

**THE CITY OF DEXTER
CITY COUNCIL MEETING
MONDAY, JULY 11, 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. ROLL CALL: 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; Laurie Pettinaro, City Assessor; Carol Jones, Interim City Clerk; Scott Munzel, Attorney for the City; residents and media.

C. APPROVAL OF THE MINUTES

1. Regular City Council Meeting – June 27, 2016

Motion Smith; support Fisher to approve the minutes of the June 27, 2016, Regular City Council Meeting as presented.

Unanimous voice vote approval

D. PRE-ARRANGED PARTICIPATION

1. Washtenaw Convention and Visitors Bureau

Mary Zucchero of the Washtenaw County Convention and Visitors Bureau (WCCVB) introduced Chad Wiebesick and Laura Bertucci and spoke of the WCCVB's goal to promote the entire county for conventions, meetings, events and tourism. Ms. Zucchero distributed a July Monthly Tourism Report that focused on Dexter.

Question was asked, "What can Dexter do to help the WCCVB?" Ms. Zucchero responded saying the WCCVB has need of guest bloggers and high-resolution photographs for their newsletter.

E. APPROVAL OF THE AGENDA

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

- Consent Item J-3, Appointment of Michael Fitzpatrick to the DDA and Appointment of Martha Gregg to the Art Selection Committee.
- Additional Information on Signage Requests, Zoning Ordinance Assessment, news items on trails and underground redevelopment surprises, and a letter from Washtenaw County Road Commission regarding Shield Road Bridge.

Unanimous voice vote approval

F. PUBLIC HEARINGS

None

G. NON-ARRANGED PARTICIPATION

Ian Beister of Baker Road, Dexter and John Baumann of Sterling Trail, Dexter introduced themselves and noted that they were attending tonight's meeting as a requirement from Washtenaw Community College to attend a government meeting.

H. COMMUNICATIONS:

1. Upcoming Meeting List
2. Sign Calendar

I. REPORTS

1. Public Services Superintendent – Dan Schlaff

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

- I went to Chelsea to look at a new leaf machine that Chelsea has purchased. While ours hold 7 yards, theirs holds 25 yards of leaves. The larger size could eliminate overtime with collections and fewer trips to unload but it would have to be kept inside and would take 1½ to 2 years to build.
- Handed out 170 door reminders regarding the water restrictions, 9 of these were repeats. Overall the City is doing well on water usage.
- Had a tree fall during the recent heavy winds at the Waste Water Treatment plant. It just missed the digester, but did have a little damage on the building. This was a cottonwood and there are other older trees on the property. Got a quote of \$2000 to have them removed to prevent further issues.
- Question – What was the meeting with IT Right? (Had some trouble with the computer.)

- Question – Do we have LED traffic lights and have we had any problems? (Yes, we have upgraded some of the traffic lights, and have not had any problems.)
- Question – Why did you rototill the wood chips at the playground areas? (It was recommended to do this to fluff them up.)
- Ms. Nicholls spoke of a letter received from the Washtenaw County Road Commission (WCRC) regarding the water main at the Shield Road bridge and that neither the project nor WCRC will cover the costs to relocate it. She will be presenting an easement to the Dexter Schools in July in order to relocate the main and then bringing it to Council. Ms. Nicholls also spoke about the Washtenaw County Road Millage being placed on the November ballot and the need for a list of projects by August 1. She will check to see if the money could be used to relocate the water main.

2. Community Development Manager – Michelle Aniol

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

- Question – Is the purchaser of Mill Creek Sports interested in being annexed into the City? (They have inquired about the process but have not pursued it.)
- Provided Council with an update from the Planning Commission on the Zoning Ordinance review. Looking to hold a Public Hearing when all parts are complete.
- Provided Council with two recent news articles- one about 20 trails near Detroit which includes our Border-to-Border Trail and the other about finding underground surprises in redevelopment areas.
- Had a meeting with the Chelsea Community Kitchen and they are looking to possibly expand their kitchen someplace in Dexter. They are expanding their services and need a larger kitchen and more storage facilities.
- Question – How do you want comments on the zoning ordinances handled? (Email them to me.)

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

None

4. Subcommittee Reports

Facilities – Meeting scheduled for Friday, July 15.

Roads – looking to meet at the end of this week.

5. City Manager Report

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

- Had mentioned previously about hiring an intern but that person decided to take another position. The City has now hired Zach Burgess who is making a later life career change.
- Have received the evaluation from MERS and it is included in the report. Discussion followed on the report.

- Have received a sign request from St. Joseph Village Church and from Dexter Crossings and the information was distributed at this meeting. Discussion followed including developing a process for such requests.
- Introduced Laurie Pettinaro as the new City Assessor.
- Question – Noticed this past Saturday morning that pedestrian traffic going in and out of Alpine street is quite heavy. Could another pedestrian crossing sign be placed on Main Street near Alpine? (We have four now, and could order additional for that location.)
- Question – Do we know what the cost is of the Dragon Fly sculpture? (\$5600)
- Comment – I think the way to handle permanent art is to begin with installing the art as temporary art.
- The Border-to-Border Trail has been completed. Question – Will there be a Grand-Opening? (Do not know.)

6. Mayor's Report

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

- Had a meeting on Wednesday with lobbyists for the Petroleum Industry as they have an interest in our Oil and Gas Ordinance.
- The meeting last week with Foremost Development went well. They will be bringing back a fourth plan and a meeting will be scheduled for August.
- DTE has asked permission to walk the Dan Hoey Property in order to begin their planning process.
- Question – Based on feedback, how do you feel about the Cape Seal project? (I feel it was successful and we were able to explain the process to the residents. Dexter used the process before in 2009 so we knew what to expect.)

J. CONSENT AGENDA

1. Consideration of: Bills and Payroll in the amount of \$195,119.13
2. Consideration of: Road Closures for Homecoming Parade on Friday, September 23, 2016 from 1:30 pm to 2:30 pm
3. Consideration of: Appointment of Michael Fitzpatrick to DDA term ending June 2020 and appointment of Martha Gregg to the Art Selection Committee term ending 2017

Motion Fisher; support Carson to approve items 1, 2 and 3 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: Purchase of a 2016 Van for the Water and Sewer Department in an amount not to exceed \$30,000

Motion Carson; support Fisher to approve the purchase of a van for the Water and Sewer Departments in an amount not to exceed \$30,000.

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

2. Consideration of: Purchase of Mulch for City Parks in an amount not to exceed \$6,300

Motion Fisher; support Smith to approve the purchase of mulch for City Parks in an amount not to exceed \$6,300.

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

3. Consideration of: Setting a Public Hearing for July 25, 2016 to Receive Citizen Comment on the Proposed Coal Tar Ordinance

Motion Tell; support Carson to set a Public Hearing for July 25, 2016 to receive citizen comments on the Proposed Coal Tar Ordinance.

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

4. Consideration of: Signage for Cystic Fibrosis Bike Ride on Saturday, August 20, 2016

Motion Carson; support Smith to approve the signage requested for the Cystic Fibrosis Bike Ride on Saturday, August 20, 2016.

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

M. COUNCIL COMMENTS

Tell None
Fisher None
Carson None
Jones More Dexter history – In June of 1928, Village Council met with the State Administration Board of Lansing and the road from Ann Arbor to the west

limits of Dexter was taken over by the state and the street is to be paved this year.

Smith None

Knight None

Michels I will apologize ahead of time for my notes that will be coming on the Zoning Ordinance revisions.

N. NON-ARRANGED PARTICIPATION

None

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

Motion Fisher; support Smith to go into Closed Session for the purpose of discussing pending litigation in accordance with MCL 15.268.

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

Nays: None

Motion carries

Council Member Fisher left the meeting at 9:42 PM

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

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

Nays: None

Absent: Fisher

Motion carries

Motion Carson; support Michels to direct staff and the City Attorney to proceed as discussed in the Closed Session.

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

Nays: None

Absent: Fisher

Motion carries

P. ADJOURNMENT

Motion Carson; support Keough to adjourn at 10:11 PM.

Unanimous voice vote approval with Council Member Fisher absent.

Respectfully submitted,

Carol J. Jones
Interim Clerk, City of Dexter

Approved for Filing: _____

OFFICE OF THE CITY MANAGER

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

Memorandum

To: Mayor Keough and City Council
From: Courtney Nicholls, City Manager
Re: Michigan Municipal League Wage Study
Date: July 19, 2016

Staff began working with the Michigan Municipal League in November 2015 to complete a wage study of our non-union positions: City Manager, Treasurer/Finance Director, Community Development Manager, Assistant to the City Manager and Public Services Superintendent. The purpose of the study was to compare Dexter's wages and benefits with comparable communities. The process included meeting with MML representative Mandy Reed, who gathered information about our job duties. She then took this information and sent surveys to comparable communities to determine wage ranges for each position. A copy of the wage study is provided in the packet. The salaries listed in the study are shown prior to the 2.5% increase to base pay that took effect for all employees on July 1, 2016. Ms. Reed will be attending the Council meeting to make a brief presentation and answer any questions.

Along with a review of wages, the study looks at employee benefits. The study points out that the City is ahead of the curve compared to other municipalities in controlling the cost of post employment benefits. Currently two of the non-union employees are eligible to receive a defined benefit pension and retiree health care (Finance Director/Treasurer and Public Services Superintendent); the other three and any new non-union employees in the future are not.

The wage study is one tool that can be used to make decisions about wage increases. As I mentioned in a previous report, I did not make recommendations for non-union wage increases beyond the 2.5% that was negotiated in the union contract, pending the distribution of this report. It has been the past practice of the City to evaluate the possibility for salary increases (beyond the union negotiated level) with new non-union employees after three years of service. The Community Development Manager has completed her second year and the Assistant to the City Manager has completed his first year; so I will not be making recommendations for additional salary increases for their positions this year.

Marie Sherry was found to be under the median salary for her position, which she has held for close to 15 years. Marie has also taken on the responsibility of acting City Manager in my absence and has been the main point of contact for assessing questions both when we had an assessor in the office one day a week and during the recent transition. She attended the Michigan Certified Assessing Technician training to further her knowledge of assessment procedures. In light of this, I am recommending an additional \$2,086 increase to base salary for Marie, which increases her salary to \$75,000.

Dan Schlaff was hired as Public Services Superintendent in June 2012 at a salary of \$85,000. At that time it was determined that \$85,000 was the top end of the wage scale for the position. In subsequent years, he has not received an increase to his base salary; he has received lump sum payments of 3%, 4% and 2.5%. Included in this year's budget was a 2.5% increase to his base salary which took effect July 1, 2016. I am recommending that he receive an additional 1% increase to base pay, which increases his salary to

\$88,000. Though the 3.5% raises his wage above the range recommended in the wage study, I feel that it is warranted due to his excellent service to the City, including successfully maintaining operations without full staffing for a significant portion of last year.

The total amount of these two increases is \$2,961. Marie's salary is paid out of general fund, with partial reimbursements from the streets, water and sewer funds. Dan's salary is paid out of general fund, road funds, water and sewer. The impact of these two increases can be incorporated into the current budget with available funds, without any use of reserves. Council is not required to vote on these increases because the funds are available within the current budget, however as always Council can choose to vote on them if they wish.

CLASSIFICATION & COMPENSATION STUDY

June 2016



Prepared by:
The Michigan Municipal League
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EXECUTIVE SUMMARY

Project Description & Methodology

The City of Dexter enlisted the assistance of the Michigan Municipal League to conduct a classification and compensation study, including a detailed market survey of pay and benefits. Undertaking this project will help the City to recruit and retain highly qualified and competent staff within a market competitive system.

At the onset of the project, current job descriptions, pay plans, benefits information, and other related materials were collected and reviewed. The City identified the positions to include in the scope of this project, which included the 5 positions listed below. All positions underwent a thorough review of job analysis and were included in the market study.

1. City Manager
2. Assistant to the City Manager
3. Finance Director / Treasurer
4. Community Development Manager
5. Public Services Superintendent

To begin the project, an on-site meeting was held with the Finance Director/Treasurer and Assistant to the City Manager to review project methodology and discuss the comparables to be used in the market study. During a different visit, an orientation session was conducted for City employees to review the project methodology and distribute Job Analysis Questionnaires. On-site meetings were then held with employees during a separate visit to gather more detailed information on positional duties and requirements. The job analysis process ensured apples-to-apples comparisons in the market survey and served as the basis for updating job descriptions.

The customized survey was sent to the selected comparable communities and included a summary of primary job functions for each position. In addition, respondents were asked to provide not only pay information, but feedback on how the positions within their organization were similar or different. This level of detail promotes the most accurate positional level match, and provides a basis for determining the appropriateness of comparisons. We further validated the survey data against the League's statewide database of municipal salaries.

As seen in Table 1 on the following page, a balanced group of communities was analyzed for this project. In considering a labor market, geography is quite important as are size of organization and organizational structures, along with other factors.

All but two comparable communities responded to the customized survey (Lathrup Village and Richmond). Many attempts were made to encourage their participation, however, we were unable to obtain the requested data from these employers. While they did not respond to our customized survey request, they did respond to the League's annual statewide survey, which is utilized in our report as appropriate.

It should be noted that each organization surveyed in this study is unique, with different organizational structures and in some cases, alternative allocation of duties among employees. Further, not every comparable employer delivers the exact mix of services found in the City of Dexter. The focus of our market analysis was to identify positions in other organizations with a similar scope of responsibilities, requiring similar levels of knowledge, skill and expertise.

Table 1: Employers Surveyed

COMPARABLES FOR USE IN MARKET STUDY								
	Community	County	Population	Sq Miles	FT EE's	2014 Taxable Value	2013 or 2014 (whichever was last reported)	
							Revenues	Expenditures
1	Chelsea	Washtenaw	4,944	3.30	45	231,103,126	18,130,095	16,549,701
2	DeWitt	Clinton	4,507	2.70	17	141,592,253	3,801,482	4,079,517
3	Holly (village)	Oakland	6,086	2.50	23	99,733,110	7,594,223	6,062,584
4	Lathrup Village	Oakland	4,075	1.50	26	117,882,630	5,866,680	5,781,250
5	Milan	Washtenaw, Monroe	5,836	3.10	48	153,051,507	8,058,331	5,157,151
6	Milford (village)	Oakland	6,175	2.50	49	225,044,980	8,646,802	9,022,919
7	Northville	Wayne, Oakland	5,970	2.00	41	340,297,212	13,998,149	14,075,007
8	Portland	Ionia	3,883	2.65	33	92,245,012	9,358,547	9,392,337
9	Richmond	Macomb, St. Clair	5,735	2.90	33	155,340,485	6,548,647	6,756,274
10	Saint Clair	Saint Clair	5,485	5.00	30	269,702,613	8,436,039	8,329,749
11	Swartz Creek	Genesee	5,758	5.00	18	146,051,826	5,466,997	5,261,275
12	Williamston	Ingham	3,854	2.10	22	101,432,761	5,359,036	5,045,352
13	Zeeland	Ottawa	5,504	3.50	62	355,923,079	42,950,964	37,008,949
14	Brighton	Livingston	7,444	2.90	52	392,201,280	13,936,950	14,979,649
15	Howell	Livingston	9,489	3.80	52	294,829,344	12,310,056	13,086,833
16	Saline	Washtenaw	8,810	4.20	65	426,167,400	16,340,035	16,672,266
17	Plymouth	Wayne	9,132	2.27	100	533,752,422	16,573,027	17,464,612
	AVERAGE - ALL		6,040	3.05	42	239,785,355	11,963,298	11,454,437
	AVERAGE - CORE COMPS (#1-13)		5,216	2.98	34	186,876,969	11,093,538	10,194,005
	DEXTER	WASHTENAW	4,067	2.00	17	219,452,889	7,190,361	7,490,407

Sources: MML membership database, accessmygov.com, State of MI Treasury, Milan website.

Taxable Value = Total Assessed Real & Personal

In addition to our detailed, customized survey instrument, we gathered supplemental data for the Assistant to the City Manager position as this is a fairly unique position statewide and is not found at all within the comparable communities. We also incorporated data for the positions of Deputy Clerk and City Clerk as the common duties associated with these positions are the responsibility of the Assistant to the City Manager position in Dexter. All survey data was then further validated against the League's statewide database of municipal salaries.

There are no "perfect matches" in terms of organization or position; the one constant is that all public employers ask employees to "wear many hats," do more with less, and take on greater responsibility. Even with variations in operations and positional duties, we are confident the survey results represent a fair, objective, and reasonable comparisons to the market.

This report provides detailed analysis of the market data and specific recommendations for pay system design and administration. In all cases, our recommendations are just that; City officials are ultimately responsible for determining the best course of action for their organization. Our intent is to provide this research and differing implementation options to facilitate the decision making process.

Key Findings

Compensation

With regard to compensation, the City of Dexter's pay levels, taken in total, are 7% below the comparable market when comparing Dexter's current pay to the market midpoint. However, three employees are new to their positions and would be more appropriately compared to the market minimum. When doing so, Dexter's pay levels are 1% above the market for newer employees. When examining the data in terms of earning capacity (pay maximum), pay levels are 6% below the market for those employees with 10 or more years of service. Detailed market data on each position is available in Appendix A.

- ⇒ While there are variations among individual positions, it is important to keep in mind that being above or below market does not necessarily mean that someone is "overpaid" or "underpaid", but rather shows the overall comparability to the market.
- ⇒ Most non-union public sector pay ranges are around 30% wide, with a range minimum 15% below the midpoint and the maximum 15% above. The recommended pay ranges developed within this report also reflect ranges that are 30% wide.
- ⇒ All positions except one fall within the recommended pay structure. This "green circled" employee is currently earning less than the recommended range minimum.

Benefits

In addition to pay, the customized survey included the scope of benefits provided in the market to provide a more complete picture of comparability of the overall compensation program within the City of Dexter. Taken in total, Dexter's benefits are within a similar range of the surveyed market for many benefits but are less generous than market with regard to paid time off and longevity pay.

On a statewide level, we are seeing public employers slowly shifting from traditionally rich, high cost benefit programs to more progressive programs that shift some responsibility to the employee allowing the employer to have more control over current and future costs. In this respect, the City of Dexter is actually ahead of the trend on some high-cost benefits such as a defined benefit pension program and retiree health insurance.

Given the slow-moving shift, however, there are respondents in the customized survey that still offer these traditionally rich benefits. Because Dexter is ahead of the curve on its benefit programs, it is reasonable to expect its pay levels to meet and even lead the market so its total compensation – the value of pay and benefits – are competitive as a whole.

Detailed benefits data is available in Appendix B.

COMPENSATION & MARKET COMPARABILITY

To determine appropriate pay rates, we utilized a customized market survey to gather information on what the competitive labor market pays for similar positions. Our survey document included positional summaries of each position, rather than simply matching job title to job title, to enhance the survey's reliability. Therefore, respondents were able to report pay based on job content rather than job title alone. Our survey also gathered information on how positions are similar or different in other organizations to aide in making "apples-to-apples" comparisons with regard to pay data. The survey tool collected information on pay ranges and current actual salaries in the event no range was available.

It should be noted again that each organization surveyed in this study is unique, with different organizational structures and in some cases, alternative allocation of duties among employees. Further, not every comparable employer delivers the exact mix of services found in the City of Dexter. The focus of our market analysis was to identify positions in other organizations with a similar scope of responsibilities, requiring similar levels of knowledge, skill and expertise.

As previously mentioned, the position of Assistant to the City Manager is fairly unique throughout the State, and is not found at all within the comparable communities. As a result, supplemental data was gathered among six communities that utilize this position. Additionally, because the Assistant to the City Manager position in Dexter is also responsible for several City Clerk functions, as well as certain human resources duties (i.e. benefits administration, personnel policies, recruitment, etc.), supplemental data was also incorporated for the positions of Clerk, Deputy Clerk, and HR Generalist. We further validated the customized survey data for all positions against the League's statewide database of municipal salaries.

Table 2 below provides a summary of the market survey results and shows how each position studied compares. The compa-ratios shown on the right is a simple ratio of the City's pay rate divided by the market average for minimum, midpoint, and maximum pay rates. So, the midpoint average compa-ratio of 93% can be read as "the City of Dexter's pay levels, taken in total, are 7% below the market."

Table 2: Market Data Summary

Current Title	Dexter Current Actual Pay	Market Average (Core)				Compa-Ratio			
		Min	Mid	Max	Actual	Min	Mid	Max	Actual
City Manager	74,825	83,197	91,368	99,540	84,218	90%	82%	75%	89%
Assistant to the City Manager *	46,125	40,881	46,927	53,292	47,587	113%	98%	87%	97%
Finance Director / Treasurer	71,135	65,956	75,875	85,795	70,601	108%	94%	83%	101%
Community Development Manager	51,763	57,493	66,116	74,739	58,489	90%	78%	69%	88%
Public Services Superintendent	85,000	64,429	75,194	85,960	73,437	132%	113%	99%	116%
AVERAGE ALL						107%	93%	83%	98%

* Market Average reflects data for MML statewide database of municipal salaries as insufficient data was available from Core group alone.

In reviewing the individual position results, keep in mind that being above or below market does not necessarily mean someone is "overpaid" or "underpaid." Rather, this is a simple way to gauge overall comparability to market. Additionally, comparing Dexter's current pay levels to the average "Actual" levels in the market should be done with caution as this average does not take longevity into consideration.

Most public sector pay ranges are around 30% wide, so a likely range minimum would be 15% lower than the midpoint and maximums 15% above. As such, market comparisons with comparators of 85% to 115% are considered within normal limits. Detailed market data on each position is available in Appendix A.

Benefits Analysis

In addition to pay, the customized survey included the scope of benefits offered in the market to provide a more complete picture of the comparability of the overall compensation program within the City of Dexter. Details on benefit offerings found in the comparable market can be found in Appendix B with a qualitative analysis of the benefits provided below.

Non-Union Employees

Nine respondents reported benefits data for their non-union employees. The City of Dexter’s non-union benefit offerings, taken in total, are within a similar range of the surveyed market for many benefits but are less generous than market with regard to paid time off and longevity pay.

In addition, the City of Dexter does not provide a payout of sick time and no longer offers a defined benefit pension plan or retiree health insurance as do many respondents in the surveyed market. While this may appear to be a weakness when compared to market, Dexter is actually ahead of a slow-moving trend by taking a progressive approach on these traditional, high-cost benefit programs. In summary:

Paid Time Off & Bonus Benefits

- The surveyed market shows an average of 12 paid holidays, which is the same number of paid holiday provided in Dexter.
- Seven respondents offer separate leave banks for vacation, sick, and personal time as does Dexter. The remaining two respondents offer a total time off approach to paid time off (PTO) combining all three leave banks. When comparing only those with separate banks, the City of Dexter’s standard vacation accruals are more generous than market by 2 days at the start of an employee’s service and are more generous by 1 day with maximum accruals.

Vacation Leave: Market vs. Dexter’s Standard Accruals		
Years of Service	Market Average	Dexter
1 Year	10 days	12 days
5 Years	15 days	15 days
10 Years	20 days	18 days
15 Years	22 days	21 days
20 Years	23 days	24 days

While Dexter’s standard accruals are more generous than market, the five non-union employees who hold the positions included in this project are engaged in employment agreements where vacation time is negotiated.

