

**DELHI CHARTER TOWNSHIP  
COMMITTEE OF THE WHOLE MEETING HELD ON FEBRUARY 20, 2007**

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The members of the Delhi Charter Township Committee of the Whole met on Tuesday, February 20, 2007, in the Multipurpose Room at the Community Services Center, 2074 Aurelius Road, Holt, MI. Supervisor Goodrich called the meeting to order at 6:01 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  
Lt. Jeff Cook, Delhi Div., Ing. County Sheriff's Office  
Mark Jenks, Dir. of Parks & Recreation  
Rick Royston, Fire Chief  
Tracy Carney-Miller, Dir. of Community Development  
Wendy Thielen, Assist. Twp. Mgr. of Human Resources  
Tricia Vander Ploeg, Admin. Assistant/Deputy Supervisor  
Amy Finch, Assistant Twp. Clerk/Deputy Clerk

**BUSINESS**

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

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Lt. Jeff Cook, Ingham County Sheriff's Office / Delhi Division, reported on the highlights of the Sheriff's Office – January Activity Report (ATTACHMENT I).

Sheriff Wrigglesworth, Ingham County Sheriff's Department, introduced Allan Spyke as Undersheriff, effective March 5, 2007. Sheriff Wrigglesworth stated that Greg Harless has been promoted to the office of Chief Deputy.

**COMMUNITY DEVELOPMENT DEPARTMENT – JANUARY ACTIVITY REPORT**

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Tracy Miller, Director of Community Development, reported on the highlights of the Community Development Department – January Activity Report (ATTACHMENT II).

**FIRE DEPARTMENT – JANUARY ACTIVITY REPORT**

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Rick Royston, Fire Chief, reported the Fire Department – January Activity Report (ATTACHMENT III).

**DELHI CHARTER TOWNSHIP  
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**2007 SIDEWALK IMPROVEMENT PROGRAM**

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Tracy Miller, Director of Community Development, stated that she presented two potential sidewalk project locations to the Board at their February 6, 2007 Board meeting. One location consists of the west side of Washington Road from Willoughby Road to Ambler Street and a small portion in front of the Holt Public Schools Old School House located on Washington Road. The other project presented was on Holt Road from where the sidewalk ends east of Wyndham Hills to Eifert Road. Discussion was held regarding which side of Holt Road the sidewalk should be placed.

Ms. Miller stated that in this stretch along Holt Road, the Non-Motorized Transportation Plan has proposed sidewalks along the north side of Holt Road and an 8' wide shared use path on the south side of Holt Road. If the south side is considered, a wider path should be considered instead of a sidewalk. Supervisor Goodrich stated that eventually both sides of Holt Road would have sidewalks. Ms. Miller agreed.

A third option that was not discussed with the Board at the February 6, 2007 meeting would be to do engineering on both routes using the 2007 budgeting funds and then confer with the Board before proceeding with the projects.

Supervisor Goodrich questioned if the Township would be looking for grant monies for these projects. Ms. Miller stated that the Township is working with the school on the Safe Routes to School project, but she did not feel that these sidewalks would qualify for grant monies under this project.

Trustee Hayhoe asked if the residents would be assessed for the sidewalks. Ms. Miller stated that the cost is split 50/50 between the Township and the residents. Trustee Sweet asked if the engineering could be done this year as well as filling the gap near Old Orchard, north of the Old School House.

It was the consensus of the Board to complete the engineering of these two sidewalk projects this year. Discussion was held regarding which side of Holt Road would be preferred for this project.

Trustee Ketchum asked the future plan for the sidewalk. Ms. Miller stated that sidewalks are proposed on the north side of Holt Road from Wyndham Hills to Washington Road. On the south side of Holt Road from Eifert Road, behind the high school, behind Evergreen Village and behind the POTW Plant to Burchfield Park would be the shared use path. There was consensus to have the engineer design the south side of Holt Road for sidewalks.

