

DELHI CHARTER TOWNSHIP COMMITTEE OF THE WHOLE

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

Tuesday
July 5, 2016

6:30 p.m.

Agenda

- A. Stimson Drain Project Update
- B. Holt Road Construction Update
- C. SAW Grant Quarterly Update
- D. Department of Public Services – June Activity Report

Public Comment

Patrick E. Lindemann

Ingham County Drain Commissioner

PO Box 220
707 Buhl Avenue
Mason, MI 48854-0220

Phone: (517) 676-8395

Fax: (517) 676-8364

<http://dr.ingham.org>



Carla Florence Clos
Deputy Drain Commissioner
Paul C. Pratt
Deputy Drain Commissioner
David C. Lowe
Chief of Engineering and Inspection
Sheldon Lewis
Administrative Assistant

June 24, 2016

RE: Stimson Drain Construction Project

Dear Property Owner:

The Stimson Drain Project is scheduled to begin construction within the next week. We are informing the property owners in the drainage district of the anticipated project schedule and providing you with contact information should you have questions about its progress during construction. Know that we are committed to minimizing any inconvenience from this construction as much as possible, however portions of the construction have some significant work taking place that may be a temporary disruption. We are convinced that when the work is complete this will be a significant improvement to the stormwater infrastructure in the area and helping to reduce flooding of properties while cleaning the runoff.

Jackson Dirt Works, Inc. of Lake Odessa, MI has been selected as the project Contractor, having been the lowest responsible bidder. They are likely to begin mobilization and construction the beginning of July, finishing in about four (4) months, with some possible follow-up restoration in the spring of 2017. Some of the key construction items and schedule of construction work are:

<u>Item</u>	<u>Approximate schedule</u>
Install traffic signage and mobilization	7/1/16 to 7/5/16
Detention Pond Excavation - Aurelius Rd.....	7/1/16 to 9/1/16
Willoughby/Aurelius Rd. Intersection	7/7/16 to 7/15/16
Storm Sewer Installation - Aurelius.....	7/7/16 to 7/29/16
Storm Sewer Installation - Monroe	8/1/16 to 8/19/16
Storm Sewer Installation - Norwood	8/22/16 to 9/9/16
Storm Sewer Installation - Vernon	9/12/16 to 9/23/16
Autumnwood Condominium Detention	9/26/16 to 9/30/16
Sidewalks – Norwood & Vernon	9/1/16 to 10/1/16
Final Grading & Restoration Aurelius Rd. Detention	10/3/16 to 10/15/16
Roadway Paving	10/3/16 to 10/15/16

Note that these dates are only estimates from the Contractor and may be affected by the weather or other unexpected issues.

Eng., Inc. is the Engineer for the Stimson Drain project. For your convenience, we have enclosed a magnet containing contact information for those overseeing the work, as follows:

Eng., Inc. Office..... (517) 887-1100
Brittany Covault, Construction Inspector

Please feel free to reach out to any of us if you have a concern or any questions during construction.

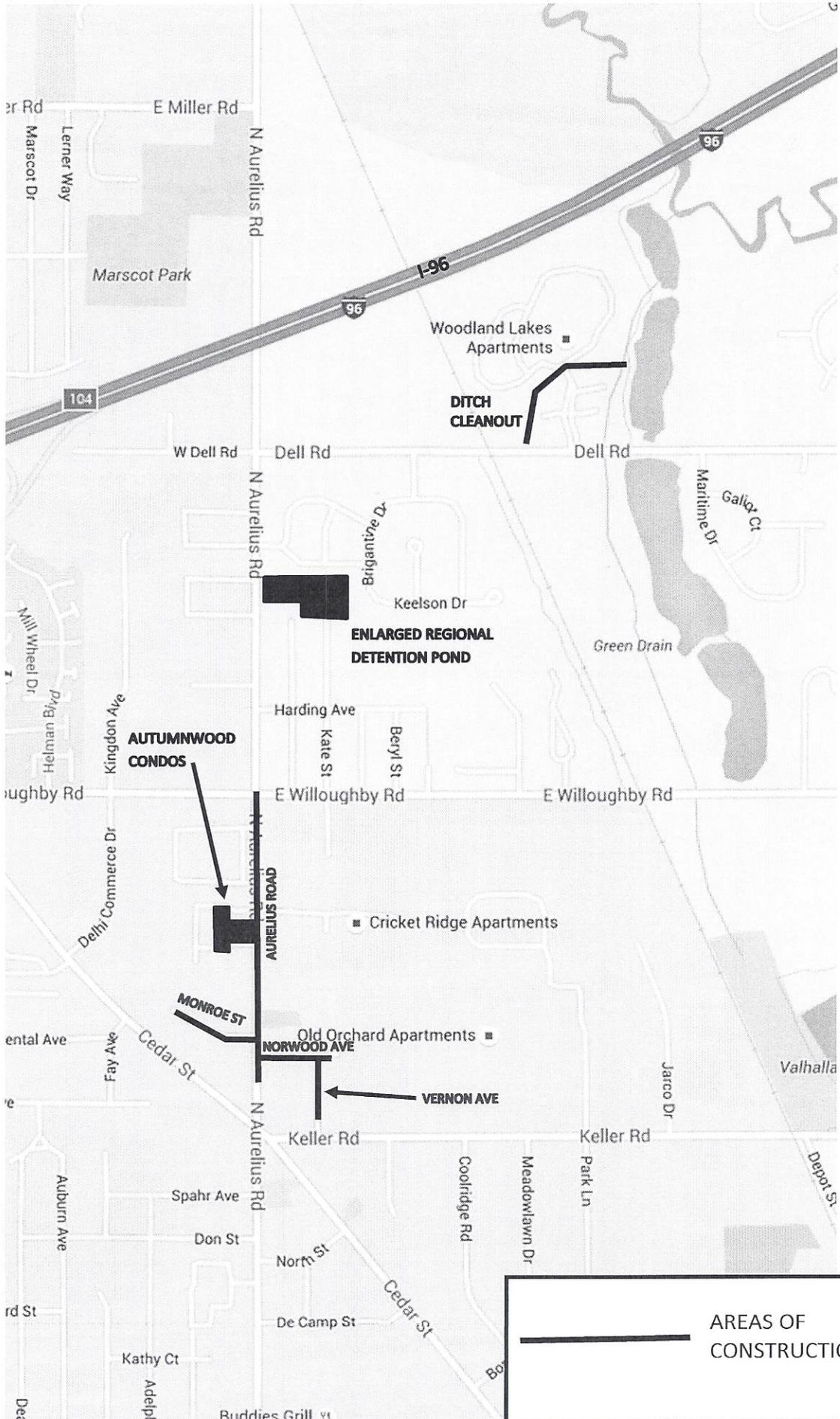
It is an honor and a privilege to serve as your Drain Commissioner in Ingham County.

Sincerely,



Patrick E. Lindemann
Ingham County Drain Commissioner

cc: Delhi Twp. Board
C.J. Davis, Supervisor – Delhi Twp.
John Elsinga, Manager – Delhi Twp.
Sandra Diorka, Director of Public Services – Delhi Twp.
Kara Hope, Chair – Ingham County Board of Commissioners
Todd Tennis – Ingham County Board of Commissioners
Virg Bernero, Mayor – City of Lansing
Lansing City Council
Dan Danke, P.E. – City of Lansing Public Works
Bill Conklin, P.E. – Managing Director – Ingham County Dept. of Roads
Michael Schorsch, P.E. – Lansing Board of Water and Light



**DITCH
CLEANOUT**

**ENLARGED REGIONAL
DETENTION POND**

**AUTUMNWOOD
CONDOS**

**AREAS OF
CONSTRUCTION**

N

Holt Road Construction Update

Verbal

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

Jonathan E. Booth
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
Thomas G. Maxwell
Todd J. Sneathen
Aaron A. Uranga

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

June 29, 2016

Delhi Charter Township
1492 Aurelius Road
Holt, Michigan 48842

Attn: Ms. Sandra Diorka, Director of Public Services

Re: Delhi Township SAW Grant
Quarterly Project Update

HRC Job No. 20140175

Dear Ms. Diorka:

On November 5, 2014, the Township Board authorized the Department of Public Services to proceed with \$2.44M Stormwater, Asset Management, and Wastewater (SAW) grant. This program will provide \$2,000,000 in grant funding with a Township local match of \$444,444. It was estimated that the Township's local match could be paid via previously incurred costs and Township force account work. This report is intended to provide an update of the work completed to date as well as an update on the next steps. At this time, the incurred costs and Township force account costs equal \$507,418, and have exceeded the required local match. As discussed during the original approval, the project was split into three phases, each totally approximately \$800,000. We completed the first \$800,000 in summer of 2015 and are now approximately 65% complete with the second \$800,000. We will come back to the Board for approval of the final \$800,000 when we reach that phase.

Project Summary

Phase 1 was completed in summer of 2015 and consisted primarily of the design of the Eifert Road force main, condition assessment on the collection system, pump stations, and POTW, and water quality monitoring for the stormwater management plan. Phase 2 began in summer of 2015. To date, Phase 2 has consisted of additional GIS updates and condition assessment, determining replacement valuations for the POTW and pump station equipment, beginning the risk and criticality assessments, and beginning forcemain assessments using a local contractor to determine the condition of the pipe. In addition, we have continued to work on the stormwater management plan, and met with the Township's financial advisor to begin working on the financial analysis portion of the wastewater asset management plan.

Throughout the process, Township staff has continued to leverage the grant funding to complete eligible tasks that would need to be completed anyway, in order to provide the local match.

Cost Summary

The current amount of force account time (both incurred previous to the grant award and since the grant award) is \$507,418. The costs incurred by contractors or consultants prior to the grant award were \$55,286, for a total of \$562,704. Therefore, the Township has met \$444,444 needed for the local match.

Upcoming Tasks

Wastewater Asset Management Plan

The Township will continue to work on the risk and criticality assessment, as well as condition assessment items. In addition, the financial portion of the grant will move forward. Key remaining condition assessment items are the remaining forcemains, the nitrification tower, and the north digesters. In addition, the Department of Public Services is assessing the buildings at the POTW to determine the best use of the space.

Design Projects

1. Pine Tree Lift Station – The design for improvements at the Pine Tree Lift Station will be completed. As discussed at the original SAW meeting, a separate design proposal will be submitted for this work. The Township has completed a detailed study of the area

Stormwater Management Plan

The project team will continue to work on the stormwater management plan. As part of this plan, the Township will assist the Holt Schools with addressing stormwater management needs.

Summary

The project continues to progress well. The Township DPS has been very proactive in completing the work necessary to develop the WW AMP. As noted above, another update will be provided to the Board once the project has moved into the final \$800,000 of spending. The remaining grant period is approximately 16 months.

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

KS

Attachment

pc: HRC; File

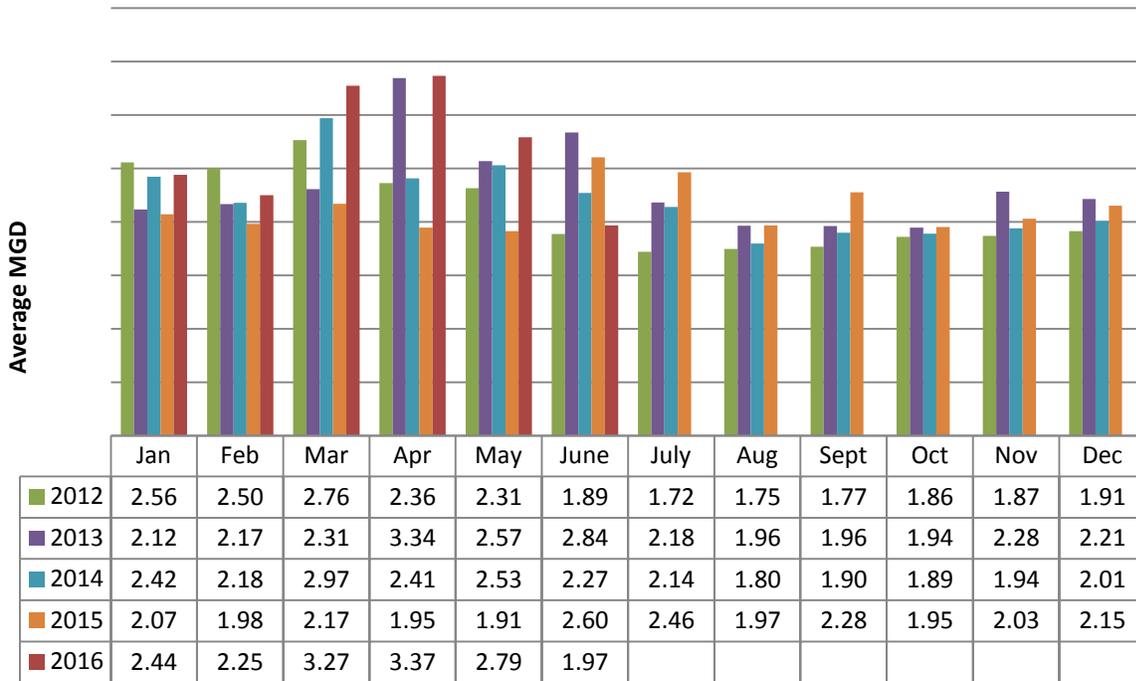


DEPARTMENT OF PUBLIC SERVICES

Monthly Report

June 2016

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



Laboratory Testing and Quality Control – Quality Assurance Program

Tests Run For	Number of Tests Run	% Passing
Permit Compliance	224	
Process Control	1723	
Quality Control	79	94%
Check Samples	6	100%
DMRQA-Study 36 Proficiency	3	*
Miscellaneous Sampling	202	
Totals	2237	97%

*DMRQA test results will not be graded until the study closes in July

Safety

June Safety Activities	Date	Description
Confined space entries		
POTW	6/13/2016	Thermophilic 1 digester (Clean Cannon Mixer)
POTW	6/14/2016	Thermophilic 1 digester (Cleaning Scale from Walls)
POTW	6/16/2016	Aeration Pass 94 (Vactor Demonstration)

Training

Date	# of Employees Attended	Training Course Description
6/15/2016	2	Michigan Green Communities Conference
6/18-22/16	2	MWEA Annual Conference

Maintenance



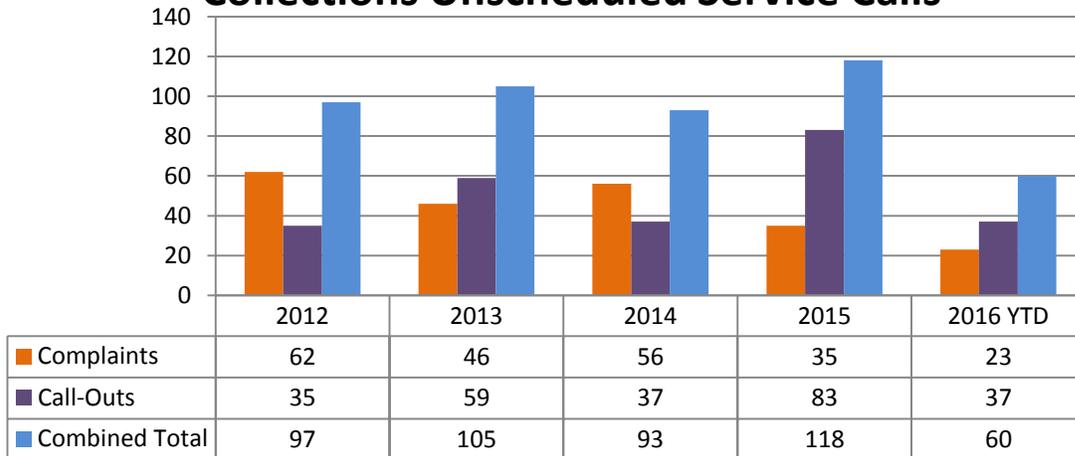
Note: Below are highlights of some of the repairs performed.

- Repaired the wooden platform used for plastic recycling.
- Rebuilt pump 1 at the Digester Complex.
- Tightened seal water packing on tertiary pump 1.
- Installed gorilla helper spring kit on the landscape trailer; also fabricated & installed an equipment rack for the trailer.
- Cleared fence row at all DPS POTW, Maintenance and Dell Road lift station; removed Willow trees in ditch bank at the POTW.

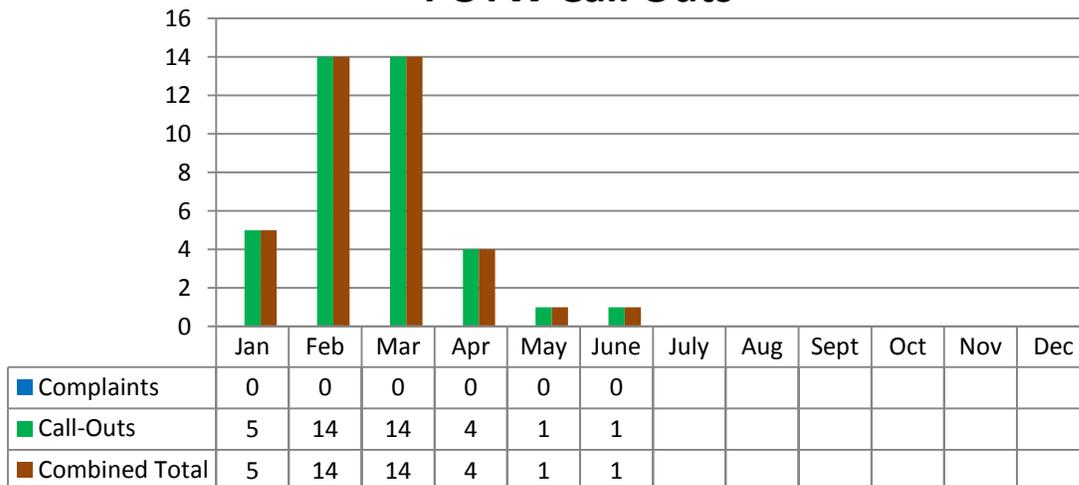
- Installed fall protection in man way at Pine Tree lift station.
- The wet well at Dell Road lift station was cleaned.
- A contractor finished filling the pit in the RBC building for future building renovation.
- A condition assessment inspection was performed by a township registered drain layer on the Pleasant River lift station force main and the Pine Tree Road lift station force main.
- A repair was performed on the McCue Road force main by a township registered drain layer; discovered during the condition assessment inspection.
- A hole was discovered on the sanitary sewer main on Washington Road and repaired by a township registered drain layer.

Unscheduled Service Calls

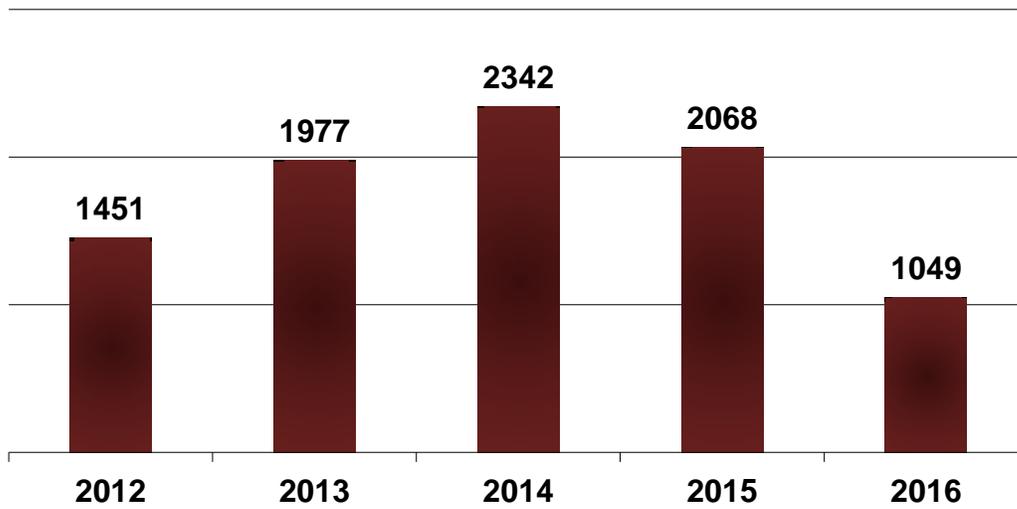
Collections Unscheduled Service Calls



POTW Call Outs

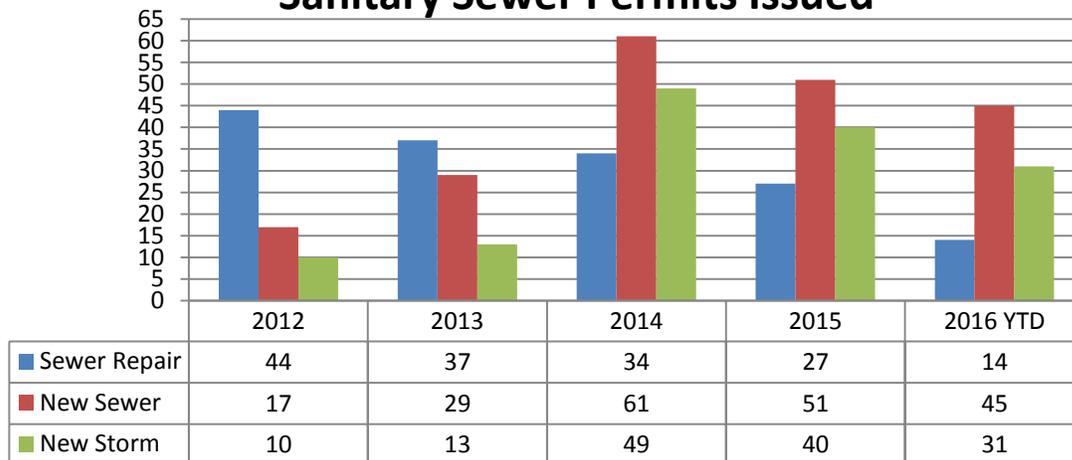


Miss Digs Performed

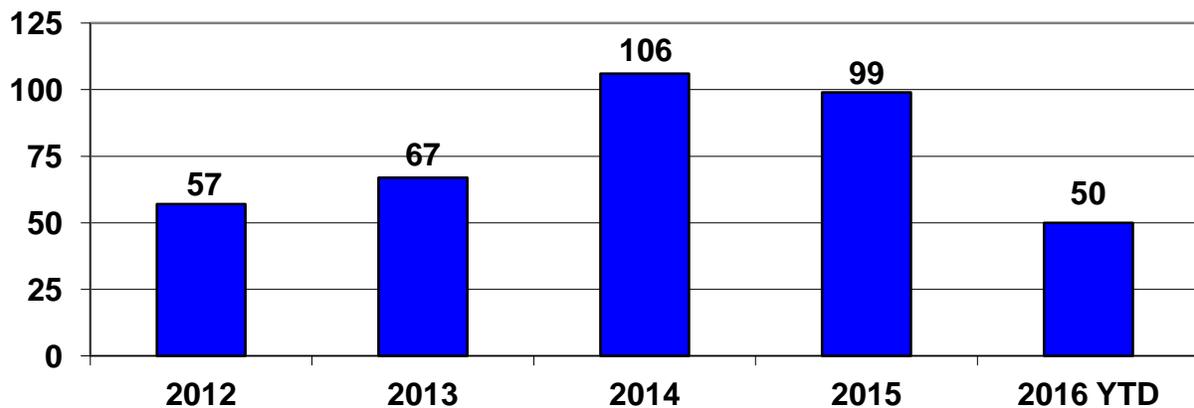


Sanitary Sewer Permits

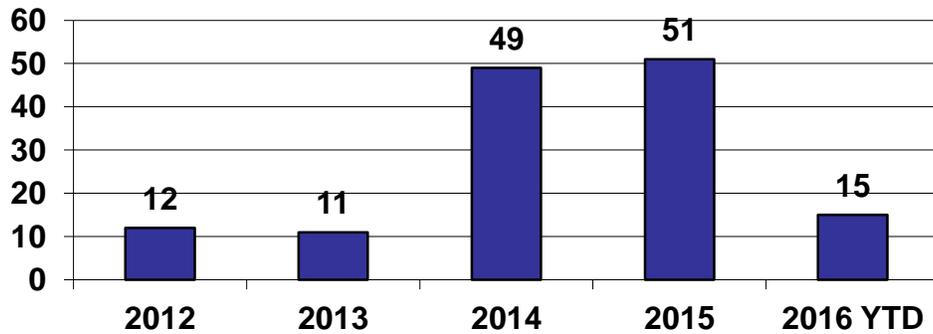
Sanitary Sewer Permits Issued



Sanitary Sewer Inspections Performed



Storm Sewer Inspections Performed



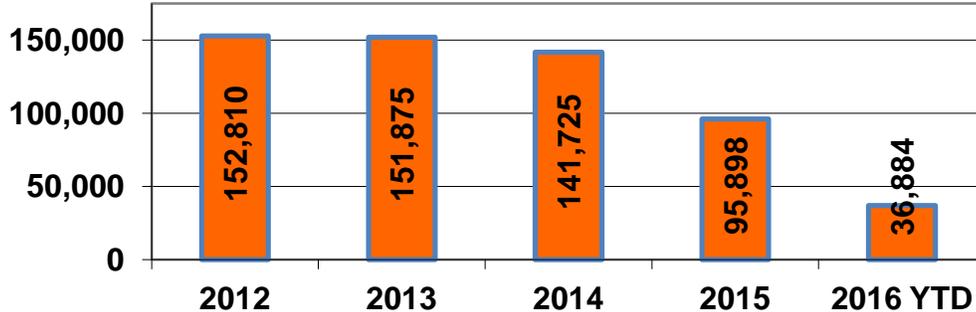
New Construction

Sanitary sewer installation continues at Prestwick Village; Hubbell, Roth & Clark is providing construction observation for this project.

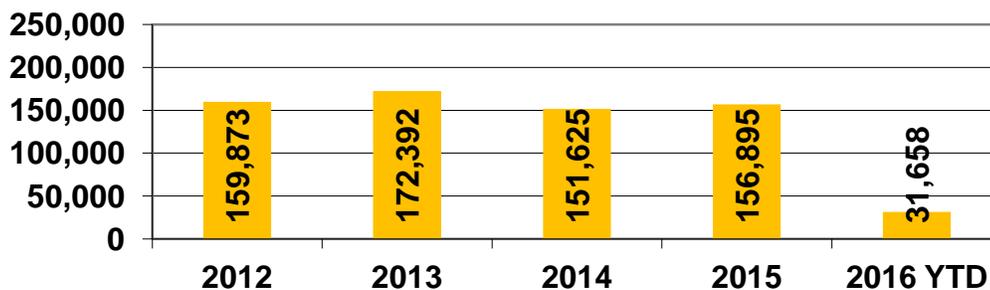
Easements have been successfully executed from nine (9) of the eleven (11) property owners for the Eifert Road Force Main replacement project. One (1) final offer is still pending; and the township is conducting final negotiations with one (1) other property.

The pre-construction meeting was held for the Cartago Drive Low Pressure Sewer Service Improvements project. Barnhart & Son began investigating the site locations in preparation for repairs to be begin in July.

Feet of Sanitary Sewer Cleaned (Vector Truck Work)



Feet of Sanitary Sewer Televised (Camera Truck Work)



Storm water

The Greater Lansing Regional Committee for Stormwater Management (GLRC) meeting was attended by the Director of Public Services and the Environmental Coordinator on Thursday June 9th.

Outfall inspections were conducted at Horizon Elementary School on June 13th by the Delhi Environmental Coordinator.

Industrial Pretreatment Program

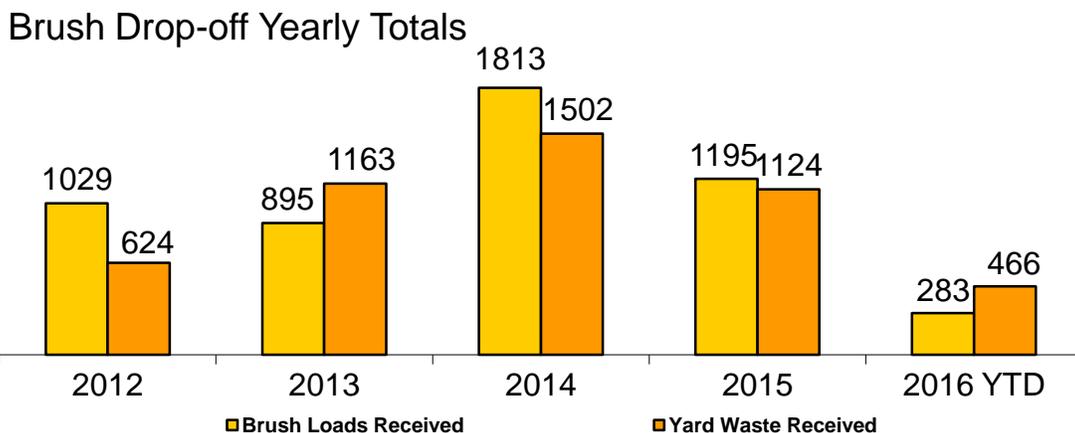
June IPP Activities		
Review/Approval		
Building Plan Approval	6/8/2016	2770 Eaton Rapids Rd. Convenience Store/Gas Station
Building Plan Approval	6/13/2016	1018 Hogsback Rd. - Laux Construction
Site Plan Review	6/15/2016	2046 Depot - Trick Titanium
Building Plan Approval	6/17/2016	2380 S. Cedar #206 Planet Fitness
Site Plan Review	6/28/2016	Willoughby Estates
Inspections		
IPP	6/24/2016	2046 Depot - Trick Titanium

Thirty-five (35) grease traps were inspected at local businesses; none need service.

Community Outreach

Gill attended the Fish Rodeo in Lansing on June 10 and the Delhi Kids Day on June 11.

Two (2) brush drop-off events were hosted at the POTW. One hundred (100) loads of brush and one hundred ninety-nine (199) loads of yard waste were collected. Assistance was provided by the Delhi Lions Club.



DELHI CHARTER TOWNSHIP BOARD MEETING

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

Tuesday, July 5, 2016

7:30 p.m.

Agenda

Call the Meeting to Order

Pledge of Allegiance

Roll Call

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

Set/Adjust Agenda

Public Hearing – 7:45 p.m. – Resolution No. 2016-015 – Public Hearing – Road Improvement
Special Assessment District – River Pointe Subdivision

Unfinished Business

Consent Agenda

1. a) Approval of Minutes – Department Head Goals Meeting of June 1, 2016
- b) Approval of Minutes – Board Goals and Objectives Meeting of June 14, 2016
- c) Approval of Minutes – Committee Meeting of June 21, 2016
- d) Approval of Minutes – Regular Meeting of June 21, 2016
- e) Approval of Claims – June 21, 2016
- f) Approval of Payroll – June 30, 2016
- g) Reappointment to the Downtown Development Authority and Brownfield Redevelopment Authority Board – Nanette Miller

Zoning and Development

New Business

2. Resolution No. 2016-012 – Michigan Department of Natural Resources Land and Water Conservation Project Agreement – Kiwanis Park Restroom
3. Proposal for Professional Services for Kiwanis Park Restroom and Sidewalk Improvements – Landscape Architects & Planners, Inc.
4. 2017-2022 Delhi Charter Township Capital Improvements Program
5. Request to Serve Alcohol in Veteran’s Memorial Gardens – Holt Community Arts Council
6. Application for Public Fireworks Display Permit – Delhi Charter Township Parks & Recreation

7. Lansing Board of Water and Light Water Service Agreement for Stimson Drain Water Main Inspections
8. Resolution No. 2016-016 – Need and Necessity – Road Improvement Special Assessment District – River Pointe Subdivision

Items Removed From Consent Agenda For Discussion

Late Agenda Items

- 9.
- 10.
- 11.

Reports

12. Supervisor:
13. Treasurer:
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.

DELHI CHARTER TOWNSHIP

MEMORANDUM

TO: Delhi Township Board of Trustees

FROM: John B. Elsinga, Township Manager

DATE: June 15, 2016

RE: Resolution No. 2016-014 – Set Public Hearing – Road Improvement Special Assessment District – River Pointe Subdivision

Subject to the Township Board adopting Resolution No. 2016-013 (the first of five resolutions), enclosed is the second of five resolutions which sets a public hearing to determine the need and necessity of the road improvements for the proposed River Pointe Subdivision Assessment District.

RECOMMENDED MOTION:

To adopt Resolution No. 2016-014, which is the second of five resolutions in which plans and estimates for the construction of road improvements for the proposed River Pointe Subdivision Special Assessment District be filed with the Township Clerk, and sets a public hearing for July 5, 2016 at 7:45 p.m. to determine its need and necessity.

DELHI CHARTER TOWNSHIP

RESOLUTION 2016-014

THIS IS THE SECOND OF FIVE RESOLUTIONS IN WHICH PLANS AND ESTIMATES FOR THE CONSTRUCTION OF STREET IMPROVEMENTS FOR RIVER POINTE SUBDIVISION ARE ON FILE WITH THE CLERK AND SETTING A PUBLIC HEARING FOR JULY 5TH, 2016 AT 7:45 O'CLOCK P.M. TO DETERMINE THE NEED AND NECESSITY FOR DISTRICT.

At a Regular Meeting of the Township Board, of the Charter Township of Delhi, Ingham County, Michigan, held at the Community Services Center, 2074 Aurelius Road, Holt, Michigan on Tuesday, the 21st day of June, 2016, at 7:30 o'clock p.m.

PRESENT:

ABSENT:

The following Resolution was offered by _____ and supported by _____.

WHEREAS, the Township Board of the Charter Township of Delhi deems it advisable and necessary for the public health, safety and welfare of the Township and its inhabitants to cause the implementation of the following described street improvements:

Road Improvements within the River Pointe Subdivision as follows: complete removal of the existing asphalt pavement, 3 ½ inch, 2 course asphalt resurfacing, manhole temp lowering and adjustment, and complete ADA ramp upgrades with associated curb replacement at the only 2 intersections having ramps—Oakleaf-Royal and Royal-Dunwoody Court, both of which need a pair of new ramps, not currently existing, to cross Royal.

and to defray the cost thereof by special assessment against the properties specially benefitted thereby; and

WHEREAS, valid petitions have been received by the Township Board, and

WHEREAS, the Township Board desires to proceed further with the improvements.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The Township Board does hereby tentatively declare its intention to make the described street improvement and does hereby tentatively designate the special assessment district against which the entire cost of the improvement will be assessed, said district being described as set forth in Exhibit A attached hereto and made a part hereof by reference.

2. The plans and cost estimates relating to said improvement shall be placed on file in the office of the Township Clerk and shall be available for public examination.
3. The Township Board shall meet in the Community Services Center, 2074 Aurelius Road, Holt, Michigan on July 5, 2016 at 7:45 o'clock p.m., at which time and place the Township Board will hear objections to the petition, the improvements, and to the special assessment district thereof.
4. The Township Clerk shall cause notice of such hearing to be published twice in a newspaper circulated within the Township, with the first publication to appear at least ten (10) days before the date of the hearing. In addition, the Clerk, by first class mail, shall give notice to each record owner of, or party of interest in, the property to be assessed whose name appears on the last Township assessment records at least then (10) days before the date of the hearing. For purpose of this notice, the "last Township tax assessment record" means the last assessment roll for ad valorem tax purposes which was reviewed by the Board of Review as supplemented by any subsequent changes in the name and address of the owners or parties listed on that roll. If a record owner's name does not appear on those records, notice shall be given by first class mail addressed to the record owner at the address shown on the record of the County Register of Deeds at least ten (10) days before the date of the hearing.
5. The form of said notice shall be in substantially the form found in Exhibit B of this Resolution.
6. All Resolution and parts of resolution insofar as they conflict with the provisions of this resolution be and the same are hereby rescinded.

