

**DELHI CHARTER TOWNSHIP
COMMITTEE OF THE WHOLE MEETING HELD ON MAY 7, 2008**

The members of the Delhi Charter Township Committee of the Whole met on Wednesday, May 7, 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, Paul Krepps, Roy Sweet

Members Absent: Trustee Jerry Ketchum

Others Present: John Elsinga, Township Manager
Al McFadyen, DDA Executive Director
Marian Frane, Director of Accounting
Mark Jenks, Director of Parks & Recreation
Rick Royston, Fire Chief
Sandra Diorka, Director of Public Services
Tracy Carney-Miller, Director of Community Development
Wendy Thielen, Assistant Twp. Mgr. of Human Resources
Tricia Vander Ploeg, Administrative Assistant/Deputy Supervisor
Amy Finch, Assistant Township Clerk/Deputy Clerk

SUBJECT TO APPROVAL

INTRODUCTION OF NEW FIREFIGHTERS

Fire Chief Royston introduced two new Delhi Township Firefighters, Matt Wooten and Chris Patterson. Brian Britten and Matt Sterling were also in attendance.

BUSINESS

FINAL COST OF COMMUNITY SERVICES STUDY REPORT

The Board reviewed a memorandum dated May 1, 2008 from Tracy Miller, Director of Community Development (ATTACHMENT I).

Tracy Miller, Director of Community Development, stated that this study was presented to the Board at their March 18, 2008 Committee of the Whole meeting by Sherrin Hood and Eric Frederick, LSL Planning, Inc. After the presentation, more discussion was held in regards to speeding up the Phase II portion of the project. Phase II will attribute costs to the infrastructure through the GIS modeling as well as perform additional investigations regarding the high density residential land uses. Treasurer Ammon asked if the Township would be receiving an estimate of the cost of this study. Ms. Miller answered in the affirmative.

Ms. Miller stated that Al McFadyen, DDA Executive Director; a representative from LSL; Steve Hudson, Township Assessor; Twp. Mgr. Elsinga and she have met. Supervisor Goodrich suggested that either Clerk Hope or Treasurer Ammon also attend these meetings. The Cost of Community Services Study is on file in the Clerk's Office.

RESULTS OF COMMUNITY ASSESSMENT SURVEY FOR OLDER ADULTS

**DELHI CHARTER TOWNSHIP
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The Board reviewed a memorandum dated May 1, 2008 from Tracy Miller, Director of Community Development (ATTACHMENT II).

Tracy Miller, Director of Community Development, stated that the National Research Center had asked the Township to participate in this beta test site survey for older adults. This is the same company that performed the 2004 and 2005 Citizen Survey for the Township. The idea of this survey was to try to identify needs that are specific to citizens reaching retirement age. This being a beta test, the survey was done at a reduced cost to the Township.

The survey was mailed to a large number of Township citizens, age 55 and over, asking them questions pertaining to their quality of life in the Township. The Community of Assessment Survey for Older Adults is on file in the Clerk's Office.

RESOLUTION NO. 2008-039 – ISSUANCE OF 2008 DOWNTOWN DEVELOPMENT BONDS

The Board reviewed a memorandum dated April 28, 2008 from Twp. Mgr. Elsinga (ATTACHMENT III).

Twp. Mgr. Elsinga stated that this project has been under the guidance of the DDA. Al McFadyen, DDA Executive Director, stated that the DDA has been planning a number of major infrastructure projects over the past few years which will begin either in 2008 or 2009. In order to support these projects, the DDA Board, recognizing that all of the projects cannot be achieved with tax increment finance dollars, is anxious to move forward with bonding. The projects could be funded by a "pay as you go" funding option; however, this option would extend the projects out over many years which would not be desirable.

Mr. McFadyen spoke of the five projects that the DDA will be undertaking. To support these activities the DDA will fund \$10,475,000 and the Sewer Fund will fund \$1,500,000. Money will be saved by asking the Board to approve the bond.

