

**THE CITY OF DEXTER  
CITY COUNCIL MEETING  
MONDAY, SEPTEMBER 12, 2016**

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

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

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

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

**C. APPROVAL OF THE MINUTES**

1. Regular City Council Meeting – August 22, 2016

Motion Smith; support Tell to approve the minutes of the August 22, 2016, Regular City Council Meeting with one correction on Page 6, 4<sup>th</sup> bullet point, it should read 8/22/2005 not 8/22/205.

Unanimous voice vote approval.

**D. PRE-ARRANGED PARTICIPATION**

None

**E. APPROVAL OF THE AGENDA**

Motion Smith; support Tell to approve the agenda as presented.

Unanimous voice vote approval.

**F. PUBLIC HEARINGS**

None

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

Chris Jones owner of Dexter Creamery, a new business at 8106 Main Street introduced himself to Council.

Pablo Demerath of Thornton Farms introduced himself and reported that he was attending the meeting to earn two merit badges for Scouts. He likes scouting and cooking. Pablo inquired of Council as to how he can get a bike path installed on Parker Road for riders going to the high school. (It was explained that the referenced area is not in the City.

Michael Levine of 7100 Marshall Road, Dexter inquired about the hearing on the sale of the Sloan property and proposed building of 350 homes on this property. He stated he was concerned about this development as he is a resident of a neighboring property. (Mayor Keough explained that the meeting held previous to the Council Meeting was a work session on this project and gave information about the City's website for dates of future meetings.)

## **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:

- Comment – It was reported that over 2000 people were on the Border-to-Border Trail on Labor Day.
- Highway Maintenance will be back tomorrow to do some washing of excess asphalt in affected areas and then back later to make repairs.
- Question – What happened with the power outage on the blower? (This was from a previous outage and we think we have the problem with the outages worked out.)
- Question – What are the coming plans for Public Services staff? (Mr. Schlaff listed the following: leads, hydrants, water main on Shield Road, ferric tank, sidewalk project, and SAW Grant to name a few.)
- Will be asking for a price to repair grass areas that died over the summer such as in front of Dexter Mill.
- The signage for parking by the Cider Mill worked well this past weekend.
- Question - Where are the signs to be located that the school wants installed? (On school property at Wylie.)

2. Community Development Manager – Michelle Aniol

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

- Comment – There is a rental house on Dover Street between Second and Third. Please keep an eye on this property as it is beginning to look a little seedy.
- Question – What is the address for Mill Creek Sports –Is it Main Street or Island Lake Road? (It is 8180 Main Street.)
- Question – Regarding the ZBA variance hearing coming up in September, is the variance 2% over 30% or 32%? (The variance is for a 32% lot coverage.)
- NUBCo is getting closer to having the Cambrian EcoVolt system to be installed. Looking at installation on October 4.
- At the Planning Commission meeting in September, building heights in the downtown area were discussed. Only five commissioners were in attendance so the discussion will continue at the next meeting.
- The First Street Park planning interns were introduced at the Planning Commission meeting and gave an update on their project on First Street Park. Discussion was held by the Commission on the use of the park.
- The Planning Commission also discussed the installation of sidewalks on new builds in the City.
- AR Brouwer is preparing for the final site plan on Grandview Commons at the October Planning Commission meeting.
- Brouwer has also submitted Brownfield Plans for Grand Street that will be discussed at the DDA meeting on October 15.
- Question – Do we have a meeting date for the 3045 Broad Street project? (Not as of yet.)
- Question – Is there any update on the Schulz property? (Not as of yet.)

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

*Washtenaw County Sheriff – August 2016 Written Report included in packet*

### 4. Subcommittee Reports

None

### 5. City Manager Report

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

- The two First Street Park planning interns will be at the next Council meeting to report on their First Street Park project.
- I was in the Gas Station ordering subs for tonight’s meeting and an employee commented on the people using the park also using their bathrooms. That employee asked if the City would reimburse them for their expenses. I replied that the City does not do this.
- In regards to signage needs at Dexter Crossing, does the Council want to take action or should we just move ahead. Discussion followed.
- Hotel Hickman’s lease will be up in November of 2016. Do we want to talk about rates? We also need to look at needed maintenance on the exterior.
- Is there any feedback on the placement of the Lion’s Park sculpture and the moving of the bench? Discussion followed.
- Comment – Thank you for the update on the recent police situation.

- Mr. Breyer reported on upcoming voter registration in the City – September 28 at Walkabout Creek and September 29 at Dexter High School.
- Question – When will be able to submit an application for Phase 2 of Mill Creek Park? (Applications are due on April 1<sup>st</sup> of each year.)

6. Mayor’s Report

Mr. Keough submits his report as per packet. There were no reported updates

**J. CONSENT AGENDA**

1. Consideration of: Bills and Payroll in the amount of \$576,852.48
2. Consideration of: Setting Trick or Treat hours – Monday, October 31, 2016 from 5:30 p.m. – 7:30 p.m.

Motion Fisher; support Michels to approve items 1 and 2 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: New Hire for DPW

Motion Fisher; support Michels to authorize the appointment of Jason Trinkle effective September 12, 2016 consistent with a proposed wage of \$31,824.

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

Nays: None

Present (Abstain): Michels

Motion carries

2. Discussion of: Draft of the Arts, Culture, and Heritage Master Plan as Recommended by the Arts, Culture & Heritage Committee

Mr. Breyer introduced the City of Dexter Art, Culture & Heritage 2016-2021 Master Plan. He noted that the previous plan had focused heavily on art and that the update will also look at the Culture and Heritage aspect. Discussion followed.

**M. COUNCIL COMMENTS**

Tell       None  
 Fisher     None  
 Carson     None

- Jones Another history note – On January 10, 1928 Council proposed names for the re-naming of streets, but no action was taken. It wasn't until April of 1957 that new names for Dexter streets were officially adopted for streets A through K. Also I would like to have the Art, Culture & Heritage Committee consider working with the Dexter Area Historical Society on Heritage projects and goals in their Master Plan.
- Smith None
- Knight The Facility Committee needs to meet again. We should contact Tracey Lambert to give Council a report on Dexter Daze.
- Michels I would like to explain my "Present" vote for the new hire. It was not against the new hire, but I feel that the City Charter gives the City Manager the ability to hire.

#### **N. NON-ARRANGED PARTICIPATION**

Jessica Ceccolini of 3517 Noble Drive, Dexter reported that Guenther Building Company did recently sign a land contract for the Schulz property and will come with a new plan for the property.

#### **O. ADJOURNMENT**

Motion Carson; support Smith to adjourn at 9:01 PM.

Unanimous voice vote approval.

Respectfully submitted,

Carol J. Jones  
Interim Clerk, City of Dexter

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

DEXTER CITY COUNCIL  
WORK SESSION  
MONDAY, SEPTEMBER 12, 2016

**A. CALL TO ORDER**

The meeting was called to order at 6:00 PM by Mayor Keough at the Dexter Senior Center at 7720 Dexter Ann Arbor Street in Dexter, Michigan.

**B. ROLL CALL:** Mayor Keough

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

Also attending: Supervisor Spaulding Clark, Clerk Nancy Hedberg, Treasurer Donna Palmer, and Trustees Jack Knowles and David Read from the Scio Township Board; Courtney Nicholls, City Manager; Michelle Aniol, Community Development Manager; Marie Sherry, Finance Director/ Treasurer; Dan Schlaff, Public Service Superintendent; Justin Breyer, Assistant to the City Manager; Carol Jones, Interim Clerk; Tom Covert, Midwestern Consulting; Jim Haeussler, Peters Building; residents and media.

**C. COMMENTS/PRESENTATION FROM PROPERTY OWNER**

Jim Haeussler of Peters Building Company and one of the property owners referred to the previous meeting in November of 2015 and he has some new information on the property. It is 237 acres and anticipates having 300 to 400 homes on the property.

Tom Coverts of Midwestern Consulting reviewed the project with a Power point presentation and mentioned some of the questions from the previous meeting such as the sanitary and storm water concerns.

Questions were asked and discussion followed on the following:

- Why this project? Why build? Why develop?
- What is the density of the project?
- What is the topography of the land and land features?
- Will there be any commercial?

**D. DISCUSSIONS/QUESTION FROM SCIO TOWNSHIP AND CITY OF DEXTER BOARD MEMBERS**

Mayor Keough – The City is not looking to grow just because it became a City.

Trustee Knowles – Scio has a Master Plan for this property with low density Residential

- Discussion followed among Scio Township Board members and City Council members which included the following comments:
- There are benefits to each entity.

- The Township's vision for the property is different from the past vision as it is now owned by a developer.
- We have an opportunity to direct the future.

Council member Carson spoke of a previous ad hoc committee and study done on the property. Maybe we should use this as a basis of discussion between our two entities.

**E. CITIZEN COMMENTS**

None

**F. ADJOURNMENT**

Adjourned at 7:10 PM

Respectfully submitted,

Carol J. Jones  
Interim Clerk, City of Dexter

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

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**OFFICE OF THE CITY MANAGER**

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

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**Memorandum**

**To:** Mayor Keough and City Council

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

**Re:** Pre-Arranged Participation: First Street Park

**Date:** September 21, 2016

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In July 2016, staff interviewed several candidates to assist with developing an area plan for First Street Park. The purpose of the First Street Park Plan is to guide future investment in that Park. Yuchen Ding and Sara Pizzo, both University of Michigan Master of Planning students, were brought on board as interns to develop the plan. Through meetings with staff, the interns developed a process to solicit stakeholder and public input.

To date, Sara and Yuchen have: conducted background research on First Street Park, met with parks professionals regarding design standards, met with the Parks and Recreation Commission and Planning Commission, and met with community stakeholder groups. They are now coming before City Council to present the feedback collected thus far and to gather feedback to be incorporated in the First Street Park Plan.

The interns have planned a public input open house at First Street Park on Sunday, October 9<sup>th</sup> from 1 – 3pm. They will also be developing and publishing an online survey to gather public input.

## First Street Park Project

City Council Meeting

Date: September 26, 2016

### Overview of Park History

- On February 22, 1988, the City (then Village) entered into an Exchange Agreement with Edward and Donna Palmer in which the Palmer's conveyed 0.94 acres of property to the Village in exchange for Village vacating a portion of First Street, a public alley and an easement area. This exchange of property facilitated the development of Cottonwood Condos. Staff had OHM transcribe the legal description (in 2015) and discovered that a portion of First Street, from Cottonwood Condos to its terminus behind the Adair Printing building, had already been vacated.
- On June 22, 1998, the Village Council designated the 0.94 acres, formerly known as the Palmer Property, as Village park land. It should be noted, this designation does not mean land use approval had been granted.
- On April 3, 2006, the Parks Commission requested special land use approval for the 0.94-acre Village owned property, previously designated as Village parkland, for park use. The property was zoned R-3 Multiple Family Residential. Park use was a special land use in the R-3 Zoning District. The purpose of the request was due to the Dexter Ringers asking the Parks Commission if the group could construct horseshoe pits in the park. Staff noted in her memo the following:
  - Any conditions of approval would be placed on the Parks Commission
  - The Parks Commission would have to work with the Dexter Ringers to meet the conditions of approval
  - Additional funding requests would have to be made to the Village Council, if desired by the Parks Commission
- On April 3, 2006, the Planning Commission recommended that the Village Council approve the Special Land Use application submitted by the Parks Commission to officially designate First Street Park and to permit the Dexter Ringers to construct horseshoe pits at the park, subject to the following conditions:
  - The hours of operation of First Street will be from dawn to dusk;
  - The DPW to install a "private property—no trespassing" sign at the Cottonwood Condos property line; and
  - The Parks Commission should consider adding a split rail fence along the railroad tracks and should work with the Dexter Ringers to determine how the bathroom situation is to be addressed. A fence and bathroom should be added to the Park Commission's CIP. The Planning Commission also granted a request to waive landscaping requirements, in accordance with Article VI, Landscaping.

- On April 10, 2006, Village Council approved recommendation (requested by the Parks and Recreation Commission) to grant special land use approval for the end of Edison Street.
- On May 1, 2013, Village Council discussed the “need for improvements to Horseshoe Park”; the “need for seed money to begin building a shelter and storage facilities,” and estimated the cost between \$3,000 and \$5,000, during a budget work session.
- On May 21, 2013, the Community Development Manager (at that time) updated the Parks and Recreation Commission regarding cleanup of “Horseshoe Park,” following up on an apparent discussion at the PaRC’s April 2013 meeting. In addition, the PaRC was provided with a rendering of a 20’x20’ shelter on a concrete slab.
- On May 22, 2013, Village Council discussed “improvements to Horseshoe Park,” during a budget work session.
- On June 10, 2013, Village Council discussed “improvements to Horseshoe Park,” during its public hearing to consider the budget for FY 2013-14.
- On June 24, 2013, Village Council, in a 3-2 vote, approved \$5,000 for the First Street Park shelter.
- On January 25, 2016, City Council approved rezoning from R-3 Multiple Family Residential to PP Public Park.
- On March 2, 2016, City Council discussed the First Street Park shelter and was interested in seeing a strategic plan for the park before approving the expenditure for the structure.
- On June 22, 2016, City Council approved \$15,000 in the FY 2016-17 budget for First Street Park improvements.

## Stakeholder Input

### Planning Commission

- Motion-activated lights (to improve safety for police officers without attracting people to the park at night)
- General clean-up to improve park aesthetic (i.e. remove broken patio furniture)
- Legal Concerns
  - Organized groups should be required to pay a fee for hosting events in the park
  - Groups who use the park regularly need to have a permit and insurance
  - Groups who have alcohol in the park must have a permit
  - Contracted parties should be the only group authorized to build a pavilion (or other park assets), unless a community-build-day is organized
- Note: There were mixed feelings regarding improving the park for horseshoe use at the September 6th Planning Commission meeting. A few commissioners were in support of horseshoes (assuming legal concerns were addressed); however, one commissioner felt that the Ringers should go elsewhere and did not want the city to spend \$15,000 for major improvements.

### Parks and Recreation Commission

- Signage design
  - Add a park sign consistent with the design of park signs in either Mill Creek Park or Dexter Community Park
  - Use sign to display park hours
- Utilize the official horseshoes pits design standards in terms of dimensions (for either leisure or tournament use)
- Count the exact number of users on league and tournament days (Wednesday evenings and Saturdays). \*However, league games and tournaments are over for this season.
- Design the park to be multipurpose
  - A popular place for nearby workers (i.e. truck drivers; DTE substation employees) to take a lunch break
- Enhance visibility at night for security purposes (without attracting people to the park)

### Sergeant at the Washtenaw County Sheriff's Office

- Visibility should be improved so that the park can be observed from a greater distance
- Lighting for police officer safety for night time patrolling and investigation purposes

### Dexter Ringers Representative

- 10 pairs of horseshoe pits (40 feet apart each) are needed to meet weekly needs (the additional 2 pairs at the southeast corner help with meeting tournament demand)
- Park assets include:
  - Horseshoe pits
  - Moveable tables and chairs
  - Tent (with hopes of being replaced by a pavilion) that provides shelter over food and papers

- Picnic table with umbrella
- Porta-potty
- Fence and landscaping at park entrance to protect children from running into pits
- Desired improvements include:
  - Pavilion to serve as storage for chairs, rakes, shovels, and horseshoes as well as a sheltered area (open to a new design for the structure)
  - Improve safety with regard to horseshoes that are accidentally thrown past pits
  - Increase signage at park entrance (Second Street and Edison Street)

#### Future Input from Dexter Residents

- Apple Daze (October 1)
- First Street Park Event (October 9)

Questions or comments can be directed toward Sara Pizzo at [srpizzo@umich.edu](mailto:srpizzo@umich.edu) or Yuchen Ding at [yuchend@umich.edu](mailto:yuchend@umich.edu)

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## Meeting Calendar

Agenda: 9/26/2016  
Item: H-1

| Board   | Date       | Time      | Location                           | Website   | City Representative |
|---|------------|-----------|------------------------------------|---|---------------------|
| Washtenaw Area Transportation Study - Policy    | 9/21/2016  | 9:30 a.m. | Washtenaw County LRC, Huron Room   | <a href="http://www.miwats.org/">http://www.miwats.org/</a>                 | Jim Carson          |
| Huron River Watershed Council                   | 9/22/2016  | 5:30 p.m. | 1100 N. Main, Suite 210, Ann Arbor | <a href="http://www.hrwc.org/">http://www.hrwc.org/</a>                     | Paul Cousins        |
| Dexter Community Schools Board of Education     | 9/26/2016  | 7:00 p.m. | Creekside Intermediate School      | <a href="http://dexterschools.org/">http://dexterschools.org/</a>           |                     |
| Dexter City Council                             | 9/26/2016  | 7:30 p.m. | Dexter Senior Center               | <a href="http://www.dextermi.gov">http://www.dextermi.gov</a>               |                     |
| Western Washtenaw Area Value Express            | 9/27/2016  | 8:00 a.m. | Catherine Crippen Building         | <a href="http://www.ridethewavebus.org/">http://www.ridethewavebus.org/</a> | Jim Carson          |
| Dexter District Library Board                   | 10/3/2016  | 7:00 p.m. | Dexter District Library            | <a href="http://www.dexter.lib.mi.us/">http://www.dexter.lib.mi.us/</a>     | Pat Cousins         |
| Planning Commission                             | 10/3/2016  | 7:00 p.m. | Dexter Senior Center               | <a href="http://www.dextermi.gov">http://www.dextermi.gov</a>               | Jim Smith           |
| Arts, Culture, and Heritage Committee           | 10/4/2016  | 6:30 p.m. | Dexter Senior Center               | <a href="http://www.dextermi.gov">http://www.dextermi.gov</a>               | Donna Fisher        |
| Washtenaw Area Transportation Study - Technical | 10/5/2016  | 9:30 a.m. | 200 N Main St., Basement           | <a href="http://www.miwats.org/">http://www.miwats.org/</a>                 | Rhett Gronewelt     |
| Dexter Area Historical Society Board            | 10/6/2016  | 7:00 p.m. | Dexter Area Historical Museum      | <a href="http://dexterhistory.org">http://dexterhistory.org</a>             |                     |
| Mill Creek Park Work Day                        | 10/8/2016  | 8:00 p.m. | Mill Creek Park                    | <a href="http://www.dextermi.gov">http://www.dextermi.gov</a>               |                     |
| First Street Park Public Input Meeting          | 10/9/2016  | 1:00 p.m. | First Street Park                  | <a href="http://www.dextermi.gov">http://www.dextermi.gov</a>               |                     |
| Dexter Community Schools Board of Education     | 10/10/2016 | 7:00 p.m. | Creekside Intermediate School      | <a href="http://dexterschools.org/">http://dexterschools.org/</a>           |                     |
| Dexter City Council                             | 10/10/2016 | 7:30 p.m. | Dexter Senior Center               | <a href="http://www.dextermi.gov">http://www.dextermi.gov</a>               |                     |

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

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**DPW**

- Fixed Fire Hall and Sheriff's Department doors
- Ran and fixed sprinklers in Monument Park
- Fixed lights at Farmer's Market
- Ran sprinklers downtown
- Set time on clock
- Trimmed tree on forest
- Put up radar sign
- Sidewalk pre-con
- Built new chipper box
- Union negotiation meeting
- Met Allison from AR Brower about storm water drain and 3<sup>rd</sup> and Broad
- Met Gino about trees
- Fixed garage door at DPW
- Finished signs in driveway
- Walked Horseshoe Park with Dan
- Called about quote on painting Hotel Hickman's
- Picked up art base
- Put reflective tape on pedestrian counters
- Swept streets around town
- Oiled chain on Kenworth's salt/gravel box
- Set up barricades around bee nest
- Spread wood chips at Sheriff's Department
- Trimmed trees in Monument Park
- Started marking sidewalks for replacement
- Top soil, seeded, and placed straw around Ped Counters
- Hauled stone for WWTP
- Caulked concrete at Farmer 's Market
- Changed bulbs on traffic signal (Baker & Dan Hoey)

**WATER**

- Water report for the week of 9/5/2016 to 9/18/2016
- Backwash 9/8/2016 - 65,000 gals, 9/15/2016 - 67,000gals
- Morning rounds
- Reads (final, beginning, NUBCO)
- Meter install
- MXU install
- ROW inspections - 2
- Miss Digs - 18
- Turned on water
- Turned off water
- Depth at well 5: 9/6/2016 - 28.5, 9/12/2016 - 28.2
- The average water use for the week of 9/5 to 9/11 was 0.579 MGD
- The average water use for the week of 9/12 to 9/18 was 0.553 MGD
- Reviewed list for sidewalks that have to be replaced by contractor in Dexter Crossings
- Contract negotiations meeting
- Fixed water tower communications alarm problem
- Water service leak at 7691 Ann Arbor St. Working with OHM and contactor to resolve leak.
- Received disinfection byproduct monitoring results
  - Haloacetic Acids total is 9.4 ug/L limit is 60

- Trihalomethanes total is 59 ug/L limit is 80
- Submitted the monthly operating report to DEQ
- Replaced hydrant at the WWTP
- Dan, Tim, & Eric coordinated schedules for hydrant flushing with Shield Rd and Huron River Dr projects.
- Continued hydrant maintenance
  - East Jordans completed
  - Started on Waterous
- Submitted water exam applications
  - Bob Mester S3 & D2
  - Rick Chabot S4 & D4
  - Todd Viebahn S3 & D4

## **WASTE WATER**

- Raised manhole 3 inches at 3219 glacier ct
- Soil and seed manhole at 6860 Wellington
- Organize and send data to F&V for Blower Project presentation
- Eric Hartman applied for Class B Waste Water exam
- NUBC pre con meeting for Cambrian system
- NUBC monthly walk through and meter download
- Repaired garage door
- Decant 60,000 gal from secondary to WWTP.
- Received ferric chloride, sodium bisulfite, and chlorine deliveries
- Identified bad chlorine connection during delivery - repair parts ordered
- Lowered chlorine feed at waste water treatment plant
  - Bacti numbers down after chlorine delivery
- Aerzen blower #3 failure, received replacement HMI, all is good
- Swapped motor on Hoffman Blower #1
- Land filled 80 cubic yards of geo bag #2 material
- BioTech stopped out for sludge samples
- Delivered ½ yard of sand to Alpha Metal spill for Dexter Area Fire Department
- Recycled about 60 fluorescent bulbs at Washtenaw hazardous waste collection on Zeeb Rd.
- Primary Screw Pump #1 Lower Bearing has failed. See additional document. I have asked Blaire Selover from F & V to estimate the repair costs.

