

**DELHI CHARTER TOWNSHIP
COMMITTEE OF THE WHOLE MEETING HELD ON MAY 20, 2008**

The members of the Delhi Charter Township Committee of the Whole met on Tuesday, May 20, 2008, in the Multipurpose Room at the Community Services Center, 2074 Aurelius Road, Holt, MI. Supervisor Goodrich called the meeting to order at 6:02 p.m.

Members Present: Supervisor Stuart Goodrich, Clerk Evan Hope, Treasurer Harry Ammon, Trustees John Hayhoe, Paul Krepps, Roy Sweet, Jerry Ketchum (arrived at 6:10 p.m.)

Others Present: John Elsinga, Township Manager
Al McFadyen, DDA Executive Dir.
Lt. Mike DeBruin, Delhi Division, Ingham County Sheriff's Office
Rick Royston, Fire Chief
Sandra Diorka, Director of Public Services
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

SET AND ADJUST AGENDA

HOPE MOVED TO REMOVE ITEM NO. "A" AND REPLACE IT WITH EXECUTIVE SESSION FOR PENDING LITIGATION.

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

EXECUTIVE SESSION – PENDING LITIGATION

Enter into Executive Session 6:04 p.m.

HOPE MOVED TO ENTER INTO EXECUTIVE SESSION TO DISCUSS PENDING LITIGATION BETWEEN THE MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY AND THE INGHAM COUNTY DRAIN COMMISSIONER, (INGHAM COUNTY CIRCUIT COURT FILE NO. 08-339-CE) AND INTERVENTION IN THAT LITIGATION.

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

Committee of the Whole Meeting reconvened at 6:27 p.m.

BUSINESS

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

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP
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Lt. Mike DeBruin, Delhi Division, Ingham County Sheriff's Office, reported on the highlights of the April Ingham County Sheriff's Office / Delhi Division Activity Report (ATTACHMENT I).

COMMUNITY DEVELOPMENT DEPARTMENT – APRIL ACTIVITY REPORT

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

FIRE DEPARTMENT – APRIL ACTIVITY REPORT

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

PROPOSAL FOR ENGINEERING SERVICES FOR THE 2008 DELHI TOWNSHIP SANITARY SEWER TRENCHLESS REHABILITATION PLAN – C2AE

The Board reviewed memorandums dated May 14, 2008 from Twp. Mgr. Elsinga and Sandra Diorka, Director of Public Services (ATTACHMENT IV).

Sandra Diorka, Director of Public Services, stated that there is approximately \$500,000 in the budget for lining projects this year. Money will continue to be budgeted every year until the lining projects are complete. The most critical area in need of repair is located in front of the Wastewater Treatment Plant which includes lining 160 linear feet of 36" pipe, 375 linear feet of 21" sanitary sewer and three manholes.

Other areas in need of lining are the Southeast Interceptor Sewer off Holt Road; west of Eifert Road at McCue Road; Dean Street and Berry Farms.

C2AE has submitted a proposal that includes a scope of services, a project implementation schedule and proposed fees for services estimated at \$46,300. This project should begin sometime in July.

TOWNSHIP MANAGER'S REPORT

KELLER'S RIDGE NO. 3 BRANCH DRAIN

The Board reviewed a letter dated May 8, 2008 from Patrick Lindemann, Ingham County Drain Commissioner (ATTACHMENT V).

Twp. Mgr. Elsinga stated that Patrick Lindemann, Ingham County Drain Commissioner, has scheduled an informational meeting with the property owners within the Keller's Ridge No. 3 Branch Drain on May 22, 2008 regarding stormwater drainage in the Kirkland Ridge Subdivision.

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP
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CEDAR LAKE

The Board reviewed a draft of the Cook & Thorburn Drain Project Components dated May 6, 2008 (ATTACHMENT VI).

Twp. Mgr. Elsinga stated that the Township has met with the Ingham County Drain Commissioner's (ICDC) office on three occasions to discuss the Cook & Thorburn Drain Project. The ICDC continues to approach the directive from the Michigan Department of Environmental Quality as the project requires a watershed management fix as opposed to requiring a singular relocation of the discharge pipe. The problem with the ICDC approach is that the costs could be much higher than it is believed they should be.

