

F. PUBLIC HEARINGS

None

G. NON-ARRANGED PARTICIPATION

Terry Bailey of Foremost Development introduced himself and expressed his company's interest in the Broad Street property. His aim is to build 90 high end apartments with amenities and concentrating on the millennial/empty nester community. Also in his plans is office or retail space on the first floor along Forest Street. Mr. Bailey showed some examples of previous projects he has done. Mr. Bailey was asked why he was interested in Dexter and he replied that there is a need for these types of development in smaller community as well as in larger areas such as Detroit.

H. COMMUNICATIONS:

1. Upcoming Meeting List
2. Sign Calendar

Council Member Smith noted that the Dexter Area Historical Society meeting location is the Dexter Area Museum.

I. REPORTS

1. Finance Director/Treasurer – Marie Sherry

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

- The employees are using their lap tops to submit work orders and it is working well.
- Received a letter from the State Tax Authority who questioned why we did not hold our own Board of Review. They were referred to the County Equalization Department.
- Question asked about noticing any trends with cityhood. (Receiving a lot more assessing calls and the updated information is now online.)
- Question asked regarding the balance report in the sewer fund. (It was reported as showing assets due to it being an enterprise fund.)

2. Community Development Manager – Michelle Aniol

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

- The property owner at 3441 Broad Street is asking for a variance on the rear yard setback for his property. Ms. Aniol explained the circumstances and answered questions regarding the amount of parking needed for the business. Discussion followed.
- An inquiry has been made from the owner of Dexter Plaza about expanding the DDA boundary and Council was asked about their thoughts on this issue.

The question was asked as to what was a special liquor license. (A special license holder needs to be in a DDA district.)

- Met with representatives from NUBCo on Thursday to determine what is meant by a production kitchen and onsite usage.
- Question asked as to the square footage needed for a proposed Mexican restaurant. (2000-3000 square feet)
- Question was asked regarding the zoning updates and does this include the potential changes? (Yes)
- Ms. Aniol inquired if Council was okay with the letter to be sent to the Michigan Economic Development Corporation.
- Staff met with another developer, Prime Development, from Grand Rapids regarding the Broad Street property. The developer, Mr. Bailey has indicated that he would like to develop 3045 Broad Street, Grand and Forest Street properties as well as part of Grand Street.
- There was a question raised at the office today if a hot dog stand could be included under the peddler licensing as a transit merchant in the downtown area. Will be checking this out. Discussion followed.

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

None

4. Subcommittee Reports

Facilities

- The committee will be meeting on Friday, May 1 and will be bringing up discussion on the Schulz property as an option for facilities.

Road Plan – Joe Semifero

- Mr. Semifero explained that the bids were sent out and received back. They total for all of the bids came back over the \$622,000 budget. Looking at taking out some of the road work at Grand, Forest and Hudson to stay on budget and do this work another year.
- Mr. Droze gave a breakdown of the various contracts for crack seal, cape seal and mill and overlay.
- Question asked about repairing Main Street parking spaces. (Will review in the spring, but could use this money in other areas.
- Question - When will we have the final figures for the Ann Arbor Street project? (Will try to have them by the end of the week.)
- Question – Are we still planning on fixing the dip on Central Street? (Yes, it is on the contractor’s checklist.)

5. City Manager Report

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

- Talked to Jim Haeussler regarding the concrete issues.
- The parking signs about towing by the Dairy Queen are uncovered. Have had some customers from Aubrees impacted by the towing.
- The first city election will be held next Tuesday. The City office will be open on Saturday for absentee ballots.

- Question asked regarding the Border to Border 5K run on Saturday and riding the bus. (An elected official needs to ride the bus per WAVE regulations.)
- Question was asked regarding the new work order form and how it reads. Discussion followed.

6. Mayor's Report

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

- Council Member Carson, City Manager Nicholls and myself met with WATS (Washtenaw Area Transportation Study), the County Road Commission and Dexter Schools on the Baker Road/Shield Road intersection and have agreed to do a traffic study of that area.
- The first budget review meeting will be Wednesday, April 29 at 6 PM at the Copeland Board Room

J. CONSENT AGENDA

1. Consideration of: Bills and Payroll in the amount of \$182,034.50

Motion Tell; support Smith to approve item 1 of the Consent Agenda.

Unanimous voice vote approval with Council Member Fisher absent.

K. OLD BUSINESS-Consideration and Discussion of:

None

L. NEW BUSINESS-Consideration of and Discussion of:

1. Consideration of: Bid Award for 2015 Crack Seal Program to K&B Asphalt for an amount not to exceed \$20,000

Motion Semifero; support Tell to award the bid for the 2015 Crack Seal Program to K&B Asphalt for an amount not to exceed \$20,000.

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

Nays: None

Absent: Fisher

Motion carries

2. Consideration of: Bid Award for 2015 Cape Seal Program to Highway Maintenance for an amount not to exceed \$362,050

Motion Smith; support Carson to award the bid for the 2015 Cape Seal Program to Highway Maintenance for an amount not to exceed \$362,050.

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

Nays: None
Absent: Fisher
Motion carries

3. Discussion of: 2015 Mill and Overlay Program

Discussion on the 2015 Mill and Overlay Program was covered in the Roads Committee Report earlier in the minutes.

4. Consideration of: Memorandum of Understanding for the Target Market Analysis

Motion Tell; support Semifero to approve the Memorandum of Understanding for the Target Market Analysis contingent upon the signing of the document by the three other communities involved in the Target Market Analysis.

Ayes: Knight, Smith, Tell, Carson and Keough
Nays: Semifero
Absent: Fisher
Motion carries 5 to 1

5. Consideration of: Proposal to Perform the Target Market Analysis by Landuse USA

Motion Smith; support Semifero to postpone action on the proposal to perform the Target Market Analysis by Landuse USA.

Ayes: Semifero, Smith, Carson, Knight and Keough
Nays: Tell
Absent: Fisher
Motion carries 5 to 1

6. Discussion of Draft Request for Qualifications for Marketing of 3045 Broad Street Property

Ms. Aniol gave an explanation of the Request for Qualifications (RFQ) for the Broad Street Property. Discussion followed. This will be reviewed again at the first meeting in May.

7. Consideration of: FY 2014-2015 Budget Amendments

Motion Semifero; support Smith to approve the FY 2014-2015 budget amendments as presented.

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

M. COUNCIL COMMENTS

Tell None

Semifero	An article in the Ann Arbor News talked about the Redevelopment Ready Communities in Ann Arbor. It mentioned the price of submitting a site plan proposal was \$8,400 in Ann Arbor where ours is \$3,000 and tap fees in Ann Arbor are \$19,000 and ours are \$8,000.
Jones	This Friday the Dexter Area Museum will host A Night at the Museum as a fundraiser for the Museum.
Smith	None
Knight	Had a conversation with a resident who would like to see a Historic District in downtown Dexter.
Carson	None
Fisher	Absent

N. NON-ARRANGED PARTICIPATION

None

O. ADJOURNMENT

Motion Carson; support Tell to adjourn at 9:40 PM.

Unanimous voice vote approval with Council Member absent.

Respectfully submitted,

Carol J. Jones
Interim Clerk, City of Dexter

Approved for Filing: _____

**THE CITY OF DEXTER
CITY COUNCIL
WORK SESSION
WEDNESDAY, APRIL 29, 2015**

A. CALL TO ORDER

The meeting was called to order at 6:10 PM by Mayor Keough at the Copeland Board Room at 7720 Ann Arbor Street in Dexter, Michigan.

B. ROLL CALL: Mayor Keough

J. Carson	D. Fisher - ab
J. Knight	J. Semifero
J. Smith	R. Tell

Also attending: Courtney Nicholls, City Manager; Michelle Aniol, Community Development Manager; Marie Sherry, Finance Director/Treasurer; Kurt Augustine, Streets Foreman; and Justin Breyer, Assistant to the City Manager.

C. REVIEW OF GENERAL FUND BUDGET

- The purpose of this meeting is to discuss the proposed general fund budget for fiscal year 2015-2016 to provide staff with direction in preparing the final budget document.
- *Courtney Nicholls reviewed staff's budget memorandum. Topics included the City's taxable value, millage rate, administration fee, MERS contributions, proposed one-time expenses, and ordinance revision expenses. Discussion followed.*
- *Mayor Keough distributed a memo reviewing options for surplus revenue. Topics included adding the surplus to fund balance, health care and retiree expenses, facility needs, and assisting the Downtown Development Authority. Discussion followed.*
- *City Council and staff discussed facility needs.*
- *City Council and staff discussed Downtown Development Authority revenue and expense projections.*

I. COMMENTS

Mrs. Aniol Proposed hosting a joint workshop for City Council and Planning Commission. A workshop would allow for discussion with no action taken. Discussion followed.

Mr. Breyer Invited City Council to participate in walking the area that is proposed for Mill Creek Park Phase 2 at the next Parks and Recreation Commission meeting. This walk will be held on May 19 at 5:30 pm, starting at the City offices.

J. ADJOURNMENT

Adjourned at 7:45 PM

Respectfully submitted,
Justin Breyer

Assistant to the City Manager, City of Dexter Approved for Filing: _____

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Meeting Calendar

Agenda: 5/11/15

Item: H-1

Board	Date	Time	Location	Website	City Representative
Washtenaw Area Transportation Study-Technical	5/6/2015	9:30 a.m.	Road Commission Offices	http://www.miwats.org/	Rhett Gronevelt
Dexter Area Historical Society Board	5/7/2015	7:00 p.m.	Dexter Area Historical Museum	http://www.dextermuseum.org/	
Gateway Initiative (Big 400)	5/8/2015	9:30 a.m.	Waterloo Recreation Area		Paul Cousins, Carol Jones
Dexter City Council	5/11/2015	7:30 p.m.	Dexter Senior Center	http://www.dextermi.gov	
5H - Dexter Coalition	5/12/2015	5:30 p.m.	Dexter Wellness Center		Becky Murillo
Dexter City Arts, Culture & Heritage Committee	5/12/2015	7:00 p.m.	Dexter Senior Center	http://www.dextermi.gov	Donna Fisher
Dexter Area Chamber of Commerce	5/13/2015	8:15 a.m.	Copeland Board Room	http://www.dexterchamber.org/	Donna Fisher
City Council Budget Workshop	5/13/2015	6:00 p.m.	Copeland Board Room	http://www.dextermi.gov	
Chelsea Area Planning Team/Dexter Area Regional Tea	5/18/2015	7:00 p.m.	City of Chelsea	http://www.ewashtenaw.org/	Jim Carson
Dexter Community Schools Board of Education	5/18/2015	7:00 p.m.	Creekside Intermediate School	http://dexterschools.org/	
Dexter City Zoning Board of Appeals - if needed	5/18/2015	7:00 p.m.	Senior Center	http://www.dextermi.gov	Jim Carson
City Road Committee	5/19/2015	6:00 a.m.	City DPW	http://www.dextermi.gov	
Dexter City Parks Commission	5/19/2015	5:30 p.m.	City Offices	http://www.dextermi.gov	Julie Knight
Washtenaw Area Transportation Study-Policy	5/20/2015	9:30 a.m.	Scio Township Hall	http://www.miwats.org/	Jim Carson
Dexter Area Fire Board	5/21/2015	6:00 p.m.	Dexter Township Hall	http://dexterareafire.org/	Shawn Keough/Jim Carson
Dexter Downtown Development Authority	5/21/2015	7:30 a.m.	Senior Center	http://www.dextermi.gov	Shawn Keough
Healthy Community Steering Committee	5/21/2015	9:00 a.m.	Chelsea Hospital - White Oak Room		Julie Knight
Dexter City Council	5/26/2015	7:30 p.m.	Dexter Senior Center	http://www.dextermi.gov	
Western Washtenaw Area Value Express	5/26/2015	8:15 a.m.	Chelsea Community Hospital	http://www.ridethewavebus.org/	Jim Carson

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

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	Name of Group	Dates	Number Approved	Approval Date	Locations		Name of Group	Dates	Number Approved	Approval Date	Locations
January	Dexter Senior Ctr-Winter Market	signs out week of 1/10 & 1/24	3-18X24 / 2-2'X4"	11/3/2014	1,2,4,5,44	July	St Andrews-Blood Drive	7/13-7/20	1-2'X3'	4/1/2015	8, 22
	Friends of the Dexter Library	1/10	5 X 18 X 24	6/25/2014	1,4,17,19,51		St. Joseph-Flea Market	7/2-7/11	5 X 18 X 24	4/23/2015	1,2,4,5,44
	Dexter KofC Ladies Auxiliary	1/27-2/9	5 X 18 X 24	1/14/2015	1,2,4,5,10		St. Joseph-Festival	7/12-7/19	5 - 18 X 24	4/23/2015	1,2,4,5,44
	Dexter KofC Quarter Mania	1/14-1/22	5 X 18 X 24	1/14/2015	1,2,4,5,44		Dexter Daze festival	8/1-8/16	5- 18 X 24	4/30/2015	1,2,4,5,44
	DHS Drama Club-Grease	1/23-2/8	5 X 18 X 24	1/23/2015	1,2,4,5,44						
	St Andrews-Monthly dinner	1/30-2/5	1-2' X 3'	1/27/2015	8						
February	Dexter Senior Ctr-Winter Market	signs out week of 2/7 & 2/21	3-18X24 / 2-2'X4"	11/3/2014	1,2,4,5,44						
	Dexter Comm. Band-Concerts	2/20-3/2	2 - 2' X 3'	10/1/2001	5 & 10						
	Friends of the Dexter Library	2/7	5 X 18 X 24	6/25/2014	1,4,17,19,51						
	Dexter KofC Ladies Auxiliary	1/27-2/9	5 X 18 X 24	1/14/2015	1,2,4,5,10						
	DHS Drama Club-Grease	1/23-2/8	5 X 18 X 24	1/23/2015	1,2,4,5,44						
	St Andrews-Monthly dinner	2/27-3/5	1-2' X 3'	1/27/2015	8						
March	Dexter Senior Ctr-Winter Market	signs out week of 3/7 & 3/21	3-18X24 / 2-2'X4"	11/3/2014	1,2,4,5,44						
	Community Band - Concert	2/17-3/2	2-2 X 3	11/1/2013	5 & 9						
	Friends of the Dexter Library	3/7	5 X 18 X 24	6/25/2014	1,4,17,19,51	August	Friends of the Dexter Library	Dexter Daze 8/13, 8/14 and 8/15	5 X 18 X 24	6/25/2014	1,4,17,19,51
	St Andrews-Monthly dinner	2/27-3/5	1-2' X 3'	1/27/2015	8						
	Dexter Comm. Orchestra	3/4-3/16	2- 2' X 3'	1/26/2015	5 & 9						
	Peace Lutheran-Easter Egg	3/17-3/28	1-2' X 3'	3/16/2015	1						
K of C-Quarter Mania	3/18-3/26	5-18 X 24	3/18/2015	1,2,4,5,44							
April	Dexter Senior Ctr-Winter Market	signs out week of 4/4 & 4/18	3-18X24 / 2-2'X4"	11/3/2014	1,2,4,5,44						
	Dexter Comm. Band-Concerts	4/24-5/4	2 - 2' X 3'	10/1/2014	5 & 9						
	Friends of the Dexter Library	4/4	5 X 18 X 24	6/25/2014	1,4,17,19,51						
	St Andrews-Monthly dinner	4/3-4/9	1-2' X 3'	1/27/2015	8	September					
	St Andrews-Blood Drive	4/10-4/20	1-2'X3'	4/1/2015	8, 22						
	Dexter Lacrosse-Spring season	4/1-4/12	5-18 X 24	4/1/2015	1,2,5,44,10						
DUMC-Rummage Sale	4/10-4/26	2-18" X 24"	4/1/2015	5 and 44							
Dexter Drama-Sleeping Beauty	4/11-4/26	3-18" X 24" & 1-2.5' X 4' & 4' x 8	4/1/2015	2,4,5,44,3	October		Friends of the Dexter Library	10/3	5 X 18 X 24	6/25/2014	1,4,17,19,51
Hudson Mills-B2B 10K Race	4/24-5/2	5 - 18 X 24	4/23/2015	1,2,4,5,44							
May	Dexter Comm. Band-Concerts	4/24-5/4	2 - 2' X 3'	10/1/2014	5 & 9						
	Friends of the Dexter Library	5/2	5 X 18 X 24	6/25/2014	1,4,17,19,51						
	St Andrews-Monthly dinner	4/30-5/7	1-2' X 3'	1/27/2015	8						
	Dexter Comm. Orchestra	5/6-5/18	2- 2' X 3'	1/26/2015	5 & 9						
	Dexter Garden Club Plant Sale	5/4-5/17	5 - 18 X 24	5/4/2015	2,4,5,44,10						
	St. Joseph-Plant Sale	5/2-5/17	5 - 18 X 24	4/16/2015	1,2,4,5,44	November	Friends of the Dexter Library	11/7	5 X 18 X 24	6/25/2014	1,4,17,19,51
June	Friends of the Dexter Library	6/6	5 X 18 X 24	6/25/2014	1,4,17,19,51						
	Dexter Comm. Orchestra	6/3-6/13	2- 2' X 3'	1/26/2015	5 & 9						
	Dexter Boy Scouts-Rummage Sale	6/17-6/20	2 - 4' X 4' X 5'	4/20/2015	1 & 44	December	Friends of the Dexter Library	12/8	5 X 18 X 24	6/25/2014	1,4,17,19,51
	American Diabetes-bike race	6/5-6/7	5 - 18 X 24	4/28/2015	15, 19, 20						
Dexter Wellness-Yoga in Park	6/1-6/14	5 - 18 X 24	5/6/2015	1,2,4,5,44							

Location Listing: 1 - Baker/Main, 2 - Central/Mill, 3 - Dexter Ann Arbor/Copeland, 4 - Main/Alpine, 5 - Baker/Cemetery, 6 - Monument Park, 7 - Creekside, 8 - 7610 Dexter Ann Arbor, 9 - Peace Park, 10 - Dexter Ann Arbor/Limits, 11 - Cornerstone, 12 - Bates, 13 - 3443 Inverness, 14 - 7720 Ann Arbor Street, 15 - S. Main/Broad, 16 - N. Main/Broad, 17 - Edison/Ann Arbor Street, 18 - Dover/Fifth, 19 - Central/Fifth, 20 - Broad/Fifth, 21 - Mill Creek Middle School, 22 - Fourth/Inverness, 23 - Dexter Bakery, 24 - Lighthouse, 25 - Dexter Pharmacy 2, 26-Warrior Creek Park Driveway, 27-Dexter Flowers, 28-Terry B's, 29-7795 Ann Arbor St, 30 - 7915 Fourth, 31 - 7651 Dan Hoey, 32 - Wylie, 33-Lions Park, 35-Dexter Crossing Entrance, 36 - Dan Hoey/Dexter Ann Arbor; 37 - Dover/Main, 38 - Fourth/Central, 39 - Baker/Hudson, 40 - Inverness/Ann Arbor, 41 - Main/Jeffords, 42 - Third/Broad; 43 - 3rd/Dover; 44 - Ryan/Dexter Ann Arbor, 45 - Meadowview/Dexter Ann Arbor, 46 - Ice Rink, 47-Dexter Mill/RR tracks, 48-7444 Dexter-Ann Arbor, 49-Park entrance @ Farmers Mkt and Library, 50-2810 Baker/Dexter

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

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OFFICE OF COMMUNITY DEVELOPMENT

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

Memorandum

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

From: Michelle Aniol, Community Development Manager

Re: Report for May 11, 2015 City Council Meeting

Date: May 5, 2015

Business/Development Updates

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

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

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

Planning Commission Updates

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

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

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

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

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

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

Memorandum

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

From: Michelle Aniol, Community Development Manager

Re: Northern United Brewing Company (NUBC) Update

Date: May 1, 2015

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

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

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

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

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

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

Following the discussion, consensus of the Commission was:

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

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

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

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

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

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

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

Next Steps

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

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

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

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

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

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WASHTENAW COUNTY OFFICE OF THE SHERIFF



JERRY L. CLAYTON
SHERIFF

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

MARK A. PTASZEK
UNDERSHERIFF

To: Courtney Nicholls, Dexter City Manager
From: Keith Flores, Sergeant
Through: Michael Marocco, Lieutenant
Cc: Marlene Radzik, Police Services Commander
Date: May 4th, 2015
Re: April 1st through April 30th Police Services Monthly Report

Agenda: 5/11/15
Item: I-3

During the month of April there were 227 Calls for service (including traffic stops). Deputies conducted 145 traffic stops during which they wrote 19 citations.

All assigned personnel are working their regular shifts (no long term leaves). Deputies continue to attend training throughout the year in efforts to improve overall service. Recent training initiatives include:

- There was no training scheduled for the month of April.

