

**DELHI CHARTER TOWNSHIP
COMMITTEE OF THE WHOLE MEETING HELD ON DECEMBER 15, 2009**

The members of the Delhi Charter Township Committee of the Whole met on Tuesday, December 15, 2009, in the Multipurpose Room at the Community Services Center, 2074 Aurelius Road, Holt, MI. Supervisor Goodrich called the meeting to order at 6:30 p.m.

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

Others Present: John Elsinga, Township Manager
Lt. Mike DeBruin, Delhi Division, Ingham County Sheriff's Office
Marian Frane, Director of Accounting
Mark Jenks, Director of Parks & Recreation
Sandra Diorka, Director of Public Services
Pat Brown, Assistant Chief-EMS/Fire Marshall
Wendy Thielen, Assistant Township Manager of Human Resources
Tricia Vander Ploeg, Administrative Assistant/Deputy Supervisor
Amy Finch, Assistant Township Clerk/Deputy Clerk

BUSINESS

AMENDMENT TO THE DELHI TOWNSHIP RETIREMENT INSURANCE BENEFITS PLAN

The Board reviewed a memorandum dated December 9, 2009 from Twp. Mgr. Elsinga (ATTACHMENT I).

Wendy Thielen, Assistant Township Manager of Human Resources, stated that as a result of the Board adopting a Retirement Health Savings Plan, which becomes effective January 1, 2010, the Retirement Insurance Benefits Plan is now in need of amending. The proposed amendment would include eliminating full-time employees hired on or after January 1, 2010 from eligibility for retiree health care benefits as well as eliminate the early retirement option with the current point system for a combination of age and years of service totaling 70 through 79 points for all full-time employees retiring on or after January 1, 2011. Another change would increase the life insurance benefit for a retiree from \$5,000 to \$10,000.

AUTHORIZATION FOR FINAL DESIGN ENGINEERING FOR LIFT STATION D AND McCUE ROAD CORRIDOR INFRASTRUCTURE IMPROVEMENTS – C2AE

The Board reviewed a memorandum dated December 11, 2009 from Twp. Mgr. Elsinga (ATTACHMENT II).

Twp. Mgr. Elsinga stated that he is recommending to the Board the authorization for final design engineering fees for Lift Station D and McCue Road Corridor Infrastructure Improvements with C2AE for a lump sum of \$276,600. This needed project can improve the capacity of the lift station as well as enclose the Grovenburg Drain and improve McCue Road. The Township is now being encouraged by the Michigan Department of Environmental Quality to participate in their low interest State Revolving Funds funding at an interest rate of 2.5% over a period of 20 years. Twp. Mgr. Elsinga stated that payment on the principal on the loan would not begin until 2013 which falls within the current bond obligation schedule.

**DELHI CHARTER TOWNSHIP
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Trustee Bajema stated that earlier this year it was suggested that there may be a possibility of a special assessment being placed on the Grovenburg Drain District. Twp. Mgr. Elsinga stated that initially the State Revolving Fund would pay only for the sewer components and the special assessment would pay for the drain enclosure; however, it was stated that the Township could capture a few individuals on the south side of the drain that aren't currently in the sanitary sewer system, but the major contributors are within the sanitary sewer district. It was further stated that it is not unusual for the sewer fund to pay for road improvements as part of the sanitary sewer improvements as the majority of the community benefits from both improvements.

Trustee Bajema questioned the bonding. Twp. Mgr. Elsinga stated that currently the Township is paying slightly over \$2,000,000 per year in bond payments. In 2013, the payments would go down to approximately \$1,300,000, a reduction of approximately \$700,000. The cost of an \$11,000,000 bond with an interest rate of 2.5% would cost approximately \$700,000 per year. The current investment in the system is over \$50,000,000 and the depreciation is over \$2,000,000 per year. To maintain the system and accommodate future growth, it is important to continue investing at least \$2,000,000 a year in the system and move forward with the final design engineering services for this project.

RESOLUTION NO. 2009-050 – A RESOLUTION TO INCREASE THE MONTHLY SANITARY SEWER USAGE FEES

The Board reviewed a memorandum dated December 3, 2009 from Twp. Mgr. Elsinga (ATTACHMENT III).

Twp. Mgr. Elsinga explained the reason/need for the increase in the monthly sanitary sewer usage fees. Trustee Bajema stated that he is more comfortable with Commodity Charge as people can choose to use less water; however, he does not agree with the increase in the Basic Service Charge.

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

Lt. DeBruin, Ingham County Sheriff's Office/Delhi Division, reported on the highlights of the Ingham County Sheriff's Office/Delhi Division November Activity Report (ATTACHMENT IV).

FIRE DEPARTMENT – NOVEMBER ACTIVITY REPORT

Pat Brown, Assistant Chief-EMS/Fire Marshall, reported on the highlights of the Fire Department November Activity Report (ATTACHMENT V).

COMMUNITY DEVELOPMENT DEPARTMENT – NOVEMBER ACTIVITY REPORT

The Board reviewed the Community Development Department November Activity Report (ATTACHMENT VI).

**DELHI CHARTER TOWNSHIP
COMMITTEE OF THE WHOLE MEETING HELD ON DECEMBER 15, 2009**

ADJOURNMENT

Meeting adjourned at 7:30 p.m.

Date: _____

Evan Hope, Township Clerk

Date: _____

Stuart Goodrich, Supervisor

/af

DELHI CHARTER TOWNSHIP

MEMORANDUM

TO: Delhi Township Board Members

FROM: John B. Elsinga, Township Manager

DATE: December 9, 2009

RE: Amendment to the Delhi Township Retirement Insurance Benefits Plan

Enclosed for your review and consideration is an amendment to the Township's current Retirement Insurance Benefits Plan which includes health and life insurance benefits for eligible full-time employees at retirement. This amendment incorporates three (3) items as outlined below.

The first item eliminates full-time employees hired on or after January 1, 2010 from eligibility for retiree health care benefits under this Plan. These employees would be enrolled in a Retirement Health Savings (RHS) plan that was adopted by the Township Board on November 17, 2009 and would allow employees to contribute and accumulate assets while working to pay for medical expenses at retirement.

The second item would eliminate the current point system for a combination of age and years of service totaling 70 points through 79 points for all full-time employees retiring on or after January 1, 2011. This would allow any current employee to retire, if eligible in 2010, under the current point system prior to the elimination of this provision.

The third item increases the life insurance benefit for a retiree from \$5,000 to \$10,000.

RECOMMENDED MOTION:

To adopt the Retirement Insurance Benefits Plan for eligible full-time employees of Delhi Charter Township as amended.

RETIREMENT INSURANCE BENEFITS PLAN

ARTICLE I HEALTH CARE BENEFITS

Section 1. Plan Participants.

Full-time employees of Delhi Charter Township are eligible to receive retiree health care benefits.

Section 2. Normal Retirement Eligibility.

Normal retirement eligibility requirements for retiree health care benefits are as follows:

- A. Full-time employees hired prior to January 1, 2010;
Any combination of age and years of service, totaling eighty (80) points
- B. Full-time employees hired prior to January 1, 2000;
Any combination of age and years of service, totaling eighty (80) points, or
Sixty-one (61) years of age and fifteen (15) years of service, or
Sixty-two (62) years of age and ten (10) years of service
- C. Employer paid benefits at 100%.
- D. Full-time employees hired on or after January 1, 2010 are not eligible to receive retiree health care benefits under this Plan. Employees will be enrolled in a Retirement Health Savings (RHS) Plan (Plan #803105) through the ICMA Retirement Corporation.

Section 3. Early Retirement Eligibility.

Early retirement eligibility requirements for retiree health care benefits are as follows:

- A. Full-time employees hired prior to January 1, 2010 and retiring on or before December 31, 2010;
Any combination of age and years of service, totaling seventy (70) through seventy-nine (79) points, prorated as follows:

(79) – (78) Points – Employer paid benefits at 95%.

(77) – (76) Points – Employer paid benefits at 90%.

(75) – (74) Points – Employer paid benefits at 85%.

(73) – (72) Points – Employer paid benefits at 80%.

(71) – (70) Points – Employer paid benefits at 75%.

Section 4. Spousal Benefits.

Spouses of retired employees are eligible to receive retiree health care benefits the same as normal or early retirement eligibility conditions provided the retired employee's date of hire is on or before December 31, 2002.

Section 5. Benefits After the Death of the Participant.

