

DELHI CHARTER TOWNSHIP
COMMITTEE OF THE WHOLE

Community Services Center
2074 Aurelius Road, Holt, MI 48842
(517) 694-2137

Tuesday
January 5, 2016

6:30 p.m.

Agenda

**CANCELLED DUE TO
LACK OF AGENDA
ITEMS**

DELHI CHARTER TOWNSHIP BOARD MEETING

2074 Aurelius Road, Holt 48842 (517) 694-2137

Tuesday, January 5, 2016

7:30 p.m.

Agenda

Call the Meeting to Order

Pledge of Allegiance

Roll Call

Comments from the Public – FOR COMPLETE GUIDELINES FOR ADDRESSING THE BOARD, PLEASE SEE “PROCEDURES FOR ADDRESSING THE BOARD” LOCATED AT THE BACK TABLE. ANYONE WISHING TO COMMENT ON ANY MATTER NOT ON THE AGENDA MAY DO SO AT THIS TIME. ALL COMMENTS WILL BE DIRECTED ONLY TO THE TOWNSHIP BOARD MEMBERS AND PERSONS ADDRESSING THE BOARD MUST STATE THEIR NAME AND ADDRESS FOR THE RECORD AND WILL BE GIVEN TWO (2) MINUTES. ANY COMMENTS LONGER THAN 2 MINUTES SHOULD BE REDUCED TO WRITING AND SUBMITTED TO THE CLERK AND WILL BE MADE A PART OF THE RECORD.

Set/Adjust Agenda

Unfinished Business

Consent Agenda

1. a) Approval of Minutes – Committee Meeting of December 15, 2015
- b) Approval of Minutes – Regular Meeting of December 15, 2015
- c) Approval of Claims – December 22, 2015
- d) Approval of Payroll – December 17, 2015
- e) Approval of Payroll – December 31, 2015
- f) Reappointment to the Delhi Township Administrative Review Committee – John Hayhoe

Zoning and Development

New Business

2. First Amendment to Agreement for Recycling Services – Granger Container Service, Inc.
3. Polling Location Change
4. Election Inspector Pay Schedule

Items Removed From Consent Agenda For Discussion

Late Agenda Items

- 5.
- 6.
- 7.

Reports

8. Supervisor:
9. Treasurer:
10. Clerk:
11. Trustees:
12. Manager:

Limited Comments

MEMBERS OF THE PUBLIC WILL BE AFFORDED THE OPPORTUNITY TO ADDRESS THE BOARD REGARDING ANY ITEM ON THE AGENDA AT THE TIME SUCH ITEM IS OPEN FOR DISCUSSION BY THE BOARD. ANYONE WISHING TO COMMENT ON ANY MATTER NOT ON THE AGENDA MAY DO SO AT THIS TIME.

Adjournment

The Township will provide reasonable auxiliary aids and services, such as interpreters for the hearing impaired and audio tapes of printed materials considered at the meeting for the visually impaired, for individuals with disabilities at the meeting upon five (5) working days notice to the Township. Individuals with disabilities requiring auxiliary aids or services should contact Delhi Charter Township, Evan Hope, Township Clerk, 694-2135.

ALL PAGERS, CELL PHONES, RADIOS AND SIMILAR DEVICES ARE TO BE TURNED OFF OR TO SILENT MODE DURING ALL BOARD MEETINGS.

Recommended Motion:

To approve the Consent Agenda as presented.

**DELHI CHARTER TOWNSHIP
COMMITTEE OF THE WHOLE MEETING HELD ON DECEMBER 15, 2015**

The members of the Delhi Charter Township Committee of the Whole met on Tuesday, December 15, 2015 in the Multipurpose Room at the Community Services Center, 2074 Aurelius Road, Holt, MI. Supervisor Davis called the meeting to order at 6:30 p.m.

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

Members Absent: Trustee Jon Harmon

BUSINESS

GRANGER CONTAINER SERVICES – TONIA OLSON, DIRECTOR OF GOVERNMENTAL AND COMMUNITY RELATIONS

Tonia Olson, Granger Container Services, reported on a possible amendment to the existing recycling contract that would offer curbside recycling for eligible Township residents at no additional charge.

Clerk Hope questioned if yard waste could ever be accepted at the recycling center. Ms. Olson stated that discussion is being held with Township staff on this topic and it might be possible to improve the options for yard waste dropoff.

Trustee Hayhoe asked if Granger makes a profit from the recyclables they pick up from the Township's recycling center and if so, could the Township receive some of that profit. Ms. Olson stated that the market for recyclable items fluctuates and currently Granger is losing money on recycling.

Trustee Sweet asked if rural residents were using Granger. Ms. Olson answered in the affirmative.

Trustee Warfield asked how the curbside service would be promoted to the residents. Ms. Olson stated that information regarding the new service would be mailed to the residents. The Township could also communicate the opportunity to its residents through its website, social media, etc.

Twp. Mgr. Elsinga stated that this item would be on an upcoming agenda for Board consideration.

FIRE DEPARTMENT – NOVEMBER ACTIVITY REPORT

Brian Ball, Fire Chief, reported on the highlights of the November Fire Department Activity Report (ATTACHMENT I).

Chief Ball reported that he has spoke at various venues regarding Shared Services and the Mutual Aid Box Alarm System (MABAS).

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP
COMMITTEE OF THE WHOLE MEETING HELD ON DECEMBER 15, 2015**

COMMUNITY DEVELOPMENT DEPARTMENT – NOVEMBER ACTIVITY REPORT

Tracy Miller, Director of Community Development, reported on the highlights of the November Community Development Department Activity Report (ATTACHMENT II).

Ms. Miller stated that in the near future, conversation will begin in regard to moving forward with the Ram Trail 2 project. Ms. Miller further stated that she anticipates additional CMAC funding will be available for this project.

Two productive steering committee meetings have been held in regard to the Cedar Street Revisioning project.

The house located at 4556 Grove Street, currently owned by the Ingham County Land Bank, will be purchased by the Township. The house, which is in disrepair, will be demolished.

INGHAM COUNTY SHERIFF'S OFFICE/DELHI DIVISION – NOVEMBER ACTIVITY REPORT

Lt. Vern Elliott, Ingham County Sheriff's Office, reported on the highlights of the November Ingham County Sheriff's Office/Delhi Division Activity Report (ATTACHMENT III).

COLLECTIVE BARGAINING AGREEMENT – ICEA/PERA

The Board reviewed a memorandum dated December 15, 2015 from Twp. Mgr. Elsinga (ATTACHMENT IV).

Wendy Thielen, Asst. Twp. Mgr. of Human Resources, stated that the Collective Bargaining Agreement for the ICEA/PERA was ratified December 14, 2015 with a January 1, 2016 effective date.

Ms. Thielen gave a brief overview of the Collective Bargaining Agreement of the Department of Public Services employees since the unit was formed in 2007 and highlighted the changes that were made to the newly ratified contract.

PUBLIC COMMENT – None

ADJOURNMENT

Meeting adjourned at 7:10 p.m.

Date: January 5, 2015

Evan Hope, Township Clerk

Date: January 5, 2015

C.J. Davis, Supervisor

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP
MINUTES OF REGULAR MEETING HELD ON DECEMBER 15, 2015**

Delhi Charter Township Board of Trustees met in a regular meeting on Tuesday, December 15, 2015 in the Multipurpose Room at the Community Services Center, 2074 Aurelius Road, Holt, Michigan. Supervisor Davis called the meeting to order at 7:30 p.m.

PLEDGE OF ALLEGIANCE

ROLL CALL

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

Members Absent: Trustee Harmon

COMMENTS FROM THE PUBLIC – Steve Dougan, 2455 Pine Tree Rd, Holt, questioned if a property located on Doncaster Street was registered as a rental property.

SET/ADJUST AGENDA

Hope moved to add Late Agenda Item No. 12 – Collective Bargaining Agreement.

A Voice Poll was recorded as follows:

All Ayes

Absent: Harmon

MOTION CARRIED

CONSENT AGENDA

- A. Approval of Minutes – Committee Meeting of December 1, 2015
- B. Approval of Minutes – Regular Meeting of December 1, 2015
- C. Approval of Claims – December 8, 2015 (ATTACHMENT I)
- D. Approval of Payroll – December 3, 2015 (ATTACHMENT II)
- E. Reappointment to the Delhi Township Building Board of Appeals – Cal Baxter (ATTACHMENT III)
- F. Reappointment to the Delhi Township Housing Advisory and Appeals Board – Cal Baxter (ATTACHMENT IV)
- G. Reappointment to the Delhi Township Fire Code Board of Appeals – Cal Baxter (ATTACHMENT V)
- H. Reappointment to the Delhi Township Planning Commission – Jon Harmon (ATTACHMENT VI)

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP
MINUTES OF REGULAR MEETING HELD ON DECEMBER 15, 2015**

- I. Reappointment to the Delhi Township Zoning Board of Appeals – Megan Ketchum (ATTACHMENT VII)
- J. Reappointment to the Delhi Township Sewer Board of Appeals – Nanette Miller (ATTACHMENT VIII)
- K. Reappointment to the Delhi Township Sewer Board of Appeals – Stanley Ehnis (ATTACHMENT IX)
- L. Reappointment to the Delhi Township Sewer Board of Appeals – Fredrick Bareis (ATTACHMENT X)

Ketchum moved to approve the Consent Agenda as presented.

A Roll Call Vote was recorded as follows:

Ayes: Hope, Ketchum, Sweet, Warfield, Davis, Hayhoe

Absent: Harmon

MOTION CARRIED

NEW BUSINESS

PROPOSED REVISION TO THE DELHI CHARTER TOWNSHIP CEMETERY RATES

The Board reviewed a memorandum dated December 8, 2015 from Evan Hope, Clerk (ATTACHMENT XI).

Hayhoe moved to approve the 2016 Delhi Charter Township Cemetery Rate Schedule effective January 1, 2016.

A Roll Call Vote was recorded as follows:

Ayes: Ketchum, Sweet, Warfield, Davis, Hayhoe, Hope

Absent: Harmon

MOTION CARRIED

RESOLUTION NO. 2015-028 – MONTHLY SANITARY SEWER USER CHARGES

The Board reviewed a memorandum dated December 4, 2015 from Sandra Diorka, Director of Public Services (ATTACHMENT XII).

Sweet moved to adopt Resolution No. 2015-028 which would increase the sanitary sewer users charges effective January 1, 2016.

A Roll Call Vote was recorded as follows:

Ayes: Sweet, Warfield, Davis, Hayhoe, Hope, Ketchum

Absent: Harmon

MOTION CARRIED

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP
MINUTES OF REGULAR MEETING HELD ON DECEMBER 15, 2015**

**AMENDMENT NO. 2 TO RESOLUTION NO. 2014-023 – FY 2015 DOWNTOWN
DEVELOPMENT AUTHORITY FUND BUDGET**

The Board reviewed a memorandum dated December 10, 2015 from Twp. Mgr. Elsinga (ATTACHMENT XIII).

**Warfield moved to adopt Amendment No. 2 to Resolution No. 2014-023 for the
Fiscal Year 2015 Downtown Development Authority Fund Budget.**

A Roll Call Vote was recorded as follows:

Ayes: Warfield, Davis, Hayhoe, Hope, Ketchum, Sweet

Absent: Harmon

MOTION CARRIED

**AMENDMENT NO. 2 TO RESOLUTION NO. 2014-024 – FY 2015 BROWNFIELD
REDEVELOPMENT AUTHORITY FUND BUDGET**

The Board reviewed a memorandum dated December 10, 2015 from Twp. Mgr. Elsinga (ATTACHMENT XIV).

**Ketchum moved to adopt Amendment No. 2 to Resolution No. 2014-024 for the
Fiscal Year 2015 Brownfield Redevelopment Authority Fund Budget.**

A Roll Call Vote was recorded as follows:

Ayes: Davis, Hayhoe, Hope, Ketchum, Sweet, Warfield

Absent: Harmon

MOTION CARRIED

AMENDMENT NO. 3 TO RESOLUTION NO. 2014-025 – FY 2015 GENERAL FUND BUDGET

The Board reviewed a memorandum dated December 10, 2015 from Twp. Mgr. Elsinga (ATTACHMENT XV).

