

**DELHI CHARTER TOWNSHIP  
COMMITTEE OF THE WHOLE MEETING HELD ON JUNE 5, 2007**

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The members of the Delhi Charter Township Committee of the Whole met on Tuesday, June 5, 2007, in the Multipurpose Room at the Community Services Center, 2074 Aurelius Road, Holt, MI. Supervisor Goodrich called the meeting to order at 6:30 p.m.

Members Present: Supervisor Stuart Goodrich, Clerk Evan Hope, Treasurer Harry Ammon, Trustees John Hayhoe, Jerry Ketchum, Paul Krepps, Roy Sweet

Others Present: John Elsinga, Township Manager  
Marian Frane, Director of Accounting  
Sandra Diorka, Director of Public Services  
Wendy Thielen, Assist. Twp. Mgr. of Human Resources  
Tricia Vander Ploeg, Admin. Assistant/Deputy Supervisor  
Amy Finch, Assistant Twp. Clerk/Deputy Clerk

**BUSINESS**

**DEPARTMENT OF PUBLIC SERVICES – APRIL MONTHLY REPORT**

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The Board reviewed the Department of Public Services – April Monthly Report (ATTACHMENT I).

Sandra Diorka, Director of Public Services, reported on the highlights of the Department of Public Services – April Monthly Report. Ms. Diorka stated that she was invited to speak at a Fat, Oil & Grease Workshop in Detroit. Ms. Diorka further stated that the City of Detroit has implemented a program modeled from Delhi Township's program. Allen Bryant, Environmental Coordinator, also attended the workshop.

**COMPUTER TECHNICIAN – INFORMATION TECHNOLOGY DEPARTMENT – JOB VACANCY – PROPOSED CHANGE IN JOB STATUS AND PAY GRADE**

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The Board reviewed a memorandum dated May 29, 2007 from Twp. Mgr. Elsinga (ATTACHMENT II).

Wendy Thielen, Assist. Twp. Mgr. of Human Resources, stated that this vacancy, as is typical when vacancies occur, was reviewed at the time it became vacant. The position is currently a permanent part-time position that has been filled since 2001. With the vacancy that occurred earlier this year, the position was reviewed and the GIS component was added to the position. Previously, the GIS component was part of the now vacant Planning and Zoning Secretary position. Ms. Thielen stated that the primary reason for adding the GIS to the Information Technology (IT) Department is to centralize the GIS in the Township. Several departments will be utilizing the information and data associated with the GIS and this would allow a central location and consistency

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Township-wide for the utilization of the GIS program. With these additional job duties added to the Computer Technician position, it is recommended that this position become a full-time position. It is also requested that the position be compensated at a pay grade 8.

Trustee Krepps asked if there would be a need for a change to this position if the GIS component were not added. Ms. Thielen stated that if the position only required a computer technician, the position could remain part-time. Trustee Krepps also asked what the difference would be in having one full-time position as opposed to two part-time positions. Ms. Thielen stated that for the first quarter of 2007, the part-time Computer Technician position was compensated approximately \$12,000, which would equal approximately \$48,000 for a year. Adding benefits would increase that figure by at least \$10,000-\$12,000. Trustee Krepps asked for the figures for the Planning and Zoning Secretary position. Ms. Thielen stated that the position still exists and there would not be any cost differential for that position. That position was attempting to take on the GIS, which was relatively new and did not really take off to the point where there was a lot of time invested in the GIS. Taking the GIS component away from this position would not change the duties greatly.

Treasurer Ammon stated that the Township needs to coordinate and centralize the GIS early on.

Trustee Krepps stated that he agrees that there is a need for that type of coordination and expertise, but questions if a part-time person could handle this position. Twp. Mgr. Elsinga stated that the majority of the function is working with IT as a technician. What is added is the GIS component and if it is not coordinated it could cost the Township money.

Tracy Miller, Director of Community Development, stated that there were two employees that were capable of running the GIS software. Because of their interest in the program, they basically, on their own, developed the Township's program from the ground up. However, because of the staff changes, the new staff member was only able to work with GIS approximately one-quarter of the time using the remainder of the time working on the planning activities. The component that is missing with the Township's GIS is the central person that is able to serve all the departments' needs.

Trustee Krepps stated that he understands this reasoning; however, questioned if the Planning and Zoning Secretary position could be a part-time position. Twp. Mgr. Elsinga stated that Community Development was unable to effectively coordinate all the GIS issues. Twp. Mgr. Elsinga further stated that the Community Development Secretary position will require more of a planning skill set than was required in the past and will need to do GIS software, but the focus of the position is on planning and support.

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Twp. Mgr. Elsinga stated that the Planning and Zoning Secretary position will still do the GIS for the Community Development Department. The facilitation of the GIS for the entire organization will be done by the IT Department.

Supervisor Goodrich stated that he did not realize that the recently vacated part-time Computer Technician position was costing the Township basically what the full-time position will cost the Township (minus the benefits) and asked if the Township could hire a full-time qualified person at this rate of pay. Ms. Thielen stated that she feels that it is reasonable that the Township could attract applicants for that salary range; however, if not, it may be necessary to bring this item back before the Board.

Ms. Thielen stated that she feels that this is a competitive wage and does not feel that it is reasonable to compare the hourly rate of the person that resigned earlier this year as it was a unique circumstance. Mr. Felton stated that at the time, it seemed feasible to hire a person part-time as opposed to paying a service \$70-\$150 an hour.

Trustee Krepps asked how long the Planning and Zoning Secretary position has been vacant. Ms. Miller stated that it was vacated shortly after the Christmas holidays. Trustee Krepps asked if the vacancy has adversely affected the Department. Ms. Miller stated that at first, staff was able to fill in and make it work; however, during the last three to four months, it is becoming more difficult and needs some help by an individual whose primary job responsibility is to help prepare minutes, to utilize some planning based background knowledge, to help facilitate project tracking, to manage the postings and notices, etc.

