

# DELHI CHARTER TOWNSHIP COMMITTEE OF THE WHOLE

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

Tuesday  
November 15, 2016

**6:30 p.m.**

The Committee of the Whole meeting  
is cancelled due to lack of agenda  
items.

# DELHI CHARTER TOWNSHIP BOARD MEETING

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

Tuesday, November 15, 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

1. Certificate of Appreciation – Supervisor C.J. Davis, Trustee Megan Ketchum, Trustee Jon Harmon

### Unfinished Business

### Consent Agenda

2.
  - a) Approval of Minutes – Committee Meeting of November 1, 2016
  - b) Approval of Minutes – Regular Meeting of November 1, 2016
  - c) Approval of Claims – November 8, 2016
  - d) Approval of Payroll – November 3, 2016
  - e) Transfer of Ownership of Vacant Property from Delhi Township to the Ingham County Drain Commissioner – Houghton Hollow Estates
  - f) Transfer of Ownership of Vacant Property from Delhi Township to the Ingham County Drain Commissioner – Keller’s Ridge Estates

### Zoning and Development

### New Business

3. Acquisition of Property Located at 4410 Holt Road – Tamarack House
4. 2016 Fire Department Vehicle Purchase
5. Proposed Increase in Ambulance Rates
6. Resolution No. 2016-036 – Increase Monthly Sanitary Sewer User Chargers
7. Amendment to Delhi Township Policy No. 119 - Purchasing
8. 2017 Employee Compensation Schedule
9. Account Clerk/Cashier Position

10. Code Enforcement Inspector Position
11. Buildings and Grounds Maintenance Positions
12. GIS/Asset Management Specialist Position
13. Property Inspector Position

### Items Removed From Consent Agenda For Discussion

### Late Agenda Items

- 14.
- 15.
- 16.

### Reports

17. Supervisor:
18. Treasurer:
19. Clerk:
20. Trustees:
21. 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.**

# **Certificates of Appreciation**

Recommended Motion:

To approve the Consent Agenda as presented.

**DELHI CHARTER TOWNSHIP  
COMMITTEE OF THE WHOLE MEETING HELD ON NOVEMBER 1, 2016**

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The members of the Delhi Charter Township Committee of the Whole met on Tuesday, November 1, 2016 in the Multipurpose Room at the Community Services Center, 2074 Aurelius Road, Holt, MI. Clerk Hope called the meeting to order at 6:30 p.m.

Members Present: Clerk Evan Hope, Treasurer Roy Sweet, Trustees Jon Harmon, John Hayhoe, Megan Ketchum, DiAnne Warfield

Members Absent: Supervisor C.J. Davis

**BUSINESS**

**DEPARTMENT OF PUBLIC SERVICES – OCTOBER ACTIVITY REPORT**

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The Board reviewed the October Department of Public Services Department Activity Report (ATTACHMENT I).

**PURCHASE OF A 2016 SIDEWALK SNOW REMOVAL APPARATUS – JACK DOHENY COMPANIES**

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The Board reviewed a memorandum dated October 27, 2016 from Twp. Mgr. Elsinga (ATTACHMENT II).

Marks Jenks, Director of Parks and Recreation, reported on the purchase of sidewalk snow removal equipment. The purchase of a snow removal apparatus was discussed during the 2017 Budget process. Several types of equipment were researched and demonstrated.

Mr. Jenks stated that this item is on the November 1, 2016 Board of Trustees Board Agenda; however, it will be removed in order to do additional research.

**PURCHASE OF PARKS AND RECREATION SOFTWARE PROGRAM – ACTIVE NETWORK**

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Mark Jenks, Director of Parks and Recreation, reported on the Active Network software program which will allow for online registration and credit card payments.

A minimal registration rate increase will absorb the built in Maintenance Technology fee and Credit Card rate fee and will eliminate the current convenience fee that is associated with the Point and Pay software. This software program will also allow for online pavilion rental.

**PUBLIC COMMENT** – None

**ADJOURNMENT**

Meeting adjourned at 7:12 p.m.

SUBJECT TO APPROVAL



**DELHI CHARTER TOWNSHIP  
MINUTES OF REGULAR MEETING HELD ON NOVEMBER 1, 2016**

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Delhi Charter Township Board of Trustees met in a regular meeting on Tuesday, November 1, 2016 in the Multipurpose Room at the Community Services Center, 2074 Aurelius Road, Holt, Michigan. Clerk Hope called the meeting to order at 7:30 p.m.

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

Members Present: Clerk Evan Hope, Treasurer Roy Sweet, Trustees Jon Harmon, John Hayhoe, Megan Ketchum, DiAnne Warfield

Members Absent: Supervisor C.J. Davis

**APPOINT CHAIRPERSON PRO-TEM**

**Hope moved to appoint Trustee Harmon as Chairperson Pro-Tem.**

A Voice Poll was recorded as follows: All Ayes

Absent: Davis

**MOTION CARRIED**

**COMMENTS FROM THE PUBLIC** – None

**SET/ADJUST AGENDA**

Hope moved to remove Agenda Item No. 3 – Purchase of a 2016 Sidewalk Snow Removal Apparatus.

A Voice Poll was recorded as follows: All Ayes

Absent: Davis

**MOTION CARRIED**

**CONSENT AGENDA**

- A. Approval of Minutes – Committee Meeting of October 18, 2016
- B. Approval of Minutes – Regular Meeting of October 18, 2016
- C. Approval of Claims – October 25, 2016 (ATTACHMENT I)
- D. Approval of Payroll – October 20, 2016 (ATTACHMENT II)

**Warfield moved to approve the Consent Agenda as presented.**

A Roll Call Vote was recorded as follows:

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

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP  
MINUTES OF REGULAR MEETING HELD ON NOVEMBER 1, 2016**

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Absent: Davis  
**MOTION CARRIED**

**ZONING AND DEVELOPMENT**

**REALIZE CEDAR SUB-AREA PLAN (AMENDMENT TO 2013 MASTER PLAN)**

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The Board reviewed a memorandum dated October 27, 2016 from Tracy Miller, Director of Community Development (ATTACHMENT III).

**Sweet moved to accept and endorse the Realize Cedar sub-area plan which amends the 2013 Master Plan and thank the Steering Committee and Planning Commission for their hard work and the adoption of the same.**

Tracy Miller, Director of Community Development, stated that a Public Hearing was held on the Realize Cedar Plan at the October 24, 2016 Planning Commission meeting after which the Planning Commission approved a resolution which adopted the Realize Cedar Plan. Ms. Miller gave an overview of the plan which amends the existing Master Plan.

Ms. Miller stated that the amendment contains a section referencing infrastructure and another section referencing private development guidance. Ms. Miller stated that the Township would not be doing private development; however, the Township can build the infrastructure to serve as a skeleton upon which private investment can occur consistent to the plan.

Ms. Miller stated that one of the next steps would be to begin actual design engineering for the infrastructure being recommended by the plan. Another step will be to make some zoning ordinance amendments specific to the downtown node area that adopts the design framework so that future private development is done in a matter that is consistent with the plan.

A Roll Call Vote was recorded as follows:  
Ayes: Ketchum, Sweet, Warfield, Harmon, Hayhoe, Hope  
Absent: Davis  
**MOTION CARRIED**

**NEW BUSINESS**

**PURCHASE OF PARKS AND RECREATION SOFTWARE PROGRAM – ACTIVE NETWORK**

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The Board reviewed memorandums dated October 25, 2016 from Twp. Mgr. Elsinga and Mark Jenks, Director of Parks and Recreation (ATTACHMENT IV).

**Hayhoe moved to approve the purchase of a recreation software package and credit card reader from Active Network in the amount of \$14,260 to enable online registration for recreation programs.**

A Roll Call Vote was recorded as follows:  
Ayes: Warfield, Harmon, Hayhoe, Hope, Ketchum, Sweet  
Absent: Davis  
**MOTION CARRIED**

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP  
MINUTES OF REGULAR MEETING HELD ON NOVEMBER 1, 2016**

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**PLANNED EQUIPMENT MAINTENANCE AGREEMENT**

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The Board reviewed memorandums dated October 26, 2016 from Twp. Mgr. Elsinga and October 21, 2016 from Sandra Diorka, Director of Department of Public Services (ATTACHMENT V).

**Ketchum moved to approve the three-year Planned Equipment Maintenance Agreement between Delhi Charter Township and Wolverine Power Systems in the amount of \$16,115 the first two years and \$16,590 the third year for the preventative maintenance of Township generators.**

A Roll Call Vote was recorded as follows:

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

Absent: Davis

**MOTION CARRIED**

**RESOLUTION NO. 2016-028 – FY 2017 GENERAL FUND BUDGET**

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The Board reviewed a memorandum dated October 27, 2016 from Twp. Mgr. Elsinga (ATTACHMENT VI).

**Warfield moved to adopt Resolution No. 2016-028, which adopts the Delhi Charter Township Fiscal Year 2017 General Fund Budget.**

Amendment to the Motion:

**Harmon moved to amend the motion to include a Township contribution of 25% of the annual deductible for the employees selected plan to the Health Savings Account of Township employees that have Township provided insurance as of January 1, 2017. This contribution shall be deposited by January 20, 2017. The Board shall take all appropriate action according to PA 152 and all subsequent clarifying State Acts to opt out of Township contribution limits.**

Trustee Harmon stated that discussion was held in regard to a contribution to employee Health Saving Accounts during the October 4, 2016 Committee of the Whole meeting.

Treasurer Sweet stated that when this topic was discussed during the October 4, 2016 Committee of the Whole meeting he was in favor of the contribution but he stated that he would like to see the results of the Classification and Compensation Study before moving forward with this topic.

Clerk Hope stated that he is in favor of funding the contribution now as he does not see the study coming back showing that the Township is funding their health insurance higher than other area municipalities. Clerk Hope further stated that this contribution has nothing to do with legacy costs as was mentioned at the October 4, 2016 meeting.

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP  
MINUTES OF REGULAR MEETING HELD ON NOVEMBER 1, 2016**

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Roll Call on the Amended Motion

A Roll Call Vote on the Amended Motion was recorded as follows:

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

Nays: Hayhoe, Sweet

Absent: Davis

**MOTION CARRIED**

Main Motion now reads:

**Harmon moved to adopt Resolution No. 2016-028, which adopts the Delhi Charter Township Fiscal Year 2017 General Fund Budget to include a Township contribution of 25% of the annual deductible for the employees selected plan to the Health Savings account of Township employees that have Township provided insurance as of January 1, 2017. This contribution shall be deposited by January 20, 2017. The Board shall take all appropriate action according to PA 152 and all subsequent clarifying State Acts to opt out of Township contribution limits.**

Roll Call on the Main Motion

Roll Call on the Main Motion was recorded as follows:

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

Absent: Davis

**MOTION CARRIED**

**RESOLUTION NO. 2016-029 – FY 2017 WATER IMPROVEMENT FUND BUDGET**

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The Board reviewed a memorandum dated October 27, 2016 from Twp. Mgr. Elsinga (ATTACHMENT VII).

**Hope moved to adopt Resolution No. 2016-029, which adopts the Delhi Charter Township Fiscal Year 2017 Water Improvement Fund Budget.**

A Roll Call Vote was recorded as follows:

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

Absent: Davis

**MOTION CARRIED**

**RESOLUTION NO. 2016-030 – FY 2017 FIRE FUND BUDGET**

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The Board reviewed a memorandum dated October 27, 2016 from Twp. Mgr. Elsinga (ATTACHMENT VIII).

**Ketchum moved to adopt Resolution No. 2016-030, which adopts the Delhi Charter Township Fiscal Year 2017 Fire Fund Budget.**

A Roll Call Vote was recorded as follows:

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

Absent: Davis

**MOTION CARRIED**

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP  
MINUTES OF REGULAR MEETING HELD ON NOVEMBER 1, 2016**

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**RESOLUTION NO. 2016-031 – FY 2017 POLICE FUND BUDGET**

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The Board reviewed a memorandum dated October 27, 2016 from Twp. Mgr. Elsinga (ATTACHMENT IX).

**Warfield moved to adopt Resolution No. 2016-031, which adopts the Delhi Charter Township Fiscal Year 2017 Police Fund Budget.**

A Roll Call Vote was recorded as follows:

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

Absent: Davis

**MOTION CARRIED**

**RESOLUTION NO. 2016-032 – FY 2017 SEWER FUND BUDGET**

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The Board reviewed a memorandum dated October 27, 2016 from Twp. Mgr. Elsinga (ATTACHMENT X).

**Ketchum moved to adopt Resolution No. 2016-032, which adopts the Delhi Charter Township Fiscal Year 2017 Sewer Fund Budget.**

A Roll Call Vote was recorded as follows:

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

Absent: Davis

**MOTION CARRIED**

**RESOLUTION NO. 2016-033 – FY 2017 DOWNTOWN DEVELOPMENT AUTHORITY FUND BUDGET**

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The Board reviewed a memorandum dated October 27, 2016 from Twp. Mgr. Elsinga (ATTACHMENT XI).

**Hayhoe moved to adopt Resolution No. 2016-033, which approves the Fiscal Year 2017 Downtown Development Authority Budget.**

A Roll Call Vote was recorded as follows:

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

Absent: Davis

**MOTION CARRIED**

**RESOLUTION NO. 2016-034 – FY 2017 BROWNFIELD REDEVELOPMENT AUTHORITY FUND BUDGET**

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The Board reviewed a memorandum dated October 27, 2016 from Twp. Mgr. Elsinga (ATTACHMENT XII).

**Hope moved to adopt Resolution No. 2016-034, which approves the Delhi Charter Township Fiscal Year 2017 Brownfield Redevelopment Authority Budget.**

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP  
MINUTES OF REGULAR MEETING HELD ON NOVEMBER 1, 2016**

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A Roll Call Vote was recorded as follows:

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

Absent: Davis

**MOTION CARRIED**

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**RESOLUTION NO. 2016-035 – FY 2017 DEBT SERVICE BUDGET**

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The Board reviewed a memorandum dated October 27, 2016 from Twp. Mgr. Elsinga (ATTACHMENT XIII).

**Warfield moved to adopt Resolution No. 2016-035, which adopts the Delhi Charter Township Fiscal Year 2017 Debt Service Budget.**

A Roll Call Vote was recorded as follows:

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

Absent: Davis

**MOTION CARRIED**

**REPORTS**

**TREASURER**

The Board reviewed the 3<sup>rd</sup> Quarter Investment Report (ATTACHMENT XIV).

Treasurer Sweet reported that his office received State Revenue Sharing for the July/August 2016 period in the amount of \$359,962; of that the City, Village and Township Revenue Sharing (CVTRS) portion has remained constant at \$11,414. The constitutional Revenue Sharing was \$348,548 which is an increase of \$6,467 from the May/June 2016 period; and an increase of \$4,839 over the July/August 2015 period.

**CLERK**

Clerk Hope reported on the Absentee Voting taking place in the Clerk's Office.

Clerk Hope stated that he has been conducting mock elections at various schools this week.

Clerk Hope reported that the Clerk's Office will soon become a Passport Acceptance Agency.

**LIMITED PUBLIC COMMENTS** – None

**ADJOURNMENT**

Meeting adjourned at 8:04 p.m.

SUBJECT TO APPROVAL



# ACCOUNTS PAYABLE APPROVAL

November 8, 2016

**I. Certification of Authorized Signatures:** The attached Check Register and Invoice Distribution Report encompass checks dated November 8, 2016 numbered 92285 thru 92361 & ACH 4564 thru 4594. Every invoice has a payment authorizing signature(s).