**Hope moved to adopt Amendment No. 3 to Resolution No. 2014-025 for the Fiscal
Year 2015 General Fund Budget.**

A Roll Call Vote was recorded as follows:

Ayes: Hayhoe, Hope, Ketchum, Sweet, Warfield, Davis

Absent: Harmon

MOTION CARRIED

AMENDMENT NO. 3 TO RESOLUTION NO. 2014-026– FY 2015 POLICE FUND BUDGET

The Board reviewed a memorandum dated December 10, 2015 from Twp. Mgr. Elsinga (ATTACHMENT XVI).

**Hayhoe moved to adopt Amendment No. 3 to Resolution No. 2014-026 for the
Fiscal Year 2015 Police Fund Budget.**

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP
MINUTES OF REGULAR MEETING HELD ON DECEMBER 15, 2015**

A Roll Call Vote was recorded as follows:

Ayes: Hope, Ketchum, Sweet, Warfield, Davis, Hayhoe

Absent: Harmon

MOTION CARRIED

AMENDMENT NO. 2 TO RESOLUTION NO. 2014-027 – FY 2015 FIRE FUND BUDGET

The Board reviewed a memorandum dated December 10, 2015 from Twp. Mgr. Elsinga (ATTACHMENT XVII).

Warfield moved to adopt Amendment No. 2 to Resolution No. 2014-027 for the Fiscal Year 2015 Fire Fund Budget.

A Roll Call Vote was recorded as follows:

Ayes: Ketchum, Sweet, Warfield, Davis, Hayhoe, Hope

Absent: Harmon

MOTION CARRIED

AMENDMENT NO. 3 TO RESOLUTION NO. 2014-028 – FY 2015 FIRE EQUIPMENT, TRAINING AND APPARATUS FUND BUDGET

The Board reviewed a memorandum dated December 10, 2015 from Twp. Mgr. Elsinga (ATTACHMENT XVIII).

Sweet moved to adopt Amendment No. 3 to Resolution No. 2014-028 for the Fiscal Year 2015 Fire Equipment, Training and Apparatus Fund Budget.

A Roll Call Vote was recorded as follows:

Ayes: Sweet, Warfield, Davis, Hayhoe, Hope, Ketchum

Absent: Harmon

MOTION CARRIED

AMENDMENT NO. 3 TO RESOLUTION NO. 2014-029 – FY 2015 SEWER FUND BUDGET

The Board reviewed a memorandum dated December 10, 2015 from Twp. Mgr. Elsinga (ATTACHMENT XIX).

Hayhoe moved to adopt Amendment No. 3 to Resolution No. 2014-029 for the Fiscal Year 2015 Sewer Fund Budget.

A Roll Call Vote was recorded as follows:

Ayes: Warfield, Davis, Hayhoe, Hope, Ketchum, Sweet

Absent: Harmon

MOTION CARRIED

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP
MINUTES OF REGULAR MEETING HELD ON DECEMBER 15, 2015**

AMENDMENT NO. 1 TO RESOLUTION NO. 2014-030 – FY 2015 WATER IMPROVEMENT FUND BUDGET

The Board reviewed a memorandum dated December 10, 2015 from Twp. Mgr. Elsinga (ATTACHMENT XX).

Ketchum moved to adopt Amendment No. 1 to Resolution No. 2014-030 for the Fiscal Year 2015 Water Improvement Fund Budget.

A Roll Call Vote was recorded as follows:

Ayes: Davis, Hayhoe, Hope, Ketchum, Sweet, Warfield

Absent: Harmon

MOTION CARRIED

LATE AGENDA ITEM

COLLECTIVE BARGAINING AGREEMENT – ICEA/PERA

The Board reviewed a memorandum dated December 15, 2015 from Twp. Mgr. Elsinga (ATTACHMENT XXI).

Warfield moved to approve the Collective Bargaining Agreement between Delhi Charter Township and the Ingham County Employees Association/Public Employees Representative Association (ICEA/PERA), Local 1107, for the Department of Public Services bargaining unit, effective January 1, 2016 and expiring December 31, 2019.

A Roll Call Vote was recorded as follows:

Ayes: Hayhoe, Hope, Ketchum, Sweet, Warfield, Davis

Absent: Harmon

MOTION CARRIED

REPORTS

SUPERVISOR

Supervisor Davis reported on the 20th Annual Tree Lighting that was held on December 2, 2015.

CLERK

Clerk Hope reported on the December 15, 2015 Election Commission meeting where precinct boundaries were adjusted to help alleviate congestion at Precinct 4.

TOWNSHIP MANAGER

Twp. Mgr. Elsinga reported that the Township will be awarded the DNR Land and Water Grant in the amount of \$100,000 to be used toward the construction of a new restroom facility at Kiwanis Park.

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP
MINUTES OF REGULAR MEETING HELD ON DECEMBER 15, 2015**

LIMITED PUBLIC COMMENTS – Mike Hamilton, 4541 Sycamore Street, commented on the need for a sidewalk on Maple Street from Sycamore Street to Kiwanis Park.

ADJOURNMENT

Meeting adjourned at 7:50 p.m.

Date: January 5, 2016

Evan Hope, Township Clerk

Date: January 5, 2016

C.J. Davis, Supervisor

/af

SUBJECT TO APPROVAL

ACCOUNTS PAYABLE APPROVAL

December 22, 2015

I. Certification of Authorized Signatures: The attached Check Register and Invoice Distribution Report encompass checks dated December 22, 2015 numbered 90519 thru 90617 & ACH 3944 thru 3964. Every invoice has a payment authorizing signature(s).

Dated: December 22, 2015

Lora Behnke, Accounting Clerk

II. Certification of Fund Totals:

The attached Invoice Distribution Report and Check Register for checks dated December 22, 2015 show payments made from the following funds:

General Fund	\$	155,289.44
Fire Fund		45,515.51
Police Fund		208,259.12
Fire Equip. & Apparatus Fund		1,715.25
Downtown Development Fund		4,926.22
2008 Debt Retirement Fund		449.90
Sewer Fund		122,802.10
Local Site Remediation Fund		43,310.32
Trust & Agency Fund		4,035.29
Current Tax Fund		17,440.02
Grand Total	\$	<u>603,743.17</u>

Includes the following to be reimbursed from separate bank accounts:

Current Tax Fund	\$	17,440.02
Combined Sewer Savings Account	\$	50.10

Dated: December 22, 2015

John B. Elsinga, Township Manager

III. Approval for Distribution: I have reviewed the above checks and invoices and all of them should be distributed. All invoices over \$10,000.00 have been approved by general policy or previous motions of the board. (\$26,537.43 Hubbell, Roth & Clark for Ram Trail Administration, 3/17/15, \$22,062.21 Hubbell, Roth & Clark for SAW Grant Administration, 11/5/14)

Dated: December 22, 2015

John B. Elsinga, Township Manager

Evan Hope, Township Clerk

Roy W. Sweet, Treasurer

IV Board Audit and Approval: At a regular meeting of the Township Board held on January 5, 2016 a motion was made by _____ and passed by ___ yes votes and ___ no votes (___ absent) that the list of claims dated December 22, 2015, was reviewed, audited and approved

Evan Hope, Township Clerk

INVOICE GL DISTRIBUTION REPORT FOR DELHI CHARTER TOWNSHIP
 EXP CHECK RUN DATES 12/22/2015 - 12/22/2015

Vendor	Invoice Line Desc	Amount
Fund 101 GENERAL FUND		
Dept 000.00		
BLUE CROSS BLUE SHIELD	RETIREES HEALTH INSURANCE JANUARY	127.66
MICHIGAN MUNICIPAL RISK	MMRMA LODGING & MEALS/THIELEN	172.00
DELTA DENTAL PLAN OF	DENTAL INSURANCE JANUARY	1,842.27
BLUE CROSS BLUE SHIELD	HEALTH INSURANCE JANUARY	20,714.06
MICHIGAN MUNICIPAL RISK	2016 PROPERTY/LIABILITY INSURANCE	21,410.99
MMTA	2016 MMTA DUES/SWEET	50.00
MMTA	2016 MMTA DUES/STEWART	50.00
MMTA	2016 MMTA DUES/TEBEAU	50.00
RICOH USA, INC	RICOH COPIER LEASE	207.62
RPS BOLLINGER SPORTS	2016 ASA FIELD INSURANCE	300.00
SAFETY SYSTEMS, INC	ANNUAL FIRE ALARM SERVICE AGREE	704.00
SAFETY SYSTEMS, INC	ANNUAL FIRE ALARM SERVICE AGREE	510.00
SAFETY SYSTEMS, INC	ANNUAL FIRE ALARM SERVICE AGREE	163.00
CITY OF MASON	STANDBY FEE NOVEMBER	513.85
CITY OF MASON	1 HOUR FIRE RUN 1012 HARPER	600.00
CITY OF MASON	2 ADD'L HRS 1012 HARPER	800.00
MERIDIAN TOWNSHIP FIRE	ALAIEDON STANDBY FEE NOVEMBER	918.66
MERIDIAN TOWNSHIP FIRE	15-3897 AST. PD, 1 HR	600.00
MERIDIAN TOWNSHIP FIRE	15-3995 FIRE ALARM, 1 HR	600.00
MERIDIAN TOWNSHIP FIRE	15-4000 EXTRICATION, 1 HR	600.00
MERIDIAN TOWNSHIP FIRE	15-4011 AST. AMBU., 1 HR	600.00
ROBERT REYNOLDS	DECEMBER 2015 BOR REFUND	0.23
TOMMIE PLATZ	DECEMBER 2015 BOR REFUND	1.04
	Total For Dept 000.00	51,535.38
Dept 171.00 MANAGER		
MICHIGAN MUNICIPAL RISK	MMRMA LODGING & MEALS/THIELEN	894.70
	Total For Dept 171.00 MANAGER	894.70
Dept 191.00 ACCOUNTING		
MUZZALL GRAPHICS	500 BLANK FRONT/ 4-UP W-2S/ITEM #5209	53.25
MUZZALL GRAPHICS	500 W-2 ENVELOPES/ITEM #9999-1	53.39
MUZZALL GRAPHICS	100 1099 MISC COPY A	4.22
MUZZALL GRAPHICS	100 1099 MISC COPY B	4.22
MUZZALL GRAPHICS	100 1099 ENVELOPES/ITEM #7777-1	9.36
MUZZALL GRAPHICS	100 1099 INT COPY A	4.22
MUZZALL GRAPHICS	100 1099 INT COPY B	4.22
MUZZALL GRAPHICS	ESTIMATED SHIPPING CHARGES	19.45
ABRAHAM & GAFFNEY, P.C.	ACCOUNTING SERVICES NOVEMBER	1,098.50
	Total For Dept 191.00 ACCOUNTING	1,250.83

Dept 228.00 INFORMATION TECHNOLOGY

INTERSTATE ALL BATTERY	3 UPS BATTERIES	77.97
ACD.NET, INC.	ACD FIBER MONTHLY DECEMBER	42.00
DELHI CHARTER TOWNSHIP	MISC. ON ACCT./ALBERT	209.92
DELHI CHARTER TOWNSHIP	MISC. ON ACCT./ABLERT	1,216.23
APPLICATION SPECIALIST KO	ASK TOTAL CARE ONE-TIME SETUP FEE	2,950.00
Total For Dept 228.00 INFORMATION TECHNOLOGY		4,496.12

Dept 253.00 TREASURERS

BRINK'S INCORPORATED	BRINKS SERVICES/DECEMBER	597.81
Total For Dept 253.00 TREASURERS		597.81

Dept 257.00 ASSESSING

RED WING SHOES	SAFETY BOOTS/KEVIN KONEN	161.49
DELTA TOWNSHIP	NOVEMBER & DECEMBER ASSESSING	4,000.00
Total For Dept 257.00 ASSESSING		4,161.49

Dept 262.00 ELECTIONS

PRINTING SYSTEMS, INC.	4,000 AV APPS	343.00
PRINTING SYSTEMS, INC.	FOLD & TAB SEAL	140.00
PRINTING SYSTEMS, INC.	COMPOSITION	10.00
PRINTING SYSTEMS, INC.	FREIGHT	37.28
PRINTING SYSTEMS, INC.	4,000 AV OUTER ENVELOPES	524.00
PRINTING SYSTEMS, INC.	FREIGHT	74.65
PRINTING SYSTEMS, INC.	4,000 AV INSIDE ENVELOPES	559.00
PRINTING SYSTEMS, INC.	FREIGHT	74.65
Total For Dept 262.00 ELECTIONS		1,762.58