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**2008-2013 DELHI CHARTER TOWNSHIP CAPITAL IMPROVEMENT PROGRAM**

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The Board reviewed memorandums dated June 1, 2007 from Twp. Mgr. Elsinga and Tracy Miller, Director of Community Development (ATTACHMENT III).

Tracy Miller, Director of Community Development, stated that this year the Capital Improvement Program (CIP) was given to the Board members before the budgeting process began. Ms. Miller stated that operating expenditures are not included in this program.

Ms. Miller stated that Marian Frane, Director of Accounting, and herself met with each Department Head to discuss the projects that the departments were proposing and what was in the CIP last year. The information was reorganized, reprioritized and numbers were updated. After that was completed, it was taken to the Township Manager where the final draft was completed. The Planning Commission held their Public Hearing on May 14<sup>th</sup> and is now recommending the CIP to be presented to the Board for acceptance. By accepting this program, the Board is not bound to any of these projects as each will come up during the budget process.

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Trustee Krepps questioned the priority ranking regarding the replacement of the window treatments. Sandra Diorka, Director of Public Services, stated that there are some issues with the design of the building, such as vertical blinds which hinders the HVAC system. Another problem for the HVAC system is the white rocks around the Community Services Center building.

**PUBLIC COMMENT** – None

**ADJOURNMENT**

Meeting adjourned at 7:25 p.m.

Date: \_\_\_\_\_

\_\_\_\_\_  
Evan Hope, Township Clerk

Date: \_\_\_\_\_

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Stuart Goodrich, Supervisor

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**DELHI CHARTER TOWNSHIP  
MINUTES OF REGULAR MEETING HELD ON JUNE 5, 2007**

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The Delhi Charter Township Board of Trustees met in a regular meeting on Tuesday, June 5, 2007 in the Multipurpose Room at the Community Services Center, 2074 Aurelius Road, Holt, Michigan. Supervisor Goodrich called the meeting to order at 7:33 p.m.

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

Members Present: Supervisor Stuart Goodrich, Treasurer Harry Ammon, Clerk Evan Hope, Trustees John Hayhoe, Jerry Ketchum, Paul Krepps, Roy Sweet

Others Present: John Elsinga, Township Manager  
Al McFadyen, DDA Executive Dir.  
Jim Felton, Dir. of Information Technology  
Marian Frane, Dir. of Accounting  
Sandra Diorka, Director of Public Services  
Tracy Carney-Miller, Dir. of Community Development  
Brian Ball, Fire Department Shift Supervisor  
Karin Tebeau, Assistant Treasurer/Deputy Treasurer  
Barb Steward, Senior Account Clerk  
Kathy Malone, Cashier/Account Clerk  
Wendy Thielen, Assist. Twp. Mgr. of Human Resources  
Tricia Vander Ploeg, Admin. Assistant/Dep. Supervisor  
Amy Finch, Assistant Twp. Clerk/Deputy Clerk

**COMMENTS FROM THE PUBLIC** – None

**2006 ANNUAL REPORT – TREASURER’S OFFICE**

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Treasurer Harry Ammon introduced his full-time staff members, Karin Tebeau, Assistant Treasurer/Deputy Treasurer; Barb Steward, Senior Account Clerk; and Kathy Malone, Cashier/Account Clerk. Treasurer Ammon and his staff gave a Power Point presentation of the 2006 Annual Treasurer’s Office Report (ATTACHMENT I).

**CONSENT AGENDA**

- A. Approval of Minutes – Committee Meeting of May 15, 2007
- B. Approval of Minutes – Regular Meeting of May 15, 2007
- C. Approval of Minutes – Special Meeting of May 22, 2007
- D. Approval of Claims – May 22, 2007 (ATTACHMENT II)
- E. Approval of Payroll – May 17, 2007 (ATTACHMENT III)
- F. Approval of Payroll – May 31, 2007 (ATTACHMENT IV)
- G. Resolution No. 2007-025 – Consumers Energy Change in Standard Streetlighting Contract – Request No. 03095598 – Weswilmar Drive (ATTACHMENT V)
- H. Set Public Hearing – Proposed Brownfield Redevelopment Plan for 1953 Cedar Street (ATTACHMENT VI)

**SWEET MOVED TO APPROVE THE CONSENT AGENDA AS PRESENTED.**

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A Roll Call Vote was recorded as follows:

Ayes: Ketchum, Krepps, Sweet, Ammon, Goodrich, Hayhoe, Hope

**MOTION CARRIED**

**NEW BUSINESS**

**PROPOSED AMENDMENT TO TOWNSHIP ORDINANCE NO. 72 – FIRE LANE ORDINANCE, FIRST CONSIDERATION**

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The Board reviewed memorandums dated June 1, 2007 from Twp. Mgr. Elsinga and April 17, 2007 from Richard Royston, Fire Chief (ATTACHMENT VII).

**KETCHUM MOVED UPON FIRST CONSIDERATION TO AMEND TOWNSHIP ORDINANCE NO. 72 – FIRE LANE ORDINANCE (PROPOSED TOWNSHIP ORDINANCE NO. 72.2).**

Brian Ball, Fire Department Shift Supervisor, stated that some areas in the Township that have fire lanes are unenforceable. This ordinance will allow enforceability and allow the Sheriff's Office to issue civil infractions.

Trustee Ketchum asked if this ordinance would also include commercial properties. Mr. Ball answered in the affirmative.

A Roll Call Vote was recorded as follows:

Ayes: Krepps, Sweet, Ammon, Goodrich, Hayhoe, Hope, Ketchum

**MOTION CARRIED**

**PROPOSED AMENDMENT TO TOWNSHIP ORDINANCE NO. 55 – PARKS ORDINANCE, FIRST CONSIDERATION**

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The Board reviewed memorandums dated May 29, 2007 from Twp. Mgr. Elsinga and Tracy Miller, Director of Community Development (ATTACHMENT VIII).

