DELHI CHARTER TOWNSHIP
COMMITTEE OF THE WHOLE

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

Tuesday
February 2, 2016

6:30 p.m.

Agenda

A. SAW Grant Quarterly Update

B. Proposal for Professional Engineering Services for Ram Trail Phase II Project Design – Hubbell, Roth & Clark, Inc.

C. Kiwanis Park Pavilion Grant Update

D. Department of Public Services – January Activity Report

Public Comment

HUBBELL, ROTH & CLARK, INC
CONSULTING ENGINEERS SINCE 1915

PRINCIPALS
George E. Hubbell
Thomas E. Biehl
Keith D. McCormack
Nancy M.D. Faught
Daniel W. Mitchell
Jesse B. VanDeCreek
Roland N. Alix
Michael C. MacDonald
James F. Burton

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Jane M. Graham

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January 8, 2016

Delhi Charter Township
2074 Aurelius Road
Holt, Michigan 48842

Attn: Ms. Sandra Diorka, Director of Public Services

Re: Quarterly SAW Update — HRC Job No. 20140175
Delhi Charter Township

Dear Ms. Diorka:

On July 7, 2015, the Township Board approved the second Phase of the SAW program. This letter is intended to provide an update on the overall status of the SAW program, including the budgeting information through the last disbursement request (January 11, 2016). The work completed in the first Phase of the SAW program was outlined in our report to the Township Board dated June 30, 2015. The current status of the program is as follows:

Design Services

Eifert Road Forcemain Replacement – This design portion of this project is nearing completion. The original design budget for this project was $99,560.00. However, changes in scope, including research of slip lining, easement assistance, and the connection of the leads at Holt and Eifert Road, were added to the project. The total SAW eligible amount spent on this project to date is $121,181.27.

Replacement of Primary Clarifier Drives – The SAW portion of this project has been completed. The original budget for this task was $16,350.00. However, it was determined that a design-build concept was the most cost effective for this task, so the total SAW eligible expenses for this project were $5,990.00. This task is complete.

Lagoon Building Replacements – HRC has continued to work with the Township and area contractors to complete this project. The original budget for this task was $19,180.00. To date, $8,210.61 has been spent.

Three other design projects were included in the SAW grant application; Pine Tree Lift Station Retrofit, Emergency Generator Interconnections, and RBC Building Conversion. Limited work has been completed on these to date. HRC is working with the Township regarding the design schedule for these projects. It is anticipated that the design for the Pine Tree Lift Station will be completed in early 2016 following a more detailed review of the service area. A proposal will be prepared for Township Board approval for a revised scope of services based on the outcome of the study.

Sanitary Sewer Asset Management Plan

The Asset Management Plan is underway. In our discussions with the Township regarding Phase 2 tasks, it was indicated that the primary objective of the second phase would be to determine values for the vertical asset equipment (pump stations and POTW). This work is currently underway at the POTW and is substantially complete.

The values for the pump station equipment are nearing completion.

In addition to the schedule of values, the Township has continued to televise the sanitary sewer system. The video is then being provided to HRC for PACP coding. HRC worked with Wincan to understand the software, and has made good progress on the pipe coding. HRC has also been working with Spicer staff and DPS staff to complete the sewer billing audit.

The Township Board approved a "pilot" forcemain assessment program, which was scheduled for August 12-14. However, when the contractor arrived on site, they were unable to access the pipe, and the pilot program was unsuccessful. It is our understanding that the Township is working with the contractor to have one additional opportunity to complete their assessment on a different stretch of forcemain. This work may take place in the Spring of 2016. The Township is also looking into working with their underground contractor to spot check some of the forcemains to determine the condition.

The Township has also completed a sanitary sewer audit in which all Township parcels were reviewed to determine if they have sewer service and determine whether the charges they were receiving were correct. The study also included reviewing the commercial properties to assure that the billing data is accurate

The total budget for the asset management plan was $1,949,716.00. To date, $928,032 has been spent. This includes consultant time, contractor time, training time, and Township force account costs.

Stormwater Management Plan

Limited work was completed on the stormwater management plan in the first phase, with the exception of stormwater quality monitoring. In the past several months, HRC has developed an outline for the plan, as attached. This was previously discussed at a with the Township. However, HRC has done additional planning for the project as discussed herein.

The main goals of this stormwater management plan are to develop a list of potential projects, create a model of the stormwater/storm sewer system in order to develop a public education tool, and complete a plan that meets all SAW requirements. By meeting these goals, it is anticipated that the Township will have information available to submit for potential grant funding. We anticipate the following steps to complete this plan:

1. Review the list of publicly owned properties in the Township (attached) to determine potential opportunities for projects. This includes Township-owned properties, school properties, and County park properties.
2. Review the Township GIS storm sewer to determine whether any gaps exist that may need to be filled in to create a model and update the mapping accordingly.

3. Update the mapping to overlay the watersheds located in the Township and compare areas to the individual watershed water quality objectives (attached).
4. Complete an asset inventory and perform condition assessment on all storm sewer facilities on Township-owned properties. This includes cleaning and televising of all enclosed sewers.
5. Based in the steps listed above, a list of priority locations will be developed. Concepts, base plans, and costs will be developed for projects in these priority locations, which will fit in with water quality goals.
6. All information will be finalized and developed into an MDEQ-approvable deliverable.

In addition to this work, the Township has expressed an interest in working with the schools to develop additional information for their properties. Some work has been done on this to date, in reaction to an issue that was identified at Sycamore School.

The total budget for the stormwater management plan is $275,058.00. To date, $50,267 has been expended. The majority of these costs have been related to water quality monitoring and work at Sycamore School.

Summary

The second phase of the SAW grant is proceeding forward as anticipated. At this time, there are no major scheduling or budget concerns related to the program. The previously incurred costs and Township force account costs to date have reached $483,371. Therefore the Township's local match of $444,444 for the total project has been exceeded.

If you have any questions or require any additional information, please contact the undersigned.

Very truly yours,

HUBBELL, ROTH & CLARK, INC.

Karyn Stickel

Karyn M. Stickel, P.E.
Associate

KS
Attachment
Enclosure
pc: Delhi Township; Mr. John Elsinga
HRC; J. Burton, File

Delhi Township
SAW Budget Summary

January 2016

(Through Disbursement Request #15)

		SAW Budget	SAW Actual (To Date)				Balance
HRC Job #	**Task**	**Total Estimated SAW Eligible Costs** A	**Township Staff & Equipment Costs**	**Vendor/ Software/ Contractor**	**Consultant/ Vendor Costs**	**Total Actual Spent** B	**Total** A-B
Design Services							
20130043	Pine Tree Lift Station Retrofit	**$ 21,100**	$ -	$ -	$ 3,729	**$ 3,729**	**$ 17,371**
20130633	Eifert Road Forcemain Replacement (Inc SME proposal) NORTH	**$ 99,560**	$ 614	$ -	$ 120,567	**$ 121,181**	**$ (21,621)**
20130937	Replacement of Primary Clarifier Drives	**$ 16,350**	$ 30	$ -	$ 5,960	**$ 5,990**	**$ 10,360**
20130940	Emergency Generator Interconnections	**$ 12,060**	$ -	$ -	$ -	**$ -**	**$ 12,060**
20130939	RBC Building Conversion	**$ 51,420**	$ -	$ -	$ 2,770	**$ 2,770**	**$ 48,650**
20130938	Lagoon Building Replacements	**$ 19,180**	$ -	$ -	$ 11,351	**$ 11,351**	**$ 7,829**
	Subtotal - Design	**$ 219,670**	$ 644	$ -	$ 144,378	**$ 145,021**	**$ 74,649**
Sanitary Sewer AMP		**$ 1,949,716**	$ 444,282	$ -	$ 483,750	**$ 928,032**	**$ 1,021,684**
Stormwater Management Plan		**$ 275,058**	$ 38,446	$ -	$ 11,821	**$ 50,267**	**$ 224,790**
TOTAL		**$ 2,444,444**	$ 483,371	$ -	$ 639,949	**$ 1,123,321**	**$ 1,321,123**

GRANT		
Grant Amount	$	2,000,000
Total Reimbursements	$	1,009,157
Balance	$	990,843

MATCH		
Match Amount	$	444,444
Total Local Match	$	114,163
Balance	$	330,281

Match Amount	$	444,444
Incurred Contractor/Vendor Costs -	$	55,286
Township Staff & Equipment Costs To Date (Force Acct) -	$	483,371
Total Township Match Remaining	$	(94,214)

DELHI TOWNSHIP SWMP DRAFT OUTLINE

1. **Goals**
    a. Create a Storm Water Management Plan (SWMP) that is focused on Delhi Township owned facilities and property
    b. Bring the watershed scale goals identified in the Red Cedar River and Grand River Watershed Management Plans (WMP) to a local community level to address critical water quality concerns specific to Delhi Township
    c. Perform a review of the condition of Township owned storm water assets located on Township facilities

2. **Delhi Township Overview**
    a. Plan overview and background
    b. Describe and map jurisdictional boundaries and the area to be covered by the plan
        i. Create map of jurisdictional boundaries, including Township owned facilities
        ii. Scan and import existing record drawings into geodatabase
    c. Describe major components of the storm water system and/or drainage districts
        i. Convert existing Township drainage documents (plans) and input them into GIS geodatabase
        ii. Update GIS database to include data fields for condition assessments of streambank stability
        iii. Create additional GIS datasets (identified in grant application)
        iv. Clean and televise storm sewers located on Township facilities
    d. Create storm water conveyance maps, including drainage districts, storm water structure locations, BMP locations, and potential sources of storm water pollution
        i. Clearly articulate the distinction between Township owned vs Drain office vs Roads vs private conveyance systems
    e. General description of land use percentages
        i. Percentages will be provided for land use in areas where the data is readily available through GIS

3. **Water Quality Conditions**
    a. Provide description of all known storm water quality problems within Delhi Township
        i. Review of complaint and maintenance records, existing watershed management plans, TMDL, and septic tank failure records
    b. Other known issues such as sedimentation, erosion, and slope stability problem areas will be identified, investigated, and prioritized
    c. Condition assessments of 4-6 select Township owned tributary watercourses or enclosed systems will be performed in order to gauge their impact on local water quality
        i. Determine which watercourses to use based on existing drain inventories
    d. Simplified manual for performing condition assessment tasks will be developed to allow Township staff to continue with the assessment process after SAW grant funding has been exhausted

4. **Storm Water Management Practices**
    a. Existing Storm Water Management Practices
        i. Township will inventory and provide a description of major BMPs currently located in the drainage area (e.g. retention basins, constructed wetlands, rain gardens, bioswales, etc.)
        ii. Map publicly owned BMPs
        iii. Provide an up-to-date inventory of applicant-owned or operated facilities and stormwater structural controls (in compliance with MS4 permit)
        iv. Update maps to correctly identify Township facilities and stormwater structural controls (in compliance with MS4 permit)
        v. Township will also identify any privately owned BMPs that have been constructed and that affect the operation of tributary drains or drainage that then flows onto Township owned properties.
    b. Recommended Storm Water Management Practices
        i. Identification of potential projects (including capital projects) or changes to inspection and maintenance activities in river areas, upland direct drainage areas, tributaries, and enclosed storm sewer systems
        ii. Review and update SOPs for conducting site inspections, maintenance, and cleaning of facilities, catch basins, and other stormwater controls to prevent or reduce pollutant runoff
        iii. Calculation of estimated costs for the recommendations
    c. Identify priority areas to concentrate BMPs or maintenance activities:
        i. Storm water flow restrictions
        ii. Surface flooding areas
        iii. Floodplain and flood mitigation
        iv. Receiving waters
        v. Erosion & sedimentation problem areas
    d. General Maintenance Plan
        i. Development of overall maintenance plan for the drainage network, including inspection frequency, drain cleanout details, and other relevant information for properly maintaining the drain system

5. **Public Education & Involvement**
    a. Reach out to public to get feedback on the plan
    b. Develop revised Public Participation/Involvement Plan
    c. Develop revised Public Education Plan
    d. Creation of a storm water flow model/tracking program for GIS to be used as a public education tool

6. **Plan Implementation**
    a. Development of a timeline for the implementation of the SWMP, including the schedule for capital projects and a schedule for maintenance and inspections
    b. Possible funding sources to ensure plan implementation post SAW grant funding

7. **Other Components**
    a. Create a comprehensive planning tool for use in site development in the Township
    b. Township-wide operation and maintenance plan

c. Water Resources Plan – including: pollution reduction, habitat restoration, aesthetic enhancements
d. Flow model of storm water conveyance system for predictive modeling
e. Capital improvement plan – detailed descriptions of up to 4-6 pilot/focus projects

Delhi Charter Township
Department of Community Development

MEMORANDUM

TO: John B. Elsinga, Township Manager

FROM: Tracy L.C. Miller, Director of Community Development

DATE: January 29, 2016

RE: Ram Trail II – HRC proposal for professional services

In 2017 Delhi Township will receive $696,440 in Congestion Mitigation Air Quality (CMAQ) funding for construction of the second phase of the Ram Trail (Ram II). This funding is available beginning in the State's 2017 fiscal year, which actually begins on October 1, 2016. CMAQ is the same funding source we used to build the first phase of the Ram Trail this past summer/fall. The grant provides approximately 80% of the construction costs up to the specified limit. Delhi Township provides the remaining 20% and design/construction engineering oversight.

If we intend to pursue Ram II construction using the CMAQ funds, we need to begin design engineering as soon as possible. To that end, attached you will find a proposal from Hubbell, Roth & Clark (HRC) for design engineering in the amount of $125,670. Staff recommends using HRC because of their unique familiarity and success with the Ram Trail project.

In addition to the non-motorized pathway, the design work will include a sidewalk along the north side of Holt Road that connects to the existing sidewalk at Heatherton Drive. We are hopeful that this sidewalk can be constructed at the same time as Ram II, but we will not know if this is financially feasible until later in the process. However, doing the design work now will position us to utilize any CMAQ or other funding that is available. The cost to do this part of the design work now is incremental, so I would recommend it.

Ram II will connect to Ram Trail at the Eifert/Holt Road intersection. From there, it will head northeast through the Township owned property and connect to Jaycee Park. The total length will be somewhere between 1 and 1.5 miles. This trail spur will create trail connectivity to a very large number of residents who are currently not able to take advantage of the pedestrian system. The exact layout of the trail has not been finalized yet, but I have attached a drawing that shows the basic idea.

I will plan to discuss this project with the Board at the upcoming February 2nd meeting. However, if in the meantime you require additional information, please don't hesitate to ask. Thank you.

Recommended Motion on Next Page.

Recommended Motion:

To approve the Proposal for Professional Engineering Services from Hubbell, Roth and Clark, Inc. in the amount of $125,670 for the Ram Trail Phase II Project Design.

HRC 100 YEARS
CONSULTING ENGINEERS SINCE 1915

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January 4, 2016

Delhi Charter Township
2074 Aurelius Road
Holt, Michigan 48842

Attn: Ms. Tracy Miller, Director of Community Development

Re: Proposal for Professional Engineering Services HRC Job No. 20151007
Ram Trail Phase II– Project Design

Dear Ms. Miller:

We appreciate the opportunity to provide this proposal for professional engineering services for the design of the Ram Trail Phase II which will connect the newly constructed Ram Trail (Phase I) at the intersection of Holt and Eifert Roads to Jaycee Park in town.

Statement of Understanding

We understand that the Township anticipates receipt of a CMAQ grant for the construction of this trail in MDOT's FY 2017. This grant is for construction only and does not include any preliminary or construction engineering. The CMAQ program also expects that the Township will have all right-of-way and final plans and specifications approved by MDOT in late 2016 or early 2017. It may be advantageous to bid this project on October (2016) to execute contracts in time to remove any trees within the construction influence during the exemption period for the bat restrictions and lock in unit pricing for the 2017 construction season.

HRC is very familiar with the CMAQ program and the requirements involved. HRC previously worked with the Township and Ingham County Department of Transportation and Roads (ICDTR) on Ram Trail Phase I. As the sponsoring agency for the grant, their involvement and support of the project will be paramount for a successful project. Based on our experience with their office during the last project, their requirements have been incorporated into this proposal to provide a project that meets the needs of all parties.

Project Tasks

Task 1 – Preliminary Review

The first step in our design proposal includes the review of background information, cost estimates, and routing to assure that the path can be constructed as proposed and within the stated budget. HRC will also deploy its Client Interview Process (CIP) to first identify, and then document, track, and measure the outcomes the Township desires for this project. We consider this an essential element to obtain stakeholder input and to get the project right. There will be no cost to the Township associated with the CIP.

HRC will also walk the route and stake the suggested route for the Township's review. This will help to visualize the route, limit tree impacts, and reduce survey costs.

Task 2 – Topographic Survey

This task will include a full topographic survey of the project route, in order to prepare plans and specifications to meet MDOT standards. This will include identifying property corners, structures, utilities, driveways, ditches, and other pertinent features in order to properly design the path. We will also review, locate, and tie in any wetland limits. Property lines will be researched and drawn.

HRC has obtained the survey for the Eifert Road forcemain project, additional field reconnaissance files for the Holt Road frontage, and will request the topo and plan files from the Ingham County Drain Commissioner's office (ICDC) for the Green No. 4 detention basin project. This past work should help to minimize the new survey needs.

Task 3 – Preliminary Layout and Design

Based on the topographic survey, final force main routing, wetlands, etc. a final exhibit will be prepared for presentation to the Director of Community Development and for presentation to the Township Board and public as appropriate. This task will include a more detailed impact analysis, identification of specific project limits, easement needs, an existing drainage review, determination of additional soil boring locations, review of aesthetic treatments, etc. This will also include an initial meeting with the Ingham County Drain Commissioner's (ICDC) office to discuss drain impacts, and an MDEQ pre-application meeting. This task will also identify key issues and constraints for consideration during design that will affect the project budget, schedule, and permitting.

Task 4 – Easement Acquisition

Most of this project is located on Township owned property. However, the walk segment along Holt Road and the interconnections to adjacent pedestrian facilities may require easements or grading permits. These will be identified during Task 3. Costs associated with acquiring the easements are a budget placeholder until the final route and easement impacts are known. Assuming that no condemnation will be required, it would be the intent of the project team to have the easements completed by September of 2016.

The budget placeholder includes preparing the proper documentation for the identified easements and negotiating easement terms with the property owners, in conformance with Federal easement rules as necessary. Once the easement documentation is completed, it will be mailed out. The mailing will include a description of the project and offer to meet individually with each property owner. HRC assumes that the Township will provide address lists for mailings to the public. Individual meetings will be set up (assuming 2 per property) to discuss their individual needs and negotiate terms. HRC will keep a record of negotiations and follow the appropriate guidelines for acquisition.

The task at this time does not include any efforts related to condemnation should that be necessary. Additional budget costs for this, including any required appraisals, title commitments and legal assistance, will be provided if agreements cannot be made with the property owners.

Task 5 – Preparation of Plans and Specifications

HRC will proceed with the preliminary and final design in accordance with MDOT Local Agency Program Guidelines based on outcome of the above tasks. This will include the development of detailed plans, specifications, and estimates for construction. Key steps within this task include any modifications to the existing drainage system, identification of grading limits, wetland and drain crossings, and permanent signing and pavement markings for the path. The plans will be designed and submitted for Township, ICDTR, ICDC, and MDOT reviews.

The plans will include typical sections for the trail, project details, plan and profile sheets as required, SESC plans, layout and alignment sheets and maintenance of traffic plans that include estimated quantities and project specific notes. HRC is experienced with the required MDOT plan preparation guidelines and procedures as well as the strict scheduling requirements and funding deadlines.

HRC will also complete the majority of the detailed design during this task including boardwalk or geotechnical stabilized designs for trail crossings of the wetlands and horizontal and vertical design. A boardwalk solution may require additional geotechnical investigation and special details for a pile-supported or floated path design through the wetland where poor soils are known.

Based on a previous meeting with the ICDTR it is our understanding that the project will utilize and modify existing drainage patterns as needed to maintain storm water conveyance along Holt Road. This may include relocating existing ditches or modification of existing culverts. New storm water systems and outlets are not anticipated as part of this project.

HRC will provide the required documentation, programming materials for funding, and permits as required by MDOT.

Task 6 – Permitting

Several permits will be required for the construction of this path. An MDEQ permit will be required for the wetland crossing(s) on the Township's property, an ICDC permit will be required for all drain crossings, and an ICDTR permit will be required for work within the right-of-way. This task will include preparation and submittal of the permit applications. Permit fees will be paid directly by the Township

For the CMAQ program, trail projects are generally considered categorically exempt and do not require an Environmental Assessment, or other federal clearances such as SHPO, Tribal, or Environmental. However, the Project Team will closely review your grant agreement and make sure that these are exempt for this project.

Task 7 – General Administration

During the course of the project, there are several task and milestones that will need to be met. This task will include a kickoff meeting, biweekly progress reports, four (4) status update meetings with Township staff, and two Public Meetings/Board Meetings. This task will include the preparation of meeting minutes for each of the meetings held.

Deliverables

We anticipate the following deliverables:

- Client Interview Process documentation
- Preliminary report
- Preliminary Layout Exhibit and Details
- Easement Documentation
- Permit Applications
- Grade Inspection / Preliminary Plans and Specifications
- Final Plans and Specifications
- Addenda
- Bid Recommendation
- Biweekly Progress Reports
- Meeting Minutes

Fee

Based on the above project scope and estimated staff requirements and hours shown on the attached spreadsheet, we propose to perform this project for an estimated time and materials fee of **$125,670.** This includes allocations of services to be performed by SME for soil borings and limited easement acquisition assistance as described above.

Work Not Presently Included in our Scope

1. Environmental or habitat assessments
2. Condemnation of easements
3. Signal modernization
4. Wetland mitigation
5. Additional meetings beyond those identified
6. Shop drawing reviews
7. Hydraulic modeling of any drain improvements or major storm sewer improvements
8. Appraisals and title commitments for easements
9. Construction Engineering **

** An additional proposal for construction engineering will be provided once final design is completed and prior to the start of work on the site.

Schedule

HRC is prepared to begin immediately upon Township Board approval and meet the MDOT CMAQ schedule attached.

Project Team

HRC will use the same project team as Ram Trail Phase I.

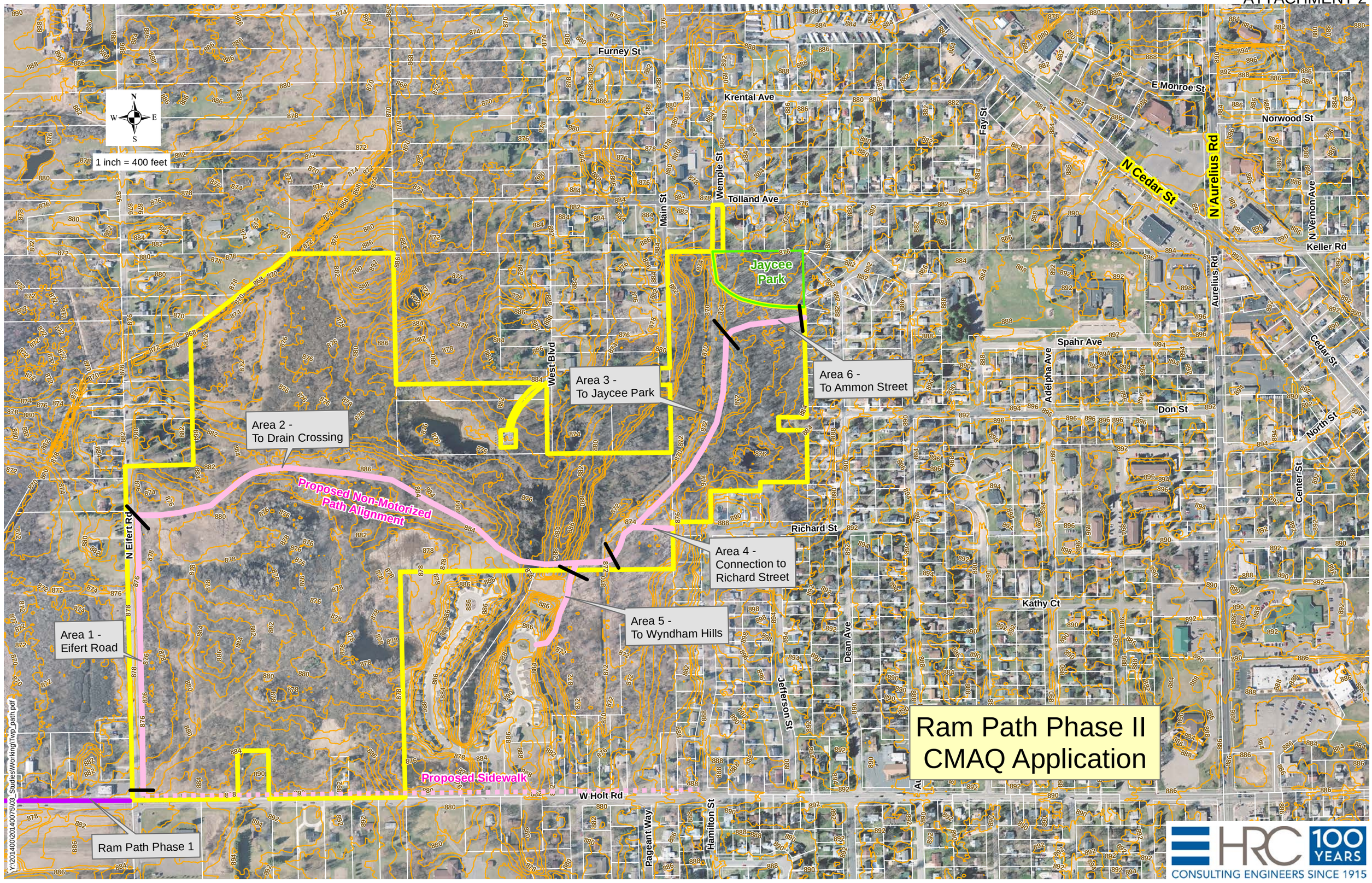
We look forward to the opportunity to be of continued service to the Township. Please feel free to contact Jamie Burton at (248) 454-6363 should you have any comments or questions on this proposal.

Very truly yours,

James F. Burton, P.E.
Vice President

KS
pc: HRC; C. Hart, File

ATTACHMENT 2



Proposed Costs - Ram Trail Phase II Preliminary Engineering
Delhi Charter Township

		James Burton $145		Chuck Hart $130		Structural/Geotech $125		Kristen Paulson $110		Staff Engineer $90		CADD $100		HRC ROW Agent $125		Total	
	Task	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost			Hours	Cost	Hours	Cost
1	CIP - NO ADDITIONAL COSTS																
1	Preliminary Review													Subtotal - Task 1		56	$6,050
a	Background, Estimates		$0		$0		$0	8	$880	4	$360	4	$400		$0	16	$1,640
b	Routing		$0	2	$260		$0	8	$880		$0	8	$800		$0	18	$1,940
c	Route Staking and Site Walk	4	$580		$0	2	$250	8	$880	4	$360	4	$400		$0	22	$2,470
2	Topographic Survey													Subtotal - Task 2		128	$12,000
a	Research Ex. Data and Create Property Line File		$0		$0		$0	4	$440	4	$360	8	$800		$0	16	$1,600
b	Topographic Survey		$0		$0		$0	4	$440	80	$7,200	8	$800		$0	92	$8,440
c	Processing and Base File Creation		$0		$0		$0	4	$440	8	$720	8	$800		$0	20	$1,960
3	Preliminary Layout and Design													Subtotal - Task 3		126	$13,920
a	Preliminary Route and Impact Analysis	2	$290	2	$260	4	$500	16	$1,760	4	$360	16	$1,600		$0	44	$4,770
b	Meeting with ICRD	2	$290	4	$520		$0	4	$440		$0		$0		$0	10	$1,250
c	Identify Project Limits		$0	2	$260		$0	4	$440		$0	4	$400		$0	10	$1,100
d	Identify Easement Needs		$0	2	$260		$0	8	$880	4	$360	4	$400		$0	18	$1,900
e	ID Existing drainage & impacts / modifications		$0	2	$260		$0	4	$440	4	$360	4	$400		$0	14	$1,460
f	Additional Soil Boring Determination		$0		$0	4	$500	2	$220	2	$180		$0		$0	8	$900
g	Aesthetic Treatments		$0		$0		$0	8	$880		$0		$0		$0	8	$880
h	ICDC Intital Meeting	2	$290		$0		$0	4	$440		$0		$0		$0	6	$730
i	MDEQ Pre Application Meeting	2	$290		$0		$0	4	$440		$0	2	$200		$0	8	$930
4	Easement Aquistion													Subtotal - Task 4		148	$16,380
a	Easement Documentation		$0	4	$520		$0	4	$440	16	$1,440	32	$3,200		$0	56	$5,600
b	Easement Negotiations		$0	4	$520		$0	8	$880	12	$1,080	8	$800	60	$7,500	92	$10,780
5	Plans, Specifications, and Bidding													Subtotal - Task 5		506	$53,950
a	Grade Inspection Plans and Specifications	2	$290	8	$1,040	20	$2,500	60	$6,600	20	$1,800	90	$9,000		$0	200	$21,230
b	Meeting with MDOT LAP		$0	4	$520		$0	8	$880		$0		$0		$0	12	$1,400
c	Preliminary Final Plans and Specifications	2	$290	4	$520	8	$1,000	40	$4,400	20	$1,800	70	$7,000		$0	144	$15,010
d	Meeting with ICRD		$0	4	$520		$0	8	$880		$0		$0		$0	12	$1,400
e	Final Plans and Specifications to MDOT LAP	2	$290	8	$1,040	8	$1,000	40	$4,400	10	$900	50	$5,000		$0	118	$12,630
f	Bidding Asst - Pre bid, Addenda, Review Tabs		$0	4	$520		$0	16	$1,760		$0		$0		$0	20	$2,280
6	Permitting													Subtotal - Task 6		94	$9,360
a	MDEQ Permit	2	$290		$0		$0	2	$220	28	$2,520	8	$800		$0	40	$3,830
b	ICDC Permit	2	$290		$0		$0	4	$440	8	$720	8	$800		$0	22	$2,250
c	ICRC Permit		$0	2	$260		$0	8	$880	4	$360	8	$800		$0	22	$2,300
d	Soil Erosion Permit		$0		$0		$0	2	$220	4	$360	4	$400		$0	10	$980
7	General Administration													Subtotal - Task 7		80	$9,010
a	Kickoff Meeting (1)	4	$580	4	$520		$0	4	$440		$0		$0		$0	12	$1,540
b	Progress Reports (biweekly)	2	$290	2	$260		$0	4	$440	24	$2,160		$0		$0	32	$3,150
c	Status Update Meetings (4)	4	$580	4	$520		$0	16	$1,760		$0		$0		$0	24	$2,860
d	Public Meetings/Board Meetings (2)	4	$580		$0		$0	8	$880		$0		$0		$0	12	$1,460
	TOTAL	**36**	**$5,220**	**66**	**$8,580**	**46**	**$5,750**	**322**	**$35,420**	**260**	**$23,400**	**348**	**$34,800**	**60**	**$7,500**	**2276**	**$120,670**

Items Not Included in Costs:
See Proposal

Easement Assumptions:
See Proposal
ROW / Easement Appraisals and Title Commitments are not included
Condemnation will be handled on a time and material basis

Total HRC Costs	**$**	**120,670**
Soil Borings / Geotechnical Consultation	**$**	**5,000**
TOTAL	**$**	**125,670**

RAM TRAIL PHASE II PROJECT IMPLEMENTATION

Task	Task Description	Delhi Timetable for FY'2017 Authorization
1	Authorize design engineering	February 2016
2	Authorize soil borings	February 2016
3	Authorize additional topographical survey	February 2016
4	Ram trail and sidewalk design	March – Sept. 2016
5	Acquire required ROW and/or easements	March – August 2016
6	Submit Program Application to MDOT LAP	6/27/2016
7	Submit draft GI package to ICRD for review and approval	7/5/2016
8	Submit Section 106 application to SHPO	7/11/2016
9	Submit GI package to MDOT LAP	7/11/2016
10	Attend GI meeting	8/10/2016
11	Submit draft final plans to ICRD for review and approval	9/9/2016
12	Submit final plans, bid proposal, cost estimate, and ROW certification to MDOT LAP	9/16/2016
13	Federal funds are obligated	Late October 2016
14	Authorize construction engineering	November 2016
15	Letting date for project	12/02/2016
16	Construction Phase	2/1/2017-9/29/2017

