

**DELHI CHARTER TOWNSHIP  
COMMITTEE OF THE WHOLE MEETING HELD ON AUGUST 18, 2009**

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The members of the Delhi Charter Township Committee of the Whole met on Tuesday, August 18, 2009, in the Multipurpose Room at the Community Services Center, 2074 Aurelius Road, Holt, MI. Supervisor Goodrich called the meeting to order at 6:03 p.m.

Members Present: Supervisor Stuart Goodrich, Clerk Evan Hope, Treasurer Harry Ammon, Trustees Derek Bajema, John Hayhoe, Jerry Ketchum, Roy Sweet

Others Present: John Elsinga, Township Manager  
Marian Frane, Director of Accounting  
Sandra Diorka, Director of Public Services  
Wendy Thielen, Assistant Township Manager of Human Resources  
Tricia Vander Ploeg, Administrative Assistant/Deputy Supervisor  
Amy Finch, Assistant Township Clerk/Deputy Clerk

**BUSINESS**

**EFFECT OF MICHIGAN ECONOMY ON LOCAL GOVERNMENT BUDGETS  
PRESENTATION – PLANTE & MORAN, PLLC**

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Shaun Krick, CPA and Brian Camiller, CPA, Plante & Moran, gave a PowerPoint presentation on the effect of Michigan economy on local government budgets (ATTACHMENT I).

**ADJOURNMENT**

Meeting adjourned at 7:27 p.m.

Date: \_\_\_\_\_

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

Date: \_\_\_\_\_

\_\_\_\_\_  
Stuart Goodrich, Supervisor

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SUBJECT TO APPROVAL

# The Effect of Michigan Economy on Local Government Budgets



*August 2009*

**Shaun Krick, CPA  
Brian Camiller, CPA  
Plante & Moran, PLLC**

# Overview...

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- **Limited pool of dollars tightening further**
  - Revenue sharing cuts began in June 2001.
  - More mature communities felt the tightening then.
  - For less developed local units of government, growth can mask OR was masking these issues.
  - Structural problems with Michigan's municipal finance model have been well documented...property tax limitations, revenue sharing cuts, changes to fee setting regulations, etc.
    - Different pieces of the municipal finance model were developed independently of one another – administrative, legislative, judicial
  - Local governments have made some adjustments.
  - More challenges to deal with.

# Goals for this session...

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- Discuss certain trends and issues that we see from our perspective working with local governments on financial matters and how they may impact your budget
- Your questions on macro finance trends

# Michigan Municipal Finance Model

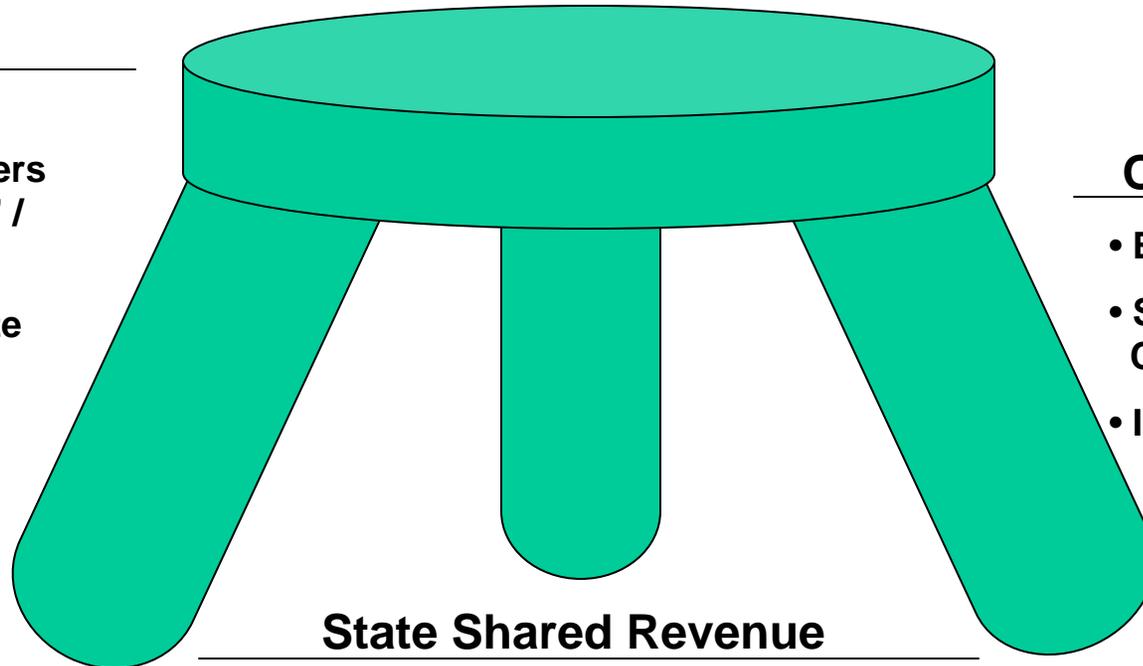
## “Three-Legged Stool”

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### Property Taxes

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- No more rollups
- Treatment of transfers (“uncapped values” / “popup”)
- Taxable Value / State Equalized Value disparity
- Utilities personal property lawsuit
- WPW Acquisition Co. v. City of Troy
- Personal property
- **Foreclosures and current real estate market**
- **New legislative threats (Super Cap)**



### State Shared Revenue

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- Formula not being funded as written
- For 4 years through FY 04/05, almost \$1 billion reduction
- Another \$1.6 billion reduction for FY 05/06 through FY 07/08
- **Statutory formula is expired**
- **Counties theoretically come back “in formula”**
- **Continued uncertainty with the State’s budget**

### Other Revenue

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- Bolt Case
- State Construction Code Act
- Interest earnings

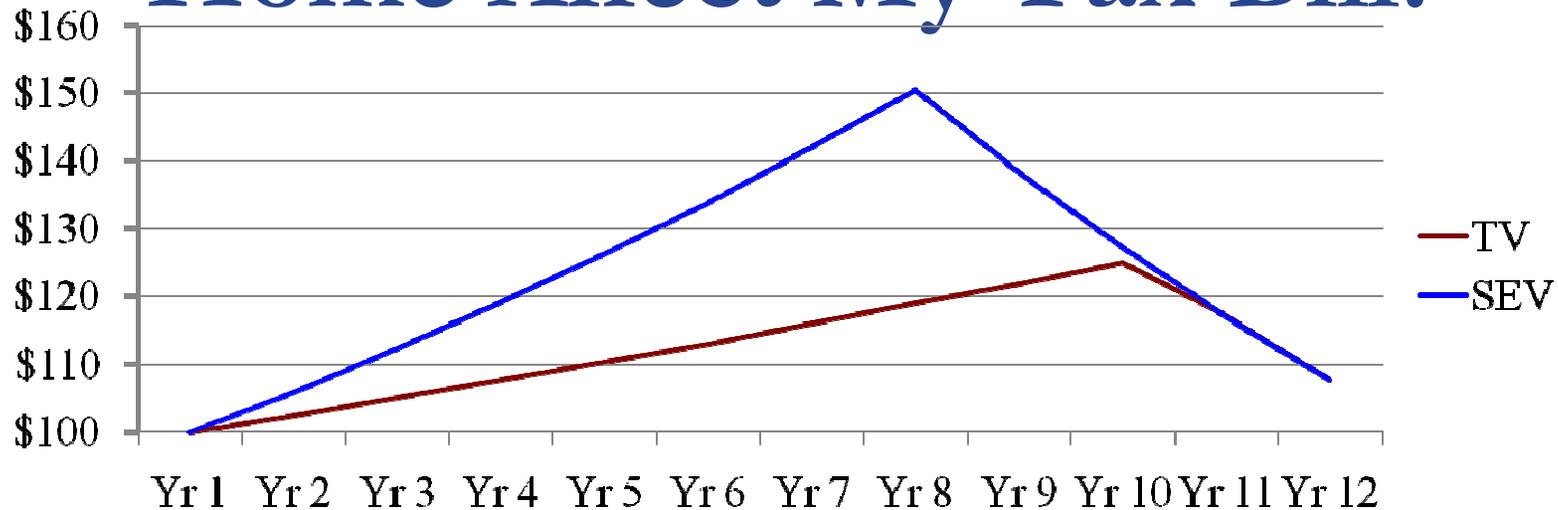
# Property Tax Facts

$$\text{Mills} \times \text{Taxable Value} = \text{Property Tax}$$

- Increases to Taxable Value are limited to the lesser of 5% or the rate of inflation (Proposal A)
- Inflation in MI has been approximately 2% to 3% for most of the last decade.
- Until recently, home values have risen faster than inflation.

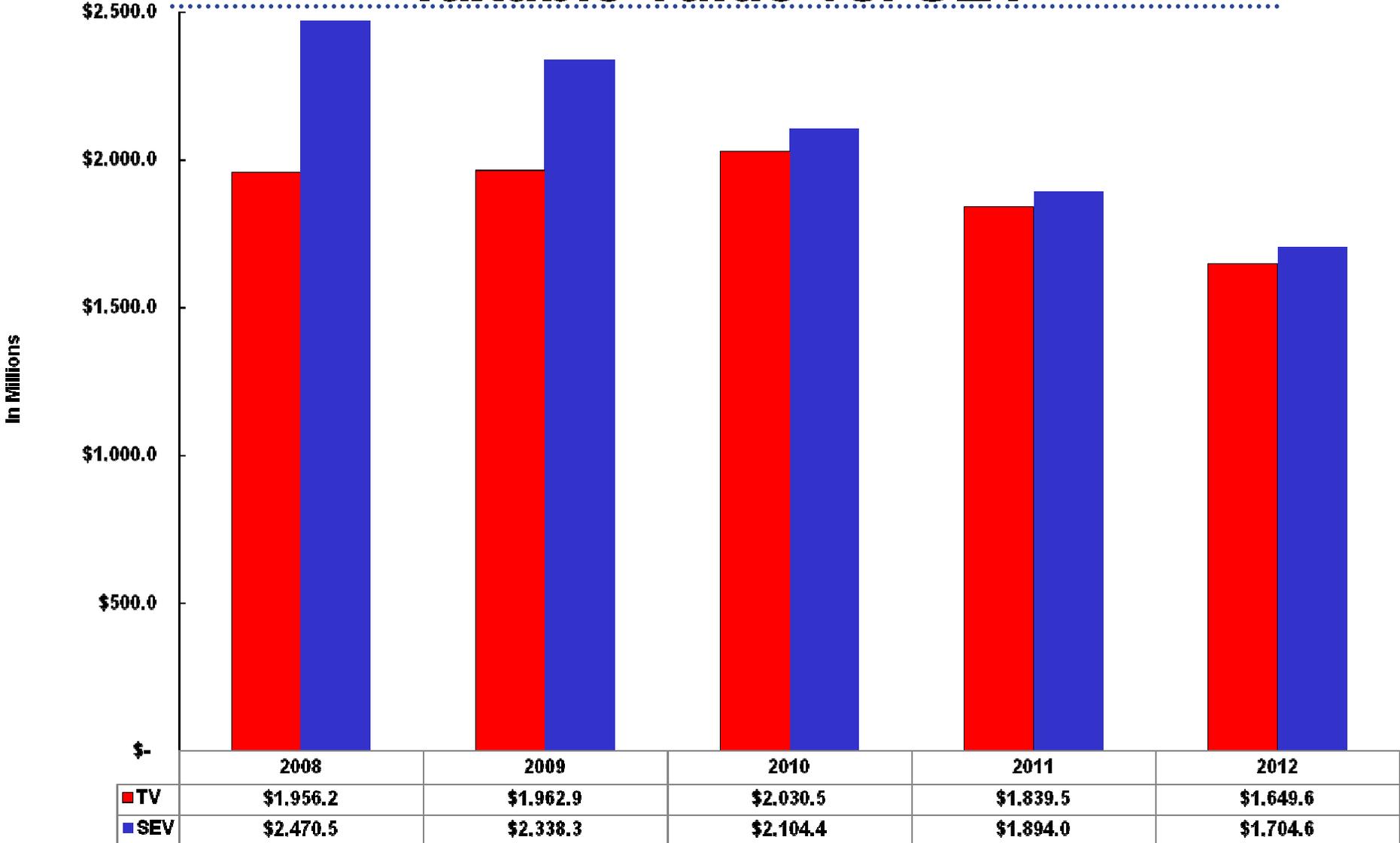
# Property Taxes

## How Does the Value of My Home Affect My Tax Bill?



- When you purchase your home, TV = SEV.
- Historically, the market value of your home (SEV) rose at a greater rate than the TV (limited to inflationary increase each year).
- TV can continue to rise by inflation while SEV (market value) declines, as long as SEV continues to be higher than TV.
- TV will start to decline only when SEV falls below TV .

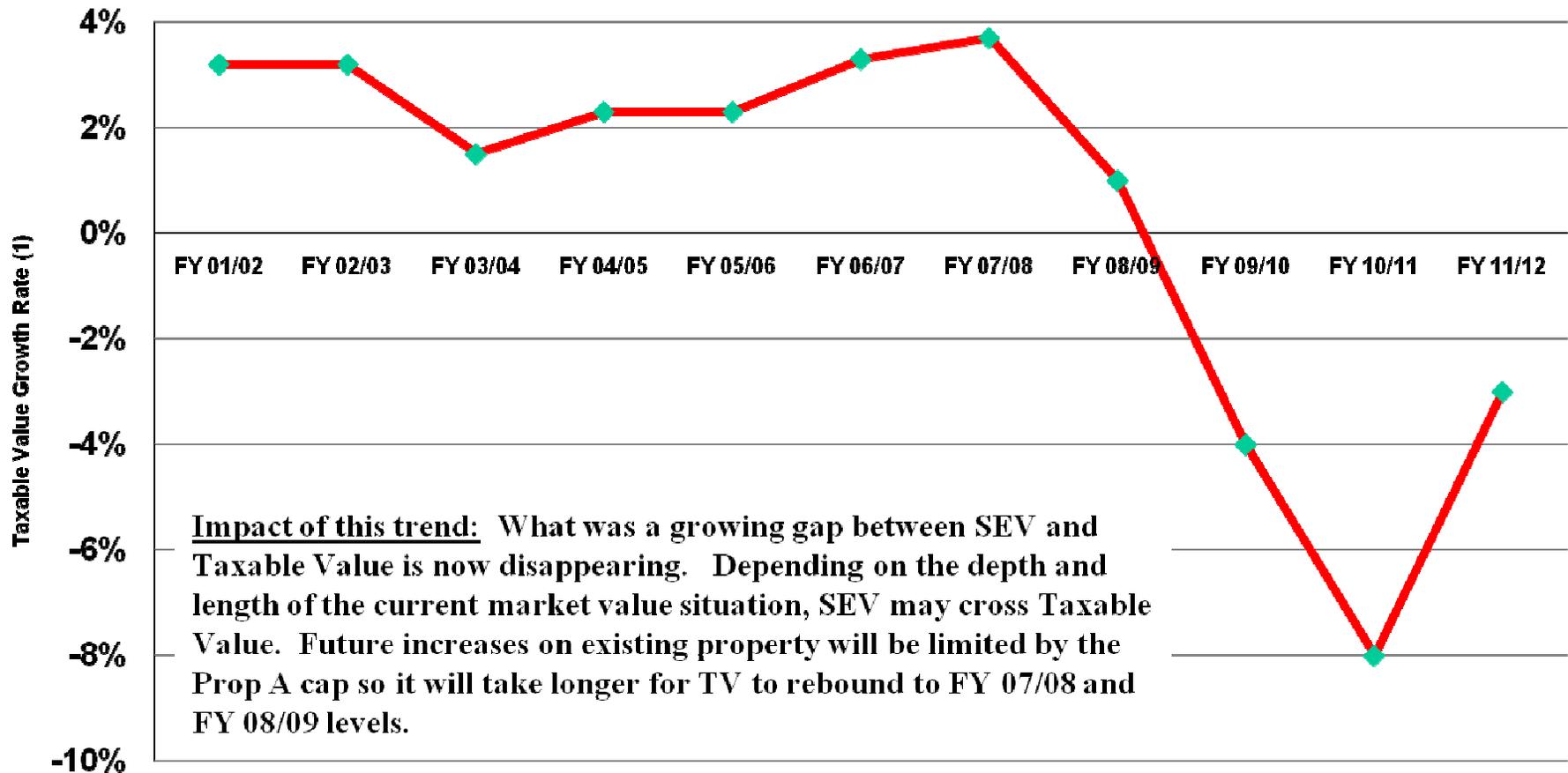
# City of Typical Taxable Value vs. SEV



# Property Comparisons

|  | 2007                    |                         | 2008                    |                         | 2009                    |                         | 2010                    |                         |
|--|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|
|  | <u>Assessed Value</u>   | <u>Taxable Value</u>    |
| Property One:<br>Pre-Proposal A        | \$130,000               | \$102,000               | \$120,000               | \$105,000               | \$110,000               | \$108,000               | \$101,000               | \$101,000               |
| Property Two:<br>Boom Property         | 175,000                 | 155,000                 | 161,000                 | 160,000                 | 148,000                 | 148,000                 | 136,000                 | 136,000                 |
| Property Three:<br>Recent Construction | <u>157,000</u>          | <u>154,000</u>          | <u>144,000</u>          | <u>144,000</u>          | <u>132,000</u>          | <u>132,000</u>          | <u>121,000</u>          | <u>121,000</u>          |
| <b>Total</b>                           | <b><u>\$462,000</u></b> | <b><u>\$411,000</u></b> | <b><u>\$425,000</u></b> | <b><u>\$409,000</u></b> | <b><u>\$390,000</u></b> | <b><u>\$388,000</u></b> | <b><u>\$358,000</u></b> | <b><u>\$358,000</u></b> |

# Metro Detroit Taxable Value Trends <sup>(1)</sup>



(1) Simulated growth for more fully developed community. Excludes new additions of TV to tax base and models TV trends to Prop A inflation factor for FY 01/02 – 07/08

| Tax Date | Fiscal Year | Impact on Taxable Value  |
|----------|-------------|--|
| 12/31/07 | FY 08/09    | Growth slowed (likely less than Prop A rate of 2.3%) but still slightly positive |
| 12/31/08 | FY 09/10    | No growth; likely first decline – at least several percentage points below 0     |
| 12/31/09 | FY 10/11    | Currently, largest forecasted year over year decline                             |
| 12/31/10 | FY 11/12    | Smaller decline than prior year?   |
| 12/31/11 | FY 12/13    | Have we turned the corner?   |

# Other Property Tax Trends...

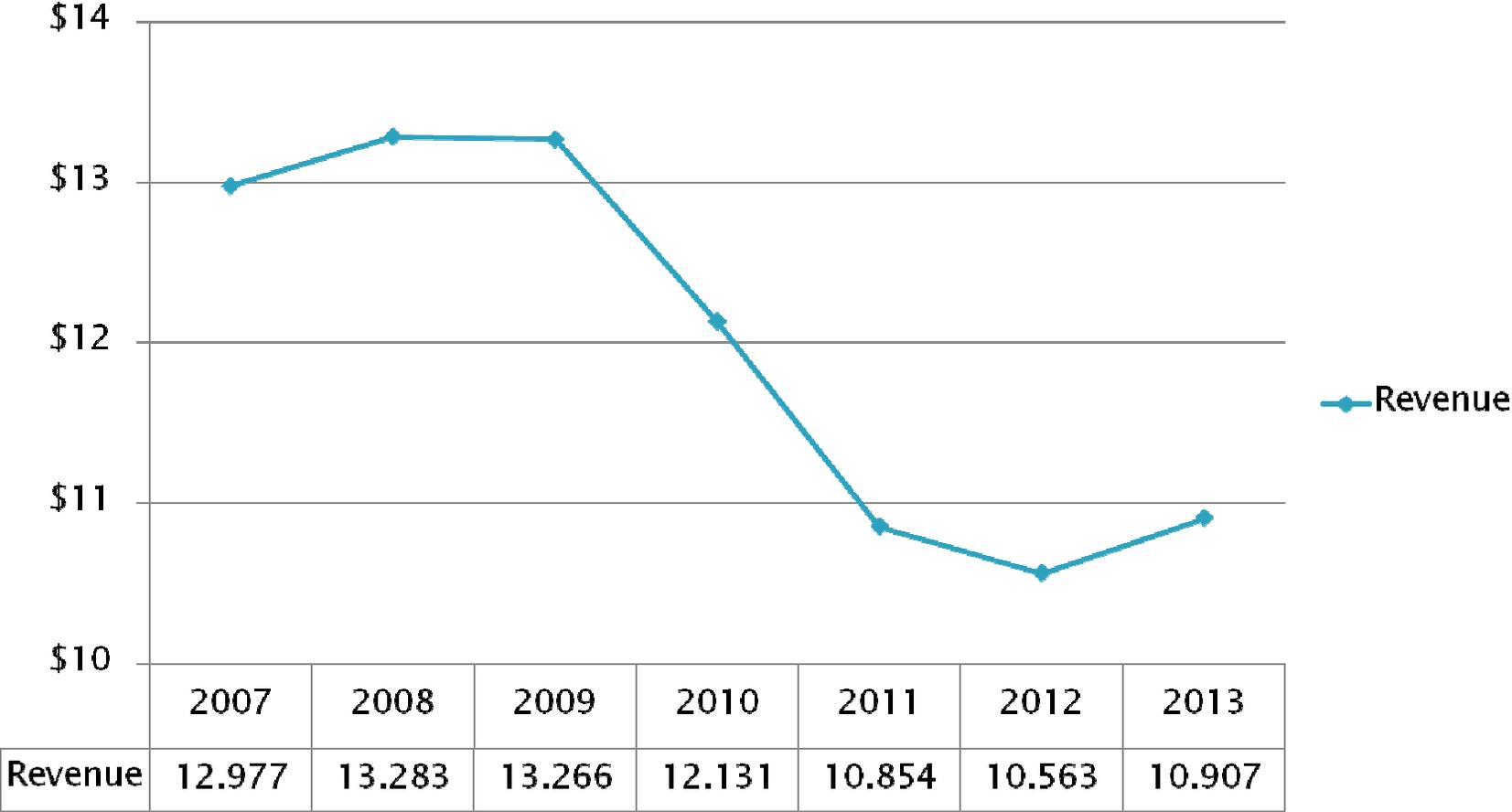
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- Assessor's Office is very, very busy.
- Increasing activity in Board of Review and Tax Tribunal cases.
- Collection issues – rights related to personal property.
- Bankruptcy, foreclosures and chargebacks from tax sale process.
  - Paperwork, follow up, systems to manage

# City of Typical

## General Fund Property Tax Revenues

For the years ended June 30 (in millions)

