

**DELHI CHARTER TOWNSHIP  
COMMITTEE OF THE WHOLE MEETING HELD ON MAY 21, 2013**

---

The members of the Delhi Charter Township Committee of the Whole met on Tuesday, May 21, 2013, in the Multipurpose Room at the Community Services Center, 2074 Aurelius Road, Holt, MI. Supervisor Davis called the meeting to order at 6:30 p.m.

Members Present: Supervisor C.J. Davis, Clerk Evan Hope, Treasurer Roy Sweet, Trustees Jon Harmon, John Hayhoe, Megan Ketchum, DiAnne Warfield

Members Absent: None

Others Present: John Elsinga, Township Manager  
Howard Haas, DDA Executive Director  
Lt. Eric Trojanowicz, Delhi Division, Ingham County Sheriff's Office  
Sandra Diorka, Director of Public Services  
Tracy Miller, Director of Community Development  
Wendy Thielen, Assistant Township Manager of Human Resources  
Tricia Vander Ploeg, Administrative Assistant/Deputy Supervisor  
Amy Finch, Assistant Township Clerk/Deputy Clerk

**BUSINESS**

**COMMUNITY DEVELOPMENT DEPARTMENT – APRIL ACTIVITY REPORT**

---

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

**FIRE DEPARTMENT – APRIL ACTIVITY REPORT**

---

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

**INGHAM COUNTY SHERIFF'S OFFICE/DELHI DIVISION – APRIL ACTIVITY REPORT**

---

Lt. Eric Trojanowicz, Ingham County Sheriff's Office/Delhi Division, reported on the highlights of the April Ingham County Sheriff's Office/Delhi Division Activity Report (ATTACHMENT III).

**REPORT ON ESTABLISHMENT OF 501(C)(6) ORGANIZATION – DOWNTOWN DEVELOPMENT AUTHORITY**

---

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP  
COMMITTEE OF THE WHOLE MEETING HELD ON MAY 21, 2013**

---

The Board reviewed a draft of the Holt Community Connect organizational chart and bylaws that were distributed by Howard Haas, DDA Executive Director (ATTACHMENT IV).

Howard Hass, DDA Executive Director, stated that the DDA supports the Farmer's Market, Holt Business Expo, Holt Community Art's Council, etc. However, with decreasing DDA revenue due to the Tax Sharing Agreement approved in 2004 discussion began on what could be done to continue the financial support of these venues. The DDA researched forming a non-profit corporation, Holt Community Connect (the corporation), under Section 501(c)(6) of the Internal Revenue Service.

Discussion was also held regarding the forming of a citizens group to oversee the maintenance of the non-motorized trail system with the help of the corporation by locating/writing grants for the maintenance and improvements of the trail areas.

DDA Attorney William Fahey, gave an overview of the 501(c)(6) which is similar to a 501(c)(3) but is designed for business leagues. The idea is that the corporation would have an overriding community/business interest and would qualify as a 501(c)(6) making it tax exempt.

Mr. Haas stated that Dr. Johnny Scott, Superintendent of Holt Public Schools, showed interest in linking the H.O.L.T. Scholarship to the corporation in order to facilitate their ability to obtain grants for the scholarship program. It is the hope that once the public learns of this corporation, more non-profit groups will request the help of the corporation to facilitate grant writing, business advice, etc.

Clerk Hope stated that he is in support of this idea. However, feels that the draft by-laws are too specific to businesses and products and should also include events, quality of life, place making, etc.

**PUBLIC COMMENT** – Mike Hamilton, 4541 Sycamore Street, Holt, spoke in regard to the Township's mutual aid with the City of Lansing Fire Department.

**ADJOURNMENT**

Meeting adjourned at 7:13 p.m.

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

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

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

\_\_\_\_\_  
C.J. Davis, Supervisor

/af

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP**  
**Department of Community Development**

***April 2013 Activity Report***

**New Permits:**

| <u>Category</u>  | <u>DDA Area Permits</u> | <u>Total Permits</u> | <u>Total Inspections</u> |
|------------------|-------------------------|----------------------|--------------------------|
| Building         | 7                       | 33                   | 48                       |
| Electrical       | 4                       | 16                   | 19                       |
| Mechanical       | 6                       | 27                   | 45                       |
| Plumbing         | 3                       | 8                    | 12                       |
| Fire Inspections | N/A                     | N/A                  | 15                       |
| <b>Totals</b>    | <b>20</b>               | <b>84</b>            | <b>139</b>               |

**Soil Erosion Permits & APA Projects:**

| <u>Category</u>      | <u>DDA Area Permits</u> | <u>Total Permits/New Projects</u> | <u>Total Inspections</u> |
|----------------------|-------------------------|-----------------------------------|--------------------------|
| Soil Erosion         | 0                       | 6                                 | 72                       |
| Soil Erosion Waivers | 2                       | 2                                 | 2                        |
| APA Projects         | 0                       | 0                                 | 0                        |
| <b>Totals</b>        | <b>2</b>                | <b>8</b>                          | <b>74</b>                |

**New Code Enforcement Cases:**

| <u>Category</u>               | <u>DDA Area Cases</u> | <u>Total Cases</u> |
|-------------------------------|-----------------------|--------------------|
| Building Maintenance          | 1                     | 5                  |
| Fence Violation               | 0                     | 0                  |
| Junk & Debris                 | 4                     | 8                  |
| Junk Vehicles                 | 1                     | 3                  |
| Miscellaneous                 | 3                     | 5                  |
| Noxious Weeds                 | 0                     | 0                  |
| Sidewalk Snow                 | 0                     | 0                  |
| Sign                          | 0                     | 1                  |
| Site Plan                     | 0                     | 0                  |
| Yard Parking                  | 2                     | 3                  |
| Improper Zoning Use           | 0                     | 4                  |
| <b>Totals</b>                 | <b>11</b>             | <b>29</b>          |
| <b>Total # of Inspections</b> | <b>54</b>             |                    |

**Rental Program Information:**

|  |     |
|--|-----|
| Number of New Registered Rental Properties | 1   |
| Number of Rental Re-inspections            | 47  |
| Number of Rental Investigations            | 0   |
| Number of Rental Cycle Inspections         | 166 |

**Civil Infraction/Abatement Information:**

|  |                   |
|--|-------------------|
| <b>Abatement/Clean-ups</b>                           | <b>1</b>          |
| <i>Abatement/Clean-up Fees Issued (Year to date)</i> | <b>\$1,206.66</b> |
| <b>Civil Infractions Issued</b>                      | <b>2</b>          |
| <i>Civil Infraction Fines Issued (Year to date)</i>  | <b>\$1,125.00</b> |

# DELHI CHARTER TOWNSHIP

## Building Permit Details

| Permit No.                      | Property Address                  | Permit Applicant                       | Work Description                                    | Estimated Cost | Permit Fee | DDA? |          |
|---------------------------------|-----------------------------------|--|---|----------------|------------|------|----------|
| <b>COMMERCIAL ALTERATION</b>    |                                   |  |   |                |            |      |          |
| PB13-074                        | 4170 CHARLAR DRIVE                | WEYMOUTH & ASSOCIATES<br>REAL ESTATE   | 3,375 SQ FT REMODEL                                 | \$38,000       | \$250.80   | Y    |          |
| PB13-067                        | 4039 LEGACY PARKWAY               | TMN BUILDERS, INC                      | 565 SQ FT OF SUITE BUILD OUT                        | \$34,000       | \$224.40   |      |          |
| PB13-061                        | 3937 PATIENT CARE DRIVE<br>UNIT 4 | VISION QUEST CONSULTING                | SUITE REMODEL FOR NEW DOCTORS OFFICE                | \$90,000       | \$594.00   | Y    |          |
| COMMERCIAL ALTERATION           |                                   |  |   | \$162,000      | \$1,069.20 |      | Total: 3 |
| <b>COMMERCIAL MISCELLANEOUS</b> |                                   |  |   |                |            |      |          |
| PB13-045                        | 1492 AURELIUS ROAD                | VERIZON BY FAULK AND<br>FOSTER         | VERIZON COLLOCATING ON EXISTING CELL<br>TOWER       | \$0            | \$50.00    |      |          |
| PB13-052                        | 6201 BISHOP ROAD                  | JOHNICK PROPERTIES LLC                 | ADDING 200 SQ FT TO DECK AND COVERING<br>WHOLE DECK | \$11,312       | \$79.20    |      |          |
| PB13-059                        | 4025 HOLT ROAD                    | MERRELL ROOFING                        | TEAR OFF AND RE-ROOF BUILDING C                     | \$8,000        | \$50.00    | Y    |          |
| COMMERCIAL MISCELLANEOUS        |                                   |  |   | \$19,312       | \$179.20   |      | Total: 3 |
| <b>DECK</b>                     |                                   |  |   |                |            |      |          |
| PB13-046                        | 5119 AMSTERDAM AVENUE<br>#045     | GRABLES, MELODIE AND                   | CONSTRUCTING A 14' X 34' DECK                       | \$4,284        | \$50.00    |      |          |
| PB13-068                        | 4075 HOLT ROAD # 199              | ED BROWN                               | CONSTRUCTING A WHEELCHAIR RAMP                      | \$1,800        | \$50.00    |      |          |
| PB13-065                        | 2322 ROLLING RIDGE LANE           | COREY CUSTOM BUILDER INC               | CONSTRUCTING NEW 256 SQ FT DECK                     | \$2,376        | \$50.00    |      |          |
| DECK                            |                                   |  |   | \$8,460        | \$150.00   |      | Total: 3 |
| <b>DEMOLITION</b>               |                                   |  |   |                |            |      |          |
| PB13-050                        | 1433 EIFERT ROAD                  | Michigan Demolition & Excavation,<br>L | DEMOLISHING BARN                                    | \$0            | \$50.00    |      |          |
| DEMOLITION                      |                                   |  |   | \$0            | \$50.00    |      | Total: 1 |

# DELHI CHARTER TOWNSHIP

## Building Permit Details

| Permit No.                    | Property Address      | Permit Applicant           | Work Description  | Estimated Cost | Permit Fee | DDA?            |
|-------------------------------|-----------------------|----------------------------|---|----------------|------------|-----------------|
| <b>FENCE</b>                  |                       |                            |   |                |            |                 |
| PB13-044                      | 4434 HOLT ROAD        | HEADY, EVERETT & CAROL K   | <i>INSTALLING 6' PRIVACY FENCE TO ENCLOSE REAR YARD</i>                               | \$0            | \$50.00    | Y               |
| PB13-060                      | 3845 KELLER ROAD      | HOTH, NANCY                | <i>INSTALLING A 4' CHAIN LINK FENCE IN REAR YARD</i>                                  | \$0            | \$50.00    |                 |
| PB13-062                      | 5665 LOCH WOODE COURT | RANCH LIFE PLASTICS, INC   | <i>INSTALLING 4' PICKET FENCE IN REAR YARD</i>  | \$0            | \$50.00    |                 |
| PB13-071                      | 5041 RUNNYMEDE DRIVE  | HARRISON, MARK C & ALICE M | <i>INSTALLING 5' CHAIN LINK FENCE IN REAR YARD</i>                                    | \$0            | \$50.00    |                 |
| PB13-055                      | 4801 WILCOX ROAD      | JB CONSTRUCTION            | <i>INSTALLING 4' HIGH CHAIN LINK FENCE</i>  | \$0            | \$50.00    |                 |
| FENCE                         |                       |                            |   | \$0            | \$250.00   | Total: <b>5</b> |
| <b>POOL</b>                   |                       |                            |   |                |            |                 |
| PB13-048                      | 2690 HALYARD DRIVE    | JACK, REMSON JR & DAWN CM  | <i>INSTALLATION OF AN ABOVE GROUND POOL</i>   | \$0            | \$50.00    | Y               |
| POOL                          |                       |                            |   | \$0            | \$50.00    | Total: <b>1</b> |
| <b>RESIDENTIAL ADDITION</b>   |                       |                            |   |                |            |                 |
| PB13-053                      | 2224 AUBURN AVENUE    | WILLIAMS, RAY              | <i>BUILD 375 SQ FT ADDITION ON BACK OF HOUSE AND 56 SQ FT DECK ON FRONT</i>           | \$44,454       | \$270.00   |                 |
| PB13-063                      | 5165 BEAUMARIS CIRCLE | CARON CONSTRUCTION COMPANY | <i>ATTACHING 12' X 12' YARD EQUIPMENT COLD STORAGE ADDITION TO WESTSIDE OF GARAGE</i> | \$3,024        | \$50.00    |                 |
| RESIDENTIAL ADDITION          |                       |                            |   | \$47,478       | \$320.00   | Total: <b>2</b> |
| <b>RESIDENTIAL ALTERATION</b> |                       |                            |   |                |            |                 |
| PB13-049                      | 3621 FERNWOOD LANE    | FREDERICK, SAMUEL          | <i>FINISHING 588 SQ FT OF BASEMENT</i>  | \$11,760       | \$72.00    | Y               |
| PB13-070                      | 2193 FRONTIER COURT   | FLEGLER, DARRICK E &       | <i>INSTALLING EGRESS WINDOW IN BASEMENT</i>   | \$1,000        | \$50.00    | Y               |
| PB13-047                      | 4697 HOLT ROAD        | LAWRENCE, JULIE L          | <i>INSTALLING EGRESS WINDOW IN BASEMENT</i>   | \$5,000        | \$50.00    |                 |
| PB13-064                      | 3550 OBSERVATORY LANE | OATES, THOMAS R & TAMMIE L | <i>ADDING ROOF OVER DECK</i>  | \$2,500        | \$50.00    |                 |

# DELHI CHARTER TOWNSHIP

## Building Permit Details

| Permit No.                         | Property Address        | Permit Applicant                    | Work Description                              | Estimated Cost | Permit Fee | DDA?     |
|------------------------------------|-------------------------|-------------------------------------|---|----------------|------------|----------|
| RESIDENTIAL ALTERATION             |                         |                                     |   | \$20,260       | \$222.00   | Total: 4 |
| <b>RESIDENTIAL DWELLING/GARAGE</b> |                         |                                     |   |                |            |          |
| PB13-054                           | 1525 HADDON HALL DRIVE  | ARROWHEAD HOMES                     | CONSTRUCTING SINGLE FAMILY HOME               | \$129,056      | \$780.00   |          |
| PB13-058                           | 1920 SUNSHINE PATH      | ALLEN EDWIN HOMES                   | CONSTRUCTING SINGLE FAMILY HOME               | \$265,590      | \$1,596.00 |          |
| PB13-051                           | 1213 WILDFLOWER DRIVE   | MAYBERRY HOMES, INC.                | CONSTRUCTING SINGLE FAMILY HOME               | \$177,870      | \$1,068.00 |          |
| RESIDENTIAL DWELLING/GARAGE        |                         |                                     |   | \$572,516      | \$3,444.00 | Total: 3 |
| <b>RESIDENTIAL MISCELLANEOUS</b>   |                         |                                     |   |                |            |          |
| PB13-075                           | 1583 BERKLEY DRIVE      | HANSON'S WINDOW AND CONSTRUCTION IN | TEAR OFF AND RE-ROOF                          | \$8,000        | \$50.00    |          |
| PB13-057                           | 2792 DELLRIDGE DRIVE    | PALMER CONSTRUCTION SERVICES LLC    | TEAR OFF AND RE-ROOF                          | \$8,000        | \$50.00    |          |
| PB13-069                           | 5103 KILLARNEY DRIVE    | JIMMERSON ROOFING                   | TEAR OFF AND RE-ROOF                          | \$8,000        | \$50.00    |          |
| PB13-072                           | 4644 KRENTAL AVENUE     | EAGLE EYE HOME IMPROVEMENT LLC      | TEAR OFF AND RE-ROOF                          | \$8,000        | \$50.00    |          |
| PB13-073                           | 2858 RIVER POINTE DRIVE | BRUNETTE EXTERIORS INC              | TEAR OFF AND RE-ROOF                          | \$8,000        | \$50.00    |          |
| PB13-056                           | 1568 STONEHAVEN DRIVE   | SIMON ROOFING                       | TEAR OFF AND RE-ROOF                          | \$8,000        | \$50.00    |          |
| RESIDENTIAL MISCELLANEOUS          |                         |                                     |   | \$48,000       | \$300.00   | Total: 6 |
| <b>RESIDENTIAL STORAGE/GARAGE</b>  |                         |                                     |   |                |            |          |
| PB13-066                           | 2721 DELLRIDGE DRIVE    | MCFARLAND, THOMAS A AND             | CONSTRUCTING 576 SQ FT POLE BUILDING          | \$10,368       | \$66.00    |          |
| RESIDENTIAL STORAGE/GARAGE         |                         |                                     |   | \$10,368       | \$66.00    | Total: 1 |
| <b>SIGN</b>                        |                         |                                     |   |                |            |          |
| PS13-010                           | 2285 CEDAR STREET       | JOHNSON SIGN CO                     | 35.36 SQ FT POLE SIGN & 20.24 SQ FT WALL SIGN | \$0            | \$106.00   |          |

# DELHI CHARTER TOWNSHIP

## Building Permit Details

| Permit No. | Property Address | Permit Applicant | Work Description | Estimated Cost | Permit Fee | DDA?     |  |
|------------|------------------|------------------|------------------|----------------|------------|----------|--|
| SIGN       |                  |                  |                  | \$0            | \$106.00   | Total: 1 |  |

|                |                  |                   |           |
|----------------|------------------|-------------------|-----------|
| <b>Totals:</b> | <b>\$888,394</b> | <b>\$6,206.40</b> | <b>33</b> |
|----------------|------------------|-------------------|-----------|

Permit.DateIssued Between 04/01/2013 AND 04/30/2013  
AND  
Permit.PermitType = Building OR  
Permit.PermitType = Sign

## SUMMARY OF CONSTRUCTION VALUES

| Year  | 2007          |                 | 2008          |                 | 2009          |                 | 2010          |                 | 2011          |                 | 2012          |                 |
|---|---------------|-----------------|---------------|-----------------|---------------|-----------------|---------------|-----------------|---------------|-----------------|---------------|-----------------|
| Type  | Total Permits | Total Value     |
| Commercial Addition, Alteration & Commercial Misc   | 49            | \$ 9,353,080.00 | 30            | \$ 2,830,791.00 | 29            | \$ 1,215,220.00 | 27            | \$ 1,665,320.00 | 37            | \$1,029,347.00  | 38            | \$3,549,664.00  |
| Commercial New Structures   | 6             | \$ 2,230,506.00 | 1             | \$ 875,903.00   | 5             | \$ 4,360,107.00 | 3             | \$ 1,712,188.00 | 5             | \$3,951,772.00  | 4             | \$906,716.00    |
| Deck, Fence, Pool, Residential Misc, Residential Storage/Garage, Demolition, Sign, Sign Business, Sign Grand Openings | 255           | \$ 834,376.00   | 165           | \$ 1,118,676.00 | 487           | \$ 3,105,297.00 | 372           | \$ 2,103,596.00 | 233           | \$ 1,262,153.00 | 243           | \$ 1,097,292.00 |
| Pre-Manufactured Home, Residential Condo w/Garage, Residential Dwelling, Residential Dwelling/Garage                  | 58            | \$ 8,856,775.00 | 27            | \$ 5,189,435.00 | 22            | \$ 3,861,101.00 | 37            | \$ 5,998,675.00 | 28            | \$ 3,849,279.00 | 25            | \$ 3,065,174.00 |
| Residential Addition, Residential Alteration  | 47            | \$ 972,435.00   | 51            | \$ 1,013,207.00 | 43            | \$ 1,085,548.00 | 51            | \$ 1,105,827.00 | 46            | \$ 1,021,182.00 | 48            | \$ 1,055,333.00 |
| Residential Multiple Family & Apartment Units   | 6             | \$ 7,621,380.00 | 0             | \$ -            | 0             | \$ -            | 2             | \$ 1,237,795.00 | 3             | \$ 3,694,734.00 | 0             | \$ -            |

**2013 Year to date Construction Values:**

|                                   |                 |
|-----------------------------------|-----------------|
| <b>Commercial / Industrial:</b>   | \$ 527,750.00   |
| <b>Residential:</b>               | \$ 2,275,499.00 |
| <b>Total Single Family Homes:</b> | 10              |





# Delhi Township Fire Department Monthly Report

*April, 2013*

## **Total Calls**

|               | <i>Delhi</i> | <i>Alaiedon</i> | <i>Total</i> |
|---------------|--------------|-----------------|--------------|
| EMS / Medical | 153          | -               | 153          |
| Fire / Rescue | 37           | 4               | 41           |
| Total Calls   | 190          | 4               | 194          |
| Staff Hours   | 389          | 116             | 505          |

*Total calls in 2013: 815*

*Total calls for 2011: 2,577*

## **Inspections**

Commercial Fire Inspections – 16

Fire Personnel Company Inspections - 24

## **Training**

489 Personnel participated in 865 Hours of Training

## **Recruitment / Retention**

| <u>Activity</u>         | <u>Hours</u> |
|-------------------------|--------------|
| Station tours           | 1            |
| Meetings                | 3            |
| Mentoring new personnel | 4            |

**Mutual Aid:**            Given – 16            Received –5

## **Miscellaneous**

House fire at 3283 Willoughby Road, Alaiedon Twp – Loss \$80,000 – cause electrical

House fire at 539 Baldwin Road, Alaiedon Twp – Loss \$1,000 – cause electrical

Mutual aid to Mason Fire Department – House fire on Columbia Road

Structure fire at 1365 Cedar – Orchid Stealth - \$300,000 loss – equipment fire

COUNTY of INGHAM

State of Michigan

SHERIFF'S OFFICE



## Gene L. Wriggelsworth

Sheriff

Allan C. Spyke  
Undersheriff

630 North Cedar Street  
Mason, MI 48854  
(517) 676-2431  
FAX (517) 676-8299

Greg S. Harless  
Chief Deputy

Sam Davis  
Major

Joel Maatman  
Major

**TO:** Delhi Township Board of Trustee's

**FROM:** Lieutenant Eric Trojanowicz

**DATE:** May 1, 2013

**RE:** April 2013 Monthly Report

**HIGHLIGHTED CASES AND INCIDENTS:**

- 04/03/2013 Deputy Narlock is investigating a larceny from vehicle complaint in the 4600 block of Miles Dr. The victim had seven digital cable converters stolen out of his work truck by unknown suspect(s).
- 04/05/2013 Deputy Huhn is investigating a home invasion complaint in the 2700 block of Eaton Rapids Rd. The unknown suspect(s) entered the residence through a window and stole two televisions and miscellaneous xbox games.
- 04/06/2013 Deputy Boerkoel is investigating a retail fraud complaint at 2040 N. Aurelius Rd. (Dollar General). A known suspect stole some merchandise from the store. Charges are being sought through the Ingham County Prosecutor's Office.
- 04/08/2013 Lt. Trojanowicz investigated a malicious destruction of property complaint in the 2500 block of Renfrew Way. The victim had her vehicle damaged by unknown suspect(s).
- 04/08/2013 Deputy Ward, Deputy Boerkoel, and Sergeant Weiss responded to a breaking and entering alarm at a business in the 3900 block of Patient Care Drive. Deputy Ward stopped a vehicle that was leaving the scene and as it turns out was the suspect that had broken into the building. The suspect was arrested and lodged at the Ingham County Jail. Charges are being sought through the Ingham County Prosecutor's Office.

- 04/13/2013 Deputy McElmurray initiated a traffic stop for a traffic violation at Norwood St. and Vernon Ave. The driver of the vehicle was found to be intoxicated and was arrested for operating a motor vehicle while intoxicated 3<sup>rd</sup> offense and lodged at the Ingham County Jail. Charges are being sought through the Ingham County Prosecutor's Office.
- 04/13/2013 Deputy Doerr is investigating an attempt home invasion in the 1800 block of Nightengale Dr. The unknown suspect(s) kicked in the front door of the residence. Entry was not gained and the homeowners were home at the time of the attempt home invasion.
- 04/13/2013 Deputy Jason Kuch is investigating an attempt home invasion in the 2500 block of Sanibel Hollow. The unknown suspect(s) kicked in the front door of the residence. Entry was not gained into the residence and the homeowners were home at the time of the attempt home invasion.
- 04/13/2013 Deputy Brandon Doerr is investigating a robbery that took place at 2174 Cedar St. (Happy's Inn). The victim advised that two males came to her door and knocked. The victim answered the door and they put a gun to her head. The victim states that the suspects trashed her room looking for money and drugs. The suspects left in an unknown direction with her prescription medication.
- 04/13/2013 Sergeant Flint is investigating a larceny and malicious destruction of property complaint at 1211 N. Cedar St. (Kitsmiller RV). The unknown suspect(s) broke into several trailers damaging the trailers. The unknown suspect(s) removed several televisions from the trailers. The case has been turned over to the Ingham County Sheriff's Office Detective Bureau for further follow – up.
- 04/15/2013 Deputy Brandon Doerr initiated a traffic stop on a vehicle for a traffic violation at Holt Rd. and Washington Ave. The driver of the vehicle was found to be intoxicated. The driver of the vehicle was arrested for operating a motor vehicle while intoxicated and lodged at the Ingham County Jail. Charges are being sought through the Ingham County Prosecutor's Office.
- 04/16/2013 Deputy Torok investigated a retail fraud at 2495 Cedar St. (Kroger). The suspect was arrested for retail fraud 3<sup>rd</sup> degree and lodged at the Ingham County Jail. Charges are being sought through the Ingham County Prosecutor's Office.
- 04/16/2013 Deputy Jason Kuch is investigating a larceny from vehicle complaint in the 3000 block of Ivywood. The victim had his computer stolen out of his vehicle by unknown suspect(s).
- 04/18/2013 Deputy Brandon Doerr is investigating a malicious destruction of property complaint in the 1800 block of Hall St. The victim had the window to her garage broken out by unknown suspect(s). No entry was gained into the garage.
- 04/18/2013 Deputy Brandon Doerr is investigating a malicious destruction of property complaint in the 6900 block of Aurelius Rd. The victim had a window in her garage broken out by unknown suspect(s). No entry was gained into the garage.

