

**DELHI CHARTER TOWNSHIP  
COMMITTEE OF THE WHOLE MEETING HELD ON FEBRUARY 6, 2007**

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

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

Members Absent: Treasurer Harry Ammon

Others Present: John Elsinga, Township Manager  
Tracy Carney-Miller, Dir. of Community Development  
James Lenon, POTW Maintenance Supervisor  
Rich Miller, Collections Systems Supervisor  
Wendy Thielen, Assist. Twp. Mgr. of Human Resources  
Tricia Vander Ploeg, Admin. Assistant/Deputy Supervisor  
Amy Finch, Assistant Twp. Clerk/Deputy Clerk

**BUSINESS**

**EIFERT/McCUE ROAD SEWER UPDATE**

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The Board reviewed an outline of the history of the Eifert/McCue Road Sewer (ATTACHMENT I).

Scott DeVries, Capital Consultants, gave a Power Point presentation on the Eifert / McCue Road sewer update. Mr. DeVries stated that in 2004, staff realized that there were issues with hydrogen sulfate corrosion as well as infiltration at manholes with some parts of the system. Capital Consultants was asked to compile a multipart program to identify approximately 60 manholes to help understand what was happening in the system. During the summer of 2005, the manholes were inspected. Mr. DeVries reported on the condition of the manholes.

Another portion of the design work was to go through some of the storm crossing locations. Mr. DeVries stated that the McCue and Eifert intersection had three discharges into it from force mains with a free fall drop into one of the larger structures. There is a 36-inch interceptor made of concrete pipe which is very susceptible to hydrogen sulfate. There is a shallow 21-inch interceptor which is made out of vitrified clay which is immune to the sulfuric acid. A storm pipe crossing is also at this location. There was major concern of the possibility of a Sanitary Sewer Overflow (SSO) occurring because the ductile iron storm pipes were corroding. There was also very limited access to the sanitary sewer system. A liner would be placed in the ductile iron pipes for the storm crossings which would suffice for the time being to stop the

**DELHI CHARTER TOWNSHIP  
COMMITTEE OF THE WHOLE MEETING HELD ON FEBRUARY 6, 2007**

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possibility of an SSO. It was stated that as the system was evaluated, degradations continued to be found that were beyond quick fixes.

In January 2007, a failure occurred in the 36-inch pipe. Mr. DeVries reported on the repairs that have been completed and still need to be completed to this area.

The Township has budgeted approximately \$360,000 for repairs on the McCue and Eifert area. The January repairs totaled \$86,063.59. Some quotes have been received on the pipe lining for a little under \$100,000. Engineering costs to date are \$32,000.

Mr. DeVries reported on the Holt Road area near Depot Street. There is a very similar situation that is taking place as with the McCue and Eifert Roads area. The Township has already taken care of some of the pipe lining; however, the structures themselves are in need of repair.

Mr. DeVries stated that in front of the POTW a manhole was discovered to have high hydrogen sulfate in it so this item was added to the contract as well.

**2007 SIDEWALK IMPROVEMENT PROJECTS PRESENTATION**

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Tracy Miller, Director of Community Development, gave a Power Point presentation on the 2007 Sidewalk Improvement projects (ATTACHMENT II).

Tracy Miller, Director of Community Development, stated that \$40,000 was budgeted for sidewalk improvements in the 2007 budget. Community Development staff did a comprehensive inventory of all the existing sidewalks in the core area of the Township during the summer of 2006 and found that they are in good shape. Only 10 repairs were identified that should be completed in 2007.

Ms. Miller stated that there are two areas in the DDA area that she feels are necessary projects, one along Holbrook Drive and the other along Delhi Commerce Drive. The total estimated cost of these sidewalks is \$22,600. Ms. Miller stated that she spoke with Al McFadyen, DDA Executive Director, regarding the cost of these projects which exceed the original amount budgeted by the DDA for sidewalk improvements. Mr. McFadyen felt that these are project priorities and with the Board of Trustees concurrence, he would present these projects to the DDA Board.

Ms. Miller stated that there are two portions of sidewalks that have been identified as important by residents, staff and elected officials. These areas are Washington Road and Holt Road; however, due to the expense, both projects cannot be done in 2007.

Ms. Miller asked the Board to consider which project they would like to have completed in 2007. Supervisor Goodrich stated that the Board would consider these options and let her know at a later date.