In the event of a participant's death, either retired or otherwise eligible to retire under the conditions set forth in Section 2 or Section 3, the surviving spouse and/or surviving eligible dependents of the deceased participant are eligible to receive retiree health care benefits if otherwise qualified as set forth in Section 4.

Section 6. Health Care Benefit.

The retiree (and spouse, if applicable) health care benefit shall be comparable to that provided to active employees provided that they reside within the eligible service area of the health insurance carrier that is then providing the Township group health insurance benefit and subject to the insurance policy limits and conditions and the terms set forth herein.

Section 7. Medicare Eligible Provisions.

Retirees are required to enroll in Medicare once eligible at age 65. Upon enrollment, the retiree health care benefit shall be supplemental to, and coordinated with, Medicare benefits. The retiree pays the Medicare premiums.

Section 8. Employer's Right to Amend.

The Employer reserves the right to amend the Plan at any time and from time to time, to modify or amend in whole or in part any or all of the provisions of the Plan.

Section 9. Payment of Premiums.

Monthly payments to the Township by the retiree for their share of the monthly premiums, as outlined under Early Retirement Eligibility in Section 3, shall be payable in advance and are

due on the first day of each month. The retiree will have a maximum (30) day grace period following the due date in which to make these premium payments without penalty. If payment is not received within the (30) day grace period, a 10% late fee will be added to the monthly premium payment. The retiree will receive notification by certified mail of the total premium due along with notification that their health insurance coverage will be canceled if payment is not received within (60) days from the original due date. Partial payments will not be accepted. Once coverage is canceled, the retiree (and spouse or dependents if applicable) will not be reinstated until the annual open enrollment period of the health insurance plan that is then in effect. It is the retiree's responsibility to ensure that the monthly payment of these premiums is made when due as a monthly billing will not be sent.

ARTICLE II
TERM LIFE INSURANCE BENEFITS

Upon retirement, all full-time employees retiring under normal or early retirement eligibility under this Plan or the RHS Plan, shall receive \$10,000 group term life insurance benefits.

RETIREMENT INSURANCE BENEFITS PLAN

SECTION 1 – ELIGIBILITY

Eligible full-time employees of Delhi Charter Township will receive retirement insurance benefits under the following point system.

1. Each year of full-time service with Delhi Charter Township, effective on the anniversary date of hire, is equal to (1) point.
2. Any combination of age and years of service, totaling eighty (80) points, will be eligible for retirement benefits.
3. Any combination of age and years of service, totaling seventy (70) through seventy-nine (79) points shall be prorated as follows:

(79) – (78) Points – Employer paying 95% of the monthly premiums and the employee paying 5% of the monthly premiums.

(77) – (76) Points – Employer paying 90% of the monthly premiums and the employee paying 10% of the monthly premiums.

(75) – (74) Points – Employer paying 85% of the monthly premiums and the employee paying 15% of the monthly premiums.

(73) – (72) Points – Employer paying 80% of the monthly premiums and the employee paying 20% of the monthly premiums.

(71) – (70) Points – Employer paying 75% of the monthly premiums and the employee paying 25% of the monthly premiums.

Eligible full-time employees hired prior to January 1, 2000, shall have the option of this program or the one in place as of December 31, 1999, which includes the following two (2) additional combinations of age and years of service:

Sixty-one (61) years of age and fifteen (15) years of service

Sixty-two (62) years of age and ten (10) years of service

SECTION 2 – HEALTH CARE COVERAGE

Upon retirement, eligible full-time employees of Delhi Charter Township shall continue to receive health insurance benefits, subject to the qualifications set forth in Section 1 above, and the following guidelines:

1. The retiree (and spouse) coverage shall be the same as that which is provided to active employees provided that they reside within the eligible service area of the health insurance carrier that is then providing the Township group health insurance coverage and subject to the insurance policy limits and conditions and the terms set forth herein.
2. The Employer may change, from time to time, the coverage, which shall then apply to all retirees, including past retirees.
3. Eligible full-time employees, who retire on or after January 1, 2003, and choose to move outside of the eligible service area of the health insurance carrier that is then providing the Township group health insurance coverage, shall be limited to the same dollar amount of the health insurance premiums, as provided to active employees and retirees located within the service area, that is then providing the Township group health insurance coverage.
4. It shall be required to coordinate with other available health insurance, Medicare, Medicaid, Federal insurance, or any other health insurance, which may be available in part or in total to the retired employee.
5. The Township shall continue to pay for a covered spouse of a retiree in the event the retiree dies under the same terms and conditions noted under this Article.
6. If the Township retiree chooses to accept health insurance coverage through a second employer, the obligation of the Township's group health insurance shall cease.
7. If the retiree or their spouse accepts other employment and health insurance is available and is provided by that Employer, the Township shall not be obligated to provide the retiree or spouse with the benefits described above. Further, in the event the retiree is eligible for and receives health insurance through his/her working spouse, the Township shall not be obligated to provide said benefits while the retiree remains eligible for coverage through the employment of his/her spouse. All questions of eligibility shall be determined by the regulations and rules established by the carrier providing such coverage.
8. In the event health insurance coverage from another Employer or through the retiree's spouse cease or is otherwise no longer available to the retiree, or the retiree's spouse, the retiree and his spouse may be eligible to continue coverage through the Township group health insurance plan. Return to the Township group health insurance plan after a break in participation in the Township group plan shall be subject to the health

RETIREMENT INSURANCE BENEFITS PLAN

insurance carrier that is then providing the Township group health insurance coverage permitting the retiree and/or the retiree's spouse to return to Township group health insurance plan. The health insurance coverage upon return to the group plan shall be subject to any pre-existing condition limitations that the insurance carrier may impose.

9. The retiree or retiree's spouse receiving benefits hereunder shall apply for Medicare, Medicaid or similar federal program benefits as soon as he/she is eligible. As of that date (eligibility) all benefits payable by the Township shall be reduced by an amount equal to federal benefits pertaining at that time and shall be supplemental to such coverage. In the event the name of any of the coverages/benefits referred to herein shall be changed, this section shall be deemed to apply to any and all similar or replacement programs subsequently designated.
10. Eligible full-time employees, who are hired on or after January 1, 2003, shall continue to receive health insurance benefits upon retirement, subject to the qualifications set forth in Section 1 above, the insurance policy limits and conditions, and the terms set forth herein, with the exception of spousal or dependent coverage. The spouse or dependents of eligible full-time employees, who are hired on or after January 1, 2003, shall not be eligible to receive health insurance benefits paid by the Township.

SECTION 3 – TERM LIFE INSURANCE

Upon retirement, eligible full-time employees of Delhi Charter Township shall receive \$5,000 group term life insurance benefits.

SECTION 4 – PAYMENT OF MONTHLY PREMIUMS

Monthly payments to the Township by the retiree for their share of the monthly premiums, as outlined in Section 1, shall be payable in advance and are due on the first day of each month. The retiree will have a maximum (30) day grace period following the due date in which to make these premium payments without penalty. If payment is not received within the (30) day grace period, a 10% late fee will be added to the monthly premium payment. The retiree will receive notification by certified mail of the total premium due along with notification that their health insurance coverage will be canceled if payment is not received within (60) days from the original due date. Partial payments will not be accepted. Once coverage is canceled, the retiree (and spouse or dependents if applicable) will not be reinstated until the annual open enrollment period of the health insurance plan that is then in effect. It is the retiree's responsibility to ensure that the monthly payment of these premiums is made when due as a monthly billing will not be sent.

DELHI CHARTER TOWNSHIP

MEMORANDUM

TO: Delhi Township Board Members

FROM: John B. Elsinga, Township Manager

DATE: December 11, 2009

RE: Authorization for Final Design Engineering for Lift Station D and McCue Road Corridor Infrastructure Improvements – C2AE

Enclosed for your review and approval is the engineering fees from C2AE to provide Final Design Engineering services for Lift Station D and McCue Road Corridor Infrastructure Improvements for a lump sum of \$276,600.

In February of this year the Board reviewed the complete proposal from C2AE for the Lift Station D and McCue Road Corridor Infrastructure Improvements and subsequently approved C2AE's engineering fees for the preliminary design portion of the proposal along with the wetland delineation and soil borings portion of this project. Those services are near completion and we are now being encouraged by the MDEQ to participate in their low interest State Revolving Funds (2.5% interest over 20 years).

