

DELHI CHARTER TOWNSHIP COMMITTEE OF THE WHOLE

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

Wednesday
August 3, 2016

6:30 p.m.

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

DELHI CHARTER TOWNSHIP BOARD MEETING

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

Wednesday, August 3, 2016

7:30 p.m.

Agenda

Call the Meeting to Order

Pledge of Allegiance

Roll Call

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

Set/Adjust Agenda

Unfinished Business

Consent Agenda

1.
 - a) Approval of Minutes – Committee Meeting of July 5, 2016
 - b) Approval of Minutes – Regular Meeting of July 5, 2016
 - c) Approval of Claims – July 5, 2016
 - d) Approval of Claims – July 19, 2016
 - e) Approval of Payroll – July 14, 2016
 - f) Approval of Payroll – July 28, 2016
 - g) Appointment to the Delhi Township Zoning Board of Appeals – Francis Sierawski, Jr.

Zoning and Development

New Business

2. Proposal for Professional Engineering Services – River Pointe Subdivision Road Special Assessment District
3. Proposal to Conduct a Classification and Compensation Study

Items Removed From Consent Agenda For Discussion

Late Agenda Items

- 4.
- 5.
- 6.

Reports

7. Supervisor:
8. Treasurer: a) 2nd Quarter Investment Report
9. Clerk:
10. Trustees:
11. Manager:

Limited Comments

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

Adjournment

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

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

Recommended Motion:

To approve the Consent Agenda as presented.

**DELHI CHARTER TOWNSHIP
COMMITTEE OF THE WHOLE MEETING HELD ON JULY 5, 2016**

The members of the Delhi Charter Township Committee of the Whole met on Tuesday, July 5, 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 Jon Harmon, John Hayhoe, Megan Ketchum, DiAnne Warfield

Members Absent: None

BUSINESS

STIMSON DRAIN PROJECT UPDATE

The Board reviewed a letter dated June 24, 2016 from Patrick E. Lindemann, Ingham County Drain Commissioner (ATTACHMENT I).

Brian Cenci from ENG, Inc., gave an overview of the Stimson Drain Construction Project. Mr. Cenci stated that beginning July 6, 2016 the intersection of Aurelius and Willoughby Roads will be closed for approximately one week. Working south on Aurelius Road a new storm sewer will be installed which will close the road to through traffic; however, the road will be open to local traffic at that time. Work will continue to the entrance of CVS Pharmacy, working down to Monroe Street and then to Norwood and Vernon Avenues.

In compliance with the Township's Complete Street Ordinance, sidewalks will be installed on Norwood and Vernon Avenues. A short section of gravity sewer will be installed at the intersection of Willoughby and Aurelius Roads for future use when the Township abandons a nearby lift station.

Mr. Cenci stated that notices have been mailed to over 500 residents within the Stimson Drainage District informing them of the project schedule.

HOLT ROAD CONSTRUCTION UPDATE

Tracy Miller, Director of Community Development, stated that construction hours for the Holt Road construction will be from 7:00 a.m. – 7:00 p.m., Monday through Friday. With the exception of two short term closures, the road will be open with flag crews directing traffic.

Ms. Miller stated that any area of the road that is currently two lanes will remain two lanes; any areas that are currently four lanes will shift to three lanes. The entire length will have paved shoulders/bike lanes and the sidewalk along the north side of Holt Road will be completed from where it ends at Heatherton Drive to Eifert Road.

SAW GRANT QUARTERLY UPDATE

The Board reviewed a letter date June 29, 2016 from James Burton, P.E., Hubbell, Roth & Clark, Inc. (ATTACHMENT II).

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP
COMMITTEE OF THE WHOLE MEETING HELD ON JULY 5, 2016**

James Burton, P.E., Hubbell, Roth & Clark, Inc., gave a brief history of the SAW Grant Project. The program will provide \$2,000,000 in grant funding with a Township match of \$444,444. To date, the incurred costs and Township force account costs equal \$507,418 and have exceeded the required local match.

The project was split in three phases, each totally approximately \$800,000. The first phase was completed in the summer of 2015 and approximately 65% of the second \$800,000 phase is complete. The third phase will be brought before the Board for approval.

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 the \$444,444 needed for the local match.

The Township will continue to work on the risk and critical assessment and condition assessment items of the Wastewater Asset Management Plan. Key remaining condition assessment items are the remaining forcemains, the nitrification tower and the north digesters. Several buildings at the POTW will be assessed to determine their best use of the space.

The project team will continue to work on the stormwater management plan.

DEPARTMENT OF PUBLIC SERVICES – JUNE ACTIVITY REPORT

The Board reviewed the June Department of Public Services Activity Report (ATTACHMENT III).

Sandra Diorka, Director of Public Services, stated that a heat and ventilation unit on the digester building had to be replaced and one of the secondary clarifier drives has to be replaced.

PUBLIC COMMENT – None

ADJOURNMENT

Meeting adjourned at 7:03 p.m.

Date: August 3, 2016

Evan Hope, Township Clerk

Date: August 3, 2016

C.J. Davis, Supervisor

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SUBJECT TO APPROVAL

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

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

PLEDGE OF ALLEGIANCE

ROLL CALL

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

Members Absent: None

COMMENTS FROM THE PUBLIC - None

CONSENT AGENDA

- A. Approval of Minutes – 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 (ATTACHMENT I)
- F. Approval of Payroll – June 30, 2016 (ATTACHMENT II)
- G. Reappointment to the Downtown Development Authority and Brownfield Redevelopment Authority – Nannette Miller (ATTACHMENT III)

Sweet moved to approve the Consent Agenda as presented.

A Roll Call Vote was recorded as follows:

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

MOTION CARRIED

NEW BUSINESS

**RESOLUTION NO. 2016-012 – MICHIGAN DEPARTMENT OF NATURAL RESOURCES
LAND AND WATER CONSERVATION PROJECT AGREEMENT – KIWANIS PARK
RESTROOM**

The Board reviewed a memorandum dated June 28, 2016 from Twp. Mgr. Elsinga (ATTACHMENT IV).

SUBJECT TO APPROVAL

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

Harmon moved 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.

A Roll Call Vote was recorded as follows:

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

MOTION CARRIED

**PROPOSAL FOR PROFESSIONAL SERVICES FOR KIWANIS PARK RESTROOM AND
SIDEWALK IMPROVEMENTS – LANDSCAPE ARCHITECTS & PLANNERS, INC.**

The Board reviewed a memorandum dated June 28, 2016 from Twp. Mgr. Elsinga (ATTACHMENT V).

Harmon moved 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.

A Roll Call Vote was recorded as follows:

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

MOTION CARRIED

2017-2022 DELHI CHARTER TOWNSHIP CAPITAL IMPROVEMENTS PROGRAM

The Board reviewed memorandums dated June 28, 2016 from Twp. Mgr. Elsinga and Tracy Miller, Director of Community Development (ATTACHMENT VI).

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

A Roll Call Vote was recorded as follows:

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

MOTION CARRIED

**REQUEST TO SERVE ALCOHOL IN VETERANS MEMORIAL GARDENS – HOLT
COMMUNITY ARTS COUNCIL**

The Board reviewed a memorandum dated June 9, 2016 from Evan Hope, Clerk (ATTACHMENT VII).

Warfield moved 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.

A Roll Call Vote was recorded as follows:

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

MOTION CARRIED

SUBJECT TO APPROVAL

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

**APPLICATION FOR PUBLIC FIREWORKS DISPLAY PERMIT – DELHI CHARTER
TOWNSHIP PARKS AND RECREATION**

The Board reviewed a memorandum dated June 30, 2016 from Twp. Mgr. Elsinga (ATTACHMENT VIII).

Ketchum moved 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.

A Roll Call Vote was recorded as follows:

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

MOTION CARRIED

**LANSING BOARD OF WATER AND LIGHT SERVICE AGREEMENT FOR STIMSON DRAIN
WATER MAIN INSPECTIONS**

The Board reviewed a memorandum dated June 30, 2016 from Twp. Mgr. Elsinga (ATTACHMENT IX).

Harmon moved 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.

A Roll Call Vote was recorded as follows:

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

MOTION CARRIED

REPORTS

SUPERVISOR

Supervisor Davis reported on the progress of the World War II video project that the Holt/Delhi Historical Society is working on.

PUBLIC HEARING – 7:45 P.M.

**RESOLUTION NO. 2016-015 – PUBLIC HEARING – ROAD IMPROVEMENT SPECIAL
ASSESSMENT DISTRICT – RIVER POINTE SUBDIVISION**

Hope moved to open the public hearing on the Road Improvement Special Assessment District – River Pointe Subdivision.

A Voice Poll was recorded as follows: All Ayes

MOTION CARRIED

SUBJECT TO APPROVAL

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

Tracy Miller, Director of Community Development, gave a brief overview of this road improvement project.

Trustee Ketchum asked how the property owners are assessed for road improvements. Ms. Miller stated that the assessment is based on the lots in the subdivision, not road frontage. A property owner that owns one lot will be assessed one benefit. Property owners that own more than one lot will be assessed accordingly.

Trustee Harmon asked how the estimated cost of the project was determined. Ms. Miller stated that the estimated cost was first obtained by the Road Department; however, knowing that the Township would have to bond for this improvement the Township requested that their engineering consultant verify the estimated cost.

The following people spoke in opposition of this project:

Geoffrey Clark, 2780 Oakleaf Drive
Pat Pixley, 2775 Oakleaf Drive

Cheryl Pacyna, 3780 Ashbrook Drive
Josh Hummel, 2785 River Pointe Drive

The following people spoke in favor of this project:

Susan Rothfuss, 2755 River Pointe Drive
Gary Rudnicki, 3815 Ashbrook Drive

Rennie Madden, 2879 River Pointe Drive
Jim Hebert, 2841 Shadow Wood Drive

Paul Satoh, 3970 Ashbrook Drive, questioned the estimated cost of this project in comparison to other recent road projects.

Ediberto Montemayor, 2805 Shadow Wood Drive, questioned why property tax revenue is not used for the maintenance of Delhi Township roads.

Tim Murphy, 2795 Dunwoody Circle, stated that he had hoped that the roads could have been repaired in sections to help spread out the costs.

Jim Kirsch, 3835 Ashbrook Drive, felt that it would have been helpful to have more than one informational meeting in regard to this improvement and would like to see this item tabled for the time being.

Teresa Montemayor, 2805 Shadow Wood Dr. voiced her concern that the project may go over budget.

Motion to Close Public Hearing – 8:33 p.m.

Harmon moved to close the public hearing.

A Voice Poll was recorded as follows: All Ayes

MOTION CARRIED

RESOLUTION NO. 2016-016 – NEED AND NECESSITY – ROAD IMPROVEMENT SPECIAL ASSESSMENT DISTRICT RIVER POINTE SUBDIVISION

The Board reviewed memorandums dated June 27, 2016 from Twp. Mgr. Elsinga and Tracy Miller, Director of Community Development (ATTACHMENT X).

SUBJECT TO APPROVAL

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

Hayhoe moved 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.

Trustee Harmon questioned what the one percent that is added to the bonding percentage is used for. Twp. Mgr. Elsinga stated that is a component of the bonding structure.

Trustee Harmon stated that he will be voting against this topic as he does not approve of the road improvement process that the Township is required to follow.

Trustee Hayhoe stated that he will be voting in favor of this topic since the majority of the property owners signed the petitions in favor of the project.

Treasurer Sweet stated that the Board discussed the possibility of turning over road improvements to the Ingham County Road Department; however, it was felt that subdivision roads may not get the needed improvements under the control of the Road Department.

A Roll Call Vote was recorded as follows:

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

Nays: Harmon

MOTION CARRIED

REPORTS cont'd

TREASURER

Treasurer Sweet stated that at the June 7, 2016 Board meeting, the Board authorized the refunding of the DDA Bonds from 2008. Bids were received with a lower than anticipated interest rate saving the DDA approximately \$240,000.

Treasurer Sweet stated that his office received State Revenue Sharing for the March/April 2016 period in the \$323,504; of that \$312,090 was for Constitutional Revenue Sharing which is an increase of \$12,542 from the January-February 2016 period and an increase of \$6,837 from the March-April 2015 period. The City, Village and Township Revenue Sharing (CVTRS) remained constant at \$11,414.

LIMITED PUBLIC COMMENTS – Mike Hamilton, 4541 Sycamore Street, spoke in regard to the road improvement process.

ADJOURNMENT

Meeting adjourned at 8:51 p.m.

Date: August 3, 2016

Evan Hope, Township Clerk

Date: August 3, 2016

C.J. Davis, Supervisor

/af

SUBJECT TO APPROVAL

ACCOUNTS PAYABLE APPROVAL

July 5, 2016

I. Certification of Authorized Signatures: The attached Check Register and Invoice Distribution Report encompass checks dated July 5, 2016 numbered 91569 thru 91653 & ACH 4302 thru 4324. Every invoice has a payment authorizing signature(s).

Dated: July 5, 2016

Lora Behnke, Accounting Clerk

II. Certification of Fund Totals:

The attached Invoice Distribution Report and Check Register for checks dated July 5, 2016 show payments made from the following funds:

General Fund	\$	54,791.01
Fire Fund		7,093.85
Fire Equip. & Apparatus Fund		8,267.31
Downtown Development Fund		10,301.56
Sewer Fund		40,578.43
Local Site Remediation Fund		5,171.51
Trust & Agency Fund		2,382.82
Current Tax Fund		65,162.62
Grand Total	\$	<u>193,749.11</u>

Includes the following to be reimbursed from separate bank accounts:

Current Tax Fund	\$	63,433.07
Farmer's Market Account	\$	3,680.00

Dated: July 5, 2016

John B. Elsinga, Township Manager

III. Approval for Distribution: I have reviewed the above checks and invoices and all of them should be distributed. All invoices over \$10,000.00 have been approved by general policy or previous motions of the board. (None)

Dated: July 5, 2016

John B. Elsinga, Township Manager

Evan Hope, Township Clerk

Roy W. Sweet, Treasurer

IV Board Audit and Approval: At a regular meeting of the Township Board held on August 3, 2016 a motion was made by _____ and passed by ___ yes votes and ___ no votes (___ absent) that the list of claims dated July 5, 2016, was reviewed, audited and approved

Evan Hope, Township Clerk

INVOICE GL DISTRIBUTION REPORT FOR DELHI CHARTER TOWNSHIP
 EXP CHECK RUN DATES 06/22/2016 - 07/05/2016

Vendor	Invoice Line Desc	Amount
Fund 101 GENERAL FUND		
Dept 000.00		
CITY OF MASON	STANDBY FEE-MAY	600.00
CITY OF MASON	MAY INCIDENT #2016-79	600.00
CITY OF MASON	MAY INCIDENT#2016-81	600.00
CITY OF MASON	MAY INCIDENT#2016-105	600.00
MERIDIAN TOWNSHIP FIRE	MAY STANDBY FEE & INCIDENTS	1,600.00
HOLT SOFTBALL BOOSTERS	SOFTBALL CAMP REIMBURSEMENT	1,353.00
RON LILLY	PRORATED REFUND 2226 1/2 CEDAR	37.50
	Total For Dept 000.00	5,390.50
Dept 171.00 MANAGER		
VERIZON WIRELESS	CELLULAR JUNE	86.97
	Total For Dept 171.00 MANAGER	86.97
Dept 215.00 CLERK		
VERIZON WIRELESS	CELLULAR JUNE	37.88
AMY D FINCH	MILEAGE & PARKING REIMBURSEMENT	35.92
MICHIGAN.COM	PUBLISHING LEGALS	1,244.04
	Total For Dept 215.00 CLERK	1,317.84
Dept 228.00 INFORMATION TECHNOLOGY		
APPLICATION SPECIALIST KO	MONTHLY IT SUPPORT	3,377.00
VERIZON WIRELESS	CELLULAR JUNE	37.88
	Total For Dept 228.00 INFORMATION TECHNOLOGY	3,414.88
Dept 257.00 ASSESSING		
LANSING ICE & FUEL CO	GASOLINE	34.73
DELTA CHARTER TOWNSHIP	JULY ASSESSING FEES	2,000.00
	Total For Dept 257.00 ASSESSING	2,034.73
Dept 262.00 ELECTIONS		
PRINTING SYSTEMS, INC.	NEW POLL LOCATION ID CARDS	546.19
PRINTING SYSTEMS, INC.	4000 AV ENVELOPES & SHIPPING	541.12
	Total For Dept 262.00 ELECTIONS	1,087.31
Dept 265.00 BUILDING & GROUNDS		
LANSING ICE & FUEL CO	GASOLINE	176.37
MODEL COVERALL SERVICE	UNIFORMS/ BUILDING & GROUNDS	21.69
MODEL COVERALL SERVICE	UNIFORMS/ BUILDING & GROUNDS	21.69
SAM'S CLUB DIRECT	CLEANING SUPPLIES	465.34
QUALITY FIRST MAID SERVICE	CLEANING SERVICES/CSC	975.00
METRONET LONG DISTANCE	LONG DISTANCE JUNE	27.13
VERIZON WIRELESS	CELLULAR JUNE	37.88
TDS METROCOM	LOCAL SERVICE JUNE	1,102.76
CONSUMERS ENERGY	ELECTRIC 2004 AURELIUS	123.48

CONSUMERS ENERGY	ELECTRIC-2074 AURELIUS	6,341.30
CONSUMERS ENERGY	ELECTRIC 4149 WILLOUGHBY	41.50
CONSUMERS ENERGY	GAS-2074 AURELIUS	120.63
ACE HARDWARE	HARDWARE FOR LIGHT POLES/CSC	7.27
ACE HARDWARE	SWITCH FOR ICSD/LUBE FOR CSC LOCKS	30.63
WESCO DISTRIBUTION, INC	INSIDEWALK ELETRIC PANNEL COVER	110.00
WESCO DISTRIBUTION, INC	LIGHT POLE WIRE COVER	185.00
D & G EQUIPMENT INC	BATTERY & RELAY FOR MOWER	79.35
LOWE'S CREDIT SERVICES	CSC PARKING LOT/SIDEWALK MAINT	119.47
MAYOTTE GROUP ARCHITECTS	CSC ROOF PROJECT	3,013.20
	Total For Dept 265.00 BUILDING & GROUNDS	12,999.69