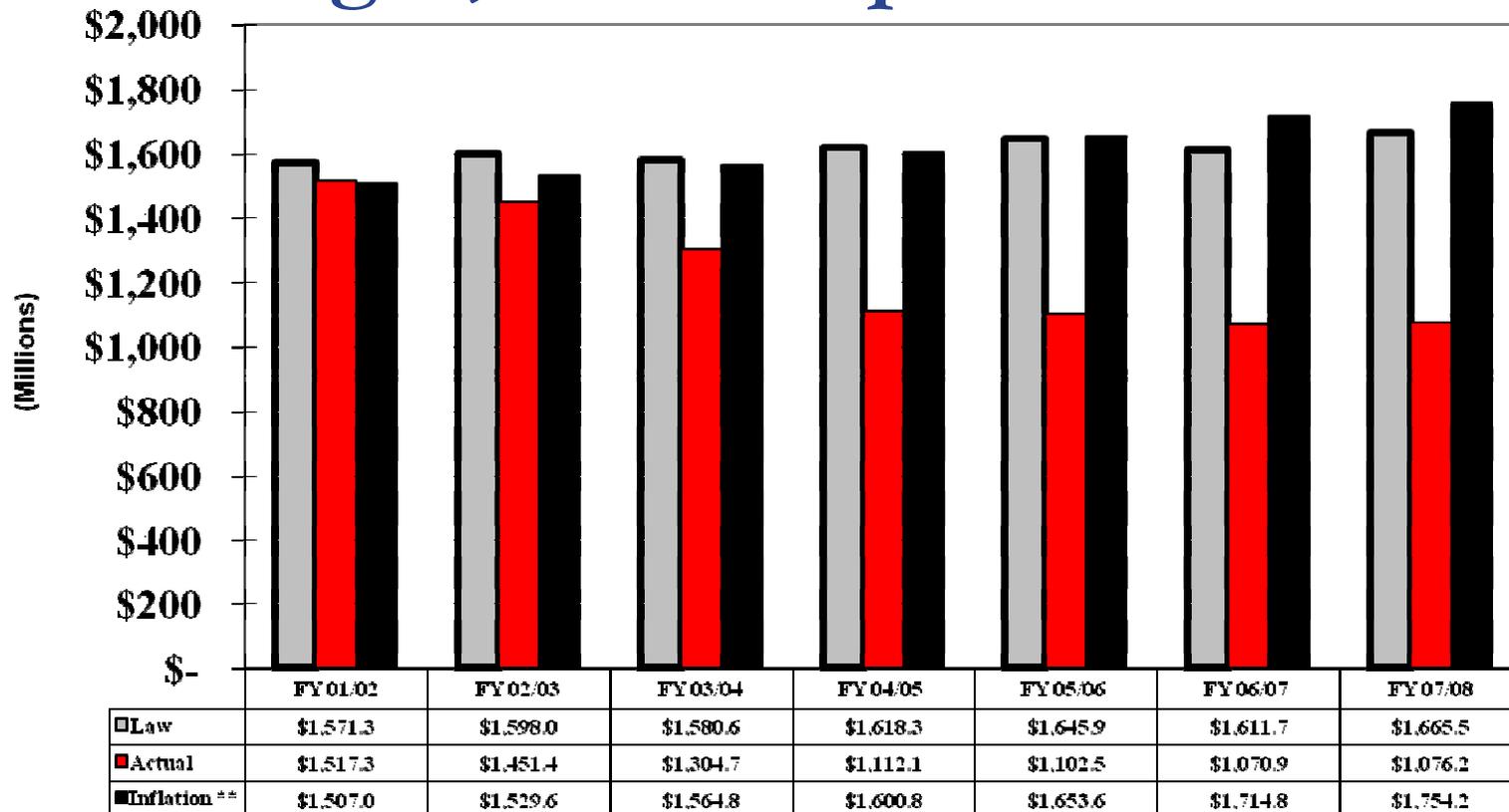


# State Shared Revenue

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- **Statewide**
  - Constitutional (\$688 million – FY 07/08)
  - Statutory (\$388 million – FY 07/08)
- **Statutory payments have been reduced due to State's budget shortfall**
  - For FY 01/02 through FY 04/05, almost \$1 billion held back.
  - For FY 05/06 through FY 07/08, another \$1.6 billion held.
- **Statutory revenue sharing – formula expired and counties are coming back into the formula.**
- **State budget issues**
  - State has a recurring structural deficit.
  - No permanent solution implemented to State's budget problems.
  - **Bad news! Due to low sales tax collections, CONSTITUTIONAL SSR payments cut in summer 2009, then cut further for 2010!**

# Total State Shared Revenue - Cities, Villages, Townships and Counties



|                          |               |                  |                  |                  |                  |                  |                  |
|--------------------------|---------------|------------------|------------------|------------------|------------------|------------------|------------------|
| <b>Lost Rev. Sharing</b> | <b>\$54 M</b> | <b>\$146.6 M</b> | <b>\$275.9 M</b> | <b>\$506.2 M</b> | <b>\$543.4 M</b> | <b>\$540.8 M</b> | <b>\$589.3 M</b> |
|--------------------------|---------------|------------------|------------------|------------------|------------------|------------------|------------------|

**Note:** For "Law" FY 01/ 02 through FY 07/ 08, amount calculated based on constitutional revenue sharing.

\* Projected

\*\* Inflation applied to FY 97/98 total state shared revenue based on Proposal A inflation factor 1.6%(98/99), 1.9%(99/00), 3.2%(00/01), 3.2%(01/02), 1.5%(02/03), 2.3% (03/04), 2.3% (04/05), 3.3% (05/06), 3.7% (06/07), 2.3% (07/08)

# Other Revenue Trends....

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- **Local Units looking thoroughly at fees, charges for services and interfund cost allocation.**
- **Limitations with the Bolt Case and the State Construction Code Act.**

- **Bolt Case**

- December 1998 Supreme Court Case
- Declared Stormwater Service Fee was a tax under the Headlee Amendment.
- Court established new tests for all fees
  - One of the provisions.... Be proportionate to the necessary cost of the service (across customer classes and across time period benefitted)

- **State Construction Code Act**

- Public Act 245 of 1999 (effective January 1, 2000)
- Changed how fees are calculated and charged on plumbing, electrical, mechanical and certain other building permits.
- Fees must bear a direct relationship to operating costs of the specific enforcing dept.
- Redefined (much more narrowly) how costs are calculated.

# Expenditure Trends...

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- **Rising employee benefit costs**

- Defined benefit plans are being negatively impacted by drop in investment values.
- The result is likely a future increase in actuarially determined pension and retiree health care contributions due to investment performance.
- New accounting standards require valuation of other post employment benefits (i.e. retiree health care) – GASB 43 and GASB 45.
  - Local units facing difficult policy decisions – to actuarially fund OR stay “pay as you go”. Some local units that were intending to actuarially fund are revisiting that decision.
- Changing benefit packages – medical, self insurance

- **A number of communities with Police and Fire Retirement System Act 345 levies experiencing increases in the ACT 345 millage rate**

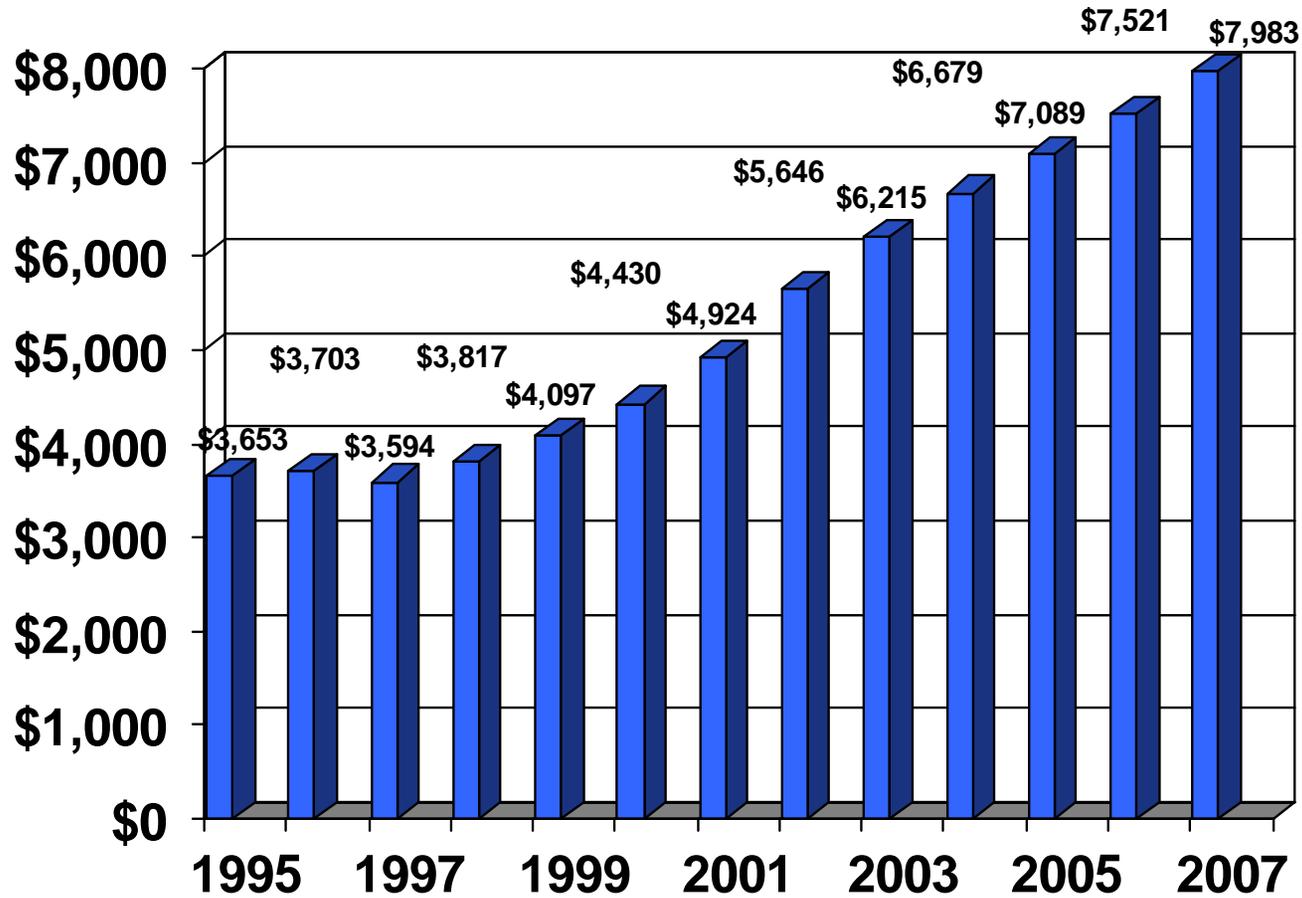
- Impacts the ability of a community to get increases in other millages for operations.

- **Evaluating staffing/operations relative to bargaining agreements**

- **Layoffs, open positions, and furloughs**

- **Reducing level of service**

# Health Care Challenge – Cost Trends



That's an 80% increase in the Employer's *NET* medical spending since 2000!

# Expenditure Trends...

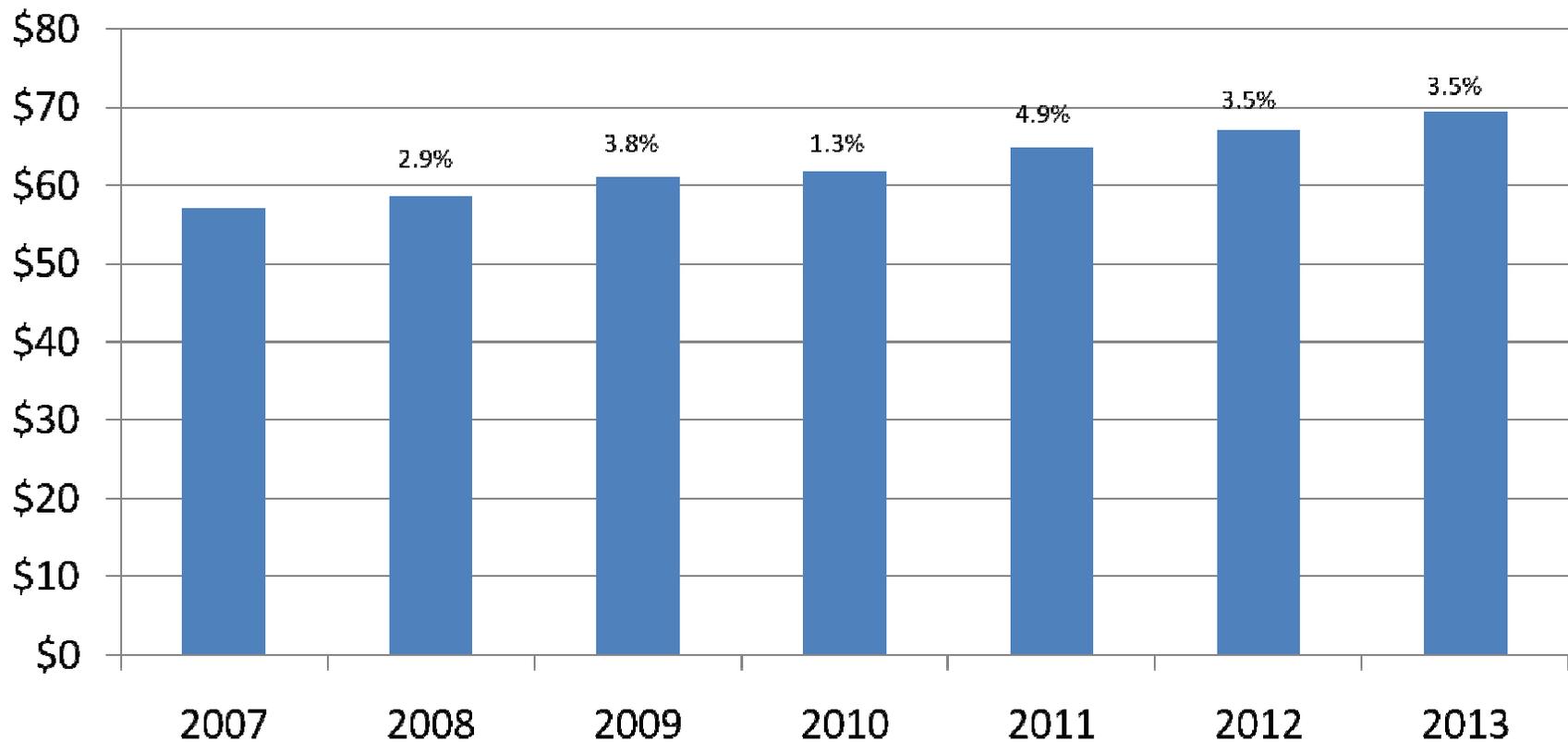
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- **Capital outlay being deferred to balance the budget**
  - Capital dollars have been disappearing from General Fund operating budgets
  - Act 51 funding for roads and bridges
  - Concern regarding capital and infrastructure backlog
  - Stimulus package should help (maybe?)
- **Service Sharing**
  - A long term solution?
  - Legislative help?

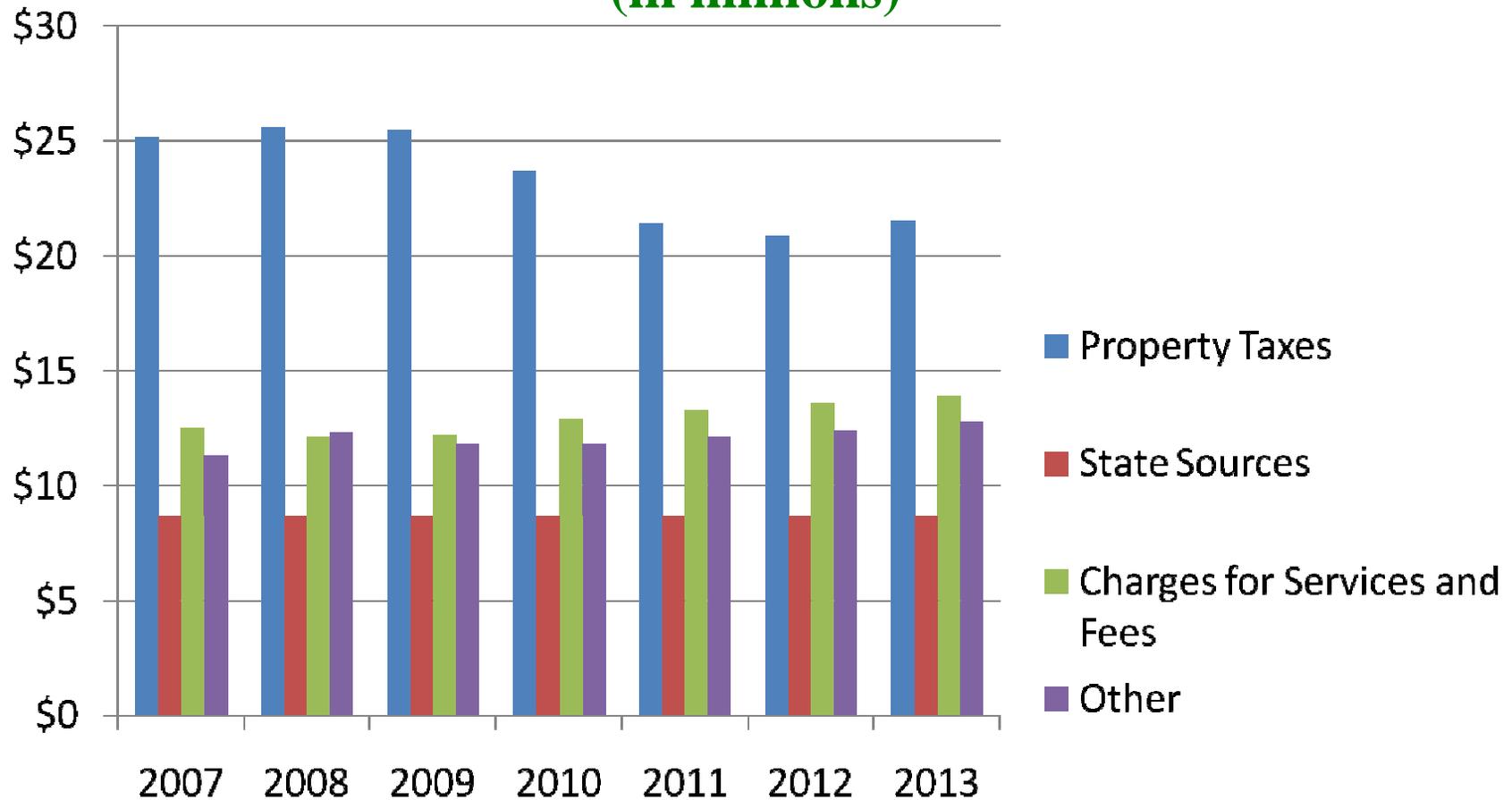
# City of Typical General Fund Expenditures

For the years ended June 30  
(in millions)

**Expenditures** (percentage increase)

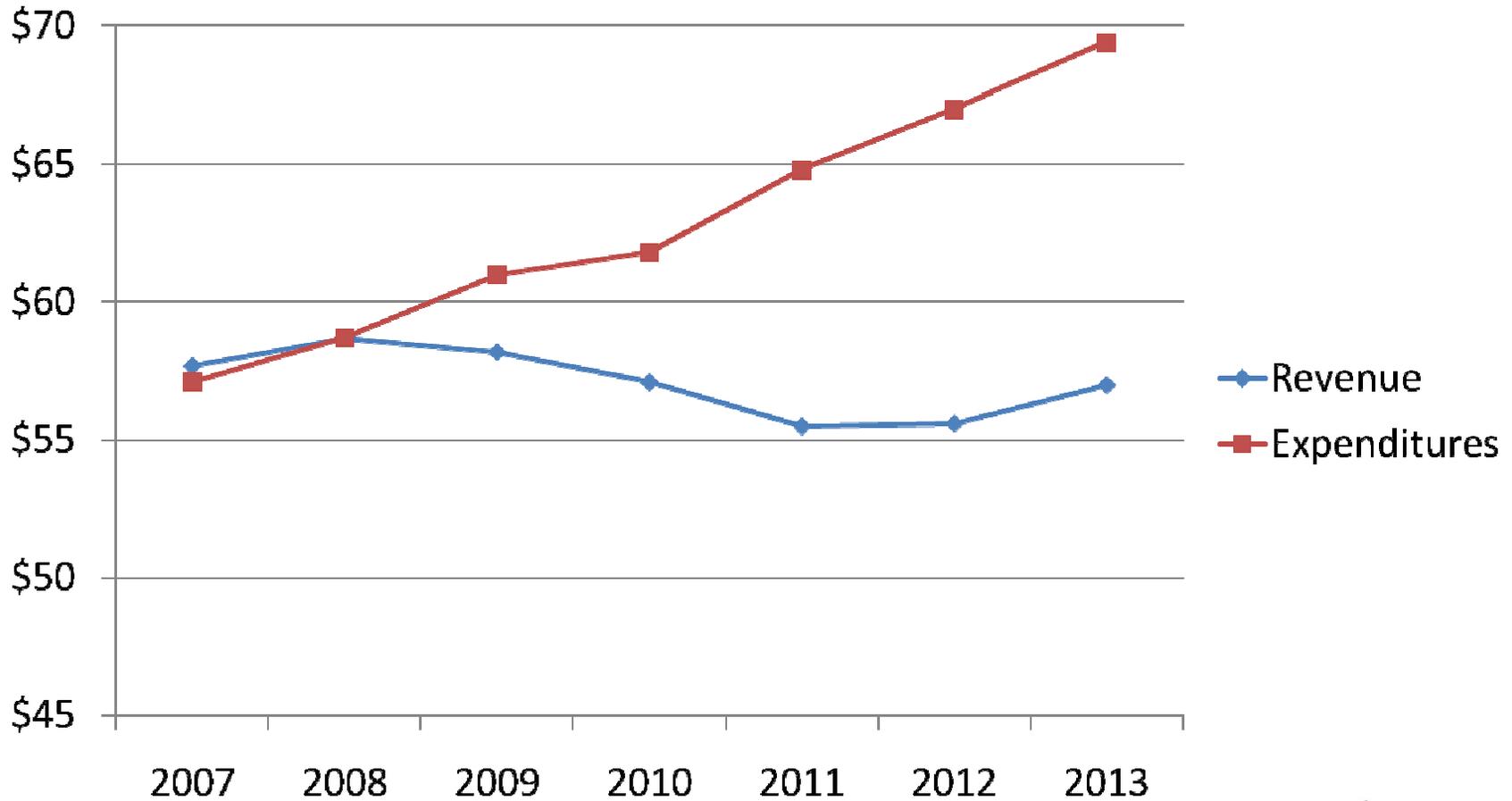


# City of Typical General Fund Revenue For the years ended June 30 (in millions)



# City of Typical General Fund Revenues and Expenditures

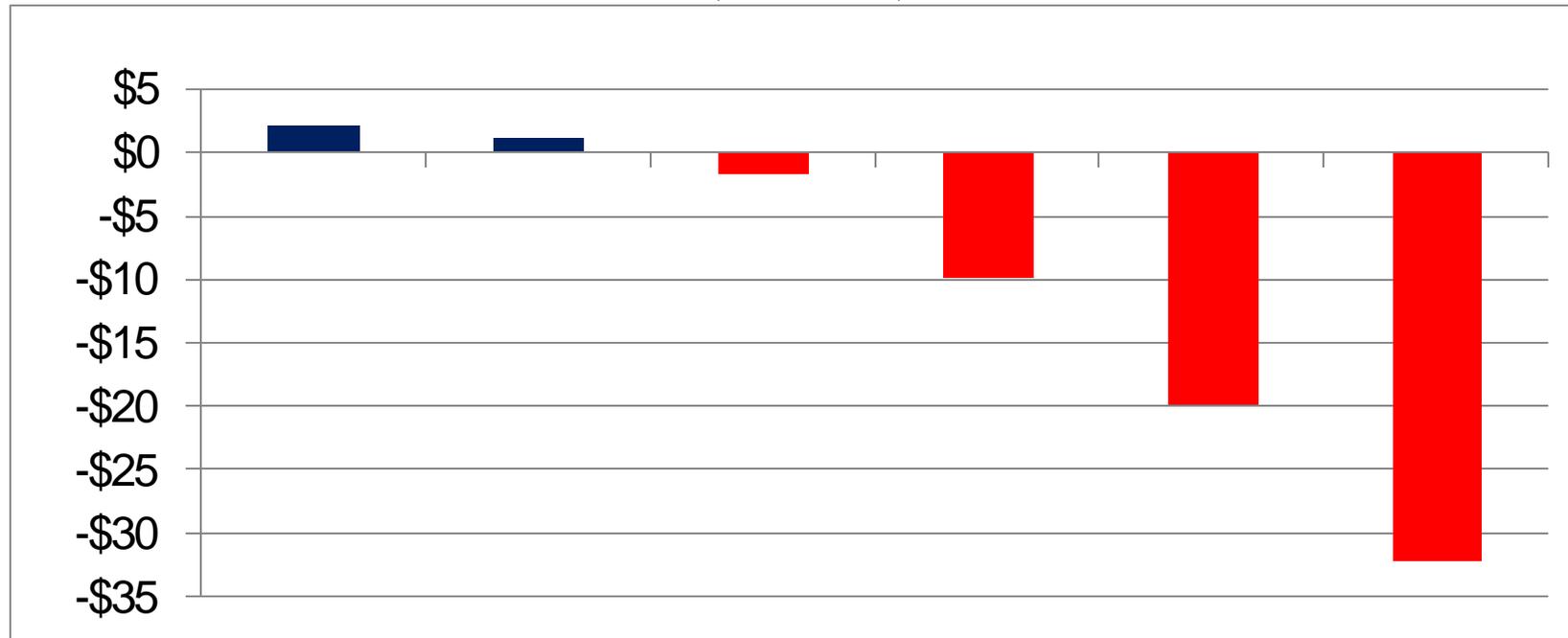
For the years ended June 30 (in millions)