**PROPOSED AMENDMENT TO TOWNSHIP ORDINANCE NO. 55 (PARKS  
ORDINANCE)**

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**DELHI CHARTER TOWNSHIP**  
**COMMITTEE OF THE WHOLE MEETING HELD ON FEBRUARY 20, 2007**

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The Board reviewed a memorandum dated February 15, 2007 from Tracy Miller, Director of Community Development (ATTACHMENT IV).

Tracy Miller, Director of Community Development, stated that they have received numerous complaints regarding the riding of off-road vehicles on non-park Township property. Currently, the Township does not have an ordinance to specifically reference such a problem. A solution to this problem could be to amend the Parks Ordinance (Ordinance No. 55) to specify both park and non-park properties owned by the Township. A resolution could be passed that could be updated as needed to include additional properties as the Township acquires them. Additionally, a resolution could be passed that provides fines for violations of the Park Ordinance under the municipal civil infraction process.

Ms. Miller stated that she and Mark Jenks, Director of Parks & Recreation, worked together on the following proposed amendments:

- Expand the jurisdiction of the Ordinance to include Public Land Areas.
- Establish that these areas (Parks & Public Lands) will be designated by Resolution of the Township Board and may be periodically modified by the same process (resolution).
- Add a definitions section.
- Expand the section limiting where pets can be within Parks/Public Lands to include a prohibition from playgrounds, athletic fields, gardens or other areas as determined by the Parks Commission.
- Change the operational times from “8 a.m. to 9 p.m.” to “8 a.m. to dusk”.
- Clarify that motor vehicle violations are subject to the Michigan Motor Vehicle Code.
- Clarify that camping in Parks is only permitted if a permit is first received from the Parks Commission and that camping is prohibited on Public Land Areas.
- Add a small amount of flexibility with regards to the possession and consumption of alcohol to allow it no more than once per year in association with civic organizations that are hosting an event or festival, such as the Holt Hometown Festival.
- Add a section about skateboarding, skating and freestyle BMX biking.
- Add a section to ensure the protection of property and the environment within Parks/Public Land areas.
- Add a section on wildlife protection. Does not prohibit fishing, unless specifically posted.
- Add a section to specify that boating is prohibited unless within a specifically designated time or place.
- Add a section to prohibit peddling and soliciting.
- Add a section to prohibit unlawful obstruction.
- Add standard Ordinance boilerplate language on severability and repealer.

**DELHI CHARTER TOWNSHIP  
COMMITTEE OF THE WHOLE MEETING HELD ON FEBRUARY 20, 2007**

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Mr. Jenks stated that the Parks Commission requested that property acquired by the Township after the adoption of Ordinance No. 55.3 be added to Ordinance No. 55.4. The Commission also requested the operational times of the Parks, the limiting of where pets can be within the Parks, and the section regarding skateboarding.

Trustee Ketchum requested a map showing the properties referenced in the Ordinance.

Discussion was held regarding hunting on Township property. Twp. Mgr. Elsinga stated that the Township has not allowed hunting on Township property in the past. Trustee Ketchum stated that he does not approve of discouraging or banning hunting.

Trustee Krepps stated that some of the language seemed too vague to enforce. Mr. Jenks stated that some of the items incorporated into the Ordinance amendments are for a "safety valve" for the Township.

Discussion was held regarding the Schedule of Fines. This item will be brought back to the Board at a later date.

**PROPOSED AMENDMENT TO TOWNSHIP SIDEWALK ORDINANCE**

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Due to the lack of time, this agenda item was moved to the February 20, 2007 Board of Trustees meeting.

**AFLAC FLEXIBLE BENEFITS PLAN / FLEXIBLE SPENDING ACCOUNTS**

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Due to the lack of time, this agenda item was moved to the February 20, 2007 Board of Trustees meeting.

**ADJOURNMENT**

Meeting adjourned at 7:39 p.m.

