

E. APPROVAL OF THE AGENDA

Motion Smith; support Knight to approve the agenda with the addition of the following items:

- F-1 Public Hearing – additional information regarding Chapter 34 of the Ordinances.
- Preview information for the Wednesday night meeting with Dexter Schools and the Washtenaw County Road Commission.

Unanimous voice vote approval.

F. PUBLIC HEARINGS

Mobile Vending Ordinance

This will be a Public Hearing only. The item will be voted on at a future meeting.

Mayor Keough opened the Public Hearing at 7:36 PM on the Mobile Vending Ordinance. He reported this ordinance will be added to Chapter 34 which currently is the ordinance for Establishing Procedures for Obtaining a Peddler's License in the City of Dexter. There was one question asked about the corrections made in the peddler's license ordinance. The Public Hearing was closed at 7:38 PM.

Council Comments:

Mayor Keough identified the following changes: Page 10, add to the extent; Page 14, Application and Review item C, change to any street from any public property; and Page 16, item 12 correct tis to this.

Council Member Semifero asked why are we doing all of this work on an ordinance when we have limited to no usage? (Currently there is nothing regulating health concerns for such vehicles should they apply for licensing.)

Council Member Fisher stated that she would like to have more time to look this ordinance over.

G. NON-ARRANGED PARTICIPATION

None

H. COMMUNICATIONS:

1. Upcoming Meeting List
2. Sign Calendar

I. REPORTS

1. Public Services Superintendent – Dan Schlaff

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

- Question – What is the illegal dumping at Food Zone? (Grease – thought that Oxford had cleaned the sewer line, but the restaurant did the cleaning instead and the City found grease in the storm sewer. Needed to have Metro Sewer and the County Health Department in to review what had happened. The business has been billed for the costs incurred.)
- Question – Is the new system going into NUBCo going to work? (NUBCo needs to make it work first. They should be finishing the pre-treatment system possibly by the end of the week.) Discussion followed on NUBCo’s Special Land Use request that came before the Planning Commission on October 5.
- Question – Are the Central Street and Ann Arbor Street road projects from last year closed out yet? (No)
- There was storm water flooding in Dexter Crossings recently and working on this issue.
- Hudson/Grand Street project – haven’t walked the project yet to check on it but have done a drive by.
- Blower and aeration tanks – need to analyze what needs to happen. Will then begin to take down the tank and begin work.
- Dead-end portion of Third Street – the equipment is there and will start on the work on October 13.
- The DPW is ready for leaf pick-up.
- Painting of the crosswalks was done today (October 12).
- Five Right-of-Way permits in Dexter Crossings will start this week.

2. Community Development Manager – Michelle Aniol

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

- Discussion continued on the NUBCo Special Land Use request for expansion of its tasting room and the requested changes in the zoning ordinances for the Industrial Park based on proceedings from the Planning Commission meeting.
- Ms. Aniol gave updated information on the November 2nd Public Hearing that the Planning Commission will hold on the NUBCo request for expansion and the ordinance amendment to add standards to the current ordinance.
- Question was raised regarding the leasing of space to Hotel Hickman in his current location and his investment into additional space and what happens should the City discontinue the lease. (This has not been discussed.)
- Question – Are we set for the meeting with Scio Township and Mr. Haeussler on November 9? (Yes it will take place at 6 PM)

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

Ms. Jones highlighted the weekend activities of “Cranes, Colors & Cabernet Festival (and Cider too!)”. This is an annual fall event from the Big 400 which encompasses over 400 square miles in Dexter, Chelsea, Manchester, Pinckney, Stockbridge, Southeast Jackson County and the Irish Hills area.

4. Subcommittee Reports

Facilities – Update from October 2, 2015 meeting

Currently working on a draft report to bring back to City Council.

5. City Manager Report

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

- Distributed a preview of possible intersection treatments on Baker between Dan Hoey and Shield Roads for the Wednesday, October 14 meeting with the Dexter Schools, City and Washtenaw County Road Commission.
- Proposed Bike Sculpture – Discussion followed as to a possible location for the sculpture and the size of the piece.

6. Mayor's Report

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

- Drove around with Tony Williams, the Dexter Postmaster, on Thursday, October 8 attempting to identify a more assessable spot for a drop off mail box. Three locations were mentioned – Broad Street by Forest, Meadowview in the island, and Carrington by Country Market. Mr. Williams stated that they may have to relocate one from a current location in order to put a more assessable one in the City.

J. CONSENT AGENDA

1. Consideration of: Bills and Payroll in the amount of \$446,073.12

Motion Fisher; support Carson 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. Consideration of: Hiring of Ronald “Rick” Chabot for the Position of Public Utility Operator

Motion Fisher; support Smith to approve the hiring of Ronald “Rick” Chabot for the position of Public Utility Operator.

Ayes: Carson, Fisher, Knight, Semifero, Smith, Tell, and Keough
Nays: None
Motion carries

2. Discussion of: Draft of the Updated Wellhead Protection Plan

Ms. Nicholls addressed the proposed update of the Wellhead Protection Plan for the City noting that this project had been funded through a combined effort by the City of Dexter and the Michigan Department of Environmental Quality by means of a Wellhead Protection Grant with that funding from the City will be matched by the State of Michigan. Discussion included sites in the City that have wells, removal of the OHM logo on the document, and including oil and gas restrictions in the plan.

M. COUNCIL COMMENTS

Carson Will be gone from October 24-November 1 and will not be at the next Council meeting.
Knight None
Smith None
Jones None
Semifero Will not likely be at the Wednesday meeting regarding Baker Road but in favor of making improvements.
Fisher None
Tell Also will not be at the next Council Meeting.

N. NON-ARRANGED PARTICIPATION

None

O. CLOSED SESSION FOR THE PURPOSE OF DISCUSSING PENDING LITIGATION IN ACCORDANCE WITH MCL 15.268

Motion Fisher; support Smith to move into closed session for the purpose of discussing pending litigation in accordance with MCL 15.268 at 9:19 PM.

Ayes: Fisher, Knight, Semifero, Smith, Tell, Carson and Keough
Nays: None
Motion carries

Motion Smith; support Carson to leave closed session at 10:18 PM.

Ayes: Knight, Semifero, Smith, Tell, Carson, Fisher and Keough
Nays: None
Motion carries

P. ADJOURNMENT

Motion Carson; support Knight to adjourn at 10:19 PM.

Unanimous voice vote approval.

Respectfully submitted,

Carol J. Jones
Interim Clerk, City of Dexter

Approved for Filing: _____

OFFICE OF COMMUNITY DEVELOPMENT

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

STAFF REPORT

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

From: Michelle Aniol, Community Development Manager

Re: Public Hearing to Consider Partial Vacation of a portion of the First Street Right-of-Way (ROW)

Date: October 21, 2015

City Council is scheduled to conduct a public hearing to consider adopting a Resolution to partially vacate a portion of the First Street ROW, from the intersection at Edison Street south to its current terminus. The total area to be vacated measures 10,482 sq. ft. and is shown on the survey that will be provided at the meeting.

BACKGROUND

Previously, funds were allocated for the construction of a shelter at the park. The shelter had been proposed by the Parks and Recreation Commission (PaRC) as a way to clean up the park. However, before a shelter could be constructed at Horseshoe Park, the actual, legal boundaries of the park and road rights-of-way needed to be surveyed.

The survey was completed by August 2014 and showed that a significant portion of the "park" was located within the unimproved First Street Road Right-of-Way. Staff informed Council that zoning compliance for the shelter in a road right-of-way could not be issued, and asked Council to consider vacating the ROW.

For additional context, DTE's Diamond Sub-station property abuts the First Street ROW on the west; and First Street Park abuts the ROW on the east. Initially, staff consulted with the City Attorney and verified that if the ROW was vacated, the City would retain ownership of ½ the ROW, and DTE would get ownership of the other half. A conversation with DTE representatives verified that DTE would want to retain its ownership in a vacation process, but DTE would work with the City on an easement agreement for use of the property for the park.

At Council's direction, staff consulted the City attorney regarding the possibility of vacating only a portion of the ROW. Staff was informed that council could, in fact, vacate a portion of a road right-of-way. The vacated portion could then be combined with the property already owned by the City (i.e. First Street Park). While not specifically required, the City Attorney recommends council hold a public hearing, with a 30-day public hearing notice, as a best practice.

Public Act 288 of 1967 (the Land Division Act), as amended, sets forth the provisions in which land in a subdivision (i.e. a recorded plat) may be revised, altered or vacated.

- Section 226(c) allows municipalities to vacate a part of a street or alley, public walkway, park or public-square or any other land dedicated to the public for purposes other than pedestrian or vehicular travel, subject to the provisions of Section 256 and 257, as appropriate.
- Section 227a states, if only part of the width of a street or alley, not extending beyond the center line, is vacated, title to the vacated part of the street or alley shall best in the proprietor of the lots abutting the same.

- Section 255a states, *Land in a subdivision dedicated to the use of the public for purposes **other than** pedestrian or vehicular travel, or land dedicated for a public way which is under the jurisdiction of a municipality, a portion which is within 25 meters of a lake or the general course of a stream, shall not be revised, altered, or vacated except by order of the circuit court in the county in which the land is situated.*
- Section 256 states, *subject to the restrictions prescribed in Section 255a, when the governing body of a municipality by resolution or ordinance opens or vacates a street or alley or a portion of a street or alley, or extends, widens, or changes the name of an existing street or alley, the clerk of the municipality within 30 days shall record a certified copy with the register of deeds, giving the name of the plat or plats affected, and shall send a copy to the director of the department of energy, labor and economic growth. Until recorded, the ordinance or resolution shall not have force or effect.*

SUGGESTED MOTIONS – RESOLUTION TO PARTIALLY VACATE A PORTION OF THE FIRST STREET PUBLIC RIGHT-OF-WAY

If Council is prepared to take affirmative action following the public hearing, staff offers the following motion:

Based on the information provided at its October 26, 2015 meeting and pursuant to the provision of Public Act 288 of 1967 (the Land Division Act), as amended, City Council moves to (**APPROVED/DENY**) the Resolution to Partially Vacate a Portion of the First Street Public Right-of-Way.

The resolution is approved subject to the following conditions:

1. _____
2. _____
3. _____

Or

Based on the information provided at its October 26, 2015 meeting and pursuant to the provision of Public Act 288 of 1967 (the Land Division Act), as amended, City Council moves to (**POSTONE**) the Resolution to Partially Vacate a Portion of the First Street Public Right-of-Way.

**#xx-2015
RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF DEXTER
TO PARITALLY VACATE A PORTION
OF THE FIRST STREET PUBLIC RIGHT OF WAY**

At a regular meeting of the City Council of the City of Dexter held on the 26th day of October, 2015.

PRESENT:

ABSENT:

The following preamble and resolution were offered by Member _____ and supported by Member _____:

WHEREAS, it is in the interest of the City of Dexter to partially vacate a portion of the First Street public right of way pursuant to MCL § 560.104 and 560.256, MCL § 117.4h, and the City of Dexter Charter Section 2.01, and those provisions grant the authority to vacate any street, alley or public grounds to the City Council of the City of Dexter; and

WHEREAS, a portion of the First Street public right of way is unnecessary to the general public and/or property owners as an access route,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Dexter, a Home Rule City under the laws of Michigan, does hereby resolve to partially vacate a portion of the First Street public right of way as identified more fully in the attached exhibit, which is attached to this Resolution and will remain an exhibit of this Resolution. Said right-of-way shall remain subject to all current and future utility easement reservations, including but not limited to sanitary sewer, storm sewer, water, electric, and telecommunications.

This resolution shall continue in full force and effect until revoked, altered or modified by subsequent action of the City Council.

AYES:

NAYS:

ABSENT:

ABSTAINING:

RESOLUTION DECLARED ADOPTED THIS 26th DAY OF October, 2015

Shawn W. Keough, Mayor

I, **CAROL J. JONES**, Clerk of the City of Dexter, Michigan, a Home Rule City under the laws of Michigan, do hereby certify that at a Regular meeting of the Dexter City Council held at the Dexter Senior Center, 7720 Dexter-Ann Arbor Road, Dexter, Michigan 48130, at 7:30 o'clock p.m., Eastern Standard Time, on the 26th day of October 2015.

Carol J. Jones, Clerk

Meeting Calendar

Board	Date	Time	Location	Website	City Representative
Washtenaw Area Transportation Study-Policy	10/21/2015	9:30 a.m.	Scio Township Hall	http://www.miwats.org/	Jim Carson
Huron River Watershed Council	10/22/2015	6:00 p.m.	Dexter District Library	http://www.hrwc.org/	Paul Cousins
Dexter City Council	10/26/2015	7:30 p.m.	Dexter Senior Center	http://www.dextermi.gov	
Western Washtenaw Area Value Express	10/27/2015	8:15 a.m.	Chelsea Community Hospital	http://www.ridethewavebus.org/	Jim Carson
Dexter District Library Board	11/2/2015	7:00 p.m.	Dexter District Library	http://www.dexter.lib.mi.us/	Pat Cousins
Dexter City Planning Commission	11/2/2015	7:00 p.m.	Senior Center	http://www.dextermi.gov	Jim Smith
Election Day	11/3/2015	7:00 a.m.	Senior Center	http://www.dextermi.gov	
Washtenaw Area Transportation Study-Technical	11/4/2015	9:30 a.m.	Road Commission Offices	http://www.miwats.org/	Rhett Gronevelt
Dexter Area Historical Society Board	11/5/2015	7:00 p.m.	Dexter Area Historical Museum	http://www.dextermuseum.org/	
City Facility Committee	11/6/2015	8:00 a.m.	City Offices	http://www.dextermi.gov	
Dexter City Council	11/9/2015	7:30 p.m.	Dexter Senior Center	http://www.dextermi.gov	
Dexter City Arts, Culture & Heritage Committee	11/10/2015	7:00 p.m.	Dexter Senior Center	http://www.dextermi.gov	Donna Fisher

