

**DELHI CHARTER TOWNSHIP
MINUTES OF REGULAR MEETING HELD ON MAY 1, 2012**

The Delhi Charter Township Board of Trustees met in a regular meeting on Tuesday, May 1, 2012 in the Multipurpose Room at the Community Services Center, 2074 Aurelius Road, Holt, Michigan. Supervisor Goodrich called the meeting to order at 7:30 p.m.

PLEDGE OF ALLEGIANCE

ROLL CALL

Members Present: Supervisor Stuart Goodrich, Clerk Evan Hope, Treasurer Roy Sweet, Trustees Derek Bajema, John Hayhoe, Jerry Ketchum, DiAnne Warfield

Members Absent: None

Others Present: John Elsinga, Township Manager
Tracy Miller, Director of Community Development
Tricia Vander Ploeg, Administrative Assistant/Deputy Supervisor
Amy Finch, Assistant Township Clerk/Deputy Clerk

COMMENTS FROM THE PUBLIC

Bill Oberst, 1712 Eifert Road, Holt, had various questions in regard to the sludge dryer.

Susan Henderson, Creole Way, Holt, had various questions in regard to the sludge dryer.

CONSENT AGENDA

- A. Approval of Minutes – Committee Meeting of April 17, 2012
- B. Approval of Minutes – Regular Meeting of April 17, 2012
- C. Approval of Claims – April 17, 2012 (ATTACHMENT I)
- D. Approval of Payroll – April 26, 2012 (ATTACHMENT II)

Trustee Bajema requested that Item C – Approval of Claims-April 17, 2012 be removed from the consent agenda for discussion.

Ketchum moved to approve the Consent Agenda as presented with Item C – Approval of Claims-April 17, 2012 removed from the Consent Agenda for discussion.

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP
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A Roll Call Vote was recorded as follows:

Ayes: Hayhoe, Hope, Ketchum, Sweet, Warfield, Bajema, Goodrich

MOTION CARRIED

ZONING AND DEVELOPMENT

SPECIAL USE PERMIT NO. 12-272 – CENTURY DEVELOPMENT LLC – 2168 CEDAR STREET – TAX PARCEL #33-25-05-14-302-012 – ANIMAL DAYCARE FACILITY

The Board reviewed a memorandum dated April 24, 2012 from Tracy Miller, Director of Community Development (ATTACHMENT III).

Hayhoe moved to adopt Special Use Permit No. 12-272 for Century Development, LLC, 2168 Cedar Street, Tax Parcel #33-25-05-14-302-012, to permit an Animal Daycare Facility, as recommended by the Planning Commission at their April 23, 2012 meeting.

A Roll Call Vote was recorded as follows:

Ayes: Hope, Ketchum, Sweet, Warfield, Bajema, Goodrich, Hayhoe

MOTION CARRIED

ITEM REMOVED FROM CONSENT AGENDA FOR DISCUSSION / ACTION – APPROVAL OF CLAIMS – APRIL 17, 2012

Hope moved to approve the Claims of April 17, 2012.

Trustee Bajema had various questions in regard to the April 17, 2012 claims.

A Roll Call Vote was recorded as follows:

Ayes: Ketchum, Sweet, Warfield, Bajema, Goodrich, Hayhoe, Hope

MOTION CARRIED

REPORTS

TREASURER

Treasurer Sweet stated that the Township has received approximately \$304,000 in revenue sharing payments for the months of January and February. In addition, \$2,160 was received for each of the three components of the Economic Vitality Incentive Program (EVIP).

SUBJECT TO APPROVAL

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CLERK

Clerk Hope reported on the election inspector training class that was held for the May 8, 2012 Election. Clerk Hope complimented the inspectors for the willingness to learn how to use the electronic poll book.

TRUSTEES

TRUSTEE HAYHOE

Trustee Hayhoe reported on the current events of various area service clubs.

TOWNSHIP MANAGER

Twp. Mgr. Elsinga reported on the Neighborhood Stabilization Program. Twp Mgr. Elsinga stated that the use of the proceeds from this program are very restricted; to be used on community functions only.

LIMITED PUBLIC COMMENTS

Jeff Hall, 1543 Gander Hill, Holt, questioned the polling locations of the May 8, 2012 election.

Mike Hamilton, Sycamore Street, Holt, questioned sewer rates.

ADJOURNMENT

Meeting adjourned at 7:58 p.m.

Date: _____

Evan Hope, Township Clerk

Date: _____

Stuart Goodrich, Supervisor

/af

SUBJECT TO APPROVAL

ACCOUNTS PAYABLE APPROVAL

April 17, 2012

I. Certification of Authorized Signatures: The attached Check Register and Invoice Distribution Report encompass checks dated April 17, 2012 numbered 81045 thru 81143 & ACH 1989 thru 2005. Every invoice has a payment authorizing signature(s).

Dated: April 17, 2012

Lora Behnke, Accounting Clerk

II. Certification of Fund Totals:

The attached Invoice Distribution Report and Check Register for checks dated April 17, 2012 show payments made from the following funds:

General Fund	\$ 121,674.54
Fire Fund	26,222.82
Police Fund	2,795.00
Fire Equip. & Apparatus Fund	4,793.94
Downtown Development Fund	7,461.54
Sewer Fund	479,506.58
Trust & Agency Fund	2,605.28
Grand Total	<u>\$ 645,059.70</u>

Includes the following to be reimbursed from separate bank accounts:

None

Dated: April 17, 2012

John B. Elsinga, Township Manager

III. Approval for Distribution: I have reviewed the above checks and invoices and all of them should be distributed. All invoices over \$10,000.00 have been approved by general policy or previous motions of the board. (Irish Construction \$426,318.36 For LSD/POTW Construction Pymt #12, 7/20/10, Spartan Distributors, \$38,302.75 For Toro Mower Parks Commission 3/14/12) .

Dated: April 17, 2012

John B. Elsinga, Township Manager

Evan Hope, Township Clerk

Roy W. Sweet, Treasurer

IV. Board Audit and Approval: At a regular meeting of the Township Board held on May 1, 2012 a motion was made by _____ and passed by _____ yes votes and _____ no votes (_____ absent) that the list of claims dated April 17, 2012, was reviewed, audited and approved.

Evan Hope, Township Clerk

INVOICE GL DISTRIBUTION REPORT FOR DELHI CHARTER TOWNSHIP
 EXP CHECK RUN DATES 04/17/2012 - 04/17/2012

Vendor	Invoice Desc.	Amount
Fund 101 GENERAL FUND		
Dept 000.00		
SBAM	HEALTH INSURANCE MAY	216.61
PROGRESSIVE INSURANCE	REFUND (2011A-1035 GRACE)	670.00
CATHERINE DUNCAN	YOUTH SOFTBALL REFUND	25.00
JOANN WHARTON	REFUND T-BALL	25.00
SEN DINH	REFUND EASTSIDE SOCCER	90.00
	Total For Dept 000.00	1,026.61
Dept 101.00 LEGISLATIVE		
HOLT ALLIANCE		
	2012 HOLT ALLIANCE DUES	100.00
	Total For Dept 101.00 LEGISLATIVE	100.00
Dept 171.00 MANAGER		
SBAM		
	HEALTH INSURANCE MAY	977.76
UNUM LIFE INSURANCE CO	DISABILITY INSURANCE MAY	138.90
BANK OF AMERICA	PARKING/ELSINGA	10.00
BANK OF AMERICA	LIQUOR LAW ENFORCEMENT SEMINAR	175.00
	Total For Dept 171.00 MANAGER	1,301.66
Dept 191.00 ACCOUNTING		
SBAM		
	HEALTH INSURANCE MAY	977.76
UNUM LIFE INSURANCE CO	DISABILITY INSURANCE MAY	29.63
MERRITT PRESS, INC.	AP & PAYROLL WINDOW ENVELOPES	346.50
ABRAHAM & GAFFNEY, P.C.	ACCOUNTING SERVICES	4,833.25
MUNICIPAL ADVISORY COUNCIL	OVERLAPPING DEBT INFORMATION	100.00
	Total For Dept 191.00 ACCOUNTING	6,287.14
Dept 215.00 CLERK		
SBAM		
	HEALTH INSURANCE MAY	2,607.34
UNUM LIFE INSURANCE CO	DISABILITY INSURANCE MAY	95.55
	Total For Dept 215.00 CLERK	2,702.89
Dept 228.00 INFORMATION TECHNOLOGY		
SBAM		
	HEALTH INSURANCE MAY	977.76
UNUM LIFE INSURANCE CO	DISABILITY INSURANCE MAY	71.84
BANK OF AMERICA	RENEW CONNECTION/CARTRIDGES	115.37
BANK OF AMERICA	RENEW CONNECTION/CARTRIDGES	59.98
FACTORY DIRECT INK & TONER	TONER CARTRIDGE	69.99
BANK OF AMERICA	RENEW CONNECTION/CARTRIDGES	12.50
BANK OF AMERICA	RENEW CONNECTION/CARTRIDGES	0.10
BANK OF AMERICA	RENEW CONNECTION/CARTRIDGES	12.50

BANK OF AMERICA	RENEW CONNECTION/CARTRIDGES	0.10
ACD.NET, INC.	APRIL INTERNET	199.95
DELL MARKETING L.P.	5 DELL OPTIPLEX 990 PC'S	875.60
DELL MARKETING L.P.	DELL LATITUDE E5520	1,020.53
Total For Dept 228.00 INFORMATION TECHNOLOGY		3,416.22

