

**DELHI CHARTER TOWNSHIP  
COMMITTEE OF THE WHOLE MEETING HELD ON OCTOBER 6, 2009**

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The members of the Delhi Charter Township Committee of the Whole met on Tuesday, October 6, 2009, in the Multipurpose Room at the Community Services Center, 2074 Aurelius Road, Holt, MI. Supervisor Goodrich called the meeting to order at 7:00 p.m.

Members Present: Supervisor Stuart Goodrich, Clerk Evan Hope, Trustees Derek Bajema, John Hayhoe, Roy Sweet

Members Absent: Treasurer Harry Ammon, Trustee Jerry Ketchum

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

**BUSINESS**

**DEPARTMENT OF PUBLIC SERVICES – SEPTEMBER MONTHLY REPORT**

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Sandra Diorka, Director of Public Services, reported on the highlights of the Department of Public Services September Monthly Report (ATTACHMENT I).

**NOTIFICATION TO INGHAM COUNTY SHERIFF AND CONTROLLER REGARDING  
REDUCING NUMBER OF SWORN POLICE OFFICERS IN DELHI TOWNSHIP**

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The Board reviewed a memorandum dated October 2, 2009 from Twp. Mgr. Elsinga (ATTACHMENT II).

Twp. Mgr. Elsinga stated that since 2005, the Board began reducing Township staff (a total of eight laid off positions to date), reduced three full-time positions to part-time, reduced health care benefits and had to use the Township's savings account to balance the annual budgets. The proposed FY 2010 budget will be the last year that the Township can draw funds from its savings account and along with all of the other Township staff and benefit reductions that the Township has incurred this past decade, it leaves no choice but to reduce the contract with Ingham County and the Sheriff by approximately \$300,000 to balance the FY 2010 budget. The future budgets will have to look at increased millages from property tax to correct the structural deficit to sustain the level of service provided in the FY 2010 budget.

Discussion was held regarding the possibility of cutting the budget in other places. Twp. Mgr. Elsinga stated that this would only be a temporary fix, that approximately \$300,000 would have to be funded each year.

**ADJOURNMENT**

Meeting adjourned at 7:31 p.m.

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP  
COMMITTEE OF THE WHOLE MEETING HELD ON OCTOBER 6, 2009**

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

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

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

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

/af

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP  
MINUTES OF REGULAR MEETING HELD ON OCTOBER 6, 2009**

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The Delhi Charter Township Board of Trustees met in a regular meeting on Monday, October 6, 2009 in the Multipurpose Room at the Community Services Center, 2074 Aurelius Road, Holt, Michigan. Supervisor Goodrich called the meeting to order at 7:35 p.m.

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

Members Present: Supervisor Stuart Goodrich, Clerk Evan Hope, Trustees Derek Bajema, John Hayhoe, Roy Sweet

Members Absent: Treasurer Harry Ammon, Trustee Jerry Ketchum

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

**COMMENTS FROM THE PUBLIC** - None

**CONSENT AGENDA**

- A) Approval of Minutes – Committee Meeting of September 15, 2009
- B) Approval of Minutes – Regular Meeting of September 15, 2009
- C) Approval of Minutes – Budget Workshop Meeting of September 21, 2009
- D) Approval of Claims – September 22, 2009 (ATTACHMENT I)
- E) Approval of Payroll – September 17, 2009 (ATTACHMENT II)
- F) Approval of Payroll – October 1, 2009 (ATTACHMENT III)
- G) Set Date and Time for Delhi Township Halloween “Trick-or-Treat” Hours (ATTACHMENT IV)

**SWEET MOVED TO APPROVE THE CONSENT AGENDA AS PRESENTED.**

A Roll Call Vote was recorded as follows:  
Ayes: Sweet, Bajema, Goodrich, Hayhoe, Hope  
Absent: Ammon, Ketchum

**MOTION CARRIED**

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP  
MINUTES OF REGULAR MEETING HELD ON OCTOBER 6, 2009**

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**NEW BUSINESS**

**NOTIFICATION TO INGHAM COUNTY SHERIFF AND CONTROLLER REGARDING  
REDUCING NUMBER OF SWORN POLICE OFFICERS IN DELHI TOWNSHIP**

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The Board reviewed a memorandum dated October 2, 2009 from Twp. Mgr. Elsinga (ATTACHMENT V).

**HAYHOE MOVED TO PROVIDE WRITTEN NOTICE TO THE INGHAM COUNTY SHERIFF AND INGHAM COUNTY CONTROLLER OF DELHI TOWNSHIP'S DESIRE TO REDUCE THE LEVEL OF POLICE SERVICE FROM TWENTY-ONE (21) SWORN OFFICERS TO EIGHTEEN (18) SWORN OFFICERS EFFECTIVE JANUARY 1, 2010.**

Ingham County Sheriff Wriggelsworth stated that a reduction would have to change how services are delivered.

A Roll Call Vote was recorded as follows:  
Ayes: Sweet, Bajema, Goodrich, Hayhoe, Hope  
Absent: Ammon, Ketchum  
**MOTION CARRIED**

**AMENDMENT NO. 2 TO RESOLUTION NO. 2008-066 – FY 2009 GENERAL FUND BUDGET**

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The Board reviewed a memorandum dated September 28, 2009 from Twp. Mgr. Elsinga (ATTACHMENT VI).

**HOPE MOVED TO ADOPT AMENDMENT NO. 2 TO RESOLUTION NO. 2008-066 FOR THE FY 2009 GENERAL FUND BUDGET.**

A Roll Call Vote was recorded as follows:  
Ayes: Bajema, Goodrich, Hayhoe, Hope, Sweet  
Absent: Ammon, Ketchum  
**MOTION CARRIED**

**AMENDMENT NO. 2 TO RESOLUTION NO. 2008-067 – FY 2009 FIRE EQUIPMENT,  
TRAINING AND APPARATUS FUND BUDGET**

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The Board reviewed a memorandum dated September 29, 2009 from Twp. Mgr. Elsinga (ATTACHMENT VII).

**HAYHOE MOVED TO ADOPT AMENDMENT NO. 2 TO RESOLUTION NO. 2008-067 FOR THE FY 2009 FIRE EQUIPMENT, TRAINING AND APPARATUS FUND BUDGET.**

A Roll Call Vote was recorded as follows:  
Ayes: Bajema, Goodrich, Hayhoe, Hope, Sweet  
Absent: Ammon, Ketchum  
**MOTION CARRIED**

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP  
MINUTES OF REGULAR MEETING HELD ON OCTOBER 6, 2009**

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**AMENDMENT NO. 2 TO RESOLUTION NO. 2008-068 – FY 2009 PARKS & RECREATION  
FUND BUDGET**

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The Board reviewed a memorandum dated September 29, 2009 from Twp. Mgr. Elsinga (ATTACHMENT VIII).

**BAJEMA MOVED TO ADOPT AMENDMENT NO. 2 TO RESOLUTION NO. 2008-068  
FOR THE FY 2009 PARKS AND RECREATION FUND BUDGET.**

A Roll Call Vote was recorded as follows:  
Ayes: Goodrich, Hayhoe, Hope, Sweet, Bajema  
Absent: Ammon, Ketchum

**MOTION CARRIED**

**AMENDMENT NO. 2 TO RESOLUTION NO. 2008-069 – FY 2009 WATER IMPROVEMENT  
FUND BUDGET**

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The Board reviewed a memorandum dated September 29, 2009 from Twp. Mgr. Elsinga (ATTACHMENT IX).

**SWEET MOVED TO ADOPT AMENDMENT NO. 2 TO RESOLUTION NO. 2008-069  
FOR THE FY 2009 WATER IMPROVEMENT FUND BUDGET.**

A Roll Call Vote was recorded as follows:  
Ayes: Hayhoe, Hope, Sweet, Bajema, Goodrich  
Absent: Ammon, Ketchum

**MOTION CARRIED**

**AMENDMENT NO. 2 TO RESOLUTION NO. 2008-070 – FY 2009 SEWER FUND BUDGET**

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The Board reviewed a memorandum dated September 29, 2009 from Twp. Mgr. Elsinga (ATTACHMENT X).

**HAYHOE MOVED TO ADOPT AMENDMENT NO. 2 TO RESOLUTION NO. 2008-070  
FOR THE FY 2009 SEWER FUND BUDGET.**

A Roll Call Vote was recorded as follows:  
Ayes: Hope, Sweet, Bajema, Goodrich, Hayhoe  
Absent: Ammon, Ketchum

**MOTION CARRIED**

**AMENDMENT NO. 2 TO RESOLUTION NO. 2008-071 – FY 2009 COMMUNITY  
DEVELOPMENT FUND BUDGET**

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The Board reviewed a memorandum dated September 29, 2009 from Twp. Mgr. Elsinga (ATTACHMENT XI).

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP  
MINUTES OF REGULAR MEETING HELD ON OCTOBER 6, 2009**

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**SWEET MOVED TO ADOPT AMENDMENT NO. 2 TO RESOLUTION NO. 2008-071  
FOR THE FY 2009 COMMUNITY DEVELOPMENT FUND BUDGET.**

A Roll Call Vote was recorded as follows:  
Ayes: Sweet, Bajema, Goodrich, Hayhoe, Hope  
Absent: Ammon, Ketchum  
**MOTION CARRIED**

**AMENDMENT NO. 2 TO RESOLUTION NO. 2008-072 – FY 2009 DOWNTOWN  
DEVELOPMENT AUTHORITY FUND BUDGET**

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The Board reviewed a memorandum dated September 30, 2009 from Twp. Mgr. Elsinga (ATTACHMENT XII).

**HAYHOE MOVED TO ADOPT AMENDMENT NO. 2 TO RESOLUTION NO. 2008-072  
FOR THE FY 2009 DOWNTOWN DEVELOPMENT AUTHORITY FUND BUDGET.**

A Roll Call Vote was recorded as follows:  
Ayes: Sweet, Bajema, Goodrich, Hayhoe, Hope  
Absent: Ammon, Ketchum  
**MOTION CARRIED**

**AMENDMENT NO. 1 TO RESOLUTION NO. 2008-073 – FY 2009 BROWNFIELD  
REDEVELOPMENT AUTHORITY**

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The Board reviewed a memorandum dated September 29, 2009 from Twp. Mgr. Elsinga (ATTACHMENT XIII).

**HOPE MOVED TO ADOPT AMENDMENT NO. 1 TO RESOLUTION NO. 2008-073 FOR  
THE FY 2009 BROWNFIELD REDEVELOPMENT AUTHORITY FUND BUDGET.**

A Roll Call Vote was recorded as follows:  
Ayes: Bajema, Goodrich, Hayhoe, Hope, Sweet  
Absent: Ammon, Ketchum  
**MOTION CARRIED**

**AMENDMENT NO. 1 TO RESOLUTION NO. 2008-074 – FY 2009 DEBT SERVICE FUND  
BUDGETS**

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The Board reviewed a memorandum dated September 29, 2009 from Twp. Mgr. Elsinga (ATTACHMENT XIV).

**BAJEMA MOVED TO ADOPT AMENDMENT NO. 1 TO RESOLUTION NO. 2008-074  
FOR THE FY 2009 DEBT SERVICE FUND BUDGETS.**

A Roll Call Vote was recorded as follows:  
Ayes: Bajema, Goodrich, Hayhoe, Hope, Sweet  
Absent: Ammon, Ketchum

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP  
MINUTES OF REGULAR MEETING HELD ON OCTOBER 6, 2009**

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**MOTION CARRIED**

**FACTORY PROTECTION PLAN FOR CAPSTONE MICRO TURBINE SYSTEM FOR POTW DIGESTERS**

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The Board reviewed a memorandum dated October 2, 2009 from Twp. Mgr. Elsinga (ATTACHMENT XV).

**HOPE MOVED TO APPROVE THE NINE (9) YEAR/79,999 HOUR FACTORY PROTECTION PLANS FOR THE TWO CAPSTONE MICRO TURBINE SYSTEM FOR THE POTW DIGESTERS FROM UNISON SOLUTIONS IN THE AMOUNT OF \$100,916 PAYABLE OVER THE NINE YEAR PLAN PERIOD.**

A Roll Call Vote was recorded as follows:  
Ayes: Goodrich, Hayhoe, Hope, Sweet, Bajema  
Absent: Ammon, Ketchum

**MOTION CARRIED**

**DRAIN EASEMENT FOR COOK AND THORBURN DRAIN DRAINAGE DISTRICT – 1492 AURELIUS – DELHI TOWNSHIP MAINTENANCE FACILITY**

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The Board reviewed a memorandum dated September 30, 2009 from Twp. Mgr. Elsinga (ATTACHMENT XVI).

**HAYHOE MOVED TO ADOPT THE DRAIN EASEMENT FOR COOK AND THORBURN DRAIN DRAINAGE DISTRICT LOCATED AT 1492 AURELIUS ROAD (TAX PARCEL #33-25-05-26-100-005).**

A Roll Call Vote was recorded as follows:  
Ayes: Hayhoe, Hope, Sweet, Bajema, Goodrich  
Absent: Ammon, Ketchum

**MOTION CARRIED**

**REPORTS**

**SUPERVISOR**

Supervisor Goodrich stated that he attended a Managers/Supervisors meeting last week at the Capital Region International Airport. The airport received U.S. Port of Entry status in January 2008. The name Port Lansing reflects this designation. Capital City Airport was renamed Capital Region International Airport to emphasize this new status. By June, a U.S. Customs Inspection Station was established. To promote increased international commerce in and around the airport, a Foreign Trade Zone was activated, effective August 24, 2009.

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP  
MINUTES OF REGULAR MEETING HELD ON OCTOBER 6, 2009**

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**CLERK**

Clerk Hope gave an update on the Michigan Municipal League Convention that he attended. Clerk Hope stated that the convention provided the vision on how you can take your community into the 21<sup>st</sup> Century through general sessions and break out classes.

**TOWNSHIP MANAGER**

Twp. Mgr. Elsinga stated that he will soon develop a Manager's blog to inform the community of the Township's activities.

Twp. Mgr. Elsinga stated that he attended a presentation by former City of East Lansing Mayor Sam Singh, regarding his experience traveling through some 46 countries over the course of 18 months. Mr. Singh spoke of how individuals and communities have a responsibility to be globally aware and engaged. Twp. Mgr. Elsinga encouraged the Board, if provided the opportunity, to attend Mr. Singh's presentation.

**ADJOURNMENT**

Meeting adjourned at 8:35 p.m.

**FYI**

1. E-mail dated September 28, 2009 from Bob Peterson, Director of Engineering, Ingham County Road Commission re: Holt Road Construction Schedule.
2. Michigan State University Manufacturing Study.

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

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

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

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

/af

SUBJECT TO APPROVAL



**DEPARTMENT OF PUBLIC SERVICES**

**Monthly Report**  
**September 2009**

**Presented to the Delhi Charter Township Board of  
Trustees**

**On  
October 6, 2009**

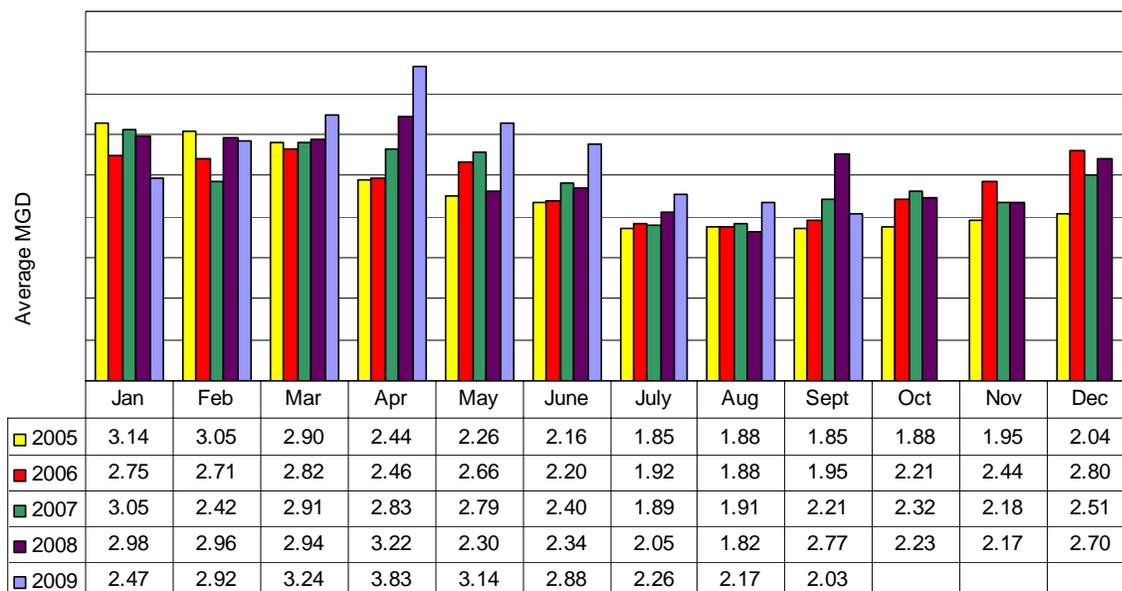
**By  
Sandra Diorka, Director of Public Services**

## GIS/GPS & Construction Management

The following GIS/GPS projects were worked on:

- Refining manholes and sewers in the GIS system
- Mapping watersheds in the township area
  - minor open drains
  - buried drains
  - macro and micro watershed basins
- Greater Lansing Regional Committee for Stormwater Management project maps
  - sampling data
  - basin delineations
  - improved mapping data
- Add additional layers to the sewer GIS system, including
  - building leads
  - building sewers
  - storm sewer mains
  - storm sewer leads
  - building storm sewers
- Gathering data for Lift Station D project

## Effluent Flow Data



## Stormwater Phase II

Attended the Greater Lansing Regional Committee for Stormwater Management Executive Committee meeting.

Met with Erin Campbell of Tri-County Regional Planning and Andrea Stay of the Eaton County Conservation District to strategize a plan for applying for a 319 grant for stormwater projects.

## Community Outreach

DPS is currently selling socks made from our sheep's wool. We have various sizes and styles. Anyone interested in purchasing a pair of wool socks is to contact the DPS Maintenance Department.

The township has purchased 50 compost bins and 45 rain barrels to sell. The compost bins can be purchased for \$49.50 and the rain barrels can be purchased for \$54.50. To date we have sold thirteen (13) compost bins and nineteen (19) rain barrels. On September 11, 2009 DPS promoted rain barrels and compost bins at the Treasurers Office to residents paying taxes.

## Laboratory Testing and Quality Control – Quality Assurance Program

Tests Run For	Number Run	% Passing
Permit Compliance	230	
Process Control	2092	
Quality Control	88	93%
Check Samples	7	100%
DMRQA-Study 27 Proficiency		
Miscellaneous Sampling	5	
<b>Totals</b>	<b>2422</b>	<b>97%</b>

## Safety

September Safety Activities	Date	Description
<b>Confined Space Entries</b>		
	9/23/2009	S.E. Secondary Clarifier ( Replace skimmer arm flight )
<b>Accidents/Injuries</b>		
	9/25/09	1-Accident reported ( No Injuries )

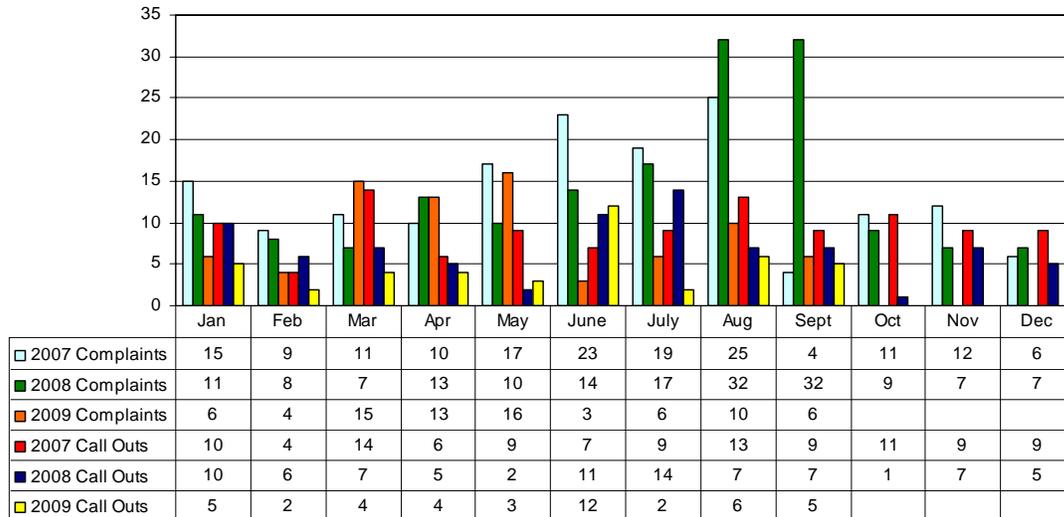
## Training

Date	# of Employees Attended	Training Course Description
9/16/2009	15	Lift Station Training (C2AE)

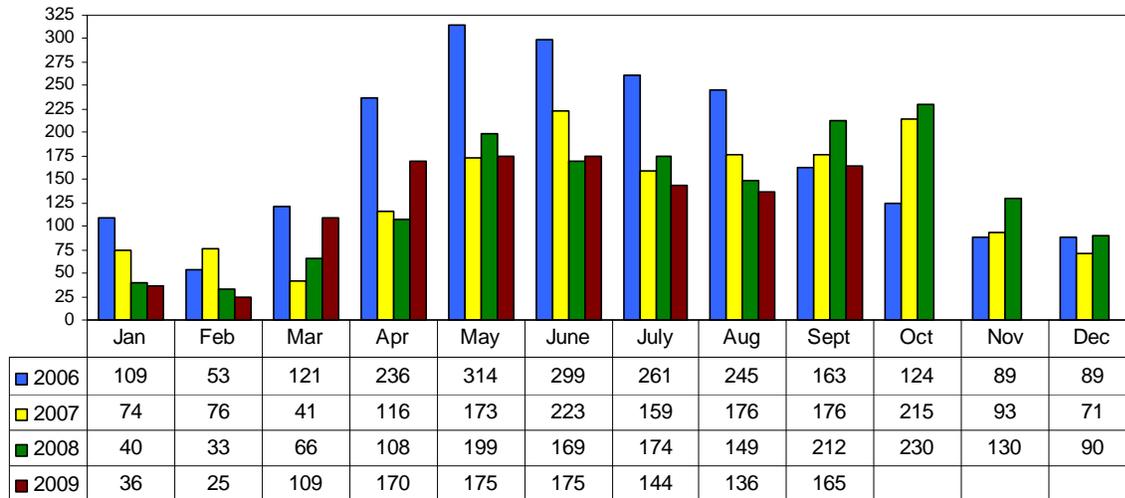
## Industrial Pretreatment Program

September IPP Activities	Date	Description
<b>Site Plan Review</b>		
	9/16	3340 Dunckel Road
<b>Inspections - Grease Traps</b>		
	9/25	1997 Aurelius - 7-11 - Compliant
	9/25	2006 Cedar - Biggby Coffee - Compliant
	9/25	2040 Aurelius - Buddies Grill - Compliant
	9/25	2005 Eifert - Big Ten - Compliant
	9/25	2464 Cedar - Burger King - Compliant
	9/17	2520 E. Jolly - Burger King - Compliant
	9/17	2440 N. Cedar - Champions - Compliant
	9/25	2395 Washington - Chisholm Hills - Compliant
	9/25	6201 Bishop - Coaches - Compliant
	9/25	1995 Cedar St. - Cottage Inn Pizza - Compliant
	9/17	4625 Willoughby 1-A - Delhi Café - Compliant
	9/25	2040 Aurelius Ste. 2 - Fat Boys Pizza - Compliant
	9/17	1111 N. Cedar - Fraternal Order of Eagles - Compliant
	9/25	2454 S. Cedar - IngCredible - Compliant
	9/25	1979 Aurelius - Jade Garden - Compliant
	9/25	2495 N. Cedar - Kroger - Compliant
	9/25	2221 N. Cedar - Little Caesar's Pizza - Compliant
	9/25	2775 Eaton Rapids Road - McDonald's - Compliant
	9/24	2530 E. Jolly - McDonald's - Compliant
	9/17	1957 Cedar - Sammy's II - Non Compliant
	9/25	2765 Eaton Rapids Road - Subway - Compliant
	9/17	1850 Cedar - Tacos E Mas - Compliant
	9/17	2450 E. Jolly - Tim Horton's - Compliant
	9/17	2350 Cedar - Tim Horton's - Compliant
	9/25	2727 Eaton Rapids Road - Wendy's - Compliant