- 04/18/2013 Deputy Boerkoel is investigating a larceny from vehicle complaint in the 4300 block of Dell Rd. The victim had his vehicle broken into by unknown suspect(s). He had a \$250.00 pair of sunglasses stolen.
- 04/19/2013 Deputy Narlock is investigating a breaking and entering complaint at 4610 Spahr Ave. (Ed – Trek). The unknown suspect(s) broke out a window to the school and damaged a computer in the school. The investigation is on – going.
- 04/19/2013 Deputy Narlock investigated a retail fraud complaint at 2495 Cedar St. (Kroger). The known suspect was caught stealing several items from the store by store security. The suspect was arrested on several warrants out of the Lansing Police Department. Charges for retail fraud are being sought through the Ingham County Prosecutor’s Office.
- 04/21/2013 Deputy Boerkoel is investigating a retail fraud complaint at 2765 Eaton Rapids Rd. (Speedway Gas Station). An unknown suspect concealed assorted candy into his coat and then left the business. The suspect left the area in a vehicle.
- 04/24/2013 Deputy Ward conducted a traffic stop for a traffic violation at Jolly Rd. and Dunckel Rd. The driver of the vehicle was intoxicated and was arrested for operating while under the influence of alcohol. The driver was lodged at the Ingham County Jail. Charges are being sought through the Ingham County Prosecutor’s Office.
- 04/27/2013 Deputy Brandon Doerr is investigating a larceny from vehicle complaint in the 2700 block of Renfrew Way. The victim had his vehicle broken into by unknown suspect(s). The suspect(s) stole his IPOD, change, and a phone charger.
- 04/28/2013 Sergeant Weiss initiated a traffic stop on a vehicle for a traffic violation at Cedar St. and Willoughby Rd. The driver of the vehicle was found to be intoxicated and was arrested for operating while intoxicated. The driver of the vehicle was lodged at the Ingham County Jail. Charges are being sought through the Ingham County Prosecutor’s Office.
- 04/28/2013 Deputy Boerkoel is investigating a larceny complaint in the 2500 block of Selma. The unknown suspect(s) stole a lawnmower from a shed on the victim’s property.

### **STATISTICS:**

During the month of April, Deputies responded to 373 calls for service (written and blotter complaints). They made 136 arrests of which 75 were self – initiated. Deputies issued 210 citations. Deputies conducted 415 business/property checks, 21 liquor inspections, and they spent 133.2 hours in Community Policing. Deputies participated in 342.4 hours of training.

### **Calls for Service**

|              | <b>2011</b> | <b>2012</b> | <b>2013</b> |
|--------------|-------------|-------------|-------------|
| April        | 497         | 401         | 373         |
| Year to Date | 1827        | 1712        | 1384        |

**Total Arrests**

|              | <b>2011</b> | <b>2012</b> | <b>2013</b> |
|--------------|-------------|-------------|-------------|
| April        | 104         | 111         | 136         |
| Year to Date | 329         | 417         | 454         |

**Total Self – Initiated Arrests**

|              | <b>2011</b> | <b>2012</b> | <b>2013</b> |
|--------------|-------------|-------------|-------------|
| April        | 89          | 72          | 75          |
| Year to Date | 266         | 244         | 277         |

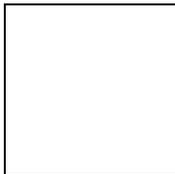
**Citations Issued**

|              | <b>2011</b> | <b>2012</b> | <b>2013</b> |
|--------------|-------------|-------------|-------------|
| April        | 230         | 223         | 210         |
| Year to Date | 855         | 955         | 993         |

**From:** Bowden, Kelly  
**Sent:** Friday, May 03, 2013 10:01 AM  
**To:** Trojanowicz, Eric  
**Subject:** Apr2013.doc

Please see attached. With the lengthy investigation into the gypsies, I'm afraid my business checks were a bit low.

---



*COUNTY of INGHAM*

State of Michigan

SHERIFF'S OFFICE

**Gene L. Wriggelsworth**

**Sheriff**

L. Spyke  
heriff

630 North Cedar Street  
Mason, Mi 48854  
(517) 676-2431  
FAX (517) 676-8299

**Greg S. Harless**  
Chief Deputy

avis

**Joel Maatman**  
Major

**TO:** Lt. Eric Trojanowicz  
**FROM:** Dep. Kelly Bowden #5379  
**DATE:** Friday, May 03, 2013  
**RE:** April 2013 Monthly Business Officer Report

|                            |     |
|----------------------------|-----|
| Total Complaints:          | 23  |
| Traffic Stops:             | 10  |
| Citations:                 | 4   |
| Property/ Business Checks: | 60  |
| Community Policing Hours:  | 7.5 |

**Community Policing Highlights:**

I participated in a walk-through and response pre-planning of all Holt Public Schools. The walk-through scenarios allow us to better respond to any emergency incidents that might occur, to include active shooter scenarios.

After receiving a complaint from a local business in reference to a theft, I spent some time with them reviewing their current security measures and ways they might improve them. The business owner and I walked the property and I pointed out various concerns that, if addressed, might help the business become less of an attractive target to thieves.

A local business called to complain about large trucks using their parking lot and driveways to turn around, causing damage to their landscaping in the process. I am working with the company to address the matter in a preventive fashion, rather than opening a criminal case.

A local business owner contacted me after their adult child began receiving threatening calls from a purported collection agency. Although the offense occurred in another jurisdiction, I offered them advice and information from the Federal Trade Commission on protecting their identity and then referred them to the responsible police jurisdiction.

I responded to the Public Library for a trouble with subject call. The library staff reported a female screaming and yelling in the library. I contacted the female outside of the library and she was considerably calmer at that point. The female explained the library staff had not allowed her to use a public computer and she felt they were picking on her. The female agreed to leave and return on another day when she was able to remain calm.

**Investigative Highlights:**

The following is a highlight of the more notable cases I have investigated this month:

The investigation into a group of gypsies that came through the area committing thefts has continued. At this point, arrests have been made by an agency from another state and we have positively identified most, if not all, of the criminals involved. I am working with numerous police departments around the State of Michigan to share information and build our case.

I opened an investigation into several thefts and damage committed at a local business. The business had numerous trailers for sale that were forcibly entered and had items stolen from within. My investigation is continuing.

I opened an embezzlement investigation at a local business. The owner alleged a former employee had inflated the number of hours she worked on her time card, causing the company to overpay her. It is suspected this has been taking place for several years. My investigation is continuing.

Respectfully Submitted,

Deputy Kelly Bowden, Badge #5379

*COUNTY of INGHAM*  
State of Michigan  
SHERIFF'S OFFICE



**Gene L. Wriggelsworth**

**Sheriff**

**Allan C. Spyke**  
Undersheriff

**Sam Davis**  
Major

630 North Cedar Street  
Mason, Mi 48854  
(517) 676-2431  
FAX (517) 676-8299

**Greg S. Harless**  
Chief Deputy

**Joel Maatman**  
Major

**TO:** Lt. Eric Trojanowicz  
**FROM:** Deputy Mary Hull #5353  
**DATE:** Wednesday, May 08, 2013  
**RE:** April 2013 Monthly Report

**MONTHLY STATS:**

|                           |    |
|---------------------------|----|
| Complaints:               | 16 |
| School Contacts:          | 42 |
| Traffic Stops:            | 3  |
| Citations:                | 5  |
| Community Policing hours: | 46 |
| Property Checks           | 2  |

**COMMUNITY POLICING ACTIVITY:**

On April 2 and 3, the staff assigned to the Delhi Division had the opportunity to walk through the High School, the Ninth Grade Campus, Holt Jr. High, Washington Woods Middle School, Hope Middle School, Horizon Elementary, Wilcox Elementary, Sycamore Elementary, Midway Elementary, and Elliott Elementary. The purpose of the walk through was to allow Deputies to become familiar with the layout of each school and ways to enhance their response for any emergency situation, including an active violence situation, lockdown and evacuation.

Throughout the month, I along with other Deputies took the opportunity to conduct traffic control on Campus Drive. Near the beginning of the month I received a number of complaints that drivers were traveling on Campus Drive at high rates of speed before and after school. After getting an idea of typical speeds, Deputies assigned to the day shift and I conducted traffic enforcement. Most drivers were cautious of their speeds while a handful were not. Those drivers that were found traveling at an excessive speed were cited for careless driving.

**OTHER ACTIVITIES:**

During the month of April, I responded to nine calls for service at the schools, and seven calls for service outside of the school. Calls for service at the schools included such things as; sexually explicit material, criminal sexual conduct, damage to property, truancy, and CPS referrals.

On April 16, I responded to Holt Jr. High for a complaint involving one student that sent inappropriate pictures via a text to another student, the other student in turn sent the pictures to another student. The pictures were sent while both students were on spring break, but brought to the attention of a school official. Both students were interviewed with their parents present and advised of the law and the possible consequences of their actions. Neither student was charged; however, their cellular telephones were confiscated and destroyed.

On April 22, a student at the Jr. High came forward to report that she had consensual sexual relations with a classmate. Both parents were advised of the incident, and the fact that neither child was old enough to engage in relations; in addition, both parents advised that they wanted the report closed. Later in the month, another student at the Jr. High advised that while at a friend's home she was forced into sexual relations with a male. After a partial interview, the victim reported that the incident occurred in another jurisdiction. The information obtained from the victim was provided to the agency in which the incident occurred.

During the month, I responded to the Ninth Grade Campus for damage to property report. A student became upset after he and his girlfriend broke up. The student was not able to control his anger and threw a chair in class, damaged a locker and a suite of armor. The report is being submitted to Ingham County Prosecutor's Office. Two other reports, involving the same juvenile, are being submitted to the Prosecutor's office.

In addition, during the month, I took two truancy complaints, one from Elliott Elementary and the other involved a student from the Jr. High, whom was refusing to go to school. The truancy complaint at Elliott involved a young child that has missed a lot of school, for various reasons. Upon making contact with the parent I advised her of the law and the consequences, I also served her notice that the child must attend school on a regular consistent basis, and failure to do so could result in prosecution. Later in the month I was contacted by an individual asking me to come to her home, to remove children that were refusing to leave and refusing to go to school, including her own teenaged child. Upon arrival to the home, I located five children of school age, four of the students attended

various schools in Lansing and one attended the Jr. High. Prior to taking four of the children home I advised the Jr. High student to go to school. A short time later I found the same child at a CATA bus stop, he was subsequently issued a truancy citation. After learning that the child has missed a lot of school, I served the child's guardian with notice that the child must attend school on a regular consistent basis, and failure to do so could result in prosecution.

Mary Hull #5353



*COUNTY of INGHAM*

State of Michigan

**SHERIFF'S OFFICE**

---

**Gene L. Wriggelsworth**  
Sheriff

**Greg S. Harless**  
Chief Deputy

**630 North Cedar Street**  
Mason, Mi 48854  
**(517) 676-2431**  
**FAX (517) 676-8299**

**Allan C. Spyke**  
Undersheriff

**Joel Maatman**  
Major

To: Lt. E. Trojanowicz

From: Dep. P. Richards

Date: 05/03/13

Subject: April Monthly

**STATISTICALS:**

Comm. Policing Hrs: (18.5)  
Training Hours: (34)  
Special Assgmt: (5.5)  
Complaints taken: (17)  
Blotters taken: (03)  
Total calls taken: (20)  
Traffic stops: (08)  
Citations issued: (04)

Arrests: (01)MSD  
Contacts (school): (05)  
Contacts (business): (03)

**COMMUNITY POLICING:**

During the month of April I was able patrol several subdivisions while on routine patrol with the police vehicle. I was able to witness many different traffic violations that occurred in my presence. I made several traffic stops and issued multiple traffic infractions for various violations ( failing to stop at stop sign, impeding the flow of traffic, loud exhaust, loud music...). I continued to speak with area neighbors/residents of problem areas within their area and what were the best times to be in their area. Many residents are still delighted to see their subdivisions patrolled by police officer on a mountain bike.

I am preparing / developing the program that allows me to issue out free coupons for soft drinks from local area merchants to any young person seen riding their bicycle while wearing a helmet. I have been involved with this program for several years; I have come across many happy bicycle riders that appreciated the incentive in wearing their helmet. I will plan on continuing the program starting in May.

I met with the coordinator/manager of Delhi Manor on possible scrap steel entrepreneurs that have frequented their park community; I advised that any future meetings with these individuals that they were to call us. I also advised that if plate information is obtained than a possible no trespassing statement could be issued. I discussed the use of trespass letters to be written to individuals that are not registered with the community manager (and are causing loitering/harassment issues within the community). We are planning a May/June meeting as well. We also discussed possible summer-time activities (summer picnic for the residents of the community).

I met with the coordinator/manager of Windmill Trailer community; we discussed their upcoming summer hot dog in the park event that is being planned for either late July or early August. We also discussed possible drug intervention at certain addresses within the park; the information was then forwarded to METRO for their intervention.

I maintained the Ingham County Sheriff's Office // Delhi Division Facebook webpage. This medium has been instrumental in helping us to keep the neighborhood watch groups (and other residents) informed on timely safety tips or information on possible persons/vehicles to look out for within the community. I continue to make entries every week onto the Facebook page. The Facebook entry was then sent to all the neighborhood watch groups.

I met with the new coordinator/manager of South Square apartments. We discussed and exchanged contact information. I advised that any suspicious activity within their apartment community should be forwarded to our office.

I attended the Holt/Dimondale Business Alliance monthly meeting ; I shared with the group the current summer schedule for the Delhi Community Policing section. Summer events include the Wrong-way 5k run, Kids Day at Vahalla Park, Memorial Day parade, Touch a Truck day, National Night Out, plus many other events. I also spoke on other police highlights for the past month in Holt.

I along with several other Deputies did a walk – through of all Holt Schools Buildings during the student spring break; becoming familiar with the layouts and emergency procedures for each building. This walk-thru was conducted by the ICSO Training Div.; maps were provided for each of the buildings.

## **OTHER MATTERS**

I investigated several accidents both with and without injury to persons. All accidents were mostly between two vehicles with moderate damage. Several of the vehicles required that they be towed from the location. All injuries were evaluated/treated at scene by the Delhi Twp fire dept. If a patient was taken to any area hospital a follow up with their emergency staff was conducted for status of the victim.

I investigated a fraud complaint at a local business; charged to their account was \$150.00 from their current account register. I spoke to the accounts manager at the business; someone had charged their account \$150.00 from an unknown location in Tennessee. No suspects or additional information was provided. Their main banking firm forgave the amount charged incorrectly to them.

I investigated several larceny from an automobile complaints; I processed all scenes seeking physical evidence. I also canvassed the local area seeking additional information from the neighbors. No suspects on these cases. Any lifted prints were sent to the MSP crime lab for analysis.

I also investigated twp suicidal person complaints; both persons wished to hurt themselves. I placed both persons in protective custody and transported them to CMH for petition report (PRT). Both persons received any medical attention (if needed) prior to arriving to CMH.



## BYLAWS OF HOLT COMMUNITY CONNECT

### ARTICLE I

#### Name and Purpose

**Section 1.** Name. The name of the Corporation shall be HOLT COMMUNITY CONNECT.

**Section 2.** Purpose. The purpose(s) for which the Corporation is organized are as specified in the Articles of Incorporation. Specifically, the purpose or purposes for which the Corporation is organized are:

- a. To receive and administer funds to promote the interests of local businesses of the greater Holt and Delhi Township, Michigan area, including without limitation, farm products, food products, arts and crafts products, and other local products, and to improve and promote the growth, production, distribution and sale of local businesses and products of the Holt and Delhi Township community.
- b. To improve and promote the growth, production, distribution and sale of local businesses and products of the Holt and Delhi Township community.
- c. To facilitate and provide incubation and development services for new local businesses within the Holt and Delhi Township community.
- d. To acquire real and personal property by purchase, lease, gift, grant, devise or bequest, and to hold, own, accept and dispose of the same for the particular objects of the Corporation.
- e. To conduct any and all activities and exercise any and all powers as may be necessary or helpful to the achievement of the foregoing purposes for which the Corporation is organized.

The Corporation is intended to be an organization which is exempt from Federal income taxation under Section 501(c)(6) of the Internal Revenue Code (the "Code"). All terms and provisions of these Bylaws (and of the Articles of Incorporation of the Corporation) shall be construed, applied and carried out in accordance with such intent. Notwithstanding any other provision of these Bylaws or Articles, the Corporation shall not carry on any activity not permitted to be carried on (a) by an organization exempt from Federal income tax under Section 501(c)(6) of the Code or corresponding provisions of any subsequent Federal tax laws or (b) by an organization the contributions to which are deductible under Section 170(c)(2) of the Code or corresponding provisions of any subsequent Federal tax laws.

The Corporation is organized exclusively for the purposes of promoting the common business interest of the businesses and products of the greater Holt and Delhi Township, Michigan geographic area and promoting the growth, production, distribution and sale of local businesses

and products and specific purposes as enumerated in this Article I and of Article II of the Articles of Incorporation. No part of the net earnings of the Corporation shall inure to the benefit of, or be distributable to, its directors, officers or other private persons, except that the Corporation may make payments and distributions: (1) to organizations exempt from federal income tax under Section 501(c)(6) of the Code; (2) to further the exempt purposes of the Corporation; and (3) as reasonable compensation for services rendered to or on behalf of the Corporation.

The Corporation shall not participate in or intervene in (including the publishing or distribution of statements) any political campaign on behalf of (or in opposition to) any candidate for public office.

No substantial part of the activities of the Corporation shall be to carry on propaganda or otherwise attempt to influence legislation except as otherwise provided in section 501(h) of the Code.

## **ARTICLE II** **Membership**

**Section 1. Membership.** Under the Michigan Nonprofit Corporation Act, a corporation organized upon a non-stock basis shall be organized upon either a membership basis or a directorship basis. This Corporation is organized on a directorship basis, and pursuant to Section 305 of the Michigan Nonprofit Corporation Act, shall not have members.

## **ARTICLE III** **Board of Directors**

**Section 1. Number, Term, and Qualifications.** Under the Michigan Nonprofit Corporation Act, Section 505, the board of directors of a not-for-profit corporation shall consist of 3 or more directors. The number of directors shall initially be three (3). It is the intent that once the Corporation has communicated its message and goals to the Holt and Delhi Township business community, that this Board of Directors will be expanded to include additional community members. Each director shall hold office for the term for which he is appointed and until his or her successor shall have been appointed and qualified or until his or her resignation or removal. After the initial Board of Directors is appointed, then on a yearly basis the incumbent directors elect the members of the Board of Directors at the annual meeting of the Board of Directors; except for the director appointed by the Delhi Charter Township Board, as provided below.

**Section 2. Qualifications of Directors.** The directors shall meet the following minimum qualifications in order to be appointed to the Board of Directors of the Corporation:

- a. Each director shall be actively involved in a local business in Ingham County, Michigan, except for the director appointed by the Delhi Charter Township Board.

- b. Each director shall be willing to actively participate in the pursuit of the Corporation's purposes on behalf of the businesses and products of the greater Holt and Delhi Township business community.
- c. One director shall be appointed by the Delhi Charter Township Board. That director shall be the Executive Director of the Delhi Charter Township Downtown Development Authority, or, in the event that there is no Executive Director of the Delhi Charter Township Downtown Development Authority, this director shall be a member of the Delhi Charter Township Board appointed by that Township Board. The director appointed by the Delhi Charter Township Board shall have a vote in the same manner as other directors of the corporation.

**Section 3. Regular Meetings.** Regular meetings of the Board of Directors shall be held either with or without notice, at such times and such places as any majority of the directors may by resolution from time to time determine.

**Section 4. Special Meetings.** Special meetings of the Board of Directors shall be held whenever called by the President; or when the President shall be required to call a special meeting upon written request by any director. Due notice of any special meeting, which may be waived, shall be given by the Secretary, in writing, not later than the day preceding the meeting.

**Section 5. Waiver.** Attendance of a director at a meeting constitutes a waiver of notice of the meeting, except where a director attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened.

**Section 6. Quorum.** A majority of the members of the Board then in office, or of the members of a committee thereof, constitutes a quorum for the transaction of business. A vote of the majority of members present at a meeting at which a quorum is present constitutes the action of the Board or of the committee.

**Section 7. Vacancies.** Except for the director appointed by the Delhi Charter Township Board, a vacancy in the Board of Directors shall be filled by the affirmative vote of a majority of the remaining directors, though less than a quorum of the Board, but only in accordance with the qualifications set forth in Section 2 above. A vacancy in the director position appointed by the Delhi Charter Township Board shall be filled by that Township Board.

**Section 8. Removal.** A director may only be removed with cause by a vote of a majority of the directors then in office, except for the director appointed by the Delhi Charter Township Board. If a director is removed, except for the director appointed by the Delhi Charter Township Board, the vacancy on the Board of Directors shall be filled by the remaining directors pursuant to Section 7, but only in accordance with the qualifications set forth in Section 2.

**Section 9. Action Without a Meeting.** Action may be taken by the Board of Directors or a committee thereof without a meeting if, before or after the action, all members of the Board or of

the committee consent thereto in writing. The written consent shall be filed with the minutes of the proceedings of the Board or committee.

**Section 10. Conference Telephone.** A member of the Board or committee designated by the Board may participate in a meeting by means of conference telephone or similar communications equipment by means of which all persons participating in the meeting can hear each other. Participating in a meeting pursuant to this method constitutes presence in person at the meeting.

**Section 11. Compensation.** Directors shall not receive any salaries for their services, but by resolution of the Board of Directors may receive reasonable per diem compensation and reimbursement for actual, reasonable and necessary expenses incurred by the director in his or her capacity as a director; provided, however, that this Bylaw does not preclude a director from serving the Corporation in some other capacity and receiving appropriate and fair compensation therefor.

**Section 12. Emeritus Directors.** Upon the resignation or retirement from the Board, a former Director may be elected as an emeritus Board Member by the Board of Directors. An emeritus Board Member shall receive notice of regular, special and annual meetings of the Board in accordance with these Bylaws, may attend Board meetings and may participate in the discussion of issues appearing before the Board, but shall not have the right to vote on any issue appearing before the Board. Emeritus Board members may receive minutes of meetings of the Board of Directors of the Corporation.

#### **ARTICLE IV** **Officers**

**Section 1. Officers.** The officers of this Corporation shall consist of a President, a Secretary, a Treasurer, and if desired, a Chairman and Vice Chairman of the Board and one or more Vice Presidents, who shall be elected by the Board of Directors at the annual meeting. The Board of Directors may also appoint such other officers and agents as they shall deem necessary for the transaction of business of the Corporation. An officer shall hold office for the term for which such officer is elected or appointed and until his or her resignation or removal. Two or more offices may be held by the same person, but an officer shall not execute, acknowledge or verify an instrument in more than one capacity, if the instrument is required by law, or the Articles of Incorporation, or these Bylaws, to be executed and acknowledged or verified by two or more officers.

**Section 2. Election and Term of Office.** The officers of the Corporation will be elected annually by the Board of Directors at the regular annual meeting of the Board of Directors. If the election of officers will not be held at such meeting, such election will be held as soon thereafter as is convenient. New offices may be created and filled at any meeting of the Board of Directors.

**Section 3. Removal.** Any officer elected or appointed by the Board of Directors may be

removed by the Board of Directors whenever in its judgment the best interest of the Corporation would be served thereby, but such removal will be without prejudice to the contract rights, if any, of the officer so removed.

**Section 4. Vacancies.** A vacancy in any office because of death, resignation, removal, disqualification or otherwise, may be filled by the Board of Directors for the unexpired portion of the term, except for the director position appointed by the Delhi Charter Township Board, which vacancy shall be filled by that Township Board.

**Section 5. President.** The President will be the principal executive officer of the Corporation and will in general supervise and control all of the business and affairs of the Corporation. He/she will preside at all meetings of the members and of the Board of Directors. He/she may sign any deeds, mortgages, bonds, contracts, or other instruments which the Board of Directors has authorized to be executed, except in cases where the signing and execution thereof is expressly delegated by the Board of Directors or by these Bylaws or by statute to some other officer or agent of the Corporation; and in general he/she will perform all duties incident to the office of President and such other duties as may be prescribed by the Board of Directors from time to time.

**Section 6. Vice President.** In the absence of the President or in event of his/her inability or refusal to act, the Vice President (or Vice Presidents in the order of their election) will perform the duties of the President, and when so acting, will have all the powers of and be subject to all the restrictions upon the President. Any Vice President will perform such other duties as from time to time may be assigned to him/her by the President or by the Board of Directors.

**Section 7. Treasurer.** If required by the Board of Directors, the Treasurer will give a bond for the faithful discharge of his duties in such sum and with such surety or sureties as the Board of Directors determines. He/she will have charge and custody of and be responsible for all funds and securities of the Corporation; receive and give receipts for monies due and payable to the Corporation from any source whatsoever, and deposit all such monies in the name of the Corporation in such banks, trust companies or other depositories as are selected by the Corporation, and in general perform all the duties incident to the office of Treasurer and such other duties as from time to time may be assigned to him/her by the President or by the Board of Directors.

**Section 8. Secretary.** The Secretary will keep the minutes of the Board of Directors in one or more books provided for that purpose; see that all notices are duly given in accordance with the provisions of these Bylaws or as required by law; be custodian of the corporate records and of the seal of the Corporation, if any, and in general perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned to him by the President or by the Board of Directors.

