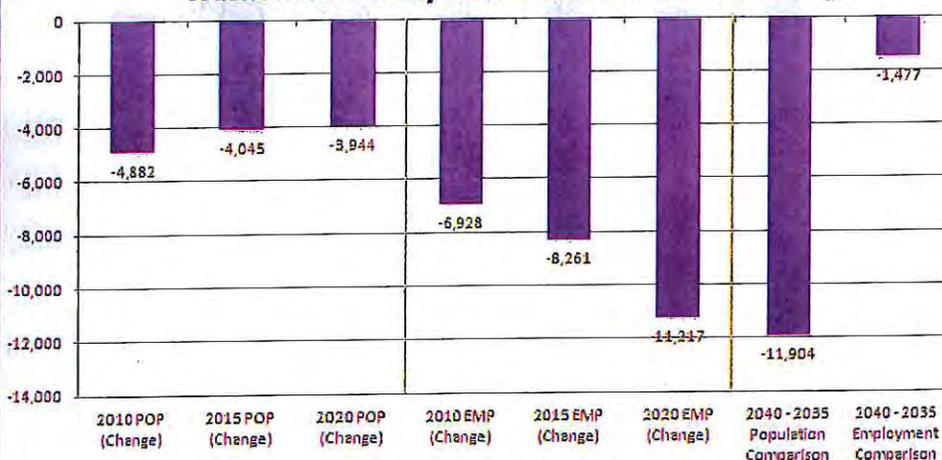
Additional comments were, and continue to be, accepted via a special web tool located at <http://communityremarks.com/theride/>. Using the web tool, select the transit district you wish to provide or view comments and select comment now!

TheRide has also initiated a dialog for a four-party agreement for a new countywide transit authority between the Washtenaw County Board of Commissioners, the City of Ann Arbor, City of Ypsilanti and TheRide. Ann Arbor and Ypsilanti have dedicated millages to fund transit service and the County must create the new county authority. TheRide presented to the County Board of Commissioners, Ann Arbor City Council, and City of Ypsilanti in December and will seek approval in January.

2040 Forecast Data

WATS uses population and employment data forecasted by SEMCOG to develop the Long Range Transportation Plan for Washtenaw County. The forecast data is updated every four to five years to reflect changes in the population from natural growth and migration. The chart to the left depicts population and employment changes between the Washtenaw County 2035 and 2040 forecasts.

Washtenaw County 2035 and 2040 Forecast Change



SEMOG presented the draft data to both the WATS Technical and Policy Committees and will accept comments on the forecast through January 30.

SEMOG presented the draft data to both the WATS Technical and Policy Committees and will accept comments on the forecast through January 30.

Welcome Kris

Please join WATS in welcoming Kristopher Kleinsmith as an intern. Kris graduated from Eastern Michigan University in June 2010 with a Bachelors Degree in Urban & Regional Planning and Geographic Information Systems. At WATS, Kris will assist with the Washtenaw County Crash Data Archive Project, a joint effort between WATS and the Toyota Collaborative Safety Research Center.



Kris is also employed by the City of Monroe Department of Economic & Community Development as an Assistant City Planner. During his tenure at the City of Monroe, Kris has lead projects such as ordinance revisions, municipal land inventory analyses, and zoning map updates. Kris also holds a real estate license in the State of Michigan and uses his knowledge of real estate law to strengthen his work in economic development. He has a strong interest in sustainability and has studied the subject extensively during his academic career. Living near Lake Erie, Kris is fond of the outdoors, especially water sports, and has worked for a local marina during the summer since he was young.

doors, especially water sports, and has worked for a local marina during the summer since he was young.

Did you know?

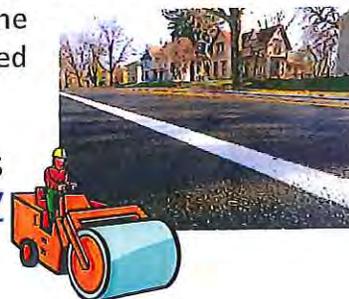
- Washtenaw County transit provider annual trips:
- TheRide 6,272,585
 - UM 5,927,027
 - People's Express 17,691
 - WAVE 24,478
 - Manchester Senior Services 3,700
 - Total 12,245,481

Annual Obligation Report

The national transportation legislation requires WATS to publish a list of improvements obligated using federal funds in the previous fiscal year (October 1 - September 30). The list increases the public awareness of federal transportation improvements spending. Federal fund obligation means that a project is guaranteed federal reimbursement, and does not necessarily indicate the project initiation or completion. The federal government does not typically fully fund eligible projects. Most federal aid projects are 80% federal funds with a required 20% match by State or local agencies.

In fiscal year 2011, improvements using \$73.7 million of federal funds were obligated. The Washtenaw County projects include highway, local road, bicycle and pedestrian facilities, streetscaping, public transit and safety projects. Of this amount, \$19.3 million were obligated for the Surface Transportation projects: \$7.2 million for urban, \$2.6 million for enhancement, \$518 thousand for rural, \$351 thousand for railroad crossings, \$1.2 million for safety, and \$7.4 million for state highway or trunkline improvements. Congestion Mitigation Air Quality funding provided \$2.9 million to Washtenaw County projects.

More information can be found in the complete report on the WATS website at http://www.miwats.org/WATS/leftside/prgpln/Federally_Obligated_Projects_FY2011.pdf



Continuing, Cooperative, Comprehensive

WATS and other Transportation Planning Areas across the state provide an arena for community planning representatives to make the best use of the limited funds available.

Mind the Plow

A steady decrease in road funding and an increase in costs have forced state and local agencies to alter their winter maintenance plans and change plowing priorities. However, one important fact has not changed: road crews must have ample room in order to safely clear snow and ice from the many miles of roadway. The Michigan Department of Transportation and County Road Association of Michigan offer motorists the following reminders for winter driving:

- Snowplows have limited visibility and plow drivers cannot see directly behind their trucks.
- Snowplows often throw up snow clouds, reducing visibility on all sides of the truck.
- Distracted driving is dangerous driving. Motorists should not text or talk on cell phones while they are behind the wheel.
- Motorists should never attempt to pass a moving snowplow on the right. With new wing-plow technology, the blade can clear the shoulder and the lane of travel simultaneously. Motorists attempting an illegal pass through a snow cloud on the right and/or shoulder of the road most likely won't see the plow blade and run the risk of a serious crash.
- Always wear your safety belt and allow extra time to reach your destinations this winter.



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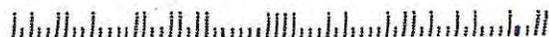


WATS COMMITTS TO A SUSTAINABLE OFFICE, EMAIL WATS@MIWATS.ORG TO RECEIVE AN ELECTRONIC NEWSLETTER INSTEAD OF A PAPER COPY.

Washtenaw Area
Transportation Study (WATS)
705 North Zeeb
Ann Arbor, Michigan 48103-1560



Donna L. Dettling
Dexter Village
8140 Main St.
Dexter, MI 48130



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 18, 2012
Re: Assistant Village Manager &
Village Manager Report - Meeting of January 23, 2012

1. Meeting Review:

- January 5th – Jim Haeussler re: Dedication of Dexter Crossing
- January 9th – Council Work Session- Road Project Prioritization
- January 9th – Regular Council Meeting
- January 10th – Staff Meeting
- January 10th – 5H Meeting
- January 12th – Broad Street Redevelopment Team Kick Off Meeting
- January 13th – HRWC Adopt-A-Stormdrain pilot program
- January 16th – Regional Fire Meeting
- January 17th – Cityhood Public Hearing

2. Upcoming Meeting Review:

- January 19th – January DDA Meeting
- January 19th – Tom Traciak re: RD Bond Refinancing research
- January 23rd – Council Meeting
- January 23rd – Work Session
- January 24th – DEQ Site Visit and Sludge Project Overview

3. WCSD Overtime. Over the past several months we have seen an increase in the amount of overtime generated by the Sheriff's Office. This has been due to long term leaves by deputies assigned to our area. The policy on long term leaves states that the collaboration (Dexter Village, Dexter Township, and Webster Township) pays for the overtime for the backfill of the officer for the first two weeks. After this, the County is responsible for filling the position at their cost. If the overtime for the rest of the year proceeds as in past years, we will finish the fiscal year approximately \$5,000 over budget. We will continue to watch this account and recommend a budget amendment with Marie's third quarter report if necessary.

4. Current Budget Analysis Memo. Attached is a memo outlining budget constraints that may require amendments in the future. These are areas we continue to monitor that may require formal Council action in the future.

5. Former DAPCO Site-3045 Broad Street Redevelopment. Attached is a copy of the PowerPoint presentation, the sign-in sheet for the redevelopment kick-off meeting and a copy of the Scope of Services for this project. OHM/Bird Houk is compiling the

feedback from the visioning session and they plan to sit down with the Redevelopment Team to discuss next steps in this process.

6. Haeussler Update. OHM confirmed that they didn't do the inspection for Phases 6, 7, and 8 in 2002. This was a transition time between Scott Westover and Rhett and his team. The Village worked with Bruce Pinza of Mannik and Smith for a short time while the decision to hire a new Engineer was being investigated. We don't have daily inspection logs or material testing reports for this site. We're working off a punch list compiled by OHM in 2006. Rhett suggested that we could split up dedication and move forward with the underground; water, sewer mains and appurtenances, BUT he suggested that we hold off on the dedication of the roads. The timing for dedication would be dictated by the economy, once the economy turns around and Peters starts building houses they will be motivated and have cash to invest (Rhett estimated somewhere between \$100,000 to \$200,000) to fix the roads to an acceptable level. Additional wear of the roads during construction of the homes will create even more degradation that the village just can't afford to take on now or in the future. Rhett suggested that the Village has the right between now and the time that Mr. Haeussler makes an investment in improving the roads, to require maintenance at some minimum level of service. This is something Kurt would monitor over time and make recommendations based on specific problem areas on the roads, and as we log complaints set up an expectation with Mr. Haeussler to make the repairs i.e. cold patch, pot hole repair, etc.

7. Newsletter. The winter newsletter is being planned for publication in February.

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 18, 2012
Re: Current Budget Analysis

We are now 50% through the fiscal year. At this time we are not proposing any budget amendments, however, we would like to draw Council's attention to a few areas that we will be watching for possible amendments as the year progresses. Village staff meets and discusses areas of concern within the budget throughout the year in an attempt to anticipate and remediate the overages and/or offset them from other areas of the budget when possible.

General Fund

Fire Department – As you are aware, our contribution to the Dexter Area Fire Department will be increased to \$35,000 over the budgeted amount in this fiscal year.

Property Taxes – The funds budgeted for property tax payments did not include the second house that was purchased on Forest. The property taxes have been paid and were \$3200 over the amount that was budgeted.

Cityhood – Orchard, Hiltz & McCliment has provided approximately \$3,000 in services to redraw the Village boundary for cityhood which was not a budgeted expense. This has been paid for out of Council Professional Services.

Solid Waste – There has been an increase in the commercial invoice over the past several months, due to businesses adding additional service. This will likely require a budget amendment, however it will be offset with a revenue increase because the cost is passed through to the businesses.

Municipal Street Lights – Recently the Village requested that DTE remove 3 unmetered lights from Alpine Street. This work was completed and the lights will be removed from our unmetered bill. DTE recently found, however, that 11 streetlights along Meadowview were not added to our unmetered list. So the result is an 8 pole increase to our DTE unmetered bill, which will take the account over budget by the end of the year.

Attorney Fees – Currently we are under budget in attorney fees. If we continue to only need attorney fees for cityhood and prosecution matters this is an area that could be used to offset other general fund increases.

Department of Public Works – It is unlikely that we will use the \$2,000 professional service line item in this line item which could be used to offset budgetary increases.

Site Plan Review Fees – On the revenue side, the amount budgeted for site plan review fees has already been exceeded by \$3600 due to increased developer activity in the Village.

Contingencies - \$20,000 was budgeted in contingencies, which is a line item intended to be used to offset unexpected increases.

Major/Local/Municipal Streets

Stormwater – When staff created the stormwater accounts in Major and Local Streets the numbers were estimates based on a compilation of work that had been done and paid for out of other line items in the past. Work was completed by OHM to assist with an investigation of the stormwater system in the Dexter Business and Research Park which was spent from the professional service line item in Local Streets, which could necessitate an amendment. A majority of the professional service line items in Major and Local Streets Stormwater was used to pay the Huron River Watershed Council for their assistance in complying with our MS4 permit during 2011 and 2012. We do not anticipate additional expenditures being necessary from the professional service line items.

The non-participating stormwater work that was done in conjunction with the water main project was also taken out of Major Streets stormwater. Once the project is complete we will request a budget amendment, currently estimated at an additional \$5000.

Winter Maintenance – Due to the lack of snow so far this winter, it is likely that the salary/overtime budgets in Major and Local Winter Maintenance will be under budget, which could provide an offset to the increases noted above.

Water

Chemicals – In previous fiscal years all chemical expenses were paid out of the sewer fund. Staff estimated the amount that was attributable to water and budgeted for it in the water fund this fiscal year. Due to the addition of fluoride, orthophosphate, polyphosphate and additional chlorine needed for the 5th well, these costs have exceeded the budgeted amount. It will likely be necessary to use funds budgeted in water fund contingencies to cover this overage.

Overtime – The amount of money budgeted for overtime in water has been exceeded due primarily to staff assistance with the water project. Due to the completion of the water related aspects of the project, the amount of overtime generated will decrease significantly. This is also an area where water fund contingencies could be used to offset the increase.

18

Sign in:

Name

Representing

Donna Dettling

Village of Dexter

Jim Cassin

Village of Dexter Trustee

Carole Jones

Village Clerk / DDA

Donna Asta

Village Trustee

RANDY WILLIS

DDA

TOM COVERT

DDA

James Smith

Council

MIKE CAVANAGH

PARKS COMMISSION

Paul Cousins

Council

Da Deak

OPA

DERK WILCOX

Planning Commission

Steve Brucia

OPA

RICH BELLA'S

DDA

FRED SCHMID

DDA

JOE SEMIFERO

VILLAGE COUNCIL

Scott Munzel

JOE SCHULTZ

DEXTER CHAMBER

Ray Tell

COUNCIL

SCOPE OF SERVICES

I. Building and Site Evaluation

- Code compliance
- Accessibility (Site & Building)
- Mechanical, Electrical & Plumbing considerations
- Structural analysis
- Flexibility for alternative uses
- Existing infrastructure constraints
- Highest and best use
- Meeting with Village to present findings

Time frame to complete: 4 weeks

II. Design Concept Alternatives (to be completed after Step I - based on results)

- Site development alternatives (redevelopment of existing building (if feasible) and/or new building or land use)
- Building reconfiguration (if re-used)
- Building architectural treatments (if reused)
- Landscape/ Urban Design treatment
- Public infrastructure improvements
- Access and parking
- Color rendered site plan(s) and artist rendering of alternative(s)

Time frame to complete: 4 weeks

III. Economic/ Market Feasibility Analysis

- Cost / budget analysis (building modifications, infrastructure rework, site work)
- Market overview and lease revenue expectations
- Preliminary economic Pro-Forma
- Highest and best use analysis
- Recommendations on use
- Meeting with Village to present recommendations

Time frame to complete: 2-3 weeks
(Concurrent with Steps I & II)

IV. Narrative Recommendations/ Implementation

- Narrative overview of options
- Recommended redevelopment approach
- Recommended marketing approach
- Public/ private partnership recommendations
- Presentation to Village

Time frame to complete: 3 weeks

Village of Dexter

*Dapco Redevelopment
Project*



January 12, 2012



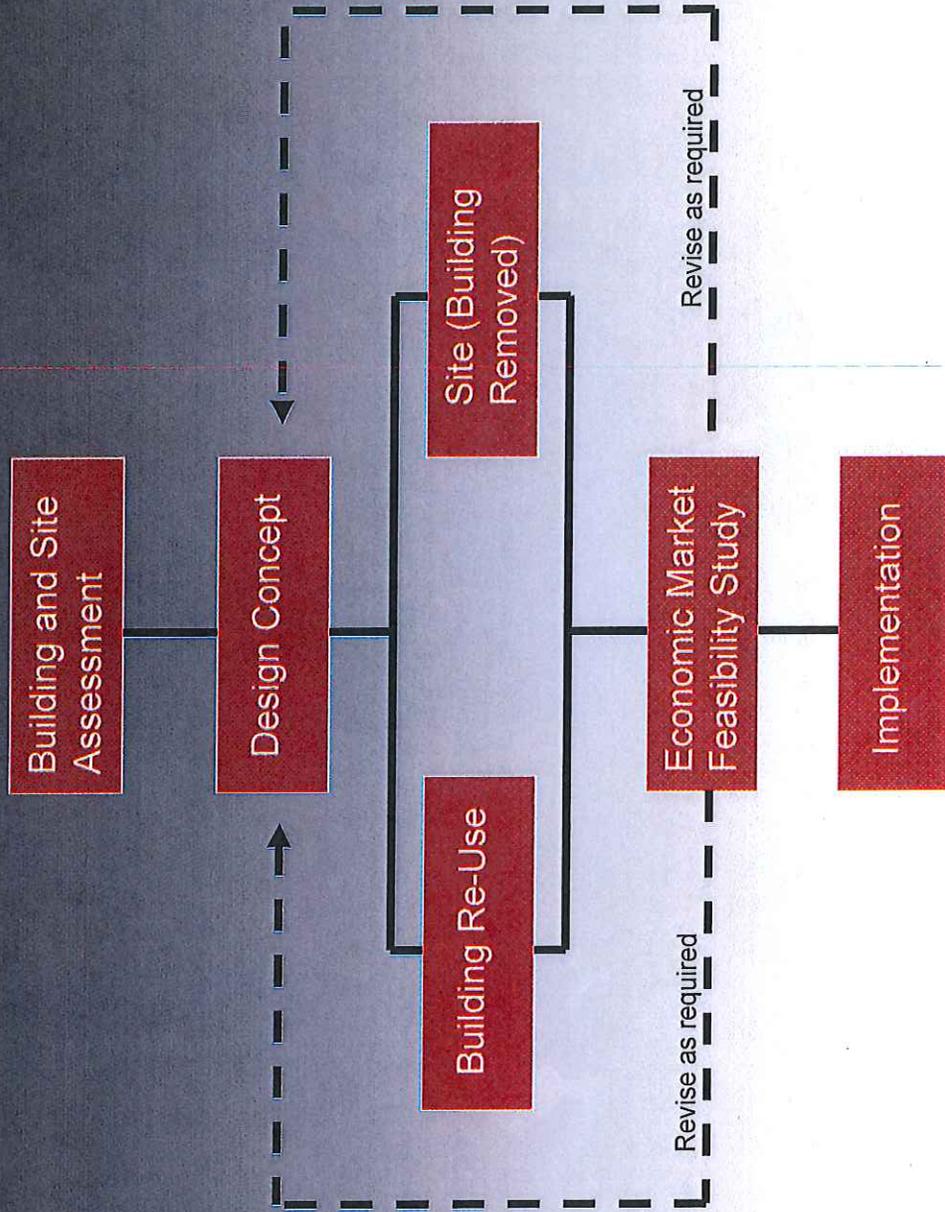
OHM
Advancing Communities™

Meeting Agenda

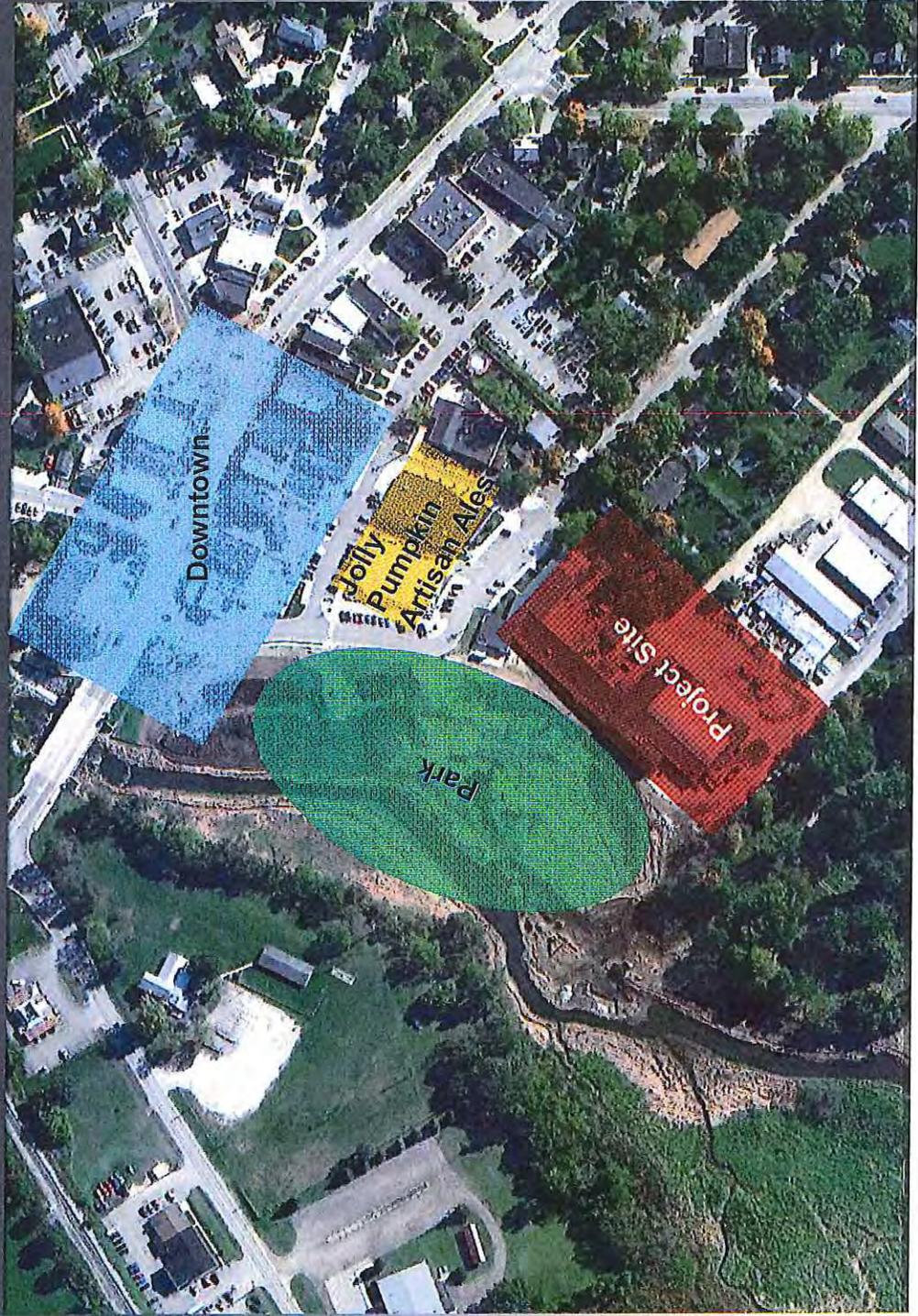
- 7:00-7:10 INTRODUCTION/ REVIEW OF PROCESS
- 7:10- 7:40 BUILDING & SITE ASSESSMENT
- 7:45-8:00 QUESTIONS & ANSWERS
- 8:00-8:05 BREAK (set up in small groups)
- 8:05-8:35 VISIONING: SMALL GROUP INPUT SESSION
- 8:35-8:50 GROUP PRESENTATION'S OF INPUT SESSION
- 8:50-9:00 NEXT STEPS