Dept 253.00 TREASURERS		
SBAM	HEALTH INSURANCE MAY	1,222.19
UNUM LIFE INSURANCE CO	DISABILITY INSURANCE MAY	63.29
Total For Dept 253.00 TREASURERS		1,285.48

Dept 257.00 ASSESSING		
SBAM	HEALTH INSURANCE MAY	1,222.19
UNUM LIFE INSURANCE CO	DISABILITY INSURANCE MAY	102.87
360 SERVICES, INC.	2012 ASSESSMENT NOTICES	1,458.66
THRUN LAW FIRM, P.C.	LEGAL FEES MARCH	1,370.50
MICHIGAN ASSESSORS ASSN	MAA DUES/ELIZABETH TOBIAS	75.00
COSTAR REALTY INFORMATION	BALANCE OF CO-STAR CONTRACT	307.95
BANK OF AMERICA	BOARD OF REVIEW REFRESHMENTS	28.82
MICHIGAN ASSESSORS ASSN	MAA MAY 23-25 COURSE/E. TOBIAS	200.00
MICHIGAN ASSESSORS ASSN	MAA MAY 21-25 COURSE/WILSON	350.00
STATE OF MICHIGAN	STC/MAA TEST FEE 5/25/12-WILSON	50.00
STATE OF MICHIGAN	STC/MAA TEST FEE 5/25/12-E. TOBIAS	50.00
Total For Dept 257.00 ASSESSING		5,215.99

Dept 262.00 ELECTIONS		
DBI BUSINESS INTERIORS	OFFICE SUPPLIES	23.58
BANK OF AMERICA	WEB HOSTING/PIZZA/AT&T	75.65
Total For Dept 262.00 ELECTIONS		99.23

Dept 265.00 BUILDING & GROUNDS		
SBAM	HEALTH INSURANCE MAY	519.19
UNUM LIFE INSURANCE CO	DISABILITY INSURANCE MAY	21.17
LANSING ICE & FUEL CO	GASOLINE 3/16-3/31/2012	60.81
MAID BRIGADE OF LANSING	CLEANING SERVICES/CSC	812.50
SAFETY SYSTEMS, INC	QRTLTY MONITORING & REPORTS	120.00
SAFETY SYSTEMS, INC	QTRLY FIRE ALARM MONITORING	75.00
METRONET LONG DISTANCE	LONG DISTANCE MARCH	41.59
BOARD OF WATER & LIGHT	WATER & ELECTRIC	557.42
BANK OF AMERICA	FUEL TANK/CEILING TILES	453.98
LANSING SANITARY SUPPLY INC	ANNUAL CLEANING PROUDUCTS SUP	236.30
LANSING SANITARY SUPPLY INC	ANNUAL CLEANING PROUDUCTS SUP	131.76
WESCO DISTRIBUTION, INC	ANNUAL LIGHT BULB SUPPLY FOR TWP	67.60
WESCO DISTRIBUTION, INC	ANNUAL LIGHT BULB SUPPLY FOR TWP	16.75

WESCO DISTRIBUTION, INC	ANNUAL LIGHT BULB SUPPLY FOR TWP	130.00
WESCO DISTRIBUTION, INC	ANNUAL LIGHT BULB SUPPLY FOR TWP	96.84
WESCO DISTRIBUTION, INC	ANNUAL LIGHT BULB SUPPLY FOR TWP	191.10
WESCO DISTRIBUTION, INC	ANNUAL LIGHT BULB SUPPLY FOR TWP	296.25
WESCO DISTRIBUTION, INC	ANNUAL LIGHT BULB SUPPLY FOR TWP	259.00
Total For Dept 265.00 BUILDING & GROUNDS		4,087.26

Dept 276.00 CEMETERY		
SBAM	HEALTH INSURANCE MAY	850.89
UNUM LIFE INSURANCE CO	DISABILITY INSURANCE MAY	34.70
LANSING ICE & FUEL CO	GASOLINE 3/16-3/31/2012	94.60
JOHN DEERE LANDSCAPES	5 CS TALPIRID MOLE BAIT	250.00
RUMSEY & SONS CONSTRUCT	5 CEMETERY FOUNDATIONS	94.00
BARNHART & SON, INC.	6 GRAVE OPENINGS & CLOSINGS	2,751.28
Total For Dept 276.00 CEMETERY		4,075.47

Dept 281.00 STORMWATER		
SBAM	HEALTH INSURANCE MAY	360.55
UNUM LIFE INSURANCE CO	DISABILITY INSURANCE MAY	14.71
LANSING ICE & FUEL CO	GASOLINE 3/16-3/31/2012	50.68
Total For Dept 281.00 STORMWATER		425.94

Dept 446.00 INFRASTRUCTURE		
CONSUMERS ENERGY	ELECTRIC/GAS/STREETLIGHTS	22,170.94
CONSUMERS ENERGY	ELECTRIC/GAS/STREETLIGHTS	105.56
Total For Dept 446.00 INFRASTRUCTURE		22,276.50

Dept 721.00 PLANNING/COMMUNITY DEVELOPMENT		
SBAM	HEALTH INSURANCE MAY	5,051.72
UNUM LIFE INSURANCE CO	DISABILITY INSURANCE MAY	201.88
BANK OF AMERICA	EASI FILE HANGER & SHIPPING	93.23
LANSING ICE & FUEL CO	GASOLINE 3/16-3/31/2012	115.86
THRUN LAW FIRM, P.C.	LEGAL FEES MARCH	495.90
ASSOCIATED GOVT SERVICES	AGS PAYROLL 1/16-2/15/12	1,393.00
METRONET LONG DISTANCE	LONG DISTANCE MARCH	9.72
FRANKIE D'S AUTO & TRUCK	LOF/UNIT 58	31.00
BANK OF AMERICA	PARKING/MILLER	10.00
BANK OF AMERICA	PARKING/MILLER	5.00
Total For Dept 721.00 PLANNING/COMMUNITY DEVELOPMENT		7,407.31

Dept 752.00 PARKS ADMINISTRATION		
SBAM	HEALTH INSURANCE MAY	814.79
UNUM LIFE INSURANCE CO	DISABILITY INSURANCE MAY	68.57
METRONET LONG DISTANCE	LONG DISTANCE MARCH	1.39
BANK OF AMERICA	MRPA CONFERENCE REGISTRATION	720.00
Total For Dept 752.00 PARKS ADMINISTRATION		1,604.75

Dept 771.00 PARKS		
SBAM	HEALTH INSURANCE MAY	1,222.19
UNUM LIFE INSURANCE CO	DISABILITY INSURANCE MAY	31.24
LANSING ICE & FUEL CO	GASOLINE 3/16-3/31/2012	228.31
BOBCAT OF LANSING	(2) 28" GATOR BLADES	27.20
BOBCAT OF LANSING	MOWER	350.00
JOHN DEERE LANDSCAPES	SPREADER	374.99
BANK OF AMERICA	BATTERIES/ROPES/DOGGIE BAGSS	511.43
LANSING SANITARY SUPPLY INC	BRUTE CONTAINER & DOLLY & GLOVES	139.99
LANSING SANITARY SUPPLY INC	TOILET TISSUE/BOWL CLEANER	260.24
ACE HARDWARE	2 ENERGZR MAX BATTERY C	19.98
ACE HARDWARE	4 STRAPS/1 BLUE TARP	24.95
ACE HARDWARE	GLV CAP	4.49
ACE HARDWARE	4 CLAMPS	7.16
ACE HARDWARE	5" BRASS TWIST NOZZLE	7.99
ACE HARDWARE	ALK C 8PK WIDE BATTERY	13.99
AMERICAN RENTAL	PORTABLE TOILET	70.00
AMERICAN RENTAL	PORTABLE TOILETS	280.00
MODEL COVERALL SERVICE	UNIFORM PANTS	16.38
SAFETY SYSTEMS, INC	QTRLY MONITORING & REPORTS/VALHA	138.00
BOARD OF WATER & LIGHT	WATER & ELECTRIC	16.25
BOARD OF WATER & LIGHT	WATER & ELECTRIC	209.85
BOARD OF WATER & LIGHT	WATER & ELECTRIC	37.43
BOARD OF WATER & LIGHT	WATER & ELECTRIC	41.39
ACE HARDWARE	BOX COVER/WIRE/ CONN SET	25.02
ACE HARDWARE	16 MISC. MDSE.	6.24
ACE HARDWARE	CEILING BOX/OCTG BOX/CONN SET/	30.08
BOYNTON FIRE SAFETY SERV	ANNUAL KITCHEN FIRE INSPECT/SR CEN	65.00
BOYNTON FIRE SAFETY SERV	ANNUAL KITCHEN FIRE INSPECT/SR CEN	25.00
BOYNTON FIRE SAFETY SERV	ANNUAL KITCHEN FIRE INSPECT/SR CEN	14.00
JAKE'S NEW & USED PLUMBING	PLUMBING SUPPLIES	84.80
MARK'S LOCK SHOP, INC	1 LOCK/2 REBUILD LOCKS/VET. MEM.	359.00
MENARDS LANSING SOUTH	LUMBER/CAULK/STAPLE	36.23
BANK OF AMERICA	BATTERIES/ROPES/DOGGIE BAGSS	998.50
BANK OF AMERICA	BATTERIES/ROPES/DOGGIE BAGSS	60.00
BANK OF AMERICA	BATTERIES/ROPES/DOGGIE BAGSS	77.00
BANK OF AMERICA	BATTERIES/ROPES/DOGGIE BAGSS	246.00
LANSING SANITARY SUPPLY INC	TWO TRASH CAN LIDS/HANDLING	206.25
JOHN DEERE LANDSCAPES	(2) 5 LBS HERBICIDE	164.70
SHERWIN WILLIAMS	(5) 5 GAL PAINT	208.95
WESCO DISTRIBUTION, INC	10 LIGHTS FOR VETS	59.54
BANK OF AMERICA	BATTERIES/ROPES/DOGGIE BAGSS	931.00
BRADY LAWN EQUIPMENT	2 WHEELS/2 BOLTS/2 NUTS	46.82
CARQUEST THE PARTS PLACE	FUEL FILTER/FUEL LINE/GOLF CART	8.22
CARQUEST THE PARTS PLACE	15W-50 OIL	7.35
CATHEY COMPANY	COUPLING ASSY/HOSE/FITTINGS	79.93
FRANKIE D'S AUTO & TRUCK	OUTER SHAFT/SEALS/U-JOINT/UNIT 42	590.00