# City of Typical Unreserved General Fund

## Fund Balance (Deficit)

For the years ending June 30  
(in millions)



2008

2.185

2009

1.243

2010

(2.122)

2011

(10.132)

2012

(20.268)

2013

(32.198)

# How Bad Could It Get?

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FEBRUARY 25, 2009

## **Mich. gov. declares financial emergency in Pontiac**

LANSING, Mich. (AP) -- Gov. Jennifer Granholm has declared a financial emergency in the city of Pontiac. Granholm tells Mayor Clarence Phillips in a letter dated Friday the city of 67,000 has been unable to resolve budget issues on its own. She says Pontiac's cumulative deficit was projected to approach \$12 million. The declaration lets Granholm appoint an emergency financial manager to oversee Pontiac's finances. Pontiac officials will meet March 4 with Granholm for what she calls a "courtesy meeting" to determine if she should reverse her decision. Phillips says he'll make the case state intervention isn't needed. He says Pontiac has "the wherewithal in house" to take care of its financial problems.

# Emergency Financial Manager Power

## Balancing the Annual Budget

- Under Act 72, The EFM has the responsibility to balance the annual operating budget by whatever means they see fit. The following are many of the areas they typically address:
  - Staff reductions, renegotiating union contracts
  - Privatization
  - Sale of assets, closing of facilities
  - Eliminating fund subsidies
  - Pension plan changes (DC vs. DB)

# Emergency Financial Manager Power Bonding/Financing Deficit

- Under Act 72, the City's debt ceiling is doubled and allows for more flexibility in financing the existing deficit plus estimated increase from planned cuts. The customary methods are as follows:

- Emergency Loans
- Fiscal Stabilization Bonds

New debt service requirements must be included in the future operating budgets

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**As stewards of public funds, community leaders are responsible for managing those dollars responsibly and effectively. But how will you know when there is trouble ahead? The red flags are there if you know what to look for.**

For more than 50 years, governmental organizations have trusted Plante & Moran to guide them through the maze of reporting requirements, and advise them on everything from strategic planning to technology decisions. We've seen it all. And we can help. Please contact us to see how we can put our experience to work for you.

<http://government.plantemoran.com>

#### **Financial Distress Indicators for Local Communities**

(a.k.a. the "dirty dozen")

1. Declining fund balance
2. Fund balance below target
3. Deferred capital outlay and maintenance
4. Struggling to make required pension contributions
5. No plan or ability to fund retiree health care
6. Lack of timely financial reports
7. Excessive program subsidies
8. Borrowing to cover cash flow needs
9. No millage capacity, and at or near full development
10. Declining bond rating
11. Over-reliance on significant tax payer or customer
12. No long-range financial plan

**DELHI CHARTER TOWNSHIP  
MINUTES OF REGULAR MEETING HELD ON AUGUST 18, 2009**

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The Delhi Charter Township Board of Trustees met in a regular meeting on Tuesday, August 18, 2009 in the Multipurpose Room at the Community Services Center, 2074 Aurelius Road, Holt, Michigan. Supervisor Goodrich called the meeting to order at 7:33 p.m.

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

Members Present: Supervisor Stuart Goodrich, Treasurer Harry Ammon, Clerk Evan Hope, Trustees Derek Bajema, John Hayhoe, Jerry Ketchum, Roy Sweet

Members Absent: None

Others Present: John Elsinga, Township Manager  
Marian Frane, Director of Accounting  
Sandra Diorka, Director of Public Services  
Tracy Carney-Miller, Director of Community Development  
Wendy Thielen, Assistant Township Manager of Human Resources  
Tricia Vander Ploeg, Administrative Assistant/Deputy Supervisor  
Amy Finch, Assistant Township Clerk/Deputy Clerk

**COMMENTS FROM THE PUBLIC** - None

**CONSENT AGENDA**

- A. Approval of Minutes – Joint DDA Meeting of August 4, 2009
- B. Approval of Minutes – Regular Meeting of August 4, 2009
- C. Approval of Claims – August 11, 2009 (ATTACHMENT I)
- D. Approval of Payroll – August 6, 2009 (ATTACHMENT II)
- E. Sanitary Sewer Acceptance – Dunckel Road Extension (ATTACHMENT III)

**AMMON MOVED TO APPROVE THE CONSENT AGENDA ITEMS.**

A Roll Call Vote was recorded as follows:

Ayes: Goodrich, Hayhoe, Hope, Ketchum, Sweet, Ammon, Bajema

**MOTION CARRIED**

**NEW BUSINESS**

**RESOLUTION NO. 2009-030 – CONSUMERS ENERGY CHANGE IN STANDARD STREETLIGHTING CONTRACT – REQUEST NO. 12233922 – INTERSECTION OF HOLT ROAD AND KAHRES ROAD**

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SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP  
MINUTES OF REGULAR MEETING HELD ON AUGUST 18, 2009**

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The Board reviewed memorandums dated August 11, 2009 from Twp. Mgr. Elsinga and Tracy Miller, Director of Community Development (ATTACHMENT IV).

**HAYHOE MOVED TO ADOPT RESOLUTION NO. 2009-030, WHICH APPROVES CONSUMERS ENERGY WORK ORDER NO. 12233922 FOR A CHANGE IN THE STANDARD STREETLIGHTING CONTRACT BETWEEN DELHI TOWNSHIP AND CONSUMERS ENERGY FOR THE INSTALLATION OF ONE (1) STREETLIGHT AT THE INTERSECTION OF HOLT ROAD AND KAHRES ROAD.**

A Roll Call Vote was recorded as follows:

Ayes: Hayhoe, Hope, Ketchum, Sweet, Ammon, Bajema, Goodrich

**MOTION CARRIED**

**LETTER OF AGREEMENT FOR CONSULTING SERVICES RELATED TO TRANSPORTATION PLANNING, URBAN DESIGN AND WALKABILITY FOR CEDAR STREET WITH THE CEDAR/AURELIUS/HOLT ROAD TRIANGLE AREA**

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The Board reviewed a memorandum dated August 12, 2009 from Twp. Mgr. Elsinga (ATTACHMENT V).

**AMMON MOVED TO APPROVE THE LETTER OF AGREEMENT FROM GLATTING JACKSON KERCHER ANGLIN IN THE ESTIMATED AMOUNT OF \$28,400 FOR CONSULTING SERVICES RELATED TO TRANSPORTATION PLANNING, URBAN DESIGN AND WALKABILITY FOR THE CEDAR/HOLT/AURELIUS TRIANGLE AREA.**

It was asked what the recommendation of the Ingham County Road Commission was regarding the striping of Cedar Street. It was stated that initially the Road Commission, which received Federal stimulus money to repair Cedar Street, was going to repair the street as it currently is with four lanes; however, the Township requested that the road be striped as a three lane road. The Road Commission will repair Holt Road this year and wait until next year, after a decision is made, to repair Cedar Street. The Delhi Township Downtown Development Authority hired David Sonnenburg, Engineering Consultant with Traffic Engineering Associates, who presented findings on a traffic simulation of the Cedar Street, Holt Road and Aurelius Road triangle area.

Trustee Ketchum stated that he is uncomfortable, at this point of time, spending funds to hire a consultant for this project. Trustee Hayhoe stated that he would not like to see this area of Cedar Street made into three lanes and he also felt uncomfortable spending the funds at this point of time. Trustee Bajema stated that he would be voting no on this item as well. Trustee Sweet asked the value of this study if the road might stay a four lane road. Clerk Hope stated that Glattig Jackson Kercher Anglin would report on the walkability of the triangle area whether the road remains a four lane road or is reduced to a three land road. Treasurer Ammon stated that the Road Commission would like to know the Township's recommendation by September for their 5 year Air Quality modeling. It was stated that the Road Commission suggested that the Township should involve the community in this topic.

A Roll Call Vote was recorded as follows:

Ayes: Hope, Ammon, Goodrich

Nays: Ketchum, Sweet, Hayhoe, Bajema

**MOTION FAILED**

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP  
MINUTES OF REGULAR MEETING HELD ON AUGUST 18, 2009**

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**PUBLIC HEARING – 8:00 P.M.**

**APPLICATION FOR INDUSTRIAL FACILITIES EXEMPTION CERTIFICATE – DRATHS CORPORATION**

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**HOPE MOVED TO OPEN THE PUBLIC HEARING ON THE APPLICATION FOR INDUSTRIAL FACILITIES EXEMPTION CERTIFICATE – DRATHS CORPORATION.**

A Voice Poll was recorded as follows: All Ayes

**MOTION CARRIED**

Tracy Miller, Director of Community Development, stated that Draths Corporation is a tentative tenant of the Dart Container speculative building. They propose to invest \$2,000,000 in building and land improvements and \$5,000,000 in personal property. The company anticipates hiring 40 employees. The company is hoping for occupancy by the end of the year.

Motion to Close Public Hearing – 8:12 p.m.

**HOPE MOVED TO CLOSE THE PUBLIC HEARING.**

A Voice Poll was recorded as follows: All Ayes

**MOTION CARRIED**

**RESOLUTION NO. 2009-031 – APPLICATION FOR INDUSTRIAL FACILITIES EXEMPTION CERTIFICATE – DRATHS CORPORATION**

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The Board reviewed memorandums dated August 11, 2009 from Twp. Mgr. Elsinga and Tracy Miller, Director of Community Development (ATTACHMENT VI).

**HAYHOE MOVED TO ADOPT RESOLUTION NO. 2009-031 WHICH APPROVES THE APPLICATION FOR INDUSTRIAL FACILITIES TAX (IFT) ABATEMENT CERTIFICATE FOR DRATHS CORPORATION.**

A Roll Call Vote was recorded as follows:

Ayes: Ketchum, Sweet, Ammon, Bajema, Goodrich, Hayhoe, Hope

**MOTION CARRIED**

**REPORTS**

**CLERK**

Clerk Hope stated that this week's Moonlight Movie, sponsored by the Holt Community Arts Council and Delhi Charter Township's Parks and Recreation, will be WALL- E.

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP  
MINUTES OF REGULAR MEETING HELD ON AUGUST 18, 2009**

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**TRUSTEES**

**TRUSTEE SWEET**

The Zoning Board of Appeals met on August 8, 2009 to hear two cases. The first case was a request from the Kroger Gas Station requesting a variance to the Sign Ordinance to allow a slightly larger canopy sign which would eliminate the need for a ground sign. The second case was a request from Trinity Church located on Dunckel Road. They requested a variance on directional signage. Both cases were approved.

**TOWNSHIP MANAGER**

The Township signed a relationship with Volunteer Energy, Inc. This is a month to month contract that could save the Township money on their energy bills.

The Community Services Center parking lot should be completed by the end of August/first of September.

The Township received a letter from Hubbell, Roth & Clark regarding the State Revolving Fund funding for Lift Station D. At this point in time, the Township is below the rating to qualify for this funding.

Twp. Mgr. Elsinga stated that he plans on attending the Downtown Development Authority meeting to discuss the Letter of Agreement from Glatting Jackson Kercher Anglin for consulting services related to transportation planning, urban design and walkability for the Cedar/Holt/Aurelius triangle area to see if they would be interested in funding the entire study. Twp. Mgr. Elsinga asked for the Board's support. The majority of the Board consented.

**ADJOURNMENT**

Meeting adjourned at 8:39 p.m.

**FYI**

1. County Millage Proposal document

Date: \_\_\_\_\_

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

Date: \_\_\_\_\_

\_\_\_\_\_  
Stuart Goodrich, Supervisor

/af

SUBJECT TO APPROVAL

## ACCOUNTS PAYABLE APPROVAL

August 11, 2009

**I. Certification of Authorized Signatures:** The attached Check Register and Invoice Distribution Report encompass checks dated August 11, 2009, numbered 75254 through 75358 & ACH's #1111 through 1113. Every invoice has a payment authorizing signature(s).

Dated: August 11, 2009

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

**II. Certification of Fund Totals:**

The attached Invoice Distribution Report and Check Register for checks dated August 11, 2009 show payments made from the following funds:

|                                |    |                                 |
|--------------------------------|----|---------------------------------|
| General Fund                   | \$ | 67,548.35                       |
| Parks & Recreation             |    | 12,834.13                       |
| Fire Equip. & Apparatus Fund   |    | 3,223.94                        |
| Water Improvement Fund         |    | 62,838.64                       |
| Downtown Development Authority |    | 96,443.73                       |
| Community Development Fund     |    | 10,344.28                       |
| Trust & Agency Fund            |    | 157,776.55                      |
| Subtotal Common Savings*       | \$ | 411,009.62                      |
| Sewer Fund Receiving**         | \$ | <u>516,766.23</u>               |
| <br>Grand Total                |    | <br><u><u>\$ 927,775.85</u></u> |

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

|                                |    |            |
|--------------------------------|----|------------|
| None                           |    |            |
| * Employee Flex Spending       | \$ | 25.00      |
| ** Dart Combined Sewer Savings | \$ | 355,262.61 |

Dated: August 11, 2009

\_\_\_\_\_  
Marian Frane, Director of Accounting

**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. (Irish Construction, \$241,877.96 for POTW Digester Project Pymt #22, 10/2/2007)

Dated: August 11, 2009

\_\_\_\_\_  
John B. Elsinga, Township Manager

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

\_\_\_\_\_  
Harry R. Ammon, Treasurer

**IV. Board Audit and Approval:** At a regular meeting of the Township Board held on August 18, 2009, a motion was made by \_\_\_\_\_ and passed by \_\_\_\_\_ yes votes and \_\_\_\_\_ no votes (\_\_\_\_\_ absent) that the list of claims dated August 11, 2009, was reviewed, audited and approved.

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

INVOICE DISTRIBUTION REPORT FOR DELHI CHARTER TOWNSHIP

INVOICES TO BE PAID 07/29/2009 - 08/26/2009

Paid Invoices Only

| Vendor                             | Invoice Description              | Amount   |
|------------------------------------|----------------------------------|----------|
| Fund 101 GENERAL FUND              |                                  |          |
| Dept 000.00                        |                                  |          |
| BANK OF AMERICA                    | MEALS/PARKING/LODGING/ASSET BOOK | 4.05     |
| BANK OF AMERICA                    | SUBSCRIPTION/POSTAGE METER RENT  | 85.00    |
| WPS MEDICARE PART B                | REFUND (2009A-0494)              | 340.50   |
| Total for Dept 000.00 :            |                                  | 429.55   |
| Dept 101.00 LEGISLATIVE            |                                  |          |
| BANK OF AMERICA                    | PHONE CHARGERS/CONFERENCE REG    | 324.00   |
| Total for Dept 101.00 LEGISLATIVE: |                                  | 324.00   |
| Dept 171.00 MANAGER                |                                  |          |
| DELTA DENTAL PLAN OF               | DENTAL INSURANCE AUGUST          | 283.76   |
| UNUM LIFE INSURANCE CO             | DISABILITY INSURANCE SEPTEMBER   | 137.46   |
| ADP SCREENING & SELECTION          | BACKGROUND CHECKS                | 25.25    |
| WENDY L THIELEN                    | MILEAGE 7/23-24/09/THIELEN       | 94.23    |
| BANK OF AMERICA                    | MEAL & PARKING                   | 14.15    |
| BANK OF AMERICA                    | MEAL & PARKING                   | 3.00     |
| BANK OF AMERICA                    | REGISTRATIONS/LODGING/LAW SUPPLE | 77.50    |
| BANK OF AMERICA                    | PHONE CHARGERS/CONFERENCE REG    | 129.00   |
| BANK OF AMERICA                    | REGISTRATIONS/LODGING/LAW SUPPLE | 35.00    |
| BANK OF AMERICA                    | REGISTRATIONS/LODGING/LAW SUPPLE | 260.00   |
| BANK OF AMERICA                    | REGISTRATIONS/LODGING/LAW SUPPLE | 190.00   |
| BANK OF AMERICA                    | REGISTRATIONS/LODGING/LAW SUPPLE | 104.00   |
| BANK OF AMERICA                    | REGISTRATIONS/LODGING/LAW SUPPLE | 114.45   |
| Total for Dept 171.00 MANAGER:     |                                  | 1,467.80 |
| Dept 191.00 ACCOUNTING             |                                  |          |
| DELTA DENTAL PLAN OF               | DENTAL INSURANCE AUGUST          | 257.40   |
| UNUM LIFE INSURANCE CO             | DISABILITY INSURANCE SEPTEMBER   | 71.80    |
| BANK OF AMERICA                    | MEALS/PARKING/LODGING/ASSET BOOK | 4.29     |
| BANK OF AMERICA                    | MEALS/PARKING/LODGING/ASSET BOOK | 54.95    |
| BANK OF AMERICA                    | MEALS/PARKING/LODGING/ASSET BOOK | 5.45     |
| BANK OF AMERICA                    | MEALS/PARKING/LODGING/ASSET BOOK | 3.62     |
| BANK OF AMERICA                    | MEALS/PARKING/LODGING/ASSET BOOK | 4.95     |
| BANK OF AMERICA                    | MEALS/PARKING/LODGING/ASSET BOOK | 44.00    |
| BANK OF AMERICA                    | MEALS/PARKING/LODGING/ASSET BOOK | 930.11   |
| Total for Dept 191.00 ACCOUNTING:  |                                  | 1,376.57 |

|                          |                                  |          |
|--------------------------|----------------------------------|----------|
| Dept 215.00 CLERK        |                                  |          |
| DELTA DENTAL PLAN OF     | DENTAL INSURANCE AUGUST          | 283.76   |
| UNUM LIFE INSURANCE CO   | DISABILITY INSURANCE SEPTEMBER   | 94.49    |
| PRINTING ESSENTIALS      | TONER REFILLS                    | 105.13   |
| BANK OF AMERICA          | SUBSCRIPTION/POSTAGE METER RENT  | 150.00   |
| BANK OF AMERICA          | SUBSCRIPTION/POSTAGE METER RENT  | 203.27   |
| MUNICIPAL CODE CORP      | SUPPLEMENT 13 TO CODE ORDINANCES | 2,032.00 |
| COMMUNICATION CONSULTANT | LABOR TO MOVE EXTENSION          | 102.00   |
| GANNETT MICHIGAN NEWS    | JULY PUBLISHING                  | 936.15   |
|                          |                                  | -----    |

Total for Dept 215.00 CLERK: 3,906.80

|                                    |                                   |          |
|------------------------------------|-----------------------------------|----------|
| Dept 228.00 INFORMATION TECHNOLOGY |                                   |          |
| DELTA DENTAL PLAN OF               | DENTAL INSURANCE AUGUST           | 77.53    |
| UNUM LIFE INSURANCE CO             | DISABILITY INSURANCE SEPTEMBER    | 42.75    |
| MICROTECH SERVICES, INC.           | BACKUP EXEC 12.5 FOR CSC, DPS     | 413.00   |
| BANK OF AMERICA                    | MEMORY STICKS/ADAPTERS            | 49.00    |
| BANK OF AMERICA                    | MEMORY STICKS/ADAPTERS            | 14.99    |
| MICROTECH SERVICES, INC.           | AUGUST DSL SERVICE                | 120.00   |
| BS&A SOFTWARE                      | ANNUAL SOFTWARE MAINT-PERMIT      | 1,095.00 |
| BS&A SOFTWARE                      | ANNUAL SOFTWARE MAINT-CEMETERY    | 300.00   |
| BS&A SOFTWARE                      | ANNUAL SOFTWARE MAINT-TAX         | 1,215.00 |
| BS&A SOFTWARE                      | ANNUAL SOFTWARE MAINT - ASSESSING | 1,710.00 |
|                                    |                                   | -----    |

Total for Dept 228.00 INFORMATION TECHNOLOGY: 5,037.27

|                        |                                |        |
|------------------------|--------------------------------|--------|
| Dept 253.00 TREASURERS |                                |        |
| DELTA DENTAL PLAN OF   | DENTAL INSURANCE AUGUST        | 334.93 |
| UNUM LIFE INSURANCE CO | DISABILITY INSURANCE SEPTEMBER | 103.01 |
| KARIN S TEBEAU         | MILEAGE 7/24/09 - TEBEAU       | 171.60 |
|                        |                                | -----  |