JOINT FIRE TRAINING / LANSING COMMUNITY COLLEGE

Twp. Mgr. Elsinga stated that he and other managers in the Lansing Region will be meeting with Lansing Community College regarding joint fire training on May 22, 2008.

ADJOURNMENT

Meeting adjourned at 7:02 p.m.

Date: _____

Evan Hope, Township Clerk

Date: _____

Stuart Goodrich, Supervisor

/af

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP
MINUTES OF REGULAR MEETING HELD ON MAY 20, 2008**

The Delhi Charter Township Board of Trustees met in a regular meeting on Tuesday, May 20, 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, Jerry Ketchum, Paul Krepps, Roy Sweet

Others Present: John Elsinga, Township Manager
Al McFadyen, DDA Executive Director
Rick Royston, Fire Chief
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

SET/ADJUST AGENDA

**HOPE MOVED TO ADD LATE AGENDA ITEM NO. 14 – MICHIGAN
DEPARTMENT OF ENVIRONMENTAL QUALITY vs. THE INGHAM COUNTY
DRAIN COMMISSIONER.**

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

CERTIFICATE OF RECOGNITION – SKYLER SHUSTER

Rick Royston, Fire Chief, presented Skyler Shuster with a Certificate of Recognition for safely evacuating their home and taking charge of her siblings during a fire at their home on 4404 Willoughby Road.

2007 ANNUAL REPORT – DOWNTOWN DEVELOPMENT AUTHORITY AND BROWNFIELD REDEVELOPMENT

Al McFadyen, DDA Executive Director, gave the 2007 Annual Downtown Development Authority and Brownfield Redevelopment Report (ATTACHMENT I).

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP
MINUTES OF REGULAR MEETING HELD ON MAY 20, 2008**

REAPPOINTMENT TO THE DELHI TOWNSHIP PLANNING COMMISSION – KENNETH O’HARA

The Board reviewed a memorandum dated May 9, 2008 from Supervisor Goodrich (ATTACHMENT II).

HOPE MOVED TO REAPPOINT KENNETH O’HARA TO THE DELHI TOWNSHIP PLANNING COMMISSION FOR A THREE-YEAR TERM, EFFECTIVE JUNE 1, 2008; EXPIRING JUNE 1, 2011.

A Roll Call Vote was recorded as follows:

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

MOTION CARRIED

REAPPOINTMENT TO THE DELHI TOWNSHIP PLANNING COMMISSION – MICHAEL GOODALL

The Board reviewed a memorandum dated May 9, 2008 from Supervisor Goodrich (ATTACHMENT III).

KREPPS MOVED TO REAPPOINT MICHAEL GOODALL TO THE DELHI TOWNSHIP PLANNING COMMISSION FOR A THREE-YEAR TERM, EFFECTIVE JUNE 1, 2008; EXPIRING JUNE 1, 2011.

A Roll Call Vote was recorded as follows:

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

MOTION CARRIED

REAPPOINTMENT TO THE DELHI TOWNSHIP ZONING BOARD OF APPEALS – MICHAEL GOODALL

The Board reviewed a memorandum dated May 9, 2008 from Supervisor Goodrich (ATTACHMENT IV).

HAYHOE MOVED TO REAPPOINT MICHAEL GOODALL TO THE DELHI TOWNSHIP ZONING BOARD OF APPEALS FOR A THREE-YEAR TERM, EFFECTIVE JUNE 1, 2008; EXPIRING JUNE 1, 2011.

A Roll Call Vote was recorded as follows:

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

MOTION CARRIED

CONSENT AGENDA

- A. Approval of Minutes – Committee Meeting of May 7, 2008
- B. Approval of Minutes – Regular Meeting of May 7, 2008

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP
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- C. Approval of Claims – May 6, 2008 (ATTACHMENT V)
- D. Approval of Payroll – May 15, 2008 (ATTACHMENT VI)

AMMON MOVED TO APPROVE THE CONSENT AGENDA ITEMS AS PRESENTED.

