



Resident Handbook

Spring 2020



WELCOME TO DEXTER!

Whether you are a long-time resident or new to the City, this handbook is designed to provide an overview of (almost) everything you need to know about living in Dexter. Every resident has a vested interest in keeping Dexter clean and attractive. Please follow these guidelines and do your part by maintaining your home and neighborhood. Together, we can keep the City of Dexter beautiful!

The City of Dexter (map shown below) is located between several townships including Scio Township, Webster Township, Dexter Township, and Lima Township. This handbook applies to City of Dexter residents only. Township residents should contact their township hall about any issues or concerns.



For more information about the City's programs or services, call (734) 426-8303 or visit the City's website at www.dextermi.gov.

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IMPORTANT PHONE NUMBERS

City Office (General Information)	(734) 426-8303
Animal Control	(734) 994-2911
Assessing	(734) 580-2231
City Clerk	(734) 580-2234
Code Enforcement	(734) 580-2235
Community Development	(734) 580-2233
Department of Public Works (DPW)	(734) 426-8530
Dexter Community Schools	(734) 424-4100
Farmers Market	(734) 580-2230
Fire (non-emergency)	(734) 426-4500
Garbage Pickup	(734) 580-2230
Home Toxics Reduction Program	(734) 222-3810
Library	(734) 426-4477
Michigan's Department of Health and Human Services	(734) 481-2000
Parks & Recreation	(734) 580-2234
Police (non-emergency)	(734) 994-2911
Treasurer	(734) 580-2231
Utility Billing	(734) 580-2232
Washtenaw County Building Department	(734) 222-3900
Washtenaw County Treasurer	(734) 222-6600
Water & Sewer	(734) 426-4572
Water & Sewer after hours emergency	(734) 368-5212
WAVE Bus Service	(734) 475-9494

Address:
8123 Main Street, 2nd Floor | Dexter MI, 48130

Website:
www.dextermi.gov



BOARDS AND COMMISSIONS

The City has several appointed boards and commissions to assist in carrying out functions that are required by ordinance, state law, or Council direction.

Arts, Heritage and Culture Committee

Board of Review

Downtown Development Authority

Election Commission

Economic Development Corporation

Parks and Recreation Commission

Planning Commission

Tree Board

Zoning Board of Appeals

To apply to participate on a City Board or Commission please complete and return a Commission/Committee application. For an application or more information about each board, visit the City's website at https://www.dextermi.gov/government/boards_and_commissions/index.php or contact the City Office.



COMMUNICATIONS

HOW TO STAY INFORMED

Website

The City of Dexter regularly updates its website and events calendar with news, public hearings, meetings and events. The City's website may be accessed at www.dextermi.gov.

Email Updates

To get regular updates from the City of Dexter, please sign-up for the City's E-mail Update by visiting www.https://dexter.broadcastgenius.com/f/1012. The City will release e-mail updates one to two times per week and will never sell your contact information.

Facebook

Follow the City of Dexter on Facebook at:

www.facebook.com/City-of-Dexter-Michigan-261417684307/.

The Sun Times

The Sun Times is a local newspaper that is delivered to every household in the City of Dexter for free. It is the City's Paper of Record, and it contains current events, obituaries, and the City's legal notices.



SERVICES

UTILITY BILLING

The City of Dexter offers the services described below related to Utility Billing, for questions related to any of these services, please contact the City's Utility Billing Clerk at (734) 580-2232 or eaiken@dextermi.gov. Additional information may be found on the City's website at: www.dextermi.gov/government/departments_and_services/utility_billing.php.

Online Utility Bill Payments

Online payments can be made through the City's website at www.dextermi.gov. The pin number may be found on your Utility Bill, or by contacting the City's Utility Billing Clerk. A processing fee will be applied to Online utility bill payments. The fee will be \$1.50 per \$50.00 for credit card payments; \$3.00 for e-checks up to \$10,000; and \$10.00 for e-checks over \$10,000. To pay by e-check, once you have your Location ID, please call 1-888-891-6064.

Email Service for Utility Billing

Residents who chose this option will only receive their utility bill via email and will no longer receive a hard copy.

New Water, Sewer, and Refuse Service Accounts and/or Transfer of Accounts

To set-up new water, sewer, and refuse service or to transfer an existing account into a new name, please contact the City's Utility Billing Clerk.

Automatic Cash Handling (ACH) for Utility Billing

Utility bills from the City of Dexter (water/sewer/refuse) are released every other month. Residents may sign-up for Automatic Cash Handling, which allows for automatic payment from a valid checking or savings account. A copy of the form is provided on page 26.



WEEKLY TRASH AND RECYCLING PICKUP

Garbage collection is contracted through a private solid waste hauler, Waste Management, and is billed to residents and businesses by the City. Regular refuse and recycling service is provided through rolling carts (also known as curb carts, totes, or toters). New residents that need carts may call the City Office at (734) 426-8303 to request delivery. Additional carts may be rented directly from Waste Management by calling 1-866-797-9018. Pick up days are as follows:

CITY RESIDENTIAL – MONDAY CITY COMMERCIAL – VARIOUS DAYS

Holidays that may delay service

HOLIDAY	DATE
New Year's Day	January 1
Memorial Day	Last Monday of May
Independence Day	July 4
Labor Day	First Monday of September
Thanksgiving	Fourth Thursday of November
Christmas Day	December 25

REMINDERS: When a holiday falls on a weekday, collection will be delayed one day for the remainder of the week. If a holiday falls on a Saturday or Sunday, there will be no delay.