**HAYHOE MOVED UPON FIRST CONSIDERATION TO AMEND TOWNSHIP ORDINANCE NO. 55 – PARKS ORDINANCE (PROPOSED TOWNSHIP ORDINANCE NO. 55.4).**

Tracy Miller, Director of Community Development, stated that the Community Development staff and Mark Jenks, Director of Parks and Recreation, worked with Township Attorney J. Richard Robinson on this ordinance. Some changes made include adding Township owned properties that are not parks, firearms and disorderly conduct. Relative to the disorderly conduct, an amendment to Township Ordinance No. 71.2, which addresses disorderly conduct, will be presented to the Board at the June 19<sup>th</sup> Board meeting. Ms. Miller stated that additionally, due to the changes made to Ordinance No. 55, fees will have to be established which will be presented to the Board in the near future.

Clerk Hope asked if an individual with a concealed weapon permit is allowed to carry the weapon on Township property. Ms. Miller answered in the affirmative stating that the Township cannot prohibit, by State Law, that individual from carrying the weapon onto Township property.

A Roll Call Vote was recorded as follows:

Ayes: Sweet, Ammon, Goodrich, Hayhoe, Hope, Ketchum, Krepps

**MOTION CARRIED**

**COMPUTER TECHNICIAN – INFORMATION TECHNOLOGY DEPARTMENT – JOB VACANCY – PROPOSED CHANGE IN JOB STATUS & PAY GRADE**

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The Board reviewed a memorandum dated May 29, 2007 from Twp. Mgr. Elsinga (ATTACHMENT IX).

**HOPE MOVED TO APPROVE A FULL-TIME POSITION OF GIS/COMPUTER TECHNICIAN AT A PAY GRADE 8, WHICH REPLACES THE VACANT PART-TIME POSITION OF COMPUTER TECHNICIAN IN THE INFORMATION TECHNOLOGY DEPARTMENT.**

Amended Motion:

**KREPPS MOVED TO ALSO CHANGE THE VACANT PLANNING AND ZONING SECRETARY POSITION IN COMMUNITY DEVELOPMENT TO A PERMANENT PART-TIME POSITION.**

Trustee Krepps stated that it would make sense to have the full-time position in the Information Technology Department with the additional GIS responsibilities. However, Trustee Krepps would like to see these positions result in a no net increase/decrease position by going from one and a half positions to one and a half positions. Trustee Krepps further stated that with the decrease in building permits, thus demanding less from the Planning Commission from that perspective, a permanent part-time staff member would suffice.

Treasurer Ammon stated that by transferring the GIS responsibilities from the Planning and Zoning Secretary position to the GIS/Computer Technician position is not removing the responsibilities from the Planning and Zoning Secretary as the position would still be responsible for some GIS. The Planning Commission minutes and all the planning functions are still needed. Treasurer Ammon stated that currently the building permits are down; however, they will be picking up and by changing the position from full-time to part-time would be detrimental to that department.

Clerk Hope stated that he agrees with Treasurer Ammon, further stating that the past Planning and Zoning Secretary took on the GIS as a voluntary start up, not as a major component of that position. The reason that GIS was recommended to be moved to the Information Technology Department is that GIS requires more attention than what was possible from the full-time Planning and Zoning Secretary position as the planning responsibilities were priority. Clerk Hope stated that in his opinion, he feels that it is not fair to the Community Development Department to consider the Planning and Zoning Secretary position at this time when the motion was regarding the full-time GIS/Computer Technician position.

Supervisor Goodrich stated that he feels that the GIS/Computer Technician position should be acted on at this time and address the Planning and Zoning Secretary position at the time it will be filled.

Treasurer Ammon stated that he agrees with Supervisor Goodrich, stating that it is his thought that tying the Planning and Zoning Secretary position with the passage of the GIS/Computer Technician position is irrelevant.

Trustee Krepps stated that he feels it is very logical at this time due to the fact that some of the Planning and Zoning Secretary duties are being transferred to the GIS/Computer Technician position. Trustee Krepps stated that without this tie bar, he would not support this motion as it will be adding more cost to taxpayers.

Clerk Hope stated that these two positions need to be looked at independently. Because the GIS/Computer Technician position will take on the coordination of the GIS, the Planning and Zoning Secretary position may need to be re-evaluated. It would not be fair to change the Planning and Zoning Secretary position without having it go through the re-evaluation process, if needed.

Trustee Sweet stated that he feels that both of the positions should be dealt with tonight.

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Trustee Krepps questioned if the vacant full-time position in Community Development could currently be filled without Board input. Twp. Mgr. Elsinga answered in the affirmative. Twp. Mgr. Elsinga stated that in his opinion, the GIS/Computer Technician position stands on its own as represented. Discussion can be held at the June 19, 2007 Goals and Objectives meeting in regards to any and all Township-wide positions.

**HOPE MOVED TO POSTPONE ACTION ON THIS ITEM TO THE NEXT BOARD MEETING (JUNE 19, 2007) AT WHICH TIME FURTHER DISCUSSION CAN BE HELD ABOUT THE TWO POSITIONS.**

A Roll Call Vote on the Postponement was recorded as follows:

Ayes: Goodrich, Hayhoe, Hope, Ketchum, Sweet

Nays: Ammon, Krepps

**MOTION CARRIED**

The Board recessed at 8:30 p.m. and reconvened at 8:33 p.m.

**2008-2013 DELHI CHARTER TOWNSHIP CAPITAL IMPROVEMENT PLAN**

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The Board reviewed memorandums dated June 1, 2007 from Twp. Mgr. Elsinga and Tracy Miller, Director of Community Development (ATTACHMENT X).

