

AN ORDINANCE ESTABLISHING PROCEDURES FOR THE LICENSING OF MOBILE VENDORS IN THE CITY OF DEXTER.

1. ORDINANCE OBJECTIVES:

- A. To protect the health, safety, and welfare of the residents of the City of Dexter.
- B. To protect businesses that pay property taxes located in the City of Dexter.
- C. To ensure that applicants meet all applicable federal, state, and local laws and health codes.
- D. To ensure that proposed businesses add to the vitality and aesthetic appeal of the community.

2. DEFINITIONS

- A. *Applicant* means any person who desires to conduct a mobile vending operation on public property.
- B. *City* means the government organization that is the City of Dexter, Michigan.
- C. *Designated agent* means the person designated by the applicant to receive notices authorized by this ordinance on behalf of the applicant.
- D. *Food* means any products sold for human consumption, the sale of which is not prohibited by law.
- E. *Goods, wares, and merchandise* means, and shall include but not be limited to, plants, flowers, apparel, jewelry, cosmetics and beauty aids, health products, medicines, household goods or furnishings.
- F. *Licensee* means an applicant who has obtained a license pursuant to this ordinance to conduct a mobile vending operation on public property.
- G. *Mobile food vendor* means a person who sells, serves or offers for sale items which shall consist of not less than eighty (80%) percent food products from a pushcart or stationary mobile vending unit on public property.
- H. *Mobile food vendor license* means a license that permits a mobile food vendor to sell, serve or offer for sale items which shall consist of not less than eighty (80%) percent food products from a pushcart or stationary mobile vending unit on public property, granted pursuant to this ordinance.
- I. *Mobile vending* means vending, selling, serving, displaying or offering for sale, goods, wares, merchandise or food from a mobile vending unit located on public property.
- J. *Mobile vendor* means a person who vends, sells, serves, displays or offers to sell goods, wares, or merchandise, other than food, from a pushcart or stationary mobile vending unit on public property.
- K. *Mobile vendor license* means a license that permits a mobile vendor to vend, sell, serve, display or offer to sell goods, wares, or merchandise, other than food, from a pushcart or stationary mobile vending unit on public property, granted pursuant to this ordinance.

L. *Mobile vending unit* means any pushcart, stationary mobile vending unit or transitory mobile vending unit.

M. *Public property* means any public street, highway, alleyway, parking space, park, sidewalk or other property owned by the City of Dexter or the City's Downtown Development Authority.

N. *Pushcart* means a cart, kiosk or portable stand under 10' x 10' designed to be readily moveable from which goods, wares, merchandise or food are sold.

O. *Stationary mobile vending unit* means any motorized or non-motorized vehicle, cart, trailer, kiosk or other device designed to be portable and not permanently attached to the ground (other than a pushcart) that typically stops at a public or private property site for more than ten minutes from which goods, wares, merchandise or food is vended, sold, served, displayed or offered for sale (e.g. food trucks).

P. *Transitory mobile vending unit* means a vehicle that visits, or stops on, multiple public or private property locations on a daily basis for no more than ten minutes per site per day from which goods, wares, merchandise or food is vended, sold, served, displayed or offered for sale (e.g. ice cream trucks).

Q. *Transitory mobile vendor* means a person who vends, sells, serves, displays or offers to sell goods, wares, merchandise, and/or food, from a transitory mobile vending unit.

R. *Transitory mobile vendor license* means a license that permits a transitory mobile vendor to vend, sell, serve, display or offer to sell goods, wares, merchandise, and/or food, from a transitory mobile vending unit that visits, or stops on, multiple public or private property locations on a daily basis for no more than ten minutes per site per day, granted pursuant to this ordinance.

3. MOBILE VENDOR LICENSING

A. No person shall engage in mobile vending on public property, except as specifically authorized by a mobile vendor, mobile food vendor or transitory mobile vendor license.

Comment [LE1]: If food trucks will be prohibited add: B. Mobile vending from a stationary mobile vending unit is prohibited.

4. POLICY

A. The City Manager shall adopt, or approve for adoption, a policy containing rules and regulations respecting the acquisition of a license by an applicant or designated agent for mobile vending. These regulations may include dates of operation, hours of operation, locations, liability insurance, refuse containment, outdoor storage, and any other regulations as may be deemed necessary to protect the health, safety, and welfare of the residents of Dexter.

B. An applicant for a mobile vendor, mobile food vendor or transitory mobile vendor license shall file an application form provided by the City Manager or their designee, along with appropriate fees.

C. The City Manager or their designee shall issue a mobile vendor, mobile food vendor or transitory mobile vendor license authorizing mobile vending subject to state, county, local health rules and regulations, and all City ordinances and codes along with the requirements of this ordinance.

D. No person shall engage in mobile vending, or employ or hire another to engage in such vending within the City, without possessing a valid license as provided in this ordinance.

E. Licenses issued pursuant to this ordinance shall not be transferable from one person to another. Any change in information provided in the application shall be provided to the City Manager or their designee within ten calendar days of any such change.

F. Any license issued to a mobile vendor, mobile food vendor or transitory mobile vendor shall be displayed on the mobile vending unit and shall be produced upon request of any law enforcement officer, city code inspector or county health inspector. In the case of a mobile food vendor or a transitory mobile vendor who sells food, any required health inspection certificates shall also be displayed on the mobile vending unit. Any change in the information provided in the application shall be provided to the City Manager or their designee within ten calendar days of any such change.

5. FEES

A. Each applicant to whom a license is granted under this article shall pay a nonrefundable fee in an amount established by City Council resolution.

6. LICENSE DENIAL; REVOCATION; SUSPENSION

A. Any application for a license may be denied, or any license may be revoked or suspended for a period up to one year by the City Manager or their designee for any of the following reasons:

1. Fraud, misrepresentation, or false statement contained in the application.
2. Any violation of the provisions of this ordinance or the accompanying policy regulating mobile vending within one year prior to the date of application.
3. The applicant or designated agent has had a mobile vendor, mobile food vendor, ~~transitory mobile vendor~~ or any other vendor license issued by any municipality revoked or suspended within the previous year. Deleted: or
4. The applicant has a suspended driver's license or has employed or hired a designated agent who has a suspended driver's license to operate a motorized mobile vending unit or to transport the mobile vending unit by motorized vehicle.
5. An application for a transitory mobile vendor license will be denied if the maximum number of transitory mobile vendor licenses for the City as set forth in the mobile vending policy has already been reached. Failure to use a transitory mobile vendor license may result in the City revoking the license.

B. In determining the appropriate administrative sanction, the City Manager or their designee shall consider the following factors: nature and timing of prior warnings; date(s) of violation; previous violations; duration of license; investment in business; circumstances of the violation; punishment imposed for previous violations; cooperation with City officials; and other aggravating or mitigating circumstances directly relating to any violation. If the City Manager or their designee determines that an application should be denied or that a license should be revoked or suspended, the City Manager or their designee shall notify the applicant or licensee in writing and identify the grounds by certified mail to the most recent mailing address as reflected in the records of the City Manager or their designee.

C. Appeals relating to the denial of a license application may be made to City Council. All such appeals shall be filed within 21 days after the City provides the applicant with written notice of the denial.

D. It shall be unlawful for any person to operate a mobile vending operation while the license for the mobile vending operation is suspended or revoked. No license suspended or revoked shall be reinstated until a fee has been paid.

7. EXEMPTIONS

A. The following persons are exempt from the licensing requirements of this ordinance:

1. Any person exempt from the licensing requirements of this chapter under state or federal law.
2. A person selling at a farmer's market, fair, festival or special event in connection with an approved special event.

8. VIOLATIONS AND PENALTIES

A. Any licensee, designated agent, or other person having control over any mobile vending operation who causes, permits or facilitates any violation of any provision of this ordinance is guilty of a misdemeanor, pursuant to Chapter XXXX of the City of Dexter code and may be enforced by a police officer or other authorized City official. Each day any violation of any provision of this ordinance, or the failure to perform any act or duty required by this ordinance, exists shall constitute a separate violation or offense.

9. SAVINGS CLAUSE

A. The various parts, sections and clauses of this ordinance are declared to be severable. If any part, sentence, paragraph, section or clause is judged unconstitutional or invalid by a court of competent jurisdiction, the remainder of this ordinance shall not be affected.

10. REPEAL

A. This ordinance will supersede Ordinance Chapter 34 with regard to mobile vending on public property. In all other regards, Ordinance Chapter 34 will control.

B. All regulatory provisions contained in other City ordinances which are inconsistent with the provisions of this ordinance are repealed.

11. EFFECTIVE DATE; PUBLICATION

A. This ordinance shall become effective upon publication of a notice in a newspaper circulated in the City, stating the date of the enactment and the effective date of the ordinance, a brief notice as to the subject matter of this ordinance, and such other facts as the City Manager or their designee shall deem pertinent and that a copy of the ordinance is available for public use and inspection at the City office.

MOBILE VENDING POLICY – CITY OF DEXTER

1. OBJECTIVES

A. The objectives of this policy shall be in accordance with City Ordinance Section XX “An Ordinance establishing procedures for the licensing of mobile vendors in the City of Dexter.”

B. Definitions for relevant terminology may be found in Ordinance XX, Section 1 “Definitions.”

2. APPLICATION REVIEW

A. Mobile vendors and mobile food vendors utilizing pushcarts will only be permitted to vend at specific locations in the City:

1. Grassy triangular piece of public property located immediately in front of 8060 Main St., between the businesses and Main Street.
2. The piece of public property located adjacent to 3203 Broad St., next to the free-standing clock.
3. The public alleyway adjacent to 8101 Main St. and 3150 Broad St.

Comment [LE1]: If food trucks are prohibited instead state: A. Mobile vendors and mobile food vendors will only be permitted to vend from pushcarts at specific locations in the City

Deleted: .¶

B. Mobile food vendors utilizing stationary mobile vending units will only be permitted to vend at one specific location in the City:

1. On Central St. adjacent to Monument Park. The mobile vending unit must be located at least 150 ft., but no more than 450 ft. from the intersection of Main St. and Central St.

Comment [LE2]: REMOVE IF NO FOOD TRUCKS ALLOWED

C. Transitory mobile vendors can be permitted to vend from a transitory mobile vending unit on any public property in the City.

Comment [LE3]: Currently there are not any provisions limiting the area where transitory mobile vendors can vend. You may want to add restrictions here if you want to narrow the area in which they can sell.

D. No more than two mobile food vendors utilizing pushcarts shall be licensed in the City at any given point in time.

E. Failure to use any mobile food vending license for 3 consecutive weeks may result in the license being revoked.

F. In accordance with City Ordinance XX, applicants must submit an application to the City Manager or their designee, along with appropriate fees to be eligible for a mobile vendor, mobile food vendor or transitory mobile vendor license. Information to be included on the application shall include:

1. The applicant’s name, current business address and telephone number.
2. Current government-issued identification document with photo of the applicant and any designated agent or person proposed to conduct mobile vending.
3. The name under which the mobile vendor will be doing business.
4. Whether a mobile vendor, mobile food vendor or transitory mobile vendor license is sought.
5. The proposed location(s) or geographic area from which the applicant intends to engage in mobile vending.

6. A brief description of the nature of the mobile vending operation and the items to be sold, including whether the licensee will be selling food products.

7. County health permits, if applicable.

8. A description of all mobile vending units to be used in the mobile vending operation, including the Michigan license plate number(s) and a complete copy of the current Michigan vehicle registration(s) and proof of vehicle insurance for each proposed mobile vending unit.

9. Whether the applicant or his or her designated agent has ever had a mobile vendor, mobile food vendor, transitory mobile vendor or any other vendor license revoked or suspended and the date and jurisdiction of the denial, suspension or revocation.

G. The City Manager or their designee will review applications for conformance with the stated requirements and grant the license or deny the application.

H. Applications will be considered on a first-come-first-served basis until the specified locations are reserved for any given period of time. The City Manager or their designee will coordinate the location of use.

3. LICENSE FEES

A. Each applicant to whom a license is granted under this article shall pay a nonrefundable fee based on the period of use in the following amounts:

1. Less than one year - \$250.00
2. Less than six months - \$125.00
3. Less than three months - \$75.00
4. Less than 24 hours - \$15.00

4. REQUIREMENTS – MOBILE VENDORS AND MOBILE FOOD VENDORS

A. Mobile vendors and mobile food vendors, with valid mobile vendor and mobile food vendor licenses, may engage in mobile vending from a pushcart or stationary mobile vending unit on public property at specifically designated locations in the City, subject to the following requirements:

1. Mobile vending shall be subject to Chapter 54 of the City of Dexter's Code of Ordinances "Traffic and Vehicles."
2. Licensees shall not block or impair vehicular or pedestrian traffic.
3. Licensees shall not stop a pushcart or stationary mobile vending unit on public property without being specifically approved for a specific location.
4. Licensees shall comply with all health requirements of the Federal Government, State of Michigan, and Washtenaw County health departments.
5. Licensees shall comply with Article 3 of the City of Dexter's Code of Ordinances "Noise," and specifically section 18-61 "Noise Restrictions."

6. Tables, carts, chairs, umbrellas or other vending-related installations separate from the pushcart or stationary mobile vending unit shall not be erected on public property.
7. Licensees shall contain all materials and supplies in the pushcart or stationary mobile vending unit and shall not store supplies or other materials on public property.
8. A mobile vending unit shall not be left unattended while on a public street, highway or public parking space for longer than 15 minutes.
9. Mobile vending activity shall not violate the Americans with Disabilities Act.
10. No mobile vendor or mobile food vendor shall operate between the hours of 11:00 p.m. and 8:00 a.m.
11. Any pushcart or stationary mobile vending unit shall be removed from public property during the hours of non-operation.
12. Licensees shall keep the areas around their mobile vending operation clean and free from litter at all times. A licensee shall remove all garbage and debris originating from its vending operation from the City and shall not dispose of tis garbage and debris in City trash receptacles or City trash compactors unless authorized by the City.
13. Licensees shall supply a refuse container for public use that is capable of accommodating all refuse generated by the vending activity which shall be maintained and emptied regularly.
14. A mobile food vendor shall at no time make use of any outdoor cooking facilities, including grills.
15. A mobile food vendor shall at no time utilize outdoor storage, or warming or refrigeration devices, except for disposable tableware.
16. Licensees shall not connect a pushcart or stationary mobile vending unit to a source of City electricity, water, or sewer.
17. Public property shall not be altered and permanent fixtures of any kind shall not be installed on public property by the licensee unless authorized by the City. A pushcart or stationary mobile vending unit shall not be secured or affixed to any public structure unless authorized by the City.
18. Licensees shall not use amplification or noise-making devices.
19. A pushcart or stationary mobile vending unit's wheels shall be safely secured while the licensee is conducting business.

5. REQUIREMENTS – TRANSITORY MOBILE VENDORS

A. Transitory mobile vendors, with valid transitory mobile vendor licenses, may engage in mobile vending from a transitory mobile vending unit on public property subject to the following requirements:

1. Mobile vending shall be subject to Chapter 54 of the City of Dexter's Code of Ordinances "Traffic and Vehicles."
2. Licensees shall not block or impair vehicular or pedestrian traffic.
3. Licensees shall not stop a transitory mobile vending unit on any major public road.

4. Licensees shall come to a complete stop and maintain the vehicle in park before vending.
5. Licensees shall comply with all health requirements of the Federal Government, State of Michigan, and Washtenaw County health departments.
6. Licensees shall comply with Article 3 of the City of Dexter's Code of Ordinances "Noise," and specifically section 18-61 "Noise Restrictions."
7. A transitory mobile vending unit shall not be left unattended while on a public street, highway or public parking space for longer than 15 minutes.
8. Mobile vending activity shall not violate the Americans with Disabilities Act.
9. No transitory mobile vendor shall operate between the hours of 9:00 p.m. and 8:00 a.m.
10. Any transitory mobile vending unit shall be removed from public property during the hours of non-operation.

6. INDEMNITY AND INSURANCE

A. The Licensee shall, to the fullest extent permitted by law, defend, indemnify, and hold the City harmless against any claim that may arise from its use of public property. The Licensee shall obtain and maintain during the term of the license a comprehensive general liability insurance policy written on an occurrence basis having policy limits of no less than \$300,000 per occurrence. A certificate of insurance naming the City as an additional insured shall be filed by licensee with the approved application. The certificate shall provide that the City will receive 30 days prior written notice of cancellation or non-renewal.

WORK SESSION
MONDAY, NOVEMBER 9, 2015
6:00 p.m.

THE CITY OF DEXTER
CITY COUNCIL

Dexter Senior Center- 7714 Ann Arbor Street

On September 10, 2015 officials from the City of Dexter received the attached letter from Jim Haeussler requesting a meeting regarding the former Kingsley/Sloan property located outside of the City's southern border. At the September 28, 2015 City Council meeting, the letter was discussed. Due to the fact that the property is not located in our jurisdiction, Mayor Keough suggested and Council generally concurred that the best approach would be a work session that would include both the property owner and representatives from Scio Township. The purpose of the meeting is to give all parties an opportunity for an open dialogue on the future vision for this property.

Property IDs:

H-08-07-400-016	7 acres
H-08-07-400-018	55.9 acres
H-08-07-400-020	20.9 acres
H-08-08-300-001	80 acres
H-08-08-300-003	73.87 acres

1. Discussion of future vision for the former Kingsley/Sloan property

This is a Special Council work session meeting; action will NOT be taken.