Plastic bags are not recyclable. However, they may be dropped-off at the City Offices, 8123 Main St., 2nd Floor, Dexter, MI 48130.

Bulk Item Pick-Up

As part of our contract with Waste Management, each residence is entitled to place one (1) bulk item per month at the curb on the first Monday. This service can be used to dispose of a large appliance, a piece of furniture or other large household items. The City also provides for expanded collection of these bulky items on the third Mondays in May and October each year. The following guidelines apply:

- All loose material must be contained.
- Appliances and bulky items are limited to what two people can safely lift.
- No hazardous material or items containing freon, oil, or wet paint.
- No construction material, including pallets, concrete, bricks, or drywall.

(For questions on disposal of household hazardous material, please see page 10.)

Trash and recycle carts, and compost bags should be placed out at the street no earlier than 5:00 pm on Sunday. All materials must be out at the curb by 6:00 am Monday morning.

https://www.dexter.mi.gov/government/departments_and_services/trash_recycling_and_yard_waste.php

RECYCLING GUIDELINES

The City has a contract with our solid waste hauler to pick-up recyclable items through carts. Recyclables are picked-up on the same schedule as the garbage collection. For additional information on what items may be recycled, and to avoid recycling contamination, please visit the refuse and recycling page on the City's website listed on page 8. Washtenaw County also provides a list of facilities that will reuse or recycle many of your household items on their website at: <https://www.washtenaw.org/281/Turning-Trash-into-Treasure>

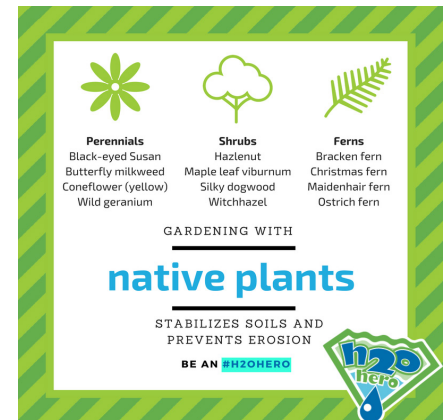


YARD WASTE DISPOSAL

Waste Management will pick up yard waste that is placed in approved paper compost bags or in trash cans marked with an approved sticker (available at the City Office). The bags are available at your local hardware store. Yard waste is picked up on the same schedule as your garbage collection. Yard waste pick-up typically runs from early April to late November. Additional compost collection days may be scheduled in December and January. Please see the City's e-mail update, website or Facebook page for dates. Otherwise, compost bags filled between December 1 and March 31 must be stored as they will not be collected.

The Department of Public Works (DPW) provides for the collection of brush, branches and leaves. The following guidelines must be followed before your brush will be collected:

- All limbs, branches and brush must be stacked neatly at the curb with butt-ends facing the same direction. Piles are limited to 10 feet in length. Individual limbs may not exceed four inches in diameter at base, two inches at leafy end. Limbs smaller than one inch must be bagged.
- The DPW vacuums leaves in the fall, typically beginning in mid-October. Please make sure that there are no foreign materials or sticks in the leaf piles. Leaves must be raked to the area of your yard between the sidewalk and the curb, not in the street.
- Limbs, branches and brush from tree maintenance or removal by a contractor are the responsibility of the contractor.
- Do not place yard waste bags in or near leaf piles.



RED BARREL DISPOSAL PROGRAM (CONTROLLED SUBSTANCES)

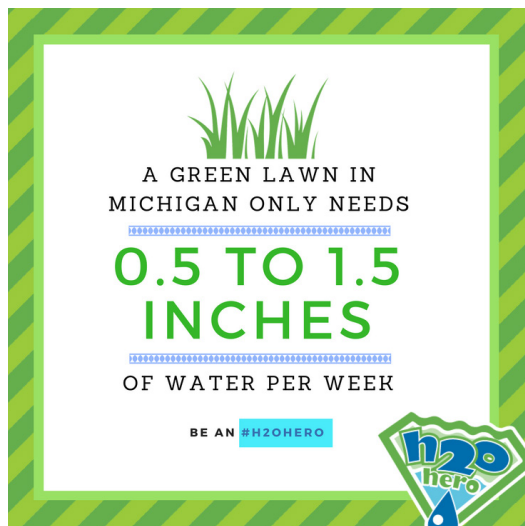
Medications and personal care products are being detected in rivers, waterways, and groundwater because wastewater treatment facilities are not equipped to filter out these chemicals. The "Red Barrel" program is a partnership with local law enforcement agencies, including the Washtenaw County Sheriff's Department, to oversee the safe disposal of medications and controlled substances. Through this program residents can dispose of prescription or over-the-counter pills, including controlled substances—such as OxyContin, Vicodin, and Percocet—for free. The Washtenaw County Sheriff's Substation at 8140 Main St. serves as a red barrel drop-off point. The disposal location is accessible 24-hours per day, 7-days per week. If you have any questions about the program, please contact the Washtenaw County Sheriff's Department at (734) 994-2911.



HOME TOXICS REDUCTION PROGRAM

The Home Toxics Reduction Program provides Washtenaw County residents with a disposal option for flammable, poisonous, toxic and corrosive materials. Regular collection events are held the first three Saturdays of the month, April through November 9:00 am – 12:00 pm, except for holiday weekends. No appointment needed on Saturdays. If you cannot make it to a Saturday collection, please call (734) 222-3950 to schedule a weekday drop-off appointment. Please allow at least 48 business hours advance notice to schedule an appointment. The Washtenaw County Home Toxics Collection Center is located at the Western Washtenaw County Service

Center between the Washtenaw County Road Commission office and Scio Township Hall, at 705 N. Zeeb Rd., Ann Arbor (just north of Exit 169 on I-94).