When comparing each agreement to market:

- ⇒ The City Manager’s vacation time of 15 days can be compared to the market at the 5-year mark. The current City Manager has been with the City for 9 years.
- ⇒ The Assistant to the City Manager has been with the City for 1 year and earns 10 vacation days, which currently lines up with the market.
- ⇒ The Finance Director’s vacation time of 20 days lines up with the market’s 10-year mark, with this employee serving the City for 14 years.
- ⇒ The Community Development Manager has been with the City for 2 years and earns 10 vacation days, which currently lines up with the market.
- ⇒ The Public Services Director has served the City for 31 years and earns 20 days of vacation time. This compares to the 10-year mark within the Market.

The illustration below compares the market average for vacation leave at different accrual years with each studied position in Dexter. In reviewing this information, it should be noted that while some employees are currently in line with the market, their time off will become less generous than market as their years of service increase.

Vacation Leave: Market vs. Dexter’s Employment Agreements				
Years of Service	Market Average	Dexter Position Comparison	Vacation Time	Years of Service
1 Year	10 days	Asst. City Manager	10 days	1
		Comm. Dev. Manager		2
5 Years	15 days	City Manager	15 days	9
10 Years	20 days	Finance Director	20 days	14
		Public Services Director		31
15 Years	22 days			
20 Years	23 days			

- Six of the seven respondents who offer separate leave banks provide 12 days of sick leave, with one respondent offering 6 days. The City of Dexter provides 12 sick days to its City Manager and Finance Director, 10 days to the Public Services Director, and 5 days to the Assistant City Manager and Community Development Manager.

With respect to the carryover and payout of sick time, Dexter allows a carryover of up to 60 days and does not payout any remaining sick leave upon separation or retirement. The illustration below shows how the market compares.

Comp #	Market Summary	
	Carryover	Payout (separation/retirement)
1	Up to 32 days and pays out anything over 32 days at 50%.	Pays out up anything over 44 days
2	Up to 15 days	Pays out up to 7.5 days
3	Up to 50 days and pays out anything over 50 days at 100%	Pays out up to 2/3 of balance
4	No maximum carryover	Pays out up to 150 days
5	Up to 22 days	Pays out up to 34 days
6	Up to 150 days and pays out anything over 150 days at 50%.	Pays out anything over 150 days at 50% at retirement only
7	Up to 18 days	No payout provided

- The market average for personal leave is 3 days among the respondents who offer separate leave banks. The City of Dexter does not provide personal days to its non-union employees.
- Of the nine respondents, five provide longevity pay. Four offer a flat dollar payment, with maximums ranging from \$1,000 to \$1,500. One offers a percentage based payment with a maximum of 5% pay. The City of Dexter does not provide longevity pay to its non-union employees.

The chart below summarizes the maximum paid time off offered in the market in comparison with each studied position in Dexter. When considering total paid time off, the City of Dexter is less generous than market for each leave type. To put this in perspective, the difference of 3 days of time off is equivalent to roughly 1.5% of pay and a difference of 5 days is equivalent to almost 2% of pay.

Paid Time Off Summary (in days)						
	Market Average	City Manager	Asst to the City Manager	Finance Director	Comm Dev Manager	Public Svcs Director
Vacation Maximum	23	15	10	20	10	20
Sick Time	12	12	5	12	5	10
Personal Time	3	0	0	0	0	0

Insurance Benefits

- Four respondents offer a PPO insurance plan, two offer an HMO, one offers a POS, and one is self-insured. The City of Dexter offers two HMO plans, one of which is a high deductible plan.
- Seven respondents require some form of employee contribution to insurance premiums, with three of the respondents requiring a 20% employee contribution. Two respondents base the contribution on the annual hard cap, and one currently requires a flat dollar payment currently equal to \$100 / \$200. Three respondents do not require an employee contribution toward healthcare premiums, however one does require employees to reimburse a portion of the City’s payment into a health savings account.

The City of Dexter currently requires an employee contribution of \$2,470 for the standard plan and \$338 for the high deductible plan.

- Insurance plan deductibles among the surveyed market range from \$300 / \$900 to \$3,000 / \$6,000. The current deductibles for Dexter’s insurance plans are \$500 / \$1,000 for the standard plan and \$2,000 / \$4,000 for the high deductible plan.
- Four respondents contribute to a health savings plan or similar program on behalf of their employees to help offset the out-of-pocket deductible costs. These contributions range from \$625 / \$1,250 to \$2,000 / \$3,000. The City of Dexter contributes \$1,000 to a health savings account for those enrolled in the high deductible insurance plan.
- Prescription co-pays range from \$4 / \$15 / \$40 to \$10 / \$40. Dexter’s prescription co-pays are currently at \$20 / \$30 / \$50.

- Office visit co-pays range from \$0 (after deductible) to \$40 among the respondents. Dexter's plans have a \$20 or \$30 co-pay depending on which plan is selected.
- Nine respondents offer some form of employer paid dental coverage and eight offer some form of employer paid vision coverage. The City of Dexter provides both dental and vision coverage to its non-union employees.
- All respondents provide some form of payment in lieu of health insurance with payments ranging from \$2,500 to \$4,400 annually. One respondent provides a payment of 50% of the premium, with the self-insured respondent offering 50% of the administrative fee. The City of Dexter offers a payment in lieu of health insurance of \$3,500.
- All responding comparables reported that life insurance is provided with benefit levels ranging from \$30,000 to \$60,000, with two respondents providing a benefit level based on an employee's annual salary. The City of Dexter provides a life insurance benefit level of \$50,000.
- All respondents except one reported that short-term, long-term, or both disability plans are provided to their non-union employees. Short-term disability is available to Dexter's non-union employees.

Retirement Benefits

- Six respondents provide a traditional defined benefit pension plan to its non-union employees, although two of these respondents do so only on a grandfathered basis. Two of the respondents offer the pension plan as part of a hybrid plan. Pension multipliers among the defined benefit pension plans range from 1.5% to 2.5%, with employee contributions ranging from 0% to 5%.

The City of Dexter offers a defined benefit retirement plan to its Finance Director and Public Services Director with a 2% multiplier and currently requires a 5% employee contribution.

It should be noted that many public employers are shifting away from a traditional defined benefit pension plan and moving to defined contribution programs where costs are more controllable.

- Seven respondents offer a defined contribution program. Employer contributions for this program and the hybrid contribution arm range from 0% to 10%. The City of Dexter offers a defined contribution plan to all other non-union employees, providing a 4% contribution and requires a 6% employee contribution.
- Five respondents provide traditional retiree health insurance, although two reported that they do so only on a grandfathered basis. Four of the respondents reported that they offer a retiree health savings program in lieu of traditional retiree healthcare coverage with employer contributions ranging from 2% to 5% of salary.

Dexter offers retiree healthcare insurance to a closed group of employees and contributes the same the amount as it pays for active employee premiums.

The legacy costs associated with retiree healthcare are creating a trend in the municipal sector which is moving away from 100% employer-paid retiree healthcare. Costs are considerable for this benefit given the relatively low retirement age in the public sector (some allow retirement as early as age 50, many at age 55 or 60) and the uncontrolled increases in cost of healthcare premiums.

To better control their budgets, long-range financial plans, and future liabilities, many municipal employers are moving toward a flat dollar cap that they will cover for a retiree healthcare premium, or are implementing a “defined contribution” style savings program which allows employees to save for the cost of healthcare in retirement, with or without employer contribution. Many retiree health savings plans allow for the conversion of unused paid time off, which is advantageous to both the employee and the employer, which saves the payroll tax that would otherwise be incurred through paying out time-off banks.

As previously mentioned, there are respondents in the customized survey that still offer traditionally rich benefits. Because Dexter is ahead of the slowly trending curve on its benefit programs, it is reasonable to expect its pay levels to meet and even lead the market so its total compensation – the value of pay and benefits – are competitive as a whole.

COMPENSATION STRUCTURE

As previously discussed, the customized market survey was used to determine the City's overall comparability in pay, with the market data guiding the development of the recommended pay ranges for each position.

Impact of Recommended Ranges

Table 3 below provides a suggested pay structure based on market findings, with ranges that are 30% wide.

Table 3: Suggested Pay Structure

Title	Dexter Current Pay	RECOMMENDED PAY RANGES		
		Minimum	Midpoint	Maximum
City Manager	\$74,825	\$73,913	\$85,000	\$96,087
Finance Director / Treasurer	\$71,135	\$65,978	\$75,875	\$85,772
Public Services Superintendent	\$85,000	\$65,978	\$75,875	\$85,772
Community Development Manager	\$51,763	\$57,391	\$66,000	\$74,609
Assistant to the City Manager	\$46,125	\$42,391	\$48,750	\$55,109

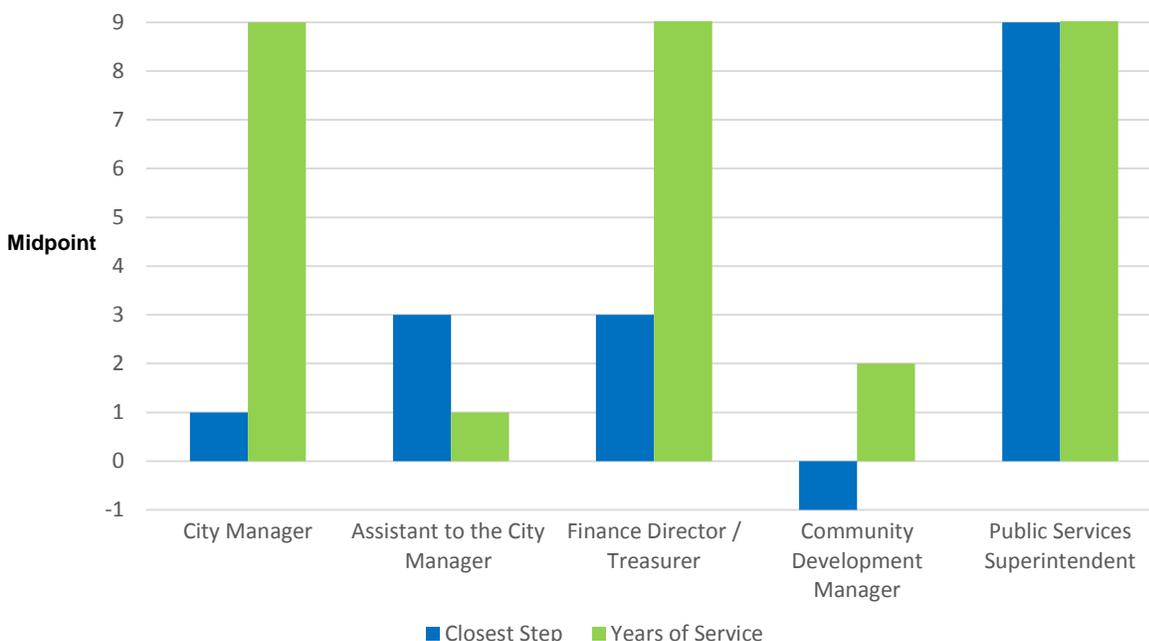
Positions with salaries below the recommended range minimums are considered “**green circled**.” Currently, there is one green circled employee currently earning a rate less than the recommended range minimum. In considering an implementation plan, it is suggested that green circled individuals be prioritized and moved as quickly as possible to at least the minimum of the recommended pay range. Consideration might also be given to long-serving employees earning a rate less than the recommended range midpoint. However, in each case, individual performance will guide decisions regarding pay adjustments. It is advisable to suspend pay increases, even those for green circled until such time as any ongoing performance issues are resolved.

Positions with salaries above the recommended range maximums are considered “**red circled**.” There are currently no red circled employees in this study. Red circled positions are not uncommon for long-serving staff or positions that are difficult to recruit and/or retain. In the event a red circled situation arises, we strongly caution against reducing pay or otherwise penalizing an employee with a salary level above the suggested maximum. This can be counter-productive and devastating to morale and the overall success of a pay program. Rather, “grandfathering” red circled employees or increasing salaries at a slower pace are more constructive approaches.

A progressive approach to addressing red circled employees, or employees who have reached the maximum of their pay range, is to offer a merit bonus rather than a pay increase. This bonus, however, would be tied to performance to recognize the exceptional service for non-union employees. This can be done in a variety of ways, including offering a flat dollar amount or a percentage of pay based on the employee's level of performance. This type of program

Chart 2 below graphically represents where each employee currently falls within the recommended pay structure compared to the years of service with the City. Keep in mind, though, that some employees may be in different positions than when hired and may fall at a different pay rate. For example, the City Manager has been with the City for 9 years, however, has only been in the current position for 1 year.

Chart 2: Current Range Placement



Range Options

There are a few popular options for pay range administration, including a traditional step system, an open range, or a combined approach.

Traditional Step System

A traditional step system simply breaks a pay range into increments. In a system with 30% wide ranges, nine steps are typical and provide for increments of about 3.00% to 3.75% between steps. In a traditional step system, pay increases are awarded based on time on the job, conditioned upon satisfactory performance (i.e. move from step 1 to step 2 after 1 year with a satisfactory or better performance review). Table 4 below provides a step progression based on a Traditional Step System.

Table 4: Traditional Step System

Position	Minimum Step 1	Step 2	Step 3	Step 4	Midpoint Step 5	Step 6	Step 7	Step 8	Maximum Step 9
City Manager	\$73,913	\$76,685	\$79,457	\$82,228	\$85,000	\$87,772	\$90,543	\$93,315	\$96,087
Finance Director / Treasurer	\$65,978	\$68,452	\$70,927	\$73,401	\$75,875	\$78,349	\$80,823	\$83,298	\$85,772
Public Services Superintendent									
Community Development Manager	\$57,391	\$59,543	\$61,696	\$63,848	\$66,000	\$68,152	\$70,304	\$72,457	\$74,609
Assistant to the City Manager	\$42,391	\$43,981	\$45,571	\$47,160	\$48,750	\$50,340	\$51,929	\$53,519	\$55,109

Open Range System

Some employers prefer to use a percentage-based, open range approach to progressing employees through their ranges. Under this plan, a set percent is used for employees' annual pay increases. This provides the most flexibility to the employer, or maximum discretion.

Should an open range be established, a flat dollar or a percentage increase could be provided on a discretionary basis based on performance, time on the job, or some combination. Though rare, some use discretionary amounts that do not automatically renew unless continued exceptional performance or specific achievements warrant.

Combined System

A combined system uses both formal steps and a flexible, open range. With this method, step increases based on longevity are utilized initially (provided the employee is evaluated at a minimum level of satisfaction) with merit-based progression after a certain tenure level is achieved. This combined system recognizes the "learning curve" found in early years of employment, and focuses on performance once longer tenure and associated job mastery is achieved. Table 5 below provides a step progression based on a Combined System.

Table 5: Combined Step and Open Range System

Position	Minimum Step 1	Step 2	Step 3	Step 4	Midpoint Step 5	Open Range: Performance Based	Maximum Step 9
City Manager	\$73,913	\$76,685	\$79,457	\$82,228	\$85,000	variable	\$96,087
Finance Director / Treasurer	\$65,978	\$68,452	\$70,927	\$73,401	\$75,875	variable	\$85,772
Public Services Superintendent							
Community Development Manager	\$57,391	\$59,543	\$61,696	\$63,848	\$66,000	variable	\$74,609
Assistant to the City Manager	\$42,391	\$43,981	\$45,571	\$47,160	\$48,750	variable	\$55,109

System Administration

It is suggested that the City establish a compensation policy for moving employees through pay ranges over time. There are many methods for progressing employees through a pay range; for example, time on the job (longevity), merit or performance based pay, or some combination of the two. Further, if using a step system, increases can be applied based on fractions of a step; full step increases are not required of the system options presented within this report.

Many employers are interested in linking pay to performance. To succeed in implementing a merit pay environment, there must be an exceptional performance evaluation tool in place that is used accurately and reliably, and the organization itself must have a culture that would support such an approach to pay. With those two linchpins in place, the employer then must have the financial resources to support the pay for performance program. Well-designed and properly-administered pay-for-performance programs that are tied closely to overarching organizational missions, goals and objectives, can add substantial value to an organization. However, pay for performance is *not* a cost of living adjustment. Cost of living is something that should be applied to the pay system at-large. Individual performance rewards are separate and distinct from that, and lose their impact and credibility when overlapped with other types of adjustments.

When considering performance rewards, an organization can utilize either a performance increase that becomes part of an employee's annual pay; or a one-time reward that does not automatically renew each year. The reward that becomes part of regular pay is typically in recognition of sustained exceptional performance, assuming additional duties, achieving additional education or training, etc. The non-renewable reward is usually associated with achievement of specific goals or in recognition of a special project or some other finite accomplishment. Some systems incorporate both types of rewards to accommodate varying circumstances.

Should the City incorporate pay-for-performance tied to performance evaluation, careful consideration will need to be given to whether rewards are integrated into base pay or treated as a bonus subject to renewal, or some combination of the two.

Placing New Employees Within Established Ranges

To preserve internal equity, original appointment to any position would ideally be made at the minimum rate of the suggested pay range. Advancement could then proceed through successive increases as prescribed in the City's compensation policy.

However, each new hire will inevitably be unique, and may in fact represent a situation in which greater experience and expertise are objectives in recruitment. Or, the labor market may dictate the need to offer a higher salary. Therefore, new hires should be assessed individually and placed at a range level consistent with City needs and market demands.

Maintaining the System Over Time

A classification and compensation program, once designed and implemented, is not self-sustaining. It needs proper maintenance to continue to serve its purpose. Maintaining the program requires reviewing, adjusting, and controlling both the classification and salary structures so they continue to be effective.

The City should determine the standard process that will be used to maintain the classification plan going forward. For example, how will changes to job descriptions be handled? How will new positions be placed within the system? Who will review requests and what appeals mechanism, if any, will be provided?

The City should carefully consider its options and lay out the methodology best suited to its needs and culture.

Classifying New Positions

As a result of reorganization, new programs, or changes in management procedures, new jobs may be established and the complexity of existing jobs may change. To maintain internal equity and the usefulness of the pay system, the following procedures are recommended:

1. For new positions, a standard job analysis questionnaire should be used to define the particular duties, responsibilities, and requirements of the position.
2. A current and accurate job description should then be developed.
3. Verification of market pay rates through the statewide survey, or a customized survey, will validate the appropriate pay rate for a new position.

Updating the Compensation Plan

Economic conditions, the availability of people, and the prevailing labor market rates will all impact salary structures. To accurately reflect the labor market, the compensation plan must be reviewed and adjusted annually.

In this sense, pay adjustments are a two-step process. The first is a general adjustment of the entire pay system to reflect inflationary or cost-of-living increases. And the second is individual-level adjustments based on performance, longevity or whatever measures the City chooses to reflect its compensation philosophy.

Various sources exist for inflation figures, cost-of-living estimates, and other economic indicators such as the Consumer Price Index (CPI). One of these could be applied to the City's compensation structure to make the annual cost-of-living adjustment.

When making annual adjustments to the overall system, consideration should be given to local economic factors and the posture the organization chooses to take relative to the labor market. Every five to seven years a full study should be conducted to check the adequacy of present pay rates and internal ranking of jobs.

In devising a pay and benefits system, an employer is well-served to consider its mission and organizational goals and align its compensation policy accordingly. The data and objective analysis provided within this report will help position the City of Dexter for these important policy considerations.

APPENDIX A

Market Survey Data: Pay

Classification and Compensation Study
Salary Survey Results, April 2016
City of Dexter

City Manager

Comparable Community	Title Used	How Do Duties Compare	Pay Range			Actual Pay or Max	FT / PT	Hrs / Week	Yrs of Service	Other Details
			Min	Mid	Max					
Chelsea	City Manager	also includes DDA and GM for Electric Utility	89,918	97,198	104,478		FT	40	9	
DeWitt	City Administrator					80,000	FT	40	4	
Holly (village)	Village Manager	similar				84,906	FT	40	5	
Lathrup Village	City Manager					74,348	FT			as reported on the League's 2015 Wage & Salary survey
Milan	City Administrator		85,000	86,375	87,750	85,550	FT	40	1.5	
Milford (village)	Village Manager	similar, reports directly to Council				80,000	FT	40	2	
Northville	City Manager	also serves as HR Director				107,411	FT	40	11	
Portland	City Manager		74,672	90,532	106,392		FT	40	1.5	
Richmond	City Manager					75,753	FT			as reported on the League's 2015 Wage & Salary survey
Saint Clair	City Superintendent	same					FT	40	10	since 2013, the City Superintendent and Finance Director are combined, with an addtl \$17,300 paid for Superintendent duties
Swartz Creek	City Manager					89,003	FT	40	2	
Williamston	City Manager					80,987	FT	40		
Zeeland *	City Manager / City Superintendent / HR	Similar w/ HR duties					FT	40	14	Zeeland range of \$114,636 - \$149,029 is an outlier and skews overall averages
Brighton	City Manager		90,000	105,000	120,000		FT			as reported in MML executive search brochure
Howell	City Manager	similar	84,913	90,810	96,707	96,707	FT	40	11	
Plymouth	City Manager	same				109,678	FT	40		as reported on other recent salary survey
Saline	City Manager	same	93,727	107,784	121,841	118,326	FT	40	8	provided with a city phone and car stipend
Market Average - All			86,372	96,283	106,195	90,222				23%
Market Average - Core Comparables			83,197	91,368	99,540	84,218				20%
2015 MML Statewide Data **			72,776	82,749	92,721	90,647	range: n=9; actual: n=49			27%
Dexter						74,825	FT	1 / 9		

* Averages with Zeeland data:
All Comparables 90,409 101,362 112,314
Core Comparables 91,057 101,484 111,912

** 2015 MML Statewide Survey includes cities in regions 1-5 with populations between 2,500 - 15,000 for position of City Manager.

Classification and Compensation Study
Salary Survey Results, April 2016
City of Dexter

Assistant to the City Manager

Comparable Community	Title Used	How Do Duties Compare	Pay Range			Actual Pay or Max	FT / PT	Hrs / Week	Yrs of Service	Other Details
			Min	Mid	Max					
Chelsea	Deputy Clerk	similar	48,194	55,276	62,358	62,358	FT	40	5	HR duties performed by Administrative Services Director
DeWitt	n/a									
Holly (village)	n/a									
Lathrup Village	Assistant City Manager					44,000	FT			as reported on the League's 2015 Wage & Salary survey
Milan	Administrative Assistant	duties include HR, but not website update or serve as a liaison to commissions					PT	30	1.5	part-time position earning \$20.34/hr; Clerical Tech assists with elections earning \$15.00/hr
Milford (village)	Village Clerk / Assistant Village Manager	also performs Clerk duties					FT	40	15	duties performed by Village Clerk/Asst Village Mgr earning \$56,160-\$72,800/yr as reported on the League's 2015 Wage & Salary survey
Northville	Administrative Assistant	closely				45,448	FT	40	8	HR duties performed by HR Specialist / Acting Supervisor earning \$53,040/yr; Parks & Rec Deputy Director earns \$59,509/yr
Portland	Income Tax Administrator / Deputy Treasurer / HR	also serves as the Income Tax Administrator					FT	40	11	position is primarily responsible for the collection of local income taxes earning \$46,363-\$65,458/yr
Richmond	n/a									
Saint Clair	Clerk	is not for Parks & Rec Commission liaison					FT	40	3	duties performed by City Clerk earning \$43,700/yr
Swartz Creek	n/a									Administrative Assistant performs some Deputy Clerk functions, also performs utility billing and is back up to receptionist earning \$34,648/yr
Williamston	Deputy Clerk						FT	40		clerical deputy clerk position earning \$15.00/hr
Zeeland	Deputy Clerk	Elections Ass't. & assists with Clerk duties	39,846	45,823	51,799	45,801	FT	40	6	City Clerk is primary point person for Clerk duties and also performs HR duties earning range of \$56,365-\$64,819/yr; part-time Marketing Director performs some aspects of this position earning \$21.07-\$27.39/hr
Brighton	n/a									Deputy Clerk and HR duties performed by HR Director/Deputy Clerk earning \$67,668-\$87,969/yr
Howell	Admin Assistant to City Manager / Community Develop & Deputy Clerk	assists with elections; processes bldg permit apps; schedules inspections, back up for payroll; attends Planning Comm mtgs and prepares minutes, misc; clerical duties	43,500	46,606	49,713	49,713	FT	40	2.5	City Clerk also serves as HR Director earning range of \$65,817-\$69,484
Plymouth	n/a									Elections Assistant is part-time and assists with Clerk duties earning \$19.76/hr; all other duties are shared among multiple employees
Saline	Deputy Clerk	somewhat same	43,693	50,249	56,804	53,525	FT	40	18	Admin Assist to City Mgr & Mayor performs HR functions earning \$43,693-\$56,804/yr
Market Average - All			43,808	49,488	55,168	50,141				26%
Market Average - Core Comparables			insufficient data			49,402				
Supplemental Data *			40,881	46,927	53,292	47,587				30%
Dexter						46,125	FT	1		

* Supplemental data includes average of data on the following page for Assistant to the City Manager, Deputy Clerk, and City Clerk.

