

DELHI CHARTER TOWNSHIP
COMMITTEE OF THE WHOLE

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

Tuesday
December 5, 2017

**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, December 5, 2017

7:00 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. Certificates of Appreciation

Unfinished Business

Consent Agenda

2. a) Approval of Minutes – Committee Meeting of November 21, 2017
- b) Approval of Minutes – Regular Meeting of November 21, 2017
- c) Approval of Claims – November 21, 2017
- d) Approval of Payroll – November 30, 2017

Zoning and Development

New Business

3. Resolution No. 2017-029 – Waive Penalties and Fees for Late Property Transfer Affidavits
4. Amendment No. 1 to Resolution No. 2017-020 – FY 2018 Sewer Fund Budget
5. Amendment No. 1 to Resolution No. 2017-021 – FY 2018 Fire Fund Budget
6. 2018 Compensation for the Delhi Township Supervisor
7. 2018 Compensation for the Delhi Township Clerk
8. 2018 Compensation for the Delhi Township Treasurer
9. 2018 Compensation for the Delhi Township Trustees
10. 2018 Compensation for the Delhi Township Manager
11. Volunteer Paid On-Call Firefighter and Part-Time Firefighter/EMS Compensation Schedule
12. Blue Cross Blue Shield High Deductible Health Plan (BCBS-HDHP) Renewal

13. Delta Dental Benefit Plan Renewal
14. Payment In-Lieu-Of Retiree Health Care Benefits

Items Removed From Consent Agenda For Discussion

Late Agenda Items

- 15.
- 16.
- 17.

Reports

18. Supervisor:
19. Treasurer:
20. Clerk:
21. Trustees:
22. 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

Verbal

Recommended Motion:

To approve the Consent Agenda as presented.

**DELHI CHARTER TOWNSHIP
COMMITTEE OF THE WHOLE MEETING HELD ON NOVEMBER 21, 2017**

The members of the Delhi Charter Township Committee of the Whole met on Tuesday, October 17, 2017 in the Multipurpose Room at the Community Services Center, 2074 Aurelius Road, Holt, MI. Supervisor Hayhoe called the meeting to order at 6:00 p.m.

Members Present: Supervisor John Hayhoe, Clerk Evan Hope, Treasurer Roy Sweet,
Trustees Pat Brown, Stuart Goodrich, Tom Lenard, DiAnne Warfield

Members Absent: None

BUSINESS

PRESENTATION BY BYRUM & FISK COMMUNICATIONS

Dianne Byrum and Christopher Behnan of Byrum & Fisk Communications presented a communications plan to the Board. Byrum & Fisk reviewed the Board's strategic plan developed this summer and used key elements for engaging the community to develop a communication plan to help meet the Board's visions and goals. The plan will include community research through focus groups and polling to learn what services residents value, where they get their information, likes and dislikes, etc. Results from this research will then help the Board determine what the community values which can then be used for budget building and future millage consideration. Discussion was also held regarding the demographics of the focus groups to ensure diversity.

COMMUNITY DEVELOPMENT DEPARTMENT – OCTOBER ACTIVITY REPORT

The Board reviewed the Community Development Department October Activity Report (ATTACHMENT I).

Tracy Miller, Director of Community Development, updated the Board on the Safe Routes to School grant application and reported they should receive notice by December 1st. Ms. Miller also provided an update on Realize Cedar which is planned for Spring 2018 construction.

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

The Board reviewed the Ingham County Sheriff's Office/Delhi Division October Activity Report (ATTACHMENT II).

FIRE DEPARTMENT – OCTOBER ACTIVITY REPORT

The Board reviewed the Fire Department October Activity Report (ATTACHMENT III).

PUBLIC COMMENT

Mike Hamilton, 4541 Sycamore St., Holt, commented on communication of the Board and video taping of the Board meetings.

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP
COMMITTEE OF THE WHOLE MEETING HELD ON NOVEMBER 21, 2017**

ADJOURNMENT

Meeting adjourned at 6:59 p.m.

Date: December 5, 2017

Evan Hope, Township Clerk

Date: December 5, 2017

John Hayhoe, Supervisor

/tv

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP
MINUTES OF REGULAR MEETING HELD ON NOVEMBER 21, 2017**

Delhi Charter Township Board of Trustees met in a regular meeting on Tuesday, November 21, 2017 in the Multipurpose Room at the Community Services Center, 2074 Aurelius Road, Holt, Michigan. Supervisor Hayhoe called the meeting to order at 7:01 p.m.

PLEDGE OF ALLEGIANCE

ROLL CALL

Members Present: Supervisor John Hayhoe, Clerk Evan Hope, Treasurer Roy Sweet, Trustees Pat Brown, Stuart Goodrich, Tom Lenard, DiAnne Warfield

Members Absent: None

COMMENTS FROM THE PUBLIC – None

SET/ADJUST THE AGENDA

The Board removed the 7:15 p.m. Public Hearing to amend Brownfield Redevelopment Plan No. 4.

CONSENT AGENDA

- A. Approval of Minutes – Regular Meeting of November 8, 2017
- B. Approval of Claims – November 7, 2017 (ATTACHMENT I)
- C. Approval of Payroll – November 16, 2017 (ATTACHMENT II)
- D. Reappointment to the Delhi Township Zoning Board of Appeals – David Hodges (ATTACHMENT III)
- E. Reappointment to the Delhi Township Zoning Board of Appeals – Francis Sierawski, Jr. (ATTACHMENT IV)
- F. Amend Zoning Ordinance No. 630 – 5509 Aurelius Road – Tax Parcel #33-25-05-02-100-007 – Typographical Error (ATTACHMENT V)
- G. Proposed 2018 Township Board Meetings Schedule (ATTACHMENT VI)

Warfield moved, Brown seconded to approve the Consent Agenda as presented.

A Roll Call Vote was recorded as follows:

Ayes: Warfield, Brown, Goodrich, Hayhoe, Hope, Lenard, Sweet

MOTION CARRIED

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP
MINUTES OF REGULAR MEETING HELD ON NOVEMBER 21, 2017**

NEW BUSINESS

RESOLUTION NO. 2017-028 – NOTICE OF INTENT TO ISSUE BONDS

The Board reviewed a memorandum dated November 16, 2017 from Twp. Mgr. Elsinga (ATTACHMENT VII).

Lenard moved, Hope seconded to adopt Resolution No. 2017-028 which approves the Notice of Intent to Issue Bonds not to exceed \$15,000,000 for Delhi Capital Improvement Bonds for the Township’s sanitary sewer collection system and Publicly Owned Treatment Works.

Andy Campbell, H.R. Umbaugh & Associates, explained the process of bidding bonds and correlating interest rates. Treasurer Sweet asked about the source of payments listed in the Notice of Intent. Mr. Campbell informed the Board that issuing bonds via a limited tax pledge will result in a lower interest rate. What fund makes the bond payments is different than which fund backs the bond for collateral.

A Roll Call Vote was recorded as follows:

Ayes: Brown, Goodrich, Hayhoe, Hope, Lenard, Sweet, Warfield

MOTION CARRIED

REPORTS

SUPERVISOR

Supervisor Hayhoe spoke of various events and ribbon cuttings happening in the Township.

TREASURER

Treasurer Sweet reported that winter tax bills will be sent to the printer next week and then mailed.

CLERK

Clerk Hope stated that at the November 8, 2017 Board meeting the Board amended the 2018 General Fund budget to include a \$1,000 per employee health savings account addition for those employees enrolled in the Township’s health insurance plan. In hindsight, this should have been done for the sewer fund and fire fund also for those employees on the Township’s health insurance plan. If the Board concurs those budget amendments will be brought before the Board at the December 5th meeting.

TRUSTEES

Trustee Goodrich

Trustee Goodrich inquired about the Christmas lights and the recent repaving of Holt Road.

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP
MINUTES OF REGULAR MEETING HELD ON NOVEMBER 21, 2017**

Trustee Brown

Trustee Brown stated that he would like information on the bond the Board just approved be placed on the website and other media sources to help educate the residents on what improvements the bonds will help pay for.

Trustee Lenard

Trustee Lenard mentioned that he would like the Township Board to consider holding joint meetings with all the Township Boards and Commissions in the new year similar to that of the Holt Board of Education joint meeting.

TOWNSHIP MANAGER

Twp. Mgr. Elsinga reminded the Board that at a previous Committee of the Whole meeting discussion was held regarding the purchase of sidewalk snow removal equipment. Mark Jenks, Director of Parks and Recreation, provided an update on the research of such equipment.

LIMITED PUBLIC COMMENTS

Mike Hamilton, 4541 Sycamore St., Holt, commented on the sidewalk snow removal equipment and consideration of a parade for the annual tree lighting ceremony.

ADJOURNMENT

Meeting adjourned at 7:43 p.m.

Date: December 5, 2017

Evan Hope, Township Clerk

Date: December 5, 2017

John Hayhoe, Supervisor

/tv

SUBJECT TO APPROVAL

ACCOUNTS PAYABLE APPROVAL

November 21, 2017

I. Certification of Authorized Signatures: The attached Check Register and Invoice Distribution Report encompass checks dated November 21, 2017 numbered 94274 thru 94346 & ACH 5281 thru 5301. Every invoice has a payment authorizing signature(s).

Dated: November 21, 2017

Lora Behnke, Accounting Clerk

II. Certification of Fund Totals:

The attached Invoice Distribution Report and Check Register for checks dated November 21, 2017 show payments made from the following funds:

General Fund	\$	467,885.19
Fire Fund		19,043.47
Police Fund		222,330.25
Brownfield Redevelopment Fund		3,205.40
Downtown Development Fund		25,938.35
Sewer Fund		75,214.38
Local Brownfield Fund		4,808.10
Trust & Agency Fund		2,550.00
Current Tax Account		2,698.98
Grand Total	\$	<u>823,674.12</u>

Includes the following to be reimbursed from separate bank accounts:

Current Tax Account	\$	2,698.98
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III. Approval for Distribution: I have reviewed the above checks and invoices and all of them should be distributed. All invoices over \$20,000.00 have been approved by general policy or previous motions of the board. (\$26,999.25 ASK for Networking Equipment Project, 11/8/17, \$96,506.00 Honeywell International For Energy Project, 10/4/16, \$267,048.31 Ingham County Road Department for English Meadows SAD, 5/17/16)

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 December 5, 2017 a motion was made by _____ and passed by ___ yes votes and ___ no votes (____ absent) that the list of claims dated November 21, 2017, was reviewed, audited and approved