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

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	Name of Group	Dates	Number Approved	Approval Date	Locations		Name of Group	Dates	Number Approved	Approval Date	Locations	
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	St Andrews-Blood Drive	7/13-7/20	1-2'X3'	4/1/2015	8, 22	
	Friends of the Dexter Library	1/10	5 X 18 X 24	6/25/2014	1,4,17,19,51		St. Joseph-Flea Market	7/2-7/11	5 X 18 X 24	4/23/2015	1,2,4,5,44	
	Dexter KofC Ladies Auxiliary	1/27-2/9	5 X 18 X 24	1/14/2015	1,2,4,5,10		St. Joseph-Festival	7/12-7/19	5 - 18 X 24	4/23/2015	1,2,4,5,44	
	Dexter KofC Quarter Mania	1/14-1/22	5 X 18 X 24	1/14/2015	1,2,4,5,44		Dexter Wellness-Well walks	7/4-7/12	5 - 18 X 24	5/14/2015	1,2,4,5,44	
	DHS Drama Club-Grease	1/23-2/8	5 X 18 X 24	1/23/2015	1,2,4,5,44		Family Fun Day Spendthrift Trust	6/28-7/12	5 - 18 X 24	6/8/2015	1,2,3,4,10	
	St Andrews-Monthly dinner	1/30-2/5	1-2' X 3'	1/27/2015	8		Dexter Youth Football	7/17-7/31	5 - 18 X 24	6/23/2015	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 Youth Football-Golf Outing	7/1-7/11	5 - 18 X 24	6/23/2015	1,2,4,5,44		
	Dexter Comm. Band-Concerts	2/20-3/2	2 - 2' X 3'	10/1/2001	5 & 10	Dexter Soccer Club-"kickin it with the girls"	7/20-8/3	5 - 18 X 24	7/8/2015	1,2,4,5,44		
	Friends of the Dexter Library	2/7	5 X 18 X 24	6/25/2014	1,4,17,19,51	St. Andrews-Ice Cream Social	7/23-8/7	5 - 18 X 24	6/8/2015	1,2,4,5,44		
	Dexter KofC Ladies Auxiliary	1/27-2/9	5 X 18 X 24	1/14/2015	1,2,4,5,10	St. James/Chicken BBQ Dexter Daze	8/8-8/15	2-18 X 24 and 1-24 X 24	7/15/2015	1,4,5		
	DHS Drama Club-Grease	1/23-2/8	5 X 18 X 24	1/23/2015	1,2,4,5,44							
	St Andrews-Monthly dinner	2/27-3/5	1-2' X 3'	1/27/2015	8							
March	Dexter Comm. Orchestra	1/28-2/8	2- 2' X 3'	1/26/2015	5 & 9							
	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	
	St Andrews-Monthly dinner	2/27-3/5	1-2' X 3'	1/27/2015	8		Dexter Wellness-Well walks	8/1-8/9	5 X 18 X 24	5/14/2015	1,2,4,5,44	
	Dexter Comm. Orchestra	3/4-3/16	2- 2' X 3'	1/26/2015	5 & 9		St. James/Chicken BBQ Dexter Daze	8/8-8/15	1 - 18 X 24, 2 - 24 X 24	6/23/2015	1,4,5	
Peace Lutheran-Easter Egg	3/17-3/28	1-2' X 3'	3/16/2015	1	Dexter Soccer Club-"kickin it with the girls"		7/20-8/3	5 - 18 X 24	7/8/2015	1,2,4,5,44		
K of C-Quarter Mania	3/18-3/26	5-18 X 24	3/18/2015	1,2,4,5,44	Dexter Daze festival		8/1-8/16	5 - 18 X 24	4/30/2015	1,2,4,5,44		
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	St. Andrews-Ice Cream Social		7/23-8/7	5 - 18 X 24	6/8/2015	1,2,4,5,44		
April	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							
	St Andrews-Monthly dinner	4/3-4/9	1-2' X 3'	1/27/2015	8	September	Dexter Wellness-Well walks	9/5-9/13	5 - 18 X 24	5/14/2015	1,2,4,5,4	
	St Andrews-Blood Drive	4/10-4/20	1-2'X3'	4/1/2015	8, 22		St. Andrews-Monthly dinners	9/4-9/10	1 - 2' x 3"	8/18/2015	8	
	Dexter Lacrosse-Spring season	4/1-4/12	5-18 X 24	4/1/2015	1,2,5,44,10		St. Andrews-American Red Cross Blood Drive	9/14-9/22	2 - 2' X 3'	8/18/2015	8 & 22	
	DUMC-Rummage Sale	4/10-4/26	2-18" X 24"	4/1/2015	5 and 44		St. Vladimir's Church/Russian Festival	9/6-9/20	5 - 18 X 24	8/21/2015	1,2,4,5,44	
							St. Andrews - Chelsea/Dexter Crop Hunger Walk	9/20-10/4	1 - 18 X 24	9/4/2015	8	
							Dexter Lions Club-Apple Daze	9/26-10/3	5 - 18 X 24	9/9/2015	2,4,5,44,10	
							K of C-Quarter Mania	9/16-9/24	4 - 18 X 24	9/16/2015	1,2,4,44	
							Cascades League/baseball/softball tryouts	9/23-10/3	4 - 18 X 24	9/23/2015	1 & 44	
							St. Andrews-Ticket sales-Sauerkraut Supper	9/28-10/12	1- 18 X 24 & 1-36" X 21"	9/29/2015	8 & 22	
	Dexter Drama-Sleeping Beauty	4/11-4/26	3-18" X 24" & 1-2.5' X 4' & 4' x 8	4/1/2015	2,4,5,44,3		October	Friends of the Dexter Library	10/3	5 X 18 X 24	6/25/2014	1,4,17,19,51
Hudson Mills-B2B 10K Race	4/24-5/2	5 - 18 X 24	4/23/2015	1,2,4,5,44	Dexter Wellness-Well walks			10/3-10/11	5 - 18 X 24	5/14/2015	1,2,4,5,44	
					Church World Service-Crop Hunger Walk			10/4 only	1 - 19" X 19"			
					St. Andrews-Annual Sauerkraut dinner	10/1-10/15		4 - 18 X 24 & 1 - 2 X 3	9/9/2015	1,2,4,5,44		
					Cascades League/baseball/softball tryouts	9/23-10/3		4 - 18 X 24	9/23/2015	1 & 44		
					Dexter Community Band-Concerts	10/29-11/8		2- 18 X 24 & 2 -2' X 4'	9/30/2015	1,2,5,14		
May	Dexter Comm. Band-Concerts	4/24-5/4	2 - 2' X 3'	10/1/2014	5 & 9	St. Andrews-Ticket sales-Sauerkraut Supper	9/28-10/12	1- 18 X 24 & 1-36" X 21"	9/29/2015	8 & 22		
	Friends of the Dexter Library	5/2	5 X 18 X 24	6/25/2014	1,4,17,19,51	Dexter UMC-Winter Berry Fair	10/24-11/8	5 - 18 X 24	10/8/2015	1,4,5,44,10		
	St Andrews-Monthly dinner	4/30-5/7	1-2' X 3'	1/27/2015	8	Dexter Drama Club-Pride and Prejudice	10/11-10/26	5 - 18 X 24	10/8/2015	1,2,4,5,44		
	Dexter Comm. Orchestra	5/6-5/18	2 - 2' X 3'	1/26/2015	5 & 9	Friends of the Dexter Library	11/7	5 X 18 X 24	6/25/2014	1,4,17,19,51		
	Dexter Garden Club Plant Sale	5/4-5/17	5 - 18 X 24	5/4/2015	2,4,5,44,10	Dexter Wellness-Well walks	11/7-11/15	5 - 18 X 24	5/14/2015	1,2,4,5,44		
	St. Joseph-Plant Sale	5/2-5/17	5 - 18 X 24	4/16/2015	1,2,4,5,44	St. Andrews-Monthly dinners	10/30-11/5	1 - 2' x 3"	8/18/2015	8		
June	Dexter K of C-Chicken Broil	5/15-5/26	5 - 18 X 24	5/15/2015	1,2,4,5,10	November	Dexter Lions Club-Christmas Tree Sales	11/22-12/22	1 - 3 X 4	8/20/2015	1	
	St. Andrew's-Rummage sale	5/31-6/6	5 - 18 X 24	5/18/2015	1,2,3,4,10		Dexter Winter Marketplace-Winter Farmers Mkt	11/2-11/8	3 - 18 X 24 & 2 - 3 X 4	9/8/2015	1,2,4,5,44	
	Friends of the Dexter Library	6/6	5 X 18 X 24	6/25/2014	1,4,17,19,51		Dexter Winter Marketplace-Winter Farmers Mkt	11/16-11/22	3 - 18 X 24 & 2 - 3 X 4	9/8/2015	1,2,4,5,44	
	Dexter Comm. Orchestra	6/3-6/13	2- 2' X 3'	1/26/2015	5 & 9		Dexter Community Band-Concerts	10/29-11/8	2- 18 X 24 & 2 -2' X 4'	9/30/2015	4,5,14,44	
							Dexter UMC-Winter Berry Fair	10/24-11/8	5 - 18 X 24	10/8/2015	1,4,5,44,10	
							Dexter American Legion Auxiliary-Craft Show	11/7-11/16	5 - 18 X 24	10/12/2015	1,2,4,5,44	
	Dexter Boy Scouts-Rummage Sale	6/17-6/20	2 - 4' X 4' X 5'	4/20/2015	1 & 44		December	Friends of the Dexter Library	12/8	5 X 18 X 24	6/25/2014	1,4,17,19,51
	American Diabetes-bike race	6/5-6/7	5 - 18 X 24	4/28/2015	15, 19, 20			Dexter Wellness-Well walks	12/5-12/13	5 - 18 X 24		
	Relay for Life	6/2-6/14	5 - 18 X 24	5/12/2015	1,2,4,5, 44			St. Andrews-Monthly dinners	11/27-12/3	1 - 2' x 3"	8/18/2015	8
	Dexter Soccer Club-Tryouts	6/6-6/15	5 - 18 X 24	6/2/2015	1,2,4,5,44			Dexter Lions Club-Christmas Tree Sales	11/22-12/22	1 - 3 X 4	8/20/2015	1
	Dexter Wellness-Wellness walks	6/6-6/14	5 - 18 X 24	5/14/2015				Dexter Winter Marketplace-Winter Farmers Mkt	12/7-12/13	3 - 18 X 24 & 2 - 3 X 4	9/8/2015	1,2,4,5,44
	St. Andrew's-Rummage sale	5/31-6/6	5 - 18 X 24	5/18/2015	1,2,3,4,10			Dexter Winter Marketplace-Winter Farmers Mkt	12/14-12/20	3 - 18 X 24 & 2 - 3 X 4	9/8/2015	1,2,4,5,44
Dexter Wellness-Yoga in Park	6/1-6/14	5 - 18 X 24	5/6/2015	1,2,4,5,44	Dexter Community Band-Concerts	12/3-12/13	2- 18 X 24 & 2 -2' X 4'	9/30/2015	4,5,14,44			
Family Fun Day	6/28-7/12	5 - 18 X 24	6/8/2015	1,2,3,4,10								

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 - Comerstone, 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 entrance, 51-Main/Central

** Dexter Farmers Market will place up to 5 signs on Friday, Saturday and Tuesday from May through October to advertise for the market

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Village of Clinton
2015 Water Rate Comparison

Agenda: 10/26/2015
Item: H-3

<u>Number</u>	<u>Community</u>	<u>Pop</u>	<u>Water Type</u>	<u>Debt Millage</u>	<u>Special Assess.</u>	<u>Flat Fee</u>	<u>Service Charge</u>	<u>Usage Rate</u>	<u>Usage</u>	<u>Monthly Cost</u>
1	Clinton	2,336	Well				\$ 6.00	\$ 1.38	6,000	\$ 14.28
2	Milan	5,836					\$ 1.31	\$ 2.55	6,000	\$ 16.61
3	Fowlerville	193	Well				\$ 18.96		6,000	\$ 18.96
4	Tecumseh	8,521	Well	\$ 6.76		\$ 1.50		\$ 1.79	6,000	\$ 19.00
5	Bronson	2,349	Well				\$ 13.00	\$ 1.30	6,000	\$ 20.80
6	Gladwin	2,933	Well				\$ 5.80	\$ 2.55	6,000	\$ 21.10
7	Jonesville	2,258	Well		4.42		\$ 11.61	\$ 2.05	6,000	\$ 24.23
8	Vicksburg	2,906	Well				\$ 7.40	\$ 2.90	6,000	\$ 24.80
9	Manchester	2,091	Well		\$ 7.05			\$ 2.96	6,000	\$ 24.81
10	Hartford	2,688	Well	\$ 9.00			\$ 5.67	\$ 2.20	6,000	\$ 27.87
11	Dexter	4,067	Well				\$ 7.63	\$ 3.44	6,000	\$ 28.27
12	Adrian	21,133	Both				\$ 9.32	\$ 3.34	6,000	\$ 29.36
13	Hudson	2,307	Well	\$ 4.90			\$ 9.95	\$ 2.75	6,000	\$ 31.35
14	Chesaning	2,394	Well				\$ 8.10	\$ 4.46	6,000	\$ 34.86
15	Cass City	2,428	Well						6,000	\$ 36.15
16	East Tawas	2,808	SW				\$ 12.30	\$ 4.00	6,000	\$ 36.30
17	Leslie	1,851	Well				\$ 14.31	\$ 3.82	6,000	\$ 37.23
18	Morenci	2,220	Well				\$ 7.62	\$ 2.40	6,000	\$ 22.02
19	Corunna	3,497				\$ 13.65	\$ 6.95	\$ 3.10	6,000	\$ 39.20
20	Oxford	3,436	Well				\$ 16.45	\$ 3.96	6,000	\$ 40.21
21	Blossfield	3,340	SW				\$ 21.67	\$ 3.34	6,000	\$ 41.71
22	Williamston	3,854	Well				\$ 25.36	\$ 3.38	6,000	\$ 45.64
23	Chelsea	4,944	Well				\$ 7.79	\$ 6.44	6,000	\$ 46.43
24	Almont	2,674		\$ 16.48		\$ 12.08		\$ 5.25	6,000	\$ 60.06
25	L'Anse	2,011	SW				\$ 35.00	\$ 8.00	6,000	\$ 63.00
Average		3,803		\$ 9.29	\$ 5.74	\$ 9.08	\$ 12.01	\$ 3.36	6,000	\$ 32.17

Village of Clinton
2015 Sewer Rate Comparison

<u>Number</u>	<u>Community</u>	<u>Pop</u>	<u>Plant Type</u>	<u>Debt Millage</u>	<u>Special Assess.</u>	<u>Flat Fee</u>	<u>Service Charge</u>	<u>Per 1,000 Rate</u>	<u>Usage</u>	<u>Monthly Cost</u>
1	Milan	5,836					\$ 1.31	\$ 4.00	6,000	\$ 25.31
2	Morenci	2,220					\$ 7.62	\$ 3.97	6,000	\$ 27.84
3	Hartford	2,688					\$ 4.58	\$ 4.40	6,000	\$ 30.98
4	Blissfield	3,340				\$ 14.45		\$ 2.93	6,000	\$ 32.03
5	Tecumseh	8,521					\$ 5.73	\$ 4.40	6,000	\$ 32.13
6	East Tawas	2,808					\$ 12.00	\$ 3.40	6,000	\$ 32.40
7	Vicksburg	2,906					\$ 9.55	\$ 3.95	6,000	\$ 33.25
8	Leslie	1,851					\$ 13.94	\$ 3.62	6,000	\$ 35.66
9	Fowlerville	193			\$ 1.67		\$ 35.58		6,000	\$ 37.25
10	Adrian	21,133					\$ 13.00	\$ 4.34	6,000	\$ 39.04
11	Oxford	3,436					\$ 29.00	\$ 1.75	6,000	\$ 39.50
12	Bronson	2,349		\$ 4.95			\$ 26.85	\$ 1.43	6,000	\$ 40.38
13	Manchester	2,091		\$ 3.40	\$ 16.05			\$ 3.51	6,000	\$ 40.51
14	Hudson	2,307					\$ 16.70	\$ 4.50	6,000	\$ 43.70
15	Corunna	3,497				\$ 12.25	\$ 14.40	\$ 3.30	6,000	\$ 46.45
16	Cass City	2,428							6,000	\$ 50.46
17	Clinton	2,336					\$ 13.00	\$ 6.75	6,000	\$ 53.50
18	Williamston	3,854					\$ 21.64	\$ 5.97	6,000	\$ 57.46
19	Dexter	4,067					\$ 7.12	\$ 8.76	6,000	\$ 59.68
20	Gladwin	2,933		\$ 9.29			\$ 11.25	\$ 6.70	6,000	\$ 60.74
21	Jonesville	2,258					\$ 27.69	\$ 8.45	6,000	\$ 61.49
22	Chelsea	4,944					\$ 20.83	\$ 7.44	6,000	\$ 65.47
23	L'Anse	2,011					\$ 36.50	\$ 6.25	6,000	\$ 74.00
24	Chesaning	2,394					\$ 6.50	\$ 11.63	6,000	\$ 76.28
25	Almont	2,674		\$ 1.25		\$ 13.17		\$ 10.35	6,000	\$ 76.52
Average		3,803		\$ 4.72	\$ 8.86	\$ 13.29	\$ 15.94	\$ 5.27	6,000	\$ 46.88

Village of Clinton
2015 Water and Sewer Comparison

<u>Number</u>	<u>Community</u>	<u>Pop</u>	<u>Sewer Cost</u>	<u>Water Cost</u>	<u>Monthly Cost</u>
1	Milan	5,836	\$ 25.31	\$ 16.61	\$ 41.92
2	Tecumseh	8,521	\$ 32.13	\$ 19.00	\$ 51.13
3	Fowlerville	193	\$ 37.25	\$ 18.96	\$ 56.21
4	Morenci	2,220	\$ 20.22	\$ 37.27	\$ 57.49
5	Vicksburg	2,906	\$ 33.25	\$ 24.80	\$ 58.06
6	Hartford	2,688	\$ 30.98	\$ 27.87	\$ 58.85
7	Bronson	2,349	\$ 40.38	\$ 20.80	\$ 61.18
8	Manchester	2,091	\$ 40.51	\$ 24.81	\$ 65.32
9	Clinton	2,336	\$ 53.50	\$ 14.28	\$ 67.78
10	Adrian	21,133	\$ 39.04	\$ 29.36	\$ 68.40
11	East Tawas	2,808	\$ 32.40	\$ 36.30	\$ 68.70
12	Leslie	1,851	\$ 35.66	\$ 37.23	\$ 72.89
13	Blissfield	3,340	\$ 32.03	\$ 41.71	\$ 73.74
14	Hudson	2,307	\$ 43.70	\$ 31.35	\$ 75.05
15	Oxford	3,436	\$ 39.50	\$ 40.21	\$ 79.71
16	Gladwin	2,933	\$ 60.74	\$ 21.10	\$ 81.84
17	Corunna	3,497	\$ 46.45	\$ 39.20	\$ 85.65
18	Jonesville	2,258	\$ 61.49	\$ 24.23	\$ 85.72
19	Cass City	2,428	\$ 50.46	\$ 36.15	\$ 86.61
20	Dexter	4,067	\$ 59.68	\$ 28.27	\$ 87.95
21	Williamston	3,854	\$ 57.46	\$ 45.64	\$ 103.10
22	Chesaning	2,394	\$ 76.28	\$ 34.86	\$ 111.14
23	Chelsea	4,944	\$ 65.47	\$ 46.43	\$ 111.90
24	Almont	2,674	\$ 76.52	\$ 60.06	\$ 136.58
25	L'Anse	2,011	\$ 74.00	\$ 63.00	\$ 137.00
	Average	3,884	\$ 43.11	\$ 29.55	\$ 72.66

Village of Clinton
2015 Water, Sewer and Tax Comparison

<u>Number</u>	<u>Community</u>	<u>Pop</u>	<u>Sewer Cost</u>	<u>Water Cost</u>	<u>Property Taxes</u>	<u>Monthly Cost</u>
1	Clinton	2,336	\$ 53.50	\$ 14.28	\$ 48.90	\$ 116.68
2	Millan	5,836	\$ 25.31	\$ 16.61	\$ 77.00	\$ 118.92
3	Morenci	2,220	\$ 20.22	\$ 37.27	\$ 64.25	\$ 121.74
4	Hartford	2,688	\$ 30.98	\$ 27.87	\$ 66.49	\$ 125.34
5	Fowlerville	193	\$ 37.25	\$ 18.96	\$ 75.50	\$ 131.71
6	Oxford	3,436	\$ 39.50	\$ 40.21	\$ 53.10	\$ 132.81
7	Tecumseh	8,521	\$ 32.13	\$ 19.00	\$ 81.83	\$ 132.96
8	Hudson	2,307	\$ 43.70	\$ 31.35	\$ 58.21	\$ 133.26
9	Vicksburg	2,906	\$ 33.25	\$ 24.80	\$ 79.50	\$ 137.55
10	Adrian	21,133	\$ 39.04	\$ 29.36	\$ 73.02	\$ 141.42
11	Blissfield	3,340	\$ 32.03	\$ 41.71	\$ 71.11	\$ 144.85
12	Manchester	2,091	\$ 40.51	\$ 24.81	\$ 81.29	\$ 146.61
13	Bronson	2,349	\$ 40.38	\$ 20.80	\$ 89.74	\$ 150.92
14	East Tawas	2,808	\$ 32.40	\$ 36.30	\$ 88.09	\$ 156.79
15	Dexter	4,067	\$ 59.68	\$ 28.27	\$ 69.86	\$ 157.81
16	Corunna	3,497	\$ 46.45	\$ 39.20	\$ 74.02	\$ 159.67
17	Leslie	1,851	\$ 35.66	\$ 37.23	\$ 88.50	\$ 161.39
18	Gladwin	2,933	\$ 60.74	\$ 21.10	\$ 83.23	\$ 165.07
19	Jonesville	2,258	\$ 61.49	\$ 24.23	\$ 81.94	\$ 167.66
20	Cass City	2,428	\$ 50.46	\$ 36.15	\$ 90.69	\$ 177.30
21	Chelsea	4,944	\$ 65.47	\$ 46.43	\$ 65.78	\$ 177.68
22	Williamston	3,854	\$ 57.46	\$ 45.64	\$ 75.67	\$ 178.77
23	Almont	2,674	\$ 76.52	\$ 60.06	\$ 70.24	\$ 206.82
24	L'Anse	2,011	\$ 74.00	\$ 63.00	\$ 71.06	\$ 208.06
25	Chesaning	2,394	\$ 76.28	\$ 34.86	\$ 111.25	\$ 222.39
	Average	4,000	\$ 42.62	\$ 30.07	\$ 74.44	\$ 147.13

TREASURER/FINANCE DIRECTOR'S OFFICE8140 Main Street • Dexter, Michigan 48130-1092 • (734) 426-8303 • Fax (734) 426-5614

