

**DELHI CHARTER TOWNSHIP
COMMITTEE OF THE WHOLE MEETING HELD ON APRIL 2, 2008**

The members of the Delhi Charter Township Committee of the Whole met on Wednesday, April 2, 2008 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, Paul Krepps, Roy Sweet

Members Absent: Trustee Jerry Ketchum

Others Present: Marian Frane, Director of Accounting
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

**RESOLUTION NO. 2008-037 – ESTABLISHMENT OF A DELHI CHARTER TOWNSHIP
AUDIT COMMITTEE**

The Board reviewed a memorandum dated March 27, 2008 from Twp. Mgr. Elsinga (ATTACHMENT I).

Marian Frane, Director of Accounting, stated that this resolution would create an Audit Committee consisting of the Township Supervisor, Treasurer and Clerk. The Government Finance Officers Association (GFOA) recommends municipalities establish an audit committee. The Committee responsibilities would be to provide independent review and oversight of the Township's financial reporting processes, internal controls and independent auditors.

The Committee would also serve as a recommending body to the Township Board with regards to the Township's annual financial statements, the management letter submitted by the auditors and the response to the management letter submitted by Township staff. The Audit Committee would formalize the existing Ad-Hoc Committee.

**PROPOSAL FOR SUPERVISORY CONTROL AND DATA ACQUISITION (SCADA) SYSTEM
UPGRADE**

The Board reviewed a memorandum dated March 26, 2008 from Twp. Mgr. Elsinga (ATTACHMENT II).

Sandra Diorka, Director of Public Services, stated that as reported at the March 4, 2008 Committee of the Whole meeting, the current Supervisory Control and Data Acquisition (SCADA) System for the Publicly Owned Treatment Works is now insufficient for the current data demands and is unable to support the remote Programmable Logic Controller's (PLC's) for the new digester building due to be added later this summer. Three options were researched by RS Technical Services.

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP
COMMITTEE OF THE WHOLE MEETING HELD ON APRIL 2, 2008**

Ms. Diorka stated that it is her recommendation to select option two as it is the most cost effective replacement system and is compatible with the collection system SCADA software. The cost for this update is approximately \$120,000. Funds are available in the Replacement Fund budget.

DEPARTMENT OF PUBLIC SERVICES – MARCH MONTHLY REPORT

Sandra Diorka, Director of Public Services, reported on the highlights of the March Department of Public Services Monthly Report (ATTACHMENT III).

TOWNSHIP MANAGER REPORT

CEDAR LAKE

In the absence of Twp. Mgr. Elsinga, Supervisor Goodrich gave the Manager's Report. Supervisor Goodrich stated that a second meeting was held with the Ingham County Drain Commissioner's Office in regards to Cedar Lake. It was stated that the meeting went well.

PUBLIC COMMENT - None

ADJOURNMENT

Meeting adjourned at 6:53 p.m.

Date: _____

Evan Hope, Township Clerk

Date: _____

Stuart Goodrich, Supervisor

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SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP
MINUTES OF REGULAR MEETING HELD ON APRIL 2, 2008**

The Delhi Charter Township Board of Trustees met in a regular meeting on Wednesday, April 2, 2008 in the Multipurpose Room at the Community Services Center, 2074 Aurelius Road, Holt, Michigan. Supervisor Goodrich called the meeting to order at 7:30 p.m.

PLEDGE OF ALLEGIANCE

ROLL CALL

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

Members Absent: Trustee Jerry Ketchum

Others Present: Al McFadyen, DDA Executive Director
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 - None

APPOINTMENT TO THE DELHI TOWNSHIP PLANNING COMMISSION – ELIZABETH ZIETLOW

The Board reviewed a memorandum dated March 27, 2008 from Supervisor Goodrich (ATTACHMENT I).

SWEET MOVED TO APPOINT ELIZABETH ZIETLOW TO THE DELHI TOWNSHIP PLANNING COMMISSION, EFFECTIVE APRIL 3, 2008, TO FULFILL THE REMAINDER OF THE THREE-YEAR TERM (06/01/06-06/01/09) VACATED BY MEMBER GARY SMITH.

