

**DELHI CHARTER TOWNSHIP  
COMMITTEE OF THE WHOLE MEETING HELD ON MARCH 18, 2008**

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The members of the Delhi Charter Township Committee of the Whole met on Tuesday, March 18, 2008, in the Multipurpose Room at the Community Services Center, 2074 Aurelius Road, Holt, MI. Supervisor Goodrich called the meeting to order at 6:00 p.m.

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

Members Absent: Trustee Jerry Ketchum

Others Present: John Elsinga, Township Manager  
Lt. Mike DeBruin, Delhi Div., Ing. County Sheriff's Office  
Mark Jenks, Dir. of Parks & Recreation  
Rick Royston, Fire Chief  
Sandra Diorka, Director of Public Services  
Tracy Carney-Miller, Dir. of Community Development  
Terry Powers, Facilities Supervisor  
Wendy Thielen, Assist. Twp. Mgr. of Human Resources  
Tricia Vander Ploeg, Admin. Assistant/Deputy Supervisor  
Amy Finch, Assistant Twp. Clerk/Deputy Clerk

**BUSINESS**

**PRESENTATION OF COST OF COMMUNITY SERVICES STUDY**

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Sherrin Hood and Eric Frederick, LSL Planning, Inc., gave a Power Point presentation explaining their findings of the Cost of Community Services (COCS) study that was performed (ATTACHMENT I).

Ms. Hood explained the process that was used to come up with the ratios. The COCS process follows four basic steps: 1) define land use categories; 2) collect and analyze Township budgetary data; 3) allocate revenue and expenditure by land use; and 4) analyze data and calculate ratios.

The land use categories defined were agricultural/open space; commercial/office; industrial; tax-exempt; low density residential; medium density residential and high density residential. Initially, a civic category was included; however, it was determined that this category should not be treated as a separate category.

First, land use categories were defined by the Township and the study team based on current zoning and master plan definitions and state-established property assessing classifications.

Second, a study year was chosen (2006) and the entire Township budget outlining all the revenues and expenditures for each department was collected for that year. Information that was not analyzed were school and county budgets, services that are provided by the county and bond issues. Information that was analyzed separately was the sewer budget and the road maintenance budget.

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Third, through interviews with Township staff, examination of other COCS studies, and critical background research, each revenue and expenditure was allocated among the defined land use categories. Allocations were broken down into three categories, direct allocation, default percentages and sewer and road analysis. Direct allocation was used for items that had a clear connection to a land use (like permit fees, police runs, special assessments, etc.). Default percentages were used for items that were not directly connected to land use (like Township staff salaries, park services, etc.) Sewer and road analysis was used to analyze these budgetary systems.

Lastly, the allocations were analyzed using statistical software and an expenditure-to-revenue ratio was calculated for each land use. COCS ratio represents the dollar value that the Township spends on services required by a land use for each dollar it receives in revenue from that land use. Ratios over \$1 represent a net loss to the Township, meaning the Township spends more to serve that land use than they receive in revenues. Ratios under \$1 represent a net gain to the Township. After all of the Township revenues and expenditures were allocated to a land use, the sum of each was calculated (the total expenditures were divided by the total revenues) to determine the COCS ratio.

The sewer service and road maintenance revenues and expenditures span several fiscal budgets; therefore, required separate analysis. Analysis did not include consideration of pump stations or operating costs and used linear foot of sewer line and/or roads as the baseline for the study.

The overall Township budget ratio is \$0.97 (for every dollar received in revenue, the Township spends \$0.97). Most COCS studies have one residential category; Delhi is unique as it has three residential areas. A normal COCS study of residential ratio would be anywhere from \$1.00 to \$1.35. The average of Delhi's residential ratio is \$1.16. The results for the three residential land uses should be considered along with the results for road construction and maintenance as well as sewer services.

In the civic category it was determined that for every dollar received in revenue from civic uses, the Township spends \$8.06. It was noted that civic uses are benefits to the residential land use category so the revenue for this category was absorbed into the other land use categories. (The budget ratio represents the ratio without the civic category broken down).

