

**DELHI CHARTER TOWNSHIP  
MINUTES OF REGULAR MEETING HELD ON JUNE 3, 2015**

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The Delhi Charter Township Board of Trustees met in a regular meeting on Wednesday, June 3, 2015 in the Multipurpose Room at the Community Services Center, 2074 Aurelius Road, Holt, Michigan. Supervisor Davis called the meeting to order at 8:04 a.m.

**ROLL CALL**

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

Members Absent: Trustees Megan Ketchum, DiAnne Warfield

**COMMENTS FROM THE PUBLIC** - None

**DEPARTMENTS GOALS & OBJECTIVES**

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

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**2015 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.

**2016 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.
  - 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.

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- To provide education to officers to keep them abreast of new trends emerging in our community and elsewhere.
- Research and implement body cameras for all Delhi Deputies.
- Explore funding for speed monitoring equipment.

**2017 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.

**ACCOUNTING DEPARTMENT**

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**2015 and 2016 Goals**

- Continue to prepare a useful budget document.
- Continue to update the 5 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 meet requirements for the City, Village, and Revenue Sharing (CVTRS) 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.
- Revise the Purchasing Policy to meet new standards for federal grants.
- Accumulate and analyze General Fund departmental data to update Sewer to General Fund allocation amount.

**Long Term Goals**

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

**TREASURER'S OFFICE**

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**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.

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

**2016 Goals**

- Search and negotiate investments that preserve safety and principal
- Continue revisions of operating manuals for tax, sewer billing and cash receipting
- Continue to investigate new technology and products to streamline operational efficiencies
- Promote wider use of e-mailing sewer bills and direct debit for payments
- Assist other departments with credit card transaction processing
- Continue cross training sewer billing function
- Align professional development with the Township of Excellence designation by the Michigan Townships Association.
- Continue to upgrade staff professional development

**2017 and Beyond**

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

**CLERK'S OFFICE**

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**Short-term Goals (2015-2016):**

- Unveil redesigned web site with new features and implement new, easier publishing process.
- Continue the Township Newsletter – DelHi Neighbor!
- Significantly elevate Township public relations using the Township web site, Township newsletter, social media and news and print media outlets.
- Implement video recording of Board of Trustees meetings.
- Install second columbarium in Maple Ridge Cemetery.
- Implement new voting system/tabulators in conjunction with the State of Michigan.
- Significantly elevate Township public relations by better utilizing existing platforms and exploring new platforms.
- Produce videos to educate residents about Township issues and to showcase the positive things about Delhi Township.
- Implement monthly mailing process to new eligible voters of the permanent absentee application list.
- Increase the current part-time Community Outreach Coordinator position to a full-time position.

**Long-term Goals (2017-2019):**

- Explore and implement online civic engagement tools.
- Implement interactive mapping for Township cemeteries with links to file information.
- Install interactive kiosk in the lobby of the Community Services Center.

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- Explore relocation of LED community sign.
- Within the Michigan Association of Municipal Clerks, work with legislators to adopt election reform legislation.
- Explore “green” burial options for Maple Ridge Cemetery.

**DEPARTMENT OF INFORMATION TECHNOLOGY**

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**2015 Projects and Goals**

- Complete move to fiber optics. Primary network has been transitioned onto the fiber.
- Move the Department of Public Services SCADA network onto the fiber network, cancel Comcast contract.
- Using the Township GIS to aid in the audit of the Utility Billing and sewer GIS systems including sewer and public water accounts that are billed through the Treasurer’s Office as well as the sewer GIS datasets.
- Change data backup from the current method (local hard drives) to a combined local hard drive and offsite backup via the internet.
- Redo the GIS page on the Delhi Township website.
- Using ArcGIS Online, make GIS more accessible and usable for employees and public. Create single themed maps, making some data more easily accessible.
- Configure Group Policy Management and Windows Server Update Services on servers to distribute and install Windows updates automatically.
- Replace up to 10 personal computers.
- Clean out and recycle old inventory in the basement. Due to changes in asset tracking, most of the old equipment in the basement can be disposed of.
- Obtain new aerial imagery and LIDAR data. Update existing GIS data with new data, examples: sidewalks, building footprints, trails, contours.
- Change the method of keeping track of IT assets. Map interior of buildings, place inventory on map.

**2016 Projects & Goals**

- Replace two main servers at the Community Services Center; in December of 2015 they will be seven years old.
- Decommission the aging server at POTW. Look at hosting POTW data on an existing server to reduce computer hardware and associated costs with service and maintenance.
- Reorganize and cleanup cabling in the main server room.
- Move to a newer version of Microsoft Office. Support ends for our current 2007 version ends in October of 2016.
- Continue with replacing personal computers to stay on a five to six year rotation.

