

**DELHI CHARTER TOWNSHIP
MINUTES OF REGULAR MEETING HELD ON SEPTEMBER 8, 2020**

Delhi Charter Township Board of Trustees, pursuant to the Governor's Executive Order 2020-75, conducted its regular September 8, 2020 meeting remotely. Supervisor Hayhoe called the meeting to order at 8:30 a.m.

PLEDGE OF ALLEGIANCE

ROLL CALL

Members Present: Supervisor John Hayhoe, Clerk Evan Hope, Treasurer Roy Sweet, Trustees Pat Brown, Stuart Goodrich, Tom Lenard, DiAnne Warfield

Members Absent: None

NEW BUSINESS

FISCAL YEAR 2020 BUDGETS

DOWNTOWN DEVELOPMENT AUTHORITY

The 2021 Downtown Development Authority Budget requests expenditures of \$1,004,800 and transfers out to debt service funds of (\$1,105,810), a decrease of \$666,260 from the 2020 projected budget.

DOWNTOWN DEVELOPMENT AUTHORITY DEBT SERVICE FUNDS

The three 2021 Downtown Development Authority Debt Services Fund Budgets request expenditures of \$1,105,810, an increase of \$5,940 from the 2020 projected budget.

BROWNFIELD AND LOCAL SITE REMEDIATION

Brownfield Fund Budget

The 2021 Brownfield Fund Budget requests expenditures of \$379,000, an increase of \$8,680 from the 2020 projected budget.

Local Brownfield Revolving Fund Budget

The 2021 Local Brownfield Revolving Fund Budget requests expenditures of \$35,270, a decrease of \$380,000 from the 2020 projected budget.

FIRE FUND

The 2021 Fire Fund budget requests expenditures of \$2,780,500, an increase of \$129,600 from the 2020 projected budget.

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP
MINUTES OF REGULAR MEETING HELD ON SEPTEMBER 8, 2020**

FIRE EMS EQUIPMENT AND VEHICLE FUND

The 2021 Fire Fund EMS Equipment and Vehicle Fund budget requests expenditures of \$425,000. This budget reflects capital outlay purchases, equipment and supplies, and a continued systematic replacement and repair of turnout gear. This 2021 budget also includes expenditures to repair and maintain radio equipment, miscellaneous equipment, and vehicles.

LEGISLATIVE

The 2021 Legislative Budget requests expenditures of \$254,620, an increase of \$145,210 from the 2020 projected actual expenditures. The increase is due largely from the addition of estimated costs for broadcasting board meetings. This budget includes continued memberships in Michigan Townships Association, Michigan Association of Township Supervisors, Holt/Dimondale School Business Alliance, Capital Area Safety Council, Michigan Municipal League, and the Lansing Economic Area Partnership.

MANAGER

The 2021 Manager Budget requests expenditures of \$574,170, which is an increase of \$198,900 from 2020 projected actual expenditures. The increase for 2021 includes expenses such as communication consulting, retiree benefits and the Township's liability insurance and bonds which were previously budgeted for under Other Functions. This budget also reflects the cost of three full-time staff members (Township Manager, Director of Human Resources, and Executive Assistant) to meet its goals and objectives. The 2022 forecasted budget is currently suggesting total departmental expenditures of \$584,550, which would be an increase from 2022 primarily for inflationary factors. In 2023, the department forecasts expenditures in the amount of \$596,530 which is an increase over 2022 of \$11,980, due primarily to inflationary factors again. Forecasts are subject to refinement in future budget years, but the inclusion of them now helps to more effectively plan for the future.

ACCOUNTING

The 2021 Accounting Budget request is for \$185,840 an increase of \$31,950 from the projected 2020 budget. Most of the increase is due to inclusion of retiree expenditures and an actuarial study previously budgeted elsewhere. The 2022 and 2023 forecasts both increase 2% from the previous year due to estimated inflationary factors. The 2021-2023 budget/forecasts include a contracted Director and a full-time Accounting Technician. Fifteen hours of accounting activities performed by staff in the Manager's Office are allocated to the Accounting Department.