Dated: November 8, 2016

\_\_\_\_\_  
Lora Behnke, Accounting Clerk

## II. Certification of Fund Totals:

The attached Invoice Distribution Report and Check Register for checks dated November 8, 2016 show payments made from the following funds:

General Fund	\$	995,226.75
Fire Fund		4,842.84
Police Fund		2,235.00
Fire Equip. & Apparatus Fund		8,015.44
Downtown Development Fund		12,569.99
Sewer Fund		560,025.04
Local Site Remediation Fund		752.60
Trust & Agency Fund		20,250.00
Current Tax Fund		670.15
Grand Total	\$	<u>1,604,587.81</u>

**Includes the following to be reimbursed from separate bank accounts:**

Farmer's Market Account	\$	4,891.00
Current Tax Fund	\$	670.15

Dated: November 8, 2016

\_\_\_\_\_  
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. (\$18,902.00 BS&A Software for Yearly Support & On Line Services for 9 Software Programs\*\*\$1,367,809.00 Honeywell International, Inc. for Mobilization of Energy Conservation Projects, 10/4/16, \$10,891.24 Hubbell, Roth, & Clark for Ram Trail PH II Engineering, 2/2/16, \$12,388.60 Thrun Law Firm for October Legal Fees\*\*, \*\* To Be Approved By Consent)

Dated: November 8, 2016

\_\_\_\_\_  
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 November 15, 2016 a motion was made by \_\_\_\_\_ and passed by \_\_\_yes votes and \_\_\_no votes (\_\_\_\_absent) that the list of claims dated November 8, 2016, was reviewed, audited and approved

\_\_\_\_\_  
Evan Hope, Township Clerk

INVOICE GL DISTRIBUTION REPORT FOR DELHI CHARTER TOWNSHIP  
EXP CHECK RUN DATES 11/08/2016 - 11/08/2016

Vendor	Invoice Line Desc	Amount
Fund 101 GENERAL FUND		
Dept 000.00		
BANK OF AMERICA	PERSONAL EXPENDITURE/TO BE REIMB	6.30
CITY OF MASON	ALAEIDON INCIDENTS-SEPTEMBER	2,000.00
CITY OF MASON	ALAEIDON STANDBY FEE-SEPTEMBER	600.00
MERIDIAN TOWNSHIP FIRE	ALAEIDON STANDBY FEE-SEPTEMBER	1,000.00
MOBILE AND MODULAR HOMES	MOBILE HOME SET UP	110.00
MOBILE AND MODULAR HOMES	MOBILE HOME SET UP	70.00
LITE ELECTRIC	Mobile Home in Park	65.00
MOBILE AND MODULAR HOMES	Manufactured Home In Park	70.00
ROBBIE G. MARSHALLPARSONS	REFUND OVERPAYMENT	89.60
TRACEY R. YOUELL	REFUND OVERPAYMENT	40.00
Total For Dept 000.00		4,050.90
Dept 171.00 MANAGER		
ADP SCREENING & SELECTION	SUBSCRIPTION/BACKGROUND CHECKS	31.13
GREATER LANSING BUSINESS	SUBSCRIPTION RENEWAL	22.00
MICHIGAN TOWNSHIPS ASSOC	SUBSCRIPTION/THIELEN	30.00
MICHIGAN TOWNSHIPS ASSOC	SUBSCRIPTION/VANDERPLOEG	30.00
BANK OF AMERICA	DELHI CAFE/LUNCH MTG	24.56
BANK OF AMERICA	BUDDIES/MIDDLE OF THE MITTEN MTG	31.53
BANK OF AMERICA	MI COUNCIL SHRM/LEGISLATIVE UPDATE	25.00
Total For Dept 171.00 MANAGER		194.22
Dept 215.00 CLERK		
BANK OF AMERICA	PASSPORT SYSTEM	2,526.53
MICHIGAN.COM	PUBLISHING LEGALS	715.56
Total For Dept 215.00 CLERK		3,242.09
Dept 228.00 INFORMATION TECHNOLOGY		
DELHI CHARTER TOWNSHIP-I.T.	BLACK TONER CARTRIDGE/CLERK	39.95
DELHI CHARTER TOWNSHIP-I.T.	HIGH YIELD BLACK INK CARTRIDGE/CD	32.00
DELHI CHARTER TOWNSHIP-I.T.	2 HIGH YIELD 3 COLOR INK CARTRIDGES	82.95
DELHI CHARTER TOWNSHIP-I.T.	HIGH YIELD BLACK INK CARDRIDGE/CD	32.99
DELHI CHARTER TOWNSHIP-I.T.	3 BLACK INKJETCARTRIDGES/MULTIPLE	89.97
DELHI CHARTER TOWNSHIP-I.T.	2 WIRELESS KEYBOARDS & MOUSE	39.98
DELL MARKETING L.P.	2 DELL 10K HD-300 GB/NEW SERVER	354.18
SPICER GROUP, INC.	OCTOBER GIS SERVICES	2,964.50
APPLICATION SPECIALIST KO	CONT SUPPORT-JP MORGAN/TREAS	50.00
BS&A SOFTWARE	YEARLY BS&A SUPPORT/ON LINE SERV	13,232.00
Total For Dept 228.00 INFORMATION TECHNOLOGY		16,918.52
Dept 257.00 ASSESSING		
KCI	POSTAGE ADVANCE/PERSONAL PROP	219.98
LANSING ICE & FUEL CO	GASOLINE/10/16 THRU 10/31	21.15
THRUN LAW FIRM, P.C.	LEGAL FEES/OCTOBER	3,310.20
DELTA CHARTER TOWNSHIP	MONTHLY ASSESSING FEES	2,000.00
Total For Dept 257.00 ASSESSING		5,551.33

Dept 262.00 ELECTIONS

BANK OF AMERICA	MERRITT PRESS/ABSENT VOTER CARDS	226.25
BANK OF AMERICA	MERRITT PRESS/ABSENT VOTER CARDS	724.10
BANK OF AMERICA	BAYTECH LABELS/"I VOTED" STICKERS	116.04
LOWE'S CREDIT SERVICES	POWERSTRIPS & EXTENSION CORDS	240.00
PRINTING SYSTEMS, INC.	2500 AV ENVELOPES & FREIGHT	399.19
PRINTING SYSTEMS, INC.	3000 VOTER ID CARDS & FREIGHT	343.15
MICHIGAN.COM	PUBLISHING LEGALS	235.84
	Total For Dept 262.00 ELECTIONS	2,284.57

Dept 265.00 BUILDING & GROUNDS

LANSING ICE & FUEL CO	GASOLINE/10/16 THRU 10/31	135.74
MODEL COVERALL SERVICE	UNIFORMS/ B & G	21.69
MODEL COVERALL SERVICE	UNIFORMS/ B & G	21.69
QUALITY FIRST MAID SERVICE	CLEANING SERVICES/CSC	975.00
METRONET LONG DISTANCE	LONG DISTANCE/OCTOBER	25.70
TDS METROCOM	LOCAL SERVICE	1,099.58
BOARD OF WATER & LIGHT	WATER 2004 AURELIUS	125.54
SIEMENS INDUSTRY, INC.	REPAIR HP #4/CSC	242.00
ACE HARDWARE	REPAIRS FOR ELECTRIC LOCK @ ICSD	35.54
ACE HARDWARE	WD40/DOOR REPAIR @ ICSD	4.59
LOWE'S CREDIT SERVICES	SPACE HEATER/TREASURER	42.74
LOWE'S CREDIT SERVICES	PORTABLE AIR COMPRESSOR/WATER	291.65
THE SALT STORE, INC.	SIDEWALK AND PLANT SAFE ICE MELT	7,088.40
WESCO DISTRIBUTION, INC	BULBS FOR STREET LIGHTS	126.46
BANK OF AMERICA	HACKS KEY SHOP/KEYS/HUNGRY HOWIE	52.75
PURE GREEN LAWN & TREE	WEED & FERTILIZE/CRYSTAL	47.00
ACE HARDWARE	WRAP TO STORE SHADE AWNINGS	43.95
MICHIGAN SURVEYORS SUPPLY	PINK FLAGS TO MARK CEMETERY LOTS	94.50
HONEYWELL INTERNATIONAL	MOBILIZATION PAYMENT/ENERGY CONS	875,397.76
	Total For Dept 265.00 BUILDING & GROUNDS	885,872.28

Dept 446.00 INFRASTRUCTURE

HUBBELL, ROTH & CLARK, INC	RIVER POINTE SUB RD IMPROVEMENTS	3,093.63
BOARD OF WATER & LIGHT	STREETLIGHTS	8,012.75
CONSUMERS ENERGY	STREETLIGHTS ACCT#6730	19,302.53
CONSUMERS ENERGY	STREETLIGHTS ACCT#7043	105.35
HUBBELL, ROTH & CLARK, INC	RAM TRAIL PHASE II - ENGINEERING	10,891.24
HUBBELL, ROTH & CLARK, INC	RAM 2 BURCHFIELD TRAIL PROF	1,691.97
	Total For Dept 446.00 INFRASTRUCTURE	43,097.47

Dept 721.00 PLANNING/COMMUNITY DEVELOPMENT

LANSING ICE & FUEL CO	GASOLINE/10/16 THRU 10/31	38.97
THRUN LAW FIRM, P.C.	LEGAL FEES/OCTOBER	1,715.80
HUBBELL, ROTH & CLARK, INC	SITE PLAN REVIEW/3440 DUNCKEL RD	345.45
HUBBELL, ROTH & CLARK, INC	SITE PLAN REVIEW/4641 E WILLOUGHBY	398.10
SAFEBUILT MICHIGAN, LLC	AUGUST & SEPTEMBER SAFEBUILT	8,213.60
SAFEBUILT MICHIGAN, LLC	AUGUST & SEPTEMBER PAYROLL	(1,540.05)
BANK OF AMERICA	STAMP-RITE/"HAPPY IN HOLT" PLAGUE	188.00
MATT LINCOLN	BALANCE IN FULL/CSC SCULPTURE	8,000.00
METRONET LONG DISTANCE	LONG DISTANCE/OCTOBER	16.59
VERIZON WIRELESS	OCTOBER CELLULAR	8.23
TDS METROCOM	LOCAL SERVICE	55.95
MICHIGAN.COM	PUBLISHING LEGALS	507.32
SCHAFFER'S INC.	ABATEMENT/2614 DELLRIDGE DR	43.13
BANK OF AMERICA	RADISSON PLAZA/MAP CONF LODGING	307.41
BANK OF AMERICA	KBE/MAP CONF MEAL	12.60
BANK OF AMERICA	BURDICKS/MAP CONF MEAL	15.75

TRACY L. C. MILLER	MILEAGE REIMBURSEMENTT/MAP CONF	68.58
	Total For Dept 721.00 PLANNING/COMMUNITY DEVELOPMENT	18,395.43

Dept 752.00 PARKS ADMINISTRATION

HOLT PUBLIC SCHOOLS	FLOOR HOCKEY FLYERS	97.00
METRONET LONG DISTANCE	LONG DISTANCE/OCTOBER	0.36
VERIZON WIRELESS	OCTOBER CELLULAR	0.83
TDS METROCOM	LOCAL SERVICE/SR CENTER	297.60
TDS METROCOM	LOCAL SERVICE	98.12
BANK OF AMERICA	PESTICIDE CLASS/LUCE & BLANKENSHIP	190.00
	Total For Dept 752.00 PARKS ADMINISTRATION	683.91

Dept 771.00 PARKS

LANSING ICE & FUEL CO	GASOLINE/10/16 THRU 10/31	710.47
MODEL COVERALL SERVICE	UNIFORMS/PARKS	37.12
MODEL COVERALL SERVICE	UNIFORMS/PARKS	42.56
ACE HARDWARE	WRENCH	22.99
LOWE'S CREDIT SERVICES	3 - 12 FT LADDERS	368.71
MENARDS LANSING SOUTH	SPLICE & WIRE STRIPPER	14.15
AMERICAN RENTALS, INC.	PORTABLE TOILET/VALHALLA	140.00
AMERICAN RENTALS, INC.	PORTABLE TOILET/TRAIL HEAD	140.00
QUALITY FIRST MAID SERVICE	CLEANING SERVICES/SENIOR CENTER	260.00
STATE OF MICHIGAN	WATER SAMPLES	460.00
BOARD OF WATER & LIGHT	WATER 1750 MAPLE	134.00
CONSUMERS ENERGY	ELECTRIC 1771 MAPLE	86.90
ACE HARDWARE	KEYS FOR MAINT BARN/2287 PINETREE	11.94
GILMORE'S REFRIGERATION,	REPAIR ICE MACHINE/SR CENTER	325.00
ACE HARDWARE	PLUG CLEANOUTS/CSC FOUNTAIN	6.87
CHRISTIANS GREENHOUSE	PLANTS	131.86
FASTENAL COMPANY	HARDWARE FOR SHADE SYSTEM	12.73
D & G EQUIPMENT INC	PARTS/LABOR/2014 EXMARK FUEL LINE	94.76
BOBCAT OF LANSING	AIR & OIL FILTERS/TOOL CAT	215.72
TASMANIAN TIRE CO.	TIRE FOR TOOLCAT AND TRAILER	65.50
THE PARTS PLACE	BATTERY FOR SCAG	50.91
GOOD YEAR COMMERCIAL TIRE &	TIRES/UNIT 49	417.76
GOOD YEAR COMMERCIAL TIRE &	TIRES/UNIT 25	680.14
ASBESTOS ABATEMENT INC.	ASBESTOS SURVEY/KIWANIS RESTROOM	200.00
	Total For Dept 771.00 PARKS	4,630.09

Dept 774.00 RECREATION

JOHNNY MAC'S	FLOOR HOCKEY PUCKS	36.00
JOHNNY MAC'S	2 HOCKEY HELMETS W/MASKS	73.90
ELLIOTT FOOD EQUIPMENT	CHAIR CADDY, HANDLE, FREIGHT/SR CTR	370.02
BANK OF AMERICA	GFS/FIRE DEPT OPEN HOUSE	34.28
ACE HARDWARE	MISC SUPPLIES/HOLIDAY TREE LIGHTING	19.90
ACE HARDWARE	HARDWARE FOR HOLIDAY DECORATION	14.36
BRONNER'S CHRISTMAS	CHRISTMAS DECORATIONS/LIGHTS	1,116.80
FASTENAL COMPANY	HARDWARE TO INSTALL HOLIDAY LIGHTS	97.66
LOWE'S CREDIT SERVICES	CABLE TIES/HOLIDAY DECORATIONS	64.46
LOWE'S CREDIT SERVICES	TAPE/HOLIDAY DECORATIONS	45.36
	Total For Dept 774.00 RECREATION	1,872.74

Dept 850.00 OTHER FUNCTIONS

BANK OF AMERICA	MERRITT PRESS/TOWNSHIP ENVELOPES	282.98
DBI BUSINESS INTERIORS	OFFICE SUPPLIES	625.52
THRUN LAW FIRM, P.C.	LEGAL FEES/OCTOBER	2,742.40
MEDICAL MANAGEMENT SYS	OCTOBER AMBULANCE BILLING FEES	4,178.06
RICOH USA, INC.	RICOH MAINTENANCE AGREEMENT	198.24
BANK OF AMERICA	AT&T/LED SIGN/ 9-17 THRU 10-16	103.55
BANK OF AMERICA	HOSTWAY/WEB HOSTING-GIS	1.00
BANK OF AMERICA	PANDORA/MUSIC SERVICE/CSC	26.95
BANK OF AMERICA	WUFOO/ON LINE SUBSCRIPTION	9.00
BANK OF AMERICA	FACEBOOK/ADVERTISING	161.88
BANK OF AMERICA	AT&T/LED SIGN/8-16 THRU 9-16	103.62
	Total For Dept 850.00 OTHER FUNCTIONS	<u>8,433.20</u>

Total For Fund 101 GENERAL FUND 995,226.75

Fund 206 FIRE FUND

Dept 000.00

BANK OF AMERICA	BOYNE MTN/MEMA CONF LODGING BALL	95.82
BANK OF AMERICA	BOYNE MTN/MEMA CONF LODGING PORC	95.92
	Total For Dept 000.00	<u>191.74</u>

