

**THE CITY OF DEXTER  
CITY COUNCIL MEETING  
MONDAY, MAY 9, 2016**

**A. CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

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

<b>B. ROLL CALL:</b> Mayor Keough	J. Carson	D. Fisher
	J. Knight	Z. Michels
	J. Smith	R. Tell

Also present: Courtney Nicholls, City Manager; Marie Sherry, Finance Director/Treasurer; Michelle Aniol, Community Development Manager; Dan Schlaff, Public Services Superintendent; Justin Breyer, Assistant to the City Manager; Carol Jones, Interim City Clerk; Brenda Tuscano, City Administrative Assistant and Farmers Market Manager; residents and media.

**C. APPROVAL OF THE MINUTES**

1. Regular City Council Meeting – April 25, 2016
2. City Council Work Session – April 27, 2016

Motion Smith; support Carson to approve the minutes of the April 25, 2016, Regular City Council Meeting and the minutes of the April 27, 2016, City Council Work Session as presented.

Unanimous voice vote approval.

**D. PRE-ARRANGED PARTICIPATION**

None

**E. APPROVAL OF THE AGENDA**

Motion Smith; support Fisher to approve the agenda with the following changes:

- Move Consent Item 2 – Dexter Daze closures and event information to New Business Item L-8.
- Move Consent Item 3 – Temporary Closure of Fifth Street Alley to New Business Item L-9.
- Change New Business Item L-4 – Lion’s Park Art Sculpture Selection to a discussion item.

- Change New Business Item L-5 – Bicycle Sculptor Art Selection to a discussion item.

Ayes: Fisher, Knight, Michels, Smith, Carson and Keough

Nays: Tell

Motion carries 6 to 1

## **F. PUBLIC HEARINGS**

None

## **G. NON-ARRANGED PARTICIPATION**

Dennis Berry of 7500 Third Street, Dexter introduced himself as the Vice-President of the Dexter Lion's Club and stated that he was present to answer any questions regarding the sculpture proposed for Lion's Park. The Dexter Lion's Club wants to make a donation to the City of a piece of art depicting a blind person, leader dog and guitar player and have found an even better spot to place the work in the park.

Paul Cousins of 7648 Forest, Dexter stated that he was disappointed that the two selections from the Art Selection Committee have been moved from consideration under the Consent Agenda to discussion items. Mr. Cousins gave a background of how the bike sculpture came about, the donations received for this piece of art, and the placement of it along the bike trail in Dexter at Central and Huron Streets.

Lynn Babcock of 9432 Sundance Trail, Dexter spoke of the Ann Arbor Bike Club's support of this sculpture with a donation and she also handed out information about the Club.

## **H. COMMUNICATIONS:**

1. Upcoming Meeting List
2. Sign Calendar

## **I. REPORTS**

1. Public Services Superintendent – Dan Schlaff

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

- Question – Is the sewer van needing repairs the same as the vehicle to be replaced? (No)
- Question – How many alleys will have gravel placed on them? (Not sure, did not get a list from the DPW, but they try to get to all of them.)
- The contractor is hoping to do the road work on the Border to Border Trail this week.
- We had hoped to begin road repairs for the cape sealing this week, but other things came up.

- We found two water hydrants out of service on Huron River Drive during inspection and have located the shut-off valves. Will work on the repairs next Sunday.
- Regarding the Fifth Well, did find issues and will cost an additional \$1500 for repairs.
- We have begun hauling sludge and intend to have the primary sludge digester inspected.
- Question – Do you think that the issue with the bearings on the Fifth Well is due to the amount of iron in the well? (It shouldn't be related but we need to schedule a cleaning every three years.)

## 2. Community Development Manager – Michelle Aniol

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

- I have received amended and revised plans for Grandview Commons and 8080 Grand Street.
- Last week there were 48 new trees installed in the City.
- Does anyone want to attend the SEMCOG University presentation? (No response.)
- Questions regarding Morningstar's Camp application – Will there be increased foot traffic from the Morningstar day care to the Camp? (Not known.) Does the new site require any special licensing? (Yes, it comes from the State of Michigan.) What happens during inclement weather? (Children will be inside.)
- Question – What is the purpose of the purchase of the additional property for the Grandview Commons along Grand Street? (The developer will be coming back with a new plan with additional units in the space for a total of 80 units.)
- Question – What was the response from the developer of Grandview Commons when the Planning Commission asked about having units facing Baker Road? (There is not room to do this.)
- Question – Has there been any action regarding the Well-Being Center on Baker Road for the amount of things piled up there? (I have taken pictures and will contact them.)

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

### *Dexter Area Chamber/Dexter Daze – Julie Knight*

Ms. Knight gave the following updates and answered question:

- The Chamber had a resignation of another Board Member and has talked about disbanding.
- The combined Chelsea/Dexter Chamber Golf Outing is June 9 at Reddeman Farms.
- Questions have been raised regarding the continuation and existence of the Dexter Daze event with the potential disbanding of the Dexter Chamber.
- I attended the Dexter Daze Committee meeting on April 2. It was a well run meeting. There was a discussion about having a run event the Saturday morning of Dexter Daze, thankful for the fences from the City, the fireworks display is sponsored by IHA, and booth spaces are filling up.

- Comment – Have a concern that the major contributor to Dexter Daze is Meijer’s and that Busch’s was ignored. Will you take that back to the Committee? (Will do.)
- Question – What was Dexter Daze Committee’s reaction to the Chamber’s plight? (Not much was said.)
- Question - Who will take over the sponsorship of the Friday Night Concerts? (Right now the Chamber is sponsoring them.)

#### 4. Subcommittee Reports

##### *Facilities – April 15 2016 Meeting Notes*

- Mayor Keough reported that the Facilities Committee met and the City Manager is compiling a report. Hope to have something for the next Council meeting.

#### 5. City Manager Report

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

- The City Budget meeting will be at Creekside on May 18.
- Show Us Your Hope (part of Relay for Life) will be installing purple ribbons on May 15.
- The City and Justin Breyer are reaching out to graduating seniors to get them registered to vote. Mr. Breyer reported that he will conduct another voter registration drive at the end of September.
- The City will also do increased voter education in the fall to prepare for the November election.
- Mr. Breyer spoke about contacting a representative from the FAA about drones. He asked if Council would like someone to come to a meeting. Discussion followed and the question was asked as to how staff feels about this issue. (The issue could be enforcement or it may only be a fad.)
- Regarding the relocation of the WAVE Bus Stop formerly at the Senior Center, have an intermediate solution at the corner of Hudson and Ann Arbor Street.
- Mr. Breyer spoke about the Arts, Culture & Heritage Committee and the criteria or lack thereof for the art selection process. Discussion followed.

#### 6. Mayor’s Report

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

- Scott Munzel has filed the cross appeal on the Chelsea Wellness Tax Tribunal case.
- I have spent time working with Ms. Nicholls to understand the Dexter Area Fire Department’s retiree and MERS issues.
- I am trying to set up a meeting with the City and DTE regarding the sub-station.
- Question – What was the meeting between you and Todd Clark of Old National Bank about? (I had never met him and we talked a lot about the schools.)

**J. CONSENT AGENDA**

1. Consideration of: Bills and Payroll in the amount of \$132,470.94

Motion Fisher; support Carson to approve items 1 of the Consent Agenda.

Unanimous voice vote approval.

**K. OLD BUSINESS-Consideration and Discussion of:**

None

**L. NEW BUSINESS-Consideration of and Discussion of:**

1. Consideration of: Setting a Public Hearing for June 13, 2016 for the Budget and Millage Rate

Motion Michels; support Tell to set the Public Hearing for June 13, 2016 to consider the Budget and Millage Rate up to 14.5562 mills.

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

Nays: None

Motion carries

2. Consideration of: Setting a Public Hearing for June 13, 2016 for the 2016-2017 Utility Rate Ordinance

Motion Tell; support Smith to set a Public Hearing for June 13, 2016 for the 2016-2017 Utility Rate Ordinance.

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

Nays: None

Motion carries

3. Consideration of: Recommendation from the Farmers Market/Community Garden Oversight Committee for Improvements to the Farmers Market.

Motion Tell; support Smith to postpone action on the recommendation from the Farmers Market/Community Garden Oversight Committee for improvements to the Farmers Market until a future date.

Ayes: Michels, Smith, Tell, Carson, Fisher and Keough

Nays: Knight

Motion carries 6 to 1

4. Discussion of: Recommendation from the Art Selection Committee on the Lion's Park Sculpture

- A discussion was held regarding the Lion's Park sculpture. Dennis Berry of the Dexter Lion's reminded Council that the Lion's Club will do all of the work to install the piece as well as purchasing the piece. The following questions and comments were given by Council:
- The overall size appears too large for the space.
- Will the edges of the piece be smoothed? (Yes)
- What are the height of the steps and the total height of the piece? (Will have to measure.)
- Why was the sculpture built before approval? (It was a project at Ferris State and needed to be done in a specified time or it wouldn't get done.)
- Could the guitar player be lowered? (The artist felt that it could not.) Could he not be placed on the pedestal? (Possibly)
- The location of the placement of the piece is now different than what was suggested, why? (We now see a better placement than was first mentioned.)
- Comment – A low voltage light could potentially be affixed to the sculpture, which may or may not be used.
- Comment – Would have appreciated a finished proposal with location, heights, maintenance, and any other issues before coming back before the City Council.

5. Discussion of: Recommendation from the Art Selection Committee on the Bicycle Sculpture

A discussion was held about concerns of the height of the piece and the location of placement on private property.

Motion Fisher; Support Carson to remand the proposed Lions Sculpture donation back to the Art Selection Committee for further study and to gather the following information:

- Clarify the height of the pole
- Determine color scheme of the bikes
- Identify the location of placement
- Check the safety and cost of the foundation
- Draft an easement agreement with CMR Mechanical

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

Nays: None

Motion carries

6. Consideration of: Recommendation from Planning Commission to Approve a Text Amendment to the Zoning Ordinance to Allow for Public Parks in Residential Zoning Districts.

Motion Tell; support Smith pursuant to Section 23.07, Criteria for Amendment to the Zoning Ordinance Text and the recommendation of the Planning Commission, City Council moves to approve the amendment to Article II, Section 2.02, Definitions, to add a definition of a public park and make the following change in the definition to read – Noncommercial parks and recreational facilities- Any developed land used for active and/or passive recreational pursuits, within the jurisdiction and control of a governmental agency, commonly referred to as a

public park; and Article X, R-1A and R-1B, One Family Residential District, Section 10.02 Permitted Uses, to allow a public park use in residential districts, as cited herein.

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

7. Discussion of: Coal Tar Regulation

Motion Smith; support Fisher to postpone discussion on the Coal Tar Regulation until the next meeting.

Ayes: Fisher, Knight, Michels, Smith, Carson and Keough  
Nays: Tell  
Motion carries 6 to 1

8. Consideration of: Closure of Central Street from Main to Fifth from August 10, 2016 at 9 am to August 14, 2016 at noon and Jeffords between the alley and Forest from Friday, August 12, 2016 (once the cars are cleared out after the close of the fair) to Saturday, August 13, 2016 after the fireworks for the Annual Dexter Daze event.

Motion Smith; support Fisher to approve the request from the Dexter Daze Committee regarding closure of the roads for the August 12 and 13 events.

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

9. Consideration of: Closure of the Alley off of Fifth Street (between Central and Dover) from 12 pm to 12 am for a Graduation Party on June 11, 2016

Motion Smith; support Michels to approve the closure of the alley off of Fifth Street for a Graduation Party on June 11, 2016.

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

**M. COUNCIL COMMENTS**

Tell	None
Fisher	None
Carson	None
Jones	None
Smith	None
Knight	None

Michels The silt fence for Lion's Park is installed backwards. I look forward to working with the Art Selection Committee and the Facilities Committee and will be asking a lot of questions.

**N. NON-ARRANGED PARTICIPATION**

Paul Cousins of 7648 Forest Street, Dexter would like to be informed on the future coal tar discussion. Also I like the better location for the Lion's Park sculpture. The City should not allow the Chamber of Commerce to close. They can help prevent this with leadership.

**O. ADJOURNMENT**

Motion Carson; support Smith to adjourn at 11:14 PM.

Unanimous voice vote approval.

Respectfully submitted,

Carol J. Jones  
Interim Clerk, City of Dexter

Approved for Filing: \_\_\_\_\_

**DEXTER CITY COUNCIL  
BUDGET WORK SESSION  
WEDNESDAY, MAY 4, 2016**

**A. CALL TO ORDER**

The meeting was called to order at 6:14 PM by Mayor Keough at the Dexter District Library located at 3255 Alpine Street in Dexter, Michigan.

**B. ROLL CALL:** Mayor Keough

J. Carson	D. Fisher
J. Knight	Z. Michels
J. Smith	R. Tell

Also attending: Courtney Nicholls, City Manager; Marie Sherry, Finance Director/Treasurer; Michelle Aniol, Community Development Manager; Dan Schlaff, Public Services Superintendent; Justin Breyer, Assistant to the City Manager; and Carol Jones, Interim City Clerk.

**C. GENERAL FUND**

Ms. Nicholls acknowledged that this is the ninth budget she has assembled and this one was done more in conjunction with the staff and shared a Warren Buffet quote with those attending – *Someone's sitting in the shade today because someone planted a tree a long time ago.* Ms. Nicholls gave an update on possible areas to make cuts and changes from the proposed 2016-2017 General Fund budget presented at the April 27 meeting. Those in attendance discussed the City's contribution to DAFD, potential funding methods, and community education.

**D. MAJOR/LOCAL/MUNICIPAL STREETS**

Discussion included cape seal costs being split between this fiscal year and next fiscal year, sidewalk projects, intersection projects to realign handicap ramps, hand-held radios for drivers, and 2017/2018 projects on Central Street, Dan Hoey Road and Baker Road.

**E. SEWER FUND**

Discussion included tap fees, need for a new van, HVAC is not efficient, lab equipment, and the unknown with the ferric chloride tank.

**F. WATER FUND**

Discussion included water tower maintenance, and repairs needed to hydrants on Huron River Drive that could cost \$30,000 to \$40,000.

**G. ALL OTHER FUNDS**

Ms. Nicholls reviewed various funds from the packet.

## **H. DISCUSSION**

Discussion also occurred on the following:

- Fee schedule – what is being charged versus the actual cost
- Hotel Hickman – rental versus sale
- Repairs at Dexter Crossing
- Housing types and the potential for new housing in the City to increase tax revenues.

## **I. ADJOURNMENT**

Adjourned at 8:31 PM

Respectfully submitted,

Carol J. Jones  
Interim Clerk, City of Dexter

Approved for Filing: \_\_\_\_\_

## Meeting Calendar

Board	Date	Time	Location	Website	City Representative
Washtenaw Area Transportation Study - Policy	5/18/2016	9:30 a.m.	Washtenaw County LRC, Huron Room	<a href="http://www.miwats.org/">http://www.miwats.org/</a>	Jim Carson
Dexter City Council Worksession	5/18/2016	6:00 p.m.	Creekside Intermediate School	<a href="http://www.dextermi.gov">http://www.dextermi.gov</a>	
Dexter Area Fire Board	5/19/2016	6:00 p.m.	Dexter Township Hall	<a href="http://dexterareafire.org/">http://dexterareafire.org/</a>	Shawn Keough/Jim Carson
Downtown Development Authority	5/19/2016	7:30 a.m.	Dexter Senior Center	<a href="http://www.dextermi.gov">http://www.dextermi.gov</a>	Shawn Keough
Dexter Community Schools Board of Education	5/23/2016	7:00 p.m.	Creekside Intermediate School	<a href="http://dexterschools.org/">http://dexterschools.org/</a>	
Dexter City Council	5/23/2016	7:30 p.m.	Dexter Senior Center	<a href="http://www.dextermi.gov">http://www.dextermi.gov</a>	
Western Washtenaw Area Value Express	5/24/2016	8:00 a.m.	Catherine Crippen Building	<a href="http://www.ridethewavebus.org/">http://www.ridethewavebus.org/</a>	Jim Carson
Huron River Watershed Council	5/26/2016	5:30 p.m.	1100 N. Main, Suite 210, Ann Arbor	<a href="http://www.hrwc.org/">http://www.hrwc.org/</a>	Paul Cousins
Washtenaw Area Transportation Study - Technical	6/1/2016	9:30 a.m.	200 N Main St., Basement	<a href="http://www.miwats.org/">http://www.miwats.org/</a>	Rhett Gronevelt
Dexter Area Historical Society Board	6/2/2016	7:00 p.m.	Dexter Area Historical Museum	<a href="http://dexterhistory.org">http://dexterhistory.org</a>	
Dexter District Library Board	6/6/2016	7:00 p.m.	Dexter District Library	<a href="http://www.dexter.lib.mi.us/">http://www.dexter.lib.mi.us/</a>	Pat Cousins
Planning Commission	6/6/2016	7:00 p.m.	Dexter Senior Center	<a href="http://www.dextermi.gov">http://www.dextermi.gov</a>	Jim Smith
Arts, Culture, and Heritage Committee	6/7/2016	6:30 p.m.	Dexter Senior Center	<a href="http://www.dextermi.gov">http://www.dextermi.gov</a>	Donna Fisher
CAPT/DART - As Needed	6/8/2016	7:00 p.m.	TBD	<a href="http://www.ewashtenaw.org/">http://www.ewashtenaw.org/</a>	Jim Carson
Dexter Area Chamber of Commerce	6/8/2016	9:00 a.m.	Copeland Board Room	<a href="http://www.dexterchamber.org/">http://www.dexterchamber.org/</a>	Julie Knight
3045 Broad St. Redevelopment Workshop #3	6/8/2016	6:00 p.m.	Creekside Intermediate School	<a href="http://www.dextermi.gov">http://www.dextermi.gov</a>	
Gateway Initiative (Big 400)	6/10/2016	9:30 a.m.	Waterloo Recreation Area		Paul Cousins, Carol Jones
Dexter Community Schools Board of Education	6/13/2016	7:00 p.m.	Creekside Intermediate School	<a href="http://dexterschools.org/">http://dexterschools.org/</a>	
Dexter City Council	6/13/2016	7:30 p.m.	Dexter Senior Center	<a href="http://www.dextermi.gov">http://www.dextermi.gov</a>	