Dept 446.00 INFRASTRUCTURE		
BOARD OF WATER & LIGHT	STREETLIGHTS-JUNE	7,754.39
CONSUMERS ENERGY	LIGHTING 3970 HOLT	105.66
CONSUMERS ENERGY	LIGHTING 4115 HOLT	176.64
CONSUMERS ENERGY	LIGHTING 2116 CEDAR	309.35
	Total For Dept 446.00 INFRASTRUCTURE	8,346.04

Dept 721.00 PLANNING/COMMUNITY DEVELOPMENT		
LANSING ICE & FUEL CO	GASOLINE	149.78
WOLVERINE ENGINEERS	TOPO SURVEY-EARL LONG	1,576.00
LANDSCAPE ARCHITECTS	NON-MOTORIZED TRANSPORTATION	3,000.00
METRONET LONG DISTANCE	LONG DISTANCE JUNE	13.29
VERIZON WIRELESS	CELLULAR JUNE	12.87
VERIZON WIRELESS	CELLULAR JUNE	210.85
TDS METROCOM	LOCAL SERVICE JUNE	55.94
CANON FINANCIAL SERVICES	CANON COPIER LEASE	606.42
CANON FINANCIAL SERVICES	CANON COPIER METERED USAGE	282.47
SCHAFFER'S INC.	ABATEMENT @4705 TOLLAND AVE	43.13
SCHAFFER'S INC.	ABATEMENT @ JARCO DRIVE	51.75
SCHAFFER'S INC.	ABATEMENT @ 2298 CEDAR STREET	34.50
SCHAFFER'S INC.	ABATEMENT @ 4268 BOND AVE	51.75
SCHAFFER'S INC.	ABATEMENT @ 4212 HOLT ROAD	43.13
SCHAFFER'S INC.	ABATEMENT @ 2481 SANIBEL HOLLOW	34.50
SCHAFFER'S INC.	ABATEMENT @ 4521 GROVE STREET	51.75
SCHAFFER'S INC.	ABATEMENT @ 3769 CALYPSO LANE	43.13
SCHAFFER'S INC.	ABATEMENT @ 3808 CALYPSO LANE	34.50
SCHAFFER'S INC.	ABATEMENT @ 3816 CALYPSO LANE	51.75
SCHAFFER'S INC.	ABATEMENT @ 3822 CALYPSO LANE	51.75
SCHAFFER'S INC.	ABATEMENT @ 3838 CALYPSO LANE	51.75
SCHAFFER'S INC.	ABATEMENT/2223 DELHI NE	51.75
SCHAFFER'S INC.	ABATEMENT/2965 EATON RAPIDS RD	60.38
SCHAFFER'S INC.	ABATEMENT/2995 PINE TREE RD	69.00
	Total For Dept 721.00 PLANNING/COMMUNITY DEVELOPMENT	6,632.14

Dept 752.00 PARKS ADMINISTRATION		
METRONET LONG DISTANCE	LONG DISTANCE JUNE	0.76
VERIZON WIRELESS	CELLULAR JUNE	0.83
VERIZON WIRELESS	CELLULAR JUNE	75.76
TDS METROCOM	LOCAL SERVICE JUNE	98.11
TDS METROCOM	LOCAL SERVICE JUNE SR. CENTER	297.70
	Total For Dept 752.00 PARKS ADMINISTRATION	473.16

Dept 771.00 PARKS		
LANSING ICE & FUEL CO	GASOLINE	223.82
MODEL COVERALL SERVICE	UNIFORMS/PARKS	81.88
MODEL COVERALL SERVICE	UNIFORMS/PARKS	58.88
SAM'S CLUB DIRECT	TRASH CAN LINERS	303.68
AMERICAN RENTALS, INC.	PORTABLE TOILETS	320.00
AMERICAN RENTALS, INC.	PORTABLE TOILETS	320.00
QUALITY FIRST MAID SERVICE	CLEANING SERVICES/SENIOR CENTER	260.00
CONSUMERS ENERGY	ELECTRIC 2177 WEST BLVD	22.59
CONSUMERS ENERGY	ELECTRIC 2287 PINE TREE 2939	104.56
CONSUMERS ENERGY	ELECTRIC 2287 PINE TREE 3200	167.08
CONSUMERS ENERGY	ELECTRIC 2074 AURELIUS #PARK	1,365.00
CONSUMERS ENERGY	ELECTRIC 2108 CEDAR	1,010.75
CONSUMERS ENERGY	ELECTRIC 1750 MAPLE	23.28
CONSUMERS ENERGY	ELECTRIC 4080 KELLER	141.58
CONSUMERS ENERGY	GAS 2108 CEDAR	23.95
CONSUMERS ENERGY	GAS 2287 PINE TREE 2939	21.77
H & H WELDING & REPAIR LLC	REPAIR PLAYGROUND STEAM SHOVEL	94.00
ACE HARDWARE	PAINT/PLAYGROUND EQUIPMENT	4.99
LOWE'S CREDIT SERVICES	LIGHT BULBS/VETERANS PARK	33.15
LOWE'S CREDIT SERVICES	RETURN PALLET	(12.40)
MENARDS LANSING SOUTH	MISC SUPPLIES	12.70
MENARDS LANSING SOUTH	MISC SUPPLIES	10.02
HAMMOND FARMS SOUTH	MULTCH FOR TOWNSHIP GARDENS	104.80
SHERWIN WILLIAMS	PAINT/PARKING LOTS	382.35
SHERWIN WILLIAMS	PAINT SUPPLIES /PARKING LOTS	51.07
SHERWIN WILLIAMS	PAINT/PARKING LOTS	509.80
D & G EQUIPMENT INC	OIL FILTERS	89.85
SUPERIOR SAW	TRIMMER GAURD	4.71
SPARTAN DISTRIBUTORS, INC	7 BLADES	157.36
FRANKIE D'S AUTO & TRUCK	LOF/ALTERNATOR UNIT #24	343.00
	Total For Dept 771.00 PARKS	6,234.22

Dept 774.00 RECREATION		
D & M SILKSCREENING	SOFTBALL CAMP TSHIRTS	302.00
D & M SILKSCREENING	GIRLS 14U SOFTBALL CHAMP T-SHIRTS	492.00
D & M SILKSCREENING	ADULT SOFTBALL T-SHIRTS	180.00
	Total For Dept 774.00 RECREATION	974.00

Dept 850.00 OTHER FUNCTIONS		
SPICER GROUP, INC.	GIS SERVICES	4,437.00
RICOH USA, INC.	RICOH MAINTENANCE AGREEMENT	162.53
GOOD FRUIT LLC	VIDEO PRODUCTION	1,200.00
	Total For Dept 850.00 OTHER FUNCTIONS	5,799.53

Total For Fund 101 GENERAL FUND 54,791.01

Fund 206 FIRE FUND		
Dept 336.00 FIRE DEPARTMENT		
BARYAMES CLEANERS	UNIFORM CLEANING FOR FIREFIGHTERS	194.85
LANSING ICE & FUEL CO	GASOLINE	894.67
BOUND TREE MEDICAL, LLC	MISC MEDICAL SUPPLIES	1,467.81
BOUND TREE MEDICAL, LLC	RETURN SOFT STRETCHER W/CASE	(154.99)
APPLICATION SPECIALIST KO	MONTHLY IT SUPPORT	1,475.00
METRONET LONG DISTANCE	LONG DISTANCE JUNE	4.39

VERIZON WIRELESS	CELLULAR JUNE	174.45
VERIZON WIRELESS	CELLULAR JUNE	537.96
TDS METROCOM	LOCAL SERVICE JUNE	41.93
ACE HARDWARE	SHOP SUPPLIES	48.44
CHRISTOPHER M. BALDWIN	REIMBURSE FOR DISPOSAL- MATTRESS	78.75
JAMES PORCELLO	REIMBURSE FOR CELL PHONE CASE	52.99
SAM'S CLUB DIRECT	CLEANING SUPPLIES	198.60
ACROSS THE STREET PROD	BLUE CARD TRAINING	2,079.00
	Total For Dept 336.00 FIRE DEPARTMENT	7,093.85

Total For Fund 206 FIRE FUND 7,093.85

Fund 211 FIRE EQUIP. & APPARATUS FUND

Dept 339.00 EQUIPMENT & APPARATUS

CAPITOL BEDDING CO., INC.	TOS / MATTRESS/BOX SPRING TWIN XL	2,457.00
CAPITOL BEDDING CO., INC.	BED FRAMES	50.00
EMERGENCY VEHICLE SERV	2 DENVER TOOLS (AXES)	482.00
FIRST DUE FIRE SUPPLY CO.	FF BOOTS-STAMATIS	383.00
MICHIGAN STATE UNIVERSITY	EAR PLUGS	27.38
COMMUNICATIONS SERVICES	RADIO REPAIR	1,207.50
COMMUNICATIONS SERVICES	RADIO REPAIR	492.50
SUPERIOR SAW	SQUAD 21 CHAINSAW OIL CAP	6.29
LOWE'S CREDIT SERVICES	SCBA BATTERIES	13.94
ACE HARDWARE	OUTLET STRIP FOR NEW AMBULANCE	6.99
FRANKIE D'S AUTO & TRUCK	LOF/BALL JOINTS/ROTATE TIRES UNIT	815.00
HALT FIRE, INC.	SIDE MIRROR UNIT #999	436.71
R & R FIRE TRUCK REPAIR INC	SIREN DRIVER UNIT#009	224.36
R & R FIRE TRUCK REPAIR INC	SIREN REPAIR	240.80
R & R FIRE TRUCK REPAIR INC	LIGHTS & SIREN REPAIR UNIT #009	323.28
SIGNATURE FORD LINCOLN	TRANSMISSION REPAIR UNIT#009	1,072.57
THE PARTS PLACE	USB ADAPTER FOR NEW AMBULANCE	20.99
CITY OF LANSING FIRE	ACLS & BLS CARDS	7.00
	Total For Dept 339.00 EQUIPMENT & APPARATUS	8,267.31

Total For Fund 211 FIRE EQUIP. & APPARATUS FUND 8,267.31

Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY

Dept 000.00

CRISP COUNTRY ACRES	JUNE VENDOR PAYMENT	339.00
GLUTEN FREE ROX	JUNE VENDOR PAYMENT	23.00
HARVEST DAY FARM, LLC	JUNE VENDOR PAYMENT	29.00
KOLACHE KITCHEN	JUNE VENDOR PAYMENT	32.00
LONESOME PINES BEEF	JUNE VENDOR PAYMENT	64.00
RED'S SMOKEHOUSE BBQ	JUNE VENDOR PAYMENT	50.00
SANDRA SIEMON	JUNE VENDOR PAYMENT	17.00
THE 517 COFFEE COMPANY	JUNE VENDOR PAYMENT	40.00
WILLOW BLOSSOM FARMS	JUNE VENDOR PAYMENT	34.00
NEVA AUSTIN	JUNE VENDOR PAYMENT	91.00
BEAGLE'S CAFE & BAKERY	JUNE VENDOR PAYMENT	99.00
LYNN CUMMINS	JUNE VENDOR PAYMENT	83.00
OFILIA DIAZ	JUNE VENDOR PAYMENT	227.00
ELAINE J. ERNST	JUNE VENDOR PAYMENT	30.00
DENNIS C. GREENMAN	JUNE VENDOR PAYMENT	344.00

FRED LONG	JUNE VENDOR PAYMENT	29.00
GLORIA MCDANIEL	JUNE VENDOR PAYMENT	10.00
TRAVIS NIGHTENGALE	JUNE VENDOR PAYMENT	96.00
JONATHAN S. ORR	JUNE VENDOR PAYMENT	13.00
OTTO'S POULTRY, INC	JUNE VENDOR PAYMENT	1,384.00
SHAYNA QUILLIN	JUNE VENDOR PAYMENT	112.00
RON LILLY	SECURITY DEPOSIT REFUND/	375.00
RUSSELL ROWE	JUNE VENDOR PAYMENT	105.00
MAI KOU VANG	JUNE VENDOR PAYMENT	36.00
DANIELLE WELKE	JUNE VENDOR PAYMENT	9.00
Total For Dept 000.00		3,671.00

Dept 728.00 DDA ADMINISTRATION

DBI BUSINESS INTERIORS	TONER, LEGAL PADS, TAPE	71.03
SAM'S CLUB DIRECT	OFFICE SUPPLIES	3.98
APPLICATION SPECIALIST KO	MONTHLY IT SUPPORT	118.00
WOLVERINE ENGINEERS	SURVEY-4175 HANCOCK	440.00
METRONET LONG DISTANCE	LONG DISTANCE JUNE	3.75
TDS METROCOM	LOCAL SERVICE JUNE	127.12
LORI ANN UNDERHILL	MILEAGE-JANUARY 1 THRU JUNE 30, 2016	196.56
Total For Dept 728.00 DDA ADMINISTRATION		960.44

Dept 729.00 DDA MARKETING & PROMOTION

BLOHM CREATIVE PARTNERS	MAY "OUR TOWN" ACCT MGMT	1,000.00
ACE HARDWARE	WEED KILLER	21.99
BLOHM CREATIVE PARTNERS	FARM MRKT CITY PULSE AD	851.75
SAM'S CLUB DIRECT	COKE/WATER/HAND TOWELS	40.12
SAM'S CLUB DIRECT	WATER/PAPER TOWELS	23.16
CRISP COUNTRY ACRES	JUNE DOUBLE UP BUCKS	142.00
DENNIS C. GREENMAN	JUNE DOUBLE UP BUCKS	162.00
TRAVIS NIGHTENGALE	JUNE DOUBLE UP BUCKS	60.00
RUSSELL ROWE	JUNE DOUBLE UP BUCKS	20.00
BLOHM CREATIVE PARTNERS	MAY WEB HOST/MAINT	215.00
Total For Dept 729.00 DDA MARKETING & PROMOTION		2,536.02

Dept 850.00 OTHER FUNCTIONS

QUALITY FIRST MAID SERVICE	CLEANING SERVICES/SHERIFF & DDA	420.00
CONSUMERS ENERGY	ELECTRIC 4469 KELLER	6.65
CONSUMERS ENERGY	ELECTRIC-2150 CEDAR	275.48
CONSUMERS ENERGY	ELECTRIC-2045 CEDAR #A	1,092.20
CONSUMERS ENERGY	ELECTRIC-2045 CEDAR #B	100.87
CONSUMERS ENERGY	ELECTRIC 2224 CEDAR	59.39
CONSUMERS ENERGY	ELECTRIC 2228 CEDAR	116.62
CONSUMERS ENERGY	GAS 4469 KELLER	9.79
CONSUMERS ENERGY	GAS 2224 CEDAR	10.78
CONSUMERS ENERGY	GAS-2045 CEDAR	21.65
CONSUMERS ENERGY	GAS-2150 CEDAR	20.67
Total For Dept 850.00 OTHER FUNCTIONS		2,134.10

Dept 903.00 CAPITAL OUTLAY-DDA

TRANSNATION TITLE AGENCY	PURCHASE DEPOSIT/4410 HOLT ROAD	1,000.00
Total For Dept 903.00 CAPITAL OUTLAY-DDA		1,000.00

Total For Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY	10,301.56
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Fund 590 SEWAGE DISPOSAL SYSTEM

Dept 000.00

DENEAU, DENNIS	Sewer Usage	35.99
DENSMORE, LEONA	Sewer Usage	28.19
DRAYTON, VERN	Sewer Usage	57.55
EASTMAN, JESSICA	Basic Service Charge	5.30
HAGBOM, MICHAEL	Basic Service Charge	5.30
KENT, MICHAEL	Basic Service Charge	21.20
KM-AG LLC	Basic Service Charge	77.06
OGUNDIMU, FOLU	Basic Service Charge	15.15
Total For Dept 000.00		245.74

Dept 548.00 ADMINISTRATION & OVERHEAD

PROGRESSIVE IMPRESSIONS	JUNE SEWER BILLS	531.20
Total For Dept 548.00 ADMINISTRATION & OVERHEAD		531.20

Dept 558.00 DEPT OF PUBLIC SERVICE

LANSING ICE & FUEL CO	GASOLINE	2,036.07
MODEL COVERALL SERVICE	STAFF UNIFORMS/MTC	51.19
MODEL COVERALL SERVICE	STAFF UNIFORMS/POTW	81.80
MODEL COVERALL SERVICE	STAFF UNIFORMS/POTW	81.80
MODEL COVERALL SERVICE	STAFF UNIFORMS/MAINTENANCE	51.19
BARYAMES CLEANERS	UNIFORM DRY CLEANING	45.00
APPLICATION SPECIALIST KO	MONTHLY IT SUPPORT	2,613.00
LOWE'S CREDIT SERVICES	TEFLON TAPE/POTW	3.59
SPICER GROUP, INC.	GIS/ASSET MGMT ASSISTANCE	6,072.00
UNITED PARCEL SERVICE	SHIPPING CHARGES	78.24
UNITED PARCEL SERVICE	SHIPPING CHARGES	52.88
METRONET LONG DISTANCE	LONG DISTANCE JUNE	3.52
VERIZON WIRELESS	CELLULAR JUNE	554.99
TDS METROCOM	LOCAL SERVICE JUNE	388.78
CONSUMERS ENERGY	ELECTRIC-1494 AURELIUS	59.33
CONSUMERS ENERGY	ELECTRIC 1390 WAVERLY	216.54
CONSUMERS ENERGY	ELECTRIC 1490 AURELIUS	2,332.84
CONSUMERS ENERGY	ELECTRIC-2358 EIFERT	392.01
CONSUMERS ENERGY	ELECTRIC-2870 PINE TREE	611.35
CONSUMERS ENERGY	ELECTRIC-3505 HOLT	90.05
CONSUMERS ENERGY	ELECTRIC-5999 HOLT	44.53
CONSUMERS ENERGY	ELECTRIC-4280 DELL	523.61
CONSUMERS ENERGY	ELECTRIC-4828 HOLT	88.39
CONSUMERS ENERGY	ELECTRIC-5961 MC CUE #2509	16,186.02
CONSUMERS ENERGY	ELECTRIC-1988 WAVERLY	527.73
CONSUMERS ENERGY	ELECTRIC-4000 N MICHIGAN#B	111.97
CONSUMERS ENERGY	GAS-5961 MC CUE #2	21.77
CONSUMERS ENERGY	GAS-5961 MC CUE #3	13.58
CONSUMERS ENERGY	GAS-5961 MC CUE #2319	39.36
CONSUMERS ENERGY	GAS-4280 DELL	19.04
CONSUMERS ENERGY	GAS 5961 MC CUE #4	188.35
CONSUMERS ENERGY	GAS 1494 AURELIUS	36.52
CONSUMERS ENERGY	GAS-3505 HOLT	13.58
CONSUMERS ENERGY	GAS-2481 DELHI COMM	15.77
CONSUMERS ENERGY	GAS-1490 AURELIUS	61.08
CONSUMERS ENERGY	GAS-1492 AURELIUS	47.43
CONSUMERS ENERGY	GAS-1988 WAVERLY	22.69
CARL SCHLEGEL, INC.	BIRDSEYE STONE/DRYING BED #2	467.75