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

- On April 1st at approx. 1am deputies were sitting on Baker Road and observed a vehicle traveling south bound driving over the yellow line of the roadway. The deputies began to follow the vehicle observing the vehicle drifting back and forth crossing over the white and yellow line. A traffic stop was made and contact was made with the driver. Immediately the deputy could smell alcohol coming from the driver. She stated she just left the bar where she consumed approx. 4 beers over a 3 hour period. After failing all of the sobriety tests given and blowing .10 in a PBT, she was arrested and transported to the jail for further testing. Once at the jail, she refused to voluntarily submit to a breath or blood test, so a search warrant was completed and executed at the hospital to obtain a blood sample.
- On April 3rd at approx. 1:20am deputy was at Dexter Ann Arbor near Millcreek School sitting stationary watching Lafontaine due to some larcenies at surrounding car dealerships. During that time, the deputy observed a white minivan driving from the rear of the dealership and exit onto Dexter Ann Arbor. She conducted a traffic stop to inquire as to the reason the vehicle was in the dealership lot at that time of night. Upon contact with the driver, he advised he cleans the inside of the dealership and was just going home. However, his license was currently invalid and suspended. The subject was temporarily arrested and then released pending prosecutor review on new driving charges. Vehicle was left parked at the dealership.
- On April 3rd at approx. 2:30am security from 7000blk of Dexter Ann Arbor contacted 911 and advised of a larceny. In the back of the lot it was discovered that 2 brand new tires were stolen from one of the vehicles. The vehicle was left up on jacks in the same spot it was left earlier in the day. After further investigation, the deputy was informed that this particular incident occurred approx. a week prior but was not reported. That information was not relayed to security. Report taken. Investigation ongoing.
- On April 11th at approx. 2:30am deputy was running stationary radar on Baker and Forest when a vehicle, traveling south, entered into his radar cone doing 45mph. The deputy began to follow the vehicle observing the vehicle cross over the yellow lines several times and paced the vehicle at 48mph. Upon stopping the vehicle and making contact with the driver, the deputy could smell alcohol coming from the driver. The driver stated she got off of work at 11pm and decided

Public Safety – Quality Service – Strong Communities

to go see a friend in Hillsdale. She denied having anything to drink until finally admitting to having 2 beers after work. After failing all of her sobriety tests and blowing .129 in the PBT, the driver was arrested and transported to WC Jail for further testing.

- On April 18th at approx. 1:30pm deputy responded to the area of 2000blk of Melbourne for a possible felony warrant pick up. Deputies out of the station are familiar with the female that lives in the area having a valid felony warrant for larceny in a building. As she was sitting there, she observed the female enter the complex in her vehicle. The deputy followed her to her residence where she was arrested and transported to WC Jail for processing.
- On April 29th at approx. 2:15am deputies were near Baker and Broad when they observed a vehicle leave a parking lot in the area without its lights on. As the vehicle approached Shield, the driver eventually turned his lights on, however was drifting over the yellow line. A traffic stop was made and contact was made with the driver who advised he was coming from Chelsea. The driver's speech was slurred and a strong odor of alcohol was coming from him. When asked how much he had to drink the driver admitted to three drinks and finally admitted to leaving a local bar in Dexter arriving there in at 1:00am and leaving at 1:30am. After failing all of his sobrieties and blowing .132 the driver was arrested and transported to WC Jail for further testing. Once at the jail, the driver stated he had medical issues that would not allow him to take a Datamaster (breath test) at the jail. He did agree to allow his blood to be drawn to test for blood alcohol results.

CITY OF DEXTER**cnicholls@dextermi.gov**

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

MEMO**To: Mayor Keough and Council Members****From: Courtney Nicholls, City Manager****Date: May 5, 2015****Re: City Manager/Assistant to the Manager Report - Meeting of
May 11, 2015**

1. Meeting Review:
 - April 29th – City Council Work Session – Budget Review
 - May 1st – Facility Committee
 - May 2nd – Border to Border Trail 5K
 - May 4th – Participation in Economic Development Roundtable with Rep. Driskell
 - May 5th – Election Day
 - May 5th – Chris Monaghan re: Hot Dog Cart
 - May 6th – A.R. Brouwer re: Possible Development Projects
 - May 7th – Jim Haeussler of Peters Building Company re: concrete complaints
 - May 7th – Employee Union re: healthcare renewal
2. Upcoming Meetings:
 - May 11th - City Council Meeting
 - May 12th – Arts, Culture & Heritage Committee
 - May 13th – City Council Work Session – Budget Review
 - May 19th – Parks & Recreation Commission
3. **Phone System RFP Update.** The responses to the RFP for Phone System Upgrade were due on April 23, 2015, and staff received 11 responses. As these proposals are highly technical, their review is ongoing. The goal of staff is to determine which proposals may best meet the future needs of the City offices, which are flexibility and reliability.
4. **Election Day Report.** The City of Dexter held its first election on Tuesday, May 5. Both City precincts were hosted at the Dexter Senior Center (7720 Ann Arbor St.). Election Day went smoothly, and the election inspectors performed admirably. The City was able to transmit the results to the Washtenaw County Clerk's Office in a timely fashion. Of the City's 2990 registered voters, 28.6% (855 voters) cast a ballot. 211 of the total 855 May 5th voters voted absentee.
5. **Parks and Recreation Commission Invitation.** P & R Commission would like to invite City Council to attend the next Commission meeting on Tuesday, May 19th to join them on a walk of the proposed Mill Creek Park Phase 2 Trail. Members who attend may wish to wear boots or hiking shoes. Meeting starts at 5:30p.

6. **Non Profit Sales Downtown.** Each year we receive several requests from our local non-profits to sell poppies, white canes, tootsie rolls or tickets downtown. Most recently the Dexter Area Historical Society submitted a request to sell tickets downtown on May 9, 2015 and the Lions submitted a request to sell white canes on May 22, 2015 and May 23, 2015. Typically these requests are handled under consent agenda. Moving forward I would like to handle these requests as hawker peddler applications. There is no charge for non-profits who request hawker peddler permits. The information about the sales will then go out on the e-mail update list, Facebook page and be placed on the website along with the other hawker peddler permits that are issued. We also work with the groups to make sure that the sales do not occur on overlapping weekends.
7. **Completion of Border to Border Trail.** On Tuesday, April 28, 2015 Concord Excavating received the permit to enter from Amtrak for the Border to Border Trail project. With the permit was a fee estimate of \$72,000, well above the fee estimate included in the project budget. The reason for the large fee was a 60 day estimate for a flagger to be onsite, which is required when work is done close to the railroad tracks. Another issue was the 10% management fee that is charged based on the cost estimate. Patrick Droze of Orchard, Hiltz & McCliment contacted MDOT and Amtrak to discuss this fee. It was determined that if Concord installs the required fence early in the project, the number of days of flagging can be significantly reduced. OHM and Concord are working on submitting an updated schedule of work to Amtrak. Unfortunately this means there will be approximately one month delay as the permit goes back through Amtrak's review process.
8. **Border to Border 10K Run/Walk.** The B2B 10K Run/Walk was held on Saturday, May 2, 2015. There were a total of 202 runners and walkers, but Mill Creek Park was full of activity with runners' families, spectators, and race sponsors. The event began in Hudson Mills Metropark and concluded in Mill Creek Park just west of the Farmer's Market. Staff associated with the City, Hudson Mills Metroparks, and Washtenaw County Parks have received a wealth of feedback from participants and attendees commenting on how well the event was managed. Beautiful weather and coinciding with the Farmer's Market's opening day also assisted in making the race a memorable event.
9. **Ribbon Requests for Light Poles.** For the past several years the City has received requests from two groups to place banners on the light poles: Relay for Life (cancer) and Turn the Town Teal (ovarian cancer). The groups are asked to complete a right of way permit and are limited to two weeks. This year Relay for Life will be placing the ribbons from May 17th to May 22nd. We have not yet received the request from Turn the Town Teal, which typically occurs in September. If the ribbons are left on past the allowed date, they will be removed and the group will not be allowed to place the ribbons on the poles in the future.

10. **Peters Building Company.** Attached is the response letter received from Peters Building Company regarding the concrete complaints. Staff and Mayor Keough met with Mr. Haeussler on May 7, 2015. The meeting went well and we expect to receive follow up information from Mr. Haeussler in three weeks.

11. **Safe Routes to School Project.** During the construction of the sidewalk along Dan Hoey near Lexington as part of the Safe Routes to School project, a question was raised from Dexter Crossing resident Libby Beall regarding why the existing sidewalk on Dan Hoey was not used. That existing piece of sidewalk is on private property owned by Joe Bonar. The decision was made during the design process to run a new sidewalk in this area within the right of way. Staff contacted Joe Bonar to see if he would be willing to grant the City an easement so that the existing piece of sidewalk could be used. He reviewed the attached map and asked for compensation for the easement. During the time that he was reviewing the easement, the new sidewalk was poured. Due to this miscommunication, if we do decide to purchase the easement the cost of relocating the sidewalk would be covered by OHM. If Council is interested in pursuing the easement we would need to decide what, if anything, we are willing to pay. The City did add value to the property by using the grant dollars to install a sidewalk across it, which eliminates a future site plan requirement.

12. **Hot Dog Cart.** I met with Chris Monaghan regarding his hawker/peddler application for a hot dog cart. According to the ordinance we do not have a reason to deny the request. I will work with him to determine a trial period of days and times (likely 11 am to 1 pm) that he will have the cart available in downtown. The likely location will be the grassy area in front of the former Huron Camera. If he would like to participate with the Farmers Market or at a downtown event he will need to work through the process with the sponsoring organization.

13. **Tax Assessment Issue.** Attached for Council's review is a memo from Finance Director/Treasurer Marie Sherry regarding an issue with our 2015 assessment roll that was raised by the State Tax Commission.



PETERS BUILDING CO.

172 S. INDUSTRIAL DRIVE • P.O. BOX 577
SALINE, MICHIGAN 48176
www.petersbuilding.com

(734) 429-4200

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RESIDENTIAL • COMMERCIAL • DEVELOPMENT

April 20, 2015

Courtney Nichols, City Manager
City of Dexter
8140 Main Street
Dexter, Michigan 48130-1092

Dear Ms. Nichols:

Peters Building Company (“PBC”) is in receipt of your letter dated April 8, 2015.

Your letter asserts that PBC installed “defective” concrete in certain sidewalks and driveway approaches. However, you have neither given, nor submitted any proof to back up your conclusion that the concrete installed by PBC was in fact “defective”. Simply because there may be issues with the concrete does not make the concrete “defective”, or otherwise make those issues PBC’s responsibility to resolve. Indeed, if you had or have looked into the matter further, you would know that PBC supplied materials with the standard specifications for the application of use of the concrete. All inspections that were required in that regard were done. In fact, as I am sure you are well aware, the City Ordinances merely provide that the sidewalks “be constructed of the material and in the manner provided in this division and shall comply with the Village of Dexter Engineering Standards”. See Code Section 46-46. PBC has complied with this requirement.

Given that PBC complied with the applicable City Ordinances, PBC fails to see how there is any basis for the City of Dexter to attempt to pursue this issue or require that PBC replace all allegedly “defective” concrete sidewalk and driveway approaches installed in 2013 and 2014.¹ Furthermore, any issue with respect to “damage” to the concrete outside of the right of way is beyond the scope of the City of Dexter’s authority period, since the City Ordinances do not cover those areas. While PBC can appreciate the City of Dexter’s concern for its taxpayers, the City of Dexter is overstepping its boundaries and authority in pursuing a contractual matter between PBC and the owners of the homes constructed by PBC.

¹ This is the period asserted in the April 8, 2015 letter, but as noted below, of the 12 homes specifically identified in that letter, one was built in 2011 (507 Coventry) and one was built in 2002 (469 Preston). It is therefore unclear whether the City of Dexter’s position applies to only 2013 and 2014 or all periods. Although also unclear in your letter, PBC presumes that the City of Dexter does not expect PBC to remove and replace every piece of allegedly defective concrete within the City of Dexter, including concrete that was installed by or on behalf of the City, other builders, entities or individuals.



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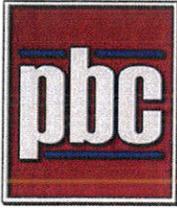
If there is any issue to be pursued against PBC, which PBC vigorously disputes, it is only the individual homeowners that have the right and standing to pursue the issue. PBC has a Limited Warranty with the original purchaser of each home that sets forth how the original purchaser may make a claim for a defect in material or workmanship. As this would appear to be what is occurring here, the original purchasers need to follow those requirements. Any warranty is certainly not enforceable by the City of Dexter. PBC would note that at least one of the homes that were specifically identified in the April 8, 2015 letter was not built by PBC (it was built in 2002²), and PBC can in no way be held liable for any construction done by another contractor. Another one of the homes that were specifically identified was sold to the original purchaser in 2011 and has since been sold by that original purchaser.³

Despite the City of Dexter having no standing or basis to pursue this matter, nor there being any substantiation that PBC bears responsibility for these issues, it nevertheless chose to send copies of the April 8, 2015 letter to the Washtenaw County Building Department, Builders and Remodelers Association of Greater Ann Arbor, Dexter City Council, and the Dexter Crossing Homeowners Association Advisory Committee. If the City of Dexter wants to publicize and circulate assertions regarding poor quality and workmanship that it has no proof are the responsibility or fault of PBC, then I would advise the City of Dexter to carefully consider the implications of making unsupportable statements about PBC that would tend to damage its name and reputation. PBC does not take slander of its name and reputation lightly.

As noted above, at least one of the homes identified in the April 8, 2015 letter was built by another contractor. Has the City of Dexter written a similar letter to that contractor? As you know, Dexter Crossing is not the only development in the City of Dexter, nor is PBC the only company that has constructed homes in the City of Dexter. Has the City of Dexter therefore also sent similar letters to all of the other companies that have put concrete sidewalks or driveway approaches within the City of Dexter that have issues similar to the allegedly “defective” concrete sidewalks or driveways that are the subject of the City of Dexter’s April 8, 2015 letter? Has the City of Dexter (or its Village predecessor) or any other municipality ever even attempted to hold a builder liable for damage to concrete, when that concrete was made and installed to all required specifications? If the answer to any of these questions is positive, please let me know who has sent those letters and to whom they were sent. Otherwise, PBC will presume that the City of Dexter has chosen to single PBC out for these issues, despite there not being any support for its assertion that PBC is responsible to repair or resolve these issues. As the City of Dexter is surely aware, issues similar to the ones occurring at 6924, 6912, 6848, and 6844 Wellington, 515 and 507 Coventry, 469 Preston, and 3733, 3749, 3753, 3757, 3761 Bristol (the homes cited in the April 8, 2015 letter) are occurring in other areas in the City of Dexter. Although you claim in the April 8, 2015 letter that PBC has been a dependable community partner and the City of Dexter

² This home is 469 Preston.

³ This home is 507 Coventry.



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values the longstanding relationship, the actions taken to-date by the City of Dexter with respect to this matter make PBC feel that the City of Dexter no longer considers PBC a dependable partner or values the relationship.

Sincerely,

A handwritten signature in blue ink, appearing to read 'James G. Haeussler', written in a cursive style.

James G. Haeussler
President, Peters Building Co.

cc: Washtenaw County Building Department
Builders and Remodelers Association of Greater Ann Arbor
Dexter City Council
Dexter Crossing Homeowners Association Advisory Committee

Memo

To: City Council
From: Marie Sherry, Treasurer
Date: 5/6/2015
Re: Letter from the State Tax Commission Regarding the City's Assessing Roll

On April 27, 2015, the City received the attached letter from Kelli Sobel, the Executive Director of the State Tax Commission. This is the letter that I mentioned to Council during my Treasurer's report at the Council meeting that same day. Today, City Assessor Chris Renius and I were able to speak with her and discuss the transition process. After informing her of the process that the City followed based upon the advice of Washtenaw County Equalization, she told us that the State did not agree with the process that was done. It is the State's position that the City of Dexter does not have a valid assessing roll because the Townships held the Board of Review meetings on parcels located within the City. Because of this, the following actions will be taken:

1. The State of Michigan will seize the City's 2015 assessing roll for the purposes of certification. This will involve a ruling from the State Tax Commission, which will issue an order detailing the steps that the City has to take to be able to produce a tax roll. It is expected that this issue will be before them at their May 26, 2015 meeting and that the order will be issued that day or very soon thereafter.
2. After the order has been issued, the State will create a 2015 assessment roll for the City and certify it. It is expected that they will use the roll that was created by Washtenaw County Equalization, except that our assessor will have to remove all of the Scio and Webster township Board of Review decisions from the roll prior to turning it over to the State. There will be some State costs associated with this process – it is unknown at this time what those costs will be but Ms. Sobel assured us that they will keep them as low as possible.
3. Once the certified roll is received from the State, the City will have to send out new assessing notices and hold Board of Review session(s) based on the requirements of the State Tax Commission Order. The City Assessor does have a copy of all of the decisions that were made by the township Boards of Review.

It is hoped by everyone involved that we can work through this process prior to July 1st, which is when the 2015 taxes are due to be sent to City residents. In the meantime, we will be taking the following steps:

- Working with the State to try to establish a timeline for notices and meetings so that we have everything ready to go as soon as the roll is certified.

- Notifying our residents of the new process and what their options are – especially those residents who appeared before the township Boards of Review on City parcels.
- Working with Washtenaw County and the Townships, as needed, to ensure a smooth flow of information and processes.

This is an unfortunate turn in the Cityhood process, but with good planning we should be able to proceed as normal with the tax season. I will keep Council updated on the process as we work through it with the State.

Hello Residents and Fellow Council Members,

Presented below is my report for the May 11, 2015 meeting.

Budget Review Workshops

Our second budget review workshop for the 2015-2016 Fiscal Year (which begins on July 1, 2015) is scheduled for Wednesday, May 13, 2015 at 6 pm. We will focus on reviewing the Street Funds, Water Fund and Sewer Fund as well as several of the smaller funds such as the equipment fund, and bond fund.

Recent Meetings/Conversations

April and May 2015 – Dexter Area Fire Board - Fire Chief Search Committee – As part of my role on the Dexter Area Fire Board, I am participating on the Fire Chief Selection Committee. On April 16, 2015, the Fire Board authorized background checks and preliminary contract negotiations with our top two preferred candidates. Since that meeting, one of the top two candidates has accepted a position with another Fire Department, so our evaluation continues on the other candidate. Members of the Search Committee have been meeting face to face and speaking over the phone with people to complete reference checks. We hope to have a preliminary recommendation to the Dexter Area Fire Board at their May 21, 2015 meeting.

April 29, 2015 – Budget Review Session #1 – Council had a very good first budget review session with staff. Staff did a very nice job presenting our draft General Fund budget for the 2015-2016 Fiscal Year. Council discussed possible projects for the next year, including one time projects such as creating a park at Edison/Fifth, Ordinance Updates, document management systems, and office phone system upgrades. We also discussed the importance of continuing our long term investment in addressing the unfunded liabilities associated with our defined benefit pension plan and our retiree health care obligations. The City has made great strides in these areas and we need to continue our focus for years to come. Council also discussed a scenario for funding for City offices upgrades; including the merits of buying space in the Schulz building that has site plan approval along Jeffords.

May 1, 2015 – Facility Committee Meeting

May 6, 2015 – Meeting with Steve Brouwer - I was asked by our Community Development Manager to attend a meeting regarding potential projects.

May 7, 2015 – Dexter Crossing Concrete Issues – As follow up to resident complaints, I have walked each of the streets in Dexter Crossing to look at the concrete areas of concern. The City continues to receive letters from concerned homeowners about the poor quality of the concrete work. Our staff has visited many of these areas and taken pictures to document the areas where the sidewalk shows signs of premature deterioration. The City will be meeting with the builder on May 7th to discuss ways to resolve this issue.

May 7, 2015 – Meeting with Employee Union representatives regarding Health Care plans for 2015

Future Activities

May 11, 2015 – City Council Meeting

May 13, 2015 – DDA Budget Review Session

May 13, 2015 – Budget Review Session #2

May 20, 2015 – Mill Creek Park Tour – The City has been contacted by Professor Andy Hoffman from the University of Michigan. Professor Hoffman works in the School of Natural Resources and Environment and would like to tour the park along with a few other professors. Our City Manager arranged for Paul Evanoff and I to serve as tour guides.

May 21, 2015 – Downtown Development Authority meeting

May 21, 2015 – Dexter Area Fire Department Board meeting

May 25, 2015 – Memorial Day Activities – The Rotary Club of Dexter has invited me to participate in the Memorial Day Activities again this year. This is a really special event in Dexter each year and it is truly an honor to participate.

I hope everyone is enjoying the Spring weather and I look forward to seeing you around our town.