HRC 100 YEARS
CONSULTING ENGINEERS SINCE 1915

Delhi Charter Township & Ingham County Road Department
Ram Trail Phase II - Preliminary Estimate of Costs
Eifert Rd/ Holt Rd to Jaycee Park
Holt, MI

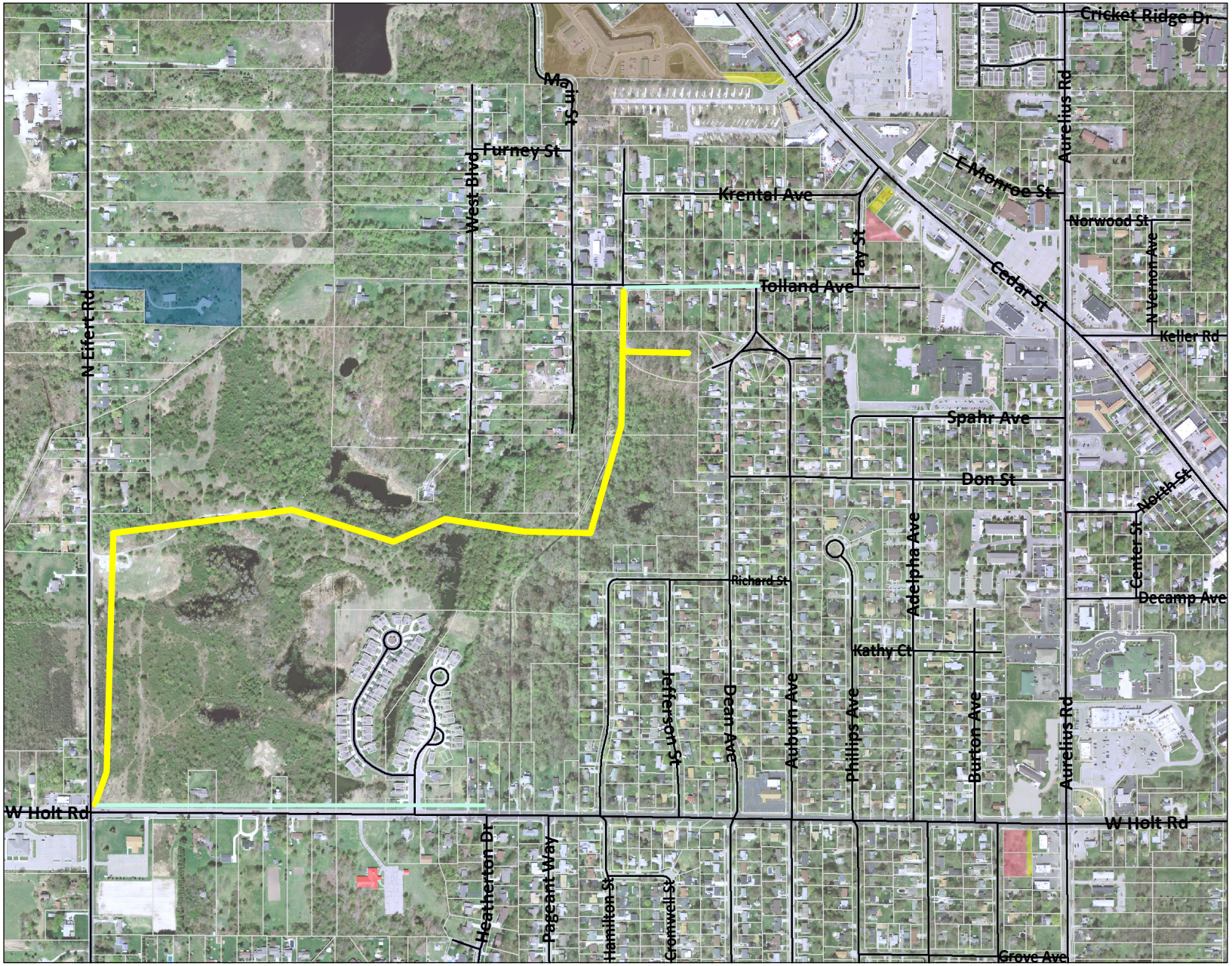
December 11, 2015 HRC JOB NO. 20140075

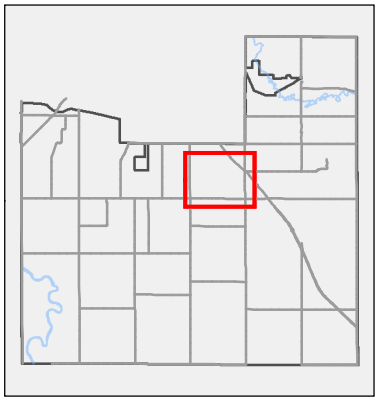
Description of Project:

1.2 Mile, 10' Wide HMA Trail from Eifert/Holt Rd to Jaycee Park
0.5 mile, 5' Wide Concrete Sidewalk along north side of Holt Rd from Eifert to Hamilton St
Clearing of Trees and Shrubbery
Trail consists of 3" HMA over 8" 21AA Aggregate Base
14' wide Boardwalk through Wetland Area
Wetland Section including 1"x3" Material and Geogrid through areas of Wetland
Drain Crossings and Drainage Improvements
Trail Wayfinding Signs
ADA Compliant Ramps

	Item	Quantity			Unit Price			Total
1	Mobilization	1	lsum	@	$ 117,245.00	=	$	117,245.00
2	Traffic Control	1	lsum	@	$ 35,000.00	=	$	35,000.00
3	Boardwalk	200	lft	@	$ 650.00	=	$	130,000.00
4	Shared Use Path	6250	lft	@	$ 67.00	=	$	418,750.00
5	Wetland Path Section	400	lft	@	$ 90.00	=	$	36,000.00
6	Concrete Walk	2750	lft	@	$ 42.00	=	$	115,500.00
7	Drain Crossings	2	ea	@	$ 15,000.00	=	$	30,000.00
8	Curb Cut	3	ea	@	$ 1,000.00	=	$	3,000.00
9	Utility Relocations	1	lsum	@	$ 50,000.00	=	$	50,000.00
10	Station Clearing	63	sta	@	$ 1,500.00	=	$	94,500.00
11	Station Grading	63	sta	@	$ 1,800.00	=	$	113,400.00
12	Drainage Improvements	1	lsum	@	$ 41,300.00	=	$	41,300.00
13	Soil Erosion Control	1	lsum	@	$ 35,000.00	=	$	35,000.00
14	Staging Area Prep	1	lsum	@	$ 5,000.00	=	$	5,000.00
15	Staging Area Restoration	1	lsum	@	$ 5,000.00	=	$	5,000.00
16	Project Signage	1	lsum	@	$ 10,000.00	=	$	10,000.00
17	Restoration	1	lsum	@	$ 50,000.00	=	$	50,000.00
	TOTAL - Construction Costs						$	1,289,700.00
	Preliminary Design @ 10%						$	128,970.00
	Construction Engineering @ 15%						$	193,455.00
	ROW Easements						$	20,000.00
							$	1,632,125.00
	Delhi Charter Township						$	935,685.00
	CMAQ Grant						$	696,440.00

Ram Trail II





Legend

Ram Trail II
Approx. Location

Potential Sidewalk
Connections

1 inch = 782 feet

N

0 50 100 200 300 400 500
Feet

This map is intended for use as generalized township wide planning and there are no warranties that accompany this product.
The Township recommends users of this map to confirm the data used in this map by visual inspection of the geographic area.
The township is not liable for decisions made with the use of this product.

Map Source: Delhi Charter Township
Map Printed: Friday, January 29, 2016

DELHI CHARTER TOWNSHIP

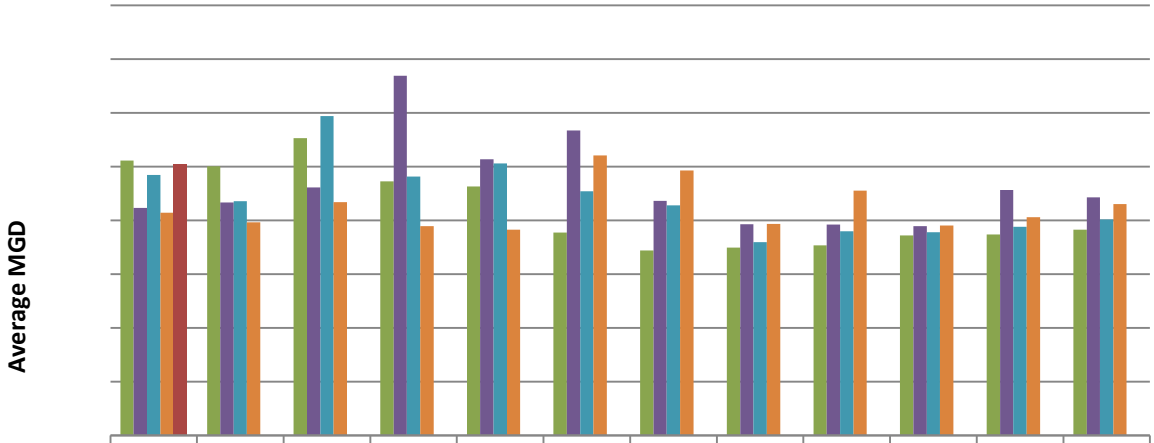
Notes:

Kiwanis Park Pavilion Grant Update

Verbal

DEPARTMENT OF PUBLIC SERVICES
Monthly Report
January 2016

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



	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
2012	2.56	2.50	2.76	2.36	2.31	1.89	1.72	1.75	1.77	1.86	1.87	1.91
2013	2.12	2.17	2.31	3.34	2.57	2.84	2.18	1.96	1.96	1.94	2.28	2.21
2014	2.42	2.18	2.97	2.41	2.53	2.27	2.14	1.80	1.90	1.89	1.94	2.01
2015	2.07	1.98	2.17	1.95	1.91	2.60	2.46	1.97	2.28	1.95	2.03	2.15
2016	2.53											

Laboratory Testing and Quality Control – Quality Assurance Program

Tests Run For		% Passing
Permit Compliance	239	
Process Control	1736	
Quality Control	90	99%
Check Samples	5	100%
DMRQA-Study 30 Proficiency		
Miscellaneous Sampling	28	
Totals	**2098**	**100%**

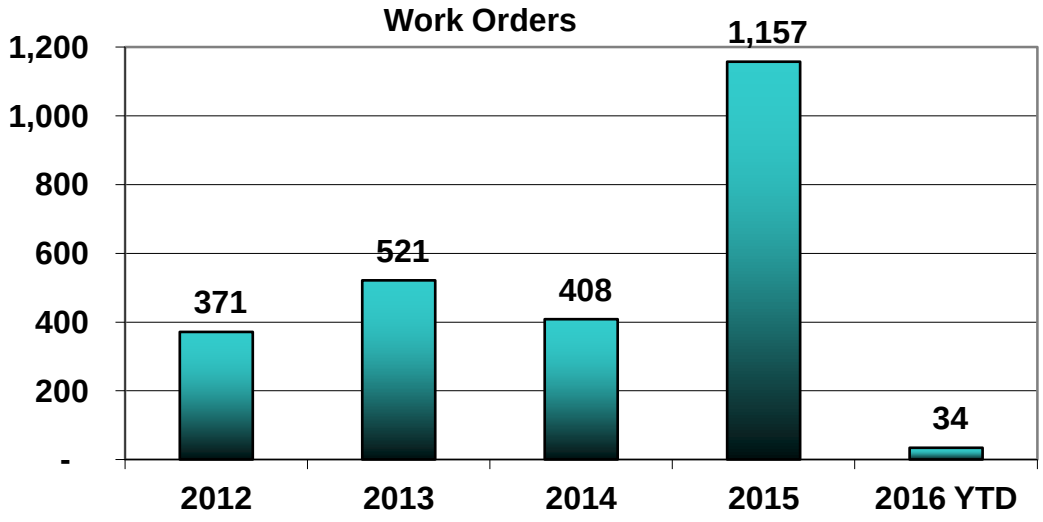
Safety

January Safety Activities	Date	Description
Confined Space Entries		
POTW	1/6/2016	Aeration Tank 92 (Adjust Diffusers)
POTW	1/8/2016	Aeration Tank 92 (Adjust Diffusers)
POTW	1/15/2016	East Primary Clarifier (Replace Squeege)
POTW	1/19/2016	Nitrification Tower (De-Ice Tower)

Training

Date	# of Employees Attended	Training Course Description
1/12/2016	1	MWEA Purpose & Fundamentals of Wastewater Treatment
1/19/2016	1	WEF Webcast- Perspectives on Potential Impacts- Proposed Phase II MS 4 General Permit Remand Rule
1/20/2016	1	8th Annual Michigan Utility Coordination Conference
1/20/2016	1	MTA Conference (speaker)
1/21-22/2016	1	MWEA Administration Conference
1/26-28/2016	1	PACP-MACP-LACP Certification

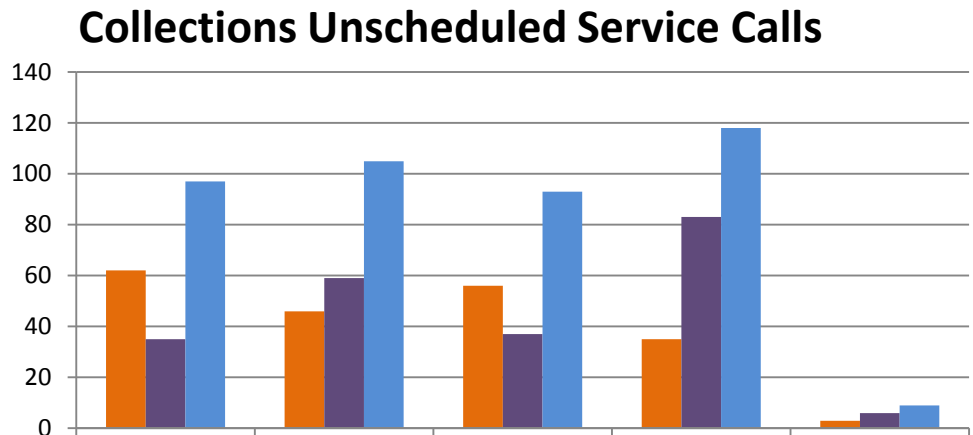
Maintenance



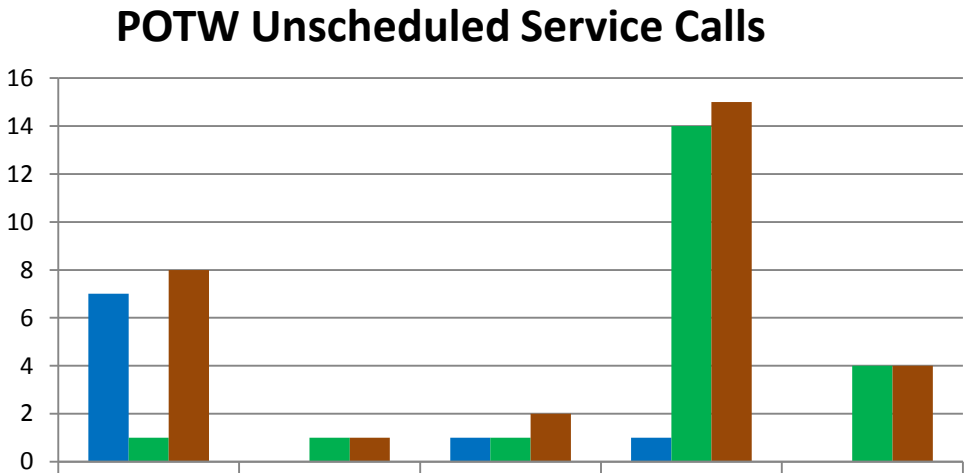
Note: Work order totals do not include monthly, weekly and daily preventive maintenance tasks. Below are highlights of some of the repairs performed.

- *Snow and ice removal was performed at the POTW, Maintenance building and lift stations*
- *The bisulfate building discharge line at the POTW ponds was winterized*
- *The man ladder at Pleasant River lift station was rebuilt, painted and re-installed*
- *Repaired air compressor #2 at Lift Station D*
- *Serviced and repaired Scag mowers, weed whips, leaf blowers, and chain saws for spring*
- *Replaced calcium nitrate metering pump at Pine Tree lift station*
- *Vactored foam from Aeration tank #95*

Unscheduled Service Calls

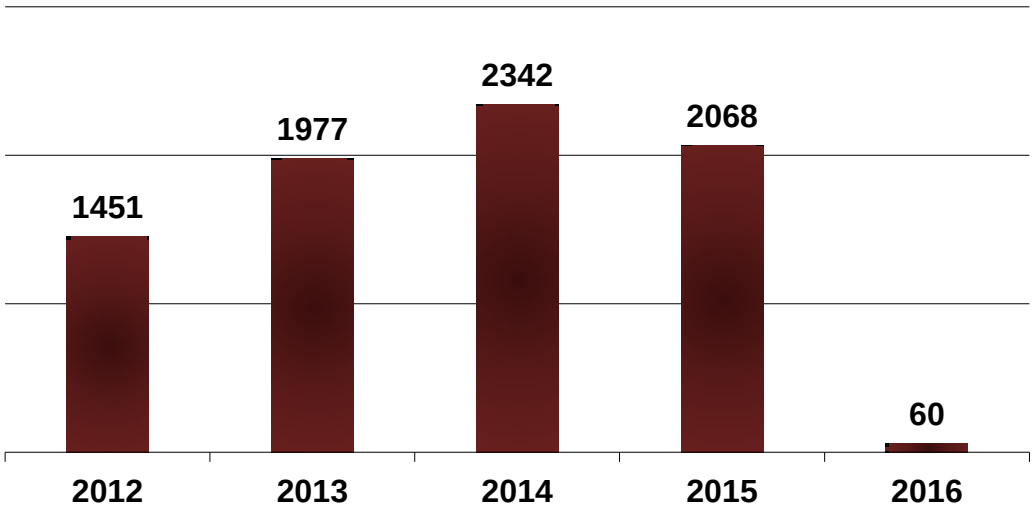


	2012	2013	2014	2015	2016 YTD
Complaints	62	46	56	35	3
Call-Outs	35	59	37	83	6
Combined Total	97	105	93	118	9



	2012	2013	2014	2015	2016 YTD
Complaints	7	0	1	1	0
Call-Outs	1	1	1	14	4
Combined Total	8	1	2	15	4

Miss Digs Performed

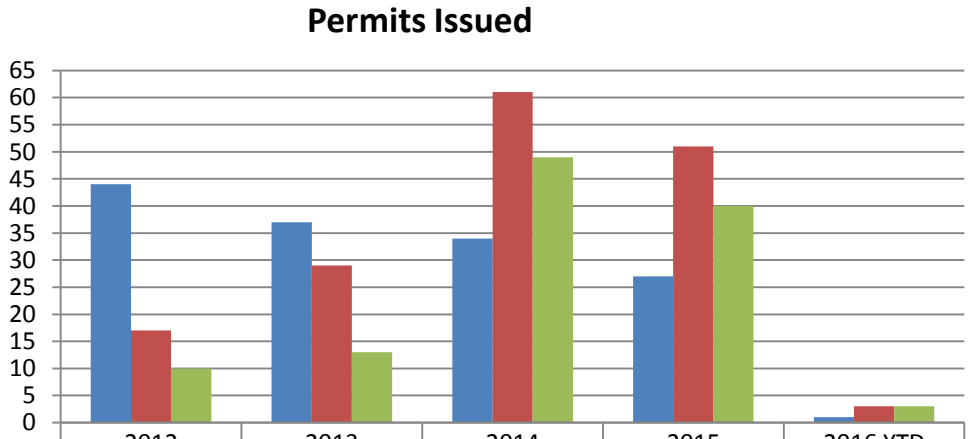


New Construction

An additional pre-construction meeting was held for Prestwick Village on January 25 at the Department of Public Services to clarify sanitary and storm sewer locations. Building construction site clearing has begun.

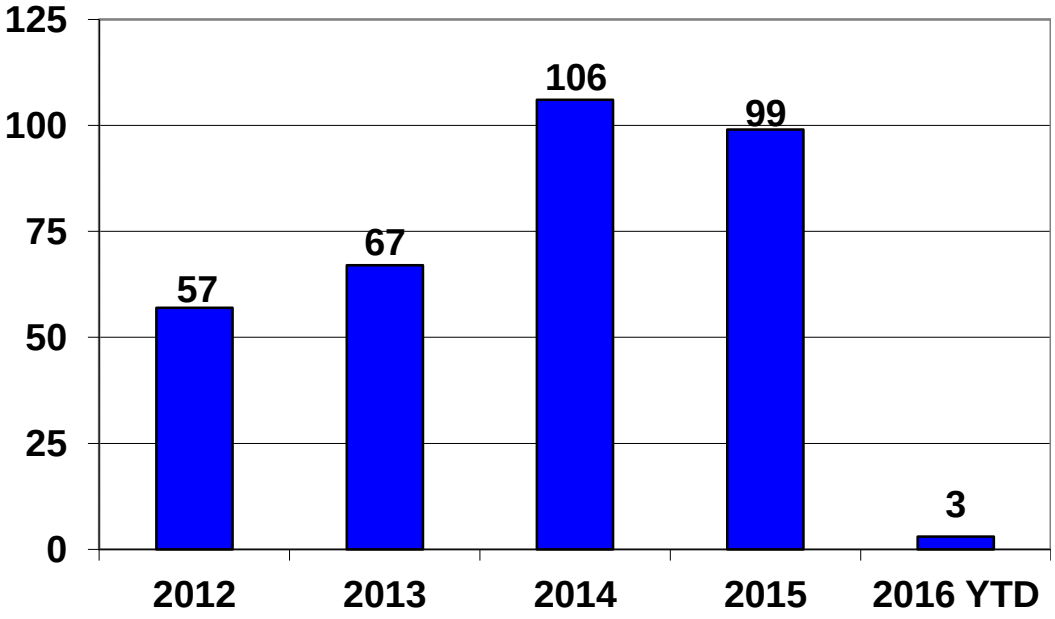
Easement meetings were held with several property owners on Eifert Road for the Eifert Road Force Main replacement project.

Sanitary Sewer Permits

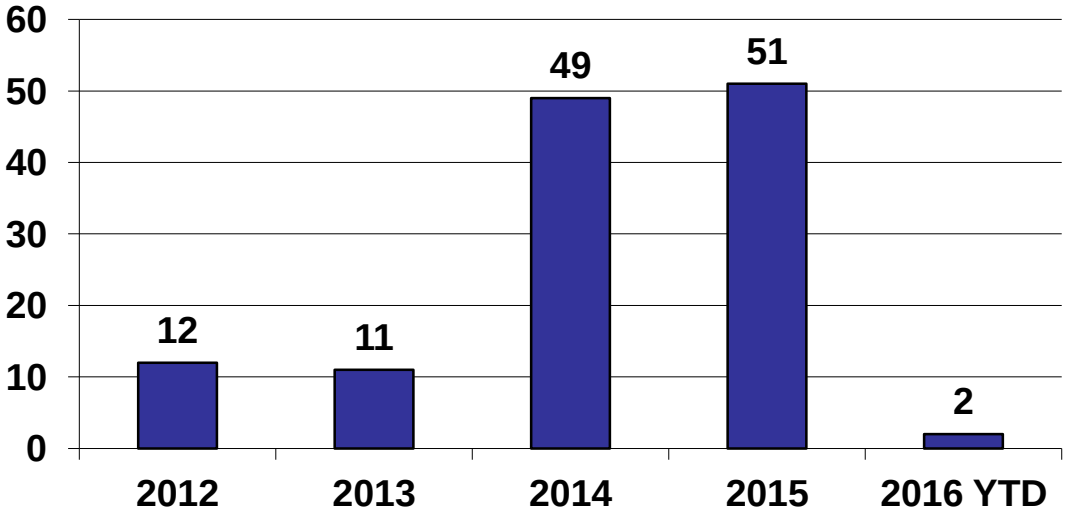


	2012	2013	2014	2015	2016 YTD
Sewer Repair	44	37	34	27	1
New Sewer	17	29	61	51	3
New Storm Water	10	13	49	40	3

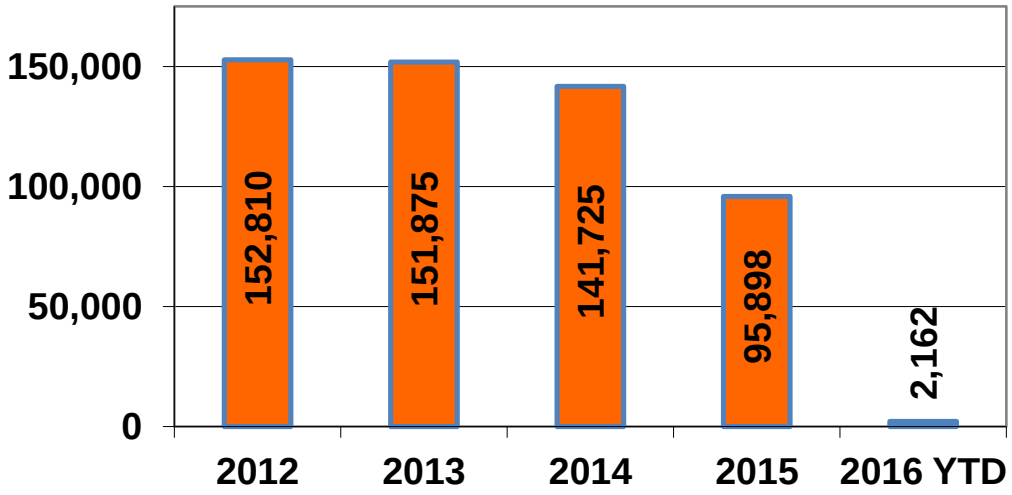
Sanitary Sewer Inspections Performed



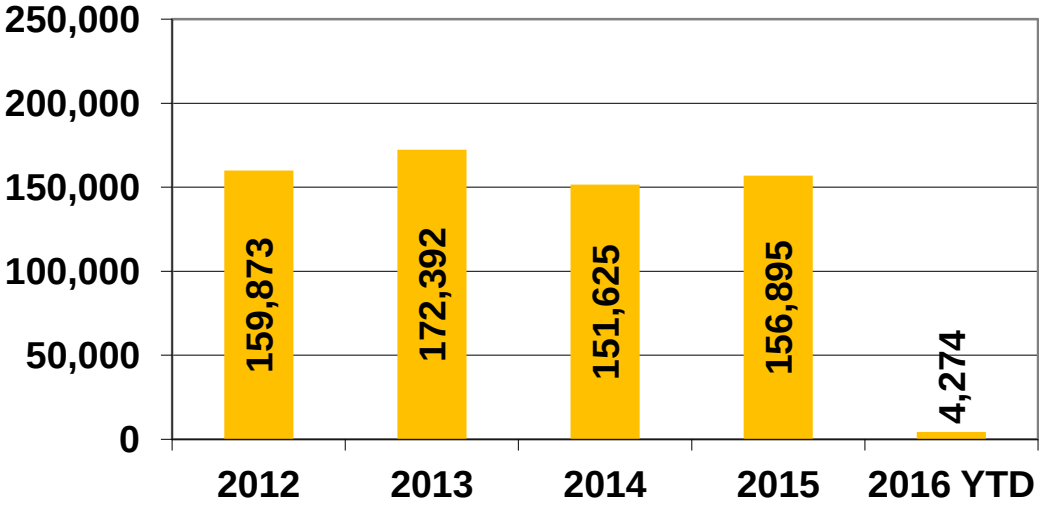
Storm Sewer Inspections Performed



Feet of Sanitary Sewer Cleaned (Vactor Truck Work)



Feet of Sanitary Sewer Televised (Camera Truck Work)



Storm water and Recycling

On Tuesday January 19th, the Environmental Coordinator participated in a Michigan Department of Environmental Quality webinar regarding the State Wide Ecoli Total Maximum Daily Load; and also participated in a Water Environment Association webinar titled 'Perspectives and Potential Impacts – Phase II MS4'.

The Director of Public Services and the Environmental Coordinator attended the Governor's Recycling Council meeting hosted at the Lansing Community College West Campus on January 12th.

Industrial Pretreatment Program

January IPP Activities		
Review/Approval		
Building Plan Approval	1/7/2016	4265 Five Oaks Dr. Allergy & Asthma Specialists
Building Plan Approval	1/21/2016	3960 Patient Care Dr.#113 & 116 Spectrum Heatlh
Site Plan Approval	1/22/2016	2415 N. Cedar - O'Reilly Auto Parts
Inspections - Dental Offices		
Annual inspection	1/25/2016	2205 Holt Family Dentistry - Sandeep Sood DDS
Annual inspection	1/25/2016	4315 Five Oaks Dr. - Dr. Hidlay, DDS
Annual inspection	1/25/2016	2500 E. Jolly - Dr. Nathan Day, DDS
Annual inspection	1/27/2016	2500 Cedar- Dr. Kyre Blair, DDS
Annual inspection	1/28/2016	2123 N. Aurelius - Dr. Edward Liu, DDS
Annual inspection	1/29/2016	2101 Aurelius #3 -Dr. Kelly Snyder, DDS

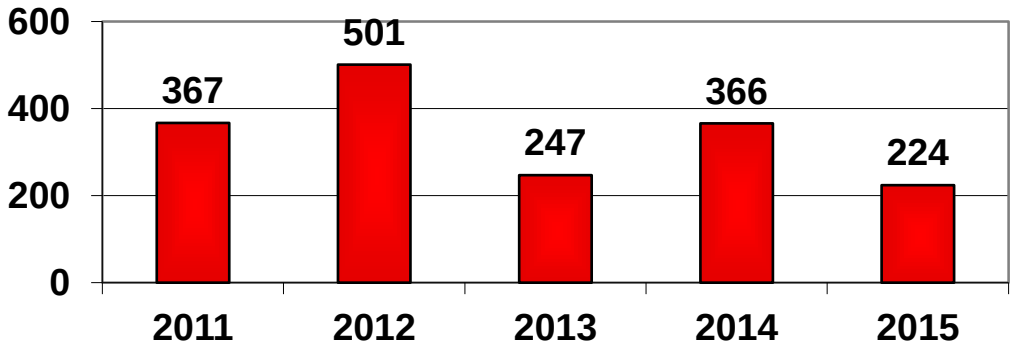
Thirty-four (34) grease traps were inspected at local businesses; thirty-three (33) did not need service.

Community Outreach

The Director of Public Services and the Environmental Coordinator educated students at Horizon Elementary on January 4th on proper food separation for the Scrappy program.

The annual Christmas tree drop off was held from December 28, 2015 through January 22, 2016. Two hundred and twenty-four (224) trees were collected.

Christmas Tree Drop-off Tracking



DELHI CHARTER TOWNSHIP BOARD MEETING

2074 Aurelius Road, Holt 48842 (517) 694-2137
Tuesday, February 2, 2016
7:30 p.m.

Agenda

Call the Meeting to Order

Pledge of Allegiance

Roll Call

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

Set/Adjust Agenda

Unfinished Business

Consent Agenda

1. a) Approval of Minutes – Regular Meeting of January 5, 2015
   b) Approval of Claims – January 5, 2016
   c) Approval of Claims – January 19, 2016
   d) Approval of Payroll – January 14, 2016
   e) Approval of Payroll – January 28, 2016
   f) Utility Agreement for Sanitary Sewer between Delhi Township and Prestwick Village Limited Dividend Housing Association LLC – Prestwick Village Apartments

Zoning and Development

2. Rezone Case No. 15-882 – 2450 Delhi Commerce Drive – Tax Parcel #33-25-05-15-226-026 – C-2, General Business to C-3, Highway Service (Proposed Zoning Ordinance No. 626)
3. Rezone Case No. 15-883 – 2046 Depot Street – Tax Parcel #33-25-05-13-351-018 – C-2, General Business and R-1E, One-Family High Density Residential to IA, Industrial Assembly (Proposed Zoning Ordinance No. 627)

New Business

4. Spartan Speedway 2016 Race Schedule
5. Proposed Delhi Township Ordinance No. 129 – Consumers Energy Company Gas Franchise, Introduction and First Consideration
6. Cartago Drive Sewer Service Engineering Services Proposal – Hubbell, Roth & Clark, Inc.
7. Proposal for Professional Engineering Services for Ram Trail Phase II Project Design – Hubbell, Roth & Clark, Inc.
8. Resolution No. 2016-001 – Delhi Township Poverty Exemption Guidelines

Items Removed From Consent Agenda For Discussion

Late Agenda Items

9.
10.
11.

Reports

12. Supervisor:
13. Treasurer: 4th Quarter Investment Report
14. Clerk:
15. Trustees:
16. Manager:

Limited Comments

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

Adjournment

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

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

Recommended Motion:

To approve the Consent Agenda as presented.

