



# DEXTER TOWNSHIP

6880 DEXTER-PINCKNEY ROAD  
DEXTER, MI 48130

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DIANE RATKOVICH  
SUPERVISOR

MICHELLE  
STAMBOULELLIS  
CLERK

MARIS METZ  
TREASURER

JEFF MCDOLE  
LAURA SANDERS  
KAREN SIKKENG  
KAREN NOLTE  
TRUSTEES

## Board of Trustees – Meeting Agenda Tuesday, June 21, 2022 6:00 PM

1. Call to Order
2. Pledge of Allegiance
3. Roll Call/Supervisor's Remarks / Conflict of Interest Check
4. 1<sup>st</sup> Call for Public Comment: *(Please state your name and address and limit comments to 3 minutes)*
5. Approval of the Agenda
6. Approval of the Minutes: May 17, 2022
7. **ORAL REPORTS**
  - A. Introduction of Abigail Norsworthy – *Supervisor*
  - B. Director of Planning & Zoning Up-date - *DPZ*
8. **OLD BUSINESS**
  - A. Motion to Sell or Rent 6900 Dexter-Pinckney House
  - B. Discussion of 25.66 acres owned by Dexter Township.
9. **NEW BUSINESS**
  - A. Approval for Summer 2022 Tax Bill Postage – *Treasurer*
  - B. Portage Lake Fire Works – *Supervisor*
  - C. Consideration of Monitoring System for Outside Warning System (OWS)- *Supervisor*
  - D. Motion to approve revisions to Ordinance #37 for the Open Space and Land Preservation – *Clerk*
10. **RESOLUTION DISCUSSION**
  - A. Styrofoam Recycling & Film Plastic Recycling Program – *Clerk*
    - i) # 22-653
  - B. Rezoning - *DPZ*
    - i) # 22-PC-208
    - ii) # 22-PC-209
11. **AUTHORIZATION OF PAYMENTS**
  - A. General, Fire, Police, Fire Sub-Station, Multi-Lakes Enterprise & Agency Fund Payments – Michelle Stamboulellis – *Second run to be distributed at Board meeting -Attached*
12. Call for Public Comment
  - A. Letters of concern regarding trash pick-up- *Supervisor*
13. Comments and/or Concerns of Board Members
14. Future Agenda Items
  - i)
  - ii)
  - iii)

## 15. Adjournment

The next regularly scheduled meeting of the Dexter Township Board is: **Tuesday, July 19, 2022, 6:00 PM**

Some of the following items are attached to the packets for Board members. Staff reports and all other supporting documents can be obtained at the Township Hall during normal business hours.

1. Supervisor's Report
2. Clerk's Report - *Attached*
3. Treasurer's Report – *Attached*
4. Director of Planning & Zoning
5. Dexter Township Senior Center
6. Chelsea Area Construction Agency
7. Chelsea Area Fire Authority
8. Chelsea District Library
9. City of Chelsea Council Chambers – *Attached*
10. Dexter Area Fire Department
11. Dexter District Library
12. Huron River Watershed Council
13. Multi-Lakes Sewer Authority
14. Open Space and Land Preservation – *Attached*
15. Planning Commission - *Attached*
16. Portage-Base Sewer Authority
17. Local Roads Committee
18. Washtenaw Area Transportation Study (WATS)
19. Washtenaw Area Value Express (WAVE)
20. Washtenaw Broadband Initiative
21. Washtenaw County Road Commission
22. Washtenaw County Sheriff Traffic Counts
23. Western Washtenaw Recycling Authority

*The Dexter Township Board will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting, to individuals with disabilities at the meeting upon seven days' notice to the Dexter Township Board.*

*Individuals with disabilities requiring auxiliary aids or services should contact the Dexter Township Board by writing or calling the Office Manager at the address and phone number printed at the top of this agenda.*