Dept 336.00 FIRE DEPARTMENT

BANK OF AMERICA	FRANKLIN COVEY/CALENDAR/PORCELLO	39.26
LANSING ICE & FUEL CO	GASOLINE/10/16 THRU 10/31	1,086.58
LIFEGAS LLC	OXYGEN AND OXYGEN TANK RENTAL	139.93
CALLBACK STAFFING SOLUT	STAFFING PROGRAM/NOVEMBER CONT	75.65
CLIA LABORATORY PROGRAM	CERTIFICATE FEE/4-18-17 THRU 4-17-19	150.00
METRONET LONG DISTANCE	LONG DISTANCE/OCTOBER	5.44
VERIZON WIRELESS	OCTOBER CELLULAR	175.65
TDS METROCOM	LOCAL SERVICE	41.92
CONSUMERS ENERGY	ELECTRIC 6139 BISHOP	50.90
CONSUMERS ENERGY	GAS 6139 BISHOP	56.91
ADP SCREENING & SELECTION	SUBSCRIPTION/BACKGROUND CHECKS	378.79
BANK OF AMERICA	SPEEDWAY/FUEL/FIRE TRAINING	31.45
BANK OF AMERICA	TIM HORTONS/SHARED SERVICES MTG	17.24
BANK OF AMERICA	TIM HORTONS/SHARED SERVICES MTG	3.49
BANK OF AMERICA	COURTHOUSE PUB/METRO CHIEFS	15.11
BANK OF AMERICA	WENDYS/MAFC CONF MEAL	9.32
BANK OF AMERICA	GRAND TRAVERSE/MAFC CONF LODGE	313.40
BANK OF AMERICA	BOYNE MTN/MEMA CONF MEAL	31.80
BANK OF AMERICA	CITY PARK GRILL/MEMA CONF MEAL	28.66
BANK OF AMERICA	ELMIRA EZ MART/MEMA CONF FUEL	29.64
BANK OF AMERICA	RED MESA GRILL/MEMA CONF MEAL	44.48
BANK OF AMERICA	JACK'S SPORTS/MAFC CONF MEAL	23.50
BANK OF AMERICA	KROGER/DTFD FIRE PREV OPEN HOUSE	9.57
BANK OF AMERICA	QUALITY DAIRY/DTFD FIRE PREV	52.72
BANK OF AMERICA	QUALITY DAIRY/DTFD FIRE PREV	11.96
BANK OF AMERICA	KROGER/DTFD FIRE PREV OPEN HOUSE	104.82
FOREMOST PROMOTIONS	PINK FIRE HELMETS	258.00
FOREMOST PROMOTIONS	BLACK FIRE HELMETS	602.00
FOREMOST PROMOTIONS	CPR/HEIMLICH MANUEUVER BASIC KEY	195.00
FOREMOST PROMOTIONS	FIRE SAFETY COLORING BOOK	235.00
FOREMOST PROMOTIONS	SMOOTH STADIUM CUP, 17OZ	325.00
FOREMOST PROMOTIONS	SHIPPING	107.91
	Total For Dept 336.00 FIRE DEPARTMENT	<u>4,651.10</u>

Total For Fund 206 FIRE FUND 4,842.84

Fund 207 POLICE FUND		
Dept 301.00 POLICE		
THRUN LAW FIRM, P.C.	LEGAL FEES/OCTOBER	2,235.00
	Total For Dept 301.00 POLICE	2,235.00
	Total For Fund 207 POLICE FUND	2,235.00

Fund 211 FIRE EQUIP. & APPARATUS FUND		
Dept 339.00 EQUIPMENT & APPARATUS		
BANK OF AMERICA	UPS/SHIPPING/TURNOUT GEAR	54.88
BANK OF AMERICA	UPS/SHIPPING/TURNOUT GEAR	7.04
FIRE SERVICE MANAGEMENT	TURNOUT GEAR CLEANING & REPAIR	509.00
BANK OF AMERICA	OFFICE MAX/KEYBOARDS/AMBO TABLET	59.98
BANK OF AMERICA	MY COMMERCE/SOFTWARE/DISPATCH	39.95
BANK OF AMERICA	AUTOZONE/WIPERS #211	9.89
ACE HARDWARE	LIGHT BULBS FOR UNIT #383	29.97
FRANKIE D'S AUTO & TRUCK	REPAIRS FOR M213	1,723.00
FRANKIE D'S AUTO & TRUCK	BRAKES, ROTORS, CALIPERS, LOF, #383	2,180.00
SPARTAN MOTORS USA, INC.	PUMP TEST UNIT #491	1,523.66
THE STRIPE MAN	CUSTOM GRAPHICS/CHIEF VEHICLE #211	350.00
BANK OF AMERICA	LCC/CPR/AED CARDS	52.00
TARGETSOLUTIONS LEARNING	ONLINE TRAINING PROGRAM	972.00
CHANNING BETE COMPANY	PALS INSTRUCTOR PACKAGE	212.00
CHANNING BETE COMPANY	PALS PROVIDER MANUALS	212.50
CHANNING BETE COMPANY	LAERDAL MANIKIN FACE SHIELDS	37.95
CHANNING BETE COMPANY	SHIPPING	41.62
	Total For Dept 339.00 EQUIPMENT & APPARATUS	8,015.44
	Total For Fund 211 FIRE EQUIP. & APPARATUS FUND	8,015.44

Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY		
Dept 000.00		
NEVA AUSTIN	VENDOR PAYMENT/OCTOBER	62.00
CRISP COUNTRY ACRES	VENDOR PAYMENT/OCTOBER	447.00
LYNN CUMMINS	VENDOR PAYMENT/OCTOBER	45.00
TODD DELO	VENDOR PAYMENT/OCTOBER	51.00
LONESOME PINES BEEF	VENDOR PAYMENT/OCTOBER	254.00
THE 517 COFFEE COMPANY	VENDOR PAYMENT/OCTOBER	26.00
WILLOW BLOSSOM FARMS	VENDOR PAYMENT /OCTOBER	118.00
OFILIA DIAZ	VENDOR PAYMENT/OCTOBER	316.00
GREAT HARVEST BREAD CO.	VENDOR PAYMENT/OCTOBER	74.00
DENNIS C. GREENMAN	VENDOR PAYMENT /OCTOBER	318.00
DAVID HOLDWICK	VENDOR PAYMENT/OCTOBER	12.00
FRED LONG	VENDOR PAYMENT/OCTOBER	58.00
MAMA C'S, LLC	VENDOR PAYMENT/OCTOBER	15.00
MASTERS OF CONFECTION	VENDOR PAYMENT/OCTOBER	24.00
GLORIA MCDANIEL	VENDOR PAYMENT/OCTOBER	15.00
TERESA NORTON	VENDOR PAYMENT/OCTOBER	29.00
OTTO'S POULTRY, INC	VENDOR PAYMENT/OCTOBER	1,809.00
PIE HOLE PIZZA TRUCK	VENDOR PAYMENT/OCTOBER	48.00
SHAYNA QUILLIN	VENDOR PAYMENT/OCTOBER	47.00
JENNIFER ROTIER	VENDOR PAYMENT/OCTOBER	37.00
RUSSELL ROWE	VENDOR PAYMENT/OCTOBER	408.00
MAI KOU VANG	VENDOR PAYMENT /OCTOBER	66.00
	Total For Dept 000.00	4,279.00

Dept 728.00 DDA ADMINISTRATION		
THRUN LAW FIRM, P.C.	SEPT/OCT LEGAL FEES	1,620.00
C. HOWARD HAAS	CELL PHONE REIMBURSEMENT/SEPT	75.00
METRONET LONG DISTANCE	LONG DISTANCE/OCTOBER	2.21
TDS METROCOM	LOCAL SERVICE	127.12
MICHIGAN.COM	PUBLISHING LEGALS	71.52
BANK OF AMERICA	MEDA/FALL TOOLBOX REG./HAAS	95.00
	Total For Dept 728.00 DDA ADMINISTRATION	1,990.85

Dept 729.00 DDA MARKETING & PROMOTION		
BANK OF AMERICA	ST OF MI/NP COALITION ANNUAL REPORT	20.00
ACE HARDWARE	CABLE TIE, COUPLING, MISC HRDWR	15.65
ACE HARDWARE	COUPLING, MISC HARDWARE	5.80
CRISP COUNTRY ACRES	DOUBLE UP BUCKS/OCTOBER	334.00
DENNIS C. GREENMAN	DOUBLE UP BUCKS/OCTOBER	206.00
RUSSELL ROWE	DOUBLE UP BUCKS/OCTOBER	72.00
BANK OF AMERICA	FAMOUS DAVE'S/LUNCH MTG	25.81
BANK OF AMERICA	BUDDIE'S GRILL/LUNCH MTG	64.64
	Total For Dept 729.00 DDA MARKETING & PROMOTION	743.90

Dept 731.00 DDA INFRASTRUCTURE PROJECTS		
BRONNER'S CHRISTMAS	CHRISTMAS DECORATIONS/LIGHTS	5,000.00
	Total For Dept 731.00 DDA INFRASTRUCTURE PROJECTS	5,000.00

Dept 850.00 OTHER FUNCTIONS		
QUALITY FIRST MAID SERVICE	CLEANING SERVICES/SHERIFF & DDA	420.00
SAFETY SYSTEMS, INC	QUARTERLY LEASE MAINT & MONITORING	114.00
CONSUMERS ENERGY	LIGHTING 2040 CEDAR	14.32
CONSUMERS ENERGY	GAS 2040 CEDAR	4.30
CONSUMERS ENERGY	GAS 2040 CEDAR #B	3.62
	Total For Dept 850.00 OTHER FUNCTIONS	556.24

Total For Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY 12,569.99

Fund 590 SEWAGE DISPOSAL SYSTEM

Dept 000.00		
COUNTRY VIEW ESTATES	Basic Service Charge	16.65
HUBBELL, ROTH & CLARK, INC	CONST OBSERVATION/WILLOUGHBY	6,061.77
	Total For Dept 000.00	6,078.42

Dept 548.00 ADMINISTRATION & OVERHEAD		
THRUN LAW FIRM, P.C.	LEGAL FEES/OCTOBER	2,385.20
	Total For Dept 548.00 ADMINISTRATION & OVERHEAD	2,385.20

Dept 558.00 DEPT OF PUBLIC SERVICE		
LANSING ICE & FUEL CO	GASOLINE/10/16 THRU 10/31	783.19
AVERY OIL & PROPANE	GENERATOR FUEL-POTW	893.28
MODEL COVERALL SERVICE	STAFF UNIFORMS / MTC	41.60
MODEL COVERALL SERVICE	STAFF UNIFORMS / POTW	68.83
MODEL COVERALL SERVICE	STAFF UNIFORMS/MTC	47.68
MODEL COVERALL SERVICE	STAFF UNIFORMS/POTW	68.83
BS&A SOFTWARE	YEARLY BS&A SUPPORT/ON LINE SERV	5,670.00
BANK OF AMERICA	TNT POOLS/POLES FOR NET/CHLOR	119.94
ALEXANDER CHEMICAL CORP	TREATMENT CHEMICALS/HYPOCHLORITE	3,810.00
HAVILAND PRODUCTS COMP	SODIUM BISULFITE	744.80
BANK OF AMERICA	DUNGAREES/JACKET-HARRIS/BIBS-	219.98
HUBBELL, ROTH & CLARK, INC	GENERAL ENGINEERING SERVICES	1,762.50
HUBBELL, ROTH & CLARK, INC	SAW GRANT ADMINISTRATION	4,528.53

HUBBELL, ROTH & CLARK, INC	CONST OBSERVATION/STIMSON DRAIN	1,715.34
HUBBELL, ROTH & CLARK, INC	SEWER LEAD INSPECTIONS	1,345.83
HUBBELL, ROTH & CLARK, INC	CONST OBSERVATION/GAS & CONV	15.93
HUBBELL, ROTH & CLARK, INC	SSR/IDEA PEOPLE WAREHOUSE	186.75
SPICER GROUP, INC.	GIS ASSET MANAGEMENT ASSISTANCE	6,434.25
BANK OF AMERICA	FEDEX/SHIPPING GAS SAMPLES	17.02
UNITED PARCEL SERVICE	SHIPPING CHARGES	61.85
UNITED PARCEL SERVICE	SHIPPING CHARGES	81.28
METRONET LONG DISTANCE	LONG DISTANCE/OCTOBER	3.10
COMCAST	HIGH SPEED INTERNET/MAINTENANCE	144.85
COMCAST	HIGH SPEED INTERNET/POTW	144.85
TDS METROCOM	LOCAL SERVICE	390.82
CONSUMERS ENERGY	ELECTRIC-5999 HOLT	44.23
CONSUMERS ENERGY	ELECTRIC-6055 MC CUE	37.46
CONSUMERS ENERGY	ELECTRIC-2358 EIFERT	387.56
CONSUMERS ENERGY	ELECTRIC-4000 N MICHIGAN#B	118.98
CONSUMERS ENERGY	ELECTRIC-5961 MC CUE #2509	14,806.67
CONSUMERS ENERGY	ELECTRIC 1390 WAVERLY	300.88
CONSUMERS ENERGY	ELECTRIC-1988 WAVERLY	497.24
CONSUMERS ENERGY	ELECTRIC-5961 MC CUE #2723	44.55
CONSUMERS ENERGY	GAS-1988 WAVERLY	24.34
CONSUMERS ENERGY	GAS-1490 AURELIUS	23.71
CONSUMERS ENERGY	GAS-5961 MC CUE #2	21.45
CONSUMERS ENERGY	GAS-5961 MC CUE #3	14.14
CONSUMERS ENERGY	GAS-5961 MC CUE #2319	183.83
CONSUMERS ENERGY	GAS 5961 MC CUE #4	169.32
CONSUMERS ENERGY	GAS 1494 AURELIUS	31.01
ACE HARDWARE	FUSE, BREAKER/HOT WATER PUMP/	43.46
ACE HARDWARE	WATER HOSE REPAIR/MTC BAY 7	4.99
ACE HARDWARE	CEMENT FOR PLANT USE/POTW	12.49
ACE HARDWARE	YARD STICKS FOR MEASURING DRUMS	7.74
LOWE'S CREDIT SERVICES	NEW MAILBOX/POTW	37.00
THE SALT STORE, INC.	ROCK SALT FOR PUBLIC SERVICES	1,438.08
PURE GREEN LAWN & TREE	LAWN AND TREE SERVICE-LIFT STATION	89.00
ACE HARDWARE	CABLE FOR PUMP SUPPORT/WAVERLY	13.08
BARNHART & SON, INC.	COLLEGE RD LS/ACCESS RD IMPROVE	3,675.29
INTERSTATE BATTERIES OF	BATTERY & TENDER/DELHI COMMERCE	144.02
BANK OF AMERICA	PADNOS/STEEL & ALUMINUM FOR TRUCK R,	130.25
BANK OF AMERICA	VALLEY FARMS/DEWATERING WELL	105.00
SUPERIOR SAW	SPINDLE ASSY/#7 SCAG/MTC	206.88
UNISON SOLUTIONS, INC.	TURBINE GAS TESTING	1,550.00
ACE HARDWARE	V-BELT/POTW AIR HANDLER	9.99
ACE HARDWARE	BUSHINGS FOR #2 INFLUENT PUMP	7.03
ACE HARDWARE	BATTERIES FOR CAMERA LOCATOR	23.97
ACE HARDWARE	DRAIN COCKS/DIGESTER WATER	29.97
LANSING ICE & FUEL CO	5GAL PAILS BLACK PEARL GREASE	234.50
LANSING ICE & FUEL CO	BLACK PEARL GREASE 10 TUBES/CASE	79.90
LANSING ICE & FUEL CO	ANTI FREEZE	89.88
XYLEM WATER SOLUTIONS USA	SET AMMONIA POTASSIUM REFERENCE	1,515.00
XYLEM WATER SOLUTIONS USA	SET CALIBRATION STANDARDS	90.00
XYLEM WATER SOLUTIONS USA	SHIPPING	8.25
PURE GREEN LAWN & TREE	TREE SERVICE-POTW	240.00
PURE GREEN LAWN & TREE	TREE SERVICE-MTC	128.00
QUALITY FIRST MAID SERVICE	CLEANING SERVICES/MAINTENANCE	260.00
QUALITY FIRST MAID SERVICE	CLEANING SERVICES/POTW	260.00
SAFETY SYSTEMS, INC	REPAIR ALARM/1492 AURELIUS	123.00
FRANKIE D'S AUTO & TRUCK	LOF, WIPER BLADES/2011 GMC SIERRA	95.00
FRANKIE D'S AUTO & TRUCK	LOF, 2015 E350, #4	40.00