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

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Hello Residents and Council members,

Here is a report of my activities over the past couple of weeks and my calendar looking ahead:

Recent Activities

October 14, 2015 - Baker Road/Shield Road/Dan Hoey public meeting to discuss options for a safer intersection – I was very pleased because this meeting was very well attended, with approximately 55 people participating, including representatives from the Road Commission, Scio Township, Dexter Schools, the City of Dexter and many residents from the area/community.

October 15, 2015 - Downtown Development Authority meeting – no action items other than approval of the current invoices.

October 15, 2015 – I spoke with John Evans regarding the Mill Creek Terrace building on Jeffords. Mr. Evans indicated that he has been speaking to more than one builder about their interest to take over the property from the Schultz family. John asked that I forward the City's space needs analysis to him so that he could share that with the builders that may be interested. I forwarded the recent space needs analysis that was prepared by Partner's in Architecture during their evaluation this past year.

October 15, 2015 - Dexter Area Fire Department - I was not able to attend this meeting due to a work conflict. However, I am proud to report that the Board approved the hiring of Robert Smith as the next fire chief.

October 16, 2015 – University of Michigan School of Social Work Interview – 3 UM Graduate students (Haidar Al-Mohammad, Kelsey Madigan and Lucas Prieto) contacted me for an interview about living in Dexter. They selected the City of Dexter as the subject of a Graduate School project. We discussed topics, such as, but not limited to, our recent governmental change from being a Village to a City, social programs that exist in the community, service groups, school structure, diversity, park system, trails, community goals, housing, senior citizens, activities, art in the community, historical landmarks and many other general questions. We met at Joe and Rosie's Coffee Shop for about 90 minutes and then walked through town and along the boardwalk and trails in Mill Creek Park finishing our walking tour of the town in Monument Park. They were very excited to hear about everything that is taking place in Dexter. I hope they come back to visit us soon! Go Blue!

October 19 and 20, 2015 – I stopped by the storm sewer project at the eastern end of 3rd Street and was able to speak with both property owners about the project. They are both pleased with the contractor's work to date and feel this will be a huge improvement for drainage in the area.

Upcoming Activities

October 22, 2015 – Southeast Michigan Council of Governments (SEMCOG) General Assembly meeting

October 26, 2015 - City Council meeting

November 6, 2015 – Facility Committee meeting

November 9, 2015 – City Council/Joint Workshop with Scio Township (6 pm) – Discussion of letter received from Jim Haeussler regarding future use of Scio Township property along Baker Road south of the City of Dexter. This is a joint workshop with Scio Township representatives.

November 9, 2015 – City Council meeting (7:30 pm)

Please feel free to contact me at any time with questions or suggestions.

I look forward to seeing you around our town.

Shawn Keough

Mayor, City of Dexter

skeough@DexterMI.gov

(313) 363-1434 (cell)



Dexter Area Fire Department Fire Administration Board

CITY OF DEXTER
DEXTER TOWNSHIP
WEBSTER TOWNSHIP

MEMORANDUM

Date: 12 October 2015
To: Dexter Area Fire Administrative Board
From: Harley B. Rider, Chair
Re: 2016 Budget – first draft

Attached you will find the first draft of the 2016 DAFD Budget. This first draft is being presented to the DAFD Administrative Board in October for *general discussion only*. Please come prepared to discuss major areas and offer specific concerns and ask specific questions. I anticipate that from the October discussion I will work with the new Fire Chief and current administrative staff to present a formal budget at the November DAFD Board meeting. I would also suggest that a representative from the City of Dexter and Webster Township be involved in the budget process before presenting it to the Fire Board in November.

You will immediately notice several differences in this budget compared with previous DAFD budgets:

- 1) Appropriations are 51.3% higher than the 2015 budget (see “Discussion” below)
- 2) It contains much greater detail than past budgets
- 3) It does not have comparisons with previous budgets
- 4) It does not have account/line item numbers

Significant increases in proposed appropriations

There are a number of reasons for the large increase in appropriations. This budget contains numerous issues we have discussed in past years, including:

- Addition of a 10th firefighter
- Planning for MERS catch-up to reduce unfunded liability
- Planning for Capital Reserves
 - Apparatus
 - Equipment
 - “Emergency” savings for unplanned major expenses
- Replacement of critical equipment
- Medical response unit

Detail

This draft includes much greater detail than previous budgets. This will help the Board understand what goes into the cost of operating a fire department and will help the Chief administer the budget. Unfortunately, it makes it more difficult to accurately compare each department or line item with previous budgets. That will improve in future years.

Prior year comparison

Due to the comparison difficulty mentioned above, I have not included prior years in this draft. I will, however, do my best to have some comparison in the presentation for November.

Line item numbers

As mentioned at recent meetings, I am totally revising the line-item numbering to more closely fit into the Michigan Uniform Chart of Accounts, which is recommended for all governmental bodies. This is still a work in progress that will be firmed up for November.

DISCUSSION

Calculations – Many of the calculations, particularly wage and benefit, are tied to another worksheet. I have not yet verified all numbers for correct carryover. That will be reviewed and verified before the November presentation.

Addition of a 10th firefighter – This is something we have discussed in the past. Actually, in order to provide for three firefighters 24/7 it takes a minimum of 13 full-time personnel in order to cover vacations, sick time, holiday time off, etc. At this time, particularly with two firefighters off long term, our overtime and paid-on-call costs are significant.

Overtime – As of the end of September we have used 97.2 % of our budgeted overtime, though we are only 75% through the budget year. The overtime number in the draft budget reflect an average of 300 hours of overtime pay per position, including a new starting-level firefighter. Without a 10th firefighter, this number will need to be higher. Much of the overtime budget is dependent on when (if) the two firefighters who are current off long-term return to duty.

Paid-On-Call – This area reflects three (3) POC pay categories: Stand-By; Training; Call Response. It also reflects two different starting pay rates (\$12/hr for stand-by and \$15/hr for calls and training) and two different pay rates for POC with greater than 1 year of service (\$15/hr for stand-by and \$19/hr for calls and training, plus an additoinal \$1/hr for calls and training for those with a medical certificate. The draft budget reflects a projected addition of 4 POC firefighters on board by May 1, 2016. We projected 2,636 stand-by hours, 1,145 training hours, and 2,290 hours on calls.

Administration Assistance – This includes 460 hours total at \$15.50/hr for minutes and administrative assistance to the Fire Chief.

MERS Catch-Up – The draft projected amount is what is needed (agreed by accountant and auditor) to catch up our defined benefit funding over the next six (6) years.

Facilities – Facility expenses have been broken down by station and item for more accurate record keeping and tracking. The utility costs are estimated, considering we don't know exactly what station #2 utilities will cost.

Equipment Maintenance and Repair – These projections have been itemized.

Equipment Capital & Replacement – These projections have been itemized and include the truck payment, along with a replacement fund amount for equipment, apparatus and an “emergency fund” (misc/maintenance reserve) to start to build a reserve for unexpected major expenses. You will note that the same amounts are broken out in the projected revenue section.

Dexter Area Fire Department Budget 2016 (First Draft)

	2012	2013	2014	2015	2016
	Final	Final	Approved	Approved	Requested
REVENUE					
CHARGES FOR SERVICES					
206-000- 582.001	368,400	439,017	451,942	490,495	
					Dexter City
206-000- 582.002	256,112	330,524	410,316	449,499	
					Dexter Township
206-000- 582.003	407,510	452,779	450,456	489,031	
					Webster Township
CONTRACTS					
	58,725	44,044	58,725	0	CAFA
					?
DONATIONS					
206-000- 675.001	87,000	19,605			Government
206-000- 675.002					Private
GRANTS					
206-000-	58,192	9,006			Equipment
206-000-					Personnel
INTEREST					
206-000- 665.000	82	74	75		Interest Income
REFUNDS & REIMBURSEMENTS					
206-000- 672.001	1,870	690	100		HazMat
206-000- 672.002	13,899				Insurance Claim Reimbursement
206-000- 672.003					Other
206-000- 672.004					Employee Insurance Contribution
MISCELLANEOUS					
206-000- 673.000	3,863	500			Miscellaneous Revenue
RESERVES					
206-000- 148.000				100,000	Reserve/Cap Imp - Apparatus
206-000- 159.000				50,000	Reserve/Cap Imp - Equipment
206-000- 376.000				10,000	Reserve/Cap Imp - Emergency Misc
				70,000	Reserve/Employer Retirement Funding
TRANSFER IN					
206-000- 600.001			30,000		From General Fund
206-000- 699.002					From Capital Imp Fund
REVENUE TOTAL					
	1,255,653	1,295,739	1,402,114	1,429,025	230,000

Dexter Area Fire Department Budget 2016 (First Draft)

	2012	2013	2014	2015	2016
	Final	Final	Approved	Approved	Requested

	Change
2,161,990	51.29%
1,383,747	

**APPROPRIATIONS
PERSONNEL**

Payroll - Fire Chief	77,500
Payroll - Full Time Admin	0
Payroll - Full Time Firefighting	549,016
includes projected 3% raise effective 5/1/16	
Payroll - Full Time Overtime	77,861
project 300 hours OT per full-time personnel	
Payroll - Assistant Chief Salary	21,000
projects \$12,000 annual salary for Assistant Chief (Wagner [25], Zahn [5] Armstrong [1])	
Payroll - Assistant Chief Hourly	24,600
820 hours total @ \$30/hr (Wagner [240], Zahn [60], Armstrong [520])	
Payroll - POC (rate 1)	6,270
140 hours @ \$12/hr and 627 hours @ \$15/hr	
Payroll - POC (rate 2)	93,600
2,496 hours @ %15/hr and 2,808 hours @ %19/hr, plus 2,808 hours with medical certificate	
Payroll - Part Time Admin	7,130
460 hours @ \$15.50/hr	
Payroll - Specialty Pay	8,800
Per CBA Article 19, Section I	
Payroll - Holiday Pay	
Payroll - Longevity Bonus	3,750
Per CBA Article 19, Section E	
Payroll - PTO Payout	74,793
Per Article 20, Section C.11	
Payroll - OASDI/Medicare	73,613
Payroll - Insurance Opt-Out	0
No Opt-Out at this time (\$3,000/each cap per CBA 21.C)	
Benefits - MERS Employer Cont - Def Benefit	56,419
Benefits - MERS Employer Cont - Def Contrib	3,875
Benefits - MERS Employer Funding Catch-Up	70,000
Benefits - Insurance: Medical	171,120
Benefits - Insurance: STD/LTD	7,800
Benefits - Optical	0
Included in Medical above	
Benefits - Dental	0

Dexter Area Fire Department Budget 2016 (First Draft)

	2012	2013	2014	2015	2016
	Final	Final	Approved	Approved	Requested

Included in Medical above

Benefits - Dues to Fitness Center Per CBA Article 17	3,600				
Vehicle Allowance - Chief \$300/mo	3,600				
Clothing Allowance - Chief	800				
Clothing Allowance - Full Time Per CBA Article 19.D	7,600				
Clothing Allowance - POC	3,000				
Turn-Out Gear - Full-Time 5 sets @ \$2,500	12,500				
Turn-Out Gear - POC 10 sets @ \$2,500	25,000				
Reimbursement - Mileage (non-training)	500				
Reimbursement - Other					

TRAINING

19,175

Training - FT and POC CPR; Ice Rescur refresher; IC Refresher; Veh Extraction; Tag-Out/Lock-Out; Traffic Incident Mgr; Forcible Entry; Monthly Medical 2 FF to FF 1 & 2/ EMT-B; Pre-Hospital Life support (15); Fit Testing / TB Testing (15)	16,875				
Training - Chief	1,000				
Training - Mileage Reimbursement	500				
Training - Lodging	600				
Training - Meals, etc.	200				

INSURANCE

80,462

Insurance - Vehicle/Property/Liability Includes Station #2 contents owned by DAFD	57,000				
Insurance - Work Comp 3% of Payroll (base wages only)	23,462				

Dexter Area Fire Department Budget 2016 (First Draft)

	2012	2013	2014	2015	2016
	Final	Final	Approved	Approved	Requested
PROFESSIONAL SERVICES					21,500
Prof Serv - Accounting Includes payroll services					9,000
Prof Serv - Attorney/Legal					500
Prof Serv - Audit					4,400
Prof Serv - Medical 5 new hire @ \$120; 10 random drug @ \$150;					1,000 2,100
Prof Serv - Physical/Psychological 2 new hire @ 800					1,000 1,600
Prof Serv - Background Investigatoin 2 new hire @ \$200					1,500 400
Prof Serv - Other ??					0

CONTRACTUAL SERVICES					30,195
Cont Serv - Dispatch Emergent Health Partners (HVA)					19,000
Cont Serv - Info Technology IT Right \$3,980; Firehouse \$1,295					5,275
Cont Serv - Maintenance: Office Equip Copy Machine??					500
Cont Serv - Cell & Pagers 3 cell phones (\$200/mo) = \$2,400; 3 pagers @ \$6/mo each = \$220					2,620
Cont Serv - E-Dispatch or Active 911 Software Support					800
Washtenaw 800mHz \$50 per mic x 40					2,000
Cont Serv - Other					0

Dexter Area Fire Department Budget 2016 (First Draft)

	2012	2013	2014	2015	2016
	Final	Final	Approved	Approved	Requested

40,100

FACILITIES

Facilities - Rent: Station 1			12,000	13,000	
Facilities - Rent: Station 2			8,600	2,500	
<i>\$1/mo. plus insurance</i>					
Facilities - Rent: Station 3					
Facilities - Electric: Station 1			6,000	700	
Facilities - Electric: Station 2			5,000	7,200	
<i>DTE Energy</i>					
Facilities - Electric: Station 3					
Facilities - Gas: Station 1					
Facilities - Gas: Station 2				1,200	
<i>Consumers Power</i>					
Facilities - Gas: Station 3					
Facilities - Phone: Station 1				6,000	
Facilities - Phone: Station 2				6,000	
Facilities - Phone: Station 3					
Facilities - Cable/Internet: Station 1					
Facilities - Cable/Internet: Station 2				1,800	
<i>Charter Spectrum</i>					
Facilities - Cable/Internet: Station 3					
Facilities - Maintenance: Station 1					
Facilities - Maintenance: Station 2			0	1,700	
<i>\$100/mo to Dexter Township for lawn and snow; \$500/yr for HVAC, etc (generator covered in Equipment Maintenance)</i>					
Facilities - Maintenance: Station 3					

Dexter Area Fire Department Budget 2016 (First Draft)

	2012	2013	2014	2015	2016
	Final	Final	Approved	Approved	Requested

11,250

SUPPLIES

Supplies - Office	500				
Supplies - Printing	0				
Supplies - Postage	500				
Supplies - Medical	8,500				
Supplies - Firefighting (non-capital)	550				
Foam - 55 gal @ \$10/gal					
Supplies - Quarters: Station 1	600				
Toilet paper; Paper towels; Cleaning supplies; etc.					
Supplies - Quarters: Station 2	600				
Toilet paper; Paper towels; Cleaning supplies; etc.					
Supplies - Quarters: Station 3					
Toilet paper; Paper towels; Cleaning supplies; etc.					

FUEL

16,000

Fuel - Fire Chief	0				
Fuel - Station 1	16,000				
Fuel - Station 2	0				
Fuel - Station 3	0				

DUES & MEMBERSHIPS

3,890

Dues & Memberships - Chief	1,000				
Dues & Memberships - Full-Time	2,000				
MFIS \$30; MFIA \$20; State of Mich \$60; NFPA \$230	340				
Dues & Memberships - POC	0				
Dues & Memberships - Other	550				
HazMat Dues \$500; Costco \$50					

MISCELLANEOUS

0

Misc - Admin & Support	0				
Misc - Firefighting	0				
Misc - Other	0				

Dexter Area Fire Department Budget 2016 (First Draft)

2012	2013	2014	2015	2016
Final	Final	Approved	Approved	Requested

3,000

PUBLIC EDUCATION & RECRUITING

Supplies 2,000

Miscellaneous 1,000

2,000

EQUIPMENT RENTAL

Equipment Rental - Firefighting 1,000

Equipment Rental - Support & Cleanup 1,000

Equipment Rental - Other 0

45,405

EQUIPMENT MAINTENANCE & REPAIR

Maintenance - Equipment (Includes testing) 9,705

Cascade (2x/yr \$225=\$450); Hoses (10K feet @ \$.25/ft = \$2,500); Ladders (382' @\$2.50/ft = \$955); Generators (2 gen 2x/yr @ 200 ea), Clear (25 sets \$100, twice/yr = \$5,000)

Maintenance - Apparatus (Includes testing) 14,750

Antel Test \$550; DOT testing 6 trucks @ \$150/ea = \$900; 6 tks @ \$1,400 (LOF & pumps) = \$8,400; 6 pump testing @ \$2,50 = \$1,500; Tires (8 tires @ \$150/ea) = \$1,200; Utility brakes - \$1,200; \$1,000 misc

Maintenance - Radios (batteries, etc) 1,950

Batts - 15 \$ 50 = \$750; Radio install and reprogram \$900; Station #1 Radio rewire \$300;

Repair - Equipment 1,500

Extraction equip repair (hoses & reels) = \$1,000; Misc \$500

Repair - Apparatus: Insurance Related 0

Unknown

Repair - Apparatus: Non-Insurance Related 17,500

Tanker 5-1 tank mount = \$4,500; Tower = \$5,000; 2 pumps @ \$2,500 = \$5,000; Emgcy lights \$2,000; Misc \$1,000

Repair - Radios 0

Unknown

Dexter Area Fire Department Budget 2016 (First Draft)

2012	2013	2014	2015	2016
Final	Final	Approved	Approved	Requested

EQUIPMENT CAPITAL & REPLACEMENT

505,266

Equipment - Communication	17,435			
2 new preps @ \$6,500 = \$13,000; 8 mics @ \$100/ea = \$800; 10 pagers (\$3,635);				
Equipment - Information Technology: Hardware	5,490			
5 UPS batteries = \$200; 2 UPS @ \$140 = \$280; 2 computers @ \$1,250 = \$2,500; 3 monitors @ \$170 = \$510; Sta #2 printer \$500; 4 tablets & brackets \$1,500;				
Equipment - Information Technology Software	520			
MS Office for 2 new computers \$520				
Equipment - Extracation	17,000			
Cribbing \$4,800; Set of Air Bags \$6,500; ram \$5,000; Glass cutter \$700				
Equipment - Firefighting	149,500			
20 Air Packs @ \$5,800 = \$116,000; 15 masks @ \$250 = \$3,750; 800" 4" hose @ \$6/ft x 5 = \$24,000; 500' 2.5" @ \$2,500/ft = \$1,250; attack line 1,000' @ \$4/ft = \$4,000; Misc = \$500				
Equipment - Medical	8,500			
2 new AEDs @ \$2,000 = \$4,000; 5 med bags @ \$200/ea = \$1,000; Medical slide-in unit for Gator = \$3,500				
Equipment - Safety	4,000			
Gloves, hoods, helmets, face shields, boots				
Equipment - Training	2,221			
DAFD share of County Grant Training Simulator = \$2,221				
Equipment - Cleaning	7,000			
Turn-Out Gear Washer - Station #1				
Equipment - Misc	3,500			
Gear storage \$3,500 at Station #1;				
Equipment - To Reserve Fund	50,000			
Reserve for future equipment (not apparatus) needs				
Apparatus - Emergency Equip (lights, siren, etc)	2,000			
1 light bar for Utility 3				
Apparatus - Marking, etc.	0			
Unknown				
Apparatus - Minor (Utility, Brush, Admin)	50,000			
Suburban for first response medical, fully equipped				
Apparatus - Major (Engine, Tanker, Tower)	78,100			
Truck payment				
Apparatus - To Reserve Fund	100,000			
Reserve for future apparatus needs				
Misc/Maintenance Reserve	10,000			
Reserve for future emergency needs (major equipment breakdown, disasters, etc.)				