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

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

Revenue and Expenditure Section

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

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

Cash Balances Section

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

Activities Section

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

Department Activities

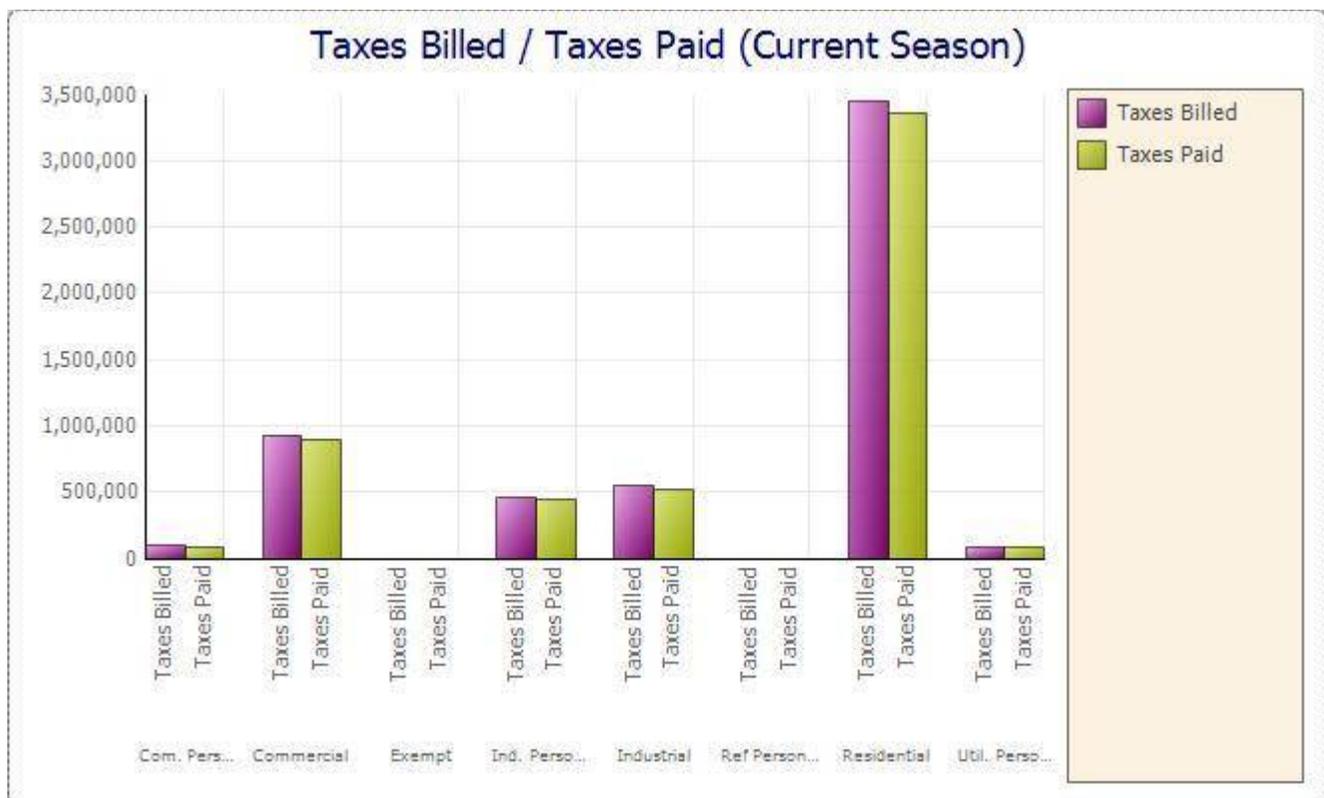
Downtown Development Authority (DDA) Taxable Bond Refunding

The refunding of the DDA's 2008 Taxable Bond was completed in August. The interest rates were 3.55% and 4.65%, depending on the maturity of the bond, which is a substantial savings over the original 7.8%. Please note that this bond will naturally have a higher interest rate than Council usually sees on bonds because it yields taxable returns for the investor, rather than the non-taxable bonds that the City usually issues.

2015 Summer Tax Collection

The 2015 summer tax collection is substantially complete, with 98% of the levy being paid. Although the number of payments that were received were not significantly larger than what we have processed in the past, the actual dollar amount of those payments were. That required us to make some changes in our cash handling procedures, which included creation of two separate cash drawers to facilitate deposit creation. This is reflected in two additional lines being added to the Cash Balances by Fund Report.

I'd like to take the opportunity to publically thank and commend Brenda Tuscano, our administrative assistant, for her efforts during this tax collection season. Deposit creation is one of her job duties, and there were days where we were doing deposits twice in one day due to the sheer volume of the payments received. I am also happy to report that the remote deposit system performed admirably, leading to safer and more timely deposits.



As part of collecting taxes for other units, a new trust and agency fund needed to be created. This fund does not have revenue and expenditures – instead, it holds the cash balances and liability accounts for payments due to the other units. Council will see this new fund reflected in the Cash Balances by Fund Report. Taxes are remitted to the other units twice per month, based on statutory guidelines, which is why there are current balances in those accounts. One particularly nice result of the change to collecting all of the taxes is that the DDA is now being paid their revenue on the same schedule as the other units instead of having to wait until settlement in March.

Tax and Assessing Information on the City Website

One unexpected consequence of becoming a city was that all of our tax history – village and township – was suddenly wiped off of the on-line (and City and township in-house) databases because of the change in parcel number. Title agencies and mortgage companies looking for 2014 tax could not find it on line, which led to increased telephone calls and frustration because they had to be directed to the townships and/or the County for the information. Fortunately, by working with the township treasurers and assessors we were able to have BS&A work some magic to get the history available both on line and in the database used by City employees in the Office.

Assessing data was also tweaked on our behalf by BS&A, and now all of the tax and assessing information that appraisers, title companies and the like need to do their business are available on line, greatly reducing the calls that we were receiving on those topics.

Taxpayer Mortgage Escrows

Another consequence of becoming a city is that some banks and mortgage companies revised their client's mortgage escrow payments based on a misunderstanding about how the taxes now work. I believe, based on what residents were telling me, that they were using the 2015 summer, 2014 township winter, and 2014 township summer and/or 2014 Village to calculate the escrows. I have written a couple dozen letters on behalf of residents giving estimated 2015 total taxes so that they can provide that information to their lender. As far as I know, it has been working so if anyone on Council hears of a resident having trouble with their escrow calculations, please ask them to contact me.

Government Finance Officers Association (GFOA) Distinguished Budget Program

The Fiscal Year 2015-2016 budget document accepted by Council earlier in this quarter has been submitted to the GFOA for this award program. If received, it will be seventh consecutive document to earn the award.

Fiscal Year 2014-2015 Audit

Field work was done in late September, with some follow-up in mid-October. I will be working with the auditors between now and December to finalize a Comprehensive Annual Financial Report (CAFR) that complies with the criteria for receiving the GFOA's Certificate of

Achievement for Excellence in Financial Reporting Program. This is the document that will be filed with the State and that Council will receive in January when the auditors present their findings in January.

Auditor Recommendation for Fund Structure Change

The auditors recommended some changes to our fund structure, specifically in regard to the road bond, that I implemented for that fiscal year. None of the funds involved are required by the State of Michigan or Generally Accepted Accounting Principles to have a set budget (although we do typically budget debt funds), so there will not be a problem as far as our reporting to the State is involved.

The changes to the fund structure are as follows:

- Three new funds were created – two debt funds and one bond construction fund. Although it wasn't completely necessary to create two new debt funds, I believe that it was cleaner to do so and close out the existing Fund 351 General Debt Service (Non-Voted Bonds) Fund.
 - ✓ Fund 352: Facilities Bond Debt Service Fund was created to account for debt payments on the 2006 bond.
 - ✓ Fund 353: Road Bond Debt Service Fund was created to account for debt payments on the 2014 bond.
 - ✓ Fund 406: 2014 Road Bond Construction Fund was created to account for the bond proceeds, issuance costs, and construction costs financed by this bond. Bond-related transactions were moved out of the Major and Local Streets Funds, as well as the now closed Debt Fund 351.

Budget amendments for Fiscal Year 2015-2016 in regard to this change will be submitted to Council at your November 9th meeting.

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

A few years ago, staff discussed contracting with MML to perform an analysis of our compensation system for full-time non-bargaining employees. We have moved forward in the process, with an initial meeting being held on October 13th with the MML consultant, the Assistant to the City Manager and me to discuss parameters. The next steps include interviews with employees, review of recently (internally) updated job descriptions, custom job analysis for each position, market analysis to "effectively capture the competitive labor market of the client", and recommendations for a compensation system to include implementation and updates. The goal is to complete this process in February, prior to the start of the budgeting process for next fiscal year.

Delinquent Personal Property Taxes

I have been informed by Scio Township that all of the delinquent personal property taxes due to the township have been paid, and they will no longer be pursuing any collection activities within the City. In addition, I have also been contacting delinquent property owners and have collected on several parcels.

Future Activities

- Winter 2015 tax bills will be mailed to taxpayers on or near November 1st. They are due without penalty by February 14, 2016.
- The Community Development Manager, City Assessor and I have been discussing how to best educate and communicate with our businesses about current and upcoming exemptions to the personal property tax. Forms will be mailed in early 2016 as part of the regular assessing process, but I believe it would be good to be proactive with those who have not been in compliance:
 - ✓ We have businesses who are eligible for the small parcel exemption but who did either not file the form at all, or did not file it by the deadline. This means that I have to collect, by law and sometimes through the delinquent tax process, very small amounts that were intended by the legislature and voters to be exempted from taxation.
 - ✓ The reforms on industrial personal property that were approved by voters will start to be enacted in 2016. Direction from Lansing on implementation is still unclear.

Education and Training

I attended the Michigan Government Finance Officers Association's annual Fall Conference October 4-7th on Mackinac Island. In addition, although I did not attend the conference itself, I facilitated a treasurer-to-treasurer session at the Michigan Municipal Treasurers Association's annual Fall Conference in Grand Rapids on September 22nd.

Committee Memberships

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

Revenue and Expenditure Reports

General Fund 101

GL NUMBER	DESCRIPTION	2015-16	2015-16	YTD BALANCE	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	09/30/2015	BALANCE	
000-ASSETS, LIABILITIES & REVENUE		2,894,900.00	2,894,900.00	2,279,941.76	614,958.24	78.76
TOTAL Revenues		2,894,900.00	2,894,900.00	2,279,941.76	614,958.24	78.76
101-CITY COUNCIL		61,200.00	61,200.00	24,238.54	36,961.46	39.61
172-CITY MANAGER		284,600.00	284,600.00	77,822.55	206,777.45	27.34
201-FINANCE DEPARTMENT		16,600.00	16,600.00	630.76	15,969.24	3.80
210-ATTORNEY		40,000.00	40,000.00	12,922.57	27,077.43	32.31
215-CITY CLERK		8,000.00	8,000.00	993.89	7,006.11	12.42
253-TREASURER		103,700.00	103,700.00	25,045.46	78,654.54	24.15
257-ASSESSING DEPARTMENT		32,700.00	32,700.00	8,926.85	23,773.15	27.30
262-ELECTIONS		8,500.00	8,500.00	0.00	8,500.00	0.00
265-BUILDINGS & GROUNDS		76,300.00	76,300.00	18,736.63	57,563.37	24.56
285-CITY TREE PROGRAM		23,000.00	23,000.00	1,225.00	21,775.00	5.33
301-LAW ENFORCEMENT		574,800.00	574,800.00	122,740.69	452,059.31	21.35
336-FIRE DEPARTMENT		519,300.00	519,300.00	246,781.30	272,518.70	47.52
400-PLANNING DEPARTMENT		133,400.00	133,400.00	25,740.61	107,659.39	19.30
410-ZONING BOARD OF APPEALS		1,100.00	1,100.00	0.00	1,100.00	0.00
441-DEPARTMENT OF PUBLIC WORKS		171,900.00	171,900.00	44,093.20	127,806.80	25.65
442-DOWNTOWN PUBLIC WORKS		70,700.00	70,700.00	17,603.40	53,096.60	24.90
447-ENGINEERING		11,000.00	11,000.00	0.00	11,000.00	0.00
448-MUNICIPAL STREET LIGHTS		72,000.00	72,000.00	17,013.85	54,986.15	23.63
728-ECONOMIC DEVELOPMENT		4,000.00	4,000.00	262.43	3,737.57	6.56
751-PARKS & RECREATION		120,200.00	120,200.00	47,512.80	72,687.20	39.53
851-INSURANCE & BONDS		185,400.00	185,400.00	40,433.30	144,966.70	21.81
875-CONTRIBUTIONS		62,300.00	62,300.00	17,500.00	44,800.00	28.09
890-CONTINGENCIES		20,000.00	20,000.00	0.00	20,000.00	0.00
901-CAPITAL IMPROVEMENTS		82,000.00	82,000.00	720.00	81,280.00	0.88
965-TRANSFERS OUT - CONTROL		127,000.00	127,000.00	0.00	127,000.00	0.00
TOTAL Expenditures		2,809,700.00	2,809,700.00	750,943.83	2,058,756.17	26.73
TOTAL REVENUES		2,894,900.00	2,894,900.00	2,279,941.76	614,958.24	78.76
TOTAL EXPENDITURES		2,809,700.00	2,809,700.00	750,943.83	2,058,756.17	26.73
NET OF REVENUES & EXPENDITURES		85,200.00	85,200.00	1,528,997.93	(1,443,797.93)	1,794.60

Revenue:

- Tax collection for all related lines is at 95%.

Expenditures:

- Department 101 – City Council: 67% of the Arts, Culture and Heritage line item has been spent due to the completion of the Plein Air event in August.
- Department 210 – Attorney: Will need monitoring as we work through the Wellness Center case.
- Department 336 – Fire Department: Two payments have been made.
- Department 751 – Parks and Recreation: Capital Improvements are at 75% of budget due to the timing of the community path project. It was originally budgeted for Fiscal Year 2014-2015 but did not happen until after July 1st.

Major Streets Fund 202

GL NUMBER	DESCRIPTION	2015-16	2015-16	YTD BALANCE	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	09/30/2015	BALANCE	
Fund 202 - MAJOR STREETS FUND						
000-ASSETS, LIABILITIES & REVENUE		521,400.00	521,400.00	48,824.33	472,575.67	9.36
TOTAL Revenues		521,400.00	521,400.00	48,824.33	472,575.67	9.36
248-ADMINISTRATION		4,600.00	4,600.00	0.00	4,600.00	0.00
445-STORMWATER		22,200.00	22,200.00	2,652.00	19,548.00	11.95
451-CONTRACTED ROAD CONSTRUCTIO		285,000.00	285,000.00	0.00	285,000.00	0.00
463-ROUTINE MAINTENANCE		71,900.00	71,900.00	30,122.04	41,777.96	41.89
474-TRAFFIC SERVICES		52,500.00	52,500.00	13,490.22	39,009.78	25.70
478-WINTER MAINTENANCE		75,200.00	75,200.00	5,759.91	69,440.09	7.66
890-CONTINGENCIES		10,000.00	10,000.00	0.00	10,000.00	0.00
TOTAL Expenditures		521,400.00	521,400.00	52,024.17	469,375.83	9.98
TOTAL REVENUES		521,400.00	521,400.00	48,824.33	472,575.67	9.36
TOTAL EXPENDITURES		521,400.00	521,400.00	52,024.17	469,375.83	9.98
NET OF REVENUES & EXPENDITURES		0.00	0.00	(3,199.84)	3,199.84	100.00

Revenue:

- Public Act 51 contributions from the Department of Transportation are at 25%.

Expenditures:

- Department 463 – Routine Maintenance: Fall maintenance projects have caused an increase in this department over the 25% benchmark.

Local Streets Fund 203

GL NUMBER	DESCRIPTION	2015-16	2015-16	YTD BALANCE	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	09/30/2015	BALANCE	
Fund 203 - LOCAL STREETS FUND						
000-ASSETS, LIABILITIES & REVENUE		707,800.00	707,800.00	46,028.81	661,771.19	6.50
TOTAL Revenues		707,800.00	707,800.00	46,028.81	661,771.19	6.50
248-ADMINISTRATION		4,600.00	4,600.00	0.00	4,600.00	0.00
445-STORMWATER		23,500.00	23,500.00	7,188.28	16,311.72	30.59
451-CONTRACTED ROAD CONSTRUCTIO		499,000.00	499,000.00	15,851.53	483,148.47	3.18
463-ROUTINE MAINTENANCE		77,400.00	77,400.00	16,505.30	60,894.70	21.32
474-TRAFFIC SERVICES		32,300.00	32,300.00	4,824.11	27,475.89	14.94
478-WINTER MAINTENANCE		61,000.00	61,000.00	3,428.07	57,571.93	5.62
890-CONTINGENCIES		10,000.00	10,000.00	0.00	10,000.00	0.00
TOTAL Expenditures		707,800.00	707,800.00	47,797.29	660,002.71	6.75
TOTAL REVENUES		707,800.00	707,800.00	46,028.81	661,771.19	6.50
TOTAL EXPENDITURES		707,800.00	707,800.00	47,797.29	660,002.71	6.75
NET OF REVENUES & EXPENDITURES		0.00	0.00	(1,768.48)	1,768.48	100.00

Revenue:

- Public Act 51 contributions from the Department of Transportation are at 25%.

Expenditures:

- Department 445 – Stormwater: Fall maintenance projects have caused an increase in this department over the 25% benchmark.

Municipal Streets Fund 204

GL NUMBER	DESCRIPTION	2015-16	2015-16	YTD BALANCE	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	09/30/2015	BALANCE	
Fund 204 - MUNICIPAL STREETS						
000-ASSETS, LIABILITIES & REVENUE		725,600.00	725,600.00	708,222.46	17,377.54	97.61
TOTAL Revenues		725,600.00	725,600.00	708,222.46	17,377.54	97.61
248-ADMINISTRATION		80,700.00	80,700.00	28,758.61	51,941.39	35.64
965-TRANSFERS OUT - CONTROL		778,000.00	778,000.00	25,000.00	753,000.00	3.21
TOTAL Expenditures		858,700.00	858,700.00	53,758.61	804,941.39	6.26
TOTAL REVENUES		725,600.00	725,600.00	708,222.46	17,377.54	97.61
TOTAL EXPENDITURES		858,700.00	858,700.00	53,758.61	804,941.39	6.26
NET OF REVENUES & EXPENDITURES		(133,100.00)	(133,100.00)	654,463.85	(787,563.85)	491.71

Solid Waste Fund 226

GL NUMBER	DESCRIPTION	2015-16	2015-16	YTD BALANCE	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	09/30/2015	BALANCE	
Fund 226 - SOLID WASTE COLLECTION FUND						
000-ASSETS, LIABILITIES & REVENUE		575,400.00	575,400.00	98,435.22	476,964.78	17.11
TOTAL Revenues		575,400.00	575,400.00	98,435.22	476,964.78	17.11
248-ADMINISTRATION		100.00	100.00	82.07	17.93	82.07
528-SOLID WASTE		567,700.00	567,700.00	95,643.42	472,056.58	16.85
TOTAL Expenditures		567,800.00	567,800.00	95,725.49	472,074.51	16.86
TOTAL REVENUES		575,400.00	575,400.00	98,435.22	476,964.78	17.11
TOTAL EXPENDITURES		567,800.00	567,800.00	95,725.49	472,074.51	16.86
NET OF REVENUES & EXPENDITURES		7,600.00	7,600.00	2,709.73	4,890.27	35.65

Expenditures:

- Department 248 – I am experimenting with changing the allocation of bank fees. An amendment will be submitted at Council's November 9th meeting.

