

**DELHI CHARTER TOWNSHIP  
COMMITTEE OF THE WHOLE MEETING HELD ON AUGUST 21, 2007**

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The members of the Delhi Charter Township Committee of the Whole met on Tuesday, August 21, 2007, in the Multipurpose Room at the Community Services Center, 2074 Aurelius Road, Holt, MI. Supervisor Goodrich called the meeting to order at 6:33 p.m.

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

Members Absent: Trustees Jerry Ketchum, Paul Krepps

Others Present: John Elsinga, Township Manager  
Lt. Jeff Cook, Delhi Div., Ing. County Sheriff's Office  
Sandra Diorka, Director of Public Services  
Tracy Carney-Miller, Dir. of Community Development  
Pat Brown, Assistant Chief-EMS/Fire Marshall  
Tricia Vander Ploeg, Admin. Assistant/Deputy Supervisor  
Amy Finch, Assistant Twp. Clerk/Deputy Clerk

**BUSINESS**

**INGHAM COUNTY SHERIFF'S DEPARTMENT/DELHI DIVISION – JULY ACTIVITY REPORT**

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Lt. Jeff Cook, Ingham County Sheriff's Department/Delhi Division, reported on the highlights of the Sheriff's Department/Delhi Division July Activity Report (ATTACHMENT I).

**COMMUNITY DEVELOPMENT DEPARTMENT – JULY ACTIVITY REPORT**

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

**FIRE DEPARTMENT – JULY ACTIVITY REPORT**

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Pat Brown, Assistant Chief-EMS/Fire Marshall, reported on the highlights of the Fire Department July Activity Report (ATTACHMENT III).

Assistant Chief Brown stated that the Fire Department has applied for a SAFER (Staffing for Adequate Fire and Emergency Response) Grant which would allow for additional emergency response staffing. The application is being made for grant funds for one full-time employee.

**DELHI CHARTER TOWNSHIP**  
**COMMITTEE OF THE WHOLE MEETING HELD ON AUGUST 21, 2007**

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The 2008 budget was submitted for an additional weekend employee to bring staffing levels to a minimum of five employees on shift during weekend times. The position would be a part-time person hired from the reserve rank.

If the SAFER Grant is approved, the position would be for seven days a week. After five years, the Township would be responsible for the entire funding of that position (the funding is graduated at 10, 20, 50, 75 and 100% from one to five years). The total funding is limited to \$105,425 per position over a five year period. The Board of Trustees has the opportunity to approve or deny the approved grant.

**PROPERTY MAINTENANCE CODE/RENTAL PROGRAM**

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The Board reviewed a memorandum dated August 15, 2007 from Tracy Miller, Director of Community Development (ATTACHMENT IV).

Tracy Miller, Director of Community Development, stated that from earlier discussion with the Board regarding the rental program, she reviewed the Housing Code to see if there was a way that the program could fit the community better. Ms. Miller also looked at the fees associated with the program.

Ms. Miller stated that she has prepared two recommendations: adoption of the 2006 Housing Standard Code with amendments and increasing the program fees to meet its costs.

Ms. Miller stated that if the Township is going to make changes to the housing program, they should also make the program information available to the rental property owners. Ms. Miller stated that staff is proposing to create a binder for rental property owners that would include resources explaining how the program works, important phone numbers, forms, etc. as well as an e-mail Listserv to notify individuals of updates.

Ms. Miller further stated that staff would like to request that units requiring re-inspection due to violations, be inspected the following year as well and units with no violations be re-inspected on the current two-year cycle.

Staff would also like to include additional requirements in the Housing Ordinance relative to aesthetic issues such as proper solid color window coverings, landscape maintenance, limitations on "indoor furniture" on the exterior of the property and paint repairs to be made in a manner that is workmanlike and consistent in appearance with the rest of the structure.