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

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

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

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

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**DELHI CHARTER TOWNSHIP  
MINUTES OF REGULAR MEETING HELD ON FEBRUARY 20, 2007**

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The Delhi Charter Township Board of Trustees met in a regular meeting on Tuesday, February 20, 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  
Mark Jenks, Director of Parks & Recreation  
Rick Royston, Fire Chief  
Tracy Carney-Miller, Dir. of Community Development  
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**

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**HOPE MOVED THAT WE (THE TOWNSHIP BOARD OF TRUSTEES) ADD  
ITEM NO. 7 – PROPOSED AMENDMENT TO TOWNSHIP SIDEWALK  
ORDINANCE.**

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

**MOTION CARRIED**

**2006 ANNUAL REPORT – FIRE DEPARTMENT**

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Chief Royston gave the Fire Department – 2006 Annual Report (ATTACHMENT I).

**PUBLIC HEARING – 8:00 P.M.**

**RESOLUTION NO. 2007-030 – ESTABLISHMENT OF AN INDUSTRIAL  
DEVELOPMENT DISTRICT – 1365 N. CEDAR STREET**

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**HOPE MOVED TO OPEN THE PUBLIC HEARING ON THE ESTABLISHMENT  
OF AN INDUSTRIAL DISTRICT – 1365 N. CEDAR STREET.**

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

**MOTION CARRIED**

Tracy Miller, Director of Community Development, stated that this property is approximately 3.29 acres in size. The district was requested by Orchid Stealth Orthopedic Solutions. Stealth plans to occupy this property and make significant investments to the property. They will eventually request tax abatement.

Motion to Close Public Hearing – 8:05 p.m.

**HOPE MOVED TO CLOSE THE PUBLIC HEARING.**

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

**DELHI CHARTER TOWNSHIP  
MINUTES OF REGULAR MEETING HELD ON FEBRUARY 20, 2007**

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**MOTION CARRIED  
CONSENT AGENDA**

- A. Approval of Minutes – Committee of the Whole Meeting of February 6, 2007
- B. Approval of Minutes – Regular Meeting of February 6, 2007
- C. Approval of Claims – February 13, 2007 (ATTACHMENT II)
- D. Approval of Payroll – February 8, 2007 (ATTACHMENT III)
- E. Resolution No. 2007-005 – Greater Lansing Regional Committee on Stormwater Phase II Appointment (ATTACHMENT IV)
- F. Resolution No. 2007-006 – Streetlight Special Assessment District/Roll – The Gardens, Phase 2 (ATTACHMENT V)
- G. Resolution No. 2007-007 – Consumers Energy Change in Standard Streetlighting Contract – Request No. 03008628 – The Gardens, Phase 2 (ATTACHMENT VI)
- H. Resolution No. 2007-009 – Streetlight Special Assessment District/Roll – Wooded Valley, Phase 1 (ATTACHMENT VII)
- I. Resolution No. 2007-010 – Consumers Energy Change in Standard Streetlighting Contract – Request No. 02941403 – Wooded Valley, Phase 1 (ATTACHMENT VIII)

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

A Roll Call Vote was recorded as follows:

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

Absent: Ammon

**MOTION CARRIED**

**NEW BUSINESS**

**AFLAC FLEXIBLE BENEFITS PLAN/FLEXIBLE SPENDING ACCOUNTS**

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The Board reviewed a memorandum dated February 13, 2007 from John Elsinga, Twp. Mgr. (ATTACHMENT IX).

**KREPPS MOVED TO AMEND DELHI TOWNSHIP'S FLEXIBLE BENEFITS  
PLAN TO INCREASE THE ANNUAL ELECTION FOR THE UNREIMBURSED  
MEDICAL FLEXIBLE SPENDING ACCOUNT FROM \$2,600 TO \$3,000,  
EFFECTIVE WITH THE APRIL 1, 2007 PLAN YEAR.**

Wendy Thielen, Assist. Twp. Mgr. of Human Resources, stated that the Township offers two types of flexible spending accounts that include unreimbursed medical and dependent care accounts. These accounts were first offered to full-time employees in 2002. At that time the annual election for the unreimbursed medical flexible spending account was limited to \$2,000. This amount was increased to \$2,600 in 2005.