FRANKIE D'S AUTO & TRUCK	CLEAN THROTTLE BODY/UNIT 12	70.00
FRANKIE D'S AUTO & TRUCK	SPARK PLUGS/DIST. CAP/FUEL FILTER	314.00
INTERSTATE ALL BATTERY	BATTERY/#41	96.95
ELLIOTT FOOD EQUIPMENT, LLC	SENIOR CENTER KITCHEN ITEMS	460.70
SPARTAN DISTRIBUTORS	TORO GROUNDSMASTER MOWER	50,830.78
SPARTAN DISTRIBUTORS	TORO GROUNDSMASTER MOWER	(12,528.03)
	Total For Dept 771.00 PARKS	47,607.48

Dept 774.00 RECREATION		
SBAM	HEALTH INSURANCE MAY	977.76
UNUM LIFE INSURANCE CO	DISABILITY INSURANCE MAY	32.81
D & M SILKSCREENING	24 T-SHIRTS/VOLLEYBALL	168.00
JOHNNY MAC'S	TENNIS & VOLLEYBALL NETS/S HOOKS	430.40
ADAM WINANS	ADULT SOFTBALL UMPIRE FEES	400.00
AMANDA WARD	ADULT SOFTBALL UMPIRE FEES	400.00
BILL HALL	ADULT SOFTBALL UMPIRE FEES	400.00
DERRICK REDMAN	ADULT SOFTBALL UMPIRE FEES	400.00
DON BISHOP	ADULT SOFTBALL UMPIRE FEES	100.00
JEFF BLOHM	ADULT SOFTBALL UMPIRE FEES	400.00
LEON CLARK	ADULT SOFTBALL UMPIRE FEES	400.00
LOUIE SANTANA	ADULT SOFTBALL UMPIRE FEES	400.00
RANDY MASTIN	ADULT SOFTBALL UMPIRE FEES	400.00
RON SMOKER	ADULT SOFTBALL UMPIRE FEES	150.00
TOM ALMAZAN	ADULT SOFTBALL UMPIRE FEES	270.00
TOM BOLT	ADULT SOFTBALL UMPIRE FEES	400.00
WAYNE QUICK	ADULT SOFTBALL UMPIRE FEES	400.00
BANK OF AMERICA	SENIOR CITIZEN BUS TRIP	100.00
CHARLES GRINNELL	HOMETOWN FESTIVAL/GRINNELL	110.00
	Total For Dept 774.00 RECREATION	6,338.97

Dept 850.00 OTHER FUNCTIONS		
SBAM	HEALTH INSURANCE MAY	5,457.49
DBI BUSINESS INTERIORS	OFFICE SUPPLIES	155.71
THRUN LAW FIRM, P.C.	LEGAL FEES MARCH	655.10
BANK OF AMERICA	WEB HOSTING/PIZZA/AT&T	66.85
BANK OF AMERICA	WEB HOSTING/PIZZA/AT&T	9.00
BANK OF AMERICA	REFRESHMENTS/QUARTERLY MEETING	29.47
BANK OF AMERICA	REFRESHMENTS/QUARTERLY MEETING	11.78
BANK OF AMERICA	REFRESHMENTS/QUARTERLY MEETING	30.24
	Total For Dept 850.00 OTHER FUNCTIONS	6,415.64

Total For Fund 101 GENERAL FUND	121,674.54
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Fund 206 FIRE FUND		
Dept 000.00		
BANK OF AMERICA	REGISTRATIONS/SAFETY VESTS/SHIP	5.87
	Total For Dept 000.00	5.87

Dept 336.00 FIRE DEPARTMENT

SBAM	HEALTH INSURANCE MAY	13,027.61
SBAM	HEALTH INSURANCE MAY	977.76
UNUM LIFE INSURANCE CO	DISABILITY INSURANCE MAY	462.90
UNUM LIFE INSURANCE CO	DISABILITY INSURANCE MAY	27.34
PAPER IMAGE PRINTING	1,000 HIPPA FORMS	202.65
LANSING ICE & FUEL CO	GASOLINE 3/16-3/31/2012	1,498.77
BANK OF AMERICA	REGISTRATIONS/SAFETY VESTS/SHIP	97.90
BANK OF AMERICA	REGISTRATIONS/SAFETY VESTS/SHIP	16.97
MICHAEL YANZ	REIMBURSE FOR WORK BOOTS/YANZ	70.00
NYE UNIFORM COMPANY	3 PANTS & FREIGHT/JUSTICE	113.03
NYE UNIFORM COMPANY	3 SHIRTS/JUSTICE	103.50
NYE UNIFORM COMPANY	3 SHIRTS/3 PANTS & FREIGHT/JUSTICE	313.64
NYE UNIFORM COMPANY	CREDIT	(113.03)
NYE UNIFORM COMPANY	CREDIT	(103.50)
LIFEGAS LLC	CYLINDER RENTAL	206.35
VIDACARE CORPORATION	EZ IO POWER DRIVER-EZIO VASCULAR	590.00
VIDACARE CORPORATION	EZ IO POWER DRIVER-EZIO VASCULAR	79.90
VIDACARE CORPORATION	EZ IO POWER DRIVER-EZIO VASCULAR	9.02
COHL,STOKER & TOSKEY P.C.	LEGAL FEES MARCH	4,304.60
FIRE RESCUE MAGAZINE	12 ISSUES FIRE RESCUE	43.00
BIO-CARE, INC.	30 MASK FIT TESTINGS	750.00
BIO-CARE, INC.	4 MASK FIT TESTING	100.00
METRONET LONG DISTANCE	LONG DISTANCE MARCH	5.74
BOARD OF WATER & LIGHT	WATER & ELECTRIC	34.39
CONSUMERS ENERGY	ELECTRIC/GAS/STREETLIGHTS	53.44
CONSUMERS ENERGY	ELECTRIC/GAS/STREETLIGHTS	94.63
ZEP SALES & SERVICE	ZEP TACLE/ZEP Z-GREEN	143.88
BRETT JUSTICE	EMS COURSE/JUSTICE	900.00
MICHAEL YANZ	EMS COURSE/YANZ	900.00
PAPER IMAGE PRINTING	FIRE PREVENTION SUPPLIES	70.28
MID-MICH BUSINESS SOLUTIONS	500 FIRE HATS/517 FRISBEES/SHIPPING	1,236.18
	Total For Dept 336.00 FIRE DEPARTMENT	26,216.95

Total For Fund 206 FIRE FUND 26,222.82

Fund 207 POLICE FUND

Dept 301.00 POLICE

ROBERT J. ROBINSON, ATTNY	MOTOR VEH ORD MARCH	2,795.00
	Total For Dept 301.00 POLICE	2,795.00

Total For Fund 207 POLICE FUND 2,795.00

Fund 211 FIRE EQUIP. & APPARATUS FUND

BANK OF AMERICA	REGISTRATIONS/SAFETY VESTS/SHIP	23.89
BANK OF AMERICA	REGISTRATIONS/SAFETY VESTS/SHIP	382.89
ERT SYSTEMS, LLC	8 ID TAGS & SHIPPING	685.00

COMMUNICATIONS SERVICES	PAGER REPAIR	98.00
HARRIS CORPORATION	RADIO REPAIR	332.90
SUPER CAN INDUSTRIES, INC.	REPAIR AIR CART & SHIPPING	942.65
HALT FIRE, INC.	PARTS & LABOR/#999	1,087.26
BANK OF AMERICA	REGISTRATIONS/SAFETY VESTS/SHIP	275.00
BANK OF AMERICA	REGISTRATIONS/SAFETY VESTS/SHIP	275.00
BANK OF AMERICA	REGISTRATIONS/SAFETY VESTS/SHIP	275.00
BANK OF AMERICA	REGISTRATIONS/SAFETY VESTS/SHIP	275.00
BANK OF AMERICA	REGISTRATIONS/SAFETY VESTS/SHIP	9.60
LANS AREA SAFETY COUNCIL	FIRST AID, CPR & AED KIT/FREIGHT	131.75
Total For Dept 339.00 EQUIPMENT & APPARATUS		4,793.94