**Section 9. Assistant Treasurers and Assistant Secretaries.** If required by the Board of Directors, the Assistant Treasurers shall give bonds for the faithful discharge of their duties in

such sums and with such sureties as the Board of Directors shall determine. The Assistant Treasurers and Assistant Secretaries, in general, shall perform such duties as shall be assigned to them by the Treasurer or the Secretary or by the President or the Board of Directors.

## **ARTICLE V** **Committees**

**Section 1. Committees of Directors.** The Board of Directors, by resolution adopted by a majority of the Directors in office, may designate and appoint one or more committees. A committee, to the extent provided in said resolution, shall have and exercise the authority of the Board of Directors in the management of the Corporation (if they consist of one or more directors), except that no such committee shall have the authority of the Board of Directors in reference to amending, altering or repealing the Bylaws; electing, appointing or removing any member of any such committee or any director or officer of the Corporation; amending the Articles of Incorporation; restating Articles of Incorporation; adopting a plan of merger or adopting a plan of consolidation; authorizing or recommending the dissolution of the Corporation or the revocation of a dissolution; authorizing or recommending the sale, lease or exchange of all or substantially all of the assets and property of the Corporation; amending, altering or repealing any resolution of the Board of Directors which by its terms provides that it shall not be amended, altered or repealed by the committee; or fix compensation of the directors for serving on the board or on a committee. The designation and appointment of any such committee and the delegation thereto of authority shall not operate to relieve the Board of Directors, or any individual director, of any responsibility imposed upon it or him by law.

**Section 2. Other Committees.** Other committees not having and exercising the authority of the Board of Directors in the management of the Corporation may be appointed in such manner as may be designated by a resolution adopted by a majority of the directors present at a meeting at which a quorum is present. Any members thereof may be removed by the Board of Directors whenever in its judgment the best interests of the Corporation shall be served by such removal.

**Section 3. Term of Office.** Each member of a committee shall continue as such until the next annual meeting of the Board of Directors of the Corporation and until his/her successor is appointed, unless the committee shall be sooner terminated, or unless such member be removed from such committee, or unless such member shall cease to qualify as a member thereof.

**Section 4. Vacancies.** Vacancies in the membership of any committee may be filled by appointments made in the same manner as provided in the case of the original appointments.

**Section 5. Quorum.** Unless otherwise provided in the resolution of the Board of Directors designating a committee, a majority of the whole committee shall constitute a quorum and the act of a majority of the members present at a meeting at which a quorum is present shall be the act of

the committee.

**Section 6. Rules.** Each committee may adopt rules for its own government not inconsistent with these Bylaws or with rules adopted by the Board of Directors.

## **ARTICLE VI** **Contracts, Checks, Deposits and Funds**

**Section 1. Contracts.** The Board of Directors may authorize any officer or officers, agent or agents of the Corporation, in addition to the officers so authorized by these bylaws, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Corporation, and such authority may be general or confined to specific instances.

**Section 2. Checks, Drafts, Etc.** All checks, drafts, or orders for the payment of money, notes or other evidences of indebtedness issued in the name of the Corporation, shall be signed by such officer or officers, agent or agents of the Corporation and in such manner as shall from time to time be determined by resolution of the Board of Directors. In the absence of such determination by the Board of Directors, such instruments shall be signed by the Treasurer or an Assistant Treasurer and countersigned by the President or a Vice President of the Corporation.

**Section 3. Deposits.** All funds of the Corporation shall be deposited from time to time to the credit of the Corporation in such banks, trust companies or other depositories as the Board of Directors may select.

**Section 4. Gifts.** The Board of Directors may accept on behalf of the Corporation any contributions, gift, bequest or devise for the general purpose or for any special purpose of the Corporation.

**Section 5. Net Earnings.** No part of the net earnings of the corporation shall be distributed to, or inure to the benefit of, any Director or Officer of the corporation, contributor or private person.

## **ARTICLE VII** **Administrative Provisions**

**Section 1. Fiscal Year.** The fiscal year of the Corporation shall be the calendar year, unless otherwise established by the Board of Directors.

**Section 2. Distribution of Assets on Dissolution.** Upon the dissolution of the Corporation, after paying or making provisions for the payment of the liabilities of the Corporation, the Board of Directors shall distribute the remaining assets of the Corporation (except assets held upon condition requiring return, transfer or other conveyance in the event of dissolution, which assets shall be returned, transferred or conveyed in accordance with those requirements) to an

organization or organizations exempt from federal income tax under Section 501(c)(3) or 501(c)(6) of the Code as designated by the Board of Directors. Any assets not so disposed of, for whatever reason, shall be disposed of by the order of the Circuit Court for the County of Ingham to such organization or organizations as said Court shall select and determine which are tax exempt under Section 501(c)(3) or 501(c)(6) of the Code.

**ARTICLE VIII**  
**Books and Records**

**Section 1.** **Books and Records.** The Corporation shall keep correct and complete books and records of account and shall also keep minutes of the proceedings of its members, if any, Board of Directors and committees having any of the authority of the Board of Directors, and shall keep at its registered or principal office a record giving the names and addresses of the members of the Board of Directors. All books and records of the Corporation may be inspected by any member of the Board of Directors, or his agent or attorney, for any proper purpose at any reasonable time.

**ARTICLE IX**  
**Indemnification**

**Section 1.** **Indemnification.** The Corporation shall indemnify, to the extent and in the manner permitted by the Michigan Nonprofit Corporation Act any person who is or was a director or officer of the Corporation for expenses (including attorney's fees), judgments, penalties, fines, and amounts paid in settlement actually and reasonably incurred by the person in connection with the action, suit, or proceeding, if such arose by reason of the person being a director or officer. The Corporation may purchase and maintain insurance on behalf of any director which insures against any such liability to the extent available and to the extent permitted by the Michigan Nonprofit Corporation Act.

**ARTICLE X**  
**Amendments**

**Section 1.** **Amendments.** These Bylaws may be altered or amended by the Board of Directors.

**BYLAWS OF HOLT COMMUNITY CONNECT**

**Effective:** \_\_\_\_\_, \_\_\_\_ 201\_\_

---

**MEMORANDUM OF ACTION  
TAKEN BY THE INCORPORATOR(S) OF  
HOLT COMMUNITY CONNECT**

I/We, being the Incorporator(s) of HOLT COMMUNITY CONNECT, a Michigan non-profit corporation, do hereby take, as of \_\_\_\_\_, 20\_\_\_\_, the following action, in writing, pursuant to Section 223 of the Michigan Nonprofit Corporation Act:

1. Adopt the Bylaws for HOLT COMMUNITY CONNECT.

**By:**

\_\_\_\_\_  
Howard Haas, Incorporator

**Section \_\_. Executive Director.** The Executive Director is the chief administrative officer of the corporation. The Executive Director reports to the Board of Directors, and is responsible for the corporation's consistent achievement of its mission and financial objectives. In program development and administration of his/her duties as the Executive Director, he/she will do the following, not excluding any other duties authorized by the Board of Directors:

- a. Assure that the corporation has a long-range strategy which achieves its mission, and toward which it makes consistent and timely progress.
- b. Provide leadership in developing program, organizational and financial plans with the Board of Directors and staff, and carry out plans and policies authorized by the Board.
- c. Maintain official records and documents, and ensure compliance with federal, state and local regulations.
- d. Maintain a working knowledge of significant developments and trends related to the corporation.
- e. Keep the Board fully informed on the condition of the corporation and all important factors influencing the corporation.
- f. Publicize the activities of the corporation, its programs and goals when necessary.
- g. Establish relationships and cooperative arrangements with community groups and organizations that carry out the purposes of the corporation.
- h. Be responsible for the recruitment, employment, and release of all personnel, both paid staff and volunteers.
- i. See that an effective management team, with appropriate provision for succession, is in place.
- j. Encourage staff and volunteer development and education, and assist program staff in relating their specialized work to the total program of the corporation.
- k. Be responsible for developing and maintaining sound financial practices.
- l. Work with the staff and the Board in preparing a budget; see that the corporation operates within budget guidelines.
- m. Jointly, with the president and secretary of the board of directors, conduct official correspondence of the corporation, and jointly, with designated officers, execute legal documents.

**DELHI CHARTER TOWNSHIP  
MINUTES OF REGULAR MEETING HELD ON MAY 21, 2013**

---

The Delhi Charter Township Board of Trustees met in a regular meeting on Tuesday, May 21, 2013 in the Multipurpose Room at the Community Services Center, 2074 Aurelius Road, Holt, Michigan. Supervisor Davis called the meeting to order at 7:30 p.m.

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

Members Present: Supervisor C.J. Davis, Clerk Evan Hope, Treasurer Roy Sweet, Trustees Jon Harmon, John Hayhoe, Megan Ketchum, DiAnne Warfield

Members Absent: None

Others Present: John Elsinga, Township Manager  
Rick Royston, Fire Chief  
Sandra Diorka, Director of Public Services  
Tracy Miller, Director of Community Development  
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

**CERTIFICATE OF RECOGNITION – DAVID HORNAK, STATE OF MICHIGAN “CHAMPION OF HEALTH”**

---

Supervisor Davis presented David Hornak, Principal of Holt Public Schools Horizon Elementary School, with a Certificate of Recognition for receiving the 2013 Champion of Health award from the State of Michigan Governor’s Council on Physical Fitness, Health and Sports and from the Michigan Fitness Foundation.

**CONSENT AGENDA**

- A. Approval of Minutes – Committee Meeting of May 7, 2013
- B. Approval of Minutes – Regular Meeting of May 7, 2013
- C. Approval of Claims – May 14, 2013 (ATTACHMENT I)
- D. Approval of Payroll – May 9, 2013 (ATTACHMENT II)

**Warfield moved to approve the Consent Agenda as presented.**

A Roll Call Vote was recorded as follows:

Ayes: Warfield, Davis, Harmon, Hayhoe, Hope, Ketchum, Sweet

**MOTION CARRIED**

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP  
MINUTES OF REGULAR MEETING HELD ON MAY 21, 2013**

---

**ZONING AND DEVELOPMENT**

**SPECIAL USE PERMIT NO. 13-274 – THE POWER BARN – 1298 N. CEDAR ROAD – TAX PARCEL #33-25-05-25-152-009 – SERVICE/REPAIR FACILITY FOR OUTDOOR POWER EQUIPMENT AND OUTDOOR DISPLAY**

---

The Board reviewed a memorandum dated May 15, 2013 from Tracy Miller, Director of Community Development (ATTACHMENT III).

**Hope moved to adopt Special Use Permit No. 13-274 for The Power Barn/ B&K Property Management, LLC, 1298 N. Cedar Road, Tax Parcel #33-25-05-25-152-009, to permit the Servicing & Repair of Lawn and Garden Equipment and the Outdoor display of same, as recommended by the Planning Commission at their May 13, 2013 meeting.**

A Roll Call Vote was recorded as follows:

Ayes: Davis, Harmon, Hayhoe, Hope, Ketchum, Sweet, Warfield

**MOTION CARRIED**

**DELHI CHARTER TOWNSHIP ZONING ORDINANCE REGULATIONS PERTAINING TO URBAN CHICKENS**

---

The Board reviewed a memorandum dated March 19, 2013 from Tracy Miller, Director of Community Development (ATTACHMENT IV).

**Sweet moved to approve the recommendation that no amendments be made to the Delhi Township Zoning Ordinance with regards to the keeping of chickens and other agricultural animals in residential zoning districts where it is currently prohibited, as recommended by the Planning Commission at their March 11, 2013 meeting.**

Tracy Miller, Director of Community Development, stated that she invited Township Attorney Gordon W. VanWieren, Jr., President, Thrun Law Firm, to this evenings meeting to give his firm's opinion on a question that was posed at the May 7, 2013 Committee Meeting in regard to the affect that the Ingham County Animal Control Ordinance as amended by Ordinance 09-01, has on Delhi Township's Zoning Ordinance provisions that restrict where poultry may be kept within the Township. Attorney VanWieren stated that it is their opinion that Ingham County's Amended Animal Control Ordinance will not preclude Delhi Township from enforcing its Zoning Ordinance provisions that restrict the keeping of poultry (including chickens) to the A-1 Agricultural and R-1A One-Family Rural Residential zoning districts.

Clerk Hope stated that when looking nationwide at cities that have adopted urban chicken ordinances and have made them work, he feels that there is a way to make one work in Delhi Township. Clerk Hope stated that he respects the time and effort that the Planning Commission put into this topic, but respectfully disagrees with their decision. Clerk Hope further stated that he feels the Planning Commission may have come up with the decision they did partly from comments received from the public stating that the Township should look at other animals such as pigmy goats, bee keeping, etc. in addition to chickens. Clerk Hope stated that he did comment that the keeping of others animals should be reviewed at the same time as the chickens. Clerk Hope stated that he does have concerns with allowing chickens in densely populated areas of

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP  
MINUTES OF REGULAR MEETING HELD ON MAY 21, 2013**

---

the Township. Clerk Hope further stated that he struggles with this item due to the inconsistency of allowing four dogs and four cats but not four chickens.

Supervisor Davis stated that his concern with this item is with the regulation of the ordinance. Supervisor Davis further stated that he is in support of urban agriculture and felt that some legitimate points were made by residents. Supervisor Davis suggested accepting the recommendation of the Planning Commission and at a future date request that the Planning Commission revisit the item with a possible amendment to allow chickens on larger parcels in certain areas of the Township.

Treasurer Sweet stated that the Planning Commission voted unanimously to recommend to the Board to not amend the ordinance. Treasurer Sweet further stated that he is concerned with what affect urban chickens would have on neighboring home values/sales.

Trustee Warfield stated that other municipalities have made urban chicken ordinances work and is in favor of such an ordinance amendment.

Cindy Carter, 2697 College Road, Holt, spoke in favor of urban chickens.

Michael Huberts, 2112 Aspenwood Drive, Holt, spoke in favor of urban chickens.

Supervisor Davis spoke of subdivision regulations that supersede Township ordinances and cautioned residents to review any deed restrictions they may have if the zoning ordinance were amended to allow urban chickens.

Stuart Goodrich, 2096 Cedar Street, Holt, spoke in opposition to urban chickens.

A Roll Call Vote was recorded as follows:  
Ayes: Harmon, Hayhoe, Ketchum, Sweet  
Nays: Hope, Warfield, Davis

**MOTION CARRIED**

**NEW BUSINESS**

**2014-2019 CAPITAL IMPROVEMENTS PLAN**

---

The Board reviewed memorandums dated May 15, 2013 from Twp. Mgr. Elsinga and Tracy Miller, Director of Community Development (ATTACHMENT V).

**Hayhoe moved to accept the 2014-2019 Delhi Charter Township Capital Improvements Plan, as recommended by the Planning Commission at their May 13, 2013 meeting.**

A Roll Call Vote was recorded as follows:  
Ayes: Hayhoe, Hope, Ketchum, Sweet, Warfield, Davis, Harmon  
**MOTION CARRIED**

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP  
MINUTES OF REGULAR MEETING HELD ON MAY 21, 2013**

---

**ESTABLISHMENT OF FIRE AND ARSON INVESTIGATION TEAM BETWEEN CITIES OF LANSING AND EAST LANSING AND TOWNSHIPS OF MERIDIAN, DELHI, LANSING AND DELTA**

---

The Board reviewed memorandums dated May 16, 2013 from Twp. Mgr. Elsinga and Richard Royston, Fire Chief (ATTACHMENT VI).

**Warfield moved to approve the establishment of a Metro Lansing Fire and Arson Investigation Team under current Mutual Aid Agreements between the Cities of Lansing and East Lansing and the Townships of Meridian, Delhi, Lansing and Delta.**

A Roll Call Vote was recorded as follows:

Ayes: Hope, Ketchum, Sweet, Warfield, Davis, Harmon, Hayhoe

**MOTION CARRIED**

**REPORTS**

**SUPERVISOR**

Supervisor Davis reported on the final round of the HaMies, a fundraiser talent show to benefit the H.O.L.T. Scholarship program, which took place on May 14, 2013.

**TOWNSHIP MANAGER**

Twp. Mgr. Elsinga stated that the June 11, 2013 Board Goals and Objectives meeting will be rescheduled for June 10, 2013 at 6:30 p.m. at the Downtown Development Authority offices due to a scheduling conflict with Dr. Lynn Harvey, who is serving as the facilitator to this meeting.

Twp. Mgr. Elsinga stated that CATA received a citizen complaint regarding the speed, noise and route of one of their buses. CATA has resolved the problem.

**LIMITED PUBLIC COMMENTS** – None

**ADJOURNMENT**

Meeting adjourned at 8:36 p.m.

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

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

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

\_\_\_\_\_  
C.J. Davis, Supervisor

/af

SUBJECT TO APPROVAL

**ACCOUNTS PAYABLE APPROVAL**

May 14, 2013

**I. Certification of Authorized Signatures:** The attached Check Register and Invoice Distribution Report encompass checks dated May 14, 2013 numbered 83558 thru 83626 & ACH 2509 thru 2532. Every invoice has a payment authorizing signature(s).

Dated: May 14, 2013

---

 Lora Behnke, Accounting Clerk
**II. Certification of Fund Totals:**

The attached Invoice Distribution Report and Check Register for checks dated May 14, 2013 show payments made from the following funds:

|                               |    |                   |
|-------------------------------|----|-------------------|
| General Fund                  | \$ | 111,433.93        |
| Fire Fund                     |    | 17,210.14         |
| Fire Equip. & Apparatus Fund  |    | 2,963.20          |
| Brownfield Redevelopment Fund |    | 122.42            |
| Downtown Development Fund     |    | 7,916.96          |
| Sewer Fund                    |    | 81,763.38         |
| Trust & Agency Fund           |    | 2,168.82          |
| Grand Total                   | \$ | <u>223,578.85</u> |

**Includes the following to be reimbursed from separate bank accounts:**

|                                  |    |        |
|----------------------------------|----|--------|
| Employee Flexible Spending Acct. | \$ | 120.00 |
|----------------------------------|----|--------|

Dated: May 14, 2013

---

 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. (\$10,740.00 Alexander Chemicals for Calcium Nitrate, 5/7/13, \$10,212.00 GEM Energy, LLC Annual Protection Plan on POTW Microturbine, 10/6/09)

Dated: May 14, 2013

---

 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 21, 2013 a motion was made by \_\_\_\_\_ and passed by \_\_\_ yes votes and \_\_\_ no votes (\_\_\_\_\_ absent) that the list of claims dated May 14, 2013, was reviewed, audited and approved

---

 Evan Hope, Township Clerk

INVOICE GL DISTRIBUTION REPORT FOR DELHI CHARTER TOWNSHIP  
 POST DATES 05/14/2013 - 05/14/2013

| Vendor                             | Invoice Line Desc                            | Amount    |
|------------------------------------|--|-----------|
| Fund 101 GENERAL FUND              |  |           |
| Dept 000.00                        |  |           |
| RESERVE ACCOUNT                    | POSTAGE FOR POSTAGE METER                    | 10,000.00 |
| HELEN J. RYAN                      | REFUND OVERPAYMENT AMB FEE                   | 88.35     |
| DON & HELEN CAUDELL                | REFUND FOR TRIP TO CORNWELL'S                | 100.00    |
|                                    | Total For Dept 000.00                        | 10,188.35 |
| Dept 101.00 LEGISLATIVE            |  |           |
| MICHIGAN MUNICIPAL LEAGUE          | MWING BREAKFAST/WARFIELD                     | 25.00     |
|                                    | Total For Dept 101.00 LEGISLATIVE            | 25.00     |
| Dept 171.00 MANAGER                |  |           |
| ADP SCREENING & SELECTION          | SUBSCRIPTION/BACKGROUND CHECKS               | 27.57     |
| BANK OF AMERICA                    | LUNCH/ELSINGA                                | 29.98     |
| BANK OF AMERICA                    | PARKING                                      | 2.80      |
| BANK OF AMERICA                    | PARKING/ELSINGA                              | 8.00      |
| BANK OF AMERICA                    | PARKING/ELSINGA                              | 10.00     |
| BANK OF AMERICA                    | LODGING/THIELEN                              | 95.10     |
| WENDY L THIELEN                    | 4/18-19/2013 MILEAGE/THIELEN                 | 81.81     |
| BANK OF AMERICA                    | VAGTC REGISTRATION/ELSINGA                   | 10.00     |
|                                    | Total For Dept 171.00 MANAGER                | 265.26    |
| Dept 191.00 ACCOUNTING             |  |           |
| ABRAHAM & GAFFNEY, P.C.            | ACCOUNTING SERVICES APRIL                    | 5,526.50  |
| DELHI TOWNSHIP TREASURER           | 2/28/13 MILEAGE/MEREDITH                     | 7.35      |
|                                    | Total For Dept 191.00 ACCOUNTING             | 5,533.85  |
| Dept 215.00 CLERK                  |  |           |
| GANNETT MICHIGAN NEWSPAPER         | PUBLISHING LEGALS APRIL                      | 314.58    |
|                                    | Total For Dept 215.00 CLERK                  | 314.58    |
| Dept 228.00 INFORMATION TECHNOLOGY |  |           |
| BANK OF AMERICA                    | RPM HARD DISK DRIVE                          | 49.00     |
| DELHI CHARTER TOWNSHIP-I.T.        | 4 PK INK CARTRIDGES/MANAGER                  | 89.74     |
| AD-INK & TONER SUPPLY              | 2 BLACK INKJET CARTRIDGES                    | 31.98     |
| APPLICATION SPECIALIST KOMP        | 5/20-6/30/13 ANTI SPAM & VIRUS               | 359.10    |
| ACD.NET, INC.                      | MAY INTERNET & DSL                           | 199.95    |
|                                    | Total For Dept 228.00 INFORMATION TECHNOLOGY | 729.77    |
| Dept 253.00 TREASURERS             |  |           |
| DELHI TOWNSHIP TREASURER           | 3/27-4/17/13 MILEAGE/CURTIS                  | 38.31     |
| RICOH USA, INC.                    | COPIER MAINTENANCE                           | 216.86    |
| BANK OF AMERICA                    | MMTA REGISTRATION/SWEET                      | 550.00    |
| ROY W. SWEET                       | MMTA LODGING & MILEAGE/SWEET                 | 424.87    |
| LOWE'S CREDIT SERVICES             | NEWSPAPER MAILBOX/TREASURER                  | 117.32    |
|                                    | Total For Dept 253.00 TREASURERS             | 1,347.36  |

|                           |                                  |           |
|---------------------------|----------------------------------|-----------|
| Dept 257.00 ASSESSING     |                                  |           |
| THRUN LAW FIRM, P.C.      | LEGAL FEES APRIL                 | 2,480.10  |
| COSTAR REALTY INFORMATION | COM/IND APPRAISAL DATABASE       | 5,206.67  |
| VERTALKA & VERTALKA, INC. | 2556 ALAMO DR APPRAISAL SERVICES | 1,600.00  |
| RICOH USA, INC.           | COPIER MAINTENANCE               | 216.86    |
| BANK OF AMERICA           | IAAO CONFERENCE REG/WILSON       | 500.00    |
|                           | Total For Dept 257.00 ASSESSING  | 10,003.63 |

|                                |  |          |
|--------------------------------|--|----------|
| Dept 265.00 BUILDING & GROUNDS |  |          |
| LANSING ICE & FUEL CO          | GASOLINE BUILDING & GROUNDS              | 78.62    |
| OVERHEAD DOOR CO OF LANSING    | RESET EAST CENTER DOOR                   | 140.00   |
| QUALITY FIRST MAID SERVICE     | CLEANING SERVICES/CSC                    | 975.00   |
| SIEMENS INDUSTRY, INC.         | HVAC CONTRACT / CSC                      | 5,573.40 |
| METRONET LONG DISTANCE         | LONG DISTANCE APRIL                      | 42.15    |
| BOARD OF WATER & LIGHT         | WATER 2074 AURELIUS                      | 606.41   |
| BANK OF AMERICA                | 2 OUTLET CONNECTORS/URINAL DRAIN         | 85.75    |
| ACE HARDWARE                   | VELCRO TAPE/CSC                          | 9.99     |
|                                | Total For Dept 265.00 BUILDING & GROUNDS | 7,511.32 |

|                            |                                |        |
|----------------------------|--------------------------------|--------|
| Dept 276.00 CEMETERY       |                                |        |
| LANSING ICE & FUEL CO      | GASOLINE CEMETERY              | 72.87  |
| BANK OF AMERICA            | US STICK FLAGS W/SPEARS        | 260.00 |
| ACE HARDWARE               | 5 WASHERS & BOLTS/PACKER       | 1.85   |
| JOHN DEERE LANDSCAPES, INC | TALPRO MOLE WORM BAIT/CEMETERY | 532.10 |
|                            | Total For Dept 276.00 CEMETERY | 866.82 |

|                        |                                  |       |
|------------------------|----------------------------------|-------|
| Dept 281.00 STORMWATER |                                  |       |
| LANSING ICE & FUEL CO  | GASOLINE STORMWATER              | 76.70 |
|                        | Total For Dept 281.00 STORMWATER | 76.70 |

|                            |                                      |           |
|----------------------------|--------------------------------------|-----------|
| Dept 446.00 INFRASTRUCTURE |                                      |           |
| CONSUMERS ENERGY           | STREETLIGHTS ACCT#6730               | 20,866.01 |
| CONSUMERS ENERGY           | STREETLIGHTS ACCT#7043               | 83.91     |
| HUBBELL, ROTH & CLARK, INC | HOLT RD TRAIL PRELIM ENGINEERING     | 1,004.98  |
| HUBBELL, ROTH & CLARK, INC | HOLT RD TRAIL PLANS & SPECS          | 7,957.92  |
| BANK OF AMERICA            | 2 SIGNS FOR N CONNECTOR TRAIL        | 419.60    |
| THRUN LAW FIRM, P.C.       | LEGAL FEES APRIL                     | 9,631.49  |
| DELHI TOWNSHIP TREASURER   | RECORD AFF. & EASEMENT/DART          | 59.00     |
| MC DONALD'S USA, LLC       | TEMP. TRAIL EASEMENT COMP            | 967.27    |
|                            | Total For Dept 446.00 INFRASTRUCTURE | 40,990.18 |

|  |  |          |
|--|--|----------|
| Dept 721.00 PLANNING/COMMUNITY DEVELOPMENT |  |          |
| BANK OF AMERICA                            | 3 PAIR WORK PANTS/LARNER                             | 101.97   |
| LANSING ICE & FUEL CO                      | GASOLINE COMMUNITY DEVELOPMENT                       | 147.95   |
| THRUN LAW FIRM, P.C.                       | LEGAL FEES APRIL                                     | 1,063.70 |
| HUBBELL, ROTH & CLARK, INC                 | TWO MEN & A TRUCK ADDITION/REVIEW                    | 967.74   |
| METRONET LONG DISTANCE                     | LONG DISTANCE APRIL                                  | 9.65     |
| VERIZON WIRELESS                           | CELLULAR APRIL                                       | 53.79    |
| GANNETT MICHIGAN NEWSPAPER                 | PUBLISHING LEGALS APRIL                              | 1,276.82 |
| BANK OF AMERICA                            | PARKING/MILLER                                       | 6.00     |
| BANK OF AMERICA                            | PARKING/MILLER                                       | 6.00     |
| BANK OF AMERICA                            | GIFT BAG & PAPER/RSDC JAPANESE                       | 2.97     |
| MICHIGAN MUNICIPAL LEAGUE                  | MWIMG BREAKFAST/MILLER                               | 25.00    |
|  | Total For Dept 721.00 PLANNING/COMMUNITY DEVELOPMENT | 3,661.59 |