Earlier in the year we submitted our SRF Project Plan and the MDEQ's draft financial funding plan placed this project outside of the FY 2010 fundable range. However, "due to the inability of some projects to proceed, the SRF fundable range for fiscal year (FY) 2010 has been expanded" and this project is now designated for fourth quarter funding in the amount of \$10,995,000. This is good news because that funding level provides for Lift Station D improvements, a new sanitary sewer interceptor within the McCue Road right-of-way, the enclosure of the Grovenburg Drain along the south side of McCue Road followed by stormwater treatment and the reconstruction of McCue Road.

At our March 3, 2009 meeting the Board discussed the merits of this project including the increased capacity of Lift Station D to accommodate growth, the enclosure of a deep drain too close to the road along with the reconstruction of McCue Road making travel along this stretch safer for the residents. Last month the Board was given a presentation by the engineering team of their preliminary design. According to the MDEQ's draft SRF Project Milestone Schedule our first principal payment will not be required until April 1, 2013 which falls within our current bond obligation schedule. Therefore, I recommend the Board proceed with the final design engineering services.

Recommended Motion:

To approve the Final Design Engineering for the Lift Station D and McCue Road Corridor Infrastructure Improvements from C2AE in the amount of \$276,600.

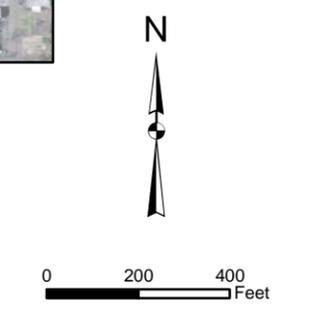
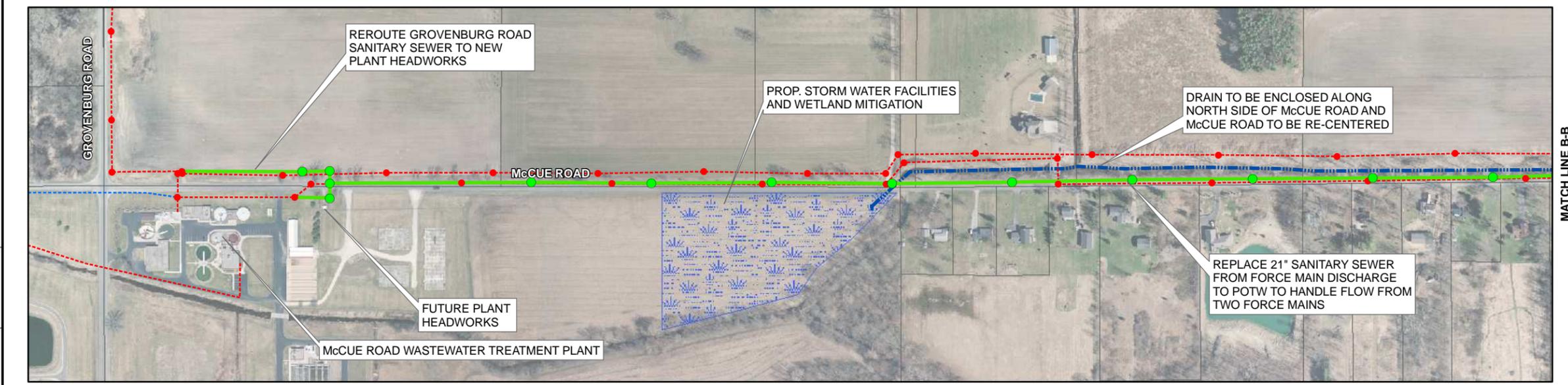
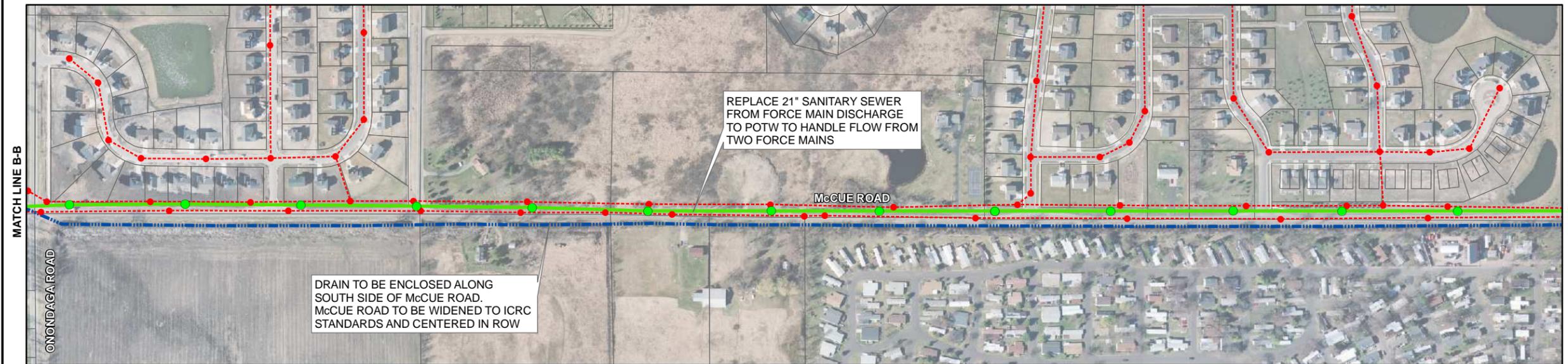
We propose to provide the services, as outlined herein, in accordance with the following:

<u>Service</u>	<u>Fee Basis</u>	<u>Fee/Budget</u>
Preliminary Design Engineering	Lump Sum	\$ 324,000
Final Design Engineering	Lump Sum	276,600
Bidding Assistance	Lump Sum	16,400
Construction Engineering	Time & Material	<u>943,900</u>
Subtotal		\$1,560,900*
Permit Fee Allowance	Time & Material, Est.	\$ 15,000
Wetland Delineation Sub-consultant	Time & Material, Est.	\$ 8,000
Geotechnical Sub-consultant (Soil Borings)	Time & Material, Est.	\$97,100
Geotechnical Sub-consultant (Const. Testing)	Time & Material, Est.	<u>\$30,000</u>
Total Budget		\$1,711,000

*Total budget includes Sub-consultant fees of \$98,000 for HRC and \$269,500 for OHM with a nominal two percent fee for coordination

Invoices for services will be forwarded on a monthly basis, reflecting the level of work completed and are due upon receipt.

The Permit Allowance is based on anticipated permit fees for river crossing/floodplain/wetlands permitting.



LEGEND

- - - Ex. Sanitary Sewer
- - - Ex. Force Main
- Ex. Sanitary Manholes
- Ex. Lift Stations
- Prop. Sanitary Sewer
- Prop. Force Main
- Prop. Sanitary Manholes
- - - Prop. Drain to be Enclosed
- Prop. Storm Water Detention

DESIGNED BY: SAA
 CHECKED BY: SAD

APPROVED BY: RWF
 DWG'S MOD BY:



**DELHI CHARTER TOWNSHIP
 LIFT STATION D & McCUE ROAD CORRIDOR
 INFRASTRUCTURE IMPROVEMENTS**
 INGHAM COUNTY, MI

**FIGURE 1
 GENERAL PROJECT LAYOUT**

~ ~ ~ **FIRST DRAFT FOR DISCUSSION PURPOSES ONLY** ~ ~ ~
State Revolving Fund (SRF) Project Milestone Schedule
for 4th Quarter Financing in Fiscal Year 2010
Anticipated Loan Closing on September 22, 2010

Applicant Name: Delhi Township 5403-01

Project Description: Lift Station D improvements/ McCue Road sewer-road-ditch reconstruction