Total For Fund 211 FIRE EQUIP. & APPARATUS FUND 4,793.94

Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY

Dept 000.00

CHRISTOPHER MANNING CONST	DELHI NE SEWER CONNECTIONS	1,417.60
Total For Dept 000.00		1,417.60

Dept 728.00 DDA ADMINISTRATION

UNUM LIFE INSURANCE CO	DISABILITY INSURANCE MAY	41.53
BANK OF AMERICA	CONFERENCE & OFFICE SUPPLIES	26.79
DELL MARKETING L.P.	5 DELL OPTIPLEX 990 PC'S	1,751.20
FAHEY SCHULTZ BURZYCH	LEGAL FEE MARCH	78.00
BANK OF AMERICA	WEB HOSTING/PIZZA/AT&T	39.71
METRONET LONG DISTANCE	LONG DISTANCE MARCH	4.07
WESCO DISTRIBUTION, INC	ANNUAL LIGHT BULB SUPPLY FOR TWP	140.24
WESCO DISTRIBUTION, INC	ANNUAL LIGHT BULB SUPPLY FOR TWP	176.48
BANK OF AMERICA	CONFERENCE & OFFICE SUPPLIES	275.00
Total For Dept 728.00 DDA ADMINISTRATION		2,533.02

Dept 729.00 DDA MARKETING & PROMOTION

CHARLES GRINNELL	30.5 HOURS @ \$22/GRINNELL	671.00
WESCO DISTRIBUTION, INC	ANNUAL LIGHT BULB SUPPLY FOR TWP	141.00
BLOHM CREATIVE PARTNERS	APRIL 2012 OUR TOWN FRAMED ART	300.00
Total For Dept 729.00 DDA MARKETING & PROMOTION		1,112.00

Dept 731.00 DDA INFRASTRUCTURE PROJECTS

PURE GREEN LAWN & TREE	TREE AND LAWN FERTALIZATION	265.00
PURE GREEN LAWN & TREE	TREE AND LAWN FERTALIZATION	25.00
PURE GREEN LAWN & TREE	TREE AND LAWN FERTALIZATION	25.00
PURE GREEN LAWN & TREE	TREE AND LAWN FERTALIZATION	45.00
WESCO DISTRIBUTION, INC	ANNUAL LIGHT BULB SUPPLY FOR TWP	246.00
Total For Dept 731.00 DDA INFRASTRUCTURE PROJECTS		606.00

Dept 850.00 OTHER FUNCTIONS

SBAM	HEALTH INSURANCE MAY	908.57
UNUM LIFE INSURANCE CO	DISABILITY INSURANCE MAY	37.06
LANSING ICE & FUEL CO	GASOLINE 3/16-3/31/2012	94.60
MAID BRIGADE OF LANSING	CLEANING SERVICES/SHERIFF	400.00
BOARD OF WATER & LIGHT	WATER & ELECTRIC	7.00
BOARD OF WATER & LIGHT	WATER & ELECTRIC	102.68
BOARD OF WATER & LIGHT	WATER & ELECTRIC	18.49
LANSING SANITARY SUPPLY INC	ANNUAL CLEANING PROUDUCTS SUP	94.52
PURE GREEN LAWN & TREE	TREE AND LAWN FERTALIZATION	25.00
SAFETY SYSTEMS, INC	QTRLY LEASE & MONITORING/DDA	105.00
Total For Dept 850.00 OTHER FUNCTIONS		<u>1,792.92</u>

Total For Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY 7,461.54

Fund 590 SEWAGE DISPOSAL SYSTEM

Dept 000.00

BANK OF AMERICA	REGISTRATIONS/AIRFARE/WOOL SOCKS	457.20
SBAM	HEALTH INSURANCE MAY	396.98
Total For Dept 000.00		<u>854.18</u>

Dept 548.00 ADMINISTRATION & OVERHEAD

SBAM	HEALTH INSURANCE MAY	2,977.90
Total For Dept 548.00 ADMINISTRATION & OVERHEAD		<u>2,977.90</u>

Dept 558.00 DEPT OF PUBLIC SERVICE

SBAM	HEALTH INSURANCE MAY	11,782.61
UNUM LIFE INSURANCE CO	DISABILITY INSURANCE MAY	480.54
BANK OF AMERICA	BATTERIES/SONY VOICE RECORDER	59.99
LANSING ICE & FUEL CO	GASOLINE 3/16-3/31/2012	1,388.56
MODEL COVERALL SERVICE	STAFF UNIFORMS	80.61
MODEL COVERALL SERVICE	STAFF UNIFORMS	229.32
MODEL COVERALL SERVICE	STAFF UNIFORMS	91.82
MODEL COVERALL SERVICE	STAFF UNIFORMS	80.61
BANK OF AMERICA	BATTERIES/SONY VOICE RECORDER	75.99
DELL MARKETING L.P.	5 DELL OPTIPLEX 990 PC'S	1,751.20
BANK OF AMERICA	BATTERIES/SONY VOICE RECORDER	21.54
BANK OF AMERICA	BATTERIES/SONY VOICE RECORDER	28.33
BARNES DISTRIBUTION	2 QUAD-CUT DRILL SETS & SHIPPING	139.98
BARNES DISTRIBUTION	2 QUAD-CUT DRILL SETS & SHIPPING	16.80
ENVIRONMENTAL RESOURCE	QUARTERLY CHECK SAMPLES	796.41
FISHER SCIENTIFIC	LAB SUPPLIES	222.80
FISHER SCIENTIFIC	LAB SUPPLIES	12.00
FISHER SCIENTIFIC	2 PK PETRI DISH & FUEL CHARGE	96.68
FISHER SCIENTIFIC	2 PK PETRI DISH & FUEL CHARGE	5.50
KEMIRA WATER SOLUTIONS, INC	FERRIC CHLORIDE	4,573.36
MASON ELEVATOR CO	90 BAGS HYDRATED LIME/ DRYING BEDS	742.50
MASON ELEVATOR CO	90 BAGS HYDRATED LIME/ DRYING BEDS	35.00

ALS LABORATORY GROUP	QUARTERLY SLUDGE TESTING	590.00
THRUN LAW FIRM, P.C.	LEGAL FEES MARCH	513.00
UNITED PARCEL SERVICE	SHIPPING CHARGES	52.03
METRONET LONG DISTANCE	LONG DISTANCE MARCH	8.58
USA MOBILITY WIRELESS, INC.	PAGER SERVICE	65.79
COMCAST	HIGH SPEED INTERNET/MAINTENANCE	114.90
COMCAST	HIGH SPEED INTERNET/POTW	121.90
BOARD OF WATER & LIGHT	WATER & ELECTRIC	176.49
BOARD OF WATER & LIGHT	WATER & ELECTRIC	18.49
BOARD OF WATER & LIGHT	WATER & ELECTRIC	1,971.20
BOARD OF WATER & LIGHT	WATER & ELECTRIC	107.14
BOARD OF WATER & LIGHT	WATER & ELECTRIC	84.74
BOARD OF WATER & LIGHT	WATER & ELECTRIC	121.40
CONSUMERS ENERGY	ELECTRIC/GAS/STREETLIGHTS	594.17
CONSUMERS ENERGY	ELECTRIC/GAS/STREETLIGHTS	243.76
CONSUMERS ENERGY	ELECTRIC/GAS/STREETLIGHTS	18.73
BANK OF AMERICA	PARTS/LEUS/COUPLINGS/ADAPTERS	8.50
BANK OF AMERICA	FUEL TANK/CEILING TILES	220.16
LANSING SANITARY SUPPLY INC	ANNUAL CLEANING PROUDUCTS SUP	138.72
LANSING SANITARY SUPPLY INC	ANNUAL CLEANING PROUDUCTS SUP	8.25
LANSING SANITARY SUPPLY INC	ANNUAL CLEANING PROUDUCTS SUP	378.08
ACE HARDWARE	16 BOXES TRASH BAGS	159.84
MASON ELEVATOR CO	2 BAGS PASTURE SEED	200.00
OVERHEAD DOOR CO OF LANS	6-BUTTON - GARAGE DOOR OPENERS	972.00
OVERHEAD DOOR CO OF LANS	6-BUTTON - GARAGE DOOR OPENERS	276.00
OVERHEAD DOOR CO OF LANS	6-BUTTON - GARAGE DOOR OPENERS	17.02
WESCO DISTRIBUTION, INC	ANNUAL LIGHT BULB SUPPLY FOR TWP	211.50
WESCO DISTRIBUTION, INC	ANNUAL LIGHT BULB SUPPLY FOR TWP	59.85
WESCO DISTRIBUTION, INC	ANNUAL LIGHT BULB SUPPLY FOR TWP	129.50
WESCO DISTRIBUTION, INC	ANNUAL LIGHT BULB SUPPLY FOR TWP	45.60
ZEP SALES & SERVICE	ZEP TACLE/ZEP Z-GREEN	103.20
DU BOIS-COOPER ASSOCIATES	BACK-UP MOTOR CONTROL PART	417.70
ACE HARDWARE	1 RUBBER TAPE	6.99
CONSUMERS ENERGY	RELOCATE GAS METER/1490 AURELIUS	579.68
MICHIGAN PIPE & VALVE	2 SWING CHECK VALVES & SHIPPING	2,320.00
MICHIGAN PIPE & VALVE	2 SWING CHECK VALVES & SHIPPING	250.00
BANK OF AMERICA	BATTERIES/SONY VOICE RECORDER	(43.59)
BANK OF AMERICA	BATTERIES/SONY VOICE RECORDER	435.90
BANK OF AMERICA	PARTS/LEUS/COUPLINGS/ADAPTERS	51.62
BANK OF AMERICA	FUEL TANK/CEILING TILES	147.30
ACE HARDWARE	3/8"X100' ROPE/10 MISC. MDSE.	32.49
HESCO, INC.	PENN VALLEY PUMP REPAIR PARTS	1,932.00
HESCO, INC.	PENN VALLEY PUMP REPAIR PARTS	656.00
HESCO, INC.	PENN VALLEY PUMP REPAIR PARTS	212.00
HESCO, INC.	PENN VALLEY PUMP REPAIR PARTS	98.00
HESCO, INC.	PENN VALLEY PUMP REPAIR PARTS	98.00
HESCO, INC.	PENN VALLEY PUMP REPAIR PARTS	15.00
HESCO, INC.	PENN VALLEY PUMP REPAIR PARTS	23.00