Low density residential is the least costly to the Township; however, the road and sewer costs increase the ratio for residential services, with the higher increase in the low density residential category. This is due to larger lot sizes requiring greater lengths of roadway and sewer infrastructure per parcel.

Sewer service does not impact the Township's budget; however, it does affect the cost of living for the residents. If fees are not moderated, high density residential may be subsidizing low density residential.

Recommendations to lower the ratios are as follows:

- Continued support of the Urban Services Boundary
- Cluster/PUD Development
- Mixed Use Zoning District
- Promote Infill Development

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- Public Education and Neighborhood Watch
- Safescaping and Crime Prevention through Environmental Design
- Purchase/Transfer of Development Rights
- Open Space Preservation
- Development and/or Continued Enforcement of Property Maintenance Ordinances
- Promote a Sense of Community
- Maintain Collaborative Efforts with Publicly Funded Organizations
- Encourage Preservation of Open Space in Neighborhoods
- Continue to Enforce Property Maintenance Codes
- Endorse High Quality, High Value Neighborhoods by Including Desirable Amenities
- Encourage Provision of Owner-Occupied Attached Housing as a Priority Over Large-Scale Multiple Family Development
- Maintain Collaborative Efforts with Other Publicly Funded Organizations to Provide Social Programs
- Promote a Sense of Community:
  - Reinvest in Neighborhoods
  - Provide a Walkable Atmosphere
  - Develop Social Programming

Trustee Hayhoe asked if it would be possible to break down the cost of rental units. It was stated that if the information was available it would be possible.

Trustee Krepps stated that it was his thought that the county maintained the roads. Ms. Miller stated that the road maintenance is in regards to road improvements for subdivision roads. Trustee Krepps stated that the average apartment complex would have a larger road frontage than an average residential property. Mr. Frederick answered in the affirmative, further stating that parcels less than 10,000 square feet in size were included in the high density residential category, so single family homes, as well as apartments, were a part of this land use category, which offset each other.

Trustee Hayhoe asked if the Township was on a good cost base with fees such as permits, inspector costs, etc. Mr. Frederick stated that it could be possible to determine what land uses require the most electrical fees, inspections, etc. to analyze the fee structure; however, that was not done in this study.

Rick Royston, Fire Chief, asked if non-conforming uses were taken into account. Ms. Hood answered in the affirmative. Chief Royston asked how automobile accidents that took place on streets were coded. Mr. Frederick stated that they were left out of the analysis. The calls that were analyzed were accidents that took place on properties with an address.

Twp. Mgr. Elsinga stated that the report shows that the Township is balancing their budget with the services provided. Local road improvements and the Non-Motorized Pathways are unmet financial obligations that the Township will face. Twp. Mgr. Elsinga also stated that low density development costs the Township money with respect to infrastructure.

**RESOLUTION NO. 2008-035 – AUTHORIZE PLACEMENT OF A PROPOSAL FOR MILLAGE RENEWAL FOR DELHI TOWNSHIP FIRE DEPARTMENT ON THE NOVEMBER 2008 BALLOT**

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The Board reviewed memorandums dated March 11, 2008 from Twp. Mgr. Elsinga and March 12, 2008 from Rick Royston, Fire Chief (ATTACHMENT II).

Rick Royston, Fire Chief, stated that this would be the third renewal after the original six year Millage. A half a mill per year is set aside for the purchase and replacement of fire equipment. The last time a Millage was passed, training was added. Chief Royston stated a vehicle and equipment replacement schedule is submitted into the budget process indicating what items will need to be replaced. Chief Royston further stated that it is important to continue this practice to keep the equipment up-to-date.

Trustee Krepps stated that in previous discussions it was stated that there would be a combined Police/Fire Public Safety Millage. Clerk Hope stated that he was in favor of a new Millage for Public Safety; however, at this time, with today's economy, it would not be a good idea to ask for a Public Safety Millage. Twp. Mgr. Elsinga stated that the focus of this Millage would be for equipment, apparatus and training. Next year, the Board could continue with discussion regarding a Public Safety Millage. Trustee Krepps asked if it is anticipated that the Township revenues would match or exceed the expenses next year. Twp. Mgr. Elsinga stated that there is significant fund balance to go at least another year before the Public Safety Millage would have to be discussed from an operational standpoint.