DELHI CHARTER TOWNSHIP
MINUTES OF REGULAR MEETING HELD ON JANUARY 5, 2016

Delhi Charter Township Board of Trustees met in a regular meeting on Tuesday, January 5, 2016 in the Multipurpose Room at the Community Services Center, 2074 Aurelius Road, Holt, Michigan. Supervisor Davis called the meeting to order at 7:30 p.m.

PLEDGE OF ALLEGIANCE

ROLL CALL

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

Members Absent: None

COMMENTS FROM THE PUBLIC - None

CONSENT AGENDA

A. Approval of Minutes – Committee Meeting of December 15, 2015

B. Approval of Minutes – Regular Meeting of December 15, 2015

C. Approval of Claims – December 22, 2015 (ATTACHMENT I)

D. Approval of Payroll – December 17, 2015 (ATTACHMENT II)

E. Approval of Payroll – December 31, 2015 (ATTACHMENT III)

F. Reappointment to the Delhi Township Administrative Review Committee (ATTACHMENT IV)

Warfield moved to approve the Consent Agenda as presented.

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

NEW BUSINESS

FIRST AMENDMENT TO AGREEMENT FOR RECYCLING SERVICES – GRANGER CONTAINER SERVICE, INC.

The Board reviewed a memorandum dated December 30, 2015 from Sandra Diorka, Director of Public Services (ATTACHMENT V).

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

A Roll Call Vote was recorded as follows:

SUBJECT TO APPROVAL

Ayes: Harmon, Hayhoe, Hope, Ketchum, Sweet, Warfield, Davis
MOTION CARRIED

POLLING LOCATION CHANGE

The Board reviewed a memorandum dated December 30, 2015 from Evan Hope, Clerk (ATTACHMENT VI).

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

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

ELECTION INSPECTOR PAY SCHEDULE

The Board reviewed a memorandum dated December 30, 2015 from Evan Hope, Clerk (ATTACHMENT VII).

> **Ketchum moved to approve the election inspector pay schedule as presented in Exhibit A effective January 6, 2016.**

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

SUBJECT TO APPROVAL

REPORTS

SUPERVISOR

Supervisor Davis reported that he will not run for re-election in 2016.

TREASURER

Treasurer Sweet reported that his office is in the process of collecting Winter Property Taxes. To date, $17,447,000 has been collected out of the total tax roll of $31,357,000.

Treasurer Sweet reported that his office received State Revenue Sharing for the September/October 2015 period in the amount of $356,722; of that $11,414 is from the City, Village, and Township Revenue Sharing (CVTRS) which equals approximately $800 over budget. The Constitutional Revenue Sharing was $345,308 which is an increase of approximately $1,600 over the July/August 2015 period. With this, Treasurer Sweet estimates that the Township will have received approximately $60,000 more in State Revenue Sharing than anticipated for 2015.

LIMITED PUBLIC COMMENTS – None

ADJOURNMENT

Meeting adjourned at 7:40 p.m.

Date: February 2, 2016

Evan Hope, Township Clerk

Date: February 2, 2016

C.J. Davis, Supervisor

/af

SUBJECT TO APPROVAL

ACCOUNTS PAYABLE APPROVAL

January 5, 2016

I. Certification of Authorized Signatures: The attached Check Register and Invoice Distribution Report encompass checks dated January 5, 2016 numbered 90618 thru 90679 & ACH 3965 thru 3989. Every invoice has a payment authorizing signature(s).

Dated: January 5, 2016

_____
Lora Behnke, Accounting Clerk

II. Certification of Fund Totals:
The attached Invoice Distribution Report and Check Register for checks dated January 5, 2016 show payments made from the following funds:

General Fund	$	389,885.16
Fire Fund		2,724.33
Police Fund		900.00
Fire Equip. & Apparatus Fund		11,000.00
Downtown Development Fund		7,631.12
Sewer Fund		50,456.71
Local Site Remediation Fund		37,527.00
Current Tax Fund		69,588.70
Grand Total	$	569,713.02

Includes the following to be reimbursed from separate bank accounts:

Current Tax Fund	$	69,588.70
Farmers Market Account	$	2,018.00

Dated: January 5, 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. ($11,000.00 Michigan EMS Educational Services for 2 Paramedic courses** to be approved by consent**)

Dated: January 5, 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 onFebruary2, 2016 a motion was made by _____and passed by ____yes votes and ____no votes (_____absent) that the list of claims dated January 5, 2016, was reviewed, audited and approved

_____
Evan Hope, Township Clerk

U:Accounting Private\Payables\Accounts Payable Approval Form
CC: Central File

INVOICE GL DISTRIBUTION REPORT FOR DELHI CHARTER TOWNSHIP
EXP CHECK RUN DATES 01/05/2016 - 01/05/2016

Vendor	Invoice Line Desc	Amount
Fund 101 GENERAL FUND		
Dept 000.00		
TRI-COUNTY REGIONAL	2016 GLRC DUES	1,761.04
ASIA CRIBBIS	REFUND FOR YOUTH BASKETBALL	30.00
	Total For Dept 000.00	1,791.04
Dept 101.00 LEGISLATIVE		
HARTFORD LIFE INSURANCE CO	TRUSTEES LIFE INSURANCE JANUARY	25.50
DETROIT MARRIOTT@ THE REN	2016 MTA HOTEL-WARFIELD	503.58
	Total For Dept 101.00 LEGISLATIVE	529.08
Dept 171.00 MANAGER		
HARTFORD LIFE INSURANCE CO	LIFE INSURANCE JANUARY	96.90
UNUM LIFE INSURANCE COMP	DISABILITY INSURANCE JANUARY	144.53
ADP SCREENING & SELECTION	BACKGROUND SUBSCRIPTION	32.61
VERIZON WIRELESS	CELLULAR DCEMBER	49.84
	Total For Dept 171.00 MANAGER	323.88
Dept 191.00 ACCOUNTING		
HARTFORD LIFE INSURANCE CO	LIFE INSURANCE JANUARY	23.80
UNUM LIFE INSURANCE COMP	DISABILITY INSURANCE JANUARY	35.33
	Total For Dept 191.00 ACCOUNTING	59.13
Dept 215.00 CLERK		
HARTFORD LIFE INSURANCE CO	LIFE INSURANCE JANUARY	68.00
UNUM LIFE INSURANCE COMP	DISABILITY INSURANCE JANUARY	101.87
VERIZON WIRELESS	CELLULAR DECEMBER	49.95
	Total For Dept 215.00 CLERK	219.82
Dept 228.00 INFORMATION TECHNOLOGY		
VERIZON WIRELESS	CELLULAR DECEMBER	49.84
SAM'S CLUB DIRECT	4 UPS BACKUPS	239.92
	Total For Dept 228.00 INFORMATION TECHNOLOGY	289.76
Dept 253.00 TREASURERS		
HARTFORD LIFE INSURANCE CO	LIFE INSURANCE JANUARY	45.89
UNUM LIFE INSURANCE COMP	DISABILITY INSURANCE JANUARY	68.16
D & K INVESTIGATIVE SERVICES	SERVICE OF COURT PAPERS	48.44
BARBARA A STEWARD	7/23-12/18/2015 MILEAGE/STEWARD	78.49
DETROIT MARRIOTT@ THE REN	2016 MTA HOTEL-SWEET	503.58
	Total For Dept 253.00 TREASURERS	744.56
Dept 257.00 ASSESSING		
HARTFORD LIFE INSURANCE CO	LIFE INSURANCE JANUARY	48.87
UNUM LIFE INSURANCE COMP	DISABILITY INSURANCE JANUARY	72.63
THRUN LAW FIRM, P.C.	LEGAL FEES NOVEMBER/DECEMBER	2,019.10
VERTALKA & VERTALKA, INC.	APPRAISAL SERVICES 4147 KELLER	4,500.00
MICHIGAN TOWNSHIPS ASSOC	BD OF REVIEW COURSE/MAHIEU/WALL	450.00
	Total For Dept 257.00 ASSESSING	7,090.60

Dept 265.00 BUILDING & GROUNDS

HARTFORD LIFE INSURANCE CO	LIFE INSURANCE JANUARY	26.34
UNUM LIFE INSURANCE COMP	DISABILITY INSURANCE JANUARY	38.98
LANSING ICE & FUEL CO	GASOLINE 12/1-15/2015	70.22
QUALITY FIRST MAID SERVICE	CLEANING SERVICES/CSC	812.50
METRONET LONG DISTANCE	LONG DISTANCE DECEMBER	27.21
VERIZON WIRELESS	CELLULAR DECEMBER	24.92
TDS METROCOM	LOCAL SERVICE DECEMBER	1,098.95
CONSUMERS ENERGY	ELECTRIC 2004 AURELIUS	140.91
CONSUMERS ENERGY	ELECTRIC-2074 AURELIUS	5,642.34
CONSUMERS ENERGY	GAS-2074 AURELIUS	1,585.14
B & D ELECTRIC, INC.	RECEPTACLE & COVER/STREETLIGHT	104.00
ACE HARDWARE	1 FLEX SEAL BRITE OFF WHT/ROOF	12.99
ACE HARDWARE	4 CAULK/ROOF CSC	35.96
MAYOTTE GROUP ARCHITECTS	CSC REROOFING	2,367.90
	Total For Dept 265.00 BUILDING & GROUNDS	11,988.36

Dept 276.00 CEMETERY

LANSING ICE & FUEL CO	GASOLINE 12/1-15/2015	28.48
VERIZON WIRELESS	CELLULAR DECEMBER	12.46
CONSUMERS ENERGY	ELECTRIC-4149 WILLOUGHBY	77.78
	Total For Dept 276.00 CEMETERY	118.72

Dept 281.00 STORMWATER

LANSING ICE & FUEL CO	GASOLINE 12/1-15/2015	17.88
TRI-COUNTY REGIONAL	2016 GLRC DUES	4,526.46
INGHAM COUNTY DRAIN COMM	TOWNSHIP-AT-LARGE DRAINS 2015	175,850.37
INGHAM COUNTY DRAIN COMM	PRINCIPAL 2015 TWP DRAIN ASSESS	168,746.24
	Total For Dept 281.00 STORMWATER	349,140.95

Dept 446.00 INFRASTRUCTURE

BOARD OF WATER & LIGHT	STREETLIGHTS 12/1/2015-1/1/2016	8,035.75
CONSUMERS ENERGY	LIGHTING 2228 AURELIUS	209.52
CONSUMERS ENERGY	LIGHTING 3970 HOLT	185.53
CONSUMERS ENERGY	LIGHTING 4115 HOLT	382.68
CONSUMERS ENERGY	LIGHTING 2116 CEDAR	472.06
	Total For Dept 446.00 INFRASTRUCTURE	9,285.54

Dept 721.00 PLANNING/COMMUNITY DEVELOPMENT

HARTFORD LIFE INSURANCE CO	LIFE INSURANCE JANUARY	147.03
UNUM LIFE INSURANCE COMP	DISABILITY INSURANCE JANUARY	218.71
EASI FILE	100 EASI FILE HANGER - 24"	75.00
EASI FILE	FREIGHT	11.76
LANSING ICE & FUEL CO	GASOLINE 12/1-15/2015	110.21
THRUN LAW FIRM, P.C.	LEGAL FEES NOVEMBER/DECEMBER	749.70
METRONET LONG DISTANCE	LONG DISTANCE DECEMBER	11.58
VERIZON WIRELESS	CELLULAR DECEMBER	278.10
VERIZON WIRELESS	CELLULAR DECEMBER	9.04
TDS METROCOM	LOCAL SERVICE DECEMBER	55.94
MICHIGAN.COM	PUBLISHING LEGALS DECEMBER	293.12
CANON FINANCIAL SERVICES	CANON COPIER LEASE & SERVICE	781.87
	Total For Dept 721.00 PLANNING/COMMUNITY DEVELOPMENT	2,742.06

Dept 752.00 PARKS ADMINISTRATION

HARTFORD LIFE INSURANCE CO	LIFE INSURANCE JANUARY	73.10
UNUM LIFE INSURANCE COMP	DISABILITY INSURANCE JANUARY	109.17
HOLT PUBLIC SCHOOLS	BASKETBALL FLYERS	56.00
METRONET LONG DISTANCE	LONG DISTANCE DECEMBER	0.03
VERIZON WIRELESS	CELLULAR DECEMBER	100.24
VERIZON WIRELESS	CELLULAR DECEMBER	0.83
TDS METROCOM	PHONES/SENIOR CENTER	297.35
TDS METROCOM	LOCAL SERVICE DECEMBER	98.11
	Total For Dept 752.00 PARKS ADMINISTRATION	734.83

Dept 771.00 PARKS

LANSING ICE & FUEL CO	GASOLINE 12/1-15/2015	28.35
MENARDS LANSING SOUTH	COIL/FOAM BRUSHES/HOOKS/PAINT	46.57
AMERICAN RENTALS, INC.	PORTABLE TOILET	70.00
MODEL COVERALL SERVICE	UNIFORM PANTS	13.16
MODEL COVERALL SERVICE	UNIFORM PANTS	35.10
CONSUMERS ENERGY	ELECTRIC 2177 WEST BLVD	22.62
CONSUMERS ENERGY	ELECTRIC 2074 AURELIUS #PARK	1,211.79
CONSUMERS ENERGY	ELECTRIC 2108 CEDAR	1,098.62
CONSUMERS ENERGY	ELECTRIC 2287 PINE TREE 2939	35.55
CONSUMERS ENERGY	ELECTRIC 2287 PINE TREE 3200	216.15
CONSUMERS ENERGY	ELECTRIC 4080 KELLER	74.73
CONSUMERS ENERGY	GAS 2287 PINE TREE 2939	158.24
CONSUMERS ENERGY	GAS 2108 CEDAR	37.72
QUALITY FIRST MAID SERVICE	CLEANING SERVICES/SENIOR CENTER	260.00
COMPLETE HITCH COMPANY	SHACKLE LINKS & BOLTS/CASTS/	66.40
COMPLETE HITCH COMPANY	JACK 8K-PRO SERIES SIDE WIND	69.95
TASMANIAN TIRE CO.	TUBE/#3320	18.00
	Total For Dept 771.00 PARKS	3,462.95

Dept 774.00 RECREATION

STEVEN E. ROGERS	OFFICIAL BASKETBALL	125.00
LAUREN SEAGREN	OFFICIAL BASKETBALL	125.00
HOLT PUBLIC SCHOOLS	SONG BOOKS/TREE LIGHTING	364.00
SAM'S CLUB DIRECT	HOTHANDS	13.66
SAM'S CLUB DIRECT	CANDY	20.94
SAM'S CLUB DIRECT	NAPKINS	10.46
SAM'S CLUB DIRECT	CUP LIDS	10.76
SAM'S CLUB DIRECT	CUPS	14.82
SAM'S CLUB DIRECT	HOT CHOCOLATE	72.80
	Total For Dept 774.00 RECREATION	757.44

Dept 850.00 OTHER FUNCTIONS

HARTFORD LIFE INSURANCE CO	RETIREES LIFE INSURANCE JANUARY	32.40
THRUN LAW FIRM, P.C.	LEGAL FEES NOVEMBER/DECEMBER	499.70
RICOH USA, INC.	RICOH MAINTENANCE AGREEMENT	74.34
	Total For Dept 850.00 OTHER FUNCTIONS	606.44

Total For Fund 101 GENERAL FUND	389,885.16

Fund 206 FIRE FUND
Dept 336.00 FIRE DEPARTMENT

HARTFORD LIFE INSURANCE CO	RETIREES LIFE INSURANCE JANUARY	4.05
HARTFORD LIFE INSURANCE CO	LIFE INSURANCE JANUARY	251.76
UNUM LIFE INSURANCE COMP	DISABILITY INSURANCE JANUARY	555.67
LANSING ICE & FUEL CO	GASOLINE 12/1-15/2015	531.77
THRUN LAW FIRM, P.C.	LEGAL FEES NOVEMBER/DECEMBER	88.20
WESTERN MI ASSOC. OF FIRE	WMAFC 2016 DUES	165.00
METRONET LONG DISTANCE	LONG DISTANCE DECEMBER	1.33
VERIZON WIRELESS	CELLULAR DECEMBER	911.71
VERIZON WIRELESS	CELLULAR DECEMBER	172.93
TDS METROCOM	LOCAL SERVICE DECEMBER	41.91
	Total For Dept 336.00 FIRE DEPARTMENT	2,724.33
	Total For Fund 206 FIRE FUND	2,724.33

Fund 207 POLICE FUND
Dept 301.00 POLICE

THRUN LAW FIRM, P.C.	LEGAL FEES NOVEMBER/DECEMBER	900.00
	Total For Dept 301.00 POLICE	900.00
	Total For Fund 207 POLICE FUND	900.00

Fund 211 FIRE EQUIP. & APPARATUS FUND
Dept 339.00 EQUIPMENT & APPARATUS

MICHIGAN EMS EDUCATIONAL	PARAMEDIC COURSE TUITION/SHAFF	5,500.00
MICHIGAN EMS EDUCATIONAL	PARAMEDIC COURSE TUITION/FURGAL	5,500.00
	Total For Dept 339.00 EQUIPMENT & APPARATUS	11,000.00
	Total For Fund 211 FIRE EQUIP. & APPARATUS FUND	11,000.00

Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY
Dept 000.00

CRISP COUNTRY ACRES	VENDOR PAYMENT DECEMBER	134.00
TODD DELO	VENDOR PAYMENT DECEMBER	11.00
GLUTEN FREE ROX	VENDOR PAYMENT DECEMBER	28.00
LONESOME PINES BEEF	VENDOR PAYMENT DECEMBER	64.00
ANNA PRYOR	VENDOR PAYMENT DECEMBER	16.00
SANDRA SIEMON	VENDOR PAYMENT DECEMBER	22.00
WILLOW BLOSSOM FARMS, LLC	VENDOR PAYMENT DECEMBER	197.00
NEVA AUSTIN	VENDOR PAYMENT DECEMBER	15.00
CORINNE P. CARPENTER	VENDOR PAYMENT DECEMBER	46.00
OFILIA DIAZ	VENDOR PAYMENT DECEMBER	127.00
ELAINE J. ERNST	VENDOR PAYMENT DECEMBER	50.00
ROBIN GEYER	VENDOR PAYMENT DECEMBER	41.00
BETTE K. KELLY	VENDOR PAYMENT DECEMBER	45.00
TERESA NORTON	VENDOR PAYMENT DECEMBER	47.00
OTTO'S POULTRY, INC	VENDOR PAYMENT DECEMBER	937.00
JENNIFER ROTIER	VENDOR PAYMENT DECEMBER	14.00
MAI KOU VANG	VENDOR PAYMENT DECEMBER	57.00
KELLY WRIGGELSWORTH	VENDOR PAYMENT DECEMBER	13.00
	Total For Dept 000.00	1,864.00

Dept 728.00 DDA ADMINISTRATION

THRUN LAW FIRM, P.C.	LEGAL FEES DECEMBER	720.45
THRUN LAW FIRM, P.C.	LEGAL FEES NOVEMBER/DECEMBER	273.60
C. HOWARD HAAS	CELL PHONE REIMBURSEMENT/HAAS	75.00
METRONET LONG DISTANCE	LONG DISTANCE DECEMBER	0.64
TDS METROCOM	LOCAL SERVICE DECEMBER	127.10
LORI ANN UNDERHILL	7//1-12/31/2015 MILEAGE/UNDERHILL	253.23
DELHI DDA	2 PAGE DEED RECORDED	17.00
DELHI DDA	PAPER PLATES	4.98
DELHI DDA	1 CASE WATER	2.49
DELHI DDA	RELEASE OF LIEN RECORDED	14.00
DELHI DDA	1 CASE WATER	2.49
	Total For Dept 728.00 DDA ADMINISTRATION	1,490.98

Dept 729.00 DDA MARKETING & PROMOTION

BLOHM CREATIVE PARTNERS	NOVEMBER OUR TOWN ACCOUNT	1,000.00
ACE HARDWARE	5 GAL FLOOR WAX	50.00
DELHI DDA	VIVIAN GRINNELL EMERGENCY FILL IN	70.00
DELHI DDA	PLEXIGLASS FOR COOLER	7.00
SAM'S CLUB DIRECT	CUPS	13.36
SAM'S CLUB DIRECT	WATER/COFFEE	13.86
CRISP COUNTRY ACRES	DOUBLE UP BUCKS DECEMBER	154.00
BLOHM CREATIVE PARTNERS	NOVEMBER 2015 WEB MAINTENANCE	561.24
DELHI DDA	2 CASES WATER	4.98
	Total For Dept 729.00 DDA MARKETING & PROMOTION	1,874.44

Dept 850.00 OTHER FUNCTIONS

QUALITY FIRST MAID SERVICE, LLC	CLEANING SERVICES/SHERIFF & DDA	355.00
CONSUMERS ENERGY	ELECTRIC-2045 CEDAR #A	1,290.39
CONSUMERS ENERGY	ELECTRIC-2045 CEDAR #B	137.82
CONSUMERS ENERGY	ELECTRIC-2150 CEDAR	245.75
CONSUMERS ENERGY	GAS-2150 CEDAR	143.67
CONSUMERS ENERGY	GAS-2045 CEDAR	229.07
	Total For Dept 850.00 OTHER FUNCTIONS	2,401.70
	Total For Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY	7,631.12

Fund 590 SEWAGE DISPOSAL SYSTEM

Dept 548.00 ADMINISTRATION & OVERHEAD

HARTFORD LIFE INSURANCE CO	RETIREES LIFE INSURANCE JANUARY	16.20
PROGRESSIVE IMPRESSIONS	SEWER BILLS DECEMBER	582.86
	Total For Dept 548.00 ADMINISTRATION & OVERHEAD	599.06

Dept 558.00 DEPT OF PUBLIC SERVICE

HARTFORD LIFE INSURANCE CO	LIFE INSURANCE JANUARY	361.66
UNUM LIFE INSURANCE COMP	DISABILITY INSURANCE JANUARY	539.54
BIG SYSTEMS, LLC	24"X100' BIG JET UNIVERSAL BOND	42.00
BIG SYSTEMS, LLC	36"X100' WETJET MATTE TEAR PROOF	72.00
BIG SYSTEMS, LLC	ESTIMATED SHIPPING	24.59
LANSING ICE & FUEL CO	GASOLINE 12/1-15/2015	545.82
MODEL COVERALL SERVICE	STAFF UNIFORMS/POTW	64.79
MODEL COVERALL SERVICE	STAFF UNIFORMS/MAINTENANCE	61.63
MODEL COVERALL SERVICE	STAFF UNIFORMS/POTW	64.79
MODEL COVERALL SERVICE	STAFF UNIFORMS/MAINTENANCE	61.63
BARYAMES CLEANERS	UNIFORM CLEANING/POTW	67.25
D & M SILKSCREENING	3 EMBROIDER NAME & LOGO	33.00

SAM'S CLUB DIRECT	1 UPS BACKUP & SALES TAX/POTW	169.25
ENVIRONMENTAL RESOURCE	1ST QTR CHECK SAMPLES	852.26
FISHER SCIENTIFIC	LABORATORY SUPPLIES	385.67
ALEXANDER CHEMICAL CORP	CREDIT DELIVERY CHARGE	(56.25)
ALEXANDER CHEMICAL CORP	CREDIT	(270.00)
ALEXANDER CHEMICAL CORP	DELIVERY CHARGE - BLEACH	56.25
ALEXANDER CHEMICAL CORP	SODIUM BISULFITE	884.50
UNITED PARCEL SERVICE	SHIPPING CHARGES	80.96
METRONET LONG DISTANCE	LONG DISTANCE DECEMBER	6.25
VERIZON WIRELESS	CELLULAR DECEMBER	619.46
TDS METROCOM	LOCAL SERVICE DECEMBER	387.07
CONSUMERS ENERGY	ELECTRIC 1490 AURELIUS	2,346.55
CONSUMERS ENERGY	ELECTRIC-1494 AURELIUS	94.17
CONSUMERS ENERGY	ELECTRIC-4280 DELL	533.65
CONSUMERS ENERGY	ELECTRIC-4828 HOLT	173.39
CONSUMERS ENERGY	ELECTRIC-2870 PINE TREE	511.15
CONSUMERS ENERGY	ELECTRIC-3505 HOLT	145.12
CONSUMERS ENERGY	ELECTRIC-5961 MC CUE #2509	15,700.82
CONSUMERS ENERGY	ELECTRIC-5999 HOLT	114.98
CONSUMERS ENERGY	ELECTRIC-6055 MC CUE	142.69
CONSUMERS ENERGY	ELECTRIC 1390 WAVERLY	327.23
CONSUMERS ENERGY	ELECTRIC-2358 EIFERT	388.49
CONSUMERS ENERGY	ELECTRIC-4000 N MICHIGAN#B	143.69
CONSUMERS ENERGY	ELECTRIC-1988 WAVERLY	608.28
CONSUMERS ENERGY	GAS-3505 HOLT	27.64
CONSUMERS ENERGY	GAS-2481 DELHI COMM	29.88
CONSUMERS ENERGY	GAS 1494 AURELIUS	238.40
CONSUMERS ENERGY	GAS-4280 DELL	138.06
CONSUMERS ENERGY	GAS-1490 AURELIUS	475.51
CONSUMERS ENERGY	GAS-1492 AURELIUS	302.30
CONSUMERS ENERGY	GAS-5961 MC CUE #2319	2,039.31
CONSUMERS ENERGY	GAS 5961 MC CUE #4	953.48
CONSUMERS ENERGY	GAS-5961 MC CUE #2	22.59
CONSUMERS ENERGY	GAS-5961 MC CUE #3	176.74
CONSUMERS ENERGY	GAS-1988 WAVERLY	23.81
LOWE'S CREDIT SERVICES	OUTLET & CONDUIT FITTINGS - TOILET	22.53
ACE HARDWARE	BRASS DRAIN BOILR/DELL RD L.S.	6.99
LOWE'S CREDIT SERVICES	1 DEWALT AIR COMPRESSOR	166.25
GAWNE TRUCKING, INC.	HOLT RD FORCE MAIN INSPECTION	2,240.00
GALLOUP	4 SPEARS 1/2" BALL VALVES-VITON	170.00
MICHIGAN PIPE & VALVE	PVC FITTINGS/POTW	29.00
MICHIGAN PIPE & VALVE	4" PLUG	710.00
MICHIGAN PIPE & VALVE	4" MALE ADAPTER	81.00
MICHIGAN PIPE & VALVE	4" PRESS RING PACKING	28.50
MICHIGAN PIPE & VALVE	4" FEMALE ADAPTER PACKING	54.00
MICHIGAN PIPE & VALVE	4" BONNET GASKET	24.00
MICHIGAN PIPE & VALVE	4" BODY BEARING UPPER	32.00
MICHIGAN PIPE & VALVE	SHIPPING	16.46
MICHIGAN PIPE & VALVE	4 FLG GSK 1/8 RR	6.00
USA BLUE BOOK	2 FLOAT SWITCHES	155.10
USA BLUE BOOK	FREIGHT	19.00
ACE HARDWARE	CONTACT CEMENT/DRILL BIT/POTW	12.78
ACE HARDWARE	1 GAL GARDEN SPRAYER/DIGESTER	13.99
ACE HARDWARE	1 GORILLA SUPERGLUE GEL/POTW	7.49
CATHEY COMPANY	2 WIRE HOSE ASSEMBLY/SKYTRACT	42.64
THE PARTS PLACE	(3) 5 GAL HYD FL & 12 BRAKE CLEAN	158.73

THE PARTS PLACE	(2) 5G HYD FL/OLD VACTOR POTW	89.98
THE PARTS PLACE	5 GAL HYD FL/VACTOR	89.98
YORK ELECTRIC MOTORS INC	FLYGT MECHANICAL SEAL KIT 7	1,179.00
SIEMENS INDUSTRY, INC.	LABOR INSTALL NEW COOLING COIL	826.00
SIEMENS INDUSTRY, INC.	HEATING COIL, GAS & DIELECTRIC	2,751.96
MC DONALD ROOFING COMPANY	REPAIR ROOF AT AERATION BLDG	3,480.00
MC DONALD ROOFING COMPANY	REPAIR ROOF AT ADMIN BULIDING	538.00
QUALITY FIRST MAID SERVICE	CLEANING SERVICES/MAINTENANCE	195.00
QUALITY FIRST MAID SERVICE	CLEANING SERVICES/POTW	195.00
HARPER INDUSTRIAL CONST	LABOR TO REPLACE 6"SLUDGE VALVE	2,160.00
HARPER INDUSTRIAL CONST	MATERIALS	1,388.00
YORK ELECTRIC MOTORS INC	AERATION MIXER REPAIR	2,157.00
GOOD YEAR COMMERCIAL TIRE	FLAT TIRE/VACTOR #5	54.72
TASMANIAN TIRE CO.	1 USED TIRE/#21	44.50
	Total For Dept 558.00 DEPT OF PUBLIC SERVICE	49,857.65
	Total For Fund 590 SEWAGE DISPOSAL SYSTEM	50,456.71

Fund 643 LOCAL SITE REMEDIATION REVOLVING FUND
Dept 735.00 LOCAL SITE REMEDIATION

DLZ	1600 & 1694 CEDAR/PARK DESIGN	13,500.00
PM ENVIRONMENTAL, INC.	2313 CEDAR - GASOLINE DISPENSING	2,637.00
PM ENVIRONMENTAL, INC.	2313 CEDAR GROUND PENETRATING	17,190.00
HBC CONTRACTING	2313 CEDAR ASBESTOS ABATEMENT	4,200.00
	Total For Dept 735.00 LOCAL SITE REMEDIATION	37,527.00
	Total For Fund 643 LOCAL SITE REMEDIATION REVOLVING FUND	37,527.00

Fund 703 CURRENT TAX ACCOUNT
Dept 000.00

CAPITAL REAL ESTATE TAX	REFUNDS DUE TAXPAYERS	599.94
CAPITAL REAL ESTATE TAX	REFUNDS DUE TAXPAYERS	75.41
CAPITAL REAL ESTATE TAX	REFUNDS DUE TAXPAYERS	1,006.65
CAPITAL REAL ESTATE TAX	REFUNDS DUE TAXPAYERS	1,016.27
CAPITAL REAL ESTATE TAX	REFUNDS DUE TAXPAYERS	20.71
CORELOGIC	REFUNDS DUE TAXPAYERS	1,855.97
CORELOGIC	REFUNDS DUE TAXPAYERS	3,664.43
CORELOGIC	REFUNDS DUE TAXPAYERS	114.53
CORELOGIC	REFUNDS DUE TAXPAYERS	1,826.57
CORELOGIC	REFUNDS DUE TAXPAYERS	959.91
CORELOGIC	REFUNDS DUE TAXPAYERS	3,281.75
CORELOGIC	REFUNDS DUE TAXPAYERS	130.13
CORELOGIC	REFUNDS DUE TAXPAYERS	1,546.93
CORELOGIC	REFUNDS DUE TAXPAYERS	760.90
CORELOGIC	REFUNDS DUE TAXPAYERS	2,374.27
CORELOGIC	REFUNDS DUE TAXPAYERS	2,901.04
CORELOGIC	REFUNDS DUE TAXPAYERS	1,272.11
CORELOGIC	REFUNDS DUE TAXPAYERS	214.52
CORELOGIC	REFUNDS DUE TAXPAYERS	218.16
CORELOGIC	REFUNDS DUE TAXPAYERS	236.34
CORELOGIC	REFUNDS DUE TAXPAYERS	879.91
CORELOGIC	REFUNDS DUE TAXPAYERS	2,567.45
CORELOGIC	REFUNDS DUE TAXPAYERS	923.54
CORELOGIC	REFUNDS DUE TAXPAYERS	592.90
CORELOGIC	REFUNDS DUE TAXPAYERS	567.04
CORELOGIC	REFUNDS DUE TAXPAYERS	1,912.71

CORELOGIC	REFUNDS DUE TAXPAYERS	170.99
CORELOGIC	REFUNDS DUE TAXPAYERS	976.76
CORELOGIC	REFUNDS DUE TAXPAYERS	1,437.50
CORELOGIC	REFUNDS DUE TAXPAYERS	7.30
CORELOGIC	REFUNDS DUE TAXPAYERS	290.88
CORELOGIC	REFUNDS DUE TAXPAYERS	221.80
CORELOGIC	REFUNDS DUE TAXPAYERS	1,358.66
CORELOGIC	REFUNDS DUE TAXPAYERS	1,521.93
CORELOGIC	REFUNDS DUE TAXPAYERS	3,536.63
CORELOGIC	REFUNDS DUE TAXPAYERS	2,109.97
CORELOGIC	REFUNDS DUE TAXPAYERS	1,043.71
CORELOGIC	REFUNDS DUE TAXPAYERS	3,214.67
CORELOGIC	REFUNDS DUE TAXPAYERS	1,300.49
CORELOGIC	REFUNDS DUE TAXPAYERS	1,168.98
CORELOGIC	REFUNDS DUE TAXPAYERS	1,852.72
CORELOGIC	REFUNDS DUE TAXPAYERS	853.37
CORELOGIC	REFUNDS DUE TAXPAYERS	1,195.40
CORELOGIC	REFUNDS DUE TAXPAYERS	1,267.08
CORELOGIC	REFUNDS DUE TAXPAYERS	2,552.12
CORELOGIC	REFUNDS DUE TAXPAYERS	1,456.59
CORELOGIC	REFUNDS DUE TAXPAYERS	1,509.59
CORELOGIC	REFUNDS DUE TAXPAYERS	3,111.38
CORELOGIC	REFUNDS DUE TAXPAYERS	589.21
CORELOGIC	REFUNDS DUE TAXPAYERS	1,516.14
CORELOGIC	REFUNDS DUE TAXPAYERS	874.46
CORELOGIC	REFUNDS DUE TAXPAYERS	1,831.30
LERETA, LLC	REFUNDS DUE TAXPAYERS	345.42
LERETA, LLC	REFUNDS DUE TAXPAYERS	753.56
	Total For Dept 000.00	69,588.70
	Total For Fund 703 CURRENT TAX ACCOUNT	69,588.70
	Total For All Funds:	569,713.02

ACCOUNTS PAYABLE APPROVAL

January 19, 2016

I. Certification of Authorized Signatures: The attached Check Register and Invoice Distribution Report encompass checks dated January 19, 2016 numbered 90680 thru 90756 & ACH 3990 thru 4008. Every invoice has a payment authorizing signature(s).

