

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

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The members of the Delhi Charter Township Committee of the Whole met on Wednesday, November 7, 2007, in the Multipurpose Room at the Community Services Center, 2074 Aurelius Road, Holt, MI. Supervisor Goodrich called the meeting to order at 6:30 p.m.

Members Present: Supervisor Stuart Goodrich, Treasurer Harry Ammon, Clerk Evan Hope (arrived at 7:09 p.m.), Trustees John Hayhoe, Jerry Ketchum, Paul Krepps, Roy Sweet

Others Present: John Elsinga, Township Manager  
Sandra Diorka, Director of Public Services  
Tracy Carney-Miller, Dir. of Community Development  
James Lenon, POTW Maintenance Supervisor  
Wendy Thielen, Assist. Twp. Mgr. of Human Resources  
Amy Finch, Assistant Twp. Clerk/Deputy Clerk

**BUSINESS**

**DISCUSSION ON PROPOSED RENTAL INSPECTION FEES**

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The Board reviewed a memorandum dated November 2, 2007 from Tracy Miller, Director of Community Development (ATTACHMENT I).

Tracy Miller, Director of Community Development, stated that during the October 16, 2007 Committee of the Whole meeting it was discussed that the registration rate should be lower than the \$500 to \$250 that the Board had previously considered and a registration orientation fee of \$1000 per parcel should be implemented for new rentals and the Township should try to achieve a sustainable balance of revenues between “fixed” (registration fees) and “variable” (re-inspection fees) fees to ensure program sustainability into the future.

Examples One, Four, Five and Six were presented to the Board. Example One is heavily weighted toward the variable revenue which means that there will not be a constant and reliable source to sustain the program. However, the registration rate is only \$80 and the per unit rate is only \$20.

Example Four has a registration rate of \$250 and a per unit fee of \$20 and a re-inspection fee for both 1<sup>st</sup> and 2<sup>nd</sup> re-inspections of \$50.

Example Five takes the best of Examples One and Four and blends them together to come up with a registration rate of \$100, a per unit fee of \$33, a 1<sup>st</sup> re-inspection fee of \$50 and a 2<sup>nd</sup> re-inspection fee of \$100.

Example Six includes the \$1000 registration origination fee and this example is pretty much balanced between the fixed and variable revenue. The registration rate is \$130,

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the per unit fee is \$30, the 1<sup>st</sup> re-inspection fee is \$50 and the 2<sup>nd</sup> re-inspection fee is \$75. The registration origination fee is a fee charged the first time a property is registered as a rental.

Supervisor Goodrich asked if the \$1000 rental origination fee would be calculated in Examples One, Four and Five. Ms. Miller stated that it could be; however, the \$1000 would have to be a part of the programmatic costs. It would shift the weight slightly.

Trustee Ketchum stated that he likes a combination of Examples Five and Six; however, he feels that the registration origination fee is too high and would like to see it cut in half. Trustee Ketchum further stated that he approves of the Example Five because of the higher per unit fee.

Trustee Krepps stated that it is possible that if the Township raises the rental rates and fees and the owners pass the costs to the renters, the owners may have a problem finding renters. Treasurer Ammon stated that in Examples Five and Six the increase per month is not a large amount and he does not feel that the increase would discourage a renter from renting the property.

Trustee Krepps asked what the fees pay for in terms of personnel. Ms. Miller stated that the costs are based on a staffing cost of approximately \$109,000, a vehicle expense of \$12,000, Township overhead, i.e. Treasurer's Department staff, legal counsel etc. of approximately \$12,000 for a total annual cost of \$133,000. This is based on one full-time equivalent for Code Enforcement, half-time secretarial support and a small amount of the Director of Community Development's time. Trustee Krepps asked if the full-time person is currently Dennis Lerner. Ms. Miller answered in the affirmative. Ms. Miller stated that in 2009 when the program has run its cycle, a part-time employee may need to be hired.

Trustee Ketchum asked if the Township is getting a lot of new rental units per year. Ms. Miller stated that without having the final 2006 numbers it is difficult to give an exact answer; however, in the last six months there have been a good number of single family homes being converted to rental homes.

Trustee Krepps stated that he would like to see this program scrapped and enforce the Ordinances that the Township has in place in regards to housing; however, if the Township is looking to upgrade this program, he feels that Example Five would keep the cost of entry relatively low.

Trustee Sweet stated that he likes Example Five including a \$500 registration origination fee. Trustee Sweet stated that he would like to know what violations would put the property on the extra annual inspection list. Ms. Miller stated that re-inspections are not done for every violation.