MANDATORY OUTDOOR WATERING RESTRICTIONS

In an effort to protect our aquifers, conserve water resources, and control our peak hour water demand, the City of Dexter will be continuing water restrictions.

Outdoor watering is prohibited every day between 6:00 am - 10:00 am.

Outdoor water usage is also restricted to odd/even days. Residents and businesses with odd numbered addresses (ending in 1, 3, 5, 7, 9) may do outdoor watering only on odd number dates. Likewise, those with even numbered addresses (2, 4, 6, 8, 0) may do outdoor watering only on even numbered dates. A

simple adjustment of the start time of your irrigation system control can achieve this. Thank you for your cooperation as we work to protect and conserve water resources.

PREVENT SEWER BACKUPS

The following items should be disposed of in your trash can, NOT in the sanitary sewer system via your toilet, sink, or shower:

- Diapers
- Paper towels
- "Flushable" wipes
- Cooking grease
- Eggshells
- Food (do NOT use the disposal for all food items)
- Garage waste products (oil, grease, gasoline, antifreeze)

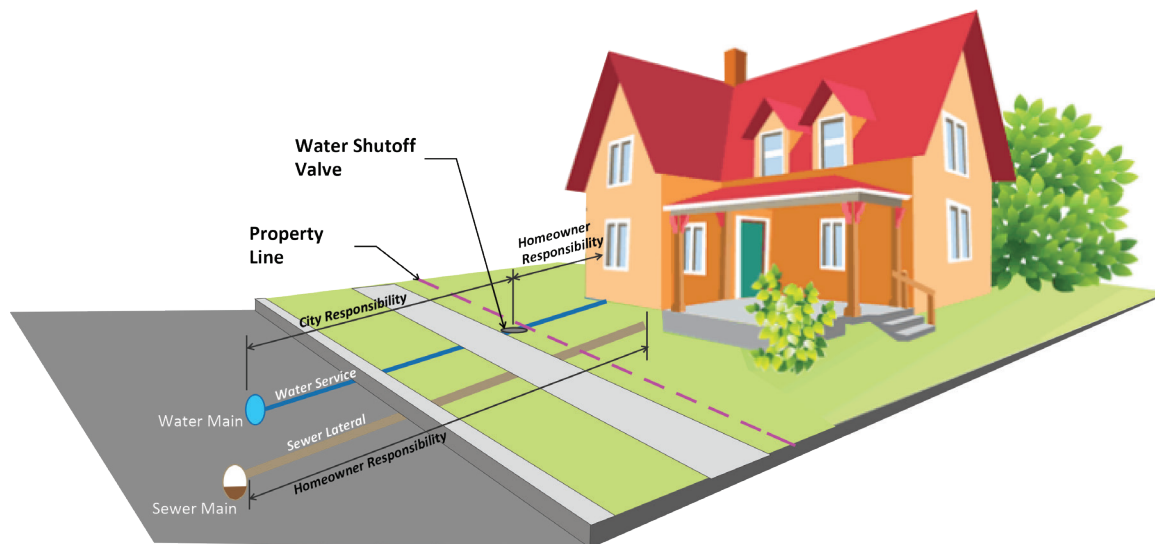
REMINDER: Property owners are responsible for the maintenance, repair and cleaning of the service line from the house to the City main line.

WATER & SEWER SYSTEM RESPONSIBILITY REMINDER

The City of Dexter provides water and sewer service to our property owners. If you experience a problem with this service, we encourage you to call (734) 426-4572 between the hours of 7:00 am and 3:30 pm or (734) 368-5212 for after-hours emergencies. Not all problems are the financial responsibility of the city, however we can use our expertise to make sure the problem is handled correctly.

Below is a graphic that explains property owner's responsibility for sewer and water lines. The property owner is responsible for the sewer lead from the public sewer main to the house. Some leads can be quite lengthy, especially if the sewer main is located on the other side of the road from the property. It would be the property owner's responsibility to make any repairs to the roadway if the roadway was impacted by a sewer lead repair. For some of the properties in the original village area the sewer main is located in the alley behind the house.

The water line is the property owner's responsibility from the curb stop box to the house. The curb stop box is generally located on the property line. Work in the road right-of-way requires a permit. To obtain a permit, please contact the City's Office of Community Development at (734) 426-8303 and refer to page 23 of the Resident Handbook.



HYDRANT FLUSHING

City utility department staff flush hydrants throughout the city on a semi-annual basis. As crews flush hydrants, there may be some discoloration of the water. Residents who experience "rust colored" water should simply run the cold water tap for a few minutes to clear the household pipes. The rust coloring is caused by a natural build-up of minerals in the water system. Some natural mineral deposits are stirred up in the water pipes when fire hydrants are first turned on. If the water does not clear within a few minutes please call the Utility Department, so staff can determine if additional flushing is necessary. If possible, try to avoid washing white clothes during this time. If you have any questions, please feel free to contact the utility Department at (734) 426-4572 during the hours of 7:00 am – 3:30 pm.



WINTER MAINTENANCE

Generally, snow will be removed and/or roads will be salted in the following priority order:

1. Major Roads (Central, Baker, Main, Broad)/Downtown
2. Local Streets
3. Alleys
4. Parking Lots

Once the roadways have been cleared, crews will return to remove and/or relocate the snow piles in cul-de-sacs and downtown parking areas. This work is often done in the middle of the night for ease of access and for safety purposes due to the lower traffic volumes.