LOWE'S CREDIT SERVICES	TRIMMERS & EXTENDABLE HANDLE/	41.76
SHERWIN WILLIAMS	PAINT/PARKING LOTS	127.45
THE PARTS PLACE	BATTERY & CORE DEPOSIT/SCAG #7	56.38
THE PARTS PLACE	CREDIT CORE DEPOSIT	(9.00)
ACE HARDWARE	FILTERS FOR LS SEAL WATER	84.90
LOWE'S CREDIT SERVICES	D-CON BAIT/COLLEGE RD LS	7.58
GALLOUP	3IN SS PIPE/SUBMERSIBLE MIXER	378.20
XYLEM WATER SOLUTIONS	9" SILVER SERIES DIFFUSERS	2,625.00
XYLEM WATER SOLUTIONS	4LB PAIL OF DIFFUSER GREASE	152.00
XYLEM WATER SOLUTIONS	SHIPPING	113.85
PURE GREEN LAWN & TREE	INSECT & DISEASE CONTROL/POTW	240.00
OVERHEAD DOOR CO	REPAIR PHOTO EYE/POND GATE	150.00
QUALITY FIRST MAID SERVICE	CLEANING SERVICES/POTW	260.00
QUALITY FIRST MAID SERVICE	CLEANING SERVICES/MAINTENANCE	260.00
HASSELBRING-CLARK	1 YEAR COPIER LEASE/POTW	902.00
D & K TRUCK COMPANY	PARKING BRAKE/UNITV#5	78.83
D & K TRUCK COMPANY	BRAKE FITTING UNIT #5	6.20
CWEA	CERTIFICATION RENEWAL/HATHAWAY	81.00
Total For Dept 558.00 DEPT OF PUBLIC SERVICE		39,801.49

Total For Fund 590 SEWAGE DISPOSAL SYSTEM 40,578.43

Fund 643 LOCAL SITE REMEDIATION REVOLVING FUND

Dept 735.00 LOCAL SITE REMEDIATION

FOSTER, SWIFT, COLLINS	MAY ENVIRONMENTAL LEGAL FEES	2,871.51
WSP	CEDAR LAKES PHASE II UPDATE	2,300.00
Total For Dept 735.00 LOCAL SITE REMEDIATION		5,171.51

Total For Fund 643 LOCAL SITE REMEDIATION REVOLVING FUND 5,171.51

Fund 701 TRUST & AGENCY FUND

Dept 000.00

AFLAC	WITH DEDUCT-AFLAC DISABILITY	642.04
AFLAC	WITH DEDUCT-AFLAC LIFE INSUR	7.62
AFLAC	WITH DEDUCT-AFLAC ACCIDENT	542.12
AFLAC	WITH DEDUCT-AFLAC SICKNESS	324.38
AFLAC	WITH DEDUCT-AFLAC CANCER	450.84
AFLAC	WITH DEDUCT-DISABILITY RIDER	18.48
AFLAC	WITH DEDUCT-AFLAC ACCIIDENT RIDER	11.88
GARNER, TAMMY	UNDISTRIBUTED TAX COLLECTED	7.38
THEROUX HOME	UNDISTRIBUTED TAX COLLECTED	378.08
Total For Dept 000.00		2,382.82

Total For Fund 701 TRUST & AGENCY FUND 2,382.82

Fund 703 CURRENT TAX ACCOUNT

Dept 000.00

STATE OF MICHIGAN	DELHI TWP 2015 PILOT	63,433.07
GWENDOLYN COTTON	LATE ACH TAX PYMT/TO COUNTY	1,729.55
Total For Dept 000.00		65,162.62

Total For Fund 703 CURRENT TAX ACCOUNT 65,162.62

Total For All Funds: 193,749.11

ACCOUNTS PAYABLE APPROVAL

July 19, 2016

I. Certification of Authorized Signatures: The attached Check Register and Invoice Distribution Report encompass checks dated July 19, 2016 numbered 91654 thru 91713 & ACH 4325 thru 4353. Every invoice has a payment authorizing signature(s).

Dated: July 19, 2016

Lora Behnke, Accounting Clerk

II. Certification of Fund Totals:

The attached Invoice Distribution Report and Check Register for checks dated July 19, 2016 show payments made from the following funds:

General Fund	\$	196,952.29
Fire Fund		19,687.97
Police Fund		2,365.00
Fire Equip. & Apparatus Fund		2,856.44
Water Improvement Fund		500.00
Downtown Development Fund		9,499.78
Sewer Fund		190,615.04
Local Site Remediation Fund		2,700.00
Trust & Agency Fund		4,820.89
Grand Total	\$	<u>429,997.41</u>

Includes the following to be reimbursed from separate bank accounts:

None

Dated: July 19, 2016

John B. Elsinga, Township Manager

III. Approval for Distribution: I have reviewed the above checks and invoices and all of them should be distributed. All invoices over \$10,000.00 have been approved by general policy or previous motions of the board. (**\$34,360.00 Harper Industrial Construction for Emergency Repair to Air Make up Unit**, \$11,056.56 HRC for Ram Trail Admin Contract & Construction Observation, 3/17/15, **\$17,863.95 HRC for SAW Grant Condition & Risk Assessment**, \$36,280.80 Laux Construction for CSC Roof Project, 4/5/16, \$74,868.00 Siemens Industry for 2016 HVAC Contract, 3/18/14, **\$13,052.00 Thrun Law Firm for June Legal Fees**, **\$39,865.00 Walker Process Equipment for Secondary Drive**) **to be approved by consent**

Dated: July 19, 2016

John B. Elsinga, Township Manager

Evan Hope, Township Clerk

Roy W. Sweet, Treasurer

IV Board Audit and Approval: At a regular meeting of the Township Board held on August 3, 2016 a motion was made by _____ and passed by ____ yes votes and ____ no votes (____ absent) that the list of claims dated July 19, 2016, was reviewed, audited and approved

Evan Hope, Township Clerk

INVOICE GL DISTRIBUTION REPORT FOR DELHI CHARTER TOWNSHIP
 EXP CHECK RUN DATES 07/19/2016 - 07/19/2016

Vendor	Invoice Line Desc	Amount
Fund 101 GENERAL FUND		
Dept 000.00		
BLUE CROSS BLUE SHIELD	RETIREES HEALTH INSURANCE AUGUST	127.66
CITY OF MASON	STANDBY FEE JUNE	600.00
MERIDIAN TOWNSHIP FIRE	ALAIEDON STANDBY FEE JUNE	1,000.00
MERIDIAN TOWNSHIP FIRE	GRASS FIRE	600.00
MERIDIAN TOWNSHIP FIRE	MVC/EXTRICATION	600.00
MERIDIAN TOWNSHIP FIRE	FIRE ALARM	600.00
MERIDIAN TOWNSHIP FIRE	VEHICLE FIRE	600.00
MERIDIAN TOWNSHIP FIRE	STRUCTURE FIRE	1,300.00
MAYBERRY HOMES	BUILDING PERMIT	1,431.00
MAYBERRY HOMES	SOIL EROSION & SEDIMENTATION CTRL	120.00
	Total For Dept 000.00	6,978.66
Dept 101.00 LEGISLATIVE		
HARTFORD LIFE INSURANCE	TRUSTEES LIFE INSURANCE AUGUST	25.50
	Total For Dept 101.00 LEGISLATIVE	25.50
Dept 171.00 MANAGER		
BLUE CROSS BLUE SHIELD	HEALTH INSURANCE AUGUST	2,256.69
DELTA DENTAL PLAN OF	DENTAL INSURANCE AUGUST	295.46
HARTFORD LIFE INSURANCE	LIFE INSURANCE AUGUST	96.90
UNUM LIFE INSURANCE CO	DISABILITY INSURANCE AUGUST	144.53
ADP SCREENING & SELECTION	SUBSCRIPTION/BACKGROUND CHECKS	30.11
BANK OF AMERICA	EMPLOYMENT LAW UPDATE	123.50
BANK OF AMERICA	SHRM MEMBERSHIP/THIELEN	190.00
BANK OF AMERICA	HEMINGWAY TESTING SOFTWARE	144.00
BANK OF AMERICA	CONFERENCE DINNER/ELSINGA	32.27
BANK OF AMERICA	CONFERENCE DINNER/ELSINGA	25.66
BANK OF AMERICA	CONFERENCE LUNCH/ELSINGA	21.44
BANK OF AMERICA	CONFERENCE LODGING/ELSINGA	806.00
BANK OF AMERICA	MEDA CONFERENCE/ELSINGA	280.00
	Total For Dept 171.00 MANAGER	4,446.56
Dept 191.00 ACCOUNTING		
BLUE CROSS BLUE SHIELD	HEALTH INSURANCE AUGUST	417.91
DELTA DENTAL PLAN OF	DENTAL INSURANCE AUGUST	43.07
HARTFORD LIFE INSURANCE	LIFE INSURANCE AUGUST	23.80
UNUM LIFE INSURANCE CO	DISABILITY INSURANCE AUGUST	35.33
MGFOA	MGFOA MEMBERSHIP/MEREDITH	120.00
	Total For Dept 191.00 ACCOUNTING	640.11
Dept 215.00 CLERK		
BLUE CROSS BLUE SHIELD	HEALTH INSURANCE AUGUST	3,928.32
DELTA DENTAL PLAN OF	DENTAL INSURANCE AUGUST	391.81
HARTFORD LIFE INSURANCE	LIFE INSURANCE AUGUST	85.85
UNUM LIFE INSURANCE CO	DISABILITY INSURANCE AUGUST	154.91
BANK OF AMERICA	NOTARY PUBLIC - WILL KANGAS	161.00
	Total For Dept 215.00 CLERK	4,721.89

Dept 228.00 INFORMATION TECHNOLOGY

DELHI CHARTER TOWNSHIP-I.T.	PRNTER COPIER SCANNER/FIRE	45.99
DELHI CHARTER TOWNSHIP-I.T.	5 PACK CARTRIDGES	134.95
DELHI CHARTER TOWNSHIP-I.T.	3 HP GENUINE 950XL BLACK	89.97
DELHI CHARTER TOWNSHIP-I.T.	TONER CARTRIDGE	43.99
DELHI CHARTER TOWNSHIP-I.T.	TONER CARTRIDGE	182.39
INTERSTATE ALL BATTERY	2 BATTERIES/UPS	79.96
ACD.NET, INC.	ACD FIBER MONTHLY	42.00
Total For Dept 228.00 INFORMATION TECHNOLOGY		619.25

Dept 253.00 TREASURERS

BLUE CROSS BLUE SHIELD	HEALTH INSURANCE AUGUST	1,253.72
DELTA DENTAL PLAN OF	DENTAL INSURANCE AUGUST	214.73
HARTFORD LIFE INSURANCE	LIFE INSURANCE AUGUST	45.89
UNUM LIFE INSURANCE CO	DISABILITY INSURANCE AUGUST	68.16
BRINK'S INCORPORATED	BRINKS SERVICES JUNE	627.69
Total For Dept 253.00 TREASURERS		2,210.19

Dept 257.00 ASSESSING

DELTA DENTAL PLAN OF	DENTAL INSURANCE AUGUST	348.73
HARTFORD LIFE INSURANCE	LIFE INSURANCE AUGUST	65.02
UNUM LIFE INSURANCE CO	DISABILITY INSURANCE AUGUST	96.94
LANSING ICE & FUEL CO	GASOLINE 6/19-30/2016	28.75
BANK OF AMERICA	CANON CAMERA/CASE/MEMORY CARD/	239.56
BANK OF AMERICA	(4) 100' MEASURING TAPES/APPRAISERS	79.88
BANK OF AMERICA	CIRCLE HOLE PUNCH	8.98
MENARDS LANSING SOUTH	3 DUAL MEASURING WHEELS	80.97
THRUN LAW FIRM, P.C.	LEGAL FEES JUNE	4,025.00
VERTALKA & VERTALKA, INC.	APPRAISAL SERVICES 3750 WIGMAN	250.00
ADP SCREENING & SELECTION	SUBSCRIPTION/BACKGROUND CHECKS	72.05
SPARROW OCC HEALTH SERV	PHYSICALS	82.00
Total For Dept 257.00 ASSESSING		5,377.88

Dept 262.00 ELECTIONS

BANK OF AMERICA	ELECTION POSTAGE	1.15
BANK OF AMERICA	ELECTION POSTAGE	2.13
Total For Dept 262.00 ELECTIONS		3.28

Dept 265.00 BUILDING & GROUNDS

BANK OF AMERICA	CAST IRON PUMP/PIPE THREAD	44.98
BLUE CROSS BLUE SHIELD	HEALTH INSURANCE AUGUST	2,674.61
DELTA DENTAL PLAN OF	DENTAL INSURANCE AUGUST	166.87
HARTFORD LIFE INSURANCE	LIFE INSURANCE AUGUST	60.34
UNUM LIFE INSURANCE CO	DISABILITY INSURANCE AUGUST	89.80
LANSING ICE & FUEL CO	GASOLINE 6/19-30/2016	156.55
MODEL COVERALL SERVICE	UNIFORMS/ B & G	21.69
MODEL COVERALL SERVICE	UNIFORMS/ B & G	21.69
SIEMENS INDUSTRY, INC.	HVAC CONTRACT/CSC	33,367.00
GRANGER	MONTHLY DUMPSTER SERVICE	76.00
QUALITY FIRST MAID SERVICE	CLEANING SERVICES/CSC	812.50
SAFETY SYSTEMS, INC	QTRLY FIRE ALARM MONITORING	81.00
SAFETY SYSTEMS, INC	QTRLY MONITORING/WATCHMAN	129.00
BOARD OF WATER & LIGHT	WATER 2074 AURELIUS	1,305.84
BOARD OF WATER & LIGHT	WATER 2004 AURELIUS	25.89
MODEL FIRST AID SAFETY	FIRST AID SUPPLIES/CSC	33.55
ACE HARDWARE	VLVBALL & PIPE CUTTER	22.98

ACE HARDWARE	CLAMP PIPE REPAIR/PACKING SHEET	18.48
ACE HARDWARE	GLV PLUG/LUBE SPRAY	10.78
ALL-PHASE ELECTRIC SUPPLY	LIGHTS/CLERK	42.48
FISH WINDOW CLEANING	WASH WINDOWS OUT SIDE/CSC	369.00
JOHN'S PRO-CLEAN, INC	CARPET CLEANING/ICSD	500.00
LOWE'S CREDIT SERVICES	LIGHT BULBS	52.23
LOWE'S CREDIT SERVICES	LIGHT BULBS	52.23
LOWE'S CREDIT SERVICES	MATERIALS REPAIR LEAK/CSC	69.16
MENARDS LANSING SOUTH	GORILLA TAPE/JAB SAW/8' DIVIDER BAR	83.70
MENARDS LANSING SOUTH	CRYSTAL WHITE COVE/8' DIVIDER BAR/	9.93
MENARDS LANSING SOUTH	8' DIVIDER BAR/8' INSIDE CORNER/	13.86
MENARDS LANSING SOUTH	DELTA STEM	15.96
MENARDS LANSING SOUTH	SPACKLING/TITLE EDGE CUT/BLADES	17.74
SHERWIN WILLIAMS	PAINT/ICSD	204.49
PURE GREEN LAWN & TREE	FERT/WEED CONTROL@CSC	690.00
ACE HARDWARE	SUPER IRON OUT/2 LIQUID IRON OUT	26.97
ACE HARDWARE	16 MISC. MDSE.	1.60
HAMMOND FARMS SOUTH	YARD OF PRO-MULCH	104.80
SPARTAN IRRIGATION, INC.	REPAIR SPRINKLER SYSTEM/CSC	173.76
THE PARTS PLACE	2 FUSE HOLDERS/#49	9.98
LAUX CONSTRUCTION, LLC	CSC ROOF PROJECT	36,280.80
	Total For Dept 265.00 BUILDING & GROUNDS	77,838.24

Dept 281.00 STORMWATER

BANK OF AMERICA	WADERS	59.99
HUBBELL, ROTH & CLARK, INC	SAW-SWMP DESCRIPTION & MAP	2,544.30
HUBBELL, ROTH & CLARK, INC	SCAN HOLT SCHOOL PLANS	1,911.00
	Total For Dept 281.00 STORMWATER	4,515.29

Dept 446.00 INFRASTRUCTURE

HUBBELL, ROTH & CLARK, INC	DELHI NE ST RECONSTRUCTION	1,419.99
CONSUMERS ENERGY	STREETLIGHTS ACCT#6730	18,647.26
CONSUMERS ENERGY	STREETLIGHTS ACCT#7043	58.53
HUBBELL, ROTH & CLARK, INC	RAM TRAIL CONTRACT ADMINISTRATION	11,056.56
HUBBELL, ROTH & CLARK, INC	RAM TRAIL PHASE II PLANS & SPEC	9,732.26
	Total For Dept 446.00 INFRASTRUCTURE	40,914.60