AYES:

NAYS:

ABSENT:

The foregoing Resolution declared adopted on the date written above.

Evan Hope, Township Clerk

STATE OF MICHIGAN)

)ss

COUNTY OF INGHAM)

I, the undersigned, the duly qualified Clerk of 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 21st day of June, 2016.

IN WITNESS WHEREOF, I have affixed my official signature this ____ day of June, 2016.

Evan Hope, Township Clerk

Resolution No. 2016-014

Exhibit A – Tentative Special Assessment District

Tentative Special Assessment District for River Pointe Subdivision

Road Improvements within the River Pointe Subdivision as follows: complete removal of the existing asphalt pavement, 3 ½ inch, 2 course asphalt resurfacing, manhole temp lowering and adjustment, and complete ADA ramp upgrades with associated curb replacement at the only 2 intersections having ramps—Oakleaf-Royal and Royal-Dunwood Court, both of which need a pair of new ramps, not currently existing, to cross Royal.

Delhi Charter Township
DRAFT Special Assessment Roll for:

Construction of Street Improvements for "All Roads within River Pointe Subdivision"

6/14/2016

PARCEL NUMBER	OWNER'S NAME	OWNERS MAILING ADDRESS	OWNER'S CITY	STATE	ZIP	PROPERTY ADDRESS	BENEFITS	APPROX. FRONT FT.	COST PER BENEFIT
33-25-05-12-179-001	ROTHFUSS, SUSAN K & MICHAEL LEFEBRE	2755 RIVER POINTE DRIVE	HOLT	MI	48842	2755 RIVER POINTE DRIVE		1.0	140.00 \$ 6,689.67
33-25-05-12-179-002	LANKERD, JAVINE K	2765 RIVER POINTE DRIVE	HOLT	MI	48842	2765 RIVER POINTE DRIVE		1.0	283.04 \$ 6,689.67
33-25-05-12-179-001	HUMMEL, JOSHUA M & ALLISON E	2785 RIVER POINTE DRIVE	HOLT	MI	48842	2785 RIVER POINTE DRIVE		1.0	294.22 \$ 6,689.67
33-25-05-12-178-002	TYLER, TIMOTHY A & BAKAEL L	2795 RIVER POINTE DRIVE	HOLT	MI	48842	2795 RIVER POINTE DRIVE		1.0	100.00 \$ 6,689.67
33-25-05-12-178-003	KLEINOW, TODD A & BONNIE M	2805 RIVER POINTE DRIVE	HOLT	MI	48842	2805 RIVER POINTE DRIVE		1.0	100.00 \$ 6,689.67
33-25-05-12-178-004	THERIAN, JEFFREY P AND	2815 RIVER POINTE DRIVE	HOLT	MI	48842	2815 RIVER POINTE DRIVE		1.0	100.00 \$ 6,689.67
33-25-05-12-178-005	KING, HERBERT E & COLLEEN D	2825 RIVER POINTE DRIVE	HOLT	MI	48842	2825 RIVER POINTE DRIVE		1.0	95.16 \$ 6,689.67
33-25-05-12-178-006	CHUNG, JENNY	2831 RIVER POINTE DRIVE	HOLT	MI	48842	2831 RIVER POINTE DRIVE		1.0	89.00 \$ 6,689.67
33-25-05-12-178-007	HERRICK, BRUCE & VERLUNDE, SAUNDRA	2837 RIVER POINTE DRIVE	HOLT	MI	48842	2837 RIVER POINTE DRIVE		1.0	88.97 \$ 6,689.67
33-25-05-12-178-008	WINSLOW, JUSTIN & STEPHANIE	2843 RIVER POINTE DRIVE	HOLT	MI	48842	2843 RIVER POINTE DRIVE		1.0	104.10 \$ 6,689.67
33-25-05-12-178-009	DICKERSON, ARNOLD M JR AND	2849 RIVER POINTE DRIVE	HOLT	MI	48842	2849 RIVER POINTE DRIVE		1.0	100.06 \$ 6,689.67
33-25-05-12-178-010	SHEETS, JOSEPH & KIMBERLY	2855 RIVER POINTE DRIVE	HOLT	MI	48842	2855 RIVER POINTE DRIVE		1.0	100.00 \$ 6,689.67
33-25-05-12-178-011	BORTON, JEFFREY AND	2861 RIVER POINTE DRIVE	HOLT	MI	48842	2861 RIVER POINTE DRIVE		1.0	100.00 \$ 6,689.67
33-25-05-12-178-012	MCLEOD, IAN C TRUST NO. 1	2867 RIVER POINTE DRIVE	HOLT	MI	48842	2867 RIVER POINTE DRIVE		1.0	100.00 \$ 6,689.67
33-25-05-12-178-013	NEIBERG, JUDITH A TRUST	2873 RIVER POINTE DRIVE	HOLT	MI	48842	2873 RIVER POINTE DRIVE		1.0	100.00 \$ 6,689.67
33-25-05-12-178-014	MADDEN, JOSEPH M & RENNIE K	2879 RIVER POINTE DRIVE	HOLT	MI	48842	2879 RIVER POINTE DRIVE		1.0	100.00 \$ 6,689.67
33-25-05-12-178-015	SPYBORSKI, TROY D AND	2885 RIVER POINTE DRIVE	HOLT	MI	48842	2885 RIVER POINTE DRIVE		1.0	100.47 \$ 6,689.67
33-25-05-12-178-016	HAMLIN, PAUL & CLARICE E	2891 RIVER POINTE DRIVE	HOLT	MI	48842	2891 RIVER POINTE DRIVE		1.0	100.00 \$ 6,689.67
33-25-05-12-178-017	BROWN, BERNITA M.	2897 RIVER POINTE DRIVE	HOLT	MI	48842	2897 RIVER POINTE DRIVE		1.0	100.00 \$ 6,689.67
33-25-05-12-178-018	EYDE, GEORGE M	2860 SHADOW WOOD DRIVE	HOLT	MI	48842	2860 SHADOW WOOD DRIVE		1.0	99.98 \$ 6,689.67
33-25-05-12-178-019	ANDERSON, CHAD	2830 SHADOW WOOD DRIVE	HOLT	MI	48842	2830 SHADOW WOOD DRIVE		1.0	100.00 \$ 6,689.67
33-25-05-12-178-020	SOLITRO, JOSEPH H & PAMELA L	2840 SHADOW WOOD DRIVE	HOLT	MI	48842	2840 SHADOW WOOD DRIVE		1.0	100.00 \$ 6,689.67
33-25-05-12-178-021	DIPEENHORST, DANIEL L & LINDA	2830 SHADOW WOOD DRIVE	HOLT	MI	48842	2830 SHADOW WOOD DRIVE		1.0	100.00 \$ 6,689.67
33-25-05-12-178-022	ZACHAREWSKI, TIMOTHY R AND	2820 SHADOW WOOD DRIVE	HOLT	MI	48842	2820 SHADOW WOOD DRIVE		1.0	100.00 \$ 6,689.67
33-25-05-12-178-023	ELLIOTT, KYLE & WHITNEY	2810 SHADOW WOOD DRIVE	HOLT	MI	48842	2810 SHADOW WOOD DRIVE		1.0	246.37 \$ 6,689.67
33-25-05-12-179-001	KRAMER, CHRIS M & SUSAN L	3755 ROYALE DRIVE	HOLT	MI	48842	3755 ROYALE DRIVE		1.0	183.81 \$ 6,689.67
33-25-05-12-179-002	WOELFEL, JAMES A & KATHLEEN K	3775 ROYALE DRIVE	HOLT	MI	48842	3775 ROYALE DRIVE		1.0	270.75 \$ 6,689.67
33-25-05-12-179-003	TOTORAITIS, BRET A & BRIGAIL	2790 DUNWOODY CIRCLE	HOLT	MI	48842	2790 DUNWOODY CIRCLE		1.0	108.62 \$ 6,689.67
33-25-05-12-179-004	SPROUL, DAVID C & KAREN L	2780 DUNWOODY CIRCLE	HOLT	MI	48842	2780 DUNWOODY CIRCLE		1.0	70.00 \$ 6,689.67
33-25-05-12-179-005	BREDIN, KRISTEN	2775 DUNWOODY CIRCLE	HOLT	MI	48842	2775 DUNWOODY CIRCLE		1.0	70.00 \$ 6,689.67
33-25-05-12-179-006	TISCHLER, STEVEN R & KIMBERLY TRUST	2785 DUNWOODY CIRCLE	HOLT	MI	48842	2785 DUNWOODY CIRCLE		1.0	108.63 \$ 6,689.67
33-25-05-12-179-007	MURPHY, TIM	2795 DUNWOODY CIRCLE	HOLT	MI	48842	2795 DUNWOODY CIRCLE		1.0	276.05 \$ 6,689.67
33-25-05-12-179-008	CLARK, GEOFFREY	2780 OAKLEAF DRIVE	HOLT	MI	48842	2780 OAKLEAF DRIVE		1.0	235.17 \$ 6,689.67
33-25-05-12-179-009	GUIERREZ, RENEE &	2770 OAKLEAF DRIVE	HOLT	MI	48842	2770 OAKLEAF DRIVE		1.0	100.00 \$ 6,689.67
33-25-05-12-179-010	WELLS, ANDREW & DAPHNE	2762 OAKLEAF DRIVE	HOLT	MI	48842	2762 OAKLEAF DRIVE		1.0	100.00 \$ 6,689.67
33-25-05-12-179-011	OSWALD, MICHAEL & MICHELLE	2754 OAKLEAF DRIVE	HOLT	MI	48842	2754 OAKLEAF DRIVE		1.0	105.00 \$ 6,689.67
33-25-05-12-180-001	MONTMAYOR, EDIBERTO F & TERESA W	2805 SHADOW WOOD DRIVE	HOLT	MI	48842	2805 SHADOW WOOD DRIVE		1.0	235.00 \$ 6,689.67
33-25-05-12-180-002	EYDE, NICHOLAS	2825 SHADOW WOOD DRIVE	HOLT	MI	48842	2825 SHADOW WOOD DRIVE		1.0	283.15 \$ 6,689.67
33-25-05-12-180-003	HATTEY, JOSEPH A & WENDY J	3855 ASHBROOK DRIVE	HOLT	MI	48842	3855 ASHBROOK DRIVE		1.0	231.00 \$ 6,689.67
33-25-05-12-180-004	WINGHT, EMERSON E AND	3830 ROYALE DRIVE	HOLT	MI	48842	3830 ROYALE DRIVE		1.0	255.00 \$ 6,689.67
33-25-05-12-180-005	JURECK, NATHAN & LAURA	3845 ASHBROOK DRIVE	HOLT	MI	48842	3845 ASHBROOK DRIVE		1.0	106.79 \$ 6,689.67
33-25-05-12-180-006	KIRSCH, ANGELA R	3835 ASHBROOK DRIVE	HOLT	MI	48842	3835 ASHBROOK DRIVE		1.0	100.00 \$ 6,689.67
33-25-05-12-180-007	DOOLITTLE, TIFFANY J & ERIC	3825 ASHBROOK DRIVE	HOLT	MI	48842	3825 ASHBROOK DRIVE		1.0	100.00 \$ 6,689.67
33-25-05-12-180-008	RUDNICKI, GARY & KIMBERLY A	3815 ASHBROOK DRIVE	HOLT	MI	48842	3815 ASHBROOK DRIVE		1.0	100.00 \$ 6,689.67
33-25-05-12-180-009	SPOELMA, JAMES R & CAROL J	3805 ASHBROOK DRIVE	HOLT	MI	48842	3805 ASHBROOK DRIVE		1.0	100.00 \$ 6,689.67
33-25-05-12-180-010	MCFARLAND, ROSS & TONI	3795 ASHBROOK DRIVE	HOLT	MI	48842	3795 ASHBROOK DRIVE		1.0	100.00 \$ 6,689.67
33-25-05-12-180-011	SLAUGHTER, JENNIFER A	3785 ASHBROOK DRIVE	HOLT	MI	48842	3785 ASHBROOK DRIVE		1.0	100.00 \$ 6,689.67
33-25-05-12-180-012	MOSHER, ROBERT E AND	3840 ROYALE DRIVE	HOLT	MI	48842	3840 ROYALE DRIVE		1.0	113.79 \$ 6,689.67
33-25-05-12-180-013	HAMILTON, JENNIFER & JOSEPH	3830 ROYALE DRIVE	HOLT	MI	48842	3830 ROYALE DRIVE		1.0	115.00 \$ 6,689.67
33-25-05-12-180-014	BOND, MATTHEW W AND	3820 ROYALE DRIVE	HOLT	MI	48842	3820 ROYALE DRIVE		1.0	110.00 \$ 6,689.67
33-25-05-12-180-015	HAMEL, MICHAEL & JANET G	3810 ROYALE DRIVE	HOLT	MI	48842	3810 ROYALE DRIVE		1.0	105.00 \$ 6,689.67
33-25-05-12-180-016	PARKER, IVAN & KATHRYN	3800 ROYALE DRIVE	HOLT	MI	48842	3800 ROYALE DRIVE		1.0	102.14 \$ 6,689.67
33-25-05-12-180-017	WELCH, ANITA	3790 ROYALE DRIVE	HOLT	MI	48842	3790 ROYALE DRIVE		1.0	102.14 \$ 6,689.67
33-25-05-12-180-018	HUTCHCROFT, JOHN R & LINDA S	3780 ROYALE DRIVE	HOLT	MI	48842	3780 ROYALE DRIVE		1.0	107.92 \$ 6,689.67
33-25-05-12-181-001	HEBERT, JAMES S, LOTT, CHRISTIN	2841 SHADOW WOOD DRIVE	HOLT	MI	48842	2841 SHADOW WOOD DRIVE		1.0	247.25 \$ 6,689.67
33-25-05-12-181-005	MCNERNEY, PATRICK M AND	2870 RIVER POINTE DRIVE	HOLT	MI	48842	2870 RIVER POINTE DRIVE		1.0	100.00 \$ 6,689.67
33-25-05-12-181-006	LOOMIS, KELLY A & SCOTT A	2864 RIVER POINTE DRIVE	HOLT	MI	48842	2864 RIVER POINTE DRIVE		1.0	100.00 \$ 6,689.67
33-25-05-12-181-007	BOURKE, MELISSA L	2858 RIVER POINTE DRIVE	HOLT	MI	48842	2858 RIVER POINTE DRIVE		1.0	100.00 \$ 6,689.67
33-25-05-12-181-008	DICKERSON, SUZANNE K & ARNOLD M JR	2849 RIVER POINTE DRIVE	HOLT	MI	48842	2849 RIVER POINTE DRIVE		1.0	100.00 \$ 6,689.67
33-25-05-12-181-013	GILLUM, RONALD M & HARRIETTE	3830 ASHBROOK DRIVE	HOLT	MI	48842	3830 ASHBROOK DRIVE		1.0	100.00 \$ 6,689.67
33-25-05-12-181-014	GIANNINO, JOHN J & DAWN M	3820 ASHBROOK DRIVE	HOLT	MI	48842	3820 ASHBROOK DRIVE		1.0	100.00 \$ 6,689.67
33-25-05-12-181-015	ROBERTS, MICHAEL L & NANCY L	3810 ASHBROOK DRIVE	HOLT	MI	48842	3810 ASHBROOK DRIVE		1.0	100.00 \$ 6,689.67
33-25-05-12-181-016	FATA, CHRISTOPHER F & SUSAN C	3800 ASHBROOK DRIVE	HOLT	MI	48842	3800 ASHBROOK DRIVE		1.0	100.00 \$ 6,689.67
33-25-05-12-181-017	SATOH, PAUL S. & GERALDINE J. TRUST	3790 ASHBROOK DRIVE	HOLT	MI	48842	3790 ASHBROOK DRIVE		1.0	100.00 \$ 6,689.67
33-25-05-12-181-018	PACYNA, DANIEL T & CHERYL D TRUST	3780 ASHBROOK DRIVE	HOLT	MI	48842	3780 ASHBROOK DRIVE		1.0	100.02 \$ 6,689.67
33-25-05-12-181-019	HALL, MICHAEL J & LAURA G	2876 RIVER POINTE DRIVE	HOLT	MI	48842	2876 RIVER POINTE DRIVE		1.5	155.20 \$ 10,034.51
33-25-05-12-181-020	GRAHEK, RICHARD L & JUDITH A	2855 SHADOW WOOD DRIVE	HOLT	MI	48842	2855 SHADOW WOOD DRIVE		1.5	347.82 \$ 10,034.51
33-25-05-12-181-021	GIULIANI, BETTY L AND	2828 RIVER POINTE DRIVE	HOLT	MI	48842	2828 RIVER POINTE DRIVE		2.0	275.00 \$ 13,379.35
33-25-05-12-181-022	KRAISHAN, MARK D & LEIGH	3850 ASHBROOK DRIVE	HOLT	MI	48842	3850 ASHBROOK DRIVE		1.0	257.68 \$ 6,689.67
33-25-05-12-181-023	BUCK, FAWN RENEE & CHRISTOPHER L	3840 ASHBROOK DRIVE	HOLT	MI	48842	3840 ASHBROOK DRIVE		1.0	130.00 \$ 6,689.67
33-25-05-12-182-002	THOMAS-GOODREAU, THERESA &	2754 RIVER POINTE DRIVE	HOLT	MI	48842	2754 RIVER POINTE DRIVE		1.0	140.13 \$ 6,689.67
33-25-05-12-182-004	GRIFFIN, GREGORY R & STACEY E	3825 ROYALE DRIVE	HOLT	MI	48842	3825 ROYALE DRIVE		1.0	124.42 \$ 6,689.67
33-25-05-12-182-005	PICKLEY, PATRICK & CINDY JO	2775 OAKLEAF DRIVE	HOLT	MI	48842	2775 OAKLEAF DRIVE		1.0	256.36 \$ 6,689.67
33-25-05-12-182-006	TRUONG, TUYEN D	2765 OAKLEAF DRIVE	HOLT	MI	48842	2765 OAKLEAF DRIVE		1.0	120.57 \$ 6,689.67
33-25-05-12-182-007	CODFER, SCOTT R & YOSHIIKA K	2755 OAKLEAF DRIVE	HOLT	MI	48842	2755 OAKLEAF DRIVE		1.0	135.00 \$ 6,689.67
33-25-05-12-182-008	RUDAWSKI, GUY	2764 RIVER POINTE DRIVE	HOLT	MI	48842	2764 RIVER POINTE DRIVE		1.0	282.54 \$ 6,689.67
33-25-05-12-182-009	AMMON, HARRY & CAROL	3835 ROYALE DRIVE	HOLT	MI	48842	3835 ROYALE DRIVE		1.0	123.50 \$ 6,689.67

Estimated Project Cost: \$ 528,484.25 TOTALS 79.0 10,737.92 \$ 528,484.25

Resolution No. 2016-014

Exhibit B – Proposed Notice of Public Hearing

**NOTICE OF HEARING
DELHI TOWNSHIP RESIDENTS
TO THE OWNERS OF THE FOLLOWING PROPERTY:**

33-25-05-12-177-001	2755	RIVER POINTE DRIVE	33-25-05-12-179-011	2754	OAKLEAF DRIVE
33-25-05-12-177-002	2765	RIVER POINTE DRIVE	33-25-05-12-180-001	2805	SHADOW WOOD DRIVE
33-25-05-12-178-001	2785	RIVER POINTE DRIVE	33-25-05-12-180-002	2825	SHADOW WOOD DRIVE
33-25-05-12-178-002	2795	RIVER POINTE DRIVE	33-25-05-12-180-003	3855	ASHBROOK DRIVE
33-25-05-12-178-003	2805	RIVER POINTE DRIVE	33-25-05-12-180-004	3850	ROYALE DRIVE
33-25-05-12-178-004	2815	RIVER POINTE DRIVE	33-25-05-12-180-005	3845	ASHBROOK DRIVE
33-25-05-12-178-005	2825	RIVER POINTE DRIVE	33-25-05-12-180-006	3835	ASHBROOK DRIVE
33-25-05-12-178-006	2831	RIVER POINTE DRIVE	33-25-05-12-180-007	3825	ASHBROOK DRIVE
33-25-05-12-178-007	2837	RIVER POINTE DRIVE	33-25-05-12-180-008	3815	ASHBROOK DRIVE
33-25-05-12-178-008	2843	RIVER POINTE DRIVE	33-25-05-12-180-009	3805	ASHBROOK DRIVE
33-25-05-12-178-009	2849	RIVER POINTE DRIVE	33-25-05-12-180-010	3795	ASHBROOK DRIVE
33-25-05-12-178-010	2855	RIVER POINTE DRIVE	33-25-05-12-180-011	3785	ASHBROOK DRIVE
33-25-05-12-178-011	2861	RIVER POINTE DRIVE	33-25-05-12-180-012	3840	ROYALE DRIVE
33-25-05-12-178-012	2867	RIVER POINTE DRIVE	33-25-05-12-180-013	3830	ROYALE DRIVE
33-25-05-12-178-013	2873	RIVER POINTE DRIVE	33-25-05-12-180-014	3820	ROYALE DRIVE
33-25-05-12-178-014	2879	RIVER POINTE DRIVE	33-25-05-12-180-015	3810	ROYALE DRIVE
33-25-05-12-178-015	2885	RIVER POINTE DRIVE	33-25-05-12-180-016	3800	ROYALE DRIVE
33-25-05-12-178-016	2891	RIVER POINTE DRIVE	33-25-05-12-180-017	3790	ROYALE DRIVE
33-25-05-12-178-017	2897	RIVER POINTE DRIVE	33-25-05-12-180-018	3780	ROYALE DRIVE
33-25-05-12-178-018	2860	SHADOW WOOD DRIVE	33-25-05-12-181-001	2841	SHADOW WOOD DRIVE
33-25-05-12-178-019	2850	SHADOW WOOD DRIVE	33-25-05-12-181-005	2870	RIVER POINTE DRIVE
33-25-05-12-178-020	2840	SHADOW WOOD DRIVE	33-25-05-12-181-006	2864	RIVER POINTE DRIVE
33-25-05-12-178-021	2830	SHADOW WOOD DRIVE	33-25-05-12-181-007	2858	RIVER POINTE DRIVE
33-25-05-12-178-022	2820	SHADOW WOOD DRIVE	33-25-05-12-181-008	2850	RIVER POINTE DRIVE
33-25-05-12-178-023	2810	SHADOW WOOD DRIVE	33-25-05-12-181-013	3830	ASHBROOK DRIVE
33-25-05-12-179-001	3755	ROYALE DRIVE	33-25-05-12-181-014	3820	ASHBROOK DRIVE
33-25-05-12-179-002	3775	ROYALE DRIVE	33-25-05-12-181-015	3810	ASHBROOK DRIVE
33-25-05-12-179-003	2790	DUNWOODY CIRCLE	33-25-05-12-181-016	3800	ASHBROOK DRIVE
33-25-05-12-179-004	2780	DUNWOODY CIRCLE	33-25-05-12-181-017	3790	ASHBROOK DRIVE
33-25-05-12-179-005	2775	DUNWOODY CIRCLE	33-25-05-12-181-018	3780	ASHBROOK DRIVE
33-25-05-12-179-006	2785	DUNWOODY CIRCLE	33-25-05-12-181-019	2876	RIVER POINTE DRIVE
33-25-05-12-179-007	2795	DUNWOODY CIRCLE	33-25-05-12-181-020	2855	SHADOW WOOD DRIVE
33-25-05-12-179-008	2780	OAKLEAF DRIVE	33-25-05-12-181-021	2828	RIVER POINTE DRIVE
33-25-05-12-179-009	2770	OAKLEAF DRIVE	33-25-05-12-181-022	3850	ASHBROOK DRIVE
33-25-05-12-179-010	2762	OAKLEAF DRIVE	33-25-05-12-181-023	3840	ASHBROOK DRIVE

33-25-05-12-182-002	2754	RIVER POINTE DRIVE	33-25-05-12-182-007	2755	OAKLEAF DRIVE
33-25-05-12-182-004	3825	ROYALE DRIVE	33-25-05-12-182-008	2764	RIVER POINTE DRIVE
33-25-05-12-182-005	2775	OAKLEAF DRIVE	33-25-05-12-182-009	3835	ROYALE DRIVE
33-25-05-12-182-006	2765	OAKLEAF DRIVE			

PLEASE TAKE NOTICE that the Township Board of the Charter Township of Delhi, Pursuant to PA 1954 No. 188, and acting on a proper petition signed by the record owners of more than fifty percent (50%) of the total benefitting properties and also representing more than fifty percent (50%) of the total frontage upon the roads of the proposed special assessment district within the proposed special assessment district set forth in said petition intends to cause the following improvements:

Road Improvements within the River Pointe Subdivision on River Pointe Drive, Shadow Wood Drive, Royale Drive, Dunwoody Circle, Oakleaf Drive and Ashbrook Drive, as follows: complete removal of the existing asphalt pavement, 3 ½ inch, 2 course asphalt resurfacing, manhole temp lowering and adjustment, and complete ADA ramp upgrades with associated curb replacement at the only 2 intersections having ramps—Oakleaf-Royal and Royal-Dunwoody Court, both of which need a pair of new ramps, not currently existing, to cross Royal, and to defray the costs thereof by special assessment against the properties specially benefitted thereby.

The Township Board has caused plans and cost estimates to be prepared and placed in the office of the Township Clerk for public examination.

If periodic re-determinations of the cost are necessary without a change in the special assessment district, such re-determinations may be made without further notice to record owners or to parties in interest as to said properties.

TAKE FURTHER NOTICE that the Township Board will meet on Tuesday, July 5, 2016, at 7:45 p.m. at the Community Service Center, 2074 Aurelius Road, Holt, Michigan, for the purpose of hearing objections to the petition, the improvements, or to the special assessment district consisting of the properties identified above.

Appearance and protest at the hearing is required in order to appeal the special assessment to the State Tax Tribunal. A property owner or party in interest, or his or her agent, may appear in person at the hearing to protest the special assessment or may file his or her appearance or protest by letter, and his or her personal appearance will not be required. Petitions contesting the assessment must be filed with the Michigan Tax Tribunal within thirty (30) days from the date the special assessment roll is confirmed.

Evan Hope, Township Clerk

Recommended Motion:

To approve the Consent Agenda as presented.

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

The Delhi Charter Township Board of Trustees met in a regular meeting on Wednesday, June 1, 2016 in the Multipurpose Room at the Community Services Center, 2074 Aurelius Road, Holt, Michigan. Supervisor Davis called the meeting to order at 8:05 a.m.

ROLL CALL

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

Members Absent: Trustee Jon Harmon

COMMENTS FROM THE PUBLIC - None

DEPARTMENTS GOALS & OBJECTIVES

DOWNTOWN DEVELOPMENT AUTHORITY/BROWNFIELD REDEVELOPMENT

2016 Goals

- Facilitate redevelopment of DDA owned parcels; actively recruit end users.
- Facilitate development of the DDA owned land at Holt Road and Holloway Drive in the Delhi Tech Park; support development of vacant privately owned land in the Delhi Tech Park area.
- Identify under or inappropriately utilized sites within the DDA District and assist in the development of these sites.
- Fund infrastructure improvement and rehabilitation programs identified by the Township and DDA Board as supporting the continued tax base growth and development within the District.
- Promote community events.
- Continue to provide bond payments for the Non-Motorized Trail.
- Provide business enhancement, promotion, and support through efforts such as Biz Buzz.
- Continue to investigate additional parking for Senior Center and Veterans Memorial Garden.
- Participate in Holt Community Connect for Farmers' Market, *Our Town* publication and other community events and activities as Board of Directors member.
- Continue to prepare and distribute *Our Town* publication electronically and grow reader base; work with the Township and the Holt Public Schools staff to combine *Our Town*, *Delhi Neighbor*, and *RAM Quarterly* publications; transition from quarterly to monthly publication supported by advertising sales.
- Complete change in non-profit status of Holt Community Connect to a 501(c)(3) organization.
- Encourage community beautification with the placement of additional public art and murals.
- Work with Township staff to enhance Trailhead Parks.
- Revise tax capture agreements to extend Tax Increment Financing plan through 2035.

SUBJECT TO APPROVAL

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

- Finalize plans for Cedar Lake Trailhead Park and apply for Michigan Department of Natural Resources Grant.
- Participate in Cedar Corridor Visioning and provide bond funds.
- Recast existing bonds to reduce interest costs.
- Complete sale of property to Willoughby Estates, LLC and implement Brownfield Plan #6.

2017 Visions

- Continue to facilitate development of the DDA owned land at Holt Road and Holloway Drive in the Delhi Tech Park; support development of vacant privately owned land in the Delhi Tech Park area.
- Continue to facilitate redevelopment of DDA owned parcels including razing of existing buildings.
- Continue to identify under or inappropriately utilized sites within the DDA District and assist in the development of these sites.
- Fund infrastructure improvement and rehabilitation programs identified by the Township and DDA Board as supporting the continued tax base growth and development within the District.
- Support and promote the Farmers' Market and provide for various improvements of the Farmers' Market building.
- Provide business promotion and support through electronic publication of *Our Town* and other business enhancements such as Biz Buzz.
- Apply for all applicable state and federal grants via DDA/Holt Community Connect to promote place making and enhance livability of Township residents.
- Promote community events.
- Encourage community beautification with the placement of additional public art and murals.
- Develop Cedar Street property from Veterans Drive to Bond Avenue – locate appropriate developer.
- Work with Community Development to enhance Non-Motorized Trail and Trailhead Parks.
- Provide bond payments for the Non-Motorized Trail, DDA/ICSD building, Cedar Heights, Delhi NE/Depot Street infrastructure improvements, Senior Center, Pocket Park, Holt Road sidewalk/lighting project.
- Other activities as identified.

2018 and Beyond Visions

- Continue to facilitate development of the DDA owned land at Holt Road and Holloway Drive in the Delhi Tech Park; support development of vacant privately owned land in the Delhi Tech Park area.
- Continue to facilitate redevelopment of DDA owned parcels.
- Continue to identify under or inappropriately utilized sites within the DDA District and assist in the development of these sites.
- Fund infrastructure improvement and rehabilitation programs identified by the Township and DDA Board as supporting the continued tax base growth and development within the District.
- Support and promote the Farmers' Market and provide for various improvements of the Farmers' Market building.

SUBJECT TO APPROVAL

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

- Provide business promotion and support through electronic publication of *Our Town* and other business enhancements such as Biz Buzz.
- Apply for all applicable state and federal grants via DDA/Holt Community Connect to promote place making and enhance livability of Township residents.
- Facilitate development of Cedar Street property from Veterans Drive to Bond Avenue.
- Work with Township staff to enhance Non-Motorized Trail and Trailhead Parks.

PARKS AND RECREATION DEPARTMENT

2016 Goals / Accomplishments

- Construction of new restroom / storage area at Kiwanis Park.
- Purchase new recreation software to allow for online registration.
- Convert two permanent part-time park employees to full time status.
- Purchase new equipment designed for snow removal on sidewalks.

2017 Goals

- Create two year round permanent part-time positions in building and grounds maintenance (25 hours per week).
- Create an additional parking lot at Valhalla Park adjacent to the restroom/pavilion.
- Purchase new front mount production mower to replace one that is five years old.

2018 & Beyond

- Continue to provide public recreational opportunities to residents in a cooperative effort between the Delhi Township Park Commission, Delhi Township Board of Trustees, and the Holt Public School District.
- Continue to work with the Holt Lions Club, Holt Kiwanis Club, Holt Hometown Festival Committee, American Legion and VFW, Holt Community Arts Council and the Delhi Township branch of the Capital Area District Library to provide a variety of community based special events.
- Continue with capital improvements in the park system recommended in the Township Recreation Master Plan and Capital Improvement Plan. It is the hope that these projects can be obtained by funding through state grants, donations, and township funds.

ACCOUNTING DEPARTMENT

2016 and 2017 Goals

- Continue to prepare a useful budget document.
- Continue to update the 5 year budget projection.
- Continue to monitor the budget and communicate variances.
- Receive a clean audit opinion.
- Continue to meet state and federal reporting requirements for various reports and grants.
- Continue to provide timely information and support to other departments.
- Continue to meet requirements for the City, Village, and Revenue Sharing (CVTRS) program.

SUBJECT TO APPROVAL

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

- Expand the number of vendors who receive electronic payments (ACH) instead of paper checks.
- Continue to advocate for direct deposit and electronic pay stubs signup.
- Continue to promote the use of technology to increase effectiveness and efficiency.
- Revise the Purchasing Policy to meet new standards for federal grants.
- Explore alternative options for calculating the Other Postemployment Benefits (OPEB) liability.

Long Term Goals

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

TREASURER'S OFFICE

2016 Goals

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

2017 Goals

- Continue to seek investments that preserve safety of principal.
- Assist other departments with credit card transaction processing.
- Promote continued use of e-mailing sewer bills and direct debit for payments.
- Continue cross training sewer billing function.
- Continue to upgrade professional development.
- Seek technological improvements to process payments.

2018 and Beyond

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

SUBJECT TO APPROVAL

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

ASSESSING

2016 and 2017 Goals

- Reorganize office document management system.
- In conjunction with Delta Township Assessing staff, continue to monitor and analyze Commercial and Industrial properties using the income approach to value vs. sales comparison or cost approach, whichever is appropriate.
- Utilizing Township Property Appraisers as well as the Township Attorney and Contract Appraiser when necessary; continue to defend property tax appeals of all classes before the Michigan Tax Tribunal.
- Continue to update Assessor's internet site accordingly and as needed.
- Continue, if necessary, to update database to remove overrides and unwarranted adjustments throughout.
- Continue to update Land and Economic Condition Factor (ECF) tables for all classes of property.
- Continue to comply with State Tax Commission (STC) Audit of Minimum Assessing Requirements (AMAR).
- Continue with normal field work (permit) inspections.
- Continue re-inspection of 20% of each class of property, as recommended per State Tax Commission guidelines.

2018 and Beyond

- Ensure cross-training of all staff in order to:
 - Meet the recommended STC/AMAR re-inspection levels of the Township.
 - Allow the Assessor and Appraiser staff outside field work time to ensure that all property, including the more complex properties (commercial/industrial / agricultural/elaborate homes), are fairly and uniformly assessed.
 - Reorganize the department document management system, allow for data-collection/entry of specialized commercial income and expense information, sales verification, personal property, customer service and correspondence and Principal Residence Exemptions (PRE) audits/denials.
 - Minimize need for Delta Township Assessing Department staff to be present in office.
- Continue re-inspection of township. STC/AMAR recommends 20% of each class of property be inspected annually.
- Continue cooperation with Department of Community Development in regards to inspections and follow up of building permits.
- Continue cooperation with Township Treasurer's office with respect to balancing of Assessment and Tax rolls, particularly following Boards of Review or STC orders/Michigan Tax Tribunal judgments, as well as Utility billing address changes and Delinquent tax information in regards to Personal Property parcels.
- Continue mutually beneficial cooperation with Township Clerk's office regarding occupancy of homes and audit of changes to voters' registration as they relate to Principal Residence Exemptions, and likewise the transfer of ownership of properties to allow the Clerk's office to track address changes for registered voters.
- Continue with Thrun Law Firm and Vertalka & Vertalka, Inc. to help defend Michigan Tax Tribunal appeals, as needed.
- Research incorporating hand held computers (personal digital assistants) for field data collection to improve field data collection and production time.

SUBJECT TO APPROVAL

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

- Disengage from Assessing services contract with Delta Charter Township while maintaining a positive networking relationship established through our contract period.