**DELHI CHARTER TOWNSHIP  
COMMITTEE OF THE WHOLE MEETING HELD ON FEBRUARY 6, 2007**

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**SOIL EROSION AND SEDIMENTATION PRESENTATION**

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Tracy Miller, Director of Community Development, gave a Power Point presentation on Soil Erosion & Sedimentation Control (ATTACHMENT III).

Tracy Miller, Director of Community Development, reported on soil erosion and sedimentation control. Ms. Miller stated that any time you disturb soil; a soil erosion permit or waiver is needed. Currently, permits are requested through the Ingham County Drain Commissioner's office. After the permit is granted by the Drain Commissioner's office, Community Development can issue their permits or project approvals. This process can sometimes result in multiple trips to the Community Development and Drain Commissioner's offices. Ms. Miller spoke of the time factor involved in obtaining a permit or waiver.

Ms. Miller stated that the Township could continue to work with the Drain Commissioner's office as they currently do or the Township could assume local control of Soil Erosion Control Permitting and Enforcement. Ms. Miller explained the steps necessary to meet the MDEQ standards to become a Municipal Enforcing Agency.

Ms. Miller stated that if the Township decided to pursue local control, she felt that the Community Development staff could offer a "one stop shopping" to citizens as well as offer inspection synchronization.

Ms. Miller asked the Board if they would like to explore the local control option. Supervisor Goodrich stated that he may be interested in this option to possibly make the process easier for the citizens of the Township. Trustee Ketchum and Trustee Krepps stated that they are not in favor of this option.

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

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Due to the lack of time, the Department of Public Services – January Monthly Report will be given during the February 6, 2007 Board of Trustees meeting.

**ADJOURNMENT**

Meeting adjourned at 7:42 p.m.

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

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Evan Hope, Township Clerk

**DELHI CHARTER TOWNSHIP  
COMMITTEE OF THE WHOLE MEETING HELD ON FEBRUARY 6, 2007**

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

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Stuart Goodrich, Supervisor

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**DELHI CHARTER TOWNSHIP  
MINUTES OF REGULAR MEETING HELD ON FEBRUARY 6, 2007**

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The Delhi Charter Township Board of Trustees met in a regular meeting on Tuesday, February 6, 2007 in the Multipurpose Room at the Community Services Center, 2074 Aurelius Road, Holt, Michigan. Supervisor Goodrich called the meeting to order at 7:46 p.m.

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

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

Members Absent: Treasurer Harry Ammon

Others Present: John Elsinga, Township Manager  
Tracy Carney-Miller, Dir. of Community Development  
James Lenon, POTW Maintenance Supervisor  
Terry Powers, Facilities Supervisor  
Wendy Thielen, Assist. Twp. Mgr. of Human Resources  
Tricia Vander Ploeg, Admin. Assistant/Dep. Supervisor  
Amy Finch, Assistant Twp. Clerk/Deputy Clerk

**SET/ADJUST AGENDA**

**HOPE MOVED TO ADD THE DEPARTMENT OF PUBLIC SERVICES  
MONTHLY REPORT AS (AGENDA) ITEM NO. 1 AND MOVE THE 2006  
ANNUAL CLERK'S REPORT TO (AGENDA) ITEM NO. 1A.**

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

**MOTION CARRIED**

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

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James Lenon, POTW Maintenance Supervisor, reported on the highlights of the January 2007 Department of Public Services monthly report (ATTACHMENT I).

**2006 ANNUAL REPORT – CLERK'S OFFICE**

Evan Hope, Township Clerk, gave his 2006 Clerk's Office Annual Report. (ATTACHMENT IA).

**CONSENT AGENDA**

- A. Approval of Minutes – Committee of the Whole Meeting of January 16, 2007
- B. Approval of Minutes – Regular Meeting of January 16, 2007
- C. Approval of Claims – January 16, 2007 (ATTACHMENT II)
- D. Approval of Claims – January 30, 2007 (ATTACHMENT III)
- E. Approval of Payroll – January 25, 2007 (ATTACHMENT IV)

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

A Roll Call Vote was recorded as follows:

**DELHI CHARTER TOWNSHIP  
MINUTES OF REGULAR MEETING HELD ON FEBRUARY 6, 2007**

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

Absent: Ammon

**MOTION CARRIED**

**NEW BUSINESS**

**PROPOSED DELHI TOWNSHIP ORDINANCE NO. 113 – DELHI FOUR SEASONS LIMITED DIVIDEND HOUSING ASSOCIATION LIMITED PARTNERSHIP – PROVIDE FOR AN ANNUAL SERVICE CHARGE FOR PAYMENT IN LIEU OF TAXES, SECOND CONSIDERATION**

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The Board reviewed a memorandum dated January 12, 2007 from Twp. Mgr. Elsinga (ATTACHMENT V).

