

**DELHI CHARTER TOWNSHIP
COMMITTEE OF THE WHOLE MEETING HELD ON AUGUST 7, 2007**

The members of the Delhi Charter Township Committee of the Whole met on Tuesday, August 7, 2007, in the Multipurpose Room at the Community Services Center, 2074 Aurelius Road, Holt, MI. Supervisor Goodrich called the meeting to order at 6:00 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
Al McFadyen, DDA Executive Dir.
Marian Frane, Dir. of Accounting
Mark Jenks, Dir. of Parks & Recreation
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

Fire Chief Richard Royston introduced Ben Logue, Matt Sterling and Mike Yanz, new Fire Department employees. Chris Baldwin, Mike Reamer, Jeff Young and Brian Ball were also introduced.

BUSINESS

“POINT AND PAY” (ELECTRONIC PAYMENT) PRESENTATION

The Board reviewed a memorandum dated August 2, 2007 from Marian Frane, Director of Accounting (ATTACHMENT I).

Marian Frane, Director of Accounting, stated that Township residents have been asking for the opportunity to use credit cards to pay for various services.

Chuck Layman, Point and Pay representative, stated that Point and Pay is a web based product that allows government entities to offer to its residents the ability to pay Township payments by credit card, debit card or e-checks. Payments can be accepted at the counter, through the phone or over the internet at no cost to the Township with all three modules be interfaced with the Township’s software. A convenience fee retained by Point and Pay of \$2.00 or 2.95%, whichever is greater, will be charged to the payee. A service agreement will need to be signed by the Township if they wish to contract with Point and Pay. Since Point and Pay deals with the credit card companies, not the Township, the credit card companies require that the Township execute a service agreement.

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Trustee Krepps questioned if Point and Pay has interfaced with BS&A Software in the past. Mr. Layman answered in the negative; however, it is typical for Point and Pay to interface with the customer's software within 30 days. Trustee Krepps asked what the average use of this product is. Mr. Layman stated that the average population that uses this program to pay their property taxes is 4 - 6%. Supervisor Goodrich asked if there were any Point and Pay customers in the State of Michigan. Mr. Layman answered in the negative.

Ms. Frane stated that in addition to the Treasurer's Office, the Parks and Recreation Department will also have access to this program.

UPDATE OF THE DELHI CHARTER TOWNSHIP LOGO

Sandra Diorka, Director of Public Services, introduced Iain Bogel, Blohm Creative Partners. Ms. Diorka stated that the Township began working with Blohm to design Township signage. During this process, it was discovered that the Township logo was too detailed as well as the standardized colors and font were unknown. Mr. Bogel stated that the new logo was designed to increase the readability of it.

Trustee Krepps asked who designed the original logo. Treasurer Harry Ammon stated that an independent graphic artist designed the logo and his whereabouts is unknown. Supervisor Goodrich stated that the new logo would be used by all the departments throughout the Township.

DELHI TOWNSHIP POLICE STUDY PRESENTATION

The Board reviewed a report from Kenneth VerBurg and Lynn R. Harvey, Consultants, KV Associates (ATTACHMENT II).

Kenneth VerBurg and Lynn R. Harvey, Consultants, KV Associates, presented the police study to the Board. Mr. Harvey stated that in February 2007, the Township Board requested that KV Associates do a comparative analysis of the costs of self-production and provision of police services compared to the current contract with the Ingham County Sheriff's Department.

In 1989, the Township contracted with the Criminal Justice Department at Michigan State University for a detailed study and recommendation related to the Township's police department and whether the Township should contract with the County Sheriff for police services. Upon review, the Township Board moved for disbandment of the Township Sheriff's Office and contracted with the Ingham County Sheriff's Office that has continued from 1990 to present. Mr. Harvey stated that the Township felt that this was a time to reassess what the costs were, do a comparative analysis group of other Townships of self-production, as well as those that contract, and to provide a

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recommendation on a cost basis of what it would cost the Township to have their own department versus what the current costs are with the intergovernmental contract. Mr. Harvey stated that at no time was he aware of any dissatisfaction of the current contract or about the outcome and services provided by the Ingham County Sheriff's Office.

Mr. Harvey stated that data was obtained from a one-year (2006) snap shot. Table One represents comparative units. Four townships were chosen that self-produce. Townships were sorted by population and then were resorted by SEV per capita. Units similar to Delhi Township with characteristics that were important such as population base, measurable SEV and being near another city. Lansing Township was added after another township, Frenchtown Township, was discarded due to the fact that they only contract six officers which were not representative.