A Roll Call Vote was recorded as follows:

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

Absent: Ammon

**MOTION CARRIED**

**RESOLUTION NO. 2007-004 – POSTPONE CONSTRUCTION OF A REQUIRED  
SIDEWALK – DELHI FOUR SEASONS**

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**DELHI CHARTER TOWNSHIP  
MINUTES OF REGULAR MEETING HELD ON FEBRUARY 20, 2007**

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The Board reviewed memorandums dated February 7, 2007 from Twp. Mgr. Elsinga and February 8, 2007 from Tracy Miller, Director of Community Development (ATTACHMENT X).

**HAYHOE MOVED TO ADOPT RESOLUTION NO. 2007-004 WHICH  
POSTPONES THE CONSTRUCTION OF A REQUIRED SIDEWALK ALONG  
THE ENTIRE FRONTAGE OF MAIN STREET FOR THE DELHI FOUR  
SEASONS APARTMENT DEVELOPMENT LOCATED AT 2363 CEDAR  
STREET AND REQUIRES THE PROPERTY OWNER TO EXECUTE A  
SIDEWALK AGREEMENT STATING THE SAME.**

Tracy Miller, Director of Community Development, stated that by Ordinance, the Board has the authority to enter into a sidewalk postponement agreement with the property owner whose sidewalks would normally be required to be installed at the time of development. The sidewalk postponement agreement requires that the current owner or any subsequent owners to the property install sidewalks at the demand of the Township.

Ms. Miller stated that this section of property fronts on Main Street, adjacent to the Delhi Stratford Place apartments. Part of this property is wooded. In order to make way for the sidewalk, a number of the trees would have to be removed. As a condition of the Special Use Permit (No. 2005-243), it states that to an extent, trees would be preserved via a sidewalk agreement.

Trustee Krepps questioned if possibly sidewalks in this area may never be constructed. Ms. Miller stated that this is a possibility, stating that sometime in the future, road improvements will have to take place and at that time, the trees may have to be removed and the sidewalks could be constructed.

A Roll Call Vote was recorded as follows:

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

Absent: Ammon

**MOTION CARRIED**

**AUTHORIZATION TO USE SURPLUS DRAIN FUNDS FOR 2006 STORM DRAIN  
EXPENDITURES**

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The Board reviewed memorandums dated February 15, 2007 from Twp. Mgr. Elsinga and February 9, 2007 from Marian Frane, Director of Accounting (ATTACHMENT XI).

**HOPE MOVED TO AUTHORIZE THE USE OF SURPLUS DRAIN FUNDS IN  
THE TOTAL AMOUNT OF \$124,972.10 FOR 2006 EXPENSES INCURRED BY  
THE TOWNSHIP FOR DRAIN IMPROVEMENTS AND MANAGEMENT OF ALL  
STORMWATER PHASE II PROJECTS.**

Twp. Mgr. Elsinga stated that every year by resolution, the Board has to authorize the expenditure of surplus drain funds for drain improvements that occur within the Township. Every year the same amount is budgeted. Using surplus drain monies received in 1988 would leave a balance of approximately \$250,000.

A Roll Call Vote was recorded as follows:

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

Absent: Ammon

**MOTION CARRIED**

**RESOLUTION NO. 2007-008 – ESTABLISHMENT OF AN INDUSTRIAL  
DEVELOPMENT DISTRICT – 1365 N. CEDAR STREET**

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The Board reviewed memorandums dated February 14, 2007 from Twp. Mgr. Elsinga and Tracy Miller, Director of Community Development (ATTACHMENT XII).