Shawn Keough
Mayor of Dexter

skeough@DexterMI.gov

(313) 363-1434 (cell)

SUMMARY OF BILLS AND PAYROLL			5/11/2015
Payroll Check Register	04/29/15	\$34,879.37	
Employer Costs (paid via electronic transfer)	04/29/15	\$3,142.76	
Account Payable Check Register	05/07/15	\$84,470.87	
		\$122,493.00	TOTAL BILLS & PAYROLL EXPENDED ALL FUNDS
<p>The due date column on the accounts payable worksheets represents the date of the Council meeting</p>			
<p>ALL PAYABLES ARE WITHIN ACCEPTABLE BUDGET LIMITS DETAIL VENDOR LIST AND ACCOUNT SUMMARY PROVIDED</p>			
<p><i>"This is the summary report that will be provided with each packet. Approval of the total bills and payroll expended, all funds will be necessary."</i></p>			

Claimant	Amount Claimed	Amount Owed	Amount Rejected
1. ANN ARBOR LANDSCAPING INC.	6,640.00		
2. BASIC CORPORATE	150.00		
3. BURNHAM & FLOWER OF MICHAGAN	160.00		
4. CHALLENGER TECHNOLOGIES, LLC	359.17		
5. COMCAST	585.88		
6. DEXTER MILL	285.95		
7. DONALD RESTAURI	84.00		
8. DTE ENERGY-STREET LIGHTING	5,781.48		
9. DYKEMA GOSSETT PLLC	812.80		
10. ELECTION SYSTEMS & SOFTWARE	125.60		
11. ERIC HARTMAN	96.89		
12. GRISSOM JANITORIAL	320.00		
13. JOHN'S SANITATION	210.00		
14. KATHYEYN STIVERS	3,128.47		
15. LANDS OF BRU-GARICK	51.42		
16. MARY ANN SIMPKINS	35.52		
17. MICHIGAN RECREATION AND PARK ASSOC	300.00		
18. ORCHARD, HILTZ & MCCLIMENT INC	15,153.75		
19. PNC	2,267.03		
20. RENIUS & RENIUS	2,496.00		
21. STAPLES BUSINESS ADVANTAGE	3,077.87		
22. TIM STEWART	102.93		
23. TRACTOR SUPPLY CREDIT PLAN	43.97		
24. UNUM LIFE INSURANCE	501.49		
25. VERIZON WIRELESS	573.73		
26. WASHTENAW COUNTY SOIL EROSION	95.00		
27. WASHTENAW COUNTY TREASURER	1,023.12		
28. WASTE MANAGEMENT OF MICHIGAN	40,008.80		
TOTAL ALL CLAIMS	84,470.87		

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check
Fund 101 GENERAL FUND							
Dept 101 CITY COUNCIL							
101-101-956.000	COUNCIL DISCRETIONARY EX	PNC	MISC	05-04-15	05/11/15	56.18	42403
			Total For Dept 101 CITY COUNCIL			56.18	
Dept 172 CITY MANAGER							
101-172-722.000	LIFE & DISABILITY INSURA	UNUM LIFE INSURANCE	COVERAGE MAY 2015	05-04-15	05/11/15	119.86	42408
101-172-727.000	OFFICE SUPPLIES	STAPLES BUSINESS ADVA	SUPPLIES	05-06-15	05/11/15	41.85	42405
			Total For Dept 172 CITY MANAGER			161.71	
Dept 201 FINANCE DEPARTMENT							
101-201-802.000	PROFESSIONAL SERVICES	BASIC CORPORATE	125 FLEX PLAN	88461	05/11/15	150.00	42386
101-201-802.000	PROFESSIONAL SERVICES	BURNHAM & FLOWER OF M	FSA 3- MONTH RUNOUT	39612	05/11/15	160.00	42387
			Total For Dept 201 FINANCE DEPARTMENT			310.00	
Dept 210 ATTORNEY							
101-210-810.000	ATTORNEY FEES	DYKEMA GOSSETT PLLC	LEGAL FEES	1628109	05/11/15	812.80	42393
			Total For Dept 210 ATTORNEY			812.80	
Dept 253 TREASURER							
101-253-722.000	LIFE & DISABILITY INSURA	UNUM LIFE INSURANCE	COVERAGE MAY 2015	05-04-15	05/11/15	36.50	42408
			Total For Dept 253 TREASURER			36.50	
Dept 257 ASSESSING DEPARTMENT							
101-257-803.000	CONTRACTED SERVICES	RENIUS & RENIUS	APRIL 2015	05-06-15	05/11/15	2,496.00	42404
101-257-977.000	EQUIPMENT	STAPLES BUSINESS ADVA	SUPPLIES	05-06-15	05/11/15	2,384.74	42405
			Total For Dept 257 ASSESSING DEPARTMENT			4,880.74	
Dept 262 ELECTIONS							
101-262-977.000	EQUIPMENT	ELECTION SYSTEMS & SO	ELECTION	10000926	05/11/15	125.60	42394
			Total For Dept 262 ELECTIONS			125.60	
Dept 265 BUILDINGS & GROUNDS							
101-265-727.000	OFFICE SUPPLIES	STAPLES BUSINESS ADVA	SUPPLIES	05-06-15	05/11/15	373.64	42405
101-265-728.000	POSTAGE	PNC	MAILING	05-04-15	05/11/15	10.95	42403
101-265-920.000	UTILITIES	COMCAST	OFFICE	05-06-15	05/11/15	489.30	42389
101-265-935.000	BUILDING MAINTENANCE & R	CHALLENGER TECHNOLOGI	INSTALL CABLES	DXT-01-001	05/11/15	359.17	42388
101-265-935.001	EQUIPMENT	GRISSOM JANITORIAL	APRIL SERVICE	110	05/11/15	320.00	42396
101-265-977.000	EQUIPMENT	PNC	NOTE BOOKS	05-04-15	05/11/15	1,599.96	42403
101-265-977.000	EQUIPMENT	PNC	TABLETS	05-04-15	05/11/15	599.94	42403
			Total For Dept 265 BUILDINGS & GROUNDS			3,752.96	
Dept 285 CITY TREE PROGRAM							
101-285-731.001	LANDSCAPE SUPPLIES - TRE	ANN ARBOR LANDSCAPING		05-04-15	05/11/15	6,640.00	42385
			Total For Dept 285 CITY TREE PROGRAM			6,640.00	
Dept 400 PLANNING DEPARTMENT							
101-400-722.000	LIFE & DISABILITY INSURA	UNUM LIFE INSURANCE	COVERAGE MAY 2015	05-04-15	05/11/15	30.49	42408
			Total For Dept 400 PLANNING DEPARTMENT			30.49	
Dept 441 DEPARTMENT OF PUBLIC WORKS							
101-441-722.000	LIFE & DISABILITY INSURA	UNUM LIFE INSURANCE	COVERAGE MAY 2015	05-04-15	05/11/15	42.13	42408
101-441-745.000	UNIFORM ALLOWANCE	TRACTOR SUPPLY CREDIT	DPW	05-06-15	05/11/15	43.97	42407
101-441-920.001	UTILITIES - TELEPHONES	VERIZON WIRELESS	CELLULAR	05-06-15	05/11/15	166.70	42409
			Total For Dept 441 DEPARTMENT OF PUBLIC WORKS			252.80	

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check
Fund 101 GENERAL FUND							
Dept 442 DOWNTOWN PUBLIC WORKS							
101-442-730.000	FARMERS MARKET SUPPLIES	LANDS OF BRU-GARICK	1/3 CUT FLYERS FARMERS MARKET	05/05/15	05/11/15	51.42	42399
101-442-730.000	FARMERS MARKET SUPPLIES	MARY ANN SIMPKINS	FRAMERS MARKET	05-04-15	05/11/15	35.52	42400
101-442-731.000	LANDSCAPE SUPPLIES	DEXTER MILL	WWTP/DOWN TOWN GARDENS	05-04-15	05/11/15	206.45	42390
			Total For Dept 442 DOWNTOWN PUBLIC WORKS			293.39	
Dept 447 ENGINEERING							
101-447-830.000	ENGINEERING CONSULTING	ORCHARD, HILTZ & MCCL	SERVICES THRU FEB 7TH 2015	05-06-15	05/11/15	868.75	42402
			Total For Dept 447 ENGINEERING			868.75	
Dept 448 MUNICIPAL STREET LIGHTS							
101-448-920.003	UTILITIES - STREET LIGHT	DTE ENERGY-STREET LIG	0000-7727-01	05-04-15	05/11/15	5,781.48	42392
			Total For Dept 448 MUNICIPAL STREET LIGHTS			5,781.48	
Dept 751 PARKS & RECREATION							
101-751-722.000	LIFE & DISABILITY INSURA	UNUM LIFE INSURANCE	COVERAGE MAY 2015	05-04-15	05/11/15	6.90	42408
101-751-944.000	PORTABLE TOILET RENTAL	JOHN'S SANITATION	41239	05/11/15	05/11/15	210.00	42397
101-751-958.000	MEMBERSHIPS & DUES	MICHIGAN RECREATION A	ELECTION	6169	05/11/15	300.00	42401
			Total For Dept 751 PARKS & RECREATION			516.90	
Dept 890 CONTINGENCIES							
101-890-957.001	PROPERTY TAX REFUNDS	WASHTENAW COUNTY TREA	PERSONAL PROPERTY	26356	05/11/15	744.63	42411
			Total For Dept 890 CONTINGENCIES			744.63	
Dept 901 CAPITAL IMPROVEMENTS							
101-901-970.000	CONTRACTED CAPITAL IMPRO	ORCHARD, HILTZ & MCCL	SERVICES THRU FEB 7TH 2015	05-06-15	05/11/15	687.50	42402
			Total For Dept 901 CAPITAL IMPROVEMENTS			687.50	
			Total For Fund 101 GENERAL FUND			25,952.33	
Fund 202 MAJOR STREETS FUND							
Dept 451 CONTRACTED ROAD CONSTRUCTION							
202-451-974.000	CIP CAPITAL IMPROVEMENTS	ORCHARD, HILTZ & MCCL	SERVICES THRU FEB 7TH 2015	05-06-15	05/11/15	4,890.25	42402
202-451-974.009	CENTRAL STREET PROJECT	ORCHARD, HILTZ & MCCL	SERVICES THRU FEB 7TH 2015	05-06-15	05/11/15	374.25	42402
202-451-975.015	ANN ARBOR STREET PROJECT	ORCHARD, HILTZ & MCCL	SERVICES THRU FEB 7TH 2015	05-06-15	05/11/15	174.75	42402
202-451-975.017	CAPITAL IMP - SAFE ROUTE	ORCHARD, HILTZ & MCCL	SERVICES THRU FEB 7TH 2015	05-06-15	05/11/15	849.25	42402
			Total For Dept 451 CONTRACTED ROAD CONSTRUCTION			6,288.50	
Dept 463 ROUTINE MAINTENANCE							
202-463-722.000	LIFE & DISABILITY INSURA	UNUM LIFE INSURANCE	COVERAGE MAY 2015	05-04-15	05/11/15	35.33	42408
202-463-802.000	PROFESSIONAL SERVICES	ORCHARD, HILTZ & MCCL	SERVICES THRU FEB 7TH 2015	05-06-15	05/11/15	981.25	42402
			Total For Dept 463 ROUTINE MAINTENANCE			1,016.58	
Dept 474 TRAFFIC SERVICES							
202-474-722.000	LIFE & DISABILITY INSURA	UNUM LIFE INSURANCE	COVERAGE MAY 2015	05-04-15	05/11/15	10.87	42408
			Total For Dept 474 TRAFFIC SERVICES			10.87	
Dept 478 WINTER MAINTENANCE							
202-478-722.000	LIFE & DISABILITY INSURA	UNUM LIFE INSURANCE	COVERAGE MAY 2015	05-04-15	05/11/15	21.74	42408
			Total For Dept 478 WINTER MAINTENANCE			21.74	
Fund 203 LOCAL STREETS FUND							
Dept 451 CONTRACTED ROAD CONSTRUCTION							
			Total For Fund 202 MAJOR STREETS FUND			7,337.69	

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check
Fund 203 LOCAL STREETS FUND							
Dept 451 CONTRACTED ROAD CONSTRUCTION							
203-451-970.000	CONTRACTED CAPITAL IMPRO	ORCHARD, HILTZ & MCCL	SERVICES THRU FEB 7TH 2015	05-06-15	05/11/15	4,890.25	42402
203-451-974.001	OTHER CAPITAL IMPROVEMEN	WASHTENAW COUNTY SOIL	8180 HURON	1400234-42415	05/11/15	95.00	42410
			Total For Dept 451 CONTRACTED ROAD CONSTRUCTION			4,985.25	
Dept 463 ROUTINE MAINTENANCE							
203-463-722.000	LIFE & DISABILITY INSURA	UNUM LIFE INSURANCE	COVERAGE MAY 2015	05-04-15	05/11/15	10.87	42408
			Total For Dept 463 ROUTINE MAINTENANCE			10.87	
Dept 474 TRAFFIC SERVICES							
203-474-722.000	LIFE & DISABILITY INSURA	UNUM LIFE INSURANCE	COVERAGE MAY 2015	05-04-15	05/11/15	2.72	42408
			Total For Dept 474 TRAFFIC SERVICES			2.72	
Dept 478 WINTER MAINTENANCE							
203-478-722.000	LIFE & DISABILITY INSURA	UNUM LIFE INSURANCE	COVERAGE MAY 2015	05-04-15	05/11/15	5.44	42408
			Total For Dept 478 WINTER MAINTENANCE			5.44	
			Total For Fund 203 LOCAL STREETS FUND			5,004.28	
Fund 204 MUNICIPAL STREETS							
Dept 248 ADMINISTRATION							
204-248-957.001	PROPERTY TAX REFUNDS	WASHTENAW COUNTY TREA	PERSONAL PROPERTY	26356	05/11/15	217.92	42411
			Total For Dept 248 ADMINISTRATION			217.92	
			Total For Fund 204 MUNICIPAL STREETS			217.92	
Fund 226 SOLID WASTE COLLECTION FUND							
Dept 528 SOLID WASTE							
226-528-805.000	CONTRACTED SOLID WASTE S	WASTE MANAGEMENT OF M	RESIDENTAIL & COMMERCIAL	8371246	05/11/15	39,905.78	42412
226-528-806.000	CONTRACTED COMPOSTING	WASTE MANAGEMENT OF M	RESIDENTAIL & COMMERCIAL	8371246	05/11/15	103.02	42412
			Total For Dept 528 SOLID WASTE			40,008.80	
			Total For Fund 226 SOLID WASTE COLLECTION FUND			40,008.80	
Fund 303 GENERAL DEBT SERVICE FUND (VOTED BONDS)							
Dept 248 ADMINISTRATION							
303-248-957.001	PROPERTY TAX REFUNDS	WASHTENAW COUNTY TREA	PERSONAL PROPERTY	26356	05/11/15	60.57	42411
			Total For Dept 248 ADMINISTRATION			60.57	
			Total For Fund 303 GENERAL DEBT SERVICE FUND (VO			60.57	
Fund 590 SEWER ENTERPRISE FUND							
Dept 548 SEWER UTILITIES DEPARTMENT							
590-548-722.000	LIFE & DISABILITY INSURA	UNUM LIFE INSURANCE	COVERAGE MAY 2015	05-04-15	05/11/15	107.24	42408
590-548-740.000	OPERATING SUPPLIES	STAPLES BUSINESS ADVA	SUPPLIES	05-06-15	05/11/15	138.82	42405
590-548-802.000	PROFESSIONAL SERVICES	ORCHARD, HILTZ & MCCL	SERVICES THRU FEB 7TH 2015	05-06-15	05/11/15	187.50	42402
590-548-920.000	UTILITIES	COMCAST	WWTP	05-06-15	05/11/15	48.29	42389
590-548-920.001	UTILITIES - TELEPHONES	VERIZON WIRELESS	CELLULAR	05-06-15	05/11/15	244.94	42409
590-548-955.000	MISCELLANEOUS	KATHEYXN STIVERS	3470 INVERNESS	05-06-15	05/11/15	3,128.47	42398
			Total For Dept 548 SEWER UTILITIES DEPARTMENT			3,855.26	
			Total For Fund 590 SEWER ENTERPRISE FUND			3,855.26	
Fund 591 WATER ENTERPRISE FUND							
Dept 556 WATER UTILITIES DEPARTMENT							
591-556-721.000	HEALTH & DENTAL INSURANC	DONALD RESTAURI	PATIENT: ERIC HARTMAN	05-04-15	05/11/15	84.00	42391

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check
Fund 591 WATER ENTERPRISE FUND							
Dept 556 WATER UTILITIES DEPARTMENT							
591-556-722.000	LIFE & DISABILITY INSURA	UNUM LIFE INSURANCE	COVERAGE MAY 2015	05-04-15	05/11/15	71.50	42408
591-556-740.000	OPERATING SUPPLIES	DEXTER MILL	WWTP/DOWN TOWN GARDENS	05-04-15	05/11/15	79.50	42390
591-556-740.000	OPERATING SUPPLIES	STAPLES BUSINESS ADVA	SUPPLIES	05-06-15	05/11/15	138.82	42405
591-556-802.000	PROFESSIONAL SERVICES	ORCHARD, HILTZ & MCCL	SERVICES THRU FEB 7TH 2015	05-06-15	05/11/15	1,250.00	42402
591-556-920.000	UTILITIES	COMCAST	WWTP	05-06-15	05/11/15	48.29	42389
591-556-920.001	UTILITIES - TELEPHONES	VERIZON WIRELESS	CELLULAR	05-06-15	05/11/15	162.09	42409
591-556-960.000	EDUCATION & TRAINING	ERIC HARTMAN	MILEAGE	05-04-15	05/11/15	96.89	42395
591-556-960.000	EDUCATION & TRAINING	TIM STEWART	MILEAGE	05-04-15	05/11/15	102.93	42406
Total For Dept 556 WATER UTILITIES DEPARTMENT						2,034.02	
Total For Fund 591 WATER ENTERPRISE FUND						2,034.02	

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check
Fund Totals:							
			Fund 101 GENERAL FUND			25,952.33	
			Fund 202 MAJOR STREETS FUND			7,337.69	
			Fund 203 LOCAL STREETS FUND			5,004.28	
			Fund 204 MUNICIPAL STREETS			217.92	
			Fund 226 SOLID WASTE COLLECTION FUND			40,008.80	
			Fund 303 GENERAL DEBT SERVICE FUND (60.57	
			Fund 590 SEWER ENTERPRISE FUND			3,855.26	
			Fund 591 WATER ENTERPRISE FUND			2,034.02	
Total For All Funds:						84,470.87	

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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: Relay For Life of Dexter Date(s): June 13, 2015

Event Description: Relay For Life Event

Location: Monument Park - Gazebo

Park Use Facility Use Road Closure Fire/Open Burn

Organization Name (if applicable): American Cancer Society, Inc.

Applicant Name: Elizabeth Sawielski Phone: 248.663.3406

Applicant Email: Elizabeth.Sawielski@cancer.org

Applicant/Organization Address: 20450 Civic Center Dr., Southfield, MI 48076

Additional Contact: Holly Kipfmiller

Type of Activity (check all that apply)

- Road closure. Notification date: Sat, June 13th 7:30 am start, 1am END
- 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.
- Village services such as barriers, barricades, detour signs, or other use of Village equipment or personal are requested. Please provide details below.

Additional information: We need detour & road barricades & road signs. Last year the Fire Department oversaw the lighting of luminaria candles, so we will need that service as well, please!

**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, American Cancer Society, Inc. agrees to defend, pay in behalf of, indemnify, and hold harmless the Village of Dexter, its elected and appointed officials, employees, volunteers, and others working on behalf of the Village 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 Village of Dexter, its elected and appointed officials, employees, volunteers, and others working on behalf of the Village 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.

Emmanuel Simion 1-11-15
 Applicant's Signature Date Co-Applicant's Signature Date

Staff Review: Fee: \$ N/A Date Received: 5-1-15 Receipt # —

Required Pre-Approvals:

- Village Council Date: _____
- Washtenaw County Sheriff Date: 4-28-15 Signature: [Signature]
- Dexter Area Fire Dept. Date: 4-22-15 Signature: [Signature]

Attachment Check List:

Yes	No	N/A	Description
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Damage Deposit. <u>CRNO. 1916674</u>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Homeowners Insurance.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	General Liability Insurance.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Michigan Liquor Control Permit.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Road Closure Diagram or Map.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Washtenaw County Sheriff Department Contract.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dexter Area Fire Department Contract.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sign permit.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Controlled Burn Permit.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other:

Approved Denied Date: _____

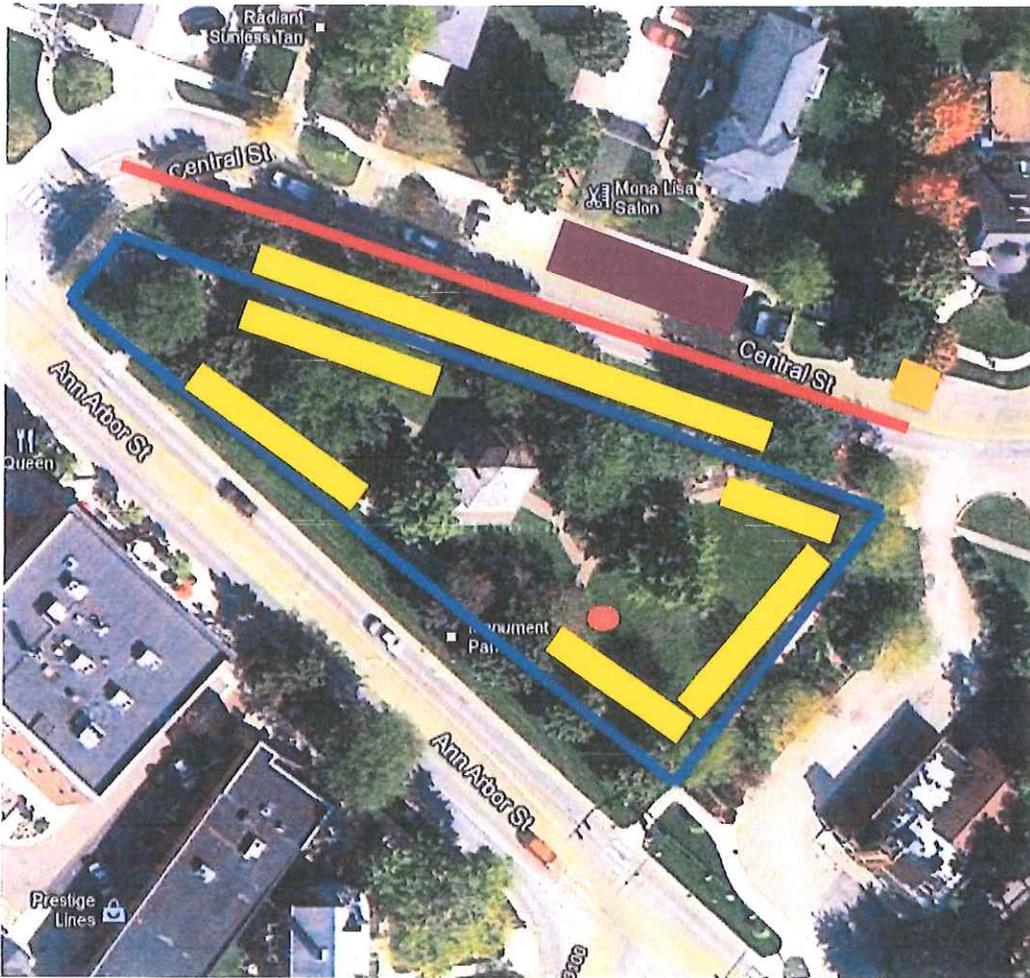
APPROVED OR DENIED BY: _____

CONDITIONS OF APPROVAL: _____

REASONS FOR DENIAL: _____

APPROVAL STAMP:

Relay For Life of Dexter 2015 Site Map



-  Walking path
-  Emergency Vehicle path
-  Designated campsite locations
-  Food Wagon locations
-  Portable Restrooms with space for emergency vehicles if necessary
-  Small Fire Pit Location



Dear Village Council Members,

On behalf of the Relay For Life Planning Committee, I would like to thank you for taking the time to review our request to host the Relay For Life of Dexter on June 13, 2015 from 10:00 AM- 12:00 AM in Monument Park. Relay For Life is the signature event of the American Cancer Society, raising money towards our life saving mission of helping people Stay Well, Get Well, Find Cures, and Fight Back. We saw an overwhelmingly positive response from our participants at the 2014 event; this year, we hope to have your approval to once again host our event in Monument Park to continue to grow and bring the community together to fight back against this disease. As of now, there are no significant changes to the layout of our event, should that change I will notify the Village immediately though I do not expect it will be necessary.