Dated: January 19, 2016

_____
Lora Behnke, Accounting Clerk

II. Certification of Fund Totals:
The attached Invoice Distribution Report and Check Register for checks dated January 19, 2016 show payments made from the following funds:

General Fund	$	91,663.18
Fire Fund		15,033.71
Fire Equip. & Apparatus Fund		6,775.83
Downtown Development Fund		1,664.64
Sewer Fund		55,136.78
Trust & Agency Fund		2,073.37
Current Tax Fund		1,842.14
Grand Total	$	174,189.65

Includes the following to be reimbursed from separate bank accounts:

Current Tax Fund	$	1,842.14
Employee Flexible Spending Acct	$	236.73

Dated: January 19, 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. (None)

Dated: January 19, 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 February2, 2016 a motion was made by _____and passed by ____yes votes and ____no votes (_____absent) that the list of claims dated January 19, 2016, was reviewed, audited and approved

_____
Evan Hope, Township Clerk

U:Accounting Private\Payables\Accounts Payable Approval Form
CC: Central File

INVOICE GL DISTRIBUTION REPORT FOR DELHI CHARTER TOWNSHIP
EXP CHECK RUN DATES 01/19/2016 - 01/19/2016

Vendor	Invoice Line Desc	Amount
Fund 101 GENERAL FUND		
Dept 000.00		
BLUE CROSS BLUE SHIELD	RETIREES HEALTH INSURANCE FEB	127.66
PAUL NORDEEN	REFUND OVERPYMT OF AMBULANCE FEE	125.00
	Total For Dept 000.00	252.66
Dept 171.00 MANAGER		
BLUE CROSS BLUE SHIELD	HEALTH INSURANCE FEBRUARY	2,256.58
BANK OF AMERICA	LUNCH MEETING/ELSINGA	29.63
BANK OF AMERICA	PARKING/ELSINGA	1.25
BANK OF AMERICA	PARKING/ELSINGA	1.75
BANK OF AMERICA	MED ECONOMIC SUMMIT/ELSINGA	150.00
	Total For Dept 171.00 MANAGER	2,439.21
Dept 191.00 ACCOUNTING		
BLUE CROSS BLUE SHIELD	HEALTH INSURANCE FEBRUARY	417.89
GOVERNMENT FINANCE OFFICERS	2016 GFOA MEMBERSHIP/MEREDITH	225.00
ABRAHAM & GAFFNEY, P.C.	ACCOUNTING SERVICES DECEMBER	1,010.75
DELHI TOWNSHIP TREASURER	8/21/15 MILEAGE/BEHNKE	23.00
DELHI TOWNSHIP TREASURER	12/17/15 MILEAGE/BEHNKE	23.00
	Total For Dept 191.00 ACCOUNTING	1,699.64
Dept 215.00 CLERK		
BLUE CROSS BLUE SHIELD	HEALTH INSURANCE FEBRUARY	2,674.49
DELHI TOWNSHIP TREASURER	PAPER PUNCH	3.50
BANK OF AMERICA	DOCUMENT SHREDDING	55.65
MICHIGAN.COM	PUBLISHING LEGALS DECEMBER	1,179.34
CAP AREA MUNICIPAL CLERKS	CAMCA MEMBER/HOPE/FINCH/GOULET	60.00
INGHAM COUNTY CHAPTER-MTA	2016 ICCMTA DUES/HOPE	35.00
	Total For Dept 215.00 CLERK	4,007.98
Dept 228.00 INFORMATION TECHNOLOGY		
BANK OF AMERICA	SET OF 4 TONER CARTRIDGES	350.72
DELHI CHARTER TOWNSHIP-I.T.	TONER (MANAGER & ASSESSING)	59.99
DELHI CHARTER TOWNSHIP-I.T.	YELLOW TONER (MANAGER & ASSESS)	54.95
DELHI CHARTER TOWNSHIP-I.T.	SET OF 4 TONERS (MANAGER & ASSESS)	295.00
JAMES E FELTON	2 HP 950XL INK CARTRIDGES	62.98
APPLICATION SPECIALIST KO	BACKUP & DISASTER RECOVERY TOTAL	1,261.00
	Total For Dept 228.00 INFORMATION TECHNOLOGY	2,084.64
Dept 253.00 TREASURERS		
BLUE CROSS BLUE SHIELD	HEALTH INSURANCE FEBRUARY	1,253.66
DELHI TOWNSHIP TREASURER	COURT FILING FEES	20.00
DELHI TOWNSHIP TREASURER	COURT FILING FEES	20.00
	Total For Dept 253.00 TREASURERS	1,293.66

Dept 257.00 ASSESSING		
LANSING ICE & FUEL CO	GASOLINE 12/16-31/2015	22.11
BANK OF AMERICA	COAT & SHIPPING/KONEN	131.20
BANK OF AMERICA	IAAO 2016 MEMBERSHIP/E. TOBIAS	175.00
DELTA CHARTER TOWNSHIP	ASSESSING FEES FOR JANUARY	2,000.00
DELHI TOWNSHIP TREASURER	MMAAO LUNCH/HUDSON	15.00
	Total For Dept 257.00 ASSESSING	2,343.31
Dept 262.00 ELECTIONS		
PRINTING SYSTEMS, INC.	4,000 AV ENVELOPES/250 INSTRUCTION	592.80
DELHI TOWNSHIP TREASURER	POSTAGE FOR AV BALLOT	2.13
HOLT POSTMASTER	POSTAGE-PERMIT 615/PERMIT 2/	5,000.00
DELHI TOWNSHIP TREASURER	1/1-12/31/2015 MILEAGE/GOULET	11.27
	Total For Dept 262.00 ELECTIONS	5,606.20
Dept 265.00 BUILDING & GROUNDS		
BLUE CROSS BLUE SHIELD	HEALTH INSURANCE FEBRUARY	1,002.96
LANSING ICE & FUEL CO	GASOLINE 12/16-31/2015	91.49
MODEL COVERALL SERVICE	UNIFORM	11.69
MODEL COVERALL SERVICE	UNIFORM	11.69
MODEL FIRST AID SAFETY	FIRST AID SUPPLIES	213.61
ACE HARDWARE	2 PADLOCKS/1 TOGGLE SWITCH/4 KEYS	41.53
GRANGER	MONTHLY DUMPSTER SERVICE	76.00
QUALITY FIRST MAID SERVICE	CLEANING SERVICES/CSC	325.00
QUALITY FIRST MAID SERVICE	CLEANING SERVICES/CSC	487.50
ROSE PEST SOLUTIONS	2016 PEST CONTROL	615.60
SAFETY SYSTEMS, INC	QTRLY FIRE ALARM MONITORING	75.00
SAFETY SYSTEMS, INC	QTRLY MONITOR & WATCHMAN REPORTS	120.00
BOARD OF WATER & LIGHT	WATER 2074 AURELIUS	576.30
	Total For Dept 265.00 BUILDING & GROUNDS	3,648.37
Dept 276.00 CEMETERY		
LANSING ICE & FUEL CO	GASOLINE 12/16-31/2015	37.11
	Total For Dept 276.00 CEMETERY	37.11
Dept 281.00 STORMWATER		
LANSING ICE & FUEL CO	GASOLINE 12/16-31/2015	23.30
HTA COMPANIES, INC.	CURB SWEEPING	2,090.00
	Total For Dept 281.00 STORMWATER	2,113.30
Dept 446.00 INFRASTRUCTURE		
CONSUMERS ENERGY	STREETLIGHTS ACCT#6730	18,215.67
CONSUMERS ENERGY	STREETLIGHTS ACCT#7043	118.65
DELHI TOWNSHIP TREASURER	RECORD RAM TRAIL EASEMENT	35.00
DELHI TOWNSHIP TREASURER	RECORD QUIT CLAIM DEED	17.00
	Total For Dept 446.00 INFRASTRUCTURE	18,386.32
Dept 721.00 PLANNING/COMMUNITY DEVELOPMENT		
BLUE CROSS BLUE SHIELD	HEALTH INSURANCE FEBRUARY	5,181.80
RED WING SHOES	SAFETY BOOTS/MASTIN	169.99
LANSING ICE & FUEL CO	GASOLINE 12/16-31/2015	54.73
AMERICAN ASSOC. OF CODE	AACE DUES/LARNER	75.00

CODE OFFICIALS CONF	2016 COCM MEMBERSHIP/MASTIN	40.00
CODE OFFICIALS CONF	COCM CONFERENCE/MASTIN	20.00
INTERNATIONAL CODE COUNCIL	ICC MEMBERSHIP/MASTIN	135.00
BANK OF AMERICA	LUNCH/CEDAR ST REVISION MEETING	38.02
DELHI TOWNSHIP TREASURER	POP/NAPKINS/CUPS/PLASTIC CUTLERY	13.74
BANK OF AMERICA	PARKING/MILLER	2.25
SCHAFER'S INC.	TRASH REMOVAL 2187 AUBURN	44.48
	Total For Dept 721.00 PLANNING/COMMUNITY DEVELOPMENT	5,775.01

Dept 752.00 PARKS ADMINISTRATION

BLUE CROSS BLUE SHIELD	HEALTH INSURANCE FEBRUARY	1,253.68
THE POLACK CORPORATION	COPIER SERVICE PLAN	387.00
TRI-COUNTY OFFICE ON AGING	2016 MEALS ON WHEELS	3,000.00
BOARD OF WATER & LIGHT	PROP LEASE ADJ. TO DEADMAN'S HILL	1.00
CONSUMERS ENERGY	LAND RENTS/LEASE-ELECTRIC 2016	614.94
BANK OF AMERICA	SERV SAFE EXAM/JENKS	195.00
	Total For Dept 752.00 PARKS ADMINISTRATION	5,451.62

Dept 771.00 PARKS

D & M SILKSCREENING	LOGO & NAMES FOR WINTER COATS	42.00
LANSING ICE & FUEL CO	GASOLINE 12/16-31/2015	192.59
MODEL COVERALL SERVICE	UNIFORMS/PANTS	14.48
MODEL COVERALL SERVICE	UNIFORM PANTS	14.48
MENARDS LANSING SOUTH	TOOL	77.80
ACE HARDWARE	10 SINGLE CUT KEYS	19.90
DELHI CHARTER TOWNSHIP	2 KEYS & SALES TAX	3.38
DELHI CHARTER TOWNSHIP	BBQ SAUCE/SENIOR CITIZENS PICNIC	20.00
DELHI CHARTER TOWNSHIP	BATTERIES & SALES TAX	21.20
MODEL FIRST AID SAFETY	FIRST AID SUPPLIES	130.97
AMERICAN RENTALS, INC.	PORTABLE TOILET	140.00
AMERICAN RENTALS, INC.	PORTABLE TOILET	140.00
GRANGER	MONTHLY DUMPSTER SERVICE	150.00
QUALITY FIRST MAID SERVICE	CLEANING SERVICES/SENIOR CENTER	130.00
QUALITY FIRST MAID SERVICE	CLEANIONG SERVICES/SENIOR CENTER	130.00
ROSE PEST SOLUTIONS	2016 PEST CONTROL	467.40
SAFETY SYSTEMS, INC	QTRLY LEASE MAINT. MONITOR & REPORT	138.00
BOARD OF WATER & LIGHT	WATER 1750 MAPLE	14.40
BOARD OF WATER & LIGHT	WATER 2108 CEDAR	258.92
BOARD OF WATER & LIGHT	WATER 2287 PINE TREE	40.88
CONSUMERS ENERGY	ELECTRIC 1750 MAPLE	80.89
D & G EQUIPMENT INC	(4) 36" SNOWCASTER PUSHERS	260.00
ACE HARDWARE	1 MASKING TAPE	3.49
ACE HARDWARE	PAINT & PAINT BRUSHES	47.27
ACE HARDWARE	PAINT	19.97
FASTENAL COMPANY	1 BULB	18.54
MENARDS LANSING SOUTH	LUMBER/NAILS/SCREWS	200.85
MENARDS LANSING SOUTH	6 SPRING SNAPS	12.18
OVERHEAD DOOR CO	LABOR TO REPLACE SPRINGS/2287 PINE	367.50
LOWE'S CREDIT SERVICES	3 SALTERS	227.91
COMPLETE HITCH COMPANY	SHOP LABOR/SALTER	35.00
ACE HARDWARE	18 REFLECT NUMBERS	23.22
	Total For Dept 771.00 PARKS	3,443.22

Dept 774.00 RECREATION

D & M SILKSCREENING	140 SHIRTS	980.00
DELHI CHARTER TOWNSHIP	STOPWATCH BATTERIES & SALES TAX	4.25
PAULA K. HARNEY	SENIOR CENTER FITNESS CLASSES	100.00
LAUREN SEAGREN	OFFICIAL BASKETBALL	125.00
TIMOTHY O TILMA	OFFICIAL BASKETBALL	125.00
BANK OF AMERICA	ICE CREAM & SALES TAX/SENIOR CTR	139.96
BANK OF AMERICA	COOKIES FOR TREE LIGHTING	250.00
	Total For Dept 774.00 RECREATION	1,724.21

Dept 850.00 OTHER FUNCTIONS

BLUE CROSS BLUE SHIELD	RETIREES HEALTH INSURANCE FEB	6,669.90
BANK OF AMERICA	DOCUMENT STORAGE BOXES	47.88
FAHEY SCHULTZ BURZYCH	DELQ PPT COURT ATTORNEY FEES	404.25
ENCOMPASS/EAP	1ST QUARTER EAP	248.00
HAMMOND FARMS SOUTH	DUMPSTERS-NOVEMBER BRLUSH DROP	5,600.00
MEDICAL MANAGEMENT SYS	AMBULANCE BILLING FEES DECEMBER	4,463.46
DSS CORPORATION	MAINTENANCE AGREEMENT 3/7/16-3/6/17	3,199.00
BANK OF AMERICA	FACEBOOK BOOSTING	25.02
BANK OF AMERICA	AT&T LED SIGN (HOLT & AURELIUS)	82.48
BANK OF AMERICA	WUFOO SUBSCRIPTION 12/26/15-1/26/16	9.00
BANK OF AMERICA	REFRESHMENTS/RAM TRAIL RIBBON CUT	109.26
BANK OF AMERICA	WEB HOSTING - GIS (12/10/15-1/9/16	66.85
BANK OF AMERICA	MUSIC SERVICE/CSC	24.95
BANK OF AMERICA	QTRLY MEETING REFRESHMENTS	19.43
BANK OF AMERICA	STATE & FEDERAL LABOR LAW POSTERS	315.00
BANK OF AMERICA	QTRLY MEETING REFRESHMENTS	15.05
INGHAM COUNTY TREASURER	PREVIOUS YEAR MTT DUE INGHAM CTY	9,849.57
RICOH USA, INC	PRINCIPAL	148.09
RICOH USA, INC	INTEREST	59.53
	Total For Dept 850.00 OTHER FUNCTIONS	31,356.72
	Total For Fund 101 GENERAL FUND	91,663.18

Fund 206 FIRE FUND

Dept 000.00

BANK OF AMERICA	FOOD FOR RAFT TRAINING	13.77
BANK OF AMERICA	REFRESHMENTS FOR RAFT TRAINING	35.24
BANK OF AMERICA	FOOD FOR RAFT TRAINING	76.92
BANK OF AMERICA	FOOD FOR RAFT TRAINING	108.38
BANK OF AMERICA	CREDIT SALES TAX	(16.80)
BANK OF AMERICA	FOOD FOR RAFT TRAINING	72.93
BANK OF AMERICA	FOOD FOR RAFT TRAINING	12.58
	Total For Dept 000.00	303.02

Dept 336.00 FIRE DEPARTMENT

BLUE CROSS BLUE SHIELD	RETIREES HEALTH INSURANCE FEB	945.94
BLUE CROSS BLUE SHIELD	HEALTH INSURANCE FEBRUARY	9,945.72
BARYAMES CLEANERS	UNIFORM CLEANING	169.35
PAPER IMAGE PRINTING	5 FULL COLOR CALENDARS	240.00
LANSING ICE & FUEL CO	GASOLINE 12/16-31/2015	551.63
BANK OF AMERICA	WORK BOOTS/BALDWIN	139.99
BANK OF AMERICA	CREDIT BOOTS	(139.99)

BANK OF AMERICA	CREDIT BOOTS	(139.99)
BANK OF AMERICA	CREDIT BOOTS	(139.99)
BANK OF AMERICA	CREDIT BOOTS	(139.99)
BANK OF AMERICA	WORK BOOTS/BUTCHER	139.99
BOUND TREE MEDICAL, LLC	MISC MEDICAL SUPPLIES	1,178.26
LIFEGAS LLC	CYLINDER RENTAL & COMPLIANCE	20.61
LIFEGAS LLC	OXYGEN & COMPLIANCE CHARGE	314.72
MICHIGAN STATE UNIVERSITY	MISC MEDICAL SUPPLIES	320.04
CALLBACK STAFFING	CALLBACK STAFFING/JANUARY	99.99
MICH ASSOC OF FIRE CHIEFS	2016 MAFC MEMERSHIP/BALL	105.00
SPARROW OCC HEALTH SERV	PHYSICALS	218.50
BANK OF AMERICA	PHONE NUMBER FOR BILLING	2.35
BANK OF AMERICA	AT&T WIRELESS FOR 1 YEAR	28.20
ENCOMPASS/EAP	1ST QUARTER EAP	294.50
BOARD OF WATER & LIGHT	WATER 6139 BISHOP	37.48
CONSUMERS ENERGY	ELECTRIC 6139 BISHOP	60.84
CONSUMERS ENERGY	GAS 6139 BISHOP	233.49
BANK OF AMERICA	LUNCH-BALL & VANDER PLOEG	26.12
BANK OF AMERICA	PHONE CASE/SHIPPING/SALES TAX	87.32
BANK OF AMERICA	METRO CHIEFS LUNCH/BALL & DRURY	9.50
BANK OF AMERICA	METRO CHIEFS LUNCH/BALL & DRURY	9.50
BANK OF AMERICA	CREDIT SALES TAX	(4.44)
DELHI TOWNSHIP TREASURER	BREAKFAST/BALL	6.00
FAT BOYS PIZZA	FOOD FOR TRAINING	66.71
FAT BOYS PIZZA	FOOD FOR TRAINING	39.98
THE PARTS PLACE	5 GAL BUCKET/FIRE STATION	3.36
	Total For Dept 336.00 FIRE DEPARTMENT	14,730.69
	Total For Fund 206 FIRE FUND	15,033.71

Fund 211 FIRE EQUIP. & APPARATUS FUND
Dept 339.00 EQUIPMENT & APPARATUS

BANK OF AMERICA	SHIPPING	34.74
ACE HARDWARE	2 HELMET SCREWS	0.78
FIRST DUE FIRE SUPPLY CO.	3 FIRE LINE DO NOT CROSS TAPES	45.00
LANDFALL NAVIGATION	SIC9001 MUSTANG ICE RESCUE SUIT	1,390.00
LANDFALL NAVIGATION	SICEAWL ANGEL GUARD ICE AWL PICK	39.90
THE PARTS PLACE	5 OIL DRY/#999	52.00
COMMUNICATIONS SERVICES	RADIO REPAIR	219.50
SUPERIOR SAW	OIL CAP/SAW	7.29
WEST SHORE FIRE INC	SCBA REPAIR	362.55
CITY OF LANSING FLEET SERV	LOF/6 TIRES/#009	2,876.37
FRANKIE D'S AUTO & TRUCK	LOF/FUEL FILTERS/COOLANT/LABOR/#373	595.00
THE PARTS PLACE	BLUE DEF 2.5 GAL/2 BULBS	13.83
THE PARTS PLACE	WIND SHIELD WASH/#009	2.39
VICTORY LANE QUICK OIL	LOF/#577	72.96
BANK OF AMERICA	CREDIT SALES TAX	(10.85)
BANK OF AMERICA	HARDRIVE/SHIPPING/SALES TAX	102.37
TARGETSOLUTIONS LEARNING	ONLINE TRAINING PROGRAM	972.00
	Total For Dept 339.00 EQUIPMENT & APPARATUS	6,775.83
	Total For Fund 211 FIRE EQUIP. & APPARATUS FUND	6,775.83

Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY
Dept 728.00 DDA ADMINISTRATION

ENCOMPASS/EAP	1ST QUARTER EAP	15.50
ROSE PEST SOLUTIONS	2016 PEST CONTROL	490.20
BANK OF AMERICA	LUNCH WITH DEVELOPERS	51.52
BANK OF AMERICA	BAGELS & CREAM CHEESE	7.29
	Total For Dept 728.00 DDA ADMINISTRATION	564.51

Dept 729.00 DDA MARKETING & PROMOTION

BANK OF AMERICA	YOOPER BARS & CANDY & SHIPPING	127.10
BANK OF AMERICA	2 MOP HEADS/ALL PURPOSE CLEANER	22.47
ACD.NET, INC.	WIFI 1/1-2/1/2016	69.95
MICHIGAN COMPANY	2 CS FLOOR CLEANER & SHIPPING	143.82
	Total For Dept 729.00 DDA MARKETING & PROMOTION	363.34

Dept 850.00 OTHER FUNCTIONS

GRANGER	MONTHLY DUMPSTER SERVICE	131.30
QUALITY FIRST MAID SERVICE	CLEANING SERVICES/SHERIFF & DDA	145.00
QUALITY FIRST MAID SERVICE	CLEANING SERVICES/SHERIFF & DDA	210.00
SAFETY SYSTEMS, INC	QTRLY LEASE MAINT. & MONITORING	105.00
BOARD OF WATER & LIGHT	WATER 2045 CEDAR	121.94
BOARD OF WATER & LIGHT	WATER 2150 CEDAR	23.55
	Total For Dept 850.00 OTHER FUNCTIONS	736.79
	Total For Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY	1,664.64

Fund 590 SEWAGE DISPOSAL SYSTEM
Dept 000.00

BLUE CROSS BLUE SHIELD	RETIREES HEALTH INSURANCE FEB	102.13
	Total For Dept 000.00	102.13

Dept 548.00 ADMINISTRATION & OVERHEAD

BLUE CROSS BLUE SHIELD	RETIREES HEALTH INSURANCE FEB	2,439.70
ENCOMPASS/EAP	1ST QUARTER EAP	162.75
	Total For Dept 548.00 ADMINISTRATION & OVERHEAD	2,602.45

Dept 558.00 DEPT OF PUBLIC SERVICE

BLUE CROSS BLUE SHIELD	HEALTH INSURANCE FEBRUARY	10,614.36
LANSING ICE & FUEL CO	GASOLINE 12/16-31/2015	711.22
MODEL COVERALL SERVICE	STAFF UNIFORMS/POTW	60.41
MODEL COVERALL SERVICE	STAFF UNIFORMS/MAINTENANCE	59.32
APPLICATION SPECIALIST KO	BACKUP & DISASTER RECOVERY TOTAL	1,519.00
BANK OF AMERICA	MAGENTA CARTRIDGE/DIORKA	263.87
BANK OF AMERICA	MAGENTA & BLACK CARTRIDGE/POTW	91.98
BANK OF AMERICA	CREDIT	(91.98)
BANK OF AMERICA	2-TONER VALUE BUNDLE/POTW & MAINT	305.98
AIRGAS USA, LLC	CYLINDER RENTAL	145.80
BANK OF AMERICA	DEFOAMER 3000 (DIGESTER DEFOAMER) & S	241.17
BANK OF AMERICA	DEFOAMER 3000 (DIGESTER DEFOAMER) * S	241.17
ALS LABORATORY GROUP	DEPOT CATCH BASIN	615.00
FISHER SCIENTIFIC	GHS LABELS AND SAFETY DATA SHEETS	511.20
FISHER SCIENTIFIC	CHEMICAL SAFETY AND HAZARD COMM	380.72
FISHER SCIENTIFIC	LADDER SAFETY	380.72

FISHER SCIENTIFIC	FUEL SURCHARGE	29.95
SPICER GROUP, INC.	CONDITION ASSESSMENT	5,362.50
SPICER GROUP, INC.	RATE STRUCTURE	65.00
GRANGER	MONTHLY DUMPSTER SERVICE	202.91
GRANGER	SCREENING DEBRIS	387.50
GRANGER	GREASE	70.00
SPOK, INC	PAGER SERVICE	29.42
COMCAST	HIGH SPEED INTERNET/POTW	154.35
COMCAST	HIGH SPEED INTERNET/MAINTENAN	154.35
BOARD OF WATER & LIGHT	WATER 1988 WAVERLY	146.93
BOARD OF WATER & LIGHT	WATER 4280 DELL	26.95
BOARD OF WATER & LIGHT	WATER 5961 MC CUE	419.69
BOARD OF WATER & LIGHT	WATER 1492 AURELIUS	78.00
BOARD OF WATER & LIGHT	WATER 3505 HOLT	83.57
BOARD OF WATER & LIGHT	WATER 1492 AURELIUS	146.93
BOARD OF WATER & LIGHT	2016 BULK WATER PERMIT	2,070.00
BOARD OF WATER & LIGHT	ELECTRIC 1870 NIGHTINGALE	185.26
BOARD OF WATER & LIGHT	ELECTRIC 2481 DELHI COMMERCE	85.37
CONSUMERS ENERGY	ELECTRIC-5961 MC CUE #2723	42.38
BANK OF AMERICA	10' BUNK FEEDER/500 LB RATCHET	127.98
KENDALL ELECTRIC INC	LUMARK 30W LED WALL PACK	164.47
ACE HARDWARE	1 MISC. MDSE./PAINTBRUSH SET/ROLLER	28.94
ACE HARDWARE	HINGE/BARN GARAGE	6.99
RS TECHNICAL SERVICES, INC.	LABOR TO TROUBLE SHOOT DELL RD L.S.	190.00
CATHEY COMPANY	5 VALVES/10 CONNECTORS/1 OIL	136.45
J & D REPAIR	ANTIFREEZE/SERVICE CALL/CLAMPS/	269.10
BARNHART & SON, INC.	LABOR TO LOCATE FORCEMAIN AIR	460.17
BARNHART & SON, INC.	L.S. VALVE REPLACE & BY PASS PIPING	8,523.71
RS TECHNICAL SERVICES, INC.	W2T367010 O-RING #022	13.52
RS TECHNICAL SERVICES, INC.	W2T11403 GUIDE RET .500" BALL	168.68
RS TECHNICAL SERVICES, INC.	W2T11300 BALL .500: TEFLON	24.24
RS TECHNICAL SERVICES, INC.	W2T11380 SEAT .500" BALL	92.20
RS TECHNICAL SERVICES, INC.	W2T11476 DIAPHRAM 2"	337.70
RS TECHNICAL SERVICES, INC.	W2T367074 O-RING #016	17.52
RS TECHNICAL SERVICES, INC.	W2T367056 CONNECTOR	102.04
RS TECHNICAL SERVICES, INC.	W2T11339 SPACER 2" DIAPHRAM	80.56
RS TECHNICAL SERVICES, INC.	PULSAR ULTRA 3 FLOW METER	1,144.75
RS TECHNICAL SERVICES, INC.	PULSAR TRANSDUCER DB6 SERIES	618.75
RS TECHNICAL SERVICES, INC.	ENCLOSURE, FIBERGLASS	226.60
ACE HARDWARE	3 WD-40 & 2 WHITE GREASE/POTW	27.45
LOWE'S CREDIT SERVICES	(2) 50' 16-GAUGE CORDS	22.74
THE PARTS PLACE	LOCKTITE FOR VAUGHN PUMP	7.12
WESCO DISTRIBUTION, INC	10 ADV ICN2P32N35I T-8 BALLASTS	126.16
WESCO DISTRIBUTION, INC	2 ADV 71A8453001D HPS BALLAST KITS	171.39
OVERHEAD DOOR CO	REPLACE HINGE & REINSTALL CABLE/	417.11
QUALITY FIRST MAID SERVICE	CLEANING SERVICES/MAINTENANCE	65.00
QUALITY FIRST MAID SERVICE	CLEANING SERVICES/MAINTENANCE	130.00
QUALITY FIRST MAID SERVICE	CLEANING SERVICES/POTW	65.00
QUALITY FIRST MAID SERVICE	CLEANING SERVICES/POTW	130.00
ROSE PEST SOLUTIONS	2016 PEST CONTROL	980.40
SAFETY SYSTEMS, INC	QTRLY MONITOR & WATCHMAN REPORTS	120.00
RS TECHNICAL SERVICES, INC.	LABOR TO INSTALL TRANSMITTER	380.00
RS TECHNICAL SERVICES, INC.	2 OXYGEN SENSORS/13 LABOR HOURS	2,093.00

WOLVERINE POWER SYSTEMS	FUEL INJECTOR PUMP/POND GENERATOR	6,715.00
WOLVERINE POWER SYSTEMS	LOAD BANK TEST/POTW POND	1,055.00
WOLVERINE POWER SYSTEMS	BELT & LABOR/POND GENERATOR	153.40
BANK OF AMERICA	OIL CHANGE/#21	30.84
BANK OF AMERICA	VEHICLE WASH/#21	6.00
ACE HARDWARE	3 BRAKE FLUID/#24	10.47
MWEA	MWEA ADMIN. CONFERENCE/DIORKA	385.00
MWEA LOCAL SECTION 7	2016 MWEA MEMBERSHIP	50.00
	Total For Dept 558.00 DEPT OF PUBLIC SERVICE	51,666.45

Dept 578.01 CAPITAL IMPROVEMENTS

TRANSNATION TITLE AGENCY	TITLE COMMITMENT-4973 EIFERT	265.75
TRANSNATION TITLE AGENCY	TITLE COMMITMENT-1795 EIFERT	250.00
TRANSNATION TITLE AGENCY	TITLE COMMITMENT-2292 EIFERT	250.00
	Total For Dept 578.01 CAPITAL IMPROVEMENTS	765.75
	Total For Fund 590 SEWAGE DISPOSAL SYSTEM	55,136.78

Fund 701 TRUST & AGENCY FUND

Dept 000.00

AFLAC	WITH DEDUCT-AFLAC DISABILITY	493.48
AFLAC	WITH DEDUCT-AFLAC LIFE INSUR	7.62
AFLAC	WITH DEDUCT-AFLAC ACCIDENT	524.18
AFLAC	WITH DEDUCT-AFLAC SICKNESS	347.50
AFLAC	WITH DEDUCT-AFLAC CANCER	439.44
AFLAC	WITH DEDUCT-DISABILITY RIDER	18.48
AFLAC	WITH DEDUCT-AFLAC ACCIIDENT RIDER	5.94
C. J. DAVIS	AFLAC_URM (FSA)	236.73
	Total For Dept 000.00	2,073.37
	Total For Fund 701 TRUST & AGENCY FUND	2,073.37

Fund 703 CURRENT TAX ACCOUNT

Dept 000.00

LERETA	REFUNDS DUE TAXPAYERS	649.03
LERETA	REFUNDS DUE TAXPAYERS	741.52
LERETA	REFUNDS DUE TAXPAYERS	451.59
	Total For Dept 000.00	1,842.14
	Total For Fund 703 CURRENT TAX ACCOUNT	1,842.14
	Total For All Funds:	174,189.65

DELHI CHARTER TOWNSHIP
FUND TRANSFERS AND PAYROLL APPROVAL
For Payroll Dated January 14, 2016

I. Certification of Preparation and Distribution

The attached check and payroll registers encompass check numbers: 108619 through 108638 & direct deposits numbers: DD21710 through DD21784. 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: January 14, 2016 _____
Director of Accounting

II. Payroll Report

The January 14, 2016 payroll encompasses the following funds and expenditures:

	Gross Payroll	Payroll Deductions	Net Pay
General Fund	$67,984.33	$20,953.16	$47,031.17
Fire Dept. Fund	51,166.49	17,625.61	$33,540.88
DDA	4,291.54	941.11	$3,350.43
Sewer Fund/Receiving	39,309.07	12,631.63	$26,677.44
Total Payroll	$162,751.43	$52,151.51	**$110,599.92**
	Township FICA	**Township RHS & Pension Plan**	**Total Deductions & TWP Liabilities**
General Fund	$4,934.18	$6,039.06	$31,926.40
Fire Dept. Fund	3,788.88	4,112.89	25,527.38
DDA	156.54	83.11	1,180.76
Sewer Fund/Receiving	2,899.83	4,179.66	19,711.12
Total Payroll	$11,779.43	$14,414.72	$78,345.66

_____
Director of Accounting

III. FUND TRANSFERS

Transfers covering the foregoing payroll were made on January 14, 2016 and identified as follows:

1/14 Net Pay Disbursement in Common Savings ($110,599.92)

_____
Roy W. Sweet, Treasurer

IV. Board Audit and Approval:

At a regular meeting of the Township Board held on February 2, 2016, a motion was made by _____and passed by_____yes votes and _____no votes(_____absent) that the payroll dated January 14, 2016 was reviewed, audited, and approved.