HOW YOU CAN HELP:

- Remove vehicles from roads and public parking areas during and after winter storms.
- Dig out fire hydrants so they are accessible at all times.
- Remove snow from sidewalks within 48 hours of snow cessation in residential areas and within four hours of snow cessation or the start of business in commercial areas.
- Keep all snow removed from sidewalks and driveways on your property.
- Remove all personal items (including basketball hoops) from the road right-of-way so that they are not in the way of plow trucks.
- Exercise extreme caution during inclement weather.
- Please use caution when using the downtown sidewalks, stairs, and boardwalks in the winter months.

ELECTIONS

Voter Registration

To register to vote in Michigan, you must be:

1. A resident of Michigan and the City or Township where you are applying to vote;
2. A citizen of the United States of America;
3. At least 18 years of age;
4. Not currently serving a sentence in jail or prison.

If you have 1) moved, 2) have not voted since the last Presidential Election, or 3) are unsure of your voter registration status, please contact the City of Dexter Offices at 734-580-2234 or jbreyer@dextermi.gov. A brief phone call ahead of Election Day can save you time at the polls. For more information, visit: www.dextermi.gov/government/departments_and_services/elections.php

The City would also like to encourage Dexter High School seniors to register to vote before leaving for college. In order to be eligible to vote, the student must be 18 by the next election, and the registration must be submitted 15 days prior to the election if submitted by mail or up to Election Day if submitted in-person at the City Clerk's Office.

Absentee Voting and the Permanent Absentee Voter List

The City of Dexter Clerk's office maintains a permanent list of absentee voters. This list will cause an application to be sent to you for every election. In order to receive an absentee ballot, you must complete an application and: 1) Live in the City of Dexter; and 2) Have registered to vote. Absentee ballot applications must be received no later than 5:00 pm on the Friday before the Election if submitted by mail. Voters may pick-up an absentee ballot in-person at the City Clerk's Office the Saturday and Monday prior to the Election.

To be placed on the Permanent Absentee Voter List or to request an absentee ballot, please contact the City Clerk by e-mail at jbreyer@dextermi.gov or by phone at 734-580-2234.

Running for Office

City elections are held every even year. The qualifications for holding City office are as follows:

1. A candidate must be a registered elector residing within the boundaries of the City of Dexter for a minimum of one year prior to the date of the Election; and
2. Submit an Affidavit of Identity and City/Township Nonpartisan Nominating Petition bearing the signatures of a minimum of 15 (maximum 30) qualified electors residing within the boundaries of the City of Dexter.

Candidate and Proposal Information

The full text of all ballot proposals, a list of candidates, and election results for each election may be obtained at the Washtenaw County Clerk/Register's office, 200 N. Main St., Suite 120, Ann Arbor, MI 48104, telephone: (734) 222-6730 or at <https://www.washtenaw.org/Elections>.

Residents may also visit the Michigan Voter Information Center at michigan.gov/vote to view their sample ballot, track the status of their absentee ballot, or verify their voter registration information.

Election Inspectors

The City of Dexter is looking for residents interested in serving as Election Inspectors at the polls on Election Day. These are paid positions. Individuals interested in serving as an Election Inspector should contact the City Clerk at (734) 580-2234 or jbreyer@dextermi.gov.

TAXES AND ASSESSING SERVICES

Online Tax Information

Tax and assessing information is available on the City's website at www.dextermi.gov/government/departments_and_services/finance_and_taxation.php.

Summer and Winter Tax Bills

The City sends two tax bills per year. The summer bill is mailed on or about July 1st, and is due on September 15th. This bill contains City taxes, the State Education Tax, and Washtenaw County's operating taxes.

The winter bill is mailed on or about December 1st, and is due on February 15th. This bill contains taxes for the Dexter Community Schools, Dexter District Library, Washtenaw Intermediate School District, Washtenaw Community College, and any voter-approved tax levies for Washtenaw County.

Payment may be made by mail to the City Offices at 8123 Main St, Second Floor, or placed in the drop box located in front of the Sheriff station at 8140 Main St. **The City of Dexter does not accept postmarks for tax payments.** Drop box payments deposited after the close of business on the due date will be considered late. Taxes may also be paid Online with a credit card at <https://bsaonline.com/?uid=386&sitetransition=true> or by electronic check or credit card by calling (888) 891-6064. The user fee charged for these services is as follows: 3% for credit cards with a minimum of \$2.00; \$3.00 for e-checks up to \$10,000; and \$10.00 for e-checks over \$10,000. To pay by e-check, once you have your Location ID, please call 1-888-891-6064.

Any questions about your taxes should be directed to the City Treasurer/Finance Director at (734) 580-2231, or to msherry@dextermi.gov.

Assessing

Each year in February, all taxpayers receive a notice from the City Assessor, which includes their property tax assessment for the upcoming tax year. This notice will contain two values: The first is the State Equalized Value (SEV), which is one-half (1/2) of the market value of the property as of the prior December 31st. The second is the Taxable Value (TV), upon which the taxes will be based. If a taxpayer does not agree with the proposed assessment, they should contact the City Office at (734) 426-8303 to schedule an appointment with the March Board of Review. www.dextermi.gov/government/departments_and_services/assessing.php

Address and name changes should be made in writing to the City Assessor on the form available at www.dextermi.gov/government/departments_and_services/finance_and_taxation.php. Supporting documentation may be required. Minor corrections can be made either via the form or by writing the correction on your tax payment voucher.

Any questions about assessing should be directed to the City Assessor at (734) 426-8303, or to assessor@dextermi.gov.