**FIRE DEPARTMENT – FEBRUARY ACTIVITY REPORT**

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Rick Royston, Fire Chief, reported on the highlights of the February Fire Department Activity Report (ATTACHMENT III).

**INGHAM COUNTY SHERIFF'S OFFICE – FEBRUARY ACTIVITY REPORT**

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Lt. Mike DeBruin, Delhi Division, Ingham County Sheriff's Office, reported on the highlights of the February Delhi Division, Ingham County Sheriff's Office Activity Report (ATTACHMENT IV).

**COMMUNITY DEVELOPMENT DEPARTMENT – FEBRUARY ACTIVITY REPORT**

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Tracy Miller, Director of Community Development, reported on the highlights of the February Community Development Department Activity Report (ATTACHMENT V).

**DEPARTMENT OF PUBLIC SERVICES STAFFING**

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The Board reviewed a memorandum dated March 13, 2008 from Twp. Mgr. Elsinga (ATTACHMENT VI).

Wendy Thielen, Assist. Twp. Mgr. of Human Resources, stated that during the past several months the Township has contracted with an outside vendor to clean the Community Services Center and the Ingham Sheriff's Department/Downtown Development Authority building on Cedar Street while the full-time custodian was on a leave of absence.

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Cleaning services at these facilities have gone from a 5-day a week cleaning schedule down to a 3-day a week cleaning schedule. Additionally, the Holt branch of the Capital Area District Library has begun providing their own cleaning services which resulted in a decrease in custodial services performed by Township staff. Because of this, it was decided to see what cost savings the Township could realize by using an outside vendor to perform the custodial duties. Contracting our cleaning services to an outside vendor would result in a total savings of \$42,000 per year.

It is recommended that the two full-time custodial positions be eliminated and contract the cleaning services out to an outside vendor. The vacant part-time Maintenance Laborer position be eliminated and one vacant full-time Maintenance Mechanic position (Pay Grade 6) be reclassified to a full-time Maintenance Laborer position (Pay Grade 4) for a total savings of approximately \$82,000 per year.

Trustee Krepps asked if the service should be bid out. Staff stated that this service was bid out when the service was needed on a temporary basis. Trustee Krepps asked if possibly there were companies that may not have bid because it was a temporary situation. Terry Powers, Facilities Supervisor, stated that three bids were taken; however, one of the bidders withdrew, stating that they could not handle a job this large. Trustee Krepps asked the length of the contract. Ms. Thielen stated that rates were received; however, there is not a binding contract.

**PUBLIC COMMENT** - None

**ADJOURNMENT**

Meeting adjourned at 7:31 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 MARCH 18, 2008**

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The Delhi Charter Township Board of Trustees met in a regular meeting on Tuesday, March 18, 2008 in the Multipurpose Room at the Community Services Center, 2074 Aurelius Road, Holt, Michigan. Supervisor Goodrich called the meeting to order at 7:36 p.m.

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

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

Members Absent: Trustee Jerry Ketchum

Others Present: John Elsinga, Township Manager  
Mark Jenks, Director of Parks & Recreation  
Rick Royston, Fire Chief  
Sandra Diorka, Director of Public Services  
Tracy Carney-Miller, Director of Community Development  
Terry Powers, Facilities Supervisor  
Wendy Thielen, Assistant Township Manager of Human Resources  
Tricia Vander Ploeg, Administrative Assistant/Deputy Supervisor  
Amy Finch, Assistant Township Clerk/Deputy Clerk

**COMMENTS FROM THE PUBLIC** - None

**SET/ADJUST AGENDA**

**HOPE MOVED TO ADD AGENDA ITEM NO. 16 – TOWNSHIP MANAGER REPORT.**

A Voice Poll was recorded as follows: All Ayes  
Absent: Ketchum

**MOTION CARRIED**

**RECOGNITION OF THE HOLT PUBLIC SCHOOLS STATE CHAMPION WRESTLING TEAM**

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Supervisor Goodrich recognized the Holt Public School Men's Wrestling Team for winning the 2008 Michigan State Championship for Division "1" schools.