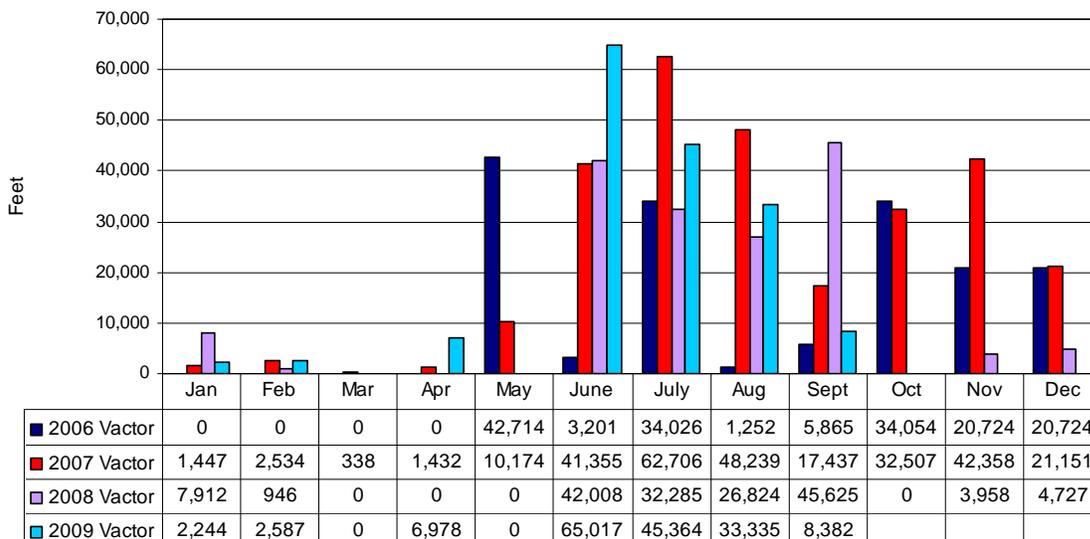
## Complaints and Call-Outs



## Miss Digs

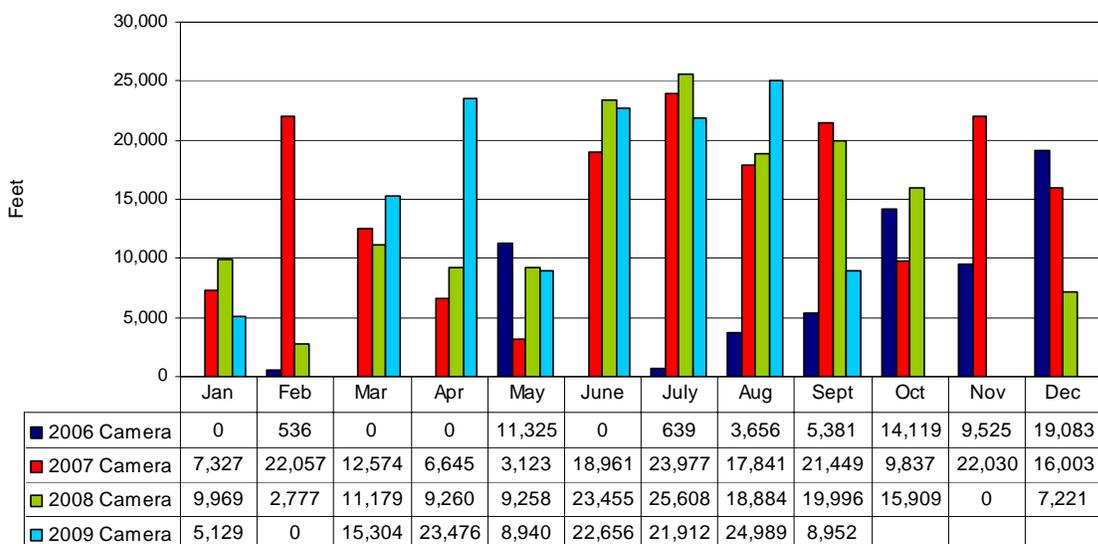


## Sanitary Sewer Cleaning (Vector Truck Work)



Note: Vector was not in operation for most of the month of September due to personnel shortages

## Sanitary Sewer Televising (Camera Truck Work)



Note: Camera truck was not in operation for most of the month of September due parts needed for the repair of the on board generator and personnel shortages

## Maintenance

A total of 62 work orders issued, 18 were preventative, 43 were corrective and there was one emergency. Major maintenance projects performed by DPS personnel in September 2009 include:

### Maintenance/POTW/Collections/Lift Stations

- Cleaned the auger monster at the POTW headworks
- Replaced air filters on aeration blowers #1 and #2
- Checked lighting in the ferric building above tank #1
- Checked all fuses plus power in and out on carriage pump
- Greased the Lamson blower motors 1 through 4
- Repaired leaks in the discharge piping for the dewatering pump
- Repaired the gate in the pond area and reset relays and adjusted stops
- Repaired the Murdock hydrant located at the return activated sludge headworks
- Repaired leaks on the return activated sludge hypochlorite pump
- Checked the #2 hypochlorite pump for leaks on the suction pipe
- Replaced belts to the Penn Valley pump
- Checked the emergency sump pump in the hypochlorite building
- Cleaned and inspected eight (8) flame arresters in the batch/thermo/meso tanks
- Cleaned and inspected six (6) flame traps in the gas compressor room
- Tightened belts on screw pumps 1, 2 and 3
- Installed new algae control equipment at the south end of the pond
- Repaired the exterior switch cover outside of the hypochlorite building
- Performed the monthly grease haul
- Performed hydrogen sulfide testing at Eifert, Pinetree, Dell and Waverly pump stations
- Performed calcium nitrate transfers from bulk storage
- Performed weekly dissolved oxygen probe cleaning and calibration
- Completed weekly plant preventive maintenance consisting of 27 tasks
- Pulled flange off from Waverly lift station vent
- Inspected the condition of manholes, rings, lids and first section on Holt Road from Heatherton to Thorburn

### Building and Grounds (CSC and Fire Stations #1 & #2)

- Adjusted doors at CSC
- Set up tables and chairs for library book sale
- Power washed all entrances and entrance windows at CSC
- Delivered supplies to the Fire Department #1
- Painted the white post in front of the gensets and cooling tower at CSC
- Repaired gutter at the rear of Fire Station #1
- Placed soil, seed and straw on island in front of the library at CSC
- Replaced bulb in exit sign in the board room at CSC
- Moved boxes to basement at CSC
- Mowed down the rain garden at CSC

### DDA and Sheriff's Departments

- Street swept parade route for the Holt Hometown Festival
- Printed banners and installed grommets for the Holt Hometown Festival
- Mowed, weed whipped and trimmed areas around all Welcome to Holt signs
- Changed banners on streetscape
- Changed light bulbs at DDA
- Painted the silver poles in the handicap parking area at DDA/ICSD
- Dug out trench at Depot/Delhi NE, installed a clay bottom and filled with compost
- Cut down weeds and wildflowers at Valhalla Park pond
- Installed a telephone line at the Farmers Market
- Installed 12 poles and banners for the Parks Trail System

Cemetery

- Performed three (3) burials at Maple Ridge cemetery
- Performed one (1) burial at Markham cemetery
- Installed two new foundations at Maple Ridge cemetery
- Readjusted two (2) existing foundations at Maple Ridge cemetery

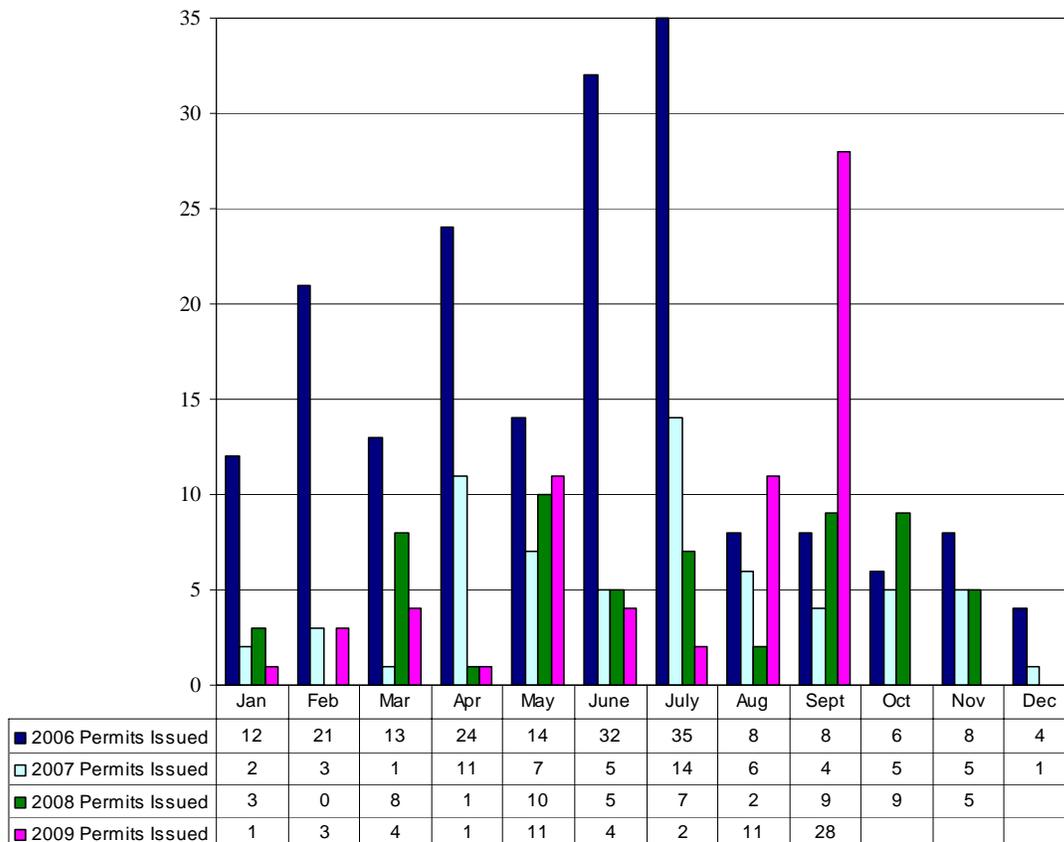
Vehicles/Equipment

- Four (4) vehicles were serviced at Frankie D's
- Replaced the battery in Unit #12 2008 GMC pickup
- Repaired and serviced the 2005 Sterling vector
- Repaired and serviced the camera van
- Repaired Scag #5 mower
- Unit #25 2006 Chevrolet Silverado was sent to Shaheen Chevrolet for repair of damages received when struck by a CATA bus

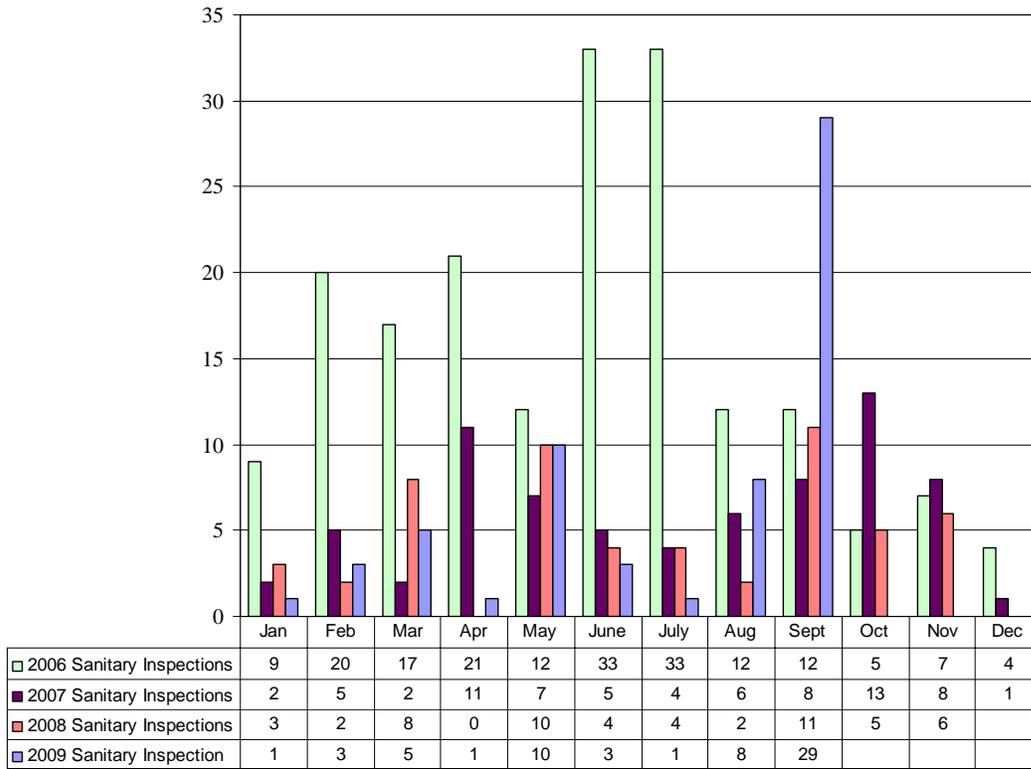
**Sewer Construction and New Construction Inspections**

There were twenty (20) sewer permits, of which seventeen (17) were for the DDA Holt/Depot project, and eight (8) repair permits issued. There were four (4) sampling manhole inspections, twelve (12) sanitary sewer inspections, one (1) grease trap inspection and two (2) storm inspections performed by DPS personnel for the month of September. Twelve (12) sanitary sewer inspections and one (1) storm inspection was performed by C2AE at the DDA Holt/Depot project.

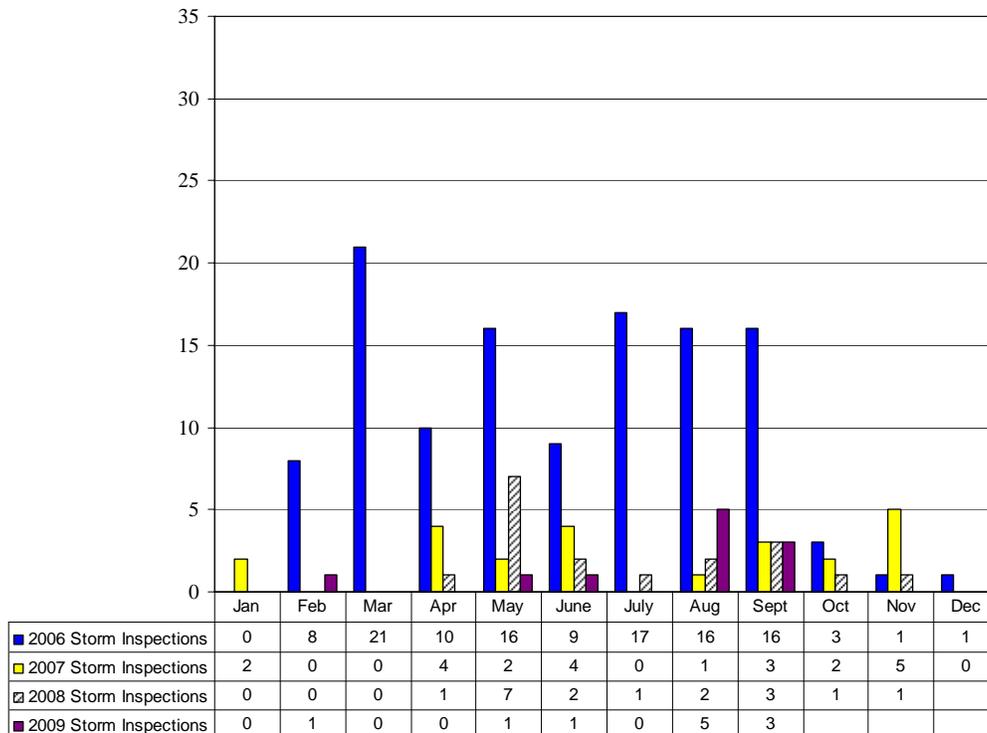
**Sanitary Sewer Permits Issues**



### Sanitary Sewer Inspections



### Storm Sewer Inspections



Job #	Job Name	Utility Agreement	Const. Plan Review	Submit for Act 451 Permit	Received Permit	Preconst. Meeting	Observation of Construction	Air Test	TV Tape w/Narrative	Manhole Vacuum Test	Mandrel Test	Record Drawings	Easement	Twp. Walk Through	Final Recommendation	Next Step
	Aspen Lakes Apt. Phase III		X	X	X											permit received
05-0094	Berry Farms	X	X	X	X	X	X	X	X			N/A	X			Under construction
05-0095	Centennial Estates No. 2		X	X	X							N/A				permit received 2-15-06
05-0096	Country Crossroads 2		X	X	X											waiting for developer to begin const.
05-0070-A	Genesis-Patient Care Dr	X	X	X	X	X	X	X	X	X	X	X		X	X	waiting for easement
04-0063-A	Section 25 Sewer Int.	N/A	X													redesign
04-0045-A	Washington Woods		X	X	X											status unknown - DEQ waiting for additional info
03-0111-A	Westridge/Dalby Condo		X													contingent on section 25 sewer
	<p>Project Under Construction</p> <p>Contractor to Complete Punchlist</p> <p>Permit Application Submitted</p> <p>Permit Received / Waiting for Precon</p> <p>On Hold / Status Unknown</p> <p>Review / Design Phase</p>															

## DELHI CHARTER TOWNSHIP

## MEMORANDUM

**TO:** Delhi Township Board Members

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

**DATE:** October 2, 2009

**RE:** Notification to Ingham County Sheriff and Ingham County Controller  
Regarding Reducing Number of Sworn Police Officers in Delhi  
Township

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In June the Township Board began the FY 2010 budget process by convening to identify their long-term goals along with short term objectives to meet those goals. Two reoccurring goals are "Enhance the quality of life for Delhi Township residents" and "Uphold fiscal integrity and increased efficiency".

Understanding the Board's goals, staff began the process of developing their proposed budgets and presented them to the Board at their September 21, 2009 budget workshop. Together the Board, with staff input, was able to reduce the proposed General Fund budget from \$8,287,640 to \$7,005,840 which includes a reduction of funding for sworn police officers from 21 to 18. The elimination of three deputies from our contract for police services with Ingham County and the Sheriff is a direct result of the annual reduction of revenue Delhi Township is slated to receive from Revenue Sharing through the State of Michigan.

Revenue Sharing, established in 1946 by a vote of the people, was to limit local taxing authority while increasing State taxing authority. The State would in turn share with all cities, villages and townships to provide a basic funding level for public services. After 2002, when the economy in Michigan began declining, the State legislature began reducing revenue sharing distributions in order to balance their own budget on the backs of local governments. In 2001 our revenue from "State Shared Revenue" was at an all time high of \$2,284,715 or 30% of the General Fund revenues.

For FY 2010 we are projecting just over \$1,550,000 or 22% of General Fund revenues. The inability of the State legislature to correct their structural deficit has thereby also created a structural deficit for local governments. Recognizing this as a likely trend, the Board began reducing staff in 2005 (a total of eight laid off positions to date), reduced three full-time positions to part-time, reduced

health care benefits for all active employees by changing to a high deductible plan and finally had to use our savings account to balance the annual budgets.

Our proposed FY 2010 budget will be the last year we can draw funds from our savings account (\$931,050) and along with all of the other Township staff and benefit reductions we have incurred this past decade, leave us with no choice but to reduce our contract with Ingham County and the Sheriff by approximately \$300,000 to balance the FY 2010 budget. Our future budgets will have to look at increased millages from property tax to correct our structural deficit to sustain the level of service provided in our FY 2010 budget.

**Recommended Motion:**

**To provide written notice to the Ingham County Sheriff and Ingham County Controller of Delhi Township's desire to reduce the level of police service from twenty-one (21) sworn officers to eighteen (18) sworn officers effective January 1, 2010.**



GENERAL FUND REVENUE, EXPENDITURES AND FUND BALANCE

Description	2008 Actual	2009 Budget	2009 Projected	2010 Requested	2010 Recommended	2010 Approved *
<b>Revenue</b>						
Taxes	\$ 2,822,048	\$ 2,863,400	\$ 2,877,400	\$ 2,779,100	\$ 2,779,100	\$ 2,779,100
Special Assessments	379,464	323,590	310,200	281,100	281,100	281,100
Intergovernmental	1,886,942	1,746,350	1,706,350	1,553,550	1,553,550	1,553,550
Licenses and Permits	15,965	16,800	16,300	16,300	16,300	16,300
Charges for services	1,513,559	1,517,040	1,544,240	1,549,500	1,549,500	1,543,500
Interest	179,694	130,500	60,150	60,000	60,000	60,000
Other	697,105	710,970	692,570	695,690	695,690	695,690
<b>Total Revenue</b>	<b>7,494,777</b>	<b>7,308,650</b>	<b>7,207,210</b>	<b>6,935,240</b>	<b>6,935,240</b>	<b>6,929,240</b>
<b>Expenditures</b>						
Legislative	83,758	106,200	106,050	111,940	111,940	107,940
Manager	324,357	338,980	336,660	334,310	334,310	334,310
Accounting	177,572	186,020	185,200	186,000	186,000	186,000
Clerk	315,846	297,450	300,310	259,760	259,760	258,360
Information Technology	181,619	262,670	196,670	257,710	257,710	257,710
Treasurer	268,267	289,680	297,160	298,490	298,490	298,490
Assessing	276,563	288,030	274,200	273,220	273,220	273,220
Elections	83,737	38,710	35,360	86,900	86,900	86,900
Building & Grounds	383,742	391,090	378,870	1,081,560	353,220	328,220
Cemetery	78,859	99,020	79,360	94,840	90,340	90,340
Police	2,340,410	2,437,580	2,437,580	2,524,700	2,224,700	2,224,700
Fire	1,528,636	1,617,380	1,524,010	1,595,950	1,591,790	1,591,790
Infrastructure	591,665	659,950	508,130	801,510	796,710	604,110
Other Functions	333,331	251,430	347,450	380,750	366,750	363,750
<b>Total Expenditures</b>	<b>6,968,362</b>	<b>7,264,190</b>	<b>7,007,010</b>	<b>8,287,640</b>	<b>7,231,840</b>	<b>7,005,840</b>
<b>Other Financing Sources (Uses)</b>						
Sale of Fixed Assets	1,100					
Transfer Out to Parks	(595,388)	(657,360)	(696,650)	(652,210)	(652,210)	(649,210)
Transfer Out to Comm Dev	(235,286)	(236,860)	(202,311)	(231,240)	(231,240)	(205,240)
<b>Total Other Financing Sources</b>	<b>(829,574)</b>	<b>(894,220)</b>	<b>(898,961)</b>	<b>(883,450)</b>	<b>(883,450)</b>	<b>(854,450)</b>
<b>Revenues Over (Under) Expenditures</b>	<b>(303,159)</b>	<b>(849,760)</b>	<b>(698,761)</b>	<b>(2,235,850)</b>	<b>(1,180,050)</b>	<b>(931,050)</b>
<b>Fund Balance, Beginning</b>	<b>2,888,855</b>	<b>2,585,696</b>	<b>2,585,696</b>	<b>1,886,935</b>	<b>1,886,935</b>	<b>1,886,935</b>
<b>Total Fund Balance, Ending</b>	<b>\$ 2,585,696</b>	<b>\$ 1,735,936</b>	<b>\$ 1,886,935</b>	<b>\$ (348,915)</b>	<b>\$ 706,885</b>	<b>\$ 955,885</b>

Total Expenditures	7,007,010	8,287,640	7,231,840	7,005,840
Projected Fund Balance	1,886,935	(348,915)	706,885	955,885
Fund Balance % of Expenditures	26.93%	-4.21%	9.77%	13.64%
Targeted Fund Balance of 15%	1,051,052	1,243,146	1,084,776	1,050,876

\* Subject to Board Adoption

# ACCOUNTS PAYABLE APPROVAL

September 22, 2009

ATTACHMENT I

**I. Certification of Authorized Signatures:** The attached Check Register and Invoice Distribution Report encompass checks dated September 22, 2009, numbered 75565 through 75651 & ACH #1116 . Every invoice has a payment authorizing signature(s).

Dated: September 22, 2009

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

## II. Certification of Fund Totals:

The attached Invoice Distribution Report and Check Register for checks dated September 22, 2009 show payments made from the following funds:

General Fund	\$	49,800.76	
Parks & Recreation		22,603.44	
Fire Equip. & Apparatus Fund		1,761.30	
Water Improvement Fund		1,874.00	
Downtown Development Fund		140,278.79	
Community Development Fund		4,728.67	
Trust & Agency Fund		100,766.43	
Current Tax Fund		22,062.75	
Subtotal Common Savings*	\$	343,876.14	
Sewer Fund Receiving**	\$	70,360.58	
Grand Total	\$	414,236.72	

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

\*Current Tax Account \$ 22,062.75

Dated: September 22, 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.(\$151,880.76 Irish Construction for Digester Rehab Project-Pymt.#23, 10/02/07, \$18,000.00 Mike & Son Asphalt for Portion of CSC Parking Lot,10/07/08 )

Dated: September 22, 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 October 6, 2009, a motion was made by \_\_\_\_\_ and passed by \_\_\_\_\_ yes votes and \_\_\_\_\_ no votes ( \_\_\_\_\_ absent) that the list of claims dated September 22, 2009, was reviewed, audited and approved.