CLERK/ELECTIONS

Clerk

The 2021 Clerk's Budget shows 2020 projected expenditures to be \$294,810, a decrease of \$19,350 from 2020 budgeted expenditures. This is due to participation in the Work Share

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP
MINUTES OF REGULAR MEETING HELD ON SEPTEMBER 8, 2020**

Program and reduction in other line items such as passport postage, publishing and education due to COVID-19 shutdown. 2021 requested expenditures are \$380,250. This increase is due to cost of living salary increases and reclassification of general fund postage and retiree benefits and other line items that were not in the Clerk budget in previous years. The 2022 forecasted budget is currently suggesting total departmental expenditures of \$391,600. In 2023, the department forecasts expenditures in the amount of \$403,440. Increases for 2022 and 2023 are due primarily to inflationary factors. Forecasts are subject to refinement in future budget years, but the inclusion of them now helps plan for the future.

Elections

The 2021 Elections Budget shows 2020 projected expenditures to be \$241,580. This is due to the purchase of the high-speed tabulators and adjudication system for the mail/absentee ballots. It was originally planned to pay for this equipment from both the 2019 and 2020 budgets. The equipment was not purchased until 2020 so the entire cost is in the 2020 budget. However, the 2020 budget will realize a savings of almost \$34,000 in Election Inspector costs because we no longer need as many workers at the precincts due to the higher volume of mail/absentee ballots. The 2022 forecasted budget is currently suggesting total departmental expenditures of \$121,650 to conduct two elections. In 2023, the department forecasts expenditures in the amount of \$14,700 for basic supplies for voter registration administration and maintenance contracts for equipment. There are no planned elections for 2023. Forecasts are subject to refinement in future budget years, but the inclusion of them now helps plan for the future.

INFORMATION TECHNOLOGY

The 2021 Information Technology Budget reflects expenditures of \$303,550, an increase of \$44,000 from the 2020 projected budget expenditure of \$259,550. The increase results primarily from retiree benefits and general office supplies which were added to the IT budget due to the elimination of the Other Functions account in the General Fund. 2022 and 2023 budget forecast numbers are modest increases (\$311,230 and \$317,050 respectively) based on increasing costs due to inflation. No capital improvement projects are forecasted through 2023, but the server in the Community Services Center will probably need to be replaced around 2025.

TREASURER

The 2021 Treasurer's Budget requests expenditures of \$341,150. This is an increase of \$69,770 from 2020 projected due to the addition of retiree benefits previously budgeted in the Other Functions department, which is being eliminated. This budget reflects a part-time treasurer, full time assistant treasurer and senior account clerk, part-time cashier/account clerk as well as payment for 500 hours of additional part-time help. The 2022 and 2023 budget forecast include modest increases for payroll and benefits. No capital expenditures in the Treasurer's department are currently anticipated for 2022 and 2023.

ASSESSING

SUBJECT TO APPROVAL

DELHI CHARTER TOWNSHIP
MINUTES OF REGULAR MEETING HELD ON SEPTEMBER 8, 2020

The 2021 Assessing Budget requests expenditures of \$397,520. The budget reflects three full-time employees, as well as a part-time property inspector to meet the Department's goals.

INFRASTRUCTURE

The 2021 Infrastructure Budget reflects expenditures of \$1,082,800 which is an increase of \$434,080 from the 2020 projected expenditures, largely due to the McCue Road improvement project. Project timing for infrastructure improvements can be challenging due to external changes in funding sources, agency priority changes or other factors not within the Township's control. Therefore, the budget represents the best information available at the time it is adopted or amended but it is understood that these factors may influence this budget more than others. Forecasts for 2022 and 2023 should be viewed with this in mind. This budget anticipates the remaining expenditures being funded from general fund revenues.

COMMUNITY DEVELOPMENT

The 2021 Community Development Budget request is for \$883,020, an increase of \$154,110 from the 2020 budget of \$728,910. The anticipated 2020 actual expenditure is \$76,110 less than budgeted. The increase from 2020 to 2021 is due to the expected cost of the required Master Plan amendment, placemaking artwork, and the inclusion of retiree benefits. The placemaking artwork project planned for 2021 would only occur if an anticipated grant is received. Retiree benefits were previously recorded elsewhere in the Township budget but will continue to be included in this departmental budget in future years.