## Inventory List (Wastewater)

Asset Name: Primary Screw Pumps

Location: Primary Clarifier

Asset Number: 007A

Date of Inventory: 8/3/2010

### Asset Category

Collection Pumping    
  Treatment    
  EQ/Storage    
  Buildings    
  Other

### Asset Type:

|   |   |  |  |
|---|---|--|--|
| <input type="checkbox"/> Process Equipment<br><input checked="" type="checkbox"/> Pumping Equipment<br><input type="checkbox"/> Chemical Equipment<br><input type="checkbox"/> Concrete & Metal Storage Tanks<br><input type="checkbox"/> Valves<br><input type="checkbox"/> Meters<br><input type="checkbox"/> Collection System<br><input type="checkbox"/> Force mains | <input type="checkbox"/> Transformers / Switchgears / Wiring<br><input type="checkbox"/> Motor Controls / Drives<br><input type="checkbox"/> Sensors<br><input type="checkbox"/> Service Lines<br><input type="checkbox"/> Power Supply<br><input type="checkbox"/> Tools & Shop Equipment<br><input type="checkbox"/> Monitoring Equipment | <input type="checkbox"/> Buildings<br><input type="checkbox"/> HVAC<br><input type="checkbox"/> Bldg Plumbing<br><input type="checkbox"/> Bldg Electrical<br><input type="checkbox"/> Security Equipment<br><input type="checkbox"/> Transportation Equipment<br><input type="checkbox"/> Laboratory Equipment<br><input type="checkbox"/> Computer Equipment / Software/SCADA | <input type="checkbox"/> Liquid Waste Handling & Waste Disposal<br><input type="checkbox"/> Solid Waste Handling & Waste Disposal<br><input type="checkbox"/> Generators<br><input type="checkbox"/> Other |
|---|---|--|--|

### Asset Status

Active    
  Not in Use/Abandoned    
  Not in Use/Back Up    
  Future Investment

Can this Asset be Repaired?    
 Yes    
 No

### Condition

Excellent    
 Good    
 Fair (Average)    
 Poor    
 Very Poor    
 Unknown

Is the asset maintained according to manufacturer's recommendations?    
 Y    
 N    
 Unknown

### Consequence of Failure

Insignificant – CoF 2    
 Minor – CoF of 4    
 Moderate – CoF of 6  
 Major – CoF of 8    
 Catastrophic – CoF of 10

### Redundancy

0% Backup    
 50% Backup    
 100% Backup    
 200% Backup    
 (+ submersible pump)

Rated Capacity: 1.3 MGD

Installation Date: MPS 1999

Original Cost:

Expected Useful Life: 20 years

Replacement Cost: \$175,000 each (2010 dollars)

Routine Maintenance Costs

Timeframe

\$3000/yr

per/day    
 per/week    
 per/month    
 per/year    
 lifetime

Frequency of Routine Maintenance

Start Date

Greased weekly, Motors greased 2x / yr

Change belts yearly, Oil changed 2x/yr, check amp draws

Model Number

Manufacturer

Internalift

CPC / Siemens

Supplier Name

Peterson & Matz

<http://www.petersonandmatz.com/michigan.htm>

Address

City, State, Zip

30701 W. Ten Mile Road, Suite 100

Farmington Hills, MI 48336

Phone Number

Fax Number

(248) 476-3204

(248) 476-3445

## Operational Concerns/Additional Notes

Lower bearing needs to be evaluated for replacement

Coating protection of cylinders

## Photos of Asset



## STAFF REPORT

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

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

**Date:** September 20, 2016

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### ZBA UPDATES

- The ZBA considered two cases on September 19, 2016 and took the following action:
  - The first case called for a 1.3-foot variance from Section 3.02, sub-section E of the City of Dexter Zoning Ordinance, to allow a detached accessory structure to be 8.7 feet from a principal structure (i.e. the house), for property at 8058 Huron Street. Following the public hearing and a thorough discussion, the ZBA, in a 3-2 split vote, granted the requested variance, subject to a 4-foot unobstructed distance be maintained between the shed and the existing planter. The Board cited substantial justice and extraordinary circumstances as contributing to their decision. A copy of the decision accompanies this report.
  - The second case, called for a variance to increase the maximum lot coverage by 2%, from 30% to 32%, for property at 3544 Lexington. The request was made to facilitate the construction of a 14-foot x 14-foot deck and stairway. Following the public hearing and a thorough discussion, the ZBA voted unanimously to deny the requested variance. The Board cited no practical difficulty, no extraordinary circumstances, and no substantial justice. A copy of the decision accompanies this report.

During its deliberation, the Board questioned whether this issued would be better handled through an amendment to the Dexter Crossing PUD, as it was in 2005.

As Council will recall, in 2005 Peter's Building Company requested and obtained an amendment to the Area Plan for Dexter Crossing Residential, to allow the maximum lot coverage to be 35%, for the following 5 lots:

- a) 193 (515 Coventry)
- b) 194 (513 Coventry)
- c) 198 (505 Coventry)
- d) 201 (499 Coventry)
- e) 214 (3635 South Downs)

The size of the lots ranged from 6,387 square feet to 6,829 square feet. In granting the amendment to the PUD, the Planning Commission and Village Council determined these lots were substantially smaller than the minimum lot area required in the R-1B districts. The lot size for 3544 Lexington is 8,312 square feet.

It may be helpful to remember that when Dexter Crossing was developed, the emphasis was on smaller, narrower lots, clustered together to maximize and preserve open space. The housing type being developed at that time was predominately single family 2-story detached structures, which could fit on a narrower lot. Over the last twenty years, as baby boomers matured and became empty nesters, and subsequently retirees, the trend has shifted from 2-story homes to single story ranch homes. The width and square footage of a

ranch home is generally greater than the width and square footage of a 2-story colonial home.

Mr. Haeussler contacted staff the following morning regarding the process for requesting an amendment to the Dexter Crossing PUD. Staff explained that unlike in 2005, when the Planning Commission had the authority to determine whether a requested change to an approved area, preliminary or final site plan was major or minor, the ordinance was amended in 2007 to give the Zoning Administrator that responsibility (Section 19.13). Furthermore, if the requested change is determined to be minor, the Zoning Administrator has the authority to approve the change, after notification to the Planning Commission and City Council. Lastly, in 2005 the Planning Commission determined the above cited PUD amendment was considered a minor change. A copy of the current and former standards in Section 19.13 accompanies this report.

Mr. Haeussler indicated he would be submitting a change request by Friday, September 23<sup>rd</sup>.

### MISCELLANEOUS UPDATES

- On Monday, September 14, 2016 the state legislature sent the following bills to the Governor:
  - 1) HB 4210 would amend the current Medical Marijuana Act to legalize the manufacture and use of marijuana-infused products
  - 2) HB 4209 would legalize and regulate the sale of medical marijuana through dispensaries, and
  - 3) HB 4827 would establish a licensing and regulation framework for medical marijuana growers, processors, secure transporters, provisioning centers, and safety compliance facilities (i.e. a "seed-to-sale" tracking system for medical marijuana).

HB 4209 and 4827 are tie-barred to each other, meaning neither could take effect unless both are enacted. As of the date of this report, the Governor had not signed the legislation into law.

According to the legislative analysis by the House Fiscal Agency, HB 4209 would allow a municipality to enact an ordinance to authorize one or more types of marijuana facilities, and limit the number of each type of facility, within its boundaries; charge an annual local licensing fee up to \$5,000; and enact other ordinances related to marijuana facilities such as zoning ordinances. *A facility could not be licensed unless an authorizing ordinance has been adopted.*

Municipalities adopting authorizing ordinance must approve each applicant for a new state operating license before the Medical Marijuana Licensing Board can consider an application. Information obtained by the municipality from an applicant for this purpose would be exempt from FOIA requests.

Copies of the bills are provided separately from your physical packet, for your reading pleasure. You can also access the pending legislation and review legislative analyses on the Michigan Legislatures website:

[https://www.legislature.mi.gov/\(S\(12yy4txbt3n1zaibk3vhkvcz\)\)/mileg.aspx?page=Home](https://www.legislature.mi.gov/(S(12yy4txbt3n1zaibk3vhkvcz))/mileg.aspx?page=Home)

- Staff attended an on-site meeting between Steve Brouwer (Grandview Commons), Dominic Ramono (MEDC CAT), Nathan Voght (Washtenaw County Brownfield Coordinator), and AKT Peerless (Brownfield Consultant for Grandview Commons), on Thursday, September 15<sup>th</sup>. The purpose of the meeting with Dominic up-to-speed on the project. Our previous CAT representative left MEDC earlier this summer.
- Staff will be out of the office on Friday, September 23<sup>rd</sup>, and will return Monday, September 26<sup>th</sup>.

## **Article XIX**

# **PUD PLANNING AND DEVELOPMENT REGULATIONS FOR PLANNED UNIT DEVELOPMENT DISTRICTS (Excerpt)**

**Current Ordinance (after 2007 amendment):**

### **Section 19.13 AMENDMENT AND REVISION**

- A. A developer may request a change in an approved area plan, an approved preliminary site plan, or an approved final site plan. A change in an approved preliminary or final site plan, which is determined by the Zoning Administrator to be a major change, as defined in this section, shall require an amendment to the approved area plan. All amendments shall follow the procedures and conditions herein required for original submittal, review, and approval, including a public hearing and notification. A change, which results only in a minor change as defined in this Section and as determined by the Zoning Administrator, shall only require a revision to the approved plan and may be approved by the City Zoning Administrator after notification to the Planning Commission and City Council and provided the minor change will not significantly alter the PUD as approved by the City Council, including the appearance of the development and further provided that such change is minor as defined in this Section 19.13.
- B. A request for an amendment shall be made in writing to the Zoning Administrator and shall clearly state the reasons therefore. Such reasons shall be based upon considerations such as changing social or economic conditions, potential improvements in layout or design features, unforeseen difficulties, or advantages mutually affecting the interest of City of Dexter and the developer, such as technical causes, site conditions, state or federal projects and installations, and statutory revisions. Following payment of the appropriate fee, the developer shall submit the required information to the Zoning Administrator for review.
- C. Changes to be considered major, for which amendment is required pursuant to the procedures and conditions as required for the original submittal as set forth in this Article XIX, shall include one or more of the following:
1. Change in concept of the development.
  2. Change in use or character of the development.
  3. Change in type of dwelling unit as identified on the approved area plan.
  4. Increase in the number of dwelling units.
  5. Increase and/or decrease in nonresidential floor area of over five (5) percent.
  6. Increase and/or decrease in gross floor area or floor area ratio of the entire PUD of more than one (1) percent.

7. Rearrangement of lots, blocks, and building tracts.
  8. Change in the character or function of any street.
  9. Reduction in land area set aside for common open space or the relocations of such area(s).
  10. Horizontal and/or vertical elevation changes of five (5) percent or more.
- D. Minor changes shall include the following:
1. A change in residential floor area.
  2. An increase in nonresidential floor area of five (5) percent or less.
  3. Horizontal and/or vertical elevation changes of five (5) percent or less.
  4. Designated "Areas not to be disturbed" or open space may be increased.
  5. Plantings approved in the Final PUD Landscape Plan may be replaced by similar types of landscaping on a one-to-one or greater basis.
  6. Changes to building materials to another higher quality material.
  7. Changes in floor plans, which do not alter the character of the use.
1. Slight modification of sign placement or reduction of size.
  9. Minor variations in layout, which do not constitute major changes.
  10. An increase in gross floor area or floor area ratio of the entire PUD of one (1) percent or less.
- E. The Zoning Administrator shall have authority to determine whether a requested change is major or minor, in accordance with this section. The burden shall be on the applicant to show good cause for any requested change. Upon approval, revised drawings shall each be signed by the petitioner and the owner(s) of record or the legal representative(s) of said owner(s) and submitted for the record.

**Previous Ordinance (before 2007 amendment):**

**Section 19.13 AMENDMENT AND REVISION**

- A. A developer may request a change in an approved area plan, an approved preliminary site plan, or an approved final site plan. A change in an approved preliminary or final site plan which results in a major change, as defined in this section, in the approved area plan, shall require an amendment to the approved area plan. All amendments shall follow the procedures and conditions herein required for original submittal and review. A change which results in a minor change as defined in this section shall require a revision to the approved plan.
- B. A request for an amendment shall be made in writing to the Planning Commission and shall clearly state the reasons therefor. Such reasons may be based upon considerations such as changing social or economic conditions, potential improvements in layout or design features, unforeseen difficulties, or advantages mutually affecting the interest of Village of Dexter and the developer, such as technical causes, site conditions, state or federal projects and installations, and statutory revisions. The Planning Commission, upon finding such reasons and requests reasonable and valid, shall so notify the applicant in writing. Following payment of the appropriate fee, the developer shall submit the required information to the Planning Commission for review. If the approved plan is to be amended, the Planning Commission shall immediately notify the Village Council.
- C. Changes to be considered major, for which amendment is required, shall include one or more of the following:
1. Change in concept of the development.
  2. Change in use or character of the development.
  3. Change in type of dwelling unit as identified on the approved area plan.
  4. Increase in the number of dwelling units.
  5. Increase in nonresidential floor area of over five (5) percent.
  6. Increase in gross floor area or floor area ratio of the entire PUD of more than one (1) percent.
  7. Rearrangement of lots, blocks, and building tracts.
  8. Change in the character or function of any street.
  9. Reduction in land area set aside for common open space or the relocations of such area(s).

10. Increase in building height.
- D. A developer may request Planning Commission approval of minor changes, as defined in this section, in an approved area plan, approved preliminary site plan, where applicable, and in an approved final site plan. The Planning Commission shall notify the Village Council and other applicable agencies of its approval of such minor changes. The revised drawings as approved shall each be signed by the petitioner and the owner(s) of record or the legal representative(s) of said owner(s).
- E. Minor changes shall include the following:
1. A change in residential floor area.
  2. An increase in nonresidential floor area of five (5) percent or less.
  3. Minor variations in layout which do not constitute major changes.
  4. An increase in gross floor area or floor area ratio of the entire PUD of one (1) percent or less.
- F. The Planning Commission shall have authority to determine whether a requested change is major or minor, in accordance with this section. The burden shall be on the applicant to show good cause for any requested change.

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## NOTICE OF DECISION

**TO:** City Council and Planning Commission  
**FROM:** Michelle Aniol, Community Development Director  
**DATE:** September 20, 2016  
**RE:** **ZBA #2016-03, 8058 Huron Street Setback Variance Request**  
**Applicant: Stephen Chumney**  
**Property Owner: Stephen and Sandra A Chumney**

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On September 19, 2016 the Zoning Board of Appeals conducted a public hearing to consider a variance request, submitted by Stephen Chumney for property located at 8058 Huron Street (08-03-32-360-007). Mr. Chumney requested the following variance from Section 3.02, sub-section E, of the City of Dexter Zoning Ordinance, regarding required setbacks for detached accessory structures:

1. 1.3-foot variance from the required 10-foot setback from the principal building for a detached accessory structure, to allow an existing shed to remain 8.7 feet from the principal structure.

The applicant cited practical difficulties associated with the property. It was noted, the shed had already been constructed.

The following ZBA members were present: Phil Mekas, Chairman, Jon Rush, Chris Wallaker, Zach Michels and Marni Schmid.

Staff provided the following information

- Zoning: The subject property is zoned VR, Village Residential District. The intent of the VR Village Residential District is to:
  - Encourage innovative, traditional residential mixed and multiple-use developments so that the growing demand for housing may be met by greater variety in type, design and layout of dwellings.
  - Promote land development practices which will protect the public health, safety and welfare.
  - *Traditional neighborhoods are the desired alternative to conventional modern, use-segregated developments such as large lot suburban subdivisions and strip commercial developments.*
  - Encourage residential/mixed-use development in a manner consistent with the preservation and enhancement of property values within existing residential areas.
  - Promote the creation of places which are oriented to the pedestrian, promote citizen security and social interaction.
  - Promote development of mixed-use structures or mixed-use development with offices, multiple family and retail uses located with related community facilities.
  - Discourage commercial or industrial uses that create objectionable noise, glare and odors.

A single family residential house currently occupies the site. The neighborhood is residential in character with single and multiple family dwellings on either side of Huron Street. Commercial uses are limited to the intersection of Huron and Central Street, to the east. A shed is a common residential accessory structure, and would be consistent with the neighborhood character.

Background: The applicant erected a 160 sq. ft. pre-fabricated wood shed earlier this year, without a permit and in the location where a previous garage was located. The garage

foundation measured 226 square feet. The shed has a small footprint at 160 square feet. The applicant was informed that erection of the shed without a permit was a violation of the Zoning Ordinance, and he needed to apply for a zoning compliance permit. The applicant submitted the required application, but the application was denied because the shed was located less than 10 feet from the principal structure, as required in Section 3.02, sub-section E.

Mr. Chumney gave a brief presentation and distributed an additional packet of materials. He explained the reason for the sheds location was based on the old garage foundation. He assumed it would be compliant. He stated the 50-foot setback from the river and the steep slope of the back yard resulted in a practical difficulty. When considering alternative locations, he was concerned the shed would block his neighbors' view of the river.

Board comments after the applicant's presentation included the following:

- How long have you lived in the house (at 8058 Huron)?
- The lot was created before zoning. The house was constructed before zoning, but you built the shed before checking the zoning; relying on the counsel of others that a permit wasn't needed.
- Why couldn't the shed be located on the other side of the backyard?
- Couldn't the shed be located behind the old garage foundation?
- How many feet between the back of the old garage foundation and the drop off of the yard?
- Setback is required to stop fire from jumping from structure to structure and to give first responders room to get through.

Chairman Mekas opened the public hearing at 7:44 pm.

- Doug Neil, 8050 Huron Street (next door to the east) stated he used to live at 8058 Huron. When he bought the house there was no garage, just the foundation. When the tornado went through, he lost several kayaks because he had no garage and no shed. He decided to move next door because he would have a garage. He stated that many houses on Huron Street do not have a garage. He supported the variance request and stated it would definitely be a net positive for the neighborhood.
- Ron Kallek, 8079 Huron (2 houses to the west), stated he agreed with Mr. Neil. He also backs up to the Huron River, which is one of the most important factors for living on Huron Street. The view of the river. He stated he supported the variance request.

Comments from the ZBA, after the public hearing, included the following:

- I'm still having trouble with the self-created issue. If the petitioner had come to the city before buying and placing the shed, he would have learned found out the requirements and applied for a smaller shed, which could meet the ordinance requirements. Topography was there, lot/size of house that was all there, the location of the shed is self-created.
- Building shed without getting a permit rubs me the wrong way.
- Substantial justice is something the other people in the neighborhood have, and applicant can't without variance. In this case, some do, but not everyone does (have a shed).
- We've had more public comment on this than anything we've covered. It's going to affect the neighbors more than others in the city. The view of the river will be blocked if the shed is moved. I see substantial justice in this.
- If variance is denied, does the shed have to be removed within 24 hours?

Following the public hearing and thorough discussion, the ZBA voted 3-2 to grant the requested variance subject to the applicant maintaining an unobstructed 4-foot distance between the shed and existing planter bed. The Board cited substantial justice and extraordinary circumstances.