Assistant to the City Manager, page 2

* Supplemental Data for Assistant to the City Manager								
City	Population	Title	Min	Mid	Max	Actual or Max	FT / PT	Other Details
Ann Arbor	113,934	Assistant to the City Manager	56,797	73,837	90,876	72,159	FT	duties include highly responsible, confidential and complex administrative duties for the City Administrator; liaison with City Service areas, Mayor & Council, staff outside agencies, and general public.
Birmingham	20,103	Assistant to the City Manager	45,806	52,223	58,639	49,004	FT	manages the City's risk mgmt prgram and serves as a staff liaison to City boards and committees as assigned; investigates and resolves complaints/inquiries; plans and organized work to meet changing priorities and deadlines; performs other related duties as assigned.
Farmington	10,372	Assistant to the City Manager			67,000	67,000	FT	staff support for all DDA operations including planning, administration, physical projects, downtown maintenance, marketing, events and promotions, volunteer mgmt, and economic develop; position will serve as DDA Executive Dir once current DDA contract expires
Grosse Pointe Park	11,555	Assistant to the City Manager	38,000	41,500	45,000	45,000		
Ludington	8,076	Assistant to the City Manager			51,704	51,704	FT	
Oak Park	29,319	Assistant to the City Manager			45,000	45,000	FT	
AVERAGE			46,868	55,853	59,703	54,978		

* Supplemental Data for Clerk includes cities in regions 1-5 with populations between 2,500 - 5,000.								
City	Population	Title	Min	Mid	Max	Actual or Max	FT / PT	Other Details
Pleasant Ridge	2,526	Clerk				66,500	FT	
Pottersville	2,617	Clerk	37,000	38,500	40,000	37,000	FT	
Vassar	2,697	Clerk				44,157	FT	
Whitehall	2,706	Clerk	42,620	48,511	54,402	54,402	FT	
Mount Morris	3,086	Clerk				34,000	FT	
Clare	3,118	Clerk				36,982	FT	
Bad Axe	3,129	Clerk				46,259	FT	
Essexville	3,478	Clerk	36,468	40,837	45,206	48,877	FT	
Cedar Springs	3,509	Clerk	42,781	45,990	49,198	46,441	FT	
Lowell	3,783	Clerk				47,270	FT	
Plainwell	3,804	Clerk				48,275	FT	
Bloomfield Hills	3,869	Clerk				72,088	FT	
Otsego	3,956	Clerk				53,877	FT	
Wayland	4,079	Clerk	40,315	46,363	52,410	51,654	FT	
Coopersville	4,275	Clerk				50,500	FT	
South Haven	4,403	Clerk				50,856	FT	
Utica	4,757	Clerk				68,500	FT	
AVERAGE			39,837	44,040	48,243	50,449		

Assistant to the City Manager, page 3

** Supplemental Data for Deputy Clerk includes cities in regions 1-5 with populations between 2,500 - 15,000.*

City	Population	Title	Min	Mid	Max	Actual or Max	FT / PT	Other Details
Allegan	4,998	Deputy Clerk				52,531	FT	
Bad Axe	3,129	Deputy Clerk				40,836	FT	
Caro	4,229	Deputy Clerk				47,290	FT	
Center Line	8,257	Deputy Clerk				45,000	FT	
Charlotte	9,074	Deputy Clerk	37,440	40,560	43,680	43,680	FT	
Davison	5,173	Deputy Clerk				33,280	FT	
Flat Rock	9,878	Deputy Clerk				37,440	FT	
Flushing	8,389	Deputy Clerk				49,296	FT	
Greenville	8,481	Deputy Clerk				37,440	FT	
Ithaca	2,910	Deputy Clerk	29,120	35,360	41,600	35,360	FT	
Keego Harbor	2,970	Deputy Clerk				31,200	FT	
Rochester	12,711	Deputy Clerk				34,528	FT	
Saint Joseph	8,365	Deputy Clerk				38,106	FT	
Utica	4,757	Deputy Clerk				37,500	FT	
Wixom	13,498	Deputy Clerk	37,857	43,536	49,214	44,212	FT	
AVERAGE			34,806	39,819	44,831	40,513		

** Supplemental Data for Human Resources Generalist includes cities in regions 1-5 with populations between 2,500 - 15,000.*

City	Population	Title	Min	Mid	Max	Actual or Max	FT / PT	Other Details
Albion	8,616	HR Generalist				43,656	FT	
Marshall	7,088	HR Generalist				46,510	FT	
Niles	11,600	HR Generalist				47,840	FT	
Portland	3,883	HR Generalist	46,363	55,911	65,458	65,458	FT	
AVERAGE			insufficient data			50,866		

Classification and Compensation Study
Salary Survey Results, April 2016
City of Dexter

Finance Director / Treasurer

Comparable Community	Title Used	How Do Duties Compare	Pay Range			Actual Pay or Max	FT / PT	Hrs / Week	Yrs of Service	Other Details
			Min	Mid	Max					
Chelsea	Administrative Services Director	also includes HR	74,027	83,866	93,704		FT	40	10	
DeWitt	Clerk / Treasurer	also serves as City Clerk				70,033	FT	40	16	dual role of Clerk / Treasurer earning \$70,033/yr
Holly (village)	Clerk / Treasurer / Finance Director	similar, but with Clerk duties				65,154	FT	40	5	dual role of Clerk / Treasurer earning \$65,154/yr
Lathrup Village	Treasurer					66,730	FT			as reported on the League's 2015 Wage & Salary survey
Milan	Treasurer	same				75,000	FT	40	0.5	
Milford (village)	Finance Director / Treasurer	also oversees utility billing	63,043	72,500	81,957	67,766	FT	40	19	
Northville	Finance Director / Treasurer	closely, oversees the payroll process				92,914	FT	40	20	
Portland	Treasurer / Finance Officer		60,798	71,261	81,723	67,080	FT	40	1	
Richmond	Finance Director / Treasurer						PT			part-time position earning \$41,897/yr as reported on the League's 2015 Wage & Salary survey
Saint Clair	Finance Director	does not do property taxes or utility billing - done by treasurer					FT	40	10	position is combined with the City Superintendent position; Treasurer earns \$50,500/yr
Swartz Creek	Finance Director / Office Manager					74,174	FT	40		Treasurer earns \$57,691/yr
Williamston	Treasurer					56,560	FT	40	3	
Zeeland *	Asst City Manager / Finance Dir / Treasurer	Also assists with City manager duties					FT	40	10	Zeeland range of \$78,832 - \$102,483 is an outlier and skews overall averages
Brighton	Finance Director		67,668	77,819	87,969					as reported on other recent salary survey; Treasurer earns \$49,415 - \$62,240/yr
Howell	Finance Director / Treasurer	is only a back up for payroll	65,817	70,388	74,958	74,958	FT	40	12	
Plymouth	Finance Director	duties are split between Finance Director and Treasurer				87,984	FT	37.5		Treasurer earns \$67,918/yr
Saline	Finance Director / Treasurer	same	71,002	81,653	92,304	84,316	FT	40	28	
Market Average - All			67,059	76,248	85,436	73,556				27%
Market Average - Core Comparables			65,956	75,875	85,795	70,601				30%
2015 MML Statewide Data **			66,416	75,765	85,113	73,007	range: n=7; actual: n=23			28%
Dexter						71,135	FT	14		

* Averages with Zeeland data:

All Comparables	68,741	78,306	87,871
Core Comparables	69,175	79,571	89,967

** 2015 MML Statewide Survey includes cities in regions 1-5 with populations between 2,500 - 15,000 for position of Finance Director / Treasurer.

Classification and Compensation Study
Salary Survey Results, April 2016
City of Dexter

Community Development Manager

Comparable Community	Title Used	How Do Duties Compare	Pay Range			Actual Pay or Max	FT / PT	Hrs / Week	Yrs of Service	Other Details
			Min	Mid	Max					
Chelsea	Planning & Zoning Director	similar	59,332	68,229	77,126		FT	40	18	
DeWitt										
Holly (village)	n/a									contracted DDA Executive Director performs some of these duties
Lathrup Village	n/a									as reported on the League's 2015 Wage & Salary survey
Milan	n/a									duties performed by Public Works Director
Milford (village)	Building Official / Zoning Administrator		56,783	65,300	73,817		FT	40	20	DDA Director earns \$71,968/yr
Northville	n/a									
Portland	n/a									
Richmond	Building Official						PT			part-time position earning \$31.00/hr as reported on the League's 2015 Wage & Salary survey
Saint Clair	Building Inspector						PT	24	10	part-time position earning \$21,300/yr; building department also has a full time secretary who handles permits and documents.
Swartz Creek	n/a									
Williamston	n/a									
Zeeland	Community Development Director / Deputy Assessor	Similar - contract out Bldg dept and this position assists	56,365	64,820	73,275	58,489	FT	40	7	
Brighton	n/a									
Howell	Community Development Director	no liaison to DDA, only ZBA and Planning Commission	65,817	70,388	74,958	71,750	FT	40	1	
Plymouth	Community Development Director	Similar				77,605	FT	40		
Saline	City Engineer / Superintendent						FT	40	28	Engineer with range of \$85,204 - \$110,765/yr; also provided with a city phone and vehicle
Market Average - All			59,574	67,184	74,794	69,281				26%
Market Average - Core Comparables			57,493	66,116	74,739	58,489				30%
2015 MML Statewide Data *			58,693	66,556	74,419	67,417	range: n=15; actual: n=30			27%
Dexter						51,763	FT	2		

* 2015 MML Statewide Survey includes cities in regions 1-5 with populations between 2,500 - 35,000 for positions of Community/Economic Development Director, Planning/Community Development Director, Zoning Official, and Building Official.

Classification and Compensation Study
Salary Survey Results, April 2016
City of Dexter

Public Services Superintendent

Comparable Community	Title Used	How Do Duties Compare	Pay Range			Actual Pay or Max	FT / PT	Hrs / Week	Yrs of Service	Other Details
			Min	Mid	Max					
Chelsea	Utilities Director	also includes solid waste and electric utility	85,259	93,538	101,816		FT	40	20	
DeWitt							FT	40	7	duties performed by DPW Supervisor earning \$60,236/yr
Holly (village)	Public Works Director	similar				68,697	FT	40	6	
Lathrup Village	n/a									as reported on the League's 2015 Wage & Salary survey
Milan	Public Works Director	oversees staff of <10; also performs duties of Building Official	46,000	61,575	77,150	77,150	FT	40		
Milford (village)	Public Services Director	similar	66,957	77,000	87,043	82,390	FT	40	22	
Northville	Assistant DPW Director	closely				62,629	FT	40	27	Public Works Director earns \$101,608/yr
Portland	Public Works Director	also oversees Electric Plant	60,798	71,261	81,723	81,723	FT	40	20+	
Richmond	Public Services Director					58,272	FT			as reported on the League's 2015 Wage & Salary survey
Saint Clair	Public Works Supervisor						FT	40	20+	Water Plant and WWTP are supervised separately, with each supervisor overseeing their own crew and budget; Public Works Supervisor earns \$47,299-\$57,595/yr
Swartz Creek	n/a						FT	40		duties performed by DPW Supervisor earning \$60,515/yr
Williamston	Public Works Director					81,217	FT	40	6	
Zeeland	Streets / Parks / Cemetery / Motor Pool Supervisor	no wastewater contract	63,129	72,599	82,069	75,420	FT	40	29	
Brighton	Public Works Director		67,668	77,819	87,969		FT			as reported on other recent salary survey
Howell	Public Services Director	similar	73,257	78,345	83,432	83,432	FT	40	17	
Plymouth	Municipal Services Director	similar				80,891	FT	40		
Saline	Public Works Director	same	85,204	97,985	110,765	104,374	FT	40	14	provided with a city phone and vehicle
Market Average - All			68,534	78,765	88,996	77,836				30%
Market Average - Core Comparables			64,429	75,194	85,960	73,437				33%
2015 MML Statewide Data *			65,488	73,074	80,660	70,837	range: n=21; actual: n=50			23%
Dexter						85,000	FT	3.5 / 31		

* 2015 MML Statewide Survey includes cities in regions 1-5 with populations between 2,500 - 15,000 for positions of Public Services Director and Public Works Director.

APPENDIX B

Market Survey Data: Benefits

**CITY OF DEXTER
BENEFITS SURVEY, APRIL 2016**

	Dexter	Chelsea	Holly	Howell	Milan	Milford
PAID TIME OFF & BONUSES						as reported in a 2015 study
# Annual Paid Holidays	12		11	12	11	13
Do you offer <u>combined</u> paid time off (PTO) or <u>separate</u> Vacation / Sick / Personal time off?	separate	combined	separate	combined	separate	separate
# Vacation / PTO Days Earned:	CM: 15 days; Fin Dir & PS Dir: 20 days; Comm Dev Dir & Asst to CM: 10 days					
@ 1 year	12	18	8	24	12	10
@ 5 years	15	24	15	30	15	15
@ 10 years	18	30	20	36	20	18
@ 15 years	21	30	21	36	20	20
@ 20 years	24	36	25	36	20	22
Maximum Carry Over Allowed (in days) or Use-It or Lose-It policy?	CM: up to 5 days; Others: use it or lose it	use it or cash out annually	up to 5 days	up to 44 days	up to 30 days	
Is accrued Vacation time paid out upon separation or retirement? If so, what is the a maximum payout?	up to 10 days	only for current year	yes	up to 44 days	up to 30 days	
# Annual Sick Days	CM & Fin Dir: 12 Pub Svcs Dir: 10 Others: 5	n/a	12	n/a	12	12
Maximum Carry Over Allowed (in days) or Use-It or Lose-It policy?	up to 60 days		up to 32 days; pay out anything over 32 at 50%		up to 15 days	50 days; payout anything over 50 at 100%
Is accrued Sick time paid out upon separation or retirement? If so, what is the a maximum payout?	no		anything over 44 days		up to 7.5 days	up to 2/3 of banked sick days
# Annual Paid Personal Days	0	n/a	4	n/a	4	3
Longevity Pay	n/a	n/a	n/a	n/a		
@ 5 years					3%	\$600
@ 10 years					4%	\$700
@ 15 years					5%	\$1,100
@ 20 years					5%	\$1,100
Maximum					5%	\$1,300

**CITY OF DEXTER
BENEFITS SURVEY, APRIL 2016**

	Dexter	Chelsea	Holly	Howell	Milan	Milford
INSURANCE						
Insurance Plan Type (i.e. PPO, HMO, etc.)	HMO & HMO w/HSA	HMO	PPO	PPO	HMO	POS
Is your plan a high deductible plan? (yes or no)	one plan is a high deductible plan	no	no	yes	no	yes
Does the employER contribute to a Health Savings Plan? If so, what is the annual contribution?	\$1,000	no	no	up to \$3,000 / \$6,000 with ee reimb of \$1,000 / \$2,000	no	\$920 / \$1,840 / \$2,115
Annual Employee Contribution to Healthcare Premium	\$2,470 for standard plan; \$338 for high ded plan	20%	\$0	premium: 0% up to \$1,000 / \$2,000 to reimb City for portion of HSA	\$100 / \$200	0%
Annual Deductible (single/family)	\$500 / \$1,000: standard \$2,000 / \$4,000: high ded	\$500 / \$1,000	\$300 / \$900	\$3,000 / \$6,000	\$500 / \$1,000	\$1,250 / \$2,500
Prescription Co-Pay	\$20 / \$30 / \$50 (both plans)	\$4 / \$15 / \$40 / \$80	\$10 / \$40	\$10 / \$40 (after ded)	\$4 / \$15 / \$40 / \$80	\$10 / \$40 / \$80
Office Visit Co-Pay	\$20: standard \$30: high ded		\$25 / \$40	\$0	\$20	20% co-insurance
Annual Payment in Lieu of Insurance	\$3,500		\$2,500	50% of cost	\$3,000	\$3,600
Employer-Paid Dental (yes or no)	yes		yes	yes	yes	yes
Employer-Paid Optical (yes or no)	yes		yes	yes	yes	yes
Employer-Paid Life Insurance (benefit level - i.e. \$25K, 1 X Salary)	\$50K		\$50K	\$50K	\$30K	\$50K
Employer-Paid Disability (short term, long term, or both)	ST		ST	both	LT	both

**CITY OF DEXTER
BENEFITS SURVEY, APRIL 2016**

	Dexter	Chelsea	Holly	Howell	Milan	Milford
PENSION / RETIREMENT						
What type(s) of retirement programs do you offer? (i.e. Defined Benefit Pension, Defined Contribution, Hybrid, etc.)	DB: closed group DC: everyone else	DB & DC	DB & DC	DB	DC - staff; Hybrid - deprt heads	DC
Pension Plan:		closed plan				
Pension Plan Type (i.e. MERS B2)	MERS B2	MERS B4	MERS B3 & B1	MERS B2	MERS Hybrid program H	
Multiplier (i.e. 2.25%)	2%	2.5%	2.5% & 1.5%	2.5% & 2% for new hires	1.50%	
Employ EE Contribution to Pension	5%		0%	3.68/4.27/4.8%* (*All going to 5% over 3 years)	min 1%	
Defined Contribution Plan Type (i.e. 401, 457)	457	457	457	401 CM & DDA Dir.	401	401
Employ ER Match / Contribution	4%	8%	0%	15% CM & 10% DDA	min 3%; max 8.5%	Hired prior to 01/2008: 10% Hired after 01/2008: 4% + add'l match of up to 3%
Employ EE Contribution	6%	voluntary	voluntary		min 3% ; max 25%	voluntary
Retiree Health Insurance (yes or no)	closed plan	RHS	yes	HCSP	department heads only	no
Employ ER Pays	sames as active employees	2% of salary	100%	employee: \$25 city: \$50	100%	
Age or other eligibility criteria	15 yos		25 Years Minimum		must be eligible to receive MERS pension benefits	

**CITY OF DEXTER
BENEFITS SURVEY, APRIL 2016**

	Dexter	Northville	Plymouth	Saline	Zeeland
PAID TIME OFF & BONUSES					
# Annual Paid Holidays	12	13	13	12	8
Do you offer <u>combined</u> paid time off (PTO) or <u>separate</u> Vacation / Sick / Personal time off?	separate	separate	separate	separate	separate
# Vacation / PTO Days Earned:	CM: 15 days; Fin Dir & PS Dir: 20 days; Comm Dev Dir & Asst to CM: 10 days				
@ 1 year	12	14	12	12	5
@ 5 years	15	19	18	15	10
@ 10 years	18	22	24	18	15
@ 15 years	21	25	24	24	20
@ 20 years	24	29	24	24	20
Maximum Carry Over Allowed (in days) or Use-It or Lose-It policy?	CM: up to 5 days; Others: use it or lose it	no maximum carryover	up to 24 days	up to 2x annual allowance; pay out of anything over	up to 10 days
Is accrued Vacation time paid out upon separation or retirement? If so, what is the a maximum payout?	up to 10 days	100%	up to 48 days	pay out of anything over 2x the annual accrual	100%
# Annual Sick Days	CM & Fin Dir: 12 Pub Svcs Dir: 10 Others: 5	12	12	12	6
Maximum Carry Over Allowed (in days) or Use-It or Lose-It policy?	up to 60 days	no maximum carryover	up to 22 days	up to 150 days; pay out anything over 150 at 50%	up to 18 days
Is accrued Sick time paid out upon separation or retirement? If so, what is the a maximum payout?	no	up to 150 days	up to 34 days	retirement only; pay out anything over 150 at 50%	no
# Annual Paid Personal Days	0	0	0	5	4; + addt'l day after 10 yos +1 @ 10 yrs
Longevity Pay	n/a			n/a	
@ 5 years		\$250	\$250		\$500
@ 10 years		\$500	\$500		\$750
@ 15 years		\$750	\$750		\$1,000
@ 20 years		\$1,000	\$1,000		\$1,250
Maximum		\$1,000	\$1,000		\$1,500

**CITY OF DEXTER
BENEFITS SURVEY, APRIL 2016**

	Dexter	Northville	Plymouth	Saline	Zeeland
INSURANCE					
Insurance Plan Type (i.e. PPO, HMO, etc.)	HMO & HMO w/HSA	HMO	self insured	PPO, HSA	PPO (more than 1)
Is your plan a high deductible plan? (yes or no)	one plan is a high deductible plan	yes		yes	available
Does the employER contribute to a Health Savings Plan? If so, what is the annual contribution?	\$1,000	80%	no	yes	\$625 / \$1,250 or \$1,000 / \$2,000
Annual Employee Contribution to Healthcare Premium	\$2,470 for standard plan; \$338 for high ded plan	20%	based on hard cap	based on hard cap	20%
Annual Deductible (single/family)	\$500 / \$1,000: standard \$2,000 / \$4,000: high ded	\$1,300 / \$2,600	\$1,000 / \$2,000	\$3,000 / \$6,000	\$250 / \$500
Prescription Co-Pay	\$20 / \$30 / \$50 (both plans)	n/a	\$10 / \$20 / \$40 / \$80	\$10 / \$40 / \$80 after ded	\$10 / \$40
Office Visit Co-Pay	\$20: standard \$30: high ded	n/a	\$40	100% or 80% after ded	\$15
Annual Payment in Lieu of Insurance	\$3,500	\$1,386 / \$7,398	50% of Admin Fee	\$4,000 for medical \$400 for dental/vision	\$1,000
Employer-Paid Dental (yes or no)	yes	yes	yes	yes	yes
Employer-Paid Optical (yes or no)	yes	yes	yes	yes	no
Employer-Paid Life Insurance (benefit level - i.e. \$25K, 1 X Salary)	\$50K	\$60K	1 x salary	\$50K	1.5 x salary
Employer-Paid Disability (short term, long term, or both)	ST	both	both	none	both

**CITY OF DEXTER
BENEFITS SURVEY, APRIL 2016**

	Dexter	Northville	Plymouth	Saline	Zeeland
PENSION / RETIREMENT					
What type(s) of retirement programs do you offer? (i.e. Defined Benefit Pension, Defined Contribution, Hybrid, etc.)	DB: closed group DC: everyone else	DB & DC	DC	DB - hybrid	DB & DC
Pension Plan:		closed plan			
Pension Plan Type (i.e. MERS B2)	MERS B2			MERS B-3	ICMA-RC
Multiplier (i.e. 2.25%)	2%	2.50%		2.25%	2%
Employ EE Contribution to Pension	5%	0%		3%	0%
Defined Contribution Plan Type (i.e. 401, 457)	457	401		401	401
Employ ER Match / Contribution	4%	10%	10%	0%	6%
Employ EE Contribution	6%	voluntary	voluntary	1% - 10%	voluntary
Retiree Health Insurance (yes or no)	closed plan	closed plan	closed plan & HCSP	yes	RHS
Employ ER Pays	sames as active employees	60% - 100% based on yos (25 yrs = 100%)	hired prior to 07/2014: City pays all except ACA tax; hired after 07/2014: City contributes 5% into HCSP	100%	\$1,500 into RHS
Age or other eligibility criteria	15 yos		hired prior to 07/2014: 20 yos & drawing retiremt benefits; .	age 55 / 20 yos	age 65 / 10 yos

APPENDIX C

Market Survey Instrument

CITY OF DEXTER
SALARY SURVEY, FEBRUARY 2016

JOB TITLE	POSITIONAL SUMMARY	TITLE USED IN YOUR COMMUNITY	HOW DO DUTIES COMPARE?	PAY RANGE		CURRENT BASE PAY	FT / PT	HRS/ WEEK	YRS OF SERVICE	ADDITIONAL DETAILS
				MINIMUM	MAXIMUM					
City Manager	Chief Administrator responsible for City services, staff, programs and operations.									
Assistant to the City Manager	provides support in coordinating City events and festivals and promotes special occasions and City programs; serves as staff liaison to Parks & Rec Commission, Farmers Market, and other committees; serves as City's webmaster, updates City website and responds to questions submitted thru web portal; assists with special projects and other assignments as needed.									
HR Coordinator	updates and maintains job descriptions and employee handbook; participates in recruitment and selection activities; follows up with candidates, contacts references, and conducts other pre-employment testing and background checks.									
Deputy Clerk	serves as Elections Administrator, coordinating and participating in all election activities; recruits and trains election inspectors, manage voter registration and qvf database; assists with preparation of agenda packets, attends council meetings, and publishes minutes and notices takes minutes in the City Clerk's absence.									
Finance Director / Treasurer	directs and oversees all of the financial and taxation functions of the City; oversees investments, reconciliations, budget, and audit; oversees and participates in all tasks related to property taxes and utility billing; processes payroll and all payroll-related activities; updates payroll data and deductions as needed									
Community Development Manager	directs and oversees the community development activities for the City; reviews developers' plans, works closely with engineers and contractors, and facilitates the development of the Master Plan and Capital Improvement Plan; serves as Zoning Official, administering the zoning ordinance; serves as liaison to the ZBA, DDA, and other boards/commissions.									
Public Services Superintendent	directs and oversees the activities of the public services dept including streets, sidewalks and drainage, the maintenance and repair of City bldgs and facilities, vehicle maintenance, and the water and wastewater treatment systems; oversees staff of 10 employees and some seasonal help, and develops and administers 3 separate budgets.									