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

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	Name of Group	Dates	Number Approved	Approval Date	Locations		Name of Group	Dates	Number Approved	Approval Date	Locations
<b>January</b>	Dexter Winter Marketplace-Farmers Market 2 X Mos.	1/4-1/9 & 1/18-1/23	2-2' X 3' & 3-18 X 24	9/8/2015	1,2,4,5,44	<b>August</b>	Friends of the Dexter District Library	8/6-8/14	5 - 18 X 24	1/20/2016	1,4,44,10,3
	St. Andrews-American Red Cross Blood Drive	12/28-1/4	2-2' X 3'	9/17/2015	8 & 22		Dexter Wellness-Monthly Community Walks	8/8-8/13	5 - 18 X 24	2/9/2016	1,2,4,5,44
	Dexter Community Players-Production of Avenue Q	1/9-1/23	2 - 18 X 24, 1 - 4' X 8'	11/12/2015	2 & 5		Dexter Wellness Coalition-Dexter Fitness Festival	8/1-8/14	5 - 18 X 24	5/16/2016	1,2,4,5,44
	K of C Ladies Auxiliary-Quarter Mania	1/13-1/21	4 - 18 X 24	1/13/2016	1,2,4,44						
	K of C Ladies Auxiliary-Rummage Sale	1/21-2/6	5 - 18 X 24	1/15/2016	1,2,4,5,10						
	Dexter Little League-Spring Registration	1/25-2/8	5 - 18 X 24	1/20/2016	1,2,4,5,44						
	Friends of the Dexter District Library	1/3-1/10	5 - 18 X 24	1/20/2016	1,4,44,10,3						
	St. Andrews-Monthly Dinners	1/26-2/4	1 - 2 X 3	1/26/2016	8						
	Dexter Winter Marketplace-Farmers Market 2 X Mos.	2/1-2/6 & 2/15-2/20	2-2' X 3' & 3-18 X 24	9/8/2015	1,2,4,5,44						
	Dexter Community Orchestra Concerts	2/11-2/21	2 - 3' X 4'	9/28/2015	5 & 9						
Dexter Drama Club-"Chicago"	1/30-2/14	2 - 2' X 4', 3 - 18 X 24	1/15/2016	1,2,4,44,10							
Dexter Little League-Spring Registration	1/25-2/8	5 - 18 X 24	1/20/2016	1,2,4,5,44							
Friends of the Dexter District Library	1/31-2/7	5 - 18 X 24	1/20/2016	1,4,44,10,3							
St. Andrews-Monthly Dinners	1/26-2/4 & 2/23-3/3	1 - 2 X 3	1/26/2016	8	<b>September</b>	St. Andrews-American Red Cross Blood Drive	9/8-9/19	2-2' X 3'	9/17/2015	8 & 22	
Dexter Lacrosse Assoc.-Spring Registration Boys	2/9-2/23	4 - 18 X 24	2/5/2016	1,2,36,45		Dexter Wellness-Monthly Community Walks	9/5-9/10	5 - 18 X 24	2/9/2016	1,2,4,5,44	
Dexter Wellness-Monthly Community Walks	2/8-2/13	5 - 18 X 24	2/9/2016	1,2,4,5,44							
Dexter Little League-Final week Spring Registration	2/25-3/1	5 - 18 X 24	2/18/2016	1,2,4,5,44							
Dexter Winter Marketplace-Farmers Market 2 X Mos.	2/29-3/6 & 3/14-3/19	2-2' X 3' & 3-18 X 24	9/8/2015	1,2,4,5,44							
Friends of the Dexter District Library	2/28-3/6	5 - 18 X 24	1/20/2016	1,4,44,10,3							
St. Andrews-Monthly Dinners	2/23-3/3 & 3/29-4/7	1 - 2 X 3	1/26/2016	8							
Dexter Wellness-Monthly Community Walks	3/7-3/12	5 - 18 X 24	2/9/2016	1,2,4,5,44							
Peace Lutheran Church-Easter Egg Hunt	3/5-3/19	1 - 2' X 3"	2/19/2016	1							
Columbus Ladies Auxiliary-Quarter Mania	3/9-3/17	4 - 18 X 24	3/9/2016	1,2,4,44							
						<b>October</b>	Friends of the Dexter District Library	9/25-10/2	5 - 18 X 24	1/20/2016	1,4,44,10,3
							Dexter Wellness-Monthly Community Walks	10/3-10/8	5 - 18 X 24	2/9/2016	1,2,4,5,44
<b>April</b>	Dexter Winter Marketplace-Farmers Market 2 X Mos.	3/28-4/2 & 4/11-4/16	2-2' X 3' & 3-18 X 24	9/8/2015	1,2,4,5,44						
	St. Andrews-American Red Cross Blood Drive	4/7-4/18	2-2' X 3'	9/17/2015	8 & 22						
	Friends of the Dexter District Library	3/27-4/3	5 - 18 X 24	1/20/2016	1,4,44,10,3						
	St. Andrews-Monthly Dinners	3/29-4/7 & 4/26-5/5	1 - 2 X 3	1/26/2016	8						
	Dexter Wellness-Monthly Community Walks	4/4-4/9	5 - 18 X 24	2/9/2016	1,2,4,5,44						
	Red Cross/Blood Drive-In Memory of Jeremy Loy	4/15-4/26	5 - 18 X 24	4/14/2016	1,4,5,44,10						
	Dexter Drama Club /Hercules	4/23-5/9	3-18X24 & 2-5X10	4/15/2016	1,2,4,44,10						
	Dexter United Methodist/Spring Rummage Sale	4/21-5/1	2-2X3 & 3-18X24	4/19/2016	1,2,5,44,10						
	Dexter Community Orchestra Concerts	5/5-5/15	2 - 3' X 4'	9/28/2015	5 & 9						
	Friends of the Dexter District Library	5/1-5/8	5 - 18 X 24	1/20/2016	1,4,44,10,3	<b>November</b>	Friends of the Dexter District Library	10/30-11/6	5 - 18 X 24	1/20/2016	1,4,44,10,3
St. Andrews-Monthly Dinners	4/26-5/5	1 - 2 X 3	1/26/2016	8	Dexter Wellness-Monthly Community Walks		11/7-11/12	5 - 18 X 24	2/9/2016	1,2,4,5,44	
Dexter Wellness-Monthly Community Walks	5/9-5/14	5 - 18 X 24	2/9/2016	1,2,4,5,44							
Ann Arbor Track Club-Dexter to Ann Arbor Run	5/22-6/6	5 - 18 X 24	3/28/2016	1,2,4,5,44							
Dexter Area Historical Society/Railroad Workers Ball	5/27-6/13	5 - 18 X 24	4/11/2016	1,4,5,44,10							
Gordon Hall-Train Days	5/27-6/13	5 - 18 X 24	4/11/2016	1,4,5,44,10							
Dexter Drama Club /Hercules	4/23-5/9	3-18X24 & 2-5X10	4/15/2016	1,2,4,44,10							
St. Joseph /Annual Plant Sale	5/3-5/15	5 - 18 X 24	4/20/2016	1,2,4,5,10							
Rotary Club/Memorial Day Parade	5/16-5/30	5 - 18 X 24	4/21/2016	1,2,4,44,10							
Ann Arbor Trout Unlimited-2016 Dexter Trout Fest	5/5-5/14	1 - 18 X 24	5/5/2016	55							
St. Andrew's Church-Annual Rummage Sale	5/28-6/4	5 - 18 X 24	5/12/2016	1,2,4,5,10							
<b>June</b>	Dexter Community Orchestra Concerts	6/6-6/16	2 - 3' X 4'	9/28/2015	5 & 9						
	Friends of the Dexter District Library	5/29-6/4	5 - 18 X 24	1/20/2016	1,4,44,10,3						
	Dexter Wellness-Monthly Community Walks	6/6-6/11	5 - 18 X 24	2/9/2016	1,2,4,5,44						
	Ann Arbor Track Club-Dexter to Ann Arbor Run	5/22-6/6	5 - 18 X 24	3/28/2016	1,2,4,5,44						
	St. Joseph Festival Flea Market & Rummage Sale	6/26-7/10	5 - 18 X 24	3/30/2016	1,2,3,4,10						
	Dexter Lion's Club/White Cane Days Fundraiser	6/17-6/18	5 - 2 X 3	4/8/2016	49,50,51,52,53						
	Dexter Soccer Club-Tryouts	6/4-6/20	5 - 2 X 3	5/5/2016	1,2,4,5,44						
	Dexter Wellness Coalition-Dexter Fitness Festival	6/1-6/14	5 - 18 X 24	5/16/2016	1,2,4,5,44	<b>December</b>	Friends of the Dexter District Library	11/27-12/4	5 - 18 X 24	1/20/2016	1,4,44,10,3
							Dexter Wellness-Monthly Community Walks	12/5-12/10	5 - 18 X 24	2/9/2016	1,2,4,5,44
	<b>July</b>	St. Andrews-American Red Cross Blood Drive	7/7-7/18	2-2' X 3'	9/17/2015	8 & 22					
Dexter Wellness-Monthly Community Walks		7/4-7/9	5 - 18 X 24	2/9/2016	1,2,4,5,44						
St. Joseph Festival Flea Market & Rummage Sale		6/26-7/10	5 - 18 X 24	3/30/2016	1,2,4,5,10						
St. Joseph Festival		7/5-7/18	5 - 18 X 24	3/30/2016	1,2,4,5,10						
Dexter Wellness Coalition-Dexter Fitness Festival		7/1-7/14	5 - 18 X 24	5/16/2016	1,2,4,5,44						

Location Listing: 1 - Baker/Main, 2 - Central/Mill, 3 - Dexter Ann Arbor/Copeland, 4 - Main/Alpine, 5 - Baker/Cemetery, 6 - Monument Park, 7 - Creekside, 8 - 7610 Dexter Ann Arbor, 9 - Peace Park, 10 - Dexter Ann Arbor/Limits, 11 - Cornerstone, 12 - Bates, 13 - 3443 Inverness, 14 - 7720 Ann Arbor Street, 15 - S. Main/Broad, 16 - N. Main/Broad, 17 - Edison/Ann Arbor Street, 18 - Dover/Fifth, 19 - Central/Fifth, 20 - Broad/Fifth, 21 - Mill Creek Middle School, 22 - Fourth/Inverness, 23 - Dexter Bakery, 24 - Lighthouse, 25 - Dexter Pharmacy, 26 - Warrior Creek Park Driveway, 27-Dexter Flowers, 28-Terry B's, 29-7795 Ann Arbor St, 30 - 7915 Fourth, 31 - 7651 Dan Hoey, 32 - Wylie, 33-Lions Park, 35-Dexter Crossing Entrance, 36 - Dan Hoey/Dexter Ann Arbor; 37 - Dover/Main, 38 - Fourth/Central, 39 - Baker/Hudson, 40 - Inverness/Ann Arbor, 41 - Main/Jeffords, 42 - Third/Broad; 43 - 3rd/Dover; 44 - Ryan/Dexter Ann Arbor, 45 - Meadowview/Dexter Ann Arbor, 46 - Ice Rink, 47-Dexter Mill/RR tracks, 48-7444 Dexter-Ann Arbor, 49-Post Office, 50-8135 Main-gas station, 51-Hackney, 52-TCF, 53-DQ, 54-Busch's 55-Mill Creek Park

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

\*\* Dexter Area Chamber will place 4 signs on Friday night to announce the summer series (1, 2, 5, 44)

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## DPW

- Cut down tree along Huron View Court
- Picked up snow stakes
- Picked up Kenworth
- Set up, took down, and transported election equipment
- Got Hot Box ready for asphalt repairs
- Painted repair spots on roads
- Cleaned and took wash station to Farmers Market
- Set-up silt fence at Lions Park
- Repaired/replaced rocks around troll sculpture
- Cleaned-up fuel spill at Parts Peddler
- Hand dug holes for street name signage along Dexter Ann Arbor
- Put up radar sign
- Laid asphalt
- Pulled and moved WAVE sign
- Changed blades on mowers
- Cut down and ground trees for planting
- Marked lot at Broad and Grand
- Talked to OHM about mushy spot in driveway
- Took Ferris to Diubles
- Picked up compost in Chelsea and filled raised beds at Community Garden
- Rototilled at Lions Park
- Put up Main St. banner
- Took down election signs in the right of way around town
- Budget meeting
- Picked up tire in a residents yard
- Memorial Day Parade meeting
- Cleaned up slag at Broad and Grand
- Fire extinguisher inspection
- Turned on drinking fountain
- Met DTE at farmhouse
- Pulled and replaced damaged sign near dance studio
- Checked sidewalks that Peters Building Co. is supposed to fix in Dexter Crossing
- Cleaned weir plate at Cambridge
- Cleaned up debris at the end of 3<sup>rd</sup> St.
- Fixed locks on doggie pots
- Finished blowing off boardwalk
- Swept downtown sidewalks
- Ordered rejuvenator for Hot Box

## WATER

- Performed morning rounds
- Reads (final, beginning, NUBCO)
- Depth at well 5 23.5
- Performed ROW inspections
- Meter installation
- MXU installation
- Checked high use
- Performed Miss Digs

- Worked with Raymer on Well 5
- Backwash: 5/13/2016 - 54,000 gals
- Took the arsenic and fluoride from the Filter Building and Well House
- Out of 2300 meter readings we now have only 8 meters that cannot be read and must be estimated
- Collected Huron River Dr. consumer contact info
- Wrote e-mail notification of Huron River Dr. temporary shutdown
- Tested valve on Huron River Dr.
- Filter building door replaced
- Re-keyed locks for filter building generator door, filter building chemical door, and water tower
- Located missing valve on Huron River Dr.
- Emergency call on Sunday 5/15/16 - Inspected and concluded water leak in their crawl space. We shut the water off and plumber is fixing on 5/16/16.

## **WASTE WATER**

- NUBC monthly visit
- Semiannual service of clarifier drives
- Review and approve F&V digester inspection proposal
- Raw sludge pump issues (suspect grit build up in primary to be cause)
- Inspected pump and cleared rags from mixing chamber
- Bio tech spring haul (primary clean out scheduled for 5/16/16 with inspection on 5/17/16)
- Opened primary digester manways: approximately 3 ft of grit visible from top
- Blower start up was successful on 5/12/16. Running since.
- Meet with F&V safety officer to develop safety plan for Confined Space entry into Primary Digester.
- Shut down main building heat, A/C now available
- Performed visual check of roof top HVAC unit
- Annual Spears fire extinguisher check

## STAFF REPORT

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

**From:** Michelle Aniol, Community Development Manager

**Date:** May 18, 2016

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### Miscellaneous Updates

- Mill Creek Sports – Staff has been informed that the Mill Creek Sports property is back on the market. Staff has also been contacted by another interested party regarding access to utilities and process for engaging the city, if access to public utilities is desired.
- The 3<sup>rd</sup> public meeting regarding the 3045 Broad Street Redevelopment Project is scheduled for Wednesday, June 8<sup>th</sup> in the Creekside Intermediate School Cafeteria, from 6:00 – 8:00 pm. Staff is working with Foremost Development on the redesign of the meeting flyer (draft flyers attached). All elected and appointed officials are strongly encouraged to attend, and the general public is welcomed as well.

The comments received from the first two public hearings accompany this report, along with the Site Analysis presented by Foremost Development Company at the second meeting.

The RFQ Committee will convene on Thursday, May 19<sup>th</sup> to discuss the two public meetings and the site analysis presented by Foremost at the 2<sup>nd</sup> public meetings.

- Staff and City Management met with Washtenaw County Staff regarding the Washtenaw Urban County program. You will recall, the Urban County program is a partnership between the Washtenaw County Board of Commissioners and the cities, townships and villages who have agreed to jointly participate in federally funded programs, such as Community Development Block Grant (CDBG), HOME Investment Partnership (HOME) and Emergency Solutions Grant (ESG). Currently, the city applies directly to the State of Michigan federal funding opportunities. In the past, CDBG planning grants were offered and utilized by the city. Due to recent organizational changes at MEDC and MSHDA, eligibility for CDBG funding is limited to projects with job creation. Washtenaw County staff has offered to make a presentation to Council to provide more information on joining the partnership.
- To assist the Tree Board in planning and scheduling tree planting, trimming and pruning activities, staff developed a map (attached), which divides the city four quadrants. Staff could use the map to help with enforcement activities, such as lawn mowing and snow removal.

### Planning Commission Updates

- The Planning Commission will conduct another public hearing on Monday, June 6, 2016 to consider the proposed mixed-density residential development, at the southwest corner of Grand Street and Baker Road. The application for PUD-Area Plan Approval, submitted by Steve Brouwer, on behalf of MMB Equities, LLC was amended to include an additional parcel of land (7061 Grand Street), adjacent to the west of the proposed development site, as Phase 3. The Planning Commission will also consider an amended application and revised site plan, submitted by Don Darnell, on behalf of 8080 Grand LLC, for the redevelopment of 8080 Grand Street. The amended application and plan calls for retail and office uses only.
- Zoning Ordinance Updates – over the next few months the Planning Commission will begin to update sections of the zoning ordinance dealing with landscaping, parking, lighting, and signs. The June 2015 Supreme Court ruling will be the driving force behind the majority of amendment to the current sign code. That's because the court's ruling in *Reed v. Town of Gilbert* a sign regulation that makes any distinction based on sign content is unconstitutional. Even though the court's ruling in *Reed* specifically dealt with non-commercial signs, its decision applies to commercial signs as well.