<u>Milestone</u>	<u>By No Later Than</u>
MDEQ-RLOCS Comments on Draft Project Plan	done
MDEQ-RLOCS Review of Final Project Plan	1/15/10
MDEQ-RLOCS Checklist	2/05/10
Correction of All Remaining Planning Deficiencies	2/26/10
Concurrence by LWMD & EPA re: Selected Alt. & Mitig. Plan	3/05/10
Preliminary Confirmation of Permits by Road & Drain Comms.	3/05/10
MDEQ-RLOCS Draft Environmental Assessment	3/05/10
Submittal of Mailing List Information to MDEQ	4/09/10
MDEQ-District Checklist and District Approval of Project Plan	4/09/10
MDEQ-RLOCS EA/FNSI published	4/21/10
Public Notice Clearance	5/21/10
MDEQ-RLOCS Approval of Project Plan	5/26/10
Submittal of Draft User Charge System	3/05/10
MDEQ Review of Draft UCS	4/09/10
Submittal of Final UCS	5/07/10
MDEQ Approval of User Charge System	6/04/10
Submittal to MDEQ of 50-60% Draft P&S & Basis of Design	ASAP
Discussions of above with Chuck Bennett, Holly V., etc	ASAP
MDEQ (above) Initial Comments on 50-60% Draft P&S & Basis	1/15/10
Submittal of 80% Draft P&S for Formal-Standard MDEQ Review	2/05/10
MDEQ-District & RLOCS Comments on 80% Draft P&S	3/12/10
Submittal Final Plans & Specifications	4/09/10
MDEQ-District Approval of Plans & Specifications	5/07/10
MDEQ-District Issuance of Construction Permit	5/07/10
Submittal of Application Part I (financial info)	5/21/10
MDEQ-RLOCS Approval of Plans & Specifications	5/28/10
Publication of Bid Advertisement	6/02/10
Submittal of Application Part II (project cost info)	6/11/10
*MDEQ 301/303 Permit Issued, to preserve Addenda option	6/18/10
*Road, Drain, Soil Erosion etc Permits Issued, to preserve Addenda option	6/18/10
Opening of Bids	7/02/10
Resolution of Tentative Contract Award by Governing Body	7/23/10
Submittal of Application Part III (w/ Rez of Tent. Award)	7/30/10
MDEQ Order of Approval	8/25/10
SRF Loan Closing	9/22/10
Notice to Proceed Issued (w/in 60 calendar days after closing)	11/16/10
Permits (above*) if obtained after bid phase	12/17/10
Construction Begins (estimated)	3/25/11
First Interest Payment (assumes first draw approx Oct 1, 2010)	4/01/11
First Principal Payment (assumes I/O in Summer 2012)	4/01/13

End
CJC
11/24/09



STATE OF MICHIGAN
DEPARTMENT OF ENVIRONMENTAL QUALITY
LANSING



JENNIFER M. GRANHOLM
GOVERNOR

STEVEN E. CHESTER
DIRECTOR

October 29, 2009

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

NOV 02 2009

Dear Mr. Elsinga:

SUBJECT: Expansion of Fundable Range
State Revolving Fund (SRF)
Project No.: 5403-01

Due to the inability of some projects to proceed, the SRF fundable range for fiscal year (FY) 2010 has been expanded. The fundable range relies on the lending capacity generated by existing fund assets, as well as assumed federal capitalization. Each project identified as fundable is assured funding up to the amount identified, contingent upon the applicant's ability to meet a milestone schedule and satisfy application requirements.

Attached is a copy of an updated Fundable Range Quarterly Report for FY 2010. Projects in the fundable range are listed in the quarter of their targeted funding. For informational purposes, projects with anticipated loan-closing dates in FY 2011 and beyond are listed as future projects. Please note the interest rate has been set at 2.5 percent for all FY 2010 loans.

Fundable Range Applicants: You are strongly advised to follow through with the actions necessary to complete the application process. To facilitate completion of the process, if your project manager has not already done so, he/she will contact you shortly to negotiate a project milestone schedule as required by law. It is imperative that the dates in your schedule be met. **S2 Grant recipients should note that a fundable range designation for an S2 generated project requires that you complete the SRF application process and close on a loan in FY 2010 or the S2 Grant will need to be repaid.**

Milestone schedules will contain specific dates for completion of critical application tasks. If you are not in a position to negotiate a schedule or are unable to adhere to the dates in a negotiated schedule, action may be initiated which would result in your project being deferred to FY 2011 or later.

Also attached to this letter is a copy of the FY 2010 Quarterly Financing Schedule, which contains dates that must be adhered to in order to bring a project successfully through the application process. In addition, this attachment lists those items and activities that constitute a complete, approvable application.

If you have any questions, please contact your project manager, or you may contact me at the telephone number listed below.

Sincerely,

Chip Heckathorn, Chief
Revolving Loan and Operator Certification Section
Water Bureau
517-373-4725

Attachments

cc: Mr. Thomas Grant, Hubbell, Roth & Clark, Inc. - Grand Rapids
Ms. Cindy Clendenon, DEQ
Lansing District Office, DEQ-Water Bureau

DEQ State Revolving Fund: Fundable Range Quarterly Report - Fiscal Year: 2010

SRF

1st Quarter Projects		Binding Commitment Date: 12/21/2009		
5006-18	Port Huron	St Clair Co	Seg 18 CSO; Swr Sep (Erie N)	\$3,395,000
5129-09	Sault Ste Marie	Chippewa Co	CSO; Swr Sep (C-1; C-2)	\$6,915,000
5175-08	Detroit	Wayne Co	Seg 8 CSO; Okwd Swrs (PC-80)	\$14,985,000
5274-02	Richmond	Macomb Co	Relief Swrs	\$1,680,000
5287-02	Inkster	Wayne Co	Seg 2 CSO; L49	\$5,425,000
5327-01	Barry Co	Carleton Twp	New CS (Leach/Middle Lakes)	\$7,100,000
5336-01	YCUA	Washtenaw Co	PS Upgrd	\$1,050,000
5337-02	Allen Creek DD	Ann Arbor	NPS-Stormwater BMP's (Stadium Suffolk-7th)	\$3,650,000
5350-01	Wayne Co	NHV/RV	Swr Rehab; PS 1A Rehab	\$21,700,000
5357-01	Marquette	Marquette Co	Swr Repl	\$1,210,000
5364-01	Lathrup Village	Oakland Co	Swr Rehab	\$1,580,000
5366-01	Marysville	St Clair Co	WWTP Upgrd/Expan	\$15,500,000
5368-01	Oakland-Macomb Interceptor Drai	Macomb Co	Intcp Rehab	\$39,960,000
5372-01	St Clair Co	Kimball Twp	Septage/Landfill Energy Gen	\$12,740,000
5376-01	Midland	Midland Co	Digester/Landfill CH4 Rec/Energy Gen	\$10,000,000
5377-01	Muskegon Co	Muskegon Co	WWTP Impr	\$2,315,000
5380-01	Saginaw	Saginaw Co	WWTP Upgrd	\$5,000,000
5393-01	8 1/2 Mile Relief Drain DD	Macomb Co	Chapaton RTB Impr	\$2,760,000
5398-01	Westland	Wayne Co	Swr Rehab	\$815,000
5399-01	Genesee Co	Ragnone WWTP	PS/WWTP Upgrd-clarifiers/blowers	\$29,410,000
5401-01	Warren	Macomb Co	WWTP Upgd (UV Disinfect)	\$6,895,000
5408-01	Pontiac	Oakland Co	WWTP Upgrd, MH/Swr/PS Rehab	\$15,200,000
5409-01	West Bloomfield Twp	Oakland Co	Rehab (EFSDS)	\$10,010,000
5411-01	Lansing	Ingham Co	WWTP Imps	\$14,000,000
5418-01	Pinckney	Livingston	NPS- Stormwater BMP's (Mill/North Sts)	\$1,255,000
5426-01	YCUA	Washtenaw Co	WWTP Optimization	\$1,150,000
5428-01	Genesee Co	Dist 3 WWTP	WWTP Upgrd (digester)	\$1,040,000
5434-01	Allen Creek DD	Ann Arbor	NPS-Stormwater BMP's (West Pk)	\$3,540,000
1st Quarter Total		28 Projects		\$240,280,000
2nd Quarter Projects		Binding Commitment Date: 3/10/2010		
5005-23	Lansing	Ingham Co	Seg 23 CSO; Swr Sep,	\$24,955,000
2nd Quarter Total		1 Projects		\$24,955,000
3rd Quarter Projects		Binding Commitment Date: 6/2/2010		
5301-01	Hamburg Twp	Livingston Co	WWTP/PS Upgrd (Seg 1)	\$3,735,000
5378-01	Muskegon Co	Muskegon Co	Wind Turbines @ WWTP	\$6,460,000
5390-01	Manistee	Manistee Co	Seg 1 CSO; Swr Sep (Jones)	\$985,000
5435-01	Allen Creek DD	Ann Arbor	NPS-Stormwater BMP's (Sylvan Ave)	\$455,000
5447-01	Mt Clemens	Macomb Co	Swr Rehab	\$585,000
3rd Quarter Total		5 Projects		\$12,220,000
4th Quarter Projects		Binding Commitment Date: 8/25/2010		
5316-01	Solon Twp	Leelanau Co	New WWTP/CS (Cedar)	\$1,340,000
5321-01	Buena Vista Twp	Saginaw Co	EQ Basin	\$3,250,000
5356-01	Lapeer	Lapeer Co	Upgrd/Exp WWTP	\$25,155,000
5381-01	Perry	Shiawassee Co	WWTP Upgrd	\$2,280,000
5383-01	Mt Clemens	Macomb Co	WWTP Upgrd; Filters/CH4 Rcvry	\$8,175,000
5390-02	Manistee	Manistee Co	Seg 2 CSO; Swr Sep (Cedar)	\$1,485,000
5403-01	Delhi Twp	Ingham Co	LS/Intcp Impr (Ph 1)	\$10,995,000
5414-01	Cass City	Tuscola Co	WWTP Impr	\$4,025,000