A Roll Call Vote was recorded as follows:

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

MOTION CARRIED

UNFINISHED BUSINESS

RESOLUTION NO. 2008-023 – NEED AND NECESSITY – ROAD IMPROVEMENT SPECIAL ASSESSMENT DISTRICT/ROLL – HEARTHSIDE SUBDIVISION

The Board reviewed a memorandum dated May 8, 2008 from Twp. Mgr. Elsinga (ATTACHMENT VII).

AMMON MOVED TO ADOPT RESOLUTION NO. 2008-023, WHICH IS THE THIRD OF FIVE RESOLUTIONS, WHICH DETERMINES THE NEED AND NECESSITY FOR A SPECIAL ASSESSMENT DISTRICT FOR HEARTHSIDE SUBDIVISION AND DIRECTS THE SUPERVISOR TO PREPARE THE SPECIAL ASSESSMENT DISTRICT ROLL.

Twp. Mgr. Elsinga stated that the first meeting held regarding this road improvement project was at the February 19, 2008 Board of Trustees meeting. At that meeting, a petition was received from more than 20% of the record property owners within the district opposing the project. Receipt of the petition halted the project. Also during this meeting, the property owners requested clarification and additional alternatives to this project resulting in an informational meeting by the Ingham County Road Commission on April 8, 2008 hosted by Delhi Charter Township at the Community Services Center. The majority of the residents present at this meeting wanted to move forward with this project. Petitions were again circulated, with 53% of the record property owners within the district in favor of the project.

A Roll Call Vote was recorded as follows:

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

MOTION CARRIED

RESOLUTION NO. 2008-028 – SET PUBLIC HEARING – ROAD IMPROVEMENT SPECIAL ASSESSMENT DISTRICT/ROLL – HEARTHSIDE SUBDIVISION

The Board reviewed a memorandum dated May 9, 2008 from Twp. Mgr. Elsinga (ATTACHMENT VIII).

KREPPS MOVED TO ADOPT RESOLUTION NO. 2008-028, WHICH IS THE FOURTH OF FIVE RESOLUTIONS WHICH CREATES A SPECIAL ASSESSMENT DISTRICT AND ROLL FOR ROAD IMPROVEMENTS FOR

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP
MINUTES OF REGULAR MEETING HELD ON MAY 20, 2008**

**HEARTHSIDE SUBDIVISION AND SETS A PUBLIC HEARING FOR JUNE 17,
2008 AT 8:00 P.M. TO HEAR OBJECTIONS TO THE SAME.**

A Roll Call Vote was recorded as follows:

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

MOTION CARRIED

NEW BUSINESS

**LANSING BOARD OF WATER AND LIGHT EASEMENT WATERMAIN FACILITY
INSTALLATION**

The Board reviewed a memorandum dated May 14, 2008 from Twp. Mgr. Elsinga (ATTACHMENT IX).

**AMMON MOVED TO APPROVE THE EASEMENT WATERMAIN FACILITY
INSTALLATION BETWEEN DELHI CHARTER TOWNSHIP AND THE LANSING
BOARD OF WATER AND LIGHT TO PROVIDE A PERMANENT EASEMENT FOR THE
INSTALLATION OF A WATERMAIN TO PROVIDE WATER SERVICE TO THE
PUBLICLY OWNED TREATMENT WORKS.**

Twp. Mgr. Elsinga stated that last year the Lansing Board of Water & Light (BWL) was asked to extend potable water to the POTW plant. The Township will provide easements so that the BWL can install the water outside of the right-of-way.

A Roll Call Vote was recorded as follows:

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

MOTION CARRIED

**PROPOSAL FOR SEWER REPAIRS ON HOLT ROAD AND MICHAEL AVENUE –
BARNHART AND SON, INC.**

The Board reviewed memorandums dated May 14, 2008 from Twp. Mgr. Elsinga and May 13, 2008 from Sandra Diorka, Director of Public Services (ATTACHMENT X).