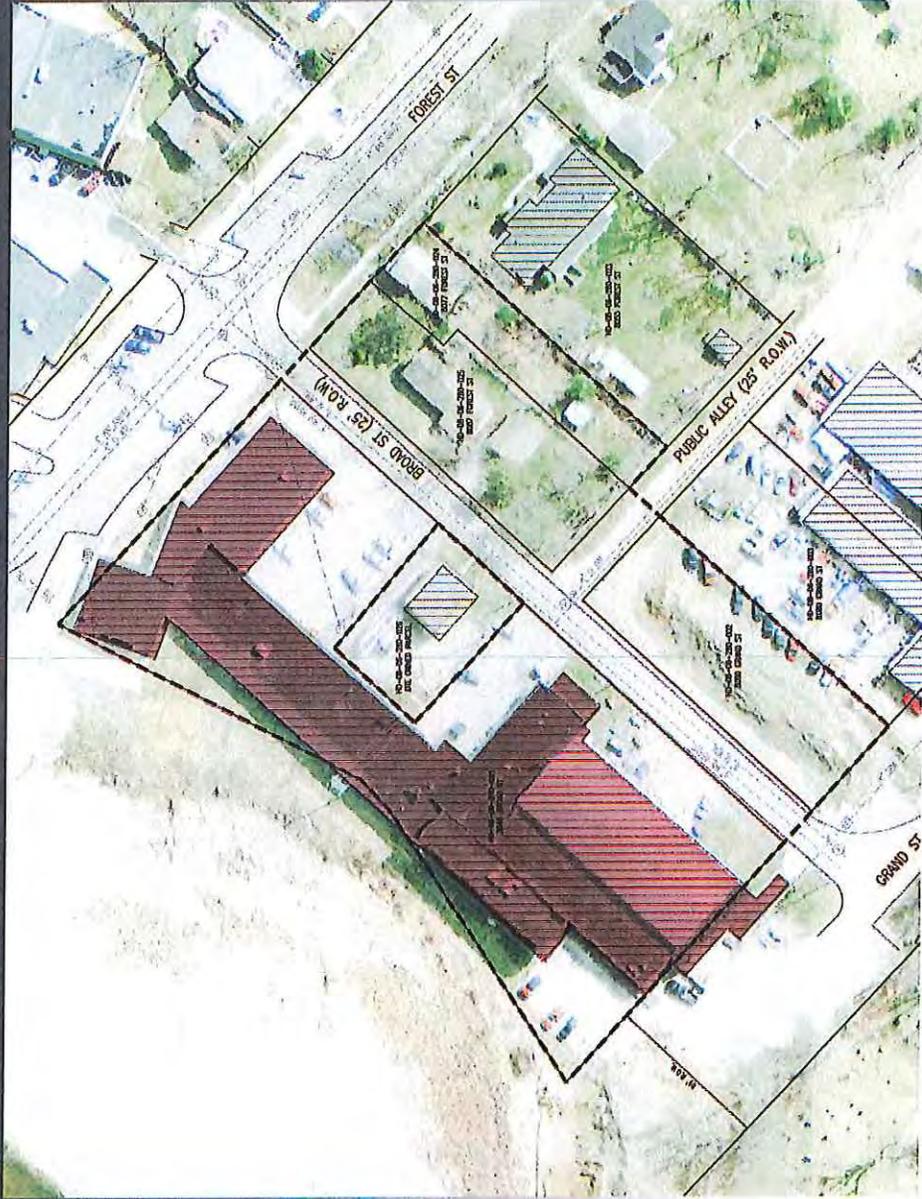
Project Process



Site Context



Project Location

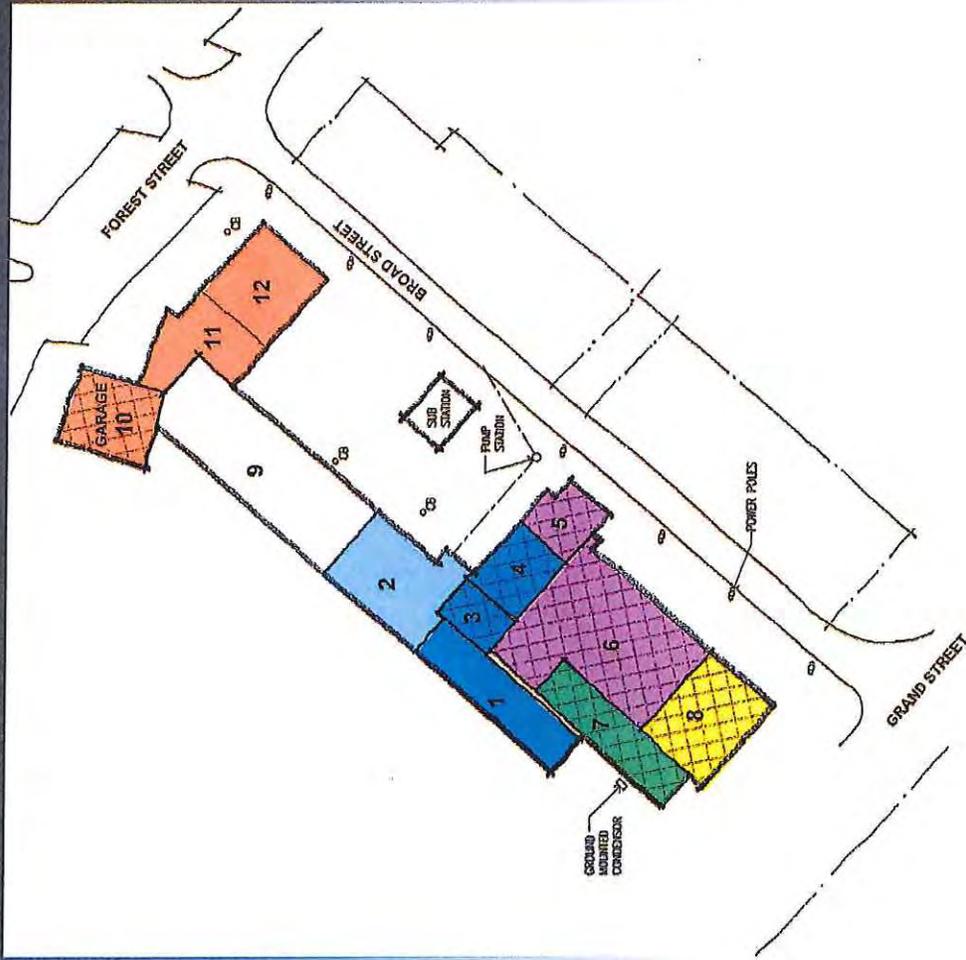


SITE DATA:

± 2.25 ac.

± 35,746 s.f.

Existing Building Tenants



	Vacant
	Klapperich Welding
	Dancers Edge
	Elite Defense
	Dapco
	Prittly Imports
	Broad Street Artist

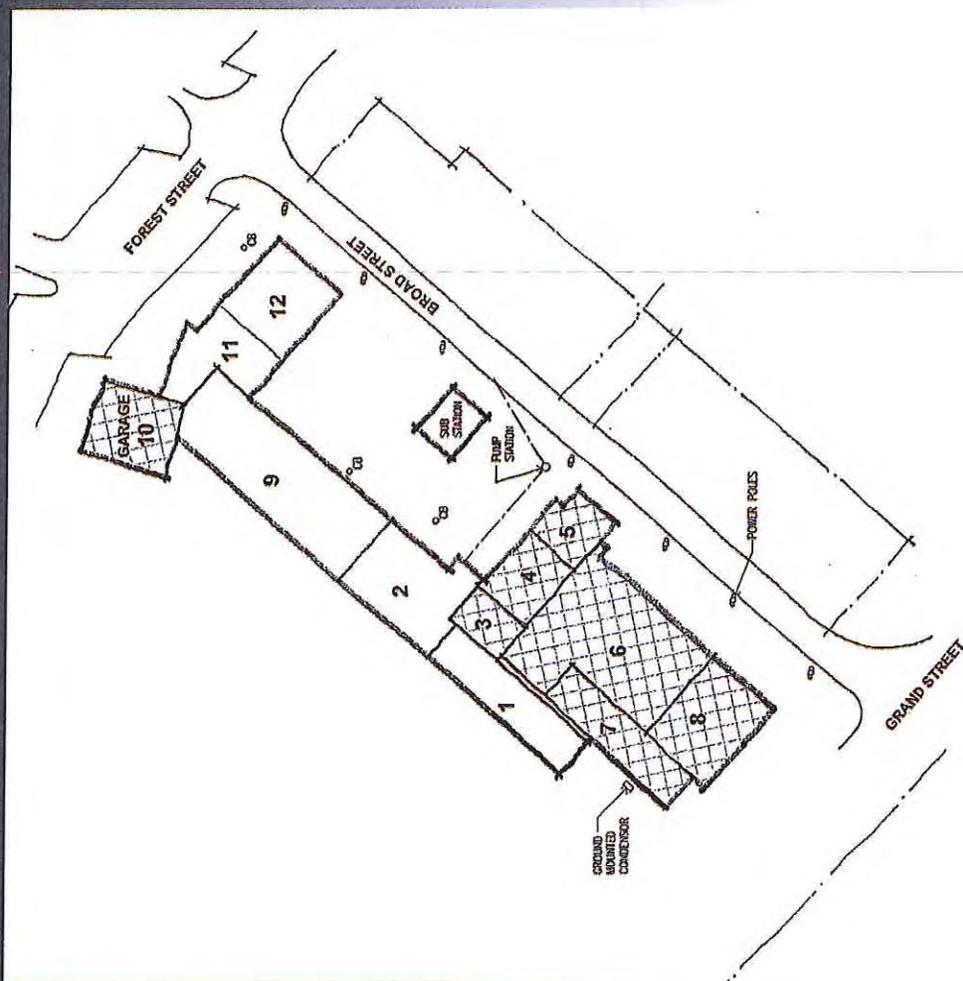
7,395 sf
8,052 sf
6,405 sf
6,222 sf
2,520 sf
1,872 sf
3,280 sf

Total: 35,746 sf

Building & Site Assessment



Building Diagram



Building Assessments



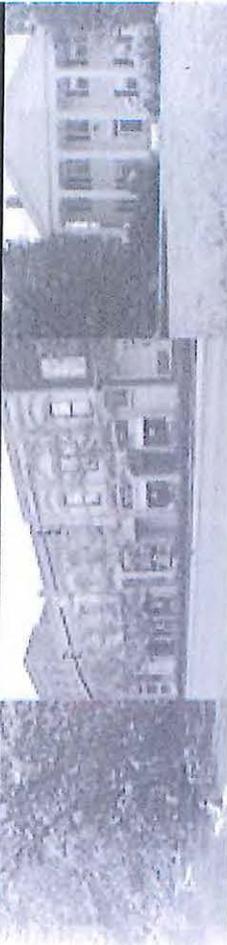
Site Assessment



Roofing Assessment



Building Assessments



CMU Assessment



Building Assessments



Windows Assessment



Doors Assessment



Building Assessments



Structure Assessment



Utilities Assessment



Building Assessments



Barrier Free Assessment



HVAC Assessment



Building Assessments



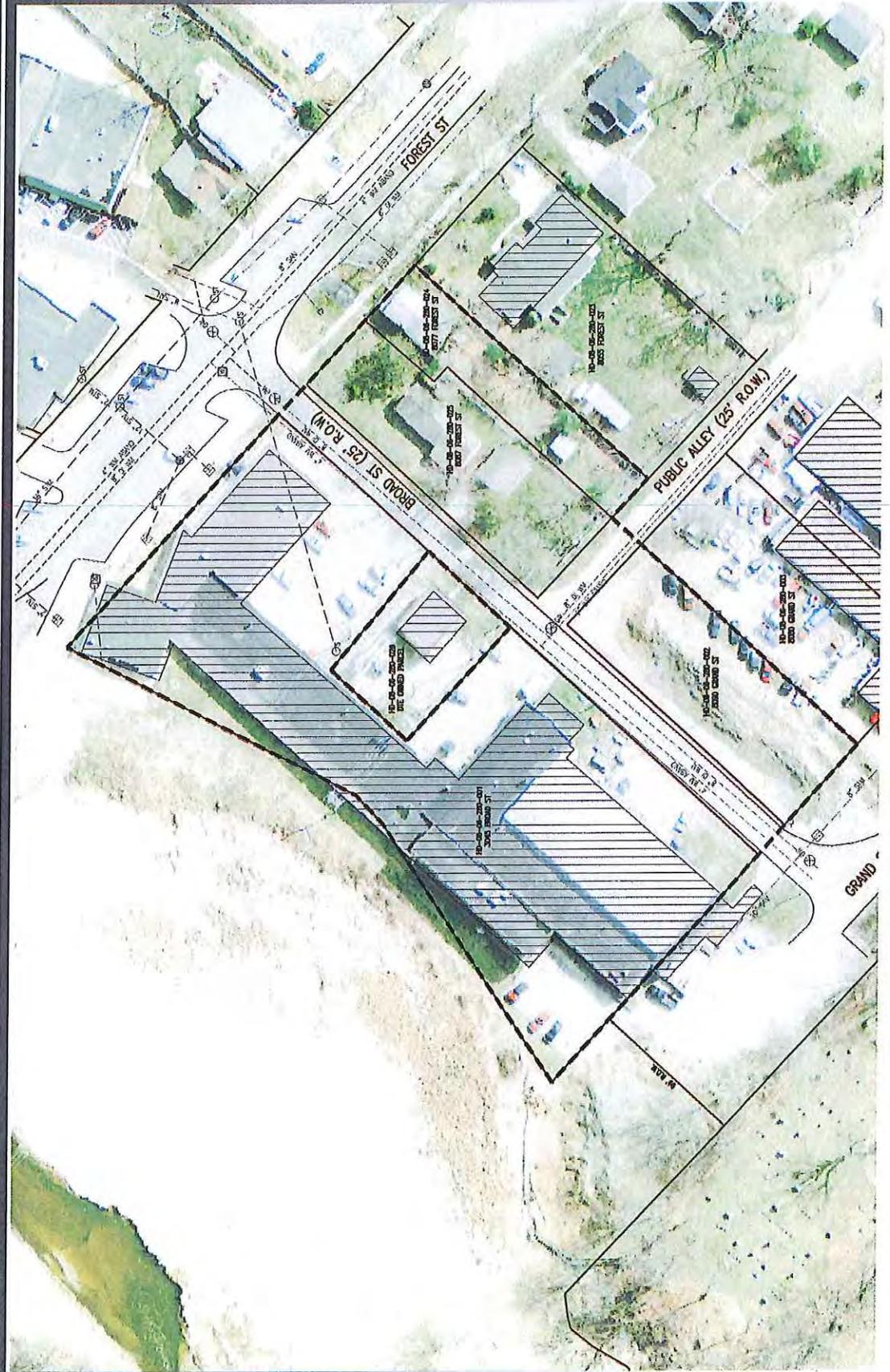
Removal Recommendation



Retain Assessment



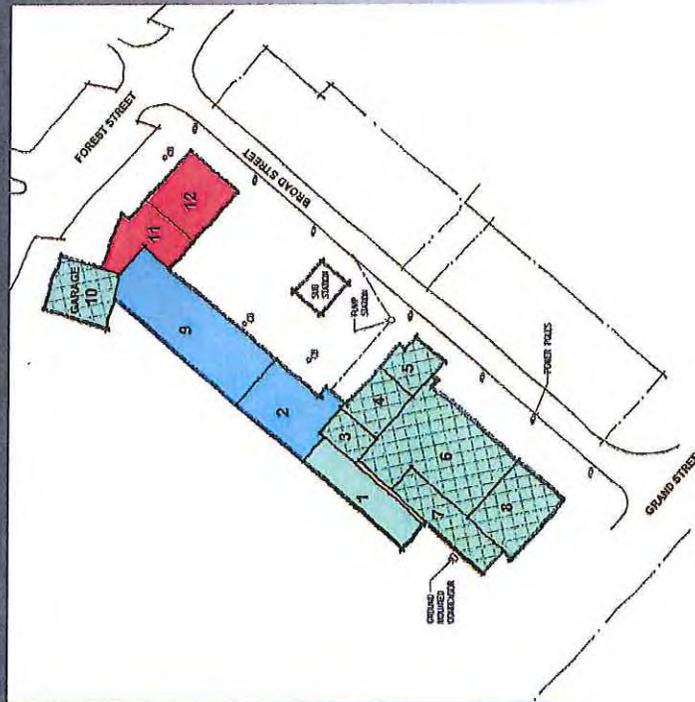
Site Issues



Redevelopment Recommendations



Building Re-Use Options

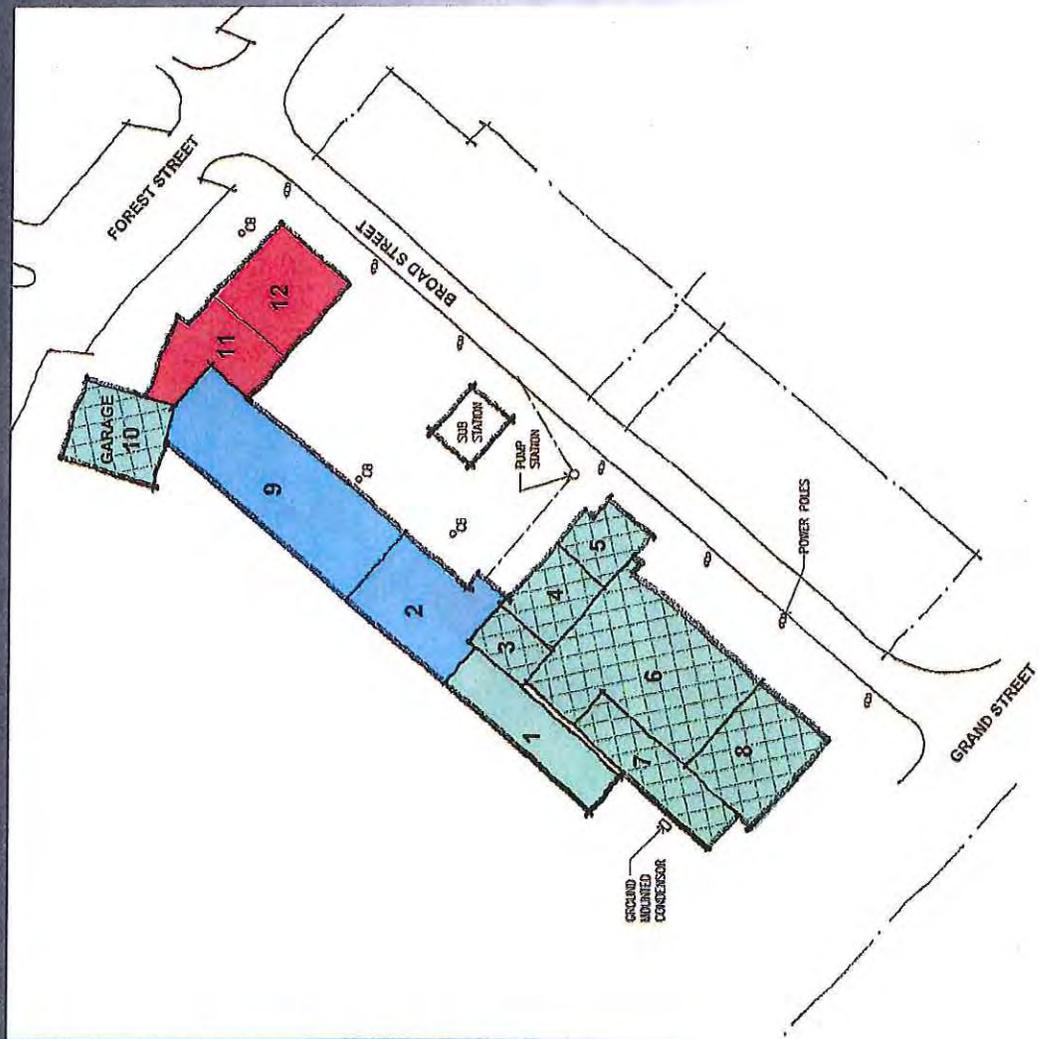


TYPE OF USE	LOW	MODERATE	HIGH
Office	1	9, 2	11, 12
Flex Space	1	11, 12	2, 9
Artist Studio	1	11, 12	2, 9
Retail	1	2, 9	11, 12
Residential	1, 2, 9, 11, 12		

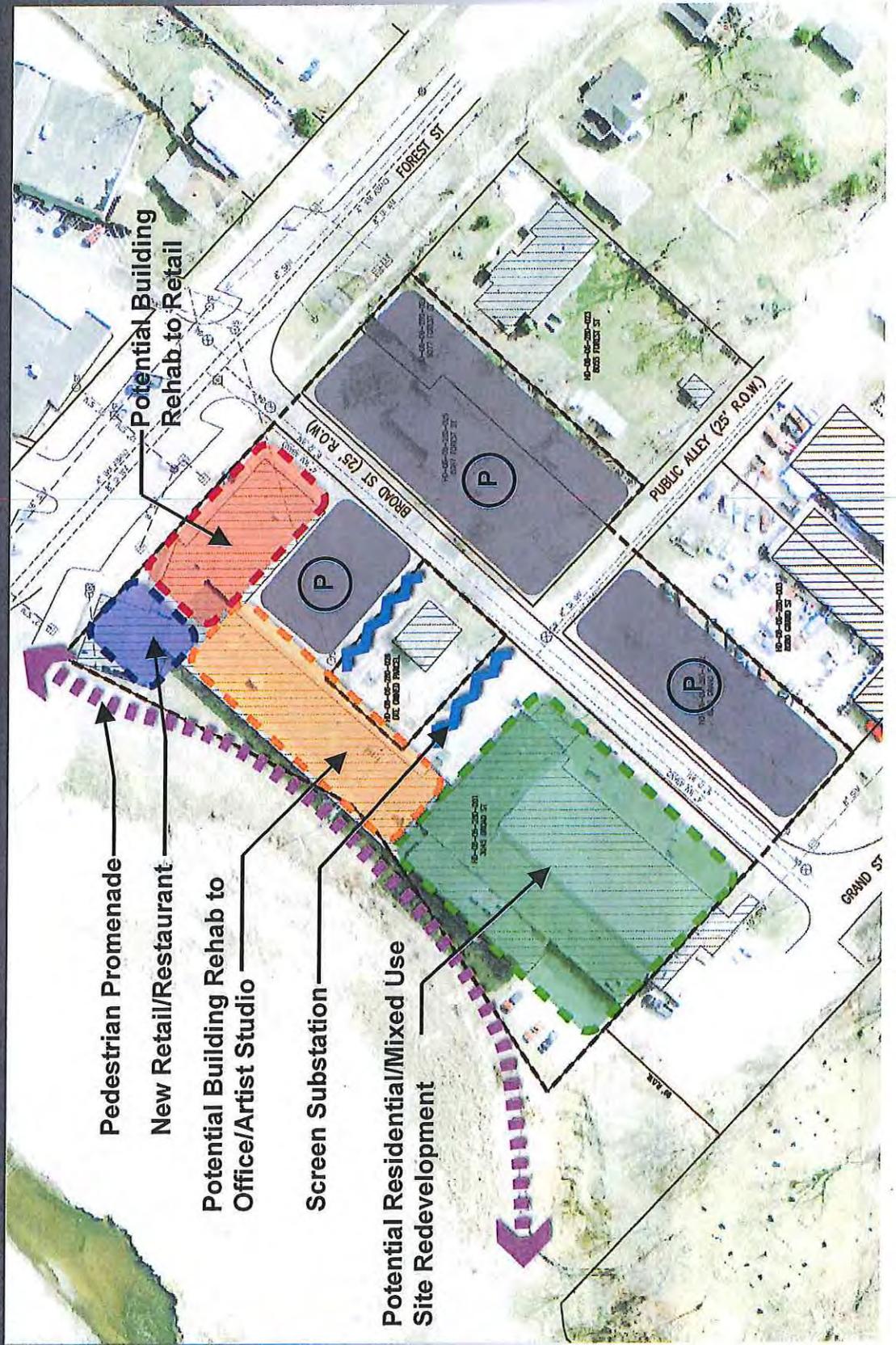
Buildings cannot be saved due to existing conditions

Building Assessment Recommendation

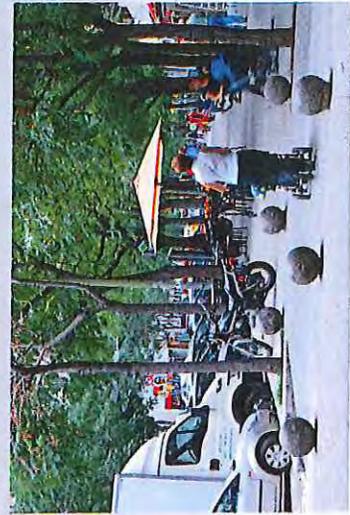
- Buildings to be removed
- Retail (Redeveloped)
- Office / Flex (Redeveloped)



Redevelopment Diagram



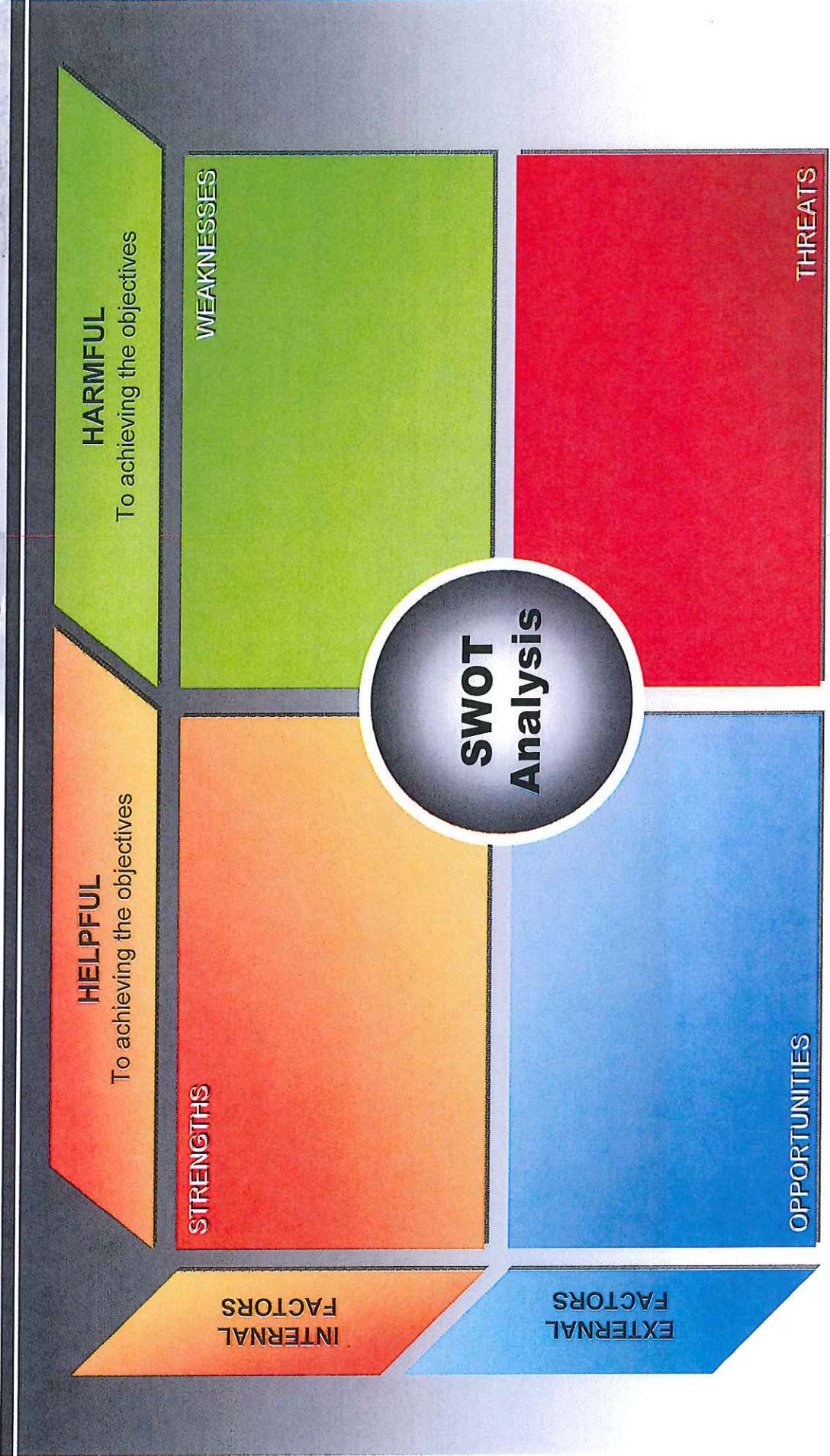
Design Opportunities





Questions?