Tom Traciak, ACI Finance, Inc., stated that it is possible that there may be another bond in 2009 to clean up any remaining projects. This is an approximate 18 year bond issue with a level debt service. At a later date, the debt could be paid off without penalty. The bond will be priced in June.

Pat Berardo, Thrun Law Firm, P.C., stated that the projections to revenue are an attachment to Resolution 2008-039. The resolution states that the DDA Board has requested that the Township Board do the financing and that the Board is authorizing a negotiated sale of this bond issue, partly because of the size of the bond and partly because the market is currently very volatile. Mr. Berardo stated that a negotiated sale is where the underwriter is selected in advance. Proposals were taken for this function and Raymond James was chosen.

Trustee Krepps asked what the dollar amounts on Page 2 of the resolution represent. Mr. Berardo stated that these figures are the annual payments of principal.

Trustee Sweet asked how the underwriter was chosen. Mr. Traciak stated that he requested qualifications from ten underwriters and explained the process that was used for selecting underwriters.

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP
COMMITTEE OF THE WHOLE MEETING HELD ON MAY 7, 2008**

DEPARTMENT OF PUBLIC SERVICES – APRIL MONTHLY REPORT

The Board reviewed the April Department of Public Services Monthly Report (ATTACHMENT IV).

Sandra Diorka, Director of Public Services, stated that a temporary repair was made to a sanitary sewer pipe on Coolridge Road during the winter. A lasting repair will be made soon costing under \$10,000. Another problem was discovered under Michael Street. The repair should be done during the Holt Road closure. Ms. Diorka stated that a bid will be received from C2AE and will be presented to the Board. Ms. Diorka stated that lining repairs will be presented to the Board in the near future.

TOWNSHIP MANAGER REPORT

Twp. Mgr. Elsinga stated that the Township will be meeting with the Ingham County Drain Commissioner's office to continue discussion regarding Cedar Lake on May 8th and with Keller's Ridge Subdivision residents on May 22nd in regards to a retention basin located in this subdivision.

The Ingham County Road Commission staff along with Township staff held an informational meeting in early April with the residents of Hearthside Acres Subdivision regarding the repair of their roads. The Township has received petitions in favor of the repairs.

PARK POLICING

Mark Jenks, Director of Parks and Recreation, stated that last year the Township entered into a contract with Ingham County to provide Park Policing within the Township's public properties. The program was very successful. Unfortunately, attorneys for the County had some concerns with the agreement and the County has decided not to renew the contract.

Various options have been reviewed. Joseph A. Young and Associates, which is a security firm, is an option. The company currently patrols for the City of Lansing, CATA, CADL and the Lansing Lugnuts. A downside of using a security company is that they do not have any authority other than reporting. Another downside is that the cost is higher than what was previously charged by the County.

Another option that is being explored is a re-vamping of the Park Policing program with the Ingham County Parks, possibly a Park Ranger type program.

ADJOURNMENT

Meeting adjourned at 7:28 p.m.

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP
COMMITTEE OF THE WHOLE MEETING HELD ON MAY 7, 2008**

Date: _____

Evan Hope, Township Clerk

Date: _____

Stuart Goodrich, Supervisor

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SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP
MINUTES OF REGULAR MEETING HELD ON MAY 7, 2008**

The Delhi Charter Township Board of Trustees met in a regular meeting on Wednesday, May 7, 2008 in the Multipurpose Room at the Community Services Center, 2074 Aurelius Road, Holt, Michigan. Supervisor Goodrich called the meeting to order at 7:33 p.m.

PLEDGE OF ALLEGIANCE

ROLL CALL

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

Members Absent: Trustee Jerry Ketchum

Others Present: John Elsinga, Township Manager
Al McFadyen, DDA Executive Director
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

Thomas Boyd, 55th District Court Judge, distributed a news release regarding Operation Night Hawk to the Board members. Judge Boyd thanked the Township for their continued support of the Sheriff's Office.

