

**DELHI CHARTER TOWNSHIP
MINUTES OF REGULAR MEETING HELD ON JUNE 12, 2012**

The Delhi Charter Township Board of Trustees met in a regular meeting on Tuesday, June 12, 2012 in the Multipurpose Room at the Community Services Center, 2074 Aurelius Road, Holt, Michigan. Supervisor Goodrich called the meeting to order at 6:00 p.m.

PLEDGE OF ALLEGIANCE

ROLL CALL

Members Present: Supervisor Stuart Goodrich, Treasurer Roy Sweet, Clerk Evan Hope, Trustees Derek Bajema, John Hayhoe, DiAnne Warfield

Members Absent: Trustee Jerry Ketchum

Others Present: John Elsinga, Township Manager
Amy Finch, Assistant Township Clerk/Deputy Clerk
Dr. Lynn Harvey, Goals & Objectives Facilitator

GOALS & OBJECTIVES

The Board and Dr. Harvey held discussion to determine whether the 2011-2012 Board Goals were still relevant or whether the Board felt there was need to make changes. The Board concurred with the following Board Goals for the Fiscal Year 2013:

- I. Enhance the quality of life and create a sense of place for Delhi residents.
- II. Maintain fiscal integrity and increased efficiency.
- III. Promote sustainable private and public economic development and redevelopment.
- IV. Maintain and improve the infrastructure in the Township.
- V. Promote regionalism.
- VI. Maintain positive and open communication with Township residents.

Dr. Harvey discussed with the Board the accomplishments of 2011 and 2012 to date. These include:

- Significant capital improvements were made to Valhalla Park and a 75 percent reimbursement grant was received to build a new restroom/pavilion.
- The Fire Department hired a full-time Recruitment and Retention Officer. The funding was made possible through the SAFER grant.
- In collaboration with Holt Public Schools, a School Resource Officer was hired thus taking the pressure off of patrol officers responding to school incidents.
- Senior Community Center continues to attract high participation rates in programs and activities and collaborates with Tri-County Office on Aging.
- Community Services Center improvements to the HVAC system were completed through the assistance of a grant.
- Roy Sweet was appointed Township Treasurer and DiAnne Warfield was appointed to the vacant Trustee position on the Township Board.
- The Township's GIS system has become an integrated component of most of the Township departments and the system is utilized by community residents. Darryl Albert, GIS Coordinator, was named the recipient of the Super Achievement in GIS Award presented by ESRI.

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- The Township was able to maintain the same level of services despite challenging financial conditions.
- The Township department heads and management staff are high performing and collaborative in carrying out their respective duties.

The Board revisited the Board Objectives for 2011-2012 and determined both progress towards accomplishing stated objectives as well as making a decision as to whether to include the objective for the coming year or to remove it as a priority for the coming year.

Department Heads met with the Township Board on June 6, 2012 to review their goals and objectives for the coming year. Each department has developed benchmarks or measurable indicators of progress and these are incorporated into the annual budget document. A more detailed discussion of progress towards achieving the departments' goals and objectives takes place when each department presents their annual report to the Board.

The following are Board Objectives for 2012-2013:

2012-2013 Board Objectives

1. **Maintain Fiscal Responsibility (Goal II and VI).**
Continue to maintain a balanced budget with a fund balance of 15 percent or greater. Continue to create and post on the Township website a citizen-centric report as required under the Economic Vitality Incentive Program (EVIP).
Short Term – Departments and management develop short term and long term goals.
2. **Monitor and Contain the Cost of Health Care and Decrease Legacy Costs (Goal II).**
In 2007, the Township transitioned from providing a traditional health care plan to a High-Deductible/Health Savings Account (HSA) health care plan for all active full-time employees. The Township's plan offers free annual physicals for employees and family members. To partially offset the increased HSA costs to employees, the Township provided a modest increase in wages/salaries. The other frontier for savings in current and future health care costs is to offer all new employees a Health Retirement Account (HRA) in lieu of a health care plan after retirement.

The Township does meet the state EVIP requirement, thus is eligible for full state revenue sharing. Note: monitoring federal and state legislation as it relates to health care for public employees will be important for the coming fiscal year.

3. **Continue to Support a Walkable Community (Goals I, III, IV, V).**
Long Term - Include components within the Non-Motorized Transportation Plan in the 2010-2015 Capital Improvement Plan and Township Budget. Encourage the Ingham County Department of Transportation and Roads to provide pedestrian islands along primary roads.
Short Term - Support the installation of new sidewalks and repair broken/uneven sidewalks. Partner with the DDA to fund Capital Improvement Projects within the DDA. Assess ways to improve parking.
Short Term – Mid-block crossings.
4. **Assess Staffing Needs (Goal II).**
Short Term - Continue to evaluate organizational and departmental needs whenever a vacancy occurs. Filling positions with part-time staff or contractual services, when feasible, offers a means of maintaining service level while minimizing long-term costs.

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When feasible, also transfer duties and responsibilities to other staff thereby eliminating positions through attrition. Utilize interns wherever and whenever feasible.

5. Maintain Fire Agreement with Alaiedon Township (Goals II, V).

Long Term -The Township's Fire Agreement with Alaiedon Township has been mutually beneficial for over a decade. The Township's mutual aid agreements with all of the surrounding communities have enabled the Township to provide Alaiedon Township a high quality fire service. The Township will explore the potential for additional collaborative service areas, possibly with other neighboring units of government.

6. Communicate to the Community via Township and DDA Newsletters and Expanded Township Website (Goals I, II VI).

Continue to provide both Township and DDA Newsletters through alternating distribution. In lieu of a regional media center, the Township website can sufficiently meet the Township's objectives.

Short Term – Provide opportunity for Board members, on a rotating basis, to contribute to the newsletter and/or newspaper by submitting articles.