**Dexter Area Fire Department
Statement of Revenues and Expenses**

**Payment from the City was
missapplied to Dexter Township

	9 Months Ended September 30, 2015 Actual	2015 Budget	Over/(Under) Budget	Percent of Budget
Income				
CHARGE FOR SERVICE/WEBSTER TW CHARGE FOR SERVICE/WEBSTER TW	\$ 489,031.00	\$ 489,031.18	(0.18)	100.00%
CHARGE FOR SERVICE/DEXTER TWP CHARGE FOR SERVICE/DEXTER TWP	582,371.57	449,498.72	132,872.85	129.56%
CHARGE FOR SERVICE/VILL DEX CHARGE FOR SERVICE/VILL DEX	245,247.68	490,495.35	(245,247.67) **	50.00%
CHARGE FOR SERVICE/PRIVATE CHARGE FOR SERVICE/PRIVATE	2,884.00	0.00	2,884.00	N/A%
CONTRACTS - CAFA CONTRACTS - CAFA	39,150.00	0.00	39,150.00	N/A%
Total Income	<u>1,358,684.25</u>	<u>1,429,025.25</u>	<u>(70,341.00)</u>	<u>95.08%</u>
Operating Expenses				
PAYROLL-FULL TIME	401,990.91	544,049.69	(142,058.78)	73.89%
PAYROLL- FULL TIME OVERTIME	82,618.36	85,000.00	(2,381.64)	97.20%
EMPLOYEE BENEFITS- INSURANCE	131,411.45	160,000.00	(28,588.55)	82.13%
EMPLOYEE BENEFITS- RETIREMENT	69,911.71	52,000.00	17,911.71	134.45%
HOLIDAY PAY	0.00	12,000.00	(12,000.00)	N/A%
VACATION CASH-IN	36,892.08	0.00	36,892.08	N/A%
SPECIALTY PAY	1,400.01	11,000.00	(9,599.99)	12.73%
LONGEVITY BONUS	2,850.00	3,500.00	(650.00)	81.43%
CONTRACT - PAY DOWN	0.00	30,000.00	(30,000.00)	N/A%
PAYROLL-PAID ON CALL	59,835.95	50,000.00	9,835.95	119.67%
SOC SEC & MED EXPENSE	45,210.26	56,269.55	(11,059.29)	80.35%
TRAINING	1,644.00	7,800.00	(6,156.00)	21.08%
TRAINING - REIMBURSEMENTS:Burke	250.00	0.00	250.00	N/A%
TRAINING-CHIEF	0.00	500.00	(500.00)	N/A%
ACCOUNTING SERVICE	6,000.00	5,700.00	300.00	105.26%
PROFESSIONAL SERVICES	1,919.70	1,000.00	919.70	191.97%
LEGAL SERVICES	519.00	500.00	19.00	103.80%
BANK SERVICE CHARGES	21.80	0.00	21.80	N/A%
AUDIT	4,000.00	4,100.00	(100.00)	97.56%
INSURANCE, VEHICLE/PROPERTY	4,260.45	53,000.00	(48,739.55)	8.04%
WORKERS' COMP. EXPENSE	19,760.57	20,000.00	(239.43)	98.80%
DISPATCH	12,421.12	18,200.00	(5,778.88)	68.25%
SUPPLIES, PRINTING, POSTAGE	1,015.86	1,600.00	(584.14)	63.49%
DUES & MEMBERSHIPS	(3,847.82)	3,700.00	(7,547.82)	-104.00%
DUES - FITNESS CENTER	138.00	6,000.00	(5,862.00)	2.30%
OPERATING SUPPLIES	4,983.00	8,000.00	(3,017.00)	62.29%
COMPUTER SUPPORT	8,104.95	8,500.00	(395.05)	95.35%
QUARTERS	943.51	4,000.00	(3,056.49)	23.59%
RENT-BUILDING	12,719.27	12,000.00	719.27	105.99%
RENT-BUILDING - STATION 2	0.00	9,600.00	(9,600.00)	N/A%
RENT -BUILDING - STATION 2	4,800.00	0.00	4,800.00	N/A%
UTILITIES	5,425.11	6,000.00	(574.89)	90.42%
UTILITIES - STATION 2	2,960.51	5,000.00	(2,039.49)	59.21%
COMMUNICATIONS	7,095.94	13,000.00	(5,904.06)	54.58%
EQUIPMENT RENTAL	5.95	3,500.00	(3,494.05)	0.17%
MEDICAL EXPENSE	2,201.00	3,000.00	(799.00)	73.37%
MEDICAL SUPPLIES	1,140.23	8,500.00	(7,359.77)	13.41%
F/T CLOTHING ALLOWANCE	3,120.10	6,000.00	(2,879.90)	52.00%
POC CLOTHING ALLOWANCE	9,389.70	18,000.00	(8,610.30)	52.17%
MISCELLANEOUS	0.00	500.00	(500.00)	N/A%
TRAVEL	0.00	650.00	(650.00)	N/A%
FUEL	11,078.57	20,000.00	(8,921.43)	55.39%
FUEL - STATION 2	0.00	500.00	(500.00)	N/A%

**Dexter Area Fire Department
Statement of Revenues and Expenses**

	9 Months Ended September 30, 2015 Actual	2015 Budget	Over/(Under) Budget	Percent of Budget
VEHICLE ALLOWANCE- CHIEF	1,575.00	6,300.00	(4,725.00)	25.00%
MILEAGE REIMBURSEMENT	1,969.88	1,000.00	969.88	196.99%
VEHICLE REPAIRS	41,568.27	45,000.00	(3,431.73)	92.37%
PREVENTATIVE MAINTENANCE	2,692.80	8,500.00	(5,807.20)	31.68%
EQUIPMENT REPAIRS	1,487.12	3,500.00	(2,012.88)	42.49%
RADIO REPAIR AND MAINTENANCE	2,000.00	4,500.00	(2,500.00)	44.44%
PUBLIC EDUCATION	0.00	1,000.00	(1,000.00)	N/A%
Total Operating Expenses	<u>1,005,484.32</u>	<u>1,322,469.24</u>	<u>(316,984.92)</u>	<u>76.03%</u>
Operating Income (Loss)	<u>353,199.93</u>	<u>106,556.01</u>	<u>246,643.92</u>	<u>331.47%</u>
Other Income (Expenses)				
INTEREST INCOME	80.43	0.00	80.43	N/A%
HAZMAT REIMBURSEMENT	8,145.95	0.00	8,145.95	N/A%
MISCELLANEOUS/SUNDRY INCOME	26.00	0.00	26.00	N/A%
INSURANCE REIMBURSEMENTS	556.74	0.00	556.74	N/A%
CAPITAL OUTLAY/FIRE FT EQUIP	(287.00)	(20,000.00)	19,713.00	1.44%
CAPITAL OUTLAY/COMMUNICATIONS	(1,159.21)	(6,000.00)	4,840.79	19.32%
TRANSFER TO DEBT SERVICE	(78,056.01)	(78,056.01)	0.00	100.00%
Total Other Income (Expenses)	<u>(70,693.10)</u>	<u>(104,056.01)</u>	<u>33,362.91</u>	<u>67.94%</u>
Net Income (Loss)	<u>\$ 282,506.83</u>	<u>\$ 2,500.00</u>	<u>\$ 280,006.83</u>	<u>11300.27%</u>

SUMMARY OF BILLS AND PAYROLL			10/26/2015
Payroll Check Register	10/14/15	\$35,845.84	Regular Pay
Employer Costs (paid via electronic transfer)	10/14/15	\$3,192.60	Regular Pay
Account Payable Check Register		\$223,668.30	
		\$262,706.74	TOTAL BILLS & PAYROLL EXPENDED ALL FUNDS

The due date column on the accounts payable worksheets represents the date of the Council meeting

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

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

BOTH OPEN AND PAID

Claimant	Amount Claimed	Amount Owed	Amount Rejected
1. ALEXANDER CHEMICAL CORPORATION	670.29		
2. ARBOR CARE TREE SURGEONS	750.00		
3. AT&T	252.71		
4. BASIC CORPORATE	150.00		
5. BOULLION SALES	33.85		
6. CADILLAC ASPHALT, LLC	588.00		
7. CARLISLE-WORTMAN ASSOCIATES	3,400.00		
8. COMCAST - DPW	313.30		
9. CORRIGAN OIL COMPANY	682.78		
10. CRIBLEY WELL DRILLING CO INC	437.00		
11. CULLIGAN WATER CONDITIONING	33.95		
12. DAVID TRAYNOR	546.30		
13. FIFTH THIRD BANK	6,532.50		
14. G2 CONSULTING GROUP, LLC	2,710.50		
15. HALEY MECHANICAL	115.00		
16. JOHN'S SANITATION	210.00		
17. KENNEDY INDUSTRIES, INC.	3,016.00		
18. KLAPPERICH WELDING	80.00		
19. KNIGHT'S GRADING & EXCAVATING	2,400.00		
20. LESSORS WELDING SUPPLY	54.45		
21. MARIE A. SHERRY	467.04		
22. MC3	5,330.00		
23. METRO ENVIRONMENTAL SERVICES	2,360.00		
24. MICHIGAN PIPE & VALVE	1,020.90		
25. MICHIGAN SUPPLY COMPANY	650.00		
26. MUNICIPAL EMPLOYEES RETIREMENT	95,000.00		
27. MUNICODE	700.00		
28. NORTH CENTRAL LABORATORIES	472.10		
29. PERE MARQUETTE CHARTER TOWNSHIP	191.42		
30. PETTY CASH REIMBURSEMENT	93.13		
31. PNC	165.00		
32. POSTMASTER	736.42		
33. PRINTING SYSTEMS	483.98		
34. RICOH AMERICAS CORPORATION	765.00		
35. ROCKFORD ADVERTISING	736.25		
36. SCOTT E. MUNZEL, PC	5,707.07		
37. SMALL BUSINESS ASSOC OF MICH	21,188.92		
38. SOUTHEAST MICHIGAN COUNCIL	110.00		
39. STAPLES BUSINESS ADVANTAGE	462.79		
40. SURVEY MONKEY	204.00		
41. THE ENCORE MUSICAL THEATRE CO	125.00		
42. THE SUN TIMES	228.83		
43. UNUM LIFE INSURANCE	530.27		
44. US BANK CORPORATE TRUST	59,621.55		
45. WASHTENAW COUNTY CONSORTIUM	75.00		
46. WASHTENAW COUNTY TREASURER	3,267.00		
TOTAL ALL CLAIMS	223,668.30		

INVOICE GL DISTRIBUTION REPORT FOR CITY OF DEXTER
 EXP CHECK RUN DATES 10/20/2015 - 10/21/2015
 BOTH JOURNALIZED AND UNJOURNALIZED
 BOTH OPEN AND PAID

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund 101 GENERAL FUND							
Dept 101 CITY COUNCIL							
101-101-956.000	COUNCIL DISCRETIONARY EXPE	PETTY CASH REIMBURSEME	PETTY CASH	10-21-15	10/26/15	38.40	43052
						<u>38.40</u>	
Total For Dept 101 CITY COUNCIL						38.40	
Dept 172 CITY MANAGER							
101-172-721.000	HEALTH & DENTAL INSURANCE	DAVID TRAYNOR	PATIENT: MARK TUSCANO	10-20-15	10/26/15	546.30	
101-172-721.000	HEALTH & DENTAL INSURANCE	SMALL BUSINESS ASSOC O	NOV 2015	10-20-15	10/26/15	6,019.28	
101-172-722.000	LIFE & DISABILITY INSURANC	UNUM LIFE INSURANCE	NOVEMBER 2015	10-20-15	10/26/15	121.56	
101-172-727.000	OFFICE SUPPLIES	STAPLES BUSINESS ADVAN	SUPPLIES	10-20-15	10/26/15	34.49	
						<u>6,721.63</u>	
Total For Dept 172 CITY MANAGER						6,721.63	
Dept 201 FINANCE DEPARTMENT							
101-201-802.000	PROFESSIONAL SERVICES	BASIC CORPORATE	125 FLEXPLAN	103478	10/26/15	150.00	
						<u>150.00</u>	
Total For Dept 201 FINANCE DEPARTMENT						150.00	
Dept 210 ATTORNEY							
101-210-810.000	ATTORNEY FEES	SCOTT E. MUNZEL, PC	BROAD ST	1657	10/26/15	272.00	
101-210-810.000	ATTORNEY FEES	SCOTT E. MUNZEL, PC	PURCHASING ORDINANCE	1656	10/26/15	561.00	
101-210-810.000	ATTORNEY FEES	SCOTT E. MUNZEL, PC	PARACHEK EASEMENT	1655	10/26/15	330.00	
						<u>1,163.00</u>	
Total For Dept 210 ATTORNEY						1,163.00	
Dept 215 CITY CLERK							
101-215-815.000	ORDINANCE CODIFICATION	MUNICODE	ANNUAL WEB HOSTING	00261173	10/26/15	700.00	
101-215-901.000	PRINTING & PUBLISHING	THE SUN TIMES	PUBLIC NOTICE	46451	10/26/15	109.35	
101-215-901.000	PRINTING & PUBLISHING	THE SUN TIMES	PUBLIC NOTICE	46367	10/26/15	14.18	
101-215-901.000	PRINTING & PUBLISHING	THE SUN TIMES	PUBLIC NOTICE	46647	10/26/15	48.60	
						<u>872.13</u>	
Total For Dept 215 CITY CLERK						872.13	
Dept 253 TREASURER							
101-253-721.000	HEALTH & DENTAL INSURANCE	SMALL BUSINESS ASSOC O	NOV 2015	10-20-15	10/26/15	1,565.36	
101-253-722.000	LIFE & DISABILITY INSURANC	UNUM LIFE INSURANCE	NOVEMBER 2015	10-20-15	10/26/15	36.50	
101-253-861.000	TRAVEL & MILEAGE	MARIE A. SHERRY	CONFERENCE	10-20-15	10/26/15	467.04	
101-253-861.000	TRAVEL & MILEAGE	PERE MARQUETTE CHARTER	CONFERENCE	191.42	10/26/15	191.42	
						<u>2,260.32</u>	
Total For Dept 253 TREASURER						2,260.32	
Dept 262 ELECTIONS							
101-262-901.000	PRINTING & PUBLISHING	THE SUN TIMES	PUBLIC NOTICE	46451	10/26/15	24.30	
						<u>24.30</u>	
Total For Dept 262 ELECTIONS						24.30	
Dept 265 BUILDINGS & GROUNDS							
101-265-727.000	OFFICE SUPPLIES	STAPLES BUSINESS ADVAN	SUPPLIES	10-20-15	10/26/15	233.80	
101-265-727.000	OFFICE SUPPLIES	PETTY CASH REIMBURSEME	PETTY CASH	10-21-15	10/26/15	32.84	43052
101-265-728.000	POSTAGE	PETTY CASH REIMBURSEME	PETTY CASH	10-21-15	10/26/15	21.89	43052
101-265-920.001		AT&T	424 1790	10-20-15	10/26/15	74.70	
101-265-936.000		RICOH AMERICAS CORPORA	FARMERS MARKET	9560865	10/26/15	765.00	
						<u>1,128.23</u>	
Total For Dept 265 BUILDINGS & GROUNDS						1,128.23	
Dept 285 CITY TREE PROGRAM							
101-285-803.000	CONTRACTED SERVICES	ARBOR CARE TREE SURGEO	7905 THIRD TREES	10-20-15	10/26/15	750.00	
						<u>750.00</u>	
Total For Dept 285 CITY TREE PROGRAM						750.00	
Dept 301 LAW ENFORCEMENT							
101-301-807.000		WASHTENAW COUNTY TREAS	LOCAL UNIT OT	27016	10/26/15	3,267.00	
						<u>3,267.00</u>	
Total For Dept 301 LAW ENFORCEMENT						3,267.00	