Dept 721.00 PLANNING/COMMUNITY DEVELOPMENT

BLUE CROSS BLUE SHIELD	HEALTH INSURANCE AUGUST	5,599.95
DELTA DENTAL PLAN OF	DENTAL INSURANCE AUGUST	606.54
HARTFORD LIFE INSURANCE	LIFE INSURANCE AUGUST	147.03
UNUM LIFE INSURANCE CO	DISABILITY INSURANCE AUGUST	218.71
BANK OF AMERICA	16' STANLEY TAPE/LARNER	5.98
LANSING ICE & FUEL CO	GASOLINE 6/16-30/2016	169.79
THRUN LAW FIRM, P.C.	LEGAL FEES JUNE	3,150.40
BANK OF AMERICA	POSTAGE FOR PACKETS	37.60
HUBBELL, ROTH & CLARK, INC	HOGSBACK RD WAREHOUSE STUDY	124.50
HUBBELL, ROTH & CLARK, INC	WILLOUGHBY ESTATES STUDY PLAN	794.58
HUBBELL, ROTH & CLARK, INC	2046 DEPOT ST STUDY PLAN REVIEW	833.52
BANK OF AMERICA	CEDAR ST PLAN STEERING COMM MTG	84.72
HUBBELL, ROTH & CLARK, INC	TRAFFIC DATA COLLECTION & SYNCHRO	255.00
MICHIGAN.COM	PUBLISHING LEGALS	283.36
BANK OF AMERICA	PARKING/MILLER	4.00
SCHAFFER'S INC.	MOWING 4650 AMMON DR	43.13
	Total For Dept 721.00 PLANNING/COMMUNITY DEVELOPMENT	12,358.81

Dept 752.00 PARKS ADMINISTRATION

BLUE CROSS BLUE SHIELD	HEALTH INSURANCE AUGUST	1,253.74
DELTA DENTAL PLAN OF	DENTAL INSURANCE AUGUST	129.21
HARTFORD LIFE INSURANCE	LIFE INSURANCE AUGUST	73.10
UNUM LIFE INSURANCE CO	DISABILITY INSURANCE AUGUST	109.17
Total For Dept 752.00 PARKS ADMINISTRATION		1,565.22

Dept 771.00 PARKS

BLUE CROSS BLUE SHIELD	HEALTH INSURANCE AUGUST	1,671.63
DELTA DENTAL PLAN OF	DENTAL INSURANCE AUGUST	214.73
HARTFORD LIFE INSURANCE	LIFE INSURANCE AUGUST	39.10
UNUM LIFE INSURANCE CO	DISABILITY INSURANCE AUGUST	58.36
LANSING ICE & FUEL CO	GASOLINE 6/19-30/2016	822.45
MODEL COVERALL SERVICE	UNIFORMS/PARKS	58.88
MODEL COVERALL SERVICE	UNIFORMS/PARKS	58.88
BANK OF AMERICA	SOCKETS/DRILL BITS/PLIERS/ELECTRIC	141.86
LOWE'S CREDIT SERVICES	TROY-BILT EDGER & BLADES	610.95
LOWE'S CREDIT SERVICES	NUT DRIVER SET/PLIERS/HEX BITS/DRILL	283.84
ACE HARDWARE	1 MISC. MDSE.	0.69
MODEL FIRST AID SAFETY	FIRST AID SUPPLIES/MAINTENANCE	69.55
AMERICAN RENTALS, INC.	PORTABLE TOILET	140.00
AMERICAN RENTALS, INC.	PORTABLE TOILET	140.00
SIEMENS INDUSTRY, INC.	HVAC CONTRACT/SR CENTER	4,935.00
GRANGER	MONTHLY DUMPSTER SERVICE	150.00
QUALITY FIRST MAID SERVICE	CLEANING SERVICES/SENIOR CENTER	260.00
SAFETY SYSTEMS, INC	QTRLY LEASE MAINT MONITORING	150.00
BOARD OF WATER & LIGHT	WATER 1750 MAPLE	27.98
BOARD OF WATER & LIGHT	WATER 2287 PINE TREE	53.94
BOARD OF WATER & LIGHT	WATER 2074 AURELIUS #PARK	661.71
BOARD OF WATER & LIGHT	WATER 4050 KELLER	248.78
CONSUMERS ENERGY	ELECTRIC 1771 MAPLE	83.30
BANK OF AMERICA	HEAD ASSY/SENIOR CENTER	98.79
BANK OF AMERICA	3/4 VACUUM BREAKER/SENIOR CENTER	4.39
ACE HARDWARE	5 PLASTIC HEADS	12.45
LOWE'S CREDIT SERVICES	PRUNERS/FLOWERS	87.67
MENARDS LANSING SOUTH	WOOD/BOLTS/WASHER/NUTS/ANCHORS	357.17
MENARDS LANSING SOUTH	TREATED LUMBER	75.94
H & H WELDING & REPAIR LLC	MATERIAL	12.00
H & H WELDING & REPAIR LLC	LABOR	56.00
PURE GREEN LAWN & TREE	FERT/WEED CONTROL@KIWANIS PK	160.00
PURE GREEN LAWN & TREE	FERT/WEED CONTROL @JR HIGH BALL	110.00
PURE GREEN LAWN & TREE	FERT/WEED CONTROL@ELLIOTT BALL	145.00
PURE GREEN LAWN & TREE	FERT/WEED CONTROL @ELLIOT BALL	175.00
PURE GREEN LAWN & TREE	FERT/WEED CONTROL @PINETREE BALL FE	145.00
PURE GREEN LAWN & TREE	FERT/WEED CONTROL@CEDAR/HOLT	47.00
FERGUSON ENTERPRISES, INC	2 KITS/VALHALLA RESTROOM	47.86
HAMMOND FARMS SOUTH	FINANCE CHARGE	22.31
HAMMOND FARMS SOUTH	60 YARDS PLAY GROUND MULCH	199.60
HAMMOND FARMS SOUTH	60 YDS MULCH & DELIVERY CHARGE	1,287.60
HAMMOND FARMS SOUTH	30 YARD PRO MULCH	628.80
HAMMOND FARMS SOUTH	DELIVERY	45.00
HAMMOND FARMS SOUTH	MULCH	778.60
HAMMOND FARMS SOUTH	5 YDS MULCH/CSC PARK	104.80
HAMMOND FARMS SOUTH	YARD OF PRO-MULCH	104.80
MENARDS LANSING SOUTH	TREATED LUMBER/TRAIL SIGN	24.74
MENARDS LANSING SOUTH	PANEL	12.99

MENARDS LANSING SOUTH	2 PROVANTAGE ADHESIVE/VMG	14.94
VAN ATTA'S FLOWER SHOP	FLOWERS	51.75
D & G EQUIPMENT INC	2 RUBBER FLAPPERS/EXMARK	43.38
SUPERIOR SAW	4 CHAINS	60.28
SUPERIOR SAW	6 PACKS OIL/WEEDWHIPS	71.97
SUPERIOR SAW	CAPS/SPOOLS/EYELETS/FILTERS/SPARK PL	199.14
GAMETIME	178669 HARDWARE KIT FOR SWING	48.00
GAMETIME	804804 BARREL NUT/HARDWARE	9.30
GAMETIME	812057 3/8 BY 2.5 PIN/HARDWARE	6.60
GAMETIME	8691 SWING / BELT SEAT	261.00
GAMETIME	8693 ENCLOSED TOT SEAT	150.00
GAMETIME	153867 SWING CHAIN	94.00
GAMETIME	FREIGHT	195.94
SPARROW OCC HEALTH SERV	PHYSICALS	39.00
	Total For Dept 771.00 PARKS	<u>16,870.44</u>

Dept 774.00 RECREATION		
JOHNNY MAC'S	3 PITCH PLATES	59.85
BANK OF AMERICA	7 BAGS ICE/KIDS DAY	31.43
BANK OF AMERICA	7 BAGS ICE/KIDS DAY	31.43
	Total For Dept 774.00 RECREATION	<u>122.71</u>

Dept 850.00 OTHER FUNCTIONS		
HARTFORD LIFE INSURANCE	RETIREES LIFE INSURANCE AUGUST	32.40
BLUE CROSS BLUE SHIELD	RETIREES HEALTH INSURANCE AUGUST	6,669.90
DBI BUSINESS INTERIORS	OFFICE SUPPLIES	118.88
THRUN LAW FIRM, P.C.	LEGAL FEES JUNE	2,876.80
GRANGER	BRUSH COLLECTION JUNE	550.00
GRANGER	BRUSH COLLECTION 6/14/16	1,887.50
MEDICAL MANAGEMENT SYST	AMBULANCE BILLING FEES JUNE	4,367.23
MUNICIPAL CONSULTING SERV	JOB RECLASSIFICATIONS	800.00
BANK OF AMERICA	FACEBOOK ADS	63.63
BANK OF AMERICA	WEB HOSTING - GIS 6/10-7/9/2016	1.00
BANK OF AMERICA	WEB HOSTING - BUSINESS 6/10-7/9/2016	65.85
BANK OF AMERICA	AT&T LED SIGN	93.85
BANK OF AMERICA	WUFOO SUBSCRIPTION 6/26-7/26/2016	9.00
RICOH USA, INC	PRINCIPAL	156.67
RICOH USA, INC	INTEREST	50.95
	Total For Dept 850.00 OTHER FUNCTIONS	<u>17,743.66</u>

Total For Fund 101 GENERAL FUND 196,952.29

Fund 206 FIRE FUND		
Dept 336.00 FIRE DEPARTMENT		
HARTFORD LIFE INSURANCE	RETIREES LIFE INSURANCE AUGUST	4.05
BLUE CROSS BLUE SHIELD	RETIREES HEALTH INSURANCE AUGUST	945.94
BLUE CROSS BLUE SHIELD	HEALTH INSURANCE AUGUST	8,692.45
DELTA DENTAL PLAN OF	DENTAL INSURANCE AUGUST	1,427.81
HARTFORD LIFE INSURANCE	LIFE INSURANCE AUGUST	261.39
UNUM LIFE INSURANCE CO	DISABILITY INSURANCE AUGUST	555.39
BANK OF AMERICA	DRY ERASE MARKERS/TONER/BOARD	235.50
BANK OF AMERICA	UPS SHIPPING CHARGE	7.00
BANK OF AMERICA	WHITE MAGNET BOARD & SHIPPING	51.90
LANSING ICE & FUEL CO	GASOLINE 6/16-30/2016	749.26
BANK OF AMERICA	LARYNGOSCOPE & SHIPPING	581.26
LIFEGAS LLC	OXYGEN	374.92

MOORE MEDICAL, LLC	MEDICAL SUPPLIES & FUEL SURCHARGE	12.27
MOORE MEDICAL, LLC	MEDICAL SUPPLIES & FREIGHT	396.00
BANK OF AMERICA	MDEQ LICENSE RENEWAL	75.00
CALLBACK STAFFING SOLUTIONS	CALLBACK STAFFING JULY	75.71
FIRE ENGINEERING	2 YR RENEWAL/DRURY	21.00
STATE OF MICHIGAN	LIFE SUPPORT VEHICLE LICENSE	200.00
SPARROW OCC HEALTH SERV	PHYSICALS	1,310.86
SPARROW OCC HEALTH SERV	PHYSICALS	221.50
ACD.NET, INC.	ACD FIBER MONTHLY	182.00
BOARD OF WATER & LIGHT	WATER 6139 BISHOP	37.48
CONSUMERS ENERGY	ELECTRIC 6139 BISHOP	41.12
CONSUMERS ENERGY	GAS 6139 BISHOP	28.48
ADP SCREENING & SELECTION	SUBSCRIPTION/BACKGROUND CHECKS	225.12
BANK OF AMERICA	METRO CHIEF LUNCH/BALL & DRURY	30.59
MICHIGAN.COM	FIREFIGHTER EMPLOYMENT AD	1,600.90
PAUL L. ROSS JR.	FITNESS EQUIPMENT REPAIR	413.99
FOREMOST PROMOTIONS	BLACK FIRE HELMETS	430.00
FOREMOST PROMOTIONS	PINK FIRE HELMETS	430.00
FOREMOST PROMOTIONS	SHIPPING	69.08

Total For Dept 336.00 FIRE DEPARTMENT 19,687.97

Total For Fund 206 FIRE FUND 19,687.97

Fund 207 POLICE FUND

Dept 301.00 POLICE

THRUN LAW FIRM, P.C.	LEGAL FEES JUNE	2,365.00
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Total For Dept 301.00 POLICE 2,365.00

Total For Fund 207 POLICE FUND 2,365.00

Fund 211 FIRE EQUIP. & APPARATUS FUND

Dept 339.00 EQUIPMENT & APPARATUS

FIRST DUE FIRE SUPPLY CO.	5 FF HELMETS & SHIPPING	1,484.31
BANK OF AMERICA	BATTERIES	48.96
INTERSTATE BATTERIES OF	BATTERY	98.31
BANK OF AMERICA	BINS/AMBULANCE	35.90
ACE HARDWARE	(4) LFL BULBS/#383	31.96
FRANKIE D'S AUTO & TRUCK	REPLACE RUNNING LIGHTS & LABOR/	185.00
TARGETSOLUTIONS LEARNING	ONLINE TRAINING PROGRAM	972.00

Total For Dept 339.00 EQUIPMENT & APPARATUS 2,856.44

Total For Fund 211 FIRE EQUIP. & APPARATUS FUND 2,856.44

Fund 225 WATER IMPROVEMENT FUND

Dept 000.00

MAYBERRY HOMES	WATER IMPROVEMENT REVENUE	500.00
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Total For Dept 000.00 500.00

Total For Fund 225 WATER IMPROVEMENT FUND 500.00

Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY

Dept 000.00

DELHI TOWNSHIP TREASURER	2230 CEDAR SUMMER TAXES	1,764.06
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Total For Dept 000.00 1,764.06

Dept 728.00 DDA ADMINISTRATION		
ACE HARDWARE	3 SINGLE KEYS	5.97
FAHEY SCHULTZ BURZYCH	HCC LEGAL FEES JUNE	884.50
THRUN LAW FIRM, P.C.	LEGAL FEES MAY/JUNE	1,529.12
ACD.NET, INC.	ACD FIBER MONTHLY	616.00
MUNICIPAL CONSULTING SERV	JOB RECLASSIFICATIONS	400.00
C. HOWARD HAAS	CELL PHONE REIMBURSEMENT/HAAS	75.00
	Total For Dept 728.00 DDA ADMINISTRATION	<u>3,510.59</u>

Dept 729.00 DDA MARKETING & PROMOTION		
BANK OF AMERICA	4 LED SOLAR POWERED FLOOD LIGHTS	639.96
BANK OF AMERICA	REPLACEMENT BATTERY FOR EPA40	15.89
ACD.NET, INC.	WIFI 7/1-8/1/2016	69.95
GOODALL CONSTRUCTION	2 HANDRAILS AT FARMERS MARKET	625.00
	Total For Dept 729.00 DDA MARKETING & PROMOTION	<u>1,350.80</u>

Dept 850.00 OTHER FUNCTIONS		
SIEMENS INDUSTRY, INC.	HVAC CONTRACT/DDA	2,087.00
GRANGER	MONTHLY DUMPSTER SERVICE	131.30
QUALITY FIRST MAID SERVICE	CLEANING SERVICES/SHERIFF & DDA	355.00
SAFETY SYSTEMS, INC	QTRLY LEASE MAINT. & MONITORING	114.00
BOARD OF WATER & LIGHT	WATER 2045 CEDAR	121.92
BOARD OF WATER & LIGHT	WATER 2150 CEDAR	23.55
BOARD OF WATER & LIGHT	WATER 4469 KELLER (2230 CEDAR)	41.56
	Total For Dept 850.00 OTHER FUNCTIONS	<u>2,874.33</u>

Total For Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY	<u><u>9,499.78</u></u>
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Fund 590 SEWAGE DISPOSAL SYSTEM

Dept 000.00		
BLUE CROSS BLUE SHIELD	RETIREEES HEALTH INSURANCE AUGUST	102.13
MAYBERRY HOMES	SEWER PERMIT FEES	2,850.00
	Total For Dept 000.00	<u>2,952.13</u>

Dept 548.00 ADMINISTRATION & OVERHEAD

HARTFORD LIFE INSURANCE	RETIREEES LIFE INSURANCE AUGUST	16.20
BLUE CROSS BLUE SHIELD	RETIREEES HEALTH INSURANCE AUGUST	2,439.70
THRUN LAW FIRM, P.C.	LEGAL FEES JUNE	634.80
	Total For Dept 548.00 ADMINISTRATION & OVERHEAD	<u>3,090.70</u>

Dept 558.00 DEPT OF PUBLIC SERVICE

BLUE CROSS BLUE SHIELD	HEALTH INSURANCE AUGUST	10,614.88
DELTA DENTAL PLAN OF	DENTAL INSURANCE AUGUST	1,513.95
HARTFORD LIFE INSURANCE	LIFE INSURANCE AUGUST	361.66
UNUM LIFE INSURANCE CO	DISABILITY INSURANCE AUGUST	539.55
LANSING ICE & FUEL CO	GASOLINE 6/16-30/2016	1,360.65
MODEL COVERALL SERVICE	STAFF UNIFORMS/POTW	83.09
MODEL COVERALL SERVICE	STAFF UNIFORMS/MAINTENANCE	52.06
MODEL COVERALL SERVICE	STAFF UNIFORMS/POTW	83.09
MODEL COVERALL SERVICE	STAFF UNIFORMS/MAINTENANCE	52.06
BANK OF AMERICA	2 UPS BATTERIES	59.38
AIRGAS USA, LLC	CYLINDER RENTAL	148.30
BANK OF AMERICA	TRAILER ASSIST GORILLA-LIFT	149.99
BANK OF AMERICA	OARS & OARLOCK HORN/POTW BOAT	108.98
AQUAFIX, INC.	55GAL DRUM DEFOAMER 3000	1,925.00
AQUAFIX, INC.	SHIPPING	136.45