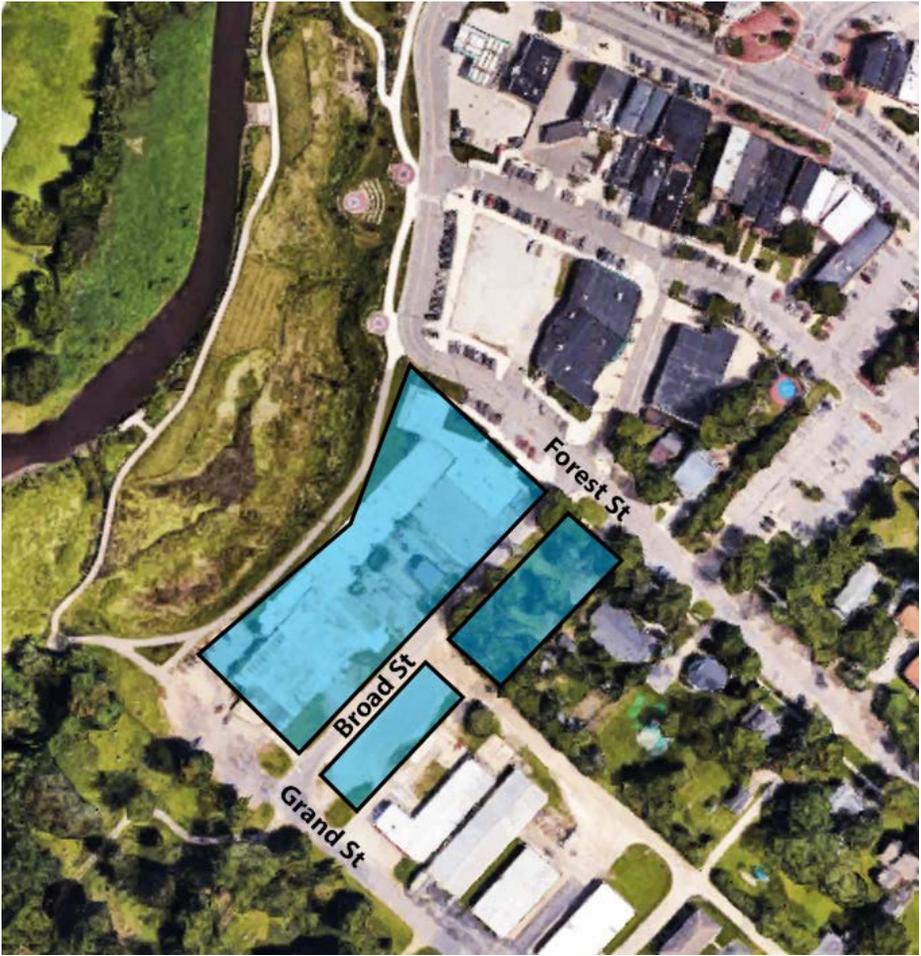
The Planning Commission will review the sign ordinance for content based-regulations. The following terms, which are currently in the ordinance, are indicators of content-based standards:

- Political
- Construction
- Real estate/construction
- Temporary commercial
- Temporary civic/public
- Institutional
- Community special event
- Directional

To achieve content neutrality, one regulation option would be to put signs in categories, such as "temporary signage" and regulate them based on zoning district. For examples, all real estate, open house, temporary sale, one-time event signs, etc. could be regulated as "residential district temporary signs" or "business district temporary signs," with standards established to regulated size, location, materials, and display time. However, there will be a period of time before these new regulations are adopted. In the meantime, we need to be careful how we enforce our current standards. Thus, staff has contacted the city attorney and planning consultant regarding the enforcement of content-based standards, especially temporary sign regulations.

#### **Enforcement Activity**

- Two-year landscape warranty-tree replacement required (Wellington); second notice
- Junk and rubbish in the front yard (Dover Street); Second notice of violation; staff working with homeowner
- Public nuisance- junk and open storage of building materials (Baker Road); first notice of violation
- Public nuisance- inoperable vehicle (Baker Road); first notice of violation
- Public nuisance- inoperable vehicle (Ann Arbor Street); first notice of violation



# 6.8.2016 BROAD STREET REDEVELOPMENT MEETING

Please plan to join the City of Dexter, Foremost Development Company and your neighbors to work on the redevelopment on Broad Street at Mill Creek. Provide input and recommendations. More info – [www.dextermi.gov/3045-broad-street-redevelopment](http://www.dextermi.gov/3045-broad-street-redevelopment)



**JOIN US WEDNESDAY  
JUNE 8, 2016 FROM  
6:00-8:00 PM**

**SEE TWO SITE  
CONCEPTS FOR THE  
3045 BROAD ST.  
(FORMER DAPCO  
SITE) & ADJACENT  
PARCELS**

**THE MEETING IS  
BEING HELD AT  
CREEKSIDE  
INTERMEDIATE  
SCHOOL 2615  
BAKER ROAD**

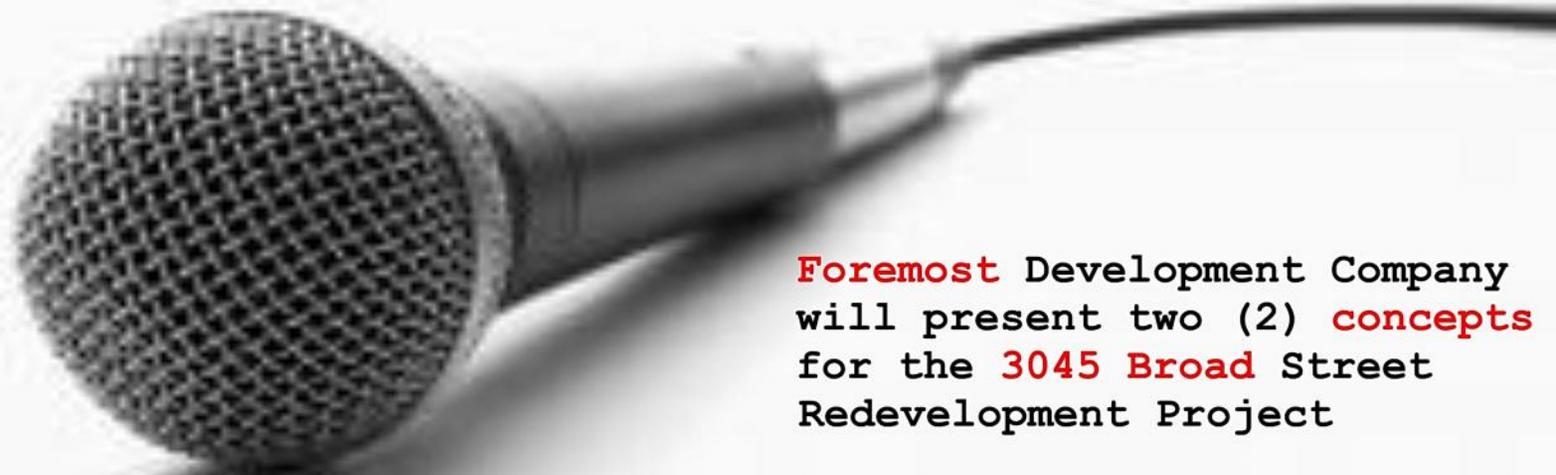
**LOCATION:**

**Creekside Intermediate  
School**

[www.dextermi.gov/3045-broad-street-redevelopment](http://www.dextermi.gov/3045-broad-street-redevelopment)

**6/8/16  
6-8pm**

# PUBLIC MEETING #3



Foremost Development Company  
will present two (2) concepts  
for the 3045 Broad Street  
Redevelopment Project

Wednesday, June 8, 2016 from 6:00 pm  
Creekside Intermediate School Cafeteria  
2615 Baker Road, Dexter, MI 48130

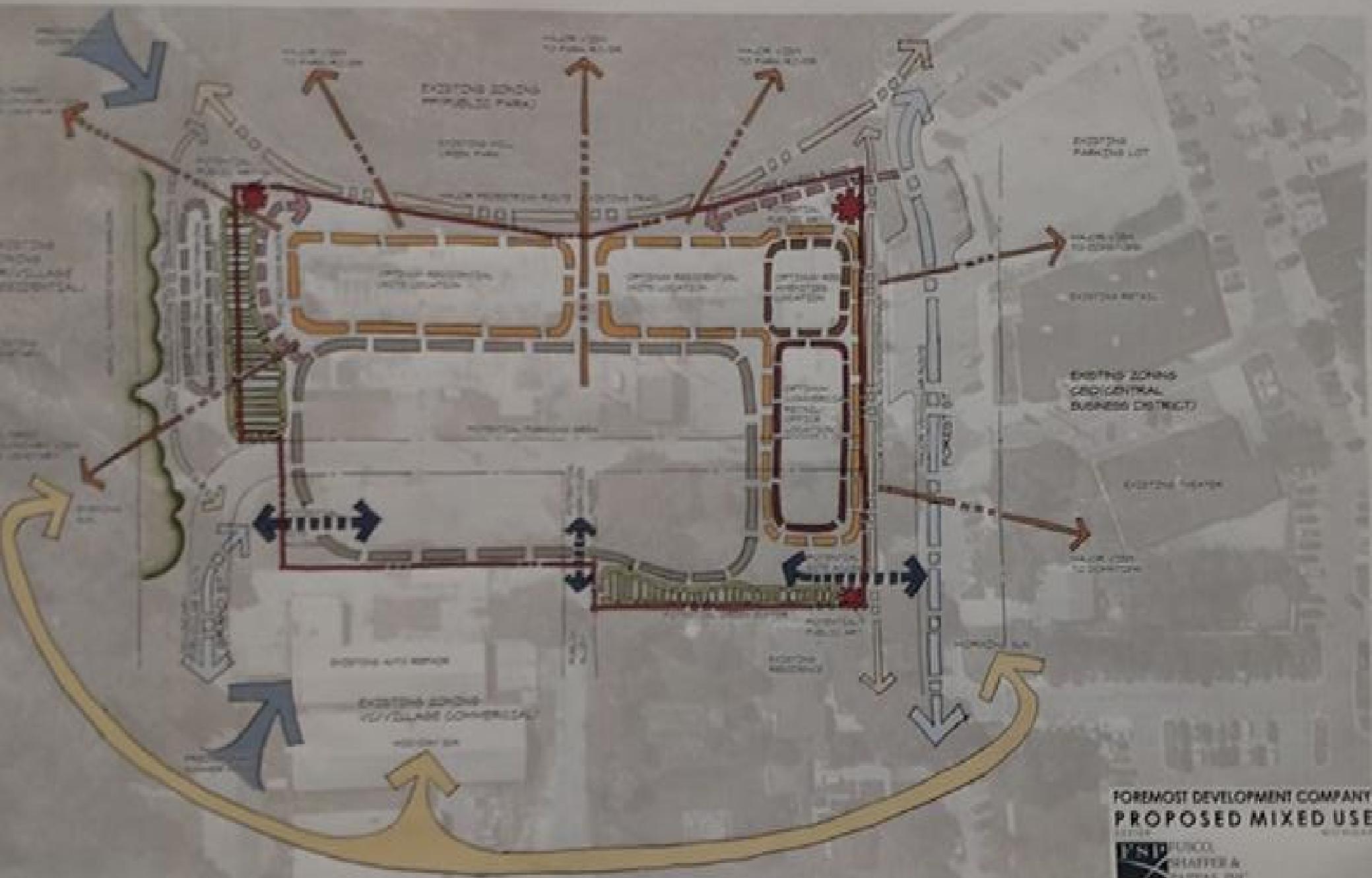
<http://www.dextermi.gov/3045-broad-street-redevelopment>

**Comments received from Broad Street Redevelopment Public Meeting #1 (April 16, 2016):**

- In shifting the portion of Broad Street, I think the intersection of Broad and Forest should stay where it is
- Mill Creek Park is a huge, beautiful asset and a tremendous visual marker. Some sort of line of sight through the building would be excellent. Glass/archways/walkways through the building. Not just one tiny one either
- Bulk and height are important to create and extend the downtown feel
- Public Art near Forest and Broad/Grand wall would be cool
- Maintain Broad St., but maybe move it
- I would like to have on the roof of the structure a place for receptions, parties, music, etc. The gatherings on top could be limited to just a few weekends in the summer
- There is a lot of conversation about historic feel and the building blending in with downtown, but the existing buildings were "new" at some point, and their existence should not stop us from creating something "new" and "modern" with a great deal of visual interest
- Joy Gee - Visually consistent with existing downtown structures
- The building needs retail
- There is little area in the downtown for expansion of commercial business. This area is prime for some. Forest St edge
- Be good to have new people come
- Parking for all new residents
- Condo unit w/dedicated parking for 2 cars
- All residential face park
- Retail along Forest
- Would like to see Broad St remain or be shifted/relocated
- Somehow preserve the DTE bldg. or a portion of it
- Forest - on street parking (all the way to Baker)
- Green roofs on top
- Preserve trees
- Bulk and height - pedestrian viewsheds, connections, gateways
- Enclosed parking
- Restaurant/Bar w/outdoor patio overlooking park
- Alpine parking garage - access to park/trail
- Chet Hill (with map comments)- Access to the trail system from the south should be maintained and parking
- Some sort of shared workplace for people that are afraid of condos/apartments because they lose their basement/garage to do things like wood working
- It would be expensive but underground parking would be fantastic
- Maybe some parking underground (to avoid sea of cars)
- The view of the river would be first-rate
- City needs more storefront-type commercial spaces
- I like the path on the Creek
- A major shortage of parking in this area and it will be worse in the future. The impact of the Border to Border is just starting
- Like the new building
- Not a tall building
- Outside Space/playground/splash pad for kids
- 2 or 3 stories
- Site design and layout is crucial to making project work
- Development character needs to it "historical" Dexter
- Landscape w/the bricks etc.
- Commercial extension - fit with MP
- Want the height
- Don't turn back on adjacent neighborhood - think of moving (existing)
- Want small setbacks
- Interesting view of bldg. when driving into city from West (Dex-Chel Rd, Dex-Pinck Rd)
- Ice cream w/view
- Room for 60 spaces/\$2.5 mil. Lack of funding
- Do what you can to preserve the large trees on the residential lot; it would be a shame to remove these trees for a parking lot
- 3-4 stories
- I hope an underground garage would be provided to house one car per household
- Parking is an issue
- Where does the road go?
- Keep Broad St
- Access to walking paths
- Owner occupied preferred
- Project must integrate w/planned Grand St trailhead
- Mostly residential w/small amount of commercial (Multiple buildings to create viewsapes)
- Parking limited at peak periods. Last study showed could handle more commercial
- Outdoor event space, align with retail/office and combo with the view
- Interest on façade from creek. Iconic
- Visual interest
- Nice architecture that fits our current downtown - old and new bldgs. e.g. . . . Library and Memorial
- Repurpose DTE substation
- Compliment the park trail amenities for recreation
- The west face is extremely important. Everybody will see this building. Creating some interest on this face is very important
- Structure should not detract from present and future public enjoyment of Mill Creek
- Don't like the idea of retail below condo unit
- Parking
- Retail 1st floor (Forest) Residential above (Forest)
- Broad to B trail - use parking. Dexter - Chelsea trail expansion
- Keep history but be unique
- Balconies/patios for each unit
- Streetscape/light poles match sidewalks width. Street trees plant like in the middle of town
- Can the building be "broken" to create a "window" to the water from the east?
- Conversation should be arranged between Foremost and developer of proposed residential area on Grand. Esp. re: Bike/Walk path
- 3 bedrooms if possible. We are willing to buy in soon as long as it meets our needs
- View to pond from Grand and alley
- Residential 1st floor and above facing park
- Calm traffic - same atmosphere
- 3 stories max
- I'd love to see you save the small Edison bldg. I understand the difficulties (its right in the middle of the sight) but it's a neat old bldg. with a lot of character. Why not use it for a freestanding shop of some sort?
- Preserve mature trees
- Minimal retail (maybe Forest)
- Communal interior green space
- Sun sets across the creek. Something to let the light in and still keep the landscape
- Greenspace/landscaping as possible w/access to walking paths
- Sufficient open space for proposed residential aspect of project
- Match downtown façade
- Brick façade/Earth tones
- On street parking for commercial
- More residential/small-scale commercial
- 1-2 bdrm units only - (maybe some efficiency)
- Waterscapes in landscaping

## Comments received from Broad Street Redevelopment Public Meeting #2 (May 11, 2016):

- Maintain Broad Street but maybe move it
- Bulk and height are important to extend downtown
- Communal interior green space
- City needs more storefront-type commercial
- Ground level units seem uncomfortable
- Bike share
- Zip car
- 100 year lease of property
- Grand Ave to Forest Access
- Establish a historic district ordinance
- Commercial on Forest
- Does Commercial work on Broad?
- Way too much surface parking for a downtown project
- Looks like former Busch's site
- Need Include Public Art Spaces Resting Vistas
- Relocate Broad Street east of development
- View from River/Park is very important
- More creativity in layout of building and parking
- Long building don't fit character of Dexter
- Eliminate wave of buildings along park
- View from the creek is more important
- No big flat walls of balconies
- Extend residential down Grand
- Screen parking behind (east)
- Continue Grand Streetscape
- Any provision for workforce housing?
- Any less expensive units
- Ask city for a reduction in parking
- Slant buildings 3 or 5 degrees to add interest to entire project
- Short wall to separate living units from pathway
- Demark the park from the living units
- Why is the Developer using terminology that indicates they have a complete concept?
- Establishing ideas is the point of the meeting
- Parking is now a problem will the project make it worse?
- Why so many 75% one bedrooms?
- Make more money from smaller units
- Break up parking
- Building Mass > Parking
- A true parking lot would not add that "something extra"
- How it feels in context to downtown is more important
- All Residential no Commercial
- Density
- Asphalt parking public parking?
- Broad Street issue
- Limit the art
- No more than 3 stories
- Broad Street will be an issue