Evan Hope, Township Clerk

INVOICE GL DISTRIBUTION REPORT FOR DELHI CHARTER TOWNSHIP
 EXP CHECK RUN DATES 11/21/2017 - 11/21/2017

Vendor	Invoice Line Desc	Amount
Fund 101 GENERAL FUND		
Dept 000.00		
BLUE CROSS BLUE SHIELD	RETIREES HEALTH INSURANCE DEC	138.12
MID-MICH ASSOC OF ASSESSING	MMAAO 2018 MEMBERSHIP DUES	20.00
PITNEY BOWES POSTAGE	POSTAGE	520.99
STATE OF MICHIGAN	MCPPE CERT./TODD-LOWREY	150.00
STATE OF MICHIGAN	MCAO COURSE/TODD-LOWERY	1,000.00
INGHAM COUNTY ROAD DEPART	ENGLISH MEADOWS RESURFACING	267,048.31
HANSON'S WINDOW	CONST VALUE, NEW	30.00
ALLEN EDWIN HOMES	RESIDENTIAL CLASS 3	120.00
	Total For Dept 000.00	269,027.42
Dept 171.00 MANAGER		
BLUE CROSS BLUE SHIELD	HEALTH INSURANCE DECEMBER	2,110.44
DELTA DENTAL PLAN OF	DENTAL INSURANCE DECEMBER	275.32
UNUM LIFE INSURANCE CO	DISABILITY INSURANCE DECEMBER	146.10
MICHIGAN TOWNSHIPS ASSOC	SUBSCRIPTION/VANDER PLOEG	33.00
MICHIGAN TOWNSHIPS ASSOC	SUBSCRIPTION/THIELEN	33.00
	Total For Dept 171.00 MANAGER	2,597.86
Dept 191.00 ACCOUNTING		
BLUE CROSS BLUE SHIELD	HEALTH INSURANCE DECEMBER	390.81
DELTA DENTAL PLAN OF	DENTAL INSURANCE DECEMBER	40.13
UNUM LIFE INSURANCE CO	DISABILITY INSURANCE DECEMBER	36.02
STEVENS, KIRINOVIC, & TUCKER	ACCOUNTING SERVICES OCTOBER	894.00
	Total For Dept 191.00 ACCOUNTING	1,360.96
Dept 215.00 CLERK		
BLUE CROSS BLUE SHIELD	HEALTH INSURANCE DECEMBER	(1,016.13)
DELTA DENTAL PLAN OF	DENTAL INSURANCE DECEMBER	240.23
UNUM LIFE INSURANCE CO	DISABILITY INSURANCE DECEMBER	103.90
MICHIGAN.COM	PUBLISHING LEGALS OCTOBER	838.62
	Total For Dept 215.00 CLERK	166.62
Dept 228.00 INFORMATION TECHNOLOGY		
BLUE CROSS BLUE SHIELD	HEALTH INSURANCE DECEMBER	390.81
DELTA DENTAL PLAN OF	DENTAL INSURANCE DECEMBER	40.13
UNUM LIFE INSURANCE CO	DISABILITY INSURANCE DECEMBER	36.62
AD-INK & TONER SUPPLY	3 HP LASERJET TONERS	209.97
ACD.NET, INC.	ACD FIBER NOVEMBER	616.00
BS&A SOFTWARE	BS&A SOFTWARE PROGRAMS	19,099.00
APPLICATION SPECIALIST KO	NETWORKING EQUIPMENT PROJECT	25,299.25
APPLICATION SPECIALIST KO	NETWORKING EQUIPMENT PROJECT	1,700.00
	Total For Dept 228.00 INFORMATION TECHNOLOGY	47,391.78

Dept 253.00 TREASURERS		
BLUE CROSS BLUE SHIELD	HEALTH INSURANCE DECEMBER	1,172.46
DELTA DENTAL PLAN OF	DENTAL INSURANCE DECEMBER	200.10
UNUM LIFE INSURANCE CO	DISABILITY INSURANCE DECEMBER	90.64
BRINK'S INCORPORATED	BRINKS SERVICES NOVEMBER	720.19
	Total For Dept 253.00 TREASURERS	2,183.39

Dept 257.00 ASSESSING		
DELTA DENTAL PLAN OF	DENTAL INSURANCE DECEMBER	249.75
UNUM LIFE INSURANCE CO	DISABILITY INSURANCE DECEMBER	65.63
MICHIGAN FLEET FUELING	GASOLINE 10/16-30/2017	19.59
BAUCKHAM, SPARKS, THALL	LEGAL FEES OCTOBER	2,310.00
STATE OF MICHIGAN	2018 CERTIFICATION RENEWALS	400.00
FRANKIE D'S AUTO & TRUCK	LOF/#56	47.00
	Total For Dept 257.00 ASSESSING	3,091.97

Dept 262.00 ELECTIONS		
EXTEND YOUR REACH	POSTAGE & FEES OCTOBER	169.04
MICHIGAN.COM	PUBLISHING LEGALS OCTOBER	292.00
U-HAUL	MOVING ELECTION EQUIPMENT	59.12
U-HAUL	MOVING ELECTION EQUIPMENT	47.54
	Total For Dept 262.00 ELECTIONS	567.70

Dept 265.00 BUILDING & GROUNDS		
BLUE CROSS BLUE SHIELD	HEALTH INSURANCE DECEMBER	2,501.25
DELTA DENTAL PLAN OF	DENTAL INSURANCE DECEMBER	155.49
UNUM LIFE INSURANCE CO	DISABILITY INSURANCE DECEMBER	91.62
MICHIGAN FLEET FUELING	GASOLINE 10/16-30/2017	215.11
MODEL COVERALL SERVICE	UNIFORMS	16.69
MODEL COVERALL SERVICE	CREDIT	(116.51)
GRANGER	MONTHLY DUMPSTER SERVICE	76.00
QUALITY FIRST MAID SERVICE	CLEANING SERVICES/CSC	812.50
BOARD OF WATER & LIGHT	WATER 2004 AURELIUS	95.33
BOARD OF WATER & LIGHT	WATER 2074 AURELIUS	744.92
LANSING SECURITY & LOCKS	PARTS & LABOR/CSC DOOR	549.00
LANSING SECURITY & LOCKS	LABOR TO REPAIR DOOR/ICSD	100.00
THE PARTS PLACE	2 BULBS/CSC ELEVATOR	2.98
B & D ELECTRIC, INC.	REPAIRS TO LIGHT POST/HOLT RD	80.00
ACE HARDWARE	PLUG FOR STREETLIGHT	16.99
HONEYWELL INTERNATIONAL	ENERGY PROJECT	61,763.84
	Total For Dept 265.00 BUILDING & GROUNDS	67,105.21

Dept 281.00 STORMWATER		
GRANGER	(3) 40 YD ROLL OFF/BRUSH DROPOFFS	825.00
	Total For Dept 281.00 STORMWATER	825.00

Dept 446.00 INFRASTRUCTURE		
CONSUMERS ENERGY	STREETLIGHTS ACCT#6730	20,358.70
CONSUMERS ENERGY	STREETLIGHTS ACCT#7043	107.66
	Total For Dept 446.00 INFRASTRUCTURE	20,466.36

Dept 721.00 PLANNING/COMMUNITY DEVELOPMENT		
BLUE CROSS BLUE SHIELD	HEALTH INSURANCE DECEMBER	4,299.00
DELTA DENTAL PLAN OF	DENTAL INSURANCE DECEMBER	489.98
UNUM LIFE INSURANCE CO	DISABILITY INSURANCE DECEMBER	187.05
MICHIGAN FLEET FUELING	GASOLINE 10/16-30/2017	81.28
BAUCKHAM, SPARKS, THALL	LEGAL FEES OCTOBER	2,870.00
MICHIGAN.COM	PUBLISHING LEGALS SEPTEMBER	85.52
LEGG LUMBER-HOLT	WOOD STAKES/4556 GROVE ST	14.89
LEGG LUMBER-HOLT	PUSH BROOM & SNOW PUSHER	42.98
GOOD YEAR COMMERCIAL TIRE	4 TIRES/#56	736.48
Total For Dept 721.00 PLANNING/COMMUNITY DEVELOPMENT		8,807.18

Dept 752.00 PARKS ADMINISTRATION		
BLUE CROSS BLUE SHIELD	HEALTH INSURANCE DECEMBER	1,172.43
DELTA DENTAL PLAN OF	DENTAL INSURANCE DECEMBER	120.40
UNUM LIFE INSURANCE CO	DISABILITY INSURANCE DECEMBER	111.34
Total For Dept 752.00 PARKS ADMINISTRATION		1,404.17

Dept 771.00 PARKS		
BLUE CROSS BLUE SHIELD	HEALTH INSURANCE DECEMBER	2,858.24
DELTA DENTAL PLAN OF	DENTAL INSURANCE DECEMBER	299.40
UNUM LIFE INSURANCE CO	DISABILITY INSURANCE DECEMBER	59.54
MICHIGAN FLEET FUELING	GASOLINE 10/16-30/2017	756.31
MODEL COVERALL SERVICE	UNIFORM PANTS	25.88
AMERICAN RENTALS, INC.	PORTABLE TOILETS	220.00
AMERICAN RENTALS, INC.	PORTABLE TOILETS	225.00
MODEL COVERALL SERVICE	CREDIT	(52.12)
GRANGER	MONTHLY DUMPSTER SERVICE	150.00
QUALITY FIRST MAID SERVICE	CLEANING SERVICES/SENIOR CENTER	260.00
BOARD OF WATER & LIGHT	WATER 2287 PINE TREE	44.51
BOARD OF WATER & LIGHT	WATER 2074 AURELIUS #PARK	169.80
BOARD OF WATER & LIGHT	WATER 4050 KELLER	146.93
BOARD OF WATER & LIGHT	WATER 2108 CEDAR	256.57
CONSUMERS ENERGY	ELECTRIC 1771 MAPLE	94.70
CONSUMERS ENERGY	ELECTRIC 2074 AURELIUS #PARK	2,462.99
SIEMENS INDUSTRY, INC.	REPAIR PUMP #1/SENIOR CENTER	1,445.88
ACE HARDWARE	GAL CAP/6 ANTI-FREEZE	19.99
MENARDS LANSING SOUTH	3 PK A5 AMP GFCI, (6) 15GAL FLIP TOP	77.93
PURE GREEN LAWN & TREE	WEED & FEED/TROOST FIELD	220.00
BOBCAT OF LANSING	PARTS & LABOR/BOBCAT	1,544.70
TASMANIAN TIRE CO.	TIRE/MOWING TRAILER	68.50
Total For Dept 771.00 PARKS		11,354.75

Dept 774.00 RECREATION		
JEFF BRYAN	OFFICIAL HOCKEY	300.00
JOSH CORKWELL	OFFICIAL HOCKEY	225.00
DANIEL A. DUMENEY	OFFICIAL HOCKEY	225.00
STEVEN E. ROGERS	OFFICIAL HOCKEY	325.00
ZACH VANLIEW	OFFICIAL HOCKEY	325.00
ACE HARDWARE	3 PKGS BLACK CABLE TIES	44.97
ALMA BOLT CO., ABC FASTENER GF200 PK OF 7.5" COLD WEATHER TYES		9.16
ALMA BOLT CO., ABC FASTENER GF1000 PK OF 8'REG TYE WRAPS		25.30

ALMA BOLT CO., ABC FASTENER GF	100 PK OF 22" BLACK WIRE TYE WRAPS	47.58
ACE HARDWARE	6 CLAMPS	13.54
ACE HARDWARE	4 PKGS WHITE CABLE TIES	59.96
ACE HARDWARE	2 TURN BUCKLES/6 MISC. MDSE.	19.12
ACE HARDWARE	14 2-WIRE PLUGS	48.86
ACE HARDWARE	12 CONNECTORS	5.02
ACE HARDWARE	1 ELECTRICAL TAPE/8 MISC. MDSE.	5.95
MACALLISTER RENTALS	LIFT RENTAL	850.00
MACALLISTER RENTALS	DELIVERY/ PICK-UP	100.00
MACALLISTER RENTALS	ENVIROMENTAL FEE	11.00
MENARDS LANSING SOUTH	2 LIGHT HANGING KITS	59.98
Total For Dept 774.00 RECREATION		2,700.44

Dept 850.00 OTHER FUNCTIONS

BLUE CROSS BLUE SHIELD	RETIREES HEALTH INSURANCE DEC	7,758.27
DBI BUSINESS INTERIORS	OFFICE SUPPLIES	112.41
FAHEY SCHULTZ BURZYCH	OCTOBER LEGAL FEES DELQ PPT	82.00
BAUCKHAM, SPARKS, THALL	LEGAL FEES OCTOBER	2,730.00
EXTEND YOUR REACH	POSTAGE & FEES OCTOBER	448.10
BYRUM & FISK ADVOCACY	PUBLIC RELATIONS CONTRACT	6,716.66
MEDICAL MANAGEMENT SYS	AMBULANCE BILLING FEES OCTOBER	4,455.30
MUNETRIX, LLC	STATISCAL REPORTING-EVIP	5,766.00
MCLAREN CORPORATE SERVICE	FLU SHOTS	525.00
JANTA LACAP & HAZEN LLP	INTEREST	33.02
RICOH USA, INC	PRINCIPAL	182.05
RICOH USA, INC	INTEREST	25.57
Total For Dept 850.00 OTHER FUNCTIONS		28,834.38