Total for Dept 253.00 TREASURERS: 609.54

|                           |                                |          |
|---------------------------|--------------------------------|----------|
| Dept 257.00 ASSESSING     |                                |          |
| DELTA DENTAL PLAN OF      | DENTAL INSURANCE AUGUST        | 170.06   |
| UNUM LIFE INSURANCE CO    | DISABILITY INSURANCE SEPTEMBER | 29.05    |
| THRUN LAW FIRM, P.C.      | LEGAL FEES JULY                | 2,801.40 |
| ADP SCREENING & SELECTION | BACKGROUND CHECKS              | 19.32    |
| STATE OF MICHIGAN         | LEVEL 1 CLASS TEST FEE/HANES   | 50.00    |
| STATE OF MICHIGAN         | 1 EDUCATION MANUAL             | 20.00    |
| MICHIGAN ASSESSORS ASSN   | MEMBERSHIP FEE/HANES           | 75.00    |
| MID-MICHIGAN ASSOC ASSESS | 2009 MEMBERSHIP/HANES          | 15.00    |
| IAAO                      | MEMBERSHIP - WILSON            | 43.75    |
| STATE OF MICHIGAN         | LEVEL I CLASS/HANES            | 400.00   |
|                           |                                | -----    |

Total for Dept 257.00 ASSESSING: 3,623.58

|                       |                                 |        |
|-----------------------|---------------------------------|--------|
| Dept 262.00 ELECTIONS |                                 |        |
| HOLT POSTMASTER       | POSTAGE FOR POSTAGE DUE ACCOUNT | 200.00 |
|                       |                                 | -----  |

Total for Dept 262.00 ELECTIONS: 200.00

Dept 265.00 BUILDING & GROUNDS

|                         |                                  |          |
|-------------------------|----------------------------------|----------|
| DELTA DENTAL PLAN OF    | DENTAL INSURANCE AUGUST          | 139.46   |
| UNUM LIFE INSURANCE CO  | DISABILITY INSURANCE SEPTEMBER   | 43.99    |
| LANSING ICE & FUEL CO   | GASOLINE 7/15-31/09              | 139.48   |
| JOHN DEERE LANDSCAPES   | 2 BOXES TALPIRID MOLE BAIT       | 100.92   |
| SAFETY SYSTEMS, INC     | SERVICE ON CARD ACCESS           | 100.00   |
| SAFETY SYSTEMS, INC     | SERVICE ON CARD ACCESS           | 100.00   |
| MAID BRIGADE OF LANSING | CLEANING SERVICES/CSC            | 975.00   |
| BANK OF AMERICA         | DOOR LIFT BRACKETS/HOLSTERS/TIRE | 13.98    |
| TDS METROCOM            | JULY LOCAL SERVICE               | 1,222.01 |
| METRONET LONG DISTANCE  | JULY LONG DISTANCE               | 47.23    |
| CONSUMERS ENERGY        | ELECTRIC & ADJUSTMENTS           | 5,962.72 |
| CONSUMERS ENERGY        | GAS                              | 130.12   |

Total for Dept 265.00 BUILDING & GROUNDS: 8,974.91

Dept 276.00 CEMETERY

|                         |                                   |       |
|-------------------------|-----------------------------------|-------|
| DELTA DENTAL PLAN OF    | DENTAL INSURANCE AUGUST           | 92.31 |
| UNUM LIFE INSURANCE CO  | DISABILITY INSURANCE SEPTEMBER    | 29.12 |
| LANSING ICE & FUEL CO   | GASOLINE 7/15-31/09               | 92.33 |
| RUMSEY & SONS CONSTRUCT | 3 CEMETERY FOUNDATIONS            | 74.50 |
| WASTE MANAGEMENT OF MI  | MONTHLY DUMPSTER SERVICE          | 49.00 |
| CONSUMERS ENERGY        | ELECTRIC & ADJUSTMENTS            | 49.30 |
| BANK OF AMERICA         | DOOR LIFT BRACKETS/HOLSTERS/TIRE  | 30.98 |
| BANK OF AMERICA         | 3 YR SUB AMERICAN CEMETERY/POWERS | 85.00 |

Total for Dept 276.00 CEMETERY: 502.54

Dept 336.00 FIRE DEPARTMENT

|                           |                                  |          |
|---------------------------|----------------------------------|----------|
| DELTA DENTAL PLAN OF      | DENTAL INSURANCE AUGUST          | 1,289.12 |
| UNUM LIFE INSURANCE CO    | DISABILITY INSURANCE SEPTEMBER   | 450.48   |
| LANSING ICE & FUEL CO     | GASOLINE 7/15-31/09              | 669.81   |
| FIRE DEPT SAFETY OFFICERS | MEMBERSHIP/ROYSTON               | 85.00    |
| MICH DEPT. OF COMM HEALTH | LICENSE RENEWAL                  | 175.00   |
| FIRE APPARATUS MAGAZINE   | 2 YR SUBSCRIPTION/ROYSTON        | 45.00    |
| BIO-CARE, INC.            | MASK FIT TEST/BIRD               | 25.00    |
| HARRIS CORPORATION        | RADIO REPAIR                     | 56.50    |
| TDS METROCOM              | JULY LOCAL SERVICE               | 64.39    |
| METRONET LONG DISTANCE    | JULY LONG DISTANCE               | 3.54     |
| BANK OF AMERICA           | PHONE CHARGERS/CONFERENCE REG    | 95.40    |
| CONSUMERS ENERGY          | ELECTRIC & ADJUSTMENTS           | 67.36    |
| CONSUMERS ENERGY          | GAS                              | 36.93    |
| OVERHEAD DOOR CO OF LANS  | PARTS & LABOR/OVERHEAD DOORS     | 391.56   |
| BANK OF AMERICA           | DOOR LIFT BRACKETS/HOLSTERS/TIRE | 90.56    |
| CARQUEST THE PARTS PLACE  | POLISH COMPOUND                  | 2.48     |
| BANK OF AMERICA           | PAGERS/SHIP/BATTERIES/SOFTWARE   | 98.92    |
| ADP SCREENING & SELECTION | BACKGROUND CHECKS                | 177.44   |
| ACE HARDWARE              | (2) 5 GAL PAINT PAILS            | 11.98    |

|                     |                           |              |
|---------------------|---------------------------|--------------|
| ZEP SALES & SERVICE | RESTOCK CLEANING SUPPLIES | 151.68       |
| ZEP SALES & SERVICE | RESTOCK CLEANING SUPPLIES | 28.54        |
| ZEP SALES & SERVICE | RESTOCK CLEANING SUPPLIES | <u>19.92</u> |

Total for Dept 336.00 FIRE DEPARTMENT: 4,036.61

|                            |                                       |                 |
|----------------------------|---------------------------------------|-----------------|
| Dept 446.00 INFRASTRUCTURE |                                       |                 |
| CONSUMERS ENERGY           | ELECTRIC & ADJUSTMENTS                | 20,663.10       |
| CONSUMERS ENERGY           | ELECTRIC & ADJUSTMENTS                | 83.97           |
| BOARD OF WATER & LIGHT     | STREETLIGHTS 7/1-8/1/09 - LATE CHARGE | 6,328.61        |
| THRUN LAW FIRM, P.C.       | LEGAL FEES JULY                       | 328.00          |
| BLOHM CREATIVE PARTNERS    | 10,000 JULY DELHI NEIGHBOR NEWSLET    | 2,085.52        |
| NORSEMAN ENVIRONMENTAL     | COMPOST BIN & SYSTEM RAIN             | 2,475.00        |
| NORSEMAN ENVIRONMENTAL     | COMPOST BIN & SYSTEM RAIN             | <u>2,452.50</u> |

Total for Dept 446.00 INFRASTRUCTURE: 34,416.70

|                             |                                    |             |
|-----------------------------|------------------------------------|-------------|
| Dept 850.00 OTHER FUNCTIONS |                                    |             |
| THRUN LAW FIRM, P.C.        | LEGAL FEES JULY                    | 300.00      |
| BLOHM CREATIVE PARTNERS     | 10,000 JULY DELHI NEIGHBOR NEWSLET | 2,085.52    |
| IKON OFFICE SOLUTIONS       | 2ND QTR MAINT (ASSESS/TREASURER)   | 247.96      |
| BANK OF AMERICA             | SUBSCRIPTION/POSTAGE METER RENT    | <u>9.00</u> |

Total for Dept 850.00 OTHER FUNCTIONS: 2,642.48

Total for Fund 101 GENERAL FUND: 67,548.35

Fund 208 PARKS & RECREATION FUND

|                |                     |              |
|----------------|---------------------|--------------|
| Dept 000.00    |                     |              |
| RICHARD HEWITT | REFUND FOR PAVILION | <u>75.00</u> |

Total for Dept 000.00 : 75.00

|                             |                                  |               |
|-----------------------------|----------------------------------|---------------|
| Dept 752.00 ADMINISTRATION  |                                  |               |
| DELTA DENTAL PLAN OF        | DENTAL INSURANCE AUGUST          | 82.72         |
| UNUM LIFE INSURANCE CO      | DISABILITY INSURANCE SEPTEMBER   | 67.23         |
| BANK OF AMERICA             | OFFICE SUPPLIES/TICKETS/BUS      | 31.47         |
| TDS METROCOM                | PHONE SERVICE/SENIOR CENTER      | 281.45        |
| TDS METROCOM                | JULY LOCAL SERVICE               | 152.40        |
| METRONET LONG DISTANCE      | JULY LONG DISTANCE               | 3.23          |
| LANSING SANITARY SUPPLY INC | TERRY TOWELS & CLEANER           | 432.13        |
| LANSING SANITARY SUPPLY INC | CLEANER/STAIN PROTECTOR/SANITARY | <u>381.70</u> |

Total for Dept 752.00 ADMINISTRATION: 1,432.33

|                        |                                |        |
|------------------------|--------------------------------|--------|
| Dept 771.00 PARKS      |                                |        |
| DELTA DENTAL PLAN OF   | DENTAL INSURANCE AUGUST        | 128.70 |
| UNUM LIFE INSURANCE CO | DISABILITY INSURANCE SEPTEMBER | 26.81  |
| LANSING ICE & FUEL CO  | GASOLINE 7/15-31/09            | 732.66 |
| ACE HARDWARE           | LIGHT BULBS & SOAP             | 4.87   |
| ACE HARDWARE           | 1 GAL BAR & CHAIN OIL          | 8.99   |

|                             |                                    |          |
|-----------------------------|------------------------------------|----------|
| ACE HARDWARE                | TEE                                | 2.55     |
| LANSING SANITARY SUPPLY INC | BROWN ROLL TOWEL                   | 46.98    |
| LANSING SANITARY SUPPLY INC | LOTION SOAP                        | 64.39    |
| LANSING SANITARY SUPPLY INC | BROWN TOWEL/TOILET TISSUE/BIO-BOWL | 273.16   |
| LANSING SANITARY SUPPLY INC | CREDIT                             | (57.75)  |
| LANSING SANITARY SUPPLY INC | TOILET TISSUE                      | 42.87    |
| WASTE MANAGEMENT OF MI      | MONTHLY DUMPSTER SERVICE           | 148.00   |
| AMERICAN RENTAL             | PORTABLE TOILET                    | 70.00    |
| AMERICAN RENTAL             | PORTABLE TOILET                    | 70.00    |
| MODEL COVERALL SERVICE      | UNIFORM PANTS                      | 46.92    |
| DK SECURITY                 | SECURITY                           | 1,679.72 |
| CONSUMERS ENERGY            | ELECTRIC & ADJUSTMENTS             | 38.40    |
| CONSUMERS ENERGY            | ELECTRIC & ADJUSTMENTS             | 96.29    |
| CONSUMERS ENERGY            | ELECTRIC & ADJUSTMENTS             | 185.78   |
| CONSUMERS ENERGY            | ELECTRIC & ADJUSTMENTS             | 1,177.13 |
| CONSUMERS ENERGY            | ELECTRIC & ADJUSTMENTS             | 837.92   |
| CONSUMERS ENERGY            | ELECTRIC & ADJUSTMENTS             | 15.96    |
| CONSUMERS ENERGY            | ELECTRIC & ADJUSTMENTS             | 130.99   |
| CONSUMERS ENERGY            | ELECTRIC & ADJUSTMENTS             | 110.69   |
| CONSUMERS ENERGY            | ELECTRIC & ADJUSTMENTS             | 101.11   |
| CONSUMERS ENERGY            | GAS                                | 25.62    |
| CONSUMERS ENERGY            | GAS                                | 19.00    |
| CONSUMERS ENERGY            | GAS                                | 10.50    |
| ACE HARDWARE                | PAINT THINNER/PAINT BRUSHES/HOSE   | 56.92    |
| WESCO DISTRIBUTION, INC     | 18 BULBS                           | 272.21   |
| E.D.S. IRRIGATION, LLC      | WIRING REPAIR                      | 303.00   |
| SCHAFFER'S INC.             | FILL SAND AND SEED                 | 13.20    |
| COLLEEN COOPER              | FLOWERS                            | 48.19    |
| BANK OF AMERICA             | SIGNS/BATTERY/PUMP REPAIR/CHLORINE | 145.60   |
| BRADY LAWN EQUIPMENT        | SPOOL TRIMMER LINE                 | 50.00    |
| BRADY LAWN EQUIPMENT        | HOSE                               | 41.59    |
| BANK OF AMERICA             | SIGNS/BATTERY/PUMP REPAIR/CHLORINE | 34.99    |
| BANK OF AMERICA             | SIGNS/BATTERY/PUMP REPAIR/CHLORINE | 235.63   |

Total for Dept 771.00 PARKS: 7,239.59

|                         |                                    |          |
|-------------------------|------------------------------------|----------|
| Dept 774.00 RECREATION  |                                    |          |
| DELTA DENTAL PLAN OF    | DENTAL INSURANCE AUGUST            | 77.53    |
| UNUM LIFE INSURANCE CO  | DISABILITY INSURANCE SEPTEMBER     | 32.16    |
| D & M SILKSCREENING     | 24 T-SHIRTS                        | 119.00   |
| TURF SERVICES, INC.     | 20 BAGS DRYING AGENT               | 249.00   |
| BANK OF AMERICA         | OFFICE SUPPLIES/TICKETS/BUS        | 791.00   |
| BANK OF AMERICA         | OFFICE SUPPLIES/TICKETS/BUS        | 733.00   |
| BLOHM CREATIVE PARTNERS | 10,000 JULY DELHI NEIGHBOR NEWSLET | 2,085.52 |

Total for Dept 774.00 RECREATION: 4,087.21

Total for Fund 208 PARKS & RECREATION FUND: 12,834.13

Fund 211 FIRE EQUIP. & APPARATUS FUND

Dept 339.00 EQUIPMENT & APPARATUS

|                             |                                 |        |
|-----------------------------|---------------------------------|--------|
| FIRE SERVICE MANAGEMENT     | TURNOUT GEAR CLEANING & FREIGHT | 50.45  |
| BANK OF AMERICA             | PAGERS/BATTERIES/SOFTWARE       | 6.97   |
| BANK OF AMERICA             | PAGERS/BATTERIES/SOFTWARE       | 7.58   |
| BANK OF AMERICA             | PAGERS/BATTERIES/SOFTWARE       | 7.58   |
| BANK OF AMERICA             | PAGERS/BATTERIES/SOFTWARE       | 357.04 |
| BANK OF AMERICA             | PAGERS/BATTERIES/SOFTWARE       | 707.80 |
| BANK OF AMERICA             | PAGERS/BATTERIES/SOFTWARE       | 455.00 |
| BANK OF AMERICA             | PAGERS/BATTERIES/SOFTWARE       | 455.00 |
| BANK OF AMERICA             | PAGERS/BATTERIES/SOFTWARE       | 710.65 |
| VICTORY LANE OIL CHANGE     | LOF/#656                        | 141.56 |
| FRANKIE D'S AUTO & TRUCK    | LOF/#009                        | 114.00 |
| CRAIG'S AUTO BODY SHOP, LLC | LATCH REPLACED/#064             | 91.38  |
| HALT FIRE, INC.             | MISCELLANEOUS REPAIR/#698       | 54.00  |
| BANK OF AMERICA             | PAGERS/BATTERIES/SOFTWARE       | 25.95  |
| BANK OF AMERICA             | CD/PIZZA/WIPER BLADES           | 6.00   |
| BANK OF AMERICA             | CD/PIZZA/WIPER BLADES           | 17.99  |
| BANK OF AMERICA             | CD/PIZZA/WIPER BLADES           | 14.99  |

Total for Dept 339.00 EQUIPMENT & APPARATUS: 3,223.94

Total for Fund 211 FIRE EQUIP. & APPARATUS FUND: 3,223.94

Fund 225 WATER IMPROVEMENT FUND

Dept 000.00

|             |                                  |        |
|-------------|----------------------------------|--------|
| PETER BROWN | REFUND FOR WATER SERVICE INSTALL | 500.00 |
|-------------|----------------------------------|--------|

Total for Dept 000.00 : 500.00

Dept 905.00 DEBT SERVICE

|                   |                                 |           |
|-------------------|---------------------------------|-----------|
| USBANK TRUST N.A. | 2002 CAPITAL IMPROVEMENTS BONDS | 43,290.00 |
| USBANK TRUST N.A. | 2002 CAPITAL IMPROVEMENTS BONDS | 19,048.64 |

Total for Dept 905.00 DEBT SERVICE: 62,338.64

Total for Fund 225 WATER IMPROVEMENT FUND: 62,838.64

Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY

Dept 000.00

|                  |                              |           |
|------------------|------------------------------|-----------|
| DELTA ELECTRICAL | CEDAR ST DECORATIVE LIGHTING | 47,969.94 |
|------------------|------------------------------|-----------|

Total for Dept 000.00 : 47,969.94

Dept 728.00 DDA ADMINISTRATION

|                        |                                |        |
|------------------------|--------------------------------|--------|
| DELTA DENTAL PLAN OF   | DENTAL INSURANCE AUGUST        | 77.53  |
| UNUM LIFE INSURANCE CO | DISABILITY INSURANCE SEPTEMBER | 54.29  |
| THRUN LAW FIRM, P.C.   | LEGAL FEES JULY                | 65.60  |
| TDS METROCOM           | JULY LOCAL SERVICE             | 191.56 |

|                        |                                |               |
|------------------------|--------------------------------|---------------|
| METRONET LONG DISTANCE | JULY LONG DISTANCE             | 4.95          |
| BANK OF AMERICA        | MEDA ANNUAL MEETING/ MC FADYEN | <u>260.00</u> |

Total for Dept 728.00 DDA ADMINISTRATION: 653.93

Dept 729.00 DDA MARKETING & PROMOTION

|                            |                                    |                 |
|----------------------------|------------------------------------|-----------------|
| BLOHM CREATIVE PARTNERS    | MJSIC IN THE GARDEN PROGRAM COVER  | 123.75          |
| BLOHM CREATIVE PARTNERS    | MUSIC IN THE GARDEN T-SHIRT DESIGN | 260.00          |
| BLOHM CREATIVE PARTNERS    | WELCOME COMMITTEE AD               | 769.47          |
| BLOHM CREATIVE PARTNERS    | (100) MUSIC IN THE GARDEN POSTER   | 771.00          |
| BLOHM CREATIVE PARTNERS    | MUSIC IN THE GARDEN STUFFERS       | 321.25          |
| BENJAMIN K. HASSENGER      | 8/13/09 MUSIC CONCERT              | 700.00          |
| ACE HARDWARE               | HAMMER/SCREWDRIVERS/BULB/FLOOR     | 55.74           |
| CHARLES GRINNELL           | 54 HOURS @ \$20                    | 1,080.00        |
| BLOHM CREATIVE PARTNERS    | INFORMATION STATION GRAPHICS       | 135.00          |
| BLOHM CREATIVE PARTNERS    | NEWSPAPER AD/SENIOR CENTER         | 365.36          |
| BLOHM CREATIVE PARTNERS    | SENIOR CENTER PRESS RELEASE        | 150.00          |
| BLOHM CREATIVE PARTNERS    | JUNE WEB MAINTENANCE & HOSTING     | 462.50          |
| THE CHESAPEAKE GROUP, INC. | GOALS/OBJECTIVE MEETING            | <u>3,700.00</u> |

Total for Dept 729.00 DDA MARKETING & PROMOTION: 8,894.07

Dept 731.00 DDA INFRASTRUCTURE PROJECTS

|                           |                                  |                  |
|---------------------------|----------------------------------|------------------|
| THE COTTAGE GARDENS, INC. | REPLACE A DEAD TREE AT THE PARK  | 69.00            |
| BANK OF AMERICA           | DOOR LIFT BRACKETS/HOLSTERS/TIRE | 100.92           |
| LANDSCAPE ARCHITECTS      | CEDAR STREET SIDEWALKS           | 3,300.00         |
| SPICER GROUP, INC.        | DDA SITE RECLAMATION             | 2,269.75         |
| DELTA ELECTRICAL          | CEDAR ST DECORATIVE LIGHTING     | 4,390.20         |
| C2AE                      | DELHI TWP I-96 UNDERPASS TRAIL   | 1,035.35         |
| HTA COMPANIES, INC.       | CMAQ TRAIL LANDSCAPING           | <u>18,626.50</u> |

Total for Dept 731.00 DDA INFRASTRUCTURE PROJECTS: 29,791.72

Dept 850.00 OTHER FUNCTIONS

|                         |                                |              |
|-------------------------|--------------------------------|--------------|
| DELTA DENTAL PLAN OF    | DENTAL INSURANCE AUGUST        | 129.64       |
| UNUM LIFE INSURANCE CO  | DISABILITY INSURANCE SEPTEMBER | 40.90        |
| LANSING ICE & FUEL CO   | GASOLINE 7/15-31/09            | 129.66       |
| WASTE MANAGEMENT OF MI  | MONTHLY DUMPSTER SERVICE       | 98.00        |
| MAID BRIGADE OF LANSING | CLEANING SERVICES/SHERIFF      | 480.00       |
| CONSUMERS ENERGY        | ELECTRIC & ADJUSTMENTS         | 122.45       |
| CONSUMERS ENERGY        | ELECTRIC & ADJUSTMENTS         | 1,297.43     |
| CONSUMERS ENERGY        | ELECTRIC & ADJUSTMENTS         | 105.47       |
| CONSUMERS ENERGY        | ELECTRIC & ADJUSTMENTS         | 236.73       |
| CONSUMERS ENERGY        | ELECTRIC & ADJUSTMENTS         | 227.75       |
| CONSUMERS ENERGY        | ELECTRIC & ADJUSTMENTS         | 99.54        |
| CONSUMERS ENERGY        | ELECTRIC & ADJUSTMENTS         | 375.54       |
| CONSUMERS ENERGY        | GAS                            | 17.85        |
| CONSUMERS ENERGY        | GAS                            | 40.76        |
| CONSUMERS ENERGY        | GAS                            | <u>14.28</u> |

Total for Dept 850.00 OTHER FUNCTIONS: 3,416.00

|  |   |                 |
|--|---|-----------------|
| Dept 903.00 CAPITAL OUTLAY-DDA             |   |                 |
| PB AMERICAS, INC.                          | 2224 DELHI NE ENVIRONMENTAL ASSESS                    | <u>3,385.68</u> |
|  | Total for Dept 903.00 CAPITAL OUTLAY-DDA:             | 3,385.68        |
| Dept 903.10 2008 CONSTRUCTION PROJECTS-DDA |   |                 |
| SMART OFFICE SYSTEMS                       | CHAIRS/COAT RACK/SENIOR CENTER                        | <u>2,332.39</u> |
|  | Total for Dept 903.10 2008 CONSTRUCTION PROJECTS-DDA: | 2,332.39        |
|  |   | <hr/> <hr/>     |
|  | Total for Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY:    | 96,443.73       |