Dept 265.00 BUILDING & GROUNDS

QUALITY FIRST MAID SERVICE	CLEANING SERVICES/CSC	975.00
SCHAFFER'S INC.	MOWING 2045 CEDAR	34.50
BOARD OF WATER & LIGHT	WATER 2074 AURELIUS	712.24
DELHI TOWNSHIP TREASURER	SEWER 2074 AURELIUS	539.60
SIEMENS INDUSTRY, INC.	HEAT PUMP #7 BLOWER MOTOR & LABOR	1,128.64
SIEMENS INDUSTRY, INC.	BEARING ASSEMBLY & COUPLING	1,592.72
SIEMENS INDUSTRY, INC.	LABOR-MATERIALS ON HEAT EXCHANGE	5,822.96
ACE HARDWARE	1 PICTURE HANGER/LIBRARY CSC	2.99
METAL FRAMES, INC	SHEAR LOCK/CSC	554.50
WESCO DISTRIBUTION, INC	60 LIGHTS & 6 BALLASTS/CSC LIBRARY	241.56
MAYOTTE GROUP ARCHITECTS	ADDITIONAL-ROOF TYPE/SOLAR COLLECT	1,100.00
Total For Dept 265.00 BUILDING & GROUNDS		12,704.71

Dept 276.00 CEMETERY

GRANGER	MONTHLY DUMPSTER SERVICE	76.00
ROY F & BETTY L MURRY	BURIAL PLOT BUY BACK	750.00
Total For Dept 276.00 CEMETERY		826.00

Dept 281.00 STORMWATER

HUBBELL, ROTH & CLARK, INC	SAW-SWMP DESCRIPTION & MAP	742.68
Total For Dept 281.00 STORMWATER		742.68

Dept 446.00 INFRASTRUCTURE		
CONSUMERS ENERGY	STREETLIGHTS ACCT#6730	20,673.87
CONSUMERS ENERGY	STREETLIGHTS ACCT#7043	116.53
INGHAM COUNTY TREASURER	2014 DELINQUENT STREET LIGHTS	24.43
HUBBELL, ROTH & CLARK, INC	HOLT ROAD TRAIL CONTRACT ADMIN	26,537.43
HUBBELL, ROTH & CLARK, INC	HOLT ROAD TRAIL TESTING	6,927.50
Total For Dept 446.00 INFRASTRUCTURE		54,279.76

Dept 721.00 PLANNING/COMMUNITY DEVELOPMENT		
D & M SILKSCREENING	5 SHIRTS/SIMONS & MASTIN	140.00
HUBBELL, ROTH & CLARK, INC	4495 HOLT RD GAS STATION STUDY PLAN	37.35
MC KENNA ASSOCIATES, INC	DELHI CEDAR ST CORRIDOR PLAN	6,320.00
INGHAM COUNTY LAND BANK	PURCHASE 4556 GROVE STREET	4,893.74
NOELLE TOBIAS	FALL SEMESTER TUITION REIMBURSE	1,000.00
Total For Dept 721.00 PLANNING/COMMUNITY DEVELOPMENT		12,391.09

Dept 752.00 PARKS ADMINISTRATION		
HOLT PUBLIC SCHOOLS	HOCKEY & BASKETBALL FLYERS	425.00
Total For Dept 752.00 PARKS ADMINISTRATION		425.00

Dept 771.00 PARKS		
MENARDS LANSING SOUTH	2 SHOP LIGHTS & BULBS	189.96
MENARDS LANSING SOUTH	BULBS	8.61
LANSING SANITARY SUPPLY	BACK PACK KIT	393.39
AMERICAN RENTALS, INC.	PORTABLE TOILET	140.00
AMERICAN RENTALS, INC.	PORTABLE TOILET	140.00
MODEL COVERALL SERVICE	UNIFORM PANTS	18.60
MODEL COVERALL SERVICE	UNIFORM PANTS	18.60
GRANGER	MONTHLY DUMPSTER SERVICE	150.00
SAFETY SYSTEMS, INC	QTRLY MONITORING/SENIOR CENTER	90.00
BOARD OF WATER & LIGHT	WATER 1750 MAPLE	14.40
BOARD OF WATER & LIGHT	WATER 2108 CEDAR	224.93
BOARD OF WATER & LIGHT	WATER 2287 PINE TREE	44.27
DELHI TOWNSHIP TREASURER	SEWER 1750 MAPLE	14.60
DELHI TOWNSHIP TREASURER	SEWER 2108 CEDAR	116.80
DELHI TOWNSHIP TREASURER	SEWER 2287 PINE TREE	46.70
DELHI TOWNSHIP TREASURER	SEWER 4030 KELLER	36.50
CONSUMERS ENERGY	ELECTRIC 1771 MAPLE	93.73
ACE HARDWARE	2 PAINT/2 FOAM PAINT BRUSHES	25.54
ACE HARDWARE	12 FOAM PAINT BRUSHES	14.88
ALL-PHASE ELECTRIC SUPPLY CO	2 LIGHT BALIST/SENIOR CENTER	60.32
FERGUSON ENTERPRISES	1 TOILET FLUSH VALVE/SENIOR CENTER	337.35
JAKE'S NEW & USED PLUMB	1 REBUILD KIT/SENIOR CENTER	45.95
MARK'S LOCK SHOP, INC	DEAD BOLT	62.00
MARK'S LOCK SHOP, INC	MORTISE CYLINDER	45.00
MENARDS LANSING SOUTH	4 GLADES/2 LP TANKS EXCHANGED	39.48
QUALITY FIRST MAID SERVICE	CLEANING SERVICES/SENIOR CENTER	260.00
MENARDS LANSING SOUTH	GAS/DECOR PLATE	30.13
SUPERIOR SAW	4 WING NUTS	8.56
COMPLETE HITCH COMPANY	8 SHACKLE LINK LONG 3 1/8" CTR	12.00
COMPLETE HITCH COMPANY	10 SHACKLE BOLTS 9/16-18X3 W/NUT	22.50
COMPLETE HITCH COMPANY	2 EQUALIZER CAST 5.7"LX2 HIGH	29.90
COMPLETE HITCH COMPANY	4 NYLON BUSHINGS	2.00
FRANKIE D'S AUTO & TRUCK	/BRAKE PADS/ROTORS FRONT & REAR	628.00
THE PARTS PLACE	2 LIFEGATE LIFT SUPPORT	49.40
Total For Dept 771.00 PARKS		3,414.10

Dept 774.00 RECREATION		
SCOTT R. BLANKENSHIP	OFFICIAL FLOOR HOCKEY	150.00
JEFF BRYAN	OFFICIAL FLOOR HOCKEY	350.00
PAULA K. HARNEY	SENIOR CENTER FITNESS CLASSES	100.00
ANDREW MURRAY	OFFICIAL FLOOR HOCKEY	200.00
ANDREW MURRAY	OFFICIAL BASKETBALL	150.00
STEVEN E. ROGERS	OFFICIAL FLOOR HOCKEY	425.00
LAUREN SEAGREN	OFFICIAL BASKETBALL	125.00
ZACH VANLIEW	OFFICIAL FLOOR HOCKEY	450.00
	Total For Dept 774.00 RECREATION	<u>1,950.00</u>

Dept 850.00 OTHER FUNCTIONS		
DBI BUSINESS INTERIORS	OFFICE SUPPLIES	257.89
MEDICAL MANAGEMENT SYS	AMBULANCE BILLING FEES NOVEMBER	3,599.30
	Total For Dept 850.00 OTHER FUNCTIONS	<u>3,857.19</u>

Total For Fund 101 GENERAL FUND 155,289.44

Fund 206 FIRE FUND

Dept 000.00		
DELTA DENTAL PLAN OF	DENTAL INSURANCE JANUARY	1,615.09
BLUE CROSS BLUE SHIELD	HEALTH INSURANCE JANUARY	10,893.87
MICHIGAN MUNICIPAL RISK	2016 PROPERTY/LIABILITY INSURANCE	22,149.30
	Total For Dept 000.00	<u>34,658.26</u>

Dept 336.00 FIRE DEPARTMENT

BOUND TREE MEDICAL, LLC	CREDIT	(448.61)
BOUND TREE MEDICAL, LLC	MEDICAL SUPPLIES	640.73
LIFEGAS LLC	CYLINDER RENTAL	305.20
LIFEGAS LLC	COMPLIANCE CHARGE	9.52
LIFEGAS LLC	OXYGEN	9.74
LIFEGAS LLC	COMPLIANCE CHARGE	9.52
LIFEGAS LLC	OXYGEN	80.54
LIFEGAS LLC	MEDICAL SUPPLIES	39.75
LIFEGAS LLC	COMPLIANCE CHG	9.52
LIFEGAS LLC	ENERGY SURCHARGE	5.81
MICHIGAN STATE UNIVERSITY	MEDICAL SUPPLIES	436.04
MOORE MEDICAL, LLC	MEDICAL SUPPLIES	291.21
MOORE MEDICAL, LLC	FUEL SURCHARGE	0.47
STRYKER SALES CORP	(2) 6090041010/MATTRESSES	365.86
WESTERN MI ASSOC. OF FIRE	2016 WMAFC MEMBERSHIP DUES - BALL	40.00
WESTERN MI ASSOC. OF FIRE	2016 WMAFC MEMBERSHIP DUES ADD.	70.00
WESTERN MI ASSOC. OF FIRE	2016 MEMBERSHIP MEETINGS - BALL	90.00
SPARROW OCC HEALTH SERV	PHYSICALS	617.50
ACD.NET, INC.	ACD FIBER MONTHLY DECEMBER	182.00
BOARD OF WATER & LIGHT	WATER 6139 BISHOP	37.48
DELHI TOWNSHIP TREASURER	SEWER 6139 BISHOP	36.50
ACE HARDWARE	1 9V ALK BATTERY	14.99
ACE HARDWARE	GROUNDING PLUG & CONNECTOR	13.48
ACROSS THE STREET PROD	ANNUAL INSTRUCTOR SUPPORT RENEW	2,000.00
RAFT	15 REGISTRATIONS FOR BLUE CARD	6,000.00
	Total For Dept 336.00 FIRE DEPARTMENT	<u>10,857.25</u>

Total For Fund 206 FIRE FUND 45,515.51

Fund 207 POLICE FUND		
Dept 301.00 POLICE		
INGHAM COUNTY TREASURER	POLICE CONTRACT DECEMBER	208,259.12
	Total For Dept 301.00 POLICE	208,259.12
Total For Fund 207 POLICE FUND		208,259.12

Fund 211 FIRE EQUIP. & APPARATUS FUND		
Dept 339.00 EQUIPMENT & APPARATUS		
COMMUNICATIONS SERVICES	REPAIR P7100 RADIO, SN 3156	65.00
COMMUNICATIONS SERVICES	REPLACE FLEX CABLE	122.50
PRO AIR-KOORSEN FIRE	1 LIGHT BULB	12.00
THE PARTS PLACE	CREDIT	(26.07)
INTERSTATE BATTERIES OF	BATTERY/APPARATUS	124.06
ROGER'S CLINE TIRE & AUTO	4 TIRES/#383	1,401.76
CITY OF LANSING FIRE DEP	8 E CARDS	16.00
	Total For Dept 339.00 EQUIPMENT & APPARATUS	1,715.25
Total For Fund 211 FIRE EQUIP. & APPARATUS FUND		1,715.25

Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY		
Dept 000.00		
MICHIGAN MUNICIPAL RISK	2016 PROPERTY/LIABILITY INSURANCE	1,476.62
SAFETY SYSTEMS, INC	ANNUAL FIRE ALARM SRVICE AGREEMENT D	510.00
	Total For Dept 000.00	1,986.62

Dept 728.00 DDA ADMINISTRATION		
ACD.NET, INC.	ACD FIBER MONTHLY DECEMBER	616.00
	Total For Dept 728.00 DDA ADMINISTRATION	616.00