Mr. Harvey stated that Table 2 talks about the tax base. The composition of the tax base affects the types of service demands placed upon the police department.

Table 3 talks about Homestead as well as Non-Homestead properties. Of the entire sample units looked at, Delhi Township has the highest ratio of properties classified as homestead.

Consultants interviewed command staff of each of the comparative townships in the sample and were provided with both budgetary and activity or output data.

Delhi Township, with its 21 officers, results in a ratio of 0.93 officers per 1000 residents. Police expenditures of \$95.79 per capita are the lowest of the seven townships in the sample.

The data in Table Seven was collected and analyzed by the Township Manager's office. The area police departments in Ingham County display variation in per capita expenditures similar to the sample townships included in the study. Mr. Harvey stated that the central cities have much higher costs than the outlying areas.

Mr. Harvey stated that one of the goals was to be able to measure outputs of police department and activity levels. It was discovered that every police department keeps data in a different way which leads to high degrees of variability of service incidents. The other point is that all departments report to the Uniform Crime Reporting Statistics.

Mr. Harvey stated that if the Township has its own personnel with the same number of experienced officers, the cost to the Township to have its own police department would be \$1,945,000 at a minimum per year. The cost differential between self-production and the \$2,161,000 paid for the Sheriff's contract is quite small considering the additional services the Township receives under the contract and the costs avoided (additional officers, legacy costs and management/administrative costs).

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Kenneth VerBurg stated that based on interviews the, Ingham County Sheriff's Department has filled in the gap of officers that are out sick, on vacation, etc. This would require the Township to hire additional officers to serve as backup. For example, the Township contracts for two detectives; however, additional detectives are brought in to assist when needed.

Another benefit is that the Ingham County officers that were talked to state that they like to work in Delhi Township, thus there is no shortage of officers that want to work in the Township. One factor is that there is a high amount of activity and highly varied. The Township is receiving officers that are highly qualified and experienced that want to work in the Township.

Mr. Harvey stated that in conclusion, based on the interviews and examination of data provided by the townships included in the sample, the provision of police services through an intergovernmental agreement with the Ingham County Sheriff's Department is a lower cost provision option compared to the establishment and operation of a township police department.

Sheriff Gene Wrigglesworth, Ingham County Sheriff's Department, thanked the consultants for the job that they did and commended the Township for doing the study.

PROPERTY MAINTENANCE CODE/RENTAL PROGRAM

Due to the lack of time, this item was removed from the agenda and will be placed on the September 4, 2007 Committee of the Whole agenda.

DEPARTMENT OF PUBLIC SERVICES – JULY MONTHLY REPORT

The Board reviewed the Department of Public Services July Monthly Report (ATTACHMENT III).

DELHI TOWNSHIP'S PROPOSED PARTICIPATION IN LANSING ECONOMIC AREA PARTNERSHIP, INC. (LEAP)

Due to lack of time, this item was moved to the August 7, 2007 Board of Trustees meeting.

PUBLIC COMMENT – None

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ADJOURNMENT

Meeting adjourned at 7:28 p.m.

Date: _____

Evan Hope, Township Clerk

Date: _____

Stuart Goodrich, Supervisor

/af

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP
MINUTES OF REGULAR MEETING HELD ON AUGUST 7, 2007**

The Delhi Charter Township Board of Trustees met in a regular meeting on Tuesday, August 7, 2007 in the Multipurpose Room at the Community Services Center, 2074 Aurelius Road, Holt, Michigan. Supervisor Goodrich called the meeting to order at 7:35 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
Mark Jenks, Director of Parks & Recreation
Sandra Diorka, Director of Public Services
Steve Hudson, Assessor
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. 7 – PARTICIPATION IN LANSING ECONOMIC AREA PARTNERSHIP, INC. (LEAP) AND AGENDA ITEM NO. 8 – AGREEMENT FOR LOCAL ROAD IMPROVEMENT.

A Voice Poll was recorded as follows: All Ayes

MOTION CARRIED

2006 ANNUAL REPORT – ASSESSING DEPARTMENT

Steve Hudson, Assessor, gave the 2006 Annual Assessing Department Report. (ATTACHMENT I).

RESOLUTION NO. 2007-041 – REQUEST FOR POSTPONEMENT OF CONSTRUCTION OF A REQUIRED SIDEWALK – HOLT VETERINARY CLINIC

The Board reviewed memorandums dated August 1, 2007 from Twp. Mgr. Elsinga and August 2, 2007 from Tracy Miller, Director of Community Development (ATTACHMENT II).