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

_____
Evan Hope, Clerk

DELHI CHARTER TOWNSHIP
FUND TRANSFERS AND PAYROLL APPROVAL
For Payroll Dated January 28, 2016

I. Certification of Preparation and Distribution

The attached check and payroll registers encompass check numbers: 108641 through 108668 & direct deposits numbers: DD21785 through DD21867. 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: January 28, 2016 _____
Director of Accounting

II. Payroll Report

The January 28, 2016 payroll encompasses the following funds and expenditures:

	Gross Payroll	Payroll Deductions	Net Pay
General Fund	$67,260.10	$20,933.44	$46,326.66
Fire Dept. Fund	48,227.25	15,894.51	$32,332.74
DDA	4,189.06	928.55	$3,260.51
Sewer Fund/Receiving	35,992.60	11,942.32	$24,050.28
Total Payroll	$155,669.01	$49,698.82	**$105,970.19**
	Township FICA	**Township RHS & Pension Plan**	**Total Deductions & TWP Liabilities**
General Fund	$4,823.15	$6,115.84	$31,872.43
Fire Dept. Fund	3,555.07	4,323.79	23,773.37
DDA	148.16	83.37	1,160.08
Sewer Fund/Receiving	2,646.14	4,159.04	18,747.50
Total Payroll	$11,172.52	$14,682.04	$75,553.38

_____
Director of Accounting

III. FUND TRANSFERS

Transfers covering the foregoing payroll were made on January 28, 2016 and identified as follows:

1/28 Net Pay Disbursement in Common Savings ($105,970.19)

_____
Roy W. Sweet, Treasurer

IV. Board Audit and Approval:

At a regular meeting of the Township Board held on February 2, 2016, a motion was made by _____and passed by_____yes votes and _____no votes(_____absent) that the payroll dated January 28, 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: January 27, 2016

RE: Utility Agreement for Sanitary Sewer between Delhi Charter Township and Prestwick Village Limited Dividend Housing Association LLC – Prestwick Village Apartments

---

Enclosed for your review and approval is a Utility Agreement for Sanitary Sewer between Delhi Charter Township and Prestwick Village Limited Dividend Housing Association LLC for the orderly extension and administration of public sanitary sewers through their development Prestwick Village Apartments.

This Agreement requires that the site be served by municipal sanitary sewers constructed by the developer in accordance with Township Standards within a public right-of-way or dedicated easements. It also provides for the transfer of ownership of the sewer system from the developer to the Township, via a Deed of Grant, enabling the Township to operate and maintain the system after final acceptance.

This development does not require oversizing of the sanitary sewer. Therefore, the Township will not be participating financially in the construction of this sanitary sewer.

RECOMMENDED MOTION:

To approve the Utility Agreement between Delhi Charter Township and Prestwick Village Limited Dividend Housing Association LLC for the orderly extension and administration of public sanitary sewers through their Prestwick Village Apartments, development.

UTILITY AGREEMENT FOR SANITARY SEWER

between

Delhi Charter Township and Prestwick Village Limited Dividend Housing Association LLC (Prestwick Village Apartments)

THIS AGREEMENT made this 26th day of January, 2016, between **Delhi Charter Township**, a Michigan charter township, organized and operating under the Charter Township Act, MCL 42.1, *et seq.*, as amended whose office address is 2074 Aurelius Road, Holt, Michigan 48842, hereinafter called the a "Township," and **Prestwick Village Limited Dividend Housing Association LLC,** a Michigan limited liability company, whose address is 240 S. Bridge Street, Suite 100, DeWitt, Michigan 48820, hereinafter called "Developer."

W I T N E S S E T H:

WHEREAS, the Developer is desirous of extending municipal sanitary sewer facilities to serve its proposed development on the site described below and in accordance with the Township=s Ordinances and Sanitary Sewer Standards (collectively, the AStandards); and

WHEREAS, the Parties intend by this Agreement to aid in the administration of the extension of the municipal sanitary sewer utilities for the proposed development;

NOW THEREFORE, it is mutually agreed between the Parties as follows:

1. That the site to be served with municipal sanitary sewer in accordance with this Agreement is located within the Charter Township of Delhi, County of Ingham, State of Michigan, commonly known as "Prestwick Village Apartments" as depicted in the plans and specifications dated December 2, 2013, and prepared by LSG Engineers & Surveyors, 3135 Pine Tree Road, Suite D, Lansing, Michigan 48911, and attached hereto as Exhibit A, which plans shall be approved in advance of construction by the Township engineer and the Township.

2. Sanitary sewer appurtenances shall be constructed within the Developer's site including any and all appurtenances required to connect the Developer's site to the system in accordance with the construction plans identified in paragraph 1 above, which plans are incorporated herein by reference and all Township Standards. It is understood

that a drawing of record as to the sanitary sewer facilities to be built may be revised to incorporate changes in the development of the site plan; subject, however, to prior approval of the Township engineer, which approval shall not be unreasonably withheld. Issuance of permits for the connection of individual buildings to said utilities shall be subject to Township acceptance of the proposed mains and related appurtenances as hereinafter set forth, except in those cases where the Township has accepted an irrevocable letter of credit from the Developer for same.

3. The Developer agrees:

A. To construct the utilities described in this Agreement entirely within the public right-of-way or within easements/or title conveyed to the Township for said purposes. It is understood that the Developer shall provide an easement for sewer utilities to be constructed within any areas outside of the public right-of-way. All such easements shall be in the form agreeable to the Township attorney.

B. To arrange for the procurement of the necessary material, labor, right-of-way and equipment to cause the construction of said sanitary sewer and appurtenances, which facilities, upon completion and acceptance, shall be owned exclusively by the Township in a manner consistent with this Agreement, the plans and specifications, and all applicable statutes, ordinances, rules and regulations. The Developer shall pay all costs of installation and construction of the proposed sanitary sewer facilities. Prior to commencement of construction, the Developer shall provide an estimate of the cost of construction, a performance bond, and deposit with the Township in a sum equal to two percent (2%) of the cost of construction or One Thousand and 00/100 Dollars ($1,000.00), whichever is greater, to cover the Township=s cost for review of the plans and specifications, which money shall be placed by the Township in an escrow account in the name of the Developer. In the event funds on deposit pursuant to subparagraph 3E or this paragraph shall be insufficient, the Developer, upon Township request, shall deposit such additional funds as may be required. It is further understood that the Township may utilize funds deposited pursuant to subparagraph 3E to pay for any shortfall of costs for which the deposit pursuant to this paragraph is inadequate, and vice versa.

C. To build the facilities described herein within two (2) years of the issuance of all necessary state permits. Until all necessary permits, tests, and approvals have been obtained by the Developer from the public agencies having jurisdiction, the facilities constructed

hereunder shall not be deemed to be "completed," and all risk of loss shall be borne by the Developer until said facilities are accepted by the Township.

D. To employ and retain qualified personnel to perform all construction, layout, staking, and installation of the facilities and shall, within two (2) weeks from the date of this Agreement or not later than the preconstruction meeting, whichever shall first occur, identify its construction contractor and subcontractors. The sanitary sewer contractor and subcontractors employed by the Developer pursuant to this Agreement shall be preapproved by the Township, which approval shall not be unreasonably withheld. In order to evaluate the contractor=s and subcontractor=s qualifications, the Township may request that a resumé of experience in constructing the same or similar projects be submitted along with a list of references capable of providing first-hand information concerning the contractor's workmanship, contract completion history, and other attributes relating to the contractor=s performance.

E. Prior to commencement of construction of the work described in Exhibit A, Developer shall deposit with the Township in the escrow account referred to in paragraph 3(B) of the Agreement a sum equal to ten percent (10%) of the cost of construction, or Five Thousand and 00/100 Dollars ($5,000.00), whichever is greater, to cover anticipated Township costs of administration, engineering, inspection during construction, legal services, and costs incurred by the Township in achieving a remedy for violation or breach of this Agreement by Developer, its subcontractor(s) and persons on the site as a result of Developer=s consent.

F. Construction shall not commence until 1) all construction plans have been approved by the Township engineer, which approval shall not be unreasonably withheld; 2) completion of the preconstruction meeting as scheduled by the Township engineer; 3) the Township engineer has given written authorization to the Developer to proceed; and 4) the Developer has provided to the Township:

(i) Current certificates of insurance held by the contractor noting the Township as an additional insured with limits of liability not less than as follows: public liability, $1,000,000 per occurrence; workers= compensation and

employer liability, $500,000; automobile liability, $1,000,000 per occurrence; excess liability, $2,000,000. In lieu of naming the Township as an "additional insured" on Developer's workers' compensation coverage, the Certificate for said coverage shall provide that "Should the workers' compensation coverage described herein be canceled before the expiration date thereof, the issuing insurer shall mail thirty (30) days advance written notice of said cancellation to Delhi Charter Township," or words to that effect;

(ii) Bulk headed the existing sanitary sewer main at the location and in the manner approved by the Township engineer to preclude entry of storm water into the sanitary sewer system;

(iii) Proper permits from other governmental agencies as may be applicable and notification to the MISS DIG program;

(iv) Satisfactory evidence of workers' compensation insurance insuring all persons engaged in the construction work on the project described herein;

(v) An acceptable plan for dust control and removal of mud and track dirt from all public and private rights-of-way utilized by the construction contractor in the construction of the facilities described in Exhibit A;

(vi) A Confined Space Entry Program, Health and Safety Plan, and other procedures and policies to the Township's Utility Authority upon request.

G. And does hereby guarantee the materials and workmanship of the facilities constructed for a period of one (1) year from the date of final acceptance of said facilities by the Township.

H. Developer shall, upon completion of construction, provide an accurate recitation of project costs necessary to allow the Township to capitalize assets. In addition, the Developer shall, upon completion of construction, provide two (2) sets of mylar "as built" plans and four (4) sets of blueline "as built" plans and one (1) 3.5@ floppy disk of same using AutoCAD software for all facilities and utilities constructed pursuant to this Agreement to be owned by the Township.

I. To indemnify and hold the Township harmless, including its agents and employees, from and against any and all claims for damages or losses and expenses, including without limitation the Township's actual legal fees, arising out of or reasonably incidental to construction, installation and/or hook-up operations, irrespective of ownership or control of the specific location of damage or system component involved.

J. That all premises within its development shall be subject to all regulations and charges authorized by the Township Ordinances and amendments thereto. Further, all work shall be subject to satisfactory restoration of off-site premises to their preconstruction condition.

K. That all Township sewer Ordinances and amendments thereto and any other Ordinance, statute or regulation that is applicable to sanitary sewer shall be applicable to this Agreement as it applies to the utilities to be installed.

L. Developer shall be responsible and liable for any damage and cleanout of sanitary sewer caused by or resulting from final installation of road surface and landscaping.

4. The Township agrees:

A. That its engineer and/or other designated agent of the Township shall 1) forward all plans submitted by Developer for approval by the appropriate State agency and issuance of necessary permits; 2) perform the activities specified herein in assessing general compliance with the requirements of the Township's wastewater installation standards and regulations; 3) provide written field reports indicating approval or disapproval of the constructed facilities to the Township, a copy of which shall be provided to the Developer; 4) indicate to the Developer any conditions which would lead to disapproval of a portion of the work, and field reports shall be provided to the Developer within twenty-four (24) hours from time of inspection. The Township engineer and/or other designated agent of the Township shall perform the following inspections:

i) Spot check materials;

ii) Full time observation and inspection of general construction methods and procedures, subgrade and sand bedding where required;

iii) Full time observation and inspection of subgrade for each manhole

iv) Full time observation and inspection of any and all concrete encasement of risers;

v) Full time observation and inspection of all sewer and manhole construction;

vi) Full time observation and inspection during air tests of the system;

vii) Full time observation and inspection during the televising of the system;

viii) Full time observation and inspection during the mandrel testing of the system;

ix) Full time observation and inspection during the vacuum testing of manholes;

x) Determine, by review of field survey, vertical and horizontal location of each manhole and service stub end after installation of the facilities;

xi) Prepare sewer service lead sheets and field set of record drawings and provide field set of record drawings to the Developer;

xii) Review and verify final record drawings prepared by the Developer for the sanitary sewer facilities;

xiii) Review easement grants prepared by the Developer, as required, subject to review by Township's legal counsel.

It is understood, however, that the Township engineer shall not supervise construction or perform any staking.

B. When certification of final approval has been made by the Township engineer, and when the Developer has paid all proper charges

assessed by the Township as defined in this Agreement and as required by the Township=s Ordinances, the Township shall accept the facilities which are to be a part of the Township=s sanitary sewer system. Until such approval, all risk of loss in connection with said utilities shall be borne by the Developer and no use of said utilities shall be made until acceptance of the utilities by the Township. It is understood, however, that such final acceptance shall not occur until the engineer=s certification has been filed with the Township Clerk and the following items have been completed:

(i) All requirements of the Standards, including, but not limited to, the following:

Mandrel test
Televise all sewer after mandrel test
Low pressure air test
Manhole inspection and vacuum testing
Ramp installation
Lead verification
Satisfactory record drawings

(ii) Clean-up of the construction site;

(iii) Final walk-through with Developer, Township engineer, and Township;

(iv) The Developer shall deliver a warranty deed of grant to the Township covering all of the above and in-ground installation which are to be owned by the Township in the form attached hereto as Exhibit B;

(v) Waivers of lien on the project, properly executed by all persons entitled to make a claim of lien thereon;

(vi) Easement grants, suitable for recording, granting to the Township permanent access to the sanitary sewer and appurtenances to be owned by the Township for construction, operational and maintenance purposes, including the right to make future hookups or connections to any of said lines, shall have been delivered for any mains or appurtenances not constructed within the public right-of-way. The Developer further agrees to modify the description and specific easements to conform to the

sanitary sewer system "as built" and where actually located if said appurtenances, as built, are located outside of the anticipated easement areas.

[C. SPECIAL CONDITIONS, IF ANY]

5. All activities pertaining to the work necessary for the construction of the project described in Exhibit A shall occur only during hours specified in the Standards and such other times as may be mutually agreed between the Township and the Developer in writing.

6. It is understood that sanitary sewer utilities and appurtenances to be constructed by the Developer and owned by the Township shall be accepted and incorporated into the municipal sanitary sewer system only in accordance with applicable Township ordinances and policies in effect at the time of construction.

7. No amendment or modification of this Agreement shall be binding upon the Township unless such amendment shall be approved by a resolution of the Township's Board of Trustees and until a copy of such resolution is provided to all Parties to this Agreement.

8. This Agreement shall be construed as having been drafted jointly by the Parties.

9. The person(s) executing this Agreement on behalf of the Developer represent(s) that they are authorized to do so by the Developer of the project described in Exhibit A and that there are no other persons or entities obligated or responsible for performance of the Developer's obligations as set forth in this Agreement.

10. This Agreement will be deemed to be effective as of the 20th day of January, 2016, regardless of the actual dates of execution hereof.

Signed, sealed and delivered
in the presence of:

DELHI CHARTER TOWNSHIP,
a Michigan charter township

By: C. J. Davis
Its: Supervisor

And: Evan Hope
Its: Clerk

Signed, sealed and delivered
in the presence of:

PRESTWICK VILLAGE LIMITED DIVIDEND HOUSING ASSOCIATION LLC, a Michigan limited liability company,

DANIEL MULIETT

By:

Its: Member

Instrument Prepared By:
Gordon W. VanWieren, Jr.
Thrun Law Firm, P.C.
P.O. Box 2575
East Lansing, Michigan 48826-2575

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EXHIBIT A

PLANS AND SPECIFICATIONS DATED November 2, 2015
PREPARED BY LSG ENGINEERS AND SURVEYORS

EXHIBIT B

WARRANTY DEED OF GRANT

THIS INDENTURE is made this ____ day of _____, 201__, by and between **PRESTWICK VILLAGE LIMITED DIVIDEND HOUSING ASSOCIATION LLC, a Michigan limited liability company,** whose address is 240 S. Bridge Street, Suite 100, DeWitt, Michigan 48820 (hereinafter, the "Grantor") and the **CHARTER TOWNSHIP OF DELHI**, a Michigan charter township organized and operating under the Charter Township Act, MCL 42.1, *et seq.*, as amended, whose office address is 2074 Aurelius Road, Holt, Michigan 48842 (hereinafter, the "Grantee").

WITNESSETH:

1. For the sum of _____ and 00/100 Dollars ($_____.00) paid to the Grantor by the Grantee, receipt of which is hereby acknowledged, the Grantor hereby grants and conveys to the Grantee, its successors and assigns, all of Grantor's right, title and interest in and to sanitary sewer lines and appurtenances lying on, across, over and under the property described below and within the public right-of-way for said purpose as described in the Utility Agreement for Sanitary Sewer between the parties dated the ____ day of _____, 2015 (the "Improvements").

Legal Description: Prestwick Village Apartments

[Insert Legal Description]

Property Identification No. _____

2. Grantor hereby warrants and represents to the Grantee that the Improvement has been acquired, constructed and completed in accordance with the Plans and Specifications prepared by LSG Engineers and Surveyors, 3135 Pine Tree Road, Suite D, Lansing, Michigan 48911 and dated December 2, 2013, for the Improvement previously approved by the Grantee, with only those change orders approved in writing by the Grantee, and that no claim, action, or liability exists with respect to the Improvement and its construction and installation.

3. Grantor further warrants and represents to the Grantee that it is the lawful owner of the Improvement, and that the Improvement is free of all liens and encumbrances of any kind. Grantor further represents that it has the authority to transfer the Improvement and that the Grantor will warrant and indemnify the Grantee against all claims asserted by any entity or person arising out of the installation, construction and completion of the Improvement. Grantor also warrants that the Improvement is free from defects in material and workmanship. All warranties and guarantees pertaining to the Improvement are hereby assigned and transferred to the Grantee.

IN WITNESS WHEREOF, the parties have caused this Warranty Deed of Grant to be executed on the date and year above first written.

GRANTOR:

PRESTWICK VILLAGE LIMITED DIVIDEND HOUSING ASSOCIATION LCC, a Michigan limited liability company

Dated: _____ By: _____

Its: _____

STATE OF MICHIGAN)
COUNTY OF_____) ss:

Before me, a notary public in and for said County, on the ____ day of _____, 2015, personally appeared _____. _____, **Prestwick Village Limited Dividend Housing Association LCC,** a Michigan limited liability company, to me known to be said person, and made oath that he/she has read the foregoing Deed of Grant, by him/her subscribed, and acknowledge the same as his/her free act and deed.

_____
, Notary Public
_____County, Michigan
My Commission Expires: _____
Acting in _____ County

Instrument Prepared and
When Recorded Return To:
Gordon W. VanWieren, Jr., Esq.
THRUN LAW FIRM, P.C.
Post Office Box 2575
East Lansing, Michigan 48826-2575

Delhi Charter Township
Department of Community Development

MEMORANDUM

TO: John B. Elsinga, Township Manager

FROM: Tracy L.C. Miller, Director of Community Development

DATE: January 26, 2016

RE: Rezoning Case #15-882, 2450 Delhi Commerce Drive Rezoning

At their meeting on January 11th the Planning Commission (PC) conducted a public hearing regarding the request made by First Equity Development LLC to rezone property located at 2450 Delhi Commerce Drive from C-2: General Business to C-3: Highway Commercial. The property is approximately 3.29 acres in size. It is completely developed with a large parking area and existing office building. The site is located south of the car wash on Willoughby Road and north of the new Patient Care Central. Detailed information regarding the specifics of this case can be found in the attached staff report.

There was one individual that attended the public hearing for this case. He was the owner of property located to the west of this site, also on Delhi Commerce Drive. He was not opposed to the commercial rezoning. An excerpt from the draft meeting minutes is attached for your review.

With the above information in mind, I would respectfully request that you forward this information to the Township Board for their consideration and action at the February 2nd meeting. As always, if you have any questions or need additional information, please don't hesitate to ask me. Thank you in advance for your time and consideration.

Recommended Motion to <u>APPROVE</u>:

To approve the rezoning of Case No. 15-882 for property located at 2450 Delhi Commerce Drive, Tax Parcel #33-25-05-15-226-026, from C-2: General Business to C-3: Highway Service, <u>as recommended by the Planning Commission at its January 11, 2016 meeting</u>, based on it being consistent with purpose and intent of the Zoning Ordinance, being compatible with the existing and anticipated development in the area, and pursuant to the Master Plan (Zoning Ordinance No. 626).

-OR-

Recommended Motion to <u>DENY</u>:

To deny the rezoning of Case No. 15-882, for property located at 2450 Delhi Commerce Drive, Tax Parcel #33-25-05-15-226-026.

Delhi Charter Township Planning Commission
Staff Report – January 6, 2016

REZONING CASE #15-882, 2450 Delhi Commerce Drive
First Equity Development, LLC

Tracy LC Miller, Director

REZONING REQUEST:

The applicant has requested that the property located at 2450 Delhi Commerce Drive be rezoned from C-2: General Business to C-3: Highway Service.

SITE DESCRIPTION:

The subject site is located on Delhi Commerce Drive. It is approximately 3.29 acres and contains an existing office building and associated parking. Almost the entire site is covered by building or parking lot.

Figure 1

The building has been occupied by various office and commercial type users throughout the years.

The site has direct access to Delhi Commerce Drive, which is connected directly to Cedar Street and Willoughby Road. There is 340' of road frontage. The parcel is rectangular in shape and measures 340' x 421.70'.

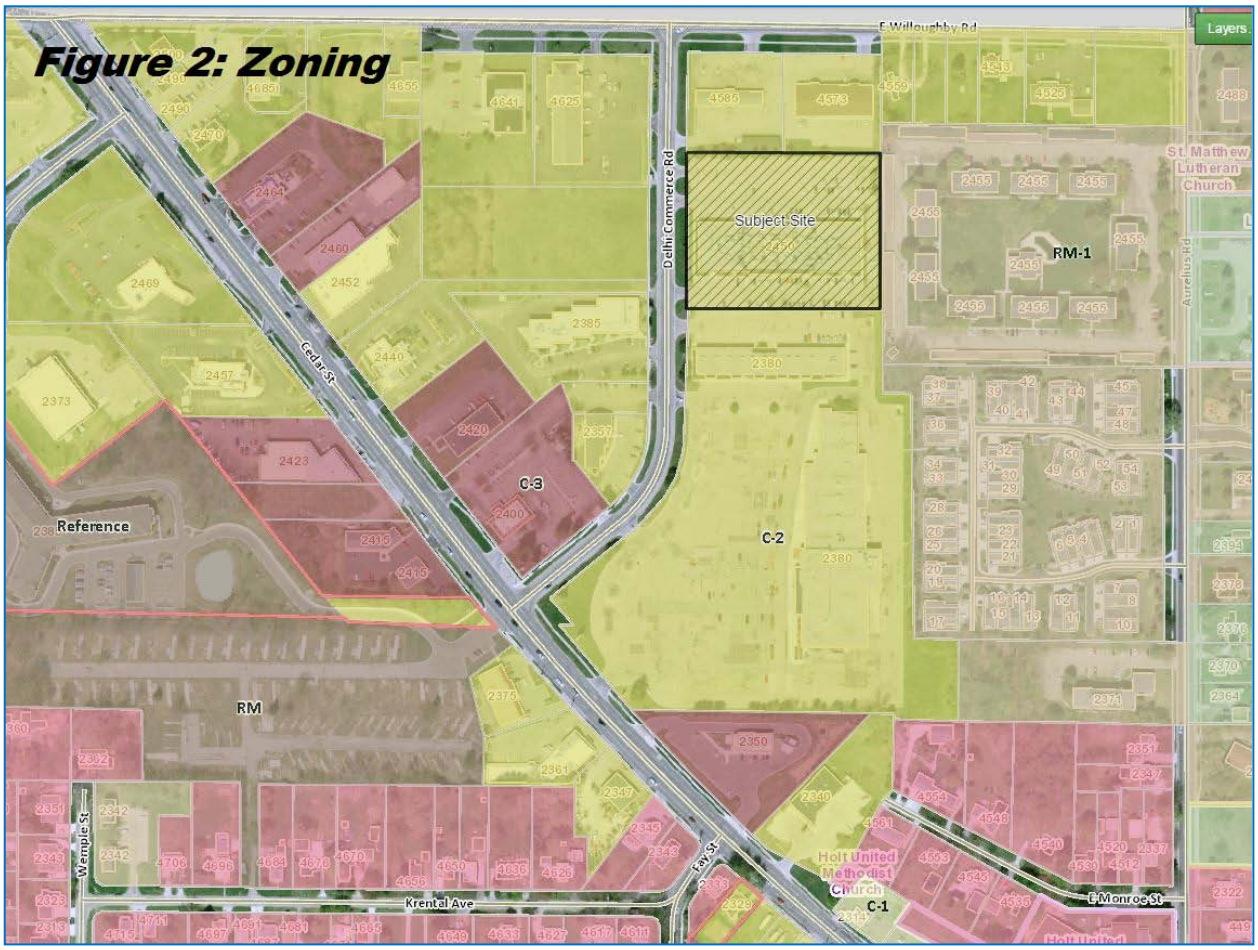
Figure 1 shows the subject site in relation to the surrounding area.

GENERAL INFORMATION:

APPLICANT:	First Equity Development, LLC John DeYoung
OWNER OF RECORD:	Same as applicant
LOCATION:	2450 Delhi Commerce Drive
PARCEL I.D. NO.:	33-25-05-15-226-026
LEGAL DESCRIPTION:	LOTS 11 & 12, AND S 70 FT OF LOTS 9 & 10, DELHI COMMERCE CENTER.
EXISTING ZONING:	C-2: General Business
PROPOSED ZONING:	C-3: Highway Service

PROPERTY SIZE:	3.29 acres (+/-)	
EXISTING LAND USE:	Office – various types	
ADJACENT LAND USE:	North:	Car Wash w/ Mini-storage
	South:	Patient Care Central – Cedar Green
	East:	South Square Apartments
	West:	Vacant Land/ Existing Commercial
ADJACENT ZONING:	North:	C-2: General Business
	South:	C-2: General Business
	East:	RM-1: Multi-Family Residential
	West:	C-2: General Business

Figure 2 illustrates current existing zoning.



CONSIDERATIONS:

1. Master Plan:

The 2013 Master Plan (MP) and its Future Land Use Map (FLUM) shows the subject parcel as being planned for Commercial future land uses. This future land use designation is typically implemented by the C-2 or C-3 zoning districts.

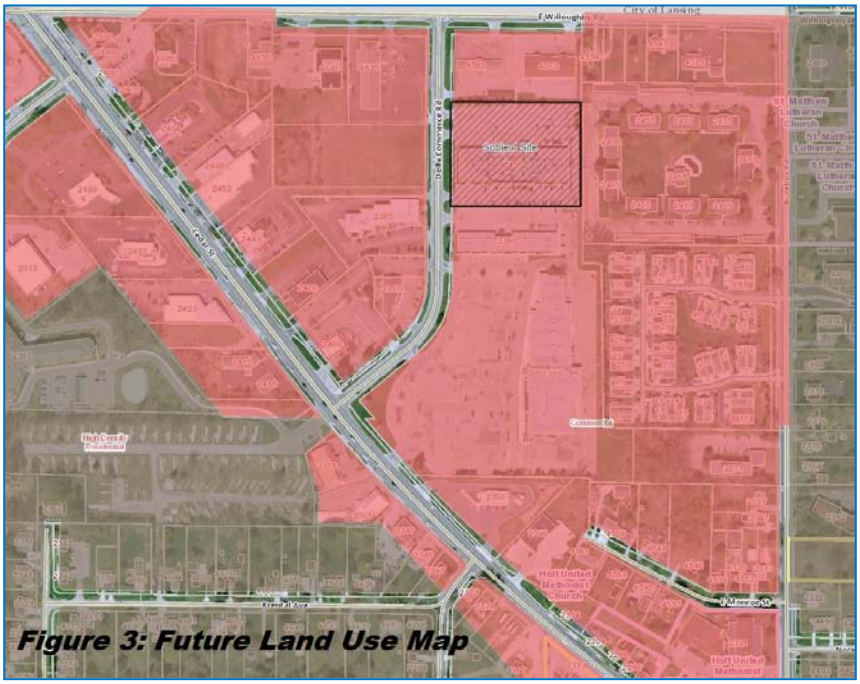


Figure 3: Future Land Use Map

Within the immediate area of the subject site there is a mix of C-2 & C-3 zoned properties. While Delhi Commerce Drive is considered a "side street", it is part of the overall Cedar Street development corridor and functions very similar to Cedar and Willoughby from the perspective of the traveler.

2. Current Allowable Land Uses:

Land uses permitted within the C-2 district include those that are typical to a commercial area. Examples include offices, retail establishments, banks, restaurants, medical uses, auto showrooms and repair facilities, educational and social institutions and similar.

3. Proposed Allowable Land Uses:

For the most part, the same types of land uses are permitted in the C-3 district. The most notable difference is that C-3 also permits drive-thru businesses and hotels by right. Additionally, with an approved Special Use Permit, car washes, warehousing and mini-storage facilities, and other uses can also be authorized.

<u>ANALYSIS:</u>

For the purpose of encouraging and developing consistency in decision making, there are criteria that may be analyzed by the Planning Commission in consideration of a change in zoning for a property. These may include (but not be limited to) the following:

1. **Consistency with the goals, policies and the Master Plan and its Future Land Use Map (FLUM), including any sub-area, corridor, or related planning studies. If conditions have changed since the Plan was adopted, the consistency with recent development trends in the area.**

The Commercial designation of the FLUM can be implemented by either C-2 or C-3 zoning. Further, the Master Plan prioritizes the redevelopment and adaptive reuse of existing commercial areas over the development of new ones. It appears that this office building is struggling to remain fully leased. The property owners would like the ability to expand the building's use and feel that rezoning to C-3 will enable them to do so.

2. **Compatibility of the site's physical, geological, hydrological and other environmental features with potential impacts from all uses permitted in the proposed zoning district.**

   No new or additional impacts are anticipated as a result of the proposed zoning change.

3. **The compatibility of all of the potential allowable uses in the proposed zoning district with surrounding land uses and zoning class in terms of suitability, environmental impacts, density, nature of use, infrastructure and potential influences on property values.**

   Uses permitted by right in the C-3 district are compatible with those uses nearby. Land uses requiring a SUP are able to be more specifically regulated to address any potential impacts on adjacent properties. No negative impacts have been presently identified.