**KREPPS MOVED TO APPROVE THE 2008-2013 DELHI CHARTER TOWNSHIP CAPITAL IMPROVEMENT PROGRAM.**

A Roll Call Vote was recorded as follows:

Ayes: Goodrich, Hayhoe, Hope, Ketchum, Krepps, Sweet, Ammon

**MOTION CARRIED**

**RESOLUTION NO. 2007-027 – SEWER SPECIAL ASSESSMENT DISTRICT – 5587 MC CUE ROAD**

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The Board reviewed a memorandum dated June 1, 2007 from Twp. Mgr. Elsinga (ATTACHMENT XI).

**SWEET MOVED TO ADOPT RESOLUTION NO. 2007-027 APPROVING THE SANITARY SEWER SPECIAL ASSESSMENT DISTRICT FOR PROPERTY LOCATED AT 5587 MC CUE ROAD.**

Twp. Mgr. Elsinga stated that a modular home was installed behind an existing older home on this parcel and the property owner tried to use the existing septic tank. The Ingham County Health Department informed the property owner that they would have to connect to public sanitary sewer. Twp. Mgr. Elsinga stated that bids were solicited and the property owner would appreciate the assistance of the Township. A Special Assessment District would allow payments to be spread out over ten years at an interest rate of 8% per annum.

A Roll Call Vote was recorded as follows:

Ayes: Hayhoe, Hope, Ketchum, Krepps, Sweet, Ammon, Goodrich

**MOTION CARRIED**

**AMENDMENT NO. 1 TO RESOLUTION NO. 2006-042 – FY 2007 GENERAL FUND BUDGET**

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The Board reviewed memorandums dated May 31, 2007 from Twp. Mgr. Elsinga and May 21, 2007 from Marian Frane, Director of Accounting (ATTACHMENT XII).

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**KREPPS MOVED TO ADOPT AMENDMENT NO. 1 TO RESOLUTION NO.  
2006-042 FOR THE FY 2007 GENERAL FUND BUDGET.**

Marian Frane, Director of Accounting, stated that budget amendments are prepared by reviewing the budget to actual reports and taking into account the outstanding encumbrances. Ms. Frane stated that she then meets with the Department Head and goes through each line item asking them if there are any unanticipated costs, etc. The Department Head and Ms. Frane then present the information to Twp. Mgr. Elsinga.

Ms. Frane stated that at this point, the Township is anticipating an approximate \$90,000 reduction in State Revenue Sharing. The revenues in Community Development have not been addressed at this point but would anticipate in the next set of budget amendments a decrease in revenues.

A 5% increase for health care was budgeted for; however, the actual increase is 19.9%. At this point, the increase has not been incorporated into the budget amendments.

Trustee Hayhoe questioned the increase in the Clerk's budget. Ms. Frane stated that the increase was due mainly to the Mid-Decade Census that was carried over from last year.

A Roll Call Vote was recorded as follows:

Ayes: Hope, Ketchum, Krepps, Sweet, Ammon, Goodrich, Hayhoe

**MOTION CARRIED**

**AMENDMENT NO. 1 TO RESOLUTION NO. 2006-043 – FY 2007 PARKS AND  
RECREATION FUND BUDGET**

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The Board reviewed memorandums dated May 22, 2007 from Twp. Mgr. Elsinga and May 18, 2007 from Marian Frane, Director of Accounting (ATTACHMENT XIII).

**HOPE MOVED TO ADOPT AMENDMENT NO. 1 TO RESOLUTION NO. 2006-  
043 FOR THE FY 2007 PARKS AND RECREATION FUND BUDGET.**

Ms. Frane stated that the radio tower lease revenue is new this year with an additional \$15,000 revenue projected. A 1995 truck and a utility cart were sold and a donation was received from the Kiwanis Club. The expenditures include \$3,000 for the Valhalla Park playground equipment grant, some additional expenses in the administration department, the park policing contract with the Ingham County Parks Department in the amount of \$17,800 and additional expenses for the Veterans Memorial Gardens that were not spent in 2006. This will require an additional \$43,230 from the General Fund in order to maintain a fund balance of \$10,570.

A Roll Call Vote was recorded as follows:

Ayes: Ketchum, Krepps, Sweet, Ammon, Goodrich, Hayhoe, Hope

**MOTION CARRIED**

**AMENDMENT NO. 1 TO RESOLUTION NO. 2006-044 – FY 2007 FIRE EQUIPMENT,  
TRAINING AND APPARATUS FUND BUDGET**

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The Board reviewed memorandums dated May 22, 2007 from Twp. Mgr. Elsinga and May 18, 2007 from Marian Frane, Director of Accounting (ATTACHMENT XIV).

**HAYHOE MOVED TO ADOPT AMENDMENT NO. 1 TO RESOLUTION NO.  
2006-044 FOR THE FY 2007 FIRE EQUIPMENT, TRAINING AND APPARATUS  
FUND BUDGET.**

Marian Frane, Director of Accounting, stated that the revenue increase of approximately \$30,000 is due to the higher than anticipated sale price of vehicles sold. Expenditures increased slightly because the purchase price of the new pumper truck was higher than expected.

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A Roll Call Vote was recorded as follows:

Ayes: Krepps, Sweet, Ammon, Goodrich, Hayhoe, Hope, Ketchum

**MOTION CARRIED**

**AMENDMENT NO. 1 TO RESOLUTION NO. 2006-045 – FY 2007 WATER  
IMPROVEMENT FUND BUDGET**

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The Board reviewed memorandums dated May 22, 2007 from Twp. Mgr. Elsinga and May 21, 2007 from Marian Frane, Director of Accounting (ATTACHMENT XV).

