

**DELHI CHARTER TOWNSHIP
COMMITTEE OF THE WHOLE MEETING HELD ON JULY 17, 2007**

The members of the Delhi Charter Township Committee of the Whole met on Tuesday, July 17, 2007, in the Multipurpose Room at the Community Services Center, 2074 Aurelius Road, Holt, MI. Supervisor Goodrich called the meeting to order at 6:00 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 Division, Ingham County Sheriff's Office
Rick Royston, Fire Chief
Sandra Diorka, Director of Public Services
Tracy Carney-Miller, Director of Community Development
Pat Brown, Assistant Chief-EMS/Fire Marshall
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 – JUNE ACTIVITY REPORT

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

FIRE DEPARTMENT – JUNE ACTIVITY REPORT

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

Chief Royston stated that the Tri-County Emergency Medical Control Authority presented the Fire Department with a Certificate of Recognition for being 100% compliant in 2006 in the area of Continuous Quality Improvement.

Pat Brown, Assistant Chief-EMS/Fire Marshall, gave a presentation on an intraosseous (IO) IV device. The battery-powered device is used to place a stable port, via the intraosseous route in the tibia, achieving vascular access within seconds, with minimal trauma to the patient.

Delhi Township is the only Fire Department in the Tri-County area that currently uses this device.

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP
COMMITTEE OF THE WHOLE MEETING HELD ON JULY 17, 2007**

INGHAM COUNTY SHERIFF'S DEPARTMENT/DELHI DIVISION – JUNE ACTIVITY REPORT

Lt. Jeff Cook, Ingham County Sheriff's Department/Delhi Division, reported on the highlights of the Ingham County Sheriff's Department/Delhi Division June Activity Report (ATTACHMENT II).

HOLT ROAD AND WASHINGTON ROAD SIDEWALK PROPOSAL UPDATE

The Board reviewed a memorandum dated July 11, 2007 from Tracy Miller, Director of Community Development (ATTACHMENT III).

Tracy Miller, Director of Community Development, stated that Landscape Architects & Planners, Inc. has completed the preliminary design portion of the project for the new sidewalks on the west side of Washington Road between Ambler Street and the Lansing city limits and on the south side of Holt Road between Heatherton Drive and Eifert Road.

Ms. Miller stated that she would recommend that the Township Board consider the Holt Road sidewalk during 2008 and the Washington Road sidewalk in 2009 due to the difference in project cost and complexity. Another reason to schedule the Washington Road sidewalk in 2009 is that the City of Lansing has not yet completed the sidewalk on Washington Road in front of the three southernmost properties within their jurisdiction. The City of Lansing plans to install this section in 2009.

Ms. Miller stated that the Board should meet with the Holt Road residents in early fall 2007 for spring 2008 installation. The estimated project cost for the Holt Road sidewalk is between \$95,978 and \$103,581 depending on if the driveway approaches were redone as part of the project. This would represent a 50% cost share with the property owners with a Township cost of \$47,989 to \$51,790.

Trustee Ketchum had questions regarding the detail on the preliminary design documents. Ms. Miller stated that there will be more detail on the construction documents which have not been produced yet.

RENTAL INSPECTION PROGRAM

The Board reviewed tables regarding rental registrations (ATTACHMENT IV).

Tracy Miller, Director of Community Development, stated that the Township is in its third cycle of the Rental Registration Program. Ms. Miller stated that since inception, some things have changed. One item is that the 2006 Uniform Housing Code has become available and needs to be adopted by the Township Board. The Housing Code is the

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP
COMMITTEE OF THE WHOLE MEETING HELD ON JULY 17, 2007**

SUBJECT TO APPROVAL

guideline that the Township follows. The Board can make certain exclusions or requirements that are more or less restrictive if they choose. Ms. Miller stated that if the Township is going to change its program, now would be the time to do it. Ms. Miller stated that particularly for one and two family rental units (single family homes and duplexes) there is a very low rate of compliance. Ms. Miller further stated that 30 days before the inspection, a list is sent to the owner showing what the Township looks for during the inspection. The average number of times a unit is revisited after the initial inspection to verify compliance is 2.06 times. For multifamily units, which are buildings with three or more units, compliance is achieved on the average of 1.6 visits per unit.