ALS LABORATORY GROUP	MERCURY MINIMIZATION	150.00
BANK OF AMERICA	SOIL SAMPLING	37.40
ENVIRONMENTAL RESOURCES	DMRGA STUDY 36	330.00
NORTHERN SAFETY CO., INC.	POLAR INSULATED LEATHER GLOVES	210.97
SUPERIOR SAW	1 SAFETY GOGGLES	16.99
RED WING SHOES	(4) SAFETY SHOES	680.21
HUBBELL, ROTH & CLARK, INC	DEPOT ST SANITARY SEWER REVIEW	561.21
HUBBELL, ROTH & CLARK, INC	SEWER LEAD INSPECTIONS	2,751.54
HUBBELL, ROTH & CLARK, INC	ENGINEERING SERVICES/POTW	4,073.55
HUBBELL, ROTH & CLARK, INC	STIMSON DRAIN UTILITY REVIEW STUDY	1,626.15
HUBBELL, ROTH & CLARK, INC	SAW GRANT ADMINISTRATION	17,863.95
UNITED PARCEL SERVICE	SHIPPING CHARGES	18.02
BANK OF AMERICA	SAW DUST/DRYING BED	144.00
GRANGER	MONTHLY DUMPSTER SERVICE	202.91
GRANGER	SCREENING DEBRIS	775.00
GRANGER	DRYING BED, ST. SPOILS, GREASE HAUL	1,951.25
BANK OF AMERICA	USPS SHIPPING CHARGES	2.83
SPOK, INC	PAGER SERVICE	39.41
ACD.NET, INC.	ACD FIBER MONTHLY	560.00
COMCAST	HIGH SPEED INTERNET/POTW	144.85
COMCAST	HIGH SPEED INTERNET/MAINTENANCE	144.85
BOARD OF WATER & LIGHT	WATER 4280 DELL	23.55
BOARD OF WATER & LIGHT	WATER 5961 MC CUE	409.39
BOARD OF WATER & LIGHT	WATER 3505 HOLT	83.57
BOARD OF WATER & LIGHT	WATER 1492 AURELIUS	177.48
BOARD OF WATER & LIGHT	ELECTRIC 1870 NIGHTINGALE	77.54
BOARD OF WATER & LIGHT	ELECTRIC 2481 DELHI COMMERCE	87.72
CONSUMERS ENERGY	ELECTRIC-5961 MC CUE #2723	43.24
COTTAGE GARDENS	TOUGH TURF GRASS SEED 50#/POTW	99.00
SUPERIOR SAW	3 OIL/1 SPOOL X-LINE	94.32
LOWE'S CREDIT SERVICES	HOSES & CONNECTORS	134.74
GRAINGER	(6) 6L252 V-BELT	224.40
GRAINGER	(6) 2L387 V-BELT	169.20
THE PARTS PLACE	12 OIL	39.00
ACE HARDWARE	4 SILICONE/2 MISC. MDSE.	25.94
BARNHART & SON, INC.	CONDITION ASSESSMENT/PLEASANT RIV	9,912.37
BARNHART & SON, INC.	CONDITION ASSESSMENT PINE TREE RD	5,847.40
AIRGAS USA, LLC	BULK SUPPLIES FOR TIG WELDER	375.84
AIRGAS USA, LLC	AIRGAS HAZMAT CHARGE	21.80
BANK OF AMERICA	MOTOR CONTROL BUCKET/MIXER	850.00
BANK OF AMERICA	ELECTRICAL CAN/MIXERS AT AERATION	850.00
GRAINGER	DAYTON 5PXX7 PEDESTAL PUMP	297.75
ACE HARDWARE	5 FUSES/#6	22.45
SIEMENS INDUSTRY, INC.	HVAC CONTRACT/POTW	28,224.00
SIEMENS INDUSTRY, INC.	HVAC CONTRACT/MTC	6,255.00
QUALITY FIRST MAID SERVICE	CLEANING SERVICES/MAINTENANCE	260.00
QUALITY FIRST MAID SERVICE	CLEANING SERVICES/POTW	260.00
SAFETY SYSTEMS, INC	QTRLY MONITORING & WATCHMAN	120.00
SAFETY SYSTEMS, INC	R & R SECURITY SYSTEM/MAINTENANCE	262.00
JACK DOHENY SUPPLIES, INC	PARTS & LABOR/PANO 2 CAMERA	1,009.01
SUPERIOR SAW	3 CHAIN SAWS SHARPEN	15.00
BANK OF AMERICA	LOF/#21	33.84
BANK OF AMERICA	WASH/#21	6.00
THE PARTS PLACE	1 TOGGLE SWITCH	8.99
ADP SCREENING & SELECTION	SUBSCRIPTION/BACKGROUND CHECKS	52.73
SPARROW OCC HEALTH SERV	PHYSICALS	110.00

BANK OF AMERICA	MWEA LODGING & TAXES/DIORKA	569.09
BANK OF AMERICA	PARKING/DIORKA	10.00
BANK OF AMERICA	CONFINED SPACE ENTRY TRAINING/	39.95
BANK OF AMERICA	WEF MEMBERSHIP/LENON	141.00
BANK OF AMERICA	MWEA LODGING/BRYANT	712.89
BANK OF AMERICA	CREDIT/MWEA LODGING LENON	(227.63)
BANK OF AMERICA	CREDIT/MWEA LODGING SALES TAX	(45.24)
BANK OF AMERICA	MWEA CONFERENCE/ELSINGA	360.00
MICHIGAN RURAL WATER	MRWA MEMBERSHIP DUES/DIORKA	775.00
HARPER INDUSTRIAL CONSTR	AIR MAKE UP UNIT/DIGESTER COMPLEX	34,360.00
WALKER PROCESS EQUIPMENT	SPUR GEAR DRIVE ASSEMBLY	39,865.00
Total For Dept 558.00 DEPT OF PUBLIC SERVICE		182,517.51

Dept 578.01 CAPITAL IMPROVEMENTS		
HUBBELL, ROTH & CLARK, INC	EIFERT RD FORCE MAIN RELOCATION	141.00
HUBBELL, ROTH & CLARK, INC	CONTRACT ADMINISTRATION/CARTAGO	1,207.65
HUBBELL, ROTH & CLARK, INC	PLANS & SPECIFICATIONS/CARTAGO	706.05
Total For Dept 578.01 CAPITAL IMPROVEMENTS		2,054.70

Total For Fund 590 SEWAGE DISPOSAL SYSTEM	190,615.04
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Fund 643 LOCAL SITE REMEDIATION REVOLVING FUND		
Dept 735.00 LOCAL SITE REMEDIATION		
DLZ	1600/1694 CEDAR PARK DESIGN	2,700.00
Total For Dept 735.00 LOCAL SITE REMEDIATION		2,700.00

Total For Fund 643 LOCAL SITE REMEDIATION REVOLVING FUND	2,700.00
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Fund 701 TRUST & AGENCY FUND		
Dept 000.00		
INGHAM COUNTY TREASURER	TRAILER PARK FEES MAY & JUNE	4,527.50
MICHAEL YANZ	AFLAC REFUND	22.62
MICHAEL YANZ	AFLAC REFUND	20.77
DREW HERMAN	REFUND CASH BOND/TRANSIENT LIC	250.00
Total For Dept 000.00		4,820.89

Total For Fund 701 TRUST & AGENCY FUND	4,820.89
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Total For All Funds:	429,997.41
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**DELHI CHARTER TOWNSHIP
FUND TRANSFERS AND PAYROLL APPROVAL
For Payroll Dated July 14, 2016**

I. Certification of Preparation and Distribution

The attached check and payroll registers encompass check numbers: 109090 through 109115 & 109117 & direct deposits numbers: DD22791 through DD22884. 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: July 14, 2016

Director of Accounting

II. Payroll Report

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

	Gross Payroll	Payroll Deductions	Net Pay
General Fund	\$84,816.62	\$24,820.20	\$59,996.42
Fire Dept. Fund	55,731.34	19,153.39	\$36,577.95
DDA	4,400.82	1,007.59	\$3,393.23
Sewer Fund/Receiving	38,681.73	12,391.59	\$26,290.14
Total Payroll	\$183,630.51	\$57,372.77	\$126,257.74
	Township FICA	Township RHS & Pension Plan	Total Deductions & TWP Liabilities
General Fund	\$6,184.71	\$7,600.94	\$38,605.85
Fire Dept. Fund	4,132.90	4,380.28	27,666.57
DDA	161.48	84.76	1,253.83
Sewer Fund/Receiving	2,852.19	4,166.82	19,410.60
Total Payroll	\$13,331.28	\$16,232.80	\$86,936.85

Director of Accounting

III. FUND TRANSFERS

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

7/14 Net Pay Disbursement in Common Savings (\$126,257.74)

Roy W. Sweet, Treasurer

IV. Board Audit and Approval:

At a regular meeting of the Township Board held on August 3, 2016, a motion was made by _____ and passed by _____ yes votes and _____ no votes(_____ absent) that the payroll dated July 14, 2016 was reviewed, audited, and approved.

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

Evan Hope, Clerk

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

I. Certification of Preparation and Distribution

The attached check and payroll registers encompass check numbers: 109118 through 109150 & direct deposits numbers: DD22885 through DD22981. 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: July 28, 2016

Director of Accounting

II. Payroll Report

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

	Gross Payroll	Payroll Deductions	Net Pay
General Fund	\$83,230.07	\$24,481.70	\$58,748.37
Fire Dept. Fund	53,754.20	17,888.15	\$35,866.05
DDA	4,085.51	939.49	\$3,146.02
Sewer Fund/Receiving	37,618.88	12,440.73	\$25,178.15
Total Payroll	\$178,688.66	\$55,750.07	\$122,938.59
	Township FICA	Township RHS & Pension Plan	Total Deductions & TWP Liabilities
General Fund	\$6,056.68	\$7,602.17	\$38,140.55
Fire Dept. Fund	3,961.97	4,115.08	25,965.20
DDA	148.75	79.25	1,167.49
Sewer Fund/Receiving	2,770.97	4,167.52	19,379.22
Total Payroll	\$12,938.37	\$15,964.02	\$84,652.46

Director of Accounting

III. FUND TRANSFERS

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

7/28 Net Pay Disbursement in Common Savings (\$122,938.59)

Roy W. Sweet, Treasurer

IV. Board Audit and Approval:

At a regular meeting of the Township Board held on August 3, 2016, a motion was made by _____ and passed by _____ yes votes and _____ no votes(_____ absent) that the payroll dated July 28, 2016 was reviewed, audited, and approved.

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

Evan Hope, Clerk

DELHI CHARTER TOWNSHIP

MEMORANDUM

TO: Delhi Township Board Members

FROM: C.J. Davis, Township Supervisor

DATE: July 28, 2016

RE: Recommendation for Appointment to the Zoning Board of Appeals

Zoning Board of Appeals member Paul Rankin has resigned as he is unable to fulfill the commitment any longer which has left a vacancy on the ZBA Board. Frank Sierawski (Frankie D) has expressed interest in serving the Township and has agreed to fill the vacancy on the ZBA Board. Therefore, I recommend appointing Frank Sierawski to fill the vacancy on the ZBA Board with a term ending December 4, 2017. He is unable to attend the Board meeting but is looking forward to his service.

RECOMMENDED MOTION:

To appoint Francis Sierawski Jr. to the Delhi Township Zoning Board of Appeals effective August 3, 2016 and expiring December 4, 2017 to fulfill the vacancy created by Paul Rankin.

DELHI CHARTER TOWNSHIP

MEMORANDUM

TO: Delhi Township Board Members

FROM: John B. Elsinga, Township Manager

DATE: July 28, 2016

RE: Proposal for Professional Engineering Services – River Pointe Subdivision Road Special Assessment District

Enclosed for your review and approval is a proposal from Hubbell, Roth and Clark in the amount of \$74,530 for the design and construction engineering of the River Pointe Subdivision Road Improvement project. This amount was included in the total estimated road improvement budget of \$528,484.25 which will be special assessed to the benefiting properties.

This proposal will enable us to better define the full scope of improvement required, better coordinate the same with other utilities within the right-of-way and bid the work in order to establish a fair and equitable assessment roll to pay for the improvements. The use of HRC is welcomed by both from the Township and the Ingham County Road Department as they have extensive experience with road improvement and special assessment projects such as this in Oakland County and are accustomed to working with staff from the Ingham County Road Department. Therefore, I recommend the Board approve the proposal from HRC in the amount of \$74,530 which will be special assessed to the benefiting properties as part of the road improvement project for River Pointe Subdivision.

Recommended Motion:

To accept the Proposal for Professional Engineering services in the amount of \$74,530 for the design and construction engineering associated with the River Pointe Subdivision road improvement project and special assessment district.

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

July 26, 2016

Delhi Charter Township
2074 Aurelius Road
Holt, Michigan 48842

Attn: Ms. Tracy Miller, Director of Community Development

Re: Proposal for Professional Engineering Services HRC Job No. 20160615
River Pointe Subdivision
Road Special Assessment District

Dear Ms. Miller:

We appreciate the opportunity to provide this proposal for professional engineering services for the design and construction of the River Pointe Subdivision Road Special Assessment District which will include road resurfacing, drainage improvements, and ADA sidewalk ramp upgrades as necessary.

Statement of Understanding

We understand that the Township is proceeding with the special assessment process for the River Pointe Subdivision. The Township Board held a public hearing for need and necessity for the project and requested estimates and plans be prepared for the proposed work. HRC will finalize the plans and specifications and have them ready for bid to contractors by September. The bid documents will need to meet the requirements of the Ingham County Road Department (ICRD) because the roads included in this project are under their jurisdiction. ICRD requirements have been incorporated into this proposal to ensure the documents prepared meet the needs of all parties.

Project Tasks

Task 1 – Preliminary Review

The first step in our design proposal includes the review of background information, cost estimates, and “as built” plans. HRC will also deploy its Client Interview Process (CIP) to first identify, and then document, track, and measure the outcomes the Township desires for this project. We consider this an essential element to obtain stakeholder, i.e. Township and ICRD staff, input and to get the project right. There will be no cost to the Township associated with the CIP.

HRC will also walk the proposed work area to identify potential road issues and any other potential concerns to discuss with the Township. At this phase, we will also complete pavement cores to determine the thickness of the existing asphalt and subbase material located under the roadway to aid in design.

Finally, all utility companies and local agencies will be contacted for maps and existing data and informed as to the project timing to facilitate coordination.

Task 2 – Survey

This task will include a visual survey of the project, in order to prepare plans and specifications to meet ICRD standards.

Task 3 – Preliminary Design

Based on the site visit, this task will include identification of specific project limits, an existing drainage review, and other project related elements. This will also include an initial meeting with the Ingham County Drain Commissioner’s (ICDC) office to discuss any drain impacts.

Task 4 – Preparation of Plans and Specifications

HRC will proceed with the final design in accordance with ICRD requirements based on outcome of the above tasks. This will include the development of final plans, specifications, and estimates for construction. Key steps within this task include any modifications to the existing drainage system, and development of the pavement cross sections. The plans will be designed and submitted for Township, ICRD, and ICDC reviews.

The plans will be set up as a “log” type project that includes: a location map, typical sections for the roadway, project details, SESC plans, and list of quantities. Full plans are not required. HRC is experienced with the required plan preparation guidelines and procedures, as well as the strict scheduling requirements for the SAD process. This item does not include the design of any other utilities to be relocated other than road related drainage infrastructure.

Task 5 – Bidding

This project bidding will be let by Delhi Township. The HRC team will prepare the advertisement, respond to all Contractor inquires, provide addenda as required and prepare a recommendation for award to the low bidder.

Task 6 – Permitting

Several permits will be required for the construction of this project. An ICRD permit will be required for work within the right-of-way. The Township, as an APA, will issue the required SESC permit. This task will include preparation and submittal of the permit applications. Permit fees will be paid directly by the Township

Task 7 – General Administration

During the course of the project, there are several task and milestones that will need to be met. This task will include a kickoff meeting, biweekly progress reports, two (2) status update meetings with Township staff, and two Public Meetings/Board Meetings. This task will include the preparation of meeting minutes for each of the meetings held.

Task 8 – Construction Services

During the construction of this project, HRC’s construction administrator and onsite construction observer/inspector will provide the day to day interface with the contractor and perform the coordination with the property owners. HRC will track daily work, ensure that work is completed according to contract documents, limited

material testing, and prepare required pay estimates. Further, HRC will perform the necessary SESC inspections and administration.

The remainder of the budget is allocated towards conducting a pre-construction meeting including representatives of the Township, Contractor, and Utility Companies to review the project requirements and the Contractor’s plan to complete the work, shop drawing and material certification review, pay application processing, progress meetings with the Township and Contractor, project oversight, and routine updates to the Township and residents. HRC will also provide a post construction walkover, punch lists, review of Contractor closeout forms, and copies of construction photos and field reports. This item does not include record drawings or any contractor dispute resolution.

Deliverables

We anticipate the following deliverables:

- Client Interview Process documentation
- Permit Applications
- Preliminary Plans and Specifications
- Final Plans and Specifications
- Addenda
- Bid Recommendation
- Biweekly Progress Reports
- Meeting Minutes

Fee

Based on the above project scope and estimated staff requirements, we propose to perform the design phase and soil and pavement investigation for this project for an estimated time and materials fee of **\$27,180**. The construction services which include the on-site inspection and the contract administration will be completed for an estimated time and materials fee of **\$47,350**. This is a total not to exceed amount of **\$74,530**.

<u>HRC Tasks</u>	<u>Proposal</u>
Design Phase	\$23,680
Pavement Cores and Borings	\$3,500
Construction Services	\$47,350
Total	\$74,530

Work Not Presently Included in our Scope

- Environmental or habitat assessments
- Wetland mitigation
- Additional meetings beyond those identified
- Shop drawing reviews

Ms. Tracy Miller
July 26, 2016
HRC Job Number 20160615
Page 4 of 4

Schedule

HRC is prepared to begin immediately upon Township approval and to meet the project schedule for the SAD.

Project Team

HRC will utilize Todd Sneathen, Miranda Thompson, and Roger Crouse in the Delhi Township office to complete this work.

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

Very truly yours,

HUBBELL, ROTH & CLARK, INC.