INVOICE GL DISTRIBUTION REPORT FOR CITY OF DEXTER
 EXP CHECK RUN DATES 10/20/2015 - 10/21/2015
 BOTH JOURNALIZED AND UNJOURNALIZED
 BOTH OPEN AND PAID

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund 101 GENERAL FUND							
Dept 400 PLANNING DEPARTMENT							
101-400-721.000	HEALTH & DENTAL INSURANCE	SMALL BUSINESS ASSOC	UNUM LIFE INSURANCE NOVEMBER 2015	10-20-15	10/26/15	1,563.55	
101-400-722.000	LIFE & DISABILITY INSURANCE	SMALL BUSINESS ASSOC	UNUM LIFE INSURANCE NOVEMBER 2015	10-20-15	10/26/15	30.99	
101-400-727.000	OFFICE SUPPLIES	STAPLES BUSINESS ADVAN	SUPPLIES	10-20-15	10/26/15	194.50	
101-400-802.000	PROFESSIONAL SERVICES	CARLISLE-WORTMAN ASSOC	OIL & GAS	2137508	10/26/15	927.50	
101-400-802.000	PROFESSIONAL SERVICES	CARLISLE-WORTMAN ASSOC	GENERAL CONSULTATION	2137507	10/26/15	40.00	
101-400-802.000	PROFESSIONAL SERVICES	CARLISLE-WORTMAN ASSOC	ZONING ORDINANCE	2137506	10/26/15	2,367.50	
101-400-901.000	PRINTING & PUBLISHING	THE SUN TIMES	PUBLIC NOTICE	46367	10/26/15	32.40	
Total For Dept 400 PLANNING DEPARTMENT						5,156.44	
Dept 441 DEPARTMENT OF PUBLIC WORKS							
101-441-720.000	SOCIAL SECURITY & MEDICARE	UNUM LIFE INSURANCE	NOVEMBER 2015	10-20-15	10/26/15	38.14	
101-441-721.000	HEALTH & DENTAL INSURANCE	SMALL BUSINESS ASSOC	UNUM LIFE INSURANCE NOVEMBER 2015	10-20-15	10/26/15	1,962.91	
101-441-722.000	LIFE & DISABILITY INSURANCE	SMALL BUSINESS ASSOC	UNUM LIFE INSURANCE NOVEMBER 2015	10-20-15	10/26/15	36.12	
101-441-740.000	OPERATING SUPPLIES	LESSORS WELDING SUPPLY	DPW	284025	10/26/15	54.45	
101-441-751.000		CORRIGAN OIL COMPANY	DPW	6138683	10/26/15	370.45	
101-441-920.000		COMCAST - DPW	DPW	10-20-15	10/26/15	313.30	
Total For Dept 441 DEPARTMENT OF PUBLIC WORKS						2,775.37	
Dept 442 DOWNTOWN PUBLIC WORKS							
101-442-730.000	FARMERS MARKET SUPPLIES	THE ENCORE MUSICAL	THE FARMERS MARKET	1107	10/26/15	125.00	
Total For Dept 442 DOWNTOWN PUBLIC WORKS						125.00	
Dept 751 PARKS & RECREATION							
101-751-721.000	HEALTH & DENTAL INSURANCE	SMALL BUSINESS ASSOC	UNUM LIFE INSURANCE NOVEMBER 2015	10-20-15	10/26/15	316.60	
101-751-722.000	LIFE & DISABILITY INSURANCE	SMALL BUSINESS ASSOC	UNUM LIFE INSURANCE NOVEMBER 2015	10-20-15	10/26/15	5.83	
101-751-802.000	PROFESSIONAL SERVICES	CARLISLE-WORTMAN ASSOC	2015 PARKS	2137505	10/26/15	65.00	
101-751-901.000	PRINTING & PUBLISHING	ROCKFORD ADVERTISING	MICHIGAN TRAILS MAGAZINE	1233	10/26/15	736.25	
101-751-937.000	EQUIPMENT MAINTENANCE & RE	KLAPPERICH WELDING	DPW	1635	10/26/15	80.00	
101-751-944.000	PORTABLE TOILET RENTAL	JOHN'S SANITATION	PARKS	A-43141	10/26/15	210.00	
101-751-955.000	MISCELLANEOUS	SURVEY MONKEY	SUBSCRIPTION RENEWAL	25387571	10/26/15	204.00	
101-751-958.000	MEMBERSHIPS & DUES	PNC	DPW	10-20-15	10/26/15	165.00	
Total For Dept 751 PARKS & RECREATION						1,782.68	
Dept 851 INSURANCE & BONDS							
101-851-721.001	RETIREE HEALTH INSURANCE	SMALL BUSINESS ASSOC	UNUM LIFE INSURANCE NOVEMBER 2015	10-20-15	10/26/15	479.10	
101-851-723.001	OTHER POST EMPLOYMENT BENEF	MUNICIPAL EMPLOYEES RE	OPEB CONTRIBUTION FY 15/16	FY 15/16 OPEB	10/31/15	75,000.00	
Total For Dept 851 INSURANCE & BONDS						75,479.10	
Dept 901 CAPITAL IMPROVEMENTS							
101-901-975.011	PROPERTY ACQUISITION	CRIBLEY WELL DRILLING	7651 DAN HOEY	67670	10/26/15	437.00	
Total For Dept 901 CAPITAL IMPROVEMENTS						437.00	
Total For Fund 101 GENERAL FUND						102,130.60	
Fund 202 MAJOR STREETS FUND							
Dept 248 ADMINISTRATION							
202-248-723.001	OTHER POST EMPLOYMENT BENEF	MUNICIPAL EMPLOYEES RE	OPEB CONTRIBUTION FY 15/16	FY 15/16 OPEB	10/31/15	4,500.00	
Total For Dept 248 ADMINISTRATION						4,500.00	
Dept 445 STORMWATER							
202-445-802.000	PROFESSIONAL SERVICES	POSTMASTER	WATERSHED CALENDAR	10-20-15	10/26/15	368.21	
202-445-802.000	PROFESSIONAL SERVICES	SOUTHEAST MICHIGAN COU	ANNUAL	90215	10/26/15	110.00	
202-445-803.000	CONTRACTED SERVICES	METRO ENVIRONMENTAL SE		55170	10/26/15	2,360.00	

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Fund 202 MAJOR STREETS FUND							
Dept 445 STORMWATER							
Total For Dept 445 STORMWATER						2,838.21	
Dept 451 CONTRACTED ROAD CONSTRUCTION							
202-451-974.000	CIP CAPITAL IMPROVEMENTS	G2 CONSULTING GROUP, L	STREETS	152178	10/26/15	1,355.25	
Total For Dept 451 CONTRACTED ROAD CONSTRUCTION						1,355.25	
Dept 463 ROUTINE MAINTENANCE							
202-463-721.000	HEALTH & DENTAL INSURANCE	SMALL BUSINESS ASSOC O	NOV 2015	10-20-15	10/26/15	1,646.31	
202-463-722.000	LIFE & DISABILITY INSURANCE	UNUM LIFE INSURANCE	NOVEMBER 2015	10-20-15	10/26/15	30.30	
202-463-740.000	OPERATING SUPPLIES	CADILLAC ASPHALT, LLC	STREETS	280751	10/26/15	195.50	
Total For Dept 463 ROUTINE MAINTENANCE						1,872.11	
Dept 474 TRAFFIC SERVICES							
202-474-721.000	HEALTH & DENTAL INSURANCE	SMALL BUSINESS ASSOC O	NOV 2015	10-20-15	10/26/15	506.56	
202-474-722.000	LIFE & DISABILITY INSURANCE	UNUM LIFE INSURANCE	NOVEMBER 2015	10-20-15	10/26/15	9.32	
Total For Dept 474 TRAFFIC SERVICES						515.88	
Dept 478 WINTER MAINTENANCE							
202-478-721.000	HEALTH & DENTAL INSURANCE	SMALL BUSINESS ASSOC O	NOV 2015	10-20-15	10/26/15	1,013.11	
202-478-722.000	LIFE & DISABILITY INSURANCE	UNUM LIFE INSURANCE	NOVEMBER 2015	10-20-15	10/26/15	18.64	
Total For Dept 478 WINTER MAINTENANCE						1,031.75	
Total For Fund 202 MAJOR STREETS FUND						12,113.20	
Fund 203 LOCAL STREETS FUND							
Dept 248 ADMINISTRATION							
203-248-723.001	OTHER POST EMPLOYMENT BENEFIT	MUNICIPAL EMPLOYEES RE	OPEB CONTRIBUTION FY 15/16	FY 15/16 OPEB	10/31/15	4,500.00	
Total For Dept 248 ADMINISTRATION						4,500.00	
Dept 445 STORMWATER							
203-445-802.000	PROFESSIONAL SERVICES	POSTMASTER	WATERSHED CALENDAR	10-20-15	10/26/15	368.21	
Total For Dept 445 STORMWATER						368.21	
Dept 451 CONTRACTED ROAD CONSTRUCTION							
203-451-970.000	CONTRACTED CAPITAL IMPROVEMENTS	G2 CONSULTING GROUP, L	STREETS	152178	10/26/15	1,355.25	
Total For Dept 451 CONTRACTED ROAD CONSTRUCTION						1,355.25	
Dept 463 ROUTINE MAINTENANCE							
203-463-721.000	HEALTH & DENTAL INSURANCE	SMALL BUSINESS ASSOC O	NOV 2015	10-20-15	10/26/15	506.54	
203-463-722.000	LIFE & DISABILITY INSURANCE	UNUM LIFE INSURANCE	NOVEMBER 2015	10-20-15	10/26/15	9.32	
203-463-740.000	OPERATING SUPPLIES	CADILLAC ASPHALT, LLC	STREETS	281253	10/26/15	392.50	
Total For Dept 463 ROUTINE MAINTENANCE						908.36	
Dept 474 TRAFFIC SERVICES							
203-474-721.000	HEALTH & DENTAL INSURANCE	SMALL BUSINESS ASSOC O	NOV 2015	10-20-15	10/26/15	126.64	
203-474-722.000	LIFE & DISABILITY INSURANCE	UNUM LIFE INSURANCE	NOVEMBER 2015	10-20-15	10/26/15	2.33	
Total For Dept 474 TRAFFIC SERVICES						128.97	
Dept 478 WINTER MAINTENANCE							
203-478-721.000	HEALTH & DENTAL INSURANCE	SMALL BUSINESS ASSOC O	NOV 2015	10-20-15	10/26/15	253.28	
203-478-722.000	LIFE & DISABILITY INSURANCE	UNUM LIFE INSURANCE	NOVEMBER 2015	10-20-15	10/26/15	4.66	
Total For Dept 478 WINTER MAINTENANCE						257.94	
Total For Fund 203 LOCAL STREETS FUND						7,518.73	

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Fund 204 MUNICIPAL STREETS							
Dept 248 ADMINISTRATION							
204-248-721.001	RETIREE HEALTH INSURANCE	SMALL BUSINESS ASSOC O	NOV 2015	10-20-15	10/26/15	262.40	
						<u>262.40</u>	
Total For Dept 248 ADMINISTRATION						262.40	
Total For Fund 204 MUNICIPAL STREETS						<u>262.40</u>	
Fund 226 SOLID WASTE COLLECTION FUND							
Dept 528 SOLID WASTE							
226-528-901.000	PRINTING & PUBLISHING	PRINTING SYSTEMS	WATER BILLS	91701	10/26/15	161.33	
226-528-958.000	MEMBERSHIPS & DUES	WASHTENAW COUNTY CONSO	DUES PAYMENT	10/21/15	10/26/15	75.00	
						<u>236.33</u>	
Total For Dept 528 SOLID WASTE						236.33	
Total For Fund 226 SOLID WASTE COLLECTION FUND						<u>236.33</u>	
Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY							
Dept 248 ADMINISTRATION							
248-248-810.000	ATTORNEY FEES	SCOTT E. MUNZEL, PC	DEXTER WELLNESS CENTER	1631	10/26/15	4,544.07	1966
						<u>4,544.07</u>	
Total For Dept 248 ADMINISTRATION						4,544.07	
Total For Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY						<u>4,544.07</u>	
Fund 353 ROAD BOND DEBT SERVICE FUND							
Dept 850 LONG-TERM DEBT							
353-850-996.011	'14 ROAD BOND INTEREST	FIFTH THIRD BANK	ROAD BOND INTEREST PAYMENT	11/2015 BOND	11/01/15	6,532.50	
						<u>6,532.50</u>	
Total For Dept 850 LONG-TERM DEBT						6,532.50	
Total For Fund 353 ROAD BOND DEBT SERVICE FUND						<u>6,532.50</u>	
Fund 394 DDA DEBT FUND							
Dept 850 LONG-TERM DEBT							
394-850-997.003	DDA 2008 TAXABLE BOND (\$1.US	US BANK CORPORATE TRUS	DDA DOWNTOWN DEVELOPMENT BOND	10-21-15 2	10/26/15	13,400.92	1968
394-850-997.004	DDA 2008 BOND (\$2+M)	US BANK CORPORATE TRUS	DDA DEVELOPMENT BOND	10-21-15	10/26/15	46,220.63	1967
						<u>59,621.55</u>	
Total For Dept 850 LONG-TERM DEBT						59,621.55	
Total For Fund 394 DDA DEBT FUND						<u>59,621.55</u>	
Fund 402 EQUIPMENT REPLACEMENT FUND							
Dept 441 DEPARTMENT OF PUBLIC WORKS							
402-441-939.000	VEHICLE MAINTENANCE & REPAIR	BOULLION SALES	DPW	278573	10/26/15	33.85	
						<u>33.85</u>	
Total For Dept 441 DEPARTMENT OF PUBLIC WORKS						33.85	
Total For Fund 402 EQUIPMENT REPLACEMENT FUND						<u>33.85</u>	
Fund 590 SEWER ENTERPRISE FUND							
Dept 248 ADMINISTRATION							
590-248-723.001	OTHER POST EMPLOYMENT BENEFITS	MUNICIPAL EMPLOYEES RE	OPEB CONTRIBUTION FY 15/16	FY 15/16 OPEB	10/31/15	6,000.00	
						<u>6,000.00</u>	
Total For Dept 248 ADMINISTRATION						6,000.00	
Dept 548 SEWER UTILITIES DEPARTMENT							
590-548-721.000	HEALTH & DENTAL INSURANCE	SMALL BUSINESS ASSOC O	NOV 2015	10-20-15	10/26/15	2,637.84	
590-548-721.001	RETIREE HEALTH INSURANCE	SMALL BUSINESS ASSOC O	NOV 2015	10-20-15	10/26/15	455.06	
590-548-722.000	LIFE & DISABILITY INSURANCE	UNUM LIFE INSURANCE	NOVEMBER 2015	10-20-15	10/26/15	111.94	
590-548-742.000	CHEMICAL SUPPLIES - PLANT	ALEXANDER CHEMICAL COR	WWTP	10038287	10/26/15	670.29	
590-548-743.000		NORTH CENTRAL LABORATO		362547	10/26/15	472.10	
590-548-751.000		CORRIGAN OIL COMPANY	WWTP	6138684	10/26/15	312.33	
590-548-901.000		PRINTING SYSTEMS		91701	10/26/15	161.33	

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Fund 590 SEWER ENTERPRISE FUND							
Dept 548 SEWER UTILITIES DEPARTMENT							
590-548-920.001		AT&T	426 4572	10-21-15	10/26/15	117.49	
590-548-935.000	BUILDING MAINTENANCE & RE	HALEY MECHANICAL	WWTP	30734	10/26/15	115.00	
590-548-937.000	EQUIPMENT MAINTENANCE & RE	KENNEDY INDUSTRIES, IN	WWTP	564895	10/26/15	1,760.00	
590-548-937.000	EQUIPMENT MAINTENANCE & RE	KENNEDY INDUSTRIES, IN	WWTP	564908	10/26/15	1,256.00	
590-548-937.000	EQUIPMENT MAINTENANCE & RE	MICHIGAN SUPPLY COMPAN	WWTP	365489-00	10/26/15	650.00	
590-548-938.000	LAB EQUIPMENT MAINTENANCE	CULLIGAN WATER CONDITI	WWTP	10-20-15	10/26/15	33.95	
Total For Dept 548 SEWER UTILITIES DEPARTMENT						8,753.33	
Dept 901 CAPITAL IMPROVEMENTS							
590-901-975.011	PROPERTY ACQUISITION	KNIGHT'S GRADING & EXC	WWTP	10-20-15	10/26/15	2,400.00	
Total For Dept 901 CAPITAL IMPROVEMENTS						2,400.00	
Total For Fund 590 SEWER ENTERPRISE FUND						17,153.33	
Fund 591 WATER ENTERPRISE FUND							
Dept 248 ADMINISTRATION							
591-248-723.001	OTHER POST EMPLOYMENT BEN	MUNICIPAL EMPLOYEES RE	OPEB CONTRIBUTION FY 15/16	FY 15/16 OPEB	10/31/15	5,000.00	
Total For Dept 248 ADMINISTRATION						5,000.00	
Dept 556 WATER UTILITIES DEPARTMENT							
591-556-721.000	HEALTH & DENTAL INSURANCE	SMALL BUSINESS ASSOC O	NOV 2015	10-20-15	10/26/15	1,679.35	
591-556-721.001	RETIREE HEALTH INSURANCE	SMALL BUSINESS ASSOC O	NOV 2015	10-20-15	10/26/15	195.03	
591-556-722.000	LIFE & DISABILITY INSURANC	UNUM LIFE INSURANCE	NOVEMBER 2015	10-20-15	10/26/15	74.62	
591-556-740.000	OPERATING SUPPLIES	MICHIGAN PIPE & VALVE	WWTP	J101138	10/26/15	1,020.90	
591-556-901.000		PRINTING SYSTEMS	WATER BILLS	91701	10/26/15	161.32	
591-556-920.001		AT&T	426 4572	10-21-15	10/26/15	60.52	
Total For Dept 556 WATER UTILITIES DEPARTMENT						3,191.74	
Total For Fund 591 WATER ENTERPRISE FUND						8,191.74	
Fund 701 TRUST & AGENCY FUND							
Dept 000 ASSETS, LIABILITIES & REVENUE							
701-000-283.018	2555 BISHOP CIRCLE	MC3	PERFORMANCE BOND	10-21-15	10/26/15	5,330.00	1119
Total For Dept 000 ASSETS, LIABILITIES & REVENUE						5,330.00	
Total For Fund 701 TRUST & AGENCY FUND						5,330.00	

