

**DELHI CHARTER TOWNSHIP  
COMMITTEE OF THE WHOLE MEETING HELD ON APRIL 15, 2008**

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The members of the Delhi Charter Township Committee of the Whole met on Tuesday, April 15, 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, Jerry Ketchum, Paul Krepps, Roy Sweet

Others Present: John Elsinga, Township Manager  
Lt. Mike DeBruin, Delhi Division, Ingham County Sheriff's Office  
Rick Royston, Fire Chief  
Sandra Diorka, Director of Public Services  
Tracy Carney-Miller, Director of Community Development  
Tricia Vander Ploeg, Administrative Assistant/Deputy Supervisor  
Amy Finch, Assistant Township Clerk/Deputy Clerk

**BUSINESS**

**KELLER'S RIDGE NO. 3 STORMWATER DETENTION ALTERNATIVES**

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Carla Clos, Deputy Ingham County Drain Commissioner, introduced Adam Ward from Spicer Group. Ms. Clos stated that two of the property owners of the affected properties are in attendance at this evening's meeting (Steven & Darlene Pinkos and Bill & Shelley Long).

Mr. Ward stated that Keller's Ridge Subdivision has a detention basin with a detention easement located on the five northeastern properties in the subdivision. Currently, the stormwater drains through a system of pipes under the roads and outlets into the detention basin. The basin then outlets through a pipe that runs beneath an area tree farm and outlets into an open stretch of drain. The goals of this project are to relocate the detention out of the residents' property, provide dry rear lots, design the project in compliance with the Ingham County Drain Commissioner's rules and laws, minimize up-front and life cycle costs of the project and minimize the impact to adjacent landowners.

Mr. Ward stated that with this basis of design in mind, various solutions were devised. There are three tasks that need to be achieved as part of this project to meet basis of design:

- Task 1: Extend Keller's Ridge Branch  
Relocate Branch No. 1  
Other alternatives: relocate in road or replace existing undersized tile
  
- Task 2: Fill and re-grade existing basin  
Obtain Flooding Easement(s) adjacent to Burgess Drain  
Other alternatives: construct new basin; in-line detention in swale; continue to utilize existing basin (which does not meet the basis of design criteria)
  
- Task 3: Remove and replace existing clay tile  
Overland flow easement to Burgess Drain  
Other alternatives: open swale

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Three packages/alternatives were presented:

Package/Alternative 1 – \$130,300

- Use an open drain with in-line storage with an anticipated additional easement cost.

Package/Alternative 2 - \$192,100

- Relocate tile drain under road, construct new basin where the tree farm currently exists and provide a pipe to connect it back to the Burgess Drain.

Package/Alternative 3 – \$121,700 (recommended)

- Relocate tile drain to the rear lots and purchase flood easement for in-line storage.

Mr. Ward stated that there are still a number of outstanding issues including stakeholder coordination; easement acquisition; construction access and the legal process under which this project could be completed.

Ms. Clos stated that there are several legal issues that need to be discussed. Ms. Clos further stated that she would like to know from the Board on how to proceed at this point.

Supervisor Goodrich asked how this project could be completed by this year. Ms. Clos stated that a spending resolution is the most direct method; however, the project could be completed by the end of the year regardless of which route was taken. The petition process generally takes approximately 90 days unless there is an appeal. Ms. Clos explained the petition process.

Supervisor Goodrich asked the Board if they agreed to have the Ingham County Drain Commissioner's Office, Twp. Mgr. Elsinga and Spicer Group continue to work on this project to remedy it in a cost effective manner.

Trustee Krepps stated that this would be a solution that would result in an assessment to the affected property owners to cover the cost rather than a Township wide assessment. Supervisor Goodrich answered in the affirmative.

Supervisor Goodrich requested that an informal informational meeting be held with the property owners. Ms. Clos stated that a meeting could be held.

Treasurer Ammon asked why the 6" pipe could not be replaced with an 18" pipe and run it through the existing easement. Mr. Ward stated that there would be an approximate 25% cost savings on the project if the basin remained but was provided a good outlet so that the water could only reach a certain height before it would have a place to go. Any storage that would be lost above that could be compensated with an additional cut in the properties that typically stay dry as there is currently a detention easement on these properties. The area that is currently dry or less deep would be dug out so that the water would still be there when it rained and would stay there for a day or two as it drained out. The bottom of the basin may still be soggy, but a substantial amount of money would be saved.

Trustee Hayhoe asked if permission would have to be obtained to dig out for the additional basin. Ms. Clos answered in the affirmative. Ms. Clos stated that the basin had a design when it was approved and it could only be restored to the approved design.