**SWEET MOVED TO ADOPT AMENDMENT NO. 1 TO RESOLUTION NO. 2006-  
045 FOR THE FY 2007 WATER IMPROVEMENT FUND BUDGET.**

Marian Frane, Director of Accounting, stated that revenues are anticipated to decrease by \$25,000 due to the down turn in the economy and fewer hook-ups than what was originally anticipated. Expenditures are increasing \$103,000 for the Kahres water loop and \$15,000 to close out Water District #127-Hunter's Glen.

A Roll Call Vote was recorded as follows:

Ayes: Sweet, Ammon, Goodrich, Hayhoe, Hope, Ketchum, Krepps

**MOTION CARRIED**

**AMENDMENT NO. 1 TO RESOLUTION NO. 2006-047 – FY 2007 COMMUNITY  
DEVELOPMENT FUND BUDGET**

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The Board reviewed memorandums dated May 22, 2007 from Twp. Mgr. Elsinga and May 21, 2007 from Marian Frane, Director of Accounting (ATTACHMENT XVI).

**HOPE MOVED TO ADOPT AMENDMENT NO. 1 TO RESOLUTION NO. 2006-  
047 FOR THE FY 2007 COMMUNITY DEVELOPMENT FUND BUDGET.**

Marian Frane, Director of Accounting, stated that there is a net zero to the increase in expenditures or revenues. Expenditures were an additional \$15,000 for an impending lawsuit, an additional \$14,200 for contractual services which were made up of \$17,000 for the Non-Motorized Transportation Plan and the cost of community services study was slightly more than expected. Some of the funds were not spent last year, thus were increased this year. Some of the wages and related expenditures were reduced for the vacant Planning and Zoning Secretary position.

A Roll Call Vote was recorded as follows:

Ayes: Ammon, Goodrich, Hayhoe, Hope, Ketchum, Krepps, Sweet

**MOTION CARRIED**

**AMENDMENT NO. 1 TO RESOLUTION NO. 2006-048 – FY 2007 SEWER FUND  
BUDGET**

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The Board reviewed memorandums dated May 22, 2007 from Twp. Mgr. Elsinga and May 21, 2007 from Marian Frane, Director of Accounting (ATTACHMENT XVII).

**KETCHUM MOVED TO ADOPT AMENDMENT NO. 1 TO RESOLUTION NO.  
2006-048 FOR THE FY 2007 SEWER FUND BUDGET.**

Marian Frane, Director of Accounting, stated that revenues are projected to decrease by approximately \$200,000. A large portion of this amount was due to more revenue being recognized from the S-2 Grant in 2006 than was anticipated. The sewer permit fees are reduced due to fewer hook-ups.

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The expenses are decreasing by approximately \$338,000. There is an increase in unemployment expenses of \$2,000; an increase of \$310,000 for digester improvements; \$200,000 for the recycling center and an \$850,000 decrease to postpone the sanitary sewer project located north of Holt Road.

A Roll Call Vote was recorded as follows:

Ayes: Goodrich, Hayhoe, Hope, Ketchum, Krepps, Sweet, Ammon

**MOTION CARRIED**

**AMENDMENT NO. 1 TO RESOLUTION NO. 2006-049 – FY 2007 DOWNTOWN DEVELOPMENT AUTHORITY BUDGET**

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The Board reviewed memorandums dated May 22, 2007 from Twp. Mgr. Elsinga and May 21, 2007 from Marian Frane, Director of Accounting (ATTACHMENT XVIII).

**HAYHOE MOVED TO ADOPT AMENDMENT NO. 1 TO RESOLUTION NO. 2006-049 FOR THE FY 2007 DOWNTOWN DEVELOPMENT AUTHORITY BUDGET.**

Marian Frane, Director of Accounting, stated that at this point there are no changes in revenues expected. Expenditures are expected to decrease by \$500,000. A \$30,000 expenditure is anticipated for a part-time Manager and promotional materials for the Farmer's Market; \$6,000 for a decorative lighting project; a decrease of \$1,100,000 for the Cedar/Holt Road bypass and a decrease of \$30,000 for the Sam Corey park improvement.

A Roll Call Vote was recorded as follows:

Ayes: Hayhoe, Hope, Ketchum, Krepps, Sweet, Ammon, Goodrich

**MOTION CARRIED**

**PETITION TO REZONE CASE NO. 07-821 – NORTHEAST CORNER OF WIGMAN ROAD AND HOLT ROAD – DTN ENTERPRISES, LLC – TAX PARCEL #33-25-05-13-377-004 – C-1, LOW IMPACT COMMERCIAL TO C-2, GENERAL BUSINESS (PROPOSED ZONING ORDINANCE NO. 607)**

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The Board reviewed a memorandum dated May 25, 2007 from Tracy Miller, Director of Community Development (ATTACHMENT XIX).

**HOPE MOVED TO APPROVE THE REZONING OF CASE NO. 07-821, NORTHEAST CORNER OF WIGMAN ROAD AND HOLT ROAD (3.11 ACRES), TAX PARCEL NUMBER 33-25-05-13-377-004, DTN ENTERPRISES, LLC, FROM C-1, LOW IMPACT COMMERCIAL, TO C-2, GENERAL BUSINESS, BASED ON IT BEING CONSISTENT WITH PURPOSE AND INTENT OF THE ZONING ORDINANCE BEING COMPATIBLE WITH EXISTING AND ANTICIPATED DEVELOPMENT IN THE AREA AND PURSUANT TO THE MASTER PLAN REPRESENTING GOOD PLANNING BASED ON TRANSITIONAL LAND USES (ZONING ORDINANCE NO. 607)**

Tracy Miller, Director of Community Development, stated that this request is for the property located at the northeast corner of Wigman Road and Holt Road. The current zoning is C-1, Low Impact Commercial and the proposed zoning is C-2, General Business. Within the C-1 zoning the developer is limited to office-type developments. With the C-2 zoning, service/commercial, as well as office-type businesses would be allowed. It is the staff and Planning Commission's opinion that rezoning the parcel to C-2 not only meets the purpose of commercial activities that will be important in that area but also adheres to a good land use transition thought process about development in that area.

