

CHARTER TOWNSHIP OF DELTA
Public Meeting Room B
Delta Township Administration Building
7710 West Saginaw Highway
Lansing MI 48917

**TOWNSHIP BOARD COMMITTEE OF THE WHOLE MINUTES FOR
MONDAY, APRIL 12, 2010**

I. CALL TO ORDER

Supervisor Ken Fletcher called the meeting to order at 6:00 p.m.

II. ROLL CALL

Members Present: Supervisor Ken Fletcher, Clerk Janice Vedder,
Treasurer Howard Pizzo, and Trustees Barb Poma, Jeff Hicks,
Cara Spagnuolo, and Jan Cunningham – arrived at 6:07 p.m.

Members Absent:

Others Present: Manager Richard Watkins, Financial Director Jeff Anderson,
Planning Director Mark Graham, Utility Director Tom Morrissey,
Parks Director Dick Benkert, and Deputy Manager Jenny
Wohlfert

III. SET/ADJUST AGENDA

CLERK VEDDER MOVED THAT THE AGENDA BE APPROVED AS SUBMITTED.

TREASURER PIZZO SUPPORTED THE MOTION. MOTION PASSED 7 TO 0.

IV. MANAGER'S REPORT

Mr. Watkins reviewed items that would be placed on the Board's next meeting agenda by noting that the Township was in receipt of the Eaton County Road Commission's agreement for the reconstruction of the Nixon/St. Joe Highway intersection. The Township's share of the project would be 20% which resulted in a cost of \$224,000. He noted that the documents for the Howard Hunter property purchase and the Howard Hedlund property donation were complete and would be presented to the Board for their review. The Board would also be provided with documentation from MDOT regarding the acquisition of right-of-way for the reconstruction of the Saginaw/Canal Road intersection as part of the I-96 interchange improvement project. Mr. Watkins indicated that he had met with the Board of Water & Light regarding the Township's purchase of two electric vehicles as part of a grant program and that the Board of Water & Light anticipated that construction of the

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charging stations would commence late this year or the first of next year. The Township had received over 30 applications for the Economic Development Director position. He noted that the applications would be forwarded to Sandy Soltysiak from Hiring Solutions who would conduct an analysis of the applications and provide the Township with a recommendation.

Mr. Watkins said EATRAN's Board had recommended to the Eaton County Board of Commissioners that a .75 mill proposal be placed on the ballot in August for the expansion of EATRAN service. He noted that construction of the pathway along Creyts Road had commenced in conjunction with the reconstruction of Creyts Road. He said construction would also begin on the east-west pathway to Sharp Park between Creyts and Elmwood Road.

Supervisor Fletcher noted that he had received concerns from residents regarding the pathway being constructed in close proximity to the residences.

Mr. Watkins felt the pathway was being constructed closer to the center of the road's right-of-way. He noted that the pathway was in conjunction with the proposed east-west collector road which had a 66 foot right-of-way.

Mr. Watkins said the Road Commission was proceeding with the environmental assessment for the Michigan Avenue extension project. He noted that Jenny Wohlfert and Jeff Anderson had attended a two day Public Information Officer (PIO) class which was oriented towards media relations. He noted that Gary Bozek of the Planning Department worked with the Census Bureau on behalf of the Township. He noted that the Census Bureau had provided Mr. Bozek with a list of over 1,000 addresses in the Township that they claimed didn't exist. After carefully reviewing the address list, Mr. Bozek discovered that approximately 500 addresses did in fact exist and he corrected the problem. Mr. Watkins noted that failure to include those addresses in the Census would have resulted in the Township being undercounted. He noted that Dick Cross of the Engineering Department was certified to conduct in-house construction inspections for federally funded projects. He noted that Mr. Cross was now conducting all of the inspections for the pathway along Creyts Road, as well as the Safe Routes to School projects.

Treasurer Pizzo inquired about the negotiations between Horrocks and MDOT's request for additional right-of-way along Saginaw Highway.

Mr. Watkins noted that Mr. Horrocks had contacted Mark Graham in the Planning Department regarding his negotiations with MDOT regarding a land swap for additional right-of-way along the south side of their property. He noted that Mr. Graham and Tim Hogg of the Engineering Department prepared a site plan which illustrated the redevelopment of the area and provided a better understanding of how the land swap would benefit Horrocks. He noted that the redevelopment of the

Horrocks site would provide them with 15 additional parking spaces and the closure of their westernmost Saginaw Highway driveway.