OFFICE OF COMMUNITY DEVELOPMENT

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

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## NOTICE OF DECISION

**TO:** City Council and Planning Commission  
**FROM:** Michelle Aniol, Community Development Director  
**DATE:** September 20, 2016  
**RE:** **ZBA #2016-05, 3544 Lexington – Variance to increase maximum lot coverage**  
**Applicant: Elizabeth Ritter**  
**Property Owner: Peters Building Company**

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On September 19, 2016 the Zoning Board of Appeals conducted a public hearing to consider a variance request, submitted by Elizabeth Ritter for property located at 3544 Lexington (08-08-08-260-066). Ms. Ritter requested the following variance from Section 20.01, Schedule of Regulations of the City of Dexter Zoning Ordinance, to allow the construction of a 14-foot by 14-foot deck:

1. A variance to increase the maximum lot coverage from 30% to 32%

The applicant cites practical difficulties associated with the property. A copy of application and staff's review accompany this decision.

The following ZBA members were present: Phil Mekas, Chairman, Jon Rush, Chris Wallaker, Zach Michels and Marni Schmid.

The applicant was represented by the property owner and builder, Jim Haeussler, of Peters Building Company.

Staff provided the following information before reviewing the criteria for considering a variance:

- **Zoning:** The subject site is located on the south side of Lexington Court. The subject site, and all adjacent property is zoned Dexter Crossing Planned Unit Development (PUD) with an underlying zoning of R-1B, One Family Residential – Small Lot. Improvements, such as a deck, are permitted, subject to yard setbacks and maximum lot coverage requirements. According to Section 20.01, Schedule of Regulations for Principal Buildings – Residential, the maximum lot coverage in the R-1B District is 30%.
- **Background:** In the 2005, Peter's Building Company requested and obtained an amendment to the Area Plan for Dexter Crossing Residential, to allow the maximum lot coverage to be 35%, for the following 5 lots:
  - a) 193 (515 Coventry)
  - b) 194 (513 Coventry)
  - c) 198 (505 Coventry)
  - d) 201 (499 Coventry)
  - e) 214 (3635 South Downs)

The size of the lots ranged from 6,387 square feet to 6,829 square feet. In granting the amendment to the PUD, the Planning Commission and Village Council determined these lots were substantially smaller than the minimum lot area required in the R-1B districts.

In addition, that same year the Zoning Board of Appeals granted a variance to the homeowner of lot 129 (3656 South Downs), to allow a maximum lot coverage not to exceed 34%. The variance was granted based upon findings of substantial justice and extraordinary circumstances. The homeowner suffered from multiple sclerosis, the yard was not level enough for the wheelchair to maneuver easily, and a larger deck was needed to accommodate his wheelchair. The area of the lot in this case was 7,244 square feet, which is 556 square feet less than the minimum lot area required in the R-1B District.

Mr. Haeussler gave a brief presentation in which he clarified that Peters Building Company is the owner of the property, and built the house for the applicant. Peters was not the developer of Dexter Crossing. Mr. Haeussler also addressed the 2005 PUD amendment, and said it was a proactive measure. He stated that this situation was a mistake, and regretted that it wasn't caught sooner. He stated the applicant hired another company to build the deck, and that Peters Building Company did not specifically create this problem, except that "we" built the house for a homeowner that lived in California.

Mr. Haeussler distributed a handout from another ZBA Case (2014-05), which pertained to a lot in Dexter Crossing, in which a setback variance was requested, and was granted. He also distributed another handout of photos of houses with elevated decks in the vicinity of the subject property, to show that an elevated deck would be consistent with current conditions. He reiterated that no one did anything deliberately to cause this situation.

The Board questioned if an amendment to the PUD for Dexter Crossing should have been the next step.

Chairman Mekas opened the public hearing at 8:36 pm. Comments from the public included the following:

- Kate Stafford, 6867 Wellington Drive stated she serves on the Dexter Crossing Homeowners Association (HOA) Board and spoke in support of the variance.
- Gary Northrup, 6924 Wellington Drive, stated the applicant is his sister-in-law and that he was speaking on her behalf. He stated that the applicant does not blame Peter's Building Company for the mistake and does not want to see the applicant punished for the oversight. He asked the ZBA to grant the variance.

Comments from the ZBA, after the public hearing, included the following:

- Mr. Haeussler was asked what he considered a self-created practical difficulty. Mr. Haeussler stated it was something where there was not deliberate or intention to create.
- What if I'm building a house and I max out the 2,000 square feet for the house and then I come back and want a shed, would that be self-created.
- How is this lot unique?
- How does the PUD impact the development? Two-story homes fit, but a ranch doesn't?
- Shouldn't this go back to the Planning Commission, as a PUD amendment?
- What if we limit the deck to 10' x 10' without a roof; steps add 75 sq. ft., and allow for increased coverage plus steps as proposed?

Following the public hearing and a thorough discussion, the ZBA voted unanimously to deny the requested variance. The Board cited no practical difficulty, no extraordinary circumstances, and no substantial justice.

**CITY OF DEXTER**

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

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

**MEMO**

**To: Mayor Keough and Council Members**  
**From: Courtney Nicholls, City Manager**  
**Date: September 21, 2016**  
**Re: City Manager/Assistant to the Manager Report - Meeting of  
September 26, 2016**

1. Meeting Review:
  - August 23<sup>rd</sup> – 3045 Broad Redevelopment Committee & Foremost Development
  - August 23<sup>rd</sup> – Parks & Recreation Commission
  - August 31<sup>st</sup> – 3045 Broad Redevelopment Committee
  - September 6<sup>th</sup> – Arts, Culture & Heritage Committee
  - September 12<sup>th</sup> – Work Session with Scio Township regarding Baker Rd Properties
  - September 13<sup>th</sup> – Utility Committee
  - September 14<sup>th</sup> – Union Negotiations
  - September 15<sup>th</sup> – Emergency Telephone District Board
  - September 15<sup>th</sup> – Middle Huron Partnership
  - September 20<sup>th</sup> – Parks & Recreation Commission
  - September 20<sup>th</sup> – Farmers Market/Community Garden Oversight Committee
  
2. Upcoming Meetings:
  - September 22<sup>nd</sup> – Pre-construction Meeting for Hydrant Project
  - September 22<sup>nd</sup> – OHM Update Meeting
  - September 27<sup>th</sup> – SEMCOG Water Resources Plan Stakeholder Mtg- Washtenaw County
  - September 28<sup>th</sup> – Union Negotiations
  - September 28<sup>th</sup> & 29<sup>th</sup> – Voter Registration Days at Dexter High School and Walkabout Creek
  - October 1<sup>st</sup> – Apple Daze
  - October 4<sup>th</sup> – Arts, Culture & Heritage Committee
  - October 8<sup>th</sup> – Mill Creek Park Work Day
  - October 9<sup>th</sup> – First Street Park Public Input Open House
  
3. **Elections Update.** Ballots for the Tuesday, November 8<sup>th</sup> General Election will be sent out the week of September 26<sup>th</sup>. Staff will be sending out a message that anyone who has not voted since Dexter became a City in November 2014 should check their voter registration either by contacting the City Office or by visiting [www.michigan.gov/vote](http://www.michigan.gov/vote). We are also asking that all students heading off to college verify whether they are registered to vote and/or request an absentee ballot as soon as possible. Staff will also be scheduling voter registration drives at Dexter High School

- (September 29) and Walkabout Creek (September 28). Any person can check whether they are registered to vote in Michigan using the website above.
4. **Hazmat Incident.** On Friday, September 16, 2016 Alpha Metal was receiving a chemical delivery, when the driver unloading the chemicals knocked a 55 gallon drum off of the truck. That 55 gallon drum was not being delivered to Alpha Metal and was not properly marked. Alpha Metal called the Dexter Area Fire Department who alerted the Washtenaw County Hazmat Team. They evacuated a 500 foot area as a precaution. The 20 gallons of material that had spilled from the 55 gallon drum was cleaned up by applying sand and letting it dry. The spill was in an indoor containment area, so none of the liquid was able to reach the storm or sanitary sewer system. No injuries were reported.
  5. **Utility Committee.** The Utility Committee met on September 13, 2016. Over the next few months the Committee will be reviewing draft updates to the water and sewer ordinance. The sewer ordinance needs to be updated due to the MAHL study and both ordinances need to be reviewed since they have not been looked at for many years. The Committee also discussed updating the connection fee resolution to incorporate a section that describes how credits for existing service in redevelopment projects will be calculated and to update any unit assignment factors, if necessary.
  6. **Emergency Telephone District Board.** The City of Dexter is a voting member of the Emergency Telephone District Board. This board is charged with the creation of the County's 911 Plan. The Plan has been in effect and not required changes, so the Board has not needed to meet since 2012. The purpose of the September 2016 meeting was to vote to disburse fund balance resulting from a capital improvement set aside that had been accumulating from the emergency communications millage. The Board voted to disburse the funds to the various entities that have 911 dispatch centers in Washtenaw County. Attached is information provided at the meeting that shows the call volume of the 911 centers and the fund balance disbursements that will be made.
  7. **Middle Huron Partnership Meeting.** The Huron River Watershed Council Middle Huron Partnership meets on a quarterly basis. At the September meeting, MDEQ staff member Deb Snell reported that our MS4 permits (our permit to discharge storm water into the Mill Creek/Huron River) should be continuing through the approval process. Our permit application was originally submitted in April 2013. Once the permit is issued it will be good for 5 years from the date of approval, not the original application date, which means that it will be good until 2021 or 2022.
  8. **Third Street Drainage Question.** Attached to this report is a summary from OHM on a drainage question raised by AR Brouwer. AR Brouwer is considering redevelopment of the property located at Third and Broad that previously contained apartments. Currently the only drainage in that area involves a pipe that appears to have a blockage. We are unable to access the pipe to determine the problem because

- it is on railroad property. The memo is provided as an update and to start a discussion of next steps.
9. **Grandview Commons Brownfield Request.** The Downtown Development Authority discussed the request from Grandview Commons to use tax capture to repay the cost of brownfield clean up activities. DDA decided to form a committee to review the request. The members of that committee will be Shawn Keough, Don Darnell, Mike Fitzpatrick, and staff. We anticipate having our first meeting in the next couple of weeks.
  10. **MDNR Passport Recreation Grant.** The Parks and Recreation Commission is interested in applying for an MDNR Grant for park improvements related to ADA accessibility. The next round of grant applications are due on April 1, 2017. The Commission will be discussing the grant process and potential projects at their October meeting.
  11. **Donation Policy.** The Parks and Recreation Commission is close to completing a draft Donation Policy. The Commission should be making a recommendation to City Council on this document in either October or November.
  12. **Dexter Daze Social Tent.** We have received our August 2016 invoice for Sheriff overtime which included 9 hours for overtime related to assistance at the Dexter Daze social tent. The cost for this will be invoiced to the Dexter Area Fire Association.

# WASHTENAW COUNTY ANNUAL PSAP REPORT 2015

| <u>PSAP</u>                | <u>State Surcharge</u> | <u>County Surcharge</u> | <u>16 % Operations</u> | <u>9-1-1 Millage</u> | <u>General Fund Monies</u> |
|----------------------------|------------------------|-------------------------|------------------------|----------------------|----------------------------|
| CHELSEA CITY PD            | -                      | \$23,147.81             | \$0.00                 | \$0.00               | \$215,738.38               |
| MILAN CITY PD              | -                      | \$17,572.62             | \$0.00                 | \$0.00               | \$254,277.38               |
| PITTSFIELD TWP DPS         | \$32,623.73            | \$168,456.89            | \$0.00                 | \$0.00               | \$671,396.38               |
| SALINE CITY PD             | -                      | \$39,868.91             | \$0.00                 | \$0.00               | \$293,830.09               |
| UNIVERSITY OF MICHIGAN DPS | -                      | \$43,920.34             | \$0.00                 | \$0.00               | \$1,101,112.66             |
| WASHTENAW METRO DISPATCH   | \$398,653.95           | \$1,340,278.33          | \$0.00                 | \$0.00               | \$1,834,012.13             |
| EASTERN MICHIGAN DPS       | -                      | \$17,048.26             | \$0.00                 | \$0.00               | \$459,951.74               |
| 5% Administration          | \$30,265.10            | \$86,879.47             | \$0.00                 | \$0.00               | -                          |
| 9-1-1 TECH RESERVE FUND    | \$143,759.22           | -                       | \$0.00                 | \$0.00               | -                          |
| <b>TOTALS</b>              | <b>\$605,302.00</b>    | <b>\$1,737,172.63</b>   | <b>\$0.00</b>          | <b>\$0.00</b>        | <b>\$4,830,318.76</b>      |

(includes \$438.73 interest earned)

| <u>PSAP</u>                | <u>WIRELINE 9-1-1 CALLS</u> | <u>WIRELESS 9-1-1 CALLS</u> | <u>VOIP 9-1-1 CALLS</u> |
|----------------------------|-----------------------------|-----------------------------|-------------------------|
| CHELSEA CITY PD            | 550                         | 546                         | 192                     |
| MILAN CITY PD              | 389                         | 468                         | 132                     |
| PITTSFIELD TWP DPS         | 2,042                       | 15,828                      | 1026                    |
| SALINE CITY PD             | 472                         | 850                         | 211                     |
| UNIVERSITY OF MICHIGAN DPS | 3,262                       | 276                         | 9                       |
| WASHTENAW METRO DISPATCH   | 18,524                      | 193,345                     | 21,229                  |
| EASTERN MICHIGAN DPS       | 2,627                       | 144                         | 2                       |
| Admin 5%                   | -                           | -                           | -                       |
| <b>TOTALS</b>              | <b>27,866</b>               | <b>211,457</b>              | <b>22,801</b>           |

| <u>PSAP</u>                  | <u>Total 9-1-1 Calls</u> | <u>NON 9-1-1 CALLS</u> |
|------------------------------|--------------------------|------------------------|
| CHELSEA CITY PD              | 1,288                    | 8,416                  |
| MILAN CITY PD                | 989                      | 14,093                 |
| PITTSFIELD TWP DPS           | 18,896                   | Unknown                |
| SALINE CITY PD               | 1,533                    | 9,993                  |
| UNIVERSITY OF MICHIGAN DPS * | 3,547                    | 86,264                 |
| WASHTENAW METRO DISPATCH     | 233,098                  | 178,564                |
| EASTERN MICHIGAN DPS         | 2,773                    | Unknown                |
| <b>TOTALS</b>                | <b>262,124</b>           | <b>297,330</b>         |

| <u>TOTAL INCIDENTS DISPATCHED</u> |                |
|-----------------------------------|----------------|
| CHELSEA CITY PD                   | 4,818          |
| MILAN CITY PD                     | 7,909          |
| PITTSFIELD TWP DPS                | 17,650         |
| SALINE CITY PD                    | 6,355          |
| UNIVERSITY OF MICHIGAN DPS *      | 54,468         |
| WASHTENAW METRO DISPATCH          | 192,045        |
| EASTERN MICHIGAN DPS              | 13,874         |
| <b>TOTALS</b>                     | <b>297,119</b> |

**Distribution of Technology Reserve Fund Balance Based on Population**  
**Figures as of 9/15/2016**

|                        | <u>2016 SEMCOG Estimated Population</u> | <u>Population Percentage</u> | <u>Share of Technology Reserve Funds</u> |
|------------------------|---|------------------------------|--|
| <u>PSAP</u>            |   |                              |  |
| CHELSEA                | 4,934                                   | 1.32%                        | \$14,299.52                              |
| EMU                    | 3,867                                   | 1.04%                        | \$11,207.18                              |
| MILAN (Washtenaw only) | 3,920                                   | 1.05%                        | \$11,360.78                              |
| PITTSFIELD             | 38,309                                  | 10.26%                       | \$111,025.59                             |
| SALINE                 | 8,897                                   | 2.38%                        | \$25,784.92                              |
| U OF M                 | 10,100                                  | 2.70%                        | \$29,271.41                              |
| WASHTENAW METRO        | <u>303,394</u>                          | <u>81.25%</u>                | <u>\$879,284.18</u>                      |
|                        | 373,421                                 | 100%                         | \$1,082,233.59                           |

## memorandum

**Date:** September 20, 2016

**To:** Courtney Nicholls, City Manager

**cc:** Kurt Augustine, Dan Schlaff

**From:** Patrick M. Droze

**Re:** Third and Broad Drainage

In May of 2016, OHM was contacted by the A.R. Brouwer Company regarding a site at 8069 Third Street. The property in question was a vacant parcel on the southeast corner of the Broad Street and Third Street intersection. Based on the conversation, we understood that the site was being considered for development but there were concerns from a drainage perspective.

After reviewing internal files, it was determined that the site drainage is provided by catch basins within the right of way. These catch basins then convey drainage through a clay pipe with an eventual surface discharge occurring west of the old train station. However, based on conversations with Kurt Augustine, this pipe was damaged within the past few years by a contractor within the railroad right of way. As a result, the outlet no longer appears to function as intended. Due to this, there is occasional street flooding at the Third Street and Broad Street intersection (see attached figure). The reported flooding is minor at the intersection and is generally short term due to pervious soils in this area.

With this understanding, OHM contacted MDOT (owner of the railroad right of way) to inform them of the apparent issue within the railroad right of way. Based on the information provided by Kurt Augustine, and our understanding of recent work within the right of way, it was apparent that the damage to the sewer was inflicted by a recently installed utility. MDOT responded stating that they would review the issue and possibly work with the City to correct the issue. However, due to workloads, the assistance would likely not occur until later in the fall of 2016.

While the road drainage issue persists, its immediate resolution is not critical due to the sporadic, short-lived nature of the issue. However, the inability to direct the A.R. Brouwer company to a viable drainage outlet is impeding their ability to advance development plans. At this time, there do not appear to be other viable drainage outlets in the immediate area. The nearest alternative discharge points are sewers located at Broad and 5<sup>th</sup> and Central and Third. However, both of these locations are higher than the Third/Broad area which prohibits a gravity outlet.

Going forward, the City is left with a few alternatives to remedy the issue. These are as follows:

1. Work with MDOT to repair the damaged drain pipe. Since the damage occurred as the result of a Contractor permitted by the railroad, we would assume that some portion of the cost of the repair would be covered by MDOT. Due to the railroad's workload, it is unclear when MDOT will begin work to assist the city. As a result, it is difficult to predict when resolution will occur.

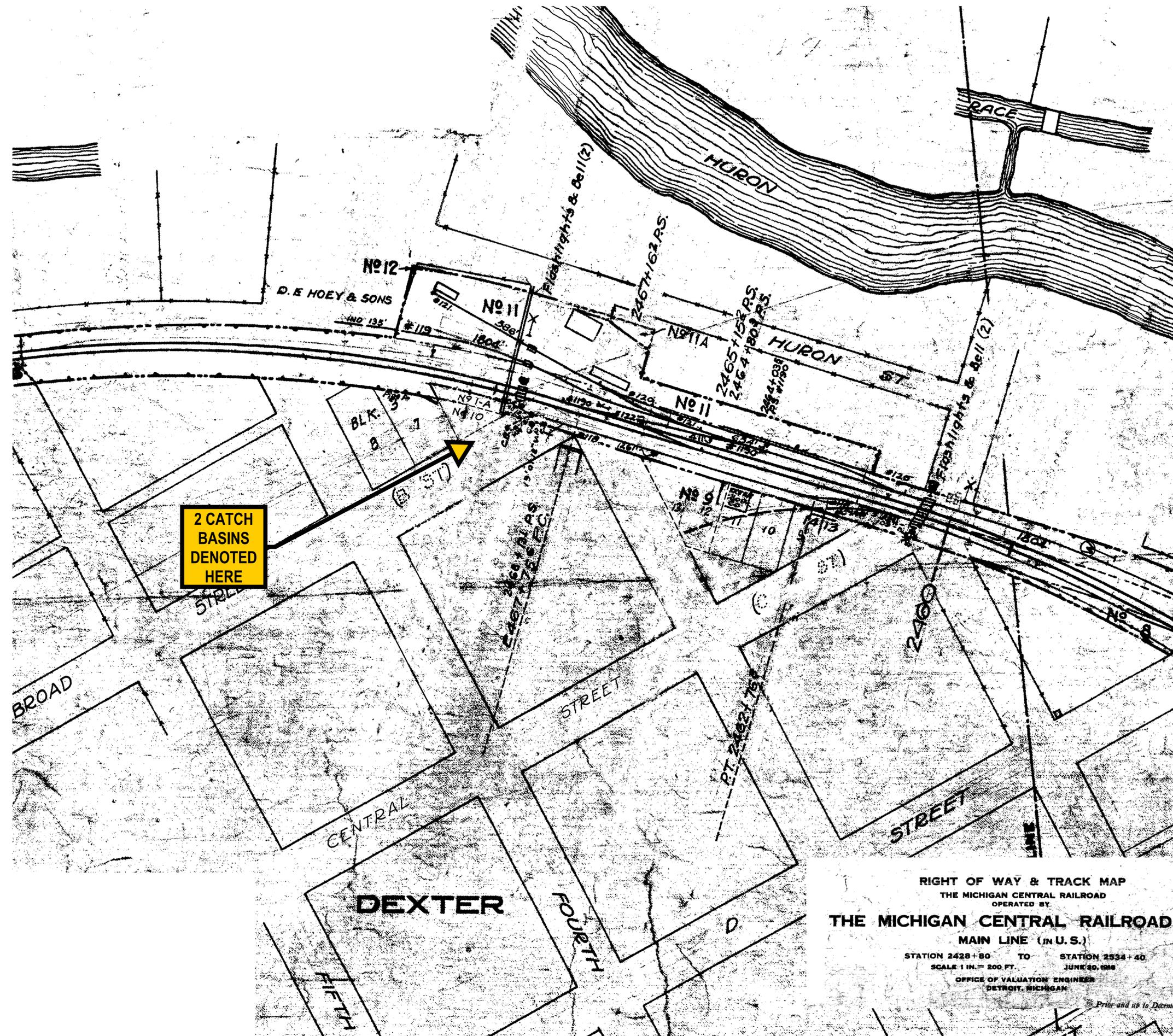


2. Investigate other alternatives for drainage. It is assumed that all costs for these will be the responsibility of the city. Due to railroad interactions, we estimate a lead time of at least 6 months before construction could occur. The immediate options are as follows:
  - a. Option 1 would include new sewer along Broad Street to the Huron River (passing under the tracks via jack and bore construction). This would also require an easement for the section from Broad/Huron intersection to the Huron River. The work would require a railroad permit to perform the work.
  - b. Option 2 would include new sewer around the former train station and then regrading the existing drainage swale west of the station. This would require easements from either the train station property or 3441 Broad Street. The work within the railroad right of way will involve railroad permitting.