Sewer Fund 590

GL NUMBER	DESCRIPTION	2015-16	2015-16	YTD BALANCE	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	09/30/2015	BALANCE	
Fund 590 - SEWER ENTERPRISE FUND						
000-ASSETS, LIABILITIES & REVENUE		1,329,500.00	1,329,500.00	237,074.45	1,092,425.55	17.83
TOTAL Revenues		1,329,500.00	1,329,500.00	237,074.45	1,092,425.55	17.83
248-ADMINISTRATION		83,700.00	83,700.00	20,715.66	62,984.34	24.75
548-SEWER UTILITIES DEPARTMENT		633,000.00	633,000.00	167,774.99	465,225.01	26.50
850-LONG-TERM DEBT		463,300.00	463,300.00	334,356.13	128,943.87	72.17
890-CONTINGENCIES		15,000.00	15,000.00	0.00	15,000.00	0.00
901-CAPITAL IMPROVEMENTS		55,000.00	55,000.00	1,795.00	53,205.00	3.26
TOTAL Expenditures		1,250,000.00	1,250,000.00	524,641.78	725,358.22	41.97
TOTAL REVENUES		1,329,500.00	1,329,500.00	237,074.45	1,092,425.55	17.83
TOTAL EXPENDITURES		1,250,000.00	1,250,000.00	524,641.78	725,358.22	41.97
NET OF REVENUES & EXPENDITURES		79,500.00	79,500.00	(287,567.33)	367,067.33	361.72

Revenue:

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

Expenditures:

- Department 548 – Sewer Utilities Department: This department is high due to the completion of the SCADA project.
- Department 850 – Long Term Debt: The principal payments on the SRF Bonds have been made in full.

Water Fund 591

GL NUMBER	DESCRIPTION	2015-16	2015-16	YTD BALANCE	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	09/30/2015	BALANCE	
Fund 591 - WATER ENTERPRISE FUND						
000-ASSETS, LIABILITIES & REVENUE		798,000.00	798,000.00	175,152.65	622,847.35	21.95
TOTAL Revenues		798,000.00	798,000.00	175,152.65	622,847.35	21.95
248-ADMINISTRATION		77,700.00	77,700.00	18,943.09	58,756.91	24.38
556-WATER UTILITIES DEPARTMENT		408,400.00	408,400.00	85,035.33	323,364.67	20.82
850-LONG-TERM DEBT		257,500.00	257,500.00	174,137.02	83,362.98	67.63
890-CONTINGENCIES		15,000.00	15,000.00	0.00	15,000.00	0.00
901-CAPITAL IMPROVEMENTS		10,000.00	10,000.00	0.00	10,000.00	0.00
TOTAL Expenditures		768,600.00	768,600.00	278,115.44	490,484.56	36.18
TOTAL REVENUES		798,000.00	798,000.00	175,152.65	622,847.35	21.95
TOTAL EXPENDITURES		768,600.00	768,600.00	278,115.44	490,484.56	36.18
NET OF REVENUES & EXPENDITURES		29,400.00	29,400.00	(102,962.79)	132,362.79	350.21

Revenue:

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

Expenditures:

- Department 850 – Long Term Debt: The principal payments on the DWRF Bonds have been made in full.

Non-Major Funds

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

Cash Balances by Fund				
General Ledger Name	Bank & Account Name	Purpose	Balance 09/30/15	Status of Cash
General Fund - 101				
Cash	TCF & PNC Pooled	General operating	\$ 1,535,094.20	Unrestricted
Future Facility Improvements	TCF Pooled	Reserved for future building project	\$ 55,594.41	Restricted
Arts, Culture & Heritage	TCF Pooled	Reserved for Arts, Culture & Heritage	\$ 8,061.90	Restricted
Property Tax Savings	TCF Property Tax Savings	Clearing account for undistributed tax collections	\$ 85,428.17	Unrestricted
Chelsea Bank CD	Chelsea Bank	General operating	\$ 257,626.54	Unrestricted
Petty Cash	Office	Small cash purchases	\$ 100.00	Unrestricted
Cash Drawer #1	Office	Cash Drawer	\$ 100.00	Unrestricted
Cash Drawer #2	Office	Cash Drawer	\$ 100.00	Unrestricted
Traverse City State Bank CD	Multi-Bank Securities	General Operating	\$ 249,000.00	Unrestricted
Isabella Bank CD	Multi-Bank Securities	Reserved for future building project	\$ 235,000.00	Restricted
Bank of Northern Michigan CD	Multi-Bank Securities	General Operating	\$ 200,000.00	Unrestricted
MBIA Class	MBIA Class	General operating	\$ 50,694.17	Unrestricted
Subtotal Unrestricted			\$ 2,378,143.08	
Subtotal Restricted			\$ 298,656.31	
Total General Fund			\$ 2,676,799.39	
Major Streets Fund - 202				
Cash	TCF Pooled	General operating for major streets activities	\$ 68,334.73	Unrestricted
Subtotal Unrestricted			\$ 68,334.73	
Subtotal Restricted			\$ -	
Total Major Streets Fund			\$ 68,334.73	
Local Streets Fund - 203				
Cash	TCF Pooled	General operating for local streets activities	\$ 7,239.04	Unrestricted
Metro Act Account (Pooled)	TCF Pooled	Reserved for right of way activities	\$ 16,950.00	Restricted
Subtotal Unrestricted			\$ 7,239.04	
Subtotal Restricted			\$ 16,950.00	
Total Local Streets Fund			\$ 24,189.04	
Municipal Streets Fund - 204				
Cash	TCF Pooled	Available for transfer to Major & Local Streets	\$ 774,684.20	Unrestricted
Property Tax Savings	TCF Property Tax Savings	Available for transfer to Major & Local Streets	\$ 20,343.45	Unrestricted
Subtotal Unrestricted			\$ 795,027.65	
Subtotal Restricted			\$ -	
Total Municipal Streets Fund			\$ 795,027.65	
Solid Waste Fund - 226				
Cash	TCF Pooled	Available for Solid Waste activities	\$ 33,659.34	Unrestricted
Subtotal Unrestricted			\$ 33,659.34	
Subtotal Restricted			\$ -	
Total Solid Waste Fund			\$ 33,659.34	
Tree Replacement Fund - 275				
Cash	TCF Pooled	Restricted for Trees	\$ 8,712.19	Restricted
Restricted Tree Replacement	PNC Bank	Restricted for trees	\$ 15,534.74	Restricted
Multi-Bank CD	Multi-Bank Securities	Restricted for trees	\$ 125,000.00	Restricted
Subtotal Unrestricted			\$ -	
Subtotal Restricted			\$ 149,246.93	
Total Tree Replacement Fund			\$ 149,246.93	

General Ledger Name	Bank & Account Name	Purpose	Balance 09/30/15	Status of Cash
Debt Service Fund - Streetscape Bond - 303				
Cash	TCF Pooled	Tax collections for GO Bond payments	\$ 144,161.35	Restricted
Property Tax Savings	TCF Property Tax Savings	Tax collections for GO Bond payments	\$ 3,713.46	Restricted
Subtotal Unrestricted			\$ -	
Subtotal Restricted			\$ 147,874.81	
Total Streetscape Debt Service Fund			\$ 147,874.81	
Debt Service Fund - Facilities Bond - 352				
Cash	TCF Pooled	Restricted for Facilities Bond Payments	\$ 42.49	Restricted
Subtotal Unrestricted			\$ -	
Subtotal Restricted			\$ 42.49	
Total Streetscape Debt Service Fund			\$ 42.49	
Debt Service Fund - Road Bond - 353				
Cash	TCF Pooled	Restricted for Road Bond Payments	\$ 150.00	Restricted
Subtotal Unrestricted			\$ -	
Subtotal Restricted			\$ 150.00	
Total Streetscape Debt Service Fund			\$ 150.00	
Equipment Replacement Fund - 402				
Cash	TCF Pooled	Reserved for vehicle maintenance and purchase	\$ 98,270.54	Restricted
Subtotal Unrestricted			\$ -	
Subtotal Restricted			\$ 98,270.54	
Total Equipment Replacement Fund			\$ 98,270.54	
Road Bond Construction Fund - 406				
Cash	TCF Pooled	Restricted for bond funded road construction	\$ 127,829.80	Restricted
Subtotal Unrestricted			\$ -	
Subtotal Restricted			\$ 127,829.80	
Total Streetscape Debt Service Fund			\$ 127,829.80	
Sewer Enterprise Fund - 590				
Cash	TCF Pooled	Sewer operating	\$ 2,082.21	Unrestricted
Sewer Tap Fees Account	TCF Sewer & Water	Sewer tap-in fees	\$ 156.58	Unrestricted
Sewer Tap Fees Account	PNC Bank	Sewer tap-in fees	\$ 265,536.88	Unrestricted
Property Tax Savings	TCF Property Tax Savings	Tax collections for delinquent utilities	\$ -	Unrestricted
Bank of Holland	Multi-Bank Securities	Sewer tap-in fees	\$ 100,000.00	Unrestricted
Sewer Tap Fees Account	Michigan Class Sewer/Water	Sewer tap-in fees	\$ 85,441.93	Unrestricted
Subtotal Unrestricted			\$ 453,217.60	
Subtotal Restricted			\$ -	
Total Sewer Enterprise Fund			\$ 453,217.60	
Water Enterprise Fund - 591				
Cash	TCF Pooled	Water operating	\$ 2,653.32	Unrestricted
Water Tap Fees Account	TCF Sewer & Water	Water tap-in fees	\$ 45,136.84	Unrestricted
Water Tap Fees Account	PNC Bank	Water tap-in fees	\$ 190,239.54	Unrestricted
Property Tax Savings	TCF Property Tax Savings	Tax collections for delinquent utilities	\$ -	Unrestricted
Water Tap Fees Account	Michigan Class Sewer/Water	Water tap-in fees	\$ -	Unrestricted
Subtotal Unrestricted			\$ 238,029.70	
Subtotal Restricted			\$ -	
Total Water Enterprise Fund			\$ 238,029.70	

General Ledger Name	Bank & Account Name	Purpose	Balance 09/30/15	Status of Cash
Trust & Agency Fund - 701				
Performance Guarantees	TCF Performance Guarantees	Escrows for development bonds such as tree bon	\$ 40,971.78	Restricted
Site Plan Review	TCF Pooled	Escrows for payment of development related fees	\$ 222,552.90	Restricted
Tree Escrow	TCF Pooled	Escrows for Tree Replacement	\$ -	Restricted
Subtotal Unrestricted			\$ -	
Subtotal Restricted			\$ 263,524.68	
Total Trust & Agency Fund			\$ 263,524.68	
Current Tax Collection Fund - 703				
Proeprty Tax Savings	TCF Property Tax Savings	Tax collections for other units of government	\$ 55,798.31	Restricted
Subtotal Unrestricted			\$ -	
Subtotal Restricted			\$ 55,798.31	
Total Trust & Agency Fund			\$ 55,798.31	
Retiree Health Care Fund - 736				
Cash	Mers	Funds reserved for OPEB	\$ 769,051.48	Restricted
Subtotal Unrestricted			\$ -	
Subtotal Restricted			\$ 769,051.48	
Total Trust & Agency Fund		*Balance as of June 30, 2015	\$ 769,051.48	
Payroll Fund - 750				
Cash	TCF Payroll	Funds reserved for payment of accrued benefits	\$ 7,347.04	Restricted
Subtotal Unrestricted			\$ -	
Subtotal Restricted			\$ 7,347.04	
Total Trust & Agency Fund			\$ 7,347.04	
Total Unrestricted			\$ 3,973,651.14	
Total Restricted			\$ 1,934,742.39	
Grand Total Cash			\$ 5,908,393.53	
Summary of General Funds Available for Non-Operational Use				
	General Fund Unrestricted		\$ 2,378,143.08	
	15% Fundbalance (based on revenue budget)		\$ (434,235.00)	
	Expected revenue (based on budget)		\$ 614,958.24	
	Expected expenditures (based on budget)		\$ (2,058,756.17)	
	Available Unrestricted		\$ 500,110.15	
	Restricted for Streets		\$ 1,015,381.22	
	Restricted for Equipment		\$ 98,270.54	
	Restricted for Facilities		\$ 290,594.41	
	Restricted for Arts, Culture & Heritage		\$ 8,061.90	
	Restricted for Trees		\$ 149,246.93	

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DPW

Checked on Cadillac Asphalt paving operations

Worked on ordering new light pole to replace pole destroyed in crash on Ann Arbor Street.

Located manhole in DPW drive

Tailgate pre-con for the Border to Border Trail project

Fixed light at firehall, behind Aubrees, and on Jeffords

Met Tim Andrews about radios for vehicles

Cleaned downtown

Crushed cars for fire dept

Met Hafners regarding Border to Border Trail project

Monitored street painters

Breakfast with Budget Meeting

Fixed traffic light Baker and Dan Hoey & Main and Dan Hoey

Asphalt on Alpine, 3rd

Got early fill of salt, pushed in

Prepped Leaf Machine

Sucked leaves

Swept streets

Covered up graffiti in Industrial Park

Checked light poles around town

Vactored storm sewer - 2 days

Help flush hydrants

Fixed soccer net in Community Park

Adjusted sprinklers downtown

Watered plants in Mill Creek Park

Water reads

Cleaned dumpster areas

Made signs for closure of DPW driveway due to trail construction

WASTE WATER

Finished bacti sampling plan

MOR's water and waste water

Still awaiting sanitary survey feed back

Visit from Deb Snell MDEQ IPP & Storm Water Coordinator, performed review and inspection of NUBCO records.

Staff installed new thermostat wire at WWTP then had Hayley Mechanical out to finish wiring of heater and A/C unit, this should eliminate semiannual service call to switch from heat to A/C.

Kennedy installed VFD's at Dexter Crossings lift station.

Sampled A-tank grit then delivered to Lab for required disposal testing.

Huron lift station and water filter building power issue, DTE found bad connection on utility pole. PM Services checked generator, confirmed unit has bad radiator, and suspects that the bad power connection was cause of power glitches that could prevent generators from starting (we had power just not enough to run pumps). Awaiting estimate for replacement of radiator.

Etna Supply on site to trouble shoot MXU programing issues, found 3 bad MXU's in new shipment to be cause.

UIS on site to perform meter calibrations at water and waste water facilities.

IT Right on site to complete static IP address for new SCADA computer

WWTP primary scum pump plugged, metro cleaned tank on 10/16 then city staff was able to un plug pump.

Work with Metro, to complete A-tank grit profile for land fill.

New hire Rick Chabot started

Staff emptied A-tank #3 at WWTP for work can start on 10/20/15

Hydrant flushing has been on going, approximately 50% completed. Will be continuing in old town the week of 10/19/1

WATER

Right-of-way inspections

Morning rounds

Reads (final, beginning, NUBCO)

New meter and MXU install

Depth at well 5 10/8 28.6 10/12 26.8

Miss Digs

Hydrant Flushing

Raised water curb boxes

OFFICE OF COMMUNITY DEVELOPMENT

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

STAFF REPORT

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

From: Michelle Aniol, Community Development Manager

Re: Report for October 26, 2015 Council Meeting

Date: October 21, 2015

Planning Commission Action regarding Northern United Brewing Company Public Hearing

On October 5, 2015 the planning Commission conducted a public hearing to consider an application submitted by Northern United Brewing Company (NUBC) for an expansion of its tasting room to include a dining area (a/k/a dining room or restaurant). The area of the proposed dining area would measure 4,331.25 sq. ft., or 6% of the 68,000 sq. ft. facility. The area of the existing tasting room, known as NULL Tap Room, is 5,820 sq. ft., which is 9% of NUBC's entire facility. Together, the total area of the existing taproom and proposed dining area would be 10,151.25 sq. ft., or 15% of the NUBC facility. A copy of staff's review accompanies this report, along with the following meeting minutes, reports, reviews and other communications, as background:

- Staff Report for September 28, 2015 City Council meeting
- 2015-09-14 City Council meeting minutes
- Staff Report for August 10, 2015 City Council meeting
- Staff Report for July 27, 2015 City Council meeting
- Excerpt of Staff Report for July 7, 2015 City Council meeting
- Staff Report for May 11, 2015 City Council meeting, which included May 1, 2015 Staff Memo to the Planning Commission
- Staff Report for April 27, 2015 City Council meeting
- Staff Report for April 13, 2015 City Council meeting
- Excerpt of Staff Report for March 9, 2015 City Council meeting
- Excerpt of Staff Report for February 19, 2015 City Council meeting
- Staff Memo dated, January 29, 2015 to Planning Commission.

During the public hearing, Commissioner Donaldson questioned the proposed amendments to the zoning ordinance and felt any amendments to the zoning ordinance needed to be considered before the approving NUBC's request. To give Council some context, when the Planning Commission determined the proposed use should require special use approval (on September 8, 2015), the Commission directed staff to include additional set of standards when considering the proposed use as a microbrewery, in the RD zoning district based on standards from San Diego, CA (refer to May 1, 2015 Staff Memo). Therefore, when staff prepared her report, the following standards were provided for the Commission's consideration:

Proposed Definition:

- A microbrewery means a facility that produces in total less than 60,000 barrels of beer per year. It may include a tasting room, restaurant and retail space for on and off-site consumption.

This definition reflects the definition used by the State of Michigan for licensing.

Proposed amendment to Tasting Room definition:

- A tasting room is 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. Food service may include a restaurant. 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.

Proposed Special Use Standards:

- In the RD zoning district, microbreweries shall have a minimum of 12,000 square feet of gross floor area, and may be permitted to have tasting room and/or restaurant, as an accessory use, subject to applicable state and local regulations. The square footage of the accessory tasting room and/or restaurant shall not exceed 15% of the gross floor area of the microbrewery facility.

NUBC is licensed by the State of Michigan as a microbrewery. The NUBC facility is 68,000 square feet. It would meet the minimum gross floor area standard proposed above. The existing tasting room measures 5,820 sq. ft., which is 9% of the NUBC facility. The proposed dining area measures 4,331.25 sq. ft., or 6% of the facility. The total area of the tasting room and proposed dining area would not exceed 15% of the gross floor area of the NUBC facility.