Dept 752.00 PARKS ADMINISTRATION

|  |                               |        |
|--|-------------------------------|--------|
| BANK OF AMERICA                            | HP INK COMBO                  | 33.99  |
| MICHIGAN RECREATION                        | 7/1/2013-6/30/2014 MEMBERSHIP | 488.00 |
| METRONET LONG DISTANCE                     | LONG DISTANCE APRIL           | 0.68   |
| VERIZON WIRELESS                           | CELLULAR APRIL                | 0.78   |
| TDS METROCOM                               | SENIOR CENTER PHONES          | 289.17 |
| Total For Dept 752.00 PARKS ADMINISTRATION |                               | 812.62 |

Dept 771.00 PARKS

|                             |                                  |          |
|-----------------------------|----------------------------------|----------|
| BANK OF AMERICA             | MAGLITE FLASHLIGHT/SIMONS        | 8.77     |
| RED WING SHOES              | SAFETY BOOTS/NATE PERDUE         | 152.99   |
| DELHI TOWNSHIP TREASURER    | 4/22/13 MILEAGE/FINCH            | 7.35     |
| LANSING ICE & FUEL CO       | GASOLINE PARKS                   | 371.08   |
| MENARDS LANSING SOUTH       | (1) 10' RATCHET                  | 20.88    |
| ACE HARDWARE                | 12 KEYS                          | 20.28    |
| ACE HARDWARE                | 4 PKGS OF BATTERIES              | 24.46    |
| AMERICAN RENTAL             | PORTABLE TOILET                  | 70.00    |
| AMERICAN RENTAL             | PORTABLE TOILETS                 | 630.00   |
| MODEL COVERALL SERVICE      | UNIFORM PANTS                    | 17.88    |
| MODEL COVERALL SERVICE      | UNIFORM PANTS                    | 17.88    |
| MODEL COVERALL SERVICE      | UNIFORM PANTS                    | 39.82    |
| BOARD OF WATER & LIGHT      | WATER 2108 CEDAR                 | 206.80   |
| BOARD OF WATER & LIGHT      | WATER 2287 PINE TREE             | 46.75    |
| BOARD OF WATER & LIGHT      | WATER 1750 MAPLE                 | 34.85    |
| BOARD OF WATER & LIGHT      | WATER 4030 KELLER                | 68.39    |
| BOARD OF WATER & LIGHT      | WATER 4050 KELLER                | 159.54   |
| CONSUMERS ENERGY            | ELECTRIC 1771 MAPLE              | 93.04    |
| BANK OF AMERICA             | SOIL SAMPLE/SENIOR CENTER ROOF   | 54.00    |
| BANK OF AMERICA             | 4 SPARE GASKETS & CLEAR LENS     | 364.00   |
| BANK OF AMERICA             | 10 BRASS PLATE SPACERS & FREIGHT | 124.50   |
| ACE HARDWARE                | SILICONE GREASE/THREAD SEAL TAPE | 17.55    |
| JOHN DEERE LANDSCAPES, INC  | BAG OF 28-0-3                    | 20.01    |
| JOHN DEERE LANDSCAPES, INC  | WEED & FEED FERTILZER            | 1,040.52 |
| MENARDS LANSING SOUTH       | PAINT ROLLER KIT/PAINT           | 165.71   |
| MENARDS LANSING SOUTH       | BATTERIES & OUTLET COVER         | 25.69    |
| WESCO DISTRIBUTION, INC     | 12 BULBS                         | 119.40   |
| BANK OF AMERICA             | 6 ROLLS OF DOGGIE BAGS & FREIGHT | 510.53   |
| BANK OF AMERICA             | FLOWERS                          | 126.00   |
| ACE HARDWARE                | ROSE FERTILIZER & PLANT FOOD     | 20.98    |
| E.D.S. IRRIGATION, LLC      | ACTIVATION OF IRRIGATION SYSTEM  | 569.50   |
| LOWE'S CREDIT SERVICES      | SAFETY EQUIPMENT AND SUPPLIES    | 104.44   |
| FRANKIE D'S AUTO & TRUCK    | LOF/STARTER/UNIT 43              | 259.00   |
| ADP SCREENING & SELECTION   | BACKGROUND CHECKS                | 211.72   |
| Total For Dept 771.00 PARKS |                                  | 5,724.31 |

Dept 774.00 RECREATION

|                 |                                    |          |
|-----------------|------------------------------------|----------|
| JOHNNY MAC'S    | 6 DZ BASEBALLS                     | 257.70   |
| JOHNNY MAC'S    | BASEBALLS/SOFTBALLS/BRUSHES        | 1,141.40 |
| WES DAVIDS      | ADULT SOFTBALL UMPIRES             | 170.00   |
| BANK OF AMERICA | SENIOR CITIZEN TRIP/FORD MUSEUM    | 205.00   |
| BANK OF AMERICA | SENIOR CITIZEN TRIP/MEAL           | 914.33   |
| BANK OF AMERICA | SENIOR CITIZEN TRIP/MEIJER GARDENS | 312.00   |
| BANK OF AMERICA | SENIOR CITIZEN TRIP/CORNWELLS      | 1,275.00 |
| BANK OF AMERICA | HERSEY TRACK & FIELD ENTRY         | 40.00    |
| PAIGE M. BIALKE | EASTSIDE SOCCER                    | 50.00    |

|                       |                                  |          |
|-----------------------|----------------------------------|----------|
| PAULA K. HARNEY       | SENIOR CENTER FITNESS CLASSES    | 100.00   |
| EMILY J. KRUEGER      | EASTSIDE SOCCER                  | 25.00    |
| ROBERT KRUEGER        | EASTSIDE SOCCER                  | 50.00    |
| STEVEN E. ROGERS      | VOLLEYBALL                       | 120.00   |
| STEVEN HEATH TAYLOR   | EASTSIDE SOCCER                  | 125.00   |
| BIG DOG ENTERTAINMENT | BOUNCE HOUSE/LASER TAG/KIDS DAY  | 1,095.00 |
|                       | Total For Dept 774.00 RECREATION | 5,880.43 |

Dept 850.00 OTHER FUNCTIONS

|                              |                                       |           |
|------------------------------|---------------------------------------|-----------|
| BANK OF AMERICA              | (3) 2 PK LABEL TAPE/SHIPPING          | 78.56     |
| MERRITT PRESS, INC.          | 5,000 TOWNSHIP LETTERHEAD             | 289.40    |
| THRUN LAW FIRM, P.C.         | LEGAL FEES APRIL                      | 1,077.30  |
| BANK OF AMERICA              | 3 MAIL TAPES                          | 65.95     |
| MEDICAL MANAGEMENT SYSTEMS   | EMS BILLING FEE APRIL                 | 3,570.90  |
| MI MUNICIPAL RISK MANAGEMENT | 2013 PROPERTY/LIABILITY INSURANCE     | 12,240.54 |
| BANK OF AMERICA              | POSTAGE MACHINE RENTAL 5/16-8/15      | 150.00    |
| BANK OF AMERICA              | WUFOO SUBSCRIPTION 4/26-5/26/13       | 9.00      |
| BANK OF AMERICA              | GIS WEB HOSTING 4/10-5/9/13           | 1.00      |
| BANK OF AMERICA              | REFRESHMENTS/JOINT SCHOOL MTG         | 19.51     |
|                              | Total For Dept 850.00 OTHER FUNCTIONS | 17,502.16 |

Total For Fund 101 GENERAL FUND 111,433.93

Fund 206 FIRE FUND

Dept 000.00

|                 |                       |        |
|-----------------|-----------------------|--------|
| BANK OF AMERICA | PIZZA/TRAINING        | 67.52  |
| BANK OF AMERICA | PIZZA/TRAINING        | 67.52  |
|                 | Total For Dept 000.00 | 135.04 |

Dept 336.00 FIRE DEPARTMENT

|                              |                                       |           |
|------------------------------|---------------------------------------|-----------|
| BANK OF AMERICA              | OFFICE SUPPLIES & SHIPPING            | 59.08     |
| BANK OF AMERICA              | AHA CPR CARDS                         | 36.00     |
| LANSING ICE & FUEL CO        | GASOLINE FIRE                         | 1,166.25  |
| BANK OF AMERICA              | POLO SHIRTS                           | 490.00    |
| NYE UNIFORM COMPANY          | 3 PANTS & FREIGHT/ROYSTON             | 216.72    |
| BOUND TREE MEDICAL, LLC      | MEDICAL SUPPLIES                      | 85.38     |
| BOUND TREE MEDICAL, LLC      | MEDICAL SUPPLIES                      | 14.90     |
| LIFEGAS LLC                  | OXYGEN                                | 122.93    |
| THRUN LAW FIRM, P.C.         | LEGAL FEES APRIL                      | 264.60    |
| FIRE RESCUE MAGAZINE         | 2 YR MAGAZINE/ROYSTON                 | 73.00     |
| PENGUIN MANAGEMENT, INC.     | CHARGES FOR CALLS BEYOND ALLOW        | 16.91     |
| METRONET LONG DISTANCE       | LONG DISTANCE APRIL                   | 5.00      |
| VERIZON WIRELESS             | CELLULAR APRIL                        | 167.50    |
| MI MUNICIPAL RISK MANAGEMENT | 2013 PROPERTY/LIABILITY INSURANCE     | 12,662.63 |
| BOARD OF WATER & LIGHT       | WATER 6139 BISHOP                     | 34.39     |
| CONSUMERS ENERGY             | ELECTRIC 6139 BISHOP                  | 77.75     |
| CONSUMERS ENERGY             | GAS 6139 BISHOP                       | 245.04    |
| SAFETY SYSTEMS, INC          | STAND ALONE KEYPAD LOCK               | 762.00    |
| ADP SCREENING & SELECTION    | SUBSCRIPTION/BACKGROUND CHECKS        | 34.35     |
| BANK OF AMERICA              | WRITE A REVIEW REPORT A PROBLEM       | 42.39     |
| ACE HARDWARE                 | 3 ASST. RUBBER BANDS                  | 3.00      |
| ACE HARDWARE                 | WHIP HOSE/THREAD SEAL TAPE/MISC       | 16.86     |
| ACE HARDWARE                 | 2 MISC. MDSE./2 RED THREADLOCKER      | 16.27     |
| RDJ SPECIALTIES, INC.        | 200 MOOD ERASERS & FREIGHT            | 462.15    |
|                              | Total For Dept 336.00 FIRE DEPARTMENT | 17,075.10 |

Total For Fund 206 FIRE FUND 17,210.14

## Fund 211 FIRE EQUIP. &amp; APPARATUS FUND

## Dept 339.00 EQUIPMENT &amp; APPARATUS

|   |                                 |          |
|---|---------------------------------|----------|
| FIRE SERVICE MANAGEMENT LLC                 | TURNOUT GEAR CLEANING           | 411.00   |
| FIRE SERVICE MANAGEMENT LLC                 | TURNOUT GEAR CLEANING           | 68.00    |
| COMMUNICATIONS SERVICES                     | RADIO REPAIR                    | 103.00   |
| BANK OF AMERICA                             | UPS SHIPPING                    | 14.74    |
| BANK OF AMERICA                             | UPS SHIPPING                    | 16.61    |
| BANK OF AMERICA                             | UPS SHIPPING                    | 22.82    |
| BANK OF AMERICA                             | UPS SHIPPING                    | 15.53    |
| HALT FIRE, INC.                             | HANDWHEEL/WASHER HANDLE/SCREW/F | 34.72    |
| CARQUEST THE PARTS PLACE                    | 2 GAL WINDSHIELD WASH           | 3.98     |
| LAFONTAINE FORD, INC                        | REPLACE BRAKE PADS & ROTORS     | 933.94   |
| VICTORY LANE QUICK OIL CHANGE               | LOT #657                        | 37.58    |
| BANK OF AMERICA                             | DVD-R SPINDLE 50 PACK & WALLET  | 38.98    |
| BANK OF AMERICA                             | ISFSI MEMBERSHIP & T-SHIRT/BALL | 112.00   |
| BANK OF AMERICA                             | PIZZA/TRAINING                  | 50.30    |
| INGHAM COUNTY FIRE CHIEFS                   | 6 PEOPLE OFFICER CLASS          | 300.00   |
| INGHAM COUNTY FIRE CHIEFS                   | 5 PEOPLE OFFICER CLASS          | 250.00   |
| INGHAM COUNTY FIRE CHIEFS                   | 6 PEOPLE OFFICER CLASS          | 300.00   |
| INGHAM COUNTY FIRE CHIEFS                   | 5 PEOPLE OFFICER CLASS          | 250.00   |
| Total For Dept 339.00 EQUIPMENT & APPARATUS |                                 | 2,963.20 |

|   |          |
|---|----------|
| Total For Fund 211 FIRE EQUIP. & APPARATUS FUND | 2,963.20 |
|---|----------|

## Fund 243 BROWNFIELD REDEVELOPMENT AUTH

## Dept 733.00 BROWNFIELD ADMINISTRATION

|   |                               |        |
|---|-------------------------------|--------|
| FOSTER, SWIFT, COLLINS                          | MEDAWAR LEGAL FEES MARCH 2013 | 122.42 |
| Total For Dept 733.00 BROWNFIELD ADMINISTRATION |                               | 122.42 |

|  |        |
|--|--------|
| Total For Fund 243 BROWNFIELD REDEVELOPMENT AUTH | 122.42 |
|--|--------|

## Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY

## Dept 728.00 DDA ADMINISTRATION

|  |                                   |          |
|--|-----------------------------------|----------|
| DBI BUSINESS INTERIORS                   | DDA OFFICE SUPPLIES               | 43.45    |
| FAHEY SCHULTZ BURZYCH                    | LEGAL FEES APRIL                  | 1,588.00 |
| FOSTER, SWIFT, COLLINS                   | HOLT/COLLEGE LEGAL FEES MARCH     | 1,182.50 |
| BANK OF AMERICA                          | AT&T LED SIGN 3/16-4/15/13        | 48.77    |
| C. HOWARD HAAS                           | APRIL CELL PHONE REIMBURSE/HAAS   | 75.00    |
| METRONET LONG DISTANCE                   | LONG DISTANCE APRIL               | 2.11     |
| MI MUNICIPAL RISK MANAGEMENT             | 2013 PROPERTY/LIABILITY INSURANCE | 844.17   |
| Total For Dept 728.00 DDA ADMINISTRATION |                                   | 3,784.00 |

## Dept 729.00 DDA MARKETING &amp; PROMOTION

|   |                                |          |
|---|--------------------------------|----------|
| BLOHM CREATIVE PARTNERS                         | APRIL OUR TOWN VIDEO (WIELAND) | 612.50   |
| BANK OF AMERICA                                 | PRINTER TONER/FARMERS MKT      | 52.99    |
| BANK OF AMERICA                                 | FARMERS MKT COALITION MEMBER   | 40.00    |
| BANK OF AMERICA                                 | 100 FARMERS MKT INSULATED BAGS | 345.64   |
| CHARLES GRINNELL                                | 49 HOURS @ \$22/GRINNELL       | 1,078.00 |
| BLOHM CREATIVE PARTNERS                         | FARMERS MARKET PRESS RELEASE   | 275.00   |
| BLOHM CREATIVE PARTNERS                         | NEWSPAPER AD DESIGN/FARMERS    | 306.25   |
| Total For Dept 729.00 DDA MARKETING & PROMOTION |                                | 2,710.38 |

## Dept 850.00 OTHER FUNCTIONS

|                                       |                                 |          |
|---------------------------------------|---------------------------------|----------|
| LANSING ICE & FUEL CO                 | GASOLINE DDA                    | 76.70    |
| QUALITY FIRST MAID SERVICE            | CLEANING SERVICES/SHERIFF & DDA | 420.00   |
| SIEMENS INDUSTRY, INC.                | HVAC CONTRACT / DDA-ICSD        | 796.20   |
| BOARD OF WATER & LIGHT                | WATER 2045 CEDAR                | 105.95   |
| BOARD OF WATER & LIGHT                | WATER 2150 CEDAR                | 18.49    |
| BOARD OF WATER & LIGHT                | WATER 2004 AURELIUS             | 5.24     |
| Total For Dept 850.00 OTHER FUNCTIONS |                                 | 1,422.58 |

|   |          |
|---|----------|
| Total For Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY | 7,916.96 |
|---|----------|

## Fund 590 SEWAGE DISPOSAL SYSTEM

Dept 000.00

|                 |                                |         |
|-----------------|--------------------------------|---------|
| BANK OF AMERICA | PERS CHARGE CREDIT CARD/DIORKA | (56.50) |
|                 | Total For Dept 000.00          | (56.50) |

## Dept 548.00 ADMINISTRATION &amp; OVERHEAD

|                              |   |           |
|------------------------------|---|-----------|
| THRUN LAW FIRM, P.C.         | LEGAL FEES APRIL                                | 325.50    |
| MI MUNICIPAL RISK MANAGEMENT | 2013 PROPERTY/LIABILITY INSURANCE               | 16,461.41 |
|                              | Total For Dept 548.00 ADMINISTRATION & OVERHEAD | 16,786.91 |

## Dept 558.00 DEPT OF PUBLIC SERVICE

|                             |                                 |           |
|-----------------------------|---------------------------------|-----------|
| AD-INK & TONER SUPPLY       | Q5949X TONER CARTRIDGE/POWERS   | 79.99     |
| LANSING ICE & FUEL CO       | GASOLINE DPS                    | 1,612.65  |
| MODEL COVERALL SERVICE      | STAFF UNIFORMS                  | 70.87     |
| MODEL COVERALL SERVICE      | STAFF UNIFORMS                  | 79.79     |
| MODEL COVERALL SERVICE      | STAFF UNIFORMS                  | 146.49    |
| MODEL COVERALL SERVICE      | STAFF UNIFORMS                  | 79.79     |
| BANK OF AMERICA             | LITHIUM-ION BATTERY/POTW        | 82.49     |
| DELHI CHARTER TOWNSHIP-I.T. | LCD SCREEN/POTW                 | 30.00     |
| GRAINGER                    | SOIL SAMPLE PROBE 4KMK9         | 83.35     |
| ACE HARDWARE                | 2 PHOTO BATTERIES/STOPWATCH     | 4.98      |
| ALEXANDER CHEMICAL CORP     | CALCIUM NITRATE                 | 10,740.00 |
| ALEXANDER CHEMICAL CORP     | CREDIT                          | (225.00)  |
| ALEXANDER CHEMICAL CORP     | SODIUM BISULFITE                | 855.00    |
| KEMIRA WATER SOLUTIONS, INC | FERRIC CHLORIDE                 | 4,818.16  |
| MASON ELEVATOR CO           | WHEAT BRAN                      | 518.00    |
| MASON ELEVATOR CO           | SHIPPING                        | 35.00     |
| BIO-CARE, INC.              | 18 FIT TESTS                    | 540.00    |
| RED WING SHOES              | 9 SAFETY BOOTS/DPS              | 1,504.91  |
| HUBBELL, ROTH & CLARK, INC  | POTW 2012 GENERAL ENGINEERING   | 1,417.37  |
| HUBBELL, ROTH & CLARK, INC  | SANITARY SEWER ELEVATIONS/ENGIN | 3,039.24  |
| HUBBELL, ROTH & CLARK, INC  | SS METERING METER DATE REVIEW   | 599.85    |
| UNITED PARCEL SERVICE       | SHIPPING CHARGES                | 81.00     |
| UNITED PARCEL SERVICE       | SHIPPING CHARGES                | 112.51    |
| BANK OF AMERICA             | SCREEN SAVERS/ONCALL PHONE      | 9.98      |
| BANK OF AMERICA             | VNC VIEWER/ONCALL PHONE         | 9.99      |
| METRONET LONG DISTANCE      | LONG DISTANCE APRIL             | 10.80     |
| USA MOBILITY WIRELESS, INC. | PAGER SERVICE                   | 55.68     |
| VERIZON WIRELESS            | CELLULAR APRIL                  | 161.83    |
| COMCAST                     | HIGH SPEED INTERNET/POTW        | 134.85    |
| COMCAST                     | HIGH SPEED INTERNET/MAINTENANCE | 124.85    |
| BOARD OF WATER & LIGHT      | WATER 1492 AURELIUS             | 72.00     |
| BOARD OF WATER & LIGHT      | WATER 1988 WAVERLY              | 134.80    |
| BOARD OF WATER & LIGHT      | WATER 4280 DELL                 | 18.49     |
| BOARD OF WATER & LIGHT      | WATER 3505 HOLT                 | 76.66     |
| BOARD OF WATER & LIGHT      | WATER 5961 MC CUE               | 504.93    |
| BOARD OF WATER & LIGHT      | WATER 1492 AURELIUS             | 196.64    |
| BOARD OF WATER & LIGHT      | ELECTRIC 2481 DELHI COMMERCE    | 75.26     |
| BOARD OF WATER & LIGHT      | ELECTRIC 1870 NIGHTINGALE       | 107.63    |
| CONSUMERS ENERGY            | ELECTRIC-4000 N MICHIGAN#B      | 161.65    |
| CONSUMERS ENERGY            | ELECTRIC-5961 MC CUE #2723      | 47.81     |
| CONSUMERS ENERGY            | ELECTRIC-1988 WAVERLY           | 690.69    |
| CONSUMERS ENERGY            | GAS-1988 WAVERLY                | 66.51     |
| CONSUMERS ENERGY            | GAS-5961 MC CUE #3              | 253.30    |
| CONSUMERS ENERGY            | GAS-5961 MC CUE #2319           | 3,357.59  |
| BRADY LAWN EQUIPMENT        | FRONT WHEEL WELDMENT/SCAG       | 83.98     |
| JOHN DEERE LANDSCAPES, INC  | TALPRO MOLE WORM BAIT/POTW      | 266.05    |
| LOWE'S CREDIT SERVICES      | (7) 8PK D BATTERIES             | 79.59     |
| BANK OF AMERICA             | 15 GASKETS/L.S. PUMP REPAIR     | 123.33    |
| DU BOIS-COOPER ASSOCIATES   | NYLON LOCK CAPSCREW             | 6.00      |
| DU BOIS-COOPER ASSOCIATES   | SS FLAT WASHER                  | 0.80      |
| DU BOIS-COOPER ASSOCIATES   | VALVE WT CL                     | 106.20    |
| DU BOIS-COOPER ASSOCIATES   | SPRING FOR CK ARM               | 12.30     |