Total For Fund 101 GENERAL FUND 467,885.19

Fund 206 FIRE FUND

Dept 336.00 FIRE DEPARTMENT

BLUE CROSS BLUE SHIELD	RETIREES HEALTH INSURANCE DEC	1,104.96
BLUE CROSS BLUE SHIELD	HEALTH INSURANCE DECEMBER	7,191.06
DELTA DENTAL PLAN OF	DENTAL INSURANCE DECEMBER	1,735.74
UNUM LIFE INSURANCE CO	DISABILITY INSURANCE DECEMBER	703.56
FRANKLIN COVEY CO.	DAILY DATE PAGES 67759/PORCELLO	32.95
FRANKLIN COVEY CO.	S&H	6.99
MICHIGAN FLEET FUELING	GASOLINE 10/16-30/2017	1,145.78
FIRST DUE FIRE SUPPLY CO.	AIR MONITOR CASE	104.00
LIFEGAS LLC	OXYGEN AND OXYGEN TANK RENTAL	466.36
LIFEGAS LLC	OXYGEN	141.17
MICHIGAN STATE UNIVERSITY	MEDICAL SUPPLIES	473.32
BAUCKHAM, SPARKS, THALL	LEGAL FEES OCTOBER	297.50
WEST SHORE SERVICES INC	2017 ANNUAL INSPECTION & PREVENT	4,250.00
ACD.NET, INC.	ACD FIBER NOVEMBER	182.00
BOARD OF WATER & LIGHT	WATER 6139 BISHOP	37.48
WEST SHORE FIRE INC	SCBA REPAIR	197.76
FRANKIE D'S AUTO & TRUCK	LOF/#975	59.00
ROGER'S CLINE TIRE & AUTO	4 NEW TIRES 2006 FORD EXPEDITION	813.84
MCLAREN CORPORATE SERVICE	FLU SHOTS	100.00
Total For Dept 336.00 FIRE DEPARTMENT		19,043.47

Total For Fund 206 FIRE FUND 19,043.47

Fund 207 POLICE FUND		
Dept 301.00 POLICE		
BAUCKHAM, SPARKS, THALL	LEGAL FEES OCTOBER	2,007.50
INGHAM COUNTY TREASURER	POLICE CONTRACT NOVEMBER	220,322.75
	Total For Dept 301.00 POLICE	222,330.25
	Total For Fund 207 POLICE FUND	222,330.25

Fund 243 BROWNFIELD REDEVELOPMENT AUTH		
Dept 733.00 BROWNFIELD ADMINISTRATION		
FOSTER, SWIFT, COLLINS	LEGAL FEES OCTOBER	3,205.40
	Total For Dept 733.00 BROWNFIELD ADMINISTRATION	3,205.40
	Total For Fund 243 BROWNFIELD REDEVELOPMENT AUTH	3,205.40

Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY		
Dept 000.00		
ROBERT PAUL FALSETTA	WIC PROJECT FRESH SEPTEMBER	115.00
ROBERT PAUL FALSETTA	SENIOR PROJECT FRESH SEPTEMBER	44.00
DENNIS C. GREENMAN	WIC PROJECT FRESH SEPTEMBER	230.00
DENNIS C. GREENMAN	SENIOR PROJECT FRESH SEPTEMBER	108.00
ROWE FAMILY FARMS, INC	WIC PROJECT FRESH SEPTEMBER	50.00
ROWE FAMILY FARMS, INC	SENIOR PROJECT FRESH SEPTEMBER	66.00
	Total For Dept 000.00	613.00

Dept 728.00 DDA ADMINISTRATION		
THRUN LAW FIRM, P.C.	LEGAL FEES SEPTEMBER/OCTOBER	211.20
BAUCKHAM, SPARKS, THALL	LEGAL FEES OCTOBER	560.00
EXTEND YOUR REACH	POSTAGE & FEES OCTOBER	4.25
ACD.NET, INC.	ACD FIBER NOVEMBER	42.00
	Total For Dept 728.00 DDA ADMINISTRATION	817.45

Dept 729.00 DDA MARKETING & PROMOTION		
BLOHM CREATIVE PARTNERS	HOLTNOW.COM SOCIAL MEDIA SEPT	1,000.00
BLOHM CREATIVE PARTNERS	OCTOBER OUR TOWN VIDEO (HOWARD)	650.00
BLOHM CREATIVE PARTNERS	OCTOBER 2017 OUR TOWN	9,050.00
BLOHM CREATIVE PARTNERS	OCT OUR TOWN FRAMED ARTICLES	300.00
BLOHM CREATIVE PARTNERS	OCT 2017 HOLTNOW.COM SOCIAL MEDIA	1,000.00
ACD.NET, INC.	WIFI NOVEMBER	69.95
JUDITH A TUTTLE	SUPPLIES/OPEN HOUSE DOOR PRIZES	133.94
BLOHM CREATIVE PARTNERS	OCTOBER 2017 WEB MAINT & HOSTING	692.50
	Total For Dept 729.00 DDA MARKETING & PROMOTION	12,896.39

Dept 850.00 OTHER FUNCTIONS		
GRANGER	MONTHLY DUMPSTER SERVICE	116.30
QUALITY FIRST MAID SERVICE	CLEANING SERVICES/SHERIFF & DDA	355.00
BOARD OF WATER & LIGHT	WATER 2064 CEDAR	14.40
BOARD OF WATER & LIGHT	WATER 2045 CEDAR	119.24
BOARD OF WATER & LIGHT	WATER 2150 CEDAR	23.67
CONSUMERS ENERGY	ELECTRIC-2045 CEDAR #B	195.40
	Total For Dept 850.00 OTHER FUNCTIONS	824.01

Dept 903.05 2016 DDA DEVELOPMENT		
B & D ELECTRIC, INC.	INSTALLED 2 LIGHT POLES AT 4410 HOLT R	5,258.00
HOSFORD BROTHERS	CURB,WALK,RAMP & THICKENED EDGE	5,529.50
	Total For Dept 903.05 2016 DDA DEVELOPMENT	10,787.50
Total For Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY		25,938.35
Fund 590 SEWAGE DISPOSAL SYSTEM		
Dept 000.00		
BLUE CROSS BLUE SHIELD OF MICH	RETIREEES HEALTH INSURANCE DEC	110.50
T.R. HOVEY CONSTRUCTION	REFUND SEWER ESCROW BALANCE	770.67
	Total For Dept 000.00	881.17
Dept 548.00 ADMINISTRATION & OVERHEAD		
BLUE CROSS BLUE SHIELD	RETIREEES HEALTH INSURANCE DEC	2,651.90
THRUN LAW FIRM, P.C.	LEGAL FEES OCTOBER	598.40
EXTEND YOUR REACH	POSTAGE & FEES OCTOBER	13.24
	Total For Dept 548.00 ADMINISTRATION & OVERHEAD	3,263.54
Dept 558.00 DEPT OF PUBLIC SERVICE		
BLUE CROSS BLUE SHIELD	HEALTH INSURANCE DECEMBER	9,926.79
DELTA DENTAL PLAN OF	DENTAL INSURANCE DECEMBER	1,309.95
UNUM LIFE INSURANCE CO	DISABILITY INSURANCE DECEMBER	517.01
MICHIGAN FLEET FUELING	GASOLINE 10/16-30/2017	1,118.42
AVERY OIL & PROPANE	369.7 GAL DIESEL FUEL/POTW	883.21
MODEL COVERALL SERVICE	STAFF UNIFORMS/POTW	72.83
MODEL COVERALL SERVICE	STAFF UNIFORMS/MAINTENANCE	39.20
MODEL COVERALL SERVICE	STAFF UNIFORMS/POTW	72.83
MODEL COVERALL SERVICE	STAFF UNIFORMS/MAINTENANCE	39.20
BARYAMES CLEANERS	UNIFORM CLEANING	196.30
AIRGAS USA, LLC	CYLINDER RENTAL	160.36
HASSELBRING-CLARK	COLOR COPIES/POTW	81.55
FISHER SCIENTIFIC	LABORATORY SUPPLIES	435.46
HAVILAND PRODUCTS CO	SODIUM HYPOCHLORITE	3,494.99
HAVILAND PRODUCTS CO	CREDIT	(210.00)
HAVILAND PRODUCTS CO	4 GLACIAL ACETIC ACID	1,190.05
AQUAFIX, INC.	55GAL DRUM DEFOAMER 3000	1,925.00
AQUAFIX, INC.	FREIGHT	165.49
UNITED PARCEL SERVICE	SHIPPING CHARGES	145.24
GRANGER	YARD WASTE SERVICE	1,887.50
GRANGER	MONTHLY DUMPSTER SERVICE	202.91
GRANGER	SCREENING DEBRIS	387.50
GRANGER	SLUDGE HAUL DRYING BED	630.00
SPOK, INC	PAGER SERVICE	29.44
ACD.NET, INC.	ACD FIBER NOVEMBER	560.00
COMCAST	DEC HIGH SPEED INTERNET/MAINT	144.85
COMCAST	DEC HIGH SPEED INTERNET/POTW	144.85
BOARD OF WATER & LIGHT	WATER 1492 AURELIUS	182.09
BOARD OF WATER & LIGHT	WATER 1492 AURELIUS	78.00
BOARD OF WATER & LIGHT	WATER 3505 HOLT	83.57
BOARD OF WATER & LIGHT	WATER 1988 WAVERLY	146.93
BOARD OF WATER & LIGHT	WATER 4280 DELL	23.67
BOARD OF WATER & LIGHT	WATER 5961 MC CUE	419.22
BOARD OF WATER & LIGHT	ELECTRIC 2481 DELHI COMMERCE	86.49

BOARD OF WATER & LIGHT	ELECTRIC 1870 NIGHTINGALE	93.96
CONSUMERS ENERGY	ELECTRIC-5961 MC CUE #2723	47.37
HAMMOND FARMS SOUTH	2 YDS SAND FILL/POTW	23.50
WOLVERINE POWER SYSTEMS	BATTERIES BELTS RADIATOR COOLANT	1,835.48
BLACKBURN MANUFACTURING	MISS DIGG FLAGS 1000 PER BOX	543.20
BLACKBURN MANUFACTURING	MARKING PAINT 12 CANS PER BOX	378.00
BLACKBURN MANUFACTURING	SHIPPING	108.06
ALTA EQUIPMENT COMPANY	STARTER/SKYTRAK	285.17
THE PARTS PLACE	IGNITION SWITCH/SKY TRACK	9.99
BROWN DRILLING COMPANY	WELL ABANDONMENT AT 2340 EIFERT	2,095.00
QUALITY FIRST MAID SERVICE	CLEANING SERVICES/MAINTENANCE	195.00
QUALITY FIRST MAID SERVICE	CLEANING SERVICES/POTW	195.00
HARPER INDUSTRIAL CONST	REMOVE BYPASS PUMP/POTW	1,590.00
WOLVERINE POWER SYSTEMS	FUEL SCRUBBING POTW SOUTH	590.00
WOLVERINE POWER SYSTEMS	CHANGE BATTERIES POTW NORTH	590.00
SHAHEEN CHEVROLET, INC.	ELECTRICAL WORK HEADLIGHT REPAIR	1,026.88
MCLAREN CORPORATE SERVICE	FLU SHOTS	150.00
	Total For Dept 558.00 DEPT OF PUBLIC SERVICE	<u>36,327.51</u>

Dept 578.01 CAPITAL IMPROVEMENTS

HONEYWELL INTERNATIONAL	ENERGY PROJECT	34,742.16
	Total For Dept 578.01 CAPITAL IMPROVEMENTS	<u>34,742.16</u>

Total For Fund 590 SEWAGE DISPOSAL SYSTEM 75,214.38

Fund 643 LOCAL BROWNFIELD REVOLVING FUND

Dept 735.00 LOCAL SITE REMEDIATION

FOSTER, SWIFT, COLLINS	ENVIRONMENTAL LEGAL FEES OCT	4,808.10
	Total For Dept 735.00 LOCAL SITE REMEDIATION	<u>4,808.10</u>