Ms. Miller stated that the Township is starting to see rental units in areas where there were not normally rental units before. Ms. Miller further stated that it is her feeling that with the depressed housing market and the inability of owners to sell their homes, more property owners are enticed to rent their homes. Over the last three cycles, the Township's rental units have increased from 1,857 units to 2,327 units.

Ms. Miller stated that the Township's rental inspection fees are lower than similar communities in the area that have rental programs. Most communities also inspect their rental units annually; whereas, the Township inspects bi-annually.

Ms. Miller stated that through preliminary analysis, the Township is subsidizing approximately 23-28% of the program costs to run the program. Trustee Hayhoe questioned if an additional employee would need to be hired if inspections were done annually. Ms. Miller stated that she was unsure. Her recommendation might be that the Township move toward a system where every rental gets inspected bi-annually; however, if a unit gets a violation that requires reinspection in the first year; the unit would require an inspection the next year at the cost of the property owner.

Trustee Krepps stated that initially, he was reluctant when this program started and he does not agree with raising rates; however, if the property owner is given advance notice of items that will be inspected and still is not in compliance, it is his feeling that the Township should not bear the expense. Trustee Krepps asked if the notice could be sent out 45 days before the inspection instead of 30 days. Ms. Miller stated that they could send the notices out 45 days before the inspection.

Twp. Mgr. Elsinga stated that currently this program is being subsidized by the Township. It is necessary that the program pays for itself and that the entry into the rental business is not just given away by the Township.

**AMENDMENT NO. 4 TO POTW DIGESTER IMPROVEMENT PROJECT – HUBBELL,
ROTH AND CLARK, INC.**

Due to lack of time, this item was discussed at the July 17, 2007 Board of Trustees meeting.

**DELHI CHARTER TOWNSHIP
COMMITTEE OF THE WHOLE MEETING HELD ON JULY 17, 2007**

PUBLIC COMMENT – None

ADJOURNMENT

Meeting adjourned at 7:29 p.m.

Date: _____

Evan Hope, Township Clerk

Date: _____

Stuart Goodrich, Supervisor

/af

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP
MINUTES OF REGULAR MEETING HELD ON JULY 17, 2007**

The Delhi Charter Township Board of Trustees met in a regular meeting on Tuesday, July 17, 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
Cheryl Lyons, Head Librarian, CADL-Holt/Delhi Branch
Sandra Diorka, Director of Public Services
Tracy Carney-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

Mike Hamilton, 4541 Sycamore Street, stated that he disagrees with an increase to the rental inspection fees.

Michael Koot, 3668 Fernwood Lane, questioned his sewer bill. Treasurer Ammon explained the usage charge.

SET / ADJUST AGENDA

HOPE MOVED TO REMOVE AGENDA ITEM NO. 7 – RESOLUTION NO. 2007-039 – ANNUAL DETERMINATION OF STREETLIGHT ASSESSMENTS.

A Voice Poll was recorded as follows: All Ayes

MOTION CARRIED

CERTIFICATE OF RECOGNITION – EVAN HOPE – 2007 TOWNSHIP CLERK OF THE YEAR

State Representative Barb Byrum presented Clerk Hope with a proclamation signed by State Senator Gretchen Whitmer, Governor Jennifer Granholm and herself honoring him as 2007 Township Clerk of the Year.

Supervisor Goodrich presented Clerk Hope with a Certificate of Recognition for being elected the 2007 Township Clerk of the Year by the members of the Michigan Association of Municipal Clerks.

2006 ANNUAL REPORT – CAPITAL AREA DISTRICT LIBRARY

Cheryl Lyons, Capital Area District Library/Delhi Branch, Head Librarian, gave the 2006 Capital Area District Library Annual Report (on file in the Clerk's Office).

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP
MINUTES OF REGULAR MEETING HELD ON JULY 17, 2007**

PUBLIC HEARING – 8:00 P.M.