If the city is unable to move forward with any of the above in the immediate future, the developer of 8069 Third would be required to develop a more unconventional approach to storm water management. In general, this would require either a pumped discharge or to design the site such that there is no discharge from the site. The latter would be accomplished through use of on-site infiltration. While this alternative is more expensive to the developer, it can be feasible. As a comparison, the recently approved, but never constructed development at 3441 Broad was able to attain full infiltration due to the presence of dry, well-drained sandy soils.



ARCHITECTS ENGINEERS PLANNERS  
 1234 Washington Blvd  
 Suite 600  
 Detroit, MI 48226  
 OHM-ADVISORS.COM

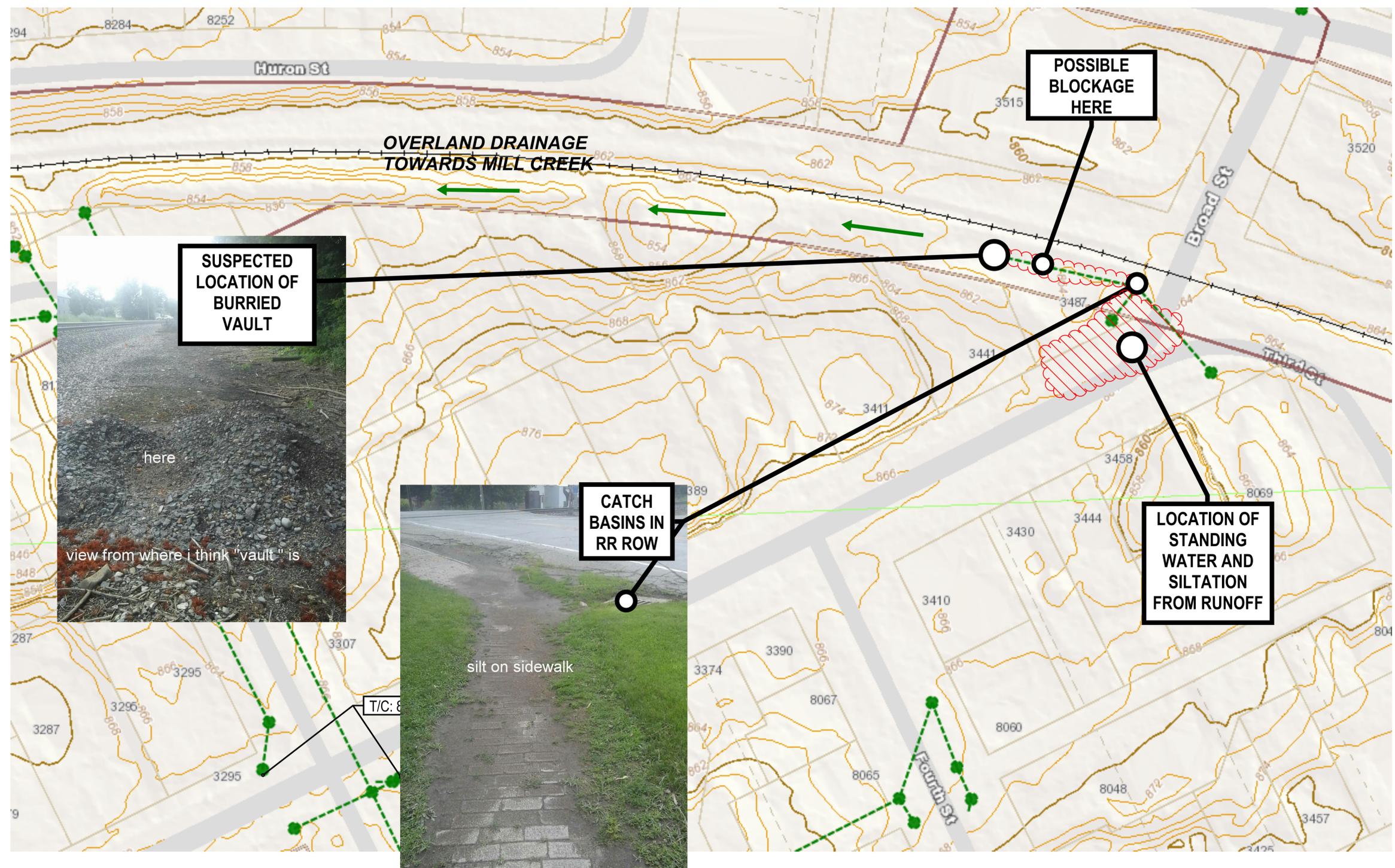


2 CATCH  
 BASINS  
 DENOTED  
 HERE

RIGHT OF WAY & TRACK MAP  
 THE MICHIGAN CENTRAL RAILROAD  
 OPERATED BY  
**THE MICHIGAN CENTRAL RAILROAD CO.**  
 MAIN LINE (IN U.S.)  
 STATION 2428+80 TO STATION 2534+40  
 SCALE 1 IN. = 200 FT. JUNE 20, 1918  
 OFFICE OF VALUATION ENGINEERS  
 DETROIT, MICHIGAN  
 Print and up to December 28, 1917.



|      |              |      |            |      |        |                       |       |              |             |           |
|------|--------------|------|------------|------|--------|-----------------------|-------|--------------|-------------|-----------|
| DATE | PROJ. NUMBER | ENG. | PROJ. MGR. | CADD | COUNTY | CITY/VILLAGE/TOWNSHIP | SCALE | HORIZ. DATUM | VERT. DATUM | REVISIONS |
|      |              |      |            |      |        |                       |       |              |             |           |



DRAWING PATH: C:\Users\dfraze\Documents\Drawing2.dwg Mar 22, 2016 - 7:55am

|      |             |     |           |      |        |                       |       |             |            |           |
|------|-------------|-----|-----------|------|--------|-----------------------|-------|-------------|------------|-----------|
| DATE | PROJ NUMBER | ENG | PROJ IMGR | CADD | COUNTY | CITY/VILLAGE/TOWNSHIP | SCALE | HORIZ DATUM | VERT DATUM | REVISIONS |
|      |             |     |           |      |        |                       |       |             |            |           |

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**Mayor Report  
Shawn Keough  
Prepared on September 21, 2016**

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**

3045 Broad Redevelopment Team meeting – Our committee last met on August 31<sup>st</sup> to discuss the Foremost pro-forma and site plan that was shared with the City/DDA. As a follow-up to our meeting, on September 6, 2016, our committee sent a letter to Foremost outlining the City/DDA's perspective on the site plan and the pro-forma. All of these discussions are focused on making sure that the development is in the best long term interest of the City. As of September 21, 2016, we have not received any formal response from Foremost. We are expecting to receive feedback on our ideas from them soon.

DTE Substation Removal Update – Over the last couple of weeks, DTE has been working internally to get an appraisal for their property. They need this as part of their process whenever land is bought or sold due to their public responsibility to set fair electric rates. DTE did provide some comments back to the City on the draft property swap agreement. Those comments are currently being reviewed by the City/DDA attorney.

September 13, 2016 – Utility Committee meeting

September 13, 2016 – Local 4090 (DAFD) Union Negotiations

September 14, 2016 – Kick off meeting for Union Negotiations with Teamsters Local 214 (Bargaining unit of City public works, water, sewer and administrative employees)

September 14 – 16, 2016 – MML Conference

September 20, 2016 – Meet with LaFontaine Automotive – City Manager Courtney Nicholls and I met with 6 representatives of LaFontaine Chevrolet to discuss their recent tax petition that they have submitted to the State of Michigan Tax Tribunal. We are trying to work with them to avoid the timely/expensive process of going in front of the tax tribunal.

**Upcoming Activities**

September 26, 2016 – City Council meeting

September 28, 2016 – City of Dexter meeting with Local 214 for Union Negotiations – we have established a regular meeting schedule of every 2<sup>nd</sup> and 4<sup>th</sup> Wednesday for these meetings. Council will be meeting in closed session on September 26<sup>th</sup> to discuss and prepare for the upcoming negotiations.

**Looking Ahead**

I will continue to meet with residents that have recently submitted applications for various committee positions.

Please feel free to contact me at any time with questions or suggestions. I look forward to seeing you around our town.

Shawn Keough

Mayor, City of Dexter

[skeough@DexterMI.gov](mailto:skeough@DexterMI.gov)

(313) 363-1434 (cell)

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| <b>SUMMARY OF BILLS AND PAYROLL</b>  |          |                     | <b>9/26/2016</b>                                    |
|--|----------|---------------------|---|
| Payroll Check Register   | 09/14/16 | \$38,062.11         | Regular Pay   |
|  |          |                     |   |
|  |          |                     |   |
| Employer Costs<br>(FICA/MERS/ICMA) paid via<br>electronic transfer   | 09/14/16 | \$3,413.82          | Regular Pay   |
|  |          |                     |   |
|  |          |                     |   |
| Account Payable Check Register   |          | \$377,244.77        |   |
|  |          |                     |   |
|  |          | <b>\$418,720.70</b> | <b>TOTAL BILLS &amp; PAYROLL EXPENDED ALL FUNDS</b> |
|  |          |                     |   |
| <b>The due date column on the accounts payable worksheets represents the date of the Council meeting</b>   |          |                     |   |
|  |          |                     |   |
| <b>ALL PAYABLES ARE WITHIN ACCEPTABLE BUDGET LIMITS EXCEPT AS NOTED BELOW<br/>DETAIL VENDOR LIST AND ACCOUNT SUMMARY PROVIDED</b>                              |          |                     |   |
|  |          |                     |   |
|  |          |                     |   |
|  |          |                     |   |
|  |          |                     |   |
|  |          |                     |   |
| <i>"This is the summary report that will be provided with each packet. Approval of the total bills and payroll expended,<br/>all funds will be necessary."</i> |          |                     |   |
|  |          |                     |   |
|  |          |                     |   |
|  |          |                     |   |

| Claimant                           | Amount Claimed | Amount Owed | Amount Rejected |
|------------------------------------|----------------|-------------|-----------------|
| 1. ALEXANDER CHEMICAL CORPORATION  | 744.22         |             |                 |
| 2. ARBOR CARE TREE SURGEONS        | 2,200.00       |             |                 |
| 3. AT&T                            | 57.45          |             |                 |
| 4. BREUNINGER FARMS                | 2,250.00       |             |                 |
| 5. CADILLAC ASPHALT, LLC           | 119.90         |             |                 |
| 6. CARLISLE-WORTMAN ASSOCIATES     | 112.50         |             |                 |
| 7. CMYK IMPERIAL PRINTING          | 55.00          |             |                 |
| 8. COMCAST - DPW                   | 104.80         |             |                 |
| 9. COMCAST                         | 740.38         |             |                 |
| 10. CORRIGAN OIL COMPANY           | 403.65         |             |                 |
| 11. DEBORD BROTHERS FENCE CO LLC   | 2,850.00       |             |                 |
| 12. DEPT. OF ENVIRN. QUALITY       | 60.00          |             |                 |
| 13. DEXTER SENIOR CITIZENS CENTER  | 1,200.00       |             |                 |
| 14. DIVERSIFIED INSPECTION INDEPEN | 1,218.00       |             |                 |
| 15. DORNBOS SIGN & SAFTEY INC.     | 179.12         |             |                 |
| 16. ELHORN ENGINEERING CO          | 3,450.20       |             |                 |
| 17. ETNA SUPPLY CO                 | 2,600.00       |             |                 |
| 18. F&V OPERATIONS                 | 321.75         |             |                 |
| 19. GEOCOIN CLUB LLC               | 297.00         |             |                 |
| 20. GRAINGER                       | 101.04         |             |                 |
| 21. GRIFFIN PEST CONTROL INC       | 384.00         |             |                 |
| 22. HACH COMPANY                   | 395.19         |             |                 |
| 23. HARPER ELECTRIC, INC           | 126.50         |             |                 |
| 24. JOHN'S SANITATION              | 1,290.00       |             |                 |
| 25. JOHNSON SIGN COMPANY, INC.     | 50.00          |             |                 |
| 26. KENCO, INC.                    | 29.25          |             |                 |
| 27. KNIGHT'S GRADING & EXCAVATING  | 4,930.00       |             |                 |
| 28. M&M PAVEMENT MARKING           | 18,093.85      |             |                 |
| 29. METRO ENVIRONMENTAL SERVICES   | 3,840.00       |             |                 |
| 30. MICHIGAN ELECTION RESOURCES    | 90.41          |             |                 |
| 31. MICHIGAN RURAL WATER ASSOC     | 765.00         |             |                 |
| 32. MONROE'S RUBBISH REMOVAL INC   | 2,425.35       |             |                 |
| 33. MUNICIPAL EMPLOYEES RETIREMENT | 100,600.00     |             |                 |
| 34. NORTH CENTRAL LABORATORIES     | 505.62         |             |                 |
| 35. PITNEY BOWES GLOBAL            | 166.92         |             |                 |
| 36. PITNEY BOWES INC               | 76.48          |             |                 |
| 37. PNC                            | 907.90         |             |                 |
| 38. PURCHASE POWER                 | 565.53         |             |                 |
| 39. RESERVE ACCOUNT                | 1,000.00       |             |                 |
| 40. RICK CHABOT                    | 64.14          |             |                 |
| 41. RICOH AMERICAS CORPORATION     | 578.55         |             |                 |
| 42. SCOTT E. MUNZEL, PC            | 7,446.00       |             |                 |
| 43. SIGNS IN 1 DAY                 | 290.00         |             |                 |
| 44. SITE ONE LANDSCAPE SUPPLY      | 90.29          |             |                 |
| 45. SMALL BUSINESS ASSOC OF MICH   | 22,924.26      |             |                 |
| 46. SMITHGROUP JJR                 | 5,920.00       |             |                 |
| 47. STAPLES BUSINESS ADVANTAGE     | 373.00         |             |                 |
| 48. THE ENCORE MUSICAL THEATRE CO  | 125.00         |             |                 |
| 49. TONY RANDAZZO                  | 350.00         |             |                 |
| 50. UNUM LIFE INSURANCE            | 486.16         |             |                 |

| Claimant                         | Amount Claimed | Amount Owed | Amount Rejected |
|----------------------------------|----------------|-------------|-----------------|
| 51. US BANK CORPORATE TRUST      | 136,716.25     |             |                 |
| 52. VARNUM, RIDDERING, SCHMIDT   | 142.04         |             |                 |
| 53. VERIZON WIRELESS             | 444.76         |             |                 |
| 54. WASHTENAW COUNTY TREASURER   | 1,892.00       |             |                 |
| 55. WASTE MANAGEMENT OF MICHIGAN | 44,095.31      |             |                 |
| ***TOTAL ALL CLAIMS***           | 377,244.77     |             |                 |

| GL Number                               | Inv. Line Desc                 | Vendor                 | Invoice Desc. | Invoice    | Due Date | Amount   | check # |
|---|--------------------------------|------------------------|---------------|------------|----------|----------|---------|
| Fund 101 GENERAL FUND                   |                                |                        |               |            |          |          |         |
| Dept 101 CITY COUNCIL                   |                                |                        |               |            |          |          |         |
| 101-101-943.000                         | COUNCIL CHAMBERS LEASE         | DEXTER SENIOR CITIZENS | RENTAL FEE    | 09/19/16   | 09/26/16 | 1,000.00 |         |
| 101-101-956.000                         | COUNCIL DISCRETIONARY EXPF PNC |                        | COUNCIL       | 09/19/16   | 09/26/16 | 50.64    |         |
| Total For Dept 101 CITY COUNCIL         |                                |                        |               |            |          | 1,050.64 |         |
| Dept 172 CITY MANAGER                   |                                |                        |               |            |          |          |         |
| 101-172-721.000                         | HEALTH & DENTAL INSURANCE      | SMALL BUSINESS ASSOC O | 2016-2017     | 09/19/16   | 09/26/16 | 6,234.84 |         |
| 101-172-722.000                         | LIFE & DISABILITY INSURANC     | UNUM LIFE INSURANCE    | SEPT 2016     | 09/19/16   | 09/26/16 | 121.56   |         |
| 101-172-727.000                         | OFFICE SUPPLIES                | STAPLES BUSINESS ADVAN | SUPPLIES      | 09/19/16   | 09/26/16 | 70.92    |         |
| 101-172-960.000                         | EDUCATION & TRAINING           | PNC                    | SEMINAR       | 09/19/16   | 09/26/16 | 158.00   |         |
| Total For Dept 172 CITY MANAGER         |                                |                        |               |            |          | 6,585.32 |         |
| Dept 201 FINANCE DEPARTMENT             |                                |                        |               |            |          |          |         |
| 101-201-802.000                         | PROFESSIONAL SERVICES          | PNC                    | CONFERENCE    | 09/19/16   | 09/26/16 | 307.40   |         |
| Total For Dept 201 FINANCE DEPARTMENT   |                                |                        |               |            |          | 307.40   |         |
| Dept 210 ATTORNEY                       |                                |                        |               |            |          |          |         |
| 101-210-810.000                         | ATTORNEY FEES                  | SCOTT E. MUNZEL, PC    | TAX APPEAL    | 1959       | 09/26/16 | 170.00   |         |
| 101-210-810.000                         | ATTORNEY FEES                  | SCOTT E. MUNZEL, PC    | LEGAL SERVICE | 1955       | 09/26/16 | 136.00   |         |
| 101-210-810.000                         | ATTORNEY FEES                  | SCOTT E. MUNZEL, PC    | TAX APPEAL    | 1958       | 09/26/16 | 935.00   |         |
| 101-210-810.000                         | ATTORNEY FEES                  | SCOTT E. MUNZEL, PC    | WELLNESS      | 1957       | 09/26/16 | 6,205.00 |         |
| Total For Dept 210 ATTORNEY             |                                |                        |               |            |          | 7,446.00 |         |
| Dept 253 TREASURER                      |                                |                        |               |            |          |          |         |
| 101-253-721.000                         | HEALTH & DENTAL INSURANCE      | SMALL BUSINESS ASSOC O | 2016-2017     | 09/19/16   | 09/26/16 | 1,768.97 |         |
| 101-253-722.000                         | LIFE & DISABILITY INSURANC     | UNUM LIFE INSURANCE    | SEPT 2016     | 09/19/16   | 09/26/16 | 36.50    |         |
| 101-253-727.000                         | OFFICE SUPPLIES                | STAPLES BUSINESS ADVAN | SUPPLIES      | 09/19/16   | 09/26/16 | 24.49    |         |
| Total For Dept 253 TREASURER            |                                |                        |               |            |          | 1,829.96 |         |
| Dept 257 ASSESSING DEPARTMENT           |                                |                        |               |            |          |          |         |
| 101-257-977.000                         | EQUIPMENT                      | STAPLES BUSINESS ADVAN | SUPPLIES      | 09/19/16   | 09/26/16 | 9.69     |         |
| Total For Dept 257 ASSESSING DEPARTMENT |                                |                        |               |            |          | 9.69     |         |
| Dept 262 ELECTIONS                      |                                |                        |               |            |          |          |         |
| 101-262-727.000                         | OFFICE SUPPLIES                | CMYK IMPERIAL PRINTING | BANNER        | 2974       | 09/26/16 | 55.00    |         |
| 101-262-727.001                         | ELECTION SUPPLIES              | MICHIGAN ELECTION RESO | ELECTION      | 36547      | 09/26/16 | 90.41    |         |
| Total For Dept 262 ELECTIONS            |                                |                        |               |            |          | 145.41   |         |
| Dept 265 BUILDINGS & GROUNDS            |                                |                        |               |            |          |          |         |
| 101-265-727.000                         | OFFICE SUPPLIES                | PITNEY BOWES INC       | POSTAGE       | 1001690085 | 09/26/16 | 76.48    |         |
| 101-265-727.000                         | OFFICE SUPPLIES                | STAPLES BUSINESS ADVAN | SUPPLIES      | 09/19/16   | 09/26/16 | 251.51   |         |
| 101-265-728.000                         | POSTAGE                        | PURCHASE POWER         | POSTAGE       | 09/21/16   | 09/26/16 | 565.53   |         |
| 101-265-728.000                         | POSTAGE                        | RESERVE ACCOUNT        | POSTAGE       | 09/21/16   | 09/26/16 | 1,000.00 |         |
| 101-265-920.001                         |                                | AT&T                   | 424 1790      | 09/19/16   | 09/26/16 | 57.45    |         |
| 101-265-920.001                         | UTILITIES - TELEPHONES         | COMCAST                | PHONES        | 09/19/16   | 09/26/16 | 515.03   |         |
| 101-265-936.000                         | EQUIPMENT SERVICE CONTRACT     | PITNEY BOWES GLOBAL    | COPIER        | 3301341581 | 09/26/16 | 166.92   |         |
| 101-265-936.000                         |                                | RICOH AMERICAS CORPORA | COPIER        | 5044242965 | 09/26/16 | 578.55   |         |
| 101-265-955.000                         | MISCELLANEOUS                  | GRIFFIN PEST CONTROL I | PEST CONTROL  | 09/19/16   | 09/26/16 | 225.00   |         |
| Total For Dept 265 BUILDINGS & GROUNDS  |                                |                        |               |            |          | 3,436.47 |         |
| Dept 285 CITY TREE PROGRAM              |                                |                        |               |            |          |          |         |
| 101-285-803.000                         | CONTRACTED SERVICES            | ARBOR CARE TREE SURGEO | TREES         | 09/19/16   | 09/26/16 | 2,200.00 |         |
| Total For Dept 285 CITY TREE PROGRAM    |                                |                        |               |            |          | 2,200.00 |         |
| Dept 301 LAW ENFORCEMENT                |                                |                        |               |            |          |          |         |