Total For Fund 643 LOCAL BROWNFIELD REVOLVING FUND 4,808.10

Fund 701 TRUST & AGENCY FUND

Dept 000.00

INGHAM COUNTY TREASURER	TRAILER PARK FEES OCTOBER	2,550.00
	Total For Dept 000.00	<u>2,550.00</u>

Total For Fund 701 TRUST & AGENCY FUND 2,550.00

Fund 703 CURRENT TAX ACCOUNT

Dept 000.00

JANTA LACAP & HAZEN LLP	MTT 2017 SUMMER TAX REFUND	2,698.98
	Total For Dept 000.00	<u>2,698.98</u>

Total For Fund 703 CURRENT TAX ACCOUNT 2,698.98

Total For All Funds: 823,674.12

**DELHI CHARTER TOWNSHIP
FUND TRANSFERS AND PAYROLL APPROVAL
For Payroll Dated November 30, 2017**

I. Certification of Preparation and Distribution

The attached check and payroll registers encompass check numbers: 110414 through 110429 & direct deposits numbers: DD26006 through DD26088. 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 30, 2017

Director of Accounting

II. Payroll Report

The November 30, 2017 payroll encompasses the following funds and expenditures:

	Gross Payroll	Payroll Deductions	Net Pay
General Fund	\$64,852.54	\$20,421.62	\$44,430.92
Fire Dept. Fund	61,117.20	20,515.70	\$40,601.50
DDA	4,575.93	1,050.34	\$3,525.59
Sewer Fund/Receiving	35,364.99	11,777.16	\$23,587.83
Total Payroll	\$165,910.66	\$53,764.82	\$112,145.84
	Township FICA	Township RHS & Pension Plan	Total Deductions & TWP Liabilities
General Fund	\$4,633.58	\$7,477.79	\$32,532.99
Fire Dept. Fund	4,610.13	5,356.43	30,482.26
DDA	168.34	87.92	1,306.60
Sewer Fund/Receiving	2,606.02	4,054.48	18,437.66
Total Payroll	\$12,018.07	\$16,976.62	\$82,759.51

Director of Accounting

III. FUND TRANSFERS

Transfers covering the foregoing payroll were made on November 30, 2017 and identified as follows:

11/30 Net Pay Disbursement in Common Savings (\$112,145.84)

Roy W. Sweet, Treasurer

IV. Board Audit and Approval:

At a regular meeting of the Township Board held on December 5, 2017, a motion was made by _____ and passed by _____ yes votes and _____ no votes(_____ absent) that the payroll dated November 30, 2017 was reviewed, audited, and approved.

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

Evan Hope, Clerk

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 29, 2017

RE: Resolution No. 2017-029 – Waive Penalties and Fees for Late Property Transfer Affidavits

Enclosed for your review and approval is Resolution No. 2017-029 which would waive any penalties and fees associated with filing a late Property Transfer Affidavit form.

The State's Michigan Compiled Law General Property Tax Act (MCL 211.27b) requires a fee be charged for interest and penalty for failure to file a Property Transfer Affidavit form within 45 days of any transfer of ownership or adopt a resolution of the local authority waiving such fees.

Our Assessor, Liz Tobias, has stated that the State Tax Commission through the AMAR process (Assessing Minimal Audit Requirements) has included the enforcement of this MCL beginning in 2018. Therefore, she recommends the Board approve a resolution waiving the fees since the Township typically receives these forms in a timely manner. Subsequently, I recommend the same.

Recommended Motion:

To adopt Resolution No. 2017-029 which waives the penalties and fees associated with the late filing of Property Transfer Affidavits in compliance with MCL 211.27b.

MEMO

To: John Elsinga, Township Manager

From: Elizabeth Tobias, Township Assessor

Date: November 29, 2017

RE: Waiver of Interest and Penalty for filing Property Transfer Affidavits

The Michigan State Tax Commission has published the most recent guidelines for the next AMAR (Assessing Minimal Audit Requirements) which includes the audit of ensuring municipalities are either collecting fees for interest and penalty for not filing Property Transfer Affidavits in a timely manner (within 45 days of transfer) or ensuring municipalities have passed a resolution waiving such fees.

Because Delhi Township typically receives these forms in a timely manner from home buyers, we recommend the adoption of a resolution that allows for the waiver of fees of interest and penalties. This resolution mirrors that of Delta Township, Dewitt Township and Bath Township.

**DELHI CHARTER TOWNSHIP
RESOLUTION NO. 2017-029**

**A RESOLUTION WAIVING THE PENALTIES AND FEES FOR LATE PROPERTY
TRANSFER AFFIDAVITS**

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 5th day of December, 2017, at 7:00 p.m.

PRESENT:

ABSENT:

The following Resolution was offered by _____.

WHEREAS, MCL 211.27b, General Property Tax Act, addresses charging a fee for interest and penalty for failure to timely file form 2766, Property Transfer Affidavit, or the adoption of a local unit Resolution to waive such fees; and

WHEREAS, MCL 211.27b requires a penalty to be assessed to the buyers of properties if a Property Transfer Affidavit is not filed by the new property owner within 45 days of any transfer of ownership; and

THEREFORE, BE IT RESOLVED, that the Delhi Charter Township Board of Trustees waives the penalty for failure to file Property Transfer Affidavits within 45 days, for all transfers.

BE IT FURTHER RESOLVED, that this waiver may be requested to be set aside by the Township Manager, in specific cases and, therefore, permitted to collect late fees in those specific cases, wherein those fees will comply with MCL 211.27b(1)(c) and 211.27b(1)(d).

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 5th day of December 2017.

IN WITNESS WHEREOF, I have hereunto affixed my official signature this ____ day of December 2017.

Evan Hope, Township Clerk

DELHI CHARTER TOWNSHIP

MEMORANDUM

TO: Delhi Township Board Members

FROM: John B. Elsinga, Township Manager

DATE: November 29, 2017

RE: Amendment No. 1 to Resolution No. 2017-020 – FY 2018 Sewer Fund Budget

Enclosed for your review and approval is Amendment No. 1 to Resolution No. 2017-020 for the FY 2018 Sewer Fund Budget.

At the November 8, 2017 Board meeting the Board amended the General Fund budget to include a \$1,000 contribution to an employee's Health Savings Account for any employee on the Township's health care plan effective January 1, 2018. The intent was to provide this to all employees taking the Township's health insurance, however, only the General Fund was amended. The Board now needs to amend the Fire Fund and Sewer Fund to provide the same benefit.

Therefore, I recommend the Board amend the FY 2018 Sewer Fund budget to include the \$1,000 HSA contribution per employee on the Township's health care plan (\$15,000).

Recommended Motion:

To adopt Amendment No. 1 to Resolution No. 2017-020 for the FY 2018 Sewer Fund Budget.

DELHI CHARTER TOWNSHIP
 RESOLUTION NO. 2017-020
 F.Y. 2018 SEWER FUND BUDGET
 AMENDMENT NO. 1

At a regular meeting of the Delhi Charter Township board held on Tuesday, December 5, 2017, at 7:00 p.m., the following motion was offered by to amend the Fiscal Year 2017 Sewer Fund Budget as follows:

Present:

Absent:

	2018 Adopted Budget	1st Budget Request	2018 Amended Budget
Revenue			
Licenses and Permits	\$ 175,700	\$ -	\$ 175,700
Charges for Services	6,383,130	-	6,383,130
Interest and Rentals	23,780	-	23,780
Other	95,130	-	95,130
Total Revenue	\$ 6,677,740	\$ -	\$ 6,677,740
Expenditures			
Public Works			
Administration	666,510	-	666,510
Public Services	3,750,420	15,000	3,765,420
Capital Outlay	6,009,140	-	6,009,140
General Obligation Debt	1,927,510	-	1,927,510
Total Expenditures	12,353,580	15,000	12,368,580
Other Financing Sources (Uses)	20,500	-	20,500
Capital Contribution	-	-	-
Transfer In	-	-	-
Total Other Financing Sources (Uses)	20,500	-	20,500
Revenues Over (Under) Expenditures	(5,655,340)	(15,000)	(5,670,340)
Beg. Fund Balance	32,789,244		32,789,244
Fund Balance, Ending	\$ 27,133,904		\$ 27,118,904

AYES:

NAYS:

ABSENT:

The foregoing Resolution declared adopted on December 5, 2017.

EVAN HOPE, TOWNSHIP CLERK

STATE OF MICHIGAN)

)SS

COUNTY OF INGHAM)

I, the undersigned, the duly qualified and acting Township Clerk for the Charter Township of Delhi, Ingham County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and complete copy of certain proceedings taken by the Township Board at a regular meeting held on the 5th day of December 5, 2017.

EVAN HOPE, TOWNSHIP CLERK

GL NUMBER	DESCRIPTION	2018 BUDGET	BUDGET REQUEST #1	2018 AMENDED BUDGET	
Fund 590 - SEWAGE DISPOSAL SYSTEM					
ESTIMATED REVENUES					
590-000.00-607.000	SEWER USER CHARGES	4,025,200	-	4,025,200	
590-000.00-609.000	BASIC SERVICE CHARGE	2,309,080	-	2,309,080	
590-000.00-610.000	INDUSTRIAL PRETREATMENT CHARGE	48,850	-	48,850	
590-000.00-626.000	SEWER PERMITS/FEES	175,700	-	175,700	
590-000.00-664.000	INTEREST	11,000	-	11,000	
590-000.00-664.080	OTHER SPEC ASSM INTEREST	1,220	-	1,220	
590-000.00-670.000	RENTAL OF FARMLAND	11,560	-	11,560	
590-000.00-687.000	REFUNDS/REBATE/REIMBURSEMENTS	11,000	-	11,000	
590-000.00-694.000	MISCELLANEOUS REVENUE	11,690	-	11,690	
590-000.00-699.001	TRANSFER IN	20,500	-	20,500	
590-000.00-699.130	GENERAL FUND COST ALLOC	72,440	-	72,440	
TOTAL ESTIMATED REVENUES		6,698,240	-	6,698,240	
APPROPRIATIONS					
Dept 548.00-ADMINISTRATION & OVERHEAD					
590-548.00-705.000	BOARD OF APPEALS-PER DIEM	600	-	600	
590-548.00-714.000	RETIREE'S BENEFITS	149,350	-	149,350	
590-548.00-720.000	UNEMPLOYMENT-REIMBURSEMENT	2,000	-	2,000	
590-548.00-726.000	OFFICE SUPPLIES	750	-	750	
590-548.00-801.000	LEGAL FEES	10,000	-	10,000	
590-548.00-803.000	POSTAGE	35,160	-	35,160	
590-548.00-807.000	AUDIT FEES	11,600	-	11,600	
590-548.00-818.000	CONTRACTUAL SERVICES	23,750	-	23,750	
590-548.00-902.000	PUBLISHING/LEGAL NOTICES	1,000	-	1,000	
590-548.00-910.000	INSURANCE & BONDS	57,590	-	57,590	
590-548.00-956.000	MISCELLANEOUS	1,000	-	1,000	
590-548.00-960.000	EDUCATION & TRAINING	1,000	-	1,000	
590-548.00-999.040	GENERAL FUND COST ALLOCATION	372,710	-	372,710	
Totals for dept 548.00-ADMINISTRATION & OVERHEAD		666,510	-	666,510	
Dept 558.00-DEPT OF PUBLIC SERVICE					
590-558.00-703.000	SALARIES	983,990	-	983,990	
590-558.00-703.005	PART TIME HELP	117,540	-	117,540	
590-558.00-703.010	OVERTIME	93,340	-	93,340	
590-558.00-715.000	SOCIAL SECURITY/MEDICARE	93,140	-	93,140	
590-558.00-716.000	HEALTH INSURANCE	190,580	15,000	205,580	H.S.A. funding
590-558.00-716.010	DENTAL INSURANCE	21,490	-	21,490	
590-558.00-717.000	LIFE INSURANCE	5,020	-	5,020	
590-558.00-718.000	PENSION CONTRIBUTION	123,000	-	123,000	
590-558.00-719.000	DISABILITY INSURANCE	7,480	-	7,480	
590-558.00-724.000	WORKERS COMP	21,790	-	21,790	
590-558.00-726.000	OFFICE SUPPLIES	5,500	-	5,500	
590-558.00-728.000	CERTIFICATION	1,200	-	1,200	
590-558.00-730.000	GASOLINE	30,250	-	30,250	
590-558.00-732.000	FUEL OIL	6,000	-	6,000	
590-558.00-734.000	UNIFORMS	15,700	-	15,700	
590-558.00-740.010	COMPUTER EXPENSES	79,710	-	79,710	
590-558.00-741.000	OTHER OPERATING EXPENSES	19,000	-	19,000	
590-558.00-742.000	LABORATORY SUPPLIES	33,140	-	33,140	
590-558.00-743.000	TREATMENT CHEMICALS	175,130	-	175,130	
590-558.00-745.000	OFF-SITE LAB TESTING	26,500	-	26,500	
590-558.00-775.003	SAFETY EQUIPMENT AND SUPPLIES	18,500	-	18,500	
590-558.00-805.000	ENGINEERING SERVICES	90,000	-	90,000	
590-558.00-818.000	CONTRACTUAL SERVICES	5,450	-	5,450	

