

**DELHI CHARTER TOWNSHIP
MINUTES OF REGULAR MEETING HELD ON SEPTEMBER 1, 2009**

The Delhi Charter Township Board of Trustees met in a regular meeting on Tuesday, September 1, 2009 in the Multipurpose Room at the Community Services Center, 2074 Aurelius Road, Holt, Michigan. Supervisor Goodrich called the meeting to order at 7:30 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
Al McFadyen, DDA Executive Director
Marian Frane, Director of Accounting
Nicole Wilson, Assessor
Sandra Diorka, Director of Public Services
Tracy Carney-Miller, Director of Community Development
Tricia Vander Ploeg, Administrative Assistant/Deputy Supervisor
Amy Finch, Assistant Township Clerk/Deputy Clerk

COMMENTS FROM THE PUBLIC – None

FY 2008 ANNUAL REPORT – ASSESSING DEPARTMENT

Nicole Wilson, Assessor, gave the FY 2008 Annual Assessing Department Report (ATTACHMENT I).

CONSENT AGENDA

- A. Approval of Minutes – Committee of the Whole Meeting of August 18, 2009
- B. Approval of Minutes – Regular Meeting of August 18, 2009
- C. Approval of Claims – August 25, 2009 (ATTACHMENT II).
- D. Approval of Payroll – August 20, 2009 (ATTACHMENT III).

SWEET MOVED TO APPROVE THE CONSENT AGENDA AS PRESENTED.

A Roll Call Vote was recorded as follows:

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

MOTION CARRIED

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP
MINUTES OF REGULAR MEETING HELD ON SEPTEMBER 1, 2009**

NEW BUSINESS

RESOLUTION NO. 2009-032 – AUTHORIZE THE SALE OF PROPERTY LOCATED AT 4240 WOODWORTH AVENUE

The Board reviewed memorandums dated August 26, 2009 from Twp. Mgr. Elsinga and August 27, 2009 from Tracy Miller, Director of Community Development (ATTACHMENT IV).

BAJEMA MOVED TO ADOPT RESOLUTION NO. 2009-032 WHICH AUTHORIZES THE SALE OF PROPERTY LOCATED AT 4240 WOODWORTH AVENUE AND ALLOWS FOR THE TOWNSHIP TREASURER OR TOWNSHIP MANAGER TO EXECUTE DOCUMENTS TO THAT EFFECT.

A Roll Call Vote was recorded as follows:

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

MOTION CARRIED

RESOLUTION NO. 2009-033 – SUPPORT OF THE URBAN SERVICES BOUNDARY COMMITTEE’S “PARTNERSHIPS FOR CHANGE PROGRAM” GRANT APPLICATION

The Board reviewed memorandums dated August 27, 2009 from Twp. Mgr. Elsinga and Tracy Miller, Director of Community Development (ATTACHMENT V).

HAYHOE MOVED TO ADOPT RESOLUTION NO. 2009-033 WHICH SUPPORTS THE SUBMITTAL OF A GRANT APPLICATION FOR THE “PARTNERSHIPS FOR CHANGE: SUSTAINABLE COMMUNITIES” PROGRAM BY THE URBAN SERVICES BOUNDARY COMMITTEE.

A Roll Call Vote was recorded as follows:

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

MOTION CARRIED

RESOLUTION NO. 2009-034 – TRANSPORTATION INVESTMENT GENERATING ECONOMIC RECOVERY (TIGER) GRANT APPLICATION

The Board reviewed memorandums dated August 27, 2009 from Twp. Mgr. Elsinga and August 25, 2009 from Al McFadyen, DDA Executive Director (ATTACHMENT VI).

SWEET MOVED TO ADOPT RESOLUTION NO. 2009-034 ENDORSING AND APPROVING THE SUBMISSION OF A GRANT APPLICATION UNDER THE TRANSPORTATION INVESTMENT GENERATING ECONOMIC RECOVERY (T.I.G.E.R.) PROGRAM.

A Roll Call Vote was recorded as follows:

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

MOTION CARRIED

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP
MINUTES OF REGULAR MEETING HELD ON SEPTEMBER 1, 2009**

TWO SOFTWARE UPGRADE PROPOSALS FROM BS&A SOFTWARE

The Board reviewed memorandums dated August 27, 2009 from Twp. Mgr. Elsinga and August 24, 2009 from Marian Frane, Director of Accounting (ATTACHMENT VII).

AMMON MOVED TO APPROVE THE PROPOSALS FROM BS&A SOFTWARE FOR THE PURCHASE OF SOFTWARE UPGRADES FOR THE EQUALIZER FUND ACCOUNTING.NET SYSTEMS IN THE AMOUNT OF \$29,840 AND FOR THE EQUALIZER PROPERTY-BASED.NET SYSTEMS IN THE AMOUNT OF \$29,505 PLUS ANNUAL SERVICE AND SUPPORT ASSOCIATED WITH EACH WITH PROJECTED INSTALLATION TO OCCUR IN 2010 AND 2011.

A Roll Call Vote was recorded as follows:

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

MOTION CARRIED

REPORTS

SUPERVISOR

RESCHEDULE BUDGET WORKSHOP ON SEPTEMBER 21ST

Supervisor Goodrich stated that the September 21st Budget Workshop date will remain.

TREASURER

STATE REVENUE SHARING

Treasurer Ammon stated that the Township received \$254,181 in revenue sharing of which \$230,096 is the constitutional portion and \$24,085 is the statutory portion. The Township received approximately \$60,000 more in revenue sharing than was estimated.

MANAGER'S REPORT

The Ingham County Drain Commissioner's Office met to spread the roll of the Pawlowski Creek Drain under Chapter 20 of the Drain Code. It was stated that the roll could be spread to the residents. Twp. Mgr. Elsinga stated that he would like the Township to cover this \$13,000 roll which could be spread over two years. The drain will need repairing at a later date at which time that roll will be spread to the residents.

Twp. Mgr. Elsinga stated that he met with the Downtown Development Authority during an executive committee meeting. Discussion was held relative to the consulting services related to transportation planning, urban design and walkability for Cedar Street with the Cedar/Aurelius/Holt Road triangle area which the Board of Trustees rejected at the August 18, 2009 meeting. Twp. Mgr. Elsinga stated that the executive committee was receptive to this topic which will be placed on the DDA agenda for consideration.

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP
MINUTES OF REGULAR MEETING HELD ON SEPTEMBER 1, 2009**

Twp. Mgr. Elsinga stated that he met with the Ingham County Road Commission regarding the repair of Holt Road. It was stated that the bids for this repair came in lower than was projected. The Road Commission indicated that they will fund the entire project using stimulus monies but may request help with future projects.

A ribbon cutting ceremony and open house for the new digester is tentatively set for October 6, 2009.

ADJOURNMENT

Meeting adjourned at 8:52 p.m.

FYI

1. Letter dated August 18, 2009 from Bridget T. Bradley regarding pedestrian crossings.
2. Department of Public Services August 2009 Monthly Report.
3. Letter Dated August 17, 2009 from the Lansing Area Safety Council thanking Fire Chief Rick Royston for contributing to the 2009 Babysitter Lessons and Safety Training program.

Date: _____

Evan Hope, Township Clerk

Date: _____

Stuart Goodrich, Supervisor

/af

SUBJECT TO APPROVAL

ASSESSING DEPARTMENT

2008 ANNUAL REPORT



ASSESSING DEPARTMENT STAFF

Nicole Wilson, Assessor
Hire Date 06/15/2009

Jim Munson, Property Appraiser
Hire Date 10/04/2005

Jeff Hanes, Property Appraiser
Hire Date 07/27/2009

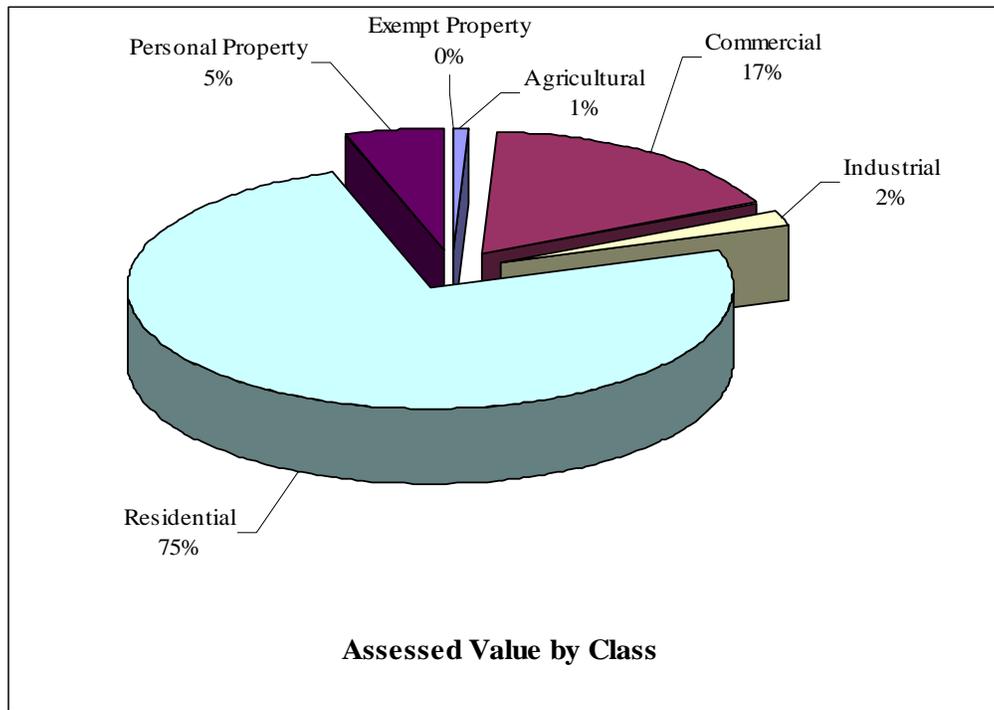
DEPARTMENT RESPONSIBILITIES AND ACTIVITIES

The Delhi Township Assessing Department is dedicated to the establishment of fair, accurate and equitable property assessments for township residents and businesses. Our department is committed to provide accurate property information to the various township departments, property owners, realtors, and private appraisers. Additionally, we are responsible for identifying the taxable status of each property within the township. Each year, we prepare and submit reports to the State and County in accordance with Michigan's General Property Tax law.

As of January 1, 2009, Delhi Township had a total of 9,433 real property and 712 personal property parcels. The total taxable value of these parcels was over \$784 million, continuing to make Delhi Township the fourth largest jurisdiction in Ingham County.

ASSESSED AND TAXABLE VALUE BY CLASS

Property Class	Assessed Value	Taxable Value	No. of Parcels
Agricultural	8,066,800	2,575,559	59
Commercial	142,118,100	129,201,749	448
Industrial	16,332,600	15,211,328	84
Residential	624,099,950	592,190,424	8,842
Personal Property	45,226,200	45,226,200	712
Exempt Property	0	0	292
Total	835,843,650	784,405,260	10,437

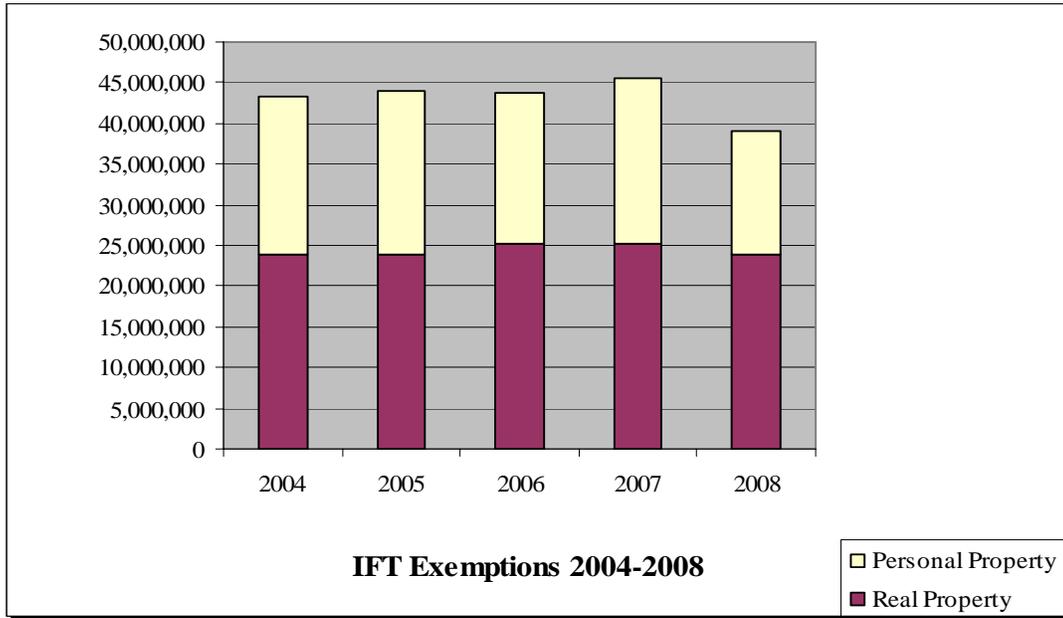


INDUSTRIAL FACILITIES TAX EXEMPTIONS (IFT)

Public Act 198 of 1974 allows local governments to grant a partial tax exemption to manufacturing businesses. This exemption allows any new industrial building or manufacturing process located in an industrial district to be taxed at roughly half the Millage rate. This abatement can be for either real or personal property, or for both, and can be granted for up to twelve years.

In 2008 Delhi Township had 26 IFT accounts, which included real and personal property tax exemptions for 16 businesses.

Year	Real Property	Personal Property	Assessed Value Total	No. of Parcels
2004	23,874,100	19,513,850	43,387,950	13
2005	23,874,100	20,015,700	43,889,800	16
2006	25,120,550	18,617,100	43,737,650	21
2007	25,274,700	20,182,400	45,457,100	23
2008	23,824,200	15,238,900	39,063,100	26

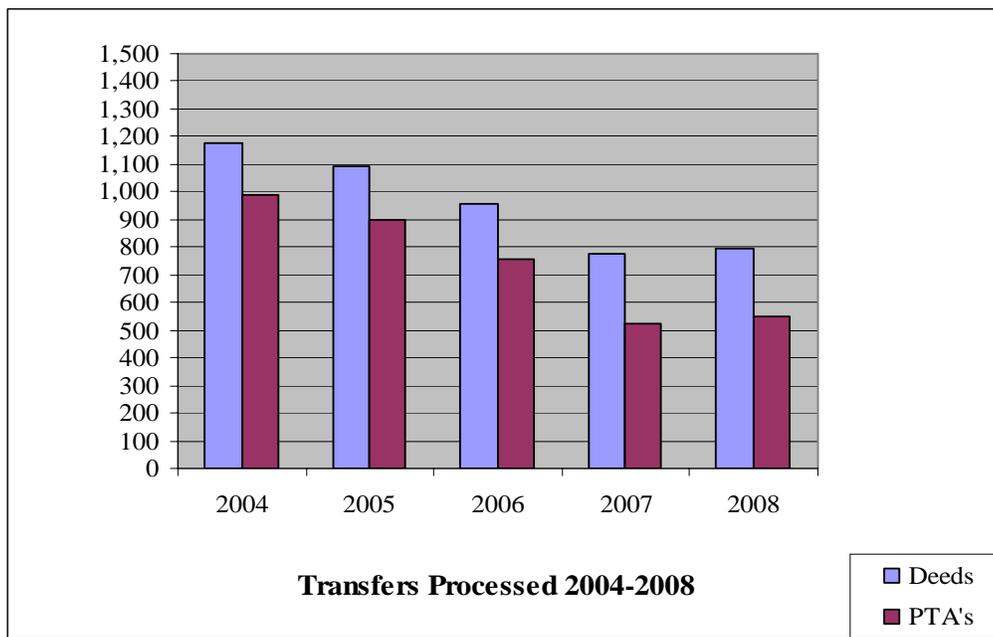


Property Transfers

Property Transfer Affidavits – A property transfer affidavit is required to be filed for all properties transferred within the State of Michigan. The purpose of this document is to assist the Assessor’s office with determining how much, if at all, a property’s taxable value should “uncap” for the following year. Not all transfers come with a transfer affidavit, therefore, deeds are also used to post the transfer of the property and subsequently determine the percent transferred for uncapping.

Deeds – Generally, when a property is transferred, a deed is recorded with the County Register of Deeds office, then, the Register of Deeds forwards a copy to the local Assessor’s Office. The deed provides valuable data such as ownership information and the mailing address along with the sales price for the property transferred. It should be noted that a transfer of ownership does not necessarily occur with every deed.

