

**DELHI CHARTER TOWNSHIP  
MINUTES OF REGULAR MEETING HELD ON JUNE 4, 2014**

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The Delhi Charter Township Board of Trustees met in a regular meeting on Wednesday, June 4, 2014 in the Multipurpose Room at the Community Services Center, 2074 Aurelius Road, Holt, Michigan. Supervisor Davis called the meeting to order at 8:00 a.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

**COMMENTS FROM THE PUBLIC** - None

**DEPARTMENTS GOALS & OBJECTIVES**

**INGHAM COUNTY SHERIFF'S OFFICE – DELHI DIVISION**

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**2014 Goals**

- To reduce accidents in the Township through enforcement and education.
- To reduce Part I and II crimes through education and enforcement.
- Explore funding for additional police personnel.
- Continue to partner with the Park's Department for Park policing.
- Continue skills and knowledge base development by performing on-going education/training.
- Remain a presence in Holt Public Schools through a continued partnership and assignment of at least one Resource Officer with the district.
- Increase the Delhi Division's use of Facebook and other social media to keep citizens informed on what's going on in the Township.
- Fully implement Field Based Reporting to allow the Deputies to be more efficient and process reports out in the field.

**2015 Goals**

- 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.

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- Increase public awareness of Community Policing – what it is and how they can help.
- Establishing 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.

**2016 and Beyond**

- Transition the office to a completely paperless operation to save time and money.
- Complete patrol car turnover to an all-wheel drive fleet to enhance patrol capability in the winter.

**PARKS AND RECREATION DEPARTMENT**

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**2014 Goals**

- Tennis court resurfacing at Kiwanis Park. Crack repair took place in 2013 with the final resurfacing to be completed in spring/early summer.
- Veterans Memorial Gardens Amphitheater Shade System. Partial funding through Michigan Council for Arts and Cultural Affairs.
- Valhalla Park parking lot. Back lot was surfaced in fall of 2013 with driveway approach to be completed in early summer.
- Submit grant application to Michigan Department of Natural Resources for the construction of a new restroom / storage area at Kiwanis Park. Township will be notified of grant status in fall/early winter.
- Purchase riding mower, athletic field painter and utility golf carts for park operations.
- Update five year Community Recreation Plan and submit to Michigan Department of Natural Resources. Plan is a requirement to be grant eligible.

**2015 Goals**

- Construction of new restroom / storage area at Kiwanis Park, pending result of grant application.
- Build additional cold storage at Valhalla Park Maintenance Facility.
- Purchase of a new riding lawn mower to replace older unit.

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**2016 & Beyond**

- 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 Community 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. Current projects listed are Kiwanis Park Playground Equipment, Dog Park on the Township's Holt and Eifert Roads Property, Valhalla Park Splash Pad and paving of Deadman's Hill Park.

**ACCOUNTING DEPARTMENT**

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**2014 and 2015 Goals**

- Continue to prepare a useful budget document.
- Continue to update the five year budget projection.
- Continue to monitor the budget and communicate variances.
- Have a successful audit.
- Continue to meet state and federal reporting requirements for various reports and grants.
- Continue to provide timely information and support to other departments.
- Continue to qualify for the Economic Vitality Incentive (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.
- Update written procedures.

**2016 and Beyond**

- Continue to provide relevant and reliable information to both internal and external parties, taking advantage of technology to improve efficiency.
- Continue to meet state and federal reporting requirements, and to meet the Governmental Accounting Standard Board's reporting guidelines.

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**ASSESSING DEPARTMENT**

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**2014 Goals**

- With the help of Co-Star Professional suite, monitor and analyze Commercial and Industrial properties using the income approach to value vs. sales comparison or cost approach, whichever is appropriate.
- Using the Co-Star Professional suite, the MLS, and other resources, as well as the Township Attorney, defend property tax appeals before the Michigan Tax Tribunal.
- Update Assessor's internet site accordingly.
- Update database to remove overrides and justify adjustments throughout.
- Update Land and ECF tables for all classes of property.
- Comply with State Tax Commission Audit of Minimum Assessing Requirements (AMAR).
- Perform field work (permit) inspections.
- Complete re-appraisal of Commercial & Industrial properties.