MARK'S LOCK SHOP, INC	12 PADLOCKS	168.00
TELEDYNE ISCO, INC.	EVAPORATOR COIL/INFLUENT SAMPLER	567.50
TELEDYNE ISCO, INC.	EVAPORATOR COIL/INFLUENT SAMPLER	16.50
PURE GREEN LAWN & TREE	TREE AND LAWN FERTALIZATION	232.00
PURE GREEN LAWN & TREE	TREE AND LAWN FERTALIZATION	240.00
HENDERSON GLASS INC.	LAB BUILDING GLASS REPAIR	250.64
MAID BRIGADE OF LANSING	CLEANING SERVICES/POTW	195.00
MAID BRIGADE OF LANSING	CLEANING SERVICES/MAINTENANCE	195.00
SAFETY SYSTEMS, INC	QTRLY MONITORING & REPORTS	120.00
SIEMENS INDUSTRY, INC.	SAMPLER PUMP REPAIR	928.00
BANK OF AMERICA	PARTS/LEUS/COUPLINGS/ADAPTERS	1,110.71
ALTA EQUIPMENT COMPANY	PART & LABOR/FORK LIFT	219.86
CUES	REPAIR LEAD LAUNCH CABLE/UNIT 11A	1,423.63
CUES	REPAIR LEAD LAUNCH CABLE/UNIT 11A	27.29
CUES	NIGHTOWL CAMERA REPAIR	656.75
CUES	NIGHTOWL CAMERA REPAIR	13.68
HARPER INDUSTRIAL CONST	LABOR TO INSTALL GAS PIPING/LSD	899.50
FRANKIE D'S AUTO & TRUCK	LOF/BULB/UNIT 10	44.00
FRANKIE D'S AUTO & TRUCK	LOF/UNIT 25	32.00
FRANKIE D'S AUTO & TRUCK	LOF/2 WIPER BLADES/UNIT 24	161.00
FRANKIE D'S AUTO & TRUCK	LOF/2 WIPER BLADES/UNIT 11	61.00
FRANKIE D'S AUTO & TRUCK	LOF/UNIT 21	32.00
FRANKIE D'S AUTO & TRUCK	LOF/REPLACE VENT SOLINOID/UNIT 2	336.00
FRANKIE D'S AUTO & TRUCK	LOF/WIPER MOTOR & BLADES/#27	499.00
BANK OF AMERICA	REGISTRATIONS/AIRFARE/WOOL SOCKS	39.22
BANK OF AMERICA	PARTS/LEUS/COUPLINGS/ADAPTERS	86.57
HOLT & MASON TOWING	LABOR TO WINCH GILL UPRIGHT	75.00
BANK OF AMERICA	LUNCH/DIORKA	21.62
BANK OF AMERICA	REGISTRATIONS/AIRFARE/WOOL SOCKS	105.00
BANK OF AMERICA	REGISTRATIONS/AIRFARE/WOOL SOCKS	115.00
BANK OF AMERICA	REGISTRATIONS/AIRFARE/WOOL SOCKS	173.00
BANK OF AMERICA	REGISTRATIONS/AIRFARE/WOOL SOCKS	485.47
BANK OF AMERICA	REGISTRATIONS/AIRFARE/WOOL SOCKS	3.88
BANK OF AMERICA	REGISTRATIONS/AIRFARE/WOOL SOCKS	300.00
Total For Dept 558.00 DEPT OF PUBLIC SERVICE		47,508.60

Dept 578.01 CAPITAL IMPROVEMENTS

SOIL & MATERIALS ENGINEERS	FOUNDATION SUBGRADE UNDERCUT	982.68
SOIL & MATERIALS ENGINEERS	FOUNDATION SUBGRADE & CONCRETE	864.86
IRISH CONSTRUCTION COMPANY	LSD PROJECT-POTW/LSD PYMT 12	426,318.36
Total For Dept 578.01 CAPITAL IMPROVEMENTS		428,165.90

Total For Fund 590 SEWAGE DISPOSAL SYSTEM 479,506.58

Fund 701 TRUST & AGENCY FUND

Dept 000.00

AFLAC	EMPLOYEE DEDUCTIONS	667.64
AFLAC	EMPLOYEE DEDUCTIONS	7.38

AFLAC	EMPLOYEE DEDUCTIONS	541.32
AFLAC	EMPLOYEE DEDUCTIONS	307.02
AFLAC	EMPLOYEE DEDUCTIONS	511.92
MACKENZIE RECYCLING	REFUND DELLS ESCROW ACCOUNT	420.00
TDS DEVELOPMENT	REFUND ESCROW KELLER'S RIDGE	70.00
GREATER LANSING MONUMENT	NICHE LETTERING/BELT	80.00
	Total For Dept 000.00	<u>2,605.28</u>
	Total For Fund 701 TRUST & AGENCY FUND	<u><u>2,605.28</u></u>
	Total For All Funds:	<u><u>645,059.70</u></u>

**DELHI CHARTER TOWNSHIP
FUND TRANSFERS AND PAYROLL APPROVAL
For Payroll Dated April 26, 2012**

I. Certification of Preparation and Distribution

The attached check and payroll registers encompass check numbers: 103637 through 103689 & direct deposits numbers: DD13472 through DD13548. The payroll was prepared in accordance with established payroll rates and procedures. The Treasurer's & Clerk's signatures were printed on the payroll checks using an electronic image signature

Lora Behnke, Accounting Clerk

The attached Check and Payroll Registers were reviewed. The payroll checks were distributed in accordance with established procedures.

Dated: April 26, 2012

Steven R. Kirinovic, CPA

II. Payroll Report

The April 26, 2012 payroll encompasses the following funds and expenditures:

	Gross Payroll	Payroll Deductions	Net Pay
General Fund	\$67,610.39	\$18,520.18	\$49,090.21
Fire Dept. Fund	38,602.71	11,787.71	\$26,815.00
DDA	6,649.96	2,709.24	\$3,940.72
Sewer Fund/Receiving	37,091.89	10,575.64	\$26,516.25
Total Payroll	\$149,954.95	\$43,592.77	\$106,362.18
	Township FICA	Township RHS & Pension Plan & H.S.A.	Total Deductions & TWP Liabilities
General Fund	\$4,683.68	\$5,696.64	\$28,900.50
Fire Dept. Fund	2,890.04	2,888.14	17,565.89
DDA	416.68	457.10	3,583.02
Sewer Fund/Receiving	2,662.77	3,154.91	16,393.32
Total Payroll	\$10,653.17	\$12,196.79	\$66,442.73

Steven R. Kirinovic, CPA

III. FUND TRANSFERS

Transfers covering the foregoing payroll were made on April 26, 2012 and identified as follows:

04/26 Net Pay Disbursement in Common Savings (\$106,362.18)

Roy W. Sweet, Treasurer

IV. Board Audit and Approval:

At a regular meeting of the Township Board held on May 1, 2012, a motion was made by _____ and passed by _____ yes votes and _____ no votes(_____ absent) that the payroll dated April 26, 2012 was reviewed, audited, and approved.

Attachment to Payroll Register
cc: Sweet(1)Vander Ploeg(1)

Evan Hope, Clerk



MEMORANDUM

TO: John B. Elsinga, Township Manager

FROM: Tracy L.C. Miller, Director of Community Development

DATE: April 24, 2012

RE: SUP #12-272, 2168 Cedar Street – Doggy Daycare

At their meeting last night, the Planning Commission (PC) voted unanimously to recommend approval of a Special Use Permit (SUP) to permit the operation of an Animal Daycare Facility in the C-2: General Business zoning district. The applicant proposes to occupy the ground level of the former “alternative education/Masonic Temple” building located on Cedar Street. A “doggy daycare” is essentially a place where dog owners can drop off their pets during the day while they go to work. The dogs are placed into supervised “playgroups” with dogs of similar temperaments, size and play-styles. The dogs are also given quite time during the day and taken individually by staff members outside to relieve themselves. Additional detailed information about the proposed use is included in the attached staff report.

There were two members of the public who spoke at the public hearing. Neither voiced opposition to the proposal, but asked questions about noise, animal waste, etc. A copy of the draft meeting minutes are attached for your review.