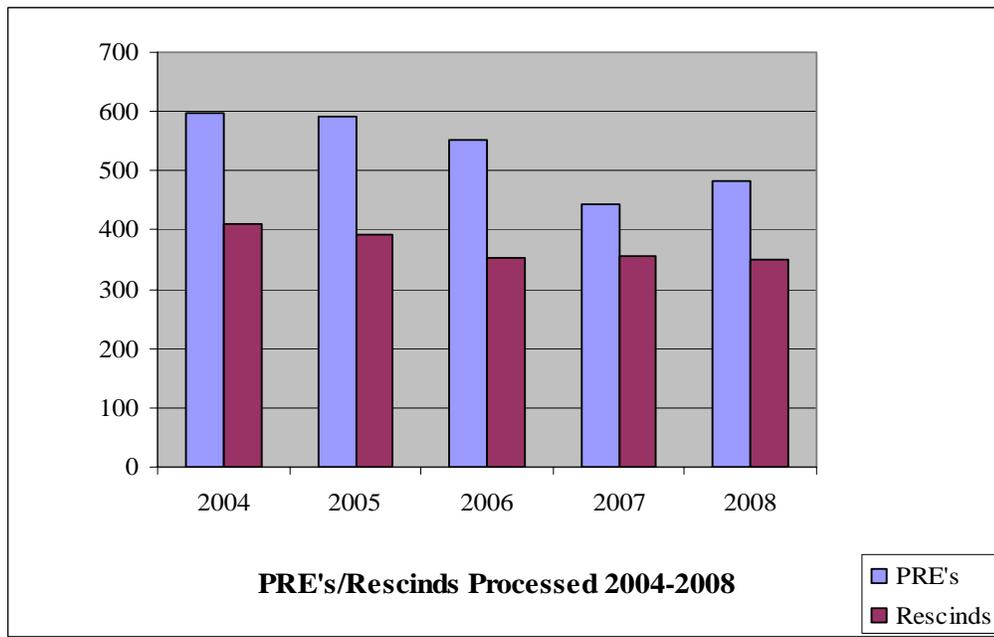
Year	Deeds	Property Transfer Affidavits	Total
2004	1,176	989	2,165
2005	1,095	899	1,994
2006	959	756	1,715
2007	778	524	1,302
2008	795	548	1,343



PRINCIPAL RESIDENCE EXEMPTIONS/RECISSIONS (HOMESTEADS)

Property owners who own and occupy their homes as their primary residence can apply for an exemption from the school operating tax. A Principal Residence Exemption Affidavit (PRE-formally known as Homestead) must be filed in order to receive this exemption. Property owners are allowed only one Principal Residence Exemption. Upon transfer of a property, our office generally receives both the new owner’s exemption request and the previous owners request to rescind the exemption on the home. New construction of homes in the Township along with a change in occupancy of a house can cause a difference in the number of principal residence exemptions and requests to rescind filed.

Year	PRE's	Request to Rescind PRE's	Total No. Processed
2004	596	411	1,007
2005	592	393	985
2006	553	354	907
2007	443	355	798
2008	483	351	834

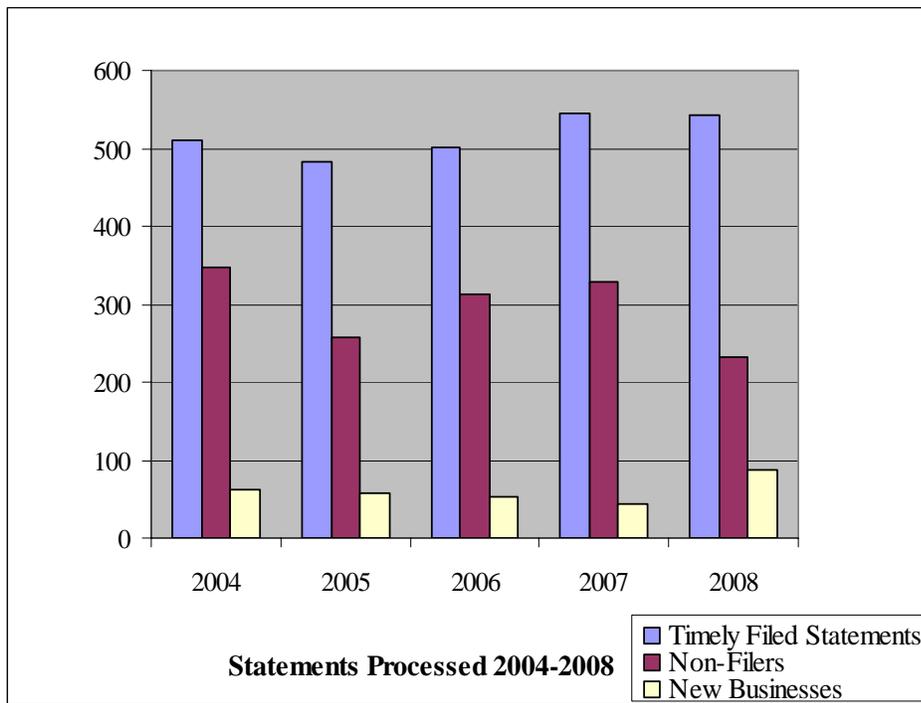


PERSONAL PROPERTY STATEMENTS

All businesses located in the State of Michigan are required to file a personal property statement with their local taxing jurisdiction. Assessable personal property includes such things as: furniture and fixtures; machinery and equipment; rental videotapes and games; electronic, video and testing equipment; consumer coin operated equipment; and computer equipment. Special tooling, art work, law book libraries, and certain leasehold improvements can also be categorized as personal property.

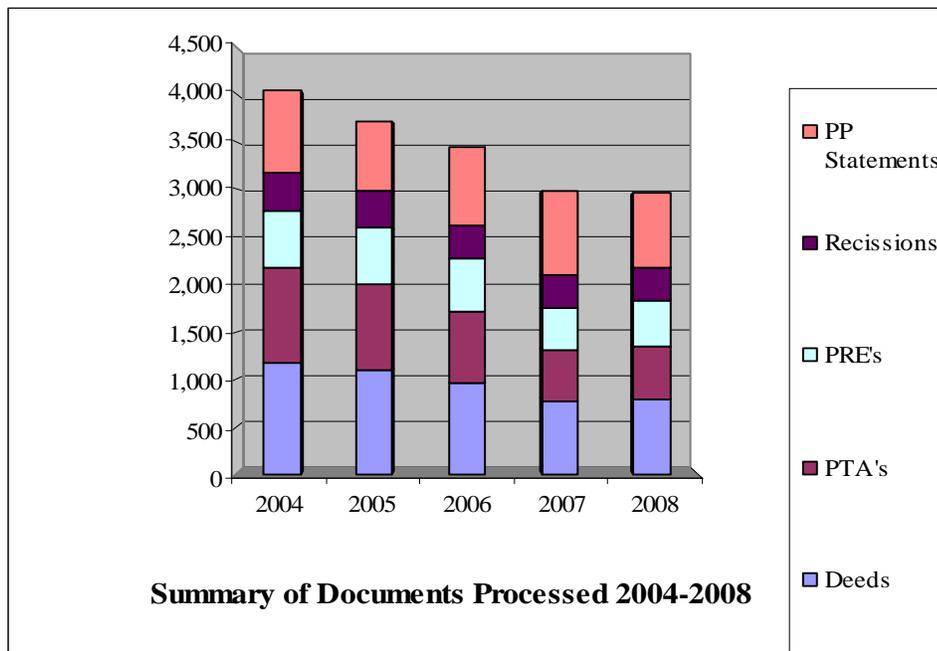
For the 2008 assessment roll, 774 personal property statements were processed which included 87 new businesses. Of the 87 new businesses that located in the Township during 2008, 10 accounts were in the Jolly/Dunckel/Pine Tree Road area, and 20 were located on Cedar Street.

Year	No. of New Businesses	Timely Filed Statements Processed	Stmt. Not Filed- Estimated or Terminated Accounts	Total No. Processed
2004	62	511	346	857
2005	58	482	257	739
2006	52	501	313	814
2007	43	545	328	873
2008	87	542	232	774



SUMMARY OF DOCUMENTS PROCESSED

Year	2004	2005	2006	2007	2008
Deeds	1,176	1,095	959	778	795
PTA's	989	899	756	524	548
PRE's (Homesteads)	596	592	553	443	483
Recessions	411	393	354	355	351
PP Statements	857	739	814	873	774
Totals	4,029	3,718	3,436	2,973	2,951

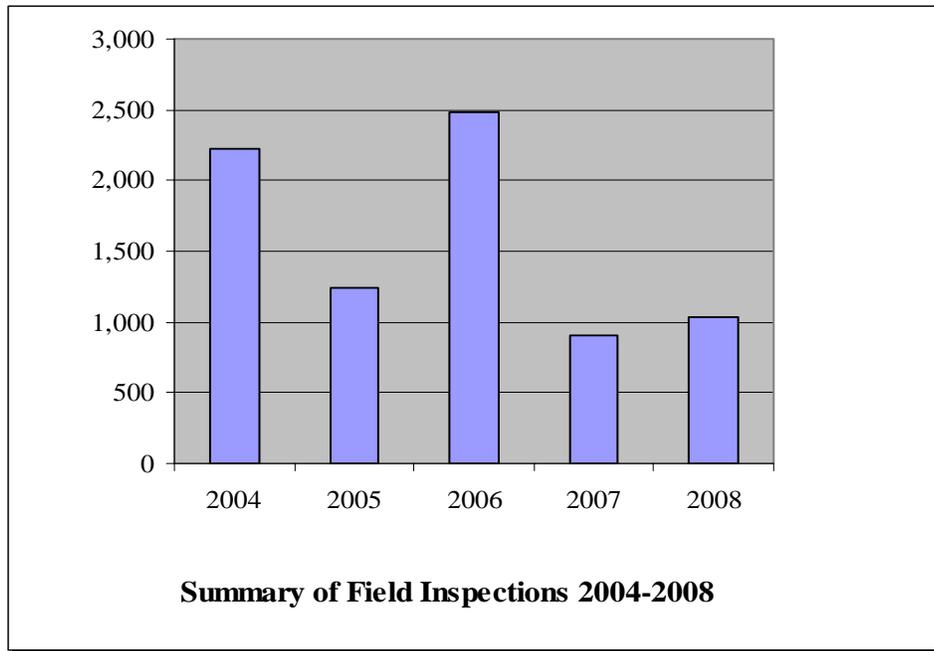


FIELD INSPECTIONS

Inspection of parcels in the Township is an ongoing process from year to year. Each building on a property is measured and all information is verified for accuracy. The State Tax commission recommends that all property be visited once every five years. In keeping with that recommendation, several plats and condominiums, as well as several Metes & Bounds (acreage) properties were reinspected.

The actual number of inspections has varied from year to year. Changes in staffing levels and the amount of time devoted to the staff's professional development have greatly affected the amount of inspections and the length of time it has taken to undergo the current re-appraisal of the Township.

Year	2004	2005	2006	2007	2008
Agricultural	0	1	0	20	5
Commercial	48	31	29	30	19
Industrial	0	1	0	1	1
Residential	2,178	1,209	2,456	825	997
Exempt	N/A	N/A	N/A	23	13
Total	2,226	1,242	2,485	899	1,035

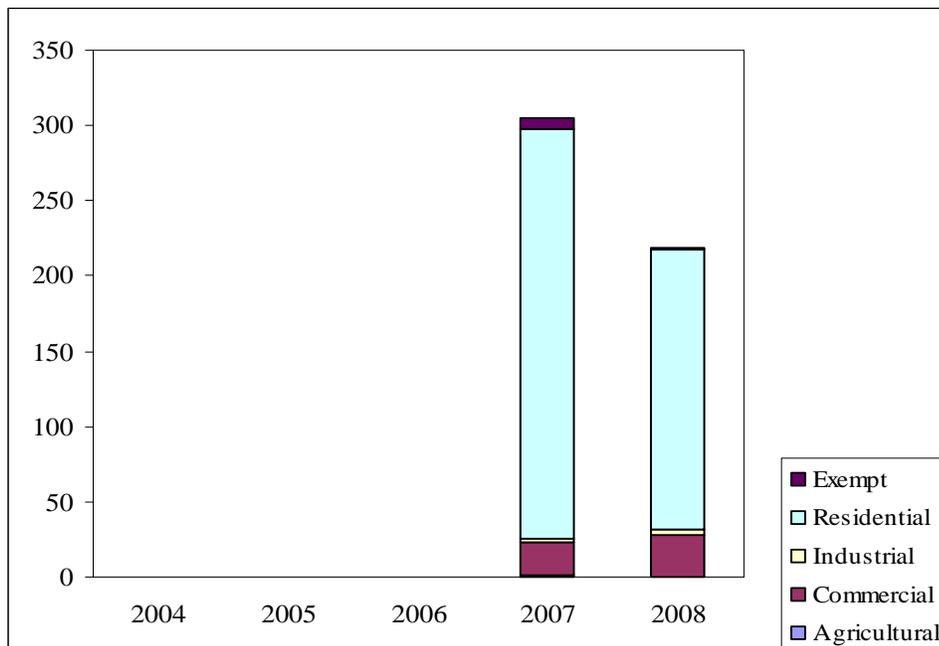


PERMIT INSPECTIONS

Generally speaking, any time there is new construction, a structural change, or replacement of a major component of a building, plumbing, mechanical or electrical system, a permit must be obtained.

The Assessing Department inspects these permits, updates the property information and determines if these changes affect the value of the property.

Year	2004	2005	2006	2007	2008
Agricultural				1	0
Commercial				22	28
Industrial				3	3
Residential				272	186
Exempt				7	2
Totals	0	0	0	305	219



APEX BUILDING AND LAND SKETCHES

In August of 2002, the Assessing Department purchased Apex Sketch software to use for sketching all residential, agricultural, commercial and industrial buildings, as well as parcels of land. The software calculates the square footage of the different areas of a building and the square footage or acreage of a piece of land. At the end of 2008 there were 8,322 building and 823 parcels of land sketched with Apex for a total of 9,145.

Sketches	2004	2005	2006	2007	2008
Land	N/A	771	804	811	823
Building	N/A	7,897	8,144	8,172	8,322
Total	N/A	8,668	8,948	8,983	9,145

LAND DIVISION/ COMBINATIONS

The Community Development Department is now responsible for the initial work up of all land divisions and combination requests in the Township. However, prior to August 2008 the Assessing Department processed all requests for these types of transactions.

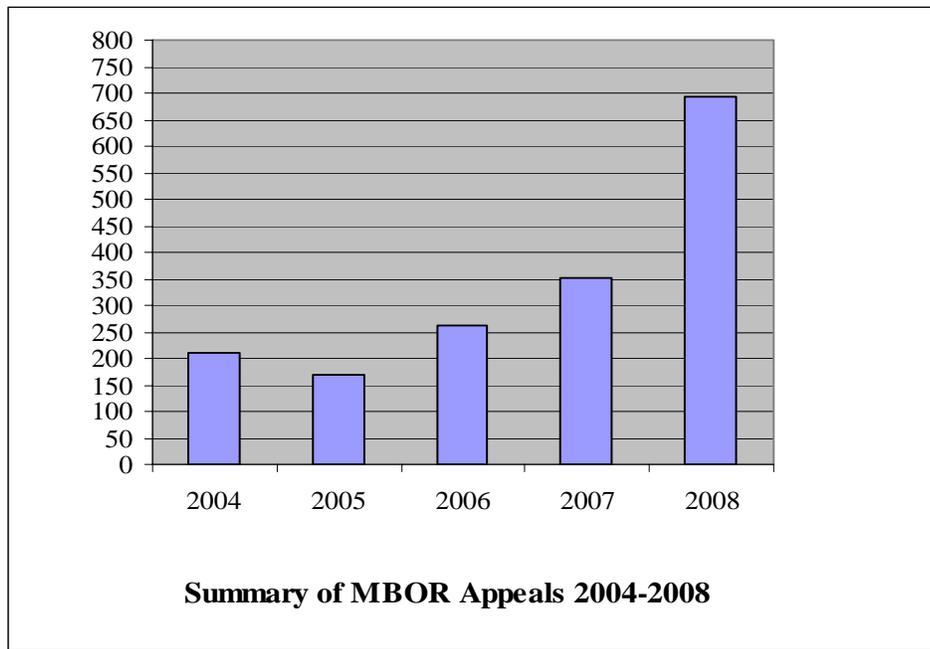
A proposed land division/combination is also reviewed by the Manager, Assessing Department, and the Treasurer's office. Once Township approval is granted, the information is then forwarded to County Tax Mapping to obtain new parcel numbers. After the new parcel numbers are assigned, the Assessing Department will then perform the division/combination on the assessment roll for the upcoming tax year.

Year	Applications Processed	New Parcels Created	New Plats or Condos	Plat or Condo Parcels Created	Total Parcels Created
2004	28	59	6	167	226
2005	17	33	11	331	364
2006	12	19	6	141	160
2007	19	18	9	142	160
2008	11	18	0	32	50

MARCH BOARD OF REVIEW

After property owners receive their assessment notices, they have the opportunity to protest their assessment during the March Board of Review. A total of 694 real and personal property accounts were appealed in 2008 representing an increase of 342 parcels from 2007 and 432 parcels from 2006.