KREPPS MOVED TO ADOPT RESOLUTION NO. 2007-041 WHICH POSTPONES THE CONSTRUCTION OF A REQUIRED SIDEWALK ALONG CEDAR STREET FOR HOLT VETERINARY CLINIC LOCATED AT 1836 N. CEDAR STREET AND REQUIRES THE PROPERTY OWNER TO EXECUTE A SIDEWALK AGREEMENT STATING THE SAME.

A Roll Call Vote was recorded as follows:

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

MOTION CARRIED

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CONSENT AGENDA

- A. Approval of Minutes – Committee Meeting of July 17, 2007
- B. Approval of Minutes – Regular Meeting of July 17, 2007
- C. Approval of Claims – July 17, 2007 (ATTACHMENT III)
- D. Approval of Claims – July 31, 2007 (ATTACHMENT IV)
- E. Approval of Payroll – July 26, 2007 (ATTACHMENT V)
- F. Supplemental Agreement No. 225 – Water Service Agreement between Delhi Charter Township and Lansing Board of Water and Light – Patient Care Drive, Phase II (ATTACHMENT VI)

AMMON MOVED TO APPROVE THE CONSENT AGENDA AS PRESENTED.

A Roll Call Vote was recorded as follows:

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

MOTION CARRIED

NEW BUSINESS

APPLICATION FOR PUBLIC FIREWORKS DISPLAY PERMIT – HOLT HOMETOWN, INC.

The Board reviewed a memorandum dated July 26, 2007 from Twp. Mgr. Elsinga (ATTACHMENT VII).

**HAYHOE MOVED TO APPROVE THE APPLICATION FOR PUBLIC
FIREWORKS DISPLAY PERMIT FROM HOLT HOMETOWN, INC. TO BE HELD
ON AUGUST 25, 2007 AT THE HOLT HOMETOWN FESTIVAL.**

A Roll Call Vote was recorded as follows:

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

MOTION CARRIED

**RESOLUTION NO. 2007-040 – TENTATIVE CONTRACT AWARD FOR POTW
DIGESTER PROJECT – IRISH CONSTRUCTION**

The Board reviewed a memorandum dated August 2, 2007 from Twp. Mgr. Elsinga (ATTACHMENT VIII).

**AMMON MOVED TO ADOPT RESOLUTION NO. 2007-040 WHICH
TENTATIVELY AWARDS THE POTW DIGESTER PROJECT TO IRISH
CONSTRUCTION IN THE AMOUNT OF \$8,980,000.**

Twp. Mgr. Elsinga stated that bids ranging from \$8,980,000 to \$10,265,000 were received on July 12, 2007. Township staff and engineers met with Irish Construction and their primary sub-contractors and determined Irish Construction to be both qualified and experienced to build these improvements.

A Roll Call Vote was recorded as follows:

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

MOTION CARRIED

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**PETITION LANSING BOARD OF WATER AND LIGHT FOR A WATER DISTRICT –
DELHI CHARTER TOWNSHIP PUBLICLY OWNED TREATMENT WORKS (POTW)**

The Board reviewed a memorandum dated July 30, 2007 from Twp. Mgr. Elsinga (ATTACHMENT IX).

**KREPPS MOVED TO PETITION THE LANSING BOARD OF WATER AND
LIGHT TO ESTABLISH A WATER DISTRICT TO SERVE THE DELHI
CHARTER TOWNSHIP PUBLICLY OWNED TREATMENT WORKS (POTW)
LOCATED AT 5961 MC CUE ROAD.**

Trustee Hayhoe questioned if the water would be installed on the east side of the road and asked if this would affect the residents on the west side of the road. Twp. Mgr. Elsinga stated that he is not sure which side of the road the water would be installed; however, if the area residents ever chose to connect, they would pay the then current frontage value.

A Roll Call Vote was recorded as follows:

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

MOTION CARRIED

**DELHI TOWNSHIP'S PROPOSED PARTICIPATION IN LANSING ECONOMIC AREA
PARTNERSHIP, INC. (LEAP)**

The Board reviewed a memorandum dated July 26, 2007 from Supervisor Stuart Goodrich (ATTACHMENT X).