Staff also explained that the beauty of the special land use approval tool was that it provided the Planning Commission/City Council with the authority to establish conditions (as part of a special land use approval process), which were not in the zoning ordinance. In addition, the Planning Commission and/or City Council could choose to amend the zoning ordinance to include such standards or not. Consensus of the Planning Commission was to hold a public hearing in November to consider the above cited standards.

Also during the public hearing Mrs. Fisher questioned if the Dexter Business and Research Park would be in jeopardy of losing its certification status if the proposed expansion to the tasting room to include a dining area was approved. The answer was no, it would not jeopardize the Park's certification.

At the meeting the Commission was informed that although the public hearing had been noticed pursuant to the requirements of Public Act 110 of 2006 (the Zoning Enabling Act), as amended, the additional notification measures routinely taken by the city had not been completed (i.e. Facebook, email blast, etc.). Commissioner Smith expressed concerns that the city's process for communicating public hearings had not been followed and recommended the Planning Commission to hold another public hearing. Commissioner Carty cautioned the board that while having additional notification was a way to communicate with the public, it wasn't required by law and as such, the Commission should take care in requiring another public hearing. Chairman Kowalski asked to applicant is he would mind participating in another public hearing. The applicant agreed.

Mr. Smith made the following motion, which was supported by Mr. Donaldson:

Based on the information provided at the October 5, 2015 Planning Commission meeting and pursuant to Section 8.03, Special Land Use review standards, the Planning Commission moves to postpone the Special Land Use request submitted for an expansion of the tasting room at Northern United Brewing Company (NUBC) to include a restaurant, and continue the Public Hearing on November 2, 2015 to allow for additional public comment.

A second public hearing notice was published in the Sun Times on October 14, 2015. The public hearing notice to consider amendments to the zoning ordinance was published in the Sun Times on October 14, 2015.

Other updates:

- Retail Market Study: Staff received word that Washtenaw County approved the Chamber's request for a mini grant to conduct a retail market study. Staff is coordinating with the Chamber regarding the next steps. In the meantime, staff is working with the consultant regarding the project schedule. Kick-off and introduction of the web based business survey may be scheduled for the Council's first meeting in November.
- The final Target Market Analysis report was presented on October 7th. A copy of the executive summary and handout are attached for your convenience. Results of the TMA are based on rigorous data analysis and modeling, and include a detailed study of in-migration into the city; internal migration within the city; and movership rates by tenure and lifestyle cluster.

Key criteria to identify target markets (TM) include:

- TM propensity to choose urban settings over suburban or rural places.
- TM propensity to choose attached rather than detached housing units.

There are 71 possible lifestyle target markets assigned to the United States. Twelve (12) moderate target markets and 6 upscale target markets were identified. Each target market is unique and has varying propensities for tenure (renter v. owner), price the target market is willing to pay (contract rent v. home value), housing type desired (attached v. detached), and location (urban v. suburban/rural). The report also includes descriptions of the lifestyle target markets.

For Dexter, combining the upscale target markets with the moderate target markets has the effect of doubling the total market potential, in other words, a 100% lift.

The TMA also presents both "conservative" and "aggressive" scenarios. The conservative scenario is based on gross in-migration of households into the city (unadjusted for out-migration) over a 5-year period. The aggressive scenario is based on both in-migration, plus households moving within the city over a 5-year period.

The report identified row houses, townhouses and small to large multiplexes as appropriate for Dexter. Such projects should be designed for 6 to 20+ units per building. The report suggests that Dexter should build only one large (20+ units) project each year for the next 5 years.

The report also recommends the potential for detached houses in the City would be met by focusing on the rehabilitation of the existing detached housing stock.

According to the report, over the course of the next 5 years, the potential for some type of attached housing product is outlined in the table below:

Annual Market Potential by Tenure and Scenario						
	Conservative Scenario			Aggressive Scenario		
	<u>Owners</u>	<u>Renters</u>	<u>Total</u>	<u>Owners</u>	<u>Renters</u>	<u>Total</u>
Moderate	5	47	52	15	109	124
Upscale	1	50	51	6	107	113
Total	6	97	103	21	216	237

From: [Tony Grant](#)
To: maniol@dextermi.gov; [Village of Dexter Water & Sewer Utilities](#); [Dan Schlaff](#); bselover@fv-operations.com
Cc: gwilsonwcci@gmail.com; daemon@nubco.net; rjeffries@nubco.net; "Jon Carlson"
Subject: Quick update
Date: Wednesday, October 14, 2015 5:24:20 PM

Hi Michelle,

Per our discussion today I wanted to send you (and I have the team on copy as well) a quick update on the installation / turn-on of our waste collection system. As of the end of last week the final piece for the spent grain silo was delivered and installed. The last piece for that is the electrical connection which should be completed this week and when we spoke earlier I mistakenly said it was all complete.

We will then be testing out and starting to use the collection system over the next few weeks and at that point it is "operational"! Once we are operational we will obviously continue our testing as we have been and we can all analyze the results and hopefully see a significant improvement and (hopefully) results that put us into our permitted limits.

Also, as we discussed, I have the quarterly progress report due to Andrea and team at the end of the month and by that time I should be able to state that we have been using the system for X number of days and officially state it is up and running.

Please let me know if this is sufficient for what you think we need!

Warm regards,

Tony

Tony Grant
Northern United Brewing Company
CEO / CFO
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www.nubco.net

STAFF REVIEW

To: Chairman Kowalski and Planning Commission
Courtney Nicholls, City Manager

From: Michelle Aniol, Community Development Manager

Re: #2015-03 Expansion of the Tasting Room to include a Dining Area at 2319 Bishop Circle E

Applicant: Northern United Brewing Company (NUBC), Jon Carlson, representing

Zoning: RD Research and Development District

Date: October 2, 2015

PROPOSAL

Northern United Brewing Company (NUBC) submitted an Application for Special Land Use for an expansion of its tasting room to include a dining area. The proposed dining area would be known as NULL 2. NULL stands for Northern United Liquid Libations. The area of the proposed dining area measures 4,331.25 sq. ft., or 6% of the 68,000 sq. ft. facility. The area of the existing tasting room, known as NULL Tap Room, is 5,820 sq. ft., which is 9% of NUBC's entire facility. Together, the total area of the existing taproom and proposed dining area would be 10,151.25 sq. ft., or 15% of the NUBC facility.

BACKGROUND

On September 8, 2015, following the process set forth in Section 3.07, Uses Not Otherwise Included within a District, the Planning Commission determined the expansion of the tasting room to include a dining area, at Northern United Brewing Company, which together work not exceed 15% of the total gross floor area of the existing NUBC facility, located at 2319 Bishop Circle E is a compatible use within the RD Research and Development zoning district. Furthermore, the Planning Commission determined the proposed dining area is permitted in the RD zoning district as a special land use, subject to the following conditions:

1. Link the special land use to the brewery use, with standards to be provided by staff based on the San Diego model.

SPECIAL LAND USE PROCEDURES

The intent of the special land use process is to regulate uses that may be compatible with uses in some, but not all, locations within a particular zoning district. The special land use process is designed to accomplish the following:

- Provide a mechanism for public input on decisions involving more intense land uses.
- Establish criteria for both new development and infill/redevelopment consistent with the City's land use goals and objectives as stated in the City Master Plan.
- Regulate the use of land on the basis of impact to the City overall and adjacent properties in particular.
- Promote a planned and orderly development pattern which can be served by public facilities and service in a cost-effective manner.
- Ensure uses can be accommodated by the environmental capability of specific sites.
- Provide site design standards to diminish negative impacts of potentially conflicting land uses.
- Provide greater flexibility to integrate land uses within the City.

The process for special land use requires the Planning Commission to conduct a public hearing, followed by a recommendation of approval, denial or approval with conditions to City Council. City Council is responsible for taking final action to approve, deny or approve with conditions.

SPECIAL LAND USE CONSIDERATIONS

Staff has reviewed the proposed special land use with respect to the general review standards listed in Section 8.03 of the Zoning Ordinance, and offers the following comments for your consideration:

- A. *The Special Land Use will be consistent with the goals, objective and future land use plan described in the Dexter Master Plan.*

According to the Master Plan the goal for industrial development is to promote quality, job producing economic development with the City that serves the needs of residents. Objectives to meet this goal focus on responsible use of land, good stewardship of natural features and resources, quality site and building design, redevelopment of brownfield sites, future growth and expansion of Dexter Business and Research Park, promotion and coordination of activities aimed at improving the business climate within the City, fostering job creation, minimizing negative impacts on non-industrial areas, and collaboration with the MEDC and Ann Arbor SPARK.

The Future Land Use Map in the current Dexter Master Plan classifies the subject site as Research Development. The intent of the Research Development land use classification is to provide a diverse range of wholesale, parts assembly, high-tech industry, research facilities, laboratories and light fabrication operations.

The proposed operation will employ twelve (12) people, according to materials submitted by the applicant.

The proposed use would be accessory to the principal use, a microbrewery operation. NUBC is a craft/artisan brewer. The craft/artisan brewing process is the embodiment of research and development, testing and production. The proposed restaurant is an extension of this process. For the proposed restaurant, NUBC will develop a creative and distinctive menu of food fare designed to compliment the main attraction – its sour oak-aged ales and craft beers.

The proposed use is consistent with the goals, objectives and intent of the Master Plan.

- B. *The Special Land Use will be consistent with the stated intent of the zoning district.*

Property in DBRP is zoned RD Research Development District. According to Section 17.02, sub-section B of the Zoning Ordinance, principal permitted uses in the RD District included manufacturing, compounding, processing, packaging or treatment of such products as, but not limited to: bakery goods, candy, cosmetics, pharmaceuticals, toiletries, food products, non-animal agricultural products, hardware and cutlery, tools, die, gauge and machine shops. Uses such as, smelting or other similar processing of raw ores and metals, petroleum products and products with petroleum bases, from asphalt to perfume, and slaughtering and/or processing of animals and animal parts are not permitted. Therefore expansion of food production is a permitted use in the RD District.

Other uses listed in Section 17.02, sub-section B, as being permitted within the RD District, include printing operations, laboratories, storage of materials to be used on site and of products made on-site, testing facilities, retail/showroom for goods manufactured on site or in conjunction with site operations, not to exceed 15% of the total gross floor area; and accessory uses.

As stated previously, the Planning Commission determined the proposed use, which together with the tasting room, would not exceed 15% of the total gross floor area of the existing NUBC facility, is a compatible use within the RD Research and Development zoning district.

- C. *The Special Land Use will be designed, constructed, operated and maintained to be compatible with, and not significantly alter, the existing or intended character of the general vicinity in consideration of environmental impacts, views, aesthetics, noise, vibration, glare, air quality, drainage, traffic, property values or similar impacts.*

Hours of operation would be 11 am to 11 pm seven days a week. The proposed use measures 4,331.25 square foot. Total seating would accommodate 109 occupants. The proposed use will not increase or produce negative environmental impacts, noise, vibration, glare, air quality, drainage, views, aesthetics or property values. In regards to traffic staff consulted the Institute of Traffic Engineers (ITE) Trip Generation Manual. The ITE Manual does not have a category for a "restaurant with bar", or a "tasting room" and/or "dining area within a brewery. Therefore, the standard for a quality restaurant is used for this review.

The ITE average daily traffic (ADT) count for a quality restaurant is 89.95 trips per 1,000 square feet of gross floor area. When that standard is applied, the proposed use would generate approximately 390 vehicle trips per day. Whereas, application of the specialty retail standard (40.67 trips per 1,000 square feet of gross floor area) would produce 236 vehicle trips per da. It must be noted, using the quality restaurant standard is not an apples to apples comparison. It's logical to conclude the proposed use is likely to produce between 236 and 390 vehicle trips per day. The ADT count in the Dexter Business and Research Park is 6,430. The proposed use would generate between 2.7 and 6% of the ADT in the DBRP.

- D. *The Special Land Use will not significantly impact the natural environment. No additional impacts to the natural environment are anticipated since the site is already developed.*
- E. *The Special Land Use can be served adequately by public facilities and services such as police and fire protection, schools, drainage structures, water and sewage facilities, and refuse disposal.*

The site is currently served adequately by public facilities and services. Currently, NUBC is in the process of implementing a supplemental treatment system that would significantly reduce the waste strength and utilize the waste to generate electrical and gas utilities on-site. This new treatment system secured the company a \$200,000 grant from the Michigan Department of Agriculture and Rural Development (MDARD), and is expected to reduce biological oxygen demand and total suspended solids ("TSS") discharged to the City treatment plant to below the permitted levels.

The applicant will be required to pay any utility capital charges resulting from the change of use and intensity of use, if applicable. Additionally, the applicant will be required to install grease, oil, and sand interceptors, in accordance with Article IV, Sewer Service, of the City of Dexter Code of Ordinances.

- F. *The proposed use shall be of a nature that will make vehicular and pedestrian traffic no more hazardous than is normal for the district involved.*

The proposed use is not expected to make vehicular and pedestrian traffic no more hazardous than is normal.

- G. *The proposed use shall be such that the location and height of buildings or structures, and the location, nature and height of walls, fences, and landscaping will not interfere with or discourage the appropriate development and use of adjacent land and buildings or unreasonably affect their value.*

The proposed use will be located within an existing structure and is not likely to discourage future development and use of land/building within the DBRP, or unreasonably affect property values.

- H. *The proposed use shall be designed, located, planned, and operated to protect the public health, safety, and welfare.*

According to the McDonald Center at the University of Notre Dame, having food in ones stomach will help slow down the processing of alcohol. The proposed use would not produce negative impacts to the health, safety, or welfare to the public.

ADDITIONAL SPECIAL LAND USE STANDARDS

As sited above, the Planning Commission determined an additional set of standards needed to be established when considering the proposed use in a microbrewery, in the RD zoning district. The following standards are offered for consideration:

Proposed Definition:

- A microbrewery means a facility that produces in total less than 60,000 barrels of beer per year. It may include a tasting room, restaurant and retail space for on and off-site consumption.

This definition reflects the definition used by the State of Michigan for licensing.

Proposed amendment to Tasting Room definition:

- A tasting room is 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. Food service may include a restaurant. 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.

Proposed Special Use Standards:

- In the RD zoning district, microbreweries shall have a minimum of 12,000 square feet of gross floor area, and may be permitted to have tasting room and/or restaurant, as an accessory use, subject to applicable state and local regulations. The square footage of the accessory tasting room and/or restaurant shall not exceed 15% of the gross floor area of the microbrewery facility.

NUBC is licensed by the State of Michigan as a microbrewery. The NUBC facility is 68,000 square feet. It would meet the minimum gross floor area standard proposed above. The existing tasting room measures 5,820 sq. ft., which is 9% of the NUBC facility. The proposed dining area measures 4,331.25 sq. ft., or 6% of the facility. The total area of the tasting room and proposed dining area would not exceed 15% of the gross floor area of the NUBC facility.

CONCLUSIONS

1. The proposed use is consistent with the goals, objectives and intent of the Master Plan.
2. Expansion of the tasting room to include a dining area is a compatible use within the RD Research and Development zoning district.
3. The proposed use will not increase or produce negative environmental impacts, noise, vibration, glare, air quality, drainage, views, aesthetics or property values.
4. The proposed use would generate between 2.7 and 6% of the ADT in the DBRP.
5. No additional impacts to the natural environment are anticipated.

6. The site is currently served adequately by public facilities and services.
7. NUBC is implementing a supplemental treatment system that will significantly reduce the waste strength and utilize the waste to generate electrical and gas utilities on-site.
8. The proposed use may result in utility capital charges.
9. The proposed use is subject to the requirements of Article IV, Sewer Service, of the City of Dexter Code of Ordinances.
10. The proposed use is not expected to make vehicular and pedestrian traffic no more hazardous than is normal.
11. The proposed use will not produce negative impacts to the health, safety, or welfare to the public.
12. The current NUBC facility meets the minimum gross floor area for a microbrewery.
13. The total area of the tasting room and proposed dining area would not exceed 15% of the gross floor area of the NUBC facility.

SUGGESTED MOTIONS – Expansion of Tasting Room to include a Dining Area

Based on the information provided by the applicant and staff at the October 5, 2015 Planning Commission meeting and pursuant to Section 8.03, Special Land Use review standards, the Planning Commission recommends that the City Council (**APPROVE/ DENY**) the Special Land Use application for an expansion of the tasting room at Northern United Brewing Company (NUBC), located at 2319 Bishop Circle E, to include a restaurant, subject to the following conditions:

1. The total area of the tasting room and proposed dining shall not exceed 15% of the gross floor area of the NUBC facility;
2. Sewer discharge must be at or below permitted levels, and
3. Amendments to the zoning ordinance shall be adopted to include the definition of a microbrewery and special land use standards, as cited herein.

OR

Based on the information provided at the October 5, 2015 Planning Commission meeting and pursuant to Section 8.03, Special Land Use review standards, the Planning Commission moves to (**POSTPONE**) the Special Land Use request submitted for an expansion of the tasting room at Northern United Brewing Company (NUBC) to include a restaurant, to allow the applicant more time to address the following:

1. _____
2. _____
3. _____

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

Thank you.

Memorandum

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

From: Michelle Aniol, Community Development Manager

Re: Report for September 28, 2015 Council Meeting

Date: September 22, 2015

- Staff followed up with Mr. Haeussler regarding the letter he emailed the City on September 10, 2014. During our telephone conversation, Mr. Haeussler stated he spoke with Scio Township Supervisor, Spaulding Clark 3 to 4 weeks ago. He said he informed Mr. Clark that he would "go to the City" for annexation. He was not forthcoming about Mr. Clark's reaction. Staff confirmed that Mr. Haeussler spoke with Supervisor Clark. Courtney spoke with Supervisor Clark who stated that at this time, he does not anticipate that the Scio Township Board will be supportive of an annexation request.

Mr. Haeussler also said that the property is zoned for the type of development he has in mind, and he would "want" to put in a private wastewater treatment facility. He said he knows he would have to participate financially in any capacity study and/or improvements to increase capacity the public utilities system would need, in order to serve his desired development, and he wants to get that discussion started.

One thing he mentioned was that he has a surface water discharge permit that would allow him to build a private WWT facility. He would be discharging in to Mill Creek. I contacted Deb Snell with MDEQ. She is checking to see if there is a valid permit.

Related to this issue, staff received an email from Councilman Smith regarding the City's ability to plan for land uses adjacent to, but outside the city boundaries. Prior to the Planning Commission initiating any discussion, staff would like some direction from City Council on this issue.