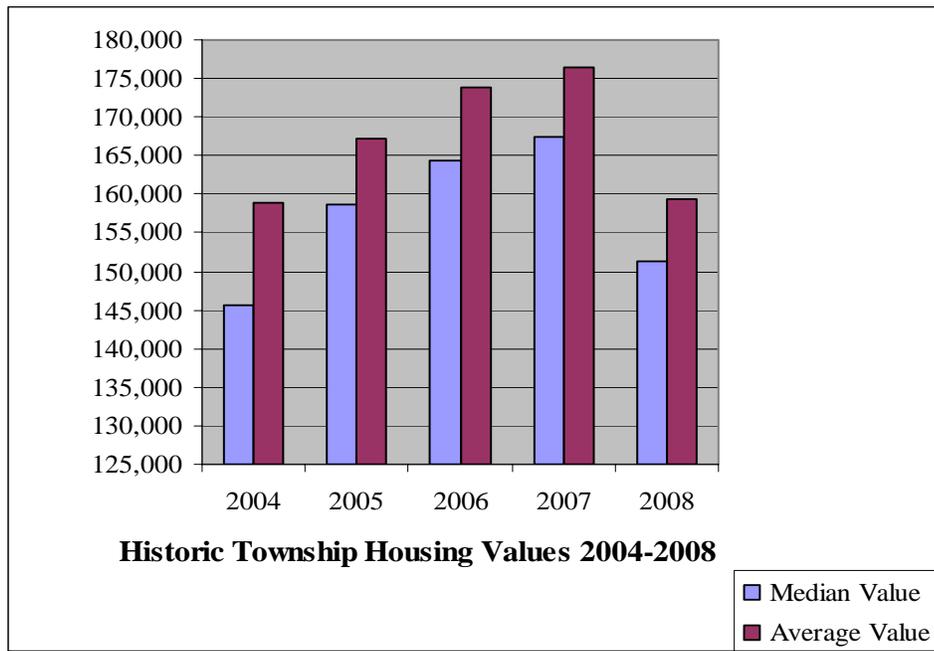
Year	2004	2005	2006	2007	2008
Appeals	209	169	262	352	694



HISTORIC TOWNSHIP HOUSING VALUES

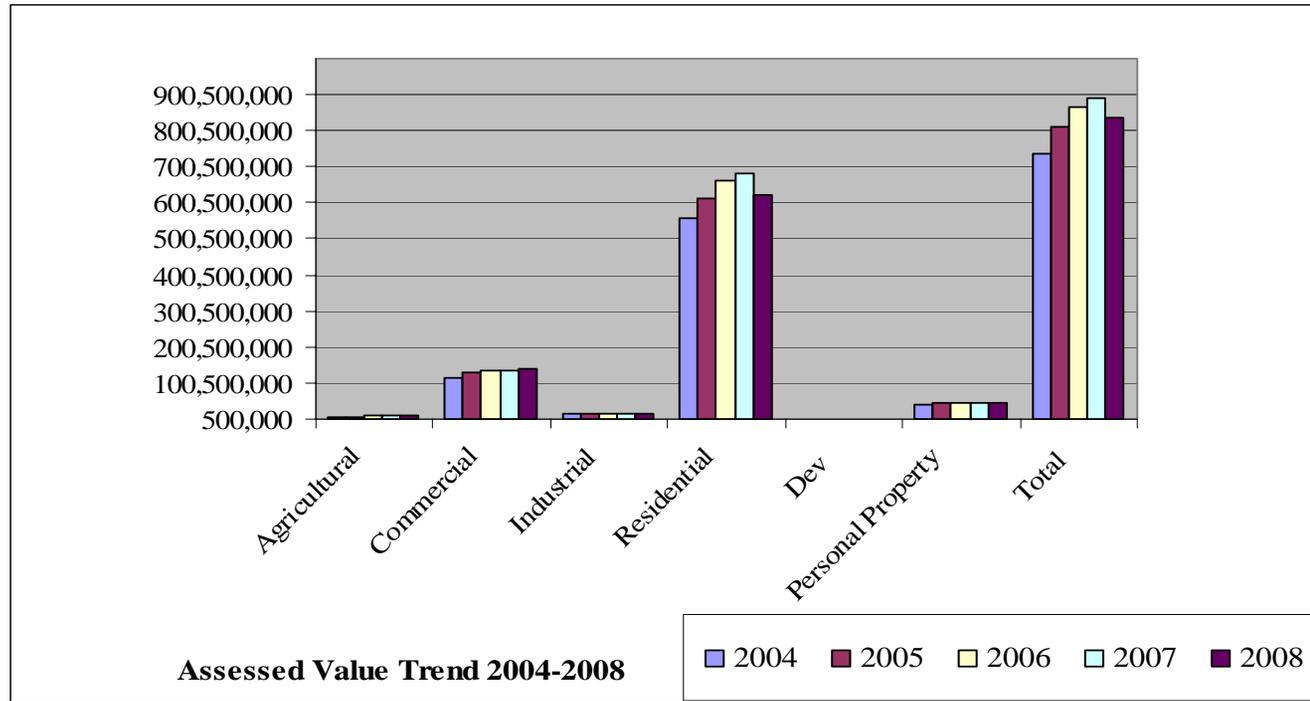
The residential class accounts for over three-quarters of the Township's taxable value. Over the past few years both the average and median values of residential properties in the Township have decreased. In 2008, the average residential value of \$159,465 was a 10.68% decrease from the previous year.

Year	True Cash Value		Median Value	Average Value	+/- in Average Value
	Low	High			
2004	43,200	917,000	145,600	158,900	5.20
2005	43,200	917,000	158,600	167,100	5.20
2006	44,400	917,000	164,400	173,900	4.10
2007	44,400	917,000	167,400	176,500	1.50
2008	25,000	852,800	151,400	159,465	-10.68



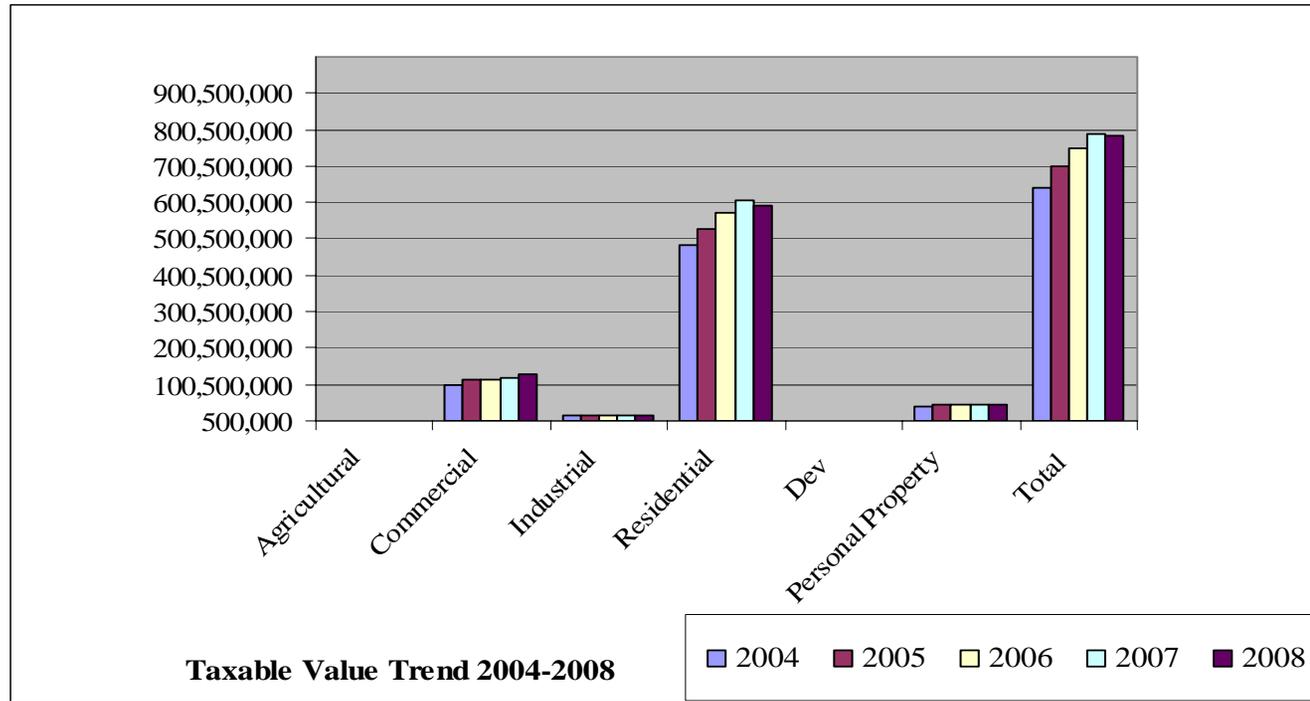
ASSESSED VALUE TREND

Year	Agricultural	Commercial	Industrial	Residential	Dev	Personal Property	Total
2004	7,155,800	117,060,500	15,417,300	557,887,700	0	40,517,100	738,038,400
2005	7,876,600	131,772,900	16,643,300	609,828,750	0	45,210,400	811,331,950
2006	8,556,100	134,129,300	16,330,850	661,917,750	0	46,827,750	867,761,750
2007	8,574,050	136,453,250	15,256,000	683,264,230	0	46,577,255	890,124,785
2008	8,066,800	142,118,100	16,332,600	624,099,950	0	45,053,000	835,670,450



TAXABLE VALUE TREND

Year	Agricultural	Commercial	Industrial	Residential	Dev	Personal Property	Total
2004	2,331,465	99,636,533	14,109,294	481,682,386	0	40,517,100	638,276,778
2005	2,590,787	111,556,779	15,460,638	525,702,625	0	45,210,400	700,521,229
2006	2,218,367	114,964,632	15,051,118	572,239,358	0	46,827,750	751,301,225
2007	2,468,072	121,108,641	14,121,340	606,104,452	0	46,577,255	790,379,760
2008	2,575,559	129,201,749	15,207,713	592,390,835	0	45,053,000	784,428,856



TOP 10 TAXPAYERS

as of 12/31/2008

Name	Type of Business	# Parcel(s)	SEV	TV	# Parcels(s)	IFT SEV	IFT TV	Total SEV	Total TV
Consumers Energy Company	Utilities	25	10,855,900	10,802,889				10,855,900	10,802,889
Woodland Lakes Investment Group LLC	Apartments	1	7,151,900	7,151,900				7,151,900	7,151,900
Dart Container Corp	Food Service Products, Various Blgs w/Tenants	23	5,608,900	5,331,671	2	1,184,900	1,184,900	6,793,800	6,516,571
Theroux Development Co	Mobile Home Park/Homes	7	5,032,800	3,623,208				5,032,800	3,623,208
Bondarenko Ltd LLC	Cricket Ridge Condos	31	4,917,100	4,292,143				4,917,100	4,292,143
Parker Hannifin Corp	Manufacturing	2	4,515,000	4,515,000				4,515,000	4,515,000
Stealth Medical Technologies	Exotic Alloy Orthopedic Implant Industry	1	3,468,600	3,468,600	2	755,100	755,100	4,223,700	4,223,700
Aspen Lakes Estates II LLC	Apartments	1	3,455,700	3,455,700				3,455,700	3,455,700
Stonegate Mobile Home Park	Mobile Home Park	188	2,935,000	1,916,430				2,935,000	1,916,430

ACCOUNTS PAYABLE APPROVAL

August 25, 2009

I. Certification of Authorized Signatures: The attached Check Register and Invoice Distribution Report encompass checks dated August 25, 2009, numbered 75359 through 75468 & ACH #1114 . Every invoice has a payment authorizing signature(s).

Dated: August 25, 2009

 Lora Behnke, Accounting Clerk
II. Certification of Fund Totals:

The attached Invoice Distribution Report and Check Register for checks dated August 25, 2009 show payments made from the following funds:

General Fund	\$	241,888.92	
Parks & Recreation		15,748.76	
Fire Equip. & Apparatus Fund		1,689.01	
Brownfield Redevelopment Fund		2,776.19	
Downtown Development Fund		108,788.85	
Community Development Fund		7,618.44	
Trust & Agency Fund		836.43	
Current Tax Fund		25.88	
Subtotal Common Savings*	\$	379,372.48	
Sewer Fund Receiving**	\$	50,762.95	
			<hr/>
Grand Total	\$	430,135.43	<hr/>

Includes the following to be reimbursed from separate bank accounts:

*Current Tax Account	\$	25.88
----------------------	----	-------

Dated: August 25, 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.(None)

Dated: August 25, 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 September 1, 2009, a motion was made by _____ and passed by _____ yes votes and _____ no votes (_____ absent) that the list of claims dated August 25, 2009, was reviewed, audited and approved.

 Evan Hope, Township Clerk

INVOICE DISTRIBUTION REPORT FOR DELHI CHARTER TOWNSHIP
 INVOICES TO BE PAID 08/12/2009 - 08/25/2009
 Paid Invoices Only

Vendor	Invoice Description	Amount
Fund 101 GENERAL FUND		
Dept 000.00		
SBAM	HEALTH INSURANCE SEPTEMBER	182.18
BLUE CROSS BLUE SHIELD OF MI	REFUND (2009A-0580) JOY LELAND	169.57
Total for Dept 000.00 :		351.75
Dept 101.00 LEGISLATIVE		
HARTFORD LIFE INSURANCE CO	LIFE INSURANCE SEPTEMBER	11.40
VERIZON WIRELESS	JULY CELLULAR PHONES	29.18
Total for Dept 101.00 LEGISLATIVE:		40.58
Dept 171.00 MANAGER		
SBAM	HEALTH INSURANCE SEPTEMBER	689.76
HARTFORD LIFE INSURANCE CO	LIFE INSURANCE SEPTEMBER	99.19
VERIZON WIRELESS	JULY CELLULAR PHONES	84.50
Total for Dept 171.00 MANAGER:		873.45
Dept 191.00 ACCOUNTING		
SBAM	HEALTH INSURANCE SEPTEMBER	306.56
HARTFORD LIFE INSURANCE CO	LIFE INSURANCE SEPTEMBER	51.87
Total for Dept 191.00 ACCOUNTING:		358.43
Dept 215.00 CLERK		
SBAM	HEALTH INSURANCE SEPTEMBER	2,207.25
HARTFORD LIFE INSURANCE CO	LIFE INSURANCE SEPTEMBER	68.24
VERIZON WIRELESS	JULY CELLULAR PHONES	85.58
Total for Dept 215.00 CLERK:		2,361.07
Dept 228.00 INFORMATION TECHNOLOGY		
SBAM	HEALTH INSURANCE SEPTEMBER	689.76
HARTFORD LIFE INSURANCE CO	LIFE INSURANCE SEPTEMBER	30.94
MICROTECH SERVICES, INC.	REGISTRATION ASSEMBLIES FOR HP	116.00
MICROTECH SERVICES, INC.	REGISTRATION ASSEMBLIES FOR HP	69.00
MICROTECH SERVICES, INC.	HP 9000 MAINTENANCE KIT	225.00
VERIZON WIRELESS	JULY CELLULAR PHONES	84.48
Total for Dept 228.00 INFORMATION TECHNOLOGY:		1,215.18

Dept 253.00 TREASURERS		
SBAM	HEALTH INSURANCE SEPTEMBER	1,517.49
HARTFORD LIFE INSURANCE CO	LIFE INSURANCE SEPTEMBER	74.16
PAPER IMAGE PRINTING	4,500 ENVELOPES/250 BUSINESS	342.25
VERIZON WIRELESS	JULY CELLULAR PHONES	<u>29.18</u>

Total for Dept 253.00 TREASURERS: 1,963.08

Dept 257.00 ASSESSING		
SBAM	HEALTH INSURANCE SEPTEMBER	1,134.29
HARTFORD LIFE INSURANCE CO	LIFE INSURANCE SEPTEMBER	69.16
PAPER IMAGE PRINTING	4,500 ENVELOPES/250 BUSINESS	124.75
VERIZON WIRELESS	JULY CELLULAR PHONES	58.36
SPARROW OCC HEALTH SERVICE	PRE-EMPLOYMENT PHYSICALS	<u>103.50</u>

Total for Dept 257.00 ASSESSING: 1,490.06

Dept 262.00 ELECTIONS		
PRINTING SYSTEMS, INC.	1,500 AV SECRECY ENVELOPES	<u>138.11</u>

Total for Dept 262.00 ELECTIONS: 138.11

Dept 265.00 BUILDING & GROUNDS		
SBAM	HEALTH INSURANCE SEPTEMBER	749.84
HARTFORD LIFE INSURANCE CO	LIFE INSURANCE SEPTEMBER	31.63
LANSING ICE & FUEL CO	GASOLINE 8/1-15/09	119.62
SAFETY SYSTEMS, INC	PROGRAM HOLIDAY & CD (CSC)	100.00
SIEMENS BUILDING TECHNOLOGIES	SERVICE AGREEMENT 8/1-10/31/09	4,405.10
SIEMENS BUILDING TECHNOLOGIES	HP #6 WIRE REPLACEMENT (CSC)	1,093.48
SIEMENS BUILDING TECHNOLOGIES	BLOWDOWN VALVE/FILTER (CSC)	1,108.32
SIEMENS BUILDING TECHNOLOGIES	HOT WATER HEATER LEAK (CSC)	923.78
MAID BRIGADE OF LANSING	CLEANING SERVICES/CSC	975.00
BOARD OF WATER & LIGHT	WATER & ELECTRIC	667.15
DELHI TOWNSHIP TREASURER	SEWER	310.50
ACE HARDWARE	2 FLUR BULBS	9.58
JOHN E. GREEN COMPANY	TEST THREE BACK FLOWS	<u>125.00</u>

