

**DELHI CHARTER TOWNSHIP  
COMMITTEE OF THE WHOLE MEETING HELD ON AUGUST 19, 2008**

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The members of the Delhi Charter Township Committee of the Whole met on Tuesday, August 19, 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, Roy Sweet

Member Absent: Trustee Paul Krepps

Others Present: John Elsinga, Township Manager  
Lt. Michael DeBruin, Delhi Division, Ingham County Sheriff's Office  
Tracy Carney-Miller, Director of Community Development  
Brian Ball, Shift Supervisor, Fire/EMS  
Tricia Vander Ploeg, Administrative Assistant/Deputy Supervisor  
Amy Finch, Assistant Township Clerk/Deputy Clerk

**BUSINESS**

**FIRE DEPARTMENT – JULY ACTIVITY REPORT**

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Brian Ball, Shift Supervisor, reported on the highlights of the Fire Department July 2008 Activity Report (ATTACHMENT I).

**INGHAM COUNTY SHERIFF'S OFFICE/DELHI DIVISION – JULY 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 July 2008 Activity Report (ATTACHMENT II).

**COMMUNITY DEVELOPMENT DEPARTMENT – JULY ACTIVITY REPORT**

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Tracy Miller, Director of Community Development, reported on the highlights of the Community Development Department July 2008 Activity Report (ATTACHMENT III).

**TOWNSHIP MANAGER'S REPORT**

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**KELLER'S RIDGE NO. 3 BRANCH DRAIN**

Twp. Mgr. Elsinga stated that the Board of Determination met August 18, 2008 with the residents of Keller's Ridge. The cost of the fix was not discussed during this meeting. The Board will receive a portion of the apportionment, typically 15-20% of the cost. It will be up to the Drain Commissioner to decide which alternative will be used to remedy this situation. There are four alternatives with costs as follows: Alternative No. 1) \$66,000; Alternative No. 2) \$121,700; Alternative No. 3) \$130,300 and Alternative No. 4) \$192,100. It would be the hope of the Township that the least expensive alternative would be used.

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**HOLT PUBLIC SCHOOLS – INFORMATION TECHNOLOGY SUPPORT**

Township staff met with the Holt Public Schools regarding their offer to share their IT resources with the Township. Available alternatives and Township needs were discussed. Jim Felton, Director of Information Technology, will meet with Bob Vonliten, Director of Information Technology for Holt Public Schools, to help Mr. Vonliten better understand what the Township's IT needs are. It is anticipated that by the end of the year the Board will be presented with this item for their review. Dr. Johnny Scott, Holt Public Schools Superintendent, recommended using some students as part of an internship. LEAP has also encouraged the Township to look into internships within Michigan State University.

**ARIALINK TELECOMMUNICATIONS PERMIT**

Twp. Mgr. Elsinga stated that the Township has issued a telecommunications permit to Arialink Telecom. Arialink is currently serving Two Men and a Truck located in the Jolly/Pine Tree Roads area; the Michigan Community Mental Health building in the Holloway Drive area; the Holt Branch of the Capital Area District Library and will soon be serving the Holt Public Schools.

**PUBLIC COMMENT** - None

**ADJOURNMENT**

Meeting adjourned at 7:20 p.m.

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

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

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

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

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**DELHI CHARTER TOWNSHIP**  
**MINUTES OF REGULAR MEETING HELD ON AUGUST 19, 2008**

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The Delhi Charter Township Board of Trustees met in a regular meeting on Tuesday, August 19, 2008 in the Multipurpose Room at the Community Services Center, 2074 Aurelius Road, Holt, Michigan. Supervisor Goodrich called the meeting to order at 7:31 p.m.

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

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

Member Absent: Trustee Paul Krepps

Others Present: John Elsinga, Township Manager  
Lt. Michael DeBruin, Delhi Division, Ingham County Sheriff's Office  
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

**2008 ANNUAL REPORT – INGHAM COUNTY SHERIFF'S OFFICE – DELHI DIVISION**

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Lt. Michael DeBruin, Ingham County Sheriff's Office/Delhi Division gave the Ingham County Sheriff's Office/Delhi Division Annual Report (ATTACHMENT I).