CLERK'S OFFICE

Aside from the day to day activity of the Clerk's Office such as:

- Board Meeting Minutes
- Document Imaging/Records Management
- Accounts Payable
- Cemetery Administration
- FOIA requests
- Notary Public Service
- Transient Sales Licenses
- Legal Notices
- Web Site maintenance
- Programming for the LED Community Sign
- Answering the main info/operator phone line
- Election Administration and Voter Registration

Highlights for 2015 and 2016 include:

- Implementing a communication strategy with the new position of Community Outreach Coordinator that increases public awareness through a combination of new methods (stronger social media presence, short subject video) and traditional (news releases, media relations) that resulted in a more engaged audience with a more measurable influence resulting in modern, effective civic discourse.
- Increased the Township Facebook page likes from about 1,400 to 3,361 and Twitter followers from about 1,300 to 1,600.
- Created a social media campaign for new Election Inspectors and had about 80 applicants.
- Held a voter registration drive at Holt High School.
- Continued to publish the Delhi Neighbor newsletter which included educational information, news and events, etc.
- Produced videos to educate residents about Township issues and to showcase the positive things about Delhi Township.
- Successfully executed making precinct location changes to ease voter volume and increase efficiency during a primary election with an above-average turnout in February.
- Managed a successful ribbon cutting ceremony and media event when introducing the Ram Trail, an important Township amenity.

Short-term Goals (2016-2017):

- Unveil redesigned web site with new features and implement new, easier publishing process.
- Become a Passport Acceptance Agency (*we were denied this in the past because of so many others in the area. However, many of those have now discontinued the service*).

SUBJECT TO APPROVAL

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

- Significantly elevate Township public relations using the Township web site, Township newsletter, social media and news and print media outlets.
- Install second columbarium in Maple Ridge Cemetery.
- Explore various alternative burial options for Maple Ridge Cemetery.
- Implement monthly mailing process to new eligible voters of the permanent absentee application list.
- Purchase laptops to add an additional electronic poll book at each precinct.

Long-term Goals (2018-2020):

- Implement new voting system/tabulators in conjunction with the State of Michigan.
- Explore and implement mobile online civic engagement tools.
- Implement interactive mapping for Township cemeteries with links to file information.
- Install interactive kiosk in the lobby of the Community Services Center.
- Explore relocation of LED community sign.
- Within the Michigan Association of Municipal Clerks, work with legislators to adopt election reform legislation.

FIRE DEPARTMENT

2016 Goals

- Formalize the creation of an Office of Emergency Management within the Fire Department and continue the planning of emergency operations and hazard mitigation within the Township.
- Place a third ambulance in service and take a bold look at the staffing matrix of the Fire Department.
- Look at new models for community risk reduction and apply those to the Township as a model for others to replicate.
- Increase the efficiency and response of the automatic aid model in regards to fire and emergency medical response.
- Continue to be a leader in Metro Lansing Shared Services and look at new ways to further the collaboration to reduce costs.
- Use the accreditation process to find ways to improve services and streamline processes of policy, procedure and standard operating guidelines.

2017 Goals

- Plan and exercise the Emergency Management Plan for Delhi and incorporate a comprehensive community risk reduction model.
- Create and publish a strategic plan for the Fire Department utilizing both community and employee involvement for the near future planning.
- Look at the fire response matrix and review existing policies and procedures to keep current with trending construction and technology in the fire service.
- Enhance service delivery by adding career staff, putting a third frontline ambulance in full service and looking at new ways to recruit and retain paid on call firefighters.

SUBJECT TO APPROVAL

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

- Use current data, analytics and GIS to start mapping fire and EMS calls in relation to population density and call type to better understand needs for service.
- Expand medical training to enhance our mental health medical calls.

2018 and Beyond

Current trending shows increased need for all services of the Fire Department. By looking at the existing station and apparatus locations of our partners we need to look at planning a fire station for the current and future needs of the citizens. As we continue to refurbish ambulances to save on costs we will need to look at a Metro Lansing vehicle maintenance program for not just ambulances but fire apparatus as well. Further savings and enhancement could come from a joint fire inspection, emergency management and training among all Metro Lansing Fire Departments. As always, continue to be a leader in Metro Lansing for fire collaboration.

Meeting recessed at 10:07 a.m.

Meeting reconvened at 10:18 a.m.

DEPARTMENT OF PUBLIC SERVICES

2016 Goals

Sewer Fund

- Create the new position of GIS/Asset Management Coordinator.
- Begin the construction of the Eifert Road Force Main Replacement.
- Perform collection system Force Main Assessments.
- Begin Fiber Optic Upgrade at each Lift Station (3 stations per year).
- Purchase and install a food waste separator for the Scrappy program.
- Replace sewer Vector truck.
- Complete the Cartago Cul-de-Sac Sewer Check Valve project.
- Complete the POTW Pond Building project.

Stormwater

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

2017 Goals

Sewer Fund

- Complete the construction of the Eifert Road Force Main replacement.
- Begin the POTW Maintenance Building design.
- Begin Pine Tree Road Lift Station and Controls Upgrade.
- Begin the Nitrification Tower assessment and repair.
- Continue Fiber Optic Upgrade at each Lift Station (3 stations per year).
- Continue Township vehicle 10-year rotation replacement plan (purchase two vehicles).

SUBJECT TO APPROVAL

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

Stormwater

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

5 Year Goals

Sewer Fund

- Construct POTW Maintenance Building.
- Complete Pine Tree Road Lift Station and Controls Upgrade.
- Continue Sanitary Sewer Repairs/Lining.
- Continue Fiber Optic Upgrade at each Lift Station (3 stations per year).
- Continue the Condition Assessment and Repair the POTW Nitrification Tower.
- Implement Grease Collection/Treatment Options.
- Provide POTW Generators Interconnection.
- Install Grit Handling Upgrades.
- Continue Township vehicle 10-year rotation replacement plan.

Stormwater

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

COMMUNITY DEVELOPMENT DEPARTMENT

2016 Goals and Current Status

- Begin to facilitate implementation of recommendations that will be identified via the Cedar Street Revisioning planning process.

This project is underway and completion of the plan is anticipated to occur by the end of this year. Staff has worked with the DDA to negotiate the extension of the DDA plan to provide funding for implementation of plan recommendations over the next several years.

- Continue implementation of the Non-Motorized Transportation Plan (NMTP).
 - Facilitate implementation of the first phase/year of ADA Transition Plan repairs.
 - Work with Ingham County, the City of Mason, and other impacted regional partners to promote use of the County Trail millage for the Holt to Mason Trail.
 - Plan for a short trail connection between Trailhead Park and the existing trail on Cedar Street.

Staff anticipates that the first year of the ADA Transition Plan will be implemented before winter. Details have become available regarding how the Ingham County Trail Millage will be distributed by the County. Staff anticipates that an application will be submitted for the Ram Trail to Burchfield Park trail route instead of the Holt to Mason Trail due to

SUBJECT TO APPROVAL

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

circumstances beyond our control. Staff is working with the DDA to develop a route and preliminary estimate for the construction of the short trail connection that would move forward as a part of the roundabout park project in the next year to two.

- Continue to implement pro-active code enforcement and the Rental Registration and Inspection program.

This continues to go forward. Last summer (2015) a part-time code enforcement inspector was hired to help keep up with long grass and junk complaints during the warmer months. This same employee has returned this summer and will continue to assist with the proactive enforcement of these types of code cases.

- Continue to encourage and provide educational/training opportunities for PC and ZBA members. Achieve required education necessary to maintain certifications and accreditations for departmental staff.

Staff has continued to obtain training and take advantage of educational offerings.

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

This is always ongoing. Examples include public art, street improvements, streetlights, working on the Honeywell project, working with the DDA to extend its' plan and agreements with the taxing jurisdictions, trail planning and construction projects, intersection and crosswalk participate in safety discussions with the County, schools and others, implement the Neighborhood Stabilization Program (4556 Grove) and pilot programs like Holt Halloween and Glow Green.

- Strive to improve the attendance record of the Planning Commission and Zoning Board of Appeals in order to facilitate Township of Excellence designation by the Michigan Townships Association.

At the end of May 2016, the attendance rate for the Planning Commission has been 89% and 100% for Zoning Board of Appeals. The attendance rates in 2015 were 78% and 80%, respectively.

- Go live with BS&A online permitting.

2017 Goals

- Develop a local road improvement process/policy (via special assessment district) that is consistent from year-to-year and manageable for the Township to facilitate on behalf of residents when requested by same.
- Complete construction of the Ram Trail 2 project.
- Obtain funding for Ram Trail to Burchfield Park trail project from the Ingham County Trail Millage and implement project.
- Upon finalization of the Realize Cedar Plan (Cedar Street Revisioning Plan), work with the DDA to approach those taxing jurisdictions that did not agree to modify their agreement in 2016 to encourage their participation. Begin working on the implementation of Realize Cedar plan recommendations.
- Assist with and facilitate, as appropriate, activities associated with the Downtown Development Authority.

SUBJECT TO APPROVAL

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

2018 to 2021 – Long Range Plan

- Continue implementation of Realize Cedar plan.
- Continue to assist the DDA as appropriate.
- Consider update to Township Master Plan, as necessary.

PUBLIC COMMENT – None

ADJOURNMENT

Meeting adjourned at 11:02 a.m.

Date: June 21, 2014

Evan Hope, Township Clerk

Date: June 21, 2014

C.J. Davis, Supervisor

/af

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP
MINUTES OF REGULAR MEETING HELD ON JUNE 14, 2016**

The Delhi Charter Township Board of Trustees met in a regular meeting on Tuesday, June 14, 2016 in the Multipurpose Room at the Community Services Center, 2074 Aurelius Road, Holt, Michigan. Clerk Hope called the meeting to order at 6:06 p.m.

PLEDGE OF ALLEGIANCE

ROLL CALL

Members Present: Clerk Evan Hope, Treasurer Roy Sweet, Trustees Jon Harmon (arrived at 6:11 p.m.), John Hayhoe, Megan Ketchum, DiAnne Warfield

Members Absent: Supervisor C.J. Davis

COMMENTS FROM THE PUBLIC - None

GOALS & OBJECTIVES

The Board discussed the previous year's Goals and Objectives.

Goal I: Enhance the quality of life and create a sense of place for Delhi Residents.

1. Support the efforts of the DDA and the Holt Community Connect to continue activities such as Music in the Garden, Holt Hometown Festival, Moonlight Movies, kid friendly activities and nightlife entertainment, which draw people to the community.

It was suggested that the Township budget to support some of these activities.

2. Focus on making the Cedar street corridor an asset, creating bike lanes, connecting to the non-motorized trail system, creating economic opportunity for unique retail, fine dining, etc.

This goal is part of the Realize Cedar initiative.

3. Fund public art.

This is an ongoing goal.

4. Perform periodic brush clean ups.

The brush drop-offs will continue to be monitored to determine the best way of performing this service along with determining the best days/times to perform the service. It was stated that Saturdays are good days to hold the event with the assistance of the Holt Lions Club.

Goal II: Maintain fiscal integrity and increased efficiency.

1. Continue the contract with a private sector firm to fulfill the vacated role of Director of Accounting.

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP
MINUTES OF REGULAR MEETING HELD ON JUNE 14, 2016**

This contract is working well with the current staff. With the vacated role of Director of IT, the same type of program is under consideration for Information Technology and GIS.

2. Develop succession plans that promote growth and leadership opportunities for staff while maintaining a high quality of customer service for our residents.

It was stated that current staff throughout the organization provide excellent customer service for our residents. It was also suggested that whenever the current Township Manager retires, the Board should consider external along with internal candidates.

Goal III: Promote sustainable private and public economic development and redevelopment.

1. Develop short videos on website promoting Delhi Township.

Events promoting Delhi Township have been recorded and are on Facebook and You Tube. When the new website is launched more videos will be developed and placed on that site.

2. Redevelop DDA properties.

This is an ongoing endeavor by the DDA staff.

3. Encourage mixed residential housing throughout the Township.

"Mixed residential housing" was defined as providing housing stock that provides housing opportunities for all people live within our community, including differing socio-demographic groups.

Goal IV. Maintain and improve the infrastructure in the Township.

1. Educate Township residents on local road and sidewalk funding and construction stressing:
 - a. The lack of Township funding to support local road and sidewalk improvements.
 - b. Identify the process for creating special assessment districts in neighborhoods for road and sidewalk improvements with 100% of costs to be borne to residents.

This item will be discussed later in the meeting.

2. Bury overhead wires on Cedar Street and extend decorative lighting.

This item will be addressed with the Realize Cedar initiative.

3. Continue to designate a portion of the Fund Balance to eventually have the necessary funds to replace the roof of the Community Services Center.

This item was completed this year.

4. Strive to meet ADA compliance on sidewalks with future road improvement projects.

This item is ongoing.

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP
MINUTES OF REGULAR MEETING HELD ON JUNE 14, 2016**

5. Increase parking at the Community Services Center.

The newer parking lot on the north side of the building provides the additional parking needed for library patrons and residents visiting the building. For events, residents use the Presbyterian Church and shopping center as needed. This item will be removed as there is no way to increase parking at the Community Services Center.

Goal V. Promote Regional Collaboration of Services.

1. Maintain the fire contract with Alaiedon Township.

This item is being met; additionally Meridian and Mason Fire Departments have contracted with Delhi Township to provide mutual aid fire response and services to Delhi within Alaiedon Township. This item will be removed as Item No. 2 captures the idea of Item No. 1.

2. Continue to support and actively engage with neighboring units of government and foster the spirit of regionalism. The Township currently collaborates with six neighboring units of government on fire/EMS services.

The collaboration is working successfully.

3. Provide leadership for regional efforts.

This item continues.

Goal VI: Maintain positive and open communication with Township residents.

1. Promote public education thru a push email system.

This is growing continually.

2. Support the Community Outreach position to manage social media and coordinate Township events.

This position has been filled.

BOARD MEMBERS GOALS

Trustee Ketchum

- Continue with the non-motorized trail system.
- Fill the gaps in the Township's sidewalks.
- Reduce the speed of traffic on Cedar Street.

Trustee Harmon

- Improve the current Road Improvement program.
- Develop the vacant Township and DDA land, especially near the non-motorized trail system.

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP
MINUTES OF REGULAR MEETING HELD ON JUNE 14, 2016**

Trustee Hayhoe

- Keep the community informed of what is going.
- Continue to grow the tax base to support the future.

Treasurer Sweet

- Focus on infrastructure.
- Look at the need to increase the Fire Department personnel.
- Fiscal responsibility.
- Plan for future maintenance of the non-motorized trail.

Trustee Warfield

- Improve the current Road Improvement program.
- Plan for future maintenance of all Township assets.
- Quality of Life.

Clerk Hope

- The Community Outreach Coordinator takes on the role of "Holt Community Connects".
- Improve the current Road Improvement program.
- Improve Cedar Street to make Delhi a destination place.
- Continue to look at Placemaking.
- Extend the Ram Trail to Burchfield Park through the use of the County System of Trails and Parks Millage.
- Develop the Holt/Eifert Road property. Suggestions include:
 - a) A Fire Station/Sherriff Office, Delhi Division building
 - b) A dog park built through fund raising.
 - c) Approach Ingham County to offer space to build a new animal shelter.
- Fill gaps in sidewalks.
- Encourage Department Heads to bring items needed to help their department function more smoothly to the Board for approval.

Meeting recessed at 7:34 p.m.

Meeting reconvened at 7:45 p.m.

Sidewalks

Tracy Miller, Director of Community Development, stated that with the adopted non-motorized transportation plan, the sidewalk ordinance and the complete streets ordinance the Township has the ability to have sidewalks installed. Ms. Miller further stated that other agencies will need to conform to these ordinances as well when working in our Township.

Roads

Ms. Miller stated that the Board needs to decide if the Township is going to start facilitating their road projects. If they are, a very structured program policy should be adopted. Moving forward, the Township is going to have to bond for road improvements as there is not enough money to continue to fund these improvements.

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP
MINUTES OF REGULAR MEETING HELD ON JUNE 14, 2016**

Realize Cedar Initiative

Ms. Miller reported on the Realize Cedar Initiative. The planning consultant has visited the Farmers' Market, Kids Day, the schools, etc. to get public input. Once adopted, the plan should then be taken back to the DDA Taxing Authorities that opted out of the Tax Sharing Agreement (CADL, CATA and LLC) to encourage them to opt in.

Clerk Hope stated that people tend to go out of the Township to do their shopping, dining, etc. and we need to draw people in. The Township will need to spend money on marketing and advertising to help promote Cedar Street. The Township needs something that makes it unique.

Five year projection of revenues and expenditures

Twp. Mgr. Elsinga stated that in 2017, additional Park employees will be needed. The Fire Department is looking at three additional staff members along with grants to help subsidize the additional staff beginning in 2017.

In 2018, the Township will need to reach out to the public to support a millage of 2.5 mills for the operation and capital improvement budgets of the fire department fire millage along with 2.5 mills to support the police department.

Kiwanis Park will be getting a new restroom and playground equipment in 2017. There is a need for more parking at Valhalla Park and consideration should be given to playground equipment at Jaycee Park.

In 2016, the Township again had to reduce its operating millage due to Headlee. Proposal A and a high value of personal property assets which were either removed from the Township or exempted under the new Eligible Manufacturing Personal Property & Essential Services Assessment which hurt the Township in terms of taxable value. However, the Township did experience growth via market value increase and new construction in 2015; the SEV went from \$760,000,000 to \$790,000,000 that's despite subtracting \$18,000,000 in Personal Property losses from that growth.

Twp. Mgr. Elsinga stated that he will recommend a 2% wage increase for staff for 2017.

Trustee Harmon suggested that the Township fund the employee's Health Savings Account at 25% in addition to the 2% wage increase.

PUBLIC COMMENT – None

ADJOURNMENT

Meeting adjourned at 8:37 p.m.

Date: June 21, 2016

Evan Hope, Township Clerk

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP
MINUTES OF REGULAR MEETING HELD ON JUNE 14, 2016**

Date: June 21, 2016

C.J. Davis, Supervisor

/af

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP
COMMITTEE OF THE WHOLE MEETING HELD ON JUNE 21, 2016**

The members of the Delhi Charter Township Committee of the Whole met on Tuesday, June 21, 2016 in the Multipurpose Room at the Community Services Center, 2074 Aurelius Road, Holt, MI. Supervisor Davis called the meeting to order at 6:30 p.m.

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

Members Absent: Trustees Jon Harmon, Megan Ketchum

BUSINESS

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

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

Lt. Dennis Hull reported on the two new electronic speed limit signs.

FIRE DEPARTMENT – MAY ACTIVITY REPORT

The Board reviewed the May Fire Department Activity Report (ATTACHMENT II).

Fire Chief Brian Ball reported on the May 24, 2016 fire at the John Bean building located in the City of Lansing. Chief Ball stated that MABAS was used and worked as intended.

Chief Ball stated that the Township's Fire Prevention Ordinance (Ordinance No. 70.12) states that open burn permits are restricted to one acre lots or larger. Chief Ball stated that illegal burns for the month of May were down substantially from the same time in past years and illegal burn complaints are almost non-existent which Chief Ball attributes to the adoption of the ordinance amendment.

Chief Ball stated that the Township is in possession of its new ambulance and it should be in service by the end of July.

COMMUNITY DEVELOPMENT DEPARTMENT – MAY ACTIVITY REPORT

The Board reviewed the May Community Development Department Activity Report (ATTACHMENT III).

Tracy Miller, Director of Community Development, stated that the Realize Cedar project is ready for public rollout. A digital interactive display will be set up in the atrium in the near future.

Ms. Miller stated that the first meeting of the non-motorized transportation plan steering committee was presented to the Planning Commissioners at their June 13, 2016 meeting. Ms. Miller commented that the steering meeting was well attended.

**DELHI CHARTER TOWNSHIP
COMMITTEE OF THE WHOLE MEETING HELD ON JUNE 21, 2016**

Mr. Miller stated that work has begun on the Ram Trail to Burchfield Park application to be submitted to Ingham County in October 2016 for possible funding of this section of the trail.

PUBLIC COMMENT – Mike Hamilton, 4541 Sycamore Street, alerted the Board of a scam phone call that was received in the Township.

ADJOURNMENT

Meeting adjourned at 7:00 p.m.

Date: July 5, 2016

Evan Hope, Township Clerk

Date: July 5, 2016

C.J. Davis, Supervisor

/af

**DELHI CHARTER TOWNSHIP
MINUTES OF REGULAR MEETING HELD ON JUNE 21, 2016**

Delhi Charter Township Board of Trustees met in a regular meeting on Tuesday, June 21, 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 John Hayhoe, DiAnne Warfield

Members Absent: Trustees Jon Harmon, Megan Ketchum

COMMENTS FROM THE PUBLIC - None

Brian J. Cenci, PE, Vice-President, Eng., Inc.

CONSENT AGENDA

- A. Approval of Minutes – Committee Meeting of June 7, 2016
- B. Approval of Minutes – Regular Meeting of June 7, 2016
- C. Approval of Claims – June 7, 2016 (ATTACHMENT I)
- D. Approval of Payroll – June 16, 2016 (ATTACHMENT II)

Warfield moved to approve the Consent Agenda as presented.

A Roll Call Vote was recorded as follows:

Ayes: Sweet, Warfield, Davis, Hayhoe, Hope

Absent: Harmon, Ketchum

MOTION CARRIED

NEW BUSINESS

AMENDED MICHIGAN MUTUAL AID BOX ALARM SYSTEM ASSOCIATION AGREEMENT

The Board reviewed memorandums dated June 17, 2016 from Twp. Mgr. Elsinga and Brian Ball, Fire Chief (ATTACHMENT III).

Hayhoe moved to approve the Amended Michigan Mutual Aid Box Alarm System Association Agreement providing for full cost recovery with regards to the Special Operations Team.

A Roll Call Vote was recorded as follows:

Ayes: Warfield, Davis, Hayhoe, Hope, Sweet

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP
MINUTES OF REGULAR MEETING HELD ON JUNE 21, 2016**

Absent: Harmon, Ketchum

MOTION CARRIED

RESOLUTION NO. 2016-013 – ROAD IMPROVEMENT AND SPECIAL ASSESSMENT DISTRICT – RIVER POINTE SUBDIVISION

The Board reviewed memorandums dated June 15, 2016 from Twp. Mgr. Elsinga and Tracy Miller, Director of Community Development (ATTACHMENT IV).

Sweet moved to adopt Resolution No. 2016-013, which is the first of five resolutions to initiate a Special Assessment District to defray the cost of construction for road repairs for River Pointe Subdivision.

Tracy Miller, Director of Community Development, stated that this assessment will be spread over fifteen years, not ten as her memorandum indicates.

A Roll Call Vote was recorded as follows:

Ayes: Davis, Hayhoe, Hope, Sweet, Warfield

Absent: Harmon, Ketchum

MOTION CARRIED

RESOLUTION NO. 2016-014 – SET PUBLIC HEARING – ROAD IMPROVEMENT SPECIAL ASSESSMENT DISTRICT - RIVER POINTE SUBDIVISION

The Board reviewed a memorandum dated June 15, 2016 from Twp. Mgr. Elsinga (ATTACHMENT V).

Hayhoe moved to adopt Resolution No. 2016-014, which is the second of five resolutions in which plans and estimates for the construction of road improvements for the proposed River Pointe Subdivision Special Assessment District be filed with the Township Clerk, and sets a public hearing for July 5, 2016 at 7:45 p.m. to determine its need and necessity.

A Roll Call Vote was recorded as follows:

Ayes: Hayhoe, Hope, Sweet, Warfield, Davis

Absent: Harmon, Ketchum

MOTION CARRIED

RESOLUTION NO. 2016-015 – EASEMENT ACQUISITION PROCEEDINGS

The Board reviewed a memorandum dated June 16, 2016 from Twp. Mgr. Elsinga (ATTACHMENT VI).

Warfield moved to adopt Resolution No. 2016-015 which initiates condemnation proceedings for the purpose of acquiring the necessary land for construction of the Eifert Road force main.

A Roll Call Vote was recorded as follows:

Ayes: Hope, Sweet, Warfield, Davis, Hayhoe

Absent: Harmon, Ketchum

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP
MINUTES OF REGULAR MEETING HELD ON JUNE 21, 2016**

MOTION CARRIED

CONTINUING DISCLOSURE CERTIFICATE – STIMSON DRAIN DRAINAGE DISTRICT

The Board reviewed a memorandum dated June 16, 2016 from Twp. Mgr. Elsinga (ATTACHMENT VII).

Sweet moved to approve the Continuing Disclosure Certificate in connection with the issuance of the Stimson Drain Drainage District 2016 Drain Bonds.

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

MOTION CARRIED

REPORTS

SUPERVISOR

Supervisor Davis reported on an upcoming meeting of the Holt/Delhi Historical Society and the Delhi Township 175th Anniversary Celebration Committee.

TREASURER

Treasurer Sweet reported that his office is working on summer tax bills which will be in the mail shortly.

LIMITED PUBLIC COMMENTS – None

ADJOURNMENT

Meeting adjourned at 7:39 p.m.

Date: July 5, 2016

Evan Hope, Township Clerk

Date: July 5, 2016

C.J. Davis, Supervisor

/af

SUBJECT TO APPROVAL

ACCOUNTS PAYABLE APPROVAL

June 21, 2016

I. Certification of Authorized Signatures: The attached Check Register and Invoice Distribution Report encompass checks dated June 21, 2016 numbered 91488 thru 91568 & ACH 4275 thru 4301. Every invoice has a payment authorizing signature(s).

Dated: June 21, 2016

Lora Behnke, Accounting Clerk

II. Certification of Fund Totals:

The attached Invoice Distribution Report and Check Register for checks dated June 21, 2016 show payments made from the following funds:

General Fund	\$	99,544.41
Fire Fund		22,141.54
Police Fund		213,942.75
Fire Equip. & Apparatus Fund		4,087.90
Water Improvement Fund		500.00
Downtown Development Fund		7,924.84
Sycamore Trail Construction		38.00
Sewer Fund		151,626.81
Trust & Agency Fund		3,088.81
Falk Cemetery Fund		60.95
Grand Total	\$	<u>502,956.01</u>

Includes the following to be reimbursed from separate bank accounts:

None

Dated: June 21, 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. (\$13,831.56 To Hubbell, Roth & Clark for Ram Trail PH II, 2/2/16, \$33,000.00 To Ingham Co. Drain Commission for Stimson Drain Project, 6/7/16)

Dated: June 21, 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 July 5, 2016 a motion was made by _____ and passed by _____ yes votes and _____ no votes (_____ absent) that the list of claims dated June 21, 2016, was reviewed, audited and approved

Evan Hope, Township Clerk

INVOICE GL DISTRIBUTION REPORT FOR DELHI CHARTER TOWNSHIP
EXP CHECK RUN DATES 06/08/2016 - 06/21/2016

Vendor	Invoice Line Desc	Amount
Fund 101 GENERAL FUND		
Dept 000.00		
BLUE CROSS BLUE SHIELD	RETIREES HEALTH INSURANCE JULY	127.66
JUDY GUTZMAN	REFUND-PAVILION	50.00
Total For Dept 000.00		177.66
Dept 101.00 LEGISLATIVE		
HARTFORD LIFE INSURANCE	TRUSTEES LIFE INSURANCE JULY	25.50
DELHI TOWNSHIP TREASURER	MTA CONFERENCE MEALS/WARFIELD	31.74
Total For Dept 101.00 LEGISLATIVE		57.24
Dept 171.00 MANAGER		
BLUE CROSS BLUE SHIELD	HEALTH INSURANCE JULY	2,257.13
DELTA DENTAL PLAN OF	DENTAL INSURANCE JULY	295.46
HARTFORD LIFE INSURANCE	LIFE INSURANCE JULY	96.90
UNUM LIFE INSURANCE COMP	DISABILITY INSURANCE JULY	144.53
MICHIGAN ECONOMIC DEV	2016 MEMBERSHIP DUES	270.00
WENDY L THIELEN	6/3/16 MILEAGE/THIELEN	68.37
BANK OF AMERICA	SEMINAR/ELSINGA	30.00
BANK OF AMERICA	MPELRA PROGRAM REGISTRAT/THIELEN	90.00
Total For Dept 171.00 MANAGER		3,252.39
Dept 191.00 ACCOUNTING		
BLUE CROSS BLUE SHIELD	HEALTH INSURANCE JULY	417.99
DELTA DENTAL PLAN OF	DENTAL INSURANCE JULY	43.07
HARTFORD LIFE INSURANCE	LIFE INSURANCE JULY	23.80
UNUM LIFE INSURANCE CO	DISABILITY INSURANCE JULY	35.33
ABRAHAM & GAFFNEY, P.C.	ACCOUNTING SERVICES MAY	2,125.00
Total For Dept 191.00 ACCOUNTING		2,645.19
Dept 215.00 CLERK		
BLUE CROSS BLUE SHIELD	HEALTH INSURANCE JULY	3,929.08
DELTA DENTAL PLAN OF	DENTAL INSURANCE JULY	391.81
HARTFORD LIFE INSURANCE	LIFE INSURANCE JULY	85.85
UNUM LIFE INSURANCE CO	DISABILITY INSURANCE JULY	101.87
DELHI TOWNSHIP TREASURER	5/20/2016 MILEAGE/FINCH	6.48
MICHIGAN.COM	PUBLISHING LEGALS MAY	910.76
DELHI TOWNSHIP TREASURER	PARKING/FINCH	5.00
BANK OF AMERICA	MAMC CONFERENCE REGISTRAT/HOPE	300.00
DELHI TOWNSHIP TREASURER	PARKING/KANGAS	5.00
Total For Dept 215.00 CLERK		5,735.85
Dept 228.00 INFORMATION TECHNOLOGY		
DELHI TOWNSHIP TREASURER	DUST OFF	9.98
ACD.NET, INC.	ACD FIBER MONTHLY	616.00
APPLICATION SPECIALIST KO	ACCESS POINT FOR FIRE	150.00
APPLICATION SPECIALIST KO	SECURITY CERTIFICATE	49.95
Total For Dept 228.00 INFORMATION TECHNOLOGY		825.93

Dept 253.00 TREASURERS		
BLUE CROSS BLUE SHIELD	HEALTH INSURANCE JULY	1,253.96
DELTA DENTAL PLAN OF	DENTAL INSURANCE JULY	214.73
HARTFORD LIFE INSURANCE	LIFE INSURANCE JULY	45.89
UNUM LIFE INSURANCE CO	DISABILITY INSURANCE JULY	68.16
DBI BUSINESS INTERIORS	OFFICE SUPPLIES	201.90
BRINK'S INCORPORATED	BRINKS SERVICES JUNE	627.69
BRINK'S INCORPORATED	BRINKS SERVICES MAY EXCESS TIME	58.01
DELHI TOWNSHIP TREASURER	1/6/2016 MILEAGE/TEBEAU	9.18
BANK OF AMERICA	LODGING/TEBEAU	146.75
Total For Dept 253.00 TREASURERS		2,626.27

Dept 257.00 ASSESSING		
DELTA DENTAL PLAN OF	DENTAL INSURANCE JULY	348.73
HARTFORD LIFE INSURANCE	LIFE INSURANCE JULY	65.02
UNUM LIFE INSURANCE CO	DISABILITY INSURANCE JULY	96.94
MARSHALL & SWIFT/BOECKH	MARSHALLK VALUATION SERVICE	634.20
DELTA CHARTER TOWNSHIP	ASSESSING FEES JUNE	2,000.00
FRANKIE D'S AUTO & TRUCK	A/C PARTS & LABOR/#67	457.00
DELHI TOWNSHIP TREASURER	PP CLASS/KONEN	10.00
Total For Dept 257.00 ASSESSING		3,611.89

Dept 262.00 ELECTIONS		
DBI BUSINESS INTERIORS	LABELS	33.15
PRINTING SYSTEMS, INC.	1,000 AV OUTER ENVELOPES	178.00
PRINTING SYSTEMS, INC.	SHIPPING	25.55
DELHI TOWNSHIP TREASURER	POSTAGE AV APPLICATIONS	6.90
DELHI TOWNSHIP TREASURER	POSTAGE AV BALLOT	4.42
DELHI TOWNSHIP TREASURER	POSTAGE AV BALLOT	3.31
DELHI TOWNSHIP TREASURER	POSTAGE AV BALLOT	2.21
DELHI TOWNSHIP TREASURER	POSTAGE AV BALLOT	22.95
EXTEND YOUR REACH	POSTAGE & FEES MAY	239.50
DELHI TOWNSHIP TREASURER	PAPER PLATES/PLASTIC WARE/SALES	9.17
DELHI TOWNSHIP TREASURER	NAPKINS	4.59
Total For Dept 262.00 ELECTIONS		529.75

Dept 265.00 BUILDING & GROUNDS		
BLUE CROSS BLUE SHIELD	HEALTH INSURANCE JULY	2,675.12
DELTA DENTAL PLAN OF	DENTAL INSURANCE JULY	166.87
HARTFORD LIFE INSURANCE	LIFE INSURANCE JULY	60.34
UNUM LIFE INSURANCE CO	DISABILITY INSURANCE JULY	89.80
LANSING ICE & FUEL CO	GASOLINE 5/16-31/2016	216.02
MODEL COVERALL SERVICE	UNIFORMS/ B & G	21.69
MODEL COVERALL SERVICE	UNIFORMS/ B & G	21.69
BANK OF AMERICA	VETERANS FLAGS FOR CEMETERIES	137.80
BANK OF AMERICA	SALES TAX REFUND	(7.80)
GRANGER	MONTHLY DUMPSTER SERVICE	76.00
QUALITY FIRST MAID SERVICE	CLEANING SERVICES/CSC	812.50
BOARD OF WATER & LIGHT	WATER 2074 AURELIUS	1,244.65
BOARD OF WATER & LIGHT	WATER 2004 AURELIUS	95.14
DELHI TOWNSHIP TREASURER	SEWER 2074 AURELIUS	401.40
BANK OF AMERICA	SOD/MAPLE RIDGE	139.60
PURE GREEN LAWN & TREE	FERT/WEED CONTRO/GRUB CONTROL	2,324.00
HAMMOND FARMS SOUTH	20.96 YDS PROBARK	41.92
WESCO DISTRIBUTION, INC	12 PHILP MOGEL BASE LIGHT BULB C100	216.78
Total For Dept 265.00 BUILDING & GROUNDS		8,733.52