5439-01	Flint	Genesee Co	Repl Intcp, Swr Rehab	\$6,175,000
5443-01	Grand Blanc	Genesee Co	FDD Storm Swrs/Outlet	\$310,000
4th Quarter Total		10 Projects		\$63,190,000

Total Fundable Range Dollars		44 Projects		\$340,645,000
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Contingent Projects		(in priority order)	Qtr		
5311-01	Sheridan Twp	Newago Co	4	Swr Ext (Fremont Lake)	\$2,600,000
5330-01	Benton Harbor	Berrien Co	4	Swr Repl	\$430,000
5429-01	Genesee Co	Dist 7 WWTP	4	WWTP Upgrd (Dist 7)	\$480,000
5440-01	Webberville	Ingham Co	4	Swr Rehab	\$200,000
5415-01	Flushing	Genesee Co	4	WWTP Impr, Swr Rehab	\$1,365,000
5379-01	Monroe	Monroe Co	4	WWTP Impr	\$6,250,000
5406-01	N Kent SA	Plainfield/Alpine Tw	4	Swr Repl/PS Rehab	\$1,205,000
5407-01	N Kent SA	Plainfield/Alpine Tw	4	Swr/PS Rehab/Repl	\$5,620,000
5217-15	Wayne Co	Downriver WWTF	4	WWTP Impr (2009 CIP)	\$17,250,000
5387-01	Ottawa Co	Spring Lk Twp	4	PS Impr/Swr Repl	\$1,915,000
5419-01	Wayne Co	Downriver WWTF	4	WWTP Impr (Solids Thickening)	\$17,215,000
5374-01	Allegan	Allegan Co	4	PS Repl/Impr	\$790,000
5389-01	SW MI Reg SS&WA	Berrien Co	4	Intcp Rehab	\$10,260,000
5391-01	Southgate-Wyandotte RDDDD	Wayne Co	4	PS Impr	\$2,325,000
5392-01	Southgate-Wyandotte RDDDD	Wayne Co	4	RTF/PS Impr	\$5,560,000
5360-01	St Clair Shores	Macomb Co	4	Swr Rehab	\$3,865,000
5362-01	Clinton Twp	Macomb Co	4	Swr Rehab	\$2,500,000
5386-01	S Huron Vally UA	Wayne Co	4	Intcp Rehab	\$4,900,000
5410-01	West Bloomfield Twp	Oakland Co	4	Rehab (COSDS)	\$7,140,000
5355-01	Plainwell	Allegan Co	4	WWTP Imp; Swr Repl	\$5,440,000
5359-01	Chesterfield Twp	Macomb Co	4	Swr Rehab	\$2,315,000
5371-01	Eastpointe	Macomb Co	4	Swr Rehab	\$6,330,000
5373-01	Roseville	Macomb Co	4	Swr Rehab	\$5,600,000
5385-01	Port Huron	St Clair Co	4	WWTP Impr (Phase 1)	\$2,405,000
5394-01	Ecorse Ck PAD	Dearborn Hts/Taylor	4	Taylor Basin/Jackson PS Upgrd (L-1)	\$1,785,000
5417-01	Macomb Twp	Macomb Co	4	PS Upgrd	\$7,250,000
5442-01	Macomb Co	Chesterfield/Lenox/	4	Intcp Rehab	\$1,770,000
5354-01	Clawson	Oakland Co	4	Swr Rehab	\$8,280,000
5363-01	Mackinac Is	Mackinac Co	4	WWTP Upgrd (Phase 1)	\$5,680,000
5365-01	Grosse Pte Woods	Wayne Co	4	Swr Rehab	\$6,500,000
5370-01	Harper Woods	Wayne Co	4	Swr Rehab	\$3,120,000
5397-01	Wayne	Wayne Co	4	EQ Basin/PS Upgrds	\$1,855,000
5168-01	Berrien Springs	Berrien Co	4	WWTP Repl (refinance)	\$7,000,000
5396-01	River Rouge	Wayne Co	4	Relief Swrs	\$1,790,000
5361-01	Grosse Pointe	Wayne Co	4	Swr Rehab	\$3,450,000
5369-01	St Clair	St Clair Co	4	Swr Rehab	\$1,800,000
5395-01	Grosse Pte Farms	Wayne Co	4	Swr Rehab	\$550,000
5253-01	Shelby	Oceana Co	4	WWTP Xpan/Upgrd (refinance)	\$3,000,000
Total Contingent Dollars Projected		38 Projects			\$167,790,000

Future Projects				
5175-99	Detroit	Wayne Co	CSO; Okwd Swrs Future Segs	\$64,020,000
5005-99	Lansing	Ingham Co	CSO: Swr Sep - Future Segs	\$251,990,000
5006-99	Port Huron	St Clair Co	CSO: Swr Sep Future Segs	\$11,130,000
5408-02	Pontiac	Oakland Co	WWTP Upgrd, MH/Swr/PS Rehab	\$14,220,000
5364-02	Lathrup Village	Oakland Co	Swr Rehab	\$1,135,000

5322-02	St Joseph	Berrien Co	Seg 2 CSO; Swr Sep (State St.)	\$200,000
5368-99	Oakland-Macomb Interceptor	Macomb Co	Intcp Rehab (Future)	\$91,855,000
5129-99	Sault Ste Marie	Chippewa Co	CSO; Swr Sep - Future Segs	\$5,385,000
5333-01	YCUA	Washtenaw Co	WWTP - Biofilter	\$2,675,000
5425-01	YCUA	Washtenaw Co	WWTP/PS Impr	\$7,065,000
5427-01	YCUA	Washtenaw Co	WWTP Impr	\$1,035,000
5450-01	Genesee Co	Dist 3 WWTP	WWTP Upgrd-generator; centrifuge	\$1,315,000
5449-01	Genesee Co	Ragnone WWTP	WWTP Upgrd (digester)	\$17,295,000
5358-01	Marquette	Marquette Co	Swr Repl/WWTP Imps	\$5,395,000
5301-02	Hamburg Twp	Livingston Co	WWTP/PS Upgrd (Seg 2)	\$3,920,000
5448-01	Saginaw	Saginaw Co	WWTP Upgrd	\$45,100,000
5404-01	Delhi Twp	Ingham Co	WWTP Impr (Ph 2)	\$5,160,000
5405-01	Delhi Twp	Ingham Co	LS/FM Impr (Ph 3)	\$3,115,000
5331-01	Benton Harbor	Berrien Co	PS Repls/ Imps	\$810,000
5347-01	Scio Twp	Washtenaw Co	Swr Rehab; PS Upgrd	\$5,305,000
5388-01	Ottawa Co	Spring Lk Twp	PS Impr	\$2,370,000
5420-01	Wayne Co	Downriver WWTF	WWTP Impr (Secondary System)	\$7,520,000
5421-01	Wayne Co	Downriver WWTF	WWTP Impr (D-A-F Complex)	\$6,830,000
5422-01	Wayne Co	Downriver WWTF	WWTP Impr (Headworks)	\$18,715,000
5424-01	Wayne Co	Downriver WWTF	Swr Sys Impr (SCADA/Rehab)	\$6,500,000
5375-01	Allegan	Allegan Co	Swr Repl/Relining; PS Repl	\$3,210,000
5413-01	Port Huron	St Clair Co	WWTP Impr (Phase 2)	\$10,605,000
5369-02	St Clair	St Clair Co	Swr Rehab	\$725,000
5367-01	Mackinac Is	Mackinac Co	WWTP Exp (Phase 2)	\$4,630,000
5337-03	Allen Creek DD	Ann Arbor	NPS-Stormwater BMP's (Stadium 7th to Kipke)	\$2,520,000
5436-01	Allen Creek DD	Ann Arbor	NPS-Stormwater BMP's (Miller Ave)	\$1,750,000
5437-01	Allen Creek DD	Ann Arbor	NPS-Stormwater BMP's (Madison St)	\$3,330,000
5438-01	Allen Creek DD	Ann Arbor	NPS-Stormwater BMP's (Vet's Mem Park)	\$5,500,000
5444-01	Clinton Twp	Macomb Co	NPS-Porous Paving/Bioswales	\$4,440,000
5445-01	Wayne	Wayne Co	NPS-Porous Paving	\$870,000
Total	Future	Dollars Projected	35 Projects	\$617,640,000