| GL Number                           | Inv. Line Desc                | Vendor                 | Invoice Desc.                                 | Invoice  | Due Date | Amount     | check # |
|-------------------------------------|-------------------------------|------------------------|---|----------|----------|------------|---------|
| Fund 101 GENERAL FUND               |                               |                        |   |          |          |            |         |
| Dept 301 LAW ENFORCEMENT            |                               |                        |   |          |          |            |         |
| 101-301-807.000                     |                               | WASHTENAW COUNTY TREAS | ENFORCEMENT                                   | 28676    | 09/26/16 | 1,892.00   |         |
|                                     |                               |                        | Total For Dept 301 LAW ENFORCEMENT            |          |          | 1,892.00   |         |
| Dept 336 FIRE DEPARTMENT            |                               |                        |   |          |          |            |         |
| 101-336-935.000                     | BUILDING MAINTENANCE & REPAIR | GRIFFIN PEST CONTROL I | PEST CONTROL                                  | 09/19/16 | 09/26/16 | 159.00     |         |
|                                     |                               |                        | Total For Dept 336 FIRE DEPARTMENT            |          |          | 159.00     |         |
| Dept 400 PLANNING DEPARTMENT        |                               |                        |   |          |          |            |         |
| 101-400-721.000                     | HEALTH & DENTAL INSURANCE     | SMALL BUSINESS ASSOC O | 2016-2017                                     | 09/19/16 | 09/26/16 | 1,648.92   |         |
| 101-400-722.000                     | LIFE & DISABILITY INSURANCE   | UNUM LIFE INSURANCE    | SEPT 2016                                     | 09/19/16 | 09/26/16 | 30.99      |         |
| 101-400-727.000                     | OFFICE SUPPLIES               | STAPLES BUSINESS ADVAN | SUPPLIES                                      | 09/19/16 | 09/26/16 | 16.39      |         |
| 101-400-802.000                     | PROFESSIONAL SERVICES         | CARLISLE-WORTMAN ASSOC | GRANDVIEW                                     | 2141121  | 09/26/16 | 37.50      |         |
|                                     |                               |                        | Total For Dept 400 PLANNING DEPARTMENT        |          |          | 1,733.80   |         |
| Dept 441 DEPARTMENT OF PUBLIC WORKS |                               |                        |   |          |          |            |         |
| 101-441-721.000                     | HEALTH & DENTAL INSURANCE     | SMALL BUSINESS ASSOC O | 2016-2017                                     | 09/19/16 | 09/26/16 | 1,614.38   |         |
| 101-441-722.000                     | LIFE & DISABILITY INSURANCE   | UNUM LIFE INSURANCE    | SEPT 2016                                     | 09/19/16 | 09/26/16 | 36.12      |         |
| 101-441-920.000                     |                               | COMCAST - DPW          | DPW   | 09/19/16 | 09/26/16 | 104.80     |         |
| 101-441-920.001                     | UTILITIES - TELEPHONES        | COMCAST                | PHONES  | 09/19/16 | 09/26/16 | 103.75     |         |
| 101-441-920.001                     | UTILITIES - TELEPHONES        | VERIZON WIRELESS       | CELLUALR                                      | 09/21/16 | 09/26/16 | 159.89     |         |
|                                     |                               |                        | Total For Dept 441 DEPARTMENT OF PUBLIC WORKS |          |          | 2,018.94   |         |
| Dept 442 DOWNTOWN PUBLIC WORKS      |                               |                        |   |          |          |            |         |
| 101-442-730.000                     | FARMERS MARKET SUPPLIES       | JOHNSON SIGN COMPANY,  | FARMERS MARKET                                | 3341     | 09/26/16 | 50.00      |         |
| 101-442-730.000                     | FARMERS MARKET SUPPLIES       | PNC                    | FARMERS MARKET                                | 09/19/16 | 09/26/16 | 299.86     |         |
| 101-442-730.000                     | FARMERS MARKET SUPPLIES       | THE ENCORE MUSICAL THE | FARMERS MARKET                                | 1155     | 09/26/16 | 125.00     |         |
| 101-442-740.000                     | OPERATING SUPPLIES            | SITE ONE LANDSCAPE SUP | DPW   | 77621111 | 09/26/16 | 90.29      |         |
| 101-442-802.000                     | PROFESSIONAL SERVICES         | DEXTER SENIOR CITIZENS | RENTAL FEE                                    | 09/19/16 | 09/26/16 | 200.00     |         |
|                                     |                               |                        | Total For Dept 442 DOWNTOWN PUBLIC WORKS      |          |          | 765.15     |         |
| Dept 751 PARKS & RECREATION         |                               |                        |   |          |          |            |         |
| 101-751-721.000                     | HEALTH & DENTAL INSURANCE     | SMALL BUSINESS ASSOC O | 2016-2017                                     | 09/19/16 | 09/26/16 | 260.38     |         |
| 101-751-722.000                     | LIFE & DISABILITY INSURANCE   | UNUM LIFE INSURANCE    | SEPT 2016                                     | 09/19/16 | 09/26/16 | 5.83       |         |
| 101-751-802.000                     | PROFESSIONAL SERVICES         | SMITHGROUP JJR         | MMILL CREEK PARK                              | 0118038  | 09/26/16 | 5,920.00   |         |
| 101-751-944.000                     | PORTABLE TOILET RENTAL        | JOHN'S SANITATION      | PARKS   | 09/19/16 | 09/26/16 | 645.00     |         |
| 101-751-944.000                     | PORTABLE TOILET RENTAL        | JOHN'S SANITATION      | PARKS   | 09/21/16 | 09/26/16 | 645.00     |         |
| 101-751-955.000                     | MISCELLANEOUS                 | GEOCOIN CLUB LLC       | GEOCOIN                                       | 09/19/16 | 09/26/16 | 297.00     |         |
|                                     |                               |                        | Total For Dept 751 PARKS & RECREATION         |          |          | 7,773.21   |         |
| Dept 801 ARTS, CULTURE & HERITAGE   |                               |                        |   |          |          |            |         |
| 101-801-958.000                     | MEMBERSHIPS & DUES            | PNC                    | ARTSALLIANCE                                  | 09/19/16 | 09/26/16 | 50.00      |         |
| 101-801-959.001                     | PERMANENT ART DISPLAY         | SIGNS IN 1 DAY         | ART   | 29090    | 09/26/16 | 290.00     |         |
|                                     |                               |                        | Total For Dept 801 ARTS, CULTURE & HERITAGE   |          |          | 340.00     |         |
| Dept 851 INSURANCE & BONDS          |                               |                        |   |          |          |            |         |
| 101-851-721.001                     | RETIREE HEALTH INSURANCE      | SMALL BUSINESS ASSOC O | 2016-2017                                     | 09/19/16 | 09/26/16 | 782.85     |         |
| 101-851-723.001                     | OTHER POST EMPLOYMENT BENEFIT | MUNICIPAL EMPLOYEES RE | OPEB  | 09/21/16 | 09/26/16 | 100,600.00 |         |
|                                     |                               |                        | Total For Dept 851 INSURANCE & BONDS          |          |          | 101,382.85 |         |
|                                     |                               |                        | Total For Fund 101 GENERAL FUND               |          |          | 139,075.84 |         |
| Fund 202 MAJOR STREETS FUND         |                               |                        |   |          |          |            |         |
| Dept 445 STORMWATER                 |                               |                        |   |          |          |            |         |
| 202-445-960.000                     | EDUCATION & TRAINING          | DEPT. OF ENVIRN. QUALI | TRAINING                                      | 09/19/16 | 09/26/16 | 30.00      |         |

| GL Number                              | Inv. Line Desc                                   | Vendor                 | Invoice Desc.  | Invoice    | Due Date | Amount    | check # |
|--|--|------------------------|----------------|------------|----------|-----------|---------|
| Fund 202 MAJOR STREETS FUND            |  |                        |                |            |          |           |         |
| Dept 445 STORMWATER                    |  |                        |                |            |          |           |         |
| 202-445-960.000                        | EDUCATION & TRAINING                             | DEPT. OF ENVIRN.       | QUALI TRAINING | 09/19/16   | 09/26/16 | 30.00     |         |
|  |  |                        |                |            |          |           |         |
| Total For Dept 445 STORMWATER          |  |                        |                |            |          | 60.00     |         |
| Dept 463 ROUTINE MAINTENANCE           |  |                        |                |            |          |           |         |
| 202-463-721.000                        | HEALTH & DENTAL INSURANCE                        | SMALL BUSINESS ASSOC O | 2016-2017      | 09/19/16   | 09/26/16 | 1,353.99  |         |
| 202-463-722.000                        | LIFE & DISABILITY INSURANC                       | UNUM LIFE INSURANCE    | SEPT 2016      | 09/19/16   | 09/26/16 | 30.30     |         |
| 202-463-740.000                        | OPERATING SUPPLIES                               | CADILLAC ASPHALT, LLC  | DPW            | 294877     | 09/26/16 | 56.65     |         |
|  |  |                        |                |            |          |           |         |
| Total For Dept 463 ROUTINE MAINTENANCE |  |                        |                |            |          | 1,440.94  |         |
| Dept 474 TRAFFIC SERVICES              |  |                        |                |            |          |           |         |
| 202-474-721.000                        | HEALTH & DENTAL INSURANCE                        | SMALL BUSINESS ASSOC O | 2016-2017      | 09/19/16   | 09/26/16 | 416.61    |         |
| 202-474-722.000                        | LIFE & DISABILITY INSURANC                       | UNUM LIFE INSURANCE    | SEPT 2016      | 09/19/16   | 09/26/16 | 9.32      |         |
| 202-474-740.000                        | OPERATING SUPPLIES                               | DORNBOS SIGN & SAFTEY  | DPW            | 28545      | 09/26/16 | 179.12    |         |
| 202-474-740.000                        | OPERATING SUPPLIES                               | GRAINGER               | DPW            | 9205130025 | 09/26/16 | 79.92     |         |
| 202-474-802.000                        | PROFESSIONAL SERVICES                            | M&M PAVEMENT MARKING   | STREETS        | 2954       | 09/26/16 | 8,093.85  |         |
|  |  |                        |                |            |          |           |         |
| Total For Dept 474 TRAFFIC SERVICES    |  |                        |                |            |          | 8,778.82  |         |
| Dept 478 WINTER MAINTENANCE            |  |                        |                |            |          |           |         |
| 202-478-721.000                        | HEALTH & DENTAL INSURANCE                        | SMALL BUSINESS ASSOC O | 2016-2017      | 09/19/16   | 09/26/16 | 833.23    |         |
| 202-478-722.000                        | LIFE & DISABILITY INSURANC                       | UNUM LIFE INSURANCE    | SEPT 2016      | 09/19/16   | 09/26/16 | 18.64     |         |
|  |  |                        |                |            |          |           |         |
| Total For Dept 478 WINTER MAINTENANCE  |  |                        |                |            |          | 851.87    |         |
|  |  |                        |                |            |          |           |         |
| Total For Fund 202 MAJOR STREETS FUND  |  |                        |                |            |          | 11,131.63 |         |
| Fund 203 LOCAL STREETS FUND            |  |                        |                |            |          |           |         |
| Dept 463 ROUTINE MAINTENANCE           |  |                        |                |            |          |           |         |
| 203-463-721.000                        | HEALTH & DENTAL INSURANCE                        | SMALL BUSINESS ASSOC O | 2016-2017      | 09/19/16   | 09/26/16 | 416.62    |         |
| 203-463-722.000                        | LIFE & DISABILITY INSURANC                       | UNUM LIFE INSURANCE    | SEPT 2016      | 09/19/16   | 09/26/16 | 9.32      |         |
| 203-463-740.000                        | OPERATING SUPPLIES                               | CADILLAC ASPHALT, LLC  | DPW            | 294434     | 09/26/16 | 63.25     |         |
|  |  |                        |                |            |          |           |         |
| Total For Dept 463 ROUTINE MAINTENANCE |  |                        |                |            |          | 489.19    |         |
| Dept 474 TRAFFIC SERVICES              |  |                        |                |            |          |           |         |
| 203-474-721.000                        | HEALTH & DENTAL INSURANCE                        | SMALL BUSINESS ASSOC O | 2016-2017      | 09/19/16   | 09/26/16 | 104.15    |         |
| 203-474-722.000                        | LIFE & DISABILITY INSURANC                       | UNUM LIFE INSURANCE    | SEPT 2016      | 09/19/16   | 09/26/16 | 2.33      |         |
| 203-474-802.000                        | PROFESSIONAL SERVICES                            | M&M PAVEMENT MARKING   | STREETS        | 2954       | 09/26/16 | 10,000.00 |         |
|  |  |                        |                |            |          |           |         |
| Total For Dept 474 TRAFFIC SERVICES    |  |                        |                |            |          | 10,106.48 |         |
| Dept 478 WINTER MAINTENANCE            |  |                        |                |            |          |           |         |
| 203-478-721.000                        | HEALTH & DENTAL INSURANCE                        | SMALL BUSINESS ASSOC O | 2016-2017      | 09/19/16   | 09/26/16 | 208.31    |         |
| 203-478-722.000                        | LIFE & DISABILITY INSURANC                       | UNUM LIFE INSURANCE    | SEPT 2016      | 09/19/16   | 09/26/16 | 4.66      |         |
|  |  |                        |                |            |          |           |         |
| Total For Dept 478 WINTER MAINTENANCE  |  |                        |                |            |          | 212.97    |         |
|  |  |                        |                |            |          |           |         |
| Total For Fund 203 LOCAL STREETS FUND  |  |                        |                |            |          | 10,808.64 |         |
| Fund 204 MUNICIPAL STREETS             |  |                        |                |            |          |           |         |
| Dept 248 ADMINISTRATION                |  |                        |                |            |          |           |         |
| 204-248-721.001                        | RETIREE HEALTH INSURANCE                         | SMALL BUSINESS ASSOC O | 2016-2017      | 09/19/16   | 09/26/16 | 829.83    |         |
|  |  |                        |                |            |          |           |         |
| Total For Dept 248 ADMINISTRATION      |  |                        |                |            |          | 829.83    |         |
|  |  |                        |                |            |          |           |         |
| Total For Fund 204 MUNICIPAL STREETS   |  |                        |                |            |          | 829.83    |         |
| Fund 226 SOLID WASTE COLLECTION FUND   |  |                        |                |            |          |           |         |
| Dept 528 SOLID WASTE                   |  |                        |                |            |          |           |         |
| 226-528-805.000                        | CONTRACTED SOLID WASTE SEFWASTE MANAGEMENT OF MI | AUGUST 2016            |                | 8381839    | 09/26/16 | 44,095.31 |         |

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| Fund 226 SOLID WASTE COLLECTION FUND       |                                |                                |               |            |          |  |            |
| Dept 528 SOLID WASTE                       |                                |                                |               |            |          |  |            |
| 226-528-806.000                            | CONTRACTED COMPOSTING          | BREUNINGER FARMS               | OCT 2016      | 09/19/16   | 09/26/16 | 2,250.00   |            |
|  |                                |                                |               |            |          | Total For Dept 528 SOLID WASTE                       | 46,345.31  |
|  |                                |                                |               |            |          | Total For Fund 226 SOLID WASTE COLLECTION FUND       | 46,345.31  |
| Fund 352 FACILITIES BOND DEBT SERVICE FUND |                                |                                |               |            |          |  |            |
| Dept 850 LONG-TERM DEBT                    |                                |                                |               |            |          |  |            |
| 352-850-990.012                            | 2016 FACILITIES REFUNDING      | US BANK CORPORATE TRUS GO BOND |               | 09/21/16   | 09/26/16 | 90,000.00  |            |
| 352-850-996.012                            | 2016 FACILITIES REFUNDING      | US BANK CORPORATE TRUS GO BOND |               | 09/21/16   | 09/26/16 | 46,716.25  |            |
|  |                                |                                |               |            |          | Total For Dept 850 LONG-TERM DEBT                    | 136,716.25 |
|  |                                |                                |               |            |          | Total For Fund 352 FACILITIES BOND DEBT SERVICE FUND | 136,716.25 |
| Fund 402 EQUIPMENT REPLACEMENT FUND        |                                |                                |               |            |          |  |            |
| Dept 441 DEPARTMENT OF PUBLIC WORKS        |                                |                                |               |            |          |  |            |
| 402-441-939.000                            | VEHICLE MAINTENANCE & REPAIR   | DIVERSIFIED INSPECTION DPW     |               | 267795     | 09/26/16 | 818.00   |            |
|  |                                |                                |               |            |          | Total For Dept 441 DEPARTMENT OF PUBLIC WORKS        | 818.00     |
|  |                                |                                |               |            |          | Total For Fund 402 EQUIPMENT REPLACEMENT FUND        | 818.00     |
| Fund 590 SEWER ENTERPRISE FUND             |                                |                                |               |            |          |  |            |
| Dept 248 ADMINISTRATION                    |                                |                                |               |            |          |  |            |
| 590-248-811.000                            | ATTORNEY FEES - MISCELLANEOUS  | VARNUM, RIDDERING, SCH         | LEGAL FEE     | 982550     | 09/26/16 | 142.04   |            |
|  |                                |                                |               |            |          | Total For Dept 248 ADMINISTRATION                    | 142.04     |
| Dept 548 SEWER UTILITIES DEPARTMENT        |                                |                                |               |            |          |  |            |
| 590-548-721.000                            | HEALTH & DENTAL INSURANCE      | SMALL BUSINESS ASSOC O         | 2016-2017     | 09/19/16   | 09/26/16 | 2,544.92   |            |
| 590-548-721.001                            | RETIREE HEALTH INSURANCE       | SMALL BUSINESS ASSOC O         | 2016-2017     | 09/19/16   | 09/26/16 | 1,188.65   |            |
| 590-548-722.000                            | LIFE & DISABILITY INSURANCE    | UNUM LIFE INSURANCE            | SEPT 2016     | 09/19/16   | 09/26/16 | 108.35   |            |
| 590-548-740.000                            | OPERATING SUPPLIES             | GRAINGER                       | WWTP          | 9219806040 | 09/26/16 | 21.12  |            |
| 590-548-740.000                            | OPERATING SUPPLIES             | KENCO, INC.                    | WWTP          | 0071063    | 09/26/16 | 29.25  |            |
| 590-548-742.000                            | CHEMICAL SUPPLIES - PLANT      | ALEXANDER CHEMICAL CORP        | WWTP          | 10050567   | 09/26/16 | 744.22   |            |
| 590-548-742.000                            | CHEMICAL SUPPLIES - PLANT      | ELHORN ENGINEERING CO          | WWTP          | 266376     | 09/26/16 | 616.85   |            |
| 590-548-742.000                            | CHEMICAL SUPPLIES - PLANT      | ELHORN ENGINEERING CO          | WWTP          | 266500     | 09/26/16 | 696.00   |            |
| 590-548-743.000                            | CHEMICAL SUPPLIES - LAB        | HACH COMPANY                   | WWTP          | 09/19/16   | 09/26/16 | 197.59   |            |
| 590-548-743.000                            |                                | NORTH CENTRAL LABORATORY       | WWTP          | 378329     | 09/26/16 | 505.62   |            |
| 590-548-751.000                            |                                | CORRIGAN OIL COMPANY           | WWTP          | 6300473    | 09/26/16 | 403.65   |            |
| 590-548-802.000                            | PROFESSIONAL SERVICES          | F&V OPERATIONS                 | NUBCO         | 1631       | 09/26/16 | 58.50  |            |
| 590-548-803.003                            | SLUDGE HAULING                 | MONROE'S RUBBISH REMOVAL       | WWTP          | 09/19/16   | 09/26/16 | 2,425.35   |            |
| 590-548-803.005                            | SEWER LINE MAINTENANCE         | METRO ENVIRONMENTAL SERVICES   | WWTP          | 57678      | 09/26/16 | 3,840.00   |            |
| 590-548-920.001                            | UTILITIES - TELEPHONES         | COMCAST                        | PHONES        | 09/19/16   | 09/26/16 | 60.73  |            |
| 590-548-920.001                            | UTILITIES - TELEPHONES         | VERIZON WIRELESS               | CELLULAR      | 09/21/16   | 09/26/16 | 204.89   |            |
| 590-548-935.000                            | BUILDING MAINTENANCE & REPAIR  | DEBORD BROTHERS FENCE          | WWTP          | 1994       | 09/26/16 | 2,850.00   |            |
| 590-548-935.000                            | BUILDING MAINTENANCE & REPAIR  | PNC                            | WWTP          | 09/19/16   | 09/26/16 | 42.00  |            |
| 590-548-937.000                            | EQUIPMENT MAINTENANCE & REPAIR | HARPER ELECTRIC, INC           | WWTP          | 18027      | 09/26/16 | 126.50   |            |
|  |                                |                                |               |            |          | Total For Dept 548 SEWER UTILITIES DEPARTMENT        | 16,664.19  |
|  |                                |                                |               |            |          | Total For Fund 590 SEWER ENTERPRISE FUND             | 16,806.23  |
| Fund 591 WATER ENTERPRISE FUND             |                                |                                |               |            |          |  |            |
| Dept 000 ASSETS, LIABILITIES & REVENUE     |                                |                                |               |            |          |  |            |
| 591-000-646.000                            | SALES-2ND WATER METERS         | TONY RANDAZZO                  | REFUND        | 09/20/16   | 09/26/16 | 350.00   |            |
|  |                                |                                |               |            |          | Total For Dept 000 ASSETS, LIABILITIES & REVENUE     | 350.00     |