- Staff received a request from Northern United Brewing Company for a meeting to discuss Industrial Revenue Bonds. A meeting has been scheduled for September 30th. Staff, Economic Development Corporation (EDC) President, Jim Carson and EDC Bond Counsel, Tom Colis will meet with Tony Grant, NUBC CEO and James Toner, NUBC Corporate Counsel.
- Last week MEDC laid-off a third of its work force. Staff was informed that our Business Development Manager (BDM) David Kurtycz was not laid-off, but he has been re-assigned. Staff is working with Ann Arbor SPARK to determine who our new BDM will be.
- It's that time of year again; time to update the CIP. The capital improvements plan (CIP) outlines a schedule of public service expenditures over the ensuing five-year period (fiscal years 2015-2020) and beyond. The CIP does not address all of the capital expenditures for the City, but provides for large, physical improvements that are permanent in nature, including the basic facilities, services, and installations needed for the functioning of the community. These include transportation systems, utilities, municipal facilities and other miscellaneous projects.

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

Sept 14, 2015
CC Meeting minutes

- Question - How much time did the NUBCo. evaluation take? (We are keeping track of it. We have been in contact with them, and they are going to have the excess product hauled away.)
- Mr. Schlaff reported that work is continuing on Grand and Hudson. There is more work to be done on Huron Ct.
- Mr. Smith commented that a school bus went into a ditch at Grand and Hudson. (I did not hear about the incident.)

2. Community Development Manager – Michelle Aniol

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

- Ms. Aniol reported that she had received a question from bus transportation regarding the trimming of a tree at Baker and Hudson.
- Question – Spice Box on Central has two signs, is that excessive? (I will look into it.)
- Ms. Aniol reported that the final Target Market Analysis report is available on Drop Box. Ms. Woods will be giving the final presentation on Thursday, October 7th at the Dexter Library at 5:00pm.
- Ms. Aniol reported that the Downtown Development RFQ developer interviews will take place on September 29th at the Dexter Library at 5:00pm. The interviews will incorporate lessons learned from the Kalamazoo developer interviews. It will be a public forum. Committee members will get to interact with developers, then go back to the City office to debrief.
- Ms. Aniol provided a zoning ordinance update. The Supreme Court ruled on a signage case that reinforced that communities are not able to regulate content.
- Question – What is considered commercial content? (If you are selling something. It is not very clear.)
- Question – What designates content? (If you have to read the sign.)
- Ms. Aniol reported that the Schools and MC3 are reaching out to Dexter businesses. Staff was asked to assist with contact information for the school's business listing. They have asked to give a presentation at the next business summit.
- Ms. Aniol reported that a pre-application meeting was held for Hotel Hickman. The Committee liked the aesthetics of the proposed outdoor seating area. Scott from Hotel Hickman will submit an application, and then go through the regular meeting schedule. His goal is to be on the November Planning Commission agenda.
- Question - Who was supposed to be on the Pre-Application Committee? (Joe Semifero, Julie Knight, Matt Kowalski, Tom Phillips, and Shawn Keough. Donna stepped in for Joe Semifero and Matt Kowalski had a scheduling conflict.)
- Question – Does he [Scott from Hotel Hickman] own the flower store? (He has a purchase agreement. Most of the Flower store space will be retail for their specialty goods.
- Ms. Aniol reported that there is over 1,000,000 sq. ft. of gross floor space in the Industrial Park. However, there are no lots for sale.
- Question – Do we know why there are no parcels are for sale in the Industrial Park? (The remaining vacant parcels are owned by existing businesses and are being held for future expansions.)
- Ms. Aniol reported that Northern United Brewing Company went to the Planning Commission to determine whether there is compatibility for on-site

dining; and whether it is a compatible use or special use approval. Planning Commission voted 5-2 that it is compatible and should be special use.

Northern United Brewing Company will be coming back for their special use approval.

- Ms. Aniol also reported that Northern United Brewing Company received a \$200,000 grant, the full amount, from the Michigan Department of Agriculture for its wastewater study. They need to raise additional capital. The total project is \$700,000.
- Ms. Aniol reported that Victoria Condos sold its first unit in the six building unit.
- Question – When we went through the process in 2003, they needed to file homeowner’s exemptions on the development agreement. Are we monitoring this? (I will check into it.)
- Ms. Aniol reported that Dextech is being re-inspected for zoning compliance and the Dan Hoey property will be on the next agenda.
- Council Member Smith commented that he was one of the ones that voted against the Northern United Brewing Company’s special use approval. ~~This is because he believes he heard that City Council did not want a restaurant in the Industrial Park. He understood that when the Council heard the original application that it wasn’t for a restaurant but for a tasting room~~ It has also become a full-fledged bar. Council Member Tell stated that it is not going to be treated like any other restaurant in the City with regards to City regulations or County health regulations. He feels that it should be in-line with other restaurant approvals.
- Question – Member Smith asked Ms. Aniol to provide Council with the benefits of attending the conferences that you send to Council? What is the benefit to Dexter? (All conferences are geared to educate elected officials and attendees or introduce them to topics or concepts that they may be experiencing or could experience.)
- Question – With regard to signs, one option would be to say “no temporary signs,” correct? (Yes, I believe so.)
- Is it limited geographically? (The geography is not the issue. The problem is the categorization of signs.)
- The City Council engaged Ms. Aniol in a discussion about Northern United Brewing Company’s proposed tasting room expansion.
- Mayor Keough stated that he would like the Economic Development Preparedness Committee to discuss what process the City will take after the interviews to select a developer. He commented that he would like to have a vision in case the developers ask. He also asked Matt Kowalski to participate. Council engaged in discussion about the process.
- Mayor Keough commented that all Council Members received a letter from Jim Haeussler. He asked City Council how they would like to proceed with having the discussion about this development. Discussion followed. Council directed Ms. Aniol to follow-up with Mr. Haeussler to find out if he has spoken with Scio Township and then report back to Council.

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

None

Memorandum

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

From: Michelle Aniol, Community Development Manager

Re: Report for August 10, 2015 City Council Meeting

Date: August 4, 2015

Business Developments

- Northern United Brewing Company (NUBC) submitted an Application for Interior Remodeling to install a production kitchen, display kitchen and food tasting room, to be known as NULL 2, at its facility at 2319 Bishop Cr E. NULL stands for Northern United Liquid Libations. The area of the food tasting room is 4,331.25 sq. ft., or 6% of NUBC's 68,000 sq. ft. facility. The area of the existing tasting room, known as NULL Tap Room, is 5,820 sq. ft., which is 9% of NUBC's entire facility. Together, the total area of the existing (beverage) tasting room and the proposed food tasting room would be 10,151.25 sq. ft., or 15% of the NUBC facility.

At its meeting on September 8th, and in accordance with Section 3.07 the Planning Commission will determine the compatibility of the proposed food tasting room in the RD Research zoning district. If the proposed use is determined to be compatible, the Planning Commission would then determine if the proposed use should be regulated as a permitted or special land use. Establishment of conditions or development standards would then be established.

- The Beer Grotto submitted an Application for Special Land Use Approval for Outdoor Seating. The Planning Commission will hold a public hearing regarding this case on September 8, 2015.
- Hotel Hickman has submitted a conceptual plan for a covered patio between Flower Shop and Hotel Hickman. Staff would like to schedule a meeting with the pre-application committee to review the concept plan before formal application is made.
- Oxford Companies installed new ground signs at Dexter Crossing.

Miscellaneous Updates

- Over the next few weeks Arbor Care Tree Surgeons will be conducting tree trimming along Dexter – Ann Arbor Road, between Dan Hoey and Meadowview. Notifications have been sent to residents.
- FINAL REMINDER: The Michigan Department of Natural Resources (MDNR) Natural Resources Trust Fund (NRTF) Board will be traveling to Dexter on Tuesday, August 18, 2015, between 2:00 & 3:00 pm. Dexter is the last stop on a tour of communities that have received Trust Fund grants for recreation amenities. The Board will visit Mill Creek Park, and tour the pathway from downtown to the link with the HCMA trail. Dexter's Mill Creek Park is an excellent example of the convergence of a pedestrian/bicycle path, a water trail and rural/urban environments within a quintessential Michigan downtown. City administration and staff have been asked to coordinate a "warm welcome" that's uniquely Dexter. All elected and appointed officials are encouraged to welcome the Trust Fund Board.
- A Target Market Analysis (TMA) Tutorial was held on Tuesday, July 28, 2015 at 2:45 pm at the Dexter District Library. The TMA Tutorial was a 1 ½-hour session presented by Sharon Woods. Ms. Woods firm, Landuse USA has been hired to conduct the TMA Analysis. Ms. Woods explained her

Prior to the Tutorial, Ms. Woods conducted a driving tour of the city. Mr. Carson arranged for a WAVE bus to transport Ms. Woods, staff, City Manager, Courtney Nicholls, Councilman Jim Smith and resident John Hansen. The tour started in the downtown and traveled throughout the city. The tour focused on the following three (3) questions:

1. Attached Urban Housing

What are the existing choices among attached housing units in Dexter, such as stacked flats or lofts above street-front retail, row houses, townhouses, condominiums, and adaptive reuse of historic buildings, as well as any conventional apartment buildings?

2. Reinvestment Projects

What are Dexter's "biggest and best" redevelopment and reinvestment projects; either recently completed, underway, or proposed. Include any significant projects that are just waiting for the right developer or investor. These can be residential, retail, or mixed-use projects.

3. Placemaking

What makes your community particularly unique? During the tour, we pointed out success stories that relate to Placemaking, such as Mill Creek Park, and the downtown streetscape improvements, to name a couple.

- Northern United Brewing Company (NUBC) submitted an Application for Interior Remodeling to install a production kitchen, display kitchen and food tasting room, to be known as NULL 2, at its facility at 2319 Bishop Cr E. NULL stands for Northern United Liquid Libations. The area of the food tasting room is 4,331.25 sq. ft., or 6% of NUBC's 68,000 sq. ft. facility. The area of the existing tasting room, known as NULL Tap Room, is 5,820 sq. ft., which is 9% of NUBC's entire facility. Together, the total area of the existing (beverage) tasting room and the proposed food tasting room would be 10,151.25 sq. ft., or 15% of the NUBC facility.

At its meeting on September 8th, and in accordance with Section 3.07 the Planning Commission will determine the compatibility of the proposed food tasting room in the RD Research zoning district. If the proposed use is determined to be compatible, the Planning Commission would then determine if the proposed use should be regulated as a permitted or special land use. Establishment of conditions or development standards would then be established.

- Staff met with MEDC and Northern United Brewing Company (NUBC) last week to discuss the Michigan Department of Agriculture (MDARD) Strategic Growth Initiative Grant. As you will recall, the purpose of this initiative is to remove barriers and leverage opportunities identified by food producers, agri-business, and those in agriculture production, as critical to business development and growth. NUBC will be applying for the grant to do a pilot study of a bio-electrically enhance wastewater treatment system. The system has the potential to
 - reduce the high nutrient waste stream that is sent to public wastewater treatment facilities by breweries and other food producers;
 - produce methane gas that businesses could use in their facilities for process heating and potential electrical generation;
 - facilitate water reuse at the businesses facility;
 - reduce solids generated by breweries and food producers, compared to other conventional systems; and
 - stabilize treatment operation across daily variable flows and loads.

Across the state, breweries and food producers are having difficulty expanding their operations because small community wastewater treatment facilities cannot handle the high levels of BOD and other nutrient rich waste streams that these industries produce. If NUBC's grant is approved, and the pilot project proves effective, the benefits will be statewide. To help NUBC's grant efforts, the City is providing the following information/support to NUBC's application:

- Letters of support (City and F&V).
 - Summary of the measures City has taken to help address wastewater treatment issues.
 - Articulate and quantify the potential impact the pilot could have on the City's WWTP (this information will be taken from the PowerPoint that Dan, Blair and you presented last year).
- The Beer Grotto submitted an Application for Special Land Use Approval for Outdoor Seating. This case will be considered by the Planning Commission on September 8, 2015.

DDA Updates:

- The submittals to the Downtown Redevelopment Opportunity RFQ were reviewed by staff, and an ad-hoc committee comprised of Don Darnell and Tom Covert (from the DDA), and Jim Carson and Donna Fisher (from the Economic Development Preparedness Committee). The purpose of the RFQ was to help the city/DDA identify a development partner based on qualifications, not a concept or design plan. The review committee is recommending that all three firms be interviewed.

All three respondents appear to have experience in urban mixed-use redevelopment and the ability to secure financing. The interviews will help the City and DDA determine brownfield redevelopment experience. The interviews will also help to determine each firm's ability to conduct a design charrette.

- Staff is reviewing the 4 proposals received for the Retail Market Study project. A report and recommendation will be provided to the DDA and City Council at their August meetings.
- Staff, Jim Carson and Donna Fisher attended the Kalamazoo developer interviews on Thursday, July 16th. Kalamazoo received 3 responses to their RFQ. All three were scheduled to be interviewed, but one dropped out at the last minute. The interviews we witnessed were very informative. We also had an opportunity to talk with a representative from one of the firms.

Memorandum

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

From: Michelle Aniol, Community Development Manager

Re: Report for July 27, 2015 City Council Meeting

Date: July 20, 2015

- **Reminder:** There will be a **Target Market Analysis (TMA) Tutorial on Tuesday, July 28, 2015** at 2:45 pm at the Dexter District Library. The TMA Tutorial is a 1-hour session presented by Sharon Woods. Ms. Woods firm, Landuse USA has been hired to conduct the TMA Analysis. Ms. Woods will explain her approach and methodology for the TMA. She will also describe current housing trends that are unique to Dexter and our partner communities, Chelsea, Saline and Ypsilanti, along with an explanation of the national trends that are driving a renewed interest in downtown living. Elected and appointed officials, residents and business owners, local developers and real estate professionals had been invited to the Tutorial.

Prior to the Tutorial, Ms. Woods will conduct a driving tour of the city. Mr. Carson can make arrangements for a WAVE bus. Currently, we have room for 6 more people. All elected and appointed officials have been invited.

The following are three (3) questions Mr. Woods would like us to address during the driving tour:

1. Attached Urban Housing
Please show us the existing choices among attached housing units in your urban areas, such as stacked flats or lofts above street-front retail, row houses, townhouses, condominiums, and adaptive reuse of historic buildings. Also, please point out any conventional apartment buildings.
2. Reinvestment Projects
Show us your "biggest and best" redevelopment and reinvestment projects; either recently completed, underway, or proposed. Include any significant projects that are just waiting for the right developer or investor. These can be residential, retail, or mixed-use projects.
3. Placemaking
What makes your community particularly unique? During the tour, point out any success stories that relate to Placemaking, such as complete streets initiatives, streetscape improvements, or unique amenities.

- Staff met with MEDC and Northern United Brewing Company (NUBC) last week to discuss the Michigan Department of Agriculture (MDARD) Strategic Growth Initiative Grant. As you will recall, the purpose of this initiative is to remove barriers and leverage opportunities identified by food producers, agri-business, and those in agriculture production, as critical to business development and growth. NUBC will be applying for the grant to do a pilot study of a bio-electrically enhance wastewater treatment system. The system has the potential to

- reduce the high nutrient waste stream that is sent to public wastewater treatment facilities by breweries and other food producers;

- o produce methane gas that businesses could use in their facilities for process heating and potential electrical generation;
- o facilitate water reuse at the businesses facility;
- o reduce solids generated by breweries and food producers, compared to other conventional systems; and
- o stabilize treatment operation across daily variable flows and loads.

Across the state, breweries and food producers are having difficulty expanding their operations because small community wastewater treatment facilities cannot handle the high levels of BOD and other nutrient rich waste streams that these industries produce. If NUBC's grant is approved, and the pilot project proves effective, the benefits will be statewide. To help NUBC's grant efforts, the City is providing the following information/support to NUBC's application:

- o Letters of support (City and F&V).
- o Summary of the measures City has taken to help address wastewater treatment issues.
- o Articulate and quantify the potential impact the pilot could have on the City's WWTP (this information will be taken from the PowerPoint that Dan, Blair and you presented last year).

- **DDA Updates:**

- o The submittals to the Downtown Redevelopment Opportunity RFQ were reviewed by staff, and an ad-hoc committee comprised of Don Darnell and Tom Covert (from the DDA), and Jim Carson and Donna Fisher (from the Economic Development Preparedness Committee). The purpose of the RFQ was to help the city/DDA identify a development partner based on qualifications, not a concept or design plan. The review committee is recommending that all three firms be interviewed.

All three respondents appear to have experience in urban mixed-use redevelopment and the ability to secure financing. The interviews will help the City and DDA determine brownfield redevelopment experience. The interviews will also help to determine each firm's ability to conduct a design charrette.

The submittals will be provided to the DDA on Thursday, July 23rd.

- o Staff is reviewing the 4 proposals received for the Retail Market Study project. A report and recommendation will be provided to the DDA and City Council next month.
- o Staff, Jim Carson and Donna Fisher attended the Kalamazoo developer interviews on Thursday, July 16th. Kalamazoo received 3 responses to their RFQ. All three were scheduled to be interviewed, but one dropped out at the last minute. The interviews we witnessed were very informative. We also had an opportunity to talk with a representative from one of the firms. Staff, Ms. Fisher and Mr. Carson can provide more details at your meeting.

Staff anticipates the DDA and Council will identify a preferred vendor. Once a choice is made, staff will forward the grant application to Chamber for execution and submission to the County.

Development News

- The building at 8060 Main Street (formerly the home of Huron Camera and Absolute Computer) is officially on the market. Staff has reached out to the broker and the owner, Old National Bank.

Miscellaneous Updates

- There will be a Target Market Analysis (TMA) Tutorial on Tuesday, July 28, 2015 at 2:45 pm at the Dexter District Library. The TMA Tutorial is a 1-hour session presented by Sharon Woods. Ms. Woods firm, Landuse USA has been hired to conduct the TMA Analysis. Ms. Woods will explain her approach and methodology for the TMA. She will also describe current housing trends that are unique to Dexter and our partner communities, Chelsea, Saline and Ypsilanti, along with an explanation of the national trends that are driving a renewed interest in downtown living. Elected and appointed officials, residents and business owners, local developers and real estate professionals are invited to the Tutorial.
- The Michigan Department of Natural Resources (MDNR) Natural Resources Trust Fund (NRTF) Board will be traveling to Dexter on Tuesday, August 18, 2015. Dexter is the last stop on a tour of communities that have received Trust Fund grants for recreation amenities. The Board is expected to arrive around 2 pm and will visit Mill Creek Park. Dexter's Mill Creek Park is an excellent example of the convergence of a pedestrian/bicycle path, a water trail and rural/urban environments within a quintessential Michigan downtown. City administration and staff have been asked to coordinate a "warm welcome" that's uniquely Dexter. All elected and appointed officials are encouraged to welcome the Trust Fund Board.
- The Michigan Department of Agriculture (MDARD) released the Strategic Growth Initiative Grant. The purpose of this initiative is to remove barriers and leverage opportunities identified by food producers, agri-business, and those in agriculture production. As you may recall, Northern United Brewing Company has indicated a desire to significantly increase production over the next 3-5 years. Both the City and NUBC need to determine if the City can accommodate the growth. This initiative could help us conduct the necessary feasibility study. City administration and staff are meeting with NUBC and MEDC officials on Tuesday, July 14th.