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

INVOICE DISTRIBUTION REPORT FOR DELHI CHARTER TOWNSHIP  
 INVOICES TO BE PAID 09/09/2009 - 09/22/2009  
 Paid Invoices Only

Vendor	Invoice Description	Amount
Fund 101 GENERAL FUND		
Dept 000.00		
SBAM	HEALTH INSURANCE OCTOBER	182.18
Total for Dept 000.00 :		182.18
Dept 171.00 MANAGER		
SBAM	HEALTH INSURANCE OCTOBER	689.76
UNUM LIFE INSURANCE COMPANY	DISABILITY INSURANCE OCTOBER	137.46
DBI BUSINESS INTERIORS	CALENDAR/PAM	8.99
DBI BUSINESS INTERIORS	OFFICE SUPPLIES & CALENDARS	23.98
Total for Dept 171.00 MANAGER:		860.19
Dept 191.00 ACCOUNTING		
SBAM	HEALTH INSURANCE OCTOBER	306.56
UNUM LIFE INSURANCE COMPANY	DISABILITY INSURANCE OCTOBER	71.80
DBI BUSINESS INTERIORS	OFFICE SUPPLIES & CALENDARS	27.27
Total for Dept 191.00 ACCOUNTING:		405.63
Dept 215.00 CLERK		
SBAM	HEALTH INSURANCE OCTOBER	2,207.25
UNUM LIFE INSURANCE COMPANY	DISABILITY INSURANCE OCTOBER	94.49
DBI BUSINESS INTERIORS	OFFICE SUPPLIES & CALENDARS	99.17
GANNETT MICHIGAN NEWSPAPER	AUGUST LEGAL NOTICES	475.04
Total for Dept 215.00 CLERK:		2,875.95
Dept 228.00 INFORMATION TECHNOLOGY		
SBAM	HEALTH INSURANCE OCTOBER	689.76
UNUM LIFE INSURANCE COMPANY	DISABILITY INSURANCE OCTOBER	42.75
DBI BUSINESS INTERIORS	OFFICE SUPPLIES & CALENDARS	5.99
APEX SOFTWARE	4 MAINTENANCE RENEWAL 11/1/09-11/1/10	860.00
Total for Dept 228.00 INFORMATION TECHNOLOGY:		1,598.50
Dept 253.00 TREASURERS		
SBAM	HEALTH INSURANCE OCTOBER	1,517.49
UNUM LIFE INSURANCE COMPANY	DISABILITY INSURANCE OCTOBER	103.01
DBI BUSINESS INTERIORS	OFFICE SUPPLIES & CALENDARS	49.46
Total for Dept 253.00 TREASURERS:		1,669.96

Dept 257.00 ASSESSING		
SBAM	HEALTH INSURANCE OCTOBER	1,134.29
UNUM LIFE INSURANCE COMPANY	DISABILITY INSURANCE OCTOBER	71.80
DBI BUSINESS INTERIORS	OFFICE SUPPLIES & CALENDARS	61.74
INGHAM COUNTY ASSESSORS	9/30 ING CO ASSESSOR & TREAS MTG	12.00
MICHIGAN ASSESSORS ASSN	MEMBERSHIP/MUNSON	75.00

Total for Dept 257.00 ASSESSING: 1,354.83

Dept 262.00 ELECTIONS		
PRINTING SYSTEMS, INC.	2,500 AV OUTER ENVELOPES & FREIGHT	338.55
PRINTING SYSTEMS, INC.	3,000 AV APPLICATIONS & FREIGHT	397.46
MCR TECHNOLOGIES, INC	ANNUAL A-VOTE HOSTING SERVICE	50.00
DBI BUSINESS INTERIORS	OFFICE SUPPLIES & CALENDARS	425.82
MC&E ELECTION SOURCE	1 YR PREVENTIVE MAINTENANCE 2009	378.00

Total for Dept 262.00 ELECTIONS: 1,589.83

Dept 265.00 BUILDING & GROUNDS		
SBAM	HEALTH INSURANCE OCTOBER	749.84
UNUM LIFE INSURANCE COMPANY	DISABILITY INSURANCE OCTOBER	43.98
LANSING ICE & FUEL CO	GASOLINE 9/1-15/09	66.77
MAID BRIGADE OF LANSING	CLEANING SERVICES/CSC	812.50
SIEMENS BUILDING TECH	HUMID INVESTIGATION PROBLEM	448.00
BOARD OF WATER & LIGHT	WATER & ELECTRIC	536.77
ACE HARDWARE	PAINT/BRUSH/ROLLER TRAY	75.73
ACE HARDWARE	GATE LATCH	8.49
MIKE & SON ASPHALT, INC.	CSC PARKING LOT/FINAL PAYMENT	18,000.00
LOWE'S CREDIT SERVICES	7 BULBS	41.86

Total for Dept 265.00 BUILDING & GROUNDS: 20,783.94

Dept 276.00 CEMETERY		
SBAM	HEALTH INSURANCE OCTOBER	496.37
UNUM LIFE INSURANCE COMPANY	DISABILITY INSURANCE OCTOBER	29.12
LANSING ICE & FUEL CO	GASOLINE 9/1-15/09	44.20

Total for Dept 276.00 CEMETERY: 569.69

Dept 301.00 POLICE		
ROBERT J. ROBINSON, ATTN	AUG MOTOR VEH ORD	1,510.00

Total for Dept 301.00 POLICE: 1,510.00

Dept 336.00 FIRE DEPARTMENT		
SBAM	HEALTH INSURANCE OCTOBER	8,752.36
UNUM LIFE INSURANCE COMPANY	DISABILITY INSURANCE OCTOBER	450.48
DBI BUSINESS INTERIORS	OFFICE SUPPLIES & CALENDARS	73.01
LANSING ICE & FUEL CO	GASOLINE 9/1-15/09	697.87
JEFFREY YOUNG	WORK BOOTS	70.00
LIFEGAS LLC	CYLINDER RENTAL	177.87

MOORE MEDICAL, LLC	MEDICAL SUPPLIES	392.57
FIRE ENGINEERING	1 YR SUBSCRIPTION/BROWN	29.95
SPARROW OCC HEALTH SERVICE	PRE-EMPLOYMENT PHYSICALS	1,501.48
BOARD OF WATER & LIGHT	WATER & ELECTRIC	<u>23.27</u>

Total for Dept 336.00 FIRE DEPARTMENT: 12,168.86

Dept 850.00 OTHER FUNCTIONS		
SBAM	HEALTH INSURANCE OCTOBER	4,190.10
DBI BUSINESS INTERIORS	12" ROUND CLOCK	<u>41.10</u>

Total for Dept 850.00 OTHER FUNCTIONS: 4,231.20

Total for Fund 101 GENERAL FUND: 49,800.76

Fund 208 PARKS & RECREATION FUND

Dept 000.00		
EVA CHILDS	REFUND SENIOR TRIP	<u>47.00</u>

Total for Dept 000.00 : 47.00

Dept 752.00 ADMINISTRATION		
SBAM	HEALTH INSURANCE OCTOBER	613.12
UNUM LIFE INSURANCE COMPANY	DISABILITY INSURANCE OCTOBER	67.23
DBI BUSINESS INTERIORS	OFFICE SUPPLIES & CALENDARS	42.45
SAM'S CLUB DIRECT	8' TABLE	<u>79.74</u>

Total for Dept 752.00 ADMINISTRATION: 802.54

Dept 771.00 PARKS		
SBAM	HEALTH INSURANCE OCTOBER	827.73
UNUM LIFE INSURANCE COMPANY	DISABILITY INSURANCE OCTOBER	26.81
LANSING ICE & FUEL CO	GASOLINE 9/1-15/09	596.42
ACE HARDWARE	BOLTS & NAILS	4.72
ACE HARDWARE	SCREWS & BOLTS	8.88
ACE HARDWARE	1 GAL CHAIN OIL/FLOOR KNIFE	17.48
LANSING POPCORN CO.	POPCORN & OIL	48.00
SAFETY SYSTEMS, INC	QUARTERLY MONITORING/SENIOR CENTER	90.00
WASTE MANAGEMENT OF MICH	DUMPSTER SERVICE/HOMETOWN FEST	59.55
DK SECURITY	SECURITY	1,771.93
MODEL COVERALL SERVICE	UNIFORM PANTS	32.85
BOARD OF WATER & LIGHT	WATER 1750 MAPLE	24.07
BOARD OF WATER & LIGHT	WATER 2074 AURELIUS (PARK)	173.84
BOARD OF WATER & LIGHT	WATER 2108 CEDAR	149.77
BOARD OF WATER & LIGHT	WATER 2287 PINE TRE	35.88
BOARD OF WATER & LIGHT	WATER 4030 KELLER	30.83
BOARD OF WATER & LIGHT	WATER 4050 KELLER	141.67
BOARD OF WATER & LIGHT	WATER 4111 HOLT	8.94

MENARDS LANSING SOUTH	CONCRETE MIX/HINGES/BLOCKS	38.05
SAM'S CLUB DIRECT	TRASH LINERS/BROWN JERSEY GLOVES	154.68
SUPERIOR SAW	(2) 24" CHAINS	43.63
KROMER CO. LLC	PUMP KIT & SHIPPING	150.27
MENARDS LANSING SOUTH	RACHET TIE DOWNS	39.98

Total for Dept 771.00 PARKS: 4,475.98

Dept 774.00 RECREATION		
SBAM	HEALTH INSURANCE OCTOBER	689.76
UNUM LIFE INSURANCE COMPANY	DISABILITY INSURANCE OCTOBER	32.16
JOHNNY MAC'S	20 FOOTBALLS	339.00
M.A.S.A.	16 2009 FALL TEAMS REGISTRATION	320.00
GRAND HOTEL	SENIOR CITIZEN MACKINAW ISLAND TRIP	15,897.00

Total for Dept 774.00 RECREATION: 17,277.92

Total for Fund 208 PARKS & RECREATION FUND: 22,603.44

Fund 211 FIRE EQUIP. & APPARATUS FUND

Dept 339.00 EQUIPMENT & APPARATUS

FIRE SERVICE MANAGEMENT LLC	TURNOUT GEAR CLEANING	322.95
SUPERIOR SAW	SAW BLADE/2 BELTS	152.90
CARQUEST THE PARTS PLACE	BACK UP ALARM	43.95
HOLT AUTO ALIGNMENT	BRAKES//04 DODGE	637.12
CRAIG'S AUTO BODY SHOP, LLC	RT REAR DOOR HANDLE/#64	157.38
ARC - MID MICHIGAN CHAPTER	CPR	75.00
ACE HARDWARE	2 BALES STRAW	7.00
START RESCUE	TRUCK EXTRICATION/BALL	365.00

Total for Dept 339.00 EQUIPMENT & APPARATUS: 1,761.30

Total for Fund 211 FIRE EQUIP. & APPARATUS FUND: 1,761.30

Fund 225 WATER IMPROVEMENT FUND

Dept 536.00 ADMINISTRATION & CONSTRUCTION

TRI-COUNTY REGIONAL	FAIR SHARE PLEDGE 2009-2010	1,874.00
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Total for Dept 536.00 ADMINISTRATION & CONSTRUCTION: 1,874.00

Total for Fund 225 WATER IMPROVEMENT FUND: 1,874.00

Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY

Dept 000.00

MIKE & SON ASPHALT, INC.	CSC PARKING LOT/FINAL PAYMENT	16,148.41
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Total for Dept 000.00 : 16,148.41

Dept 728.00 DDA ADMINISTRATION		
UNUM LIFE INSURANCE COMPANY	DISABILITY INSURANCE OCTOBER	54.29
DBI BUSINESS INTERIORS	OFFICE SUPPLIES & CALENDARS	11.18
FAHEY SCHULTZ BURZYCH	LEGAL FEES AUGUST	871.50
FOSTER, SWIFT, COLLINS	LEGAL FEES AUGUST	724.50
SPICER GROUP, INC.	DDA SITE RECLAMATION	1,951.50
WOLVERINE ENGINEERS	SURVEY D. GOFF PROPERTY	885.50
ACE HARDWARE	PAINT/ROLLERS/BRUSH	48.44
ACE HARDWARE	PADLOCK/HASP	20.48

Total for Dept 728.00 DDA ADMINISTRATION: 4,567.39

Dept 729.00 DDA MARKETING & PROMOTION		
BLOHM CREATIVE PARTNERS	10,200 JULY 2009 OUR TOWN	13,787.34
ACE HARDWARE	FARMERS MARKET	14.46
CHARLES GRINNELL	41.5 HOURS @ \$20	830.00
BLOHM CREATIVE PARTNERS	WEB SITE REVISIONS	6,000.00

Total for Dept 729.00 DDA MARKETING & PROMOTION: 20,631.80

Dept 731.00 DDA INFRASTRUCTURE PROJECTS		
ACE HARDWARE	PADLOCK	22.99
DELHI TOWNSHIP TREASURER	SIDEWALK RELACEMENTS	4,538.38
LANDSCAPE ARCHITECTS	DELHI CEDAR STREET SIDEWALKS	1,715.78
IRISH CONSTRUCTION COMPANY	HOLT/AUR SCULPTURE FOUNDATION	1,998.00
LANDSCAPE ARCHITECTS	WILLOUGHBY ROAD CONNECTOR	960.00
LANDSCAPE ARCHITECTS	PIONEER CEMETERY CONSTRUCTION	1,054.00
THE COTTAGE GARDENS, INC.	28 PLANTS/CSC PARKING LOT	951.00
MIKE & SON ASPHALT, INC.	CSC PARKING LOT/FINAL PAYMENT	73,174.60

Total for Dept 731.00 DDA INFRASTRUCTURE PROJECTS: 84,414.75

Dept 850.00 OTHER FUNCTIONS		
SBAM	HEALTH INSURANCE OCTOBER	697.03
UNUM LIFE INSURANCE COMPANY	DISABILITY INSURANCE OCTOBER	40.90
LANSING ICE & FUEL CO	GASOLINE 9/1-15/09	62.07
MAID BRIGADE OF LANSING	CLEANING SERVICES/SHERIFF	400.00
BOARD OF WATER & LIGHT	WATER 2045 CEDAR	83.64
BOARD OF WATER & LIGHT	WATER 2150 CEDAR	17.56
BOARD OF WATER & LIGHT	WATER 2004 AURELIUS	58.67

Total for Dept 850.00 OTHER FUNCTIONS: 1,359.87

Dept 903.00 CAPITAL OUTLAY-DDA		
WOLVERINE ENGINEERS	COLLEGE ROAD SUBDIVISION	3,995.75

Total for Dept 903.00 CAPITAL OUTLAY-DDA: 3,995.75

Dept 903.10 2008 CONSTRUCTION PROJECTS-DDA		
ACE HARDWARE	SEAL TAPE/ELBOW/ADAPTER	21.54
LOWE'S CREDIT SERVICES	41 CLAMPS	66.83

LOWE'S CREDIT SERVICES	SPRINKLER SYSTEM/SENIOR CENTER	339.73
KEYSTONE DESIGN GROUP	SENIOR CITIZEN LEED DOCUMENTS	2,646.03
SOIL & MATERIALS ENGINEERS	DENSITY & LAB TESTING - ASPHALT	652.49
PACE HOWE DESIGN	DESIGN SERVICES-DELHI SENIOR CENTER	1,050.00
PACE HOWE DESIGN	DESIGN SERVICES-DELHI SENIOR CENTER	363.10
PACE HOWE DESIGN	DESIGN SERVICES-DELHI SENIOR CENTER	<u>1,487.50</u>

Total for Dept 903.10 2008 CONSTRUCTION PROJECTS-DDA: 6,627.22

Dept 905.00 DEBT SERVICE

ROBERT HOLMES	PRINCIPAL - HOLT PLAZA CORNER	582.41
ROBERT W BAIRD & CO., INC.	PRINCIPAL - HOLT PLAZA CORNER	582.41
WILLIAM THORBURN	PRINCIPAL - HOLT PLAZA CORNER	1,164.81
ROBERT HOLMES	INTEREST - HOLT PLAZA CORNER	50.99
ROBERT W BAIRD & CO., INC.	INTEREST - HOLT PLAZA CORNER	50.99
WILLIAM THORBURN	INTEREST - HOLT PLAZA CORNER	<u>101.99</u>

Total for Dept 905.00 DEBT SERVICE: 2,533.60

Total for Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY: 140,278.79

Fund 542 COMMUNITY DEVELOPMENT FUND

Dept 721.00 PLANNING/COMMUNITY DEVELOPMENT

SBAM	HEALTH INSURANCE OCTOBER	3,479.51
UNUM LIFE INSURANCE COMPANY	DISABILITY INSURANCE OCTOBER	195.02
DBI BUSINESS INTERIORS	OFFICE SUPPLIES & CALENDARS	67.72
LANSING ICE & FUEL CO	GASOLINE 9/1-15/09	79.80
BOARD OF WATER & LIGHT	WATER 4240 WOODWORTH	8.94
CONSUMERS ENERGY	ELECTRIC 4240 WOODWORTH	5.69
CONSUMERS ENERGY	GAS 4240 WOODWORTH	4.43
SCHAFFER'S INC.	MOWING 1693 TUSCANY	69.00
SCHAFFER'S INC.	MOWING 4694 CROMWELL	69.00
SCHAFFER'S INC.	MOWING 1185 WILDFLOWER	34.50
SCHAFFER'S INC.	MOWING 1179 WILDFLOWER	34.50
SCHAFFER'S INC.	MOWING 1180 WILDFLOWER	34.50
SCHAFFER'S INC.	MOWING 1184 WILDFLOWER	34.50
SCHAFFER'S INC.	MOWING 1192 WILDFLOWER	34.50
SCHAFFER'S INC.	MOWING 1218 WILDFLOWER	34.50
SCHAFFER'S INC.	MOWING 1228 WILDFLOWER	34.50
SCHAFFER'S INC.	MOWING 1236 WILDFLOWER	34.50
SCHAFFER'S INC.	MOWING 1246 WILDFLOWER	34.50
SCHAFFER'S INC.	MOWING 1213 WILDFLOWER	34.50
SCHAFFER'S INC.	MOWING 1308 YARROW	34.50
SCHAFFER'S INC.	MOWING 1282 WILDFLOWER	34.50
SCHAFFER'S INC.	TRASH REMOVAL 1601 GRAYFRIARS	<u>335.56</u>

Total for Dept 721.00 PLANNING/COMMUNITY DEVELOPMENT: 4,728.67

Total for Fund 542 COMMUNITY DEVELOPMENT FUND: 4,728.67

Fund 590 SEWAGE DISPOSAL SYSTEM

Dept 000.00

SBAM	HEALTH INSURANCE OCTOBER	401.40
	Total for Dept 000.00 :	401.40

Dept 548.00 ADMINISTRATION & OVERHEAD

SBAM	HEALTH INSURANCE OCTOBER	2,385.22
	Total for Dept 548.00 ADMINISTRATION & OVERHEAD:	2,385.22

Dept 558.00 DEPT OF PUBLIC SERVICE

SBAM	HEALTH INSURANCE OCTOBER	8,617.86
UNUM LIFE INSURANCE COMPANY	DISABILITY INSURANCE OCTOBER	505.61
LANSING ICE & FUEL CO	GASOLINE 9/1-15/09	767.44
MODEL COVERALL SERVICE	STAFF UNIFORMS	136.01
MODEL COVERALL SERVICE	STAFF UNIFORMS	182.35
AIRGAS GREAT LAKES	CYLINDER RENTAL	81.87
COMCAST	HIGH SPEED INTERNET	63.95
USA MOBILITY WIRELESS, INC.	SEPTEMBER PAGERS/DPS	98.86
BOARD OF WATER & LIGHT	WATER 1492 AURELIUS	141.67
BOARD OF WATER & LIGHT	WATER 1492 AURELIUS	56.00
BOARD OF WATER & LIGHT	WATER 1988 WAVERLY	91.26
BOARD OF WATER & LIGHT	WATER 4280 DELL	12.52
BOARD OF WATER & LIGHT	WATER 3505 HOLT	51.90
BOARD OF WATER & LIGHT	ELECTRIC 1870 NIGHTINGALE	55.37
BOARD OF WATER & LIGHT	ELECTRIC 2481 DELHI COMMERCE	47.81
ACE HARDWARE	PROPANE/WHEEL	15.97
BARNHART & SON, INC.	LANDSCAPE ROCKS & SAND	3,000.00
ACE HARDWARE	NIPPLE/VALVE BALL	56.73
GRAINGER	SPILL CONTAINMENT FOR GEN SETS	79.16
ACE HARDWARE	(2) RECIP BLADES	27.98
ACE HARDWARE	PATCH FILLER/GLUE	14.98
ACE HARDWARE	4) WATCH BATTERIES	19.16
ACE HARDWARE	BEARING GREASE/DISH & SINK BRUSH	12.47
ETNA SUPPLY	HYDRANT REPAIR & SHIPPING	190.00
ETNA SUPPLY	HYDRANT REPAIR & SHIPPING	20.57
GRAINGER	SPILL CONTAINMENT FOR GEN SETS	171.45
WINGFOOT COMMERCIAL TIRE	REPLACE REAR TIRES ON 5A VACTOR	644.00
WINGFOOT COMMERCIAL TIRE	SHOP SUPPLIES	10.25
MAID BRIGADE OF LANSING	CLEANING SERVICES/POTW	260.00
MAID BRIGADE OF LANSING	CLANING SERVICES/MAINTENANCE	260.00
	Total for Dept 558.00 DEPT OF PUBLIC SERVICE:	15,693.20

Dept 578.01 CAPITAL IMPR-TREATMENT PLANT

IRISH CONSTRUCTION COMPANY	PAYMENT 23 DIGESTER PROJECT	51,880.76
	Total for Dept 578.01 CAPITAL IMPR-TREATMENT PLANT:	51,880.76

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Total for Fund 590 SEWAGE DISPOSAL SYSTEM: 70,360.58

Fund 701 TRUST & AGENCY FUND

Dept 000.00

SBAM	COBRA (EMPLOYER)	398.53
SBAM	COBRA (EMPLOYEE)	214.59
IRISH CONSTRUCTION COMPANY	PAYMENT 23 DIGESTER PROJECT	100,000.00
SBAM	FAMILY CONT (SEWER)	153.31

Total for Dept 000.00 : 100,766.43

Total for Fund 701 TRUST & AGENCY FUND: 100,766.43

Fund 703 CURRENT TAX ACCOUNT

Dept 000.00

FIRST AMERICAN R/E TAX	TAX OVRPMT PARCEL#332505-11-426-016	345.32
FIRST AMERICAN R/E TAX	TAX OVRPMT PARCEL#332505-14-302-025	697.78
FIRST AMERICAN R/E TAX	TAX OVRPMT PARCEL#332505-14-477-007	626.70
FIRST AMERICAN R/E TAX	TAX OVRPMT PARCEL#332505-16-451-011	1,306.04
FIRST AMERICAN R/E TAX	TAX OVRPMT PARCEL#332505-17-256-004	1,116.70
FIRST AMERICAN R/E TAX	TAX OVRPMT PARCEL#332505-17-405-024	1,199.24
FIRST AMERICAN R/E TAX	TAX OVRPMT PARCEL#332505-17-426-004	493.95
FIRST AMERICAN R/E TAX	TAX OVRPMT PARCEL#332505-18-401-003	1,376.82
FIRST AMERICAN R/E TAX	TAX OVRPMT PARCEL#332505-21-353-004	961.64
FIRST AMERICAN R/E TAX	TAX OVR PMT PARCEL#332505-21-478-010	991.65
FIRST AMERICAN R/E TAX	TAX OVRPMT PARCEL#332505-21-481-014	916.62
FIRST AMERICAN R/E TAX	TAX OVRPMT PARCEL#332505-23-380-025	785.32
FIRST AMERICAN R/E TAX	TAX OVRPMT PARCEL#332505-23-452-011	1,249.26
FIRST AMERICAN R/E TAX	TAX OVRPMT PARCEL#332505-25-402-090	1,125.46
FIRST AMERICAN R/E TAX	TAX OVRPMT PARCEL#332505-26-151-004	982.90
DART CONTAINER CORP	TAX OVRPMT PARCEL#332505-02-405-003	6,563.97
SMITH, BILLY JOE & SUSAN M	TAX OVRPMT PARCEL#332505-31-276-006	30.00
DELHI INC	TAX OVRPMT PARCLE#332505-20-277-006	3.43
US BANCORP	TAX OVRPMT PARCEL #332505-23-352-014	29.91
FIRST AMERICAN R/E TAX SERV	REFUND	1,260.04

Total for Dept 000.00 : 22,062.75

Total for Fund 703 CURRENT TAX ACCOUNT: 22,062.75

Total - All Funds 414,236.72

**DELHI CHARTER TOWNSHIP  
FUND TRANSFERS AND PAYROLL APPROVAL  
For Payroll Dated September 17, 2009**

ATTACHMENT II

**I. Certification of Preparation and Distribution**

The attached check and payroll registers encompass check numbers: 72959 through 73029 & direct deposits numbers: DD8183 through DD8245. 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: September 17, 2009

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

**II. Payroll Report**

The September 17, 2009 payroll encompasses the following funds and expenditures:

	<b>Gross Payroll</b>	<b>Payroll Deductions</b>	<b>Net Pay</b>
General Fund	\$87,617.17	\$24,233.65	\$63,383.52
Parks & Recreation Fund	17,223.61	4,089.30	\$13,134.31
DDA	7,192.59	2,868.37	\$4,324.22
Comm. Development Fund	13,200.27	3,499.59	\$9,700.68
Subtotal-Common Savings	125,233.64	34,690.91	<b>90,542.73</b>
Sewer Fund/Receiving	36,850.85	10,986.47	\$25,864.38
Total Payroll	\$162,084.49	\$45,677.38	\$116,407.11
	<b>Township FICA</b>	<b>Township Pension Plan</b>	<b>Total Deductions &amp; TWP Liabilities</b>
General Fund	\$6,384.71	\$6,305.65	\$36,924.01
Parks & Recreation Fund	1,300.36	766.32	6,155.98
DDA	465.09	531.09	3,864.55
Comm. Development Fund	985.84	1,184.34	5,669.77
Sewer Fund/Receiving	2,708.33	3,304.22	16,999.02
Total Payroll	\$11,844.33	\$12,091.62	\$69,613.33

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

**III. FUND TRANSFERS**

Transfers covering the foregoing payroll were made on September 17, 2009 and identified as follows:

9/17 Net Pay Disbursement in Common Savings (\$90,542.73) 9/17 Net Pay Disbursement in Sewer Receiving (\$25,864.38)

9/17 Pay Deducts from Sewer Receiving to Common Savings (\$16,999.02)

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

**IV. Board Audit and Approval:**

At a regular meeting of the Township Board held on October 6, 2009, a motion was made by \_\_\_\_\_ and passed by \_\_\_\_\_ yes votes and \_\_\_\_\_ no votes(\_\_\_\_\_ absent) that the payroll dated September 17, 2009 was reviewed, audited, and approved.

Attachment to Payroll Register

cc: Ammon(1)Vander Ploeg(1)

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

**DELHI CHARTER TOWNSHIP  
FUND TRANSFERS AND PAYROLL APPROVAL  
For Payroll Dated October 1, 2009**

ATTACHMENT III

**I. Certification of Preparation and Distribution**

The attached check and payroll registers encompass check numbers: 73036 through 73100 & direct deposits numbers: DD8246 through DD8313. 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: October 1, 2009

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

**II. Payroll Report**

The October 1, 2009 payroll encompasses the following funds and expenditures:

	<b>Gross Payroll</b>	<b>Payroll Deductions</b>	<b>Net Pay</b>
General Fund	\$88,926.82	\$25,029.37	\$63,897.45
Parks & Recreation Fund	14,202.94	3,635.31	\$10,567.63
DDA	7,525.67	2,921.90	\$4,603.77
Comm. Development Fund	14,292.97	3,808.43	\$10,484.54
Subtotal-Common Savings	124,948.40	35,395.01	<b>89,553.39</b>
Sewer Fund/Receiving	37,219.48	10,359.95	\$26,859.53
Total Payroll	\$162,167.88	\$45,754.96	\$116,412.92
	<b>Township FICA</b>	<b>Township Pension Plan &amp; HAS</b>	<b>Total Deductions &amp; TWP Liabilities</b>
General Fund	\$6,491.23	\$23,814.55	\$55,335.15
Parks & Recreation Fund	1,069.32	3,566.32	8,270.95
DDA	490.58	1,157.08	4,569.56
Comm. Development Fund	1,058.29	5,289.74	10,156.46
Sewer Fund/Receiving	2,736.50	14,009.07	27,105.52
Total Payroll	\$11,845.92	\$47,836.76	\$105,437.64

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

**III. FUND TRANSFERS**

Transfers covering the foregoing payroll were made on October 1, 2009 and identified as follows:

- 10/01 Net Pay Disbursement in Common Savings (\$89,553.39)
- 10/01 Net Pay Disbursement in Sewer Receiving (\$26,859.53)
- 10/01 Pay Deducts from Sewer Receiving to Common Savings (\$27,105.52)

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

**IV. Board Audit and Approval:**

At a regular meeting of the Township Board held on October 6, 2009, a motion was made by \_\_\_\_\_ and passed by \_\_\_\_\_ yes votes and \_\_\_\_\_ no votes(\_\_\_\_\_absent) that the payroll dated October 1, 2009 was reviewed, audited, and approved.