Dept 281.00 STORMWATER		
HUBBELL, ROTH & CLARK, INC	SAW STORMWATER MANAGEMENT PLAN	156.81
	Total For Dept 281.00 STORMWATER	156.81
Dept 446.00 INFRASTRUCTURE		
HUBBELL, ROTH & CLARK, INC	RAM TRAIL PHASE II	13,831.56
	Total For Dept 446.00 INFRASTRUCTURE	13,831.56
Dept 721.00 PLANNING/COMMUNITY DEVELOPMENT		
BLUE CROSS BLUE SHIELD	HEALTH INSURANCE JULY	5,601.03
DELTA DENTAL PLAN OF	DENTAL INSURANCE JULY	606.54
HARTFORD LIFE INSURANCE	LIFE INSURANCE JULY	147.03
UNUM LIFE INSURANCE CO	DISABILITY INSURANCE JULY	218.71
BANK OF AMERICA	POLO SHIRTS/LARNER & MASTIN	186.95
LANSING ICE & FUEL CO	GASOLINE 5/16-31/2016	138.21
BANK OF AMERICA	CEDAR ST PLAN STEERING LUNCH	75.99
HUBBELL, ROTH & CLARK, INC	CEDAR ST CORRIDOR IMPROVEMENT	5,269.80
HUBBELL, ROTH & CLARK, INC	1018 HOGSBACK RD WAREHOUSE STUDY PI	436.05
HUBBELL, ROTH & CLARK, INC	WILLOUGHBY ESTATES STUDY PLAN	186.75
DELHI TOWNSHIP TREASURER	SALAD DRESSING/CEDAR ST COMMITTEE	3.00
DELHI TOWNSHIP TREASURER	SALAD DRESSING/CEDAR ST PLANNING	3.19
MC KENNA ASSOCIATES, INC	CEDAR ST REVISIONING PLAN	9,875.00
MICHIGAN.COM	PUBLISHING LEGALS MAY	174.08
BANK OF AMERICA	AERO BLADES/#57	28.98
BANK OF AMERICA	CAR WASH/#57	8.00
DELHI TOWNSHIP TREASURER	RECORDING FEES SIDEWALK AGREE	25.00
SCHAFFER'S INC.	MOWING VACANT LOT ON WILLOUGHBY	51.75
SCHAFFER'S INC.	MOWING 1850 CEDAR	69.00
SCHAFFER'S INC.	MOWING 5690 LADDERBACK	43.13
SCHAFFER'S INC.	MOWING 3965 CIRCLE	43.13
SCHAFFER'S INC.	MOWING 1684 WAVERLY	69.00
SCHAFFER'S INC.	MOWING 620 EIFERT	43.13
SCHAFFER'S INC.	MOWING 1532 EIFERT	43.13
SCHAFFER'S INC.	MOWING 2498 GILBERT	43.13
SCHAFFER'S INC.	MOWING 4590 DON	34.50
SCHAFFER'S INC.	MOWING 3725 DAVID	34.50
SCHAFFER'S INC.	MOWING VACANT LOT ON WILLOUGHBY	51.75
SCHAFFER'S INC.	MOWING 4645 AMMON	34.50
SCHAFFER'S INC.	MOWING VACANT LOT LEGACY PARKWAY	69.00
SCHAFFER'S INC.	MOWING 3420 PINE TREE	51.75
SCHAFFER'S INC.	MOWING 3200 PINE TREE	51.75
SCHAFFER'S INC.	3200 PINE TREE	51.75
SCHAFFER'S INC.	MOWING 2048 THORBURN	51.75
	Total For Dept 721.00 PLANNING/COMMUNITY DEVELOPMENT	23,820.96
Dept 752.00 PARKS ADMINISTRATION		
BLUE CROSS BLUE SHIELD	HEALTH INSURANCE JULY	1,253.98
DELTA DENTAL PLAN OF	DENTAL INSURANCE JULY	129.21
HARTFORD LIFE INSURANCE	LIFE INSURANCE JULY	73.10
UNUM LIFE INSURANCE CO	DISABILITY INSURANCE JULY	109.17
HOLT PUBLIC SCHOOLS	PRINTING SOCCER & FLAG FOOTBALL	70.00
MICHIGAN RE & PARKS ASSOC	MEMBERSHIP DUES	533.00
	Total For Dept 752.00 PARKS ADMINISTRATION	2,168.46

Dept 771.00 PARKS		
BLUE CROSS BLUE SHIELD	HEALTH INSURANCE JULY	1,671.95
DELTA DENTAL PLAN OF	DENTAL INSURANCE JULY	214.73
HARTFORD LIFE INSURANCE	LIFE INSURANCE JULY	39.10
UNUM LIFE INSURANCE CO	DISABILITY INSURANCE JULY	58.36
D & M SILKSCREENING	UNIFORMS	170.00
LANSING ICE & FUEL CO	GASOLINE 5/16-31/2016	1,077.96
MODEL COVERALL SERVICE	UNIFORMS/PARKS	80.82
MODEL COVERALL SERVICE	UNIFORMS/PARKS	64.32
ACE HARDWARE	WRENCH TAP/TAP PLUG/2 MISC. MDSE.	26.78
LANSING SANITARY SUPPLY	3 CS HAND SOAP	246.06
AMERICAN RENTALS, INC.	PORTABLE TOILETS	225.00
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	260.00
STATE OF MICHIGAN	WATER SAMPLES/VALHALLA	75.00
STATE OF MICHIGAN	WATER SAMPLES/VALHALLA	15.00
BOARD OF WATER & LIGHT	WATER 2287 PINE TREE	50.56
BOARD OF WATER & LIGHT	WATER 2074 AURELIUS #PARK	461.28
BOARD OF WATER & LIGHT	WATER 4050 KELLER	180.95
BOARD OF WATER & LIGHT	WATER 1750 MAPLE	28.00
BOARD OF WATER & LIGHT	WATER 2108 CEDAR	224.93
DELHI TOWNSHIP TREASURER	SEWER 2108 CEDAR	121.20
DELHI TOWNSHIP TREASURER	SEWER 2287 PINE TREE	53.78
DELHI TOWNSHIP TREASURER	SEWER 4030 KELLER	90.88
DELHI TOWNSHIP TREASURER	SEWER 1750 MAPLE	36.35
MENARDS LANSING SOUTH	1000 8" BLACK TIES	19.96
SAFETY SYSTEMS, INC	QTRLY MONITORING/SENIOR CENTER	99.00
BANK OF AMERICA	REPAIR 3 HOLES IN SUN SHADE/PARK	310.00
BANK OF AMERICA	UNDERWATER LIGHTING FIXTURE & SHIP	1,132.00
PURE GREEN LAWN & TREE	FERT/WEED CONTROL @ HOLT/AURELIUS R	44.00
PURE GREEN LAWN & TREE	FERT/WEED CONTROL@CEDAR/HOLT	25.00
PURE GREEN LAWN & TREE	FERT/WEED CONTROL@DDA/ICSD	25.00
ACE HARDWARE	2 SPRINKLERS	27.98
CHRISTIANS GREENHOUSE	FLOWERS	194.79
CHRISTIANS GREENHOUSE	FLOWERS	357.57
CHRISTIANS GREENHOUSE	FLOWERS	91.04
HAMMOND FARMS SOUTH	12 YDS PRO SOIL	165.00
HAMMOND FARMS SOUTH	DELIVERY	52.00
HAMMOND FARMS SOUTH	13.75 YDS PROSOIL	41.25
HAMMOND FARMS SOUTH	MOSQUITO SPRAY	7.25
HAMMOND FARMS SOUTH	5 YDS OF PRO MULCH	104.80
LOWE'S CREDIT SERVICES	FLOWERS	13.19
LOWE'S CREDIT SERVICES	PLANTS	39.76
LOWE'S CREDIT SERVICES	PLANTS	83.34
LOWE'S CREDIT SERVICES	PLANTS	203.26
LOWE'S CREDIT SERVICES	FLOWERS	131.56
MENARDS LANSING SOUTH	2 BOLTS/2 HEX NUTS	14.56
MENARDS LANSING SOUTH	HOSE/3 HAND WEEDERS/FLOWERS	101.31
MENARDS LANSING SOUTH	FLOWERS	71.88
SITEONE LANDSCAPE SUPPLY	SNAPSHOT & CROSSCHECK PLUS	139.96
D & G EQUIPMENT INC	2 BELTS/EXMARK MOWERS	45.74
THE PARTS PLACE	BATTERY/#47	129.60
TASMANIAN TIRE CO.	TIRES FOR UNITS 40 & 48	238.00
BANK OF AMERICA	WADERS	99.99
SPARROW OCC HEALTH SERV	PHYSICALS	414.00
	Total For Dept 771.00 PARKS	10,325.80

Dept 774.00 RECREATION		
JOHNNY MAC'S	WINDSCREENS FOR 5 COURTS	7,475.00
BANK OF AMERICA	BASEBALL BATS	89.97
BANK OF AMERICA	KIDS DAY FOOD PERMIT	195.00
POP-ITY POPCORN CO. LLC	CASES POPCORN	48.00
POP-ITY POPCORN CO. LLC	POPCORN BAGS	24.00
POP-ITY POPCORN CO. LLC	SNO CONE SYRUP	30.00
POP-ITY POPCORN CO. LLC	SNO CONE CUPS	42.50
	Total For Dept 774.00 RECREATION	<u>7,904.47</u>

Dept 850.00 OTHER FUNCTIONS		
HARTFORD LIFE INSURANCE	RETIREEES LIFE INSURANCE JULY	32.40
BLUE CROSS BLUE SHIELD	RETIREEES HEALTH INSURANCE JULY	6,669.90
DBI BUSINESS INTERIORS	OFFICE SUPPLIES	269.94
DELHI TOWNSHIP TREASURER	60 STAMPS	29.40
EXTEND YOUR REACH	POSTAGE & FEES MAY	838.26
ENCOMPASS/EAP	3RD QUARTER EAP	248.00
GRANGER	40 YD ROLL OFF CONTAINER	275.00
GRANGER	BRUSH COLLECTION 5/18/16	147.25
MEDICAL MANAGEMENT SYS	AMBULANCE BILLING FEES MAY	3,379.34
BANK OF AMERICA	MUSIC SERVICE/CSC	26.95
BANK OF AMERICA	FACEBOOK ADS	750.14
BANK OF AMERICA	AT&T LED SIGN 5/16-6/15/2016	93.85
BANK OF AMERICA	WUFOO SUBSCRIPTION 4/26-5/26/2016	9.00
BANK OF AMERICA	FACEBOOK ADS	40.65
BANK OF AMERICA	WEB HOSTING 5/10-6/10/2016	1.00
BANK OF AMERICA	SHARED SERVICES MEETING/ELSINGA	94.42
DELHI TOWNSHIP TREASURER	QUARTERLY MEETING REFRESHMENTS	27.54
RICOH USA, INC	PRINCIPAL	155.20
RICOH USA, INC	INTEREST	52.42
	Total For Dept 850.00 OTHER FUNCTIONS	<u>13,140.66</u>

Total For Fund 101 GENERAL FUND	<u><u>99,544.41</u></u>
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Fund 206 FIRE FUND		
Dept 336.00 FIRE DEPARTMENT		
HARTFORD LIFE INSURANCE	RETIREEES LIFE INSURANCE JULY	4.05
BLUE CROSS BLUE SHIELD	RETIREEES HEALTH INSURANCE JULY	945.94
BLUE CROSS BLUE SHIELD	HEALTH INSURANCE JULY	8,694.12
DELTA DENTAL PLAN OF	DENTAL INSURANCE JULY	1,695.82
HARTFORD LIFE INSURANCE	LIFE INSURANCE JULY	247.21
UNUM LIFE INSURANCE CO	DISABILITY INSURANCE JULY	519.77
DBI BUSINESS INTERIORS	MAP HOLDERS	86.77
PAPER IMAGE PRINTING	AMBULANCE FORMS	53.90
DELHI TOWNSHIP TREASURER	3 COMPOSITION NOTEBOOKS & TAX	6.96
DELHI TOWNSHIP TREASURER	ENVELOPES FOR MASS MAILING	29.99
LANSING ICE & FUEL CO	GASOLINE 5/16-31/2-16	898.49
BRIAN BRITTEN	WORK BOOTS REIMBURSEMENT/BRITTEN	121.89
MATT WOOTEN	WORK BOOT REIMBURSEMENT	125.00
ARROW INTERNATIONAL, INC	POWER DRIVER VASCULAR ACCESS	344.68
BOUND TREE MEDICAL, LLC	MEDICAL SUPPLIES	1,494.76
LIFEGAS LLC	OXYGEN	345.59
LIFEGAS LLC	OXYGEN	20.62
MICHIGAN STATE UNIVERSITY	MEDICAL SUPPLIES	283.96
MOORE MEDICAL, LLC	MEDICAL SUPPLIES & FUEL SURCHARGE	794.26
MOORE MEDICAL, LLC	MEDICAL SUPPLIES	314.72
INGHAM COUNTY FIRE CHIEFS	ICC 2016 MEMBERSHIP DUES	50.00
INTERNATIONAL ASSOCIATION	IAAI DUES 7/1/2017-7/1/2018	190.00
SPARROW OCC HEALTH SERV	PHYSICALS	699.74

ENCOMPASS/EAP	3RD QUARTER EAP	294.50
ACD.NET, INC.	ACD FIBER MONTHLY	182.00
DELHI TOWNSHIP TREASURER	TWP CELL PHONE	50.00
BOARD OF WATER & LIGHT	WATER 6139 BISHOP	37.48
DELHI TOWNSHIP TREASURER	SEWER 6139 BISHOP	37.88
B & D ELECTRIC, INC.	ELECTRICAL MATERIALS & LABOR	663.00
BANK OF AMERICA	2 CABLES	29.98
BANK OF AMERICA	RFRESHMENTS/TRAINING	22.25
BANK OF AMERICA	METRO CHIEF LUNCH/BALL & PORCELLO	29.55
BANK OF AMERICA	PARKING/BALL	9.00
BANK OF AMERICA	FUEL/BALL	47.58
BANK OF AMERICA	METRO CHIEFS LUNCH/BALL	12.04
DELHI TOWNSHIP TREASURER	PICTURE FRAMES & SALES TAX	19.08
DELHI TOWNSHIP TREASURER	VELCO & SALES TAX	2.12
BANK OF AMERICA	LODGING/DRURY	311.34
ACROSS THE STREET PROD	BLUE CARD ON-LINE TRAINING PROGRAM	2,425.50
	Total For Dept 336.00 FIRE DEPARTMENT	<u>22,141.54</u>

Total For Fund 206 FIRE FUND 22,141.54

Fund 207 POLICE FUND

Dept 301.00 POLICE

INGHAM COUNTY TREASURER	POLICE CONTRACT JUNE	213,942.75
	Total For Dept 301.00 POLICE	<u>213,942.75</u>

Total For Fund 207 POLICE FUND 213,942.75

Fund 211 FIRE EQUIP. & APPARATUS FUND

Dept 339.00 EQUIPMENT & APPARATUS

BANK OF AMERICA	SHIPPING	9.80
BANK OF AMERICA	SHIPPING	20.07
ACE HARDWARE	AA BATTERIES	13.99
ACE HARDWARE	2 ELBOWS	12.98
DELHI TOWNSHIP TREASURER	SHARPEN CHAIN SAW CHAINS	16.00
ACE HARDWARE	SPRAY PAINT/AMBULANCE	4.99
FRANKIE D'S AUTO & TRUCK	LOF/ROTATE TIRES & INSPECT BRAKES	379.00
HALT FIRE, INC.	CONTROL MPODULE	2,341.61
HALT FIRE, INC.	S&H	89.46
INGHAM COUNTY FIRE CHIEFS	FIRE CLASSES FOR 2 PEOPLE	1,200.00
	Total For Dept 339.00 EQUIPMENT & APPARATUS	<u>4,087.90</u>

Total For Fund 211 FIRE EQUIP. & APPARATUS FUND 4,087.90

Fund 225 WATER IMPROVEMENT FUND

Dept 000.00

DAVID VIDAL	REFUND FOR WATER SERVICE INSTALL	500.00
	Total For Dept 000.00	<u>500.00</u>

Total For Fund 225 WATER IMPROVEMENT FUND 500.00

Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY

Dept 728.00 DDA ADMINISTRATION

BANK OF AMERICA	PLANNER/HAAS	18.99
ENCOMPASS/EAP	3RD QUARTER EAP	15.50
ACD.NET, INC.	ACD FIBER MONTHLY	42.00
TRITERRA	PHASE II ENVIRONMENTAL ASSESSMENT	3,400.00
TRITERRA	PHASE II ESA REPORTING	2,000.00
	Total For Dept 728.00 DDA ADMINISTRATION	<u>5,476.49</u>

Dept 729.00 DDA MARKETING & PROMOTION

BANK OF AMERICA	MIFMA SPONSOR COOKING DEMOS	500.00
BANK OF AMERICA	LUNCH FOR HOLT COMMUNITY CONNECT	48.94
BANK OF AMERICA	WEB HOST HOLTCOMMUNITYCONNECT	143.40
BANK OF AMERICA	CODEGUARD & SITE LOCK/HOLTCOMM	39.94
BANK OF AMERICA	4 EXTENSION COUPLERS & SHIPPING	33.71
BANK OF AMERICA	DIMONDALE NURSING BANNER & SHIP	21.18
ACD.NET, INC.	WIFI 6/1-7/1/2016	69.95
ACE HARDWARE	S HOOK/CEILING HOOK/MISC. MDSE,	29.57
CITY PULSE	1/3 PAGE AD	419.40
BANK OF AMERICA	LUNCH/DRU MITCHELL & HAAS	24.82
Total For Dept 729.00 DDA MARKETING & PROMOTION		1,330.91

Dept 850.00 OTHER FUNCTIONS

GRANGER	MONTHLY DUMPSTER SERVICE	131.30
QUALITY FIRST MAID SERVICE	CLEANING SERVICES/SHERIFF & DDA	355.00
BOARD OF WATER & LIGHT	WATER 4469 KELLER (2230 CEDAR)	55.22
BOARD OF WATER & LIGHT	WATER 2045 CEDAR	125.37
BOARD OF WATER & LIGHT	WATER 2150 CEDAR	26.96
DELHI TOWNSHIP TREASURER	SEWER 2045 CEDAR	57.55
DELHI TOWNSHIP TREASURER	SEWER 2150 CEDAR	32.63
DELHI TOWNSHIP TREASURER	SEWER 2230 CEDAR	183.41
Total For Dept 850.00 OTHER FUNCTIONS		967.44

Dept 905.00 DEBT SERVICE

US BANK	PAYING AGENT FEES 4589_5	150.00
Total For Dept 905.00 DEBT SERVICE		150.00

Total For Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY 7,924.84

Fund 410 SYCAMORE TRAIL CONSTR FUND

Dept 902.00 CAPITAL OUTLAY

DELHI TOWNSHIP TREASURER	RECORD SYCAMORE TRAIL	38.00
Total For Dept 902.00 CAPITAL OUTLAY		38.00

Total For Fund 410 SYCAMORE TRAIL CONSTR FUND 38.00

Fund 590 SEWAGE DISPOSAL SYSTEM

Dept 000.00

ALLEN EDWIN HOMES	Basic Service Charge	16.40
ALLEN EDWIN HOMES	Basic Service Charge	85.55
BEALS, DAN	Basic Service Charge	61.91
BURT, JOYCE A	Basic Service Charge	16.67
CHANEY, LEOLYNNE	Basic Service Charge	5.30
COOK, WARREN	Basic Service Charge	31.05
HRUSOVSKY, MICHAEL	Basic Service Charge	42.30
JACOBS, MARY	Basic Service Charge	5.30
LARGENT, MARK	Basic Service Charge	10.60
SCHNEIDER, WILLIAM	Basic Service Charge	25.75
TIMBERLAND DEVELOPMENT	Basic Service Charge	5.30
WALDRON, BRANDON	Basic Service Charge	213.71
BLUE CROSS BLUE SHIELD	RETIREEES HEALTH INSURANCE JULY	102.13
Total For Dept 000.00		621.97

Dept 548.00 ADMINISTRATION & OVERHEAD

HARTFORD LIFE INSURANCE	RETIREEES LIFE INSURANCE JULY	16.20
BLUE CROSS BLUE SHIELD	RETIREEES HEALTH INSURANCE JULY	2,439.70
EXTEND YOUR REACH	POSTAGE & FEES MAY	100.55
ENCOMPASS/EAP	3RD QUARTER EAP	162.75
PROGRESSIVE IMPRESSIONS	JULY-SEPTEMBER SEWER BILL POSTAGE	7,800.00
Total For Dept 548.00 ADMINISTRATION & OVERHEAD		10,519.20

Dept 558.00 DEPT OF PUBLIC SERVICE

BLUE CROSS BLUE SHIELD	HEALTH INSURANCE JULY	10,616.88
DELTA DENTAL PLAN OF	DENTAL INSURANCE JULY	1,513.95
HARTFORD LIFE INSURANCE	LIFE INSURANCE JULY	361.66
UNUM LIFE INSURANCE CO	DISABILITY INSURANCE JULY	539.55
LANSING ICE & FUEL CO	GASOLINE 5/16-31/2016	1,074.89
MODEL COVERALL SERVICE	STAFF UNIFORMS/POTW	81.80
MODEL COVERALL SERVICE	STAFF UNIFORMS/MAINTENANCE	51.19
MODEL COVERALL SERVICE	STAFF UNIFORMS	81.80
MODEL COVERALL SERVICE	STAFF UNIFORMS/MAINTENANCE	51.19
BANK OF AMERICA	PAINT SHOP PRO X8/DIORKA	33.71
AD-INK & TONER SUPPLY	CE410X-BLACK	65.99
AD-INK & TONER SUPPLY	CE411A-CYAN	89.99
AD-INK & TONER SUPPLY	CE413A-MAGENTA	89.99
DELHI TOWNSHIP TREASURER	USB CABLE/DIGESTER	24.99
AIRGAS USA, LLC	CYLINDER RENTAL	152.92
BANK OF AMERICA	DIP STICK PRO W/4' EXTENSION	329.95
HASSELBRING-CLARK	COPIER EXCESS RATE/MAINTENANCE	98.09
LOWE'S CREDIT SERVICES	TELESCOPE POLE/SCRAPER/TAPE	42.68
LOWE'S CREDIT SERVICES	DUCT TAPE	15.16
ALEXANDER CHEMICAL CORP	SODIUM BISULFITE	884.50
ALEXANDER CHEMICAL CORP	HYPOCHLORITE	3,818.20
ENVIRONMENTAL RESOURCES M	ANNUAL TOXICITY TEST	1,965.00
RED WING SHOES	(7) SAFETY SHOES	1,150.93
HUBBELL, ROTH & CLARK, INC	SEWER LEAD INSPECTIONS	2,784.00
HUBBELL, ROTH & CLARK, INC	WILLOUGHBY ESTATES SANITARY SEWER R	5,584.26
HUBBELL, ROTH & CLARK, INC	HOGSBACK RD WAREHOUSE SANITARY	124.50
HUBBELL, ROTH & CLARK, INC	SAW GRANT ADMINISTRATION	8,264.88
HUBBELL, ROTH & CLARK, INC	STIMSON DRAIN UTILITY REVIEW STUDY	5,030.37
HUBBELL, ROTH & CLARK, INC	GENERAL PROFESSIONAL SERVICES	4,842.48
GRANGER	MONTHLY DUMPSTER SERVICE	202.91
GRANGER	SCREENING DEBRIS	387.50
GRANGER	DRYING BEDS & STREET SPOILS	2,590.00
BANK OF AMERICA	SCREEN SAVER & CASE/RANES CELL	59.98
SPOK, INC	PAGER SERVICE	29.42
ACD.NET, INC.	ACD FIBER MONTHLY	560.00
COMCAST	HIGH SPEED INTERNET/MAINTENANCE	154.35
COMCAST	HIGH SPEED INTERNET/POTW	154.35
BOARD OF WATER & LIGHT	WATER 1492 AURELIUS	180.95
BOARD OF WATER & LIGHT	WATER 3505 HOLT	83.57
BOARD OF WATER & LIGHT	WATER 1492 AURELIUS	146.93
BOARD OF WATER & LIGHT	WATER 1988 WAVERLY	78.00
BOARD OF WATER & LIGHT	WATER 4280 DELL	20.15
BOARD OF WATER & LIGHT	WATER 5961 MC CUE	389.16
DELHI TOWNSHIP TREASURER	SEWER 1490 AURELIUS	174.20
BOARD OF WATER & LIGHT	ELECTRIC 2481 DELHI COMMERCE	83.63
BOARD OF WATER & LIGHT	ELECTRIC 1870 NIGHTINGALE	108.22
BANK OF AMERICA	SALT BLOCK & FEED/SHEEP	27.97
CRANDELL BROTHERS TRUCK	34R STONE (\$149.77 PER TON)	1,347.93
CRANDELL BROTHERS TRUCK	TRUCKING OF 34R STONE PER TON	967.52
CRANDELL BROTHERS TRUCK	SAND (394.19 TON)	591.30
CRANDELL BROTHERS TRUCK	SAND & CONCRETE (200.20 TON)	1,301.21
CRANDELL BROTHERS TRUCK	TRUCKING CHARGE	822.84
CRANDELL BROTHERS TRUCK	TRUCKING CHARGE	1,738.37
CRANDELL BROTHERS TRUCK	TRUCKING CHARGE	431.35
CRANDELL BROTHERS TRUCK	SAND (97.81 TON)	146.72
PURE GREEN LAWN & TREE	LAWN AND TREE SERVICE-LIFT STATIONS	79.00
ACE HARDWARE	2 PKG WATER FILTERS	16.98
ACE HARDWARE	8 MISC. MDSE.	3.68
ACE HARDWARE	2 PKGS FILTERS/L.S. SEAL WATER	16.98
LOWE'S CREDIT SERVICES	WATER FILTERS L.S.	9.47
INGHAM COUNTY DRAIN COMM	STIMSON DRAIN SANITARY SEWER PIPE	33,000.00

JACK DOHENY SUPPLIES, INC	SWIVEL ASSEMBLY 43947	225.00
JACK DOHENY SUPPLIES, INC	EST SHIPPING	12.17
MICHIGAN PIPE & VALVE	VALVES & PIPE/DRYING BEDS	1,297.20
MICHIGAN PIPE & VALVE	PACKING GLAND	75.00
MICHIGAN PIPE & VALVE	MOUNTING BOLTS	12.00
MICHIGAN PIPE & VALVE	NUTS	12.00
MICHIGAN PIPE & VALVE	(1) 6 MJ PLUG VALVE OL	650.00
CATHEY COMPANY	1.5" PVC DISCHARGE HOSE	185.00
CATHEY COMPANY	VARIOUS DRIVE BELTS	622.11
CATHEY COMPANY	SHIPPING	14.95
MENARDS LANSING SOUTH	CORRUGATED TUBING	109.99
XYLEM WATER SOLUTIONS	1MIL MEMBRANES 24EA	37.00
XYLEM WATER SOLUTIONS	SILICONE GREASE	4.30
XYLEM WATER SOLUTIONS	SHIPPING	6.30
PURE GREEN LAWN & TREE	LAWN AND TREE SERVICE-MAINTENANCE	232.00
BARNHART & SON, INC.	RBC TANK FILL	8,884.56
QUALITY FIRST MAID SERVICE	CLEANING SERVICES/MAINTENANCE	260.00
QUALITY FIRST MAID SERVICE	CLEANING SERVICES/POTW	260.00
RS TECHNICAL SERVICES, INC.	PROBE METER AND LABOR FOR INSTALL	8,582.67
RS TECHNICAL SERVICES, INC.	PARTS/SERVICE (INSTRUMENTS)	475.00
YELLOW SPRINGS INSTRUMENT	R&R 550A + PRO METERS	903.08
BARNHART & SON, INC.	PIPING & VALVE INVESTIGATION	998.36
BARNHART & SON, INC.	VALVE REPLACEMENT E OF DRYING BED	881.34
BARNHART & SON, INC.	SLUDGE DRYING BEDS PIPING & MEDIA	4,030.99
BARNHART & SON, INC.	SLUDGE DRYING BEDS PIPING INVEST	7,755.28
HARPER INDUSTRIAL CONST	TEMP HEAT	314.00
HARPER INDUSTRIAL CONST	TEAR DOWN	340.00
HARPER INDUSTRIAL CONST	TIMER ON EXHAUST FAN	345.00
BANK OF AMERICA	VETERINARY SERVICES FOR SHEEP	115.00
SPARROW OCC HEALTH SERV	PHYSICALS	207.00
BANK OF AMERICA	AERATION SUPPLIES FISH RELEASE/	10.70
BANK OF AMERICA	8 BALES STRAW/OPEN HOUSE	43.92
BANK OF AMERICA	FOOD FROM GORDONS/OPEN HOUSE	91.75
BANK OF AMERICA	FOOD FROM GORDONS/OPEN HOUSE	206.15
BANK OF AMERICA	HANDI FOIL & FOOD CONTAINERS/	14.37
BANK OF AMERICA	FISH/OPEN HOUSE	223.50
BANK OF AMERICA	CREDIT/GORDON OPEN HOUSE SUPPLIES	(279.09)
BANK OF AMERICA	WATER BALLOONS/OPEN HOUSE	49.95
BANK OF AMERICA	FACE PAINTING/OPEN HOUSE	35.91
BANK OF AMERICA	POPCORN/OPEN HOUSE	113.00
BANK OF AMERICA	CATA RIDE TOKENS/OPEN HOUSE	350.00
BANK OF AMERICA	CANDY & VELCRO/OPEN HOUSE	24.43
DELUX TENTS & EVENTS	30 X 40 TENT	810.00
DELUX TENTS & EVENTS	8' BANQUET TABLE	181.25
DELUX TENTS & EVENTS	PORTABLE TOILET	160.00
LOWE'S CREDIT SERVICES	50' 5/8' TUBING/POTW OPEN HOUSE	70.65
LOWE'S CREDIT SERVICES	LAG BOLTS	11.99
BANK OF AMERICA	LODGING/DIORKA	298.36
BANK OF AMERICA	LODGING/BRYANT	282.16
BANK OF AMERICA	SALES TAX CREDIT	(16.20)
BANK OF AMERICA	WEF DINNER/LENON	24.75
BANK OF AMERICA	WEF BREAKFAST/LENON	25.98
BANK OF AMERICA	WEF BREAKFAST/LENON	24.70
BANK OF AMERICA	WEF DINNER/LENON	17.37
BANK OF AMERICA	WEF BREAKFAST/LENON	24.70
BANK OF AMERICA	WEF LODGING/LENON	825.40
BANK OF AMERICA	WEF BREAKFAST	24.70
BANK OF AMERICA	WEF MEMBERSHIP/RANES	141.00
BANK OF AMERICA	AIRFARE (LANSING-DENVER) RANES	361.20
BANK OF AMERICA	WEF REGISTRATION/RANES	880.00
CWEA	CWEA CERTIFICATION RENEWAL/ADAMS	81.00

Total For Dept 558.00 DEPT OF PUBLIC SERVICE 138,631.04

Dept 578.01 CAPITAL IMPROVEMENTS

HUBBELL, ROTH & CLARK, INC	EIFERT RD FORCE MAIN RELOCATION	141.00
HUBBELL, ROTH & CLARK, INC	CARTAGO DR LOW PRESSURE SEWER	<u>1,713.60</u>
	Total For Dept 578.01 CAPITAL IMPROVEMENTS	1,854.60

Total For Fund 590 SEWAGE DISPOSAL SYSTEM 151,626.81

Fund 701 TRUST & AGENCY FUND

Dept 000.00

INGHAM COUNTY TREASURER	TRAILER PARK FEES APRIL	2,235.00
WENDY L THIELEN	AFLAC_URM (FSA)	713.81
GREATER LANSING MONUMENT	FINAL DATE FOR BONNIE ROSHER	45.00
GREATER LANSING MONUMENT	LETTERING FOR BEALS	<u>95.00</u>
	Total For Dept 000.00	3,088.81

Total For Fund 701 TRUST & AGENCY FUND 3,088.81

Fund 765 FALK CEMETERY TRUST

Dept 000.00

BANK OF AMERICA	SUMMER FLOWERS FALK TRUST	<u>60.95</u>
	Total For Dept 000.00	60.95

Total For Fund 765 FALK CEMETERY TRUST 60.95

Total For All Funds: 502,956.01

**DELHI CHARTER TOWNSHIP
FUND TRANSFERS AND PAYROLL APPROVAL
For Payroll Dated June 30, 2016**

I. Certification of Preparation and Distribution

The attached check and payroll registers encompass check numbers: 109056 through 109086 & direct deposits numbers: DD22697 through DD22790. 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: June 30, 2016

Director of Accounting

II. Payroll Report

The June 30, 2016 payroll encompasses the following funds and expenditures:

	Gross Payroll	Payroll Deductions	Net Pay
General Fund	\$80,618.08	\$23,795.14	\$56,822.94
Fire Dept. Fund	54,868.86	17,927.67	\$36,941.19
DDA	4,200.10	961.64	\$3,238.46
Sewer Fund/Receiving	38,859.29	12,372.71	\$26,486.58
Total Payroll	\$178,546.33	\$55,057.16	\$123,489.17
	Township FICA	Township RHS & Pension Plan	Total Deductions & TWP Liabilities
General Fund	\$5,841.34	\$7,605.16	\$37,241.64
Fire Dept. Fund	4,070.59	4,041.78	26,040.04
DDA	151.80	82.01	1,195.45
Sewer Fund/Receiving	2,865.83	4,165.99	19,404.53
Total Payroll	\$12,929.56	\$15,894.94	\$83,881.66

Director of Accounting

III. FUND TRANSFERS

Transfers covering the foregoing payroll were made on June 30, 2016 and identified as follows:

6/30 Net Pay Disbursement in Common Savings (\$123,489.17)

Roy W. Sweet, Treasurer

IV. Board Audit and Approval:

At a regular meeting of the Township Board held on July 5, 2016, a motion was made by _____ and passed by _____ yes votes and _____ no votes(_____ absent) that the payroll dated June 30, 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: C.J. Davis, Township Supervisor

DATE: June 27, 2016

RE: Recommendation for Reappointment to the Delhi Downtown Development Authority Board and Brownfield Redevelopment Authority

The appointment term of member Nanette Miller to serve on the DDA Board expires July 21, 2016. Because the Brownfield Redevelopment Authority by-laws state that the Authority shall consist of the members of the Delhi Charter Township Downtown Development Authority Board, her term on the Brownfield Redevelopment Authority also expires on July 21, 2016.

Ms. Miller has agreed to be reappointed for an additional four-year term to both the DDA Board and the Brownfield Redevelopment Authority. I therefore recommend the following motion:

RECOMMENDED MOTION:

To reappoint Nanette Miller to the Delhi Township Downtown Development Authority Board and the Delhi Township Brownfield Redevelopment Authority for a four-year term, effective July 21, 2016 - July 21, 2020.

DELHI CHARTER TOWNSHIP

MEMORANDUM

TO: Delhi Township Board Members

FROM: John B. Elsinga, Township Manager

DATE: June 28, 2016

RE: Resolution No. 2016-012 - Michigan Department of Natural Resources Land and Water Conservation Project Agreement – Kiwanis Park Restroom Building Renovations

Enclosed for your review and approval is Resolution No. 2016-012 which approves the Michigan Department of Natural Resources Land and Water Conservation Fund Development Project Agreement for the Kiwanis Park Restroom Building Renovations project.

In March 2015 the Township applied for a Michigan Department of Natural Resources Land and Water Conservation Fund grant for improvements to the restroom facility at Kiwanis Park. This park is one of the oldest and most heavily used parks in the Township and is the home to several athletic fields utilized not only by the Township but by the Holt Public School District and Lansing Christian Schools. The project cost is estimated at \$400,000.

This week the Township was notified it was a grant recipient in the amount of \$100,000 with a local match requirement of \$100,000. Therefore, in order to accept the grant monies, the Township Board must enter into a project agreement. To that end, I recommend the Board adopt Resolution No. 2016-012 which approves the Michigan Department of Natural Resources Land and Water Conservation Fund Development Project Agreement.

Recommended Motion:

To adopt Resolution No. 2016-012 which approves and accepts the Michigan Department of Natural Resources Land and Water Conservation Project Agreement for Kiwanis Park Restroom Building Renovations.

Resolution No. 2016-012

A Resolution Approving the Land and Water Conservation Fund Development Project Agreement for Kiwanis Park Restroom Building Renovations Project

At a regular meeting of the Delhi Charter Township Board of Trustees of the Charter Township of Delhi, Ingham County, Michigan, held at the Community Services Center, 2074 Aurelius Road, Holt, Michigan 48842 on Tuesday, the 5th day of July, 2016, at 7:30 p.m.

