

**DELHI CHARTER TOWNSHIP
MINUTES OF REGULAR MEETING HELD ON JULY 23, 2013**

The Delhi Charter Township Board of Trustees met in a regular meeting on Tuesday, July 23, 2013 in the Meeting Room at the Downtown Development Offices, 2045 Cedar Street, Suite 2, Holt, Michigan. Supervisor Davis called the meeting to order at 6:09 p.m.

PLEDGE OF ALLEGIANCE

ROLL CALL

Members Present: Supervisor C.J. Davis, Clerk Evan Hope, Treasurer Roy Sweet, Trustees Jon Harmon, John Hayhoe, DiAnne Warfield

Members Absent: Trustee Megan Ketchum

Others Present: John Elsinga, Township Manager
Dr. Lynn Harvey, Goals & Objectives Facilitator

GOALS & OBJECTIVES

The Board and Dr. Harvey held discussion to determine whether the 2012-2013 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 2014:

- 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 2012 and 2013 to-date. These include:

- New members joined the Township Board as a result of the November 2012 General Election.
- Initiated a process for a non-profit corporation, the Holt Community Connect Corporation (the corporation), to work with the DDA in preparation for their decline in revenues and financial support.
- Construction to start in 2013 to connect the Township's Non-Motorized Trails with the City of Lansing's Non-Motorized Trail. Constructing the trailhead on the Holt Road property that previously housed the Sam Corey Senior Citizen Center.
- Completed "Mutual Aid Agreements" with the City of Lansing and Meridian Township.
- Reauthorized the Alaiedon Township Fire Contract.
- Established the position of a School Resource Officer for Holt Public Schools as part of the Ingham County Sheriff's Office/Delhi Division contract. In exchange, the Township is able to utilize the school's fiber optic system.
- Township staff working with the Ingham County Drain Office to resolve the Green #4 Drain.

**DELHI CHARTER TOWNSHIP
MINUTES OF REGULAR MEETING HELD ON JULY 23, 2013**

- Ingham County Sheriff Deputies have established a presence in Township parks creating a sense of security and safety. The deputies replaced a private security firm.
- Adopted a Fireworks Ordinance.
- The Township received a Michigan Department of Transportation (MDOT) Grant yielding \$900,000 additional monies for trail construction. MDOT agreed to permit the Township to use a portion of the grant as a set aside for future trail maintenance.
- The Township, in collaboration with the Ingham County Department of Transportation and Roads, has continued to address “mid-street crossings” as a means of improving pedestrian safety.
- Completed the Valhalla Park upgrade (pavilion and restrooms) with a 75/25 cost share, with the Township providing 25% of funding.

The Board revisited the Board Objectives for 2012-2013 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 5, 2013 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.

2013-2014 Tasks and Activities in Support of the Six Board Goals

Goal I: Enhance the quality of life and create a sense of place for Delhi residents.

1. Support the efforts of the DDA, the corporation and organizations to continue activities such as Music in the Garden, Holt Hometown Days and the Moonlight Movies.

Goal II: Maintain fiscal integrity and increased efficiency.

1. Developed a transition plan (succession planning) for:
 - a. The Fire Chief position. The current Fire Chief will retire October 1, 2013. The Assistant Chief will be appointed on an interim basis with an external/internal posting of the Fire Chief position to occur around April 1, 2014.
 - b. The Director of IT position. The current Director of IT will retire January 1, 2014. The GIS Coordinator will serve on an interim basis with an external/internal posting of the Director of IT position to occur around July 1, 2013.
2. The Accounting Department has contracted with a private sector CPA firm to fulfill the vacated role of Director of Accounting.
3. The Parks and Recreation Department hired two additional maintenance personnel, in lieu of filling the vacant position of Parks Superintendent, to provide complete staffing/oversight of all of its park properties.
4. The DDA’s administrative and support staff will be transitioned into the Community Development Department beginning in 2016.
5. The Township is planning to eliminate its remaining subsidy towards the employees’ Health Savings Account beginning in 2014 while concurrently providing a 2.6% cost of living increase to all part-time and full-time staff.
6. The Treasurer’s Office replaced an irregular part-time position with a regular part-time position in order to fully staff the customer service counter 8 a.m. to 5 p.m. Monday through Friday.
7. Resume the Five Year Budget Forecast with Munetrix (a management and accounting firm).

**DELHI CHARTER TOWNSHIP
MINUTES OF REGULAR MEETING HELD ON JULY 23, 2013**

8. Review Delhi Township Board Meeting Rules. The Township Supervisor to appoint a committee of three to review Board Meeting Rules and recommend updates and changes to the Board.
9. Continue “dashboard” on website.

Goal III: Promote sustainable private and public economic development and redevelopment.

1. Develop short videos promoting Delhi Township.
2. Involve the 501(c) (6) corporation in assuming many of the activities currently being supported by the DDA.
3. Planning future General Fund budgets with reduced financial support from the DDA.

Goal IV: Maintain and improve the infrastructure in the Township.

1. Initiate a “Community Forum” to address Township road and sidewalk needs.
2. Utilize the Township website to educate Township residents on road funding and construction stressing:
 - a. The lack of Township funding to support road and sidewalk improvements.
 - b. Identify the process for creating special assessment districts in neighborhoods for road and sidewalk improvements with 100% of costs to be borne by residents.
3. With the completion of the Non-Motorized Trail, the Township must prepare for the potential need to increase staffing and maintenance funding in the Parks and Recreation department for these trails.
4. Continue to fund the Public Improvement Fund to eventually have the necessary funds to buy a new generator and replace the roof of the Community Services Center.
5. With the decline in DDA funds, the Township will need to develop a plan to fund street lights, signage and sidewalks.
6. Continue to meet ADA compliance with sidewalks.
7. Continue to evaluate and compare the economic development impact of stringent industrial pretreatment limits imposed upon current high-tech companies against other available wastewater treatment processes.

Goal V: Promote Regionalism.

1. Maintain the fire contract with Alaiedon Township.
2. Continue to support and actively engage with neighboring units of government and foster the spirit of regionalism. The Township currently collaborates with six units of government on fire service.
3. The Township is to remain vigilant on the financial conditions of neighboring units, especially the City of Lansing, since a downturn in finance of any one unit will have a direct impact on Delhi Township in terms of service demands.

Goal VI: Maintain positive and open communication with Township residents.

1. Consider videotaping Township Board meetings for posting on the web.
2. Expand the Township website to include FaceBook.
3. Develop an “Annual Calendar” listing key dates, activities and events in the Township and make calendars available to residents (need to explore the costs before committing to this project).
4. Continue to use the Our Town Newsletter and the DelHi Neighbor Newsletter as a means of communicating with Township residents.

**DELHI CHARTER TOWNSHIP
MINUTES OF REGULAR MEETING HELD ON JULY 23, 2013**

PUBLIC COMMENT – None

ADJOURNMENT

Meeting adjourned at 9:05 p.m.

Date: August 20, 2013

Evan Hope, Township Clerk

Date: August 20, 2013

C.J. Davis, Supervisor

/af

SUBJECT TO APPROVAL