FY 2010 FINANCING SCHEDULE
for the State Revolving Fund (SRF), the
Drinking Water Revolving Fund (DWRF) and the
Strategic Water Quality Initiatives Fund (SWQIF)

	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
Part I of Application Due	09/04/09	11/30/09	02/19/10	05/28/10
Part II Application Due FNSI Clearance Plans & Specs Approved User Charge System Approved	10/26/09	01/08/10	03/26/10	06/18/10
Bid Ad Published No Later Than	10/26/09	01/04/10	03/29/10	06/21/10
Part III of Application Due Bid Data Submittal (With Tentative Contract Award)	12/07/09	02/19/10	05/14/10	08/06/10
DEQ Order of Approval Issued*	12/21/09	03/10/10	06/02/10	08/25/10
Borrower's Pre-Closing with the Michigan Municipal Bond Authority (MMBA)	01/11/10	03/19/10	06/11/10	09/10/10
MMBA CLOSING	01/22/10	04/01/10	06/23/10	09/22/10

*In addition to MMBA requirements, all municipal bond sales must be reviewed and approved by the Local Audit and Finance Division of the Michigan Department of Treasury before an Order of Approval can be issued.

AN APPROVABLE APPLICATION FOR A REVOLVING FUND LOAN MUST INCLUDE:

1. A completed revolving fund application (Parts I, II, and III) including all required application information and assurances.
2. A detailed project description, cost breakdown, and project schedule.
3. Financial documentation to demonstrate ability for timely repayment of the loan and other assurances required by the application. (Part I)
4. If applicable, all executed intermunicipal service agreements. (Part II)
5. An approved User Charge System. (Part II)
6. An approved Project Plan. (Part II)
7. A set of plans and specifications suitable for bidding, including DEQ construction permit. (Part II)
8. A certified resolution from the applicant designating an authorized representative. (Part II)
9. Verification that the project has been advertised for bids or other appropriate procurement action. (Part II)

DELHI CHARTER TOWNSHIP

MEMORANDUM

TO: Delhi Township Board Members

FROM: John B. Elsinga, Township Manager

DATE: December 3, 2009

RE: Resolution No. 2009-050 – A Resolution to Increase the Monthly Sanitary Sewer Usage Fees

Enclosed for your review and approval is Resolution No. 2009-050 which recognizes the need to increase the monthly sanitary usage fees. Also enclosed is a “sewer rate management” letter dated December 5, 2009 from our financial consultant, Tom Traciak.

It is his recommendation that we increase the Commodity Charge from \$3.95 to \$4.05 per ccf and the Basic Service Charge from \$12 to \$13 per month. His primary reasons for increasing both for the FY 2010 is the “economic down turn” that has contributed to a reduction in use, hence a reduction in revenues. It also has caused a significant reduction in revenues from connection fees due to less construction activity. Our recent debt obligations were based upon revenue from 200 new customers (residential equivalents) per year (\$550,000). With the recent economic downturn we’ve reduced that revenue to \$71,250 based upon 25 new customers per year. Increasing the basic service charge by \$1 will partially offset this loss of \$478,750 in revenue by \$135,900 per year.

Together, the Commodity and Basic Service Charge are needed to support the cost of operating, maintenance and replacement along with our debt and capital improvement costs. While we have been reducing personnel costs through attrition and layoffs we have increased our debt obligation through plant expansion (2 new digesters) and collection systems improvements (new interceptor). Therefore, a reduction in revenues requires us to increase both the Commodity and Basic Service Charge to maintain the fiscal integrity of our sanitary sewer system.

Recommended Motion:

To adopt Resolution No. 2009-050 which would increase the monthly sanitary sewer Commodity Charge from \$3.95 to \$4.05 per ccf and the Basic Service Charge from \$12 to \$13 per month effective January 1, 2010.



ACI Finance, Inc.
American Community Infrastructure

365 Broken Hills Drive
Mason, MI 48854-8603
Phone 517 / 623-6250
Fax 517 / 623-6252
acifinance@aol.com

December 5, 2009

TO: Delhi Charter Township
FROM: Tom Traciak
RE: Sewer Rate Management

At the request of John Elsinga, I have reviewed the performance of the Sewer Fund and related rate management. ACI Finance, Inc. provided a comprehensive review in 2007 related to the State Revolving Fund loan for the sewer plant improvement, and a subsequent review in November 2008.

What was recommended in 2007 was to continue increasing the Commodity Charge by 2.5% each year for an estimated increase in the typical homeowner's bill of about 1.8% ... the intention was to maintain an adequate cash & investment balance by keeping up with operating expense inflation. In 2008, in addition to the 2.5% increase on the Commodity Charge, I recommend that you increase the Basic Service Charge from \$11.00 to \$12.00 per month. As mentioned at that time, the Basic Service Charge is an important tool to cover fixed cost of operating the system and paying debt service ... it also gives a more stable income compared to the Commodity Charge that is subject to fluctuation due to volume sold.

As you are aware, the reduction of connection charge revenue and interest income have had a negative effect on the cash flow. For this reason, I once again recommend a \$1.00 increase to the Basic Service Charge, in addition to the inflation increase on the Commodity Charge, to be effective in 2010. This will also help in the transition period of retiring the System No.4 debt and taking on the proposed 2010 SRF loan.

As I have described from time to time, a key to rate management is the amount of cash and investments that are held in the fund. In years past, I have recommended a level of 50% based on cash and investments as a percentage of operation, maintenance, and repair (OM&R). However, with the growing asset value of the system, I recommend a higher target of 75%. Furthermore, I would recommend that "unrestricted" cash and investments be at 50% of the 75% (or two-thirds of total cash on hand) and "replacement" be 25% of the 75% (or one-third of total cash on hand).

Based on the proposed rate changes, the accompanying cash flow projection demonstrates two notable outcomes; 1) the fund reaches a breakeven level in 2013 after a couple of years of negative results (spend down of cash on hand), and 2) the cash and investments total is depleted to below the 75% target.

So why don't we raise rates higher at this time? Because we want to keep the rates as economical and equitable as possible to the customer. And the result is reasonable ... the 75% target is only a goal and not a barrier. With this rate approach, we don't run the risk of over adjusting and raising rates to high. However, this approach means that we need to further evaluate the rates within one year for possible further adjustment ... the timing of the review would coincide with the conclusion of the SRF loan process, with actual borrowing amount determined, in September 2010.

Delhi Charter Township
Sewer Fund Cash Flow Projection

	<u>2009</u>	Projected <u>2010</u>	Projected <u>2011</u>	Projected <u>2012</u>	Projected <u>2013</u>	Projected <u>2014</u>	Projected <u>2015</u>
<u>Parameters</u>							
Number of Customers [1]		11,325	11,350	11,375	11,400	11,425	11,450
Commodity Charge - Ccf [2]	\$3.95	\$4.05	\$4.15	\$4.26	\$4.36	\$4.47	\$4.58
Basic Service Charge/ RE / Month	\$12.00	\$13.00	\$13.00	\$13.00	\$13.00	\$13.00	\$13.00
Connection Charge [3]		\$2,850	\$2,850	\$2,850	\$2,850	\$2,850	\$2,850
<i>Typical Residential Billing - 7 Ccf/month</i>	\$39.65	\$41.35	\$42.06	\$42.79	\$43.53	\$44.29	\$45.08
<i>Percent Change - Residential</i>		4.3%	1.7%	1.7%	1.7%	1.8%	1.8%
<u>Revenues</u>							
Commodity Charges [4]		3,852,765	3,957,802	4,065,682	4,176,483	4,290,283	4,407,163
Basic Service Charge		1,766,700	1,770,600	1,774,500	1,778,400	1,782,300	1,786,200
Sewer Permits / Fees		71,250	71,250	71,250	71,250	71,250	71,250
Penalties and Other		110,000	110,000	110,000	110,000	110,000	110,000
Interest on Deposit		44,205	44,074	40,744	35,876	36,273	36,479
Other Revenues [5]		<u>55,000</u>	<u>55,000</u>	<u>55,000</u>	<u>55,000</u>	<u>55,000</u>	<u>55,000</u>
		5,899,920	6,008,726	6,117,177	6,227,009	6,345,106	6,466,092
OM&R Expenditures [6]		3,366,770	3,484,607	3,606,568	3,732,798	3,863,446	3,998,667
Capital Improvement - Cash [7]		400,000	400,000	500,000	500,000	500,000	500,000
Series 1996 Bond Issue		97,860	97,865				
System No.4 - 1998 Refunding		791,100	791,250	804,606			
Series 2002 Bond Issue [8]; ends 2022		407,449	406,557	409,258	411,187	412,192	412,368
Series 2003 Bond Issue; ends 2024		180,124	181,928	183,338	184,413	185,193	193,570
DDA 2008 Bond support; ends 2024		82,095	82,275	83,799	85,104	85,803	86,279
SRF 2007; ends 2028		583,238	581,250	579,181	582,031	579,719	582,325
Proposed Debt Service; ends 2032 [9]		<u>0</u>	<u>205,000</u>	<u>275,000</u>	<u>705,000</u>	<u>705,000</u>	<u>705,000</u>
Subtotal Debt Service		2,141,866	2,346,125	2,335,182	1,967,735	1,967,907	1,979,542
Net Cash Flow		(8,716)	(222,006)	(324,574)	26,476	13,753	(12,117)
Cash and Investments	2,947,000	2,938,284	2,716,278	2,391,704	2,418,180	2,431,933	2,419,817
Percent of Investment to OM&R		87%	78%	66%	65%	63%	61%

