

**DELHI CHARTER TOWNSHIP
COMMITTEE OF THE WHOLE MEETING HELD ON APRIL 3, 2007**

The members of the Delhi Charter Township Committee of the Whole met on Tuesday, April 3, 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, Treasurer Harry Ammon, Trustees John Hayhoe, Jerry Ketchum, Paul Krepps, Roy Sweet

Others Present: John Elsinga, Township Manager
Lt. Jeff Cook, Delhi Div., Ing. County Sheriff's Office
Mark Jenks, Dir. of Parks & Recreation
Tracy Carney-Miller, Dir. of Community Development
James Lenon, POTW Maintenance Supervisor
Wendy Thielen, Assist. Twp. Mgr. of Human Resources
Tricia Vander Ploeg, Admin. Assistant/Deputy Supervisor
Amy Finch, Assistant Twp. Clerk/Deputy Clerk

BUSINESS

NON-MOTORIZED TRANSPORTATION PLAN

The Board reviewed documents from Landscape Architects & Planners dated April 3, 2007 (ATTACHMENT I).

Tracy Miller, Director of Community Development, introduced Robert Ford and Mike Bristor from Landscape Architects & Planners (LAP). Ms. Miller stated that she has received several favorable comments in regards to this non-motorized transportation plan. Upon approval of the Board of Trustees, the Parks and Recreation Board and the Downtown Development Authority, this plan will move forward.

Mr. Bristor stated that the non-motorized transportation plan was developed through public and stakeholders involvement. A 14 member steering committee was made up of local review agencies, residents, the school district, the DDA and Township administration. The committee met three times and had input in the specific routes and connections to adjacent communities. Additionally, two Township input meetings were held. The plans were posted in the Township offices, the Capital Area District Library/Delhi Branch and on the Township website for review.

Mr. Ford stated that the first thing that was reviewed was the land layout and an inventory of the land. Widths of existing roadways and bridges were reviewed to see if there was a connection over and/or under some of the barriers such as highways. Roads were researched to see if there were available shoulders and bike lanes were identified and measured.

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Regional trail connections were looked at to see how the trails in Delhi Township would join up with the efforts of adjoining communities. Mr. Ford stated that the City of Mason has started part of their trail process and would like to connect to Delhi's trails. Delta Township would like to come down to the Dimondale area; East Lansing has already connected to the City of Lansing trails; and the City of Lansing would like to come to Jolly and Aurelius Roads. Delhi Township is in the strategic position to allow this to happen, acting as a hub.

Mr. Bristor stated that they identified all of the parks, schools and neighborhoods and tried to build a system to connect all of these locations in a continuous system. Many tools are used when referring to a non-motorized transportation plan. One of the tools is a sidewalk. It was noted that there are some gaps in the Township's sidewalk system. Sidewalks would be a high priority in the plan; however, sidewalks are typically in the road right-of-way and are not very scenic. Because of this, other types of transportation modes were investigated, one of which is bike lanes. There are some existing bike lanes along College Road, Harper Road, Nichols Road and Onondaga Road; however, there are some missing bike lanes in the inner area of the Township and it is recommended that these be extended out so that bike riders could start at their neighborhoods and ride outside of the town.

Another item looked at is a shared-use path which tends to be outside of the road right-of-way and is typically more scenic than a sidewalk. Sometimes these types of paths connect in a loop system to connect neighborhoods to schools. Mr. Bristor stated that Ingham County has expressed an interest to connect Burchfield Park with the trail system. To do this, a shared-use path on the west side of Grovenburg Road will be suggested. Also a shared-use path will be suggested around the POTW, around Holt High School on the south side of Holt Road and down Eifert Road to connect some neighborhoods.

One other strong connection that was noticed was the north to south connection which would tie into the regional trail system by tying the City of Lansing River Trail to the City of Mason and the Hayhoe Riverwalk Trail. Cedar Street has quite a large road right-of-way so there is a potential for a shared-use path along that route. Once into the urban core, alternatives along Cedar Street will be looked at.