GL NUMBER	DESCRIPTION	2018 BUDGET	BUDGET REQUEST #1	2018 AMENDED BUDGET
590-558.00-818.015	CONTRACTUAL SERV-SAFETY PGM	2,000	-	2,000
590-558.00-818.220	SLUDGE HAULING	122,000	-	122,000
590-558.00-818.225	SOLID WASTE DISPOSAL	22,900	-	22,900
590-558.00-853.000	TELEPHONE/COMMUNICATIONS	31,210	-	31,210
590-558.00-921.030	UTILITIES - WATER	15,590	-	15,590
590-558.00-921.035	UTILITIES - SEWER	2,930	-	2,930
590-558.00-921.040	UTILITIES - ELECTRIC	307,830	-	307,830
590-558.00-921.045	UTILITIES - GAS	58,170	-	58,170
590-558.00-928.000	REGULATORY FEES	10,980	-	10,980
590-558.00-930.000	BUILDING MAINTENANCE & REPAIRS	24,500	-	24,500
590-558.00-930.015	REPAIRS & MAINTENANCE - L.S.	90,000	-	90,000
590-558.00-930.016	REPAIRS & MAINTENANCE - C.S.	70,000	-	70,000
590-558.00-930.020	EQUIPMENT MAIN & REPAIR	77,050	-	77,050
590-558.00-930.040	BLDG MAIN & REPAIR-CONTRACTED	106,710	-	106,710
590-558.00-930.050	EQUIPMENT MAIN/REPR-CONTRACTED	96,850	-	96,850
590-558.00-931.000	VEHICLE REPAIR/MAINTENANCE	5,500	-	5,500
590-558.00-956.000	MISCELLANEOUS	6,900	-	6,900
590-558.00-956.005	COMMUNITY OUTREACH PROGRAMS	12,000	-	12,000
590-558.00-960.000	EDUCATION & TRAINING	23,500	-	23,500
590-558.00-967.020	TWP PROPERTIES-DRAIN/TAXES/SAD	350	-	350
590-558.00-970.000	CAPITAL OUTLAY	90,000	-	90,000
590-558.00-981.000	REPLACEMENT FUND ALLOCATION	410,000	-	410,000
Totals for dept 558.00-DEPT OF PUBLIC SERVICE		3,750,420	15,000	3,765,420
Dept 578.01-CAPITAL IMPROVEMENTS				
590-578.01-805.335	EIFERT RD FORCE MAIN REPL ENGINEERING			
590-578.01-805.338	SYSTEM ASSET MANAGEMENT	203,870	-	203,870
590-578.01-805.339	DELHI COMMERCE DR LS ELIMINATION	90,000	-	90,000
590-578.01-805.340	UPGRADE SEC & FIRE SYSTEM	112,500	-	112,500
590-578.01-805.341	GRIT IMPROVEMENTS	150,000	-	150,000
590-578.01-805.342	EVOQUA COVER REHAB	90,000	-	90,000
590-578.01-805.343	MICHAEL ST SEWER	15,000	-	15,000
590-578.01-805.344	INTER URBAN SEWER	240,000	-	240,000
590-578.01-976.338	SYSTEM ASSET MANAGEMENT	1,155,270	-	1,155,270
590-578.01-976.339	DELHI COMMERCE DR LS ELIMINATION	510,000	-	510,000
590-578.01-976.340	UPGRADE SEC & FIRE SYSTEM	637,500	-	637,500
590-578.01-976.341	GRIT IMPROVEMENTS	850,000	-	850,000
590-578.01-976.342	EVOQUA COVER REHAB	510,000	-	510,000
590-578.01-976.343	MICHAEL ST SEWER	85,000	-	85,000
590-578.01-976.344	INTER URBAN SEWER	1,360,000	-	1,360,000
Totals for dept 578.01-CAPITAL IMPROVEMENTS		6,009,140	-	6,009,140
Dept 588.01-G.O. BOND INDEBTEDNESS				
590-588.01-991.000	PRINCIPAL	1,552,840	-	1,552,840
590-588.01-995.000	INTEREST	374,170	-	374,170
590-588.01-999.000	PAYING AGENT FEES	500	-	500
Totals for dept 588.01-G.O. BOND INDEBTEDNESS		1,927,510	-	1,927,510
TOTAL APPROPRIATIONS		12,353,580	15,000	12,368,580
NET OF REVENUES/APPROPRIATIONS - FUND 590		(5,655,340)	(15,000)	(5,670,340)
BEGINNING FUND BALANCE		32,789,244		32,789,244
ENDING FUND BALANCE		27,133,904		27,118,904

DELHI CHARTER TOWNSHIP

MEMORANDUM

TO: Delhi Township Board Members

FROM: John B. Elsinga, Township Manager

DATE: November 29, 2017

RE: Amendment No. 1 to Resolution No. 2017-021 – FY 2018 Fire Fund Budget

Enclosed for your review and approval is Amendment No. 1 to Resolution No. 2017-021 for the FY 2018 Fire Fund Budget.

At the November 8, 2017 Board meeting the Board amended the General Fund budget to include a \$1,000 contribution to an employee's Health Savings Account for any employee on the Township's health care plan effective January 1, 2018. The intent was to provide this to all employees taking the Township's health insurance, however, only the General Fund was amended. The Board now needs to amend the Fire Fund and Sewer Fund to provide the same benefit.

Therefore, I recommend the Board amend the FY 2018 Fire Fund budget to include the \$1,000 HSA contribution per employee on the Township's health care plan (\$9,000).

Recommended Motion:

To adopt Amendment No. 1 to Resolution No. 2017-021 for the FY 2018 Fire Fund Budget.

DELHI CHARTER TOWNSHIP
 RESOLUTION NO. 2017-021
 F.Y. 2018 FIRE FUND BUDGET
 AMENDMENT NO. 1

At a regular meeting of the Delhi Charter Township board held on Tuesday, December 5, 2017, at 7:00 p.m., the following motion was offered by to amend the Fiscal Year 2018 Fire Fund Budget as follows:

Present:

Absent:

	2018 Adopted Budget	1st Budget Request	2018 Amended Budget
TAXES	\$ 1,109,010	\$ -	\$ 1,109,010
GRANTS AND REVENUE SHARING	25,000	-	25,000
OTHER REVENUE	20,000	-	20,000
Revenue	<u>1,154,010</u>	-	<u>1,154,010</u>
Expenditures			
Public Safety	2,779,440	9,000	2,788,440
Total Expenditures	<u>2,779,440</u>	9,000	<u>2,788,440</u>
Other Financing Sources			
Sale of Assets	-	-	-
Transfer In from General Fund	1,625,430	9,000	1,634,430
Total Other Financing Sources (Uses)	<u>1,625,430</u>	9,000	<u>1,634,430</u>
Revenues Over (Under) Expenditures	-	-	-
Beg. Fund Balance	<u>35,211</u>		<u>35,211</u>
Fund Balance, Ending	<u>\$ 35,211</u>		<u>\$ 35,211</u>

AYES:

NAYS:

ABSENT:

The foregoing Resolution declared adopted on December 5, 2017.

EVAN HOPE, TOWNSHIP CLERK

STATE OF MICHIGAN)

)SS

COUNTY OF INGHAM)

I, the undersigned, the duly qualified and acting Township Clerk for the Charter Township of Delhi, Ingham County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and complete copy of certain proceedings taken by the Township Board at a regular meeting held on the 5th day of December 2017.

EVAN HOPE, TOWNSHIP CLERK

GL NUMBER	DESCRIPTION	2018 BUDGET	BUDGET REQUEST #1	2018 AMENDED BUDGET	
Fund 206 - FIRE FUND					
ESTIMATED REVENUES					
206-000.00-403.000	CUR REAL & PERS PROP TAX	1,093,000	-	1,093,000	
206-000.00-404.000	IFT/CFT & SERVICE FEES	7,160	-	7,160	
206-000.00-441.000	LOCAL COMMUNITY STABILIZATION	6,700	-	6,700	
206-000.00-445.000	DELQ TAX	2,000	-	2,000	
206-000.00-445.005	DELINQUENT INTEREST & PENALTY	150	-	150	
206-000.00-570.000	STATE GRANTS	25,000	-	25,000	
206-000.00-687.000	REFUNDS/REBATE/REIMBURSEMENT	20,000	-	20,000	
206-000.00-699.150	TRANSFER IN FROM GENERAL FUND	1,625,430	9,000	1,634,430	
TOTAL ESTIMATED REVENUES		2,779,440	9,000	2,788,440	
APPROPRIATIONS					
Dept 336.00-FIRE DEPARTMENT					
206-336.00-703.000	SALARIES	1,179,470	-	1,179,470	
206-336.00-703.005	PART TIME HELP	152,760	-	152,760	
206-336.00-703.010	OVERTIME	150,690	-	150,690	
206-336.00-703.011	HOLIDAY PAY	27,000	-	27,000	
206-336.00-705.000	BOARD OF APPEALS-PER DIEM	500	-	500	
206-336.00-709.000	VOLUNTEER FIREMENS SALARIES	112,280	-	112,280	
206-336.00-714.000	RETIREE'S BENEFITS	67,700	-	67,700	
206-336.00-715.000	SOCIAL SECURITY/MEDICARE	127,750	-	127,750	H.S.A. Funding
206-336.00-716.000	HEALTH INSURANCE	156,230	9,000	165,230	
206-336.00-716.010	DENTAL INSURANCE	22,930	-	22,930	
206-336.00-717.000	LIFE INSURANCE	6,020	-	6,020	
206-336.00-718.000	PENSION CONTRIBUTION	147,440	-	147,440	
206-336.00-719.000	DISABILITY INSURANCE	8,970	-	8,970	
206-336.00-720.000	UNEMPLOYMENT-REIMBURSEMENT	800	-	800	
206-336.00-724.000	WORKERS COMP INSUR	34,500	-	34,500	
206-336.00-725.000	CLOTHING/CLEANING ALLOWANCE	5,240	-	5,240	
206-336.00-726.000	OFFICE SUPPLIES	4,500	-	4,500	
206-336.00-730.000	GASOLINE	27,000	-	27,000	
206-336.00-734.000	UNIFORMS	7,000	-	7,000	
206-336.00-734.001	FIRE TURNOUT GEAR MAINT AND RE	5,000	-	5,000	
206-336.00-734.002	FIREFIGHTING TURNOUT GEAR	11,500	-	11,500	
206-336.00-755.000	FIRE FIGHTING EQUIP & SUPPLIES	11,500	-	11,500	
206-336.00-760.000	MEDICAL SUPPLIES	32,500	-	32,500	
206-336.00-801.000	LEGAL FEES	10,000	-	10,000	
206-336.00-802.000	MEMBERSHIPS,DUES,SUBS	4,250	-	4,250	
206-336.00-804.000	PHYSICALS	10,500	-	10,500	
206-336.00-807.000	AUDIT FEES	1,700	-	1,700	
206-336.00-818.000	CONTRACTUAL SERVICES	47,660	-	47,660	
206-336.00-851.000	RADIO REPAIR & MAINTENANCE	40,000	-	40,000	
206-336.00-853.000	TELEPHONE/COMMUNICATIONS	12,000	-	12,000	
206-336.00-910.000	INSURANCE & BONDS	57,280	-	57,280	
206-336.00-921.030	UTILITIES - WATER	600	-	600	
206-336.00-921.035	UTILITIES - SEWER	800	-	800	
206-336.00-921.040	UTILITIES - ELECTRIC	1,370	-	1,370	
206-336.00-921.045	UTILITIES - GAS	2,500	-	2,500	
206-336.00-930.000	BLDG & GRDS MAINT & REPAIRS	7,500	-	7,500	
206-336.00-930.020	EQUIPMENT MAIN & REPAIR	9,500	-	9,500	
206-336.00-931.000	VEHICLE REPAIR/MAINTENANCE	45,000	-	45,000	
206-336.00-956.000	MISCELLANEOUS	7,000	-	7,000	
206-336.00-960.000	EDUCATION & TRAINING	12,500	-	12,500	
206-336.00-960.001	FIRE PREVENTION	5,000	-	5,000	
206-336.00-960.014	TRAINING-LANSING TEAM DEVELOPI	25,000	-	25,000	
206-336.00-970.000	CAPITAL OUTLAY	180,000	-	180,000	
TOTAL APPROPRIATIONS		2,779,440	9,000	2,788,440	
NET OF REVENUES/APPROPRIATIONS - FUND 206		0	0	0	
BEGINNING FUND BALANCE		35,211		35,211	
ENDING FUND BALANCE		35,211		35,211	