The PC’s action included recommending several conditions of approval aimed at preventing any possible negative impacts that the doggy daycare may pose. The recommended conditions are included in the PC’s motion and are as follows:

Commissioner Weaver moved, seconded by Commissioner Leaf to recommend to the Township Board approval of SUP #12-272 for the operation of an Animal Daycare Facility pursuant to Section 5.10.4(7) of the Zoning Ordinance on property located at 2168 Cedar Street (33-25-05-14-302-012). The following conditions to apply:

- 1. The owner is responsible for ensuring that all animals being dropped off or picked up at the facility are on a leash when outside of the building or any vehicle.*
- 2. Dogs will be taken outside for the purpose of relieving themselves in the grass area directly behind the building. To use this area a license/lease must be obtained from Consumers Energy. A copy of the license/lease must be supplied to the Director of Community Development. If no license/lease can be obtained, a small grass area could be created adjacent to the east building wall by removing some pavement in that location. Regardless of the final location of the grass area, a landscape screen shall be installed and maintained, the size and specifications of which shall be approved prior to installation by the Community Development Director. Dogs shall only be taken to this grass area to relieve themselves.*

3. *Waste is to be collected immediately and disposed of properly. It is the business owner's responsibility to conduct a daily inspection of all parking areas, sidewalks and grass areas around the property to ensure that these areas are free from waste deposits, clean and odor free at all times.*
4. *No barking or other noise associated with animals shall be detectable immediately outside the building. Any dog barking that occurs while animals are outside shall be immediately controlled. Building windows must remain closed at all times.*
5. *There shall be no more than 30 dogs on the property at any time.*
6. *Inside the building, attendants shall provide direct supervision of dogs at all times and shall not exceed a ratio of 15 dogs, or portion thereof, per 1 attendant. When dogs are taken outside, the ratio shall be 1 dog to 1 attendant.*
7. *The hours of operation shall be limited to 6:00 a.m. to 8:00 p.m., Monday through Sunday.*
8. *There shall be no overnight boarding of animals.*

The Planning Commission has received the "Basis for Determination for Granting a Special Use Permit" and has found that the general and specific standards outlined in Section 8.1.3 have been satisfied and that those findings are accurately reflected in the document entitled "Basis for Determination for SUP 12-272" dated April 19, 2012 and is fully incorporated into this motion and the official meeting minutes.

Discussion: None

Roll Call Vote:

Ayes: Zietlow, Weaver, Todd, Olson, O'Hara, Leaf, Goodall, Craig

Nays: None

Absent: Hayhoe

Abstain: None

In addition to the staff report, attached please find the Basis for Determination, the SUP Document and a copy of the draft meeting minutes. Please forward this information, along with your concurrence, to the Township Board for their consideration and action at the upcoming May 1st meeting. As always, if you have any questions or require additional information please do not hesitate to ask. Thank you.

Recommended Motion to APPROVE:

To adopt Special Use Permit No. 12-272 for Century Development, LLC, 2168 Cedar Street, Tax Parcel #33-25-05-14-302-012, to permit an Animal Daycare Facility, as recommended by the Planning Commission at their April 23, 2012 meeting.

-OR-

Recommended Motion to DENY:

To deny Special Use Permit No. 12-272 for Century Development, LLC, 2168 Cedar Street, Tax Parcel #33-25-05-14-302-012.

**DELHI CHARTER TOWNSHIP
INGHAM COUNTY, MICHIGAN**

SPECIAL USE PERMIT NO. 12-272

APPLICANT: CENTURY DEVELOPMENT, LLC

SPECIAL USE PERMIT ADDRESS: 2168 CEDAR STREET
(33-25-05-14-302-012)

DATE ADOPTED: MAY 1, 2012

PURPOSE: PERMIT AN ANIMAL DAYCARE FACILITY IN THE C-2: GENERAL BUSINESS DISTRICT PURSUANT TO ZONING ORDINANCE SECTION 5.10.4(7)

CONDITIONS:

1. The owner is responsible for ensuring that all animals being dropped off or picked up at the facility are on a leash when outside of the building or any vehicle.
2. Dogs will be taken outside for the purpose of relieving themselves in the grass area directly behind the building. To use this area a license/lease must be obtained from Consumers Energy. A copy of the license/lease must be supplied to the Director of Community Development. If no license/lease can be obtained, a small grass area could be created adjacent to the east building wall by removing some pavement in that location. Regardless of the final location of the grass area, a landscape screen shall be installed and maintained, the size and specifications of which shall be approved prior to installation by the Community Development Director. Dogs shall only be taken to this grass area to relieve themselves.
3. Waste is to be collected immediately and disposed of properly. It is the business owner's responsibility to conduct a daily inspection of all parking areas, sidewalks and grass areas around the property to ensure that these areas are free from waste deposits, clean and odor free at all times.
4. No barking or other noise associated with animals shall be detectable immediately outside the building. Any dog barking that occurs while animals are outside shall be immediately controlled. Building windows must remain closed at all times.
5. There shall be no more than 30 dogs on the property at any time.

6. **Inside the building, attendants shall provide direct supervision of dogs at all times and shall not exceed a ratio of 15 dogs, or portion thereof, per 1 attendant. When dogs are taken outside, the ratio shall be 1 dog to 1 attendant.**
7. **The hours of operation shall be limited to 6:00 a.m. to 8:00 p.m., Monday through Sunday.**
8. **There shall be no overnight boarding of animals.**

BASIS OF DETERMINATION: Pursuant to the Michigan Zoning Enabling Act, Act 110 of 2006, as amended, Section 125.3504 (4), conditions imposed by this Special Use Permit are:

(1) Reasonable conditions may be required with the approval of a special land use, planned unit development, or other land uses or activities permitted by discretionary decision. The conditions may include conditions necessary to insure that public services and facilities affected by a proposed land use or activity will be capable of accommodating increased service and facility loads caused by the land use or activity, to protect the natural environment and conserve natural resources and energy, to insure compatibility with adjacent uses of land, and to promote the use of land in a socially and economically desirable manner. Conditions imposed meet all of the following requirements:

(a) Are designed to protect natural resources, the health, safety, and welfare, as well as the social and economic well-being, of those who will use the land use or activity under consideration, residents and landowners immediately adjacent to the proposed land use or activity, and the community as a whole, and

(b) Are related to the valid exercise of the police power and purposes which are affected by the proposed use or activity, and

(c) Are necessary to meet the intent and purpose of the zoning requirements, are related to the standards established in the Zoning Ordinance for the land use or activity under consideration, and are necessary to insure compliance with those standards, and

(2) The conditions imposed with respect to the approval of a land use or activity is recorded in the record of the approval action and remain unchanged except upon the mutual consent of the approving authority and the landowner.

The foregoing Special Use Permit declared adopted on date written above.

Evan Hope, Township Clerk

STATE OF MICHIGAN)

)ss

COUNTY OF INGHAM)

I, the undersigned, the duly qualified Clerk of the Charter Township of Delhi, Ingham County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and complete copy of the proceedings taken by the Township Board at a regular meeting held on the 1ST day of May, 2012.

IN WITNESS THEREOF, I have hereunto affixed my official signature this _____ day of May, 2012.

Evan Hope, Township Clerk

In most cases, Special Use Permits shall be assignable from one party to another, provided, however, that the site, location, and any other restrictions placed on the original Special Use Permit do not change. Assignability of said permit shall be subject to the following requirements and conditions:

- 1. Prior to reassignment of the Special Use Permit to any owner, lessee occupant, or operator, the current permit holder shall notify the Delhi Township Zoning Administrator of his/her intention to assign the permit to a third party.*
- 2. The assignee of the permit shall complete the appropriate application for continued use of the permitted operation.*
- 3. The assignee of the permit shall meet with the Zoning Administrator in an effort to become familiar with all existing requirements of the Special Use Permit. Unless provided elsewhere in Zoning Ordinance No. 39, the new assignee must comply with all Special Use Permit requirements of the current permit holder.*

Approved uses, except seasonal uses, which cease for a period of 180 days are hereby considered abandoned and any such abandonment shall render the Special Use Permit null and void. Seasonal uses which cease for a period of one (1) year must meet the requirements of Zoning Ordinance No. 39 and will require a new Special Use Permit as required in Section 8.1 of the Ordinance. Seasonal uses shall be defined as uses that require or are affected or caused by certain weather availability.

PLANNING COMMISSION STAFF REPORT
SPECIAL USE PERMIT, #12-272, 2168 CEDAR STREET
April 19, 2012



Tracy LC Miller, Director of Community Development

PROPOSED USE:

The applicant has requested approval of a Special Use Permit (SUP) for the operation of an "Animal Daycare" on property zoned C-2: General Business pursuant to Section 5.10.4(7) of the Zoning Ordinance (ZO). Pursuant to this section, the following provisions shall apply:

7) Animal Day Care (even when it is a service offered by another pet related business), and Veterinary Clinics with outdoor areas for housing or keeping animals approval conditions in 5.9.4.

1. *No more than 30 dogs are permitted.*

5.9.4 reads...