Some of the other tools that were looked at were a four to three lane conversion which allows continuous bike lanes and helps to slow traffic down. Mid-block crossings were also looked at. Mid-block crossings would typically be on roads with lower traffic volumes. Mid-block crossings could be used on roads with higher traffic volumes but would require further study to properly sign the crossings. Another tool is a pedestrian underpass. There is an opportunity to use an underpass under I-96 to potentially connect the north to south trail system.

Mr. Ford stated that a CMAQ (Congestion, Mitigation and Air Quality Improvement) Prototype Grant is an opportunity that is provided through the State of Michigan and

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administered through Tri-County. The path funded by the grant would go from Holt Road up to Willoughby Road and through the parks. Construction for this path could possibly take place in 2008.

The next phase would link Willoughby Road to Jolly Road. There are two well defined routes to make this connection. An easement from Consumers Energy or from the railroad would have to be obtained for one of the routes or Department of Environmental Quality clearance would have to be granted for underneath the bridge over Sycamore Creek for the other route. After studying these two alternatives, LAP could come back to the Board with a feasible route. This phase could possibly take place in 2009-2010 if funding comes into place. Funding could possibly come from the DDA, grants, etc.

DEPARTMENT OF PUBLIC SERVICES – MARCH MONTHLY REPORT

James Lenon, POTW Maintenance Supervisor, reported on the highlights of the Public Services March 2007 Monthly Report (ATTACHMENT II).

DELHI TOWNSHIP PARKS SECURITY UPDATE

Mark Jenks, Director of Parks and Recreation, gave an update on the Ingham County Sheriff's Department Park Police program. Mr. Jenks met with the Ingham County Parks Director and Tyron Rhodes, who is the officer in charge of the program. The Sheriff's Office has a similar contract with Alaiedon Township for patrolling within their parks as well as security at their gates. The Alaiedon Township contract, which would be similar to the Township's contract, is an hourly contract. A proposed schedule, which can be adjusted as needed, was presented to the County and is being reviewed by the County Park Board and their County Board as well.

Mr. Jenks stated that a deputy would be assigned to the Township with communication with Park staff and the Sheriff's Office. An established route would be setup by the Township. The contract rate is approximately \$15 per hour which would include the deputy, the patrol vehicle, uniforms, etc. A proposed schedule would be approximately 1100 hours (estimated at approximately \$16,000) running from April to October. It is hoped that a contract can be presented to the Township Board at the April 17, 2007 meeting. This would be a preventative type program which would reduce some of the stress on the Ingham County Sheriff's Office/Delhi Division.

Mr. Jenks stated that in 2006 there was \$14,400 of vandalism in the Township parks. Supervisor Goodrich stated that possibly the DDA would be willing to offset some of the costs for areas in the DDA District.

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ADJOURNMENT

Meeting adjourned at 7:29 p.m.

Date: _____

Evan Hope, Township Clerk

Date: _____

Stuart Goodrich, Supervisor

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**DELHI CHARTER TOWNSHIP
MINUTES OF REGULAR MEETING HELD ON APRIL 3, 2007**

The Delhi Charter Township Board of Trustees met in a regular meeting on Tuesday, April 3, 2007 in the Multipurpose Room at the Community Services Center, 2074 Aurelius Road, Holt, Michigan. Supervisor Goodrich called the meeting to order at 7:34 p.m.

PLEDGE OF ALLEGIANCE

ROLL CALL

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

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

2006 ANNUAL REPORT – COMMUNITY DEVELOPMENT DEPARTMENT

Tracy Miller, Director of Community Development, gave the 2006 Annual Community Development Department report (ATTACHMENT I).

CONSENT AGENDA

- A. Approval of Minutes – Committee Meeting of March 20, 2007
- B. Approval of Minutes – Regular Meeting of March 20, 2007
- C. Approval of Claims – March 27, 2007 (ATTACHMENT II)
- D. Approval of Payroll – March 22, 2007 (ATTACHMENT III)
- E. Petition Lansing Board of Water and Light for Water District – Riverview Community Church Expansion (ATTACHMENT IV)

SWEET MOVED TO APPROVE THE CONSENT AGENDA ITEMS AS PRESENTED.