Thank you again for your consideration, in the meantime, if you have any questions, please do not hesitate to contact me at heather.dixon@cancer.org or 248-663-3427.

Yours in the fight,

Heather Dixon, Staff Partner - Relay For Life of Dexter

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

Applicant Information

Event Name: Dexter Daze Date(s): Aug 14 & 15th 2015

Event Description: Community Festival

Location: Monument Park, Mill Creek Park, Jeffords St, Central St

- Park Use
- Facility Use
- Road Closure
- Fire/Open Burn

Organization Name (if applicable): Dexter Daze

Applicant Name: Brian Brassow Phone: 313-805-6280

Applicant Email: bebrassow@yahoo.com

Applicant/Organization Address: PO Box 31, Dexter, MI 48130

Additional Contact: Thomas Paup, Tracy Lambert

Type of Activity (check all that apply)

- Road closure. Notification date: Aug 12th-16th
- 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.
- Village services such as barriers, barricades, detour signs, or other use of Village equipment or personal are requested. Please provide details below.

Additional information: Fireworks- Saturday August 15th @ dusk- Dexter American Legion 8225 Dexter Chelsea Road

Road Closure: Central Street; Main to Fifth- Wednesday August 12th after the morning rush to Sunday August 16th a.m.

Road Closure: Jeffords Street; Forrest to alley behind Main St- Friday August 14th 11PM to Sunday August 16th a.m

Wayfinding and feather flags will be placed along Main St similar to 2014. Event ends at 11pm nightly August 14th and 15th

Additional police services will be contracted for fireworks traffic control on Saturday August 15th (same as 2014)

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 Daze agrees to defend, pay in behalf of, indemnify, and hold harmless the Village of Dexter, its elected and appointed officials, employees, volunteers, and others working on behalf of the Village 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 Village of Dexter, its elected and appointed officials, employees, volunteers, and others working on behalf of the Village 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.

[Signature] 5-6-15
Applicant's Signature Date Co-Applicant's Signature Date

Staff Review: Fee: \$ — Date Received: 5/1/15 Receipt # —

Required Pre-Approvals:

- Village Council Date: _____
- Washtenaw County Sheriff Date: 4/21/15
- Dexter Area Fire Dept. Date: 4-22-15

Signature: [Signature]
Signature: [Signature]

Attachment Check List:

Yes	No	N/A	Description
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Damage Deposit. <u>CR NO 3011</u>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Homeowners Insurance.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	General Liability Insurance.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Michigan Liquor Control Permit.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Road Closure Diagram or Map.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Washtenaw County Sheriff Department Contract.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dexter Area Fire Department Contract.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sign permit.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Controlled Burn Permit.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other: _____

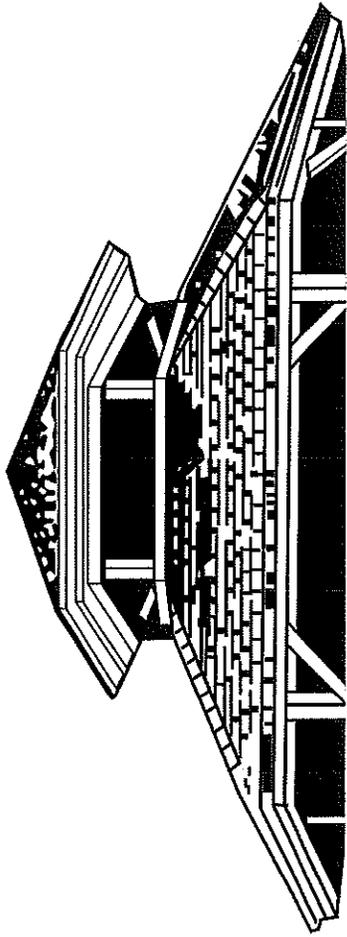
Approved Denied Date: _____

APPROVED OR DENIED BY: _____

CONDITIONS OF APPROVAL: _____

REASONS FOR DENIAL: _____

APPROVAL STAMP:



Arts • Community • Entertainment

DEXTER *daze*

2015 Event Overview

Agenda

- Dexter Daze Goal
- 2014 Event Highlights and Opportunities
- 2015 Goals
- 2015 Major Changes
- 2015 Site Plan

Dexter Daze Goal

Create an event that brings the population of the greater Dexter area to downtown Dexter to celebrate our community.

Event highlights our Village and offers a fundraising opportunity for the local service groups.

2014 Event Highlights

- Fireworks executed flawlessly with zero incidents
 - Traffic cleared within 15-30 min
 - Roughly 500-1000 people in Mill Creek South and Jeffords
- Further expansion of family events at Mill Creek North
 - Additional inflatables (Hamster ball)
 - Kids tractor pull
 - 50% additional attendance for Movie in the Park
- New Monument Park site plan was well received by all parties
- Improved wayfinding and festive signage
- Billboard added to marketing (many comments on social media)
- Art quality and quality was improved
- Improved logistics
 - Dumpsters at both sites
 - Added power capacity in Mill Creek North
 - Additional parking at Dapco site (Thank You)
 - Jeffords open during Friday rush hour
 - Added time lapse cameras to estimate attendance
- Increased duration of stays (families stayed 4+ hours)

2014 Event Opportunities

- Basketball tournament was a miss
 - Sign up sent after school released
 - Event occurs during many family vacations and a break in the AAU leagues
- Parking control within restricted zones needs to be improved

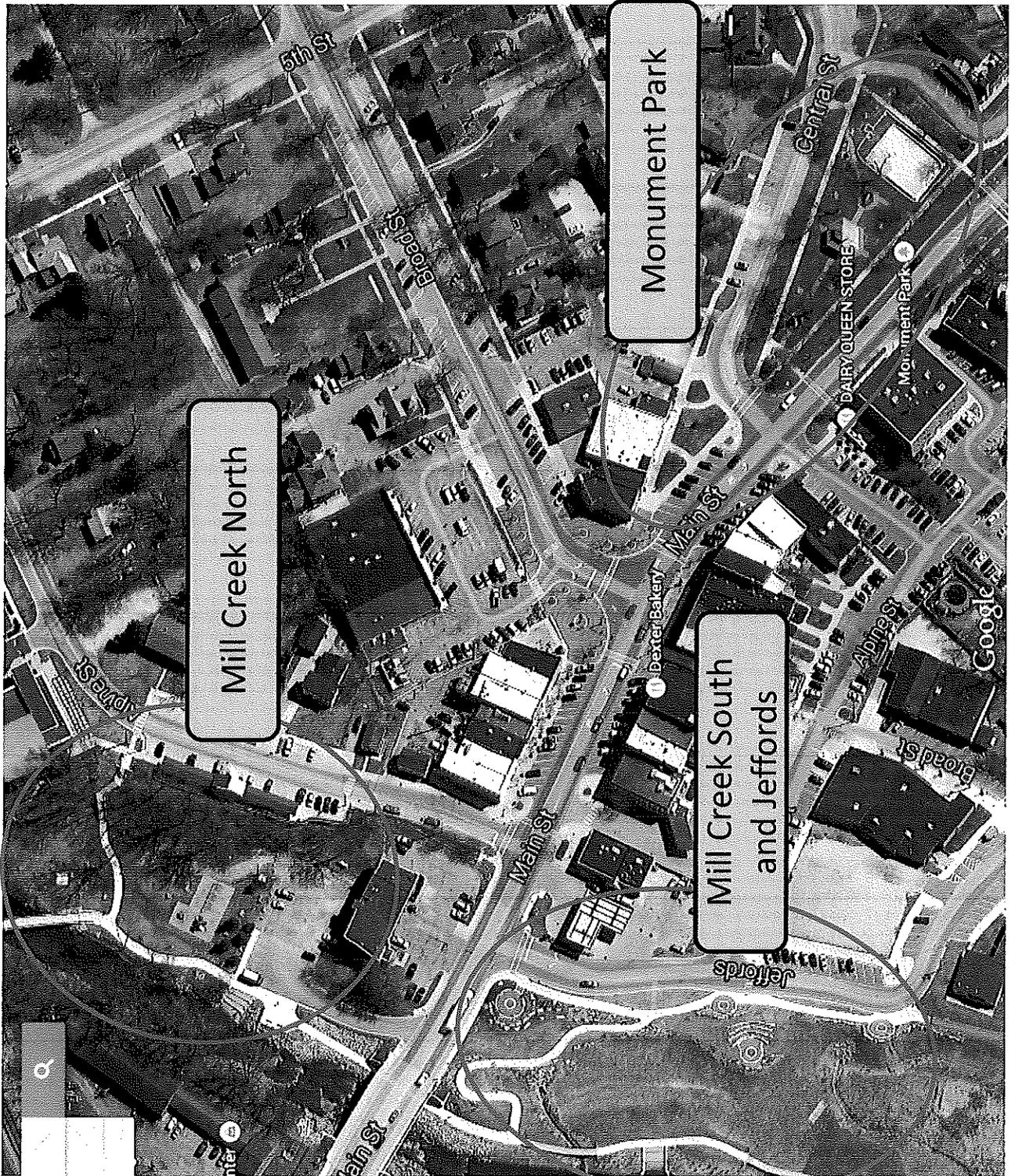
2015 Event Goals

- Build upon the success of the Mill Creek Family Zone
 - Focus on Middle school activities
- Continue to find opportunities for Jeffords St
- Increase the percentage and quality of artists booths
(Target = 60%)

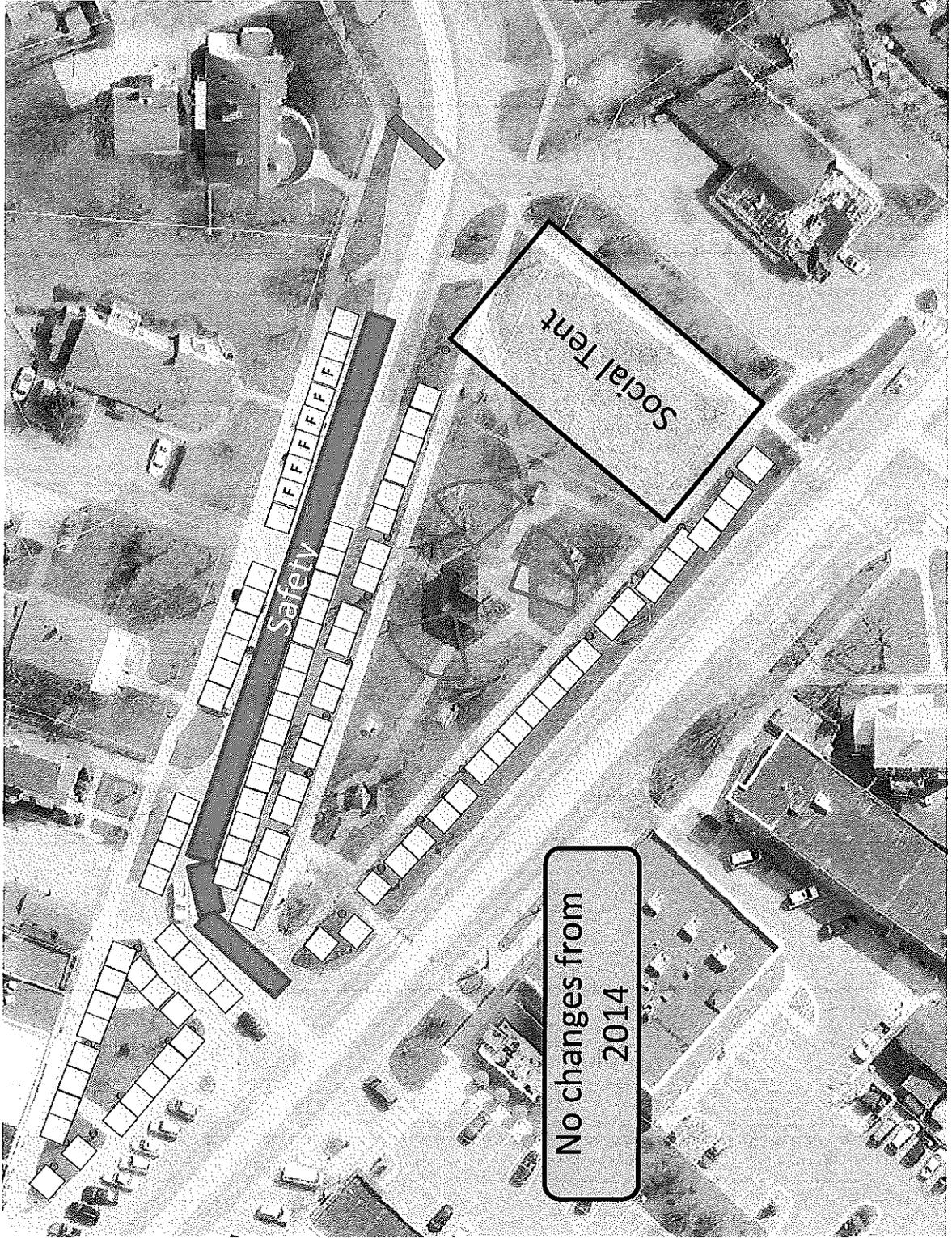
2015 Major Changes

- Chalk the Block located on Jeffords St on Saturday only
 - Keep Jeffords open on Friday for traffic relief
- No major event at Mill Creek Amphitheater
 - Possible street music pre-fireworks
- Train is back, Saturday only staging out of Mill Creek Park – North
 - Route to be on Alpine or Jeffords area side streets

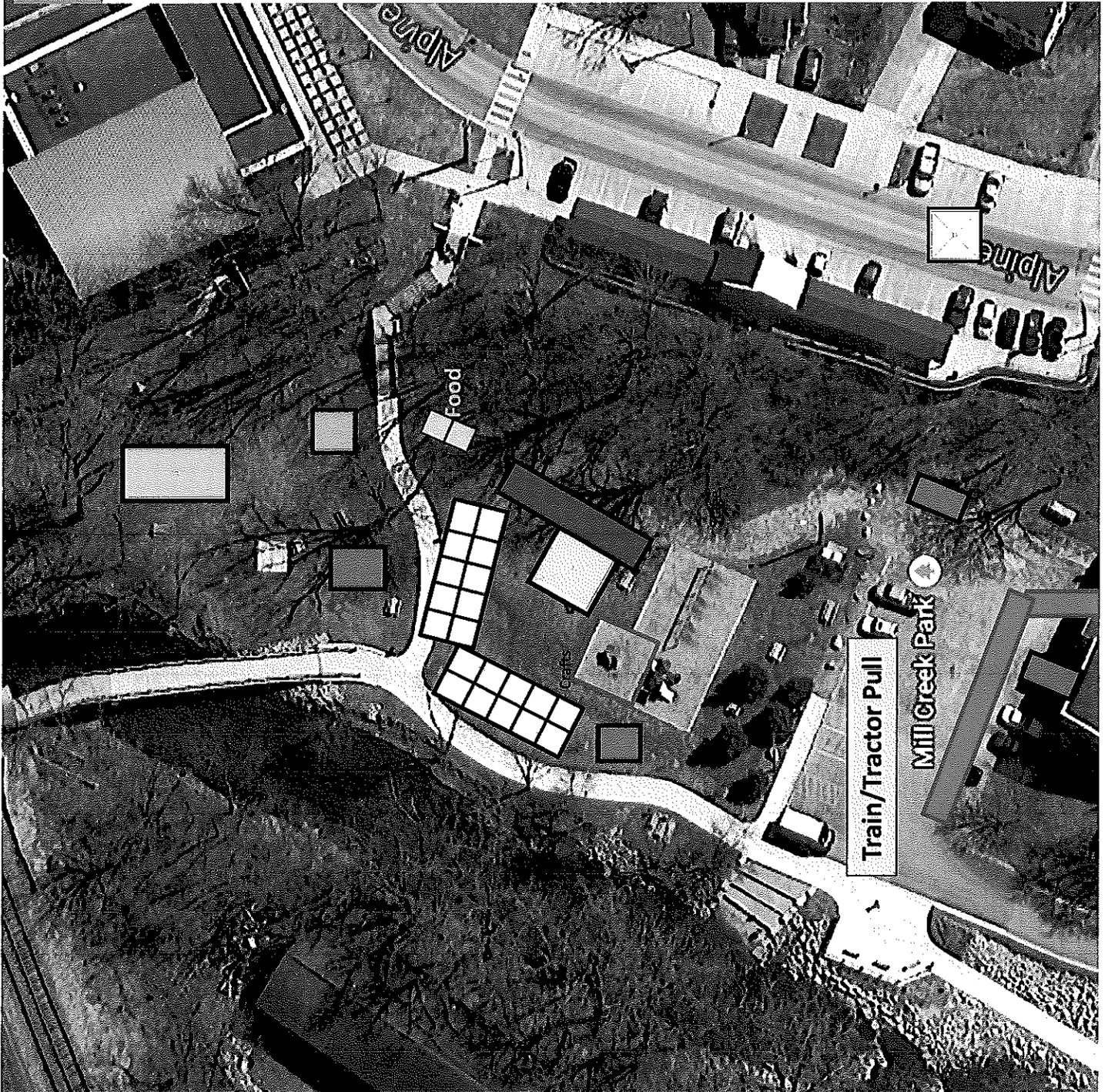
2014 Site Plan



2015 Site Plan – Monument Park



No changes from
2014



Jacobs Ladder
20 x15

Fun House
15x15

Obstacle Course
62x12

Stage
20x40

Rock Wall
25x25

Triple Shot
12x15

2015 Site Plan – Mill Creek South

Jeffords used for Chalk the Block and fireworks on Saturday only.
Lower sidewalk closed during fireworks.



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OFFICE OF THE CITY MANAGER

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

Memorandum

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

From: Justin Breyer, Assistant to the City Manager
Brenda Tuscano, Administrative Assistant/Farmer's Market Manager

Re: Farmer's Market and Community Garden Oversight Committee

Date: May 1, 2015

Farmer's Market and Community Garden Oversight Committee

2015 marks the 10 year anniversary of the Farmer's Market. The market began with a handful of vendors and has since grown into a flourishing destination for area residents and visitors to shop for local products. To support the Farmer's Market and the Community Garden, City Council developed the Farmer's Market and Community Garden Oversight Committee. Currently, the Committee meets sporadically during these amenities' open seasons - May through October. The Committee assists the Farmer's Market Manager with coordinating and planning market events and improvements, in addition to making necessary recommendations to City Council. Currently, Farmer's Market and Community Garden planning begins well in advance of their opening in May, and evaluation of the year's events conclude well after their closing in October.

In order to better meet the needs of the vendors and residents that patron the Farmer's Market and the residents that utilize the Community Garden, the Committee shall hold a regular meeting schedule throughout the year. Through conversations with the four existing Council-appointed Committee members, a good meeting date appears to be the third Wednesday of each month at 6:30 pm. This date and time meets the needs of the four existing Committee members' schedules, and does not appear to conflict with other existing City of Dexter boards or committees regularly scheduled meeting dates.

In addition, though the Committee is designed for seven members, it hosts three vacancies. The current members of this Committee are: Carol Jones, Julie Knight, Mary Ellen Miller, and Mark Olexa. The three open positions are designated for: one resident member, one vendor representative, and one Dexter Chamber of Commerce member. In the last several weeks, staff has received applications from three individuals that are interested in serving on the Farmer's Market Oversight and Community Garden Committee. These are:

Martin Ruhlig – Vendor Representative
Jeffrey Peters – Resident Representative
Nikki Sunstrum – Dexter Chamber of Commerce Representative
Stacey Myint – Dexter Chamber of Commerce Representative Alternate

All 7 members will have a term expiring June 2016.

Upcoming Farmer's Market Events

May 16 – Worm Farming Presentation
May 23 – Music By Andrew Kaponoski



CITY OF DEXTER

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

APPLICATION FOR APPOINTMENT AS COMMISSION OR COMMITTEE MEMBER

Name: Jeffrey Peters Date: 5/11/15

Address: 7867 Ann Arbor St #1

Email: Jeff. Peters 64 @ Gmail

Phone: 734 634 2420 Best time to call: After 3:30 pm

Which Commission/Committee are you applying for?

- | | |
|--|---|
| <input type="checkbox"/> Zoning Board of Appeals | <input type="checkbox"/> Downtown Development Authority |
| <input type="checkbox"/> Planning Commission | <input type="checkbox"/> Parks Commission |
| <input type="checkbox"/> Arts, Culture & Heritage Committee | <input type="checkbox"/> Tree Board |
| <input checked="" type="checkbox"/> Farmers Market Oversight Committee | <input type="checkbox"/> Election Commission |
| <input type="checkbox"/> Board of Review | <input type="checkbox"/> Other (Specify) _____ |

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

Active vendor at Farmers market and City resident

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

25 years in landscape Nursery sales & marketing

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



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APPLICATION FOR APPOINTMENT AS COMMISSION OR COMMITTEE MEMBER

Name: Martin Ruhlq III Date: 5-2-15
 Address: 11546 Island Lake Rd. Dexter
 Email: Ruhlqsproduce@gmail.com
 Phone: 734 260 3591 Best time to call: Any time

Which Commission/Committee are you applying for?