FRANKIE D'S AUTO & TRUCK	LOF, 2014 F250, #23	41.00
GOOD YEAR COMMERCIAL TIRE & 2 TIRES/NEW VACTOR		534.19
THE PARTS PLACE	REPLACEMENT WIPER/VACTOR	29.97
BANK OF AMERICA	ALLIANCE CAB/WEFTEC CONF	41.40
BANK OF AMERICA	RENAISSANCE HOTEL/WEFTEC LODGE	276.96
BANK OF AMERICA	US PARK/WEFTEC CONF AIRPORT PARK	70.00
BANK OF AMERICA	PURE OAKLAND/STORMWATER SUMMIT	20.00
Total For Dept 558.00 DEPT OF PUBLIC SERVICE		<u>57,711.69</u>

Dept 578.01 CAPITAL IMPROVEMENTS

HUBBELL, ROTH & CLARK, INC	EIFERT RD FORCE MAIN RELOCATION	508.23
HUBBELL, ROTH & CLARK, INC	CONST OBSERVATION/ CARTAGO DRIVE	225.26
HUBBELL, ROTH & CLARK, INC	CONTRACT ADMIN/CARTAGO DRIVE	705.00
HONEYWELL INTERNATIONAL	MOBILIZATION PAYMENT/ENERGY CONS	492,411.24
Total For Dept 578.01 CAPITAL IMPROVEMENTS		<u>493,849.73</u>

Total For Fund 590 SEWAGE DISPOSAL SYSTEM 560,025.04

Fund 643 LOCAL SITE REMEDIATION REVOLVING FUND

Dept 735.00 LOCAL SITE REMEDIATION

ASBESTOS ABATEMENT INC.	ASBESTOS SURVEY-2040 CEDAR	680.00
MICHIGAN.COM	PUBLISHING LEGALS	72.60
Total For Dept 735.00 LOCAL SITE REMEDIATION		<u>752.60</u>

Total For Fund 643 LOCAL SITE REMEDIATION REVOLVING FUND 752.60

Fund 701 TRUST & AGENCY FUND

Dept 000.00

STATE OF MICHIGAN	2017 MRS AGREEMENT	20,250.00
Total For Dept 000.00		<u>20,250.00</u>

Total For Fund 701 TRUST & AGENCY FUND 20,250.00

Fund 703 CURRENT TAX ACCOUNT

Dept 000.00

GSA PROPERTY TAX CONSULT	REFUNDS DUE TAXPAYERS	670.15
Total For Dept 000.00		<u>670.15</u>

Total For Fund 703 CURRENT TAX ACCOUNT 670.15

Total For All Funds: 1,604,587.81

**DELHI CHARTER TOWNSHIP  
FUND TRANSFERS AND PAYROLL APPROVAL  
For Payroll Dated November 3, 2016**

**I. Certification of Preparation and Distribution**

The attached check and payroll registers encompass check numbers: 109427 through 109448 & direct deposits numbers: DD23555 through DD23648. 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: November 3, 2016

\_\_\_\_\_  
Director of Accounting

**II. Payroll Report**

The November 3, 2016 payroll encompasses the following funds and expenditures:

	<b>Gross Payroll</b>	<b>Payroll Deductions</b>	<b>Net Pay</b>
General Fund	\$77,128.08	\$23,337.32	\$53,790.76
Fire Dept. Fund	55,468.27	18,513.75	\$36,954.52
DDA	4,291.92	981.88	\$3,310.04
Sewer Fund/Receiving	37,327.23	12,398.43	\$24,928.80
<b>Total Payroll</b>	<b>\$174,215.50</b>	<b>\$55,231.38</b>	<b>\$118,984.12</b>
	<b>Township FICA</b>	<b>Township RHS &amp; Pension Plan</b>	<b>Total Deductions &amp; TWP Liabilities</b>
General Fund	\$5,670.68	\$7,323.30	\$36,331.30
Fire Dept. Fund	4,158.59	4,187.91	26,860.25
DDA	153.15	84.76	1,219.79
Sewer Fund/Receiving	2,764.01	3,916.71	19,079.15
<b>Total Payroll</b>	<b>\$12,746.43</b>	<b>\$15,512.68</b>	<b>\$83,490.49</b>

\_\_\_\_\_  
Director of Accounting

**III. FUND TRANSFERS**

Transfers covering the foregoing payroll were made on November 3, 2016 and identified as follows:

**11/03 Net Pay Disbursement in Common Savings (\$118,984.12)**

\_\_\_\_\_  
Roy W. Sweet, Treasurer

**IV. Board Audit and Approval:**

At a regular meeting of the Township Board held on November 15, 2016, a motion was made by \_\_\_\_\_ and passed by \_\_\_\_\_ yes votes and \_\_\_\_\_ no votes(\_\_\_\_\_ absent) that the payroll dated November 3, 2016 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:** John B. Elsinga, Township Manager

**DATE:** November 9, 2016

**RE:** Transfer of Ownership of Vacant Property from Delhi Township to the Ingham County Drain Commissioner

---

Enclosed for your review and approval is a Quit Claim Deed that would transfer the ownership of vacant land located in Houghton Hollow Estates (Romar Park), acquired through tax foreclosure, from Delhi Charter Township to the Ingham County Drain Commissioner.

Our acquisition of this property through the tax foreclosure process was based upon our intent to keep the land vacant as open space for public purpose. That public purpose can still be retained while using it for needed stormwater retention or conveyance. Because stormwater retention falls under the jurisdiction of the Ingham County Drain Commissioner transferring the property to them ensures the land remains green space while still serving a public purpose. Therefore, I recommend the Board approve the Quit Claim Deed transferring vacant property located in Houghton Hollow Estates to the Ingham County Drain Commissioner.

#### **Recommended Motion:**

**To approve a Quit Claim Deed between Delhi Charter Township and the Ingham County Drain Commissioner for the transfer of vacant property (Romar Park) located on Houghton Hollow Drive, Tax Parcel #33-25-05-17-100-021.**

**QUIT CLAIM DEED**

Delhi Charter Township, a Michigan charter township organized and operating under the Charter Township Act, MCL 42.1 et seq., as amended, whose principal business address is 2074 Aurelius Road, Holt, Michigan (the “Grantor”), for consideration of \$1.00, the receipt and sufficiency of which is acknowledged, quit claims to the Gilbert, Houghton Hollow Branch Drain Drainage District, a public body corporate, under the jurisdiction of the Ingham County Drain Commissioner, whose address is 707 Buhl Avenue, Mason, Michigan 48854 (the “Grantee”), its rights, title and interest in real property situated in Delhi Charter Township, County of Ingham, State of Michigan, as depicted on the attached **Exhibit A**, and legally described as follows:

ROMAR PARK (PRIVATE), HOUGHTON HOLLOW ESTATES,  
SECTION 17, T3N, R2W (Split for 2000; Parcel 33-25-05-17-100-017  
Split into Plat of Houghton Hollow Estates).

Commonly known as Houghton Hollow Drive, Lansing, Michigan 48911

Parcel Identification Number 33-25-05-17-100-021

This conveyance is subject to easements, restrictions, covenants and encumbrances of record.

This Quit Claim Deed does not pertain to parcels of unplatted land, and therefore, the right to divisions under Section 108 of the Land Division Act, Act No. 288 of the Public Acts of 1967, as amended (“Land Division Act”), and the Michigan Right to Farm Act provisions of Section 109 of the Land Division Act are not applicable.

This conveyance is exempt from state and county transfer tax pursuant to MCL 207.526(a) and MCL 207.505(a).

Dated this \_\_\_\_ day of \_\_\_\_\_, 2016

**[SIGNATURES ON FOLLOWING PAGE]**

**DELHI CHARTER TOWNSHIP**

By: \_\_\_\_\_  
C. J. Davis, Supervisor

STATE OF MICHIGAN    )  
  )SS  
COUNTY OF INGHAM    )

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 2016, by C. J. Davis, Supervisor, Delhi Charter Township, who is personally known to me, on its behalf.

\_\_\_\_\_  
Name: \_\_\_\_\_  
Notary Public, \_\_\_\_\_ County  
Acting in \_\_\_\_\_ County, MI  
My Commission Expires: \_\_\_\_\_

**DELHI CHARTER TOWNSHIP**

By: \_\_\_\_\_  
Evan Hope, Clerk

STATE OF MICHIGAN    )  
  )SS  
COUNTY OF INGHAM    )

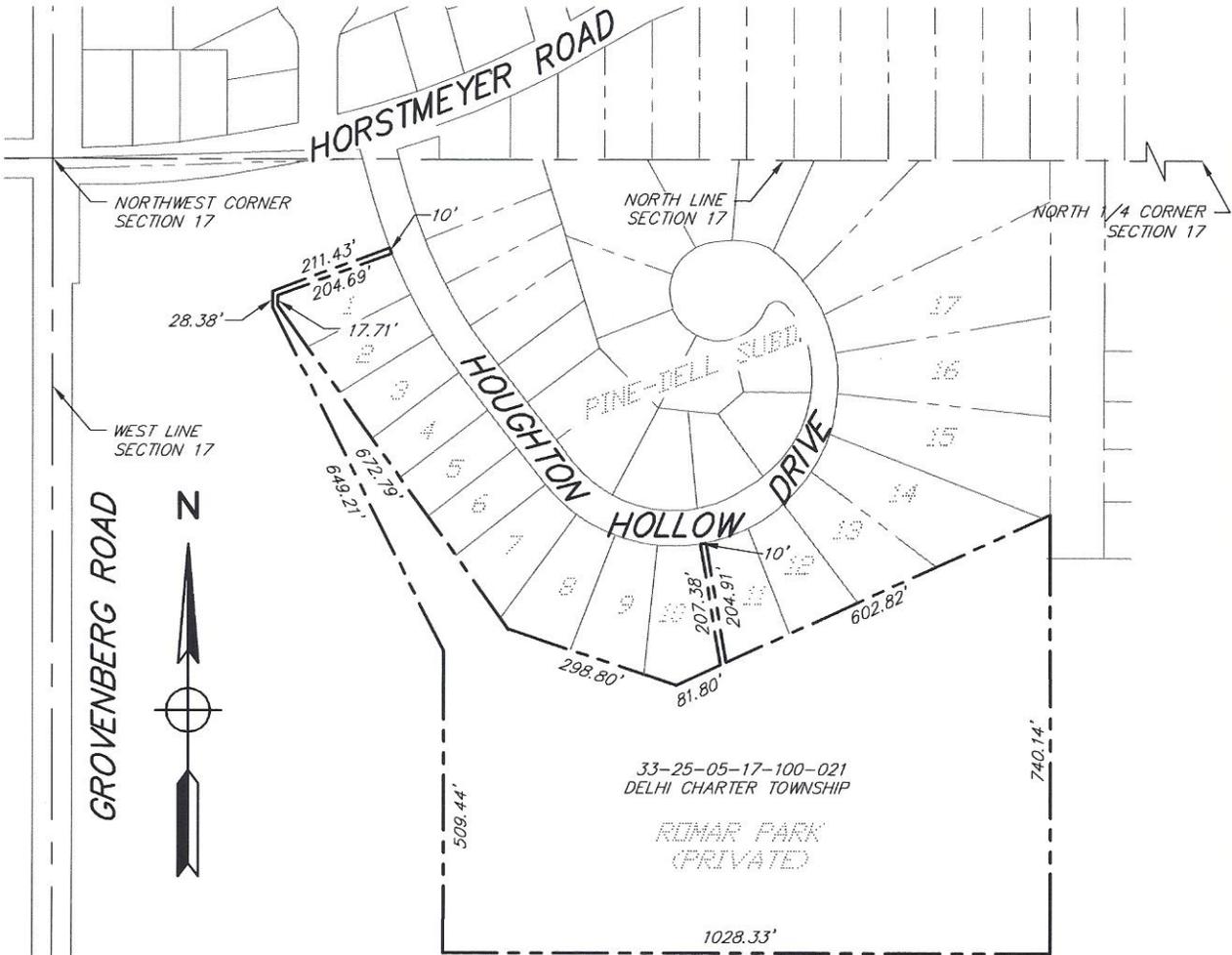
The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 2016, by Evan Hope, Clerk, Delhi Charter Township, who is personally known to me, on its behalf.

\_\_\_\_\_  
Name: \_\_\_\_\_  
Notary Public, \_\_\_\_\_ County  
Acting in \_\_\_\_\_ County, MI  
My Commission Expires: \_\_\_\_\_

**Drafted by and when recorded return to:**  
Douglas R. Kelly  
Clark Hill PLC  
212 East Grand River Ave.  
Lansing, MI 48906

33-25-05-17-100-021  
OWNER:  
Delhi Charter Township  
2074 Aurelius Road  
Holt, MI

# EXHIBIT A



SECTION 17, T.3 N.-R.2 W.  
DELHI CHARTER TOWNSHIP  
INGHAM COUNTY, MI

PARCEL DESCRIPTION:  
ROMAR PARK (PRIVATE), HOUGHTON HOLLOW ESTATES, SECTION 17, T3N, R2W, DELHI CHARTER TOWNSHIP,  
INGHAM COUNTY, MICHIGAN.

## DELHI CHARTER TOWNSHIP

### MEMORANDUM

**TO:** Delhi Township Board Members

**FROM:** John B. Elsinga, Township Manager

**DATE:** November 9, 2016

**RE:** Transfer of Ownership of Vacant Property from Delhi Township to the Ingham County Drain Commissioner

---

Enclosed for your review and approval is a Quit Claim Deed that would transfer the ownership of vacant land located in Keller's Ridge Subdivision (Kirkland Park), acquired through tax foreclosure, from Delhi Charter Township to the Ingham County Drain Commissioner.

Our acquisition of this property through the tax foreclosure process was based upon our intent to keep the land vacant as open space for public purpose. That public purpose can still be retained while using it for needed stormwater retention or conveyance. Because stormwater retention falls under the jurisdiction of the Ingham County Drain Commissioner transferring the property to them ensures the land remains green space while still serving a public purpose. Therefore, I recommend the Board approve the Quit Claim Deed transferring vacant property located in Keller's Ridge Subdivision to the Ingham County Drain Commissioner.

#### **Recommended Motion:**

**To approve a Quit Claim Deed between Delhi Charter Township and the Ingham County Drain Commissioner for the transfer of vacant property (Kirkland Park) located in Keller's Ridge Subdivision, Tax Parcel #33-25-05-13-177-015.**

**QUIT CLAIM DEED**

Delhi Charter Township, a Michigan charter township organized and operating under the Charter Township Act, MCL 42.1 et seq., as amended, whose principal business address is 2074 Aurelius Road, Holt, Michigan (the “**Grantor**”), for consideration of \$1.00, the receipt and sufficiency of which is acknowledged, quit claims to the Ferley Consolidated Drain Drainage District, a public body corporate, under the jurisdiction of the Ingham County Drain Commissioner, whose address is 707 Buhl Avenue, Mason, Michigan 48854 (the “**Grantee**”), its rights, title and interest in real property situated in Delhi Township, County of Oakland, State of Michigan, as depicted on the attached **Exhibit A**, and legally described as follows:

KIRKLAND PARK, KELLER’S RIDGE SUBDIVISION, SECTION 13,  
T3N, R2W. (New Plat Split for 1999-Parent Parcel 33-25-05-13-176-001,  
Remainder Parcel 33-25-05-13-176-002).