Total for Dept 265.00 BUILDING & GROUNDS: 10,619.00

Dept 276.00 CEMETERY		
SBAM	HEALTH INSURANCE SEPTEMBER	496.37
HARTFORD LIFE INSURANCE CO	LIFE INSURANCE SEPTEMBER	20.94
LANSING ICE & FUEL CO	PROPANE TANK RENTAL	40.00
LANSING ICE & FUEL CO	GASOLINE 8/1-15/09	79.19
ACE HARDWARE	30 BAGS OF GRAVEL MIX	79.80
ACE HARDWARE	3 EPOXY QUICK	<u>10.47</u>

Total for Dept 276.00 CEMETERY: 726.77

Dept 301.00 POLICE		
ROBERT J. ROBINSON, ATTN Y	LEGAL FEES JULY	2,705.00
INGHAM COUNTY TREASURER	AUGUST POLICE CONTRACT	<u>200,631.17</u>

Total for Dept 301.00 POLICE: 203,336.17

Dept 336.00 FIRE DEPARTMENT		
SBAM	HEALTH INSURANCE SEPTEMBER	7,602.76
HARTFORD LIFE INSURANCE CO	LIFE INSURANCE SEPTEMBER	255.12
BARYAMES CLEANERS	UNIFORM CLEANING	161.00
LANSING ICE & FUEL CO	GASOLINE 8/1-15/09	860.94
LIFEGAS LLC	CYLINDER RENTAL	177.87
MOORE MEDICAL, LLC	MISCELLANEOUS MEDICAL SUPPLIES	1,136.02
NATIONAL FIRE PROTECTION	2009 MEMBERSHIP DUES	150.00
BIO-CARE, INC.	MASK FIT TEST/HAGFORS	25.00
BIO-CARE, INC.	MASK FIT TEST/GARCIA	25.00
SPARROW OCC HEALTH SERVICE	PRE-EMPLOYMENT PHYSICALS	1,095.36
AIR SOURCE ONE, INC	ANNUAL MAINTENANCE/SERVICE	1,144.38
VERIZON WIRELESS	JULY CELLULAR PHONES	379.13
BOARD OF WATER & LIGHT	WATER & ELECTRIC	23.27
DELHI TOWNSHIP TREASURER	SEWER	30.00
OVERHEAD DOOR CO OF LANSING	REPLACE MOTOR & ADJUSTMENTS	432.89
MID-MICHIGAN BUSINESS	20 HVAC DECALS	100.00
KAESER AND BLAIR, INC	250 TOTES	247.50
KAESER AND BLAIR, INC	250 TOTES	45.00
KAESER AND BLAIR, INC	250 TOTES	<u>28.69</u>

Total for Dept 336.00 FIRE DEPARTMENT: 13,919.93

Dept 446.00 INFRASTRUCTURE		
CONSUMERS ENERGY	STREETLIGHT HOLT ROAD & KAHRES	<u>100.00</u>

Total for Dept 446.00 INFRASTRUCTURE: 100.00

Dept 850.00 OTHER FUNCTIONS		
SBAM	HEALTH INSURANCE SEPTEMBER	4,190.10
HARTFORD LIFE INSURANCE CO	LIFE INSURANCE SEPTEMBER	16.24
SECAP FINANCE	FOLDING MACHINE LEASE	<u>189.00</u>

Total for Dept 850.00 OTHER FUNCTIONS: 4,395.34

Total for Fund 101 GENERAL FUND: 241,888.92

Fund 208 PARKS & RECREATION FUND		
Dept 752.00 ADMINISTRATION		
SBAM	HEALTH INSURANCE SEPTEMBER	613.12
HARTFORD LIFE INSURANCE CO	LIFE INSURANCE SEPTEMBER	48.68
VERIZON WIRELESS	JULY CELLULAR PHONES	<u>246.92</u>

Total for Dept 752.00 ADMINISTRATION: 908.72

Dept 771.00 PARKS		
SBAM	HEALTH INSURANCE SEPTEMBER	827.73
HARTFORD LIFE INSURANCE CO	LIFE INSURANCE SEPTEMBER	19.11
LANSING ICE & FUEL CO	GASOLINE 8/1-15/09	546.08
ACE HARDWARE	2) BATTERIES	14.98
ACE HARDWARE	BOWL BRUSH/2 KEYS	6.67
ACE HARDWARE	PIPE	0.88
ACE HARDWARE	BUSHING/HEX BUSHING	5.28
ACE HARDWARE	CARB CLEANER/SCREWS/BOLTS/	6.65
ACE HARDWARE	3 KEYS	5.07
ACE HARDWARE	AAA BATTERIES	3.79
ACE HARDWARE	CARDED TAP	6.49
ACE HARDWARE	NARROW HINGE/TRIGGER NOZZLE	13.98
ACE HARDWARE	3) WASP KILLER	16.47
LANSING POPCORN CO.	POPCORN SUPPLIES	82.00
ACE HARDWARE	3 WHITE STRIPING PAINT	22.47
ACE HARDWARE	2 EYE BOLTS/CHAIN	7.56
ACE HARDWARE	4 WHITE STRIPING PAINT	29.96
ACE HARDWARE	SCREWS/BOLTS	1.38
MODEL COVERALL SERVICE	UNIFORM PANTS	46.92
MODEL COVERALL SERVICE	UNIFORM PANTS	46.92
STATE OF MICHIGAN	WATER SAMPLES	225.00
INGHAM COUNTY HEALTH DEPART	BATHING BEACH INSPECTION FEE	185.00
AMERICAN RENTAL	PORTABLE TOILETS	490.00
DK SECURITY	SECURITY	1,672.02
MODEL COVERALL SERVICE	UNIFORM PANTS	46.92
BOARD OF WATER & LIGHT	WATER & ELECTRIC	26.59
BOARD OF WATER & LIGHT	WATER & ELECTRIC	456.33
BOARD OF WATER & LIGHT	WATER & ELECTRIC	149.77
BOARD OF WATER & LIGHT	WATER & ELECTRIC	188.59
BOARD OF WATER & LIGHT	WATER & ELECTRIC	28.32
BOARD OF WATER & LIGHT	WATER & ELECTRIC	242.50
BOARD OF WATER & LIGHT	WATER & ELECTRIC	11.46
DELHI TOWNSHIP TREASURER	SEWER	15.95
DELHI TOWNSHIP TREASURER	SEWER	39.65
DELHI TOWNSHIP TREASURER	SEWER	81.35
DELHI TOWNSHIP TREASURER	SEWER	274.90
JOHN E. GREEN COMPANY	TEST THREE BACK FLOWS	250.00
ACE HARDWARE	(2) FLOWER FOOD	22.98
COLLEEN COOPER	FLOWERS	54.70
ACE HARDWARE	2 COUPLINGS/GALV PIPE	33.57
BRADY LAWN EQUIPMENT	3 BLADES	81.81
CARQUEST THE PARTS PLACE	2 OIL FILTERS	12.26
BRADY LAWN EQUIPMENT	2 BOLTS/2 NUTS/4 SEALS/SPANNOR	36.61
BRADY LAWN EQUIPMENT	4 BEARINGS/8 WHEELS	189.92
CARQUEST THE PARTS PLACE	BELT	2.99
SUPERIOR SAW	WEED WHIP LABOR	32.00
ROGER'S CLINE TIRE	TIRE/4100 MOWER	25.00
TASMANIAN TIRE CO.	TIRE	76.50

TASMANIAN TIRE CO.	TIRE REPAIR	7.50
LANSING ELECTRIC MOTORS INC	LABOR TO CLEAN START SWITCH	65.00
FRANKIE D'S AUTO & TRUCK	LOF/F-250	51.00
FRANKIE D'S AUTO & TRUCK	LOF & BRAKES/#42	589.00
GAMETIME	VALHALLA PLAYGROUND EQUIPMENT	6,342.00

Total for Dept 771.00 PARKS: 13,717.58

Dept 774.00 RECREATION		
SBAM	HEALTH INSURANCE SEPTEMBER	689.76
HARTFORD LIFE INSURANCE CO	LIFE INSURANCE SEPTEMBER	23.21
ON THE SPOT ENGRAVING	AWARDS - FALL ADULT SOFTBALL	209.69
JOHNNY MAC'S	4 SOCCER NETS	199.80

Total for Dept 774.00 RECREATION: 1,122.46

Total for Fund 208 PARKS & RECREATION FUND: 15,748.76

Fund 211 FIRE EQUIP. & APPARATUS FUND

Dept 339.00 EQUIPMENT & APPARATUS

FIRE SERVICE MANAGEMENT LLC	TURNOUT GEAR CLEANING	51.09
WITMER PUBLIC SAFETY GROUP	BOOTS - JUSTICE/SCHROEDER/	597.00
WITMER PUBLIC SAFETY GROUP	BOOTS - JUSTICE/SCHROEDER/	199.00
WITMER PUBLIC SAFETY GROUP	BOOTS - JUSTICE/SCHROEDER/	29.99
WEST SHORE FIRE INC	SCBA WASH COMPOUND	43.75
ADVANCED CHARGER TECH	BATTERY CHARGER MODULES	204.00
INTERSTATE ALL BATTERY	CASE AAA BATTERIES	63.94
ACE HARDWARE	TAP CARDED/DRILL BIT	7.28
ACE HARDWARE	SCREWS/BOLTS/NAILS	4.88
LIFE LINE EMERGENCY	RUB RAIL END CAP & FREIGHT	18.08
SHROYERS AUTO PARTS	TOW/#064	130.00
BRIAN BALL	NATIONAL FIRE ACADEMY	340.00

Total for Dept 339.00 EQUIPMENT & APPARATUS: 1,689.01

Total for Fund 211 FIRE EQUIP. & APPARATUS FUND: 1,689.01

Fund 243 BROWNFIELD REDEVELOPMENT AUTH

Dept 734.00 REMEDIATION PLANS

MARMIKE TWO LLC	BROWNFIELD #3 2008 REIMBURSE	2,776.19
-----------------	------------------------------	----------

Total for Dept 734.00 REMEDIATION PLANS: 2,776.19

Total for Fund 243 BROWNFIELD REDEVELOPMENT AUTH: 2,776.19

Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY

Dept 728.00 DDA ADMINISTRATION

HARTFORD LIFE INSURANCE CO	LIFE INSURANCE SEPTEMBER	39.13
FOSTER, SWIFT, COLLINS	LEGAL FEES JULY	756.12
INTERNATIONAL ECONOMIC DEV	11/1/09-10/31/10 DUES/MCFADYEN	345.00
KEYSTONE DESIGN GROUP	DDA SITE STUDY CEDAR @ NORTH	120.00
VERIZON WIRELESS	JULY CELLULAR PHONES	37.48
SHERRI L. POWERS	MILEAGE 7/20-8/12/09 (S. POWERS)	85.91

Total for Dept 728.00 DDA ADMINISTRATION: 1,383.64

Dept 729.00 DDA MARKETING & PROMOTION

EFX PRODUCTION SERVICES	MUSIC IN THE GARDEN AUDIO SYS	4,000.00
PAPER IMAGE PRINTING	MUSIC IN THE GARDEN POSTERS	225.25
HOLT HOMETOWN, INC.	2009 HOLT HOMETOWN FESTIVAL	17,500.00
ACE HARDWARE	SHOP-VAC FILTER/TAPE	21.97
ACE HARDWARE	KEY/2 POWER OUTLETS/SURGE	22.16
GANNETT MICHIGAN NEWSPAPERS	JULY PUBLISHING	323.58
CHARLES GRINNELL	51 HOURS @ \$20	1,020.00
CITY PULSE	BIZ CARD AD IN CITY PULSE	75.00
HOLT VILLAGE SAMPLER SHOW	HOLT VILLAGE SAMPLER SHOW	100.00

Total for Dept 729.00 DDA MARKETING & PROMOTION: 23,287.96

Dept 730.00 COMM REHABILITATION REBATE PGM

QUALITY DAIRY COMPANY	DEMO CONCRETE SLAB/REPAVING	11,375.00
-----------------------	-----------------------------	-----------

Total for Dept 730.00 COMM REHABILITATION REBATE PGM: 11,375.00

Dept 731.00 DDA INFRASTRUCTURE PROJECTS

AYLES TREE SERVICE, INC	TRIM TREES & HAUL/SENIOR CENTER	475.00
LANDSCAPE ARCHITECTS	CMAQ CONSTRUCTION OBSERV	2,000.00

Total for Dept 731.00 DDA INFRASTRUCTURE PROJECTS: 2,475.00

Dept 850.00 OTHER FUNCTIONS

SBAM	HEALTH INSURANCE SEPTEMBER	697.03
HARTFORD LIFE INSURANCE CO	LIFE INSURANCE SEPTEMBER	29.40
LANSING ICE & FUEL CO	GASOLINE 8/1-15/09	111.20
SIEMENS BUILDING TECHNOLOGIES I	SERVICE AGREEMENT 8/1-10/31/09	629.30
MAID BRIGADE OF LANSING	CLEANING SERVICES/SHERIFF	480.00
BOARD OF WATER & LIGHT	WATER & ELECTRIC	60.84
BOARD OF WATER & LIGHT	WATER & ELECTRIC	81.13
BOARD OF WATER & LIGHT	WATER & ELECTRIC	15.03
DELHI TOWNSHIP TREASURER	SEWER	12.00
DELHI TOWNSHIP TREASURER	SEWER	48.00
DELHI TOWNSHIP TREASURER	SEWER	25.76
DELHI TOWNSHIP TREASURER	SEWER	12.00
DELHI TOWNSHIP TREASURER	SEWER	31.75
DELHI TOWNSHIP TREASURER	SEWER	22.83
DELHI TOWNSHIP TREASURER	SEWER	12.00

DELHI TOWNSHIP TREASURER	SEWER	12.00
DELHI TOWNSHIP TREASURER	SEWER	12.00
CONSUMERS ENERGY	2150 CEDAR- ANNUAL RENTAL/	<u>25.00</u>

Total for Dept 850.00 OTHER FUNCTIONS: 2,317.27

Dept 903.00 CAPITAL OUTLAY-DDA

SOIL & MATERIALS ENGINEERS	ASBESTOS ASSESS 4302 VETERANS	871.19
SOIL & MATERIALS ENGINEERS	ASBESTOS ASSESS 2028 CEDAR	875.16
SOIL & MATERIALS ENGINEERS	ASBESTOS ASSESS 4302 1/2 VETER	542.39
SOIL & MATERIALS ENGINEERS	ASBESTOS ASSESS 4292 VETERANS	786.01
WOLVERINE ENGINEERS	DELHI DDA/D. GOFF PROP. SURVEY	<u>2,232.10</u>

Total for Dept 903.00 CAPITAL OUTLAY-DDA: 5,306.85

Dept 903.10 2008 CONSTRUCTION PROJECTS-DDA

F & V CONSTRUCTION MANAGEMENT CONSTRUCTION MANAGEMENT CEDAR		<u>60,109.53</u>
---	--	------------------

Total for Dept 903.10 2008 CONSTRUCTION PROJECTS-DDA: 60,109.53

Dept 905.00 DEBT SERVICE

ROBERT W BAIRD & CO., INC.	9/09 P & I PYMT AMOCO CORNER	578.07
ROBERT HOLMES	9/09 P & I PYMT - AMOCO CORNER	578.07
WILLIAM THORBURN	9/09 P & I PYMT - AMOCO CORNER	1,156.14
ROBERT W BAIRD & CO., INC.	9/09 P & I PYMT AMOCO CORNER	55.33
ROBERT HOLMES	9/09 P & I PYMT - AMOCO CORNER	55.33
WILLIAM THORBURN	9/09 P & I PYMT - AMOCO CORNER	<u>110.66</u>