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Trustee Ketchum asked where the money for this project would be coming from. Supervisor Goodrich stated that it has not been determined yet. Twp. Mgr. Elsinga stated that the project will be over \$100,000, minus approximately 15% paid by the Township and 10% paid by the Drain Commissioner. The property owner assessment will be approximately 75% of the project.

Trustee Krepps stated that the option of resizing the 6" tile to 18" should be offered as well.

**PURCHASE OF COMPUTER NOTEBOOK TABLETS – COMMUNITY DEVELOPMENT DEPARTMENT**

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The Board reviewed memorandums dated April 9, 2008 from Twp. Mgr. Elsinga and April 10, 2008 from Tracy Miller, Director of Community Development (ATTACHMENT I).

Tracy Miller, Director of Community Development, stated that \$25,000 was budgeted for this project in 2008. The only component of the program that has not been fully developed yet is where a permittee would be issued a password so that they could access and view their permit data. BS&A is aware that the Township would like this component.

The cost of each tablet is \$2,661.76 for a total cost of \$10,647.03 for four tablets. Each of the three primary inspectors would have a tablet and one tablet would be used for the soil erosion sedimentation control.

Trustee Krepps asked if this function could be done on wireless notebooks. Ms. Miller stated that a notebook requires a surface that would allow the inspector to type in the information whereas the tablet would allow the inspector to write the information directly on them.

Trustee Ketchum asked how weather proof the devices were. Ms. Miller stated that they are very weather proof. Cases will be purchased that will allow for additional water resistant protection.

**FIRE DEPARTMENT – MARCH ACTIVITY REPORT**

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Rick Royston, Fire Chief, reported on the highlights of the Fire Department March 2008 Activity Report (ATTACHMENT II).

Chief Royston stated that some of the figures in the table of the report are incorrect. There were a total of 198 calls in Delhi Township and a total of 7 calls in Alaieton Township for a total of 205 calls.

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

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Lt. Michael DeBruin, Ingham County Sheriff's Office/Delhi Division, reported on the highlights of the Ingham County Sheriff's Office/Delhi Division March 2008 Activity Report (ATTACHMENT III).

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**COMMUNITY DEVELOPMENT DEPARTMENT – MARCH ACTIVITY REPORT**

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Due to the lack of time, this item was moved to the April 15, 2008 Board of Trustees meeting.

**TOWNSHIP MANAGER’S REPORT**

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Due to the lack of time, this item was moved to the April 15, 2008 Board of Trustees meeting.

**PUBLIC COMMENT** - None

**ADJOURNMENT**

Meeting adjourned at 7:30 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 15, 2008**

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The Delhi Charter Township Board of Trustees met in a regular meeting on Tuesday, April 15, 2008 in the Multipurpose Room at the Community Services Center, 2074 Aurelius Road, Holt, Michigan. Supervisor Goodrich called the meeting to order at 7:33 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  
Rick Royston, Fire Chief  
Sandra Diorka, Director of Public Services  
Tracy Carney-Miller, Director of Community Development  
Tricia Vander Ploeg, Administrative Assistant/Deputy Supervisor  
Amy Finch, Assistant Township Clerk/Deputy Clerk

**COMMENTS FROM THE PUBLIC** - None

**SET/ADJUST AGENDA**

**HOPE MOVED ADD AGENDA ITEM NO. 14 – TOWNSHIP MANAGER’S REPORT  
AND TO ADD ITEM NO. 1A – COMMUNITY DEVELOPMENT MONTHLY REPORT.**

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

**2007 ANNUAL REPORT – COMMUNITY DEVELOPMENT DEPARTMENT**

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Tracy Miller, Director of Community Development, gave the 2007 Annual Community Development Department Report. Ms. Miller also reported on the highlights of the March Community Development Activity Report (ATTACHMENTS I & II)

**CONSENT AGENDA**

- A. Approval of Minutes – Committee Meeting of April 2, 2008
- B. Approval of Minutes – Regular Meeting of April 2, 2008
- C. Approval of Claims – April 8, 2008 (ATTACHMENT III)
- D. Approval of Payroll – April 3, 2008 (ATTACHMENT IV)

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**HOPE MOVED TO APPROVE THE CONSENT AGENDA ITEMS AS PRESENTED.**

A Roll Call Vote was recorded as follows:

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

**MOTION CARRIED**

**NEW BUSINESS**

**RESOLUTION NO. 2008-038 – WATER QUALITY AWARENESS WEEK**

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The Board reviewed a memorandum dated April 3, 2008 from Twp. Mgr. Elsinga (ATTACHMENT V).