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| Fund 591 WATER ENTERPRISE FUND                   |                                     |                        |               |               |          |           |         |
| Dept 556 WATER UTILITIES DEPARTMENT              |                                     |                        |               |               |          |           |         |
| 591-556-721.000                                  | HEALTH & DENTAL INSURANCE           | SMALL BUSINESS ASSOC O | 2016-2017     | 09/19/16      | 09/26/16 | 2,149.13  |         |
| 591-556-721.001                                  | RETIREE HEALTH INSURANCE            | SMALL BUSINESS ASSOC O | 2016-2017     | 09/19/16      | 09/26/16 | 568.48    |         |
| 591-556-722.000                                  | LIFE & DISABILITY INSURANCE         | UNUM LIFE INSURANCE    | SEPT 2016     | 09/19/16      | 09/26/16 | 72.24     |         |
| 591-556-743.000                                  | CHEMICAL SUPPLIES - LAB             | ELHORN ENGINEERING CO  | WWTP          | 266376        | 09/26/16 | 2,137.35  |         |
| 591-556-743.000                                  | CHEMICAL SUPPLIES - LAB             | HACH COMPANY           | WWTP          | 09/19/16      | 09/26/16 | 197.60    |         |
| 591-556-920.001                                  | UTILITIES - TELEPHONES              | COMCAST                | PHONES        | 09/19/16      | 09/26/16 | 60.87     |         |
| 591-556-920.001                                  | UTILITIES - TELEPHONES              | VERIZON WIRELESS       | CELLULAR      | 09/21/16      | 09/26/16 | 79.98     |         |
| 591-556-937.000                                  | EQUIPMENT MAINTENANCE & REPAIR      | DIVERSIFIED INSPECTION | DPW           | 267795        | 09/26/16 | 400.00    |         |
| 591-556-937.000                                  | EQUIPMENT MAINTENANCE & REPAIR      | RICK CHABOT            | TRAINING      | 09/19/16      | 09/26/16 | 64.14     |         |
| 591-556-960.000                                  | EDUCATION & TRAINING                | MICHIGAN RURAL WATER A | WWTP          | 3087          | 09/26/16 | 765.00    |         |
| 591-556-977.000                                  | EQUIPMENT                           | ETNA SUPPLY CO         | WWTP          | 101949068.001 | 09/26/16 | 1,560.00  |         |
| 591-556-977.000                                  | EQUIPMENT                           | ETNA SUPPLY CO         | WWTP          | 101954913.001 | 09/26/16 | 1,040.00  |         |
| Total For Dept 556 WATER UTILITIES DEPARTMENT    |                                     |                        |               |               |          | 9,094.79  |         |
| Dept 901 CAPITAL IMPROVEMENTS                    |                                     |                        |               |               |          |           |         |
| 591-901-974.000                                  | CIP CAPITAL IMPROVEMENTS            | KNIGHT'S GRADING & EXC | WWTP          | 09/20/16      | 09/26/16 | 4,930.00  |         |
| Total For Dept 901 CAPITAL IMPROVEMENTS          |                                     |                        |               |               |          | 4,930.00  |         |
| Total For Fund 591 WATER ENTERPRISE FUND         |                                     |                        |               |               |          | 14,374.79 |         |
| Fund 701 TRUST & AGENCY FUND                     |                                     |                        |               |               |          |           |         |
| Dept 000 ASSETS, LIABILITIES & REVENUE           |                                     |                        |               |               |          |           |         |
| 701-000-254.000                                  | GRANDVIEW SPR - GRANDVIEW COMMONS   | CARLISLE-WORTMAN ASSOC | GRANDVIEW     | 2141121       | 09/26/16 | 75.00     |         |
| 701-000-254.000                                  | NUBCCA SPR - NUBCO CAMPRIAN SYSTEMS | F&V OPERATIONS         | NUBCO         | 1631          | 09/26/16 | 263.25    |         |
| Total For Dept 000 ASSETS, LIABILITIES & REVENUE |                                     |                        |               |               |          | 338.25    |         |
| Total For Fund 701 TRUST & AGENCY FUND           |                                     |                        |               |               |          | 338.25    |         |

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|----------------------|----------------|--------|---------------------------------------|---------|----------|-------------------|---------|
| Fund Totals:         |                |        |                                       |         |          |                   |         |
|                      |                |        | Fund 101 GENERAL FUND                 |         |          | 139,075.84        |         |
|                      |                |        | Fund 202 MAJOR STREETS FUND           |         |          | 11,131.63         |         |
|                      |                |        | Fund 203 LOCAL STREETS FUND           |         |          | 10,808.64         |         |
|                      |                |        | Fund 204 MUNICIPAL STREETS            |         |          | 829.83            |         |
|                      |                |        | Fund 226 SOLID WASTE COLLECTION FUND  |         |          | 46,345.31         |         |
|                      |                |        | Fund 352 FACILITIES BOND DEBT SERVICE |         |          | 136,716.25        |         |
|                      |                |        | Fund 402 EQUIPMENT REPLACEMENT FUND   |         |          | 818.00            |         |
|                      |                |        | Fund 590 SEWER ENTERPRISE FUND        |         |          | 16,806.23         |         |
|                      |                |        | Fund 591 WATER ENTERPRISE FUND        |         |          | 14,374.79         |         |
|                      |                |        | Fund 701 TRUST & AGENCY FUND          |         |          | 338.25            |         |
| Total For All Funds: |                |        |                                       |         |          | <u>377,244.77</u> |         |

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Application and Release of Liability for Special Events, Park Use, Facility Use  
and/or Road Closures - Page 4

Applicant Information

Event Name: APPLE DAZE Date(s): SATURDAY, OCTOBER 1, 2016  
Time of Event: 10AM - 5PM Time of Road Closure (if necessary) 7:00AM - 6:00PM  
Event Description: FAMILY FUN EVENT, CLASSIC CAR SHOW, CRAFT SHOW, FOOD SALES  
Location: MONUMENT PARK

Park Use

Facility Use

Road Closure

Fire/Open Burn

Organization Name (if applicable): DEXTER LION'S CLUB  
Applicant Name: JIM CARSON Phone: 734-502-4257  
Applicant Email: JCARSON@QISERV.NET  
Applicant/Organization Address: P.O. BOX 102, DEXTER, ME 48130  
Additional Contact: MARK JENNINGS

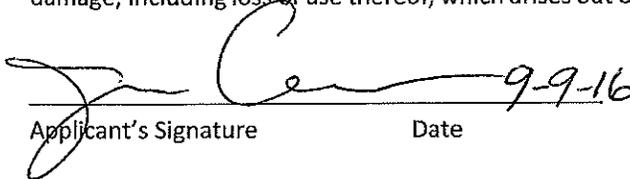
Type of Activity (check all that apply)

- Roads to be Closed, Dates and Times of Road Closures  
CLOSE CENTRAL STREET FROM MAIN TO FIFTH  
CLOSE 10-1-16 @ 7:00AM, OPEN 10-1-16 @ 6:00PM
- Date that Public Will be Notified of Road Closures
- Parade.
- Exhibitions, erection of any temporary building or structure, and/or selling or giving away food, drink or merchandise.
- Hold an assembly involving thirty (30) or more participants.
- Hold an assembly involving less than thirty (30) participants.
- Private event such as a wedding or birthday party.
- Furnish or sell alcoholic beverages.
- Fire or open burn.
- City services such as barriers, barricades, detour signs, or other use of City equipment or personal are requested. Please provide details below.

Additional information: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Application and Release of Liability for Special Events, Park Use, Facility Use and/or Road Closures - Page 5**

**Hold Harmless Agreement:** To the fullest extent permitted by law, DEXTER LIONS CLUB agrees to defend, pay in behalf of, indemnify, and hold harmless the City of Dexter, its elected and appointed officials, employees, volunteers, and others working on behalf of the City of Dexter, against all claims, demands, suits, or loss, including all costs connected therewith, and for any damages, which may be asserted, claimed, or recovered against or from the City of Dexter, its elected and appointed officials, employees, volunteers, and others working on behalf of the City of Dexter, by reason of personal injury or death and/or property damage, including loss of use thereof, which arises out of or is in any way connected or associated with this agreement.

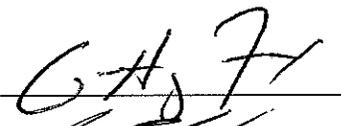

9-9-16
\_\_\_\_\_

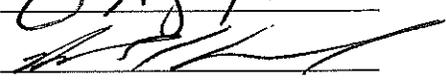
Applicant's Signature                      Date                      Co-Applicant's Signature                      Date

Staff Review:      Fee: \$ \_\_\_\_\_      Date Received: \_\_\_\_\_      Receipt # \_\_\_\_\_

**Required Pre-Approvals:**

City Council                      Date: \_\_\_\_\_

Washtenaw County Sheriff      Date: 9/14/16                      Signature: 

Dexter Area Fire Dept.      Date: 9/9/16                      Signature: 

**Attachment Check List:**

| Yes                                 | No | N/A                                 | Description                                   |
|-------------------------------------|----|-------------------------------------|---|
| <input checked="" type="checkbox"/> |    |                                     | Damage Deposit. <u>CR NO 1033</u>             |
|                                     |    | <input checked="" type="checkbox"/> | Homeowners Insurance.                         |
| <input checked="" type="checkbox"/> |    |                                     | General Liability Insurance.                  |
|                                     |    | <input checked="" type="checkbox"/> | Michigan Liquor Control Permit.               |
|                                     |    | <input checked="" type="checkbox"/> | Road Closure Diagram or Map.                  |
| <input checked="" type="checkbox"/> |    |                                     | Washtenaw County Sheriff Department Contract. |
| <input checked="" type="checkbox"/> |    |                                     | Dexter Area Fire Department Contract.         |
| <input checked="" type="checkbox"/> |    |                                     | Sign permit.                                  |
|                                     |    | <input checked="" type="checkbox"/> | Controlled Burn Permit.                       |
|                                     |    |                                     | Other: _____                                  |

Approved                      Denied                      Date: \_\_\_\_\_

APPROVED OR DENIED BY: \_\_\_\_\_

CONDITIONS OF APPROVAL: \_\_\_\_\_

REASONS FOR DENIAL: \_\_\_\_\_

APPROVAL STAMP:

**OFFICE OF THE CITY MANAGER**

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

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**Memorandum**

**To:** Mayor Keough and City Council  
**From:** Courtney Nicholls, City Manager  
**Re:** Consideration of: Bid Award for Shield Road Water Main Relocation  
**Date:** September 21, 2016

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Attached for Council action are the bid results for the relocation of the Shield Road water main. This project is necessary due to the replacement of the Shield Road Bridge by the Washtenaw County Road Commission.

Staff is recommending that Council award the bid to Lawrence Clarke for an amount not to exceed \$108,000. The work will be paid for from the street fund. The intention is to use the funds that will be received from the County if the road millage passes in November 2016. If the road millage does not pass, we will use water and/or streets fund balance.

A proposal from OHM for inspection/contract administration services will be provided at the next meeting; once the contractor has submitted a tentative schedule for the work.



ARCHITECTS. ENGINEERS. PLANNERS.

September 21, 2016

City of Dexter  
8140 Main Street  
Dexter, MI 48130

Attention: Courtney Nicholls  
City Manager

Regarding: Shield Road Water Main  
Recommendation Letter  
OHM Job # 0130-16-0040

Dear Ms. Nicholls:

Bids for the 2016 Hydrant Repairs project were received on Monday, September 19, 2016 at the City of Dexter offices. Bids were received from eight (8) bidders, with bids ranging from \$107,726 to \$167,151.60, as shown on the attached tabulation. The apparent low bid was received Lawrence M. Clarke, Inc., 50850 Bemis Road, Belleville, MI 48111 in the amount of \$107,726.00. Our review confirmed Lawrence M. Clarke, Inc. as the low bidder.

We have contacted the Contractor's project references and find them to be in good standing. Based on the information submitted in this bid and their references, it is felt that Lawrence M. Clark, Inc. is capable of performing the work.

It is recommended that the Shield Road Water Main contract be awarded to Lawrence M. Clark Inc. in the amount of \$107,726.00.

Should there be any questions, please contact this office at (313) 481-1252.

Sincerely,  
**OHM Advisors, Inc.**

A handwritten signature in blue ink that reads "Patrick M. Droze". The signature is written in a cursive style and is positioned above a horizontal line.

Patrick M. Droze, P.E.  
Project Manager

cc: Dan Schlaff, Utilities Department  
File

| Item No.                | Description  | Estimated Quantity | Phone: 734-481-1565 |                     | Phone: 517-627-8408 |                     | Phone: 517-404-5590 |                     | Phone: 248-735-1113 |                     | Phone: 810-844-0272 |                     | Phone: 248-547-6963 |                     | Phone: 586-979-0402 |                     | Phone: 810-231-5188 |                     |
|-------------------------|--|--------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
|                         |  |                    | Unit Price          | Amount              |
| 1)                      | Erosion Control, Check Dam, Stone                  | 48 Ft              | \$30.00             | \$1,440.00          | \$13.00             | \$624.00            | \$40.00             | \$1,920.00          | \$50.00             | \$2,400.00          | \$50.00             | \$2,400.00          | \$35.00             | \$1,680.00          | \$50.00             | \$2,400.00          | \$36.00             | \$1,728.00          |
| 2)                      | Erosion Control, Tracking Mat                      | 1 LS               | \$3,000.00          | \$3,000.00          | \$3,400.00          | \$3,400.00          | \$5,500.00          | \$5,500.00          | \$2,500.00          | \$2,500.00          | \$3,000.00          | \$3,000.00          | \$3,500.00          | \$3,500.00          | \$1,500.00          | \$1,500.00          | \$2,200.00          | \$2,200.00          |
| 3)                      | Erosion Control, Silt Fence                        | 500 Ft             | \$6.00              | \$3,000.00          | \$2.25              | \$1,125.00          | \$1.85              | \$925.00            | \$3.00              | \$1,500.00          | \$4.00              | \$2,000.00          | \$3.00              | \$1,500.00          | \$3.00              | \$1,500.00          | \$3.50              | \$1,750.00          |
| 4)                      | Remove Pavement                                    | 25 Syd             | \$30.00             | \$750.00            | \$38.00             | \$950.00            | \$20.00             | \$500.00            | \$30.00             | \$750.00            | \$50.00             | \$1,250.00          | \$20.00             | \$500.00            | \$20.00             | \$500.00            | \$31.50             | \$787.50            |
| 5)                      | Remove Water Main                                  | 10 Ft              | \$40.00             | \$400.00            | \$32.00             | \$320.00            | \$30.00             | \$300.00            | \$125.00            | \$1,250.00          | \$25.00             | \$250.00            | \$10.00             | \$100.00            | \$100.00            | \$1,000.00          | \$67.00             | \$670.00            |
| 6)                      | Tree Relocation                                    | 2 Ea               | \$300.00            | \$600.00            | \$355.00            | \$710.00            | \$795.00            | \$1,590.00          | \$750.00            | \$1,500.00          | \$500.00            | \$1,000.00          | \$500.00            | \$1,000.00          | \$1,450.00          | \$2,900.00          | \$500.00            | \$1,000.00          |
| 7)                      | Cut and Cap Exiting Water Main                     | 2 Ea               | \$1,500.00          | \$3,000.00          | \$575.00            | \$1,150.00          | \$2,000.00          | \$4,000.00          | \$500.00            | \$1,000.00          | \$1,000.00          | \$2,000.00          | \$2,000.00          | \$4,000.00          | \$1,500.00          | \$3,000.00          | \$2,850.00          | \$5,700.00          |
| 8)                      | Relocate Hydrant, Case 1                           | 1 Ea               | \$3,400.00          | \$3,400.00          | \$1,400.00          | \$1,400.00          | \$4,500.00          | \$4,500.00          | \$4,000.00          | \$4,000.00          | \$4,000.00          | \$4,000.00          | \$4,500.00          | \$4,500.00          | \$3,000.00          | \$3,000.00          | \$5,850.00          | \$5,850.00          |
| 9)                      | Culv, C1 A, 12 inch                                | 30 Ft              | \$35.00             | \$1,050.00          | \$34.00             | \$1,020.00          | \$34.00             | \$1,020.00          | \$50.00             | \$1,500.00          | \$40.00             | \$1,200.00          | \$55.00             | \$1,650.00          | \$39.50             | \$1,185.00          | \$144.00            | \$4,320.00          |
| 10)                     | Water Main, DI, 12 inch, Tr Det F                  | 78 Ft              | \$150.00            | \$11,700.00         | \$150.00            | \$11,700.00         | \$140.00            | \$10,920.00         | \$250.00            | \$19,500.00         | \$300.00            | \$23,400.00         | \$120.00            | \$9,360.00          | \$333.00            | \$25,974.00         | \$184.00            | \$14,352.00         |
| 11)                     | Water Main, DI, 12 inch, Tr Det G                  | 30 Ft              | \$165.00            | \$4,950.00          | \$225.00            | \$6,750.00          | \$120.00            | \$3,600.00          | \$250.00            | \$7,500.00          | \$300.00            | \$9,000.00          | \$130.00            | \$3,900.00          | \$308.00            | \$9,240.00          | \$300.00            | \$9,000.00          |
| 12)                     | Connection to Existing Water Main, Flush and Treat | 2 Ea               | \$3,800.00          | \$7,600.00          | \$6,850.00          | \$13,700.00         | \$5,000.00          | \$10,000.00         | \$8,000.00          | \$16,000.00         | \$5,000.00          | \$10,000.00         | \$12,000.00         | \$24,000.00         | \$5,000.00          | \$10,000.00         | \$9,930.00          | \$19,860.00         |
| 13)                     | Water Main, HDPE, HDD, 14 inch                     | 284 Ft             | \$150.00            | \$42,600.00         | \$235.00            | \$66,740.00         | \$235.00            | \$66,740.00         | \$150.00            | \$42,600.00         | \$240.00            | \$68,160.00         | \$180.00            | \$51,120.00         | \$265.50            | \$75,402.00         | \$255.00            | \$72,420.00         |
| 14)                     | Aggregate Base, 21AA, 6 inch                       | 25 Syd             | \$40.00             | \$1,000.00          | \$22.00             | \$550.00            | \$22.50             | \$562.50            | \$25.00             | \$625.00            | \$50.00             | \$1,250.00          | \$40.00             | \$1,000.00          | \$19.00             | \$475.00            | \$35.00             | \$875.00            |
| 15)                     | Hand Patching                                      | 5 Ton              | \$300.00            | \$1,500.00          | \$375.00            | \$1,875.00          | \$145.00            | \$725.00            | \$100.00            | \$500.00            | \$500.00            | \$2,500.00          | \$250.00            | \$1,250.00          | \$500.00            | \$2,500.00          | \$400.00            | \$2,000.00          |
| 16)                     | Traffic Maintenance and Control                    | 1 Ea               | \$10,000.00         | \$10,000.00         | \$6,750.00          | \$6,750.00          | \$2,750.00          | \$2,750.00          | \$9,500.00          | \$9,500.00          | \$2,500.00          | \$2,500.00          | \$25,000.00         | \$25,000.00         | \$5,000.00          | \$5,000.00          | \$7,900.00          | \$7,900.00          |
| 17)                     | High Velocity Mulch Blanket                        | 279 Syd            | \$4.00              | \$1,116.00          | \$1.50              | \$418.50            | \$2.25              | \$627.75            | \$3.00              | \$837.00            | \$7.00              | \$1,953.00          | \$3.00              | \$837.00            | \$2.50              | \$697.50            | \$2.90              | \$809.10            |
| 18)                     | 3" Topsoil, Seeding Mix Type THM, and Mulch        | 1405 Syd           | \$4.00              | \$5,620.00          | \$4.25              | \$5,971.25          | \$6.00              | \$8,430.00          | \$15.00             | \$21,075.00         | \$4.00              | \$5,620.00          | \$5.00              | \$7,025.00          | \$5.00              | \$7,025.00          | \$6.00              | \$8,430.00          |
| 19)                     | Mobilization 5% Max                                | 1 LS               | \$5,000.00          | \$5,000.00          | \$5,500.00          | \$5,500.00          | \$6,230.51          | \$6,230.51          | \$5,000.00          | \$5,000.00          | \$6,500.00          | \$6,500.00          | \$7,400.00          | \$7,400.00          | \$6,700.00          | \$6,700.00          | \$7,500.00          | \$7,500.00          |
| <b>TOTAL BID AMOUNT</b> |  |                    |                     | <u>\$107,726.00</u> |                     | <u>\$130,653.75</u> |                     | <u>\$130,840.76</u> |                     | <u>\$139,537.00</u> |                     | <u>\$147,983.00</u> |                     | <u>\$149,322.00</u> |                     | <u>\$159,998.50</u> |                     | <u>\$167,151.60</u> |

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**OFFICE OF THE CITY MANAGER**

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

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## Memorandum

**To:** Mayor Keough and City Council  
**From:** Courtney Nicholls, City Manager  
**Re:** Consideration of: Proposal for Appraisal Services  
**Date:** September 21, 2016

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The City of Dexter is currently involved in a Tax Tribunal case with AML Dexter LLC (LaFontaine Chevrolet). The valuation disclosure for this case is due on November 7, 2016. The City is working on a potential settlement with LaFontaine, however if this is not successful we will need to engage the services of an appraiser to provide data for the valuation disclosure.