New Purchasers and Tax Increases

For new home buyers, please be aware that the amount that you will pay in taxes may be greater than the taxes paid by the previous owner.

New home buyers may be eligible to submit a Principle Residence Exemption (PRE) Form to be exempted from payment of the 18 mill State Education Tax on their primary residence. This exemption may be prorated for properties that contain both a principal residence and rental units. Eligible homeowners must file the proper form to receive the exemption. The assessor may require follow-up documentation. Information about other property tax exemptions and reductions, such as the Disabled Veterans Exemption and Hardship Reduction is available on the City's website.

Michigan law requires that taxes be based on a property's Taxable Value, instead of its State Equalized Value (½ of market value). A property's Taxable Value is increased (or decreased) each year by the rate of inflation as established by the State of Michigan, or by 5%, whichever is less, and is "capped" in this manner until such time as the property is transferred to a new owner.

In the calendar year of transfer, the property's Taxable Value will remain capped. In the year following the transfer, however, the Taxable Value of the property will be "uncapped", or reset to equal the State Equalized Value (½ of market value). In the following years it will again be capped until the property is transferred.

What this means for new owners is that they may see a tax increase—and if the property was owned by the previous owners for many years, it may be a substantial one—in the year following their purchase. New owners should contact the City Treasurer/Finance Director if they would like an estimate of what their taxes may be in the following year when their property becomes uncapped.

Hardship Exemptions, Property Tax Deferrals, and Financial Stress

Residential taxpayers experiencing hardship that complies with the City of Dexter's Hardship Guidelines (available at www.dextermi.gov/government/departments_and_services/assessing.php) may apply to the March, July or December Board of Review for tax relief. Please contact the Assessor for more information.

Residential taxpayers who are 62 years of age or older or who have certain disabilities, may apply for a property tax deferral if they meet household gross income guidelines. This allows the resident to defer payment on their taxes until April 30th, without penalty, giving them time to receive property tax credits from the State of Michigan. The form is available on the City's website, from the City Treasurer/Finance Director, or at the Washtenaw County Treasurer's Office.

The Washtenaw County Treasurer's Office has programs available for taxpayers experiencing financial difficulties and/or facing tax foreclosure. Please visit www.washtenaw.org/Treasurer or call their office at (734) 222-6600 for more information.

CITY BUDGET AND FINANCIAL INFORMATION

The City of Dexter prides itself on sound management of your tax dollars and resources. Please visit www.dextermi.gov/government/departments_and_services/budgets_and_audits.php to review City budgets, audits, and other financial information. The budget document, in particular, is an excellent guide to the City's financial goals, policies, and funding priorities.

Any questions about City finances should be directed to the City Treasurer/Finance Director at (734) 580-2231 or to msherry@dextermi.gov.

PARKS



Park and Facility Rental

The City's facilities (parks and gazebos) are available for rent by the public for events such as weddings, graduations, and birthday parties (terms of use do apply). The City of Dexter's Special Event, Park Use, Facility Use, and Road Closure Permit is available at www.dextermi.gov/government/permits_and_forms.php. For more information, please contact the City's Administrative Assistant at (734) 580-2230 or btuscano@dextermi.gov

Park Use

Keeping the community's parks looking nice takes a community effort. If you see litter, please pick it up and place it in one of the refuse bins provided. When using the City's parks, trails, and pathways, please be aware of your surroundings and be courteous to other users. In addition, please observe the following park use regulations:

- Smoking is NOT PERMITTED in any of the City's Parks;
- Motorized vehicles are NOT PERMITTED on the City's trails and pathways;
- The consumption of alcohol in the City's parks requires a permit;
- Dogs and other pets must be kept on a leash;
- The sale of commercial goods or food in the City's parks requires a permit.

For enforcement of these rules, please contact the Washtenaw County Sheriff's Department at (734) 994-2911.

FARMERS MARKET AND COMMUNITY GARDEN

The City of Dexter is home to a seasonal Farmers Market and Community Garden. The Farmers Market is open May – October, Saturdays (8:00 am – 1:00 pm) and Tuesdays (2:00 pm – 6:00 pm). The market is located at 3233 Alpine Street. For more information on the Farmers Market, please contact the Market Manager at farmersmarket@dextermi.gov or visit: www.dextermi.gov/community/farmers_market.php

The Community Garden is open May – October. For more information, contact the Garden Coordinator at austin.olga@gmail.com or visit: www.dextermi.gov/community/community_garden.php

TRANSPORTATION

The City of Dexter is serviced by the Western-Washtenaw Area Value Express (WAVE) bus service ridethe.wavebus.org, which provides a route that connects Chelsea, Dexter, and Ann Arbor. WAVE also offers a door-to-door bus service. To contact the WAVE dispatch, please call (734) 475-9494.

URBAN COUNTY HOME IMPROVEMENTS PROGRAM

The best way to apply for any of the programs is to contact the Washtenaw Office of Community and Economic Development (OCED) office, which assists potential clients who would like to apply to any of these three programs. The office number is (734) 544-3008.

1. **The Housing Rehabilitation Program** – Qualifying residents can receive critical repairs including roof replacements, furnace, water heater replacements, and beginning again soon, ADA ramp installations. Smaller projects are provided to residents as a grant, whereas for more costly projects OCED places a 0% interest lien on the home. Many of these services do have waiting lists.
2. **The Weatherization Program** – The Home Weatherization (Wx) program provides energy saving home improvements to eligible residents of the entire County with a focus on installing attic and wall insulation upgrades. The Wx program also performs health and safety checks on all heating systems, and places high priority on verifying that mechanical appliances are functioning safely and that no carbon monoxide concerns are present.
3. **Test and Tune Program** – The Test and Tune program is funded by DTE. OCED can assist clients in the DTE service territory with furnace safety checks. Usually, if a furnace is found to be unsafe, they are able to replace the furnace.