Diane Ratkovich  
*Supervisor*  
Michelle Stamboullis  
*Clerk*  
Maris Metz  
*Treasurer*,  
Jeffrey McDole  
Karen Nolte,  
Laura Sanders,  
Karen Sikkenga,  
*Trustees*

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## REGULAR MEETING OF THE DEXTER TOWNSHIP BOARD TUESDAY MAY 17, 2022 6:00PM

**Location: Dexter Township Hall, 6880 Dexter-Pinckney Rd., Dexter, MI**

**CALL to ORDER:** Supervisor Ratkovich called the meeting to order at 6:01 PM.

**PLEDGE of ALLEGIANCE:** Recited by all.

**ROLL CALL:** Present – Ratkovich, Stamboullis, Metz, Sanders, and Nolte.

Absent with notice: McDole and Sikkenga. Also present: Janis Miller, Recording Secretary.

Absent with notice: David Rohr, Director of Planning and Zoning

### **SUPERVISOR'S REMARK/CONFLICT OF INTEREST:**

Supervisor Ratkovich wanted to wish everyone a happy and safe Memorial Day. 1) She shared a story and picture from a local veteran, which is on the Dexter Township website, 2) She thanked Mike Zsenyuk, Zoning Officer, for hanging the flags in the cemetery. 3) The Board meeting is livestreamed tonight as the township is working through upgrades to the system. 4) Jim Harmon, Director of the Washtenaw County Road Commission will be retiring on June 15<sup>th</sup>. A

replacement has not been announced. 5) Thank you to everyone, all the volunteers and especially Karen Nolte who led the clean-up, for the great Clean-Up Day on Saturday as this is a great service to the community. 6) Thank you to Colleen Coogan, from Woodhill Consulting, who helped the township accomplish the established goals set a year ago. (A. Prepare an investment strategy with the Treasurer including a cash flow analysis, streamlining of investments options, a template for State required investment report to the Board, and review of investment policy; B) Preparation of Federal and State compliance reporting deadlines for existing activities; C) Provide a gap analysis of existing financial policies; D) Review the Budget process and document for best practices; E) Review BS&A Financial program setup, data entry practices and financial reporting: make recommendations to improve effectiveness and efficiency where needed; F) Review Treasurer tax collection and disbursement practices including interface with the general ledger and make recommendations to improve effectiveness and efficiency where needed; G) Provide other resources and support as needed.)

Her [Colleen Coogan] contract has come to an end although she will be available if needed. No Board member conflicts of interest with items on the agenda.

**1<sup>st</sup> CALL TO THE PUBLIC:** Opened 6:05 PM. No public comments.

### **APPROVAL of the AGENDA:**

Changes to the agenda presented for the regular meeting: under Oral Reports add 7d Election Manager and information on the Election Commission Duties and Purposes by Clerk Stamboulellis.

Discussion: Nolte had some questions she would like to have answered and wondered if they could be added to the agenda. Supervisor Ratkovich said she could address those questions in #13. Other Issues, Comments and Concerns of Board Members.

Motion by Metz to approve the agenda as amended. Motion seconded by Sanders.  
All ayes. Motion carried.

**APPROVAL of the MINUTES:**

April 19, 2022 Township Board Regular meeting minutes.  
Motion by Sanders to approve the regular meeting minutes from April 19, 2022 meeting as presented. Motion second by Metz. All ayes. Motion carried.

April 19, 2022 Township Board Closed Session meeting minutes.  
Motion by Sanders to approve the closed session minutes as presented. Motion second by Metz.  
All ayes. Motion carried.