PRESENT:

ABSENT:

Upon motion made by _____, seconded by _____, the following Resolution was adopted:

“RESOLVED, that the Charter Township of Delhi, Michigan, does hereby accept the terms of the Agreement as received from the Michigan Department of Natural Resources (DEPARTMENT), and that the Charter Township of Delhi does hereby specifically agree, but not by way of limitation, as follows:

1. To appropriate all funds necessary to complete the project during the project period and to provide one hundred thousand (\$100,000) dollars to match the grant authorized by the DEPARTMENT.
2. To maintain satisfactory financial accounts, documents, and records to make them available to the DEPARTMENT for auditing at reasonable times.
3. To construct the project and provide such funds, services and materials as may be necessary to satisfy the terms of said Agreement.
4. To regulate the use of the facility constructed and reserved under this Agreement to assure the use thereof by the public on equal and reasonable terms.
5. To comply with any and all terms of said Agreement including all terms not specifically set forth in the foregoing portions of this Resolution.”

AYES:

NAYS:

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 Resolution relative to the Agreement with the Michigan Department of Natural Resources and of the proceedings taken by the Township Board at a regular meeting held on the 5th day of July 2016.

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

Evan Hope, Township Clerk



Michigan Department of Natural Resources - Grants Management
**LAND AND WATER CONSERVATION FUND
DEVELOPMENT PROJECT AGREEMENT**

Project Number: 26-01753

Project Title: Kiwanis Park Restroom Building Renovations

This Agreement is between the Michigan Department of Natural Resources and Environment for and on behalf of the State of Michigan ("DEPARTMENT") and the **Delhi Charter Township IN THE COUNTY OF Ingham County** ("GRANTEE"). The DEPARTMENT has authority to issue grants to local units of government for the development of public outdoor recreation facilities under Part 703 of the Natural Resources and Environmental Protection Act, Act 451 of 1994, as amended. The GRANTEE has been approved by the DEPARTMENT and the United States Department of the Interior, National Park Service ("SERVICE") to receive a grant. In PA 84 of 2015, the Legislature appropriated funds to the DEPARTMENT for a Land and Water Conservation Fund grant to the GRANTEE. As a precondition to the effectiveness of the Agreement, the GRANTEE is required to sign the Agreement and return it to the DEPARTMENT with the necessary attachments **by 07/31/2016**.

1. The legal description of the project area (APPENDIX A); boundary map of the project area (APPENDIX B); Recreation Grant application bearing the number **26-01753** (APPENDIX C); and Land and Water Conservation Fund Project Agreement General Provisions (APPENDIX D) are, by this reference, made part of this Agreement. The Agreement together with the referenced Appendices constitute the entire Agreement between the parties and may be modified only in writing and executed in the same manner as the Agreement is executed.
2. Grant funds are made available to the GRANTEE through a grant by the SERVICE to the DEPARTMENT. Commitments made by the DEPARTMENT to the SERVICE in APPENDIX D are binding upon the GRANTEE. In such cases where a provision of this AGREEMENT is in conflict with APPENDIX D, the provision in APPENDIX D will prevail.
3. The time period allowed for project completion is **06/01/2016 through 09/30/2018**, hereinafter referred to as the "project period." Requests by the GRANTEE to extend the project period shall be made in writing before the expiration of the project period. Extensions to the project period are at the discretion of the DEPARTMENT. The project period may be extended only by an amendment to this Agreement. This Agreement shall be administered on behalf of the DEPARTMENT through Grants Management.
4. This Agreement shall be administered on behalf of the DEPARTMENT through Grants Management. All reports, documents, or actions required of the GRANTEE shall be submitted through the MiRecGrants website unless otherwise instructed by the DEPARTMENT.
5. The words "project area" shall mean the land and area described in the legal description (APPENDIX A) and the boundary map (APPENDIX B) already referenced as being a part of the project file.
6. The words "project facilities" shall mean the following individual components, as further described in APPENDIX C:
Restroom Building

Permit Fees

7. The DEPARTMENT agrees as follows:

- a. To grant to the GRANTEE a sum of money equal to **Fifty (50%) Percent of Two Hundred Thousand (\$200,000.00) dollars and Zero Cents**, which is the total eligible cost of construction of the project facilities including engineering costs, but in any event not to exceed **One Hundred Thousand (\$100,000.00) dollars and Zero Cents**.
- b. To grant these funds in the form of reimbursements to the GRANTEE for eligible costs and expenses incurred as follows:
 - i. Payments will be made on a reimbursement basis at **Fifty (50%) Percent** of the eligible expenses incurred by the GRANTEE up to 90% of the maximum reimbursement allowable under the grant.
 - ii. Reimbursement will be made only upon DEPARTMENT review and approval of a complete reimbursement request submitted by the GRANTEE on a form provided by the DEPARTMENT which includes an expenditure list supported by documentation as required by the DEPARTMENT, including but not limited to copies of invoices, cancelled checks, and/or list of force account time and attendance records.
 - iii. The DEPARTMENT shall conduct an audit of the project's financial records upon approval of the final reimbursement request by DEPARTMENT engineering staff. The DEPARTMENT may issue an audit report with no deductions or may find some costs ineligible for reimbursement.
 - iv. Final payment will be released pending satisfactory project completion as determined by the DEPARTMENT and completion of a satisfactory audit.

8. The GRANTEE agrees as follows:

- a. To immediately make available all funds required to complete the project and to **One Hundred Thousand (\$100,000.00) dollars and Zero Cents** in local match. This sum represents **Fifty (50%) Percent** of the total eligible cost of construction including engineering costs. Any cost overruns incurred to complete the project facilities called for by this Agreement shall be the sole responsibility of the GRANTEE.
- b. With the exception of engineering costs as provided for in Section 8, to incur no costs toward completion of the project facilities before execution of this Agreement and before written DEPARTMENT approval of plans, specifications and bid documents.
- c. To complete construction of the project facilities to the satisfaction of the DEPARTMENT and to comply with the development project procedures set forth by the DEPARTMENT in completion of the project, including but not limited to the following:
 - i. Retain the services of a professional architect, landscape architect, or engineer, registered in the State of Michigan to serve as the GRANTEE'S Prime Professional. The Prime Professional shall prepare the plans, specifications and bid documents for the project and oversee project construction.

- ii. Within 180 days of execution of this Agreement and before soliciting bids or quotes or incurring costs other than costs associated with the development of plans, specifications, or bid documents, provide the DEPARTMENT with plans, specifications, and bid documents for the project facilities, sealed by the GRANTEE'S Prime Professional.
 - iii. Upon written DEPARTMENT approval, openly advertise and seek written bids for contracts for purchases or services with a value equal to or greater than \$10,000 and accept the lowest qualified bid as determined by the GRANTEE'S Prime Professional.
 - iv. Upon written DEPARTMENT approval, solicit three (3) written quotes for contracts for purchases or services between \$2,500 and \$10,000 and accept the lowest qualified bid as determined by the GRANTEE'S Prime Professional.
 - v. Maintain detailed written records of the contracting processes used and to submit these records to the DEPARTMENT upon request.
 - vi. Complete construction to all applicable local, state and federal codes, including the federal Americans with Disabilities Act (ADA) of 2010, as amended; the Persons with Disabilities Civil Rights Act, Act 220 of 1976, as amended; the Playground Equipment Safety Act, P.A. 16 of 1997; and the Utilization of Public Facilities by Physically Limited Act, P.A. 1 of 1966, as amended.
 - vii. Bury all overhead utility lines.
 - viii. Correct any deficiencies discovered at the final inspection within 90 days of written notification by the DEPARTMENT. These corrections shall be made at the GRANTEE'S expense and are eligible for reimbursement at the discretion of the DEPARTMENT and only to the degree that the GRANTEE'S prior expenditures made toward completion of the project are less than the grant amount allowed under this Agreement.
- d. To operate the project facilities for a minimum of their useful life as determined by the DEPARTMENT, and as appropriate the SERVICE, to regulate the use thereof to the satisfaction of the DEPARTMENT, and as appropriate the SERVICE, and to appropriate such monies and/or provide such services as shall be necessary to provide such adequate maintenance.
 - e. To provide to the DEPARTMENT for approval, a complete tariff schedule containing all charges to be assessed against the public utilizing the project area and/or any of the facilities constructed thereon, and to provide to the DEPARTMENT for approval, all amendments thereto before the effective date of such amendments. Membership or annual permit systems are prohibited, except to the extent that differences in admission and other fees may be instituted on the basis of residence. Nonresident fees shall not exceed twice that charged residents. If no resident fees are charged, nonresident fees may not exceed the rate charged residents at other comparable state and local public recreation facilities.
 - f. To adopt such ordinances and/or resolutions as shall be required to effectuate the provisions of this Agreement; certified copies of all such ordinances and/or resolutions adopted for such purposes shall be forwarded to the DEPARTMENT before the effective date thereof.
 - g. To separately account for any revenues received from the project area which exceed the demonstrated operating costs and to reserve such surplus revenues for the future maintenance and/or expansion of the GRANTEE'S park and outdoor recreation program.

- h. To furnish the DEPARTMENT, upon request, detailed statements covering the annual operation of the project area and/or project facilities, including income and expenses and such other information the DEPARTMENT might reasonably require.
 - i. To maintain the premises in such condition as to comply with all federal, state, and local laws which may be applicable and to make any and all payments required for all taxes, fees, or assessments legally imposed against the project area.
 - j. To erect and maintain a plaque on the park entry sign of the property which designates this project as one having been constructed with assistance from the Land and Water Conservation Fund. The size, color, and design of this plaque shall be in accordance with DEPARTMENT and SERVICE specifications.
 - k. To conduct a dedication/ribbon-cutting ceremony as soon as possible after the project is completed and the LWCF sign is erected within the project area. At least 30 days prior to the dedication/ribbon-cutting ceremony, the DEPARTMENT must be notified in writing of the date, time, and location of the dedication/ribbon-cutting ceremony. GRANTEE shall provide notice of ceremony in the local media. Use of the grant program logo and a brief description of the program are strongly encouraged in public recreation brochures produced by the GRANTEE. At the discretion of the DEPARTMENT, the requirement to conduct a dedication/ribbon-cutting ceremony may be waived.
9. Only eligible costs and expenses incurred toward completion of the project facilities during the project period shall be considered for reimbursement under the terms of this Agreement. Eligible engineering costs incurred toward completion of the project facilities in the six months preceding the project period are also eligible for reimbursement. Any costs and expenses incurred after the project period shall be the sole responsibility of the GRANTEE.
10. To be eligible for reimbursement, the GRANTEE shall comply with DEPARTMENT requirements. At a minimum, the GRANTEE shall:
 - a. Submit a written progress report every 180 days during the project period.
 - b. Submit complete requests for partial reimbursement when the GRANTEE is eligible to request at least 25 percent of the grant amount and construction contracts have been executed or construction by force account labor has begun.
 - c. Submit a complete request for final reimbursement within 90 days of project completion and no later than **12/31/2018**. If the GRANTEE fails to submit a complete final request for reimbursement by this date, the DEPARTMENT may audit the project costs and expenses and make final payment based on documentation on file as of that date or may terminate this Agreement and require full repayment of grant funds by the GRANTEE.
11. During the project period, the GRANTEE shall obtain prior written authorization from the DEPARTMENT before adding, deleting or making a significant change to any of the project facilities as proposed. Approval of changes is solely at the discretion of the DEPARTMENT. Furthermore, following project completion, the GRANTEE shall obtain prior written authorization from the DEPARTMENT before implementing a change that significantly alters the project facilities as constructed and/or the project area, including but not limited to discontinuing use of a project facility or making a significant change in the recreational use of the project area. Changes pursuant to this Section may also require prior approval of

the SERVICE.

12. All project facilities constructed or purchased by the GRANTEE under this Agreement shall be placed and used at the project area and solely for the purposes specified in APPENDIX C and this Agreement.
13. The project area and all facilities provided thereon and the land and water access ways to the project facilities shall be open to the general public at all times on equal and reasonable terms. No individual shall be denied ingress or egress thereto or the use thereof on the basis of sex, race, color, religion, national origin, residence, age, or disability.
14. Unless an exemption has been authorized by the DEPARTMENT, and as appropriate the SERVICE, pursuant to this Section, the GRANTEE hereby represents that it possesses fee simple title, free of all liens and encumbrances, to the project area. The fee simple title acquired shall not be subject to: (a) any possibility of reverter or right of entry for condition broken or any other executory limitation which may result in defeasance of title or (b) to any reservations or prior conveyance of coal, oil, gas, sand, gravel or other mineral interests.
15. The GRANTEE shall not allow any encumbrance, lien, security interest, mortgage or any evidence of indebtedness to attach to or be perfected against the project area or project facilities included in this Agreement.
16. None of the project area nor any of the project facilities constructed under this Agreement shall be wholly or partially conveyed during the life of said project, either in fee or otherwise or leased for a term of years or for any other period, nor shall there be any whole or partial transfer of the lease title, ownership, or right of maintenance or control by the GRANTEE except with the written approval and consent of the DEPARTMENT and the SERVICE.
17. The assistance provided to the GRANTEE as a result of this Agreement is intended to have a lasting effect on the supply of outdoor recreation, scenic beauty sites, and recreation facilities beyond the financial contribution alone and permanently commits the project area to Michigan's outdoor recreation estate, therefore:
 - a. The GRANTEE agrees that the project area or any portion thereof will not be converted to other than public outdoor recreation use without prior written approval by the DEPARTMENT and the SERVICE and implementation of mitigation approved by the DEPARTMENT and the SERVICE, including, but not limited to, replacement with land of similar recreational and monetary value.
 - b. Approval of a conversion shall be at the sole discretion of the DEPARTMENT and the SERVICE.
 - c. Before completion of the project, the GRANTEE, the DEPARTMENT and the SERVICE may mutually agree to alter the project area through an amendment to this Agreement to provide the most satisfactory public outdoor recreation area.
18. Should title to the project area or any portion thereof be acquired from the GRANTEE by any other entity through exercise of the power of eminent domain, the GRANTEE agrees that the proceeds awarded to the GRANTEE shall be used to replace the lands and project facilities affected with outdoor recreation lands and project facilities of at least equal fair market value, and of reasonably equivalent usefulness and locality. The DEPARTMENT and the SERVICE shall approve such replacement only upon such conditions as it deems necessary to assure the substitution of GRANTEE of other outdoor recreation properties and project facilities of at least equal fair market value and of reasonably equivalent usefulness and location.

Such replacement shall be subject to all the provisions of this Agreement.

19. The GRANTEE acknowledges that:

- a) The GRANTEE has examined the project area and that it has found the property to be safe for public use or that action will be taken by the GRANTEE before beginning the project to assure safe use of the property by the public, and
- b) The GRANTEE is solely responsible for development, operation, and maintenance of the project area and project facilities, and that responsibility for actions taken to develop, operate, or maintain the property is solely that of the GRANTEE, and
- c) The DEPARTMENT'S involvement in the premises is limited solely to the making of a grant to assist the GRANTEE in developing same.

20. The GRANTEE assures the DEPARTMENT that the proposed State-assisted action will not have a negative effect on the environment and, therefore, an Environmental Impact Statement is not required.

21. The GRANTEE hereby acknowledges that this Agreement does not require the State of Michigan or the federal government to issue any permit required by law to construct the outdoor recreational project that is the subject of this Agreement. Such permits include, but are not limited to, permits to fill or otherwise occupy a floodplain, and permits required under Parts 301 and 303 of the Natural Resources and Environmental Protection Act, Act 451 of the Public Acts 451 of 1994, as amended. It is the sole responsibility of the GRANTEE to determine what permits are required for the project, secure the needed permits and remain in compliance with such permits.

22. Before the DEPARTMENT will approve plans, specifications, or bid documents; or give written approval to the GRANTEE to advertise, seek quotes, or incur costs for this project, the GRANTEE must provide documentation to the DEPARTMENT that indicates either:

- a. It is reasonable for the GRANTEE to conclude, based on the advice of an environmental consultant, as appropriate, that no portion of the project area is a facility as defined in Part 201 of the Michigan Natural Resources and Environmental Protection Act, Act 451 of the Public Acts of 1994, as amended; or
- b. If any portion of the project area is a facility, documentation that Department of Natural Resources and Environment-approved response actions have been or will be taken to make the site safe for its intended use within the project period, and that implementation and long-term maintenance of response actions will not hinder public outdoor recreation use and/or the resource protection values of the project area.

23. If the DEPARTMENT determines that, based on contamination, the project area will not be made safe for the planned recreation use within the project period, or another date established by the DEPARTMENT in writing, or if the DEPARTMENT determines that the presence of contamination will reduce the overall usefulness of the property for public recreation and resource protection, the grant may be cancelled by the SERVICE with no reimbursement made to the GRANTEE.

24. The GRANTEE shall acquire and maintain, or cause to be acquired or maintained, insurance which will protect the GRANTEE from claims which may arise out of or result from the GRANTEE'S operations under this Agreement, whether performed by the GRANTEE, a subcontractor or anyone directly or indirectly employed by the GRANTEE, or anyone for whose acts any of them may be liable. Such insurance shall be

with companies authorized to do business in the State of Michigan in such amounts and against such risks as are ordinarily carried by similar entities, including but not limited to public liability insurance, worker's compensation insurance or a program of self-insurance complying with the requirements of Michigan law. The GRANTEE shall provide evidence of such insurance to the DEPARTMENT at its request.

25. Nothing in this Agreement shall be construed to impose any obligation upon the DEPARTMENT or the SERVICE to operate, maintain or provide funding for the operation and/or maintenance of any recreational facilities in the project area.
26. The GRANTEE hereby represents that it will defend any suit brought against either party which involves title, ownership, or specific rights, including appurtenant riparian rights, of any lands connected with or affected by this project.
27. The GRANTEE is responsible for the use and occupancy of the premises, the project area and the facilities thereon. The GRANTEE is responsible for the safety of all individuals who are invitees or licensees of the premises. The GRANTEE will defend all claims resulting from the use and occupancy of the premises, the project area and the facilities thereon. The DEPARTMENT is not responsible for the use and occupancy of the premises, the project area and the facilities thereon.
28. Failure by the GRANTEE to comply any of the provisions of this Agreement shall constitute a material breach of this Agreement.
29. Upon breach of the Agreement by the GRANTEE, the DEPARTMENT, in addition to any other remedy provided by law, may:
 - a. Terminate this Agreement; and/or
 - b. Withhold and/or cancel future payments to the GRANTEE on any or all current recreation grant projects until the violation is resolved to the satisfaction of the DEPARTMENT; and/or
 - c. Withhold action on all pending and future grant applications submitted by the GRANTEE under the Land and Water Conservation Fund and the Michigan Natural Resources Trust Fund; and/or
 - d. Require the GRANTEE to pay penalties or perform other acts of mitigation or compensation as directed by the DEPARTMENT or the SERVICE; and/or
 - e. Require repayment of grant funds paid to GRANTEE; and/or
 - f. Require specific performance of the Agreement.
30. The GRANTEE shall return all grant money if the project area or project facilities are not constructed, operated or used in accordance with this Agreement.
31. The GRANTEE agrees not to discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight, marital status, or disability that is unrelated to the person's ability to perform the duties of a particular job or position. The GRANTEE further agrees to comply with the civil rights requirements set forth by the DEPARTMENT and that any subcontract shall contain a non-discrimination provisions which is not less stringent than this provision and binding upon any and all subcontractors. A breach of this covenant shall be regarded as a

material breach of this Agreement.

32. The DEPARTMENT shall terminate and recover grant funds paid if the GRANTEE or any subcontractor, manufacturer, or supplier of the GRANTEE appears in the register compiled by the Michigan Department of Labor and Economic Growth pursuant to Public Act No. 278 of 1980.
33. The GRANTEE may not assign or transfer any interest in this Agreement without prior written authorization of the DEPARTMENT, and as appropriate, the SERVICE.
34. The rights of the DEPARTMENT under this Agreement shall continue in perpetuity.
35. The Agreement may be executed separately by the parties. This Agreement is not effective until:
 - a. The GRANTEE has signed it and returned it together with the necessary attachments within 60 days of the date the Agreement is issued by the DEPARTMENT, and
 - b. the DEPARTMENT has signed it.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals, the day and date first above written.

Approved by resolution (true copy attached) of the 7-5-16,
date

REGULAR meeting of the DELHI CHARTER TOWNSHIP BOARD OF TRUSTEES
(special or regular) (name of approving body)

GRANTEE

SIGNED:

WITNESSED BY:

By: M. J. L.

1) [Signature]

Print Name: MARK JENKS

Title: DIRECTOR of PACKS & RECEPTION

2) [Signature]

Date: 6-28-14

Grantee's Federal ID#
38-6019639

MICHIGAN DEPARTMENT OF NATURAL RESOURCES AND ENVIRONMENT

SIGNED:

WITNESSED BY:

By: _____
Steve DeBrabander

1) _____

Title: _____
Manager, Grants Management

2) _____

Date: _____

APPENDIX D

LAND AND WATER CONSERVATION FUND PROJECT AGREEMENT GENERAL PROVISIONS

Part I - Definitions

- A. The term "NPS" or "Service" as used herein means the National Park Service, United States Department of the Interior.
- B. The term "Director" as used herein means the Director of the National Park Service, or any representative lawfully delegated the authority to act for such Director.
- C. The term "Manual" as used herein means the Land and Water Conservation Fund State Assistance Program Manual.
- D. The term "project" as used herein means a Land and Water Conservation Fund grant which is subject to the project agreement and/or its subsequent amendments.
- E. The term "State" as used herein means the State or Territory which is a party to the project agreement, and, where applicable, the political subdivision or public agency to which funds are to be transferred pursuant to this agreement. Wherever a term, condition, obligation, or requirement refers to the State, such term, condition, obligation, or requirement shall also apply to the recipient political subdivision or public agency, except where it is clear from the nature of the term, condition, obligation, or requirement that it is to apply solely to the State. For purposes of these provisions, the terms "State," "grantee," and "recipient" are deemed synonymous.
- F. The term "Secretary" as used herein means the Secretary of the Interior, or any representative lawfully delegated the authority to act for such Secretary.

Part II - Continuing Assurances

The parties to the project agreement specifically recognize that the Land and Water Conservation Fund project creates an obligation to maintain the property described in the project agreement and supporting application documentation consistent with the Land and Water Conservation Fund Act and the following requirements.

Further, it is the acknowledged intent of the parties hereto that recipients of assistance will use monies granted hereunder for the purposes of this program, and that assistance granted from the Fund will result in a net increase, commensurate at least with the Federal cost-share, in a participant's outdoor recreation.

It is intended by both parties hereto that assistance from the Fund will be added to, rather than replace or be substituted for, State and local outdoor recreation funds.

- A. The State agrees, as recipient of this assistance, that it will meet the following specific requirements and that it will further impose these requirements, and the terms of the project agreement, upon any political subdivision or public agency to which funds are transferred pursuant to the project agreement. The State also agrees that it shall be responsible for compliance with the terms of the project agreement by such a political subdivision or public agency and that failure by such political subdivision or public agency to so comply shall be deemed a failure by the State to comply with the terms of this agreement.
- B. The State agrees that the property described in the project agreement and the signed and dated project boundary map made part of that agreement is being acquired or developed with Land and Water Conservation Fund assistance, or is integral to such acquisition or development, and that, without the approval of the Secretary, it shall not be converted to other than public outdoor recreation use but shall be maintained in public outdoor recreation in perpetuity or for the term of the lease in the case of leased property. The Secretary shall approve such conversion only if it is found to be in accord with the then existing comprehensive statewide outdoor recreation plan and only upon such conditions deemed necessary to assure the substitution of other recreation properties of at least equal fair market value and of reasonably equivalent usefulness and location pursuant to Title 36 Part 59.3 of the *Code of Federal Regulations*. This replacement land becomes subject to Section 6(f)(3) protection. The approval of a conversion shall be at the sole discretion of the Secretary, or his designee.

Prior to the completion of this project, the State and the Director may mutually alter the area described in the project

agreement and the signed and dated project boundary map to provide the most satisfactory public outdoor recreation unit, except that acquired parcels are afforded Section 6(f)(3) protection as Fund reimbursement is provided.

In the event the NPS provides Land and Water Conservation Fund assistance for the acquisition and /or development of property with full knowledge that the project is subject to reversionary rights and outstanding interests, conversion of said property to other than public outdoor recreation uses as a result of such right or interest being exercised will occur. In receipt of this approval, the State agrees to notify the Service of the potential conversion as soon as possible and to seek approval of replacement property in accord with the conditions set forth in these provisions and program regulations. The provisions of this paragraph are also applicable to: leased properties acquired and/or developed with Fund assistance where such lease is terminated prior to its full term due to the existence of provisions in such lease known and agreed to by the Service; and properties subject to other outstanding rights and interests that may result in a conversion when known and agreed to by the Service.

- C. The State agrees that the benefit to be derived by the United States from the full compliance by the State with the terms of this agreement is the preservation, protection, and the net increase in the quality of public outdoor recreation facilities and resources which are available to the people of the State and of the United States, and such benefit exceeds to an immeasurable and unascertainable extent the amount of money furnished by the United States by way of assistance under the terms of this agreement. The State agrees that payment by the State to the United States of an amount equal to the amount of assistance extended under this agreement by the United States would be inadequate compensation to the United States for any breach by the State of this agreement.

The State further agrees, therefore, that the appropriate remedy in the event of a breach by the State of this agreement shall be the specific performance of this agreement or the submission and approval of a conversion-of-use request as described in Section II.B above.

- D. The State agrees to comply with the policies and procedures set forth in Manual. Provisions of said Manual are incorporated into and made a part of the project agreement.
- E. The State agrees that the property and facilities described in the project agreement shall be operated and maintained as prescribed by Manual requirements and published post-completion compliance regulations (Title 36 Part 59 of the *Code of Federal Regulations*).
- F. The State agrees that a permanent record shall be kept in the participant's public property records and available for public inspection to the effect that the property described in the scope of the project agreement, and the signed and dated project boundary map made part of that agreement, has been acquired or developed with Land and Water Conservation Fund assistance and that it cannot be converted to other than public outdoor recreation use without the written approval of the Secretary of the Interior.
- G. Nondiscrimination
1. By signing the LWCF agreement, the State certifies that it will comply with all Federal laws relating to nondiscrimination as outlined in the Civil Rights Assurance appearing at Part III-I herein.
 2. The State shall not discriminate against any person on the basis of residence, except to the extent that reasonable differences in admission or other fees may be maintained on the basis of residence as set forth in the Manual.

Part III - Project Assurances

A. Applicable Federal Circulars

The State shall comply with applicable regulations, policies, guidelines and requirements as they relate to the application, acceptance and use of Federal funds for this federally assisted project, including:

-OMB Circular A-102, Uniform Administrative Requirements for Grants and Cooperative Agreements with State and Local Governments;

43 CFR Part 12, Administrative and Audit Requirements and Cost Principles for Assistance Programs, Department of the Interior;

-A-87, Cost Principles for State, Local, and Indian Tribal Governments; and

B. Project Application

1. The Application for Federal Assistance bearing the same project number as the agreement and associated documents is by this reference made a part of the agreement.
2. The State possesses legal authority to apply for the grant, and to finance and construct the proposed facilities. A resolution, motion or similar action has been duly adopted or passed authorizing the filing of the application, including all understandings and assurances contained herein, and directing and authorizing the person identified as the official representative of the State to act in connection with the application and to provide such additional information as may be required.
3. The State has the capability to finance the non-Federal share of the costs for the project. Sufficient funds will be available to assure effective operation and maintenance of the facilities acquired or developed by the project.

C. Project Execution

1. The project period shall begin with the date of approval of the project agreement or the effective date of a waiver of retroactivity and shall terminate at the end of the stated or amended project period unless the project is completed or terminated sooner in which event the project shall end on the date of completion or termination.
2. The State shall transfer to the project sponsor identified in the Application for Federal Assistance or the Description and Notification Form all funds granted hereunder except those reimbursed to the State to cover eligible administrative expenses.
3. The State will cause work on the project to be commenced within a reasonable time after receipt of notification that funds have been approved and assure that the project will be prosecuted to completion with reasonable diligence.
4. The State will require the facility to be designed to comply with the Architectural Barriers Act of 1968 (Public Law 90-480) and DOI Section 504 Regulations (43 CFR Part 17). The State will be responsible for conducting inspections to insure compliance with these specifications by the contractor.
5. The State shall secure completion of the work in accordance with approved construction plans and specifications, and shall secure compliance with all applicable Federal, State, and local laws and regulations.
6. In the event the project covered by the project agreement, cannot be completed in accordance with the plans and specifications for the project; the State shall bring the project to a point of recreational usefulness agreed upon by the State and the Director or his designee.
7. The State will provide for and maintain competent and adequate architectural/engineering supervision and inspection at the construction site to insure that the completed work conforms with the approved plans and specifications; that it will furnish progress reports and such other information as the NPS may require.
8. The State will comply with the terms of Title II and Title III, the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646), 94 Stat. 1894 (1970), and the applicable regulations and procedures implementing such Act for all real property acquisitions and where applicable shall assure that the Act has been complied with for property to be developed with assistance under the project agreement.
9. The State will comply with the provisions of: Executive Order 11988, relating to evaluation of flood hazards; Executive Order 11288, relating to the prevention, control, and abatement of water pollution, and Executive Order 11990 relating to the protection of wetlands.
10. The State will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234, 87 Stat. 975, approved December 31, 1976. Section 102(a) requires the purchase of flood insurance in communities where such insurance is available, as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes, for use in any area that has been identified as an area having special flood hazards by the Flood Insurance Administration of the Federal Emergency Management Agency. The phrase "Federal financial assistance" includes any form of loan, grant, guaranty, insurance payment,

rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.

11. The State will assist the NPS in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 U.S.C. 470), Executive Order 11593, and the Archaeological and Historic Preservation Act of 1966 (16 U.S.C. 469a-1 et seq.) by (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to effects (see CFR Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.
12. The State will comply with "Minority Business Enterprises" and "Women's Business Enterprises" pursuant to Executive Orders 11625 and 12138 as follows:
 - (1) Place minority and women business firms on bidder's mailing lists.
 - (2) Solicit these firms whenever they are potential sources of supplies, equipment, construction, or services.
 - (3) Where feasible, divide total requirements into smaller needs, and set delivery schedules that will encourage participation by these firms.
 - (4) The Department of the Interior is committed to the objectives of this policy and encourages all recipients of its grants and cooperative agreements to take affirmative steps to ensure such fairness.

The National Park Service Regional Offices will work closely with the States to ensure full compliance and that grant recipients take affirmative action in placing a fair share of purchases with minority business firms.

13. The State will comply with the intergovernmental review requirements of Executive Order 12372.

D. Construction Contracted for by the State Shall Meet the Following Requirements:

1. Contracts for construction shall comply with the provisions of 43 CFR Part 12 (Administrative and Audit Requirements and Cost Principles for Assistance Programs, Department of the Interior).
2. No grant or contract may be awarded by any grantee, subgrantee or contractor of any grantee or subgrantee to any party which has been debarred or suspended under Executive Order 12549. By signing the LWCF agreement, the State certifies that it will comply with debarment and suspension provisions appearing at Part III-J herein.

E. Retention and Custodial Requirements for Records

1. Financial records, supporting documents, statistical records, and all other records pertinent to this grant shall be retained in accordance with 43 CFR Part 12 for a period of three years; except the records shall be retained beyond the three-year period if audit findings have not been resolved.
2. The retention period starts from the date of the final expenditure report for the project.
3. State and local governments are authorized to substitute copies in lieu of original records.
4. The Secretary of the Interior and the Comptroller General of the United States, or any of their duly authorized representatives, shall have access to any books, documents, papers, and records of the State and local governments and their subgrantees which are pertinent to a specific project for the purpose of making audit, examination, excerpts and transcripts.

F. Project Termination

1. The Director may temporarily suspend Federal assistance under the project pending corrective action by the State or pending a decision to terminate the grant by the Service.
2. The State may unilaterally terminate the project at any time prior to the first payment on the project. After the initial payment, the project may be terminated, modified, or amended by the State only by mutual agreement.

3. The Director may terminate the project in whole, or in part, at any time before the date of completion, whenever it is determined that the grantee has failed to comply with the conditions of the grant. The Director will promptly notify the State in writing of the determination and the reasons for the termination, together with the effective date. Payments made to States or recoveries by the Service under projects terminated for cause shall be in accord with the legal rights and liabilities of the parties.
4. The Director or State may terminate grants in whole, or in part at any time before the date of completion, when both parties agree that the continuation of the project would not produce beneficial results commensurate with the further expenditure of funds. The two parties shall agree upon the termination conditions, including the effective date and, in the case of partial termination, the portion to be terminated. The grantee shall not incur new obligations for the terminated portion after the effective date, and shall cancel as many outstanding obligations as possible. The NPS may allow full credit to the State for the Federal share of the noncancelable obligations, properly incurred by the grantee prior to termination.
5. Termination either for cause or for convenience requires that the project in question be brought to a state of recreational usefulness agreed upon by the State and the Director or that all funds provided by the National Park Service be returned.

G. Lobbying with Appropriated Funds

The State must certify, for the award of grants exceeding \$100,000 in Federal assistance, that no Federally appropriated funds have been paid or will be paid, by or on behalf of the State, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding, extension, continuation, renewal, amendment, or modification of this grant. In compliance with Section 1352, title 31, U.S. Code, the State certifies, as follows:

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

H. Provision of a Drug-Free Workplace

In compliance with the Drug-Free Workplace Act of 1988 (43 CFR Part 12, Subpart D), the State certifies, as follows:

The grantee certifies that it will or continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an ongoing drug-free awareness program to inform employees about:

- (1) The dangers of drug abuse in the workplace;
- (2) The grantee's policy of maintaining a drug-free workplace;
- (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
- (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of a grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:

- (1) Abide by the terms of the statement; and
- (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted;

- (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
- (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).

The State must include with its application for assistance a specification of the site(s) for the performance of work to be done in connection with the grant.

I. Civil Rights Assurance

The State certifies that, as a condition to receiving any Federal assistance from the Department of the Interior, it will comply with all Federal laws relating to nondiscrimination. These laws include, but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d-1), which prohibits discrimination on the basis of race, color, or national origin; (b) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of handicap; (c) the Age Discrimination Act of 1975, as amended (42 U.S.C. 6101 et. seq.), which prohibits discrimination on the basis of age; and applicable regulatory requirements to the end that no person in the United States shall, on the grounds of race, color, national origin, handicap or age, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity conducted by the applicant. **THE APPLICANT HEREBY GIVES ASSURANCE THAT it will immediately take any measures necessary to effectuate this agreement. THIS ASSURANCE shall apply to all aspects of the applicant's operations including those parts that have not received or benefited from Federal financial assistance.**

If any real property or structure thereon is provided or improved with the aid of Federal financial assistance extended to the Applicant by the Department, this assurance shall obligate the Applicant, or in the case of any transfer of such property, any transferee, for the period during which it retains ownership or possession of the property. In all other cases, this assurance shall obligate the Applicant for the period during which the Federal financial assistance is extended to it by the Department.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property, discounts or other Federal financial assistance extended after the date hereof to the Applicant by the Department, including installment payments after such date on account of applications for Federal financial assistance which were approved before such date.

The Applicant recognizes and agrees that such Federal financial assistance will be extended in reliance on the

representations and agreements made in this assurance, and that the United State shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the Applicant, its successors, transferees, assignees, and subrecipients and the person whose signature appears on the grant agreement and who is authorized to sign on behalf of the Applicant.

