

**DELHI CHARTER TOWNSHIP
MINUTES OF REGULAR MEETING HELD ON JUNE 5, 2013**

The Delhi Charter Township Board of Trustees met in a regular meeting on Wednesday, June 5, 2013 in the Multipurpose Room at the Community Services Center, 2074 Aurelius Road, Holt, Michigan. Supervisor Davis called the meeting to order at 8:06 a.m.

PLEDGE OF ALLEGIANCE

ROLL CALL

Members Present: Supervisor C.J. Davis, Clerk Evan Hope, Treasurer Roy Sweet, Trustees Megan Ketchum, DiAnne Warfield (arrived at 8:20 a.m.)

Members Absent: Trustee Jon Harmon, John Hayhoe

Others Present: John Elsinga, Township Manager
Sandra Diorka, Director of Public Services
Jim Felton, Director of Information Technology
Mark Jenks, Director of Parks and Recreation
Howard Haas, DDA Executive Director
Gail Meredith, Accounting Technician
Tracy Miller, Director of Community Development
Rick Royston, Fire Chief
Lt. Eric Trojanowicz, Ingham County Sheriff's Office/Delhi Division
Nicole Wilson, Assessor
Wendy Thielen, Assistant Township Manager of Human Resources

DEPARTMENTS GOALS & OBJECTIVES

DOWNTOWN DEVELOPMENT AUTHORITY/BROWNFIELD REDEVELOPMENT AUTHORITY

2012 Accomplishments

- Funded Engineering Design for the Non-Motorized Trail extension from Willoughby Road to Jolly Road.
- Purchased holiday lights for use at local businesses.
- Provided funding for the Holt Farmers' Market.
- Provided funding for the Holt Community Arts Council's Music in the Garden series.
- Provided funding for the Holt Hometown Festival.
- Hosted Delhi Business Expo with 60 businesses participating.
- Transitioned to a part-time office due to decrease in captured revenues.
- Provided funding for the Dunckel Road resurfacing project.
- Added interactive features on website in the form of video interviews with local businesses.
- Distributed quarterly *Our Town* publications to Township residents via US Mail.
- Provided Commercial Rehabilitation Rebate Program funds to 17 businesses.
- Purchased tents for the Farmers' Market and the Parks and Recreation Department.
- Provided for on-going maintenance and security within the DDA District by providing financial support for Maintenance personnel, Zoning Enforcement and Planning positions.
- Paid bond debt service for multiple construction and infrastructure projects.

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2013 Goals

- Facilitate development of the DDA owned land at Holt Road and Holloway Drive in the Delhi Tech Park; support development of vacant privately owned land in the Delhi Tech Park area.
- Facilitate redevelopment of DDA owned parcels.
- Identify under or inappropriately utilized sites within the DDA District and assist in the development of these sites.
- Fund infrastructure improvement and rehabilitation programs identified by the Township and DDA Board as supporting the continued tax base growth and development within the District.
- Organize non-profit organization for the Farmers' Market, Holt Community Arts Council, *Our Town* publication, Delhi Business Expo, Hometown Festival and other community events and activities that enhance place making.
- Support and promote the Farmers' Market and provide for various improvements of the Farmers' Market building
- Provide for on-going maintenance and security within the DDA District by providing financial support for Zoning Enforcement, Planning, and Maintenance personnel positions.
- Provide business promotion and support through publication of *Our Town* and other business enhancements such as Biz Buzz and the Delhi Business Expo.
- Canvas businesses to update database for enhanced future communication.
- Continue the Commercial Rehabilitation Rebate Program at reduced levels by targeting blighted properties.
- Enhance Township boundary signs and replace Delhi Tech Park signage.

2014 Visions

- Facilitate development of the DDA owned land at Holt Road and Holloway Drive in the Delhi Tech Park; support development of vacant privately owned land in the Delhi Tech Park area.
- Facilitate redevelopment of DDA owned parcels.
- Identify under or inappropriately utilized sites within the DDA District and assist in the development of these sites.
- Fund infrastructure improvement and rehabilitation programs identified by the Township and DDA Board as supporting the continued tax base growth and development within the District.
- Promote community events.
- Provide bond payments for the non-motorized trail extension from Willoughby Road to Jolly Road.
- Provide business enhancement, promotion and support through efforts such as Biz Buzz.
- Provide additional parking for Senior Center and Veterans Memorial Gardens.
- Participate in non-profit organization for the Farmers' Market, Holt Community Arts Council, *Our Town* publication, Delhi Business Expo, Hometown Festival and other community events and activities as Board of Directors member.
- Prepare and distribute quarterly *Our Town* publication electronically.
- Provide for on-going maintenance and security within the DDA District by providing financial support for Zoning Enforcement, Planning and Maintenance personnel positions at reduced levels.
- Continue the Commercial Rehabilitation Rebate Program at reduced levels by targeting blighted properties.