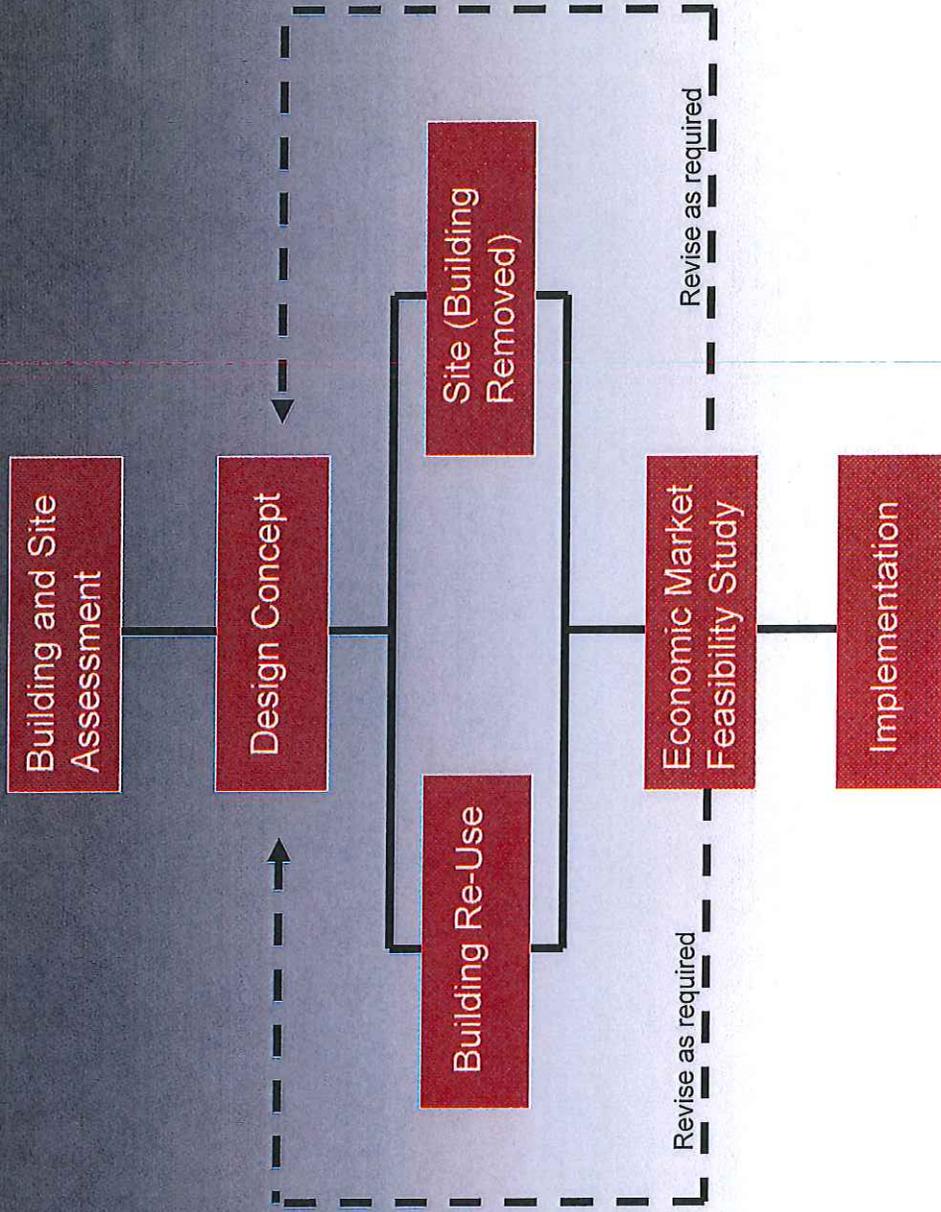
Group Visioning



Group Questions

- What are the sites greatest strengths?
- What is the sites greatest weakness?
- What are the sites greatest opportunities or threats?
- If you look 20 years down the road, what one or two words would categorize the successful redevelopment of this property?

Next Steps



Village President Report

AGENDA 1-23-12
ITEM I-6

Hello Residents and Fellow Council Members,

Here is a summary of my recent activities since the last Council meeting and future meeting schedule:

Upcoming Council Workshop Schedule

Provided again for your review is a proposed schedule of upcoming Council work sessions to facilitate our goal setting discussion, budget review process and village manager review process over the next several months. If these dates do not work for anyone, please let me know.

Goal Setting Workshop - Saturday, March 10, 2012, 9 am

Village Manager Review Workshop – Wednesday, April 11, 2012 6 pm

Draft budget distributed to Council for review – April 25, 2012

Budget Review Workshop No. 1 – Wednesday, May 2, 2012

Set Public Hearings for review of Budget/Millage and Water/Sewer/Refuse Rates - Village Council meeting on May 14, 2012

Budget Review Workshop No. 2 – Wednesday, May 9 or 16, 2012

Public hearings for review of Budget/Millage and Water/Sewer/Refuse Rates plus adoption of Millage and Water/Sewer/Refuse Rates – Village Council meeting on June 11, 2012

Adopt Budget for 2012-2013 – Village Council meeting on June 25, 2012

Please add the dates above to your calendar and let me know if you have any conflicts. Thank you!

Recent Activities

January 16, 2012 – Joint Regional Fire Department meeting – This group discussion was a good one and included the majority of the Councils/Boards from the Village and Dexter, Scio and Webster Townships.

January 17, 2012 (4 pm) – State Boundary Commission Public Hearing at the Dexter District Library. The public hearing was well attended by approximately 75 people and I would personally like to thank everyone for coming out to listen and support this process. Please see item K-1 and/or our website for information on how to submit comments if you were unable to attend the public meeting. The public comment period is open to receive written comments until February 16, 2012.

January 18, 2012 – Regional Fire Department meeting – the committee will be meeting to review the questions from the Joint meeting on January 16th.

Future Activities

January 19, 2012 – Downtown Development Authority meeting

January 23, 2012 – Village Council meeting and Workshop

January 26, 2012 – Village Website committee meeting

February 13, 2012 – Village Council meeting

Please let me know if you have any questions. I hope to see you around our town.

Shawn Keough

Village President

skeough@villageofdexter.org

(734) 426-5486 (home) or (313) 363-1434 (cell phone)

SUMMARY OF BILLS AND PAYROLL			23-Jan-12
Payroll Check Register	01/11/12	\$36,283.27	Bi-weekly payroll processing
Account Payable Check Register	01/23/12	\$211,404.23	
		\$247,687.50	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			
Exceptions:			
An amendment to Buildings and Grounds will be necessary to cover property taxes for 8077 and 8087 Forest			
See Village Manager report for current budget analysis			
<i>"This is the summary report that will be provided with each packet. Approval of the total bills and payroll expended, all funds will be necessary."</i>			

VENDOR APPROVAL SUMMARY REPORT

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Village of Dexter

Vendor Name	Vendor Number	Description	Check Amount	Hand Check Amount
ERIN M. AIKEN	AIKEN/ERIN	PATIENT: ANNA AIKEN	194.00	0.00
ARBOR SPRINGS WATER CO. INC	ARBOR SPRI	OFFICE	5.75	0.00
ALLISON BISHOP	BISHOP	REIMBURSEMENT	198.19	0.00
CINTAS CORPORATION	CINTAS	DEC INVOICES	730.90	0.00
COMCAST - DPW	COMCAST -	DPW	145.95	0.00
CORRIGAN OIL COMPANY	CORRIGAN O	FUEL	1,373.90	0.00
COURTNEY NICHOLLS	COUR	WASHTENAW COMMUNITY	45.00	0.00
CULLIGAN WATER CONDITIONING	CULLIGAN	WWTP	27.45	0.00
CUMMINS BRIDGEWAY LLC	CUMMINS	SERVICE	393.60	0.00
DEXTER COMMUNITY SCHOOLS	DEX SCHOOL	5TH WELL	1,971.18	0.00
DEXTER PHARMACY	DEX PHARMA	SHIPPING	13.26	0.00
DIXON ENGINEERING, INC.	DIXON	MAINTENANCE	2,000.00	0.00
ETNA SUPPLY CO	ETNA SUPPL	METER SUPPLIES	257.87	0.00
GRAINGER	GRAING	FIRE HOSE	544.09	0.00
H.J. UмбаUGH & ASSOCIATES	H.J. UMBAU	REPORT TO EMMA	450.00	0.00
HACKNEY HARDWARE	HACKNEY	DEC INVOICES	1,577.21	0.00
HERITAGE NEWSPAPERS	HERITAGE N	LEGALS	130.50	0.00
HOPPS ELECTRIC, INC.	HOPPS	troubleshoot street lighting	471.34	0.00
IKON OFFICE SOLUTIONS	IKON	copier	765.00	0.00
KLAPPERICH WELDING	KLAPPERICH	cover plates	48.00	0.00
LINCOLN FINANCIAL	LINCOLN FI	COVERAGE 02/01-02/29/2012	444.45	0.00
LOWE'S BUSINESS ACCOUNT	LOWE S	DEC INVOICE	372.93	0.00
MCNAUGHTON-MCKAY	MCNAUGHTON	SUPPLIES	687.92	0.00
NEXTEL COMMUNICATIONS	NEXTEL COM	PERIOD 12/07-01/06	269.54	0.00
RICHARD, HILTZ & MCCLIMENT INC	OHM	INVOICES THRU 12/10	90,901.50	0.00
ARAGON LABORATORIES INC	PARA	LAB	40.00	0.00
ARTS PEDDLER AUTO SUPPLY	PARTS PEDD	DEC INVOICES	683.32	0.00
CREDIT CAR	CREDIT CAR	2012 MLGMA EVENT	541.98	0.00
PRINT-TECH, INC.	PRINT TECH	CITYHOOD POSTCARDS	442.73	0.00
MALL BUSINESS ASSOC OF MICH	SBAM	FEBRUARY COVERAGE	16,067.04	0.00
SMITHGROUP JJR	SMITHGROUP	MILL CREEK POND	5,302.04	0.00
STAPLES BUSINESS ADVANTAGE	STAPLES OF	OFFICE SUPPLIES	653.97	0.00
STATE OF MICHIGAN	MI DEPT MA	MIDEAL	180.00	0.00
TETRA TECH	TETRA TECH	AS NEEDED SERVICES	1,143.60	0.00
THOMAS J RYAN P.C	T RYAN P.C	INCORPORATION AS A CITY	2,642.50	0.00
THOMAS L STRINGER	STRINGER	LEGAL FEES	476.00	0.00
WASHTENAW COUNTY TREASURER	W CTY TREA	LAW ENFO	40,721.67	0.00
WASTE MANAGEMENT	WASTE MANA	COMMERCIAL	38,489.85	0.00
Grand Total:			211,404.23	0.00

INVOICE APPROVAL LIST BY FUND

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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: General Fund						
Dept: Village Council						
101-101.000-802.000	Profession	ORCHARD, HILTZ & MCCLIMENT INC INVOICES THRU 12/10	0	01/18/12	01/18/2012	1,917.75
101-101.000-901.000	Printing &	PRINT-TECH, INC. CITYHOOD POSTCARDS	0	208020	01/17/2012	442.73
101-101.000-956.000	Council Di	PNC WORK SESSION DINNER	0		01/13/2012	57.98
					Total Village Council	2,418.46
Dept: Village Manager						
101-172.000-721.000	Health & L	SMALL BUSINESS ASSOC OF MICH FEBRUARY COVERAGE	0	01/17/12	01/17/2012	1,878.88
101-172.000-721.000	Health & L	ERIN M. AIKEN PATIENT: ANNA AIKEN	0	01/17/12	01/17/2012	194.00
101-172.000-722.000	Life & Dis	LINCOLN FINANCIAL COVERAGE 02/01-02/29/2012	0	01/17/12	01/17/2012	116.38
101-172.000-727.000	Office Sup	STAPLES BUSINESS ADVANTAGE OFFICE SUPPLIES	0	01/17/12	01/17/2012	88.99
101-172.000-960.000	Education	PNC 2012 MCGMA EVENT	0	01/13/12	01/13/2012	325.00
101-172.000-960.000	Education	COURTNEY NICHOLS WASHTENAW COMMUNITY	0	01/13/12	01/13/2012	45.00
					Total Village Manager	2,648.25
Dept: Finance Department						
101-201.000-802.000	Profession	H.J. UмбаUGH & ASSOCIATES REPORT TO EMMA	0	127352	01/17/2012	450.00
					Total Finance Department	450.00
Dept: Attorney						
101-210.000-810.000	Attorney F	THOMAS L STRINGER LEGAL FEES	0	01/17/12	01/17/2012	476.00
101-210.000-810.000	Attorney F	THOMAS J RYAN P.C INCORPORATION AS A CITY	0		01/13/2012	2,642.50
					Total Attorney	3,118.50
Dept: Village Clerk						
101-215.000-901.000	Printing &	HERITAGE NEWSPAPERS LEGALS	0	01/17/12	01/17/2012	130.50
					Total Village Clerk	130.50
Dept: Village Treasurer						
101-253.000-721.000	Health & L	SMALL BUSINESS ASSOC OF MICH FEBRUARY COVERAGE	0	01/17/12	01/17/2012	1,347.64
101-253.000-722.000	Life & Dis	LINCOLN FINANCIAL COVERAGE 02/01-02/29/2012	0	01/17/12	01/17/2012	34.80
					Total Village Treasurer	1,382.44
Dept: Buildings & Grounds						
01-265.000-727.000	Office Sup	STAPLES BUSINESS ADVANTAGE OFFICE SUPPLIES	0	01/17/12	01/17/2012	203.90
01-265.000-727.000	Office Sup	HACKNEY HARDWARE DEC INVOICES	0	01/13/12	01/13/2012	32.02
01-265.000-727.000	Office Sup	ARBOR SPRINGS WATER CO.INC OFFICE	0	1312387	01/13/2012	5.75
01-265.000-935.000	Bldg Maint	CINTAS CORPORATION DEC INVOICES	0	01/18/12	01/18/2012	67.50
01-265.000-936.000	Equip Serv	IKON OFFICE SOLUTIONS copier	0	86245311	01/17/2012	765.00
					Total Buildings & Grounds	1,074.17
Dept: Law Enforcement						
01-301.000-803.000	Contracted	WASHTENAW COUNTY TREASURER LAW ENFO	0	20894	01/17/2012	3,072.92
01-301.000-803.000	Contracted	WASHTENAW COUNTY TREASURER LAW ENFO	0	20843	01/13/2012	37,648.75
					Total Law Enforcement	40,721.67
Dept: Planning Department						
01-400.000-721.000	Health & L	SMALL BUSINESS ASSOC OF MICH FEBRUARY COVERAGE	0	01/17/12	01/17/2012	1,347.64

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und Department Account	GL Number Abbrev	Vendor Name Invoice Description	Check Number	Invoice Number	Due Date	Amount
und: General Fund						
Dept: Planning Department						
101-400.000-722.000	Life & Dis	LINCOLN FINANCIAL COVERAGE 02/01-02/29/2012	0	01/17/12	01/17/2012	33.14
101-400.000-727.000	Office Sup	STAPLES BUSINESS ADVANTAGE OFFICE SUPPLIES	0	01/17/12	01/17/2012	213.26
101-400.000-727.000	Office Sup	ALLISON BISHOP REIMBURSEMENT	0	01/13/12	01/13/2012	43.59
101-400.000-861.000	Travel & M	ALLISON BISHOP REIMBURSEMENT	0	01/13/12	01/13/2012	39.60
101-400.000-960.000	Education	PNC 01/13/12	0		01/13/2012	159.00
Total Planning Department						1,836.23
Dept: Department of Public Works						
101-441.000-721.000	Health & L	SMALL BUSINESS ASSOC OF MICH FEBRUARY COVERAGE	0	01/17/12	01/17/2012	1,266.19
101-441.000-722.000	Life & Dis	LINCOLN FINANCIAL COVERAGE 02/01-02/29/2012	0	01/17/12	01/17/2012	35.68
101-441.000-740.000	Operating	STAPLES BUSINESS ADVANTAGE OFFICE SUPPLIES	0	01/17/12	01/17/2012	45.41
101-441.000-740.000	Operating	GRAINGER outdoor cabinet	0	9712482323	01/17/2012	122.89
101-441.000-740.000	Operating	PARTS PEDDLER AUTO SUPPLY DEC INVOICES	0	01/13/12	01/13/2012	12.88
101-441.000-740.000	Operating	HACKNEY HARDWARE DEC INVOICES	0	01/13/12	01/13/2012	174.32
101-441.000-745.000	Uniform Al	CINTAS CORPORATION DEC INVOICES	0	01/18/12	01/18/2012	325.00
101-441.000-751.000	Gasoline &	CORRIGAN OIL COMPANY FUEL	0	5610629	01/13/2012	611.19
101-441.000-920.000	Utilities	COMCAST ~ DPW DPW	0	01/17/12	01/17/2012	145.95
101-441.000-920.001	Telephones	NEXTEL COMMUNICATIONS PERIOD 12/07-01/06	0	01/17/12	01/17/2012	134.77
101-441.000-958.000	Membership	STATE OF MICHIGAN MIDEAL	0	MIDEAL-1407	01/17/2012	180.00
Total Department of Public Works						3,054.28
ept: Downtown Public Works						
101-442.000-740.000	Operating	HACKNEY HARDWARE DEC INVOICES	0	01/13/12	01/13/2012	104.61
101-442.000-744.000	Holiday Di	HACKNEY HARDWARE DEC INVOICES	0	01/13/12	01/13/2012	337.80
Total Downtown Public Works						442.41
ept: Engineering						
101-447.000-830.000	Engineerin	ORCHARD, HILTZ & MCCLIMENT INC INVOICES THRU 12/10	0	01/18/12	01/18/2012	1,216.25
Total Engineering						1,216.25
ept: Solid Waste						
101-528.000-805.000	Solid Wast	WASTE MANAGEMENT RESIDENTIAL	0	7178418	01/17/2012	18,736.18
101-528.000-805.000	Solid Wast	WASTE MANAGEMENT COMMERCIAL	0	389-1499	01/17/2012	19,753.67
Total Solid Waste						38,489.85
ept: Economic Development						
101-728.000-901.000	Printing &	ORCHARD, HILTZ & MCCLIMENT INC INVOICES THRU 12/10	0	01/18/12	01/18/2012	7,149.75
Total Economic Development						7,149.75
ept: Parks & Recreation						
101-751.000-721.000	Health & L	SMALL BUSINESS ASSOC OF MICH FEBRUARY COVERAGE	0	01/17/12	01/17/2012	204.22
101-751.000-722.000	Life & Dis	LINCOLN FINANCIAL COVERAGE 02/01-02/29/2012	0	01/17/12	01/17/2012	5.76
101-751.000-740.000	Operating	HACKNEY HARDWARE DEC INVOICES	0	01/13/12	01/13/2012	272.71
101-751.000-955.000	Miscellaneous	ALLISON BISHOP REIMBURSEMENT	0	01/13/12	01/13/2012	115.00

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Fund Department Account	GL Number Abbrev	Vendor Name Invoice Description	Check Number	Invoice Number	Due Date	Amount
Fund: General Fund						
Dept: Parks & Recreation						
					Total Parks & Recreation	597.69
Dept: Insurance & Bonds 101-851.000-721.001	Retiree He	SMALL BUSINESS ASSOC OF MICH FEBRUARY COVERAGE	0	01/17/12	01/17/2012	606.23
					Total Insurance & Bonds	606.23
					Fund Total	105,336.68
Fund: Major Streets Fund						
Dept: Storm Water						
202-445.000-802.000	Profession	ORCHARD, HILTZ & MCCLIMENT INC INVOICES THRU 12/10	0	01/18/12	01/18/2012	1,116.25
					Total Storm Water	1,116.25
Dept: Contracted Road Construction						
202-451.000-974.007	Washtenaw	ORCHARD, HILTZ & MCCLIMENT INC INVOICES THRU 12/10	0	01/18/12	01/18/2012	4,850.75
202-451.000-974.999	Central St	ORCHARD, HILTZ & MCCLIMENT INC INVOICES THRU 12/10	0	01/18/12	01/18/2012	6,431.25
					Total Contracted Road Construction	11,282.00
Dept: Routine Maintenance						
202-463.000-721.000	Health & L	SMALL BUSINESS ASSOC OF MICH FEBRUARY COVERAGE	0	01/17/12	01/17/2012	1,061.96
202-463.000-722.000	Life & Dis	LINCOLN FINANCIAL COVERAGE 02/01-02/29/2012	0	01/17/12	01/17/2012	29.93
202-463.000-802.000	Profession	ORCHARD, HILTZ & MCCLIMENT INC INVOICES THRU 12/10	0	01/18/12	01/18/2012	580.00
					Total Routine Maintenance	1,671.89
Dept: Traffic Services						
202-474.000-721.000	Health & L	SMALL BUSINESS ASSOC OF MICH FEBRUARY COVERAGE	0	01/17/12	01/17/2012	326.76
202-474.000-722.000	Life & Dis	LINCOLN FINANCIAL COVERAGE 02/01-02/29/2012	0	01/17/12	01/17/2012	9.21
202-474.000-740.000	Operating	MCNAUGHTON-MCKAY SUPPLIES	0	11791538-00	01/17/2012	687.92
					Total Traffic Services	1,023.89
Dept: Winter Maintenance						
202-478.000-721.000	Health & L	SMALL BUSINESS ASSOC OF MICH FEBRUARY COVERAGE	0	01/17/12	01/17/2012	653.52
202-478.000-722.000	Life & Dis	LINCOLN FINANCIAL COVERAGE 02/01-02/29/2012	0	01/17/12	01/17/2012	18.42
					Total Winter Maintenance	671.94
					Fund Total	15,765.97
Fund: Local Streets Fund						
Dept: Storm Water						
03-445.000-802.000	Profession	ORCHARD, HILTZ & MCCLIMENT INC INVOICES THRU 12/10	0	01/18/12	01/18/2012	517.50
					Total Storm Water	517.50
Dept: Routine Maintenance						
03-463.000-721.000	Health & L	SMALL BUSINESS ASSOC OF MICH FEBRUARY COVERAGE	0	01/17/12	01/17/2012	326.76
03-463.000-722.000	Life & Dis	LINCOLN FINANCIAL COVERAGE 02/01-02/29/2012	0	01/17/12	01/17/2012	9.21
					Total Routine Maintenance	335.97
Dept: Traffic Services						
03-474.000-721.000	Health & L	SMALL BUSINESS ASSOC OF MICH FEBRUARY COVERAGE	0	01/17/12	01/17/2012	81.69
03-474.000-722.000	Life & Dis	LINCOLN FINANCIAL COVERAGE 02/01-02/29/2012	0	01/17/12	01/17/2012	2.30