J. Debarment and Suspension

Certification Regarding Debarment, Suspension, and Other Responsibility Matters - Primary Covered Transactions

(1) *The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:*

(a) *Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;*

(b) *Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission or embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statement, or receiving stolen property;*

(c) *Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.*

(2) *Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.*

The State further agrees that it will include the clause "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions" appearing below in any agreement entered into with lower tier participants in the implementation of this grant. Department of Interior Form 1954 (DI-1954) may be used for this purpose.

Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion - Lower Tier Covered Transactions

(1) *The prospective lower tier participant certifies, by submission of this application that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.*

(2) *Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this application.*

Revised 10/01/2008

DELHI CHARTER TOWNSHIP

MEMORANDUM

TO: Delhi Township Board Members

FROM: John B. Elsinga, Township Manager

DATE: June 28, 2016

RE: Proposal for Professional Services for Kiwanis Park Restroom and Sidewalk Improvements – Landscape Architects & Planners, Inc.

Enclosed for your review and approval is a proposal from Landscape Architects & Planners, Inc. in the amount of \$43,850.98 for professional services for the Kiwanis Park Restroom and Sidewalk Improvement project.

The Township has been notified that it is a grant recipient of \$100,000 with a local match of \$100,000. The Township Board has been asked to approve Resolution No. 2016-012 at their July 5th meeting which accepts the grant agreement and conditions thereof.

Subsequent to the approval of the grant agreement, Landscape Architects & Planners has provided us with a proposal to prepare construction documents, bidding assistance, construction observation and assistance with grant reimbursement submittals relative to this project. Therefore, I recommend the Board approve the proposal from Landscape Architects & Planners, Inc. in the amount of \$43,850.98 for professional services for the Kiwanis Park Restroom and Sidewalk Improvement project.

Recommended Motion:

To approve the proposal for Professional Services for Kiwanis Park Restroom and Sidewalk Improvement project from Landscape Architects & Planners, Inc. in the amount of \$43,850.98.



LANDSCAPE ARCHITECTS & PLANNERS, INC.

Landscape Architecture • Site Design • Land Planning
809 Center St., Suite 1, Lansing, Michigan 48906 - 517.485.5500 - info@lapinc.net

June 28, 2016

Mr. Mark Jenks, Director
Parks and Recreation
Delhi Charter Township
2074 N. Aurelius Rd.
Holt, MI 48842

Phone: (517) 694-1549

Fax: (517) 694-1289

RE: Professional Services for KIWANIS PARK RESTROOM and SIDEWALK IMPROVEMENTS

Dear Mr. Jenks,

It is our understanding that Delhi Charter Township, hereafter referred to as the Owner, wishes to engage Landscape Architects and Planners, Inc. (LAP) for the preparation of construction documents, bidding assistance, construction observation and assistance with grant reimbursement submittals for the proposed restroom/pavilion building at Kiwanis Park. The Township was recommended to receive a Land and Water Conservation Fund grant for development of this project and has received permission to proceed with design services as of January 1, 2016.

The grant application was based upon a modified form of the 2011 design that was constructed at Valhalla Park. LAP will develop construction drawings based on the former design, incorporating the modifications that were shown in the grant application. LAP proposes to engage the services of local architect Roger L. Donaldson, AIA PLC in the review and recommendation of revisions for this building. Revisions will be made according to the wishes of the Township, based on revisions to the building code and ADA and to create a universally accessible facility.

Scope of Services

TASK 1 - Orientation meeting and Data Collection (1 Meeting)

1. *Orientation Meeting:* LAP will arrange an orientation meeting between the Township, LAP, Mr. Donaldson and any others the Township feels may have an interest in the construction document production. At this time we will discuss the timeline, budget, and the overall revisions of the design.
2. *Summary Memo:* LAP will provide the Township with a memo summarizing the items discussed in the orientation meeting.
3. *Data Collection:* LAP will secure the services of a licensed land surveyor to collect topographic information, existing structures, and utilities and incorporate this information with property boundaries to create a base survey. LAP will secure the services of geotechnical engineers to collect soil borings and provide a report on soil conditions and foundation recommendations.

TASK 2 - Preliminary Design (2 Meetings)

1. *Preliminary Design:* Based upon comments received in Task 1 and changes to codes, LAP and Mr. Donaldson will prepare a preliminary floor plan, elevations and costs.
2. *Review Meetings:* LAP and Mr. Donaldson will meet with the Township to review preliminary drawings.
 - a. Parks and Recreation – LAP and Mr. Donaldson will meet with the Director and other invited guests to review the preliminary plan and cost estimate.
 - b. Township Building Department – LAP and Mr. Donaldson will meet with the Township Building Department to insure the proposed structures meet all local building codes and SESC requirements.
 - c. ADA/Universal Design Review – Mr. Donaldson is the chair of the State of Michigan Barrier Free Review Board. He will review the design to ensure at a minimum compliance to Building Code and ADA standards and beyond the minimum to universal design standards.
3. *Deliverables:* (2) sets 24" x 36" plan and (2) preliminary probable costs

TASK 3 – Construction Documents

1. *Construction Manual:* LAP will develop construction documents for project implementation. LAP shall make 1 set of revisions prior to completing the final product. Additional changes requested after this point will be treated as an additional service. Construction documents include the following:
 - a. *Construction Project Manual:* LAP will develop the construction project manual including technical specifications and bid form. LAP will coordinate with the Township regarding the format.
 - b. *Construction Drawings:* One set of construction drawings (CDs) shall be produced. LAP will not be held accountable for delays during this time period if the Township or other review agency initiates the changes. One copy of the CDs will be provided to the Township for review and one set of revisions will be made if necessary. The CD will include the following documents:
 - i. Cover Sheet
 - ii. Demolition Plan
 - iii. Site Plan
 - iv. Grading Plan/Soil Erosion Sedimentation Control Plan
 - v. Foundation Plan, Floor Plan and Finish Schedule
 - vi. Exterior Elevations, Interior Rest Room Elevations and Door Schedules
 - vii. Roof Plan & Roof Framing Plan
 - viii. Wall Section, Connection Details
 - ix. Plumbing Plans and Plumbing Schedules
 - x. Heating & Ventilation Plan, Electrical Plan and Schedules
 - xi. Drawings as required for permits
 - xii. Detail Sheet(s)
2. *Submittals:* LAP will submit the construction documents to the MDNR and to the Township Building department for review. The Consultant is not responsible for delays caused by review agencies and the time required to make revisions to satisfy their conditions.
3. *Deliverables:* LAP will provide the Township with the following deliverables:

- a. One (1) set of 24" x 36" construction drawings in hard copy and electronic copy for reproduction. If the Client wishes LAP can provide copies as an additional service on a time and material basis.
- b. One (1) project manual in hard copy and in Microsoft Word format
- c. Two (2) sets of 24" x 36" construction drawings for review.

TASK 4 – Bid

LAP will assist the Township during the bidding process. LAP will assist the Township by answering bidders' questions about the bid package prior to the bid date and respond to any questions the Township may encounter. In addition, LAP will assist the Township by analyzing the bids and verify bidders' references. The Township is responsible for the cost of advertising bids, legal notices and fees for permits.

TASK 5 – Review, Recommendation and Award

LAP will be available to assist the Township in the weeks following the bid opening, to help make final decisions regarding which contractor they will select and LAP will then submit its recommendation to the administration or Township Board for their approval. The administration shall make all final decisions regarding contractor selection. Following the review process and upon board approval, the administration will provide a contract or purchase order to the contractor.

TASK 6 – Construction Administration

1. *Construction Observation:* LAP and Mr. Donaldson will be available to monitor the construction of the project at key phases of construction to ensure compliance to construction documents (*Mr. Donaldson will be available for five (5) construction meetings*). LAP will provide any and all meetings required to observe construction. We anticipate the following meetings:
 - a. Pre-Construction Meeting
 - b. Twelve (12) Construction Meetings:
 - i. Six (6) Bi-Weekly Progress Meetings
 - ii. Six (6) On-Site Meetings (to address site/construction issues)
 - c. Two (2) Punch List Meetings (Initial, Final)
 - d. Closeout Meeting

Additional meetings above and beyond the anticipated meetings listed above will be charged on a time and materials basis.

2. *Construction Administration:* LAP will assist with the completion of construction documentation including bulletins, change orders and review and approval of payment applications.
3. *Grant submittal forms:* LAP will assist the Township with the completion and submittal of MNRTF reimbursement submittal forms.

FEES:

For and in consideration of the above-described services the Consultant will charge on a lump sum basis not to exceed amount, which includes out of pocket expenses, travel costs, and miscellaneous costs unless otherwise noted as follows:

Construction Documents, Task 1-3:	\$ 24,464.32
Bidding, Task 4	\$ 3,527.74
Construction Administration, Task 5	<u>\$ 15,858.92</u>
TOTAL:	\$ 43,850.98

All invoices will be submitted on a percentage of completion on a monthly basis. All invoices are expected to be paid within 30 days from the mail date, which is on the invoice. Interest will be charged at 1.5% per month on the balance of any fee not paid within the 60 days. This proposal shall remain in effect for 90 days after which it will become null and void. The Consultants hourly rates will remain valid as per Exhibit "A" through the end of the fiscal year. After which, hourly rates are subject to change.

Project Team

TITLE

KEY STAFF MEMBER

RESPONSIBILITIES

Primary Consultant

Principal
Landscape Architect

Robert Ford, LA

Mr. Ford will be the principal in charge of the project. He will be involved in the administration and design of the project.

Project Manager

Matt Hull, LA

Mr. Hull will be the project manager. He will be in charge of all day to day correspondence and construction administration. He will assist in the development of construction documents. He will assist with grant implementation requirements and reimbursement requests.

Technical Designer

Nick Wallace

Mr. Wallace will assist with the design and development of construction documents.

Sub Consultant

Roger L. Donaldson Architect, Roger Donaldson, AIA PLC
AIA PLC

Mr. Donaldson will assist with the preliminary design, sealing CDs, bidding and construction administration.

ITEMS PROVIDED BY THE CONSULTANT

The Consultant will provide the following items to the Owner:

Plans and Documents Originals and Initial Copy

LAP will provide the reproducible original of all drawings and all written documents. Drawings will be ACAD format. Written documents will be in Microsoft Word format.

Soils and Materials Testing

The cost of soils and materials testing is included in the scope of work. This includes soil testing necessary to perform work during the Planning and Design Service phase and the Construction Drawing preparation phase. While the selected construction contractor will normally be required to provide basic required testing during the actual course of the work implementation, the Owner might be advised to verify such tests with their own testing services.

Topographic Survey

The consultant will subcontract with a licensed land surveyor to complete a survey of the project area including topography, structures, utilities and site boundary. It is requested that the Township provide all known boundary information and legal description.

Sub Consultants

LAP will provide the services and coordination of all Sub consultants indicated in the base scope of services of this proposal, if any. Sub consultants not included in the scope of services shall be treated as an additional service.

Insurance

LAP will provide the owner a certificate of liability insurance for one million dollars naming Delhi Charter Township as additional insured, auto insurance, professional liability insurance and worker's compensation insurance.

ITEMS PROVIDED BY THE OWNER

The Owner will provide the following items to the Consultant:

Existing Site Conditions

The Owner will be responsible for providing complete site information regarding property ownership, restrictions, current zoning, easements, floodplain locations, all underground and above ground utilities, structures, and any areas of existing hazardous materials.

Environmental Verifications

The Owner will be responsible for providing complete site information regarding wetland determinations and/or any endangered species.

Plan Review Fees

The Owner will pay all required federal, state, and local review fees. Such cost for plan review fees by governmental agencies will be the direct responsibility of the Owner. The cost of any building department permits is the responsibility of the selected construction contractor.

Report and Document Reproduction

The actual cost of report, plan, and document reproduction for review and/or approval is the responsibility of the Owner. The Consultant will provide the initial copy.

Suggested Schedule

<u>Time Frame</u>	<u>Task</u>
July	Orientation Meeting
July	Preliminary Plan
July-August	Construction Documents
August	*Review
August	*Bid
September – November**	*Construction

*MDNR review, bidding and construction is based on execution of a Project Agreement between the MDNR and Township.

** Date of completion of construction may carry over into Spring of 2017.

We are pleased to be given the opportunity to propose on this project that will compliment and reinforce all of the amenities in the park. Once authorized, we anticipate immediate commencement of our work. Thank you very much for your time and consideration of our firm. We look forward to hearing from you.

Sincerely,



Robert Ford
President / Landscape Architect

AUTHORIZATION & NOTICE TO PROCEED

To authorize the preceding agreement between Delhi Charter Township and Landscape Architects and Planners, Inc., entitled **Professional Services For Kiwanis Park Restroom And Sidewalk Improvements** and its terms, please sign where indicated below. Two original documents have been provided for your execution. Please return one copy to our office and keep one for your files. If you prefer to issue a purchase order, please reference this proposal and its contents. LAP will not be held responsible for review time required by local agencies, unknown or unavailable information, review time by the Owner, or delays beyond our direct control which may significantly alter the progress of this project.

Authorization is granted to Landscape Architects and Planners, Inc., to begin work on **Professional Services For Kiwanis Park Restroom And Sidewalk Improvements** to include all elements as described above. The work will commence in accordance with the terms indicated on the previous page. Any changes or alterations will be by written amendment, signed and dated.

Signature of Owner Representative

Date

Print / Type the Name of the Person above

DELHI CHARTER TOWNSHIP

MEMORANDUM

TO: Delhi Township Board Members

FROM: John B. Elsinga, Township Manager

DATE: June 28, 2016

RE: 2017-2022 Delhi Charter Township Capital Improvements Program

Enclosed for your review is the 2017-2022 Delhi Charter Township Capital Improvements Plan (CIP). This Plan identifies public improvements involving the expenditure of public funds, over and above normal operating expenses, for the purchase, construction or replacement of specific physical facilities or assets of our community.

Staff provided Community Development their input on potential projects which I reviewed and prioritized to identify those projects which could be scheduled during FY 2017 and beyond. This CIP was then reviewed by the Planning Commission and they held a public hearing on June 27, 2016 with subsequent adoption. Coordination through the Planning Commission provides for consistency of implementing the capital improvement projects with the land use and development goals of the community.

The Planning Commission recommends the Board accept the 2017-2022 CIP which will provide the Board the opportunity to use this plan to incorporate the capital improvements in the FY 2017 budget. Therefore, I recommend the same.

Recommended Motion:

To accept the 2017-2022 Delhi Charter Township Capital Improvements Plan, as recommended by the Planning Commission at their June 27, 2016 meeting.



MEMORANDUM

TO: John B. Elsinga, Township Manager

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

DATE: June 28, 2016

RE: 2017 Capital Improvements Plan

Attached please find a copy of the 2017 – 2022 Capital Improvements Plan (CIP). As you know, the CIP contains information about the status of current (2016) Capital Projects, the 2017 Capital Budget and potential Capital Improvements for years 2018 to 2022. The purpose of the CIP is to create a tool that can be used during the annual budget process by staff and the Township Board to recommend projects for the upcoming year and communicate about projects that may be coming in future years.

The Planning Commission (PC) is required to review and consider the CIP in the greater context of community development and land use planning. This is an important step because it helps to ensure that improvements, particularly those pertaining to infrastructure, parks and public services, are made in a manner that is consistent with the desired future development and land use goals of the community. The PC held the required public hearing and reviewed the 2016 CIP at their meeting on June 27th. There was no one present at the hearing that spoke during the hearing. The PC unanimously approved the CIP, as follows:

Harmon moved, Olsen seconded to approve the 2017 – 2022 Capital Improvements Plan as presented and forward it to the Township Board for their consideration during the preparation of the 2017 Annual Budget.

Discussion on the motion: none.

A Roll Call Vote was recorded as follows:

Ayes: Berry, Goodall, Harmon, Lincoln, Olsen

Nays: None

Absent: None

Abstain: None

MOTION CARRIED

I respectfully request that you forward the attached CIP document to the Township Board for their consideration at the meeting on July 5th. There is no formal action required from the Board at that time other than to acknowledge receipt of the document. As always, if you have any questions or require additional information please do not hesitate to ask. Thank you.

2017 – 2022

***DELHI CHARTER TOWNSHIP
CAPITAL IMPROVEMENT PROGRAM***



Date: June 13, 2016

DELHI CHARTER TOWNSHIP
2016 – 2021 CAPITAL IMPROVEMENTS PLAN
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INTRODUCTION

Delhi Charter Township faces the challenge of meeting the needs of its residents for public services and facilities with increasing costs and relatively fixed revenues. In an effort to effectively set project priorities, the Township has implemented a Capital Improvements Program (CIP) which began in 2006. The year 2017 represents the twelfth year of Capital Improvement Planning in Delhi Township and the process has continued to be refined to make it more useable and pertinent to the budget process.

WHAT IS A CAPITAL IMPROVEMENT?

Capital Improvements are public improvements involving the expenditure of public funds, over and above normal annual operating expenses, for the purchase, construction or replacement of specific physical facilities or assets of the community. Examples include, but are not limited to:

- The extension of water mains.
- The construction of bicycle & pedestrian pathways.
- Parks improvements.
- The renovation of community owned buildings.
- The purchase of land.
- Significant planning or study work.
- Extension of sanitary sewer lines.
- Construction of sewage treatment facilities.
- Significant equipment or machinery purchases.
- Others.

WHAT IS A CAPITAL IMPROVEMENTS PROGRAM?

A CIP is the preparation and updating of a proposed schedule of public works projects and related equipment to be built or purchased by the local municipality within a period of 6 years, including the current budget year. It covers the entire range of public facility and service requirements. The CIP includes anticipated future projects, and provides a suggested order of priority for those within the Capital Budget, along with cost estimates and the anticipated means of financing each project.

The first year in the CIP is referred to as the “capital budget” and includes those projects that will be recommended for funding in the upcoming fiscal year. *These projects will be considered for inclusion in the Township’s adopted budget.* The following five years of projects make up the “Capital Improvements Program” and serve as a mechanism for tracking, anticipating and planning for future needs.

WHAT ARE THE BENEFITS OF A CAPITAL IMPROVEMENTS PROGRAM?

- Focusing Attention on Community Goals, Needs, and Capabilities.
- Achieving Optimum Use of the Taxpayer's Dollar.
- Serving Wider Community Interests.
- Encouraging a More Efficient Governmental Administration.
- Improving Intergovernmental and Regional Cooperation.
- Maintaining a Sound and Stable Financial Program.
- Enhancing Opportunities for Participation in Federal and State Grant Programs.

**The Contents of This Chapter Were Adapted from: Capital Improvements Programming in Local Government by HUD, Second Printing, 1970, published by USGPO, Washington, D.C. 20402 and Capital Improvements Programs: Linking Budgeting and Planning by Robert A. Bowyer, Planning Advisory Service Report No. 442, 1993, published by the American Planning Association, 1313 E. 60th Street, Chicago, Illinois 60637.*

WHY UPDATE IT ANNUALLY?

The CIP is updated annually in order to fine-tune the capital budget to reflect changing economic conditions and to reflect the need for additional projects or adjust the priority of projects as necessary.

QUALIFYING EXPENDITURES UNDER THE CAPITAL IMPROVEMENTS PROGRAM

In order to be considered a Capital Improvement and be included in this CIP, expenditures must meet at least one of the following criteria:

1. Major, non-recurring expenditure, generally greater than \$20,000, that may have a useful life of at least five years, including but not limited to:
 - Major equipment purchases,
 - Significant acquisitions of land for public purpose,
 - Construction of a new facility or expansion/alteration of an existing one, including a non-recurring rehabilitation or major repair of all or part of a building, its grounds or other facility.
2. Any planning, feasibility, engineering or design study related to a capital improvement.

Projects that do not meet the criteria above are generally not appropriate for inclusion in the CIP and are submitted as a part of the Township’s annual operating budget. Some exceptions are made if it is determined that inclusion of the information will benefit long range budgeting and planning for the community.

INFORMATION ABOUT DELHI’S SIX OPERATIONAL FUNDS & DOWNTOWN DEVELOPMENT AUTHORITY

Delhi Township has six operational funds, which finance the services provided to Township residents and property owners. These funds are as follows: General Fund, the Sanitary Sewer Fund, the Fire Fund, the Police Fund and the Fire Equipment & Training Apparatus Fund (FETA), and the Water Improvement Fund. Each of these is a separate, primarily autonomous budget entity, except that there may be transfers into one fund from another or from other sources. The General Fund receives most of its revenues from property taxes, state shared revenues, and fees collected for general public services. Revenues to the Sanitary Sewer Fund and the Water Improvement Fund are derived from customer billings, new customer connection fees and special assessments. The FETA Fund was capitalized via a millage leveraged for this specific purpose.

The Downtown Development Authority (DDA) was created by the Township Board in 1987 for the purpose of facilitating public improvements and economic development within the DDA area. In addition to helping to offset the cost associated with services received from the Township, the DDA participates and provides funding for many significant public projects. The DDA’s capital projects have been added to this CIP so that a more accurate scope can be reflected.

PROJECT RANKING AND DESCRIPTIONS

All projects submitted for inclusion in the 2017 - 2022 CIP are reviewed by the Community Development Director, who works with the Township Manager and other Department Heads to establish a priority ranking for each project according to its economic and physical necessity and the benefits anticipated to be gained by Township residents and personnel. The final recommended priority level is established by the Township Manager. The priorities are based on a classification system adapted from Principles and Practice of Urban Planning, published in 1968 by the International City Manager’s Association (pp. 392-394), as follows:

Priority A (Urgent)	Projects which cannot reasonably be postponed. These may be needed to complete an essential or a partially finished project, or to maintain a minimum level of service in a presently established Township program. Also, any project needed to address an emergency situation.
Priority B (Necessary)	Projects which should be carried out within a few years to meet the anticipated needs of a current Township service, or replacement of unsatisfactory facilities.
Priority C (Desirable)	Projects needed for the proper expansion of a Township service. The exact timing of which can wait until funds are available.
Priority D (Deferrable)	Projects which would be needed for ideal operation, but which cannot yet be recommended for action. They can be postponed without detriment to present services.

Projects that are given the same classification can be distinguished further by the Township Manager and the Township Board for budget purposes based on public health and safety considerations, breadth of service area, or the availability of matching funding from other sources outside of the Township. In determining appropriate project

funding levels throughout the six-year program period, the Township Manager may exercise one or more of the following options:

- Recommend funding the project in the year and the amount requested by the Department.
- Recommend that the project not be funded at all.
- Recommend partial funding of the project in the year requested.
- Recommend delaying funding of the project to another year.
- Recommend setting aside a portion of the requested money each year to save enough to fund the project in some future year.

The project classifications serve as a guide in preparing the annual Township budget and aid the Township Board in making project funding decisions. The assigned priority level, anticipated funding amount and descriptions of each project appear later in this document.

STATUS OF CURRENT YEAR’S CAPITAL BUDGET PROJECTS (FY 2016)

2016 Project Description	Current Status	Original Amt. in ‘16 CIP	Actual 2016 Funding Level
<u>2016 General Fund Projects</u>			
<u>Upgrades at Kiwanis Park</u> <i>A 75(State)/25(local) grant application has been submitted to the Michigan Department of Natural Resources for partial funding of the installation of a new bathroom and storage building within the park. If grant funds are received, the project is expected to occur in 2016.</i>	This project received funding from the MDNR and local match funding in 2016 (50/50). Construction on the bathroom upgrade will be completed in 2016.	\$296,000	\$300,000
<u>Community Service Center Roof Replacement</u> <i>The useful life of the roof has been exceeded and now needs to be replaced.</i>	Dollars for this project has been reserved each year beginning in 2011 in order to establish a funding source. The roof replacement was completed during the spring of 2016.	\$150,000	\$260,000
<u>Community Service Center Carpet Replacement</u> <i>Carpeting within the CSC is approaching 20 years old and will require replacement in 2016.</i>	Saving for this project is on-going. Implementation is anticipated to now occur in 2017.	\$15,000	\$15,000
<u>Street Improvements</u> <i>Street improvements will occur in conjunction with the Ingham County Road Department on primary streets within the community. Neighborhood streets will occur when petitioned by residential and cost will be borne by same.</i>	The English Meadows SAD improvement will be completed in 2016. This will be completed at 100% charge to the benefitting property owners. The Township will “save” the remaining 50/50 funds from 2015 and the 2016 to combine with upcoming 2017 funds to facilitate a more complete project for local connector roads in 2017.	\$207,000	\$245,000

<p><u>Sidewalk Program and Construction</u> <i>In 2015 the Township completed an ADA Transition Plan to assess the sidewalks and ramps that must be improved in order to provide accessibility. Sidewalk sections that are identified as non-compliance will be repaired as road or other improvements occur, or when ramp improvements are in close proximity. 2016 represents the first year that these improvements will be implemented.</i></p>	<p>The first phase of ADA Transition Plan implementation is anticipated to occur in 2016.</p>	<p>\$100,000</p>	<p>\$55,000</p>
<p><u>Maple Ridge Cemetery Road Improvement</u> <i>Replace and resurface drives within the cemetery. It is proposed that funding for this project is addressed by “saving” each year and that the project will be finally implemented in 2017.</i></p>	<p>This project will be reclassified to a more general “Cemetery Capital Improvements. This category will use the “savings” method to make improvements within any of the cemeteries. Examples may include road or other improvements. Implementation will occur in 2017 or after.</p>	<p>\$15,000</p>	<p>\$20,000</p>
<p><u>Cemetery Entry Signs</u> <i>This project includes the fabrication and installation of entry arches, displaying the name of each cemetery, within Maple Ridge, Markham and Pioneer cemeteries. It is anticipated that this will occur in 2016, 2017 and 2018.</i></p>	<p>This project originally envisioned an archway. However, this has proved to be impractical. As such, the project has been revised to include more traditional monument signs. Sign installation at Maple Ridge is expected to occur in 2016. Implementation is anticipated in 2017 and 2018 at Pioneer and Markham.</p>	<p>\$15,000</p>	<p>\$15,000</p>
<p><u>Recreation Software</u> <i>This project is necessary to allow online registration for recreation programs.</i></p>	<p>This project will be implemented in 2016.</p>	<p>\$25,000</p>	<p>\$25,000</p>
<p><u>Columbaria at Maple Ridge Cemetery</u> <i>Installation of a second columbarium.</i></p>	<p>This project may occur in 2016, but will more likely be delayed until 2017.</p>	<p>\$30,000</p>	<p>\$50,000</p>
<p><u>Voting Tabulators</u> <i>The State of Michigan is planning on implementing new voting systems state-wide beginning in 2016. There is still funding available from the Help America Vote Act and the Bureau of Elections is anticipating the State Legislature will make an appropriation. However, they suggest each municipality budget money as well; about \$1,000 per precinct/AVCB.</i></p>	<p>This project will be delayed until 2017 or after.</p>	<p>\$12,000</p>	<p>\$0</p>

<u>Replacement of Microsoft Office</u> <i>In 2012 Microsoft stopped supporting functionality components of earlier versions of the software. All computers will need to be updated with new software at some point. The costs will be split between the General Fund, Sewer Fund and DDA based on utilization of individual machines.</i>	This project may occur in 2016. The Township is currently getting prices on the cost of implementation. If not implemented in 2016, it will be completed in 2017.	\$30,000	\$30,000
<u>Server Replacement</u> <i>This project is for the replacement of the servers at the CSC.</i>	This project will occur in 2016.	\$15,000	\$15,000
2016 Sewer Fund Projects			
<u>Forcemain Assessments</u> <i>This project will assess the condition of forcemain sewers within the Township and will be partially funded via the SAW grant.</i>	This project is expected to occur in 2016.	\$535,000	\$100,000
<u>Eifert Road Force Main Replacement</u> <i>This project will be split into 3 years, beginning in 2014. SAW grant funding will provide approximately \$99,560 towards this project.</i>	This current phase of this project will be completed in 2016. The project will be finished in 2017.	\$400,000	\$400,000
<u>Vehicle Rotation Schedule</u> <i>See Exhibit A</i>	No vehicles will be purchased in 2016.	\$82,500	\$0
<u>Fiber Optic Upgrade – Lift Stations</u> <i>Upgrade three lift-stations to fiber per year until all twelve are completed. Waverly, Pleasant River & Grovenburg will be completed in 2016.</i>	This project is expected to occur in 2016.	\$50,000	\$50,000
<u>Food Waste Separator</u> <i>Purchase and install a food waste separator for the scrappy program.</i>	A used separator is currently being tested to determine suitability. If it works, the machinery will be purchased and installed. If not, implementation may be delayed until a suitable piece of equipment can be identified.	\$144,000	\$144,000
<u>Cartago Cul-de-Sac Sewer Check-valve Project</u> <i>This project will include the installation of check valves in the public sewer line to prevent backflow to the individually owned mini-lift stations used in this area.</i>	This project will be completed in 2016.	\$108,000	\$108,000
<u>POTW Pond Building</u> <i>This includes replacement of the four existing electrical, mechanical &</i>	Approximately \$19,180 in SAW grant funding is anticipated to offset a portion of this expense. Originally	\$40,000	\$80,000

<i>chemical storage buildings located at the POTW treatment ponds.</i>	listed as a 2015 project, it will now be completed in 2016.		
<u>Vactor Truck Replacement</u> <i>A new vactor truck is needed in order to provide sewer cleaning within the collection system.</i>	This project is expected to be completed in 2016.	\$440,000	\$450,000
<u>2016 Fire Equipment & Training Apparatus Fund</u>			
<u>Radio Replacement</u> <i>This project is necessary to upgrade the system (technology advancement).</i>	This project will occur in 2016.	\$40,000	\$40,000
<u>Purchase of a Third Ambulance</u> <i>This project is necessary as a result of increasing calls for service.</i>	This project has been implemented.	\$190,000	\$184,000
<u>2016 Downtown Development Authority</u>			
<i>No projects proposed for 2016, unless private investment occurs within the Delhi Technology Park that warrants it.</i>	There has been no change on this line item to date. However, recent inquiries with regards to development of the DDA's property within the park lends hope to the cause. Should that occur, funding will be allocated as appropriate by the DDA.	\$0	\$0

2017 Capital Budget

Priority Level:	Project Description:	Current Estimate:
<u>General Fund</u>		
A	<u>Community Service Center Carpet Replacement</u> <i>Carpeting within the CSC is approaching 20 years old and will require replacement in all or some areas during 2017. Saving for this has occurred over the past several years.</i>	\$75,000
C	<u>Cemetery Entry Signs</u> <i>This project includes the fabrication and installation of entry arches, displaying the name of each cemetery, within Maple Ridge, Markham and Pioneer cemeteries. It is anticipated that this will occur in 2016, 2017 and 2018.</i>	\$15,000
C	<u>Cemetery Capital Improvements</u> <i>This project will occur annually and be a "savings" set-aside so that capital projects at the cemeteries can be implemented as appropriate. Examples may include road resurfacing within the cemeteries, the development of new areas, etc. No specific implementation projects have been selected for 2017 at this time.</i>	\$20,000
B	<u>Voting Tabulators</u> <i>The State of Michigan is planning on implementing new voting systems state-wide beginning in 2016. There is still funding available from the Help America Vote Act and the Bureau of Elections is anticipating the State Legislature will make an appropriation. However, they suggest each municipality budget money as well. This project may occur in 2017, but may also be further delayed due to outside circumstances. However, when implementation becomes necessary, time will be of the</i>	\$27,000

	<i>essence.</i>	
C	<u>Sidewalk Program & Construction</u> <i>This project will include continued implementation of the ADA Transition Plan. Sidewalk repairs, shared at a rate of 50/50 with participating property owners may also be completed, if deemed appropriate. The Township will partner with the Holt School District to develop and submit a Safe Routes 2 School grant for the construction of key sidewalks.</i>	\$195,000
C	<u>Street Improvements</u> <i>The Township expects to partner with the Ingham County Road Department to implement improvements to a local connector street utilizing the 2015, 2016 & 2017 50/50 cost sharing funds. Improvements to neighborhood streets will occur using the SAD process.</i>	\$150,000
C	<u>New Parking Area at Valhalla Park</u> <i>This project includes the creation of additional parking at Valhalla Park to accommodate increased use of the facility.</i>	\$100,000
B	<u>Ram Trail II</u> <i>This project will receive CMAQ funding (80/20) for construction of an extension to the existing Ram Trail from Eifert Road to Jaycee Park.</i>	\$1,600,000
B	<u>Ram 2 Burchfield Trail</u> <i>This project will be advanced to Ingham County for funding using the county trails millage. Assuming the project is selected, design engineering and construction are all grant eligible. It is unclear at this point what financial contribution will be required from the Township. Cost estimating for the project is currently underway and so a firm dollar amount is not presently available. The amount of \$2M has been inserted here as a placeholder and to alert the community to this pending project.</i>	\$2,000,000
B	<u>Honeywell Energy Efficiency Project</u> <i>If this project goes forward, it will include the assessment and replacement of existing HVAC and other systems within the CSC, Senior Center and POTW/Maintenance Facility. The project may also include the replacement of streetlight-district lights and municipally owned lights and poles, and the conversion of both to LED.</i>	\$3,580,500
Sewer Fund Projects		
A	<u>Eifert Road Force Main Replacement</u> <i>This project will be split into 3 years, beginning in 2014. SAW Grant funding will provide approximately \$99,560 towards the project. Final construction will occur in 2017.</i>	\$600,000
B	<u>Vehicle Rotation Schedule</u> <i>See Exhibit A.</i>	\$65,000
C	<u>POTW Maintenance Building Upgrades</u> <i>This project will include repurposing the RBC building for POTW Personnel, remodeling the lab building and the demolition and reconstruction of the maintenance pole buildings. Engineering will occur in 2016 & 2017, with implementation in 2019 & 2020.</i>	\$250,000
B	<u>Nitrification Tower Condition Assessment and Repair</u> <i>This project will involve assessment of the physical condition of the nitrification tower at the POTW and complete necessary repairs. This project will be partially funded by</i>	\$250,000

	<i>the SAW grant. The second phase of the project (implementation) will occur in 2018.</i>	
A	<u>Fiber Optic Upgrades – Lift Stations</u> <i>Upgrade three lift-stations per year to fiber until all twelve are connected.</i>	\$50,000
B	<u>Stormwater Removal Program</u> <i>This project involves finding and replacing/repairing cross connections between the storm water and waste water collection systems and will be implemented in phases annually.</i>	\$50,000
B	<u>Honeywell Energy Efficiency Project</u> <i>If this project goes forward, it will include the assessment and replacement of existing HVAC and other systems within the CSC, Senior Center and POTW/Maintenance Facility. The project may also include the replacement of streetlight-district lights and municipally owned lights and poles, and the conversion of both to LED.</i>	\$1,187,000
<u>Fire Equipment & Training Apparatus Fund</u>		
C	<u>Radio Replacement</u> <i>This project is necessary to upgrade the system (technology advancement).</i>	\$40,000
C	<u>Refurbish 2008 Ford Lifeline Ambulance</u>	\$120,000
<u>Downtown Development Authority</u>		
A	<u>Targeted Redevelopment Projects</u> <i>The DDA will facilitate the acquisition and redevelopment of key properties within the focus area. This may occur all in 2017, or over the course of the next several years.</i>	\$1,500,000
A	<u>Realize Cedar Implementation</u> <i>This project will include the engineering and implementation of key recommendations of the Realize Cedar Plan. This figure may increase if the DDA is successful in persuading CATA, CADL and LCC to permit additional years of capture via the DDA plan.</i>	\$2,000,000
B	<u>Roundabout Park & Trailhead</u> <i>This project includes the construction of a small park adjacent to Cedar Lake, just off the eastern leg of the Roundabout at Cedar Street and Holbrook Drive. The park will be partially funded by grants and will include a parking area for trail users and a small boat launch to provide access to the water.</i>	\$1,000,000