**DOWNTOWN DEVELOPMENT AUTHORITY/BROWNFIELD REDEVELOPMENT**

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**2015 Goals**

- Facilitate redevelopment of DDA owned parcels.

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- 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.
- 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.
- Continue to provide bond payments for the Non-Motorized Trail.
- Provide business enhancement, promotion and support through efforts such as Biz Buzz.
- Finalize Brownfield Plans #2 and #3; transfer remaining balances into Local Site Remediation Revolving Fund.
- Continue to investigate additional parking for the Sam Corey Senior Center and Veterans Memorial Gardens.
- Secure several foreclosed properties in DDA District.
- Participate in Holt Community Connect for Farmers' Market, Holt Community Arts Council, Our Town publication and other community events and activities as Board of Directors member.
- Prepare and distribute quarterly Our Town publication electronically and grow reader base.
- Continue to develop growth of Holt Community Connect.
- Seek change in non-profit status of Holt Community Connect to a 501(c)(3) organization.
- Encourage community beautification with the placement of additional public art and murals.
- Work with Township staff to enhance Trailhead Parks.
- Revise tax capture agreements to extend Tax Increment Financing plan through 2034.

**2016 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.
- 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.
- Transition quarterly Our Town publication into a monthly publication supported by sales of advertising; continue to prepare and distribute Our Town publication electronically and grow reader base.

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- Work with Township staff to combine Our Town and DelHi Neighbor! publications.
- Continue to develop growth of Holt Community Connect.
- Encourage community beautification with the placement of additional public art and murals.
- Apply for DNR grants to construct a park at 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, DDA/ICSD building, Cedar Heights, Delhi NE/Depot Street infrastructure improvements, Senior Center, Pocket Park, Holt Road sidewalk/lighting project.
- Revise tax capture agreements to extend Tax Increment Financing plan through 2034.
- Other activities as identified.

**2017 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.
- Apply for all applicable state and federal grants via DDA/Holt Community Connect to promote place-making and enhance livability of Township residents.
- Demolish structures at 2040 Cedar Street.
- Apply for DNR grants to construct a park at 1600/1694 Cedar Street.
- Facilitate development of Cedar Street property from Veterans Drive to Bond Avenue.
- Work with Township staff to enhance Non-Motorized Trail and Trailhead Parks.

*Meeting recessed at 9:40 am*

*Meeting reconvened at 9:50 a.m.*

**PARKS AND RECREATION DEPARTMENT**

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**2015 Goals / Accomplishments:**

- Finished the update on the five-year Community Recreation Plan and submitted it to the Michigan Department of Natural Resources. The plan is a requirement for the Township to be eligible for grants.
- Applied for three grant opportunities through the Michigan Department of Natural Resources for the Kiwanis Park Restroom Project.
- Purchased two riding mowers to replace older mowers.

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**2016 Goals:**

- Construction of new restroom / storage area at Kiwanis Park.
- Purchase new recreation software to allow for online registration.
- Convert two permanent part-time park employees to full-time status.
- Build additional cold storage at Valhalla Park Maintenance Facility.

**2017 & 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 District Library to provide a variety of community based special events.
- Continue with capital improvements in the park system recommended in the Community Recreation Plan and Capital Improvement Plan. It is the hope that these projects can be obtained by funding through state grants, donations and Township funds. Projects include Playground Equipment at Kiwanis Park, Dog Park, Splash Pad and paving of Deadman's Hill Park.

**FIRE DEPARTMENT**

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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 regard to shared services and collaboration.

**2016 Goals**

- Formalize the creation of an Office of Emergency Management within the Fire Department and continue the planning of emergency operations and hazard mitigation within the Township.
- Place a third ambulance in service and take a bold look at the staffing matrix of the Fire Department.
- Look at new models for community risk reduction and apply those to the Township as a model for others to replicate.
- Increase the efficiency and response of the automatic aid model in regards to fire and emergency medical response.

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- Continue to be a leader in the Metro Lansing Shared Services and look at new ways to further the collaboration to reduce costs.
- Use the accreditation process to find ways to improve services and streamline processes of policy, procedure and standard operating guidelines.

**2017 and Beyond**

With the current upward trend in the call for ambulances in 2015, I see the need to expand our offering in emergency medical service. A look at a community paramedic during the day hours to assist in the non-emergency calls that are currently utilizing an ambulance is a definite option. The need for a more user friendly fire station not only for the citizens that utilize our service but for the firefighters is a priority. With the current state of collaboration between the metro departments I foresee a possible cost savings by utilizing joint purchasing and expansion of the resources utilized more intelligently throughout the area. Finally, a centralized real-time data analytics center to look at real-time data to deploy our assets in the Metro Lansing area more efficiently to respond in a more appropriately manner.