BUILDING AND GROUNDS

The 2021 Building and Grounds Budget requests expenditures of \$766,770. The budget reflects four full-time positions, plus expenditures for equipment, buildings, and grounds maintenance. This budget will allow the township to maintain township grounds and facilities that add to the quality of life in Delhi Township.

PARKS, TRAILS AND RECREATION

Parks Administration

The 2021 Parks and Recreation Administration Budget requests expenditures of \$355,430. The budget reflects three full-time positions. This budget will allow us to continue providing quality parks, recreation programs, and social activities that add to the quality of life in Delhi Township and serves as a model of cooperation between the Township and Holt Public Schools.

Parks

The 2021 Parks Budget requests expenditures of \$910,630. The budget reflects three full-time positions, approximately 12 seasonal employees, plus expenditures for equipment, buildings, and grounds maintenance. This budget will allow us to maintain the parks grounds and facilities

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP
MINUTES OF REGULAR MEETING HELD ON SEPTEMBER 8, 2020**

that add to the quality of life in Delhi Township. This includes capital outlay of \$60,000 for mowing equipment and \$200,000 to fund the Hayhoe Trail.

Recreation

The 2021 Recreation Budget requests expenditures of \$62,320. The budget reflects equipment, awards, officials for recreation programs and cost associated with township special events. This budget will allow us to provide quality recreation programs, and social activities that add to the quality of life in Delhi Township and serves as a model of cooperation between the Township and Holt Public Schools.

STORMWATER

The 2021 Stormwater Budget requests expenditures of \$593,320, an increase of \$70,340 from the 2020 projected budget. This increase is due to increases in Township-at-Large Drain assessments for 2021, which are assessed by the Ingham County Drain Commissioner.

SEWER FUND, SUMMARY AND REVENUES

The 2021 Sewer Fund budget estimates revenues of \$7,595,840, an increase of 174,840 from the projected 2020 budget.

SEWER ADMINISTRATION

The 2021 Sewer Administration Budget requests expenditures of \$984,540, an increase of \$22,610 from the 2020 projected budget.

DEPARTMENT OF PUBLIC SERVICES

The 2021 Department of Public Services Budget requests expenditures of \$4,614,340, an increase of \$190,700 from the 2020 projected budget. This increase is due in large part to \$400,000 for sewer repairs.

SEWER CAPITAL OUTLAY

The 2021 Sewer Capital Outlay Budget requests expenditures of \$1,175,630, a decrease of \$1,867,430 from the 2020 projected budget. The 2021 budget included plans for a second \$7.5 million asset management bond with work to be completed in 2022.

SEWER DEBT

The 2021 Sewer Debt Fund budget requests expenditures of \$2,717,800, an increase of \$234,190 from the 2020 projected budget.

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP
MINUTES OF REGULAR MEETING HELD ON SEPTEMBER 8, 2020**

POLICE FUND

The 2021 Police Fund budget requests expenditures of \$2,937,750, an increase of \$73,960 from the 2020 projected actual expenditures (which requires a transfer of \$1,654,310 from the General Fund).

WATER IMPROVEMENT

The 2021 Water Improvement Fund budget requests expenditures of \$76,790, decreasing fund balance by \$46,290 to \$451,950. The largest expenditure, \$73,990 of the total \$76,790, is for debt payments on the Waverly/Holt Road water main extension to the Holt Public Schools.

STREET IMPROVEMENT DEBT SERVICE

The 2021 Street Improvement Debt Service Fund budget requests expenditures of \$33,170, an increase of \$4,360 from the 2020 projected budget.

LIMITED PUBLIC COMMENT – None

ADJOURNMENT

Meeting adjourned at 11:28 a.m.

Date: _____

Evan Hope, Township Clerk

Date: _____

John Hayhoe, Supervisor

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SUBJECT TO APPROVAL