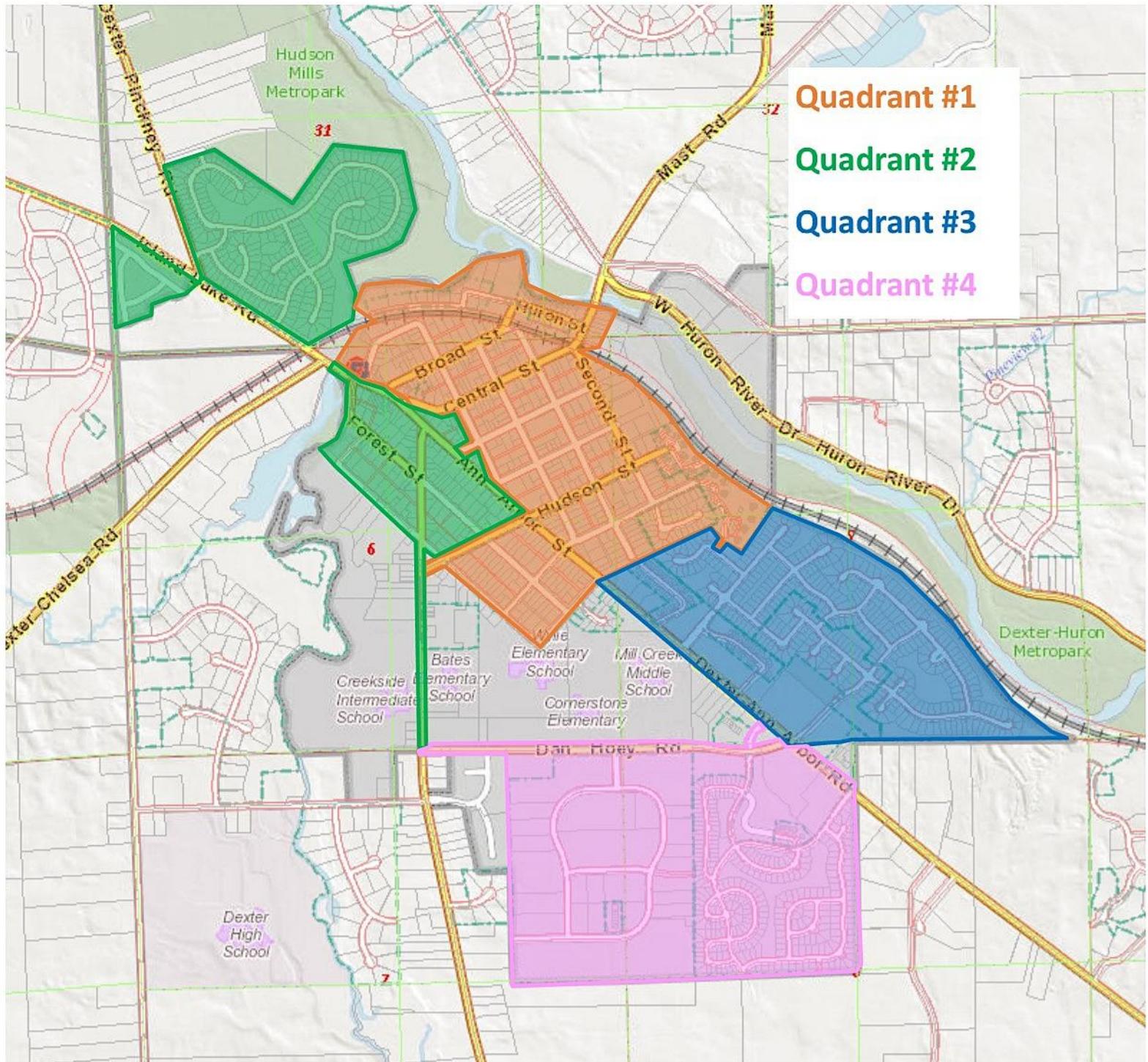
 **SITE ANALYSIS**

SCALE 1" = 30'-0"



**FORMOST DEVELOPMENT COMPANY**  
**PROPOSED MIXED USE**

**YSD** MUNICO,  
 STAFFER &  
 PAPPAS, INC.  
 ARCHITECTS & PLANNERS  
 111 S. 11TH ST. SUITE 200  
 MINNEAPOLIS, MN 55402  
 WWW.YSDARCHITECTS.COM



**CITY OF DEXTER**

**[cnicholls@dextermi.gov](mailto:cnicholls@dextermi.gov)**

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

**MEMO**

**To: Mayor Keough and Council Members**  
**From: Courtney Nicholls, City Manager**  
**Date: May 18, 2016**  
**Re: City Manager/Assistant to the Manager Report - Meeting of  
May 23, 2016**

1. Meeting Review:
  - May 9<sup>th</sup> – Meeting with Washtenaw County on the Washtenaw Urban County Program
  - May 11<sup>th</sup> – 3045 Broad Redevelopment Visioning Session
  - May 13<sup>th</sup> – Meeting with DTE Re: Substation Removal
  - May 16<sup>th</sup> – SPARK Annual Meeting
  - May 16<sup>th</sup> – Nancy Paul of Faith in Action
  - May 17<sup>th</sup> – Washtenaw County Sheriff’s Office – Lieutenant Lisa King
  - May 17<sup>th</sup> – Interview with Michigan Recreation and Parks Association
  - May 17<sup>th</sup> – Parks & Recreation Commission
2. Upcoming Meetings:
  - May 18<sup>th</sup> – City Council Budget Workshop
  - May 19<sup>th</sup> – Dr. Chris Timmis – Dexter Community Schools
  - May 19<sup>th</sup> – 3045 Broad Redevelopment Team
  - May 30<sup>th</sup> – Memorial Day Parade/Ceremony
  - June 2<sup>nd</sup> – Breakfast with the Budget
  - June 3<sup>rd</sup> – Facility Committee (if necessary)
  - June 7<sup>th</sup> – Arts, Culture & Heritage Committee/Art Selection Committee Joint Meeting
  - June 8<sup>th</sup> - 3045 Broad Redevelopment Visioning Session
3. **Drone Regulation.** Staff spoke to Steve Hanes at the East Michigan Federal Aviation Administration (FAA) branch. Mr. Hanes has tentatively agreed to attend the Planning Commission meeting on June 6, 2016 to talk about drone regulation. His discussion will be included as a workshop starting at 6:00pm. Any members of City Council interested in drone regulation should attend this meeting.
4. **Art Selection Committee Meeting.** The Arts, Culture, and Heritage Committee and the Art Selection Committee will be holding a joint meeting on Tuesday, June 7<sup>th</sup> at 7:00pm. The discussion will focus on developing a set of criteria for permanent art selection in the City and addressing the concerns of City Council regarding the two proposed sculptures presented at the May 9, 2016 meeting.

5. **Donation Guidelines.** At their meeting on May 17<sup>th</sup>, the Parks and Recreation Commission reviewed an old plan related to donations and volunteer management. With a renewed focus on donations of different types in the City, the Commission felt that it may make sense to combine the efforts of the Arts, Culture, and Heritage Committee/Art Selection Committee with those of the Parks and Recreation Commission to build one comprehensive donations-related document.
6. **Farmers Market Improvements.** Based on discussion at the Farmers Market and Community Garden Oversight Committee meeting held on May 17<sup>th</sup>, City Council will be seeing the return of the Farmers Market Improvements agenda item at the June 13<sup>th</sup> meeting.
7. **Classroom Visits.** Staff will be visiting government and political science classes at Dexter High School on Friday, May 20<sup>th</sup> to talk about local government, elections, and voter registration. The goal is to educate residents and potential voters in order to reduce the number of voter registration issues that will arise as a part of the November Election.
8. **Eagle Scout Project.** Staff met with an Eagle Scout on Thursday, May 12<sup>th</sup> to discuss potential projects in the City that may be appropriate for an Eagle Scout. Staff presented a few options to the Scout for improvements in Monument Park, including repairing the gazebo stairs and decorative brick leveling. The Scout will review his options and may return with a proposal to the Parks and Recreation Commission.
9. **Mill Creek Park Wetland Delineation.** Paul Evanoff has been working on the wetland delineation project in Mill Creek Park. The goal of the project is to determine what sections of the proposed future park extension would be classified as “wetland.” According to Mr. Evanoff, five out of the six test wells have remained consistently dry over the last five weeks, indicating that there may be a strong argument against classifying the area as wetland. The next step is to invite the Michigan Department of Environmental Quality to inspect the land and allow Mr. Evanoff’s staff to make a case against the wetland classification.
10. **Pedestrian Counters.** The Washtenaw Area Transportation Study (WATS) provided notification that they received the pedestrian counters that had been ordered for the Border-to-Border Trail. WATS will store the counters until the City is ready for their installation after July 1, 2016.
11. **Lion’s Park Installation.** The playground area for Lion’s Park was rototilled the week of May 9<sup>th</sup>. It is anticipated that the site will be graded the week of May 16<sup>th</sup>. Both the rototill machine and the anticipated labor involved with grading have been donated. As of May 13<sup>th</sup>, 27 people have signed-up for the Community Build Day on Sign Up Genius. It has been expressed to staff that Thomson Shore is aware of the Community Build Day and will likely be providing people, and a local Boy Scout Troop has expressed interest in providing assistance.

12. **MMRMA Renewal.** The City's insurance premium from the Michigan Municipal Risk Management Authority will decrease \$1,000 starting July 1. The new premium is \$48,000. Upon renewal will be receiving a check \$16,000 as a return of net assets, which is an annual distribution provided by the MMRMA based on a community's longevity in the program and the amount of assets the MMRMA Board determines it wants to return to its members. The City also received a Risk Avoidance Grant from MMRMA in the amount of \$7,000 this fiscal year.
13. **Faith in Action.** Courtney met with Nancy Paul of Faith in Action on Monday, May 16, 2016. They are continuing to search for a permanent home in the City. Their new temporary home will be on Joy Rd. We discussed the possibility of the Dan Hoey site and Faith in Action is aware that the general topic of City facilities and the future use of this land will be a topic for Council once the information from the Facility Committee is distributed. She was concerned about the Dan Hoey property not currently being served by water or sewer and the potential cost of hooking up to those services.
14. **Washtenaw County Sheriff.** Courtney met with Lt. Lisa King on Tuesday, May 17, 2016. The Sheriff's Office is gearing up for the busy summer season. Lt. King is encouraging community policing among the deputies by encouraging them to make unsolicited personal contact with residents and businesses in the service area. They will also be working on bicycle safety, both for bicyclists traveling through town and those traveling within the town. The deputies will inform anyone riding a bike on downtown sidewalks that they need to walk it in the downtown area. The Sheriff's Office will also be continuing liquor license compliance checks, which are paid for through grant funding.
15. **Michigan Recreation & Parks Association.** The Michigan Recreation and Parks Association will be doing an article in an upcoming issue regarding the partnership between the City, the County, the Road Commission and the Huron Clinton Metropolitan Authority to bring the Border to Border Trail through Dexter. Courtney was interviewed for this article to provide information on the partnership from the City perspective.
16. **DTE Substation Removal.** Mayor Keough and Courtney met with DTE Representatives Paul Ganz, Heather Betts, and Karen Bourdage to review the draft agreement for the relocation of the substation located at 3045 Broad. Ms. Betts is an attorney for DTE and Ms. Bourdage is in their real estate division. We spent time reviewing the discussions that the City has had with DTE over the course of the past two years, which lead up to the crafting of the agreement. Ms. Bourdage and Ms. Betts have committed to sending us a red-lined version of the agreement and a tentative schedule of activities leading up to and including the demolition of the substation.

17. **Road Maintenance Work.** Attached to this report is a copy of the road maintenance flyer that will be mailed to all homes in the City on May 20, 2016. The chip seal work is scheduled to begin on May 23. Impacted residents will have door hangers placed on their doors 48 hours before the work starts and no parking signs will be posted. The chip seal work moves quickly, so the inconvenience to the residents should be minimal.

## Road Work Updates

For updates on the progress of cape seal operations during application, please sign up to receive the City email by sending your email address to: [cnicholls@dextermi.gov](mailto:cnicholls@dextermi.gov)

Updates are also posted on the City of Dexter website

[www.dextermi.gov](http://www.dextermi.gov)

and



Facebook page

City-of-Dexter-Michigan

## Questions or Comments Contact us!

8123 Main Street

Dexter, Michigan 48130

Office Hours: 9-5 Monday thru Friday

734-426-8303

Fax 734-426-5614



## CITY OF DEXTER

### MAYOR

Shawn Keough

### COUNCIL MEMBERS

Jim Carson	Donna Fisher
Julie Knight	Zach Michels
James Smith	Ray Tell

### ADMINISTRATION

**CITY MANAGER** Courtney Nicholls

**ASSISTANT TO THE CITY MANAGER** Justin Breyer

**FINANCE DIRECTOR/TREASURER** Marie Sherry

**PUBLIC SERVICES SUPERINTENDENT** Dan Schlaff

**COMMUNITY DEVELOPMENT MANAGER** Michelle Aniol

**STREETS FOREMAN** Kurt Augustine

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Dexter, MI

8140 Main Street  
Dexter, MI 48130

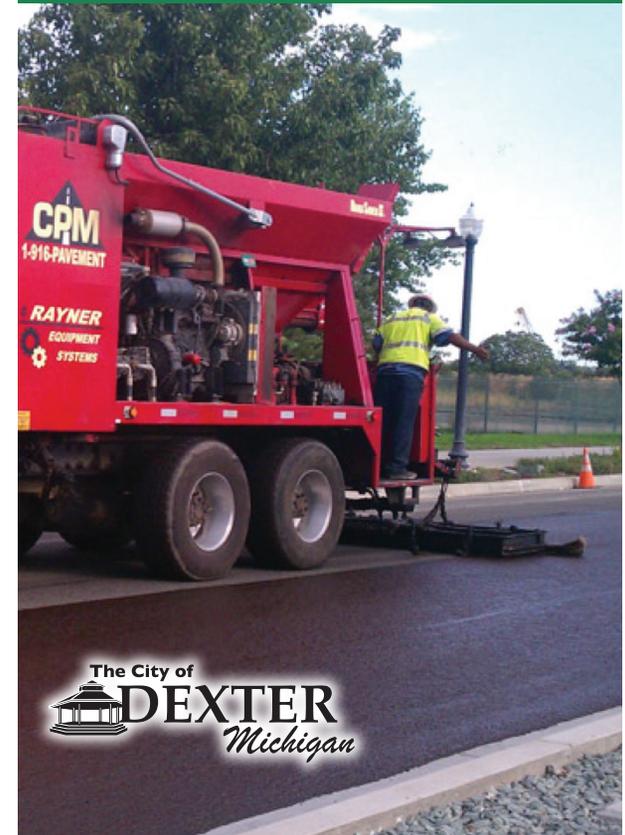


**IMPORTANT  
Road  
Maintenance  
INFORMATION**

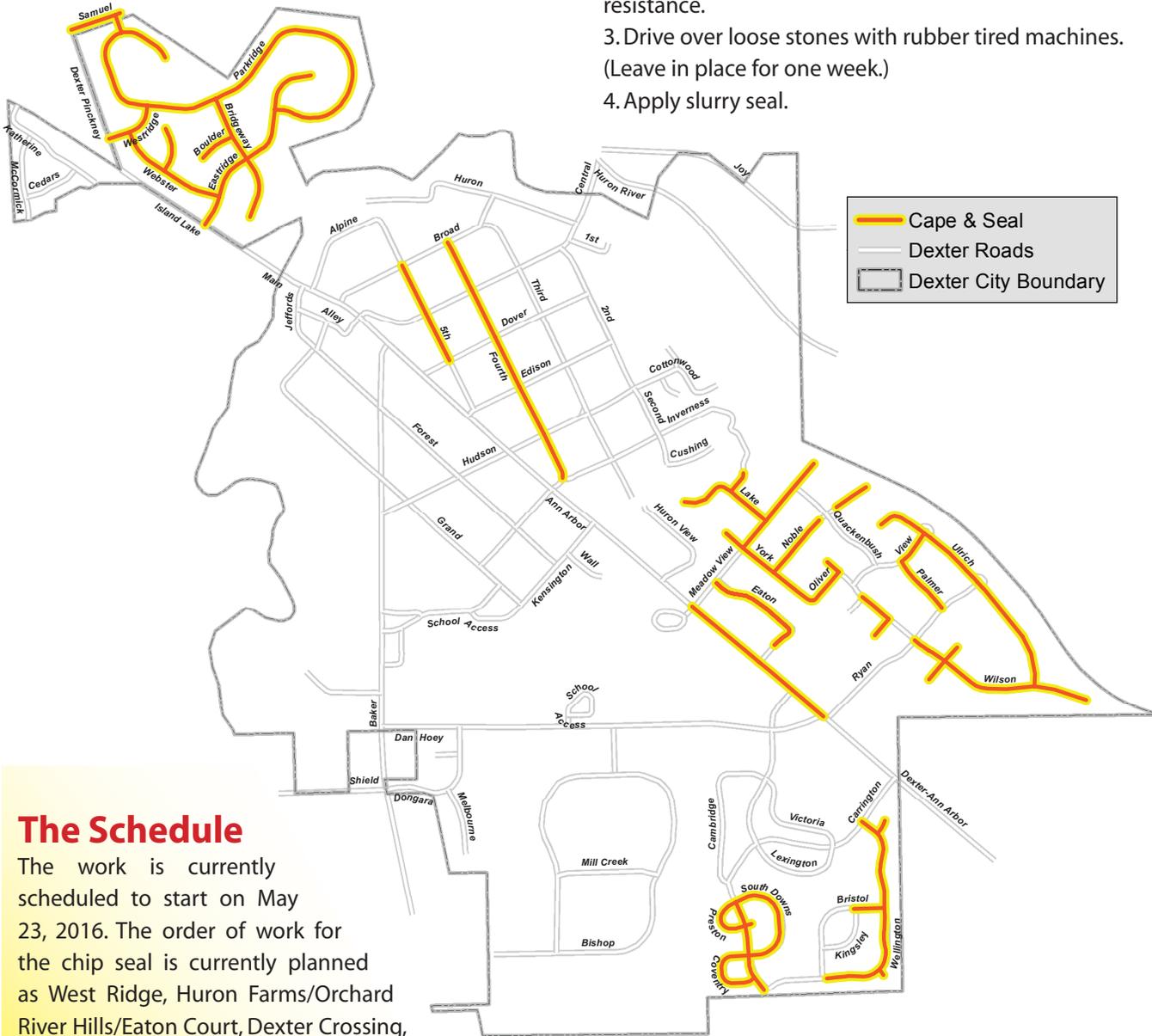
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# Summer Road Maintenance



# Map of Road Work



## THE PROCESS

1. Apply asphalt emulsion sealant.
2. Apply stone chips to fill voids and improve skid resistance.
3. Drive over loose stones with rubber tired machines. (Leave in place for one week.)
4. Apply slurry seal.