DELHI CHARTER TOWNSHIP

MEMORANDUM

TO: Delhi Township Board Members
FROM: John B. Elsinga, Township Manager
DATE: November 28, 2017
RE: 2018 Compensation for the Delhi Township Supervisor

At the July 18, 2017 meeting of the Township Board, we introduced and the Board adopted a 2018 Compensation Schedule for full-time and part-time employees of Delhi Township. This Compensation Schedule included a 1.3% salary increase for staff which is consistent with the fiscal year 2018 adopted budget. This schedule does not include elected officials of the Township Board. Therefore, I recommend that the Board consider the same 1.3% increase in compensation for the Delhi Township Supervisor, effective January 1, 2018, as follows:

<u>2017 Annual Salary</u>	<u>2018 Annual Salary</u>
\$24,401.98	\$24,719.21

If the Township Board concurs with this proposed increase, I offer the following motion:

Recommended Motion:

To approve a 1.3% increase in compensation for the Delhi Charter Township Supervisor for an annual salary of \$24,719.21, effective January 1, 2018.

DELHI CHARTER TOWNSHIP

MEMORANDUM

TO: Delhi Township Board Members
FROM: John B. Elsinga, Township Manager
DATE: November 28, 2017
RE: 2018 Compensation for the Delhi Township Clerk

At the July 15, 2017 meeting of the Township Board, we introduced and the Board adopted a 2018 Compensation Schedule for full-time and part-time employees of Delhi Township. This Compensation Schedule included a 1.3% salary increase for staff which is consistent with the fiscal year 2018 adopted budget. This schedule does not include elected officials of the Township Board.

The Township Clerk position is the only Board position that is full-time and, therefore, I recommend be treated like all of the other full-time staff at the Township. Therefore, I recommend that the Board consider the same 1.3% increase in compensation for the Delhi Township Clerk, effective January 1, 2018, as follows:

<u>2017 Annual Salary</u>	<u>2018 Annual Salary</u>
\$69,381.73	\$70,283.69

If the Township Board concurs with this proposed increase, I offer the following motion:

Recommended Motion:

To approve a 1.3% increase in compensation for the Delhi Charter Township Clerk for an annual salary of \$70,283.69, effective January 1, 2018.

DELHI CHARTER TOWNSHIP

MEMORANDUM

TO: Delhi Township Board Members
FROM: John B. Elsinga, Township Manager
DATE: November 28, 2017
RE: 2018 Compensation for the Delhi Township Treasurer

At the July 18, 2017 meeting of the Township Board, we introduced and the Board adopted a 2018 Compensation Schedule for full-time and part-time employees of Delhi Township. This Compensation Schedule included a 1.3% salary increase for staff which is consistent with the fiscal year 2018 adopted budget. This schedule does not include elected officials of the Township Board. Therefore, I recommend that the Board consider the same 1.3% increase in compensation for the Delhi Township Treasurer, effective January 1, 2018, as follows:

<u>2017 Annual Salary</u>	<u>2018 Annual Salary</u>
\$24,401.98	\$24,719.21

If the Township Board concurs with this proposed increase, I offer the following motion:

Recommended Motion:

To approve a 1.3% increase in compensation for the Delhi Charter Township Treasurer for an annual salary of \$24,719.21, effective January 1, 2018.

DELHI CHARTER TOWNSHIP

MEMORANDUM

TO: Delhi Township Board Members
FROM: John B. Elsinga, Township Manager
DATE: November 28, 2017
RE: 2018 Compensation for the Delhi Township Trustees

At the July 15, 2017 meeting of the Township Board, we introduced and the Board adopted a 2018 Compensation Schedule for full-time and part-time employees of Delhi Township. This Compensation Schedule included a 1.3% salary increase for staff which is consistent with the fiscal year 2018 adopted budget. This schedule does not include elected officials of the Township Board. Therefore, I recommend that the Board consider the same 1.3% increase in compensation for the Delhi Township Trustees, effective January 1, 2018, as follows:

<u>2017 Annual Salary</u>	<u>2018 Annual Salary</u>
\$10,847.27	\$10,988.28

If the Township Board concurs with this proposed increase, I offer the following motion:

Recommended Motion:

To approve a 1.3% increase in compensation for the Delhi Charter Township Trustees for an annual salary of \$10,988.28, effective January 1, 2018.

DELHI CHARTER TOWNSHIP

M E M O R A N D U M

TO: Delhi Township Board Members

FROM: Wendy Thielen, Assistant Township Manager of Human Resources

DATE: November 30, 2017

RE: Township Manager (Superintendent) Compensation

This past year, the Township contracted with Municipal Consulting Services for a classification and compensation study for administrative employees of the Township. This study included a recommendation for the compensation of the Delhi Township Manager. John Elsinga has been employed as the Township Manager (Superintendent) under an Employment Agreement since 1996. The most recent amendment to that Agreement went into effect January 1, 2009 with an annual salary of \$103,678. In addition, the Township has provided a car allowance (in-lieu-of mileage) equal to 10% of his annual salary.

Eight of the thirteen communities surveyed in the study for a Township Manager position has a market average annual salary of \$118,493 with an average of \$325 for a car allowance. The model pay range for a Township Manager is \$103,037 - \$133,949, with \$118,493 being the midpoint of the range.

As a result of this study, I am proposing a salary increase that represents the market average of \$118,493 plus a 1.3% CPI along with a car allowance in the amount of \$325 per month.

Recommended Motion:

To Amend the Employment Agreement for the Superintendent of Delhi Charter Township, to compensate John Elsinga with an annual salary of \$120,033 and a car allowance in the amount of \$325 per month, effective January 1, 2018.

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 30, 2017

RE: Volunteer Paid On-call Firefighter and Part-time Firefighter/EMS Compensation Schedule

Enclosed for your review is the proposed Compensation Schedule for the volunteer paid on-call firefighters and part-time firefighter/EMS employees in the Delhi Township Fire Department.

This compensation schedule was last updated in 2005 and incorporates a \$1.00 hourly increase for volunteer paid on-call firefighters to a rate of \$16.00 per hour.

The part-time firefighter/EMTs and paramedics will increase to \$14.00 and \$15.00 per hour, respectively, from \$12.69 per hour, which was put into place in 2012. The part-time firefighter/EMTs and paramedics have been an integral part of the fire department allowing for staffing of a third ambulance and aids in staffing for fire incident response.

Recommended Motion:

To approve the Volunteer Paid On-call Firefighter and Part-time Firefighter/EMS Compensation Schedule, effective January 1, 2018.

DELHI TOWNSHIP FIRE DEPARTMENT

**VOLUNTEER PAID ON-CALL FIREFIGHTER
and
PART TIME FIREFIGHTER/EMS
COMPENSATION SCHEDULE
Effective January 1, 2018**

GENERAL RESPONSE/PAID ON-CALL RUNS

All volunteer paid on-call firefighters will be paid at the rate of \$16.00 per hour.

CADET PERSONNEL

All cadet personnel will be paid at the rate of \$16.00 per hour. Cadets will not be paid for any Firefighter I or Firefighter II training sessions.

TRAINING/MEETINGS/SPECIAL DUTY

All training, meetings and special duty will be paid at the rate of \$16.00 per hour.

OFFICER ANNUAL STIPEND

Officers shall be paid the following stipends on an annual basis the first payroll in November of each year. The officer annual stipend shall be pro-rated in the case of termination of employment.

Deputy Chiefs	\$3,900
Captains	\$2,340
Lieutenants	\$1,560

EMERGENCY MEDICAL SERVICE (EMS) CALLS

Part-time Firefighter/Emergency Medical Technicians (EMT) will be paid at the rate of \$14.00 per hour. Part-time Firefighter/Paramedics will be paid at the rate of \$15.00 per hour.

DELHI CHARTER TOWNSHIP

MEMORANDUM

TO: Delhi Township Board Members
FROM: John Elsinga, Township Manager
DATE: November 28, 2017
RE: Blue Cross Blue Shield High Deductible Health Plan (BCBS-HDHP) Renewal

We are in receipt of our BCBS-HDHP Renewal for the 2018 calendar year. This renewal represents an overall monthly premium increase of 14.5% with no change in plan design or benefit coverage.

The premiums for renewal of this health plan are as follows:

	2017 Monthly Premium	2018 Monthly Premium
Single	\$390.81	\$447.47
2-Party	\$937.98	\$1,073.94
Family	\$1,172.46	\$1,342.43
1 Retiree	\$552.48	\$634.69
2 Retiree	\$1,104.96	\$1,269.38

This renewal places the Township in a favorable position as it relates to Public Act 152, which took effect January 1, 2012. The Act creates a "Hard Cap" on the amount a public employer may contribute to its employees' medical benefit plan. Under the "Hard Cap" rules, the total annual cost to the Township cannot exceed \$540,364. The total annual cost of this renewal for 2018, for active employees, is approximately \$480,051.

Recommended Motion:

To approve the Blue Cross Blue Shield High Deductible Health Plan Renewal for the 2018 calendar year.

DELHI CHARTER TOWNSHIP

MEMORANDUM

TO: Delhi Township Board Members
FROM: John Elsinga, Township Manager
DATE: November 29, 2017
RE: Delta Dental Benefit Plan Renewal

We are in receipt of our Delta Dental Benefit Plan Renewal for the 2018 calendar year. This renewal represents a 4% rate decrease with no change in plan design or benefit coverage.

The premiums for renewal of this dental plan are as follows:

	2017 Monthly Premium	2018 Monthly Premium
Single	\$39.81	\$38.22
2-Party	74.62	71.64
Family	123.87	118.92

Our Delta Dental Plan provides Class I benefits covered at 100%, Class II benefits covered at 80%, Class III benefits covered at 50%, with a maximum benefit per person per plan year of \$900.