OUTDOOR WARNING SIREN TEST NOTIFICATION

Washtenaw County's 87 warning sirens (including those in the City of Dexter) will be tested at noon on the first Saturday of every month from March through October. If there is a threat of severe weather on the day of a test, it will be cancelled.

Except for scheduled testing, the sirens will be activated for the following emergencies:

- The National Weather Service has issued a tornado warning;
- A severe thunderstorm has been detected with damaging winds in excess of 75 MPH;
- A hazardous materials accident requires immediate protective action by the public;
- An attack on the United States is imminent, underway or has recently occurred.

Warning siren activation is a signal to members of the public to immediately go indoors and monitor local Emergency Alert System media outlets for official information. The Washtenaw County's emergency broadcasters are WEMU 89.1 FM and WWWW 102.9 FM.

TORNADO SEASON TIPS

Warning signs – what to watch for:

- Dark, often greenish skies;
- Wall cloud;
- Large hail;
- Loud roar – similar to a freight train.

Where to take shelter:

- In a home: The basement offers the greatest safety. In homes without basements, take cover in the center part of the house, on the lowest floor, in a small room such as a closet or bathroom. Keep away from the windows.
- Driving a vehicle: Get out of the vehicle and take shelter in a nearby ditch or ravine; do not get under your vehicle. Lie flat and put your arms over your head.
- At work or school: Follow advanced plans to move to interior hallways or small rooms on the lowest floor. Avoid areas with glass.
- In open country: Lie in a gully, ditch or low spot in the ground and hold onto something on the ground if possible. Do not seek shelter in damaged buildings, they may collapse completely.

Preparation:

Each tornado season, review with your family the area in the home that is designated as the shelter and practice having everyone in the family go there in response to a tornado threat. Develop an emergency communication plan in case family members are separated from one another.

Have disaster supplies on hand including:

- Flashlights
- Extra batteries
- Battery operated radio
- First aid kit
- Bottled water
- Canned food
- can opener
- Extra clothing

For more information visit:

www.washtenaw.org/Emergency-Preparedness

(Select Emergency Services Division from the "Quick Links".)

www.michigan.gov/michiganprepares

PERMITTING

Permits

The Office of Community Development is responsible for the following services: issuing zoning compliance permits, site plan review, code enforcement (i.e. property maintenance complaints, noxious weed complaints, etc.), processing land division/combinations, and processing and reviewing Zoning Board of Appeals applications. A zoning compliance permit is required for all new construction or alteration of any residential, commercial or industrial building or property.

www.dextermi.gov/government/departments_and_services/zoning_compliance_and_permits_guide.php

A zoning compliance permit is typically required for the following:

- New buildings
- Additions to existing buildings
- Alterations/renovations (interior / exterior, which involve any building, plumbing, mechanical and/or electrical work)
- Demolition
- Manufactured homes
- Swimming pools and hot tubs
- Accessory buildings (attached or detached)
- Decks
- Fences
- Signs
- Work within road right-of-way

Projects that do not require a zoning compliance permit include:

- Re-roof (new shingles only)
- Replacement windows

The Washtenaw County Building Department oversees all new construction and additions to existing buildings in the City, for the City of Dexter. A zoning compliance permit must be obtained before a building, electrical, plumbing and/or mechanical permit will be issued by the Washtenaw County Building Department. The Washtenaw County Building Department ensures that all construction meets State of Michigan Codes.

If you have questions or comments, please contact the Community Development Manager at (734) 580-2233 or e-mail at maniol@dextermi.gov.

Hawker/Peddler Permitting

Door to door vendors are required to obtain a hawker/peddler permit. Hours for soliciting and selling are 8:00 am – 6:00 pm. Residents will be notified of groups who have acquired a permit via email update, Facebook, and through the City website. Religious and political groups are exempt from obtaining a permit and from the ordinance regulating the hours of operation.

Pavement Sealcoat Permitting

In July 2016, City Council passed an ordinance requiring that anyone applying pavement sealcoat within the City limits must register with the City of Dexter prior to applying the sealant. The purpose of this ordinance is to prevent the application of coal tar based products, which have demonstrated to be health and environmental risks. Such risks include increased cancer risk to humans and impaired water quality in streams. A copy of the permit may be found on the City's website at www.dextermi.gov/government/hawker_peddler_sealcoat_permits.php.

APPLYING SEALCOAT IN THE CITY OR ALLOWING SEALCOAT TO BE APPLIED TO YOUR PROPERTY WITHOUT A PERMIT IS A VIOLATION OF THE ORDINANCE AND SHALL CARRY A FINE OF UP TO \$10,000 OR IMPRISONMENT FOR UP TO 90 DAYS, OR BOTH.