**HAYHOE MOVED UPON SECOND CONSIDERATION, TO ADOPT PROPOSED DELHI TOWNSHIP ORDINANCE NO. 113 FOR DELHI FOUR SEASONS LIMITED DIVIDEND HOUSING ASSOCIATION LIMITED PARTNERSHIP TO PROVIDE AN ANNUAL SERVICE CHARGE FOR PAYMENT IN LIEU OF TAXES FOR A PROPOSED MULTIFAMILY HOUSING PROJECT FOR LOW INCOME CITIZENS.**

A Roll Call Vote was recorded as follows:

Ayes: Ketchum, Sweet, Goodrich, Hayhoe, Hope

Nays: Krepps

Absent: Ammon

**MOTION CARRIED**

**TRI-COUNTY OFFICE ON AGING MEALS ON WHEELS ALLOCATION**

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

**KETCHUM MOVED TO APPROVE THE EXPENDITURE IN THE AMOUNT OF \$1,711 TO SUPPORT THE TRI-COUNTY OFFICE ON AGING MEALS ON WHEELS PROGRAM.**

A Roll Call Vote was recorded as follows:

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

Absent: Ammon

**MOTION CARRIED**

**RESOLUTION NO. 2007-003 – SET PUBLIC HEARING FOR ESTABLISHMENT OF AN INDUSTRIAL DEVELOPMENT DISTRICT – 1365 N. CEDAR STREET**

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

**KREPPS MOVED TO ADOPT RESOLUTION NO. 2007-003 WHICH SETS A PUBLIC HEARING FOR FEBRUARY 20, 2007 AT 8:00 P.M. FOR THE PURPOSE OF RECEIVING COMMENTS ON THE PROPOSED ESTABLISHMENT OF AN INDUSTRIAL DEVELOPMENT DISTRICT FOR PROPERTY LOCATED AT 1365 N. CEDAR STREET.**

Tracy Miller, Director of Community Development, stated that Stealth has requested the establishment of an Industrial Development District for property located at 1365 N. Cedar Street. This location is the former Vinylast, Inc/American Homecrafters location. Stealth will lease the building with a purchase option at the end of their lease. Stealth will make

**DELHI CHARTER TOWNSHIP  
MINUTES OF REGULAR MEETING HELD ON FEBRUARY 6, 2007**

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significant improvements to the building in addition to some acquisitions of new personal property.

Trustee Ketchum asked if this location will be used for office space or manufacturing space, etc. Ms. Miller stated that this location will be used for office, manufacturing and warehouse space.

A Roll Call Vote was recorded as follows:

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

Absent: Ammon

**MOTION CARRIED**

**AGREEMENT BETWEEN DELHI TOWNSHIP AND INGHAM COUNTY FOR  
ASSIGNMENT OF ITEMS PURCHASED WITH STATE OF MICHIGAN 2005  
HOMELAND SECURITY GRANT FUNDS**

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The Board reviewed memorandums dated January 30, 2007 from Twp. Mgr. Elsinga and January 16, 2007 from Rick Royston, Fire Chief (ATTACHMENT VIII).

**HAYHOE MOVED TO APPROVE THE AGREEMENT BETWEEN DELHI  
CHARTER TOWNSHIP AND THE COUNTY OF INGHAM FOR ASSIGNMENT  
OF ITEMS PURCHASED WITH STATE OF MICHIGAN 2005 HOMELAND  
SECURITY GRANT PROGRAM FUNDS.**

Twp. Mgr. Elsinga stated that this agreement is for a thermal imager and transmitter receiver which can transmit images back to the command vehicle. The only liability to the Township in regards to this agreement is for the maintenance of the equipment.