**ORAL REPORTS:**

- A. Presentation from Multi Bank Securities Inc. – Kathryn Taornina  
Kathryn shared who Multi Bank Securities is: Goal is to deliver quality services, sound financial solutions by dedicating their resources exclusively to the fixed income environment. As a fixed income broker/dealer, they bring deals to the market for their customers. They offer to keep our investments safe with a third-party safe keeper, which is part of Public Act 20. Customers experience MBS differences: **Stability**, MBS is a privately held fixed securities broker/dealer serving over 5,000 institutional clients nationwide, with headquarters in Southfield Michigan; **Veteran status**, MBS is a Veteran owned firm with certification as a service disabled owned business by the National Veteran Owned Business Development Council; **Investment product**, MBS specializes in a broad spectrum of fixed income investment products and services; **Underwriting**, MBS is an approved underwriter for all the agencies as well as underwrite CD's, Corporate Bonds, Municipal Bonds and Mortgage backed securities; **Proprietary technology**, online investment platform, called e-connect direct, a tool that allows the client to compare offerings from hundreds of dealers all at once with the ability to manage the portfolio online with great reporting capabilities; and **value-added services** including portfolio analysis, third party safekeeping called Pershing, licensed in all 50 states, no regulatory sanctions in 34 years of business either against MBS it's account reps or officers.

Insert New Business D. Approval of the Local Roads Committee:  
Due to absence of Karen Sikkenga tonight, Mark Teicher reported on the formation of the committee, brief meeting of members on Zoom, and asked the Board of Trustees to approve the committee members as presented: Lois Beerbaum, Patrick Casady, Christy Maier, Karen Sikkenga, Mark Teicher, Charles Wolf, Tom Zatkovich and WCRC Rep. Adam Lape.

Motion by Nolte to approve the seven individuals on the attached list as presented to the Dexter Township Road Committee. Motion second by Metz.

Roll Call Vote: Yea – Sanders, Stambouellis, Nolte, Metz, Ratkovich;

Nays – McDole and Sikkenga; None; Absent – None. Motion carried 5-0.

- B. Amendment to the Investment Policy – Treasurer Metz  
Investment Policy, Resolution #21-626, approved by the Board of Trustees on September 21, 2021. Amendment to page 7, Safekeeping and Custody: “The purchase and sale of securities and repurchase agreement transaction shall be settled on a delivery versus payment basis *and/or cash account* upon the discretion of the treasurer.”

Motion by Metz to amend page 7 of the Investment Policy by changing the wording to “and/or cash accounts”. Motion second by Sanders. All ayes. Motion carried.

- C. Notification of New Position, Executive Administrative Assistant – Supervisor Ratkovich  
Update on hiring an Administrative Assistant; working with Express (an administrative hiring firm). Candidate coming in next week for a meet and greet. An ad will run in the Sun Times newspaper.

- D. (added) Discussion on Election Manager and information on the Election Commission Duties and Purposes - Clerk Stambouellis

A) For transparency and respect for the Board, the Clerk will engage the Election Commission Committee (comprised of the Supervisor, Treasurer and Clerk as Chair) the first week of June. Date and times of the meetings will be posted to comply with the Open Meetings Act. Handout on purpose and duties of the Election Commission Committee.

B) Seeking compensation for an Election Manager to assist the Clerk with the upcoming 2022 Primary and General elections. The budget contains a line item for an Election Manager. Handout of the Election Manager assistance duties.

Motion by Sanders to appoint Janis Miller as the Election Manager starting May 17, 2022. Motion second by Metz. All ayes. Motion carried.

### OLD BUSINESS:

- A. Finalize Ground Maintenance Approval

Discussion: The Fire Station grounds needs mowing as residents have noticed the tall grass. Stambouellis would like the contract to state “No Round-Up”. The Outdoor Warning sirens are mowed four times a year.

Motion by Nolte to authorize Supervisor Ratkovich to sign a contract with K. B. Services for the mowing from May through November. Motion second by Metz.

Roll Call Vote: Yea – Stambouellis, Sanders, Nolte, Metz, Ratkovich; Nays – None;

Absent – McDole and Sikkenga. Motion carried 5-0.