Providing dental coverage through Delta Dental to Township employees offers many advantages, the first of which is that dentists have agreed to a pre-arranged negotiated rate for services provided. In addition, dentists agree not to balance bill insureds and will submit claims directly to Delta Dental on the insured's behalf. Finally, Delta Dental has negotiated reduced fees for services. This quality of service by both Delta Dental and their affiliate dentists has provided a high level of satisfaction for both the employee and the Township for the past three decades.

Recommended Motion:

To approve the Delta Dental Plan Renewal for the 2018 calendar year.

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 30, 2017
RE: Payment In-lieu-of Retiree Health Care Benefits

Delhi Township currently provides for the election of a cash payment in the amount of \$350 per month, in-lieu-of health care coverage, to eligible full-time employees who have health care coverage available through their spouse. There are currently 19 employees of the township's eligible 62 full-time employees that have elected this cash payment. This option has provided us with significant cost savings to help combat the rising cost of health care. Likewise, I am proposing that we extend this election of a cash payment in-lieu-of health care coverage to township retirees as an additional cost savings measure.

Delhi Township provides full-time employees with retiree health care benefits at retirement. Full-time employees hired prior to January 1, 2010 are eligible to receive these benefits at 100% employer paid with any combination of age and years of service totaling 80 points. Full-time employees hired on or after January 1, 2010 are not eligible to receive retiree health care benefits. Instead, these employees are enrolled in a Retirement Health Savings (RHS) Plan that will enable them to purchase a health care plan of their choosing at retirement.

Currently, Delhi Township has 62 full-time employees. Of these, 42 employees are eligible to receive health care benefits at 100% employer paid upon reaching 80 points, while the remaining 20 employees are enrolled in the RHS Plan.

With retiree health care being our most expensive category of coverage, offering payment in-lieu-of coverage to eligible retirees will provide an additional vehicle in which to continue to provide quality benefits to retirees.

Recommended Motion:

To offer the election of a cash payment in the amount of \$350 per month, in-lieu-of retiree health care coverage to eligible retirees who have health care coverage available through their spouse, effective January 1, 2018.

18) Supervisor's Report

19) Treasurer's Report

20) Clerk's Report

21) Trustee Reports

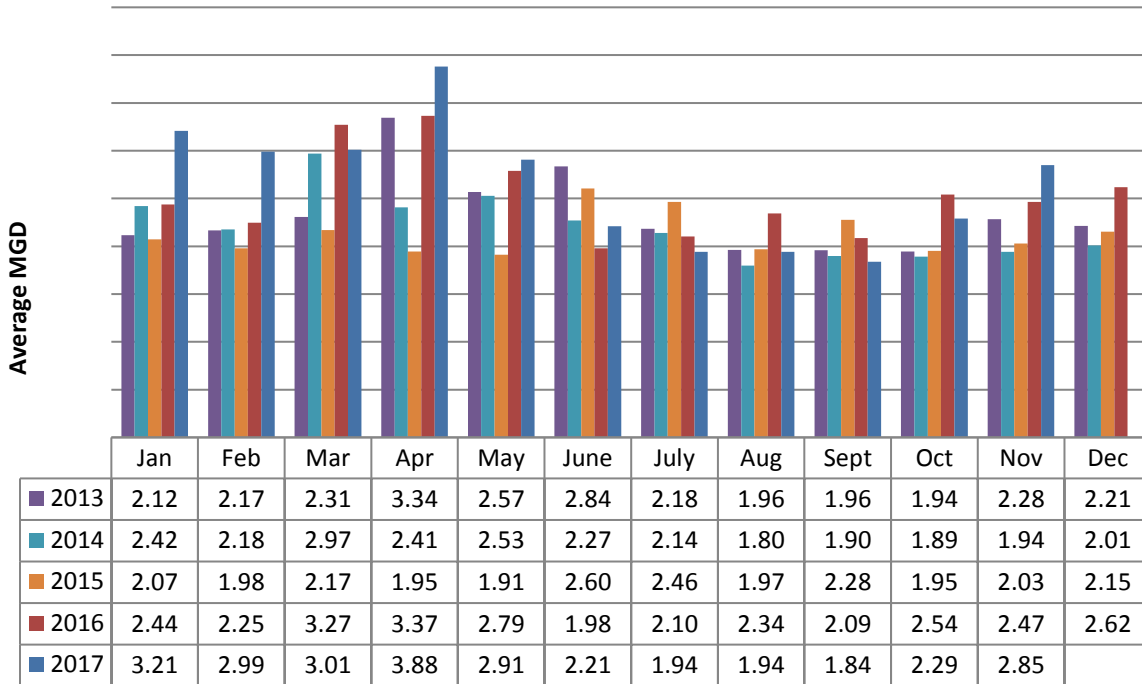
22) Manager's Report



DEPARTMENT OF PUBLIC SERVICES

Monthly Report November 2017

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



Laboratory Testing and Quality Control – Quality Assurance Program

Tests Run For		% Passing
Permit Compliance	238	
Process Control	1880	
Quality Control	73	96%
Check Samples	4	75%
DMRQA-Study 36 Proficiency		
Miscellaneous Sampling	96	
Totals	2291	86%

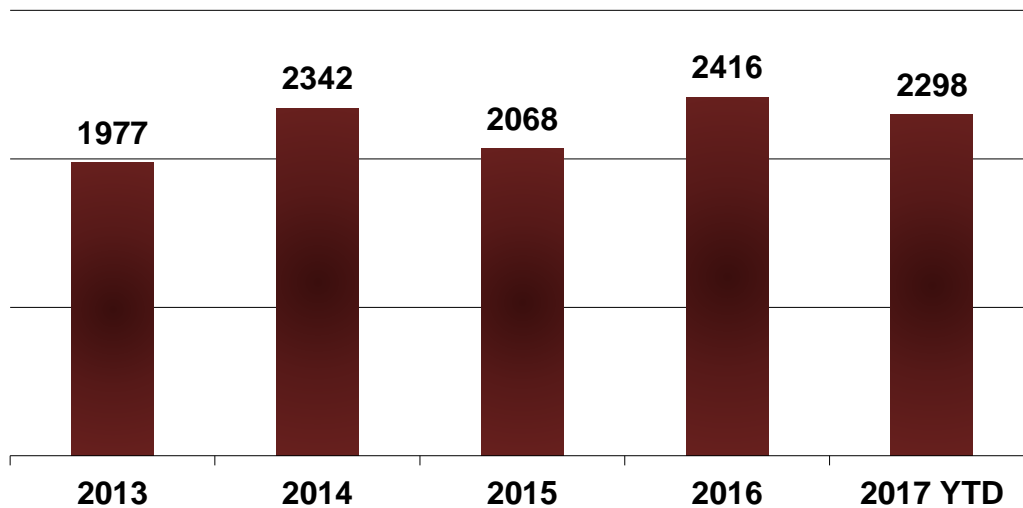
Training

Date	# of Employees Attended	Training Course Description
11/8/2017	2	MWEA Process Seminar

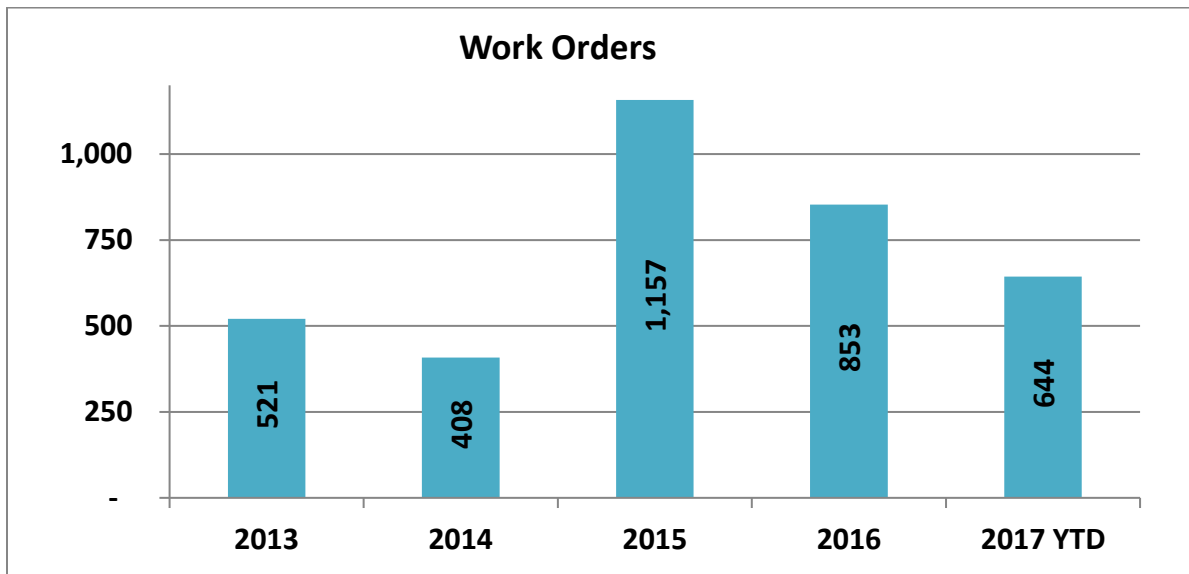
Safety

November Safety Activities	Date	Description
Safety Meeting		
	11/13/2017	Snow Plow/Salter Training
Confined Space Entries		
	11/8/2017	Nitrification Tower (Insect Distribution Arms)
MRWA Traffic Control		
	11/7/2017	Temporary Traffic Control Training

Miss Digs Performed



Maintenance

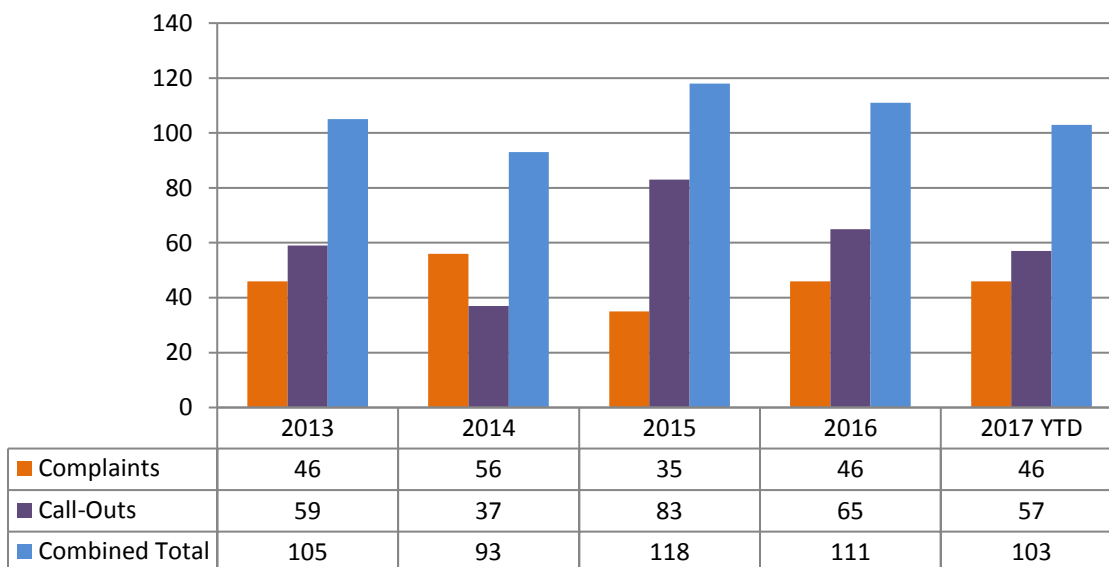


Note: Below are highlights of some of the repairs performed.