- | | |
|--|---|
| <input type="checkbox"/> Zoning Board of Appeals | <input type="checkbox"/> Downtown Development Authority |
| <input type="checkbox"/> Planning Commission | <input type="checkbox"/> Parks Commission |
| <input type="checkbox"/> Arts, Culture & Heritage Committee | <input type="checkbox"/> Tree Board |
| <input checked="" type="checkbox"/> Farmers Market Oversight Committee | <input type="checkbox"/> Election Commission |
| <input type="checkbox"/> Board of Review | <input type="checkbox"/> Other (Specify) _____ |

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

To help direct the market in the right direction, to help grow the market

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

I have been a vendor at the market from the beginning and a long time Dexter resident.

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



CITY OF DEXTER

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APPLICATION FOR APPOINTMENT AS COMMISSION OR COMMITTEE MEMBER

Name: Nicolas Sunstrom Date: 5/1/15

Address: 4025 N. Lima Center

Email: sunstromn@gmail.com

Phone: 616.292.6670 Best time to call: Any

Which Commission/Committee are you applying for?

- | | |
|--|---|
| <input type="checkbox"/> Zoning Board of Appeals | <input type="checkbox"/> Downtown Development Authority |
| <input type="checkbox"/> Planning Commission | <input type="checkbox"/> Parks Commission |
| <input type="checkbox"/> Arts, Culture & Heritage Committee | <input type="checkbox"/> Tree Board |
| <input checked="" type="checkbox"/> Farmers Market Oversight Committee | <input type="checkbox"/> Election Commission |
| <input type="checkbox"/> Board of Review | <input type="checkbox"/> Other (Specify) _____ |

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

Request for Chamber representative.

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

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

CITY OF DEXTER

cnicholls@dextermi.gov

8140 Main Street Dexter, MI 48130-1092

Phone (734)426-8303 ext 11 Fax (734)426-5614

MEMO

To: Mayor Keough and Council Members
From: Courtney Nicholls, City Manager
Date: May 5, 2015
Re: 2015-2016 Budget Public Hearings

Each year Council is required to hold public hearings on the budget and the millage rates that will be used to support that budget. Council also chooses to have a public hearing on water, sewer and refuse rates. This year the public hearings will be held on June 8, 2015. The public hearing notices will run in the Sun Time on May 20, 2015 and be included on the website, Facebook and in the City e-mail update.

Millage Rates

In the 2014-2015 fiscal year, the millage rate was raised from 13.5562 to 14.0562 to add 0.5 mills to the road fund.

For fiscal year 2015-2016, due to the increase in taxable value, the millage rate necessary to fund the general obligation bond was reduced from 0.7375 to 0.6276. Due to our incorporation as a City we have a new maximum millage rate of 17.5 mills: a cap of 12.5 mills for General Fund and 5 mills for Streets. The 0.1099 reduction in the GO Bond rate was used to raise the operating millage used the draft budget to 9.9906 while holding the overall millage rate constant at 14.0562.

The attached ad shows the breakdown of the current and proposed millage rates.

Water/Sewer/Refuse Rates

Water, sewer and refuse rates will be discussed as part of the May 13, 2015 budget work session and the proposed rates will be published in the ad that will run on May 20, 2015.

CITY OF DEXTER
NOTICE OF PUBLIC HEARING ON THE PROPOSED 2015-2016 MILLAGE RATE
AND PROPOSED 2015-2016 BUDGET

Notice is hereby given that the Dexter City Council will hold a public hearing Monday, June 8, 2015 at 7:30 p.m. at the Dexter Senior Center, 7720 Dexter-Ann Arbor Road, Dexter, Michigan, for the purpose of hearing public comment regarding the proposed 2015-2016 Millage Rate and the Proposed Fiscal Year 2015-2016 Budget.

The proposed millage rate for real and personal property is 14.0562 levied as:

	<u>2015 (proposed)</u>	<u>2014 (current)</u>
General Operating	9.9906	9.8807
Streets	3.4380	3.4380
General Obligation Debt	0.6276	0.7375
Total	14.0562	14.0562

Information regarding the Proposed Fiscal Year July 1, 2015 through June 30, 2016 Budget is available for public inspection at the City Office, on the second floor of the PNC Bank Building, 8123 Main Street, Dexter MI weekdays between 9:00 am and 5:00 pm and online at <http://www.dextermi.gov>.

Statement as required by MCL 141.412 – “The property tax millage rate proposed to be levied to support the proposed budget will be a subject of this hearing”

Courtney Nicholls
City Manager

Publish: May 20, 2015



OFFICE OF COMMUNITY DEVELOPMENT

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

Memorandum

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

From: Michelle Aniol, Community Development Manager

Re: Downtown Redevelopment Opportunity Request for Qualifications (RFQ)

Date: May 6, 2015

On April 27, 2015 Council reviewed the draft Request for Proposals (RFQ), at the request of the Downtown Development Authority (DDA). The document has been edited to insert the phrase "retail and office" between the words "residential" and "potential," in the 3rd paragraph, under the heading "Detailed Description of Site and Opportunity", as requested during your meeting. Staff received some additional recommendations from Mayor Keough, which have been incorporated as well.

Council requested that the document be presented for re-consideration at its first meeting in May. A copy of staff's April 22, 2015 correspondence also accompanies this memorandum.

Please let me know if you have any questions or comments.

Memorandum

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

From: Michelle Aniol, Community Development Manager

Re: Downtown Redevelopment Opportunity Request for Qualifications (RFQ)

Date: April 22, 2015

At the March 19th DDA meeting, Jim Tischler, Director of Community Development for MSHDA made a presentation to the Board regarding an alternative process for selecting a development partner, for projects like one on Broad Street. He explained that there is an alternative to the RFP (request for proposals) process for soliciting a developer; it's called an RFQ (request for qualifications). By using the RFQ process to solicit and select a developer, the DDA/City could search and find a partner based on his/her qualifications, experience, and financial health.

The RFP process, on the other hand, is rooted in traditional goods/service commodity procurement practice (i.e. bids), and it assumes ALL specifications are known. Redevelopment projects rarely have known specifications! As a result, a developer responding to an RFP must prepare and submit a preconceived, untested design/concept plan, and then work with the community to determine the right product type (condos, rentals, townhouses, row houses, apartments, etc.) and site design/layout (density, height, architecture, landscaping, lighting, stormwater, parking, etc.). This results in multiple plan revisions, which are costly and time consuming for the developer and the community and confusion for the public, as to what's really happening.

RFQ Process

The RFQ accommodates redevelopment projects with unknown specifications. Through the RFQ process the City/DDA can proceed to the proposal/project development phase, which involves citizen engagement in the design process, among other things. To make it work the City/DDA and the developer proceed through the following Development Partnership Stages:

- Pre-Development Agreement – the City/DDA and Developer enter into a pre-development agreement, which allows all parties the time to conduct and address the following:
 - Due diligence of the site, the market, and the product
 - Community involved in the design process (i.e. a charrette, which the developer pays for)
 - Development of a concept plan (includes development review)
 - Problem Resolution
- Project Development Agreement – once the parties have successfully moved through the pre-development phase, and have an approved plan, the next steps include:
 - Development/Financing commitments (for developer and City/DDA)
 - Process steps and Execution

The DDA liked what it heard from Mr. Tischler, and directed staff to prepare a draft RFQ. The DDA reviewed the RFQ at its April 16th meeting and voted to postpone action to its May 21st meeting, to give Council the opportunity to review and comment on the document.

Please let me know if you have any questions or comments.

REQUEST FOR QUALIFICATIONS
DEXTER DOWNTOWN DEVELOPMENT AUTHORITY
DOWNTOWN REDEVELOPMENT OPPORTUNITY
CITY OF DEXTER, MICHIGAN

Sealed proposals for a **“Dexter Downtown Redevelopment Opportunity”** will be received by the Dexter Downtown Development Authority (DDA) up to **2:00 P.M. on July 1, 2015**, at which time they will be **publicly opened** at the **City of Dexter offices at 8123 N. Main Street, 2nd floor, Dexter, MI 48130**.

Please mark sealed envelopes: “Dexter Downtown Redevelopment Opportunity” on the lower left hand corner. In addition, if the proposal is to be express mailed, **“Proposal Documents Enclosed DO NOT OPEN”** must be conspicuously marked on the package. Faxed proposals will not be considered or accepted.

The Dexter DDA reserves the right to reject any or all proposals, to waive any informality in the proposal received, and to accept any proposal or part thereof, which it shall deem to be most favorable to the interests of the Dexter DDA and City of Dexter.

DRAFT

REQUEST FOR QUALIFICATIONS
DEXTER DOWNTOWN DEVELOPMENT AUTHORITY
DOWNTOWN REDEVELOPMENT OPPORTUNITY
CITY OF DEXTER, MICHIGAN

The Dexter Downtown Development Authority (DDA), together with the City of Dexter is seeking experienced development entities that have demonstrated success in executing highly complex redevelopment projects. The selected entity will be the DDA/City's redevelopment partner for the project. The selected developer will be responsible for coordinating all development activities, including, but not limited to: holding community charrettes, conceptual and final site plans, project pro formas, property acquisition, market and feasibility studies, securing private sector equity and financing, and partnering with the Dexter DDA and City of Dexter to facilitate all project components, including the use of public financing and other incentives. Should the City select a developer, it will require that the developer enter into a Pre-Development Agreement regarding their due diligence responsibilities. Any final development plans will be subject to negotiation of a complete development agreement between the DDA/City and developer.

BACKGROUND

Nestled along the banks of the Huron River and Mill Creek, the City of Dexter is a vibrant community, located in Southeast Michigan. Dexter is a bedroom community approximately 8 miles west of Ann Arbor, and home of the University of Michigan. Dexter has a historic, picturesque downtown, existing client base, and strong traffic flow generated by northern Washtenaw County and southern Livingston County residents accessing I-94 via downtown Dexter.

Dexter has a growing population; experiencing a 74% increase in population between 2000 and 2010, growing from 2,338 to 4,067. The population increased another 16% by July 2014, growing to 4,731. The city boundaries encompass a total area of approximately two (2) square miles. Dexter's community profile can be accessed by clicking the following link:

<http://semcog.org/Data-and-Maps/Community-Profiles/Custom/view/Default/Communities=4030>

For a small town, Dexter's economy is diverse, with professional services, retail, and automotive parts and medical devices manufacturing, and value-added agricultural establishments, such as Northern United Brewing Company, home of Jolly Pumpkins Artisanal Ales and North Peak Handcrafted Brews, Dexter Cider Mill, the oldest cider mill in Michigan, the Dexter Bakery, and Hackney Hardware among others.

In recent years, Dexter has emerged as a regional entertainment, cultural and recreational destination; a dynamic place to live, work and play. The downtown boasts an assortment of restaurants, retail shops and galleries that, together with streetscape improvements, contribute to a pedestrian friendly environment and enhance the shopping experience. The downtown also hosts a successful Farmers' Market and well attended seasonal festivals. The Market is a source of community pride, offering shoppers an array of goods, from fresh fruits and vegetables to farm fresh eggs and maple syrup. Dexter Daze and Civil War Days are but two of the seasonal festivals that draw hundreds of visitors to the downtown every year.

Dexter's award winning Mill Creek Park is a 2.15-acre park located beside the Mill Creek, which flows into the Huron River. One of the Parks' most coveted and utilized amenities is the ¼-mile pedestrian path that leads visitors across the Mill Creek and through wetland habitat, before

connecting them to the West Ridge neighborhood or an additional 5 miles of trail, which leads to Hudson Mills Park, a Huron Clinton Metroparks Authority (HCMA).

Over the last 30 or so year, the City and DDA have worked hand-in-hand to improve the downtown business district aesthetically and functionally. A beautiful streetscape with plenty of on-street parking and wide sidewalk compliment the historic architecture in the downtown. One of the goals of the City and DDA has been to move existing manufacturing businesses out of the downtown and redevelop those properties to increase residential living and retail opportunities in the downtown.

DETAILED DESCRIPTION OF SITE AND OPPORTUNITY

The Dexter DDA and City of Dexter are pleased to offer a premier redevelopment opportunity in downtown Dexter and with direct frontage and access to the Mill Creek and the City's award winning Mill Creek Park.

The Dexter DDA and City of Dexter collectively own four parcels equaling approximately 3 acres, northwest of Main Street, between Grand and Forest Streets, and directly fronting onto the City's award winning Mill Creek Park, in downtown Dexter (Attachment A). These parcels include 3045 Broad Street, three vacant lots (8077-8087 Forest Street and 8090 Grant Street), and Broad Street, which ~~the City is willing to relocate~~ may be relocated. The 3045 Broad Street property surrounds a DTE substation on 3 sides (Attachment B). The DDA/City has a verbal commitment from DTE to decommission the sub-station in late 2015. Negotiations are currently underway regarding transfer of ownership. Hence, this property will be included in the redevelopment project area. The entire development project area is shown in.

This project area has great residential, retail and office potential due to its location overlooking Mill Creek and Mill Creek Park, as well as its close proximity to downtown Dexter.

Consideration of community goals is an important aspect of the redevelopment opportunity. Community conversations have been taken place. Notes from which have been compiled and are attached to this document (see Attachment B) in order to give interested developers current community input. This community input was a response to the following discussion topics, context (elements to consider surrounding the site itself), uses, density and design. The selected developer will be expected to engage the community in additional meetings, including a requirement to undertake a public charrette process.

DEVELOPMENT OBJECTIVE

The Dexter DDA and City of Dexter have set the following parameters for developer consideration, as general guidelines for the eventual preparation of a site development concept. The Dexter DDA and City are seeking a vision that will maximize land values, urban design and community integration:

1. Developer, through a collaborative process, will present concept or vision for the entire site. The concept can be phased in stages.
2. Mixed land use and mixed income residential is preferred.
3. High density, multi-story buildings with zero setbacks presenting an urban street wall are preferred.
4. Projects that benefit the local tax base of the community will be preferred.
5. Mill Creek Park should remain open with pedestrian access, a trailhead at the end of Grand Street.

6. Limit surface parking; promote use of shared parking, public parking and parking structures.
7. Design-enhanced streetscape, infrastructure, lighting.
8. Consideration to public art will be favorable.
9. Developer will negotiate with the Dexter DDA/City on sales prices.
10. The Dexter DDA and City will assist developer with public and private financing options with a number of local, state, and federal tools.

ADDITIONAL INFORMATION

- **Market Demand** - An important aspect of any project is an understanding and quantifying, to the degree possible, market demand. It is expected that the appropriate market analysis work be completed to justify the proposed uses. The Dexter DDA and City of Dexter are working with the Michigan State Housing Development Authority (MSHDA) on a residential target market analysis to encourage and promote greater opportunities for downtown living, coupled with the need to have a solid understanding of the housing market potential. The DDA/City is also exploring undertaking a retail market study to quantify that demand. As soon as these resources are available, they will be posted on the City's web site. The developer may need to conduct additional market studies.
- **Charrette Process.** The National Charrette Institute (NCI) provides a number of excellent resources for undertaking charrettes. While the project may not lend itself to the full NCI specifications, a number of the techniques and approaches will be useful to this project. The City and the selected developer will collaboratively define this process.

INCENTIVES, FINANCIAL RESOURCES AND OTHER POTENTIAL DDA/CITY ASSISTANCE/DEVELOPMENT TOOLS

- **Tax Increment Financing (TIF).** The use of Downtown Development Authority TIF and Brownfield Redevelopment Authority TIF may be used to cover public infrastructure costs.
- **Land.** The land controlled by the DDA and City is available to the selected developer to purchase, as deemed appropriate based upon the project needs.
- **State and Federal Incentives.** The City will work with the developer to secure any available State and Federal incentives, including the Michigan Economic Development Corporation (MEDC) Community Revitalization Program specifically geared for projects of this nature, and Community Development Block Grant (CDBG) through MSHDA.
- ~~**Public Water/Sewer Improvements.** The sanitary sewer upgrades necessary along Grand are estimated at \$333,154.80. If 75 units are developed on the site, \$375,000 in tap fees would be collected.
The water main improvements necessary along Grand are estimated at \$79,740. If 75 units are developed on the site \$225,000 in tap fees would be collected.
If these two options are selected, the timing of the work would need to be carefully coordinated. The City will consider, as an alternative waiving a portion of the connection (i.e. tap) fees, if the developer completes the work.~~
- ~~**Decommissioning of DTE Electrical Sub-Station.** The DDA/City has a verbal commitment from DTE to decommission the sub-station in late 2015. The DDA/City will be responsible for cost associated with the decommissioning and removal of the electrical sub-station.~~

RFQ CRITERIA

The Dexter DDA and City of Dexter are requesting that interested developers submit qualifications. The amount of information submitted is not limited to a set number of pages, but we ask that you be concise and mindful of the review team. The proposal must include a Letter of Interest, as well as the following content:

- **Development Entity.** Identify the development entity that would enter into a Memorandum of Understanding with the DDA/City, including all intended partners to the extent known at this time. Please indicate complete listing of names, titles, addresses, and phone numbers, as well as the primary contact person.
- **Project History.** Provide evidence of a substantial mixed-use project(s) that the development entity is currently undertaking or has completed. A substantial project is defined as having a minimum private sector investment of \$10 million and includes one or more of the following uses: retail, residential, office, entertainment, and parking. Please provide at least one reference for the DDA/City to contact in relation to each applicable project. Allow proprietary information related to prior development to be reviewed by select members of the review team if requested.
- **Financial Capacity.** Provide evidence of developing and financing similar projects. Allow select members of the review team to review information that will enable the DDA/City to discern the financial resources available to the entity. Such information should allow the DDA/City to determine whether the development entity has the financial ability to deliver the proposed development. Evidence of financial standing could include, but is not limited to audited or reviewed financial statements. A sworn statement certifying that the submitting entity is not delinquent to any local, County, State or Federal taxing jurisdiction in any property, income, or business taxes must also be provided.

EVALUATION CRITERIA

The selection of the RFQ short list developers will be based upon the following criteria.

- a. Years of experience in the field of large scale master development projects, including experience in urban mixed use redevelopment (i.e. residential, office, retail, institutional (20 points)
- b. Qualifications, financial capacity and track record of key personnel and development entity (15 points)
- c. Ability to seek and secure multi-layer financing tools, coordinate complex construction schedules and lead a public/private partnership team and the capacity to deliver the overall project, as well as reasonable estimates of project costs and sources and uses of funds (15 points)
- d. Experience with brownfield redevelopment and with low-impact development, including innovative storm water management systems. (15 points)
- e. Proven experience conducting community input/visioning sessions and/or design charrettes (15 points)
- f. Provide sample reports, plans, schedules, financing strategies and photos of completed projects (10 points)
- g. Provide awards and recognition of successful project and partnerships (10).

The proposed scoring is intended to assist the review committee in comparing and assessing the qualifications; however, the determination of the most qualified entity or the most appropriate proposal may incorporate additional criteria or considerations.

SELECTION PROCESS

A review team made up of representatives from the City, DDA, professional consultants, and representatives from related City Boards and Commissions will evaluate the qualifications based upon the point system above. Proposals will only be scored if the entity is deemed qualified under the qualifications criteria. The review team will determine if there are one or more development entities/teams and conceptual proposals to consider further. If more than one submittal scores well when evaluated, then there will be an interview process to further evaluate the experience and qualifications of the key personnel. The review team will take their recommendation to the DDA and the City Council. City Council will make the final decision.

Upon selection of one development entity or team, the DDA and City would enter into a Pre-development Agreement that would include a defined timeline in which the developer will conduct additional due diligence in partnership with the City, and the City would commit not to sell the properties to anyone else during that defined term. During that due diligence phase the developer would be expected to conduct public charrettes as previously discussed and further define the project scope, design and program. They would also be advancing the financial evaluation of the site and conducting appropriate feasibility studies.

During the pre-development phase the Dexter DDA/City will perform a detailed review of the developer's financial capacity to complete the proposed project, among other considerations, which will also be reviewed. At the end of the time defined in the pre-development agreement the Dexter DDA/City and Developer would evaluate the results of the due diligence and determine if there is a feasible and mutually beneficial redevelopment project for the site that would justify moving toward negotiation of a development agreement.

The Dexter DDA and City of Dexter reserves the right to reject or accept any and all proposals received. The public entities are not liable for any costs incurred by any developer prior to the negotiation, approval and execution of a development agreement.

ADDITIONAL INFORMATION

- **Inquiries**

Any and all questions related to this RFQ must be submitted in writing by 5:00 pm, June 1, 2015. No questions will be accepted after that time. Answers to questions will be provided on the City's website (insert link) on, or before June 8, 2015. All inquiries related to this RFQ must be directed, in writing to:

Michelle Aniol
Community Development Manager
City of Dexter
8123 Main Street
2nd Floor
Dexter, MI 48130
734-426-8303 ext. 15, maniol@dextermi.gov

- **Acceptance of Responses**

The RFQ is not a binding agreement. Responses to the RFQ will be assessed in light of the qualifications criteria, and will be notified whether they have been chosen to proceed in the process by July 23, 2015. Submissions will be kept confidential, as permitted by law.

- **CONFLICT OF INTEREST**

The respondent should disclose any conflicts of interest, in writing, to the Dexter DDA/City of Dexter. The Dexter DDA/City of Dexter will consider the nature of the respondent's responsibilities and the degree of potential or apparent conflict in deciding the course of action that the respondent needs to take to remedy the conflict of interest.