A Roll Call Vote was recorded as follows:

Ayes: Hope, Ketchum, Krepps, Sweet, Ammon, Goodrich, Hayhoe

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**MOTION CARRIED**

**AMENDMENT TO ZONING ORDINANCE NO. 39 – CASE NO. 07-823 – CLARIFYING  
“SIGN” DEFINITION (PROPOSED ZONING ORDINANCE NO. 39.126)**

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The Board reviewed a memorandum dated June 1, 2007 from Tracy Miller, Director of Community Development (ATTACHMENT XX).

**KREPPS MOVED TO ADOPT CASE NO. 07-823 AMENDING ZONING  
ORDINANCE NO. 39, SECTION 6.9 – SIGNS AND ADVERTISING  
STRUCTURES, FOR THE PURPOSE OF CLARIFYING THE DEFINITION OF  
THE TERM “SIGN”, AS RECOMMENDED BY THE PLANNING COMMISSION  
AT THEIR MAY 14, 2007 MEETING (ZONING ORDINANCE NO. 39.126).**

Tracy Miller, Director of Community Development, stated that the Planning Commission has been working for approximately a year for an amendment package to the Zoning Ordinance. At their meeting on May 14<sup>th</sup> the Planning Commission held a public hearing in consideration of eighteen proposed amendments to the Zoning Ordinance. Many of the amendments are necessary to bring the Zoning Ordinance into line with the new Michigan Zoning Enabling Act that became effective on July 1, 2006. Additional amendments are also being proposed by the Planning Commission that clarify existing requirements or create new provisions as appropriate and necessary.

One individual attended and provided comments on the amendments. As a result, the Planning Commission decided not to forward all the amendments from the May 14<sup>th</sup> public hearing to the Board this evening. The remaining amendments will be reviewed again at the June 11, 2007 Planning Commission meeting.

Ms. Miller stated that the only change to the proposed Zoning Ordinance No. 39.126 is in Section 6.9. The change is the definition of a sign. The current ordinance reads “A device, structure, fixture, or placard using graphics, symbols, and/or written copy designed specifically for the purpose of advertising or identifying an establishment, product, service, or activity”. As a result of the Rose City Motors Special Use application, the question was asked if a balloon placed on an antenna was a sign. Ms. Miller stated that if the balloon had words, a graphic, etc. then by this definition it was a sign. It was pointed out by the applicant that if it was a balloon without words, a graphic, etc. it was not a sign. By amending this section to read that it may use graphics, symbols, etc., balloons are considered a sign, which is the intent of the definition of the balloon sign.

Trustee Krepps asked if balloons are banned or is a permit needed for balloons in the Township. Ms. Miller stated that generally speaking, balloon signs are not a permitted sign.

A Roll Call Vote was recorded as follows:

Ayes: Ketchum, Sweet, Ammon, Goodrich, Hayhoe, Hope

Nays: Krepps

**MOTION CARRIED**

**AMENDMENT TO ZONING ORDINANCE NO. 39 – CASE NO. 07-825 – SITE  
DEVELOPMENT REQUIREMENTS FOR PUBLIC PROPERTY (PROPOSED ZONING  
ORDINANCE NO. 39.128)**

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The Board reviewed a memorandum dated June 1, 2007 from Tracy Miller, Director of Community Development (ATTACHMENT XXI).

**SWEET MOVED TO ADOPT CASE NO. 07-825 AMENDING ZONING  
ORDINANCE NO. 39, SECTION 5.22.4 – PP DISTRICT-PUBLIC PROPERTY,  
FOR THE PURPOSE OF REVISING SITE DEVELOPMENT REQUIREMENTS,  
AS RECOMMENDED BY THE PLANNING COMMISSION AT THEIR MAY 14,  
2007 MEETING (ZONING ORDINANCE NO. 39.128).**

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Tracy Miller, Director of Community Development, stated that the intent of the PP District section is to provide a district where community services and facilities may be optimally located with respect to providing public service. The amendment of Section 5.22.4, which states that no use in this district shall produce any noise, objectionable odor, smoke, etc. prohibits the POTW plant to be zoned public property.

A Roll Call Vote was recorded as follows:

Ayes: Krepps, Sweet, Ammon, Goodrich, Hayhoe, Hope, Ketchum

**MOTION CARRIED**

**AMENDMENT TO ZONING ORDINANCE NO. 39 – CASE NO. 07-827 – REVISE DEFINITION OF HOME OCCUPATION (PROPOSED ZONING ORDINANCE NO. 39.130)**

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The Board reviewed a memorandum dated June 1, 2007 from Tracy Miller, Director of Community Development (ATTACHMENT XXII).

**HAYHOE MOVED TO ADOPT CASE NO. 07-827 AMENDING ZONING ORDINANCE NO. 39, SECTION 5.1.11.1 – HOME OCCUPATIONS, FOR THE PURPOSE OF REVISING THE DEFINITION, AS RECOMMENDED BY THE PLANNING COMMISSION AT THEIR MAY 14, 2007 MEETING (ZONING ORDINANCE NO. 39.130).**

Tracy Miller, Director of Community Development, stated that the Township is required by State law to include this language.

A Roll Call Vote was recorded as follows:

Ayes: Sweet, Ammon, Goodrich, Hayhoe, Hope, Ketchum, Krepps

**MOTION CARRIED**

**AMENDMENT TO ZONING ORDINANCE NO. 39 – CASE NO. 07-830 – SUPPLEMENTARY YARD REGULATIONS (PROPOSED ZONING ORDINANCE NO. 133)**

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The Board reviewed a memorandum dated June 1, 2007 from Tracy Miller, Director of Community Development (ATTACHMENT XXIII).