Dept 729.00 DDA MARKETING & PROMOTION		
ACD.NET, INC.	WIFI DECEMBER	69.95
	Total For Dept 729.00 DDA MARKETING & PROMOTION	69.95

Dept 850.00 OTHER FUNCTIONS		
GRANGER	MONTHLY DUMPSTER SERVICE	131.30
QUALITY FIRST MAID SERVICE	CLEANING SERVICES/SHERIFF & DDA	420.00
BOARD OF WATER & LIGHT	WATER 2045 CEDAR	121.94
BOARD OF WATER & LIGHT	WATER 2150 CEDAR	26.95
DELHI TOWNSHIP TREASURER	SEWER 2150 CEDAR	31.68
DELHI TOWNSHIP TREASURER	SEWER 2313 CEDAR	21.48
DELHI TOWNSHIP TREASURER	SEWER 2045 CEDAR	50.30
SOAP SLINGERS WINDOW	INSTALL HOLIDAY LIGHTS	1,300.00
	Total For Dept 850.00 OTHER FUNCTIONS	2,103.65

Dept 905.00 DEBT SERVICE		
US BANK	PAYING AGENT FEES 4589__5 ACCOUNT	150.00
	Total For Dept 905.00 DEBT SERVICE	150.00

Total For Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY 4,926.22

Fund 392 2008 DEBT RETIREMENT FUND		
Dept 905.00 DEBT SERVICE		
US BANK	PAYING AGENT FEES ACCOUNT	449.90
	Total For Dept 905.00 DEBT SERVICE	449.90
Total For Fund 392 2008 DEBT RETIREMENT FUND		449.90

Fund 590 SEWAGE DISPOSAL SYSTEM

Dept 000.00

DELHI CHARTER TOWNSHIP	Basic Service Charge	27.86
DERIDDER, COREY	Basic Service Charge	13.90
GILBERT, MATTHEW & REBEC	Basic Service Charge	55.40
GINGAS, JOHN	Basic Service Charge	55.40
HILL, JUSTIN	Basic Service Charge	40.10
LORENZEN, NADIA	Basic Service Charge	36.92
MEEUWENBERG, BRIAN	Basic Service Charge	75.80
PERLEBERG, TOD	Basic Service Charge	24.80
SMITH, DWAYNE	Basic Service Charge	48.18
BLUE CROSS BLUE SHIELD	RETIREEES HEALTH INSURANCE JANUARY	102.13
DELTA DENTAL PLAN OF	DENTAL INSURANCE JANUARY	1,476.29
BLUE CROSS BLUE SHIELD	HEALTH INSURANCE JANUARY	13,056.43
MICHIGAN MUNICIPAL LEAGUE	2016 CDL CONSORTIUM DRIVERS FEE	630.00
MICHIGAN MUNICIPAL RISK	2016 PROPERTY/LIABILITY INSURANCE	28,794.09
PROGRESSIVE IMPRESSIONS	SEWER BILL POSTAGE ADVANCE	7,800.00
SAFETY SYSTEMS, INC	ANNUAL FIRE ALARM DEC-NOV/MAINT	488.00
STATE OF MICHIGAN	2016 NPDES ANNUAL PERMIT FEE	5,500.00
	Total For Dept 000.00	<u>58,225.30</u>

Dept 558.00 DEPT OF PUBLIC SERVICE

DBI BUSINESS INTERIORS	OFFICE SUPPLIES	151.12
DBI BUSINESS INTERIORS	CUSTOM STAMP	15.92
AVERY OIL & PROPANE	DIESEL FUEL	579.48
MODEL COVERALL SERVICE	STAFF UNIFORMS/POTW	64.79
MODEL COVERALL SERVICE	STAFF UNIFORMS/MAINTENANCE	61.63
MODEL COVERALL SERVICE	STAFF UNIFORMS/POTW	64.79
MODEL COVERALL SERVICE	STAFF UNIFORMS/MAINTENANCE	61.63
AIRGAS USA, LLC	CYLINDER RENTAL	131.70
AIRGAS USA, LLC	HAZMAT FEE	9.70
LOWE'S CREDIT SERVICES	TRASH CANS/FOOD WASTE PROGRAM	123.42
FISHER SCIENTIFIC	HYDROCHLORIC ACID	179.14
FISHER SCIENTIFIC	DRIERITE, 10-20 MESH	455.73
FISHER SCIENTIFIC	POTASSIUM PERSULFATE	121.52
FISHER SCIENTIFIC	TAPE DISPENSER SMALL	99.12
FISHER SCIENTIFIC	FUEL SURCHARGE	3.15
ALEXANDER CHEMICAL CORP	CALCIUM NITRATE	10,753.00
KEMIRA WATER SOLUTIONS	FERRIC CHLORIDE	4,857.11
ALS LABORATORY GROUP	IPP - CULLIGAN	550.00
HUBBELL, ROTH & CLARK, INC	SEWER LEAD INSPECTIONS	1,116.72
HUBBELL, ROTH & CLARK, INC	DIGESTION MIXING IMPROVEMENTS	1,173.00
HUBBELL, ROTH & CLARK, INC	SYCAMORE SCHOOL FLOODING SURVEY	1,079.91
HUBBELL, ROTH & CLARK, INC	GENERAL PROFESSIONAL SERVICES	208.50
HUBBELL, ROTH & CLARK, INC	4495 HOLT RD GAS STATION SANITARY	536.70
HUBBELL, ROTH & CLARK, INC	LANSING GAS STATION & CONVENIENCE	953.25
HUBBELL, ROTH & CLARK, INC	OREILLY AUTO PARTS SANITARY SEWER	94.92
HUBBELL, ROTH & CLARK, INC	SAW GRANT ADMINISTRATION	22,062.21
GRANGER	MONTHLY DUMPSTER SERVICE	202.91
GRANGER	MONTHLY DUMPSTER SERVICE	390.00
GRANGER	MONTHLY DUMPSTER SERVICE	775.00
SPOK, INC	PAGER SERVICE	29.38
ACD.NET, INC.	ACD FIBER MONTHLY DECEMBER	560.00
COMCAST	HIGH SPEED INTERNET/POTW	142.85
COMCAST	HIGH SPEED INTERNET/MAINTENANCE	142.85
BOARD OF WATER & LIGHT	WATER 1492 AURELIUS	180.92
BOARD OF WATER & LIGHT	WATER 1988 WAVERLY	146.93
BOARD OF WATER & LIGHT	WATER 4280 DELL	20.15
BOARD OF WATER & LIGHT	WATER 5961 MC CUE	402.70

BOARD OF WATER & LIGHT	WATER 1492 AURELIUS	78.00
BOARD OF WATER & LIGHT	WATER 3505 HOLT	83.57
DELHI TOWNSHIP TREASURER	SEWER 1490 AURELIUS	167.80
BOARD OF WATER & LIGHT	ELECTRIC 2481 DELHI COMMERCE	78.99
BOARD OF WATER & LIGHT	ELECTRIC 1870 NIGHTINGALE	157.10
CONSUMERS ENERGY	ELECTRIC-5961 MC CUE #2723	47.54
ACE HARDWARE	3 GALV NIPPLES/LSD PIMP 2 & 3	5.07
J.G.M. VALVE CORPORATION	(2) VAUGHN SEAL KITS & SHIPPING	968.00
LOWE'S CREDIT SERVICES	DEWALT AIR COMPRESSOR/EIFERT RD	189.05
BARNHART & SON, INC.	(5) MISC. MANHOLE REHAB WORK	6,900.00
H & H WELDING & REPAIR LLC	4" CHECK VALVE SPACERS FABRICATED	550.00
JACK DOHENY SUPPLIES, INC	VA62222 INLET WELDMENT	594.45
JACK DOHENY SUPPLIES, INC	V358795JD HOSE END	75.00
JACK DOHENY SUPPLIES, INC	SHIPPING	15.98
MICHIGAN PIPE & VALVE	CLOW 4" STYLE 1106LW CHECK VALVE	2,846.00
MICHIGAN PIPE & VALVE	SHIPPING	75.00
ACE HARDWARE	1 PATCH RUBBER SHOP KIT/CAMERA TRK	2.99
ACE HARDWARE	CABLE TIES/POTW	13.89
CATHEY COMPANY	BX79 DRIVE BELTS (RAS)	236.12
CATHEY COMPANY	B82 (INFLUENT)	68.47
CATHEY COMPANY	SHIPPING	10.91
FERGUSON ENTERPRISES	2" VIC GASKETS (SET OF 10)	142.90
FERGUSON ENTERPRISES	3" VIC GASKETS (SET OF 10)	224.42
LOWE'S CREDIT SERVICES	PVC COUPLING & PVC ELBOW/POTW	26.39
LOWE'S CREDIT SERVICES	ROPE/POTW	18.96
THE PARTS PLACE	5 GAL HYD FL FOR PUMPS/POTW	39.99
QUALITY FIRST MAID SERVICE	CLEANING SERVICES/MAINTENANCE	260.00
QUALITY FIRST MAID SERVICE	CLEANING SERVICES/POTW	260.00
GOOD YEAR COMMERCIAL TIRE &	TURF TREAD CL 27/8.50-15/UNIT 3320	150.89
GOOD YEAR COMMERCIAL TIRE &	(4) TIRES MOUNTED & BALANCED/UNIT 2	631.22
INTERSTATE BATTERIES OF	BATTERY & CLAMPS/UNIT #7	140.15
HUBBELL, ROTH & CLARK, INC	POTW LAGOONS BLDG CONTRACT ADMIN	966.00
Total For Dept 558.00 DEPT OF PUBLIC SERVICE		64,526.70

Dept 588.01 G.O. BOND INDEBTEDNESS

US BANK	PAYING AGENT FEES ACCOUNT	50.10
Total For Dept 588.01 G.O. BOND INDEBTEDNESS		50.10

Total For Fund 590 SEWAGE DISPOSAL SYSTEM 122,802.10

Fund 643 LOCAL SITE REMEDIATION REVOLVING FUND

Dept 735.00 LOCAL SITE REMEDIATION

FOSTER, SWIFT, COLLINS	ENVIRONMENTAL LEGAL FEES NOV	7,470.32
MCS EXCAVATING LLC	DEMOLITION 2313 CEDAR	35,840.00
Total For Dept 735.00 LOCAL SITE REMEDIATION		43,310.32

Total For Fund 643 LOCAL SITE REMEDIATION REVOLVING FUND 43,310.32

Fund 701 TRUST & AGENCY FUND

Dept 000.00

INGHAM COUNTY TREASURER	TRAILER PARK FEES OCTOBER	1,992.50
AFLAC	WITH DEDUCT-AFLAC DISABILITY	510.28
AFLAC	WITH DEDUCT-AFLAC LIFE INSUR	7.62
AFLAC	WITH DEDUCT-AFLAC ACCIDENT	534.86
AFLAC	WITH DEDUCT-AFLAC SICKNESS	370.62
AFLAC	WITH DEDUCT-AFLAC CANCER	428.04
AFLAC	WITH DEDUCT-DISABILITY RIDER	18.48
ROBERT REYNOLDS	DECEMBER 2015 BOR REFUND	69.42
TOMMIE PLATZ	DECEMBER 2015 BOR REFUND	103.47
Total For Dept 000.00		4,035.29