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Fund Totals:							
			Fund 101 GENERAL FUND			102,130.60	
			Fund 202 MAJOR STREETS FUND			12,113.20	
			Fund 203 LOCAL STREETS FUND			7,518.73	
			Fund 204 MUNICIPAL STREETS			262.40	
			Fund 226 SOLID WASTE COLLECTION FUND			236.33	
			Fund 248 DOWNTOWN DEVELOPMENT AUTHORI			4,544.07	
			Fund 353 ROAD BOND DEBT SERVICE FUND			6,532.50	
			Fund 394 DDA DEBT FUND			59,621.55	
			Fund 402 EQUIPMENT REPLACEMENT FUND			33.85	
			Fund 590 SEWER ENTERPRISE FUND			17,153.33	
			Fund 591 WATER ENTERPRISE FUND			8,191.74	
			Fund 701 TRUST & AGENCY FUND			5,330.00	
Total For All Funds:						223,668.30	
--- TOTALS BY GL DISTRIBUTION ---							
	101-101-956.000		COUNCIL DISCRETIONARY EXPENSES			38.40	
	101-172-721.000		HEALTH & DENTAL INSURANCE			6,565.58	
	101-172-722.000		LIFE & DISABILITY INSURANCE			121.56	
	101-172-727.000		OFFICE SUPPLIES			34.49	
	101-201-802.000		PROFESSIONAL SERVICES			150.00	
	101-210-810.000		ATTORNEY FEES			1,163.00	
	101-215-815.000		ORDINANCE CODIFICATION			700.00	
	101-215-901.000		PRINTING & PUBLISHING			172.13	
	101-253-721.000		HEALTH & DENTAL INSURANCE			1,565.36	
	101-253-722.000		LIFE & DISABILITY INSURANCE			36.50	
	101-253-861.000		TRAVEL & MILEAGE			658.46	
	101-262-901.000		PRINTING & PUBLISHING			24.30	
	101-265-727.000		OFFICE SUPPLIES			266.64	
	101-265-728.000		POSTAGE			21.89	
	101-265-920.001					74.70	
	101-265-936.000					765.00	
	101-285-803.000		CONTRACTED SERVICES			750.00	
	101-301-807.000					3,267.00	
	101-400-721.000		HEALTH & DENTAL INSURANCE			1,563.55	
	101-400-722.000		LIFE & DISABILITY INSURANCE			30.99	
	101-400-727.000		OFFICE SUPPLIES			194.50	
	101-400-802.000		PROFESSIONAL SERVICES			3,335.00	
	101-400-901.000		PRINTING & PUBLISHING			32.40	
	101-441-720.000		SOCIAL SECURITY & MEDICARE			38.14	
	101-441-721.000		HEALTH & DENTAL INSURANCE			1,962.91	
	101-441-722.000		LIFE & DISABILITY INSURANCE			36.12	
	101-441-740.000		OPERATING SUPPLIES			54.45	
	101-441-751.000					370.45	
	101-441-920.000					313.30	
	101-442-730.000		FARMERS MARKET SUPPLIES			125.00	
	101-751-721.000		HEALTH & DENTAL INSURANCE			316.60	
	101-751-722.000		LIFE & DISABILITY INSURANCE			5.83	
	101-751-802.000		PROFESSIONAL SERVICES			65.00	
	101-751-901.000		PRINTING & PUBLISHING			736.25	
	101-751-937.000		EQUIPMENT MAINTENANCE & REPAIR			80.00	
	101-751-944.000		PORTABLE TOILET RENTAL			210.00	
	101-751-955.000		MISCELLANEOUS			204.00	
	101-751-958.000		MEMBERSHIPS & DUES			165.00	
	101-851-721.001		RETIREE HEALTH INSURANCE			479.10	
	101-851-723.001		OTHER POST EMPLOYMENT BENEFITS			75,000.00	
	101-901-975.011		PROPERTY ACQUISITION			437.00	
	202-248-723.001		OTHER POST EMPLOYMENT BENEFITS			4,500.00	

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		202-445-802.000	PROFESSIONAL SERVICES			478.21
		202-445-803.000	CONTRACTED SERVICES			2,360.00
		202-451-974.000	CIP CAPITAL IMPROVEMENTS			1,355.25
		202-463-721.000	HEALTH & DENTAL INSURANCE			1,646.31
		202-463-722.000	LIFE & DISABILITY INSURANCE			30.30
		202-463-740.000	OPERATING SUPPLIES			195.50
		202-474-721.000	HEALTH & DENTAL INSURANCE			506.56
		202-474-722.000	LIFE & DISABILITY INSURANCE			9.32
		202-478-721.000	HEALTH & DENTAL INSURANCE			1,013.11
		202-478-722.000	LIFE & DISABILITY INSURANCE			18.64
		203-248-723.001	OTHER POST EMPLOYMENT BENEFITS			4,500.00
		203-445-802.000	PROFESSIONAL SERVICES			368.21
		203-451-970.000	CONTRACTED CAPITAL IMPROVEMENTS			1,355.25
		203-463-721.000	HEALTH & DENTAL INSURANCE			506.54
		203-463-722.000	LIFE & DISABILITY INSURANCE			9.32
		203-463-740.000	OPERATING SUPPLIES			392.50
		203-474-721.000	HEALTH & DENTAL INSURANCE			126.64
		203-474-722.000	LIFE & DISABILITY INSURANCE			2.33
		203-478-721.000	HEALTH & DENTAL INSURANCE			253.28
		203-478-722.000	LIFE & DISABILITY INSURANCE			4.66
		204-248-721.001	RETIREE HEALTH INSURANCE			262.40
		226-528-901.000	PRINTING & PUBLISHING			161.33
		226-528-958.000	MEMBERSHIPS & DUES			75.00
		248-248-810.000	ATTORNEY FEES			4,544.07
		353-850-996.011	'14 ROAD BOND INTEREST			6,532.50
		394-850-997.003	DDA 2008 TAXABLE BOND (\$1.6M)			13,400.92
		394-850-997.004	DDA 2008 BOND (\$2+M)			46,220.63
		402-441-939.000	VEHICLE MAINTENANCE & REPAIRS			33.85
		590-248-723.001	OTHER POST EMPLOYMENT BENEFITS			6,000.00
		590-548-721.000	HEALTH & DENTAL INSURANCE			2,637.84
		590-548-721.001	RETIREE HEALTH INSURANCE			455.06
		590-548-722.000	LIFE & DISABILITY INSURANCE			111.94
		590-548-742.000	CHEMICAL SUPPLIES - PLANT			670.29
		590-548-743.000				472.10
		590-548-751.000				312.33
		590-548-901.000				161.33
		590-548-920.001				117.49
		590-548-935.000	BUILDING MAINTENANCE & REPAIR			115.00
		590-548-937.000	EQUIPMENT MAINTENANCE & REPAIR			3,666.00
		590-548-938.000	LAB EQUIPMENT MAINTENANCE & REPAIR			33.95
		590-901-975.011	PROPERTY ACQUISITION			2,400.00
		591-248-723.001	OTHER POST EMPLOYMENT BENEFITS			5,000.00
		591-556-721.000	HEALTH & DENTAL INSURANCE			1,679.35
		591-556-721.001	RETIREE HEALTH INSURANCE			195.03
		591-556-722.000	LIFE & DISABILITY INSURANCE			74.62
		591-556-740.000	OPERATING SUPPLIES			1,020.90
		591-556-901.000				161.32
		591-556-920.001				60.52
		701-000-283.018	2555 BISHOP CIRCLE			5,330.00

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CITY OF DEXTER

8140 Main Street Dexter, MI 48130-1092

Phone (734) 426-8303

Fax (734) 426-5614

MEMO

To: Council
From: Mayor Keough
Date: October 21, 2015
Re: Appointment

I would like to recommend the following appointment:

Parks & Recreation Commission

- Michael Cavanaugh to fill the unexpired term ending June 2017



CITY OF DEXTER

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

APPLICATION FOR APPOINTMENT AS COMMISSION OR COMMITTEE MEMBER

Name: _____ Date: _____

Address: _____

Email: _____

Phone: _____ Best time to call: _____

Which Commission/Committee are you applying for?

Zoning Board of Appeals

Downtown Development Authority

Planning Commission

Parks Commission

Arts, Culture & Heritage Committee

Tree Board

Farmers Market Oversight Committee

Election Commission

Board of Review

Other (Specify) _____

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

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

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

OFFICE OF THE CITY MANAGER

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

Memorandum

To: Mayor Keough and City Council
From: Courtney Nicholls, City Manager
Re: Adoption of Purchasing Ordinance and Policy
Date: October 19, 2015

The City Charter states that Council shall adopt an ordinance that covers the purchase of goods and services and the sale, purchase or lease of property. A draft ordinance and policy were first presented to Council on August 24, 2015. A public hearing on the ordinance was held on September 23, 2015.

Attached for Council's consideration is an updated draft of the ordinance and accompanying policy. The documents have been reviewed by City Attorney Scott Munzel, staff and City Engineering Consultant Patrick Droze of OHM.

Staff is requesting that Council adopt the proposed ordinance and policy.

CITY OF DEXTER
ORDINANCE #2015 - _____

AN ORDINANCE ESTABLISHING PROCEDURES FOR THE PURCHASE OF CITY SUPPLIES, MATERIALS, EQUIPMENT, CONTRACTUAL SERVICE, OR OTHER FORMS OF PERSONAL PROPERTY AND FOR THE PURCHASE, SALE AND LEASE OF REAL PROPERTY

1. PROCUREMENT OBJECTIVES:

- A. Procure supplies and contractual services of the highest appropriate quality and at the least expense to the City;
- B. Obtain as full and open competition as possible on all purchases and sales;
- C. If possible, purchases should be made in sufficient substantial quantities as to take advantage of available discounts;
- D. Procure for the City all tax exemptions to which it is entitled;
- E. Promote local suppliers and contractual services by identifying local suppliers and contractors, and providing notice and opportunity to bid to local suppliers and contractors in the City bid process. Nothing in this objective, however, shall conflict with Act 196 of the Public Acts of 1973, as amended;
- F. Join with other units of government in cooperative purchase plans when the best interests of the City would be served;
- G. Declare vendors who default on their quotations irresponsible bidders and to disqualify them from receiving any business from the City for a stated period of time;
- H. Authorize the City Manager or designee, consistent with this ordinance and City Charter, and with the approval of the City Manager, to adopt an operational policy relating to the execution of cost effective procurement for the City of supplies and services.

2. PURCHASING AGENT:

- A. In accordance with City Charter Article 7.04 (i), the City Manager shall act as the Purchasing Agent for the City.
- B. The City Manager shall adopt, or approve for adoption, any necessary rules respecting requisitions and purchase orders in accordance with this ordinance and Article 13 of the City Charter.

3. AUTHORITY OF THE PURCHASING AGENT AND CITY COUNCIL: PURCHASES AND SALES.

A. Purchases and Contracts At Or Above Five Thousand Dollars (\$5,000.00). Any expenditure or contract obligating the City for an amount at or above \$5,000 shall be approved by the City Council and shall be governed by the provisions of this Section.

1. Such an expenditure shall be pursuant to a written contract. A written proposal/quote shall be a sufficient written contract only in cases where the expenditure is in the usual and ordinary course of the City's affairs; provided however that a proposal/quote shall not be sufficient for the construction of public works or the contracting for supplies or services over any period of time where the quality of the goods or materials or the scope of the services bargained for is not wholly standardized.

2. Notice inviting sealed competitive bids or proposals shall be published in accordance with the regulations regarding the publication of notices, ordinances or proceedings found in Section

15.12 of the City Charter. The City Manager may adopt additional regulations and policies regarding the publication of notices.

3. The City Manager or designee shall solicit competitive bids or proposals from a reasonable number of known qualified prospective bidders by ensuring that notices are distributed and bid documents are accessible to bidders in accordance with this ordinance and the City Charter Section 15.12.

4. Unless prescribed by the City Council, the City Manager shall prescribe the amount of any security to be deposited with any bid, which deposit shall be in the form of a certified or cashier's check or, if authorized by the City Manager, a bond written by a surety company authorized to do business in the State of Michigan. The amount of such security shall be expressed in terms of a percentage of the bid submitted. Unless fixed by the City Council, the City Manager shall fix the amount of the bond and, in the case of construction contracts, the amount of the labor and material bond to be required of the successful bidders.

5. Sealed bids shall be opened in public, at the time and place designated in the notice requesting bids, in the presence of the City Manager or designee and, when possible, the head of the department most closely concerned with the subject of the contract. The bids shall thereupon be carefully examined and tabulated and reported to the City Council with the recommendation of the City Manager at the earliest possible scheduled City Council meeting. After tabulation, all bids may be inspected by the competing bidders. The City reserves the right to reject any or all bids.

6. When such bids are submitted to the City Council, if City Council shall find any of the bids to be satisfactory in its sole discretion, it shall award the contract to the lowest responsible bidder, as defined below, and as determined by the City Manager. The City Council shall authorize the contract upon execution of the contract by the successful bidder. Contracts shall only be executed after the filing of any bonds which may have been required. Such award may be by motion, resolution or ordinance. City Council retains any other rights provided for in this ordinance in the awarding or rejecting of bids.

The definition of "lowest responsible bidder" is a qualified bidder with the lowest or best bid price, and whose business and financial capabilities, past performance, and reputation meet the required standards as specified in the bidding documents.

7. If determined necessary by the City Manager, at the time the contract is executed, the contractor shall file a bond executed by a surety company authorized to do business in Michigan, in favor of the City, conditioned upon the performance of said contract, and further conditioned upon payment of all laborers, mechanics, subcontractors and material, as well as all just debts, dues and demands incurred in the performance of such work. The contractor shall also file evidence of public liability insurance in an amount satisfactory to the City Manager or designee, and agree to indemnify, defend, and hold the City harmless from loss or damage caused to any person or property by reason of the contractor's negligence.

8. All bids and deposits of certified or cashier's check may be retained by the City Finance Director/Treasurer or City Engineering Consultant until the contract is awarded and signed or until they are released by the City Manager. If any successful bidder fails or refuses to enter into the contract awarded to him or her within fifteen (15) days after the same has been awarded, or to file the bond required within the same time, the deposit accompanying his or her bid shall be forfeited to the City, and the City Council may, in its discretion, award the contract to the next lowest responsible bidder, or the contract may be re-advertised.

9. An exception to the process outlined in Items 1-8 may be made where the Council shall determine by majority vote of those present at the meeting that the public interest will be best

served by joint purchase with, or purchase from, another unit of government or through participation in a federal, state or local purchasing program.

10. No sale or purchase shall be divided for the purpose of circumventing the limitation established by this ordinance.

11. The City Council may authorize the making of public improvements or the performance of any City work by any City department without need of competitive bidding, as may be stated in any City ordinance or the City Charter, including but not limited to Article 13, Sections 13.01(a), (b), or (c).

B. Purchases and Contracts Under Five Thousand Dollars (\$5,000.00). The City Manager, subject to budgetary appropriations, is authorized to make purchases and contracts in an amount not to exceed \$5,000 without further approval of the City Council. Such purchases or contracts shall be made consistent with the authority elsewhere granted the City Manager in this ordinance. Purchases shall, when practicable, be based on at least three competitive bids or quotes.

C. Sale of Personal Property. Personal property may be sold by the City Manager after receiving competitive quotations therefore, for the best price obtainable, or may be traded to the vendor of new equipment replacing it. If the City Manager determines that personal property is obsolete, no longer functional, or otherwise no longer of value to the City, the City Manager may dispose of such personal property in a manner to be determined by the City Manager.

D. Purchasing Methodology. The City Council, subject to this ordinance and Article 13 of the City Charter, shall adopt policies regarding Emergency Purchases, Requests for Proposals, Requests for Qualifications, Sole Source Procurement, and any other policy as required to perform the purchasing duties of the City.