## Frequently Asked Questions

### Will I lose access to my driveway?

There will be temporary (~30 minutes) disruptions to driveways during the placement of asphalt emulsion and seal coat.

### Will I be notified when work will occur?

The Contractor will provide at least 48 hour notice prior to performing any work that will require driveway closures. Letters will be mailed or hand delivered to your home.

### How will traffic be handled during construction.

At least one lane will be maintained at all times with flag control. Slight delays should be expected from this work.

### What will I see during construction?

- The first process will be the placement of an asphalt emulsion. This will be sprayed on the existing pavement.
- This will be followed by the placement of small gravel which will be pressed into the asphalt. This will remain in place for approximately one week.
- A final seal coat will be placed over the asphalt which will seal the gravel in place and provide a black, asphalt like appearance.

### How will the surface be different?

The cape seal surface is rougher than conventional asphalt due to the gravel.

## The Schedule

The work is currently scheduled to start on May 23, 2016. The order of work for the chip seal is currently planned as West Ridge, Huron Farms/Orchard River Hills/Eaton Court, Dexter Crossing, Fourth, Fifth and Dexter Ann Arbor. Further schedule updates will be provided via the methods listed on this flyer.

## CONTACT INFO

[www.dextermi.gov/roads](http://www.dextermi.gov/roads)

If you have any questions please contact the City Office at 734-426-8303.

**Mayor Report  
Shawn Keough  
Prepared on May 18, 2016**

Agenda: 5/23/2016  
Item: I-6

Hello Residents and Council members,

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

**Recent Activities**

May 11, 2016 – I attended the 3045 Broad Street Redevelopment visioning session.

May 13, 2016 – I attended a meeting with representatives from DTE regarding the substation removal. An update on this meeting is provided in the City Manager report.

**Upcoming Activities**

May 18, 2016 – Budget Review Session #3 – we will be reviewing the initial draft of the General Fund budget.

May 19, 2016 – Dexter Downtown Development Authority Meeting

May 19, 2016 – 3045 Broad Redevelopment Team

May 19, 2016 – Dexter Area Fire Department meeting

May 23, 2016 – City Council meeting

May 24, 2016 – Boy Scout meeting

May 30, 2016 – Memorial Day Activities – I have been invited to participate in the Memorial Day activities again this year. This is a really special event in Dexter each year and it is truly an honor to participate.

June 3, 2016 – Facility Committee meeting (if necessary)

June 8, 2016 – 3045 Broad Street – Public Visioning Session #3 – the second visioning workshop will be held at the Creekside Cafeteria at 6 pm.

June 10, 2016 – Possible visit/tour of Dexter by Senator Gary Peters

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](mailto:skeough@DexterMI.gov)

(313) 363-1434 (cell)

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<b>SUMMARY OF BILLS AND PAYROLL</b>			<b>5/23/2016</b>
Payroll Check Register	05/11/16	\$37,661.56	Regular Payroll
	05/11/16	\$1,489.20	Union Vacation Cash Out
	05/11/16	\$2,131.00	Election Workers & Election Commission
Employer Costs (FICA/MERS/ICMA) paid via electronic transfer	05/11/16	\$3,415.00	Regular Payroll
	05/11/16	\$113.92	Union Vacation Cash Out
	05/11/16	\$6.12	Election Workers & Election Commission
Account Payable Check Register		\$70,633.55	
		<b>\$115,450.35</b>	<b>TOTAL BILLS &amp; PAYROLL EXPENDED ALL FUNDS</b>
<p><b>The due date column on the accounts payable worksheets represents the date of the Council meeting</b></p>			
<p><b>ALL PAYABLES ARE WITHIN ACCEPTABLE BUDGET LIMITS EXCEPT AS NOTED BELOW            DETAIL VENDOR LIST AND ACCOUNT SUMMARY PROVIDED</b></p>			
<p><i>"This is the summary report that will be provided with each packet. Approval of the total bills and payroll expended, all funds will be necessary."</i></p>			

BANK CODE: POOL

Claimant	Amount Claimed	Amount Owed	Amount Rejected
1. ANN ARBOR LANDSCAPING INC.	15,180.00		
2. ARBOR CARE TREE SURGEONS	900.00		
3. ARBOR SPRINGS WATER CO.INC	39.00		
4. AT&T	57.38		
5. BOULLION SALES	302.01		
6. CINTAS CORPORATION	1,002.37		
7. COMCAST - DPW	68.95		
8. CORRIGAN OIL COMPANY	745.07		
9. CRIBLEY WELL DRILLING CO INC	9.50		
10. CULLIGAN WATER CONDITIONING	14.95		
11. DEPT. OF ENVIRN. QUALITY	95.00		
12. DEXTER LACROSSE ASSOCIATION	50.00		
13. DEXTER MILL	630.80		
14. DTE ENERGY	11,047.89		
15. G2 CONSULTING GROUP, LLC	350.00		
16. HURON RIVER WATERSHED COUNCIL	2,345.00		
17. JOHN'S SANITATION	645.00		
18. LOWE'S BUSINESS ACCOUNT	25.00		
19. MARY ANN SIMPKINS	25.00		
20. MICHIGAN ASSOC OF PLANNING	89.00		
21. MICHIGAN MUNICIPLE LEAGUE MEMBERSHI	1,477.00		
22. NORTH CENTRAL LABORATORIES	655.03		
23. NORTHERN SAFETY CO INC	223.59		
24. ORCHARD, HILTZ & MCCLIMENT INC	7,386.75		
25. PARAGON LABORATORIES INC	150.00		
26. PNC	691.52		
27. RADTKE TRUCKING, LLC	300.00		
28. RICK CHABOT	35.65		
29. RICOH AMERICAS CORPORATION	799.84		
30. SMALL BUSINESS ASSOC OF MICH	23,074.29		
31. SPEARS FIRE & SAFETY SERVICES	116.30		
32. STAPLES BUSINESS ADVANTAGE	456.11		
33. THE SUN TIMES	615.23		
34. TIM STEWART	107.53		
35. TRACTOR SUPPLY CREDIT PLAN	79.95		
36. TRACY MAYRAND	25.00		
37. UNUM LIFE INSURANCE	486.16		
38. VARNUM, RIDDERING, SCHMIDT	144.68		
39. WASHTENAW COUNTY TREASURER	187.00		
***TOTAL ALL CLAIMS***	70,633.55		

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund 101 GENERAL FUND							
Dept 000 ASSETS, LIABILITIES & REVENUE							
101-000-478.000	PARK USE PERMITS	TRACY MAYRAND	REFUND	05/17/16	05/23/16	25.00	
						<u>25.00</u>	
Total For Dept 000 ASSETS, LIABILITIES & REVENUE						25.00	
Dept 101 CITY COUNCIL							
101-101-956.000	COUNCIL DISCRETIONARY EXPE PNC		MEETING	05/16/16	05/23/16	63.63	
101-101-958.000	MEMBERSHIPS & DUES	MICHIGAN MUNICIPLE LEA	MEMBERSHIP	05/17/16	05/23/16	1,477.00	
						<u>1,540.63</u>	
Total For Dept 101 CITY COUNCIL						1,540.63	
Dept 172 CITY MANAGER							
101-172-721.000	HEALTH & DENTAL INSURANCE	SMALL BUSINESS ASSOC O	2016-2017	05/17/16	05/23/16	6,284.18	
101-172-722.000	LIFE & DISABILITY INSURANC	UNUM LIFE INSURANCE	JUNE 2016	05/17/16	05/23/16	121.56	
						<u>6,405.74</u>	
Total For Dept 172 CITY MANAGER						6,405.74	
Dept 215 CITY CLERK							
101-215-901.000	PRINTING & PUBLISHING	THE SUN TIMES	PUBLIC NOTICE	48828	05/23/16	7.43	
101-215-901.000	PRINTING & PUBLISHING	THE SUN TIMES	PUBLIC NOTICE	48879	05/23/16	68.85	
101-215-901.000	PRINTING & PUBLISHING	THE SUN TIMES	PUBLIC NOTICE	49093	05/23/16	141.75	
						<u>218.03</u>	
Total For Dept 215 CITY CLERK						218.03	
Dept 253 TREASURER							
101-253-721.000	HEALTH & DENTAL INSURANCE	SMALL BUSINESS ASSOC O	2016-2017	05/17/16	05/23/16	1,768.97	
101-253-722.000	LIFE & DISABILITY INSURANC	UNUM LIFE INSURANCE	JUNE 2016	05/17/16	05/23/16	36.50	
						<u>1,805.47</u>	
Total For Dept 253 TREASURER						1,805.47	
Dept 262 ELECTIONS							
101-262-901.000	PRINTING & PUBLISHING	THE SUN TIMES	PUBLIC NOTICE	48879	05/23/16	8.10	
101-262-955.000	MISCELLANEOUS	PNC	DPW	05/16/16	05/23/16	90.95	
						<u>99.05</u>	
Total For Dept 262 ELECTIONS						99.05	
Dept 265 BUILDINGS & GROUNDS							
101-265-727.000		ARBOR SPRINGS WATER CO	OFFICE	1610937	05/23/16	39.00	
101-265-727.000	OFFICE SUPPLIES	STAPLES BUSINESS ADVAN	SUPPLIES	05/16/16	05/23/16	247.96	
101-265-920.000	UTILITIES	DTE ENERGY	APRIL 2016	05/16/16	05/23/16	569.64	
101-265-920.001		AT&T	424 1790	05/17/16	05/23/16	57.38	
101-265-935.000		CINTAS CORPORATION	OFFICE	05/16/16	05/23/16	86.62	
101-265-936.000		RICOH AMERICAS CORPORA	COPIER	5041842066	05/23/16	799.84	
101-265-955.000	MISCELLANEOUS	PNC	MEETING	05/16/16	05/23/16	60.69	
						<u>1,861.13</u>	
Total For Dept 265 BUILDINGS & GROUNDS						1,861.13	
Dept 285 CITY TREE PROGRAM							
101-285-731.000	LANDSCAPE SUPPLIES	ANN ARBOR LANDSCAPING	TREES	05/16/16	05/23/16	14,480.00	
101-285-803.000	CONTRACTED SERVICES	ANN ARBOR LANDSCAPING	TREES	05/16/16	05/23/16	700.00	
101-285-803.000	CONTRACTED SERVICES	ARBOR CARE TREE SURGEO	TREES	05/17/16	05/23/16	900.00	
						<u>16,080.00</u>	
Total For Dept 285 CITY TREE PROGRAM						16,080.00	
Dept 301 LAW ENFORCEMENT							
101-301-807.000		WASHTENAW COUNTY TREAS	ENFORCEMENT	28273	05/23/16	187.00	
101-301-920.000	UTILITIES	DTE ENERGY	APRIL 2016	05/16/16	05/23/16	226.80	
						<u>413.80</u>	
Total For Dept 301 LAW ENFORCEMENT						413.80	
Dept 336 FIRE DEPARTMENT							
101-336-920.000	UTILITIES	DTE ENERGY	APRIL 2016	05/16/16	05/23/16	226.80	
						<u>226.80</u>	
Total For Dept 336 FIRE DEPARTMENT						226.80	

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund 101 GENERAL FUND							
Dept 400 PLANNING DEPARTMENT							
101-400-721.000	HEALTH & DENTAL INSURANCE	SMALL BUSINESS ASSOC O	2016-2017	05/17/16	05/23/16	1,648.92	
101-400-722.000	LIFE & DISABILITY INSURANCE	UNUM LIFE INSURANCE	JUNE 2016	05/17/16	05/23/16	30.99	
101-400-727.000	OFFICE SUPPLIES	STAPLES BUSINESS ADVAN	SUPPLIES	05/16/16	05/23/16	64.48	
101-400-901.000	PRINTING & PUBLISHING	THE SUN TIMES	PUBLIC NOTICE	48828	05/23/16	89.10	
101-400-960.000	EDUCATION & TRAINING	MICHIGAN ASSOC OF PLAN	WORKSHOP	24012	05/23/16	89.00	
Total For Dept 400 PLANNING DEPARTMENT						1,922.49	
Dept 441 DEPARTMENT OF PUBLIC WORKS							
101-441-721.000	HEALTH & DENTAL INSURANCE	SMALL BUSINESS ASSOC O	2016-2017	05/17/16	05/23/16	2,081.93	
101-441-722.000	LIFE & DISABILITY INSURANCE	UNUM LIFE INSURANCE	JUNE 2016	05/17/16	05/23/16	36.12	
101-441-740.000	OPERATING SUPPLIES	NORTHERN SAFETY CO INC	DPW	901910764	05/23/16	223.59	
101-441-740.000	OPERATING SUPPLIES	STAPLES BUSINESS ADVAN	SUPPLIES	05/16/16	05/23/16	42.99	
101-441-745.000		CINTAS CORPORATION	APRIL SERVCIE	05/16/16	05/23/16	401.93	
101-441-920.000		COMCAST - DPW	DPW	05/17/16	05/23/16	68.95	
101-441-920.000	UTILITIES	DTE ENERGY	APRIL 2016	05/16/16	05/23/16	1,106.40	
101-441-935.000	BUILDING MAINTENANCE & REPAIR	SPEARS FIRE & SAFETY S	DPW	149076	05/23/16	116.30	
101-441-955.000	MISCELLANEOUS	LOWE'S BUSINESS ACCOUN	APRIL	05/16/16	05/23/16	25.00	
Total For Dept 441 DEPARTMENT OF PUBLIC WORKS						4,103.21	
Dept 442 DOWNTOWN PUBLIC WORKS							
101-442-730.000	FARMERS MARKET SUPPLIES	MARY ANN SIMPKINS	FARMERS MARKET	181578	05/23/16	25.00	
101-442-730.000	FARMERS MARKET SUPPLIES	THE SUN TIMES	PUBLIC NOTICE	49105	05/23/16	300.00	
101-442-731.000	LANDSCAPE SUPPLIES	DEXTER LACROSSE ASSOCI	COMPOST	05/18/16	05/23/16	50.00	
101-442-731.000	LANDSCAPE SUPPLIES	DEXTER MILL	SUPPLIES	05/16/16	05/23/16	452.00	
101-442-920.000	UTILITIES	DTE ENERGY	APRIL 2016	05/16/16	05/23/16	630.27	
Total For Dept 442 DOWNTOWN PUBLIC WORKS						1,457.27	
Dept 751 PARKS & RECREATION							
101-751-721.000	HEALTH & DENTAL INSURANCE	SMALL BUSINESS ASSOC O	2016-2017	05/17/16	05/23/16	335.79	
101-751-722.000	LIFE & DISABILITY INSURANCE	UNUM LIFE INSURANCE	JUNE 2016	05/17/16	05/23/16	5.83	
101-751-944.000	PORTABLE TOILET RENTAL	JOHN'S SANITATION	PARKS	05/17/16	05/23/16	645.00	
Total For Dept 751 PARKS & RECREATION						986.62	
Dept 851 INSURANCE & BONDS							
101-851-721.001	RETIREE HEALTH INSURANCE	SMALL BUSINESS ASSOC O	2016-2017	05/17/16	05/23/16	782.85	
Total For Dept 851 INSURANCE & BONDS						782.85	
Dept 901 CAPITAL IMPROVEMENTS							
101-901-970.000	CONTRACTED CAPITAL IMPROVEMENTS	G2 CONSULTING GROUP, L	PATHWAY PROJECT	160776	05/23/16	350.00	
Total For Dept 901 CAPITAL IMPROVEMENTS						350.00	
Total For Fund 101 GENERAL FUND						38,278.09	
Fund 202 MAJOR STREETS FUND							
Dept 445 STORMWATER							
202-445-802.000	PROFESSIONAL SERVICES	HURON RIVER WATERSHED	2016	2041	05/23/16	1,172.50	
202-445-960.000	EDUCATION & TRAINING	DEPT. OF ENVIRN. QUALI	CERTIFICATION RENEWAL	05/17/16	05/23/16	95.00	
Total For Dept 445 STORMWATER						1,267.50	
Dept 463 ROUTINE MAINTENANCE							
202-463-721.000	HEALTH & DENTAL INSURANCE	SMALL BUSINESS ASSOC O	2016-2017	05/17/16	05/23/16	1,746.13	
202-463-722.000	LIFE & DISABILITY INSURANCE	UNUM LIFE INSURANCE	JUNE 2016	05/17/16	05/23/16	30.30	
Total For Dept 463 ROUTINE MAINTENANCE						1,776.43	