- Weekly lift station checks
- Fabricated and installed new flange cover for bypass pump 1
- Installed new belts for influent screw pump #2
- Changed out greaser on influent screw pump #3

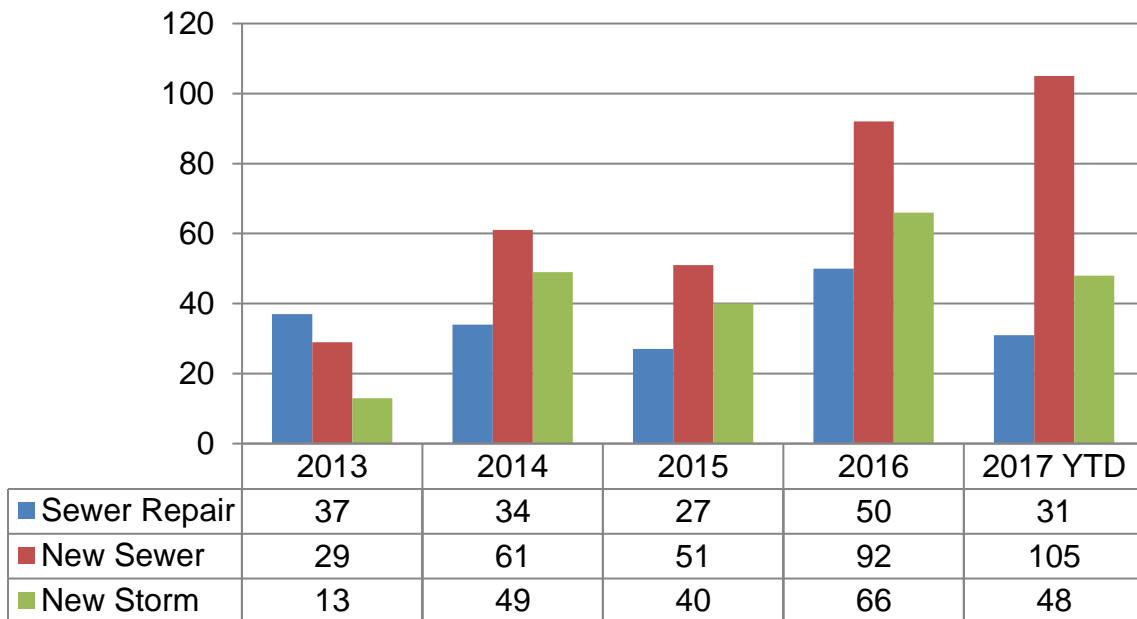
Unscheduled Service Calls

Collections Unscheduled Service Calls

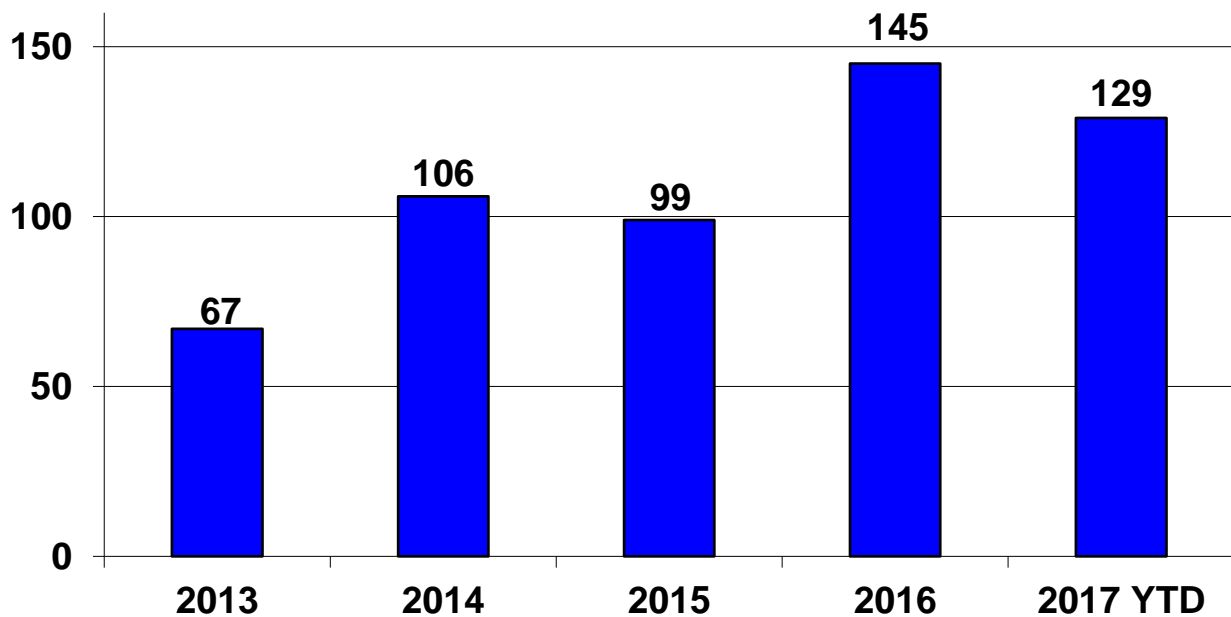


Sanitary Sewer Permits

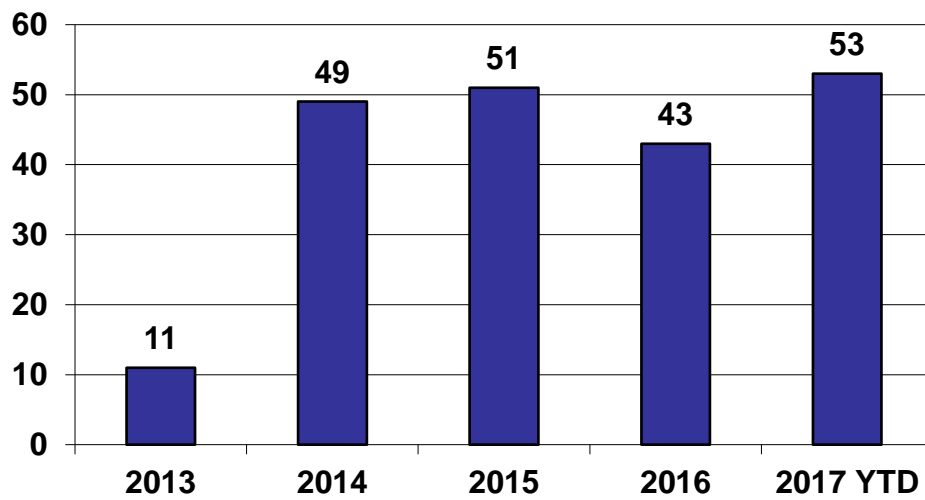
Sanitary Sewer Permits Issued



Sanitary Sewer Inspections Performed



Storm Sewer Inspections Performed

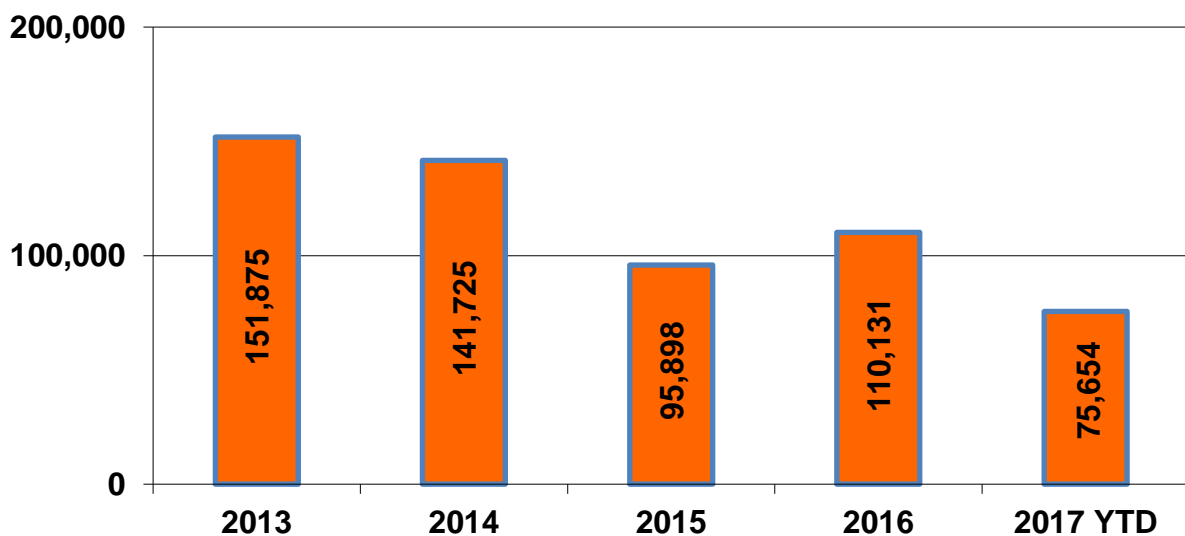


New Construction

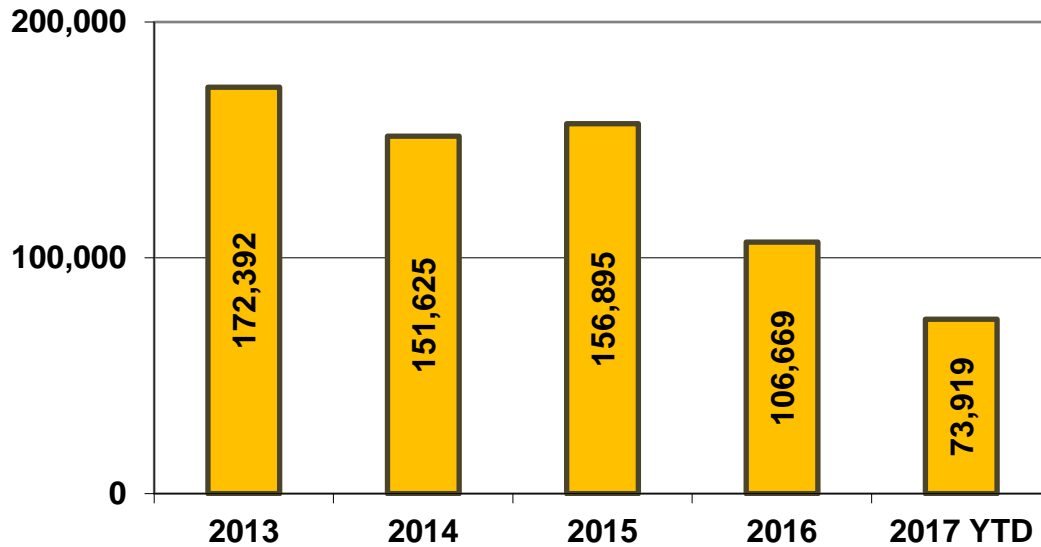
The force main replacement project on Eifert Road is nearing completion. Work has begun on lift station connection and abandonment. Hubbell, Roth & Clark (HRC) continue to provide construction observation.

Repairs on the Nitrification Tower at the POTW progressed this month; only the blower repair remains and start up will be scheduled soon.

Feet of Sanitary Sewer Cleaned (Vactor Truck Work)



Feet of Sanitary Sewer Televised (Camera Truck Work)



Stormwater and Environmental Efforts

- On Monday November 13th, staff from Delhi DPS participated in Snow Plow Safety and Salt Application training.
- On Wednesday November 22nd, the Environmental Coordinator met with the Holt Public Schools Director of Facilities and the Village of Dimondale Dept. of Public Services to review storm drain locations at the Dimondale Elementary.
- On Monday November 27th, staff from Holt Public Schools Facilities Dept. participated in Snow Plow Safety and Salt Application training.

Industrial Pretreatment Program

November IPP Activities	Date	
Review/Approval		
Building Plan Approval	11/9/2017	2021 Aurelius - First Presbyterian - Elevator, remodel bathrooms
IPP Industrial Inspection		
	11/2/2017	Regional Steel Distribution Center - 1775 Holloway Drive

Thirty-six (36) grease traps were inspected at local businesses; one (1) needed service.

Community Outreach

The Department of Public Services and Granger placed two dumpsters at the Recycle Center for free leaf collection. Due to high demand, the dumpsters were changed out twice during the week. This ran from Monday, November 13, 2017 through November 19, 2017.