Commonly known as Knotwood Drive, Holt, Michigan 48842

Parcel Identification Number 33-25-05-13-177-015

This conveyance is subject to easements, restrictions, covenants and encumbrances of record.

This Quit Claim Deed does not pertain to parcels of unplatted land, and therefore, the right to divisions under Section 108 of the Land Division Act, Act No. 288 of the Public Acts of 1967, as amended (“Land Division Act”), and the Michigan Right to Farm Act provisions of Section 109 of the Land Division Act are not applicable.

This conveyance is exempt from state and county transfer tax pursuant to MCL 207.526(a) and MCL 207.505(a).

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2016

**[SIGNATURES ON FOLLOWING PAGE]**

**DELHI CHARTER TOWNSHIP**

By: \_\_\_\_\_  
C. J. Davis, Supervisor

STATE OF MICHIGAN    )  
  )SS  
COUNTY OF INGHAM    )

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 2016, by C. J. Davis, Supervisor, Delhi Charter Township, who is personally known to me, on its behalf.

\_\_\_\_\_  
Name: \_\_\_\_\_  
Notary Public, \_\_\_\_\_ County  
Acting in \_\_\_\_\_ County, MI  
My Commission Expires: \_\_\_\_\_

**DELHI CHARTER TOWNSHIP**

By: \_\_\_\_\_  
Evan Hope, Clerk

STATE OF MICHIGAN    )  
  )SS  
COUNTY OF INGHAM    )

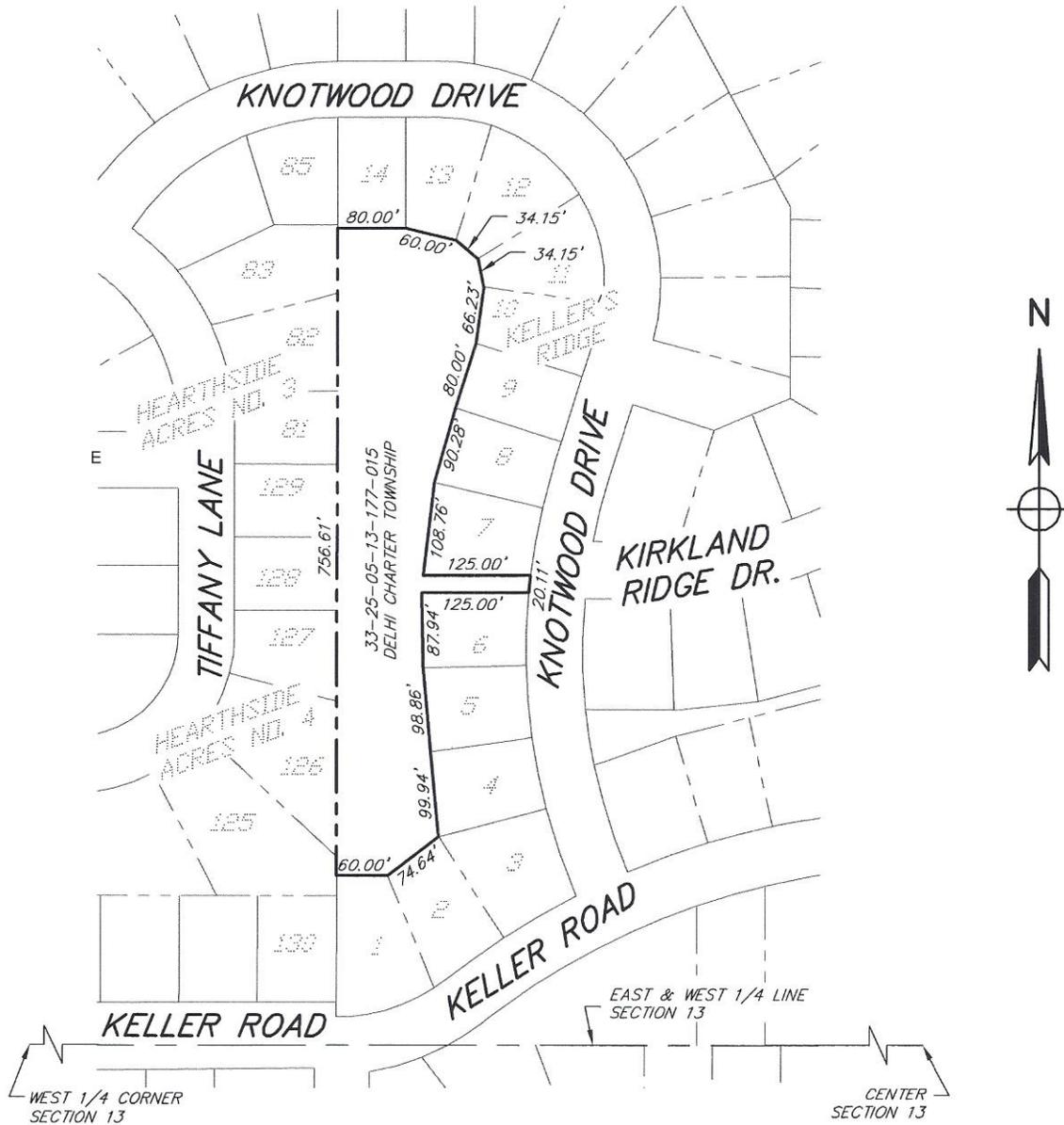
The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 2016, by Evan Hope, Clerk, Delhi Charter Township, who is personally known to me, on its behalf.

\_\_\_\_\_  
Name: \_\_\_\_\_  
Notary Public, \_\_\_\_\_ County  
Acting in \_\_\_\_\_ County, MI  
My Commission Expires: \_\_\_\_\_

**Drafted by and when recorded return to:**  
Douglas R. Kelly  
Clark Hill PLC  
212 East Grand River Ave.  
Lansing, MI 48906

33-25-05-13-176-015  
 OWNER:  
 Delhi Charter Township  
 2074 Aurelius Road  
 Holt, MI

# EXHIBIT A



SECTION 13, T.3 N.-R.2 W.  
 DELHI CHARTER TOWNSHIP  
 INGHAM COUNTY, MI

PARCEL DESCRIPTION:  
 KIRKLAND PARK, KELLER'S RIDGE SUBDIVISION, SECTION 13, T3N, R2W, DELHI CHARTER TOWNSHIP, INGHAM COUNTY, MICHIGAN.

## DELHI CHARTER TOWNSHIP

### MEMORANDUM

**TO:** Delhi Township Board Members

**FROM:** John B. Elsinga, Township Manager

**DATE:** November 10, 2016

**RE:** Acquisition of Property Located at 4410 Holt Road – Tamarack House

---

Recently our DDA has made an offer to purchase the property located at 4410 Holt Road (Tamarack House) for the amount of \$80,000. This purchase price reflects the current condition of the property which will need an additional \$100,000 to make this place suitable for public purpose.

Its location within the town center triangle area, along with its proximity to our Township hall, make it ideal for a multipurpose community center for the benefit of civic/nonprofit groups, neighborhood watch groups, Holt Historical Society, library events, etc.

At previous Board meetings we have discussed the benefits of acquiring this property along with sharing the costs of acquisition and renovations with the DDA at a 50/50 split. Therefore, I recommend the Board authorize sharing the purchase cost at \$40,000 along with authorize sharing the renovation cost up to \$50,000.

#### **Recommended Motion:**

**To authorize sharing the cost of property acquisition (Township's share \$40,000) and renovations (Township's share up to \$50,000) with the Downtown Development Authority for property located at 4410 Holt Road.**

DELHI CHARTER TOWNSHIP  
MEMORANDUM

TO: Delhi Township Board Members

FROM: John B. Elsinga, Township Manager

DATE: November 8, 2016

RE: 2016 Fire Department Vehicle Purchase

---

Enclosed for your review and approval is a request from the Fire Chief to purchase a 2017 Chevrolet Tahoe 4WD commercial vehicle from Berger Chevrolet in the amount of \$34,613.

During 2017 budget process, the Fire Chief discussed the need to replace the 2004 Dodge Durango that has served their department for over 10 years. This vehicle is requiring ongoing repairs and has left the department questioning its reliability. The department researched vehicle options and has determined that the Chevy Tahoe would best meet with department's needs at this time.

The State of Michigan MIBID purchasing program enables municipalities to purchase new vehicles at the lowest possible cost by sending out bids across the state each year for various makes and models. Therefore, Berger Chevrolet, through the MIBID program, will provide this vehicle for \$34,613, well below retail value.

Therefore, I recommend the Board approve the purchase of a 2017 Chevrolet Tahoe from Berger Chevrolet in the amount of \$34,613 and authorize the disposal of the 2004 Dodge Durango through municipal auction once all emergency equipment has been removed.

**Recommended Motion:**

**To approve the purchase of a 2017 Chevrolet Tahoe from Berger Chevrolet in the amount of \$34,613 for the Fire Department and authorize the sale of the 2004 Dodge Durango via municipal auction.**



# Delhi Township Fire Department

---

2074 AURELIUS ROAD  
PHONE (517) 694-3327

HOLT, MICHIGAN 48842-6320  
FAX (517) 699-3879

**To:** John Elsinga, Township Manager

**From:** Brian Ball, Fire Chief

**Date:** October 31, 2016

**RE:** 2017 Tahoe Purchase

Attached you will find the proposed bid for a 2017 Chevy Tahoe command vehicle for the fire department. As I look to our command fleet I am very impressed on how we have kept our emergency response vehicles up to date. As of now I am going to be selling the 2004 Dodge Durango currently being utilized by our Emergency Management/Recruitment Coordinator at the Sheridan Auction municipal sale. I will then move the 2006 Ford Expedition (currently the station Captain command car) to that role and the 2013 Ford Explorer to the station command car. The 2017 Tahoe will then be assigned to me for business, fire and emergency response use. I pride myself on having an extensive preventative maintenance program for all vehicles that will keep our current fleet of response cars in ready state at all times. This vehicle will be a 4 wheel drive with off road capability which is what the fire department needs to utilize in the case of field and brush fires as well as navigating safely in the winter months. With our current aging fleet of command response cars I believe that this is the best way to utilize what we have into the future.

I am requesting the approval of the purchase of a 2017 Chevy Tahoe 4 X 4 vehicle for the cost of \$34,613.00 from the State of Michigan bid from Berger Chevrolet in Grand Rapids, Michigan. This vehicle will be used for general business, fire and emergency response. If there are any questions about this request please do not hesitate to contact me.

Thank you for the consideration of this request.

# BID PER ENCLOSED SPECIFICATIONS

Cost per vehicle \$ \$34,613.00

Number of units 1

Total Bid Amount \$ \$34,613.00

Vehicle Description:

Year 2017

Make Chevrolet

Model Tahoe 4wd  
special services

Vendor:

Berger Chevrolet Inc.

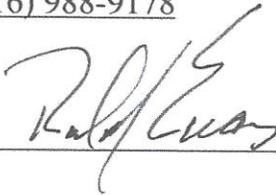
Address 2525 28th Street S.E.

Grand Rapids, MI 49512

Phone (616) 949-5200

Fax (616) 988-9178

Signature



Printed Signature Robert M. Evans

Date

10/26/2016

Bid Prepared For :

Delhi Township

Prepared For:  
Delhi Township

Prepared By:  
Robert Evans  
Berger Chevrolet  
2525 28th Street SE  
Grand Rapids, MI 49512  
Phone: (616) 575-9629  
Fax: (616) 988-9178  
Email: bevans@bergerchevy.com

## 2017 Fleet/Non-Retail Chevrolet Tahoe 4WD 4dr Commercial CK15706

### **SELECTED MODEL & OPTIONS**

#### **SELECTED MODEL - 2017 Fleet/Non-Retail CK15706 4WD 4dr Commercial**

<u>Code</u>	<u>Description</u>
CK15706	2017 Chevrolet Tahoe 4WD 4dr Commercial

#### **SELECTED VEHICLE COLORS - 2017 Fleet/Non-Retail CK15706 4WD 4dr Commercial**

<u>Code</u>	<u>Description</u>
-	Interior: Jet Black
-	Exterior 1: Summit White
-	Exterior 2: No color has been selected.

#### **SELECTED OPTIONS - 2017 Fleet/Non-Retail CK15706 4WD 4dr Commercial**

##### CATEGORY

<u>Code</u>	<u>Description</u>
SUSPENSION PKG	
Z71	OFF-ROAD PACKAGE includes Z71 Suspension, Z71 specific skid plates, Z71-specific (RCV) 18" wheels, (RBX) 18" all-terrain tires, Z71-specific grille design, (T3U) fog lamps, (BVV) Black tubular assist steps, (UD5) front and rear parking assist, (V76) black recovery hooks, Z71-specific front sill plates, (GU6) rear axle, (NQH) transfer case, Z71-specific rubber floor mats with logo, decal on cluster, badge on pillar and liftgate, (JHD) Hill decent control and (K47) High capacity air cleaner
EMISSIONS	
FE9	EMISSIONS, FEDERAL REQUIREMENTS
ENGINE	
L83	ENGINE, 5.3L ECOTEC3 V8 WITH ACTIVE FUEL MANAGEMENT, DIRECT INJECTION AND VARIABLE VALVE TIMING includes aluminum block construction (355 hp [265 kW] @ 5600 rpm, 383 lb-ft of torque [518 N-m] @ 4100 rpm) (STD)
TRANSMISSION	

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## 2017 Fleet/Non-Retail Chevrolet Tahoe 4WD 4dr Commercial CK15706

### **SELECTED MODEL & OPTIONS**

#### **SELECTED OPTIONS - 2017 Fleet/Non-Retail CK15706 4WD 4dr Commercial**

##### **CATEGORY**

<b><u>Code</u></b>	<b><u>Description</u></b>
<b>TRANSMISSION</b>	
MYC	TRANSMISSION, 6-SPEED AUTOMATIC, ELECTRONICALLY CONTROLLED with overdrive and tow/haul mode (STD)
<b>AXLE</b>	
GU4	REAR AXLE, 3.08 RATIO (Not available with (NHT) Max Trailering Package.)
<b>PREFERRED EQUIPMENT GROUP</b>	
1FL	COMMERCIAL PREFERRED EQUIPMENT GROUP Includes Standard Equipment
<b>WHEEL TYPE</b>	
PZX	WHEELS, 18" X 8.5" (45.7 CM X 21.6 CM) ALUMINUM WITH HIGH-POLISHED FINISH
<b>TIRES</b>	
RI8	TIRES, 265/65R18SL MT 114S BLACKWALL (Requires (9G3) Suspension Package, Off-Road and (PZX) 18" x 8.5" aluminum with high-polished finish wheels.)
<b>SPARE TIRE</b>	
RC4	TIRE, SPARE P265/70R17 ALL-SEASON, BLACKWALL (STD)
<b>PAINT SCHEME</b>	
ZY1	PAINT SCHEME, SOLID APPLICATION
<b>PAINT</b>	
GAZ	SUMMIT WHITE
<b>SEAT TYPE</b>	
AZ3	SEATING, FRONT 40/20/40 SPLIT-BENCH, 3-PASSENGER includes 6-way power driver and 2 way front passenger seat adjuster, driver and front passenger power lumbar control and power reclining, center fold-down armrest with storage (includes auxiliary power outlet, USB port and input jack for audio system), storage compartments in seat cushion, adjustable outboard head restraints and storage pockets (With vinyl, does not include (AG1) Driver 6-way power seat adjuster or (AG2) Front passenger 6-way power adjuster.) (STD)

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## 2017 Fleet/Non-Retail Chevrolet Tahoe 4WD 4dr Commercial CK15706

### SELECTED MODEL & OPTIONS

#### SELECTED OPTIONS - 2017 Fleet/Non-Retail CK15706 4WD 4dr Commercial

##### CATEGORY

<u>Code</u>	<u>Description</u>
SEAT TRIM	
H0U	JET BLACK, CLOTH SEAT TRIM
RADIO	
IO3	AUDIO SYSTEM, AM/FM STEREO WITH CD PLAYER AND AUXILIARY INPUT JACK includes USB port (STD)
GVWR	
C6A	GVWR, 7300 LBS. (3311 KG) (Requires 4WD model.)
ADDITIONAL EQUIPMENT	
5W4	IDENTIFIER FOR SPECIAL SERVICE VEHICLE includes, (K47) high-capacity air cleaner, (KW7) 170 amps high output alternator, (K4B) 730 cold-cranking amp auxiliary battery, electrical power and vehicle signals for customer connection located at the center front floor, auxiliary battery circuit for customer connection located in the rear cargo area, (UN9) radio suppression package, (NZZ) underbody shield, delete roof rails, (ATD) third row seat delete and (NQH) active 2-speed transfer case. *CREDIT*
—	CAPLESS FUEL FILL (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle only.)
NQH	TRANSFER CASE, ACTIVE, 2-SPEED ELECTRONIC AUTOTRAC with rotary controls, includes neutral position for dinghy towing (Requires 4WD model. Included with (9C1) Police Vehicle, (5W4) Special Service Vehicle and (NHT) Maximum Trailering Package.)
NZZ	FRONT UNDERBODY SHIELD (Requires 4WD models and a Fleet or Government sales order type. Included with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)
K4B	BATTERY, AUXILIARY, 730 CCA
—	POWER SUPPLY, 100-AMP, AUXILIARY BATTERY, REAR ELECTRICAL CENTER (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle only.)