[1] Anticipated new customers per year on average of 25 Residential Equivalent Units (REUs)

[2] Increase in Commodity Charge is based on maintaining a certain level of Unrestricted Cash & Investments.
Rates increased annually for inflation by 2.50%

[3] Based on asset value, plant capacity and total REUs.

[4] Based on average consumption per RE/month of 7.0 Ccf

[5] Includes Industrial Pretreatment, Rental, and other miscellaneous income.

[6] Increased annually by 3.50% Includes Administration, Treatment Plant, and Collection System from Budget.

[7] Although historically higher, it is anticipated the capital improvements will offset the need for cash expenditure.

[8] Sewer portion of 2002 issue was \$5,167,700 or 83.35%.

[9] Assumes \$11,000,000 DEQ SRF issued 9/2010 at 2.50% over 20 years. First interest 4/1/2011, first principal 4/1/2013.

DELHI CHARTER TOWNSHIP

RESOLUTION NO. 2009-050

**A RESOLUTION RECOGNIZING THE NEED TO INCREASE THE MONTHLY
SANITARY SEWER USAGE FEES THAT SUPPORTS OUR OPERATING,
MAINTENANCE & REPLACEMENT (OM&R), DEBT, DEBT RESERVE, AND
CAPITAL IMPROVEMENT COSTS, EFFECTIVE JANUARY 1, 2010.**

At a regular meeting of the Delhi Charter Township Board of Trustees of the Charter Township of Delhi, Ingham County, Michigan, held at the Community Services Center, 2074 Aurelius Road, Holt, Michigan 48842 on Tuesday, the 15th day of December 2009, at 7:30 p.m.

PRESENT:

ABSENT:

The following Resolution was offered by _____.

WHEREAS, the 2010 Sewer Fund Budget for Operating, Maintenance, and Replacement (OM&R) expenditures is \$3,365,170; and

WHEREAS, the 2010 Sewer Fund budget for General Obligation Debt expenditures is \$2,139,200; and

WHEREAS, the 2010 Sewer Fund Budget for Capital Improvement expenditures is \$365,000; and

WHEREAS, the Township Board endorsed a financial plan in 2002 which recommended annual increases in commodity charges of approximately \$0.10 per ccf from 2003 to 2010 to support capital improvements for both the wastewater treatment plant and collection system; and

WHEREAS, the 2007 budget included the issuance of a \$9,850,000 bond to upgrade and expand the solids handling facilities (digesters) at the Publicly Owned Treatment Works (POTW); and

WHEREAS, the Downtown Development Authority issued a \$10,000,000 bond in 2008 for infrastructure improvements of which the Sewer Fund is obligated for \$1,000,000 for the construction of a new sanitary sewer interceptor; and

WHEREAS, all revenues of the system including, but not limited to, the monthly sewer usage fees follow a flow of funds as found in State law applied to operation, maintenance and replacement (OM&R), debt, debt reserve (if any) and then capital improvement; and

WHEREAS, the Monthly Sewer Usage fees, comprised of a Basic Service Charge for the “basic” or minimum amount of service available (for metered customers only), and the Commodity Charge, which represents the amount of service used, need to be increased to provide sufficient revenue, along with all other revenue sources, to support operating, maintenance and replacement (OM&R), debt, debt reserve and capital improvement expenses.

NOW THEREFORE, BE IT RESOLVED, the following schedule of monthly sanitary sewer service charges, effective January 1, 2009, be and is hereby established:

1. For Metered Customers – Residential Users

Each residential dwelling unit shall be billed a Basic Service Charge of \$13.00/Residential Equivalent (Unit Factor)

A Commodity Charge per 100 cubic feet (ccf) of metered water consumption as reported by the Board of Water & Light \$4.05/ccf

2. For Metered Customers – all other users

Basic Service Charge per “equivalent meter” \$13.00/Equivalent Meter

A Commodity Charge per 100 cubic feet (ccf) of metered water consumption as reported by the Board of Water & Light \$4.05/ccf

3. For Unmetered Customers

All users of the Delhi Charter Township Wastewater Collection and Treatment System shall be billed at a single monthly rate per Residential Equivalent based upon 7 ccf. \$41.35/Residential Equivalent (Unit Factor)

AYES:
NAYES:
ABSENT:

The foregoing Resolution declared adopted on the date written above.

Evan Hope, Township Clerk

**STATE OF MICHIGAN)
COUNTY OF INGHAM)§**

I, the undersigned, the duly qualified Clerk for the Charter Township of Delhi, Ingham County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and complete copy of the proceedings taken by the Township Board at a regular meeting held on the 15th day of December 2009.

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

Evan Hope, Township Clerk

COUNTY of INGHAM
State of Michigan
SHERIFF'S OFFICE



Gene L. Wriggelsworth
Sheriff

Allan C. Spyke
Undersheriff

630 North Cedar Street
Mason, MI 48854
(517) 676-2431
FAX (517) 676-8299

Greg S. Harless
Chief Deputy

Sam Davis
Major

Joel Maatman
Major

TO: Delhi Township Board Of Trustees
FROM: Lt. Michael J. DeBruin
DATE: December 10, 2009
RE: November 2009 Monthly Report

HIGHLIGHTED CASES & INCIDENTS:

- 11-03-09 Dep. Khan responded to Aurelius and Harper on a complaint of an intoxicated subject attempting to run into an off duty police officer's vehicle with his vehicle. The subject was located and a pursuit ensued. The suspect's vehicle was ultimately stopped at Aurelius and Barnes. The suspect was arrested and lodged on Flee & Elude, Felonious Assault and Resist & Obstruct.
- 11-05-09 Dep. Shattuck investigated an Assault & Battery which occurred in the 1700 block of Aurelius Rd. The female victim was struck in the chest and face by the male suspect. The suspect is known to the victim as was interviewed by Dep. Shattuck. Charges of Assault & Battery are being sought against the suspect.
- 11-06-09 Dep. Shattuck initiated a traffic stop for an equipment violation that was observed at M-99 & Bishop. Instead of stopping, the vehicle attempted to elude Dep. Shattuck. The vehicle was ultimately stopped at Newark & Pleasant Grove in the city of Lansing. The driver was arrested and lodged on charges of Operating While Intoxicated 3rd (Felony), Flee & Elude 3rd, Driving While Suspended Multiple and Obstructing.
- 11-11-09 Dep. Khan investigated a Home Invasion which occurred in the 1500 block of Aurelius Rd. While the victim was away from her residence suspect(s) kicked in the door and stole a flat screen television, a CD player, several pairs of expensive glasses, a game console and numerous video games. The scene was processed and this case is under investigation.