James F. Burton, P.E.
Vice President

TS
pc: HRC; T. Sneathen, File

DELHI CHARTER TOWNSHIP

M E M O R A N D U M

TO: Delhi Township Board of Trustees

FROM: John B. Elsinga, Township Manager

DATE: July 28, 2016

RE: Proposal to Conduct a Classification and Compensation Study

Enclosed, please find a Proposal from Municipal Consulting Services LLC to Conduct a Classification and Compensation Study for Delhi Township. Our goal in conducting this study is to enhance our ability to attract and retain qualified employees by providing fair and equitable wages internally and to remain externally competitive. In order to accomplish this, the study will serve to: 1) revise and update our existing job descriptions, 2) establish a competitive labor market and conduct a market survey of wages and benefits, and 3) ensure that all positions are placed in the appropriate job classification.

Municipal Consulting Services LLC provides a broad spectrum of organizational and human resources consulting services to the public sector, including cities, townships, counties, school districts and other not-for-profit organizations. This project will be conducted by Mark Nottley, Principal for Municipal Consulting Services who has performed over 200 compensation and human resource-related projects, including classification and compensation studies for the State of Michigan, Eaton County and DeWitt Charter Township, to name a few.

This project will be scheduled to commence this fall and will encompass 37 non-union positions in the Township. Professional fees to complete this project will be at a not-to-exceed cost of \$16,650. This fee is derived from their standard rate of \$450 per position. Project expenses will be limited to mileage expense at the prevailing IRS reimbursement rate for all travel to/from their Brighton office to the Township Hall for project-related work. If the number of positions included in the study exceeds 37, we would be charged an additional \$450 for each position identified.

RECOMMENDED MOTION:

To approve the Proposal from Municipal Consulting Services LLC to Conduct a Classification and Compensation Study for Delhi Charter Township as presented.

DELHI TOWNSHIP



PROPOSAL TO CONDUCT A CLASSIFICATION AND
COMPENSATION STUDY

MUNICIPAL CONSULTING SERVICES LLC

MUNICIPAL CONSULTING SERVICES LLC

July 4, 2016

Wendy Thielen
Assistant Township Manager of Human Resources
Delhi Charter Township
2074 Aurelius Road
Holt, Michigan 48842

Dear Ms. Thielen,

We are pleased to submit this proposal to perform a classification and compensation study for Delhi Township. We have performed numerous studies of this type for Michigan's public entities, and we look forward to working with you to develop a pay system that is both internally equitable and externally competitive.

Our proposal, contained in the following pages, is organized as follows:

- Project objectives
- Our approach and work plan
- Our organization and project consultant
- Our qualifications for conducting the study
- Project timing and fees.

We appreciate the opportunity to be of assistance to you. Should you have questions or desire additional information, please do not hesitate to contact me at 734.904.4632.

Very truly yours,



Mark W. Nottley, Principal
Municipal Consulting Services LLC

DELHI TOWNSHIP

PROPOSAL TO CONDUCT A COMPENSATION AND CLASSIFICATION STUDY

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SECTION I
PROJECT OBJECTIVES

SECTION I

PROJECT OBJECTIVES

Delhi Township has expressed an interest in utilizing an experienced compensation consultant in conducting a classification and compensation study encompassing 37 classifications. In regard to project objectives, it will be our intent to develop a compensation system that will enhance the Township's ability to recruit, retain and motivate quality employees. To accomplish this, we will:

- Develop a solid understanding of the specific duties and responsibilities of each position included in the study.
- Establish a competitive labor market and conduct a market survey of wages and benefits.
- Develop a comprehensive pay grade structure and pay ranges based on job evaluation and a thorough evaluation of the established labor market.
- Develop and include methodologies for evaluating current pay status and the impact of modifying current pay levels and moving employees through the pay ranges over time.
- Recommend procedures for ongoing system maintenance including pay system administration and compensation system upkeep.
- Provide the tools necessary for ongoing job description development and update, position reclassification processes and other pay system procedures.

* * * * *

In the following section, we present our approach to conducting the study.

SECTION II

OUR APPROACH AND WORK PLAN

SECTION II

OUR APPROACH AND WORK PLAN

Our Approach

Our approach for achieving your objectives will incorporate several important overall rationales. Specifically:

- *Client-consultant communications will be a paramount consideration.* We will work closely with you to assure concurrence on the conduct, and progress of the engagement, as it relates to thoroughness, scope and applicability.
- *Employee participation will be emphasized,* thus assuring that positional duties are clearly understood and opportunity for input is provided. To accomplish this, we will request that job questionnaires be completed by employees. We will then interview all primary supervisory personnel included in the study and discuss each job.
- *The labor market survey will be customized,* with minimal, or no, reliance on “canned” data. Related:
 - We will develop a custom survey instrument that clearly specifies the duties of Delhi Township’s positions.
 - We will define the most appropriate labor market.
 - We will survey both base wages and employee benefits, thus providing a more accurate appraisal of “total compensation”.

Project Work Plan

In developing the classification and compensation system we will structure the project into specific tasks, as follows:

Task 1: Meet With the Township and Refine Work Plan

It will be our intention to work closely with the Township to develop the classification and compensation system. Related, as a first step in the study process, we will meet with the Township Manager and Assistant Township Manager to:

- Further define, and logistically plan, our approach and work schedule
- Determine an approach for ongoing feedback.

Task 2: Collect and Review Compensation-Related Documentation

Additionally, at this time we will also collect and review relevant compensation information, including existing job descriptions, benefits data, compensation-related personnel policies and all other information that will provide us with an understanding of classification and compensation issues.

Task 3: Provide Employee Orientation and Elicit Employee Input

At this time, we will also schedule a group meeting with the employees. The purpose of this meeting will be threefold, including:

- Orienting employees to the project work plan and objectives.
- Explaining the importance of their input in working with our project consultant.
- Eliciting their assistance in the study process – more specifically, to complete a job analysis questionnaire document regarding their specific job duties, reporting relationships and other aspects of their job pertaining to compensation.

Task 4: Conduct Individual Employee Interviews

The completed job questionnaires, in conjunction with your existing job descriptions, will provide our consulting team with a good overview of job duties and reporting relationships. However, we do not feel that the questionnaire is sufficient for fully understanding the function of each position within the larger organization. Consequently, we consider it important that additional information be gathered through supervisory interviews. Therefore, after reviewing the completed questionnaires, we will schedule individual interviews with all primary supervisory personnel included in the study. The interviews will focus on:

- Obtaining a broader definition of duties and responsibilities for purposes of point factoring and determining relative grade positioning.
- Clearly defining key duties to be used to compare the position to the labor market.

Task 5: Develop List of Market Comparables in Consultation with the Township

To establish compensation parameters for the Township's labor force, we must first define the labor market. Ideally, the defined market will be comprised of a mix of similar townships and city governments.

In Task 5, we will work with you to define a representative labor market. To accomplish this, we will:

- Present the Township with a listing of potential comparable public sector employers. We will develop and present profile data on each entity to support this process – comprised of a mix of financial and demographic data.
- With input from you, we will also identify those positions that are amenable to broader labor market comparisons. If these supplemental wage comparisons are desired, we have numerous sources from which data can be extracted.

Task 6: Develop Survey Instrument

Having completed Task 5, we will develop a survey instrument to elicit feedback regarding each position. This will be a “custom survey” that briefly describes each position. In addition to salary, we will survey other relevant compensation data, such as:

- Incumbent's years in the position
- Key duties that differ from the Township's positional duties

Task 7: Develop Survey Instrument for Other Employee Benefits

We will also survey other employee benefits including:

- Off-time provisions, including sick, personal, vacation, holiday and other.
- Sick-time bank policies, accrual limits and payout provisions.
- Health care coverage including PA 152 compliance, employee cost sharing requirements, prescription drug co-pay levels, payment-in-lieu of insurance options and other health care issues.
- Disability coverages including short-term disability, all purpose day programs, long-term disability – as well as life insurance levels.
- Retirement benefits including defined benefit (DB) or defined contribution (DC) retirement program usage. As appropriate, DB employee contribution, final average

multiplier and program type (and/or) employer DC contribution and required match, plus any supplemental employer-paid contributions.

- Employer-paid retiree health care provision including percentage paid, spousal coverage, Medicare supplemental provision and/or any Retirement Savings Account benefits.
- Work hours, work week and related conditions.

In our experience, the broad-based employee benefits survey that we are proposing will provide the Township with a strong indication of total compensation, and target specific areas where the benefit package may be high or low. The data will be arrayed in easy to read schedules accompanied by a narrative presentation. We will summarize our suggestions on issues or areas where the Township should focus its efforts and, in turn, help to determine the most appropriate level for base wages, within the larger context of total compensation. It should be noted, that this is not a “costing” exercise. Rather, it is presented as an overview of benefits that may help the Township focus on areas where discrepancies are apparent. Secondly, due to the limitations on survey data collection, we will only survey benefits for administrative, non-union employees in the other organizations.

Task 8: Conduct Survey Process and Finalize Results

Having developed the survey instrument, we will mail the survey, and tabulate the incoming results. Follow-up calls will be made to clarify particular points, and supplementary surveys will be developed for any positions that are not adequately represented in our survey results.

Task 9: Develop Pay Grades

Point-factoring is a process in which each position is point-ranked relative to all other positions in the organization or group. Ideally, point-factoring is considered as a means of establishing internal equity, and in turn, pay grade placement.

In Task 9, we will perform a point-factor analysis encompassing all positions included in the study. In this process, each position will be ranked in relation to ten factors specifically weighted to the Delhi Township organization. The results will be used to develop a grade structure, and establish grade placement for each individual position.

Task 10: Apply Survey Results and Develop Pay Ranges for Each Pay Grade

In Task 10, we will use the results of the survey process to develop a pay range for each applicable pay grade. The result will be a comprehensive pay grade structure that includes all of the studied positions.

Task 11: Analyze Each Position within the Confines of the New Pay Grade Structure

We will then proceed to evaluate the wage levels of each position relative to the newly established pay ranges. We will first determine any “red circled” positions that are paid at a level higher than the recommended range maximum and any “green circled” positions that are below the range minimum. All positions will be evaluated using a compa-ratio analysis to illustrate their specific positions within their respective ranges.

Task 12: Develop Pay Progression Options

There are various methods for implementing a pay system. Many clients prefer a multi-year methodology for advancing employees through the pay range. This may depend on performance evaluation results or be more structured (such as a step system with progressive pay increases linked to performance evaluation). Related to this, we will also:

- Revisit and discuss the Township’s current compensation adjustment process with Township representatives.
- Introduce several examples of pay progression systems that are currently used in the public sector.
- Provide cost data to illustrate the impact of different approaches – and adjustments based on the study results.

Task 13: Develop Final Report Document

At the conclusion of Task 12, we will develop a comprehensive final report document. This will include:

- Written summation of all project methodologies.
- All schedules and summary results developed in Tasks 1-12.
- The recommended pay grade structure including all classifications.
- Identification of any positions that fall below or above the range parameters specified for their respective classifications.
- Pay progression options and analysis intended to facilitate future implementation of the study’s results.
- Specification of annual procedures required to update the system for ongoing use.

Task 14: Present Final Report to the Board

At the conclusion of Task 13 we will schedule and provide a final report presentation to the Delhi Township Board of Trustees.

* * * * *

In the following section, we discuss our organization and project team

SECTION III

OUR ORGANIZATION AND PROJECT TEAM

SECTION III

OUR ORGANIZATION AND PROJECT TEAM

Municipal Consulting Services LLC is a management consulting firm incorporated in and licensed by the State of Michigan. The firm was established to provide human resources and operational-based consulting to public sector clients, including cities, townships, counties, school districts, institutions of higher education and other not-for-profit organizations. With more than 50 years of combined experience with Michigan's public sector and the completion of hundreds of management studies, we are able to provide our clients with a vast array of products, covering a broad spectrum of organizational and human resources consulting services.

This project, for Delhi Township, will be conducted by Mark Nottley, Principal for Municipal Consulting Services LLC. Mr. Nottley has performed over 200 compensation and human resource-related projects for public sector clients. Clients have included cities, townships, not-for-profits, school districts, county governments and other public sector entities.

Mr. Nottley is certified as a Senior Professional in Human Resources by the Society for Human Resources Management (SHRM) and holds a Master degree in Public Administration from Wayne State University. His biography is included in Appendix A and a listing of client entities is included in the following section.

* * * * *

A résumé for the project consultants is included in Appendix A. In the following section we discuss our specific experience.

SECTION IV

OUR QUALIFICATIONS FOR CONDUCTING THE STUDY

SECTION IV

OUR QUALIFICATIONS FOR CONDUCTING THE STUDY

As noted, our proposed project team has conducted numerous classification and compensation studies of public entities. We have listed below a number of project references, followed by a more complete listing of experience. We will be pleased to provide client references for any of these engagements upon request.

SELECT REFERENCES FOR MARK NOTTLEY

Client: ***State of Michigan (completed in 2015)***

Project: 2015 State-wide Survey of Wages and Benefits – 170 major employers throughout Michigan including major insurance companies

Contact: Ms. Marie Waalkens, Director of the Office of the State Employer

Phone: 517.335.2579

Client: ***Park Township***

Project: Classification and Compensation Study

Contact: Mr. Jerry Felix, Township Manager

Phone: 616.399.4520

Client: ***DeWitt Charter Township***

Project: Classification and Compensation Study

Contact: Mr. Rod Taylor, Township Manager

Phone: 517. 668.0270

Client: ***Brighton Township***

Project: Classification and Compensation Study

Contact: Mr. Brian Vick, Township Manager

Phone: 810.229.0550

Client: ***Union Charter Township***

Project: Classification and Compensation Study

Contact: Mr. Brian Smith, Township Manager

Phone: 989.772.4600

Client: ***Pittsfield Charter Township***

Project: Classification and Compensation System

Contact: Ms. Kristin Orlowski, (former) Director of Personnel, now Chief Talent Officer, University of Michigan Athletics

Phone: 734.764.8370

Client: *Saginaw Charter Township*
Project: Classification and Compensation System
Contact: Mr. Rob Grose, Township Manager
Phone: 989.791.9800

Client: *Eaton County*
Project: Classification and Compensation System
Contact: Mr. John Fuentes, County Administrator
Phone: 517.543.3331

Client: *Kent County Road Commission (current project)*
Project: Classification and Compensation System
Contact: Michael Dennis, Director of Human Resources
Phone: 616.242.6937

Client: *Livingston County*
Project: Classification and Compensation System
Contact: Ms. Jennifer Palmbo, Director of Human Resources
Phone: 810-540-8790

Client: *City of Monroe (just completed)*
Project: Classification and Compensation System
Contact: Ms. Peggy Howard, Human Resources Director
Phone: 734-234-0700

Client: *Monroe County Community Mental Health (just completed)*
Project: Classification and Compensation System
Contact: Jim Brown, Director of Human Resources
Phone: 734-384-0283

* * * * *

Additional references will be provided on request. In the next section we discuss project timing and fees.

SECTION V

PROJECT TIMING AND FEES

SECTION V

PROJECT TIMING AND FEES

Project Timing:

We will commence work in fall, 2016. We anticipate completing the project within 75-90 days of the day we begin work, depending on the timeliness of survey completion by the selected market comparables.

Professional Fees - Not-to-Exceed for 37 Classifications:

Professional fees to complete the project will be at a not-to-exceed amount of \$16,650. This fee amount is derived from our standard rate of \$450 per classification for a study of this size.

Project Expenses:

Project expenses will be limited to mileage expense at the prevailing IRS reimbursement rate for all travel to/from our Brighton office to the Township Hall for project-related work.

Potential Additional Fees

If the classification count was to exceed 37, Delhi Township would be charged an additional \$450 for each such classification.

Other Conditions:

This proposal will remain effective for 90 days from the date of submittal.

Delhi Township will be billed on a calendar monthly basis for work completed in the previous period. All invoices will be due within thirty days of submittal.

Project Deliverables:

Delhi Township will receive eight bound copies of the final report document and an electronic file of the final report from which additional copies can be printed or source data can be extracted for future use.

APPENDIX A

PROJECT CONSULTANT RÉSUMÉ

MARK W. NOTTLEY

PRESENT POSITION:

Principal, Municipal Consulting Services LLC

AREAS OF CONSULTING EXPERTISE:

Personnel Issues, Compensation and Employee Benefits Evaluation - Conducted classification and compensation studies and employee benefit analyses for municipalities and other public entities to determine appropriate salary, retirement and benefit levels. Developed personnel policies, manuals and performance evaluation systems as components of comprehensive personnel systems.

Organizational and Operational Analysis - Conducted operations analyses for most areas of government service provision including police and fire services, vehicle and building maintenance, community development, public works, recreation, transportation and health and human services. In this capacity, identified specific opportunities for improved performance and increased operational cost-effectiveness.

Financial Models - Prepared comprehensive spreadsheet-based financial models for a number of municipalities, estimating future years' conditions for each of the various revenue and expenditure sources and categories. Following development of the models, frequently worked with the particular municipality in defining long-range fiscal strategies.

Executive Search Services – Conducted or oversaw the conduct of more than 100 executive searches focusing on City and Village Managers, Department Heads and various other municipal professional classifications.

Tax Policies - Reviewed tax policies for a number of local governments, ranging from the analyses of specific millages and service charges to comprehensive city-wide evaluations of user fees. Recommendations resulting from these reviews have resulted in more equitable tax assignment and increased revenue generation through more competitive fee structuring.

Privatization - Assessed privatization options for a number of local governments including the potential cost-saving and/or service improvement associated with sole source and competitive private contracting and combination public/private service provision. Areas of review have included golf course operation, turf mowing, forestry services, landfill operation, vehicle maintenance, emergency medical services, transportation, sanitation, water and wastewater operations, and the use of auxiliary paid-on-call firefighters.

Productivity Improvement - Performed ongoing research related to operational performance and productivity improvement. Conducted several major productivity studies including an eight-city comparative analysis of police and fire services effectiveness in the Detroit Metropolitan Area.

Municipal Improvement and Growth Strategies - Assisted numerous municipal clients in defining strategies for urban development and infrastructure upgrade as well as strategies for maintaining existing municipal and community assets.