4) Veterinary Clinics that have outdoor areas for housing or keeping animals, Animal Day Care and other pet related businesses. Minimum criteria for Special Use Permit approval:

- a) *The service is limited to domestic animals with written approval by veterinarian providing regular care and/or treatment.*
- b) *Provide a plan of operation that provides for animal safety and the control of odor, noise, dust, waste management, drainage, security and demonstrate the facility will not constitute a nuisance, hazard or health problem to adjoining property or uses. The Director of Community Development must approve all aspects of the plan.*
- c) *The building has masonry construction or other soundproofing.*
- d) *Windows remain closed.*
- e) *The building is set back a minimum of fifty (50) feet from residentially zoned property.*
- f) *All outdoor areas used to house or keep animals shall be enclosed with a solid fence 6 feet high.*
- g) *No more than one dog for every 60 square feet of interior common play space and one dog for every 150 square feet in exterior common play area.*
- h) *For Animal Day Cares, attendants shall accompany dogs at all times and shall not exceed a ratio of 15 dogs or portion per one attendant.*
- i) *For Animal Day Cares, the hours for dropping off and picking up animals shall begin no earlier than 6:00 a.m. and no later than 8:00 p.m.*
- j) *All animals shall be current with all normal immunizations and licensing.*
- k) *No overnight boarding without approval in a SUP and staff present at all times.*
- l) *No more than 20 dogs are permitted. (superceded by 5.10.4(7))*
- m) *Any other conditions deemed necessary by the Township to protect the health, safety and welfare of the animals, adjacent property owners, or others.*

DESCRIPTION:

The applicant proposes to occupy the ground floor of the existing building at 2168 Cedar Street. This property is located immediately north of the Farmer's Market and south of Happy's Inn and Inkporium Tattoos. The upper level of the building is currently occupied by Dance Fusion and Jazzercise.

The applicant intends to open a "doggy daycare" facility, as follows (per her application):

- Pets will be accepted on an enrollment basis. This means that an application will be submitted and reviewed prior to clients being accepted into any program.
- Proof of all appropriate health checks, vaccines, etc. is a required part of the application.
- Prior to acceptance, each animal will be required to undergo a behavior evaluation. The evaluation will be performed by a licensed veterinarian and will test each animal's temperament, aggression level and personality. Dogs that do not pass this evaluation are not accepted.
- Enrolled dogs are dropped off and picked up by their owners.
- Dogs will be assigned to a "structured playgroup room" based on their size, temperament, personality, style of play, etc.
- There are no outdoor kennels or play areas. Dogs will primarily be kept indoors.
- Dogs will be taken on leashed walks only for the purpose of relieving themselves and will be supervised the entire time they are outside.
- Pet waste (indoor or outdoor) will be immediately collected by staff and disposed of properly in the trash.
- The applicant believes that clients will be drawn from a radius of approximately 30 miles and that the target market will be clients aged 30 – 50 with estimated annual incomes of at least \$35,000.
- Proposed hours of the "doggy daycare" operation (and grooming) are as follows:
 - Monday – Friday 7 AM to 7 PM
 - Saturday & Sunday 9 AM to 12:30 PM (open gym)
 - Saturday & Sunday – as needed for private bookings, workshops, etc.
- In addition to the daycare operation, pet grooming will be available on-site as well. This use does not require a SUP.
- The applicant also expects to make some retail space available for unique pet themed art and products. Again, this does not require an SUP.
- Lastly, the applicant proposes to hold evening and weekend obedience training and socialization classes, which will accommodate no more than 10 dogs per class session. This use does not require a SUP.

RECOMMENDATION

There are a number of issues that arise while evaluating this type of a land use. Below is an evaluation of the basic ordinance compliance issues (from sections outlined above) and other possible considerations:

- The proposal appears to be compliance with ZO section 5.4.9(4)(a) and (j).
- 5.4.9(4)(b) – while this information has been provided in the application materials, it is recommended that additional conditions be implemented to address and clarify the following issues:
 - The owner is responsible for ensuring that all animals being dropped off or picked up at the facility be on a leash at all times when outside of the building or any vehicle.
 - Waste is to be collected immediately and disposed of properly. It is the business owners responsibility to conduct a daily inspection of all parking areas, sidewalks

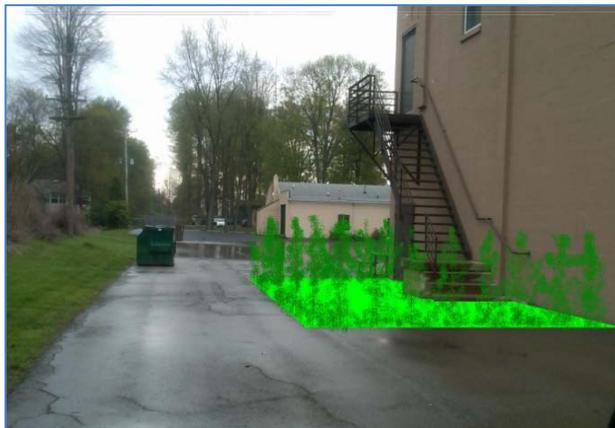
and grass areas around the property to ensure that these areas are free from waste deposits, clean and odor free at all times.

- Dogs will be taken outside for the purpose of relieving themselves in the grass area directly behind the building. This area is not on the subject site. It is located on the Consumers Energy property that was once the “inter-urban” rail line. A license/lease must be obtained from Consumers Energy for the use of this area. A copy of the license/lease must be supplied to the Director of Community Development.

The above comments outline a process that is consistent with what occurs at veterinary clinics and grooming facilities in the community. However, because of the proximity of backyards to the location where dogs will be walked, it is recommended that a “landscape screen” area be created to protect the privacy of adjacent properties. To the right is an illustration of what is being recommended. While initial conversations indicate that it will not be a problem, if the necessary license/lease cannot be obtained from Consumers Energy for the use of the grass area, accommodations for dogs to relieve themselves will need to be constructed elsewhere on the subject property.



This could be accommodated by removing some pavement directly behind the building and creating a grassy area. The same screening provisions should apply. Below is an illustration of one possibility.



- The building is brick and does not have many windows through which excessive sound is likely to permeate. However, the following condition is recommended:

- No barking or other noise associated with animals shall be detectable immediately outside the building. Any dog barking that occurs while outside shall be immediately

controlled. Windows must remain closed at all times.

- The building is set back approximately 65’ from the nearest residentially zoned property line. Buildings are separated by more than 100’.

-
- There are no outdoor areas proposed to house or keep animals.
 - The doggy daycare use will utilize approximately 7,500 sq.ft. Each dog is required to have at least 60 sq.ft. of play area. Since the operation will be limited to 30 dogs at any one time, this requirement can easily be complied with.
 - No more than 30 dogs are permitted on the premises at any time. It is recommended that, while it is an ordinance requirement, this be placed as a condition directly on the SUP to ensure that there is no confusion in the future. The same is recommended regarding animal supervision and hours of operation, as follows:
 - There shall be no more than 30 dogs on the premises at any time.
 - While inside the building attendants shall provide direct supervision of dogs at all times and shall not exceed a ratio of 15 dogs, or portion thereof, per 1 attendant. When dogs are taken outside, the ratio shall be 1 dog per 1 attendant.
 - The hours of operation shall be limited to 6:00 a.m. to 8:00 p.m., Monday through Sunday.
 - There shall be no overnight boarding of animals.
 - There are approximately 60 parking spaces available on the subject site. These spaces must be shared by all of the tenants within the building. Pursuant to Section 7.1.9(C)(19), it appears that the proposed use will require approximately 14 parking spaces. The Dance Fusion and Jazzercise require parking based on 1 space for every 4 people that can be accommodated. Therefore, the total occupancy of 105 for the second floor requires only 25 spaces. Jazzercise and Dance Fusion occur primarily in the evenings. It is possible that doggy daycare pick-up and evening activities (such as obedience classes) could occur during this time, but is not expected to exceed the available parking. Furthermore, the Downtown Development Authority has indicated that unless the Farmer's Market is open, these businesses are able to utilize parking spaces there. While a parking shortage is not expected, the property owner is responsible for addressing any future parking shortages that would occur.

With the above considerations in mind, staff recommends approval of the SUP for Pawsitively Healthy, LLC.

RECOMMENDED MOTION TO APPROVE

Move to recommend to the Township Board approval of SUP #12-272 for the operation of an Animal Daycare Facility pursuant to Section 5.10.4(7) of the Zoning Ordinance on property located at 2168 Cedar Street (33-25-05-14-302-012). The following conditions to apply:

- 1. The owner is responsible for ensuring that all animals being dropped off or picked up at the facility are on a leash when outside of the building or any vehicle.**

2. Dogs will be taken outside for the purpose of relieving themselves in the grass area directly behind the building. To use this area a license/lease must be obtained from Consumers Energy. A copy of the license/lease must be supplied to the Director of Community Development. If no license/lease can be obtained, a small grass area could be created adjacent to the east building wall by removing some pavement in that location. Regardless of the final location of the grass area, a landscape screen shall be installed and maintained, the size and specifications of which shall be approved prior to installation by the Community Development Director. Dogs shall only be taken to this grass area to relieve themselves.
3. Waste is to be collected immediately and disposed of properly. It is the business owner's responsibility to conduct a daily inspection of all parking areas, sidewalks and grass areas around the property to ensure that these areas are free from waste deposits, clean and odor free at all times.
4. No barking or other noise associated with animals shall be detectable immediately outside the building. Any dog barking that occurs while animals are outside shall be immediately controlled. Building windows must remain closed at all times.
5. There shall be no more than 30 dogs on the property at any time.
6. Inside the building, attendants shall provide direct supervision of dogs at all times and shall not exceed a ratio of 15 dogs, or portion thereof, per 1 attendant. When dogs are taken outside, the ratio shall be 1 dog to 1 attendant.
7. The hours of operation shall be limited to 6:00 a.m. to 8:00 p.m., Monday through Sunday.
8. There shall be no overnight boarding of animals.