4. PURCHASE, SALE AND LEASE OF REAL PROPERTY

A. The purchase or lease of City real property shall require City Council approval, unless the interest being purchased or leased has a value of less than Five Thousand Dollars (\$5,000.00); provided however that if the City Manager determines that unusual circumstances affect such purchase or lease, the City Manager shall nevertheless obtain City Council approval of the proposed transaction.

B. Prior to the sale of City real property, City Council shall conduct a public hearing, and the subsequent decision to sell the real property must receive at least five (5) affirmative votes of City Council (and electoral approval if required by State law). If the sale of City real property is of real property used, in full or in part, as a park or cemetery, the decision to sell the real property must receive both a two-thirds (2/3s) majority vote of City Council, and a majority of City electors voting on the proposed sale.

C. The sale or lease of real property shall be done either through competitive bid, direct negotiation, and/or request for proposal or qualifications. When the proposed sale or lease of real property is for a value of less than Five Thousand Dollars (\$5,000.00), the City Manager need not obtain competitive bids, but shall when practicable, be based on at least three competitive bids or quotes.

D. The transfer or assignment of any agreement or contract for renting or leasing of public real property for longer than a one week period may be made only upon approval of the City Council. Approval of such a transfer shall not be subject to referendum.

E. All purchases, sales, and/or leases shall comply with all requirements of the City Charter, including that the City shall not enter in to a transaction with a person or entity in default in any to the City

(Charter, Article 13, Section 13.03(a)); and that purchases may be completed by installment contracts (Article 13, Section 13.04).

PURCHASING and SALES POLICY – CITY OF DEXTER

1. PROCUREMENT OBJECTIVES

The procurement objectives of this policy shall be in accordance with the City Purchasing Ordinance #2015____ (the Ordinance), Section 1 “Procurement Objectives.”

2. PURCHASING AGENT

A. In accordance with City Charter Article 7.04 (i), the City Manager shall act as the Purchasing Agent for the City.

B. The powers and authority of the Purchasing Agent shall be in accordance with Section 3 of the Ordinance.

3. PURCHASE and SALES TRANSACTIONS.

A. Transactions Greater Than \$5,000.00. All purchases of, and all contracts for acquisition or delivery of, durable goods, equipment, replacement parts and components, consumable tools or commodities, fuel materials, supplies and consumer items, and supplies; and all sales of personal property which may have become obsolete or unusable, shall, except as specifically provided herein, be based upon competitive bids or proposals as provided in Section 3 of the Ordinance and administrative regulations issued by the City Manager implementing the same. When competitive bids or proposals are so obtained, the sale or purchase shall be approved by the City Council and sealed bids shall be obtained in accordance with the procedures established by City Charter and the Ordinance.

1. Purchases shall be made from the lowest responsible bidder, as defined in the Ordinance, meeting specifications, unless the City Council shall determine that the public interest will be better served by accepting a higher bid. Sales shall be made to the bidder whose bid is most advantageous to the City. In any case where a bid other than the lowest is accepted, the City Council shall set forth its reason therefore in its motion or resolution accepting such bid. The City Council shall have the right to reject all bids.

2. Professional service contracts or essential service contracts as approved by City Council (such as police, fire, trash hauling) are not required to follow the competitive bid procedure. The City Council shall reserve the right to review and extend or terminate any professional service or essential service contract held by the City of Dexter.

3. When selecting firms to perform services under a professional services contract, the City of Dexter will utilize the following steps to make a qualification-based selection:

- a. identify the general scope of work and establish a selection schedule
- b. compile a list of professional firms and request qualification documents
- c. receive and evaluate qualification documents
- d. create a shortlist of firms to be interviewed
- e. conduct interviews
- f. rank firms for selection
- g. negotiate a detailed scope of work and a contract with the top ranked firm

h. If an agreement cannot be reached with the top ranked firm, negotiate with the second ranked firm, and so on until an agreement is reached and a firm is selected

i. after the selection is finalized, communicate with all firms involved, and evaluate the selection process.

4. For the acquisition or delivery of, durable goods, equipment, replacement parts and components, consumable tools or commodities, fuel materials, supplies and consumer items, and supplies, and professional and essential services, the City Council shall reserve the right to forgo the City's bidding process in order to participate in federal, state and local group purchasing programs.

5. In the event no sealed bids are received or all bids are rejected, the City Council may, after stating the reason therefore, as a part of its motion or resolution therefore, order that further bids be solicited or that the City Manager purchase the materials, supplies or services concerned in the open market, or, if practicable, secure the performance of these services by an appropriate officer or department of the City.

B. Transactions Less Than \$5,000.00. Purchases of supplies, materials or equipment, the cost of which is \$5,000.00 or less, may be made in the open market, but such purchases shall, where practicable, be based on at least three competitive bids or quotes and shall be awarded to the lowest responsible bidder. The City Manager or designee may solicit bids or quotes verbally or by telephone, or may contact prospective bidders by written communication. A record shall be kept of all open market orders and the bids or quotes submitted thereon, which records shall be available for public inspection. Any or all bids or quotes may be rejected. Purchases costing \$5,000.00 or less may be made without the prior approval of the City Council under the authority granted the City Manager in this chapter.

4. SOLE SOURCE PROCUREMENT

A contract may be awarded without competition (regardless of the value of the contract) when the City Manager determines in writing, with a copy to the City Council, that there is only one qualified and viable source for that product or service after he or she or their designee has conducted a good faith review of market for that product or service. The City Manager or designee or other appropriate designee of the City Manager shall conduct negotiations, as appropriate and under the supervision of the City Manager, as to price, delivery and terms. A record of sole source procurement shall be maintained as a public record and shall list each contractor's name, the amount and type of each contract, a listing of the items procured under each contract and the date of the contract.

5. EMERGENCY DIRECT PURCHASE PROCUDRE

In case of an emergency, any officer or department head may make direct purchase of materials, supplies or services, where the immediate procurement thereof is essential to the conduct of his or her office or department and the delay caused by following established purchasing procedures would vitally affect the public health, safety or welfare; provided however the officer or department head has filed a purchase order for such materials, supplies or services with the Finance Officer, who has approved such purchase order after a determination that there are sufficient funds for such purchase, and provided further, that the City Manager shall advise Council at its next regular meeting after the emergency purchase of the circumstances for and terms of said procurement.

6. PURCHASES OVER \$500; PURCHASES FROM PETTY CASH

A. All departmental purchases over \$500 shall be authorized and approved by the City Manager or the appropriate department head prior to purchase.

B. All departmental petty cash funds shall be authorized and approved by the City Manager. Purchases from petty cash shall not individually exceed \$40.

C. The City Manager may impose sanctions on a City employee for violations of this section consistent with governing employee contract provisions, if applicable.

8. DISQUALIFICATION

After reasonable notice to the person or firm involved and reasonable opportunity for that person or firm to be heard, the City Manager, after consulting with the City Attorney, is authorized to disqualify a person or firm, for cause, from consideration for award of contracts. The disqualification shall be for a period of not more than one year. The causes for disqualification include a violation of contract provisions, as set forth herein, of a character which is regarded by the City Manager to be so serious as to justify disqualification, including but not limited to:

A. Deliberate failure, without good cause, to perform in accordance with the specifications or within the time limit provided in the contract;

B. A recent record of failure to perform or of unsatisfactory performance in accordance with the terms of one or more contracts, provided that failure to perform or unsatisfactory performance caused by acts beyond the control of the contractor shall not be considered to be a basis for disqualification; or

C. A violation of this purchasing policy, the Ordinance, or any other City policy, regulation or law.

B. The City Manager shall issue a written decision to disqualify. The decision shall state the reasons for the action taken and inform the disqualified person involved of his or her rights concerning administrative or judicial review. A copy of the decision shall be mailed or otherwise furnished upon the rendering of a decision by the City Manager to the disqualified person. A decision to disqualify shall be final and conclusive, unless the disqualified person, within ten days after receipt of the decision, appeals to the City Council or commences a timely action in court in accordance with applicable law.

9. BID PROTESTS

Any actual or prospective bidder, offeror or contractor who is aggrieved in connection with the solicitation or award of a contract may protest to the City Council. Protestors are directed to seek resolution of their complaints initially with the City Manager. A protest with respect to an invitation for bids or request for proposals shall be submitted in writing prior to the opening of bids or the closing date of proposals, unless the aggrieved person did not know and should not have known of the facts giving rise to such protest prior to bid opening or the closing date for proposals. The protest shall be submitted within ten days after such aggrieved person knows or should have known of the facts giving rise thereto. In the event of a timely protest under this section, the City Manager or designee shall not proceed further with the solicitation or award of the contract until all administrative and judicial remedies have been exhausted, unless the City Council makes a determination on the record that the award of a contract without delay is necessary to protect a substantial interest of the City.

10. NOTICE OF FEDERAL AND STATE PUBLIC POLICY REQUIREMENTS; NOTICE OF CITY POLICY REQUIREMENTS

A. For any contract that is subject to a Federal, State or Municipal public policy requirement, whether or not such contract is being funded in whole or in part by assistance from a Federal or State agency, the City Manager or designee shall include contract provisions giving the contractor notice of these requirements, and, where appropriate, shall include in those contract provisions the requirement that the contractor give similar notice to all of its subcontractors.

B. The City Manager or designee shall take affirmative steps to assure that local businesses are utilized when possible as sources of supplies, services and construction items. Affirmative steps to be taken shall include:

1. Including qualified local businesses on solicitation lists;
2. When economically feasible, dividing total requirements into smaller tasks or quantities so as to permit maximum participation;
3. Where the requirements permit, establishing delivery schedules which will encourage local business participation;
4. Preference shall be given to local businesses in awarding contracts if the lowest responsible bids are for the same amount and each bidder is equally qualified.

11. RECORDS PUBLIC ACCESS

All procurement records shall be retained and disposed of by the City in accordance with records retention guidelines and schedules established by the City Records Retention Schedule.

12. CONFLICTS OF INTEREST

It shall be unethical and against this purchasing policy for any City employee to benefit directly or indirectly from a procurement contract, except as provided in Act 317 of the Public Acts of the 1968, as amended.

13. GRATUITIES; SANCTIONS

A. It shall be unethical for any person to offer, give or agree to give any City employee or officer or former City employee or officer, or for any City employee or officer or former City employee or officer to solicit, demand, accept or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation or preparation of any part of a program requirement or a purchase request; influencing the content of any specification or procurement standard; rendering of advice, investigating or auditing; or in any other advisory capacity in any proceeding or application; request for ruling determination, claim or controversy; or other particular matter, pertaining to any program requirement, contract or subcontract, or to any City solicitation or proposal.

B. The prohibition against gratuities prescribed in this section shall be conspicuously set forth in every City contract and solicitation.

C. The City Manager may impose sanctions on a City employee for violations of this section consistent with governing employee contract provisions, if applicable.

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OFFICE OF THE CITY MANAGER

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

Memorandum

To: Mayor Keough and City Council
From: Courtney Nicholls, City Manager
Re: Consideration of: Additional Payment to MERS
Date: October 19, 2015

Attached is a letter from MERS that shows the impact of the change in their actuarial assumptions on the future funded percentage of the City's defined benefit retirement plan. Also attached is the original estimate from the 2014 actuarial valuation.

Instead of a prediction of a 78% funded percentage at the end of 2015, it is now 74%. We will also likely have a non-duty disability retirement that is estimated to reduce the funded percentage by an additional 2.5%. Though the City is currently paying approximately \$60,000 more than the minimum payment, staff is recommending that the voluntary payment be increased by \$20,000 to be paid in a lump sum prior to December 31, 2015.

A chart showing the required, budgeted and recommended payment is provided. Council is asked to approve the additional payment from general fund.

Required 2015/2016 Payment		\$68,472.00		
	Percent of Salary Based on Current DB Employees	Minimum Payment	Current Budget	Current Budget plus Additional \$20,000 Payment
General	51%	\$34,900	\$65,600	\$85,600
Municipal Streets	19%	\$13,000	\$24,500	\$24,500
Sewer	21%	\$14,300	\$27,000	\$27,000
Water	9%	\$6,200	\$11,600	\$11,600
Total City Contribution		\$68,400	\$128,700	\$148,700
Estimated Employee Contribution - 5% of salary		\$28,000	\$28,000	\$28,000
Total MERS Contribution		\$96,400	\$156,700	\$176,700
Total Voluntary City Contribution			\$60,300	\$80,300

October 16, 2015

Courtney Nicholls
City of Dexter
8140 Main St
Dexter, MI 48130

Re: MERS Experience Study Impacts

Dear Customer,

In my CEO message to you back in August, I updated you that as part of our fiduciary responsibility, MERS and our actuarial firm recently completed a comprehensive Experience Study for the Defined Benefit and Defined Benefit portion of the Hybrid Plan. To ensure the adequacy and sustainability of these plans, we perform this study every five years to review MERS' funding policy and compare actual experience with current actuarial assumptions. Your Board spent several meetings discussing the results from 2009 through 2013 and took action on several items based on the results.

Funding Policy Goals

Our primary goal is to ensure that each municipality has enough assets in their plans to pay for the benefits promised to employees. In keeping with this goal, MERS also aims to help each plan make reasonable progress in funding any unfunded portions of their plan.

Our secondary goal is to have each generation incur the cost of benefits for the employees who provide service in that generation, rather than passing on those costs to future generations.

Finally, we believe contribution stability should be balanced with the commitment to ensure plans are properly funded, and support our overarching organizational goals of transparency and accountability.

Overview of the Changes

We have developed a dedicated resource page on our website that provides the details regarding all of the changes. The most impactful areas are:

Mortality Rates Table: The study showed that defined benefit participants are living longer. While not surprising, this will increase costs as we project pensions will be paid out longer than previously assumed.

Investment Rate of Return Assumption: Historically, MERS has met the 8% investment assumption over the long-term. However to reflect our current judgment of what we can earn on our assets over the long run, we have lowered our assumption from 8% to 7.75%. This will result in increased costs as we assume less of the pension payments will come from investment earnings.

Amortization Policy: Historically, public pension plans have used a rolling amortization period of 20-30 years to amortize payments toward unfunded accrued liability (UAL), which means each year the UAL will be "refinanced" over the same period of time.

Since 2005, MERS has been gradually reducing the amortization period from a rolling 30 years to a rolling 20 year period. Today, most open divisions use a 24-year amortization period, while closed divisions use shorter periods ranging from 23 years to 5 years. The Board determined that we will continue to gradually reduce this period for both open and closed divisions until the current UAL is completely paid off. Moving to this type of “fixed period amortization” means that all unfunded liabilities will be fully funded by a specific date in the future.

To reduce contribution volatility, once the amortization period drops below 15 years, any future liability and asset gains or losses will be spread over a 15-year fixed period for open plans and a 10-year fixed period for closed plans—creating “layers” of UAL on an annual basis.

This transparent method allows tracking of what changed your UAL, and sets a fixed period in time in which that UAL will be fully funded.

How Will these Changes Affect Your Plan?

These changes impact your contribution rates for **fiscal years beginning in 2017**, which will be delivered to you in your annual valuation report in June 2016. While these changes in assumptions will mean larger liabilities than anticipated by the prior assumptions for most employers, they will ensure each plan makes reasonable progress towards funding the unfunded liabilities of the plan. When discussing changes in assumptions it is important to remember that, although the assumptions used impact the annual contributions, the true cost of the plan will be based on what will actually happen in the future – independent of the assumptions used.

Enclosed you will find an updated **Projection of Employer Contributions and Funded Status Report** using the new assumptions. This report updates the projections provided in your 2014 valuation to assist you with projecting estimated impacts from the changes.

Your Retirement Partner

We recognize that many municipalities are already taking steps to reduce their UAL. You’ll note in the included projection report that the Board approved a “phase in” of the total impact over the next 5 years (impacting fiscal years beginning 2017 – 2021) as an additional option for you.

We greatly appreciate the opportunity to be your partner in providing retirement plans that meet your needs. MERS is committed to helping you understand these changes and their impacts. We have set up a dedicated **resource page on our website**, www.mersofmich.com, regarding this topic, with links to frequently asked questions, upcoming events and additional details.

Please contact me or your Regional Manager if you have any additional questions.

Chris DeRose
Chief Executive Officer
Municipal Employees’ Retirement System of Michigan



October, 2015

Dexter, Vlg of (8217)

In care of:
 Municipal Employees' Retirement System of Michigan
 1134 Municipal Way
 Lansing, Michigan 48917

Re: Six Year Projection of Employer Contributions and Funded Status under the Municipal Employees Retirement System – Reflecting New Actuarial Assumptions

This report is as an update to the Five Year Projections provided to you in your December 31, 2014 valuation. It projects the estimated employer contributions and funded status for the next six fiscal years, based on the December 31, 2014 annual valuation report, but reflecting the assumption and method changes that will be effective with the December 31, 2015 annual valuation report. Please visit the MERS website for the assumptions and methods which will be used in the December 31, 2015 valuation.

The first row in the table below is based on the 2014 valuation assumptions, while the next five rows are based on the assumptions and methods that will be used **beginning with the 2015 annual valuation**. The impact of the assumption changes on the contribution requirements is phased in over a five year period, beginning with the December 31, 2015 valuations. Your contribution requirement for the fiscal year beginning in 2016 is unchanged. Your actual contribution requirement for the fiscal year beginning in 2017 will be delivered in June of 2016.