Memorandum

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

From: Michelle Aniol, Community Development Manager

Re: Report for May 11, 2015 City Council Meeting

Date: May 5, 2015

Business/Development Updates

- Strawberry Alarm Clock Update – The applicant, Jack Savas has submitted an application for combined site plan review and special land use approval for a European Style Café and accessory apartment at 3441 Broad Street. The Planning Commission is scheduled to conduct a public hearing to consider the special land use request on Monday, June 1, 2015.
- Red Brick Kitchen has official moved its entrance to 8099 Main Street. The former entrance at 8093 Main will be reconstructed to eliminate the recessed doorway. This improvement will restore the front façade to its original design.
- The Mayor, City Manager and staff met with Steve Brouwer and Allison Bishop on Wednesday, May 6th to discuss a potential mixed density residential development concept that AR Brouwer is considering at the corner of Grand and Baker Streets. Mr. Brouwer identified 3 items that need to be worked out with the City; 1) an existing public stormwater sewer that bisects the property, which apparently does not have easement, 2) acquisition of a small triangular piece of property at the southwest corner of the site, which the city current owns, and 3) regional stormwater management.

The property is designated Baker Road Corridor – Mixed Use in the City's Master Plan. One of the objectives of the Baker Road Corridor – Mixed Use is to *"encourage residential or mixed-use development (including residential uses) as a buffer between adjacent residential areas and other uses within this planned area. Such uses shall not create adverse impacts on existing or proposed residential uses, and will be scaled, designed and landscaped so as to complement and enhance the adjacent properties."*

Additionally, the property is currently zoned I-1 Industrial and BRC Baker Road Corridor Overlay District. Prior to applying for development review a rezoning to a mixed use residential district would be required. This could be accomplished through a straight rezoning, or through the Conditional Rezoning or Planned Unit Development process.

Planning Commission Updates

- The Planning Commission held a worksession to initiate the start of the Master Plan amendment process regarding oil and gas drilling operations. Doug Lewan from Carlisle Wortman explained the process, procedures and requirements for a Master Plan update and subsequent Zoning Ordinance amendments. One of the key points was the City has the authority to regulate oil and gas drilling operations, but it cannot exclude them. Another was the Zoning Ordinance currently does not have regulations regarding extraction of natural resources, but through this process, provisions could and should be established.

Mr. Lewan explained that Mill Creek and the Huron River have received Natural River designations, and are exempt from drilling operations. As such, any amendment to the Master

Plan would need to address these designations, and set the foundation for regulations to be added to the zoning ordinance.

Mr. Lewan and the Commission discussed districts and areas of the City that would be the most compatible with oil and gas exploration and development activities and land uses, including any ancillary uses and activities.

The Commission requested that Mr. Lewan prepare a map that illustrates the following:

- o The 450-foot radius from residential uses, in accordance with Part 615, MDEQ Administrative Rules regarding oil and gas wells (http://www.michigan.gov/documents/doc/ogs-oilandgas-regs_263032_7.pdf);
 - o The 1,320-foot radius from natural rivers (i.e. Mill Creek and Huron River); and
 - o The City's well-head protection zone(s).
- The Planning Commission reviewed staff's findings regarding the regulation of food service in a brewery/microbrewery in an industrial park, in anticipation of NUBC submitting an application for on-site dining. A copy of staff's report accompanies this memorandum.
 - The owners of the Riverview Café have indicated a desire for outdoor seating.

Memorandum

To: Chairman Kowalski and Planning Commissioners
Courtney Nicholls, City Manager

From: Michelle Aniol, Community Development Manager

Re: Northern United Brewing Company (NUBC) Update

Date: May 1, 2015

Copy provided to CC or my phone

NUBC representatives, Jon Carlson and Tony Grant recently requested a meeting with staff to discuss the process for obtaining approval for a production kitchen. You may recall NUBC explained its desire earlier to set up a production kitchen at its facility at 2319 Bishop Circle East, at the February 2, 2015 Planning Commission meeting. They explained the purpose of the kitchen would be to produce their fermented products, such as pickles, kimchi, etc., and all of their pizza dough, bread and other baked goods, curry potato chips, etc., for distribution to its other facilities and for on-site consumption.

You may also recall that NUBC maintained that food service for on-site consumption is allowed based on the current definition of a tasting room. During the meeting the Planning Commission discussed the issue of regulating breweries/micro-breweries in the RD Research Development District. The discussion centered on the following questions:

- What does the term "food service" mean, in the definition of a tasting room?
- Since the Planning Commission determined that a tasting room is not a tavern or a bar, but an accessory use to the principle use (i.e. microbrewery/brewery), should a dining area or restaurant be an accessory use to a brewery?
- If so, would a dining area or restaurant within the NUBC facility be compatible with the RD District?

Comments from the Planning Commission included, but were not limited to the following:

- What would the impact be on the water and sewer system?
- It's not NUBCo's fault we can't figure out the definition of food service.
- Are more foods other than those produced by NUBCo to be served?
- Previous Planning Commission's comments when allowing a tasting room was not to turn the facility into a bar and/or restaurant.
- Objections to bringing in other food products – now this is classified as a restaurant.
- A solution to the zoning issue is to zone as a PUD.
- Would a dining room be a compatible use in and R and D district? Is the Planning Commission open to allowing special uses in the Industrial Park?
- Would like to see an application as food services are permitted by definition. NUBCo needs a planner or architect to advise them as to what to apply for and come back to Planning Commission with an application.
- May need to go to the ZBA. Does Planning Commission want to set the parameters for businesses in the Industrial Park?

- Need for better definitions of what is allowed so that no one has to go through this process again.
- Would like to explore options for uses in Research Park in the long term; go through a process in Section 3.07 for dining area as an accessory use to production kitchens and product development.
- Would consider ordinance revisions, but a dining area needs to be a special use.
- It's permitted; apply for zoning compliance.
- We may need to clean up ordinances and decide what uses we want in the Industrial Park.

Following the discussion, consensus of the Commission was:

- Food production for distribution off-site, to other NUBC/Jolly Pumpkin facilities, is a permitted use and would be subject to administrative approval.
- Food production for on-site consumption in the tasting room or in a separate dining area within NUBC's current facility would require a two-step review process, in accordance with Section 3.07 of the Zoning Ordinance (excerpt attached).
 - Step 1 - The Planning Commission would need to determine if food service for on-site consumption should be a permitted use or special use in the RD zoning district.
 - Step 2 - The Planning Commission would need to establish the conditions by which a use may be permitted.

This is the same process used when NUBC applied for the tasting room. Staff was then asked to research and bring back examples of how other communities regulate food service in a brewery/microbrewery in an industrial park.

After many hours of research staff offers the following findings for your review and consideration:

1. The Michigan Liquor Control Commission (MLCC) does not require any separate licensing or permits in order for a microbreweries, wineries, distilleries or meaderies to have a tasting room or on-site food service (i.e. restaurant). This is because beer, wine, spirits, and meads are consumable products. Thus, as part of the liquor licensing process, beer, wine, spirits, and mead manufacturers are required to obtain a food establishment license from the Michigan Department of Agriculture and Rural Development (MDARD).
2. The size of brewery operations varies from business to business; community to community. When Jolly Pumpkin operated its facility in the downtown it was not producing as much beer as it is now. That's because a small, neighborhood operation does not generally produce nearly as much beer, as one that is selling its products in multiple locations, locally and nationally. Jolly Pumpkin has experience significant growth individually, as well as collectively when its owners decided to bring North Peak and Jolly Pumpkin together under one roof. Consequently the size of the facility NUBC needed to accommodate present and future growth had a major impact on the company's decision to locate in the Dexter Business and Research Park.
3. The City of San Diego (CA) provided the only example (staff could find) that regulates on-site food service in a brewery/microbrewery, which is located in an industrial park.
 - a. The City of San Diego code (excerpt attached) allows manufacturers of malt beverage or distilled spirits in facilities greater than 12,000 square feet of gross floor area to have an on-site eating and drinking establishment as an accessory use, provided the eating and drinking establishment does not exceed 25% of the gross floor area of the structures on the premises in its IP Industrial Park Zoning District.

- b. San Diego amended its zoning code based on the following findings (as outlined in the attached Executive Summary Sheet):
- i. Larger craft beer manufacturers are adding full-service restaurants to new or expanded breweries in order to introduce more customers to their products manufactured on the premises. *This corresponds with the information provided to the Planning Commission on March 2, 2015, regarding Value Added Agriculture and Trends in the Craft Beer Industry.*
 - ii. The addition of a restaurant component to a large beer manufacturing plan (aka brewery), which is at least four times that size, is reasonable to accommodate and support the growth of the (craft beer) industry.

Additionally, San Diego developed its regulations so they would only benefit bona fide craft beer and spirit manufacturers, thus avoiding the possibility of creating a loophole for restaurants with limited on-site manufacturing production operations. They did this by establishing the following standards:

- iii. A minimum gross floor area of 12,000 square feet; and
- iv. Identifying an on-site eating and drinking establishments as an accessory use to the principal use (i.e. beer and spirits manufacturing); and
- v. Limiting the maximum floor area of the accessory restaurant or tasting room to 25% of the gross floor area of the structures on site.

Next Steps

No decision is required at this time, since NUBC has not submitted an application. However, staff anticipates that an application will be submitted in time for consideration at your next meeting. Therefore, even though there are not many examples, the direction taken by the City of San Diego is noteworthy. With that said, the Planning Commission should be prepared to consider the following at its June 1, 2015 meeting:

- Should an on-site eating establishment, whether it's called a restaurant, brewhouse or by some other name, be considered an accessory use to the principle use (i.e. microbrewery/brewery)?
- Would a microbrewery/brewery with an on-site eating establishment be compatible in the RD District?

If the Planning Commission determines in the affirmative on the previous two questions, then it needs to address the following:

- Should on-site eating establishment be permitted by-right or as a special land use?

Staff looks forward to your discussion. In the meantime, please let me know if you have any questions or comments.

Memorandum

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

From: Michelle Aniol, Community Development Manager

Re: Report for April 27, 2015 City Council Meeting

Date: April 21, 2015

Planning Commission Update

- The Planning Commission voted to change the time of their regular meetings from 7:30 pm to 7:00 pm, starting May 4th.
- Carlisle Wortman will conduct a kickoff meeting with the Planning Commission on Monday May 4th, regarding the amendment to the Master Plan for gas and oil drilling operations.

Business/Development Updates

- The house at 3441 Broad Street was demolished on Monday, April 20th. The property owner has applied for a variance after discovering he does not own as much property as his title work indicated. The property was originally documented to be 99 feet by 198 feet, with the railway running through the rear of the lot as right-of-way. However, it has been determined (through a new survey) that the railway purchased the rear portion of the property, reducing the depth to 90 feet on the east property line. Consequently, the property owner now faces a 65% reduction in property area. More to the point, this loss of area results in the proposed building encroaching 12 feet into the 25-foot required rear yard setback. The applicant has decided to apply for a variance, and anticipates a review by the Planning Commission on June 1st.
- Staff met with the owners of a chocolate making company and a Mexican restaurant regarding their desire to relocate or expand their business in Dexter. Both businesses would be excellent additions to the business community. The biggest hurdle is the limited number of existing facilities that meet the business's needs. Staff is working with the businesses and local real estate brokers. Stay tuned.
- Staff received an inquiry from the property owner of Dexter Plaza (next to Busch's) regarding the possibility of expanding the DDA District boundary in order to qualify for a special liquor license offered through the state. Staff anticipates this request will be discussed at the next DDA meeting. In the meantime, any input that Council has would be welcomed.
- The owners of Dexter Crossing Commercial Shopping Center have applied for and received approval for 3 ground signs; 2 will be located at the Dexter-Ann Arbor Road entrance and 1 will be located at the Dan Hoey entrance.
- Red Brick has applied for and been issued a permit to remove the kitchen, remodel the bar area and reconstruct the front entry at 8093 Main Street (its original space). The new kitchen is located in the newly remodeled space next door (8099 Main Street) and a grand reopening is in the works.
- Staff met with a representative from the Beer Grotto regarding the process for having outside seating.
- Staff received an email from Jon Carlson regarding Northern United Brewing Company's (NUBC) desire to move forward and install a production kitchen. Staff is scheduled to meet with Jon and

Tony Grant on Thursday, April 23rd to discuss the process, fees and scheduling. Staff plans to discuss this with the Planning Commission at its May 4th meeting.

Zoning Ordinance Updates Update

- As a reminder, staff anticipates reviewing the list of zoning changes, clarifications and amendments with the Planning Commission at its May 4th meeting, and then with Council on May 11th.

Miscellaneous Updates

- Staff prepared and mailed out a letter to MEDC regarding Council's decision to end the City's participation in the Redevelopment Ready Communities Program. A copy of the letter accompanies this report.
- The City received a request Timmermans Environmental Services (TES), on behalf of Fast Track Ventures, the party responsible for a historical petroleum release at 8135 Main Street (currently the BP Gas Station). Timmermans is working to get the historical release for the site closed with the Michigan Department of Environmental Quality (MDEQ). Sampling has shown that gasoline compounds remain in the groundwater on-site. The company can use the City's current ordinances regarding groundwater to restrict access to the groundwater for the property itself. However, the roads west and north of the site (Jeffords, Main and Alpine) do not appear to be covered by the ordinance. Therefore, Timmermans need an additional institutional control to address these areas from a potential exposure stand point.

The MDEQ has created a document in the case where contamination has migrated beneath a road ROW and is allowed to be left in place. The document, which is called Road ROW Alternative Institutional Control (attached) basically states that the roadway is and will be a road for the foreseeable future, and therefore its presence would provide a barrier to exposure of the petroleum and it would be protective of human health and the environment. Section 5 pertains to the Local Unit of Government (LUG), where in this case, the City would sign indicating they exercise control over the roadway and that it can be used as an institutional control to prevent exposures to the regulated substances below the road surface. The property title owner would execute Section 3, and a Timmermans would be signing in Section 4, as the preparer. Staff is working with Brian Kuberski of ASTI for assistance with this request. This request may be on the Council's next agenda.

Memorandum

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

From: Michelle Aniol, Community Development Manager

Re: Report for April 13, 2015 City Council Meeting

Date: April 13, 2015

Zoning Ordinance Updates Update

Due to staff's untimely illness, work on the list of recommended changes and clarifications to the Zoning Ordinance continues. Staff anticipates reviewing the list with the Planning Commission at its May 4th meeting, and then with Council on May 11th.

Target Market Analysis RFP Update

The City received one proposal to the Target Market Analysis RFP, which was posted on Friday, March 13th. Staff is coordinating with Chelsea, Saline and Ypsilanti representatives and MSHDA on the next steps.

Arbor Day Update

This year's Arbor Day celebration will take place on Friday, April 24th. A variety of evergreen and deciduous seedlings will be distributed at the Dexter District Library and Downtown at the Clock, depending on the weather.

NUBC Update

Staff has submitted a letter of request for a technical assistance grant from the US Economic Development Administrations (EDA) to help off-set the cost of a study of industrial pretreatment options, as well as options to improvement the City's wastewater treatment facility (WWTP), following the news that that NUBC expects to ramp up production from approximately 10,000 barrels per year to 70,000 to 100,000 barrels per year and relocate its distilling operations from northern Michigan to its facility in Dexter, within the next **3-5 years**.

It must be noted that EDA Funding only looks at the public sector side and how to address capacity and treatment needs for the current and future users of the system.

Planning Commission Update

The Planning Commission voted to change the time of their regular meetings from 7:30 pm to 7:00 pm, starting May 4th.

Zoning Board of Appeals

The Zoning Board of Appeals will meet April 20, 2015 to consider a variance request from Jean Hosford, 7910 Fifth Street. Ms. Hosford desires to remove her existing detached garage (i.e. carriage house) and rebuild a new garage that would be attached to her principal residence. According to Section 20.01 Schedule of Regulations for Principal Buildings-Residential; the minimum side yard setback for a principal structure in the R-1B One Family Residential District is 10 feet. The applicant proposes a reduced setback of 5 feet due to practical difficulties associated with the property.

murphy
cont

This year's Arbor Day celebration will take place on Friday, April 24th. A variety of evergreen and deciduous seedlings will be distributed at the Dexter District Library and Downtown at the Clock, depending on the weather. The annual Arbor Day Proclamation is included in your packet for approval.

NUBC Update

You will recall that back in late January or early February, Northern United Brewing Company (NUBC) asked to meet with city officials and staff to discuss their future growth plans. It took a little time to coordinate schedule, but City staff and officials, together with representatives from the MEDC and Department of Agriculture met with NUBC on **Thursday, March 5th**. During that meeting NUBC explained it currently produces between 8,000 and 15,000 barrels of beer, per year, but wants to increase its beer production from 70,000 to 100,000 barrels per year over the next **3-5 years, and they want to expand in Dexter!**

On one hand, this makes perfect sense. After all NUBC has made a significant investment in real and personal property here in Dexter. They've also incorporated Dexter into their brand. For example, when NUBC recently opened its new Jolly Pumpkin restaurant in Detroit, they promoted it as "D-2-D" (Dexter-2-Detroit) during a news conference. Plus, the State of Michigan is strongly supportive the growth of the craft beer industry, a/k/a valued added agriculture. So much so that the Governor recently signed a nine-bill package of bi-partisan legislation designed to help create jobs and increase tourism by helping to expand the state's craft beer industry. Of particular interest is Public Act 42 of 2014 (a/k/a HB 4709), which allows microbrewers to increase production from 30,000 barrels per year to 60,000 barrels per year. This action aids a company like NUBC grow from a microbrewery to a brewery. Before this legislation passed, microbreweries, such as NUBC, could not produce more than 30,000 barrels per year.

However, on the other hand, we (the company and the city) need to determine if the City can accommodate their growth. After all, we know that the waste stream NUBC currently produces can overwhelm our treatment plant; not because of the volume, but because of the composition of the waste stream; the high BOD content produced by spent grain and yeast. Imagine the waste stream when NUBC ramps up its desired production.