Total for Dept 905.00 DEBT SERVICE: 2,533.60

Total for Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY: 108,788.85

Fund 542 COMMUNITY DEVELOPMENT FUND

Dept 721.00 PLANNING/COMMUNITY DEVELOPMENT

SBAM	HEALTH INSURANCE SEPTEMBER	3,479.51
HARTFORD LIFE INSURANCE CO	LIFE INSURANCE SEPTEMBER	140.14
CLASSIC PRINTING, INC.	1,000 INSPECTION LABELS	140.00
LANSING ICE & FUEL CO	GASOLINE 8/1-15/09	81.87
VERIZON WIRELESS	JULY CELLULAR PHONES	362.31
BOARD OF WATER & LIGHT	WATER & ELECTRIC	11.46
LUMBERTOWN OF HOLT	MATERIALS FOR 4240 WOODWORTH	935.08
DELHI TOWNSHIP TREASURER	SEWER	15.95
JOSEPH E ROBIADEK	LABOR AT 4240 WOODWORTH	2,237.50
FRANKIE D'S AUTO & TRUCK	RECHARGE A/C ON 01 RANGER	95.00
OCE NORTH AMERICA DOCUMENT	MONTHLY METER CHARGE FOR COPY I	50.62
SCHAFFER'S INC.	MOWING 4019 DELL	<u>69.00</u>

Total for Dept 721.00 PLANNING/COMMUNITY DEVELOPMENT: 7,618.44

Total for Fund 542 COMMUNITY DEVELOPMENT FUND: 7,618.44

Fund 590 SEWAGE DISPOSAL SYSTEM

Dept 000.00

HAMILTON, HEATHER	REF SEWER 1537 BERKLEY	23.85
WALL, JERRY	REF SEWER 3801 BUSH GARDENS	39.25
NORTH, COLIN	REF SEWER 1543 HADDON HALL	39.65
INTEGRATED ASSET SERVICE	REF SEWER 5029 HADDON HALL	12.00
WADDELL, EDMUND	REF SEWER 4360 HOLT UNIT 10	19.90
GATEWAY TO HOMES	REF SEWER 4295 RINGNECK HOLT	24.00
COMA CONSTRUCTION INC	REF SEWER 4010 WATTS LANSING	31.75
SBAM	HEALTH INSURANCE SEPTEMBER	401.40
SIEMENS BUILDING TECHNOLOGIES	RECHARGE CHILLER	2,331.66

Total for Dept 000.00 : 2,923.46

Dept 548.00 ADMINISTRATION & OVERHEAD

SBAM	HEALTH INSURANCE SEPTEMBER	2,385.22
HARTFORD LIFE INSURANCE CO	LIFE INSURANCE SEPTEMBER	10.15
HOLT POSTMASTER	SEPTEMBER SEWER BILLS	2,450.00
DART CONTAINER OF MICHIGAN	DUNCKEL RD EXTENSION - DEED	1.00

Total for Dept 548.00 ADMINISTRATION & OVERHEAD: 4,846.37

Dept 558.00 DEPT OF PUBLIC SERVICE

SBAM	HEALTH INSURANCE SEPTEMBER	8,617.86
HARTFORD LIFE INSURANCE CO	LIFE INSURANCE SEPTEMBER	363.47
LANSING ICE & FUEL CO	GASOLINE 8/1-15/09	1,374.82
MODEL COVERALL SERVICE	STAFF UNIFORMS	85.59
MODEL COVERALL SERVICE	STAFF UNIFORMS	116.22
MODEL COVERALL SERVICE	STAFF UNIFORMS	99.72
MODEL COVERALL SERVICE	STAFF UNIFORMS	85.59
MODEL COVERALL SERVICE	STAFF UNIFORMS	123.72
MODEL COVERALL SERVICE	STAFF UNIFORMS	85.59
BARYAMES CLEANERS	UNIFORM DRY CLEANING	27.05
AIRGAS GREAT LAKES	CYLINDER RENTAL	81.87
FISHER SCIENTIFIC	FILTERS 100/PK	254.15
IDEXX DISTRIBUTION, INC.	E-COLI TESTING EQUIPMENT	1,420.00
IDEXX DISTRIBUTION, INC.	E-COLI TESTING EQUIPMENT	(41.76)
IDEXX DISTRIBUTION, INC.	E-COLI TESTING EQUIPMENT	53.68
ALEXANDER CHEMICAL CORP	SODIUM BISULFITE	865.00
ALEXANDER CHEMICAL CORP	CREDIT	(180.00)
KEMIRA WATER SOLUTIONS, INC	FERRIC CHLORIDE	4,884.93
ARGUS-HAZCO	REPLACE LEL & DUO-TOX SENSORS	131.00
ARGUS-HAZCO	REPLACE LEL & DUO-TOX SENSORS	140.00
ARGUS-HAZCO	REPLACE LEL & DUO-TOX SENSORS	11.95
ENVIRONMENTAL RESOURCES	INVESTIGATION OF DIESEL FUEL	9,772.54
UNITED PARCEL SERVICE	SHIPPING	30.51
COMCAST	HIGH SPEED INERNET	63.95
USA MOBILITY WIRELESS, INC.	PAGERS	98.86
VERIZON WIRELESS	JULY CELLULAR PHONES	588.85
BOARD OF WATER & LIGHT	WATER & ELECTRIC	166.88
BOARD OF WATER & LIGHT	WATER & ELECTRIC	56.00
BOARD OF WATER & LIGHT	WATER & ELECTRIC	116.46
BOARD OF WATER & LIGHT	WATER & ELECTRIC	51.90

BOARD OF WATER & LIGHT	WATER & ELECTRIC	12.52
DELHI TOWNSHIP TREASURER	SEWER	214.50
BOARD OF WATER & LIGHT	WATER & ELECTRIC	52.88
BOARD OF WATER & LIGHT	WATER & ELECTRIC	49.90
ACE HARDWARE	GATE LATCH/STAPLES (SHEEP PEN)	11.48
LOWE'S CREDIT SERVICES	1/2" -12X24 SCREEN MATERIAL	9.37
ACE HARDWARE	6 WASP SPRAY/PULL ROPE	26.31
ACE HARDWARE	3 BULB PLANTERS/1 LONG HANDLE	30.95
MASON ELEVATOR CO	MATERIALS- PREPARATION OF ALFA	290.11
MASON ELEVATOR CO	MATERIALS- PREPARATION OF ALFA	47.50
BRADY LAWN EQUIPMENT	6 PK ECHO OIL	14.95
MASON ELEVATOR CO	3 BASGS CIMARRON ALFALFA SEED	645.00
CATHEY COMPANY	1/4" FILTER	57.30
CATHEY COMPANY	1-1/2 ADAPTER	35.30
CATHEY COMPANY	3' CLEAR PVC HOSE/1 KING NIPPLE	30.11
ACE HARDWARE	30 BAGS OF GRAVEL MIX	39.90
WILDTYPE DESIGN	GRASS & PLANTS	407.40
WILDTYPE DESIGN	WILDFLOWERS/GRASSES/SHRUBS	1,320.00
WILDTYPE DESIGN	WILDFLOWERS/GRASSES/SHRUBS	114.00
WILDTYPE DESIGN	WILDFLOWERS/GRASSES/SHRUBS	64.00
CUMMINS BRIDGEWAY, LLC	ST LAWRENCE LIFT STATION REPAIR	2,059.19
ACE HARDWARE	TAP GRND CUBE/WALL PLATE	10.45
GRAINGER	(2) 1 HP CENTRIFUGAL PUMPS	387.46
ACE HARDWARE	STAINLESS STEEL SCREWS	12.90
TASMANIAN TIRE CO.	FLAT TIRE REPAIR	7.50
SIEMENS BUILDING TECHNOLOGIES	SERVICE AGREEMENT 8/1-10/31/09	1,258.60
SIEMENS BUILDING TECHNOLOGIES	SERVICE AGREEMENT 8/1-10/31/09	4,875.00
PURE GREEN LAWN & TREE	FERTILIZE TREES AND GROUNDS/	232.00
MAID BRIGADE OF LANSING	CLEANING SERVICES/MAINTENANCE	260.00
MAID BRIGADE OF LANSING	CLEANING SERVICES/POTW	260.00
BILL BARR INC.	PUMP OUT DRUMS OF FUEL OIL	40.70
BILL BARR INC.	PUMP OUT DRUMS OF FUEL OIL	247.50
BILL BARR INC.	PUMP OUT DRUMS OF FUEL OIL	200.00
ACE HARDWARE	THERMOSTAT	16.49
ACE HARDWARE	CREDIT	(16.49)
FRANKIE D'S AUTO & TRUCK	LOF/#10	31.00
ABSOPURE WATER COMPANY	DRINKING WATER	51.00
ACE HARDWARE	GROMMET KIT	11.99
ACE HARDWARE	OUTDOOR 24-HOUR TIMER	17.99
ACE HARDWARE	2 SLIP CAPS/2 YELLOW SPRAY PAINT	9.96

Total for Dept 558.00 DEPT OF PUBLIC SERVICE: 42,993.12

Total for Fund 590 SEWAGE DISPOSAL SYSTEM: 50,762.95

Fund 701 TRUST & AGENCY FUND

Dept 000.00

SBAM	HEALTH INSURANCE SEPTEMBER	398.53
SBAM	HEALTH INSURANCE SEPTEMBER	214.59
SBAM	HEALTH INSURANCE SEPTEMBER	153.31
GREATER LANSING MONUMENT CO	SEEGRAVES NICHE LETTERING	<u>70.00</u>

Total for Dept 000.00 : 836.43

Total for Fund 701 TRUST & AGENCY FUND: 836.43

Fund 703 CURRENT TAX ACCOUNT

Dept 000.00

MAYBERRY HOMES	TAX OVRPMT PARCEL #332505-25-402-0	12.98
MAYBERRY HOMES	TAX OVRPMT PARCEL#332505-25-402-0	<u>12.90</u>

Total for Dept 000.00 : 25.88

Total for Fund 703 CURRENT TAX ACCOUNT: 25.88

Total - All Funds 430,135.43

**DELHI CHARTER TOWNSHIP
FUND TRANSFERS AND PAYROLL APPROVAL
For Payroll Dated August 20, 2009**

ATTACHMENT III

I. Certification of Preparation and Distribution

The attached check and payroll registers encompass check numbers: 72795 through 72870 & direct deposits numbers: DD8049 through DD8116. 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 20, 2009

Marian Frane, CPA, Director of Accounting

II. Payroll Report

The August 20, 2009 payroll encompasses the following funds and expenditures:

	Gross Payroll	Payroll Deductions	Net Pay
General Fund	\$81,116.89	\$22,235.09	\$58,881.80
Parks & Recreation Fund	20,494.04	4,826.90	\$15,667.14
DDA	8,357.15	3,047.75	\$5,309.40
Comm. Development Fund	13,910.82	3,679.38	\$10,231.44
Subtotal-Common Savings	123,878.90	33,789.12	90,089.78
Sewer Fund/Receiving	39,636.42	11,366.36	\$28,270.06
Total Payroll	\$163,515.32	\$45,155.48	\$118,359.84
	Township FICA	Township Pension Plan	Total Deductions & TWP Liabilities
General Fund	\$5,911.20	\$6,290.84	\$34,437.13
Parks & Recreation Fund	1,550.51	766.32	7,143.73
DDA	553.10	531.66	4,132.51
Comm. Development Fund	1,014.59	1,191.54	5,885.51
Sewer Fund/Receiving	2,921.40	3,282.73	17,570.49
Total Payroll	\$11,950.80	\$12,063.09	\$69,169.37

Marian Frane, CPA, Director of Accounting

III. FUND TRANSFERS

Transfers covering the foregoing payroll were made on August 20, 2009 and identified as follows:

8/20 Net Pay Disbursement in Common Savings (\$90,089.78) 8/20 Net Pay Disbursement in Sewer Receiving (\$28,270.06)

8/20 Pay Deducts from Sewer Receiving to Common Savings (\$17,570.49)

Harry R. Ammon, Treasurer

IV. Board Audit and Approval:

At a regular meeting of the Township Board held on September 1, 2009, a motion was made by _____ and passed by _____ yes votes and _____ no votes(_____ absent) that the payroll dated August 20, 2009 was reviewed, audited, and approved.

Attachment to Payroll Register

cc: Ammon(1)Vander Ploeg(1)

Evan Hope, Clerk

DELHI CHARTER TOWNSHIP

MEMORANDUM

TO: Delhi Township Board Members

FROM: John B. Elsinga, Township Manager

DATE: August 26, 2009

RE: Resolution No. 2009-032 – Authorize the Sale of Property Located at 4240 Woodworth Avenue

Enclosed for your review and approval is Resolution No. 2009-032 which would finalize the sale of property located at 4240 Woodworth Avenue (the HUD home) and authorize either the Township Treasurer or Township Manager to execute documents associated with this sale.

As you recall, we purchased the property at 4240 Woodworth Avenue for one dollar (\$1) under HUD's \$1 Home Sales to Local Governments Program in the hopes of restoring this property not only to diminish blight in the neighborhood but also to return it to the tax rolls. The Township spent approximately \$20,000 restoring this home and within a few days of listing it for sale received multiple offers.

In order to sell a home purchased under this program, the buyer must meet several criteria from HUD. We have accepted an offer of \$51,000 from a qualified buyer and are preparing to close on the property soon. In order to complete the closing the Township needs to adopt a resolution stating its intent to sell the property and who is authorized to execute the sale documents. Therefore, I recommend the Board adopt Resolution No. 2009-032 approving the sale of this property and authorizing the Township Treasurer or Manager to execute the closing documents.

Recommended Motion

To adopt Resolution No. 2009-032 which authorizes the sale of property located at 4240 Woodworth Avenue and allows for the Township Treasurer or Township Manager to execute documents to that effect.



MEMORANDUM

TO: John B. Elsinga, Township Manager

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

DATE: Thursday, August 27, 2009

RE: Resolution to Sell Property – 4240 Woodworth Ave.

As you know, the house at 4240 Woodworth Avenue that the Township acquired via the \$1 Home Sales to Local Governments Program from HUD was listed for sale on August 23rd. On the following day, we received several good offers on the property. The first offer was accepted, but was ultimately withdrawn within a few days by the prospective purchaser. The second offer was then accepted on Aug. 29th and included the sale of the property to a qualified buyer for the price of \$51,000.

The buyer has completed his inspections and is now ready to close on the purchase. However, it was recently brought to our attention by the title company that the Township must provide a resolution stating the following things: 1) that we are selling the property, 2) who we are selling it to, 3) the sales price, and 4) who is authorized to sign the paperwork. A resolution that achieves these objectives is attached. Please forward it, along with your concurrence, to the Township Board for their consideration and action at the September 1st meeting.

Also, it appears that as a result of the recent mortgage lending restructuring it is no longer permissible to place deed restrictions requiring owner occupancy on the sale of properties. As a result, we will not be placing the restriction on the sale of this home as we had previously desired. This change in lending policy has also recently affected the Ingham County Land Bank and City of Lansing, who have traditionally placed occupancy restrictions on their deeds. However, it is important to note that the purchaser's mortgage is FHA and as a result, the mortgage itself includes the requirement for owner-occupancy.

Overall, the rehabilitation of this house has been a rewarding experience and I believe will result in the return of this home to productive use. The home has transformed from "neighborhood eyesore" to a desirable property that will be an asset to the area. The neighbor's that we have interacted with during the process have all had favorable comments and appear appreciative of the Township's efforts. I will continue to monitor the homes available under the \$1 Home Sales program for future opportunities.

If you need any additional information, please don't hesitate to ask. I'll be able to provide some general information about the rehabilitation project at the meeting, if desired. Thank you.

DELHI CHARTER TOWNSHIP

RESOLUTION NO. 2009-032

A Resolution to Authorize the Sale of Real Property

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 1st day of September, 2009, at 7:30 p.m.

PRESENT:

ABSENT:

The following Resolution was offered by_____.

WHEREAS, the Charter Township of Delhi, a Michigan municipal corporation, (the "Township") is the owner of real property commonly known as 4240 Woodworth Ave., Holt, Michigan 48842 (the "Property"); and

WHEREAS, the Township Board deems it advisable and in the best interest of the Township for the Township, as seller, to sell the Property to Brian T. Beagle, a single man (the "Purchaser"); and

WHEREAS, the sale price is \$51,000.00 and the sale will close pursuant to the terms and conditions as outlined in the Uniform Buy and Sell Contract dated July 24, 2009, as amended, by and between the Township and the Purchaser (the "Agreement").

WHEREAS,

NOW, THEREFORE, BE IT RESOLVED;

1. That the Township Board deems it advisable and in the best interest of the Township for the Township to enter into the Agreement and all related documents to which the Township is a signatory to sell the Property to Purchaser.
2. That the Township execute and deliver such documents to the parties identified in the Agreement and all related documents;
3. That John B. Elsinga, in his capacity as Township Manager on behalf of the Township, or Harry Ammon, in his capacity as Township Treasurer on behalf of the Township, are hereby authorized and directed, in the name and on behalf of the Township, to execute and deliver to the parties listed

in the Agreement, the Agreement and all related documents to which the Township is a party, and such other notices, certificates and other instruments, documents, agreements and writings of every kind and character, both original and amendatory, and to do and perform or cause to be done and perform all such acts as he shall from time to time deem necessary, advisable or appropriate in order to consummate the Agreement and all related documents and to conform and comply with all covenants set forth in the Agreement and all related documents;

- 4. That John B. Elsinga, in his capacity as Township Manager on behalf of the Township, or Harry Ammon, in his capacity as Township Treasurer on behalf of the Township, are hereby authorized and directed in the name and on behalf of the Township to do or cause to be done any and all further acts and things which he may from time to time deem necessary, advisable or appropriate to carry out the purpose and intent of the foregoing resolutions.
- 5. That any acts an officer, director or employee of the Township, which acts would have been authorized by the foregoing resolutions except that such acts were taken prior to the adoption of such resolutions, are hereby severally ratified, confirmed, approved and adopted as acts of the Township.
- 6. That the home will be sold without a deed restriction requiring owner occupancy, as had previously been discussed, due to the requirements of the lending institutions.