Market Analysis - Prepared and assisted in the preparation of market analyses/feasibility studies designed to facilitate future planning and development, including downtown office/commercial development, reuse of historic structures, housing development, and the construction of a major marina/hotel complex.

PRIOR ORGANIZATIONAL AFFILIATIONS:

Rehmann, Public Accountants and Management Consultants

Principal and Director of Public Sector Consulting Services with responsibility for managing or conducting consulting projects focusing on financial analysis, operational performance, future planning, human resource issues and other areas of relevance to municipal management.

Michigan Municipal League

Founder and Director of the League's Municipal Consulting Services Division with responsibility for managing and performing a full range of management consulting projects, focusing on municipal operations and finance, and human resources management.

Plante & Moran, Public Accountants and Management Consultants

Manager in local government consulting practice with responsibility for managing or conducting consulting projects focusing on financial analysis, operational performance, future planning, human resource issues and other areas of relevance to municipal management.

Coopers & Lybrand, Public Accountants and Management Consultants (now Pricewaterhouse Coopers)

Senior consultant in the firm's national practice for local government consulting specializing in financial and operational consulting and municipal productivity assessment and improvement.

EDUCATION:

Wayne State University - Master of Public Administration (Summa cum Laude)

Wayne State University - Bachelor of Arts (with distinction)

Certification as a Senior Professional in Human Resources

PROFESSIONAL AFFILIATIONS:

International Personnel Management Association
Society for Human Resources Management
International City/County Management Association
Government Finance Officers Association
American Public Works Association
Pi Alpha Alpha, National Honor Society for Public Administration

7) Supervisor's Report

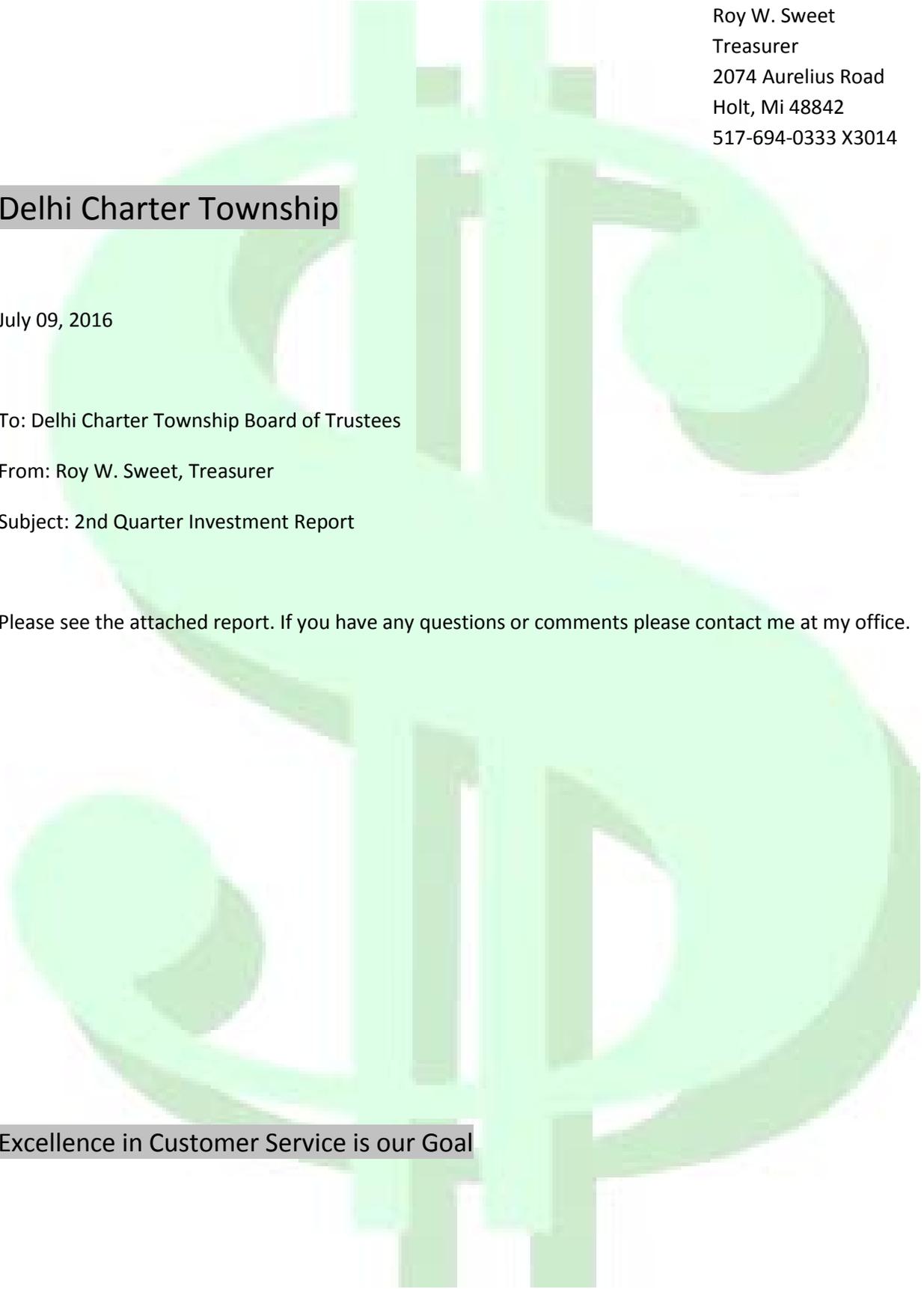
8) Treasurer's Report

a) 2nd Quarter Investment Report

9) Clerk's Report

10) Trustee Reports

11) Manager's Report



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

Delhi Charter Township

July 09, 2016

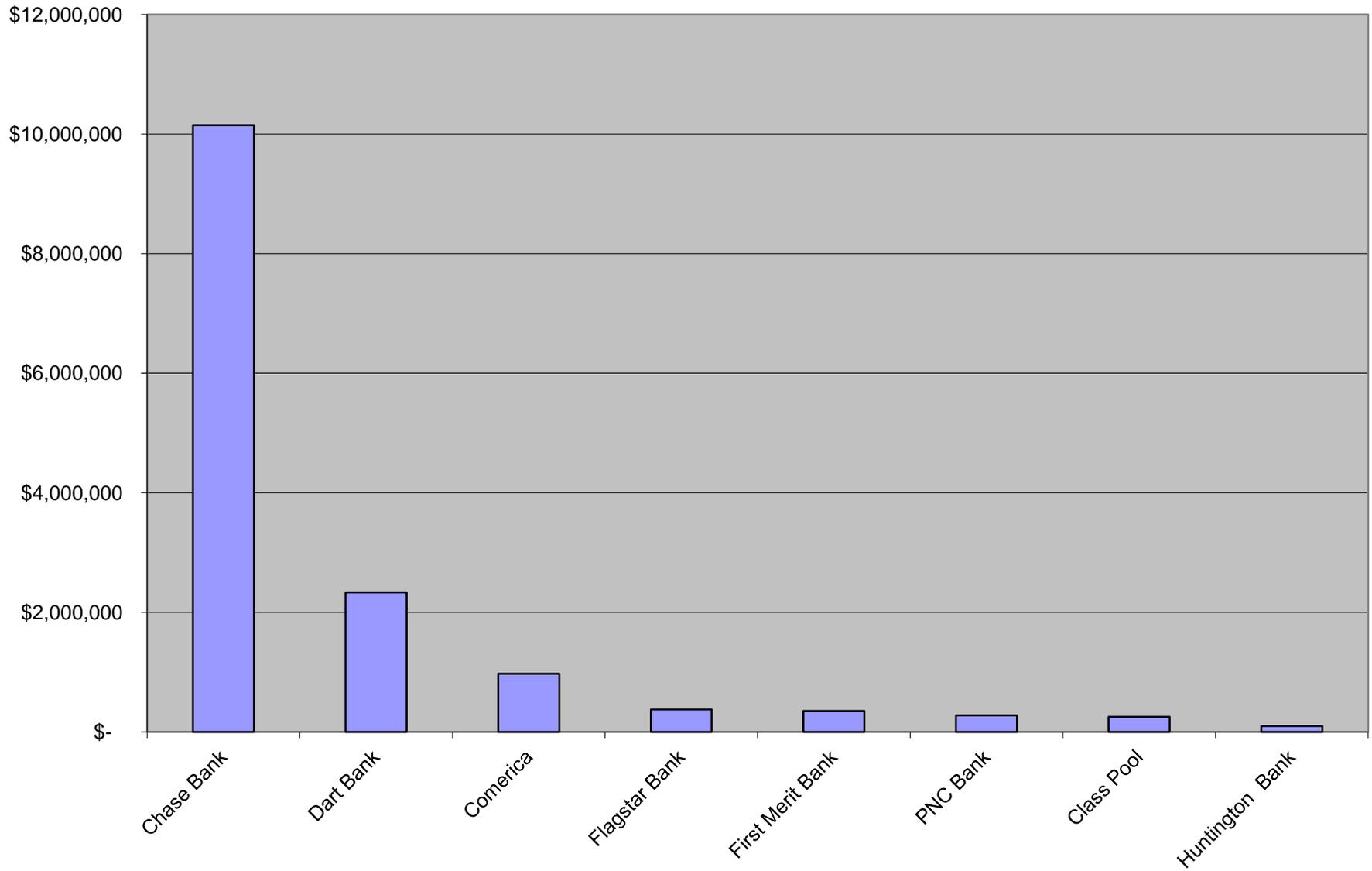
To: Delhi Charter Township Board of Trustees

From: Roy W. Sweet, Treasurer

Subject: 2nd Quarter Investment Report

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

Excellence in Customer Service is our Goal



DELHI CHARTER TOWNSHIP CASH AND INVESTMENTS

Second Quarter Report 2016

June 30, 2016

INSTITUTION	Code	NAME OF ACCOUNT	6/30/2016 G.L. Balance	INTEREST RATE, MATURITY, ETC.
General Fund (101):				
Chase Bank	1	General Fund Pooled Account	\$ 5,889,175	Checking/Investment Acct. No interest earned in June
Class Pool	2	General Fund Class Pool Investmt	50,062	0.54% June Average Yield
Dart Bank	4	General Fund I.T. Account	3,500	Non-interest bearing account
PNC Bank	8	General Fund	277,118	June Annual % Yield Earned = 0.25%
Flagstar Bank	6	General Fund CD	100,608	0.65%, due 10/4/16
Huntington Bank	9	General Fund CD	100,000	0.3%, due 8/12/16
First Merit Bank	5	General Fund CD	100,405	0.4%, due 8/2/16
Dart Bank	4	General Fund CD	250,000	1.925%, due 1/17/17
Comerica Securities	7	General Fund Securities	742,650	0.9%, 75%, 2%, 1.82%, 1.73%, 1.948%, 1.49%; Matures 6/23/17, 6/28/17, 11/01/19, 5/01/19, 10/1/18, 5/1/19, 5/1/18
		TOTAL		\$7,513,518

Fire Fund (206):

Chase Bank	1	Fire Fund Pooled Account	\$ 696,484	Checking/Investment Acct. No interest earned in June
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Police Fund (207):

Chase Bank	1	Police Fund Pooled Account	\$ 542,098	Checking/Investment Acct. No interest earned in June
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Fire Equipment Fund (211):

Chase Bank	1	Fire Equipment Pooled Account	\$ 50,894	Checking/Investment Acct. No interest earned in June
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Water Improvement (225):

Chase Bank	1	Water Improvemt Pooled Acct	\$ 124,289	Checking/Investment Acct. No interest earned in June
Class Pool	2	Water Impr Class Pool Investment	203,237	0.54% June Average Yield
		TOTAL		\$327,526

Sycamore Trail Construction Fund

Chase Bank	1	Sycamore Trail Construction	\$ 178,992	Checking/Investment Acct. No interest earned in June
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Sewer Fund (590):

Chase Bank	1	Sewer Receiving Account	\$ 2,200,085	Checking/Investment Acct. No interest earned in June
First Merit Bank	5	Combined Sewer Investment	251,928	0.19% June annual % Yield
Dart Bank	4	Sewer Replacemt CD 's	461,155	0.40%, due 3/10/17; 0.35%, due 10/31/16
Flagstar Bank	6	Sewer Replacemt CD	203,661	0.65%, due 10/4/16
Dart Bank	4	Combined Sewer Savings	1,618,607	Muni Money Market Pooled for Sewer Replacement, Surplus, and Bond Pymt. 6/30 Annual % Yield - 0.30%
Comerica Securities	7	Sewer Fund Securities	230,800	1.6%, 2.155%, Matures 6/30/21, 5/01/19
		TOTAL		\$4,966,236

Local Site Remediation Fund (643)

Chase Bank	1	LSR Pooled Account	\$ 350,865	Checking/Investment Acct. No interest earned in June
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Trust and Agency Fund (701):

Chase Bank	1	Trust & Agency Pooled Account	\$ 36,048	Checking/Investment Acct. No interest earned in June
Chase Bank	1	Delinquent PP Tax Account	7,553	Checking/Investment Acct. No interest earned in June
Chase Bank	1	Employee Flex Spending (Includes Twp. deposit of \$9000)	6,185	Non-interest bearing account
		TOTAL		\$49,786

Current Tax (703):

Chase Bank	1	Current Tax Savings	\$ 65,163	Checking/Investment Acct. No interest earned in June
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Falk Cemetery Trust Fund (765):

Flagstar Bank	6	Falk Cemetery Trust CD	\$ 70,768	0.8%, due 1/20/2017
Chase Bank	1	Falk Cemetery Trust	(61)	Checking/Investment Acct. No interest earned in June

Total Delhi Township Cash & Investments \$ 14,812,329

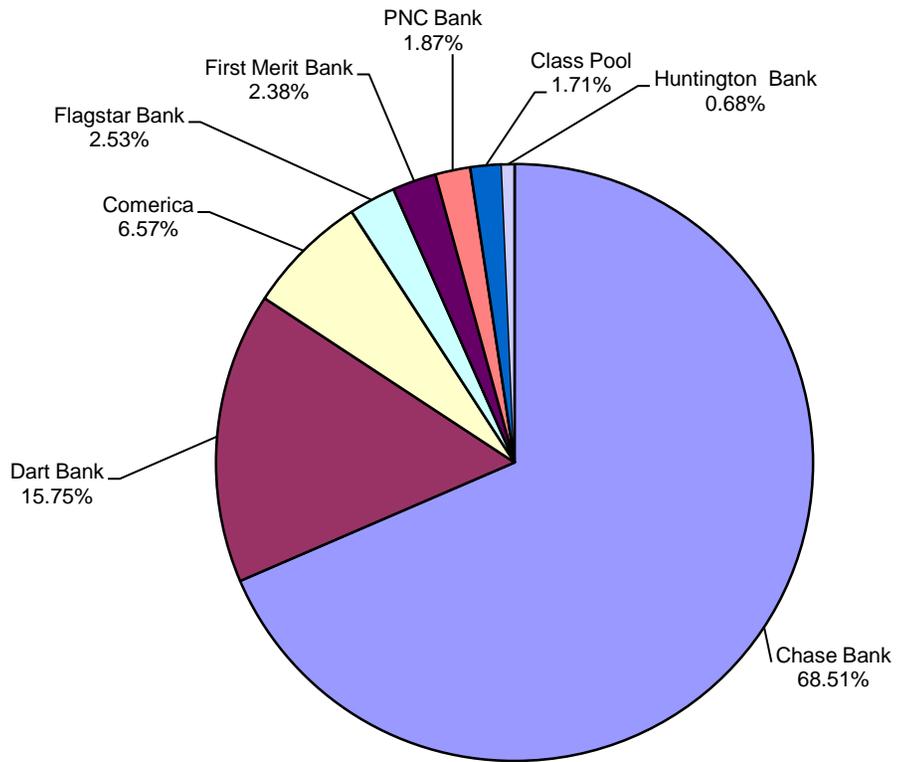
DELHI CHARTER TOWNSHIP CASH AND INVESTMENTS
Second Quarter Report - Institution Summary
June 30, 2016

<u>INSTITUTION</u>	<u>TYPE OF ACCOUNT</u>	<u>TOTAL CASH/INVESTMENTS</u> at June 30, 2016	
Chase Bank	Checking and Investment	\$	10,147,770
Dart Bank	Hi-Fi Money Market & CD's		2,333,262
Comerica	Certificates of Deposit, Securities		973,450
Flagstar Bank	Certificate of Deposit		375,037
First Merit Bank	Investment Savings		352,333
PNC Bank	Money Market		277,118
Class Pool	Investment Savings		253,299
Huntington Bank	Certificate of Deposit		100,000
	Total Delhi Township	\$	14,812,268

Delhi Downtown Development Authority Cash & Investments

<u>INSTITUTION</u>	<u>TYPE OF ACCOUNT</u>	<u>TOTAL CASH/INVESTMENTS</u> at June 30, 2016	
Chase Bank	Checking and Investment		2,651,874
Dart Bank	Hi-Fi Savings/Checking	\$	1,375,859
Flagstar Bank	Investment		757,650
	Total Downtown Development Authority	\$	4,785,383