**CITY OF DEXTER
BENEFITS SURVEY, FEBRUARY 2016**

	Full-Time
PAID TIME OFF & BONUSES	
# Annual Paid Holidays	
Do you offer <u>combined</u> paid time off (PTO) or <u>separate</u> Vacation / Sick / Personal time off?	
# Vacation / PTO Days Earned:	
@ 1 year	
@ 5 years	
@ 10 years	
@ 15 years	
@ 20 years	
Maximum Carry Over Allowed (in days) or Use-It or Lose-It policy?	
Is accrued Vacation time paid out upon separation or retirement? If so, what is the a maximum payout?	
# Annual Sick Days	
Maximum Carry Over Allowed (in days) or Use-It or Lose-It policy?	
Is accrued Sick time paid out upon separation or retirement? If so, what is the a maximum payout?	
# Annual Paid Personal Days	
Longevity Pay	
@ 5 years	
@ 10 years	
@ 15 years	
@ 20 years	
Maximum	
INSURANCE	
Insurance Plan Type (i.e. PPO, HMO, etc.)	
Is your plan a high deductible plan? (yes or no)	
Does the employ <u>ER</u> contribute to a Health Savings Plan? If so, what is the annual contribution?	
Annual Employee Contribution to Healthcare Premium	
Annual Deductible (single/family)	
What portion of the deductible, if any, is paid by the employ <u>ER</u> ?	
Prescription Co-Pay	
Office Visit Co-Pay	
Annual Payment in Lieu of Insurance	
Employer-Paid Dental (yes or no)	
Employer-Paid Optical (yes or no)	
Employer-Paid Life Insurance (benefit level - i.e. \$25K, 1 X Salary)	
Employer-Paid Disability (short term, long term, or both)	
PENSION / RETIREMENT	
What type(s) of retirement programs do you offer? (i.e. Defined Benefit Pension, Defined Contribution, Hybrid, etc.)	
<u>Pension Plan</u> :	
Pension Plan Type (i.e. MERS B2)	
Multiplier (i.e. 2.25%)	
Employ <u>EE</u> Contribution to Pension (2014)	
<u>Defined Contribution Plan Type</u> (i.e. 401, 457)	
Employ <u>ER</u> Match / Contribution	
Employ <u>EE</u> Contribution	
Retiree Health Insurance (yes or no)	
Employ <u>ER</u> Pays	
Age or other eligibility criteria	

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OFFICE OF THE CITY MANAGER

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

Memorandum

To: Mayor Keough and City Council
From: Courtney Nicholls, City Manager
Re: Public Hearing on Proposed Coal Tar Ordinance
Date: July 18, 2016

At the July 11, 2016 Council Meeting a public hearing on the draft ordinance “Regulating the Use of Coal Tar Based Sealer Products” was set for July 25, 2016. At that time, Council requested that the language from the City of Ann Arbor Ordinance to require registration of sealant applicators be added to the draft. The registration requirement would be effective January 1, 2017. Prior to this date, staff will research an appropriate amount for the application fee and make a recommendation to Council. Attached for Council’s review is an updated draft of the ordinance.

Council is asked to hold the public hearing. The consideration item for adoption of the ordinance is also included on the agenda if Council wishes to move forward with adoption.

ORDINANCE REGULATING COAL TAR SEALANT PRODUCTS

A CITY 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 CITY OF DEXTER.

THE CITY COUNCIL OF THE CITY OF DEXTER DOES ORDAIN:

SECTION 1. PURPOSE.

The City of Dexter 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 City of Dexter, in order to protect, restore, and preserve the quality of its waters and protect the health of its residents.

SECTION 2. 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.

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

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.

CITY. The City of Dexter.

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 3. 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 City of Dexter.
- 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 City of Dexter.
- 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 City.
- 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 City.

SECTION 4. ASPHALT BASED SEALCOAT PRODUCTS.

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

SECTION 5. REGISTRATION AND REPORTING REQUIREMENTS AND PROCEDURES FOR COMMERCIAL APPLICATORS

(1) All commercial applicators shall register with the city prior to applying pavement sealant in the city in any calendar year.

(2) Registration under this chapter shall be valid until expiration. Registration shall begin on January 1 and shall expire on December 31 of each calendar year.

(3) Commercial applicators shall submit a complete registration application to the City Offices, along with the registration fee according to the schedule established by resolution of City Council. The fee shall be calculated to include the cost of registration application review and periodic field inspection.

(4) The following information shall be included in a complete application for registration:

(a) The legal name of the commercial applicator, any other names used, the address, telephone number and contact person for the applicant.

(b) The product name, type of use, and PAH content including CAS numbers.

(c) A notarized, sworn statement signed by an owner or duly authorized representative of a commercial applicator indicating that the applicator will comply with the requirements of the Ordinance of the city throughout the registration period.

(d) All other information requested on the application.

(5) The application shall be approved if it is complete, the applicator has complied with the previous year's reporting requirement, and the use of pavement sealant complies with this chapter.

(6) The application for registration shall be approved or denied within 21 days of submission of a completed application.

(7) A registered applicator shall notify the City in writing of any change in the information in the application for registration within 7 days of any such change.

SECTION 6. PENALTY.

Any person convicted of violating any provision of this ordinance is guilty of a misdemeanor and shall be punished by a fine not to exceed one thousand dollars (\$1,000.00) or imprisonment for not more than ninety (90) days, or both, plus the costs of prosecution in either case.

SECTION 7. 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 8. EFFECTIVE DATE.

This ordinance becomes effective on the date of its publication.

Passed by the Council this _____ day of _____, 20_____.

Mayor

Attested:

Clerk

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Meeting Calendar

Board	Date	Time	Location	Website	City Representative
Washtenaw Area Transportation Study - Policy	7/20/2016	9:30 a.m.	Washtenaw County LRC, Huron Room	http://www.miwats.org/	Jim Carson
Dexter Area Fire Board	7/21/2016	6:00 p.m.	Dexter Township Hall	http://dexterareafire.org/	Shawn Keough/Jim Carson
Downtown Development Authority	7/21/2016	7:30 a.m.	Dexter Senior Center	http://www.dextermi.gov	Shawn Keough
Dexter Community Schools Board of Education	7/25/2016	7:00 p.m.	Creekside Intermediate School	http://dexterschools.org/	
Dexter City Council	7/25/2016	7:30 p.m.	Dexter Senior Center	http://www.dextermi.gov	
Western Washtenaw Area Value Express	7/26/2016	8:00 a.m.	Catherine Crippen Building	http://www.ridethewavebus.org/	Jim Carson
Huron River Watershed Council	7/28/2016	5:30 p.m.	1100 N. Main, Suite 210, Ann Arbor	http://www.hrwc.org/	Paul Cousins
Dexter District Library Board	8/1/2016	7:00 p.m.	Dexter District Library	http://www.dexter.lib.mi.us/	Pat Cousins
Planning Commission	8/1/2016	7:00 p.m.	Dexter Senior Center	http://www.dextermi.gov	Jim Smith
Washtenaw Area Transportation Study - Technical	8/3/2016	9:30 a.m.	200 N Main St., Basement	http://www.miwats.org/	Rhett Gronevelt
Dexter Area Historical Society Board	8/4/2016	7:00 p.m.	Dexter Area Historical Museum	http://dexterhistory.org	
Dexter Community Schools Board of Education	8/8/2016	7:00 p.m.	Creekside Intermediate School	http://dexterschools.org/	
Dexter City Council	8/8/2016	7:30 p.m.	Dexter Senior Center	http://www.dextermi.gov	

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

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	Name of Group	Dates	Number Approved	Approval Date	Locations		Name of Group	Dates	Number Approved	Approval Date	Locations
January	Dexter 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	July	St. Andrews-American Red Cross Blood Drive	7/7-7/18	2-2' X 3'	9/17/2015	8 & 22
	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	7/4-7/9	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		St. Joseph Festival Flea Market & Rummage Sale	6/26-7/10	5 - 18 X 24	3/30/2016	1,2,4,5,10
	K of C Ladies Auxiliary-Quarter Mania	1/13-1/21	4 - 18 X 24	1/13/2016	1,2,4,44		St. Joseph- Festival	7/5-7/18	5 - 18 X 24	3/30/2016	1,2,4,5,10
	K of C Ladies Auxiliary-Rummage Sale	1/21-2/6	5 - 18 X 24	1/15/2016	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
	Dexter Little League-Spring Registration	1/25-2/8	5 - 18 X 24	1/20/2016	1,2,4,5,44		Dexter Touchdown Club-Fundraising event golf outing	6/28-7/12	5 - 18 X 24	6/23/2016	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		Dexter Youth Football League-Registration	7/22-8/3	5 - 18 X 24	6/24/2016	1,2,4,5,44
	St. Andrews-Monthly Dinners	1/26-2/4	1 - 2 X 3	1/26/2016	8		Dexter Community Players-Little Mermaid	7/5-7/17	2 - 3' X 4'; 1 - 4' X 8'	6/30/2016	1,2,3
February	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		St. Andrews-Ice Cream Social	7/22-8/4	5 - 18 X 24	6/28/2016	1,2,4,5,44
							Dexter Soccer Club-free soccer in Community Park	7/11-7/25	5 - 18 X 24	7/8/2016	1,2,4,5,44
							Educatus International-Families to host Internat'l Student	7/22-8/5	4 - 18 X 24	7/12/2016	2,4,5,44
	Dexter Community Orchestra Concerts	2/11-2/21	2 - 3' X 4'	9/28/2015	5 & 9	August	Friends of the Dexter District Library	8/6-8/14	5 - 18 X 24	1/20/2016	1,4,44,10,3
	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 Wellness-Monthly Community Walks	8/8-8/13	5 - 18 X 24	2/9/2016	1,2,4,5,44
	Dexter Little League-Spring Registration	1/25-2/8	5 - 18 X 24	1/20/2016	1,2,4,5,44		Dexter Wellness Coalition-Dexter Fitness Festival	8/1-8/14	5 - 18 X 24	5/16/2016	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. James Episcopal Church/Chicken Dinner	8/6-8/13	1 - 2' X 10'	6/20/2016	3279 Broad
							St. James Episcopal Church/Chicken Dinner	8/5-8/13	3 - 18 X 24	6/20/2016	1,4,5
							Educatus International-Families to host Internat'l Student	7/22-8/5	4 - 18 X 24	7/12/2016	2,4,5,44
	St. Andrews-Monthly Dinners	1/26-2/4 & 2/23-3/3	1 - 2 X 3	1/26/2016	8	September	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						
March	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						
						October	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
April	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						
May	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	November	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						
	Knights of Columbus-Memorial Day Chicken Broil	5/18-5/31	5 - 18 X 24	5/17/2016	1,2,4,5,44						
	Dexter Little League/Summer Baseball Registration	5/24-6/7	5 - 18 X 24	5/19/2016	1,2,4,5,44						
June	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	December	Friends of the Dexter District Library	11/27-12/4	5 - 18 X 24	1/20/2016	1,4,44,10,3
	Dexter Little League/Summer Baseball Registration	5/24-6/7	5 - 18 X 24	5/19/2016	1,2,4,5,44		Dexter Wellness-Monthly Community Walks	12/5-12/10	5 - 18 X 24	2/9/2016	1,2,4,5,44
	American Legion-Flea Market/Rumage Sale	6/17-6/25	5 - 18 X 24	6/1/2016	1,2,4,5,10						
	Dexter Touchdown Club-Fundraising event golf outing	6/28-7/12	5 - 18 X 24	6/23/2016	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 2, 26-Warrior Creek Park Driveway, 27 - Dexter Flowers, 28-Terry B's, 29-7795 Ann Arbor St, 30 - 7915 Fourth, 31 - 7651 Dan Hoey, 32 - Wylie, 33-Lions Park, 35-Dexter Crossing Entrance, 36 - Dan Hoey/Dexter Ann Arbor; 37 - Dover/Main, 38 - Fourth/Central, 39 - Baker/Hudson, 40 - Inverness/Ann Arbor, 41 - Main/Jeffords, 42 - Third/Broad; 43 - 3rd/Dover; 44 - Ryan/Dexter Ann Arbor, 45 - Meadowview/Dexter Ann Arbor, 46 - Ice Rink, 47-Dexter Mill/RR tracks, 48-7444 Dexter-Ann Arbor, 49-Post Office, 50-8135 Main-gas station, 51-Hackney, 52-TCF, 53-DQ, 54-Busch's 55-Mill Creek Park N.

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

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

Activities Section

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

Revenue and Expenditure Section

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

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

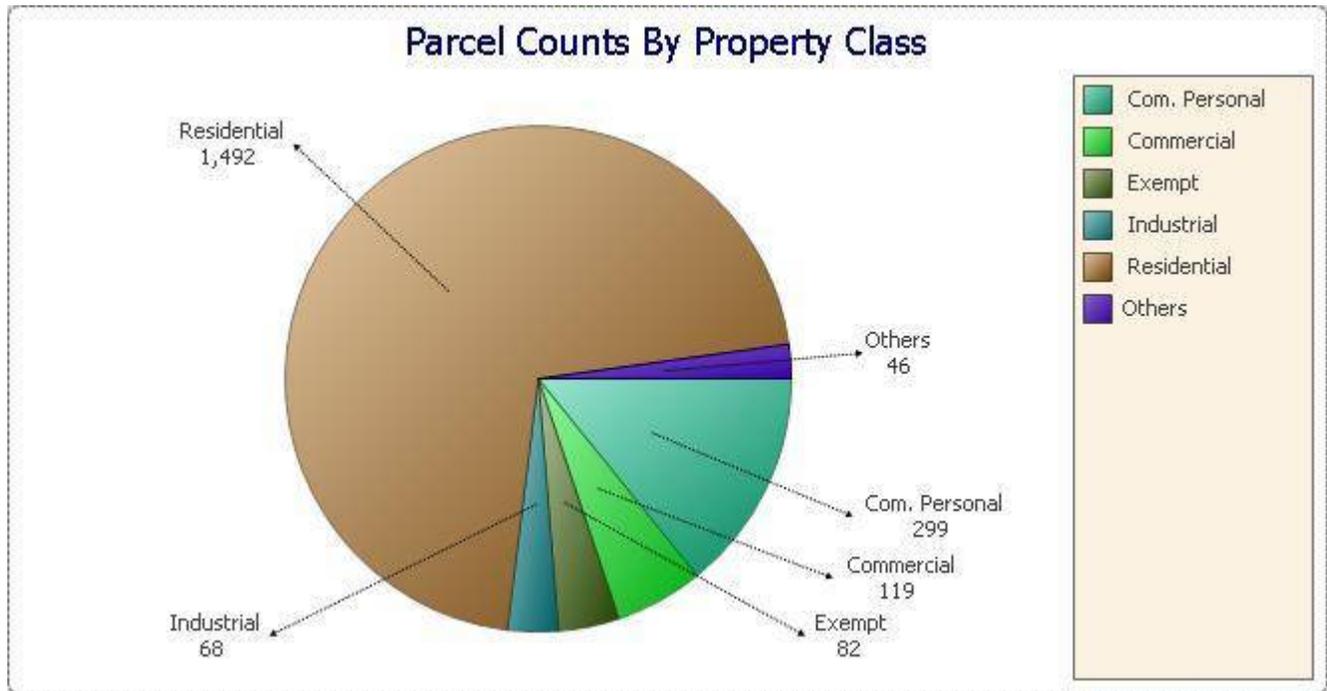
Cash Balances Section

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

Department Activities

2016 Tax Collection

Summer Tax Bills were mailed to City taxpayers on July 1st. Starting with 2016, postmarks will no longer be accepted. This brings the City in line with policy adopted by the Washtenaw County Treasurers Association.



Tax Due Dates

It was my belief that the Charter Commission desired that the tax due dates be the same as those in the Property Tax Act. However, after review of the Charter and consultation with our attorney, I now believe that the date should be the 15th and not the 14th, which is reflected on the 2016 Summer Bill. The Charter language is as follows:

“City taxes shall be due and payable on July 1 and be delinquent after September 15. Other property taxes as permitted by state law shall be due December 1 and be delinquent after February 15.”

There were several taxpayers that were charged penalty on their 2015 Summer Bill for paying or having postmarks on the 15th. I have refunded those penalties (totaling \$126.29). The 2015 Winter Bill was not affected by this reinterpretation because the due date was moved to February 16th due to the weekend and holiday.

Delinquent Personal Property Taxes

I still have two collectable 2015 delinquent personal property taxpayers. I have a small claims court date on July 20th for one, and will be restarting collection activities on the other for breach of their payment agreement.

Fiscal Year 2016-2017 Budget

I hope to have the formal budget document on the table for this Council meeting. If not, it will be at your first meeting in August.

Fiscal Year 2015-2016 Audit

After consultation with our auditor, I have started the process to create the Comprehensive Annual Financial Report for this audit. This involves creating spreadsheets that detail history, demographics, and other types of data required by the Government Finance Officer Association's award program.

Certifications

After training and testing, I have received the State Tax Commission's Michigan Certified Assessing Technician (MCAT) designation.

In addition, I have received recertification from the Association of Public Treasurers of the United States and Canada as a Certified Public Finance Administrator (CPFA). Recertification is based on continuing education and participation in local association activities. This recertification is valid for five years, and I have held this certification for ten years.

Education and Training

- I attended a Michigan State Tax Commission seminar sponsored by the Michigan Assessors Association.
- I attended an advanced audit preparation training sponsored by the Michigan Government Finance Officers Association.

Committee Memberships

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



STATE OF MICHIGAN
STATE TAX COMMISSION

This is to certify that

Marie A. Sherry

is a

Michigan Certified Assessing Technician

Issued under the provisions of Act 206, Public Acts of 1893,
Being Section 211.10d of the Michigan Compiled Laws.

CERTIFICATE NO.

T-1373 MCAT

EXPIRATION DATE

12/31/16

Executive Director, State Tax Commission

3263 (Rev. 09-11) Michigan Department of Treasury
Issued under authority of the General Property Tax Law, P.A. 208 of 1893, Section 211.10d

YOUR CERTIFICATE MAY BE DISPLAYED IN A PROMINENT PLACE.

STATE TAX COMMISSION CONTACT INFORMATION

WEB ADDRESS

www.michigan.gov/statetaxcommission

COMPLAINT INFORMATION

The issuance of this certificate should not be construed as a waiver, dismissal or acquiescence to any complaints or violations pending against the certificate, its agents or employees.

MAILING ADDRESS

State Tax Commission
P.O. Box 30471
Lansing, MI 48909-7971

RENEWALS

Failure to receive notice of renewal before the expiration date of this certificate does not relieve you of the responsibility for renewing your certificate.

ADDRESS CHANGES

It is the certificate holders responsibility to keep the State Tax Commission informed of their current mailing address. Name and address changes must be reported to the State Tax Commission in writing. Inquires and address changes should be sent to:



LIFT CARD FROM RIGHT BOTTOM CORNER



**ASSOCIATION OF PUBLIC TREASURERS
OF THE UNITED STATES AND CANADA**

EXECUTIVE BOARD

HELEEN SCHMIDLKOFER
PRESIDENT

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DANA KAVENDAR

TUMIKO RUCKER

PARLIAMENTARIAN

BLINDA A. BAKER

HISTORIAN

BLINDA A. BAKER

June 27, 2016

Marie A. Sherry, CPFA
Treasurer/Finance Director
City of Dexter
8140 Main Street
Dexter, Michigan 48130

Dear Marie

On behalf of the Association of Public Treasurers of the United States and Canada, (APT US&C), I am pleased to inform you that your application for maintenance of the professional credential of Certified Public Finance Administrator (CPFA) has been approved. This honor reinforces the primary purpose of APT US&C - to elevate the level of knowledge of public finance and enrich the performance within the treasury management profession.

Your CPFA re-certification will expire June 1, 2021 unless you re-apply to maintain your CPFA credentials. To maintain the credential, you must be a member of the Association continuously for the five consecutive years that immediately follow the re-certification and must earn the necessary points for re-certification in any combination of Education and Experience Maintenance Standards. Maintenance applications submitted after June 1, 2021 will be subject to a late fee.

The Association will recognize all recipients at the 2016 Annual Conference in Grand Rapids, Michigan to be held August 14-16, 2016. Official presentation of the CPFA credential and plaques will occur during the Awards Luncheon at the Conference. If you are unable to attend the Awards Luncheon, your bar will be mailed following the conference.

Congratulations on your outstanding accomplishment.