**AMMON MOVED TO ADOPT CASE NO. 07-830 AMENDING ZONING ORDINANCE NO. 39, SECTION 6.4 – SUPPLEMENTARY YARD REGULATIONS, FOR THE PURPOSE OF REVISING THE CORNER LOTS SECTION AND PERMITTED YARD ENCROACHMENTS SECTION, AS RECOMMENDED BY THE PLANNING COMMISSION AT THEIR MAY 14, 2007 MEETING (ZONING ORDINANCE NO. 39.133).**

Tracy Miller, Director of Community Development, stated that by definition, corner lots have two front yard setbacks. This amendment will provide for side and rear yard determination on corner lots. The front of the house is where the address is, which will establish the rear yard. For the purpose of adding an addition or something to that affect, the property owner can switch their side and rear yard one time.

The amendment also provides the criteria for porches, patios, decks, and terraces from yard requirements.

Mike Hamilton, 4541 Sycamore Street, asked for clarification on the yard regulations.

Ms. Miller explained the setback requirements in regards to porches, patios, etc.

A Roll Call Vote was recorded as follows:

Ayes: Ammon, Goodrich, Hayhoe, Hope, Ketchum, Krepps, Sweet

**MOTION CARRIED**

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**AMENDMENT TO ZONING ORDINANCE NO. 39 – CASE NO. 07-831 – REVISIONS TO MISCELLANEOUS REGULATIONS SECTION (PROPOSED ZONING ORDINANCE NO. 39.134)**

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The Board reviewed a memorandum dated June 1, 2007 from Tracy Miller, Director of Community Development (ATTACHMENT XXIV).

**SWEET MOVED TO ADOPT CASE NO. 07-831 AMENDING ZONING ORDINANCE NO. 39, SECTION 6.1 OF ARTICLE VI – MISCELLANEOUS REGULATIONS, FOR THE PURPOSE OF REVISING SECTIONS 6.1.2, 6.1.3, 6.1.3.1, 6.1.5, 6.1.5.1 AND 6.1.6, AS RECOMMENDED BY THE PLANNING COMMISSION AT THEIR MAY 14, 2007 MEETING (ZONING ORDINANCE NO. 39.134).**

Tracy Miller, Director of Community Development, stated that Section 6.1.3.1 adds that only one principal building is permitted per parcel.

Section 6.1.5 addresses limitations on the use of storage containers in residential districts. More frequently individuals in residential and commercial districts are having large dumpsters delivered to their front yards, blocking sidewalks, etc. This amendment allows for these dumpsters if they are being used in conjunction with some kind of construction or renovation.

Section 6.1.5.1 provides for screening of external solid waste areas to a height of 6 feet. It specifies the ground surface material to be provided and specifies that the multi-family residential is the RM District.

A Roll Call Vote was recorded as follows:

Ayes: Goodrich, Hayhoe, Hope, Ketchum, Krepps, Sweet, Ammon

**MOTION CARRIED**

**AMENDMENT TO ZONING ORDINANCE NO. 39 – CASE NO. 07-833 – USES PERMITTED UNDER TOWN CENTER DISTRICT (PROPOSED ZONING ORDINANCE NO. 39.136)**

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The Board reviewed a memorandum dated June 1, 2007 from Tracy Miller, Director of Community Development (ATTACHMENT XXV).

**HAYHOE MOVED TO ADOPT CASE NO. 07-833 AMENDING ZONING ORDINANCE NO. 39, SECTION 5.13 – TOWN CENTER DISTRICT, FOR THE PURPOSE OF REVISING SECTIONS 5.13.3, 5.13.4 AND 5.13.5, USES PERMITTED, AS RECOMMENDED BY THE PLANNING COMMISSION AT THEIR MAY 14, 2007 MEETING (ZONING ORDINANCE NO. 39.136).**

Tracy Miller, Director of Community Development, stated that a typographical error was discovered in Section 5.13.6 in Subsection 5 of the existing ordinance which references 5.9. Ms. Miller stated that it should reference 6.9 and suggested that this change be made as well.

These amendments provide that certain small retail/service businesses and small restaurants, tea rooms, coffee shops and the like, size 1200 square feet or less, are uses permitted by right. It also provides for certain loft style dwelling units 600 square feet or more in size to be permitted under special conditions and prohibits certain second hand and consignment stores in the TC District.

Trustee Ketchum stated that the motion should replace the first 5.13.5 with 5.13.4.

Clerk Hope questioned why certain second hand and consignment stores were prohibited. Clerk Hope stated that he has been to many communities that have very nice second hand or consignment shops. They are in very nice buildings with a lot of character and generate a lot of customer traffic. Clerk Hope further stated that this

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amendment could prohibit specialty shops, art galleries and other high-end second hand and consignment shops that would be a very nice addition to the TC district.

Discussion was held regarding second hand and consignment stores located in the TC District.

**SWEET MOVED TO POSTPONE TO JUNE 19, 2007 BOARD MEETING.**

A Roll Call Vote was recorded as follows:

Ayes: Hayhoe, Hope, Ketchum, Krepps, Sweet, Ammon, Goodrich

**MOTION CARRIED**

**AMENDMENT TO ZONING ORDINANCE NO. 39 – CASE NO. 07-834 –  
SUPPLEMENTARY USE REGULATIONS (PROPOSED ZONING ORDINANCE NO.  
39.137)**

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The Board reviewed a memorandum dated June 1, 2007 from Tracy Miller, Director of Community Development (ATTACHMENT XXVI).