## DELHI CHARTER TOWNSHIP

## MEMORANDUM

**TO:** Delhi Township Board Members  
**FROM:** John B. Elsinga, Township Manager  
**DATE:** September 24, 2009  
**RE:** Set Date and Time for Halloween Trick-or-Treat

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The following dates and times are Halloween "Trick-or-Treat" hours as set by the Delhi Township Board in years past:

Sunday, October 31, 2004	6 p.m. – 8 p.m.
Monday, October 31, 2005	6 p.m. – 8 p.m.
Tuesday, October 31, 2006	6 p.m. – 8 p.m.
Wednesday, October 31, 2007	6 p.m. – 8 p.m.
Friday, October 31, 2008	6 p.m. – 8 p.m.

Typically, the Township has set dates and times, which are consistent with the City of Lansing, since they are the largest surrounding municipality to Delhi Township. Therefore, I recommend the Board set "Trick-or-Treat" hours for Saturday, October 31, 2009 from 6:00 p.m. to 8:00 p.m.

**RECOMMENDED MOTION:**

**To set the Halloween "Trick-or-Treat" hours in Delhi Township for Saturday, October 31, 2009 from 6:00 p.m. to 8:00 p.m.**

## DELHI CHARTER TOWNSHIP

## MEMORANDUM

**TO:** Delhi Township Board Members

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

**DATE:** October 2, 2009

**RE:** Notification to Ingham County Sheriff and Ingham County Controller  
Regarding Reducing Number of Sworn Police Officers in Delhi  
Township

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In June the Township Board began the FY 2010 budget process by convening to identify their long-term goals along with short term objectives to meet those goals. Two reoccurring goals are "Enhance the quality of life for Delhi Township residents" and "Uphold fiscal integrity and increased efficiency".

Understanding the Board's goals, staff began the process of developing their proposed budgets and presented them to the Board at their September 21, 2009 budget workshop. Together the Board, with staff input, was able to reduce the proposed General Fund budget from \$8,287,640 to \$7,005,840 which includes a reduction of funding for sworn police officers from 21 to 18. The elimination of three deputies from our contract for police services with Ingham County and the Sheriff is a direct result of the annual reduction of revenue Delhi Township is slated to receive from Revenue Sharing through the State of Michigan.

Revenue Sharing, established in 1946 by a vote of the people, was to limit local taxing authority while increasing State taxing authority. The State would in turn share with all cities, villages and townships to provide a basic funding level for public services. After 2002, when the economy in Michigan began declining, the State legislature began reducing revenue sharing distributions in order to balance their own budget on the backs of local governments. In 2001 our revenue from "State Shared Revenue" was at an all time high of \$2,284,715 or 30% of the General Fund revenues.

For FY 2010 we are projecting just over \$1,550,000 or 22% of General Fund revenues. The inability of the State legislature to correct their structural deficit has thereby also created a structural deficit for local governments. Recognizing this as a likely trend, the Board began reducing staff in 2005 (a total of eight laid off positions to date), reduced three full-time positions to part-time, reduced

health care benefits for all active employees by changing to a high deductible plan and finally had to use our savings account to balance the annual budgets.

Our proposed FY 2010 budget will be the last year we can draw funds from our savings account (\$931,050) and along with all of the other Township staff and benefit reductions we have incurred this past decade, leave us with no choice but to reduce our contract with Ingham County and the Sheriff by approximately \$300,000 to balance the FY 2010 budget. Our future budgets will have to look at increased millages from property tax to correct our structural deficit to sustain the level of service provided in our FY 2010 budget.

**Recommended Motion:**

**To provide written notice to the Ingham County Sheriff and Ingham County Controller of Delhi Township's desire to reduce the level of police service from twenty-one (21) sworn officers to eighteen (18) sworn officers effective January 1, 2010.**



GENERAL FUND REVENUE, EXPENDITURES AND FUND BALANCE

Description	2008 Actual	2009 Budget	2009 Projected	2010 Requested	2010 Recommended	2010 Approved *
<b>Revenue</b>						
Taxes	\$ 2,822,048	\$ 2,863,400	\$ 2,877,400	\$ 2,779,100	\$ 2,779,100	\$ 2,779,100
Special Assessments	379,464	323,590	310,200	281,100	281,100	281,100
Intergovernmental	1,886,942	1,746,350	1,706,350	1,553,550	1,553,550	1,553,550
Licenses and Permits	15,965	16,800	16,300	16,300	16,300	16,300
Charges for services	1,513,559	1,517,040	1,544,240	1,549,500	1,549,500	1,543,500
Interest	179,694	130,500	60,150	60,000	60,000	60,000
Other	697,105	710,970	692,570	695,690	695,690	695,690
<b>Total Revenue</b>	<b>7,494,777</b>	<b>7,308,650</b>	<b>7,207,210</b>	<b>6,935,240</b>	<b>6,935,240</b>	<b>6,929,240</b>
<b>Expenditures</b>						
Legislative	83,758	106,200	106,050	111,940	111,940	107,940
Manager	324,357	338,980	336,660	334,310	334,310	334,310
Accounting	177,572	186,020	185,200	186,000	186,000	186,000
Clerk	315,846	297,450	300,310	259,760	259,760	258,360
Information Technology	181,619	262,670	196,670	257,710	257,710	257,710
Treasurer	268,267	289,680	297,160	298,490	298,490	298,490
Assessing	276,563	288,030	274,200	273,220	273,220	273,220
Elections	83,737	38,710	35,360	86,900	86,900	86,900
Building & Grounds	383,742	391,090	378,870	1,081,560	353,220	328,220
Cemetery	78,859	99,020	79,360	94,840	90,340	90,340
Police	2,340,410	2,437,580	2,437,580	2,524,700	2,224,700	2,224,700
Fire	1,528,636	1,617,380	1,524,010	1,595,950	1,591,790	1,591,790
Infrastructure	591,665	659,950	508,130	801,510	796,710	604,110
Other Functions	333,331	251,430	347,450	380,750	366,750	363,750
<b>Total Expenditures</b>	<b>6,968,362</b>	<b>7,264,190</b>	<b>7,007,010</b>	<b>8,287,640</b>	<b>7,231,840</b>	<b>7,005,840</b>
<b>Other Financing Sources (Uses)</b>						
Sale of Fixed Assets	1,100					
Transfer Out to Parks	(595,388)	(657,360)	(696,650)	(652,210)	(652,210)	(649,210)
Transfer Out to Comm Dev	(235,286)	(236,860)	(202,311)	(231,240)	(231,240)	(205,240)
<b>Total Other Financing Sources</b>	<b>(829,574)</b>	<b>(894,220)</b>	<b>(898,961)</b>	<b>(883,450)</b>	<b>(883,450)</b>	<b>(854,450)</b>
<b>Revenues Over (Under) Expenditures</b>	<b>(303,159)</b>	<b>(849,760)</b>	<b>(698,761)</b>	<b>(2,235,850)</b>	<b>(1,180,050)</b>	<b>(931,050)</b>
<b>Fund Balance, Beginning</b>	<b>2,888,855</b>	<b>2,585,696</b>	<b>2,585,696</b>	<b>1,886,935</b>	<b>1,886,935</b>	<b>1,886,935</b>
<b>Total Fund Balance, Ending</b>	<b>\$ 2,585,696</b>	<b>\$ 1,735,936</b>	<b>\$ 1,886,935</b>	<b>\$ (348,915)</b>	<b>\$ 706,885</b>	<b>\$ 955,885</b>

Total Expenditures	7,007,010	8,287,640	7,231,840	7,005,840
Projected Fund Balance	1,886,935	(348,915)	706,885	955,885
Fund Balance % of Expenditures	26.93%	-4.21%	9.77%	13.64%
Targeted Fund Balance of 15%	1,051,052	1,243,146	1,084,776	1,050,876

\* Subject to Board Adoption

MEMORANDUM

**TO:** Delhi Township Board Members

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

**DATE:** September 28, 2009

**RE:** Amendment No. 2 to Resolution No. 2008-066 – FY 2009 General Fund Budget

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Enclosed for your review and approval is Amendment No. 2 to Resolution No. 2008-066 – FY 2009 General Fund Budget.

Changes in revenue include an increase in real and personal property tax of \$14,000, ambulance fees of \$20,000 and cable franchise fees of \$24,100 along with decreases in property tax administration fees of \$7,000, CADL contributions of \$8,000, motor vehicle ordinance fines of \$10,000, lower interest of \$70,000 and transfer of DDA funds of \$40,000 for a net decrease in revenues of \$101,440. This will change our total revenues from \$7,308,650 to \$7,207,210.

Changes in expenditures by department include a decrease in Legislative of \$150, a decrease in the Manager's Office of \$2,320, a decrease in the Accounting Department of \$820, an increase in the Clerk's Office of \$2,860, a decrease in the Information Technology Department of \$66,000, an increase in the Treasurer's Office of \$7,480, a decrease in the Assessing Department of \$13,830, a decrease in Elections of \$3,350, a decrease in the Building and Grounds Department of \$12,220, a decrease in the Cemetery Department of \$19,660, a decrease in the Fire Department of \$93,370, a decrease in Infrastructure of \$151,820, and an increase in Other Functions of \$100,761 for a net decrease of \$252,439. This will change our total expenditures from \$8,158,410 to \$7,905,971.

The net effect of these changes in revenues and expenditures will be a reduction in the use of fund balance of \$150,999, resulting in an increase of ending fund balance from \$1,735,936 to \$1,886,935.

**RECOMMENDED MOTION:**

**To adopt Amendment No. 2 to Resolution No. 2008-066 for the FY 2009 General Fund Budget.**

DELHI CHARTER TOWNSHIP  
 RESOLUTION NO. 2008-066  
 F.Y. 2009 GENERAL FUND BUDGET  
 AMENDMENT NO. 2

At a regular meeting of the Delhi Charter Township Board held on Tuesday, October 6, 2009 at 7:30 p.m., the following motion was offered by \_\_\_\_\_ to amend the Fiscal Year 2009 General Fund Budget as follows:

Present:

Absent:

GL NUMBER	DESCRIPTION	2009 AMENDED BUDGET	2009 ACTIVITY THRU 08/27/2009	BUDGET REQUEST	AMENDED BUDGET AS REQUESTED	NOTES
Fund 101: GENERAL FUND						
ESTIMATED REVENUES						
Dept 000.00						
101-000.00-403.000	CUR REAL & PERS PROP TAX	2,796,000	2,809,646	14,000	2,810,000	
101-000.00-404.000	IFT/CFT & SERVICE FEES	21,800	22,312	0	21,800	
101-000.00-423.000	TRAILER PARK FEES	5,600	3,172	0	5,600	
101-000.00-445.000	DELQ TAX & INT & PENALTIES	40,000	32,048	0	40,000	
101-000.00-447.000	PROPERTY TAX ADMIN FEE	425,000	123,087	(7,000)	418,000	Due to drop in taxable value
101-000.00-458.000	FIRE INSPECTION FEES	3,000	1,600	(1,000)	2,000	
101-000.00-460.000	FIRE DEPT. BURNING PERMITS	5,000	3,440	0	5,000	
101-000.00-476.000	MISC LICENSES, PERMITS & FEES	2,500	1,950	(500)	2,000	
101-000.00-574.020	STATE REV SHAR-SALES CONSTIT.	1,368,000	700,010	0	1,368,000	
101-000.00-574.021	STATE REV SHAR-SALES STATUTORY	198,000	79,635	0	198,000	
101-000.00-574.030	RETURNABLE LIQ LICENSE FEES	9,300	9,844	0	9,300	
101-000.00-574.040	STATE SHARED REV-RIGHT OF WAY	10,350	10,358	0	10,350	
101-000.00-587.000	DISTRICT LIBRARY CONTRIBUTIONS	28,000	9,850	(8,000)	20,000	No longer providing or charging for custodial services
101-000.00-632.000	FIRE DEPARTMENT SERVICE FEES	100,000	54,042	(5,000)	95,000	
101-000.00-632.010	FIRE DEPT EDUCATIONAL REVENUE	1,500	645	(500)	1,000	
101-000.00-633.000	AMBULANCE FEES	580,000	387,675	20,000	600,000	
101-000.00-634.000	CEMETERY - BURIAL FEES	22,000	13,741	0	22,000	
101-000.00-635.000	CEMETERY - LOT SALES	22,000	8,450	0	22,000	
101-000.00-640.000	COPIES/FAX/SEARCH REVENUE	200	154	0	200	
101-000.00-642.000	TREE PROGRAM SALES	10,000	5,554	(4,000)	6,000	New program
101-000.00-655.000	MOTOR VEHICLE ORDINANCE FINES	45,000	26,489	(10,000)	35,000	
101-000.00-664.000	INTEREST	130,000	39,315	(70,000)	60,000	Lower interest rates
101-000.00-664.010	INTEREST-SURPLUS DRAIN	500	152	(350)	150	
101-000.00-669.020	COMMUNICATION TOWER LEASE FEE	15,240	10,134	0	15,240	
101-000.00-672.010	STREETLIGHT SPECIAL ASSESSMENT	262,390	0	(7,490)	254,900	Actual now known
101-000.00-672.020	BLACKTOP & ROAD SPECIAL ASSESS	61,200	5,475	(5,900)	55,300	Early payoffs in preceding year
101-000.00-673.000	SALE OF FIXED ASSETS	0	140	0	0	
101-000.00-675.030	DONATIONS FOR FIRE DEPT.	1,000	50	(400)	600	
101-000.00-676.010	ELECTION EXPENSE REIMBURSEMENT	28,000	15,846	0	28,000	
101-000.00-687.000	REFUNDS/REBATE/REIMBURSEMENTS	8,000	6,303	0	8,000	
101-000.00-694.000	MISCELLANEOUS REVENUE	2,500	2,269	0	2,500	
101-000.00-694.010	TRI-COUNTY METRO REIMBURSEMENT	47,000	7,500	0	47,000	
101-000.00-694.020	CABLE FRANCHISE FEES	265,000	143,587	24,100	289,100	Increased subscriber revenue
101-000.00-694.025	AT&T FRANCHISE FEE	0	665	600	600	

GL NUMBER	DESCRIPTION	2009 AMENDED BUDGET	2009 ACTIVITY THRU 08/27/2009	BUDGET REQUEST	AMENDED BUDGET AS REQUESTED	NOTES
101-000.00-694.030	BWL FRANCHISE FEE	95,300	95,311	0	95,300	
101-000.00-694.040	DAILY CASH OVER/SHORT	0	10	0	0	
101-000.00-699.030	COST ALLOCATION-FROM SEWER FUND	364,450	182,225	0	364,450	
101-000.00-699.045	REIMBURSEMENT FROM FETA FUND	164,820	123,615	0	164,820	
101-000.00-699.110	TRANSFER IN - DELHI DDA	170,000	112,500	(40,000)	130,000	no sidewalk (20,000), streetlights reduced by 20,000
Total Revenues		7,308,650	5,048,799	(101,440)	7,207,210	
<b>APPROPRIATIONS</b>						
<b>LEGISLATIVE</b>						
101-101.00-707.000	BOARD OF TRUSTEES-SALARY	64,740	42,287	0	64,740	
101-101.00-715.000	SOCIAL SECURITY/MEDICARE	1,580	1,413	650	2,230	
101-101.00-717.000	LIFE INSURANCE	140	103	0	140	
101-101.00-718.000	PENSION CONTRIBUTION	1,640	863	(310)	1,330	
101-101.00-802.000	MEMBERSHIPS,DUES,SUBS	33,620	9,659	1,710	35,330	
101-101.00-853.000	TELEPHONE/COMMUNICATIONS	350	204	0	350	
101-101.00-917.000	WORKERS COMP	130	61	0	130	
101-101.00-956.000	MISCELLANEOUS	1,000	0	(700)	300	
101-101.00-960.000	EDUCATION & TRAINING	3,000	1,216	(1,500)	1,500	
TOTAL LEGISLATIVE		106,200	55,806	(150)	106,050	
<b>MANAGER</b>						
101-171.00-703.000	SALARIES	217,500	141,783	390	217,890	
101-171.00-703.001	DEPUTY SALARY	2,500	1,250	0	2,500	
101-171.00-703.005	PART TIME HELP	21,000	11,444	0	21,000	
101-171.00-703.010	OVERTIME	2,980	0	(2,380)	600	OT at 4 board mtgs instead of 20
101-171.00-715.000	SOCIAL SECURITY/MEDICARE	18,620	11,724	30	18,650	
101-171.00-716.000	HEALTH INSURANCE	20,360	14,570	30	20,390	
101-171.00-716.010	DENTAL INSURANCE	3,480	2,270	(70)	3,410	
101-171.00-717.000	LIFE INSURANCE	1,180	893	10	1,190	
101-171.00-718.000	PENSION CONTRIBUTION	22,380	14,522	40	22,420	
101-171.00-719.000	DISABILITY INSURANCE	1,640	1,237	10	1,650	
101-171.00-723.000	AUTOMOBILE EXPENSE ALLOWANCE	10,370	6,772	0	10,370	
101-171.00-726.000	OFFICE SUPPLIES	1,000	31	(400)	600	
101-171.00-853.000	TELEPHONE/COMMUNICATIONS	1,020	609	0	1,020	
101-171.00-917.000	WORKERS COMP	1,050	470	20	1,070	
101-171.00-956.000	MISCELLANEOUS	2,900	1,918	0	2,900	
101-171.00-960.000	EDUCATION & TRAINING	11,000	5,372	0	11,000	
TOTAL MANAGER		338,980	214,865	(2,320)	336,660	
<b>ACCOUNTING</b>						
101-191.00-703.000	SALARIES	113,800	74,060	100	113,900	
101-191.00-703.005	PART TIME HELP	19,500	12,792	600	20,100	
101-191.00-715.000	SOCIAL SECURITY/MEDICARE	9,400	5,991	(100)	9,300	
101-191.00-716.000	HEALTH INSURANCE	10,000	6,968	(300)	9,700	
101-191.00-716.010	DENTAL INSURANCE	3,200	2,059	(100)	3,100	

GL NUMBER	DESCRIPTION	2009 AMENDED BUDGET	2009 ACTIVITY THRU 08/27/2009	BUDGET REQUEST	AMENDED BUDGET AS REQUESTED	NOTES
101-191.00-717.000	LIFE INSURANCE	620	467	80	700	
101-191.00-718.000	PENSION CONTRIBUTION	12,000	7,790	0	12,000	
101-191.00-719.000	DISABILITY INSURANCE	900	646	0	900	
101-191.00-726.000	OFFICE SUPPLIES	1,500	356	(300)	1,200	
101-191.00-807.000	AUDIT FEES	6,000	5,240	(700)	5,300	
101-191.00-818.000	CONTRACTUAL SERVICES	100	0	0	100	
101-191.00-917.000	WORKERS COMP	600	261	0	600	
101-191.00-956.000	MISCELLANEOUS	900	435	0	900	
101-191.00-960.000	EDUCATION & TRAINING	7,500	4,024	(100)	7,400	
TOTAL ACCOUNTING		186,020	121,089	(820)	185,200	
CLERK						
101-215.00-703.000	SALARIES	168,470	117,237	3,050	171,520	
101-215.00-703.001	DEPUTY SALARY	2,500	1,250	0	2,500	
101-215.00-703.005	PART TIME HELP	0	27	50	50	
101-215.00-703.010	OVERTIME	0	265	1,800	1,800	comp time used previously
101-215.00-715.000	SOCIAL SECURITY/MEDICARE	13,090	9,100	360	13,450	
101-215.00-716.000	HEALTH INSURANCE	37,930	29,609	(1,830)	36,100	
101-215.00-716.010	DENTAL INSURANCE	3,890	2,658	(310)	3,580	
101-215.00-717.000	LIFE INSURANCE	910	696	30	940	
101-215.00-718.000	PENSION CONTRIBUTION	16,480	11,323	680	17,160	
101-215.00-719.000	DISABILITY INSURANCE	1,250	964	60	1,310	
101-215.00-726.000	OFFICE SUPPLIES	14,000	8,687	0	14,000	
101-215.00-740.000	MATERIAL & SUPPLIES	2,000	247	0	2,000	
101-215.00-803.000	POSTAGE	12,000	6,795	0	12,000	
101-215.00-817.000	CODIFICATION OF TWP ORDINANCES	5,000	2,432	0	5,000	
101-215.00-818.000	CONTRACTUAL SERVICES	0	242	1,000	1,000	document shredding
101-215.00-853.000	TELEPHONE/COMMUNICATIONS	850	744	0	850	
101-215.00-870.000	MILEAGE	500	48	0	500	
101-215.00-902.000	PUBLISHING/LEGAL NOTICES	14,000	5,301	(2,000)	12,000	fewer notices
101-215.00-917.000	WORKERS COMP	520	298	30	550	
101-215.00-956.000	MISCELLANEOUS	500	0	0	500	
101-215.00-960.000	EDUCATION & TRAINING	3,560	1,888	(60)	3,500	
TOTAL CLERK		297,450	199,811	2,860	300,310	
Dept 228.00: INFORMATION TECHNOLOGY						
101-228.00-703.000	SALARIES	67,510	44,094	250	67,760	
101-228.00-703.005	PART TIME HELP	30,970	11,045	(5,970)	25,000	Grade 5 technician not hired
101-228.00-703.007	LONGEVITY	1,350	0	0	1,350	
101-228.00-715.000	SOCIAL SECURITY/MEDICARE	7,640	4,051	(440)	7,200	
101-228.00-716.000	HEALTH INSURANCE	11,600	8,944	320	11,920	
101-228.00-716.010	DENTAL INSURANCE	960	620	0	960	
101-228.00-717.000	LIFE INSURANCE	370	278	10	380	
101-228.00-718.000	PENSION CONTRIBUTION	6,750	4,409	30	6,780	
101-228.00-719.000	DISABILITY INSURANCE	520	385	0	520	
101-228.00-740.000	MATERIAL & SUPPLIES	5,000	1,739	0	5,000	

GL NUMBER	DESCRIPTION	2009 AMENDED BUDGET	2009 ACTIVITY THRU 08/27/2009	BUDGET REQUEST	AMENDED BUDGET AS REQUESTED	NOTES
101-228.00-853.000	TELEPHONE/COMMUNICATIONS	3,100	1,569	(600)	2,500	
101-228.00-870.000	MILEAGE	1,000	82	(500)	500	
101-228.00-917.000	WORKERS COMP	400	134	0	400	
101-228.00-930.001	HARDWARE MAINTENANCE	10,000	5,788	(1,500)	8,500	
101-228.00-930.025	COMPUTER EQUIPMENT	14,000	10,061	0	14,000	
101-228.00-930.030	COMPUTER SOFTWARE MAINTENANCE	38,000	20,718	0	38,000	
101-228.00-932.000	COMPUTER PROGRAM CHANGES	2,500	0	0	2,500	
101-228.00-941.000	OFFICE EQUIPMENT LEASE	5,000	0	(3,000)	2,000	Lg format printer not leased
101-228.00-956.000	MISCELLANEOUS	500	172	(100)	400	
101-228.00-960.000	EDUCATION & TRAINING	3,000	165	(2,000)	1,000	scheduling conflicts
101-228.00-970.000	CAPITAL OUTLAY	52,500	0	(52,500)	0	BS&A upgrade moved to 2010 and 2011
Totals for Dept 228.00-INFORMATION TECHNOLOGY		262,670	114,254	(66,000)	196,670	
Dept 253.00: TREASURERS						
101-253.00-703.000	SALARIES	157,430	106,092	5,870	163,300	Grade increase for position
101-253.00-703.001	DEPUTY SALARY	2,500	1,250	0	2,500	
101-253.00-703.005	PART TIME HELP	35,200	18,947	(860)	34,340	
101-253.00-715.000	SOCIAL SECURITY/MEDICARE	15,270	9,586	350	15,620	
101-253.00-716.000	HEALTH INSURANCE	29,200	21,803	250	29,450	
101-253.00-716.010	DENTAL INSURANCE	4,120	2,679	(100)	4,020	
101-253.00-717.000	LIFE INSURANCE	860	667	30	890	
101-253.00-718.000	PENSION CONTRIBUTION	15,750	10,609	550	16,300	
101-253.00-719.000	DISABILITY INSURANCE	1,200	927	40	1,240	
101-253.00-726.000	OFFICE SUPPLIES	1,000	900	0	1,000	
101-253.00-729.001	TAX BILL PRINTING	14,500	5,718	500	15,000	
101-253.00-815.000	COURT FILING/SERVICE FEES	2,000	0	500	2,500	
101-253.00-853.000	TELEPHONE/COMMUNICATIONS	500	276	0	500	
101-253.00-870.000	MILEAGE	500	0	(50)	450	
101-253.00-917.000	WORKERS COMP	800	310	(100)	700	
101-253.00-956.000	MISCELLANEOUS	750	20	0	750	
101-253.00-960.000	EDUCATION & TRAINING	5,900	2,070	0	5,900	
101-253.00-964.000	TAX ADJUSTMENTS TO COUNTY/TWP	2,200	2,685	500	2,700	
Totals for Dept 253.00-TREASURERS		289,680	184,539	7,480	297,160	
Dept 257.00: ASSESSING						
101-257.00-703.000	SALARIES	151,820	88,966	(620)	151,200	
101-257.00-703.005	PART TIME HELP	100	69	0	100	
101-257.00-703.010	OVERTIME	4,150	3,481	(650)	3,500	
101-257.00-708.000	BOARD OF REVIEW	4,000	4,140	400	4,400	
101-257.00-715.000	SOCIAL SECURITY/MEDICARE	14,380	7,463	(2,080)	12,300	full staffing now known
101-257.00-716.000	HEALTH INSURANCE	26,600	12,490	(2,100)	24,500	full staffing now known
101-257.00-716.010	DENTAL INSURANCE	3,910	1,054	(1,260)	2,650	full staffing now known
101-257.00-717.000	LIFE INSURANCE	970	452	120	1,090	full staffing now known
101-257.00-718.000	PENSION CONTRIBUTION	17,850	6,549	(2,690)	15,160	full staffing now known
101-257.00-719.000	DISABILITY INSURANCE	1,380	516	(230)	1,150	full staffing now known
101-257.00-729.000	ASSESSMENT NOTICES/PP STATEMETS	10,050	9,021	(150)	9,900	