**2007 ANNUAL REPORT – PARKS AND RECREATION DEPARTMENT**

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Mark Jenks, Director of Parks and Recreation, gave the 2007 Annual Parks and Recreation Department Report (ATTACHMENT I).

**CONSENT AGENDA**

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- A. Approval of Minutes – Committee of the Whole Meeting of March 4, 2008
- B. Approval of Minutes – Regular Meeting of March 4, 2008
- C. Approval of Claims – March 11, 2008 (ATTACHMENT II).
- D. Approval of Payroll –March 6, 2008 (ATTACHMENT III).

**HOPE MOVED TO APPROVE THE CONSENT AGENDA ITEMS AS PRESENTED.**

A Roll Call Vote was recorded as follows:

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

Absent: Ketchum

**MOTION CARRIED**

**NEW BUSINESS**

**SPARTAN SPEEDWAY 2008 RACE SCHEDULE**

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The Board reviewed a memorandum dated March 10, 2008 from Twp. Mgr. Elsinga (ATTACHMENT IV).

**AMMON MOVED TO APPROVE THE 2008 RACE SCHEDULE FOR SPARTAN SPEEDWAY (EXHIBIT A).**

A Roll Call Vote was recorded as follows:

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

Absent: Ketchum

**MOTION CARRIED**

**RENEWAL MEMORANDUM OF AGREEMENT – GREATER LANSING REGIONAL COMMITTEE ON PHASE II NONPOINT SOURCE POLLUTION PREVENTION**

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The Board reviewed a memorandum dated March 12, 2008 from Twp. Mgr. Elsinga (ATTACHMENT V).

**HAYHOE MOVED TO ADOPT THE GREATER LANSING REGIONAL COMMITTEE ON PHASE II NONPOINT SOURCE POLLUTION PREVENTION MEMORANDUM OF AGREEMENT EFFECTIVE MAY 1, 2008 THROUGH APRIL 30, 2013 AND COMMIT TO THE PAYMENT OF APPROPRIATE ANNUAL MEMBERSHIP ASSESSMENTS (FEES).**

A Roll Call Vote was recorded as follows:

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

Absent: Ketchum

**MOTION CARRIED**

**RESOLUTION NO. 2008-035 – AUTHORIZE PLACEMENT OF A PROPOSAL FOR MILLAGE RENEWAL FOR DELHI TOWNSHIP FIRE DEPARTMENT ON NOVEMBER 2008 BALLOT**

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SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP  
MINUTES OF REGULAR MEETING HELD ON MARCH 18, 2008**

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The Board reviewed memorandums dated March 11, 2008 from Twp. Mgr. Elsinga and March 12, 2008 from Rick Royston, Fire Chief (ATTACHMENT VI).

**SWEET MOVED TO ADOPT RESOLUTION NO. 2008-035 WHICH AUTHORIZES THE PLACEMENT OF A PROPOSAL FOR MILLAGE RENEWAL FOR THE TOWNSHIP FIRE DEPARTMENT ON THE NOVEMBER 2008 GENERAL ELECTION BALLOT.**

A Roll Call Vote was recorded as follows:

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

Absent: Ketchum

**MOTION CARRIED**

**DEPARTMENT OF PUBLIC SERVICES STAFFING**

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The Board reviewed a memorandum dated March 13, 2008 from Twp. Mgr. Elsinga (ATTACHMENT VII).