**DEPARTMENT OF PUBLIC SERVICES**

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**2015 Goals**

**Sewer Fund**

- Begin construction of the Eifert Road Force Main Replacement.
- Complete the replacement of the Sewer Camera Equipment.
- POTW Pond Buildings Replacement.
- Sludge Mixing Improvements.
- Begin Recycling Center driveway improvements.
- Continue Township vehicle 10-year rotation replacement plan – purchase four (4) vehicles.

**Building & Grounds**

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

**Cemetery**

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

**Stormwater**

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

**2016 Goals**

**Sewer Fund**

- Complete the construction of the Eifert Road Force Main Replacement.
- Perform collection system Force Main Assessments.
- Begin Fiber Optic Upgrade at each Lift Station – three stations per year.
- Continue Sanitary Sewer Repairs/Lining.

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- Purchase and install a food waste separator for the Scrappy program.
- Continue Recycling Center driveway improvements.
- Continue Township vehicle 10-year rotation replacement plan – purchase two vehicles.
- Street Sweeper.

**Building & Grounds**

- Replace Community Services Center roof.

**Cemetery**

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

**Stormwater**

- Begin Stormwater Removal project by repairing or replacing cross connections.
- Continue activities associated with Storm Water Pollution Prevention Initiative (SWPPI) commitments.

**5 Year Goals**

**Sewer Fund**

- Replace sewer Vactor truck.
- Design and construct POTW Maintenance Building.
- Design Pine Tree Road Lift Station & Controls Upgrade.
- Continue Sanitary Sewer Repairs/Lining.
- Continue Fiber Optic Upgrade at each Lift Station – 3 stations per year.
- 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.

**Building & Grounds**

- Continue multi-year replacement program for the Community Services Center carpet.

**Cemetery**

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

**Stormwater**

- Continue Stormwater Removal project by repairing or replacing cross connections.
- Continue activities associated with Storm Water Pollution Prevention Initiative (SWPPI) commitments.

**COMMUNITY DEVELOPMENT DEPARTMENT**

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**2015 Goals & Current Status**

- Continue to embrace the concept of place-making.

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- 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).

Work on this goal has been ongoing. It is anticipated that an RFP process will be initiated late this summer and will result in selection of a qualified consultant to assist with the re-visioning process to begin in the fall. Work on the re-visioning effort will likely wrap up in late 2015 or early 2016.

Staff worked with the Planning Commission and Board of Trustees to complete a comprehensive rezoning of properties in the triangle area to TC: Town Center. This should help to facilitate the community's place-making goals.

- 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.

This is ongoing. Staff has attended several training sessions and seminars so far in 2015 and expects to continue this effort throughout the year.

- Continue implementation of the Non-Motorized Transportation Plan. The ADA Transition Plan was 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.

The ADA transition plan was not completed in 2014 as originally anticipated. It has recently been finalized. Staff has incorporated the recommendations from this plan into the Capital Improvement Planning Process and expects that there will be ongoing discussion regarding implementation of needed repairs as a part of the budget process.

The Ram Trail project has been bid and a qualified contractor selected via the MDOT process. Construction is expected to begin in late summer.

- 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.

A seasonal code enforcement inspector has been selected and is now on-board. We expect to evaluate the success of this effort at the end of the season to determine if it should be continued next summer.

- Continue to provide leadership and support for special projects and other tasks.

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- Provide staffing and assistance to other Township Departments as we can.

Work on the two goals above is always on-going. Recent examples range from providing office coverage in other departments when staff is available, to assisting the Fire Department with the implementation of new regulations regarding the issuance of burning permits. Another anticipated project, which illustrates this goal, may include the reconstruction of a home using the Neighborhood Stabilization Program yet this year.

**2016 Goals**

- Begin to facilitate implementation of recommendations that will be identified via the Cedar Street re-visioning planning process.
- Continue implementation of the NMTP. Facilitate implementation of the first phase/year of ADA Transition Plan repairs.
- Work with Ingham County, the City of Mason, and other impacted regional partners to promote use of the County Trail millage for the Holt to Mason Trail.
- Plan for a short trail connection between Trailhead Park and the existing trail on Cedar Street.
- Continue to implement pro-active code enforcement and the Rental Registration and Inspection program.
- Strive to improve the attendance record of the Planning Commission and Zoning Board of Appeals in order to facilitate Township of Excellence designation by the Michigan Townships Association.

**2017 TO 2021 – Long Range Plan**

- Assist with and facilitate, as appropriate, activities associated with the Downtown Development Authority.
- Complete/facilitate/partner on the design and installation of two “high priority” trail segments: – Connecting south to Mason
- Connect the non-motorized trail from the schools complex on Holt Road 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.

**PUBLIC COMMENT** – None

**ADJOURNMENT**

Meeting adjourned at 11:25 a.m.

Date: June 16, 2014

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Evan Hope, Township Clerk

Date: June 16, 2014

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C.J. Davis, Supervisor

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