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Discussion was held about possible additional funding for trails through state grants. The idea of a trail head in the triangle area, specifically Cedar Street, was discussed. Clerk Hope mentioned that he has attended workshops that were about the economic impacts of trails through business districts.

ACCOUNTING DEPARTMENT

2012 Accomplishments

- Completed a successful audit.
- Prepared the 2013 budget document.
- Continued to update the 5 year budget projection.
- Continued to monitor the budget and communicate variances.
- Facilitated the connection of Board goals to department budgets.
- Continued to provide relevant and reliable information to the Board and all departments.
- Continued to qualify for the EVIP program.
- Expanded the number of vendors who receive electronic payments (ACH) instead of paper checks.
- Continued to advocate for direct deposit and electronic pay stubs signup.

2013 Goals

- Continue to prepare a useful budget document.
- Update the 5 year budget projection.
- Aid in transition of Township checking accounts to Chase Bank.
- Continue to monitor the budget and communicate variances.
- Continue to facilitate the connection of Board goals to department budgets.
- Update the master accounting policy book for the Accounting Department.
- Have a successful audit.
- Continue to qualify for the EVIP program.
- Expand the number of vendors who receive electronic payments (ACH) instead of paper checks.
- Continue to advocate for direct deposit and electronic pay stubs signup.
- Continue to promote the use of technology to increase effectiveness and efficiency.

2014 Visions

- Continue to prepare a useful budget document.
- Update the 5 year budget projection.
- Continue to monitor the budget and communicate variances.
- Continue to facilitate the connection of Board goals to department budgets.
- Update the master accounting policy book for the Accounting Department.
- Have a successful audit.
- Continue to qualify for the EVIP program.
- Expand the number of vendors who receive electronic payments (ACH) instead of paper checks.
- Continue to advocate for direct deposit and electronic pay stubs signup.
- Continue to promote the use of technology to increase effectiveness and efficiency.

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ASSESSING DEPARTMENT

2012 Accomplishments

- Completed systematic 2003 re-appraisal of mobile home properties.
- Re-inspected 464 properties which included permit inspections for assessing, mobile home communities, residential and commercial properties.
- Updated/organized the Assessor's database.
- Updated Land and ECF tables for all classes of property.
- Worked up files and defended approximately 30 small claim appeals and 41 full tribunal appeals throughout the year.
- Continued to synchronize the use of GIS implementation with Information Services, Maintenance, Manager's office and Community Development.

2013 Goals

- Continue to cross train all staff and balance department duties.
- Continue with BSA.NET training for use with GIS and new reporting/database options.
- With the help of Co-Star Professional suite, continue to monitor and analyze Commercial and Industrial properties with the income approach to value vs. sales comparison or cost approach, if appropriate.
- Using the Co-Star Professional suite, the MLS and other resources, as well as the Township Attorney, continue to defend property tax appeals before the Michigan Tax Tribunal.
- Continue to update Assessors internet site accordingly.
- Continue to update Land and ECF tables for all classes of property.
- Comply with the State Tax Commission Audit of Minimum Assessing Requirements (AMAR).
- Continue with normal field work (permit) inspections.
- Start 2013 re-appraisal of Commercial and Industrial warehouse properties.

2014 Visions

- Continue to cross train all staff and balance department duties.
- With the help of Co-Star Professional suite, continue to monitor and analyze Commercial and Industrial properties with the income approach to value vs. sales comparison or cost approach, if appropriate.
- Using the Co-Star Professional suite, the MLS and other resources, as well as the Township Attorney, continue to defend property tax appeals before the Michigan Tax Tribunal.
- Continue to update Assessors internet site accordingly.
- Continue to update Land and ECF tables for all classes of property.
- Comply with State Tax Commission Audit of Minimum Assessing Requirements (AMAR).
- Continue with normal field work (permit) inspections.
- Continue re-appraisal of Commercial & Industrial properties.