**KREPPS MOVED TO APPROVE A REDUCTION OF THE WORK FORCE IN THE DEPARTMENT OF PUBLIC SERVICES BY 2.5 POSITIONS THROUGH A LAYOFF OF TWO (2) FULL-TIME CUSTODIANS; THE ELIMINATION OF ONE (1) PERMANENT PART-TIME MAINTENANCE LABORER; AND TO RECLASSIFY ONE (1) FULL-TIME MAINTENANCE MECHANIC POSITION (PAY GRADE 6) TO A FULL-TIME MAINTENANCE LABORER POSITION (PAY GRADE 4), EFFECTIVE MAY 1, 2008.**

A Roll Call Vote was recorded as follows:

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

Absent: Ketchum

**MOTION CARRIED**

**ZONING AND DEVELOPMENT**

**SPECIAL USE PERMIT NO. 07-252 – KROGER FUELING STATION – 2495 CEDAR STREET – TAX PARCEL #33-25-05-15-126-010**

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The Board reviewed a memorandum dated February 28, 2008 from Tracy Miller, Director of Community Development (ATTACHMENT VIII).

**HAYHOE MOVED TO ADOPT SPECIAL USE PERMIT NO. 07-252 FOR THE KROGER FUEL STATION, PAT PIECHOWSKI, 2495 CEDAR STREET, TAX PARCEL #33-25-05-15-126-010, AS RECOMMENDED BY THE PLANNING COMMISSION AT THEIR FEBRUARY 25, 2008 MEETING.**

Trustee Krepps questioned Condition No. 4, asking how long the landscape plantings are to be maintained. Ms. Miller stated that they would need to be maintained in perpetuity. Trustee Krepps also questioned the height of the enclosure around the compactor (Condition No. 7). Ms. Miller stated that the enclosure will be high enough to hide the view of the compactor from the surrounding area.

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A Roll Call Vote was recorded as follows:

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

Absent: Ketchum

**MOTION CARRIED**

**REPORTS**

**SUPERVISOR**

**BRUSH DROP OFF**

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Supervisor Goodrich stated that the brush drop off will be held April 24<sup>th</sup> to 26<sup>th</sup>.

**LEAP**

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Supervisor Goodrich stated that he and Twp. Mgr. Elsinga attended the LEAP meeting on March 5<sup>th</sup>. Discussion during that meeting included promoting the Tri-County area as MSU Country. There was a consensus of the Board that the MSU flag be flown in front of the Community Services Center as a participant in such promotion.

**JOHN E. GREEN COMPANY**

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Supervisor Goodrich stated that the John E. Green Company will be locating in the Township. The company should be occupying the building located at 1125 N. Cedar Street, Mason sometime in July of this year.

**CLERK**

**TOWNSHIP NEWSLETTER**

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Clerk Hope stated that the Township Newsletter will be coming out soon. The cost was less than expected.

**PRESIDENTIAL PRIMARY "DO-OVER" ELECTION**

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Clerk Hope stated that a Presidential Primary "Do-Over" election will more than likely not happen.

**TRUSTEES**

**TRUSTEE KREPPS**

**BIGGBY COFFEE**

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Trustee Krepps stated that Biggby Coffee, to be located at 2006 Cedar Street, asked the Zoning Board of Appeals for a variance to allow for two signs. The variance was granted.

**TOWNSHIP MANAGER**

SUBJECT TO APPROVAL

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**HEARTHSIDE SUBDIVISION ROAD PROJECT**

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Twp. Mgr. Elsinga stated that the Ingham County Road Commission has calculated the alternative road repairs for Hearthside Subdivision as requested during the February 19, 2008 Board of Trustees meeting. The cost to do the original resurfacing project was \$76,000. The cost for the alternative repair is over \$167,000. This would increase the benefiting property owners cost from \$1,000 to \$3,582. An informational meeting will be held in April.

**CEDAR LAKE**

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Twp. Mgr. Elsinga stated that he met with the Ingham County Drain Commission's (ICDC) staff in regards to a resolution to Cedar Lake. Spicer Engineering (hired by the ICDC) did a good job on the watershed issues along with some corrective action strategies. The Township's recommendation, via Hubbell, Roth and Clark, mirrors the Attorney General's order. An April 2<sup>nd</sup> follow-up meeting has been tentatively set.

**ADJOURNMENT**

Meeting adjourned at 8:53 p.m.

**FYI**

1. Letter dated February 25, 2008 from Comcast re: changes to Comcast's Lansing Area Service Centers.

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

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

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

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

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SUBJECT TO APPROVAL