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## 2017 Fleet/Non-Retail Chevrolet Tahoe 4WD 4dr Commercial CK15706

### SELECTED MODEL & OPTIONS

#### SELECTED OPTIONS - 2017 Fleet/Non-Retail CK15706 4WD 4dr Commercial

##### CATEGORY

<u>Code</u>	<u>Description</u>
ADDITIONAL EQUIPMENT	
—	POWER SUPPLY, 50-AMP, POWER SUPPLY, AUXILIARY BATTERY passenger compartment wiring harness (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle only.)
—	POWER SUPPLY, 120-AMP, (4) 30-AMP CIRCUIT, PRIMARY BATTERY relay controlled, passenger compartment harness wiring (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle only.)
KW7	ALTERNATOR, 170 AMPS, HIGH OUTPUT (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle only.)
V76	RECOVERY HOOKS, 2 FRONT, FRAME-MOUNTED, BLACK (Standard on 4WD Commercial models. Available on 2WD, Police and Special Service models. Required on all models going to Alaska, Guam, Hawaii, Puerto Rico and Virgin Islands.)
—	LUGGAGE RACK, DELETE (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle only.)
—	EXTERIOR ORNAMENTATION DELETE (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle only.)
6J3	WIRING, GRILLE LAMPS AND SIREN SPEAKERS (Requires (9C1) Police Vehicle or (5W4) Special Service Vehicle.)
6J4	WIRING, HORN AND SIREN CIRCUIT (Requires (9C1) Police Vehicle or (5W4) Special Service Vehicle.)
—	DOOR HANDLES, BODY-COLOR (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle only.)
UN9	RADIO SUPPRESSION PACKAGE, WITH GROUND STRAPS (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)
ATD	SEAT DELETE, THIRD ROW PASSENGER (Deletes rear storage compartment.) (Included with (9C1) Police Vehicle or (5W4) Special Service Vehicle.) *CREDIT*

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Delhi Township

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## 2017 Fleet/Non-Retail Chevrolet Tahoe 4WD 4dr Commercial CK15706

### SELECTED MODEL & OPTIONS

#### SELECTED OPTIONS - 2017 Fleet/Non-Retail CK15706 4WD 4dr Commercial

#### CATEGORY

<u>Code</u>	<u>Description</u>
ADDITIONAL EQUIPMENT	
—	INSTRUMENTATION, ANALOG with certified 140 mph speedometer, odometer with trip odometer, engine hour meter, fuel level, voltmeter, engine temperature, oil pressure and tachometer (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle only.)
—	KEY, 2-SIDED (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle only.)
—	THEFT-DETERRENT SYSTEM, VEHICLE, PASS-KEY III (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle only.)
—	POWER OUTLETS, 4 AUXILIARY, 12-VOLT includes 1 on the instrument panel, 1 in armrest, and 2 in the cargo area (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)
R9Y	FLEET FREE MAINTENANCE CREDIT This option code provides a credit in lieu of the free oil changes, tire rotations and inspections (2 maximum), during the first 24 months and 24,000 miles period for this ordered vehicle. The invoice will detail the applicable credit. The customer will be responsible for all oil change, tire rotations and inspections costs for this vehicle. (Requires one of the following Fleet or Government order types: FBC, FBN, FCA, FCN, FLS, FNR, FRC or FGO. Not available with FDR order types.)
9G3	SUSPENSION PACKAGE, OFF-ROAD includes (Z71) Off-Road suspension, (NQH) 2-speed active transfer case, (NZZ) Underbody Shield, (RD6) 17" x 8" painted steel wheels and (RC3) P265/70R17 all-terrain, blackwall tires ((RD6) 17" x 8" painted steel wheels may be upgraded to (PZX) 18" x 8.5" aluminum with high-polished finish wheels and (RC3) P265/70R17 all-terrain, blackwall tires may be upgraded to (RI8) 265/65R18SL MT 114S blackwall tires. Not available with (NHT) Max Trailering Package or any LPO wheels.)
SHIP THRU CODES	

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## 2017 Fleet/Non-Retail Chevrolet Tahoe 4WD 4dr Commercial CK15706

### **SELECTED MODEL & OPTIONS**

#### **SELECTED OPTIONS - 2017 Fleet/Non-Retail CK15706 4WD 4dr Commercial**

##### **CATEGORY**

<b><u>Code</u></b>	<b><u>Description</u></b>
SHIP THRU CODES	
VPV	SHIP THRU, PRODUCED IN ARLINGTON ASSEMBLY and shipped to Kerr Industries and onto Arlington Assembly
DEALER INSTALLED / PROCESSING OPTIONS	
<u>.001</u>	One extra key
SPECIAL EQUIPMENT OPTIONS	
5T5	SEATS, 2ND AND 3RD ROW VINYL WITH FRONT CLOTH SEATS Provides vinyl second and third row seats and cloth front seats (Requires interior trim (HOU) Jet Black and RPO (AZ3) front 40/20/40 split-bench seat.)
<b>OPTIONS TOTAL</b>	

An underlined code indicates that the options have been applied by the dealer. All sales prices established solely by dealer.

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Page 6

**Prepared For:**  
Delhi Township

**Prepared By:**  
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## 2017 Fleet/Non-Retail Chevrolet Tahoe 4WD 4dr Commercial CK15706

### **STANDARD EQUIPMENT**

#### **STANDARD EQUIPMENT - 2017 Fleet/Non-Retail CK15706 4WD 4dr Commercial**

##### *ENTERTAINMENT*

- Audio system, AM/FM stereo with CD player and auxiliary input jack includes USB port
- Audio system feature, single-slot CD/MP3 player
- Audio system feature, 6-speaker system
- SiriusXM Satellite Radio, delete
- Bluetooth for phone personal cell phone connectivity to vehicle audio system (Bluetooth for phone is deleted when (UE0) OnStar delete is ordered.)
- OnStar 4G LTE and built-in Wi-Fi hotspot connects to the Internet at 4G LTE speeds; includes OnStar Data Trial for 3 months or 3GB (whichever comes first) (Requires (UE1) OnStar Guidance plan. Visit [www.onstar.com](http://www.onstar.com) for coverage map, details and system limitations. Services vary by model. OnStar acts as a link to existing emergency service providers. Not all vehicles may transmit all crash data. Available Wi-Fi requires compatible mobile device, active OnStar service and data plan. Data plans provided by AT&T.)

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Customer File:

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Delhi Township

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Robert Evans  
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Email: bevans@bergerchevy.com

## 2017 Fleet/Non-Retail Chevrolet Tahoe 4WD 4dr Commercial CK15706

### **STANDARD EQUIPMENT**

#### **STANDARD EQUIPMENT - 2017 Fleet/Non-Retail CK15706 4WD 4dr Commercial**

##### *EXTERIOR*

- Wheels, 17" x 8" (43.2 cm x 20.3 cm) painted steel
- Tires, P265/70R17 all-terrain, blackwall
- Tire, spare P265/70R17 all-season, blackwall
- Wheel, full-size spare, 17" (43.2 cm) steel
- Tire carrier, lockable outside spare, winch-type mounted under frame at rear
- Active aero shutters, front
- Fascia, front body-color
- Fascia, rear body-color
- Assist steps, Black (Premier includes chrome accent strip) (Deleted when (RVQ) Assist step kit, Black, LPO or (VXH) Assist step kit, Chrome, LPO are ordered.)
- Mirrors, outside heated power-adjustable, manual-folding and color keyed driver mirror includes spotter mirror
- Glass, deep-tinted (With (9C1) Police Vehicle or (5W4) Special Service Vehicle includes all windows, except light-tinted glass on windshield and driver- and front passenger-side glass)
- Wipers, front intermittent, Rainsense
- Wiper, rear intermittent with washer
- Liftgate, rear manual

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Email: bevens@bergerchevy.com

## 2017 Fleet/Non-Retail Chevrolet Tahoe 4WD 4dr Commercial CK15706

### **STANDARD EQUIPMENT**

#### **STANDARD EQUIPMENT - 2017 Fleet/Non-Retail CK15706 4WD 4dr Commercial**

##### *INTERIOR*

- Seating, front 40/20/40 split-bench, 3-passenger includes 6-way power driver and 2 way front passenger seat adjuster, driver and front passenger power lumbar control and power reclining, center fold-down armrest with storage (includes auxiliary power outlet, USB port and input jack for audio system), storage compartments in seat cushion, adjustable outboard head restraints and storage pockets (With vinyl, does not include (AG1) Driver 6-way power seat adjuster or (AG2) Front passenger 6-way power adjuster.)
- Seat trim, cloth
- Seat adjuster, driver power, multidirectional (Included and only available with (AZ3) 40/20/40 split-bench front seat.)
- Seat adjuster, front passenger 6-way power
- Seats, second row 60/40 split-folding bench, manual
- Seat, third row manual 60/40 split-folding bench, fold flat
- Floor covering, Black rubberized-vinyl
- Steering column, Tilt-Wheel
- Steering wheel, urethane
- Steering wheel controls, mounted cruise controls
- Driver Information Center, one-color
- Warning tones headlamp on, key-in-ignition, driver and right-front passenger safety belt unfasten and turn signal on
- Door locks, power programmable with lockout protection and delayed locking (With (9C1) Police Vehicle or (5W4) Special Service Vehicle, Auto Lockout is disabled on Driver door.)
- Remote Keyless Entry, extended-range
- Windows, power, with Express-Down and Express-Up on front doors and lock out features
- Cruise control, electronic with set and resume speed
- Climate control, tri-zone automatic with individual climate settings for driver, right-front passenger and rear passengers (With (9C1) Police Vehicle or (5W4) Special Service Vehicle, includes dual-zone automatic, front and rear air conditioning electronic controls)
- Defogger, rear-window electric
- Power outlet, 110-volt

Report content is based on current data version referenced. Any performance-related calculations are offered solely as guidelines. Actual unit performance will depend on your operating conditions.

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**Prepared For:**  
Delhi Township

**Prepared By:**  
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Berger Chevrolet  
2525 28th Street SE  
Grand Rapids, MI 49512  
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Fax: (616) 988-9178  
Email: bevans@bergerchevy.com

## 2017 Fleet/Non-Retail Chevrolet Tahoe 4WD 4dr Commercial CK15706

### **STANDARD EQUIPMENT**

#### **STANDARD EQUIPMENT - 2017 Fleet/Non-Retail CK15706 4WD 4dr Commercial**

- Mirror, inside rearview manual day/night
- Conversation mirror
- Assist handles, 1st row passenger and 2nd row outboard seats (With (9C1) Police Vehicle or (5W4) Special Service Vehicle, 1st row passenger assist handle is removed when (7X7) Spot lamps are ordered.)
- Lighting, interior with dome light, driver- and passenger-side door switch with delayed entry feature, cargo lights, door handle or Remote Keyless Entry-activated illuminated entry and map lights in front and second seat positions. With (9C1) Police Vehicle or (5W4) Special Service Vehicle, interior lighting includes dome light, cargo lights, door handle or Remote Keyless Entry-activated illuminated entry and map lights in front and second seat positions with control switch in the roof console
- Cargo management system
- Cargo net
- OnStar Basic plan for 5 years includes limited vehicle mobile app features, Monthly Diagnostics Report and Dealer Maintenance Notification (Basic Plan available for 5 years from the date of vehicle delivery and is transferable. Does not include Emergency, Security or Navigation services.)

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## 2017 Fleet/Non-Retail Chevrolet Tahoe 4WD 4dr Commercial CK15706

### **STANDARD EQUIPMENT**

#### STANDARD EQUIPMENT - 2017 Fleet/Non-Retail CK15706 4WD 4dr Commercial

##### MECHANICAL

- Engine, 5.3L EcoTec3 V8 with Active Fuel Management, Direct Injection and Variable Valve Timing includes aluminum block construction (355 hp [265 kW] @ 5600 rpm, 383 lb-ft of torque [518 N-m] @ 4100 rpm)
- Transmission, 6-speed automatic, electronically controlled with overdrive and tow/haul mode
- Rear axle, 3.08 ratio (Not available with (NHT) Max Trailering Package.)
- Suspension Package, Premium Smooth Ride (Not available with (NHT) Max Trailering Package.)
- GVWR, 7300 lbs. (3311 kg) (Requires 4WD model.)
- E85 FlexFuel capable
- Transfer case, active, single-speed, electronic Autotrac with rotary controls, does not include neutral. Cannot be dinghy towed (Requires 4WD model. Not available with (NHT) Max Trailering Package.)
- Differential, heavy-duty locking rear
- 4-wheel drive
- Air cleaner, high-capacity
- Cooling, external engine oil cooler, heavy-duty air-to-oil integral to driver side of radiator (With (9C1) Police Vehicle or (5W4) Special Service Vehicle includes heavy-duty oil-to-coolant integral to driver-side of radiator.)
- Cooling, auxiliary transmission oil cooler, heavy-duty air-to-oil
- Battery, 720 cold-cranking amps with 80 amp hour rating
- Alternator, 150 amps
- Trailering equipment includes trailering hitch platform, 7-wire harness with independent fused trailering circuits mated to a 7-way sealed connector and 2" trailering receiver
- Trailer sway control
- Recovery hooks, 2 front, frame-mounted, Black
- Suspension, front coil-over-shock with stabilizer bar
- Suspension, rear multi-link with coil springs
- Steering, power
- Hill Start Assist

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Delhi Township

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## 2017 Fleet/Non-Retail Chevrolet Tahoe 4WD 4dr Commercial CK15706

### STANDARD EQUIPMENT

#### STANDARD EQUIPMENT - 2017 Fleet/Non-Retail CK15706 4WD 4dr Commercial

##### SAFETY

- Brakes, 4-wheel antilock, 4-wheel disc, VAC power with Brake Assist
- StabiliTrak, stability control system with brake assist, includes traction control
- Daytime Running Lamps, with automatic exterior lamp control
- Teen Driver mode a configurable feature that lets you activate customizable vehicle settings associated with a key fob, to encourage safe driving behavior. It can limit certain vehicle features, and it prevents certain safety systems from being turned off. An in-vehicle report gives you information on your teen's driving habits and helps you to continue to coach your new driver
- Air bags, frontal and side-impact for driver and front passenger and head curtain side-impact for all rows in outboard seating positions (Included and only available with (AZ3) 40/20/40 split-bench front seat. With (9C1) Police Vehicle or (5W4) Special Service Vehicle requires (AZ3) 40/20/40 split-bench front seat and (9U3) SEO front center seat (20% seat) delete. Always use safety belts and child restraints. Children are safer when properly secured in a rear seat in the appropriate child restraint. See the Owner's Manual for more information.)
- Automatic Occupant Sensing System sensor indicator inflatable restraint, front passenger/child presence detector
- Door locks, rear child security
- OnStar Guidance Plan for 3 months, including Automatic Crash Response, Stolen Vehicle Assistance, Roadside Assistance, Turn-by-Turn Navigation, Advanced Diagnostics and more (trial excludes Hands-Free Calling) for 6 months, including Automatic Crash Response, Stolen Vehicle Assistance, Roadside Assistance, Turn-by-Turn Navigation, Advanced Diagnostics and more (trial excludes Hands-Free Calling) (Fleet orders receive a 6-month trial. Visit [www.onstar.com](http://www.onstar.com) for coverage map, details and system limitations. Services vary by model. OnStar acts as a link to existing emergency service providers. Not all vehicles may transmit all crash data.) (Retail orders receive a 3-month trial. Visit [www.onstar.com](http://www.onstar.com) for coverage map, details and system limitations. Services vary by model. OnStar acts as a link to existing emergency service providers. Not all vehicles may transmit all crash data.)
- Rear Park Assist with audible warning
- Rear Vision Camera
- LATCH system (Lower Anchors and Top tethers for Children), for child safety seats; lower anchors and top tethers located in all second row seating positions, top tethers located in third row seating positions
- Tire Pressure Monitor System air pressure sensors in each tire with pressure display in Driver Information Center
- Theft deterrent, electrical, unauthorized entry

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Customer File:

**DELHI CHARTER TOWNSHIP**

**MEMORANDUM**

**TO:** Delhi Township Board Members

**FROM:** John B. Elsinga, Township Manager

**DATE:** November 8, 2016

**RE:** Proposed Increase in Ambulance Rates

---

Enclosed for your review and consideration is a proposed rate increase for fees associated with ambulance calls.