**2015 Goals**

- Develop an improved office document management system.
- Continue 2014 Goals.

**2016 & Beyond**

- In addition to current staffing levels, hire a Secretary to help with office and data management.
- Continue re-appraisal of Township. State Tax Commission Audit of Minimum Assessing Requirements (AMAR) recommends 20% of each class of property be inspected annually.
- Document Management (file with digital storage).
- Employ software tools (statistical software) and training to test and ensure fair and equitable assessments. This will help to stabilize the taxable value.
- Update cadastral maps based on professional standards (including common map scale, parcel identification, include County Drain right-of-ways and road right-of-ways and any other State Tax Commission requirements).
- Continue with Thrun Law Firm and Vertalka & Vertalka, Inc. to help defend appeals.
- Incorporate hand held computers (personal digital assistants) for field data collection (to improve field data collection and production time).

**TREASURER'S OFFICE**

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**2014 Goals**

- Increase efforts to collect delinquent personal property taxes.
- Increase number of e-mailed sewer bills.

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- Continue compiling operating manuals for tax and sewer billing.
- Search for and purchase new investments that preserve safety of principal.
- Continue professional development upgrade.

**2015 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.
- Assist other departments with no fee credit card transactions.
- Cross train sewer billing function.

**2016 and Beyond**

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

**CLERK'S OFFICE**

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**2013-2014 Accomplishments and Goals:**

- Continued the process of redesigning the Township web site and utilizing new software for updates. The new site will be unveiled in June 2014.
- Continued to publish the **DelHi Neighbor** newsletter which included educational information, news and events, etc.
- Continued coordinating social media using Facebook and Twitter for Township information and created accounts with Instagram and YouTube to begin using in summer 2014.
- Helped work on the grant application and process to secure a grant for the amphitheater in Veterans Memorial Gardens.
- Appointed to statewide committee by the Secretary of State to evaluate future election equipment and systems.

**2014-2015 Goals and Vision:**

- Unveil redesigned web site with new features and implement new, easier publishing process.
- Explore the process of creating a Township mobile app.
- Produce videos to educate residents about Township issues and to showcase the positive things about Delhi Township.

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- Continue the Township Newsletter – **DelHi Neighbor!**
- Explore/evaluate the process of videoing Board of Trustees meetings.
- Within the Michigan Association of Municipal Clerks, work with legislators to adopt election reform legislation.
- Increase the permanent absentee voter list by mailing cards each month to voters who turned 60 years of age.
- Significantly elevate Township public relations using the Township web site, Township newsletter, social media and news and print media outlets.
- Explore the creation of a part-time position with an emphasis on PR and social media. This position would maintain the Township web site, act as social media coordinator, maintain the LED sign, coordinate publication of the Township newsletter, possibly produce videos and proactively work with media outlets regarding Township news and events.

**Goals and Vision 2016 and beyond**

- Implement new and improved election equipment/voting system for use in the August 2016 primary. Equipment will be supplied and funded by the state.
- Implement a "line chaser" system in all polling locations where election inspectors can pre-check voters with iPads/tablets, or possibly a self-serve system.
- Continue to stay on the cutting edge with social media, mobile apps, video, web site and general Township communications.

**DEPARTMENT OF INFORMATION TECHNOLOGY**

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**2014 Projects and Goals**

- Complete Fiber Optic install at all Township facilities.
- Replace Township Board and Officials notebook computers.
- Complete updating of Windows XP operating system to Windows 7.
- Replace approximately 20 personal computers in General and Sewer Department.
- Implement dual on-site and remote off-site storage for all Township server data.
- Migrate all GIS users' GIS data connections to the GIS server at the CSC building. Requires the fiber project to be completed. Remove duplicated data from all other locations and servers.
- Complete address GIS data layer. Approximately 50% complete.
- Move past trial stage of the Pre-Planning database for the Fire Department.
- Use GIS to map sewer and water users in the Township. May require clean up of utility billing database by finding errors in billing information and users not currently being billed for usage. Map all users by billing address. In progress.
- Re-do the GIS page on Delhi's main website. Add downloadable static maps and access to all of the Township's web maps and applications.
- Make simple mapping applications more accessible and more available when needed to pass along to Township residents. Similar to the map for brush pick-up.