CODE ENFORCEMENT

Code Enforcement covers a wide range of codes and ordinances that the City of Dexter has adopted to maintain the quality of life and physical appearance of the City. The Community Development Manager is responsible for enforcing various ordinances that relate to the maintenance of the exterior of residential and commercial structures. The Community Development Manager offers residents a helping hand to resolve code issues in order to avoid citations whenever possible. www.dextermi.gov/government/departments_and_services/code_enforcement.php

VEHICLE STORAGE AND PARKING

- Motor vehicles that are wrecked, junked, in partially dismantled condition or lacking major components and not in operable condition cannot be parked or stored on any street, public property or residential premises—unless stored contained within a fully enclosed building.
- Major repairs, modifications, or disassembly activities or operations can only occur within a fully enclosed building. However, if the work is completed within a 48-hour period, it can be done outdoors on residential premises. If not completed within 48 hours, the vehicle must be kept in a fully enclosed building when work is not actively being performed. Outdoor work cannot exceed a period of five days.
- Recreational vehicles (i.e. a mobile home, camper trailer, motor home, race cars, snowmobiles, boats, ATV's) cannot be parked or stored for more than 48 hours in residents' front yard without City approval. However, a temporary permit may be issued to allow for recreational vehicle parking on private property for up to two weeks. Recreational vehicles may be stored over 48 hours provided the vehicles shall be stored only within the confines of the rear yard or side yard when behind the front building line of the principal building (side and rear yard setbacks still apply). Contact the Community Development Manager at (734) 580-2233 for more information.

TIPS TO PROTECT YOUR VEHICLE

- Install motion sensor lights around your residence.
- Park your vehicle in your locked garage if you have one.
- Do not leave valuables in your vehicle.
- Lock all doors and windows.
- Install & set a home/car alarm.
- Know your neighbors.

BICYCLING & SKATEBOARDING DOWNTOWN

Riding a bicycle and or skateboarding on the sidewalks downtown is not permitted. Bicycle riders should walk their bike on the sidewalk in the downtown area. This is especially important to avoid collisions right in front of entrances to the downtown businesses.



LITTERING

The City and its departments take a zero tolerance approach to littering. Anyone who willfully discards trash and/or other litter on the property of other residents or businesses may be fined up to \$250. Trash receptacles have been provided for public use downtown and in public parks.

TRASH/OUTSIDE STORAGE

Trash should be removed from front, rear and side yards. Homeowners should carefully maintain their properties, including accessory structures and alleys, in a clean and sanitary manner. For more information, contact the City's Code Enforcement Officer at (734) 580-2235.

ILLEGAL DUMPING AND POLLUTION HOTLINES

Please report illegal or suspicious dumping to the Washtenaw County Environmental Reporting Hotline (734) 222-3880. Pollution Emergency Alerting System (PEAS): (800) 292-4706. Please note that placing refuse in dumpsters owned or paid for by businesses is illegal. It is also illegal for those living outside of the City to dump into containers within the City.

HOME MAINTENANCE

Sidewalks

Property owners are responsible for keeping sidewalks in front of their homes clear of obstructions. All sidewalks used by the public should be kept free of ice, snow and other obstacles. If you have plants, shrubs, or trees on your property that have grown over the sidewalk, please trim them back so they are not obstructing the safe use of the sidewalks. To report a sidewalk concern, please call (734) 426-8530.

Snow Removal

Residents need to clear sidewalks of snow and ice within 48 hours of snow cessation and business owners need to clear sidewalks within 4 hours of snow cessation or by the start of your business day.

Vehicles should be moved out of City parking lots and off the street as soon as possible during snow storms. The Snow Ordinance (Chapter 46) will be actively enforced by the City.

For more information about snow removal in the City please review the winter road maintenance brochure that is delivered to City residents and businesses.

House Numbers

All homes should have large, readable house numbers plainly visible from the street. This helps emergency vehicles, postal carriers, and visitors find addresses.

Lawn Maintenance

All yards should be maintained and mowed regularly. Grass and shrub areas should be mowed, trimmed and kept weed-free. City ordinance requires lawn grass and weeds not exceed eight inches. Landscaping is expected to be kept neat and clean. Yard areas should be free of litter, junk, debris and scrap storage. Grass clippings should not be blown into the street or left on sidewalks. These clippings travel into our storm sewer system which can cause the drains to clog. If you have a landscaping company that mows your lawn, please pass this information along to them.



HOMEOWNER'S ASSOCIATIONS

There are several Homeowner's Associations in the City of Dexter. These associations have policies on property maintenance that are more stringent than City Ordinance. Residents should contact their Homeowner's Association Boards for more information on specific property maintenance issues.

NOISE CONTROL

City ordinances strictly govern noise. All unreasonably loud noises or sounds that disturb the peace and quiet of others are considered public nuisances. Some of the noises prohibited include:

- Animal noises (barking dogs) that are frequent or long and disturb the quiet comfort of others
- Construction activity before the hours of 7:00 am or after 7:00 pm (before sunrise or after sunset)
- Sound amplifiers
- Radios, boom boxes and musical instruments at excessive volumes
- Excessive shouting, yelling and screaming
- Motor vehicle sound systems (do not produce a sound louder than necessary for hearing by the passengers in the car, or that offends the peace and quiet of people in the vicinity)

RIGHT-OF-WAY

Work/Storage in the Road & Right-of-Way

Before any work is done or materials are temporarily stored in a City right-of-way, a right-of-way permit is needed. The width of the right-of-way varies throughout the City. In the original village area it is a total of 99 feet wide, including the roadway. In the newer neighborhoods, it is generally a total of 60 feet wide, including the roadway. In areas with sidewalks, it includes the area from the sidewalk to the road. The permit is required to make sure that the work conforms to the City Engineering Standards and to make sure that the area is properly restored to the condition it was in before the work. For more information on obtaining a right-of-way permit, please call the City Office at (734) 426-8303. The form can be accessed online at www.dextermi.gov/government/permits_and_forms.php.

Political Signs

Political signs must not be placed in the City right-of-way, which is generally the area between the sidewalk and the curb in front of your home/business. If you do not have a sidewalk, please keep the sign closer to your home/business than the road.