7. Addressing Community Services Center Aging Infrastructure Issues (Goal IV).

Short Term - As the Community Services Center ages there will be needed infrastructure repairs. Short term items that need addressing are the generator, window treatments and roof. The repair of the roof needs to be done within the next few years; the HVAC system will run more efficiently by replacing the window treatments (in-progress).

Short Term – Set aside monies annually in the Public Improvement Fund for funding these improvements.

8. Develop Five Year Budget Plan (Goal II).

Continue to prepare a five year budget plan to enable the Township Board to prepare for the long term.

9. Aggressively Pursue State and Federal Grants to Supplement Budget Needs (Goal I).

Medium Priority

10. Capital Improvements in Township Parks (Goals I, II, IV).

Continue to assess capital improvements with Township's recreation assets. Continue to replace worn out or outdated playground equipment and facilities in Township parks and resurface tennis courts within one year.

11. Encourage Mixed Use Zoning (Goals I, III).

Encourage developers to be more creative with their residential developments offering more variety in affordable, high quality housing, as well as offering open space and commercial properties. Encourage the development and redevelopment of property to provide retail, entertainment and personal services to residential areas where feasible to support the "Walkable Community" goal. Also explore the development of architectural standards.

Short Term – Update Master Plan.

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- 12. Continue to aggressively pursue Economic Development and Technology Companies (Goals III).**

Clerk Hope left the meeting at 7:45 p.m.

- 13. Continue Training of Staff and Board for Increased Efficiency and Effectiveness (Goals I, II).**

Delhi Township has a well trained lean and productive work force in part due to the Board's support for in-service training of staff. Staff members have participated in certification programs offered by universities, local government organizations and professional associations that add value to the human capital in the Township. The Board will continue to support in-service training of staff as well as to expand training opportunities to members of various boards that operate on behalf of the Township.

- 14. Use of Technology for Improved Service to Residents (Goals I, II).**

Township departments have made significant strides in adopting technology to improve efficiency and effectiveness in the delivery of Township services. Applying technology will continue to be a priority for departments. Utilizing GIS as means of developing integrated databases will provide both residents and Township staff new tools in addressing community service delivery challenges. The updating of the Township's website and the loading of data beneficial to Township residents, including GIS, will continue to be a priority for the Township.

Short Term – On-Line registration and payment for parks and selected recreation activities.

– Upgrade personal computers.

– Township/School District shared fiber optic network.

- 15. Incorporate Energy Reduction, Alternatives and Environmental Sensitivity into Capital Projects and Policies (Goals I, II, IV).**

The new Senior Center has incorporated LEED (Leadership in Energy and Environmental Design) standards. All new public buildings and land improvements should be designed to achieve LEED certification. Continue energy audit. Township staff will make site visits to other communities to observe their practices and procedures for use of credit card payment for fees, other than taxes and utility payments.

- 16. Redevelopment of Existing Areas for Revitalization (Goals I, III, IV).**

Explore new ways to facilitate site plan approval, building permitting and inspection to better serve the shift in customer focus from predominately "new construction" to remodeling and repair of existing facilities on limited lot sizes. Focus on adaptive re-use issues to ensure that building codes are not unduly restrictive to encourage redevelopment activity. This issue needs to be addressed with the Planning Commission for their review and recommendation back to the Board with a focus on identifying specific areas of the Township rather than individual variances.

- 17. Parks and Recreation Funding Enhancement (Goals I, II).**

Short Term – Recommend that the Parks Commission examine the structure of fees and adjust where appropriate. Parks and recreational services are highly valued by our residents but are also costly. The revenues generated by the Parks and Recreation Fund have consistently been well below its expenditures and must be supplemented by the General Fund using almost 10% of the General Fund's budget.

Short Term – On-Line registration and payment for parks and selected recreation activities (currently underway but not implemented).

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Short Term – Assess the usage and participation of non-residents in the Township’s recreational activities and include in annual report for 2012-13.

Long Term – Consider a dedicated millage to support recreation programs.

18. Plan for Road Repairs (Goals I, IV).

Work with the Ingham County Department of Transportation and Roads to move towards an active assets management approach for the evaluation of roads. Prioritizing needed road improvements will define how much money needs to be budgeted for repairs. The Township will move toward a 100% special assessment for local neighborhood road repairs and use the Department of Transportation and Roads betterment monies to fund local connector road improvements.

Short Term – Communicate with residents on road needs and the process, costs and funding options for securing improvements in subdivision and local neighborhood roads.

Short Term – Utilize the Township’s webpage, develop informational sheets and conduct informational meetings on improving roads through local initiatives.

Long Term – A Township road millage may be needed to improve local roads.

Long Term – Assess the impact of the proposed “roundabouts” at Aurelius/Cedar and Aurelius/Holt Roads.

19. Incorporate Plain Language in Ordinances and Amendments (Goals I, II, III, IV).

Begin to incorporate plain language in all future ordinances and amendments thereby elevating the level of understanding by the reader/user of such ordinances thereby increasing compliance.

20. Continue to Support Regionalism and Collaboration Where Appropriate (Goals III, V, VI).

Short Term – Maintain Public Safety contract with Holt Public Schools

Long Term – Assess impact on the Township of proposed regionalism efforts related to public safety or other service areas with attention paid to legacy costs, cross-subsidization, and savings with joint purchasing if applicable.

21. Standardize Technology Capital Purchases (Goal II).

Short Run – Insure that compatibility exists between laptops, iPads, Blackberrys, etc. when making capital purchases for departments.

PUBLIC COMMENT – None

ADJOURNMENT

Meeting adjourned at 8:52 p.m.

Date: _____

Evan Hope, Township Clerk

Date: _____

Stuart Goodrich, Supervisor

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