GL NUMBER	DESCRIPTION	2009 AMENDED BUDGET	2009 ACTIVITY THRU 08/27/2009	BUDGET REQUEST	AMENDED BUDGET AS REQUESTED	NOTES
101-257.00-730.000	GASOLINE	1,200	53	(500)	700	
101-257.00-740.000	MATERIAL & SUPPLIES	6,000	2,434	0	6,000	
101-257.00-801.000	LEGAL FEES	12,000	8,365	0	12,000	
101-257.00-818.000	CONTRACTUAL SERVICES	19,800	19,776	0	19,800	
101-257.00-853.000	TELEPHONE/COMMUNICATIONS	1,100	407	0	1,100	
101-257.00-870.000	MILEAGE	600	0	(500)	100	
101-257.00-917.000	WORKERS COMP	2,220	1,037	(570)	1,650	
101-257.00-931.000	VEHICLE REPAIR/MAINTENANCE	2,400	0	(900)	1,500	Less vehicle usage
101-257.00-956.000	MISCELLANEOUS	1,000	1,133	0	1,000	
101-257.00-960.000	EDUCATION & TRAINING	6,500	3,199	(2,100)	4,400	Staff vacancy
Totals for Dept 257.00-ASSESSING		288,030	170,605	(13,830)	274,200	
Dept 262.00: ELECTIONS						
101-262.00-701.000	ELECTION INSPECTORS	24,430	7,748	(860)	23,570	
101-262.00-715.000	SOCIAL SECURITY/MEDICARE	100	49	0	100	
101-262.00-718.000	PENSION CONTRIBUTION	20	5	(10)	10	
101-262.00-726.000	OFFICE SUPPLIES	6,000	2,511	(1,000)	5,000	
101-262.00-818.035	CONTRACTED COUNTY SERVICES	6,800	5,239	(1,560)	5,240	
101-262.00-870.000	MILEAGE	300	0	0	300	
101-262.00-917.000	WORKERS COMP	60	109	80	140	
101-262.00-956.000	MISCELLANEOUS	1,000	1,657	0	1,000	
Totals for Dept 262.00-ELECTIONS		38,710	17,318	(3,350)	35,360	
Dept 265.00: BUILDING & GROUNDS						
101-265.00-703.000	SALARIES	55,870	43,532	12,350	68,220	Replaced groundskeeper with MM1-gets more allocation to bld and grds
101-265.00-703.005	PART TIME HELP	3,100	1,415	(1,390)	1,710	
101-265.00-703.010	OVERTIME	5,080	2,841	270	5,350	
101-265.00-715.000	SOCIAL SECURITY/MEDICARE	5,210	3,576	550	5,760	
101-265.00-716.000	HEALTH INSURANCE	13,500	10,942	(240)	13,260	
101-265.00-716.010	DENTAL INSURANCE	1,650	1,298	40	1,690	
101-265.00-717.000	LIFE INSURANCE	360	332	30	390	
101-265.00-718.000	PENSION CONTRIBUTION	5,600	4,200	1,220	6,820	
101-265.00-719.000	DISABILITY INSURANCE	550	465	(10)	540	
101-265.00-730.000	GASOLINE	3,410	1,336	(570)	2,840	
101-265.00-775.001	EQUIPMENT & SUPPLIES	5,800	3,013	0	5,800	
101-265.00-805.000	ENGINEERING SERVICES	5,000	0	(3,000)	2,000	Fewer problems with CSC bldg
101-265.00-818.000	CONTRACTUAL SERVICES	39,260	32,627	10,940	50,200	New HVAC contract higher & cleaning services budget corrected
101-265.00-853.000	TELEPHONE/COMMUNICATIONS	20,000	9,770	(2,300)	17,700	
101-265.00-917.000	WORKERS COMP	1,340	1,050	220	1,560	
101-265.00-921.030	UTILITIES - WATER	6,400	3,183	(900)	5,500	
101-265.00-921.035	UTILITIES - SEWER	3,900	2,055	(500)	3,400	
101-265.00-921.040	UTILITIES - ELECTRIC	95,840	38,018	(30,840)	65,000	Didn't increase as much as projected
101-265.00-921.045	UTILITIES - GAS	33,280	12,584	(3,720)	29,560	
101-265.00-930.000	BUILDING MAINTENANCE & REPAIRS	41,500	23,176	29,000	70,500	CSC parking lot 30,000
101-265.00-930.020	EQUIPMENT MAIN & REPAIR	3,840	0	(3,370)	470	
101-265.00-956.000	MISCELLANEOUS	600	0	0	600	
101-265.00-970.000	CAPITAL OUTLAY	40,000	0	(20,000)	20,000	remove window treatments (40,000), add 14 card readers +20,000
Totals for Dept 265.00-BUILDING & GROUNDS		391,090	195,413	(12,220)	378,870	

GL NUMBER	DESCRIPTION	2009 AMENDED BUDGET	2009 ACTIVITY THRU 08/27/2009	BUDGET REQUEST	AMENDED BUDGET AS REQUESTED	NOTES
Dept 276.00: CEMETERY						
101-276.00-703.000	SALARIES	44,560	20,181	(10,100)	34,460	Replaced groundskeeper with MM1 that gets less allocation to cemetery
101-276.00-703.005	PART TIME HELP	8,310	3,868	(3,700)	4,610	
101-276.00-703.010	OVERTIME	1,650	718	90	1,740	
101-276.00-715.000	SOCIAL SECURITY/MEDICARE	4,240	1,854	(1,120)	3,120	
101-276.00-716.000	HEALTH INSURANCE	8,940	5,986	(800)	8,140	
101-276.00-716.010	DENTAL INSURANCE	1,100	750	20	1,120	
101-276.00-717.000	LIFE INSURANCE	240	194	20	260	
101-276.00-718.000	PENSION CONTRIBUTION	4,460	1,972	(1,010)	3,450	
101-276.00-719.000	DISABILITY INSURANCE	360	266	0	360	
101-276.00-730.000	GASOLINE	2,260	969	(380)	1,880	
101-276.00-731.000	PROPANE GAS	490	0	0	490	
101-276.00-775.001	EQUIPMENT & SUPPLIES	5,500	2,445	0	5,500	
101-276.00-818.000	CONTRACTUAL SERVICES	3,740	297	(2,580)	1,160	Removed GIS for cemetery plots
101-276.00-917.000	WORKERS COMP	1,650	740	(620)	1,030	
101-276.00-921.000	UTILITIES	1,000	0	0	1,000	
101-276.00-921.040	UTILITIES - ELECTRIC	730	381	0	730	
101-276.00-930.000	BUILDING MAINTENANCE & REPAIRS	3,000	5,625	2,750	5,750	Fixed rd by nonmotorized bikepath
101-276.00-930.020	EQUIPMENT MAIN & REPAIR	3,540	215	(2,230)	1,310	
101-276.00-956.000	MISCELLANEOUS	2,500	1,300	0	2,500	
101-276.00-960.000	EDUCATION & TRAINING	250	85	0	250	
101-276.00-967.020	TWP PROPERTIES-DRAIN/TAXES/SAD	500	0	0	500	
Totals for Dept 276.00-CEMETERY		99,020	47,846	(19,660)	79,360	
Dept 301.00: POLICE						
101-301.00-801.000	LEGAL FEES	30,000	16,440	0	30,000	
101-301.00-818.000	CONTRACTUAL SERVICES	2,407,580	1,605,049	0	2,407,580	
Totals for Dept 301.00-POLICE		2,437,580	1,621,489	0	2,437,580	
Dept 336.00: FIRE DEPARTMENT						
101-336.00-703.000	SALARIES	724,950	459,893	(13,700)	711,250	
101-336.00-703.005	PART TIME HELP	111,860	33,016	(62,430)	49,430	All vol FF budgeted in 709.000/more accurate budget
101-336.00-703.007	LONGEVITY	1,350	0	0	1,350	
101-336.00-703.010	OVERTIME	137,680	72,292	(1,020)	136,660	
101-336.00-703.011	HOLIDAY PAY	25,600	15,150	(4,600)	21,000	based on actual
101-336.00-705.000	BOARD OF APPEALS-PER DIEM	500	0	0	500	
101-336.00-709.000	VOLUNTEER FIREMENS SALARIES	105,680	83,158	37,020	142,700	All vol FF budgeted in here, not PT
101-336.00-715.000	SOCIAL SECURITY/MEDICARE	85,960	50,427	(4,480)	81,480	
101-336.00-716.000	HEALTH INSURANCE	144,000	99,831	(8,700)	135,300	more accurate budget
101-336.00-716.010	DENTAL INSURANCE	16,870	10,003	(6,120)	10,750	more accurate budget
101-336.00-717.000	LIFE INSURANCE	3,680	2,239	210	3,890	
101-336.00-718.000	PENSION CONTRIBUTION	72,700	44,531	(1,570)	71,130	
101-336.00-719.000	DISABILITY INSURANCE	5,550	3,880	(140)	5,410	
101-336.00-725.000	CLOTHING/CLEANING ALLOWANCE	7,200	1,266	(1,570)	5,630	
101-336.00-726.000	OFFICE SUPPLIES	6,100	2,614	(3,470)	2,630	
101-336.00-730.000	GASOLINE	29,700	8,846	(16,700)	13,000	gas prices lower
101-336.00-734.000	UNIFORMS	6,500	2,775	(720)	5,780	
101-336.00-760.000	MEDICAL SUPPLIES	20,300	13,738	170	20,470	

GL NUMBER	DESCRIPTION	2009 AMENDED BUDGET	2009 ACTIVITY THRU 08/27/2009	BUDGET REQUEST	AMENDED BUDGET AS REQUESTED	NOTES
101-336.00-801.000	LEGAL FEES	5,000	0	(4,000)	1,000	lowered based on history
101-336.00-802.000	MEMBERSHIPS,DUES,SUBS	3,500	3,005	0	3,500	
101-336.00-804.000	PHYSICALS	10,500	5,772	0	10,500	
101-336.00-808.000	AMBUL COLLECTION SERVICE	1,000	0	0	1,000	
101-336.00-818.000	CONTRACTUAL SERVICES	0	1,144	14,250	14,250	Fire insp (300 hrs x \$45) pd to Comm Dev + siren program
101-336.00-851.000	RADIO REPAIR & MAINTENANCE	15,500	5,943	(5,650)	9,850	
101-336.00-853.000	TELEPHONE/COMMUNICATIONS	4,000	3,569	0	4,000	
101-336.00-910.000	INSURANCE & BONDS	2,200	1,968	0	2,200	
101-336.00-917.000	WORKERS COMP	40,030	19,887	(7,260)	32,770	lowered based on experience rate
101-336.00-921.030	UTILITIES - WATER	320	161	(50)	270	
101-336.00-921.035	UTILITIES - SEWER	400	210	(50)	350	
101-336.00-921.040	UTILITIES - ELECTRIC	2,200	464	(1,350)	850	
101-336.00-921.045	UTILITIES - GAS	4,550	1,585	(1,440)	3,110	
101-336.00-930.000	BUILDING MAINTENANCE & REPAIRS	3,500	915	0	3,500	
101-336.00-956.000	MISCELLANEOUS	7,000	3,846	0	7,000	
101-336.00-960.000	EDUCATION & TRAINING	6,500	1,386	0	6,500	
101-336.00-960.001	FIRE PREVENTION	5,000	1,942	0	5,000	
Totals for Dept 336.00-FIRE DEPARTMENT		1,617,380	955,456	(93,370)	1,524,010	
Dept 446.00: INFRASTRUCTURE						
101-446.00-922.000	STREETLIGHTS	276,700	172,786	0	276,700	
101-446.00-967.010	TOWNSHIP-AT-LARGE DRAINS	100,000	0	10,000	110,000	increased assessment for maint of existing drains
101-446.00-967.015	STORMWATER MANAGEMENT	53,250	31,730	(3,820)	49,430	removed funding for Open House
101-446.00-969.000	STREET IMPROVEMENTS	205,000	26,104	(143,000)	62,000	Lowered ICRC 13,000, removed asset mgmt software (\$30,000), eliminated Holt Rd improvements (100,000)
101-446.00-969.002	SIDEWALK IMPROVEMENT/REPAIR	25,000	3,130	(15,000)	10,000	Fewer panel replacements
Totals for Dept 446.00-INFRASTRUCTURE		659,950	233,750	(151,820)	508,130	
Dept 850.00: OTHER FUNCTIONS						
101-850.00-714.000	RETIREE'S BENEFITS	52,000	38,277	110,750	162,750	Reinstated OPEB funding
101-850.00-720.000	UNEMPLOYMENT-REIMBURSEMENT	21,700	94	(700)	21,000	
101-850.00-801.000	LEGAL FEES	30,000	8,251	(10,000)	20,000	Lowered to reflect history
101-850.00-818.000	CONTRACTUAL SERVICES	5,350	1,790	(2,950)	2,400	No job analysis
101-850.00-902.001	NEWSLETTER	8,000	4,284	(1,250)	6,750	
101-850.00-910.000	INSURANCE & BONDS	104,880	105,043	170	105,050	
101-850.00-930.020	EQUIPMENT MAIN & REPAIR	10,000	5,081	0	10,000	
101-850.00-941.000	OFFICE EQUIPMENT LEASE	0	189	0	0	
101-850.00-956.000	MISCELLANEOUS	15,000	1,792	0	15,000	
101-850.00-960.005	GROUP EDUCATION & TRAINING	3,000	997	0	3,000	
101-850.00-967.020	TWP PROPERTIES-DRAIN/TAXES/SAD	1,500	0	0	1,500	
101-850.00-999.020	CONTRIBUTION TO PARKS FUND	657,360	500,140	39,290	696,650	More funding for parks needed
101-850.00-999.542	TRANS OUT - TO COMMUNITY DEVELOPME	236,860	158,845	(34,549)	202,311	Less funding for comm dev needed
Totals for Dept 850.00-OTHER FUNCTIONS		1,145,650	824,783	100,761	1,246,411	
TOTAL APPROPRIATIONS		8,158,410	4,957,024	(252,439)	7,905,971	
NET OF REVENUES/APPROPRIATIONS - FUI		(849,760)	91,775	150,999	(698,761)	
BEGINNING FUND BALANCE		2,585,696			2,585,696	
ENDING FUND BALANCE		1,735,936			1,886,935	

DELHI CHARTER TOWNSHIP

MEMORANDUM

**TO:** Delhi Township Board Members

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

**DATE:** September 29, 2009

**RE:** Amendment No. 2 to Resolution No. 2008-067 – FY 2009 Fire Equipment, Training and Apparatus Fund Budget

---

Enclosed for your review and approval is Amendment No. 2 to Resolution No. 2008-067 for the FY 2009 Fire Equipment, Training and Apparatus Fund Budget.

Revenues will decrease by \$10,000 from a federal grant not received, \$4,000 from lower interest rates and \$50,000 from not selling a pumper for a total decrease of \$64,000.

Expenditures include decreases of \$1,790 for equipment maintenance, \$9,600 for education and training, \$22,100 in Capital Outlay for equipment not purchased and \$5,000 for not refurbishing a pickup. Expenditures also include increases in Miscellaneous of \$4,630 and Vehicles – Pumpers of \$50,000 for additional pumper refurbishment costs for a net increase in expenditures of \$16,140.

The net result of these changes will be a decrease in fund balance of \$80,140, changing the ending fund balance from \$344,442 to \$264,302.

**RECOMMENDED MOTION:**

**To adopt Amendment No. 2 to Resolution No. 2008-067 for the FY 2009 Fire Equipment, Training and Apparatus Fund Budget.**

DELHI CHARTER TOWNSHIP  
 RESOLUTION NO. 2008-067  
 F.Y. 2009 FETA FUND BUDGET  
 AMENDMENT NO. 2

At a regular meeting of the Delhi Charter Township Board held on Tuesday, October 6, 2009 at 7:30 p.m., the following motion was offered by \_\_\_\_\_ to amend the Fiscal Year 2009 FETA Budget as follows:

Present:  
 Absent:

GL NUMBER	DESCRIPTION	2009 AMENDED BUDGET	2009 ACTIVITY THRU 08/27/2009	BUDGET REQUEST	AMENDED BUDGET AS REQUESTED	NOTES
Fund 211: FIRE EQUIP. & APPARATUS FUND						
ESTIMATED REVENUES						
Dept 000.00						
211-000.00-403.000	CUR REAL & PERS PROP TAX	391,600	392,237	0	391,600	
211-000.00-404.000	IFT/CFT & SERVICE FEES	8,600	9,277	0	8,600	
211-000.00-445.000	DELQ TAX & INT & PENALTIES	1,000	741	0	1,000	
211-000.00-505.000	FEDERAL GRANT	126,790	116,792	(10,000)	116,790	Laundry grant not received
211-000.00-664.000	INTEREST	12,000	4,544	(4,000)	8,000	lower interest rates
211-000.00-673.000	SALE OF FIXED ASSETS	50,000	3,000	(50,000)	0	not selling 1993 pumper
211-000.00-694.000	MISCELLANEOUS REVENUE	0	250	0	0	
TOTAL REVENUES		589,990	526,841	(64,000)	525,990	
APPROPRIATIONS						
Dept 339.00: EQUIPMENT & APPARATUS						
211-339.00-734.001	FIRE TURNOUT GEAR MAINT AND REPAIR	10,500	7,210	0	10,500	
211-339.00-734.002	FIREFIGHTING TURNOUT GEAR	14,000	10,205	0	14,000	
211-339.00-755.000	FIRE FIGHTING EQUIP & SUPPLIES	11,000	10,094	0	11,000	
211-339.00-851.000	RADIO REPAIR & MAINTENANCE	0	204	0	0	
211-339.00-930.020	EQUIPMENT MAIN & REPAIR	15,000	5,209	(1,790)	13,210	
211-339.00-931.000	VEHICLE REPAIR/MAINTENANCE	29,850	22,165	0	29,850	
211-339.00-956.000	MISCELLANEOUS	1,500	3,741	4,630	6,130	
211-339.00-960.000	EDUCATION & TRAINING	31,500	9,955	(9,600)	21,900	
211-339.00-960.015	EDUCATION & TRAIN-SAFETY PGM.	3,000	0	0	3,000	
211-339.00-970.000	CAPITAL OUTLAY	282,100	264,569	(22,100)	260,000	Bunker gear laundry equip not purchased (10,000), breathing devices
211-339.00-981.010	VEHICLES-PUMPER	150,000	0	50,000	200,000	Reburshed pumper to cost more
211-339.00-981.030	VEHICLES-UTILITY/PICKUPS ETC.	5,000	15	(5,000)	0	Won't refurbish 1995 pickup
211-339.00-999.045	TRAINING REIMB TO GENERAL FUND	164,820	123,615	0	164,820	
Totals for Dept 339.00-EQUIPMENT & APPARATUS		718,270	456,982	16,140	734,410	
	NET OF REVENUES/APPROPRIATIONS - FUND 211	(128,280)		(80,140)	(208,420)	
	BEGINNING FUND BALANCE	472,722			472,722	
	ENDING FUND BALANCE	344,442		(80,140)	264,302	

**DELHI CHARTER TOWNSHIP**

**MEMORANDUM**

**TO:** Delhi Township Board Members

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

**DATE:** September 29, 2009

**RE:** Amendment No. 2 to Resolution No. 2008-068 – FY 2009 Parks and Recreation Fund Budget

---

Enclosed for your review and approval is Amendment No. 2 to Resolution No. 2008-068 for the FY 2009 Parks and Recreation Fund Budget.

Changes in revenues include a total increase of \$62,460 primarily from more General Fund contributions needed (\$39,290) and a Mackinaw trip (\$25,000) which is offset in expenditures.

Changes in expenditures likewise include a total increase of \$62,460 primarily from reinstated OPEB funding (\$23,240), increase in Valhalla Park playground costs (\$9,830), and the Mackinaw trip (\$25,000).

**RECOMMENDED MOTION:**

**To adopt Amendment No. 2 to Resolution No. 2008-068 for the FY 2009 Parks and Recreation Fund Budget.**

DELHI CHARTER TOWNSHIP  
 RESOLUTION NO. 2008-068  
 F.Y. 2009 PARKS AND RECREATION FUND BUDGET  
 AMENDMENT NO. 2

At a regular meeting of the Delhi Charter Township Board held on Tuesday, October 6, 2009 at 7:30 p.m., the following motion was offered by \_\_\_\_\_ to amend the Fiscal Year 2009 Parks and Recreation Fund Budget as follows:

Present:  
 Absent:

GL NUMBER	DESCRIPTION	2009 AMENDED BUDGET	2009 ACTIVITY THRU 08/27/2009	BUDGET REQUEST	AMENDED BUDGET AS REQUESTED	NOTES
Fund 208: PARKS & RECREATION FUND						
ESTIMATED REVENUES						
Dept 000.00						
208-000.00-651.010	RECREATION FEES	100,780	71,087	0	100,780	
208-000.00-651.020	PARKS FACILITY FEES	4,000	3,455	0	4,000	
208-000.00-651.060	SENIOR CITIZEN EVENT REVENUE	10,000	17,623	25,000	35,000	Mackinaw trip, offset by expenses
208-000.00-669.020	COMMUNICATION TOWER LEASE FEE	15,000	7,500	(7,500)	7,500	AM radio lease withdrawn
208-000.00-675.010	DONATIONS	0	3,582	3,580	3,580	
208-000.00-676.030	SR CITIZEN ELEC & BLDG REVENUE	0	26	30	30	
208-000.00-687.000	REFUNDS/REBATE/REIMBURSEMENTS	13,000	887	0	13,000	
208-000.00-694.000	MISCELLANEOUS REVENUE	0	250	0	0	
208-000.00-699.050	CONTRIBUTION FROM GENERAL FUND	657,360	500,140	39,290	696,650	More funding from GF needed
208-000.00-699.110	TRANSFER IN - DELHI DDA	15,300	11,475	2,060	17,360	
TOTAL REVENUES		815,440	616,025	62,460	877,900	
APPROPRIATIONS						
Dept 752.00: ADMINISTRATION						
208-752.00-703.000	SALARIES	106,140	69,334	410	106,550	
208-752.00-703.005	PART TIME HELP	500	221	0	500	
208-752.00-704.001	PARK COMMISSION COMPENSATION	5,460	2,640	0	5,460	
208-752.00-714.000	RETIREE'S BENEFITS	0	0	23,240	23,240	Reinstated OPEB funding
208-752.00-715.000	SOCIAL SECURITY/MEDICARE	8,580	5,437	30	8,610	
208-752.00-716.000	HEALTH INSURANCE	11,160	8,590	280	11,440	
208-752.00-716.010	DENTAL INSURANCE	1,020	662	(20)	1,000	
208-752.00-717.000	LIFE INSURANCE	580	438	0	580	
208-752.00-718.000	PENSION CONTRIBUTION	10,620	6,934	40	10,660	
208-752.00-719.000	DISABILITY INSURANCE	810	605	0	810	
208-752.00-720.000	UNEMPLOYMENT-REIMBURSEMENT	7,600	2,304	(4,100)	3,500	Fewer claims anticipated
208-752.00-726.000	OFFICE SUPPLIES	2,000	727	0	2,000	
208-752.00-803.000	POSTAGE	1,500	1,045	0	1,500	
208-752.00-807.000	AUDIT FEES	1,100	1,100	0	1,100	
208-752.00-853.000	TELEPHONE/COMMUNICATIONS	7,550	3,910	0	7,550	
208-752.00-870.000	MILEAGE	4,000	0	0	4,000	
208-752.00-910.000	INSURANCE & BONDS	9,080	9,727	650	9,730	
208-752.00-917.000	WORKERS COMP	1,780	870	0	1,780	
208-752.00-956.000	MISCELLANEOUS	1,000	5,934	4,000	5,000	Shared costs with DDA for Snr Ctr items
208-752.00-960.000	EDUCATION & TRAINING	6,000	2,088	0	6,000	