Discussion was held about continuing the use of an external appraising firm and law firm for Michigan Tax Tribunal cases. The third party appraisals not only help defend the Township's assessments, thus saving the Township money, but allow the assessing department to continue with the day-to-day work of the Assessing Department.

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Re-appraisals of the commercial and industrial properties will be top priority this year and next. Commercial and industrial properties have not been re-appraised in about ten years.

TREASURER'S OFFICE

2013 Accomplishments

- Evaluated regional banks with treasury management services. Conversion of primary bank is close to completion.
- Evaluated armored car services and contracted for daily deposit delivery.
- Continued compiling operating manuals for tax and sewer billing.
- Searched for and purchased new investments that preserve safety of principal.
- Upgraded Professional Development.

2014 Goals

- Search and negotiate investments that preserve safety of principal.
- Continue revisions of operating manuals for tax, sewer billing and cash receipting in .NET programs.
- Continue to investigate new technology and products to streamline operational efficiencies.
- Promote wider use of e-mailing sewer bills.

Future Visions

- Continue to upgrade professional development.
- Continue to seek investments that preserve safety of principal.
- Seek technological improvements to process payments.

Discussion was held about how the main bank was chosen for the Township. Treasurer Sweet mentioned that he uses the bank ratings, treasurer services that are offered and the amount of assets held by the bank. This is why a smaller local bank may not be chosen as the Township's main bank, but Treasurer Sweet mentioned that he does use the local banks for other investments. Discussion was held about accepting credits cards for sewer bills, recreation programs, permits, etc. It was the consensus that credits cards should be accepted for almost everything except tax payments and that the Township should absorb the fees. The consensus was also that absorbing the fees should be offset by savings in automation and less staff involvement in handling applications and money.

CLERK'S OFFICE

2012-2013 Accomplishments:

- Continued to publish the DelHi Neighbor newsletter which included educational information, news and events, etc.
- Continued the process of redesigning the Township web site and utilizing new software for updates. The new site will be unveiled in the summer of 2013.
- Administered four elections, two elections with new precincts, and provided information to residents about new precincts via voter registration cards, mailings, web site and newspaper articles.

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- Participated in the voluntary post-election audit.
- Conducted mock elections at Holt Jr. High and the 9th grade campus. More than 1,200 students voted with real election equipment and learned about the voting process.

2013-2014 Goals and Vision:

- Unveil redesigned web site with new features and implement a new, easier publishing process.
- Produce videos to educate residents about Township issues and to showcase the positive things about Delhi Township.
- Explore/evaluate the process of videoing Board of Trustees meetings.
- With the Director of Parks & Recreation and the Holt Community Arts Council explore options for an amphitheater cover (alternative, lesser cost options and grants). Continue the Township Newsletter – DelHi Neighbor!
- Continue to evaluate cemetery fees and lot prices so that cemetery revenue will cover a higher percentage of cemetery costs.
- Within the Michigan Association of Municipal Clerks, work with legislators to adopt election reform legislation.

DEPARTMENT OF INFORMATION TECHNOLOGY

2012 Accomplishments

- Setup basement training and Fire Conference Room training computers for Fire Department to use with new software, Fire Studio.
- Purchased large display for the Community Development conference room, set up, and moved and set up old display in Fire Conference Room.
- Installed Windows 7 Professional on 90 percent of individual workstations at Community Services Center, Downtown Development Authority, POTW, DPS and the Senior Center. Remainder to be completed this year.
- Installed new printers for Assessor & Manager's office.
- Sewer truck/GIS re-implementation which consisted of reestablishing a proper connection between the GIS data and sewer inspection data within the sewer truck and the GIS data used in the office.
- Converted all web based maps from the .NET platform to the Flex api platform.
- Created a new web-based map to show all relevant sewer data to DPS field crews for marking MISS Dig calls, viewing sewer data and allows users to find and view sewer as-built drawings.
- Attached all currently scanned sewer permits to the appropriate sewer lead for each house/building that had one. Established process to add new permits to relevant GIS sewer lead features. Permits are available to view by clicking on a map.
- Moved the "Business Analyst" tool previously accessed as a tool within a web map to an entire mapping application with more tools and data available for business use.

2013 Goals

- Complete the installation of fiber optic network for all Township properties including the Community Services Center, Downtown Development Authority, POTW, DPS and the Senior Center.