Gary Marx, Ingham County Drain Commissioner candidate, introduced himself to the Board.

Billie Jo O'Berry, 55th District Court Judge candidate, introduced herself to the Board.

Scott Chong, 1413 Yarrow, questioned the Township finances. It was suggested that Mr. Chong schedule a meeting with Twp. Mgr. Elsinga to discuss this.

SET/ADJUST AGENDA

**HOPE MOVED TO ADD LATE AGENDA ITEM NO. 8 – REPLACEMENT OF AIR
COOLED CHILLER AT THE POTW LABORATORY BUILDING.**

A Voice Poll was recorded as follows: All Ayes

Absent: Ketchum

MOTION CARRIED

2007 ANNUAL REPORT – ACCOUNTING DEPARTMENT

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP
MINUTES OF REGULAR MEETING HELD ON MAY 7, 2008**

Marian Frane, Director of Accounting, gave the 2007 Annual Accounting Report (ATTACHMENT I).

CONSENT AGENDA

- A. Approval of Minutes – Committee of the Whole Meeting of April 15, 2008
- B. Approval of Minutes – Regular Meeting of April 15, 2008
- D. Approval of Claims – April 22, 2008 (ATTACHMENT II).
- E. Approval of Payroll – April 17, 2008 (ATTACHMENT III).
- F. Approval of Payroll – May 1, 2008 (ATTACHMENT IV).

AMMON MOVED TO APPROVE THE CONSENT AGENDA ITEMS AS PRESENTED.

A Roll Call Vote was recorded as follows:

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

Absent: Ketchum

MOTION CARRIED

NEW BUSINESS

AUDITED FINANCIAL STATEMENTS FOR FISCAL YEAR ENDING DECEMBER 31, 2007

The Board reviewed a memorandum dated April 30, 2008 from Twp. Mgr. Elsinga (ATTACHMENT V).

HOPE MOVED TO ACCEPT DELHI CHARTER TOWNSHIP'S AUDITED FINANCIAL STATEMENTS FOR FISCAL YEAR ENDING DECEMBER 31, 2007.

Marian Frane, Director of Accounting, stated that this is the second year that the Township has prepared the Comprehensive Annual Financial Report (CAFR). The Township had budgeted an approximate \$300,000 deficit but ended up with a surplus of nearly \$60,000 due to a combined effort of Department Heads and employees.

The CAFR has three sections: an introductory section, a financial section and a section that contains trend data. The CAFR undergoes an extensive review process by the Government Finance Officers Association (GFOA) for conformity. The CAFR could positively affect the Township's credit rating, help demonstrate the Township's professionalism to citizens and possible business prospects, and provide trend data.

Ms. Frane reported on some of the highlights of the CAFR.

Dave Fisher, Rehmann Robson Certified Public Accountants, stated that the audit was reviewed in detail by the Audit Committee last week. Rehmann Robson, Certified Public Accountants, have issued an unqualified (clean) opinion of the financial statements. The Audit team was composed of two Rehmann staff members along with Mr. Fisher.

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP
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An Information Technology policy will be drafted and presented to the Board in the near future in regards to changing computer passwords on a regular basis. The policy will also address removal of terminated employee computer passwords.

Trustee Hayhoe questioned if residents come into the Community Services Center to request a copy of the budget or audit. Ms. Frane stated that she has had requests; however, the documents are located on the Township website and she invites them to view the documents on-line. Hard copies are available if desired.

A Roll Call Vote was recorded as follows:

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

Absent: Ketchum

MOTION CARRIED

RESOLUTION NO. 2008-039 – ISSUANCE OF 2008 DOWNTOWN DEVELOPMENT BONDS

The Board reviewed a memorandum dated April 28, 2008 from Twp. Mgr. Elsinga (ATTACHMENT VI).

