

G. NON-ARRANGED PARTICIPATION

None

H. COMMUNICATIONS:

1. Upcoming Meeting List
2. Sign Calendar
3. Holiday Letter from Carlisle Wortman
4. Notice of Award from the Michigan Recreation & Park Association
5. Faith in Action Newsletter

Councilmember Knight mentioned that she may not be able to attend the Thursday meetings of the 5 Healthy Communities due to another commitment.

I. REPORTS

1. Public Services Superintendent – Dan Schlaff

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

- Water Leak – there has been a leak along the side of Country Market for about six months. It came back this fall and staff found that it was a leak from an 8-inch main. It has been fixed.
- Have to pull the high service pump but still have two pumps in service.
- Trying to burn methane gas at the wastewater plant. In the past two weeks had the gas line at the WWTP froze and is not able to use the methane. Need to set up a meeting as no one will take responsibility for the problem. The City has taken the initiative to get the methane burner up and running.

Motion Fisher; support Smith to authorize up to \$10,000 for repairs to the methane gas burner.

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

Nays: None

Motion carries.

- Spoke to Mr. Droze regarding working on the ratings for the roads in the City and will be working on the Road Plan.
- Question asked as to how the hours are compiled on the DPW work sheets. Mr. Schlaff explained how it is calculated.
- Question do we turn the valves when flushing the hydrants (yes).

2. Community Development Manager – Michelle Aniol

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

- The January DDA meeting will be cancelled due to lack of actions items and invoices to pay.

- Will be meeting on January 15 with the Sheriff's Dept. and Huron River Watershed Council regarding the parking concerns at the Huron River and Mast Road Bridge.
- Business updates – the house at 3441 Broad Street was sold and the buyers want to demolish the building and construct a European Coffee House (Strawberry Alarm Clock). The Sloan Property (139 acres on Baker Road) is up for sale and staff has received calls regarding high density construction and water/sewer capacity.
- Redevelopment Ready Communities – have submitted a final report. It will be presented at a meeting in February, and then there will be a period of 30 days in which to adopt a resolution to begin work on the recommendations.
- We received a report that the Village of Manchester had a target market analysis done regarding retail in Manchester. Discussion followed on also having a target market analysis of retail in Dexter.
- ZBA – applicant may be withdrawing application.
- Ms. Aniol reported on being elected treasurer of META and that she may be serving on a Federal Court Jury the week of February 2.
- Question asked regarding the January 13 presentation from Peter Allen as to whether there is a provision for affordable housing (suggested that this be asked at the meeting).

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

Dexter Area Fire Department – Shawn Keough

- Mayor Keough reported that the Job Description for the Fire Chief is included in the packet and the first meeting with the new City representatives attending will be January 22.

Washtenaw County Sheriff – December 2014 Written Report

- Written report included in the packet.

4. Subcommittee Reports

Facilities – Verbal Update from January 9th Meeting

- The meeting was postponed until January 14, and there is nothing new to report at this time.

Road Plan – Jim Carson and Joe Semifero

Information included in the packet. Councilmember Semifero gave the following updates:

- Reported on the rationale for the projects, costs, potential projects, treatments, timeline, and budget fund balances.
- Reviewed last year's program and what was accomplished.
- Presented the proposed 2015 projects, the 2016 timeline and looking into future programs.
- Mr. Droze will be reviewing the roads along with Mr. Schlaff and Mr. Maurer.
- The cost variable on the upcoming projects could be down due to oil prices dropping or up due to the county's upcoming road projects.
- The bids are expected to go out in March, and for work to start in July.

- Question was asked about drainage on Grand and Hudson Streets (not really sure until a stormwater study can be done).

5. City Manager Report

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

- The Election Commission will meet on January 20 to discuss purchasing election equipment.
- Mayor Keough commented on the mini mural project and the bad precedent it may have. Discussion followed.
- The Ypsilanti Convention Bureau grant application is due in February with them giving up to \$10,000 with a 20% match. This would be used for Plein Air unless anyone has any other ideas.

6. Mayor's Report

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

- Have included a listing of workshop dates for review and would like feedback on the dates suggested.
- Will be giving a deposition on Thursday, January 15.

J. CONSENT AGENDA

1. Consideration of: Bills and Payroll in the amount of \$322,647.32

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

Unanimous voice vote approval.

K. OLD BUSINESS-Consideration and Discussion of:

None

L. NEW BUSINESS-Consideration of and Discussion of:

1. Discussion of: Modification of Federal Aid Eligible Roadways

Discussion included but was not limited to making the federal roads match the truck route in order to improve these roadways and make such a decision by January 26 as this information is due to WATS (Washtenaw Area Transportation Study) by February 3, 2015.

2. Discussion of: Amendments to the Dexter Area Fire Department Interlocal Agreement

Discussion included but was not limited to looking at the two options of the financial formula and a review of the proposed changes.

M. COUNCIL COMMENTS

- Tell None
- Fisher None
- Semifero Inquired if Council would be having more discussion or preparation regarding goal setting and will there be anything handed out ahead of time?
- Jones When Millicent Bond Dexter came to Dexter with her widowed mother in 1827, corn was growing on one side of Main Street and potatoes on the other side of the street.
- Smith None
- Knight None
- Carson Reported that the game score was Oregon 7 and OSU 0.

N. NON-ARRANGED PARTICIPATION

None

O. ADJOURNMENT

Motion Smith; support Knight to adjourn at 9:03 PM.

Unanimous voice vote approval.

Respectfully submitted,

Carol J. Jones
Interim Clerk, City of Dexter

Approved for Filing: _____

PAGE LEFT INTENTIONALLY BLANK

2015 Meeting Calendar

Agenda: 1/26/15

Item: H-1

Board	Date	Time	Location	Website	City Representative
Dexter Community Schools Board of Education	1/26/2015	7:00 p.m.	Creekside Intermediate School	http://dexterschools.org/	
Dexter City Council Work Session	1/26/2015	6:00 p.m.	Dexter Senior Center	http://www.dextermi.gov	
Dexter City Council	1/26/2015	7:30 p.m.	Dexter Senior Center	http://www.dextermi.gov	
Western Washtenaw Area Value Express	1/27/2015	8:15 a.m.	Chelsea Community Hospital	http://www.ridethewavebus.org/	Jim Carson
Dexter District Library Board	2/2/2015	7:00 p.m.	Dexter District Library	http://www.dexter.lib.mi.us/	Pat Cousins
Dexter City Planning Commission	2/2/2015	7:30 p.m.	Senior Center	http://www.dextermi.gov	Jim Smith
Dexter City Arts, Culture & Heritage Committee	2/3/2015	7:00 p.m.	Dexter Senior Center	http://www.dextermi.gov	Donna Fisher
Washtenaw Area Transportation Study-Technical	2/4/2015	9:30 a.m.	Road Commission Offices	http://www.miwats.org/	Rhett Gronevelt
Dexter Area Historical Society Board	2/5/2015	7:00 p.m.	Dexter Area Historical Museum	http://www.dextermuseum.org/	
City Facility Committee	2/6/2015	9:00 a.m.	City Offices	http://www.dextermi.gov	
Dexter Community Schools Board of Education	2/9/2015	7:00 p.m.	Creekside Intermediate School	http://dexterschools.org/	
Dexter City Council	2/9/2015	7:30 p.m.	Dexter Senior Center	http://www.dextermi.gov	
5H - Dexter Coalition	2/10/2015	5:30 p.m.	Dexter Wellness Center		Becky Murillo
Dexter Area Chamber of Commerce	2/11/2015	8:15 a.m.	Copeland Board Room	http://www.dexterchamber.org/	Donna Fisher
Gateway Initiative (Big 400)	2/13/2015	9:30 a.m.	Waterloo Recreation Area		Paul Cousins, Carol Jones

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

PAGE LEFT INTENTIONALLY BLANK

	Name of Group	Dates	Number Approved	Approval Date	Locations		Name of Group	Dates	Number Approved	Approval Date	Locations
January	Dexter Senior Ctr-Winter Market	signs out week of 1/10 & 1/24	3-18X24 / 2-2'X4"	11/3/2014	1,2,4,5,44	July					
	Friends of the Dexter Library	1/10	5 X 18 X 24	6/25/2014	1,4,17,19,51						
	Dexter KofC Ladies Auxiliary	1/27-2/9	5 X 18 X 24	1/14/2015	1,2,4,5,10						
	Dexter KofC Quarter Mania	1/14-1/22	5 X 18 X 24	1/14/2015	1,2,4,5,44						
February	Dexter Senior Ctr-Winter Market	signs out week of 2/7 & 2/21	3-18X24 / 2-2'X4"	11/3/2014	1,2,4,5,44						
	Dexter Comm. Band-Concerts	2/20-3/2	2 - 2' X 3'	10/1/2001	5 & 10						
	Friends of the Dexter Library	2/7	5 X 18 X 24	6/25/2014	1,4,17,19,51						
	Dexter KofC Ladies Auxiliary	1/27-2/9	5 X 18 X 24	1/14/2015	1,2,4,5,10						
March	Dexter Senior Ctr-Winter Market	signs out week of 3/7 & 3/21	3-18X24 / 2-2'X4"	11/3/2014	1,2,4,5,44						
	Community Band - Concert	2/17-3/2	2-2 X 3	11/1/2013	5 & 9						
	Friends of the Dexter Library	3/7	5 X 18 X 24	6/25/2014	1,4,17,19,51	August	Friends of the Dexter Library	Dexter Daze 8/13, 8/14 and 8/15	5 X 18 X 24	6/25/2014	1,4,17,19,51
April	Dexter Senior Ctr-Winter Market	signs out week of 4/4 & 4/18	3-18X24 / 2-2'X4"	11/3/2014	1,2,4,5,44						
	Dexter Comm. Band-Concerts	4/24-5/4	2 - 2' X 3'	10/1/2014	5 & 9						
	Friends of the Dexter Library	4/4	5 X 18 X 24	6/25/2014	1,4,17,19,51						
						September					
						October	Friends of the Dexter Library	10/3	5 X 18 X 24	6/25/2014	1,4,17,19,51
May	Dexter Comm. Band-Concerts	4/24-5/4	2 - 2' X 3'	10/1/2014	5 & 9						
	Friends of the Dexter Library	5/2	5 X 18 X 24	6/25/2014	1,4,17,19,51						
						November	Friends of the Dexter Library	11/7	5 X 18 X 24	6/25/2014	1,4,17,19,51
June	Friends of the Dexter Library	6/6	5 X 18 X 24	6/25/2014	1,4,17,19,51						
						December	Friends of the Dexter Library	12/8	5 X 18 X 24	6/25/2014	1,4,17,19,51
Location Listing: 1 - Baker/Main, 2 - Central/Mill, 3 - Dexter Ann Arbor/Copeland, 4 - Main/Alpine, 5 - Baker/Cemetery, 6 - Monument Park, 7 - Creekside, 8 - 7610 Dexter Ann Arbor, 9 - Peace Park, 10 - Dexter Ann Arbor/Limits, 11 - Cornerstone, 12 - Bates, 13 - 3443 Inverness, 14 - 7720 Ann Arbor Street, 15 - S. Main/Broad, 16 - N. Main/Broad, 17 - Edison/Ann Arbor Street, 18 - Dover/Fifth, 19 - Central/Fifth, 20 - Broad/Fifth, 21 - Mill Creek Middle School, 22 - Fourth/Inverness, 23 - Dexter Bakery, 24 - Lighthouse, 25 - Dexter Pharmacy 2, 26-Warrior Creek Park Driveway, 27-Dexter Flowers, 28-Terry B's, 29-7795 Ann Arbor St, 30 - 7915 Fourth, 31 - 7651 Dan Hoey, 32 - Wylie, 33-Lions Park, 35-Dexter Crossing Entrance, 36 - Dan Hoey/Dexter Ann Arbor; 37 - Dover/Main, 38 - Fourth/Central, 39 - Baker/Hudson, 40 - Inverness/Ann Arbor, 41 - Main/Jeffords, 42 - Third/Broad; 43 - 3rd/Dover; 44 - Ryan/Dexter Ann Arbor, 45 - Meadowview/Dexter Ann Arbor, 46 - Ice Rink, 47-Dexter Mill/RR tracks, 48-7444 Dexter-Ann Arbor, 49-Park entrance @ Farmers Mkt and Library, 50-2810 Baker/Dexter Wellness											
** Dexter Farmers Market will place up to 5 signs on Friday, Saturday and Tuesday from May through October to advertise for the market											
** Dexter Area Chamber will place 4 signs on Friday night to announce the summer series (1, 2, 5, 44)											

PAGE LEFT INTENTIONALLY BLANK

**STATE OF MICHIGAN
BEFORE THE MICHIGAN PUBLIC SERVICE COMMISSION
NOTICE OF HEARING
FOR THE CUSTOMERS OF
DTE ELECTRIC COMPANY**

Agenda: 1/26/15
Item: H-3

CASE NO. U-17767

- The Michigan Public Service Commission will review DTE Electric Company's request to increase its annual base electric revenues by approximately \$370 million above base electric rate levels along with other requested relief.
- **A TYPICAL RESIDENTIAL CUSTOMER'S AVERAGE ELECTRIC BILL MAY BE INCREASED BY UP TO \$13.70 PER MONTH, IF THE MICHIGAN PUBLIC SERVICE COMMISSION APPROVES THE REQUEST.**
- The information below describes how a person may participate in this case.
- You may call or write DTE Electric Company, One Energy Plaza, Detroit, Michigan 48226, (800) 477-4747, for a free copy of its application. Any person may review the application at the offices of DTE Electric Company.
- A public hearing in this matter will be held:

DATE/TIME: **Thursday, January 29, 2015, at 9:00 a.m.**
This hearing will be a prehearing conference to set future hearing dates and decide other procedural matters.

BEFORE: Administrative Law Judge Sharon L. Feldman

LOCATION: Michigan Public Service Commission
7109 West Saginaw Highway
Lansing, Michigan

PARTICIPATION: Any interested person may attend and participate. The hearing site is accessible, including handicapped parking. Persons needing any accommodation to participate should contact the Commission's Executive Secretary at (517) 284-8090 in advance to request mobility, visual, hearing or other assistance.

The Michigan Public Service Commission (Commission) will hold a public hearing to consider DTE Electric Company's (DTE Electric) December 19, 2014 application, which seeks Commission authority to increase its annual base electric revenues by approximately \$370 million along with other requested relief. DTE Electric represents that the Company's requested rate increase is required to recover: 1) the costs with environmental compliance; 2) the costs associated with the operation and maintenance of the electric distribution system and generation plants; 3) the costs associated with inflation; and 4) the capital costs associated with the addition of plant, including additional generation, safety and reliability of its electric distribution system and generation plants and capacity upgrades.

All documents filed in this case shall be submitted electronically through the Commission's E-Dockets website at: michigan.gov/mpscedockets. Requirements and instructions for filing can be found in the User Manual on the E-Dockets help page. Documents may also be submitted, in Word or PDF format, as an attachment to an email sent to: mpscedockets@michigan.gov. If you require assistance prior to e-filing, contact Commission staff at (517) 284-8090 or by e-mail at: mpscedockets@michigan.gov.

Any person wishing to intervene and become a party to the case shall electronically file a petition to intervene with this Commission by January 22, 2015. (Petitions to intervene may also be filed using the traditional paper format.) The proof of service shall indicate service upon DTE Electric's Attorney, Michael J. Solo, Jr., DTE Electric Company, One Energy Plaza, 688 WCB, Detroit, Michigan 48226.

Any person wishing to appear at the hearing to make a statement of position without becoming a party to the case may participate by filing an appearance. To file an appearance, the individual must attend the hearing and advise the presiding administrative law judge of his or her wish to make a statement of position. All information submitted to the Commission in this matter becomes public information, thus available on the Michigan Public Service Commission's website, and subject to disclosure. Please do not include information you wish to remain private.

Requests for adjournment must be made pursuant to the Commission's Rules of Practice and Procedure R 792.10422 and R 792.10432. Requests for further information on adjournment should be directed to (517) 284-8130.

A copy of DTE Electric's application may be reviewed on the Commission's website at: michigan.gov/mpscedockets, and at the office of DTE Electric Company. For more information on how to participate in a case, you may contact the Commission at the above address or by telephone at (517) 284-8090.

Jurisdiction is pursuant to 1909 PA 106, as amended, MCL 460.551 et seq.; 1919 PA 419, as amended, MCL 460.54 et seq.; 1939 PA 3, as amended, MCL 460.1 et seq.; 1969 PA 306, as amended, MCL 24.201 et seq.; and the Commission's Rules of Practice and Procedure, as amended, 2015 AC, R 792.10401 et seq.

January 7, 2015

Agenda: 1/26/15

Item: I-1

Public Services Department

8140 Main Street Dexter, MI 48130-1092

dschlaff@dextermi.gov

Phone (734)426-4572

MEMO

To: Mayor Keough and Council
From: Dan Schlaff, Public Services Superintendent
Date: January 21, 2015
Re: Utility & DPW Progress Reports

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

1/5/15 to 1/11/15

1/12/15 to 1/18/15

Please contact me, if you have any questions.

DPW Progress Report	1/5/2015	1/9/2015	5-Days		
Patch Roads	2	6 hours.			
Salted WTP, Well, 5 TH well	1	4 hours.			
Salted streets	4	32 hours.			
Maintenance on sweeper	3	11 hours.			
Replace batteries MXU'S	2	9.5 hours.			
Final water reads/ beginning	5	2 hours.			
Country Market water main	1	6 hours.			
New water meters	4	2.5 hours.			
New MXU's, wire	4	2 hours.			
Maintenance International					
Dump Truck	1	2.5 hours.			
Bobcat maintenance	2	3 hours.			
Clean Office, Break Room	2	2 hours.			
Cleaned work area	2	2 hours.			
Plowed alley's	2	6 hours.			
Back washed filters WTP	2	3 hours. 50,000 gal.			
Service call	1	Worked on scada box 5 th well. 2 hours.			
Pre-inspection bucket truck		30 min			
Pre-inspection 1 ton trucks	1	30 min			
Pre-inspection GMC truck	1	30 min			
Pre-inspection International truck	1	30 min			
Pre-inspection front end loader	1	30 min			

DPW Progress Report	1/5/2015	1/9/2015	5-Days		
Pre-inspection Case backhoe	1	30 min			
Pre-inspection Bobcat	1	30 min			
Bucket truck Inspection		30 min			
Cleaned van	1	2 hours.			
Bills payroll	1	1 hours.			
NUBCO water read	2	Meter # 71756943 read.		4333	
		Meter # 71307627 read.		110	1 hour.
5 TH well	1	27' 6"	1 hour.		
Cross connection inspection	1	1 hour.			
Trash down town	1	6 hours.			
Morning reads WTP	1	7.5 hours.			
Total Work Hours in the Week	140				
Total Hours Accounted For	118				
Total work orders	52				

DPW Progress Report	1/12/2015	1/16/2015	5-Days		
Patch Roads	2	6 hours.			
Salted streets	4	34 hours.			
Farmers Market	1	1 hour Hop electrical.			
Miss Diggs	6	5.5 hours.			
Found manholes on 5 th	2	2 hours.			
Replace batteries MXU'S	2	2 hours.			
Final water reads/ beginning	1	30 min.			
Maintenace GMC Truck	2	4 hours.			
Worked on sterling truck	1	2 hours.			
Worked on pump for pit	1	7 hours.			
New water meters	6	5 hours.			
New MXU's, wire	3	1.5 hours.			
Maintenance 1 ton truck	1	5 hours.			
Clean Office, Break Room	2	2 hours.			
Maintenance sweeper	1	3 hours.			
Cleaned work area	2	2 hours.			
Back washed filters WTP	2	55,000 gal 2 - hours.			
Pre-inspection bucket truck		30 min			
Pre-inspection 1 ton trucks	1	30 min			
Pre-inspection GMC truck		30 min			
Pre-inspection International truck		30 min			

DPW Progress Report	1/12/2015	1/16/2015	5-Days		
Pre-inspection front end loader		30 min			
Pre-inspection Case backhoe		30 min			
Pre-inspection Bobcat		30 min			
Bucket truck Inspection		30 min			
Miss dig class		2 6 hours.			
Lights on ice rink, signs		2 6 hours			
Bills payroll		1 1 hours.			
Turned over leaf pile		1 3 hours.			
Pushed up 2 - trains salt		1 2 hours.			
NUBCO water read		2 Meter # 71756943 read.		4413	
		Meter # 71307627 read.		113	1 hour.
5 TH well		1 28' 2"	1 hour.		
Power washed equipment		2 6 hours.			
Service call		1 Low water pressure.			
Trash down town		1 6 hours.			
Morning reads WTP		1 7.5 hours.			
Total Work Hours in the Week		140			
Total Hours Accounted For		125			
Total work orders		54			

utilities progress reports	1/5/2015	1/11/2015	7/Days		
sewer maintenance	5				
water maintenance	2				
liftstations, Reads, Floats	4				
Snow removal	7				
Hosing WWTP	1				
Team meeting	10	WWTP, DPW, WTP 7:00 am at WWTP.			
arsenic samples	1				
Morning Rounds WTP	5				
Morning Rounds WWTP	5				
Activated sludge settling test	3				
Maintenance flame arrester	4	Iced up.			
Weekend Operation & Lab	2				
Flushed primary scum beaches	2				
Chem Cleaned sand filters	1				
Unplugged ras pump	2				
Clear bar screen	1				
Grease insp forms	2				
Mixing primary digester for TAVA sample	1				
Pumped scum pit WWTP	2				
Decanting secondary digester					
Open iron pond drain	2				
Installed thermosate WWTP					

utilities progress reports	1/5/2015	1/11/2015	7/Days		
chem room	1				
Maintenance blower #3	1				
Activated sludge samples	4				
Sludge judge clarifiers	7				
Alternate outdoor, indoor screw pumps	2				
samples	7				
P.R.V maintenance	2	Both PRVS frozen.			
UIS installed outlet for heat tap	1				
Equipment inventory	2				
Cleaned chemical room	1				
DO reads activated sludge tank	7				
WATER DUTY SHEETS		DRINKING WATER LAB 7 DAYS PER WEEK.			
	1	Daily grab lab:			
	2	PH		7-Days Per Week	
	3	Iron		7-Days Per Week	
	4	Flouride		7-Days Per Week	
	5	Orthoposphate		7-Days Per Week	
	6	Free Chlorine		7-Days Per Week	
		WEEKLY LAB			
	1	Raw Flouride		One Per Week	
	2	Arsenic		One Per Week	
	3	Raw iron Ryan drive wells		One Per Week	
		WEEKLY NPDES WFP			
	1	PH		One Per Week	
	2	Iron		One Per Week	
	3	Suspended solids		One Per Week	
		DRINKING WATER REPORTING			
	1	Data entry for MORs			
				State Every Month.	
		DRINKING WATER OTHER:			

utilities progress reports	1/5/2015	1/11/2015	7/Days		
1	Montly bacteriological testing				
WASTE WATER DUTY SHEETS	WASTE WATER LAB 7 DAYS PER WEEK.				
1	Daily grab lab		7-Days Per Week		
2	PH		7-Days Per Week		
3	Temp		7-Days Per Week		
4	DO		7-Days Per Week		
5	Fecal Coliform		7-Days Per Week		
6	Total Chlorine		7-Days Per Week		
7	Settlabilty		7-Days Per Week		
8	MSSS AT RAS		7-Days Per Week		
9	Wasting rates		7-Days Per Week		
	Daily Composite Lab:				
1	Dates:		1/5/2015	1/11/2015	
2	BOD		7-Days Per Week		
3	Suspended Solids		7-Days Per Week		
4	Phosphorous		7-Days Per Week		
5	Ammonia		7-Days Per Week		
	Sludge Lab:				
1	PH		7-Days Per Week		
2	Total Solids %		7-Days Per Week		
3	Alkalinity		7-Days Per Week		
	Paragon Sampling:				
1	Copper		1-Day Per Week		
2					
	WASTE WATER REPORTING:				
1	EDMR Submitted		State Every Month.		
	QA/QC:				
1	Log Sheets		One Per Week		
	ORDER SUPPLIES:				
1					
2					
	ORDER CHEMICALS:				
1					
2					
	IPP:				

utilities progress reports	1/5/2015	1/11/2015	7/Days		
1 Alpha Metal					
2 Reports					
3 Other					
IPP:					
1 NUBC					
2 Reports					
3 Other:					
Miscellaneous:					
1 Emailed Jeff Antil December report. Drinking water.					
2 Paper work EDMRS.					
Total Work Orders			252		

utilities progress reports	1/12/2015	1/18/2015	7/Days			
sewer maintenance	4					
water maintenance	2					
liftstations, Reads, Floats	4					
Snow removal	6					
Hosing WWTP	1					
Maintenance snow blower	1					
Maintenance air compressor	1					
Morning Rounds WTP	5					
Morning Rounds WWTP	5					
Activated sludge settling test	3					
Maintenance flame arrester	1	Thawed out, insulated pipe. Heat tap 7 - 10 days out for delivery.				
Weekend Operation & Lab	2					
Flushed primary scum beaches	2					
Chem Cleaned sand filters	1	#3				
Clear bar screen	1					
Grease insp forms	2					
Mixing primary digester for TAVA sample	3					
Pumped scum pit WWTP	2					
Open iron pond drain	2					
BSA training	6					
Activated sludge samples	5					
Sludge judge clarifiers	7					

utilities progress reports	1/12/2015	1/18/2015	7/Days			
Alternate outdoor, indoor screw pumps	2					
Changed Cl2 Pump Hose filter	1	Installed new CL2 pump 5 th well.				
samples	7					
P.R.V maintenance	2	PRV valves thawed out working.				
Equipment inventory	2					
DO reads activated sludge tank	7					
WATER DUTY SHEETS	DRINKING WATER LAB 7 DAYS PER WEEK.					
1	Daily grab lab:					
2	PH		7-Days Per Week			
3	Iron		7-Days Per Week			
4	Flouride		7-Days Per Week			
5	Orthoposphate		7-Days Per Week			
6	Free Chlorine		7-Days Per Week			
	WEEKLY LAB					
1	Raw Flouride			One Per Week		
2	Arsenic			One Per Week		
3	Raw iron Ryan drive wells			One Per Week		
	WEEKLY NPDES WFP					
1	PH		One Per Week			
2	Iron		One Per Week			
3	Suspended solids		One Per Week			
	DRINKING WATER REPORTING					
1	Data entry for MORs					
			State Every Month.			
	DRINKING WATER OTHER:					
1	Montly bacteriological testing					
WASTE WATER DUTY SHEETS	WASTE WATER LAB 7 DAYS PER WEEK.					
1	Daily grab lab		7-Days Per Week			
2	PH		7-Days Per Week			
3	Temp		7-Days Per Week			

utilities progress reports		1/12/2015	1/18/2015	7/Days		
4	DO			7-Days Per Week		
5	Fecal Coliform			7-Days Per Week		
6	Total Chlorine			7-Days Per Week		
7	Settlability			7-Days Per Week		
8	MSSS AT RAS			7-Days Per Week		
9	Wasting rates			7-Days Per Week		
	Daily Composite Lab:					
1	Dates:			1/12/2015	1/18/2015	
2	BOD			7-Days Per Week		
3	Suspended Solids			7-Days Per Week		
4	Phosphorous			7-Days Per Week		
5	Ammonia			7-Days Per Week		
	Sludge Lab:					
1	PH			7-Days Per Week		
2	Total Solids %			7-Days Per Week		
3	Alkalinity			7-Days Per Week		
	Paragon Sampling:					
1	Copper			1-Day Per Week		
2						
	WASTE WATER REPORTING:					
1	EDMR Submitted			State Every Month.		
	QA/QC:					
1	Log Sheets			One Per Week		
	ORDER SUPPLIES:					
1						
2						
	ORDER CHEMICALS:					
1						
2						
	IPP:					
1	Alpha Metal					
2	Reports		Received report.			
3	Other		Meeting with Alpha about new chrome regulations.			
	IPP:					
1	NUBC					
2	Reports		Received report.			

PAGE LEFT INTENTIONALLY BLANK

Treasurer/Finance Director's Report to Council Fiscal Year 2014/2015 Second Quarter

I am pleased to present you with the Treasurer/Finance Director's Report to Council for the Second Quarter of Fiscal Year 2014/2015.

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

Cityhood Transition

I have been working with the City Manager and other staff members on the transition, including the search for an assessor and the housing of assessing documents. BS&A's assessing software is in place.

Fiscal Year 2013/2014 Audit

The following year-end reports have been filed with the appropriate state departments:

- Audit Report
- Act 51 Report
- SF-65
- Qualifying Statement - City
- Qualifying Statement - DDA

In addition, the framework was substantially created for a Comprehensive Annual Financial Report to replace the current audit format. The auditor and I chose not to implement it with the 2013/2014 audit due to time constraints created by my family health situation, however the framework is there for implementation with the Fiscal year 2014/2015 report.

Fiscal Year 2014/2015 Distinguished Budget Award

The City was once again the recipient of the Government Finance Offices Association's Distinguished Budget Award. The comments are attached to this report - it appears that one of the reviewers did not get the updated electronic version and was only able to review half of the document (the original file was missing the second half of the document).

Human Resources

As part of my assuming a larger role in human resources, I was involved in the hiring process for the Assistant to the City manager as well as updating the job description and advertisements for the department of public works position. In addition, I have been working on updating personnel files and integrating more information into the payroll software.

Education and Committee Memberships

- I am a current member of the Michigan Municipal Treasurer Association's (MMTA) Fall Conference Committee and the Michigan Municipal League's Legislative Finance Committee, and am continuing as a budget reviewer for the Government Finance Officers Association.
- I recently joined the Society for Human Resource Managers, upon recommendation of the department head for Eastern Michigan University's human resources program. It is hoped that this organization will provide me with educational opportunities to improve the City's human resources operations.



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

December 1, 2014

Ms. Marie Sherry
Treasurer/Finance Director
Village of Dexter
8140 Main Street
Dexter, MI 48130

Dear Ms. Sherry:

A Panel of independent reviewers has completed its examination of your budget document. We are pleased to inform you that the panel has voted to award your budget document the Distinguished Budget Presentation Award for the current fiscal period. This award is the highest form of recognition in governmental budgeting. Its attainment represents a significant achievement by your organization.

The Distinguished Budget Presentation Award is valid for one year. To continue your participation in the program, it will be necessary to submit your next annual budget document to GFOA within 90 days of the proposed budget's submission to the legislature or within 90 days of the budget's final adoption. Enclosed is an application form to facilitate a timely submission. This form should be submitted with four copies of your budget accompanied by the appropriate fee.

Each program participant is provided with confidential comments and suggestions for possible improvements to the budget document. Your comments are enclosed. We urge you to carefully consider the suggestions offered by our reviewers as you prepare your next budget.

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. Enclosed is a Certificate of Recognition for Budget Preparation for:

Marie Sherry, Treasurer/Finance Director

Continuing participants will find a certificate and brass medallion enclosed with these results. First-time recipients will receive an award plaque that will be mailed separately and should arrive within eight to ten weeks. Enclosed is a camera-ready reproduction of the award for inclusion in your next budget. If you reproduce the camera-ready in your next budget, it should be accompanied by a statement indicating continued compliance with program criteria.