CAPITAL IMPROVEMENTS PROGRAM
Years 2018-2022 Project Descriptions

Priority Level:	Project Description:	Implementation Year:	Current Estimate:
<u>General Fund</u>			
B	<u>Street Improvements</u> <i>Street improvements will occur in conjunction with the Ingham County Road Department on primary streets within the Community. Secondary (Neighborhood Streets) will occur when petitioned by residents and cost will be borne by same.</i>	2018	\$166,000
		2019	\$166,000
		2020	\$166,000
		2021	\$166,000
		2022	\$166,000
B	<u>Sidewalk Program and Construction</u> <i>Ongoing implementation of the ADA Transition plan and other sidewalk improvements to promote and improve walkability.</i>	2018	\$110,000
		2019	\$110,000
		2020	\$110,000

		2021	\$110,000
		2022	\$110,000
B	<u>Aerial Photography</u> <i>The Township anticipates participating in the regional program for acquisition of updated air photos. This is a critical component of the GIS system.</i>	2020	\$30,000
D	<u>Upgrades at Jaycee Park</u> <i>The playground equipment at this park needs to be replaced; possible grant funding will be needed to facilitate this project.</i>	2022	\$200,000
C	<u>Upgrade of GIS Software</u> <i>This project is necessary because we are approaching the limits of available space under our existing license. This will limit our ability to expand our GIS and accommodate new use needs.</i>	2018	\$20,000
C	<u>Holt & Eifert Road Property Use & Development Plan</u> <i>Development of a master plan for the Township owned property at the north east corner of Holt Rd. and Eifert Rd.</i>	2022	\$50,000
C	<u>Cemetery Capital Improvements</u> <i>This project will occur annually and be a “savings” set-aside so that capital projects at the cemeteries can be implemented as appropriate. Examples may include road resurfacing within the cemeteries, the development of new areas, etc.</i>	2018	\$15,000
		2019	\$15,000
		2020	\$15,000
		2021	\$15,000
		2022	\$15,000
B	<u>Construction of New Public Safety Building</u> <i>This project will become necessary as a result of increasing activity. Costs may be shared with the FETA fund, as appropriate.</i>	2020	\$10,000,000
<u>Sewer Fund</u>			
B	<u>Delhi Commerce Drive Lift Station Elimination</u> <i>This lift station will be transitioned to a gravity system to Willoughby & Aurelius Road.</i>	2020	\$500,000 – \$700,000
C	<u>POTW Maintenance Building Upgrades</u> <i>This project will include repurposing the RBC building for POTW Personnel, remodeling the lab building and the demolition and reconstruction of the maintenance pole buildings. Engineering will occur in 2016 & 2017, with implementation in 2019 & 2020.</i>	2019	\$1,300,000
C	<u>Generator Interconnection</u> <i>This project would connect the north and south generators at the POTW. This project design will be partially funded via the SAW grant (\$12,060).</i>	2018	\$65,000
B	<u>Pine Tree Road Lift Station</u> <i>This is the second part of a two-step project that began in 2015 with design work. This year’s project includes construction of improvements to this lift-station.</i>	2018	\$100,000

B	<u>Grease Handling Upgrades</u> <i>This project would improve and upgrade the equipment used for grease handling at the POTW.</i>	2020	\$500,000
B	<u>Grit Handling</u> <i>This project includes the installation of grit handling equipment at the POTW.</i>	2021	\$500,000
B	<u>Vehicle Rotation Schedule</u> <i>See Exhibit A</i>	2018	\$30,000
		2019	\$0
		2020	\$0
		2021	\$85,000
		2022	\$110,000
A	<u>Fiber Optic Upgrade - Lift Stations</u> <i>Upgrade three lift-stations to fiber per year until all twelve are completed.</i>	2018	\$50,000
		2019	\$50,000
B	<u>Stormwater Removal Program</u> <i>This project involves finding and replacing/repairing cross connections between the storm water and waste water collection systems.</i>	2018	\$50,000
		2019	\$50,000
		2020	\$50,000
		2021	\$50,000
		2022	\$50,000
<u>Fire Equipment & Training Apparatus Fund</u>			
C	<u>Radio Replacement</u> <i>This project is necessary to upgrade the system (technology advancement).</i>	2018	\$40,000
C	<u>Refurbish 2012 Lifeline Ambulance</u>	2018	\$120,000
C	<u>Replace 1997 Tanker Truck</u>	2019	\$450,000
C	<u>Replace 1993 Pierce Engine</u>	2021	\$675,000
<u>Downtown Development Authority</u>			
A	<u>Realize Cedar Project Implementation</u> <i>This project will include the engineering and implementation of key recommendations of the Realize Cedar Plan. This figure may increase if the DDA is successful in persuading CATA, CADL and LCC to permit additional years of capture via the DDA plan.</i>	2018	\$2,000,000

EXHIBIT A:							
Fleet Vehicle Rotation Schedule							
Vehicle	2016	2017	2018	2019	2020	2021	2022
DPS (POTW "W" & Maintenance)							
1990 Ford F700 diesel Stake Rack/Dump Truck w/plow							
2000 Ford F250 (mow crew truck-2011)	(4,800)						
2006 Chevrolet Silverado 4WD	(8,000)						
2006 Chevrolet Silverado 4WD (W-M)	(8,000)						
2006 Chevrolet Silverado 4WD (W-O)	(8,000)						
2007 Ford Ranger 4WD		(4,500)					
2011 GMC Savana 2WD Van (lift station)						(3,500)	
2011 GMC Sierra truck 4WD						(5,500)	
2012 GMC Sierra ext cab truck 4WD (moved to #3 in 2015)							(6,000)
2012 GMC Sierra ext cab truck 4WD w/Tommy Gate							(8,000)
2014 Ford F250 4WD (move to #10 in 2017)							
2014 Ford Explorer 4WD (#21)		(20,000)					
2014 Ford F150 truck 2WD (#12)							
2014 Ford F150 truck 2WD (#14)			(8,000)				
2016 Ford Escape SE	(26,090)						
2016 Ford F-350 (lift stations #4)							
2016 Ford Escape SE (#22)							(10,000)
2016 Ford F-550 Dump truck (#9)							
2017 Mid size 4WD vehicle (Replace #10 - used by #23)		30,000					
2017 AWD SUV (#21)		35,000					
2018 Full size truck 4WD (#14)			30,000				
2021 AWD Van (lift stations #4)						50,000	
2021 Full size truck 4WD (#6)						35,000	
2022 Full size ext cab truck 4WD							40,000
2022 Full size truck 4WD w/Tommy Gate							40,000
2022 Mid size 4WD vehicle (#22)							30,000
	(54,890)	40,500	22,000	-	-	76,000	86,000
BUILDING & GROUNDS							
2000 Ford F250 (mow crew truck-2011)	4,800						
2006 Chevrolet Silverado 4WD	8,000						
2016 Ford Escape SE	26,090		(16,000)				
2018 Mid size 4WD vehicle			30,000				
	38,890	-	14,000	-	-	-	-
PARKS							
1995 Chevrolet S10 Pickup							
1996 Ford F150							
1999 Ford F250 2WD							
1999 Ford Dump Truck (DPS #9)							
2000 Ford Ranger (Assessing #67)							
2000 Ford F250 w/plow							
2001 Ford F250 4WD							
2001 Ford Ranger (Comm. Dev. #56)							
2002 Chevrolet Tahoe (from Fire Dept in 2013)							
2002 Ford F250 (DPS #6)							
2006 Chevrolet Silverado 4WD (DPS #24)	8,000						
2006 Chevrolet Silverado 4WD (DPS #25)	8,000						
2006 Dodge Dakota 4WD (4 door) (#58)		4,500					
2007 Ford Ranger 4WD (#10)		4,500					
2011 GMC Sierra truck 4WD (#6)						5,500	
2012 GMC Sierra ext cab truck 4WD							6,000
2012 GMC Sierra ext cab truck 4WD w/Tommy Gate							8,000
2012 GMC Canyon ext cab truck 4WD (#3)							4,500
	16,000	9,000	-	-	-	5,500	18,500
COMMUNITY DEVELOP.							
2006 Dodge Dakota 4WD (4 door)		(4,500)					
2007 Chevrolet Impala		(3,500)					
2012 GMC Canyon ext cab truck 4WD (#3)							(4,500)
2014 Ford Explorer 4WD (#21)		20,000					
2016 Ford Escape SE (#22)							10,000
	-	12,000	-	-	-	-	5,500
ASSESSING							
2008 GMC Canyon 2WD (DPS #14)			(2,000)				
2008 GMC Canyon 2WD (DPS #12)			(2,000)				
2014 Ford F150 truck 2WD (#14)			8,000				
2016 Ford Escape SE			16,000				
	-	-	20,000	-	-	-	-
	-	61,500	56,000	-	-	81,500	110,000



Evan Hope, CMC
Delhi Charter Township Clerk
Michigan's Township Clerk of the Year, 2007
Past President, MI Association of Municipal Clerks

TO: TOWNSHIP BOARD OF TRUSTEES,
JOHN ELSINGA, TOWNSHIP MANAGER

FROM: EVAN HOPE, CMC, TOWNSHIP CLERK

DATE: JUNE 9, 2015

**RE: HOLT COMMUNITY ARTS COUNCIL'S REQUEST TO SERVE ALCOHOL IN
VETERANS MEMORIAL GARDENS**

As you are aware this year marks the ninth year for the Holt Community Arts Council's popular "Music in the Garden" concert series. The Free concerts will take every Thursday in July in the Veterans Memorial Gardens amphitheater. The Arts Council will also be hosting the second annual "Maker Expo" in conjunction with the Holt Hometown Festival on August 20, 2016, also held in Veterans Memorial Gardens.

The Holt Community Arts Council's "Maker Expo" will showcase makers from all over Michigan. Makers include inventors, hobbyists, tinkerers, artists and more. Another type of maker that the Arts Council would like to feature again is craft beer makers. The Arts Council would like to have the "Beer Works" craft beer tasting event as an extension of the "Maker Expo." However, it will be more than just craft beer tasting. Participants will be able to learn about the craft beer brewing process and hear the stories from successful micro-brewers from around Michigan. The "Beer Works" craft beer tasting event will hopefully become a major fund raiser for the Arts Council.

The Arts Council is in the process of submitting its application and necessary documentation to the Liquor Control Commission for licenses for this event.

Township ordinance number 55.4 states:

"Once each year, civic organizations may request the consent of the township board of trustees for the sale of beer and wine in connection with the activities of such organizations, such as the Holt Hometown Festival or similar event. Consent thus granted shall be subject to, and contingent upon, concurrence by the Delhi Charter Township Parks and Recreation Commission, shall meet the requirements of the commission as to security, litter, insurance, parking, hours and conditions of operation, and issuance of a license by the State of Michigan Liquor Control Commission. During the period specified in the license, beer and wine may be consumed on the premises within the area designated for said purpose and upon no other.

The Parks Commission approved this request at their June 8, 2016 meeting. Therefore, I request that Township Board of Trustees also grant the Holt Community Arts Council approval to sell and serve alcohol in Veterans Memorial Gardens for this event.

RECOMMENDED MOTION:

TO APPROVE THE REQUEST OF THE HOLT COMMUNITY ARTS COUNCIL TO SELL AND SERVE ALCOHOL IN VETERANS MEMORIAL GARDENS ON AUGUST 20, 2016 IN CONJUNCTION WITH THE BEER WORKS CRAFT BEER TASTING EVENT AS PART OF THE MAKER EXPO AND HOLT HOMETOWN FESTIVAL.

DELHI CHARTER TOWNSHIP

MEMORANDUM

TO: Delhi Township Board Members

FROM: John B. Elsinga, Township Manager

DATE: June 30, 2016

RE: Application for Public Fireworks Display Permit – Delhi Charter Township Parks & Recreation

Enclosed for your review and consideration is an application submitted by the Parks and Recreation Department for a fireworks display at the Holt Hometown Festival on the evening of August 20, 2016. The pyrotechnic company that will be used for this display is Night Magic, Inc. This company has provided the fireworks display for the festival for the last 16 years.

Our Fire Chief, Brian Ball, and Director of Parks and Recreation, Mark Jenks, have reviewed and approved the application. Therefore, I recommend the Board approve the same.

RECOMMENDED MOTION:

To approve the application for Public Fireworks Display Permit from Delhi Charter Township Parks and Recreation to be held on August 20, 2016 at the Holt Hometown Festival.

**DELHI CHARTER TOWNSHIP
APPLICATION FOR PUBLIC FIREWORKS DISPLAY PERMIT**

Date of Application March 22, 2016		
Name of Applicant	Address	Phone No.
Delhi Township	2074 Aurelius Rd. Holt, MI 48842	517.694.4048
If a Corporation, Name of President	Address	Phone No.
Mark Jenks, Director	same	same
If a Non-Resident: Name of MI Attorney or Resident Agent	Address	Phone No.
Name of Primary Pyrotechnic Operator	Address	Phone No.
Roger L. Bonney	212 First St. Olivet, MI 49076	269 749-3179
No. Years Experience	No. Displays	
40	over 200	
Name of Assistant (if any)	Address	Phone No.
Roger W. Bonney	210 First St Olivet, MI 49076	
Other Assistant (if any)	Address	Phone No.
Edward G. Bonney	446 Bates St. Jackson, MI 449202	
Date of Proposed Display	Time of Proposed Display	
August 20, 2016	approximately 9:40 PM	
Exact Location of Proposed Display		
Kiwanis Park, Holt, MI		
References Related to Previous Fireworks Displays (4 minimum)		
Location	Contact Person	Phone No.
1 Delhi Charter Township	Mark Jenks	517 694-1549
2 Delta Charter Township	Marcus Kirkpatrick	517 323-8555
3 Lansing Lugnuts	Nick Grueser	517 485-4500
4 Meridian Charter Township	LuAnn E. Maisner	517 853-4604

List all previous Public Fireworks Display presentations, including location and year. (start with most current and attach a separate list if necessary)

Location	Year	Location	Year
Lansing Lugnuts	2016	Spring Arbor University	2016
Delta Township	2016	Lansing Silver Bells Parade	2016
Meridian Township	2016	St Johns	2016
Faster Horses Festival	2016	Olivet Firemen's Festival	2016
Michigan International Speedw	2016	Delhi Township	2016
Michigan Challenge Balloon Fe	2016	Great Lakes Burn Camp	2016
Albion	2016	Other shows on record with Delhi Township.	

Names of all personnel associated with proposed fireworks display. Indicate individuals under age 18
Attach Additional sheet if necessary.

1 Roger L. Bonney	11 Bob Cantine
2 Roger W. Bonney II	12 Linda Scott
3 Ed Bonney	13 Theresa Pittington
4 Chris Lee	14 Cathy Cantine
5 John Lance	15 Tom Scott
6 Drew Bonney	16 Bob Schmidt
7 Mike Reppenhagen	17 Wade Hoffman
8 Walter Ribby	18 Char Lance
9 Terry Nault	19 Sue Larson
10 Helen Bonney	20

Fireworks

Number of Fireworks	Shell Size and Kind of Fireworks to be Displayed
597	miscellaneous size aerial shells from multishot boxes
100	2" Aerial Shells
25	2 1/2" Aerial Shells
410	3" Aerial Shells
143	4" Aerial Shells
30	5" Aerial Shells

Manner and Place of Storage of Fireworks Prior to Display (Subject to Approval of Fire Marshal or Designee)

Delivered to site day of show

Name and Address of Insurance Company (Certificate of Insurance must Accompany Application: \$10,000,000 Minimum)

Arthur J. Gallagher Risk Management Services, Inc. 777 108th Ave. NE. #200 Bellevue, WA 98004

Signature of Applicant

Date

3/22/16

Township Use Only

Application Fee \$250.00

Inspection/Protection Fee \$350.00 minimum

Date Paid

Date Paid

Approved by: Fire Marshal

Date

6/28/16

Director of Parks & Recreation

Date

6-28-16

2016 Application for Fireworks Other Than Consumer or Low Impact

FOR USE BY LEGISLATIVE BODY OF CITY, VILLAGE OR TOWNSHIP BOARD ONLY

DATE PERMIT EXPIRES

1/1/00

Authority: 2011 PA 256	The LEGISLATIVE BODY OF CITY, VILLAGE OR TOWNSHIP BOARD will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, disability, or political beliefs. If you need assistance with reading, writing, hearing, etc., under the Americans with Disabilities Act, you may make your needs known to this Legislative Body of City, Village or Township Board.	
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TYPE OF PERMIT(S) (Select all applicable boxes)

<input type="checkbox"/> Agricultural or Wildlife Fireworks	<input type="checkbox"/> Articles Pyrotechnic	<input checked="" type="checkbox"/> Display Fireworks
<input checked="" type="checkbox"/> Public Display	<input type="checkbox"/> Private Display	
<input type="checkbox"/> Special Effects Manufactured for Outdoor Pest Control or Agricultural Purposes		

NAME OF APPLICANT	ADDRESS OF APPLICANT	AGE OF APPLICANT 18 YEARS OR OLDER <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
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NAME OF PERSON OR RESIDENT AGENT REPRESENTING CORPORATION, LLC, DBA OR OTHER Holt Charter Township	ADDRESS PERSON OR RESIDENT AGENT REPRESENTING CORPORATION, LLC, DBA OR OTHER 2070 Aurelius Rd. Holt, M 48842
--	--

IF A NON-RESIDENT APPLICANT (LIST NAME OF MICHIGAN ATTORNEY ATTORNEY OR MICHIGAN RESIDENT AGENT) Mark Jenks, Director	ADDRESS (MICHIGAN ATTORNEY OR MICHIGAN RESIDENT AGENT) same	TELEPHONE NUMBER
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NAME OF PYROTECHNIC OPERATOR Roger L. Bonney	ADDRESS OF PYROTECHNIC OPERATOR 212 First St. Olivet, MI 49076	AGE OF PYROTECHNIC OPERATOR 18 YEARS OR OLDER <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO 76
--	--	--

NO. YEARS EXPERIENCE 40	NO. DISPLAYS over 300	WHERE Meridian - Delta - Delhi Townships, Lugnuts, Lansing, others
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NAME OF ASSISTANT Roger W. Bonney	ADDRESS OF ASSISTANT 210 First St. Olivet, MI 49076	AGE OF ASSISTANT 18 YEARS OR OLDER <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO 52
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NAME OF OTHER ASSISTANT Edward G. Bonney	ADDRESS OF OTHER ASSISTANT 446 Bates St. Jackson, MI 49202	AGE OF OTHER ASSISTANT 18 YEARS OR OLDER <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO 56
--	--	---

EXACT LOCATION OF PROPOSED DISPLAY
Kiwanis Park Holt, MI 48842

DATE OF PROPOSED DISPLAY	RAIN DATE	TIME OF PROPOSED DISPLAY
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MANNER AND PLACE OF STORAGE, SUBJECT TO APPROVAL OF LOCAL FIRE AUTHORITIES, IN ACCORDANCE WITH NFPA 1123,1124, & 1126 AND OTHER STATE OR FEDERAL REGULATIONS. PROVIDE PROOF OF PROPER LICENSING OR PERMITTING BY STATE OR FEDERAL GOVERNMENT

Delivered to site day of show

AMOUNT OF BOND OR INSURANCE (TO BE SET BY LOCAL GOV.) \$10,000,000.00	NAME OF BONDING CORPORATION OR INSURANCE COMPANY ARTHUR J. GALLAGHER RISK MANAGEMENT SERVICES INC.
---	--

ADDRESS OF BONDING CORPORATION OR INSURANCE COMPANY
777 108th Ave. NE, #200 Bellevue, WA 98004

NUMBER OF FIREWORKS	KIND OF FIREWORKS TO BE DISPLAYED (Please provide additional pages as needed)
597	small caliber aerial shells from multishot boxes
100	2" aerial
25	2.5" aerial shells
410	3" aerial shells
143	4" aerial shells
30	5" aerial shells

SIGNATURE OF APPLICANT 	DATE March 22, 2016
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Other Night Magic Personnel may act as operators and assistants throughout the season
 Night Magic Displays
 3999 E. Hupp Rd. Building R-3-1
 LaPorte, IN 46350
 BFS 417 (Rev. 09/15)

COMMENTS

Permit for Fireworks Other Than Consumer or Low Impact
 Michigan Department of Licensing & Regulatory Affairs
 Bureau of Fire Services
 P.O. Box 30700
 Lansing, MI 48909
 (517) 241-8847

Authority	2011 PA 256	The Department of Licensing & Regulatory Affairs will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, disability, or political beliefs. If you need assistance with reading, writing, hearing, etc., under the Americans with Disabilities Act, you may make your needs known to this agency/
Compliance	Required	
Penalty	Permit will not be issued.	

This permit is not transferable. Possession of this permit authorizes the herein named person to possess, transport and display fireworks in the amounts, for the purpose of and at the place listed below only.

Public Display		
ISSUED TO Roger L. Bonney	AGE (18 or over) 76	
ADDRESS 212 First St. Olivet, MI 49076		
NAME OF ORGANIZATION, GROUP, FIRM OR CORPORATION		
ADDRESS		
NUMBER AND TYPES OF FIREWORKS		
597	small caliber aerial shells from multishot boxes	
100	2" aerial	
25	2.5" aerial shells	
410	3" aerial shells	
143	4" aerial shells	
30	5" aerial shells	
EXACT LOCATION OF DISPLAY OR USE Kiwanis Park		
CITY, VILLAGE, TOWNSHIP Holt, MI 48842	DATE	TIME
BOND OR INSURANCE FILED <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		AMOUNT \$10,000,000.00

Issued by action of the Legislative Body of a

city
 village
 township of _____ on the _____ day of _____ 20____.

(Signature and Title of Legislative Body Representative)

FORM IS VALID FOR YEAR SHOWN ONLY

DELHI CHARTER TOWNSHIP

MEMORANDUM

TO: Delhi Township Board Members

FROM: John B. Elsinga, Township Manager

DATE: June 30, 2016

RE: Lansing Board of Water and Light Water Service Agreement for Stimson Drain Water Main Inspections

Enclosed for your review and approval is a Lansing Board of Water and Light (LBWL) Water Service Agreement whereby the Township compensates the LBWL in the amount of \$42,130 for their inspections costs incurred during the 2016 Stimson Drain Improvement Project by the Ingham County Drain Commissioner (ICDC).

This project under the direction of the Ingham County Drain Commissioner will commence this summer (July) and involves the construction of a stormwater system within the right of ways of Aurelius, Vernon, Norwood and Monroe Streets. The route and course of this stormwater system will conflict with other utilities including the water distribution system. "The intent of the LBWL is to allow the ICDC's contractor to address any conflicts which may arise during construction under the inspection of the LBWL." It is the intention of the ICDC to "field adjust drainage facilities to avoid conflicts with the LBWL's water distribution facilities." However, where that is not an option, adjustments to the water distribution system will need to be made as a cost to the project while all inspection costs will be borne by the Township.

As such, these inspection costs, estimated at \$42,130, are recognized as costs to the Township in our Water Service Agreement adopted in 2013. Therefore, I recommend the Board approve the same.

Recommended Motion:

To approve the Board of Water and Light Water Service Agreement in the amount of \$42,130 for water main inspections for the Stimson Drain Project.



Mr. John Elsinga
Township Manager
Delhi Charter Township
2074 Aurelius Road
Holt, Michigan 48842

June 21, 2016

**RE: Stimson Drain Water Main Inspection
Delhi Township, Michigan**

Dear Mr. Elsinga:

The Lansing Board of Water and Light (LBWL) is pleased to present the Domestic Water Service Agreement (DWSA) for performing inspection services for the above referenced project. The fees for performing this work are based upon the plans provided by the Ingham County Drain Commissioner's engineer (ENG), LBWL material fees and labor rates, and our estimate of the inspection time requirements.

The scope of work for this project entails inspection of the ICDC Contractor work as it pertains to conflicts with LBWL Water Distribution Facilities. The intent of the LBWL is to allow the ICDC's contractor to address any conflicts which may arise during construction, under the inspection of the LBWL. Based on our conversations with ENG, it is our understanding the ICDC wishes to field adjust drainage facilities to avoid conflicts with the LBWL's water distribution facilities; however, where adjustments to water facilities must be made, or support of critical facilities are required, the ICDC will cover the cost of that work by their contractor. The LBWL's portion of the inspection costs shall be borne by the Township.

The LBWL has identified twenty-four potential conflicts, and has estimated the inspection time for each. A summary of these conflicts is attached to this letter for your reference. The total estimated inspection costs due to the LBWL are \$42,130. Note that this amount is a deposit towards inspection. This deposit shall be reconciled with actual inspection charges upon completion of the project, and you will be either billed or refunded the difference.

If you find this proposed scope of work acceptable, please sign and return the attached DWSA to the Water Distribution Engineer, Michael Schorsch, located at 730 E. Hazel St., Lansing, Michigan. **The entire DWSA must be returned with your signature and payment.** Once we receive the DWSA and payment, we will coordinate with the ICDC's contractor to schedule inspection.



Mr. John Elsinga
June 21, 2016

Should you have any questions or would like to contact me, please call at your convenience.

Sincerely,

A handwritten signature in blue ink, appearing to read "Michael R. Schorsch".

Michael R. Schorsch, P.E.
Water Distribution Engineer

730 E. Hazel Street
P.O. Box 13007
Lansing, MI 48901
Office: (517) 702-6369
Cellular: (517) 930-5791

Attachments: DWSA
Conflict List

CC: Mr. Alando Chappell ~ LBWL (via e-mail)
Mr. Randy Roost ~ LBWL (via e-mail)
Mr. Brian Cenci ~ ENG (via e-mail)

Sheet #	Issue #	Station	Street	Desc	Priority	Details	Possible Resolution	Outage/Failure Impacts	Type of Work	Est Cost	Notes
3	1	6+25		8" WM Crossing	Low	Existing Culvert. Conflict unlikely	Conflict Unlikely	Limited Outages in Apartment Complex	Spot Inspection	\$110	\$110 per hour, 1 hours
3	2	9+00		8" WM Crossing	Low	The existing WM is not shown. Be aware of WM in the area.	Conflict Unlikely, but be aware of WM in area. Contact BWL if conflict discovered.	Limited Outages in Apartment Complex	Spot Inspection	\$110	\$110 per hour, 1 hours
4	1	13+50		16" WM Crossing	Low	Existing Culvert. Conflict unlikely	Conflict Unlikely	Significant reduction of Pressure and Fire Fighting Capacity in Delhi TWP and Alaeidon TWP	Spot Inspection	\$110	\$110 per hour, 1 hours
4	2	13+50		8" WM Crossing	Low	The existing WM is not shown, and the work relative to the entrance is not depicted.	Conflict Unlikely, but be aware of WM in area. Contact BWL if conflict discovered.	Limited Outages in Apartment Complex	Spot Inspection	\$110	\$110 per hour, 1 hours
5	None										
6	None										
7	None										
8	1	5+25	Aurelius	Valve Adjustment	Low	Valve box in construction area @ 6839	Contractor to field adjust. Contact BWL at 517-702-6490 if damaged.	Outage to 6839	Adjust VB & Spot Inspect	\$110	\$110 per hour, 1 hours
9	1		Aurelius	12" WM Crossing	High	Very little clearance shown between proposed pipe and CB.	The 12" will be very difficult to offset. Mainting 12" clearance from WM. Possible lowering of pipe from MH2 - MH1	Outage to all customers along Willoughby from Aurelius to Cedar, including Kingdon Ave, Mill Pond Village	Continuous Inspection	\$4,400	\$110 per hour, 8 hours/day, for 5 days
9	2	67+40	Aurelius	6" WM Crossing	Low	New Sewer to be installed beneath existing WM	Conflict unlikely due to elevation difference. Support existing WM, Contact BWL if conflict discovered or main damaged.	Water outage to apartment complex	Spot Inspection	\$550	\$110 per hour, 1 hours ea, 5 times
10	1	73+25	Aurelius	6" WM Crossing	Low	New Sewer to be installed beneath existing WM	Conflict unlikely due to elevation difference. Support existing WM, Contact BWL if conflict discovered or main damaged.	Water outage to apartment complex	Spot Inspection	\$550	\$110 per hour, 1 hours
10	2	76+40	Aurelius	2" Service Crossing	Low	New Sewer to be installed beneath existing service.	Conflict unlikely due to elevation difference. Support existing WM, Contact BWL if conflict discovered or service damaged.	Outage to Single Customer at 2371	Spot Inspection	\$550	\$110 per hour, 1 hours
11	1	80+50	Aurelius	6" WM Crossing	Medium	18" Storm Sewer on Aurelius to be installed beneath existing main.	Conflict unlikely due to elevation difference, but construction on Monroe possible complicating factor. Support existing WM, Contact BWL if conflict discovered or service damaged.	Outage to Monroe Street	Currently Unknown, possible relocation	\$110	\$110 per hour, 1 hours
12	1	1+50	Norwood	12" WM Crossing	Medium	15" Storm Sewer on Monroe to be installed beneath existing main.	Conflict unlikely due to elevation difference, but offset of 12" WM will be difficult if needed. Support existing WM, Contact BWL if conflict discovered or main damaged.	Outage to all customers on Norwood and Vernon	Currently Unknown, possible relocation	\$110	\$110 per hour, 1 hours
12	2	1+50 to 2+10	Norwood	6" WM Clearance	High	New 12" HDPE to be installed very close to existing parallel 6"	Offset either pipe to obtain clearance.	Outage to all customers on Norwood and Vernon	Possible WM Relocation, BWL inspects Contractor	\$2,640	\$110 per hour, 8 hours/day, for 3 days
12	3	3+00 to 4+00	Norwood	6" WM Clearance	High	New 12" HDPE to be installed very close to existing parallel 6"	Offset either pipe to obtain clearance.	Outage to all customers on Norwood and Vernon	Possible WM Relocation, BWL inspects Contractor	\$2,640	\$110 per hour, 8 hours/day, for 3 days
12	4	5+50 to 6+00	Norwood	6" WM Clearance	High	New 12" HDPE to be installed very close to existing parallel 6"	Offset either pipe to obtain clearance.	Outage to all customers on Norwood and Vernon	Possible WM Relocation, BWL inspects Contractor	\$2,640	\$110 per hour, 8 hours/day, for 3 days
12	5	3+50	Norwood	6" WM Clearance from Structure	High	New 12" HDPE and structure to be installed very close to existing 6" WM	Offset 6" WM downward.	Outage to all customers on Norwood and Vernon	Possible WM Relocation, BWL inspects Contractor	\$2,640	\$110 per hour, 8 hours/day, for 3 days
12	6	Multiple (10)	Norwood	Service Crossings	Medium	Multiple residential service crossings.	Offset plastic or copper service over or under piping as required.	Outage to individual customers on Norwood and Vernon	Possible Service Relocation, BWL Inspects Contractor	\$880	\$110 per hour, 8 hours/day, for 1 day
12	7	Multiple (5)	Norwood	Split Services	Medium	The contractor may find split services at 4490, 4484, 4493, 4481, 4473	Offset plastic or copper service over or under piping as required.	Outage to individual customers on Norwood and Vernon	Possible Service Relocation, BWL Inspects Contractor	\$880	\$110 per hour, 8 hours/day, for 1 day
13	1	1+90	Vernon	6" WM Crossing	High	New 12" HDPE Lateral in conflict with 6" WM	Offset either pipe to obtain clearance.	Outage to all customers on Norwood and Vernon	Possible WM Relocation, BWL inspects Contractor	\$2,640	\$110 per hour, 8 hours/day, for 3 days
13	2	3+60	Vernon	6" WM crossing	High	New 12" HDPE Lateral in conflict with 6" WM	Offset either pipe to obtain clearance.	Outage to all customers on Norwood and Vernon	Possible WM Relocation, BWL inspects Contractor	\$2,640	\$110 per hour, 8 hours/day, for 3 days
13	3	5+00	Vernon	6" WM crossing	High	New 12" HDPE Lateral in conflict with 6" WM	Offset either pipe to obtain clearance.	Outage to all customers on Norwood and Vernon	Possible WM Relocation, BWL inspects Contractor	\$2,640	\$110 per hour, 8 hours/day, for 3 days
13	4	3+50	Vernon	Service Conflict	Medium	New CB placed on Service	Offset either to obtain clearance	Outage to all customers on Norwood and Vernon	Possible WM Relocation, BWL inspects Contractor	\$2,640	\$110 per hour, 8 hours/day, for 3 days
13	5	Multiple (3)	Vernon	Service Crossings	Medium	Multiple residential service crossings.	Offset plastic or copper service over or under piping as required.	Outage to individual customers on Norwood and Vernon	Possible Service Relocation, BWL Inspects Contractor	\$880	\$110 per hour, 8 hours/day, for 1 day
13	6	Multiple (2)	Vernon	Split Services	Medium	The contractor may find split services at 2281, and 2299	Offset plastic or copper service over or under piping as required.	Outage to individual customers on Norwood and Vernon	Possible Service Relocation, BWL Inspects Contractor	\$880	\$110 per hour, 8 hours/day, for 1 day
14	1	7+60	Monroe	6" WM Crossing	Medium	Lateral to CB4A may be in conflict	Offset either to obtain clearance	Outage to all customers on Monroe	Possible WM Relocation, BWL inspects Contractor	\$2,640	\$110 per hour, 8 hours/day, for 3 days
14	2	5+50	Monroe	6" WM Crossing	Medium	Lateral to CB3A may be in conflict	Offset either to obtain clearance	Outage to all customers on Monroe	Possible WM Relocation, BWL inspects Contractor	\$2,640	\$110 per hour, 8 hours/day, for 3 days
14	3	3+15	Monroe	6" WM Crossing	Medium	Lateral to CB2A may be in conflict	Offset either to obtain clearance	Outage to all customers on Monroe	Possible WM Relocation, BWL inspects Contractor	\$2,640	\$110 per hour, 8 hours/day, for 3 days
14	4	Multiple (9)	Monroe	Service Crossings	Medium	Multiple residential service crossings.	Offset plastic or copper service over or under piping as required.	Outage to individual customers on Monroe	Possible Service Relocation, BWL Inspects Contractor	\$2,640	\$110 per hour, 8 hours/day, for 3 days
14	5	Multiple (2)	Monroe	Meter Pits	Medium	Meter pits at 4512 and 4520 may require adjustment	Contact BWL if conflict/adjustment required.	Outage to individual customers on Monroe	Adjust Meter Pit & Spot Inspect	\$110	\$110 per hour, 1 hours
15	none										
16	None										
Total Costs										\$42,130	

Board of Water and Light Water Service Agreement

SAP WBS Element: AW-16-19-866-D-002-12 Authorization #:
Water District#: DI # 1

This Agreement, made on , by and between:

Owner/Developer, the "APPLICANT": John Elsinga
Business Name: Delhi Township
Address: 2074 N Aurelius
Holt, MI. 48842

Hereinafter referred to as the "APPLICANT" and the Lansing Board of Water and Light, hereinafter referred to as the "BOARD".
WHEREAS the APPLICANT has requested the installation of facilities at the location described as:

Project Name: Stimson Drain Water Main Inspection
Project Address: Aurelius Road
Monroe Street
Norwood Ave
Vernon Ave

Further described as: Township: DELHI TWP County: INGHAM Quarter Section: NEDI15
Tax ID Number: 12-3456789

The BOARD agrees to provide the Water System Extension and/or water service installations from existing BOARD owned water facilities to the aforementioned location:

	Mains	Hydrants	Class of Service	
Pipe	Footage	Public: <u>None</u>	Public R.O.W.	<input checked="" type="checkbox"/>
16"	<u>None</u>	Private: <u>None</u>	Improved Subdivision	<input type="checkbox"/>
12"	<u>None</u>	Stubs Installed With Main	Unimproved Subdivision	<input type="checkbox"/>
8"	<u>None</u>	None	Commercial site	<input type="checkbox"/>
6"	<u>None</u>		Industrial Site	<input type="checkbox"/>
4"	<u>None</u>		Residential	<input type="checkbox"/>
2"	<u>None</u>			

The following size and number of service(s) at the aforementioned locations will be installed:

NONE agreement continues on page two.