Fund 542 COMMUNITY DEVELOPMENT FUND

|                 |                         |                |
|-----------------|-------------------------|----------------|
| Dept 000.00     |                         |                |
| BANK OF AMERICA | CREDIT                  | (17.99)        |
| BANK OF AMERICA | CREDIT                  | <u>(17.99)</u> |
|                 | Total for Dept 000.00 : | (35.98)        |

Dept 721.00 PLANNING/COMMUNITY DEVELOPMENT

|                           |                                   |          |
|---------------------------|-----------------------------------|----------|
| DELTA DENTAL PLAN OF      | DENTAL INSURANCE AUGUST           | 669.86   |
| UNUM LIFE INSURANCE CO    | DISABILITY INSURANCE SEPTEMBER    | 195.02   |
| BANK OF AMERICA           | 40"X60" WHITE FOAM BOARD          | 15.99    |
| BANK OF AMERICA           | (2) 100 TIE TWIST PLASTIC 100'    | 8.58     |
| LANSING ICE & FUEL CO     | GASOLINE 7/15-31/09               | 95.08    |
| THRUN LAW FIRM, P.C.      | LEGAL FEES JULY                   | 3,311.40 |
| PLANNING & ZONING CENTER  | 10 COPIES PLANNING & ZONING NEWS  | 350.00   |
| WOLVERINE ENGINEERS       | ASPEN WOODS EAST DRAINAGE         | 1,500.00 |
| TDS METROCOM              | JULY LOCAL SERVICE                | 106.98   |
| METRONET LONG DISTANCE    | JULY LONG DISTANCE                | 13.43    |
| GANNETT MICHIGAN NEWS     | JULY PUBLISHING                   | 294.28   |
| BANK OF AMERICA           | REFRIGERATOR/LIGHTS               | 580.74   |
| BANK OF AMERICA           | REFRIGERATOR/LIGHTS               | (10.98)  |
| BANK OF AMERICA           | REFRIGERATOR/LIGHTS               | 86.79    |
| BANK OF AMERICA           | TOILET/HOOD/TRAP/MINIVENT         | 214.67   |
| BANK OF AMERICA           | TOILET/HOOD/TRAP/MINIVENT         | 44.67    |
| BANK OF AMERICA           | TOILET/HOOD/TRAP/MINIVENT         | 9.97     |
| DISCOUNT GLASS & SCREEN   | WINDOW & 4 SCREEN REPAIRS         | 38.50    |
| DISCOUNT GLASS & SCREEN   | WINDOW & 4 SCREEN REPAIRS         | 40.00    |
| DISCOUNT GLASS & SCREEN   | WINDOW & 4 SCREEN REPAIRS         | 15.00    |
| CONSUMERS ENERGY          | ELECTRIC & ADJUSTMENTS            | 16.28    |
| CONSUMERS ENERGY          | GAS                               | 9.50     |
| HOLDEN ELECTRIC, INC.     | ELECTRICAL WORK-4240 WOODWORTH    | 1,300.00 |
| OCE NORTH AMERICA DOC     | COPY MACHINE 48 MO LEASE- QTRLY   | 852.00   |
| INGHAM COUNTY FARM BUREAU | 3 INGHAM COUNTY PLAT BOOKS        | 105.00   |
| SCHAFFER'S INC.           | BRUSH/TRASH REMOVAL 2327 CHISHOLM | 103.50   |
| SCHAFFER'S INC.           | MOWING 3420 PINE TREE             | 69.00    |
| SCHAFFER'S INC.           | MOWING 4040 PHEASANT              | 69.00    |
| SCHAFFER'S INC.           | MOWING 4029 PHEASANT              | 69.00    |

|                 |                        |       |
|-----------------|------------------------|-------|
| SCHAFFER'S INC. | MOWING 4552 WILCOX     | 69.00 |
| SCHAFFER'S INC. | MOWING 2683 GROVENBURG | 69.00 |
| SCHAFFER'S INC. | MOWING 5705 LADDERBACK | 69.00 |

Total for Dept 721.00 PLANNING/COMMUNITY DEVELOPMENT: 10,380.26

Total for Fund 542 COMMUNITY DEVELOPMENT FUND: 10,344.28

Fund 590 SEWAGE DISPOSAL SYSTEM

Dept 000.00

|      |                                  |          |
|------|----------------------------------|----------|
| C2AE | GILBERT/WEST TOWN DRAIN/ENGINEER | 2,557.46 |
|------|----------------------------------|----------|

Total for Dept 000.00 : 2,557.46

Dept 548.00 ADMINISTRATION & OVERHEAD

|                      |                 |        |
|----------------------|-----------------|--------|
| CUSTOM MAILERS, INC. | JUY SEWER BILLS | 446.28 |
|----------------------|-----------------|--------|

Total for Dept 548.00 ADMINISTRATION & OVERHEAD: 446.28

Dept 558.00 DEPT OF PUBLIC SERVICE

|                           |                                  |           |
|---------------------------|----------------------------------|-----------|
| DELTA DENTAL PLAN OF      | DENTAL INSURANCE AUGUST          | 1,602.76  |
| UNUM LIFE INSURANCE CO    | DISABILITY INSURANCE SEPTEMBER   | 505.62    |
| LANSING ICE & FUEL CO     | GASOLINE 7/15-31/09              | 1,603.06  |
| MODEL COVERALL SERVICE    | STAFF UNIFORMS                   | 108.09    |
| MODEL COVERALL SERVICE    | STAFF UNIFORMS                   | 99.72     |
| MODEL COVERALL SERVICE    | STAFF UNIFORMS                   | 99.72     |
| MODEL COVERALL SERVICE    | STAFF UNIFORMS                   | 85.59     |
| BANK OF AMERICA           | MEMORY STICKS/ADAPTERS           | 11.95     |
| MICROTECH SERVICES, INC.  | BACKUP EXEC 12.5 FOR CSC, DPS    | 826.00    |
| MOHRE SOFT WATER          | 2 PALLETS SOFTNER SALT           | 543.60    |
| PAPER IMAGE PRINTING      | 10 PADS LAB WORK SHEETS          | 254.30    |
| KEMIRA WATER SOLUTIONS    | FERRIC CHLORIDE                  | 4,962.82  |
| ALEXANDER CHEMICAL CORP   | SODIUM HYPOCHLORITE              | 3,234.05  |
| ALS LABORATORY GROUP      | SLUDGE ANALYSES                  | 315.00    |
| KAR LABORATORIES, INC.    | ANALYSIS EFFLUENT SAMPLES        | 270.00    |
| KAR LABORATORIES, INC.    | ANALYSIS INFLUENT SAMPLES        | 270.00    |
| ENVIRONMENTAL RESOURCES   | DMR QA STUDY 29 DATA             | 280.00    |
| ALS LABORATORY GROUP      | DELHI POTW GRIT                  | 1,548.75  |
| RED WING SHOES            | 6 PAIR SAFETY BOOTS              | 918.85    |
| C2AE                      | COOK/THORBURN DRAIN EASEMENT     | 2,135.91  |
| UNITED PARCEL SERVICE     | SHIPPING                         | 48.11     |
| UNITED PARCEL SERVICE     | SHIPPING                         | 43.49     |
| WASTE MANAGEMENT OF MI    | MONTHLY DUMPSTER SERVICE         | 282.97    |
| GRANGER III & ASSOCIATES  | GREASE HAUL                      | 170.70    |
| GRANGER CONTAINER SERVICE | YARD WASTE CONTAINER             | 390.00    |
| BANK OF AMERICA           | DOOR LIFT BRACKETS/HOLSTERS/TIRE | 20.97     |
| TDS METROCOM              | JULY LOCAL SERVICE               | 449.50    |
| METRONET LONG DISTANCE    | JULY LONG DISTANCE               | 5.60      |
| BANK OF AMERICA           | PHONE CHARGERS/CONFERENCE REG    | 95.40     |
| CONSUMERS ENERGY          | ELECTRIC & ADJUSTMENTS           | 18,577.26 |
| CONSUMERS ENERGY          | ELECTRIC & ADJUSTMENTS           | 46.58     |

|                             |                                   |          |
|-----------------------------|-----------------------------------|----------|
| CONSUMERS ENERGY            | ELECTRIC & ADJUSTMENTS            | 127.97   |
| CONSUMERS ENERGY            | ELECTRIC & ADJUSTMENTS            | 91.70    |
| CONSUMERS ENERGY            | ELECTRIC & ADJUSTMENTS            | 42.30    |
| CONSUMERS ENERGY            | ELECTRIC & ADJUSTMENTS            | 1,547.53 |
| CONSUMERS ENERGY            | ELECTRIC & ADJUSTMENTS            | 81.55    |
| CONSUMERS ENERGY            | ELECTRIC & ADJUSTMENTS            | 431.52   |
| CONSUMERS ENERGY            | ELECTRIC & ADJUSTMENTS            | 355.58   |
| CONSUMERS ENERGY            | ELECTRIC & ADJUSTMENTS            | 109.75   |
| CONSUMERS ENERGY            | ELECTRIC & ADJUSTMENTS            | 423.19   |
| CONSUMERS ENERGY            | ELECTRIC & ADJUSTMENTS            | 98.35    |
| CONSUMERS ENERGY            | ELECTRIC & ADJUSTMENTS            | 120.64   |
| CONSUMERS ENERGY            | ELECTRIC & ADJUSTMENTS            | 382.53   |
| CONSUMERS ENERGY            | ELECTRIC & ADJUSTMENTS            | 82.30    |
| CONSUMERS ENERGY            | GAS                               | 21.85    |
| CONSUMERS ENERGY            | GAS                               | 66.29    |
| CONSUMERS ENERGY            | GAS                               | 24.34    |
| CONSUMERS ENERGY            | GAS                               | 19.00    |
| CONSUMERS ENERGY            | GAS                               | 4,216.15 |
| CONSUMERS ENERGY            | GAS                               | 30.35    |
| CONSUMERS ENERGY            | GAS                               | 10.50    |
| CONSUMERS ENERGY            | GAS                               | 19.96    |
| ACE HARDWARE                | HANDLE/FLOOR SQUEEGEE             | 19.98    |
| BANK OF AMERICA             | DOOR LIFT BRACKETS/HOLSTERS/TIRE  | 15.00    |
| BANK OF AMERICA             | DOOR LIFT BRACKETS/HOLSTERS/TIRE  | 174.75   |
| SANDRA K DIORKA             | (4) SHEEP                         | 200.00   |
| LOWE'S CREDIT SERVICES      | 4X4X8 TOP CHOICE FENCE            | 13.94    |
| BANK OF AMERICA             | IAMS PUPPY FOOD/ZIP SANDWICH BAGS | 28.49    |
| BANK OF AMERICA             | SHEEP HALTER & FOOD/INSECT FOGGER | 11.99    |
| BANK OF AMERICA             | SHEEP HALTER & FOOD/INSECT FOGGER | 16.70    |
| ZEP SALES & SERVICE         | RESTOCK CLEANING SUPPLIES         | 50.56    |
| ZEP SALES & SERVICE         | RESTOCK CLEANING SUPPLIES         | 57.08    |
| ZEP SALES & SERVICE         | RESTOCK CLEANING SUPPLIES         | 39.84    |
| ZEP SALES & SERVICE         | RESTOCK CLEANING SUPPLIES         | 171.60   |
| ZEP SALES & SERVICE         | RESTOCK CLEANING SUPPLIES         | 138.88   |
| ZEP SALES & SERVICE         | RESTOCK CLEANING SUPPLIES         | 76.01    |
| DU BOIS-COOPER ASSOCIATES   | DISK/BUSHINGS/CAP SCREWS/O-RINGS  | 226.40   |
| DU BOIS-COOPER ASSOCIATES   | DISK/BUSHINGS/CAP SCREWS/O-RINGS  | 25.60    |
| DU BOIS-COOPER ASSOCIATES   | DISK/BUSHINGS/CAP SCREWS/O-RINGS  | 5.80     |
| DU BOIS-COOPER ASSOCIATES   | DISK/BUSHINGS/CAP SCREWS/O-RINGS  | 2.60     |
| BARNHART & SON, INC.        | INSTALL 8" CULVERT                | 2,100.00 |
| JOHN DEERE LANDSCAPES       | PARTS FOR SPRINKLER SYSTEM        | 208.40   |
| LOWE'S CREDIT SERVICES      | PARTS FOR SPRINKLER SYSTEM        | 443.82   |
| JACKSON DIRT WORKS, INC.    | RETAINING WALL                    | 2,500.00 |
| MICHIGAN PIPE & VALVE       | 8X48 PIPE PATCH KIT WINTER        | 600.00   |
| RS TECHNICAL SERVICES, INC. | INSTALL & WIRE NEW REMOTE         | 1,412.95 |
| CARQUEST THE PARTS PLACE    | (1) RUBBER TRUCK FLAP             | 11.27    |
| JWC ENVIRONMENTAL           | 2) COUPLINGS                      | 97.04    |
| JWC ENVIRONMENTAL           | 2) COUPLINGS                      | 96.18    |
| JWC ENVIRONMENTAL           | 2) COUPLINGS                      | 57.38    |
| USA BLUE BOOK               | PERISTALTIC METERING PUMP         | 234.95   |
| USA BLUE BOOK               | PERISTALTIC METERING PUMP         | 29.80    |
| USA BLUE BOOK               | PERISTALTIC METERING PUMP         | 14.01    |

|                           |                                   |          |
|---------------------------|-----------------------------------|----------|
| GRAINGER                  | (8) MACHINE KEY TAPERED           | 15.52    |
| ACE HARDWARE              | NIPPLES/PLUG/BUSHINGS             | 13.83    |
| LOWE'S CREDIT SERVICES    | CONDUIT/BUSHINGS/CLAMP/LOCKNUTS   | 81.65    |
| ACE HARDWARE              | HEX BUSHING/NIPPLE                | 5.98     |
| BANK OF AMERICA           | SHEEP HALTER & FOOD/INSECT FOGGER | 33.13    |
| BANK OF AMERICA           | SHEEP HALTER & FOOD/INSECT FOGGER | 19.99    |
| MAID BRIGADE OF LANSING   | CLEANING SERVICES/POTW            | 260.00   |
| MAID BRIGADE OF LANSING   | CLEANING SERVICES/MAINTENANCE     | 260.00   |
| PURE GREEN LAWN & TREE    | TREE & SHRUB CARE                 | 240.00   |
| MID-STATE INDUSTRIAL SERV | SOLENOID & LABOR/FORK LIFT        | 370.38   |
| CENTRAL TRUCK CENTER      | REPAIR INJECTOR PUMP/VACTOR 5A    | 5,950.22 |
| BANK OF AMERICA           | PARKING/DIORKA                    | 3.00     |
| BLOHM CREATIVE PARTNERS   | 10,000 JULY DELHI NEIGHBOR NEWS   | 2,085.52 |
| BANK OF AMERICA           | IAMS PUPPY FOOD/ZIP SANDWICH BAGS | 8.98     |
| CADPA                     | 2009 MEMBERSHIP                   | 300.00   |
| BANK OF AMERICA           | DOOR LIFT BRACKETS/HOLSTERS/TIRE  | 24.99    |

Total for Dept 558.00 DEPT OF PUBLIC SERVICE: 66,863.93

|  |                               |           |
|--|-------------------------------|-----------|
| Dept 578.01 CAPITAL IMPR-TREATMENT PLANT |                               |           |
| SOIL & MATERIALS ENGINEERS               | DIGESTER SYSTEM IMPROVEMENTS  | 1,175.99  |
| SOIL & MATERIALS ENGINEERS               | SOIL BORINGS                  | 2,000.00  |
| C2AE                                     | GENERAL ENGINEERING SERVICES  | 2,818.85  |
| IRISH CONSTRUCTION COMPANY               | DIGESTER PROJECT - PAYMENT 22 | 85,641.11 |

Total for Dept 578.01 CAPITAL IMPR-TREATMENT PLANT: 91,635.95

|                                    |                                 |            |
|------------------------------------|---------------------------------|------------|
| Dept 588.01 G.O. BOND INDEBTEDNESS |                                 |            |
| USBANK TRUST N.A.                  | 2002 CAPITAL IMPROVEMENTS BONDS | 216,710.00 |
| USBANK TRUST N.A.                  | 2003 SEWER CAPITAL IMPV 4571_5  | 43,195.00  |
| USBANK TRUST N.A.                  | 2002 CAPITAL IMPROVEMENTS BONDS | 95,357.61  |

Total for Dept 588.01 G.O. BOND INDEBTEDNESS: 355,262.61

Total for Fund 590 SEWAGE DISPOSAL SYSTEM: 516,766.23

Fund 701 TRUST & AGENCY FUND

|                            |                               |            |
|----------------------------|-------------------------------|------------|
| Dept 000.00                |                               |            |
| DELTA DENTAL PLAN OF       | DENTAL INSURANCE AUGUST       | 41.36      |
| DELTA DENTAL PLAN OF       | DENTAL INSURANCE AUGUST       | 41.36      |
| IRISH CONSTRUCTION COMPANY | DIGESTER PROJECT - PAYMENT 22 | 156,246.85 |
| AFLAC                      | EMPLOYEE DEDUCTIONS           | 583.40     |

|       |                     |              |
|-------|---------------------|--------------|
| AFLAC | EMPLOYEE DEDUCTIONS | 7.38         |
| AFLAC | EMPLOYEE DEDUCTIONS | 408.68       |
| AFLAC | EMPLOYEE DEDUCTIONS | 63.96        |
| AFLAC | EMPLOYEE DEDUCTIONS | 358.56       |
| AFLAC | JULY FSA FEE        | <u>25.00</u> |

Total for Dept 000.00 : 157,776.55

Total for Fund 701 TRUST & AGENCY FUND: 157,776.55

Total - All Funds 927,775.85

**DELHI CHARTER TOWNSHIP  
FUND TRANSFERS AND PAYROLL APPROVAL  
For Payroll Dated August 6, 2009**

**I. Certification of Preparation and Distribution**

The attached check and payroll registers encompass check numbers: 72701 through 72791 & direct deposits numbers: DD7981 through DD8048. The payroll was prepared in accordance with established payroll rates and procedures.

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

The Treasurer's and Clerk's signatures were affixed to the payroll checks using the check signing machine.

\_\_\_\_\_  
Joyce Goulet, Accounts Payable Coordinator

The attached Check and Payroll Registers were reviewed. The payroll checks were distributed in accordance with established procedures.

Dated: August 6, 2009

\_\_\_\_\_  
Marian Frane, CPA, Director of Accounting

**II. Payroll Report**

The August 6, 2009 payroll encompasses the following funds and expenditures:

|                         | <b>Gross<br/>Payroll</b> | <b>Payroll<br/>Deductions</b>    | <b>Net<br/>Pay</b>                                |
|-------------------------|--------------------------|----------------------------------|---|
| General Fund            | \$85,165.71              | \$24,219.63                      | \$60,946.08                                       |
| Parks & Recreation Fund | 23,559.79                | 5,378.18                         | \$18,181.61                                       |
| DDA                     | 8,136.00                 | 2,989.16                         | \$5,146.84  |
| Comm. Development Fund  | 13,820.75                | 3,722.68                         | \$10,098.07                                       |
| Subtotal-Common Savings | 130,682.25               | 36,309.65                        | <b>94,372.60</b>                                  |
| Sewer Fund/Receiving    | 41,023.92                | 11,509.13                        | \$29,514.79                                       |
| Total Payroll           | \$171,706.17             | \$47,818.78                      | \$123,887.39                                      |
|                         |                          |                                  |   |
|                         | <b>Township<br/>FICA</b> | <b>Township<br/>Pension Plan</b> | <b>Total Deductions<br/>&amp; TWP Liabilities</b> |
| General Fund            | \$6,231.59               | \$6,036.65                       | \$36,487.87                                       |
| Parks & Recreation Fund | 1,785.08                 | 766.32                           | 7,929.58  |
| DDA                     | 563.43                   | 518.41                           | 4,071.00  |
| Comm. Development Fund  | 1,011.46                 | 1,189.74                         | 5,923.88  |
| Sewer Fund/Receiving    | 3,027.55                 | 3,275.36                         | 17,812.04   |
| Total Payroll           | \$12,619.11              | \$11,786.48                      | \$72,224.37                                       |

\_\_\_\_\_  
Marian Frane, CPA, Director of Accounting

**III. FUND TRANSFERS**

Transfers covering the foregoing payroll were made on August 6, 2009 and identified as follows:

8/06 Net Pay Disbursement in Common Savings (\$94,372.60) 8/06 Net Pay Disbursement in Sewer Receiving (\$29,514.79)  
8/06 Pay Deducts from Sewer Receiving to Common Savings (\$17,812.04)

\_\_\_\_\_  
Harry R. Ammon, Treasurer

**IV. Board Audit and Approval:**

At a regular meeting of the Township Board held on August 18, 2009, a motion was made by \_\_\_\_\_ and passed by \_\_\_\_\_ yes votes and \_\_\_\_\_ no votes(\_\_\_\_\_ absent) that the payroll dated August 6, 2009 was reviewed, audited, and approved.

## DELHI CHARTER TOWNSHIP

## MEMORANDUM

**TO:** Delhi Township Board Members

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

**DATE:** August 11, 2009

**RE:** Acceptance of Sanitary Sewer System for the Dunckel Road Extension

---

This sanitary sewer system was installed by Dart Container of Michigan LLC to serve the Dunckel Road Extension and was built in accordance with Delhi Township specifications.

The plans were reviewed and approved by the Michigan Department of Environmental Quality (MDEQ). The installation received full-time inspection and passed all testing performed by Wolverine Engineers & Surveyors, Inc., whom subsequently recommends acceptance of this extension into the Township's publicly owned collection system.

Project costs for this sanitary sewer system include:

|                             |              |
|-----------------------------|--------------|
| Construction:               | \$126,084.00 |
| Review, Inspection/Testing: | 19,684.40    |
| Total Project Costs:        | \$145,768.40 |

Based upon the foregoing, I recommend the Township Board accept this sanitary sewer system.