**HAYHOE MOVED TO APPROVE THE PROPOSAL FROM BARNHART AND SON,
INC. FOR SANITARY SEWER REPAIRS ON HOLT ROAD AND MICHAEL AVENUE
AT AN ESTIMATED COST OF \$14,584.12.**

A Roll Call Vote was recorded as follows:

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

MOTION CARRIED

**PROPOSAL FOR ENGINEERING SERVICES FOR THE 2008 DELHI TOWNSHIP SANITARY
SEWER TRENCHLESS REHABILITATION PLAN – C2AE**

The Board reviewed memorandums dated May 14, 2008 from Twp. Mgr. Elsinga and Sandra Diorka, Director of Public Services (ATTACHMENT XI).

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**DELHI CHARTER TOWNSHIP
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SWEET MOVED TO APPROVE THE PROPOSAL FROM C2AE IN THE ESTIMATED AMOUNT OF \$46,300 FOR ENGINEERING SERVICES ASSOCIATED WITH THE 2008 DELHI TOWNSHIP SANITARY SEWER TRENCHLESS REHABILITATION PLAN.

A Roll Call Vote was recorded as follows:

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

MOTION CARRIED

ZONING AND DEVELOPMENT

SPECIAL USE PERMIT NO. 08-257 – RIVERVIEW COMMUNITY CHURCH, 3585 WILLOUGHBY ROAD, TAX PARCEL #33-25-05-13-200-006 – TEMPORARY CLASSROOM

The Board reviewed a memorandum dated May 14, 2008 from Tracy Miller, Director of Community Development (ATTACHMENT XII).

AMMON MOVED TO ADOPT SPECIAL USE PERMIT NO. 08-257 FOR RIVERVIEW COMMUNITY CHURCH, 3585 WILLOUGHBY ROAD, TAX PARCEL #33-25-05-13-200-006, AS RECOMMENDED BY THE PLANNING COMMISSION AT THEIR MAY 12, 2008 MEETING.

Tracy Miller, Director of Community Development, stated that this church is currently undergoing a renovation. The current Special Use Permit (SUP 2004-238) will expire on May 31, 2008. The temporary classroom has been on this site for a number of years without complaints. The structure cannot be seen from adjacent properties. It is proposed that this permit be in effect until May 31, 2013, at which time it would expire unless there was significant progress being made on the expansion. At that time, the Director of Community Development can determine if significant progress is being made and grant a one time extension of this SUP until May 31, 2016.

Trustee Krepps felt that Condition No. 5 was too vague and asked why the SUP would not be brought back to the Board upon expiration. Ms. Miller stated that it is very costly for a property of this size to apply for a new SUP. Ms. Miller further stated that this classroom has been in place for many years without it being a nuisance or problem.

A Roll Call Vote was recorded as follows:

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

MOTION CARRIED

AMENDMENT TO ZONING ORDINANCE NO. 39 – CASE NO. 08-849 – REAL ESTATE SIGNS (PROPOSED ZONING ORDINANCE NO. 39.149)

The Board reviewed a memorandum dated May 14, 2008 from Tracy Miller, Director of Community Development (ATTACHMENT XIII).

HOPE MOVED TO ADOPT CASE NO. 08-849 AMENDING ZONING ORDINANCE NO. 39, SECTION 6.9.9 – SIGNS PERMITTED BY ZONING DISTRICT, SPECIFICALLY SUBSECTION “A” RELATING TO REAL ESTATE SIGNS, AS RECOMMENDED BY THE PLANNING COMMISSION AT THEIR MAY 12, 2008 MEETING (ZONING ORDINANCE NO. 39.149).

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP
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Tracy Miller, Director of Community Development, stated that a real estate professional contacted the Planning Commission regarding the permitted size of real estate signs in the Township. A comparative analysis was done with similar communities and it was discovered that Delhi Township was comparable with Meridian Township; however, it was restrictive compared to Delta Township and Genoa Township.