**RESOLUTION NO. 2007-028 – ESTABLISHMENT OF AN INDUSTRIAL
DEVELOPMENT DISTRICT – DELHI NE/DEPOT STREET AREA**

Motion to Open Public Hearing – 8:00 p.m.

HOPE MOVED TO OPEN THE PUBLIC HEARING ON RESOLUTION NO. 2007-028 – ESTABLISHMENT OF AN INDUSTRIAL DEVELOPMENT DISTRICT – DELHI NE/DEPOT STREET AREA.

A Roll Call Vote was recorded as follows:

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

MOTION CARRIED

Tracy Miller, Director of Community Development, stated that Dart Container has filed for an Industrial Facilities Tax Exemption under Public Act 198. Part of the process is that an eligible business needs to be located in an Industrial Development District in order to apply for and be approved to receive tax abatement.

Ms. Miller stated that current land use, known eligible businesses in the area, properties that could house eligible businesses, vacant properties that were either currently zoned for industrial land use or included in the master plan for industrial land uses were looked at when considering this district. Some of the properties in this area are currently used for residential purposes. The Community Development Department received two phone calls from property owners in this area who were confused because their properties are currently used for residential.

Ms. Miller stated that the Industrial Development District does not make the residential properties eligible to receive tax abatement; it does not raise the assessment of their properties, etc. It does not mean anything relative to the use and continued use of the properties for residential purposes (unless the building was destroyed and unable to be rebuilt). The district will not rush the conversion of these properties from residential to industrial land use. It has no impact on the current land use or the ability to continue that land use as a non-conforming use under the Township Zoning Ordinance.

Mike Hamilton, 4541 Sycamore Street, questioned the zoning in this area.

Motion to Close Public Hearing – 8:11 p.m.

HOPE MOVED TO CLOSE THE PUBLIC HEARING.

A Voice Poll was recorded as follows: All Ayes

MOTION CARRIED

**RESOLUTION NO. 2007-029 – APPLICATION FOR INDUSTRIAL FACILITIES
EXEMPTION CERTIFICATE – DART CONTAINER OF MICHIGAN, LLC**

Motion to Open Public Hearing – 8:12 p.m.

HOPE MOVED TO OPEN THE PUBLIC HEARING ON RESOLUTION NO. 2007-029 – APPLICATION FOR INDUSTRIAL FACILITIES EXEMPTION CERTIFICATE – DART CONTAINER OF MICHIGAN, LLC.

A Voice Poll was recorded as follows: All Ayes

MOTION CARRIED

Tracy Miller, Director of Community Development, stated that this public hearing is with regards to the tax abatement application that is requested by Dart Container of Michigan for new investments that they intend to make at their property located at the corner of Depot Street and Delhi NE Street. This involves new personal property in the amount of

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP
MINUTES OF REGULAR MEETING HELD ON JULY 17, 2007**

\$413,000 and real property improvements in the amount of \$200,400. They will retain 43 jobs and create four new jobs. The abatement would be for 12 years plus two years for construction.

Marsha Zimmerman, Dart Container, stated that this facility is Dart's ink plant. The expansion will be approximately 30,000 square feet.

Motion to Close Public Hearing – 8:15 p.m.

HOPE MOVED TO CLOSE THE PUBLIC HEARING.

A Voice Poll was recorded as follows: All Ayes
MOTION CARRIED

CONSENT AGENDA

- A. Approval of Minutes – Regular Meeting of July 3, 2007
- B. Approval of Claims – July 3, 2007 (ATTACHMENT I)
- C. Approval of Payroll – July 12, 2007 (ATTACHMENT II)
- D. Authorization to Transfer Balance from Water District #128 (Hunters Glen Subdivision) to Water Improvement Fund (ATTACHMENT III)
- E. Petition Lansing Board of Water and Light for a Water District – Patient Care Drive, Phase II (ATTACHMENT IV)

AMMON MOVED TO APPROVE THE CONSENT AGENDA ITEMS AS PRESENTED.