A Roll Call Vote was recorded as follows:

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

MOTION CARRIED

NEW BUSINESS

PROPOSED TOWNSHIP ORDINANCE NO. 114 – TRESPASS ORDINANCE, SECOND CONSIDERATION

The Board reviewed a memorandum dated March 15, 2007 from Twp. Mgr. Elsinga (ATTACHMENT V).

HOPE MOVED UPON SECOND CONSIDERATION, TO ADOPT DELHI TOWNSHIP ORDINANCE NO. 114 – TRESPASS ORDINANCE.

A Roll Call Vote was recorded as follows:

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

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MOTION CARRIED

PLANNED EQUIPMENT MAINTENANCE AGREEMENT – TOWNSHIP GENERATORS

The Board reviewed a memorandum dated March 30, 2007 from Twp. Mgr. Elsinga (ATTACHMENT VI).

HAYHOE MOVED TO APPROVE THE PLANNED EQUIPMENT MAINTENANCE AGREEMENT BETWEEN DELHI CHARTER TOWNSHIP AND CUMMINS BRIDGEWAY, LLC IN THE AMOUNT OF \$15,160 FOR THE PREVENTATIVE MAINTENANCE OF TOWNSHIP GENERATORS.

James Lenon, POTW Maintenance Supervisor, stated that the Township currently has a preventative maintenance agreement with Cummins Bridgeway for the maintenance of the two POTW generators (the 500 KW and 600 KW Onan generators). This agreement is up for renewal at this time.

The new agreement would provide the Township with a semi-annual preventative maintenance program for all twelve of its standby power generators. The agreement also guarantees a two hour emergency response window and a four hour rental program for a backup generator. This company is located in Grand Rapids and the technician is located in Delhi Township.

It was asked if this item was budgeted for in the 2007 Budget. Mr. Lenon stated that he was unsure; however, it was discussed. It was stated that most of the cost of this agreement will be taken from the Sewer Budget.

Mr. Lenon stated that load bank testing will be performed annually and maintenance will be performed semi-annually. Mr. Lenon stated that the two generators at the POTW engage approximately 10-12 times a year. If the generators do not perform correctly the Township could become in violation of its NPDES permit.

A Roll Call Vote was recorded as follows:

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

MOTION CARRIED

RESOLUTION NO. 2007-015 – AUTHORIZE THE USE OF RECEIVING BOARDS FOR ELECTIONS

The Board reviewed a memorandum dated March 28, 2007 from Clerk Evan Hope (ATTACHMENT VII).

HOPE MOVED TO ADOPT RESOLUTION NO. 2007-015 APPROVING THE USE OF RECEIVING BOARDS FOR ELECTIONS CONDUCTED BY THE TOWNSHIP CLERK.

Clerk Hope stated that approval of this resolution will allow the Clerk's Office to use Receiving Boards for elections. Receiving Boards ensure that all items are correct before the items are taken to Ingham County. This is done while all of the Election Inspectors are present.

A Roll Call Vote was recorded as follows:

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

MOTION CARRIED

INCREASE IN RATES FOR ELECTION INSPECTORS

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The Board reviewed a memorandum dated March 28, 2007 from Clerk Evan Hope (ATTACHMENT VIII).

HOPE MOVED TO APPROVE THE INCREASE IN ELECTION INSPECTOR RATES TO \$12 PER HOUR FOR CHAIRPERSONS AND \$10 PER HOUR FOR INSPECTORS.

Clerk Hope stated that rates for Elections Inspectors were last increased in 2001. This item was budgeted for during the 2007 Budget process.