Valuation Year Ending 12/31	Fiscal Year Beginning 7/1	Actuarial Accrued Liability	Valuation Assets ³	Funded Percentage	Required Annual Employer Contribution ^{1,2}
2014	2016	\$ 3,801,257	\$ 3,029,324	80%	\$ 84,624
2015	2017	4,140,000	3,080,000	74%	99,260
2016	2018	4,280,000	3,160,000	74%	115,840
2017	2019	4,440,000	3,250,000	73%	134,670
2018	2020	4,600,000	3,370,000	73%	156,510
2019	2021	4,760,000	3,490,000	73%	185,280

¹ For an employer with open divisions, this column will include the impact of projected increases in total payroll from 2014 to the applicable fiscal year.

² Projections do not include the impact of employer contribution caps, if any, for fiscal years beginning in 2017 and beyond.

³ Market investment returns are assumed to be 8% in 2015 and 7.75% in future years.



A few words about these projections

The calculations in this report are based on assumptions about long-term economic and demographic behavior. These assumptions will not match actual experience, except by coincidence. Actual future contribution requirements will be influenced by the actual experience in a given future year, so it is likely that the actual contribution requirements will be different than those shown in the table on the previous page. Projections are useful in providing a picture of the pattern of future contributions.

The projections assume that the required employer and employee contributions are made during the projection period. It is also assumed there will be no changes in benefit programs or employee contribution rates during the projection period.

Disclosures

The projections in this report are based on the demographic data, benefit provisions and methods used in the December 31, 2014 annual actuarial report. Results are based on the assumptions and methods which will first be used in the December 31, 2015 annual valuation report, except for the results for the valuation year ending December 31, 2014, which use the assumptions and methods from the 2014 annual actuarial valuation.

The information provided in this report is purely actuarial in nature. It is not intended to serve as a substitute for legal, accounting or investment advice. The report should be provided to other parties only in its entirety. CBIZ Retirement Plan Services is not responsible for the consequences of any unauthorized use.

To the best of our knowledge, this report is complete and accurate, and was prepared in conformity with generally recognized actuarial principles and practices. All of the undersigned are members of the American Academy of Actuaries (MAAA) and meet the Qualification Standards of the American Academy of Actuaries to render the actuarial opinion contained herein.

If you have any questions, or need further information in order to make an informed decision on the subject matter in this report, please contact your Regional Manager at 1.800.767.MERS (6377).

Sincerely,

Cathy Nagy, MAAA, FSA

Jim Koss, MAAA, ASA

Curt Powell, MAAA, ASA

Page from year ending 12/31/2014
actuarial valuation

Five Year Projection Scenarios

The following table illustrates the plan's projected liabilities and required employer contributions for the next five fiscal years, under three actuarial assumptions and future economic scenarios. All three scenarios take into account the 2008 financial losses that will continue to affect the smoothed rate of return for the next three years.

Valuation Year Ending 12/31	Fiscal Year Beginning 7/1	Actuarial Accrued Liability	Valuation Assets	Funded Percentage	Required Annual Employer Contribution ¹
8% Assumed Interest Discount Rate and Future Annual Market Rate of Return					
2014	2016	\$ 3,801,257	\$ 3,029,324	80%	\$ 84,624
2015	2017	3,930,000	3,080,000	78%	95,050
2016	2018	4,070,000	3,130,000	77%	107,880
2017	2019	4,210,000	3,190,000	76%	124,670
2018	2020	4,370,000	3,370,000	77%	133,390
7% Assumed Interest Discount Rate and Future Annual Market Rate of Return					
2014	2016	\$ 4,240,164	\$ 3,029,324	71%	\$ 127,092
2015	2017	4,370,000	3,050,000	70%	140,200
2016	2018	4,520,000	3,090,000	68%	155,800
2017	2019	4,670,000	3,170,000	68%	175,700
2018	2020	4,840,000	3,360,000	69%	189,600
6% Assumed Interest Discount Rate and Future Annual Market Rate of Return					
2014	2016	\$ 4,756,083	\$ 3,029,324	64%	\$ 173,664
2015	2017	4,900,000	3,020,000	62%	189,800
2016	2018	5,050,000	3,060,000	61%	208,500
2017	2019	5,210,000	3,150,000	61%	232,000
2018	2020	5,380,000	3,340,000	62%	253,300

¹ For an employer with any open divisions, this column will include the impact of projected increases in total payroll from 2014 to the applicable fiscal year. This will cause the projected contribution for the fiscal year beginning in 2016 to be higher than the Estimated Annual Contribution shown in Table 1.

The first scenario provides an estimate of required employer contributions based on current actuarial assumptions, and a projected 8% market return. The other scenarios may be useful if the municipality chooses to budget more conservatively, and make contributions in addition to the minimum requirements. The 7% and 6% projections provide an indication of the potential required employer contribution if MERS were to realize investment returns of 7% and 6% over the long-term.

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OFFICE OF THE CITY MANAGER

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

Memorandum

To: Mayor Keough and City Council

From: Courtney Nicholls, City Manager
Justin Breyer, Assistant to the City Manager

Re: Consideration of: Easement Agreement with Dexter Community Schools for Lion's Park
Playground

Date: October 18, 2015

Presented for Council's consideration is an easement for a 75' x 50' rectangular piece property at 7714 Ann Arbor St., which is located at the corner of Edison and Ann Arbor St. adjacent to the Dexter Senior Center. The purpose of the easement is to grant the City the rights to build a playground on property owned by the Dexter Community Schools. The easement was drafted and further reviewed by City Attorney Scott Munzel. In addition, Orchard, Hiltz, and McCliment (OHM) conducted a site survey in order to develop the attachments in order for the document to be filed with the Registrar of Deeds.

The School Board and City Council first saw the agreement in March, at which time both the School Board and City Council expressed concerns about the delineation of liability. With the assistance of Scott Munzel, language was added to paragraph four (4) to clarify that incidents arising from residents entering onto the parcel for the use of the playground would be the responsibility of the City. Residents crossing the parcel for the purpose of visiting the Senior Center or school buildings would be the responsibility of the School District.

On October 12, 2015, the School Board saw the proposed easement as a discussion item. The conversation at the meeting was generally positive. The only concerns expressed focused on the permanence of the easement and the inclusion of handicap accessible play equipment. The Parks and Recreation Commission discussed the handicap accessible equipment at their meeting on October 20th. The proposed handicap accessible features that the Parks and Recreation Commission discussed include: a gap in the timber border to allow wheelchair access; a wheelchair transfer platform for the structure; and a handicap accessible swing. Justin Breyer is following-up with the proposed equipment vendor to see if these items have been or can be included.

However, School Board members did not express any specific or actionable concerns with the easement language, and based on the conversation at the meeting, it is likely to pass at their October 26th meeting.

Between March and October, there have been three other developments in this playground project:

- 1) City Council budgeted \$20,000 for the purchase of playground equipment for this site.
- 2) The Dexter Lions Club have agreed to contribute \$10,000 towards the purchase of the equipment.
- 3) The Parks and Recreation Commission moved forward with a Request for Proposal for Playground Equipment. The Parks and Recreation Commission is recommending the purchase of equipment from Sinclair Recreation. The Commission has expressed the desire to move forward with the purchase of the equipment before the end of the year in preparation for a spring installation.

A discussion item on the purchase of the playground equipment is also included on the agenda.

The proposed resolution is to approve the easement agreement with the Dexter Community Schools for property located at 7714 Ann Arbor St. (08-08-06-178-005) as presented.

PLAYGROUND AREA EASEMENT SKETCH

Exhibit "A"



LEGEND

- ROW RIGHT-OF-WAY
- PUBLIC LAND CORNER
- POB POINT OF BEGINNING



SCALE: 1" = 60'

PLAYGROUND AREA EASEMENT

PART OF THE NE 1/4 OF SECTION 6
T.2S., R.5E., CITY OF DEXTER, WASHTENAW COUNTY, MI
TAX ID NO.: 08-08-06-178-005

CLIENT: CITY OF DEXTER



34000 Plymouth Road | Livonia, MI 48150
p (734) 522-6711 | f (734) 522-6427

Advancing Communities

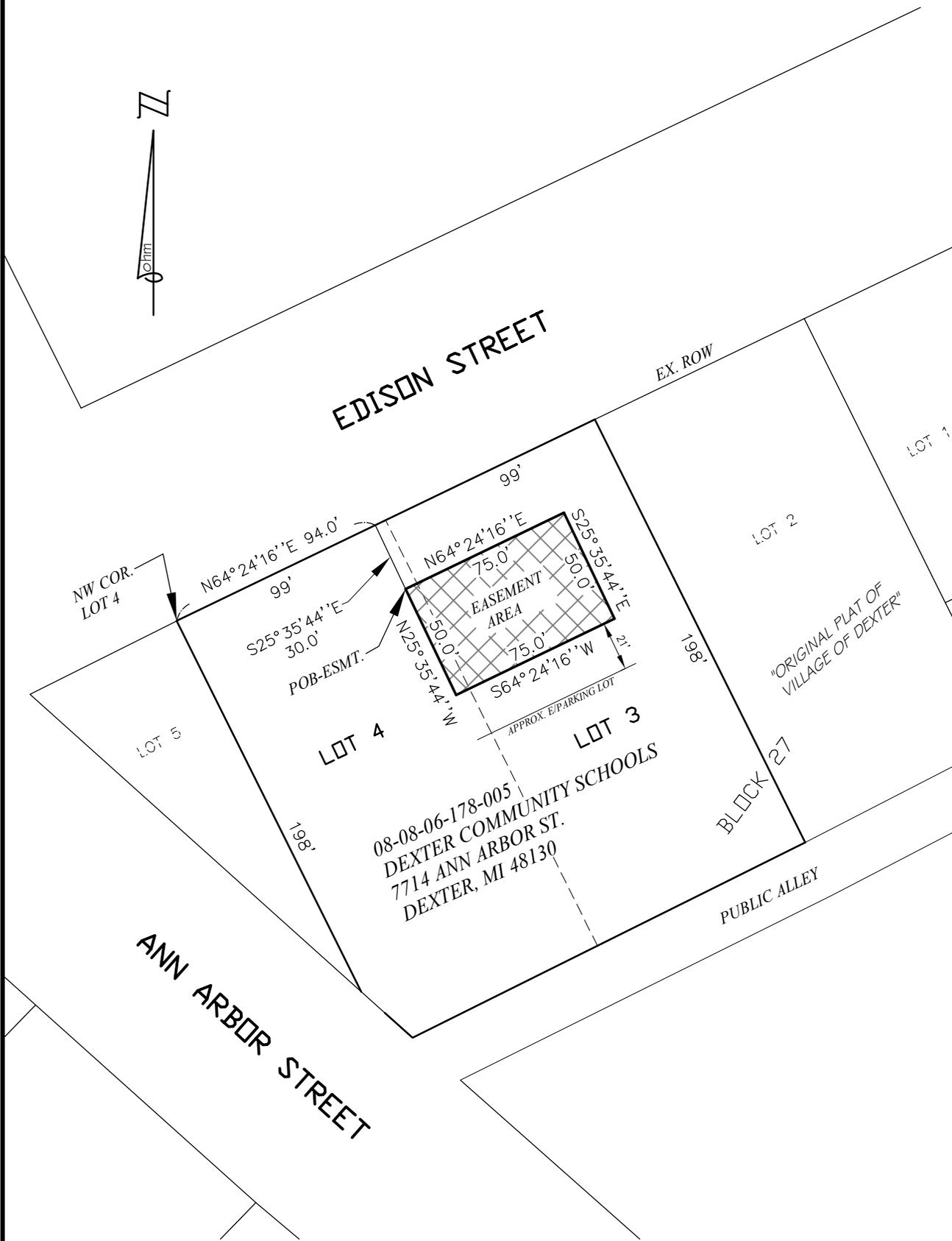
DATE: 09-25-15
DRAWN BY: SH
DWG: 06-178-005

SHEET
1 OF 3

JOB NO.
0130-15-0011

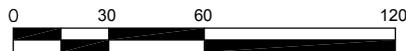
PLAYGROUND AREA EASEMENT SKETCH

Exhibit "A"



LEGEND

- ROW RIGHT-OF-WAY
- PUBLIC LAND CORNER
- POB POINT OF BEGINNING
- PLAYGROUND EASEMENT



SCALE: 1" = 60'

PLAYGROUND AREA EASEMENT

PART OF THE NE 1/4 OF SECTION 6
T.2S., R.5E., CITY OF DEXTER, WASHTENAW COUNTY, MI
TAX ID NO.: 08-08-06-178-005

CLIENT: CITY OF DEXTER



34000 Plymouth Road | Livonia, MI 48150
p (734) 522-6711 | f (734) 522-6427

Advancing Communities

DATE: 09-25-15
DRAWN BY: SH
DWG: 06-178-005

SHEET
2 OF 3

JOB NO.
0130-15-0011

PLAYGROUND AREA EASEMENT DESCRIPTION

Exhibit "B"

PARCEL DESCRIPTION (08-08-06-178-005) (PER WASHTENAW COUNTY TAX ROLLS)

A parcel of land situated in the NE 1/4 of Section 6, Town 2 South, Range 5 East, City of Dexter, Washtenaw County, Michigan, described as follows:

Lots 3 & 4, Block 27, "Original Plat of Village of Dexter", according to the plat thereof as recorded in Liber 27, Pages 522-523 of Plat, Washtenaw County Records. Subject to all easements and restrictions of record, if any.

PLAYGROUND AREA EASEMENT

A parcel of land situated in the NE 1/4 of Section 6, Town 2 South, Range 5 East, City of Dexter, Washtenaw County, Michigan, described as follows:

Commencing at the NW corner of Lot 4, Block 27, "Original Plat of Village of Dexter", according to the plat thereof as recorded in Liber 27, Pages 522-523 of Plat, Washtenaw County Records; thence N 64°24'16" E 94.0 feet, more or less, along the Southerly right of way line of Edison Street; thence S 25°35'44" E 30.0 feet to the Point of Beginning; thence N 64°24'16" E 75.0 feet; thence S 25°35'44" E 50.0 feet; thence S 64°24'16" W 75.0 feet; thence N 25°35'44" W 50.0 feet to the Point of Beginning.

Contains 3,750 square feet or 0.09 acres of land. Subject to all easements and restrictions of record, if any.

PLAYGROUND AREA EASEMENT

PART OF THE NE 1/4 OF SECTION 6
T.2S., R.5E., CITY OF DEXTER, WASHTENAW COUNTY, MI
TAX ID NO.: 08-08-06-178-005

CLIENT: CITY OF DEXTER



34000 Plymouth Road | Livonia, MI 48150
p (734) 522-6711 | f (734) 522-6427

Advancing Communities

DATE: 09-25-15
DRAWN BY: SH
DWG: 06-178-005

SHEET
3 OF 3

JOB NO.
0130-15-0011

EASEMENT AGREEMENT

DEXTER COMMUNITY SCHOOLS, a Michigan general powers school district organized and operating under the provisions of the Revised School Code, MCL 380.1, *et seq.*, as amended, whose address is 7714 Ann Arbor Street, Dexter, Michigan 48130 (the "Grantor"), and the **CITY OF DEXTER**, a Michigan municipal corporation, whose address is 8140 Main Street, Dexter, Michigan 48130 (the "Grantee") make and enter in to this **EASEMENT AGREEMENT** (this "Agreement") on _____, 2015 (the "Effective Date"). The Grantor and the Grantee shall individually be referred to as a "Party" and collectively, the "Parties".

Recitals:

- A. Grantor owns a parcel of land, located in the City of Dexter, County of Washtenaw, State of Michigan, more particularly described by the attached Exhibit A (the "Parcel").
- B. A portion of the Parcel is suitable for use as a playground and related recreational purposes, which portion is shown and described on the attached Exhibit B (the "Playground Area").
- C. Grantee desires to construct and install various pieces of playground equipment and related recreational equipment (the "Equipment") on the Playground Area for the benefit of residents of the City of Dexter and the Dexter Community School district, and Grantor is willing to allow the parcel to be used for these purposes. The term Equipment also includes any playground equipment or related recreational equipment added after the initial installation. An example of the Equipment that may be constructed and installed is attached as Exhibit C.

Agreement:

Therefore, based on the Recitals, the mutual covenants stated below, and for the sum of One and 00/100 Dollars (\$1.00) and other good and valuable consideration, the receipt and adequacy of which is acknowledged, and with the intent to be legally bound, the Parties agree as follows:

1. The Grantor grants and conveys to the Grantee, for the benefit of the Grantee, a nonexclusive, perpetual easement for the installation, maintenance, repair and replacement of the Equipment on the Playground Area, as well as a nonexclusive, perpetual easement for ingress and egress purposes to the Playground Area over and across the Parcel and Playground Area (the "Easement" or this "Easement").

2. After the Grantee installs any Equipment, the Grantee shall, at its sole cost and expense, maintain, repair and replace the Equipment, in good working order and in a safe condition, although the Grantee may remove any or all of the Equipment at any time.

3. The Grantee may undertake routine or general maintenance or repair of the Equipment at any time during the weekdays between the hours of 7:00 AM and 5:00 PM, without notice to the Grantor. Prior to undertaking any work to install, replace or remove any of the Equipment, and prior to any type of work to be performed by the Grantee's third party contractors, the Grantee shall provide the Grantor with notice. Notice may be given via telephone or electronic mail delivered to the number or email address provided here:

Telephone: (734) 424-4100
Email: timmisc@dexterschools.org

If the Grantor desires, the Grantee shall send a written confirmation of notice to the Grantor as follows:

Dexter Community Schools
Attn: Superintendent of Schools
7714 Ann Arbor Street
Dexter, Michigan 48130-1322

-and-

Dexter Community Schools
Attn: Chief Financial Officer
7714 Ann Arbor Street
Dexter, Michigan 48130-1322

The Grantee shall use good faith efforts to undertake any work at such a time as would cause the least amount of interference or disruption to the Grantor's use of the Parcel. Notwithstanding the above, if there exists some type of emergency which requires immediate work on the Equipment, the Grantee may immediately enter the Parcel and Playground Area in order to perform such work, and shall inform the Grantor, in writing, as soon as possible about the emergency condition and the Grantee's entry to perform such work.