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Fund Department Account	GL Number Abbrev	Vendor Name Invoice Description	Check Number	Invoice Number	Due Date	Amount

und: Local Streets Fund Dept: Traffic Services 203-474.000-740.000	Operating	HOPP ELECTRIC, INC. troubleshoot street lighting	0	s3953	01/17/2012	471.34
					Total Traffic Services	555.33
Dept: Winter Maintenance 203-478.000-721.000	Health & L	SMALL BUSINESS ASSOC OF MICH FEBRUARY COVERAGE	0	01/17/12	01/17/2012	163.38
203-478.000-722.000	Life & Dis	LINCOLN FINANCIAL COVERAGE 02/01-02/29/2012	0	01/17/12	01/17/2012	4.60
					Total Winter Maintenance	167.98
					Fund Total	1,576.78

und: Municipal Streets Dept: Administration 204-248.000-721.001	Retiree He	SMALL BUSINESS ASSOC OF MICH FEBRUARY COVERAGE	0	01/17/12	01/17/2012	688.35
					Total Administration	688.35
					Fund Total	688.35

und: Equipment Replacement Fund Dept: Department of Public Works 402-441.000-939.000	Vehicle Ma	PARTS PEDDLER AUTO SUPPLY DEC INVOICES	0	01/13/12	01/13/2012	517.74
					Total Department of Public Works	517.74
					Fund Total	517.74

und: SRF Project Fund Dept: Sludge Project 103-901.003-830.000	Engineerin	ORCHARD, HILTZ & MCCLIMENT INC INVOICES THRU 12/10	0	01/18/12	01/18/2012	17,615.75
					Total Sludge Project	17,615.75
					Fund Total	17,615.75

und: DWRP Project Fund Dept: Water Project Phase 2 104-901.002-830.000	Engineerin	ORCHARD, HILTZ & MCCLIMENT INC INVOICES THRU 12/10	0	01/18/12	01/18/2012	43,672.50
					Total Water Project Phase 2	43,672.50
					Fund Total	43,672.50

und: Mill Creek Park Project Fund Dept: Capital Improvements 05-901.000-830.000	Engineerin	SMITHGROUP JJR MILL CREEK POND	0	0086499	01/13/2012	5,302.04
					Total Capital Improvements	5,302.04
					Fund Total	5,302.04

und: Sewer Enterprise Fund Dept: Administration 90-248.000-803.000	Contracted	TETRA TECH AS NEEDED SERVICES	0	50524938	01/13/2012	571.80
					Total Administration	571.80

Dept: Sewer Utilities Department 90-548.000-721.000	Health & L	SMALL BUSINESS ASSOC OF MICH FEBRUARY COVERAGE	0	01/17/12	01/17/2012	3,267.58
90-548.000-721.001	Retiree He	SMALL BUSINESS ASSOC OF MICH FEBRUARY COVERAGE	0	01/17/12	01/17/2012	1,457.67

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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: Sewer Enterprise Fund								
Dept: Sewer Utilities Department								
		590-548.000-722.000	Life & Dis	LINCOLN FINANCIAL COVERAGE 02/01-02/29/2012	0	01/17/12	01/17/2012	87.01
		590-548.000-740.000	Operating	STAPLES BUSINESS ADVANTAGE OFFICE SUPPLIES	0	01/17/12	01/17/2012	51.21
		590-548.000-740.000	Operating	PARTS PEDDLER AUTO SUPPLY DEC INVOICES	0	01/13/12	01/13/2012	12.49
		590-548.000-740.000	Operating	HACKNEY HARDWARE DEC INVOICES	0	01/13/12	01/13/2012	62.72
		590-548.000-743.000	Chem Lab	HACKNEY HARDWARE DEC INVOICES	0	01/13/12	01/13/2012	9.58
		590-548.000-743.000	Chem Lab	CULLIGAN WATER CONDITIONING WWTP	0	01/13/11	01/13/2012	27.45
		590-548.000-745.000	Uniform Al	CINTAS CORPORATION DEC INVOICES	0	01/18/12	01/18/2012	105.36
		590-548.000-802.000	Profession	ORCHARD, HILTZ & MCCLIMENT INC INVOICES THRU 12/10	0	01/18/12	01/18/2012	2,118.75
		590-548.000-802.000	Profession	CUMMINS BRIDGEWAY LLC SERVICE	0	006-19403	01/13/2012	393.60
		590-548.000-824.000	Testing &	DEXTER PHARMACY SHIPPING	0	01/17/12	01/17/2012	13.26
		590-548.000-920.001	Telephones	NEXTEL COMMUNICATIONS PERIOD 12/07-01/06	0	01/17/12	01/17/2012	80.86
		590-548.000-935.000	Bldg Maint	CINTAS CORPORATION DEC INVOICES	0	01/18/12	01/18/2012	75.00
		590-548.000-935.000	Bldg Maint	LOWE'S BUSINESS ACCOUNT wwtp	0	01/17/12	01/17/2012	347.93
		590-548.000-937.000	Equip Main	PARTS PEDDLER AUTO SUPPLY DEC INVOICES	0	01/13/12	01/13/2012	15.18
		590-548.000-937.000	Equip Main	HACKNEY HARDWARE DEC INVOICES	0	01/13/12	01/13/2012	158.97
Total Sewer Utilities Department								8,284.62
Fund Total								8,856.42

Fund: Water Enterprise Fund								
Dept: Administration								
		591-248.000-802.001	Audit	ORCHARD, HILTZ & MCCLIMENT INC INVOICES THRU 12/10	0	01/18/12	01/18/2012	517.50
Total Administration								517.50
Dept: Water Utilities Department								
		591-556.000-721.000	Health & L	SMALL BUSINESS ASSOC OF MICH FEBRUARY COVERAGE	0	01/17/12	01/17/2012	816.88
		591-556.000-721.001	Retiree He	SMALL BUSINESS ASSOC OF MICH FEBRUARY COVERAGE	0	01/17/12	01/17/2012	571.69
		591-556.000-722.000	Life & Dis	LINCOLN FINANCIAL COVERAGE 02/01-02/29/2012	0	01/17/12	01/17/2012	58.01
		591-556.000-740.000	Operating	STAPLES BUSINESS ADVANTAGE OFFICE SUPPLIES	0	01/17/12	01/17/2012	51.20
		591-556.000-740.000	Operating	LOWE'S BUSINESS ACCOUNT DEC INVOICE	0	01/13/12	01/13/2012	25.00
		591-556.000-740.000	Operating	HACKNEY HARDWARE DEC INVOICES	0	01/13/12	01/13/2012	83.92
		591-556.000-745.000	Uniform Al	CINTAS CORPORATION DEC INVOICES	0	01/18/12	01/18/2012	158.04
		591-556.000-751.000	Gasoline &	CORRIGAN OIL COMPANY FUEL	0	5610629	01/13/2012	762.71
		591-556.000-802.000	Profession	ORCHARD, HILTZ & MCCLIMENT INC INVOICES THRU 12/10	0	01/18/12	01/18/2012	115.00
		591-556.000-802.000	Profession	TETRA TECH AS NEEDED SERVICES	0	50524938	01/13/2012	571.80
		591-556.000-824.000	Testing &	PARAGON LABORATORIES INC LAB	0	69260	01/13/2012	40.00
		591-556.000-920.000	Utilities	DEXTER COMMUNITY SCHOOLS 5TH WELL	0	01/13/12	01/13/2012	1,971.18
		591-556.000-920.001	Telephones	NEXTEL COMMUNICATIONS PERIOD 12/07-01/06	0	01/17/12	01/17/2012	53.91
		591-556.000-935.000	Bldg Maint	HACKNEY HARDWARE DEC INVOICES	0	01/13/12	01/13/2012	87.96

INVOICE APPROVAL LIST BY FUND

Date: 01/19/2012
 Time: 10:01am
 Page: 6

illage of Dexter

fund	Department	GL Number	Vendor Name	Check	Invoice	Due	Amount
Account	Account	Abbrev	Invoice Description	Number	Number	Date	
fund: Water Enterprise Fund							
Dept: Water Utilities Department							
591-556.000-937.000	Equip Main		KLAPPERICH WELDING cover plates	0	237	01/17/2012	48.00
591-556.000-937.000	Equip Main		PARTS PEDDLER AUTO SUPPLY DEC INVOICES	0	01/13/12	01/13/2012	125.03
591-556.000-937.000	Equip Main		DIXON ENGINEERING, INC. MAINTENANCE	0	01/13/12	01/13/2012	2,000.00
591-556.000-970.000	Capital Im		HACKNEY HARDWARE DEC INVOICES	0	01/13/12	01/13/2012	252.60
591-556.000-977.000	Equipment		GRAINGER FIRE HOSE	0	9719392954	01/17/2012	421.20
591-556.000-977.000	Equipment		ETNA SUPPLY CO METER SUPPLIES	0	S100310074.001	01/13/2012	257.87
Total Water Utilities Department							8,472.00
Fund Total							8,989.50
fund: Trust & Agency Fund							
Dept: Assets, Liabilities & Revenue							
701-000.000-253.052	K-Space		ORCHARD, HILTZ & MCCLIMENT INC INVOICES THRU 12/10	0	01/18/12	01/18/2012	206.25
701-000.000-253.059	LaFontaine		ORCHARD, HILTZ & MCCLIMENT INC INVOICES THRU 12/10	0	01/18/12	01/18/2012	180.50
701-000.000-253.061	DAPCO Addi		ORCHARD, HILTZ & MCCLIMENT INC INVOICES THRU 12/10	0	01/18/12	01/18/2012	1,206.50
701-000.000-255.004	Forest Str		ORCHARD, HILTZ & MCCLIMENT INC INVOICES THRU 12/10	0	01/18/12	01/18/2012	792.50
701-000.000-255.006	Mill Creek		ORCHARD, HILTZ & MCCLIMENT INC INVOICES THRU 12/10	0	01/18/12	01/18/2012	696.75
Total Assets, Liabilities & Revenue							3,082.50
Fund Total							3,082.50
Grand Total							211,404.23



AGENDA 1-23-12
ITEM K-1

RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
BUREAU OF CONSTRUCTION CODES
IRVIN J. POKE
DIRECTOR

STEVEN H. HILFINGER
DIRECTOR

STATE BOUNDARY COMMISSION
30 DAY COMMENT PERIOD FOLLOWING PUBLIC HEARING

JANUARY 17, 2012 - FEBRUARY 16, 2012
DOCKET #10-I-2

**PROPOSED INCORPORATION OF THE VILLAGE OF DEXTER AS A
HOME RULE CITY, WASHTENAW COUNTY**

Oral or written comments may be presented in person at the public hearing or submitted in writing by email or facsimile no later than 5:00 p.m. February 16, 2012. Written comments submitted by mail must be postmarked no later than February 16, 2012.

ALL CORRESPONDENCE MUST BE IDENTIFIED BY DOCKET #10-I-2. AND CLEARLY STATE WHETHER YOU SUPPORT OR OPPOSE THIS PROPOSED INCORPORATION

Address your correspondence as follows:

State Boundary Commission
Michigan Department of Licensing and Regulatory Affairs
P.O. Box 30254
Lansing, Michigan 48909

Email: obrienk@michigan.gov
Facsimile: (517) 241-6301

**THE DEADLINE FOR SUBMITTING WRITTEN COMMENT IS
FEBRUARY 16, 2012**

(Correspondence submitted by mail must be postmarked no later than this date)

All information received during this 30-day period will be distributed to each member of the State Boundary Commission. It will be given the same consideration as evidence and testimony received and presented at the public hearing. Since an audio transcript of this public hearing will be provided to each member of the State Boundary Commission, it is not necessary to duplicate in writing any oral comments that were presented at the hearing.

Providing for Michigan's Safety in the Built Environment

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Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities.
P.O. BOX 30254 • LANSING, MICHIGAN 48909
www.michigan.gov/bcc • Telephone (517) 241-9302 • Fax (517) 241-9570

VILLAGE OF DEXTER

8140 Main Street Dexter, MI 48130-1092

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

MEMO

To: Council Members and Donna Dettling, Village Manager
From: Shawn Keough, Village President
Date: January 23, 2012
Re: 2012 Road Improvement Projects

At the December 27, 2011 Village Council meeting, I expressed a concern about the condition of Edison Street following the recent construction and asked Council to consider whether there was support to make improvements to Edison in the spring of 2012. As you know, the water main improvements along Edison are substantially complete and the restoration along Edison Street will take place as soon as Mother Nature allows, likely in early April. My thought was that if there was Council support, the Village still had enough time during the months of February and March to develop street improvement plans prior to the full restoration.

The Village's 2011 – 2012 Budget includes planned improvements to Main Street from Jeffords to Baker and to Central Street from Second Street to the Mast Road bridge. While I have been highly supportive of both of these projects, my question for Council was whether or not we should postpone Main Street improvements one year to 2013 in lieu of making improvements to Edison Street in 2012.

Prior to our last Council meeting, Council had a workshop to review the design progress for the Main Street and Central Street projects. We also discussed the question of whether to move Edison up on the priority list. We learned that the plans for Central Street are nearly complete and that our engineers are planning to bid the project in late February or early March 2012. We learned that Main Street can also be ready to bid a little later this spring.

While most of Council seems to agree that the condition of Edison has deteriorated during the construction, there was very little support at either of the two discussions to move Edison Street up this year. I appreciate the opportunity to discuss this with Council over the past few weeks and thank you for allowing me to present the question, but unless I hear otherwise, it is my recommendation that we stay the course with our two planned projects (Main Street project and Central Street project) in 2012. These two projects will have a huge impact on our community going forward. I am making this recommendation so that our staff and consultants can move forward without hesitation regarding which projects we plan to implement.

I feel that we can continue to discuss a timeline and plan for Edison as part of our capital improvement plan development and budget planning for 2012 – 2013. We will certainly have to maintain the integrity of Edison Street in the interim. In order to do that, my other recommendation would be for Council to allow a little extra funding in the road maintenance line items for the spring of this year and in our upcoming 2012 – 2013 budget so that our Department of Public Works can address any potholes or pavement repairs that may be required over the coming months. Hopefully with a little attention and the fact that Edison has a low traffic volume, we will be able to maintain it adequately for safe travel until a future plan is developed. Thanks again for the consideration of this.

I am not suggesting any vote be taken at this time, as the budget is already set with the Central Street and Main Street projects. It is my hope that this memorandum meets your concurrence and that we allow staff to move forward.

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



Memorandum

To: Village Council and President Keough
Donna Dettling, Village Manager
From: Allison Bishop, AICP, Community Development Manager
Re: Dexter Wellness Center – Combined Site Plan Approval
#2011-03
Date: January 18, 2012

PLANNING COMMISSION DECISION

Included in your packet is the combined site plan for the Dexter Wellness Center dated 1-10-12, with 11x17 revised sheets dated 1-18-12. The site plan was revised following the Planning Commission’s recommendation for approval on January 2, 2012 and again following staff comments and the OHM review dated January 17, 2012. The Planning Commission’s motion for approval was as follows:

Based upon the information received from the applicant, reflected in minutes of this meeting, and in conformance with Section 21.04(E)3 of the Village of Dexter Zoning Ordinance, the Planning Commission finds the Dexter Wellness Center combined site plan dated 11-23-11 meets the requirements to recommend the combined site plan.

In making this determination, the following additional conditions shall apply:

1. Applicable concerns noted in the planning consultant, engineering consultant and DAFD reviews included in the January 3, 2012 Planning Commission packet.

It has been confirmed that the applicant has addressed the Planning Consultant comments, see review on page 2 of this report and attached.

It has not been confirmed that the outstanding OHM review items have been addressed; however the applicant has indicated that they intend to revise the plans prior to final submittal and will meet all the requirements. The easements that are required for storm and water main are currently being drafted by the applicant for review and approval by OHM. The Village has also confirmed with the school the need for the easements and their willingness to grant the easements. It is anticipated that the Village will have the easements in hand for review by the Council meeting and that the temporary easements will be executed prior to construction and then permanent easements will be executed following completion of the construction.

A tap fee payment agreement has also been submitted by the applicant requesting the 3 year payment plan for the tap fee given the significant cost of the tap fee. The tap fee calculations are also shown on page 1 of the site plan and the agreement is attached.

Pursuant to Section 21.05 of the Village of Dexter Zoning Ordinance staff has authorized the applicant to submit for combined preliminary and final site plan. Please note that due to the

approval to submit the site plan as a combined preliminary and final site plan, the site plan will not be back before the Planning Commission or Village Council for additional approvals.

REVIEW

The Village Council is being asked to take action on the combined site plan for the Dexter Wellness Center.

The Wellness Center site plan was originally approved in 2007; however the project was not constructed. The applicant has proposed a new site plan with a few minor changes to the building floor plan, elevation and parking lot layout. The building use as a wellness center remains the same, along with the location of the building on the property.

The Dexter Wellness Center is located within the Baker Road Corridor and is Phase 2 of the previously approved Colorbok Redevelopment. The applicant is proposing to construct a 48,070 square foot building that is 28' in height (excluding the parapet).

Consultant reviews are included in the packet. It has been verified that the outstanding items listed in the Carlisle Wortman review have been addressed as follows:

1. *Provide additional parking spaces as required or have Planning Commission to consider modifying parking requirements. On January 2, 2012, the Planning Commission granted the following parking space numerical requirement waiver based on the applicant's request (attached):*

In accordance with Section 5.01(G) of the Village of Dexter Zoning Ordinance the Planning Commission moves to WAIVE the applicant's request to provide reduced parking spaces for the Dexter Wellness Center. The applicant's request MEETS the intent of the ordinance and the allowance for flexibility in the application of the parking space numerical requirements.

2. *Label bicycle hoops on the site plan. A note has been added to the plan dated 1-18-12, including installation details.*
3. *Provide revised calculation for the screening required along the northern property line. The requested note combining the buffers has been added to the site plan.*
4. *Obtain waivers from the Planning Commission for the use of existing plant materials in each of the proposed buffers. The Planning Commission granted waivers in 2007, minutes attached.*
5. *Obtain waiver of the screen wall, fence or berm along the adjacent property lines. Waiver granted in 2007.*
6. *Ensure the final site plan addresses dimming of lights after business hours. A note has been added to the plan dated 1-18-12.*
7. *Village Engineer to review proposed essential services. See OHM review.*

8. *Quantify architectural materials used pursuant to Section 15(D)04 of the Baker Road Corridor standards to ensure compliance. The following was provided and is in conformance with the requirements.*

Brick veneer	14,336 s.f.
Split face CMU	7,800 s.f.
Store front/curtain walls windows	6,380 s.f.
Exit doors	227 s.f.

RECOMMENDATION

Per Section 21.04(E)3 the Planning Commission/Village Council shall consider the following standards when reviewing a combined site plan:

- a. That the final site plan conforms to the preliminary site plan as approved by the Village Council;
- b. That the plan meets all applicable standards in Section 21.04D(2). herein;
- c. That the plan meets the specifications of Dexter Village for fire and police protection, water supply, sewage disposal or treatment, storm drainage, and other public facilities and services, and has been reviewed by the Village Planner, Village Fire Chief and the Village Engineer;
- d. That the proposed development will not cause soil erosion or sedimentation problems;
- e. That the drainage plan for the proposed development is adequate to accommodate anticipated storm water runoff and will not cause undue runoff onto neighboring property or overloading of watercourses in the area; that the proposed development is coordinated with improvements serving the subject property and with the other developments in the general vicinity;
- f. That outside lighting will not adversely affect adjacent or neighboring properties, or traffic on adjacent streets;
- g. That outdoor storage of garbage and refuse is contained, screened from view, and located so as not to be a nuisance to the subject property or neighboring properties;
- h. That grading or filling will not destroy the character of the property or the surrounding area and will not adversely affect the adjacent or neighboring properties;
- i. That parking layout will not adversely affect the flow of traffic within the site or to and from the adjacent streets;
- j. That the plan meets the standards of other government agencies, where applicable, and that the approval of these agencies has been obtained or is assured; and
- k. That the plan provides for the proper expansion of existing public streets serving the site, where applicable.
- l. That the plan meets all other requirements /standards established by the Village of Dexter.

It is recommended that the Village Council approve the combined site plan for the Dexter Wellness Center contingent upon the outstanding requirements being met. Outstanding requirements include:

1. Meeting the engineering review requirements listed in the January 17, 2012 review.
2. Submission of 5 revised plan sets in accordance with Section 21.04(E), including floor plans and elevations.

SUGGESTED MOTIONS

Based upon the information received from the applicant, reflected in minutes of this meeting, and in conformance with Section 21.04(E)3 of the Village of Dexter Zoning Ordinance, the Village Council finds the Dexter Wellness Center combined site plan dated 1-18-12 (**meets / fails to meet**) the requirements to recommend the combined site plan.

In making this determination, the following additional conditions shall apply:

1. Meeting the engineering review requirements listed in the January 17, 2012 review
2. Submission of 5 revised plan sets in accordance with Section 21.04(E), including floor plans and elevations.

OR

Move to **postpone** the action on the Dexter Wellness Center combined site plan dated 1-18-12 until (date) , to allow the applicant and Village Council time to address the following items:

1. _____
2. _____

Please contact me prior to the meeting with questions.

Thank you.

VILLAGE OF DEXTER
SITE PLAN REVIEW & SPECIAL USE APPLICATION

See Fee Schedule for Details; Receipt #: _____ Date Rec'd: _____

Additional required information for Special Use Permit:

15. Statement describing the use proposed. This should include information about the hours of operation, number of employees and clients, type of programming or services, traffic expected to be generated, and any other pertinent information and/or site development characteristics.
16. All applications are presented to the Planning Commission at a public hearing for a recommendation prior to begin forwarded to the Village Council for final consideration. Therefore, all applications must be submitted 4 weeks prior to 1st Monday of month in order to ensure proper notice time and preparation time. Incomplete applications cannot be processed.

[Signature] 12/15/11
Owner's Signature Date

[Signature] 12/15/11
Applicant's Signature Date

STAFF REVIEW:

Planning Commission review date: 1/3/12 - recomm. approval
Council review date: 1/22/12

Date _____ Approved
_____ Denied

APPROVAL STAMP

Reviewed by: _____

REASONS FOR DENIAL:

EXISTING NONCONFORMITY'S/ VARIANCES GRANTED:

DWC INVESTMENTS LLC

7444 Dexter-Ann Arbor Road, Suite F
Dexter, Michigan 48130

Phone: 734.426.998
Fax: 734.426.9985

January 17, 2012

Ms. Allison Bishop
Community Development Manager
Village of Dexter
8140 Main St.
Dexter, MI 48130

RE: Dexter Wellness Center
Tap Fee Payment Agreement

Dear Allison,

DWC Investments is requesting that the tap fees for the project be paid over three years per the attached tap fee payment agreement. The deferred payment plan will be a significant benefit in obtaining the required financing for the project.

We appreciate the Village of Dexter cooperating with us on this project.

Sincerely,



Steve Brouwer
Member – DWC Investments LLC



VILLAGE OF DEXTER

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

Multi-Year Tap Fee Payment Agreement

In accordance with the Village of Dexter Tap Fee Payment Policy adopted on November 14, 2011, DWC Investments LLC
(name of party responsible for payment of tap fee and individual contact information)
located at 2810 Baker Rd. is requesting that the required tap fee
payment be made in installments over a 3-year period accordance with the following
schedule:

Date of Issuance of Final Zoning Compliance: _____

One Year Anniversary of Issuance: _____

Second Year Anniversary of Issuance: _____

The tap fee calculation as determined by the Village Tap Fee Resolution, as amended, is
18.12 REU's. The amount of the tap fee payment each year shall be
\$48,314.00 for a total of \$144,942.00.

The Village will send an invoice to the above stated address no less than 20 days before
the payment of the tap fee is due. The undersigned acknowledges that if the payment is
not made by the stated deadline water service to the property will be suspended.