Council is asked to approve the proposal from Affinity Valuation Group to conduct an appraisal of 7120 Dexter Ann Arbor for an amount not to exceed \$6,000, with the understanding that the services will only be utilized if deemed necessary by staff.



AFFINITY VALUATION GROUP, LLC  
REAL ESTATE APPRAISAL • CONSULTING • MARKET ANALYSIS

September 19, 2016

**PERSONAL AND CONFIDENTIAL**

**Client**

Ms. Courtney Nicholls  
City Manager  
City of Dexter Michigan  
8140 Main Street  
Dexter, MI 48130

RE: Property tax consulting and valuation services involving Commercial Improved Real Property Identified as APN 08-08-05-300-064

Dear Ms. Nicholls:

This letter outlines our understanding of the objectives, terms and conditions of our *Property Tax Consulting and Valuation Services* assignment involving the following case.<sup>1</sup>

**PROJECT INFORMATION**

|                              |   |
|------------------------------|---|
| Affinity Valuation Group No. | To be determined  |
| Client                       | City of Dexter, Michigan  |
| Other Intended Users         | Legal counsel assigned for to this case and the MI Tax Tribunal |
| Intended Use                 | Pending Real Property Tax Appeal 08-08-05-300-064               |
| APN                          | 064   |
| Effective Dates of Value     | As of December 31, 2015   |
| Report Type                  | Appraisal Report as defined by USPAP Rule 2-2(a)                |
| Comments                     | Automobile Dealership.  |

**Objective Overview**

In accordance with the terms of our engagement, it is our understanding that you are retaining us to assist you and your pending property tax appeal involving the Subject Property.

Our analyses of the Subject Property are within the context of a true cash value basis, having fee simple interest, and as-of: December 31, 2015.<sup>2</sup>

Our engagement does not include consideration, or evaluation, of any *personal property* including, but not limited to: furniture, fixtures, machinery and equipment; supplies, materials on hand or inventories. Furthermore, our study will not involve any *business/intangible assets*.

<sup>1</sup> Hereinafter, the real estate is also referred to as "Subject Property".

<sup>2</sup> Tax day (effective date) for 2016 Michigan property tax assessment.

When retained, we will require specific information from you pertaining to the subject property including, but not limited to:

- Assessment records,
- any known income and expenses,
- occupancy history,
- recent renovations and/or improvements, including costs and dates, and
- other legal, physical, and economic data.

When we receive your written authorization to proceed, we will provide you with an Information Request list. This minimum request of information enables us to assist you in the most efficient manner possible. Part of our early consulting services will be to review this information with you to better understand relevant characteristics of the subject property.

At all times we will remain objective, independent and impartial with respect to the property(s) involved and to the parties involved, which includes the Client. We are not advocates for any other party or issues involved, but only our own professional findings, analysis, conclusions and opinions.

#### **Intended Users, Intended Use and Limitations Pertaining to Property Consulting Services**

Valuation services are intended to be relied on solely by the City of Dexter, Michigan, who shall be our "Client" in this assignment. Other intended users are attorneys assigned to assist the Township in this case, as well as the responsible judiciary authority of the Michigan Tax Tribunal assigned to hear and adjudicate this case.

Our services are not intended to substitute those of a legal professional, who would lead litigation issues, serve as counsel for drafting and responding to motions, and facilitate any hearing involved in an appeal.

#### **Type and Definition of Value**

Properties in Michigan are subject to assessment using the state-mandated *true cash value* definition of value and any of our findings and analyses are relative to this type and definition of value. The statutory definition of true cash value, is defined, in pertinent part, as

*... the usual selling price at the place where the property to which the term is applied is at the time of assessment, being the price which could be obtained for the property at private sale, and not at auction sale except as otherwise provided in this section, or at forced sale ... usual selling price may include sales at public auction held by a non-governmental agency or person when those sales have become a common method or acquisition in the jurisdiction for the class of property being valued ... usual selling price shall not include sales at public auction where the sale is part of liquidation of the seller's assets in a bankruptcy proceeding or where the seller is unable to use common marketing techniques to obtain the usual selling price for the property ... MCL 211.27(1).*

Michigan courts have held true cash value is synonymous with market value. Market value is the focus of most real property appraisal assignments. The following definition of market value is used by agencies that regulate federally insured financial institutions in the United States:

***The most probable price which a property should bring in a competitive and open market under all conditions requisite to a fair sale, the buyer and seller each acting prudently and knowledgeably, and assuming the price is not affected by undue stimulus. Implicit in this definition are the consummation of a sale as of a specified date and the passing of title from seller to buyer under conditions whereby:***

- 1. Buyer and seller are typically motivated;***
- 2. Both parties are well informed or well advised, and acting in what they consider their best interests;***
- 3. A reasonable time is allowed for exposure in the open market;***
- 4. Payment is made in terms of cash in U.S. dollars or in terms of financial arrangements comparable thereto; and***
- 5. The price represents the normal consideration for the property sold unaffected by special or creative financing or sales concessions granted by anyone associated with the sale.<sup>3</sup>***

### **Scope of Work**

We can be retained to prepare an appraisal report from the onset, or we can divide our scope of work into the following three phases, providing opportunities for you to settle the case after either phase.

#### Phase I: Preliminary Data Collection and Review of Assessment Records

During Phase I, we will compare the local municipalities' assessment and public records to the Subject Property's relevant characteristics. This phase will involve the following steps:

- Provide Client with an Information Request list for collecting Subject Property's relevant legal, physical, and economic data.
- Inspect the Subject Property to personally collect and ascertain information pertaining to relevant property characteristics.
- Collect relevant public records regarding the Subject Property from the local municipality.

#### Phase 2: Analyses and Valuation Indication

During Phase 2, we will perform the following analyses:

- Identify and analyze the relevant micro-economic environment within which the Subject Property competes, collecting relevant social, economic, physical, and legal information that influences its value.
- Identify and analyze competitive supply and demand.
- Analyze the highest and best use of the Subject Property.
- Identify the relevant valuation approaches necessary to develop a credible opinion of value of the Subject Property. Valuation approaches may include one, or a combination, of the following:
  - Sales comparison approach (i.e. market approach)
  - Cost-less-depreciation approach (i.e. cost approach)<sup>4</sup>
  - Capitalization of income approach, (i.e. income approach)
- Identify the Subject Property's relevant unit(s) and elements of comparison.

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<sup>3</sup> (12 C.F.R Part 34.42(g); 55 Federal Register 34696, August 24, 1990, as amended at 57 Federal Register 12202, April 9, 1992; 59 Federal Register 29499, June 7, 1994)

<sup>4</sup> At this point, we do not anticipate this to be a relevant valuation approach for the Subject Property, due to market conditions on the identified effective date, and based on preliminary data of the Subject's size and use.

- Identify the price, cost, ratio, valuation multiples and other information that would be used to appropriately measure the Subject Property's true cash value. This information includes, but is not limited to:
  - Competitive rental property offerings and leases,
  - Competitive property listings and sales,
  - Anticipated operating expense rates,
  - Published debt, equity, and capitalization rates.
- Inspect any comparable properties used in final analyses.
- Apply valuation approaches to the Subject Property.
- Present our preliminary pricing and/or cost findings.<sup>5</sup>

Phase 3: Preparation of an Appraisal Report (in compliance with USPAP Rule 2-2(a))

If you have not negotiated an acceptable settlement after Phases 1 and 2, you may direct us to proceed with Phase 3, where we will prepare an *Appraisal Report*<sup>6</sup> for the intention of valuation exchange. Our appraisal report will generally consist of the following sections:

- Letter of Transmittal
- Summary of Salient Facts
- Introduction
- Area Analysis
- Market Analysis
- Identification of Subject Property
- Highest and Best Use Analysis
- Valuation Process and Approaches to Value
- Reconciliation
- Certification
- Statements of Assumptions and Limiting Conditions
- Relevant Addenda material

Subsequent Years and/or Additional Assistance

If subsequent dates are added to the appeal years and additional years of value are required by us, additional fees will be charged for updating our appraisal report.

Any meetings, conferences, settlement discussions or additional professional assistance, including assisting our client in responding to interrogatories, are billed at our current professional hourly rates and our outside of our quoted appraisal report development fees.

Services will be prepared by personnel of Affinity Valuation Group, LLC including Paul K Bidwell, MAI, SRA, ASA, CCIM – State of Michigan Certified General Real Estate Appraiser.

**Professional Fees and Schedule of Payment**

Our compensation is not contingent upon the outcome of any of our findings, analysis, conclusions, or opinions. Our compensation is furthermore not contingent upon the results of any negotiations by our Client, or the outcome of any subsequent Tax Tribunal hearing. Our fees are established based on our time involved and related research expenses.

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<sup>5</sup> At this point a written appraisal report will not be prepared.

<sup>6</sup> Defined by the *Uniform Standards of Professional Appraisal Practice*.

Our fee for preparing our appraisal report is **\$6,000**. In the event we are requested to proceed through the above-summarized phases of scope of work development, our fee would consist of the following:

| <b><u>FEE SCHEDULE</u></b> |   |            |
|----------------------------|---|------------|
| <b>Phase</b>               | <b>Activity</b>                         | <b>Fee</b> |
| 1                          | Preliminary Data Collection and Review* | \$3,000    |
| 2                          | Analysis and Pricing Indication         | \$2,000    |
| 3                          | Preparation of Summary Appraisal Report | \$1,000    |

\*At the end of Phase 1 the appraiser will communicate with the client and the client's legal counsel if the additional Phases 2 and 3 shall be completed based on the initial findings of the data collected about the current level of assessment versus the Petitioner's assessment appeal. If the appraiser believes there is reasonable support for the current property tax assessment valuation by the Respondent, then the appraiser will not recommend conducting Phases 2 and 3. We will stop all further appraisal services and only be compensated for Phase 1. If there is not sufficient support for the current property tax assessment valuation, then the appraiser will recommend to proceed to Phase 2 and 3.

Hourly Professional Fee Rates

Any services that may be required to explain or defend our findings, analysis, conclusions and/or opinions in litigation, including conferences, deposition, court appearances, responding to interrogatories, and preparation for and actual testimony are billed at our Professional Fee Rates in effect at that time. Our current rates are identified below.

Professional Fee Rates

|                            |                             |
|----------------------------|-----------------------------|
| Manager and Senior Manager | \$275 <sup>7</sup>          |
| Support Staff (Associates) | \$165                       |
| Clerical                   | \$100                       |
| Travel                     | Billed at half hourly rates |
| Mileage                    | \$0.55 per mile             |

In the event we are required to provide expert testimony services related to any appraisal service and/or report, you will be billed at our hourly rates. This includes time spent preparing for trial and expenses related to mileage reimbursement to and from meetings, court, etc. as well as any required lodging, meals, and the like, that are related. Meetings are billed on per hour time served including travel to and from. Court appearance is billed on per hour time served in capacity of court, at five-hour minimum, including travel time to and from court room. All fees will be paid up-to-day prior to our testimony.

Our firm reviews the hourly rates on an annual basis. If the hourly rates are changed, you will receive prior notice. If, during the course of preparing our findings, unforeseen events arise that will materially affect our engagement, we will contact you to discuss appropriate changes to the engagement and any additional related fees.

Retainer and Collection Schedule

It is our firm's policy to collect a portion of the appraisal assignment's fees before work begins and the balance (including any expenses accrued) at the time of delivery of the appraisal report. Our

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<sup>7</sup> Paul K. Bidwell, MAI, SRA, ASA, CCIM – Senior Manager

request such a retainer for the first phase, or **1/3 (one-third)** of our quoted total appraisal report estimate, or **\$2,000**.

### **Changes to Agreement**

Any changes to this consulting assignment as outlined within this agreement shall necessitate a new agreement. The identity of the Client, other intended users, intended use, date of value, type of value, or property being consulted on cannot be changed without a new agreement.

### **Termination of Assignment**

If, for any reason, we are unable to complete this assignment, we will not issue a report. Should events occur that would make our involvement in this assignment inappropriate, including non-payment of outstanding fees, we reserve the right to withdraw from this assignment. Any subsequent valuation services that may be provided are independent and may be similar to, or different than, findings, conclusions, or opinions resulting from this assignment. We have no responsibility to extend our services to you after this assignment is completed. Our communications to you will include any reservations we have with respect to our findings, analysis, conclusions, and opinions.

In the event our Client determines to cancel this agreement, it shall do so in writing. In the event our Client terminates this assignment, we agree to the collection of payment on the basis of time served in capacity on the hourly rate, as stated, and any expenses incurred to date. In the event of termination, we will furnish our Client with a reconciliation of time served and expenses accrued.

Our Client agrees that if it fails to comply with any of the provisions of this agreement, we (Affinity Valuation) have the option to withdraw from this engagement, and our Client will be responsible for fees incurred up to that point in time. In the event of a withdrawal, we are obligated to return only those documents supplied to us. All working papers created by Affinity Valuation Group, LLC will remain in our possession.

### **Standards of Practice and Ethics**

Our services will be performed in accordance with the Code of Ethics of the Appraisal Institute, the American Society of the Appraisers, the *Uniform Standards of Professional Appraisal Practice* of The Appraisal Foundation, and State of MI Occupational Code Act 299 of 1980, Article 26 (as amended), Real Estate Appraisers. In the event we prepare a written appraisal report, we will include a Certifications and Statement of Limiting Conditions, see attached for example.

### **Confidentiality**

In the course of preparing our services, we may collect "nonpublic personal information" about you and/or your organization. When collected, this information will be used to facilitate the services that we provide to you and may include the information provided to us by you directly or received by us from others with your authorization.

We will not communicate our findings, analysis, conclusions, or opinions, prepared in accordance with this agreement with, any party other than our Client, unless the Client authorizes, except as required in the Confidentiality Section of the ETHICS RULE of the Uniform Standards of Professional Appraisal Practice. In order to protect your nonpublic personal information, we maintain physical, electronic and procedural safeguards that comply with our professional standards to insure the integrity and security of your information.

All our employees and any third party consultants we employ are informed that any information they see as a party of an appraisal assignment is to be maintained in strict confidence. Any disclosures required by law would be disclosures by us that are ordered by a court of competent jurisdiction with regard to a legal action to which you are a party.

### **Professional Independence**

We cannot agree to provide a finding, analysis, conclusion, or opinion that is contingent on a predetermined finding, analysis, conclusions or opinion. We cannot guarantee the outcome of the consulting assignment in advance. We cannot ensure that the finding, analysis, conclusion, or opinion developed as a result of this agreement will serve to facilitate any specific objective by our Client or others or advance any particular cause. Our findings, analysis, conclusions and opinions will be developed competently and with independence, objectivity, and impartiality.

### **Indemnification**

You agree to hold Affinity Valuation Group, LLC, their members, directors, officers and employees harmless and to indemnify them from any and all liabilities, costs and expenses relating to this engagement, including any expenses (and those of our legal counsel) incurred by reason of any action taken or committed to be taken by us in good faith. You also agree that your damages and recovery, in the event that you assert a claim or commence an action against us, will be limited to the amount of fees paid by you to us for this engagement. In no event will our firm be liable for incidental or consequential damages even if we have been advised of the possibility of such damages.

### **Subpoenas or Other Judicial Requests**

If we receive a subpoena or other judicial request to produce documents, we will notify you immediately so that you can take action to challenge the request, if you so elect.

### **Timeliness of Delivery**

We will make every effort to deliver to you our findings, analysis, conclusions, and opinions within the time period agreed. Delays in assignment initiation, subject property site visit/inspection, or obtaining the information on the subject property will be requested, could affect our ability to deliver on time.

### **Validity**

This agreement is valid only if signed by both of us, the appraiser/property tax consultant, and Client within 30 days of the Date of Agreement specified. In the event it is not signed and delivered to us within such time, we may require a meeting to discuss the assignment including, among other items, a new time schedule.

### **SAMPLE Certification and Assumptions and Limiting Conditions**

The following is provided as an illustrative example for any appraisal report we prepare with regards to this assignment. Although it may not be identical in exact writing, the substantive nature of what is expressed will be retained.

### **APPRAISER CERTIFICATION**

I certify that, to the best of my knowledge and belief:

- The statements of fact contained in this report are true and correct.
- The report and analyses, opinions, and conclusions are limited only by the reported assumptions and limiting conditions, and is my personal, unbiased professional analyses, opinions, and

conclusions.

- I have no present or prospective interest in the property that is the subject of this report and no personal interest with respect to the parties involved.
- I have no bias with respect to the property that is the subject of this report or the parties involved with this assignment.
- My engagement in this assignment was not contingent upon developing or reporting predetermined results.
- My compensation for completing this assignment is not contingent upon the development or reporting of a predetermined value or direction in value that favors the cause of the client, the amount of the value opinion, the attainment of a stipulated result, or the occurrence of a subsequent event directly related to the intended use of this appraisal.
- The reported analyses, opinions, and conclusions were developed, and this report has been prepared, in conformity with the requirements of the Code of Professional Ethics & Standards of Professional Appraisal Practice of the Appraisal Institute, which include the Uniform Standards of Professional Appraisal Practice.
- Paul K. Bidwell, MAI, SRA, ASA, CCIM has made a personal inspection of the property that is the subject of this report.
- No one provided significant real property appraisal assistance to the person signing this certification.
- The use of this report is subject to the requirements of the Appraisal Institute relating to review by its duly authorized representatives.
- As of the date of this report, Paul K. Bidwell, MAI, SRA, ASA, CCIM has completed the requirements of the continuing education program of the Appraisal Institute.
- Appraisers are required to be licensed and regulated by the Michigan Department of Licensing and Regulatory Affairs, PO Box 30018, Lansing, Michigan 48909. Paul K. Bidwell, MAI, SRA, ASA, CCIM is presently licensed as a Michigan Certified General Real Estate Appraiser No. 1201000591, which allows him to appraise all types of real property.