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- Continue the process of adding commercial building floor plans to building footprints in GIS database.
- Continue to support various departments with GIS and mapping needs.
- Implement dual local and off-site storage for all Township servers.

**2015 Goals and Objectives**

- Replace 20 personal computers in General and Sewer.
- Replace printer used for printing payroll/claims checks, Assessing color, and other desktop printers as needed.
- Replace CSC servers with larger disk storage capacity and faster processors (2 units are currently 6 years old in 2014).
- Evaluate versions of current software for possible updating.
- Integrate GIS data into a new sewer truck software platform.
- Obtain new aerial imagery for the Township's GIS databases.
- End of 2015, review GIS database storage level in preparation for potential ArcGIS server software upgrade.

**2016-2020 Projections**

- On a five year rotating basis, replace servers, personal computers and notebooks.
- Evaluate yearly all system wide software and where needed, update to the latest stable versions.
- Create more specialized roles and applications in GIS for different departments.
- Involve more staff in the creation and maintenance of data and applications to contribute more useful and more accurate info known to more employees.
- Continue combining GIS data with BS&A databases to visualize Township wide data on maps.

**DOWNTOWN DEVELOPMENT AUTHORITY/BROWNFIELD REDEVELOPMENT**

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**2014 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, including selective environmental remediation.
- Continue to identify under or inappropriately utilized sites within the DDA District and assist in the development of these sites.
- Fund infrastructure improvements and rehabilitation programs identified by the Township and DDA Board as supporting the continued tax base growth and development within the District.

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- Organize and implement a non-profit organization (Holt Community Connect) for the Farmers' Market, Holt Community Arts Council, *Our Town* publication, Delhi Business Expo, Holt Hometown Festival and other community events and activities that enhance place making.
- Provide business promotion and support through electronic publication of *Our Town* and other business enhancements such as Biz Buzz and the Delhi Business Expo.
- Provide bond payments for Non-Motorized Trail construction.
- Provide funding for interactive Non-Motorized Trail Mobile App.
- Meet with potential developers for Cedar Street (Veterans Drive to Bond Avenue) and all DDA owned properties.
- Develop a volunteer bureau for Holt Community Connect with the assistance of AmeriCorps member.
- Enhance connections between the Farmers' Market, Non-Motorized Trail, Community Gardens, Food Bank with assistance from AmeriCorps member.
- Replace Delhi Tech Park signage.
- Identify Executive Director for Holt Community Connect.
- Develop and enhance Trailhead Park.
- Roof improvements and purchase of awnings for Farmers' Market.
- In conjunction with Community Development, update 2004 Cedar Street Corridor Study to provide forward-looking data for multiple housing demands utilizing The Chesapeake Group.
- Work with Holt High School staff and art students to obtain murals for the Farmers' Market building.

**2015 Goals**

- Continue to 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.
- Continue to facilitate redevelopment of DDA owned parcels.
- Continue to 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.
- Provide business enhancement, promotion and support through efforts such as Biz Buzz.
- Continue to investigate additional parking for the 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.

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- Prepare and distribute quarterly, the *Our Town* publication electronically and grow reader base.
- Continue to develop growth of Holt Community Connect.
- Finalize the phase-out of the Commercial Rehabilitation Rebate Program.
- Encourage community beautification with the placement of public art and murals.
- Other activities as identified.