A Roll Call Vote was recorded as follows:

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

NEW BUSINESS

RESOLUTION NO. 2007-033 – INGHAM COUNTY BROWNFIELD REDEVELOPMENT PLAN

The Board reviewed a memorandum dated July 13, 2007 from Twp. Mgr. Elsinga (ATTACHMENT V).

KREPPS MOVED TO ADOPT RESOLUTION NO. 2007-033 WHICH SUPPORTS THE INGHAM COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY'S BROWNFIELD PLAN FOR THE REDEVELOPMENT OF INGHAM COUNTY LAND BANK FAST TRACK AUTHORITY PARCELS.

Susan Pigg, Economic Development Coordinator/Brownfield Administrator for Ingham County, stated that they are requesting this resolution for approval of the ongoing efforts of the Ingham County Land Bank Fast Track Authority to repair and redevelop tax diverted and dilapidated properties to get them back on the tax roll.

Ms. Pigg stated that this is part of a process that began two years ago when State law allowed the County to create a Land Bank Authority. Now, instead of tax reverted properties going to the State, counties can acquire these properties. Under the State law, the effort can be financed using a Brownfield plan. The Ingham County Brownfield Authority has joined forces with the Ingham County Land Bank Authority to assure that the repair, maintenance and return of these properties to the tax roll can be financed.

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP
MINUTES OF REGULAR MEETING HELD ON JULY 17, 2007**

Trustee Krepps asked how this has been working in Ingham County. Ms. Pigg stated that so far most of the properties have been in the City of Lansing. An example would be that a property goes into tax reversion, the County Land Bank Authority takes the property, mows, cleans, removes dilapidated buildings, clears and clarifies any title issues, etc. and then resells the property. There is a covenant attached to these properties that for twenty years the properties are single family, owner-occupied homes. As for properties that are not mapped or surveyed into appropriate parcels, such as lots in between lots or at the back of lots, the Land Bank Authority has the ability to maintain the lots and to clear the titles to offer them to the adjacent property owners.

Trustee Krepps asked how properties are chosen. Ms. Pigg stated that the Land Bank Authority selects properties that can have a cluster effect in an area and are most eligible for redevelopment. The Land Bank Authority also looks at local planning and zoning needs and tries to address them whenever possible.

A Roll Call Vote was recorded as follows:

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

MOTION CARRIED

RESOLUTION NO. 2007-038 – RAINBOW HOMES NONPROFIT HOUSING CORPORATION – CHARITABLE GAMING LICENSE

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

HAYHOE MOVED TO ADOPT RESOLUTION NO. 2007-038 RECOGNIZING RAINBOW HOMES NONPROFIT HOUSING CORPORATION AS A NONPROFIT ORGANIZATION OPERATING IN DELHI TOWNSHIP FOR THE PURPOSE OF OBTAINING A CHARITABLE GAMING LICENSE, ISSUED BY THE MICHIGAN LOTTERY CHARITABLE GAMING DIVISION, RELATIVE TO A 50/50 RAFFLE ON AUGUST 12, 2007 AT 2111 ADELPHA STREET, DELHI TOWNSHIP.

Wendy Thielen, Assistant Township Manager of Human Resources, stated that Rainbow Homes is a nonprofit corporation operating out of Delhi Township. They are trying to raise funds to add an addition to their community room. The State of Michigan states that, through a resolution, the Township has to recognize the organization as a nonprofit organization operating in the community. The raffle will be held at their fourplexes located at 2111 Adelpha Street.

A Roll Call Vote was recorded as follows:

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

MOTION CARRIED

AMENDMENT NO. 4 TO POTW DIGESTER IMPROVEMENT PROJECT – HUBBELL, ROTH AND CLARK, INC.

The Board reviewed a memorandum dated July 13, 2007 from Twp. Mgr. Elsinga (ATTACHMENT VII).

SWEET MOVED TO APPROVE AMENDMENT NO. 4 TO THE POTW DIGESTER SYSTEM IMPROVEMENTS PROJECT FROM HUBBELL, ROTH AND CLARK, INC. IN THE AMOUNT OF \$340,000.