A Roll Call Vote was recorded as follows:

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

MOTION CARRIED

RESOLUTION NO. 2007-016 – POSTPONE THE CONSTRUCTION OF A REQUIRED SIDEWALK – 3990 WILLOUGHBY

The Board reviewed memorandums dated March 29, 2007 from Twp. Mgr. Elsinga and Tracy Miller, Director of Community Development (ATTACHMENT IX).

KETCHUM MOVED TO ADOPT RESOLUTION NO. 2007-016 WHICH POSTPONES THE CONSTRUCTION OF A REQUIRED SIDEWALK ALONG PROPERTY LOCATED AT 3990 WILLOUGHBY ROAD AND REQUIRES THE PROPERTY OWNER TO EXECUTE A SIDEWALK AGREEMENT STATING THE SAME.

Tracy Miller, Director of Community Development, stated that because is a corner property and its long dimension faces the road, approximately 318 feet of sidewalk would need to be constructed costing approximately \$20,000.

One factor to this request is that this property is known to have a substantial amount of mucky, unstable soils which is in part why this home has never been issued an occupancy permit. In order to place a long term sidewalk in this area, a fair amount of fill dirt would have to be brought in.

Another factor is that there is a drainage ditch in the location that the sidewalk would have to be placed. Even if the sidewalk could be placed behind the drainage ditch, there would have to be a crossing to get out to the road.

Ms. Miller stated that this stretch of sidewalk is included on the non-motorized transportation plan so at some point in the future this area would likely get some design study and could delineate the issues that exist with the mucky soils and drainage issues.

A Roll Call Vote was recorded as follows:

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

MOTION CARRIED

REPORTS

SUPERVISOR

BUDGET WORKSHOP

Supervisor Goodrich stated that the Budget Workshop is scheduled for September 12, 2007 at 8:30 a.m.

TRUSTEES

KETCHUM

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PROPOSED AMENDMENTS TO ORDINANCE NO. 55 (PARKS ORDINANCE)

Trustee Ketchum stated that he met with Tracy Miller, Director of Community Development and Mark Jenks, Parks and Recreation Director, to share his concerns with proposed amendments to Ordinance 55 (Parks Ordinance).

SWEET

KEYSTONE DESIGN - FIRE STATION STUDY

Trustee Sweet questioned the check issued to Keystone Design on March 27, 2007 from the Downtown Development Authority regarding Fire Station study. Twp. Mgr. Elsinga stated that Keystone Design is determining the functionality of the old Fire Station (located at 2150 N. Cedar Street) that the DDA purchased.

HAYHOE

VALHALLA PARK

Trustee Hayhoe stated that members of the Parks and Recreation Committee are working on fund-raising ideas and are working to obtain some grant monies for improvements at Valhalla Park.

KIWANIS PARK

Trustee Hayhoe stated that the Holt Kiwanis Club will be contributing donations to do some repairs to Kiwanis Park.

TOWNSHIP MANAGER

GOALS AND OBJECTIVES MEETING

Twp. Mgr. Elsinga stated that he would like to schedule a meeting with Department Heads and a meeting with the Board of Trustees for Goals and Objectives. June 6, 2007 will be looked at for the Department Head meeting.

LIMITED COMMENTS

Frank Badalamente, 2600 Persimmon Path, wished happy holidays to the Board.

James Lenon, POTW Maintenance Supervisor, thanked the Board for their involvement in the Recycle Center Groundbreaking ceremony at the POTW on April 3, 2007. The tentative opening date for the Recycle Center will be May 12, 2007.

ADJOURNMENT

Meeting adjourned at 8:43 p.m.

FYI

1. Consumers Energy Tree Trimming Route for Delhi Township
2. Letter dated March 1, 2007 from Ingham County Housing Commission re: funds from MSHDA to rehabilitate homeowner occupied homes in Ingham County.
3. Tri-County Metro Narcotics Squad February 2007 Monthly Activity Report.

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4. Letter dated March 21, 2007 from Comcast Cable re: a change in the channel line up.

Date: _____

Evan Hope, Township Clerk

Date: _____

Stuart Goodrich, Supervisor

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