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- Complete installation of Windows 7 updates to insure transition before XP retirement date in 2014.
- Setup backup for all Community Services Center servers so there is dual local storage and a remote storage site.
- Update GIS page on www.delhitownship.com with new information. Create a map download page so users/constituents can download static, electronic maps that can be printed or saved to their computer for use. Add previously created "Map Gallery" page for all available Township dynamic GIS webmaps.
- Create master address database for the Township to include all addresses within the Township, for example: plaza suites, multi-residential sites like apartments, condos and duplexes.
- Aid in updating the Township Master Plan with GIS analysis and calculations.
- Map sewer and water users in the Township. Clean up utility billing database by finding errors in billing information and users not currently being billed for usage. Map all users by billing address.
- Attach building floor plans to commercial building polygons. This will be used by the Fire Department as a way to access the plans if needed at a scene. Will be accessed using Township GIS maps accessible on Fire Department mobile devices such as smart phones and iPads.
- Create a Fire Department pre-planning GIS database. This will allow collection of site pre-planning data in the field by Fire Department staff during site walk-throughs using smart phones and other mobile devices. Data collected will be stored in the GIS database and will be instantly available on GIS maps configured to display fire pre-planning data.
- Create better functioning link between Cemetery BSA program with GIS which is currently liked, but not fully functional.
- Support all departments with various mapping projects and needs.

2014 Visions

- Complete the installation of the Windows 7 systems on all Township pc's
- Complete any remaining connections to new fiber network.
- Provide for secure remote connection and repair of pc's for IT and GIS staff.
- Depending on budget constraints, replace old equipment (more than 5 years old) with newer, more efficient equipment.
- Reconfigure Business Analyst app to allow easier web access to its demographics and other features.
- Continued evaluation of GIS database size on server. This will need to be monitored as the GIS Server software license limits the amount of data stored in the database. As the storage limit is approached, the possibility of upgrading our software will need to be addressed.
- Re-address the Business Analyst mapping site and whether or not to continue with it.
- Continue to support Township departments with mapping projects and needs.

The Board recessed at 9:47 a.m./reconvened at 10:00 a.m.

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PARKS AND RECREATION DEPARTMENT

2012 Accomplishments

- Completed construction and opened the new restroom and pavilion at Valhalla Park.

2013 Goals

- Re-Surface the Tennis Courts at Kiwanis Park.
- Purchase a Bobcat "Toolcat" Utility Vehicle.

2014 Vision

- Continue to provide public recreational opportunities to residents in a cooperative effort between the Delhi Township Park Commission, Delhi Township Board of Trustees and the Holt Public School District.
- Continue to work with the Holt Lions Club, Holt Kiwanis Club, Holt Hometown Festival Committee, American Legion & VFW, Holt Arts Council and the Delhi Township branch of the Capital Area Library District to provide a variety of community based special events.
- Continue with capital improvements in the park system recommended in the Township Recreation Master Plan and Capital Improvement Plan. It is the hope that these projects can be obtained by funding through state grants, donations and Township funds.

Discussion was held about finishing the amphitheater with a canopy. There are options to complete this canopy at a much lower cost than the original design conception. Twp. Mgr. Elsinga mentioned that the new window treatments were about \$40,000 less than budgeted and this money could be used for a canopy since it's believed that the cost will be less than \$40,000.

INGHAM COUNTY SHERIFF'S OFFICE – DELHI DIVISION

2012 Accomplishments

- Two part-time seasonal Park's Officer's patrolled the Delhi Township parks.
- Reduced property damage accidents in the Township by 152 thru enforcement and education.
- Continued cohesive and positive working relationship with businesses in Delhi Township.
- Continued cohesive and positive working relationship with the schools in Delhi Township.
- Part 1 crimes (murder, manslaughter, kidnapping, rape, robbery, assault, aggravated, burglary, larceny, motor vehicle theft, and arson) in Delhi Township decreased through the officers being more visible in the neighborhoods due to performing routine drive-throughs.
- Successfully maintained police services budget by operating lean and managing funds appropriately.
- Increased knowledge and performance by conducting 2082 hours of training.

2013 Goals

- To reduce accidents in the Township through enforcement and education.
- To reduce Part I and II crimes through education and enforcement.
- To obtain COPS Grant for an additional school resource officer.