**AMMON MOVED TO ADOPT CASE NO. 07-834 AMENDING ZONING  
ORDINANCE NO. 39, SECTION 6.2 – SUPPLEMENTARY USE  
REGULATIONS, FOR THE PURPOSE OF REVISING SECTIONS 6.2.1, 6.2.3,  
6.2.4, 6.2.5, AND 6.2.5.1, AS RECOMMENDED BY THE PLANNING  
COMMISSION AT THEIR MAY 14, 2007 MEETING (ZONING ORDINANCE NO.  
39.137).**

Tracy Miller, Director of Community Development, stated that the majority of the changes in this section are typographical or of that nature. Section 6.2.5, Subsections 4 and 5 are being added. These are just being relocated from another section of the ordinance so that they are all in one location. Section 6.2.5.1 refers to temporary storage containers which are currently unregulated.

A Roll Call Vote was recorded as follows:

Ayes: Hope, Ketchum, Krepps, Sweet, Ammon, Goodrich, Hayhoe

**MOTION CARRIED**

**AMENDMENT TO ZONING ORDINANCE NO. 39 – CASE NO. 07-835 – REVIEW  
PROCEDURES AND SITE DEVELOPMENT REQUIREMENTS FOR C-3 HIGHWAY  
SERVICE DISTRICT (PROPOSED ZONING ORDINANCE NO. 39.138)**

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The Board reviewed a memorandum dated June 1, 2007 from Tracy Miller, Director of Community Development (ATTACHMENT XXVII).

**SWEET MOVED TO ADOPT CASE NO. 07-835 AMENDING ZONING  
ORDINANCE NO. 39, SECTION 5.11 – C-3 DISTRICT – HIGHWAY SERVICE,  
FOR THE PURPOSE OF REVISING SECTIONS 5.11.2 AND 5.11.4  
REGARDING REVIEW PROCEDURES AND SITE DEVELOPMENT  
REQUIREMENTS, AS RECOMMENDED BY THE PLANNING COMMISSION AT  
THEIR MAY 14, 2007 MEETING (ZONING ORDINANCE NO. 39.138).**

Tracy Miller, Director of Community Development, stated that this amendment removes the language regarding transition strips as it conflicts with language regarding buffer strips and green strips in other areas of the ordinance. Another change is in regards to the storage and handling of refuse that currently states that refuse is to be stored inside the building in the C-3 District.

A Roll Call Vote was recorded as follows:

Ayes: Ketchum, Krepps, Sweet, Ammon, Goodrich, Hayhoe, Hope

**MOTION CARRIED**

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**AMENDMENT TO ZONING ORDINANCE NO. 39 – CASE NO. 07-836 – CONVERSION CONDOMINIUMS (PROPOSED ZONING ORDINANCE NO. 39-139)**

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The Board reviewed a memorandum dated June 1, 2007 from Tracy Miller, Director of Community Development (ATTACHMENT XXVIII).

**AMMON MOVED TO ADOPT CASE NO. 07-836 AMENDING ZONING ORDINANCE NO. 39, SECTION 5.14 – CONDOMINIUM REGULATIONS, FOR THE PURPOSE OF REVISING SECTIONS 5.14.5 REGARDING CONVERSION CONDOMINIUMS, AS RECOMMENDED BY THE PLANNING COMMISSION AT THEIR MAY 14, 2007 MEETING (ZONING ORDINANCE NO. 39.139).**

Tracy Miller, Director of Community Development, stated that currently the ordinance states that if you convert an existing property into a conversion condominium, you have to go through Site Plan Review. The amendment will eliminate that requirement unless changes are made to the property that would require Site Plan Review.

A Roll Call Vote was recorded as follows:

Ayes: Krepps, Sweet, Ammon, Goodrich, Hayhoe, Hope, Ketchum

**MOTION CARRIED**

**REPORTS**

**SUPERVISOR**

**GOALS AND**

**OBJECTIVES DATES – JUNE 6<sup>TH</sup> AT 8:00 A.M. AND JUNE 19<sup>TH</sup> AT 3:00 P.M.**

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Supervisor Goodrich reminded the Board members of the Goals and Objectives meeting dates of June 6<sup>th</sup> at 8:00 a.m. and June 19<sup>th</sup> at 3:00 p.m.

**RED TEAM MONTHLY MEETING**

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Supervisor Goodrich stated that the Red Team will hold their monthly meeting on June 7<sup>th</sup>.

**MICHIGAN TOWNSHIPS ASSOCIATION BREAKFAST**

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Supervisor Goodrich stated that he has been invited to attend the Michigan Townships Association breakfast on June 8<sup>th</sup>. The breakfast is for Townships with populations over 25,000.

**TRUSTEES**

**SWEET**

**TOWN HALL MEETING – BARB BYRUM**

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Trustee Sweet stated that he attended the Town Hall Meeting held by State Representative Barb Byrum on May 29, 2007. State Representatives Mark Meadows and Joan Bauer also spoke at the meeting. Discussion was held on fixing the State budget for the remainder of this year as well possible fixes for next year.

**TOWNSHIP MANAGER**

**INGHAM COUNTY PUBLIC SAFETY MILLAGE**

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MINUTES OF REGULAR MEETING HELD ON JUNE 5, 2007**

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Twp. Mgr. Elsinga stated that the Ingham County Board of Commissioners has decided against asking for a Public Safety Millage this year.

**PINE TREE ROAD IMPROVEMENT**

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Twp. Mgr. Elsinga stated that the Downtown Development Authority will contribute toward the Pine Tree Road improvement. The Ingham County Road Commission, through their local road improvement program, will also contribute.

**LIMITED PUBLIC COMMENTS** – None

**ADJOURNMENT**

Meeting adjourned at 9:58 p.m.

Date: \_\_\_\_\_

\_\_\_\_\_  
Evan Hope, Township Clerk

Date: \_\_\_\_\_

\_\_\_\_\_  
Stuart Goodrich, Supervisor

/af