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Trustee Hayhoe stated that he is comfortable with Example Five. Supervisor Goodrich stated that Example Six would be his preference but Example Five would work for him as well.

Ms. Miller stated that at a registration rate of \$100, a 1<sup>st</sup> re-inspection fee of \$50, a 2<sup>nd</sup> re-inspection fee of \$100, an extra annual inspection fee of \$150, a registration origination fee of \$500 and a per unit fee of \$30 would generate \$263,000.

Twp. Mgr. Elsinga suggested keeping the registration origination fee at \$1000 and lowering the per unit fee from \$33 to \$30. Trustee Krepps stated that he disagrees with a registration origination fee. Twp. Mgr. Elsinga stated that the Township is not discouraging rentals but they do not want to encourage single family neighborhoods turning into rentals. Ms. Miller stated that what is important for the Township in the long term is that there are quality rentals that are integrated with quality neighborhoods. To ensure this you have to make sure that the rental stock is well maintained. Trustee Ketchum stated that he disagrees with the \$1000 registration origination fee.

Trustee Sweet stated that his goal is to go into a neighborhood and not know what house is a rental unit and what house is a single family home.

Nick Johnson, 2575 Hummingbird Lane, stated that he appreciates the Board's discussion on this topic. Mr. Johnson further stated that he is glad to see the discussion going toward the per unit based fee. Mr. Johnson spoke about what constitutes a re-inspection.

Clerk Hope arrived at 7:09 p.m.

Ms. Miller stated that she would run the scenario again using a \$500 registration origination fee with still considering Example Five.

Trustee Krepps asked if an individual would be subject to the registration origination fee who rented a room out of their home. Twp. Mgr. Elsinga stated that there was not any classification in renting a room and he was not aware that the Township deals with that. However, a homeowner occupying that same dwelling would fall under the International Property Maintenance Code.

**PURCHASE OF SECURITY CAMERA EQUIPMENT FOR THE PUBLICLY OWNED TREATMENT WORKS (POTW)**

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The Board reviewed a memorandum dated October 30, 2007 from Sandra Diorka, Director of Public Services (ATTACHMENT II).

Sandra Diorka, Director of Public Services, stated that since September 11, 2001, the POTW has struggled with security. Through the Homeland Security Act, wastewater

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treatment plants were designated as critical infrastructure. A lot of funding was given to water treatment plants but none was given to wastewater plants; however, the standing as a critical infrastructure is the same.

Ms. Diorka stated that the security at the POTW is the least of all of the Township buildings except for the cemetery. A security gate was installed in 2001 and a risk assessment was performed in 2005. It was identified that one of the ways to help with the risks at the POTW was to install a camera system.

In 2006, \$75,000 was budgeted in the treatment plant's Capital Improvement budget to begin to install the needed items addressed in the security assessment evaluation. Installation of a camera system had been delayed due to the inability to identify a supplier who could interface the camera system with the plant computer and SCADA network. What was needed was a camera that would not only be used for security but could be placed on the nitrification tower so that the operators could use it for process control. The camera could also be used for construction observation at the POTW. Ms. Diorka listed several other instances where the camera would be useful.

Trustee Ketchum stated that the system sounds good and has a lot of uses, but the whole reason for the camera is for the Homeland Security Act and questioned if a camera that is being used for other purposes would warrant the plant not up to standard by the Federal Government. Supervisor Goodrich stated that the camera system is not a requirement only a suggestion.

**DEPARTMENT OF PUBLIC SERVICES – OCTOBER REPORT**

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The Board reviewed the October 2007 Monthly Department of Public Services report (ATTACHMENT III).

Due to the lack of time, the Department of Public Services October Report will be given at the November 7, 2007 Board of Trustees Meeting.

**PUBLIC COMMENT** - None

**ADJOURNMENT**

Meeting adjourned at 7:35 p.m.

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Date: \_\_\_\_\_  
Evan Hope, Township Clerk

Date: \_\_\_\_\_  
Stuart Goodrich, Supervisor

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

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The Delhi Charter Township Board of Trustees met in a regular meeting on Wednesday, November 7, 2007 in the Multipurpose Room at the Community Services Center, 2074 Aurelius Road, Holt, Michigan. Supervisor Goodrich called the meeting to order at 7:41 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  
Sandra Diorka, Director of Public Services  
Tracy Carney-Miller, Director of Community Development  
James Lenon, POTW Maintenance Supervisor  
Wendy Thielen, Assistant Township Manager of Human Resources  
Amy Finch, Assistant Township Clerk/Deputy Clerk

**COMMENTS FROM THE PUBLIC** – None

**APPOINTMENT TO THE DOWNTOWN DEVELOPMENT AUTHORITY AND  
BROWNFIELD REDEVELOPMENT AUTHORITY BOARD – CHUCK GRINNELL**

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The Board reviewed a memorandum dated November 1, 2007 from Supervisor Goodrich (ATTACHMENT I).