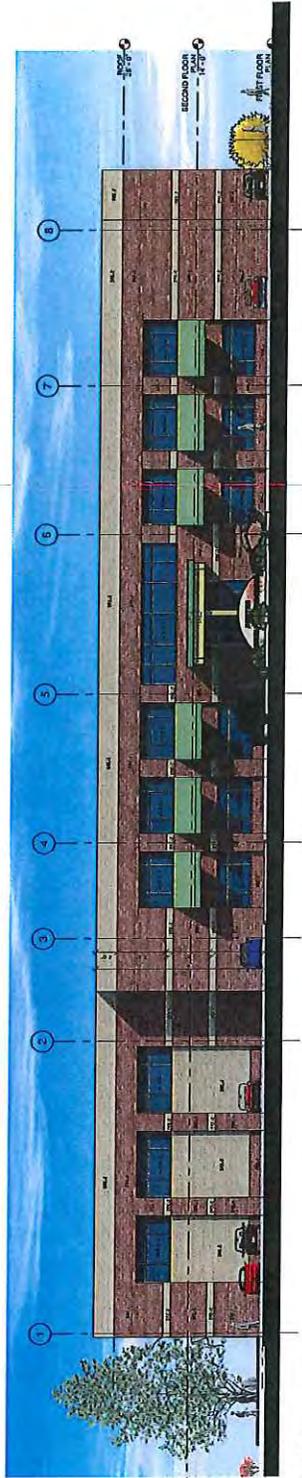
This agreement is signed this _____ day of _____, _____

Village Manager Signature

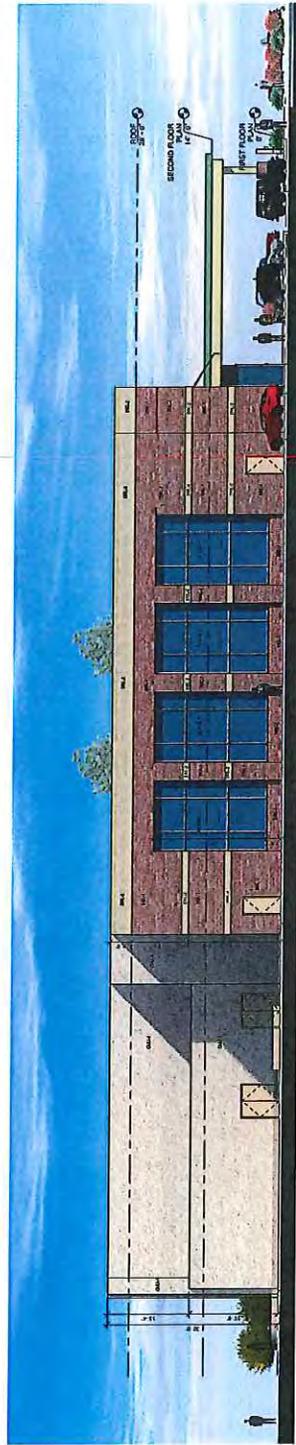
Village Manager Print Date

 for DWC Investments LLC
Party Responsible for Payment of Tap Fee
Signature

Steve Brouwer 1/19/12
Responsible Party Print Date



① WEST ELEVATION
3/22 - 1/19



② NORTH ELEVATION
3/22 - 1/19

MATERIAL LEGEND AND QUANTITIES

REF	MATERIAL DESCRIPTION	QUANTITY
001.1	BRICKS	11,945.9
002.1	CONCRETE	2,289.2
003.1	WOODEN FLOORING	2,289.2
004.1	PAINT (EXTERIOR)	22.9
005.1	PAINT (INTERIOR)	2,289.2



ORLSON LAYDE COLLABORATIVE
Architecture - Acquisitions - Interior Design
7575 DR. PHILLIPS ORLANDO FL 32819
T: 407.992.0470 F: 407.992.0474

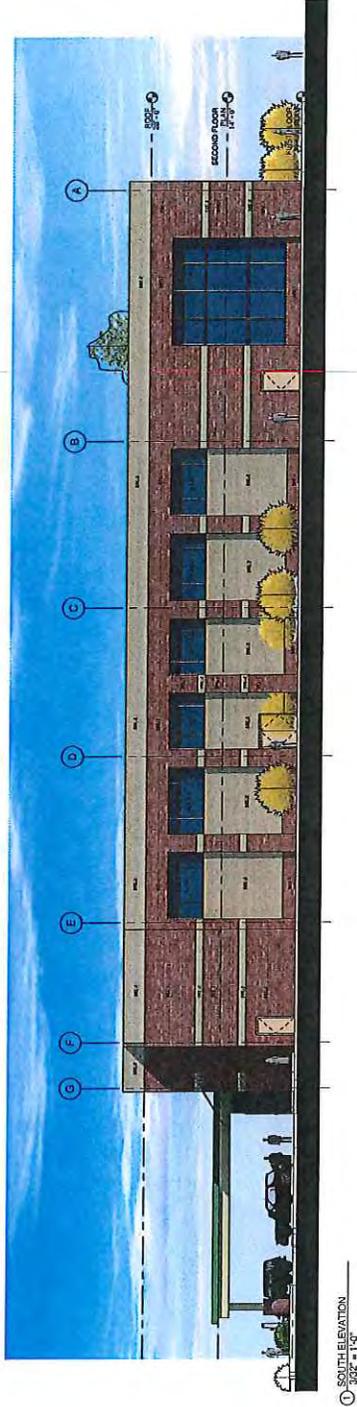


DEXTER
HEALTH & WELLNESS CENTER
DEXTER, MICHIGAN

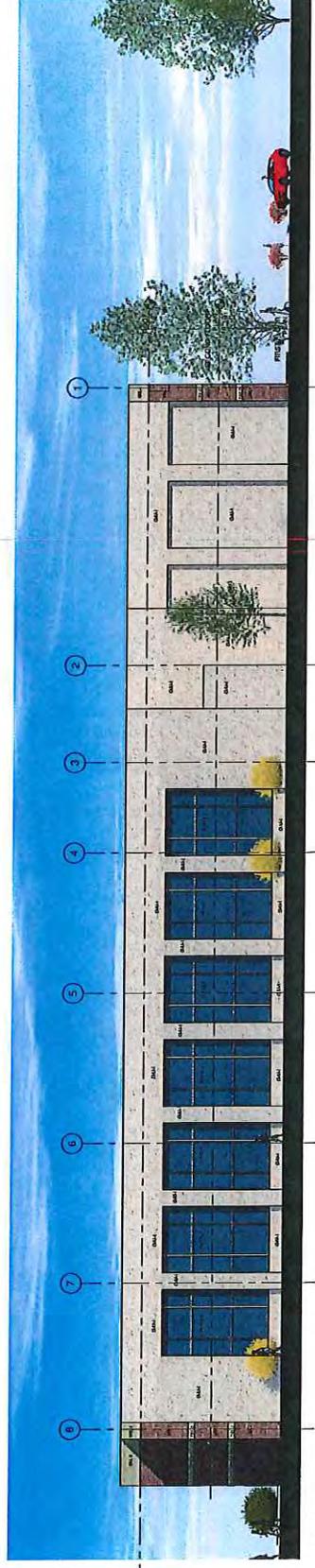
ELEVATIONS

SHEET: ELEVATIONS
DATE: 1/3/2012
SCALE: As Indicated
CLC #: 11014

A103



① SOUTH ELEVATION
3/32" = 1'-0"



② EAST ELEVATION
3/32" = 1'-0"



ORLAWSON LAVOIE COLLABORATIVE
Architects - Interiors - Interior Design
7575 DR. PHILLIPS ORLANDO FL 32819
T: 407.592.0470 F: 407.592.0474

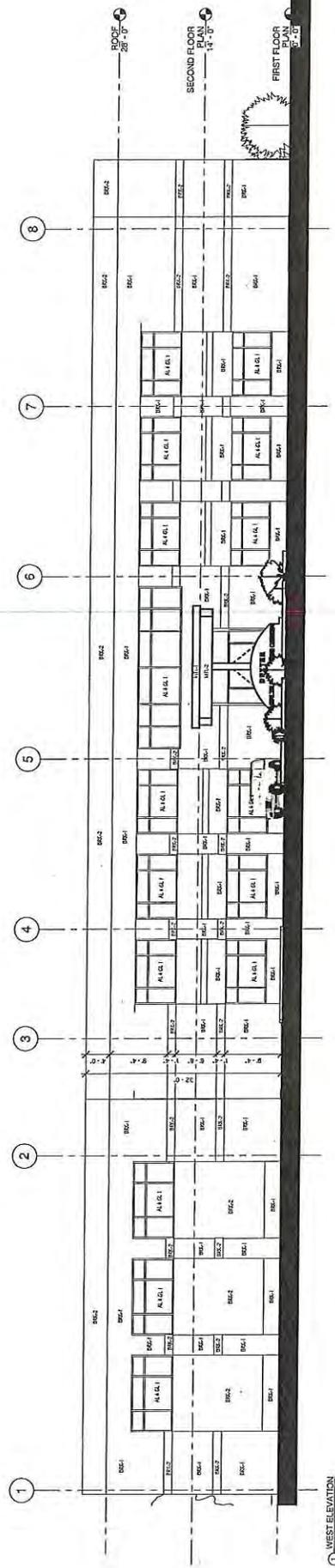


DEXTER
HEALTH & WELLNESS CENTER
DEXTER, MICHIGAN

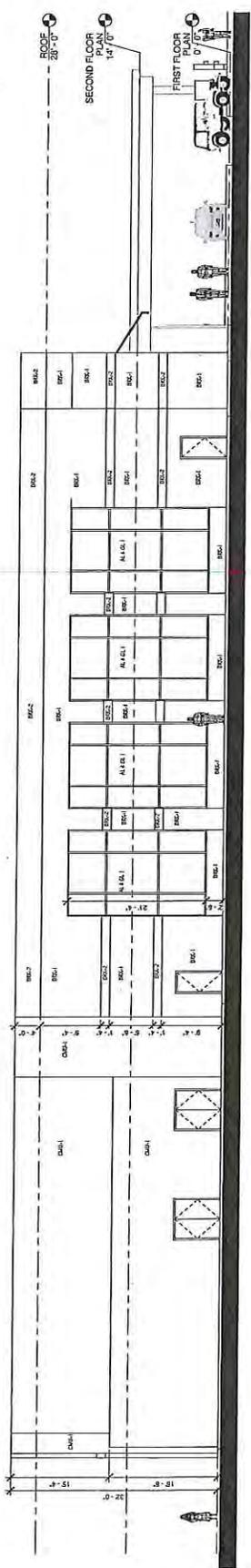
ELEVATIONS

SHEET ELEVATIONS
DATE: 12/2012
SCALE: 3/32" = 1'-0"
CLP #: 1004

A104



1 WEST ELEVATION
1/8" = 1'-0"



2 NORTH ELEVATION
1/8" = 1'-0"

MATERIAL LEGEND AND QUANTITIES

REF	MATERIAL DESCRIPTION	QUANTITY
DF-1	WALL DOORFRAME	14,100 SF
DF-2	WALL DOOR	7,000 SF
DF-3	WALL WINDOW	10,100 SF
DF-4	WALL WINDOW	10,100 SF
DF-5	WALL WINDOW	10,100 SF
DF-6	WALL WINDOW	10,100 SF
DF-7	WALL WINDOW	10,100 SF
DF-8	WALL WINDOW	10,100 SF
DF-9	WALL WINDOW	10,100 SF
DF-10	WALL WINDOW	10,100 SF



OLSON LYDLETT COLLABORATIVE
Architectural, Academic, Interior Design
7595 DR. PHILLIPS ORLANDO FL 32819
T: 407.592.0470 F: 407.592.0474



DEXTER
HEALTH & WELLNESS CENTER
DEXTER, MICHIGAN

ELEVATIONS

SHEET: ELEVATIONS
DATE: 1.9.2012
SCALE: As Indicated
CLC #: 1104

A103

January 17, 2012

VILLAGE OF DEXTER

8140 Main Street
Dexter, MI 48130



Attention: Ms. Allison Bishop
Community Development Manger

Regarding: **Dexter Wellness Center 2011 – Combined Site Plan Review #2**
OHM Job # 0130-11-1071

Dear Ms. Bishop:

The revised combined site plan dated January 10, 2012 for the above-mentioned project has been reviewed for conformance with the requirements for final site plans as indicated in the Village of Dexter Engineering Standards Manual. The plans are recommended for approval as noted. The following comments should be addressed prior to submitting final plans:

Permits and Easements:

1. The MDEQ permits for water main and sanitary sewer construction have both expired for this site. Once the water main and sanitary sewer comments are addressed, the applicant should submit 4 plan sets of water main plans and 4 plans sets of sanitary sewer plans, along with permit applications, for submittal to the MDEQ. The Village of Dexter will apply for these permits.
2. An easement for the redirection of the storm water to the 36-inch storm sewer on the school property needs to be obtained, and we understand the Village is assisting with this communication.
3. A temporary construction easement from the school property to the south will be needed for storm sewer construction and water main construction.
4. The outlet control structure abutting the east end of the property will be reconstructed as part of this project. A temporary construction easement should be obtained for the construction of this.

Water:

5. Plans propose 2.5-inch ductile iron water service lead. The plans and the water main quantities list should be revised to Type “K” Copper as indicated in the utility notes for water.
6. It is noted that the applicant is proposing to connect the proposed public water main to an existing water service lead on the north side of the property, and convert the water service to a public main. Information regarding the existing water service, such as type of pipe and size, still needs to be provided.

Drainage System:

7. The drainage area to the proposed outlet control structure (Structure OS-18) and a summary of the attenuation computations completed within HydroCAD should be included should be shown on sheet C-6. In addition, the outlet orifices and top of structure should be revised to accommodate the total drainage area.

Paving and Grading:

8. We note that crushed concrete is proposed for the aggregate base course. The Village requires that MDOT 21AA crushed limestone, MDOT 23A limestone or MDOT 21A natural aggregate be provided for the aggregate base course.

The above comments should be addressed prior to re-submittal. A cover letter indicating how each comment in this letter was addressed should be submitted with the revised plans. Should there be any questions or comments, please contact this office at (734) 522-6711.

Sincerely,
ORCHARD, HILTZ & McCLIMENT, INC.

 (for)

Patrick M. Droze, P.E.
Engineer

cc: Ms. Donna Dettling, Village Manager
Mr. Dan Schlaff, Village Utilities
Steve Brouwer, AR Brouwer Co., LLC, 7444 Dexter-Ann Arbor Road, Suite F, Dexter, MI 48130
Emily McKinnon, P.E., JJR, LLC, 110 Miller Ave, Ann Arbor, MI 48104
File

A.R. Brouwer Co.

Design/Build General Contractors Consultants

January 3, 2012

Ms. Allison Bishop
Community Development Manager
Village of Dexter
8131 Main St.
Dexter, MI 48130

RE: Dexter Wellness Parking Requirements

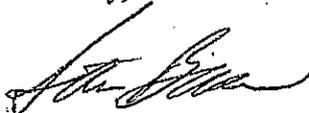
Dear Allison,

Pursuant to our discussion, we are requesting a waiver on the parking requirements for the project. When the project was originally approved in 2007, the master site development parking plan was thirty-three (33) spaces less than required due to the different times that each building on site would be in high demand. The Wellness Center from 5:30 AM to 7:30 AM and 4:30 PM to 6:30 PM, the Pharmacy Building from 8:00 AM to 5:00 PM and the third building expected to be similar to the pharmacy building. In addition, there is sufficient space on the south side of the Wellness Center to install additional parking spaces if the need arises.

Finally, the current site plan accounts for the parking spaces required for the proposed third building even though it has not been built. Consequently, this issue can be re-evaluated if required once the wellness center has been built and also during the review process for the third building when it is submitted for approval.

We appreciate your consideration of our request.

Sincerely,



Steve Brouwer
President



CARLISLE/WORTMAN ASSOCIATES, INC.
Community Planners /Landscape Architects

605 S. Main, Suite 1
 Ann Arbor, MI 48104
 734-662-2200
 fax 734-662-1935

6401 Citation Drive, Suite E
 Clarkston, MI 48346
 248-625-8480
 fax 248-625-8455

Date: December 29, 2011

Amended Final Site Plan Review For Village of Dexter, Michigan

Applicant: A.R. Brouwer Co, LLC

Project Name: Dexter Wellness Center

Plan Date: November 23, 2011

plan date 1/18/12 for consideration

Location: East side of Baker Road between Hudson and Dan Hoey Roads

Zoning: C-1, General Business

Action Requested: In accordance with Section 21.05 of the Zoning Ordinance the applicant requests to combine the preliminary and final site plan. As this is an amendment of a previously approved site plan we support this request.

Required Information: Provided.

PROJECT AND SITE DESCRIPTION

The applicant requests somewhat minor changes to the previously approved Dexter Wellness Center project. The project was originally planned as a multi-phase development and approved by the Village in 2007. The plan was then amended in 2009 and again approved. While the project is essentially unchanged in concept from the 2007 version the following changes are proposed (these are changes as compared to the last plan this office reviewed in August of 2009):

1. **Building Area:** The proposed fitness center building has been reduced in area from 53,081 s.f. to 48,070 s.f.
2. **Parking Circulation and Layout:** The proposed plan either completely eliminates or reduces the previously approved "dead-end" parking bays. In the previously approved

plan, bays of “dead-end” parking were found in both the north and south ends of the parking lot. Now only a small single-load parking bay on the north end of the site remains.

In association with the elimination of dead-end parking we note that the overall circulation within the parking lot has been improved with greater cross-access between parking bays.

3. **Number of parking spaces:** The reduction of building area, changes to the parking layout, and changes to the circulation pattern have also resulted in the reduction of overall parking on site. The August 2009 plan had 283 spaces and the plan as proposed now has 252 spaces a reduction of 31 spaces.

The project as proposed represents what is essentially phase II of the project, the fitness center. After completion of this phase only the 20,000 s.f. office found along Baker Road will remain undeveloped and could be considered phase III of the project. We also note a “future” expansion area shown on the south side of the fitness center that could be developed at a later date.

BAKER ROAD CORRIDOR OVERLAY DISTRICT

As noted in our previous reviews of this project the subject site is within the Baker Road Corridor Overlay District (BRC), which is Article XV D of the Zoning Ordinance, and is therefore subject to all of its standards. We find that the subject development meets the intent of the BRC to promote a downtown streetscape theme, minimizes curb cuts, and utilizes shared drives. The development should also improve pedestrian access in this area and foster the development of a mixed-use corridor.

Items to be addressed: None.

AREA, WIDTH, HEIGHT, SETBACKS

The proposed development meets all setback standards for the C-1 General Business District.

	C-1, Required	Proposed
Lot Area	10,000 square feet	323,215 square feet (7.42 acres)
Lot Width	70 feet	525 feet
Setbacks		
Front	Maximum 15 feet*	8 feet
Side	10 feet / 20 feet total	25 feet (existing pharmacy)
Rear	25 feet	103.36 feet

Building Height	35 feet maximum; 2 ½ stories	28 feet roof (32 feet to edge of parapet wall)
Lot Coverage	No requirement	NA

* The BRC regulations require new buildings to be set back a maximum of fifteen (15) feet.

All of the Village’s dimensional requirements have been satisfied.

Items to be addressed: None.

BUILDING LOCATION AND SITE ARRANGEMENT

The building locations and overall site arrangement are in substantial conformance with the previously approved site plan for this project. As noted above, we believe the changes as proposed represent an improvement over the previous layout.

Items to be addressed: None.

PARKING, LOADING

We have reviewed the applicants parking calculations found on sheet C-3 and find the method of calculation to correspond to the Village Zoning ordinance. Total required parking is 313 spaces. However, when we count the total number of spaces provided we count 252 spaces not 254 as noted on the plan. Using these calculations we find the overall site short in parking by 61 spaces.

The applicant may request the Planning Commission to modify parking requirements. According to Section 5.01 G. of the Dexter Zoning Ordinance:

“Planning Commission may permit deviations from the requirements of Section 5.03 and may require more or allow less parking whenever its finds that such deviations are more likely to provide a sufficient number of parking spaces to accommodate the specific characteristics of the use in question.

The Planning Commission may attach conditions to the approval of a deviation from the requirement of Section 5.03 that bind such approval to the specific use in question. Where a deviation results in a reduction of parking, the Planning Commission may further impose conditions, which ensure that adequate reserve area, is set-aside for future parking, if needed.”

The applicant should provide some information and justification that the amount of parking proposed will accommodate the specific characteristics of the uses in question. In our opinion it would seem that a certain amount of parking will be able to be shared by the various uses as the office and retail will require parking more during business hours and the

fitness center will likely require more parking in the evening when the offices are closed. Any details of this type of parking sharing should be provided by the applicant.

The amount of barrier-free parking required is based on Section 5.05 of the Village Zoning Ordinance. Based on these standards and the number of parking spaces proposed the applicant is required to provide 12 barrier free parking spaces and has provided 12 spaces.

Section 5.03 (*Parking Space Numerical Requirements*) of the Zoning Ordinance requires one bicycle hoop for every twenty (20) parking spaces provided. Based on the 252 spaces proposed, 13 bicycle hoops are required, 14 have been provided although they have not been labeled on the site plan.

All parking spaces and maneuvering lanes within the parking lot meet dimensional requirements.

Items to be addressed: 1) Provide additional parking spaces as required or have Planning Commission to consider modifying parking requirements. 2) Label bicycle hoops on the site plan.

SITE ACCESS AND CIRCULATION

Site access and circulation is unchanged from the previously approved site plan and remain acceptable. As noted above, the overall site circulation within the parking lot has been improved over the previous site plan.

Items to be addressed: None.

SAFETY PATHS/SIDEWALKS

We note a new sidewalk proposed extending perpendicular to the Baker Road sidewalk into the site providing a second pedestrian access to the fitness center area. Safety paths and sidewalks as proposed and constructed are acceptable.

Items to be addressed: None.

LANDSCAPING

The following comments are based on the proposed landscaping in association with the new parking and fitness center.

Composition -- The landscape plan meets the standard regarding the percentages of genus and species as required by Section 6.02 of the Zoning Ordinance. Note that no more than twenty-five (25) percent of any one plant genus or ten (10) percent of any one species is permitted. Based on the table provided by the applicant on sheet C-9 this standard has been met.

Greenbelt Street Trees – No new greenbelt trees are proposed as these were provided in Phase I (pharmacy) of the development.

Site Landscaping – We find the site landscaping calculation and number of plants proposed as depicted on sheet C-9 of the plan set meets ordinance requirements. The proposed plan exceeds overall landscaped area, number of site landscaping trees, and number of site landscaping shrubs.

Interior Parking Lot Landscaping – Per Section 6.08 of the Zoning Ordinance, at least three (3) percent of the total parking lot area shall be landscaped in addition to other landscaping requirements. Sheet C-9 of the plan set outlines the required standards and plants provided. The proposed plan meets or exceeds these standards.

Parking Lot Buffer – None of the proposed parking spaces abut a public road. This standard was addressed as a part of the review for phase I.

Buffer/Screen – The correct buffer types have been identified on the site plan as depicted on sheet C-9 of the plan set.

Northern property line: We find that a combination of buffer “A” and buffer “C” are required along the north property line. The eastern portion of this property line abuts residentially zoned property. This note and calculation as found on sheet C-9 should be revised to reflect this combination of buffer requirements.

Eastern and southern property lines: Buffer type “C” is required along both the eastern and southern property line where the project abuts residentially zoned property. We would note that the property to the south is not used in a residential manner as it is currently an elementary school.

An accurate calculation has been provided for both buffer areas and like the buffer to the north the applicant is requesting a waiver to account for existing trees within the buffer area. While the numbers of plant materials appear acceptable in the eastern and southern buffers (if existing vegetation is counted toward the total) there is also a requirement for a screen wall or berm to assist in the buffering.

A plan note indicates that a waiver is being requested and we assume this means the screen wall and/or berm as well as allowing existing plant material to be used. The applicant indicates that no fence or wall is being proposed due to “extreme topography.” We agree that the steep existing topography along the eastern property line calls into question the usefulness of a screen wall or berm here, and further as a school is located along the southern property line a screen wall or berm is probably not needed here either.

A tree replacement calculation has been provided and appears acceptable; however a note on the calculation indicates that a waiver is being requested. The applicant should clarify what the waiver being requested is for. We would not be in favor of a full waiver of the tree replacement requirements.

Dumpster Screening – Dumpster locations are proposed in the northeast and southwest corners of the site. The locations and screening of the dumpsters are acceptable.

Items to be addressed: 1) Provide revised calculation for the screening required along the northern property line. 2) Obtain waivers from the Planning Commission for the use of existing plant materials in each of the proposed buffers. 3) Obtain waiver of the screen wall, fence or berm along the adjacent property lines.

LIGHTING

A lighting plan has been provided. Eight (8) new pole mounted lights are proposed. The heights of the pole-mounted lights are all twenty (20) feet.

Note that the Zoning Ordinance requires that all outdoor lighting fixtures, including display lighting, turned off after close of business, unless needed for security purposes. In this case lighting should be reduced to a minimum level necessary. The applicant should ensure that there is a note on the lighting plan regarding how lighting will be reduced during evening hours. Details of the proposed light fixtures are acceptable. The photometric plan is acceptable.

Items to be addressed: Ensure the final site plan addresses dimming of lights after business hours.

ESSENTIAL SERVICES

The site is served by water and sanitary sewer service. The proposed uses should not impact Village essential services, i.e. sewer, water, police, or fire.

Stormwater will be detained in an on site detention basin. We defer to the Village's engineer to comment on essential services.

Items to be addressed: Village Engineer to review proposed essential services.

SIGNS

Sign applications should be provided to the Village at the time of installation.

Items to be addressed: None.

FLOOR PLANS AND ELEVATIONS

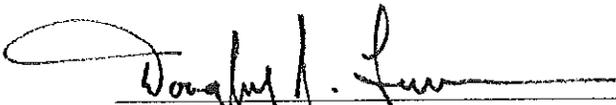
Detailed floor plans and elevations are provided. It appears that the architectural standards of Section 15(D).04 can be met. To ensure compliance we would ask the applicant to quantify the materials used as outlined in the Baker Road Corridor standards.

Items to be addressed: Quantify architectural materials used pursuant to Section 15(D)04 of the Baker Road Corridor standards to ensure compliance.