**CONSENT AGENDA**

- A. Approval of Minutes – Committee Meeting of August 6, 2008
- B. Approval of Minutes – Regular Meeting of August 6, 2008
- C. Approval of Claims – August 12, 2008 (ATTACHMENT II)
- D. Approval of Payroll – August 7, 2008 (ATTACHMENT III)
- E. Appointment to the Delhi Township Planning Commission – James Weaver (ATTACHMENT IV)
- F. Appointment to the Delhi Township Planning Commission – DiAnne Warfield (ATTACHMENT V)
- G. Reschedule September 9, 2008 Budget Workshop Meeting to September 15, 2008 (ATTACHMENT VI)

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H. Cancel September 2, 2008 Township Board Meetings (ATTACHMENT VII)

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

A Roll Call Vote was recorded as follows:

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

Absent: Krepps

**MOTION CARRIED**

**NEW BUSINESS**

**AMENDMENT TO TOWNSHIP ORDINANCE NO. 91 – SIDEWALK ORDINANCE, SECOND CONSIDERATION (PROPOSED TOWNSHIP ORDINANCE NO. 91.4)**

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The Board reviewed a memorandum dated August 11, 2008 from Twp. Mgr. Elsinga (ATTACHMENT VIII).

**HOPE MOVED UPON SECOND CONSIDERATION, TO AMEND TOWNSHIP ORDINANCE NO. 91 – DELHI CHARTER TOWNSHIP SIDEWALK ORDINANCE (TOWNSHIP ORDINANCE NO. 91.4).**

Tracy Miller, Director of Community Development, stated that the proposed changes to the Ordinance are only aimed at incorporating those features of our existing policies that should be a matter of ordinance into the document. Additionally, there are changes recommended that clarify and update existing language. The Ordinance provides additional information on how assessments charged for sidewalk construction are billed and paid for.

A Roll Call Vote was recorded as follows:

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

Absent: Krepps

**MOTION CARRIED**

**AMENDMENT TO TOWNSHIP POLICY NO. 105 – SIDEWALK IMPROVEMENTS**

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The Board reviewed memorandums dated August 11, 2008 from Twp. Mgr. Elsinga and Tracy Miller, Director of Community Development (ATTACHMENT IX).

**SWEET MOVED TO ADOPT DELHI TOWNSHIP POLICY NO. 105 – SIDEWALK IMPROVEMENTS, AS AMENDED**

Tracy Miller, Director of Community Development, stated that the Policy changes are aimed only at documenting the Township's actual practices and, with the exception of how new sidewalk construction in developed areas is handled, does not change the program.

A Roll Call Vote was recorded as follows:

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

Absent: Krepps

**MOTION CARRIED**

**DELHI CHARTER TOWNSHIP  
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**PURCHASE OF HUD HOME LOCATED AT 4240 WOODWORTH AVENUE**

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The Board reviewed memorandums dated August 14, 2008 from Twp. Mgr. Elsinga and Tracy Miller, Director of Community Development (ATTACHMENT X).

**HAYHOE MOVED TO AUTHORIZE THE TOWNSHIP MANAGER TO PURCHASE PROPERTY LOCATED AT 4240 WOODWORTH AVENUE (TAX PARCEL # 33-25-05-14-453-002) FROM THE STATE OF MICHIGAN HOUSING AND URBAN DEVELOPMENT AND TO ENTER INTO A LETTER OF UNDERSTANDING ON BEHALF OF THE TOWNSHIP WITH THE LIONS OF MICHIGAN FOUNDATION FOR THE TRANSFER OF SAID PROPERTY.**

Tracy Miller, Director of Community Development, stated that she has contacted the State of Michigan Housing and Urban Development (HUD) regarding the expectation of disposition of any net profits realized from the sale of the property. The profits could be placed in a Township Trust and Agency account and funds would be disbursed to implement the qualified community development housing initiatives.

The next step of this process would be to enter into a Letter of Understanding on behalf of the Township with the Lions of Michigan Foundation at which time an offer can be submitted to HUD.