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund 202 MAJOR STREETS FUND							
Dept 474 TRAFFIC SERVICES							
202-474-721.000	HEALTH & DENTAL INSURANCE	SMALL BUSINESS ASSOC	O 2016-2017	05/17/16	05/23/16	537.27	
202-474-722.000	LIFE & DISABILITY INSURANCE	UNUM LIFE INSURANCE	JUNE 2016	05/17/16	05/23/16	9.32	
Total For Dept 474 TRAFFIC SERVICES						546.59	
Dept 478 WINTER MAINTENANCE							
202-478-721.000	HEALTH & DENTAL INSURANCE	SMALL BUSINESS ASSOC	O 2016-2017	05/17/16	05/23/16	1,074.54	
202-478-722.000	LIFE & DISABILITY INSURANCE	UNUM LIFE INSURANCE	JUNE 2016	05/17/16	05/23/16	18.64	
Total For Dept 478 WINTER MAINTENANCE						1,093.18	
Total For Fund 202 MAJOR STREETS FUND						4,683.70	
Fund 203 LOCAL STREETS FUND							
Dept 445 STORMWATER							
203-445-802.000	PROFESSIONAL SERVICES	HURON RIVER WATERSHED	2016	2041	05/23/16	1,172.50	
Total For Dept 445 STORMWATER						1,172.50	
Dept 463 ROUTINE MAINTENANCE							
203-463-721.000	HEALTH & DENTAL INSURANCE	SMALL BUSINESS ASSOC	O 2016-2017	05/17/16	05/23/16	537.26	
203-463-722.000	LIFE & DISABILITY INSURANCE	UNUM LIFE INSURANCE	JUNE 2016	05/17/16	05/23/16	9.32	
203-463-740.000	OPERATING SUPPLIES	DEXTER MILL	SUPPLIES	05/16/16	05/23/16	82.95	
203-463-740.000	OPERATING SUPPLIES	RADTKE TRUCKING, LLC	DPW	05/17/16	05/23/16	300.00	
Total For Dept 463 ROUTINE MAINTENANCE						929.53	
Dept 474 TRAFFIC SERVICES							
203-474-721.000	HEALTH & DENTAL INSURANCE	SMALL BUSINESS ASSOC	O 2016-2017	05/17/16	05/23/16	134.32	
203-474-722.000	LIFE & DISABILITY INSURANCE	UNUM LIFE INSURANCE	JUNE 2016	05/17/16	05/23/16	2.33	
Total For Dept 474 TRAFFIC SERVICES						136.65	
Dept 478 WINTER MAINTENANCE							
203-478-721.000	HEALTH & DENTAL INSURANCE	SMALL BUSINESS ASSOC	O 2016-2017	05/17/16	05/23/16	268.64	
203-478-722.000	LIFE & DISABILITY INSURANCE	UNUM LIFE INSURANCE	JUNE 2016	05/17/16	05/23/16	4.66	
Total For Dept 478 WINTER MAINTENANCE						273.30	
Total For Fund 203 LOCAL STREETS FUND						2,511.98	
Fund 204 MUNICIPAL STREETS							
Dept 248 ADMINISTRATION							
204-248-721.001	RETIREE HEALTH INSURANCE	SMALL BUSINESS ASSOC	O 2016-2017	05/17/16	05/23/16	829.83	
Total For Dept 248 ADMINISTRATION						829.83	
Total For Fund 204 MUNICIPAL STREETS						829.83	
Fund 402 EQUIPMENT REPLACEMENT FUND							
Dept 441 DEPARTMENT OF PUBLIC WORKS							
402-441-939.000	VEHICLE MAINTENANCE & REPAIR	BOULLION SALES	DPW	287836	05/23/16	302.01	
Total For Dept 441 DEPARTMENT OF PUBLIC WORKS						302.01	
Total For Fund 402 EQUIPMENT REPLACEMENT FUND						302.01	
Fund 590 SEWER ENTERPRISE FUND							
Dept 248 ADMINISTRATION							
590-248-811.000	ATTORNEY FEES - MISCELLANEOUS	VARNUM, RIDDERING, SCH	LEGAL	972718	05/23/16	144.68	
Total For Dept 248 ADMINISTRATION						144.68	

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund 590 SEWER ENTERPRISE FUND							
Dept 548 SEWER UTILITIES DEPARTMENT							
590-548-721.000	HEALTH & DENTAL INSURANCE	SMALL BUSINESS ASSOC O	2016-2017	05/17/16	05/23/16	1,437.68	
590-548-721.001	RETIREE HEALTH INSURANCE	SMALL BUSINESS ASSOC O	2016-2017	05/17/16	05/23/16	1,564.49	
590-548-722.000	LIFE & DISABILITY INSURANCE	UNUM LIFE INSURANCE	JUNE 2016	05/17/16	05/23/16	108.35	
590-548-740.000	OPERATING SUPPLIES	CRIBLEY WELL DRILLING	WWTP	05/16/16	05/23/16	9.50	
590-548-740.000	OPERATING SUPPLIES	DEXTER MILL	SUPPLIES	05/16/16	05/23/16	95.85	
590-548-740.000	OPERATING SUPPLIES	STAPLES BUSINESS ADVAN	SUPPLIES	05/16/16	05/23/16	73.99	
590-548-743.000	CHEMICAL SUPPLIES - LAB	CULLIGAN WATER CONDITI	WWTP	05-16-16	05/23/16	14.95	
590-548-743.000		NORTH CENTRAL LABORATO	WWTP	372243	05/23/16	206.36	
590-548-743.000		NORTH CENTRAL LABORATO	WWTP	372075	05/23/16	448.67	
590-548-745.000		CINTAS CORPORATION	APRIL SERVCIE	05/16/16	05/23/16	513.82	
590-548-745.000	UNIFORM ALLOWANCE	TRACTOR SUPPLY CREDIT	WWTP	271123	05/23/16	79.95	
590-548-751.000		CORRIGAN OIL COMPANY	WWTP	0013202	05/23/16	384.18	
590-548-751.000		CORRIGAN OIL COMPANY	WWTP	6234945	05/23/16	360.89	
590-548-920.000	UTILITIES	DTE ENERGY	APRIL 2016	05/16/16	05/23/16	5,469.98	
590-548-939.000	VEHICLE MAINTENANCE & REPA	PNC	MAINTENANCE	18797	05/23/16	438.75	
590-548-960.000	EDUCATION & TRAINING	TIM STEWART	MILEAGE	05/16/16	05/23/16	107.53	
Total For Dept 548 SEWER UTILITIES DEPARTMENT						11,314.94	
Total For Fund 590 SEWER ENTERPRISE FUND						11,459.62	
Fund 591 WATER ENTERPRISE FUND							
Dept 556 WATER UTILITIES DEPARTMENT							
591-556-721.000	HEALTH & DENTAL INSURANCE	SMALL BUSINESS ASSOC O	2016-2017	05/17/16	05/23/16	1,379.05	
591-556-721.001	RETIREE HEALTH INSURANCE	SMALL BUSINESS ASSOC O	2016-2017	05/17/16	05/23/16	662.44	
591-556-722.000	LIFE & DISABILITY INSURANCE	UNUM LIFE INSURANCE	JUNE 2016	05/17/16	05/23/16	72.24	
591-556-740.000	OPERATING SUPPLIES	PNC	WWTP	20960	05/23/16	37.50	
591-556-740.000	OPERATING SUPPLIES	STAPLES BUSINESS ADVAN	SUPPLIES	05/16/16	05/23/16	26.69	
591-556-824.000	TESTING & ANALYSIS	PARAGON LABORATORIES I	WWTP	42155-92379	05/23/16	150.00	
591-556-920.000	UTILITIES	DTE ENERGY	APRIL 2016	05/16/16	05/23/16	2,818.00	
591-556-960.000	EDUCATION & TRAINING	RICK CHABOT	MILEAGE	05/16/16	05/23/16	35.65	
Total For Dept 556 WATER UTILITIES DEPARTMENT						5,181.57	
Total For Fund 591 WATER ENTERPRISE FUND						5,181.57	
Fund 701 TRUST & AGENCY FUND							
Dept 000 ASSETS, LIABILITIES & REVENUE							
701-000-254.000-DEXTEC SPR - DEXTECH EXPANSION	ORCHARD, HILTZ & MCCLI	SERVICES FEB 26 THRU MARCH 18 2016	05/16/16	05/23/16	644.50		
701-000-254.000-GRANDV SPR - GRANDVIEW COMMONS	ORCHARD, HILTZ & MCCLI	SERVICES FEB 26 THRU MARCH 18 2016	05/16/16	05/23/16	233.75		
701-000-254.000-GRANDV SPR - GRANDVIEW COMMONS	ORCHARD, HILTZ & MCCLI	SERVICES FEB 26 THRU MARCH 18 2016	05/16/16	05/23/16	1,992.00		
701-000-254.100-OMEDOF CONST E - DAN HOEY MEDOFF	ORCHARD, HILTZ & MCCLI	SERVICES FEB 26 THRU MARCH 18 2016	05/16/16	05/23/16	3,425.00		
701-000-254.100-VARIET CONST E - VARIETY DIE & ST	ORCHARD, HILTZ & MCCLI	SERVICES FEB 26 THRU MARCH 18 2016	05/16/16	05/23/16	865.25		
701-000-254.100-VARIET CONST E - VARIETY DIE & ST	ORCHARD, HILTZ & MCCLI	SERVICES FEB 26 THRU MARCH 18 2016	05/16/16	05/23/16	226.25		
Total For Dept 000 ASSETS, LIABILITIES & REVENUE						7,386.75	
Total For Fund 701 TRUST & AGENCY FUND						7,386.75	

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund Totals:							
			Fund 101 GENERAL FUND			38,278.09	
			Fund 202 MAJOR STREETS FUND			4,683.70	
			Fund 203 LOCAL STREETS FUND			2,511.98	
			Fund 204 MUNICIPAL STREETS			829.83	
			Fund 402 EQUIPMENT REPLACEMENT FUND			302.01	
			Fund 590 SEWER ENTERPRISE FUND			11,459.62	
			Fund 591 WATER ENTERPRISE FUND			5,181.57	
			Fund 701 TRUST & AGENCY FUND			7,386.75	
Total For All Funds:						<hr/>	70,633.55

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## **CITY OF DEXTER**

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8140 Main Street Dexter, MI 48130-1092

Phone (734) 426-8303

Fax (734) 426-5614

### **MEMO**

**To: Council**  
**From: Mayor Keough**  
**Date: May 18, 2016**  
**Re: Appointment**

I would like to recommend the following appointment:

### **Tree Board**

- The Parks & Recreation Commission has recommended that Joy Gee be the representative from the Parks & Recreation Commission to the Tree Board. The term will expire in June 2019.

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**OFFICE OF THE CITY MANAGER**

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

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**Memorandum**

**To:** Mayor Keough and City Council

**From:** Courtney Nicholls, City Manager; Dan Schlaff, Public Services Superintendent

**Re:** Inspection for Cape Seal

**Date:** May 17, 2016

---

Attached for Council's review is an estimate from OHM for inspection and contract administration for the cape seal project. Estimates are provided for both full time and part time inspection.

Staff is requesting that Council approve a not to exceed amount of \$20,400 for full time inspection, with the understanding that staff will attempt to utilize part time inspection when possible to limit the cost. The use of funds is also contingent upon the weather and unanticipated changes made to the schedule by the contractor.

Requested motion: To approve the estimate from OHM for inspection and contract administration for the cape seal project in an amount not to exceed \$20,400.



Client: CITY OF DEXTER  
 Project: 2016 Asphalt Maintenance  
 OHM JN: 0130-16-0011  
 Sheet: Scoping Sheet  
 Date: 5/17/2016 By: PMD  
 Checked: \_\_\_\_\_

# PROJECT WORK SHEET

architects. engineers. planners.

## PART TIME SCENARIO (RECOMMENDED)

Work Item	Total Days	Estimated Hours		Estimated Fee
		Const. Eng.	Const. Observer	
<i>Construction Observation</i>				
Spray Patch	3			\$ -
Crack Seal	1		2	\$ 178.00
Chip Seal	4		16	\$ 1,424.00
Slurry Seal	14		56	\$ 4,984.00
Microsurface	0.5		4	\$ 356.00
<i>Construction Engineering</i>				
Spray Patch	3		9	\$ 1,017.00
Crack Seal	1		1	\$ 113.00
Chip Seal	4		8	\$ 904.00
Slurry Seal	14		14	\$ 1,582.00
Microsurface	0.5		1	\$ 113.00
Meetings			4	\$ 452.00
Resident Interaction			14	\$ 1,582.00
Geotechnical Services (G2)				\$ 500.00
<i>Contract Administration</i>				\$ 2,000.00
<b>TOTAL ESTIMATED FEE</b>				<b>\$ 15,205.00</b>

SUBJECT	BY	SHEET NO.	JOB NUMBER
	DATE 5/17/2016	1 OF 2	.



Client: CITY OF DEXTER  
 Project: 2016 Asphalt Maintenance  
 OHM JN: 0130-16-0011  
 Sheet: Scoping Sheet  
 Date: 5/17/2016 By: PMD  
 Checked: \_\_\_\_\_

**PROJECT WORK SHEET**

architects. engineers. planners.

Work Item	Total Days	Estimated Hours		Estimated Fee
		Const. Eng.	Const. Observer	
<b>FULL TIME SCENARIO</b>				
<i>Construction Observation</i>				
Spray Patch	3			\$ -
Crack Seal	1			\$ -
Chip Seal	4		32	\$ 2,848.00
Slurry Seal	14		112	\$ 9,968.00
Microsurface	0.5		4	\$ 356.00
<i>Construction Engineering</i>				
Spray Patch	3		9	\$ 1,017.00
Crack Seal	1		1	\$ 113.00
Chip Seal	4		8	\$ 904.00
Slurry Seal	14		14	\$ 1,582.00
Microsurface	0.5		1	\$ 113.00
Meetings			4	\$ 452.00
Resident Interaction			4	\$ 452.00
Geotechnical Services (G2)				\$ 500.00
<i>Contract Administration</i>				\$ 2,000.00
<b>TOTAL ESTIMATED FEE</b>				<b>\$ 20,305.00</b>
SUBJECT	BY	SHEET NO.	JOB NUMBER	
	DATE 5/17/2016	2 OF 2	. .	

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**TREASURER/FINANCE DIRECTOR OFFICE**

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

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**Memorandum**

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

**From:** Marie Sherry, Treasurer/Finance Director

**Re:** Other Post-Employment Benefits Actuarial Study

**Date:** May 17, 2016

---

In 2008, the Village commissioned an actuarial study as part of our implementation of the Government Accounting Standards Board (GASB) Statement #45. GASB 45 requires that units of governments record their unfunded liability for future retiree health care costs, also known as "Other Post-Employment Benefits" (OPEB), in the footnotes of their annual audit. This was something that had been required for years for pension liabilities but not for OPEB. At the time of the commissioning of that actuarial study, the Village had not set aside any funds for OPEB. The study, in addition to satisfying the requirements of GASB 45, also provided some guidelines as to how much funding the Village needed to provide each year. In subsequent years, as allowed by GASB 45, the Village/City used an alternative method to a formal actuarial to satisfy the requirements for GASB 45 reporting in our audit. This alternative report was provided by our insurance agent.

If we had been able to fund OPEB to the level recommended by the original actuarial report, we would have approximately \$1.2M in our account by the end of FY 15/16 (our balance as of the end of the third quarter was almost \$850K, which is still a healthy amount). However, we have had some substantial changes since that original valuation, including the closing of the benefit to employees hired after March 1, 2011. Because of these changes, and the time that had passed since our original valuation, funding for a new actuarial valuation was included in the FY 15/16 budget (Finance Department, Professional Services). In addition, GASB Statement #75 is scheduled to be implemented by the City with our FY 16/17 audit, and this actuarial report will satisfy the requirements for that. (GASB 75 requires that OPEB liability be included in the financial statements instead of in the footnotes, similar to what GASB 68 required for pensions in our FY 14/15 audit.)

A request for proposals (attached) was sent to our prior actuarial firm, as well as posted on the Michigan Intergovernmental Trade Network (MITN), at the end of April. To assist the DAFD with determining their OPEB liability, the City included the DAFD in this request for proposals, to be bid as a separate item. As of the close of bidding on May 13, 2016, the City had received four bids. I have attached to this memo a summary of the bids that were received. The lowest bidder bid the City and the DAFD as one bid. I contacted them, and they said to split the bid 50/50 between the two entities. After further consideration, I believe that it is best to consider that bid non-responsive as the other three bids list a higher cost for the City than they do for the DAFD, and I am concerned that their bid would not be enough to cover their actual costs and therefore the City might not get as good of a finished product as possible.

The next lowest bidder is CBIZ Retirement Plan Services (please see attached bid). Although their bid came from offices located in Ohio, their Livonia office would be responsible for working with the City. Their references are the City of Orchard Lake Village, the City of Northville, and Saginaw County. I have sent a request to the references, and at the time of the writing of this memo have received one reply, which was that they were very satisfied with their services.

The bid documents included both required services and optional services. The optional service was for a benefit projection and sensitivity analysis. The purpose of this is to give the City different scenarios based on actuarial factors such as investment rates and health care cost increases. I believe that this would be a helpful tool as we move forward in analyzing our funding requirements.

Therefore, I would like to recommend that the City Council award the contract for actuarial services for Other Post-Employment Benefits to CBIZ Retirement Plan Services in the amount of \$4,250 for the required and optional items, as presented in their bid and included in the request for proposals.