**HOPE MOVED TO APPOINT CHUCK GRINNELL TO THE DELHI TOWNSHIP  
DOWNTOWN DEVELOPMENT AUTHORITY BOARD AND THE DELHI  
TOWNSHIP BROWNFIELD REDEVELOPMENT AUTHORITY TO FILL THE  
REMAINDER OF THE FOUR-YEAR TERM VACATED BY GARY SMITH,  
EFFECTIVE NOVEMBER 7, 2007; EXPIRING JULY 21, 2010.**

A Roll Call Vote was recorded as follows:

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

**MOTION CARRIED**

**CONSENT AGENDA**

- A. Approval of Minutes – Committee Meeting of October 16, 2007
- B. Approval of Minutes – Regular Meeting of October 16, 2007
- C. Approval of Claims – October 23, 2007 (ATTACHMENT II)
- D. Approval of Payroll – October 18, 2007 (ATTACHMENT III)
- E. Approval of Payroll – November 1, 2007 (ATTACHMENT IV)

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

A Roll Call Vote was recorded as follows:

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

**MOTION CARRIED**

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**NEW BUSINESS**

**DELHI TOWNSHIP POLICY NO. 127 – TOWNSHIP DEBT**

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The Board reviewed memorandums dated October 30, 2007 from Twp. Mgr. Elsinga and October 26, 2007 from Marian Frane, Director of Accounting (ATTACHMENT V).

**KETCHUM MOVED TO ADOPT DELHI TOWNSHIP POLICY NO. 127 –  
TOWNSHIP DEBT.**

A Roll Call Vote was recorded as follows:

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

**MOTION CARRIED**

**TOWNSHIP BOARD GOALS AND OBJECTIVES**

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The Board reviewed a memorandum dated November 1, 2007 from Twp. Mgr. Elsinga (ATTACHMENT VI).

**HAYHOE MOVED TO ADOPT THE TOWNSHIP’S GOALS AND OBJECTIVES  
AS PRESENTED IN EXHIBIT A.**

Trustee Ketchum stated that he will vote in favor of this item; however, he is not in favor of a Public Safety Millage.

A Roll Call Vote was recorded as follows:

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

**MOTION CARRIED**

**AGREEMENT BETWEEN DELHI TOWNSHIP AND THE INGHAM COUNTY  
EMPLOYEES ASSOCIATION/PUBLIC EMPLOYEES REPRESENTATIVE  
ASSOCIATION**

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The Board reviewed a memorandum dated November 1, 2007 from Twp. Mgr. Elsinga (ATTACHMENT VII).

**AMMON MOVED TO APPROVE THE AGREEMENT BETWEEN DELHI  
CHARTER TOWNSHIP AND THE INGHAM COUNTY EMPLOYEES  
ASSOCIATION /PUBLIC EMPLOYEES REPRESENTATIVE ASSOCIATION,  
LOCAL 1107, FOR THE DEPARTMENT OF PUBLIC SERVICES BARGAINING  
UNIT, EFFECTIVE NOVEMBER 8, 2007 AND EXPIRING DECEMBER 31, 2009.**

A Roll Call Vote was recorded as follows:

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

**MOTION CARRIED**

**RESOLUTION NO. 2007-075 – DESIGNATION OF PUBLIC LANDS AND PARKS**

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

**HOPE MOVED TO ADOPT RESOLUTION NO. 2007-075 WHICH DESIGNATES  
CERTAIN AREAS WITHIN DELHI CHARTER TOWNSHIP AS “TOWNSHIP  
PARKS AND RECREATIONAL AREAS” AND “DESIGNATED PUBLIC LAND  
AREAS” AND TO CHANGE EXHIBIT A, ITEM 1 TO READ SAM COREY  
SENIOR CITIZENS PARK, ITEM 3 TO READ “JAYCEE” PARK AND TO  
REMOVE THE APOSTROPHE IN THE WORD VETERANS IN ITEM 9.**

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A Roll Call Vote was recorded as follows:

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

**MOTION CARRIED**

**PURCHASE OF TOWNSHIP SIGN AND KIOSK FOR DELHI TOWNSHIP RECYCLING CENTER**

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The Board reviewed a memorandum dated September 20, 2007 from Twp. Mgr. Elsinga (ATTACHMENT IX).