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- Explore funding for additional police personnel.
- Continue to partner with the Parks and Recreation Department for Park policing.
- Continue skills and knowledge base development by performing on-going education/training.
- Form partnership with Violent Crime Initiative Group to examine crime patterns as a means to prevent/reduce crime in Delhi Township.
- Remain a presence in Holt Public Schools through a continued partnership and assignment of at least one School Resource Officer with the district.

2014 Vision

- To implement computer software in patrol vehicles to allow the officers to process reports out in the field.
- To lower the crime rate in Delhi Township through:
 - Implementing crime mapping to answer the question, “What crime is happening where?” focusing on mapping incidents, identifying hot spots where the most crime occurs and the nature of the crime to determine areas that need increased patrolling.
 - Reviewing the previous year’s complaint calls to determine trends so that an action plan can be established.
 - Increase public awareness of Community Policing – what it is and how they can help.
 - Establish a tip line to report suspicious activity.
- To lower the amount of accidents in Delhi Township through enforcement and education.
- Form partnerships with newly formed businesses in Delhi Township while maintaining existing business relationships.
- Strengthening Grassroots efforts within the community by developing additional neighborhood watch groups, offering safety training, etc.
- Continue bike patrol as a presence to impact summer-time youth activities targeting popular hangouts, etc.
- To provide education to officers to keep them abreast of new trends emerging in our community and elsewhere.

Discussion was held about how the success of the School Resource Officer and the park deputies has far exceeded expectations. These programs have had a major positive impact in solving and preventing crimes and improving the quality of life in Delhi Township.

FIRE DEPARTMENT

2012 Goals Accomplished

- Deliver quality EMS and fire services to the community via a blend of 25 part-time and 14 full-time personnel.
- Continue to cooperate with regional public safety agencies in an effort to improve service and reduce costs, including joint training through the Capital Region Training Consortium and mutual aid.
- Continue to pursue financial resources through grant opportunities, while at the same time being fiscally responsible to the Delhi Township community.
- Continue to increase Fire Department efficiency through the use of Delhi Township GIS information.
- Maintain all equipment in a state of readiness and monitor its condition.

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Goals Defined within the 2013 Budget Request

- Deliver quality EMS and fire services to the community via a blend of 30 part-time and 16 full-time personnel.
- Through SAFER Grant activities, increase total part-time personnel to 35 members. (Increase 5th man program to 16 hours a day as of July 1)
- Evaluate ambulance fees to verify that fees are fair to the customer when compared with surrounding agencies.
- Continue to cooperate with regional public safety agencies in an effort to improve service and reduce costs, including joint training through the Capital Region Training Consortium and mutual aid.
- Continue to pursue financial resources through grant opportunities, while at the same time being fiscally responsible to the Delhi Township community.
- Continue to increase Fire Department efficiency through the use of Delhi Township GIS information.
- Maintain all equipment in a state of readiness and monitor its condition.

Looking Forward to 2014

- Personnel/Staffing: Maintain current full-time staffing (upgrade 5th man staffing to 16 hours a day.
- Equipment / Apparatus: Replace both 2004 Durangos – one with a pickup truck for staff use and one with an SUV for Assistant Chief – cost approximately \$55,000 total. Purchase a Gator or small ORV for use on trail/park system for fires and rescue – cost approximately \$15,000.
- Inspections: Upgrading of part-time staffing will permit Lieutenants to make fire inspections.
- EMS Rates: If not completed in 2013, this issue must be visited in 2014.
- Service Delivery: Improvement of service delivery through use of regional resources and MABAS.
- Regional Collaboration: Shared services in the metro area continue to be a major issue.

Chief Royston mentioned that he will be reviewing the ordinance pertaining to burning permits. With more brush drop off days available he questions the need of issuing burning permits for the purpose of burning brush on small lots. He would like the availability of residents who have property of one acre or more to get burning permits online and not allow burning of brush on parcels under one acre.

COMMUNITY DEVELOPMENT

2012 Accomplishments

- Completed a total of 19 formal plan reviews and approvals, including 11 which required Planning Commission and/or Township Board action, 5 public hearings and 8 administrative site plan reviews.
- Facilitated 4 Zoning Board of Appeals meetings; addressing a total of 6 variance requests. As in the previous two years, there were no appeals of enforcement actions or requests for interpretation.