Sincerely

Blinda A. Baker
Chair,
CPFA Certification Committee

Revenue and Expenditure Reports

General Fund 101

DESCRIPTION	2015-16	2015-16 AMENDED BUDGET	YTD BALANCE	AVAILABLE	% BDGT USED
	ORIGINAL BUDGET		06/30/2016 NORMAL (ABNORMAL)	BALANCE NORMAL (ABNORMAL)	
TOTAL Revenues	2,894,900.00	2,924,700.00	2,934,607.49	(9,907.49)	100.34
101-CITY COUNCIL	61,200.00	63,100.00	57,048.81	6,051.19	90.41
172-CITY MANAGER	284,600.00	291,400.00	290,950.37	449.63	99.85
201-FINANCE DEPARTMENT	16,600.00	16,600.00	11,933.18	4,666.82	71.89
210-ATTORNEY	40,000.00	106,000.00	98,478.72	7,521.28	92.90
215-CITY CLERK	8,000.00	8,000.00	5,126.64	2,873.36	64.08
253-TREASURER	103,700.00	103,700.00	101,967.27	1,732.73	98.33
257-ASSESSING DEPARTMENT	32,700.00	35,300.00	33,805.04	1,494.96	95.76
262-ELECTIONS	8,500.00	11,000.00	10,740.19	259.81	97.64
265-BUILDINGS & GROUNDS	76,300.00	71,100.00	65,008.14	6,091.86	91.43
285-CITY TREE PROGRAM	23,000.00	28,500.00	25,396.30	3,103.70	89.11
301-LAW ENFORCEMENT	574,800.00	574,800.00	570,346.80	4,453.20	99.23
336-FIRE DEPARTMENT	519,300.00	576,300.00	567,874.80	8,425.20	98.54
400-PLANNING DEPARTMENT	133,400.00	123,400.00	118,560.47	4,839.53	96.08
410-ZONING BOARD OF APPEALS	1,100.00	1,100.00	40.50	1,059.50	3.68
441-DEPARTMENT OF PUBLIC WORKS	171,900.00	164,200.00	152,933.51	11,266.49	93.14
442-DOWNTOWN PUBLIC WORKS	70,700.00	72,200.00	71,891.91	308.09	99.57
447-ENGINEERING	11,000.00	11,000.00	10,046.00	954.00	91.33
448-MUNICIPAL STREET LIGHTS	72,000.00	72,000.00	69,158.70	2,841.30	96.05
728-ECONOMIC DEVELOPMENT	4,000.00	7,100.00	5,815.75	1,284.25	81.91
751-PARKS & RECREATION	120,200.00	154,700.00	149,833.25	4,866.75	96.85
851-INSURANCE & BONDS	185,400.00	202,900.00	202,030.63	869.37	99.57
875-CONTRIBUTIONS	62,300.00	60,600.00	60,547.94	52.06	99.91
890-CONTINGENCIES	20,000.00	5,000.00	1,323.57	3,676.43	26.47
895-REQUIRED ACCOUNTING ENTRIES	0.00	2,100.00	0.00	2,100.00	0.00
901-CAPITAL IMPROVEMENTS	82,000.00	133,000.00	70,130.55	62,869.45	52.73
965-TRANSFERS OUT - CONTROL	127,000.00	127,000.00	126,815.01	184.99	99.85
TOTAL Expenditures	2,809,700.00	3,022,100.00	2,877,804.05	144,295.95	95.23
TOTAL REVENUES	2,894,900.00	2,924,700.00	2,934,607.49	(9,907.49)	100.34
TOTAL EXPENDITURES	2,809,700.00	3,022,100.00	2,877,804.05	144,295.95	95.23
NET OF REVENUES & EXPENDITURES	85,200.00	(97,400.00)	56,803.44	(154,203.44)	58.32

Revenue:

- Revenue is slightly higher than the budget at year end.

Expenditures:

- All departments are within budget at year end.

Major Streets Fund 202

DESCRIPTION	2015-16	2015-16 AMENDED BUDGET	YTD BALANCE	AVAILABLE	% BDGT USED
	ORIGINAL BUDGET		06/30/2016 NORMAL (ABNORMAL)	BALANCE NORMAL (ABNORMAL)	
TOTAL Revenues	521,400.00	541,400.00	374,002.62	167,397.38	69.08
248-ADMINISTRATION	4,600.00	4,600.00	4,500.00	100.00	97.83
445-STORMWATER	22,200.00	22,200.00	16,864.44	5,335.56	75.96
451-CONTRACTED ROAD CONSTRUCTION	285,000.00	301,600.00	204,538.77	97,061.23	67.82
463-ROUTINE MAINTENANCE	71,900.00	88,900.00	88,763.08	136.92	99.84
474-TRAFFIC SERVICES	52,500.00	45,500.00	37,558.81	7,941.19	82.55
478-WINTER MAINTENANCE	75,200.00	75,200.00	57,183.41	18,016.59	76.04
890-CONTINGENCIES	10,000.00	0.00	0.00	0.00	0.00
TOTAL Expenditures	521,400.00	538,000.00	409,408.51	128,591.49	76.10
Fund 202 - MAJOR STREETS FUND:					
TOTAL REVENUES	521,400.00	541,400.00	374,002.62	167,397.38	69.08
TOTAL EXPENDITURES	521,400.00	538,000.00	409,408.51	128,591.49	76.10
NET OF REVENUES & EXPENDITURES	0.00	3,400.00	(35,405.89)	38,805.89	1,041.35

Revenue:

- Revenue is lower due to budget because money is transferred as needed. There may be further transfers made in the next two months as FY 15-16 invoices are paid.

Expenditures:

- All departments are within budget at year end.

Local Streets Fund 203

DESCRIPTION	2015-16	2015-16 AMENDED BUDGET	YTD BALANCE	AVAILABLE	% BDGT USED
	ORIGINAL BUDGET		06/30/2016 NORMAL (ABNORMAL)	BALANCE NORMAL (ABNORMAL)	
TOTAL Revenues	707,800.00	561,400.00	503,565.80	57,834.20	89.70
248-ADMINISTRATION	4,600.00	4,600.00	4,500.00	100.00	97.83
445-STORMWATER	23,500.00	23,500.00	19,674.26	3,825.74	83.72
451-CONTRACTED ROAD CONSTRUCTION	499,000.00	352,600.00	336,693.53	15,906.47	95.49
463-ROUTINE MAINTENANCE	77,400.00	77,400.00	65,239.57	12,160.43	84.29
474-TRAFFIC SERVICES	32,300.00	32,300.00	14,767.71	17,532.29	45.72
478-WINTER MAINTENANCE	61,000.00	61,000.00	49,099.39	11,900.61	80.49
890-CONTINGENCIES	10,000.00	10,000.00	0.00	10,000.00	0.00
TOTAL Expenditures	707,800.00	561,400.00	489,974.46	71,425.54	87.28
TOTAL REVENUES	707,800.00	561,400.00	503,565.80	57,834.20	89.70
TOTAL EXPENDITURES	707,800.00	561,400.00	489,974.46	71,425.54	87.28
NET OF REVENUES & EXPENDITURES	0.00	0.00	13,591.34	(13,591.34)	100.00

Revenue:

- Revenue is lower due to budget because money is transferred as needed. There may be further transfers made in the next two months as FY 15-16 invoices are paid.

Expenditures:

- All departments are within budget at year end.

Municipal Streets Fund 204

DESCRIPTION	2015-16	2015-16	YTD BALANCE	AVAILABLE	% BDGT USED
	ORIGINAL BUDGET		AMENDED BUDGET	06/30/2016	
			NORMAL (ABNORMAL)	NORMAL (ABNORMAL)	
TOTAL Revenues	725,600.00	725,600.00	724,339.49	1,260.51	99.83
248-ADMINISTRATION	80,700.00	80,700.00	77,531.37	3,168.63	96.07
965-TRANSFERS OUT - CONTROL	778,000.00	778,000.00	497,915.00	280,085.00	64.00
TOTAL Expenditures	858,700.00	858,700.00	575,446.37	283,253.63	67.01
TOTAL REVENUES	725,600.00	725,600.00	724,339.49	1,260.51	99.83
TOTAL EXPENDITURES	858,700.00	858,700.00	575,446.37	283,253.63	67.01
NET OF REVENUES & EXPENDITURES	(133,100.00)	(133,100.00)	148,893.12	(281,993.12)	111.87

Expenditures:

- Transfers Out may change as bills are paid.

Solid Waste Fund 226

DESCRIPTION	2015-16	2015-16	YTD BALANCE	AVAILABLE	% BDGT USED
	ORIGINAL BUDGET		AMENDED BUDGET	06/30/2016	
			NORMAL (ABNORMAL)	NORMAL (ABNORMAL)	
TOTAL Revenues	575,400.00	575,400.00	582,937.59	(7,537.59)	101.31
248-ADMINISTRATION	100.00	200.00	162.06	37.94	81.03
528-SOLID WASTE	567,700.00	567,700.00	522,410.38	45,289.62	92.02
TOTAL Expenditures	567,800.00	567,900.00	522,572.44	45,327.56	92.02
TOTAL REVENUES	575,400.00	575,400.00	582,937.59	(7,537.59)	101.31
TOTAL EXPENDITURES	567,800.00	567,900.00	522,572.44	45,327.56	92.02
NET OF REVENUES & EXPENDITURES	7,600.00	7,500.00	60,365.15	(52,865.15)	804.87

Revenues:

- Revenue contains six utility billings.

Expenditures:

- Departments are within budget

Sewer Fund 590

DESCRIPTION	2015-16	2015-16 AMENDED BUDGET	YTD BALANCE	AVAILABLE	% BDGT USED
	ORIGINAL BUDGET		06/30/2016 NORMAL (ABNORMAL)	BALANCE NORMAL (ABNORMAL)	
TOTAL Revenues	1,329,500.00	1,336,500.00	1,388,899.43	(52,399.43)	103.92
248-ADMINISTRATION	83,700.00	100,800.00	100,197.50	602.50	99.40
548-SEWER UTILITIES DEPARTMENT	633,000.00	640,000.00	611,044.88	28,955.12	95.48
850-LONG-TERM DEBT	463,300.00	468,300.00	465,712.26	2,587.74	99.45
890-CONTINGENCIES	15,000.00	0.00	0.00	0.00	0.00
895-REQUIRED ACCOUNTING ENTRIES	0.00	7,400.00	0.00	7,400.00	0.00
901-CAPITAL IMPROVEMENTS	55,000.00	337,900.00	306,261.40	31,638.60	90.64
TOTAL Expenditures	1,250,000.00	1,554,400.00	1,483,216.04	71,183.96	95.42
TOTAL REVENUES	1,329,500.00	1,336,500.00	1,388,899.43	(52,399.43)	103.92
TOTAL EXPENDITURES	1,250,000.00	1,554,400.00	1,483,216.04	71,183.96	95.42
NET OF REVENUES & EXPENDITURES	79,500.00	(217,900.00)	(94,316.61)	(123,583.39)	43.28

Revenue:

- Revenue includes six utility billings.

Expenditures:

- Departments are within budget.

Water Fund 591

DESCRIPTION	2015-16	2015-16 AMENDED BUDGET	YTD BALANCE	AVAILABLE	% BDGT USED
	ORIGINAL BUDGET		06/30/2016 NORMAL (ABNORMAL)	BALANCE NORMAL (ABNORMAL)	
TOTAL Revenues	798,000.00	806,500.00	850,576.77	(44,076.77)	105.47
248-ADMINISTRATION	77,700.00	81,200.00	80,536.64	663.36	99.18
556-WATER UTILITIES DEPARTMENT	408,400.00	424,900.00	399,364.29	25,535.71	93.99
850-LONG-TERM DEBT	257,500.00	257,500.00	256,749.04	750.96	99.71
890-CONTINGENCIES	15,000.00	0.00	0.00	0.00	0.00
901-CAPITAL IMPROVEMENTS	10,000.00	13,500.00	13,323.45	176.55	98.69
TOTAL Expenditures	768,600.00	777,100.00	749,973.42	27,126.58	96.51
TOTAL REVENUES	798,000.00	806,500.00	850,576.77	(44,076.77)	105.47
TOTAL EXPENDITURES	768,600.00	777,100.00	749,973.42	27,126.58	96.51
NET OF REVENUES & EXPENDITURES	29,400.00	29,400.00	100,603.35	(71,203.35)	342.19

Revenue:

- Revenue includes six utility billings.

Expenditures:

- Departments are within budget.

Non-Major Funds

- All non-major funds are within budget.

Cash Balances by Fund				
General Ledger Name	Bank & Account Name	Purpose	Balance 06/30/16	Status of Cash
General Fund - 101				
Cash	TCF & PNC Pooled	General operating	\$ 79,355.60	Unrestricted
Future Facility Improvements	TCF Pooled	Reserved for future building project	\$ -	Restricted
Arts, Culture & Heritage	TCF Pooled	Reserved for Arts, Culture & Heritage	\$ 8,061.90	Restricted
Property Tax Savings	TCF Property Tax Savings	Clearing account for undistributed tax collections	\$ 29,756.42	Unrestricted
Chelsea Bank CD	Chelsea Bank	General operating	\$ 258,140.19	Unrestricted
Future Facility Improvements CD	Ann Arbor State Bank	Reserved for future building project	\$ 291,661.07	Restricted
Petty Cash	Office	Small cash purchases	\$ 100.00	Unrestricted
Cash Drawer #1	Office	Cash Drawer	\$ 100.00	Unrestricted
Cash Drawer #2	Office	Cash Drawer	\$ 100.00	Unrestricted
Traverse City State Bank CD	Multi-Bank Securities	General Operating	\$ 249,000.00	Unrestricted
Bank of Northern Michigan CD	Multi-Bank Securities	General Operating	\$ 200,000.00	Unrestricted
MBIA Class	MBIA Class	General operating	\$ 59,328.37	Unrestricted
Subtotal Unrestricted			\$ 875,880.58	
Subtotal Restricted			\$ 299,722.97	
Total General Fund			\$ 1,175,603.55	
Major Streets Fund - 202				
Cash	TCF Pooled	General operating for major streets activities	\$ 4,015.90	Unrestricted
Subtotal Unrestricted			\$ 4,015.90	
Subtotal Restricted			\$ -	
Total Major Streets Fund			\$ 4,015.90	
Local Streets Fund - 203				
Cash	TCF Pooled	General operating for local streets activities	\$ 2,376.41	Unrestricted
Metro Act Account (Pooled)	TCF Pooled	Reserved for right of way activities	\$ 22,870.00	Restricted
Subtotal Unrestricted			\$ 2,376.41	
Subtotal Restricted			\$ 22,870.00	
Total Local Streets Fund			\$ 25,246.41	
Municipal Streets Fund - 204				
Cash	TCF Pooled	Available for transfer to Major & Local Streets	\$ 277,940.84	Unrestricted
Property Tax Savings	TCF Property Tax Savings	Available for transfer to Major & Local Streets	\$ 557.76	Unrestricted
Subtotal Unrestricted			\$ 278,498.60	
Subtotal Restricted			\$ -	
Total Municipal Streets Fund			\$ 278,498.60	
Solid Waste Fund - 226				
Cash	TCF Pooled	Available for Solid Waste activities	\$ 68,390.50	Unrestricted
Subtotal Unrestricted			\$ 68,390.50	
Subtotal Restricted			\$ -	
Total Solid Waste Fund			\$ 68,390.50	
Tree Replacement Fund - 275				
Cash	TCF Pooled	Restricted for Trees	\$ 1,907.55	Restricted
Multi-Bank CD	Multi-Bank Securities	Restricted for trees	\$ 125,000.00	Restricted
MBIA Class	MBIA Class	Restricted for trees	\$ 16,316.62	Restricted
Subtotal Unrestricted			\$ -	
Subtotal Restricted			\$ 143,224.17	
Total Tree Replacement Fund			\$ 143,224.17	

General Ledger Name	Bank & Account Name	Purpose	Balance 06/30/16	Status of Cash
Debt Service Fund - Streetscape Bond - 303				
Cash	TCF Pooled	Tax collections for GO Bond payments	\$ 867.31	Restricted
Property Tax Savings	TCF Property Tax Savings	Tax collections for GO Bond payments	\$ -	Restricted
Subtotal Unrestricted			\$ -	
Subtotal Restricted			\$ 867.31	
Total Streetscape Bond Debt Service Fund			\$ 867.31	
Debt Service Fund - Facilities Bond - 352				
Cash	TCF Pooled	Restricted for Facilities Bond Payments	\$ -	Restricted
Subtotal Unrestricted			\$ -	
Subtotal Restricted			\$ -	
Total Facilities Bond Debt Service Fund			\$ -	
Debt Service Fund - Road Bond - 353				
Cash	TCF Pooled	Restricted for Road Bond Payments	\$ -	Restricted
Subtotal Unrestricted			\$ -	
Subtotal Restricted			\$ -	
Total Road Bond Debt Service Fund			\$ -	
Equipment Replacement Fund - 402				
Cash	TCF Pooled	Reserved for vehicle maintenance and purchase	\$ 80,834.43	Restricted
Subtotal Unrestricted			\$ -	
Subtotal Restricted			\$ 80,834.43	
Total Equipment Replacement Fund			\$ 80,834.43	
Road Bond Construction Fund - 406				
Cash	TCF Pooled	Restricted for bond funded road construction	\$ -	Restricted
Subtotal Unrestricted			\$ -	
Subtotal Restricted			\$ -	
Total Streetscape Debt Service Fund			\$ -	
Sewer Enterprise Fund - 590				
Cash	TCF Pooled	Sewer operating	\$ 529.23	Unrestricted
Sewer Tap Fees Account	TCF Sewer & Water	Sewer tap-in fees	\$ 12,430.51	Unrestricted
Sewer Tap Fees Account	PNC Bank	Sewer tap-in fees	\$ 371,745.28	Unrestricted
Property Tax Savings	TCF Property Tax Savings	Tax collections for delinquent utilities	\$ -	Unrestricted
Bank of Holland	Multi-Bank Securities	Sewer tap-in fees	\$ 100,000.00	Unrestricted
Sewer Tap Fees Account	Michigan Class Sewer/Water	Sewer tap-in fees	\$ 125,792.39	Unrestricted
Subtotal Unrestricted			\$ 610,497.41	
Subtotal Restricted			\$ -	
Total Sewer Enterprise Fund			\$ 610,497.41	
Water Enterprise Fund - 591				
Cash	TCF Pooled	Water operating	\$ 428.21	Unrestricted
Water Tap Fees Account	TCF Sewer & Water	Water tap-in fees	\$ 110,830.67	Unrestricted
Water Tap Fees Account	PNC Bank	Water tap-in fees	\$ 280,396.30	Unrestricted
Property Tax Savings	TCF Property Tax Savings	Tax collections for delinquent utilities	\$ -	Unrestricted
Water Tap Fees Account	Michigan Class Sewer/Water	Water tap-in fees	\$ -	Unrestricted
Subtotal Unrestricted			\$ 391,655.18	
Subtotal Restricted			\$ -	
Total Water Enterprise Fund			\$ 391,655.18	

General Ledger Name	Bank & Account Name	Purpose	Balance 06/30/16	Status of Cash
Trust & Agency Fund - 701				
Site Plan Review	TCF Pooled	Escrows for payment of development related fees	\$ 15,301.52	Restricted
Luminaries	TCF Pooled	Escrow for Luminaries	\$ 580.00	Restricted
Performance Guarantees	TCF Performance Guarantees	Escrows for development bonds	306,784.71	Restricted
Tree Escrow	TCF Pooled	Escrows for Tree Replacement	\$ -	Restricted
Subtotal Unrestricted			\$ -	
Subtotal Restricted			\$ 322,666.23	
Total Trust & Agency Fund			\$ 322,666.23	
Current Tax Collection Fund - 703				
Property Tax Savings	TCF Property Tax Savings	Tax collections for other units of government	\$ 9,112.77	Restricted
Subtotal Unrestricted			\$ -	
Subtotal Restricted			\$ 9,112.77	
Total Trust & Agency Fund			\$ 9,112.77	
Retiree Health Care Fund - 736				
Cash	Mers	Funds reserved for OPEB	\$ 871,115.72	Restricted
Subtotal Unrestricted			\$ -	
Subtotal Restricted			\$ 871,115.72	
Total Trust & Agency Fund			\$ 871,115.72	
Payroll Fund - 750				
Cash	TCF Payroll	Funds reserved for payment of accrued benefits	\$ 10,902.47	Restricted
Bancorp Acct for FSA	Bankcorp	Funds reserved for payment of FSA charges	\$ 500.00	Restricted
Subtotal Unrestricted			\$ -	
Subtotal Restricted			\$ 11,402.47	
Total Trust & Agency Fund			\$ 11,402.47	
Total Unrestricted			\$ 2,231,314.58	
Total Restricted			\$ 1,761,816.07	
Grand Total Cash			\$ 3,993,130.65	
Summary of General Funds Available for Non-Operational Use				
	General Fund Unrestricted		\$ 875,880.58	
	15% Fundbalance (based on revenue budget)		\$ (434,235.00)	
	Accounts Payable as of July 15th.		\$ (22,792.69)	
	Outstanding Border to Border Trail Invoice		\$ (60,000.00)	
	Available Unrestricted		\$ 358,852.89	
	Restricted for Streets		\$ 307,760.91	
	Restricted for Equipment		\$ 80,834.43	
	Restricted for Facilities		\$ 291,661.07	
	Restricted for Arts, Culture & Heritage		\$ 8,061.90	
	Restricted for Trees		\$ 143,224.17	

**Dan Schlaff, Public Services Superintendent
Two Week Report Ending July 18, 2016**

DPW

- Spread mulch at Mill Creek Park North
- Cleaned catch basins
- Worked on border of Lions Park
- Cold-patched storm drain
- Cleaned and fixed lights at Farmers Market
- Helped City landscaper
- Put up stop sign at end of DPW driveway
- Finished putting water bags on trees
- Power washed benches at Monument Park
- Cut up fallen tree on stairs next to Library
- Swept Downtown sidewalks
- Graded alleys
- Chloride alleys
- Main Street walk though for Zito punchlist
- Repaired fan at Fire Hall
- Meeting with Sean Burton, Dexter Community Schools
- Fixed banner
- "Caution" taped area for fallen wire
- Checked traffic signals
- Took photos of stormwater issue by Train Depot
- Monthly inspections
- Cleaned up pea gravel mess at Broad and Grand
- Worked on Chipper truck
- Swept sidewalks on Hudson
- Fixed plug at Fire Hall
- Tightened bolts on boardwalk

WATER

- Backwash: 7/7/2016 - 65,000 gals, 7/14/2016 - 64,000 gals
- The average water use for the week of 7/04 to 7/10 was 0.777 MGD
- The average water use for the week of 7/11 to 7/18 was 0.746 MGD
- Morning rounds
- Reads (final, beginning, NUBCO)
- Meter install
- MXU install
- Depth at well 5: 7/12/2016 - 27.5, 7/19/2016 - 28.4
- Miss Digs
- ROW inspections
- Changed CL2 injector and shut off at the filter building because of leak
- Grabbed the Arsenic, Fluoride and the Iron from the Filter Building and Well house
- Located water service line for contractor
- Replaced orthophosphate line and tube at Iron removal building
- Handed out water restriction door hangers
- Repaired hydrant at back of WWTP

- Chemical delivery at WFB and Well 5

WASTE WATER

- Huron lift station generator not running; PM services repaired bad ignition coil
- Sand filter chem clean pump failure; Repair parts ordered, staff repair
- Opened secondary digester methane gas valve; boiler now running on bio gas
- Compressed air system air dryer has no power; Harper Electric replaced switch.
- Tree fell near flair took out fence, awaiting quotes for repair
- Boiler #2 fail JC mechanical identified faulty flame sensor. Replacement part on order
- Boiler water meter failed; staff will repair/replace
- Kennedy Industries changed Westridge Pump #2 with new pump and took original pump to be re-built for our future use (back-up)
- Submit DTE rebate for lab lighting
- NUBC monthly visit
- WWTP chemical deliveries
- Schedule preventative sewer cleaning for August 15th
- Cut out manhole on Dan Hoey (in front of Cornerstone School entrance) for replacement of sewer manhole riser and lid.
- Ordered new muffle furnace for WWTP lab
- Ordered replacement cooling fan for Industrial Park Lift Station generator; Missing 2 fins suspect debris in way when it started
- Waste water monthly operating report to DEQ

ADDITIONAL NOTES:

Received DTE Reimbursement check for \$20,529.94 for the electric savings due to the upgrade at the Waste Water Treatment Plant. These savings are directly related to the WWTP staff diligence in pursuing routes to save money through DTE.