Total For Fund 701 TRUST & AGENCY FUND 4,035.29

Fund 703 CURRENT TAX ACCOUNT

Dept 000.00

CORELOGIC	REFUNDS DUE TAXPAYERS	1,134.81
DEVON TITLE	REFUNDS DUE TAXPAYERS	1.15
LEIGHTRONIX INC	REFUNDS DUE TAXPAYERS	1,424.66
PASSINI, TRISHA	REFUNDS DUE TAXPAYERS	193.04
PATRICK, THOMAS L & LILLIAN	REFUNDS DUE TAXPAYERS	283.31
TRI COUNTY TITLE	REFUNDS DUE TAXPAYERS	522.02
TRI TITLE AGENCY	REFUNDS DUE TAXPAYERS	519.02
WELLS FARGO REAL ESTATE	REFUNDS DUE TAXPAYERS	776.45
WELLS FARGO REAL ESTATE	REFUNDS DUE TAXPAYERS	439.02
WELLS FARGO REAL ESTATE	REFUNDS DUE TAXPAYERS	1,349.28
WELLS FARGO REAL ESTATE	REFUNDS DUE TAXPAYERS	1,760.26
WELLS FARGO REAL ESTATE	REFUNDS DUE TAXPAYERS	1,150.35
WELLS FARGO REAL ESTATE	REFUNDS DUE TAXPAYERS	459.91
WELLS FARGO REAL ESTATE	REFUNDS DUE TAXPAYERS	2,540.40
WELLS FARGO REAL ESTATE	REFUNDS DUE TAXPAYERS	862.58
WELLS FARGO REAL ESTATE	REFUNDS DUE TAXPAYERS	204.82
WELLS FARGO REAL ESTATE	REFUNDS DUE TAXPAYERS	250.88
WELLS FARGO REAL ESTATE	REFUNDS DUE TAXPAYERS	655.26
WELLS FARGO REAL ESTATE	REFUNDS DUE TAXPAYERS	649.30
WELLS FARGO REAL ESTATE	REFUNDS DUE TAXPAYERS	1,181.80
WELLS FARGO REAL ESTATE	REFUNDS DUE TAXPAYERS	1,081.70

Total For Dept 000.00 17,440.02

Total For Fund 703 CURRENT TAX ACCOUNT 17,440.02

Total For All Funds: 603,743.17

**DELHI CHARTER TOWNSHIP
FUND TRANSFERS AND PAYROLL APPROVAL
For Payroll Dated December 17, 2015**

I. Certification of Preparation and Distribution

The attached check and payroll registers encompass check numbers: 108567 through 108591 & direct deposits numbers: DD21553 through DD21630. The payroll was prepared in accordance with established payroll rates and procedures. The Treasurer's & Clerk's signatures were printed on the payroll checks using an electronic image signature

Lora Behnke, Accounting Clerk

The attached Check and Payroll Registers were reviewed. The payroll checks were distributed in accordance with established procedures.

Dated: December 17, 2015

Director of Accounting

II. Payroll Report

The December 17, 2015 payroll encompasses the following funds and expenditures:

	Gross Payroll	Payroll Deductions	Net Pay
General Fund	\$69,625.25	\$20,582.41	\$49,042.84
Fire Dept. Fund	42,346.63	13,712.70	\$28,633.93
DDA	4,049.91	896.10	\$3,153.81
Sewer Fund/Receiving	32,670.45	10,296.87	\$22,373.58
Total Payroll	\$148,692.24	\$45,488.08	\$103,204.16
	Township FICA	Township RHS & Pension Plan	Total Deductions & TWP Liabilities
General Fund	\$5,035.59	\$5,314.62	\$30,932.62
Fire Dept. Fund	3,133.43	3,496.83	20,342.96
DDA	138.93	82.68	1,117.71
Sewer Fund/Receiving	2,417.93	2,905.62	15,620.42
Total Payroll	\$10,725.88	\$11,799.75	\$68,013.71

Director of Accounting

III. FUND TRANSFERS

Transfers covering the foregoing payroll were made on December 17, 2015 and identified as follows:

12/17 Net Pay Disbursement in Common Savings (\$103,204.16)

Roy W. Sweet, Treasurer

IV. Board Audit and Approval:

At a regular meeting of the Township Board held on January 5, 2016 a motion was made by _____ and passed by _____ yes votes and _____ no votes(_____ absent) that the payroll dated December 17, 2015 was reviewed, audited, and approved.

Attachment to Payroll Register
cc: Sweet(1)Vander Ploeg(1)

Evan Hope, Clerk

**DELHI CHARTER TOWNSHIP
FUND TRANSFERS AND PAYROLL APPROVAL
For Payroll Dated December 31, 2015**

I. Certification of Preparation and Distribution

The attached check and payroll registers encompass check numbers: 108594 through 108615 & direct deposits numbers: DD21631 through DD21709. The payroll was prepared in accordance with established payroll rates and procedures. The Treasurer's & Clerk's signatures were printed on the payroll checks using an electronic image signature

Lora Behnke, Accounting Clerk

The attached Check and Payroll Registers were reviewed. The payroll checks were distributed in accordance with established procedures.

Dated: December 31, 2015

Director of Accounting

II. Payroll Report

The December 31, 2015 payroll encompasses the following funds and expenditures:

	Gross Payroll	Payroll Deductions	Net Pay
General Fund	\$72,282.16	\$21,033.23	\$51,248.93
Fire Dept. Fund	46,328.19	14,779.98	\$31,548.21
DDA	3,993.01	890.04	\$3,102.97
Sewer Fund/Receiving	33,212.23	9,998.90	\$23,213.33
Total Payroll	\$155,815.59	\$46,702.15	\$109,113.44
	Township FICA	Township RHS & Pension Plan	Total Deductions & TWP Liabilities
General Fund	\$5,262.16	\$5,141.74	\$31,437.13
Fire Dept. Fund	3,419.17	3,505.97	21,705.12
DDA	134.57	82.68	1,107.29
Sewer Fund/Receiving	2,459.38	2,903.71	15,361.99
Total Payroll	\$11,275.28	\$11,634.10	\$69,611.53

Director of Accounting

III. FUND TRANSFERS

Transfers covering the foregoing payroll were made on December 31, 2015 and identified as follows:

12/31 Net Pay Disbursement in Common Savings (\$109,113.44)

Roy W. Sweet, Treasurer

IV. Board Audit and Approval:

At a regular meeting of the Township Board held on January 5, 2016 a motion was made by _____ and passed by _____ yes votes and _____ no votes(_____ absent) that the payroll dated December 31, 2015 was reviewed, audited, and approved.

Attachment to Payroll Register

cc: Sweet(1)Vander Ploeg(1)

Evan Hope, Clerk

DELHI CHARTER TOWNSHIP

MEMORANDUM

TO: Delhi Township Board Members

FROM: Roy Sweet, Township Treasurer

DATE: December 31, 2015

RE: Recommendation for Reappointment to the Administrative Review Committee

Delhi Township Policy No. 114, Sanitary Sewer Billing, provides an opportunity for residents to appeal their sewer billing under very specific conditions or circumstances such as mechanical failure or act of God. According to Policy, appeals are made to an Administrative Review Committee consisting of the Township Treasurer, Manager and one Trustee.

Trustee John Hayhoe has agreed to be reappointed to serve on this Committee for 2016, therefore, I recommend the Board reappoint Trustee Hayhoe to the Administrative Review Committee until December 31, 2016.

RECOMMENDED MOTION:

To reappoint Trustee John Hayhoe to the Administrative Review Committee expiring December 31, 2016 per Delhi Township Policy No. 114.

INTEROFFICE MEMORANDUM

TO: John Elsinga, Township Manager
FROM: Sandra Diorka, Director of Public Services
DATE: December 30, 2015
SUBJECT: First Amendment to Agreement for Recycling Services – Granger Container Service, Inc.

On May 1, 2007, Delhi Charter Township entered into an agreement with Granger Container Service, Inc. to provide collection, transportation, processing, and marketing of recyclables from Delhi's recycling drop off center on Grovenburg Road. Delhi has worked well with Granger for the past eight (8) years to provide a very successful drop off center.

Granger has proposed an amendment to the original agreement that will provide curbside recycling services to eligible single family households within Delhi Township at no additional charge.

In exchange for continuing to service the drop off center and providing curbside recycling pickup at no additional charge, Delhi agrees to the following:

- Reset the term of the agreement to 15 years from execution of the Amendment plus two (2) automatic five (5) year extensions (unless a 180 day written notice prior to the expiration not to renew is given)
- Continue to allow a free market system for solid waste and recycling services in Delhi
- Not enter into any agreement effectively limiting or restricting Granger's right to compete for and provide these services

Curbside pickup is estimated to begin June 1, 2016 and recur once every two weeks. Granger will send notice of curbside availability to all current Granger customers within Delhi Township and may send notice to Delhi residents who are not current customers. Each customer must "sign up" for this service; it will not be automatic. Those who currently utilize Granger curbside recycling will see that charge removed from their bill once free recycling is in effect.

Commercial, industrial, residential establishments with more than four (4) units, or any single family household receiving municipal solid waste collection from Granger pursuant to a collective contract or agreement (condo association or homeowner association) are NOT eligible for this benefit.

As curbside pickup has the potential to greatly increase the amount of materials diverted from landfill therefore benefiting the environment through reducing consumption of landfill space, increasing the reuse of material, reducing energy use, reducing use of natural resources, and reducing greenhouse gases emitted, I respectfully request you recommend the Board approve the First Amendment to Agreement for Recycling Services with Granger Container Service, Inc.

Recommended Motion:

To approve the First Amendment to Agreement for Recycling Services between Delhi Charter Township and Granger Container Service, Inc.

FIRST AMENDMENT TO AGREEMENT FOR RECYCLING SERVICES

THIS FIRST AMENDMENT TO AGREEMENT FOR RECYCLING SERVICES (“*First Amendment*”) is made this ___ day of _____, 2016 (the “*Effective Date*”) by and between Granger Container Service, Inc., a Michigan corporation (“*Granger*”), and Delhi Charter Township, a Michigan municipal corporation (“*the Township*”) (each a “*Party*” and collectively, the “*Parties*”).

RECITALS

WHEREAS, Granger and the Township have entered into that certain Agreement for Recycling Services, dated May 1, 2007 (the “*Agreement*”) to provide to the Township certain specified long-term recycling services related to the operation of the Township’s public drop-off recovery center (the “*Depot Container Services*”); and

WHEREAS, the Agreement provides (a) that Granger will provide the Depot Container Services at no cost to the Township, provided that the current free enterprise system for waste collection in the Township remains in place, and (b) that the Township will only be charged for (x) any services performed by Granger that are beyond the scope of Depot Container Services, and/or (y) all services, including Depot Container Services, performed by Granger after the date that the current free enterprise system for waste collection in the Township is changed; and

WHEREAS, the Township desires to increase awareness of the benefits of recycling and to expand the availability of affordable residential recycling opportunities; and

WHEREAS, in addition to the Depot Container Services, Granger also offers and provides individual township residents with subscription-based municipal solid waste hauling services and further has the ability to provide curbside recyclable material hauling services to its customers; and

WHEREAS, the Township recognizes the environmental and transportation benefits of utilizing local resources for the management of solid waste and recyclable materials, and desires to minimize the environmental impacts of such activities; and

WHEREAS, the Township desires that Granger provide recycling services that are in addition to the Depot Container Services, as further specified in Paragraph 1 of this First Amendment (the “*Curbside Recycling Services*”), without additional cost to the Township or its residents; and

WHEREAS, the Township acknowledges that, in order to perform the Curbside Recycling Services, Granger will be required to incur substantial costs in capital expenditures, which Granger would not otherwise incur but for this First Amendment; and

WHEREAS, Granger desires to perform the Curbside Recycling Services in accordance with this First Amendment.

AGREEMENT

NOW, THEREFORE, in consideration of the following mutual promises, covenants and conditions, the Parties agree as follows:

1. CURBSIDE RECYCLING SERVICES: Beginning no later than one hundred fifty (150) days after the Effective Date and continuing thereafter during the Term (as defined in Paragraph 4 of this First Amendment) Granger will provide without additional charge the Curbside Recycling Services described in Exhibit A hereto to any occupied single-family residential household located in Delhi Charter Township with four or fewer units that has a current single subscription with Granger for municipal solid waste collection services and that is not in arrears for payment of such services (an “*Eligible Single-Family Household*”), and that requests such Curbside Recycling Services from Granger. For the avoidance of doubt, Granger shall have no obligation to provide Curbside Recycling Services to: (a) any single-family residential household that is not subject to a current single subscription with Granger for municipal solid waste collection services or that is in arrears for payment of such services; (b) any single-family residential household with five or more units; (c) any commercial or industrial establishment; (d) any single family household that receives municipal solid waste collection services from Granger pursuant to a collective contract or agreement, such as through a condominium or other homeowner association; (e) any single-family residential household that uses collection service from Granger via the bag tag program; or (f) any other household, establishment or person that is not an Eligible Single Family Household as defined in this Section 1.