4. **The availability and capacity of Township utilities and services sufficient to accommodate the uses permitted in the requested district without compromising the overall "health, safety and welfare" of the Township.**

   All utilities are present at the site. Emergency services are provided by Delhi Township and the Delhi Division of the Ingham Co. Sherriff's Department. There are no anticipated negative impacts of the proposed rezoning, as the rezoning will not fundamentally change the current use of the property in relation to those land uses around it.

5. **If a rezoning is appropriate, is the requested zoning district considered to be more appropriate from the Township's perspective than other possible zoning district?**

   In this area of the community, the C-2 and C-3 districts have both been widely used to implement the Master Plan's vision for continued development and redevelopment of commercial land uses in this area.

6. **The requested rezoning will not create an isolated and unplanned spot zone.**

   See #5 above.

7. **The property will conform to the requirements of the Zoning Ordinance with the requested zoning.**

   The building appears to be setback from the front property line by approximately 30'. In the C-2 district this is acceptable, as there is no parking located in the front yard. However, in the C-3 district the minimum front yard setback is 50'. This aspect would become legally non-conforming if the rezoning is approved. Section 6.7 would regulate this non-conformity, but basically it would mean that no addition could be made to the building unless the addition

conformed to the ordinance. Further, if the building were totally destroyed by fire or other means, it would have to be rebuilt with the proper setback. It does not restrict the building owner's ability to maintain the building or make interior changes. All other setbacks are conforming.

There may be some landscaping or other provisions that are not currently in conformance with ordinance requirements (i.e. buffers and greenbelt plantings, sidewalk installation, etc.). However, those things would be addressed in the future should site or building modifications be proposed. They are not impacted by the proposed rezoning.

RECOMMENDED MOTION

Move to recommend to the Township Board approval of Case#15-882 to rezone property located at 2450 Delhi Commerce Drive (33-25-05-15-226-026) from C-2: General Business to C-3: Highway Service, based on being consistent with the purpose and intent of the Zoning Ordinance, being compatible with the existing and anticipated development in the area, being pursuant to the Master Plan, and the other conditions presented in the staff report dated January 6, 2016.

MOTION TO DENY

Move to recommend to the Township Board denial of Case#15-882 to rezone property located at 2450 Delhi Commerce Drive (33-25-05-15-226-026) from C-2: General Business to C-3: Highway Service based on (INSERT SPECIFIC REASON FOR DENIAL).

EXCERPT FROM DRAFT
1/11/16 PLANNING COMMISSION
MEETING MINUTES
RE: REZONING CASE #15-882

PUBLIC HEARING, CASE #15-882, 2450 DELHI COMMERCE DRIVE, 33-25-05-15-226-026, REZONING FROM "C-2" TO "C-3"

Ms. Miller reviewed the staff report for the request to rezone 2450 Delhi Commerce Drive from C-2: General Business to C-3: Highway Service. The two zoning districts are similar but C-3 will allow a few more land uses, many of which would still require a Special Use Permit. This parcel is located south of the car wash and mini-storage located on Willoughby Road. The newly renovated Patient Care Central building is to the south of the subject site. The Master Plan (MP) shows this area as commercial, which is commonly implemented by both C-2 and C-3 zoning. The area around the subject site currently has a mix of C-2 and C-3 properties.

Discussion: There was discussion among the PC members and staff regarding setback requirements, buffer requirements, and the types of land uses that are permitted within the C-2 and C-3 districts.

Public Hearing Opened @ 6:52 p.m.
Lyle Stephens, 2415 N. Aurelius #35, Holt, owns vacant property across Delhi Commerce Drive from the subject site. He stated that he does not want any industrial uses in the area, but was not concerned about commercial uses.

Brent Titus, 313 S. Washington Square, Lansing, Attorney representing the applicant, reiterated to the PC that C-3 zoning exists on several parcels in the immediate area. Mr. Titus stated that this building was configured originally for a single user. It has made renting to multiple challenging. Maintaining occupancy has been an issue. At this time the building is about 40% occupied. Mr. Titus answered other questions from the PC members and stated that at this time there are no specific plans for future redevelopment. He felt that the zoning change will allow for greater development.

Ray Tamminga, 2415 N. Aurelius #39, Holt, Autumnwood Condos, wanted more specifics about what the property owners plans to do with the building.
Public Hearing Closed @ 7:17 p.m.

Olson moved, seconded by Harmon to recommend to the Township Board approval of Case #15-882 to rezone property located at 2450 Delhi Commerce Drive (33-25-05-15-226-026) from C-2: General Business to C-3: Highway Service, based on being consistent with the purpose and intent of the Zoning Ordinance, being compatible with the existing and anticipated development in the area, being pursuant to the Master Plan, and the other conditions presented in the staff report dated January 6, 2016.

A Roll Call Vote was recorded as follows:
Ayes: Zietlow, Olson, O'Hara, Harmon, Goodall, Craig, Berry-Smokoski
Nays: Leaf
Absent: Lincoln
Abstain: None
MOTION CARRIED

Delhi Charter Township
Department of Community Development

MEMORANDUM

TO: John B. Elsinga, Township Manager

FROM: Tracy L.C. Miller, Director of Community Development

DATE: January 26, 2016

RE: Rezoning Case #15-883, 2046 Depot Street Rezoning

At their meeting on January 11th the Planning Commission (PC) conducted a public hearing regarding the request made by Michael Miller (MEM Leasing, Inc.) to rezone approximately 1.36 acres of the property located at 2046 Depot Street. The property currently has three different zoning districts on it, as a result of land assembly by the owner. The parcels were combined into a single property that is occupied by Trick Titanium. The entire site is approximately 2.76 acres in size. About 51% of the entire site is already zoned IA: Industrial Assembly, while the remainder is zoned C-2 and R-1E. Detailed information regarding the specifics of this case can be found in the attached staff report.

No members of the public spoke during the hearing regarding this case. An excerpt from the draft meeting minutes is attached for your review.

I would respectfully request that you forward this information to the Township Board for their consideration and action at the February 2nd meeting. As always, if you have any questions or need additional information, please don't hesitate to ask. Thank you in advance for your time and consideration.

Recommended Motion to APPROVE:

To approve the rezoning of Case No. 15-883 for a portion of property located at 2046 Depot Street, Tax Parcel #33-25-05-13-351-018, from C-2: General Business and R-1E: One Family High-Density Residential to IA: Industrial Assembly, as recommended by the Planning Commission at their January 11, 2016 meeting, based on it being consistent with purpose and intent of the Zoning Ordinance, being compatible with the existing and anticipated development in the area, and pursuant to the Master Plan (Zoning Ordinance No. 627).

-OR-

Recommended Motion to <u>DENY</u>:

To deny the rezoning of Case No. 15-883, for property located at 2046 Depot Street, Tax Parcel #33-25-05-13-351-018.

Delhi Charter Township Planning Commission
Staff Report – January 5, 2016

REZONING CASE #15-883, 2046 Depot Street
Michael Miller (Trick Titanium) Property

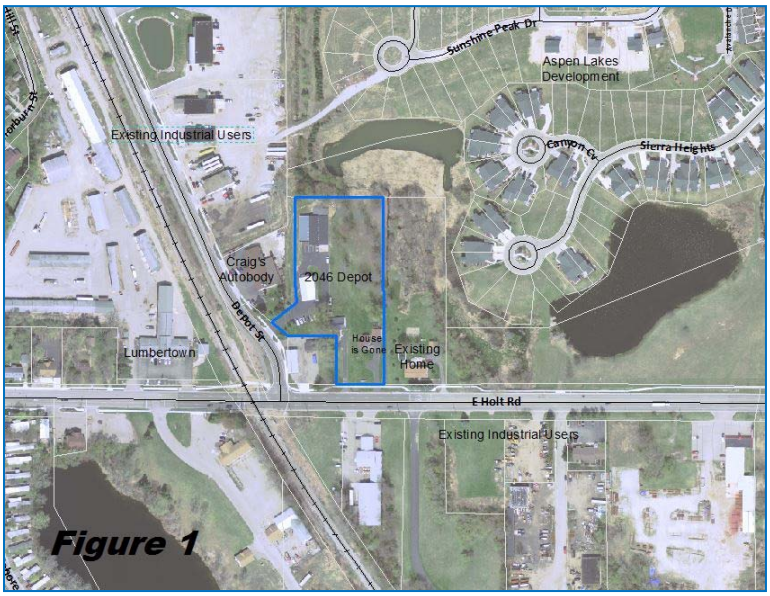
Tracy LC Miller, Director

REZONING REQUEST:

The property is located at 2046 Depot Street. The applicant has requested that approximately 1.36 acres of the subject property be rezoned from C-2: General Business and R-1E: One-Family High-Density Residential to IA: Industrial Assembly.

SITE DESCRIPTION:

The subject site is located on the north side of Holt Road and east side of Depot Street. The property is approximately 2.76 acres in size as a result of a recent combination and re-division of three parcels of land.



Historically, the property has been the home of Trick Titanium, a specialty auto parts manufacturer. There was also a house, which was demolished in 2012, located at 3978 Holt Road. Another house, which is currently used as a rental, currently remains on the subject site. The address of this home is 3976 Holt Road. The applicant owns the entire property and the business (Trick Titanium).

The site has direct access to both Holt Road and Depot Street. There is over 201' of road frontage in total. 65.05' is on Depot and 136' is on Holt Road. Although it is irregularly shaped, the property is 527.5' deep from Holt Road to the north property line and about 320' deep measured from Depot Street to the western property line.

Figure 1 shows the subject site in relation to the surrounding area.

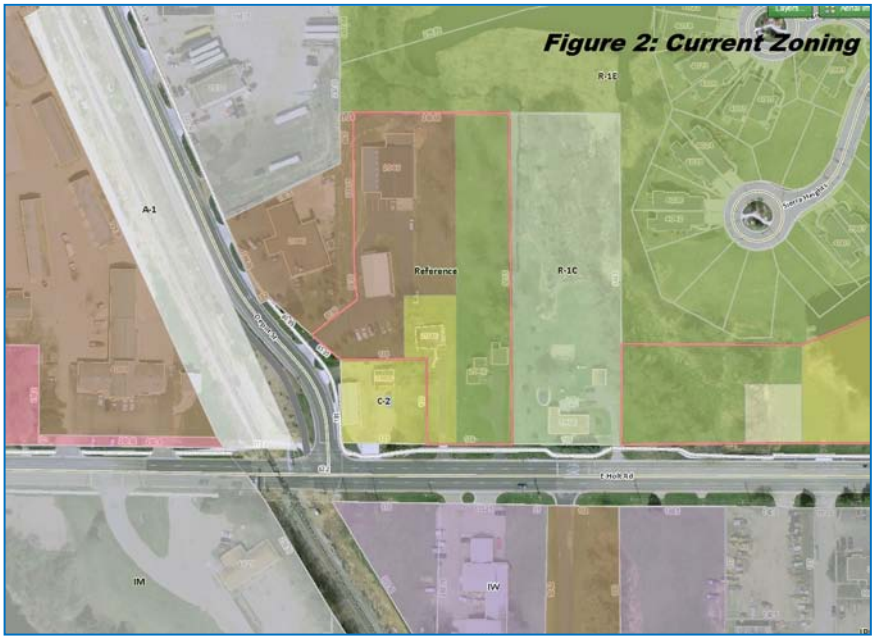
GENERAL INFORMATION:

APPLICANT:	Michael Miller
OWNER OF RECORD:	MEM Leasing, Inc. (Mike Miller)
LOCATION:	2046 Depot Street
PARCEL I.D. NO.:	33-25-05-13-351-018
LEGAL DESCRIPTION:	(DP 579, 579-1) PART OF LOT 23 SUPERVISOR'S PLAT NO 11 OF DELHI & PART OF LOTS 12 & 13 HACKER FRUIT FARMS ON SECS 13 & 14 T3N R2W DESC AS: COM AT SW COR OF SEC 13 - NOOD 28' 10"W 181 FT ALNG W SEC LN & W LN OF SD HACKER FRUIT FARMS TO ROB - N43D 34' 27"W 65.05 FT ALNG N'LY LN OF DEPOT ST - N53D 101 42"E 87.63 FT - N05D 12' 28"W 57.95 FT - NOOD 28' 10"W 239.15 FT - N89D 57' 48"E 249.66 FT ALNG N LN OF SD LOTS 12 & 13 TO NE COR OF SD LOT 13 - SOOD 28' 10"E 527.5 FT

ALNG E LN OF LOT 13 - S89D 57' 48"W 136 FT ALNG N R/W LN OF HOLT RD - NOOD 28' 10"W 133 FT ALNG E LN OF SD LOT 12 - S89D 57' 48"W 135 FT ALNG N LN OF S 150 FT OF SD LOT 12 - SOOD 28' 10"E 2 FT ALNG W LN OF SEC 13 TO POB 2.76 A

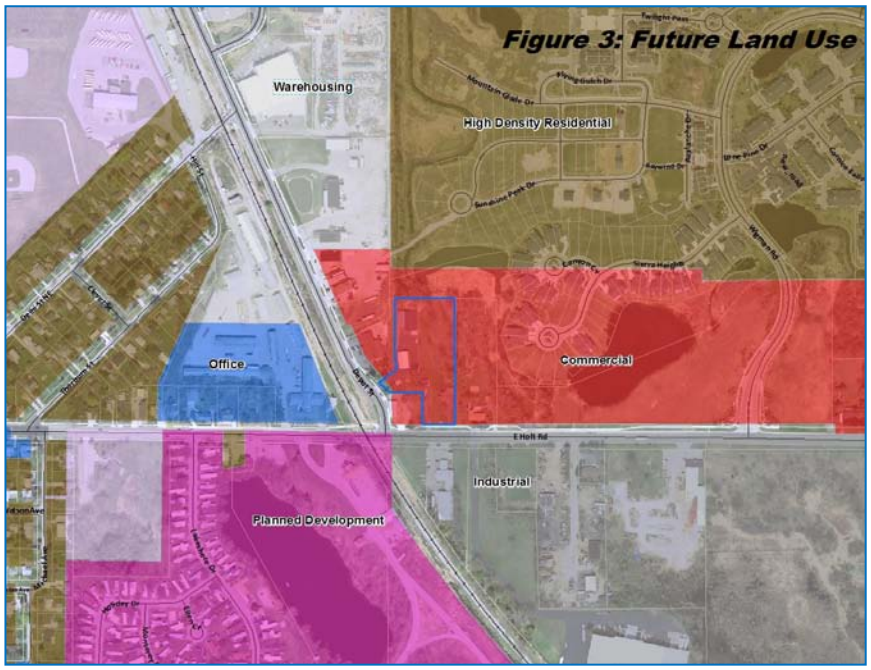
EXISTING ZONING:	Approximate:	1.4 acres (51%) = IA: Industrial Assembly .33 acres (12%) = C-2: General Business 1.03 acres (37%) = R-1E: One Family High-Density Residential
PROPOSED ZONING:	IA: Industrial Assembly	
PROPERTY SIZE:	2.76 acres (+/-)	
EXISTING LAND USE:	The property is currently occupied by Trick Titanium & a rental house.	
ADJACENT LAND USE:	North:	Aspen Lakes – open space/wetland
	South:	Existing industrial users
	East:	Existing single family home
	West:	Craig's Autobody & existing industrial users
ADJACENT ZONING:	North:	R-1E: One Family High-Density Residential
	South:	IW: Industrial Warehouse
	East:	R-1C: One Family Medium-Density Residential
	West:	IA: Industrial Assembly

Figure 2 illustrates current existing zoning.



CONSIDERATIONS:

1. Master Plan:
The 2013 Master Plan (MP) and its Future Land Use Map (FLUM) shows the subject parcel as being planned for Commercial future land uses. Property within Aspen Lakes continues to be planned for High Density Residential land uses, while the properties to the south and along Depot will continue as Industrial.



It may be unlikely that the existing industrial land uses presently located at the corner of Depot & Holt Road will redevelop as traditional commercial enterprises as would typically be implemented by the C-2 or C-3 zoning districts. Craig's Autobody and Trick Titanium are successful and clean businesses that are permitted in the industrial zoning districts. Both of these businesses have a significant commercial component to their operations.

Approximately 51% of the subject site is currently zoned IA: Industrial Assembly. The portion of the site that is currently zoned C-2: General Business (12%) and the portion that is zoned R-1E: One Family High-Density Residential (37%) combined, do not comprise the majority of the site. With this in mind, it is accurate to state that the site is presently zoned in a manner that is consistent with its current use.

2. Current Allowable Land Uses:
As discussed above, the site currently has three different zoning designations. Current allowable land uses would include those listed in the Zoning Ordinance within each specific district. However, a representative list includes the following:

C-2: General
- Banks, retailers, building supply stores, auto dealers, vehicle repair, childcare centers & second hand stores.

R-1E: One Family High-Density Residential (37% of site)
- Single family homes, cemeteries, private pools, funeral homes & religious institutions.

I-A: Industrial Assembly
- Light manufacturing and associated accessory uses. Autobody repair shops.

3. Proposed Allowable Land Uses:

If the portions of the property that are currently zoned R-1E & C-2 are rezoned to IA, the land uses permitted on the entire site would be consistent with what is currently allowed on the part that is zoned IA. Examples include:

- Light manufacturing and related accessory uses and auto body repair shops.

ANALYSIS:

For the purpose of encouraging and developing consistency in decision making, there are criteria that may be analyzed by the Planning Commission in consideration of a change in zoning for a property. These may include (but not be limited to) the following:

1. **Consistency with the goals, policies and the Master Plan and its Future Land Use Map (FLUM), including any sub-area, corridor, or related planning studies. If conditions have changed since the Plan was adopted, the consistency with recent development trends in the area.**

   One of the goals of the Master Plan is to preserve and encourage the development of land uses that will provide a strong economy and jobs within the community. This rezoning request is being made so that a successful existing business (Trick Titanium) can expand within the Township. This company's continued success within the community will help achieve economic sustainability pursuant to the stated goal.

   Another goal is to provide for land use transitions that minimize negative impacts between zoning districts. In this case, there is significant open space separating the subject site from the residential development (Aspen Lakes) to the north. This area will remain vacant in perpetuity due to its regulatory status as a wetland. It will continue to provide the necessary separation. Further, the ZO requires a 50' buffer between any IA property and an adjacent residential land use. This should protect the home located to the east of the subject site and add additional protection to the north.

2. **Compatibility of the site's physical, geological, hydrological and other environmental features with potential impacts from all uses permitted in the proposed zoning district.**

   With proper zoning approvals such as site plan review or SUP, none of the land uses permitted within the IA district which could physically be accommodated on a 2.76 acre site are anticipated to create undesirable impacts.

3. **The compatibility of all of the potential allowable uses in the proposed zoning district with surrounding land uses and zoning class in terms of suitability, environmental impacts, density, nature of use, infrastructure and potential influences on property values.**

   The subject site has been used for light industrial purposes for many years. In fact, the use of the subject site predates the development of Aspen Lakes. With this in mind it seems unlikely that continued use of the site for industrial purposes could be considered a detriment to property values in the area.

4. **The availability and capacity of Township utilities and services sufficient to accommodate the uses permitted in the requested district without compromising the overall "health, safety and welfare" of the Township.**

   All utilities are present at the site. Emergency services are provided by Delhi Township and the Delhi Division of the Ingham Co. Sherriff's Department. There are no anticipated negative impacts of the proposed rezoning, as the rezoning will not fundamentally change the current use of the property in relation to those land uses around it.

5. **If a rezoning is appropriate, is the requested zoning district considered to be more appropriate from the Township's perspective than other possible zoning district?**

   The majority of the subject site is already zoned IA.

6. **The requested rezoning will not create an isolated and unplanned spot zone.**

   See #5 above.

7. **The property will conform to the requirements of the Zoning Ordinance with the requested zoning.**

   It is believed that the current development and building, as is today, would still conform to the requirements of the zoning ordinance if the rezoning is approved. Future development of the site would also need to conform. The existing rental home is already legally non-conforming and its status will not be impacted by the rezoning.

RECOMMENDED MOTION

Move to recommend to the Township Board approval of Case#15-883 to rezone approximately 1.36 acres of land at 2046 Depot Street (33-25-05-13-351-018) from C-2: General Business and R-1E: Single Family High-Density Residential to IA: Industrial Assembly, which would have the impact of causing the entire parcel to now be zoned IA, based on being consistent with the purpose and intent of the Zoning Ordinance, being compatible with the existing and anticipated development in the area, being pursuant to the Master Plan, and the other conditions presented in the staff report dated January 5, 2016.

MOTION TO DENY

Move to recommend to the Township Board denial of Case#15-883 to rezone approximately 1.36 acres of land at 2046 Depot Street (33-25-05-13-351-018) from C-2: General Business and R-1E: Single Family High-Density Residential to IA: Industrial Assembly based on (INSERT SPECIFIC REASON FOR DENIAL).

EXCERPT FROM DRAFT
1/11/16 PLANNING COMMISSION
MEETING MINUTES
RE: REZONING CASE #15-883

PUBLIC HEARING, CASE #15-883, 2046 DEPOT STREET, 33-25-05-13-351-018, REZONING FROM "C-2" & "R-1E" TO "IA"

Ms. Miller reviewed the staff report for the request to rezone 2046 Depot Street from C-2: General Business and R-1E: One-Family High Density Residential to IA: Industrial Assembly. The current mixed zoning of the site is because it was three separate parcels until recently, when it was combined into a single parcel via land division. The required setbacks and buffers should protect nearby residential uses from any potentially negative impacts associated with industrial zoning. Currently, over one-half of the parcel is currently zoned IA. The requested rezoning would only rezone those portions of the site that are not currently IA to that district.

Discussion: None

Jeff Kyes from Kebs, 2116 Haslett Road, Haslett, representing the applicant, answered questions for the PC. He stated that the applicant plans to expand the current business (Trick Titanium) and hopes to begin construction in the spring. When that occurs, the rental residence on the property will be demolished.

Public Hearing Opened @ 6:40 p.m.
There was no public comment.
Public Hearing Closed @ 6:40 p.m.

Craig moved, seconded by Leaf to recommend to the Township Board approval of Case #15-883 to rezone approximately 1.36 acres of land at 2046 Depot Street (33-25-05-13-351-018) from C-2: General Business and R-1E: Single Family High-Density Residential to IA: Industrial Assembly, which would have the impact of causing the entire parcel to now be zoned IA, based on being consistent with the purpose and intent of the Zoning Ordinance, being compatible with the existing and anticipated development in the area, being pursuant to the Master Plan, and the other conditions presented in the staff report dated January 5, 2016.

A Roll Call Vote was recorded as follows:
Ayes: Berry-Smokoski, Craig, Goodall, Harmon, Leaf, O'Hara, Olson, Zietlow
Nays: None
Absent: Lincoln
Abstain: None
MOTION CARRIED

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: January 14, 2016

RE: Spartan Speedway 2016 Race Schedule

Enclosed for your review and approval is the 2016 Race Schedule for Spartan Speedway. This schedule meets the requirements of the Stipulation and Agreement issued by Ingham County Circuit Court on April 16, 1999.

RECOMMENDED MOTION:

To approve the 2016 Race Schedule for Spartan Speedway (Exhibit A).

Exhibit A

891 N. Cedar Road Mason, MI 48854
Office: (517) 244-1042 Fax: (517) 244-1043
www.spartanspeedway.com

January 04, 2016

Delhi Charter Township
2074 Aurelius Rd.
Holt, MI 48842

The following dates have been scheduled and are ready to submit for approval. I have not scheduled all club events yet so please keep in mind there will be two additional club events on top of the scheduled race events.

2016 Spartan Speedway Event Dates

04-16	Saturday	Test & Tune	11:00 a.m. to 3:00 p.m
04-17	Sunday	Test & Tune	01:00 p.m. to 5:00 p.m.
04-22	**Friday**		
04-29	**Friday**		
05-06	**Friday**		
05-13	**Friday**		
05-20	**Friday**		
05-27	**Friday**		
05-29	**Sunday**		
06-03	**Friday**		
06-10	**Friday**		
06-17	**Friday**		
06-24	**Friday**		
06-26	**Sunday**		
07-01	**Friday**		
07-08	**Friday**		
07-15	**Friday**		
07-22	**Friday**		
07-24	**Sunday**		
07-29	**Friday**		
08-05	**Friday**		
08-12	**Friday**		
08-14	**Sunday**		
08-19	**Friday**		
08-26	**Friday**		
09-02	**Friday**		
09-04	**Sunday**		
09-09	**Friday**		
09-11	**Sunday**	**Reserved Rain Date HARVEST PLUS -**	**(09-04)**
09-16	**Friday**	**Reserved Rain Date FUN NIGHT #2 -**	**(09-09)**

Thank you,

Jim Leasure
Spartan Speedway

DELHI CHARTER TOWNSHIP

MEMORANDUM

TO: Delhi Township Board Members

FROM: John B. Elsinga, Township Manager

DATE: January 28, 2016

RE: Proposed Township Ordinance No. 129 – Consumers Energy Company Gas Franchise, Introduction and First Consideration

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Enclosed for your review and approval is proposed Delhi Township Ordinance No. 129 which grants Consumers Energy a non-exclusive revocable gas franchise to continue to serve customers within Delhi Township for the next thirty years.

Ordinance No. 129 is similar in its terms to the ordinance adopted by the Board in 1986 which will be revoked upon final approval of Ordinance No. 129. Legal counsel had reviewed the ordinance and determined it to be in acceptable form. Therefore, I recommend the Board adopt Ordinance No. 129.

Recommended Motion:

Upon introduction and first consideration, to adopt Township Ordinance No. 129 – Consumers Energy Company Gas Franchise.

ORDINANCE NO. 129

CONSUMERS ENERGY COMPANY GAS FRANCHISE ORDINANCE

AN ORDINANCE, granting to CONSUMERS ENERGY COMPANY, its successors and assigns, the right, power and authority to lay, maintain and operate gas mains, pipes and services on, along, across and under the highways, streets, alleys, bridges, waterways, and other public places, and to do a local gas business in the CHARTER TOWNSHIP OF DELHI, INGHAM COUNTY, MICHIGAN, for a period of thirty years.

THE CHARTER TOWNSHIP OF DELHI ORDAINS:

SECTION 1. GRANT, TERM. The CHARTER TOWNSHIP OF DELHI, INGHAM COUNTY, MICHIGAN, hereby grants to the Consumers Energy Company, a Michigan corporation, its successors and assigns, hereinafter called the "Grantee," the right, power and authority to lay, maintain and operate gas mains, pipes and services on, along, across and under the highways, streets, alleys, bridges, waterways, and other public places, and to do a local gas business in the CHARTER TOWNSHIP OF DELHI, INGHAM COUNTY, MICHIGAN, for a period of thirty years.

SECTION 2. CONSIDERATION. In consideration of the rights, power and authority hereby granted, said Grantee shall faithfully perform all things required by the terms hereof.

SECTION 3. CONDITIONS. No highway, street, alley, bridge, waterway or other public place used by said Grantee shall be obstructed longer than necessary during the work of construction or repair, and shall be restored to the same order and condition as when said work was commenced. All of Grantee's pipes and mains shall be so placed in the highways and other public places as not to unnecessarily interfere with the use thereof for highway purposes.

SECTION 4. HOLD HARMLESS. Said Grantee shall at all times keep and save the Charter Township, its officers, board members, employees and agents, free and harmless from all loss, costs and expense to which it may be subject by reason of the negligent construction and maintenance of the structures and equipment hereby authorized. In case any action is commenced against the Charter Township, its officers, board members, employees and agents, on account of the permission herein given, said Grantee shall, upon notice, defend the Charter Township, its officers, board members, employees and agents, and save it free and harmless from all loss, cost and damage arising out of such negligent construction and maintenance.

SECTION 5. EXTENSIONS. Said Grantee shall construct and extend its gas distribution system within said Charter Township and shall furnish gas to applicants residing therein in accordance with applicable laws, rules and regulations.

SECTION 6. FRANCHISE NOT EXCLUSIVE. The rights, power and authority herein granted, are not exclusive. Either manufactured or natural gas may be furnished hereunder.

SECTION 7. RATES. Said Grantee shall be entitled to charge the inhabitants of said Charter Township for gas furnished therein, the rates as approved by the Michigan Public Service Commission, to which Commission or its successors authority and jurisdiction to fix and regulate gas rates and rules regulating such service in said Charter Township, are hereby granted for the term of this franchise. Such rates and rules shall be subject to review and change at any time upon petition therefor being made by either said Charter Township, acting by its Charter Township Board, or by said Grantee.

SECTION 8. REVOCATION. The franchise granted by this ordinance is subject to revocation upon sixty (60) days written notice by the party desiring such revocation.

SECTION 9. MICHIGAN PUBLIC SERVICE COMMISSION, JURISDICTION. S aid Grantee shall, as to all other conditions and elements of service not herein fixed, be and remain subject to the reasonable rules and regulations of the Michigan Public Service Commission or its successors, applicable to gas service in said Charter Township.

SECTION 10. COMPLIANCE WITH LAWS. Said Grantee shall comply with all applicable laws, statutes, ordinances, rules and regulations regarding the installation, construction, maintenance, or use of its gas distribution system within said Charter Township , whether federal, state or local, now in force or which hereafter may be promulgated. Furthermore, Grantee shall secure all necessary permits, licenses and approvals from all appropriate departments, agencies, commissions or boards of the Township or other governmental entities as required by applicable law or regulation. Nothing herein shall be construed as a waiver by Grantee of any of its existing or future rights under state or Federal law.

SECTION 11. REPEALER. This ordinance, when accepted and published as herein provided, shall repeal and supersede the provisions of a gas ordinance adopted by the Charter Township Board on April 15, 1986 entitled:

> AN ORDINANCE, granting to CONSUMERS POWER COMPANY, its successors and assigns, the right, power and authority to lay, maintain and operate gas mains, pipes and services on, along, across and under the highways, streets, alleys, bridges and other public places, and to do a local gas business in the CHARTER TOWNSHIP OF DELHI, INGHAM COUNTY, MICHIGAN.

and amendments, if any, to such ordinance whereby a gas franchise was granted to Consumers Energy Company.

SECTION 12. EFFECTIVE DATE. This ordinance shall take effect upon the day after the date of publication thereof; provided, however, it shall cease and be of no effect after thirty days from its adoption unless within said period the Grantee shall accept the same in writing filed with the Charter Township Clerk. Upon acceptance and publication hereof, this ordinance shall constitute a contract between said Charter Township and said Grantee.

We certify that the foregoing Franchise Ordinance was duly enacted by the Charter Township Board of the CHARTER TOWNSHIP OF DELHI, INGHAM COUNTY, MICHIGAN, on t he _____ da y of _____, 2016.

_____
C.J. Davis, Charter Township Supervisor

Attest:

_____
Evan Hope, Charter Township Clerk

DELHI CHARTER TOWNSHIP

MEMORANDUM

TO: Delhi Township Board Members

FROM: John B. Elsinga, Township Manager

DATE: January 29, 2016

RE: Cartago Drive Sewer Service Engineering Services Proposal – Hubbell, Roth & Clark, Inc.

Enclosed for your review and approval is a proposal from Hubbell, Roth & Clark, Inc. (HRC) in the amount of $33,700 for engineering services associated with the sanitary sewer improvements for Cartago Drive.

This $33,700 is a budgeted amount for design, bidding, construction observation and administration based upon the estimated time and material required for each task. This amount will not be exceeded without further approval by the Township.

In the Spring of 2015 we authorized our engineering firm, HRC, to analyze the problems with this sewer system who then came up with several options to minimize the problems associated with individual grinder pump/force main systems. In the summer we met with some of the property owners who shared their experiences and, in turn, HRC shared some options that could improve their situation.

In the fall we sent all of the affected property owners a letter outlining two options based upon the engineers recommendation and the Board's consent. The first option they had was to proceed individually with the installation of an E-One pump system whenever they were ready. The second option was to create a special assessment district enabling the Township to replace all of their grinder pumps at one time with an E-One pump system along with a new check and isolation valve assembly at the property line. We gave them until December 15, 2015 to create a special assessment district and that time has since passed.

Therefore, it is staff's recommendation to install the check and isolation valves at the property line for each of the twelve homes to eliminate sewage backups occurring between neighbors. This is Option 1 of HRC's recommendation dated

April 27, 2015 (enclosed) and has an estimated budget of $108,050. Funding for these improvements is available from unreserved cash/investments in the Sewer Fund.

Recommended Motion:

To approve the Cartago Drive Sewer Service Engineering Services Proposal from Hubbell, Roth and Clark, Inc. in the estimated amount of $33,700 and to proceed with Option 1 at an estimated cost of $108,050 to install the necessary check and isolation valves on Cartago Drive.