A Roll Call Vote was recorded as follows:

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

Absent: Ammon

**MOTION CARRIED**

**DISPOSAL OF FIXED ASSETS - VEHICLES**

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The Board reviewed memorandums dated January 31, 2007 from Twp. Mgr. Elsinga and January 23, 2007 from Sandra Diorka, Director of Public Services (ATTACHMENT IX).

**SWEET MOVED TO DISPOSE OF THE 1995 FORD F150 TRUCK  
(VIN#1FTEF15YXSLB16106) AND THE 1986 CHEVY BLAZER  
(VIN#1G8ED18J1G1169409) THROUGH THE STATE OF MICHIGAN VEHICLE  
AUCTION.**

A Roll Call Vote was recorded as follows:

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

Absent: Ammon

**MOTION CARRIED**

**PROPOSAL FOR HVAC REPAIRS – JOHN E. GREEN COMPANY**

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The Board reviewed a memorandum dated February 1, 2007 from Twp. Mgr. Elsinga and January 31, 2007 from Sandra Diorka (ATTACHMENT X).

**HOPE MOVED TO APPROVE THE PROPOSAL FOR HVAC REPAIR FROM  
JOHN E. GREEN COMPANY IN THE AMOUNT OF \$32,480.00.**

**DELHI CHARTER TOWNSHIP  
MINUTES OF REGULAR MEETING HELD ON FEBRUARY 6, 2007**

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Terry Powers, Facilities Supervisor, stated that the entire Community Service Center (CSC) HVAC system was addressed and with approval of this proposal the problems with the system will be repaired.

Supervisor Goodrich asked how this proposal fits into the current maintenance contract that the Township has with John E. Green. Mr. Powers stated that the current contract is for preventative maintenance and under that contract, when a part is needed, the Township is charged for the part.

Craig Sperry, from John E. Green, stated that most of the components in this proposal have reached the end of their life expectancy. Mr. Sperry stated that there are several issues that are in failure now that affect the way the building operates. The proposal is to repair all the items that are at the end of their life expectancy whether currently working or not. Supervisor Goodrich asked if the items initially worked but have now stopped working or had the items never worked. Mr. Sperry stated that every item was verified and signed off on in the commissioning process of the building and he believes that everything functioned at one time.

Trustee Ketchum asked if this item was budgeted for in 2007. Twp. Mgr. Elsinga stated that \$20,000 was budgeted for mechanical repairs; however, with approval of this item there will need to be a budget adjustment.

Trustee Ketchum asked if the Township should expect this kind of replacement/maintenance every ten years. Mr. Sperry stated that some components would need this type of maintenance.

Trustee Ketchum asked if John E. Green Company was the original contractor of the CSC HVAC system. Mr. Sperry stated that John E. Green did the mechanical portion of the building.

Trustee Hayhoe questioned if maintenance costs would decrease once the repairs were made. Mr. Sperry stated that there are pieces of equipment that have not been addressed in this bid, so it is likely that there will be more repairs to be made; however, most of the operating mechanical portion of the system has been looked at and items that may be a problem have been addressed. Mr. Sperry stated that he does not foresee the Township having large costs in the future if the proposed repairs are completed. Additionally, there should be a savings in operating costs.

A Roll Call Vote was recorded as follows:

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

Absent: Ammon

**MOTION CARRIED**

## **REPORTS**

### **SUPERVISOR**

#### **CATA SUPPORT LETTERS**

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The Board reviewed a letter dated January 19, 2007 from Sandra L. Draggoo, CEO/Executive Director, CATA (ATTACHMENT XI).

Supervisor Goodrich stated that CATA will be traveling to Washington, DC to meet with members of both the House and Senate to gain support for CATA's upcoming capital program. CATA has asked Delhi Township if they would send letters of endorsement regarding CATA's FY 2008 earmark request. Supervisor Goodrich stated that letters of endorsement will be sent.

**DELHI CHARTER TOWNSHIP  
MINUTES OF REGULAR MEETING HELD ON FEBRUARY 6, 2007**

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**INGHAM COUNTY ROAD COMMISSION PROPOSED DEAD ANIMAL POLICY**

The Board reviewed a letter dated January 18, 2007 from the Ingham County Road Commission (ATTACHMENT XII).

Supervisor Goodrich stated that the Ingham County Road Commission is proposing a dead animal disposal policy that if adopted, could make the Township financially accountable for the disposal of a dead animal by the request of a Township official.