**RECOMMENDED MOTION:**

**To accept the sanitary sewer system for the Dunckel Road Extension into Delhi Township's publicly owned collection system for ownership and maintenance at a total cost of \$145,768.40.**

# DELHI CHARTER TOWNSHIP

## MEMORANDUM

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

**FROM:** Sandra Diorka, Director of Public Services

**DATE:** August 10, 2009

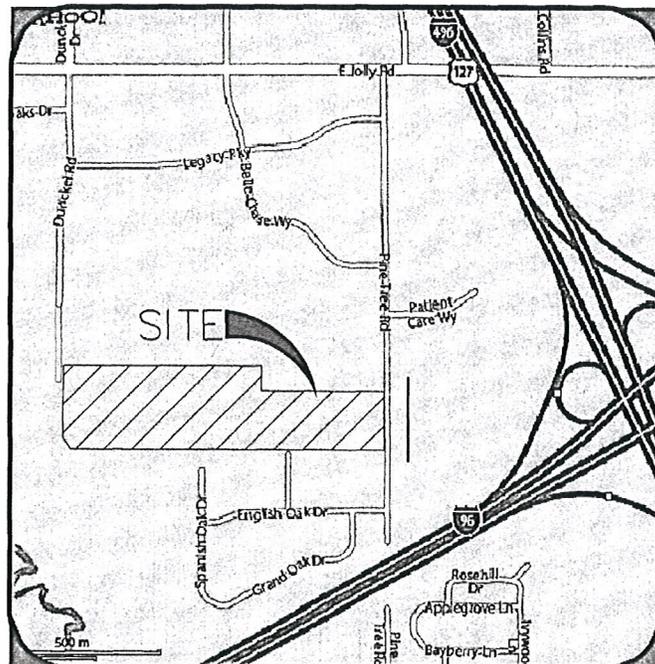
**RE:** Dunckel Road Sanitary Sewer Extension



We are in receipt of Wolverine Engineer's letter verifying that the sanitary sewer serving the Dunckel Road Sanitary Sewer Extension has been properly constructed and their recommendation that the sanitary sewer serving the Dunckel Road Extension be accepted into the Township's system.

I therefore recommend that the Township Board accept this sanitary sewer for ownership and maintenance at their next regularly scheduled meeting on August 18, 2009. The total cost of the construction (\$126,084.00) of this sanitary sewer system, including all engineering and inspection (\$19,684.40) costs is \$145,768.40.

**Dunckel Road Extension  
Location Map**





# Wolverine Engineers & Surveyors, Inc.

312 North Street • Mason, Michigan 48854 • 517.676.9200 • Fax 517.676.9396

November 3, 2008

Ms. Sandra Diorka  
Delhi Charter Township  
1492 Aurelius Road  
Holt MI 48842-1902



Re: Dunckel Road Sanitary Sewer Extension

Dear Ms. Diorka:

You requested sanitary sewer observation services from Wolverine Engineers & Surveyors, Inc. (Wolverine) for the sanitary sewer constructed within Dunckel Road in Section 2, Delhi Township. Dunckel Road is the extension of Dunckel Road by Trinity Church and runs south and east to Pine Tree Road. The sanitary sewer extension commences at the Section 2 Interceptor and runs east and west. Plans were prepared by LEDY Design Group.

Wolverine reviewed the original plans, submitted the plans with an application to the Michigan Department of Environmental Quality for an Act 451 permit, observed the installation of the sanitary sewer, observed the appropriate tests, including the air exfiltration test, the mandral test, the manhole vacuum test and the televising of the sanitary sewer. All tests passed based on current standards. Personal from your office was on site at the time of the manhole vacuum tests. Final inspection of the manholes was done at the same time as the vacuum tests.

The manholes were adjusted to final grade and the bituminous final surface of Dunckel Road was placed to alleviate any need for the wedges around the manholes.

Observation was also made at the time of the installation of the water main at Pine Tree Road. The water main had to be placed below an existing abandoned 16 inch sanitary force main and above an active 10 inch sanitary sewer. The record drawings indicates the exact location of said water main. The existing 10 inch sanitary sewer was disturbed during construction. Record information was submitted to your office under separate cover.

Ms. Sandra Diorka  
November 3, 2008  
Page 2

A sanitary sewer easement description has been provided by LEDY and is enclosed. A review of the description indicates it covers the easement area outside of Dunckel Road. According to Mr. Fransico Llinas of the Ingham County Road Commission, Dunckel Road is in the process of becoming a public road and should be accepted by the end of this month. The description should be forward to Mr. Dick Robinson, Township Attorney for his preparation of the easement document.

Based on our observation, Wolverine recommends acceptance of the sanitary sewer in the Dunckel Road Extension into the Delhi Township sanitary sewer system. Enclosed herewith are the Record Drawing mylars, two (2) paper prints of the mylars with the leads located, a set of lead location sheets, the MDEQ Required Notification form, CD's of the televising, the record drawings, GPS locations for the leads and manholes, and our invoice for services.

The MDEQ Required Notification form will need to be dated, signed and mailed to the MDEQ upon acceptance of the sanitary sewer by the Township. All other material should be put on record at your office.

If you have any questions, please don't hesitate calling this office. Thank you again for allowing Wolverine to provide engineering services to Delhi Township.

Sincerely,

WOLVERINE ENGINEERS AND SURVEYORS, INC.



Maurice H. Mahieu, P.S.

cc John Elsinga  
Encl. Record drawings, lead sheets, cd's  
MHM:mhm

S:\Projects\2008\08-0043\corresp\final recommendation letter\_110308.wpd

2009 JUL -9 A 9 10

B: 3351 P: 423 07/10/2009 09:51 AM  
2009-028679 MISCELLANEOUS Receipt #53180  
Curtis Hertel Jr., Ingham County, Michigan

Pages: 5



### SANITARY SEWER EASEMENT

THIS INDENTURE made this 30<sup>th</sup> day of June, A.D., 2009 by and between **DART CONTAINER OF MICHIGAN LLC**, a Michigan limited liability company, whose address is 500 Hogsback Road, Mason, Michigan 48854, hereinafter called the "Grantor," and **DELHI CHARTER TOWNSHIP**, a political subdivision of the State of Michigan, whose office address is 2074 Aurelius Road, Holt, Michigan 48842, hereinafter called the "Grantee."

#### WITNESSETH:

1. For and in consideration of the sum of One and no/100 (\$1.00) paid to the Grantor by the Grantee, receipt of which is hereby acknowledged, the Grantor hereby grants and conveys to the Grantee, its successors and assigns, an easement or right-of-way to lay, install, maintain, construct, operate, repair, replace, renew, remove and inspect a sanitary sewer and sanitary sewer service and/or a line or lines of pipe for the transportation of sewage, together with all necessary and convenient equipment, facilities, pumps, pipes, lines, connections therefor and all other fixtures and appliances appurtenant thereto (hereinafter referred to as the sanitary sewer) and to operate, by means thereof, a system for the transportation of sewage, under, in, upon, along, over and across the following described premises located in the Charter Township of Delhi, Ingham County, Michigan.

Sanitary Sewer Easement No. 1: An easement for sanitary sewer purposes located on part of the Southeast ¼ of Section 2, Town 3 North, Range 2 West, Delhi Township, Ingham County, Michigan, being more particularly described as follows: Commencing at the East ¼ corner of Section 2; thence S 00°46'29" E 657.70 feet along the East line of Section 2; thence S 89°19'29" W 1966.51 feet along the South line of the North ½ of the North ½ of the Southeast ¼ of Section 2 and the North line of Oakwood Executive Park, as recorded in Liber 50, Page 38, Ingham County Records, thence N 18°18'28" W 6.22 feet along the East line of an existing Sanitary Sewer Easement as recorded in Liber 1891, Page 1238 and amended in Liber 2673, Page 414, Ingham County

2-1285

Records; thence N 06°06'36" W 0.66 feet along the East line of said existing Sanitary Sewer Easement to the point of beginning of the Sanitary Sewer Easement to be described; thence continuing N 06°06'36" W 12.93 feet along the East line of said existing Sanitary Sewer Easement; thence Northeasterly 74.05 feet along the South line of Dunckel Road Extension No. 3 on a 467.00 foot radius curve to the right, having a delta angle of 09°05'24" and a chord of N 79°02'42" E 74.01 feet; thence S 69°18'36" W 76.16 feet to the point of beginning.

Sanitary Sewer Easement No. 2: An easement for Sanitary Sewer purposes located on part of the Southeast ¼ of Section 2, Town 3 North, Range 2 West, Delhi Township, Ingham County, Michigan, being more particularly described as follows: Commencing at the East ¼ corner of Section 2; thence S 00°46'29" E 657.70 feet along the East line of Section 2; thence S 89°19'29" W 2018.06 feet along the South line of the North ½ of the North ½ of the Southeast ¼ of Section 2, the North line of Oakwood Executive Park, as recorded in Liber 50, Page 38, Ingham County Records, and its extension thereof, to the point of beginning; thence continuing S 89°19'29" W 91.14 feet along the South line of the North ½ of the North ½ of the Southeast ¼ of Section 2; thence 90.84 feet along the South line of Dunckel Road Extension No. 3 on a 533.00 foot radius curve to the left, having a delta angle of 09°45'55" and a chord of N 84°05'20" E 90.73 feet; thence S 06°06'36" E 8.32 feet along the West line of an existing sanitary sewer easement as recorded in Liber 1891, Page 1238, and Amended in Liber 2673, Page 414, Ingham County Records, to the point of beginning.

2. In addition to the rights granted in paragraph 1 hereof, this easement shall include the following additional rights:

- A. The right to cut, trim, remove or otherwise control all trees, branches, bushes, brush, undergrowth, crops or other growth or vegetation located or growing upon or in the Easement Area as may be reasonably necessary in the installation, maintenance, operation, repair, inspection, replacement or renewal of the sanitary sewer and the equipment and facilities connected therewith.
- B. The right to remove any buildings located within the Easement Area and to prohibit the erection or placement of any buildings or structures in or upon said Easement Area.
- C. The right of passage on and over the Easement Area for the purpose of exercising the easement rights hereinbefore described; provided that the Grantors, their successors and assigns, shall have full rights of ingress, egress and access over the Easement Area

but all in a manner compatible with the exercise of the easement rights hereinbefore described.

3. Grantee, by the acceptance of this Sanitary Sewer Easement, covenants and agrees as follows:

- A. To restore the Easement Area substantially to its original condition; provided, however, that Grantee shall NOT be required to replace any structure or vegetation, including trees removed, destroyed or damaged as a consequence of the Grantee's exercise of its easement rights described herein. Grantee shall, however, grade the Easement Area disturbed by construction and/or maintenance of said sanitary sewer and shall seed said Easement Area with appropriate grasses.
- B. To pay to the Grantors any future damages caused by the Grantee re-entering upon the Easement Area described herein for the purpose of repairing, maintaining, renewing, replacing or removing the sanitary sewer.
- C. To indemnify and save the Grantors harmless from and against any and all damage, injuries, losses, claims, demands or costs proximately caused by the fault, culpability or negligence of the Grantee in the installation, maintenance, operation, repair, replacement, renewal or removal of the sanitary sewer and the equipment and facilities connected therewith.

4. Grantors covenant that Grantors are lawfully seized and possessed of the premises herein described and that Grantors have a good and lawful right to grant and convey the easement described herein.

5. It is expressly understood and agreed by and between the parties hereto that the easement and rights herein granted may be assigned by the Grantee and Grantors to their successor in interest. It is also understood that this agreement constitutes the entire terms and conditions with reference to the easement as agreed upon between the parties hereto, except as may be amended in writing hereafter. Grantors specifically warrant that Grantors are the owners of said property and that, other than the Mortgagee identified below and consenting to the grant of this easement, no person(s) or other entities have



## DELHI CHARTER TOWNSHIP

## MEMORANDUM

**TO:** Delhi Township Board Members

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

**DATE:** August 11, 2009

**RE:** Resolution No. 2009-030 – Consumers Energy Change in Standard Streetlighting Contract – Work Order No. 12233922

---

Enclosed for your review and consideration is Resolution No. 2009-030, which provides for the installation of one (1) 8,500 Lumen HPS streetlight at the intersection of Holt Road and Kahres Road.

Earlier this year a representative from the Holt Public Schools approached the Township about installing a streetlight at the intersection of Holt and Kahres Road to illuminate that area better. This would enable motor vehicles and bus drivers to clearly see pedestrians as they utilize that intersection. The school will pay for the installation of the streetlight which will then be added to the Township's at-large streetlight district at a current cost of \$126 per year.

**RECOMMENDED MOTION:**

**To adopt Resolution No. 2009-030, which approves Consumers Energy Work Order No. 12233922 for a change in the Standard Streetlighting Contract between Delhi Township and Consumers Energy for the installation of one (1) streetlight at the intersection of Holt Road and Kahres Road.**



## **MEMORANDUM**

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

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

**DATE:** Tuesday, August 11, 2009

**RE:** Streetlight Contract – Addition of Streetlight at Holt Rd. & Kahres Rd.

Several months ago I was contacted by Mr. John Hall from the Holt School District. He requested our assistance in facilitating the installation of a streetlight on Holt Road and Kahres Road, where students cross the street. According to Mr. Hall, bus drivers and others have reported that it is very difficult to see students who are crossing the street at this intersection, resulting in an unsafe situation for the children.

As a result, I contacted Consumer's Energy (CE) and requested that they take a look at the intersection and provide a light that would address this problem. CE has recommended installing a single pole mounted 8500 watt streetlight on Holt Rd, close to the intersection, which should provide sufficient illumination of the crosswalk area. Prior to installation of this light, the Township Board needs to take action to modify the Standard Street lighting Contract to include the new light. The cost of the light will be a part of the Township's at-large liability which is currently \$126 annually per light.

Attached is a copy of the Authorization for Change document and a map depicting the approximate location of the new light. Please let me know if you need any additional information. Otherwise, I respectfully request that you forward this information to the Board for their consideration and action at the August 18<sup>th</sup> meeting. Thank you.



**AUTHORIZATION FOR CHANGE IN STANDARD STREETLIGHTING CONTRACT**

Consumers Energy Company is hereby authorized as of the 29th day of July, 2009, by the Township of Delhi, to make changes, as listed below, in the streetlighting system(s) covered by the existing Standard Streetlighting Contract between the Company and the Township of Delhi, dated March 1st, 1978.

- Energy-Only Streetlighting Rate L-1
- Customer-Owned Streetlight System Rate L-2
- Company-Owned Streetlight System Rate L-3

| <u>Number of Luminaires</u> | <u>Nominal Lumen Rating</u> | <u>Light Source</u> | <u>Installation or Removal</u> | <u>Voltage Service</u> | <u>Point of Attachment With Company's Dist System</u> | <u>Location</u>                |
|-----------------------------|-----------------------------|---------------------|--------------------------------|------------------------|---|--------------------------------|
| 1                           | 8500                        | HPS                 | install                        | 120                    | POLE MOUNT  | Intersection Holt & kahres Rds |

Notification Number 1004272317

Construction Work Order Number 12233922

Except for the changes in the streetlighting system(s) as herein authorized, all provisions of the aforesaid Standard Streetlighting Contract dated March 1st, 1978, shall remain in full force and effect.

Consumers Energy

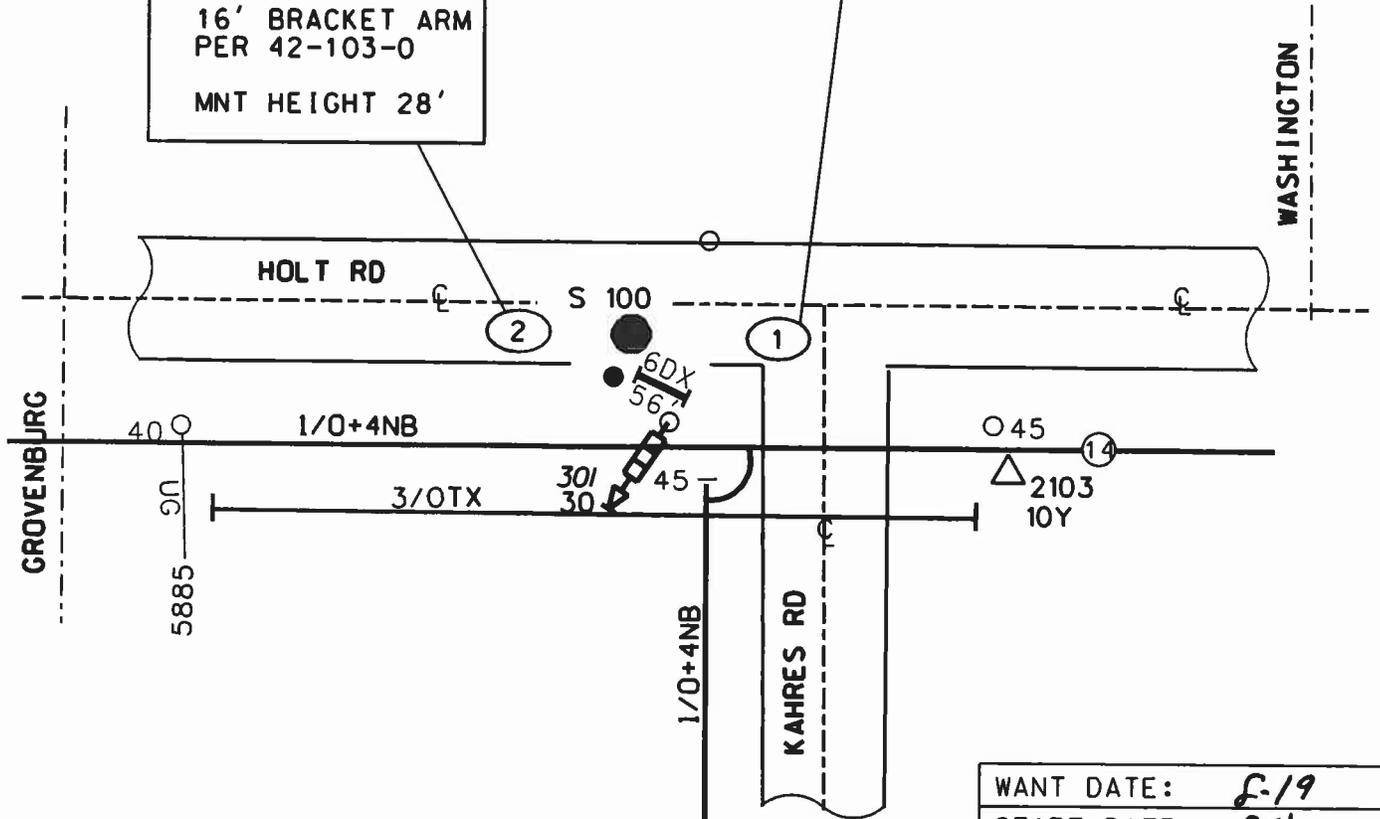
By: Carl Hollister, Customer Energy Specialist  
 Its



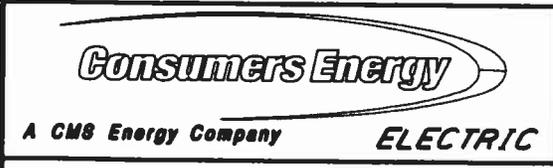
**INSTALL**  
 35'-6"  
 SEC DE  
 PER 23-302  
 100 WATT HPS  
 COBRA HEAD  
 16' BRACKET ARM  
 PER 42-103-0  
 MNT HEIGHT 28'

**INSTALL**  
 SEC DE  
 PER 23-302

INGHAM CO  
 DELHI TWP  
 T03 R02 SEC.20



|              |           |
|--------------|-----------|
| WANT DATE:   | 8-19      |
| START DATE:  | 8-4       |
| HOURS:       | 6.4       |
| MISS DIG:    | B92160150 |
| M. DIG DATE: | 8-7       |
| ORDER NUMBER | 12233922  |



|                 |            |                                    |
|-----------------|------------|------------------------------------|
| DESIGNED BY     | DATE       | HOLT & KAHRES                      |
| CLHOLLIS        | 07/29/09   |                                    |
| APPROVED BY     | DATE       | For: CITY OF HOLT<br>HOLT & KAHRES |
| <i>EW Short</i> | 7/30/09    |                                    |
| SHEET 1 OF 1    | SCALE NONE |                                    |

**-CONSTRUCTION CERTIFICATION-**  
 Work was constructed as Engineered or Changed as Indicated.  
 All Salvageable Material Was Returned to Stores.  
 Signed \_\_\_\_\_ in Direct Charge of Work  
 Dates: Started \_\_\_\_\_ Completed \_\_\_\_\_  
 MISS DIG NUMBER: \_\_\_\_\_ DATE: \_\_\_\_\_

|             |           |         |                             |   |               |
|-------------|-----------|---------|-----------------------------|---|---------------|
| TLM NUMBER  | # OF RODS | OHMS    | CONSTRUCTION MEASURE NUMBER |   |               |
| 03022021    |           |         | 10000574956                 |   |               |
| SUBSTATION  | WD NO.    |         | ORDER TYPE                  | MAINTENANCE ACTIVITY TYPE   | DESIGN NUMBER |
| HARPER ROAD | 0815      |         | ECNC                        | STL   | 10094605      |
| CIRCUIT     | CKT NO.   | LCP NO. | STAKED                      | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |               |
| ARENS       | 01        |         | TREES                       | <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO |               |

**DELHI CHARTER TOWNSHIP**  
**MEMORANDUM**

**TO:** Delhi Township Board Members

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

**DATE:** August 12, 2009

**RE:** Letter of Agreement for Consulting Services Related to Transportation Planning, Urban Design and Walkability for the Cedar/Holt/Aurelius Road Triangle Area

---

Enclosed for your review and consideration is a Letter of Agreement from Glatting Jackson Kercher Anglin in the estimated amount of \$28,400 for a three-day visioning charrette and executive summary which will provide professional consulting services related to transportation planning, urban design and walkability for Cedar Street within the triangular area consisting of Cedar Street, Aurelius Road and Holt Road.

Over the past several years, the DDA and Township have invested heavily in creating a town center within the Holt-Aurelius-Cedar triangle with a key component of this being walkability. At the Township Board's joint meeting with the Downtown Development Authority Board on August 4, 2009 the Boards viewed a presentation and had discussion on making the Township triangle area a more walkable/bikable area. The need for this area to become a safe walkable/bikable area, particularly Cedar Street, continues to grow with the addition of the Farmers Market and Senior Center along with the Cedar Street portion of the Non-Motorized Transportation Pathway.

To that end, we briefly discussed having Glatting Jackson provide the Township with a proposal to have Dan Burden and his staff conduct a "walking audit" of the area, prepare and hold a public presentation discussing the project site to get feedback and ideas from the public, identify transportation, land use, urban form and walkability issues and concerns, develop design solutions and strategies for the project area, present the recommendations in a public meeting and provide an executive summary all over the course of three days.

Therefore, I recommend the Board approve this Letter of Agreement for a three-day visioning charrette and executive summary in the estimated amount of \$28,400. Al McFadyen will be presenting the same Agreement to the DDA Board on August 25, 2009 with the thought of the Township and DDA sharing the cost associated with the Agreement.

**Recommended Motion:**

**To approve the Letter of Agreement from Glatting Jackson Kercher Anglin in the estimated amount of \$28,400 for consulting services related to transportation planning, urban design and walkability for the Cedar/Holt/Aurelius triangle area.**



**We Plan and Design  
Livable Communities**

**LETTER OF AGREEMENT**

August 12, 2009

Jack F. Glatting, Founder

William J. Anglin, Jr.

David L. Barth

Gregory A. Bryla

Dan E. Burden

Frances E. Marino

Charles P. Cobble

Jay H. Exum

Carey S. Hayo

Jay R. Hood

Timothy T. Jackson

William C. Kercher, Jr.

Walter M. Kulash

Brent A. Lacy

Sharon K. Lamantia

Ian M. Lockwood

Thomas J. McMacken, Jr.