#### **Paul K. Bidwell will sign Certification**

#### **STATE OF ASSUMPTIONS AND LIMITING CONDITIONS**

We will prepare the appraisal report based on the following general assumptions and limiting conditions:

Limiting Condition is defined as:

***“A special condition that limits the use of an appraisal, e.g., by specifying the intended use and intended user of the appraisal report. A statement of general assumptions and limiting conditions is often included in the discussion of the premises of the appraisal in an appraisal report for the***

***appraiser's protection as well as the information and protection of the client and others using the report."***

- ❖ Acceptance of and/or use of this report constitutes acceptance of the following limiting conditions and assumptions; these can only be modified by written documents executed by both parties.
- ❖ This appraisal is to be used only for the purpose stated herein. While distribution of this appraisal in its entirety is at the discretion of the client, individual sections shall not be distributed; this report is intended to be used in whole and not in part.
- ❖ No part of this appraisal, its value estimates or the identity of the firm or the appraiser(s) may be communicated to the public through advertising, public relations, media sales, or other media.
- ❖ All files, work papers and documents developed in connection with this assignment are the property of Affinity Valuation Group, LLC. Information, estimates and opinions are verified where possible, but cannot be guaranteed. Plans provided are intended to assist the client in visualizing the property; no other use of these plans is intended or permitted.
- ❖ No hidden or unapparent conditions of the property, subsoil or structure, which would make the property more or less valuable, were discovered by the appraiser(s) or made known to the appraiser(s). No responsibility is assumed for such conditions or engineering necessary to discover them. Unless otherwise stated, this appraisal assumes there is no existence of hazardous materials or conditions, in any form, on or near the subject property.
- ❖ Unless otherwise stated in this report, the existence of hazardous substances, including without limitation asbestos, polychlorinated biphenyl, petroleum leakage, or agricultural chemicals, which may or may not be present on the property, was not called to the attention of the appraiser nor did the appraiser become aware of such during the appraiser's inspection. The appraiser has no knowledge of the existence of such materials on or in the property unless otherwise stated. The appraiser, however, is not qualified to test for such substances. The presence of such hazardous substances may affect the value of the property. The value opinion developed herein is predicated on the assumption that no such hazardous substances exist on or in the property or in such proximity thereto, which would cause a loss in value. No responsibility is assumed for any such hazardous substances, nor for any expertise or knowledge required to discover them.
- ❖ Unless stated herein, the property is assumed to be outside of areas where flood hazard insurance is mandatory. Maps used by public and private agencies to determine these areas are limited with respect to accuracy. Due diligence has been exercised in interpreting these maps, but no responsibility is assumed for misinterpretation.
- ❖ Good title, free of liens, encumbrances and special assessments is assumed. No responsibility is assumed for matters of a legal nature.
- ❖ Necessary licenses, permits, consents, legislative or administrative authority from any local, state or Federal government or private entity are assumed to be in place or reasonably obtainable.
- ❖ It is assumed there are no zoning violations, encroachments, easements or other restrictions which would affect the subject property, unless otherwise stated.

- ❖ The appraiser(s) are not required to give testimony in Court in connection with this appraisal. If the appraisers are subpoenaed pursuant to a court order, the client agrees to pay the appraiser(s) Affinity Valuation Group's regular per diem rate plus expenses.
- ❖ Appraisals are based on the data available at the time the assignment is completed. Amendments/modifications to appraisals based on new information made available after the appraisal was completed will be made, as soon as reasonably possible, for an additional fee.

Given their potential impact on market value, the appraiser reiterates the following general assumptions and limiting conditions which are also stated in the addendum of the report.

**Hazardous substance comment:** It should be expressly understood that the appraiser is not an expert in the determination of the existence of hazardous substances. Furthermore, the appraiser offers no opinion as to the presence of any such substances on, in or within such proximity to the subject property as to materially affect its market value. Hazardous substances may or may not impact the subject property. It is strongly recommended that a qualified expert be retained to determine this fact. The final opinion of value would be invalidated if such a condition were found to exist.

**Soil and subsoil conditions comment:** This report has been written without the benefit of a soil engineering report. Accordingly, the appraiser offers no opinion as to the suitability of the site for developmental purposes. The appraiser is not an expert in soil analysis; therefore, the final opinion of value is subject to no adverse soil conditions. It is strongly recommended that a qualified expert be retained to determine the subject's soil and subsoil conditions. The final opinion of value would be invalidated if soil and/or subsoil conditions were found to exist.

We appreciate this opportunity to serve you. If you find the engagement terms and conditions acceptable, please sign below and return this letter to our office. We will begin the engagement upon receipt of the signed engagement letter.

Sincerely,

**AFFINITY VALUATION GROUP, LLC**



Paul K. Bidwell, MAI, SRA, ASA, CCIM  
President  
MI - State Certified General Appraiser No. 1201000591  
OH - State Certified General Appraiser No. 406347  
IN - State Certified General Appraiser No. CG49500048

Ms. Courtney Nicholl, City Manager  
APN No. 08-08-05-300-064  
2016 Real Property Tax Appeal  
Engagement Letter  
September 19, 2016  
Page 11 of 20

**Services Agreement and Acknowledgement**

This letter and the attachments (Pages 1 through 20) correctly set forth my understanding of the terms and conditions of the engagement and are hereby agreed to. I hereby provide Affinity Valuation Group, LLC authorization to proceed with providing the aforementioned services.

\_\_\_\_\_  
Courtney Nicholls, City Manager  
City of Dexter, Michigan

\_\_\_\_\_  
Acceptance Date

## **QUALIFICATIONS OF PAUL K. BIDWELL MAI, SRA, ASA, CCIM**

**State Certified General Real Estate Appraiser**

**Michigan, Ohio and Indiana**

**President, Affinity Valuation Group, LLC**

**102 W. Chicago Boulevard, Suite 203**

**Tecumseh, MI 49286**



Paul K. Bidwell, an owner and principal of Affinity Valuation Group, LLC, represents clients locally and regionally. He has provided real estate counseling and valuation services for a wide array of customers since 1984. Earlier professional work comprises both institutional and fee appraisal assignments that include many product types from residential to special purpose properties. His clients include lending institutions, local, state and federal government agencies, law firms, and individual property owners. He has also helped in the coordination of large work assignments involving multiple parcel appraisals for condemnation purposes. Mr. Bidwell is actively engaged in writing appraisals for the Ohio and Michigan Departments of Transportation and the Michigan Department of Natural Resources.

He holds a Bachelor of Science degree from Michigan State University and a Master of Science degree from Eastern Michigan University. His professional memberships include the MAI and SRA designations from the Appraisal Institute, the ASA Accredited Senior Appraiser designation from the American Society of Appraisers and the CCIM (Certified Commercial Investment Member) designation of the CCIM Institute. Mr. Bidwell is currently a state certified general appraiser in the States of Michigan, Ohio and Indiana.

Mr. Bidwell has been active in various professional committees including being the Chair of the Southeast Sub-Chapter of the Great Lakes Chapter of the Appraisal Institute for the year of 1996 and President of the Great Lakes Chapter for 2002. He was also a panel member of the Ethics & Counseling Division of the Appraisal Institute. This panel oversees appraisers' work product and provides peer-review to improve the overall work quality of members and affiliates of the Appraisal Institute. He also served two years on the Appraisal Institute's Appraisal Journal Review Panel as well as serving on the Public Relations Committee. Mr. Bidwell also is an Instructor of the Appraisal Institute.

### **EDUCATION**

**Degree:**

|      |  |
|------|--|
| 1983 | Bachelor of Science, Michigan State University, East Lansing Michigan. |
| 2000 | Master of Science, Eastern Michigan University, Ypsilanti, Michigan.   |

**Professional  
Education:**

|      | <b>Recent successfully completed Real Estate Appraisal courses (from 2006 to present):</b>   |
|------|--|
| 2016 | Capitalization Rates: Real World Applications – Michigan, Great Lakes Chapter of the Appraisal Institute – Grand Rapids, MI              |
| 2016 | National Uniform Standards of Professional Appraisal Practice (USPAP) Update Course 7-Hour – Online (McKissock)                          |
| 2016 | Michigan Appraisal Law – Online (McKissock)  |
| 2016 | Appraisal of Owner-Occupied Commercial Properties – Online (McKissock)   |
| 2015 | Appraisal of Land Subject to Ground Leases – Online (McKissock)  |
| 2015 | Expert Witness for Commercial Appraisers – Online (McKissock)  |
| 2014 | National Uniform Standards of Professional Appraisal Practice (USPAP) Update Course 7-Hour - Flint, MI                                   |
| 2013 | Complex Litigation Appraisal Case Studies – Flint, MI  |
| 2012 | Appraisal Institute Course 833 – Fundamentals of Separating Real Property, Personal Property, and Intangible Business Assets – Flint, MI |
| 2012 | Appraising the Appraisal: Appraisal Review – General, Flint, MI  |
| 2011 | Michigan Laws & Rules - Troy, MI   |
| 2011 | National Uniform Standards of Professional Appraisal Practice (USPAP) Update Course 7-Hour - Independence, OH                            |
| 2010 | National Uniform Standards of Professional Appraisal Practice (USPAP) Update Course, 7-Hour - Strongsville, OH                           |
| 2010 | The Lending World in Crisis-What Clients Need Their Appraisers to Know Today, Appraisal Institute - Livonia, MI                          |
| 2009 | Appraising Distressed Commercial Real Estate: Here We Go Again, Appraisal Institute - Livonia, MI  |
| 2009 | Real Estate Finance, Statistics, and Valuation Modeling, Appraisal Institute - Flint, MI   |
| 2009 | National Uniform Standards of Professional Appraisal Practice (USPAP) Update Course, 7-Hour - Strongsville, OH                           |
| 2008 | Valuation of Conservation Easements Certificate Program, Land Trust Alliance, and Appraisal Institute - Strongsville, OH                 |
| 2007 | General Appraiser Income Approach (Part I) - St. Louis MO  |
| 2007 | National Uniform Standards of Professional Appraisal Practice (USPAP) Update Course, 7-Hour - Maumee, OH                                 |
| 2007 | Scope of Work: Expanding Your Range of Services - Flint, MI  |

2006                      Appraisal Review-General - Flint, MI  
2006                      Market Analysis and the Site to Do Business - Dearborn, MI

The Appraisal Institute conducts a voluntary program of continuing education for its designated members. Designated members who meet the minimum standards of this program are awarded periodic educational certification. Mr. Bidwell is currently certified under this program through 2021.

### **PROFESSIONAL EXPERIENCE**

2001 to Present        President, Affinity Valuation Group, LLC, Tecumseh, Michigan.  
2005 to 2010         Associate Broker, Swisher Commercial, Ann Arbor, Michigan.  
1994 to 2001         Vice President, Appraisal Associates SEM, Inc., Adrian, Michigan. Responsibilities included training, reviewing and supervising commercial staff appraisers.  
1989 to 1994         Vice President, Dean Appraisal Company, Residential, Birmingham, Michigan. Responsibilities included training, reviewing and supervising staff appraisers.  
1987 to 1989         Staff Appraiser, Standard Federal Bank, Troy, Michigan. Responsibilities included all facets of residential and non-residential real estate valuation for mortgage underwriting purposes.  
1986 to 1987         Chief Appraiser, Record Data Inc., Troy, Michigan. Responsibilities included training, reviewing and supervising staff appraisers.  
1984 to 1986         Staff Appraiser, Appraisal Services, Inc., Milwaukee, Wisconsin. Responsibilities included appraising residential real estate and supporting fieldwork to associate appraisers.

### **PROFESSIONAL MEMBERSHIPS**

- Founding Member; Designated Appraiser Coalition
- Accredited Senior Appraiser (ASA #102555); American Society of Appraisers
- Designated Member (MAI #10,607); Appraisal Institute.
- Designated Member (CCIM #12355); CCIM Institute.
- Designated Senior Residential Appraiser (SRA) Member; Appraisal Institute.
- State-Certified General Real Estate Appraiser; State of Michigan (#1201000591).
- State-Certified General Real Estate Appraiser; State of Indiana (#CG49500048).
- State-Certified General Real Estate Appraiser; State of Ohio (#406347).
- Licensed Real Estate Broker; State of Michigan (#6504220529).
- REALTOR Member; Lenawee County Board of Realtors.
- Member; International Right of Way Association.

### **PROFESSIONAL ACTIVITIES**

2013 to Present        Instructor, American Society of Appraisers

|                 |  |
|-----------------|--|
| 2007 to Present | Instructor, Appraisal Institute  |
| 2002            | President, Great Lakes Chapter of the Appraisal Institute.   |
| 2008 to 2010    | City of Tecumseh Downtown Development Authority (DDA)  |
| 2003 to Present | City of Tecumseh Planning Commission   |
| 2009 to Present | City of Tecumseh Zoning Board of Appeals (Chairperson)   |
| 2000 to 2003    | Land Economics and Valuation Committee, Michigan Chapter of the International Right of Way Association.  |
| 2004            | Public Relations Committee, Appraisal Institute  |
| 1999 to 2001    | Appraisal Journal Review Panel, Appraisal Institute.   |
| 1992 to 1993    | Member, Young Advisory Council, Appraisal Institute.   |
| 1992 to Present | Ethics and Counseling Review Panel Member, Appraisal Institute.<br>Authored various articles for the "Candidates Corner" in the newsletter "Professionally Speaking" of the Southeast Michigan Sub-Chapter, Appraisal Institute. |
| 1991            | Member, Michigan Real Estate Appraiser Committee, State of Michigan Real Estate Appraiser Examination Program.   |
| 1990 to 1996    | Board of Directors, Southeast Michigan Sub-Chapter, Appraisal Institute.   |

### **PUBLICATIONS**

"Comprehensive Master Plans and their use in the Appraisal Process," The Appraisal Journal (July 2002): 291-297.

"Obsolescence: Form or Function," Real Property E-Journal 3rd Ed., American Society of Appraisers.  
<http://www.appraisers.org>

### **COURSE DEVELOPMENT**

|      |  |
|------|--|
| 2013 | Created a 7-Hour real estate appraisal continuing education course called "Contemporary Valuation Issues Involving Industrial Properties".   |
| 2013 | Created a 2-Hour real estate appraisal continuation webinar called "Contemporary Valuation Issues Involving Industrial Properties" that was presented nationally in January 2013 and recorded by the American Society of Appraisers (ASA). |

### **SPEAKING ENGAGEMENTS**

|      |   |
|------|---|
| 2014 | Featured speaker at the American Society of Appraisers (ASA) International Appraisal Conference, Savannah Georgia with the topic being "Conservations Easements – Issues and Solutions."                |
| 2013 | Featured speaker at the International Association of Assessment Officers (IAAO) International Conference, Grand Rapids Michigan with the topic being "Conservation Easements --- Issues and Solutions". |
| 2013 | Featured speaker at the Mid- Michigan Chapter of Assessing Officers, Jackson,   |

Michigan meeting with the topic being “Industrial Property Assessment Issues and Solutions”.

2012                      Featured speaker at the American Society of Appraisers (ASA) International Appraisal Conference, Phoenix Arizona with the topic being “Contemporary Valuation Issues Involving Industrial Properties”.

**APPRAISAL INSTITUTE INSTRUCTOR TEACHING EXPERIENCE**

2014                      Contemporary Valuation Issues Involving Industrial Properties, Great Lakes Chapter  
2014                      Litigation Assignments for Residential Appraisers: Doing Expert Work on Atypical Cases, Great Lakes Chapter  
2012                      Real Estate Finance, Statistics & Valuation Modeling, Great Lakes Chapter  
2011                      General Appraiser Income Approach - Part II, Great Lakes Chapter  
2011                      General Appraiser Income Approach - Part I, Great Lakes Chapter  
2009                      General Appraiser Sales Comparison Approach, Great Lakes Chapter  
2008                      General Appraiser Income Approach - Part II, Great Lakes Chapter  
2008                      General Appraiser Income Approach - Part I, Great Lakes Chapter

**AMERICAN SOCIETY OF APPRAISERS INSTRUCTOR TEACHING EXPERIENCE**

2014                      2-Hour nationally broadcast webinar regarding Contemporary Valuation Issues Involving Industrial Properties, American Society of Appraisers  
2013                      Contemporary Valuation Issues Involving Industrial Properties, Detroit Chapter

**AREAS OF SPECIALIZATION**

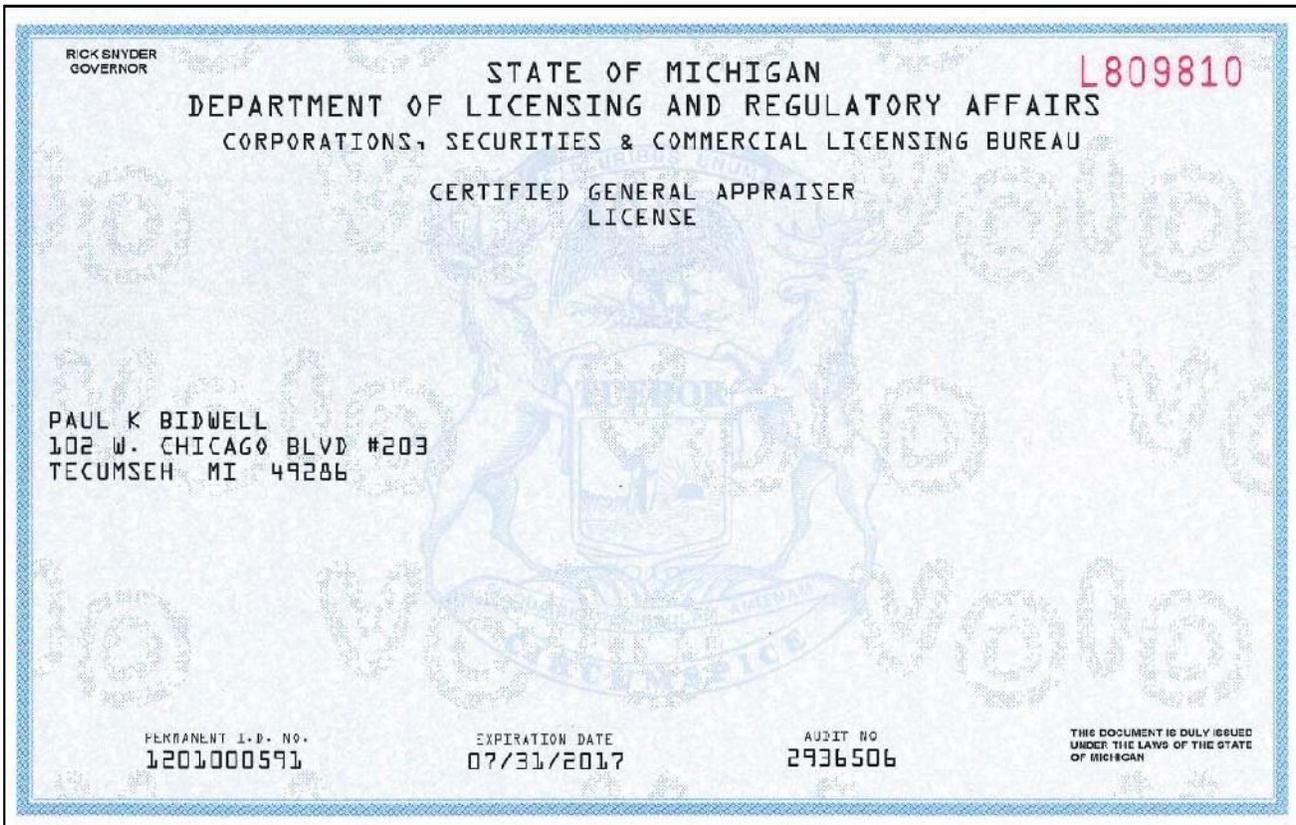
Real estate valuation with an emphasis on commercial, industrial, multi-family, retail, subdivision, retail, properties and vacant land. Past valuation projects include special purpose properties, easement valuation, eminent domain, market valuations and providing expert witness services in accordance with the above types of valuations. In addition to the preceding services, Mr. Bidwell can provide land use consulting and planning issues from a financial and real estate analysis perspective.

**TYPES OF ASSIGNMENTS**

Agricultural Properties  
Apartment Buildings  
Automobile Dealerships  
Bank Branch Offices  
Condemnation, Eminent Domain  
Conservation Easement Valuation  
Development Parcels  
Department Stores  
Estate Appraisals  
Farms, General  
Feasibility Studies  
Golf Courses

Hotels and Motels  
Industrial, Heavy and Light  
Land Use Planning Consultations  
Medical & Dental Clinics  
Office Buildings  
Real Estate Tax Appeal Valuations  
Retail Stores  
Subdivision Valuations  
Vacant Land  
Wetland Valuations  
Zoning Appeal Consultation

**STATE OF MICHIGAN CERTIFICATION**



**STATE OF OHIO  
DIVISION OF REAL ESTATE  
AND PROFESSIONAL LICENSING**

**AN APPRAISER LICENSE/CERTIFICATE  
has been issued under ORC Chapter 4763 to:**

**NAME: Paul K Bidwell**

**LIC/CERT NUMBER: 000406347**

**LIC LEVEL: Cert. General R. E. Appraiser - Reciprocity**

**CURRENT ISSUE DATE: 02/16/2016**

**EXPIRATION DATE: 04/04/2017**

**USPAP DUE DATE: 04/04/2018**