Ms. Miller stated that currently, the Township receives approximately \$66,000 from this program every two years; however, based on costs, the program is subsidizing the program by approximately \$100,000 a year. Staff is recommending the fee structure be changed to include an increase in the registration fee from \$50 to \$500 per property and

**DELHI CHARTER TOWNSHIP  
COMMITTEE OF THE WHOLE MEETING HELD ON AUGUST 21, 2007**

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increase the per unit fee from \$20 to \$28 per unit. The re-inspection fee would remain the same but three new fees would be added. These fees would include an unregistered rental investigation fee of \$225 per unit, a tax lien processing fee of \$100 per property and a second year inspection fee of \$250 per property.

Ms. Miller stated that if the Board was comfortable with the proposed changes to the program, she would prepare the updated program and bring it before the Board for their approval.

Ms. Miller stated that if the program costs were broken down based on the new fees, it is anticipated that the program should cover its costs. Ms. Miller stated that with the increased inspections of approximately 50% over what are currently done, it is anticipated that in 2009, the current Code Enforcement Official's time would be completely consumed by the Rental Program. If that does happen, a part-time Code Enforcement Official may need to be hired to handle the everyday type code enforcement activities.

**LANSING BOARD OF WATER & LIGHT WATER DISTRIBUTION MASTER PLAN  
PRESENTATION**

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The Board reviewed a Water Distribution Master Plan (ATTACHMENT V).

Randy Roost, Board of Water & Light Analyst, stated that the Board of Water & Light water service began in Delhi Township in 1972 and has grown to 225 water districts. The last full master plan was completed in 1992. One of the changes that have taken place since 1992 was the rebuilding of the Eifert Road booster pumping station. A second booster pumping station was added near the intersection of Miller and Aurelius Roads. An investment was also made in the City of Lansing by building a high pressure pumping station which helps provide more water to the south end of the city to reinforce the booster pumps to push the water further into Delhi Township. Mr. Roost stated that a lot of the improvements made to help Delhi Township are made in Lansing. These changes have allowed for general improvements in water pressure and in increased fire protection. The latest ISO (Insurance Services Organizations) result classification was rated at an 8. Mr. Roost stated that with the improvements to the Fire Department and the Board of Water & Light water system, the Township is currently rated at a 5 which results in an approximate 24% decrease in fire protection insurance premiums for commercial businesses and an approximate 17 to 23% decrease in fire protection insurance premiums for residential properties. There are areas in the Township that still have some deficiencies in terms of fire protection such as a dead end main or an incomplete development. One of the areas of concern is the area in the northeast portion of the Township which includes the Jolly, Pine Tree and Jolly Oaks Roads area. Mr. Roost stated that the design parameters for fire protection in areas that are zoned residential are on average 1,500 gallons of water per minute. In areas that are zoned

**DELHI CHARTER TOWNSHIP  
COMMITTEE OF THE WHOLE MEETING HELD ON AUGUST 21, 2007**

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commercial, 2,500 gallons of water per minute are needed and in areas that are zoned industrial, 3,500 gallons of water per minute are needed for fire protection.

Mr. Roost stated that there are other concerns such as low flow zones, high velocity mains, customer complaints, regulatory compliance, main failures and aging infrastructure.

Mr. Roost stated that the Township population is expected to continue to increase yet the number of persons per household and the consumption per customer will decline.

Mr. Roost stated that the Board of Water & Light would like to recommend relocation of the Delhi Township pressure boundary, add a third booster pumping station, add additional system looping, eliminate dead-end mains and obtain proper main sizing.

Twp. Mgr. Elsinga stated that there would be approximately a \$1,000,000 improvement to the system within a period of approximately three years. Twp. Mgr. Elsinga stated that the Township currently has a relationship with the Board of Water & Light for an 18% surcharge on water rates and asked if it were reasonable to assume that if that cost burden is shared by the Township, could it be shared via the customer by possibly increasing the surcharge. Mr. Roost stated that the Township has a right to request that the Board of Water & Light recover these costs via a surcharge on the rates.

Mr. Roost stated that the contract with Delhi Township is a forty year contract expiring in 2012. It is the intent of the Board of Water & Light to start discussions with Township staff in approximately six months in regards to the renewal of the contract.