CONCLUSION

Prior to approval of the final site plan, the comments of this review should be addressed to the satisfaction of Planning Commission. Our comments are summarized below:

1. *Provide additional parking spaces as required or have Planning Commission to consider modifying parking requirements.*
2. *Label bicycle hoops on the site plan.*
3. *Provide revised calculation for the screening required along the northern property line.*
4. *Obtain waivers from the Planning Commission for the use of existing plant materials in each of the proposed buffers.*
5. *Obtain waiver of the screen wall, fence or berm along the adjacent property lines.*
6. *Ensure the final site plan addresses dimming of lights after business hours.*
7. *Village Engineer to review proposed essential services.*
8. *Quantify architectural materials used pursuant to Section 15(D)04 of the Baker Road Corridor standards to ensure compliance*


CARLISLE/WORTMAN ASSOC., INC.
Douglas A. Lewan, PCP
Principal

cc: Steve Brouwer, A.R. Brouwer, 7444 Dexter Ann Arbor Road, Suite F, Dexter MI, 48130

-Moved Clugston, support Carson based on the information presented at the Planning Commission meeting and September 4, 2007 Public Hearing the Planning Commission moved to deny the recommendation for the proposed amendment to Article 4, Nonconformities.

Ayes: Carson, Wilcox, Bellefleur, Clugston, Kimmel, Kowalski, Phillips, McCormack, Bell
Nays: none
Motion Carried

B. Article 6, Landscaping Standards

1. Opening of the hearing at 8:32 PM
2. Presentation by Allison Bishop, Community Development Manager
3. Opening of the hearing to the floor-none
4. Consideration of the matter by the Commission Article 6, Landscaping Standards
5. The hearing was closed at 8:35 PM

-Moved Bell, support Bellefleur per Section 23.07, Criteria for Amendment to the Zoning Ordinance Text and the Public Hearing held by the Planning Commission on September 4, 2007, the Planning Commission has been provided with documentation from the Village Tree Board that demonstrates improved techniques to deal with certain landscaping provisions within the Village of Dexter Zoning Ordinance and therefore recommends that the Village Council adopt the recommended amendments to Article 6, Landscaping Standards.

Ayes: Phillips, McCormack, Bell, Clugston, Kimmel, Kowalski, Carson, Wilcox, Bellefleur
Nays: none
Motion Carried

Pre-Arranged Citizen Participation-none

Reports of Officers-

- A. Chair Kowalski-none
- B. Ex-Officio Carson: Update on August 15, 2007 Joint Meeting with Scio re: Sloan/Kingsley 425-County Planning Commission presented a rough draft of the 425 agreement, looking for resolution. Village Council will look at it the next meeting scheduled September 10, 2007.
- C. Community Development Office Report-Allison Bishop reports:
 1. Report included in packet.
 2. Schulz Development (Mill Creek Development) Update, very exciting development, a development agreement is in the process of being drafted and will be a three party agreement between the DDA, the Village and the developer. The applicant will submit a combined preliminary and final site plan for the October 1, 2007 meeting.

Citizens Wishing To Address the Commission-
none

Old Business-none

New Business

- A. Consideration of: Dexter Wellness Center- Landscaping from Section 6.04, Parking Lot Screening: Buffer Width and Existing Plant Material Credit

-Moved Clugston, support Bell pursuant to Section 6.13 of the Village of Dexter Zoning Ordinance the Planning Commission moves to waive Section 6.04 Parking Lot Screening Requirements for the six and a half (6 ½) foot buffer width and grant credit for the existing plant material credit because the proposed landscaping plan plus one additional buffer tree per Carlisle Wortman's review for the Dexter Wellness Center meets the intent of the ordinance.

Ayes: Carson, Wilcox, Bellefleur, Clugston, Kimmel, Kowalski, Bell, McCormack, Phillips
Nays: none
Motion Carried

- B. Consideration of: Dexter Wellness Center-Landscaping Waiver from Section 6.08, Parking Lot Landscaping: Buffer A and C Planting Requirements Wall, Berm Fence Requirement and Existing Plant Material Credit.

-Move Kimmel, support Clugston pursuant to Section 6.13 of the Village of Dexter Zoning Ordinance the Planning Commission moves to waive Section 6.08 Parking Lot Landscaping Screening for the northern, southern and eastern property lines and grant credit for the existing plant material because the proposed landscaping plan and existing landscaping and screening for the Dexter Wellness Center

meets the intent of the ordinance and because the steep changes in topography limit the benefits of the required landscaping and berming.

Ayes: Kimmel, Kowalski, Phillips, Bell, Clugston, McCormack, Bellefleur, Wilcox, Carson

Nays: none

Motion Carried

C.

Consideration of: Dexter Wellness Center-Landscaping Waiver from Section 6.14, Replacement Standards: Low Quality and Non-Native tree replacement.

-Moved Bellefleur, support Clugston pursuant to Section 6.13 of the Village of Dexter Zoning Ordinance the Planning Commission moves to conditionally waive Section 6.14 Tree Replacement Standards for the low quality, non-native trees on the Dexter Wellness Center **meets** the intent of the ordinance based on the condition that the information provided by the applicant is accurate. If information is determined to be inaccurate then the waiver should return to the Planning Commission on October 1, 2007.

Ayes: Bellefleur, Carson, McCormack, Wilcox, Clugston, Bell, Phillips, Kimmel

Nays: Kowalski

Motion Carried

D. Consideration of: Dexter Wellness Center Final Site Plan #1

-Moved Bell, support Bellefleur based upon the information received from the applicant, and reflected in the minutes of this meeting, the Planning Commission finds that the final site plan for the Dexter Wellness Center dated 8-10-07 **meets** the required standards and findings for final site plan approval pursuant to Section 21.04 of the Zoning Ordinance and recommends that the Village Council **approve** the final site plan.

In making this determination, the following conditions shall apply:

1. Concerns noted in the Engineering Consultant review #1 dated August 23, 2007.
2. Concerns noted in the Planning Consultant review memo dated August 24, 2007.
3. Concerns noted in the Water Utilities Department review dated June 4, 2007.
4. The final site plan is subject to the July 20, 2007 development agreement letter.
5. All representations of Phase 2 buildings shall be for planning purposes only and not part of site plan approval.
6. The parking plan and eventual single driveway to the site will be completed no later than 5 years from the completion of the Phase 1 building (per date of C of O). If the parking plan is not completed, the Village may, at its option, close any additional drives and remove them with the cost of such removal to be charged to the property owner.
7. If the information provided by the applicant is determined to be inaccurate then the Final Site Plan should return to the Planning Commission.

Ayes: Phillips, Kimmel, Kowalski, Bell, Clugston, Bellefleur, Carson, McCormack, Wilcox

Nays: none

Motion Carried

Recess-none

Proposed Business for Next Agenda

- A. Dexter Wellness Center Final Site Plan
- B. Schulz Development (Mill Creek Building) Site Plan

Citizens Wishing To Address the Commission-none

Adjournment

-Moved Bellefleur, support Bell to adjourn the meeting at 9:47 p.m.

Voice vote: Unanimous

Motion carried

Respectfully submitted,

Brenda Tuscano
Recording Secretary

Filing Approved _____,07

VILLAGE OF DEXTER

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 23, 2012
Re: Discussion of Dexter-Pinckney Road Sidewalk Improvements

Included for your review are several items related to the Dexter-Pinckney Road Sidewalk Improvements. This is a discussion item prior to approval at the February 13, 2012 meeting to request approval to enter into the agreement and authorize the WCRC to go out for bids to complete this project. Listed below are the items for review, as well as other updates relevant to this project.

1. A design layout of the improvements, this is a color 11 X 17 map loose in your packet.
 2. A draft agreement to be entered into between the WCRC and the village for the total amount of the project \$86,250.00.
 3. Engineer's Opinion of Costs
 4. A copy of the approved Agreement from October 18, 2011 for \$10,000 that covered design services for this project.
 5. A copy of an early worksheet with estimated costs on several different options for the path is included for your review. As you may recall we decided that a 5 foot concrete sidewalk was our preference.
- Easements were provided to the Cedar's of Dexter and the Dexter Historical Society. Both have indicated that they will sign the easements which means we will have signed easements in hand prior to the bidding of this project.
 - No trees will be removed to construct the sidewalk.
 - Extra costs for guy wire relocation, slope restoration and pedestrian signal costs increased the construction cost from our original cost estimate.
 - The WCRC is hoping that bids come in lower then the Engineer's Opinion of Costs.
 - The WCRC will be spending approximately \$18,000 to upgrade the traffic signal in the project area.
 - Council set aside \$100,000 for a sidewalk connection on Dexter-Pinckney Road.
 - Council will have the opportunity to approve the bid award prior to the WCRC entering into a construction contract.

Staff will be recommending that we enter into the agreement with the Road Commission to complete this project at the next meeting.

DRAFT

**VILLAGE OF DEXTER AGREEMENT
FOR DEXTER-PINCKNEY SIDEWALK IMPROVEMENTS**

THIS AGREEMENT made and entered into this _____ day of _____, 2012 by and between the Village of Dexter (the "Village") and the Board of Washtenaw County Road Commissioners (the "Road Commission").

WHEREAS, the Village desires to construct a five-foot wide concrete sidewalk along Dexter-Pinckney Road to Westridge Drive and near the intersection of Dexter-Pinckney Road and Island Lake Road in order to interconnect pedestrian and non-motorized systems within the Village (the "Project"); and

WHEREAS, the Road Commission has agreed to design and prepare bid documents for the Project on behalf of the Village as enumerated in the October 18, 2011 Agreement;

WHEREAS, the Village desires the Road Commission to provide the project administration, construction engineering services, construction layout and inspection ("CE Cost") for the Project on behalf of the Village;

WHEREAS, the Road Commission will bid the Project on behalf of the Village, execute the necessary construction contract with a Contractor and oversee the Project throughout construction, in accordance with the Road Commission's standard practices and procedures;

WHEREAS, the expected costs for the Project are \$86,250 which includes the opinion of probable construction costs of \$75,000; and the Road Commission's CE Cost of \$11,250.

WHEREAS, the Village shall promptly reimburse the Road Commission upon receipt of any invoices for all costs and expenses attributed to the Project;

WHEREAS, the Village shall own, operate, maintain and repair the sidewalk constructed as part of the Project in perpetuity.

THEREFORE, BE IT AGREED that the Village will pay the Road Commission for all actual costs incurred associated with the construction of the Project estimated to be \$75,000;

BE IT FURTHER AGREED that the Village shall pay the Road Commission an amount not to exceed \$11, 250 for the CE Cost.

FOR VILLAGE OF DEXTER:

_____ Witness
Shawn W. Keough, Village President

_____ Witness
Donna Dettling, Village of Dexter

**VILLAGE OF DEXTER AGREEMENT
FOR DEXTER-PINCKNEY SIDEWALK IMPROVEMENTS**

FOR WASHTENAW COUNTY ROAD COMMISSION:

Douglas E. Fuller, Chair

Witness

Roy D. Townsend, Managing Director/
County Highway Engineer

Witness

WCRC

Engineer's Opinion of Costs

Project Number: 454-003-657

Project Engineer: Matthew MacDonell

Estimate Number: 1

Date Created: 12/27/2011

Project Type: New Construction

Fed/State #:

Location: Dexter-Pinckney Road

Fed Item:

Island Lake Road

Control Section:

Description: Village of Dexter Sidewalk Improvements

Line	Pay Item	Description	Quantity	Units	Unit Price	Total
0001	1500001	Mobilization, Max. _____	1.00	LS	\$6,800.00	\$6,800.00
0002	2017002	_ Station Grading	6.20	Sta	\$475.00	\$2,945.00
0003	2040020	Curb and Gutter, Rem	50.00	Ft	\$10.00	\$500.00
0004	2080024	Erosion Control, Inlet Protection, Sediment Trap	1.00	Ea	\$100.00	\$100.00
0005	2080036	Erosion Control, Silt Fence	515.00	Ft	\$2.00	\$1,030.00
0006	3010002	Subbase, CIP	80.00	Cyd	\$20.00	\$1,600.00
0007	3020001	Aggregate Base	40.00	Ton	\$15.00	\$600.00
0008	4010012	Culv End Sect, 12 inch	2.00	Ea	\$400.00	\$800.00
0009	4010018	Culv End Sect, 18 inch	2.00	Ea	\$500.00	\$1,000.00
0010	4010131	Culv, CI A, 12 inch	30.00	Ft	\$25.00	\$750.00
0011	4010133	Culv, CI A, 18 inch	21.00	Ft	\$30.00	\$630.00
0012	4030306	Dr Structure, Tap, 6 inch	1.00	Ea	\$100.00	\$100.00
0013	4037050	_ Dr Structure, 9 inch x 9 inch	1.00	Ea	\$300.00	\$300.00
0014	4047001	_ Sewer, PVC Schedule 40, 6 inch	42.00	Ft	\$10.00	\$420.00
0015	5010005	HMA Surface, Rem	9.00	Syd	\$20.00	\$180.00
0016	5010025	Hand Patching	25.00	Ton	\$100.00	\$2,500.00
0017	6020056	Conc Pavt, Misc, Nonreinf, 9 inch	9.00	Syd	\$25.00	\$225.00
0018	8020038	Curb and Gutter, Conc, Det F4	50.00	Ft	\$20.00	\$1,000.00
0019	8030010	Detectable Warning Surface	20.00	Ft	\$15.00	\$300.00
0020	8030036	Sidewalk Ramp, Conc, 6 inch	220.00	Sft	\$10.00	\$2,200.00
0021	8030044	Sidewalk, Conc, 4 inch	2,880.00	Sft	\$4.00	\$11,520.00
0022	8110041	Pavt Mrkg, Ovly Cold Plastic, 12 inch, Crosswalk	60.00	Ft	\$5.00	\$300.00
0023	8110045	Pavt Mrkg, Ovly Cold Plastic, 24 inch, Stop Bar	15.00	Ft	\$10.00	\$150.00

Line	Pay Item	Description	Quantity	Units	Unit Price	Total
0024	8120170	Minor Traf Devices	1.00	LS	\$8,000.00	\$8,000.00
0025	8167011	_ Slope Restoration	1,000.00	Syd	\$10.00	\$10,000.00
0026	8207060	_ Guy Wire Relocation	1.00	Dir	\$800.00	\$800.00
0027	8207060	_ Pedestrian Signal Cost	1.00	Dir	\$20,250.00	\$20,250.00
Estimate Total:						\$75,000.00

**VILLAGE OF DEXTER AGREEMENT
FOR DEXTER-PINCKNEY ROAD PATHWAY**

THIS AGREEMENT made and entered into this 18 day of October, 2011 by and between the Village of Dexter (the "Village") and the Board of Washtenaw County Road Commissioners (the "Road Commission").

WHEREAS, the Village desires to construct a five foot wide concrete sidewalk along Dexter Pinckney Road to Westridge Drive and near the intersection of Dexter-Pinckney Road and Island Lake Road in order to interconnect pedestrian and non-motorized systems within the Village (the "Project"); and

WHEREAS, the Project will construct a sidewalk in order to connect the Cedars of Dexter and Gordon Hall to the existing sidewalk network in the Westridge of Dexter subdivision; and

WHEREAS, the Village wishes to construct the sidewalk to provide connectivity while preserving as much of the current vegetation in the area as possible; and

WHEREAS, the Project includes the construction of a crosswalk and pedestrian signal for the southeast leg of the Island Lake Road and Dexter-Pinckney Road intersection; and

WHEREAS, the Village desires the Road Commission to design and prepare bid documents for the Project including completion of survey work, plan preparation, engineering and design, and attendance at public meetings as necessary, project bidding; and

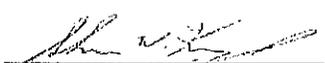
WHEREAS, the Village will be responsible for inspection and post-bid construction services for the project; and

WHEREAS, the Road Commission will complete all traffic and pedestrian signal work, including the purchase of the equipment and installation of the equipment; and

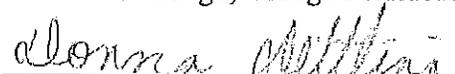
THEREFORE, BE IT AGREED that the Village will pay the Road Commission an amount not to exceed ten thousand dollars (\$10,000) ("PE Cost"); and

BE IT FURTHER AGREED that the Village shall pay the PE Cost to the Road Commission concurrent to the execution of this AGREEMENT.

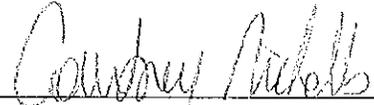
FOR VILLAGE OF DEXTER:



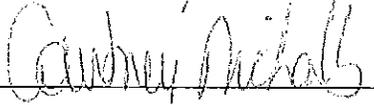
Shawn W. Keough, Village President



Donna Dettling, Village of Dexter



Candace Nichols, Witness



Candace Nichols, Witness

FOR WASHTENAW COUNTY ROAD COMMISSION:

Douglas E Fuller
Douglas E. Fuller, Chair

Carrie Ryan Witness

Steven M Puuri
Steven M. Puuri, Managing Director

Carrie Ryan Witness

Cedars of Dexter Connection

	\$25.00	\$20.00	\$18.00	\$13.00
	5' Concrete Sidewalk - High	5' Concrete Sidewalk - Low	8' Asphalt Path - High	8' Asphalt Path - Low
Concrete	\$16,250.00	\$13,000.00	\$5,000.00	\$4,000.00
Asphalt			\$8,100.00	\$5,850.00
Signal	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00
Design/Bid (Road Commission)	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00
Inspection/Post-Bidding (OHM)	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00
10% Contingency	\$3,625.00	\$3,300.00	\$3,310.00	\$2,985.00
	\$44,875.00	\$41,300.00	\$41,410.00	\$37,835.00

Asphalt Path estimate includes 450' of asphalt and 200' of concrete from path to Cedars & Westridge sidewalk

Concrete Sidewalk estimate includes 650' of concrete

All units are in lineal feet

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: Arts, Culture & Heritage Committee & Courtney Nicholls, Assistant Village Manager
Date: January 23, 2012
Re: Public Art Plan

Provided for your review is the updated Public Art Plan. After the November 28th meeting the Committee has worked on making a few changes to the plan and meeting with various Village Commissions to talk about the plan.

The plan has been updated in the following ways:

- The mention of the public art ordinance has been removed as Council requested
- An estimated budgetary figure of \$10,000 per year has been added for permanent art/signage in 2013 and beyond and \$200 per artist selected to participate in the temporary display
- Additional detail was added to the location description for the temporary art displays
- Added the future LaFontaine public art piece as an example of art in a public place

Members of the Committee and I attended the December Planning Commission and Parks & Recreation Commission meetings. Both Commissions were supportive of the plan, including starting with the temporary displays in the locations proposed by the Committee. After the feedback provided by Jon Rush and discussions with both Commissions, the Committee plans to install temporary pads in the locations as needed depending on the piece of art that is selected. Some art pieces may not need to be affixed to a permanent piece of concrete, while others may need to be secured in some fashion for safety and theft prevention.

The Downtown Development Authority also received a copy of the plan and will be discussing it at their January meeting.

Each Commission had a member who was interested in serving on the selection committee. Once Council adopts the plan we will move forward with putting the names of those interested in serving in front of Council for approval.

The Committee has been working on creating a list of artists and websites who would be interested in receiving/posting a call for art work for the temporary display. We have also collected sample applications for temporary displays used by Chelsea and Brighton. Once the plan is adopted by Council the Committee will move forward with soliciting applications for the display with a goal of selecting art for installation early this summer.

Village of Dexter Public Art Plan 2012

Introduction

In the wake of the housing crisis, communities are competing for new residents and working to keep their existing residents, while facing dealing with declining revenues. Communities have to find cost effective, innovative ways to make their area stand out from the rest. Placemaking, which is a current buzzword when discussing community and economic development, is a multi-faceted approach to the planning, design and management of public spaces. Creating attractive public spaces provides a value added experience for residents, merchants, customers and other visitors to a community. One way to enhance the look of public spaces is through the display of public art.

“Public art at its best helps us to see the rest of the space differently. It is an extraordinary quality, a remarkable opportunity and a huge prize for anyone commissioning public art.”

— John Tusa, *The Observer*, May 11, 2008.

Public art enhances a community by:

- improving the aesthetic quality of public spaces and structures
- enhancing the sense of local distinctiveness
- providing cultural and recreational opportunities that stimulate the local economy as visitors come to see the art
- increasing the awareness of Dexter as a destination
- creating opportunities for residents to promote their art
- improving individual and collective experiences of culture in our community
- contributing to local heritage

This plan has been drafted by the Village of Dexter Arts, Culture & Heritage Committee (ACH). The Committee was formed by Council Resolution in June of 2008 as a five member committee. Due to the response from the community, the Committee was expanded to ten members in July 2008. A copy of the resolution forming the Committee is included with this plan.

Shortly after its creation the Committee adopted the following mission statement:

Dexter’s Arts, Culture, and Heritage Committee promotes and facilitates arts and culture in Dexter, Michigan. Our mission includes increasing awareness of Dexter’s heritage and history; serving the local community by providing networking resources and opportunities; acting as a

liaison to existing artistic and cultural organizations; and fostering a wide range of cultural activities that enrich our community.

The function of creating a plan for public art in the community fits well within the scope of the authorizing resolution and the Committee mission statement.

The purpose of this art plan is to identify areas of need for public art in Dexter, to offer examples and visual images which illustrate possibilities for public art, to outline some ways in which the allocation of funds will support public art, and to demonstrate how the process of obtaining public art can be put in place.

Definitions:

Art - refers to a wide range of expressions in the visual and performing arts including, but not limited to, conventional categories such as: sculpture (figural, abstract, kinetic), engravings, mosaics, murals, paintings, mixed media, drawings, stained glass, furniture art that incorporates artistic elements, dramatic performances, and music performances. Visual art may or may not be incorporated as part of architectural elements

Art in public places - refers to art installed, placed, or staged in public places that is privately owned/operated and is dependent upon the discretion of private entities. (As an example of this category, a mural on a building exterior may be widely visible to the public, but might be removed by the building owner, or eliminated by a new owner in a transfer or sale of property).

Functional Art – Art that is has a purpose beyond providing visual enjoyment.

Furniture Art – Items such as artist created benches, drinking fountains, picnic tables, fences, and light poles. Could also be referred to as functional art.

Permanent art - Art selected by the Village to stay on display longer than one (1) year. Permanent art would be the property of the Village.

Public art - refers to installations, placements and stagings of artistic expression, both temporary and permanent, that are not privately owned.

Temporary Art - Art selected by the Village to stay on display for less than one (1) year. Temporary art remains the property of the Artist.

Current Inventory – Art in the Community Today

Currently the Village has various representations of public art in the community.

Publicly Owned:

- Monument Park contains a statue of a Civil War soldier and a Civil War Monument

In several locations enhancements were made that increased the visual aesthetics of an area:

- Painted bricks on the Main Street Bridge
- Downtown Pavers
- Plaza at Main and Jeffords

Art in Public Places:

- Mural on the back and side of Hackney Hardware
- Mural on the Dexter Bakery
- Sculpture in the Broad alley
- (In Construction) Art Piece at the corner of Ryan and Dexter Ann Arbor (LaFontaine Chevrolet)

Action Plan

Proposed Timeline for Implementation

2012

Create a temporary art installation in five locations to introduce the community to the idea of public art

Budget Request - \$1500 for materials to secure the art and a \$200 stipend per artist to assist with the cost of re-locating the piece to the location in the Village

2013-2017

Select permanent pieces for selection areas of the Village – to be determined after the temporary art installation project.

Installation of two Historical Signs

Budget request - \$10,000 per year based on the cost the historical signs in Ann Arbor (\$10,000) and information on what recent temporary pieces used in Chelsea would have cost to purchase (average of \$8000).

Location/Possible Types of Art

Several locations exist in the community that would benefit from the installation of public art including:

- Community Park
- Warrior Creek Park
- Mill Creek Park
- Peace Park
- Lion's Park
- Pedestrian areas / trails
- Dexter-Ann Arbor corridor
- Baker Road corridor
- Industrial Park
- Central Street/Route of Border to Border Trail

Art selected for these areas should be site specific, representational or abstract interpretations of unique characteristics of the Dexter area. Examples of possible topics include the meeting of the rivers/waterways that run through the Village, memorializing something about the area either literally or figuratively such as the transition from a farming community to a more urban community.

Projects could include: sculpture, mosaics, decorative paths, historical signage functional art, and/or furniture art.

The Committee's recommendations for the locations that would be best to display a temporary art installation are as follows:

Mill Creek Park area
Jeffords and Main Plaza
Peace Park
Downtown along Main Street – grass area in front of Huron Camera/Dexter Flowers
Grass area near the Library/Farmers Market

The display of signage describing historical buildings/locations in the Village is recommended. The areas under consideration are near 8140 Main, which is the site of the old grist mill, and downtown near the clock. The signs will display a historical image of the building and text that describes its historical relevance.

Dexter Community Schools owns a significant amount of land in the Village. Engaging them in the idea of placing public art on their property will help to further the plan. The Committee will coordinate and collaborate with local schools to provide support and guidance and create opportunities. Creating a stable line of communication is essential to stay in touch with the schools' needs and how we can help each other.

Selection of the Art

Establishment of a Selection Committee consisting of:

- Three members of the Arts, Culture & Heritage Committee (not including the ex-officio)
- The ex-officio or other Council representative
- One member from the Parks & Recreation Commission who is a Village resident
- One member of the Downtown Development Authority
- One member of the Planning Commission

When necessary, the committee may request the services of an art professional such as a public art administrator, artist, architect, landscape architect, art historian, museum curator, art critic, and/or educator to act as a consultant for the selection process.