**2016 and Beyond Visions**

- Continue to 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.
- Continue to facilitate redevelopment of DDA owned parcels.
- Continue to 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.
- Support and promote the Farmers' Market and provide for various improvements of the Farmers' Market building.
- Provide business promotion and support through electronic publication of *Our Town* and other business enhancements such as Biz Buzz and the Delhi Business Expo.
- Apply for all applicable state and federal grants via DDA/Holt Community Connect to promote place making and enhance livability of Township residents.
- Promote community events.
- Prepare and distribute quarterly the *Our Town* publication electronically and grow reader base.
- Continue to develop growth of Holt Community Connect.
- Encourage community beautification with the placement of public art and murals.
- Finalize Land Contract for 2040 Cedar Street.
- Demolish structures at 2040 Cedar Street.
- Environmental clean-up of 2022 Cedar Street.
- Environmental clean-up and redevelopment of 1600/1694 Cedar Street.
- Develop Cedar Street property from Veterans Drive to Bond Avenue.
- Work with Community Development to enhance Non-Motorized Trail and Trailhead Parks.
- Provide bond payments for the Non-Motorized Trail, the DDA-Ingham County Sheriff's Office/Delhi Division building, Cedar Heights, Delhi NE/Depot Street infrastructure improvements, Senior Center, Pocket Park, Holt Road sidewalk/lighting project.

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**COMMUNITY DEVELOPMENT DEPARTMENT**

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**2014 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 Planning Commission and 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 (NMTP), including the sidewalk repair 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.

**2015 Goals**

- Continue to embrace the concept of place-making.
  - Work closely with the DDA on planning for the redevelopment of their property along Cedar Street.
  - Complete a re-visioning process for the Cedar Street corridor between Willoughby and College Roads.
  - Assist in the implementation and facilitation of an online public input option for specific projects and proposals (such as the Cedar Street re-visioning project).
- 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.
- Continue implementation of the NMTP.
  - The ADA Transition Plan will be completed in 2014. It is anticipated that staff will need to begin working on implementation of the identified correction schedule in 2015.
  - Staff expects to complete construction of the Ram Trail project, and begin working on the design for the second phase of this trail.
  - Sidewalk repair program.

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- Continue to implement pro-active code enforcement and the Rental Registration and Inspection program.
  - Due to the increasing numbers of rental units and, therefore, the time required to complete the inspections each year, less time is becoming available for traditional code enforcement activities. In 2015, staff will propose hiring a seasonal worker to complete routine code enforcement activities such as long grass.
- Continue to provide leadership and support for special projects and other tasks.
- Provide staffing and assistance to other Township Departments as we can.

**2016 to 2020 – Long Range Plan**

- Assist with and facilitate, as appropriate, the final activities associated with the Downtown Development Authority.
- Implement an online permitting option where building/trade and rental registration applications and plans can be submitted, reviewed, approved and paid for entirely online.
- Complete/facilitate/partner on the installation of two “high priority” trail segments:
  - Connecting south to Mason
  - Connecting from the schools complex on Holt Rd to Burchfield Park in Section 31.
- Complete/facilitate/partner on development within the triangle area that will truly create the “downtown” that Holt has been planning for. This will be a walkable community center where people can gather, shop, live and work. This work will reflect the outcome of the re-visioning process for Cedar Street.

**FIRE DEPARTMENT**

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**2014 Goals**

- Deliver high quality Fire and EMS to the citizens of Delhi utilizing a combination of 16 full-time and 35 part-time personnel.
- Using a regional approach to evaluate ambulance fees to verify a reasonable and customary cost is parlayed to the users in comparison to the area fire and EMS agencies.
- Pursue financial resources through fire millage renewal and grant opportunities, while at the same time being fiscally responsible to the Delhi Township community.
- Continue to cooperate with the regional public safety agencies in an effort to improve service and reduce costs, including joint training through the Capitol Regional Training Consortium and mutual aid.
- Maintain equipment in a state of readiness and monitor its condition.
- Through SAFER grant activities, recruit and retain part-time personnel with an emphasis on training to keep personnel training standards at a high level while offering EMS and fire courses.