4. To the extent permitted by law, the Grantee shall indemnify, defend and hold the Grantor free and harmless of, from and against any and all claims, damages, liabilities, costs and expenses, of every nature and kind whatsoever, including reasonable attorney fees and court costs, arising from or on account of any act, event, occurrence, omission or other event on, relating to or otherwise arising on account of the use of the Parcel (when used for playground purposes), the Playground Area, or the Easement.

5. The Grantor, its successors and assigns, reserves the right to construct and maintain or cause to be constructed and maintained, gas, storm and sanitary sewer pipes and conduits, and other utilities ("Utilities") over, across, through and under the Playground Area and to construct and to make such other use or uses of the Playground Area consistent with the purpose of this Easement as it does not unreasonably interfere with the Grantee's use thereof. If Grantor must remove Equipment in order to construct or maintain Utilities, it shall restore the Equipment to the condition prior to removal.

6. This Easement shall cease, terminate and be discontinued at such time as this Playground Area is no longer used for playground and related recreational purposes. The Grantee shall thereafter have no further interest or rights in the Playground Area. At the Grantor's option, upon termination of this Easement, the Grantee, at its expense, shall (i) remove the Equipment and return the Playground Area to the condition it was in prior to granting this Agreement; and (ii) record a Termination of Easement in a form acceptable to the Grantor with the Washtenaw County, Michigan, Register of Deeds.

7. In the event the Grantee breaches or fails to comply with any of the terms and conditions contained in this Agreement, it shall pay all of the Grantor's costs, including without limitation reasonable attorneys' fees which the Grantor incurs as a result of the Grantee's breach or other failure to comply with the terms and conditions in this Agreement.

8. The Grantee and all users of the Playground Area shall comply, in all respects, with the Grantor's current and future policies, rules and regulations governing the Parcel, Playground Area, and this Easement.

9. This Agreement and the Easement is intended to and shall run with the land, and shall be a burden on the Parcel and bind the Grantor and its successors and assigns and shall inure to the benefit of the Grantee and its successors and assigns.

10. No termination, amendment or waiver of any of the provisions of this Agreement shall be effective unless in writing signed by the Parties. No waiver of any of the provisions of this Agreement shall be effective unless it is in writing, signed by the Party against whom it is asserted, and any such written waiver shall only be applicable to the specific instance which it relates and shall not be deemed to be a continuing and permanent waiver unless so specifically stated. The provisions of this Agreement are severable; if any section, paragraph, sentence or provision hereof shall be determined to be invalid or unenforceable, it shall not affect the validity of any remaining provisions herein and all remaining provisions shall be given full force and effect separately from the invalid or unenforceable section, paragraph, sentence or provision.

11. This Agreement may be executed in any number of counterparts, and when fully executed by all Parties, shall be deemed one and the same instrument binding upon all Parties.

12. Nothing contained in this Agreement shall constitute any waiver by the Grantor or the Grantee of their rights and defenses, including without limitation, the defense of governmental immunity.

13. The Easement granted hereunder is not intended, nor shall it be construed, to create any rights in or for the benefit of the general public or any other third party, but only in the Grantee.

This document is exempt from state and county transfer taxes pursuant to MCL 207.505(h)(i) and MCL 207.526(h)(i).

IN WITNESS WHEREOF, the undersigned have caused their signatures to be placed on the day and year first above written.

Grantor:

**Dexter Community Schools,
a Michigan general powers school district**

By: Christopher Timmis
Its: Superintendent of Schools
Dated: _____

STATE OF MICHIGAN)
) ss:
COUNTY OF _____)

The foregoing instrument was acknowledged before me this ____ day of _____, 2015, by Christopher Timmis, Superintendent of Schools, on behalf of Dexter Community Schools, a Michigan general powers school district.

Notary Public
_____ County, Michigan
My Commission Expires: _____
Acting in _____ County

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OFFICE OF THE CITY MANAGER

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

Memorandum

To: Mayor Keough and City Council

From: Courtney Nicholls, City Manager
Justin Breyer, Assistant to the City Manager

Re: Discussion of: Easement Agreement with Dexter Community Schools for Lion's Park Playground

Date: October 18, 2015

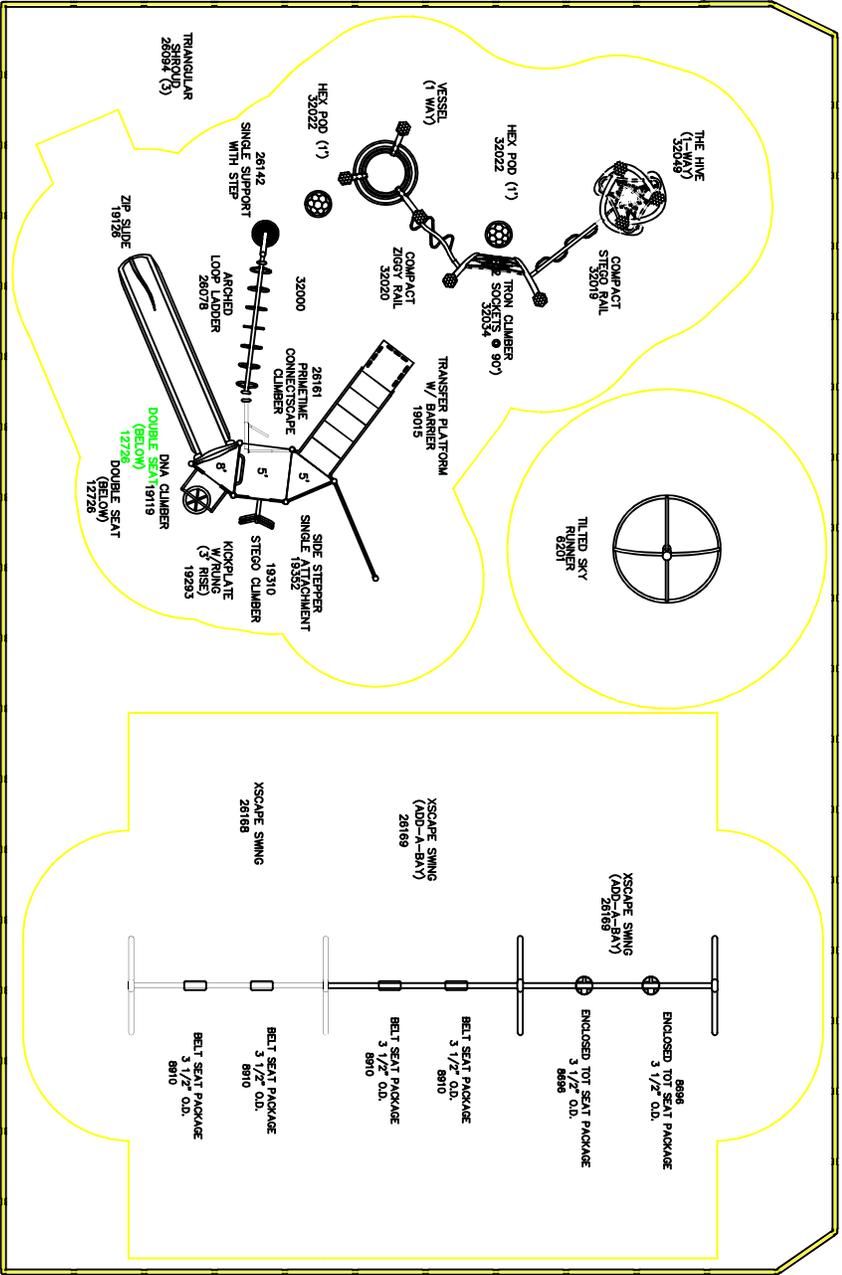
In June 2015, the Parks and Recreation Commission posted a Request for Proposals for Playground Equipment for the proposed park at Edison St. and Ann Arbor St. adjacent to the Dexter Senior Center. The Commission received 25 proposals from 11 different vendors. Through a formal evaluation process, the Commission narrowed the proposals to three, and then selected Sinclair Recreation as their preferred vendor at the July 21, 2015 meeting. In moving forward with Sinclair, the Parks and Recreation Commission requested certain modifications to the design, including equipment changes, structure height, and color scheme. The Parks and Recreation Commission preferred the look of blue, black, and grey so that the structure would blend with the Ann Arbor St. Corridor.

The Parks and Recreation Commission would like to purchase the equipment before the end of the year in preparation for a spring installation. The goal is to install the playground equipment through a community build day.

Based on the most recent quote from Sinclair Recreation, the attached equipment costs \$32,890.96. This cost includes all play equipment (structure, slide, swings, and spinner) and the border enclosure. It does not include grading and leveling of the site or wood chips. In the current fiscal year, City Council has budgeted \$30,000 for the completion of this project, with \$10,000 coming from the Dexter Lions Club. Justin Breyer is actively working to fundraise the final \$7,000 - \$10,000 that will be required to complete the project. The purchase of the playground equipment will be on the November 9, 2015 agenda. Unfortunately, the cost of the selected playground equipment is set to increase after November 13, 2015.



CITY OF DEXTER
Edison Street Park - Option Five (1)



Parking Lot

72'

48'



150 PlayCore Drive SE
Fort Payne, AL 35967
www.gametime.com



City of Dexter
Edison Street Park
Option Five
Representative
Sinclair Recreation

This Unit includes play events and features for special needs users. It is the option of the manufacturer that these play events and routes of travel conform to the accessibility requirements of the ADA (Americans with Disabilities Act)

Total Elevated Play Components	Total Elevated Play Components Accessible By Ramp	Total Elevated Components Accessible By Transfer	Total Accessible Ground Level Components Shown	Total Different Types Of Ground Level Components
0	0	0	0	0

This play equipment is recommended for children ages 5-12

Minimum Area Required:
Scale: 1" = 5'-0"
This drawing can be scaled only when in an 18" x 24" format

IMPORTANT: Soft surfacing should be placed in the use zones of all equipment, as specified for each type of equipment, and at depths to meet the critical fall heights as specified by the U.S. Consumer Product Safety Commission, ASTM standard F 1487 and Canadian Standard CAN/CSA-Z-614

Drawn By: DLS
Date: 5-4-15 / 6-24-15 / 7-31-15
Drawing Name: Dexter - Option five-1



GameTime c/o Sinclair Recreation
PO Box 1409
Holland, MI 49422-1409
Ph: 800-444-4954
Fax: 616-392-8634

QUOTE
#63784

09/21/2015

City of Dexter - Edison Street Park - Option Five - Grant and Check with Order

City of Dexter
 Attn: Justin Breyer
 8140 Main Street
 Dexter, MI 48130
 Phone: 734-426-8303

Project #: P54279
 Ship To Zip: 48130

Quantity	Part #	Description	Unit Price	Amount
1	RDU	Game Time - Custom Play Structure (1) 32000 -- Vessel (1-Way) (8) 32009 -- Hex Topper (1) 32019 -- Stego Rail (Compact) (1) 32020 -- Ziggy Rail (Compact) (2) 32022 -- Hex Pod Step (1') (1) 32034 -- Tron Climber (Socket @ 90) (1) 32049 -- The Hive (1-Way) (2) 12026 -- 3 1/2" Uprt Ass'Y Alum 11' (1) 12068 -- 3 1/2"Uprt Ass'Y Alum 13' (2) 12726 -- Double Seat (1) 18200 -- 36" Sq Punched Deck P/T 1.3125 (2) 18201 -- 36" Tri Punched Deck P/T (1) 19015 -- Transfer Platform w/ Barrier (5') (1) 19119 -- DNA (8') (1) 19126 -- 7'6" & 8' Zip Slide (Standard) (1) 19293 -- 3' Kickplate w/ Rung (1) 19310 -- Stego Climber 5' & 5'6" (1) 19352 -- Side Stepper (Single) (1) 26078 -- Arched Loop Ladder Overhead (4) 26094 -- Triangular Shroud (1) 26142 -- Single with Step (1) 26161 -- 5'-0" ConnectScape Climber (1) G12023 -- 3 1/2"Uprt Ass'Y Galv 8' (1) G12068 -- 3 1/2"Uprt Ass'Y Galv 13' (3) G12069 -- 3 1/2"Uprt Ass'Y Galv 14'	\$30,657.00	\$30,657.00
59	4860	Game Time - 12"Playcurb Pkg Recycled Black	\$47.00	\$2,773.00
1	6201	Game Time - Tilted Sky Runner (F/S)	\$3,533.00	\$3,533.00
1	RDU	Game Time - 3 Bay Xscape Swing with Seat Packages (2) 8696 -- Encl Seat 3 1/2"(8696) (1) 26168 -- Xscape Swing 3 1/2" x 8' (2) 26169 -- Xscape Swing Add a Bay 3 1/2" x 8'	\$3,857.00	\$3,857.00



GameTime c/o Sinclair Recreation
PO Box 1409
Holland, MI 49422-1409
Ph: 800-444-4954
Fax: 616-392-8634

QUOTE
#63784

09/21/2015

City of Dexter - Edison Street Park - Option Five - Grant and Check with Order

Quantity	Stock ID	Description	Unit Price	Amount
1	INSTALL	(4) 8910 -- Belt Seat 3 1/2"Od(8910) Installation - Supervised Installation of your volunteers - <i>Supervision Includes:</i> <i>Two Supervisors from Sinclair Recreation</i> <i>Tool Crib with all the tools necessary for the build</i> <i>Concrete for the footings</i>	\$2,500.00	\$2,500.00

Price does NOT include:
 Grading and Leveling of the site
 Woodchips or other matng material

SubTotal: \$43,320.00
 Grant: (\$12,827.82)
 Freight: \$2,398.78
Total Amount: \$32,890.96

NOTE: To qualify for the GameTime Grant, you must complete the application form for pre-approval. Upon approval, a 65% Matching Grant (reflected in the pricing shown above) is good toward the purchase of a new Powerscape, PrimeTime, XScape, Or Ionix Structure only. The order MUST be received no later than October 31, 2015 with payment in full to allow for processing, and your order will ship within 3-5 weeks from date of order placement. The Grant does not apply toward Freight, Freestanding Items, Surfacing or Installation. To qualify for the maximum 65% matching grant amount, a check for the full amount MUST accompany your order.

THIS QUOTATION IS SUBJECT TO POLICES IN THE CURRENT GAMETIME PARK AND PLAYGROUND CATALOG AND THE FOLLOWING TERMS AND CONDITIONS. OUR QUOTATION IS BASED ON SHIPMENT OF ALL ITEMS AT ONE TIME TO A SINGLE DESTINATION, UNLESS NOTED, AND CHANGES ARE SUBJECT TO PRICE ADJUSTMENT. PURCHASES IN EXCESS OF \$1,000.00 TO BE SUPPORTED BY YOUR WRITTEN PURCHASE ORDER MADE OUT TO GAMETIME, C/O SINCLAIR RECREATION.

Pricing: f.o.b. factory, firm for 30 days from date of quotation.
 Sales Tax will be added at time of invoicing unless a tax exempt certificate is provided at the time of order entry.

Payment terms: Payment in full, check submitted with order.

Shipment: Order shall ship within 30-45 days after GameTime's receipt and acceptance of your purchase order, color selections, approved submittals, and receipt of deposit, if required.

Installation: Shall be by a Certified GameTime Installer. Customer shall be responsible for scheduling coordination and site preparation. Site should be level and permit installation equipment access. Purchaser shall be responsible for unknown conditions such as buried utilities, tree stumps, bedrock or any concealed materials or conditions that may result in additional labor or material costs. Payment terms for installation is Net 10 Days.

Submittals: Our design proposal reflects the spirit and intent of the project plans and specifications. While some variations may exist between our quotation and the project design, the differences do not materially affect the intended use. GameTime designs and specifications are unique and not intended to be identical in all respects to other manufacturers. We shall submit for review and approval by the owner's representative detailed drawings depicting the equipment to be furnished accompanied by specifications describing materials. Once approved, these drawings and specifications shall constitute the final documents for the project and shall take precedence over all other requirements.

Exclusions: Unless specifically included, this quotation excludes all site work and landscaping; removal of existing equipment; acceptance of equipment and off-loading; storage of goods prior to installation; equipment assembly and installation; safety surfacing; borders and drainage provisions.



GameTime c/o Sinclair Recreation
PO Box 1409
Holland, MI 49422-1409
Ph: 800-444-4954
Fax: 616-392-8634

QUOTE
#63784

09/21/2015

City of Dexter - Edison Street Park - Option Five - Grant and Check with Order

Acceptance of quotation:

Proposed By Diane Sinclair: _____

Accepted By (printed): _____

Signature: _____

Title: _____

Facsimilie: _____

P.O. No: _____

Date: _____

Phone: _____

Purchase Amount: **\$32,890.96**

Order Information:

Bill To: _____

Contact: _____

Address: _____

Address: _____

City, State, Zip: _____

Tel: _____

Ship To: _____

Contact: _____

Address: _____

Address: _____

City, State, Zip: _____

Tel: _____

SALES TAX EXEMPTION CERTIFICATE #: _____ (PLEASE PROVIDE A COPY OF CERTIFICATE)