The decision by the committee will require a majority vote of the members.

Art Selection Methods

Published announcements (electronic, print, and /or web-based) will inform artists of the project and the criteria and procedures for selection, including the necessary submission requirements. The selection procedures will include but are not limited to the following:

(1) Request for Proposal (RFP)

If an artist is selected based on a request for proposal, artists responding to the RFP will send in examples of past completed work, a resume and a proposal for the specific project. Proposals typically include: drawing(s), images or a model, a written description of the artwork, a budget and a timeline for completion.

The Selection Committee will meet to review the proposals. The Selection Committee will recommend its selection to the ACH. The ACH will vote on the recommendation and will forward its recommendation to Village Council for their approval.

The information sent to the Village Council will contain information about the selection process, including information about the other artists who submitted proposals and the reason(s) why the ACH is making the recommendation.

(2) Direct Selection

Direct Selection is the hiring an artist or purchasing an existing work of art. This type of selection may be needed when there is a single clear choice or sole source in terms of the artistic solution for a project.

The ACH will forward the recommendation to Village Council for their approval. The ACH Committee will include information as to why the direct selection method was chosen.

(3) Receipt of a Gift

A work of art that already exists may be accepted as a gift for a specific site. The work of art may be received from the artist, his/her estate, a gallery or a collector. Proposed gifts to the Village of works of art for placement in public places, or of funds for the acquisition of works of art for placement in public places will be reviewed by the ACH. Once reviewed, the ACH will forward the recommendation to the Village Council.

Selection Committee Criteria

The Selection Committee evaluates proposals using the following criteria:

- Quality of presentation and artistic merit
- Technical abilities
- Strength of past artwork
- Proven ability to work effectively with a community
- Proven ability to work effectively as a team member within an architectural context
- Experience working in public settings
- Experience fabricating and installing permanent and temporary artwork
- Demonstration of a commitment to reflecting the diversity and cultural richness of the Village
- Input from artist(s) references
- Proposals should be suitable for the site

Organization and Maintenance of Public Art

Artists selected to create and provide permanent and temporary works of art will specify the maintenance that will be required for the work of art and submit a maintenance schedule.

The contract for a permanent installation will provide that the artist(s) will be responsible for the first full year of maintenance (after installation of the artwork), including all corrections and/or repairs of the work(s) or art.

The Village will be responsible for the maintenance of the work of art after the one year period expires.

When possible the recommended maintenance will be performed by Village staff. The ACH will advise Village Council when the services of a professional conservator are required to evaluate the status of/perform maintenance on a piece of art.

Responsibility for the maintenance of works of art chosen for temporary display will stay with the artist.

All art, both permanent and temporary, will be entered into a database that includes the maintenance requirements (for permanent pieces), cost, date of installation, date of removal (for temporary pieces), artist contact information, and location.

Potential Funding Methods

Several funding methods exist for the implementation of the public art plan.

General Fund: The General Fund is the basic operating fund of the Village. General fund revenues are derived from property taxes, state-shared revenues, license and permit fees, charges for services, interest on investments, and court fines. Money received from any source towards public art would likely be channeled through the General Fund.

Grants - Michigan Council for Arts and Cultural Affairs: The Michigan Council for Arts and Cultural Affairs (MCACA) coordinates grants to arts and culture organizations, cities and municipalities, and other nonprofit organizations to encourage, develop and facilitate an enriched environment of artistic, creative and cultural activity in Michigan.

Grants - Arts Alliance: This Washtenaw County organization is a re-granting agency for mini-grants provided by the MCACA.

Grants - Community Foundation for Southeast Michigan: The Community Foundation is governed by a board of community leaders which awards grants to support a wide variety of activities and programs benefiting education, arts and culture, health, human services, community development and civic affairs in the seven-county region of southeast Michigan.

Donations/Gifts/Memorials: Businesses, corporations, private clubs, community organizations and individuals could contribute in-kind and financially towards the placement of public art in the community.

Fundraising: Dedicated fundraising efforts could be used to generate revenue.

Contractual Agreement: Temporary art displays could be furnished through a contractual agreement

Final Recommendations

The Arts, Culture & Heritage Committee is pleased to present this plan to Village Council for its consideration. Public Art will help to put the finishing touches on our beautiful community. Adoption and implementation of this plan over the next five years will show the Village's commitment to the arts in a public way. These public displays of commitment will increase the likelihood that residents, merchants and artists will support the program through gifts, donations and a desire to display their work.

The Committee would also like to recommend that the Planning Commission consider requesting that new developments include a piece of public art or a heritage sign during the site plan review process. The Committee understands that this would be a voluntary addition to a site plan, but offering it as a suggestion would encourage developers to consider it as part of their site development process.

This plan is intended to be a living document. If an opportunity presents itself to put a piece of art in a location not specifically identified in this report, it should be judged on its benefit to the community and not dismissed because it was not contemplated by the plan.

Further Reference

Goldstein, Barbara. *Public Art by the Book*. Seattle: University of Washington Press, 2005.

Walljasper, Jay. *The Great Neighborhood Book: A Do-It-Yourself Guide to Placemaking*. Gabriola Island, BC: New Society Publishers, 2007.

Project for Public Spaces. *How to Turn a Place Around: A Handbook for Creating Successful Public Spaces*. New York: Project for Public Spaces, 2000.

Fleming, Ronald Lee. *The Art of Placemaking: Interpreting Community Through Public Art and Urban Design*. London: Merrell, 2007

Online Examples of Local Public Art Projects

<http://treetownmurals.com/mural-art/public-art/manchester-mi-mural/>

[http://articles.directorym.com/Adding Art To Business Spaces South Lyon MI-r961624-South Lyon MI.html](http://articles.directorym.com/Adding_Art_To_Business_Spaces_South_Lyon_MI-r961624-South_Lyon_MI.html)

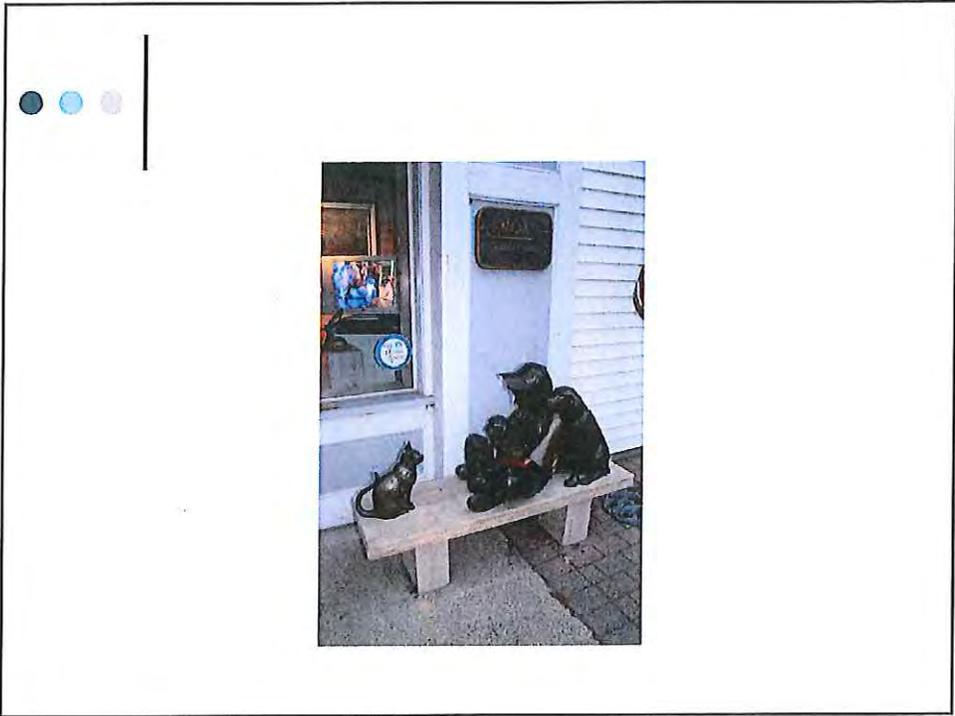
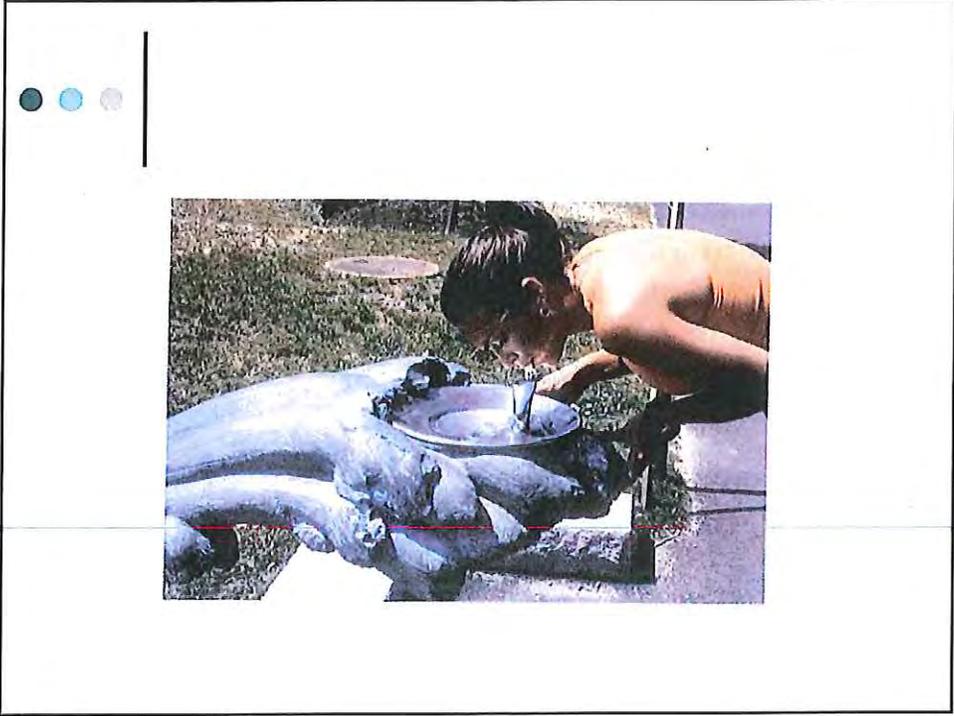
http://www.heritage.com/articles/2011/04/13/saline_reporter/news/doc4da5320e72924296868568.txt

<http://www.mackinac.org/11463>

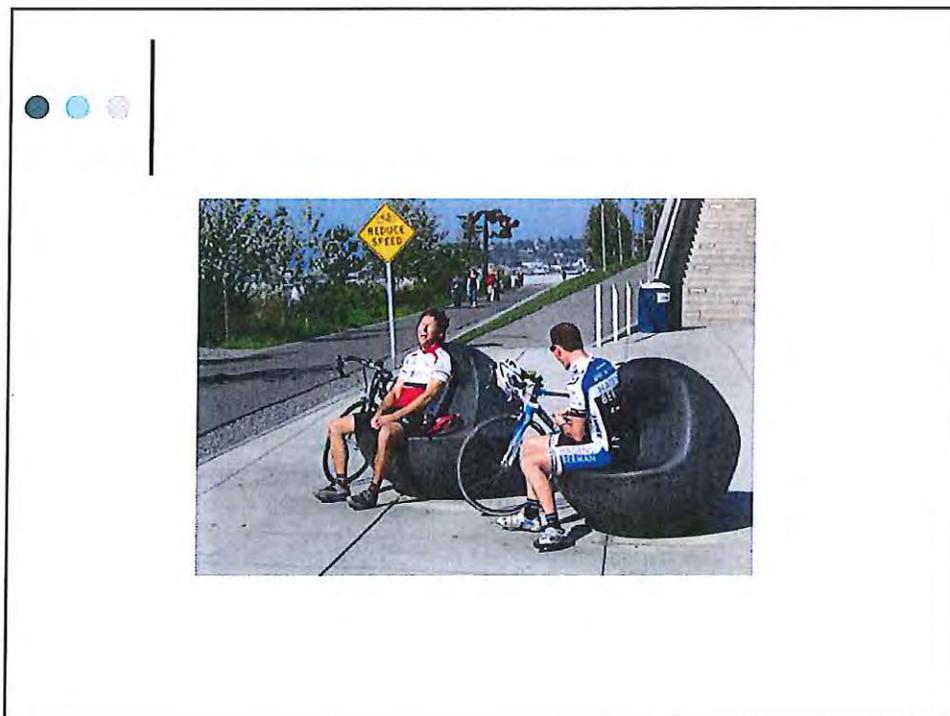
http://www.mytecumseh.org/index.php?option=com_mtree&cf_id=28&lang=en&task=searchby&value=Arts

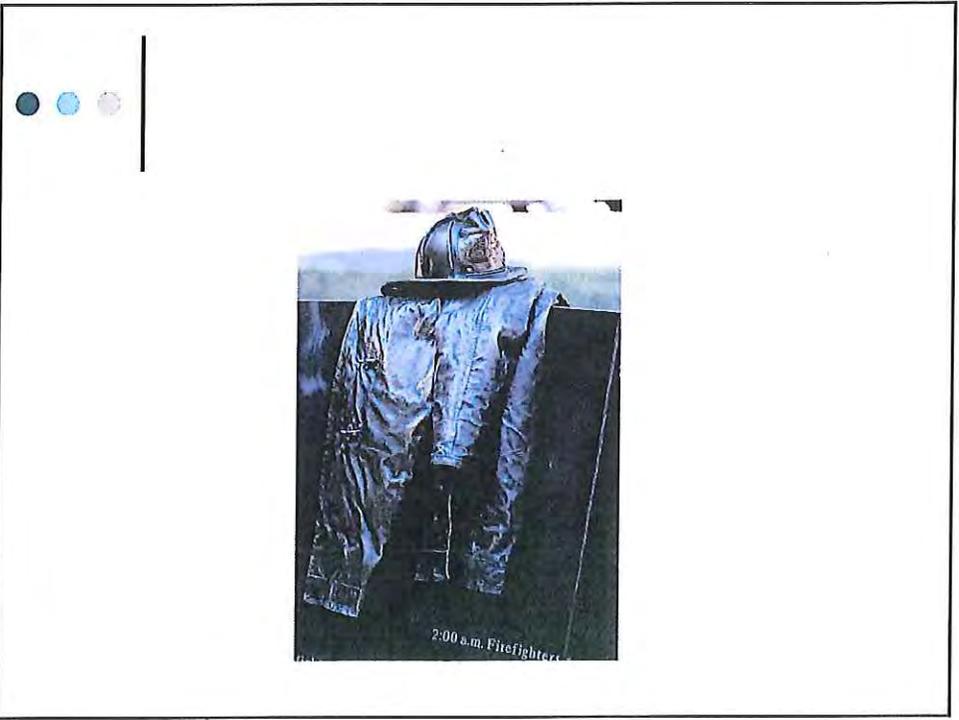
Generating Ideas through Visual Examples: A Power Point Presentation

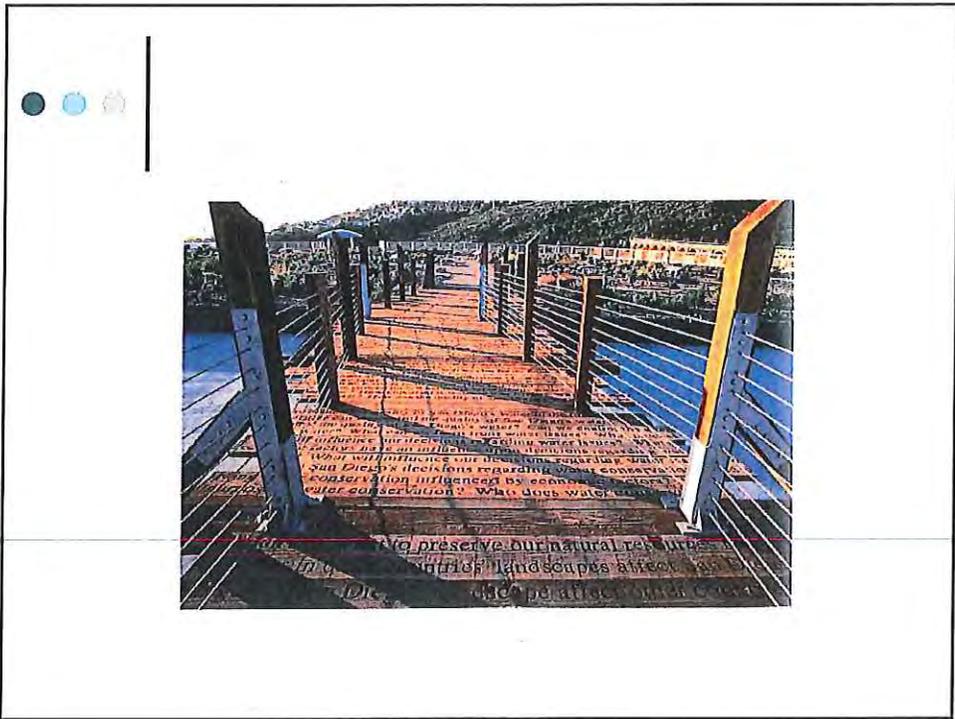
- a. Attached to this document is a hard copy of a power point presentation that illustrates potential for Public Art in Dexter. These images came from several sources:
 - i. Members of the Dexter ACH committee each provided a series of images that they felt best offered ideas for how Dexter could incorporate public art. Some of these images came from Web searches. However, many came from personal experience as committee members reflected on their own encounters with public art in Michigan (and other) locations.
 - ii. ACH committee members used published resources (listed in Further Reading, above) that provided images and examples of how communities have incorporated public art.





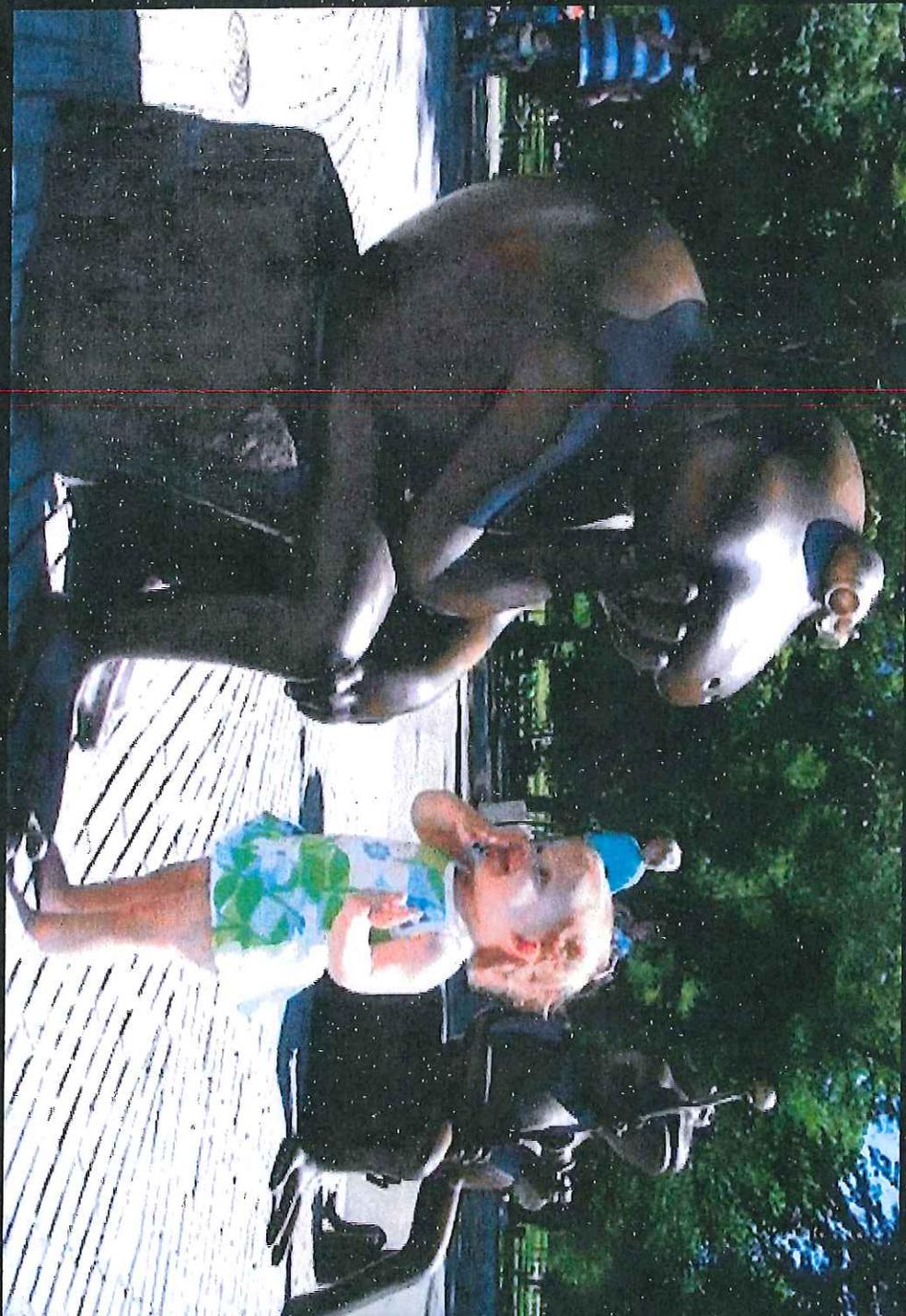








Try to make at least three people smile each day.



SculptureWalk
Chelsea

\$20,000

3. Descending

Welded steel and cast glass
Albert Young, Ferndale, MI



4. Soft Tail Goose

Mixed media, found objects
John Schwarz, Chelsea, MI

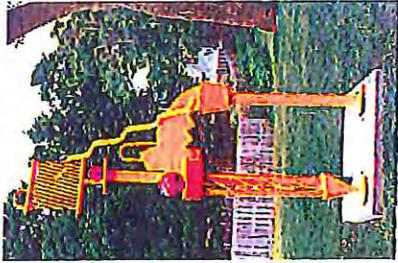


\$5,000

\$5,500

5. Radar Love

Welded and painted steel
David Petrakovitz, Cadillac, MI



\$15,000

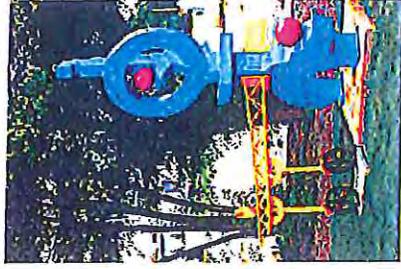


7. Transformation 2

Painted steel
Ray Katz, Pontiac, MI

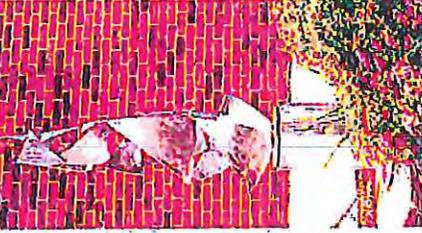
Cast a vote for "Best in Show"
visit [River Gallery Fine Art](http://RiverGalleryFineArt.com).

\$6,000



9. Two Men Traveling Circus

Welded and painted steel
David Petrakovitz, Cadillac, MI



8. Falling Stars

Stainless steel
Tom Newport, Cedar Rapids, IA

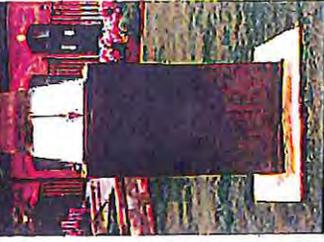
\$5,000



\$5,000

6. DNA Land

Stainless steel
Tom Newport
Cedar Rapids, IA



\$7,000

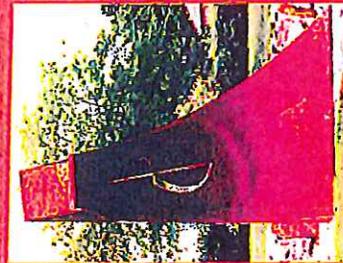
10. Solstice

Steel and stainless steel
Joshua Ray Smith
Rawlins, WY

W E L C O M E



1. Rocket Man
Welded, fabricated steel
Rick Detroyer, Chelsea, MI



2. Winter Solstice Walking
Steel and stainless steel
Joshua Ray Smith, Rawlins, WY

JURORS

Sergio De Giusti
Detroit sculptor and artist extraordinaire

Todd Koch
Art lover & supporter, Chelsea resident

Photography

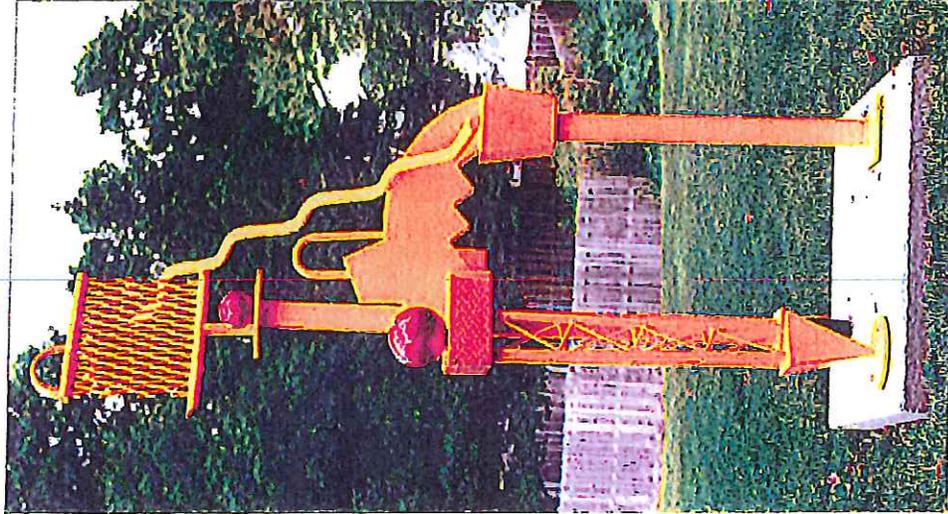
Michelle Massey Barnes

SculptureWalk Chelsea is sponsored by the Chelsea Downtown Development Authority, in collaboration with the City of Chelsea, and the Chelsea Center for the Arts and Sounds & Sights on Thursday Nights.