The following standardized text should be used:

Ms. Marie Sherry

December 1, 2014

Page 2

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to **Village of Dexter, Michigan** for its annual budget for the fiscal year beginning **July 1, 2014**. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communications device.

This award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.

A press release is enclosed.

The Government Finance Officers Association encourages you to make arrangements for a formal presentation of the award. If you would like the award presented by a member of your state or provincial finance officers association, we can provide the name of a contact person for that group.

We appreciate your participation in this program and we sincerely hope that your example will encourage others in their efforts to achieve and maintain excellence in governmental budgeting. The most current list of award recipients (with hyperlinks) can be found on GFOA's website at www.gfoa.org. If we can be of further assistance, please contact the Technical Services Center.

Sincerely,



Stephen J. Gauthier, Director
Technical Services Center

Enclosure



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**Village of Dexter
Michigan**

For the Fiscal Year Beginning

July 1, 2014

Executive Director

BUDGET REVIEW COMPOSITE RATING FORM
GFOA Distinguished Budget Presentation Awards Program

fiscal period beginning July 2014

document number B9932975 2,485

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

Fiscal Year 2014/2015 Second Quarter Budget Reports

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.

General Fund Revenue and Expenditures:

- General Fund revenue is higher than benchmark due to tax collection being substantially complete.
- Most expenditure departments are at or near benchmark.
 - An amendment for attorney fees is being presented, due to the Dexter Wellness Tax Tribunal case.
 - The Clerk's department is higher than benchmark due to the publishing of the charter in the first half of the fiscal year.
 - An amendment is being presented for the assessing department, for purchase of the BS&A Assessing software.
 - Buildings & Grounds is slightly higher than benchmark due to ½ of the annual rent for the Village Office already having been paid, and equipment service contracts being paid lump sum in the early part of the fiscal year.
 - An amendment is being presented for the Department of Public Works due to the cash-out of the retiree health care benefit for our recently retired employee.
 - Economic Development is higher than benchmark due to the payment of dues to SPARK.
 - Insurance is higher than benchmark due to the OPEB and MERS additional payments being made.
 - An amendment is being presented to reflect the transfer of the voluntary public parking fund to Major Streets for parking associated with Central Street and Ann Arbor Street.

PERIOD ENDING 12/31/2014

GL NUMBER	DESCRIPTION	2014-15	2014-15	YTD BALANCE	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	12/31/2014 NORMAL (ABNORMAL)	BALANCE NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND						
Revenues						
000-ASSETS, LIABILITIES & REVENUE		2,648,600.00	2,651,400.00	2,243,165.89	408,234.11	84.60
TOTAL Revenues		<u>2,648,600.00</u>	<u>2,651,400.00</u>	<u>2,243,165.89</u>	<u>408,234.11</u>	<u>84.60</u>
Expenditures						
101-CITY COUNCIL		57,000.00	59,800.00	30,880.95	28,919.05	51.64
172-CITY MANAGER		304,200.00	302,200.00	132,210.35	169,989.65	43.75
201-FINANCE DEPARTMENT		15,600.00	15,600.00	1,902.34	13,697.66	12.19
210-ATTORNEY		25,000.00	25,000.00	29,379.64	(4,379.64)	117.52
215-CITY CLERK		7,900.00	9,900.00	7,834.45	2,065.55	79.14
253-TREASURER		97,300.00	97,300.00	45,210.85	52,089.15	46.47
257-ASSESSING DEPARTMENT		0.00	0.00	7,795.00	(7,795.00)	100.00
265-BUILDINGS & GROUNDS		69,800.00	69,800.00	37,187.09	32,612.91	53.28
285-CITY TREE PROGRAM		24,000.00	24,000.00	10,617.50	13,382.50	44.24
301-LAW ENFORCEMENT		567,100.00	567,100.00	237,731.96	329,368.04	41.92
336-FIRE DEPARTMENT		494,700.00	494,700.00	244,077.70	250,622.30	49.34
400-PLANNING DEPARTMENT		119,100.00	119,100.00	48,229.64	70,870.36	40.50
410-ZONING BOARD OF APPEALS		1,100.00	1,100.00	124.54	975.46	11.32
441-DEPARTMENT OF PUBLIC WORKS		155,100.00	155,100.00	96,132.91	58,967.09	61.98
442-DOWNTOWN PUBLIC WORKS		73,300.00	73,300.00	37,847.04	35,452.96	51.63
447-ENGINEERING		11,000.00	11,000.00	1,335.00	9,665.00	12.14
448-MUNICIPAL STREET LIGHTS		73,000.00	73,000.00	29,191.55	43,808.45	39.99
528-SOLID WASTE		0.00	0.00	0.00	0.00	0.00
728-ECONOMIC DEVELOPMENT		3,700.00	3,700.00	2,585.33	1,114.67	69.87
751-PARKS & RECREATION		120,400.00	120,400.00	38,868.61	81,531.39	32.28
851-INSURANCE & BONDS		179,300.00	290,300.00	247,274.45	43,025.55	85.18
875-CONTRIBUTIONS		33,300.00	33,300.00	16,000.00	17,300.00	48.05
890-CONTINGENCIES		32,000.00	42,000.00	10,713.20	31,286.80	25.51
901-CAPITAL IMPROVEMENTS		105,000.00	105,000.00	55,509.55	49,490.45	52.87
965-TRANSFERS OUT - CONTROL		129,900.00	229,900.00	108,102.27	121,797.73	47.02
TOTAL Expenditures		<u>2,698,800.00</u>	<u>2,922,600.00</u>	<u>1,476,741.92</u>	<u>1,445,858.08</u>	<u>50.53</u>
Fund 101 - GENERAL FUND:						
TOTAL REVENUES		2,648,600.00	2,651,400.00	2,243,165.89	408,234.11	84.60
TOTAL EXPENDITURES		<u>2,698,800.00</u>	<u>2,922,600.00</u>	<u>1,476,741.92</u>	<u>1,445,858.08</u>	<u>50.53</u>
NET OF REVENUES & EXPENDITURES		(50,200.00)	(271,200.00)	766,423.97	(1,037,623.97)	282.60
BEG. FUND BALANCE		1,329,685.41	1,329,685.41	1,329,685.41		(282.60)
END FUND BALANCE		1,279,485.41	1,058,485.41	2,096,109.38		(282.60)

Streets Funds (Fund 202, Fund 203 and Fund 204)

- Revenue for all three funds are within acceptable ranges. Major and Local Streets are dependent on transfers from the Municipal Streets Fund, but the non-transfer revenue lines are within benchmark.

Major Streets (Fund 202) Expenditures

- Administration is higher than benchmark due to the OPEB and additional MERS payments being made.
- The Contracted Construction department is higher than benchmark due to the 2014 projects.
- Routine Maintenance is higher than benchmark due to the crack sealing being performed in 2014.

Local Streets (Fund 203) Expenditures

- Administration is higher than benchmark due to the OPEB and additional MERS payments being made.
- The Contracted Construction department is higher than benchmark due to the 2014 projects.
- Routine Maintenance is higher than benchmark due to pavement management projects that have been done.

Municipal Streets (Fund 204) Expenditures

- Transfers have been made to the Major and Local Streets Funds as needed.
- A transfer budget amendment is being presented to cover bond issuance costs in the General Debt (Non-Voted) Fund.

PERIOD ENDING 12/31/2014

GL NUMBER	DESCRIPTION	2014-15	2014-15	YTD BALANCE		AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	NORMAL	(ABNORMAL) 12/31/2014	NORMAL	(ABNORMAL) BALANCE	
Fund 202 - MAJOR STREETS FUND								
Revenues								
	000-ASSETS, LIABILITIES & REVENUE	783,900.00	920,100.00	689,764.64		230,335.36		74.97
TOTAL Revenues		<u>783,900.00</u>	<u>920,100.00</u>	<u>689,764.64</u>		<u>230,335.36</u>		<u>74.97</u>
Expenditures								
	248-ADMINISTRATION	4,600.00	4,600.00	4,505.92		94.08		97.95
	445-STORMWATER	26,900.00	26,900.00	7,908.77		18,991.23		29.40
	451-CONTRACTED ROAD CONSTRUCTION	538,600.00	674,800.00	582,660.82		92,139.18		86.35
	463-ROUTINE MAINTENANCE	93,000.00	93,000.00	52,134.15		40,865.85		56.06
	474-TRAFFIC SERVICES	42,500.00	42,500.00	17,343.62		25,156.38		40.81
	478-WINTER MAINTENANCE	68,300.00	78,300.00	31,374.42		46,925.58		40.07
	890-CONTINGENCIES	10,000.00	0.00	0.00		0.00		0.00
TOTAL Expenditures		<u>783,900.00</u>	<u>920,100.00</u>	<u>695,927.70</u>		<u>224,172.30</u>		<u>75.64</u>
Fund 202 - MAJOR STREETS FUND:								
TOTAL REVENUES		783,900.00	920,100.00	689,764.64		230,335.36		74.97
TOTAL EXPENDITURES		<u>783,900.00</u>	<u>920,100.00</u>	<u>695,927.70</u>		<u>224,172.30</u>		<u>75.64</u>
NET OF REVENUES & EXPENDITURES		0.00	0.00	(6,163.06)		6,163.06		100.00
BEG. FUND BALANCE		9,703.10	9,703.10	9,703.10				100.00
END FUND BALANCE		9,703.10	9,703.10	3,540.04				100.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF DEXTER
 PERIOD ENDING 12/31/2014

GL NUMBER	DESCRIPTION	2014-15	2014-15	YTD BALANCE	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	12/31/2014 NORMAL (ABNORMAL)	BALANCE NORMAL (ABNORMAL)	
Fund 203 - LOCAL STREETS FUND						
Revenues						
	000-ASSETS, LIABILITIES & REVENUE	706,900.00	857,200.00	682,636.93	174,563.07	79.64
TOTAL Revenues		<u>706,900.00</u>	<u>857,200.00</u>	<u>682,636.93</u>	<u>174,563.07</u>	<u>79.64</u>
Expenditures						
	248-ADMINISTRATION	4,600.00	4,600.00	4,545.77	54.23	98.82
	445-STORMWATER	22,000.00	22,000.00	9,667.76	12,332.24	43.94
	451-CONTRACTED ROAD CONSTRUCTION	500,000.00	639,300.00	571,969.71	67,330.29	89.47
	463-ROUTINE MAINTENANCE	75,300.00	86,300.00	71,264.05	15,035.95	82.58
	474-TRAFFIC SERVICES	35,300.00	35,300.00	12,133.44	23,166.56	34.37
	478-WINTER MAINTENANCE	59,700.00	65,200.00	26,768.35	38,431.65	41.06
	890-CONTINGENCIES	10,000.00	0.00	0.00	0.00	0.00
TOTAL Expenditures		<u>706,900.00</u>	<u>852,700.00</u>	<u>696,349.08</u>	<u>156,350.92</u>	<u>81.66</u>
Fund 203 - LOCAL STREETS FUND:						
TOTAL REVENUES		706,900.00	857,200.00	682,636.93	174,563.07	79.64
TOTAL EXPENDITURES		<u>706,900.00</u>	<u>852,700.00</u>	<u>696,349.08</u>	<u>156,350.92</u>	<u>81.66</u>
NET OF REVENUES & EXPENDITURES		0.00	4,500.00	(13,712.15)	18,212.15	304.71
BEG. FUND BALANCE		30,531.81	30,531.81	30,531.81		(304.71)
END FUND BALANCE		30,531.81	35,031.81	16,819.66		(304.71)

REVENUE AND EXPENDITURE REPORT FOR CITY OF DEXTER

PERIOD ENDING 12/31/2014

GL NUMBER	DESCRIPTION	2014-15	2014-15	YTD BALANCE		AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	NORMAL	(ABNORMAL) 12/31/2014	NORMAL	(ABNORMAL) BALANCE	
Fund 204 - MUNICIPAL STREETS								
Revenues								
	000-ASSETS, LIABILITIES & REVENUE	691,800.00	691,800.00	663,203.33		28,596.67		95.87
TOTAL Revenues		<u>691,800.00</u>	<u>691,800.00</u>	<u>663,203.33</u>		<u>28,596.67</u>		<u>95.87</u>
Expenditures								
	248-ADMINISTRATION	69,900.00	71,400.00	53,888.71		17,511.29		75.47
	965-TRANSFERS OUT - CONTROL	849,100.00	885,100.00	620,000.00		265,100.00		70.05
TOTAL Expenditures		<u>919,000.00</u>	<u>956,500.00</u>	<u>673,888.71</u>		<u>282,611.29</u>		<u>70.45</u>
<hr/>								
Fund 204 - MUNICIPAL STREETS:								
TOTAL REVENUES		691,800.00	691,800.00	663,203.33		28,596.67		95.87
TOTAL EXPENDITURES		<u>919,000.00</u>	<u>956,500.00</u>	<u>673,888.71</u>		<u>282,611.29</u>		<u>70.45</u>
NET OF REVENUES & EXPENDITURES		(227,200.00)	(264,700.00)	(10,685.38)		(254,014.62)		4.04
BEG. FUND BALANCE		364,508.44	364,508.44	364,508.44				4.04
END FUND BALANCE		137,308.44	99,808.44	353,823.06				4.04

Enterprise Funds (Fund 590 and Fund 591)

Sewer Fund (Fund 590) Revenue and Expenditures

- Revenues are at benchmark.
- The Utilities Department is higher than benchmark due to equipment purchases and an increase cost for chemicals because of the storage issue.
- Long-term Debt is higher than benchmark because most of the principal payments have been made - the next payments will be mainly interest.

Water Fund (Fund 591) Revenue and Expenditures

- Revenues are at benchmark.
- Long-term Debt is higher than benchmark because most of the principal payments have been made - the next payments will be mainly interest.
- Capital Improvements is higher than benchmark because the Ann Arbor Street project is complete.

PERIOD ENDING 12/31/2014

GL NUMBER	DESCRIPTION	2014-15	2014-15	YTD BALANCE	AVAILABLE	% BGD USED
		ORIGINAL BUDGET	AMENDED BUDGET	12/31/2014 NORMAL (ABNORMAL)	BALANCE NORMAL (ABNORMAL)	
Fund 590 - SEWER ENTERPRISE FUND						
Revenues						
	000-ASSETS, LIABILITIES & REVENUE	1,298,300.00	1,298,300.00	537,068.89	761,231.11	41.37
TOTAL Revenues		<u>1,298,300.00</u>	<u>1,298,300.00</u>	<u>537,068.89</u>	<u>761,231.11</u>	<u>41.37</u>
Expenditures						
	248-ADMINISTRATION	92,800.00	92,800.00	51,946.07	40,853.93	55.98
	548-SEWER UTILITIES DEPARTMENT	630,100.00	630,100.00	348,189.52	281,910.48	55.26
	850-LONG-TERM DEBT	462,700.00	462,700.00	333,498.49	129,201.51	72.08
	890-CONTINGENCIES	15,000.00	15,000.00	0.00	15,000.00	0.00
	901-CAPITAL IMPROVEMENTS	448,000.00	448,000.00	333,448.78	114,551.22	74.43
TOTAL Expenditures		<u>1,648,600.00</u>	<u>1,648,600.00</u>	<u>1,067,082.86</u>	<u>581,517.14</u>	<u>64.73</u>
Fund 590 - SEWER ENTERPRISE FUND:						
TOTAL REVENUES		<u>1,298,300.00</u>	<u>1,298,300.00</u>	<u>537,068.89</u>	<u>761,231.11</u>	<u>41.37</u>
TOTAL EXPENDITURES		<u>1,648,600.00</u>	<u>1,648,600.00</u>	<u>1,067,082.86</u>	<u>581,517.14</u>	<u>64.73</u>
NET OF REVENUES & EXPENDITURES		(350,300.00)	(350,300.00)	(530,013.97)	179,713.97	151.30
BEG. FUND BALANCE		3,756,633.82	3,756,633.82	3,756,633.82		151.30
END FUND BALANCE		3,406,333.82	3,406,333.82	3,226,619.85		151.30

PERIOD ENDING 12/31/2014

GL NUMBER	DESCRIPTION	2014-15	2014-15	YTD BALANCE	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	12/31/2014 NORMAL (ABNORMAL)	BALANCE NORMAL (ABNORMAL)	
Fund 591 - WATER ENTERPRISE FUND						
Revenues						
	000-ASSETS, LIABILITIES & REVENUE	824,800.00	824,800.00	333,412.97	491,387.03	40.42
TOTAL Revenues		<u>824,800.00</u>	<u>824,800.00</u>	<u>333,412.97</u>	<u>491,387.03</u>	<u>40.42</u>
Expenditures						
	248-ADMINISTRATION	82,700.00	82,700.00	45,372.57	37,327.43	54.86
	556-WATER UTILITIES DEPARTMENT	421,900.00	421,900.00	215,807.69	206,092.31	51.15
	850-LONG-TERM DEBT	255,800.00	255,800.00	170,999.52	84,800.48	66.85
	890-CONTINGENCIES	15,000.00	15,000.00	0.00	15,000.00	0.00
	901-CAPITAL IMPROVEMENTS	319,500.00	364,500.00	332,315.15	32,184.85	91.17
TOTAL Expenditures		<u>1,094,900.00</u>	<u>1,139,900.00</u>	<u>764,494.93</u>	<u>375,405.07</u>	<u>67.07</u>
Fund 591 - WATER ENTERPRISE FUND:						
TOTAL REVENUES		824,800.00	824,800.00	333,412.97	491,387.03	40.42
TOTAL EXPENDITURES		<u>1,094,900.00</u>	<u>1,139,900.00</u>	<u>764,494.93</u>	<u>375,405.07</u>	<u>67.07</u>
NET OF REVENUES & EXPENDITURES		(270,100.00)	(315,100.00)	(431,081.96)	115,981.96	136.81
BEG. FUND BALANCE		3,396,565.88	3,396,565.88	3,396,565.88		136.81
END FUND BALANCE		3,126,465.88	3,081,465.88	2,965,483.92		136.81
TOTAL REVENUES - ALL FUNDS		8,771,700.00	9,161,000.00	6,451,021.32	2,709,978.68	70.42
TOTAL EXPENDITURES - ALL FUNDS		<u>9,305,700.00</u>	<u>10,188,500.00</u>	<u>6,388,666.34</u>	<u>3,799,833.66</u>	<u>62.70</u>
NET OF REVENUES & EXPENDITURES		(534,000.00)	(1,027,500.00)	62,354.98	(1,089,854.98)	6.07
BEG. FUND BALANCE - ALL FUNDS		9,163,558.30	9,163,558.30	9,163,558.30		136.81
END FUND BALANCE - ALL FUNDS		8,629,558.30	8,136,058.30	9,225,913.28		136.81

Other Funds (Fund 226, 275, Fund 303, Fund 351 and Fund 402)

Solid Waste Fund (Fund 226) Revenue and Expenditures

- Revenue and expenditures are at benchmark.

Tree Fund (Fund 275) Revenue and Expenditures

- There has been no significant activity in this fund.

General Debt Service (Voted Bonds) Fund (Fund 303) Revenue and Expenditures

- A majority of the revenue has been received from tax collections.

General Debt Service (Non-Voted Bonds) Fund (Fund 351) Revenue and Expenditures

- The proceeds for the \$800,000 bond have been received, with substantial transfers being made out to the Major and Local Streets funds.
- An amendment is being presented to budget for the costs associated with bond issuance, with a transfer in from the Municipal Streets Fund.

Equipment Replacement Fund (Fund 402) Revenue and Expenditures

- An amendment is being presented for improvements to vehicles that were recently purchased.

REVENUE AND EXPENDITURE REPORT FOR CITY OF DEXTER

PERIOD ENDING 12/31/2014

GL NUMBER	DESCRIPTION	2014-15	2014-15	YTD BALANCE	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	12/31/2014 NORMAL (ABNORMAL)	BALANCE NORMAL (ABNORMAL)	
Fund 226 - SOLID WASTE COLLECTION FUND						
Revenues						
	000-ASSETS, LIABILITIES & REVENUE	560,400.00	660,400.00	289,264.21	371,135.79	43.80
TOTAL Revenues		<u>560,400.00</u>	<u>660,400.00</u>	<u>289,264.21</u>	<u>371,135.79</u>	<u>43.80</u>
Expenditures						
	248-ADMINISTRATION	100.00	100.00	49.59	50.41	49.59
	528-SOLID WASTE	548,200.00	548,200.00	259,043.02	289,156.98	47.25
TOTAL Expenditures		<u>548,300.00</u>	<u>548,300.00</u>	<u>259,092.61</u>	<u>289,207.39</u>	<u>47.25</u>
<hr/>						
Fund 226 - SOLID WASTE COLLECTION FUND:						
TOTAL REVENUES		560,400.00	660,400.00	289,264.21	371,135.79	43.80
TOTAL EXPENDITURES		<u>548,300.00</u>	<u>548,300.00</u>	<u>259,092.61</u>	<u>289,207.39</u>	<u>47.25</u>
NET OF REVENUES & EXPENDITURES		12,100.00	112,100.00	30,171.60	81,928.40	26.91
BEG. FUND BALANCE						26.91
END FUND BALANCE		12,100.00	112,100.00	30,171.60		26.91

REVENUE AND EXPENDITURE REPORT FOR CITY OF DEXTER

PERIOD ENDING 12/31/2014

GL NUMBER	DESCRIPTION	2014-15	2014-15	YTD BALANCE		AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	NORMAL	(ABNORMAL)	NORMAL	(ABNORMAL)	
Fund 275 - TREE REPLACEMENT FUND								
Revenues								
	000-ASSETS, LIABILITIES & REVENUE	1,300.00	1,300.00	1,103.25		196.75		84.87
TOTAL Revenues		<u>1,300.00</u>	<u>1,300.00</u>	<u>1,103.25</u>		<u>196.75</u>		<u>84.87</u>
Expenditures								
	965-TRANSFERS OUT - CONTROL	8,000.00	8,000.00	0.00		8,000.00		0.00
TOTAL Expenditures		<u>8,000.00</u>	<u>8,000.00</u>	<u>0.00</u>		<u>8,000.00</u>		<u>0.00</u>
<hr/>								
Fund 275 - TREE REPLACEMENT FUND:								
TOTAL REVENUES		1,300.00	1,300.00	1,103.25		196.75		84.87
TOTAL EXPENDITURES		<u>8,000.00</u>	<u>8,000.00</u>	<u>0.00</u>		<u>8,000.00</u>		<u>0.00</u>
NET OF REVENUES & EXPENDITURES		(6,700.00)	(6,700.00)	1,103.25		(7,803.25)		16.47
BEG. FUND BALANCE		150,091.91	150,091.91	150,091.91				(16.47)
END FUND BALANCE		143,391.91	143,391.91	151,195.16				(16.47)

PERIOD ENDING 12/31/2014

GL NUMBER	DESCRIPTION	2014-15	2014-15	YTD BALANCE		AVAILABLE		% BGD USED
		ORIGINAL BUDGET	AMENDED BUDGET	NORMAL	(ABNORMAL)	NORMAL	(ABNORMAL)	
Fund 303 - GENERAL DEBT SERVICE FUND (VOTED BONDS)								
Revenues								
	000-ASSETS, LIABILITIES & REVENUE	150,100.00	150,100.00	156,628.29		(6,528.29)		104.35
TOTAL Revenues		<u>150,100.00</u>	<u>150,100.00</u>	<u>156,628.29</u>		<u>(6,528.29)</u>		<u>104.35</u>
Expenditures								
	248-ADMINISTRATION	600.00	1,100.00	890.29		209.71		80.94
	570-STREETSCAPE	145,900.00	145,900.00	8,610.00		137,290.00		5.90
TOTAL Expenditures		<u>146,500.00</u>	<u>147,000.00</u>	<u>9,500.29</u>		<u>137,499.71</u>		<u>6.46</u>
<hr/>								
Fund 303 - GENERAL DEBT SERVICE FUND (VOTED BONDS):								
TOTAL REVENUES		150,100.00	150,100.00	156,628.29		(6,528.29)		104.35
TOTAL EXPENDITURES		<u>146,500.00</u>	<u>147,000.00</u>	<u>9,500.29</u>		<u>137,499.71</u>		<u>6.46</u>
NET OF REVENUES & EXPENDITURES		3,600.00	3,100.00	147,128.00		(144,028.00)		4,746.06
BEG. FUND BALANCE		5,954.60	5,954.60	5,954.60				4,746.06
END FUND BALANCE		9,554.60	9,054.60	153,082.60				4,746.06

PERIOD ENDING 12/31/2014

GL NUMBER	DESCRIPTION	2014-15	2014-15	YTD BALANCE		AVAILABLE		% BGD USED
		ORIGINAL BUDGET	AMENDED BUDGET	NORMAL	(ABNORMAL) 12/31/2014	NORMAL	(ABNORMAL) BALANCE	
Fund 351 - GENERAL DEBT SERVICE (NON-VOTED BONDS)								
Revenues								
	000-ASSETS, LIABILITIES & REVENUE	1,035,400.00	1,035,400.00	800,000.00		235,400.00		77.26
TOTAL Revenues		<u>1,035,400.00</u>	<u>1,035,400.00</u>	<u>800,000.00</u>		<u>235,400.00</u>		<u>77.26</u>
Expenditures								
	248-ADMINISTRATION	0.00	0.00	18,150.00		(18,150.00)		100.00
	850-LONG-TERM DEBT	235,800.00	235,800.00	27,578.75		208,221.25		11.70
	965-TRANSFERS OUT - CONTROL	450,000.00	700,500.00	598,099.00		102,401.00		85.38
TOTAL Expenditures		<u>685,800.00</u>	<u>936,300.00</u>	<u>643,827.75</u>		<u>292,472.25</u>		<u>68.76</u>
<hr/>								
Fund 351 - GENERAL DEBT SERVICE (NON-VOTED BONDS):								
TOTAL REVENUES		1,035,400.00	1,035,400.00	800,000.00		235,400.00		77.26
TOTAL EXPENDITURES		<u>685,800.00</u>	<u>936,300.00</u>	<u>643,827.75</u>		<u>292,472.25</u>		<u>68.76</u>
NET OF REVENUES & EXPENDITURES		349,600.00	99,100.00	156,172.25		(57,072.25)		157.59
BEG. FUND BALANCE								157.59
END FUND BALANCE		349,600.00	99,100.00	156,172.25				157.59

PERIOD ENDING 12/31/2014

GL NUMBER	DESCRIPTION	2014-15	2014-15	YTD BALANCE		AVAILABLE		% BGD USED
		ORIGINAL BUDGET	AMENDED BUDGET	NORMAL	(ABNORMAL) 12/31/2014	NORMAL	(ABNORMAL) BALANCE	
Fund 402 - EQUIPMENT REPLACEMENT FUND								
Revenues								
	000-ASSETS, LIABILITIES & REVENUE	70,200.00	70,200.00		54,772.92		15,427.08	78.02
TOTAL Revenues		<u>70,200.00</u>	<u>70,200.00</u>		<u>54,772.92</u>		<u>15,427.08</u>	<u>78.02</u>
Expenditures								
	248-ADMINISTRATION	0.00	500.00		153.67		346.33	30.73
	441-DEPARTMENT OF PUBLIC WORKS	35,000.00	35,000.00		20,210.24		14,789.76	57.74
	903-CAPITAL IMPROVEMENTS-VEHICLES	30,000.00	73,000.00		81,396.58		(8,396.58)	111.50
TOTAL Expenditures		<u>65,000.00</u>	<u>108,500.00</u>		<u>101,760.49</u>		<u>6,739.51</u>	<u>93.79</u>
<hr/>								
Fund 402 - EQUIPMENT REPLACEMENT FUND:								
TOTAL REVENUES		70,200.00	70,200.00		54,772.92		15,427.08	78.02
TOTAL EXPENDITURES		<u>65,000.00</u>	<u>108,500.00</u>		<u>101,760.49</u>		<u>6,739.51</u>	<u>93.79</u>
NET OF REVENUES & EXPENDITURES		5,200.00	(38,300.00)		(46,987.57)		8,687.57	122.68
BEG. FUND BALANCE		119,883.33	119,883.33		119,883.33			122.68
END FUND BALANCE		125,083.33	81,583.33		72,895.76			122.68

**Village of Dexter
Cash Accounts**

General Ledger Name	Bank & Account Name	Purpose	Balance 12/31/14	Status of Cash
General Fund				
Cash	TCF & PNC Pooled	General operating	\$ 622,896.23	Unrestricted
Building Reserve Account	TCF Pooled	Reserved for future building project	\$ 53,186.98	Restricted
Arts, Culture & Heritage	TCF Pooled	Reserved for Arts, Culture & Heritage	\$ 5,909.98	Restricted
Voluntary Public Parking	TCF Pooled	Reserved for parking activities	\$ -	Restricted
Property Tax Checking	TCF Property Tax Checking	Used to distribute taxes and make refunds	\$ 5,345.50	Unrestricted
Cash Savings	TCF Bank	General operating	\$ 150,968.66	Unrestricted
Property Tax Savings	TCF Property Tax Savings	Clearing account for undistributed tax collections	\$ 29,509.74	Unrestricted
Chelsea Bank CD	Chelsea Bank	General operating	\$ 257,369.88	Unrestricted
Petty Cash	Office	Small cash purchases	\$ 100.00	Unrestricted
Bank of Holland CD	Multi-Bank Securities	General Operating	\$ 100,000.00	Unrestricted
Traverse City State Bank	Multi-Bank Securities	General Operating	\$ 249,000.00	Unrestricted
Isabella Bank CD	Multi-Bank Securities	Reserved for future building project	\$ 235,000.00	Restricted
Bank of N. Michigan-Petoskey	Multi-Bank Securities	General Operating	\$ 200,000.00	Unrestricted
MBIA Class	MBIA Class	General operating	\$ 250,582.10	Unrestricted
Subtotal Unrestricted			\$ 1,865,772.11	
Subtotal Restricted			\$ 294,096.96	
Total General Fund			\$ 2,159,869.07	

Major Streets Fund

Cash	TCF Pooled	General operating for major streets activities	\$ 3,540.04	Unrestricted
Subtotal Unrestricted			\$ 3,540.04	
Total Major Streets Fund			\$ 3,540.04	

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

Local Streets Fund

Cash	TCF Pooled	General operating for major streets activities	\$ 16,094.74	Unrestricted
Metro Act Account (Pooled)	TCF Pooled	Reserved for right of way activities	\$ 724.92	Restricted
Subtotal Unrestricted			\$ 16,094.74	
Subtotal Restricted			\$ 724.92	
Total Local Streets Fund			\$ 16,819.66	

*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	\$ 352,290.21	Unrestricted
Property Tax Savings	TCF Property Tax Savings	Available for transfer to Major & Local Streets	\$ 1,532.85	Unrestricted
Subtotal Unrestricted			\$ 353,823.06	
Subtotal Restricted			\$ -	
Total Municipal Streets Fund			\$ 353,823.06	