Supervisor Fletcher noted that he had been informed by the Postal Service that they would have to hold a public meeting on the closure of their operation behind the Lansing Mall to the Michigan Avenue location. He said this item would be placed on the next Board agenda.

V. DEPARTMENT REPORT

1. Jeff Campbell – Delta Patrol

Lt. Jeff Campbell of the Eaton County Sheriff's Department indicated that at the present time, the department had had a total of 2,176 calls and that 101 of them consisted of felony calls which was a 24% decrease from this time last year. He noted that there were 298 accident calls which were consistent with last year's numbers, but he noted that the actual injury accidents were down 7% from last year. Lt. Campbell noted that the department had had 372 arrests so far this year and that their overall calls for misdemeanors were down from last year. The department had had a total of 1563 traffic stops. Lt. Campbell said the weigh master had been working hard on enforcing the frost laws that were in place which would be lifted on April 5th. He said the weight master had issued 37 tickets, with 23 of those being for weight violations. Lt. Campbell informed the Board that there was a stabbing in the Township on March 9th which placed the victim in the hospital. He noted that there was a drive-by shooting on March 23rd and that they had a suspect in custody, but no charges had been filed. There was also a report of a shooting on Harvest Lane on March 29th which actually did not happen. Lt. Campbell reported that the Speedway gas station at the corner of Creyts and St. Joe Highway experienced an armed robbery. Lt. Campbell noted that he would be keeping in contact with MDOT regarding the I-96 interchange improvements and the traffic situation. He noted that the Sheriff's department was also enforcing the Creyts Road closure due to construction.

VI. ITEMS OF DISCUSSION

1. Sustainability Committee Report

Mr. Watkins said the Sustainability Committee consisted of four different groups being Township vehicles, building and recycling, a greener community, and Greener Delta. Mr. Watkins noted that he wanted to provide the Board with an update on each of the committees.

Township Vehicle Committee

Mr. Anderson noted that he and Mr. Morrissey headed up the Vehicle Sustainability Committee. It was their goal to develop and implement a plan to reduce fuel consumption, increasing vehicle longevity, and reducing the Township's carbon footprint in the community. He said the Township had 55 vehicles in its fleet which excluded emergency vehicles and heavy equipment. Mr. Anderson said the Committee had attempted to change their mindset and attempt to replace existing vehicles with more fuel efficient vehicles. He said the Committee had already started the replacement process and had ordered the Township's first HHR in the Utility Department to replace a full size $\frac{3}{4}$ ton pickup truck which would increase fuel efficiency by 60%. He noted that the Township's vehicle fleet had also been reduced by two vehicles with the idea that the Township would provide a general pool of vehicles that would be available to all departments rather than designating vehicles for every department. It was felt that this would cut down on the number of vehicles the Township purchased and promote ride sharing.

Mr. Anderson said the Committee instituted a fuel reduction program for the 2010 budget with the goal of reducing the Township's fuel consumption by 10%. He noted that general maintenance of vehicles was done by the Utility Department which not only saved the Township money, but it provided the Township with a better tracking mechanism for vehicle replacement purposes. Mr. Anderson noted that the Township had joined the Greater Lansing Area Clean City Coalition which was a non-profit organization for local governments to learn about clean and green vehicles and how to obtain grant funds to purchase such vehicles. Mr. Anderson felt the Committee was still pursuing a Township wide vehicle fleet replacement schedule that would provide a complete analysis of the Township's current vehicle fleet and how they could be replaced with a more fuel efficient vehicle, or reduce the number of vehicles, that would still allow the Township to operate as efficiently and effectively as it currently did. Mr. Anderson said the Committee had also implemented a centralized purchasing policy for things that couldn't be done in-house.

Treasurer Pizzo asked Mr. Morrissey if he had received any input from the employees in the Utility Department who were maintaining the Township vehicles.