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**2015 Goals**

- Maintain current full-time staffing levels.
- Outfit the front line fire and ambulance vehicles with mobile dispatching and automatic vehicle locators – cost approx \$75,000. Replace the 2008 ambulance approx \$180,000.
- Begin to coordinate the Fire Department’s role in plan review and inspections of current and future properties.
- Continue to evaluate the EMS service rates to provide a reasonable and customary service to the citizens.
- Look at new ways to be more efficient while continuing to deliver high quality service to the citizens through expanded Automatic Aid, Joint Arson Task Force and Metro Special Teams.
- Continue to be a leader in the area in regards to shared services and collaboration.

**2016 and Beyond**

As I look into the future and forecast the needs of the fire department, there will be a definite need for a third ambulance to be placed on the road as well as the staffing. I would see an increase of 1 person per shift as well as continuing the part-time program we currently use. With the increasing trend of emergency calls and growth of the Township a more centrally located fire station is a serious thought for the future. This would be better for the needs of the Township residents and their firefighters. As a result of the shared services initiative, automatic mutual aid and contractual services, there will be a need to re-evaluate our fleet requirements, when and what the needs are, then create a fleet purchase schedule that meets these requirements along with a FETA millage to support those purchases for the fire department.

**DEPARTMENT OF PUBLIC SERVICES**

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**2014 Goals**

- Complete the Lift Station D improvement project.
- Sewer Camera Equipment Replacement.
- Refurbish POTW Primary Clarifiers.
- Sanitary Sewer Repairs/Lining.
- POTW Pond Buildings.
- Design Eifert Road Force Main Replacement.
- Replace POTW server.
- Provide Microsoft Office Upgrades.
- Continue Township 10-year rotation replacement plan-purchase two (2) vehicles.
- Successfully negotiate with the Michigan Department of Environmental Quality (MDEQ) the Publicly Owned Treatment Works (POTW) National Pollutant Discharge Elimination System (NPDES) permit renewal.

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**2015 Goals**

- Construct the Eifert Road Force Main Replacement.
- Design Pine Tree Road Lift Station & Controls Upgrade.
- Continue Sanitary Sewer Repairs/Lining.
- Sludge Mixing Improvements.
- Begin Recycling Center driveway improvements.
- Continue Township vehicle 10-year rotation replacement plan – purchase two (2) vehicles.

**2016 & Beyond**

- Complete the Eifert Road Force Main Replacement.
- Pine Tree Road Lift Station & Controls Upgrade.
- Replace sewer Vector truck.
- POTW Maintenance Building Construction.
- Continue Sanitary Sewer Repairs/Lining.
- Perform Force Main Assessments.
- Perform a Condition Assessment and Repair the POTW Nitrification Tower.
- Install Grease Handling Upgrades.
- Provide POTW Generators Interconnection.
- Continue Township vehicle 10-year rotation replacement plan – purchase two (2) vehicles.

**BUILDING & GROUNDS**

**2014 Goals**

- Upgrade the CSC generator.
- Continue multi-year replacement program of CSC roof.
- Continue multi-year replacement program for the CSC carpet.

**2015 Goals**

- Replace CSC roof.
- Replace the Township street sweeper.
- Continue multi-year replacement program for the CSC carpet.

**2016 & Beyond**

- Replace the CSC carpet.

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**CEMETERY**

**2014 Goals**

- Fabricate and install a new cemetery entry archway sign at Maple Ridge.
- Continue multi-year replacement program for Maple Ridge cemetery roadways.

**2015 Goals**

- Fabricate and install a new cemetery entry archway sign at Markham.
- Continue multi-year replacement program for Maple Ridge cemetery roadways.

**2016 & Beyond**

- Fabricate and install a new cemetery entry archway sign at Pioneer.
- Continue multi-year replacement program for Maple Ridge cemetery roadways.

**STORMWATER**

**2014 Goals**

- Continue activities associated with Storm Water Pollution Prevention Initiative (SWPPI) commitments.
- Successfully negotiate with the Michigan Department of Environmental Quality (MDEQ) the Storm Water Phase II National Pollutant Discharge Elimination System (NPDES) permit renewal.

**2015 Goals**

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

**2016 & Beyond**

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

**PUBLIC COMMENT** – None

**ADJOURNMENT**

Meeting adjourned at 11:14 a.m.

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