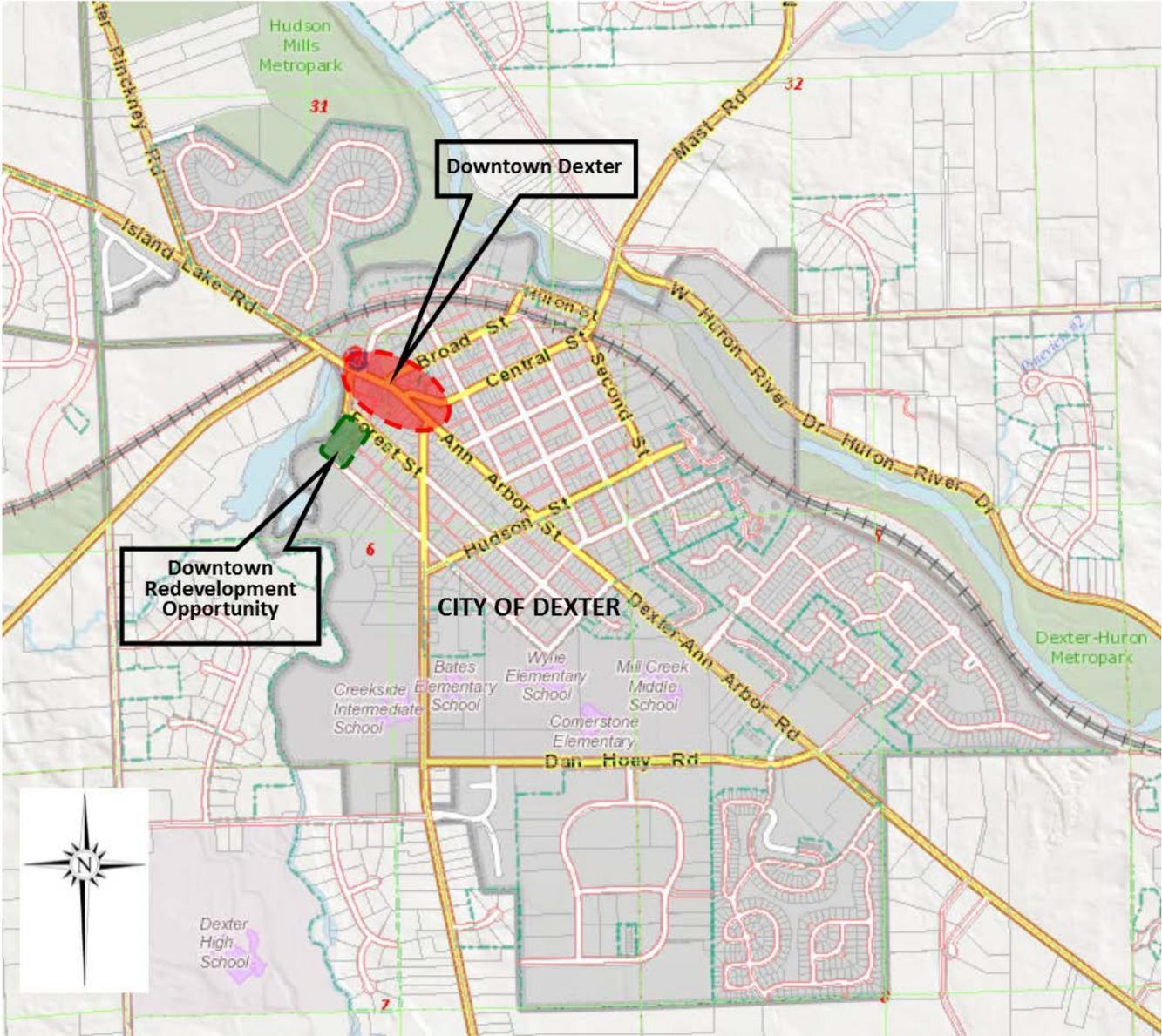
A conflict of interest exists wherever an individual could benefit directly or indirectly from access to information or from a decision over which they may have influence and also includes a perceived conflict where someone might reasonably perceive there to be such benefit and influence.

A conflict of interest occurs when a staff member or consultant attempts to promote a private or personal interest that results in an interference with the objective exercise of their job responsibilities, or gains any advantage by virtue of his/her position and working relationship with the Dexter DDA and City of Dexter.

Conflicts of interest may be real, potential or perceived. Failure by the respondent to disclose a conflict of interest, be it real, potential, or perceived, will result in disqualification.

DRAFT

Attachment A



Attachment B



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CITY OF DEXTER

cnicholls@dextermi.gov

8140 Main Street Dexter, MI 48130-1092

Phone (734)426-8303 ext 11 Fax (734)426-5614

MEMO

To: Mayor Keough and Council Members
From: Courtney Nicholls, City Manager
Date: May 5, 2015
Re: Parachek Easement

In January 2013, Village Council granted an easement over Village owned property on Ryan Drive to the Parachek family to facilitate getting electrical service to their new home just outside the Village limits.

During construction it was determined that the Parachek's also need to access DTE's natural gas line that runs down Ryan Drive. This will require modifying the original easement to allow for the co-location of the gas line and extending the easement to the road right of way line on Ryan Drive.

Over the past several weeks, staff and OHM have been working with DTE on the easement. We understand that the easement and agreement documents will eventually resemble a slightly modified version of the easement previously approved by council. Staff is asking for Council's approval to enter into the easement once it has been finalized

As with the other agreement, the Parachek's will be responsible for the cost of staff time and engineering time that has been spent to formulate the document. DTE will also be required to complete a right of way permit for the work in the Ryan Drive right of way.

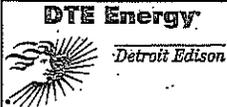
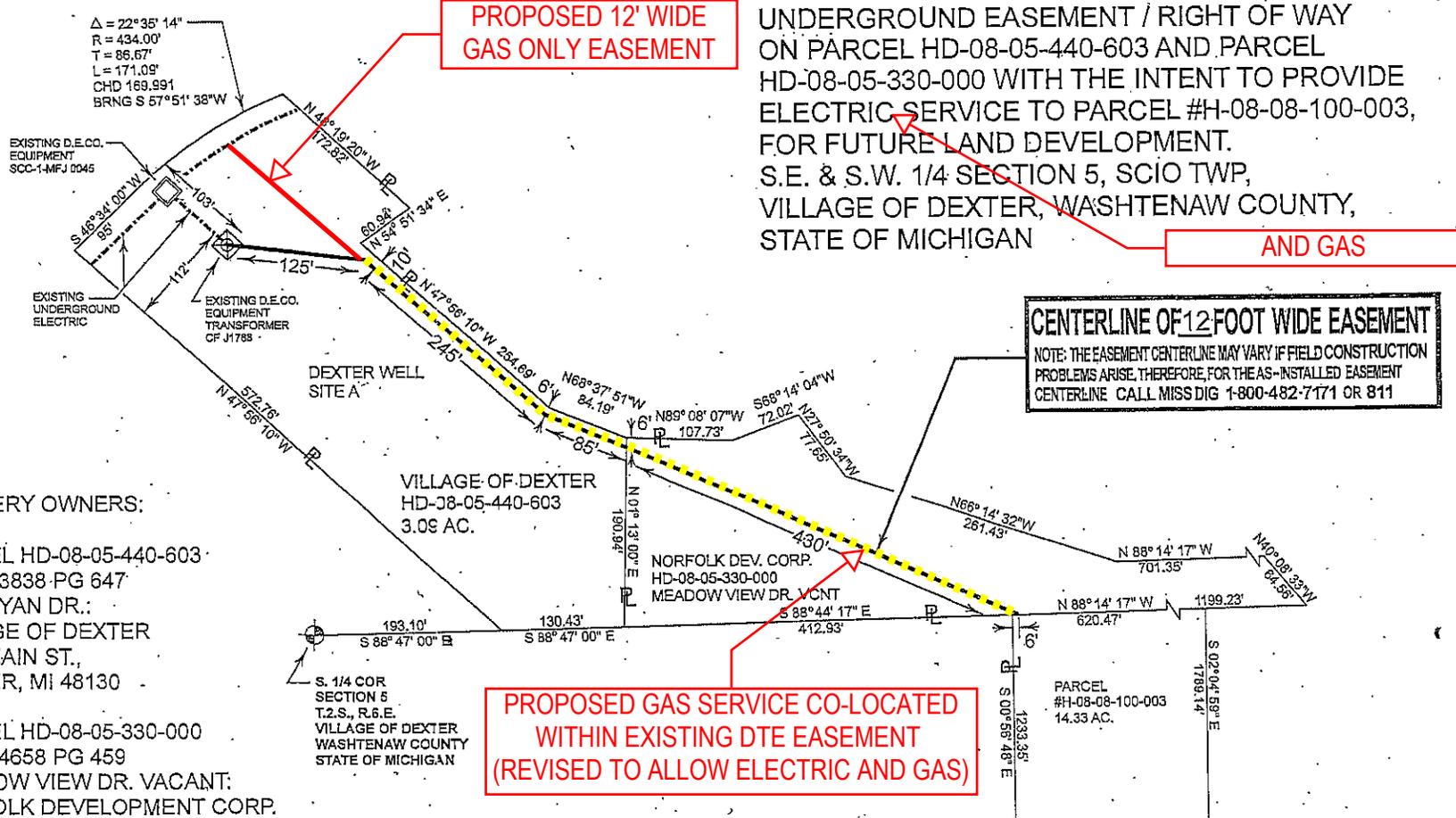


EXHIBIT "B"

12/11/2012
 DRAWING BY S. MCCLEAR
 W.O. #35304251 S.R.W. #35304283
 UNDERGROUND EASEMENT / RIGHT OF WAY
 ON PARCEL HD-08-05-440-603 AND PARCEL
 HD-08-05-330-000 WITH THE INTENT TO PROVIDE
 ELECTRIC SERVICE TO PARCEL #H-08-08-100-003,
 FOR FUTURE LAND DEVELOPMENT.
 S.E. & S.W. 1/4 SECTION 5, SCIO TWP,
 VILLAGE OF DEXTER, WASHTENAW COUNTY,
 STATE OF MICHIGAN



PROPERTY OWNERS:

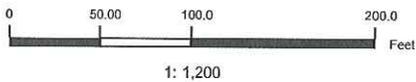
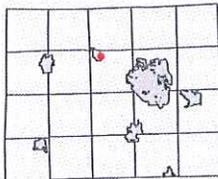
PARCEL HD-08-05-440-603
 LIBER 3838 PG 647
 3575 RYAN DR.:
 VILLAGE OF DEXTER
 8140 MAIN ST.,
 DEXTER, MI 48130

PARCEL HD-08-05-330-000
 LIBER 4658 PG 459
 MEADOW VIEW DR. VACANT:
 NORFOLK DEVELOPMENT CORP.
 8178 JACKSON RD., SUITE D :
 ANN ARBOR, MI 48103-9806

**PROPOSED GAS SERVICE CO-LOCATED
 WITHIN EXISTING DTE EASEMENT
 (REVISED TO ALLOW ELECTRIC AND GAS)**

CENTERLINE OF 12-FOOT WIDE EASEMENT
 NOTE: THE EASEMENT CENTERLINE MAY VARY IF FIELD CONSTRUCTION PROBLEMS ARISE, THEREFORE, FOR THE AS-INSTALLED EASEMENT CENTERLINE CALL MISS DIG 1-800-482-7171 OR 811

Work Order # 35304251	Work Order Description EASEMENT TO PARCEL H-08-08-100-003	GIS-DSN	SRW	RSD	PH	PLC
Service Center ANN ARBOR	Circuit #1	CCR	CCS	CLG	EUL	CUS
Worksite City DEXTER	Worksite Twp. SCIO TWP	Washtenaw County Washtenaw of 102				
Town 2 S	Range 6 E	Section 5	Dir S.E.	Planner Name McClea, Stephen J	DUE Request # 300483	Scale NTS
				Revision 1	Date 12/11/2012	Drawn By NTS



5/6/2015



NOTE: Parcels may not be to scale.

The information contained in this cadastral map is used to locate, identify and inventory parcels of land in Washtenaw County for appraisal and taxing purposes only and is not to be construed as a "survey description". The information is provided with the understanding that the conclusions drawn from such information are solely the responsibility of the user. Any assumption of legal status of this data is hereby disclaimed.

THIS MAP REPRESENTS PARCELS AT THE TIME OF PRINTING. THE OFFICIAL PARCEL TAX MAPS ARE MAINTAINED SOLELY BY THE WASHTENAW COUNTY EQUALIZATION DEPARTMENT AND CAN BE OBTAINED BY CONTACTING THAT OFFICE AT 734-222-6662.

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CITY OF DEXTER**cnicholls@dextermi.gov**

8140 Main Street Dexter, MI 48130-1092

Phone (734)426-8303 ext 11 Fax (734)426-5614

MEMO

To: Mayor Keough and Council Members
From: Road Committee & Courtney Nicholls, City Manager
Date: May 5, 2015
Re: Bid Awards for 2015 Road Project

Prior Action

At the April 27, 2015 Council meeting the following bids were awarded:

Cape Seal – Highway Maintenance for an amount not to exceed \$362,050

Crack Seal – K & B Asphalt for an amount not to exceed \$20,000

Mill and Overlay Bid Award

At the April 27, 2015 Council meeting, the plan for mill and overlay in 2015 was discussed. The proposed mill and overlay work for 2015 includes Forest west of Baker, Samuel Drive, Huron View Court, portions of Parkridge, and portions of roadway in Huron Farms at a cost of \$204,930.

It was originally thought that to stay within the project budget the work on Huron View Court would be postponed. After further discussion it was determined that the funds to complete Huron View Court could come from the \$36,000 that was budgeted to redo the parking places on the north side of Main Street that were showing wear after the resurfacing project in 2012. The funds are better spent to improve additional roadway.

The bid tabulation for the revised scope of work is provided for Council's review. The low bidder is Cadillac Asphalt. The work will be budgeted for in the 2015-2016 budget in Local Streets – Contracted Services.

Amendment to Cape Seal Bid

Council also discussed adding Dexter Ann Arbor Road from Meadowview to Dan Hoey to the cape seal contract for \$50,000. The pavement markings for this stretch of road were included in the 2015 pavement marking bid which is also on the agenda for approval. Pavement markings were not included in the cape seal contract. If the City's pavement marking contractor is not able to come back to the City to do these markings after the cape seal is complete, we will add the work to the mill and overlay contract, which does include pavement markings. The work will be budgeted for in the 2015-2016 budget in Major Streets – Contracted Services.

Orchard, Hiltz & McCliment Scope of Services for Contract Administration and Inspection

The final document provided for Council's consideration is the OHM Scope of Services for contract administration and inspection in the amount of \$24,500. The work will be budgeted for in the 2015-2016 budget in Local Streets – Contracted Services.

Requested Action

Council is asked to approve the following not to exceed amounts:

- \$205,000 to Cadillac Asphalt for the mill and overlay project
- \$50,000 increase in the contract with Highway Maintenance for additional cape seal
- \$24,500 to Orchard, Hiltz & McCliment for inspection and contract administration

The next step in the project will be public information meetings with residents to explain the work that will be completed.

Item No.	Description	Estimated Quantity	Phone: 734-676-6220		Phone: 586-997-3966		Phone: 734-485-1717		Phone: 248-625-9531		Phone: 248-553-0600	
			Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
BASE BID												
1)	Mobilization, 5% Max	1 LS	\$20,925.32	\$20,925.32	\$25,000.00	\$25,000.00	\$31,500.00	\$31,500.00	\$9,000.00	\$9,000.00	\$25,000.00	\$25,000.00
2)	Pavt, Rem	0 Syd	\$11.00	\$0.00	\$8.00	\$0.00	\$9.00	\$0.00	\$8.50	\$0.00	\$29.50	\$0.00
3)	HMA Surface, Rem	0 Syd	\$3.20	\$0.00	\$2.45	\$0.00	\$2.55	\$0.00	\$8.50	\$0.00	\$5.25	\$0.00
4)	Soil Erosion and Sedimentation Control	1 LS	\$2,000.00	\$2,000.00	\$2,300.00	\$2,300.00	\$1,517.68	\$1,517.68	\$3,500.00	\$3,500.00	\$6,000.00	\$6,000.00
5)	Culv, Rem	0 Ea	\$650.00	\$0.00	\$370.00	\$0.00	\$200.00	\$0.00	\$200.00	\$0.00	\$1,000.00	\$0.00
6)	Dr Structure, Rem	0 Ea	\$600.00	\$0.00	\$330.00	\$0.00	\$420.00	\$0.00	\$420.00	\$0.00	\$1,000.00	\$0.00
7)	Aggregate Base, 6 inch, 21AA Limestone	0 Syd	\$12.62	\$0.00	\$7.50	\$0.00	\$21.00	\$0.00	\$24.00	\$0.00	\$10.00	\$0.00
8)	Dr Structure, Tap, 24 inch	0 Ea	\$250.00	\$0.00	\$330.00	\$0.00	\$650.00	\$0.00	\$650.00	\$0.00	\$900.00	\$0.00
9)	Culv, End Section, Conc, 18 inch	0 Ea	\$1,100.00	\$0.00	\$600.00	\$0.00	\$1,200.00	\$0.00	\$1,200.00	\$0.00	\$1,000.00	\$0.00
10)	Dr Structure, 24 inch dia	0 Ea	\$1,700.00	\$0.00	\$1,500.00	\$0.00	\$1,975.00	\$0.00	\$1,975.00	\$0.00	\$2,600.00	\$0.00
11)	Dr Structure, 48 inch dia	0 Ea	\$2,120.00	\$0.00	\$2,200.00	\$0.00	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$3,600.00	\$0.00
12)	Sewer, 12 inch, Cl E, Tr Det B	0 Ft	\$77.00	\$0.00	\$59.00	\$0.00	\$47.00	\$0.00	\$47.00	\$0.00	\$65.00	\$0.00
13)	Sewer, 18 inch, Cl E, Tr Det B	0 Ft	\$82.00	\$0.00	\$67.00	\$0.00	\$80.00	\$0.00	\$80.00	\$0.00	\$80.00	\$0.00
14)	Sewer, 24 inch, Cl E, Tr Det B	0 Ft	\$89.00	\$0.00	\$77.00	\$0.00	\$83.00	\$0.00	\$83.00	\$0.00	\$99.00	\$0.00
15)	Spillway, Conc	0 Ft	\$60.00	\$0.00	\$35.00	\$0.00	\$35.00	\$0.00	\$151.95	\$0.00	\$75.00	\$0.00
16)	Sidewalk Ramp, Conc, 6 inch	0 sft	\$10.00	\$0.00	\$10.00	\$0.00	\$10.00	\$0.00	\$5.80	\$0.00	\$10.00	\$0.00
17)	Detectable Warning Surface	0 Ft	\$35.00	\$0.00	\$50.00	\$0.00	\$50.00	\$0.00	\$19.53	\$0.00	\$75.00	\$0.00
18)	Utility Structure Adjust	30 Ea	\$600.00	\$18,000.00	\$590.00	\$17,700.00	\$850.00	\$25,500.00	\$850.00	\$25,500.00	\$450.00	\$13,500.00
19)	Cold Milling HMA Surface	12507 Syd	\$2.25	\$28,141.34	\$2.00	\$25,014.53	\$1.70	\$21,262.35	\$1.50	\$18,760.90	\$3.50	\$43,775.42
20)	Cold Milling HMA Surface, Edge Detail	1492 Syd	\$1.47	\$2,193.95	\$2.00	\$2,984.96	\$1.70	\$2,537.22	\$1.50	\$2,238.72	\$4.00	\$5,969.92
21)	Pavt, Cleaning	1 LS	\$2,000.00	\$2,000.00	\$7,800.00	\$7,800.00	\$100.00	\$100.00	\$10,000.00	\$10,000.00	\$19,700.00	\$19,700.00
22)	Pavt for Butt Joints, Rem	633 Syd	\$8.00	\$5,066.67	\$3.70	\$2,343.33	\$3.00	\$1,900.00	\$4.00	\$2,533.33	\$10.00	\$6,333.33
23)	HMA, 3C, 3.0 inch	0 Syd	\$12.00	\$0.00	\$11.15	\$0.00	\$20.00	\$0.00	\$13.00	\$0.00	\$15.35	\$0.00
24)	HMA, 13A 2.0 inch	15641 Syd	\$8.35	\$130,606.29	\$8.60	\$134,516.66	\$7.50	\$117,311.04	\$8.25	\$129,042.14	\$10.40	\$162,671.31
25)	HMA, Approach	0 Syd	\$35.00	\$0.00	\$32.00	\$0.00	\$80.00	\$0.00	\$25.00	\$0.00	\$44.50	\$0.00
26)	HMA Valley Gutter	0 Ft	\$4.00	\$0.00	\$3.70	\$0.00	\$0.50	\$0.00	\$1.25	\$0.00	\$5.00	\$0.00
27)	Conc Pavt, Nonreinf, 6 inch	0 Syd	\$90.00	\$0.00	\$52.50	\$0.00	\$52.50	\$0.00	\$54.07	\$0.00	\$85.00	\$0.00
28)	Curb and Gutter, Conc, Det F4	0 Ft	\$40.00	\$0.00	\$30.00	\$0.00	\$30.00	\$0.00	\$17.96	\$0.00	\$25.00	\$0.00
29)	Pavt Mrkg, Polyurea, 4 inch, Yellow	2239 Ft	\$0.47	\$1,052.20	\$0.47	\$1,052.20	\$0.47	\$1,052.20	\$0.47	\$1,052.20	\$1.00	\$2,238.72
30)	Pavt Mrkg, Polyurea, 6 inch, White, Crosswalk	0 Ft	\$2.50	\$0.00	\$2.50	\$0.00	\$2.50	\$0.00	\$2.50	\$0.00	\$2.00	\$0.00
31)	Pavt Mrkg, Polyurea, 12 inch, Crosswalk	120 Ft	\$5.00	\$600.00	\$5.00	\$600.00	\$5.00	\$600.00	\$5.00	\$600.00	\$5.00	\$600.00
32)	Pavt Mrkg, Polyurea, 24 inch, Stop Bar	0 Ft	\$10.00	\$0.00	\$10.00	\$0.00	\$10.00	\$0.00	\$10.00	\$0.00	\$10.00	\$0.00
33)	Traffic Maintenance and Control	1 LS	\$3,000.00	\$3,000.00	\$8,500.00	\$8,500.00	\$1,650.00	\$1,650.00	\$7,000.00	\$7,000.00	\$20,000.00	\$20,000.00
34)	Restoration, Sod	0 Syd	\$2.60	\$0.00	\$8.25	\$0.00	\$10.00	\$0.00	\$10.00	\$0.00	\$7.00	\$0.00
TOTAL DIVISION A:				<u>\$213,585.77</u>		<u>\$227,811.68</u>		<u>\$204,930.48</u>		<u>\$209,227.29</u>		<u>\$305,788.71</u>
ALTERNATE												
35)	Station Grading	0 Sta	\$2,700.00	\$0.00	\$3,600.00	\$0.00	\$2,000.00	\$0.00	\$2,115.00	\$0.00	\$4,500.00	\$0.00
36)	Pavt, Rem	0 Syd	\$3.50	\$0.00 ¹	\$11.00	\$0.00	\$7.60	\$0.00	\$8.50	\$0.00	\$29.50	\$0.00
37)	Aggregate Base, 10 inch, 21AA Limestone	0 Syd	\$11.50	\$0.00	\$9.75	\$0.00	\$10.40	\$0.00	\$11.00	\$0.00	\$10.80	\$0.00
38)	Underdrain, Subbase, 6 inch	0 Ft	\$12.00	\$0.00	\$16.50	\$0.00	\$11.00	\$0.00	\$12.50	\$0.00	\$13.00	\$0.00
39)	HMA, 13A, 1.5"	0 Syd	\$7.00	\$0.00	\$6.45	\$0.00	\$6.60	\$0.00	\$8.25	\$0.00	\$7.85	\$0.00
40)	HMA, 3C, 1.5"	0 Syd	\$7.00	\$0.00	\$6.30	\$0.00	\$6.50	\$0.00	\$8.25	\$0.00	\$7.60	\$0.00
41)	HMA, 2C, 3"	0 Syd	\$12.00	\$0.00	\$11.60	\$0.00	\$13.50	\$0.00	\$13.00	\$0.00	\$15.20	\$0.00
42)	Curb and Gutter, Conc, Det F4	0 Ft	\$25.00	\$0.00	\$14.50	\$0.00	\$14.50	\$0.00	\$14.61	\$0.00	\$18.50	\$0.00
43)	Curb and Gutter, Conc, Det F4, Modified	0 Ft	\$25.00	\$0.00	\$14.50	\$0.00	\$14.50	\$0.00	\$15.05	\$0.00	\$18.50	\$0.00
44)	HMA, Approach	0 Syd	\$35.00	\$0.00	\$32.00	\$0.00	\$70.00	\$0.00	\$25.00	\$0.00	\$44.50	\$0.00
45)	Conc Pavt, Nonreinf, 6 inch	0 Syd	\$54.00	\$0.00	\$52.50	\$0.00	\$52.50	\$0.00	\$49.07	\$0.00	\$85.00	\$0.00
46)	Restoration, Sod	0 Syd	\$3.00	\$0.00	\$9.85	\$0.00	\$10.00	\$0.00	\$10.00	\$0.00	\$7.00	\$0.00
TOTAL DIVISION B:				<u>\$0.00²</u>		<u>\$0.00</u>		<u>\$0.00</u>		<u>\$0.00</u>		<u>\$0.00</u>