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 1st day of September, 2009.

IN WITNESS THEREOF, I have hereunto affixed my official signature this ____ day of _____, 2009.

Evan Hope, Township Clerk

728883_1.DOC

DELHI CHARTER TOWNSHIP

MEMORANDUM

TO: Delhi Township Board Members

FROM: John B. Elsinga, Township Manager

DATE: August 27, 2009

RE: Resolution No. 2009-033 – Support of the Urban Services Boundary Committee’s “Partnerships for Change Program” Grant Application

Enclosed for your review and approval is Resolution No. 2009-033 to support a “Partnerships for Change: Sustainable Communities” grant. The purpose of this grant would be to study “the most feasible and equitable governmental approach in establishing an urban/rural service boundary in the Greater Lansing Urbanized Area”.

Delhi Charter Township has addressed our service boundary through its Master Plan by delineating a “Public Infrastructure Boundary” on its future land use maps. This grant would assist neighboring communities towards adopting service boundaries or policies that would protect natural resources and encourage development using existing infrastructure.

The grant being applied for is for \$25,000 requiring a local match of \$8,750 of which \$4,375 needs to come from local jurisdictions. Meridian Township would apply for this grant on behalf of the Urban Services Boundary Committee with the understanding that all supporting members, including Delhi, would contribute an equal amount estimated to range from \$250 - \$500 towards meeting the local share.

Recommended Motion:

To adopt Resolution No. 2009-033 which supports the submittal of a grant application for the “Partnerships in Change: Sustainable Communities” program by the Urban Services Boundary Committee.



MEMORANDUM

TO: John B. Elsinga, Township Manager

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

DATE: Thursday, August 27, 2009

RE: Urban Services Boundary Committee – Support of Grant Opportunity

As you are aware, Delhi Township has been an active participant in the Urban Services/Urban Growth Boundary committee (USB Committee). This group was organized as a result of the adoption of the “Regional Growth: Choices for Our Future” plan. The committee is charged with creating an equitable and feasible way to implement an urban service boundary that would encompass the entire Greater Lansing Area. This goal is consistent with Delhi Township’s Master Plan and our existing urban growth boundary.

To that end, the Land Information Access Association, Michigan Townships Association, Michigan Municipal League, Michigan Association of Planning and Michigan State University Extension have come together to offer grants under the “Partnership’s for Change Program.” These grants are intended to provide project cost assistance for inter-jurisdictional land use planning, regulation and resource planning and implementation. The USB Committee would like to apply for \$25,000 to facilitate the formal identification of an equitable and feasible implementation tool for the regional urban service boundary.

There is a 35% match required for the grant, which would be approximately \$8,750. It is proposed that this cost would be shared among all committee members, including Tri-County Regional Planning, and should end up being a minimal amount. We are not obligating ourselves to any future financial participation at this point in time.

I have attached a program description and draft resolution of support for the grant application for your review and consideration. If you have any questions or need additional information, please do not hesitate to ask. I believe that a representative from Tri-County Regional Planning will be present at our meeting to provide more detailed explanation, as necessary. Thank you.

TRI-COUNTY REGIONAL PLANNING COMMISSION



Regional Growth

Choices for our Future

913 West Holmes, Suite 201
Lansing, Michigan 48910
Telephone: (517) 393-0342
Web Page: www.mitcrpc.org
Email: tcrpc@acd.net
Fax: (517) 393-4424

Date: August 17, 2009

To: Urban/Rural Service District/Urban Service Boundary
Committee Members

From: Harmony Gmazel, AICP

Re: Resolution of Support for a "Partnerships for Change:
Sustainable Communities" Grant

TCRPC COMMISSIONERS*

Chairperson: Carol Wood
Vice Chairperson: Dianne Holman
Treasurer: Larry Martin
Secretary: Howard Pizzo
Russel Bauerle - Kevin Beard
James Dravenstatt-Moceri
Glenn Freeman, III - Eric Hewitt
Tim Kaltenbach - Art Luna
Brian McGrain - Ralph Monsma
David Pohl - Shirley M. Rodgers
Marsha Small - Carol Strachan
Darrell Tennis - John Veenstra

Ex-Officio

Virgil Bernero - Joseph Brehler
Debbie DeLeon - Larry Martin

IMPLEMENTATION STEERING COMMITTEE*

Chairperson: William Rieske
Earl Barks - Randy Bell
Kevin Beard - Larry Martin
Brian McGrain - Howard Pizzo
Marsha Small - Carol Strachan
Susan McGillicuddy - David Wilson
Rex LaMore - Tom Oliver
Tom Schneider - Cindy Warda

Ex-Officio

Gerald Ambrose - Jeff Oesterle

URBAN & RURAL SERVICE DISTRICTS/
URBAN SERVICE BOUNDARIES
COMMITTEE

Alaiedon Township
Bath Charter Township
Centers for Regional Excellence
Clinton County - Delhi Charter Township
Delta Charter Township
City of DeWitt- DeWitt Charter Township
Village of Dimondale - City of East Lansing
Eaton County - City of Grand Ledge
Ingham County - City of Lansing
Lansing Charter Township - City of Mason
Meridian Charter Township
Michigan State University
MSU Land Policy Institute
Sheridan Consulting
Oneida Charter Township
Watertown Charter Township
Williamstown Township
Windsor Charter Township

GREENING MID-MICHIGAN
STEERING COMMITTEE

(In partnership with
Michigan Trails and Greenways Alliance,
Greater Lansing Area Go Green Initiative and the
Ingham County Health Department)

LAND USE AND HEALTH RESOURCE TEAM

(In partnership with
Michigan State University Extension,
Ingham County Health Department and
Mid-Michigan District Health Department)

The Urban Service Boundary Committee has informally agreed to move ahead with a grant application to The Partnerships for Change (Pfc) Sustainable Communities Program. The Pfc Program, administered by the Land Information Access Association, is requesting proposals for projects that would foster new and expanded cooperation between cities, townships and villages in developing local land use policies and programs that contribute to the preservation of cultural and natural resources and encourage urban redevelopment while discouraging inefficient low-density development.

Two key requirements for Pfc funding are:

- 1) A commitment to adopting new policies and/or programs providing additional protections for critical natural and cultural resources and/or urban redevelopment.
- 2) A commitment to cooperative planning with one or more neighboring municipalities as a means of developing and adopting these policies and programs.

The Regional Growth Project and one of its implementation efforts known as the Urban and Rural Services District/Urban Service Boundary (URSD/USB) Committee have made a multiple year commitment to the study of shared services between jurisdictions including the creation of an urban services boundary. The approval of the attached resolution would demonstrate your community's support for an application to the Pfc for funds to study the most feasible and equitable governmental approach in establishing an urban/rural service boundary in the Greater Lansing Urbanized area. The applicant for this grant would be Meridian Charter Township on behalf of the URSD/USB Committee. The deadline for the Pfc application is October 2, 2009. Thank you for considering this request.

DELHI CHARTER TOWNSHIP

RESOLUTION NO. 2009-033

A Resolution of Support for the Tri-County Regional Urban/Rural Service District/Boundary Committee and the Pursuit of the 2009 LIAA Partnerships for Change: Sustainable Communities Grant

PRESENT:

ABSENT:

The following Resolution was offered by _____.

WHEREAS, the Tri-County Regional Planning Commission adopted the “Regional Growth: Choices for our Future” report and poster plan, and

WHEREAS, members of the Tri-County Regional Planning Commission and other local communities have passed resolutions in support of the Regional Growth Project, and

WHEREAS, the “Regional Growth Choices for Our Future” project, if fully implemented, may:

1. Reduce congested lane miles on regional roads by approximately 50% and save taxpayers between 1.6 and 4.8 billion dollars in road improvement costs which would otherwise be required if current trends are unchecked;
2. Save the equivalent of three townships of agricultural land and open space;
3. Reduce air pollutants by tens of thousands of kilograms per day, leading to public health benefits and lower long term public health costs; and Improve the region’s quality of life and economic competitiveness, including urban redevelopment opportunities, in an increasingly global economy greater than would occur under current public policies, and

WHEREAS, the Urban and Rural Service Districts/Boundaries (URSD/USB) Committee is an implementation activity of the “Regional Growth Choices for Our Future” project, and

WHEREAS, the URSD/USB Committee and its members, of which Delhi Township is one, have demonstrated a multiple year commitment to the study of service boundaries and shared services between jurisdictions, and

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 1st day of September, 2009.

IN WITNESS THEREOF, I have hereunto affixed my official signature this ____ day of September, 2009.

Evan Hope, Township Clerk

*P*ARTNERSHIPS *for* *C*HANGE *Sustainable Communities*

Program Description

**Updated
June 2009**

Sponsored by

*Land Information Access Association
Michigan Municipal League
And
Michigan Townships Association
With
Michigan Association of Planning
Michigan State University - Extension*

Partnerships for Change Sustainable Communities

Table of Contents

- INTRODUCTION 2
 - Documenting the Need 2
 - Responding to the Need..... 2
 - Program History..... 3

- PROGRAM ELEMENTS 4
 - Professional Services 4
 - Low-Cost Education & Training 5
 - Program Evaluation & Reporting 5
 - Sponsors of *PfC Sustainable Communities*..... 5

- HOW THE PROGRAM WORKS 6
 - Focus on the Community’s Defining Natural Features 6
 - Levels of Service and Project Complexity..... 6
 - Program Timeline 7
 - Professional Services Offered..... 7
 - Technology Assistance 8
 - Information Sharing 8
 - Process Facilitation 8
 - Policy Research & Drafting 9

- CONCLUSION – TAKING ADVANTAGE OF THE PROGRAM..... 9

INTRODUCTION

Partnerships for Change (Pfc) Sustainable Communities is a multi-jurisdictional planning assistance program developed by the Land Information Access Association (LIAA), Michigan Municipal League (MML) and Michigan Townships Association (MTA) with support from Michigan State University Extension (MSUE) and the Michigan Association of Planning (MAP). The overall mission of the program is to foster new and expanded cooperation between cities, townships and villages in developing and carrying out local land use policies that contribute to the preservation of cultural and natural resources. Wherever possible, these policies should encourage urban redevelopment and discourage inefficient, low-density development. Administered by LIAA, *Pfc Sustainable Communities* is funded by grants from the **Americana Foundation, C.S. Mott Foundation, W.K. Kellogg Foundation, Department of Environmental Quality's Coastal Management Program, MML, and MTA.**

This document is intended to provide a general description of the *Pfc Sustainable Communities* program, as it is currently configured, and to explain how local governments can participate and benefit from this program.

Documenting the Need

In 2003, the *Michigan Land Use Leadership Council* issued its report recommending a number of improvements to state policies, including the adoption of legislation to provide local governments with new tools to better manage growth and redevelopment. Among other things, the report called for increased density of residential development where services are available, the location of new development in existing communities, the preservation of farms and forestlands, and the protection of environmentally sensitive areas and lands with recreational potential. A number of the recommendations addressed the need for better information, training, technical support, and intergovernmental cooperation.

However, there are a number of barriers to intergovernmental cooperation in land use planning and community development. A survey of city, township and village officials completed in 2007 by LIAA, MML, MTA, and the Land Policy Institute of Michigan State University (MSU) highlighted many of these barriers. Among other things, the survey found that:

- Over 36% of the responding local government officials said their jurisdiction does not cooperate with neighboring jurisdictions at all.
- Nearly 60% of the responding local government officials said that many important barriers to inter-jurisdictional cooperation remain, including the time and expense of getting the process started and lack of information about how to get started.
- More than half of the responding local government officials were neutral or had no opinion about the value of cooperation - displaying a great deal of uncertainty about the benefits of cooperative planning.
- Over 70% of the responding local government officials said that specific incentives are important in stimulating inter-jurisdictional cooperation, including grants of cash or support services, information and examples of cooperation and protection from legal challenges.

Responding to the Need

There is a broad array of land use policy changes that local governments can make to better preserve cultural and natural resources. For example, state law now allows cities, townships, and counties to adopt a purchase of development rights (PDR) program to protect farmland and open space. However, very few governmental units in Michigan have adopted PDR programs. Legislation authorizing local governments to establish transfer of development rights (TDR) programs at the local government level has been passed

by the Michigan Legislature. Such programs are designed to support in-fill and greater density in developed areas while protecting farmland, open space, cultural resources, and key ecosystems.

In addition to new programs, there are many ways in which local master plans and zoning ordinances can be amended to encourage urban revitalization and provide for the preservation of heritage landscapes and shared cultural resources (including ecosystem protection and water quality improvements). For example, changes in existing regulations may support greater housing density and diversity while supporting the preservation of open space. Investments in “green infrastructure” such as parks, wetlands, and wildlife areas can be included in local capital improvement plans. Even relatively simple zoning changes, such as requiring filter strips near streams can be very effective (e.g., using an overlay zone). Changes in local health codes could quickly reduce the damage done by inadequate domestic wastewater disposal systems.

Ideally, a combination of local governments would join together in considering and adopting the programs and changes to local planning and zoning noted above. Such cooperative planning efforts are necessary to provide an equitable distribution of resources and access across whole communities. In fact, in 2003 the Michigan Legislature adopted legislation that supports such cooperative planning through the work of joint planning commissions. Unfortunately, the costs associated with plan reviews, geographic analyses, and policy development processes are substantial barriers to change for many of Michigan’s rural governments – the governments most often under development pressures.

Program History

Over the past three years, the *PfC* program has offered educational opportunities as well as grants of technical assistance and professional planning services to partnerships of local governments. Cities, townships and villages in dozens of communities organized to compete for *PfC* service grants under three separate requests for proposals. Ultimately, the services provided by LIAA fostered new intergovernmental policy and program improvements in 14 geographically dispersed communities, composed of 40 townships and 26 cities and villages. Through these local policy and program changes, the program has touched the lives of well over 800,000 people living in the participating communities.

In addition to successfully stimulating local policy changes, *PfC* has helped build a statewide appreciation of intergovernmental cooperation in land use planning and resource management. Well over 500 local officials and citizen activists have participated in *PfC* training and education workshops. The program has also provided extensive phone and e-mail support to local officials as they consider the value and risks of intergovernmental cooperation. MAP formally acknowledged the *PfC* program’s success by awarding it the 2007 *Honorable Mention* award for the *Outstanding Planning Project for a Project/Program/Tool*.



PfC and all projects completed thus far are more fully described in the publication, *Breaking Down Barriers to Cooperative Land Use Planning*. You may obtain a copy of the publication on the *PfC* website: www.partnershipsforchange.cc or by calling LIAA at (231) 929-3696.

PROGRAM ELEMENTS

Building on our past expertise, experience and capacity, the *PfC Sustainable Communities Program* helps communities in their efforts to develop coordinated planning programs with neighboring townships, cities, and villages that protect natural resources and cultural character. Jurisdictions that have participated in multi-jurisdiction planning efforts or service programs know that each government gains through the reduction of redundant efforts and by achieving greater control over potentially harmful external forces. When adjacent municipalities work together, the entire community benefits. Ultimately, cooperation can help to guide development to areas where it is most needed and wanted while preserving the natural and cultural features that help define a community and its sense of place.

Professional Services

To encourage and support multi-jurisdictional cooperation for land use planning and resource management, *PfC Sustainable Communities* provides a menu of professional assistance options to selected multi-jurisdictional partnerships at a fraction of the true cost. These partnerships must be composed of at least two jurisdictions forming a community committed to positive land use policy change. Since program funding is limited, we focus on those communities most prepared to cooperate and most committed to change.