Mr. Morrissey noted that three times a year, the Utility Department scheduled a full day for vehicle maintenance where two of his employees would check each vehicle and document what needed to be done to the vehicle from a safety aspect, as well as a maintenance aspect. Mr. Morrissey noted that he hadn't received much feedback from his employees because the program was still in the beginning stages. He noted that in the past, Township Departments would use

different service facilities for vehicle maintenance, but now the Utility Department was performing the maintenance on Township vehicles.

Mr. Watkins noted that feedback from other departments would be beneficial in coming up with ideas of how the Township could implement more cost saving measures.

Mr. Anderson noted that when the cost saving measures were first put in place, there was some negativity expressed by employees, but he felt after the benefits of doing this were felt, feelings had changed from negative to positive.

Building and Recycling

Mr. Benkert noted that the recycling and energy conservation committees were combined into one committee. He noted that the employees who served on the committee submitted ideas and came up with a list of possibilities that could be considered as conservation measures within the Township grounds and buildings. Mr. Benkert noted that it would take some effort on the part of the employees to implement the ideas throughout the entire staff, as well as educating employees on the type of recycling that could be done. He noted that a few of the ways the Township had attempted to recycle was to consolidate trash within the Administration Building, change over to "green" cleaning products, turning off and unplugging electronics when not in use, and setting up a committee that was employee driven to continue the Township's green initiatives. Mr. Benkert stated that he had attended a seminar last week entitled "Recycling in the Business" where eight different companies made presentations on their various programs and that everyone of the companies were spearheaded by a group of employees.

Mr. Benkert said the other area that the committee had looked at was energy conservation. He noted that the committee looked at improving the HVAC controls in the Administration Building and make better use of the current system. He noted that lighting improvements had been made throughout the Administration Building and that those efforts would continue in other Township facilities. He said there was a tremendous amount of capabilities as far as what the Township could do with energy conservation. Mr. Benkert noted that the Township's IT staff was in the process of changing over the Township's computer system that would result in an 80% reduction in energy consumption. He noted that the committee had also looked into the weatherization and insulation of Township facilities and had made improvements in that area.

Treasurer Pizzo inquired as to whether staff would be provided with performance measures on the various programs that would allow the employees to see the progress they were making.

Mr. Benkert said the committee was currently gathering statistics and tracking the energy conservations measures that had been put in place and that additional information on the recycling activities would be forthcoming.

Mr. Watkins said the Township had a good baseline of the energy usage for all of the Township's facilities that the Township received through a State grant two years ago. He noted that updated information was available on the Energy Star website.

Green Community

Mr. Watkins said this committee was lead by Jeff Huard of the Planning Department. He noted that Mr. Huard had attended a couple of seminars on different ways the Township's ordinances could be amended to deal with green issues. Mr. Watkins indicated that Mr. Huard was analyzing the Township's ordinances to determine what areas the Township should be looking at.

Ms. Wohlfert provided the Board with an update on Greener Delta. She noted that the Committee met this morning and were focusing on the final details of the event. Ms. Wohlfert said this year's event was being sponsored by Wal-Mart, the Economic Development Corporation, and Granger. There were over 60 vendors signed up for this year's event and that calls were still being received from businesses who were interested in participating. Ms. Wohlfert noted that the schools participation was down this year from last year, however, she felt the event would still provide fun activities for the kids. She noted that Mr. Bozek had been contacted by the United Association of Union Plumbers and Pipe Fitters and Welders this afternoon who were interested in setting up their semi-truck display on site which would provide people with the opportunity to tour the display and see the latest green technology. Ms. Wohlfert noted that the marketing campaign for the event was in full swing and that the Township was set up to conduct several radio and TV interviews and that a commercial on the event would be shown on Fox 47 beginning on Monday. She also noted that there would be a four page advertisement of the event in Sunday's edition of the Lansing State Journal.

Clerk Vedder said the Township was fortunate to get the Segway for this year's event. She noted that the Segway was present at the first Greener Delta event through an educational foundation in the Detroit area.

2. Proposed Zoning Ordinance Amendments as they relate to Child Care Homes

Mr. Graham said in 2009, Community Mental Health established a children's therapeutic group home within the Mar Moor subdivision. He said subsequently,

the Township became involved in litigation to prevent the establishment of the home, but an Eaton County Circuit Court Judge overruled those efforts and determined that the facility was a use permitted by-right under the Zoning Ordinance. Mr. Graham said recently, a resident on Appletree Lane attended a Board meeting and corresponded with staff regarding concerns with the Township's inactivity regarding this matter. Mr. Graham noted that while preparing for litigation on this matter, staff discovered that amendments had been made to the Michigan Zoning Enabling Act and that the term "child day care" had been changed to "child care home". Mr. Graham recommended that the Zoning Ordinance be amended to reflect changes to the text of the Michigan Zoning Enabling Act.