Dan met with Sean Burton of Dexter Schools to discuss the removal and upgrade of sewer and storm manholes in school parking lot entrances. Repairs/replacements took place on 7.19.16.

In this same meeting Sean inquired about our Cape and Crack Sealing Program and asked if in the future if the schools could piggy-back on our Streets Program. He also asked if the City could replace the asphalt around a light pole in the Mill Creek parking lot. We agreed and filled it on 7.19.16.

We finished our Sewer/Manhole Inspection on every sewer and manhole in the City of Dexter. Our results show 31 manholes that need to be tugged and pointed, risers replaced or a manhole lid replaced. We also determined preventative maintenance on sewer mains that need to be jetted and vactored. This maintenance is scheduled to begin the week of August 15, 2016; residents will be notified of the work via door hangars.

STAFF REPORT

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

From: Michelle Aniol, Community Development Manager

Date: July 25, 2016

PLANNING COMMISSION UPDATES

The Planning Commission voted unanimously to amend the motion it adopted on June 6, 2016, to recommend conditional approval of PUD-AP2016-01 Grandview Commons PUD Petition and Area Plan to City Council by striking condition #4, Recommendations, as cited in the DAFD review, dated May 11, 2016, and inserting Fire Protection Ordinance requirements, as cited in the DAFD review, dated May 11, 2016. As you will recall, the applicant for the Grandview Commons had requested reconsideration of one of the conditions of approval, as recommended by the Planning Commission on June 6, 2016 (see attached staff memo).

MISCELLANEOUS UPDATES

- The new business opening in 8060 Main Street will be called "3bird".
- The lawn has been mowed at 7711 Fourth Street. It will continue to be maintained by the city for the remainder of the season. Invoices will be sent to the property owner of record. If payment is not received, a lien will be placed on the property, pursuant to Sections 18-34 and 18-35.
- Attached to this report you will find the following documents/information:
 - A visual primer (a/k/a cartoon) about Dick and Rick. It depicts "the visual exploration of community-engaged design practices and how they can be – but aren't always – used to create great design projects, as well as" to facilitate "greater social justice." I think you will find it very informational and a helpful resource.
 - A memo and marked up plot plan from the city engineer, Patrick Droze regarding the location of a new sidewalk, along the Forest frontage of the new home, at the corner of Forest and Inverness Streets. The engineering standards require a new sidewalk to be placed 1-foot off the right-of-way line, which in this case is also the property line. In his memo Patrick cites existing utility poles within front yards along Forest Street, on the same side as the new corner house, a varying intensity of large trees between the utility poles and the right of way, and gravel parking areas that were present on properties closer to Inverness, as conditions that merit relief from the engineering standards.

The area between the ROW line and the edge of the pavement ranges from 40' to 42' (from west to east). The sidewalk will be offset approximately 20' to 21' off the right-of-way and generally 14' to 17' from the edge of the pavement. According to Patrick, this will accommodate the existing conditions cited previously, as well as existing and future stormwater drainage.

STAFF MEMO

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

From: Michelle Aniol, Community Development Manager

RE: Amendment to Adopted Motion Recommending Conditional Approval of Grandview Commons PUD Petition and Area Plan

Date: July 15, 2016

As you will recall, the applicant for the Grandview Commons has requested reconsideration of one of the conditions of approval, as recommended by the Planning Commission on June 6, 2016 (see attached email correspondence between the applicant and staff). The condition in question is #4, Recommendations, as cited in the DAFD review dated, May 11, 2016 (attached). The DAFD review cited Fire Ordinance Requirements, as well as DAFD recommendations regarding fire monitoring alarm system and fire suppression of all buildings.

On June 6, 2016 the Planning Commission, in a 6-2 vote, recommended approval of the revised PUD Area Plan for Grandview Commons, subject to a number of conditions, one of which included DAFD recommendations regarding a fire alarm monitoring system and suppression of all buildings. DAFD's recommendation for fire alarm monitoring system and suppression of all buildings became a requirement when the applicant did not object to it as a condition of approval, before the Planning Commission took action. A copy of the approved meeting minutes accompanies this memo.

The following facts are provided for the Planning Commission's consideration:

- The applicant received a copy of the DAFD review letter, date May 11, 2016.
- The applicant received a copy of staff's review dated, May 31, 2016, which included the proposed conditions of approval, prior to the Planning Commission meeting on June 6, 2016.
- The applicant committed to providing fire suppression in accordance with code requirements, in the applicant's June 2, 2016 correspondence (attached).
- During the June 6, 2016 meeting, the applicant requested the Planning Commission recommend approval, subject to the conditions of approval cited in staff's review.
- There was no discussion regarding the DAFD review letter during the meeting.

The applicant believed he had made his position clear in his cover letter. Staff and the Planning Commission believed that since the applicant requested approval of the conditions listed in the suggested motion, the applicant understood that fire monitoring and fire suppression would be required. In hindsight, staff finds it reasonable and logical to conclude that there has been a miscommunication and misunderstanding by the applicant, staff and the Planning Commission.

MOVING FORWARD

In our planning consultant's opinion, the applicant's request could be handled by City Council when it considers the case, or the Planning Commission could conduct a public hearing to consider the request.

In the City Attorney's opinion, which was received after the July 5th Planning Commission meeting, as long as proper notices are given pursuant to our ordinance and the zoning enabling act, the issue could be on the next Planning Commission agenda, at which time anyone of the Planning Commissioners could bring a motion to amend the prior approval of the area plan and remove or modify the condition.

Neither the Zoning Ordinance, nor the Zoning Enabling Act addresses reconsideration or amendment of a motion. However, Section VIII of the Planning Commission's Bylaws states that parliamentary procedure

in Commission meetings shall be governed by Robert's Rules of Order, unless such rules are superseded by these Bylaws or surpasses by a majority vote of the Commission members attending.

Staff reviewed Robert's Rule of Order and offers the following comments.

- To Amend Something Previously Adopted, Robert's Rules states:
 - The purpose is to change something previously adopted either by striking out the entire action or by changing part of it.
 - The motion to amend needs a second.
 - The motion to amend is amendable and debatable.
 - If no previous notice is given, either a two-thirds vote or a majority of the entire membership is needed, whichever is more practical to obtain. If previous notice is given, the motion requires a majority vote to adopt.
 - If the motion to amend is adopted, the previously adopted motion is reversed or changed.

The Planning Commission discussed the applicant's request at its July 5, 2016 meeting and requested the item be placed on its July 19, 2016 agenda. Thus, previous notice was given.

SUGGESTED MOTION

Following discussion, staff recommends a commissioner make the following motion:

I move to amend the motion adopted on June 6, 2016 to recommend conditional approval of PUD-AP 2016-01 Grandview Commons PUD Petition and Area Plan to City Council by striking condition #4, Recommendations, as cited in the DAFD review dated, May 11, 2016, and inserting Fire Protection Ordinance requirements, as cited in the DAFD review dated, May 11, 2016.



This is Dick.

Dick & Rick

A Visual Primer for Social Impact Design

*This project is a visual exploration
of community-engaged design
practices and how they can be
— but aren't always — used
to create great design projects
as well as greater social justice.*



This is Rick.

Dick and Rick want to use their design skills to help communities. But they're not sure how to go about doing that...

I CAN HELP THEM!



Dick is pretty sure he can think of a great project after seeing a story about a local community in the news.

He hasn't spent much time in the area but really wants to help.



Rick believes in the power of design and wants to support and strengthen communities.

He seeks out people in a nearby community to find out what's important to them.

Dick and Rick approach the community to find out more...



Dick starts his site analysis.

He doesn't talk to anyone.



Rick finds out the group is concerned about parks and listens to their stories.

He learns that "Residents for Parks," a long-standing community group, has been working on improving a park for the past 5 years, and asks if he can join their efforts.

Dick and Rick figure out how to start working with the community...



Dick wants to ensure the community is engaged in the process, so he holds a public meeting to show off his design proposal.



Understanding that residents are experts about their neighborhood, **Rick** begins to work with the group, and asks them about the park and their community.

Dick and Rick get feedback on their design ideas...



Dick asks for input, but is pretty confident in his proposal.

Dick gets some mixed reviews on his ideas, but he still believes that his design can have the most impact. He has the best intentions for the community.



Rick spends a long (long!) time hearing from residents, who don't all agree with each other.

He designs a way for them to work together to shape the proposal.

Dick and Rick manage their project budgets...



Dick doesn't really think about the budget. There isn't much money so he gets an unpaid intern to help with the work.



Rick knows the budget is tight, but wants to make sure the community's time is valued, and he knows that paying his intern will make it possible for someone from a less privileged background to move up in the design field.

After many months, Dick and Rick's projects are complete!



Dick's park is pretty but fails to "activate the space," since no one seems to be using it.



Rick's park is pretty, too.

Plus, it's used by all the community members who helped to create it.

Dick and Rick learn about equity...



Dick got his project published in a magazine, who didn't seem to notice that there were no people using it.

The community was left with a new park ... but it didn't respond to their needs, or do anything to address larger social issues impacting them.



Community members got so excited about **Rick's** design for the playground that the Youth Leadership Group asked if he would help them design a stand for their farmers' market, which they built themselves.

The community got two new projects, and some new skills... and the design process increased civic engagement and leadership opportunities, and gave community members the chance to implement their own solutions.

More and more people are practicing some form of community-engaged design or social impact design or human-centered design. But as these fields have grown, much of the emphasis is on design rather than on the communities impacted by the work.

As practitioners in the field, the Equity Collective felt it was time to shine a light on how good community-engaged design practices can not only create good projects but also advance social justice, and how poor practices are hurting not only our field, but the communities it claims to serve.

The Equity Collective is a group of practitioners advancing issues of social equity in the community-engaged design field. They collaborated with the Center for Urban Pedagogy (CUP) and illustrator Ping Zhu to create this visual guide to community design practices.



The Center for Urban Pedagogy (CUP) is a nonprofit organization that uses the power of design and art to increase meaningful civic engagement.
welcometoCUP.org

Equity Collective is a group of practitioners advancing issues of social equity in the community-engaged design field.
equitycollective.org

PING ZHU

Ping Zhu is a Brooklyn-based illustrator, who received the ADC Young Gun in 2013 and has been recognized by American Illustration and Communication Arts.
www.pingszoo.com

Collaborators:

CUP: Christine Gaspar, Matthew Ledwidge

Equity Collective: Christine Gaspar, CUP; Theresa Hwang, Dept of Places; Liz Ogbu, Studio O.

Illustrator: Ping Zhu

Special thanks to the other members of the Equity Collective: Barbara Brown Wilson, University of Virginia; Jess Garz, Surdna Foundation; Nicole Joslin, Austin Community Design & Development Center; Katie Swenson, Enterprise Community Partners; and Jess Zimbabwe, Rose Center for Public Leadership.

Support for this project was provided by the Surdna Foundation.

© the Center for Urban Pedagogy, 2015.

memorandum

Date: July 20, 2016

To: Michelle Aniol, Community Development Manager

cc: Courtney Nicholls, City Manager

From: Patrick M. Droze, P.E.

Re: Forest / Inverness Sidewalk Location

In May of 2016, a property owner at the northeast corner of Inverness and Forest Streets (7580 Forest) submitted a plot plan for a proposed single family home. The plan included new sidewalk along Forest as is required for new construction within the City. The proposed location was within 5 feet of the Forest Street Road edge which is a deviation from the Engineering Standards which require new sidewalk be constructed 1' off the right of way line within said right of way. The standards also offer some relief from this requirement if there is landscape, trees, terrain or other obstacles within the right of way that prohibit placement at 1' offset. This option has been leveraged in areas within the original Village of Dexter platted area where right of ways are 99 feet. In some instances, homes are constructed only a few feet from the right of way which could result in sidewalk very close to dwellings.

As part of our review of the plot plan, we performed a site visit and walked Forest Street to view the subject parcel as well as properties along Forest Street. This was performed to determine a possible alternative corridor for the street beyond the work proposed at 7580 Forest. In general, we noted the following:

1. Utility poles are present within the front yards of properties along the north side of Forest. The poles are about 22' from the road edge and 15' from the right of way line.
2. Landscaping of varying intensity and large trees were present between these utility poles and the right of way on many properties east of the subject parcel.
3. Gravel parking areas are present at some properties towards Inverness Street.

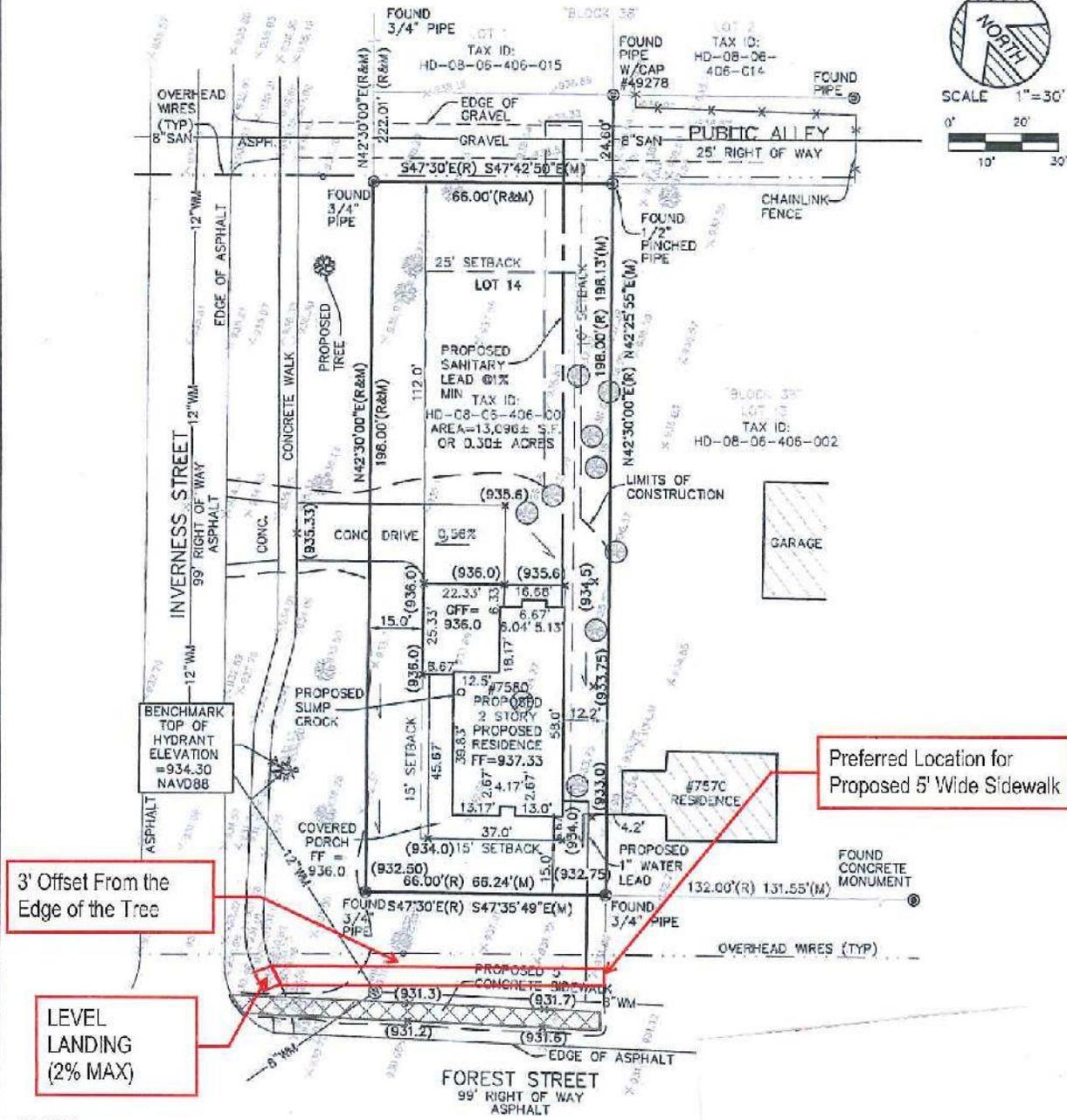
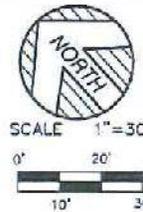
As a result of this, it is suggested that the sidewalk at 7850 Forest is placed on an alignment within a few feet of the existing utility poles on the street side of the right of way. This will provide sufficient offset from the roadway to accommodate drainage via shallow swales as well as parking if desired by the homeowner (though it is not requested). This offset provides an open area of generally 14' to 17' between the existing pavement and front of sidewalk.

SITE PLAN

PROPERTY DESCRIPTION:

(PER WARRANTY DEED):

LOT 14, BLOCK 38, ADDITION TO THE VILLAGE OF DEXTER BY THE DEXTER ESTATE, WASHTENAW COUNTY, MICHIGAN ACCORDING TO THE PLAT THEREOF RECORDED IN LIBER 55 OF DEEDS, PAGE 476, WASHTENAW COUNTY RECORDS.



3' Offset From the Edge of the Tree

LEVEL LANDING (2% MAX)

Preferred Location for Proposed 5' Wide Sidewalk

NOTES:

1. A CURRENT TITLE POLICY HAS NOT BEEN FURNISHED AT TIME OF SURVEY, THEREFORE EASEMENTS AND/OR ENCUMBRANCES AFFECTING SUBJECT PARCEL MAY NOT BE SHOWN.
2. NO EARTH WILL BE DISTURBED OUTSIDE CONSTRUCTION LIMITS
3. ALL EXISTING TREES WITHIN THE CONSTRUCTION LIMITS MUST NOT BE DISTURBED IN ANY WAY.
4. ALL ROOF DRAINS WILL BE DIRECTED TOWARD THE STREET AND PUBLIC ALLEY
5. LIMITS OF CONSTRUCTION WILL BE CONSTRAINED BY A 3' HIGH SILT FENCE AND MONITORED BY THE CONTRACTOR FOR THE DURATION OF THE CONSTRUCTION PERIOD.

BUILDER:
 MIKE MILLER BUILDING COMPANY
 629 FAIRBROOK
 NORTHVILLE, MI 48167
 248-797-7095

I HEREBY CERTIFY THAT I HAVE SURVEYED THE LAND HEREIN PLATTED AND DESCRIBED AND THAT THE RATIO OF CLOSURE MEETS THE REQUIREMENTS OF PUBLIC ACT 132 OF 1970.

Anthony T. Sycko, Jr.
 ANTHONY T. SYCKO, JR., P.S./NO. 47976



LEGEND

- ⊙ FOUND MONUMENT (AS NOTED)
- (M) MEASURED DIMENSION
- (R) RECORD DIMENSION
- (XX.X) PROPOSED GRADE
- ⊘ TREE REMOVE
- TREE PROTECTION
- LIMITS OF CONSTRUCTION
- PROPOSED SIDEWALK

REVISED: 08/04/15

KEM-TEC & ASSOCIATES	
22556 GRATIOT AVE. EASTPOINTE, MI 48021 PROFESSIONAL SURVEYORS - PROFESSIONAL ENGINEERS (586)772-2222 * FAX (586)772-4048	
CERTIFIED TO: MARCO AND ANN MARQUES	
FIELD SURVEY: KB WM	DATE: JUNE 23, 2015
DRAWN BY: JAL	SHEET: 1 OF 1
SCALE: 1" = 30'	JOB NO.: 15-02129



WASHTENAW COUNTY OFFICE OF THE SHERIFF



JERRY L. CLAYTON
SHERIFF

2201 Hogback Road ♦ Ann Arbor, Michigan 48105-9732 ♦ OFFICE (734) 971-8400 ♦ FAX (734) 973-4624 ♦ EMAIL sheriff@ewashtenaw.org

MARK A. PTASZEK
UNDERSHERIFF

To: Courtney Nicholls, Dexter City Manager
From: Geoff Fox, Sergeant
Through: Lisa King, Lieutenant
Cc: Marlene Radzik, Police Services Commander
Date: July 7, 2016
Re: June 1st – June 30th, 2016 Police Services Monthly Report

Agenda: 7/25/2016
Item: I-4

During the month of June there were 243 Calls for service (including traffic stops). Deputies conducted 108 traffic stops during this time with 35 citations issued.

Deputies continue to attend training throughout the year in efforts to improve overall service. Recent training initiatives include:

- All staff assigned to this area will be attending Defensive Tactics training along with a Taser update session.

Banked Hours Update:

- We have one position that is currently vacant due to an injury. The hours from this have been banked since the beginning of the year and periodically used when staffing was low. With the warmer weather settling in we will be increasing staffing and doing targeted patrol in the busy areas.

Several other projects and concerns have or are being addressed. They include:

- On 6/3/16 we responded to the 7800 block of Forest Street for the report of a medical assist. This is a vacant home and when the realtors came to look at it they discovered a male subject passed out inside. After several minutes, deputies and medical personnel were able to wake the male (38 year old from Whitmore Lake) up. He had no idea where he was or how he got to Dexter. He was transported to the hospital for evaluation.
 - Statistically this incident is classified as a burglary/home invasion due to the fact that he did not live there and had no permission to be inside.
- On 6/24/16 deputies made a traffic stop on Central Street near Huron Street. Upon contact with the driver (38 year old from Dexter) an odor of alcohol could be smelled coming from the inside of the car. The driver admitted to drinking and field sobriety tests confirmed his intoxication. He was arrested and transported to jail.
- Year to date Assaultive Crimes show to have increased. All of these are domestic related and NOT stranger assaults.



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MARK A. PTASZEK
UNDERSHERIFF

June 2016

DEXTER CITY MONTHLY POLICE SERVICES MEETING

2016 Traffic Stops (YTD)	2015 Traffic Stops (YTD)	Percentage Change
YTD 759	999	-24%
MONTH 108	172	-37%

2016 Citations (YTD)	2015 Citations (YTD)	Percentage Change
YTD 178	178	---
MONTH 35	44	-20%

2016 Drunk Driving Arrest (YTD)	2015 Drunk Driving Arrest (YTD)	Percentage Change
YTD 3	14	-79%
MONTH 1	4	-75%

	2016 (YTD)	2015 (YTD)	Percentage Change
Calls for Service (YTD)	1473	1606	-8%
Homes Invasions (YTD)	3	1	+200%
Larceny's (YTD)	5	12	-58%
Robbery's (YTD)	1	0	---
Assaultive Crimes (YTD)	8	2	+300%
Traffic Crashes (YTD)	70	47	+49%
Verified Traffic Stops CFS	714	946	-25%
Non-Terminal Medical CFS	41	52	-21%

1. Animal Control Updates: (Year to date)

CALL FOR SERVICE	2016	2015	Change
Dexter City	9	13	-31%
Animal Control Service Request	7	3	+133%

CITY OF DEXTER

cnicholls@dextermi.gov

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

MEMO

To: Mayor Keough and Council Members
From: Courtney Nicholls, City Manager
Date: July 20, 2016
Re: City Manager/Assistant to the Manager Report - Meeting of July 25, 2016

1. Meeting Review:
 - July 8th – Foremost Development
 - July 19th – Farmers Market/Community Garden Oversight Committee
 - July 19th – Parks & Recreation Commission (no quorum)
 - July 20th – Dexter Community Schools

2. Upcoming Meetings:
 - July 25th – DTE site visit to 7651 Dan Hoey
 - July 25th – City Council Meeting
 - August 2nd – Election Day

3. **MAHL Study.** The State of Michigan has approved our Maximum Allowable Headworks Loading Study (MAHL). The limits established in that document are now our official allowable limits with the State of Michigan Department of Environmental Quality. The next step will be updating our sewer ordinance to reflect these limits. Staff will be requesting a meeting of the Utility Committee to begin discussion of a review of both the water and sewer ordinances.