GL NUMBER	DESCRIPTION	2009	2009	BUDGET	AMENDED	NOTES
		AMENDED	ACTIVITY		BUDGET	
		BUDGET	THRU 08/27/2009	REQUEST		
208-752.00-967.000	MASTER PLAN RESEARCH	5,000	0	0	5,000	
208-752.00-967.020	TWP PROPERTIES-DRAIN/TAXES/SAD	550	0	0	550	
Totals for Dept 752.00-ADMINISTRATION		192,030	122,566	24,530	216,560	
Dept 771.00: PARKS						
208-771.00-703.000	SALARIES	42,320	27,645	300	42,620	
208-771.00-703.005	PART TIME HELP	66,900	36,270	0	66,900	
208-771.00-703.010	OVERTIME	2,400	1,205	0	2,400	
208-771.00-703.051	SEASONAL LABOR	60,420	56,277	(3,000)	57,420	More time-off, shorter season
208-771.00-703.052	LIFEGUARDS	29,300	22,587	0	29,300	
208-771.00-715.000	SOCIAL SECURITY/MEDICARE	15,410	10,898	(210)	15,200	
208-771.00-716.000	HEALTH INSURANCE	13,200	10,186	380	13,580	
208-771.00-716.010	DENTAL INSURANCE	1,580	901	(30)	1,550	
208-771.00-717.000	LIFE INSURANCE	230	153	0	230	
208-771.00-718.000	PENSION CONTRIBUTION	4,240	1,790	30	4,270	
208-771.00-719.000	DISABILITY INSURANCE	330	161	0	330	
208-771.00-725.000	CLOTHING/CLEANING ALLOWANCE	3,000	1,854	0	3,000	
208-771.00-730.000	GASOLINE	12,650	5,688	0	12,650	
208-771.00-748.000	TOOLS	2,000	1,508	0	2,000	
208-771.00-775.001	EQUIPMENT & SUPPLIES	6,000	6,928	0	6,000	
208-771.00-775.003	SAFETY EQUIPMENT AND SUPPLIES	1,000	309	0	1,000	
208-771.00-818.000	CONTRACTUAL SERVICES	28,300	19,598	0	28,300	
208-771.00-870.000	MILEAGE	0	26	0	0	
208-771.00-917.000	WORKERS COMP	4,660	2,446	0	4,660	
208-771.00-921.030	UTILITIES - WATER	5,000	2,740	0	5,000	
208-771.00-921.035	UTILITIES - SEWER	2,500	1,302	0	2,500	
208-771.00-921.040	UTILITIES - ELECTRIC	22,500	13,285	0	22,500	
208-771.00-921.045	UTILITIES - GAS	3,750	2,333	0	3,750	
208-771.00-930.000	BUILDING MAINTENANCE & REPAIRS	7,000	5,243	0	7,000	
208-771.00-930.010	GROUNDS MAINTENANCE & REPAIRS	10,000	12,395	3,000	13,000	Improved parks maintenance
208-771.00-930.020	EQUIPMENT MAIN & REPAIR	7,000	5,961	0	7,000	
208-771.00-931.000	VEHICLE REPAIR/MAINTENANCE	5,000	2,149	0	5,000	
208-771.00-956.000	MISCELLANEOUS	350	817	650	1,000	
208-771.00-967.020	TWP PROPERTIES-DRAIN/TAXES/SAD	0	0	3,000	3,000	Park drain special assessments
208-771.00-970.000	CAPITAL OUTLAY	40,000	49,325	9,830	49,830	Phase II Valhalla Park playground cost more
Totals for Dept 771.00-PARKS		397,040	301,980	13,950	410,990	

GL NUMBER	DESCRIPTION	2009 AMENDED BUDGET	2009 ACTIVITY THRU 08/27/2009	BUDGET REQUEST	AMENDED BUDGET AS REQUESTED	NOTES
Dept 774.00: RECREATION						
208-774.00-703.000	SALARIES	50,790	33,174	190	50,980	
208-774.00-703.005	PART TIME HELP	3,000	0	0	3,000	
208-774.00-703.030	INDOOR SUPERVISION	1,830	1,376	0	1,830	
208-774.00-704.020	OFFICIALS	30,670	19,963	0	30,670	
208-774.00-715.000	SOCIAL SECURITY/MEDICARE	7,150	4,676	10	7,160	
208-774.00-716.000	HEALTH INSURANCE	13,200	8,944	(1,280)	11,920	
208-774.00-716.010	DENTAL INSURANCE	950	620	(20)	930	
208-774.00-717.000	LIFE INSURANCE	280	209	0	280	
208-774.00-718.000	PENSION CONTRIBUTION	5,080	3,317	20	5,100	
208-774.00-719.000	DISABILITY INSURANCE	390	289	0	390	
208-774.00-739.000	T-SHIRTS & UNIFORMS	15,000	15,145	0	15,000	
208-774.00-739.001	AWARDS & TROPHIES	2,500	981	0	2,500	
208-774.00-775.001	EQUIPMENT & SUPPLIES	15,500	11,406	0	15,500	
208-774.00-802.001	ASA MEN'S FEES-SOFTBALL	1,200	630	0	1,200	
208-774.00-806.000	SPECIAL CLASS INSTRUCTORS	7,090	7,785	0	7,090	
208-774.00-809.000	SENIOR CITIZEN TRIPS	10,000	12,927	25,000	35,000	Mackinaw trip, offset by revenues
208-774.00-812.000	RECREATION ENTRY FEES	1,300	1,120	0	1,300	
208-774.00-910.001	ASA FIELD INSURANCE	200	200	0	200	
208-774.00-917.000	WORKERS COMP	2,240	1,025	0	2,240	
208-774.00-956.000	MISCELLANEOUS	10,000	5,721	0	10,000	
208-774.00-956.040	HOLIDAY PROJECTS	2,500	0	0	2,500	
Totals for Dept 774.00-RECREATION		180,870	129,508	23,920	204,790	
Dept 905.00: DEBT SERVICE						
208-905.00-991.200	PRINCIPAL - VALHALLA PARK 2	33,340	0	0	33,340	
208-905.00-995.200	INTEREST - VALHALLA PARK 2	12,160	6,398	60	12,220	
Totals for Dept 905.00-DEBT SERVICE		45,500	6,398	60	45,560	
TOTAL APPROPRIATIONS		815,440	560,452	62,460	877,900	
NET OF REVENUES/APPROPRIATIONS - FUND 208		0		0	0	
BEGINNING FUND BALANCE		10,571			10,571	
ENDING FUND BALANCE		10,571			10,571	

**DELHI CHARTER TOWNSHIP**

**MEMORANDUM**

**TO:** Delhi Township Board Members

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

**DATE:** September 29, 2009

**RE:** Amendment No. 2 to Resolution No. 2008-069 – FY 2009 Water Improvement Fund Budget

---

Enclosed for your review and approval is Amendment No. 2 to Resolution No. 2008-069 – FY 2009 Water Improvement Fund Budget.

Changes in revenue include a decrease of \$1,660 in special assessment principal and interest payments along with an increase of \$1,900 from payback revenues and \$1,000 from interest for a total increase in revenues of \$1,240.

Expenditures will be reduced \$77,100 for lack of water main construction, thereby resulting in a net increase of \$78,340 and increasing fund balance from \$390,643 to \$468,983.

**RECOMMENDED MOTION:**

**To adopt Amendment No. 2 to Resolution No. 2008-069 for the FY 2009 Water Improvement Fund Budget.**

DELHI CHARTER TOWNSHIP  
 RESOLUTION NO. 2008-069  
 F.Y. 2009 WATER IMPROVEMENT FUND BUDGET  
 AMENDMENT NO. 2

At a regular meeting of the Delhi Charter Township Board held on Tuesday, October 6, 2009 at 7:30 p.m., the following motion was offered by \_\_\_\_\_ to amend the Fiscal Year 2009 Water Improvement Budget as follows:

Present:

Absent:

GL NUMBER	DESCRIPTION	2009 AMENDED BUDGET	2009 ACTIVITY THRU 08/27/2009	BUDGET REQUEST	AMENDED BUDGET AS REQUESTED	NOTES
Fund 225: WATER IMPROVEMENT FUND						
ESTIMATED REVENUES						
Dept 000.00						
225-000.00-608.000	WATER IMPROVEMENT REVENUE	15,000	12,500	0	15,000	
225-000.00-608.005	WATER IMPROVEM PAYBACK REVENUE	18,100	18,189	1,900	20,000	
225-000.00-664.000	INTEREST	4,000	1,415	1,000	5,000	
225-000.00-672.020	SPECIAL ASSM PMTS-PRINCIPAL	13,140	0	(1,120)	12,020	
225-000.00-672.021	SPECIAL ASSM PAYMENTS-INTEREST	5,460	0	(540)	4,920	
TOTAL REVENUES		55,700	32,104	1,240	56,940	
APPROPRIATIONS						
Dept 536.00: ADMINISTRATION & CONSTRUCTION						
225-536.00-801.000	LEGAL FEES	2,500	0	0	2,500	
225-536.00-802.000	MEMBERSHIPS,DUES,SUBS	2,350	670	0	2,350	
225-536.00-956.000	MISCELLANEOUS	1,200	1,050	0	1,200	
225-536.00-956.015	WELLHEAD PROTECTION PARTICIPAT	3,000	0	0	3,000	
225-536.00-972.000	WATERMAIN CONSTRUCTION	77,100	0	(77,100)	0	No watermain projects
Totals for Dept 536.00-ADMINISTRATION & CONSTRUCTION		86,150	1,720	(77,100)	9,050	
Dept 905.00: DEBT SERVICE						
225-905.00-991.000	PRINCIPAL	43,300	43,290	0	43,300	
225-905.00-995.000	INTEREST	38,100	38,097	0	38,100	
225-905.00-999.000	PAYING AGENT FEES	200	0	0	200	
Totals for Dept 905.00-DEBT SERVICE		81,600	81,387	0	81,600	
	TOTAL APPROPRIATIONS	167,750	83,107	(77,100)	90,650	
	NET OF REVENUES/APPROPRIATIONS - FU	(112,050)		78,340	(33,710)	
	BEGINNING FUND BALANCE	502,693			502,693	
	ENDING FUND BALANCE	390,643			468,983	

**DELHI CHARTER TOWNSHIP**

**MEMORANDUM**

**TO:** Delhi Township Board Members

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

**DATE:** September 29, 2009

**RE:** Amendment No. 2 to Resolution No. 2008-070 – FY 2009 Sewer Fund Budget

---

Enclosed for your review and approval is Amendment No. 2 to Resolution No. 2008-070 for the FY 2009 Sewer Fund Budget.

Revenues are projected to increase by \$135,240 in basic service charge but are projected to decrease by \$128,750 from sewer permits, by \$50,000 from lower interest earnings and by \$151,700 from not selling various vehicles for a total decrease of \$200,910.

Total expenditures will likewise be decreased by \$1,092,620 by adjusting several line items, including a reduction of \$327,000 for not purchasing a new vector, a reduction in sewer rehab engineering and construction of \$775,300 and a reduction in sewer lining of \$400,000.

Altogether the year-end fund balance will increase by \$891,710 from \$34,866,920 to \$35,758,630.

**RECOMMENDED MOTION:**

**To adopt Amendment No. 2 to Resolution No. 2008-070 for the FY 2009 Sewer Fund Budget.**

DELHI CHARTER TOWNSHIP  
 RESOLUTION NO. 2008-070  
 F.Y. 2009 SEWER FUND BUDGET  
 AMENDMENT NO. 2

At a regular meeting of the Delhi Charter Township Board held on Tuesday, October 6, 2009 at 7:30 p.m., the following motion was offered by \_\_\_\_\_ to amend the Fiscal Year 2009 Sewer Fund Budget as follows:

Present:  
 Absent:

GL NUMBER	DESCRIPTION	2009 AMENDED BUDGET	2009 ACTIVITY THRU 08/27/2009	BUDGET REQUEST	AMENDED BUDGET AS REQUESTED	NOTES
Fund 590: SEWAGE DISPOSAL SYSTEM						
ESTIMATED REVENUES						
Dept 000.00						
590-000.00-607.000	SEWER USER CHARGES	3,170,720	1,755,307	0	3,170,720	
590-000.00-609.000	BASIC SERVICE CHARGE	1,487,780	950,544	135,240	1,623,020	basic chg inc from \$11 to \$12
590-000.00-610.000	INDUSTRIAL PRETREATMENT CHARGE	41,460	27,622	5,030	46,490	
590-000.00-626.000	SEWER PERMITS/FEES	200,000	48,913	(128,750)	71,250	fewer sewer connections
590-000.00-664.000	INTEREST	100,000	39,918	(50,000)	50,000	lower interest rates/less money
590-000.00-664.073	DELL-WILLOUGHBY SEWER INTEREST	0	3,476	0	0	
590-000.00-664.080	OTHER SPEC ASSM INTEREST	0	13	0	0	
590-000.00-670.000	RENTAL OF FARMLAND	10,650	0	(1,000)	9,650	
590-000.00-673.000	SALE OF FIXED ASSETS	151,700	0	(151,700)	0	not selling vector, crew cab, or expedition
590-000.00-674.000	CAPITAL CONTRIBUTIONS	0	145,768	0	0	
590-000.00-687.000	REFUNDS/REBATE/REIMBURSEMENTS	6,000	2,780	(1,000)	5,000	
590-000.00-694.000	MISCELLANEOUS REVENUE	14,950	5,190	(8,730)	6,220	equip alloc lower because equip not purchased
TOTAL REVENUES		5,183,260	2,979,531	(200,910)	4,982,350	
APPROPRIATIONS						
Dept 548.00: ADMINISTRATION & OVERHEAD						
590-548.00-705.000	BOARD OF APPEALS-PER DIEM	600	0	0	600	
590-548.00-714.000	RETIREE'S BENEFITS	146,700	23,094	(25,700)	121,000	based on actuarial valuation
590-548.00-720.000	UNEMPLOYMENT-REIMBURSEMENT	6,000	5,656	24,000	30,000	more claims
590-548.00-726.000	OFFICE SUPPLIES	9,000	8,601	0	9,000	
590-548.00-801.000	LEGAL FEES	15,000	2,589	(10,000)	5,000	lower based on history
590-548.00-803.000	POSTAGE	30,580	22,606	20	30,600	
590-548.00-807.000	AUDIT FEES	6,400	7,660	1,260	7,660	
590-548.00-818.000	CONTRACTUAL SERVICES	8,500	4,128	60	8,560	
590-548.00-902.000	PUBLISHING/LLEGAL NOTICES	500	1,299	0	500	
590-548.00-910.000	INSURANCE & BONDS	73,000	75,864	2,870	75,870	
590-548.00-956.000	MISCELLANEOUS	1,000	256	0	1,000	
590-548.00-960.000	EDUCATION & TRAINING	1,000	513	0	1,000	
590-548.00-999.040	GENERAL FUND COST ALLOCATION	364,450	182,225	0	364,450	
Totals for Dept 548.00-ADMINISTRATION & OVERHEAD		662,730	334,491	(7,490)	655,240	

GL NUMBER	DESCRIPTION	2009 AMENDED BUDGET	2009 ACTIVITY THRU 08/27/2009	BUDGET REQUEST	AMENDED BUDGET AS REQUESTED	NOTES
Dept 558.00: DEPT OF PUBLIC SERVICE						
590-558.00-703.000	SALARIES	850,030	561,530	9,550	859,580	Pay grade changes due to successful completion of licensing exams
590-558.00-703.005	PART TIME HELP	66,350	62,647	14,840	81,190	1 new intern to work on energy star benchmarking
590-558.00-703.010	OVERTIME	68,290	46,016	7,030	75,320	Employees now scheduled to leave at 3
590-558.00-715.000	SOCIAL SECURITY/MEDICARE	76,440	49,930	2,630	79,070	
590-558.00-716.000	HEALTH INSURANCE	155,140	121,495	12,680	167,820	staffing changes/health care increase
590-558.00-716.010	DENTAL INSURANCE	18,960	12,405	440	19,400	
590-558.00-717.000	LIFE INSURANCE	4,140	3,224	300	4,440	
590-558.00-718.000	PENSION CONTRIBUTION	86,050	54,400	890	86,940	
590-558.00-719.000	DISABILITY INSURANCE	6,250	4,390	(70)	6,180	
590-558.00-726.000	OFFICE SUPPLIES	5,500	1,463	0	5,500	
590-558.00-728.000	CERTIFICATION	500	0	200	700	
590-558.00-730.000	GASOLINE	39,170	15,355	(6,530)	32,640	lower gas prices
590-558.00-732.000	FUEL OIL	4,120	3,810	2,380	6,500	
590-558.00-734.000	UNIFORMS	15,200	7,965	0	15,200	
590-558.00-740.010	COMPUTER EXPENSES	30,000	18,109	0	30,000	
590-558.00-741.000	OTHER OPERATING EXPENSES	15,100	6,871	0	15,100	
590-558.00-742.000	LABORATORY SUPPLIES	29,700	28,174	0	29,700	
590-558.00-743.000	TREATMENT CHEMICALS	212,550	93,866	(21,800)	190,750	lower gas prices
590-558.00-745.000	OFF-SITE LAB TESTING	19,500	12,130	0	19,500	
590-558.00-775.003	SAFETY EQUIPMENT AND SUPPLIES	18,500	10,349	0	18,500	
590-558.00-805.000	ENGINEERING SERVICES	55,000	25,837	(15,000)	40,000	removed engineering contingency
590-558.00-818.000	CONTRACTUAL SERVICES	4,240	2,515	0	4,240	
590-558.00-818.015	CONTRACTUAL SERV-SAFETY PGM	2,000	0	0	2,000	
590-558.00-818.220	SLUDGE HAULING	69,120	22,456	(12,120)	57,000	removed digester cleaning (part of digester project)
590-558.00-818.225	SOLID WASTE DISPOSAL	10,500	6,669	5,000	15,500	added brush drop off hauling
590-558.00-853.000	TELEPHONE/COMMUNICATIONS	16,400	8,663	0	16,400	
590-558.00-917.000	WORKERS COMP	18,220	9,485	(280)	17,940	
590-558.00-921.030	UTILITIES - WATER	12,700	3,107	12,500	25,200	hooked plant up to city water
590-558.00-921.035	UTILITIES - SEWER	2,040	2,489	1,760	3,800	
590-558.00-921.040	UTILITIES - ELECTRIC	215,000	144,111	20,470	235,470	Price increase
590-558.00-921.045	UTILITIES - GAS	92,000	50,269	(12,000)	80,000	digester providing heat
590-558.00-928.000	REGULATORY FEES	9,460	5,500	0	9,460	
590-558.00-930.000	BUILDING MAINTENANCE & REPAIRS	17,800	17,572	3,180	20,980	
590-558.00-930.015	REPAIRS & MAINTENANCE - L.S.	30,000	12,475	0	30,000	
590-558.00-930.016	REPAIRS & MAINTENANCE - C.S.	70,000	25,823	0	70,000	
590-558.00-930.020	EQUIPMENT MAIN & REPAIR	51,500	35,866	5,000	56,500	
590-558.00-930.040	BLDG MAIN & REPAIR-CONTRACTED	74,750	46,085	7,160	81,910	Added HVAC maint facility contract
590-558.00-930.050	EQUIPMENT MAIN/REPR-CONTRACTED	53,000	61,375	60,500	113,500	vactor truck repairs, rebuild tertiary pumps & muffin monsters
590-558.00-931.000	VEHICLE REPAIR/MAINTENANCE	6,200	7,668	8,100	14,300	
590-558.00-956.000	MISCELLANEOUS	6,300	3,260	(400)	5,900	
590-558.00-956.005	COMMUNITY OUTREACH PROGRAMS	14,000	13,739	2,000	16,000	
590-558.00-960.000	EDUCATION & TRAINING	28,500	22,003	3,230	31,730	
590-558.00-967.020	TWP PROPERTIES-DRAIN/TAXES/SAD	1,740	0	0	1,740	
590-558.00-970.000	CAPITAL OUTLAY	84,000	5,941	(57,710)	26,290	Took out expedition, 4wd pickup, township signage
590-558.00-981.000	REPLACEMENT FUND ALLOCATION	330,000	2,995	(327,000)	3,000	Took out vactor
Totals for Dept 558.00-DEPT OF PUBLIC SERVICE		2,995,960	1,650,032	(273,070)	2,722,890	

GL NUMBER	DESCRIPTION	2009 AMENDED BUDGET	2009 ACTIVITY THRU 08/27/2009	BUDGET REQUEST	AMENDED BUDGET AS REQUESTED	NOTES
Dept 578.01: CAPITAL IMPR-TREATMENT PLANT						
590-578.01-805.088	DIGESTER IMPROVEMENTS	165,000	94,795	0	165,000	
590-578.01-805.310	SEWER REHAB PROGRAM-ENGINEE	550,000	407,183	(525,300)	24,700	Won't do sewer lining
590-578.01-805.328	ENG-DATA COMMUN UPGRADE	60,000	0	0	60,000	
590-578.01-972.009	WTRMAIN EXT-GROVENBURG	0	22,865	23,000	23,000	Project runover from 2008
590-578.01-976.070	DIGESTER IMPROVEMENTS	1,400,000	1,561,234	0	1,400,000	
590-578.01-976.089	RECYCLING CENTER	0	17,142	0	0	
590-578.01-976.310	SEWER REHAB PROGRAM-CONSTR	250,000	0	(250,000)	0	Not going to do sewer rehab
590-578.01-976.327	INTERCEPTOR LINING PROJECT	400,000	0	(400,000)	0	Not going to do lining project
590-578.01-976.328	DATA COMMUNICATION UPGRADE	168,000	0	(148,000)	20,000	Hook up to Comcast instead of getting fiber
590-578.01-976.329	SRF PROJECT PLAN	0	0	107,500	107,500	Engineering firm to prepare SRF plan for potential SRF money
590-578.01-976.330	LIFT STATION ASSESSMENT	0	0	63,800	63,800	to complete asset mgmt planning
590-578.01-976.331	LIFT STATION D IMPROVEMENTS	0	0	324,000	324,000	To increase capacity for future development
Totals for Dept 578.01-CAPITAL IMPR-TREATMENT PLANT		2,993,000	2,103,219	(805,000)	2,188,000	
Dept 588.01: G.O. BOND INDEBTEDNESS						
590-588.01-991.000	PRINCIPAL	1,493,800	391,710	0	1,493,800	
590-588.01-995.000	INTEREST	626,160	282,547	(6,660)	619,500	
590-588.01-999.000	PAYING AGENT FEES	1,500	800	0	1,500	
Totals for Dept 588.01-G.O. BOND INDEBTEDNESS		2,121,460	675,057	(6,660)	2,114,800	
Dept 588.02: SPECIAL ASSESSMENT BONDS						
590-588.02-991.000	PRINCIPAL	104,810	104,807	0	104,810	
590-588.02-995.000	INTEREST	13,110	5,240	0	13,110	
590-588.02-999.000	PAYING AGENT FEES	550	75	(400)	150	
Totals for Dept 588.02-SPECIAL ASSESSMENT BONDS		118,470	110,122	(400)	118,070	
TOTAL APPROPRIATIONS		8,891,620	4,872,921	(1,092,620)	7,799,000	
NET OF REVENUES/APPROPRIATIONS - F		(3,708,360)		891,710	(2,816,650)	
BEGINNING FUND BALANCE		38,575,280			38,575,280	
ENDING FUND BALANCE		34,866,920			35,758,630	

## DELHI CHARTER TOWNSHIP

## MEMORANDUM

**TO:** Delhi Township Board Members

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

**DATE:** September 29, 2009

**RE:** Amendment No. 2 to Resolution No. 2008-071 – FY 2009  
Community Development Fund Budget

---

Enclosed for your review and approval is Amendment No. 2 to Resolution No. 2008-071 for the FY 2009 Community Development Fund Budget.

Changes in revenue will include increases in permit fees (building and SESC) of \$13,400, increases in fire inspections of \$27,000 completed on behalf of the Fire Department and an increase of \$29,880 from the HUD home sale. This will result in a decrease of contributions needed from the General Fund in the amount of \$34,549, leaving a net increase of \$2,811 in revenues.

Changes in expenditures include a decrease of \$4,000 in Planning Commission salaries due to fewer meetings, a decrease of \$4,900 in gasoline costs, and a decrease of \$8,500 in contractual services and \$3,000 in code enforcement expenses. Increases include \$7,730 in salaries and benefits and \$29,880 in HUD home repairs.

The net change in expenditures is an increase of \$11,190, reducing the year-end fund balance \$8,379 from \$18,379 to \$10,000.