Mr. Graham said staff also discovered that when the Enabling Act was amended in 2006, the Township was no longer committed to mandate a special land use permit for foster care homes. He recommended that the Zoning Ordinance be amended to reflect the change to the special land use permit requirements for foster care homes. Mr. Graham noted that he had provided the Board with an outline of the revisions that he recommended be made to the Zoning Ordinance that would reflect the recent amendments to the Michigan Zoning Enabling Act. Mr. Graham indicated that a few of the Appletree Lane residents would prefer that the Township attempt to make it more difficult for facilities such as children's therapeutic group homes to be established in the Township. However, he said in his opinion, based on staff's research, there was nothing the Township could do to impact the process and that he recommended that the language be consistent with the Zoning Enabling Act.

Treasurer Pizzo inquired about the status of the mental health facility located on Appletree Lane and whether staff had received any complaints.

Mr. Graham noted that the Planning Department kept a chronology of every complaint received on the Appletree facility and that his department averaged one complaint a month. He noted that a majority of the complaints pertained to parking of vehicles in the street and the fact that the driveway was always full of vehicles. Mr. Graham noted that he didn't know if there had been any police response to the facility.

General discussion ensued regarding the concerns of Mar-Moor Subdivision residents pertaining to the Community Mental Health facility on Appletree Lane and the citizen's insistence that more stringent Township regulations were needed. However, it was noted that the proposed Zoning Ordinance amendments didn't specifically pertain to children's therapeutic group homes, rather the amendments reflected changes to the state statute.

3. Strategic Plan Review

Supervisor Fletcher noted that the Township's Strategic Plan was updated in June of 2009 however, the Board wanted to review and prioritize the goals and objectives as the Board moved forward with approving the Township Manager's contract for the coming year. It was also felt that taking a look at the Strategic Plan from a budgeting point of view during these difficult economic times would assist staff as they submitted projects for funding in the 2011 budget.

Trustee Cunningham felt it would be beneficial for the Board to prioritize the 15 goals contained in the Strategic Plan in order to come up with the commonality of the Board so that those priorities could be focused on during the 2011 Budget process.

Treasurer Pizzo indicated that he wanted to make sure that each of the items listed under the individual goals weren't overlooked and he thought it was important to note that the Township was making progress in all areas to some degree. He noted that the various items listed under the fifteen goals were being pursued by the Board in their implementation of the strategic plan.

Supervisor Fletcher asked that Board members submit their priorities to the Manager's Office so that they could be compiled and placed on the next Committee of the Whole meeting.

4. Township Manager's Contract (Executive Session)

TRUSTEE HICKS MOVED THAT THE TOWNSHIP BOARD ADJOURN TO EXECUTIVE SESSION AT THE REQUEST OF THE TOWNSHIP MANAGER UNDER THE OPEN MEETINGS ACT (ACT 267 OF 1976), SECTION 15.268 (H), TO CONSIDER MATERIAL EXEMPT FROM DISCUSSION OR DISCLOSURE BY STATE OR FEDERAL STATUTE.

TRUSTEE SPAGNUOLO SUPPORTED THE MOTION.

ROLL CALL:

AYES: TRUSTEE CUNNINGHAM, SUPERVISOR FLETCHER, TRUSTEE HICKS, TREASURER PIZZO, TRUSTEE POMA, TRUSTEE SPAGNUOLO, AND CLERK VEDDER.

NAYES: NONE

ABSENT: NONE

MOTION PASSED 7 TO 0.

The Board adjourned to executive session at 7:30 p.m.

The Board reconvened to the Committee of the Whole meeting at 7:36 p.m.

VII. ADJOURNMENT

Supervisor Fletcher adjourned the meeting at 7:38 p.m.

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JANICE VEDDER, TOWNSHIP CLERK

KENNETH FLETCHER, TOWNSHIP SUPERVISOR