**PUBLIC COMMENT** - None

**ADJOURNMENT**

Meeting adjourned at 7:54 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 21, 2007**

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The Delhi Charter Township Board of Trustees met in a regular meeting on Tuesday, August 21, 2007 in the Multipurpose Room at the Community Services Center, 2074 Aurelius Road, Holt, Michigan. Supervisor Goodrich called the meeting to order at 8:00 p.m.

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

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

Members Absent: Trustees Jerry Ketchum, Paul Krepps

Others Present: John Elsinga, Township Manager  
Lt. Jeff Cook, Delhi Division, Ingham County Sheriff's Office  
Marian Frane, Director of Accounting  
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

**COMMUNITY POLICING REPORT – INGHAM COUNTY SHERIFF'S OFFICE**

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Supervisor Goodrich stated that he invited Lt. Jeff Cook, Ingham County Sheriff's Office/Delhi Division, to report to the Board on the programs and activities of the Community Policing Division.

Lt. Cook introduced Chief Deputy Greg Harless and Community Policing Officer Sergeant Danielle Patrick. Sergeant Patrick introduced Community Policing Officers, Deputy Tim Young, Deputy Jessica Dral and Deputy Paul Richards. Deputy Brad Delaney, Community Business Officer, was unable to attend the meeting.

Sergeant Patrick reported on the activities of Community Policing Program. The program assists in organizing Neighborhood Watch areas, conducting public education programs, crime prevention and organizing community resources.

**2006 ANNUAL REPORT – PUBLIC SERVICES**

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Sandra Diorka, Director of Public Services, gave the 2006 Public Services Annual Report (ATTACHMENT I).

**CONSENT AGENDA**

- A. Approval of Minutes – Committee Meeting of August 7, 2007
- B. Approval of Minutes – Regular Meeting of August 7, 2007
- C. Approval of Claims – August 14, 2007 (ATTACHMENT II)
- D. Approval of Payroll – August 9, 2007 (ATTACHMENT III)

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

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP  
MINUTES OF REGULAR MEETING HELD ON AUGUST 21, 2007**

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

**NEW BUSINESS**

**AGREEMENT BETWEEN DELHI CHARTER TOWNSHIP AND POINT AND PAY, INC.  
FOR ELECTRONIC PAYMENT SERVICES**

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The Board reviewed a memorandum dated August 15, 2007 from Twp. Mgr. Elsinga (ATTACHMENT IV).

**AMMON MOVED TO APPROVE THE AGREEMENT BETWEEN DELHI  
CHARTER TOWNSHIP AND POINT AND PAY, INC. WHICH WOULD PROVIDE  
FOR ELECTRONIC PAYMENT OPTIONS FOR VARIOUS TOWNSHIP  
SERVICES.**

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

**PROPOSED DELHI TOWNSHIP ORDINANCE NO. 115 - AUTHORIZING ISSUANCE  
OF SANITARY SEWER SYSTEM IMPROVEMENT REVENUE BONDS – POTW  
DIGESTER**

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The Board reviewed a memorandum dated August 16, 2007 from Twp. Mgr. Elsinga (ATTACHMENT V).

**HAYHOE MOVED TO ADOPT DELHI TOWNSHIP ORDINANCE NO. 115  
WHICH AUTHORIZES THE ISSUANCE OF SANITARY SEWER SYSTEM  
IMPROVEMENT REVENUE BONDS FOR THE POTW DIGESTER PROJECT.**

Patrick Berardo, Thrun, Maatsch and Norberg, P.C., stated that this ordinance authorizes the issuance of \$9,850,000 in bonds. The ordinance indicates that the Township will set its rates at a point where it will repay the debt service for these bonds and all other bonds. The ordinance pledges the tax limited full faith and credit of the Township. If necessary, the Township would use the General Fund to make a payment; however, Mr. Berardo stated that would be an unlikely outcome. The ordinance sets forth for the maturity in the schedule for the repayment of the bonds, it details what happens if there are lost or mutilated bonds, it authorizes the repayment to the General Fund or the Sewer Funds for any funds that have been advanced for the project. The ordinance confirms the accounts that the Township has for sewer funds and the progression of use of those funds for the payment of debt of operating costs and details what the Township may do with respect to the investment of the funds. The funds from the Michigan Municipal Bond Authority (MMBA) program are paid during the course of construction. There will not be any significant investment from the bond issue or the proceeds of the bond issue during the construction period. The ordinance confirms the fiscal year of the system which is the calendar year and sets forth the form of the bonds to be used in the program. It authorizes officers of the Township to execute the documents necessary to close the transaction with the MMBA.