Delhi Charter Township Investments as of 6/30/16



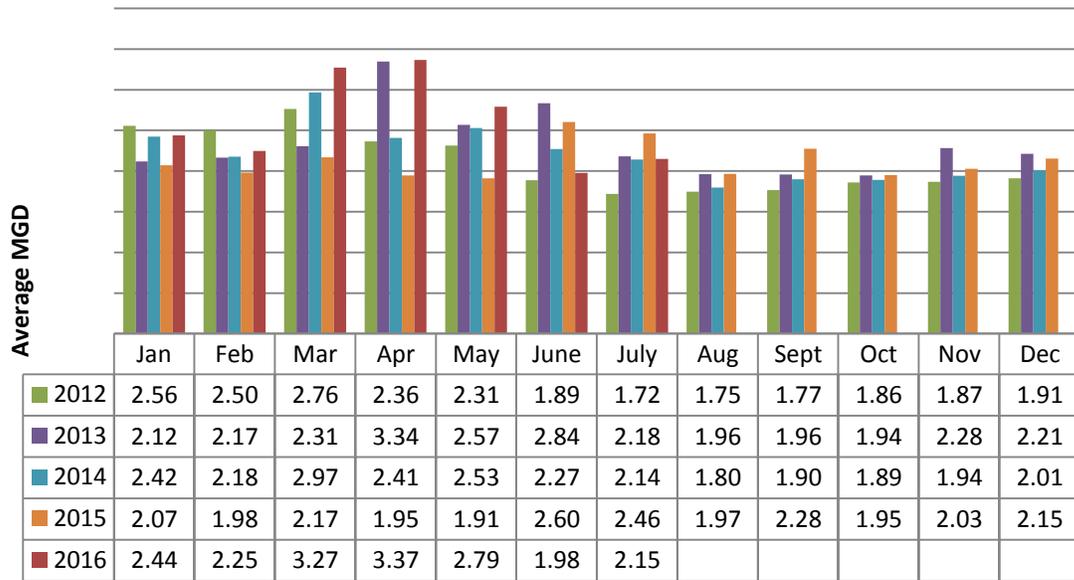


DEPARTMENT OF PUBLIC SERVICES

Monthly Report

July 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	239	
Process Control	1775	
Quality Control	101	86%
Check Samples	0	
DMRQA-Study 36 Proficiency		
Miscellaneous Sampling	74	
Totals	2189	86%

Training

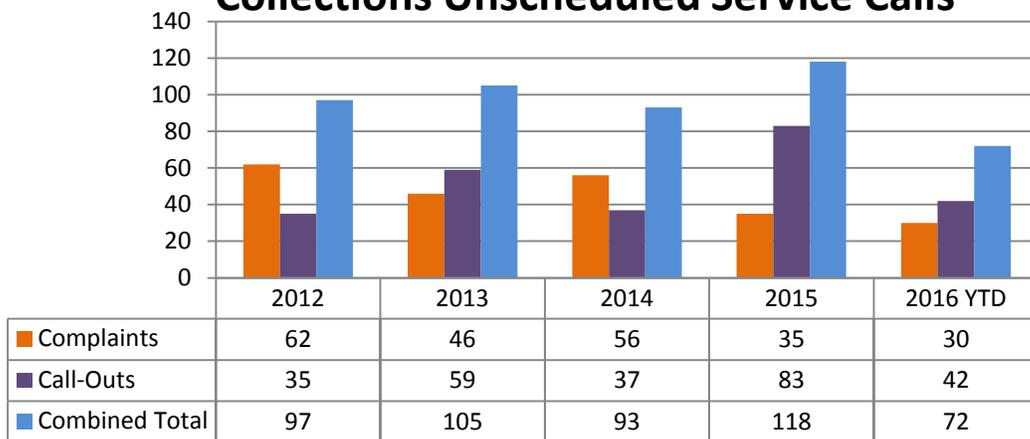
Date	# of Employees Attended	Training Course Description
7/9-14/2016	1	WEF Nutrient Removal Conference

Safety

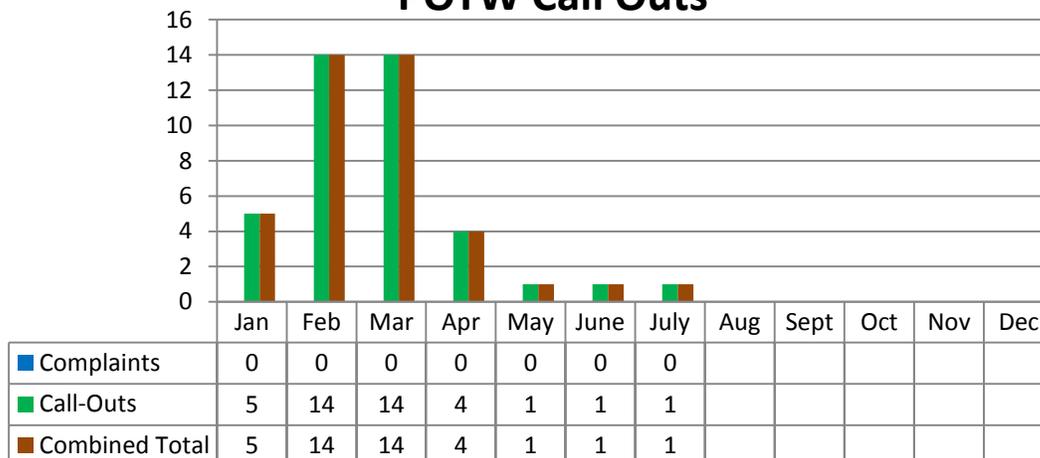
July Safety Activities	Date	Description
Confined space entries		
POTW	6/30/2016	SE Storage Decant Well (Valve Maintenance)
POTW	7/5/2016	Aeration Tank 94 (Cleaning Tank)
POTW	7/6/2016	Aeration Tank 94 (Cleaning Tank)
POTW	7/7/2016	Aeration Tank 94 (Cleaning Tank)
POTW	7/7/2016	Aeration Tank 94 (Cleaning Tank)
POTW	7/18/2016	Aeration Tank 94 (Removing Diffusers)
POTW	7/19/2016	Aeration Tank 94 (Removing Diffusers)
POTW	7/20/2016	Aeration Tank 94 (Installing Diffusers)
POTW	7/21/2016	Aeration Tank 94 (Installing Diffusers)

Unscheduled Service Calls

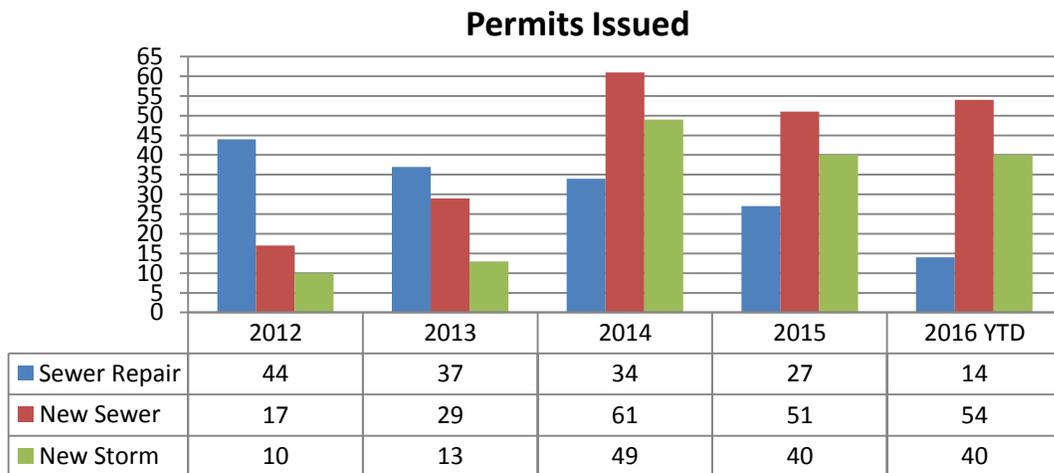
Collections Unscheduled Service Calls



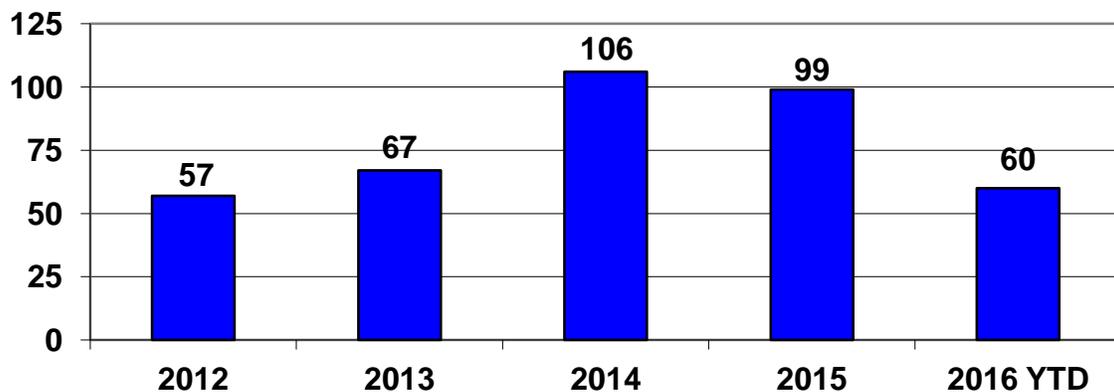
POTW Call Outs



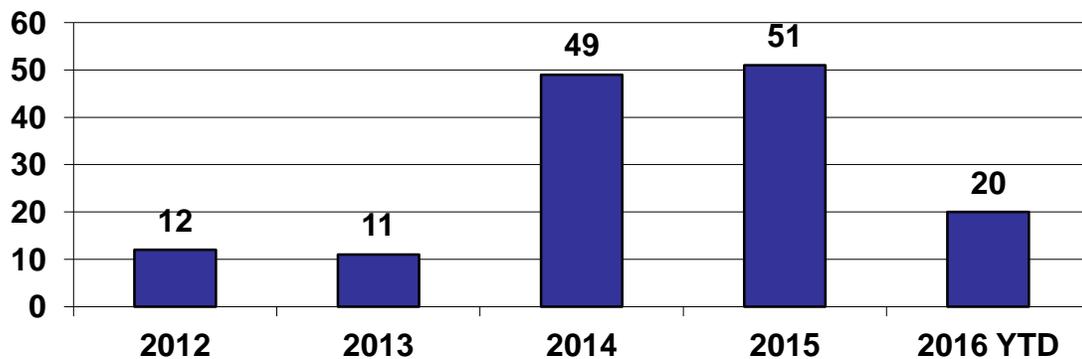
Sanitary Sewer Permits



Sanitary Sewer Inspections Performed



Storm Sewer Inspections Performed



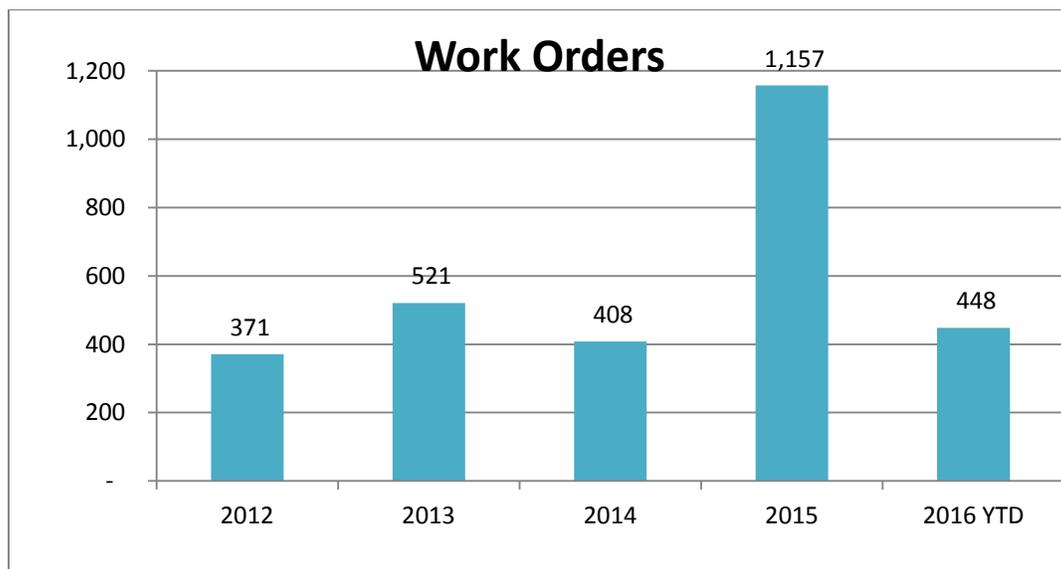
New Construction

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

Easements have been successfully executed from ten (10) of the eleven (11) property owners for the Eifert Road Force Main replacement project. One (1) final offer is still pending.

Barnhart & Son has substantially completed the installation of the Cartago Drive Low Pressure Sewer Service Improvements project. Final site restoration is yet to be completed.

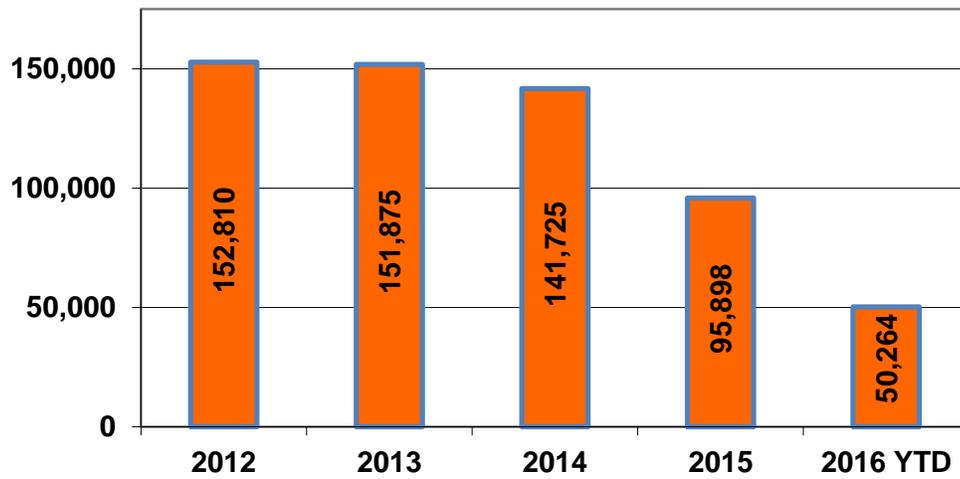
Maintenance



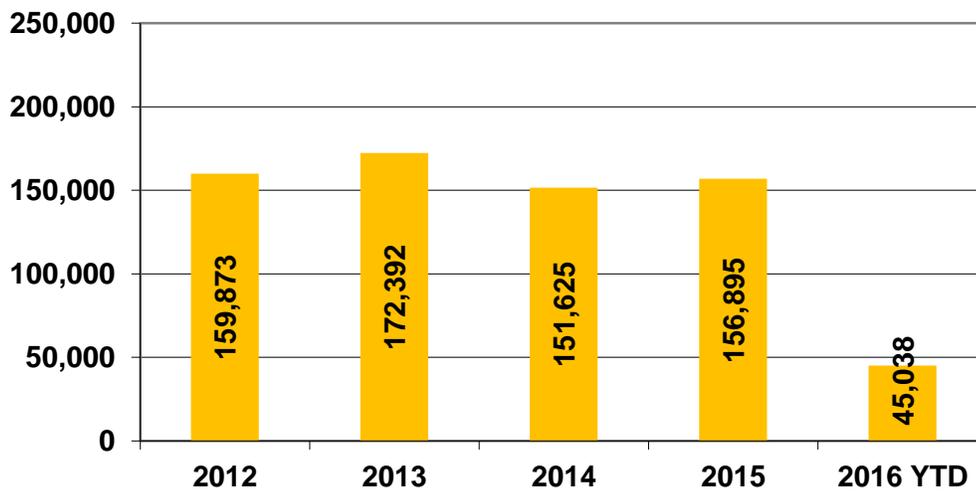
Note: Below are highlights of some of the repairs performed.

- *Cleaned, removed old diffusers and installed new diffusers in Aeration Tank 94*
- *Performed maintenance on SE storage decant well valve*
- *Contractor installed a new drive in the NW secondary clarifier*
- *Fabricated rack to wash filter socks*
- *Trimmed overgrown trees along Eifert Road lift station driveway*
- *Trimmed trumpet vines from front gate at POTW*
- *Installed new seal in the primary sampler pump*
- *Repaired electrical outlet for south algae inhibitor at POTW ponds*
- *Repaired mow trailer lights and the emergency flasher light switch on 2014 Ford Explorer, Unit 21*
- *Repaired oil leak on 1997 Vector truck, Unit 5*

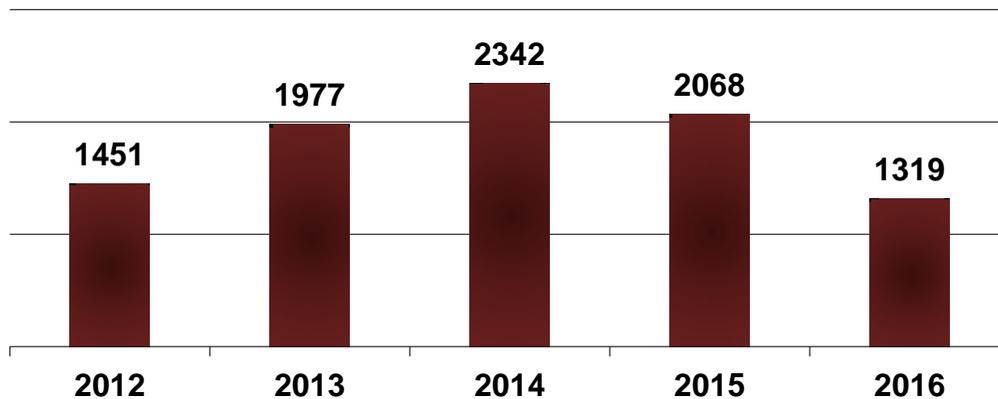
Feet of Sanitary Sewer Cleaned (Vactor Truck Work)



Feet of Sanitary Sewer Televised (Camera Truck Work)



Miss Digs Performed



Storm water

Outfall inspections were conducted at the 9th grade campus and Holt High School on Thursday July 7th by the Delhi Environmental Coordinator.

On Wednesday July 27th, the Environmental Coordinator attended the Illicit Discharge Elimination Program training with the Greater Lansing Regional Committee for Stormwater Management at the Tri-County Regional Planning offices.

Industrial Pretreatment Program

July IPP Activities		
Review/Approval		
Building Plan Approval	7/13/2016	4194 Willoughby- Willoughby Estates Clubhouse
Building Plan Approval	7/14/2016	2525,2533 & 2547 Marina - Willoughby Estates
Site Plan Review	7/18/2016	3440 Dunckel Road - Klein Brothers
Building Plan Approval	7/19/2016	2556 Alamo Drive # 20 - First Choice Services
Site Plan Approval	7/19/2016	2476 Depot - Trick Titanium

Thirty-four (34) grease traps were inspected at local businesses; three (3) are in need of service.