HUBBELL, ROTH & CLARK, INC
CONSULTING ENGINEERS SINCE 1915

PRINCIPALS
George E. Hubbell
Thomas E. Biehl
Keith D. McCormack
Nancy M.D. Faught
Daniel W. Mitchell
Jesse B. VanDeCreek
Roland N. Alix
Michael C. MacDonald
James F. Burton

SENIOR ASSOCIATES
Gary J. Tressel
Randal L. Ford
William R. Davis
Dennis J. Benoit
Robert F. DeFrain
Thomas D. LaCross
Albert P. Mickalich
Timothy H. Sullivan

ASSOCIATES
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Marvin A. Olane
Marshall J. Grazioli
Donna M. Martin
Charles E. Hart
Colleen L. Hill-Stramsak
Bradley W. Shepler
Karyn M. Stickel
Jane M. Graham

HUBBELL, ROTH & CLARK, INC.
OFFICE: 2101 Aurelius Road, Suite 2A
Holt, MI 48842
PHONE: 517.694.7760
WEBSITE: www.hrc-engr.com
EMAIL: info@hrc-engr.com

January 27, 2016

Delhi Charter Township
Department of Public Services
1492 Aurelius Road
Holt, Michigan 48842

Attn: Ms. Sandra Diorka, Director
Department of Public Services

Re: Cartago Drive Sewer Service — HRC Job No. 20160059
Engineering Services Proposal

Dear Ms. Diorka:

Hubbell, Roth & Clark, Inc. (HRC) is pleased to submit this proposal to perform design, bidding, and construction phase engineering services for the Cartago Drive Sewer Service improvements. For each of the twelve residences, the improvements consist of adding new check and isolation valves in a structure located within the Right-of-Way (ROW) as provided in the April 27, 2015 Sewer System Evaluation performed by HRC. Specifically, the Township wishes to proceed with Option #1 for a total project cost of approximately $110,000.

As previously discussed, the location and depth of the individual leads are unknown at this time. Therefore, we are proposing the construction contractor locate the leads, install isolation structures and valves, and perform surface restoration. To accomplish this, we propose to bid the work with various line items to cover the field conditions including restoration and depth.

ENGINEERING SERVICES SUMMARY

HRC Tasks	**Proposal**
Design Phase	$10,900
Bid Phase	$ 3,000
Observation – Project Representative	$12,400
Construction Engineering and Administration	$ 7,400
Total	**$33,700**

If approved by the Township, the services described herein will be billed on a time and material basis and will not be exceeded without approval of the Township.

The study phase of this project was included in the SAW program. However, design and construction services are NOT SAW eligible.

Design Phase: HRC will prepare base drawings with notes that will show details of the new valves, valve pits, valve insulation, installation, and restoration. HRC will also prepare the requirements for submitting bids and submit the drawing and bidding requirements for Township approval. HRC will finalize the documents incorporating Township comments.

Bid Phase: HRC will perform bidding phase services including furnishing plans and specifications for bidders, conducting a pre-bid site inspection with bidders, suppliers, etc., issuing addenda as necessary, attending the bid opening, prepare a tabulation of bids, and making a recommendation for the award of the construction contract.

Observation: HRC will furnish the services of a Resident Project Representative (RPR) to observe the construction activities and verify compliance with the construction plans and specifications. The RPR will prepare daily field reports of construction activity. The RPR will assist in preparing reports, memos, meeting minutes, Contractor pay requests, project schedules, and punch lists. For this project HRC proposes to assign a full-time RPR. HRC estimates the construction will take 2 to 3 weeks to complete.

Construction Engineering and Administration: The remainder of the budget is allocated towards conducting a pre-construction meeting including representatives of the Township, Contractor, and Utility Companies to review the project requirements and the Contractor's plan to complete the work, shop drawing review, pay application processing, meetings with the Township and Contractor, project oversight, and routine updates to the Township and residents. HRC will also provide a post construction walk-through, punch lists, review of Contractor closeout forms, record drawings, and copies of construction photos and field reports.

HRC proposes to begin upon authorization and bid the project for construction this summer. If you have any questions or require any additional information, please contact the undersigned.

Very truly yours,

HUBBELL, ROTH & CLARK, INC.

James F. Burton, P.E.
Vice President

TG/jb
pc: Delhi Twp; J. Elsinga, T. Vander Ploeg, E. Walacavage
HRC; File

HRC 100 YEARS
CONSULTING ENGINEERS SINCE 1915

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April 27, 2015

Delhi Charter Township
Department of Public Services
1492 Aurelius Road
Holt, Michigan 48842

Attn: Ms. Sandra Diorka, Director

Re:
SAW Asset Management — HRC Job No. 20150130
Cartago Drive Sewer System Evaluation

Dear Ms. Diorka:

Hubbell, Roth & Clark, Inc. (HRC) is presenting this condition assessment and evaluation of the sewer system serving twelve (12) residences located on Cartago Drive in the Chisholm Hills subdivision. Since the development of these residences in 2000, the occupants of 8 of the 12 residences have experienced at least one failure of their individual sewer system resulting in sewage backup into the residence or leaking onto the ground, driveway, or roadway. Therefore, the Township has requested this evaluation that includes a condition assessment and consideration of different options for fixing the problems that have and continue to occur with this system.

Currently, a single, submersible "grinder" pump is used to pump sewage from the individual residences through either a 1.25" or 1.5" diameter pipe that connects under the roadway to a 2" diameter force main that conveys the sewage from all 12 residences to a manhole located near the intersection of Cartago Drive and Little Hickory Drive. Sewage flows from this manhole ultimately ends up at the Publicly Owned Treatment Works (POTW) located at the corner of Grovenburg and McCue Roads. Unlike a more conventiaonal gravity sewer system where the components are more distinct and separate, a pumped system is one integrated system. Each component works toward the conveyance of the sewage to the outlet.

Each grinder pump is in a wet well or "crock" located a few feet from each dwelling. Sewage is piped by gravity from the dwelling through a 4" diameter sewer lead to the crock. The crock fills to a level where a "pump start" float switch trips signaling the grinder pump to start pumping. Once started the pump will operate until the crock is pumped down to a level where a "pump stop" float switch trips signaling the grinder pump to stop pumping.

While other issues may have occurred, one common issue is the failure of the private lead valves. This is common with direct bury valves on theses systems. Once failed, these leak or stay open creating a backflow of sewage. At minimum, this issue needs to be addressed. However, our options include more robust solutions.

Options

Information regarding new low pressure sewage pumps and common pump station is presented in Appendices A and B.

1. **Add Isolation Valve and Check Valve at edge of Right-of-Way (ROW)**

   In this option the Township would have a new isolation valve and check valve installed on the existing 1.25" or 1.5" sewer service near but within the ROW for each parcel. For ease` of access these valves would be placed in a single box or pit including insulation to prevent freezing. The new check valve would prevent the backup of sewage into the individual parcel services from the 2" force main common to all the parcels.

   The pit would be constructed of 3-foot diameter corrugated plastic pipe or concrete manhole dependent on the box location and would be covered with a cast iron manhole style frame and lid. If located in the grass/lawn area the pit would be corrugated plastic. If located under a driveway the pit would be concrete manhole to withstand the loading from an automobile.

   A preliminary field investigation shows that four of the pits would be located in area between the curb and sidewalk under grass, three of the pits would need to be located under driveways and another five pits may be under a driveway. For the estimated cost we have assumed that 4 pits would be corrugated plastic and of 8 pits would be pre-cast concrete construction.

   In this option the valves and pits would be located within the ROW and the Township would install and maintain the valves. The gravity sewer, crock with pumps, controls, 1.25"/1.5" service line and existing valves currently located on each parcel would remain the property and responsibility of the parcel owner. This is the most similar to the Township's responsibility on other sewer systems in the Township.

2. **Replace Existing Grinder Pumps and Electrical Panels with New Positive Displacement/Grinder Pumps and Electrical Panels**

   In this option, each existing pump, float switches, and control panel would be replaced with a new grinder pump including controls and alarm panel. The existing pump crock, 1.25"/1.5" check valve, and isolation valves (located in the yard) would remain for each residence. The existing 2" force main located on Cartago Drive would also remain.

   The existing pumps are Zoeller submersible grinder pumps. These pumps can be used in different sewage applications and are not specifically for use only in low pressure sewage system applications.

   A company that has been providing household grinder pumps since 1968 specifically for low pressure residential sewer systems is EOne. Information about EOne is presented in Appendix A. The pumps are progressing cavity style (Moyno style) and include features such as easy to replace existing submersible grinder pumps as entry into crock is not required; pressure switches for pump on/off control; typical life span of 10 to 20 years under normal conditions; built-in check and anti-siphon valves located near pump; near constant flow under variable pressure conditions; and air filled motor requires no preventive maintenance.

It is noted that the Eone grinder pumps motors are powered by 1 HP, 240 volt, 1 phase, 60 hertz motors. If individual residences do not have 240 volt service to the home, a 240 volt to 120 volt "step-up" transformer, installed backwards (120 volt input, 240 volt output) would be required to convert from 120 volt to 240 volt for each residence.

3. **Replace Existing Grinder Pumps, and Electrical Panels with New Positive Displacement/Grinder Pumps, Electrical Panels and New Check and Isolation Valves**

   This option combines Options 1 and 2.

4. **Keep Existing Pumps, Discharge to New Gravity Sewer Routed to New Pump station with Discharge Through Existing 2" Force Main to Existing Manhole**

   In this option, the existing pumps, crocks, 4" and 1.25"/1.5" diameter pipes located at individual residences would remain in service. The 1.25"/1.5" discharge piping would be extended to a new 8" diameter gravity sanitary sewer which would be routed to a new EOne, duplex, grinder pump station (reference Appendix B) with discharge to the existing 2" diameter force main which discharges to the existing manhole at the Cartago Drive/Little Hickory Drive. By discharging to a gravity sewer the residence pumps would not be subject to back pressure from the 2" force main currently experienced.

5. **Replace Existing Home Grinder Pump Systems with New Gravity Sewer Lead, Connect to New Gravity Sewer Routed to New Pump station with Discharge Through New Force Main to Existing Manhole**

   This option is typical of the vast majority of Township sewer system customers. It was likely not chosen for Cartago Drive due to the depth of sewer pipes required for gravity flow.

   This option includes the removal of the existing pump crocks, pumps, and controls. These would be replaced with an extension of the existing 4" diameter gravity sewer service at the pump crock to a new 8" diameter sewer main which would be located under or near the roadway. As presented in Option 3, this sewer main would be routed to a new, common pump station which would pump the sewage through the existing 2" diameter force main to the manhole located near the intersection of Cartago Drive and Little Hickory Drive.

6. **Replace Existing Pumps, Piping, and Valves with New Vacuum System**

   AirVac Company, a manufacturer of vacuum systems was contacted. Although they manufacture a system that serves as few as 12 residences, the equipment cost is prohibitive. Therefore Option 5 was not evaluated in further detail.

Table 1 includes a matrix of the options considered with cost estimates, pros and cons of each option. More detailed opinions of probable costs for each option are presented in Appendix C.

Table 1 – Options Comparison

Option	Cost	Pros	Cons
Option 1	$108,050	- Lowest construction cost - Minimal disturbance during construction - O&M of check and isolation valves is typical of existing Township O&M - Will be a redundant check valve to individual parcels	- Continue with existing low pressure sewage pump system
Option 2	$145,910	- Second lowest cost - Minimal disturbance during construction - High quality grinder pumps means issues less likely than with existing pumps	- Continue with low pressure sewage pumps - Likely highest maintenance costs of systems evaluated
Option 3	$208,340	- Third lowest cost - Slightly more disturbance installing valve box during construction - Lower potential maintenance costs with new valves	- Continue with low pressure sewage pumps - Likely second highest maintenance costs of systems evaluated
Option 4	$262,750	- Only one pump station to operate and maintain	- Continue with low pressure sewage pumps - Second highest construction cost - Requires common pump station to pump sewage to manhole at intersection - More disturbance for gravity sewer and new pump station during construction
Option 5	$350,675	- No risk of pump and valve failures with gravity sewer service - Lowest O&M cost	- Highest construction cost - Highest disturbance during construction - Requires common pump station to pump sewage to manhole at intersection

Based on previous projects HRC has performed, it has been in the best interest of the Township and the parcel owners to require the owner to install, operate and maintain their individual systems as this is the same responsibility placed on a parcel with a gravity sewer service. For the benefit of the Township and each parcel owner, the installation, operation and maintenance of the redundant check and isolation valves would be the responsibility of the Township.

Conclusions

Option 1 has the lowest construction cost and would provide the benefit of redundant protection against failure of the owner's pumped service system. Option 3 includes redundant check and isolation valves as well as new grinder pumps. Option 5 is a significant modification to a gravity system followed by a single pump station and would

eliminate the need for the use of grinder pumps.

If you have any questions or require any additional information, please contact the undersigned at (616) 745-5045.

Very truly yours,

HUBBELL, ROTH & CLARK, INC.

Thomas M. Grant, P.E., BCEE
Sr. Project Manager

TG/tg
Attachments (3)
pc: HRC; File

October 16, 2015

Dear Cartago Drive Residents,

Over the past few months, the Township has evaluated various options to assist with the service issues caused by your private grinder pump systems. On July 8, 2015 we held an informational meeting and discussed the issues with representatives from your neighborhood. Attached is a Q&A document highlighting the responses to your questions and concerns related to continuing to have pumped sanitary sewer service. While no system is perfect, we feel the E-One pump system is best suited for replacing your system and encourage you to contact the manufacturer representative or others who have used this system. At this time there are two options to proceed:

Option 1 – Residents Proceed Individually.

Due to the condition of your current system, recent pump investments, and level of concern, some residents may not be ready for a new pump system at this time. Instead, installing the E-One pump system could occur individually over time. The Township would establish standards and details for your use in procuring the pump and contractor. This would enable each resident to individualize your pump system to meet your needs while ultimately creating an integrated system. If several residents wished to proceed at the same time, the Township could facilitate a meeting with the supplier and local contractors to assist with your purchase and installation decisions.

Option 2 – Establish a Special Assessment District.

The Township would assist with the preparation of a petition to be circulated amongst the neighborhood seeking more than 75% of the property owner's support to establish a Special Assessment District or SAD. This will require a neighborhood champion to circulate the petition. The petition would include the costs to install a standard E-One pump system at each home, with new electrical service to the pump, basic alarms, and a new check and isolation valve assembly at the property line. The service line to the street could also be included if the residents desire. The Township will fund the valve assembly at the right of way line. The Township would finance the project costs and

assess (with interest on the unpaid balance) each resident their share of the costs over 10 years.

This option would require each resident to grant a temporary construction easement so the Township can access the existing pump station to install a new pump. This would also likely require home access for electrical upgrades.

There are numerous statutory steps that need to occur in order to complete a SAD. In order to move this issue forward so construction could occur in 2016, we will require a valid petition be delivered by December 15, 2015. Again, a local champion is needed to circulate the petition. If you are interested in circulating said petition or have any other questions please feel free to contact me at (517) 694-2137.

Sincerely,

DELHI CHARTER TOWNSHIP
MANAGER'S OFFICE

John B. Elsinga
Township Manager

Enclosure

Delhi Charter Township
Department of Community Development

MEMORANDUM

TO: John B. Elsinga, Township Manager

FROM: Tracy L.C. Miller, Director of Community Development

DATE: January 29, 2016

RE: Ram Trail II – HRC proposal for professional services

In 2017 Delhi Township will receive $696,440 in Congestion Mitigation Air Quality (CMAQ) funding for construction of the second phase of the Ram Trail (Ram II). This funding is available beginning in the State's 2017 fiscal year, which actually begins on October 1, 2016. CMAQ is the same funding source we used to build the first phase of the Ram Trail this past summer/fall. The grant provides approximately 80% of the construction costs up to the specified limit. Delhi Township provides the remaining 20% and design/construction engineering oversight.

If we intend to pursue Ram II construction using the CMAQ funds, we need to begin design engineering as soon as possible. To that end, attached you will find a proposal from Hubbell, Roth & Clark (HRC) for design engineering in the amount of $125,670. Staff recommends using HRC because of their unique familiarity and success with the Ram Trail project.

In addition to the non-motorized pathway, the design work will include a sidewalk along the north side of Holt Road that connects to the existing sidewalk at Heatherton Drive. We are hopeful that this sidewalk can be constructed at the same time as Ram II, but we will not know if this is financially feasible until later in the process. However, doing the design work now will position us to utilize any CMAQ or other funding that is available. The cost to do this part of the design work now is incremental, so I would recommend it.

Ram II will connect to Ram Trail at the Eifert/Holt Road intersection. From there, it will head northeast through the Township owned property and connect to Jaycee Park. The total length will be somewhere between 1 and 1.5 miles. This trail spur will create trail connectivity to a very large number of residents who are currently not able to take advantage of the pedestrian system. The exact layout of the trail has not been finalized yet, but I have attached a drawing that shows the basic idea.

I will plan to discuss this project with the Board at the upcoming February 2nd meeting. However, if in the meantime you require additional information, please don't hesitate to ask. Thank you.

Recommended Motion on Next Page.

Recommended Motion:

To approve the Proposal for Professional Engineering Services from Hubbell, Roth and Clark, Inc. in the amount of $125,670 for the Ram Trail Phase II Project Design.

HRC 100 YEARS
CONSULTING ENGINEERS SINCE 1915

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January 4, 2016

Delhi Charter Township
2074 Aurelius Road
Holt, Michigan 48842

Attn: Ms. Tracy Miller, Director of Community Development

Re: Proposal for Professional Engineering Services HRC Job No. 20151007
Ram Trail Phase II– Project Design

Dear Ms. Miller:

We appreciate the opportunity to provide this proposal for professional engineering services for the design of the Ram Trail Phase II which will connect the newly constructed Ram Trail (Phase I) at the intersection of Holt and Eifert Roads to Jaycee Park in town.

Statement of Understanding

We understand that the Township anticipates receipt of a CMAQ grant for the construction of this trail in MDOT's FY 2017. This grant is for construction only and does not include any preliminary or construction engineering. The CMAQ program also expects that the Township will have all right-of-way and final plans and specifications approved by MDOT in late 2016 or early 2017. It may be advantageous to bid this project on October (2016) to execute contracts in time to remove any trees within the construction influence during the exemption period for the bat restrictions and lock in unit pricing for the 2017 construction season.

HRC is very familiar with the CMAQ program and the requirements involved. HRC previously worked with the Township and Ingham County Department of Transportation and Roads (ICDTR) on Ram Trail Phase I. As the sponsoring agency for the grant, their involvement and support of the project will be paramount for a successful project. Based on our experience with their office during the last project, their requirements have been incorporated into this proposal to provide a project that meets the needs of all parties.

Project Tasks

Task 1 – Preliminary Review

The first step in our design proposal includes the review of background information, cost estimates, and routing to assure that the path can be constructed as proposed and within the stated budget. HRC will also deploy its Client Interview Process (CIP) to first identify, and then document, track, and measure the outcomes the Township desires for this project. We consider this an essential element to obtain stakeholder input and to get the project right. There will be no cost to the Township associated with the CIP.

HRC will also walk the route and stake the suggested route for the Township's review. This will help to visualize the route, limit tree impacts, and reduce survey costs.

Task 2 – Topographic Survey

This task will include a full topographic survey of the project route, in order to prepare plans and specifications to meet MDOT standards. This will include identifying property corners, structures, utilities, driveways, ditches, and other pertinent features in order to properly design the path. We will also review, locate, and tie in any wetland limits. Property lines will be researched and drawn.

HRC has obtained the survey for the Eifert Road forcemain project, additional field reconnaissance files for the Holt Road frontage, and will request the topo and plan files from the Ingham County Drain Commissioner's office (ICDC) for the Green No. 4 detention basin project. This past work should help to minimize the new survey needs.

Task 3 – Preliminary Layout and Design

Based on the topographic survey, final force main routing, wetlands, etc. a final exhibit will be prepared for presentation to the Director of Community Development and for presentation to the Township Board and public as appropriate. This task will include a more detailed impact analysis, identification of specific project limits, easement needs, an existing drainage review, determination of additional soil boring locations, review of aesthetic treatments, etc. This will also include an initial meeting with the Ingham County Drain Commissioner's (ICDC) office to discuss drain impacts, and an MDEQ pre-application meeting. This task will also identify key issues and constraints for consideration during design that will affect the project budget, schedule, and permitting.

Task 4 – Easement Acquisition

Most of this project is located on Township owned property. However, the walk segment along Holt Road and the interconnections to adjacent pedestrian facilities may require easements or grading permits. These will be identified during Task 3. Costs associated with acquiring the easements are a budget placeholder until the final route and easement impacts are known. Assuming that no condemnation will be required, it would be the intent of the project team to have the easements completed by September of 2016.

The budget placeholder includes preparing the proper documentation for the identified easements and negotiating easement terms with the property owners, in conformance with Federal easement rules as necessary. Once the easement documentation is completed, it will be mailed out. The mailing will include a description of the project and offer to meet individually with each property owner. HRC assumes that the Township will provide address lists for mailings to the public. Individual meetings will be set up (assuming 2 per property) to discuss their individual needs and negotiate terms. HRC will keep a record of negotiations and follow the appropriate guidelines for acquisition.

The task at this time does not include any efforts related to condemnation should that be necessary. Additional budget costs for this, including any required appraisals, title commitments and legal assistance, will be provided if agreements cannot be made with the property owners.

Task 5 – Preparation of Plans and Specifications

HRC will proceed with the preliminary and final design in accordance with MDOT Local Agency Program Guidelines based on outcome of the above tasks. This will include the development of detailed plans, specifications, and estimates for construction. Key steps within this task include any modifications to the existing drainage system, identification of grading limits, wetland and drain crossings, and permanent signing and pavement markings for the path. The plans will be designed and submitted for Township, ICDTR, ICDC, and MDOT reviews.

The plans will include typical sections for the trail, project details, plan and profile sheets as required, SESC plans, layout and alignment sheets and maintenance of traffic plans that include estimated quantities and project specific notes. HRC is experienced with the required MDOT plan preparation guidelines and procedures as well as the strict scheduling requirements and funding deadlines.

HRC will also complete the majority of the detailed design during this task including boardwalk or geotechnical stabilized designs for trail crossings of the wetlands and horizontal and vertical design. A boardwalk solution may require additional geotechnical investigation and special details for a pile-supported or floated path design through the wetland where poor soils are known.

Based on a previous meeting with the ICDTR it is our understanding that the project will utilize and modify existing drainage patterns as needed to maintain storm water conveyance along Holt Road. This may include relocating existing ditches or modification of existing culverts. New storm water systems and outlets are not anticipated as part of this project.

HRC will provide the required documentation, programming materials for funding, and permits as required by MDOT.

Task 6 – Permitting

Several permits will be required for the construction of this path. An MDEQ permit will be required for the wetland crossing(s) on the Township's property, an ICDC permit will be required for all drain crossings, and an ICDTR permit will be required for work within the right-of-way. This task will include preparation and submittal of the permit applications. Permit fees will be paid directly by the Township

For the CMAQ program, trail projects are generally considered categorically exempt and do not require an Environmental Assessment, or other federal clearances such as SHPO, Tribal, or Environmental. However, the Project Team will closely review your grant agreement and make sure that these are exempt for this project.

Task 7 – General Administration

During the course of the project, there are several task and milestones that will need to be met. This task will include a kickoff meeting, biweekly progress reports, four (4) status update meetings with Township staff, and two Public Meetings/Board Meetings. This task will include the preparation of meeting minutes for each of the meetings held.

Deliverables

We anticipate the following deliverables:

- Client Interview Process documentation
- Preliminary report
- Preliminary Layout Exhibit and Details
- Easement Documentation
- Permit Applications
- Grade Inspection / Preliminary Plans and Specifications
- Final Plans and Specifications
- Addenda
- Bid Recommendation
- Biweekly Progress Reports
- Meeting Minutes

Fee

Based on the above project scope and estimated staff requirements and hours shown on the attached spreadsheet, we propose to perform this project for an estimated time and materials fee of **$125,670.** This includes allocations of services to be performed by SME for soil borings and limited easement acquisition assistance as described above.

Work Not Presently Included in our Scope

1. Environmental or habitat assessments
2. Condemnation of easements
3. Signal modernization
4. Wetland mitigation
5. Additional meetings beyond those identified
6. Shop drawing reviews
7. Hydraulic modeling of any drain improvements or major storm sewer improvements
8. Appraisals and title commitments for easements
9. Construction Engineering **

** An additional proposal for construction engineering will be provided once final design is completed and prior to the start of work on the site.

Schedule

HRC is prepared to begin immediately upon Township Board approval and meet the MDOT CMAQ schedule attached.

Project Team

HRC will use the same project team as Ram Trail Phase I.

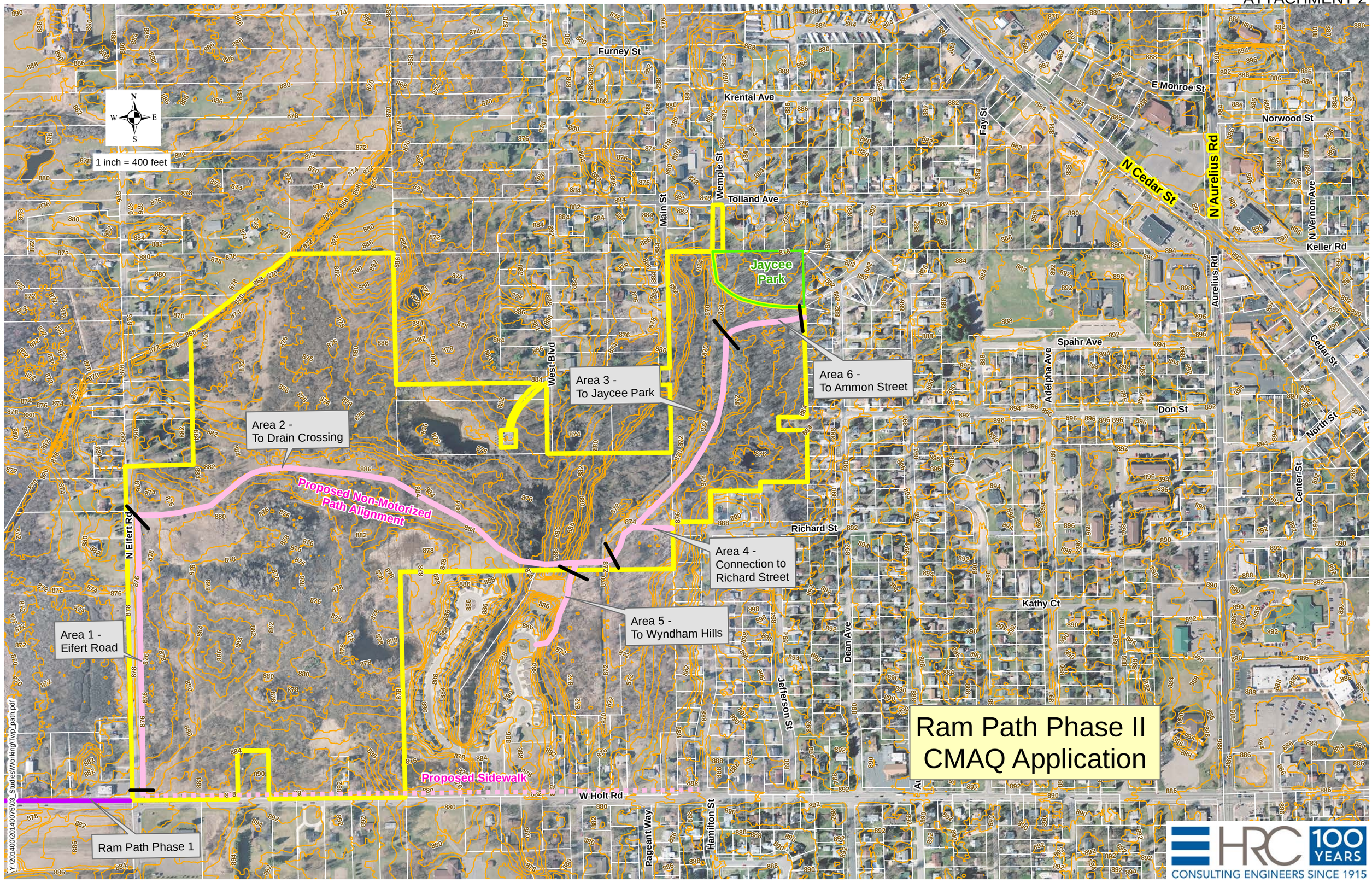
We look forward to the opportunity to be of continued service to the Township. Please feel free to contact Jamie Burton at (248) 454-6363 should you have any comments or questions on this proposal.