**Village of Dexter
Cash Accounts**

General Ledger Name	Bank & Account Name	Purpose	Balance 12/31/14	Status of Cash
Solid Waste Fund				
Cash	TCF Pooled	Available for Solid Waste activities	\$ 17,873.48	Unrestricted
Subtotal Unrestricted			\$ -	
Subtotal Restricted			\$ 17,873.48	
Total Solid Waste Fund			\$ 17,873.48	
Tree Replacement Fund				
Cash	TCF Pooled	Restricted for Trees	\$ 2,662.48	Restricted
Restricted Tree Replacement	PNC Bank	Restricted for trees	\$ 23,532.68	Restricted
Multi-Bank CD	Multi-Bank Securities	Restricted for trees	\$ 125,000.00	Restricted
Subtotal Unrestricted			\$ -	
Subtotal Restricted			\$ 151,195.16	
Total Tree Replacement Fund			\$ 151,195.16	
Debt Service Fund - Voted				
Cash	TCF Pooled	Tax collections for GO Bond payments	\$ 12,753.81	Restricted
Property Tax Savings	TCF Property Tax Savings	Tax collections for GO Bond payments	\$ 140,328.79	Restricted
Subtotal Unrestricted			\$ -	
Subtotal Restricted			\$ 153,082.60	
Total Debt Service - Voted Fund			\$ 153,082.60	
Debt Service Fund - Non-Voted				
Cash	TCF Pooled	Restricted for Street projects & bond payments	\$ 156,172.25	Restricted
Subtotal Unrestricted			\$ -	
Subtotal Restricted			\$ 156,172.25	
Total Debt Service - Non Voted Fund			\$ 156,172.25	
Equipment Replacement Fund				
Cash	TCF Pooled	Reserved for vehicle expenses including capital p	\$ 72,895.76	Restricted
Subtotal Restricted			\$ 72,895.76	
Total Equipment Replacement Fund			\$ 72,895.76	
Sewer Enterprise Fund				
Cash	TCF Pooled	Sewer operating	\$ 60,418.64	Unrestricted
Sewer Tap Fees Account	TCF Sewer & Water	Sewer tap-in fees	\$ 98,776.35	Unrestricted
Sewer Tap Fees Account	PNC Bank	Sewer tap-in fees	\$ 290,268.18	Unrestricted
Property Tax Savings	TCF Property Tax Savings	Tax collections for delinquent utilities	\$ 3,958.71	Unrestricted
Sewer Tap Fees Account	Michigan Class Sewer/Water	Sewer tap-in fees	\$ 85,371.09	Unrestricted
Subtotal Unrestricted			\$ 538,792.97	
Subtotal Restricted			\$ -	
Total Sewer Enterprise Fund			\$ 538,792.97	

**Village of Dexter
Cash Accounts**

General Ledger Name	Bank & Account Name	Purpose	Balance 12/31/14	Status of Cash
Water Enterprise Fund				
Cash	TCF Pooled	Water operating	\$ 3,438.79	Unrestricted
Water Tap Fees Account	TCF Sewer & Water	Water tap-in fees	\$ 27,982.76	Unrestricted
Water Tap Fees Account	PNC Bank	Water tap-in fees	\$ 30,036.28	Unrestricted
Property Tax Savings	TCF Property Tax Savings	Tax collections for delinquent utilities	\$ 2,310.60	Unrestricted
Bank of Ann Arbor CD	Bank of Ann Arbor	Water tap-in fees	\$ 259,992.85	Unrestricted
Water Tap Fees Account	Michigan Class Sewer/Water	Water tap-in fees	\$ -	Unrestricted
Subtotal Unrestricted			\$ 323,761.28	
Subtotal Restricted			\$ -	
Total Water Enterprise Fund			\$ 323,761.28	
Trust & Agency Fund				
Performance Guarantees	TCF Performance Guarantees	Escrows for development bonds such as tree bonds	\$ 26,166.20	Restricted
Site Plan Review	TCF Pooled	Escrows for payment of development related fees	\$ 213,947.40	Restricted
Tree Escrow	TCF Pooled	Escrows for Tree Replacement	\$ -	Restricted
Subtotal Unrestricted			\$ -	
Subtotal Restricted			\$ 240,113.60	
Total Trust & Agency Fund			\$ 240,113.60	
Retiree Health Care Fund				
Cash	Mers	Funds reserved for OPEB	\$ 613,798.40	Restricted
Subtotal Unrestricted			\$ -	
Subtotal Restricted			\$ 613,798.40	
Total Trust & Agency Fund			\$ 613,798.40	
*Balance as of September 30, 2014				
Payroll Fund				
Cash	TCF Payroll	Funds reserved for payment of accrued benefits	\$ 4,155.80	Restricted
Subtotal Unrestricted			\$ -	
Subtotal Restricted			\$ 4,155.80	
Total Trust & Agency Fund			\$ 4,155.80	
Total Unrestricted			\$ 3,101,784.20	
Total Restricted			\$ 1,704,108.93	
Grand Total Cash			\$ 4,805,893.13	

Summary of General Funds Available for Non-Operational Use

General Fund Unrestricted	\$ 1,865,772.11
15% Fundbalance (based on revenue budget)	\$ (397,290.00)
Expected revenue (based on budget)	\$ 408,234.11
Expected expenditures (based on budget)	\$ (1,445,026.60)
Outstanding accounts receivable/payable	\$ 8,369.40
Available Unrestricted	\$ 440,059.02
Restricted for Streets	\$ 530,355.01
Restricted for Equipment	\$ 72,895.76
Restricted for Facilities	\$ 288,186.98
Restricted for Public Parking	\$ -
Restricted for Arts, Culture & Heritage	\$ 5,909.98
Restricted for Trees	\$ 151,195.16



OFFICE OF COMMUNITY DEVELOPMENT

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

Memorandum

To: Mayor Keough and Councilmembers
Courtney Nicholls, City Manager

From: Michelle Aniol, Community Development Manager

Re: Report for January 26, 2015 City Council Meeting

Date: January 22, 2015

3045 Broad Street

- UM Professor Peter Allen and his students presented their final report regarding the redevelopment of 3045 Broad Street. Please let me know if you would like a hard copy of the report. Approximate 30+ people attended the presentation. The report laid out developer risks and feasibility of developing 128 rental units to attract millennials. To ensure that all interested stakeholders have a firm understanding of the report, staff is asking that any questions or comments be sent to her by February 11th. Staff expects the DDA to review the report in greater detail with Professor Allen and Tom Wackerman, at its February 19th meeting.
- Staff is scheduled to meet with representatives from Washtenaw County, MEDC and MDEQ to review and obtain information regarding brownfield grant and loan programs.
- Staff received a call from our local Michigan State Housing Development Authority (MSHDA) outreach specialist, Nicol Brown. MSHDA provides community development representatives to each region (see attached map). Dexter is located in region 9. Nicol expressed an interest in meeting to review and discuss funding options/programs available through MSHDA for residential/mixed-use developments. Our application for a Joint Target Market Analysis Grant prompted her call.

Business Update

- Jack Savas, the new owner of 3441 Broad Street has requested a pre-application to review and discuss his concept plan to develop a European style café. The meeting has been scheduled for Friday, January 23rd, with the pre-application/site plan review committee including, the Mayor, Councilmen Tell and Carson and Planning Commissioners Schmid and Stewart.
- Northern United Brewing Company (NUBC) informed staff via e-mail on Sunday, January 18, 2015 that it would like to set up a product development and production kitchen at its facility at 2319 Bishop Cr E. NUBC would like to produce all their fermented products, such as pickles, kimchi, etc., and all of their pizza dough, curry potato chips, bread, etc. and distribute them to their other locations. NUBC is considering roasting coffee at its facility, as well. NUBC would like to have a separate tasting room for the public to taste these products, and other (undefined) products.

As you will recall, Section 2.02 of the Zoning Ordinance defines a tasting room as *“an establishment that allows customers to taste samples of wine, beer or other alcoholic beverage manufactured on site or that has a State of Michigan issued liquor license as a tasting room. A tasting room may include wine, beer, or other alcoholic beverages and related item sales, marketing events, special events, entertainment, and/or food service. Establishments that are classified by the State Liquor Control Board as bars, nightclubs, taverns, restaurants or Class C liquor licenses are not included within this definition.”* It’s logical to conclude that NUBC interprets the above referenced expansion as being consistent with the definition of a tasting room. Staff, however, recognizes that the Planning Commission and Council may interpret the term “food

service” differently. Since NUBC has indicated a desire to submit an application for interior remodel, staff would like to work with the Planning Commission to determine the extent or limitations of food service in a tasting room, and then develop and recommend an appropriate set of standards for Council’s consideration.

ZBA Update

ZBA #2014-06 Dexter Crossing Commercial has been withdrawn. You’ll recall Dexter Crossing Associates, LLC/Oxford Management applied for an interpretation to determine if ground signage was permitted by Section 7.03, sub-section (1)A and D; and depending on the interpretation, a variance from sub-section (1) D to allow 1 additional ground sign. The ZBA postponed action on the request and directed the applicant to clarify its request, because the request as stated on the application form was different from the information presented by the application during the meeting.

The applicant has informed staff that ground signage is still desired. Section 7.03 sets forth the standards for ground signage. Both Staff and the City’s Planning Consultant, Carlisle Wortman Associates share the opinion that either sub-sections 7.03(1)A or 7.03(1)D could apply to the Dexter Crossing Commercial Shopping Center, but not both.

- Sub-section (1)A states that within all non-residential zoning districts, only one (1) ground sign **shall** be permitted per zoning lot. This section goes on to allow two ground signs if the frontage of the zoning lot exceed four hundred (400) linear feet, and one (1) additional sign could be allowed at a secondary entrance provided it is not located on the same street as the primary entrance. The maximum sign area under this sub-section could not exceed 42 square feet per side, and the maximum height could not exceed 6 feet. Refer to the following table:

7.03(A)	No. Permitted	Height	Area/side	Total Area (both sides)
Dexter-Ann Arbor Rd	2	6 ft.	42 sq. ft.	84 sq. ft.
Dan Hoey	1	6 ft.	42 sq. ft.	84 sq. ft.

- Sub-section (1) D states that one freestanding 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. Refer to the following table:

7.03(D)	No. Permitted	Height	Area/side	Total Area (both sides)
Dexter-Ann Arbor Rd	1	10 ft.	60 sq. ft.	120 sq. ft.
Dan Hoey	1	10 ft.	60 sq. ft.	120 sq. ft.

Sub-section (A) permits an increase in the number of signs for zoning lots within a non-residential district, but limits the sign area and height, when compared to sub-section (D), which permits an increase in sign height and sign area per side, but limits the total number of signs.

Miscellaneous Updates

- Local Investor Training - As you will recall, Washtenaw County Department of Economic Development and reConsider launched **ventureLocal**, a local investing awareness, education and engagement campaign design to accelerate investment in locally-owned businesses across Washtenaw County. The next step in the education process is Local Investing Training. You are invited to attend this training on February 28, 2015 from 10:00 am to 3:30 pm at Maker Works in

Ann Arbor. Click the following link for registration details: <http://www.eventbrite.com/e/local-investing-training-for-washtenaw-county-residents-tickets-14880089749>. There is a nominal fee to attend (\$10). Attached to this report you will find a brief report explaining crowdfunding/investing.

- Mill Creek Sports - Staff was contact by the listing agent of Mill Creek Sporting Goods on Tuesday, January 20, 2015, about setting a meeting to discuss the potential to market the Mill Creek Sport site to residential developers. The property is currently zoned commercial by Scio and Webster. He is looking for the City's input on this idea. Since this property is located outside of the City limits, staff would like to ask for Council's direction on how they would like us to handle requests like these.
- Quarterly Report - The 2nd quarter report will be provided at your first meeting in February.

Securities Crowdfunding/Crowd Investing 101

Step 1: What's the difference between Crowdfunding and Crowd investing?

Crowdfunding can be split into two fairly broad categories: rewards crowdfunding and securities crowdfunding.

- Rewards crowdfunding is what most people think of when they hear about crowdfunding. Things like Kickstarter campaigns, for example, which allow people to raise money for a business or project in exchange for "rewards." Sometimes these rewards are a T-shirt, sometimes it's an advanced copy of the product being built.

The key take away with rewards crowdfunding is this, donors don't own any part of the business, and there is little to no recourse for them if a company fails to send the promised rewards.

- Securities crowdfunding or crowd investing (i.e. localvesting) is a funding model that allows backers to become investors in a business, not just gift givers or donors. This is a potentially valuable tool for second-stage companies and the communities in which they are located.

These types of deals are much more complex and typically involve selling equity in the company or revenue-sharing deals.

Funderbuilt is a crowdfunding platform based in Southfield that has gotten three companies funded under securities crowdfunding rules, which launched this past July. Other crowd investing platforms active in Michigan include Indianapolis-based **Localstake LLC**; Washington, D.C.-based **Fundrise LLC**; San Francisco-based **CircleUp**; and Ypsilanti based, **reVALUE**. reVALUE is owned and operated by Angela Barbash. Angela and her team conducted the Venture Local program in Dexter, on November 19th.

Here's how it works: Investors who fund projects through one of the crowdfunding platforms above agree to revenue-sharing, which is a type of loan. But instead of being paid back at set interest rates over definite time periods, investors receive a percentage of monthly revenue until they earn back their investment, plus an amount beyond that, usually 1.5 times the investment.

There's a catch: A business owner can't just go to a platform, such as reVALUEinvesting.com, and plant a campaign, as they would do on Kickstarter. State and federal laws require that a business plan and financials must be presented to the "crowdfunding platform", which must then review the documents and conduct background checks and references before it can approve a campaign.

Step 2: Understand the legal limitations

There are nearly no legal limitations to rewards-based crowdfunding, but crowd investing is complex.

Laws like the Securities Act of 1933, along with decades of regulation behind it seek to protect investors from fraud or getting in over their heads. This is done by limiting how a security may be solicited and delineating between accredited and unaccredited buyers. (An accredited investor is defined by the **U.S. Securities and Exchange Commission** as having annual income exceeding \$200,000 or net worth greater than \$1 million.)

In order to offer securities, a company must register with the SEC. The SEC requires extensive public disclosure and reporting. As one can expect, this is expensive and time-consuming — and most small businesses find it way too complex.

Thankfully there were some visionary business owners who saw the need and potential for a less complex way to raise investment funds through their communities. So in 2012 the federal government attempted to make crowd investing less onerous through exemptions in the Jumpstart Our Business Startups (JOBS) Act.

The first exemption allows a business to solicit as openly as it wants, as long as it sells only to accredited investors. **Remember**, an accredited investor is one having annual income exceeding \$200,000 or net worth greater than \$1 million. The second exemption, which was written expressly for crowdfunding, to allow non-accredited investors to participate, but there are restrictions. Issuers can raise up to \$1 million in a 12-month period, but the issuer has to mind how much is sold to different investor classes. For example, investors whose annual income is less than \$100,000 can only invest up to \$2,000 or 5 percent of their income, whichever is greater.

Crain's reported that another problem is that no one can use it. The JOBS Act legislation instructed the SEC to come up with rules supporting the new exemptions by the end of 2012, but the SEC has not yet done that — and doesn't plan to until October at the earliest. Because of this, industry experts say crowd investing is still too new and uncertain to be a viable alternative to more serious capital fundraising needs for businesses.

So the question at this point in time is *will crowd investing live up to its expectations?*

Step 3: Introducing the MILE Act

As a result of the SEC dragging its feet, the Michigan Invests Locally Exemption (the MILE Act) was enacted at the end of 2013. The MILE Act allows non-accredited investors to buy crowdfunded securities.

Under the MILE Act, Michigan businesses can raise up to \$1 million every 12 months from non-accredited investors. If the issuer is willing to supply audited financial statements, it can raise up to \$2 million. In addition, non-accredited individuals can invest up to \$10,000 in a given business in a year, and can do that with as many businesses as it wants. There is no limit on the amount issuers can raise from accredited investors.

Other details:

- The law takes advantage of a Securities Act registration exemption for intrastate offerings. That exemption requires the issuer to be based in the state, derive at least 80 percent of its income from within the state and use at least 80 percent of the proceeds from the securities issue within the state. Buyers of securities also must be residents of the state.
- There are reporting and disclosure requirements under the MILE Act, including quarterly reports containing financial and management compensation information that must go to purchasers and the **Michigan Department of Licensing and Regulatory Affairs**.
- The federal rules on solicitation still stand. So while the MILE Act allows issuers to solicit to any Michigan resident, to stay in federal compliance an issuer still has to somehow keep those solicitations within state bounds. Tweeting about an upcoming equity offer could be tantamount to flirting with disaster.

Attorney Jeff Aronoff, outgoing executive director of **D:hive** in Detroit set up a consultancy called **Sidewalk Ventures** for businesses that want to raise money on Localstake under MILE Act rules. According to Aronoff, 'if you're getting into the details on social media or any internet-based solicitation, it can be problematic, but it's possible to avoid stating specifics of an offering while still announcing one, and also to set up barriers against out-of-state website visitors.'

Bottom line, according to Aronoff, the MILE Act “is definitely better suited for small businesses that intend to stay small. The best MILE candidates are not companies with business models to grow into a \$50 million company.”

Step 4: Decide if crowd investing is for you

Since the MILE Act was enacted, one company has been funded under its rules, Tecumseh-based **Tecumseh Brewing Co. LLC**, which raised \$175,000 last spring to launch a microbrewery. Localstake was the platform that funded the deal.

From the business end of things, small community businesses may stand the best chance of benefitting from securities crowdfunding. Small businesses aren't as dependent on sophisticated investors with deep pockets, as larger businesses with bigger capital needs.

Washtenaw County has teamed with Angela Barbash and her team at reConsider to educate local communities on crowdfunding and MILE and promote them as economic development tools.

For investors, training is the next step.

Step 5: Local Investor Training

As you will recall, Washtenaw County Department of Economic Development and reConsider launched **ventureLocal**, a local investing awareness, education and engagement campaign design to accelerate investment in locally-owned businesses across Washtenaw County.

The next step in the education process is Local Investing Training. You are invited to attend this training on February 28, 2015 from 10:00 am to 3:30 pm at Maker Works in Ann Arbor. Click the following link for registration details: <http://www.eventbrite.com/e/local-investing-training-for-washtenaw-county-residents-tickets-14880089749>

What is Local Investing Training?

This adult learning course is designed to be interactive, participatory, and to appeal to different types of learning styles. You will learn the following things by coming to play with us:

- Setting a foundational framework for evaluation
- The power of crowdsourced due diligence
- Common mistakes, myths, and misconceptions
- Setting expectations after investing
- Where to go to learn more or to start investing locally now

Learning through play can be both fun and rewarding! Everyone, young or old, likes games -- it's also one of the easiest ways to get complex concepts to *stick*. In addition to learning how to evaluate a company and an investment offering, you'll also get to meet other peers in the community who are excited about investing locally.

Why are we providing due diligence training?

While investing locally is an exciting prospect for both investors and entrepreneurs, knowing how to determine a good opportunity from a less than good one can be difficult without education. Combining education with hands-on experience and community provides a great way to learn how to ask the right questions and then what to do with the information given -- in a fun and relaxed environment!

Should entrepreneurs come to this training also?

If you're an entrepreneur and you're getting ready to raise capital, it can be really helpful to know what investors will want to know. A word of caution though -- the only company we'll be digging into will be the simulation company, which means *don't come expecting to pitch yourself*.

Lesson #1: Investors don't want to hear your pitch until they want to hear your pitch. :)

From: [Gronevelt, Rhet](#)
To: [Courtney Nicholls \(cnicholls@dextermi.gov\)](mailto:cnicholls@dextermi.gov)
Cc: [Jim Carson \(jcarson@aiserv.net\)](mailto:jcarson@aiserv.net); [Droze, Patrick](#)
Subject: WATS FAC
Date: Monday, January 19, 2015 11:28:38 PM
Attachments: [January2015FACPacket.pdf](#)

Courtney-

Sorry, meant to get this out top you last week...

Last Tuesday I attend the WATS FAC Urban Federal-Aid committee meeting. Attached is the Agenda/Packet. Jim Carson also attended, as the Policy Committee Rep. The meeting was primarily a discussion regarding the obligation and accounting process for federal-aid projects. Representatives from MDOT, SEMCOG, and WATS all spoke to this topic from different perspectives. My summary of the discussion would be as follows:

1. Historically there has been sufficient funds both at the Federal and State levels so that as projects passed through the process from the Planning, Design/Bid, and then Construction phases, if the funding set-aside for the project changed as it went through the process, there was a “buffer” to deal with the changes. (i.e. projects came in higher than [estimates](#) set in the planning phase, the pool of funds covered the overage). This is an over simplification and it is more complicated, but that is the [gist](#).
2. As funding levels have declined, “buffers” declined (i.e Trust Fund balance goes to zero), the closeout of projects following construction when many go over what was programmed, has started to take away from the current Fiscal Year’s funding.
3. Recent impacts in Washtenaw County have caused delayed obligations of projects ([projects don’t bid until money is obligated](#)), projects delayed a full FY when money runs out, and a reduction of funding to some projects.
4. The State and MPOs are now trying to get more involved with the locals, monitoring projects as they go through the process and accounting for any changes. WATS is working on a process to accomplish this and sought feedback. Generally any more controls, reports, or check-ins are not viewed favorably by the locals, as getting projects obligated is only getting harder. However, WATS wants to do it in a way to not create more work or hurdles, and hence why they sought input.
5. WATS also then said that as they move into developing the next TIP (2017 – 2020 I think), they would like to improve upon the project application and prioritization process. One thing noted is that [they may prohibit](#) project substitutions going forward. If a project won on its merits, it should stay there. They also insinuated that the 2017 FY maybe still up for changes....not sure where that will go. They also stated that the whole notion of keeping distribution consistent with populations should go away.

I think there will be a meeting in the Spring to further this conversation and comment on the accounting process and application/prioritization process. In the meantime, I think at some point I need to have a discussion with appropriate leadership from the City of Dexter about what your priorities/goals are with the use of potential federal funds going forward and what strategy should be in place to maximize the City’s opportunities. A discussion in this should be the City’s desire to

re-classify Broad/Central and Third. Jim Carson and I spoke briefly following the meeting and he suggested possibly having this as a topic at some upcoming Streets Committee Meeting.

Feel free to call with any questions or let me know if you concur on a meeting discussion.

Thanks,

Rhett A. Gronevelt, PE

Associate

OHM Advisors | ARCHITECTS. ENGINEERS. PLANNERS.

T 734.522.6711

F 734.522.6427

D 734.466.4582

Advancing Communities

ohm-advisors.com | [Facebook](#) | [Twitter](#) | [LinkedIn](#)

This message, including attachments, is confidential and may be privileged. If you are not an intended recipient, please notify the sender then delete and destroy the original message and all copies. You should not copy, forward and/or disclose this message, in whole or in part, without permission of the sender.

Schemes



Scheme A1

Site Plan



Scheme A2

Site Plan



Main Street Ground Level Floor Plan



Mid Level Floor Plan Alpine Street Ground Level Floor Plan



Lower Level Floor Plan



Main Street Ground Level Floor Plan



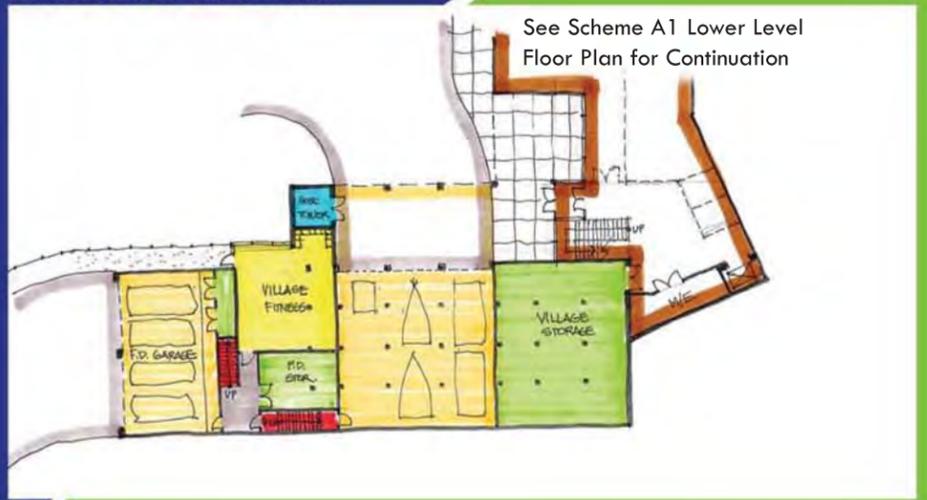
Lower Level Floor Plan



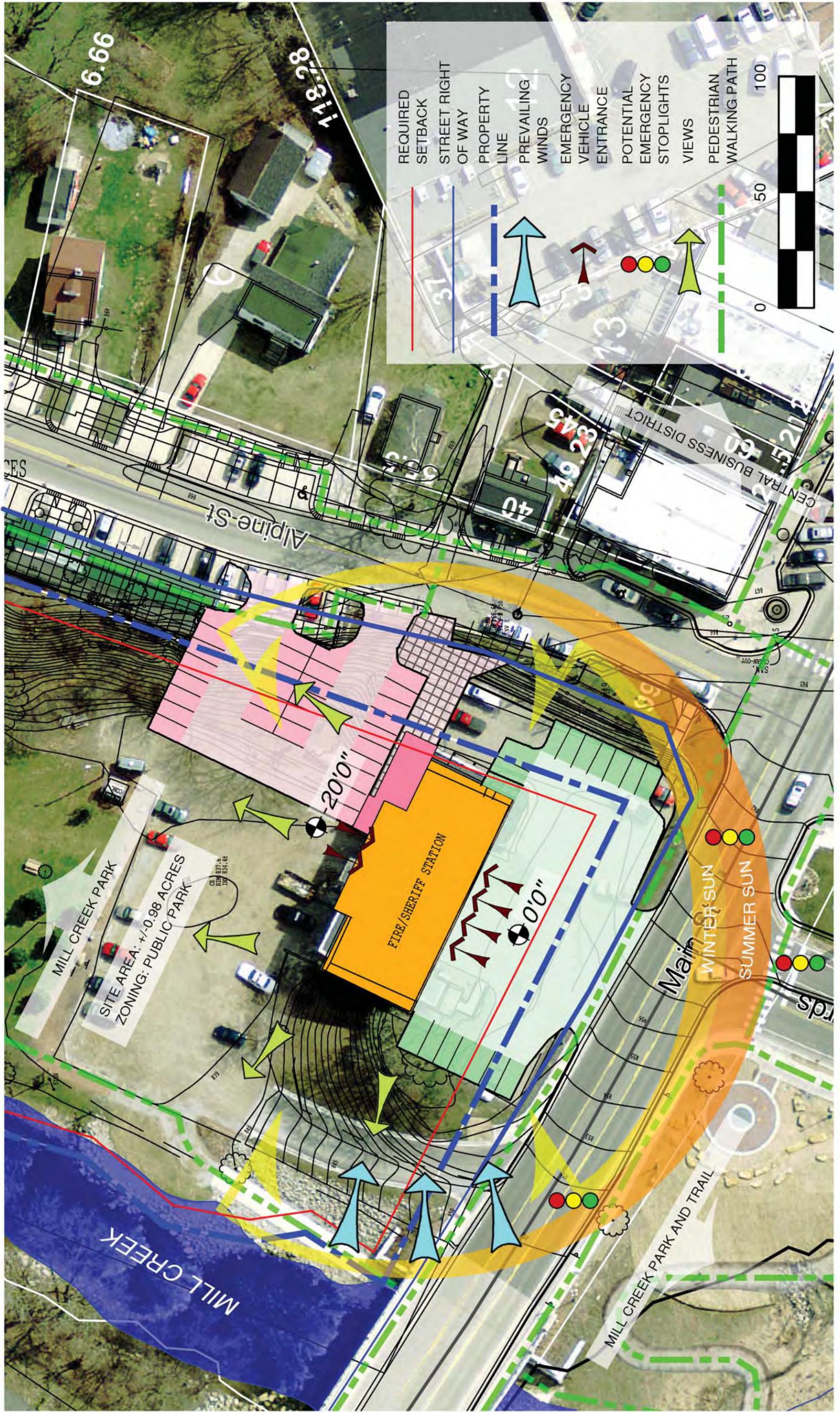
Mid Level Floor Plan

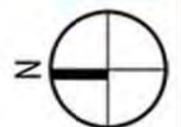
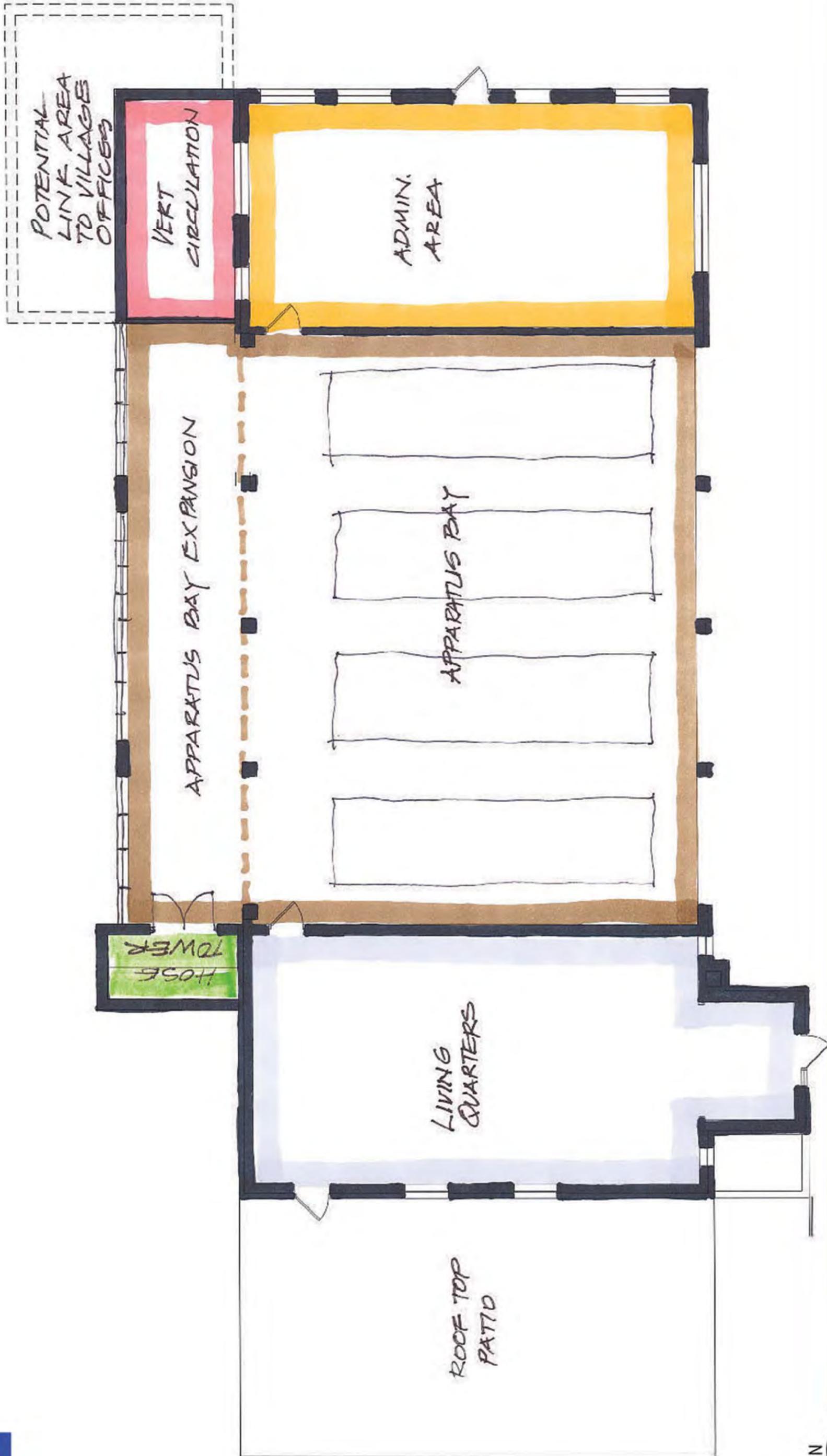