It was asked what HUD defines as a qualified community development housing initiative. Ms. Miller stated that when she questioned HUD on this issue she was told that it would be best to ask on an individual basis. There are some clearly defined initiatives such as parks, housing and daycares. Ms. Miller stated that she also asked HUD if the Township could assign the reporting responsibilities to the Lions Foundation and was told that it would be the responsibility of the Township. Discussion was held regarding the disbursement of these funds. It was asked if the Township would collect revenue towards an administrative fee. Ms. Miller stated that she did not believe there would be an administrative fee charge.

Dave Bennett, Secretary of the Holt Lions Club, stated that some of the members of the Lions of Michigan Foundation have participated in HUD projects and some members are engineers and the feeling is that this could be a doable project. Supervisor Goodrich questioned if the Michigan Lions Foundation decided to back out of this project would the Holt Lions Club pursue that project. Mr. Bennett stated that he would have to ask the membership, but felt that it could be a possibility. Twp. Mgr. Elsinga stated that if the Michigan Lions Foundation and the Holt Lions Club both decided against this project, it would still be beneficial for Delhi Township to pursue this on their own.

Hugh (Tim) Fauser, Immediate Past President of the Holt Lions Club, asked if all the net profits of the sale of this property would be held in escrow. Ms. Miller answered in the affirmative and stated that Mr. McCain was aware of this. Mr. Fauser asked if these funds would have to be spent in Delhi Township. Ms. Miller stated that she is unclear of this. It appears that the money would not have to be Delhi Township specifically; however, there is some wavering on HUD's part in regards to this. Therefore, we need clarity from HUD before we proceed drafting a Letter of Understanding with the Lions of Michigan Foundation or any other non-profit organization.

A Roll Call Vote was recorded as follows:

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

Absent: Krepps

**MOTION CARRIED**

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**SUPPLEMENTAL AGREEMENT NO. 226 – WATER SERVICE AGREEMENT BETWEEN DELHI TOWNSHIP AND THE LANSING BOARD OF WATER AND LIGHT – PUBLICLY OWNED TREATMENT WORKS**

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

**AMMON MOVED TO APPROVE SUPPLEMENTAL AGREEMENT NO. 226 TO THE WATER SERVICE AGREEMENT BETWEEN THE CHARTER TOWNSHIP OF DELHI AND THE LANSING BOARD OF WATER AND LIGHT, WHICH CREATES A WATER DISTRICT TO SERVE THE PUBLICLY OWNED TREATMENT WORKS (POTW).**

Twp. Mgr. Elsinga stated that this agreement will extend the watermain through the Evergreen Village Subdivision and southerly along Grovenburg Road then easterly along McCue Road to the entrance of the POTW.

A Roll Call Vote was recorded as follows:

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

Absent: Krepps

**MOTION CARRIED**

**RESOLUTION NO. 2008-058 – SUPPORT OF COMMUNITY MEDIA PUBLIC ACCESS CABLE TELEVISION**

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The Board reviewed a memorandum dated August 13, 2008 from Twp. Mgr. Elsinga (ATTACHMENT XII).

**AMMON MOVED TO ADOPT RESOLUTION NO. 2008-058 WHICH SUPPORTS COMMUNITY MEDIA PUBLIC ACCESS CABLE TELEVISION.**

Supervisor Goodrich stated that he met with several other communities at Meridian Township in regards to Community Media Public Access Cable Television. Meridian Township is asking that area communities support the idea of a regional public access cable channel where each municipality would be able to submit programs showcasing their community and events.

A grant, which requires a resolution of support, is available through the State of Michigan Centers for Regional Excellence program that would help fund the work necessary to interconnect the systems between all of the participating municipalities.

A Roll Call Vote was recorded as follows:

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

Absent: Krepps

**MOTION CARRIED**

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**REPORTS**

**TREASURER**

**SUMMER PROPERTY TAXES**

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Treasurer Ammon stated that his department is continuing to collect Summer Property taxes which are due on September 15, 2008.

**CREDIT CARD PAYMENTS**

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Treasurer Ammon stated that the Township is now accepting credit card payments. Sewer bills and taxes can be paid online with a credit or debit card. A convenience fee is charged to the user.

**ADJOURNMENT**

Meeting adjourned at 8:32 p.m.

**FYI**

1. Letter dated August 15, 2008 to Michael Henderson re: Vacant property located at 3589 Creole Way.

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

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

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

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

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