**AMMON MOVED TO APPROVE DELHI CHARTER TOWNSHIP'S
PARTICIPATION IN THE LANSING ECONOMIC AREA PARTNERSHIP, INC.
AT A COST OF \$35,000 PER YEAR.**

Supervisor Goodrich stated that this group looks at the entire region which would be very beneficial to the Township in its efforts to attract new businesses to the Greater Lansing Area and Delhi Township. Trustee Ketchum stated that he felt that this would be counter productive to what the Delhi Downtown Development Authority (DDA) is doing. Supervisor Goodrich stated that it would work with the DDA.

A Roll Call Vote was recorded as follows:

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

MOTION CARRIED

**AGREEMENT FOR LOCAL ROAD IMPROVEMENT BETWEEN THE BOARD OF
INGHAM COUNTY ROAD COMMISSIONERS AND DELHI CHARTER TOWNSHIP
FOR PINE TREE ROAD (JOLLY ROAD TO THE CUL-DE-SAC)**

The Board reviewed a memorandum dated August 7, 2007 from Twp. Mgr. Elsinga (ATTACHMENT XI).

**SWEET MOVED TO APPROVE THE AGREEMENT FOR LOCAL ROAD
IMPROVEMENT BETWEEN THE BOARD OF INGHAM COUNTY ROAD
COMMISSIONERS AND DELHI CHARTER TOWNSHIP FOR PINE TREE ROAD
(JOLLY ROAD TO THE CUL-DE-SAC) AT A COST OF \$107,882.75 TO BE
SPLIT 50/50 BETWEEN THE DOWNTOWN DEVELOPMENT AUTHORITY AND
THE INGHAM COUNTY ROAD COMMISSION.**

A Roll Call Vote was recorded as follows:

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

MOTION CARRIED

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REPORTS

TREASURER

2ND QUARTER INVESTMENT REPORT

The Board reviewed a memorandum dated August 2, 2007 from Treasurer Harry Ammon (ATTACHMENT XII).

Treasurer Ammon reported on the 2nd Quarter Investment Report.

TOWNSHIP MANAGER

SEWER REPAIRS

Sandra Diorka, Director of Public Services, reported on the interceptor sewer in the Sanibel Hollow area. Most of the sewer is concrete except for a section that was laid through a wetland, which is ductile iron. According to the plans, ductile iron was laid upon pilings. Staff televised this section of sanitary sewer and discovered a large clump of solid grease in the pipe. The grease was blasted out of the pipe; however, the pipe goes up, down and then up again (a belly) and a week later there was so much sediment in the pipe that it could not be televised. Ms. Diorka stated that either the cap was broken or the pilings were never installed. An exploratory dig is scheduled for the week of August 13, 2007. The cost to repair a broken cap would be approximately \$3,000 to \$5,000. If it is discovered that no pilings were installed, the project would be exploratory and a cost would have to be determined.

Ms. Diorka stated that another sanitary sewer issue is located in the Bertha Street/Coolridge Road area. A cross-lot clay sewer was discovered sticking out of the ground between Bertha Street and Coolridge Road. The joints have been temporarily repaired; however, a permanent repair is needed.

LIMITED PUBLIC COMMENTS - None

EXECUTIVE SESSION – PROPERTY ACQUISITION

Enter into Executive Session 8:35 p.m.

**HOPE MOVED TO ENTER INTO EXECUTIVE SESSION TO DISCUSS
PROPERTY ACQUISITION.**

A Roll Call Vote was recorded as follows:

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

MOTION CARRIED

Regular Board meeting reconvened at 8:42 p.m.

**AMMON MOVED THAT WE (THE TOWNSHIP) PURCHASE THE PROPERTY
AT 4904 HOLT ROAD FOR A PRICE OF \$52,500 AND THAT WE (THE
TOWNSHIP) DO A PHASE I ENVIRONMENTAL (STUDY) AND GO FURTHER
IF IT EMANATES THAT WE (THE TOWNSHIP) SHOULD.**

Trustee Ketchum questioned if the Township should do the Phase I Environmental study before agreeing to purchase the property. Twp. Mgr. Elsinga stated that the goal is to demolish the dwelling. If the Township were going to use the dwelling it would be wise to do the study before agreeing to purchase.

A Roll Call Vote was recorded as follows:

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

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MOTION CARRIED

PUBLIC COMMENTS – None

ADJOURNMENT

Meeting adjourned at 8:46 p.m.

FYI

1. Consumers Energy Newsletter "Touching Base" – Summer 2007.

Date: _____

Evan Hope, Township Clerk

Date: _____

Stuart Goodrich, Supervisor

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