Ms. Miller stated that the proposed amendments would base the sign size on property use instead of property size, making the ordinance easier to enforce. It would also clarify where signs can be placed and the length of time signs can be displayed for.

Discussion was held in regards to the size of non-residential land use real estate signs. Trustee Krepps stated that he felt that a 32 square feet real estate sign was too large for non-residential land uses. Trustee Hayhoe stated that he would not want to make things more difficult for local businesses trying to sale or lease their property by having them use a smaller size sign. Trustee Ketchum stated that a 32 square feet sign would work on a large agricultural piece of property; however, he felt that it would be too large for a small non-residential piece of property. Clerk Hope agreed with Trustee Krepps. Clerk Hope further stated that a non-residential land use real estate sign should not be larger than a business sign.

Amended Motion

**KREPPS MOVED THAT NON-RESIDENTIAL LAND USES IN ALL DISTRICTS
CONTINUE TO BE LIMITED TO 16 SQUARE FEET SIGNS FOR REAL ESTATE.**

Roll Call Vote on Amended Motion

A Roll Call Vote was recorded as follows:

Ayes: Sweet, Hope, Ketchum, Krepps

Nays: Ammon, Goodrich, Hayhoe

MOTION CARRIED

Motion now reads

HOPE MOVED TO ADOPT CASE NO. 08-849 AMENDING ZONING ORDINANCE NO. 39, SECTION 6.9.9 – SIGNS PERMITTED BY ZONING DISTRICT, SPECIFICALLY SUBSECTION “A” RELATING TO REAL ESTATE SIGNS, AS RECOMMENDED BY THE PLANNING COMMISSION AT THEIR MAY 12, 2008 MEETING AND THAT NON-RESIDENTIAL LAND USES IN ALL DISTRICTS CONTINUE TO BE LIMITED TO 16 SQUARE FEET SIGNS FOR REAL ESTATE (ZONING ORDINANCE NO. 39.149).

A Roll Call Vote was recorded as follows:

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

MOTION CARRIED

REPORTS

SUPERVISOR

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP
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JUNE 4TH – DEPARTMENT HEAD GOALS & OBJECTIVES – 8:00 A.M.

Supervisor Goodrich reminded the Board of the June 4, 2008 Department Head Goals & Objectives meeting. Trustee Ketchum stated that he will be unable to attend this meeting as he will be out of the country.

JUNE 17TH – LYNN HARVEY GOALS & OBJECTIVES – 3:00 P.M.

Supervisor Goodrich reminded the Board of the June 17, 2008 Goals & Objective meeting.
HOLT LIONS CLUB KIDS DAY – JUNE 14TH

Supervisor Goodrich stated that the Holt Lions Club Kids Day will be held on June 14, 2008 at Valhalla Park. This event is sponsored by the Holt Lions Club and the Delhi Township Parks and Recreation Department.

LATE AGENDA ITEM

**MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY vs. THE INGHAM COUNTY
DRAIN COMMISSIONER**

**AMMON MOVED, BASED ON THE COMMENTS OF COUNSEL DURING EXECUTIVE
SESSION, TO AUTHORIZE COUNSEL TO INTERVENE IN THE LAWSUIT BETWEEN
THE MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY AND THE INGHAM
COUNTY DRAIN COMMISSIONER ON BEHALF OF DELHI CHARTER TOWNSHIP.**

A Roll Call Vote was recorded as follows:

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

Nays: Hope

MOTION CARRIED

CLERK

DELHI TOWNSHIP FISCAL INDICATOR SCORES

The Board reviewed a letter dated May 1, 2008 from the State of Michigan Department of Treasury (ATTACHMENT XIV).

Clerk Hope stated that the Institute for Public Policy and Social Research at Michigan State University evaluated local government fiscal indicators. The Township scored a one for the year 2006 which is a good score.

ADJOURNMENT

Meeting adjourned at 8:51 p.m.

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP
MINUTES OF REGULAR MEETING HELD ON MAY 20, 2008**

Date: _____

Evan Hope, Township Clerk

Date: _____

Stuart Goodrich, Supervisor

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SUBJECT TO APPROVAL