|                                  |  |           |
|----------------------------------|--|-----------|
| DU BOIS-COOPER ASSOCIATES        | LIFT STA PARTS/HOLT-MEADOW RIDGE             | 715.60    |
| CATHEY COMPANY                   | 9 V-BELTS                                    | 149.63    |
| BANK OF AMERICA                  | UPS BATTERY/MAIN SCADA CONTROL               | 33.11     |
| MICHIGAN PIPE & VALVE            | 10" D IRON SST CLAMP 12" LONG                | 207.00    |
| BANK OF AMERICA                  | STAINLESS STEEL FITTINGS                     | 252.54    |
| BANK OF AMERICA                  | PVC PIPE & FITTINGS/POTW                     | 121.13    |
| BANK OF AMERICA                  | 4 FITTINGS/TANK 91                           | 89.00     |
| BANK OF AMERICA                  | GALV CABLE/LAB FUME HOOD                     | 4.50      |
| JACK DOHENY SUPPLIES, INC        | TIGERTAIL                                    | 128.52    |
| JACK DOHENY SUPPLIES, INC        | SPOTLIGHTS FOR FRONT OF VEHICLES             | 654.00    |
| JACK DOHENY SUPPLIES, INC        | HOSE REEL COUNTER                            | 624.58    |
| JACK DOHENY SUPPLIES, INC        | 8" FINNED GUIDE                              | 220.00    |
| ACE HARDWARE                     | 2 GALV. NIPPLES                              | 3.38      |
| HESCO, INC.                      | PVB113N TRUNNION                             | 984.00    |
| HESCO, INC.                      | PVD755N DISK                                 | 2,898.00  |
| HESCO, INC.                      | PVC681N CLACK VALVE                          | 318.00    |
| HESCO, INC.                      | PVB756 DISCHARGE GASKET                      | 147.00    |
| HESCO, INC.                      | PVB119 SUCTION GASKET                        | 147.00    |
| HESCO, INC.                      | PVB695 CLACK VALVE GASKET                    | 22.50     |
| HESCO, INC.                      | FREIGHT                                      | 35.00     |
| J.O. GALLOUP COMPANY             | WATTS REPAIR KITS                            | 143.44    |
| J.O. GALLOUP COMPANY             | SHIPPING                                     | 10.94     |
| QUALITY FIRST MAID SERVICE       | CLEANING SERVICES/POTW                       | 260.00    |
| QUALITY FIRST MAID SERVICE       | CLEANING SERVICES/MAINTENANCE                | 260.00    |
| SIEMENS INDUSTRY, INC.           | HVAC CONTRACT / DPS-MTC                      | 1,592.40  |
| GEM ENERGY, LLC                  | FACTORY PROTECT PLAN YR 3                    | 10,212.00 |
| BANK OF AMERICA                  | COVER & DOOR HANDLE/UNIT 26                  | 40.35     |
| BANK OF AMERICA                  | WINDSHIELD REPAIR/UNIT 21                    | 29.95     |
| BANK OF AMERICA                  | REAR BUMPER/UNIT 24                          | 200.00    |
| BANK OF AMERICA                  | FRONT SEAT/UNIT 24                           | 90.00     |
| BANK OF AMERICA                  | (1) CENTER/UNIT 24                           | 25.00     |
| BANK OF AMERICA                  | (1) CYLINDER/UNIT 24                         | 84.81     |
| CARQUEST THE PARTS PLACE         | DOOR HINGE PIN/BLASTER/UNIT 24               | 14.41     |
| ADP SCREENING & SELECTION        | SUBSCRIPTION/BACKGROUND CHECKS               | 108.83    |
| BANK OF AMERICA                  | WOOL PROCESSING DEPOSIT                      | 250.00    |
| BANK OF AMERICA                  | FIBER PROCESSING/WOOL ROVING                 | 416.27    |
| BANK OF AMERICA                  | WOOL DYING/WOOL ROVING                       | 120.00    |
| CATHEY COMPANY                   | HOSE/COMMUNITY GARDENS                       | 131.80    |
| DELHI TOWNSHIP TREASURER         | FOOD LICENSE FEE/POTW                        | 8.00      |
| LOWE'S CREDIT SERVICES           | (2) 4X8 OSB SHEETS                           | 27.16     |
| LOWE'S CREDIT SERVICES           | MISC. MATERIALS FOR OPEN HOUSE               | 59.92     |
| R. A. DINKEL & ASSOCIATES        | 250 FLAT BOTTLE W/TWP LOGO                   | 397.50    |
| R. A. DINKEL & ASSOCIATES        | SET UP CHARGE                                | 50.00     |
| R. A. DINKEL & ASSOCIATES        | ESTIMATED SHIPPING                           | 31.00     |
| R. A. DINKEL & ASSOCIATES        | 250 GEL HOT-COLD PACK W/TWP LOGO             | 342.50    |
| R. A. DINKEL & ASSOCIATES        | SET UP CHARGE                                | 50.00     |
| R. A. DINKEL & ASSOCIATES        | ESTIMATED SHIPPING                           | 19.85     |
| BANK OF AMERICA                  | PLASTIC CUPS/CUTERY/PLATES                   | 11.32     |
| BANK OF AMERICA                  | PRIMARY SLUDGE PUBLICATION                   | 35.00     |
| BANK OF AMERICA                  | MWEA REG./DIORKA & BRYANT                    | 550.00    |
| BANK OF AMERICA                  | CREDIT SIEMENS REGISTRATION                  | (170.00)  |
| BANK OF AMERICA                  | MWEA LODGING DEP/DIORKA                      | 262.43    |
| BANK OF AMERICA                  | MWEA LODGING DEP/BRYANT                      | 262.43    |
| BANK OF AMERICA                  | SAFETY,HEALTH & SECURITY BOOK                | 84.86     |
| BANK OF AMERICA                  | WEFTEC REGISTRATION/DIORKA                   | 824.00    |
| BANK OF AMERICA                  | WEFTEC TRAIN FARE/DIORKA                     | 68.00     |
| BANK OF AMERICA                  | MWEA REGISTRATION/ELSINGA                    | 275.00    |
| DELHI TOWNSHIP TREASURER         | 4/26/13 PARKING/DIORKA                       | 8.00      |
|                                  | Total For Dept 558.00 DEPT OF PUBLIC SERVICE | 58,198.29 |
| Dept 578.01 CAPITAL IMPROVEMENTS |  |           |
| C2AE                             | LS D FORCE MAIN & POTW SCREENING             | 6,834.68  |
|                                  | Total For Dept 578.01 CAPITAL IMPROVEMENTS   | 6,834.68  |
|                                  | Total For Fund 590 SEWAGE DISPOSAL SYSTEM    | 81,763.38 |

Fund 701 TRUST & AGENCY FUND

Dept 000.00

|             |                              |        |
|-------------|------------------------------|--------|
| AFLAC       | WITH DEDUCT-AFLAC DISABILITY | 660.64 |
| AFLAC       | WITH DEDUCT-AFLAC LIFE INSUR | 7.38   |
| AFLAC       | WITH DEDUCT-AFLAC ACCIDENT   | 528.96 |
| AFLAC       | WITH DEDUCT-AFLAC SICKNESS   | 344.12 |
| AFLAC       | WITH DEDUCT-AFLAC CANCER     | 507.72 |
| C. J. DAVIS | AFLAC_URM (FSA)              | 120.00 |

Total For Dept 000.00 ----- 2,168.82

Total For Fund 701 TRUST & AGENCY FUND ===== 2,168.82

Total For All Funds: ===== 223,578.85

**DELHI CHARTER TOWNSHIP  
FUND TRANSFERS AND PAYROLL APPROVAL  
For Payroll Dated May 9, 2013**

**I. Certification of Preparation and Distribution**

The attached check and payroll registers encompass check numbers: 104975 through 105008 & direct deposits numbers: DD15608 through DD15688. 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: May 9, 2013

\_\_\_\_\_  
Director of Accounting

**II. Payroll Report**

The May 9, 2013 payroll encompasses the following funds and expenditures:

|                      | <b>Gross<br/>Payroll</b> | <b>Payroll<br/>Deductions</b>                           | <b>Net<br/>Pay</b>                                |
|----------------------|--------------------------|---|---|
| General Fund         | \$69,617.22              | \$19,892.41   | \$49,724.81                                       |
| Fire Dept. Fund      | 43,738.27                | 13,445.47   | \$30,292.80                                       |
| DDA                  | 5,228.20                 | 1,534.77  | \$3,693.43  |
| Sewer Fund/Receiving | 38,498.93                | 11,142.65   | \$27,356.28                                       |
| <b>Total Payroll</b> | <b>\$157,082.62</b>      | <b>\$46,015.30</b>                                      | <b>\$111,067.32</b>                               |
|                      |                          |   |   |
|                      | <b>Township<br/>FICA</b> | <b>Township RHS &amp;<br/>Pension Plan &amp; H.S.A.</b> | <b>Total Deductions<br/>&amp; TWP Liabilities</b> |
| General Fund         | \$4,953.00               | \$5,543.42  | \$30,388.83                                       |
| Fire Dept. Fund      | 3,267.64                 | 3,416.36  | 20,129.47   |
| DDA                  | 171.27                   | 259.89  | 1,965.93  |
| Sewer Fund/Receiving | 2,769.86                 | 3,116.53  | 17,029.04   |
| <b>Total Payroll</b> | <b>\$11,161.77</b>       | <b>\$12,336.20</b>                                      | <b>\$69,513.27</b>                                |

\_\_\_\_\_  
Director of Accounting

**III. FUND TRANSFERS**

Transfers covering the foregoing payroll were made on May 9, 2013 and identified as follows:

**05/09 Net Pay Disbursement in Common Savings (\$111,067.32)**

\_\_\_\_\_  
Roy W. Sweet, Treasurer

**IV. Board Audit and Approval:**

At a regular meeting of the Township Board held on May 21, 2013, a motion was made by \_\_\_\_\_ and passed by \_\_\_\_\_ yes votes and \_\_\_\_\_ no votes(\_\_\_\_\_ absent) that the payroll dated May 9, 2013 was reviewed, audited, and approved.

Attachment to Payroll Register

cc: Sweet(1)\Vander Ploeg(1)

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



**Delhi Charter Township  
Department of Community Development**

---

## **MEMORANDUM**

TO: John B. Elsinga, Township Manager

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

DATE: May 15, 2013

RE: SUP #13-274 – POWER BARN/1298 N. CEDAR ROAD, MASON, MI  
33-25-05-25-152-009

At their meeting on May 13<sup>th</sup>, the Planning Commission (PC) voted unanimously to recommend approval of a Special Use Permit (SUP) for The Power Barn. The company is an established business with an existing location in Jackson (thepowerbarn.com). The company has purchased the former “aquatic sports” property and provides sales and service for outdoor power equipment. The requested SUP is pursuant to Section 5.10.4 (1) of the Zoning Ordinance and is required for the servicing aspect of the company’s operations. In addition, Section 5.10.4 (4) specifies that a SUP is required in order for the company to display their power equipment outdoors.

A copy of the staff report is attached and provides detailed information regarding this request. There are several photos of the subject site and the company’s operations included in the report. Also attached is a copy of the draft PC meeting minutes. You will see that while a public hearing was held, no members of the public were present to speak regarding this case. After deliberation, the PC unanimously recommended approval of the SUP with four conditions, as outlined in the attached SUP document.

Please forward this information, along with your concurrence, to the Township Board for their consideration and action at the upcoming May 21<sup>st</sup> meeting. As always, if you have any questions or require additional information please do not hesitate to ask. Thank you.

**Recommended Motion on Next Page.**

**Recommended Motion to APPROVE:**

**To adopt Special Use Permit No. 13-274 for The Power Barn/ B&K Property Management, LLC, 1298 N. Cedar Road, Tax Parcel #33-25-05-25-152-009, to permit the Servicing & Repair of Lawn and Garden Equipment and the Outdoor display of same, as recommended by the Planning Commission at their May 13, 2013 meeting.**

**-OR-**

**Recommended Motion to DENY:**

**To deny Special Use Permit No. 13-274 for The Power Barn/ B&K Property Management, LLC, 1298 N. Cedar Road, Tax Parcel #33-25-05-25-152-009.**

**DELHI CHARTER TOWNSHIP  
INGHAM COUNTY, MICHIGAN**

**SPECIAL USE PERMIT NO. 13-274**

**APPLICANT:** THE POWER BARN / B&K PROPERTY MANAGEMENT, LLC

**SPECIAL USE PERMIT ADDRESS:** 1298 N. CEDAR ROAD, MASON, MI  
33-25-05-25-152-009

**DATE ADOPTED:** MAY 21, 2013

**PURPOSE:** SERVICING & REPAIR OF LAWN AND GARDEN  
EQUIPMENT/OUTDOOR DISPLAY OF SAME

**CONDITIONS:**

1. **The display of power equipment shall be limited to the areas shown in green on Figure 1 included in the staff report for this project that is dated May 8, 2013 (Figure 1 is also attached here as Exhibit A for convenience).**
2. **No repair or service activities shall occur outside of a fully enclosed building.**
3. **Any general outdoor storage of materials or equipment that is not specifically on display for sale must be within a fenced area that is not visible from the street or adjacent properties.**
4. **Any outdoor storage of equipment or materials which could result in leaks or spills of oils, fuel, paint or any other chemicals must be conducted in a manner so that no runoff or soil infiltration from that storage area can occur.**

**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 21<sup>ST</sup> day of May, 2013.

**IN WITNESS THEREOF**, I have hereunto affixed my official signature this \_\_\_\_\_ day of May, 2013.

\_\_\_\_\_  
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.*



Figure 1

**PLANNING COMMISSION STAFF REPORT**  
**SPECIAL USE PERMIT, #13-274, 1298 N. CEDAR ROAD**  
THE POWER BARN  
May 8, 2013



Tracy LC Miller, *Director of Community Development*

**PROPOSED USE:**

The applicant has requested a Special Use Permit pursuant to Section 5.10.4 (1) to permit the servicing and repair of outdoor power equipment such as mowers, chippers, etc. and Section 5.10.4 (4) for the display of riding power equipment outdoors.

**DESCRIPTION:**

The Power Barn is an established business with an existing location in Jackson. The company has purchased the subject property and intends to provide sales and service of outdoor power equipment. The retail part of the operation is, of course, a use permitted by right in the C-2: General Business zoning district. However, the repair requires a Special Use Permit (SUP). In addition, the display of riding mowers, trailers and similar vehicles outdoors requires a SUP as well.

The applicant has indicated that repair activity is carried out within the existing building. The new equipment display area has been proposed by the applicant to be located along the front and side of the building (see application sketch plan).

**CONSIDERATIONS**

Below is an evaluation of the basic ordinance compliance issues and other possible considerations:

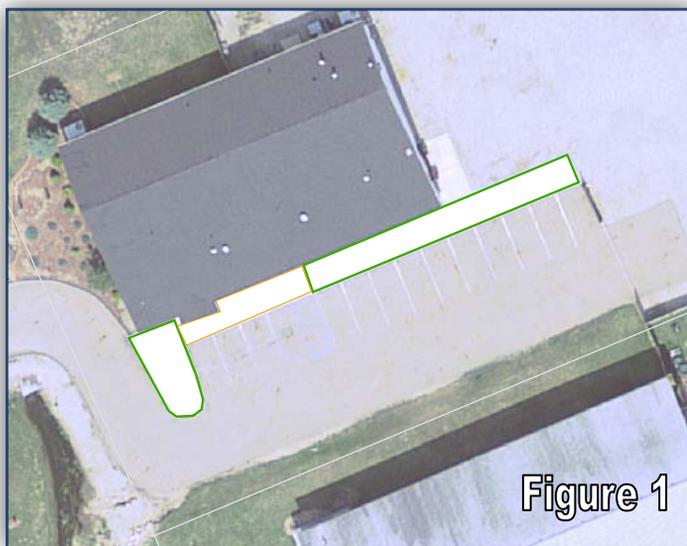
- There is only approximately 20' between the front of the building and the front property line, which is also the road right-of-way (ROW). 10' of that must be maintained as greenbelt, leaving only 10' for the display of mowers and other equipment immediately next to the building. It appears unlikely that the outdoor display, the greenbelt area and the existing signage can all be appropriately accommodated within this small area.

When staff visited the property, equipment was being displayed in the island area adjacent to the front corner of the building (see right). It would appear that this is a better location and it is still very visible from Cedar.



- The second outdoor display location is proposed to be along the south side of the building adjacent to the front entrance. There is approximately 10' of existing concrete adjacent to the building, outside of the required parking spaces. The handicap parking space is located just to the east of the entrance door.

Access between the handicap parking and the front door cannot be impeded by the equipment display (area in orange to right). However, it appears that if the display area were limited to the area shown in green, potentially negative impacts could be avoided.



Outdoor display is currently occurring at this business. It is important to note that the outdoor

display is not presently taking place only in the areas suggested by the applicant. Staff has observed mowers being displayed within the driveway, within the ROW and on adjacent properties. If it is the Planning Commission's intent to ensure that outdoor display not pose a nuisance or cause unsafe situations, a condition on the SUP that clearly communicates where outdoor display can occur may be important.

- The property currently has a fenced area to the rear of the building. Any outdoor storage of materials, supplies or anything other than the display equipment must be contained in this area. Further, if any equipment which is waiting to be repaired or picked up is stored outside, it must be within the completely fenced area.
- Because the site soils are very sandy (porous) and all storm water and other drainage runs towards Cedar Lake, it is extremely important that oils, fuels, paints or other chemicals do not get spilled or leak on the ground. It is suggested that any outdoor storage that involves any of these products be done only on a hard surface that is both roofed over and curbed to prevent water from reaching the area and any water that does reach the ground from running off. This use is not currently proposed by the applicant, but a condition on the SUP which requires this in the future should the outdoor fenced area be used to store equipment waiting for repair or pick up may be a good idea.
- Consistent with similar uses and past practice, a condition should be placed on the SUP which requires that repair activities occur only within the fully enclosed building.

- There are businesses within the immediate area which engage in similar activities. Brady Lawn Equipment offers both repair service and equipment sales. Brady has an approved SUP for the display of their trailers and lawn equipment in the front of their building. Superior Saw also offers repair and service for equipment they sell. If operated in compliance with an approved SUP, this business will be very similar to those in the vicinity and should be an asset to the community.

#### **RECOMMENDED MOTION TO APPROVE**

**Move to recommend to the Township Board approval of SUP #13-274 for the operation of a service/repair facility for outdoor power equipment and the outdoor display of same pursuant to Sections 5.10.4 (1) & (4) of the Zoning Ordinance for property located at 1298 N. Cedar Road (33-25-05-25-152-009). The following conditions to apply:**

- 1. The display of power equipment shall be limited to the areas shown in green on Figure 1 included in the staff report for this project that is dated May 8, 2013.**
- 2. No repair or service activities shall occur outside of a fully enclosed building.**
- 3. Any general outdoor storage of materials or equipment that is not specifically on display for sale must be within a fenced area that is not visible from the street or adjacent properties.**
- 4. Any outdoor storage of equipment or materials which could result in leaks or spills of oils, fuel, paint or any other chemicals must be conducted in a manner so that no runoff or soil infiltration from that storage area can occur.**

**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 13-274” dated May 8, 2013 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 #13-274 for operation of a service/repair facility for outdoor power equipment and the outdoor display of same because the proposal does not comply with the require Basis for Determination Subsection \_\_\_\_ (fill in with specific citation).*

#### **DESCRIPTION OF THE SITE**

This property was formerly a dive shop. The building contained an indoor swimming pool, which has since been removed, and has direct access to Cedar Lake. The site is generally level in the front, but slopes steeply toward the water to the rear. The Cook & Thorburn drain runs in an open ditch along the front of the property. The parking area is paved and the front of the building is well landscaped and attractive.

**GENERAL INFORMATION**

APPLICANT: The Power Barn

OWNER OF RECORD: Same (B&K Property Management, LLC)

LOCATION: 1298 N. Cedar Road, Mason, MI

PARCEL I.D. NO.: 33-25-05-25-152-009

ZONING: C-2: General Business

REQUESTED ACTIVITY: Servicing & Repair of Lawn and Garden Equipment/Outdoor display of same

PROPERTY SIZE: 1.24 Acres (+/-)

EXISTING LAND USE: The Power Barn

ADJACENT LAND USE: North: Vacant Lot (north of that is Brady & Superior Saw)  
South: Biker's Church (and Edge)  
East: Cedar Lake  
West: Schram Auto

ADJACENT ZONING: North: C-2: General Business  
South: C-2: General Business  
East: A-1: Agricultural  
West: IA: Industrial Assembly

**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 Development on the Future Land Use Map. This designation can include any mix of land uses. Also consistent with the Master Plan, this redevelopment represents an opportunity to return this property to productive use.

**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 13-274" dated May 8, 2013 (attached) and make a determination regarding compliance with each finding.

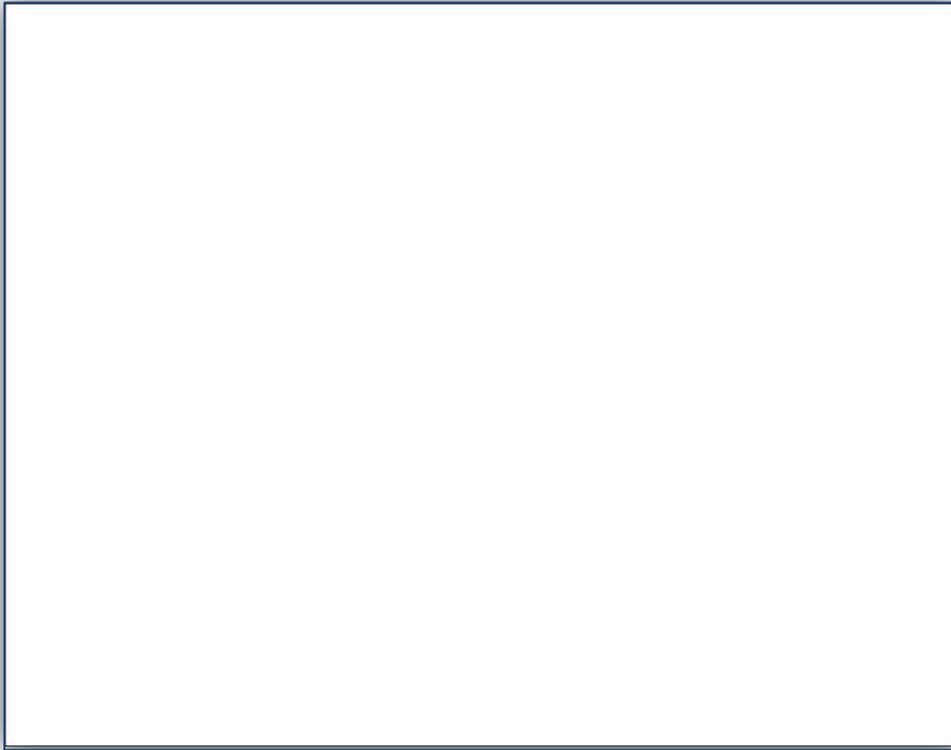
**PROPERTY PHOTOS**



Front of Building – Viewed from N. Cedar Rd. Driveway



South Side of Building Looking Towards N. Cedar Rd.



**2010 Air Photo of Subject Property**

---

**Section 8.1.3 Basis for Determination**  
**SUP #13-274**  
**The Power Barn/B&K Property Management**

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

***The proposed use is consistent with the surrounding land uses and is consistent with the principals of the Master Plan. Redevelopment of this site for continued commercial use is consistent.***

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 operated in a manner that is harmonious with the surrounding area. There are several other businesses in the immediate vicinity that operate similar businesses with repair/service and outdoor display.***

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 help to ensure that the use is not disruptive.***

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 public infrastructure is available.***

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.

***With the approved SUP, the operation will be consistent with the intent of the C-2: General Business district which is to provide locations for those services and businesses used by the general public. The Power Barn provides an important service to both area residents and professionals.***

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 contractor's yard and outdoor storage 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 SUP 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: May 8, 2013**

**Public Hearing, SUP No. 13-274, 1298 N. Cedar Road, The Power Barn, 33-25-05-25-152-009**

---

Ms. Miller reviewed the staff report for the SUP for The Power Barn, which is located in what was previously the Aquatic Sports Ltd. Building on Cedar Road in the C-2:General Business zoning district. The application is to permit the servicing and repair of outdoor power equipment and display of power equipment outdoors. Service and repair would be done inside the building and storage of additional or repaired machines would be kept in the fenced area at the rear of the building. Special attention needs to be focused on ensuring that any gas, oil, etc. that could leak from the machines does not infiltrate the sandy soils or enter nearby water bodies. Outdoor display of items need to be out of the road right of way (ROW), not blocking parking or sidewalks and located on the Power Barn property only. The island area, shown on Figure 1 in the staff report , is one option and another is to the east of the handicap parking spaces.

Commissioner Olson wondered if the applicant could meet all of the suggested conditions . The applicant was present and agreed that he could.

Commissioner Leaf questioned what, if any, chemicals would be on site ? The applicant replied there would not be any bulk storage and that they keep all chemicals and fuels stored in a fire rated cabinet. Gas kept on site is minimal (five to ten gallons).

**Public Hearing Opened @ 7:35 p.m.**

There was no public comment

**Public Hearing Closed @ 7:35 p.m.**

**Hayhoe moved, seconded by O'Hara to recommend to the Township Board approval of SUP #13-274 for the operation of a service/repair facility for outdoor power equipment and the outdoor display of same pursuant to Sections 5.10.4 (1) & (4) of the Zoning Ordinance for property located at 1298 N. Cedar Road (33-25-05-25-152-009). The following conditions to apply:**

- 1. The display of power equipment shall be limited to the areas shown in green on Figure 1 included in the staff report for this project that is dated May 8, 2013.**
- 2. No repair or service activities shall occur outside of a fully enclosed building.**
- 3. Any general outdoor storage of materials or equipment that is not specifically on display for sale must be within a fenced area that is not visible from the street or adjacent properties.**
- 4. Any outdoor storage of equipment or materials which could result in leaks or spills of oils, fuel, paint or any other chemicals must be conducted in a manner so that no runoff or soil infiltration from that storage area can occur.**

**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 13-274” dated May 8, 2013 and is fully incorporated into this motion and the official meeting minutes.**

Discussion:

*EXCERPT: DRAFT MEETING MINUTES  
May 13, 2013 - PLANNING COMMISSION*

Commissioner Leaf questioned the fenced area. Ms. Miller explained where the fence was located and not visible from the road.

A Roll Call Vote was recorded as follows:

Ayes: Zietlow, Olson, O'Hara, Leaf, Hayhoe, Goodall, Craig

Nays: None

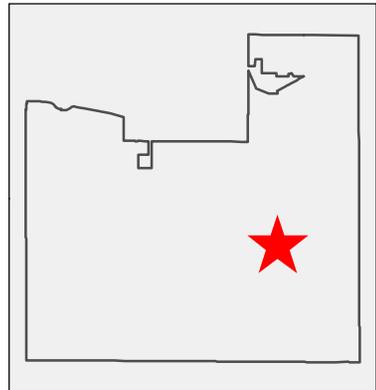
Absent: Weaver

Abstain: None

**MOTION CARRIED**

# The Power Barn

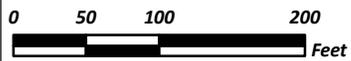
1298 N. Cedar Rd.



### Legend

- +— Railroad
- Lot Lines

1 inch = 131 feet



This map is intended for use as generalized township wide planning and there are no warranties that accompany this product. The Township recommends users of this map to confirm the data used in this map by visual inspection of the geographic area. The township is not liable for decisions made with the use of this product.