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- A total of 358 building permits, 782 trade permits, 46 Soil Erosion & Sedimentation Control (SESC) Permits and 28 SESC waivers were issued in 2012. A total of 2,222 building and trade inspections and 394 SESC inspections were conducted. Community Development staff completed 711 fire safety inspections in addition to the fire safety inspection incorporated into all multi-family inspections conducted under the rental program.
- Staff addressed a total of 415 code enforcement cases and issued a total of 33 tickets for violations. A total of 115 abatement orders were issued to correct violations such as noxious weeds and junk. A total of 733 code enforcement inspections were completed.
- All applicable staff completed re-certification training and testing required to renew SESC program credentials. All required staff was successfully re-certified.
- Facilitated registration of 56 new rental properties and completed a total of 1,571 inspections under the rental program.
- Completed nine land division applications and three applications for tax abatement.
- Completed rehabilitation of the home located at 1953 Adelpha Street under the Neighborhood Stabilization Program. Property was acquired from Ingham County Treasurer's office for back taxes and staff facilitated the completion of significant repairs to infrastructure and interior improvements. Necessary improvements were made to bring property up to code. Property was sold to owner-occupant in 2013.
- Facilitated Pine Tree Road street improvement project and the establishment of a special assessment district to pay costs associated with the Ivywood Subdivision (south) road improvement project.
- Completed Campus Drive, Washington Woods and Washington Avenue sidewalk construction projects. This work included a Safe Routes 2 School grant and facilitation of the partnership between the Holt School District, Ingham County Department of Roads & Transportation and Delhi Township.
- Drafted and facilitated adoption of the Delhi Township Complete Streets Ordinance.
- Completed the 2012 Capital Improvement Plan for all departments; facilitated the required public hearing and transmittal to Township Board for inclusion in the 2013 budget process.
- Facilitated the update/approval of the list of public properties subject to the Township parks and public lands ordinance, and continued to facilitate the review, acquisition and refusal of tax foreclosed properties from the Ingham County Treasurer's office.

Status of 2013 Goals

- Continue to embrace the concept of place-making by ensuring that activities of the Department are rooted in this objective. Continue to support all other Township efforts, programs and projects that are valuable to achieving this economic and development policy. Work with regional partners to facilitate this perspective.
 - Staff continues to serve on the LEAP place-making committee.
 - Ongoing.
- Continue to encourage and provide educational/training opportunities for Planning Commission and Zoning Board of Appeals members. Achieve required education necessary to maintain certifications and accreditations for departmental staff.
 - Ongoing.
- Continue implementation of the Non-Motorized Transportation Plan, including the Townships' sidewalk maintenance and improvement program. Focus on achieving implementation of vital improvements that enable walking and alternative transportation around key community assets. Work to facilitate construction of the North Trail Connector (renamed the "Sycamore Trail") project.

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- Staff has begun working with the Ingham County Department of Roads & Transportation to receive training on ADA compliance requirements for sidewalks and sidewalk ramps. This is an important component in being able to ensure that sidewalks are constructed and reconstructed in a manner which ensures they are accessible and can accommodate use by all residents.
- Staff has continued to work diligently on implementation of regional trail projects including the Sycamore Trail and Ram Trail.
- Continue to implement pro-active code enforcement to help mitigate potential blight issues, particularly as more homes enter foreclosure status. Continue active implementation of Rental Registration and Inspection program to help ensure quality housing stock and stabilization of property value.
 - As of May 28th, staff has addressed 155 code enforcement cases and completed a total of 1,377 rental inspections.
 - Staff continues to facilitate re-registration of rentals for the 2013-2014 periods.
- Continue to provide leadership and support for special projects and other tasks such as development projects, streetlights and street improvements, etc. Continue to act as a resource to other local municipalities and facilitate regional collaborative efforts as appropriate.
 - Ongoing.
- Provide staffing and assistance to other Township Departments as needed and appropriate.
 - Staff continues to provide assistance to the Assessing Department during Board of Review and to other departments as necessary.

2014 Community Development Department Goals

- Continue to embrace the concept of place-making by ensuring that activities of the Department are rooted in this objective. Continue to support all other Township efforts, programs and projects that are valuable to achieving this economic and development policy. Work with regional partners to facilitate this perspective.
- Continue to encourage and provide educational/training opportunities for the Planning Commission and the Zoning Board of Appeals members. Achieve required education necessary to maintain certifications and accreditations for departmental staff.
- Continue implementation of the Non-Motorized Transportation Plan, including the Townships' sidewalk maintenance and improvement program. Focus on achieving implementation of vital improvements that enable walking and alternative transportation around key community assets.
- Continue to implement pro-active code enforcement to help mitigate potential blight issues, particularly as more homes enter foreclosure status. Continue active implementation of Rental Registration and Inspection program to help ensure quality housing stock and stabilization of property value.
- Continue to provide leadership and support for special projects and other tasks such as development projects, streetlights and street improvements, etc. Continue to act as a resource to other local municipalities and facilitate regional collaborative efforts as appropriate.
- Provide staffing and assistance to other Township Departments as needed and appropriate.