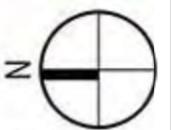
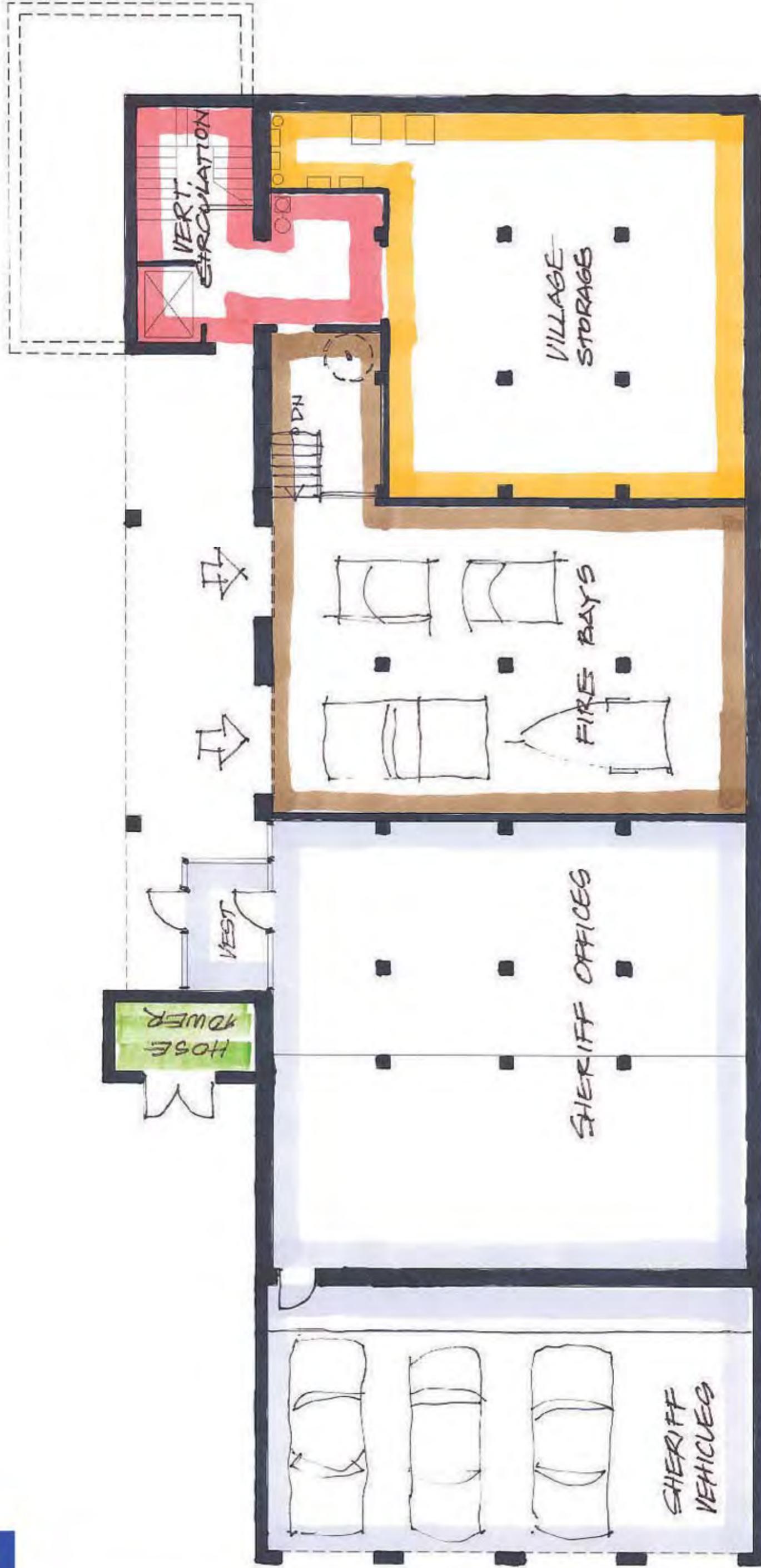
Lower Level Floor Plan

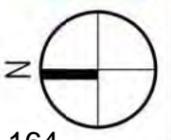
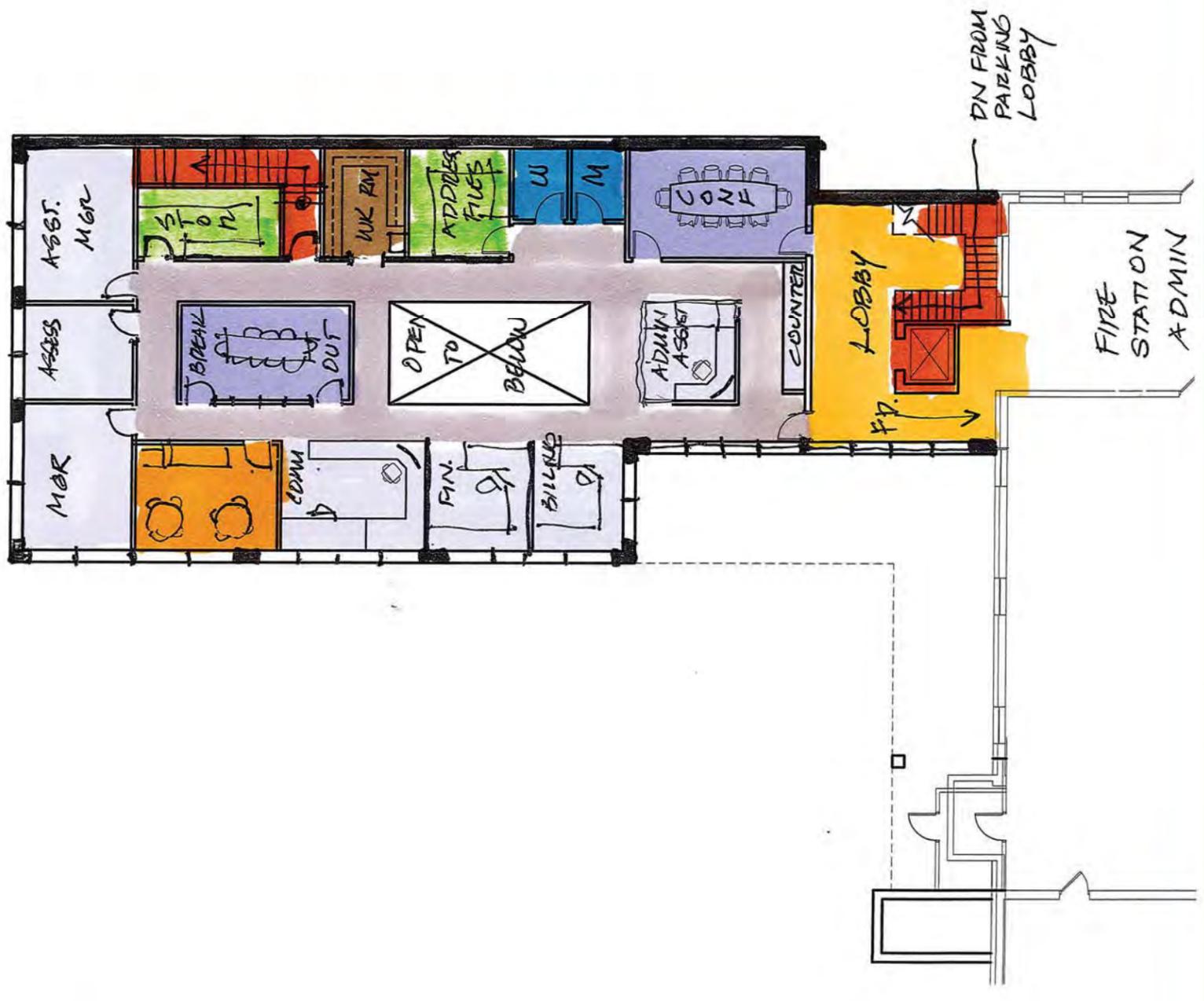


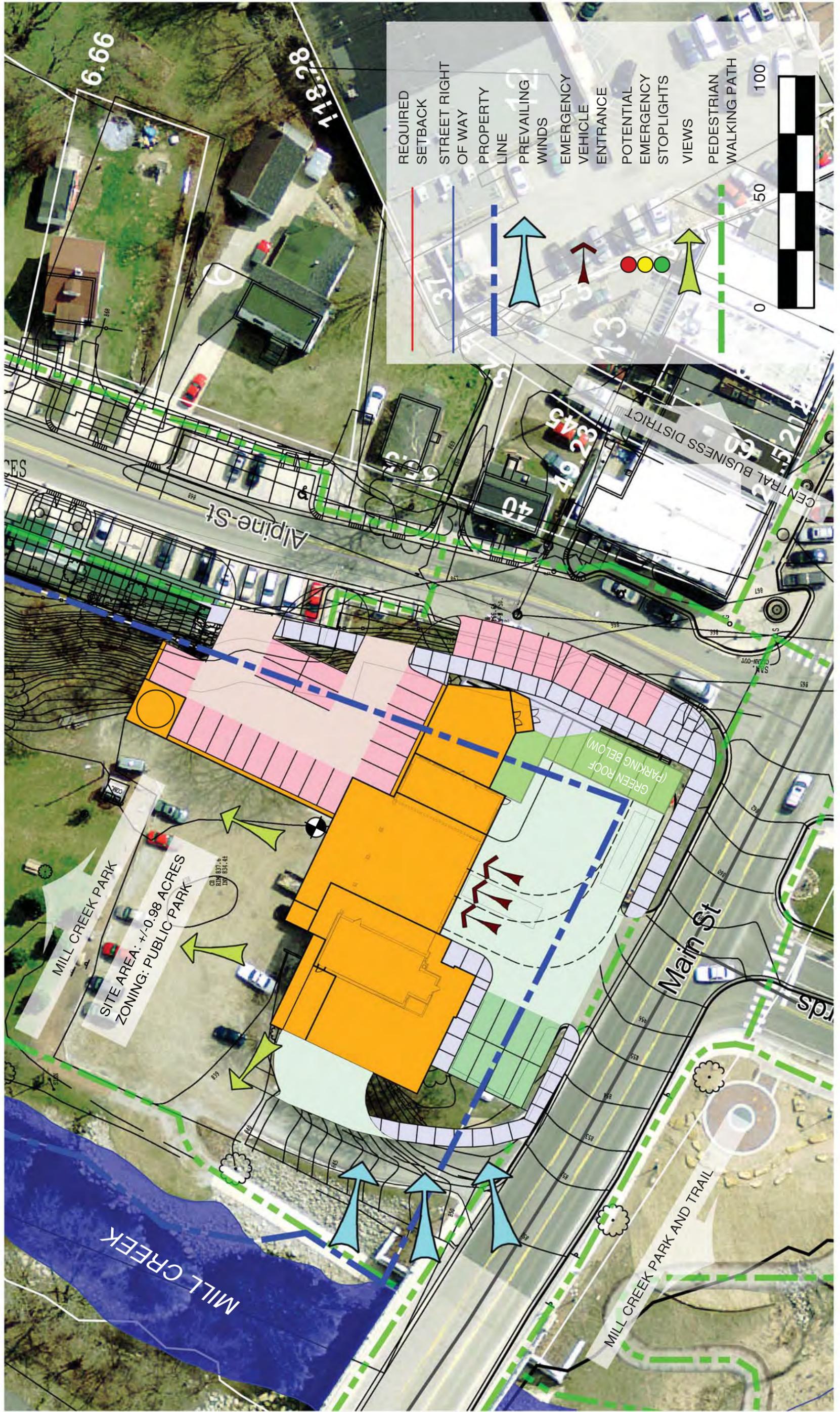
See Scheme A1 Lower Level Floor Plan for Continuation





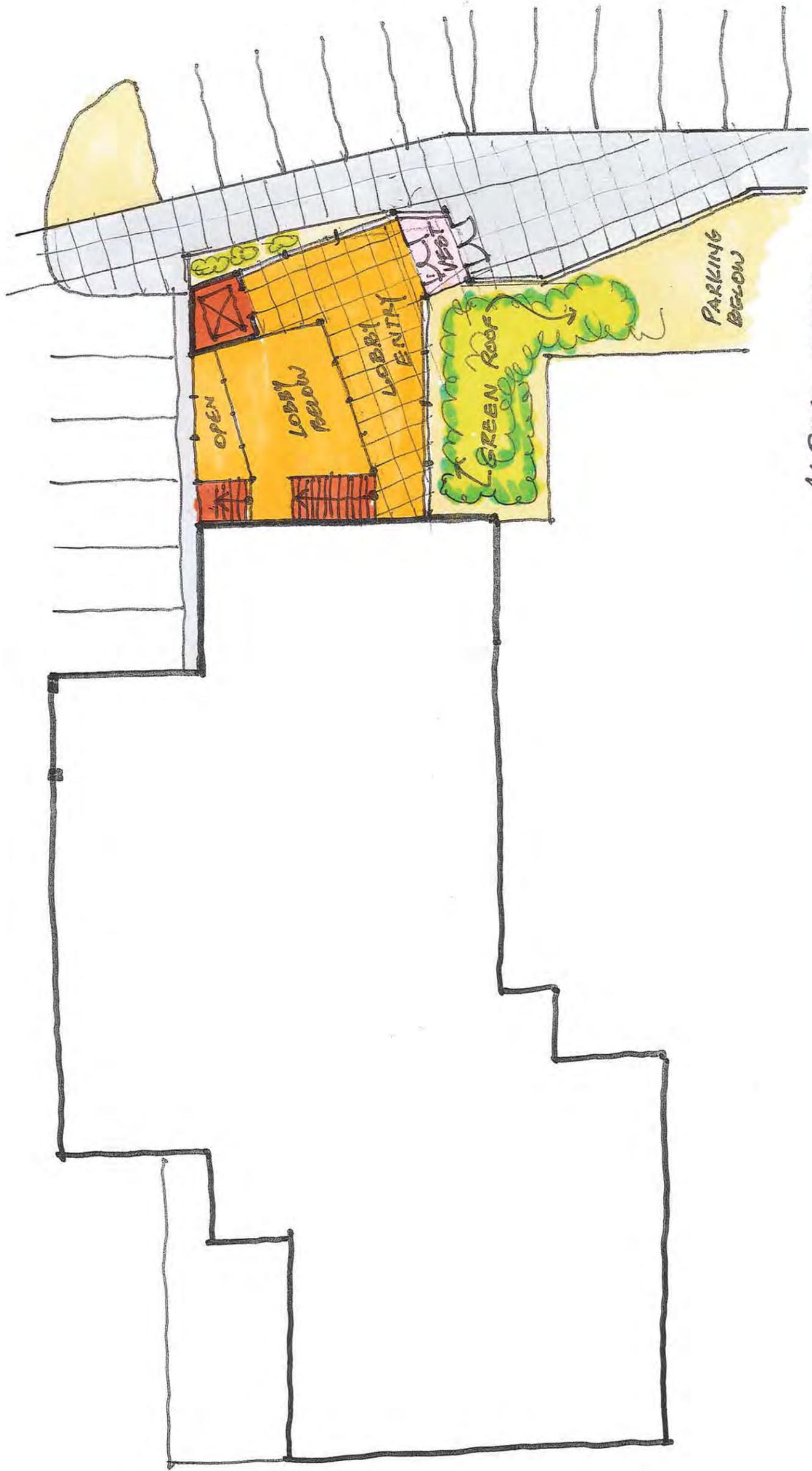




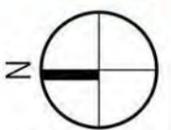


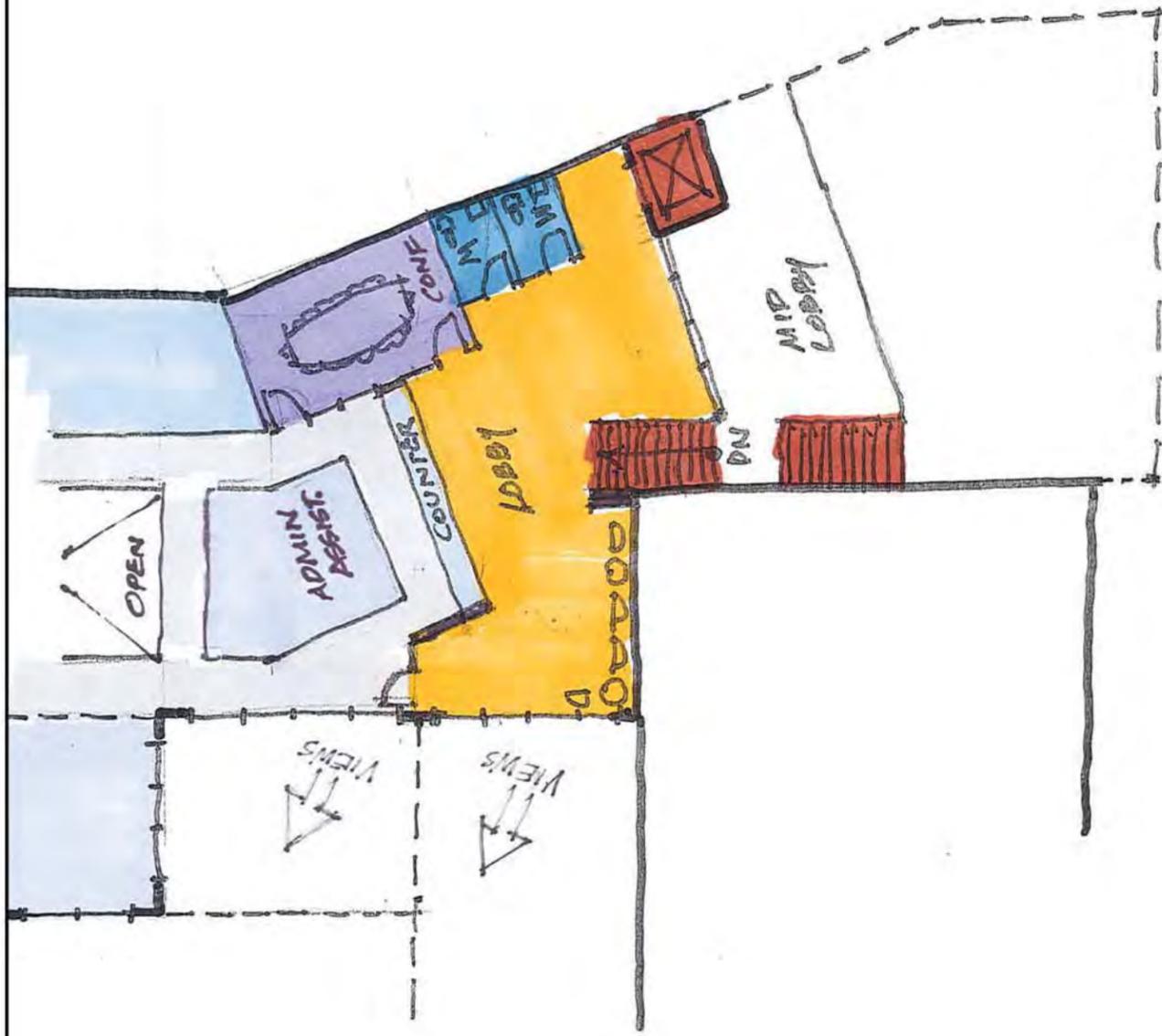
MILL CREEK PARK
 SITE AREA: +/- 0.98 ACRES
 ZONING: PUBLIC PARK

GREEN ROOF
 (PARKING BELOW)

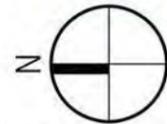


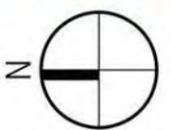
ALPINE STREET LOBBY

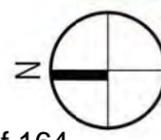
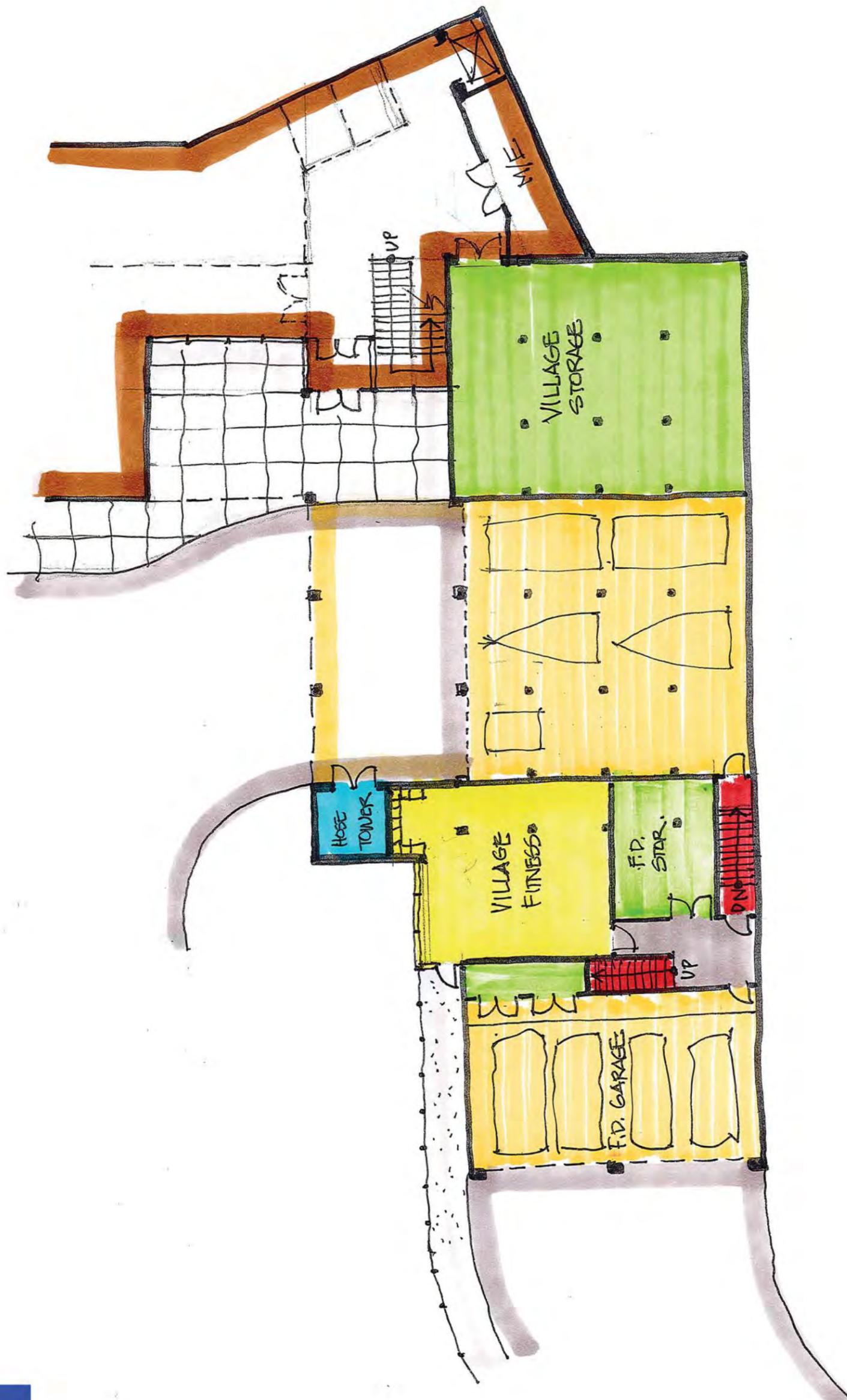




VILLAGE OFFICE LOBBY







Road Committee Meeting - Jan 20, 2015 - 6am, DPW Building

Attendance: Kurt Augustine, Scott Maurer, Dan Schlaff, Jim Carson, Patrick Droze (OHM), Joe Semifero

Review of Proposed Projects for 2015

- Scott reviewed roads and treatments. Some difficulties due to snow cover. Patrick indicated he didn't have any objections to planned treatments.
- Reviewed some ditches to be closed in, although (again) they were snow filled. Will have another meeting to review further as able.
- Will look to purchase storm pipe along with BTB Trail project purchases if bids come back favorable.

Cape Seal

- Dan and Scott had discussions with Patrick on cape seal and potential issues with complaints and perception.
- Other communities Patrick has worked with have experienced some issues. Patrick's recommendation was to educate the public ahead of the treatment being applied.
- Patrick will prepare very short (10-15 min) presentation which we will use to try to educate the residents about cape seal and the process. (Due back by Feb 28)
- Let residents know what to expect, what it looks like, how it extends the road life, the difference between cape seal and mill & overlay, why two different treatments might be right next to each other.
- Committee recommends we notify residents as much as possible prior to the cape seal treatments.
- Proposed plan:
 - Presentation to Council for info and feedback
 - Letters to residents in Huron Farms and other areas affected
 - Notify the HOA, attend HOA meeting (if available) to present and explain
 - Hold at least two public meetings for residents to attend to learn about the treatment (library)
 - Post presentation to City web site
 - Potentially hold 2-4 "Cushing Ct" style meetings in neighborhood, in areas where different treatments will be made, to discuss with residents and answer questions.

Prepare Bid

- Calendar has bid scheduled for February, need bid prepared by Feb 28
- Scott will coordinate bid preparation and discuss any assistance needed from OHM. Patrick should have some feedback on Monday Council meeting for funding needed from Council. Dan will get bid prep memo to Courtney.
- With cape seal, two items:
 - Minimize time between layers, as much as possible. Essentially a chip seal with a slurry coat over after set up for a day or more.
 - Timing for cape seal will be in September/post-Labor Day. Per Patrick, cooler roads will expand the cracks further and result in better application for cape seal.

WATS

- Will try to arrange a meeting prior to Monday Council meeting regarding WATS, potential rule and funding changes, etc. Need to include Shawn, Courtney, Rhett, and committee.

PAGE LEFT INTENTIONALLY BLANK

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

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

MEMO**To: Mayor Keough and Council Members****From: Courtney Nicholls, City Manager****Date: January 21, 2015****Re: City Manager/Assistant to the Manager Report - Meeting of January 26, 2015**

1. Meeting Review:

- January 9th – Facility Committee
- January 12th – Council Meeting
- January 13th – Peter Allen Presentation on 3045 Broad
- January 14th – OHM Status Update (see attached notes)
- January 15th – Downtown Development Authority
- January 15th & 16th – State of Michigan Election Training (Justin & Carol)
- January 20th – Parks & Recreation Commission
- January 21st – Proposed Edison Street Playground Coordination Meeting

2. Upcoming Meetings:

- January 21st – Ann Arbor/Central Street Project Review Meeting with OHM
- January 22nd – Qualified Voter File Training (Justin & Carol)
- January 23rd – Victoria Schon/Spike Hains, Paint Dexter Website
- January 26th – Council Meeting
- January 27th – Election Commission Meeting
- January 27th – 29th – Michigan Local Government Manager's Association Winter Conference
- February 3rd – Arts, Culture & Heritage Committee
- February 5th – Safe Routes to School Pre-Construction Meeting
- February 6th – Facility Committee

3. **Assessing Request for Proposals.** Proposals for assessing services are due on January 26, 2015. As of January 20, 2015 we have received one submission. As a reminder - the goal is to have an assessor selected prior to the start of March Board of Review, so that they can act as an observer to familiarize themselves with the community. This timeline would require action by Council to select an assessor at one of the February 2015 meetings.4. **Michigan Recreation & Parks Association Award.** The award ceremony for the Michigan Recreation and Park Association will be Thursday, February 12 at 8 am in Lansing. Please let me know if you are planning to attend.

5. **Border to Border Trail Race.** Washtenaw County Parks and the Huron Clinton Metropolitan Authority are planning to sponsor another race on the Border to Border Trail. The proposed date is May 2, 2015. Their second choice is May 9, 2015. Please let me know if you see any conflict with this date; at this time I am not aware of any other scheduled events. Either Justin or I will attend the planning meetings leading up to the race.
6. **DPW Application Review.** We received 36 applications for the Department of Public Works position. Staff is reviewing the applications to determine who will be selected for interviews. We hope to contact all the candidates one way or the other by the end of this week or early next.
7. **Elections Accreditation Training.** Carol Jones and Justin Breyer attended the Michigan Bureau of Elections Accreditation Training Course on Thursday, January 15, and Friday, January 16. Some of the sessions' topics included: election law, voter registration, candidate filings, preparation of voting equipment, and the absentee voting process. The training provided attendees with several manuals and guides for elections procedures, all of which are available at the City offices if Council is interested in reviewing the information.
8. **UIS SCADA (Supervisory Control and Data Acquisition).** Justin, Dan Schlaff, and Scott Maurer met with Ken Wesley from Utilities Instrumentation Service (UIS). UIS provides the City of Dexter's SCADA support services. The City uses SCADA software at the Wastewater Treatment Plant to monitor consumption and flow rates. The existing software operates on Windows XP, an operating system that is out of date and no longer supported. As a result, the City is working with UIS to upgrade to VT SCADA, a newer software package that operates on Windows 7 and provides additional functionality. As presented by UIS, the capabilities and cost savings of the VT SCADA software center on providing staff with the ability to create trends and reports, instead of contacting UIS or OHM to perform this work. At the meeting, they discussed the history of the City's SCADA software. They also discussed applying for the Michigan Municipal Risk Management Authority's (MMRMA) RAP Grant, which provides funding towards SCADA projects. RAP Grants provide project funds of up to 50% or \$7,000 per location.
9. **Parks and Recreation Commission Meeting.** Justin attended his first Parks and Recreation Commission meeting on Tuesday, January 20. The highlights from the meeting are included below.

The Commission would like to promote, select the weekday, and select a preferred location for SRSLY Cinema, which is funded by a 5H Grant. SRSLY Cinema was presented as a 10-week community-based outdoor film viewing experience. The Commission came to a consensus that Saturday would be the best day of the week to host this type of event.

The Commission discussed the process for updating the Parks and Recreation Master Plan. The Commission will review and work to update one section of the plan per

meeting. The goal is to have the document ready for submission to the Michigan Department of Natural Resources (MDNR) by fall of 2015.

The Commission discussed the development of the play structure at the property on Edison Street adjacent to the Dexter Senior Center. The City received \$10,000 from the 5-Healthy Towns Project (5-H). Becky and I stated that we have a meeting with Matt Pegouskie from 5-H on Wednesday, January 21, and that we would bring any information resulting from that meeting to the next Parks and Recreation Commission meeting. Additionally, the Commission developed consensus on planning a community build for the play structure at a date to be determined. The Commission also deliberated on sources of supplementary funds and volunteers to support this project.

The Commission passed a motion to approve a request that staff search for a group or organization that can provide dedicated professional maintenance to the City's rain gardens.