4. **Wetland Delineation Study.** SmithGroupJJR and King & MacGregor Environmental, Inc. have completed the wetland delineation study and found that a small segment of land along Mill Creek can still be considered wetland. The next step is to meet with representatives of the MDEQ wetland division. According to Woody Held of King & MacGregor, it typically takes two to three weeks to set-up this meeting. With several City representatives going on vacation in the next few weeks, the meeting will likely take place mid-to-late August.

5. **Dexter Crossing Tax Tribunal.** The Dexter Crossing Tax Tribunal case has been settled. Shawn called Jeff Hauptman, CEO of Oxford, on Wednesday morning. Jeff was receptive to the points Shawn made about the City protecting its tax base and not wanting to spend unnecessary legal fees. Following this phone call Scott Munzel sent the following offer to Oxford:

2014 Taxable Value	\$1,300,000
2015 Inflationary increase (1.6%)	\$20,800
2015 Increase Due to Improvements	\$150,000

2015 Taxable Value	\$1,470,800
2016 Taxable Value (0.3% inflationary increase)	\$1,475,212

This offer was accepted by Oxford. Oxford's original request was for a 2015 taxable value of \$1,275,000. The 2015 taxable value according to the assessment roll was \$1,623,300. The total amount of refund due to Oxford from City General Fund, Municipal Streets and the GO Bond Fund is \$4,331.80. The stipulation agreement was filed with the Tax Tribunal on Friday, July 15, 2016.

Our next two non-Wellness Center related Tax Tribunal filing deadlines are November 7, 2016 for LaFontaine and January 3, 2017 for Dexter Mobile.

6. **Pokemon Go.** Pokemon Go was released the week of July 11th and has already been downloaded by millions of people. In this mobile phone game, people walk around the community attempting to capture tiny creatures called Pokemon and visit "Poke-stops," where they can gather items that will be useful to their adventure. There are several places of interest in Dexter that have been designated as "Poke-stops," including parks, sculptures, the Fire Station, the Broad St. clock, and several locations downtown. Do not be surprised if you see increased pedestrian traffic or people hanging around at these locations (while looking at their phone).
7. **2016 Road Project.** A payment to Highway Maintenance is included in this meetings bills and payroll. The project is approximately \$8,000 under budget. We are holding approximately \$27,000 in retainage which will be paid out after any needed repairs are made. We also have a 2 year maintenance and guarantee bond on the project to deal with any issues during the next 2 years.
8. **First St. Park Project.** Justin Breyer and Michelle Aniol interviewed three candidates for a volunteer planning project internship to assist the City with developing a concept/area plan for First Street Park. The purpose of this project is to help guide future investment into First Street Park and to bring it up to the high standards that the City has set for its public parks. All three candidates hailed from the University of Michigan's Masters of Urban Planning program. Two of the candidates interviewed have skills in planning and communication that staff feels would complement each other, and have agreed to work as part of a team on this project.
9. **2016 Sidewalk Project.** The 2016 sidewalk project was put out to bid on July 19, 2016. Currently \$70,000 is budgeted for sidewalk work in 2016-2017. The bid includes replacement of raised sidewalks, intersection improvements to achieve ADA compliance and a new sidewalk to connect the soon to be installed sidewalk on Alpine to the existing sidewalk network. The bid also includes an alternate for the sidewalk in front of DAPCO. When DAPCO did their expansion in 2012, they signed a 5 year waiver to delay the installation of sidewalk along the frontage of their property. That waiver requires the installation to occur within 5 years or when adjoining sidewalk is put in. Due to the Safe Routes to School project, adjoining

sidewalk was put in last summer. Staff has been working with DAPCO to get the sidewalk put in and offered to include the work in our sidewalk bid to get a price for the work. If DAPCO decides to do the project using the selected bidder, they would be responsible for payment for the work.

10. **Bicycle Sculpture.** During the City Council meeting on June 27th, staff provided an update on the proposed bicycle sculpture that the artist was no longer interested in participating in the project. During the July 5th Arts, Culture, and Heritage Committee meeting the project's advocates indicated that they intended to proceed with 1) finding a new sculptor for the design that was presented; and 2) that they would be seeking a new light pole. The project's advocates would not provide information about the sculptor with whom they were talking.

In presenting this information to the Art Selection Committee, the Committee moved to recommend to City Council and the Arts, Culture, and Heritage Committee that the current bicycle project be taken off the table in favor of starting a new process that matches the previously used temporary art selection process.



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF ENVIRONMENTAL QUALITY
JACKSON DISTRICT OFFICE



KEITH CREAGH
DIRECTOR

July 14, 2016

Mr. Dan Schlaff, Superintendent
City of Dexter
Water and Sewer Utilities
8360 Huron Street
Dexter, Michigan 48130

Dear Mr. Schlaff:

SUBJECT: NPDES Permit No. MI0022829 – Dexter WWTP
Industrial Pretreatment Program Modification
Local Limits for Toxic and Compatible Pollutants

The Department of Environmental Quality (DEQ), Water Resources Division (WRD) staff has reviewed the request of the city of Dexter dated June 20, 2016 for a substantial modification to the city's Industrial Pretreatment Program (IPP), which is contained in National Pollutant Discharge Elimination System (NPDES) Permit No. MI0022829, and find the requested modification approvable.

Staff is in agreement with the proposed changes to the Maximum Allowable Headworks Loading (MAHL)/Local Limits. The submittal requests to modify local limits for a variety of compatible and non-compatible pollutants. The submittal also requests the non-uniform allocation of compatible pollutants to the city's two existing permitted industrial users.

Staff review of the MAHL/Local Limits submittal considered methodology and data provided by the permittee to demonstrate that the limits are consistent with approved design loadings and will protect against the pass-through and/or interference of pollutants at the Publicly Owned Treatment Works (POTW).

This program modification meets the minimum requirements and is hereby approved. This approval is not, however, an endorsement of the local limits and does not constitute a release or waiver of liability for compliance with the city's NPDES permit, the city's NPDES permit application, or Part 31 of the Natural Resources and Environmental Protection Act, 1994, as amended.

Please be advised, the city is required to submit any proposed Sewer Use Ordinance changes and/or MAHL allocation procedures for final DEQ approval.

This approval is effective immediately. Should you require further information, please contact me at the number below, or you may contact my staff: Ms. Debora Snell, at 517-780-7929; snelld@michigan.gov; or DEQ, WRD, Jackson District Office, 301 East Louis Glick Highway, Jackson, Michigan 49201-1556.

Sincerely,



Tiffany J. Myers
Jackson District Supervisor
Water Resources Division
517-243-4915

tjm/ds/kc

cc: Ms. Courtney Nicholls, Manager, City of Dexter
Permits Section, DEQ, WRD (electronically)
Ms. Jodi Peace, IPP Program Coordinator, DEQ, WRD (electronically)
Ms. Deb Snell, DEQ, WRD (electronically)

By Sam Roberts

🕒 Updated 2:59 PM ET, Thu July 14, 2016



Pokemon Go sparks renewed interest in Nintendo 01:49

Story highlights

Sam Roberts: Pokemon Go could be a sign of a new direction for media

It now only serves players who can invest a great deal of time in game, he says

Editor's Note: Sam Roberts is a creative director who has developed experiential stories and events, including the mobile game [FREEQ](#) and the IndieCade International Festival of Independent Games. He is the assistant director of the Interactive Media & Games Division at the University of Southern California and manages the school's publishing initiative, which publishes games on a variety of platforms, including Nintendo. He can be found [@ashtonesq](#) on Twitter. The views expressed in this commentary are his own.

(CNN) — A woman walks down the street, pausing and backtracking erratically. She clutches her phone in front of her, furiously jabbing at the screen. Suddenly, to her right, another person appears, enacting the same strange dance of connection between his legs, his eyes and his phone.

Across the street, three individuals converge, each holding their phones in front of them. The woman overhears them say, "Charmander." She immediately stops and prepares her Poke Ball for attack. Such is the life of a Pokemon Go player, a new alternate reality experience from Niantic Inc. and the Pokemon Co., a division of Nintendo. The game allows players to hunt for strange hidden creatures, capture them and compete for territory in a digital version of the real world.

as the Apple Watch, means we supplement our daily lives with computer-driven data and feedback around where we walk, whom we engage with and what we look at.



Here's what playing Pokemon Go is like 00:54

But this most recent alternate reality game has inspired a new wave of social commentary. [One outlet claims that Pokemon Go is the future of social networking](#), a success that will revolutionize the world in a mere matter of time. [Others decry it as crass commercialization](#), as a failure of the form to be anything more than a way to merchandise humanity's love of Pokemon.

However, Pokemon Go is neither the crystallized, final form of an alternate reality game, nor is it a harbinger of the apocalypse. Instead, it is a significant, be it flawed, step forward in an emerging medium that will eventually infiltrate the way we all engage with, discover and consume media.



Related Article: Pokémon Go helps two Marines to catch murder suspect

Of course, the game isn't perfect. It has several show-stopping bugs, and its human interface is under-designed, making actual play difficult and frustrating for many potential users. It is not a repeatable design, as [it leverages a vast amount of information](#) gathered by Niantic with its first product. All of the physical locations the game uses existed in a database before they built the game. And despite that massive database, those real world locations are minimally employed. Most player time is spent in-app, not in a mixed reality provided by the app enhancing the world around them.

But it is also a glorious success -- proof that a large percentage of the smartphone-wielding audience is interested in an experience that lets them game in the world around them, that integrates with their daily lives and that

drives social interactions with fellow travelers across cultural identifiers. It proves that these products can be self-sustaining, not purely marketing spends but actual cultural products that people will use and spend time and money with.

To maintain this audience, to grow it, to keep players returning to the game, Pokemon Go will need to create a method for different types of players to engage with the game. Currently it serves one type of player -- a player who can invest large amounts of time and attention to the game.

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Players with more limited time and attention to invest do not have a way to engage lightly and generate in game value that drives them to socialize and engage with other players. Likewise, the hard-core gamer has no deep game to invest strategy, time and social organization. Serving these cultural groups and others will build an audience, keep players engaged and strengthen connections from one person to another.



Related Article: Pokémon GO shows Nintendo's unique approach works on smartphones

This pyramid of players and networks between many different cultural groups are the future of alternate reality games and the future of digitized entertainment. In the emerging field of experience design education, we prepare students to tell stories in a world where technology and mediums are important tools, but are just that -- tools that provide a palette, a platform or a unique twist for crafting new experiences for new players

When Pokemon Go finishes maturing, when the creators learn how to serve not just an audience with an abundant amount of free time, but the parents of those players, a community in an old-age home and a group of commuters on a bus, then it will have revolutionized the way we consume media. When developers determine how to leverage properly our world, the digital world and different player motivations across societies, they will change the way we experience and tell stories.

Until then, though, catching Rattata on your walk to work is surprisingly and gratifyingly fun.

Sam Roberts is a creative director who has developed experiential stories and events, including the mobile game [FREEQ](#) and the IndieCade International Festival of Independent Games. He is the assistant director of the Interactive Media & Games Division at the University of Southern California and manages the school's publishing initiative, which publishes games on a variety of platforms, including Nintendo. He can be found [@ashtonesq](#) on Twitter. The views expressed in this commentary are his own.

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

2016 Cape Seal Project – As the various streets have been completed, I have continued to receive and follow up on a few comments and questions regarding this year’s program. I have also assisted the City Manager in discussing replies to residents that have been sent via email directly to the City.

Dexter Wellness Center Court of Appeals Update – As I mentioned in my last report, the City filed its cross appeal brief in accordance with our June 29th deadline. We are doing everything we can to be efficient and timely in our submittals in hopes that the tax appeal for years 2014 and 2015 can be resolved quickly. To the contrary, the Chelsea Wellness Foundation continues to delay the process, which only costs everyone time and money. It seems like they have asked for extensions at every opportunity, which means additional responses are required. We are not sure why they want to drag this process out longer than necessary.

Dexter Wellness Center Tax Tribunal Update – the Chelsea Wellness Foundation has filed another appeal to the tax tribunal. This time it is for tax year 2016. The previous filing was for 2014 and lasted long enough to encompass 2015. It is unfortunate that they continue to want to fight the City and expend dollars that could otherwise benefit the community in other ways than legal fees.

July 13, 2016 – Meeting with Gary Reed of Kandler, Reed, Khoury & Muchmore – I was contacted directly by this company a few weeks ago. They are a lobbyist for the Petroleum Industry and they asked to visit Dexter to review our objectives in preparing a draft Oil & Gas Drilling Ordinance. Community Development Manager Michelle Aniol, City Manager Courtney Nicholls and Councilman Jim Carson attended a short meeting with me. We indicated that we would make them aware of our upcoming public hearing (whenever that gets scheduled) so that they can provide any comments they have.

July 13, 2016 – Meeting with Foremost Development to discuss a preliminary project “pro-forma” that outlines the cost of the potential project so that the City/DDA can get an idea of the value of the property. We discussed DDA financial objectives, project objectives, connection charges, and land costs based on covering project costs. A fourth public meeting will be scheduled in mid-August to review many of these details once the pro-forma is complete.

July 18, 2016 – DAFD Union Negotiation meeting – Met with DAFD Board negotiation team to review proposed contract changes proposed by the Local 4090 fire fighters.

July 19, 2016 – I attended the Special Planning Commission meeting. Under citizen comments, I updated the planning commission on the status of our interaction with Foremost Development and of our intent to have a 4th public meeting. I explained to them our goals and answered questions related to the DTE substation and the hopeful timeline for this project.

July 20, 2016 – Meeting with the Dexter Community Schools regarding the cost of fire runs and our existing 425 Agreement. Dexter Community Schools has asked the City to waive certain charges and modify the 425 Agreement that was signed. City Manager Nicholls and I met with the Schools and indicated that there is no reason for the City to modify the agreement. The cost of the fire runs is what it is and is an obligation of the 425 for the schools to reimburse. Dr. Timmis understood our position and the fact that the City/Village have been sharing costs for the school deputy for years.

July 20, 2016 – Meeting with Bob Guenther of Guenther Homes – Community Development Manager Michelle Aniol and I met with two representatives of Guenther Homes and their architect. They are interested in acquiring the Schultz property and wanted to walk the site with City representatives to understand what is occurring in the area of this property. We talked a lot about the shared parking in the area and the proximity to the park. They are currently negotiating with the Schulz family. No deal has been reached at this point. They are interested in primarily residential condominiums for the site. They are investigating using a portion of the first floor for indoor/covered parking. Michelle and I explained the desire for mixed use at this location, so that was discussed as well. It would be great if we could add this building to our downtown network.

Upcoming Activities

July 21, 2016 – Dexter Downtown Development Authority meeting

July 21, 2016 – Dexter Area Fire Department Board meeting

July 25, 2016 – City Council meeting

August 13, 2016 - Dexter Daze Parade – It would be great if Council wanted to walk together in the Dexter Daze parade. Is anyone available to do so?

Looking Ahead

Mid-August 2016 – 4th Public meeting for 3045 Broad Street – while a specific date has not been set, I wanted to start letting everyone anticipate a 4th public meeting either the 2nd or 3rd week of August. We need to make sure it doesn't conflict/compete with the Plein Air event activities.

Conversation with Jim Haeussler of Peter's Building Company - Council needs to discuss when we would like to have another meeting with Peter's Building Company regarding the Baker Road property. My thought is to have another meeting in advance of an upcoming Council meeting. I would appreciate Council feedback on when to schedule this. We have a lot of things going on right now. I was thinking either late August or September at the earliest.

Council Workshop (Facility Discussion) – This is another area where a full Council discussion is necessary to review the data gathered by the Facility Committee. The summer seems to be a really busy time, so I am looking at the fall to have a Council workshop on this topic.

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

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(313) 363-1434 (cell)

SUMMARY OF BILLS AND PAYROLL			7/25/2016
Payroll Check Register	07/20/16	\$40,482.34	Regular Pay
Employer Costs (FICA/MERS/ICMA) paid via electronic transfer	07/20/16	\$3,616.68	Regular Pay
Account Payable Check Register		\$426,452.95	
		\$470,551.97	TOTAL BILLS & PAYROLL EXPENDED ALL FUNDS
The due date column on the accounts payable worksheets represents the date of the Council meeting			
ALL PAYABLES ARE WITHIN ACCEPTABLE BUDGET LIMITS EXCEPT AS NOTED BELOW DETAIL VENDOR LIST AND ACCOUNT SUMMARY PROVIDED			
<i>"This is the summary report that will be provided with each packet. Approval of the total bills and payroll expended, all funds will be necessary."</i>			

Claimant	Amount Claimed	Amount Owed	Amount Rejected
1. A.R. BROUWER	3,951.00		
2. AMERICAN WATER WORKS ASS,MICH.	300.00		
3. ANN ARBOR OBSERVER	1,021.00		
4. ARBOR CARE TREE SURGEONS	225.00		
5. ARBOR SPRINGS WATER CO.INC	19.50		
6. AT&T	57.46		
7. BOULLION SALES	3,276.97		
8. BRIDGET LANE	130.00		
9. CARRIER & GABLE, INC.	1,664.00		
10. CMR MECHANICAL	282.76		
11. CMYK IMPERIAL PRINTING	330.00		
12. COMCAST - DPW	67.80		
13. CONCRETE LEVELERS	1,825.00		
14. CORRIGAN OIL COMPANY	5,294.96		
15. CRIBLEY WELL DRILLING CO INC	30.25		
16. CULLIGAN	45.94		
17. DORNBOS SIGN & SAFTEY INC.	1,164.80		
18. EJ USA,INC.	1,376.23		
19. ELHORN ENGINEERING CO	4,186.60		
20. ETNA SUPPLY CO	1,299.50		
21. GIGNAC & SONS, INC	75.00		
22. GRAINGER	68.00		
23. HACH COMPANY	983.42		
24. HIGHWAY MAINTENANCE CONSTUCTION CO	317,644.43		
25. HOPP ELECTRIC,INC.	1,732.50		
26. I.T. RIGHT INC.	6,269.00		
27. JOHN'S SANITATION	645.00		
28. LA FONTAINE	29,434.40		
29. L-N-J LANDSCAPING AND LAWN CARE	800.00		
30. MCNAUGHTON-MCKAY	2,080.00		
31. MICHIGAN MINERAL RESOURCES, LL	1,765.00		
32. MICHIGAN PIPE & VALVE	1,540.00		
33. MICHIGAN RURAL WATER ASSOC	650.00		
34. NORTH CENTRAL LABORATORIES	918.37		
35. PARAGON LABORATORIES INC	65.00		
36. PITNEY BOWES GLOBAL	166.92		
37. PNC	1,120.50		
38. RICOH AMERICAS CORPORATION	536.67		
39. RITE-TECH ENTERPRISES INC.	204.00		
40. SCOTT E. MUNZEL, PC	4,046.00		
41. SMALL BUSINESS ASSOC OF MICH	22,924.26		
42. SPEARS FIRE & SAFETY SERVICES	208.55		
43. STAPLES BUSINESS ADVANTAGE	365.91		
44. TECUMSEH TENT RENTAL, INC.	626.87		
45. UNUM LIFE INSURANCE	486.16		
46. USA BLUE BOOK	3,346.63		
47. VERIZON WIRELESS	497.59		
48. WASHTENAW COUNTY TREASURER	704.00		
TOTAL ALL CLAIMS	426,452.95		

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund 101 GENERAL FUND							
Dept 000 ASSETS, LIABILITIES & REVENUE							
101-000-667.002	FARMERS MARKET	BRIODGET LANE	FARMERS MARKET	07/18/16	07/25/16	130.00	
Total For Dept 000 ASSETS, LIABILITIES & REVENUE						130.00	
Dept 172 CITY MANAGER							
101-172-721.000	HEALTH & DENTAL INSURANCE	SMALL BUSINESS ASSOC O	JULY2016	07/20/16	07/25/16	6,234.84	
101-172-722.000	LIFE & DISABILITY INSURANCE	UNUM LIFE INSURANCE	JULY 2016	07/18/16	07/25/16	121.56	
101-172-727.000	OFFICE SUPPLIES	STAPLES BUSINESS ADVAN	SUPPLIES	07/19/16	07/25/16	47.48	
101-172-901.000	PRINTING & PUBLISHING	PNC	PRINTING	07/18/16	07/25/16	174.00	
101-172-901.000	PRINTING & PUBLISHING	PNC	PRINTING	07/18/16	07/25/16	566.50	
101-172-960.000	EDUCATION & TRAINING	PNC	REGISTRATION	07/18/16	07/25/16	125.00	
101-172-960.000	EDUCATION & TRAINING	PNC	REGISTRATION	07/18/16	07/25/16	65.00	
Total For Dept 172 CITY MANAGER						7,334.38	
Dept 210 ATTORNEY							
101-210-810.000	ATTORNEY FEES	SCOTT E. MUNZEL, PC	WELLNESS CENTER	1902	07/25/16	3,281.00	
101-210-810.000	ATTORNEY FEES	SCOTT E. MUNZEL, PC	TAX APPEAL	1900	07/25/16	340.00	
101-210-810.000	ATTORNEY FEES	SCOTT E. MUNZEL, PC	TAX APPEAL	1899	07/25/16	425.00	
Total For Dept 210 ATTORNEY						4,046.00	
Dept 253 TREASURER							
101-253-721.000	HEALTH & DENTAL INSURANCE	SMALL BUSINESS ASSOC O	JULY2016	07/20/16	07/25/16	1,768.97	
101-253-722.000	LIFE & DISABILITY INSURANCE	UNUM LIFE INSURANCE	JULY 2016	07/18/16	07/25/16	36.50	
101-253-977.000	EQUIPMENT	STAPLES BUSINESS ADVAN	SUPPLIES	07/19/16	07/25/16	185.38	
Total For Dept 253 TREASURER						1,990.85	
Dept 257 ASSESSING DEPARTMENT							
101-257-977.000	EQUIPMENT	I.T. RIGHT INC.	COMPUTER	20148664	07/25/16	1,020.00	
101-257-977.000	EQUIPMENT	I.T. RIGHT INC.	COMPUTER	07/18/16	07/25/16	1,249.00	
Total For Dept 257 ASSESSING DEPARTMENT						2,269.00	
Dept 265 BUILDINGS & GROUNDS							
101-265-727.000		ARBOR SPRINGS WATER CO	OFFICE	1620046	07/25/16	19.50	
101-265-727.000	OFFICE SUPPLIES	STAPLES BUSINESS ADVAN	SUPPLIES	07/19/16	07/25/16	90.87	
101-265-920.001		AT&T	424 1790	07/18/16	07/25/16	57.46	
101-265-936.000	EQUIPMENT SERVICE CONTRACT	I.T. RIGHT INC.	ANNUAL RENEWAL	20148550	07/25/16	2,000.00	
101-265-936.000	EQUIPMENT SERVICE CONTRACT	PITNEY BOWES GLOBAL	LEASE	3300674602	07/25/16	166.92	
101-265-936.000		RICOH AMERICAS CORPORA	COPIER	5043105793	07/25/16	536.67	
Total For Dept 265 BUILDINGS & GROUNDS						2,871.42	
Dept 285 CITY TREE PROGRAM							
101-285-803.000	CONTRACTED SERVICES	ARBOR CARE TREE SURGEO	TREES	07/18/16	07/25/16	225.00	
Total For Dept 285 CITY TREE PROGRAM						225.00	
Dept 301 LAW ENFORCEMENT							
101-301-807.000		WASHTENAW COUNTY TREAS	OT JUNE 2016	28454	07/25/16	704.00	
Total For Dept 301 LAW ENFORCEMENT						704.00	
Dept 336 FIRE DEPARTMENT							
101-336-935.000	BUILDING MAINTENANCE & REPAIR	CMR MECHANICAL	8140 MAIN	19315	07/25/16	282.76	
Total For Dept 336 FIRE DEPARTMENT						282.76	
Dept 400 PLANNING DEPARTMENT							
101-400-721.000	HEALTH & DENTAL INSURANCE	SMALL BUSINESS ASSOC O	JULY2016	07/20/16	07/25/16	1,648.92	
101-400-722.000	LIFE & DISABILITY INSURANCE	UNUM LIFE INSURANCE	JULY 2016	07/18/16	07/25/16	30.99	