Map Source: Delhi Charter Township  
Map Printed: Wednesday, May 15, 2013



Notes:

**Recommended Motion to APPROVE:**

**To approve the recommendation that no amendments be made to the Delhi Township Zoning Ordinance with regards to the keeping of chickens and other agricultural animals in residential zoning districts where it is currently prohibited, as recommended by the Planning Commission at their March 11, 2013 meeting.**

**-OR-**

**Recommended Motion to DENY:**

**To deny the recommendation from the Planning Commission that no amendments be made to the Delhi Township Zoning Ordinance with regards to the keeping of chickens and other agricultural animals in residential zoning districts where it is currently prohibited and refer the matter back to the Planning Commission and direct them to**

---

---

---

---



## MEMORANDUM

TO: Planning Commission Members

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

DATE: March 19, 2013

RE: Urban Chickens – Consensus & Planning Commission Recommendation

At your last meeting on March 11, 2013, the Planning Commission (PC) discussed the Board's request regarding Urban Chickens. Specifically, the Board desires a recommendation regarding whether or not backyard chickens are a desirable and reasonable land use within the higher density residential areas of the Township. As you are aware, residents are currently permitted to keep chickens and other agricultural animals within the A-1: Agricultural and R1-A: Rural Residential zoning districts. In the A-1 zoning district, chickens and other small animals (rabbits, goats) may be kept regardless of lot size and livestock (cattle, hogs, horses & similar) on parcels that are 10 acres or larger. Generally, within the R1-A district, chickens and other customary farm animals may be kept for non-commercial purposes on properties that are not less than 40,000 sq.ft. (just less than 1 acre). Urban chickens and other livestock may not be kept in any other zoning district.

Over the past couple of years, the PC has spent a considerable amount of time researching the issue of Urban Chickens and even developed a draft ordinance amendment. However, no action has been previously taken on this issue because of a general sense that there was not support based on feedback received from the public, the Board and PC members. The purpose of the discussion at the March 11<sup>th</sup> meeting was to determine how the PC would like to move forward in terms of the requested recommendation to the Board. The PC reached consensus and suggested that I attempt to memorialize it via the preparation of this memo and provide a draft motion that could be used to communicate this consensus to the Board pursuant to their original request. Below is a summarization of what I understood the PC's position to be relative to Urban Chickens, and urban agricultural in general, within the residentially zoned areas of the Township:

- The existing Zoning Ordinance (ZO) addresses how and where chickens, and other farm animals, may be kept within the Township. Generally, there is opportunity to keep chickens and some other farm animals within the A-1: Agricultural and R1-A: Rural Residential districts.
- The PC feels that the number of people who actually want to keep Urban Chickens is fairly low, especially in comparison with the number of people who would not be

supportive. Many written and verbal comments in opposition of urban chickens have been received. Further, code enforcement records for the past five years uncovered only 8 cases related to keeping chickens in residential areas, representing an average of about 1.6 cases per year. There have also been two cases involving a horse and snakes during that time period. Typically, code enforcement cases (like Zoning Board of Appeals cases) are a good indicator of whether consideration should be given towards addressing an issue via ZO amendment.

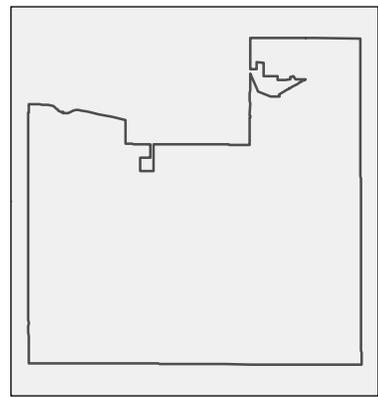
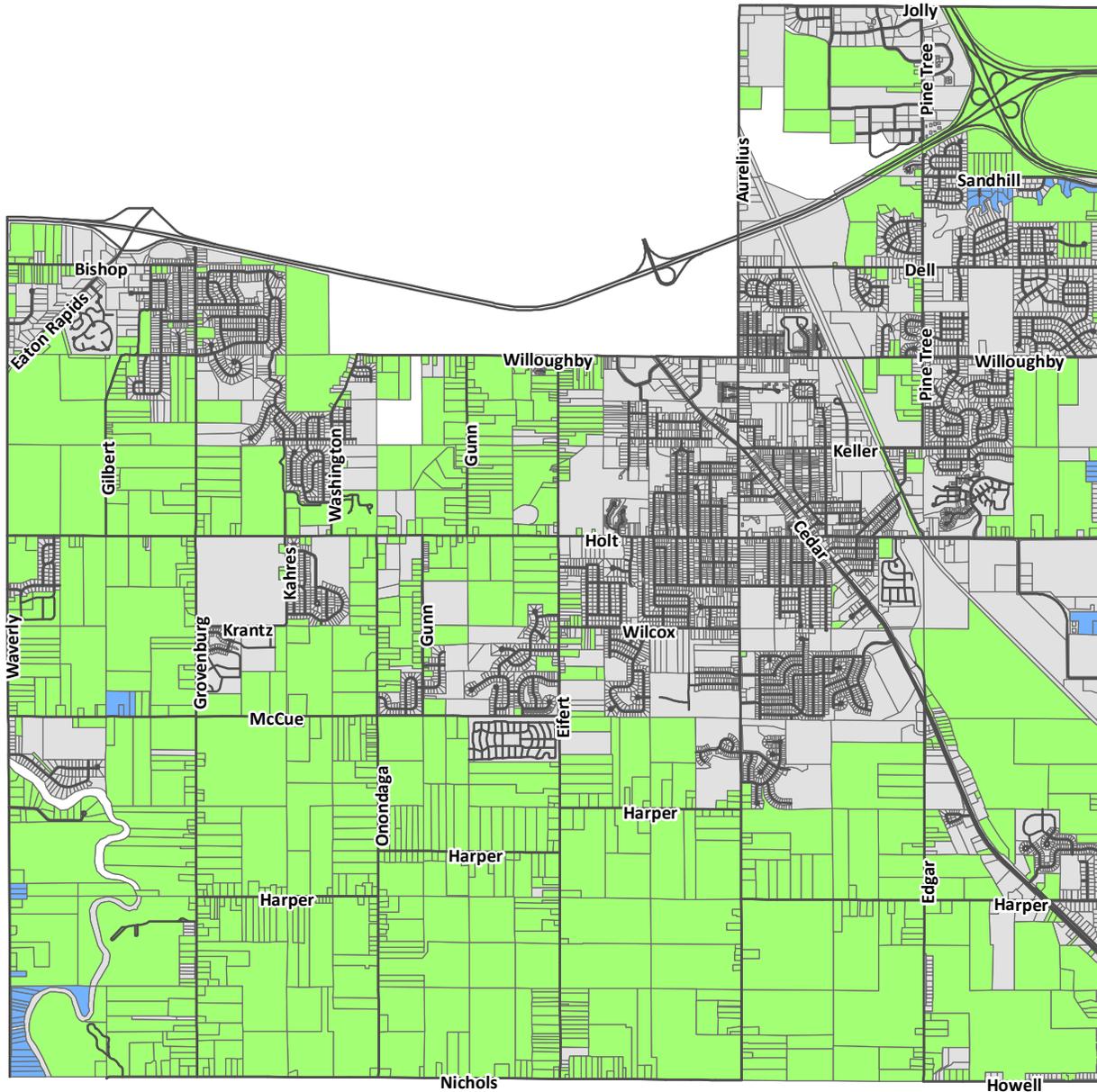
- Permitting Urban Chickens is a “slippery slope” that would likely lead to other farm animals. Already, written support was received from a constituent in support of permitting goats to be kept in residential areas. There are concerns about where lines can be appropriately drawn to accommodate and protect the interests of all citizens. Currently, those wanting to keep farm animals can choose to live in the A-1 or R1-A zoning district, while those choosing to live in the residentially zoned areas have made a choice not to engage in agriculture.
- Most newer subdivisions have association regulations which prohibit keeping farm animals. The Township is not responsible for enforcing any subdivision rules or restrictions. However, disruptions and altercations could occur if the Township were to permit keeping chickens in a neighborhood whose restrictions prohibit it. It is in the Township’s best interest to prevent the deterioration of subdivisions restrictions since in general they further the goals of the Township’s land use plans and ZO.
- There are many potential problems associated with permitting chickens in residential areas, which makes it undesirable to pursue a ZO amendment to permit Urban Chickens. Examples may include:
  - Odors
  - Noise
  - Potential for disease or the spread of other pathogens.
  - Potential for attracting rats, mice and other vermin.
  - Potentially bothersome to domestic animals lawfully kept nearby.
  - Chicken coops and enclosures may detract from aesthetics of community or neighborhood.

I would encourage the PC to discuss this memorandum at the upcoming meeting to ensure that the true consensus of the group is accurately communicated. As requested, below is a motion that could be used to provide the PC’s recommendation to the Township Board. Please modify the motion, as appropriate, to capture the PC’s intent.

***Move to recommend to the Township Board that no action be taken at this time to enact Zoning Ordinance amendments which would permit the keeping of chickens or other agricultural animals within the residential zoning districts where it is currently prohibited. The Planning Commission believes that the***

***Zoning Ordinance, as currently written, provides appropriate regulation of chickens and farm animals. Permitting chickens or other farm animals within the other residential zoning districts would be potentially detrimental to those neighborhoods. Permitting “urban chickens” or other farm animals in residential areas may represent a health risk, detract from the aesthetics, cause incompatible land use, result in offensive odors or noises and the increased presence of rats or other vermin.***

# A-1 or R-1A & Greater Than 40,000 sq ft



**Legend**

- R-1A & Greater Than 40,000 sq ft
- Parcels Zoned A-1
- Parcels

1 inch = 5,030.5 feet



This map is intended for use as generalized township wide planning and there are no warranties that accompany this product. The Township recommends users of this map to confirm the data used in this map by visual inspection of the geographic area. The township is not liable for decisions made with the use of this product.

Map Source: Delhi Charter Township  
Map Printed: July 8, 2010



Notes:

---

**DELHI CHARTER TOWNSHIP  
MINUTES OF THE PLANNING COMMISSION HELD ON MARCH 25, 2013**

---

The Delhi Charter Township Planning Commission met in a regular meeting on Monday, March 25, 2013 in the Multipurpose Room at the Community Services Center, 2074 Aurelius Road, Holt, Michigan. Chairperson Weaver called the meeting to order at 7:00 p.m.

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

Members Present: Rita Craig, Michael Goodall, John Hayhoe, Donald Leaf, James Weaver, Ken O'Hara, Elizabeth Zietlow

Members Absent: Tonia Olson, Orlando Todd

Others Present: Tracy Miller, Director of Community Development

AMENDMENTS TO THE AGENDA: None

**APPROVAL OF THE MARCH 11, 2013 PLANNING COMMISSION MINUTES**

---

**Goodall moved and Zietlow seconded to approve the March 11, 2013 meeting minutes as presented.**

A Voice Poll was recorded as follows: All Ayes

Absent: Olson, Todd

**MOTION CARRIED**

**PUBLIC COMMENT (Non-Agenda Items):** None

**PROPOSED CHICKEN ZONING ORDINANCE (CASE NO. 13-874, PROPOSED ZONING ORDINANCE NO. 39.160)**

---

Tracy Miller, Director of Community Development, stated that at the March 11, 2013 Planning Commission meeting, discussion was held on how to respond to the Board of Trustees request for a recommendation on the issue of urban chickens. It was determined that the best way to communicate a recommendation to the Board would be to draft a memorandum summarizing the consensus of the Commission during that meeting. Ms. Miller distributed correspondence that she received on March 25, 2013, the majority being from Township residents, in support of urban chickens. Ms. Miller also produced a map highlighting the areas where chickens are allowed under the existing zoning. Ms. Miller gave an overview of the memorandum summarizing the consensus of the Planning Commission which included a possible motion that could be used, or modified, by the Planning Commission to communicate their recommendation to the Board.

There was significant discussion about the topic among PC members. It was the consensus of the Commission that the existing Zoning Ordinance language regarding chickens is appropriate. Further, that the memo prepared by Ms. Miller did reflect the Commission's opinions about the issue of urban chickens accurately and should be forwarded to the Board for their reference.

**DELHI CHARTER TOWNSHIP  
MINUTES OF THE PLANNING COMMISSION HELD ON MARCH 25, 2013**

---

Michael and Valery Huberts, 2112 Aspenwood Drive, spoke in favor of urban chickens.

**Leaf moved to recommend to the Township Board that no action be taken at this time to enact zoning ordinance amendments which will permit the keeping of chickens or other agricultural animals within the residential zoning districts where it is currently prohibited. The Planning Commission believes that the Zoning Ordinance as currently written provides appropriate regulations of chickens and farm animals. Permitting chickens and other farm animals within the other residential zoning districts would be potentially detrimental to those neighborhoods. Permitting urban chickens or any other farm animals in residential areas may represent a health risk; detract from the aesthetic; cause incompatible land use; result in offensive odors and noises and the increase presence of rats or other varmints.**

A Roll Call Vote was recorded as follows:

Ayes: Craig, Goodall, Hayhoe, Leaf, O'Hara, Weaver, Zietlow

Absent: Olson, Todd

**MOTION CARRIED**

**MASTER PLAN UPDATE**

---

Tracy Miller, Director of Community Development, provided information about additional work that had been completed on the Master Plan document. There was general discussion about that work. There was consensus that the "strikeout" sections that had already been discussed could be removed from the document to make it easier to review going forward. There was discussion about the goals and objectives charts and about the work that would be coming up on the future land use section of the plan.

**GENERAL DISCUSSION AND UPDATES**

---

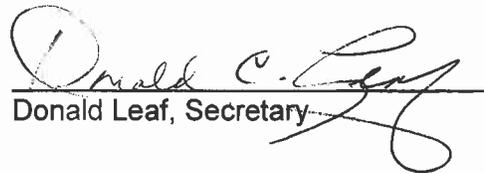
Ms. Miller provided general information about the status of development proposals.

It was stated that Commissioner Todd has submitted his resignation due to conflicts with his employment.

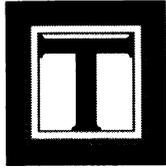
**ADJOURNMENT**

Meeting adjourned at 8:51 p.m.

Date: 4/22/2013

  
Donald Leaf, Secretary

/af



**THRUN**  
LAW FIRM, P.C.

U.S. MAIL ADDRESS  
P.O. Box 2575  
EAST LANSING, MI 48826-2575  
PHONE: (517) 484-8000  
FAX: (517) 484-0041  
FAX: (517) 484-0081

ALL OTHER SHIPPING  
2900 WEST ROAD, SUITE 400  
EAST LANSING, MI 48823-6386

GORDON W. VAN WIEREN, JR.  
(517) 374-8843

May 10, 2013

**CONFIDENTIAL: ATTORNEY-CLIENT PRIVILEGED COMMUNICATION**

Ms. Tracy L.C. Miller  
Delhi Township Department of Community Development  
2074 Aurelius Road  
Holt, MI 48842

**Re: Effect of Ingham County Animal Control Ordinance**

Dear Tracy:

This letter is in response to your request for our opinion regarding the effect the Ingham County Animal Control Ordinance, as amended by Ordinance 09-01, has on the Delhi Charter Township Zoning Ordinance provisions that restrict where poultry may be kept within the Township. It is our opinion, for the reasons explained below, that Ingham County's Amended Animal Control Ordinance will not preclude Delhi Charter Township from enforcing its Zoning Ordinance provisions that restrict the keeping of poultry (including chickens) to the A-1 Agricultural and R-1A One-Family Rural Residential zoning districts.

**Ingham County Animal Control Ordinance**

The Ingham County Board of Commissioners originally adopted the Ingham County Animal Control Ordinance ("Animal Control Ordinance") on September 18, 1972. The expressed statutory authority for adopting the Animal Control Ordinance is Public Act 339 of 1919, as amended, commonly known as the "Dog Law of 1919." (MCL 287.261, et seq.)

The purpose of the Dog Law of 1919 is to protect livestock and poultry from being harmed by dogs. The Dog Law of 1919 provides for, among other things, the regulation and licensing of dogs. Section 29a of the Dog Law of 1919 authorizes a board of county commissioners to establish an animal control agency to employ at least one animal control officer to enforce the Dog Law of 1919 within any city, village or township that does not have its own animal control ordinance. (MCL 287.289a.)

Article VIII of the Animal Control Ordinance pertains to the prohibition of livestock or poultry in non-agricultural areas within the county. Prior to 2009, Article VIII of the Animal Control Ordinance provided in its entirety as follows.



Tracy L.C. Miller  
May 10, 2013  
Page 2 of 5

**Confidential: Attorney-Client Privileged Communication**

No livestock or poultry shall be owned, kept, possessed, harbored or kept charge of within the boundaries of any non-agricultural area within Ingham County except as such places are provided for shipping said livestock or poultry.

On October 13, 2009, the Ingham County Board of Commissioners passed Resolution #09-345, which adopted Ordinance No. 09-01 and amended Article VIII of the Animal Control Ordinance to permit the keeping of chickens in non-agricultural areas, under certain conditions. (See attached document.) Ordinance 09-01 maintained the above-quoted general prohibition as subsection (a), but added an exception for chickens that provides in relevant part as follows.

(b) Notwithstanding paragraph (a), and unless expressly prohibited or regulated by a city, village or township ordinance, or private property restriction, chickens may be owned, kept, possessed, harbored, and kept charge of within the boundaries of any non-agricultural area within Ingham County, under the following conditions:

\* \* \*

There is concern whether subsection (b) would preclude the Township from enforcing its Zoning Ordinance provisions that restrict the keeping of poultry to the A-1 and the R-1A zoning districts, as explained below.

**Delhi Charter Township Zoning Ordinance Regulations Pertaining to Poultry**

This concern is raised because, as you know, the term "chicken" is not expressly contained anywhere within the Delhi Charter Township Zoning Ordinance; the term "poultry" is used, however, but not defined in the Zoning Ordinance. When a term is not defined by a statute or an ordinance, the courts will typically use the common definition of that term found in a lay dictionary. *Brackett v Focus Hope*, 482 Mich 269, 275 (2008). The *Merriam-Webster Dictionary* defines "poultry" as "domesticated birds kept for eggs or meat," and would therefore include chickens.

Section 5.1.5 of the Delhi Charter Township Zoning Ordinance restricts the keeping of poultry to the A-1 Agricultural and R-1A One-Family Rural Residential zoning districts, and provides in relevant part as follows.

*5.1.5 Uses not permitted in any district.* The following uses are not allowed in any district, subject to the conditions imposed herein:

\* \* \*

Tracy L.C. Miller  
May 10, 2013  
Page 3 of 5

**Confidential: Attorney-Client Privileged Communication**

2) The keeping of cattle, hogs, sheep, goats, horses, or other animals shall be prohibited, except in A-1, Agricultural and R-1A, Residential Districts as provided for; provided, however, cats, dogs, or other household pets may be kept as personal pets only.

Both the A-1 and R-1A zoning districts provide for the keeping of poultry. In the A-1 Agricultural District, the keeping of poultry is expressly permitted by right.<sup>1</sup> In the R-1A Residential District, the keeping of poultry is permitted under special conditions as part of "customary agricultural operations" (e.g., as part of a farm).<sup>2</sup> The effect of these provisions, in combination with Section 5.1.4,<sup>3</sup> prohibits chickens, as a subset of poultry, from all other zoning districts within the Township. While the Township does not expressly use the term "chickens" anywhere in its Zoning Ordinance, the Township clearly regulates poultry (including chickens)

---

<sup>1</sup> See Section 5.21.2 "*Uses permitted by right*: ... 3) "Raising and keeping of small animals, such as *poultry*, rabbits, and goats."

<sup>2</sup> See Section 5.2.3, which provides in relevant part as follows.

*Uses permitted under special conditions.* The following uses of land and structures shall be permitted, subject to the conditions hereinafter imposed for each use:

\* \* \*

4) *Customary agricultural operations*: Including general farming, truck farming, fruit orchards, nursery, greenhouses and usual farm buildings, but subject to the following restrictions:

- a) No storage of manure or odor or dust-producing materials or use shall be permitted within one hundred (100) feet of any adjoining lot line.
- b) A minimum of one (1) acre shall be provided for one (1) horse or pony kept within a private stable and one (1) additional horse or pony may be kept for each twenty thousand (20,000) square feet by which the lot exceeds one (1) acre. Private stables and buildings housing other farm animals shall not be closer to any adjoining lot line than one hundred (100) feet.
- c) All farm buildings shall be located no closer than fifty (50) feet to any lot line.
- d) Customary farm animals may be kept on a noncommercial basis when adequately housed and fenced on a parcel of land not less than forty thousand (40,000) square feet in area.
- e) No products shall be publicly displayed or offered for sale from the roadside.

Section 10.2 defines "farm" as follows.

Any parcel of land containing at least ten (10) acres which is used for gain in the raising of agricultural produces, livestock, *poultry* and dairy products. It includes necessary farm structures within prescribed property boundaries and the storage of equipment used. It excludes the raising of fur-bearing animals, riding academies, livery or boarding stables and dog kennels.

<sup>3</sup> Section 5.1.4 provides in relevant part as follows.

*Scope of regulations.* No building or structure or part thereof shall hereafter be erected, moved, construed, or altered, and ***no new use or change in use shall be made unless in conformity with the provisions of this Ordinance and with the regulations specified for the district in which it is located.***

- 1) ***The regulations applying to each district include specific limitations on the use of land*** and structures, height and bulk of structures, density of population, lot area, yard dimensions, and area of lot that can be covered by each structure.



Tracy L.C. Miller  
May 10, 2013  
Page 4 of 5

**Confidential: Attorney-Client Privileged Communication**

in the A-1 and R-1A zoning districts, and prohibits poultry (including chickens) from all other non-agricultural areas within the Township.

### **Analysis**

It is our opinion that the Animal Control Ordinance, as amended by Ordinance 09-01, does not limit the Township's ability to enforce its Zoning Ordinance provisions that regulate the keeping of poultry.

There are no published appellate court cases directly on point (e.g., where a county animal control ordinance has been found to preempt a local zoning regulation). While there is clearly established case law dealing with the preemption of local ordinances by state law, there is no similar precedential history for local ordinances being preempted by county ordinances. The analysis applied by Michigan appellate courts in determining when state law preempts a local ordinance supports the determination that the Animal Control Ordinance, as amended by Ordinance 09-01, does not preempt the Zoning Ordinance.

A municipal ordinance is preempted by state law if the statute completely occupies the field that the ordinance attempts to regulate or if the ordinance directly conflicts with a state statute. See *Rental Prop Owners Ass'n of Kent Co v Grand Rapids*, 455 Mich. 246, 257 (1997); *Howell Township v Roto Corp*, 258 Mich App 470, 476 (2003). The Michigan Supreme Court has set forth the following four guidelines in determining when a state law preempts a local ordinance by completely occupying the field.

- (1) the state law expressly provides that the state's authority to regulate in a specified area of the law is to be exclusive;
- (2) pre-emption of a field of regulation may be implied upon an examination of legislative history;
- (3) the pervasiveness of the state regulatory scheme may support a finding of pre-emption;
- (4) the nature of the regulated subject matter may demand exclusive state regulation to achieve the uniformity necessary to serve the state's purpose or interest.

First, Ordinance 09-01 expressly provides that the County's regulation of chickens it is not exclusive. On its face, Ordinance 09-01 specifically indicates that it only applies where a city, village or township has not expressly prohibited or regulated the keeping of chickens. Because the Zoning Ordinance regulates the keeping of poultry, which includes chickens, it is our opinion that the County's regulation of chickens would not preclude the Township's from enforcing its regulations.



Tracy L.C. Miller  
May 10, 2013  
Page 5 of 5

**Confidential: Attorney-Client Privileged Communication**

Second, in reviewing the available legislative history, it is further clear that Ordinance 09-01 was not intended to preclude local units of government from restricting chickens in non-agricultural areas. In the preamble to Resolution #09-345, the Ingham County Board of Commissioners acknowledged that one of its motivating factors in amending the Animal Control Ordinance was that "some local jurisdictions permit the keeping of a limited number of chickens on residential land in urban areas." The legislative intent of Ordinance 09-01 was not to preempt local regulation of the keeping of poultry; the County intended to accommodate for such local regulation and eliminate the possible conflict between local ordinances that already permitted the keeping of a limited number of chickens on residential land and the prior County prohibition, as well as to address situations where the local governmental unit had not acted on the issue.

Finally, both the limited regulatory scheme and the nature of the regulated subject matter (i.e., the keeping of chickens) do not suggest that the County's regulation of chickens should preempt the Township's regulation of poultry. As noted above, the County's statutory authority in the present matter is the Dog Law of 1919, which is intended to protect livestock and poultry from dogs running at-large. In contrast, consider the Township's statutory authority: the Michigan Zoning Enabling Act,<sup>4</sup> which is intended to protect the public health, safety and welfare by regulating land use and designating appropriate zoning districts. The nature and scope of regulating poultry, including chickens, is in our opinion much more appropriate for the Township pursuant to its statutory authority under the Michigan Zoning Enabling Act than it is for the County under the Dog Law of 1919.

For the above stated reasons, it is our opinion that the County's Animal Control Ordinance, as amended by Ordinance 09-01, does not preclude the Township from enforcing its Zoning Ordinance provisions that prohibit poultry, including chickens, from all zoning districts other than the A-1 Agricultural and R-1A Rural Residential Districts.

If you have any further questions or concerns, please advise.

Very truly yours,

THRUN LAW FIRM, P.C.  
  