The direction following the meeting was for the City's engineer, F & V and NUBC's engineer, Process Results to draft a proposal to study treatment options necessary to accommodate significant expansion of NUBC here in Dexter. In addition, staff is working on obtaining technical assistance grants from the Michigan Department of Agriculture (MDA) and the Economic Development Administration (EDA), to help offset the cost of the study. We anticipate a proposal will be ready for Council's consideration the first meeting in April.

meeting with the pre-application committee again. A second meeting with the pre-application committee is currently being scheduled for Fri, Jan 20th. For consistency, the committee for this meeting includes, the Mayor, Councilmen Tell and Carson and Planning Commissioners Schmid and Stewart. To accommodate member's schedules, a meeting after normal business hours will be necessary.

Planning Commission Update

- The Planning Commission considered CWA's revised Ordinance Update proposal to amend regulations for landscaping, exterior lighting, definitions and PUD Districts, and to reformat the Zoning Ordinance (enclosed) at its meeting on Monday, February 2, 2015. Following a review and discussion, the Planning Commission recommended that City Council approve the revised CWA proposal to in an amount not to exceed \$19,355.

As you'll recall, MEDC offers technical assistance grants to communities in it Redevelopment Ready Community (RRC), and Dexter is eligible to apply for funding to help off-set the cost of amending the Zoning Ordinance. CWA has a contractual relationship with MEDC to provide technical assistance to RRC communities. Therefore, the City could apply for a Technical Assistance Grant, with a 1:1 match from the City, to complete amendments to the zoning ordinance.

Attached for your review is the proposal from CWA in an amount not to exceed \$19,355. The proposal sets forth a detailed scope of work, which includes 12 meetings with staff, the Ordinance Committee and/or the Planning Commission; and it contains a provision for other sections of the Zoning Ordinance to be identified for review and analysis, upon a recommendation of the Ordinance Committee. Prior to any additional working commencing, CWA will provide a separate cost estimate for review and approval.

For FY 2014-15, \$8,000 was budgeted for Professional Services. Currently, \$6,700 remains unspent. A portion of the remaining budget could be used to fund this project; however, it may be necessary to tap into our reserves to complete the project, even with the funding assistance from MEDC.

- The Planning Commission scheduled the public hearing to consider the CIP for Monday, March 2nd.
- The Planning Commission was informed of Northern United Brewing Company's (NUBC) desire to expand its business operations by setting up a product development and production kitchen with a dining area at its facility at 2319 Bishop Cr E. This expansion would allow NUBC to produce all their fermented products, such as pickles, kimchi, etc., all of its pizza dough and other bakery products, including bread, curry potato chips, etc. In addition to on-site eating and drinking, NUBC would distribute these products to their other locations. The desired dining area would be separate, but connected to the current tasting room.

The following background and history was provided to the Planning Commission:

In spring 2012 NUBC announced it needed a larger facility to accommodate current and further growth plans. After considering its option and in consultation with the City, NUBC decided to relocate its manufacturing operations and headquarters from 3115 Broad Street to 2319 Bishop Circle E, in the Dexter Business and Research Park (DBRP). As part of its remodeling plans, NUBC indicated a desire to have a tasting/sampling room at its new location.

Property in DBRP is zoned RD Research Development District. Principal permitted uses in the RD District included manufacturing, compounding, processing, packaging or treatment of such products as, but not limited to: bakery goods, candy, cosmetics, pharmaceuticals, toiletries, food products, non-animal agricultural products, hardware and cutlery, tools, die, gauge and machine shops. Uses such as, smelting or other similar processing of raw ores and metals, petroleum products

and products with petroleum bases, from asphalt to perfume, and slaughtering and/or processing of animals and animal parts are not permitted.

NUBC's brewery operation is consistent with manufacturing of non-animal agricultural products, hence a principal permitted use. It could also be considered food product, another principal permitted use, since the State requires micro-breweries to obtain a food processors license before it will grant a liquor license.

The City (then Village) informed NUBC that a tasting/sampling room was not a use that was permitted in the RD District, and therefore the Planning Commission would need to determine the compatibility of the use (i.e. tasting/sampling room) and whether the use should be a permitted land use or a special land use, in accordance with Section 3.07 Uses Not Otherwise Included within a District.

On June 4 2012, the Planning Commission determined the tasting/sampling room was an accessory use, and as such, was similar to testing that would be associated with product manufacturing. The Planning Commission further determined a tasting/sampling room required special use approval.

On July 10, 2012 NUBC applied for an Interior Remodel/Change of Tenant or Use permit to relocate its brewery operations to 2319 Bishop Circle E. The Interior Remodel Permit was issued on July 30, 2012, but did not include a tasting/sampling room.

On August 6, 2012, the Planning Commission recommended special use approval of NUBC's tasting/sampling room to Council, upon determining the use was compatible in accordance with the provisions set forth in Section 8.03, General Review Standards for all Special Land Uses, with the following conditions:

1. Hours of operation are limited to 10 am to 10 pm;
2. A temporary use permit must be filed requesting an extension of hours of operations for special events;
3. Provide a detailed floor plan for the tasting room and retail sales to verify compliance with the Village Zoning Ordinance requirements; and
4. Payment of a tap fee as required by Village ordinance and resolution.

On August 22, 2012, City Council granted NUBC special use approval for the tasting/sampling room, subject to the conditions recommended by the Planning Commission and with an additional condition that such approval was contingent upon the proposed definition of a tasting room being passed by Planning Commission and Village Council.

On September 10, 2012 City Council adopted the following definition of a tasting room, as recommended by the Planning Commission:

A tasting room is 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."

Following approval of the tasting room definition, NUBC received permits to construct a 2,790 square foot tasting/sampling room, and a 1,920 square foot addition to the tasting room.

Staff explained it's logical to conclude that product development is consistent with research, and a production kitchen consistent with manufacturing/food production; both are principal

permitted uses in the RD District. The issue is not about the types of food products that can be made in the industrial park. The issue is post-production food service.

- What is it?
- How should it be regulated?
- How is it different from a restaurant?
- Etc.

As stated previously, the term, "food service" in our definition of a tasting room, is understood and/or interpreted differently. Therefore, staff developed a list of questions for the Planning Commission to consider:

- What does the term "food service" mean, in the definition of a tasting room?
- Since it was determined that a tasting room is not a tavern or a bar, but an accessory use to the principle use (i.e. brewery), could a dining area be an accessory use to product development and a production kitchen, which are also permitted uses?
- If so, would a dining area for eating and drinking be compatible within the RD District?
- What's the difference between a micro-brewery and a production brewery?

This is by no means an exhaustive list of questions. They were provided to get the conversation started.

Comments/questions from the Planning Commission included the following:

- What would be the impact of food production on public infrastructure (i.e. water and sewer)
- It's not NUBC fault we can't figure out the definition (of food service);
- PC was clear it didn't want a bar or restaurant when NUBC came in for special use approval of the tasting room.
- Would food products other than those manufactured on site be offered?
- Rezoning to PUD is an option.
- Industrial Park was not intended to have restaurants and/or bars.
- Food service isn't defined in the ordinance, so new Commissioners don't know what it means.
- Would like to explore options for uses in Research Park in the long term; go through process in Section 3.07 for dining area as an accessory use to production kitchen and product development.
- Would consider ordinance revisions, but it (the dining area) needs to be a special use.
- It's permitted; apply for zoning compliance.
- We may need to clean up ordinance and decide what uses we want in the industrial park.
- In favor of better definition.

Next Steps:

Consensus of the Planning Commission is to determine the compatibility of the use (i.e. dining area for eating and drinking) in the research park and whether the use should be a permitted land use or a special land use, in accordance with Section 3.07 Uses Not Otherwise Included within a District.

The Commission also asked staff if there were examples of regulations for microbreweries in industrial parks elsewhere in Michigan. At that time staff was not aware of any. Since then staff has discovered that Bell's Brewery has a brewhouse that is located in the Comstock Commerce Park in Comstock Township. The Brewhouse is a manufacturing facility. Tours of the brewhouse are offered, however samples of the beer or food are not. Staff will research examples from elsewhere across the country and provide results to the Planning Commission.

Side note: Staff was reading through the latest edition of APA's Planning magazine and came across the attached article regarding the rise of the craft beer industry. The article briefly touches on the issues surrounding tap rooms and restaurants, and the burden microbreweries impose on small town wastewater treatment facilities. Low and behold, Dexter/Jolly Pumpkin is the example cited for wastewater treatment issues. Ron Jeffries is quoted. The passage is highlighted for your convenience.

Memorandum

To: Chairman Kowalski and Planning Commissioners
Courtney Nicholls, City Manager

From: Michelle Aniol, Community Development Manager

Re: Permitted and Accessory Uses in the RD District

Date: January 29, 2015

Proposal

Northern United Brewing Company (NUBC) informed staff 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, bread and other baked goods, curry potato chips, 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 dining area for the public to taste these and other (undefined) products.

NUBC has not submitted an application for interior remodel, but a preliminary floor plan layout was emailed to staff on Wednesday, Jan 28th, and is enclosed with this memo.

While NUBC is making a case that product development and a production kitchen and 120-148-seat dining room, separate from its current tasting room, are permitted uses in the RD District, staff and NUBC recognizes that Council and the Planning Commission may not share the opinion. Therefore staff would like to work with the Planning Commission to determine the extent (or limitations) of "food service" in a brewery/microbrewery, and then develop and recommend an appropriate set of standards for Council's consideration and possible adoption.

Background and History

In spring 2012 NUBC announced it needed a larger facility to accommodate current and further growth plans. After considering its options, NUBC decided to relocate its manufacturing and headquarters from 3115 Broad Street to 2319 Bishop Circle E, in the Dexter Business and Research Park (DBRP). As part of its remodeling plans, NUBC indicated a desire to have a tasting/sampling room at its new location.

Property in DBRP is zoned RD Research Development District. Principal permitted uses in the RD District included manufacturing, compounding, processing, packaging or treatment of such products as, but not limited to: bakery goods, candy, cosmetics, pharmaceuticals, toiletries, food products, non-animal agricultural products, hardware and cutlery, tools, die, gauge and machine shops. Uses such as, smelting or other similar processing of raw ores and metals, petroleum products and products with petroleum bases, from asphalt to perfume, and slaughtering and/or processing of animals and animal parts are not permitted.

NUBC's brewery operation is consistent with manufacturing of non-animal agricultural products, hence a principal permitted use. It could also be considered food product, another principal permitted use, since the State requires micro-breweries to obtain a food processors license before it will grant a micro-brewers license. The City (then Village) informed NUBC that a tasting/sampling room was not permitted in the RD District, and the Planning Commission would need to determine the compatibility of the use (i.e. tasting/sampling room) and whether the use should be a permitted land use or a special land use.

On June 4 2012, following the process outlined in the Zoning Ordinance under Section 3.07, Uses Not Otherwise Included within a District, the Planning Commission determined the tasting/sampling room was an accessory use (to the brewery operation) and as such, was similar to testing that would be associated

with product manufacturing. The Planning Commission further determined a tasting/sampling room required special use approval.

On July 10, 2012 NUBC applied for an Interior Remodel/Change of Tenant or Use permit to relocate its brewery operations to 2319 Bishop Circle E. The Interior Remodel Permit was issued on July 30, 2012, but did not include a tasting/sampling room.

On August 6, 2012, the Planning Commission recommended special use approval of NUBC's tasting/sampling room to Council, upon determining the use was compatible in accordance with the provisions set forth in Section 8.03, General Review Standards for all Special Land Uses, with the following conditions:

1. Hours of operation are limited to 10 am to 10 pm;
2. A temporary use permit must be filed requesting an extension of hours of operations for special events;
3. Provide a detailed floor plan for the tasting room and retail sales to verify compliance with the Village Zoning Ordinance requirements; and
4. Payment of a tap fee as required by Village ordinance and resolution.

On August 22, 2012, City Council granted NUBC special use approval for the tasting/sampling room, subject to the conditions recommended by the Planning Commission and with an additional condition that such approval was contingent upon the proposed definition of a tasting room being passed by Planning Commission and Village Council.

On September 10, 2012 City Council adopted the following definition of a tasting room, as recommended by the Planning Commission:

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Following approval of the tasting room definition, NUBC received permits to construct a 2,790 square foot tasting/sampling room, and a 1,920 square foot addition to the tasting room.

Discussion

It's logical to conclude that product development is consistent with research, and a production kitchen consistent with manufacturing/food production; both are principal permitted uses in the RD District. The issue is not about the types of food products that can be made in the industrial park. The issue is post-production food service.

- what's is it?
- how should it be regulated?
- how is it different from a restaurant?
- Etc.

As stated previously, the term, "food service" in our definition of a tasting room, is understood and/or interpreted differently. Therefore, staff has come up with a few questions for the Planning Commission to consider:

- What does the term "food service" mean, in the definition of a tasting room?

- Since it was determined that a tasting room is not a tavern or a bar, but an accessory use to the principle use (i.e. brewery), could a dining area be an accessory use to product development and a production kitchen, which are also permitted uses?
- If so, would a dining area for eating and drinking be compatible within the RD District?
- What's the difference between a micro-brewery and a production brewery?

This is by no means an exhaustive list of questions. They have been provided to get the conversation started. Staff looks forward to our discussion, and will provide additional materials for consideration at the meeting.

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: October 21, 2015
**Re: City Manager/Assistant to the Manager Report - Meeting of
October 26, 2015**

1. Meeting Review:
 - October 14th – Baker/Shield/Dan Hoey Intersection Public Information Meeting
 - October 15th – Downtown Development Authority
 - October 15th – Breakfast with the Budget (Administrative staff budget review)
 - October 16th – Keep Michigan Beautiful Awards Luncheon in Frankenmuth
 - October 20th – Parks & Recreation Commission
 -
2. Upcoming Meetings:
 - October 29th – E-Cities Luncheon
 - October 31st – Office Open for Absentee Ballot Requests
 - November 3rd – Election Day
 - November 6th – Facility Committee
 - November 9th – Work Session Regarding Former Sloan/Kingsley Property
3. **Election Reminders.** The City of Dexter will host a Public Accuracy Test for the AccuVote vote tabulators on October 22, 2015 at 3:00pm in the City Office. The City Office will also be open on October 31, 2015 from 9:00am – 2:00pm for the purpose of issuing absentee ballots. The Election will take place on November 3, 2015. The polls will open at 7:00am and will stay open until 8:00pm.
4. **Huron St. and Dan Hoey Rd. Demolition Update.** Utility disconnections on the Huron St. house are completed. Electricity has been removed from the Dan Hoey house; however the gas removal has been delayed due to the fact that the line serving the house is fed from a high pressure main. Once the disconnections are completed the contractor will apply for demolition permits and begin work.
5. **Road Project Update.** Crack sealing is scheduled to begin on October 21, 2015. Cadillac Asphalt has completed the restoration of Grand Street between Hudson and Baker. Concord Excavating has started work on the Third Street drainage project. We are also working to determine whether to re-bid the cape seal project or request a letter from Highway Maintenance stating that we will be the first project of the season in 2016.

6. **Border to Border Trail.** The first step in the Border to Border Trail project is installation of the fence in the railroad right of way. This is scheduled for Friday, October 23, 2015. The work on the trail is expected to take until early December.
7. **Work Session Agenda.** Attached for Council's review is a draft of the agenda for the November 9, 2015 work session with Scio Township and Jim Haeussler of Peters Building Company. The agenda will also include a map of the parcels (a draft will be provided at the October 26th meeting).
8. **Mobile Vending Ordinance.** Attached is a memo that summarizes the comments that were made by Council at the last meeting regarding the mobile vending ordinance. If anyone has any additions or corrections, please let me know. This will be a discussion item on the November 9, 2015 agenda.
9. **Budget Amendments.** Typically budget amendments are proposed along with the Finance Director/Treasurer's Quarterly Reports. Since there is an item on the agenda that will require a budget amendment if passed, I decided to wait and will propose them at the November 9, 2015 meeting.
10. **Phone System Upgrade.** A tentative date for the installation of the new phone system has been scheduled for November 12, 2015. 734-426-8303 will remain the main number for general phone calls to the City office. The primary numbers for the Wastewater Treatment Plant (734-426-4572) and the Department of Public Works (734-426-8530) will also remain the same. Office staff will receive direct dial numbers.
11. **Waste Management Contract.** The City's current contract with Waste Management expires at the end of February 2016. Staff and Mayor Keough have met with our representative Pat Greve on two occasions to discuss a possible renewal of the contract. We expect to have an item for Council's consideration on the November 9, 2015 agenda.
12. **Fall Newsletter.** We are planning to send a fall newsletter in the next few weeks. The newsletter will include the snow removal reminder flyer that we have been sending annually to residents. If anyone has any ideas for newsletter article topics, please let me know.
13. **Parks and Recreation Commission Resignation.** On October 26, 2015, Katie Koch submitted notification of her resignation from the Parks and Recreation Commission. The Parks and Recreation Commission now has two open positions. She was also recently appointed to serve as the Parks and Recreation Commission's representative on the Art Selection Committee, which will also need to be filled.
14. **Visitors Guide.** Earlier this year, the Arts, Culture, and Heritage Committee received a grant from the Ypsilanti Area Convention and Visitors Bureau (CVB) in the amount of \$10,000. In the grant application, two projects were listed – advertising for the

Paint Dexter Plein Air Festival, and the creation and production of a Visitors Guide. At this point, the Arts, Culture, and Heritage Committee would like to move forward with the creation of this document. It would focus on all the great things that Dexter has to offer - art, parks, trails, the downtown area, shopping, and dining.

15. **Farmer's Market Improvements.** The Farmers Market and Community Garden Oversight Committee has voted to recommend moving forward with painting the wrought iron "Farmers Market" signage at the structure. City Council will likely see this as an item at the November 9, 2015 meeting. The painting would take place in the spring after the snow thaws.
16. **Wellhouse Easement.** Matt Parachek contacted me about using the agreement he signed with the Village back in 2013 to provide AT&T service to his house. The original agreement allows for an easement for phone service. Since the agreement that was passed by Council allows for the phone service easement, staff will sign the easement once it is prepared by AT&T.

Memorandum

To: Mayor Keough and City Council
From: Courtney Nicholls, City Manager
Re: Mobile Vending Ordinance
Date: October 15, 2015

At the October 12, 2015 public hearing Council discussed several items in the mobile vending ordinance. Below is a compilation of that discussion. Attached is a copy of the ordinance and the policy as they were presented at the meeting.

- Add to definition of goods and wares – sale of which is not prohibited by law
- Change to food vending only – no selling of wares
- Remove food trucks – keep food carts only
- Make sure that something like the Lion’s trailer couldn’t be brought downtown
- Limit transitory mobile vendors to public streets only
- Pull peddler fees out of ordinance – set by policy/resolution
- Reach out to downtown businesses for feedback
- Table ordinance/policy until the demand for permits becomes a problem

The ordinance and policy will be on the agenda for discussion at the November 9, 2015 meeting.