**KETCHUM MOVED TO ADOPT RESOLUTION NO. 2008-038 RECOGNIZING MAY 5<sup>TH</sup>  
THROUGH MAY 11<sup>TH</sup>, 2008 AS DELHI CHARTER TOWNSHIP WATER QUALITY  
AWARENESS WEEK.**

A Roll Call Vote was recorded as follows:

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

**MOTION CARRIED**

**FARM LAND PROPERTY LEASE BETWEEN DELHI CHARTER TOWNSHIP AND MICHAEL  
WEBB**

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The Board reviewed a memorandum dated April 10, 2008 from Twp. Mgr. Elsinga (ATTACHMENT VI).

**KREPPS MOVED TO APPROVE THE PROPERTY LEASE BETWEEN DELHI  
CHARTER TOWNSHIP AND MICHAEL WEBB EFFECTIVE APRIL 16, 2008,  
EXPIRING DECEMBER 31, 2011.**

A Roll Call Vote was recorded as follows:

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

**MOTION CARRIED**

**PURCHASE OF MEDTRONIC PHYSIO-CONTROL AUTOMATED EXTERNAL  
DEFIBRILLATORS WITH FEMA GRANT MONEY – FIRE DEPARTMENT**

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The Board reviewed memorandums dated April 8, 2008 from Twp. Mgr. Elsinga and April 7, 2008 from Rick Royston, Fire Chief (ATTACHMENT VII).

**AMMON MOVED TO APPROVE THE PURCHASE OF FORTY-FIVE (45) MEDTRONIC  
PHYSIO-CONTROL AUTOMATED EXTERNAL DEFIBRILLATORS FROM AVENTRIC  
TECHNOLOGIES, LLC IN THE AMOUNT OF \$65,925 TO BE REIMBURSED BY THE  
TOWNSHIP'S FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) GRANT UP  
TO \$63,000.**

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Trustee Krepps questioned where the defibrillators would be placed and if there would be any liability issues to the Township. Rick Royston, Fire Chief, stated that he will be meeting with Township Attorney J. Richard Robinson on the liability issue and that possibly the "Good Samaritan Act" would cover the liability issue. Chief Royston listed various schools, churches, Township vehicles, etc. where the defibrillators would be placed.

A Roll Call Vote was recorded as follows:

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

**MOTION CARRIED**

**PURCHASE OF COMPUTER NOTEBOOK TABLETS – COMMUNITY DEVELOPMENT DEPARTMENT**

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The Board reviewed memorandums dated April 9, 2008 from Twp. Mgr. Elsinga and April 10, 2008 from Tracy Miller, Director of Community Development (ATTACHMENT VIII).

**SWEET MOVED TO APPROVE THE PURCHASE OF FOUR (4) MOTION COMPUTING  
LE1700 STANDARD TABLET PCs FROM DELL IN THE AMOUNT OF \$10,647.03.**

A Roll Call Vote was recorded as follows:

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

**MOTION CARRIED**

**REPORTS**

**SUPERVISOR**

**DDA PROJECTS**

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Supervisor Stuart Goodrich reported on the upcoming DDA Projects.

**TREASURER**

**1<sup>ST</sup> QUARTER 2008 INVESTMENT REPORT**

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The Board reviewed the 1<sup>st</sup> Quarter 2008 Investment Report (ATTACHMENT IX).

**CLERK**

**DELHI NEIGHBOR! NEWSLETTER**

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Clerk Hope stated that the DelHi Neighbor! Newsletter has been completed and mailed. It was stated that positive feedback has been received. The next newsletter will be mailed in July 2008.

**HOLT COMMUNITY ARTS COUNCIL**

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Clerk Hope stated that the Holt Community Arts Council has recently selected a board and by-laws. The council is working with the POTW Department on the "Build Gil" project to be held at the POTW Water Quality Awareness Week Open House as well as working with the DDA on a sculpture to be located at the corner of Holt Road and Cedar Street. The council is also sponsoring Music in the Gardens, a summer music series to be held in the Veteran's Memorial Gardens.

**TRUSTEES**

**TRUSTEE KREPPS**

**ZONING BOARD OF APPEALS UPDATE**

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Trustee Krepps stated that a request for a variance for the set back requirements on the Senior Citizen Center was granted.

**TOWNSHIP MANAGER**

**MONTHLY REPORT – APRIL 2008**

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Twp. Mgr. Elsinga reported on the estimated Township property tax revenue of 2008.

**HEARTHSIDE ACRES ROAD IMPROVEMENT**

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Twp. Mgr. Elsinga stated that the Ingham County Road Commission met with the residents of Hearthside Acres Subdivision in an informal informational meeting in regards to road improvements in their neighborhood.

**ADJOURNMENT**

Meeting adjourned at 8:25 p.m.

**FYI**

1. Letter dated March 25, 2008 from Virg Bernero, Mayor of Lansing, re: Waverly Golf Course.

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

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

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

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

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