Gordon W. VanWieren, Jr.  
gvanwieren@thrunlaw.com

GWV/ssw

w:\wdsystem\wddocs\cliedoc\924\1\00866927.docx

---

<sup>4</sup> The Zoning Ordinance was originally adopted in 1968, pursuant to the Township Rural Zoning Act, which has been repealed and replaced with the Michigan Zoning Enabling Act.

## DELHI CHARTER TOWNSHIP

## MEMORANDUM

**TO:** Delhi Township Board Members

**FROM:** John B. Elsinga, Township Manager

**DATE:** May 15, 2013

**RE:** 2014-2019 Delhi Charter Township Capital Improvements Program

---

Enclosed for your review is the 2014-2019 Delhi Charter Township Capital Improvements Plan (CIP). This Plan identifies public improvements involving the expenditure of public funds, over and above normal operating expenses, for the purchase, construction or replacement of specific physical facilities or assets of our community.

Staff provided Community Development their input on potential projects which I reviewed and prioritized to identify those projects which could be scheduled during FY 2014 and beyond. This CIP was then reviewed by the Planning Commission and they held a public hearing on May 13, 2013 with subsequent adoption. Coordination through the Planning Commission provides for consistency of implementing the capital improvement projects with the land use and development goals of the community.

The Planning Commission recommends the Board accept the 2014-2019 CIP which will provide the Board the opportunity to use this plan to incorporate the capital improvements in the FY 2014 budget. Therefore, I recommend the same.

**Recommended Motion:**

**To accept the 2014-2019 Delhi Charter Township Capital Improvements Plan, as recommended by the Planning Commission at their May 13, 2013 meeting.**



## **MEMORANDUM**

TO: John B. Elsinga, Township Manager

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

DATE: May 15, 2013

RE: 2014 Capital Improvements Plan

Attached please find a copy of the 2014 – 2019 Capital Improvements Plan (CIP). As you know, the CIP contains information about the status of current (2013) Capital Projects, the 2014 Capital Budget and potential Capital Improvements for years 2015 to 2019. The purpose of the CIP is to create a tool that can be used during the annual budget process by staff and the Township Board to recommend projects for the upcoming year and communicate about projects that may be coming in future years.

As you know, the Planning Commission (PC) is required to review and consider the CIP in the greater context of community development and land use planning. This is an important step because it helps to ensure that improvements, particularly those pertaining to infrastructure, parks and public services, are made in a manner that is consistent with the desired future development and land use goals of the community. The PC held the required public hearing and reviewed the 2014 CIP at their meeting on May 13<sup>th</sup>. The PC unanimously approved the CIP. A copy of the draft meeting minutes are attached for your consideration.

I would respectfully request that you forward the attached CIP document to the Township Board for their consideration at the meeting on May 21<sup>st</sup>. There is no formal action required from the Board at that time other than to acknowledge receipt of the document. As always, if you have any questions or require additional information please do not hesitate to ask. Thank you.

*2014 – 2019*

***DELHI CHARTER TOWNSHIP  
CAPITAL IMPROVEMENT PROGRAM***



**DELHI CHARTER TOWNSHIP**  
**2014 – 2019 CAPITAL IMPROVEMENTS PLAN**  
*Table of Contents*

|  |    |
|--|----|
| TABLE OF CONTENTS.....   | 1  |
| INTRODUCTION .....   | 2  |
| WHAT IS A CAPITAL IMPROVEMENT? .....                                       | 2  |
| WHAT IS A CAPITAL IMPROVEMENTS PROGRAM? .....                              | 2  |
| WHAT ARE THE BENEFITS OF A CAPITAL IMPROVEMENT PROGRAM? .....              | 2  |
| WHY UPDATE IT ANNUALLY? .....  | 3  |
| QUALIFYING EXPENDITURES .....  | 3  |
| INFORMATION ABOUT DELHI OPERATIONAL FUNDS.....                             | 3  |
| PROJECT RANKING AND DESCRIPTIONS .....                                     | 4  |
| STATUS OF THE PREVIOUS YEAR’S CAPITAL BUDGET (2013).....                   | 5  |
| 2014 CAPITAL BUDGET – Projects Recommended for Funding Consideration ..... | 10 |
| CAPITAL IMPROVEMENTS PROGRAM – Years 2015 through 2019.....                | 13 |
| EXHIBIT A: Vehicle Rotation Scheduled.....                                 | 17 |

## **INTRODUCTION**

Delhi Charter Township faces the challenge of meeting the needs of its residents for public services and facilities with increasing costs and relatively fixed revenues. In an effort to effectively set project priorities, the Township has implemented a Capital Improvements Program which began in 2006. The year 2014 represents the ninth year of Capital Improvement Planning in Delhi Township and the process has continued to be refined to make it more useable and pertinent to the budget process.

## **WHAT IS A CAPITAL IMPROVEMENT?**

Capital Improvements are public improvements involving the expenditure of public funds, over and above normal annual operating expenses, for the purchase, construction or replacement of specific physical facilities or assets of the community. Examples include, but are not limited to:

- The extension of water mains.
- The construction of bicycle & pedestrian pathways.
- Parks improvements.
- The renovation of community owned buildings.
- The purchase of land.
- Significant planning or study work.
- Extension of sanitary sewer lines.
- Construction of sewage treatment facilities.
- Others.

## **WHAT IS A CAPITAL IMPROVEMENTS PROGRAM?**

A Capital Improvements Program (CIP) is the preparation and updating of a proposed schedule of public works projects and related equipment to be built or purchased by the local municipality within a period of 6 years. It covers the entire range of public facility and service requirements. The CIP includes anticipated future projects, and provides a suggested order of priority for those within the Capital Budget, along with cost estimates and the anticipated means of financing each project.

The first year in the CIP is referred to as the “capital budget” and includes those projects that will be recommended for funding in the upcoming fiscal. *These projects will be considered for inclusion in the Township’s adopted budget.* The following five years of projects make up the “Capital Improvements Program” and serve as a mechanism for tracking, anticipating and planning for future needs.

## **WHAT ARE THE BENEFITS OF A CAPITAL IMPROVEMENTS PROGRAM?**

- Focusing Attention on Community Goals, Needs, and Capabilities.
- Achieving Optimum Use of the Taxpayer's Dollar.
- Serving Wider Community Interests.
- Encouraging a More Efficient Governmental Administration.
- Improving Intergovernmental and Regional Cooperation.
- Maintaining a Sound and Stable Financial Program.
- Enhancing Opportunities for Participation in Federal and State Grant Programs.

*\*The Contents of This Chapter Were Adapted From: Capital Improvements Programming in Local Government by HUD, Second Printing, 1970, published by USGPO, Washington, D.C. 20402 and Capital Improvements Programs: Linking Budgeting and Planning by Robert A. Bowyer, Planning Advisory Service Report No. 442, 1993, published by the American Planning Association, 1313 E. 60th Street, Chicago, Illinois 60637.*

### **WHY UPDATE IT ANNUALLY?**

The CIP is updated annually in order to fine-tune the capital budget to reflect changing economic conditions and to reflect the need for additional projects or adjust the priority of projects as necessary.

### **QUALIFYING EXPENDITURES UNDER THE CAPITAL IMPROVEMENTS PROGRAM**

In order to be considered a Capital Improvement and be included in this CIP, expenditures must meet at least one of the following criteria:

1. Major, non-recurring expenditure, generally greater than \$20,000, that may have a useful life of at least five years, including but not limited to:
  - Major equipment purchases,
  - Significant acquisitions of land for public purpose,
  - Construction of a new facility or expansion/alteration of an existing one, including a non-recurring rehabilitation or major repair of all or part of a building, its grounds or other facility.
2. Any planning, feasibility, engineering or design study related to a capital improvement.

Projects that do not meet the criteria above are generally not appropriate for inclusion in the CIP and are submitted as a part of the Township's annual operating budget. Some exceptions are made if it is determined that inclusion of the information will benefit long range budgeting and planning for the community.

### **INFORMATION ABOUT DELHI'S FOUR OPERATIONAL FUNDS & DOWNTOWN DEVELOPMENT AUTHORITY**

Delhi Township has five operational funds, which finance the services provided to Township residents and property owners. These funds are as follows: the General Fund, the Sanitary Sewer Fund, the Fire Equipment & Training Apparatus Fund (FETA), and the Water Improvement Fund. Each of these is a separate, primarily autonomous budget entity, except that there may be transfers into one fund from another or from other sources. The General Fund receives most of its revenues from property taxes, state shared revenues, and fees collected for general public services. Revenues to the Sanitary Sewer Fund and the Water Improvement Fund are derived from customer billings, new customer connection fees and special assessments. The FETA Fund is capitalized via a millage leveraged for this specific purpose.

The Downtown Development Authority (DDA) was created by the Township Board in 1987 for the purpose of facilitating public improvements and economic development within the DDA area. In addition to helping to offset the cost associated with services received from the Township, the DDA participates and provides funding for many significant public projects. The DDA's capital projects have been added to this CIP so that a more accurate scope can be reflected.

## **PROJECT RANKING AND DESCRIPTIONS**

All projects submitted for inclusion in the 2014 - 2019 CIP are reviewed by the Community Development Director, who works with the Township Manager and other Department Heads to establish a priority ranking for each project according to its economic and physical necessity and the benefits anticipated to be gained by Township residents and personnel. The final recommended priority level is established by the Township Manager. The priorities are based on a classification system adapted from Principles and Practice of Urban Planning, published in 1968 by the International City Manager's Association (pp. 392-394), as follows:

|                         |   |
|-------------------------|---|
| Priority A (Urgent)     | Projects which cannot reasonably be postponed. These may be needed to complete an essential or a partially finished project, or to maintain a minimum level of service in a presently established Township program. Also, any project needed to address an emergency situation. |
| Priority B (Necessary)  | Projects which should be carried out within a few years to meet the anticipated needs of a current Township service, or replacement of unsatisfactory facilities.   |
| Priority C (Desirable)  | Projects needed for the proper expansion of a Township service. The exact timing of which can wait until funds are available.   |
| Priority D (Deferrable) | Projects which would be needed for ideal operation, but which cannot yet be recommended for action. They can be postponed without detriment to present services.  |

Projects that are given the same classification can be distinguished further by the Township Manager and the Township Board for budget purposes based on public health and safety considerations, breadth of service area, or the availability of matching funding from other sources outside of the Township. In determining appropriate project funding levels throughout the six-year program period, the Township Manager may exercise one or more of the following options:

- Recommend funding the project in the year and the amount requested by the Department.
- Recommend that the project not be funded at all.
- Recommend partial funding of the project in the year requested.
- Recommend delaying funding of the project to another year.
- Recommend setting aside a portion of the requested money each year to save enough to fund the project in some future year.

The project classifications serve as a guide in preparing the annual Township budget and aid the Township Board in making project funding decisions. The assigned priority level, anticipated funding amount and descriptions of each project appear later in this document.

**STATUS OF PREVIOUS YEAR'S CAPITAL BUDGET  
PROJECTS (2013)**

| 2013 Project Description   | Current Status  | Original Amt.<br>in '13 CIP | Anticipated<br>Actual 2013<br>Funding<br>Level |
|--|---|-----------------------------|--|
| <b><u>2013 General Fund Projects</u></b>   |   |                             |  |
| <p><b>Tennis Court Resurfacing at Kiwanis Park</b><br/><i>Courts are frequently used and in need of resurfacing in order to maintain usefulness.</i></p>   | <p>This work will be completed in 2013. This was originally included in the 2012 capital budget, but did not occur in that year as previously anticipated.</p>  | \$25,000                    | \$25,000                                       |
| <p><b>Street Improvements</b><br/><i>Street improvements will occur in conjunction with the Ingham County Department of Transportation &amp; Roads (ICDTR) under the 50/50 match program on primary streets within the Community. Secondary (Neighborhood Streets) will occur when petitioned by residents and cost to be borne by same.</i></p> | <p>It is anticipated that improvements to Sycamore Street and Holbrook will be completed during the summer/fall of 2013. \$66K of the total expected cost of \$132,000 will be provided by the ICDTR.</p>   | \$66,000                    | \$96,000                                       |
| <p><b>Community Service Center Roof Replacement</b><br/><i>Life span of existing roof is over and replacement is now necessary.</i></p>  | <p>This is the second year that funding is being set aside using the process established during the 2011 CIP process. The roof has continued to deteriorate quickly. As a result, the amount allocated in the next two years will be increased to \$150K. Replacement will occur in 2015.</p> | \$75,000                    | \$75,000                                       |
| <p><b>Sidewalk Program and Construction</b><br/><i>This project includes annual sidewalk maintenance program and construction of key pedestrian connections.</i></p>   | <p>This work will be completed in 2013.</p>   | \$110,000                   | \$110,000                                      |

|  |  |   |                   |
|--|--|---|-------------------|
| <p><b>Computer Replacements</b><br/> <i>Replacement of approximately 15 machines per year, resulting in a reasonable replacement cycle.</i></p>  | <p>This will be completed in 2013.</p>   | <p>\$20,000</p>   | <p>\$15,000</p>   |
| <p><b>Replacement of Window Treatments at Community Service Center</b><br/> <i>Purchase replacement window treatments for CSC building in order to improve the efficiency of the HVAC system.</i></p>  | <p>This project was completed in 2013. The total cost of the window treatments was much less than previously expected.</p>   | <p>\$10,000</p>   | <p>\$23,650</p>   |
| <p><b>Replacement of Microsoft Office</b><br/> <i>In 2012 Microsoft stopped supporting functionality components of earlier versions of the software. All computers will need to be updated with new software. The cost will be split between General Fund and Sewer Fund, depending on where and how individual machines are utilized.</i></p> | <p>This project will be postponed until 2014.</p>  | <p>\$18,000</p>   | <p>\$0</p>        |
| <p><b>Maple Ridge Cemetery Road Improvement</b><br/> <i>Replace and resurface drives within the cemetery and pave those that remain unpaved. It is proposed that funding for this project be addressed by “saving” each year.</i></p>  | <p>This will continue as planned.</p>  | <p>\$15,000</p>   | <p>\$15,000</p>   |
| <p><b>Design Engineering for Holt Road/Aurelius Road Roundabout</b><br/> <i>This project has been included in the 2015 Transportation Improvement Plan (Illustrative Projects List) for 100% construction funding utilizing federal Congestion Mitigation Air Quality grant dollars. Federal funding is \$1,189,600.</i></p>                   | <p>This project has been eliminated and the <u>Ram Trail project*</u> has been substituted in its place. The CMAQ funding was redirected to this new project and is anticipated to be available during State FY 2015 (October, 2014). Design engineering and easement acquisitions are underway.</p> | <p>\$75,000<br/><br/>(including \$10K in possible easement acquisition)</p> | <p>\$117,000*</p> |

|   |   |               |               |
|---|---|---------------|---------------|
| <i>Funding included here is for design and engineering assistance and possible easement acquisition that is not grant eligible, but necessary in order for the Ingham County Road Commission to accept the federal dollars. Project cost will be shared by the Township and DDA.</i>  |   |               |               |
| <b>North Connector Project</b><br><i>This project will complete construction of non-motorized pathway from the existing Delhi trail at Willoughby Road to connect with the Lansing River Trail at Jolly Road. Total project cost is \$3.3 M.</i>  | This project is underway and contribution will begin in summer 2013. The DDA will service the bonded debt of \$1.2M, with the remaining costs of approximately \$400K being funded by the Township. This will be offset by the receipt of \$1.2 M from MDOT and \$300K from MDNR. | \$1.2 Million | \$2.3 Million |
| <b>Purchase of Park Utility Vehicle</b><br><i>This project consists of the purchase of a “gator” type utility vehicle. It will be used for snow removal on the trail system and other parks maintenance functions. This project is currently included in the 2013 Township budget but was not previously included in the CIP.</i> | This project will be completed in 2013.   | \$0           | \$50,000      |
| <b><u>2013 Sewer Fund Projects</u></b>  |   |               |               |
| <b>Replacement of DPS Server</b><br><i>Replacement of server that provides access to POTW building computers.</i>   | This project will be postponed until 2014.  | \$10,000      | \$0           |
| <b>Vehicle Rotation Schedule</b><br><i>See Exhibit A.</i>   | The four vehicles listed in the rotation schedule will be acquired in 2013.   | \$88,000      | \$88,000      |

|  |  |                 |                  |
|--|--|-----------------|------------------|
| <p><b>Pine Tree Road Lift Station &amp; Controls Upgrade</b><br/> <i>This project includes the replacement/rebuild of pumps and controls at this lift station. This was not previously included in the CIP, but currently budgeted dollars for sewer lining will be utilized for this project.</i></p>                             | <p>This project will be completed in 2013.</p>   | <p>\$0</p>      | <p>\$50,000</p>  |
| <p><b>Sanitary Sewer Lining</b><br/> <i>This project includes the installation of liners in concrete and clay sewer pipes which have degraded as a result of hydrogen sulfide. This was not included in the 2013 CIP, but is budgeted.</i></p>   | <p>This project will be completed in 2013.</p>   | <p>\$0</p>      | <p>\$200,000</p> |
| <p><b>Replacement of Microsoft Office</b><br/> <i>In 2012 Microsoft stopped supporting functionality components of earlier versions of the software. All computers will need to be updated with new software. Sewer Fund share is based on 25 machines at \$300 each.</i></p>  | <p>This project will be postponed until 2014.</p>  | <p>\$6,000</p>  | <p>\$0</p>       |
| <p><b><u>2013 Fire Equipment &amp; Training Apparatus Fund</u></b></p>   |  |                 |                  |
| <p><b>Command Vehicle Replacement</b><br/> <i>Purchase vehicle to replace existing 2006 Expedition, which will be reused within the department.</i></p>  | <p>This project is completed; however a 2002 Tahoe was replaced instead of the 2006 Expedition as previously listed.</p> | <p>\$45,000</p> | <p>\$45,000</p>  |
| <p><b>Grass Vehicle Acquisition</b><br/> <i>The purchase of a grass fire vehicle will enable the existing unit to be staged at Station #2, which will be staffed with paid on-call personnel. Having the old unit at Station#2 and a new unit at Station#1 will increase fire protection on the west side of the Township.</i></p> | <p>This project will not be implemented and will be deleted from the CIP.</p>  | <p>\$60,000</p> | <p>\$0</p>       |

|   |  |   |                  |
|---|--|---|------------------|
| <p><b>Refurbish 2006 Ford Lifeline Ambulance</b><br/> <i>This project is the re-chassis of the 2006 ambulance. The existing box is placed onto a new truck, resulting in significant savings.</i></p>   | <p>This project was completed in 2013.</p>   | <p>\$0</p>  | <p>\$120,000</p> |
| <p><b><u>2013 Downtown Development Authority</u></b></p>  |  |   |                  |
| <p><b>I-96 Trail Underpass &amp; North Connector Project</b><br/> <i>This project will complete construction of non-motorized pathway from the existing Delhi trail at Willoughby Road to connect with the Lansing River Trail at Jolly Road. Total project cost is \$3.3 M.</i></p>  | <p>This project has been moved into the General Fund, but will be constructed in summer of 2013. The DDA will provide debt service for the bonds issued by the Township.</p> | <p>\$1.2 Million</p>  | <p>\$8,900</p>   |
| <p><b>Design Engineering for Holt Road/Aurelius Road Roundabout</b><br/> <i>This project has been included in the 2014 Transportation Improvement Plan (Illustrative Projects List) for 100% construction funding utilizing federal Congestion Mitigation Air Quality grant dollars. Federal funding is \$1.2M. Funding included here is for design and engineering assistance and possible easement acquisition that is not grant eligible, but necessary in order for the Ingham County Road Commission to accept the federal dollars. Project cost will be shared by the Township and DDA.</i></p> | <p>See description in General Fund line item above.</p>  | <p>\$75,000<br/><br/>(including \$10K in possible easement acquisition)</p> | <p>\$0</p>       |

## 2014 Capital Budget

| Priority Level:                 | Project Description:   | Current Estimate: |
|---------------------------------|--|-------------------|
| <b><u>2014 General Fund</u></b> |  |                   |
| A                               | <p>Street Improvements</p> <p><i>Street improvements will occur in conjunction with the Ingham County Road Commission on primary streets within the Community. Secondary (Neighborhood Streets) will occur when petitioned by residents and cost will be borne by same.</i></p>              | \$166,000         |
| B                               | <p>Sidewalk Program and Construction</p> <p><i>This project includes annual sidewalk maintenance program and construction of key pedestrian connections.</i></p>   | \$110,000         |
| B                               | <p>Ram Trail Non-Motorized Pathway</p> <p><i>This project will extend non-motorized pathway from Eifert Road to the School Complex on Holt Road. CMAQ funds, in the amount of \$1,189,600 are expected to be available beginning in Oct. 2014 for this project.</i></p>                      | \$130,000         |
| B                               | <p>Veteran's Park Shade Awning</p> <p><i>This project will include the installation of a "shade-sail" type awning over the audience and performance areas within the existing amphitheater.</i></p>  | \$50,000          |
| B                               | <p>Community Service Center Roof Replacement</p> <p><i>See project description in 2013 update section.</i></p>   | \$150,000         |
| B                               | <p>Community Service Center Carpet Replacement</p> <p><i>Carpeting within the CSC is approaching 20 years old and will require replacement in 2016. The same "savings" model that has been established for other similar projects included in the CIP will be used for this project.</i></p> | \$15,000          |
| B                               | <p>Computer Replacements</p> <p><i>Replacement of approximately 15-20 machines per year, resulting in approximate replacement cycle of 5-6 years.</i></p>  | \$20,000          |
| B                               | <p>Replacement of Microsoft Office</p> <p><i>In 2012 Microsoft stopped supporting functionality components of earlier versions of the software. All computers will need to be updated with new software. Sewer Fund share is based on 25 machines at \$300 each.</i></p>                     | \$30,000          |
| C                               | <p>Parking Lot Paving at Valhalla &amp; Deadman's Hill Parks</p> <p><i>Paving of parking lots and driveways within each park to create better access to facilities and reduce dust/mud.</i></p>  | \$250,000         |

|  |  |           |
|--|--|-----------|
| C                                      | Maple Ridge Cemetery Road Improvement<br><i>Replace and resurface drives within the cemetery and pave those that remain unpaved. It is proposed that funding for this project be addressed by “saving” each year, similar to the Community Service Center roof project, for final implementation once funding is finally in-place.</i> | \$15,000  |
| A                                      | North Trail Connector<br><i>This year will complete project close-out for the construction of non-motorized pathway from the existing Delhi trail at Willoughby Road to connect with the Lansing River Trail at Jolly Road. See description in 2013 status update.</i>   | \$960,000 |
| C                                      | Sever Replacements<br><i>Replacement of servers at CSC.</i>  | \$15,000  |
| B                                      | Light & Pole Replacements<br><i>This project includes replacing existing cast iron light poles with concrete (due to excessive deterioration) and the possible conversion of the fixtures to LED. This project will be implemented incrementally.</i>  | \$100,000 |
| C                                      | CSC Emergency Generator<br><i>The current generator at the Community Service Center is not sufficient to power all critical systems associated with the building. This project includes the purchase and installation of a backup power generator that is appropriately sized.</i>   | \$125,000 |
| <b><u>2014 Sewer Fund Projects</u></b> |  |           |
| B                                      | Sewer Camera Equipment Replacement<br><i>Replacement of sewer camera equipment.</i>  | \$295,000 |
| B                                      | Vehicle Rotation Schedule<br><i>See Exhibit A</i>  | \$48,000  |
| A                                      | Refurbish Primary Clarifiers<br><i>Includes refurbishing the mechanical parts associated with the primary clarifiers at the POTW.</i>  | \$130,000 |
| B                                      | Sanitary Sewer Lining<br><i>Install liners on concrete/clay pipe which has been degraded by hydrogen sulfide.</i>  | \$125,000 |
| A                                      | POTW Pond Building<br><i>This includes the replacement of the four existing electrical, mechanical &amp; chemical storage buildings located at the POTW treatment ponds.</i>   | \$40,000  |

|   |  |          |
|---|--|----------|
| B   | POTW Server<br><i>Replacement of the aging server located at the POTW.</i>   | \$10,000 |
| A   | Replacement of Microsoft Office<br><i>In 2012 Microsoft stopped supporting functionality components of earlier versions of the software. All computers will need to be updated with new software. Sewer Fund share is based on 25 machines at \$300 each.</i>                                  | \$7,500  |
| <b><u>2014 Fire Equipment &amp; Training Apparatus Fund</u></b> |  |          |
| B   | Replacement of 2004 Durango (1)  | \$38,000 |
| B   | Rescue/Small Grass Fire Vehicle<br><i>This will include the purchase and outfitting of a small utility vehicle which will enable the FD to provide EMS to trail users and to provide a highly mobile unit for small grass fires.</i>   | \$50,000 |
| <b><u>2014 Downtown Development Authority</u></b>               |  |          |
| C   | Delhi TechPark Property Improvements<br><i>This project will include infrastructure improvements necessary to facilitate development of the property, including replacement of the development entry sign. This project is dependent upon private investment that may be made in the park.</i> | \$50,000 |