Twp. Mgr. Elsinga stated that Amendment No. 4 is for the engineering contract for the digester improvements at the POTW Plant. Within the State Revolving Fund funding, approximately 1.3 million dollars was budgeted for engineering services. This will complete the engineering for the design and prepares for the contract observation and the administration of the project. Bids were received on July 12, 2007, which were

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP
MINUTES OF REGULAR MEETING HELD ON JULY 17, 2007**

approximately 5% over estimate, which will come before the Board on August 7, 2007. The final time frame for the State Revolving Fund money is August 30, 2007.

Twp. Mgr. Elsinga stated that the Township has also received an S2 Grant from the State of Michigan which funded 90% of the design.

The only additional change that could occur is if a change order is received for any change of scope of the project.

Mike Hamilton, 4541 Sycamore Street, questioned the capacity of the digester system improvements. Twp. Mgr. Elsinga stated that if the Township's growth continues the same as it currently is, the improvements should last approximately twenty years.

A Roll Call Vote was recorded as follows:

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

MOTION CARRIED

RESOLUTION NO. 2007-036 – ESTABLISHMENT OF AN INDUSTRIAL DEVELOPMENT DISTRICT – DELHI NE/DEPOT STREET AREA

The Board reviewed memorandums dated July 12, 2007 from Tracy Miller, Director of Community Development and July 9, 2007 from Twp. Mgr. Elsinga (ATTACHMENT VIII).

SWEET MOVED TO ADOPT RESOLUTION NO. 2007-036 WHICH ESTABLISHES AN INDUSTRIAL DEVELOPMENT DISTRICT FOR PROPERTY KNOWN AS THE DELHI NE/DEPOT STREET AREA.

A Roll Call Vote was recorded as follows:

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

MOTION CARRIED

RESOLUTION NO. 2007-037 – APPLICATION FOR INDUSTRIAL FACILITIES EXEMPTION CERTIFICATE – DART CONTAINER OF MICHIGAN, LLC

The Board reviewed memorandums dated July 12, 2007 from Tracy Miller, Director of Community Development and Twp. Mgr. Elsinga (ATTACHMENT IX).

KREPPS MOVED TO ADOPT RESOLUTION NO. 2007-037 – WHICH APPROVES THE APPLICATION FOR INDUSTRIAL FACILITIES TAX (IFT) ABATEMENT CERTIFICATE FOR DART CONTAINER OF MICHIGAN, LLC.

A Roll Call Vote was recorded as follows:

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

MOTION CARRIED

REPORTS

SUPERVISOR

MEETINGS

Supervisor Goodrich stated that he will meet the new Director of the Lansing Board of Water and Light on July 18, 2007. Also on that day, he will be attending a meeting with the Director of the Lansing Economic Area Partnership (LEAP).

TREASURER

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP
MINUTES OF REGULAR MEETING HELD ON JULY 17, 2007**

SUMMER TAXES

Treasurer Ammon stated that his office is continuing to collect summer property taxes.

TOWNSHIP MANAGER

CAPITAL AREA DISTRICT LIBRARY

Twp. Mgr. Elsinga stated that he received a letter from Capital Area District Library stating that they will begin collecting a non-resident fee beginning January 1, 2008.

FIRE/EMS – JOINT PURCHASING

Twp. Mgr. Elsinga stated that a meeting was held last week in regards to joint EMS purchasing. There is a mutual interest in this idea.

LYNN HARVEY – GOALS AND OBJECTIVES

Twp. Mgr. Elsinga stated that Lynn Harvey met with all of the Department Heads on July 16, 2007 in regards to Board Goals and Objectives. The budget meeting will be held on September 12, 2007.

LIMITED PUBLIC COMMENTS

Ken Hoffman, 2069 Dean Street, voiced a concern regarding an overgrown yard.

ADJOURNMENT

Meeting adjourned at 9:03 p.m.

Date: _____

Evan Hope, Township Clerk

Date: _____

Stuart Goodrich, Supervisor

/af

SUBJECT TO APPROVAL