John H. Percy

Troy P. Russ

Peter C. Sechler

Donald G. Wishart

Mr. John Elsinga  
Township Manager, Delhi Charter Township, MI  
2074 Aurelius Rd.  
Holt, MI 48842  
517.694.2137  
Hereinafter referred to as **Client**.

**AND**

Glatting Jackson Kercher Anglin, Inc.  
120 N. Orange Avenue  
Orlando, Florida 32801  
Hereinafter referred to as **Glatting Jackson**.

Re: Delhi Township Visioning Charrette  
Glatting Jackson Project #22117.0

Dear Mr. Elsinga:

Glatting Jackson is pleased to provide this Letter of Agreement to Delhi Charter Township (Client).

**1.0 PROJECT DESCRIPTION**

1.1 The Client desires to retain Glatting Jackson to provide professional consulting services related to transportation planning, urban design, and walkability for Cedar Street within the triangular area.

**2.0 SCOPE OF SERVICES**

**PART I – Three-Day Visioning Charrette**

2.1 **Project Management** – In addition to the specific services detailed below, Glatting Jackson shall coordinate our work with the Client’s representative, monitor the project schedule as it relates to this scope, and provide timely invoicing and reporting of project progress. Glatting Jackson will not employ sub-consultants for this project.

2.2 **Visioning Charrette** – Dan Burden, Ian Lockwood, and John Paul Weesner of Glatting Jackson will attend a three (3) day visioning charrette in the Delhi Charter Township, Michigan. The Visioning Charrette will be scheduled as follows:

*Day One (Tuesday)*- Dan Burden and the GJ Team will arrive mid-morning, meet with Staff identified by the Client, and tour the project site. After the site tour, Glatting Jackson will meet with stakeholders identified by the Client and prepare for an evening public presentation discussing the project site and facilitating the community meeting to get feedback, issues, and ideas from the attending public.

*Day Two (Wednesday)* – In the morning, Dan Burden will conduct a “walking audit” of the project area identifying transportation, land use, urban form, and walkability issues and

1389 Peachtree Street, NE  
Suite 310  
Atlanta, GA 30309  
P: 404 541 6552

1523 18th St  
Suite 101  
Denver, CO 80202  
P: 303 524 3090

120 North Orange Ave  
Orlando, FL 32801  
P: 407 843 6552

222 Clematis Street  
Suite 200  
West Palm Beach, FL 33401  
P: 561 659 6552



concerns. Using the information gathered during the meetings and walking audit, Glatting Jackson will begin considering alternative design solutions and/or strategies for the project area that will focus on creating complete streets that accommodate businesses, vehicles, cyclists, and pedestrians as well as identify opportunities gained by converting Cedar Street to a 3-lane section. In the late afternoon/evening, Glatting Jackson will review the plans and documents with the Client and Township Staff.

*Day Three (Thursday)* – Glatting Jackson will spend the bulk of the morning and afternoon revising and drawing the recommendations for the project area and incorporating all Client and Staff comments to date. In the evening, Glatting Jackson will present the findings in a public meeting and facilitate conversation and thoughts following the presentation to the public. The Client is responsible for coordinating the charrette room, the meeting locations and times, advertising the meeting, and scheduling the various stakeholders and Township Staff meetings.

*Deliverables* – As a result of these tasks, Glatting Jackson shall produce the following:

- *Typical products in a 3-Day Charrette include:*
  - o *Overall conceptual network plan (200 scale) – showing vision concept, block diagram, and street hierarchy*
  - o *Typical streetscape plan (100 scale) – showing on-street parking, street trees, and typical intersections*
  - o *(1) One typical perspective section*
  - o *(2) Two computer/sketch visual renderings*
- *Electronic copies of documentation prepared during the workshop, including any sketches, and electronic files that include graphics, illustrations, visualizations, photos, and Power Point presentations to illustrate problems, challenges and solutions*

## **PART II – Documentation**

- 2.3 **Visual Executive Summary** – Glatting Jackson will memorialize the design review work session, its findings, design concepts, strategies, key-features, cross-sections and other project products in an visual executive summary (30”x42” or relevant size) that will allow viewers to understand the existing conditions, issues relevant to the project, and the recommendations from the Charrette in a highly graphic and accessible way. The poster is more visually appealing than a multi-page report and can be easily transmitted, displayed in public places or on the Township’s website, if desired.

*Deliverables* – As a result of these tasks, Glatting Jackson shall produce the following:

- *One (1) electronic copy of the visual executive summary for reprinting by the Client at full or half size sets*

## **Part IV – Additional Services**

- 2.4 **Additional Services** – Glatting Jackson will provide Additional Services as mutually agreed upon between Glatting Jackson and the Client. An equitable adjustment to Glatting Jackson’s compensation and time for performance will be made through an amendment to this Agreement for any Additional Services.



### 3.0 PROJECT SCHEDULE

Glatting Jackson is prepared to begin work on the project immediately upon receipt of this executed Letter of Agreement. Glatting Jackson, in consultation with the Client, shall perform its work in such a manner as to comply with a mutually agreed schedule.

### 4.0 ASSIGNED PERSONNEL

The following personnel from Glatting Jackson will be assigned to this project, and will have the responsibilities described:

|                        |   |                                  |
|------------------------|---|----------------------------------|
| Dan Burden             | – | Principal-in-Charge/Principal 6  |
| Ian M. Lockwood, P.E.  | – | Transportation Planner 6         |
| John Paul Weesner, RLA | – | Project Manager/Urban Designer 4 |

### 5.0 COMPENSATION

5.1 **Part I** – The fee for Part I, Three Day Visioning Session, shall be a lump sum fee of Twenty Five Thousand Dollars (\$25,000), including direct expenses.

5.2 **Part II** – The fee for Part II, Documentation, shall be a lump sum fee of Three Thousand Four Hundred (\$3,400.00), including direct expenses.

5.3 **Part III** - The fee for Part III, Additional Services, shall be billed using the hourly rates and direct expenses detailed below or as agreed upon fixed fee.

#### 5.4 Hourly Rate Schedule

|                                |       |                                   |       |
|--------------------------------|-------|-----------------------------------|-------|
| Principal 6                    | \$295 | Transportation Planner/Engineer 6 | \$215 |
| Principal 5                    | \$270 | Transportation Planner/Engineer 5 | \$175 |
| Principal 4                    | \$245 | Transportation Planner/Engineer 4 | \$140 |
| Principal 3                    | \$230 | Transportation Planner/Engineer 3 | \$115 |
| Principal 2                    | \$205 | Transportation Planner/Engineer 2 | \$100 |
| Principal 1                    | \$175 | Transportation Planner/Engineer 1 | \$ 80 |
| Ecologist 6                    | \$215 | Environmental Graphics Designer 6 | \$215 |
| Ecologist 5                    | \$175 | Environmental Graphics Designer 5 | \$175 |
| Ecologist 4                    | \$140 | Environmental Graphics Designer 4 | \$140 |
| Ecologist 3                    | \$115 | Environmental Graphics Designer 3 | \$115 |
| Ecologist 2                    | \$100 | Environmental Graphics Designer 2 | \$100 |
| Ecologist 1                    | \$ 80 | Environmental Graphics Designer 1 | \$ 80 |
| Landscape Architect 6          | \$215 | Urban Designer 6                  | \$215 |
| Landscape Architect 5          | \$175 | Urban Designer 5                  | \$175 |
| Landscape Architect 4          | \$140 | Urban Designer 4                  | \$140 |
| Landscape Architect 3          | \$115 | Urban Designer 3                  | \$115 |
| Landscape Designer/Architect 2 | \$100 | Urban Designer 2                  | \$100 |
| Landscape Designer 1           | \$ 80 | Urban Designer 1                  | \$ 80 |
| Planner 6                      | \$215 | Graphic Artist/GIS 4              | \$115 |
| Planner 5                      | \$175 | Graphic Artist/GIS 3              | \$100 |
| Planner 4                      | \$140 | Graphic Artist/GIS 2              | \$ 90 |
| Planner 3                      | \$115 | Graphic Artist/GIS 1              | \$ 80 |
| Planner 2                      | \$100 | Administrative Assistant          | \$ 60 |
| Planner 1                      | \$ 80 | Technician                        | \$ 50 |



- 5.5 **Annual Increase In Hourly Rates** – The hourly rates contained in this Agreement shall be effective for not less than one (1) year from the date of this Agreement. Glatting Jackson may, upon notification to the Client, increase hourly billing rates thereafter. Rates will not be increased more often than once a year.
- 5.6 **Other Direct Costs** – Other direct costs incurred in completing the scope of services are included in the fees for Parts I and II of the Scope of Services above.
- 5.7 **Application Fees** – All application, filing, and permit fees, including, without limitation, all fees to local, regional and state governments and agencies, shall be paid by the Client directly to the appropriate agency at the necessary time.
- 5.8 **Retainer** – No retainer will be required.

## 6.0 CLIENT RESPONSIBILITIES

- 6.1 Client shall designate a Project Representative upon execution of this Letter of Agreement, who shall be Glatting Jackson's point of contact with the Client, and who shall, by virtue of Client's designation, have authority to bind the Client. Client's Project Representative with such authority is John Elsinga. The Project Representative shall be responsible for all coordination with the Owner (if a separate person or entity from the Client) and any separate consultants.
- 6.2 Client shall provide full information to Glatting Jackson regarding project requirements and constraints including, without limitation, a program setting forth the Client's objectives, and shall provide all data, drawings, information or other resources requested by Glatting Jackson that are necessary for completion of the project.
- 6.3 Client shall comply with any schedule requirements made known to the Client by Glatting Jackson and, in any event, shall be available to meet with Glatting Jackson and provide decisions in a timely manner throughout the project.
- 6.4 Client shall be responsible for all other aspects of the project not specifically assigned to Glatting Jackson under this Letter of Agreement or any subsequent request (and acceptance) for Additional Service.

## 7.0 SUPPLEMENTAL TERMS OF AGREEMENT

- 7.1 **Acceptance of Agreement** – This Letter of Agreement shall be valid for Client acceptance for a period of fifteen (15) days from the date of execution by Glatting Jackson. This Letter of Agreement may be terminated by either party with fifteen (15) days written notice. In the event of termination, Glatting Jackson shall be compensated through the date of termination for all fees and direct expenses incurred, including, without limitation, all fees for hours spent on hourly rate tasks, and a proportionate amount based on services performed and the level of completion of all fixed fee or lump sum tasks.
- 7.2 **Submittal and Payment of Invoices** – The Client assures Glatting Jackson that financial arrangements have been made to fulfill the Client's obligations under this Letter of Agreement. Invoices for services shall be submitted on approximately a monthly basis. Payment shall be due upon receipt. If the Client has any questions on an invoice, the Client agrees to call the Project Manager within five working days of receipt of the invoice. Failure to call within this period acknowledges that the invoice is correctly rendered to the Client and therefore payable within the prescribed time.



The Client agrees to pay interest of 1.5% per month on invoice balances outstanding more than thirty (30) days, to be calculated from the date of each invoice,. Glatting Jackson reserves the right to withhold work products or to stop work until payment is received

- 7.3 **Action of Agencies Not Guaranteed** – Glatting Jackson will exercise professional skill in executing its services, however, it cannot and does not guarantee the action of any governmental official, agency or judicial proceeding. The Client shall pay all invoices submitted in accordance with this Letter of Agreement regardless of the results of any such governmental or judicial actions.
- 7.4 **Ownership of Documents** – All documents, work product and information contained therein prepared by Glatting Jackson or its Subconsultants are instruments of service for use by the Client solely with respect to this Project. Glatting Jackson shall be deemed the author of these documents, work product and information, and shall retain all rights thereto. The drawings and specifications are not suitable for reuse by the Client on any other project or for additions or extensions to this Project without appropriate professional review and adaptation. Any reuse or adaptation without Glatting Jackson’s professional involvement will be at the Client’s sole risk and without liability to Glatting Jackson. If the drawings and specifications are to be so used without Glatting Jackson’s professional involvement, the Client hereby agrees to remove Glatting Jackson’s name, professional seal, title block and other means of identification from the drawings and specifications prior to such use, and the Client hereby further agrees to hold Glatting Jackson harmless from any and all claims, damages, losses, expenses and attorney’s fees arising out of or resulting there from.
- 7.5 **Retention of Records** – All original documents, work product and information contained therein shall be retained by Glatting Jackson for two (2) years following completion of the Project. After that time, Glatting Jackson reserves the right to dispose of the documents, work product and information in its sole discretion. The Client may request reproducible copies of all original deliverables at its expense.
- 7.6 **Limitation of Liability** – Glatting Jackson is not responsible or liable for any circumstances, acts, errors, omissions or events, of any type associated with the Project, beyond its reasonable control including, without limitation, any decisions made or interpretations or clarifications of any contract documents without consultation and advice of Glatting Jackson, construction costs, the acts or failures to act of any governmental or judicial agency, or the existence of hazardous waste of any type. Glatting Jackson shall not be responsible or liable for the acts or omissions of any contractor, separate consultant, subconsultant or supplier, or of any of the agents or employees of any of them or any other persons at the Project site or otherwise furnishing or performing any of their work..
- 7.7 **Assignment of Agreement** – Neither the Client nor Glatting Jackson shall have any right to assign this Letter of Agreement to any other person or entity, absent prior written consent from the other party.
- 7.8 **Dispute Resolution** – In the unlikely event of any dispute, difference, claim or counterclaim between Glatting Jackson and the Client arising out of or in connection with this Letter of Agreement, which cannot be amicably resolved by the parties through good faith negotiations, any such matter shall be submitted to the circuit court, or such other court having subject matter jurisdiction, in and for Orange County, Florida, for trial and determination by the court sitting without jury. The parties hereby consent to the jurisdiction of such court and to the service of process outside the State of Florida (if applicable) pursuant to the requirements of law, and they expressly waive the right to a jury trial. The Client agrees to pay all of Glatting Jackson’s reasonable attorney’s fees and all costs and litigation expenses incurred in bringing any such suit in the event that Glatting Jackson prevails, including at the trial court and all appellate levels.
- 7.9 **Entire Agreement / Governing Law** – Regarding the subject matter hereof, this Agreement contains the entire agreement of the parties and their representatives and agents, and supersedes all prior



understandings, whether oral or written. This Agreement shall be governed by the laws of the State of Florida.

**7.10 Professional Registration Numbers (Florida):**

|                       |            |                         |            |
|-----------------------|------------|-------------------------|------------|
| Corporate LA          | LC C000049 | Thomas J. McMacken, Jr. | LA 0001193 |
| Corporate Engineering | EB 0005812 | Carlos F. Perez         | LA 6666902 |
| Kevin J. Aust         | LA 6666838 | Peter C. Sechler        | LA 0001465 |
| David L. Barth        | LA 0000573 | Andrew B. Sheppard      | LA 6666767 |
| Michael J. Brown      | LA 6666962 | Jeff M. Sugar           | LA 6666756 |
| Gregory A. Bryla      | LA 0001259 | Gary E. Warner          | LA 0001473 |
| Nathan L. Clair       | LA 6666729 | Joe J. Webb             | LA 6666766 |
| Charles P. Cobble     | LA 0001576 | John Paul Weesner       | LA 6666836 |
| William C. Cowart     | LA 6666885 | Donald G. Wishart       | LA 0001626 |
| John T. Griffin III   | LA 6666700 | Jay Wozniak             | LA 6666837 |
| Bruce C. Hall         | LA 0001367 | Timothy T. Jackson      | PE 0035544 |
| Hayley D Harrison     | LA 6666963 | Laurence V. Lewis       | PE 0061739 |
| Jay R. Hood           | LA 0001277 | Kok Wan Mah             | PE 0056739 |
| David M. Hoppes       | LA 0001719 | Paul J. Moore           | PE 0053393 |
| Daniel Manley         | LA 6666717 | Patricia Tice           | PE 0054098 |
| Elisabeth Manley      | LA 6666722 |                         |            |

We look forward to working with you on this project. If you find these terms acceptable, please sign where indicated below and return one signed original to Glatting Jackson for our files. Please call me if you have any questions.

Sincerely,

John Paul Weesner  
Senior Associate

**AGREED TO AND ACCEPTED BY:**

Delhi Charter Township

**Glatting Jackson Kercher Anglin, Inc.**

By: \_\_\_\_\_  
John Elsinga

By: Sharon K. Lamantia  
Sharon K. Lamantia

Its: Township Manager

Its: Vice President

Date: \_\_\_\_\_

Date: August 11, 2009

## DELHI CHARTER TOWNSHIP

## MEMORANDUM

**TO:** Delhi Township Board Members

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

**DATE:** August 11, 2009

**RE:** Resolution No. 2009-031 – Application for Industrial Facilities Tax (IFT) Exemption – Draths Corporation

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Enclosed for your review and consideration is Resolution No. 2009-031 which would approve the Application for Industrial Facilities Tax (IFT) Exemption for Draths Corporation for a speculative building they are looking at located at 4055 English Oak Drive. If this company should choose to locate here their investment would be for \$2,000,000 in building and land improvements and \$5,000,000 in personal property for a total of \$7,000,000.

At the August 4, 2009 Board meeting, the Township Board set a public hearing on the Application for August 18, 2009 at 8:00 p.m. A Notice of Hearing was mailed certified to all legislative bodies of each taxing unit that levies ad valorem property taxes within Delhi Township and gives them the opportunity for comments on the application during the public hearing.

Therefore, subsequent to the public hearing, I recommend the Board approve the IFT application for Draths Corporation.

**Recommended Motion:**

**To adopt Resolution No. 2009-031 which approves the Application for Industrial Facilities Tax (IFT) Abatement Certificate for Draths Corporation.**



## **MEMORANDUM**

**TO:** John Elsinga, Township Manager

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

**DATE:** August 11, 2009

**RE:** Draths Corporation – IFT Application

At the August, 18<sup>th</sup> Township Board meeting, a hearing will be held regarding the consideration of Draths Corporation's (the "Company") application for tax abatement under Public Act 198 of 1974, as amended (the "IFT"). After the hearing, I recommend that the Board take action to approve this IFT application for the Company. I have prepared the attached resolution for their consideration. Additionally, I have summarized the Company's application details below, but have also attached a copy of the application:

|                          |                                |
|--------------------------|--------------------------------|
| New Personal Property:   | \$5,000,000                    |
| New Real Property:       | \$2,000,000                    |
| Number of Jobs Retained: | 13 (New to Delhi Township)     |
| Number of Jobs Created:  | 40 (Newly Created)             |
| Duration of Abatement:   | 12 years (plus 2 construction) |

After action by the Township Board, I will prepare our standard Abatement Agreement as required by State Law. This Agreement will be executed by the Company and the Township.

If you have any questions or need additional information, please do not hesitate to ask. Thank you in advance for your time and attention to this matter.

**DELHI CHARTER TOWNSHIP**

**RESOLUTION NO. 2009-031**

A Resolution to Approve the Application of Draths Corporation for Industrial Facilities Exemption Certificate.

At a Regular Meeting of the Township Board of Trustees, of the Charter Township of Delhi, Ingham County, Michigan, held at the Community Services Center, 2074 Aurelius Road, Holt, Michigan on Tuesday, the 18<sup>th</sup> day of August, 2009, at 7:30 p.m.

PRESENT:

ABSENT:

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

**WHEREAS**, pursuant to 1974 PA 198, as amended, the Township Board created an Industrial Development District (the "Industrial Development District") comprised of approximately 41, 29 acres of real property, with boundaries as outlined in Exhibit A of Resolution No. 2005-007; and

**WHEREAS**, the Township Clerk received an Application (the "Application") for an Industrial Facilities Exemption Certificate from Draths Corporation (the "Applicant") on July 24, 2009 with respect to real and personal property improvements described in the Application (the "Facility") to be acquired and installed within the Industrial Development District; and

**WHEREAS**, before acting on the Application, the Township Board held a hearing on August 18, 2009 at the Community Services Center, at 8:00 p.m., for which hearing the Applicant, the Township Assessor and a representative of each of the affected taxing units were given written notice, and at which hearing were afforded an opportunity to be heard on the Application; and

**WHEREAS**, acquisition and installation of the Facility is calculated to and will at the time of issuance of the Certificate have the reasonable likelihood to retain, create or prevent the loss of employment in Delhi Charter Township; and

**WHEREAS**, the aggregate SEV of real and personal property exempt from ad valorem taxes within Delhi Charter Township, after granting this certificate, will exceed 5% of an amount equal to the sum of the SEV of Delhi Charter Township, plus the SEV of personal and real property thus exempted.

**NOW, THEREFORE, BE IT RESOLVED;**

1. The Township Board finds and determines that:
  - a. The granting of the Industrial Facilities Exemption Certificate considered together with the aggregate amount of certificates previously granted and currently in force under Act No. 198 of the

Public Acts of 1974 and Act No. 255 of the Public Acts of 1978, shall not have the effect of substantially impeding the operation of Delhi Charter Township, or impairing the financial soundness of a taxing unit which levies ad valorem property taxes in Delhi Charter Township; and

b. Acquisition and installation of the Facility will not have the effect of transferring employment from one or more other local governmental units of this state to Delhi Charter Township.

- 2. The Application of the Applicant for an Industrial Facilities Exemption Certificate with respect to the Facility to be acquired and installed on the parcel of real property described in the Application and situated within the Industrial Development District be and the same is hereby approved.
- 3. The Industrial Facilities Exemption Certificate when issued shall be and remain in force and effect for a period of up to 12 years, plus construction.
- 4. Subject to the condition that any written agreements, assurances, and representations otherwise made by the Applicant to Delhi Charter Township concerning the new Facility and the taxation thereof are not thereby superseded, the Township Clerk is hereby authorized to execute agreements pursuant to Section 22 of 1974 PA 198 as proposed by the Applicant, and such other certificates, instruments, and papers necessary or convenient to effectuate the Industrial Facilities Exemption Certificate, including enabling the Applicant to correct inadvertent errors in the Application prior to its submission to the Michigan Department of Treasury.

AYES:

ABSENT:

The foregoing Resolution declared adopted on the date written above.

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

**STATE OF MICHIGAN }  
  }ss  
COUNTY OF INGHAM }**

I, the undersigned, the duly qualified Clerk of the Charter Township of Delhi, Ingham County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and complete copy of the proceedings taken by the Township Board at a regular meeting held on the 18<sup>th</sup> day of August, 2009.

**IN WITNESS THEREOF**, I have hereunto affixed my official signature this \_\_\_\_\_ day of August, 2009.

---

Evan Hope, Township Clerk



# Application for Industrial Facilities Tax Exemption Certificate

Issued under authority of P.A. 198 of 1974, as amended. Filing is mandatory.