**RECOMMENDED MOTION:**

**To adopt Amendment No. 2 to Resolution No. 2008-071 for the FY 2009 Community Development Fund Budget.**

DELHI CHARTER TOWNSHIP  
 RESOLUTION NO. 2008-071  
 F.Y. 2009 COMMUNITY DEVELOPMENT FUND BUDGET  
 AMENDMENT NO. 2

At a regular meeting of the Delhi Charter Township Board held on Tuesday, October 6, 2009 at 7:30 p.m., the following motion was offered by \_\_\_\_\_ to amend the Fiscal Year 2009 Community Development Budget as follows:

Present:

Absent:

GL NUMBER	DESCRIPTION	2009 AMENDED BUDGET	2009 ACTIVITY THRU 08/27/2009	BUDGET REQUEST	AMENDED BUDGET AS REQUESTED	NOTES
Fund 542: COMMUNITY DEVELOPMENT FUND						
ESTIMATED REVENUES						
Dept 000.00						
542-000.00-451.000	BUILDING PERMITS	50,000	65,979	10,000	60,000	
542-000.00-452.000	PLAT REVIEW FEES	2,500	0	(2,500)	0	Economy down
542-000.00-453.000	SOIL EROSION & SEDIMENTATION CTRL PERMIT	20,000	18,366	3,400	23,400	
542-000.00-455.000	ELECTRICAL PERMIT FEES	20,000	13,778	(3,000)	17,000	Economy down
542-000.00-456.000	PLUMBING PERMIT FEES	12,000	8,342	(1,300)	10,700	Economy down
542-000.00-457.000	MECHANICAL PERMIT FEES	15,000	10,084	(2,600)	12,400	Economy down
542-000.00-476.000	MISC LAND DIVISIONS AND FEES	2,000	1,875	200	2,200	
542-000.00-620.000	RENTAL REGISTRATION & INSPECT	115,480	73,840	(5,740)	109,740	# of rental parcels more accurate
542-000.00-623.000	REZONING APPLICATION FEES	4,000	0	(2,980)	1,020	Economy down
542-000.00-624.000	SPECIAL USE PERMITS	5,000	1,030	(3,000)	2,000	Economy down
542-000.00-625.000	BOARD OF APPEAL FEES	1,500	1,950	300	1,800	
542-000.00-628.000	SITE PLAN REVIEW FEES	5,000	1,340	(2,600)	2,400	Economy down
542-000.00-631.000	FIRE INSPECTIONS	0	0	27,000	27,000	Charged to fire dept 600 ins x\$45
542-000.00-660.000	CODE ENFORCEMENT REVENUE	26,000	1,252	(15,000)	11,000	May increase later in year
542-000.00-664.000	INTEREST	400	151	(100)	300	
542-000.00-673.000	SALE OF FIXED ASSETS	0	0	29,880	29,880	HUD home sale
542-000.00-687.000	REFUNDS/REBATE/REIMBURSEMENTS	3,310	3,895	590	3,900	
542-000.00-694.000	MISCELLANEOUS REVENUE	300	35	(300)	0	
542-000.00-699.050	CONTRIBUTION FROM GENERAL FUND	236,860	158,845	(34,549)	202,311	Less funding from GF needed
542-000.00-699.110	TRANSFER IN - DELHI DDA	174,990	134,975	5,110	180,100	
TOTAL REVENUES		694,340	495,737	2,811	697,151	

APPROPRIATIONS

Dept 721.00: PLANNING/COMMUNITY DEVELOPMENT

542-721.00-703.000	SALARIES	336,440	229,820	3,610	340,050	
542-721.00-703.005	PART TIME HELP	31,300	20,014	50	31,350	
542-721.00-703.010	OVERTIME	200	182	(10)	190	
542-721.00-704.000	PLANNING COMMISSION SALARIES	14,600	6,240	(4,000)	10,600	Fewer meetings
542-721.00-714.000	RETIREE'S BENEFITS	30,740	0	1,260	32,000	
542-721.00-715.000	SOCIAL SECURITY/MEDICARE	29,700	19,266	350	30,050	
542-721.00-716.000	HEALTH INSURANCE	62,700	48,404	1,700	64,400	
542-721.00-716.010	DENTAL INSURANCE	9,000	5,385	(800)	8,200	
542-721.00-717.000	LIFE INSURANCE	1,800	1,374	60	1,860	
542-721.00-718.000	PENSION CONTRIBUTION	33,300	21,905	700	34,000	
542-721.00-719.000	DISABILITY INSURANCE	2,800	1,871	0	2,800	
542-721.00-720.000	UNEMPLOYMENT-REIMBURSEMENT	10,070	0	(70)	10,000	
542-721.00-725.000	CLOTHING/CLEANING ALLOWANCE	1,500	844	0	1,500	
542-721.00-726.000	OFFICE SUPPLIES	3,000	1,155	(1,000)	2,000	
542-721.00-730.000	GASOLINE	6,500	1,257	(4,900)	1,600	lower gas prices, 1 less vehicle
542-721.00-740.010	COMPUTER EXPENSES	25,600	2,562	0	25,600	
542-721.00-801.000	LEGAL FEES	10,400	11,008	(2,400)	8,000	
542-721.00-802.000	MEMBERSHIPS,DUES,SUBS	2,200	2,749	0	2,200	
542-721.00-803.000	POSTAGE	2,900	1,329	(700)	2,200	
542-721.00-818.000	CONTRACTUAL SERVICES	27,500	8,481	(8,500)	19,000	Fewer electrical inspections performed
542-721.00-818.040	CONTRACTUAL SERV-PLANNING	0	570	570	570	
542-721.00-853.000	TELEPHONE/COMMUNICATIONS	5,420	2,957	0	5,420	
542-721.00-870.000	MILEAGE	520	261	0	520	
542-721.00-902.000	PUBLISHING/LEGAL NOTICES	3,600	2,294	0	3,600	
542-721.00-917.000	WORKERS COMP	2,900	1,590	0	2,900	
542-721.00-930.060	HUD HOME REPAIRS	0	21,110	29,880	29,880	HUD home repairs
542-721.00-931.000	VEHICLE REPAIR/MAINTENANCE	2,000	1,946	200	2,200	
542-721.00-941.000	OFFICE EQUIPMENT LEASE	5,750	3,879	(1,110)	4,640	
542-721.00-956.000	MISCELLANEOUS	1,000	1,141	300	1,300	
542-721.00-958.000	CODE ENFORCEMENT EXPENSE	14,000	8,307	(3,000)	11,000	May increase later in year
542-721.00-959.000	SOIL EROSION & SED CNTRL EXPENSE	1,000	0	(1,000)	0	
542-721.00-960.000	EDUCATION & TRAINING	7,500	1,457	0	7,500	
542-721.00-970.000	CAPITAL OUTLAY	8,400	8,400	0	8,400	
Totals for Dept 721.00-PLANNING/COMMUNITY DEVELOPMENT		694,340	437,758	11,190	705,530	
TOTAL APPROPRIATIONS		694,340	437,758	11,190	705,530	
NET OF REVENUES/APPROPRIATIONS - FUND 542		0		(8,379)	(8,379)	
BEGINNING FUND BALANCE		18,379			18,379	
ENDING FUND BALANCE		18,379			10,000	

**DELHI CHARTER TOWNSHIP**

**MEMORANDUM**

**TO:** Delhi Township Board Members

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

**DATE:** September 30, 2009

**RE:** Amendment No. 2 to Resolution No. 2008-072 – FY 2009  
Downtown Development Authority Fund Budget

---

Enclosed for your review and approval is Amendment No. 2 to Resolution No. 2008-072 for the FY 2009 Downtown Development Authority Fund Budget.

Revenues are projected to decrease by a net of \$2,918,190 due to not proceeding with a \$3,000,000 bond this year.

Expenditures are projected to decrease by \$39,000 for marketing, \$281,000 for various infrastructure projects that won't be done this year, \$145,000 for capital outlay, \$100,000 for Cedar Heights infrastructure, \$413,000 for Delhi NE/Depot Infrastructure, \$300,000 for Senior Citizens Center construction for a net decrease in expenditures of \$1,275,190.

Changes in revenues and expenditures will result in a total decrease to fund balance in the amount of \$1,643,000 from \$2,144,078 to \$501,078.

**RECOMMENDED MOTION:**

**To adopt Amendment No. 2 to Resolution No. 2008-072 for the FY 2009 Downtown Development Authority Fund Budget.**

DELHI CHARTER TOWNSHIP  
 RESOLUTION NO. 2008-072  
 F.Y. 2009 DDA BUDGETS  
 AMENDMENT NO. 2

At a regular meeting of the Delhi Charter Township Board held on Tuesday, October 6, 2009 at 7:30 p.m., the following motion was offered by \_\_\_\_\_ to amend the Fiscal Year 2009 DDA Budgets as follows:

Present:  
 Absent:

GL NUMBER	DESCRIPTION	2009 AMENDED BUDGET	2009 ACTIVITY THRU 08/27/2009	BUDGET REQUEST	AMENDED BUDGET AS REQUESTED	NOTES
<b>Fund 248: DOWNTOWN DEVELOPMENT AUTHORITY</b>						
ESTIMATED REVENUES						
Dept 000.00						
248-000.00-403.005	CURRENT PROPERTY TAXES-AD VAL.	3,193,700	3,262,511	81,300	3,275,000	Airport, Cata millages went up, new farmland millage
248-000.00-404.005	IFT/CFT CAPTURED TAX REVENUE	297,050	344,191	21,950	319,000	Airport, Cata millages went up, new farmland millage
248-000.00-445.005	DELINQUENT TAXES & INTEREST	30,000	13,962	(4,000)	26,000	
248-000.00-664.000	INTEREST	100,000	43,089	(40,000)	60,000	Lower interest rates/less money
248-000.00-669.020	COMMUNICATION TOWER LEASE FEE	15,300	9,865	2,060	17,360	
248-000.00-670.010	RENT-FARMERS MARKET	0	1,777	3,500	3,500	
248-000.00-672.040	GREASE LOAN	0	1,801	2,700	2,700	
248-000.00-687.000	REFUNDS/REBATE/REIMBURSEMENTS	300	19,619	19,300	19,600	
248-000.00-694.000	MISCELLANEOUS REVENUE	5,000	627	(5,000)	0	
248-000.00-698.020	BOND PROCEEDS	3,000,000	0	(3,000,000)	0	Will not bond this year
TOTAL REVENUES		6,641,350	3,697,442	(2,918,190)	3,723,160	
APPROPRIATIONS						
Dept 728.00: DDA ADMINISTRATION						
248-728.00-703.000	SALARIES	85,800	55,999	260	86,060	
248-728.00-703.005	PART TIME HELP	27,900	23,419	7,900	35,800	
248-728.00-714.000	RETIREE'S BENEFITS	11,570	0	(680)	10,890	
248-728.00-715.000	SOCIAL SECURITY/MEDICARE	9,400	5,198	(1,300)	8,100	
248-728.00-716.000	HEALTH INSURANCE	3,900	2,631	60	3,960	
248-728.00-716.010	DENTAL INSURANCE	950	620	(10)	940	
248-728.00-717.000	LIFE INSURANCE	500	352	0	500	
248-728.00-718.000	PENSION CONTRIBUTION	9,500	6,189	20	9,520	
248-728.00-719.000	DISABILITY INSURANCE	700	489	(40)	660	
248-728.00-723.000	AUTOMOBILE EXPENSE ALLOWANCE	4,000	2,615	0	4,000	
248-728.00-726.000	OFFICE SUPPLIES	900	434	1,000	1,900	
248-728.00-801.000	LEGAL FEES	20,000	5,689	(8,000)	12,000	
248-728.00-802.005	DUES AND SUBSCRIPTIONS	3,000	2,602	0	3,000	
248-728.00-803.000	POSTAGE	1,100	450	(300)	800	
248-728.00-807.000	AUDIT FEES	3,800	3,140	(660)	3,140	
248-728.00-818.000	CONTRACTUAL SERVICES	10,000	587	(5,000)	5,000	
248-728.00-853.000	TELEPHONE/COMMUNICATIONS	3,300	1,902	(200)	3,100	
248-728.00-870.000	MILEAGE	600	417	0	600	
248-728.00-902.005	PRINTING AND PUBLISHING	600	476	200	800	
248-728.00-910.000	INSURANCE & BONDS	4,500	3,890	0	4,500	
248-728.00-917.000	WORKERS COMP	500	247	0	500	
248-728.00-930.000	BUILDING MAINTENANCE & REPAIRS	2,000	5,627	8,500	10,500	
248-728.00-956.000	MISCELLANEOUS	1,200	340	0	1,200	
248-728.00-960.000	EDUCATION & TRAINING	4,700	1,700	(600)	4,100	
248-728.00-970.000	CAPITAL OUTLAY	1,500	0	(1,500)	0	
Totals for Dept 728.00-DDA ADMINISTRATION		211,920	125,013	(350)	211,570	

GL NUMBER	DESCRIPTION	2009	2009	BUDGET	AMENDED	NOTES
		AMENDED BUDGET	ACTIVITY THRU 08/27/2009	REQUEST	BUDGET AS REQUESTED	
Dept 729.00: DDA MARKETING & PROMOTION						
248-729.00-884.000	DDA ADVERTISING	145,000	54,275	(25,000)	120,000	
248-729.00-885.000	HOLT HOMETOWN FESTIVAL	17,500	17,725	0	17,500	
248-729.00-888.000	FARMERS MARKET	40,000	15,074	(15,000)	25,000	
248-729.00-956.000	MISCELLANEOUS	12,000	14,935	1,000	13,000	
Totals for Dept 729.00-DDA MARKETING & PROMOTION		214,500	102,009	(39,000)	175,500	
Dept 730.00: COMM REHABILITATION REBATE PGM						
248-730.00-952.000	UNDESIGNATED CRRP PROGRAMS	400,000	70,469	0	400,000	
Totals for Dept 730.00-COMM REHABILITATION REBATE PGM		400,000	70,469	0	400,000	
Dept 731.00: DDA INFRASTRUCTURE PROJECTS						
248-731.00-820.010	ENGINEERING-TRAFFIC STUDY	50,000	0	(10,000)	40,000	
248-731.00-933.000	STREETScape REPR & MAINTENANCE	20,000	13,879	0	20,000	
248-731.00-933.010	SIDEWALK REPAIR & MAINTENANCE	40,000	3,300	(30,000)	10,000	Cutting back on capital expenditures
248-731.00-950.000	UNDESIGNATED INFRASTRUCT. PROJ	375,000	93,178	(225,000)	150,000	Cutting back on capital expenditures
248-731.00-950.018	DECORATIVE LIGHT PROJECT	10,000	4,390	(5,000)	5,000	
248-731.00-950.120	SAM COREY PARK IMPROVEMENT	40,000	0	0	40,000	
248-731.00-956.000	MISCELLANEOUS	20,000	8,227	0	20,000	
248-731.00-967.050	COOK THORNBURN DRAIN	15,000	4,381	0	15,000	
248-731.00-969.000	STREET IMPROVEMENTS	140,000	0	(30,000)	110,000	Cutting back on capital expenditures
248-731.00-974.010	NON-MOTORIZED PATHWAYS	300,000	76,517	(50,000)	250,000	Cutting back on capital expenditures
248-731.00-974.210	PIONEER CEMETERY IMPROVEMENTS	20,000	1,500	15,000	35,000	
248-731.00-974.230	CSC PARKING IMPROVEMENTS	0	12,615	54,000	54,000	
Totals for Dept 731.00-DDA INFRASTRUCTURE PROJECTS		1,030,000	217,987	(281,000)	749,000	
Dept 850.00: OTHER FUNCTIONS						
248-850.00-703.000	SALARIES	57,680	24,369	(13,910)	43,770	
248-850.00-703.005	PART TIME HELP	16,870	7,826	(7,700)	9,170	
248-850.00-703.010	OVERTIME	2,320	1,025	110	2,430	
248-850.00-715.000	SOCIAL SECURITY/MEDICARE	5,970	2,493	(1,730)	4,240	
248-850.00-716.000	HEALTH INSURANCE	12,690	7,084	(1,600)	11,090	
248-850.00-716.010	DENTAL INSURANCE	1,560	900	10	1,570	
248-850.00-717.000	LIFE INSURANCE	350	237	10	360	
248-850.00-718.000	PENSION CONTRIBUTION	5,770	2,370	(1,390)	4,380	
248-850.00-719.000	DISABILITY INSURANCE	520	316	(20)	500	
248-850.00-730.000	GASOLINE	3,170	1,242	(530)	2,640	
248-850.00-802.010	LEAP DUES	17,500	0	0	17,500	
248-850.00-818.000	CONTRACTUAL SERVICES	20,470	9,858	(2,680)	17,790	
248-850.00-917.000	WORKERS COMP	2,300	875	(850)	1,450	
248-850.00-921.030	UTILITIES - WATER	4,000	1,229	(1,600)	2,400	
248-850.00-921.035	UTILITIES - SEWER	4,000	5,271	2,000	6,000	
248-850.00-921.040	UTILITIES - ELECTRIC	16,500	16,394	8,500	25,000	
248-850.00-921.045	UTILITIES - GAS	14,500	6,739	0	14,500	
248-850.00-930.000	BUILDING MAINTENANCE & REPAIRS	3,500	3,560	(2,000)	1,500	
248-850.00-930.020	EQUIPMENT MAIN & REPAIR	6,170	2,351	(3,570)	2,600	
248-850.00-930.021	EQUIPMENT ALLOCATION	0	0	440	440	
248-850.00-967.025	DDA PROPERTIES-DRAIN/TAXES/SAD	12,000	25	0	12,000	
248-850.00-999.075	CONTR T/PARK-CELL TOWER PROC	15,300	11,475	2,060	17,360	
248-850.00-999.080	CONTRIB T/TWP-COMMUNITY POLICE	105,000	78,750	0	105,000	
248-850.00-999.085	CONTRIB T/TWP-ZONING OFFICER	37,890	28,418	280	38,170	
248-850.00-999.098	CONTRIB T/TWP - PLANNER	14,930	14,930	4,400	19,330	
248-850.00-999.099	CONTRIB T/TWP - COM DEV DIRECTOR	51,720	38,790	290	52,010	

GL NUMBER	DESCRIPTION	2009	2009	BUDGET	AMENDED	NOTES
		AMENDED	ACTIVITY	REQUEST	BUDGET	
		BUDGET	THRU 08/27/2009		AS REQUESTED	
248-850.00-999.122	TRANSFER OUT TO GF-STREETLIGHTS	45,000	33,750	(20,000)	25,000	
248-850.00-999.543	TRANSFER OUT-BLDG CLERICAL	26,630	19,973	550	27,180	
248-850.00-999.544	TRANSFER OUT-PLANNING CLERICAL	26,940	20,205	(480)	26,460	
248-850.00-999.545	TRANSFER OUT- COMM DEV GIS	16,880	12,660	70	16,950	
Totals for Dept 850.00-OTHER FUNCTIONS		548,130	353,115	(39,340)	508,790	
Dept 903.00: CAPITAL OUTLAY-DDA						
248-903.00-970.000	CAPITAL OUTLAY	50,000	4,575	(45,000)	5,000	Cutting back on capital expenditures
248-903.00-971.000	CAPITAL OUTLAY-LAND	200,000	2,232	(190,000)	10,000	Cutting back on capital expenditures
248-903.00-971.010	LAND HELD FOR RESALE	0	81,464	100,000	100,000	
248-903.00-971.134	FARMERS MARKET-2150 CEDAR	20,000	0	(10,000)	10,000	
Totals for Dept 903.00-CAPITAL OUTLAY-DDA		270,000	88,271	(145,000)	125,000	
Dept 903.10: 2008 CONSTRUCTION PROJECTS-DDA						
248-903.10-972.020	CEDAR HEIGHTS INFRASTRUCTURE	500,000	194,499	(100,000)	400,000	Cutting back on capital expenditures
248-903.10-972.030	DELHI NE/DEPOT INFRASTRUCTURE	600,000	118,821	(413,000)	187,000	Cutting back on capital expenditures
248-903.10-972.040	HOLT RD SIDEWALK/LIGHTING-THORB TO ASPEN	0	10,863	15,000	15,000	
248-903.10-972.050	SENIOR CITIZENS CENTER CONSTRUCTION	900,000	543,006	(300,000)	600,000	Cutting back on capital expenditures
248-903.10-972.060	HOLT & AURELIUS LANDSCAPED PLAZA	0	25,217	27,000	27,000	
Totals for Dept 903.10-2008 CONSTRUCTION PROJECTS-DDA		2,000,000	892,406	(771,000)	1,229,000	
Dept 905.00: DEBT SERVICE						
248-905.00-971.117	PRINCIPAL - HOLT PLAZA CORNER	27,450	20,202	(200)	27,250	
248-905.00-971.118	INTEREST - HOLT PLAZA CORNER	2,960	2,601	200	3,160	
248-905.00-991.300	PRINCIPAL PAYMT-2003 DDA BONDS	60,000	0	0	60,000	
248-905.00-995.300	INTEREST PAYMT-2003 DDA BONDS	27,760	13,880	0	27,760	
248-905.00-999.000	PAYING AGENT FEES	300	113	0	300	
248-905.00-999.100	TRANSFER OUT-394-PROJ 9 DEBT	146,680	111,775	0	146,680	
248-905.00-999.210	TRANS OUT-398 COLLEGE RD BOND	216,360	187,218	0	216,360	
248-905.00-999.220	TRANSFER OUT-392 2008 DDA BONDS	721,580	171,828	500	722,080	
Totals for Dept 905.00-DEBT SERVICE		1,203,090	507,617	500	1,203,590	
TOTAL APPROPRIATIONS		5,877,640	2,356,887	(1,275,190)	4,602,450	
NET OF REVENUES/APPROPRIATIONS - FUND 248		763,710	1,340,555	(1,643,000)	(879,290)	
BEGINNING FUND BALANCE		1,380,368			1,380,368	
ENDING FUND BALANCE		2,144,078		(1,643,000)	501,078	

GL NUMBER	DESCRIPTION	2009	2009	BUDGET	AMENDED	NOTES
		AMENDED	ACTIVITY	REQUEST	BUDGET	
		BUDGET	THRU 08/27/2009		AS REQUESTED	
<b>Fund 392: 2008 DEBT RETIREMENT FUND</b>						
ESTIMATED REVENUES						
Dept 000.00						
392-000.00-699.065	TRANSFER IN FROM DELHI DDA	721,580	171,828	500	722,080	For paying agent fees
TOTAL REVENUES		721,580	171,828	500	722,080	
APPROPRIATIONS						
Dept 905.00: DEBT SERVICE						
392-905.00-991.000	PRINCIPAL	377,920	0	0	377,920	
392-905.00-995.000	INTEREST	343,660	171,828	0	343,660	
392-905.00-998.000	PAYING AGENT FEES	0	0	500	500	For paying agent fees
Totals for Dept 905.00-DEBT SERVICE		721,580	171,828	500	722,080	

GL NUMBER	DESCRIPTION	2009 AMENDED BUDGET	2009 ACTIVITY THRU 08/27/2009	BUDGET REQUEST	AMENDED BUDGET AS REQUESTED	NOTES
	TOTAL APPROPRIATIONS	721,580	171,828	500	722,080	
	NET OF REVENUES/APPROPRIATIONS - FUND 392	0	0	0	0	
	BEGINNING FUND BALANCE	0			0	
	ENDING FUND BALANCE	0			0	

GL NUMBER	DESCRIPTION	2009 AMENDED BUDGET	2009 ACTIVITY THRU 08/27/2009	BUDGET REQUEST	AMENDED BUDGET AS REQUESTED	NOTES
<b>Fund 394: PROJECT 9 INFRASTR. BOND ISSUE</b>						
ESTIMATED REVENUES						
Dept 000.00						
394-000.00-664.000	INTEREST	10	0	(10)	0	
394-000.00-699.065	TRANSFER IN FROM DELHI DDA	146,680	111,775	0	146,680	
	TOTAL ESTIMATED REVENUES	146,690	111,775	(10)	146,680	

APPROPRIATIONS						
Dept 905.00: DEBT SERVICE						
394-905.00-991.000	PRINCIPAL	75,000	75,000	0	75,000	
394-905.00-995.000	INTEREST	71,380	36,625	0	71,380	
394-905.00-999.000	PAYING AGENT FEES	300	150	0	300	
	TOTAL APPROPRIATIONS	146,680	111,775	0	146,680	
	NET OF REVENUES/APPROPRIATIONS - FUND 394	10	0	(10)	0	
	BEGINNING FUND BALANCE	0			0	
	ENDING FUND BALANCE	10			0	

GL NUMBER	DESCRIPTION	2009 AMENDED BUDGET	2009 ACTIVITY THRU 08/27/2009	BUDGET REQUEST	AMENDED BUDGET AS REQUESTED	NOTES
<b>Fund 398: DDA COLLEGE WAT/SEW BOND ISSUE</b>						
ESTIMATED REVENUES						
Dept 000.00						
398-000.00-664.000	INTEREST	300	0	(300)	0	
398-000.00-699.065	TRANSFER IN FROM DELHI DDA	216,360	187,218	0	216,360	
	TOTAL ESTIMATED REVENUES	216,660	187,218	(300)	216,360	

APPROPRIATIONS						
Dept 905.00: DEBT SERVICE						
398-905.00-991.000	PRINCIPAL	155,000	155,000	0	155,000	
398-905.00-995.000	INTEREST	61,060	32,080	0	61,060	
398-905.00-999.000	PAYING AGENT FEES	300	138	0	300	
	TOTAL APPROPRIATIONS	216,360	187,218	0	216,360	
	NET OF REVENUES/APPROPRIATIONS - FUND 398	300	0	(300)	0	
	BEGINNING FUND BALANCE	0			0	
	ENDING FUND BALANCE	300			0	

**DELHI CHARTER TOWNSHIP**

**MEMORANDUM**

**TO:** Delhi Township Board Members

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

**DATE:** September 29, 2009

**RE:** Amendment No. 1 to Resolution No. 2008-073 – FY 2009  
Brownfield Redevelopment Authority Fund Budget

---

Enclosed for your review and approval is Amendment No. 1 to Resolution No. 2008-073 - FY 2009 Brownfield Redevelopment Authority Fund Budget.

The revenues are projected to increase by \$8,820 while the expenses are projected to decrease \$30. Brownfield Redevelopment payments will be increased by \$8,780 thereby increasing the year-end fund balance by a net of \$70 from \$6,958 to \$7,028.

**RECOMMENDED MOTION:**

**To adopt Amendment No. 1 to Resolution No. 2008-073 for the FY 2009 Brownfield Redevelopment Authority Fund Budget.**

DELHI CHARTER TOWNSHIP  
 RESOLUTION NO. 2008-073  
 F.Y. 2009 BROWNFIELD REDEVELOPMENT AUTHORITY BUDGET  
 AMENDMENT NO. 1

At a regular meeting of the Delhi Charter Township Board held on Tuesday, October 6, 2009 at 7:30 p.m., the following motion was offered by \_\_\_\_\_ to amend the Fiscal Year 2009 Brownfield Redevelopment Authority Budget as follows:

Present:

Absent:

GL NUMBER	DESCRIPTION	2009 AMENDED BUDGET	2009 ACTIVITY THRU 08/27/2009	BUDGET REQUEST	AMENDED BUDGET AS REQUESTED	NOTES
Fund 243: BROWNFIELD REDEVELOPMENT AUTH						
ESTIMATED REVENUES						
Dept 000.00						
243-000.00-403.005	CURRENT PROP TAXES-BROWNFIELD #1	197,370	203,543	6,170	203,540	
243-000.00-403.020	CURRENT PROP TAXES-2350 CEDAR PLAN #2	6,130	6,576	440	6,570	
243-000.00-403.030	CURRENT PROP TAXES-BROWNFIELD #3	470	2,721	2,290	2,760	
243-000.00-664.000	INTEREST	150	70	(80)	70	
TOTAL REVENUES		204,120	212,910	8,820	212,940	
APPROPRIATIONS						
Dept 733.00: BROWNFIELD ADMINISTRATION						
243-733.00-801.000	LEGAL FEES	4,000	485	0	4,000	
243-733.00-807.000	AUDIT FEES	1,080	1,050	(30)	1,050	
Totals for Dept 733.00-BROWNFIELD ADMINISTRATION		5,080	1,535	(30)	5,050	
Dept 734.00: REMEDIATION PLANS						
243-734.00-957.000	REMEDICATION PYMTS-DELL RD-P #1	192,440	153,493	6,050	198,490	
243-734.00-957.002	REMEDICATION PYMTS-2350 CEDAR;PLAN #2	6,130	6,343	440	6,570	
243-734.00-957.003	REMEDICATION PYMTS-1953 CEDAR, PLAN #3	470	2,776	2,290	2,760	
Totals for Dept 734.00-REMEDICATION PLANS		199,040	162,612	8,780	207,820	
TOTAL APPROPRIATIONS		204,120	164,147	8,750	212,870	
NET OF REVENUES/APPROPRIATIONS - FUND 243		0		70	70	
BEGINNING FUND BALANCE		6,958			6,958	
ENDING FUND BALANCE		6,958			7,028	

DELHI CHARTER TOWNSHIP

MEMORANDUM

**TO:** Delhi Township Board Members

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

**DATE:** September 29, 2009

**RE:** Amendment No. 1 to Resolution No. 2008-074 – FY 2009 Debt Service Fund Budgets

---

Enclosed for your review and approval is Amendment No. 1 to Resolution No. 2008-074 for the FY 2009 Debt Service Fund Budgets.