The Commission discussed setting a date for the Easter Eggstravaganza. Commission members requested statistics from last year's event.

meeting notes

About the meeting:

Subject: STATUS UPDATE MEETING

Date: January 14, 2015

Time: 10:00 AM

Location: City Offices

1. 2015 Small Storm Water Projects

OHM reviewed the three sites with Scott Maurer on January 13. These include Dover, Edison and Inverness. The majority of the problems are related to steep ditch banks and will be addressed with either culvert extensions, re-ditching or placing catch basins. This work will be detailed and included within the DPW path project bid due to similar scope of work (storm sewer, grading, restoration). The items will be listed as Division / Alternates to allow for the work to be included or not included depending on bid prices.

2. Ann Arbor / Central

A project update was provided which showed project costs to date and final anticipated project costs after completion of remaining minor work. OHM is working on final project paperwork with the contractor which includes negotiations of end of project claims with the Contractor.

OHM will provide an updated budget sheet showing project costs related to various local funding sources (DDA – lights, Water Fund, Street Fund).

3. B2B Trail / DPW Driveway

Collect project bids in February. Include divisions for Community Park and City Paving Project storm work.

4. Safe Routes to School

OHM will schedule a preconstruction meeting for the project and also provide a proposal for construction phase engineering services.

5. 2014 Road Improvements (Church Billing)

OHM will prepare an interim bill with costs to date and remaining work (driveway replacement and pavement markings)



6. 2015 Road Improvements (Streets Committee)

OHM to provide potential paving and drainage options at the streets committee 1/20/2015 meeting.

7. Broad Street Project Update

Scott Maurer was able to obtain a quotation to install fencing.

8. Sludge Project Update

Dan provided an update: AZS was to provide a heat blanket to keep the burner thawed. Kenny Kuhn is working to provide heat tape which will require an electrician to hook up. UIS is visiting the plant to review control panel on the screw pump and may be able to do the work.

OHM is reviewing the contract documents to determine if the work is included within the contract.

9. Utilities Committee Follow-up

It was discussed that UIS is still working to repair the SCADA system and will provide the requested 5-year water use data once complete.

10. Site Projects

- Future Development – Understanding of Water and Sewer Capacity
NUBCO was discussed as it relates to available WWTP system capacity.
- Victoria Condo
No Discussion.
- DexTech Improvements
No Discussion.
- 2555 Bishop Circle (MC3)
No Discussion.
- Morningstar Child Care
No Discussion.
- Others

11. Other (Old Business)

- Huron Street Outfall
The project is complete with the exception of the SESC permit release. This will occur in the spring after vegetation has been established.



- Wellhead Protection Study
The grant will be obtained midyear.

- Main Street Manhole Adjustment
The work has been complete for the structure near Alpine. Scott inquired about the status of the manhole near Broad Street and whether Proline will replace this as well. Patrick stated that he would review the issue and determine if Proline could be held responsible for the "clanking" noise that is currently occurring when driven over.

**Mayor Report
Shawn Keough
January 26, 2015**

Agenda: 1/26/15
Item: I-7

Hello Residents and Fellow Council Members,

Presented below is my report for the January 26, 2015 meeting. Please let me know if you have any questions.

City Transition Update

I am working on a State of the City message that will be presented using the City's next quarterly Newsletter. I am trying to target this for early February 2015.

Goal Setting and Budget Review Workshops

Please provide me feedback on the various dates that were proposed for the goal setting and budget review workshops.

Recent Meetings/Conversations

January 13, 2015 - Meeting with Ann Arbor Spark representative Jennifer Olmstead. This introductory meeting was also with our Community Development Manager, our City Manager and Council persons Jim Carson and Donna Fisher.

January 13, 2015 – 3045 Broad Street Redevelopment Report Presentation by University of Michigan and Professor Peter Allen at the Dexter District Library.

January 14, 2015 – Facility Committee meeting

January 14 and 15, 2015 – Deposition preparation and depositions related to the Dexter Wellness Center Tax Tribunal case.

January 20, 2015 – Best Practices in Public Works Seminar in Frankenmuth – topics covered included Cooperative Purchasing, How to handle a Flood event, Emergency Situations, and Incident Investigation.

January 20, 2015 – Governor Snyder's State of the State Address at the State Capitol. I was invited by our State Representative Gretchen Driskell to attend this unique annual event.

Future Activities

January 22, 2015 – Dexter Area Fire Board meeting

January 23, 2015 – 3441 Broad Street Pre-application meeting

January 26, 2015 – City Council meeting

February 6, 2015 – Facility Committee meeting

February 9, 2015 – City Council meeting

I look forward to seeing you around our town.

Shawn Keough
Mayor of Dexter
skeough@DexterMI.gov
(313) 363-1434 (cell)

PAGE LEFT INTENTIONALLY BLANK

SUMMARY OF BILLS AND PAYROLL			1/26/2015
Payroll Check Register	01/21/15	\$37,581.22	
Employer Retirement Contributions (paid via electronic transfer)	01/21/15	\$3,371.98	
Account Payable Check Register	01/21/15	\$122,215.44	
		\$163,168.64	TOTAL BILLS & PAYROLL EXPENDED ALL FUNDS
Summary Items from Bills & Payroll		Amount	Comments
The due date column on the accounts payable worksheets represents the date of the Council meeting			
ALL PAYABLES ARE WITHIN ACCEPTABLE BUDGET LIMITS			
DETAIL VENDOR LIST AND ACCOUNT SUMMARY PROVIDED			
<i>"This is the summary report that will be provided with each packet. Approval of the total bills and payroll expended, all funds will be necessary."</i>			

BANK CODE: POOL

Claimant	Amount Claimed	Amount Owed	Amount Rejected
1. ALEXANDER CHEMICAL CORPORATION	2,330.98		
2. ARBOR SPRINGS WATER CO.INC	11.25		
3. AT&T	215.19		
4. BATTERIES PLUS	543.68		
5. BIOTECH	4,588.40		
6. BOULLION SALES	22.25		
7. CHELSEA DOOR CO INC	725.00		
8. CINTAS CORPORATION	1,076.90		
9. COMCAST - DPW	161.40		
10. CORRIGAN OIL COMPANY	669.45		
11. CORRIGAN OIL	90.00		
12. CRIBLEY WELL DRILLING CO INC	14.25		
13. CULLIGAN WATER CONDITIONING	104.84		
14. DETROIT PUMP & MANUFACTURING	749.33		
15. DEXTER SENIOR CITIZENS CENTER	1,200.00		
16. DONALD DETTLING	256.74		
17. DTE ENERGY	11,517.55		
18. ETNA SUPPLY CO	2,015.88		
19. GARDNER DENVER NASH LLC	1,573.12		
20. GRACIELA DEMERATH	87.00		
21. GRAINGER	95.90		
22. HACKNEY HARDWARE	972.59		
23. KENCO, INC.	42.60		
24. LESSORS WELDING SUPPLY	49.50		
25. LOWE'S BUSINESS ACCOUNT	322.33		
26. MARK'S AUTO SERVICE, INC.	19.38		
27. MCNAUGHTON-MCKAY	270.95		
28. METRO ENVIROMENTAL SERVICES	859.00		
29. MICHIGAN ASSOC OF PLANNING	85.00		
30. MICHIGAN PIPE & VALVE	766.14		
31. MID STATES BOLT & SCREW CO	401.27		
32. NORTH CENTRAL LABORATORIES	562.24		
33. NORTHERN SAFETY CO INC	684.09		
34. PARAGON LABORATORIES INC	2,456.00		
35. PARTS PEDDLER AUTO SUPPLY	1,729.15		
36. PNC	2,114.85		
37. PRINTING SYSTEMS	768.26		
38. PSLZ LLP	12,000.00		
39. RICOH AMERICAS CORPORATION	765.00		
40. SAFEWAY TRANSPORT	5,453.00		
41. SCOTT E. MUNZEL, PC	2,912.25		
42. SERVICE SPECIALISTS OF AMERICA	389.60		
43. SIGNS IN 1 DAY	115.54		
44. SMALL BUSINESS ASSOC OF MICH	19,063.28		
45. STAPLES BUSINESS ADVANTAGE	577.67		
46. THE SUN TIMES	263.91		
47. THERMO FISHER SCIENTIFIC	794.83		
48. THOMAS L STRINGER	552.50		
49. UNUM LIFE INSURANCE	386.15		
50. WASHTENAW COUNTY TREASURER	38,789.25		

01/22/2015 11:23 AM
User: erin
DB: Dexter

INVOICE APPROVAL BY VENDOR REPORT FOR CITY OF DEXTER
EXP CHECK RUN DATES 01/21/2015 - 01/21/2015
JOURNALIZED OPEN AND PAID
BANK CODE: POOL

Page 2/2

Claimant	Amount Claimed	Amount Owed	Amount Rejected
TOTAL ALL CLAIMS		122,215.44	

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund 101 GENERAL FUND							
Dept 101 CITY COUNCIL							
101-101-943.000	COUNCIL CHAMBERS LEASE	DEXTER SENIOR CITIZENS	4TH QUARTER 2014	0002	01/26/15	1,000.00	
						Total For Dept 101 CITY COUNCIL	1,000.00
Dept 172 CITY MANAGER							
101-172-721.000	HEALTH & DENTAL INSURANCE	SMALL BUSINESS ASSOC O	FEB 2015 COVERAGE	01/21/15	01/26/15	4,752.02	
101-172-722.000	LIFE & DISABILITY INSURANCE	UNUM LIFE INSURANCE	FEB 2015 COVERAGE	01/21/15	01/26/15	81.66	
						Total For Dept 172 CITY MANAGER	4,833.68
Dept 201 FINANCE DEPARTMENT							
101-201-802.001	FINANCIAL AUDIT	PSLZ LLP	AUDIT	48995	01/26/15	6,000.00	
						Total For Dept 201 FINANCE DEPARTMENT	6,000.00
Dept 210 ATTORNEY							
101-210-810.000	ATTORNEY FEES	SCOTT E. MUNZEL, PC	LEGAL SERVICES	1455	01/26/15	132.00	
101-210-810.000	ATTORNEY FEES	SCOTT E. MUNZEL, PC	LEGAL	1458	01/26/15	2,780.25	
101-210-810.000	ATTORNEY FEES	THOMAS L STRINGER	LEGAL	649	01/26/15	552.50	
						Total For Dept 210 ATTORNEY	3,464.75
Dept 215 CITY CLERK							
101-215-901.000	PRINTING & PUBLISHING	THE SUN TIMES	CLASSIFIED AD	42012	01/26/15	97.20	
101-215-901.000	PRINTING & PUBLISHING	THE SUN TIMES	CLASSIFIED AD	43811	01/26/15	109.00	
101-215-901.000	PRINTING & PUBLISHING	THE SUN TIMES	PUBLIC NOTICE	43809	01/26/15	57.71	
						Total For Dept 215 CITY CLERK	263.91
Dept 253 TREASURER							
101-253-721.000	HEALTH & DENTAL INSURANCE	SMALL BUSINESS ASSOC O	FEB 2015 COVERAGE	01/21/15	01/26/15	1,369.37	
101-253-722.000	LIFE & DISABILITY INSURANCE	UNUM LIFE INSURANCE	FEB 2015 COVERAGE	01/21/15	01/26/15	32.50	
101-253-727.000	OFFICE SUPPLIES	STAPLES BUSINESS ADVAN	SUPPLIES	01/21/15	01/26/15	142.80	
						Total For Dept 253 TREASURER	1,544.67
Dept 257 ASSESSING DEPARTMENT							
101-257-803.000	CONTRACTED SERVICES	PNC	TRAINING	01/21/15	01/26/15	643.60	
						Total For Dept 257 ASSESSING DEPARTMENT	643.60
Dept 265 BUILDINGS & GROUNDS							
101-265-727.000		ARBOR SPRINGS WATER CO	OFFICE	1532088	01/26/15	11.25	
101-265-727.000		HACKNEY HARDWARE	DECEMBER 2014	01/20/15	01/26/15	5.97	
101-265-727.000	OFFICE SUPPLIES	STAPLES BUSINESS ADVAN	SUPPLIES	01/21/15	01/26/15	192.77	
101-265-920.000	UTILITIES	DTE ENERGY	DECEMBER 2014	01/21/15	01/26/15	648.20	
101-265-935.000		CINTAS CORPORATION	DECEMBER 2014	01/20/15	01/26/15	123.56	
101-265-936.000		RICOH AMERICAS CORPORA	LEASE	93930417	01/26/15	765.00	
						Total For Dept 265 BUILDINGS & GROUNDS	1,746.75
Dept 301 LAW ENFORCEMENT							
101-301-807.000		WASHTENAW COUNTY TREAS	PSU JAN 2015	25703	01/26/15	38,789.25	
101-301-920.000	UTILITIES	DTE ENERGY	DECEMBER 2014	01/21/15	01/26/15	407.75	
						Total For Dept 301 LAW ENFORCEMENT	39,197.00
Dept 336 FIRE DEPARTMENT							
101-336-920.000	UTILITIES	DTE ENERGY	DECEMBER 2014	01/21/15	01/26/15	407.75	
101-336-935.000	BUILDING MAINTENANCE & REI	CHELSEA DOOR CO INC	BLDG MAINTENANCE	7923	01/26/15	725.00	
101-336-935.000	BUILDING MAINTENANCE & REI	DONALD DETTLING	LED SHOPLITE	01/21/15	01/26/15	256.74	
						Total For Dept 336 FIRE DEPARTMENT	1,389.49

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund 101 GENERAL FUND							
Dept 400 PLANNING DEPARTMENT							
101-400-721.000	HEALTH & DENTAL INSURANCE	SMALL BUSINESS ASSOC O	FEB 2015 COVERAGE	01/21/15	01/26/15	1,360.81	
101-400-722.000	LIFE & DISABILITY INSURANC	UNUM LIFE INSURANCE	FEB 2015 COVERAGE	01/21/15	01/26/15	27.16	
101-400-727.000	OFFICE SUPPLIES	STAPLES BUSINESS ADVAN	SUPPLIES	01/21/15	01/26/15	13.50	
101-400-960.000	EDUCATION & TRAINING	MICHIGAN ASSOC OF PLAN	TOM STONER	01/20/15	01/26/15	85.00	
101-400-960.000	EDUCATION & TRAINING	PNC	EDUCATION	01/20/15	01/26/15	135.00	
Total For Dept 400 PLANNING DEPARTMENT						1,621.47	
Dept 441 DEPARTMENT OF PUBLIC WORKS							
101-441-721.000	HEALTH & DENTAL INSURANCE	SMALL BUSINESS ASSOC O	FEB 2015 COVERAGE	01/21/15	01/26/15	1,501.78	
101-441-722.000	LIFE & DISABILITY INSURANC	UNUM LIFE INSURANCE	FEB 2015 COVERAGE	01/21/15	01/26/15	17.04	
101-441-740.000		HACKNEY HARDWARE	DECEMBER 2014	01/20/15	01/26/15	106.30	
101-441-740.000		HACKNEY HARDWARE	DPW	01/20/15B	01/26/15	2.94	
101-441-740.000	OPERATING SUPPLIES	STAPLES BUSINESS ADVAN	SUPPLIES	01/21/15	01/26/15	228.60	
101-441-745.000		CINTAS CORPORATION	DECEMBER 2014	01/20/15	01/26/15	471.58	
101-441-920.000		COMCAST - DPW	DPW	01/21/15	01/26/15	161.40	
101-441-920.000	UTILITIES	DTE ENERGY	DECEMBER 2014	01/21/15	01/26/15	2,022.50	
Total For Dept 441 DEPARTMENT OF PUBLIC WORKS						4,512.14	
Dept 442 DOWNTOWN PUBLIC WORKS							
101-442-744.000	HOLIDAY DISPLAY SUPPLIES	HACKNEY HARDWARE	DECEMBER 2014	01/20/15	01/26/15	227.82	
101-442-744.000	HOLIDAY DISPLAY SUPPLIES	LOWE'S BUSINESS ACCOUN	DECEMBER 2014	01/20/15	01/26/15	75.60	
101-442-744.000	HOLIDAY DISPLAY SUPPLIES	MCNAUGHTON-MCKAY	DPW	13656955-00	01/26/15	140.95	
101-442-744.000	HOLIDAY DISPLAY SUPPLIES	MCNAUGHTON-MCKAY	DPW	13669978-00	01/26/15	130.00	
101-442-802.000	PROFESSIONAL SERVICES	DEXTER SENIOR CITIZENS	4TH QUARTER 2014	0002	01/26/15	200.00	
101-442-920.000	UTILITIES	DTE ENERGY	DECEMBER 2014	01/21/15	01/26/15	467.24	
Total For Dept 442 DOWNTOWN PUBLIC WORKS						1,241.61	
Dept 528 SOLID WASTE							
101-528-901.000		PRINTING SYSTEMS	UTILITY BILLS	88281	01/26/15	256.09	
Total For Dept 528 SOLID WASTE						256.09	
Dept 751 PARKS & RECREATION							
101-751-721.000	HEALTH & DENTAL INSURANCE	SMALL BUSINESS ASSOC O	FEB 2015 COVERAGE	01/21/15	01/26/15	242.22	
101-751-722.000	LIFE & DISABILITY INSURANC	UNUM LIFE INSURANCE	FEB 2015 COVERAGE	01/21/15	01/26/15	2.75	
101-751-732.000	ICE RINK SUPPLIES	HACKNEY HARDWARE	DECEMBER 2014	01/20/15	01/26/15	122.92	
101-751-901.000	PRINTING & PUBLISHING	GRACIELA DEMERATH	DEXTER MILL	183	01/26/15	87.00	
101-751-901.000	PRINTING & PUBLISHING	SIGNS IN 1 DAY	ICE RINK	26584	01/26/15	115.54	
101-751-977.000	EQUIPMENT	PNC	DPW	01/21/15	01/26/15	1,336.25	
Total For Dept 751 PARKS & RECREATION						1,906.68	
Dept 851 INSURANCE & BONDS							
101-851-721.001	RETIREE HEALTH INSURANCE	SMALL BUSINESS ASSOC O	FEB 2015 COVERAGE	01/21/15	01/26/15	727.54	
Total For Dept 851 INSURANCE & BONDS						727.54	
Total For Fund 101 GENERAL FUND						70,349.38	
Fund 202 MAJOR STREETS FUND							
Dept 463 ROUTINE MAINTENANCE							
202-463-721.000	HEALTH & DENTAL INSURANCE	SMALL BUSINESS ASSOC O	FEB 2015 COVERAGE	01/21/15	01/26/15	1,259.56	
202-463-721.000	HEALTH & DENTAL INSURANCE	SMALL BUSINESS ASSOC O	FEB 2015 COVERAGE	01/21/15	01/26/15	387.54	
202-463-722.000	LIFE & DISABILITY INSURANC	UNUM LIFE INSURANCE	FEB 2015 COVERAGE	01/21/15	01/26/15	14.29	
Total For Dept 463 ROUTINE MAINTENANCE						1,661.39	

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund 202 MAJOR STREETS FUND							
Dept 474 TRAFFIC SERVICES							
202-474-721.000	HEALTH & DENTAL INSURANCE	SMALL BUSINESS ASSOC O	FEB 2015 COVERAGE	01/21/15	01/26/15	387.56	
202-474-722.000	LIFE & DISABILITY INSURANCE	UNUM LIFE INSURANCE	FEB 2015 COVERAGE	01/21/15	01/26/15	4.40	
Total For Dept 474 TRAFFIC SERVICES						391.96	
Dept 478 WINTER MAINTENANCE							
202-478-721.000	HEALTH & DENTAL INSURANCE	SMALL BUSINESS ASSOC O	FEB 2015 COVERAGE	01/21/15	01/26/15	775.11	
202-478-722.000	LIFE & DISABILITY INSURANCE	UNUM LIFE INSURANCE	FEB 2015 COVERAGE	01/21/15	01/26/15	8.79	
Total For Dept 478 WINTER MAINTENANCE						783.90	
Total For Fund 202 MAJOR STREETS FUND						2,837.25	
Fund 203 LOCAL STREETS FUND							
Dept 451 CONTRACTED ROAD CONSTRUCTION							
203-451-976.000	NON-CONTRACTED CAPITAL	IMI SAFEWAY TRANSPORT	WWTP	38937	01/26/15	2,090.00	
203-451-976.000	NON-CONTRACTED CAPITAL	IMI SAFEWAY TRANSPORT	WWTP	38938	01/26/15	2,090.00	
203-451-976.000	NON-CONTRACTED CAPITAL	IMI SAFEWAY TRANSPORT	WWTP	38939	01/26/15	1,273.00	
Total For Dept 451 CONTRACTED ROAD CONSTRUCTION						5,453.00	
Dept 463 ROUTINE MAINTENANCE							
203-463-722.000	LIFE & DISABILITY INSURANCE	UNUM LIFE INSURANCE	FEB 2015 COVERAGE	01/21/15	01/26/15	4.40	
Total For Dept 463 ROUTINE MAINTENANCE						4.40	
Dept 474 TRAFFIC SERVICES							
203-474-721.000	HEALTH & DENTAL INSURANCE	SMALL BUSINESS ASSOC O	FEB 2015 COVERAGE	01/21/15	01/26/15	96.89	
203-474-722.000	LIFE & DISABILITY INSURANCE	UNUM LIFE INSURANCE	FEB 2015 COVERAGE	01/21/15	01/26/15	1.10	
Total For Dept 474 TRAFFIC SERVICES						97.99	
Dept 478 WINTER MAINTENANCE							
203-478-721.000	HEALTH & DENTAL INSURANCE	SMALL BUSINESS ASSOC O	FEB 2015 COVERAGE	01/21/15	01/26/15	193.78	
203-478-722.000	LIFE & DISABILITY INSURANCE	UNUM LIFE INSURANCE	FEB 2015 COVERAGE	01/21/15	01/26/15	2.20	
Total For Dept 478 WINTER MAINTENANCE						195.98	
Total For Fund 203 LOCAL STREETS FUND						5,751.37	
Fund 204 MUNICIPAL STREETS							
Dept 248 ADMINISTRATION							
204-248-721.001	RETIREE HEALTH INSURANCE	SMALL BUSINESS ASSOC O	FEB 2015 COVERAGE	01/21/15	01/26/15	924.20	
204-248-802.001	FINANCIAL AUDIT	PSLZ LLP	AUDIT	48995	01/26/15	2,000.00	
Total For Dept 248 ADMINISTRATION						2,924.20	
Total For Fund 204 MUNICIPAL STREETS						2,924.20	
Fund 402 EQUIPMENT REPLACEMENT FUND							
Dept 441 DEPARTMENT OF PUBLIC WORKS							
402-441-939.000	VEHICLE MAINTENANCE & REPAIR	BOULLION SALES	DPW	262208	01/26/15	22.25	
402-441-939.000	VEHICLE MAINTENANCE & REPAIR	LOWE'S BUSINESS ACCOUNT	DECEMBER 2014	01/20/15	01/26/15	43.11	
402-441-939.000	VEHICLE MAINTENANCE & REPAIR	PARTS PEDDLER AUTO SUP	DECEMBER 2014	01/21/15	01/26/15	967.32	
Total For Dept 441 DEPARTMENT OF PUBLIC WORKS						1,032.68	
Total For Fund 402 EQUIPMENT REPLACEMENT FUND						1,032.68	
Fund 590 SEWER ENTERPRISE FUND							
Dept 248 ADMINISTRATION							
590-248-802.001	FINANCIAL AUDIT	PSLZ LLP	AUDIT	48995	01/26/15	1,000.00	

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund 590 SEWER ENTERPRISE FUND							
Dept 248 ADMINISTRATION							
Total For Dept 248 ADMINISTRATION						2,500.00	
Dept 548 SEWER UTILITIES DEPARTMENT							
590-548-721.000	HEALTH & DENTAL INSURANCE	SMALL BUSINESS ASSOC O	FEB 2015 COVERAGE	01/21/15	01/26/15	2,022.27	
590-548-721.001	RETIREE HEALTH INSURANCE	SMALL BUSINESS ASSOC O	FEB 2015 COVERAGE	01/21/15	01/26/15	1,277.06	
590-548-722.000	LIFE & DISABILITY INSURANCE	UNUM LIFE INSURANCE	FEB 2015 COVERAGE	01/21/15	01/26/15	113.92	
590-548-740.000	OPERATING SUPPLIES	CORRIGAN OIL	WWTP	0117165	01/26/15	90.00	
590-548-740.000	OPERATING SUPPLIES	CULLIGAN WATER CONDITI	WWTP	01/21/15	01/26/15	104.84	
590-548-740.000		HACKNEY HARDWARE	DECEMBER 2014	01/20/15	01/26/15	74.34	
590-548-740.000	OPERATING SUPPLIES	LESSORS WELDING SUPPLY	WWTP	266694	01/26/15	49.50	
590-548-740.000	OPERATING SUPPLIES	NORTHERN SAFETY CO INC	WWTP	901231375	01/26/15	536.65	
590-548-742.000	CHEMICAL SUPPLIES - PLANT	ALEXANDER CHEMICAL COR	WWTP	10027182	01/26/15	990.40	
590-548-742.000	CHEMICAL SUPPLIES - PLANT	ALEXANDER CHEMICAL COR	WWTP	10027473	01/26/15	670.29	
590-548-743.000	CHEMICAL SUPPLIES - LAB	KENCO, INC.	WWTP	01/21/15	01/26/15	42.60	
590-548-743.000		NORTH CENTRAL LABORATO	WWTP	348643	01/26/15	274.45	
590-548-743.000		NORTH CENTRAL LABORATO	WWTP	348993	01/26/15	116.75	
590-548-743.000		NORTH CENTRAL LABORATO	WWTP	348882	01/26/15	171.04	
590-548-745.000		CINTAS CORPORATION	DECEMBER 2014	01/20/15	01/26/15	240.88	
590-548-751.000		CORRIGAN OIL COMPANY	WWTP	6008821	01/26/15	159.95	
590-548-803.003	SLUDGE HAULING	BIOTECH	WWTP	1263	01/26/15	4,588.40	
590-548-803.004	SEWER INVESTIGATION & REPAIR	METRO ENVIROMENTAL SER	WWTP	52915	01/26/15	859.00	
590-548-824.000	TESTING & ANALYSIS	PARAGON LABORATORIES I	WWTP	42155	01/26/15	240.00	
590-548-824.000	TESTING & ANALYSIS	PARAGON LABORATORIES I	WWTP	42513	01/26/15	1,020.50	
590-548-901.000		PRINTING SYSTEMS	UTILITY BILLS	88281	01/26/15	256.09	
590-548-920.000	UTILITIES	DTE ENERGY	DECEMBER 2014	01/21/15	01/26/15	6,071.11	
590-548-920.001		AT&T	U-VERSE	01/20/15	01/26/15	22.50	
590-548-920.001		AT&T	WWTP	01/20/15	01/26/15	85.10	
590-548-935.000	BUILDING MAINTENANCE & REPAIR	HACKNEY HARDWARE	DECEMBER 2014	01/20/15	01/26/15	4.14	
590-548-935.000	BUILDING MAINTENANCE & REPAIR	LOWE'S BUSINESS ACCOUN	DECEMBER 2014	01/20/15	01/26/15	91.15	
590-548-935.000	BUILDING MAINTENANCE & REPAIR	PARTS PEDDLER AUTO SUP	DECEMBER 2014	01/21/15	01/26/15	3.39	
590-548-937.000	EQUIPMENT MAINTENANCE & REPAIR	DETROIT PUMP & MANUFAC	WWTP	1032163	01/26/15	749.33	
590-548-937.000	EQUIPMENT MAINTENANCE & REPAIR	GARDNER DENVER NASH LL	WWTP	93235473	01/26/15	1,573.12	
590-548-937.000	EQUIPMENT MAINTENANCE & REPAIR	GRAINGER	WWTP	9631034858	01/26/15	95.90	
590-548-937.000	EQUIPMENT MAINTENANCE & REPAIR	HACKNEY HARDWARE	DECEMBER 2014	01/20/15	01/26/15	249.14	
590-548-937.000	EQUIPMENT MAINTENANCE & REPAIR	MID STATES BOLT & SCRE	WWTP	30470780	01/26/15	274.99	
590-548-937.000	EQUIPMENT MAINTENANCE & REPAIR	PARTS PEDDLER AUTO SUP	DECEMBER 2014	01/21/15	01/26/15	397.06	
590-548-938.000	LAB EQUIPMENT MAINTENANCE	HACKNEY HARDWARE	DECEMBER 2014	01/20/15	01/26/15	8.27	
590-548-938.000	LAB EQUIPMENT MAINTENANCE	SERVICE SPECIALISTS OF	WWTP	1149	01/26/15	389.60	
590-548-938.000	LAB EQUIPMENT MAINTENANCE	THERMO FISHER SCIENTIF	WWTP	SLS24547226	01/26/15	794.83	
590-548-939.000	VEHICLE MAINTENANCE & REPAIR	MARK'S AUTO SERVICE, I	WWTP	45712	01/26/15	19.38	
590-548-939.000	VEHICLE MAINTENANCE & REPAIR	PARTS PEDDLER AUTO SUP	DECEMBER 2014	01/21/15	01/26/15	46.41	
Total For Dept 548 SEWER UTILITIES DEPARTMENT						24,774.35	
Total For Fund 590 SEWER ENTERPRISE FUND						27,274.35	
Fund 591 WATER ENTERPRISE FUND							
Dept 248 ADMINISTRATION							
591-248-802.001	FINANCIAL AUDIT	PSLZ LLP	AUDIT	48995	01/26/15	1,500.00	
Total For Dept 248 ADMINISTRATION						1,500.00	
Dept 556 WATER UTILITIES DEPARTMENT							
591-556-721.000	HEALTH & DENTAL INSURANCE	SMALL BUSINESS ASSOC O	FEB 2015 COVERAGE	01/21/15	01/26/15	1,212.88	
591-556-721.001	RETIREE HEALTH INSURANCE	SMALL BUSINESS ASSOC O	FEB 2015 COVERAGE	01/21/15	01/26/15	572.69	
591-556-722.000	LIFE & DISABILITY INSURANCE	UNUM LIFE INSURANCE	FEB 2015 COVERAGE	01/21/15	01/26/15	75.94	

INVOICE GL DISTRIBUTION REPORT FOR CITY OF DEXTER
EXP CHECK RUN DATES 01/21/2015 - 01/21/2015
JOURNALIZED OPEN AND PAID
BANK CODE: POOL

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund 591 WATER ENTERPRISE FUND							
Dept 556 WATER UTILITIES DEPARTMENT							
591-556-740.000	OPERATING SUPPLIES	BATTERIES PLUS	WWTP	389-306049	01/26/15	68.68	
591-556-740.000	OPERATING SUPPLIES	CRIBLEY WELL DRILLING	WWTP	64613	01/26/15	14.25	
591-556-740.000		HACKNEY HARDWARE	DECEMBER 2014	01/20/15	01/26/15	8.99	
591-556-740.000	OPERATING SUPPLIES	LOWE'S BUSINESS ACCOUN	DECEMBER 2014	01/20/15	01/26/15	112.47	
591-556-740.000	OPERATING SUPPLIES	NORTHERN SAFETY CO INC	WWTP	901220604	01/26/15	106.18	
591-556-740.000	OPERATING SUPPLIES	NORTHERN SAFETY CO INC	WWTP	901239482	01/26/15	41.26	
591-556-740.000	OPERATING SUPPLIES	PARTS PEDDLER AUTO SUP	DECEMBER 2014	01/21/15	01/26/15	4.38	
591-556-743.000	CHEMICAL SUPPLIES - LAB	ALEXANDER CHEMICAL COR	WWTP	10027064	01/26/15	670.29	
591-556-745.000		CINTAS CORPORATION	DECEMBER 2014	01/20/15	01/26/15	240.88	
591-556-751.000		CORRIGAN OIL COMPANY	WWTP	6016361	01/26/15	509.50	
591-556-824.000	TESTING & ANALYSIS	PARAGON LABORATORIES I	WWTP	198134	01/26/15	65.00	
591-556-824.000	TESTING & ANALYSIS	PARAGON LABORATORIES I	WWTP	198134	01/26/15	443.00	
591-556-824.000	TESTING & ANALYSIS	PARAGON LABORATORIES I	WWTP	198134	01/26/15	420.00	
591-556-824.000	TESTING & ANALYSIS	PARAGON LABORATORIES I	WWTP	198134	01/26/15	55.00	
591-556-824.000	TESTING & ANALYSIS	PARAGON LABORATORIES I	WWTP	198134	01/26/15	157.50	
591-556-824.000	TESTING & ANALYSIS	PARAGON LABORATORIES I	WWTP	198134	01/26/15	55.00	
591-556-901.000		PRINTING SYSTEMS	UTILITY BILLS	88281	01/26/15	256.08	
591-556-920.000	UTILITIES	DTE ENERGY	DECEMBER 2014	01/21/15	01/26/15	1,493.00	
591-556-920.001		AT&T	U-VERSE	01/20/15	01/26/15	22.50	
591-556-920.001		AT&T	WWTP	01/20/15	01/26/15	85.09	
591-556-935.000	BUILDING MAINTENANCE & REPAIR	HACKNEY HARDWARE	DECEMBER 2014	01/20/15	01/26/15	37.39	
591-556-937.000	EQUIPMENT MAINTENANCE & REPAIR	BATTERIES PLUS	WWTP	377-342368	01/26/15	475.00	
591-556-937.000	EQUIPMENT MAINTENANCE & REPAIR	HACKNEY HARDWARE	DECEMBER 2014	01/20/15	01/26/15	124.37	
591-556-937.000	EQUIPMENT MAINTENANCE & REPAIR	MID STATES BOLT & SCREW	WWTP	30468585	01/26/15	20.32	
591-556-937.000	EQUIPMENT MAINTENANCE & REPAIR	MID STATES BOLT & SCREW	WWTP	30471818	01/26/15	105.96	
591-556-937.000		PARTS PEDDLER AUTO SUP	DECEMBER 2014	01/21/15	01/26/15	62.16	
591-556-939.000	VEHICLE MAINTENANCE & REPAIR	PARTS PEDDLER AUTO SUP	DECEMBER 2014	01/21/15	01/26/15	248.43	
591-556-977.000	EQUIPMENT	ETNA SUPPLY CO	WWTP	S101305200.002	01/26/15	1,905.54	
591-556-977.000	EQUIPMENT	ETNA SUPPLY CO	WWTP	S101255486.001	01/26/15	110.34	
591-556-977.000	EQUIPMENT	MICHIGAN PIPE & VALVE	WWTP	J97806	01/26/15	766.14	
Total For Dept 556 WATER UTILITIES DEPARTMENT						10,546.21	
Total For Fund 591 WATER ENTERPRISE FUND						12,046.21	

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund Totals:							
			Fund 101 GENERAL FUND			70,349.38	
			Fund 202 MAJOR STREETS FUND			2,837.25	
			Fund 203 LOCAL STREETS FUND			5,751.37	
			Fund 204 MUNICIPAL STREETS			2,924.20	
			Fund 402 EQUIPMENT REPLACEMENT FUND			1,032.68	
			Fund 590 SEWER ENTERPRISE FUND			27,274.35	
			Fund 591 WATER ENTERPRISE FUND			12,046.21	
Total For All Funds:						<u>122,215.44</u>	

PAGE LEFT INTENTIONALLY BLANK

CITY OF DEXTER

8140 Main Street Dexter, MI 48130-1092

Phone (734) 426-8303

Fax (734) 426-5614

MEMO

To: Council
From: Mayor Keough
Date: January 21, 2015
Re: Appointments

I would like to recommend the following appointments:

Board of Review

Appointment of Paul Cousins to a term expiring January 2017

Appointment of Carl Sperling to a term expiring January 2019

The City Charter calls for the first appointments to be a four year term, a three year term and a two year term. After these expire, the terms will be for three years.