**INSTRUCTIONS:** File the original and two copies of this form and the required attachments (three complete sets) with the clerk of the local government unit. The State Tax Commission (STC) requires two complete sets (one original and one copy). One copy is retained by the clerk. If you have any questions regarding the completion of this form or would like to request an informational packet, call (517) 373-3272.

| To be completed by Clerk of Local Government Unit |  |
|---|--|
| Signature of Clerk<br>                            | Date received by Local Unit<br><u>07/24/09</u> |
| STC Use Only                                      |  |
| Application Number                                | Date Received by STC                           |

**APPLICANT INFORMATION**  
All boxes must be completed.

|   |   |   |
|---|---|---|
| 1a. Company Name (Applicant must be the occupant/operator of the facility)<br><b>Draths Corporation</b>   | 1b. Standard Industrial Classification (SIC) Code - Sec. 2(10) (Four Digit Code)<br><b>2869</b>   |   |
| 1c. Address of Facility (real property or personal property location)<br><b>4055 English Oak Drive, Lansing, MI 48911</b>   | 1d. Name of City/Township/Village (Indicate which)<br><b>Delhi</b>  | 1e. County<br><b>Ingham</b>   |
| 2. Type of Approval Requested<br><input checked="" type="checkbox"/> New (Sec. 2(4)) <input type="checkbox"/> Transfer (1 copy to only)<br><input type="checkbox"/> Speculative Building (Sec. 3(8)) <input type="checkbox"/> Rehabilitation (Sec. 3(1))<br><input type="checkbox"/> Research and Development (Sec. 2(9))   | 3a. School District where facility is located<br><b>Holt</b>  | 3b. School Code<br><b>33070</b>   |
|   | 4. Amount of years requested for exemption (1-12 Years)<br><b>12</b>  |   |
| 5. Thoroughly describe the project for which exemption is sought; Real Property (Type of Improvements to Land, Building, Size of Addition); Personal Property (Explain New, Used, Transferred from Out-of-State, etc.) and Proposed Use of Facility. (Please attach additional page(s) if more room is needed).<br><br>Draths Corporation will be locating its administration, research and development, and pilot plant facilities at this site. Therefore, within the 30,000 square foot facility, the company will require specialty lab equipment, pilot plant production equipment, and specific building improvements to handle the equipment operation. The equipment will be purchased new, with a small amount transferred in from other facilities. |   |   |
| 6a. Cost of land and building improvements (excluding cost of land)<br>* Attach list of improvements and associated costs.<br>* Also attach a copy of building permit if project has already begun.   | <u>\$2,000,000.00</u><br>Real Property Costs  |   |
| 6b. Cost of machinery, equipment, furniture and fixtures<br>* Attach itemized listing with month, day and year of beginning of installation plus total costs  | <u>\$5,000,000.00</u><br>Personal Property Costs  |   |
| 6c. Total Project Costs   | <u>\$7,000,000.00</u><br>Total of Real & Personal Costs   |   |
| 7. Indicate the time schedule for start and finish of construction and equipment installation. Projects must be completed within a two year period of the effective date of the certificate unless otherwise approved by the STC.   |   |   |
|   | <u>Begin Date (M/D/Y)</u>   | <u>End Date (M/D/Y)</u>   |
| Real Property Improvements  | <u>9/1/09</u>   | <u>12/1/09</u> <input checked="" type="checkbox"/> Owned <input type="checkbox"/> Leased  |
| Personal Property Improvements  | <u>10/1/09</u>  | <u>12/31/09</u> <input checked="" type="checkbox"/> Owned <input type="checkbox"/> Leased |
| 8. Are State Education Taxes reduced or abated by the Michigan Economic Development Corporation (MEDC)? If yes, applicant must attach a signed MEDC Letter of Commitment to receive this exemption. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No   |   |   |
| 9. Number of existing jobs at this facility that will be retained as a result of this project. <u>13</u>  | 10. Number of new jobs at this facility expected to be created within two years of project completion <u>40</u>                         |   |
| 11. Rehabilitation applications only: Complete a, b and c of this section. You must attach the assessor's statement of valuation for the entire plant rehabilitation district. The SEV data below must be as of December 31 of the year prior to the rehabilitation   |   |   |
| a. SEV of Real Property (excluding land) _____  |   |   |
| b. SEV of Personal Property (excluding inventory) _____   |   |   |
| c. Total SEV _____  |   |   |
| 12a. Check the type of District the facility is located in:<br><input checked="" type="checkbox"/> Industrial Development District <input type="checkbox"/> Plant Rehabilitation District   |   |   |
| 12b. Date district was established by local government unit (contact local unit)<br><b>4/1/05</b>   | 12c. Is this application for a speculative building (Sec. 3(8))?<br><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |   |

**APPLICANT CERTIFICATION - complete all boxes.**

The undersigned, authorized officer of the company making this application certifies that, to the best of his/her knowledge, no information contained herein or in the attachments hereto is false in any way and that all are truly descriptive of the industrial property for which this application is being submitted.

It is further certified that the undersigned is familiar with the provisions of P.A. 198 of 1974, as amended, being Sections 207.551 to 207.572, inclusive, of the Michigan Compiled Laws; and to the best of his/her knowledge and belief, (s)he has complied or will be able to comply with all of the requirements thereof which are prerequisite to the approval of the application by the local unit of government and the issuance of an Industrial Facilities Exemption Certificate by the State Tax Commission.

|  |                                     |                                     |   |
|--|-------------------------------------|-------------------------------------|---|
| 13a. Preparer Name<br>William Faulkner   | 13b. Phone Number<br>(763) 404-8502 | 13c. Fax Number<br>(763) 404-8261   | 13d. E-mail Address<br>bill.faulkner@drathscorp.com |
| 14a. Name of Contact Person<br>William Faulkner  | 14b. Phone Number<br>(763) 404-8502 | 14c. Fax Number<br>(763) 404-8261   | 14d. E-mail Address<br>bill.faulkner@drathscorp.com |
| 15a. Name of Company Officer (No Authorized Agents)<br>Dr. Karen Frost                         |                                     |                                     |   |
| 15b. Signature of Company Officer (No Authorized Agents)<br><i>Karen M. Frost</i>              |                                     | 15c. Fax Number<br>(517) 999-3422   | 15d. Date<br><i>July 23, 2009</i>                   |
| 15e. Mailing Address (Street, City, State, ZIP)<br>2367 Science Pkwy Suite 2, Lansing MI 48864 |                                     | 15f. Phone Number<br>(517) 349-0669 | 15g. E-mail Address<br>frostk@drathscorporation.com |

**LOCAL GOVERNMENT ACTION & CERTIFICATION - complete all boxes.**

This section must be completed by the clerk of the local governing unit before submitting application to the State Tax Commission. Check items on file at the Local Unit and those included with the submittal.

|   |  |
|---|--|
| <p>16a. Action taken by local government unit</p> <p><input type="checkbox"/> Abatement Approved for _____ Years (1-12)<br/>After Completion <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Denied (Include Resolution Denying)</p>   | <p>16b. The State Tax Commission Requires the following documents be filed for an administratively complete application:</p> <p><b>Check or Indicate N/A if Not Applicable</b></p> <p><input type="checkbox"/> 1. Original Application plus attachments, and one complete copy</p> <p><input type="checkbox"/> 2. Resolution establishing district</p> <p><input type="checkbox"/> 3. Resolution approving/denying application.</p> <p><input type="checkbox"/> 4. Letter of Agreement (Signed by local unit and applicant)</p> <p><input type="checkbox"/> 5. Affidavit of Fees (Signed by local unit and applicant)</p> <p><input type="checkbox"/> 6. Building Permit for real improvements if project has already begun</p> <p><input type="checkbox"/> 7. Equipment List with dates of beginning of installation</p> <p><input type="checkbox"/> 8. Form 3222 (if applicable)</p> <p><input type="checkbox"/> 9. Speculative building resolution and affidavits (if applicable)</p> |
| <p>16a. Documents Required to be on file with the Local Unit</p> <p><b>Check or Indicate N/A if Not Applicable</b></p> <p><input type="checkbox"/> 1. Notice to the public prior to hearing establishing a district.</p> <p><input type="checkbox"/> 2. Notice to taxing authorities of opportunity for a hearing.</p> <p><input type="checkbox"/> 3. List of taxing authorities notified for district and application action.</p> <p><input type="checkbox"/> 4. Lease Agreement showing applicants tax liability.</p> |  |
| 17. Name of Local Government Body   | 18. Date of Resolution Approving/Denying this Application  |

Attached hereto is an original and one copy of the application and all documents listed in 16b. I also certify that all documents listed in 16a are on file at the local unit for inspection at any time.

|  |                    |                     |
|--|--------------------|---------------------|
| 19a. Signature of Clerk                                      | 19b. Name of Clerk | 19c. E-mail Address |
| 19d. Clerk's Mailing Address (Street, City, State, ZIP Code) |                    |                     |
| 19e. Phone Number  | 19f. Fax Number    |                     |

State Tax Commission Rule Number 57: Complete applications approved by the local unit and received by the State Tax Commission by October 31 each year will be acted upon by December 31. Applications received after October 31 may be acted upon in the following year.

Local Unit: Mail one original and one copy of the completed application and all required attachments to:

**State Tax Commission**  
Michigan Department of Treasury  
P.O. Box 30471  
Lansing, MI 48909-7971

| STC USE ONLY |            |          |           |
|--------------|------------|----------|-----------|
| LUCI Code    | Begin Date | End Date | End Date2 |

# Draths Corporation

Preliminary Equipment List for Delhi Township Abatement Program

Summary Equipment Costs

|             |              |
|-------------|--------------|
| R&D         | \$2,753,917  |
| Pilot Plant | \$ 2,250,000 |
| Total       | \$5,003,917  |

Prepared 23 June 2009  
William Faulkner

**Preliminary Research and Development Facility Equipment List**

| Purchase Description                               | Units Needed | Cost Each | TotalCost |
|--|--------------|-----------|-----------|
| 101 U/R IP21-Man/Auto Pump                         | 1            | 2,185.79  | 2,185.79  |
| 101 U/R IP21-Man/Auto Pump                         | 1            | 2,185.79  | 2,185.79  |
| 101 U/R IP21-Man/Auto Pump                         | 1            | 2,185.79  | 2,185.79  |
| 101 U/R IP21-Man/Auto Pump                         | 1            | 2,185.79  | 2,185.79  |
| 101 U/R IP21-Man/Auto Pump 5                       | 1            | 2,185.79  | 2,185.79  |
| 101 U/R IP21-Man/Auto Pump                         | 1            | 2,185.79  | 2,185.79  |
| 101 U/R IP21-Man/Auto Pump                         | 1            | 2,185.79  | 2,185.79  |
| 101 U/R IP21-Man/Auto Pump                         | 1            | 2,185.79  | 2,185.79  |
| 101 U/R Watson-Marlow Bred 2                       | 1            | 2,194.46  | 2,194.46  |
| 101 U/R Watson-Marlow Bredel Peristaltic Pump      | 1            | 1,097.23  | 1,097.23  |
| 101 U/R Watson-Marlow Bredel Peristaltic Pump      | 1            | 1,097.23  | 1,097.23  |
| 220 x .01 MG                                       | 1            | 1,945.79  | 1,945.79  |
| 220 x .01 MG #2                                    | 1            | 1,945.79  | 1,945.79  |
| 220 x .01 MG #3                                    | 1            | 1,945.79  | 1,945.79  |
| 5000 Multiple Reactor System                       | 1            | 48,396.63 | 48,396.63 |
| 5415R 24x1.5ML Rotor                               | 1            | 3,876.66  | 3,876.66  |
| ACD/1D NMR Manager                                 | 1            | 3,427.00  | 3,427.00  |
| Agilent G1362A Refractive Index                    | 1            | 23,147.58 | 23,147.58 |
| Alpha-E FTIR with ZnSe ATR Module, Software & Pc   | 1            | 19,534.83 | 19,534.83 |
| ASME Code Blowdown Tank                            | 1            | 1,047.00  | 1,047.00  |
| Balance 5100G x 0.08G                              | 1            | 1,160.53  | 1,160.53  |
| Balance 5100G X 0.08G                              | 1            | 1,117.30  | 1,117.30  |
| Balance 5100G x 0.08G #2                           | 1            | 1,160.53  | 1,160.53  |
| Ballast/Green Tank                                 | 1            | 1,126.91  | 1,126.91  |
| Beckman JA20 High Performance J                    | 1            | 30,541.78 | 30,541.78 |
| Beckman UV/VISS Spectrophotomet                    | 1            | 850.00    | 850.00    |
| Boiler# 22   | 1            | 456.00    | 456.00    |
| Boiler# 22   | 1            | 4,857.31  | 4,857.31  |
| Busch Glass Oven Incubator                         | 1            | 1,546.58  | 1,546.58  |
| Carousel 6 Place(Radley's)                         | 1            | 6,222.15  | 6,222.15  |
| Co Control 3z 208/240V 50/60HZ                     | 1            | 4,932.90  | 4,932.90  |
| Computer & Monitor for titrator                    | 1            | 577.24    | 577.24    |
| Conference Table                                   | 1            | 250.00    | 250.00    |
| Dell PS 410 01                                     | 1            | 1,208.00  | 1,208.00  |
| DVR-200 Digital Vacuum Reg                         | 1            | 1,097.00  | 1,097.00  |
| DVR-200 Regulator for Diaphragm Pump               | 1            | 1,097.00  | 1,097.00  |
| DVR-280 Regulator for Diap 78                      | 1            | 1,204.44  | 1,204.44  |
| DVR-280 Regulator for Diaphragm Pump               | 1            | 1,204.43  | 1,204.43  |
| Engine Block                                       | 1            | 2,295.00  | 2,295.00  |
| Flash Chromatography                               | 1            | 1,809.98  | 1,809.98  |
| Floor Stand Vertical Tube                          | 1            | 1,571.93  | 1,571.93  |
| Fume Hoods-Safeaire                                | 1            | 4,500.00  | 4,500.00  |
| Fume Hoods -Safeaire                               | 1            | 4,500.00  | 4,500.00  |
| Glass Double Door Lab Refrigerator                 | 1            | 1,286.00  | 1,286.00  |
| Hamilton Safe Air 6' Fume Hood                     | 1            | 4,878.15  | 4,878.15  |
| Harris Custom Deluxe DLT21V85D14 Ultra low Freezer | 1            | 5,495.00  | 5,495.00  |
| HP 6890-5973 GC MSD System                         | 1            | 89,273.33 | 89,273.33 |
| HP6890 Gas Chromatograph                           | 1            | 29,510.67 | 29,510.67 |
| Ice Machine and Installation                       | 1            | 3,614.10  | 3,614.10  |
| INCBTR ISOTMP STD MEC 3.7 120V                     | 1            | 2,229.60  | 2,229.60  |
| Kit, MJ Mini 48W Per Thrm Cycl                     | 1            | 3,366.87  | 3,366.87  |
| Kit, MJ Mini 48W Per Thrm Cycl                     | 1            | 3,266.88  | 3,266.88  |
| LabCompanion RW-0525G Refrigerated & Heating Bath  | 1            | 2,160.25  | 2,160.25  |
| Laborota 4011 Dig/HB/G6                            | 1            | 4,960.90  | 4,960.90  |
| Laborota 4011 Dig/HB/G6                            | 1            | 4,960.90  | 4,960.90  |
| Liquid-Filled Pressure Gauge 0-30 psi              | 1            | 1,545.16  | 1,545.16  |
| Mass Flow Controller                               | 1            | 1,125.72  | 1,125.72  |

| Purchase Description                               | Units Needed | Cost Each | TotalCost |
|--|--------------|-----------|-----------|
| Mini-ProteanTetra Cell                             | 1            | 434.64    | 434.64    |
| Mini-Sub Cell GT System                            | 1            | 234.40    | 234.40    |
| Mini-Sub Cell GT System                            | 1            | 234.40    | 234.40    |
| Molecular Imager Gen Doc XR System PC              | 1            | 16,422.12 | 16,422.12 |
| Muf Furn Manual-Co 240V50/60HZ                     | 1            | 1,934.23  | 1,934.23  |
| Nanodrop 1000                                      | 1            | 8,572.10  | 8,572.10  |
| Neslab RTE 111 Water Bath Circu                    | 1            | 1,455.00  | 1,455.00  |
| NesLab RTE100 Water Bath Circulator                | 1            | 1,095.00  | 1,095.00  |
| New Brunswick Innovate 4080 High Temperature Incub | 1            | 4,535.00  | 4,535.00  |
| Oven Mech Conv Enml 240V                           | 1            | 3,402.43  | 3,402.43  |
| Poly Acid Cabinet                                  | 1            | 1,405.23  | 1,405.23  |
| Powerpac Basic Power Supply                        | 1            | 371.44    | 371.44    |
| Powerpac Basic Power Supply                        | 1            | 371.44    | 371.44    |
| Pressure Vessel, 75ml, T31-18 B                    | 1            | 2,529.33  | 2,529.33  |
| Pressure Vessel, 75ml, T316 Stainless Steel        | 1            | 2,529.33  | 2,529.33  |
| Pressure Vessel, 75ml, T316 Stainless Steel        | 1            | 2,529.33  | 2,529.33  |
| Puffer Hubbard LR450 Double Door Refrigerator      | 1            | 1,486.67  | 1,486.67  |
| Pump Cold Water 1/3 hp Mot 2                       | 1            | 728.00    | 728.00    |
| Purelab Ultra Genetic                              | 1            | 3,327.88  | 3,327.88  |
| Purelab Ultra Genetic2                             | 1            | 3,327.88  | 3,327.88  |
| Reach in Lab Refrigerator                          | 1            | 1,786.00  | 1,786.00  |
| Refrigerator                                       | 1            | 2,526.02  | 2,526.02  |
| Refrigerator                                       | 1            | 252.28    | 252.28    |
| RM6 Water Bath Circulator                          | 1            | 1,195.00  | 1,195.00  |
| RW-0525G REF                                       | 1            | 1,995.00  | 1,995.00  |
| Safety Cabinet, Waste                              | 1            | 1,507.90  | 1,507.90  |
| Sears Dishwasher                                   | 1            | 529.99    | 529.99    |
| Sparger Assembly/75L Fermentor #70                 | 1            | 4,957.62  | 4,957.62  |
| STR RAR 2021 with Chuck                            | 1            | 2,191.12  | 2,191.12  |
| Sussman Boiler                                     | 1            | 834.00    | 834.00    |
| TB Furn 1200C 3z 2.5 208/240V                      | 1            | 3,227.97  | 3,227.97  |
| Temperature Controller                             | 1            | 1,414.50  | 1,414.50  |
| Thermoflex 900 PD2 1115/60 #2                      | 1            | 3,348.79  | 3,348.79  |
| Thermoflex 900 PD2 115/60                          | 1            | 3,348.79  | 3,348.79  |
| Titrande 836                                       | 1            | 19,250.87 | 19,250.87 |
| Vacuum Oven MLD 285A 120 V                         | 1            | 3,555.46  | 3,555.46  |
| Vacuum Pump 115VAC 60HZ                            | 1            | 2,125.48  | 2,125.48  |
| Water Bath Circulator Forma CHP Circulator 20083   | 1            | 1,195.00  | 1,195.00  |
| Widemini Subcell GT 15 x 10 TRA                    | 1            | 323.20    | 323.20    |
| Widemini Subcell GT, 15 x 10 TRA                   | 1            | 323.20    | 323.20    |

472,916.89

| Item Name                         | Units Needed |            |           |
|-----------------------------------|--------------|------------|-----------|
| Fume hoods (8')                   | 10           | 8,500.00   | \$85,000  |
| Fume hoods (8', walk in)          | 4            | 14,000.00  | \$56,000  |
| Biological Safety Cabinet         | 4            | 12,000.00  | \$48,000  |
| Freezer (-80 C)                   | 2            | 7,000.00   | \$14,000  |
| Cold room                         | 1            | 15,000.00  | \$15,000  |
| Autoclave                         | 1            | 40,000.00  | \$40,000  |
| Sartorius Biostat Quad fermentors | 4            | 55,000.00  | \$220,000 |
| Sartorius 30L fermentor           | 4            | 120,000.00 | \$480,000 |
| Coy chamber                       | 1            | 28,000.00  | \$28,000  |
| HPLC                              | 4            | 45,000.00  | \$180,000 |
| GC                                | 2            | 80,000.00  | \$160,000 |
| HPLC/MS                           | 1            | 65,000.00  | \$65,000  |
| GC/MS                             | 1            | 70,000.00  | \$70,000  |
| Industrial Rotary Evaporator      | 2            | 30,000.00  | \$60,000  |
| Pilot Scale Karr Column           | 1            | 30,000.00  | \$30,000  |
| Parr pressure reactor (500 mL)    | 6            | 14,000.00  | \$84,000  |
| Parr pressure reactors (5 gallon) | 4            | 52,000.00  | \$208,000 |
| FPLC                              | 1            | 50,000.00  | \$50,000  |

| <b>Purchase Description</b>      | <b>Units Needed</b> | <b>Cost Each</b> | <b>TotalCost</b> |
|----------------------------------|---------------------|------------------|------------------|
| Gel documentation system         | 1                   | 25,000.00        | \$25,000         |
| Radley multiwell reaction system | 4                   | 7,000.00         | \$28,000         |
| Robot                            | 1                   | 335,000.00       | \$335,000        |
|                                  |                     |                  | \$2,281,000      |

Grand Total

\$2,753,917

## **Preliminary Pilot Plant**

Total Cost \$ 2,250,000 (quote from outside vendor)

### **Stage 1:**

- Distillation column
  - Appropriately sized U-Tube Condenser
  - Appropriately sized Kettle Re-boiler
  - Appropriately sized Feed Pre-Heater, single pass tube in shell type.
  - Appropriately sized Bottoms Product Cooler, 4 pass tube in shell type
  - Appropriately sized Distillate Product Cooler, 4 pass tube in shell type
  - Appropriately sized Positive Displacement feed, bottoms, and distillate pumps.
  - Appropriately sized vacuum system, capable of reaching customer specified 2 kPa absolute pressure requirement.
- Instrumentation to include:
- 1 Ea. Coriolis type Mass Flow Meter
  - 1 Ea. Differential Pressure Transmitter to measure Column DP
  - 1 Ea. Absolute Pressure Transmitter.
  - 1 Lot of Thermocouples, placed at key process locations
- Note that the quoted range will cover anything from the Non-XP range to the Class I Div. II. Group B rating
- All necessary valves

### **Stage 2:**

- Distillation column
  - Appropriately sized U-Tube Condenser
  - Appropriately sized Kettle Re-boiler
  - Appropriately sized Feed Pre-Heater, single pass tube in shell type.
  - Appropriately sized Bottoms Product Cooler, 4 pass tube in shell type
  - Appropriately sized Distillate Product Cooler, 4 pass tube in shell type
  - Appropriately sized Positive Displacement feed and bottoms pumps.
- Instrumentation to include:
- 1 Ea. Coriolis type Mass Flow Meter
  - 1 Ea. Differential Pressure Transmitter to measure Column DP
  - 1 Ea. Absolute Pressure Transmitter.
  - 1 Lot of Thermocouples, placed at key process locations
- Note that the quoted range will cover anything from the Non-XP range to the Class I Div. II. Group B rating
- All necessary valves

### **Common to 2-Stage System as a whole:**

- Allen-Bradley Compactlogix Programmable Logic Controller
- Carbon steel support structure primed and painted to be floor mounted and self supporting.

### **Separate from the Skid:**

- 2-Ea. 24 kW Hot Oil circulators to provide sufficient heating energy for the above specified re-boilers.