Professional services and technical assistance provided is tailored to meet the needs of each participating community. We provide extensive process support and a broad range of services including:

- On-site facilitation services, surveys, workshops and educational support
- Research and analyses (e.g. identifying & evaluating alternatives)
- Geographic analyses and map production
- Development and drafting of land use policies (e.g. plans & ordinances)

Partnerships for Change Program Advisory Committee

Chris A. Yonker, City Manager
City of Wayland

Dave Ivan, Executive Director
Clinton County

John Egelhaaf, Executive Director
Southwest Michigan Planning Commission

Charles B. Graham, City Manager
City of Frankenmuth

Mary Sanders, Supervisor
Hayes Township

Naheed Huq, Manager
Southeast Michigan Council of Governments

Jack Bails, Vice president
Public Sector Consultants

Steward Sandstrom, President & CEO
Kalamazoo Regional Chamber of Commerce

Larry Merrill, Executive Director
Michigan Townships Association

Doug Luciani, President & CEO
Traverse City Area Chamber of Commerce

Daniel Gilmartin, Executive Director
Michigan Municipal League

Kurt Schindler, Extension Director
Wexford County

Andrea Brown, Executive Director
Michigan Association of Planning

Brian Price, Executive Director
Leelanau Conservancy

Laura Rubin, Executive Director
Huron River Watershed Council

The *PfC Sustainable Communities* program also incorporates the expertise of a highly respected Program Advisory Committee with knowledge in natural resources, government, planning, business, and economic development. In addition to helping design this incentive program, the committee assists in establishing selection criteria for choosing the multi-jurisdictional partnerships to participate in *PfC Sustainable Communities*.

Low-Cost Education & Training

In addition to the service program described above, *PfC Sustainable Communities* offers training programs for municipal officials and others interested in multi-jurisdictional planning and cooperation. These workshops provide information and knowledge to people who are considering the value and potential impact of inter-jurisdictional cooperation. In addition, these workshops provide information about how to start an inter-jurisdictional discussion project.

We have created a special website to provide information resources to citizens and municipal officials interested in expanding multi-jurisdictional cooperation. <www.partnershipsforchange.cc>. The website provides direct access to copies of useful documents and materials as well as a complete portal to related information sources on the web. We also post news about the *PfC Sustainable Communities* program on this website, including updates of on-going projects and the most recent *Request for Proposals* (RFP).

Program Evaluation & Reporting

PfC Sustainable Communities has contracted with an experienced, independent program evaluation expert to assist on elements of program design. The evaluation consultant uses standard survey and interview methods to discover how well the program is being received by municipal officials, the effectiveness of this intervention in bringing about change, and the relative amount of change achieved.

Sponsors of *PfC Sustainable Communities*

As the organizers and sponsors of *PfC Sustainable Communities*, MML, MTA, MAP, MSUE and LIAA have created a unique partnership of statewide organizations dedicated to supporting more cooperative land use planning among cities, townships, and villages. However, this is not the first time these groups have worked together. For example, LIAA and MAP have worked together in the development of training materials and internet website tools. As noted in the sidebar on the previous page, LIAA, MML and MTA

Information Technology for Intergovernmental Cooperation

Completed in the fall of 2004, the Information Technology for Intergovernmental Cooperation Project was developed by the LIAA and the members of the Michigan Council of Local Governments (MCOGL), including the Michigan Municipal League and Michigan Townships Association. With funding from the C.S. Mott and W.K. Kellogg Foundations, the project successfully demonstrated new methods of fostering intergovernmental cooperation and more informed land use and community planning in Michigan's semi-rural counties. Through this project, municipalities and local organizations in each of five counties developed unique, web-based information systems that are shared by all local units of government. The resulting Internet applications provide rapid public access to community and government information, including interactive maps, plans and ordinances – all updated and shared by the local units of government (e.g., visit: www.leelanau.cc or www.vbco.org). The project clearly showed that municipalities can cooperate together to:

- build trust and communication networks as a basis of intergovernmental cooperation;
- compile and share comprehensive countywide information needed for land use planning and resource management;
- maintain up-to-date records and information collectively and assure the rapid exchange of information between local units of government; and
- increase civic engagement and public participation as a cooperative, coordinated effort.

have been partners in recent years on a project to foster intergovernmental communication through web-based countywide information systems as well as cooperation.

LIAA is the overall administrator of *PfC Sustainable Communities*. In that role, LIAA provides most of the professional services to the selected multi-jurisdictional partnerships and coordinates the activities of contractors. MML, MTA, MSUE, and MAP are all directly involved in this project in designing educational materials and providing direct program oversight.

The sponsors of *PfC Sustainable Communities* are grateful to the *Americana Foundation, C.S. Mott Foundation, W. K. Kellogg Foundation, and Department of Environmental Quality's Coastal Management Program* for the funding needed to operate this program. We note that MML and MTA are program funders as well.

HOW THE PROGRAM WORKS

This section details how *PfC Sustainable Communities* can help cities, villages and townships work together as multi-jurisdictional partners in land use planning and resource management. In addition, we will describe the land use policy topics of greatest interest, at this time.

Focus on the Community's Defining Natural Features

People throughout Michigan live in one municipality, work in another, and shop in a third. For many of us, municipal boundaries simply do not define the daily experience of community. However, the decisions made by a single municipality can profoundly affect the experience of an entire community, even when it encompasses a multi-jurisdictional area. Often, an important physical feature, such as a river or historical landscape, is perceived as a defining characteristic of a single community, though it is shared by several municipalities. Ultimately, intergovernmental cooperation in land use planning and regulation is the only way to preserve such multi-jurisdictional resources.

PfC Sustainable Communities was established to stimulate and support multi-jurisdictional cooperation in the development and application of land use policies with a focus on the preservation of cultural and natural resources. We believe these resources are critical to each community's unique sense of place and long-term stability. Further, policies that help to preserve and protect these resources can also encourage urban redevelopment and discourage the harmful effects of inefficient, low-density development. Clearly, multi-jurisdictional cooperation in the management of these community-wide resources is essential.

PfC Sustainable Communities encourages the neighboring municipalities of a larger community to identify and characterize their most important cultural and natural features. We suggest that municipal officials, planning commissioners, and active citizen groups identify the defining characteristics of their community. What features, or combination of features, help to form the larger community's sense of place? Which features do civic leaders and residents identify as central to the community's identity? These shared cultural and natural resources can form a valuable focal point for planning and land use policy development.

Levels of Service and Project Complexity

On behalf of *PfC Sustainable Communities*, LIAA provides a broad range of professional planning and technical support services to selected multi-jurisdictional partnerships. These services are tailored to the specific project needs of each participating community, focusing on the development of policies and programs that provide for the preservation of natural and cultural resources and/or urban redevelopment. Since each community is unique, we encourage creative policy solutions that address the specific interests of each multi-jurisdictional partnership.

LIAA provides three types of project assistance, consistent with the needs described by the selected communities. The three types of projects are intended to reflect the relative complexity and anticipated expenses associated with each project.

First Steps Projects focus on the needs of local governments just beginning to consider inter-jurisdictional cooperation in land use planning. Under *First-Steps Projects*, we provide communities with the facilitation, information, training and expert assistance to open the discussion and address the basic barriers to cooperation. A limited number of service grants will be offered in the second year to help public officials and local governments prepare for a more substantial project. To obtain a *First-Steps* service grant, the participating local governments will be required to make a joint application supported by formal resolutions of support. Proposal for *First Steps* service grants may be submitted at any time until June 1, 2010.

Small-Scale service grants are tailored to fit combinations of cities, townships and villages that have defined an inter-jurisdictional land use planning, regulation or resource management objective for their communities. *Small-Scale Service Grants* provide for a wide range of planning services including, training and facilitation, mapping and geographic analyses, and research and writing. To obtain a *Small-Scale Service Grant*, the participating local governments are required to make a joint application in response to an RFP.

Large-Scale service grants follow the same pattern as *Small-Scale Service Grants*. In each case, a consortium of local governments submits an application to become a program participant in response to an RFP. The technical services provided by a *Large-Scale Service Grant* form a substantial incentive to local government officials hoping to address community-wide land use planning and regulation issues. *Large-Scale Service Grants* focus on the development and adoption of major new inter-jurisdictional land use policies or programs. Each of these projects help establish replicable community-wide approaches to preserving natural and cultural resources while limiting inefficient low-density development.

Program Timeline

PfC Sustainable Communities is an on-going three-year program. We will offer several *First-Steps* service grants throughout this period. These service grants may help public officials and local governments prepare for a more substantial project. Applications are accepted at any time. Please refer to the *First-Steps* Request for Proposals (RFP) for additional information in developing a proposal.

We will also offer a number of *Small-Scale Service Grants* and *Large-Scale Service Grants*. Participating local governments will be required to make a joint application in response to an RFP. **One new RFP (with response deadline) was released in June 2009.** Please refer to the general *Request for Proposals* (RFP) for additional information in developing a *Small-Scale* or *Large-Scale* project proposal.

Professional Services Offered

As the primary staffing organization for *PfC Sustainable Communities*, LIAA will be responsible for providing most of the services needed and coordinating other forms of support. Services available to support participating local government partnerships include:

- Process facilitation, including support for meetings, workshops, and public hearings.
- Mapping and geographic analyses (using a geographic information system).
- Public opinion surveys and public participation activities.
- Training and technical assistance for public officials, appointed and elected.
- Creation of project web sites for intergovernmental data sharing, information collection, public participation, and education.

- Development and publication of educational materials.
- Identification of appropriate model policies and drafting of new language.

Technology Assistance

Advanced computer and software systems are used to gather and display information in ways that make policy development and education more comprehensive, current and accurate. Many of the technical tools or approaches available through this program prove valuable to selected partnerships in the policy development and application process. Some examples of the technical support provided through *PfC Sustainable Communities* are described below.

- **Geographic Information System (GIS) services** are available to collect and aggregate geographic information, including mapped features and associated data (i.e., attribute data). For example, these tools might be used to gather and/or create a wide array of planning maps.
- **Global Positioning System (GPS) and web-based mapping technologies** are available to support the collection and verification of new geographic information such as the distribution of specific cultural and natural features. For example, an inventory of historic sites may be necessary to support historic district planning.
- **Interactive websites** are available to support the collection of information from specific groups and the general public, provide on-line public surveys, and offer interactive forums. These tools are intended to engage citizens in the policy development process and provide additional information resources.
- **Technical training and support** are available to assure that the participating multi-jurisdictional partnerships have the capacity to maintain and apply the integrated digital data sets compiled during the project.

Information Sharing

When citizens have information and are encouraged to become part of the decision-making process, they are more likely to support the planning process and its outcomes. Further, engaged citizens are more likely to learn how land use planning and cooperative management of cultural and natural resources can benefit the greater community (e.g., protecting aesthetic qualities, livability, and property values). Examples of data and information sharing services available are provided below.

- **Community workshops and educational materials** can be developed cooperatively with the participating multi-jurisdictional partnerships to help disseminate information developed and solicit feedback on proposed land use policy solutions.
- **An Interactive web site** will be available to support the publication of maps, geographic analyses, existing and draft policies, and educational materials, as well as providing for the efficient exchange of digital data between participating municipalities.

Process Facilitation

Process facilitation is usually necessary in several stages of land use policy development. In the early stages, community leaders and citizens must work together to establish a common set of facts – an agreement on what the current conditions are. Similarly, facilitated discussions help participants develop a common vision for the future of the community. Defining generally acceptable and defensible land use policies – particularly across municipal boundaries – also requires a substantial amount of discussion and good faith give and take. Some of the process facilitation assistance that will be available is noted below.

- **Public workshops and planning activities** are offered to help engage both citizens and municipal officials in community visioning.

- **Meeting planning and support** are necessary to assure that municipal officials are able to establish goals and objectives, review and comment on draft policies, and establish intergovernmental agreements as needed – all consistent with legal requirements such as the *Open Meetings Act 267 of 1967*.

Policy Research & Drafting

Program staff assist participating multi-jurisdictional partnerships in identifying appropriate policy options based on the goals articulated. These efforts may include extensive research for models within or outside of Michigan. These services will include drafting land use policies (e.g., Master Plans, Recreation Plans) for review and approval by municipal officials during the project.

CONCLUSION - TAKING ADVANTAGE OF THE PROGRAM

In response to the previous *RFP* offered by *PfC Sustainable Communities*, we received a number of excellent proposals. There were multi-jurisdictional requests for assistance in developing joint comprehensive plans and joint zoning ordinances, developing an innovative county-wide comprehensive plan, establishing a joint planning commission, and organizing a unique development oversight body. Ultimately, four (4) projects were selected. We expect many more applications for planning assistance in response to the *Third RFP* released in June 2009.

We encourage municipalities to consider the benefits of intergovernmental cooperation for land use planning and policy development. If a partnership of municipalities can agree to cooperate in preserving their shared cultural and natural features and/or stimulating urban redevelopment, this program may be very helpful in reducing the costs of developing new policies and programs. Interested municipalities are encouraged to develop a proposal in response to the new *PfC Sustainable Communities Request for Proposals (RFP)*.

Additional information about *PfC Sustainable Communities* and the *RFP* process can be obtained by visiting the program website <www.partnershipsforchange.cc> or by contacting LIAA at 324 Munson Avenue, Traverse City, MI 49686; Phone: 231-929-3696; web: www.liaa.org.

DELHI CHARTER TOWNSHIP

MEMORANDUM

TO: Delhi Township Board Members

FROM: John B. Elsinga, Township Manager

DATE: August 27, 2009

RE: Transportation Investment Generating Economic Recovery (TIGER) Grant

Enclosed for your review and approval is Resolution No. 2009-034 which endorses and approves the submission of a grant application under the Transportation Investment Generating Economic Recovery (T.I.G.E.R.) program.

For the past decade the DDA has been developing plans to improve Cedar Street from Dallas to College Road. To that end, plans and specifications have been developed and approved by the Ingham County Road Commission. Due to the scope and magnitude of these improvements the DDA chose to implement the plan incrementally as monies become available. They have completed Phase I from Dallas to Holbrook this past year for approximately \$3 million dollars.

As part of this project the plans included a bypass road from Cedar Street to Holt Road as the final phase. Together these road improvements would significantly improve traffic safety and enhance economic development along the Cedar Street corridor.

The initial allocation of federal stimulus monies from the American Recovery and Reinvestment Act of 2009 did not include funding for this project. However, Interim Rules for a transportation grant program does allocate \$1.5 billion of federal stimulus monies for larger projects such as the Cedar Street and Holt/Cedar Bypass project. To that end, the DDA has hired Tetra Tech, the project designer through the Ingham County Road Commission, to prepare the application for a T.I.G.E.R. grant. Prior to submittal the application needs to be approved by the Township Board with all costs for the grant application being paid for by the DDA. Therefore, I recommend approval of Resolution No. 2009-034.

Recommended Motion:

To adopt Resolution No. 2009-034 endorsing and approving the submission of a grant application under the Transportation Investment Generating Economic Recovery (T.I.G.E.R.) program.

MEMORANDUM

DATE: August 25, 2009

TO: John Elsinga, Delhi Charter Township Manager

FROM: Al McFadyen, Delhi Charter Township DDA Executive Director

SUBJECT: T.I.G.E.R. Grant Endorsement

As we have discussed, one of the many subsections of the American Reinvestment and Recovery Act (the “Stimulus Package”) is a program known as Transportation Investment Generating Economic Recovery Grants. This program (known by the acronym T.I.G.E.R) includes an appropriation of \$ 1.5 billion to be awarded competitively by the US Department of Transportation. Eligible applicants run the gamut of local and State governments, special purpose agencies, multi-jurisdictional agencies etc. The guidelines for applications and a very general selection criteria were published in the May 18, 2009 Federal Register.

The projects which we collectively refer to as the Cedar Street Reconstruction and Holt/Cedar By-Pass projects will qualify for funding under this program. No local match is specified although presumably local funds which leverage the Federal participation will enhance an application. In June, we discussed with the Ingham County Road Commission the desirability of submitting an application for T.I.G.E.R. funding on behalf of the Cedar Reconstruction and By-Pass Road projects. The Road Commission encouraged the Township/DDA to submit an application under the T.I.G.E.R. program.

Since the due date for all T.I.G.E.R Grant applications is September 15, 2009, we were afforded a rather narrow window within which to draft a fairly detailed application. In view of this, the DDA elected to retain Tetra Tech to prepare the T.I.G.E.R. Grant application on behalf of the Township. This application is nearing completion and requires a resolution of endorsement from the governing body of the jurisdiction submitting the application. I have prepared and attached the draft of a resolution endorsing the T.I.G.E.R Grant application and authorizing filing of the application for the consideration of the Township Board.

The application itself will request funding in the amount of \$ 20 million for the following:

1. Cedar Street Phase I Design and Construction (Cedar from Dallas to Holbrook):
\$ 3 million

2. Cedar Street Phase II Design and Construction (Cedar from Holbrook to College):
\$ 9 million.

3. Holt/Cedar By-Pass Right of Way, Design and Construction: \$ 8 million.

The local leveraging contribution for the entire \$ 20 million project is provided by the \$ 3 million Phase I expenditures incurred by the DDA. No Township financial participation is included in this grant application. As we have with the first phase of the Cedar Street Reconstruction project, we would recommend contracting with the Ingham County Road Commission for project management in the event the grant is awarded.

Please feel free to contact my office if we can provide any further information.