CITY OF DEXTER

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

APPLICATION FOR APPOINTMENT AS COMMISSION OR COMMITTEE MEMBER

Name: Paul Cousins Date: 12/12/14

Address: 7648 Forest Dexter, MI 48130

Email: millpond89@comcast.net

Phone: 734-426-4765 Best time to call: Anytime

Call 734-548-3293

Which Commission/Committee are you applying for?

- Zoning Board of Appeals, Downtown Development Authority, Planning Commission, Parks Commission, Arts, Culture & Heritage Committee, Tree Board, Farmers Market Oversight Committee, Election Commission, Board of Review, Other (Specify)

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

The change to a City and creation of the Board of Review

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

I served on Scio Twp Board of Review for 20 years. Chairman or Vice Chair for 8 years

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

Sharon asked me to apply and serve



CITY OF DEXTER

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

APPLICATION FOR APPOINTMENT AS COMMISSION OR COMMITTEE MEMBER

Name: Carl Sperling Date: 11/18/2014

Address: 481 Preston Circle

Email: carlsperling@gmail.com

Phone: 248-930-8380 Best time to call: Anytime

Which Commission/Committee are you applying for?

- | | |
|-------------------------------------------------------------|---------------------------------------------------------|
| <input type="checkbox"/> Zoning Board of Appeals | <input type="checkbox"/> Downtown Development Authority |
| <input checked="" type="checkbox"/> Planning Commission | <input type="checkbox"/> Parks Commission |
| <input type="checkbox"/> Arts, Culture & Heritage Committee | <input type="checkbox"/> Tree Board |
| <input type="checkbox"/> Farmers Market Oversight Committee | <input type="checkbox"/> Election Commission |
| <input checked="" type="checkbox"/> Board of Review | <input type="checkbox"/> Other (Specify) _____ |

Why are you interested in serving on this Commission/Committee? Are there current events that have spurred your interest? I would like to take this opportunity to give back to my community by doing public service on either the planning commission or the board of review. I think the change from a village to city is a unique time in the history of Dexter to get involved in local government.

What particular skills and/or background do you feel that you could bring to this appointment? What other, if any, commissions or committees have you served on? I have never served on a committee or commission. I have lived in Dexter for 10 years, I have Engineering Degrees from The University of Michigan and Purdue University. I think my engineering background gives me the ability to understand complicated topics and make decisions based on information and applicable rules.

Please list/attach any other information that you would like to have considered. I would be willing to serve on either of the two committees I have listed above. I am also a registered voter.

PAGE LEFT INTENTIONALLY BLANK

CITY OF DEXTER

cnicholls@dextermi.gov

8140 Main Street Dexter, MI 48130-1092

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

MEMO

To: Mayor Keough and Council Members
From: Courtney Nicholls, City Manager
Date: January 20, 2015
Re: Consideration of: Federal Aid Eligible Roadway Classification

At the January 12, 2015 meeting, Council discussed the idea of changing our federal aid eligible roadways to remove a portion of Central and add Third and Broad. This would be done to align our federal aid eligible roadways with the City truck route. Since that time I have spoken with Nick Sapkiewicz at the Washtenaw Area Transportation Study (WATS) and he thinks that due to the limited number of changes being proposed by the County as a whole, it may be possible to add Third and Broad without removing Central from Third to Main. He is currently reviewing the proposed change with WATS and SEMCOG staff. He expects to have feedback available within the next couple weeks.

Though Council is not required by WATS to take formal action on the change, I would like to request that Council pass a motion to request that Third from Broad to Central and Broad from Third to Main be reclassified as major collectors.

If this motion is adopted, staff will move forward with the required traffic counts, which need to be completed by March.

memorandum

Date: January 7, 2015

To: Courtney Nicholls

From: Patrick Droze, P.E.

Re: Federal Aid Eligible Roads

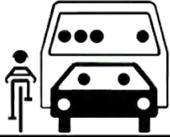
Periodically, MDOT and SEMCOG by way of the Washtenaw Area Transportation Study will solicit changes to the National Functional Classification (NFC) through Act 51 Road Agencies. The NFC provides a uniform classification of roadways across the Country and designates roadways based on their intended use. This ranges from Local collector roads within subdivisions to Interstate Highways. The classifications are determined largely by the actual function of the roadway in context to the transportation system as a whole and also traffic data as a check.

We understand that the City of Dexter is considering pursuing a change by removing Central Street (Main to Third) as a Major Collector and adding Broad Street (Main to Third) and Third Street (Broad to Central) as a Major Collector. Currently, Broad Street and Third Street are listed as NFC Local Streets meaning that they are shown to serve the function of handling local traffic that is characterized as the start and end points of trips. The reality is that a large portion of trips on Broad and Third Streets are more regional in nature, including commuters passing through and into town or trucks accessing businesses in town or north of the Huron River.

In speaking with Steven Dearing, Director of OHM's Traffic Department, he believes that there should not be an issue with making this change, especially if a swap is pursued. The proposed change should be viewed as a justified correction to the map by rectifying the classifications with the true use of the roadways as well as the posted truck route. This change will also allow for Broad Street and Third Street to receive federal funds through MDOT of up to 80% or construction costs. This can be used for pavement rehabilitation or reconstruction projects similar to those completed in 2014 on Ann Arbor and Central Streets.

Moving forward, the recommended next steps include performing a traffic count along the road segment in question and formally requesting the change from WATS. We also note that the Third Street portion of this route is currently listed as a "City Minor" Act 51 road classification. It is recommended that this roadway designation is changed to "City Major" in parallel to the NFC change effort. Our preliminary review of the roadway geometry and features will likely qualify for a major street designation. The one exception is the presence of perpendicular parking near the Dexter Mill, but based on discussions with MDOT in early 2014, this pre-existing condition will not prohibit the road from obtaining major status.

OHM will work with Staff to assist in these administrative efforts.



WASHTENAW AREA TRANSPORTATION STUDY (WATS)

705 N. Zeeb Road
Ann Arbor, MI 48103
phone: 734.994.3127
website: miwats.org
email: wats@miwats.org

MEMORANDUM

To: Act 51 Agencies
From: Nick Sapkiewicz, Transportation Planner
Date: November 26, 2014
Re: National Functional Classification (NFC) of Roads and National Highway System (NHS)
Decennial Review and Update

Background

The National Functional Classification (NFC) system is a highway classification scheme created and overseen by the Federal Highway Administration (FHWA). Every public road in the United States has an NFC designation, which reflects the road's function within the overall highway network.

MDOT has initiated the Statewide National Functional Classification review of roadways. This review provides an opportunity to adjust the NFC or NHS status of a road (including additions and deletions) - based on changes in the functionality. A spreadsheet is included for agencies responsible for local roads to list proposed Classification changes. Changes to higher Classifications require a current traffic count (taken in 2013 or 2014), changing a classification down does not require a count to be collected.

The seven classifications of NFC listed below apply in both urban and rural areas. In the past, there was only one collector classification in urban areas, but FHWA eliminated this discrepancy in 2010. Now, urban areas can have both Major Collectors and Minor Collectors, and both types of roads are fully eligible for federal aid.

1. Interstate—this designation is assigned to roads and ramps that comprise the official, limited-access Dwight D. Eisenhower Interstate Highway System;

2. Other Freeway and Expressway—assigned to roads and ramps that are not part of the Interstate Highway System, but have design features (such as limited access, grade separations, and interchanges) similar to those found on the Interstate System;

POLICY COMMITTEE MEMBERS

• City of Ann Arbor • Ann Arbor DDA • Ann Arbor Township • City of Chelsea • Village of Dexter • Dexter Township • Eastern Michigan University • Michigan Department of Transportation • City of Milan • Northfield Township • Pittsfield Township • City of Saline • Scio Township • Southwest Washtenaw Council of Governments • Superior Township • The Ride University of Michigan • Washtenaw County Board of Commissioners • Washtenaw County Road Commission • City of Ypsilanti • Ypsilanti Township • Ex Officio: Federal Highway Administration • Southeast Michigan Council of Governments •

An Intermunicipality Committee organized under Act 200 of Public Acts of Michigan (1957)
representing Washtenaw County

3. Other Principal Arterial—assigned to major surface-street roads that connect cities, to roads that connect freeways to major activity centers, and to the most heavily traveled cross-city roads within urbanized areas; Other Principal Arterials favor mobility and long-distance travel and typically allow all-season truck traffic; Interstates, Other Freeways and Expressways, and Other Principal Arterials are collectively known as Principal Arterials;

4. Minor Arterial—assigned to roads that, like Principal Arterials, emphasize mobility over property access, but have less traffic than Other Principal Arterials and attract trips that cover shorter distances and are more local in nature;

5. Major Collector—assigned to roads that funnel traffic from Local Roads and Minor Collectors to the arterials; collectors balance the functions of providing mobility and access to property and may directly serve schools, business districts, and other important traffic generators;

6. Minor Collector—assigned to roads with more through traffic than Local Roads, but less traffic than Major Collectors;

7. Local Road—assigned to most residential neighborhood roads, industrial subdivision roads, rural farm roads, and other roads which emphasize property access over mobility; the majority of road mileage across the region, state, and country falls into this category; “NFC local” should not be confused with “Act-51 local”, as the NFC system and Michigan’s Act-51 “legal system” are two completely different classification systems.

Along with accessibility and mobility considerations, there are many other factors that help determine the appropriate NFC designations for roads. These factors include relative regional importance, total traffic volumes, commercial traffic volumes, speed limits, number of lanes and other road design features, access management characteristics, trip characteristics, and proximity to traffic generators. Another important factor is route spacing—arterials should be the least densely spaced classification of road, local roads the most densely spaced—and system continuity and connectivity also come into play—barring unusual circumstances, routes with a given classification should begin and end at routes of equal or higher classification. A final consideration are FHWA’s published urban and rural mileage guidelines for each NFC category. No single characteristic alone should be used to determine a road’s NFC designation, and it should also be noted that characteristics can overlap between adjacent classifications.

FHWA sets targets for the percentage of overall road network for each state’s NHS roads. While upgrading a road to the Principle/Other Principal Arterial status adds the road to the National Highway System (NHS), making it eligible for NHPP funding, Michigan is presently over the target for NHS roads. Any additions to the NHS will need significant documentation reviewing the rationale for the change.

Timeline

- November 2014 - SEMCOG held a regional review kickoff meeting
- December 2014/January 2015- WATS will meet with Washtenaw County Act 51 agencies to review proposed changes to the NFC/NHS
- February 3, 2015 - Proposed changes due to WATS/SEMCOG for review
- March 2015 - WATS Technical and Policy Committee approval of changes
- April 3, 2015 - All applicable traffic counts submitted to the Traffic Count Database System - (existing 2013 count can be 24hr - new counts should be 48hr)
- April 3, 2015 - Locally approved, proposed changes to the NFC/NHS submitted to SEMCOG
- Late 2015/Early 2016 - MDOT and FHWA review and Michigan Geographic Framework update

Functional Classification Concepts, Criteria, and Procedures, are available here:

https://www.fhwa.dot.gov/planning/processes/statewide/related/highway_functional_classifications/fcauab.pdf

MDOT has created easy-to-read maps that show current NFC road designations throughout the state. The maps, which are available by county and urban area, are here:

http://mdotcf.state.mi.us/public/maps_nfc/

MDOT has created county-level maps that clearly show which roads are currently part of the National Highway System. The maps can be found here:

http://mdotcf.state.mi.us/public/maps_nfc/nhsmaps.cfm

A spreadsheet to list any proposed changes to NFC is attached with several examples already filled.

Action

Washtenaw County Act 51 agencies should review their NFC and NHS (Principal Arterial) road networks, document proposed changes on the attached spreadsheet, and send them to Nick at sapkiewicz@miwats.org by January 12, 2015.

PAGE LEFT INTENTIONALLY BLANK

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

8140 Main Street Dexter, MI 48130-1092

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

MEMO

To: Mayor Keough and City Council
From: Courtney Nicholls, City Manager
Date: January 20, 2015
Re: High Service Pump Repair

At the January 12, 2015 Council meeting Superintendent Schlaff mentioned that one of our high service pumps needed to be pulled and examined due to a noise that was emanating from it during operation. Attached is a quote from Raymer to repair the high service pump. The quote is a not to exceed amount based on the need to replace all of the components. It will not be known which components need to be replaced until the pump is disassembled. Approving this quote will allow Raymer to complete the work and return the pump to service.

The current plan has been to budget for the rebuild of one high service pump per year, so that each of the three pumps is given preventative maintenance service every three years. These funds were used earlier in the year to repair a different high service pump. Currently we had budgeted \$6,000 for repiping at the Ryan Drive wellhouse. The funds that were earmarked for this, along with general maintenance funds, will be used to offset this cost.

Council is asked to approve the quote from Raymer to repair the high service pump for a cost not to exceed \$7,717.00.



1357 COMSTOCK STREET - MARNE, MI 49435 - PHONE (616) 677-2751

ESTIMATE

Quote Number:
2189
Jan 13, 2015
1

Fax: 616-677-2909

Quoted To:
VILLAGE OF DEXTER 8140 MAIN ST. DEXTER, MI 48130

Location / Description:
HI-SERVICE PUMP #3 PUMP & MOTOR OVERHAUL

Customer ID	Good Thru	Payment Terms	Sales Rep
VILLAGE OF DEXTER	2/12/15	NET 30 DAYS	

Quantity	Description	Price	Amount
1.00	EA, COMPLETE REBUILD OF PUMP BOWL ASSEMBLY, NEW HEADSHAFT & BUSHING, MACHINING & LABOR	2,400.00	2,400.00
1.00	EA, COMPLETE REBUILDING OF 40HP VHS ELECTRIC MOTOR INCLUDING RE-WINDING , MACHINING & NEW BEARINGS	2,117.00	2,117.00
1.00	LS, HYDRAULIC TRUCK CRANE WELL/PUMP SERVICE RIG W/CREW TO PULL/SET PUMP	3,200.00	3,200.00
1.00	NOTE: THIS IS A "NOT TO EXCEED" QUOTE!		

CONTRACTOR'S GUARANTEE: We guarantee all materials used in this contract to be as specified above and the entire job to be done in a neat, workmanlike manner. any variations from plan or alterations requiring extra labor or material will be performed only upon written order and billed in addition to the sum covered by this contract. Agreements made with our workmen are not recognized.

Subtotal	7,717.00
Sales Tax	
TOTAL	7,717.00

ACCEPTANCE OF PROPOSAL: The above specifications, terms and contract are satisfactory, and (I) (we) hereby authorize the performance of this work.

DATE 1/13/15 SIGNED [Signature]

DATE _____ SIGNED _____

Budget Amendments

Agenda: 1/26/15

Item: L-3

General Fund 101

Line Number	Line Description	New Line # ?	Revenue or Expenditure?	Original Adopted Budget	Previously Amended Budget	Amendment Amount	Budget After Current Amendment
101-210-810-000	Attorney Fees	No	Expenditure	\$ 25,000	\$ -	\$ 15,000	\$ 40,000
Reason for Amendments		Increase in attorney fees due to Wellness Center Tax Tribunal Case - Paid 50/50 by City/DDA					
101-257-803-000	Assessing Department - Contracted Services	Yes	Expenditure	\$ -	\$ -	\$ 8,000	\$ 8,000
Reason for Amendments		Purchase of Assessing Software - Offset by Cityhood Contingency Line					
101-441-712-000	DPW - Vacation/Sick Time Cash Out	No	Expenditure	\$ 1,600	\$ -	\$ 21,000	\$ 22,600
Reason for Amendments		Retiree Cash Out of Medical Benefits					
101-890-955-001	Contingency for Cityhood Costs	No	Expenditure	\$ 30,000	\$ -	\$ (8,000)	\$ 22,000
Reason for Amendments		Use of Funds for Assessing Software					
101-965-999-202	Transfer Out to Major Streets	Yes	Expenditure	\$ -	\$ -	\$ 10,100	\$ 10,100
Reason for Amendments		Use of Voluntary Public Parking Reserve Funds to Offset Cost of Ann Arbor Street/Central Street Project					

Total change in Revenue - increase /(decrease): \$ -
 Total change in Expenditures - increase /(decrease): \$ 46,100
 Change to Overall Budget's revenue over expenditures: \$ (46,100)

Total unrestricted reserves is currently \$440,059, Voluntary Public Parking Reserves were held in a separate account and will not impact the unrestricted fund

Source of Reserves, if applicable: balance

Budget Amendments

Major Streets 202

Line Number	Line Description	New Line # ?	Revenue or Expenditure?	Original Adopted Budget	Previously Amended Budget	Amendment Amount	Budget After Current Amendment
202-000-695.248	Transfer in from DDA	No	Revenue	\$ -		\$ 108,000	\$ 108,000
Reason for Amendments		Transfer in from DDA to pay for decorative lighting on Ann Arbor Street					
202-451-975-015	Ann Arbor Street Project	No	Expenditure	\$ 200,600		\$ 108,000	\$ 308,600
Reason for Amendments		Increase due to decorative lighting on Ann Arbor Street - offset by transfer in from DDA					
202-000-695-101	Transfer in from General Fund	Yes	Revenue	\$ -		\$ 10,100	\$ 10,100
Reason for Amendments		Use of Voluntary Public Parking Reserve Funds to Offset Cost of Ann Arbor Street/Central Street Project					

Total change in Revenue - increase /(decrease): \$ 118,100
Total change in Expenditures - increase /(decrease): \$ 108,000
Change to Overall Budget's revenue over expenditures: \$ 10,100
Source of Reserves, if applicable: N/A

Budget Amendments

Municipal Streets 204

Line Number	Line Description	New Line # ?	Revenue or Expenditure?	Original Adopted Budget	Previously Amended Budget	Amendment Amount	Budget After Current Amendment
204-248-712-000	Vacation/Sick Time Cash Out	Yes	Expenditure	\$ -		\$ 17,100	\$ 17,100
Reason for Amendments		Employee cash out of retiree health care benefits					
204-248-720-000	Social Security/Medicare	Yes	Expenditure	\$ -		\$ 1,300	\$ 1,300
Reason for Amendments		Taxes on cash out					
204-965-999-351	Transfer Out to Fund 351 (Non-Voted Bonds)	No	Expenditure	\$ 105,500		\$ 18,200	\$ 123,700
Reason for Amendments		Use of Municipal Street Revenue to Pay Bond Issuance Costs					
<i>Total change in Revenue - increase /(decrease):</i>				\$ -			
<i>Total change in Expenditures - increase /(decrease):</i>				\$ 36,600			
<i>Change to Overall Budget's revenue over expenditures:</i>				\$ (36,600)			

Source of Reserves, if applicable: Municipal Street Funds - See Municipal Street Fund Spreadsheet

General Debt Service (Non-Voted Bonds) 351

Line Number	Line Description	New Line # ?	Revenue or Expenditure?	Original Adopted Budget	Previously Amended Budget	Amendment Amount	Budget After Current Amendment
351-000-695-204	Transfer in from Municipal Streets	No	Expenditure	\$ 105,500	\$ -	\$ 18,200	\$ 123,700
Reason for Amendments		Transfer in from Municipal Streets to Pay Bond Issuance Costs					
351-248-842-001	Bond Issuance Costs	Yes	Expenditure	\$ -	\$ -	\$ 18,200	\$ 18,200
Reason for Amendments		Payment of Bond Issuance Costs					
<i>Total change in Revenue - increase /(decrease):</i>				\$ 18,200			
<i>Total change in Expenditures - increase /(decrease):</i>				\$ 18,200			
<i>Change to Overall Budget's revenue over expenditures:</i>				\$ -			
<i>Source of Reserves, if applicable: N/A</i>							

Budget Amendments

Equipment Replacement Fund 402

Line Number	Line Description	New Line # ?	Revenue or Expenditure?	Original Adopted Budget	Previously Amended Budget	Amendment Amount	Budget After Current Amendment
402-903-981.000	Vehicles	No	Expenditure	\$ 30,000	\$ 73,000	\$ 8,500	\$ 81,500

Reason for Amendments Equipment budgeted for in 2013-2014 was not received until 2014-2015; truck purchase was originally budgeted at \$30,000, actual cost was \$36,000

Total change in Revenue - increase/(decrease): \$ -
Total change in Expenditures - increase/(decrease): \$ 8,500

Change to Overall Budget's revenue over expenditures: \$ (8,500)
Source of Reserves, if applicable: Use of Restricted Equipment Replacement Reserves - \$ 72,895

Approved by the City Council on January 26, 2015

Carol J. Jones, Interim City Clerk

Municipal Streets Fund Account Activity
Assumptions - Flat Millage Rate and Taxable Value; 3% Operating Cost Increase in Estimated Years

	Fund Balance at the end of 2013-2014	\$404,743	
2014-2015			
Revenue	Expected Millage	\$691,800	Budget
Revenue	Major/Local Streets Act 51/Interest	\$267,200	Budget
Revenue	Grant for Safe Routes to School	\$30,000	Budget
Revenue	Bond Proceeds	\$800,000	Budget
Revenue	Additional Act 51	\$16,500	Updated Estimate October 2014
Revenue	Dexter Crossing Road Contribution from Peters Building	\$10,000	
Expense	Bond Issuance Cost	(\$18,333)	Actual
Expense	Retiree Health Care Cash Out	(\$18,400)	Actual
Expense	Central Street	(\$272,000)	Budget
Expense	Ann Arbor Street	(\$200,600)	Budget
Expense	Safe Routes to School	(\$30,000)	Budget
Expense	Repair of Main Street Parking Spaces	(\$36,000)	Budget - To Be Reviewed in the Spring
Expense	Huron Street Outfall	(\$30,000)	Budget
Expense	Bond Payment	(\$78,066)	Updated Estimate September 2014
Expense	Local Streets Operating	(\$206,900)	Budget
Expense	Sidewalk/Curb Work Major/Local	(\$45,000)	Approved by Council
Expense	Major Streets Operating	(\$245,300)	Budget
Expense	Municipal Streets Admin	(\$73,400)	Budget
Expense	Crack Sealing	(\$35,013)	Actual
Expense	Road Improvement & Maintenance Plan	(\$643,799)	Actual (reduced by invoice to St. Joe's)
	Expected Fund Balance at the end of 2014-2015	\$287,432	Budget
2015-2016			
Revenue	Expected Millage	\$691,800	2 Year Budget
Revenue	Major/Local Streets Act 51/Interest	\$267,200	2 Year Budget
Revenue	Countywide Road Millage	\$100,000	2 Year Budget
Revenue	Additional Act 51	\$5,500	2 Year Budget
Expense	Local Streets Operating	(\$204,300)	2 Year Budget
Expense	Major Streets Operating	(\$217,900)	2 Year Budget
Expense	Municipal Streets Admin	(\$70,000)	2 Year Budget
Expense	Major/Local Contingency	(\$20,000)	2 Year Budget
Expense	Bond Payment	(\$83,065)	Updated Estimate August 2014
Expense	Retiree Cash Out	(\$11,250)	
Expense	Road Improvement & Maintenance Plan	(\$623,000)	Updated Estimate January 2015
	Expected Fund Balance at the end of 2015-2016	\$122,417	2 Year Budget
2016-2017			
Revenue	Expected Millage	\$691,800	Estimate
Revenue	Major/Local Streets Act 51/Interest	\$267,200	Estimate
Expense	Local Streets Operating	(\$210,429)	Estimate
Expense	Major Streets Operating	(\$224,437)	Estimate
Expense	Municipal Streets Admin	(\$72,100)	Estimate
Expense	Major/Local Contingency	(\$20,000)	Estimate
Expense	Bond Payment	(\$87,645)	Updated Estimate August 2014
Expense	Road Improvement & Maintenance Plan	(\$350,000)	Updated Estimate August 2014
	Expected Fund Balance at the end of 2016-2017	\$116,806	Estimate
2017-2018			
Revenue	Expected Millage	\$691,800	Estimate
Revenue	Major/Local Streets Act 51/Interest	\$267,200	Estimate
Expense	Local Streets Operating	(\$216,742)	Estimate
Expense	Major Streets Operating	(\$231,170)	Estimate
Expense	Major/Local Contingency	(\$20,000)	Estimate
Expense	Municipal Streets Admin	(\$74,263)	Estimate
Expense	Bond Payment	(\$86,970)	Updated Estimate August 2014
Expense	Road Improvement & Maintenance Plan	(\$200,000)	Estimate
	Expected Fund Balance at the end of 2017-2018	\$246,661	Estimate

PAGE LEFT INTENTIONALLY BLANK

Memo

To: Mayor Keough, City Council, and the City Manager

From: Marie Sherry, City Treasurer/Finance Director

Date: 1/22/2015

Re: Title VI Non-Discrimination Policy

Several months ago, the Michigan Department of Transportation (MDOT) requested that the City adopt a Title VI plan in order to be in compliance with federal laws regarding non-discrimination in federal contracting. This is due to the fact that we have received federal road funding in the past, and expect to receive it again in the future (please see the letter from MDOT following this memo). We requested that MDOT wait until we knew if we were to be a city or not, so that the document didn't have to be redone in the space of a few months. They agreed. Now that we are a city, staff is ready to submit the document to Council for review. After Council review, this document must then be submitted to MDOT's civil rights department for approval prior to its formal adoption by the City.

MDOT provided a template for a Title VI policy that I believed was difficult to read and often confusing. I decided to reorganize the document to improve flow and readability, but I kept almost all of the language intact with the exception of adding an occasional word to correct grammar or break up long run-on sentences. Any time there was language that was required by the law (for example, the appendices to the assurance section), I kept the language provided by MDOT fully intact. This is why sometimes you will see language that is pretty much pure legalese.

The proposed plan contains several sections:

Section I: The Introduction provides information about the City, about Title VI and associated rules and laws, and provides definitions for concepts and terms that appear throughout the document. We added language to the template explaining why the City is required to adopt this measure by MDOT.

Section II: This is the policy itself, which (based on the template provided by MDOT) needs to be signed by the Mayor and the Title VI Coordinator (proposed to be the City Manager). It states that the City will not discriminate against persons protected

under Title VI and associated rules and regulations, and designates the Title VI Coordinator.

Section III: This section details the administration of the policy. It gives guidance to the Title VI Coordinator for compliance with the laws and Policy, and discusses environmental justice as it pertains to decision making under Title VI. It also details what annual reporting is due to MDOT under the plan.

Section IV is the assurances section. It contains statutory language that must be contained in contracts and transactions involving federal funding, and requires that contractors, subcontractors and suppliers also comply with the City's Policy. It has three attached appendices, and it must be signed by the Mayor per the MDOT template.

Section V addresses how units of government should manage interaction with persons who are not proficient in the English language – it is called Limited English Proficiency (LEP). Because the City is a small organization with limited interaction with non-English speaking people, we do not have to comply with all of the LEP requirements. However, MDOT wanted us to include at the very least instructions regarding I-Speak cards (included at the end of the plan) and to comply with the requirements of providing a translator upon request.

Section VI is the instructions and form for filing a complaint to either MDOT or the City under Title VI.