Since becoming a full-time department in 2003 our ambulances are able to be staffed with at least one full-time paramedic at all times enabling the Township to deliver Basic Life Support (BSL), Advanced Life Support (ASL) and Advanced Life Support 2 (ALS2). To ensure we are charging fees that help meet our cost of providing services, are competitive with other municipalities and are acceptable to the various insurance carriers the Fire Department is continuously monitoring our rate schedule (last updated in 2009).

To that end, staff has discovered that our fee for providing Basic Life Support (BSL), Advanced Life Support (ASL) and Advanced Life Support 2 (ALS2) should be raised an additional \$200 for BSL and ASL and \$100 for ALS2 and that our mileage rate for all ambulance calls should also be increased from \$10 to \$12.50 per mile in order to meet these standards. The remaining rates will remain the same.

Therefore, I recommend the Board approve the Delhi Township Fire Department Rate Schedule as presented.

**Recommended Motion:**

**To approve the Delhi Township Fire Department Rate Schedule effective January 1, 2017.**



# Delhi Township Fire Department

2074 AURELIUS ROAD  
PHONE (517) 694-3327

HOLT, MICHIGAN 48842-6320  
FAX (517) 699-3879

**To:** John Elsinga, Township Manager

**From:** Brian Ball, Fire Chief

**Date:** November 8, 2016

**RE:** Increase in Ambulance Rates

As I continually review the rates for emergency medical service (EMS) to make sure what we are using is not just acceptable to BCBS and Medicare I also look to make sure that we are charging a reasonable and customary rate in relation to the area jurisdictions. The current rate structure has been in place since 2009 and since that time the cost to provide EMS has risen at a significant rate as well as the request for service. Delhi Fire Ambulance provides Paramedic response to our citizens as well as medical first response when needed as well.

After examining the current rate structures I have found us to be deficient in obtaining the full reimbursement fee for BLS, ALS and ALS 2 transports. After surveying the surrounding jurisdictions and consulting with the professionals at Medical Management I am suggesting the following rate structure:

	<u>Current</u>	<u>Proposed</u>
<b>BLS</b>	\$600/\$10.00 per loaded mile	\$800/\$12.50 per loaded mile
<b>ALS</b>	\$600/\$10.00 per loaded mile	\$800/ \$12.50 per loaded mile
<b>ALS2</b>	\$700/\$10.00 per loaded mile	\$800/\$12.50 per loaded mile

With this proposed rate schedule we will realize the lost revenue from not receiving the maximum reimbursements from insurance (close to \$52,000 in 2015). I believe this to be a reasonable and customary rate that is well in line with the surrounding area's response charges. While we are not in the business of making a profit we are in the business of providing and maintaining a top notch service to our citizens. I further am requesting this rate change to become effective January 1, 2017.

Thank you for your support in this matter.

Delhi Township Fire Department  
Proposed Rate Schedule

**EMS Rates:**

	<b><u>Current</u></b>	<b><u>Proposed</u></b>
Ambulance Calls -	BLS - \$600 + \$10/mile	\$800 + \$12.50 per mile
	ALS - \$600 + \$10/mile	\$800 + \$12.50 per mile
	ALS2 - \$700 + \$10/mile	\$800 + \$12.50 per mile
	(ALS - IV Therapy only / ALS2 - monitoring/drugs, etc.)	
Patient Assessment - No Transport	\$100	
Diabetic Assessment - No Transport	\$125	

**Fire Rates:**

Hourly apparatus rates – (Minimum of one hour)

	<b><u>Current</u></b>
Ladder Truck / Quint	\$225.00
Rescue	\$200.00
Engine	\$175.00
Tanker	\$150.00
Grass Fire Unit / Squad	\$75.00
Command Car	\$35.00

False Alarm: 2 false alarms per year will be answered without charge. After the 2<sup>nd</sup> false alarm in any given year there will be a charge amounting to the total apparatus and personnel cost.

Illegal Burning: Charge amounting to the total of apparatus and personnel cost.

Hourly Personnel rates – (Minimum of one hour)

Personnel will be billed at the "loaded rate" which includes all fringe benefits.

Administration Fee: will be assessed equal to the cost of personnel for all calls.

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**INTEROFFICE MEMORANDUM**

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**TO:** John Elsinga, Township Manager  
**FROM:** Sandra Diorka, Director of Public Services  
**DATE:** November 8, 2016  
**SUBJECT:** Resolution No. 2016-036 - Increase Monthly Sanitary Sewer User Charges

---

Enclosed for you review is Resolution No. 2016-036; increasing monthly sanitary sewer user charges (rates) to support our operating, maintenance and replacement, debt, debt reserve and capital improvement costs effective January 1, 2017.

In 2013 Umbaugh & Associates, Certified Public Accountants, LLP (Umbaugh) performed a "Cost of Service Study" to bring these rates current. The study further recommended a yearly increase every year after.

As you know, Delhi is required to implement rates according to a yet to be formulated Asset Management Plan. In the interim between the 2013 rate study and the finalization of the Asset Management Plan rate study (late 2017), we have recommended an increase of 3% plus the cost of living increase (CPI) from the previous year. This stems from a 2002 United States Environmental Protection Agency (EPA) report concluding an annual *real* (over and above CPI) increase of 3.6% for capital improvement expenditures and 3.2% for operations and maintenance expenditures is needed per year, on average, to bridge the gap between conventional rate studies and asset management rate studies.

Last year the CPI was 0.7% therefore, I recommend a rate increase of 3.7% over 2016 rates. The proposed rounded monthly increases are the following:

	2016 Rate	Proposed 2017 Rate	Increase
Commodity Charge	\$5.30 / 100 ft <sup>3</sup>	\$5.50 / 100 ft <sup>3</sup>	\$0.20
Basic Service Charge	\$15.15	\$15.70	\$0.55
Flat Rate User Charge	\$46.95	\$48.70	\$1.75

Based on the 2013 Umbaugh study recommendation of an annual rate increases and the 2002 EPA report, I recommend the township board increase sanitary sewer rates according to the above charts, effective January 1, 2017.

**Recommended Motion:**

**To adopt Resolution No. 2016-036 which would increase the sanitary sewer user charges effective January 1, 2017.**

**DELHI CHARTER TOWNSHIP**

**RESOLUTION NO. 2016-036**

**A RESOLUTION RECOGNIZING THE NEED TO INCREASE THE MONTHLY SANITARY SEWER USER FEES NEEDED TO SUPPORT OUR OPERATING, MAINTENANCE & REPLACEMENT (OM&R), DEBT, DEBT RESERVE, AND CAPITAL IMPROVEMENT COSTS, EFFECTIVE JANUARY 1, 2017.**

At a regular meeting of the Delhi Charter Township Board of Trustees of the Charter Township of Delhi, Ingham County, Michigan, held at the Community Services Center, 2074 Aurelius Road, Holt, Michigan 48842 on Tuesday, the 15<sup>th</sup> day of November 2016, at 7:30 p.m.

PRESENT:

ABSENT:

The following Resolution was offered by \_\_\_\_\_.

**WHEREAS**, the 2017 Sewer Fund Budget for Operating, Maintenance, and Replacement (OM&R) expenditures is \$4,204,080; and

**WHEREAS**, the 2017 Sewer Fund budget for General Obligation Debt expenditures is \$1,843,040; and

**WHEREAS**, the 2017 Sewer Fund Budget for Capital Improvement expenditures is \$1,490,250; and

**WHEREAS**, all revenues of the system including, but not limited to, the monthly sewer user charges follow a flow of funds as found in State law applied to operation, maintenance and replacement (OM&R), debt, debt reserve (if any) and then capital improvement; and

**WHEREAS**, the Monthly Basic Service Charge and the Monthly Sewer Commodity Charge need to be increased to provide sufficient revenue, along with all other revenue sources, to support operating, maintenance and replacement (OM&R), debt, debt reserve and capital improvement expenses; and

**WHEREAS**, in 2013, the Township hired Umbaugh & Assoc. Certified Public Accountants, LLP to conduct a "Cost of Service Study" who subsequently recommended annual increases to monthly sanitary sewer user charges to support our OM&R, debt, debt reserve and capital improvement costs; and

**WHEREAS**, the 2017 recommendation is to increase the Basic Service Charge from \$15.15 to \$15.70 per residential equivalent unit (REU), the Commodity Charge from \$5.30 to \$5.50 per one hundred cubic feet (ccf) of water use for metered customers and increase the flat rate from \$46.95 to \$48.70 per residential equivalent unit (REU) for unmetered customers, and

**NOW THEREFORE, BE IT RESOLVED**, the following schedule of monthly sanitary sewer service charges, effective January 1, 2017 be and is hereby established:

1. For Metered Customers – Residential Users  
  
Each Residential Equivalent Unit shall be billed a Basic Service Charge of \$15.70/REU  
  
A Commodity Charge per 100 cubic feet (ccf) of metered water consumption as reported by the Board of Water & Light \$5.50/ccf
  
2. For Metered Customers – all other users  
  
Basic Service Charge per “equivalent meter” \$15.70/Equivalent Meter  
  
A Commodity Charge per 100 cubic feet (ccf) of metered water consumption as reported by the Board of Water & Light \$5.50/ccf
  
3. For Unmetered Customers  
  
All users of the Delhi Charter Township Wastewater Collection and Treatment System shall be billed at a single monthly rate per Residential Equivalent Unit based upon 6 ccf. \$48.70/REU

AYES:  
NAYES:  
ABSENT:

The foregoing Resolution declared adopted on the date written above.

\_\_\_\_\_  
Evan Hope, Township Clerk

**STATE OF MICHIGAN)  
COUNTY OF INGHAM)§**

I, the undersigned, the duly qualified Clerk for the Charter Township of Delhi, Ingham County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and complete copy of the proceedings taken by the Township Board at a regular meeting held on the 15<sup>th</sup> day of November 2016.

IN WITNESS WHEREOF, I have hereunto affixed my official signature this \_\_\_\_ day of November 2016.

\_\_\_\_\_  
Evan Hope, Township Clerk

**DELHI CHARTER TOWNSHIP**

**MEMORANDUM**

**TO:** Delhi Township Board Members

**FROM:** John B. Elsinga, Township Manager

**DATE:** November 7, 2016

**RE:** Amendment to Delhi Township Policy No. 119 - Purchasing

---

Enclosed for your review and approval is an amendment to Delhi Township Policy No. 119 – Purchasing.

Staff is recommending we update this policy which hasn't been done since 2005. Most notable changes include increasing the purchasing threshold for department heads and the Township Manager, requiring the use of purchase orders for purchases over \$1,000 (instead of \$250) and a new section on Conflicts of Interest. The Conflicts of Interest section was recommended by Abraham & Gaffney whom the Township utilizes for accounting services. This ensures the Township avoids any potential or perceived conflict of interest between the Township, Board and employees with regards to purchasing goods and services.

If the Board concurs with these changes we will also update the Accounts Payable policy to reflect the same thresholds as the purchasing policy.

**RECOMMENDED MOTION:**

**To amend Delhi Township Policy No. 119 – Purchasing Policy effective November 15, 2016 and to amend Delhi Township Policy No. 120 – Accounts Payable to reflect the same monetary thresholds as the Purchasing Policy.**

**POLICY NO. 119**  
**Adopted July 15, 2003**  
**Amended Nov. 15, 2005**  
**Proposed Amendment November 15, 2016**

**DELHI TOWNSHIP POLICY MANUAL**

**I. SUBJECT**

PURCHASING

**II. PURPOSE**

To provide guidelines for the authorization and processing of purchasing transactions and to ensure that proper controls are in place with respect to the procurement of goods and services with Township funds.

**III. SCOPE**

This policy applies to all employees and officials of Delhi Charter Township

**IV. POLICY**

It shall be the general policy of Delhi Charter Township to purchase materials and services from the most economical source. Purchases should be made from Township establishments unless it can be shown that the required material or service is not readily available from Township sources at a competitive price.

A. Authorization to Purchase.

Unless otherwise noted, each department head is authorized to purchase materials and services within the guidelines of their departmental budget and are responsible for expending funds in accordance with this policy.

Departments shall not consider appropriations contained in the budget as a mandate to expend Township funds, nor does the budget constitute authorization to commit the Township as such authorization originates from the provisions of this purchasing policy.

The Township shall not be responsible for any obligations incurred by an official or employee that is contrary to the provisions of this purchasing policy.

1. Credit Cards. Credit cards are ~~the preferred~~ **an allowed** method of purchase for

purchases authorized under Township Policy No. 123 - Credit Card Transactions.

2. Petty Cash. Petty cash should be used for purchases under \$50 ~~that can not be purchased with a credit card~~ **when there is no township account with the vendor.** Each department head or designee is responsible for the disbursement of petty cash funds. The Township Manager shall approve the establishment of petty cash accounts and the limits thereof.
3. Purchases up to ~~\$1,500.~~ **\$2,500.** Department heads are authorized to purchase materials and services up to ~~\$1,500~~ **\$2,500** if funds are available within their departmental budget. A department head may temporarily designate in writing an individual to temporarily authorize purchases during his/her official time off. The designation must be in writing and be approved by the Township Manager.
4. Purchases from ~~\$1,500 to \$10,000.~~ **\$2,500 to \$20,000.** Purchases in excess of ~~\$1,500~~ **\$2,500** shall be approved by the Township Manager. The Assistant Township Manager-HR, Township Clerk or Treasurer is authorized to carry out the purchasing duties of the Township Manager during his/her official time off.
5. Purchases over ~~\$10,000.~~ **\$20,000.** The Township Board shall approve all purchases and contracts over ~~\$10,000~~ **\$20,000.**
6. Professional Services and Contracts. All professional services and contracts over ~~\$1,500~~ **\$2,500** are to be signed by the Township Manager. All professional services and contracts over ~~\$10,000~~ **\$20,000** must be approved by the Township Board.
7. Legal Services. The Township Manager must approve all new or non-routine requests for legal services.
8. Education and Training. The Township Manager must approve all requests for continuing education, conferences, seminars, and reimbursement of the same, including all related expenses.
9. Change Orders. The Township Manager shall have the authority to approve change orders in amounts up to 10% of the total original price for each change order and up to 20% of the price for the cumulative value of all change orders on a given project. Change orders exceeding the 10% or 20% limits shall be submitted to the Township Board for approval.