- B. Discussion on 6900 Dexter Pinckney House plan

Discussion: Keep the property for possible future expansion of the Township recycling program. The property is costing the Township each month with taxes, management fees,

and upkeep. Sell the house as the previous owners would like to buy the property, possibly including a clause of "first refusal" to sell back to the Township. Rent the house for another year and then make the decision what to do with the property. Decision tabled to June Board meeting when missing board members are present.

### NEW BUSINESS:

- A. Discussion on creating a Wake Ordinance for Halfmoon and Dexter Township portion of Blind Lake – Trustee Nolte

Currently we have ordinances to cover watercraft speed control within 100 ft of shore, dock, raft, etc. for most lakes within our Township. It appears no ordinance of such has been put into place for Halfmoon Lake and the portion of Blind Lake that falls in Dexter Township. Ordinance 3-C was in the Board packets as an example of what is needed on Halfmoon. Trustee Nolte is creating a Halfmoon Lake Association. Trustee Nolte decided the issue needs to go before the Zoning Board and she will contact DPZ Rohr to put it on their agenda.

- B. Amendments to Conflict-of-Interest Policy

Supervisor Ratkovich stated that a member of the ZBA brought to her attention that the conflict-of-interest terminology regarding staff and committee members is not accurate. She presented a marked-up copy for review.

Motion by Nolte to revise the Conflict-of-Interest Policy as attached, with the strikeouts, and resubmit to every Board member, staff, and committee members. All ayes. Motion carried.

- ~~C. Confirm Release of approved ARPA Funds to Multi-Lakes per budget~~

Expenditure of budgeted funds for Stantec [Consulting Michigan Inc.] to evaluate MLWSA efficiency and possible expansion.

Discussion: This is Dexter Township General Funds disbursement not ARPA funds. Giving longevity by expanding customer base and setting long-term goals. Fifty-seven percent of Multi-Lakes customers are in Dexter Township. Dexter Township has the most voice on the Multi-Lakes Board. Not included is asset management as that evaluation could cost around \$80,000.00. Lyndon Township is working to bring customers from another sewer system.

Motion by Nolte to approve the Stantec proposal as submitted, the Supervisor to sign the proposal, and we get to work with Multi-Lakes and then share the results with Multi-Lakes. Motion second by Metz.

Roll Call Vote: Yea – Metz, Stamboullis, Sanders, Nolte, Ratkovich; Nays – None; Absent – McDole and Sikkenga. Motion carried 5-0.

- D. Approval of the Local Roads Committee – see above in Oral Reports

- E. Approval of North Lake Fireworks

Motion by Nolte to approve the application for North Lake Fireworks on July 2<sup>nd</sup> with a rain date of July 3<sup>rd</sup>, with all forms being approved. Motion second by Stamboullis. All ayes. Motion carried.

**RESOLUTION DISCUSSION:**

- a. Consideration of Verbiage for Land Preservation Millage – Resolution #22-652  
 Discussion: Clerk Stamboulellis worked with OSLP Consultant Barry Lonik to craft the language for this ballot proposal. She needs to turn it into the County by August 16<sup>th</sup>. Attorney Roberts has reviewed the language. The OSLP Committee is seeking Board approval of the proposal language.

Supervisor Ratkovich states the motion: To approve Resolution #22-652: A resolution to approve the Ballot Language for a .5 Millage, from Dexter Township Open Space and Land Preservation Committee, to be placed on the November 8, 2022 General [Election] Ballot.

Nolte stated so made. Motion seconded by Metz.

Roll Call Vote: Yea – Nolte, Metz, Stamboulellis, Sanders, Ratkovich; Nays – None; Absent – McDole and Sikkenga. Motion carried 5-0.

**AUTHORIZATION of PAYMENTS** – Treasurer Metz

Motion by Metz to approve funds from: General Fund \$42,122.91, Fire Fund \$89,640.31, Police Fund \$41,376.51, Open Space and Land Initiative fund \$430.85, Multi-Lakes Enterprise Fund \$149,874.22, and Payroll \$31,297.86; for a grand total, including payroll, of \$354,742.66.