CORRECTIONS

- ¹ Corrected bidder's extended price
- ² Corrected bidder's total price

May 5, 2015

CITY OF DEXTER

8140 Main Street
Dexter, MI 48130

Attention: Courtney Nicholls, City Manager

Re: **2015 Local Road Projects - Construction Services**

Dear Ms. Nicholls:

OHM Advisors (OHM) is pleased to submit this proposal for construction engineering, contract administration and observation for improvements included in the City's 2015 Local Road Program.

PROJECT UNDERSTANDING

City Council will have the opportunity on May 11, 2015 to award a contract to Cadillac Asphalt to complete asphalt paving in various areas of the city. In addition to the asphalt paving contract, the City Council has awarded an asphalt maintenance (cape seal) to Highway Maintenance. The construction schedule calls for work to begin in early July with asphalt paving happening first, followed by the cape seal application. The City proposes to utilize OHM to assist in Contract Administration and Construction Engineering on these projects.

The proposed scope of work for the project includes the construction of asphalt paving, cape seal placement and pavement markings.

SCOPE OF SERVICES

We offer the following scope of services for construction phase portion of the project:

Construction Observation

1. Full-time observation will be provided for asphalt paving and cape seal application. Daily field reports will be prepared documenting pay item quantities and general progress for the day. Specific items of work that have been included in this scope include:
 - a. Asphalt Paving (5 days @ 10 hours each)
 - b. Cape Seal Applications (12.5 days @ 10 hours each)
2. A senior construction technician will oversee and supervise observation and will communicate to the City staff.

Construction Engineering and Contract Administration

3. Assist the City in execution of the contract documents.
4. Convene a pre-construction meeting with the successful bidder and prepare meeting notes.
5. Conduct (3) Bi-weekly (or as determined) progress meetings to coordinate project details, and communicate project status.
6. A submittal log will be developed for review and approval of all shop drawings, catalogue sheets and



- samples related to the proposed work.
7. Respond to Contractor requests for information providing design clarifications or revisions as necessary.
 8. Request and review construction progress schedule from the Contractor. Progress will be monitored throughout the project to ensure timely construction of the contract work items.
 9. Prepare construction pay estimates. It is assumed that one (1) estimate will be prepared for each of the project (2 total).
 10. Assist in claim resolution and review and process any change order requests from the Contractor and provide recommendations on action to the City.
 11. Prepare a final punch list and monitor resolution of these items as well as final restoration until completion of the project.

Additional Services

The services outlined herein constitute the total obligation of the parties. If additional services are requested, they can be provided in accordance with OHM’s Hourly Rate Schedule for the year in which the services are performed or at an agreed upon fee.

Construction Testing Services

OHM Advisors will work with G2 Consulting to provide geotechnical services. An estimated cost of testing services based on G2’s standard rates has been provided in the fee table for your consideration.

FEE

The City will be invoiced monthly for services rendered on an hourly basis, with a not to exceed amount. Compensation due will be based on the actual hours worked during each phase of the project. For your consideration, effort for tasks within the scope of services is provided below. In addition, costs for testing are provided under additional services.

<u>TASK</u>	<u>FEE</u>
Construction Observation	\$15,225.00
Construction Engineering/Contract Administration	\$6,675.00
Materials Testing Services (TBD)	\$2,600.00
TOTAL CONSTRUCTION FEE	\$24,500.00

SCHEDULE

It is anticipated that asphalt paving project will begin shortly after July 1, 2015 with construction complete by the end of August 2015.



CONTRACT TERMS AND CONDITIONS

The attached Standard Terms and Conditions, dated March 2003 and as shown as Exhibit 1, are incorporated into this proposal by reference, with Section 7 omitted at the request of the City.

We thank you for this opportunity to provide professional engineering services. Please do not hesitate to contact us if you have questions. Should you find our proposal acceptable, please execute the agreement below and return a copy to us for our files.

Very truly yours,
OHM Advisors

Patrick M. Droze, P.E.
Project Engineer

City OF DEXTER
2015 LOCAL ROAD PROJECTS - CONSTRUCTION SERVICES
Construction Phase Engineering Services

Accepted By: _____

Printed Name: _____

Title: _____

Date: _____

Municipal Streets Fund Account Activity
Assumptions - Flat Millage Rate and Taxable Value; 3% Operating Cost Increase in Estimated Years

	Fund Balance at the end of 2013-2014	\$404,743	
2014-2015			
Revenue	Expected Millage	\$679,015	Actual
Revenue	Major/Local Streets Act 51/Interest	\$292,153	Fiscal Year End Estimate
Revenue	Bond Proceeds	\$800,000	Actual
Revenue	Dexter Crossing Road Contribution from Peters Building	\$10,000	Fiscal Year End Estimate
Revenue	Transfer in from DDA for Street Lights	\$111,100	Actual
Revenue	Transfer in from General Fund (use of public parking fund)	\$10,017	Actual
Revenue	Project Reimbursement from St. Joe's	\$10,575	Actual
Expense	Bond Issuance Cost	(\$18,333)	Actual
Expense	Retiree Health Care Cash Out	(\$18,403)	Actual
Expense	Central Street	(\$282,592)	Fiscal Year End Estimate
Expense	Ann Arbor Street	(\$318,406)	Fiscal Year End Estimate
Expense	Safe Routes to School	(\$30,000)	Fiscal Year End Estimate
Expense	Huron Street Outfall	(\$27,042)	Actual
Expense	Bond Payment	(\$78,066)	Actual
Expense	Local Streets Operating	(\$194,256)	Fiscal Year End Estimate
Expense	Sidewalk/Curb Work Major/Local	(\$44,392)	Actual
Expense	Major Streets Operating	(\$222,701)	Fiscal Year End Estimate
Expense	Municipal Streets Admin	(\$68,597)	Fiscal Year End Estimate
Expense	Crack Sealing	(\$35,089)	Actual
Expense	Road Improvement & Maintenance Plan	(\$653,620)	Actual
	Expected Fund Balance at the end of 2014-2015	\$326,106	Fiscal Year End Estimate
2015-2016			
Revenue	Expected Millage	\$723,300	Budget
Revenue	Major/Local Streets Act 51/Interest	\$280,200	Budget
Revenue	Countywide Road Millage	\$100,000	Budget
Revenue	Dexter Crossing	\$10,000	Budget
Expense	Local Streets Operating	(\$185,300)	Budget
Expense	Major Streets Operating	(\$221,400)	Budget
Expense	Municipal Streets Admin	(\$68,500)	Budget
Expense	Major/Local Contingency	(\$20,000)	Budget
Expense	Bond Payment	(\$83,100)	Budget
Expense	Third Street Stormwater	(\$25,000)	Budget
Expense	Retiree Cash Out	(\$12,200)	Budget
Expense	Crack Seal	(\$20,000)	Budget
Expense	Sidewalk Repair	(\$20,000)	Budget
Expense	Road Improvement & Maintenance Plan	(\$681,000)	Budget
	Expected Fund Balance at the end of 2015-2016	\$103,106	Budget
2016-2017			
Revenue	Expected Millage	\$745,000	2 Year Budget
Revenue	Major/Local Streets Act 51/Interest	\$280,200	2 Year Budget
Expense	Local Streets Operating	(\$142,200)	2 Year Budget
Expense	Major Streets Operating	(\$215,900)	2 Year Budget
Expense	Municipal Streets Admin	(\$69,500)	2 Year Budget
Expense	Major/Local Contingency	(\$20,000)	2 Year Budget
Expense	Sidewalk Repair	(\$30,000)	2 Year Budget
Expense	Bond Payment	(\$87,700)	2 Year Budget
Expense	Crack Seal	(\$20,000)	2 Year Budget
Expense	Road Improvement & Maintenance Plan	(\$330,000)	2 Year Budget
	Expected Fund Balance at the end of 2016-2017	\$213,006	2 Year Budget
2017-2018			
Revenue	Expected Millage	\$745,000	Estimate
Revenue	Major/Local Streets Act 51/Interest	\$280,200	Estimate
Expense	Local Streets Operating	(\$146,466)	Estimate
Expense	Major Streets Operating	(\$222,377)	Estimate
Expense	Major/Local Contingency	(\$20,000)	Estimate
Expense	Municipal Streets Admin	(\$71,585)	Estimate
Expense	Bond Payment	(\$86,970)	Actual
Expense	Road Improvement & Maintenance Plan	(\$200,000)	Estimate
	Expected Fund Balance at the end of 2017-2018	\$490,808	Estimate

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OFFICE OF THE CITY MANAGER

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

Memorandum

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

From: Justin Breyer, Assistant to the City Manager

Re: Consideration of: Award of 2015 Pavement Marking Bid

Date: May 5, 2015

On March 20, 2015, the City posted an Invitation to Bid for its 2015 pavement markings program. On an annual basis, the City hires a vendor to re-stripe street markings and re-apply paint to street stencils. The bids were due on April 17, and the City received responses from four (4) vendors.

Kohls Striping and Parking Maintenance - \$15,713
M & M Pavement Marking - \$17,786.20
R.S. Contracting, Inc. - \$19,653
P.K. Contracting - \$37,735

Kohls Striping and Parking Maintenance was the apparent low bidder. However, based upon the information included in Kohls' bid response, the vendor had experience with parking lot pavement work, but did not appear to have significant experience in traffic control. Given that the City experiences periods of heavy traffic, follow-up conversations were held with the vendor. During these conversations, the vendor did confirm a degree of experience in marking parking lots and low-traffic roads such as those in and around airports, but no local, major or highway road pavement marking experience. Following these conversations, Kohls retracted their bid.

Meanwhile, the second lowest bidder, M & M Pavement Marking, has significant road marking experience, including experience with traffic control measures. According to their bid documents, M & M has worked with the Livingston, Ingham and Lenawee County Road Commissions. M & M also performed the City of Dexter's pavement marking service for 2013 and 2014.

The breakdown of M & M's bid is attached to the following page. Funds will come from the professional service line in Major and Local Streets in traffic services.

The breakdown does include the markings on the portion of Dexter Ann Arbor Road that will be cape sealed, so it will either be removed from this contract or the work will be performed after the cape seal is complete, depending on contractor availability.

Staff recommends that Council award the bid to M & M Pavement Marking for the following work:

M & M Pavement Marking Line-Item Bid

Description	Length	Unit	Price/Unit	Total
Street - Center Lines - Skip Yellow	2600	L.F.	\$ 0.062	\$ 161.20
Street - Center Lines - Solid White	20000	L.F.	\$ 0.062	\$ 1,240.00
Street - Center Lines - Solid Yellow	46000	L.F.	\$ 0.062	\$ 2,852.00
Parking Lots - 4" White	12700	L.F.	\$ 0.18	\$ 2,286.00
Parking Lots - 4" Yellow	1100	L.F.	\$ 0.18	\$ 198.00
Parking Lots - 4" Blue	1200	L.F.	\$ 0.22	\$ 264.80
Parking Lots - Handicap Stencils	20	Each	\$ 6.00	\$ 120.00
Parking Lots - Convert 2 handicap spots into 3 regular parking spots	1	Each	\$ 50.00	\$ 50.00
Crosswalks - White - 24"	1800	L.F.	\$ 1.50	\$ 2,700.00
Crosswalks - White - 12"	800	L.F.	\$ 0.90	\$ 720.00
Crosswalks - White - 6"	3500	L.F.	\$ 0.70	\$ 2,450.00
Crosswalks - 24" Stop Bar	1300	L.F.	\$ 1.38	\$ 1,690.00
Stencils - "Only"	23	Each	\$ 40.00	\$ 920.00
Stencils - Left Arrow	15	Each	\$ 35.00	\$ 525.00
Stencils - Right Arrow	11	Each	\$ 35.00	\$ 385.00
Stencils - Thru Arrow	5	Each	\$ 35.00	\$ 175.00
Stencils - Railroad	5	Each	\$ 90.00	\$ 450.00
Stencils - "STOP"	5	Each	\$ 40.00	\$ 200.00
Stencils - "SCHOOL"	8	Each	\$ 50.00	\$ 400.00
Total				\$ 17,786.20

OFFICE OF COMMUNITY DEVELOPMENT

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Memorandum

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

From: Michelle Aniol, Community Development Manager

Re: Recommendation from Planning Commission regarding Zoning Ordinance Updates

Date: May 5, 2015

On Monday, May 4, 2015 the Planning Commission reviewed and discussed details and examples of updates to the Zoning Ordinance. Following the discussion, the Planning Commission voted unanimously to recommend that City Council proceed with Zoning Ordinance Updates, based on the report by the Community Development Manager.

If Council is satisfied with the information contained herein, a new proposal from Carlisle Wortman Associates (CWA) to update and reformat the Zoning Ordinance, based on this report could be provided for review and consideration by the Planning Commission and Council in June.

If you have any questions or comments, please let me know. Otherwise, staff looks forward to reviewing this report with Council.

As you will recall, on February 23, 2015 Council postponed action on the Planning Commission's recommendation to approve the revised Carlisle Wortman Associates proposal to update the Zoning Ordinance. Citing a lack of detail information, staff was directed to report on specific sections and sub-sections in the Zoning Ordinance that need to be updated, along with an explanation of why this action is needed. Staff drafted the requested report and reviewed it with the Planning Commission on May 4th. The following report contains the detailed information requested by Council and recommended by the Planning Commission, for your review and consideration:

1. General Concepts for Updating or Amending the Zoning Ordinance

- After the Master Plan is updated and/or amended. The City's last update of the Master Plan was in 2012.
- When a community is sued and loses. Luckily that hasn't happened.
- Whenever something comes up that hadn't been thought of. Two recently examples would be NUBC's tasting room and proposed food service uses in the RD district or oil and gas drilling operations.
- When user-friendly format would promote a better understanding of the zoning ordinance.
- When innovative planning principals that incorporate the lasted thinking in the art and science of city planning.
- Ensuring a legally sound, fair and defensible set of rules for the development of land within the City.
- When the regulations in the zoning ordinance have the potential to result in suburban type development (vehicle oriented design that separates uses, increases impervious surface) instead of fostering pedestrian oriented redevelopment that reflects the historic urban character, social and environmental diversity and improved economic viability desired in the

CBD Central Business, VC Village Commercial, and VR Village Residential zoning district in the City.

- It would be efficient and logical to update the ordinance at the same time it is reformatted.

2. Review Comments and Recommendations:

A. Article 2 Definitions:

1. Section 2.02 Definitions must be updated as a result of an amendment to the Zoning Enable Act (PA 110 of 2006) in 2008.
2. The definitions in the Zoning Ordinance are not consistent with the definitions provided in the Adult Foster Care Facility Licensing Act (PA 218 of 1879), as amended.
3. The terms "accessory", "ancillary", and "incidental" are often used interchangeably when discussing subordinate uses. Currently, the ordinance contains only a definition for accessory; not ancillary or incidental. The following definitions come from the Merriam-Webster English Dictionary:
 - Accessory – something added to something else to make it more useful, attractive or effective
 - Ancillary – providing something additional to a main part or function
 - Incidental - happening as a minor part or result of something else
4. The addition of graphics would greatly improve the ability to understand and interpret the regulations of this Article.

B. Article 3, General Provisions:

1. 3.02 Accessory Structures – This section focuses mainly on accessory structures within residential districts, such as attached and detached garages. It does not address accessory structures in commercial or industrial districts, such as clothing bins or solar arrays.
2. 3.06 Temporary Structures and Uses:
 - o Sub-section 2, temporary structures used for nonresidential purposes. This section does not have standards regarding electrical hook ups or that would prohibit connection to sanitary sewer and/or water; especially for construction trailers. At the very least there should be language added that prohibits temporary uses for non-residential purposes from connecting to public water and sanitary sewer.
 - o Sub-section 5, special events and other temporary uses:
 - The Zoning Administrator has the authority to grant temporary use of land and structures for special events and other temporary uses. Historically, the city's administrative assistant has approved these permits. If this practice is to continue, the text should be amended to indicate the "Zoning Administrator or her designee" has jurisdiction to approve special event or other temporary use permit.
 - This section is not consistent with the standards in Chapter 34 of the General Code of Ordinance's. A recent application for a temporary food cart in a public park brought this issue to light.
 - This section does not contain any provisions for special events or other temporary uses in public places. Recently an application was submitted to allow a temporary food cart in Monument Park during the summer concert series and during the week at lunch time. Consensus of staff and our Planning Consultant is that the provisions/standards in Chapter 34, Article II, Division 2, Peddlers, solicitors and transient merchants, in the City's General Code currently regulate special events and temporary uses, such as the proposed food cart, on public property. A long term solution to address this issue is needed.

3. Section 3.09 Streets, Roads and Other Means of Access. This section needs standards and graphics regarding corner visibility and unobstructed sight lines or clear vision zones (attached).
4. Section 3.12 Sidewalks. This section requires sidewalks to be installed for all developments requiring site plan approval. Unfortunately, it does not provide any standards for width, material of construction, ADA compliance, etc. In 2010 the City (then Village) adopted a Complete Streets Ordinance (attached). The Engineering Standards state that *any paving and/or right-of-way improvement should refer to the latest version of the Complete Streets Ordinance for design guidelines*. The Ordinance (Section 46-151 of the General Code) does not set specific standards other

the Zoning Ordinance was not updated accordingly. Thus we have a policy, but no standards to implement it.
5. Section 3.15 Reception Antennae – The Zoning Enabling Act (PA 110 of 2006, as amended) was amended earlier this year to prohibit local zoning from restricting amateur radio short wave antennas to any height less than 90 feet. In addition, zoning must conform to federal regulations. Currently, this section does not comply with these new regulations.
6. Section 3.17 Fences – staff finds the regulations of fences on corner lot confusing and the graphic provided does not provide any assistance.
7. Section 3.19 Exterior Lighting
 - o This section requires street lighting to conform to the City's Community Street Lighting Program. The City does not have a community street lighting program. DTE has a Community Street Lighting Program. Street lighting is regulated in the Engineering Standards. In June 2013 City Council suspended Section V, sub-section H.3 and required that the DDA create lighting plan for the DDA District. To the best of staff's knowledge, a lighting plan has not been developed.
 - o There is no consistency in the organization of the regulations.
 - o Exemptions to the provisions of Section 3.19 include airport lighting. The City does not have nor is it likely to have an airport.
8. Section 3.24 Wireless Communications Facilities. The Zoning Enabling Act (PA 110 of 2006) was amended in 2012 regarding wireless communications. The amendments included wireless communications jurisdiction restrictions and deadlines for processing and taking action on an application for special land use approval. New definitions were also added. The standards in section 3.24 of the Ordinance have not been updated to reflect the requirements of PA 110. There are also a couple of formatting errors.
9. The addition of graphics would greatly improve the ability to understand and interpret the regulations of this Article.