B. Purchase Order System.

Purchase orders are to be used to indicate prior approval for the purchase of goods and services. The purchase order is also used as a budgeting and management tool as well as

a method for maintaining internal controls. Purchase orders are required for purchases in excess of \$50. **\$1,000**. The following exceptions do not require a purchase order:

- Authorized credit card purchases under ~~\$1,500~~ **\$2,500**
- Payroll
- Utilities (sewer, electric, water, gas, telephone, mobile phones)
- Education and training (seminars, conferences)
- Mileage
- Postage
- Gasoline/fuel
- Request for reimbursements
- Publications/subscriptions
- Memberships/dues
- Emergency repairs
- Professional services (legal, engineering, auditing, computer)
- Contractual obligations (including employee benefits and property and liability insurance renewals)

1. Timing. Purchase orders are not to be issued after goods or services are purchased.
2. Blanket Purchase Orders. A blanket purchase order may be issued for the purchase of routine products and materials on an on-going basis ~~when the purchases can not be made by credit card~~. All blanket purchase orders must be pre-approved by the Township Manager.

C. Quotes.

A minimum of three (3) written quotes shall be requested for all purchases over ~~\$1,500~~. **\$5,000**. When practical, written specifications should be provided to vendors to ensure comparative quotes. Quotes are not required for recurring purchases from established suppliers or contractors. Consideration may be given to vendors other than the lowest quote if justifiable circumstances exist that would warrant the same.

D. Sealed Bids.

Sealed bids may be required from time to time by the Township Board. Consideration may be given to vendors other than the lowest bid if justifiable circumstances exist that would warrant the same.

E. Conflicts of Interest

1. Township Board. **No member of the Township board shall vote on bid selections for vendors where the Board member, individually or through a business in which he or she is an owner, partner, or has a financial interest, directly or indirectly, other than as an employee. This will include bids where the Board member is a**

**contractor or sub-contractor on any Township construction projects. In instances such as these the Township board member should abstain from voting.**

**2. The Township board member shall not participate, as an agent or representative of the Township in approving, disapproving, voting upon, abstaining from voting, recommending or otherwise acting upon any matter in which he or she, or a relative has a direct or indirect financial interest without disclosing the full nature and extent of their interest.**

**3. Contracts with Former Employees. To avoid the potential for conflict of interest, or any appearance thereof, the Township requires that all requests for entering into professional service contracts with former Township employees be approved by the Board.**

**4. Vendor/Township Employee Relationships. To avoid any real or perceived conflict of interest, all proposals or contracts for professional services should, to the extent possible, identify any relative of the contractor or his/her employees who are presently employed by the Township**

**5. Contracts with Employees. Current employees are prohibited from doing business with the Township outside their capacity as employees.**

F. Exceptions, Deviations, and Interpretations of this Policy.

These shall be referred to the Township Manager **or designee.**

**POLICY NO. 120**  
**ADOPTED July 15, 2003**  
**PROPOSED AMENDMENT November 15, 2016**

**DELHI TOWNSHIP POLICY MANUAL**

**I. SUBJECT**

ACCOUNTS PAYABLE

**II. PURPOSE**

To provide guidelines for the authorization and processing of accounts payable to ensure that proper controls are in place with respect to the review, approval and payment of disbursements with Township funds.

**III. SCOPE**

This policy applies to all employees and officials of Delhi Charter Township.

**IV. POLICY**

Prior to the disbursement of accounts payable, it shall be the policy of Delhi Charter Township that

- all disbursements be authorized for payment in writing by the appropriate department head or designee.
- the budgetary line item is clearly designated to which the expense is charged.
- the purpose of the expenditure is clearly identified.
- the Township Purchasing Policy has been followed.

**A. Authorization for Payment.**

Authorization for payment of claims (accounts payable) is made by the department head or designee who is responsible for the budgetary cost center to which the expense will be charged (except as noted in Section C below).

The Parks and Recreation Director is responsible to the Township Parks Commission for the purchase of all goods and services processed and paid through the Township purchasing and accounts payable systems.

The Downtown Development Authority Executive Director is responsible to the Downtown Development Authority Board for the purchase of all goods and services processed and paid through the Township purchasing and accounts payable systems.

1. Disbursements up to \$1,500. **\$2,500.** Department heads may authorize payment for disbursements up to ~~\$1,500.~~ **\$2,500** A department head may temporarily designate in writing an individual to temporarily authorize disbursements during

his/her official time off. The designation must be in writing and be approved by the Township Manager.

2. Disbursements from \$1,500 to \$10,000. **\$2,500 to \$20,000.** The Township Manager may authorize payment for disbursements from ~~\$1,500 to \$10,000.~~ **\$2,500 to \$10,000** The Assistant Township Manager-HR, Township Clerk or Treasurer may authorize payment for disbursements in the absence of the Township Manager during his/her official time off.
3. Pre-Authorized Disbursements. Pre-authorized disbursements as listed under Section B. 1. Below are not subject to these preceding authorization requirements as listed in Section A.1. and A.2. Pre-authorized disbursements shall be approved for payment by designated employees as authorized in writing by the Township Manager.

B. Township Board Approval

The Township Board shall review and approve, at each regular meeting of the Board, all claims for disbursement with the exception of pre-authorized disbursements, as follows:

1. Pre-authorized Disbursements.

The following disbursements are pre-authorized by the Township Board for payment and may be mailed prior to each regular meeting of the Board, as follows:

- Escrow Funds
- Bond Payments and related Fees
- Tax Payments and Adjustments
- Sewer and Tax Refunds
- Utility Bills
- Postage
- Payroll
- Employee Benefits
- Liability & Property Insurance and Bonds
- Disbursements authorized by the Delhi Township Park Commission
- Disbursements authorized by the Delhi Downtown Development Authority

C. Certification of Funds.

The Director of Accounting shall certify all fund totals by his/her signature on the accounts payable approval report.

D. Review of Disbursements.

1. The Township Manager, Treasurer and Clerk shall review all disbursements and shall verify by their signature that each has reviewed the same. In the absence of the Manager, Treasurer or Clerk, the Assistant Township Manager-HR, Assistant Township Treasurer or Assistant Township Clerk shall review all disbursements and verify by their signature that each has reviewed the same
2. The Township Manager, Treasurer and Clerk may, for any reason, suspend payment of a given disbursement as appropriate.
3. All items over ~~\$10,000~~ **\$20,000** that do not have prior approval of the Township Board shall be held until approved by the Township Board. These disbursements will be mailed following the next regular meeting of the Township Board.

E. Exceptions, Deviations, and Interpretations of this Policy.

These shall be referred to the Township Manager.

**DELHI CHARTER TOWNSHIP**

**M E M O R A N D U M**

**TO:** Delhi Township Board Members  
**FROM:** John B. Elsinga, Township Manager  
**DATE:** November 8, 2016  
**RE:** 2017 Employee Compensation Schedule

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Enclosed for your review and approval is the proposed 2017 Employee Compensation Schedule for full-time and part-time employees of Delhi Township, effective January 1, 2017. This compensation schedule includes a 2% cost of living increase, which is consistent with the 2017 budget.

The impact of the proposed 2% increase is \$34,790 in the General Fund, \$22,553 in the Sewer Fund, and \$21,926 in the Fire Fund, for a collective total of \$79,270. The impact includes gross wages, FICA, pension, life insurance, disability insurance, and workers' compensation costs. This excludes contract employees, DDA, election workers, volunteer paid on-call fire, seasonal, boards and commissions, and certain per diem employees.

**RECOMMENDED MOTION:**

**To approve the 2017 Employee Compensation Schedule for full-time and part-time employees of Delhi Charter Township, which includes a 2% cost of living increase, effective January 1, 2017.**

# PROPOSED

## DELHI CHARTER TOWNSHIP 2017 EMPLOYEE COMPENSATION SCHEDULE EFFECTIVE JANUARY 1, 2017

### HOURLY COMPENSATION \*\*

2017 PAY GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
A	\$8.858	\$9.234	\$9.645	\$10.106	\$10.627
B	\$9.700	\$10.110	\$10.565	\$11.068	\$11.637
C	\$10.619	\$11.070	\$11.567	\$12.119	\$12.743
D	\$11.631	\$12.124	\$12.669	\$13.271	\$13.954
E	\$12.733	\$13.274	\$13.873	\$14.529	\$15.280
1	\$13.943	\$14.550	\$15.140	\$15.933	\$16.731
2	\$14.507	\$15.135	\$15.822	\$16.577	\$17.405
3	\$15.074	\$15.730	\$16.448	\$17.231	\$18.093
4	\$16.029	\$16.730	\$17.486	\$18.324	\$19.238
5	\$17.346	\$18.097	\$18.921	\$19.823	\$20.814
6	\$18.824	\$19.643	\$20.536	\$21.514	\$22.595
7	\$20.591	\$21.489	\$22.462	\$23.533	\$24.710
8	\$22.796	\$23.790	\$24.871	\$26.052	\$27.353
9	\$25.149	\$26.241	\$27.434	\$28.744	\$30.180
10	\$27.799	\$29.008	\$30.325	\$31.769	\$33.359
11	\$30.299	\$31.615	\$33.047	\$34.626	\$36.359
12	\$33.327	\$34.778	\$36.353	\$38.092	\$39.996
13	\$39.087	\$40.619	\$42.290	\$44.281	\$46.175

### ANNUAL COMPENSATION \*\*\*

2017 PAY GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
A	\$18,424.64	\$19,206.72	\$20,061.60	\$21,020.48	\$22,104.16
B	20,176.00	21,028.80	21,975.20	23,021.44	24,204.96
C	22,087.52	23,025.60	24,059.36	25,207.52	26,505.44
D	24,192.48	25,217.92	26,351.52	27,603.68	29,024.32
E	26,484.64	27,609.92	28,855.84	30,220.32	31,782.40
1	29,001.44	30,264.00	31,491.20	33,140.64	34,800.48
2	30,174.56	31,480.80	32,909.76	34,480.16	36,202.40
3	31,353.92	32,718.40	34,211.84	35,840.48	37,633.44
4	33,340.32	34,798.40	36,370.88	38,113.92	40,015.04
5	36,079.68	37,641.76	39,355.68	41,231.84	43,293.12
6	39,153.92	40,857.44	42,714.88	44,749.12	46,997.60
7	42,829.28	44,697.12	46,720.96	48,948.64	51,396.80
8	47,415.68	49,483.20	51,731.68	54,188.16	56,894.24
9	52,309.92	54,581.28	57,062.72	59,787.52	62,774.40
10	57,821.92	60,336.64	63,076.00	66,079.52	69,386.72
11	63,021.92	65,759.20	68,737.76	72,022.08	75,626.72
12	69,320.16	72,338.24	75,614.24	79,231.36	83,191.68
13	81,300.96	84,487.52	87,963.20	92,104.48	96,044.00

\*\* Includes a 2% cost of living increase.

\*\*\* Based on 2,080 hours

Note: Step Increase progression is effective the first day of the pay-period following the completion of 2,080 hours.

DELHI CHARTER TOWNSHIP

**M E M O R A N D U M**

**TO:** Delhi Township Board Members  
**FROM:** John B. Elsinga, Township Manager  
**DATE:** November 8, 2016  
**RE:** Account Clerk/Cashier Position

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The Treasurer's office is currently staffed with two (2) part-time positions at 25 hours per week to fulfill the single position of Account Clerk/Cashier. At this time, we are recommending approval of one (1) full-time position to replace the two (2) part-time positions. Since this is a single position of Account Clerk/Cashier fulfilling the same duties and responsibilities within a single department, it is in the best interests of the Township to transition into one (1) full-time position. This recommendation will enable the Township to comply with the Affordable Care Act (ACA) as intended.

**RECOMMENDED MOTION:**

**To approve one (1) regular full-time position to replace two (2) part-time positions of Account Clerk/Cashier in the Delhi Township Treasurer's office at a Pay Grade 4, effective January 1, 2017.**

**DELHI CHARTER TOWNSHIP**

**MEMORANDUM**

**TO:** Delhi Township Board Members  
**FROM:** John B. Elsinga, Township Manager  
**DATE:** November 8, 2016  
**RE:** Code Enforcement Inspector

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During the 2017 Budget process, we discussed and allocated monies for a part-time Code Enforcement Inspector in the Community Development Department. For the past two (2) summers we have utilized a seasonal/temporary Code Enforcement Inspector to assist us with enforcement of our ordinances pertaining to public nuisance and blight, i.e. grass, snow removal, junk cars and other similar complaints. At this time, we are recommending approval of one (1) regular part-time position at 24 hours per week. This position will provide year-round staffing support which will enable our full-time staff to focus on the administration of our rental housing program and related inspections.

**RECOMMENDED MOTION:**

**To approve one (1) regular part-time position of Code Enforcement Inspector in the Community Development Department at a Pay Grade 5, effective January 1, 2017.**

**DELHI CHARTER TOWNSHIP**

**MEMORANDUM**

**TO:** Delhi Township Board Members  
**FROM:** John B. Elsinga, Township Manager  
**DATE:** November 8, 2016  
**RE:** Buildings & Grounds Maintenance Positions

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During the 2017 Budget process, we discussed and allocated monies for two (2) regular part-time Buildings & Grounds Maintenance positions in the General Fund. One (1) of these positions is budgeted in Parks & Recreation and the other is budgeted in Buildings & Grounds. At this time, we are recommending approval of these positions at 25 hours per week to provide support to the Parks Department in maintaining the Township's various properties and building facilities.

**RECOMMENDED MOTION:**

**To approve two (2) regular part-time Buildings & Grounds Maintenance positions in the General Fund at a Pay Grade 6, effective January 1, 2017.**

**DELHI CHARTER TOWNSHIP**

**MEMORANDUM**

**TO:** Delhi Township Board Members  
**FROM:** John B. Elsinga, Township Manager  
**DATE:** November 8, 2016  
**RE:** GIS/Asset Management Specialist Position

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During the 2017 Budget process, we discussed and allocated monies for one (1) regular full-time GIS/Asset Management Specialist in the Department of Public Services. At this time, we are recommending approval of this position to implement and maintain our Asset Management Program as required by our National Pollutant Discharge Elimination System (NPDES) permit.

In addition, this position would maintain the GIS database, the WinCan camera truck software, manage our sanitary sewer flow data, and assist with our Stormwater Phase II Program.

**RECOMMENDED MOTION:**

**To approve one (1) regular full-time position of GIS/Asset Management Specialist in the Department of Public Services at a Pay Grade 9, effective January 1, 2017.**

**DELHI CHARTER TOWNSHIP**

**MEMORANDUM**

**TO:** Delhi Township Board Members  
**FROM:** John B. Elsinga, Township Manager  
**DATE:** November 8, 2016  
**RE:** Property Inspector Position

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During the 2017 Budget process, we discussed and allocated monies for a part-time Property Inspector position in the Assessing Department. This past summer/fall the Assessing Department has utilized a seasonal/temporary Property Inspector to assist in completing its goals of re-inspecting 20% of the parcels in the township annually. At this time, we are recommending approval of one (1) regular part-time position at 25 hours per week. In addition to the re-inspections, a regular part-time position would allow for timely processing of ongoing data entry and parcel record maintenance throughout the year and assist the department in other day to day activities.

**RECOMMENDED MOTION:**

**To approve one (1) regular part-time position of Property Inspector in the Delhi Township Assessing Department at a Pay Grade 5, effective January 1, 2017.**

**17) Supervisor's Report**

**18) Treasurer's Report**

**19) Clerk's Report**

**20) Trustee Reports**

**21) Manager's Report**