STATE OF MICHIGAN

RICK SNYDER
GOVERNOR

DEPARTMENT OF TRANSPORTATION

KIRK T. STEUDLE
DIRECTOR

LANSING

July 21, 2014

Shawn Keough, Village President
Village of Dexter
8140 Main Street
Dexter, Michigan 48130

Dear Mr. Keough:

Title VI of the Civil Rights Act of 1964, and related statutes state that, "No person in the United States shall on the grounds of race, color, or national origin, sex, age, disability, or socio-economic status, be excluded from participation in, be denied the benefit of, or otherwise be subjected to discrimination in any program or activity receiving Federal financial assistance". The Civil Rights Restoration Act of 1987 restored the full intent of Title VI to require compliance by all federal-aid recipients and sub-recipients whether their programs or activities are federally funded or not.

Related to Title VI, Executive Order 12898, Limited English Proficiency and Executive Order 13166, Environmental Justice was enacted to ensure non-discrimination against low-income populations, minority populations and persons who have limited ability to speak, write, or understand English. These Executive Orders require recipients and sub-recipients to address Environmental Justice and Limited English Proficiency in consideration of and approach to any program, service, or activity receiving federal-financial assistance, in their Title VI Plans.

Our records indicate that the Michigan Department of Transportation (MDOT) does not have a Title VI Plan on file for the Village of Dexter.

A Title VI Plan is required *prior to the receipt* of federal financial assistance. *If you have ever entered into a contract with MDOT for federal highway funds or have received assistance from the Federal Highway Administration (FHWA) in relationship to an MDOT project, you must have a Title VI Plan.*

Failure to comply with this requirement may place you in deficiency status until you have complied with the regulation as specified in 23 CFR Part 200 and 49 CFR Part 21. You must verify that your organization meets compliance requirements by completing and submitting the enclosed "Sub-Recipient Application for Certification of Title VI and EEO Compliance and Assurances - form 0106."

YOU HAVE 90 CALENDAR DAYS (10/20/14) FROM RECEIPT OF THIS CORRESPONDENCE TO HAVE YOUR FINAL COMPLETED PLAN IN PLACE AND POSTED ON YOUR WEBSITE. YOUR INITIAL DRAFT PLAN MUST BE SUBMITTED FOR REVIEW BY OUR OFFICE WITHIN 30 DAYS (8/20/14); SO THAT WE MAY ASSIST YOU IN ENSURING THAT YOUR TITLE VI PLAN IS IN COMPLIANCE WITH THE REGULATIONS. PLEASE NOTE THAT YOUR FINAL DRAFT

MURRAY D. VAN WAGONER BUILDING • P.O. BOX 30050 • LANSING, MICHIGAN 48909

www.michigan.gov • (517) 373-2090

PLAN MUST BE REVIEWED AND RECEIVE APPROVAL BY OUR STAFF PRIOR TO SENDING IT TO YOUR VILLAGE COUNCIL FOR ADOPTION.

At a minimum, your Title VI Plan must include:

- Title VI Assurances signed by the Village Manager or other appropriate executive or responsible authority
- Appendix A, B, and C must be inserted in every contract or sub-contract (enclosed for your reference)
- Local Public Agency (LPA) Plans must include at a minimum:
 - Designation of a Title VI Coordinator and/or EEO Officer with full authority to implement the Title VI Plan and related statutes
 - Internal compliance reviews of all programs
 - Public outreach and education plan
 - Training programs for staff and others
 - Complaint procedures including time limits for responding
 - Procedures for identifying and addressing Title VI Issues
 - Annual reporting methods on the status of Title VI compliance
 - Methods to prevent discrimination in policy, programs, and procedures
 - Data collections procedures and methods
 - Prevention of discrimination by ensuring fairness in sub-contracting
 - Assurances against discrimination in employment
 - Limited English Proficiency Plan (LEP)
 - Environmental Justice Plan (To address the effects of projects on low-income populations and minority populations)
 - Retaliation clause

Once you have determined who the Title VI Coordinator will be for your organization, please have them contact one of the following individuals to receive the Title VI & LEP Plan template documents that should be used to create the initial draft document(s) for our review:

Katie Russman
Civil Rights Programs Unit
Michigan Department of Transportation
(517) 335-2381
Fax: 517-335-2785
Russmank@michigan.gov

Frannie Wintjen
Civil Rights Program Compliance Technician
Michigan Department of Transportation
(517) 241-7462
Fax: 517-373-2687
WintjenF@michigan.gov

I look forward to working with you to ensure non-discrimination. The work you do is vital to the economic vitality of our state and the nation, and requires that public funds be used for the benefit of all in a fair and equitable manner.

Sincerely,



Cheryl J. Hudson
EEO Officer

Enclosure(s)

CITY OF DEXTER

TITLE VI

NON-DISCRIMINATION

PLAN

**8140 Main Street
Dexter, Michigan, 48130
Phone: (734) 426-8303
Fax: (734) 426-5614
Website: www.DexterMI.gov**

**Title VI Coordinator:
Courtney L. Nicholls, City Manager
Phone: (734) 426-8303 x 11
Fax: (734) 426-5614
Email: cnicholls@DexterMI.gov**

This page is intentionally blank.

Table of Contents

SECTION I – INTRODUCTION	1
City of Dexter Organizational Chart.....	2
Background Information.....	3
Discrimination Under Title VI.....	5
Authorities	6
Definitions	7
Determining Significant and Non-Significant Effects	10
SECTION II – TITLE VI POLICY STATEMENT	11
The City of Dexter Title VI Non-Discrimination Policy Statement	12
SECTION III – ADMINISTRATION OF THE TITLE VI POLICY	14
Administration	15
Environmental Justice	16
Program Compliance and Review	18
SECTION IV – TITLE VI ASSURANCES	20
The City of Dexter Title VI Assurances.....	21
Title VI Assurances Appendix A – Federal Aid Contracts	24
Title VI Assurances Appendix B – Transfer of Property	26
Title VI Assurances Appendix C – Permits, Leases and Licenses.....	28
SECTION V - LIMITED ENGLISH PROFICIENCY PLAN	29
Limited English Proficiency (LEP) Plan	30
Elements of an Effective LEP Policy	31
Methodology for Assessing Needs	31
Analysis for the City of Dexter LEP Plan.....	32
Safe Harbor Stipulation	34
Providing Notice to LEP Persons.....	35
Options and Proposed Actions.....	36
SECTION VI – FILING A TITLE VI COMPLAINT.....	39
Filing a Title VI Complaint	40
The City of Dexter Title VI Complaint Form	44
I-Speak Language Identification Card	47

SECTION I

INTRODUCTION

CITY OF DEXTER

ORGANIZATIONAL CHART

BACKGROUND INFORMATION

The City of Dexter was originally established as the Village of Dexter in 1830, in order to provide for self-governance by the people residing within our boundaries. On November 20, 2014, after approval by the voters of the Village, a new Charter was filed with the Office of the Great Seal that changed our form of government from a General Law Village to a Home Rule City. The City of Dexter serves all people of the community, including minority populations, low-income populations, the elderly, persons with disabilities, and those who travel within our borders. The City recognizes its responsibility to provide fairness and equity in all of its programs, services, and activities, and that it must abide by and enforce federal and state civil rights legislation.

Based on federal regulations (23 CFR Part 200 and 49 CFR Part 21), states are required to meet certain standards of oversight and reporting in regard to civil rights laws and regulations. The Michigan Department of Transportation (MDOT), as part of its compliance with these regulations, requires that all sub-units of the State (cities, townships, counties etc.) that receive federal funding through MDOT adopt a Title VI Plan.

Title VI of the Civil Rights Act of 1964, is the overarching civil rights law which prohibits discrimination based on race, color, or national origin, for any program, service or activity that receives federal assistance. Specifically, Title VI assures that,

“No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefit of, or be otherwise subjected to discrimination under any program or activity receiving federal assistance.”

Title VI has been broadened by the following related statutes, regulations and executive orders:

- *Section 324 of the Federal-Aid Highway Act*, which is the enabling legislation of the Federal Highway Administration (FHWA), prohibits discrimination based on sex.

- The *Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970* prohibits unfair and inequitable treatment of persons as a result of projects which are undertaken with Federal financial assistance.
- The *Civil Rights Restoration Act of 1987* clarified the intent of Title VI to include all programs and activities of federal-aid recipients and contractors whether those programs and activities are federally funded or not.
- *Executive Order 12898, "Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations,"* signed in February of 1994, requires federal agencies to achieve Environmental Justice as part of its mission by identifying disproportionately high and adverse human health or environmental effects of its programs, policies, and activities on minority populations and low-income populations.
 - Environmental Justice Initiatives are accomplished by involving the potentially affected public in the development of transportation projects that fit within their communities without sacrificing safety or mobility.
- In 1997, the U.S. Department of Transportation (USDOT) issued its *DOT Order to Address Environmental Justice in Minority Populations and Low-Income Populations* to summarize and expand upon the requirements of Executive Order 12898 on Environmental Justice.
- *Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency (LEP),"* provides that no person shall be subjected to discrimination on the basis of race, color, or national origin under any program or activity that receives Federal financial assistance.

As a recipient of federal financial assistance, the City of Dexter's government will not restrict an individual in any way from the enjoyment of any advantage or privilege enjoyed by others who are receiving any service, financial aid, or other benefit under its programs or projects. This includes individuals with limited ability to speak, write or understand the English language. Individuals may not be subjected to criteria or methods of administration which cause adverse impact because of their race, color, or national origin; or have the effect of defeating or substantially impairing accomplishment of the objectives of the program because of race, color or national origin. Therefore, the primary goals and objectives of the City of Dexter's Title VI Program are:

1. To assign roles, responsibilities, and procedures for ensuring compliance with *Title VI of the Civil Rights Act of 1964* and related regulations and directives;
2. To ensure that people affected by our programs and projects receive the services, benefits, and opportunities to which they are entitled without regard to race, color, national origin, age, sex, or disability;
3. To prevent discrimination in our programs and activities, whether those programs and activities are federally funded or not;
4. To establish procedures for identifying impacts in any program, service, or activity that may create illegal adverse discrimination on any person because of race, color, national origin, age, sex, or disability; or on minority populations, low-income populations, the elderly, and all interested persons and affected Title VI populations;
5. To establish procedures to annually review Title VI compliance for specific program areas within the City;
6. To set forth procedures for filing and processing complaints by persons who believe they have been subjected to illegal discrimination under Title VI in our services, programs or activities.

As a sub-recipient of federal transportation funds, the City of Dexter must comply with federal and state laws, and related statutes, to ensure equal access and opportunity to all persons, with respect to transportation services, facilities, activities, and programs, without regard to race, color, national origin, sex, socio-economic status, or geographical location. Every effort will be made to prevent discrimination in any program or activity, whether those programs and activities are federally funded or not, as guaranteed by the *Civil Rights Restoration Act of 1987*.

The City of Dexter shall also ensure that their sub-recipients adhere to state and federal law, and include in all written agreements or contracts assurances that the sub-recipient must comply with Title VI and other related statutes. As a sub-recipient who distributes federal transportation funds, the City shall monitor their sub-recipients for voluntary compliance with Title VI. In the event that non-compliance is discovered, a good faith effort will be made to ensure that the sub-recipient corrects any deficiencies arising out of complaints related to Title VI; and that sub-recipients will proactively gauge the impacts of any program or activity on minority populations and low-income populations, the elderly, persons with disabilities, all interested persons and affected Title VI populations.

DISCRIMINATION UNDER TITLE VI

This Title VI Plan has been developed by the City to assure that services, programs, and activities of our government are offered, conducted, and administered fairly, without regard to race, color, national origin, sex, age, or disability of the participants or beneficiaries of federally funded programs, services, or activities (see Title VI Assurances).

There are two types of illegal discrimination prohibited under Title VI and its related statutes. One type of discrimination, which may or may not be intentional, is “disparate treatment.” Disparate treatment is defined as treating similarly situated persons differently because of their race, color, national origin, sex, disability, or age.

The second type of illegal discrimination is “disparate impact.” Disparate impact discrimination occurs when a “neutral procedure or practice” results in fewer services or benefits, or inferior services or benefits, to members of a protected group. With disparate impact, the focus is on the consequences of a decision, policy, or practice rather than the intent.

The City of Dexter’s efforts to prevent such discrimination must address, but not be limited to, a program’s impacts, access, benefits, participation, treatment, services, contracting opportunities, training, investigation of complaints, allocation of funds, and prioritization of projects; and the overarching functions of planning, project development and delivery, right-of-way, construction, and research.

AUTHORITIES

Title VI of the Civil Rights Act of 1964, 42 USC 2000d to 2000d-4; 42 USC 4601 to 4655; 23 USC 109(h): Title VI of the Civil Rights Act of 1964 provides that no person in the United States shall, on the grounds of race, color, or national origin (including Limited English Proficiency), be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving federal financial assistance (please refer to 23 CFR 200.9 and 49 CFR 21). Related statutes have broadened the grounds to include age, sex, low income, and disability.

The Civil Rights Restoration Act of 1987: This act also broadened the scope of Title VI coverage by expanding the definition of terms “programs or activities” to include all programs or

activities of Federal Aid recipients, sub-recipients, and contractors, whether such programs and activities are federally assisted or not (Public Law 100-259 [S. 557] March 22, 1988).

Federal Aid Highway Act of 1973, 23 USC 324: No person shall, on the ground of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal assistance under this title or carried on under this title.

Age Discrimination Act of 1975, 42 USC 6101: No person in the United States shall, on the basis of age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under, any program or activity receiving federal financial assistance.

Americans With Disabilities Act of 1990 PL 101-336: No qualified individual with a disability shall, by reason of his/her disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination by a department, agency, special purpose district or other instrumentality of a state or local government.

Section 504 of the Rehabilitation Act of 1973: No qualified individual with a disability shall, solely by reason of his/her disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity that receives, or benefits from, federal financial assistance.

USDOT Order 1050.2: Standard Title VI Assurances.

EO12250: Department of Justice Leadership and coordination of Non-discrimination Laws.

EO12898: Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations.

28 CFR 50.3: Guidelines for the enforcement of Title VI of the Civil Rights Act of 1964.

EO13166: Improving Access to Services for Persons with Limited English Proficiency.

DEFINITIONS

Adverse Effects: The totality of significant individual or cumulative human health or environmental effects, including interrelated social and economic effects, which may include, but are not limited to: (See the next sub-section for an additional discussion of “significant”)

- Bodily impairment, infirmity, illness or death;
- Air, noise and water pollution, and soil contamination;
- Destruction or disruption of man-made or natural resources;
- Destruction or diminution of aesthetic values;
- Destruction or disruption of community cohesion or community's economic vitality;
- Destruction or disruption of the availability of public and private facilities and services;
- Adverse employment effects;
- Displacement of a person's businesses, farms or non-profit organizations;
- Increased traffic congestion, isolation, exclusion or separation of minority or low-income individuals within a given community or from the broader community;
- Denial of, reduction in, or significant delay in the receipt of benefits of the City programs, policies and activities.

Federal Assistance: Includes grants and loans of federal funds; the grant or donation of federal property and interests in property; the detail of federal personnel, federal property or any interest in such property without consideration or at a nominal consideration or at a consideration which is reduced for the purpose of assisting the recipient, or in recognition of the public interest to be served by such sale or lease to the recipient; and any federal agreement, arrangement or other contract which has, as one of its purposes, the provision of assistance.

Limited English Proficiency: Individuals with a primary or home language other than English who must, due to limited fluency in English, communicate in that primary or home language if the individuals are to have an equal opportunity to participate effectively in or benefit from any aid, service or benefit provided by the City.

Low-Income: A person whose median household income is at or below the Department of Health and Human Service Poverty guidelines (see <http://aspe.hhs.gov/poverty/>).

Low-Income Population: Any readily identifiable group of low-income persons who live in geographic proximity and, if circumstances warrant, geographically dispersed/transient persons (such as migrant workers or Native Americans) who will be similarly affected by a proposed City program, policy or activity.

Minority: A person who is:

- Black – A person having origins in any of the black racial groups of Africa; and/or
- Hispanic – A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race; and/or
- Asian American – A person having origins in any of the original people of the Far East, Southeast Asia, the Indian sub-continent, or the Pacific Islands; and/or
- American Indian and Alaskan Native – A person having origins in any of the original people of North America and who maintains cultural identification through tribal affiliation or community recognition.

Minority Population: Any readily identifiable groups of minority persons who live in geographic proximity and, if circumstances warrant, geographically dispersed/transient persons (such as migrant workers or Native Americans) who will be similarly affected by a proposed program, policy or activity.

Non-Compliance: A recipient has failed to meet prescribed requirements and has shown an apparent lack of good faith effort in implementing all the requirements of Title VI and related statutes.

Persons: Where designation of persons by race, color or national origin is required, the following designation ordinarily may be used; “White not of Hispanic origin”, “Black not of Hispanic origin”, “Hispanic”, “Asian or Pacific Islander”, “American Indian or Alaskan Native”. Additional sub-categories based on national origin of primary language spoken may be used, where appropriate, on either a national or a regional basis.

Program: Includes any road or park project, including planning or any activity for the provision of services, financial aid or other benefits to individuals. This includes education or training, work opportunities, health welfare, rehabilitation, or other services, whether provided directly by the recipient of federal financial assistance or provided by others through contracts or other arrangements with the recipient.

Recipient: Any state, territory, possession, the District of Columbia, Puerto Rico, or any political subdivision, or instrumentality thereof, or any public or private agency, institution, or organization, or other entity, or any individual, in any state, territory, possession, the District of Columbia, or Puerto Rico, to whom Federal assistance is extended, either directly or through another recipient, for any program. Recipient includes any successor, assignee, or transferee thereof, but does not include any ultimate beneficiary under any such program.

Significant Adverse effects on Minority and Low-Income Populations: An adverse effect that:

1. Is predominantly borne by a minority population and/or a low-income population, or
2. Will be suffered by the minority population and/or low-income population and is shown to be appreciably more severe or greater in magnitude than the adverse effect that will be suffered by the non-minority population and/or non-low-income population.

Sub-Recipient: Any agency such as a council of governments, regional planning agency, or educational institution, for example, that received Federal Highway Administration (FHWA) funds through the State DOT and not directly from the FHWA. Other agencies, local governments, contractors, consultants that receive these funds are all considered sub-recipients.

DETERMINING AND DISTINGUISHING SIGNIFICANT AND NON-SIGNIFICANT EFFECTS

Scientific, technical, institutional, the public's value, and the local economic conditions influence the meaning of significant effect. If an alternative would provide a beneficial effect, then the alternative would cause no significant adverse effect. If an alternative would provide an adverse effect, the effect might be significant or the effect might be non-significant.

“Significant” requires considerations of both context and intensity:

- (1) **Context:** This means that the significance of an action must be analyzed in several contexts such as society as a whole (human, nation), the affected region, the affected interests, and the locality. Significance varies with the setting of the proposed action. For instance, in the case of a site-specific action, significance would usually depend upon the effects in the local area rather than in the world as a whole. Both short-and long-term effects are relevant.
- (2) **Intensity:** This refers to the severity of impact. Responsible officials must bear in mind that more than one agency may make decisions about partial aspects of a major action. The following should be considered in evaluating intensity:

- a. Impacts that may be both beneficial and adverse. A significant effect may exist even if, on balance, the effect would be beneficial.

“Non-significant effect” means no substantial change to an environmental component and this has no material bearing on the decision-making process.

Determinations of “significant” and “non-significant” effects will be made by the City Manager.

SECTION II
TITLE VI
POLICY STATEMENT

THE CITY OF DEXTER

TITLE VI NON-DISCRIMINATION POLICY STATEMENT

The City of Dexter reaffirms its policy to allow all individuals the opportunity to participate in federal financially assisted services and adopts the following provision:

“No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.” In applying this policy, the City of Dexter and its sub-recipients of federal funds shall not:

1. Deny any individual any service, opportunity, or other benefit for which such individual is otherwise qualified;
2. Provide any individual with any service, or other benefit, which is inferior (in quantity or quality) to, or which is provided in a different manner from, that which is provided to others;
3. Subject any individual to segregated or disparate treatment in any manner related to such individual’s receipt of services or benefits;
4. Restrict an individual in any way from the enjoyment of services, facilities or any other advantage, privilege or other benefit provided to others;
5. Adopt or use methods of administration, which would limit participation by any group of recipients or subject any individual to discrimination;
6. Address any individual in a manner that denotes inferiority because of race, color, or national origin;
7. Permit discriminatory activity in a facility built in whole or in part with federal funds;
8. Deny any segment of the population the opportunity to participate in the operations of a planning or advisory body that is an integral part of a federally funded program;

9. Fail to provide information in a language other than English to potential or actual beneficiaries who are of limited English speaking ability, when requested and as appropriate;
10. Subject an individual to discriminatory employment practices under any federally funded program whose objective is to provide employment;
11. Locate a facility in any way that would limit or impede access to a federally-funded service or benefit.

The City of Dexter will actively pursue the prevention of any Title VI deficiencies or violations and will take the necessary steps to ensure compliance. If irregularities occur in the administration of the program's operation, procedures will be promptly implemented to resolve Title VI issues all within a period not to exceed 90 days.

The City of Dexter designates the City Manager, as the Title VI Coordinator. The City Manager will be responsible for initiating and monitoring Title VI activities and other required matters, ensuring that the City complies with the Title VI regulations and pursues prevention of Title VI deficiencies or violations. Inquiries concerning the City of Dexter and Title VI may be directed to Courtney Nicholls, City Manager, 8140 Main Street, Dexter, Michigan, 48130; Telephone (734) 426-8303 x 11; Facsimile (734) 426-5614; cnicholls@DexterMI.gov.

Shawn W. Keough
Mayor, City of Dexter

Courtney L. Nicholls
City Manager / Title VI Coordinator

SECTION III
ADMINISTRATION OF THE TITLE VI
POLICY

ADMINISTRATION

The City of Dexter designates the City Manager as the Title VI Coordinator (hereinafter referred to as the “Title VI Coordinator”). The Title VI Coordinator shall have lead responsibility for coordinating the administration of the Title VI and related statutes, programs, plans, and assurances.

Complaints: If any individual believes that he/she or any other program beneficiaries have been the object of unequal treatment or discrimination as to the receipt of benefits and/or service, or on the grounds of race, color, national origin (including Limited English Proficiency), sex, age or disability, he/she may exercise his/her right to file a complaint with the City. Complaints may be filed with the Title VI Coordinator. Every effort will be made to resolve complaints informally at the lowest level.

Data Collection: Statistical data on race, color, national origin, English language ability and sex of participants in and beneficiaries of our programs; e.g., impacted citizens and affected communities will be gathered and maintained by the City Dexter. The gathering procedures will be reviewed annually to ensure sufficiency of the data in meeting the requirements of the Title VI program.

Program Reviews: Special emphasis program reviews will be conducted based on the annual summary of Title VI activities, accomplishments, and problems. The reviews will be conducted by the Title VI Coordinator to assure effectiveness in their compliance of Title VI provisions. The Title VI Coordinator will coordinate efforts to ensure the equal participation in all their programs and activities at all levels. *The City of Dexter does not have any special emphasis programs at this time.*

Title VI Reviews on Sub-Recipients: Title VI compliance reviews will be conducted annually by the Title VI Coordinator. Priority for conducting reviews will be given to those recipients of federal (U.S. Department of Transportation) funds with the greatest potential of impact to those groups covered by the Act. The reviews will entail examination of the recipients’ adherence to all Title VI requirements. The status of each review will be reported in the annual update and reported to relevant U.S. Department of Transportation (USDOT) modes upon request.

Annual Reporting Form: The Title VI Coordinator will be responsible for coordination, compilation, and submission of the annual reporting form data to the Michigan Department of

Transportation (MDOT), Civil Rights Program Unit, via the Sub-Recipient Annual Certification Form (MDOT form #0179) by October 5th of each year.

Title VI Plan Updates: If updated, a copy of Title VI Plan will be submitted to the MDOT, Civil Rights Program Unit, as soon as the update has been completed, or as soon as practicable, and no later than 30 days if significant changes are made.

Public Dissemination: The City of Dexter will disseminate Title VI Program information to employees and to the general public. Title VI Program information will also be submitted to sub-recipients, contractors and beneficiaries. Public dissemination will include inclusions of Title VI language in contracts and the publishing the City of Dexter’s Title VI Plan, within 90 days of approval, on the Ordinances page of the City’s internet website, at www.DexterMI.gov/ordinances.

Remedial Action: The City of Dexter, through the Title VI Coordinator, will actively pursue the prevention of Title VI deficiencies and violations and will take the necessary steps to ensure compliance with all program administrative requirements. When deficiencies are found, procedures will be promptly implemented to correct the deficiencies and to put in writing the corrective action(s). The period to determine corrective action(s) and put it/them in writing to effect compliance may not exceed 90 days from the date the deficiencies are found.

ENVIRONMENTAL JUSTICE (EJ)

Compliance with Title VI includes ensuring that no minority or low income population suffers “disproportionately high and adverse human health or environmental effect” due to any “programs, policies and activities” undertaken by any agency receiving federal funds. This obligation will be met by the City of Dexter in the following ways:

- When planning specific programs or projects, identifying those populations that will be affected by a given program or project;
- If a disproportionate effect is anticipated, following mitigation procedures; and
- If mitigation options do not sufficiently eliminate the disproportionate effect, discussing and, if necessary, implementing reasonable alternatives.

Disproportionate effects are those effects which are appreciably more severe for one group or predominantly borne by a single group. The City will use U.S. Census data to identify low income and minority populations.

Where a project impacts a small number or area of low income or minority populations, the City will document that:

- Other reasonable alternatives were evaluated and were eliminated for reasons such as the alternatives impacted a far greater number of people or did greater harm to the environment;
- The project's impact is unavoidable;
- The benefits of the project far out-weigh the overall impacts; and
- Mitigation measures are being taken to reduce the harm to low income or minority populations.

If it is concluded that no minority and/or low income population groups are present in the project area, the City of Dexter will document how the conclusion was reached. If it is determined that one or more of these population groups are present in the area, the City will administer a potential disproportionate effects test.

The following steps will be taken to assess the impact of projects on minorities and/or low income population groups:

Step One: Determine if a minority or low income population is present within the project area. If the conclusion is that no minority and/or low income population is present within the project area, document how the conclusion was reached. If the conclusion is that there are minority population groups and/or low income population groups present, proceed to Step Two.

Step Two: Determine whether project impacts associated with the identified low income and minority populations are disproportionately high and adverse. In doing so, refer to the section for determining and distinguishing significant and non-significant effects in the Introduction section of this policy. If it is determined that there are disproportionately high and adverse impacts to minority and low income populations, proceed to Step Three.

Step Three: Propose measures that will avoid, minimize and/or mitigate disproportionately high and disproportionate adverse impacts and provide offsetting benefits and opportunities to enhance communities, neighborhoods and individuals affected by proposed project.

Step Four: If there remains a high and disproportionate adverse impact to minority or low income populations after mitigation, enhancements, and offsetting benefits to the affected populations, then the following questions must be considered:

Question 1: Are there further mitigation measures that could be employed to avoid or reduce the adverse effect to the minority or low income population?

Question 2: Are there other additional alternatives to the proposed action that would avoid or reduce the impacts to the low income or minority populations?

Question 3: Considering the overall public interest, is there a substantial need for the project?

Question 4: Will the alternatives that would satisfy the need for the project and have less impact on protected populations (a) have other social economic or environmental impacts that are more severe than those of the proposed action (b) have increased costs of extraordinary magnitude?

Step Five: Include all findings, determinations or demonstrations in the environmental document prepared for the project.

PROGRAM COMPLIANCE AND REVIEW GOALS

1. The City of Dexter's Title VI Plan will be communicated to each City Department Head who will review the plan with departmental employees. All City employees will be trained or made aware of the Title VI and LEP policies and complaint procedures.
2. The City of Dexter's Title VI Plan will be published on the Ordinances page of the City's website www.DexterMI.gov/ordinances, within 90 days of approval.
3. Assurances Appendix A will be included in all City contracts as outlined in the Title VI Plan.

4. The language in Number 2 of the City of Dexter’s Title VI Assurances will be included in all solicitations for bids for work or material subject to the Regulations and in all proposals for negotiated agreements.
5. The procedure(s) for responding to individuals with Limited English Proficiency will be implemented.
6. A review of City facilities will be conducted in reference to compliance with the American Disabilities Act.
7. The following data will be collected and reviewed by the Title VI Coordinator and included, where appropriate, in the annual report submitted to MDOT.
 - a. **Boards and Commissions:** The number of vacancies; how vacancies are advertised and filled; the number of applicants; the representation of minorities will be evaluated.
 - b. **Public Meetings:** The number of open meetings; how meeting dates and times are communicated to the general public and to individuals directly affected by the meeting.
 - c. **Construction Projects:** The number of construction projects and minority contractors bidding and the number selected; verification that Title VI language was included in bids and contracts for each project.
 - d. **LEP Needs:** The number of requests for language assistance that were requested or required; the outcome of these requests.
 - e. **Complaints:** The number of Title VI complaints received; nature of the complaints; resolution of the complaints.
 - f. **Timeliness of Services:** The number of requests for services; amount of time from request to when service was delivered; number of requests denied.
 - g. **Right of Way/Eminent Domain:** The number of such actions and diversity of individual(s) affected.
 - h. **Program Participants:** Racial data of program participants where possible.

SECTION IV
TITLE VI ASSURANCES

THE CITY OF DEXTER

TITLE VI ASSURANCES

The City of Dexter (hereinafter referred to as the “Recipient”) hereby agrees, as a condition to receiving any Federal financial assistance from the U.S. Department of Transportation, that it will comply with the following:

- *Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 USC 2000d-42 USC 2000d-4* (hereinafter referred to as the “Act”),
- All requirements imposed by or pursuant to *Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21,*
- *Non-discrimination in Federally-Assisted Programs for the Department of Transportation – Effectuation of Title VI of the Civil Rights Act of 1964* (hereinafter referred to as the “Regulations”),
- Other pertinent directives.

This assurance is required by subsection 21.7 (a) (1) and (b) of the Regulations. Compliance goes towards the end that in accordance with the Act, Regulations, and other pertinent directives, no person in the United States shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Recipient received Federal financial assistance from the Department of Transportation, including the Federal Highway Administration. The Recipient hereby gives assurances that it will promptly take any measures necessary to effectuate this agreement.

More specifically, and without limiting the above general assurance, the Recipient hereby gives the following specific assurance with respect to the Federal Aid Highway Program:

1. That the Recipient agrees that each "program" and each "facility" as defined in subsections 21.23(e) and 21.23(b) of the Regulations, will be (with regard to a "program") conducted, or will be (with regard to a "facility") operated in compliance with all requirements imposed by, or pursuant to, the Regulations.

2. That the Recipient shall insert the following notification in all solicitations for bids for work or material subject to the Regulations and made in connection with all Federal Aid Highway Programs and, in adapted form, in all proposals for negotiated agreements:

“The City of Dexter, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, SubTitle A, Office the Secretary, Part 21, Nondiscrimination for Federally assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively insure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.”