**SWEET MOVED TO ADOPT RESOLUTION NO. 2008-039, AUTHORIZING THE
ISSUANCE OF THE DELHI CHARTER TOWNSHIP 2008 DOWNTOWN
DEVELOPMENT BONDS FOR THE PURPOSE OF FUNDING SEVERAL DOWNTOWN
DEVELOPMENT AUTHORITY (DDA) CAPITAL IMPROVEMENT PROJECTS.**

A Roll Call Vote was recorded as follows:

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

Absent: Ketchum

MOTION CARRIED

**PUBLICLY OWNED TREATMENT WORKS (POTW) LABORATORY SUPPLY AND
EQUIPMENT ORDER**

The Board reviewed memorandums dated April 28, 2008 from Twp. Mgr. Elsinga and April 22, 2008 from Sandra Diorka, Director of Public Services (ATTACHMENT VII).

**HAYHOE MOVED TO APPROVE THE PUBLICLY OWNED TREATMENT WORKS
(POTW) EXPENDITURE FOR LABORATORY SUPPLIES FROM FISHER SCIENTIFIC
COMPANY IN THE AMOUNT OF \$25,022.82.**

Sandra Diorka, Director of Public Services, stated that there is an ongoing use of lab supplies at the POTW. Use of items is tracked throughout the year and ordered at one time for the entire year to save costs. The supplies were bid out to three companies.

A Roll Call Vote was recorded as follows:

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

Absent: Ketchum

MOTION CARRIED

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP
MINUTES OF REGULAR MEETING HELD ON MAY 7, 2008**

ZONING AND DEVELOPMENT

**SPECIAL USE PERMIT NO. 08-256 – JOHN E. GREEN COMPANY, 1125 N. CEDAR STREET,
TAX PARCEL #33-25-05-25-376-009 – OUTDOOR STORAGE**

The Board reviewed a memorandum dated April 28, 2008 from Tracy Miller, Director of Community Development (ATTACHMENT VIII).

AMMON MOVED TO ADOPT SPECIAL USE PERMIT NO. 08-256 FOR JOHN E. GREEN COMPANY, 1125 N. CEDAR STREET, TAX PARCEL #33-25-05-25-376-009, AS RECOMMENDED BY THE PLANNING COMMISSION AT THEIR APRIL 14, 2008 MEETING.

Tracy Miller, Director of Community Development, stated that John E. Green Company recently acquired property located at 1125 N. Cedar Street. The company submitted an application for outdoor storage at this location. At the west side of the building they would like to enclose a large area of the property with a solid fence to store their vehicles and equipment. A portion of this storage yard will be paved. The Planning Commission recommends that four conditions be placed on the approval of the permit. Ms. Miller reported on the conditions.

Trustee Krepps asked for clarification on the fence specification in regards to chain link fencing and solid fencing. Ms. Miller stated that plastic slats will be placed in the chain link fence to make the fence a solid fence. The reason the south side fence cannot be chain link fencing with slat inserts is due to the landscape section of the ordinance that states that fencing that is part of the buffer area cannot be chain link.

Treasurer Ammon stated concerns that he had with Condition No. 4 as it restates the ordinance. If the ordinance were to change, it would not change for this property because of the language in this condition. Treasurer Ammon stated that this condition should be removed.

Amended Motion

AMMON MOVED TO AMEND THE MOTION TO STRIKE OUT CONDITION NO. 4 AS IT IS REDUNDANT.

Roll Call Vote on Amended Motion

A Roll Call Vote was recorded as follows:

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

Absent: Ketchum

MOTION CARRIED

Motion now reads

AMMON MOVED TO ADOPT SPECIAL USE PERMIT NO. 08-256 FOR JOHN E. GREEN COMPANY, 1125 N. CEDAR STREET, TAX PARCEL #33-25-05-25-376-009, AS RECOMMENDED BY THE PLANNING COMMISSION AT THEIR APRIL 14, 2008 MEETING AND TO STRIKE OUT CONDITION NO. 4 AS IT IS REDUNDANT.