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

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP  
MINUTES OF REGULAR MEETING HELD ON AUGUST 21, 2007**

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**RESOLUTION NO. 2007-039 – INCREASE IN STREETLIGHT SPECIAL  
ASSESSMENT DISTRICTS TO REFLECT CONSUMERS ENERGY PRICE INCREASE**

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The Board reviewed memorandums dated August 17, 2007 from Tracy Miller, Director of Community Development and August 16, 2007 from Twp. Mgr. Elsinga (ATTACHMENT VI).

**SWEET MOVED TO ADOPT RESOLUTION NO. 2007-039 WHICH ADJUSTS  
THE ANNUAL STREETLIGHT ASSESSMENTS, PER EXHIBIT A, TO REFLECT  
RATE INCREASES IMPOSED BY CONSUMERS ENERGY.**

A Roll Call Vote was recorded as follows:

Ayes: Hayhoe, Hope, Sweet, Ammon, Goodrich

Absent: Ketchum, Krepps

**MOTION CARRIED**

**REPORTS**

**SUPERVISOR**

**CEDAR HEIGHTS SUBDIVISION**

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Supervisor Goodrich stated that the DDA will soon be letting bids for the Cedar Heights Subdivision improvements for streets, curbs, streetlighting, etc.

**HOLT AND AURELIUS ROADS - PARK**

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Supervisor Goodrich stated that the first drawings are in for a tentative small park area to be located at the north east corner of Holt and Aurelius Roads. An electronic sign to advertise community events is being looked at for that location as well.

**BRUSH DROP-OFF**

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The fall brush drop-off is scheduled for October 25-27, 2007 at Valhalla Park.

**TREASURER**

**SUMMER PROPERTY TAXES**

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Treasurer Ammon stated that the Treasurer's office has collected \$2,430,000 in Summer Property Taxes to date.

**TRUSTEES**

**TRUSTEE SWEET**

Trustee Sweet stated that the request for a Special Use Permit for a gas station located at the southwest corner of Willoughby Road and Cedar Street (in the Kroger parking lot) was on the August 13, 2007 Planning Commission agenda. The case has been referred to the Zoning Board of Appeals.

**TOWNSHIP MANAGER**

**REQUEST TO INGHAM COUNTY ROAD COMMISSION FOR ROAD IMPROVEMENT  
CARRYOVER**

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SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP  
MINUTES OF REGULAR MEETING HELD ON AUGUST 21, 2007**

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The Board reviewed a letter dated August 17, 2007 from Twp. Mgr. Elsinga (ATTACHMENT VII).

Twp. Mgr. Elsinga stated that he has requested that the Ingham County Road Commission (ICRC) consider allowing the Township to pay for the Pine Tree Road project, up to \$110,000, and to allow a carry-over of the ICRC matching funds of \$94,975.21 for future 2008 projects.

**UPDATE OF STATE REVOLVING FUND (SRF) GRANT**

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The Board reviewed a letter dated August 9, 2007 regarding the SRF Grant (ATTACHMENT VIII).

Twp. Mgr. Elsinga stated that the \$9,850,000 SRF Grant was approved. The project as a whole will be short approximately \$601,000 which is approximately the amount of the contingency. Sewer funded monies will be used, if needed, to complete the project.

**LIMITED PUBLIC COMMENTS - None**

**ADJOURNMENT**

Meeting adjourned at 9:19 p.m.

**FYI**

1. Letter dated August 9, 2007 from Comcast Cable regarding changes in channel lineup.

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

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Evan Hope, Township Clerk

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

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Stuart Goodrich, Supervisor

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SUBJECT TO APPROVAL