A Roll Call Vote was recorded as follows:
Ayes: Sweet, Ammon, Goodrich, Hayhoe, Hope, Krepps
Absent: Ketchum

MOTION CARRIED

2007 ANNUAL REPORT – DEPARTMENT OF PUBLIC SERVICES

Sandra Diorka, Director of Public Services, gave the 2007 Annual Department of Public Services Report (ATTACHMENT II).

CONSENT AGENDA

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP
MINUTES OF REGULAR MEETING HELD ON APRIL 2, 2008**

- A. Approval of Minutes – Committee Meeting of March 18, 2008
- B. Approval of Minutes – Regular Meeting of March 18, 2008
- C. Approval of Minutes - Joint Meeting of the Township Board and Holt Schools Board of Education of March 10, 2008
- D. Approval of Claims – March 25, 2008 (ATTACHMENT III)
- E. Approval of Payroll – March 20, 2008 (ATTACHMENT IV)

AMMON MOVED TO APPROVE THE CONSENT AGENDA ITEMS AS PRESENTED.

A Roll Call Vote was recorded as follows:

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

Absent: Ketchum

MOTION CARRIED

NEW BUSINESS

RESOLUTION NO. 2008-036 – REIMBURSEMENT RESOLUTION FROM BOND PROCEEDS FINANCING 2008 DDA PROJECTS

The Board reviewed memorandums dated March 27, 2008 from Twp. Mgr. Elsinga and March 26, 2008 from Al McFadyen, DDA Executive Director (ATTACHMENT V).

HAYHOE MOVED TO ADOPT RESOLUTION NO. 2008-036, WHICH APPROVES THE REIMBURSEMENT RESOLUTION FROM BOND PROCEEDS FINANCING 2008 DOWNTOWN DEVELOPMENT AUTHORITY PROJECTS.

Al McFadyen, DDA Executive Director, stated that this is the first step in the bond process which will allow the DDA to go forward with some construction projects scheduled for this spring. The proceeds from the sale of the bonds will be used to reimburse the DDA for the costs that are incurred. The DDA Board adopted a similar resolution at their March 25, 2008 meeting.

A Roll Call Vote was recorded as follows:

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

Absent: Ketchum

MOTION CARRIED

RESOLUTION NO. 2008-037 – ESTABLISHMENT OF A DELHI TOWNSHIP AUDIT COMMITTEE

The Board reviewed a memorandum dated March 27, 2008 from Twp. Mgr. Elsinga (ATTACHMENT VI).

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP
MINUTES OF REGULAR MEETING HELD ON APRIL 2, 2008**

KREPPS MOVED TO ADOPT RESOLUTION NO. 2008-037 WHICH ESTABLISHES THE DELHI CHARTER TOWNSHIP AUDIT COMMITTEE CONSISTING OF THE TOWNSHIP SUPERVISOR, TOWNSHIP TREASURER AND TOWNSHIP CLERK.

A Roll Call Vote was recorded as follows:

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

Absent: Ketchum

MOTION CARRIED

PROPOSAL FOR SUPERVISORY CONTROL AND DATA ACQUISITION (SCADA) SYSTEM UPGRADE

The Board reviewed memorandums dated March 26, 2008 from Twp. Mgr. Elsinga and March 21, 2008 from Sandra Diorka, Director of Public Services (ATTACHMENT VII).

SWEET MOVED TO APPROVE THE OPTION TWO PROPOSAL FROM RS TECHNICAL SERVICES, INC. FOR THE UPGRADE OF THE SUPERVISORY CONTROL AND DATA ACQUISITION (SCADA) SYSTEM AT THE PUBLICLY OWNED TREATMENT WORKS AT AN ESTIMATED COST OF \$120,000.

A Roll Call Vote was recorded as follows:

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

Absent: Ketchum

MOTION CARRIED

ZONING AND DEVELOPMENT

PETITION TO REZONE CASE NO. 08-850 – 2070 DEPOT STREET – DTN PROPERTIES, LLC – TAX PARCEL #33-25-05-14-478-003 – IW, INDUSTRIAL WAREHOUSE TO IM, INDUSTRIAL MANUFACTURING (PROPOSED ZONING ORDINANCE NO. 611)

The Board reviewed a memorandum dated March 27, 2008 from Tracy Miller, Director of Community Development (ATTACHMENT VIII).