Roll Call Vote on the Main Motion

A Roll Call Vote was recorded as follows:

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

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP
MINUTES OF REGULAR MEETING HELD ON MAY 7, 2008**

Absent: Ketchum
MOTION CARRIED

PETITION FOR REZONE CASE NO. 08-852 – 2150 CEDAR STREET – DELHI CHARTER TOWNSHIP – TAX PARCEL #33-25-05-14-302-013 AND 33-25-05-14-302-014 – C-2, GENERAL BUSINESS TO PP, PUBLIC PROPERTIES (PROPOSED ZONING ORDINANCE NO. 613)

The Board reviewed a memorandum dated April 30, 2008 from Tracy Miller, Director of Community Development (ATTACHMENT IX).

HOPE MOVED TO APPROVE THE REZONING OF CASE NO. 08-852, 2150 CEDAR STREET, TAX PARCEL #33-25-05-14-302-013 AND 33-25-05-14-302-014, DELHI CHARTER TOWNSHIP, FROM C-2, GENERAL BUSINESS, TO PP, PUBLIC PROPERTIES, AS RECOMMENDED BY THE PLANNING COMMISSION AT THEIR APRIL 14, 2008 MEETING, BASED ON IT BEING CONSISTENT WITH PURPOSE AND INTENT OF THE ZONING ORDINANCE, BEING COMPATIBLE WITH THE EXISTING AND ANTICIPATED DEVELOPMENT IN THE AREA AND PURSUANT TO THE MASTER PLAN (ZONING ORDINANCE NO. 613).

Tracy Miller, Director of Community Development, stated that this property was the Township's old fire barn. The property is currently zoned C-2. It is proposed to be used as the Farmer's Market. The appropriate zoning district for a publicly owned and operated property is the PP zoning.

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

LATE AGENDA ITEM

REPLACEMENT OF AIR COOLED CHILLER AT THE POTW LABORATORY BUILDING

The Board reviewed memorandums dated May 7, 2008 from Twp. Mgr. Elsinga and May 6, 2008 from Sandra Diorka, Director of Public Services (ATTACHMENT X).

KREPPS MOVED TO APPROVE THE QUOTE FROM SIEMENS BUILDING TECHNOLOGIES, INC. IN THE AMOUNT OF \$45,000 FOR THE PURCHASE OF A CARRIER AIR COOLED CHILLER FOR THE LABORATORY BUILDING AT THE PUBLICLY OWNED TREATMENT WORKS (POTW).

Sandra Diorka, Director of Public Services, stated that this unit cools the entire laboratory building. The current unit is sixteen years old. The unit was filled with sludge due to a digester failure in 2000. The compressor was replaced but has since failed. Currently, this unit is setting the electric demand for the north side of the building and the plant and is short cycling.

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP
MINUTES OF REGULAR MEETING HELD ON MAY 7, 2008**

Ms. Diorka stated that a chilled water reserve tank will be installed so that the system can work off the tank instead of over working the compressor. The unit will have a two stage compression unit, be more energy efficient and include a reservoir tank.

Trustee Hayhoe asked if bids were taken for this item. Ms. Diorka stated that the Township is under contract with Siemens to maintain and repair this sophisticated HVAC system for the POTW.

A Roll Call Vote was recorded as follows:

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

Absent: Ketchum

MOTION CARRIED

REPORTS

SUPERVISOR

JUNE 4TH – DEPARTMENT HEAD GOALS & OBJECTIVES – 8:00 A.M.

Supervisor Goodrich reminded the Board of the June 4, 2008 Department Head Goals and Objectives meeting.

CLERK

MAY 6, 2008 ANNUAL SCHOOL ELECTION

Clerk Hope stated that the Annual School Election was held on May 6th with a total turnout of 4.5%. The turnout at the polling places was .55%. This election is funded by the Holt Public Schools.

ADJOURNMENT

Meeting adjourned at 9:09 p.m.

Date: _____

Evan Hope, Township Clerk

Date: _____

Stuart Goodrich, Supervisor

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SUBJECT TO APPROVAL