C. Article 5, Parking and Unloading:

1. Section 5.03 J. This section contains two paragraphs that basically say the same thing.
2. Section 5.05 Barrier Free Parking Requirements. This section needs to be updated, as follows:
 - in accordance with ADA Design Guidelines (attached),
 - to include van accessibility standards, and
 - to include graphic of barrier free car and van parking requirements

3. Section 5.06, sub-section H incorrectly cites Section 3.20 Exterior Lighting. Exterior Lighting is Section 3.19.
4. Section 5.08, sub-section A incorrectly sites Section 3.19 regarding parking and/or storage of recreational vehicles. Recreational vehicle parking is Section 3.18.
5. Section 5.09 allows for "payment in-lieu" of parking in the VC Village Commercial District. The Planning Commission/City Council should consider expanding this provision for certain for certain locations within the VR Village Residential Zoning District, as well; specifically for properties along Broad, Central and Grand Streets. These are streets for which streetscape improvements, including on-street parking are planned or have already been constructed or are planned for streetscape improvements.
6. The additional of graphics would greatly improve the ability to understand and interpret the regulations of this Article

D. Article 6 Landscaping :

1. Section 6.04 Required Parking Lot Screening
 - Sub-section A, in the table it states the minimum landscaping requirements are per Sections 6.02, 6.09 and 6.11. The requirements of this section are inconsistent with Section 6.09.
 - Sub-section B, Ann Arbor Road Corridor and Baker Road Corridor Required Parking Lot Screening from Public Streets. This sub-section states that parking lots which abut a public street in the ARC and BRC District must provide a landscape screen. It then sets forth 3 standards. It is not clear if each standard applies or if there is a choice.
2. Section 6.07 On-site landscaping. The second paragraph states "*For every new development except in the One Family Residential Districts, Two Family Residential Districts, Multiple Family Residential Districts, and Village Commercial and Central Business Districts, there shall be interior landscaping areas exclusive of any other required landscaping consisting of at least five percent (5%) of the total lot area.*" There is no zoning district titled Two Family District.
3. Figure 6.1 Parking Lot Landscaping – Perimeter Parking Lot illustrates the following two options:
 - *Berm option*, which shows a 3-foot high earthen berm, planted with one deciduous tree and six deciduous/evergreen shrubs.
 - *Landscape plantings/wall option*, which shows one deciduous tree, 5 deciduous shrubs and a wall of unknown height.

Neither of the options or Figure 6.1 are referenced or required in Section 6.08, Parking Lot Landscaping or anywhere else in the ordinance. In addition, Section 6.08 sets forth standards for interior parking landscaping, which is illustrated in Figure 6.2. However, Figure 6.2 is not cited in Section 6.08.

4. Section 6.11 Recommended Plant Materials. This section lists permitted deciduous and evergreen trees and shrubs. The first paragraph states that the list is not exclusive of trees permitted in the City and that other species may be approved by the Planning Commission. This is fine for projects that require Planning Commission review, but it creates an additional layer of bureaucracy for administratively reviewed projects/applications.
5. Section 6.12 General Layout and Design Standards, sub-section J. This sub-section sets forth the standards for berm. However, there are no requirements for berms in Article 6.

6. Section 6.14 Replacement Standards. This section should be updated if the intent of this section is to prevent the unnecessary removal of trees on public or private property. The first paragraph in this section states the intent is to prevent the unnecessary removal of trees prior to, during and following construction on a site. The phrase "prior to construction or following construction" is ambiguous.
 7. The additional of graphics would greatly improve the ability to understand and interpret the regulations of this Article.
- E. Article 7, Signs:
1. Section 7.03, Ground Signs.
 - Sub-sections A and D:
 - The Zoning Board of Appeals was recently asked for an interpretation to determine the number of ground signs allowed within non-residential zoning districts and business/shopping centers (Sub-sections A and D). This request resulted from an applicant's interpretation differing from staff and the Planning Consultants interpretations. Even though the applicant withdrew the request, staff and the Planning Consultant recognize these two sub-sections should be amended to remove any potential ambiguity.
 - According to sub-section A, up to two (2) ground signs may be permitted if a non-residential zoning lot exceed 400 linear feet. Section D, which deals with shopping centers, business centers, office parks, etc., does not allow extra signage for non-residential zoning lots that exceed 400 linear feet of road frontage.
 - Sub-section D states *one freestanding identification sign stating the name of the business center and major tenants therein may be erected for a shopping center, office park, industrial park or other integrated group of stores, commercial buildings, office buildings or industrial buildings.* This sub-section goes on to state *"the sign area shall not exceed one square foot per front foot of building or buildings...; however such signs shall not exceed 60 square feet in area and may be up to 10 feet in height.* These standards are designed for a mall, not a strip commercial center, which do not have anchor or major tenants.
 2. Section 7.07 Temporary Signs.
 - The heading of sub-section (2) is Construction Signs. The heading of sub-section (4) is Real Estate/Construction Signs. Each sub-section contains different sign area and height standards. However, sub-section (4) does not cite construction signs other than in the heading.
 - Sub-section (5) sets forth the standards for Temporary Commercial Signs. There is no definition of temporary commercial signs in the ordinance.
 3. In sub-section (6)B identifies municipal streetscape banners as the community special event sign, and states that the banners must follow the provisions and specifications listed on the permit and are subject to permit approval. Any provisions, specifications and/or regulations regarding municipal streetscape banners should be set forth in the Zoning Ordinance and/or in the General Code of Ordinance. The permit application should reflect the provisions, specifications and/or regulations in the Zoning Ordinance and/or General Code of Ordinances. Additionally, Community special event signs should be a header for municipal streetscape banner regulations and institutional signs regulations, which are set forth in sub-section (6)C.

4. Section 7.08, Signs in the Public Right-of-Way. This section begins by stating that no signs are allowed in the public right-of-way, and then provides some exceptions. For example, sub-section (1) allows states that signs erected on behalf of a governmental or other public agency to post legal notices, identify public property, convey public information, and direct or regulate pedestrian or vehicular traffic. This sub-section should be amended to require a permit and set forth regulations that may allow signage in certain situations; otherwise public agencies, such as Dexter Schools will continue to install signage in the public ROW.
5. The additional of graphics would greatly improve the ability to understand and interpret the regulations of this Article.

F. Article 8 Special Land Uses:

1. Section 8.02, sub-section B.2 states the notice (for a public hearing) to a property owner/occupant must be given not less than 5 days or more than fifteen day before the date of the hearing. The Zoning Enable Act (PA 110 of 2006, as amended) was amended in 2008 to require that the public hearing notice to a property owner/occupant must be given not less than 15 days before the public hearing.
2. Section 8.11 Special Land Use Specific Requirements:
 - Sub-section A lists all the **uses** requiring special approval. Sub-section B lists these same uses, along with the specific standards. This is duplicative and inconsistent with other sections of this and other Articles of the Zoning Ordinance. For example:
 - Sub-section A1 states *accessory apartment on upper floors or commercial buildings*, but sub-section B1 states *accessory apartment on of floors of mixed-use buildings*.
 - Sub-section A6 states *arcades and similar devices at public commercial mechanical amusement device centers*, but B6 states *Arcades, mechanical amusement devices and similar devices*.
 - Sub-section B26 set forth height, lighting, signage and fencing regulations for Radio, Television and Cellular Phone Towers. These regulations are not consistent with the regulations in Section 3.24 Wireless Communication Facilities, which regulates the same uses.
 - Sub-section B1 states *housing above retail is encourage in the Village Commercial and Central Business District. These units are designed for singles, younger couples and elderly people without children*. That line should be eliminated.
 - The special use section could be simplified to contain the following sections:
 - Intent
 - Procedures and requirements, including review in accordance with site plan review procedures, public hearing requirements, and Planning Commission and City Council review and action.
 - Standards for granting special use approval

A separate Article titled *Development or Supplemental Standards* or something to that effect, could be established for the standards currently listed in sub-section B.

G. Article 9 Establishment of Zoning Districts and Map:

1. Section 9.01 identifies the zoning districts; however it does not include the Overlay Districts. In addition it identifies EP Environmental Protection District as a non-residential district. There is no EP district shown on the Zoning Map nor are there any regulations.
- H. Article 10 R-1A and R-1B One Family Residential District:
1. Section 10.03 Special Land Uses in VC District. The following use(s) is identified as special uses in the VC Village Commercial District; however the use(s) is not listed as special uses in Article 8, nor are there specific provisions, requirements or development standards to guide a decision.
 - Section 10.03, sub-section B lists *Farms on lots having an area of not less than ten (10) acres* as a special land use. However, that same use is not listed as a special land use in Article 8, Special Land Uses, nor are there specific provisions/requirements to guide a decision.
- I. Article 11 VR Village Residential District:
1. Section 11.03 Special Land Uses in the VR District. The following use(s) is identified as special uses in the VR Village Residential District; however the use(s) is not listed as special uses in Article 8, nor are there specific provisions, requirements or development standards to guide a decision.
 - Sub-section B *Activity center buildings specifically for the elderly when on a minimum size of two (2) acres.*
 - Sub-section C *Public swimming pools, parks, playgrounds, and playfields.*
 - Sub-section E *Government or community-owned buildings.*
 - Sub-section J *Professional and Business Offices.*
 - Sub-section K *Retail sales of goods and services.*
 - Sub-section L *Restaurants except drive-through facilities.*
- J. Article 12 Multiple Family Residential District:
1. Section 12.03 Special Uses in the Multiple Family District. The following use(s) is identified as special uses in the MFR Multiple Family Residential District; however the use(s) is not listed as special uses in Article 8, nor are there specific provisions, requirements or development standards to guide a decision.
 - Sub-section A *Public swimming pools, parks, playgrounds, and playfields n.*
 - Sub-section C *Public and private nurseries for children, primary and secondary non-profit schools, and colleges and universities.*
 - Sub-section D *Boarding and rooming houses.*
 - Sub-section G *Adult Congregate Care.*
- K. Article 14 C-1 General Business District:
1. Section 14.03 Special Land Uses in the C-1 General Business District. The following use(s) is identified as special uses in the C-1 General Business District; however the use(s) is not listed as special uses in Article 8, nor are there specific provisions, requirements or development standards to guide a decision.
 - Sub-section I *Bars serving alcohol.*

- Sub-section J *Showroom and sales of new automobiles and the display and sale of used cars when in conjunctions with a showroom and sale of new units thereof; and repair of same when in conjunction with a showroom and sales of new units thereof.*
- Sub-section L *Cleaning establishments when in compliance with fire regulations and all other City ordinances relating thereto.*
- Sub-section Q *Single family, two-family and multiple family dwelling units above the ground floor.*
- Sub-section R *A dwelling unit of a resident manager or owner is permitted on the ground floor.*
- Sub-section U *Mixed Use Developments.*
- Sub-section T *Government or Community owned buildings.*

L. Article 14A PB Professional Business District:

1. Section 14(A).03 Special Land Uses in the PB Professional Business District. The following use(s) is identified as special uses in the PB Professional Business District; however the use(s) is not listed as special uses in Article 8, nor are there specific provisions, requirements or development standards to guide a decision.
 - Sub-section C *The business office of an establishment, which provides service to its customers off-site, such as electricians, decorators, plumbers, heating and air conditioning installers, but not to include retail sales, personal services, wholesaling or warehousing. A workshop with material storage incidental to the service is permitted.*

M. Article 15 VC Village Commercial:

1. Section 15.03 Special Land Uses in the VC Village Commercial District. The following use(s) is identified as special uses in the VC Village Commercial District; however the use(s) is not listed as special uses in Article 8, nor are there specific provisions, requirements or development standards to guide a decision.
 - Sub-section A *Food establishments, retail over 2,000 square feet of gross floor area but not to exceed 10,000 square feet of gross floor area: such as for the sale of groceries, fruit and meat; baked goods; and dairy products.*
 - Sub-section C *Bars/Taverns/Lounges*
 - Sub-section D *Vocational and technical training facilities.*
 - Sub-section F *Service Establishments of an office/workshop/retail outlet or showroom nature, such as plumbing, electrician, interior decorating, dressmaking, tailoring, upholstery, hose appliance and similar establishments of similar character subject to the provision that not more than fifty (50) percent of the total useable floor area of the establishment shall be used for servicing, repairing, or processing activities.*
 - Sub-section I *Private clubs, fraternal organizations, and lodge halls.*
 - Sub-section K *All buildings over 10,000 square feet gross floor area require a special use permit per Article 8.*
 - Sub-section H lists small animal clinics. For consistency with Article 2 and 8, sub-section H should be amended as Veterinary Clinics and hospitals-small animals.

N. Article 15A CBD Central Business District:

1. Section 15(A).03 Special Land Uses in the CBD Central Business District. The following use(s) is identified as special uses in the CBD Central Business District; however the use(s) is not

listed as special uses in Article 8, nor are there specific provisions, requirements or development standards to guide a decision.

- Sub-section A *Food establishments, retail over 2,000 square feet of gross floor area but not to exceed 10,000 square feet of gross floor area: such as for the sale of groceries, fruit and meat; baked goods; and dairy products.*
- Sub-section C *Bars/Taverns/Lounges*
- Sub-section E *Service Establishments of an office/workshop/retail outlet or showroom nature, such as plumbing, electrician, interior decorating, dressmaking, tailoring, upholstering, hose appliance and similar establishments of similar character subject to the provision that not more than fifty (50) percent of the total useable floor area of the establishment shall be used for servicing, repairing, or processing activities.*
- Sub-section I *All buildings over 20,000 square feet gross floor area require a special use permit per Article 8.*
- Sub-section H lists small animal clinics. For consistency with Article 2 and 8, sub-section H should be amended as *Veterinary Clinics and hospitals-small animals.*

O. Article 16 I-1 Limited Industrial District:

1. Section 16.03 Special Land Uses in the I-1 Limited Industrial District. The following use(s) is identified as special uses in the I-1 Limited Industrial District; however the use(s) is not listed as special uses in Article 8, nor are there specific provisions, requirements or development standards to guide a decision.
 - Sub-section A *Restaurants and cafeteria facilities and child care facilities for employees when in a separate building. This provision does not apply to such facilities when provided as an incidental use within a principal building.*
 - Sub-section B *Bus, truck, taxi and rail terminals.*
 - Sub-section C *Open air display for the sale of manufactured products, such as or similar to garden furniture, earthenware, hardware items and nursery stock, or the rental of manufactured products or equipment, such as household equipment, small tools, pneumatic-tired two and four wheeled utility trailers, pneumatic-tired cement mixers, wheelbarrows, rollers and similar products or equipment. Open air business is listed as a special use in Article 8, but specifically in regards to commercial outdoor display, sales and storage.*
 - Sub-section D *Warehousing and material distribution centers and contractors' establishments provided all products, material, and equipment are stored within an enclosed building.*
 - Sub-section E *Light-metal cutting.*
 - Sub-section G *Radio, television, microwave, and cellular phone towers. Refer to notation F.2.a.3, above.*
 - Sub-section H *Any wholesale business including warehouse and storage buildings, lumber yards, building material yards dealing in unused material, but not including junkyards or used auto wrecking establishments or business handling wastes, coal yards, junk; the incubation, raising or storing of poultry; the slaughtering of animals or, poultry; and those businesses which are offensive by reason of odor, dust smoke or vibration to the surrounding neighborhood.*

P. Article 12 RD Research and Development District:

1. Section 17.02 Permitted Principal Uses. Food processing and production is a permitted principal use in the RD District. Micro-breweries, wineries, distilleries and meaderies fall under the food product processing/production designation. These uses are associated with a growing craft food/beverage industry in Michigan and across the United States. Craft food/beverage producers have been able to expand their market share and grow their business' by adding a tasting room and/or on-site food and beverage service. Communities have, generally, found this type of establishment acceptable in downtown and commercial districts. However, as a company's food/beverage production increases the options for maintaining a downtown presence decreases. The reality is that larger facilities, which will accommodate food/beverage producers' needs, are most often found in industrial parks. Zoning in industrial parks has traditionally separated manufacturing uses from commercial/retail uses. A discussion regarding this issue will be on the Planning Commission's May 4th agenda.
2. Section 17.03 Special Land Uses in the RD Research and Development District. The following use(s) is identified as special uses in the RD Research and Development District; however the use(s) is not listed as special uses in Article 8, nor are there specific provisions, requirements or development standards to guide a decision.
 - Sub-section A *Restaurants and cafeteria facilities and child care facilities for employees when in a separate building. This provision does not apply to such facilities when provided as an incidental use within a principal building.*
 - Sub-section B *Bus, truck, taxi and rail terminals.*
 - Sub-section C *Any permitted use producing more than 70 decibels at the property line when such use is completely enclosed and when located in the interior of the district so that no property line shall form the exterior boundary of the RD district.*
 - Sub-section D *Recycling centers.*
 - Sub-section E *Personal fitness centers.*
3. Section 17.04 Required Conditions, sub-section 6 identified uses that are forbidden within the RD District. Initially staff's interpretation was that these uses were prohibited as stand-alone operations. However, others have interpreted this list as pertaining to both stand-alone operation and operations subordinate to a principal use. These provisions cannot be interpreted both ways; otherwise there are conflicts. For example, if the interpretation is that the forbidden list pertains to subordinate uses, then retail commercial business, which is listed as a forbidden use would be in direct conflict with sub-section K, which designates retail/showroom for goods manufactured on site or in conjunction with site operations, subject to a maximum 15% of total gross floor area as a permitted use.

Q. Article 13 Public Park: This section does not contain any provisions for special events or other temporary uses in public places. The General Code regulates these types of temporary uses. Recently an application for a temporary food cart to be placed in Monument Park during the summer concert series and during the week at lunch time. Consensus of staff and our Planning Consultant is that the provisions/standards in Chapter 34, Peddlers, solicitors and transient merchants in the City's General Code currently apply to special events or other temporary uses, such as food carts. A long term solution to address this issue is needed.

R. Article 19 Planned Unit Development:

1. Staff's recommendations for amendments to the PUD District are well known. Currently, the Area Plan review and approval process (Section 19.08) does not require sufficient detail for

decision making; however the current standards require the Planning Commission and City Council to take action on, what amounts to, a concept plan. Furthermore, the development agreement is based on an approve area plan. Staff's recommendation is to amend the PUD section to replace the Area Plan review and approval process with a conceptual plan review process, which would allow an applicant the chance to bring forth a general concept plan for review and input from Planning Commission and City Council, but would not require any action. This process would allows an applicant to get the valuable feedback needed before going to the time and expense of putting together a detailed preliminary and final PUD site plan.

2. There are a couple of formatting and cross-reference errors that need to be cleaned up.
3. The flow chart should be updated and cross-reference errors corrected.

S. Article 20 Schedule of Regulations:

1. Footnote 6 states that corner lots have two front yards and are must maintain front yard requirement for each street frontage. Currently and historically, applications for zoning compliance state that corner lots have two front yards and two side yards. Footnote 6 should be amended for consistency.
2. The additional of graphics would greatly improve understanding of the yard requirements in footnotes 3, 4 and 5.

T. Article 21 Site Plan Review and Approval:

1. Section 21.02, Uses Requiring Site Plan Review, sub-section 1 identifies the circumstances that would require the site plan review and approval, while sub-section 2 identifies the circumstances in which a site plan is not required.

Section 21.04, titled Application for Site Plan Review, identifies the requirements, process and procedures for Planning Commission review and consideration of a site plan , while Section 21.06, titled Administrative Review, identifies the provisions that allow the Zoning Administrator, not the Planning Commission, to review and approve site plans.

- Review and approval of a site plan for a proposed use/structure and/or development/circumstance is clearly either the responsibility of the Planning Commission or the Zoning Administrator. However, it is not clear who has authority to review and approval a proposed use/structure and/or development/circumstance that do not require a site plan.
2. According to Section 21.02, sub-section 2.E, a site plan is not required for any proposed building additions, exterior remodeling or exterior alterations that do not increase the existing area of a building by more than ten (10) percent and do not require off-street parking in additional to that already provided.
 - The intent of this provision is unclear.
 - Was the intent to allow for administrative review/approval for small projects? If so, there are two issues; first, administrative review/approval is tied to a site plan and second, administrative review/approval is permitted for expansions/additions of 1,000 square feet of less (Section 21.06, sub-section A.1).
 - If not, how does the Planning Commission review such a proposal without a site plan?
 3. There are no review standards, processes and requirements for Plats and Condominium developments.

4. There is no requirement that condominium documents (i.e. Master Deed and Bylaws) be reviewed and/or approved as part of the Site Plan Review and/or PUD review and approval process.
 5. There is no reference to the City's subdivision control ordinance, which should also be reviewed to ensure its standards and regulations are up to date.
 6. A flow chart illustrating the Site Plan Review process should be provided.
- U. Article 22 Administration and Enforcement:
1. Section 22.03 Certificate of Zoning Compliance
 - Sub-section J sets forth the requirements for a plot plan. This section must be updated for consistency with the zoning compliance application requirements.
- V. Article 24 Board of Zoning Appeals:
1. This article needs to be amended for consistency with the new City Charter, which uses the term *Zoning Board of Appeals*.
 2. Section 23.03 Amendment Procedure; Public Hearing and Notice, sub-section A states that notice of the public hearing shall be given as required by the Michigan Zoning Enabling Act (PA 110 of 2006), as amended. This type of standard forces an applicant to research and find this information. Since public notification requirements are detailed elsewhere in the Ordinance, (i.e. Section 8.02b), Section 23.03 could be amended to reference these public notification standards.

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