<b>Company Name</b>	Arthur J Gallagher & Co Healthcare Analytics Consulting	CBIZ Retirement Plan Services	Lewis & Ellis Inc.	Lewis & Ellis Inc.
<b>Address</b>	125-310 Village Blvd, Princeton NJ 08540	13680 Cleveland Ave NW Uniontown OH 44685	11225 College Blvd, Ste 320 Overland Park KS 66210	700 Central Expressway South, Ste 550 Allen TX 75013
<b>Rep Name</b>	John Albrecht	Mike Spickard	Patrick Glenn	Steven Bryson
<b>Phone</b>	609-436-4871	330-983-0500	913-766-9179	972-850-0832
<b>Email</b>	<a href="mailto:john_albrecht@ajg.com">john_albrecht@ajg.com</a>	<a href="mailto:mike.spickard@cbiz.com">mike.spickard@cbiz.com</a>	<a href="mailto:pglenn@lewisellis.com">pglenn@lewisellis.com</a>	<a href="mailto:sbryson@lewisellis.com">sbryson@lewisellis.com</a>
<b>Local Office</b>	None	Livonia	None	None
<b>Work Plan</b>	21-28 days after receipt of data	Within 30 days after receipt of data	35-42 days, including time to submit data	60 days after receipt of data
<b>Hourly Rate</b>	\$200 - \$300	Actuaries: \$325-\$375; Senior Consultants: \$225- \$325; Consultants: \$150; Staff: \$60	\$225	
<b>Travel Costs</b>	\$2,500	\$500 in person meeting	\$1,200	None listed
<b>Qualifications</b>	John Albrecht, ASA: Consulting Actuary; Hannah Rosser, ASA: Actuary	Curtis Powell, ASA: Senior Consultant; Alex Johnson: Consultant	Patrick Gelnn, ASA: Lead Actuary: Mike Brown, FSA; Karen Elsom, FSA; Heather Robinson, Carolyn McAlarmey	Steven Bryson, FSA: Peer Review; Brian Stentz, ASA; Senior Actuary; Ari Loiben, MS, Actuarial Associate
<b>References</b>	New Haven Unified Schools (CA); Albany Unified Schools (CA); University of Northern Iowa (IA)	Orchard Lake Village; Saginaw County; City of Northville	Sedgwick County (KS); Muskegon County (MI), Baraga County Memorial Hospital (MI); City of Lenexa (KS); City of Joplin (MO); City of Independence (MO)	Salt Lake City (UT); Mesquite (TX); Webb County (TX)
<b>Number Performed Sample Valuation Report</b>	Since 1990s Included	>2,000 clients Included	~65 GASB 45 clients Included	~40 GASB 45 clients Included
<b>GASB 45</b>	Yes	Yes	Yes	Yes
<b>GASB 75</b>	Yes	Yes	Yes	Yes
<b>Required Elements - City</b>	\$5,800 for both City & DAFD*	\$3,500	\$3,800	\$6,500 + \$3,000 for FY 17-18 (under GASB 75)
<b>Optional Elements - City</b>	Included	\$750	\$750 - \$2000	\$1,250
<b>Required Elements - DAFD</b>		\$3,000	\$3,200	\$6,000 + \$15,000 for FY 2017 (under GASB 45)
<b>Required Elements - DAFD</b>		\$750	\$750 - \$2,000	\$1,250

\* Bidder said to split 50/50  
between City & DAFD afer  
follow-up call.



**CBIZ Retirement Plan Services**  
CBIZ Benefits & Insurance Services, Inc.  
13680 Cleveland Ave. NW  
Uniontown, OH 44685  
Ph: 330.644.2044 ▪ F: 330.644.2705  
<http://retirement.cbiz.com>

May 13, 2016

The City of Dexter  
Marie Sherry  
Treasurer/Finance Director  
8140 Main St  
Dexter, MI 48130

Dear Marie:

CBIZ is pleased to submit to The City of Dexter ("City") and the Dexter Area Fire Department a ("DAFD") proposal for conducting two separate actuarial studies that comply with the requirements of Statements No. 45 and 75 of the Governmental Accounting Standards Board ("GASB"), in order to evaluate their respective post-employment retiree health care funding systems.

As required in the RFP, our actuarial valuation reports will comply with the requirements of GASB No. 45 and GASB No. 75, and will include:

- A measurement of the actuarial liability as of the valuation date;
- The annual required contribution for the fiscal years starting July 1, 2016 and July 1, 2017 (City) and January 1, 2016 and January 1, 2017 (DAFD), presented as level dollar amounts;
- Net obligation for disclosure in the City's annual financial statements;
- An opinion on when the City may start shifting costs for current retirees from the operating budget to the OPEB system (City only).
- Optional at the discretion of the City or DAFD: A benefit projection and sensitivity analysis. We have bid this as a separate line item.

With our extensive OPEB expertise, CBIZ will help you economically assess and manage the risk and burden of maintaining your OPEB plans.

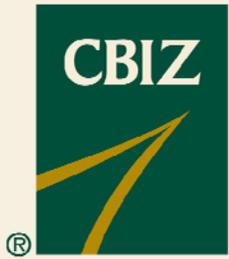
Roger Campbell will be contacting you soon to arrange an initial meeting to explore the possibilities.

Sincerely,

A handwritten signature in black ink, appearing to read "Michael M. Spickard".

Michael M. Spickard, EA, MSPA, CPC, QPA  
Executive Vice President & Consulting Actuary

CBIZ Retirement Plan Services is a trade name under which certain subsidiaries of CBIZ, Inc. market investment advisory, third party administration, actuarial and other corporate retirement plan services.



CBIZ  
Retirement  
Plan Services



National Resources.  
**Local Service.**

## Proposal for Actuarial Services

**PRESENTED TO:**

**City of Dexter, Michigan & Dexter Area Fire Dept.**

**EXCELLENCE**

**INNOVATION**

**SERVICE**

# PROFESSIONAL QUALIFICATIONS OF FIRM/LEAD ACTUARY

CBIZ Retirement Plan Services (CBIZ RPS) is a wholly-owned subsidiary of CBIZ, Inc. A publicly-traded company (NYSE: CBZ), CBIZ, Inc. serves as a trusted advisor to nearly 100,000 businesses, governments and individuals across America. We are dedicated to providing our clients with solutions to improve their operations and profitability. From our many service platforms – ranging from actuarial, accounting and tax to employee benefits – we strive to ensure that our clients are receiving the most effective professional solutions. With nearly 5,000 associates in 100 offices across the country, CBIZ's base of resources is uniquely positioned to support the growth of our clients. CBIZ offers national caliber business solutions with a local focus.

CBIZ RPS is one of the nation's top 10 actuarial consulting firms. With over 50 actuaries serving a diverse base of over 2,000 defined benefit and OPEB plan sponsors, we are recognized as leaders in the actuarial consulting space and have worked with hundreds of governmental entities to help them comply with the accounting standards that are relevant to them.

Below is a brief biography of the team members that will be working on this engagement.

**CURTIS POWELL:** Curt is Senior Consulting Actuary at CBIZ and has been in the actuarial consulting practice for over 25 years. Curt is located in our Livonia, Michigan office and is an Associate with the Society of Actuaries and an Enrolled Actuary. Curt worked for William Mercer for many years and also for Gabriel, Roeder & Smith. Curt will be a senior consultant on the Dexter relationship and will bring his experience with other Michigan governmental entities to assist in advising the City and DAFD.

**ALEX J. JOHNSON:** Alex is an actuarial consultant for CBIZ Retirement Plan Services. Alex is currently pursuing certification as an Associate in the Society of Actuaries (ASA) and has passed nearly all of the exams required to achieve this designation. Alex's primary role will be to gather and reconcile plan census and investment data, and to prepare the required valuations and calculations.

## WORK PLAN

15-30 days: The first item for CBIZ to address is to enter into a Service Agreement with the City and DAFD. Concurrent with this process, CBIZ will request information about the plan provisions, employee & retiree census information, investment information, and current entries on the City's financial statements.

After all required information is received by CBIZ RPS, we draft the valuation report for the City and for DAFD to review and approve. We will complete the project and finalize the valuation report within 30 days after the required information has been received.

## REFERENCES

Gerry McCallum

Orchard Lake Village

dcs@cityoforchardlake.com

Amy Deford

Saginaw County

adeford@saginawcounty.com

Sandi Wiktorowski

City of Northville

swiktoro@ci.northville.mi.us

# FEE SUMMARY

Plan Sponsor Name		
City of Dexter and Dexter Area Fire Department		
Initial Start-Up Costs: Conversion, Installation and Documentation <i>(One-Time Fees)</i>		
Conversion and Implementation Fee		WAIVED
Annual Plan Actuarial Services		
<b>GASB 45 Actuarial and Valuation Services - City</b> <ul style="list-style-type: none"> <li>Two Year Projection of Annual Required Contribution</li> <li>Planning Teleconference</li> <li>Teleconferences Regarding Report Results (in person meeting, add \$500)</li> </ul>		\$3,500
<b>GASB 45 Actuarial and Valuation Services - DAFD</b> <ul style="list-style-type: none"> <li>Two Year Projection of Annual Required Contribution</li> <li>Planning Teleconference</li> <li>Teleconferences Regarding Report Results (in person meeting, add \$500)</li> </ul>		\$3,000
Benefit Projection and Sensitivity Analysis		\$750 each
Hourly Rates for Additional Services		
Executives and Actuaries	Hourly	\$325 – \$375
Senior Consultants	Hourly	\$225 – \$325
Consultants	Hourly	\$150
Staff	Hourly	\$60



**This Sample Report is subject to change as new regulations are introduced and/or new internal processes, procedures, and/or reviews warrant an update to this template.**

**SAMPLE  
Retiree Health Care Plan**

ACTUARIAL VALUATION REPORT  
AS OF June 30, 2015

September 28, 2015

Prepared By:

CBIZ Retirement Plan Services  
6050 Oak Tree Blvd. South  
Suite 500  
Cleveland, OH 44131  
Phone: (216) 447-9000  
[www.cbiz.com](http://www.cbiz.com)

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September 28, 2015

Client's Name  
Client's Position  
Company Name  
Client's Address  
City, State Zip

Dear Client:

Submitted in this ABC Company Community Library Retiree Health Care Plan.

The purposes of this report are to:

- Provide the actuarial information needed to fulfill accounting reporting requirements under Governmental Accounting Standards Board Statement No. 45 (GASB 45); and
- Provide the Annual Required Contribution (ARC) for the fiscal years beginning July 1, 2015, July 1, 2016 and July 1, 2017.

We are available to answer any questions on the material in this report or to provide explanations or further details as appropriate. The undersigned credentialed actuaries collectively meet the Qualification Standards of the American Academy of Actuaries to render the actuarial opinions contained in this report. We are not aware of any direct or material indirect financial interest or relationship that would impair the objectivity of our work.

Respectfully submitted,

## 1. Executive Summary

The annual required contribution (ARC) is a component of the annual OPEB cost that is recognized by a plan sponsor under the accounting requirements of the Governmental Accounting Standards Board (GASB) Statement No. 45. The annual required contributions for the next three fiscal years determined by this valuation are:

Fiscal Year Beginning	Annual Required Contribution
July 1, 2015	\$
July 1, 2016	\$
July 1, 2017	\$

Details regarding the derivation of the ARC can be found in Section 3, Valuation Results.

In addition to the ARC, GASB No. 45 requires liabilities and assets to be disclosed in financial statements. The liabilities and assets as of June 30, 2015 are as follows:

Derivation of UAL, Funded Percent, and Amortization Payment

	Actuarial Accrued Liabilities	Actuarial Value of Assets	Unfunded Accrued Liabilities (UAL)	Funded Percent	UAL Amortization
Total	\$	\$	\$	%	\$

Census data used for this valuation were provided by ABC Company as June 30, 2015.

## 2. Important Notices

### PURPOSE AND USE OF THIS REPORT

The purposes of this report are to:

- Provide the actuarial information needed to fulfill accounting reporting requirements under Governmental Accounting Standards Board Statement No. 45 (GASB 45); and
- Provide the Annual Required Contribution (ARC) for the fiscal years beginning July 1, 2015, July 1, 2016 and July 1, 2017.

The calculations contained herein have been made on a basis consistent with our understanding of GASB 45. Computations for purposes other than GASB 45 may be significantly different from these results and may not be appropriate. Decisions about benefit changes, investment policy, funding policy, benefit security and/or benefit-related issues should not be made solely on the basis of this valuation, but only after careful consideration of alternative economic, financial, demographic and societal factors, including financial scenarios that assume future sustained investment losses. Reliance on information contained in this report by anyone for anything other than the intended purpose could be misleading.

Consequently, this report is prepared solely for the internal business use of the Company. It may not be provided to third parties without our written consent, other than to auditors for use in satisfying accounting reporting requirements or as required due to public record disclosure laws. CBIZ is not responsible for the consequences of any unauthorized use.

### LIMITATIONS OF THE VALUATION PROCESS

It is important to note that calculations in this report are mathematical estimates based upon assumptions regarding future events, which may or may not materialize. Actuarial calculations can and do vary from one valuation year to the next, sometimes significantly if the group valued is small. As a result, valuation results may fluctuate over time as the demographics of the group change.

To prepare this valuation report, actuarial assumptions were used to present a single scenario from a wide range of possibilities. Different assumptions or scenarios within the range of possibilities may also be reasonable and results based on those assumptions would be different. Two different actuaries could, quite reasonably, arrive at different results based on the same data and different views of the future. A “sensitivity analysis” shows the degree to which results would be different if you substitute alternative assumptions, from the range of reasonable alternatives possibilities, for those used in

this report. Because we have not been engaged to perform such a sensitivity analysis, the results of such an analysis are not included in this report. At your request, CBIZ is available to perform such a sensitivity analysis.

## HOW VALUATIONS IMPACT PLAN COSTS AND CONTRIBUTIONS

Valuations do not affect the ultimate cost of the Plan, only the timing of contributions into the Plan. Plan funding occurs over time. Contributions not made this year, for whatever reason, including errors, remain the responsibility of the Plan sponsor and can be made in later years. If the actuarially calculated contribution amounts are lower or higher over a period of years than necessary, it is normal and expected practice for adjustments to be made to future contribution amounts to account for this, with a view to funding the plan over time.

## DATA AND METHODS USED IN PREPARING THIS REPORT

In preparing our report, we have relied on plan provisions, financial information, and employee census data provided by Company. While we have reviewed the data in accordance with Actuarial Standards of Practice No. 23, we have not verified or audited any of the data or information provided. If any of this information as summarized in this report is inaccurate or incomplete, the results shown could be materially impacted, and this report may need to be revised.

Because modeling all aspects of a situation is not possible or practical, we may use summary information, estimates, or simplifications of calculations to facilitate the modeling of future events in an efficient and cost-effective manner. We may also exclude factors or data that are immaterial in our judgment. Use of such simplifying techniques does not, in our judgment, affect the reasonableness of valuation results for the plan.

## PROFESSIONAL STANDARDS

To the best of our knowledge and belief, this report has been prepared in accordance with generally accepted actuarial principles and practices. All costs, liabilities, rates of interest, and other factors in this valuation have been determined based on actuarial assumptions and methods which, taking into account the experience of the employer and reasonable expectations, are reasonable both individually and in the aggregate.

Our advice is purely actuarial in nature. It is not intended to serve as a substitute for legal, accounting, or investing advice.

## YOUR RESPONSIBILITIES WHEN READING THIS REPORT

You should notify us after receipt of this report if you disagree with anything contained in the report or are aware of any information that would affect the results of the report that have not been communicated to us.

If you have reason to believe that the assumptions that were used are unreasonable, that the plan provisions are incorrectly described, that important plan provisions relevant to this valuation are not described, that conditions have changed since the calculations

were made, that the information provided in this report is inaccurate or is anyway incomplete, or if you need further information in order to make an informed decision on the subject matter of this report, please contact us prior to making such decision or relying on information in the report.

### 3. Valuation Results

#### DETERMINATION OF ANNUAL REQUIRED CONTRIBUTION (ARC)

---

The ARCs for the fiscal year beginning fiscal years beginning July 1, 2015, July 1, 2016 and July 1, 2017 are shown below. A baseline ARC was determined as of June 30, 2015 which will remain level for the 2015, 2016 and 2017 fiscal years.

	Normal Cost	UAL Amortization	Baseline ARC as of 6/30/2015
Total	\$	\$	\$

	ARC for Fiscal Year Beg. July 1, 2015	ARC for Fiscal Year Beg. July 1, 2016	ARC for Fiscal Year Beg. July 1, 2017
Total	\$	\$	\$

The derivation of the UAL Amortization, the funded percent, and other actuarial information is shown on the following pages.

## PRESENT VALUE OF BENEFITS AS OF June 30, 2015

---

The Present Value of Benefits (PVB) is the present value of all benefits expected to be paid under the plan to the current and future retirees and beneficiaries. The PVB for this valuation is shown below.

Present Value of Benefits			
	Active Members	Retirees & Beneficiaries	Total
Total	\$	\$	\$

## ACTUARIAL ACCRUED LIABILITIES AS OF June 30, 2015

The Actuarial Accrued Liabilities (AAL) is the portion of the PVB attributed to past service. The AAL for this valuation is shown below.

Actuarial Accrued Liabilities

	Active Members	Retirees & Beneficiaries	
Total	\$	\$	\$

Derivation of UAL, Funded Percent, and Amortization Payment

	Actuarial Accrued Liabilities	Actuarial Value of Assets	Unfunded Accrued Liabilities (UAL)	Funded Percent	UAL Amortization
Total	\$	\$	\$	%	\$

The UAL was amortized over a 30 year period assuming level dollar and an interest rate of x.xx% to determine the baseline June 30, 2015 ARC. The amortization factor used is equal to xx.xxxx and assumed to be made continuously.

#### **4. Plan Assets**

The reported Market Value of Assets used in this valuation as of June 30, 2015 is \$x,xxx,xxx. The actuarial value of assets is equal to the market value of assets.

## 5. Participant Data

The following pages summarize the census data used in this valuation.