CSC Debt Service Fund

Revenues were reduced by \$2,790 primarily from a reduction in taxes and interest revenue while expenditures remained the same which leaves a projected year end fund balance of \$27,247.

Pine Tree Road Debt Service Fund

Revenues decreased by \$850 due to reduction in interest revenue while expenditures remained the same leaving a projected year end fund balance of \$32,121.

**Recommended Motion:**

**To adopt Amendment No. 1 to Resolution No. 2008-074 for the FY 2009 Debt Service Fund Budgets.**

DELHI CHARTER TOWNSHIP  
 RESOLUTION NO. 2008-074  
 F.Y. 2009 DEBT SERVICE BUDGETS  
 AMENDMENT NO. 1

At a regular meeting of the Delhi Charter Township Board held on Tuesday, October 6, 2009 at 7:30 p.m., the following motion was offered by \_\_\_\_\_ to amend the Fiscal Year 2009 Community Service Center and Pine Tree Road Debt Service Fund Budget as follows:

Present:

Absent:

GL NUMBER	DESCRIPTION	2009 AMENDED BUDGET	2009 ACTIVITY THRU 08/27/2009	BUDGET REQUEST	AMENDED BUDGET AS REQUESTED	NOTES
<b>Fund 301: COMMUNITY SERV CTR BOND ISSUE</b>						
ESTIMATED REVENUES						
Dept 000.00						
301-000.00-403.000	CUR REAL & PERS PROP TAX	448,230	446,393	(1,790)	446,440	
301-000.00-404.000	IFT/CFT & SERVICE FEES	9,800	10,557	750	10,550	
301-000.00-445.000	DELQ TAX & INT & PENALTIES	700	827	130	830	
301-000.00-664.000	INTEREST	2,500	618	(1,880)	620	
TOTAL REVENUES		461,230	458,395	(2,790)	458,440	
APPROPRIATIONS						
Dept 905.00: DEBT SERVICE						
301-905.00-956.000	MISCELLANEOUS	490	490	0	490	
301-905.00-991.000	PRINCIPAL	435,000	435,000	0	435,000	
301-905.00-995.000	INTEREST	17,790	11,613	0	17,790	
301-905.00-999.000	PAYING AGENT FEES	230	113	0	230	
Totals for Dept 905.00-DEBT SERVICE		453,510	447,216	0	453,510	
TOTAL APPROPRIATIONS		453,510	447,216	0	453,510	
NET OF REVENUES/APPROPRIATIONS - FUND 301		7,720	11,179	(2,790)	4,930	
BEGINNING FUND BALANCE		22,317	22,317	0	22,317	
ENDING FUND BALANCE		30,037	33,496	(2,790)	27,247	

GL NUMBER	DESCRIPTION	2009 AMENDED BUDGET	2009 ACTIVITY THRU 08/27/2009	BUDGET REQUEST	AMENDED BUDGET AS REQUESTED	NOTES
<b>Fund 811: PINETREE ROAD DEBT SERVICE</b>						
ESTIMATED REVENUES						
Dept 000.00						
811-000.00-664.000	INTEREST	1,000	126	(850)	150	
811-000.00-672.020	SPECIAL ASSM PMTS-PRINCIPAL	6,100	0	0	6,100	
811-000.00-672.021	SPECIAL ASSM PAYMENTS-INTEREST	750	0	0	750	
TOTAL REVENUES		7,850	126	(850)	7,000	
APPROPRIATIONS						
Dept 905.00: DEBT SERVICE						
811-905.00-956.000	MISCELLANEOUS	600	540	0	600	
811-905.00-991.000	PRINCIPAL	30,200	30,193	0	30,200	
811-905.00-995.000	INTEREST	3,800	2,264	0	3,800	
811-905.00-999.000	PAYING AGENT FEES	150	75	0	150	
Totals for Dept 905.00-DEBT SERVICE		34,750	33,072	0	34,750	
	TOTAL APPROPRIATIONS	34,750	33,072	0	34,750	
	NET OF REVENUES/APPROPRIATIONS - FUND 811	(26,900)		(850)	(27,750)	
	BEGINNING FUND BALANCE	59,871			59,871	
	ENDING FUND BALANCE	32,971			32,121	

## DELHI CHARTER TOWNSHIP

## MEMORANDUM

**TO:** Delhi Township Board Members

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

**DATE:** October 2, 2009

**RE:** Factory Protection Plan for the Capstone MicroTurbine System for the POTW Digesters – Unison Solutions

---

Enclosed for your review and approval is a request for a nine (9) year/79,999 hour Factory Protection Plan for the POTW digesters' Capstone Micro Turbine System from Unison Solutions at a cost of \$50,458 which would be payable over the nine (9) year period at approximately \$5,600 per year.

The turbine system, installed during our state-of-the-art digester upgrades, is a very complex system which staff and our engineer, Hubbell, Roth & Clark, feel would be best maintained and serviced by a professional company familiar with this system.

To that end, HRC is recommending a 9 year/79,999 hour Factory Protection Plan which includes all scheduled and unscheduled maintenance, parts and labor, engine overhauls and software upgrades. Therefore, I recommend the same.

**Recommended Motion:**

**To approve the nine (9) year/79,999 hour Factory Protection Plan for the Capstone MicroTurbine System for the POTW digesters from Unison Solutions in the total amount of \$50,458 payable over the nine year plan period.**

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**INTEROFFICE MEMORANDUM**

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**TO:** JOHN ELSINGA, TOWNSHIP MANAGER  
**FROM:** SANDRA DIORKA, DIRECTOR OF PUBLIC SERVICES  
**SUBJECT:** CAPSTONE MICROTURBINE FACTORY PROTECTION PLAN  
**DATE:** SEPTEMBER 29, 2009  
**COPY TO:** JEFF RANES, TERRY POWERS, JIM LENON, FILE

---

The new digester complex at the Publicly Owned Treatment Works (POTW) is near completion and the equipment is up and running. This equipment is cutting edge and as such will require specialized care and maintenance. Hubbell Roth and Clark (HRC), the project engineering firm, is recommending a Factory Protection Plan from Unison Solutions for the Capstone MicroTurbine system installed at the new digester complex. This plan will allow Delhi to fix the maintenance costs and keep the system operating at optimal performance.

Of the options available, HRC is recommending Option D to Delhi. This option would cover 9 years – 79,999 hours and would include scheduled and unscheduled parts and labor with overhaul and installation of system software upgrades as released by Capstone for a fee of \$50,458.00.

I respectfully request that you recommend to the Board a motion to approve an expenditure of \$50,458.00 for a nine (9) year Factory Protection Plan from Unison Solutions for the Capstone MicroTurbine system to be billed annually at approximately \$5,606.44. Funds are available in the Department of Public Services Equipment Repairs and Maintenance - Contracted budget account number 590-558.00-930.050.



**Capstone Turbine Corporation**  
**CR30 (Biogas)**

**Factory Protection Plan Pricing**

**CR30 (Grid Connect) Factory Protection Plans:**

Option A:	5yr – 39,999hrs Scheduled & Unscheduled Parts ONLY NO OVERHAUL \$10,512.00
Option B:	5yr – 39,999hrs Scheduled & Unscheduled Parts & Labor NO OVERHAUL \$19,272.00
Option C:	9yr – 79,999hrs Scheduled & Unscheduled Parts ONLY WITH OVERHAUL \$33,113.00
Option D:	9yr – 79,999hrs Scheduled & Unscheduled Parts & Labor WITH OVERHAUL \$50,458.00

## Factory Protection Plan



Full factory support for the long-term operation of your Capstone MicroTurbine system.

- Increased availability, minimized downtime
- “No surprises” service costs
- Scheduled service at factory-recommended intervals
- Spare parts availability at regional distribution centers
- Remote monitoring and diagnostics

Capstone’s Factory Protection Plan provides peace of mind for our customers. The most important issue for onsite-power system owners is the assurance that your system will operate when needed *and* perform as intended at the lowest total cost of ownership. Only a Factory Protection Plan from Capstone Turbine Corporation allows you to fix your maintenance costs and keep your system operating at optimal performance.



### Factory Protection Plan Options

**Plan A** – 5 year or 39,999 trh,<sup>1</sup> Parts ONLY, NO Overhaul

**Plan B** – 5 year or 39,999 trh, Parts & Labor, NO Overhaul

**Plan C** – 9 year or 79,999 trh, Parts ONLY, with Overhaul

**Plan D** – 9 year or 79,999 trh, Parts & Labor, with Overhaul

All available for the following levels of annual trh:

- <4000 trh/yr
- 4000-6000 trh/yr
- >6000 trh/yr

The Capstone Factory Protection Plan is end-user flexible, so we can customize a plan for your installation and provide complementary products and services to meet your unique operating needs. Capstone will work with you to determine the best strategies to maximize productivity and minimize maintenance costs for your system.



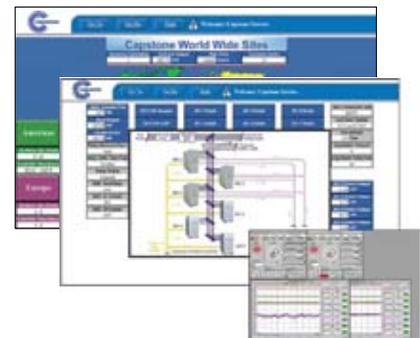
*Reliable power when and where you need it. Clean and simple.*

## Factory Protection Plan Included Services

	PLAN A	PLAN B	PLAN C	PLAN D
<b>Maintenance Parts:</b>				
Scheduled maintenance parts	Yes	Yes	Yes	Yes
Unscheduled maintenance parts as needed, including: <ul style="list-style-type: none"> <li>• Engine assembly</li> <li>• All power electronics components</li> <li>• All fuel system components</li> <li>• Optional/Accessory equipment (if installed)               <ul style="list-style-type: none"> <li>- Main battery packs</li> <li>- Heat Recovery Module (HRM) coil</li> <li>- Advanced Power Server (APS)</li> <li>- Dual Mode Controller (DMC)</li> <li>- External Fuel Filter</li> <li>- External Regulator</li> </ul> </li> </ul>	Yes	Yes	Yes	Yes
<b>Maintenance Labor:</b>				
Scheduled maintenance labor	No	Yes	No	Yes
Unscheduled maintenance labor	No	Yes	No	Yes
Engine Overhaul at 40,000 trh	No	No	Yes	Yes
<b>Additional Services:</b>				
Access to Capstone's Call Center, including 24/7 access to Technical Support	Yes	Yes	Yes	Yes
Priority response to unscheduled maintenance service requests	No	Yes	No	Yes
System software upgrades as released by Capstone	Yes	Yes	Yes	Yes
Installation of system software upgrades	No	Yes	No	Yes

## Capstone Service Network (CSN)

Capstone's internet-based CSN provides continuous monitoring of your system, and notifies Capstone instantly if a trouble event occurs. We can remotely diagnose and repair your system, or dispatch technicians quickly to minimize your total downtime.



**Contact Capstone to learn how the Factory Protection Plan can work for you.** Our factory-trained service technicians and Authorized Service Providers assist you by maintaining your equipment and minimizing maintenance costs. Capstone's Factory Protection Plan service agreement gives you more time to do what you do best – run your business.

Toll Free Telephone: +1 (866) 4-CAPSTONE (+1 866-422-7786)  
 Fax: +1 (818) 734-1080  
 E-mail: [service@capstoneturbine.com](mailto:service@capstoneturbine.com)

(1) Turbine run hours  
 Specifications are not warranted and are subject to change without notice.



**DELHI CHARTER TOWNSHIP**

**MEMORANDUM**

**TO:** Delhi Township Board Members

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

**DATE:** September 30, 2009

**RE:** Drain Easement for Cook and Thorburn Drain Drainage District –  
1492 Aurelius Road, Delhi Township Maintenance Facility (Tax  
Parcel #33-25-05-26-100-005)

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Enclosed for your review and approval is a Drain Easement from the Ingham County Drain Commissioner for the Cook and Thorburn Drain Drainage District.

As you are aware, the Drain Commissioner will be making improvements to the Cook and Thorburn Drain Drainage District in conjunction with Cedar Lake. The Drain Commissioner is asking for an easement on the Township's Maintenance Facility property for the installment of one of the two proposed "treatment trains" to help capture storm runoff for natural processing treatment before entering the Cook and Thorburn Drain. This portion of the property already contains the cell tower and staff and I agree this would be a good location for this easement.

Therefore, I recommend the Board adopt this easement agreement.

**Recommended Motion:**

**To adopt the Drain Easement for Cook and Thorburn Drain Drainage District located at 1492 Aurelius Road (Tax Parcel #33-25-05-26-100-005).**



## **MEMORANDUM**

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

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

**DATE:** Thursday, October 01, 2009

**RE:** Ingham County Drain Commission, Drainage Easement

As you are aware, the Ingham County Drain Commissioner (ICDC) has been working on the design of improvements to the Cook & Thorburn drain which will improve the quality of storm water entering the drain and Cedar Lake. One component of the proposed improvements is the installation of two “treatment trains” which will capture storm runoff from the Holbrook Hills, Berkley & Huntley Square subdivisions and treat it using a series of natural processes prior to the water entering the drain. The trains should be quite attractive once installed and should look like a naturally occurring wetlands or waterway area. I’ve attached a map which shows the location of the two improvements.

The western train is to be located on Township property at the very rear of the Maintenance Facility, north of the cell tower. This location appears to be acceptable and staff believes that it makes sense to utilize this already encumbered property for this use, rather than hinder the development potential of adjacent property. The eastern train will be located on LD Clark’s property and the ICDC is in the process of obtaining that easement as well.

I’ve attached a drainage easement which would provide the ICDC permission to construction and maintain the proposed improvement on the Township’s property. Our office has reviewed and verified that the legal description matches the drawing within the easement document. Therefore, we would recommend that you forward the attached easement, along with your concurrence, to the Township Board for their consideration and action on October 6<sup>th</sup>. As always, if you have any questions or need additional information, please do not hesitate to ask. Thank you.

## **DRAIN EASEMENT**

### **Cook and Thorburn Drain Drainage District**

For and in consideration of the prospective benefits to be derived by reason of the establishment, maintenance and improvement of the Cook and Thorburn Drain Drainage District, under the jurisdiction of Patrick E. Lindemann, Ingham County Drain Commissioner, whose address is 707 Buhl Avenue, Mason, MI 48854 as herein after described;

**Delhi Charter Township  
A Political Subdivision of the  
State of Michigan  
2074 Aurelius Road  
Holt, Michigan 48842**

does hereby convey and release to the Cook and Thorburn Drain Drainage District the Right-of-Way for a certain Drain, hereinafter more particularly designated and described, over and across the portion of the lands owned by it and situated in the Township of Delhi, County and State aforesaid, which lands owned are described as follows:

**Parcel Number: 33-25-05-26-100-005**

**See legal description attached hereto as Exhibit "A"**

The easement conveyed over that land is described as follows:

**A part of the Northwest 1/4 of Section 26, T.3 N.- R.2 W., Delhi Township, Ingham County, Michigan, described as follows: beginning at a point on the North line of said Section which is 1149.99 feet, S.88°-11'-50"E., of the Northwest corner of said Section; thence continuing S.88°-11'-50"E., on said North Section line, 168.30 feet to the East line of Northwest 1/4 of said Northwest 1/4; thence S.00°-16'-23"E., on said East line, 258.22 feet to the North line of the Cook and Thorburn Drain as recorded in Liber 73, Page 379, Ingham County Records; thence N.82°-05'-29"W., on said North line of Cook and Thorburn Drain, 72.60 feet; thence N.01°-46'-55"E., on the East line of a lease easement as recorded in Liber 3077 Page 73, Ingham County Records, 100.79 feet; thence N.88°-13'-05"W., on said North line of said lease easement, 100.00 feet; thence N.00°-16'-23"W.,**

**parallel with said East line, 149.68 feet to the point of beginning, containing 0.746 acres of land.**

**The easement conveyed is depicted on Exhibit "B" attached hereto.**

This conveyance includes a release of all claims to damages in any way arising from or incident to the opening and maintaining of said Drain across said premises; and shall be deemed a sufficient conveyance to vest in the Drainage District an easement in said lands for the uses and purposes of drainage together with such rights of entry upon, passage over, deposit of excavated earth and storage of material and equipment on such lands, as may be necessary or useful for the construction, maintenance, cleaning out and repair of such drain.

DELHI CHARTER TOWNSHIP

\_\_\_\_\_  
By:  
Its:

STATE OF MICHIGAN        )  
                                          )ss  
COUNTY OF INGHAM        )

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2009, by \_\_\_\_\_.

\_\_\_\_\_  
Notary Public  
State of Michigan, County of Ingham  
My commission expires: \_\_\_\_\_  
Acting in the County of Ingham

Drafted by and return to:  
Ingham County Drain Commissioner  
707 Buhl Avenue  
Mason, Michigan 48854

PARCEL #: 33-25-05-26-100-005

OWNER NAMES: Delhi Charter Township  
PROPERTY ADDR.: 1492 Aurelius Road  
Holt, MI 48842



Spicer Group  
1400 Zeeb Drive  
St. Johns, MI 48879  
TEL (989) 224-2355  
FAX (989) 224-2357

SCALE: N/A

## EXHIBIT A

DWG. NO.: JA-3452-3A

*Delhi Charter Township Parcel Description:  
33-25-05-26-100-005*

*Part of the Northwest 1/4 of the Northwest 1/4 of Section 26, Town 3 North, Range 2 West, Delhi Township, Ingham County, Michigan, described as: Beginning at the Northwest corner of Section 26; thence South 88°-11'-50" East 1318.29 feet along the North Section line of said Section 26 to the East line of Northwest 1/4 of the Northwest 1/4 of said Section 26; thence South 00°-16'-23" East 278.87 feet along said East line to a random traverse line, said point being 21 feet North of the centerline of the Cook and Thorburn Drain; thence along said traverse line the following four courses; thence North 84°-15'-58" West 87.49 feet, said point being 20 feet North of centerline of said drain; thence North 72°-45'-30" West 280.91 feet, said point being 20 feet North of centerline of said drain; thence North 85°-55'-42" West 216.15 feet, said point being 20 feet North of centerline of said drain; thence North 89°-22'-52" West 748.05 feet to the West Section line of said Section 26, said point being 12 feet North of centerline of said drain; thence North 00°-00'-00" East 204.90 feet to the point of beginning, including all lands between random traverse line and the centerline of the Cook and Thorburn Drain.*

DRAWN BY: MLU  
CHECKED BY: JEW

PLOT DATE: June, 2009  
SHEET 1 OF 2

JOB#: 112721.06  
DWG#: JA-3452-3A

PARCEL #: 33-25-05-26-100-005

OWNER NAMES: Delhi Charter Township  
PROPERTY ADD.: 1492 Aurelius Road  
Holt, MI 48842

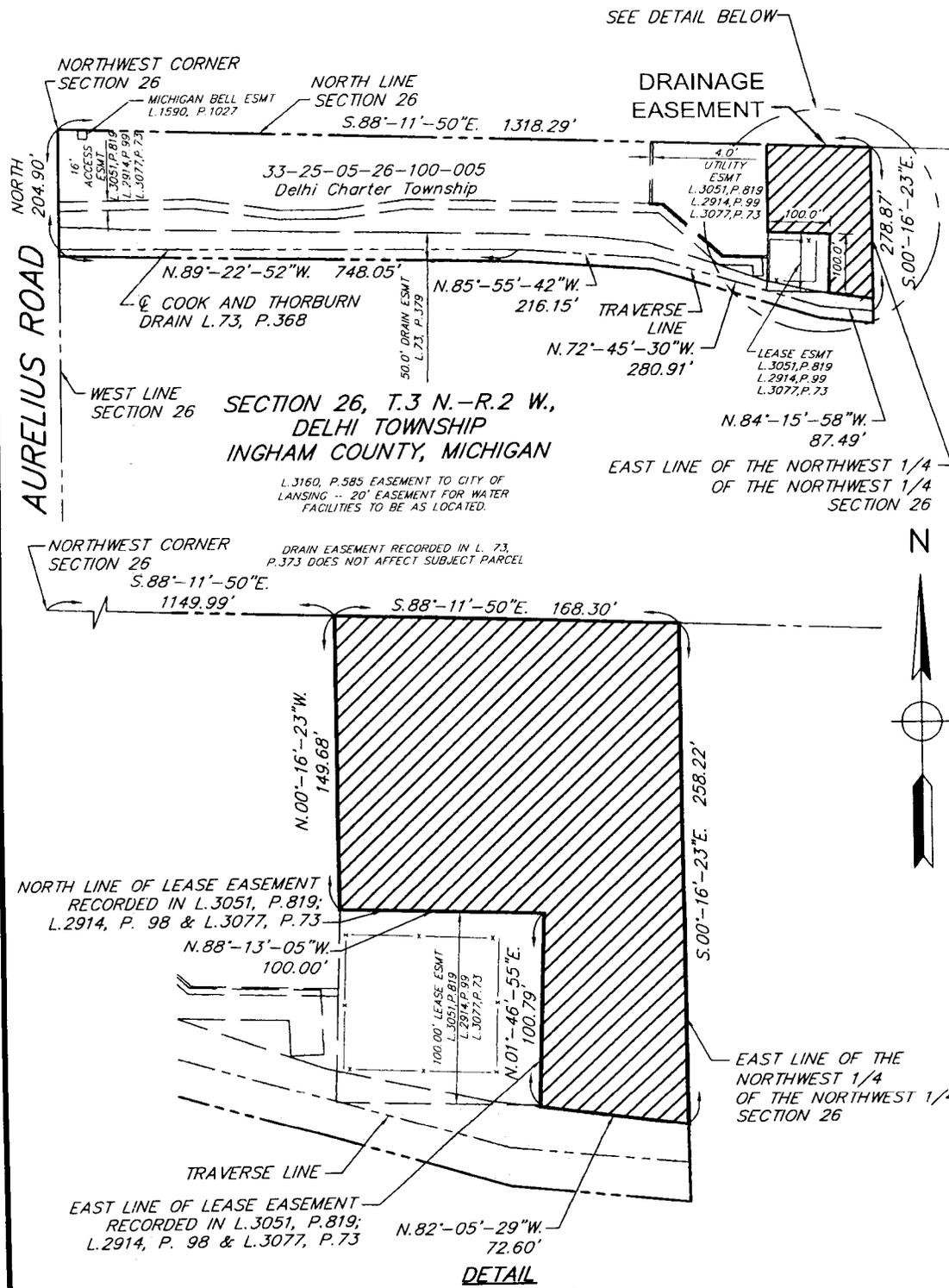


Spicer Group  
1400 Zeeb Drive  
St. Johns, MI 48879  
TEL (989) 224-2355  
FAX (989) 224-2357

SCALE: 1" = 200'

### EXHIBIT B

DWG. NO.: JA-3452-3



DRAWN BY: MLU CHECKED BY: JEW	PLOT DATE: Sept, 2009 SHEET 2 OF 2	JOB#: 112721.06 DWG#: JA-3452-3
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# PROGRESS SCHEDULE

Information required by MDOT in order to establish a construction schedule.  
Distribution: Original - Finance/Contracts, copy - Region, copy - Project files

CONTROL SECTION ARU 33400	JOB NUMBER 106389A	<input checked="" type="checkbox"/> INITIAL	<input type="checkbox"/> UPDATE
PROPOSAL ITEM NUMBER Item 613	LETTING DATE 08/20/09		

OUTLINE OF PROPOSED ORDER OF WORK FOR CONTROLLING WORK ITEMS - when approved, this outline will become part of the contract.

CONTROLLING WORK ITEM	DURATION OF CONTROLLING OPERATION	
	START (Date/Work Day)	COMPLETE (Date/Work Day)
<input type="checkbox"/> CALENDAR DAY <input type="checkbox"/> WORK DAY <input checked="" type="checkbox"/> CALENDAR DATE	ATTACHMENT <input type="checkbox"/> CRITICAL PATH <input type="checkbox"/> BAR CHART <input type="checkbox"/> LINEAR SCHEDULE	
Mobilize to Project	9/21/2009	9/22/2009
Remove & Replace Curb, Gutter, Sidewalk & ADA Ramps	9/23/2009	10/12/2009
Temp. Lower Castings	10/13/2009	10/19/2009
Mill 1/2 of Roadway	10/20/2009	10/22/2009
Pave Leveling Course 1/2 of Roadway	10/23/2009	10/26/2009
Adjust Structures	10/27/2009	10/28/2009
Place Paving Mat	10/29/2009	11/2/2009
Place HMA Top Course	11/3/2009	11/4/2009
Mill Remaining Roadway	11/5/2009	11/5/2009
Place HMA Leveling Course on Remaining Roadway	11/6/2009	11/9/2009
Adjust Structures	11/10/2009	11/11/2009
Place Paving Mat	11/12/2009	11/12/2009
Place HMA Top Course	11/13/2009	11/13/2009
Place Perm. Pavement Markings & Remove Traffic Control	11/14/2009	11/15/2009

REMARKS

CONTRACT COMPLETION WORKDAYS	Conformance with progress clause and proposal (Maintain traffic requirements) <input type="checkbox"/> Yes	
OPEN TO TRAFFIC DATE(S) WORKDAYS	Overlapping dates? <input type="checkbox"/> No <input type="checkbox"/> Yes, If yes, attach justification.	
A + B bid? <input type="checkbox"/> No <input type="checkbox"/> Yes, If yes, enter date(s):	If A + B bid or rental (lane/bridge/ramp), Is schedule in accordance with contract? <input type="checkbox"/> Yes	
Lane/Bridge/Ramp rental <input type="checkbox"/> No <input type="checkbox"/> Yes	Incentive/ Disincentive? <input type="checkbox"/> No <input type="checkbox"/> Yes	
CONTRACTOR NAME (PRINT) Rieth-Riley Construction Co., Inc.	LOCAL AGENCY	DATE
CONTRACTOR SIGNATURE 	APPROVAL - MDOT'S ENGINEER FOR REGION (Signature)	DATE
		9/10/2009

Holt.