2. NOTICE TO ELIGIBLE SINGLE-FAMILY HOUSEHOLDS: Within sixty (60) days after the Effective Date, Granger shall provide a notice via United States mail or electronic mail to each Eligible Single-Family Household informing the subscriber of the opportunity to receive Curbside Recycling Services from Granger at no cost, and providing instructions on how to request such services from Granger by mail, phone, in person or online. Granger shall provide a similar notice to any Eligible Single Family Household that becomes a subscriber to Granger’s municipal solid waste collection services after the Effective Date. Granger may, but is not required to, provide a similar notice to any other single family residential household located within Delhi Charter Township that is not an Eligible Single Family Household.

3. FREE MARKET SYSTEM: In recognition of the substantial costs in capital expenditures that Granger will be required to incur in order to perform the Curbside Recycling Services, and as a material inducement for Granger to enter into this First Amendment, the Parties agree that Granger shall have the unfettered right to compete for, and provide, collection services for solid waste or recyclable materials to any person located within Delhi Charter Township that desires to receive such services from Granger, and the Township shall not, directly or indirectly, interfere with, or infringe upon such right. For the avoidance of doubt and without limiting the foregoing sentence, the Township shall not enter into any agreement with any other person that would grant a franchise or similar right to provide collection services for solid waste or recyclable material in a manner that would limit or restrict Granger’s right to compete for, and provide, such services.

4. TERM: Paragraph 1 of the Agreement is deleted and replaced with the following:

The Agreement shall remain in effect (the “*Term*”) for fifteen (15) years after the Effective Date of the First Amendment and will renew automatically for two (2) additional five (5) year periods unless one Party notifies the other Party in writing of its intent to not renew the Agreement no later than one hundred eighty (180) days prior to the expiration of the then-current Term.

In the event of breach of this Agreement, the non-breaching party shall provide the breaching party written notice of the breach. In the event the breach is not cured within (30) days from the date of written notice, the non-breaching party may terminate this Agreement and exercise its rights under applicable law.

5. SERVICE DETAILS:

A. Paragraph 5.A of the Agreement is deleted and replaced with the following:

Granger will, at its discretion, provide one (1) or more containers to meet volume demands for the collection of recyclable materials determined from time to time by Granger based on commodity markets, which may include newspaper, glossy magazines, catalogs, mixed junk mail, food and beverage glass (clear and brown), tin cans, aluminum, mixed plastics (bottles, jugs, tubs and household items with #1-#7), corrugated cardboard, boxboard or other recyclable materials determined by Granger. Different types of recyclable materials may be comingled in a single container.

B. For the avoidance of doubt, the First Amendment does not modify or amend Paragraph 5.B of the Agreement.

6. SURVIVAL OF TERMINATION: Notwithstanding anything to the contrary in the Agreement or this First Amendment, except in the case of early termination by the Township due to Granger’s breach, the provisions of Paragraph 3 of this First Amendment shall survive the early termination by either Party and shall continue in full force and effect until the expiration of the then-current Term and any extensions thereto.

7. DISPOSAL SUBSCRIPTION RATE INCREASES: Granger may, from time to time and at Granger’s discretion, increase rates to Eligible Single-Family Households for subscription municipal solid waste collection services; provided, however, that the increase shall not be disproportionate to the increase applied by Granger to similarly situated persons located in a community outside of Delhi Charter Township, but within the Greater Lansing Area. For purposes of the preceding sentence, rate increases applied to Eligible Single-Family Households and to similarly situated persons located in a community outside of Delhi Charter Township, but within the Greater Lansing Area shall be compared based on rates charged for individual service types (e.g., bags and/or carts) provided by Granger. Fees or charges imposed by government entities and passed on by Granger to its customers shall not be considered a rate increase for the purposes of this Paragraph 7.

8. INCORPORATION BY REFERENCE: Except as expressly modified in this First Amendment, all other terms of the Agreement shall remain in effect and are incorporated into this First Amendment by reference.

9. EXECUTION IN COUNTERPARTS: This First Amendment may be executed in counterparts, each of which shall be considered an original and which together shall comprise one and the same instrument. Facsimile signatures to this Agreement are enforceable and binding. Any amendment or modification to this First Agreement must be in writing and executed by both Parties.

IN WITNESS WHEREOF, the Parties have executed this First Amendment to Recycling Agreement on the Effective Date first written above.

AGREED:

**Granger Container, Inc.,
a Michigan corporation**

By: _____

Its: _____

**Delhi Charter Township,
a Michigan municipal corporation**

By: _____

Its: _____

EXHIBIT A

CURBSIDE RECYCLING SERVICES

Delhi Charter Township single-family households will be notified via United States mail or electronic mail of the opportunity to add curbside recycling collection at no additional cost if they subscribe to, and pay for, Granger solid waste collection services. Eligible Single-Family Households interested in receiving curbside recycling collection services will be asked to request the service from Granger (by mail, phone, in person or online).

Granger will provide the following Curbside Recycling Services without additional cost to any Eligible Single Family Household requesting such services:

- Granger will collect recyclable materials, determined from time to time by Granger based on commodity markets, on at least an every other week schedule specified by Granger from each Eligible Single Family Household that places such recyclable materials at curbside on the specified collection day in a collection container approved by Granger.
- Initially, Granger expects to collect the following “single stream” recyclable materials: corrugated cardboard, boxboard, tin cans, aluminum, mixed plastics (bottles, jugs, tubs and household items with #1-#7), newspaper, magazines, office paper/mail and food and beverage glass (clear and brown). Granger reserves the right to change (add or remove) the collected recyclable materials based on commodity markets.

AGREEMENT FOR RECYCLING SERVICES

THIS AGREEMENT made this 1st day of May, 2007, by and between **GRANGER CONTAINER SERVICE, INC.**, a Michigan corporation (Granger), whose address is 16980 Wood Road, Lansing, Michigan 48906 and **DELHI CHARTER TOWNSHIP**, a Michigan municipal corporation (the Township), whose address is 2074 Aurelius Road, Holt, Michigan 48842.

WITNESSETH:

WHEREAS, the Township desires the Recycling services of Granger for the collection, transportation, processing and marketing of recyclables; and

WHEREAS, Granger or its affiliates have containers, trucks and a processing facility to properly and effectively manage recyclables in accordance with applicable governmental regulations; and

WHEREAS, Granger desires to provide long term recycling services so long as their facilities remain open for business;

NOW THEREFORE, in consideration of the following mutual promises, covenants and conditions, the parties agree as follows:

1. **Term.** The term of this agreement shall be fifteen (15) years from the date of this Agreement and it will renew upon mutual agreement of both parties for an additional two (2) five (5) year terms. The foregoing notwithstanding, either party may terminate this Agreement for any reason or for no reason upon six (6) months advance written notice to the other party.
2. **Location.** The Township plans to operate, for the period of this contract, a public drop-off recovery center located at Grovenburg and McCue Roads, Ingham County, Michigan.

3. **Acceptance of Recyclables.** Granger shall collect, transport, and process materials that are acceptable to recycle and are agreed to be processed by both parties.

4. **Compliance with Laws.** Granger and the Township shall comply with all applicable local, state and federal laws pertaining to the collection, delivery and processing of recyclables.

5. **Service Details.** Granger plans two (2) phases of service for the Township recovery center, each phase being coordinated and implemented with full cooperation between the parties.

A. Phase I: Granger will provide the following services at no cost to the Township, provided that solid waste collection within the Township is open to private industry competition without government contract. In the event the Township shall engage in pickup and disposal of solid waste, this contract shall at once cease and terminate.

1. Granger will provide collection depot containers for the following materials:

- a. Newspaper – one (1) 20-yard closed container;
- b. Glossy magazines and catalogs/mixed junk mail – one (1) 20 yard closed container;
- c. Food and beverage glass (clear and brown), tin cans, aluminum -- one (1) 20 yard open compartmentalized container;
- d. #2 plastic milk jugs, #2 colored plastic bottles and jugs, and #1 PETE plastic bottles and jugs – one (1) 40 yard cage container;
- e. Corrugated cardboard – three (3) 8 yard low load height containers;

f. Such other items or commodities as may be agreed upon by the parties.

2. Service recyclable collection depot containers at no cost to Township;

3. Process all recyclables recovered at no cost to Township;

4. Market all recyclables processed at no cost to Township. Granger will retain the value of all processed material.

Pickup of material shall be as frequently as needed and as additionally requested by the Township during special promotional activities.

B. Phase II: It is the intent of the parties that Phase II shall consist of periodic collection and disposal of classes of materials that are difficult to handle and items such as, but not limited to, electronic devices, batteries, cell phones, tires and hazardous household waste. The parties agree to immediately engage in discussions to facilitate the implementation of this service and, if any amendment to this Agreement is deemed appropriate to address the agreed upon Phase II activity, the parties shall cooperate to accomplish that amendment in a timely manner.

6. **Payment.** Although no payment for recycling service under Phase I is required, it is recognized that fees to Granger may be necessary as to certain Phase II services. In that event, this Agreement will be amended to reflect such fees and operational details associated with collection of Phase II waste, and the payment schedule.

7. **Indemnity.** The Township hereby agrees to indemnify and hold Granger harmless from and against any and all loss, damage, suits, liability and expenses (including, but

not limited to, reasonable investigation and legal expenses) arising out of any claim for loss of or damage to property, including Granger's property, and injuries to or death of persons, including Township or Granger's employees, caused by or resulting from the negligence or willful misconduct or violation of any federal, state or local laws or regulations by the Township, its employees or agents.

Granger hereby agrees to indemnify and hold the Township harmless from and against any and all loss, damage, suits, liability and expenses (including, but not limited to, reasonable investigation and legal expenses) arising out of any claim for loss of or damage to property, including Township property, and injuries to or death of persons, including Granger or Township employees, to the extent caused by or resulting from the negligence or willful misconduct of Granger, its employees or agents.

8. **Force Majeure.** Except for the obligation to pay for services rendered, neither party hereto shall be liable for its failure to perform hereunder due to contingencies beyond its reasonable control, including, but not limited to, strikes, riots, war, fire, acts of God, compliance with any law, regulation or order, whether valid or invalid, of the United States of America or any other governmental body or any instrumentality thereof, whether now existing or hereafter created, or the revocation, suspension, denial or modification of any permit, license or approval regarding use, operation or closure of the collection and/or processing center.

9. **Assignment.** This Agreement is not assignable without the prior written consent of both parties.

10. **Entire Agreement.** This Agreement constitutes the entire understanding between Granger and the Township hereto, and cancels and supersedes all prior negotiations, representations, understandings and agreements, either written or oral, with respect to the subject

matter hereof. No changes, alterations or modifications to this Agreement will be effective unless in writing and signed by Granger and the Township.

11. **Governing Law; Joint Draftsmanship.** This agreement shall be governed by the laws of the State of Michigan, and shall be construed as if it were drafted by each party hereto, it being acknowledged by each party that this Agreement is the result of true negotiations by and between the parties.

DELHI CHARTER TOWNSHIP

By: 
Stuart Goodrich

Its: Supervisor

And: 
Evan Hope

Its: Clerk

AND:

GRANGER CONTAINER SERVICE, INC.

By: 
Keith L. Granger

Its: Chief Executing Officer



**DELHI CHARTER TOWNSHIP
MEMORANDUM**

FROM: Evan Hope, Township Clerk
TO: John Elsinga, Township Manager
Delhi Township Board of Trustees
DATE: December 30, 2015
RE: **Polling locations**

I am proposing that beginning with the March 8, 2016 Presidential Primary that we change the polling location for Precinct 1. Currently, the Holt Farmers' Market is used as the polling location. I recommend that we begin using the Sam Corey Senior Center, located just south of the Farmers' Market. The Senior Center is fully ADA accessible, has more parking and has more space inside to better provide for the turnout of this precinct.

Each voter in Precinct 1 will be notified of this change by sending new voter ID cards.

Recommended Motion:

To approve changing the polling location for Precinct 1 in the Charter Township of Delhi to the Sam Corey Senior Center, 2108 Cedar Street, Holt, beginning with the March 8, 2016 Presidential Primary.



**DELHI CHARTER TOWNSHIP
MEMORANDUM**

FROM: Evan Hope, Township Clerk
TO: John Elsinga, Township Manager
Delhi Township Board of Trustees
DATE: December 30, 2015
RE: **Election Inspector Pay Schedule**

During the 2016 budget process, I discussed increasing the rate and changing how election inspectors are paid. Rather than an hourly rate, I proposed and budgeted a flat rate that also included a raise from the current \$12 per hour for Chairs and \$10 per hour for inspectors. The last time election inspector pay was increased was in 2007.