Census Information				
	Active Count	Average Age	Average Service	Retiree Count
Total				

TOTALS FOR ALL ACTIVE MEMBERS AS OF June 30, 2015								
BY ATTAINED AGE AND YEARS OF SERVICE								
Attained Age	Service to Valuation Date (Years)							Grand Total
	0-4	5-9	10-14	15-19	20-24	25-29	30+	
30-34								
35-39								
40-44								
45-49								
50-54								
55-59								
60-64								
65-69								
70-74								
75+								
<b>Total</b>								

**RETIRED MEMBERS AS OF June 30,  
2015  
By ATTAINED AGE**

<b>Attained Age</b>	<b>Retirees</b>	<b>Spouses of Retirees</b>	<b>Total</b>
65-69			
70-74			
75-79			
80-84			
85+			
<b>Total</b>			

## 6. Actuarial methods and policies

<b>Actuarial Cost Method</b>	The actuarial cost method used is the Individual Entry-Age Normal Actuarial Cost Method - Level Dollar.
<b>Amortization of unfunded actuarial accrued liability</b>	The Unfunded Actuarial Accrued Liability (UAL) was amortized over a 30-year period assuming a level dollar amount and an interest rate of 4.50% to determine the baseline June 30, 2015 ARC. The amortization factor used is equal to xx.xxxx and assumed to be made annually.
<b>Method for Determining Actuarial Value of Assets</b>	The Actuarial Value of Assets is equal to the Market Value of Assets.
<b>Funding Policy</b>	The Funding Policy is to fund the ARC for the OPEB Benefits.
<b>Affordable Care Act (ACA)</b>	Excise taxes on Cadillac plan benefits, if any, were not included in this valuation. Other legislative changes related to ACA were considered in the valuation to the extent they have already been implemented in the plan.
<b>Changes in Actuarial Methods Since Prior Valuation</b>	None.

## 7. Summary of Actuarial Assumptions

Discount Rates

Expected Rate of  
Return on Plan Assets

Health Care Trend  
Rates



Mortality Table

Marriage

Retirement Rates

Coverage Elected

Participation

Withdrawal Rates

Disability

Decrement Timing

Changes in  
assumptions from the  
prior report

## 8. Summary of Plan Provisions

The following is a summary of what we understand to be the most relevant plan provisions for purposes of actuarial valuations. This summary should not be used for purposes of determining plan benefits.

### Plan Sponsor

### Plan Name

### Eligibility Requirements

Eligibility conditions and requirements are as follows:

### Medical Benefits

### Medicare Reimbursement

### Hearing Benefit

### Life Insurance

### Changes in Plan Provisions since the prior valuation

## 9. Glossary

<b>Actuarial Accrued Liability</b>	The portion of Present Value of Future benefits attributed to prior service periods.
<b>Actuarial Cost Method</b>	A procedure for determining the Actuarial Present Value of plan benefits and for developing an actuarially equivalent allocation of such value to time periods, usually in the form of a Normal Cost and Actuarial Accrued Liability.
<b>Amortization Payment</b>	The portion of the Annual Required Contribution that is designed to pay interest on and to amortize the Unfunded Actuarial Accrued Liability.
<b>Actuarial Present Value</b>	The value of a benefit or series of benefits payable or receivable at various times, determined as of a given date by the application of a particular set of actuarial assumptions.
<b>Annual Required Contribution (ARC)</b>	The employer's periodic required contributions to an OPEB Plan, calculated in accordance with parameters set forth by GASB.
<b>OPEB Plan</b>	An OPEB plan having terms that specify the amount of benefits to be provided at a future date or after a certain period of time. The amount of the benefit specified usually is a function of one or more factors such as years of service and compensation.
<b>Normal Cost</b>	The portion of the Actuarial Present Value of OPEB plan benefits that is allocated to a valuation year by the Actuarial Cost Method.
<b>Other Postemployment Benefits (OPEB)</b>	Postemployment benefits other than pension benefits. Other postemployment benefits (OPEB) include Postemployment Healthcare Benefits, regardless of the type of plan that provides them, but excludes benefits defined as termination offers and benefits.
<b>Postemployment Healthcare Benefits</b>	Medical, dental, vision and other health-related benefits provided to terminated or retired employees and their dependents and beneficiaries.
<b>Present Value of Benefits</b>	Discounted value of benefits expected to be paid for all retirees and covered employees and eligible dependents.
<b>Substantive Plan</b>	The terms of the OPEB plan as understood by the employer and plan members.

**Unfunded Actuarial Accrued Liability (UAL)**

The excess, if any, of the Actuarial Accrued Liability over the assets of the plan.



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## **CITY OF DEXTER & DEXTER AREA FIRE DEPARTMENT REQUEST FOR PROPOSALS ACTUARIAL VALUATION FOR “OTHER POST-EMPLOYMENT BENEFITS (OPEB)”**

The City of Dexter (“City”) and the Dexter Area Fire Department (“DAFD”) are requesting proposals for conducting two separate actuarial studies that comply with the requirements of Statements No. 45 and 75 of the Governmental Accounting Standards Board (“GASB”), in order to evaluate their perspective post-employment retiree health care funding systems. The City and DAFD will accept proposals until close of business on May 13, 2016 at:

The City of Dexter  
Attn: Treasurer/Finance Director  
8140 Main St  
Dexter, MI 48130

There will be no formal bid opening, and electronic submissions to [msherry@DexterMI.gov](mailto:msherry@DexterMI.gov) will also be accepted. Requests for clarification or information about the requirements for this study may be directed to Marie Sherry, Treasurer/Finance Director, at the above email address or by calling direct at (734) 580-2231.

The City and DAFD reserve the right to accept or reject any or all proposals, or any parts of same, to waive any irregularities, to request additional information and to accept any proposal in their own best interest. The expected bid award date is May 23, 2016 for the City and May 19, 2016 or June 16, 2016 for the DAFD.

### **Background Information – City of Dexter:**

The City is a home rule city that was chartered in November 2014. Prior to that, it was organized as a General Law Village. The City is organized as a manager-council form of government, and the awarding of this bid will be done by City Council upon the recommendation of the City Manager and staff.

Retiree health care is offered to former and current employees hired prior to February 28, 2011, and to their spouses, at the same level as benefits provided to active employees. Pursuant to a collective bargaining agreement with Teamsters Local 214, there are two tiers of eligibility for this benefit, depending on hire date. Employees hired after March 1, 2011 are not eligible to receive this benefit. Non-bargaining employees are eligible for the same level of retiree health care benefits as bargaining employees under the City’s Employee Handbook, unless otherwise prohibited in an individual employment contract.

In 2008, a formal actuarial valuation was performed as part of the implementation of GASB Statement No. 45. In subsequent years, the City has used the alternative measurement method to determine liability, but significant changes since the original valuation necessitates another formal valuation.

As of March 31, 2016, the City had \$848,400 in assets invested in a Retiree Health Care Funding Vehicle with the Michigan Municipal Employees Retirement System. There are four retirees and three spouses currently covered by retiree health care insurance, and the City has elected to pay these costs out of its current operating budget. There are eight active employees who are or may become eligible for retiree health care benefits in the future.

The City does not self-insure health care coverage for employees and retirees. Retirees and their spouses are offered medical and prescription drug coverage only, currently through Blue Care Network, and may be required to participate in premium cost share.

**Background Information – DAFD:**

The DAFD is an area-wide fire department operating under an inter-local agreement between the City of Dexter, Dexter Township and Webster Township. Representatives from member communities comprise the governing board. Awarding of this bid will be done by the DAFD board.

Pursuant to a collective bargaining agreement with the International Association of Fire Fighters Local 4090, retiree health care is offered to all former and current employees, and their spouses and dependent children at the time of retirement, at the same level as benefits provided to active employees. There are no restrictions on receiving this benefit due to hire date or time of service.

This actuarial valuation will provide the basis for the implementation of GASB 45 and/or GASB 75, and the DAFD does not have any assets set aside for the funding of retiree health care liabilities. There are two retirees and one spouse currently covered by retiree health care insurance, and the DAFD pays these costs out of its current operating budget. There are ten active employees who are or may become eligible for retiree health care benefits in the future.

The DAFD does not self-insure health care coverage for employees and retirees. Retirees and their spouses and dependents are currently offered insurance through Blue Care Network, and may be required to participate in premium cost share.

**Scope of Services:**

The successful bidder will be expected to prepare actuarial valuations for the City and for the DAFD, for retiree health care benefits that comply with the requirements of GASB No. 45 and GASB No. 75, including liabilities for present and future retirees. The valuations will provide the following, and shall be bid and awarded as two separate projects:

City of Dexter

- A measurement of the actuarial liability as of the valuation date;
- The annual required contribution for the fiscal years starting July 1, 2016 and July 1, 2017, presented as a level dollar amount;
- Net obligation for disclosure in the City's annual financial statements;
- An opinion on when the City may start shifting costs for current retirees from the operating budget to the OPEB system.
- Optional at the discretion of the City: A benefit projection and sensitivity analysis. Please bid this as a separate line item.

Dexter Area Fire Department

- A measurement of the actuarial liability as of the valuation date;
- The annual required contribution for the fiscal years starting January 1, 2016 and January 1, 2017, presented as a level dollar amount;
- Net obligation for disclosure in the DAFD's annual financial statement;
- Optional at the discretion of the DAFD: A benefit projection and sensitivity analysis. Please bid this as a separate line item.

### **Composition of the Bids**

The bid packages should include the following information:

- A not to exceed cost for the required elements listed under the scope of services;
- A not to exceed cost for the optional element listed under the scope of services;
- An anticipated work plan that includes the time expected for completion of the project after all required information is received from the City by the bidder;
- The hourly rate and travel costs that would be charged if the bidder is expected to attend meetings or perform other activities outside of the scope of services.
- The professional qualifications of the firm and lead actuary, including any certifications and the organizations of which he/she is a member.
- A list of at least three client references relating to the valuation of OPEB, and the number of clients for whom the firm has done OPEB valuations.
- A sample valuation report.

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**OFFICE OF THE CITY MANAGER**

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**Memorandum**

**To:** Mayor Keough and City Council  
**From:** Courtney Nicholls, City Manager  
**Re:** City Assessor  
**Date:** May 17, 2016

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On May 11, 2016, City Assessor Chris Renius (of the firm Renius & Renius) informed staff that he will be resigning his position. The contract requires a 30 day notice period. Chris' last day will be June 15, 2016, however he has stated that he will assist the City with the July Board of Review if needed.

When we went through the process of finding an Assessor after becoming a City we advertised for a contractual assessor and received two bids. Both firms were interviewed by a Committee of Council and staff. The other firm that submitted a bid, WCA Assessing would still be interested in filling the position. One concern with this arrangement, however, is that there will be a staff person assigned to the City, who isn't necessarily the Assessor responsible for the assessment roll.

As another option we will be posting a position on the Michigan Municipal League website to determine whether there is anyone interested in a part time position as Assessor. Currently several Washtenaw County jurisdictions have part time assessors that aren't necessarily associated with a firm. Marie Sherry attended a joint Washtenaw County Treasurer/Assessor meeting and made an announcement that we would be seeking either a part time or contractual Assessor. One current part time Assessor did express some potential interest in the position.

At this time, Council is asked to accept the resignation of Renius & Renius as City Assessor. Staff hopes to have a recommendation on a new Assessor at the June 13 or June 27 Council meeting.

*RENIUS & RENIUS*

Property Assessment Services  
6946 Meadowview Drive  
Lambertville, MI 48144  
734-347-2738  
[crenius@bex.net](mailto:crenius@bex.net)

May 18, 2016

City of Dexter  
Shawn Keough, Mayor  
8123 Main Street  
Dexter, MI 48130

Dear Mayor Keough,

I regret to inform you that we would like to tender the resignation of Renius & Renius as the City of Dexter's Assessment Administration firm effective 30 days from the date of this letter as required by the contract entered into between the City and Renius & Renius on April 15, 2015. Our last day as City Assessor will be June 15<sup>th</sup>, 2016. Since this last month will be a partial month worked, we will bill according to each day we are in the office. With June having 5 Wednesdays, we will bill at \$499.20 per Wednesday ( $\$2496/5 = \$499.20$ ) for a June billing of \$1,497.76.

We made this decision, not because we are unhappy with the opportunities and challenges the City of Dexter has presented to us, but because we believe it is the best interest of our business.

I will be more than willing to assist in a smooth transition of responsibilities. We would like to thank the City of Dexter for entrusting the Assessment Administration responsibilities to our firm.

Regards,



Christopher Renius, MAAO  
Principal

cc: Courtney Nicholls, City Administrator  
City Council

**OFFICE OF THE CITY MANAGER**

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5614

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## Memorandum

**To:** Mayor Keough and City Council  
**From:** Courtney Nicholls, City Manager  
**Re:** Coal Tar Regulation  
**Date:** 5/17/2016

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At the April 25, 2016 Council meeting, Council heard a presentation from the Huron River Watershed Council on the dangers of coal tar based sealants. Attached is a copy of the ordinance to ban coal tar sealants that is currently under consideration in Scio Township.

### Action Requested

Council is asked to provide staff with direction on whether to move forward with drafting an ordinance or resolution to ban the use of coal tar sealants. Council could also choose to direct staff to provide education to residents/business owners without adopting a regulatory mechanism.

Sample language for the e-mail update/Facebook/website is as follows:

### Coal Tar Based Sealants

The City and the Huron River Watershed Council would like to make residents and businesses aware of health concerns that have been raised from the use of coal tar based sealants. Coal tar contains chemicals called polycyclic aromatic hydrocarbons (PAHs) which have been identified as a probable human carcinogen. Coal tar can be found in the sealants used on asphalt driveways and parking lots. The City and Watershed Council would like to encourage Dexter residents and businesses owners to use asphalt based seal coating products. For more information please visit <http://www.hrwc.org/the-watershed/threats/coal-tar/>

**A TOWNSHIP ORDINANCE REGULATING THE USE OF COAL TAR BASED SEALER PRODUCTS**

ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE TO ENFORCE THE STATUTORY PROHIBITION ON THE USE AND SALE OF COAL TAR AND OTHER HIGH PAH CONTENT SEALANT PRODUCTS WITHIN THE TOWNSHIP OF SCIO.**

**Chapter 16 Environment**

**Article VII Use of Coal Tar Based Sealer Products**

**SECTION 16-321. PURPOSE.**

The Township of Scio understands that lakes, rivers, streams and other bodies of water are natural assets which enhance the environmental, recreational, cultural and economic resources and contribute to the general health and welfare of the community.

The use of sealers on asphalt driveways is a common practice. However, scientific studies on the use of driveway sealers have demonstrated a relationship between the use of coal tar-based sealers and certain health and environmental concerns, including increased cancer risk to humans and impaired water quality in streams.

The purpose of this ordinance is to prohibit the use and sale of sealant products containing >0.1% Polycyclic Aromatic Hydrocarbons (PAHs) by weight, including coal tar-based sealer in the Township of Scio in order to protect, restore, and preserve the quality of its waters and protect the health of its residents.

**SECTION 16-322. DEFINITIONS.**

Except as may otherwise be provided or clearly implied by context, all terms shall be given their commonly accepted definitions. For the purpose of this ordinance, the following definitions shall apply unless the context clearly indicates or requires a different meaning:

**ASPHALT-BASED SEALER.** A petroleum based sealer material that is commonly used on driveways, parking lots, and other surfaces ~~and may contain low concentrations (0.005–0.01%) of PAHs.~~

**COAL TAR.** A byproduct of the process used to manufacture coke from coal.

**Commented [PC1]:** This shorter statement is the result of a conversation with Rebecca Esselman. Rebecca said she would remove the statement below from the model ordinance of the Watershed Council.

**COAL TAR SEALANT PRODUCT.** A surface applied sealing product containing coal tar, coal tar pitch, coal tar pitch volatiles, RT-12, Refined Tar or any variation assigned the Chemical Abstracts Service (CAS) numbers 65996-92-1, 65996-93-2, 65996-89-6, or 8007-45-2 or related substances containing more than 0.1% PAHs, by weight.

**Township.** The Township of Scio.

**HIGH PAH CONTENT SEALANT PRODUCT.** A surface-applied product containing steam cracked petroleum residues, steam-cracked asphalt, pyrolysis fuel oil, heavy fuel oil, ethylene tar, or any variation of those substances assigned the chemical abstracts service number 64742-90-1, 69013-21-4 or related substances containing more than 0.1% PAHs, by weight.

**PAHs.** Polycyclic Aromatic Hydrocarbons. A group of organic chemicals formed during the incomplete burning of coal, oil, gas, or other organic substances. Present in coal tar and known to be harmful to humans, fish, and other aquatic life.

#### SECTION 16-323. PROHIBITIONS.

In accordance with

- A. No person shall apply a coal tar or other high PAH content sealant product on asphalt-paved surfaces within the Township of Scio.
- B. No person shall sell a coal tar or other high PAH content sealant product that is formulated or marketed for application on asphalt-paved surfaces within the Township of Scio.
- C. No person shall allow a coal tar or other high PAH content sealant product to be applied upon property that is under that person's ownership or control.
- D. No person shall contract with any commercial sealer product applicator, residential or commercial developer, or any other person for the application of any coal tar or other high PAH content sealant product to any driveway, parking lot, or other surface within the Township.
- E. No commercial sealer product applicator, residential or commercial developer, or other similar individual or organization shall direct any employee, independent contractor, volunteer, or other person to apply any coal tar or other high PAH content sealant product to any driveway, parking lot, or other surface within the Township.

Commented [PC2]: Hyphen inserted. Consistent style.

**SECTION 16-324. ASPHALT-BASED SEALCOAT PRODUCTS.**

**Commented [PC3]:** Hyphen for consistent style. Also in sentence below.

The provisions of this ordinance shall only apply to coal tar or other high PAH content sealant products in the Township and shall not affect the use of asphalt-based sealer products within the Township.

**SECTION 16-325. PENALTY.**

Any person convicted of violating any provision of this ordinance is guilty of a civil infraction pursuant to Section 1-8 Municipal Civil Infraction.

**SECTION 16-326. SEVERABILITY.**

If any provision of this ordinance is found to be invalid for any reason by a court of competent jurisdiction, the validity of the remaining provisions shall not be affected.

**SECTION 16-327. EFFECTIVE DATE.**

This ordinance becomes effective on the date of its publication.

Passed by the Township Board this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
**Supervisor**

**Attested:**  
\_\_\_\_\_

**Clerk**