Motion second by Stamboulellis.

Roll Call Vote: Yea – Sanders, Metz, Nolte, Stamboulellis, Ratkovich; Nays – None; Absent – McDole and Sikkenga. Motion carried 5-0.

**2nd CALL TO THE PUBLIC:**

Opened 8:11 PM

Nick Bensinger, 6970 Dexter Pinckney Road.

He wanted to share his approval of the Community Cleanup (3 days ago, Sat. May 14) stating the committee did a great job and it was a wonderful service to the community.

**OTHER ISSUES, COMMENTS and CONCERNS of BOARD MEMBERS & STAFF:**

**Nolte:** Questions on a) exit of consultant Colleen Coogan, b) BS&A Software not installed in clerk’s office after Board approval (where is the money going?), c) Board notification if project not completed and approved expenditures not spent, and d) resident complaint regarding [unsupervised] plastic collection in township parking lot; email from staff at Chelsea High School regarding contacts (“trustee/clerk” Nolte, or “one of your clerks” Stamboulellis) for removal of plastic from the township parking lot

Motion by Nolte to authorize Karen Nolte to contact Trash Star for (metal) bins to collect plastic; to authorize Chelsea High School to pick up the plastic until further notice when we have an established plastics program; and authorize Diane to call this woman and apologize and find out what happened; and a public apology.

Supervisor Ratkovich restated the motion: Motion by Nolte to authorize Karen Nolte to contact Trash Star for (metal) bins to collect the plastic and authorize Chelsea High School to pick up the plastic until further notice. Motion second by Sanders.

Discussion: The plastic needs to stay dry. Chelsea High School will pick up until there is a sustainable plastic recycling program. Trash Star will deliver two large bins. Stamboulellis will bring her plan to the Board in June.

Roll Call Vote: Yea – Nolte, Metz, Stamboulellis, Sanders, Ratkovich; Nays – None;  
Absent – McDole and Sikkenga. Motion carried 5-0.

Second part of Nolte motion addressed in second motion: Motion by Ratkovich to authorize her to call Katy Fillion, Chelsea High School, apologize and to find out what the story is. Motion second by Nolte.

Discussion: The conversation needs to be shared with the entire Board before the June Board meeting. Nolte will notify Katy once the bins have been delivered.

Roll Call Vote: Yea – Sanders, Stamboulellis, Ratkovich, Metz, Nolte; Nays – None;  
Absent – McDole and Sikkenga. Motion carried 5-0.

**FUTURE AGENDA ITEMS:**

- i) Recycling Program
- ii) Watercraft ordinance for Halfmoon & Blind Lake
- iii) Staff Compensation Policy
- iv) Land Management of landlocked acreage the Township owns
- v) Notes/minutes from Executive Committee (Supervisor, Clerk, Treasurer) meetings.

**ADJOURNMENT:**

Motion by Nolte to adjourn the meeting. Motion second by Metz. All ayes. Motion carried.  
The meeting was **adjourned** at 9:05 PM.

Respectfully Submitted,

Michelle Stamboulellis, Clerk  
Dexter Township

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I, THE UNDERSIGNED, MICHELLE STAMBOULELLIS, THE DULY QUALIFIED CLERK FOR THE TOWNSHIP OF DEXTER, WASHTENAW COUNTY, MICHIGAN, DO HEREBY CERTIFY THAT THE FORGOING IS A TRUE AND COMPLETE COPY OF CERTAIN PROCEEDINGS TAKEN BY THE DEXTER TOWNSHIP BOARD OF TRUSTEES AT A REGULAR BOARD MEETING HELD ON THE 17<sup>TH</sup> DAY OF MAY 2022 AND THAT THE FORGOING MINUTES ARE THE DRAFT MINUTES FOR THE MEETING HELD ON THE 17, DAY OF MAY 2022.

MICHELLE STAMBOULELLIS, CLERK, DEXTER TOWNSHIP