The Planning Commission has received the "Basis for Determination for Granting a Special Use Permit" and has found that the general and specific standards outlined in Section 8.1.3 have been satisfied and that those findings are accurately reflected in the document entitled "Basis for Determination for SUP 12-272" dated April 19, 2012 and is fully incorporated into this motion and the official meeting minutes.

MOTION TO DENY

Move to recommend to the Township Board denial of SUP #12-272 for an Animal Day Care facility because the proposal does not comply with the require Basis for Determination Subsection ___ (fill in with specific citation).

DESCRIPTION OF THE SITE

The building was originally the Masonic Temple. The most recent tenant of the subject space within the building was the Holt School Alternative Education program. It has been vacant since the school discontinued its use there.

GENERAL INFORMATION

APPLICANT: Century Development, LLC on behalf of Pawsitively Healthy, LLC

OWNER OF RECORD: Century Development, LLC

LOCATION: 2168 Cedar Street

PARCEL I.D. NO.: 33-25-05-14-302-012

ZONING: C-2: General Business

REQUESTED ACTIVITY: Animal Daycare Facility

PROPERTY SIZE: .65 +/-

EXISTING LAND USE: Jazzercise & Dance Fusion on Upper Level
Lower Level is Vacant

ADJACENT LAND USE: North: Happy's Inn & Inkporium Tattoo
South: Farmer's Market
East: Consumers Energy property/Residential home / vacant lot
West: Commercial building/ Vacant DDA property / Residential home

ADJACENT ZONING: North: C-3: Highway Service
South: PP: Public Property
East: R-1D: One & Two-Family Residential
West: C-1: Low-Impact Commercial & R-1D

MASTER PLAN OF DELHI CHARTER TOWNSHIP

The 2002 – 2020 Master Plan of Delhi Charter Township, as amended in 2007, (MP) shows the subject property as planned for the continued development of Community Activity Center land uses on the Future Land Use Map. Land uses in this area are intended to meet the needs of residents and establish a visual and functional focal point for the community. These land uses provide basic services and promotes a sense of community identification and pride.

The proposed use is unique in the Township and would likely be utilized directly by local residents.

CONFORMANCE WITH SECTION 8.1.3

Prior to action on any SUP application, the PC shall establish that the general and specific standards and requirement contained in Section 8.1.3 have been satisfied. The Planning

Commission must review "Section 8.1.3 Basis for Determination for SUP 12-272" dated April 19, 2012 (attached) and make a determination regarding compliance with each finding.

PROPERTY PHOTOS



Rear of Building



Front of Building – Looking South



North Side of Building
Section 8.1.3 Basis for Determination



South Side of Building

**SUP #12-272
2168 Cedar Street**

Section 8.1.3 1 a) Be harmonious and in accordance with the general principals and proposals of the Master Plan.

The Master Plan envisions this area continuing to be developed for Community Activity Center land uses. Use of this property as an Animal Daycare Facility will provide a unique service to area residents.

Section 8.1.3 1 b) Be designed, constructed, operated and maintained so as to be harmonious in appearance with the existing or intended character of the general vicinity and that such a use will not change the essential character of the area in which it is proposed.

The conditions placed on the SUP will help to ensure that the site is designed and operated in a manner that is harmonious with the character of the area. The exterior of the building will not change and the addition of a viable business on the ground floor will help to enhance other commercial businesses in the area. The unique service being offered fits in with the eclectic collection of businesses and community activity areas in the immediate area.

Section 8.1.3 1 c) Not be hazardous or disturbing to existing or future uses in the same general vicinity and will be a substantial improvement to the property in the immediate vicinity and to the community as a whole.

The conditions recommended for the SUP should eliminate any potential disturbance that the presence of dogs could create. Having a unique and viable business occupy a current vacant structure will be a substantial improvement to the area.

Section 8.1.3 1 d) Be served adequately by essential public services, such as highways, streets, police, fire protection, drainage structures, refuse disposal, water and sewage facilities, or schools.

The development receives fire and police protection from Delhi Charter Township. All infrastructure/public utilities are currently in place.

Section 8.1.3 1 e) Not involve uses, activities, processes, materials and equipment or conditions of operation that will be detrimental to any person, property or general welfare by reason of excess production of traffic, noise, smoke, fumes, glare or odors.

See 8.1.3 1 c) above.

Section 8.1.3 1 f) be consistent with the intent and purposes of the zoning district in which it is proposed to locate such use.

The C-2: General Business district is intended to accommodate retail activities used by the general public. The proposed Animal Daycare Facility will enable a service that is increasing in popularity and use to area residents.

Section 8.1.3 1 g) Be designed to protect natural resources, the health, safety, welfare, and social and economic well-being of those who will use the land use or activity, and the community as a whole.

See 8.1.3 1 c) above.

Section 8.1.3 1 h) Be related to the valid exercise of the police power and purposes which are affected by imposed use of activity.

The Michigan Zoning Enabling Act provides the Township with the ability to require Special Use Permits for those uses that have the possibility of creating unacceptable or difficult circumstances for the community. As such the

requirement that the proposed Animal Daycare Facility receive an approved SUP prior to construction is a valid exercise of police power.

Section 8.1.3 1 i) Be necessary to meet the intent and purpose of the zoning ordinance, be related to the standards established in the ordinance for the land use or activity under consideration, and be necessary to insure compliance with those standards.

See 8.1.3 1 h) above.

Section 8.1.3 2) Conditions and Safeguards: The Planning Commission may impose such additional conditions and safeguards deemed necessary for the general welfare, for the protection of individual property rights and for insuring that the intent and objectives of this Ordinance will be observed. The breach of any condition, safeguard, or requirement shall automatically invalidate the permit granted.

The requirement for administrative Site Plan Review and the SUP, pursuant to Section 3.3 of the ZO, is anticipated to be sufficient to ensure protection as outline above.

Section 8.1.3 3) Specific Requirements: The general standards and requirements of the Section are basic to all uses authorized by Special Use Permit. The specific and detailed requirements set forth in the following Sections relate to particular uses and are requirements which must be met by those uses in addition to the foregoing general standards and requirements where applicable.

See 8.1.3 2) above.

Date: April 19, 2012

EXCERPT OF DRAFT MEETING MINUTES
PLANNING COMMISSION
APRIL 23, 2012

Public Hearing , SUP No. 12-270 – Century Development, LLC, 2168 Cedar Street, 33-25-05-14-302-012

Ms. Miller reviewed the staff report for the Special Use Permit (SUP) application for an Animal Daycare Facility in the C-2: General Business zoning district pursuant to Section 5.10.4(7) of the Zoning Ordinance (ZO). Animal Daycares are allowed with a SUP in this zoning district. She presented a summary of the application proposal and discussed the recommended conditions for the SUP, including hours of operation, number of dogs allowed, noise (barking), and an area for dogs to relieve themselves, odor control, and parking. A license is expected to be obtained from Consumers Energy which will provide the owner with permission to use the grass area behind the building. Staff recommends approval of the SUP with the minimum conditions listed in the staff report.

Rachael Loucks, 1648 Edgar Road, Mason, business owner and occupant, answered questions for the PC members regarding the removal of pet waste.

Joe Gentolizi, 2168 Cedar, the applicant, addressed the PC members and also answered questions. He indicated that he has no problem creating a landscape screen around the grass area the dogs will be using.

Public Hearing Opened @7:26PM

Faith Zalewski, 2197 Bertha Street, Holt, lives behind the building. She said that Jazzercise frequently has the windows open and it is very loud when classes are going on. She also mentioned that a large brush pile has accumulated in the grass area. She has a dog and thinks that he will go crazy with all the other dogs on the adjacent property

Joe Gentilozzi, owner of the building, addressed Ms. Zalewski and stated that he was not previously aware that Jazzercise was loud. He will take care of this and the brush pile.

Cathy Duggan, 2144 Center Street, Holt, questioned the average number of dogs on any given day, hours of operation, noise, and how they would maintain the small area of grass and keep it alive and growing. She also asked who she could contact if problems arose.

Public Hearing Closed @7:38PM

Commissioner Weaver moved, seconded by Commissioner Leaf to recommend to the Township Board approval of SUP #12-272 for the operation of an Animal Daycare Facility pursuant to Section 5.10.4(7) of the Zoning Ordinance on property located at 2168 Cedar Street (33-25-05-14-302-012). The following conditions to apply:

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EXCERPT OF DRAFT MEETING MINUTES
PLANNING COMMISSION
APRIL 23, 2012

size and specifications of which shall be approved prior to installation by the Community Development Director. Dogs shall only be taken to this grass area to relieve themselves.

3. Waste is to be collected immediately and disposed of properly. It is the business owner's responsibility to conduct a daily inspection of all parking areas, sidewalks and grass areas around the property to ensure that these areas are free from waste deposits, clean and odor free at all times.
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8. There shall be no overnight boarding of animals.

The Planning Commission has received the "Basis for Determination for Granting a Special Use Permit" and has found that the general and specific standards outlined in Section 8.1.3 have been satisfied and that those findings are accurately reflected in the document entitled "Basis for Determination for SUP 12-272" dated April 19, 2012 and is fully incorporated into this motion and the official meeting minutes.

Discussion: None

Roll Call Vote:

Ayes: Zietlow, Weaver, Todd, Olson, O'Hara, Leaf, Goodall, Craig

Nays: None

Absent: Hayhoe

Abstain: None