**DELHI CHARTER TOWNSHIP  
MINUTES OF REGULAR MEETING HELD ON FEBRUARY 20, 2007**

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**SWEET MOVED TO ADOPT RESOLUTION NO. 2007-008 WHICH  
ESTABLISHES AN INDUSTRIAL DEVELOPMENT DISTRICT FOR ORCHID  
STEALTH ORTHOPEDIC SOLUTIONS FOR PROPERTY LOCATED AT 1365 N.  
CEDAR STREET.**

A Roll Call Vote was recorded as follows:

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

Absent: Ammon

**MOTION CARRIED**

**PROPOSED AMENDMENT TO TOWNSHIP SIDEWALK ORDINANCE**

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The Board reviewed a memorandum dated February 14, 2007 from Tracy Miller, Director of Community Development (ATTACHMENT XIII).

Tracy Miller, Director of Community Development, stated that the Township Sidewalk Ordinance currently requires that sidewalks be installed during the construction of any new principal buildings or at the time of alteration of existing principal buildings on all lots or parcels abutting dedicated public streets with the exception of principal buildings on A-1: Agricultural or R-1A: One-Family Rural Residential properties and those that were created before April 13, 1990.

When this ordinance was written the thought was that the Township would want to provide an exemption for rural homes which are built mainly in A-1 and R-1A zoning districts. The other exemption was for plotted lots/subdivisions that were created prior to the adoption of the ordinance (April 1990).

However, sometime after the Sidewalk Ordinance was adopted, the Township amended the Zoning Ordinance to permit certain Institutional Uses, Funeral Homes and other non-residential land uses within these two zoning districts. The Sidewalk Ordinance was not updated at the same time resulting in the Township not having clear jurisdiction to require the installation of sidewalks on these non-residential sites. To date, we have been able to require the installation of sidewalks on these properties as a function of Site Plan Review under the auspice of promoting and ensuring health/safety/welfare. However, the jurisdiction to do so would be much clearer if we amended the Sidewalk Ordinance to be specific on this matter. Additionally, it would more clearly provide the jurisdiction of the Township Board to provide for "postponement of construction" under the Ordinance, as it did for the Palmer, Bush & Jensen Funeral Home, should it be in the best interest of the Township as a whole.

The only recommended change is in the section titled "Sidewalk Construction Required". The change specifies that the section provides an exemption for single family and duplex residential land uses only within the A-1 and R-1A districts.

This ordinance amendment will be presented to the Board at a later meeting.

**REPORTS**

**SUPERVISOR**

**JOINT SCHOOL BOARD / BOARD OF TRUSTEES MEETING**

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Supervisor Goodrich stated that a Joint School Board/Board of Trustees meeting will be held on March 6, 2007 from 6:00 p.m. to 7:00 p.m. in the multipurpose room.

**DELHI CHARTER TOWNSHIP  
MINUTES OF REGULAR MEETING HELD ON FEBRUARY 20, 2007**

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**CLERK**

**MID-DECADE CENSUS**

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Clerk Hope reported on the progress of the Mid-Decade Census. Clerk Hope stated that there are only 169 more residents needed to reach the goal.

**TOWNSHIP MANAGER**

**MARTIN LUTHER MEMORIAL HOME**

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Twp. Mgr. Elsinga stated a couple of years ago, the apartments located at the rear of the former Martin Luther Memorial Home property were put on the tax roll. The property was promoted as a religious, not for profit institution. The case was heard by the Tax Tribunal and the Township won.

The nursing home located on the front portion of the property changed from Martin Luther Nursing Home to Project Compassion Nursing Home. With this change, the new owner was required to submit for tax-exempt status; however, incomplete/incorrect information was submitted to Steve Hudson, Assessor, thus their request was denied. After meeting with the owner and receiving the appropriate information, it is the recommendation of Mr. Hudson to concur with the owners request for an appeal of their non-exempt status to the Tax Tribunal, provided it is legally eligible to do so.

**ADJOURNMENT**

Meeting adjourned at 8:45 p.m.

**FYI**

1. Tri-County Metro Narcotics Squad – January 2007 Monthly Activity Report.
2. Letter dated February 7, 2007 from Larry Roggenbuck, Michigan Economic Development Corp.

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

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

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

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

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