**SWEET MOVED TO APPROVE THE PURCHASE OF A TOWNSHIP SIGN AND KIOSK IN THE TOTAL AMOUNT OF \$12,997 FROM DOUGLAS SIGN COMPANY FOR THE DELHI TOWNSHIP RECYCLING CENTER.**

Sandra Diorka, Director of Public Services, stated that the sign would be placed by the road and the kiosk would be placed by the Recycle Center. Brick would be used that matches the POTW. Above ground flood lights will light the sign.

Trustee Krepps questioned the size of the display area on the kiosk. Ms. Diorka listed some of the items that would be displayed on the kiosk. The cork board on the side of the kiosk has been eliminated.

Trustee Ketchum questioned the depth of the concrete base for the kiosk. James Lenon, POTW Maintenance Supervisor, stated that footings of 42" will be poured.

A Roll Call Vote was recorded as follows:

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

**MOTION CARRIED**

**REPORTS**

**DEPARTMENT OF PUBLIC SERVICES – OCTOBER REPORT**

The Board reviewed the October 2007 Department of Public Services monthly report (ATTACHMENT X).

Sandra Diorka, Director of Public Services, reported on the highlights of the Department of Public Services October report.

Ms. Diorka stated that residents will now be allowed to drop off their yard waste at the Maintenance Facility year around.

**SUPERVISOR**

**SOUTH CEDAR STREET IMPROVEMENTS**

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Supervisor Goodrich stated that he attended a meeting with the Ingham County Road Commission (ICRC) in regards to the South Cedar Street Improvements. Another meeting will be held on November 13 at 2:00 p.m. at the DDA office with the ICRC, Tetra Tech, Al McFadyen, DDA Executive Director and Tracy Miller, Director of Community Development, to further discuss the South Cedar Street Improvements.

**CHRISTMAS TREE LIGHTING CEREMONY/ POTTER PARK WONDERLAND OF LIGHTS-DELHI NIGHT**

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Supervisor Goodrich stated that the Christmas Tree Lighting Ceremony will be held on December 5, 2007 at 6:30 p.m. and the Potter Park Wonderland of Lights-Delhi Night will be held on December 13, 2007 from 5:00 to 8:00 p.m.

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**DDA PROJECTS**

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Supervisor Goodrich stated that some of the conduit will be installed and concrete pads poured for the streetlights for the South Cedar Street Improvements yet this year.

**TREASURER**

**3<sup>rd</sup> QUARTER INVESTMENT REPORT**

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The Board reviewed a memorandum dated October 29, 2007 from Treasurer Ammon (ATTACHMENT XI).

Treasurer Ammon reported on the 3<sup>rd</sup> Quarter Investment Report.

**HELP FOR HOME FORECLOSURES**

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Treasurer Ammon stated that there are, so far this year, 109 homes in the Township that are in some sort of foreclosure. A program called 211 could help offset some costs that individuals may have to allow them to continue to pay their mortgage payments. The program can be accessed from any landline phone (except for pay phones) by dialing 211.

Another program that could be of some help is "Hold onto Your Home" which can be accessed from a computer. The web site address is [www.holdontoyourhome.org](http://www.holdontoyourhome.org).

**CLERK**

**NOVEMBER 6, 2007 ELECTION**

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Clerk Hope stated that the turnout for the November 6, 2007 Election was 11%. Ballots cast equaled 1,872; however, 58% of those ballots were cast by absent voters. Actual turnout at the polls was 4.7%.

**TOWNSHIP MANAGER**

**OCTOBER MONTHLY REPORT**

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The Board reviewed the October Monthly Manager's Report (ATTACHMENT XII).

**COMMUNITY SERVICES CENTER PARKING LOT EXPANSION**

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Twp. Mgr. Elsinga stated that in the 2008 Budget, it was identified that additional parking was needed at the Community Services Center for library and other functions. Parking could be located on the two Township parcels on DeCamp Road. It has been suggested to maximize the parking by removing the garage and small home on these parcels. Twp. Mgr. Elsinga stated that there would not be a parking lot driveway going out to the DeCamp neighborhood and landscaping would be done so that headlights would not reflect into the neighborhood. The Board concurred.

**LIMITED PUBLIC COMMENTS** - None

**ADJOURNMENT**

Meeting adjourned at 8:28 p.m.

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**FYI**

1. Letter from Esther Mogis thanking the Fire Department Paramedics.
2. Letter dated October 29, 2007 from Michelle Harper, Tri-County Emergency Medical Control Authority re: a training that was sponsored by the Delhi Township Fire Department.

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

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

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

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

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