Tree Removal

Please call the City Office at (734) 426-8303 for concerns regarding dead or dangerous trees located in the public right-of-way.

ANIMAL CONTROL

Animal Control for the City of Dexter is handled through the Washtenaw County Sheriff's Office. The county provides a wide variety of animal-related services to protect you, your pets and the community. Animal Control responds to reports of barking dogs, loose animals, vicious animals, animal bites and animals injured by vehicles. The Animal Control Officer is available Tuesday through Saturday between 7:00 am and 3:00 pm and may be reached at (734) 994-2911. After-hours and weekend emergency calls should be directed to the Sheriff's Office non-emergency line at (734) 994-2911.



PET ORDINANCES

Per City Ordinance, all pets must be secured (on leash) when out in public.

Dog waste must be collected and disposed of in a trash can. The City has provided trash receptacles and dog waste disposal units throughout town. Dog waste is not suitable for recycle, compost or storm drains. Not collecting dog waste or intentionally throwing it into a City storm drain is an ordinance violation (City Ordinance Sec 10-37).

Dog licensing is mandated by state law to increase public safety by ensuring that all dogs are vaccinated against rabies. If your dog is unlicensed, you will be issued a violation notice before getting a citation. If you receive a violation notice, contact the Washtenaw County Treasurer to license your dog and remove the fine. Fines range from \$50 to \$500. All dogs must have proof of rabies vaccination to receive a license. You can purchase a license on-line at www.washtenaw.org/dogs, contact the Washtenaw County Treasurer at dogs@ewashtenaw.org or call (734) 222-6600.

FIREWORKS

The use of fireworks in the City is prohibited by City Ordinance. State law, however, requires that fireworks be permitted on the following dates beginning at 11:00am:

- December 31 until 1:00 am on January 1;
- The Saturday and Sunday immediately preceding Memorial Day until 11:45 pm
- June 29 – July 4 until 11:45 pm
- July 5, if that date is a Friday or Saturday, until 11:45 pm
- The Saturday and Sunday immediately preceding Labor Day until 11:45 pm

State law does allow the City to regulate certain activities relating to fireworks. Please note the following City regulations:

- Fireworks cannot be discharged in any public place, school property, church property or the property owned by another person without the other property owner's written permission.
- Fireworks cannot be discharged so that remnants from the fireworks land on any public place or the property of another person without the other property owners' written permission.

Since the passage of this law in 2012, the City has received numerous complaints regarding the use of fireworks on these days. We are trying to encourage all residents to cooperate with their neighbors so that we minimize conflicts and complaints. We would like to request that residents be respectful of their neighbors when using fireworks on the state approved days. If you are using fireworks and a neighbor asks you to stop or is concerned about debris or the proximity to their home, we expect our residents to be cooperative neighbors and honor the request.

All safety concerns related to fireworks activities should be directed to the Washtenaw County Sheriff's Office. Please understand that the Sheriff's Office personnel cannot supersede the state fireworks law, but they can discourage unsafe activity. Most fireworks are loud and noise is often the most common complaint we receive. The state fireworks law supersedes our noise ordinance within the permitted times of allowable use. Thank you in advance for your cooperation and thoughtfulness.

NEW RESIDENT CHECKLIST

- ☐ Sign-Up for the Email Update
- ☐ Follow the City of Dexter on Facebook
- ☐ Update Utility Bill Information
- ☐ Sign-Up for Automatic Cash Handling (ACH) – see form below
- ☐ Change Voter Registration and Update Driver's License at the City or Secretary of State
- ☐ Verify that you have a Trash Cart (green lid) and a Recycle Cart (yellow lid)
- ☐ Acquire a Yard Waste Sticker
- ☐ License your dog with Washtenaw County
- ☐ Submit Property Transfer Affidavit and Principal Residence Exemption Form (if applicable)

Authorization for Automatic (ACH) Debits

I (we) hereby authorize the City of Dexter, hereinafter called ORIGINATOR, to initiate debit Entries and, if necessary, credit Entries and adjustments for any debit Entries sent in error to my/our bank account indicated below, and the bank/depository named below, hereinafter called DEPOSITORY, to debit and/or credit the same to such account.

Depository/Bank Name: _____

City: _____ State: _____ Zip: _____

Routing #: _____ Account #: _____

Account Type: checking or savings (circle)

This authority is to remain in full force and effect until the ORIGINATOR has received written notification from me (or either of us) of its termination in such time and in such manner as to afford ORIGINATOR and DEPOSITORY a reasonable opportunity to act on it.

Name(s): _____

Signature: _____

Address: _____

Address on utility bill if different from above: _____

Phone #: _____ Date: _____

Mail to: City of Dexter, 8140 Main St., Dexter, MI 48130 or in person at: 8123 Main St., Dexter, MI 48130, Phone: 734-426-8303

CITYWIDE ANNUAL EVENTS

April

Easter Eggstravaganza

www.dextermi.gov**May**

Memorial Day Parade

Last Monday in May

www.dextermemorialdayparade.com**May-October**

Dexter Farmers Market

Saturdays & Tuesdays

www.dextermi.gov/community/farmers_market.php**August**

Dexter Daze

www.dexterdaze.org

Plein Air Festival

www.paintdexter.org**September**

Mill Creek Park Clean-Up Day

www.dextermi.gov**October**

Apple Daze

Hosted by Dexter Lions Club

Dexter Homecoming Parade

www.dexterschools.org**December**

Holiday Hustle 5K

runholiday5k.com/index.php



Resident Handbook

8123 Main St., 2nd Floor, Dexter, MI 48130