I've made a slight modification from my proposed 2016 budget to insure a fair raise would be seen by all workers. But total difference to the 2016 budget can still be affected by the actual number of election inspectors used.

Therefore, I recommend adoption of the proposed pay schedule for election inspectors.

Recommended Motion:

To approve the election inspector pay schedule as presented in Exhibit A effective January 6, 2016.



**DELHI CHARTER TOWNSHIP
ELECTION INSPECTOR PAY SCHEDULE**

POSITION	FLAT RATE
INSPECTOR, CHAIR	\$250
MULTI-PCT SUPERVISOR	\$250
INSPECTOR	\$200
INSPECTOR, HALF DAY	\$100
RECEIVING BOARD	\$75
CLOSER	\$75
OTHER	
REQUIRED TRAINING	\$50
REQUIRED CHAIR MEETING	\$25

8) Supervisor's Report

9) Treasurer's Report

10) Clerk's Report

11) Trustee Reports

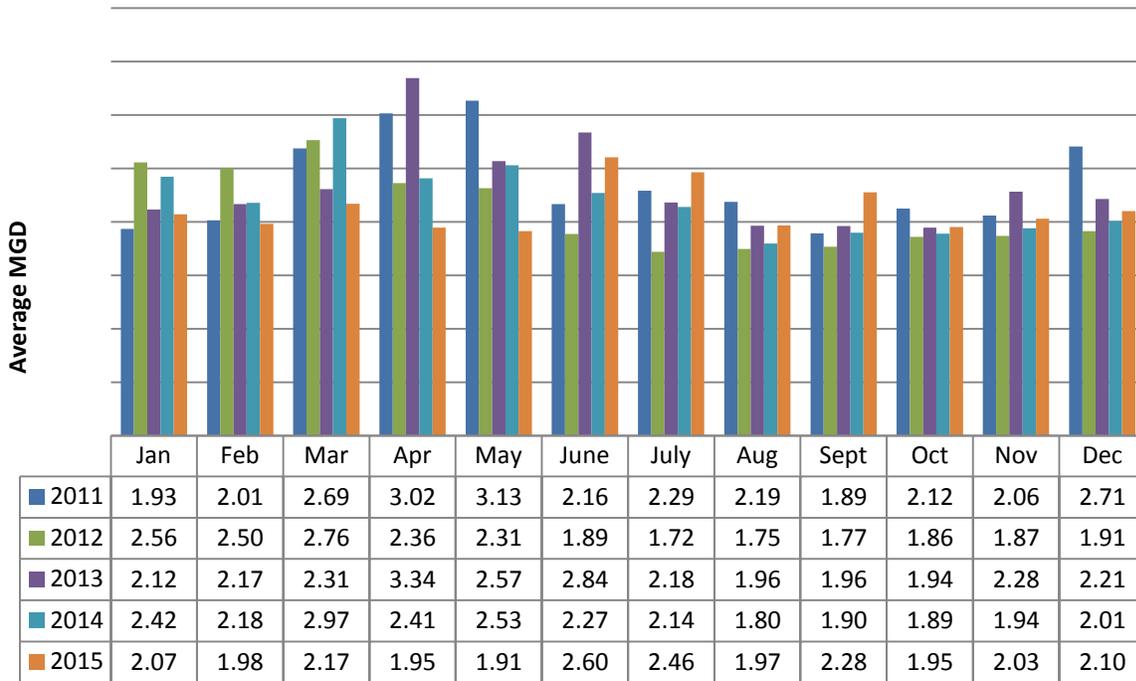
12) Manager's Report



DEPARTMENT OF PUBLIC SERVICES

Monthly Report December 2015

Flow Data – (Million Gallons per Day of water processed by the plant)



Laboratory Testing and Quality Control – Quality Assurance Program

Tests Run For		% Passing
Permit Compliance	247	
Process Control	1826	
Quality Control	87	98%
Check Samples	2	100%
DMRQA-Study 30 Proficiency		
Miscellaneous Sampling	86	
Totals	2248	99%

Safety

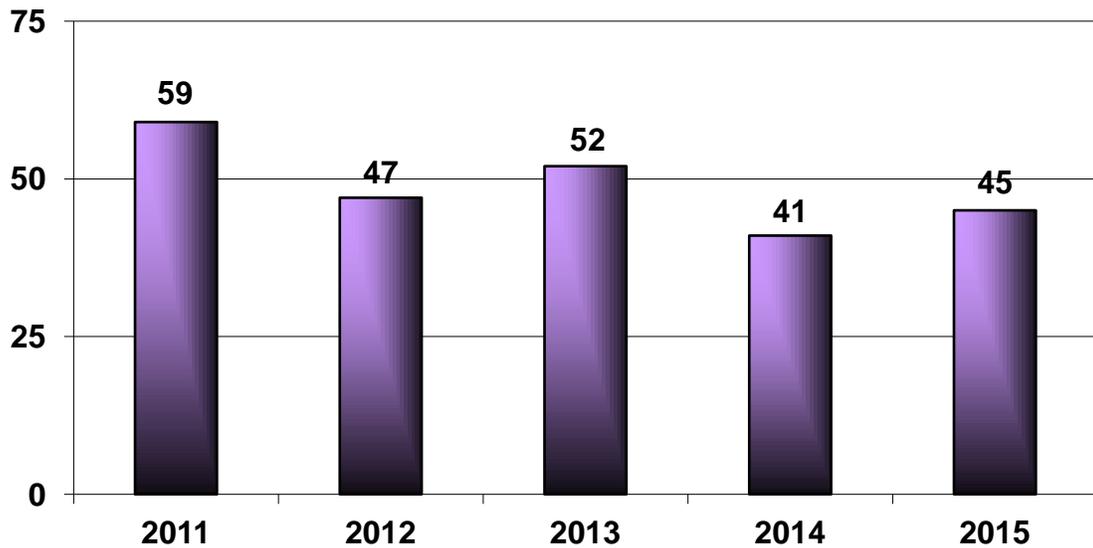
December Safety Activities	Date	Entry Description
Confined Space Entries		
POTW	12/1/2015	92 Aeration Pass (Retrieve Diffuser Wrench)
POTW	12/14/2015	Nitrification Tower (Clean Arms)
POTW	12/15/2015	92 Aeration Pass (Remove & Replace Membranes)

Training

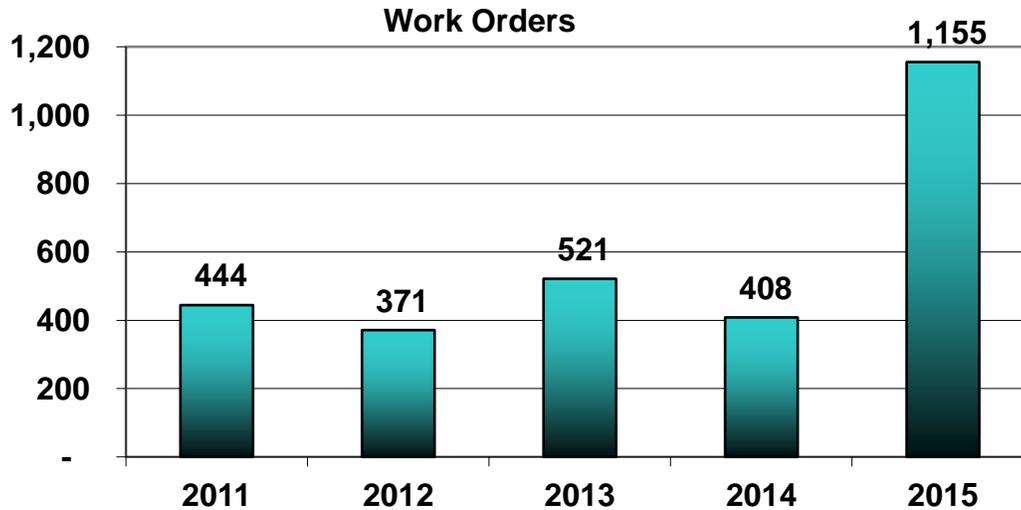
Date	# of Employees Attended	Training Course Description
12/2/2015	2	MWEA Watershed & Stormwater Seminar

Cemetery

Burials



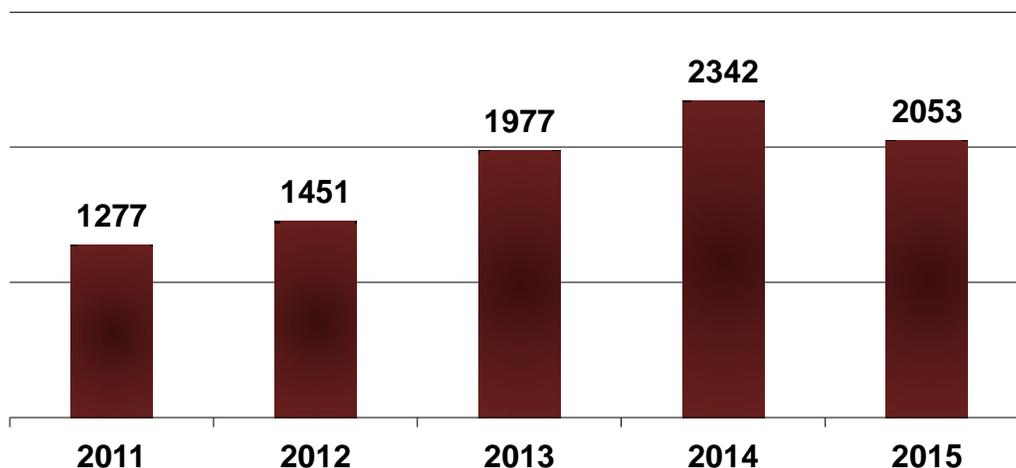
Maintenance



Note: 2011 – 2014 work order totals do not include monthly, weekly and daily preventive maintenance tasks. Below are highlights of some of the repairs performed.

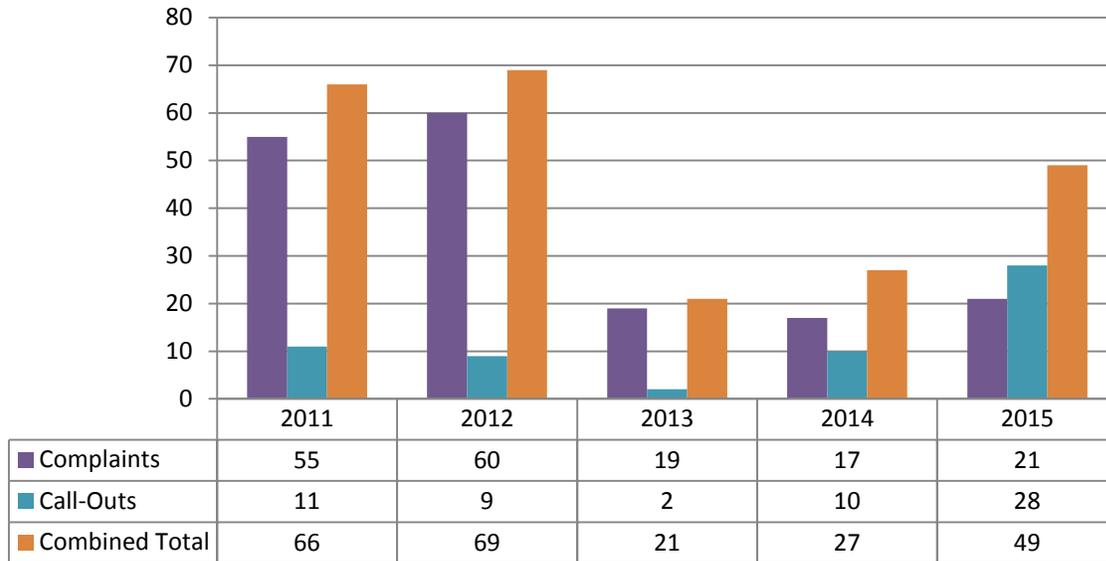
- *Serviced doors at all township buildings, including all overhead doors*
- *Repaired ground fault plug in Maintenance Building shop*
- *Swapped out desks in Assessing office*
- *Fabricated stainless steel cover for push camera to be used in 2" pipe and rack to hold the air compressor on the camera truck*
- *Repaired Basin Drain pumps at POTW*
- *Inspected check valves on gas compressor 5 & 6 at Digester Complex*
- *Installed tubing for the bisulfite at the POTW lagoons*
- *Barnhart and Sons worked together with township staff to replace the discharge valves; inspect the force main condition and locate the air relief valve for the St. Lawrence lift station*