RESOLUTION NO. 2009-034

A RESOLUTION ENDORSING AND APPROVING SUBMISSION OF A GRANT
APPLICATION UNDER THE T.I.G.E.R PROGRAM

At a Regular Meeting of the Township Board of the Charter Township of Delhi,
Ingham County, Michigan, held in the Community Services Center, 2074 Aurelius Road,
Holt, Michigan on Tuesday, September 1, 2009, at 7:30 o'clock p.m.

PRESENT:

ABSENT:

The following Resolution was offered by_____.

WHEREAS Delhi Charter Township and the Delhi Charter Township DDA
have had long standing plans for the reconstruction of Cedar Street from Dallas to
College and for the construction of a one-half mile long road to by pass the Cedar/Holt
intersection to the east; and

WHEREAS the Township and DDA have worked cooperatively with the
Ingham County Road Commission toward the completion of these projects; and

WHEREAS the American Reinvestment and Recovery Act of 2009 includes a
\$ 1.5 billion grant program known as the Transportation Investment Generating
Economic Recovery (T.I.G.E.R.) Grant Program targeted to surface transportation
infrastructure improvements; and

WHEREAS the Township and DDA are desirous of obtaining financial
assistance for the Cedar Street and By-Pass Road Projects through the T.I.G.E.R. Grant
Program.

NOW THEREFORE BE IT RESOLVED, that the Delhi Charter Township
Board hereby approves submission of an application to the US Department of
Transportation under the T.I.G.E.R Program in the amount of \$ 20 million on behalf of
the Cedar Reconstruction and By-Pass Road projects and further, that the Township
Board endorses these projects and the grant application for funding to support these
projects.

AYES:

DELHI CHARTER TOWNSHIP

MEMORANDUM

TO: Delhi Township Board Members
FROM: John B. Elsinga, Township Manager
DATE: August 27, 2009
RE: Two Software Upgrade Proposals from BS&A Software

Enclosed for your review and consideration are two (2) software upgrade proposals from BS&A Software in the total amount of \$59,345.

We began using BS&A Software programs in the late 1990's and since then have expanded the number of programs throughout our organization. Some of our programs include Assessing, Tax, Accounting and Building permits. Last year they informed us they would be converting these programs from the Novell Operating System to the Windows platform. To that end, the Board has had several discussions regarding this and we too have now begun converting our operating system from Novell to Windows to accommodate this change as we consider their programs to be both cost effective and user friendly to our staff.

Therefore, the next step we need to take is to purchase upgrades of the existing software along with purchasing two new programs, Human Resources and Miscellaneous Receivables, which would also be useful and cost effective to our organization.

The first proposal includes software programs that are included in the network version of "Equalizer Fund Accounting.Net Systems" in the amount of \$29,840 with annual service and support costs for these ten (10) programs in the amount of \$13,645. The second proposal includes software programs that are included in the network version of "Equalizer Property-Based.Net Systems" in the amount of \$29,505 with annual service and support of these five (5) programs in the amount of \$6,595.

BS&A does offer a significant discount of 75% for 8 of the programs, 100% for 1 of the programs, and 10% for 2 of the programs we currently use. They also offer the option of paying for the software programs over multiple years.

Our plan is to budget for both of these proposals in the 2010 and 2011 budgets but BS&A will guarantee these prices, regardless of installation date, with the signing of the proposals. Therefore, I recommend the Board approve the two proposals for the upgrade of the Township's BS&A software with projected installation to occur in 2010 and 2011.

Recommended Motion:

To approve the proposals from BS&A Software for the purchase of software upgrades for the Equalizer Fund Accounting.NET Systems in the amount of \$29,840 and for the Equalizer Property-Based.NET Systems in the amount of \$29,505 plus annual service and support associated with each with projected installation to occur in 2010 and 2011.



MEMORANDUM

TO: John Elsinga, Township Manager

FROM: Marian Frane, CPA, Director of Accounting

DATE: August 24, 2009

RE: BS&A Upgrade Contract

As you know, the Township uses BS&A Software for its Fund Accounting and Property-Based software systems. For some time now, BS&A has been rewriting (upgrading) its software so that it runs on a Windows platform (referred to as the “.Net Framework”) instead of the existing platform. The new platform would provide more flexibility, stability, and functionality for the programs. The software rewrite was completed this year and while BS&A will continue to support the current software for the foreseeable future, the majority of the programming resources will be geared toward the .Net version. Many municipalities have already upgraded to the new version.

In anticipation of this upgrade, the 2009 budget provided funding for purchasing the upgraded software as well as funding for switching our operating system from Novell to Windows (which was a requirement before we could upgrade the BS&A software). We had originally planned for the installation of the new software in April or May of this year. However, the switch to the Windows operating system took much longer than originally anticipated and was only recently completed. We could try to schedule the upgrade before year-end, but staff workloads don't really accommodate a software upgrade project at this time of year. Additionally, since resources are limited, I think it would be prudent to postpone the software upgrade to years 2010 and 2011. The fund accounting modules (general ledger, accounts payable, cash receipting, payroll timesheets, purchase orders, utility billing, cemetery management, human resources, and miscellaneous receivables) could be purchased in 2010 for \$29,840 and the property-based modules (assessing, tax, building department, special assessment, and delinquent personal property tax) could be purchased in 2011 for \$29,505.

I do want to point out that the prices quoted are “upgrade” prices, meaning we get a substantial credit because we already “own” the software. However, the Human Resources and the Miscellaneous Receivables modules would be new to us. Included in the \$29,840 contract is \$7,195 for the purchase of the Human Resources module and \$5,695 for the Miscellaneous Receivables module. The HR module would provide applicant tracking, applicant hiring, COBRA administration, etc. The Miscellaneous Receivables module would allow the Township to bill and track invoices that are not part of existing modules (like Utility Billing). Currently, invoicing for such items as sidewalk repairs, 50/50 tree program, sale of fire equipment, IPP sample testing, etc, are all done manually by staff in departments typing on a form and tracking with a spreadsheet.

The proposals for the upgrades from BS&A Software are attached. If the Board approves these proposals and the proposals are signed, the prices would be locked in and we would be assured of installation dates that were workable for staff.

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 September 1st meeting. Thank you.



BS&A SOFTWARE
 14965 ABBEY LANE
 BATH, MI 48808
 PHONE: 517-641-8900
 FAX: 517-641-8960
www.bsasoftware.com

**PRELIMINARY PRICING FOR
 DELHI TOWNSHIP, INGHAM COUNTY**

EQUALIZER FUND ACCOUNTING .NET SYSTEMS

NETWORK VERSION

Prices based on approx. 10,176 parcels & 6,000 utility customers.

Please Note: To efficiently run these applications the Hardware requirements have increased. Please review our required specifications prior to ordering these applications.

Equalizer General Ledger.Net	\$7,195
<i>Windows customer since 10/2003</i>	
75% credit applied	- \$5,395
Equalizer Accounts Payable.Net	\$5,695
<i>Windows customer since 10/2003</i>	
75% credit applied	- \$4,270
Equalizer Cash Receipting.Net	\$5,695
<i>Windows customer since 10/2003</i>	
75% credit applied	-\$4,270
Equalizer Payroll.Net	\$8,195
<i>Windows customer since 10/2003</i>	
75% credit applied	- \$6,145
Equalizer Timesheets.Net	\$4,995
<i>Windows customer since 4/2004</i>	
75% credit applied	-\$3,745
Equalizer Human Resources.Net	\$7,195
<i>(New Purchase)</i>	
Equalizer Miscellaneous Receivables.Net	\$5,695
<i>(New Purchase)</i>	
Equalizer Purchase Orders.Net	\$5,695
<i>Windows customer since 10/2003</i>	
75% credit applied	-\$4,270



BS&A SOFTWARE
 14965 ABBEY LANE
 BATH, MI 48808
 PHONE: 517-641-8900
 FAX: 517-641-8960
www.bsasoftware.com

Equalizer Utility Billing.Net	\$11,100
<i>Windows customer since 10/2002</i>	
75% credit applied	-\$8,325
Equalizer Cemetery Management.Net	\$1,495
<i>Windows customer since 9/2008</i>	
100% credit applied	- \$1,495
<i>Note: After 9/2010 program cost will be 25% of listed price</i>	
Expected Release Date: TBD	
<u>On-Site Training/Implementation/Program Install</u>	\$4,800
Est. 6 days @ \$800/day (all travel expenses included - billed for actual days used)	
Total	\$29,840

Please mark box if you wish to take advantage of deferred billing.	<input type="checkbox"/> 2 – year
--	-----------------------------------

ANNUAL SERVICE AND SUPPORT (Below fees are effective at your next renewal period)

General Ledger	\$1,670
Accounts Payable	\$1,330
Cash Receipting	\$1,330
Payroll System	\$1,910
Timesheets	\$1,000
Purchase Order	\$1,330
Utility Billing	\$2,220
Cemetery Management	\$300
Total:	\$11,045

BS&A Software reserves the right to increase the annual fee by no more than the yearly Consumers Price Index (CPI).

ANNUAL SERVICE AND SUPPORT (NEW PURCHASE)

The first year is free, which includes new features and unlimited telephone support for the Equalizer Systems. Service and support for years 2 and 3 will be as follows, billed annually:

Human Resources	\$1,450
Miscellaneous Receivables	\$1,150
Total:	\$2,600



BS&A SOFTWARE
14965 ABBEY LANE
BATH, MI 48808
PHONE: 517-641-8900
FAX: 517-641-8960
www.bsasoftware.com

BS&A Software, Inc. guarantees that the annual fee will not change for 3 years from the date of the executed Service Agreement issued upon purchase of the system(s). After 3 years from the purchase date, BS&A Software reserves the right to increase the fee by no more than the cumulative yearly CPI.

IMPORTANT PROPOSAL NOTES:

- * Above prices do not include program customization or training beyond the estimated days.
- * Note: Client has option to pay for programs over multiple budget years if desired.
- * While it is our intention to install and implement the software for all customers desiring to upgrade to the .Net applications in 2009, due to high demand, we can not guarantee that your installation will be completed in the current year. However, by signing the proposal your price will be 'locked in,' and we will execute your installation as soon as possible.

BS&A Software promises that if you are not satisfied with our products or services after the first year, you may return the program and we will fully refund the purchase price of your software.

<p>SQL Server - Based on user count, the version of SQL that BS&A Software recommends is as follows. Please see the attached Microsoft SQL pricing list which includes Governmental Reseller contact information.</p>	<p><u>Recommendation:</u></p> <ul style="list-style-type: none">o Workgroup Edition
---	--

Internet & Server Considerations:

*We strongly recommend you have Internet Access. This allows you to:

- A) Download Equalizer.NET Program Updates as soon as they become available. This can save you several days of transit time when you are waiting for a new feature you may have requested.
- B) Send email to our web site when you have questions or comments about our software and service.

*We strongly recommend you have a network with a dedicated file Server...not a Peer to Peer Network. Peer to Peer Networks are typically less stable and more prone to problems as compared to networks with dedicated file servers. Our software runs much more efficiently on networks with a dedicated file server. See our Hardware Specifications for more details.



BS&A SOFTWARE
14965 ABBEY LANE
BATH, MI 48808
PHONE: 517-641-8900
FAX: 517-641-8960
www.bsasoftware.com

Signature below constitutes:

- 1) An order for products & services as quoted in this proposal
2) That you have reviewed the proposed support/service fee amounts since they may have increased from your previous agreement
3) That you have read and concur with the hardware specifications required to efficiently operate the .Net applications.

Quoted by: Jason Hafner, August 24, 2009

Accepted by: Date:

PLEASE COMPLETE THE FOLLOWING FOR OUR RECORDS

Contact Person for SUPPORT & NEWSLETTERS:

Contact Name Title
Mailing Address
(if PO Box, please provide Street Address for UPS or Overnight Mail Shipments)
Street Address
City, State Zip
Phone Number
Fax Number
Email

Contact Person for PROGRAM UPDATES:

Contact Name Title
Phone Number
Email

IT Contact Person:

Contact Name Title
Phone Number
Email

Do you have a high speed Internet connection?

PLEASE FAX BACK ALL PAGES



BS&A SOFTWARE
 14965 ABBEY LANE
 BATH, MI 48808
 PHONE: 517-641-8900
 FAX: 517-641-8960
www.bsasoftware.com

**PROPOSAL FOR
 DELHI TOWNSHIP, INGHAM COUNTY**

**EQUALIZER PROPERTY-BASED .NET SYSTEMS
 NETWORK VERSION**

Expected Release Date: Varies by Application-See below dates
 Prices based on approximately 10,176 parcels and a population of 22,569.

*Please Note: To efficiently run these applications the Hardware requirements have increased.
 Please review our required specifications prior to ordering these applications.*

Equalizer Assessing.Net	\$10,625
<i>Windows customer since 8/1999</i>	

Equalizer Tax.Net	\$8,750
<i>Windows customer since 9/1999</i>	

Subtotal	\$19,375
-----------------	-----------------

10% discount on Assessing & Tax if purchased together	- \$1,940
---	-----------

Equalizer Building Department.Net	\$5,500
<i>Windows customer since 7/1998</i>	
Expected Release Date: TBD	

Equalizer Special Assessment.Net	\$4,995
<i>Windows customer since 9/1999</i>	
Expected Release Date: Fall 2009	

Equalizer Delinquent Personal Property.Net	\$3,095
<i>Windows customer since 3/2000</i>	
75% credit applied	-\$2,320
Expected Release Date: Fall 2009	

Possible Program Installation Fee:

Remote Installation:	
Requires high-speed Internet connection	\$0
<i>BS&A will make every attempt to perform the installation remotely.</i>	



BS&A SOFTWARE
 14965 ABBEY LANE
 BATH, MI 48808
 PHONE: 517-641-8900
 FAX: 517-641-8960
www.bsasoftware.com

On-site Installation (only if required):	
Without high-speed Internet connection: Est. 1 day @ \$800 /day	\$800
Total (Does not include training)	\$29,505

Please mark the box if you wish to take advantage of deferred billing.	<input type="checkbox"/> 2 – year
--	-----------------------------------

ANNUAL SERVICE AND SUPPORT - (Below fees are effective at your next renewal period)

Assessing System	\$2,125
Tax System	\$1,750
Special Assessment System	\$1,000
Delinquent Personal Property System	\$620
Building Department System	\$1,100
Total:	\$6,595

BS&A Software reserves the right to increase the annual fee by no more than the yearly Consumers Price Index (CPI).

IMPORTANT PROPOSAL NOTES:

* While it is our intention to install and implement the software for all customers desiring to upgrade to the .Net applications in 2009, due to high demand, we cannot guarantee that your installation will be completed in the current year. However, by signing the proposal your price will be 'locked in,' and we will execute your installation as soon as possible.

* Note: Client has option to pay for programs over multiple budget years if desired.

* Note: this proposal does not include costs for Training, or the APEX sketching software (800-858-9958). The Assessing .NET System is compatible with Apex Version 3 Pro & Medina.

BS&A Software promises that if you are not satisfied with our products or services after the first year, you may return the program and we will fully refund the purchase price of your software.



BS&A SOFTWARE
14965 ABBEY LANE
BATH, MI 48808
PHONE: 517-641-8900
FAX: 517-641-8960
www.bsasoftware.com

SQL Server - Based on user count, the version of SQL that BS&A Software recommends is as follows. Please see the attached Microsoft SQL pricing list which includes Governmental Reseller contact information.

- Recommendation:**
○ **Workgroup Edition**

Internet & Server Considerations:

*We strongly recommend you have Internet Access. This allows you to:

- A) Download Equalizer.NET Program Updates as soon as they become available. This can save you several days of transit time when you are waiting for a new feature you may have requested.
- B) Send email to our web site when you have questions or comments about our software and service.

*We strongly recommend you have a network with a dedicated file Server...not a Peer to Peer Network. Peer to Peer Networks are typically less stable and more prone to problems as compared to networks with dedicated file servers. Our software runs much more efficiently on networks with a dedicated file server. See our Hardware Specifications for more details.

Signature below constitutes:

- 1) An order for products & services as quoted in this proposal
- 2) That you have reviewed the proposed support/service fee amounts since they may have increased from your previous agreement
- 3) That you have read and concur with the hardware specifications required to efficiently operate the .Net applications.

Quoted by: Ted Droste July 31, 2009

Accepted by: _____ Date: _____



BS&A SOFTWARE
14965 ABBEY LANE
BATH, MI 48808
PHONE: 517-641-8900
FAX: 517-641-8960
www.bsasoftware.com

PLEASE COMPLETE THE FOLLOWING FOR OUR RECORDS

Contact Person for SUPPORT & NEWSLETTERS:

Contact Name _____ Title _____
Mailing Address _____
(if PO Box, please provide Street Address for UPS or Overnight Mail Shipments)
Street Address _____
City, State Zip _____
Phone Number _____
Fax Number _____
Email _____

Contact Person for PROGRAM UPDATES:

Contact Name _____ Title _____
Phone Number _____
Email _____

IT Contact Person:

Contact Name _____ Title _____
Phone Number _____
Email _____

Do you have a high speed Internet connection? _____

PLEASE FAX BACK ALL PAGES