Work Order #: Sketch #: 54859 RMS #: Applicant PO #:
Revision: Rev 1.0 Revision Date: Print Date: 6/21/2016 Page 1 of 3

Board of Water and Light Water Service Agreement

SAP WBS Element: AW-16-19-866-D-002-12 Authorization #:
Water District#: DI # 1

APPLICANT shall make payment to the "Board of Water and Light" at Board of Water and Light, P.O. Box 13007, Lansing, MI 48901-3007, Attn: Utility Services, 1232 Haco,
Attention Designer: MICHAEL SCHORSCH, Phone Number: 702-6369.

A \$10.00 fee will be incurred at the time of turn-on (refer to the water rates).

The BOARD, acknowledges your request for service and offers this document as a contract that will be final upon the signature of all parties.

BOARD Representative Signature:



BOARD representative: MICHAEL SCHORSCH, Phone Number: 702-6369.

Date: 6/21/16

Title: DISTRIBUTION ENGINEER

The Applicant/Owner, by their signature, indicates that they have read and understood this Agreement and its attachments, and have agreed to the terms and conditions of this agreement.

Owner Developer Applicant's Signature:

Date:

Title:

____ (please initial) If paying by check, BWL will convert a check payment into an ACH transaction.

This agreement must be returned signed and with payment within 65 calendar days from the preparer's signature dated above, after which the BOARD reserves the right to withdraw the proposal and update pricing and content. We accept check, money order or credit card.

BOARD Authorized Representative Signature:

Date:

Title:

This is not a contract until it has been signed by an authorized BWL representative.

Work Order #:

Sketch #: 54859

RMS #:

Applicant PO #:

Revision: Rev 1.0

Revision Date:

Print Date: 6/21/2016

Page 3 of 3

Board of Water and Light Water Service Agreement

SAP WBS Element: AW-16-19-866-D-002-12 Authorization Number:

Water District: DI # 1

Attachment A: General Requirements For BOARD Installed System Extension/Service Installation(s)

- A. The APPLICANT is responsible to arrange for the staking of the entire project. The Board will not make these arrangements. Staking must provide for the following:
1. All sewer crossings
 2. All permanent monuments
 3. Service entrance point at the property line
 4. Center line of mast service with finish grade mark location by the BWL field representative.
 5. Any additional staking as determined by the BWL field representative.
- B. The BOARD will perform backfill and compaction will be performed by BWL in accordance with Drawing (Sketch) for this agreement. If the APPLICANT requests and the BOARD agrees to provide additional field services at the time of the construction, the cost for labor and material are the responsibility of the applicant.
- C. Where required by BOARD standards, the APPLICANT shall install a sleeve at its expense according to the BOARD standards to facilitate the installation and maintenance of the water service.
- D. The BOARD will not be responsible for the curb and gutter, gravel or other sub base material that is installed prior to construction of the System Extension/Service Installations(s) on APPLICANT'S property. Where Rights-of-Way have been established and are currently maintained by a governmental agency, appropriate restoration cost will be included in the construction estimate and the BOARD will perform restoration to the governing agency's permit requirements.
- E. Prior to commencing construction of the System Extension/Service installation(s), the APPLICANT shall grant easements in the name of the "City of Lansing for the use of its Board of Water and Light" in a form acceptable to the BOARD, fully executed and suitable for recording. All water main construction shall be within the public Rights-of-Way or within an easement conveyed to the BOARD for such purpose.
- F. APPLICANT expressly agrees to defend, indemnify, and hold harmless the BOARD, it's officers, agents, employees and insurers against any liability, loss, damage, demand, cause of action, or expense of whatever nature (including court costs and attorney's fees) which may result from any loss, injury, death, or damage allegedly sustained by any person, firm, corporation, or other entity, which arises out of or is caused by any act or omission of the APPLICANT, its officers, agents, or employees (or the APPLICANT'S contractors, or any of the contractors' officers, sub-contractors, agents or employees) in connection with or in any way arising out of this Service Agreement.
- G. This agreement can not be assigned without BOARD's prior written consent.
- H. Venue for any dispute arising out of this agreement shall be in Ingham County, Michigan and Michigan shall be the governing law, without regard to conflict of laws provisions.

Work Order#:

Sketch #: 54859

RMS #:

DELHI CHARTER TOWNSHIP

MEMORANDUM

TO: Delhi Township Board of Trustees

FROM: John B. Elsinga, Township Manager

DATE: June 27, 2016

RE: Resolution No. 2016-016 – Need and Necessity – Road Improvement
Special Assessment District – River Pointe Subdivision

Enclosed for your review and consideration is the third of five resolutions, which determines the need and necessity for the construction of road improvements for River Pointe Subdivision.

On June 21, 2016, the Township Board approved the second of five resolutions, in which plans and estimates for construction of the road improvements were placed on file with the Township Clerk and further set a public hearing for July 5, 2016 to determine its need and necessity.

Contingent upon the Township Board's adoption of the third of five resolutions, staff will then plan on bidding the project in the fall so we can bond for the project. The Board will then be asked to adopt the fourth and fifth resolutions which create the special assessment district roll, set a public hearing to hear objections to the same and finally adopt the roll.

Recommended Motion:

To adopt Resolution No. 2016-016, which is the third of five resolutions, which determines the need and necessity for a Special Assessment District for River Pointe Subdivision Road Improvements.



MEMORANDUM

TO: John B. Elsinga, Township Manager

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

DATE: June 27, 2016

RE: River Pointe Subdivision Road Improvement Special Assessment District

At the June 21st meeting a public hearing was scheduled by the Board regarding the determination of “need and necessity” for road improvements in the River Pointe Subdivision. Notice of this hearing was put in the newspaper and mailed individually to each property owner within the proposed Special Assessment District. The hearing will be held at the upcoming July 5th Board meeting.

The purpose of the hearing is to receive public comment regarding the proposed project. However, as you know, a petition has been received by the Township which contains valid signatures representing 54.68% of the total front footage and 56.96% of property owners. This petition establishes the need and necessity and the project should go forward.

I have attached a copy of the petition tally. Also attached is a copy of the cost estimate for the project. This estimate was initially prepared by the Ingham County Road Department. The estimate was then reviewed and vetted by Hubble, Roth & Clark, who is the Township’s engineering firm for this project. At this time, the total estimated cost of the improvements is \$528,484. This will be spread over the 79 benefits, resulting in a cost per benefit of \$6,689.67. This cost can be spread over 15 years. Interest will be charged based on the actual interest rate of the bond plus 1%. In today’s market this is approximately 4%, resulting in an annual cost per benefit of about \$601.68.

After the public hearing, the Board should consider and take action on the attached resolution. It is the 3rd of 5 required resolutions. The next step, assuming the Board adopts the resolution, will be to begin finalizing design engineering for the project. Once that is completed, the project will be bid out. Construction will occur in spring or summer of 2017, after which time the final costs will be incorporated into the assessment roll.

Please let me know if you need any additional information. Otherwise, please forward this information to the Township Board for their consideration and action after the conclusion of the public hearing. Thank you.

DELHI CHARTER TOWNSHIP

RESOLUTION 2016-016

THIS IS THE THIRD OF FIVE RESOLUTIONS, WHICH DETERMINES THE NEED AND NECESSITY FOR THE CONSTRUCTION OF STREET IMPROVEMENTS FOR THE RIVER POINTE SUBDIVISION AND TO DIRECT THE SUPERVISOR TO PREPARE THE SPECIAL ASSESSMENT DISTRICT ROLL.

At a Regular Meeting of the Township Board of Trustees, of the Charter Township of Delhi, Ingham County, Michigan, held at the Community Services Center, 2074 Aurelius Road, Holt, Michigan, on Tuesday, the 5th day of July, 2016, at 7:30 o'clock, p.m.

PRESENT:

ABSENT:

The following Resolution was offered by _____ and supported by _____.

WHEREAS, this Township Board, pursuant to the provisions of Act 188, Public Acts of Michigan, 1954, as amended, did on the 21st day of June, 2016, adopt a resolution tentatively approving the construction of street improvements for the River Pointe Subdivision and the establishment of a special assessment district for the purpose of paying the cost thereof, which improvements and special assessment district are more specifically hereinafter described; and

WHEREAS, this Township Board did meet on the 5th day of July, 2016, at 7:45 o'clock, p.m., the time, date and place set by the Board to hold a public hearing to hear any objections to the improvements and to the special assessment district therefore; and

WHEREAS, plans and estimates of the cost of said project are on file with the Township Clerk and have been on file since the 21st day of June, 2016.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The Township Board hereby determines to make the following described improvements:

Road Improvements within the River Pointe Subdivision as follows: complete removal of the existing asphalt pavement, 3 ½ inch, 2 course asphalt resurfacing, manhole temp lowering and adjustment, and complete ADA ramp upgrades with associated curb replacement at the only 2 intersections having ramps—Oakleaf-Royal and Royal-Dunwood Court, both of which need a pair of new ramps, not currently existing, to cross Royal.

2. The Township Board hereby approves the plans and estimates of the cost in the sum of \$528,484.25 as prepared and presented.
3. The Township Board hereby determines that the petitions previously filed with the Township Clerk for this project are sufficient with regard to number of signatures of record owners.
4. The Township Board finally determines that the special assessment district shall consist of the following described lots and parcels of land:

33-25-05-12-177-001	2755	RIVER POINTE DRIVE	33-25-05-12-179-009	2770	OAKLEAF DRIVE
33-25-05-12-177-002	2765	RIVER POINTE DRIVE	33-25-05-12-179-010	2762	OAKLEAF DRIVE
33-25-05-12-178-001	2785	RIVER POINTE DRIVE	33-25-05-12-179-011	2754	OAKLEAF DRIVE
33-25-05-12-178-002	2795	RIVER POINTE DRIVE	33-25-05-12-180-001	2805	SHADOW WOOD DRIVE
33-25-05-12-178-003	2805	RIVER POINTE DRIVE	33-25-05-12-180-002	2825	SHADOW WOOD DRIVE
33-25-05-12-178-004	2815	RIVER POINTE DRIVE	33-25-05-12-180-003	3855	ASHBROOK DRIVE
33-25-05-12-178-005	2825	RIVER POINTE DRIVE	33-25-05-12-180-004	3850	ROYALE DRIVE
33-25-05-12-178-006	2831	RIVER POINTE DRIVE	33-25-05-12-180-005	3845	ASHBROOK DRIVE
33-25-05-12-178-007	2837	RIVER POINTE DRIVE	33-25-05-12-180-006	3835	ASHBROOK DRIVE
33-25-05-12-178-008	2843	RIVER POINTE DRIVE	33-25-05-12-180-007	3825	ASHBROOK DRIVE
33-25-05-12-178-009	2849	RIVER POINTE DRIVE	33-25-05-12-180-008	3815	ASHBROOK DRIVE
33-25-05-12-178-010	2855	RIVER POINTE DRIVE	33-25-05-12-180-009	3805	ASHBROOK DRIVE
33-25-05-12-178-011	2861	RIVER POINTE DRIVE	33-25-05-12-180-010	3795	ASHBROOK DRIVE
33-25-05-12-178-012	2867	RIVER POINTE DRIVE	33-25-05-12-180-011	3785	ASHBROOK DRIVE
33-25-05-12-178-013	2873	RIVER POINTE DRIVE	33-25-05-12-180-012	3840	ROYALE DRIVE
33-25-05-12-178-014	2879	RIVER POINTE DRIVE	33-25-05-12-180-013	3830	ROYALE DRIVE
33-25-05-12-178-015	2885	RIVER POINTE DRIVE	33-25-05-12-180-014	3820	ROYALE DRIVE
33-25-05-12-178-016	2891	RIVER POINTE DRIVE	33-25-05-12-180-015	3810	ROYALE DRIVE
33-25-05-12-178-017	2897	RIVER POINTE DRIVE	33-25-05-12-180-016	3800	ROYALE DRIVE
33-25-05-12-178-018	2860	SHADOW WOOD DRIVE	33-25-05-12-180-017	3790	ROYALE DRIVE
33-25-05-12-178-019	2850	SHADOW WOOD DRIVE	33-25-05-12-180-018	3780	ROYALE DRIVE
33-25-05-12-178-020	2840	SHADOW WOOD DRIVE	33-25-05-12-181-001	2841	SHADOW WOOD DRIVE
33-25-05-12-178-021	2830	SHADOW WOOD DRIVE	33-25-05-12-181-005	2870	RIVER POINTE DRIVE
33-25-05-12-178-022	2820	SHADOW WOOD DRIVE	33-25-05-12-181-006	2864	RIVER POINTE DRIVE
33-25-05-12-178-023	2810	SHADOW WOOD DRIVE	33-25-05-12-181-007	2858	RIVER POINTE DRIVE
33-25-05-12-179-001	3755	ROYALE DRIVE	33-25-05-12-181-008	2850	RIVER POINTE DRIVE
33-25-05-12-179-002	3775	ROYALE DRIVE	33-25-05-12-181-013	3830	ASHBROOK DRIVE
33-25-05-12-179-003	2790	DUNWOODY CIRCLE	33-25-05-12-181-014	3820	ASHBROOK DRIVE
33-25-05-12-179-004	2780	DUNWOODY CIRCLE	33-25-05-12-181-015	3810	ASHBROOK DRIVE
33-25-05-12-179-005	2775	DUNWOODY CIRCLE	33-25-05-12-181-016	3800	ASHBROOK DRIVE
33-25-05-12-179-006	2785	DUNWOODY CIRCLE	33-25-05-12-181-017	3790	ASHBROOK DRIVE
33-25-05-12-179-007	2795	DUNWOODY CIRCLE	33-25-05-12-181-018	3780	ASHBROOK DRIVE
33-25-05-12-179-008	2780	OAKLEAF DRIVE	33-25-05-12-181-019	2876	RIVER POINTE DRIVE

I, the undersigned, the duly qualified Clerk of the Charter Township of Delhi, Ingham County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and complete copy of the proceedings taken by the Township Board at a regular meeting held on the 5th day of July, 2016.

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

Evan Hope, Township Clerk

Delhi Charter Township
DRAFT Special Assessment Roll for:

6/20/2016

Construction of Street Improvements for "All Roads within River Pointe Subdivision"

PARCEL NUMBER	OWNER'S NAME	OWNERS MAILING ADDRESS	OWNER'S CITY	STATE	ZIP	PROPERTY ADDRESS	BENEFITS	APPROX. FRONT FT.	COST PER BENEFIT	Frontage Signed Petition	Benefits Signed Petition
33-25-05-12-177-001	ROTHFUSS, SUSAN K & MICHAEL LEFEVRE	2755 RIVER POINTE DRIVE	HOLT	MI	48842	2755 RIVER POINTE DRIVE	1.0	140.00	\$ 6,689.67	140.00	1.0
33-25-05-12-177-002	LANKERD, JANICE K	2765 RIVER POINTE DRIVE	HOLT	MI	48842	2765 RIVER POINTE DRIVE	1.0	289.04	\$ 6,689.67	289.04	1.0
33-25-05-12-178-001	HUMMEL, JOSHUA M & ALLISON E	2785 RIVER POINTE DRIVE	HOLT	MI	48842	2785 RIVER POINTE DRIVE	1.0	294.32	\$ 6,689.67		
33-25-05-12-178-002	TYLER, TIMOTHY A & RAKAEL L	2795 RIVER POINTE DRIVE	HOLT	MI	48842	2795 RIVER POINTE DRIVE	1.0	100.00	\$ 6,689.67		
33-25-05-12-178-003	KLEINOW, TODD A & BONNIE M	2805 RIVER POINTE DRIVE	HOLT	MI	48842	2805 RIVER POINTE DRIVE	1.0	100.00	\$ 6,689.67		
33-25-05-12-178-004	THERRIAN, JEFFREY P AND	2815 RIVER POINTE DRIVE	HOLT	MI	48842	2815 RIVER POINTE DRIVE	1.0	100.00	\$ 6,689.67	100.00	1.0
33-25-05-12-178-005	KING, HERBERT E & COLLEEN D	2825 RIVER POINTE DRIVE	HOLT	MI	48842	2825 RIVER POINTE DRIVE	1.0	95.16	\$ 6,689.67	95.16	1.0
33-25-05-12-178-006	CHUNG, JENNY	2831 RIVER POINTE DRIVE	HOLT	MI	48842	2831 RIVER POINTE DRIVE	1.0	89.00	\$ 6,689.67	89.00	1.0
33-25-05-12-178-007	HERRICK, BRUCE & VERLINDE, SAUNDRA	2837 RIVER POINTE DRIVE	HOLT	MI	48842	2837 RIVER POINTE DRIVE	1.0	88.97	\$ 6,689.67		
33-25-05-12-178-008	WINSLOW, JUSTIN & STEPHANIE	2843 RIVER POINTE DRIVE	HOLT	MI	48842	2843 RIVER POINTE DRIVE	1.0	104.10	\$ 6,689.67		
33-25-05-12-178-009	DICKERSON, ARNOLD M JR AND	2849 RIVER POINTE DRIVE	HOLT	MI	48842	2849 RIVER POINTE DRIVE	1.0	100.06	\$ 6,689.67	100.06	1.0
33-25-05-12-178-010	SHEETS, JOSEPH & KIMBERLY	2855 RIVER POINTE DRIVE	HOLT	MI	48842	2855 RIVER POINTE DRIVE	1.0	100.00	\$ 6,689.67		
33-25-05-12-178-011	BORTON, JEFFRY AND	2861 RIVER POINTE DRIVE	HOLT	MI	48842	2861 RIVER POINTE DRIVE	1.0	100.00	\$ 6,689.67	100.00	1.0
33-25-05-12-178-012	MCLEOD, IAN C. TRUST NO. 1	2867 RIVER POINTE DRIVE	HOLT	MI	48842	2867 RIVER POINTE DRIVE	1.0	100.00	\$ 6,689.67	100.00	1.0
33-25-05-12-178-013	NEIBERG, JUDITH A TRUST	2873 RIVER POINTE DRIVE	HOLT	MI	48842	2873 RIVER POINTE DRIVE	1.0	100.00	\$ 6,689.67	100.00	1.0
33-25-05-12-178-014	MADDEN, JOSEPH M & RENNIE K	2879 RIVER POINTE DRIVE	HOLT	MI	48842	2879 RIVER POINTE DRIVE	1.0	100.00	\$ 6,689.67	100.00	1.0
33-25-05-12-178-015	SZYMBORSKI, TROY D AND	2885 RIVER POINTE DRIVE	HOLT	MI	48842	2885 RIVER POINTE DRIVE	1.0	100.47	\$ 6,689.67		
33-25-05-12-178-016	HAMLIN, PAUL & CLARICE E	2891 RIVER POINTE DRIVE	HOLT	MI	48842	2891 RIVER POINTE DRIVE	1.0	100.00	\$ 6,689.67		
33-25-05-12-178-017	BROWN, BERNITA M.	2897 RIVER POINTE DRIVE	HOLT	MI	48842	2897 RIVER POINTE DRIVE	1.0	100.00	\$ 6,689.67		
33-25-05-12-178-018	EYDE, GEORGE M	2860 SHADOW WOOD DRIVE	HOLT	MI	48842	2860 SHADOW WOOD DRIVE	1.0	99.98	\$ 6,689.67	99.98	1.0
33-25-05-12-178-019	ANDERSON, CHAD	2850 SHADOW WOOD DRIVE	HOLT	MI	48842	2850 SHADOW WOOD DRIVE	1.0	100.00	\$ 6,689.67	100.00	1.0
33-25-05-12-178-020	SOLITRO, JOSEPH H & PAMELA L	2840 SHADOW WOOD DRIVE	HOLT	MI	48842	2840 SHADOW WOOD DRIVE	1.0	100.00	\$ 6,689.67	100.00	1.0
33-25-05-12-178-021	DIEPENHORST, DANIEL L & LINDA	2830 SHADOW WOOD DRIVE	HOLT	MI	48842	2830 SHADOW WOOD DRIVE	1.0	100.00	\$ 6,689.67	100.00	1.0
33-25-05-12-178-022	ZACHAREWSKI, TIMOTHY R AND	2820 SHADOW WOOD DRIVE	HOLT	MI	48842	2820 SHADOW WOOD DRIVE	1.0	100.00	\$ 6,689.67		
33-25-05-12-178-023	ELLIOTT, KYLE & WHITNEY	2810 SHADOW WOOD DRIVE	HOLT	MI	48842	2810 SHADOW WOOD DRIVE	1.0	246.37	\$ 6,689.67		
33-25-05-12-179-001	KRAMER, CHRIS M & SUSAN L	3755 ROYALE DRIVE	HOLT	MI	48842	3755 ROYALE DRIVE	1.0	183.81	\$ 6,689.67	183.81	1.0
33-25-05-12-179-002	WOELFEL, JAMES A & KATHLEEN K	3775 ROYALE DRIVE	HOLT	MI	48842	3775 ROYALE DRIVE	1.0	270.75	\$ 6,689.67	270.75	1.0
33-25-05-12-179-003	TOTORAITIS, BRET A & ABIGAIL	2790 DUNWOODY CIRCLE	HOLT	MI	48842	2790 DUNWOODY CIRCLE	1.0	108.62	\$ 6,689.67	108.62	1.0
33-25-05-12-179-004	SPROUL, DAVID C & KAREN L	2780 DUNWOODY CIRCLE	HOLT	MI	48842	2780 DUNWOODY CIRCLE	1.0	70.00	\$ 6,689.67	70.00	1.0
33-25-05-12-179-005	BREDIN, KRISTEN	2775 DUNWOODY CIRCLE	HOLT	MI	48842	2775 DUNWOODY CIRCLE	1.0	70.00	\$ 6,689.67	70.00	1.0
33-25-05-12-179-006	TISCHLER, STEVEN R & KIMBERLY TRUST	2785 DUNWOODY CIRCLE	HOLT	MI	48842	2785 DUNWOODY CIRCLE	1.0	108.63	\$ 6,689.67		
33-25-05-12-179-007	MURPHY, TIM	2795 DUNWOODY CIRCLE	HOLT	MI	48842	2795 DUNWOODY CIRCLE	1.0	276.05	\$ 6,689.67		
33-25-05-12-179-008	CLARK, GEOFFREY	2780 OAKLEAF DRIVE	HOLT	MI	48842	2780 OAKLEAF DRIVE	1.0	235.17	\$ 6,689.67		
33-25-05-12-179-009	GUIITERREZ, RENEE &	2770 OAKLEAF DRIVE	HOLT	MI	48842	2770 OAKLEAF DRIVE	1.0	100.00	\$ 6,689.67	100.00	1.0
33-25-05-12-179-010	WELLS, ANDREW & DAPHNE	2762 OAKLEAF DRIVE	HOLT	MI	48842	2762 OAKLEAF DRIVE	1.0	100.00	\$ 6,689.67		
33-25-05-12-179-011	OSWALD, MICHAEL & MICHELLE	2754 OAKLEAF DRIVE	HOLT	MI	48842	2754 OAKLEAF DRIVE	1.0	105.00	\$ 6,689.67		
33-25-05-12-180-001	MONTMAYOR, EDIBERTO F & TERESA W	2805 SHADOW WOOD DRIVE	HOLT	MI	48842	2805 SHADOW WOOD DRIVE	1.0	235.00	\$ 6,689.67		
33-25-05-12-180-002	EYDE, NICHOLAS	2825 SHADOW WOOD DRIVE	HOLT	MI	48842	2825 SHADOW WOOD DRIVE	1.0	283.15	\$ 6,689.67	283.15	1.0
33-25-05-12-180-003	HATTEY, JOSEPH A & WENDY J	3855 ASHBROOK DRIVE	HOLT	MI	48842	3855 ASHBROOK DRIVE	1.0	231.00	\$ 6,689.67	231.00	1.0
33-25-05-12-180-004	WRIGHT, EMERSON E AND	3850 ROYALE DRIVE	HOLT	MI	48842	3850 ROYALE DRIVE	1.0	255.00	\$ 6,689.67		
33-25-05-12-180-005	JUBECK, NATHAN & LAURA	3845 ASHBROOK DRIVE	HOLT	MI	48842	3845 ASHBROOK DRIVE	1.0	106.79	\$ 6,689.67	106.79	1.0
33-25-05-12-180-006	KIRSCH, ANGELA R	3835 ASHBROOK DRIVE	HOLT	MI	48842	3835 ASHBROOK DRIVE	1.0	100.00	\$ 6,689.67		
33-25-05-12-180-007	DOOLITTLE, TIFFANY J & ERIC	3825 ASHBROOK DRIVE	HOLT	MI	48842	3825 ASHBROOK DRIVE	1.0	100.00	\$ 6,689.67		
33-25-05-12-180-008	RUDNICKI, GARY & KIMBERLY A	3815 ASHBROOK DRIVE	HOLT	MI	48842	3815 ASHBROOK DRIVE	1.0	100.00	\$ 6,689.67	100.00	1.0
33-25-05-12-180-009	SPOELMA, JAMES R & CAROL J	3805 ASHBROOK DRIVE	HOLT	MI	48842	3805 ASHBROOK DRIVE	1.0	100.00	\$ 6,689.67	100.00	1.0
33-25-05-12-180-010	MCFARLAND, ROSS K & TONI	3795 ASHBROOK DRIVE	HOLT	MI	48842	3795 ASHBROOK DRIVE	1.0	100.00	\$ 6,689.67	100.00	1.0
33-25-05-12-180-011	SLAUGHTER, JENNIFER A	3785 ASHBROOK DRIVE	HOLT	MI	48842	3785 ASHBROOK DRIVE	1.0	100.00	\$ 6,689.67		
33-25-05-12-180-012	MOSHER, ROBERT E AND	3840 ROYALE DRIVE	HOLT	MI	48842	3840 ROYALE DRIVE	1.0	113.79	\$ 6,689.67		
33-25-05-12-180-013	HAMILTON, JENNIFER & JOSEPH	3830 ROYALE DRIVE	HOLT	MI	48842	3830 ROYALE DRIVE	1.0	115.00	\$ 6,689.67	115.00	1.0
33-25-05-12-180-014	BONDI, MATTHEW V AND	3820 ROYALE DRIVE	HOLT	MI	48842	3820 ROYALE DRIVE	1.0	110.00	\$ 6,689.67		
33-25-05-12-180-015	HAMEL, MICHAEL & JANET G	3810 ROYALE DRIVE	HOLT	MI	48842	3810 ROYALE DRIVE	1.0	105.00	\$ 6,689.67	105.00	1.0
33-25-05-12-180-016	PARKER, IVAN & KATHRYN	3800 ROYALE DRIVE	HOLT	MI	48842	3800 ROYALE DRIVE	1.0	102.14	\$ 6,689.67		
33-25-05-12-180-017	WELCH, ANITA	3790 ROYALE DRIVE	HOLT	MI	48842	3790 ROYALE DRIVE	1.0	102.14	\$ 6,689.67		
33-25-05-12-180-018	HUTCHCROFT, JOHN R & LINDA S	3780 ROYALE DRIVE	HOLT	MI	48842	3780 ROYALE DRIVE	1.0	107.92	\$ 6,689.67	107.92	1.0
33-25-05-12-181-001	HEBERT, JAMES & LOTT, CHRISTIN	2841 SHADOW WOOD DRIVE	HOLT	MI	48842	2841 SHADOW WOOD DRIVE	1.0	247.25	\$ 6,689.67	247.25	1.0
33-25-05-12-181-005	MCNERNEY, PATRICK M AND	2870 RIVER POINTE DRIVE	HOLT	MI	48842	2870 RIVER POINTE DRIVE	1.0	100.00	\$ 6,689.67	100.00	1.0
33-25-05-12-181-006	LOOMIS, KELLY A & SCOTT A	2864 RIVER POINTE DRIVE	HOLT	MI	48842	2864 RIVER POINTE DRIVE	1.0	100.00	\$ 6,689.67	100.00	1.0
33-25-05-12-181-007	BOURKE, MELISSA L	2858 RIVER POINTE DRIVE	HOLT	MI	48842	2858 RIVER POINTE DRIVE	1.0	100.00	\$ 6,689.67	100.00	1.0
33-25-05-12-181-008	DICKERSON, SUZANNE K & ARNOLD M JR	2849 RIVER POINTE DRIVE	HOLT	MI	48842	2850 RIVER POINTE DRIVE	1.0	100.00	\$ 6,689.67	100.00	1.0
33-25-05-12-181-013	GILLUM, RONALD ML & HARRIETTE	3830 ASHBROOK DRIVE	HOLT	MI	48842	3830 ASHBROOK DRIVE	1.0	100.00	\$ 6,689.67	100.00	1.0
33-25-05-12-181-014	GIANINO, JOHN J & DAWN M	3820 ASHBROOK DRIVE	HOLT	MI	48842	3820 ASHBROOK DRIVE	1.0	100.00	\$ 6,689.67	100.00	1.0
33-25-05-12-181-015	ROBERTS, MICHAEL L & NANCY L	3810 ASHBROOK DRIVE	HOLT	MI	48842	3810 ASHBROOK DRIVE	1.0	100.00	\$ 6,689.67	100.00	1.0
33-25-05-12-181-016	FATA, CHRISTOPHER F & SUSAN C	3800 ASHBROOK DRIVE	HOLT	MI	48842	3800 ASHBROOK DRIVE	1.0	100.00	\$ 6,689.67	100.00	1.0
33-25-05-12-181-017	SATOH, PAUL S. & GERALDINE J TRUST	3790 ASHBROOK DRIVE	HOLT	MI	48842	3790 ASHBROOK DRIVE	1.0	100.00	\$ 6,689.67		
33-25-05-12-181-018	PACZYNA, DANIEL T & CHERYL D TRUST	3780 ASHBROOK DRIVE	HOLT	MI	48842	3780 ASHBROOK DRIVE	1.0	100.02	\$ 6,689.67		
33-25-05-12-181-019	HALL, MICHAEL J & LAURA G	2876 RIVER POINTE DRIVE	HOLT	MI	48842	2876 RIVER POINTE DRIVE	1.5	155.20	\$ 10,034.51	155.20	1.5
33-25-05-12-181-020	GRAHEK, RICHARD L & JUDITH A	2855 SHADOW WOOD DRIVE	HOLT	MI	48842	2855 SHADOW WOOD DRIVE	1.5	347.82	\$ 10,034.51	347.82	1.5
33-25-05-12-181-021	GIULIANI, BETTY L AND	2828 RIVER POINTE DRIVE	HOLT	MI	48842	2828 RIVER POINTE DRIVE	2.0	275.00	\$ 13,379.35	275.00	2.0
33-25-05-12-181-022	KRAUSHAAR, MARK D & LEIGH	3850 ASHBROOK DRIVE	HOLT	MI	48842	3850 ASHBROOK DRIVE	1.0	257.68	\$ 6,689.67	257.68	1.0
33-25-05-12-181-023	BUCK, FAWN RENEE & CHRISTOPHER L	3840 ASHBROOK DRIVE	HOLT	MI	48842	3840 ASHBROOK DRIVE	1.0	130.00	\$ 6,689.67		
33-25-05-12-182-002	THOMAS-GOODREAU, THERESA &	2754 RIVER POINTE DRIVE	HOLT	MI	48842	2754 RIVER POINTE DRIVE	1.0	140.13	\$ 6,689.67		
33-25-05-12-182-004	GRIFFIN, GREGORY R & STACEY E	3825 ROYALE DRIVE	HOLT	MI	48842	3825 ROYALE DRIVE	1.0	124.42	\$ 6,689.67		
33-25-05-12-182-005	PIXLEY, PATRICK & CINDY JO	2775 OAKLEAF DRIVE	HOLT	MI	48842	2775 OAKLEAF DRIVE	1.0	256.36	\$ 6,689.67		
33-25-05-12-182-006	TRUONG, TUYEN D	2765 OAKLEAF DRIVE	HOLT	MI	48842	2765 OAKLEAF DRIVE	1.0	120.57	\$ 6,689.67		
33-25-05-12-182-007	COOPER, SCOTT R & YOSHIKA K	2755 OAKLEAF DRIVE	HOLT	MI	48842	2755 OAKLEAF DRIVE	1.0	135.00	\$ 6,689.67		
33-25-05-12-182-008	RUDAWSKI, GUY	2764 RIVER POINTE DRIVE	HOLT	MI	48842	2764 RIVER POINTE DRIVE	1.0	282.54	\$ 6,689.67		
33-25-05-12-182-009	AMMON, HARRY & CAROL	3835 ROYALE DRIVE	HOLT	MI	48842	3835 ROYALE DRIVE	1.0	123.50	\$ 6,689.67		

**2017 Delhi Township Road SAD
River Pointe Subdivision**

This will include complete removal of the existing very weathered asphalt pavement, 3 ½ inch, 2 course asphalt resurfacing, manhole temp lowering and adjustment, and complete ADA ramp upgrades with associated curb replacement at the only 2 intersections having ramps—Oakleaf-Royal and Royal-Dunwood Court, both of which need a pair of new ramps, not currently existing, to cross Royal.

<u>No.</u>	<u>Item</u>	<u>Quantity</u>	<u>Unit</u>	<u>@</u>	<u>Unit Price</u>	<u>=</u>	<u>Total Cost</u>
1	Crush/Shape or Mill/Condition	18321	syd	@	\$ 3	= \$	54,963
2	Adjust Structures	32	ea	@	\$ 700	= \$	22,400
3	Adjust Valves	4	ea	@	\$ 400	= \$	1,600
4	Adjust Covers	4	ea	@	\$ 500	= \$	2,000
5	HMA	3527	tons	@	\$ 60	= \$	211,620
6	R&R C&G	150	lft	@	\$ 50	= \$	7,500
7	R&R Conc. Walk	120	syd	@	\$ 25	= \$	3,000
8	ADA Ramps	1250	sft	@	\$ 10	= \$	12,500
9	Detector Plates	80	sft	@	\$ 50	= \$	4,000
10	Restoration	650	lft	@	\$ 10	= \$	6,500
11	Ditch Restoration	0	lft	@	\$ 10	= \$	-
12	Agg Base Cond	18321	syd	@	\$ 2	= \$	36,642
13	Misc. Base Repairs	1	ls	@	\$ 12,000	= \$	12,000
14	Misc. Drainage Rehab	1	ls	@	\$ 12,000	= \$	12,000
15	Maintaining Traffic	1	ls	@	\$ 8,000	= \$	8,000
16				@		= \$	-
SUBTOTAL ESTIMATED CONSTRUCTION COSTS							\$ 394,725
Contingencies							\$ 39,473
Soil Borings							\$ 3,500
Design Engineering Inc. Coordination, Utilities, Bidding, SAD, and Permitting							\$ 23,684
Construction Engineering Inc. Observation, Testing, Admin, and Close Out							\$ 47,367
Bonding, Legal, Financing, Administration							\$ 19,736
TOTAL ESTIMATED PROJECT COSTS							\$ 528,484.25

Estimated Lots In SAD 77
Estimated Cost Per Lot \$ 6,863

12) Supervisor's Report

13) Treasurer's Report

14) Clerk's Report

15) Trustee Reports

16) Manager's Report