Tracy Miller, Director of Community Development, mentioned that the Ram Trail may be able to be moved up from 2015 funding to 2014 funding. She also mentioned that we may be able to get more grant money for the Sycamore Trail and the Township may be able to get grant money to include a trail from the Ram Trail through Township property on the north east corner of Holt and

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Eifert Roads to Jaycee Park. Twp. Mgr. Elsinga mentioned that the Township may be able to get the additional money because other communities who have been awarded grants cannot come up with the matching funds.

DEPARTMENT OF PUBLIC SERVICES

2012 Accomplishments

Capital Improvements

- Continue Lift Station D Improvements

Operations/Collections/Building and Grounds Maintenance/Cemeteries/Stormwater

- Continue to encourage staff development through education and technical training.
- Continue monthly safety meetings/training.

Operations

- Maintained zero National Pollutant Discharge Elimination System Permit violations.

Collections

- Replaced generator on camera televising truck.
- Continue identifying and eliminating infiltration and inflow from Township manholes.
- Continue centralizing data and access through GIS.

Building and Grounds Maintenance

- Replaced Community Services Center window treatments.
- Began multi-year replacement program of Community Services Center roof.

Cemeteries

- Continue grounds improvement efforts.

Stormwater

- Continue activities associated with Storm Water Pollution Prevention Initiative (SWPPI) commitments.

2013 Goals

Capital Improvements

- Complete Lift Station D Improvements.
- Continue Township vehicle 10-year rotation replacement plan-purchase four vehicles.
- Continue sewer rehab program.
- Complete Pine Tree Road Lift Station improvements and controls upgrade.

Operations/Collections/Building and Grounds Maintenance/Cemeteries/Stormwater

- Encourage staff development through education and technical training.
- Continue monthly safety meetings/training.

Operations

- Maintain zero National Pollutant Discharge Elimination System Permit violations.

Collections

- Continue identifying and eliminating infiltration and inflow from Township manholes.
- Continue centralizing data access through GIS.

Building and Grounds Maintenance

- Continue multi-year replacement program of the Community Services Center roof.

Cemeteries

- Continue grounds improvement efforts.
- Begin multi-year replacement program of roadways

Stormwater

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- Continue activities associated with Storm Water Pollution Prevention Initiative (SWPPI) commitments.

2014 Visions

Capital Improvements

- Continue Township vehicle 10-year rotation replacement plan-purchase two vehicles.
- Continue sewer rehabilitation program.
- Refurbish Primary Clarifiers at the POTW.
- Continue multi-year replacement program of Community Services Center roof.

Operations/Collections/Building and Grounds Maintenance/Cemeteries/Stormwater

- Encourage staff development through education and technical training.
- Continue monthly safety meetings/trainings.
- Replace POTW Computer Server.

Operations

- Maintain zero National Pollutant Discharge Elimination System Permit violations.

Collections

- Replace camera van and equipment to televise the Township collection system.
- Continue identifying and eliminating infiltration and inflow from Township manholes.
- Continue centralizing data access through GIS.

Building and Grounds Maintenance

- Continue multi-year replacement program of the Community Services Center roof.

Cemeteries

- Continue grounds improvement efforts.
- Continue multi-year replacement program of roadways.

Stormwater

- Continue activities associated with Storm Water Pollution Prevention Initiative (SWPPI) commitments.

Sandra Diorka, Director of Department of Public Services, mentioned that she recently learned that a high tech business that wanted to locate in Delhi Township is unable to locate here because of the waste product that they would add to the Township's sewer system, because the Township land applies sludge. Ms. Diorka stated that if the Township had been able to build the sludge dryer, this industry would have been able to locate here.

PUBLIC COMMENT – None

ADJOURNMENT

Meeting adjourned at 11:47 a.m.

Date: _____

Evan Hope, Township Clerk

Date: _____

C.J. Davis, Supervisor

/af

SUBJECT TO APPROVAL