Very truly yours,

James F. Burton, P.E.
Vice President

KS
pc: HRC; C. Hart, File

ATTACHMENT 2



Proposed Costs - Ram Trail Phase II Preliminary Engineering
Delhi Charter Township

		James Burton $145		Chuck Hart $130		Structural/Geotech $125		Kristen Paulson $110		Staff Engineer $90		CADD $100		HRC ROW Agent $125		Total	
	Task	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost			Hours	Cost	Hours	Cost
1	CIP - NO ADDITIONAL COSTS																
1	Preliminary Review													Subtotal - Task 1		56	$6,050
a	Background, Estimates		$0		$0		$0	8	$880	4	$360	4	$400		$0	16	$1,640
b	Routing		$0	2	$260		$0	8	$880		$0	8	$800		$0	18	$1,940
c	Route Staking and Site Walk	4	$580		$0	2	$250	8	$880	4	$360	4	$400		$0	22	$2,470
2	Topographic Survey													Subtotal - Task 2		128	$12,000
a	Research Ex. Data and Create Property Line File		$0		$0		$0	4	$440	4	$360	8	$800		$0	16	$1,600
b	Topographic Survey		$0		$0		$0	4	$440	80	$7,200	8	$800		$0	92	$8,440
c	Processing and Base File Creation		$0		$0		$0	4	$440	8	$720	8	$800		$0	20	$1,960
3	Preliminary Layout and Design													Subtotal - Task 3		126	$13,920
a	Preliminary Route and Impact Analysis	2	$290	2	$260	4	$500	16	$1,760	4	$360	16	$1,600		$0	44	$4,770
b	Meeting with ICRD	2	$290	4	$520		$0	4	$440		$0		$0		$0	10	$1,250
c	Identify Project Limits		$0	2	$260		$0	4	$440		$0	4	$400		$0	10	$1,100
d	Identify Easement Needs		$0	2	$260		$0	8	$880	4	$360	4	$400		$0	18	$1,900
e	ID Existing drainage & impacts / modifications		$0	2	$260		$0	4	$440	4	$360	4	$400		$0	14	$1,460
f	Additional Soil Boring Determination		$0		$0	4	$500	2	$220	2	$180		$0		$0	8	$900
g	Aesthetic Treatments		$0		$0		$0	8	$880		$0		$0		$0	8	$880
h	ICDC Intital Meeting	2	$290		$0		$0	4	$440		$0		$0		$0	6	$730
i	MDEQ Pre Application Meeting	2	$290		$0		$0	4	$440		$0	2	$200		$0	8	$930
4	Easement Aquistion													Subtotal - Task 4		148	$16,380
a	Easement Documentation		$0	4	$520		$0	4	$440	16	$1,440	32	$3,200		$0	56	$5,600
b	Easement Negotiations		$0	4	$520		$0	8	$880	12	$1,080	8	$800	60	$7,500	92	$10,780
5	Plans, Specifications, and Bidding													Subtotal - Task 5		506	$53,950
a	Grade Inspection Plans and Specifications	2	$290	8	$1,040	20	$2,500	60	$6,600	20	$1,800	90	$9,000		$0	200	$21,230
b	Meeting with MDOT LAP		$0	4	$520		$0	8	$880		$0		$0		$0	12	$1,400
c	Preliminary Final Plans and Specifications	2	$290	4	$520	8	$1,000	40	$4,400	20	$1,800	70	$7,000		$0	144	$15,010
d	Meeting with ICRD		$0	4	$520		$0	8	$880		$0		$0		$0	12	$1,400
e	Final Plans and Specifications to MDOT LAP	2	$290	8	$1,040	8	$1,000	40	$4,400	10	$900	50	$5,000		$0	118	$12,630
f	Bidding Asst - Pre bid, Addenda, Review Tabs		$0	4	$520		$0	16	$1,760		$0		$0		$0	20	$2,280
6	Permitting													Subtotal - Task 6		94	$9,360
a	MDEQ Permit	2	$290		$0		$0	2	$220	28	$2,520	8	$800		$0	40	$3,830
b	ICDC Permit	2	$290		$0		$0	4	$440	8	$720	8	$800		$0	22	$2,250
c	ICRC Permit		$0	2	$260		$0	8	$880	4	$360	8	$800		$0	22	$2,300
d	Soil Erosion Permit		$0		$0		$0	2	$220	4	$360	4	$400		$0	10	$980
7	General Administration													Subtotal - Task 7		80	$9,010
a	Kickoff Meeting (1)	4	$580	4	$520		$0	4	$440		$0		$0		$0	12	$1,540
b	Progress Reports (biweekly)	2	$290	2	$260		$0	4	$440	24	$2,160		$0		$0	32	$3,150
c	Status Update Meetings (4)	4	$580	4	$520		$0	16	$1,760		$0		$0		$0	24	$2,860
d	Public Meetings/Board Meetings (2)	4	$580		$0		$0	8	$880		$0		$0		$0	12	$1,460
	TOTAL	**36**	**$5,220**	**66**	**$8,580**	**46**	**$5,750**	**322**	**$35,420**	**260**	**$23,400**	**348**	**$34,800**	**60**	**$7,500**	**2276**	**$120,670**

Items Not Included in Costs:
See Proposal

Easement Assumptions:
See Proposal
ROW / Easement Appraisals and Title Commitments are not included
Condemnation will be handled on a time and material basis

Total HRC Costs	**$**	**120,670**
Soil Borings / Geotechnical Consultation	**$**	**5,000**
TOTAL	**$**	**125,670**

RAM TRAIL PHASE II PROJECT IMPLEMENTATION

Task	Task Description	Delhi Timetable for FY'2017 Authorization
1	Authorize design engineering	February 2016
2	Authorize soil borings	February 2016
3	Authorize additional topographical survey	February 2016
4	Ram trail and sidewalk design	March – Sept. 2016
5	Acquire required ROW and/or easements	March – August 2016
6	Submit Program Application to MDOT LAP	6/27/2016
7	Submit draft GI package to ICRD for review and approval	7/5/2016
8	Submit Section 106 application to SHPO	7/11/2016
9	Submit GI package to MDOT LAP	7/11/2016
10	Attend GI meeting	8/10/2016
11	Submit draft final plans to ICRD for review and approval	9/9/2016
12	Submit final plans, bid proposal, cost estimate, and ROW certification to MDOT LAP	9/16/2016
13	Federal funds are obligated	Late October 2016
14	Authorize construction engineering	November 2016
15	Letting date for project	12/02/2016
16	Construction Phase	2/1/2017-9/29/2017

HRC 100 YEARS
CONSULTING ENGINEERS SINCE 1915

Delhi Charter Township & Ingham County Road Department
Ram Trail Phase II - Preliminary Estimate of Costs
Eifert Rd/ Holt Rd to Jaycee Park
Holt, MI

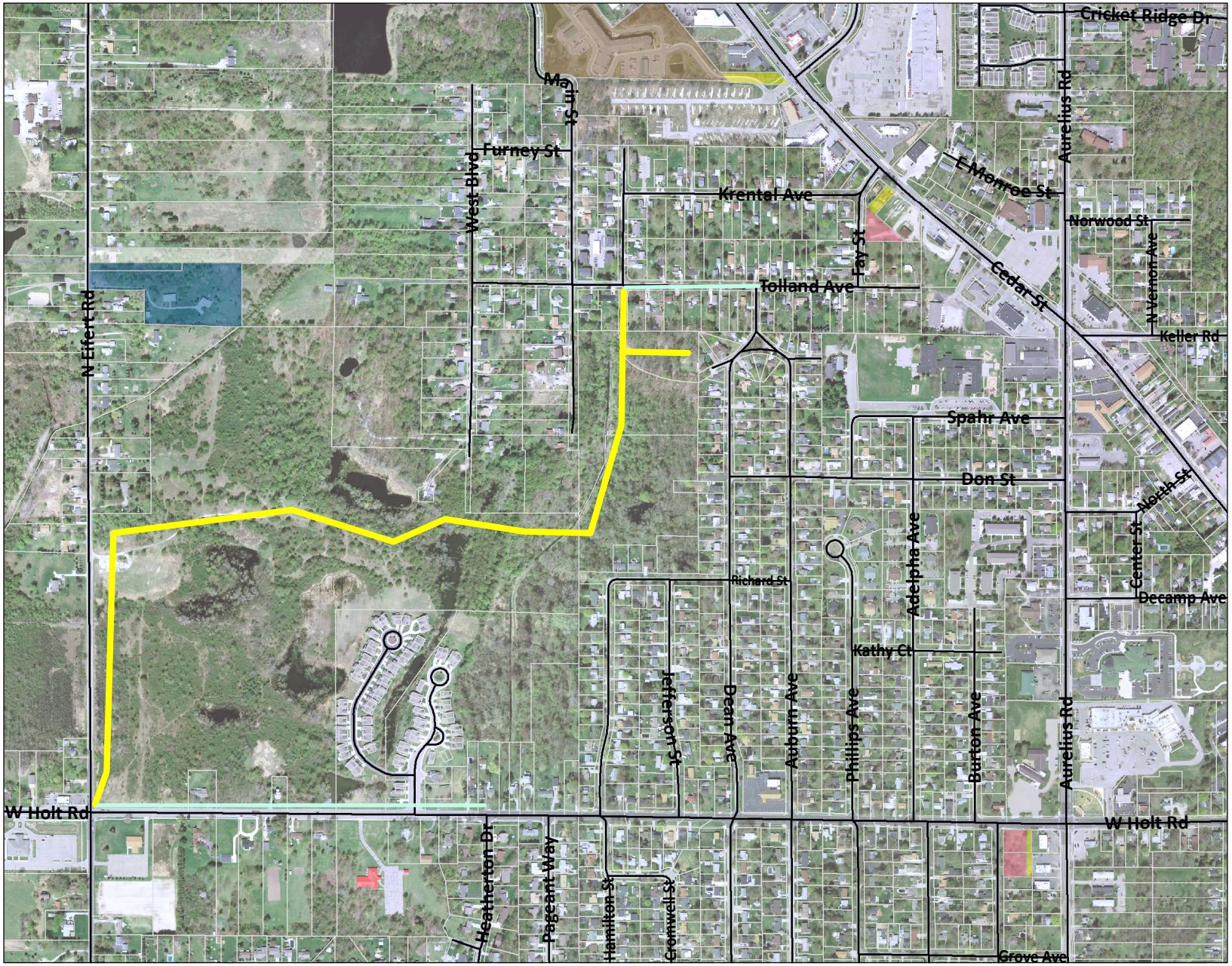
December 11, 2015 HRC JOB NO. 20140075

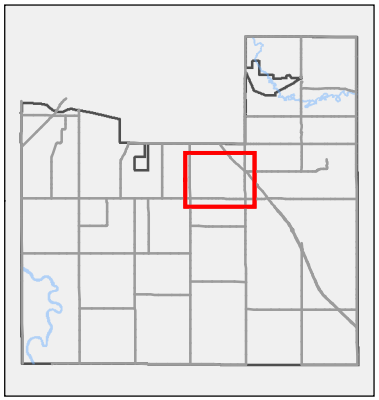
Description of Project:

1.2 Mile, 10' Wide HMA Trail from Eifert/Holt Rd to Jaycee Park
0.5 mile, 5' Wide Concrete Sidewalk along north side of Holt Rd from Eifert to Hamilton St
Clearing of Trees and Shrubbery
Trail consists of 3" HMA over 8" 21AA Aggregate Base
14' wide Boardwalk through Wetland Area
Wetland Section including 1"x3" Material and Geogrid through areas of Wetland
Drain Crossings and Drainage Improvements
Trail Wayfinding Signs
ADA Compliant Ramps

	Item	Quantity			Unit Price			Total
1	Mobilization	1	lsum	@	$ 117,245.00	=	$	117,245.00
2	Traffic Control	1	lsum	@	$ 35,000.00	=	$	35,000.00
3	Boardwalk	200	lft	@	$ 650.00	=	$	130,000.00
4	Shared Use Path	6250	lft	@	$ 67.00	=	$	418,750.00
5	Wetland Path Section	400	lft	@	$ 90.00	=	$	36,000.00
6	Concrete Walk	2750	lft	@	$ 42.00	=	$	115,500.00
7	Drain Crossings	2	ea	@	$ 15,000.00	=	$	30,000.00
8	Curb Cut	3	ea	@	$ 1,000.00	=	$	3,000.00
9	Utility Relocations	1	lsum	@	$ 50,000.00	=	$	50,000.00
10	Station Clearing	63	sta	@	$ 1,500.00	=	$	94,500.00
11	Station Grading	63	sta	@	$ 1,800.00	=	$	113,400.00
12	Drainage Improvements	1	lsum	@	$ 41,300.00	=	$	41,300.00
13	Soil Erosion Control	1	lsum	@	$ 35,000.00	=	$	35,000.00
14	Staging Area Prep	1	lsum	@	$ 5,000.00	=	$	5,000.00
15	Staging Area Restoration	1	lsum	@	$ 5,000.00	=	$	5,000.00
16	Project Signage	1	lsum	@	$ 10,000.00	=	$	10,000.00
17	Restoration	1	lsum	@	$ 50,000.00	=	$	50,000.00
	TOTAL - Construction Costs						$	1,289,700.00
	Preliminary Design @ 10%						$	128,970.00
	Construction Engineering @ 15%						$	193,455.00
	ROW Easements						$	20,000.00
							$	1,632,125.00
	Delhi Charter Township						$	935,685.00
	CMAQ Grant						$	696,440.00

Ram Trail II





Legend

Ram Trail II
Approx. Location

Potential Sidewalk
Connections

1 inch = 782 feet

N

0 50 100 200 300 400 500
Feet

This map is intended for use as generalized township wide planning and there are no warranties that accompany this product.
The Township recommends users of this map to confirm the data used in this map by visual inspection of the geographic area.
The township is not liable for decisions made with the use of this product.

Map Source: Delhi Charter Township
Map Printed: Friday, January 29, 2016

DELHI CHARTER TOWNSHIP

Notes:

DELHI CHARTER TOWNSHIP

MEMORANDUM

TO: Delhi Township Board Members

FROM: John B. Elsinga, Township Manager

DATE: January 27, 2016

RE: Resolution No. 2016-001 – A Resolution to Amend the Minimum Income Standards and Maximum Asset Standards Poverty Guidelines for Exemptions from Property Taxes

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Enclosed for your review and approval is Resolution No. 2016-001, which amends the minimum income standards and maximum asset standards for poverty exemptions from property taxes.

The minimum income standards are set by the United States Department of Health and Human Services and provide poverty thresholds to be used as a guideline for our 2016 assessments. These thresholds are typically updated annually and were last updated by the Township in December 2014. The Township Board also has the ability to set maximum asset standards for a household to be eligible for a poverty exemption from property taxes. The maximum asset standards will remain the same for 2016.

Recommended Motion:

To adopt Resolution No. 2016-001, which amends the Minimum Income Standards and Maximum Asset Standards Poverty Guidelines for exemptions from property taxes.

Resolution No. 2016-001

A Resolution to Modify Guidelines ("Exhibit A") for Poverty Exemptions from Property Taxes

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 2nd day of February, 2016, at 7:30 p.m.

PRESENT:

ABSENT:

The following Resolution was offered by _____.

WHEREAS:

1. 1994 PA 390, which amended Section 7u of Act No. 206 of the Public Acts of 1993, being Section 211.7u of the Michigan Compiled Laws, requires that the local governing body of the unit to determine and make available to the public the policy and guidelines for granting of poverty exemptions;

2. The adoption of guidelines for poverty exemptions is within the purview of the Township Board;

3. The principal residence of persons, who the Supervisor/Assessor and Board of Review determines by reason of poverty to be unable to contribute to the public charge, is eligible for exemption in whole or in part from taxation under Public Act 390 of 1994 (MCL 211.7u);

4. Section (5) of the Guidelines for Poverty Exemptions from Property Taxes provides for the establishment of maximum standards in Exhibit A;

5. Based on the Federal Poverty Income Standards, the maximum standards set in Exhibit A may be modified from time to time by resolution of the Delhi Charter Township Board of Trustees; and

6. Pursuant to PA 390 of 1994, the Charter Township of Delhi, Ingham County adopts the following guidelines and policy as provided in Exhibit A for the Board of Review to implement. The guidelines shall include but not be limited to the specific income and asset levels of the claimant and all persons residing in the household,

including any property tax credits, returns filed in the current or immediately preceding year.

THEREFORE BE IT RESOLVED THAT: to be eligible for a property poverty exemption in Delhi Charter Township, an applicant must:

1. Own or occupy as a principal residence the property for which an exemption is requested;

2. File a completed application in the form required by the Township Assessor that has been witnessed and signed by the Supervisor, Assessor, Board of Review Member, or Notary Public;

3. File copies of federal income tax returns, state income tax returns (MI-1040), or a Poverty Exemption Affidavit, as appropriate and Homestead Property Tax Credit claims (MI-1040CR 1, 2, 3, or 4), and documentation for all income sources, including any property tax credit forms and/or statement of benefits paid from Michigan Department of Social Services or Social Security Administration for all persons residing on the property/homestead;

4. Demonstrate that the applicant's and any persons residing in the homestead, assets shall not exceed the amounts in Exhibit A, excluding the principal residence and one automobile. The applicants and any persons residing on the property shall not have an annual income level that does not exceed the federal poverty income guidelines and maximum asset standards provided in Exhibit A;

5. Produce a valid driver's license or other form of identification if requested;

6. Produce, if requested, a deed, land contract, or other evidence of ownership of the property for which an exemption is requested; and

7. Have on file with the Assessor's Office a current Principal Residence Exemption (PRE) affidavit.

BE IT FURTHER RESOLVED THAT:

1. The Board of Review may request from the applicant any supporting documents that may be utilized in determining a property poverty exemption request;

2. The completed property poverty exemption application must be filed after January 1, but one day prior to the last day of the Board of Review in the year for which the exemption is sought;

3. The Supervisor/Assessor and the Board of Review shall follow this Resolution and Delhi Charter Township's 2016 guidelines and policy for property tax

poverty exemption in granting or denying an exemption, unless the Supervisor/Assessor and Board of Review determines there are substantial and compelling reasons why there should be a deviation from the policy and guidelines and these reasons are communicated in writing to the claimant;

4. That the Board of Trustees rescinds all prior resolutions that are inconsistent with or in conflict with this Resolution; and

5. That to conform to the provisions of 1994 PA 390, this Resolution is hereby effective February 2, 2016.

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 2nd day of February 2016.

IN WITNESS WHEREOF, I have hereunto affixed my official signature this ___ day of February 2016.

_____
Evan Hope, Township Clerk

EXHIBIT A
DELHI CHARTER TOWNSHIP
POVERTY EXEMPTION GUIDELINES

Minimum Income Standards

To be eligible for a poverty exemption, the applicant and all persons residing in the principal residence/homestead (combined) must have an annual income level that does not exceed the federal poverty income guidelines as defined and determined annually by the United States Department of Health and Human Services. Income sources include, but are not limited to, salaries, Social Security, rents, pensions, IRA's (individual retirement accounts), unemployment compensation, disability, government pensions, worker's compensation, dividends, claims and judgments from lawsuits, alimony, child support, friend or family contribution, reverse mortgage, and any other source of income. The guidelines are as follows:

2016 Federal Poverty Income Guidelines

Number of Persons Residing in the Principal Residence	Maximum Total Income
1 person	$11,770
2 persons	$15,930
3 persons	$20,090
4 persons	$24,250
5 persons	$28,410
6 persons	$32,570
7 persons	$36,730
8 persons	$40,890
Each Additional Person	$4,160

Minimum Asset Standards

To be eligible for a poverty exemption, the applicant and all persons residing in the principal residence/homestead (combined) must not have assets that exceeds the Maximum Asset Standards, excluding the principal residence, one vehicle, and monies received pursuant to MCL 206.520 (homestead property tax credit). Assets include, but are not limited to, real estate other than the principal residence, personal property, recreational vehicles, checking/savings accounts, stocks, bonds, life insurance, retirement funds, etc. The Maximum Asset Standards are as follows:

Number of Persons Residing in the Principal Residence	Maximum Total Assets
1 person	$25,000
2 persons	$31,000
3 persons	$37,500
4 persons	$43,750
5 persons	$50,000
6 persons	$56,250
7 persons	$62,500
8 persons	$68,750
9 or more persons	$75,000

12) Supervisor's Report

13) Treasurer's Report

a) 4th Quarter Investment Report

14) Clerk's Report

15) Trustee Reports

16) Manager's Report

Roy W. Sweet
Treasurer
2074 Aurelius Road
Holt, Mi 48842
517-694-0333 X3014

Delhi Charter Township

January 26, 2016

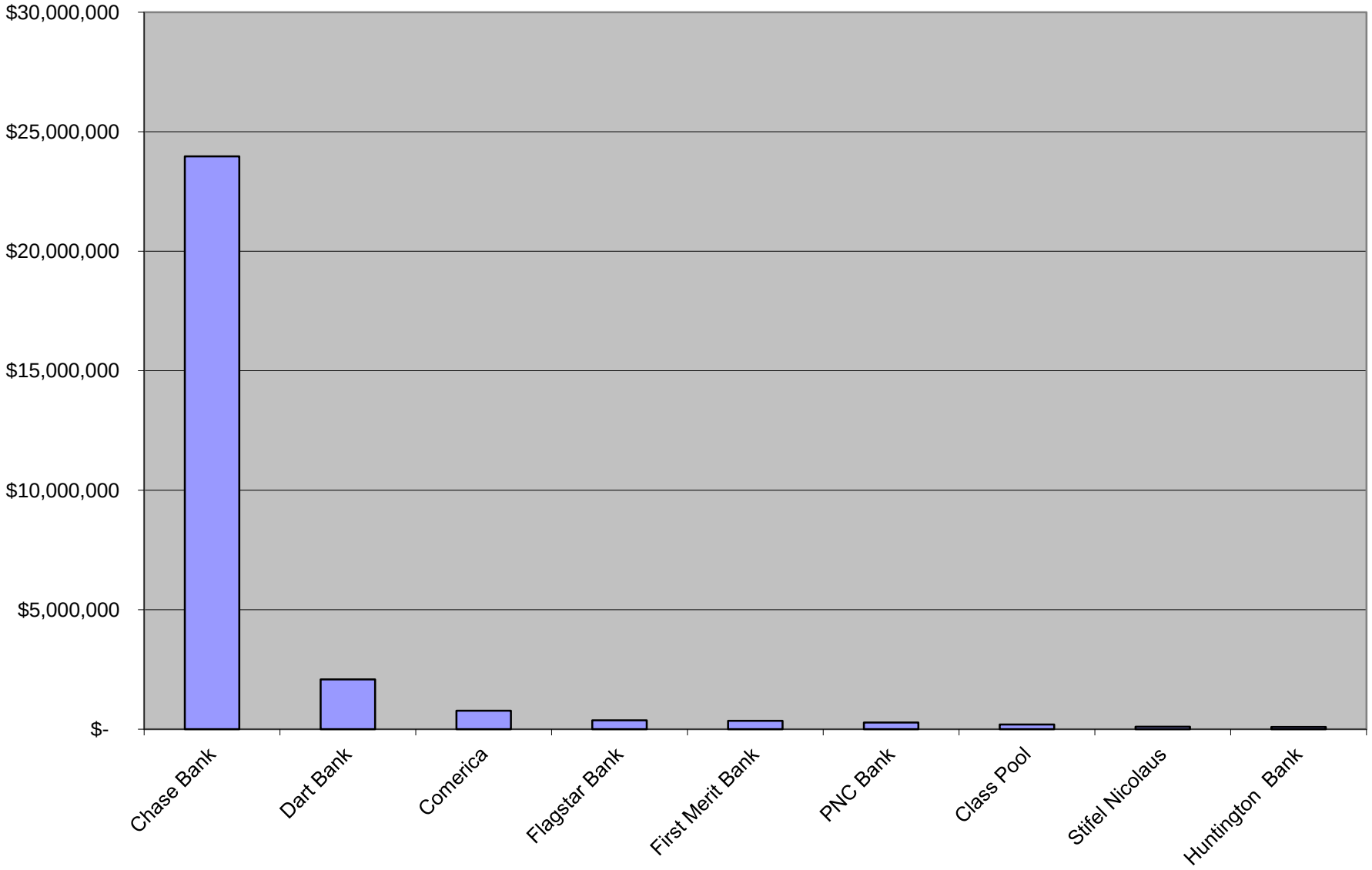
To: Delhi Charter Township Board of Trustees

From: Roy W. Sweet, Treasurer

Subject: 4th Quarter Investment Report

Please see the attached report. If you have any questions or comments please contact me at my office.

Excellence in Customer Service is our Goal


$30,000,000
$25,000,000
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$-
Chase Bank
Dart Bank
Comerica
Flagstar Bank
First Merit Bank
PNC Bank
Class Pool
Stifel Nicolaus
Huntington Bank

DELHI CHARTER TOWNSHIP CASH AND INVESTMENTS
Fourth Quarter Report 2015
December 31, 2015

Subject to Year End Entries

INSTITUTION	Code	NAME OF ACCOUNT	12/31/2015 G.L. Balance	INTEREST RATE, MATURITY, ETC.
General Fund (101):				
Chase Bank	1	General Fund Pooled Account	$ 5,135,834	Checking/Investment Acct. No interest earned in Dec.
Stifel Nicolaus	3	General Fund Investment	108,338	Bonds due 3/30/16, & 5/2/16
Dart Bank	4	General Fund I.T. Account	3,500	Non-interest bearing account
Flagstar Bank	6	General Fund CD	100,608	0.65%, due 10/4/16
Huntington Bank	9	General Fund CD	100,000	0.3%, due 8/12/16
First Merit Bank	5	General Fund CD	100,200	0.4%, due 2/4/16
Dart Bank	4	General Fund CD	250,000	1.925%, due 1/17/17
Comerica Securities	7	General Fund Securities	551,715	0.9%, 75%, 2%, 4%, 1.73%, 1.948%; Matures 6/23/17, 6/28/17, 11/01/19, 5/01/16, 10/1/18, 5/1/19
		TOTAL		$6,350,195
Fire Fund (206):				
Chase Bank	1	Fire Fund Pooled Account	$ 179,057	Checking/Investment Acct. No interest earned in Dec.
Police Fund (207):				
Chase Bank	1	Police Fund Pooled Account	$ 49,115	Checking/Investment Acct. No interest earned in Dec.
Fire Equipment Fund (211):				
Chase Bank	1	Fire Equipment Pooled Account	$ 16,351	Checking/Investment Acct. No interest earned in Dec.
PNC Bank	8	Fire Investment	276,773	Dec. Annual % Yield Earned = 0.22%
		TOTAL		$293,124
Water Improvement (225):				
Chase Bank	1	Water Improvemt Pooled Acct	$ 115,293	Checking/Investment Acct. No interest earned in Dec.
Class Pool	2	Water Impr Class Pool Investment	202,772	0.25% Dec. Average Yield
		TOTAL		$318,065
Sycamore Trail Construction Fund				
Chase Bank	1	Sycamore Trail Construction	$ 179,030	Checking/Investment Acct. No interest earned in Dec.
Sewer Fund (590):				
Chase Bank	1	Sewer Receiving Account	$ 1,541,144	Checking/Investment Acct. No interest earned in Dec.
First Merit Bank	5	Combined Sewer Investment	251,684	0.20% Dec. annual % Yield
Dart Bank	4	Sewer Replacemt CD 's	459,714	0.40%, due 3/10/16; 0.35%, due 5/04/16
Flagstar Bank	6	Sewer Replacemt CD	203,661	0.65%, due 10/4/16
Dart Bank	4	Combined Sewer Savings	1,374,770	Muni Money Market Pooled for Sewer Replacement, Surplus, and Bond Pymt. 12/31 Annual % Yield - 0.30%
Comerica Securities	7	Sewer Fund Securities	225,516	1.0%, 2.155%, Matures 9/27/17, 5/01/19
		TOTAL		$4,056,489
Local Site Remediation Fund (643)				
Chase Bank	1	LSR Pooled Account	$ 268,356	Checking/Investment Acct. No interest earned in Dec.
Trust and Agency Fund (701):				
Chase Bank	1	Trust & Agency Pooled Account	$ 26,511	Checking/Investment Acct. No interest earned in Dec.
Chase Bank	1	Delinquent PP Tax Account	27,455	Checking/Investment Acct. No interest earned in Dec.
Chase Bank	1	Employee Flex Spending (Includes Twp. deposit of $9000)	8,941	Non-interest bearing account
		TOTAL		$62,907
Current Tax (703):				
Chase Bank	1	Current Tax Savings	$ 16,416,363	Checking/Investment Acct. No interest earned in Dec.
Falk Cemetery Trust Fund)765):				
Flagstar Bank	6	Falk Cemetery Trust CD	$ 70,768	0.8%, due 1/20/2017
Total Delhi Township Cash & Investments			**$ 28,243,470**	

DELHI CHARTER TOWNSHIP CASH AND INVESTMENTS
Fourth Quarter Report 2015
December 31, 2015

Cash and Investments by Institution

INSTITUTION	Code	NAME OF ACCOUNT	12/31/2015 G.L. Balance	INTEREST RATE, MATURITY, ETC.
Chase Bank	1	General Fund Pooled Account	$ 5,135,834	Checking/Investment Acct. No interest earned in Dec.
Chase Bank	1	Fire Fund Pooled Account	179,057	Checking/Investment Acct. No interest earned in Dec.
Chase Bank	1	Police Fund Pooled Account	49,115	Checking/Investment Acct. No interest earned in Dec.
Chase Bank	1	Fire Equipment Pooled Account	16,351	Checking/Investment Acct. No interest earned in Dec.
Chase Bank	1	Water Improvemt Pooled Acct	115,293	Checking/Investment Acct. No interest earned in Dec.
Chase Bank	1	Sycamore Trail Construction	179,030	Checking/Investment Acct. No interest earned in Dec.
Chase Bank	1	Sewer Receiving Account	1,541,144	Checking/Investment Acct. No interest earned in Dec.
Chase Bank	1	LSR Pooled Account	268,356	Checking/Investment Acct. No interest earned in Dec.
Chase Bank	1	Trust & Agency Pooled Account	26,511	Checking/Investment Acct. No interest earned in Dec.
Chase Bank	1	Delinquent PP Tax Account	27,455	Checking/Investment Acct. No interest earned in Dec.
Chase Bank	1	Employee Flex Spending	8,941	Non-interest bearing account
Chase Bank	1	Current Tax Savings	16,416,363	Checking/Investment Acct. No interest earned in Dec.
		TOTAL		$ 23,963,450
Class Pool	2	Water Impr Class Pool Investment	$ 202,772	0.25% Dec. Average Yield
Stifel Nicolaus	3	General Fund Investment	$ 108,338	Bonds due 3/30/16, & 5/2/16
Dart Bank	4	Combined Sewer Savings	$ 1,374,770	Muni Money Market Pooled for Sewer Replacement, Surplus, and Bond Pymt. 12/31 Annual % Yield - 0.30%
Dart Bank	4	Sewer Replacemt CD 's	459,714	0.40%, due 3/10/16; 0.35%, due 5/04/16
Dart Bank	4	General Fund CD	250,000	1.925%, due 1/17/17
Dart Bank	4	General Fund I.T. Account	3,500	Non-interest bearing account
		TOTAL		$ 2,087,984
First Merit Bank	5	Combined Sewer Investment	$ 251,684	0.20% Dec. annual % Yield
First Merit Bank	5	General Fund CD	$ 100,200	0.4%, due 2/4/16
		TOTAL		$ 351,884
Flagstar Bank	6	Sewer Replacemt CD	$ 203,661	0.65%, due 10/4/16
Flagstar Bank	6	General Fund CD	100,608	0.65%, due 10/4/16
Flagstar Bank	6	Falk Cemetery Trust CD	70,768	0.8%, due 1/20/2017
		TOTAL		$ 375,037
Comerica Securities	7	Sewer Fund Securities	$ 225,516	1.0%, 2.155%, Matures 9/27/17, 5/01/19
Comerica Securities	7	General Fund Securities	551,715	0.9%, 75%, 2%, 4%, 1.73%, 1.948%; Matures 6/23/17, 6/28/17, 11/01/19, 5/01/16, 10/1/18, 5/1/19
		TOTAL		$ 777,231
PNC Bank	8	Fire Investment	$ 276,773	Dec. Annual % Yield Earned = 0.22%
Huntington Bank	9	General Fund CD	$ 100,000	0.3%, due 8/12/16

Total Delhi Township Cash & Investments **$ 28,243,470**

Downtown Development Authority Cash & Investments

INSTITUTION		NAME OF ACCOUNT	12/31/2015 G.L. Balance	INTEREST RATE, MATURITY, ETC.
Chase Bank		Pooled Savings	$ 316,416	Checking/Investment Acct. No interest earned in Dec.
Dart Bank		Hi-Fi Savings	1,273,812	Muni Money Market, 12/31 Annual Yield = 0.30%
Flagstar Bank		Investment	755,769	Dec. Interest Rate = .50%

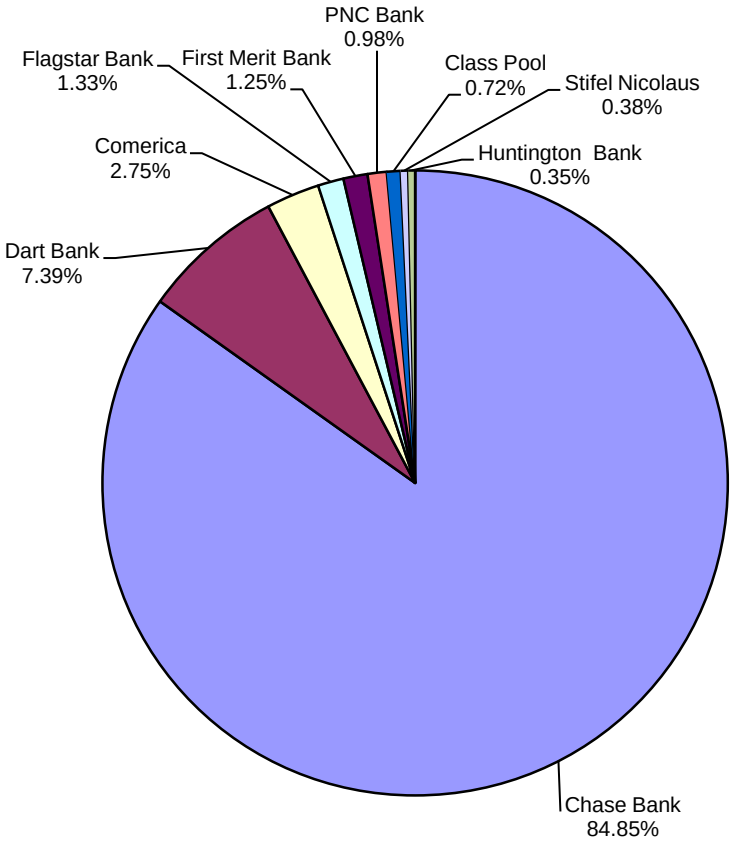
Total DDA Cash & Investments **$ 2,345,997**

DELHI CHARTER TOWNSHIP CASH AND INVESTMENTS
Fourth Quarter Report - Institution Summary
December 31, 2015

Subject to Year End Entries

INSTITUTION	TYPE OF ACCOUNT	TOTAL CASH/INVESTMENTS at December 31, 2015
Chase Bank	Checking and Investment	$ 23,963,450
Dart Bank	Hi-Fi Money Market & CD's	2,087,984
Comerica	Certificates of Deposit, Securities	777,231
Flagstar Bank	Certificate of Deposit	375,037
First Merit Bank	Investment Savings	351,884
PNC Bank	Money Market	276,773
Class Pool	Investment Savings	202,772
Stifel Nicolaus	Securities, Money Fund	108,338
Huntington Bank	Certificate of Deposit	100,000
	Total Delhi Township	$ 28,243,470

Delhi Downtown Development Authority Cash & Investments

INSTITUTION	TYPE OF ACCOUNT	TOTAL CASH/INVESTMENTS at December 31, 2015
Chase Bank	Checking and Investment	316,416
Dart Bank	Hi-Fi Savings/Checking	$ 1,273,812
Flagstar Bank	Investment	755,769
	Total Downtown Development Authority	$ 2,345,997

Delhi Charter Township Investments
as of 12/31/15