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Fund 101 GENERAL FUND							
Dept 400 PLANNING DEPARTMENT							
101-400-960.000	EDUCATION & TRAINING	PNC	REGISTRATION	07/18/16	07/25/16	95.00	
Total For Dept 400 PLANNING DEPARTMENT						1,774.91	
Dept 441 DEPARTMENT OF PUBLIC WORKS							
101-441-721.000	HEALTH & DENTAL INSURANCE	SMALL BUSINESS ASSOC O	JULY2016	07/20/16	07/25/16	1,614.38	
101-441-722.000	LIFE & DISABILITY INSURANCE	UNUM LIFE INSURANCE	JULY 2016	07/18/16	07/25/16	36.12	
101-441-920.000		COMCAST - DPW	DPW	07/20/16	07/25/16	67.80	
101-441-920.001	UTILITIES - TELEPHONES	VERIZON WIRELESS	JULY 2016	07/20/16	07/25/16	206.29	
101-441-935.000	BUILDING MAINTENANCE & REPAIR	GRAINGER	DPW	9162887971	07/25/16	68.00	
Total For Dept 441 DEPARTMENT OF PUBLIC WORKS						1,992.59	
Dept 442 DOWNTOWN PUBLIC WORKS							
101-442-740.000	OPERATING SUPPLIES	GIGNAC & SONS, INC	DPW	07/18/16	07/25/16	75.00	
Total For Dept 442 DOWNTOWN PUBLIC WORKS						75.00	
Dept 728 ECONOMIC DEVELOPMENT							
101-728-960.000	EDUCATION & TRAINING	PNC	REGISTRATION	07/18/16	07/25/16	95.00	
Total For Dept 728 ECONOMIC DEVELOPMENT						95.00	
Dept 751 PARKS & RECREATION							
101-751-721.000	HEALTH & DENTAL INSURANCE	SMALL BUSINESS ASSOC O	JULY2016	07/20/16	07/25/16	260.38	
101-751-722.000	LIFE & DISABILITY INSURANCE	UNUM LIFE INSURANCE	JULY 2016	07/18/16	07/25/16	5.83	
101-751-802.000	PROFESSIONAL SERVICES	L-N-J LANDSCAPING AND	LOG JAM	7052016	07/25/16	300.00	
101-751-944.000	PORTABLE TOILET RENTAL	JOHN'S SANITATION	PARKS	07/19/16	07/25/16	645.00	
Total For Dept 751 PARKS & RECREATION						1,211.21	
Dept 801 ARTS, CULTURE & HERITAGE							
101-801-803.000	CONTRACTED SERVICES	CMYK IMPERIAL PRINTING	PAINT DEXTER	2782	07/25/16	330.00	
101-801-803.000	CONTRACTED SERVICES	TECUMSEH TENT RENTAL,	PAINT DEXTER	16180	07/25/16	626.87	
101-801-901.000	PRINTING & PUBLISHING	ANN ARBOR OBSERVER	COLOR AD	16624	07/25/16	1,021.00	
Total For Dept 801 ARTS, CULTURE & HERITAGE						1,977.87	
Dept 851 INSURANCE & BONDS							
101-851-721.001	RETIREE HEALTH INSURANCE	SMALL BUSINESS ASSOC O	JULY2016	07/20/16	07/25/16	782.85	
Total For Dept 851 INSURANCE & BONDS						782.85	
Dept 901 CAPITAL IMPROVEMENTS							
101-901-975.011	PROPERTY ACQUISITION	HOPP ELECTRIC, INC.	DAN HOEY	7063	07/25/16	1,732.50	
Total For Dept 901 CAPITAL IMPROVEMENTS						1,732.50	
Total For Fund 101 GENERAL FUND						29,495.34	
Fund 202 MAJOR STREETS FUND							
Dept 445 STORMWATER							
202-445-740.000	OPERATING SUPPLIES	MICHIGAN PIPE & VALVE	DPW	J003130	07/25/16	770.00	
Total For Dept 445 STORMWATER						770.00	
Dept 451 CONTRACTED ROAD CONSTRUCTION							
202-451-803.000	CONTRACTED SERVICES	HIGHWAY MAINTENANCE CO	2015 PAVEMENT MAINTENANCE	07/19/16	07/25/16	78,000.00	
Total For Dept 451 CONTRACTED ROAD CONSTRUCTION						78,000.00	
Dept 463 ROUTINE MAINTENANCE							
202-463-721.000	HEALTH & DENTAL INSURANCE	SMALL BUSINESS ASSOC O	JULY2016	07/20/16	07/25/16	1,353.99	
202-463-722.000	LIFE & DISABILITY INSURANCE	UNUM LIFE INSURANCE	JULY 2016	07/18/16	07/25/16	30.30	

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Fund 202 MAJOR STREETS FUND							
Dept 463 ROUTINE MAINTENANCE							
202-463-740.000	OPERATING SUPPLIES	MICHIGAN MINERAL RESOU	DPW	011780	07/25/16	882.50	
202-463-802.000		I.T. RIGHT INC.	ANNUAL RENEWAL	20148550	07/25/16	500.00	
Total For Dept 463 ROUTINE MAINTENANCE						2,766.79	
Dept 474 TRAFFIC SERVICES							
202-474-721.000	HEALTH & DENTAL INSURANCE	SMALL BUSINESS ASSOC O	JULY2016	07/20/16	07/25/16	416.61	
202-474-722.000	LIFE & DISABILITY INSURANCE	UNUM LIFE INSURANCE	JULY 2016	07/18/16	07/25/16	9.32	
202-474-740.000	OPERATING SUPPLIES	CARRIER & GABLE, INC.	DPW	257305	07/25/16	1,664.00	
Total For Dept 474 TRAFFIC SERVICES						2,089.93	
Dept 478 WINTER MAINTENANCE							
202-478-721.000	HEALTH & DENTAL INSURANCE	SMALL BUSINESS ASSOC O	JULY2016	07/20/16	07/25/16	833.23	
202-478-722.000	LIFE & DISABILITY INSURANCE	UNUM LIFE INSURANCE	JULY 2016	07/18/16	07/25/16	18.64	
Total For Dept 478 WINTER MAINTENANCE						851.87	
Total For Fund 202 MAJOR STREETS FUND						84,478.59	
Fund 203 LOCAL STREETS FUND							
Dept 445 STORMWATER							
203-445-740.000	OPERATING SUPPLIES	MICHIGAN PIPE & VALVE	DPW	J003130	07/25/16	770.00	
Total For Dept 445 STORMWATER						770.00	
Dept 451 CONTRACTED ROAD CONSTRUCTION							
203-451-803.000	CONTRACTED SERVICES	HIGHWAY MAINTENANCE CO	2015 PAVEMEMT MAINTENANCE	07/19/16	07/25/16	239,644.43	
203-451-932.000	SIDEWALKS	A.R. BROUWER	SIDEWALK REPLACEMENT	2651	07/25/16	3,951.00	
203-451-932.000	SIDEWALKS	CONCRETE LEVELERS	HURON VIEW	3070	07/25/16	1,825.00	
Total For Dept 451 CONTRACTED ROAD CONSTRUCTION						245,420.43	
Dept 463 ROUTINE MAINTENANCE							
203-463-721.000	HEALTH & DENTAL INSURANCE	SMALL BUSINESS ASSOC O	JULY2016	07/20/16	07/25/16	416.62	
203-463-722.000	LIFE & DISABILITY INSURANCE	UNUM LIFE INSURANCE	JULY 2016	07/18/16	07/25/16	9.32	
203-463-740.000	OPERATING SUPPLIES	MICHIGAN MINERAL RESOU	DPW	011780	07/25/16	882.50	
203-463-802.000	PROFESSIONAL SERVICES	I.T. RIGHT INC.	ANNUAL RENEWAL	20148550	07/25/16	500.00	
Total For Dept 463 ROUTINE MAINTENANCE						1,808.44	
Dept 474 TRAFFIC SERVICES							
203-474-721.000	HEALTH & DENTAL INSURANCE	SMALL BUSINESS ASSOC O	JULY2016	07/20/16	07/25/16	104.15	
203-474-722.000	LIFE & DISABILITY INSURANCE	UNUM LIFE INSURANCE	JULY 2016	07/18/16	07/25/16	2.33	
203-474-740.000	OPERATING SUPPLIES	DORNBOS SIGN & SAFTEY	DPW	27380	07/25/16	1,164.80	
Total For Dept 474 TRAFFIC SERVICES						1,271.28	
Dept 478 WINTER MAINTENANCE							
203-478-721.000	HEALTH & DENTAL INSURANCE	SMALL BUSINESS ASSOC O	JULY2016	07/20/16	07/25/16	208.31	
203-478-722.000	LIFE & DISABILITY INSURANCE	UNUM LIFE INSURANCE	JULY 2016	07/18/16	07/25/16	4.66	
Total For Dept 478 WINTER MAINTENANCE						212.97	
Total For Fund 203 LOCAL STREETS FUND						249,483.12	
Fund 204 MUNICIPAL STREETS							
Dept 248 ADMINISTRATION							
204-248-721.001	RETIREE HEALTH INSURANCE	SMALL BUSINESS ASSOC O	JULY2016	07/20/16	07/25/16	829.83	
Total For Dept 248 ADMINISTRATION						829.83	
Total For Fund 204 MUNICIPAL STREETS						829.83	

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund 402 EQUIPMENT REPLACEMENT FUND							
Dept 441 DEPARTMENT OF PUBLIC WORKS							
402-441-939.000	VEHICLE MAINTENANCE & REPAIR	BOULLION SALES	DPW	292461	07/25/16	123.02	
402-441-939.000	VEHICLE MAINTENANCE & REPAIR	BOULLION SALES	DPW	292731	07/25/16	119.95	
402-441-939.000	VEHICLE MAINTENANCE & REPAIR	BOULLION SALES	DPW	293219	07/25/16	35.00	
402-441-939.000	VEHICLE MAINTENANCE & REPAIR	RITE-TECH ENTERPRISES	DPW	11001	07/25/16	204.00	
Total For Dept 441 DEPARTMENT OF PUBLIC WORKS						481.97	
Dept 903 CAPITAL IMPROVEMENTS-VEHICLES							
402-903-981.000	VEHICLES	BOULLION SALES	DPW	292248	07/25/16	2,999.00	
Total For Dept 903 CAPITAL IMPROVEMENTS-VEHICLES						2,999.00	
Total For Fund 402 EQUIPMENT REPLACEMENT FUND						3,480.97	
Fund 590 SEWER ENTERPRISE FUND							
Dept 548 SEWER UTILITIES DEPARTMENT							
590-548-721.000	HEALTH & DENTAL INSURANCE	SMALL BUSINESS ASSOC O	JULY2016	07/20/16	07/25/16	2,544.92	
590-548-721.001	RETIREE HEALTH INSURANCE	SMALL BUSINESS ASSOC O	JULY2016	07/20/16	07/25/16	1,188.65	
590-548-722.000	LIFE & DISABILITY INSURANCE	UNUM LIFE INSURANCE	JULY 2016	07/18/16	07/25/16	108.35	
590-548-740.000	OPERATING SUPPLIES	CRIBLEY WELL DRILLING	WWTP	07/18/16	07/25/16	14.25	
590-548-740.000	OPERATING SUPPLIES	SPEARS FIRE & SAFETY S	WWTP	07/18/16	07/25/16	208.55	
590-548-740.000	OPERATING SUPPLIES	STAPLES BUSINESS ADVAN	SUPPLIES	07/19/16	07/25/16	10.19	
590-548-740.000	OPERATING SUPPLIES	USA BLUE BOOK	WWTP	993452	07/25/16	1,148.50	
590-548-742.000	CHEMICAL SUPPLIES - PLANT	ELHORN ENGINEERING CO	WWTP	265609	07/25/16	567.70	
590-548-743.000	CHEMICAL SUPPLIES - LAB	CULLIGAN	WWTP	07/18/16	07/25/16	45.94	
590-548-743.000		NORTH CENTRAL LABORATO	WWTP	375580	07/25/16	399.64	
590-548-751.000		CORRIGAN OIL COMPANY	WWTP	6267258	07/25/16	319.09	
590-548-751.000		CORRIGAN OIL COMPANY	WWTP	6251539	07/25/16	4,421.81	
590-548-802.000	PROFESSIONAL SERVICES	I.T. RIGHT INC.	ANNUAL RENEWAL	20148550	07/25/16	500.00	
590-548-824.000	TESTING & ANALYSIS	PARAGON LABORATORIES I	WWTP	42155-93679	07/25/16	65.00	
590-548-920.001	UTILITIES - TELEPHONES	VERIZON WIRELESS	JULY 2016	07/20/16	07/25/16	209.72	
590-548-935.000	BUILDING MAINTENANCE & REPAIR	MCNAUGHTON-MCKAY	WWTP	14618767-01	07/25/16	210.00	
590-548-935.000	BUILDING MAINTENANCE & REPAIR	MCNAUGHTON-MCKAY	WWTP	14618767-00	07/25/16	1,870.00	
Total For Dept 548 SEWER UTILITIES DEPARTMENT						13,832.31	
Dept 901 CAPITAL IMPROVEMENTS							
590-901-981.000	VEHICLES	LA FONTAINE	WWTP CARGO VAN	07/19/16	07/25/16	14,717.20	
Total For Dept 901 CAPITAL IMPROVEMENTS						14,717.20	
Total For Fund 590 SEWER ENTERPRISE FUND						28,549.51	
Fund 591 WATER ENTERPRISE FUND							
Dept 556 WATER UTILITIES DEPARTMENT							
591-556-721.000	HEALTH & DENTAL INSURANCE	SMALL BUSINESS ASSOC O	JULY2016	07/20/16	07/25/16	2,149.13	
591-556-721.001	RETIREE HEALTH INSURANCE	SMALL BUSINESS ASSOC O	JULY2016	07/20/16	07/25/16	568.48	
591-556-722.000	LIFE & DISABILITY INSURANCE	UNUM LIFE INSURANCE	JULY 2016	07/18/16	07/25/16	72.24	
591-556-740.000	OPERATING SUPPLIES	CRIBLEY WELL DRILLING	WWTP	70522	07/25/16	16.00	
591-556-740.000	OPERATING SUPPLIES	EJ USA, INC.	WWTP	0001042848	07/25/16	356.05	
591-556-740.000	OPERATING SUPPLIES	STAPLES BUSINESS ADVAN	SUPPLIES	07/19/16	07/25/16	31.99	
591-556-740.000	OPERATING SUPPLIES	USA BLUE BOOK	WWTP	989229	07/25/16	85.23	
591-556-740.000	OPERATING SUPPLIES	USA BLUE BOOK	WWTP	989981	07/25/16	141.10	
591-556-740.000	OPERATING SUPPLIES	USA BLUE BOOK	WWTP	993452	07/25/16	411.65	
591-556-740.000	OPERATING SUPPLIES	USA BLUE BOOK	WWTP	993452	07/25/16	1,560.15	
591-556-741.000	ROAD REPAIR SUPPLIES	EJ USA, INC.	WWTP	07/18/16	07/25/16	1,020.18	
591-556-743.000	CHEMICAL SUPPLIES - LAB	ELHORN ENGINEERING CO	WWTP	265609	07/25/16	3,618.90	

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Fund 591 WATER ENTERPRISE FUND							
Dept 556 WATER UTILITIES DEPARTMENT							
591-556-743.000	CHEMICAL SUPPLIES - LAB	HACH COMPANY	WWTP	10009737	07/25/16	203.00	
591-556-751.000		CORRIGAN OIL COMPANY	WWTP	6263760	07/25/16	209.47	
591-556-751.000		CORRIGAN OIL COMPANY	WWTP	6271196	07/25/16	344.59	
591-556-802.000	PROFESSIONAL SERVICES	I.T. RIGHT INC.	ANNUAL RENEWAL	20148550	07/25/16	500.00	
591-556-824.000	TESTING & ANALYSIS	HACH COMPANY	WWTP	10005681	07/25/16	780.42	
591-556-824.000	TESTING & ANALYSIS	NORTH CENTRAL LABORATO	WWTP	375251	07/25/16	518.73	
591-556-920.001	UTILITIES - TELEPHONES	VERIZON WIRELESS	JULY 2016	07/20/16	07/25/16	81.58	
591-556-958.000	MEMBERSHIPS & DUES	AMERICAN WATER WORKS A	WWTP	7001210063	07/25/16	300.00	
591-556-958.000	MEMBERSHIPS & DUES	MICHIGAN RURAL WATER A	WWTP	07/18/16	07/25/16	650.00	
591-556-977.000	EQUIPMENT	ETNA SUPPLY CO	WWTP	S101879256.001	07/25/16	1,299.50	
Total For Dept 556 WATER UTILITIES DEPARTMENT						14,918.39	
Dept 901 CAPITAL IMPROVEMENTS							
591-901-981.000	VEHICLES	LA FONTAINE	WWTP CARGO VAN	07/19/16	07/25/16	14,717.20	
Total For Dept 901 CAPITAL IMPROVEMENTS						14,717.20	
Total For Fund 591 WATER ENTERPRISE FUND						29,635.59	
Fund 701 TRUST & AGENCY FUND							
Dept 000 ASSETS, LIABILITIES & REVENUE							
701-000-255.007	LAWN MOWING & SNOW REMOVAI	L-N-J LANDSCAPING AND	7711 FOURTH	7112016	07/25/16	500.00	
Total For Dept 000 ASSETS, LIABILITIES & REVENUE						500.00	
Total For Fund 701 TRUST & AGENCY FUND						500.00	

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund Totals:							
			Fund 101 GENERAL FUND			29,495.34	
			Fund 202 MAJOR STREETS FUND			84,478.59	
			Fund 203 LOCAL STREETS FUND			249,483.12	
			Fund 204 MUNICIPAL STREETS			829.83	
			Fund 402 EQUIPMENT REPLACEMENT FUND			3,480.97	
			Fund 590 SEWER ENTERPRISE FUND			28,549.51	
			Fund 591 WATER ENTERPRISE FUND			29,635.59	
			Fund 701 TRUST & AGENCY FUND			500.00	
Total For All Funds:						<hr/>	426,452.95

Memorandum

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

From: Michelle Aniol, Community Development Manager

Re: SLU #2016-02 Group Day Care Home Special Land Use Request

Date: July 25, 2016

During a special meeting of the Planning Commission on July 19, 2016, a public hearing was conducted in order to consider a special land use request, submitted by Becky Murillo. Ms. Murillo requested to establish a group day care home at 7541 Ann Arbor Street. Following the public hearing, and with thoughtful discussion, the Planning Commission voted unanimously to recommend approval of a group day care home at 7541 Ann Arbor Street, subject to the following conditions:

1. The alley shall not be used for business purposes, and
2. The driveway shall not be used for business purposes.

The subject site is zoned R-1B, One Family Residential District - Small Lot. A group day care home is a special land use in the R-1B zoning district. Ms. Murillo operated an existing group day care home at her former residence, located at 3411 Hudson Street. Ms. Murillo and her family recently bought the home at 7541 Ann Arbor Street. She desires to continue her day care operation at her new home. Ms. Murillo stated her hours of operation would be 6:30 am – 5:30 pm, and a 4-foot black, vinyl coated chain-link fence will be installed in the rear yard.

Included in your packet is the application packet and staff's review letter, dated July 19, 2016.

PUBLIC HEARING COMMENTS

Chairman Kowalski opened the public hearing at 7:20 pm.

- Jeff Bradley, 3105 Kensington Street addressed the Commission. He backs up to the subject site and expressed the following concerns:
 - His health. He stated he worried about noise.
 - Corner lot. Her current location is a corner lot. Worried that the hours of operation will negatively impact him and his neighbors.

Mr. Bradley stated he works from home and concern that cars will be using the alley. He said he didn't understand why this type of use would be permitted in his neighborhood.

- Jeff Mace, 3125 Kensington Street stated there are vacant houses on either side of the subject site.
- Julie Knight, 7765 Third Street stated she is a neighbor of Ms. Murillo and will miss the laughter of children. She said Mr. Murillo runs a very good business.
- Shawn Keough, 8222 Webster Drive had a question regarding the location of the fence and if it would be on the property line.

Chairman Kowalski closed the public hearing at 7:24 pm.

PLANNING COMMISSION ACTION AND DISCUSSION

Following the public hearing Commissioner Carty made the motion to that the proposed group day care home met the requirements for special land use approval and recommended that City Council grant conditional approval the special land use application submitted by Ms. Murillo (conditions are cited above). Commissioner Phillips seconded the motion.

Commissioner Smith asked the applicant what the average number of drop offs and pickups were. The applicant stated 6 (2 children per family), with the earliest drop off occurring at approximately 6:40 am. Commissioner Phillips stated he was not concerned with the number of drops offs at 6:30 am. The applicant reminded the Commission that the bus picks up children for school at 7:00 am, which means people are already up at that time.

Commissioner Smith also asked the applicant about snow removal from on-street parking. Applicant stated she shovels snow from the parking area in front of her home during the winter months now.

Chairman Kowalski led a brief discussion about parents parking across Ann Arbor Street and crossing the road to drop off children. Commissioner Phillips and Heatley stated that these are not unsupervised kids, and that they would be no less safe than the kids being dropped off at school.

SPECIAL LAND USE PROCEDURES

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

SUGGESTED MOTIONS

Based upon the recommendation of the Planning Commission, along with information provided by the applicant and staff, and reflected in the minutes of the July 25, 2016 City Council meeting, City Council (**APPROVES/ DENIES**) the Special Land Use application for a group day care home at 7541 Ann Arbor Street, pursuant to Section 8.03, Special Land Use review standards, subject to the following conditions:

1. The alley shall not be used for business purposes, and
2. The driveway shall not be used for business purposes.

OR

Move to postpone the action on the special use request for a group day care home at 7541 Ann Arbor Street until ____ (date) _____, to allow the applicant time to address the following items:

1. _____
2. _____
3. _____

Please contact me prior to the meeting with questions.

Thank you.