Miss Digs Performed

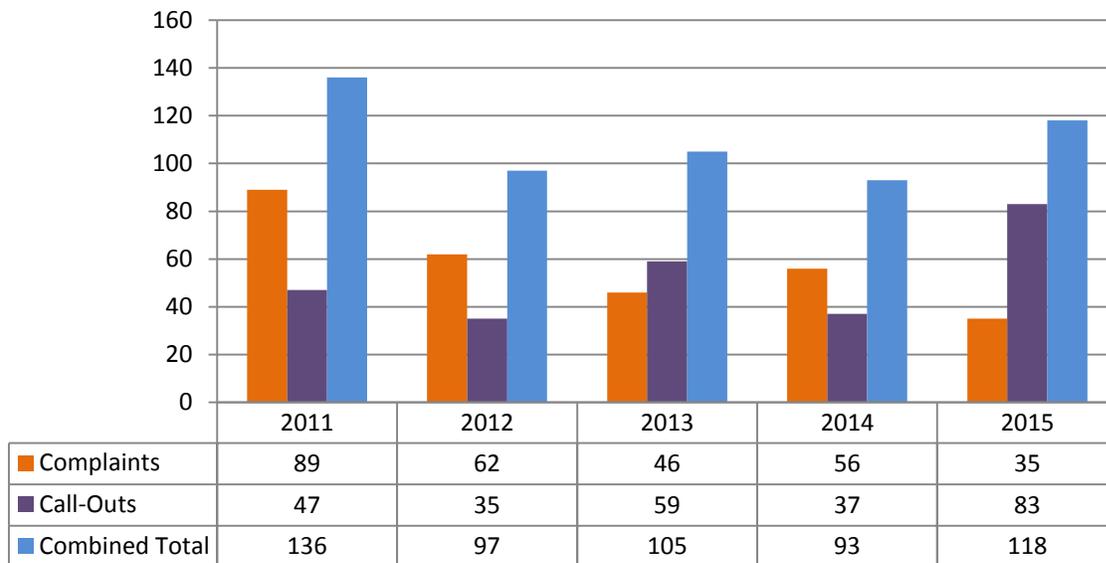


Unscheduled Service Calls

Building & Grounds Unscheduled Service Calls



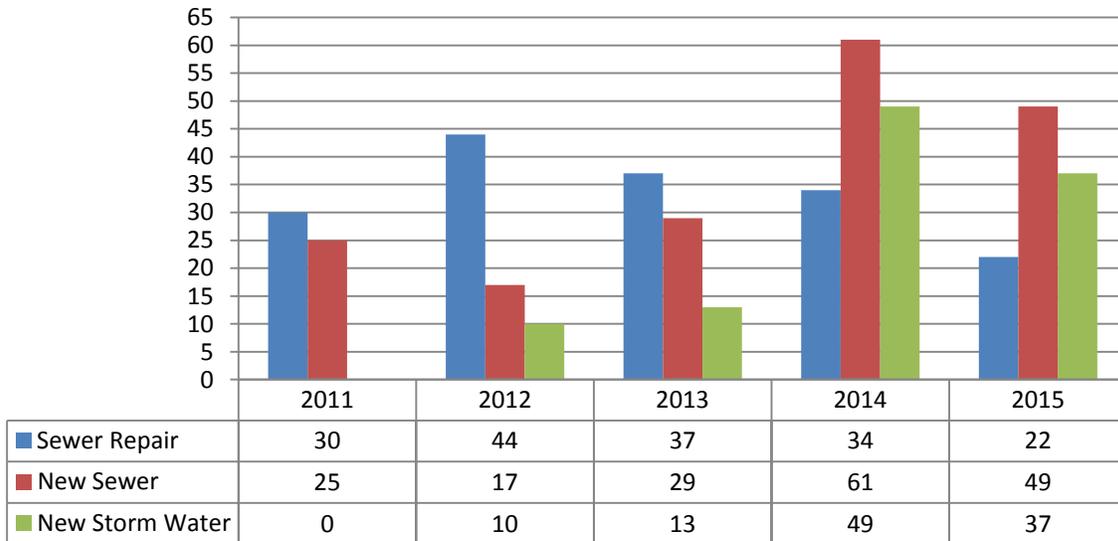
Collections Unscheduled Service Calls



New Construction

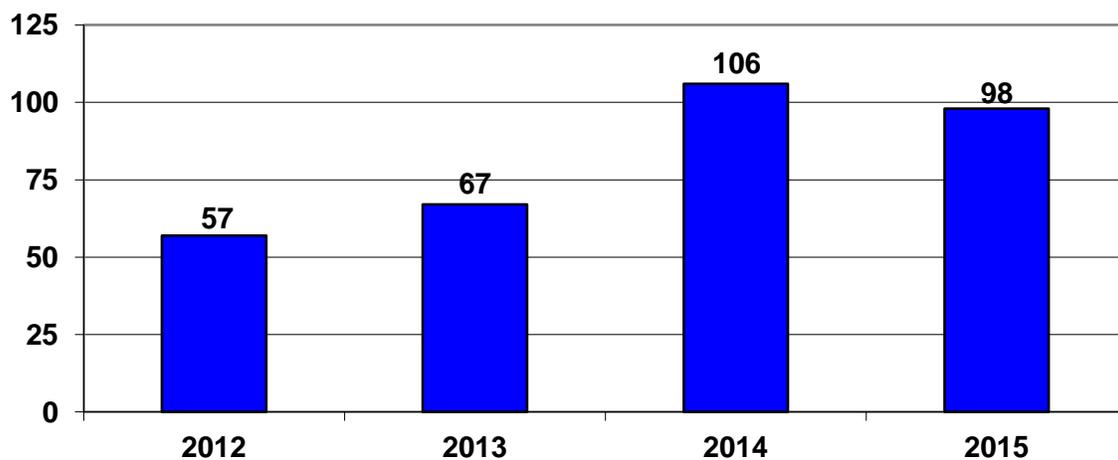
The pre-construction meeting was held for Prestwick Village on December 14 at the Department of Public Services. At this time it was determined that construction will begin immediately on the buildings and the utilities will be installed in the spring.

Sanitary & Storm Sewer Permits Issued

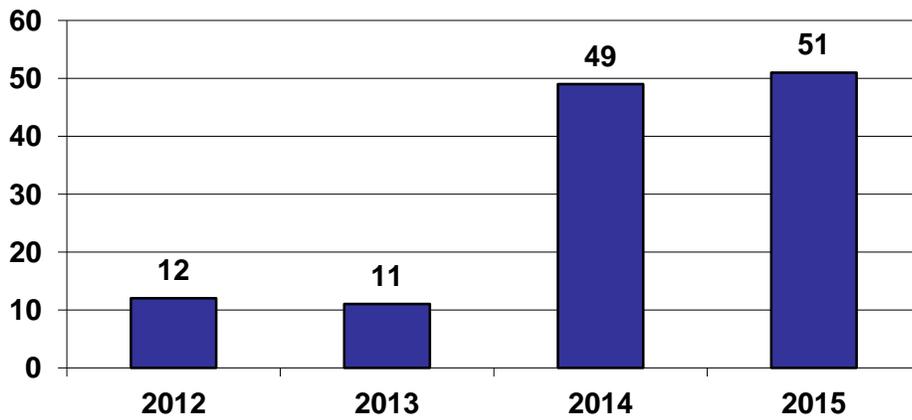


Note: Storm water permits were not issued prior to 2012

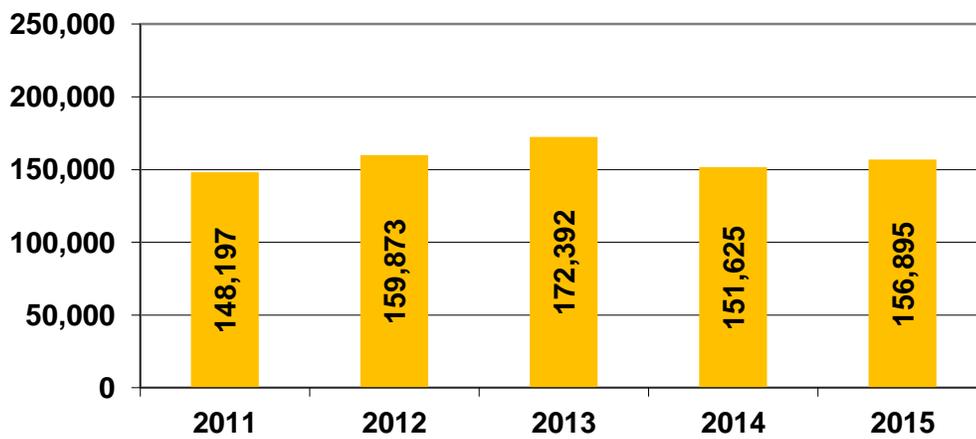
Sanitary Sewer Inspections Performed



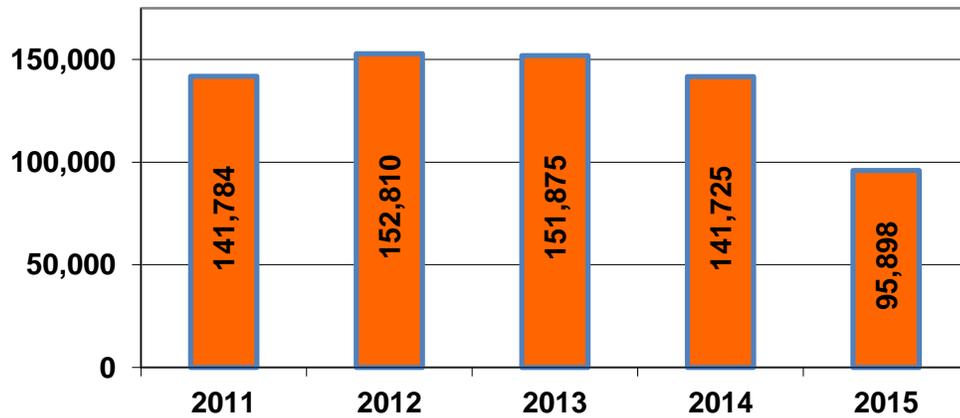
Storm Sewer Inspections Performed



Sanitary Sewer Televised (Camera Truck Work)



Feet of Sanitary Sewer Cleaned (Vector Truck Work)



Stormwater

On December 3rd, the Environmental Coordinator attended the Illicit Discharge Elimination Program (IDEP) training for stormwater management hosted at the Tri-County Regional Planning offices for the Greater Lansing Regional Committee (GLRC).

On December 11th, the Director of Public Services and the Environmental Coordinator met with Hubbell, Roth & Clark to review township stormwater planning as related to the Stormwater, Asset Management and Wastewater (SAW) grant.

Industrial Pretreatment Program

December IPP Activities	Date	Location
Review/Approval		
Building Plan Review	12/8/2015	4265 Five Oaks - Allergy & Asthma Specialists
Building Plan Approval	12/9/2015	3394 E. Jolly, Ste C. - Dr. Fiechtner
Building Plan Review	12/21/2015	2415 N. Cedar - O'Reilly Auto Enterprises
Site Plan Review	12/22/2015	2415 N. Cedar - O'Reilly Auto Enterprises
Building Plan Review	12/29/2015	4265 Five Oaks - Allergy & Asthma Specialists

Thirty-three (33) grease traps were inspected at local businesses; thirty-three (33) did not need service.

Community Outreach

The North Pole mailbox at the Community Services Center (CSC) received 142 letters; assistance was provided to Santa in responding to all the letters before Christmas.

Holiday decorations were installed throughout the township, including the streetlights, the Aurelius Road corner park and the tree lighting area behind the CSC. The tree lighting ceremony was held on Wednesday, December 2.