**CAPITAL IMPROVEMENTS PROGRAM**  
**Years 2014 – 2019 Project Descriptions**

| <b>Priority Level:</b> | <b>Project Description:</b>  | <b>Implementation Year:</b> | <b>Current Estimate:</b> |
|------------------------|--|-----------------------------|--------------------------|
| <b>General Fund</b>    |  |                             |                          |
| B                      | Street Improvements<br><i>Street improvements will occur in conjunction with the Ingham County Road Commission on primary streets within the Community. Secondary (Neighborhood Streets) will occur when petitioned by residents and cost will be borne by same.</i> | 2015                        | \$166,000                |
|                        |  | 2016                        | \$166,000                |
|                        |  | 2017                        | \$166,000                |
|                        |  | 2018                        | \$166,000                |
|                        |  | 2019                        | \$166,000                |
| B                      | Sidewalk Program and Construction<br><i>This project includes annual sidewalk maintenance program and construction of key pedestrian connections.</i>  | 2015                        | \$110,000                |
|                        |  | 2016                        | \$110,000                |
|                        |  | 2017                        | \$110,000                |
|                        |  | 2018                        | \$110,000                |
|                        |  | 2019                        | \$110,000                |
| A                      | Ram Trail<br><i>This project will extend non-motorized pathway from Eifert Road to the School Complex on Holt Road. CMAQ funds, in the amount of \$1,189,600 are expected to be available beginning in Oct. 2014 for this project.</i>                               | 2015                        | \$406,000                |
| D                      | Upgrades at Kiwanis Park<br><i>This project is necessary to improve the playground equipment and other facilities in the park and ensure compliance with applicable standards. The playground equipment at Sycamore Elementary meets current needs.</i>              | 2018                        | \$250,000                |
| B                      | Community Service Center Roof Replacement<br><i>See project description in 2013 update section.</i>  | 2015                        | \$150,000                |

|   |  |      |           |
|---|--|------|-----------|
| B | Community Service Center Carpet Replacement<br><i>Carpeting within the CSC is approaching 20 years old and will require replacement in 2016. The same "savings" model that has been established for other similar projects included in the CIP will be used for this project.</i>  | 2015 | \$15,000  |
|   |  | 2016 | \$15,000  |
| B | Computer Replacements<br><i>Replacement of approximately 15-20 machines per year, resulting in approximate replacement cycle of 5-6 years.</i>   | 2015 | \$20,000  |
|   |  | 2016 | \$20,000  |
|   |  | 2017 | \$20,000  |
|   |  | 2018 | \$20,000  |
|   |  | 2019 | \$20,000  |
| C | Maple Ridge Cemetery Road Improvement<br><i>Replace and resurface drives within the cemetery and pave those that remain unpaved. It is proposed that funding for this project be addressed by "saving" each year, similar to the Community Service Center roof project, for final implementation once funding is finally in-place.</i> | 2015 | \$15,000  |
|   |  | 2016 | \$15,000  |
|   |  | 2017 | \$15,000  |
| B | Street Sweeper Replacement<br><i>A new street sweeper is needed in order to continue providing this service within the community. The existing sweeper is a 1989 vintage.</i>  | 2015 | \$250,000 |
| C | Valhalla Park Splash Pad<br><i>This project would include the planning and construction of a splash pad within Valhalla Park. Grant funding, perhaps from the MDNR, would be anticipated to provide partial funding.</i>   | 2017 | \$300,000 |

|                          |  |      |             |
|--------------------------|--|------|-------------|
| B                        | Design Engineering for Cedar Street/Aurelius Road Roundabout<br><i>This project has been included in the 2016 Transportation Improvement Plan (Illustrative Projects List) for 100% construction funding utilizing federal Congestion Mitigation Air Quality grant dollars. Federal funding is \$1.3M. Funding included here is for design and engineering assistance and possible easement acquisition that is not grant eligible, but necessary in order for the Ingham County Department of Transportation &amp; Roads to accept the federal dollars.</i> | 2015 | \$200,000   |
| B                        | Server Replacement<br><i>Servers located at the CSC will need replaced. This includes replacement of general servers and the GIS servers.</i>  | 2015 | \$23,000    |
| B                        | Light & Pole Replacements<br><i>This project includes replacing existing cast iron light poles with concrete (due to excessive deterioration) and the possible conversion of the fixtures to LED. This project will be implemented incrementally.</i>  | 2015 | \$100,000   |
|                          |  | 2016 | \$100,000   |
| <b><u>Sewer Fund</u></b> |  |      |             |
| B                        | Vactor Truck Replacement<br><i>A new Vactor Truck is needed in order to provide sewer cleaning within the collection system.</i>   | 2017 | \$440,000   |
| C                        | POTW Maintenance Building Construction<br><i>This project will include the construction of a maintenance building at the POTW to accommodate equipment, personnel and processes relative to the ongoing maintenance and care of the POTW facilities.</i>   | 2015 | \$150,000   |
| B                        | Biosoilds Dewatering<br><i>This project is necessary to facilitate the disposal of bio-solids in landfills as a long term economic option.</i>   | 2016 | \$2,500,000 |
| B                        | Vehicle Rotation Schedule  | 2015 | \$35,000    |

|  |   |      |           |
|--|---|------|-----------|
|  | <i>See Exhibit A</i>  | 2016 | \$108,000 |
|  |   | 2017 | \$24,000  |
|  |   | 2018 | \$36,000  |
|  |   | 2019 | \$0       |
| <b><u>Fire Equipment &amp; Training Apparatus Fund</u></b> |   |      |           |
| B  | Replacement of (1) 2004 Durango   | 2015 | \$38,000  |
| C  | Radio Replacement<br><i>This project is necessary to upgrade the system (technology advancement).</i>   | 2016 | \$40,000  |
|  |   | 2017 | \$40,000  |
|  |   | 2018 | \$40,000  |
| C  | Replace 2008 Ford Lifeline Ambulance  | 2015 | \$130,000 |
| C  | Replace 2010 Ford Lifeline Ambulance  | 2017 | \$140,000 |
| <b><u>Downtown Development Authority</u></b>               |   |      |           |
| C  | Delhi TechPark Property Improvements<br><i>This project will include infrastructure improvements necessary to facilitate development of the property. This project is dependent upon private investment that may be made in the park.</i> | 2015 | \$50,000  |

**EXHIBIT A:**  
**Fleet Vehicle Rotation Schedule**

**Delhi Charter Township  
Fleet Vehicle Rotation Revenue/Expenditure Projection**

| Vehicle                                    | 2013          | 2014          | 2015          | 2016          | 2017          | 2018          | 2019     |
|--|---------------|---------------|---------------|---------------|---------------|---------------|----------|
| <b>DPS</b>                                 |               |               |               |               |               |               |          |
| 1990 Ford F700 Stake Rack/Dump Truck (#27) |               |               |               |               |               |               |          |
| 1999 Ford Dump Truck (#9)                  |               |               | (4,800)       |               |               |               |          |
| 2000 Ford F250 (#7)                        |               |               |               |               |               |               |          |
| 2002 Ford F250 (#6)                        | (5,300)       |               |               |               |               |               |          |
| 2003 Chevrolet E250 Cargo Van (#26)        |               | (5,300)       |               |               |               |               |          |
| 2003 Ford Expedition (#21)                 | (7,000)       |               |               |               |               |               |          |
| 2006 Chevrolet Silverado 4WD (#2)          |               |               |               | (5,500)       |               |               |          |
| 2006 Chevrolet Silverado 4WD (#24)         |               |               |               | (5,500)       |               |               |          |
| 2006 Chevrolet Silverado 4WD (#25)         |               |               |               | (5,500)       |               |               |          |
| 2007 Ford Ranger 4WD (#10)                 |               | (8,200)       |               |               |               |               |          |
| 2008 GMC Canyon 2WD (#12)                  | (8,500)       |               |               |               |               |               |          |
| 2008 GMC Canyon 2WD (#14)                  | (8,500)       |               |               |               |               |               |          |
| 2011 GMC Savana AWD Van (LS) (#4 to #26)   |               |               |               |               |               |               |          |
| 2011 GMC Sierra truck 4WD (#23 to #6)      |               |               |               |               |               |               |          |
| 2012 GMC Sierra ext cab truck 4WD (#1)     |               |               |               |               |               |               |          |
| 2012 GMC Sierra ext cab truck 4WD (#22)    |               |               |               |               |               |               |          |
| 2012 GMC Canyon ext cab truck 4WD (#3)     |               |               |               | (8,500)       |               |               |          |
| 2013 Full size truck 4WD (#23)             | 26,000        |               |               |               |               |               |          |
| 2013 SUV 4WD (#21)                         | 26,000        |               |               |               |               |               |          |
| 2013 Mid/Full size truck 2WD (#12)         | 18,000        |               |               |               |               | (8,500)       |          |
| 2013 Mid/Full size truck 2WD (#14)         | 18,000        |               |               |               |               | (8,500)       |          |
| 2014 Mid size truck 4WD (#10)              |               | 22,000        |               |               | (9,500)       |               |          |
| 2014 AWD Van (lift stations) (#4)          |               | 26,000        |               |               |               |               |          |
| 2015 Dump truck (#9)                       |               |               | 35,000        |               |               |               |          |
| 2016 Full size truck 4WD (#2)              |               |               |               | 28,000        |               |               |          |
| 2016 Full size truck 4WD (#24)             |               |               |               | 28,000        |               |               |          |
| 2016 Full size truck 4WD (#25)             |               |               |               | 28,000        |               |               |          |
| 2016 Mid size truck 4WD (#3)               |               |               |               | 24,000        |               |               |          |
| 2017 Mid size truck 4WD (#10)              |               |               |               |               | 24,000        |               |          |
| 2018 Mid/Full size truck 2WD               |               |               |               |               |               | 18,000        |          |
| 2018 Mid/Full size truck 2WD               |               |               |               |               |               | 18,000        |          |
| <b>sub total</b>                           | <b>58,700</b> | <b>34,500</b> | <b>30,200</b> | <b>83,000</b> | <b>14,500</b> | <b>19,000</b> | <b>-</b> |
| <b>PARKS</b>                               |               |               |               |               |               |               |          |
| 1995 Chevrolet S10 Pickup                  | (2,500)       |               |               |               |               |               |          |
| 1996 Ford F150                             | (1,800)       |               |               |               |               |               |          |
| 1999 Ford F250                             | (2,200)       |               |               |               |               |               |          |
| 1999 Ford Dump Truck                       |               |               | 4,800         |               |               |               |          |
| 2000 Ford F250 w/plow                      |               |               |               | (2,000)       |               |               |          |
| 2000 Ford Ranger                           | 5,200         |               |               | (1,500)       |               |               |          |
| 2001 Ford F250 4WD                         |               |               |               | (2,500)       |               |               |          |
| 2002 Ford F250                             | 5,300         |               |               |               |               |               |          |
| 2006 Chevrolet Silverado 4WD               |               |               |               | 5,500         |               |               |          |
| 2006 Chevrolet Silverado 4WD               |               |               |               | 5,500         |               |               |          |
| 2006 Chevrolet Silverado 4WD               |               |               |               | 5,500         |               |               |          |
| 2012 Ford F250 4WD w/plow (Parks Budget)   | 26,000        |               |               |               |               |               |          |
| <b>sub total</b>                           | <b>30,000</b> | <b>-</b>      | <b>4,800</b>  | <b>10,500</b> | <b>-</b>      | <b>-</b>      | <b>-</b> |
| <b>COMMUNITY DEVELOP.</b>                  |               |               |               |               |               |               |          |
| 2001 Ford Ranger                           | (5,000)       |               |               |               |               |               |          |
| 2007 Chevrolet Impala                      |               |               |               |               |               |               |          |
| 2006 Dodge Dakota 4WD (4 door)             |               |               |               | (4,500)       |               |               |          |
| 2008 GMC Canyon 2WD                        | 8,500         |               |               |               |               | (2,500)       |          |
| 2012 GMC Canyon ext cab truck 4WD          |               |               |               | 8,500         |               |               |          |
| 2013 Mid/Full size truck 2WD               |               |               |               |               |               | 8,500         |          |
| <b>sub total</b>                           | <b>3,500</b>  | <b>-</b>      | <b>-</b>      | <b>4,000</b>  | <b>-</b>      | <b>6,000</b>  | <b>-</b> |
| <b>ASSESSING</b>                           |               |               |               |               |               |               |          |
| 2000 Ford Ranger                           | (5,200)       |               |               |               |               |               |          |
| 2001 GMC Jimmy                             |               | (5,000)       |               |               |               |               |          |
| 2007 Ford Ranger 4WD                       |               | 8,200         |               |               | (4,000)       |               |          |
| 2008 GMC Canyon 2WD                        | 8,500         |               |               |               |               | (2,500)       |          |
| 2013 Mid/Full size truck 2WD               |               |               |               |               |               | 8,500         |          |
| 2014 Mid size truck 4WD (#10)              |               |               |               |               | 9,500         |               |          |
| <b>sub total</b>                           | <b>3,300</b>  | <b>3,200</b>  | <b>-</b>      | <b>-</b>      | <b>5,500</b>  | <b>6,000</b>  | <b>-</b> |
| <b>GRAND TOTAL</b>                         | <b>95,500</b> | <b>37,700</b> | <b>35,000</b> | <b>97,500</b> | <b>20,000</b> | <b>31,000</b> | <b>-</b> |

**Public Hearing, 2014-2019 Capital Improvements Plan**

---

Ms. Miller explained this process is done each year and requires approval from the PC. The Capital Improvements Plan (CIP) has three sections which include the status of current year projects (2013). The second section is the 2014 Capital Budget, which includes the projects that staff expects will be recommended to the Township Board for inclusion in the 2014 Township Budget. The final section is for years 2015 - 2019 and includes projects that will likely be necessary in the next five years.

There was brief discussion regarding a couple of items within the plan.

**Public Hearing Opened @ 7:54 p.m.**

There was no public comment

**Public Hearing Closed @ 7:54 p.m.**

Discussion: None

**Goodall moved, Leaf seconded to approve the 2014 - 2019 Capital Improvements Plan as presented and forward it to the Township Board for their consideration during the preparation of the 2014 Annual Budget.**

A Roll Call Vote was recorded as follows:

Ayes: Craig, Goodall, Hayhoe, Leaf, O'Hara, Olson, Zietlow

Nays: None

Absent: Weaver

Abstain: None

**MOTION CARRIED**

**DELHI CHARTER TOWNSHIP****MEMORANDUM**

**TO:** Delhi Township Board Members

**FROM:** John B. Elsinga, Township Manager

**DATE:** May 16, 2013

**RE:** Establishment of Metro Lansing Fire & Arson Investigation Team Under Current Mutual Aid Agreements

---

Enclosed for your review and approval is an Agreement to establish a Metro Lansing Fire & Arson Investigation Team under current Mutual Aid Agreements between the cities of Lansing and East Lansing and the townships of Meridian, Delhi, Lansing and Delta.

In 2013 discussions began on a regional collaboration of fire and arson investigation. This discussion centered on the need to have back-up fire investigators available when needed as well as combined sharing of equipment costs and the ability to utilize one facility for evidence equipment and storage.

The primary purpose of this Agreement is to share, assist and enhance previously established resources between participating departments to reduce cost by sharing equipment purchasing services and promote cooperation between all metro Lansing fire departments.

Each municipality will still have their own fire and arson investigator who will also rotate weekly as an on-call secondary for severe incidence or vacations or illness. Currently Delhi Township does not have a trained investigator in which case the on-call secondary shall serve as the primary investigator in Delhi until such time as we have our own trained investigator (no later than December 31, 2013). This Agreement will help align all fire and arson investigation standard operating guidelines (SOGs) and will be mutually beneficial to each of the departments. Therefore, I recommend approval of the establishment of a Metro Lansing Fire and Arson Investigation Team under current Mutual Aid Agreements.

**Recommended Motion:**

**To approve the establishment of a Metro Lansing Fire and Arson Investigation Team under current Mutual Aid Agreements between the Cities of Lansing and East Lansing and the Townships of Meridian, Delhi, Lansing and Delta.**

# Delhi Township Fire Department

# Memo

To: John Elsinga, Township Manager

From: Richard Royston, Chief

Date: May 16, 2013

Re: Adoption of Resolution for Fire Investigation Agreement

As you are aware, one of the issues that the members of the shared services group has been studying is the merger of all fire investigation services to one group of investigators. Each municipality will have a minimum of one inspector and that inspector will be a part of the metro region investigation team. As fires occur, and an investigator may be on vacation, etc., a team member will be assigned to cover in the absence. Additionally, a single resource of equipment will be used and all departments will draw from that resource.

As a result of this discussion, the 6 departments have come to a written agreement to follow in the performance of these inspection duties.

Per our discussion, I am forwarding this agreement, along with copies of appropriate policies and guidelines for approval by the Township Board of Trustees to show support of this important regional group activity. This agreement follows other shared services activities that have taken place, and the only costs to Delhi Township associated with this agreement is the periodic purchase of 1/6th of the total cost of equipment and materials required for fire investigations.

I will be present at the May 21, 2013 meeting to answer questions that the board members may have.

Thank you for your support of this important regional approach to fire investigation.



## **Metro Lansing Fire & Arson Investigation Team Under Current Mutual Aid Agreements**

**Between:**

**City of Lansing Fire Department  
East Lansing Fire Department  
Delta Township Fire Department  
Delhi Township Fire Department  
Lansing Township Fire Department  
Meridian Township Fire Department**

**Purpose:** To establish a Metro Lansing Fire and Arson Investigation Team under current mutual aid agreements. In order to share, assist, and enhance previously established resources between the Metro Lansing Fire Departments: to reduce cost by sharing equipment purchasing services, and promote cooperation between all Metro Lansing Fire Departments.

**Objective:** To build cooperation, experience, and consistency with all Lansing area fire investigators in an attempt to align all fire and explosion investigation SOGs. Also, to utilize and share evidence collection and storage resources between Lansing Fire Department and the Metro Lansing Fire Departments. The team will collectively establish Policies and Procedures for utilization of the team consistent with each municipality's AOG'S and SOG's.

### **Investigation Responsibilities:**

1. Each department will be the primary investigating agency for their municipality, except for Delhi Fire Department until December 31<sup>st</sup>, 2013.
2. One Metro Team member will be on call for the team 24/7 for one week as a secondary investigator for more complex investigation (NFPA 921 recommendations).
  - a. Exception: The Metro Team Member will be the primary for Delhi Fire Department. Secondary investigators will need to be called in. By December 31, 2013, Delhi Fire Department will have a minimum of one trained investigator and Delhi will meet all requirements of this agreement.
3. Metro Team member on call must be notified when an investigator is on vacation or sick leave and will not be able to respond.

### **Provisions:**

The Lansing Fire Department and the Metro Lansing Fire Departments agree to share the Lansing Fire Department's evidence room and evidence room equipment for the purpose of investigations, located at the South Washington Office Complex (SWOC), 2500 S. Washington Ave., Lansing, MI 48910.

1. This group will have the ability to develop the policies and procedures for the Metro Investigation Team. These policies and procedures will be agreed upon by each department's Fire Marshal and/or lead investigator as well as subject to approval by the Fire Department Chiefs.
2. Metro Lansing Fire Department personnel agree to follow the Policies and Procedures as outlined by Lansing Fire Department's SOG 106.5 for the integrity of the facility. Issue arising from violations to SOG 106.5 will be reported by the Lansing Fire Department Fire Marshal to the appropriate Chief/Chiefs.
3. Metro Lansing Fire Department Chiefs shall enforce the SOG 106.5 policy of SWOC as if it was one of their own.
4. All departments will share, supply, donate, and purchase 1/6<sup>th</sup> of the costs of fire and explosive investigation equipment as agreed upon by Fire Department Chiefs and/or their authorized representatives.
  - a. Each agency will be responsible to fix or replace its own equipment (Under \$500.00) if damage occurs at a mutual-aid fire investigation.
  - b. Joint fire investigation equipment is available for all agencies to use. Cost to repair or replace any joint equipment will be shared by all agencies.
  - c. If during an investigation a piece of equipment \$500.00 and above, is damaged; the requested agency may elect to bill the requesting agency for excessive cost to repair or replace equipment.
  - d. Additional costs to agencies associated with additional arson investigation, depositions, court, ETC, beyond the initial origin and cause investigation, may be bill to the requesting agency.
5. Access authorization of Metro Lansing personnel will be approved by the following: Individual department Chief and Lansing Fire Department's Chief or Lansing Fire Marshal.
6. The Lansing Fire Department will give Metro Lansing Fire Investigator(s) access to the SWOC Evidence Room facility (cleaning area, interior evidence room and exterior bunker) for the purpose of utilizing the evidence collection equipment and the storage of collected evidence for their municipalities.
7. Metro Lansing personnel shall record all evidence into the evidence room computer and shall adhere to the City of Lansing Fire Marshal's Divisional policies for logging, maintaining, and organizing evidence.
8. This agreement may be rescinded by any parties upon proper notification to the other departments. Upon this agreement the removal of all equipment and evidence as well as the return of all access cards and keys will be required.
9. The Fire Chiefs of this agreement will appoint one of the team members to oversee this agreement and report any issues to the appropriate Chiefs if resolution cannot be reached among team members.
10. As of the date of this agreement, Delhi Township does not have a trained fire investigator. Their commitment to the team will be financial support, which will be determined by the Chiefs, and agreed upon by the Delhi Township Fire Chief until such time as they are able to have a minimum of one investigator trained, but not later

than December 31, 2013. Delhi Township then agrees to comply with this agreement as it pertains to investigator rotation, coverage and equipment, and agrees to meet a financial obligation which does not exceed the financial obligation of the other departments.

**Signatures:**

---

City of Lansing Representative

Date

---

Lansing Township Representative

Date

---

City of East Lansing Representative

Date

---

Delhi Township Representative

Date

---

Meridian Township Representative

Date

---

Delta Township Representative

Date



## *Standard Operating Guideline Southwest Office Complex (SWOC)*

- I. **Purpose:** To establish guidelines for the shared space at the South Washington complex, by the Fire Marshal's Office and Maintenance Alarm Divisions.
- II. **Policy:** The general use, storage, cleaning, access, surveillance, and maintenance by the Fire Marshal's Office and Maintenance Alarm Divisions will comply with the following guideline.
- III. **Standard Operating Guideline**

This shared space at the SWOC has the LFD evidence room incorporated in the building. This evidence may be challenged in court (security, chain of custody, cross contamination, ETC). For this reason both divisions shall adhere to this general use guideline. Each division may implement their own policies and procedures for this shared space as long as it does not conflict with this guideline.

### A. **Building Layout**

- i. The east bay of this facility has been designated for the Fire Marshal's Office.
- ii. The area east of the east bay; the evidence room, office area outside of evidence room, and storage above evidence room has been designated for the Fire Marshal's Office.
- iii. The area to the west of the east bay has been designated for the Maintenance Alarm Division.

### B. **Access and Security to SWOC**

- i. Access to this structure will be limited to only authorized personnel through card readers and issued garage door openers. Keys are only to be used when the card reader system is down and access is required. Authorization shall be approved by the Fire Chief, Fire Marshal (or designees) and/or Chief of Maintenance.
  1. All unauthorized personnel shall be supervised by either Maintenance Alarm or Fire Marshal's Office Personnel.
- ii. Only personnel approved by the Fire Chief and/or Fire Marshal (or designee) may enter the evidence room, second floor storage, or hazardous storage bunker unsupervised.

- iii. It is the responsibility of both divisions' personnel to insure the building is secured when leaving the facility.
- iv. Additional access may be granted for other City departments with the approval of the Fire Chief, Fire Marshal (or designees) and/or Chief of Maintenance.
- v. Surveillance will be used in this facility. If the surveillance system goes off line, the Fire Marshal (or designee) is to be notified as soon as possible.

### C. General Use of Facility

- i. Entire Facility
  - 1. The entire facility shall remain clean and free of clutter.
  - 2. Respect both divisions' sides. Access only the area(s) that are needed (don't use designated area for other purposes unless necessary). Clean area(s) after use.
  - 3. Bathroom is to be used, restocked and cleaned by both divisions.
  - 4. Repair and maintenance of the facility shall be directed through the Maintenance Alarm Division. Notification of pertinent repairs will be made to both divisions' personnel.
  - 5. Do not use other Division's equipment or supplies without permission.
- ii. East Bay
  - 1. The north side of the east bay will be designated as a clean area. This marked off area will be designated for packaging and inspecting evidence. This area will also be used for cleaning of equipment. All work surfaces, tools, and sink will be cleaned after each use to avoid possible cross contamination.
    - a. Clean with original Dawn Dish Soap
    - b. Rinse thoroughly
    - c. At no time should tools be oiled
  - 2. The south side of the east bay will remain open for FM-1 vehicle access. Temporary vehicle storage by LFD/LPD for criminal investigation will be approved by the Fire Marshal's Office and will notify Maintenance Alarm personnel as soon as possible.
  - 3. This area can be accessed by Maintenance and Alarm Personnel when necessary for specific functions or duties. This area is to be cleaned after use. Notification to the Fire Marshal's Office shall be made as soon as possible.
- iii. Evidence Room, Storage above Evidence Room, Office, Clean Room Area and Hazardous Storage Bunker.
  - 1. This area is to remain off limits to all personnel unless authorized by the Fire Marshal's Office or the Fire Chief.

2. This area can be accessed by Maintenance Alarm Personnel when necessary for specific functions or duties. Evidence room and bunker must have prior approval by the Fire Marshal (or designee). Personnel are to take care to not touch, move, or cross contaminate any evidence or work stations in these areas. Area is to be clean when done.
3. Additional Personnel may access these areas only if supervised by Fire Marshal Personnel.

iv. West Bays at SWOC.

1. These areas are to be used by the Maintenance Alarm Division.
2. Storage of flammable and combustible liquids at this location should be at a minimum and be in proper containers. Precautions should be taken to ensure these products are located as far from the east bay as possible. Use of any of these fluids should be done outside the facility whenever possible. Proper cleaning should be done after use of these fluids. Personnel will take precautions to avoid cross contamination.
3. This area can be accessed by Fire Marshal's Office personnel when necessary for specific functions or duties. Notification to Maintenance and Alarm will be as soon as possible. This area is to be cleaned after use.

**D. Responsibilities To Report**

- i. It will be the responsibility of all personnel in both divisions to report/document issues that could affect the integrity of the SWOC facility to both division heads. These issues will be addressed by both divisions. Issues to included but not limited to:
  1. fuel spills
  2. unsecured doors
  3. unauthorized access
  4. areas not cleaned
  5. damage to facility
  6. surveillance issues
  7. loss of keys/access cards