3. That the Recipient shall insert the clauses of Appendix A of this assurance in every contract subject to the Act and the Regulations.
4. That the Recipient shall insert the clauses of Appendix B of this assurance, as a covenant running with the land, in any deed from the United States effecting a transfer of real property, structures, or improvements thereon, or interest therein.
5. That where the Recipient receives Federal financial assistance to construct a facility, or part of a facility, the assurance shall extend to the entire facility and facilities operated in connection therewith.
6. That where the Recipient receives Federal financial assistance in the form, or for the acquisition of real property or an interest in real property, the assurance shall extend to rights to space on, over or under such property.
7. That the Recipient shall include the appropriate clauses set forth in Appendix C of this assurance, as a covenant running with the land, in any future deeds, leases, permits, licenses, and similar agreements entered into by the Recipient with other parties: (a) for the subsequent transfer of real property acquired or improved under the Federal Aid Highway Program; and (b) for the construction or use of or access to space on, over or under real property acquired, or improved under the Federal Aid Highway Program.
8. That this assurance obligates the Recipient for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is

to provide, or is in the form of, personal property, or real property or interest therein or structures or improvements thereon, in which case the assurance obligates the Recipient or any transferee for the longer of the following periods: (a) the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or (b) the period during which the Recipient retains ownership or possession of the property.

9. The Recipient shall provide for such methods of administration for the program as are found by the Secretary of Transportation or the official to whom it delegates specific authority to give reasonable guarantee that it, other recipients, sub-grantees, contractors, subcontractors, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Act, the Regulations and this assurance.

10. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Act, the Regulations, and this assurance.

This assurance is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property, discounts or other Federal financial assistance extended after the date hereof to the Recipient under the Federal Aid Highway Program, and is binding on it, other recipients, sub-grantees, contractors, sub-contractors, transferees, successors in interest and other participants in the Federal Aid Highway Program. The person or persons whose signatures appear below are authorized to sign this assurance on behalf of the Recipient.

City of Dexter

Shawn W. Keough, Mayor

Date

TITLE VI ASSURANCES APPENDIX A

FEDERAL AID CONTRACTS

[TO BE INSERTED IN ALL FEDERAL-AID CONTRACTS]

During the performance of this contract, the contractor, for itself, its assignees and successors in interest (hereinafter referred to as the “contractor”) agrees, as follows:

1. **Compliance with Regulations:** The contractor shall comply with Regulations relative to nondiscrimination in Federally-assisted programs of the Department of Transportation, *Title 49, Code of Federal Regulations, Part 21*, as they may be amended from time to time (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.

2. **Nondiscrimination:** The contractor, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color, sex, or national origin in the selection, retention, and treatment of subcontractors, including procurements of materials in the discrimination prohibited by Section 21.5 of the Regulation, including employment practices when the contractor covers a program set for in Appendix B of the Regulations.

3. **Solicitation for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations made by the contractor, either by competitive bidding or negotiation, for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the contractor of the contractor’s obligations under the contract and the Regulations relative to nondiscrimination on the grounds of race, color, or national origin.

4. **Information and Reports:** The contractor shall provide all information and reports required by the Regulations, or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the State Highway Department or the Federal Highway Administration to be pertinent to ascertain compliance with such Regulations or directives. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information, the contractor shall so certify to the State Highway Department or the Federal Highway Administration, as appropriate, and shall set forth what efforts it has made to obtain the information.

5. **Sanctions for Noncompliance:** In the event the contractor's noncompliance with the nondiscrimination provisions of this contract, the State Highway Department shall impose such contract sanctions as it or the Federal Highway Administration may determine to be appropriate, including, but not limited to:
 - a. Withholding payments to the contractor under the contract until the contractor complies; and/or
 - b. Cancellation, termination or suspension of the contract, in whole or in part.

6. **Incorporation of Provisions:** The contractor shall include provisions of paragraphs (1) through (6) in every subcontract, including procurement of material and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The contractor shall take such action with respect to any subcontract or procurement as the State Highway Department or the Federal Highway Administration may direct as a means of enforcing such provisions including sanctions for noncompliance: provided, however, that, in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the contractor may request the State Highway Department to enter into such litigation to protect the interests of the State, and, in addition, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

TITLE VI ASSURANCES APPENDIX B

TRANSFER OF PROPERTY

The following clauses shall be included in any and all deeds effecting or recording the transfer of real property, structures or improvements thereon, or interest therein, from the United States.

(GRANTING CLAUSE)

NOW THEREFORE, the Department of Transportation, as authorized by law, and upon the condition that the State of Michigan, will accept title to the lands and maintain the project constructed thereon, in accordance with Title 23, United States Code, the Regulations for the Administration of the Department of Transportation, and also in accordance with and in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation (hereinafter referred to as the Regulations) pertaining to and effectuating the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252; 42 U.S.C. 2000d to 2000d-4) does hereby remise, release, quitclaim and convey unto the State of Michigan all the right, title and interest of the Department of Transportation in and to said lands described Exhibit "A" attached hereto and made a part hereof.

(HABENDUM CLAUSE)*

TO HAVE AND TO HOLD said lands and interests therein unto the State of Michigan, and its successors forever, subject, however, the covenant, conditions, restrictions and reservations herein contained as follows, which will remain in effect for the period during which the real property or structures are used for a purpose for which Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits and shall be binding on the State of Michigan, its successors and assigns.

The State of Michigan, in consideration of the conveyance of said lands and interests in lands, does hereby covenant and agree as a covenant running with the land for itself, its successors and assigns, that (1) no person shall on the grounds of race, color, national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination with regard to any facility located wholly or in part, on, over, or under such lands hereby conveyed (,) (and)*(2) that the State of Michigan shall use the lands and interests in lands so conveyed, in compliance with all requirements imposed by or pursuant to Title 49, Code of

Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation – Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations may be amended (,) and (3) that in the event of breach of any of the above-mentioned nondiscrimination conditions, the Department shall have a right to re-enter said lands and facilities on said land, and the above described land and facilities shall thereon revert to and vest in and become the absolute property of the Department of Transportation and its assigns as such interest existed prior to this deed.

*Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to effectuate the purpose of Title VI of the Civil Rights Act of 1964.

TITLE VI ASSURANCES APPENDIX C

PERMITS, LEASES AND LICENSES

The following clauses shall be included in all deeds, licenses, leases, permits, or similar instruments entered into by the Michigan Department of Transportation, pursuant to the provisions of Assurance 7(a).

The grantee, licensee, lessee, permittee, etc., (as appropriate) for himself, his heirs, personal representative, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree (in the case of deeds and leases, add, “as a covenant running with the land”) that in the event facilities are constructed, maintained, or otherwise operated on the said property described in this (deed, license, lease, permit, etc.) for a purpose for which a Department of Transportation program or activity is extended or for another purpose involving the provision of similar services or benefits, the (grantee, licensee, lessee, permittee, etc.) shall remain and operate such facilities and services in compliance with all other requirements imposed pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation – Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations may be amended.

(Include in licenses, leases, permits, etc.)*

That in the event of breach of any of the above nondiscrimination covenants, the Michigan Department of Transportation shall have the right to terminate the license, lease, permit, etc., and to re-enter and repossess said land and the facilities thereon, and hold the same as if said license, lease, permit, etc., had never been made or issued.

(Include in deeds)*

That in the event of breach of any of the above nondiscrimination covenants, the Michigan Department of Transportation shall have the right to re-enter lands and facilities hereon, and the above described lands and facilities shall thereupon revert to and vest in and become the absolute property of the State of Michigan Department of Transportation and its assigns.

*Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to effectuate the purpose of the Title VI of the Civil Rights Act of 1964 and the Civil Rights Act of 1987.

SECTION V
LIMITED ENGLISH PROFICIENCY PLAN

LIMITED ENGLISH PROFICIENCY (LEP) PLAN

On August 11, 2000, President William J. Clinton signed an executive order, Executive Order 13166: Improving Access to Service for Persons with Limited English Proficiency, to clarify *Title VI of the Civil Rights Act of 1964*. Its purpose was to ensure accessibility to programs and services to otherwise eligible persons who are not proficient in the English language.

This executive order stated that individuals who do not speak English well, and who have a limited ability to read, write, or understand English, are entitled to language assistance under *Title VI of the Civil Rights Act of 1964* with respect to a particular type of service, benefit, or encounter. These individuals are referred to as being limited in their ability to speak, read, write, or understand English, hence the designation, “LEP,” or Limited English Proficient. The Executive Order states that:

“Each federal agency shall prepare a plan to improve access to its federally conducted programs and activities by eligible LEP persons. Each plan shall be consistent with the standards set forth in the LEP Guidance, and shall include the steps the agency will take to ensure that eligible LEP persons can meaningfully access the agency’s programs and activities.”

Not only do all federal agencies have to develop LEP plans as a condition of receiving federal financial assistance, recipients have to comply with Title VI and LEP guidelines of the federal agency from which funds are provided as well.

Federal financial assistance includes grants, training, use of equipment, donations of surplus property, and other assistance. Recipients of federal funds range from state and local agencies, to nonprofits and organizations. Title VI covers a recipient’s entire program or activity. This means all parts of a recipient’s operations are covered, even if only one part of a recipient’s organization receives the federal assistance. Simply put, any organization that receives federal financial assistance is required to follow this Executive Order.

The US Department of Transportation published the *Policy Guidance Concerning Recipients’ Responsibilities to Limited English Proficient Person* in the December 14th, 2005 Federal Register. This guidance applies to all DOT funding recipients, which include state departments of transportation, state motor vehicle administrations, airport operators, metropolitan planning organizations, and regional, state, and local transit operators, among many others. Coverage extends to a recipient’s entire program or activity, i.e., to all parts of a recipient’s operations. This is true even if only one part of the recipient receives the Federal assistance. For example, if

DOT provides assistance to a state department of transportation to rehabilitate a particular highway on the National Highway System, all of the operations of the entire state department of transportation—not just the particular highway program or project—are covered by the DOT guidance.

The City of Dexter receives funds from the US Department of Transportation via the Federal Highway Administration, therefore, as the *Policy Guidance Concerning Recipients' Responsibilities to Limited English Proficient Person* implies, the City of Dexter is an organization that must follow the guidance set forth in that policy.

ELEMENTS OF AN EFFECTIVE LEP POLICY

The US Department of Justice, Civil Rights Division, has developed a set of elements that may be helpful in designing an LEP policy or plan. These elements include:

1. Identifying LEP persons who need language assistance;
2. Identifying ways in which language assistance will be provided;
3. Training Staff; and
4. Providing notice to LEP persons.

These recommended plan elements have been incorporated into this plan. In addition, the recommended method of evaluating accessibility to available transportation services is the Four-Factor Analysis identified by the US Department of Transportation (USDOT), outlined below.

METHODOLOGY FOR ASSESSING NEEDS AND REASONABLE STEPS FOR AN EFFECTIVE LEP POLICY

The USDOT guidance outlines four factors recipients should apply to the various kinds of contacts that they have with the public, to assess language needs and decide what reasonable steps they should take to ensure meaningful access for LEP persons:

1. The number or proportion of LEP persons eligible to be served or likely to be encountered by a program, activity, or service of the recipient or grantee;
2. The frequency with which LEP individuals come in contact with the program;
3. The nature and importance of the program, activity, or service provided by the recipient to the LEP Community; and
4. The resources available to the City of Dexter and overall cost.

The greater the number or proportion of eligible LEP persons, the greater the frequency with which they have contact with a program, activity, or service. The greater the importance of that program, activity, or service, the more likely enhanced language services will be needed. The intent of USDOT's guidance is to suggest a balance that ensures meaningful access by LEP persons to critical services while not imposing undue burdens on small organizations and local governments. Smaller recipients with more limited budgets are typically not expected to provide the same level of language service as larger recipients with larger budgets.

The USDOT guidance is modeled after the Department of Justice's guidance and requires recipients and sub-recipients to take steps to ensure meaningful access to their programs and activities to LEP persons. More information for recipients and sub-recipients can be found at <http://www.lep.gov>.

ANALYSIS FOR THE CITY OF DEXTER

LIMITED ENGLISH PROFICIENCY PLAN

This plan uses the recommended four-factor analysis of an individualized assessment, considering the four factors outlined by USDOT. Each of the following factors is examined to determine the level and extent of language assistance measures required to sufficiently ensure meaningful access to the City of Dexter's services and activities that may affect a LEP person's quality of life. Recommendations are then based on the results of the analysis.

Factor 1: The Proportion, Numbers and Distribution of LEP Persons

The Census Bureau has a range for four classifications of how well people speak English. The classifications are: 'very well,' 'well,' 'not well,' and 'not at all.' For our planning purposes, we are considering people that speak English less than 'very well' as Limited English Proficient persons.

As seen in Table #1 (Source: American Fact Finder Website), the Census 2012 Data for the City of Dexter shows a small number of the population that speak English less than 'very well.'

TABLE #1

LANGUAGE SPOKEN AT HOME	# of Individuals	Percentage
Population 5 years and over	3,657	3,657
English only	3,370	92.2%
Language other than English	287	7.8%
Speak English less than "very well"	64	1.8%
Spanish	132	3.6%
Speak English less than "very well"	56	1.5%
Other Indo-European languages	120	3.3%
Speak English less than "very well"	8	0.2%
Asian and Pacific Islander languages	35	1.0%
Speak English less than "very well"	0	0.0%
Other languages	0	0.0%
Speak English less than "very well"	0	0.0%

Factor 2: Frequency of Contact with LEP Individuals

The City of Dexter has conducted an informal survey of our employees with regard to whether they have had encounters with LEP individuals in the performance of their job functions and found that they have not had any encounters with LEP individuals. We have offices accessible to the public and therefore accessible to LEP individuals, and we have staff that work in the field that could encounter LEP individuals. Additionally, regular public meetings are held monthly, which could potentially bring LEP individuals to these meetings. Given the number of LEP individuals, as displayed in Table #1 (above), the probability of our employees to encounter an LEP individual is low.

Factor 3: The Nature and Importance of the Program, Activity, or Service to LEP

The City of Dexter serves individuals throughout our community in a variety of ways including management of roads, water and sewer service, and other various activities provided to residents and other individuals, such as visitors and those traveling through our community. The nature of the services that the City provides may be important to an individual's day-to-day

life, and the denial of services to an LEP individual could have a detrimental effect. The City of Dexter will make an effort to ensure accessibility to all of our programs, services, and activities.

Factor 4: The Resources Available to the City of Dexter and Overall Cost

US Department of Transportation Policy Guidance Concerning Recipients' Responsibilities to Limited English Proficient (LEP) Persons published in the Federal Register: December 14, 2005 (Volume 70, Number 239) states:

“Certain DOT recipients, such as those serving very few LEP persons or those with very limited resources, may choose not to develop a written LEP plan.”

The City of Dexter serves very few LEP persons and has very limited resources. However, based on the Michigan Department of Transportation’s requirements, it has decided to include a LEP section in its Title VI Plan in order to comply with the Executive Order and to ensure access and reasonable accommodations for LEP persons who may be unknown at this time.

SAFE HARBOR STIPULATION

Federal law provides a “Safe Harbor” situation so that recipients of federal funding can ensure with greater certainty that they comply with their obligation to provide written translations in languages other than English. A “Safe Harbor” means that if a recipient provides written translation in certain circumstances, such action will be considered strong evidence of compliance with the recipient’s written-translation obligations under Title VI.

The failure to provide written translations under the circumstances does not mean there is non-compliance, but rather provides a guide for recipients that would like greater certainty of compliance than can be provided by a fact-intensive, four factor analysis. For example, even if a Safe Harbor is not used, if written translation of a certain document(s) would be so burdensome as to defeat the legitimate objectives of its program, it is not necessary. Other ways of providing meaningful access, such as effective oral interpretation of certain vital documents, might be acceptable under such circumstances.

Strong evidence of compliance with the recipient’s written translation obligations under “Safe Harbor” includes providing written translations of vital documents for each eligible LEP language group that constitutes 5% or 1,000, whichever is less, of the population of persons eligible to be served or likely to be affected or encountered. Translation of other documents, if needed, can be provided orally. This “Safe Harbor” provision applies to the translation of

written documents only. It does not affect the requirement to provide meaningful access to LEP individuals through competent oral interpreters where oral language services are needed and are reasonable.

Given the small number of LEP language group members, the City of Dexter's budget, and number of staff, it is deemed that written translations of vital documents would be so burdensome as to defeat the legitimate objectives of our programs. It may be more appropriate for the City of Dexter to proceed with oral interpretation options for compliance with LEP regulations.

PROVIDING NOTICE TO LEP PERSONS

USDOT LEP guidance says that once an agency has decided that it will provide language service, it is important that the recipient notify LEP persons of the services that are available free of charge. Recipients should provide this notice in languages LEP persons would understand.

The guidance provides several examples of notification including:

1. Signage, in languages that an LEP individual would understand, that free language assistance is available with advance notice;
2. Stating in outreach documents that free language services are available from the agency; and
3. Working with community-based organizations and other stakeholders to inform LEP individuals of the recipient's services, including the availability of language assistance services.

Statements in languages that an LEP individual would understand will be placed in public information and public notices informing LEP individuals that those requiring language assistance and/or special accommodations will be provided the requested service free of charge, with reasonable advance notice to the City of Dexter.

OPTIONS AND PROPOSED ACTIONS

What are the City of Dexter's Options?

Federal fund recipients have two (2) main ways to provide language services: oral interpretation either in person or via telephone interpretation service, and written translation. The correct mix should be based on what is both necessary and reasonable in light of the four-factor analysis.

The City of Dexter is defining an interpreter as a person who translates spoken language orally, as opposed to a translator, who translates written language or who transfers the meaning of written text from one language into another. The person who translates orally is not a translator, but an interpreter.

Considering the relatively small size of the City, the small number of LEP individuals in the service area, and limited financial resources, it is necessary to limit language aid to the most basic and cost-effective services. However, when requested appropriate assistance will be provided.

What the City of Dexter will do and what actions will it take?

The City of Dexter will:

- Notify the public that interpreter services are available upon request, with seven calendar day advance notice;
- With the seven day advance notice, provide interpreter services at public meetings, including language interpreters and signage for the hearing impaired;
- Utilize the *Translators Resource List* as provided by MDOT for translation services and verbal interpretation;
- Distribute the Census Bureau "I-speak" Language Identification Card included with this policy to all employees that may potentially encounter LEP individuals; and
- Make the City's complaint form available online and upon request.

In the event that a City employee encounters a LEP individual, they will follow the procedure listed below:

Office Encounter:

1. Provide an I-speak language identification card to determine the language spoken of the LEP individual.
2. Once the foreign language is determined, provide information to the Title VI Coordinator who will contact an interpreter from MDOT's *Translators Resource List*.
3. If the need is for a document to be translated, the Title VI Coordinator will have the document translated and provided to the requestor as soon as possible.

Road Encounter:

1. Road crew employee will immediately contact the Title VI Coordinator for assistance, and provide an I-speak language identification card to the LEP individual to determine the language spoken of the individual.
2. Once the foreign language is determined, provide information to Title VI Coordinator who will contact an interpreter from MDOT's *Translators Resource List* to provide telephonic interpretation.
3. If the need is for a document to be translated, the Title VI Coordinator will have the document translated and provided to the requestor as soon as possible.

In Writing:

1. Once a letter has been received it will be immediately forwarded to the Title VI Coordinator.
2. The Title VI Coordinator will contact a translator from the MDOT's *Translators Resource List* to determine the specifics of the letter request information.
3. The Title VI Coordinator will work with the selected agency to provide the requested service to the individual in a timely manner.

Over the Phone:

1. If someone calls into our office speaking another language every attempt will be made to keep that individual on the line until an interpreter can be conferenced into the line and if possible determine the language spoken of the caller.

2. Once the language spoken by the caller has been identified, we will proceed with providing the requested assistance to the LEP individual.

The City of Dexter's Staff Training:

The City of Dexter's staff will be provided training on the requirements for providing meaningful access to services for LEP persons.

SECTION VI

FILING A TITLE VI COMPLAINT

FILING A TITLE VI COMPLAINT

I. Introduction

The Title VI complaint procedures are intended to provide aggrieved persons with an avenue to raise complaints of discrimination regarding City of Dexter programs, activities, and services as required by statute.

II. Purpose

The purpose of the discrimination complaint procedure is to describe the process used by the City for processing complaints of discrimination under *Title VI of the Civil Rights Act of 1964* and related statutes.

III. Roles and Responsibilities

The Title VI Coordinator has overall responsibility for the discrimination complaint process and procedures. The Title VI Coordinator may, at his/her discretion assign a capable person to investigate the complaint.

The designated investigator will conduct an impartial and objective investigation, collect factual information and prepare a fact-finding report based upon information obtained from the investigation.

IV. Filing a Complaint

The complainant shall make himself/herself reasonably available to the designated investigator, to ensure completion of the investigation within the timeframes set forth.

Applicability: The complaint procedures apply to the beneficiaries of City programs, activities, and services, including, but not limited to: the public, contractors, sub-contractors, consultants, and other sub-recipients of federal and state funds.

Eligibility: Any person who believes that he/she, on the basis of race, color, national origin (including Limited English Proficiency), sex, age or disability, has been excluded from participation in or been denied the benefits or services of any program or activity administered by the City or its sub-recipients, consultants, and contractors, may bring forth a complaint of discrimination under Title VI.

Time Limitation on Filing Complaints: Title VI complaints may be filed with the Title VI Coordinator's office. In all situations, the employees of the City must contact the Title VI Coordinator immediately upon receipt of Title VI related complaints.

Complaints must be filed within 180 days of the alleged discrimination. If the complainant could not reasonably be expected to know that the act was discriminatory within the 180 day period, he/she will have 60 additional days after becoming aware of the illegal discrimination to file the complaint.

Complaints must be made in writing, and must be signed by the complainant and/or the complainant's representative. The complaint must set forth as fully as possible the facts and circumstances surrounding the claimed discrimination. In cases where the complainant is unable or incapable of providing a written statement, the complainant will be assisted in converting the verbal complaint into a written complaint. All complaints, however, must be signed by the complainant and/or by the complainant's representative.

Items that should not be considered a formal complaint: (unless the items contain a signed cover letter specifically alleging a violation of Title VI) include but are not limited to:

- An anonymous complaint that is too vague to obtain required information;
- Inquiries seeking advice or information;
- Courtesy copies of court pleadings;
- Newspaper articles; and/or
- Courtesy copies of internal grievances.

V. Investigation

Investigation Plan: The investigator shall prepare a written plan, which includes, but is not limited to the following:

- Names of the complainant(s) and respondent(s);
- Basis for complaint;
- Issues, events or circumstances that caused the person to believe that he/she has been discriminated against;
- Information needed to address the issue;
- Criteria, sources necessary to obtain the information;
- Identification of key people;

- Estimated investigation time line; and/or
- Remedy sought by the complainant(s).

Conducting the Investigation:

- The investigation will address only those issues relevant to the allegations in the complaint.
- Confidentiality will be maintained as much as possible.
- Interviews will be conducted to obtain facts and evidence regarding the allegations in the complaint. The investigator will ask questions to elicit information about aspects of the case.
- A chronological contact sheet is maintained in the case file throughout the investigation.
- If a Title VI complaint is received on a MDOT related contract against the City of Dexter, MDOT will be responsible for conducting the investigation of the complaint. Upon receipt of a Title VI complaint filed against the City of Dexter, the complaint and any pertinent information should immediately be forwarded to the MDOT, Civil Rights Program Unit.

Investigation Reporting Process:

- Complaints made against a City of Dexter sub-recipient should be investigated by the City following the internal complaint process.
- Within 40 days of receiving the complaint, the investigator prepares an investigative report and submits the report and supporting documentation to the office of the City Manager for review.
- The Title VI Coordinator reviews the file and investigative report. Subsequent to the review, the Title VI Coordinator makes a determination of “probable cause” or “no probable cause” and prepares the decision letter.

Retaliation:

The laws enforced by this policy prohibit retaliation or intimidation against anyone because that individual has either taken action or participated in action to secure rights protected by these

laws. If you experience retaliation or intimidation separate from the discrimination alleged in this complaint please contact:

Courtney Nicholls
City of Dexter
8140 Main Street
Dexter MI 48130
Phone: 734-426-8303
Fax: 734-426-5614
Email: cnicholls@DexterMI.gov

Reporting Requirements to an External Agency

A copy of the complaint, together with a copy of the investigation report and final decision letter will be forwarded to the MDOT, Civil Rights Program Unit within 60 days of the date the complaint was received.

Records

All records and investigative working files are maintained in a confidential area. Records are kept for three years.

THE CITY OF DEXTER
TITLE VI COMPLAINT FORM

Title VI of the Civil Rights Act of 1964 states that “No person in the United States shall on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefit of, or otherwise be subjected to discrimination in any program, service, or activity receiving federal assistance.”

This form may be used to file a complaint with the City of Dexter based on violations of *Title VI of the Civil Rights Act of 1964*. You are not required to use this form; a letter that provides the same information may be submitted to file your complaint. **Complaints should be filed within 180 days of the alleged discrimination. If you could not reasonably be expected to know the act was discriminatory within 180 day period, you have 60 days after you became aware to file your complaint.**

If you need assistance completing this form, please contact Courtney Nicholls by phone at 734-426-8303 or via e-mail at cnicholls@DexterMI.gov.

Name: _____ Date: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ (home) _____ (work)

Email: _____

Individual(s) discriminated against, if different than above (use additional pages, if needed).

Name: _____ Date: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ (home) _____ (work)

Email: _____

Please explain your relationship with the individual(s) indicated above: _____

Name of agency and department or program that discriminated:

Agency or department name: _____

Name of individual (if known): _____

City: _____ State: _____

Date(s) of alleged discrimination:

Date discrimination began: _____

Last or most recent date: _____

ALLEGED DISCRIMINATION:

If your complaint is in regard to discrimination in the delivery of services or discrimination that involved the treatment of you by others by the agency or department indicated above, please indicate below the basis on which you believe these discriminatory actions were taken.

_____ Race

_____ Income

_____ Color

_____ National Origin

_____ Age

_____ Sex

_____ Disability

- | | |
|-------------------------------------------------------------------------------------------------------------------------|------------------------|
| <input type="checkbox"/> <p>ضع علامة في هذا المربع إذا كنت تقرأ أو تتحدث العربية.</p> | 1. Arabic |
| <input type="checkbox"/> <p>Խոսողո՞ւմ ե՞սք նշո՞ւմ կատարե՞ք այս քանակուսու՞մ, եթե խոսո՞ւմ կա՞մ կարողո՞ւմ եք հայերեն:</p> | 2. Armenian |
| <input type="checkbox"/> <p>যদি আপনি বাংলা পড়েন বা বলেন তা হলে এই বাক্সে দাগ দিন।</p> | 3. Bengali |
| <input type="checkbox"/> <p>ល្អបញ្ជាក់ក្នុងប្រអប់នេះ បើអ្នកអាន ឬនិយាយភាសា ខ្មែរ ។</p> | 4. Cambodian |
| <input type="checkbox"/> <p>Motka i kahhon ya yangin ûntûngnu' manaitai pat ûntûngnu' kumentos Chamorro.</p> | 5. Chamorro |
| <input type="checkbox"/> <p>如果你能读中文或讲中文，请选择此框。</p> | 6. Simplified Chinese |
| <input type="checkbox"/> <p>如果你能讀中文或講中文，請選擇此框。</p> | 7. Traditional Chinese |
| <input type="checkbox"/> <p>Označite ovaj kvadratić ako čitate ili govorite hrvatski jezik.</p> | 8. Croatian |
| <input type="checkbox"/> <p>Zaškrtněte tuto kolonku, pokud čtete a hovoříte česky.</p> | 9. Czech |
| <input type="checkbox"/> <p>Kruis dit vakje aan als u Nederlands kunt lezen of spreken.</p> | 10. Dutch |
| <input type="checkbox"/> <p>Mark this box if you read or speak English.</p> | 11. English |
| <input type="checkbox"/> <p>اگر خواندن و نوشتن فارسي بلد هستيد، اين مربع را علامت بنيد.</p> | 12. Farsi |

<input type="checkbox"/>	Cocher ici si vous lisez ou parlez le français.	13. French
<input type="checkbox"/>	Kreuzen Sie dieses Kästchen an, wenn Sie Deutsch lesen oder sprechen.	14. German
<input type="checkbox"/>	Σημειώστε αυτό το πλαίσιο αν διαβάζετε ή μιλάτε Ελληνικά.	15. Greek
<input type="checkbox"/>	Make kazye sa a si ou li oswa ou pale kreyòl ayisyen.	16. Haitian Creole
<input type="checkbox"/>	अगर आप हिन्दी बोलते या पढ़ सकते हैं तो इस बक्स पर चिह्न लगाएँ।	17. Hindi
<input type="checkbox"/>	Kos lub voj no yog koj paub twm thiab hais lus Hmoob.	18. Hmong
<input type="checkbox"/>	Jelölje meg ezt a kockát, ha megérte vagy beszéli a magyar nyelvet.	19. Hungarian
<input type="checkbox"/>	Markaam daytoy nga kahon no makabasa wenno makasaoka iti Ilocano.	20. Ilocano
<input type="checkbox"/>	Marchi questa casella se legge o parla italiano.	21. Italian
<input type="checkbox"/>	日本語を読んだり、話せる場合はここに印を付けてください。	22. Japanese
<input type="checkbox"/>	한국어를 읽거나 말할 수 있으면 이 칸에 표시하십시오.	23. Korean
<input type="checkbox"/>	ໃຫ້ໝາຍໃສ່ຊ່ອງນີ້ ຖ້າທ່ານອ່ານຫຼືປາກພາສາລາວ.	24. Laotian
<input type="checkbox"/>	Prosimy o zaznaczenie tego kwadratu, jeżeli posługuje się Pan/Pani językiem polskim.	25. Polish

<input type="checkbox"/>	Assinale este quadrado se você lê ou fala português.	26. Portuguese
<input type="checkbox"/>	Însemnați această căsuță dacă citiți sau vorbiți românește.	27. Romanian
<input type="checkbox"/>	Пометьте этот квадратик, если вы читаете или говорите по-русски.	28. Russian
<input type="checkbox"/>	Обележите овај квадратик уколико читате или говорите српски језик.	29. Serbian
<input type="checkbox"/>	Označte tento štvorček, ak viete čítať alebo hovoriť po slovensky.	30. Slovak
<input type="checkbox"/>	Marque esta casilla si lee o habla español.	31. Spanish
<input type="checkbox"/>	Markahan itong kuwadrado kung kayo ay marunong magbasa o magsalita ng Tagalog.	32. Tagalog
<input type="checkbox"/>	ให้กาเครื่องหมายลงในช่องถ้าท่านอ่านหรือพูดภาษาไทย.	33. Thai
<input type="checkbox"/>	Maaka 'i he puha ni kapau 'oku ke lau pe lea fakatonga.	34. Tongan
<input type="checkbox"/>	Відмітьте цю клітинку, якщо ви читаете або говорите українською мовою.	35. Ukrainian
<input type="checkbox"/>	اگر آپ اردو پڑھتے یا بولتے ہیں تو اس خانے میں نشان لگائیں۔	36. Urdu
<input type="checkbox"/>	Xin đánh dấu vào ô này nếu quý vị biết đọc và nói được Việt Ngữ.	37. Vietnamese
<input type="checkbox"/>	באצייכנט דעם קעסטל אויב איר לייענט אדער רעדט אידיש.	38. Yiddish