**MICHIGAN TOWNSHIPS ASSOCIATION EDUCATIONAL CONFERENCE**

Supervisor Goodrich stated that he attended a workshop at the Michigan Townships Association Educational Conference in Detroit titled "Board Dialogue: The Art of Thinking Together". The speaker was Susan Stratton, CAE, President, Leading Edge Monitoring. Supervisor Goodrich stated that he felt it would be beneficial to have Ms. Stratton present such a program to all of the Township's Boards and Commissions.

**CLERK**

**MTA INGHAM COUNTY CHAPTER MEETING**

The Board reviewed a letter dated January 16, 2007 from Judy Clark, Secretary, Ingham County Chapter, Michigan Townships Association (ATTACHMENT XIII).

Clerk Hope reminded the Board of the February 28, 2007 Ingham County Chapter of Michigan Townships Association potluck dinner at Locke Township Hall.

**MID-DECADE CENSUS**

Clerk Hope stated that the Township is now only 500 names short to meet the State's required 10% population increase over the 2000 census. There are still approximately 400 call backs that have not been returned.

**TRUSTEES**

**HAYHOE**

**TOWNSHIP GOVERNANCE ACADEMY – TRICIA VANDER PLOEG**

Trustee Hayhoe congratulated Tricia Vander Ploeg, Administrative Assistant, on her recent graduation from the Township Governance Academy.

**TOWNSHIP MANAGER**

**MONTHLY REPORT – JANUARY**

Twp. Mgr. Elsinga reported on the highlights of the January 2007 Township Manager's monthly report (ATTACHMENT XIV).

Mid-Decade Census – Twp. Mgr. Elsinga stated that there is protocol for conducting a mid-decade census and Kurt Norgaard, Chief Enumerator, is closely following that protocol.

Capital Area Regional Fire Cooperation – Twp. Mgr. Elsinga stated that a local television station is airing media information on the Capital Area Regional Fire Cooperation regarding the Fire Regionalization Study. Approximately 14 communities participated in the study. Twp. Mgr. Elsinga stated that the purpose of this study was to help each

**DELHI CHARTER TOWNSHIP  
MINUTES OF REGULAR MEETING HELD ON FEBRUARY 6, 2007**

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municipality determine how to improve their Fire/EMS services, such as joint training, purchasing, central garage and automatic mutual aid.

D.A.R.E. Officer – Twp. Mgr. Elsinga stated that earlier this year, Supervisor Goodrich and he attended a Holt School Board of Education meeting to discuss the funding of a D.A.R.E. officer. Subsequently, they met with John Malatinsky, School Board President and Tom Davis, Superintendent of Holt Public Schools who stated that Holt Schools could not budget for a D.A.R.E. Officer as their own staff has to be budgeted for first. Therefore, the School Board unanimously rejected any further funding of the D.A.R.E. Officer. Twp. Mgr. Elsinga stated that with the consensus of the Board of Trustees, a letter will be sent to Mr. Davis indicating that Delhi Township will terminate the funding of the D.A.R.E. officer position by July 1, 2007. Alternatives can be discussed during the 2008 Budget meeting.

Ingham County Road Commission – Twp. Mgr. Elsinga stated that the Ingham County Road Commission (ICRC) has indicated that they will no longer be funding the local road improvement matching. Twp. Mgr. Elsinga stated that when the Board meets with the ICRC they should ask why they (the ICRC) would drop a program that allows for a 50% Township contribution for improvements to County roads. Twp. Mgr. Elsinga stated that the Board should encourage the ICRC to continue to work with the Township on improving their roads.

**CAPITAL AREA DISTRICT LIBRARY**

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The Board reviewed a letter dated January 26, 2007 from Susan J. Hill, Director, Capital Area District Library (CADL) (ATTACHMENT XV).

Twp. Mgr. Elsinga stated that CADL invited the Township to a meeting to discuss capital improvement plans for the district library on March 8, 2007.

**ADJOURNMENT**

Meeting adjourned at 8:56 p.m.

**FYI**

1. Letter dated December 2006 from Lakehead Pipeline (Enbridge).
2. Tri-County Metro Narcotics Squad-December 2006 Monthly Newsletter.

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

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Evan Hope, Township Clerk

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

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Stuart Goodrich, Supervisor

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