AMMON MOVED TO APPROVE THE REZONING OF CASE NO. 08-850, 2070 DEPOT STREET, TAX PARCEL #33-25-05-14-478-003, DTN PROPERTIES, LLC, FROM IW, INDUSTRIAL WAREHOUSE, TO IM, INDUSTRIAL MANUFACTURING, AS RECOMMENDED BY THE PLANNING COMMISSION AT THEIR MARCH 24, 2008 MEETING, BASED ON IT BEING CONSISTENT WITH PURPOSE AND INTENT OF THE ZONING ORDINANCE, BEING COMPATIBLE WITH THE EXISTING AND ANTICIPATED DEVELOPMENT IN THE AREA AND PURSUANT TO THE MASTER PLAN (ZONING ORDINANCE NO. 611).

Tracy Miller, Director of Community Development, stated that this property is currently zoned Industrial Warehouse. Staff and the Planning Commission are recommending that this property be rezoned Industrial Manufacturing due to the consistency of both the current and anticipated

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP
MINUTES OF REGULAR MEETING HELD ON APRIL 2, 2008**

future use of the property. Ms. Miller stated that the properties located to the north (up to the Dakota International property) of this parcel are currently zoned Industrial Manufacturing. North of the Dakota property, the parcels located in the Jarco Drive area are zoned Industrial Park and the parcels to the south and west are zoned Industrial Assembly. Aspen Lakes Development is located to the east; however, the nearest structure within that development is separated from this property by over 500', a county drain, a wetlands area and a six foot high berm.

A Roll Call Vote was recorded as follows:

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

Absent: Ketchum

MOTION CARRIED

PETITION TO REZONE CASE NO. 08-851 – 2108 CEDAR STREET – DELHI CHARTER TOWNSHIP – TAX PARCEL #33-25-05-14-303-022 – R-1D, ONE AND TWO FAMILY HIGH DENSITY RESIDENTIAL TO PP, PUBLIC PROPERTIES (ZONING ORDINANCE NO. 612)

The Board reviewed a memorandum dated March 27, 2008 from Tracy Miller, Director of Community Development (ATTACHMENT IX).

HOPE MOVED TO APPROVE THE REZONING OF CASE NO. 08-851, 2108 CEDAR STREET, TAX PARCEL #33-25-05-14-303-022, DELHI CHARTER TOWNSHIP, FROM R-1D, ONE AND TWO FAMILY HIGH DENSITY RESIDENTIAL, TO PP, PUBLIC PROPERTIES, AS RECOMMENDED BY THE PLANNING COMMISSION AT THEIR MARCH 24, 2008 MEETING, BASED ON IT BEING CONSISTENT WITH PURPOSE AND INTENT OF THE ZONING ORDINANCE, BEING COMPATIBLE WITH THE EXISTING AND ANTICIPATED DEVELOPMENT IN THE AREA AND PURSUANT TO THE MASTER PLAN (ZONING ORDINANCE NO. 612).

Tracy Miller, Director of Community Development, stated that this property is currently owned by the DDA and is anticipated for use as the Delhi Township Senior Center. This parcel is currently zoned One and Two Family High Density. Staff and the Planning Commission are recommending the parcel be zoned Public Properties. Ms. Miller stated that the Public Properties district currently has a front yard set back of 40' which is difficult to meet on this type of property. Ms. Miller further stated that this will have to be looked at during the site plan possibly seeking a variance from the Zoning Board of Appeals or an amendment to the ordinance.

A Roll Call Vote was recorded as follows:

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

Absent: Ketchum

MOTION CARRIED

REPORTS

SUPERVISOR

HOLT EDUCATION FOUNDATION-COMMUNITY RECOGNITION DINNER

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP
MINUTES OF REGULAR MEETING HELD ON APRIL 2, 2008**

Supervisor Goodrich stated that the Township Board attended the Holt Education Foundation Recognition Dinner on April 1st. Clerk Evan Hope was honored as the Outstanding Alumnus.

ADJOURNMENT

Meeting adjourned at 8:28 p.m.

Date: _____

Evan Hope, Township Clerk

Date: _____

Stuart Goodrich, Supervisor

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SUBJECT TO APPROVAL