All sculptures are available for sale. Please contact River Gallery Fine Art (Program Coordinator) for more information 734.433.0826

Visit SculptureWalk Chelsea on the web www.chelsearivergallery.com

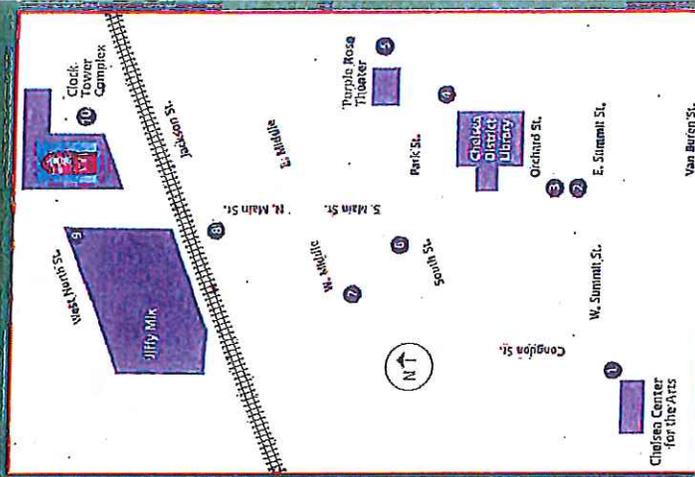
Join us on Facebook:
Facebook/SculptureWalk Chelsea



SculptureWalk
Chelsea

2nd annual outdoor sculpture exhibition
in the heart of downtown Chelsea, MI
June 2010 - May 2011

Take in the culture, get inspired
and enjoy the sculptures!



Ready, set, go...

MUNICIPAL 1-25-12
ITEM L-5 + L-6

VILLAGE OF DEXTER

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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 23, 2012
Re: National Flood Insurance Program

The Federal Emergency Management Agency (FEMA) has recently completed mapping of the Mill Creek and Huron River in the area of the Village of Dexter. Properties located in the floodplain could be required to obtain flood insurance by their mortgage companies or could choose to purchase flood insurance to protect their property from potential loss. For these properties to be eligible to purchase flood insurance, the Village must participate in the National Flood Insurance Program.

The final step to participate in the program is adopting the Resolution of Intent to Participate and the Intergovernmental Agreement with the County Building Department. The Intergovernmental Agreement has been reviewed by the County and they have agreed to sign it.

Once these documents are adopted they will be reviewed by the State of Michigan and then submitted to the Federal Emergency Management Agency.

As was discussed at the January 9, 2012 meeting, letters will be sent to the four property owners we have identified as having portions of a structure in the floodplain that informs them about the mapping and the procedure for challenging the mapping if they wish to do so. Due to the fact that the mapping was completed prior to the dam removal, we will also be talking with JJR/ECT to determine whether we can apply for a map amendment using the data they created during the process of mapping the wetland to obtain the Mill Creek Park permit.

**MICHIGAN COMMUNITY RESOLUTION OF INTENT
FOR
PARTICIPATING IN THE NATIONAL FLOOD INSURANCE PROGRAM**

WHEREAS, certain land and water areas within the governmental boundaries of the Village of Dexter in Washtenaw County are subject to periodic flooding, mudslides (i.e., mudflows), or flood related erosion, causing serious damages to properties within these areas; and

WHEREAS, relief is available in the form of federally subsidized flood insurance, as authorized by the National Flood Insurance Act of 1968; and

WHEREAS, this community desires to participate in the Federal Emergency Management Agency's (FEMA) National Flood Insurance Program (NFIP); and

WHEREAS, this community has the legal authority to administer or has an agreement with another entity to administer the state construction code comprised of the Michigan Residential Code and the Michigan Building Code and its Appendices, specifically Appendix G, adopted pursuant to the Stille-Derossett-Hale Single State Construction Code Act, 1972 PA 230, as amended, MCL 125.1501, et. seq. (construction code act), and further has authority to adopt land use and control measures to reduce future flood losses pursuant to: (check applicable authority)

- 1. 2008 PA 33, Michigan Planning Enabling Act, MCL 125.3801-125.3883
- 2. 2006 PA 110, Michigan Zoning Enabling Act, MCL 125.3101-125.3702, as amended by 2008 PA 12

and

WHEREAS, the official administration and enforcement of the construction code act and the state construction code within this community's political boundaries, MCL 125.1508b by the Washtenaw County Building Department as this community's enforcing agency, will provide the means to implement and enforce an effective and competent floodplain management program, and

WHEREAS, this community or its enforcing agency is responsible for the submittal on the first anniversary date of the community's initial eligibility, a report to the Federal Insurance Administrator (Administrator) on the progress the community has made during its first year of participation, in the development and implementation of floodplain management measures, and thereafter, submit biennial reports as requested by the Administrator; and

WHEREAS, this community intends to recognize and duly evaluate flood, mudslide (i.e., mudflow) and flood related erosion hazards in all official actions relating to land use in areas having these hazards within its jurisdiction; and

NOW, THEREFORE, BE IT RESOLVED, that this community's governing body hereby:

1. Assures the FEMA that the construction code act and the state construction code is administered and enforced within its boundaries; it intends to identify and duly evaluate and enact as necessary, and maintain in force in those areas having flood, mudslide (i.e., mudflow), or flood related erosion hazards, adequate land use and control measures with effective enforcement provisions consistent with the criteria set forth in Title 44 of the Code of Federal Regulations (44 CFR), Section 60.3, of the NFIP Regulations; and
2. Commits to vest with the community's floodplain management enforcing agency the responsibility to maintain for public inspection and to furnish, upon request, for the determination of applicable flood insurance risk premium rates within all areas having special flood hazards identified on a Flood Hazard Boundary Map (FHBM) or Flood Insurance Rate Map (FIRM), any certificates of floodproofing, and information on the elevation (in relation to mean sea level) of the level of the lowest floor (including basement) of all new or substantially improved structures, and include whether or not such structures contain a basement, and if the structure has been floodproofed, the elevation (in relation to mean sea level) to which the structure was floodproofed; and
3. Commits to take such other official action as may be reasonably necessary to carry out the objectives of the NFIP program; and
4. Commits, in its interactions with the Administrator, to:
 - a. Assist the Administrator at his/her request, in his/her delineation of the limits of the area having special flood, mudslide (i.e., mudflow), or flood related erosion hazards.
 - b. Provide such information as the Administrator may request concerning present uses and occupancy of the floodplain, mudslide (i.e., mudflow), or flood related erosion areas.
 - c. Cooperate with federal, state, and local agencies and private firms which undertake to study, survey, map, and identify floodplain, mudslide (i.e., mudflow), or flood related erosion areas, and cooperate with neighboring communities with respect to management of adjoining floodplain, mudslide (i.e., mudflow), and/or flood related erosion areas in order to prevent aggravation of existing hazards.
 - d. Upon occurrence, notify, the Administrator in writing whenever the boundaries of the community have been modified by annexation, or the community has otherwise assumed or no longer has authority to adopt and enforce floodplain management regulations for a particular area. In order that all FHBMs and FIRMs accurately represent the community's boundaries, include within such modification a copy of a map of the community suitable for reproduction, clearly delineating the new corporate limits or new area for which the community has assumed or relinquished floodplain management regulatory authority.

Participating Community: Village of Dexter

Date Passed: Insert Date

Officer Name: Insert Name

Title: Insert Title

Signature: _____

Date: _____

Certified by: Insert Name

Title: Insert Title

Signature: _____

Date: _____

MICHIGAN COMMUNITY RESOLUTION AND INTERGOVERNMENTAL
AGREEMENT TO MANAGE FLOODPLAIN DEVELOPMENT
FOR THE NATIONAL FLOOD INSURANCE PROGRAM

Community A: Village of Dexter

Community/Entity B: Washtenaw County

WHEREAS, Community A _____

(check the appropriate statement) currently participates desires to participate

in the Federal Emergency Management Agency's (FEMA) National Flood Insurance Program (NFIP) by complying with the program's applicable statutory and regulatory requirements for the purposes of significantly reducing flood hazards to persons, reducing property damage, reducing public expenditures, and providing for the availability of flood insurance and federal funds or loans within its community; and

WHEREAS, the NFIP requires that floodplain management regulations must be present and enforced in participating communities, and utilize the following definitions which also apply for the purposes of this resolution:

1. Flood or Flooding means:
 - a. A general and temporary condition of partial or complete inundation of normally dry land areas from: 1) the overflow of inland or tidal waters, 2) the unusual and rapid accumulation or runoff of surface waters from any source, 3) mudflows, and
 - b. The collapse or subsidence of land along the shore of a lake or other body of water as a result of erosion or undermining caused by waves or currents of water exceeding anticipated cyclical levels or suddenly caused by an unusually high water level in a natural body of water, accompanied by a severe storm, or by an unanticipated force of nature, such as flash flood or an abnormal tidal surge, or by some similarly unusual and unforeseeable event which results in flooding, as defined in paragraph (a)(1) of this definition.
2. Flood Hazard Boundary Map (FHBM) means an official map of a community, as may have been issued by the FEMA, where the boundaries of the areas of flood, mudslide (i.e., mudflow) related erosion areas having special hazards have been designated as Zone A, M, and/or E.
3. Floodplain means any land area susceptible to being inundated by water from any source (see definition of flooding).
4. Floodplain management means the operation of an overall program of corrective and preventive measures for reducing flood damage, including but not limited to emergency preparedness plans, flood control works, and floodplain management regulations.
5. Floodplain management regulations means zoning ordinances, subdivision regulations, building codes, health regulations, special purpose ordinances (such as a floodplain ordinance, grading ordinance, and erosion control ordinance) and other applications of police power that provide standards for the purpose of flood damage prevention and reduction.
6. Structure means a walled and roofed building that is principally above ground, gas or liquid storage facility, as well as a mobile home or manufactured unit.

WHEREAS, the Stille-Derossett-Hale Single State Construction Code Act”, Act No. 230 of the Public Acts of 1972, as amended, (construction code act), along with its authorization of the state construction code composed of the Michigan Residential Code and the Michigan Building Code [and its Appendices (specifically Appendix G)] contains floodplain development and management regulations that comply with the FEMA NFIP minimum floodplain management criteria for flood prone areas as detailed in Title 44 of the Code of Federal Regulations (44 CFR), Section 60.3, and

WHEREAS, by the action dates of this document or an existing historical agreement dated Insert Date, Community/Entity B affirms/agrees on behalf of Community A to function as the designated enforcing agency to discharge the responsibility of administering, applying, and enforcing the construction code act and the state construction code, specifically the Michigan Residential Code and the Michigan Building Code, to all development within Community A’s political boundaries, and

WHEREAS, Community A and Community/Entity B enforce floodplain regulations of the construction code act, and Community A wishes to ensure that the administration of that code complies with requirements of the NFIP, and

NOW THEREFORE, to maintain eligibility and continued participation in the NFIP,

1. Community A and Community/Entity B agree that Community/Entity B’s officially designated enforcing agency for the construction code act, County Building Official, be directed to administer, apply, and enforce on Community A’s behalf the floodplain management regulations as contained in the state construction code (including Appendix G) and to be consistent with those regulations, by:
 - a. Obtaining, reviewing, and reasonably utilizing flood elevation data available from federal, state, or other sources pending receipt of data from the FEMA to identify the flood hazard area, and areas with potential flooding, and
 - b. Ensuring that all permits necessary for development in floodplain areas have been issued, including a floodplain permit, approval, or letter of no authority from the Michigan Department of Environmental Quality under the floodplain regulatory provisions of Part 31, "Water Resources Protection," of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended, and
 - c. Reviewing all permit applications to determine whether the proposed building sites will be reasonably safe from flooding. Where it is determined that a proposed building will be located in a flood hazard area or special flood hazard area, Community/Entity B shall implement the following applicable codes according to their terms:
 - i) Appropriate portions and referenced codes and standards of the current Michigan Residential Code.
 - ii) Appropriate portions and referenced codes and standards of the current Michigan Building Code.
 - iii) Appendix G of the current Michigan Building Code.
 - d. Reviewing all proposed subdivisions to determine whether such proposals are reasonably safe from flooding and to ensure compliance with all applicable floodplain management regulations.
 - e. Assisting in the delineation of flood hazard areas; provide information concerning uses and occupancy of the floodplain or flood-related erosion areas, maintain flood proofing and lowest floor construction records, and cooperate with other officials, agencies, and persons for floodplain management.
 - f. Advising FEMA of any changes in community boundaries, including appropriate maps, and

- g. Maintaining records of new structures and substantially improved structures concerning any certificates of floodproofing, lowest floor elevation, basements, floodproofing, and elevation to which structures have been floodproofed.
- 2. Community A and Community/Entity B assure the Federal Insurance Administrator (Administrator) that they intend to review, on an ongoing basis, all amended and revised FHBMs and Flood Insurance Rate Maps (FIRMs) and related supporting data and revisions thereof and revisions of 44 CFR, Part 60, Criteria for Land Management and Use, and to make such revisions in its floodplain management regulations as may be necessary to assure Community A's compliant participation in the program.
- 3. Community A further assures the Administrator that it will adopt the current effective FEMA Flood Insurance Study (FIS), FHBMs, and/or the FIRMs by reference within its Floodplain Management Map Adoption Ordinance or similarly binding ordinance documentation.

FURTHER BE IT RESOLVED, both communities declare their understanding that, until this resolution is rescinded or Community A makes other provision to enforce the construction code act:

- 1. Community/Entity B must administer and enforce the construction code act in accordance with the terms and the conditions contained herein, and
- 2. For Community A to continue its participation in the NFIP, the construction code act must be administered and enforced according to the conditions contained herein.

Community A:	Insert Name	Date Passed: Insert Date
Officer Name:	Insert Name	Title: Insert Title
Signature:	_____	Date: _____
Witness Name:	Insert Name	Title: Insert Title
Signature:	_____	Date: _____

Community/Entity B:	Insert Name	Date Passed: Insert Date
Officer Name:	Insert Name	Title: Insert Title
Signature:	_____	Date: _____
Witness Name:	Inset Name	Title: Insert Title
Signature:	_____	Date: _____

AGENDA 1-25-12

ITEM C-7

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 17, 2012
Re: Industrial Development District

On January 9, 2012 Council discussed the creation of Industrial Development Districts after a request from Medhub, located at 3515 Broad, to establish a District. Based on the feedback received we are proposing to have a public hearing to create a High Tech-Light Industrial District encompassing 3515 Broad and 8155 Huron (Alpha Metal).

As requested at the January 9 meeting, attached are copies of the current and future land use maps from the draft Master Plan.

The two requirements prior to establishing an Industrial Development District are holding a public hearing and notifying the property owners by certified mail. Donna Dettling has talked to Bob Wood of Alpha Metal about the possibility of establishing the District and he is interested in this opportunity.

Please set the public hearing for February 13, 2012.



December 13, 2011
Carol Jones
City Clerk
Village of Dexter
8140 Main Street
Dexter, Michigan 48130

Dear Carol,

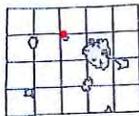
3515 Broad St LLC respectfully requests the Village of Dexter to establish an Industrial Development District for our property located at 3515 Broad Street and parcel number: HD-03-31-475-011. The legal description is below.

Thank You.

A handwritten signature in black ink, appearing to read "Peter J. Orr".

Peter J. Orr
President
MedHub, Inc., and 3515 Broad St LLC

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



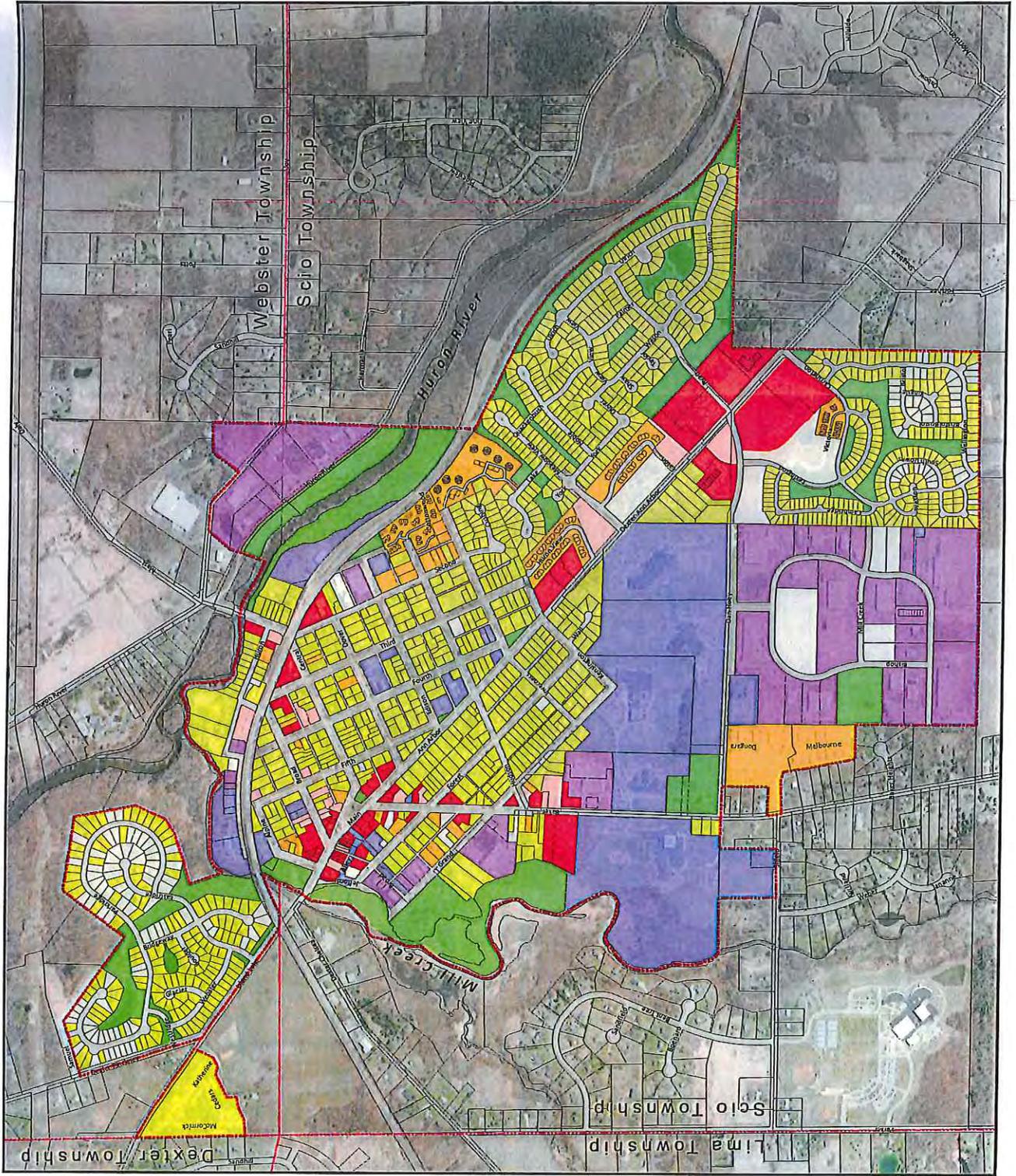
1:1,547

1/13/2012



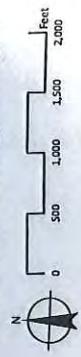
NOTE: Parcels may not be to scale.

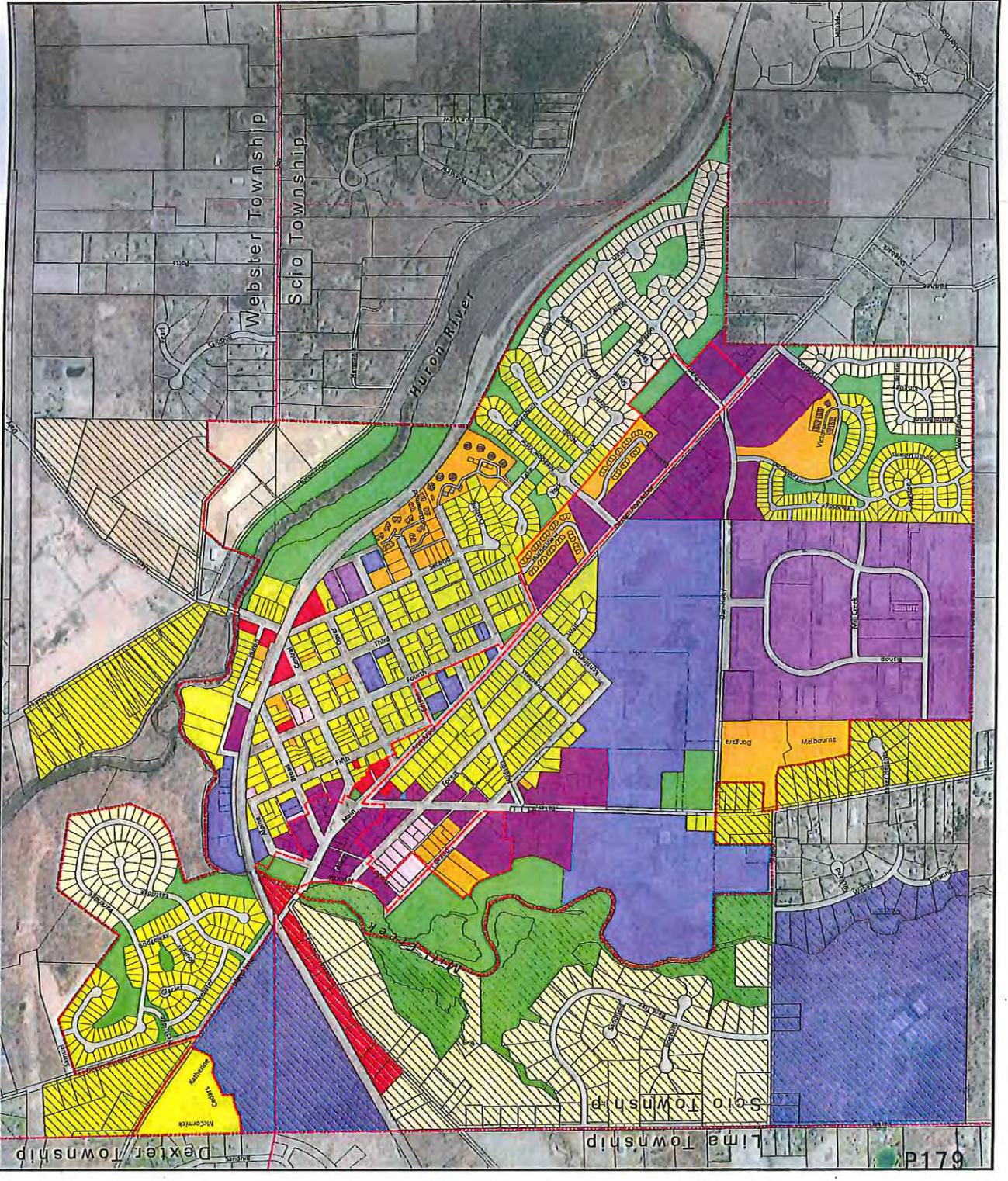
The information contained in this cadastral map is used to locate, identify and inventory parcels of land in Washtenaw County for appraisal and taxing purposes only and is not to be construed as a "survey description". The information is provided with the understanding that the conclusions drawn from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



- Vacant
- Single & Two Family Residential
- Multi Family Residential
- Commercial
- Office
- Industrial/Research & Development
- Public/Semi-Public
- Open Space/Recreation

Figure 3
EXISTING LAND USE
 Village of Dexter
 Washtenaw County, Michigan





- Low Density Residential
- Village Residential
- Multi Family Residential
- Mixed Use
- Village Commercial
- Commercial
- Area under Property Transfer Agreement
- Light Industrial
- Research Development
- Public/Semi-Public
- Open Space/Recreation
- DDA boundary
- Village Limits

Figure 6
FUTURE LAND USE
 Village of Dexter
 Washtenaw County, Michigan