- 11-11-09 Dep. Calkins investigated a Home Invasion which occurred in the 6100 block of Halifax. Suspect(s) entered the residence during the night and stole a flat screen television. The scene was processed for evidence. At this time there is one potential suspect. This case is under investigation.
- 11-15-09 Dep. Bennehoff investigated a complaint of a stolen vehicle which occurred at Champion's Sports Bar located at 2440 N. Cedar St. The victim left his vehicle at the bar the night before because he had been consuming alcoholic beverages. The victim was not aware that his vehicle had been stolen until he was contacted by Dep. Bennehoff. The vehicle had been recovered by Lansing Police Department. The vehicle was processed for evidence. This case is under investigation.
- 11-17-09 Dep. Hutting investigated a complaint of Criminal Sexual Conduct which occurred in the 2700 block of Hydra. The male suspect attempted to force the female victim to have sex with him in his vehicle. She escaped without incident. Charges of Criminal Sexual Conduct are being sought against the suspect.
- 11-19-09 Dep. Grant investigated a Possession of Marijuana complaint at the Holt High School located at 5885 W. Holt Rd. It was discovered by school officials that a student was in possession of marijuana. Dep. Grant interviewed the student and took possession of the marijuana. Charges of Possession of Marijuana are being sought against the student.
- 11-19-09 Dep. Lo investigated an Embezzlement complaint which occurred at the Big Ten Party Store located at 2005 N. Eifert. One of the store employees was identified as embezzling money from the business by falsifying bottle returns. The employee was interviewed and admitted to doing so. Charges of Embezzlement are being sought against the employee.
- 11-20-09 Dep. Huhn responded to the Southland Bingo Hall, located at 2495 N. Cedar St., on a call of an Armed Robbery. One suspect entered the business at the back door, went to the money window and reached in taking cash. The other suspect remained outside the front door. Both suspects fled on foot. The scene was processed for evidence. A K-9 track had been conducted but did not produce any results. Two hours prior, a robbery occurred in the city of Lansing by two male subjects having the same description. This case is under investigation.
- 11-26-09 Dep. Huhn investigated a Home Invasion which occurred in the 4200 block of Dallas. Suspect(s) entered the victim's residence by crawling through a garage window then through the door from the garage to the inside of the residence which was unlocked. Suspect(s) stole a game console, video games for the console and jewelry. The scene was processed for evidence. This case is under investigation.

- 11-27-09 Dep. Bennehoff investigated a complaint of Malicious Destruction Of Property at the Brower Party Store located at 2102 N. Aurelius. Suspect(s) had painted an obscene symbol on the side of the building. Two potential suspects were interviewed however they did not admit to the painting. There are no witnesses to this incident nor any evidence to process. This case was closed.
- 11-27-09 Dep. McElmurray investigated a Home Invasion which occurred in the 3900 block of Camperdown. While the victims were away for the holiday, suspect(s) entered the residence through the garage and stole a flat screen television, a laptop computer, an mp3 player, a camera, a DVD player, jewelry, change and medication. The scene was processed for evidence. This case is under investigation.
- 11-28-09 Dep. Bennehoff investigated a Larceny From Auto which occurred in the 3900 block of Camperdown. Suspect(s) broke out the right rear window of the victim's vehicle and stole a laptop computer and a planner. The scene was processed for evidence. This case is under investigation.
- 11-28-09 Dep. A. Harrison investigated a Home Invasion which occurred in the 2500 block of Pine Tree. Suspect(s) smashed a rear sliding glass door to gain entry to the residence. Taken was a large sum of cash and two mp3 players. The scene was processed for evidence. This case is under investigation.
- 11-28-09 Dep. Shattuck investigated a Retail Fraud and Malicious Destruction Of Property which occurred at the Speedway gas station located at 2558 E. Jolly Rd. Two suspects entered the business and while in the restroom damaged store property. As they were leaving they asked the employee if they could borrow a cell phone charger as they needed to make an emergency phone call. The suspect(s) then left in their vehicle. The vehicle was stopped by another county officer after it left the store but just prior to the employee calling the police. Both suspects were identified and interviewed. Charges of Malicious Destruction Of Property and Retail Fraud are being sought.

STATISTICS:

In November 2009, deputies took 581 written/blotter complaints. They made 145 arrests (of which 116 were self initiated). Deputies issued 266 citations. Deputies conducted 358 business/property checks, made 75 liquor inspections and spent 150 hours in Community Policing. Deputies participated in 118 hours of training.

COUNTY of INGHAM
State of Michigan
SHERIFF'S OFFICE



Gene L. Wriggelsworth
Sheriff

Allan C. Spyke
Undersheriff

630 North Cedar Street
Mason, MI 48854
(517) 676-2431
FAX (517) 676-8299

Greg S. Harless
Chief Deputy

Sam Davis
Major

Joel Maatman
Major

TO: Sgt. Patrick
FROM: Dep. Brad Delaney
DATE: December 7, 2009
RE: November Business Officer Monthly Report

Total Complaints:	34
Felony Arrests:	1
Traffic Stops:	11
Citations Issued:	4
Property / Business Checks:	31
Community Policing Hours:	13.2
Liquor Inspections:	3

Community Policing Highlights:

On 11-5-09 I attended the Holt Lions Club meeting. I presented information pertaining to a computer program that will assist with identification of suspects. The Holt Lions Club has graciously agreed to purchase the program for the Delhi Division. The final steps are currently being put in place and I suspect the program will be in use by the first of the year.

Throughout the month of November, I worked on the abandoned vehicle policy and procedure. I have extensive knowledge of the abandoned vehicle law and I am trying to develop a new procedure to comply with the various state requirements. I have researched other departments procedures and I have a meeting scheduled with the administrative staff of the sheriff's office. Hopefully changes to the procedure will allow us to comply with the state statute as well as become more efficient for the deputies and towing agencies.

Other Highlights:

On 11-16-09 I arrested a subject in connection with several B&E's. I located the suspect at his father's residence. The subject had a warrant for his arrest. After arresting the suspect he agreed to be interviewed at the Delhi Office. I interviewed the suspect and a confession was obtained. The suspect is currently being held at the Ingham County Jail on 15 separate charges.

On 11-19-09 I assisted Dep. Lo with an embezzlement case from Big Ten Party Store. The employee confessed to taking several thousand dollars from the store via fraudulent bottle returns. A warrant has been sought through the Ingham County Prosecutor.

On 11-30-09 I tried to interview a juvenile suspect on a B&E case. The suspect was being held at the Eaton County Youth Facility. The suspect's attorney advised him not to answer any questions although the suspect had previously given a confession. A warrant will be sought against him for B&E.

Respectfully submitted,

Dep. Brad Delaney

COUNTY of INGHAM
State of Michigan
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Greg S. Harless
Chief Deputy

Sam Davis
Major

Joel Maatman
Major

TO: Sgt. D. Patrick
FROM: Dep. P. Richards
DATE: 12/08/09
RE: November Monthly

MONTHLY STATISTICS:

Arrests: (03)MSD
Traffic Stops: (57)
Citations issued: (13)
Comm. Policing Hrs.: (22.5)
Business Contacts: (07)
School Contacts: (05)
N. W. meetings: (02)

COMMUNITY POLICING HIGHLIGHTS:

I met with the coordinators of Cedar Heights Subdivision this month. I spoke with them on continuous care of fellow neighbors parking on the sidewalks and children walking in the street. I am working with the township on educating the neighbors on proper parking in the neighborhood. I also spoke with several parents on having their children use the new sidewalks that have been recently built. I also spoke with the coordinators about the upcoming Santa and the Elves event that is taking place on Dec. 10th. They stated that they would like to have another visit this year from Santa and his elves for the neighborhood children.

I had a follow up meeting with the coordinator at Woodland Lakes Estates. I spoke about the continuous development of the Neighborhood Watch within the complex. I spoke about the use of their monthly flier to pass along information about the watch news. I also spoke to the coordinator about the Santa and the Elves program. He wanted to have their complex apart of

the Santa/Elves event. We also discussed the scheduling of second Neighborhood Watch meeting in December.

I visited many local area businesses about supplying treats (candy canes) and other items towards our Santa and Elf program. I had all the businesses state that they would participate again this year by supplying treats and other items this year.

I also spoke with many local area nursing homes, home communities to set up date and times for Santa and the Elves to visit. We have also included an area home to the visitation. We currently have close to seven locations that we will be visiting this year.

I patrolled many neighborhoods in my district this month. I made close to sixty traffic stops this month and issued thirteen citations for various traffic infractions. I also had three self initiated misdemeanor arrests.

OTHER HIGHLIGHTS:

I investigated a Home Invasion within the 2000 block of Pinetree. I found that the rear garage door had been kicked in allowing the suspect access to whole home. Taken was a black colored 32" flat screen TV. Also taken were two gold rings. No suspects. No serial numbers for LEIN.

I investigated several property damage accidents without injuries. All non-driveable vehicles were towed from the scene and a complete report created. And all at-fault drivers were noted on the report. Minor to moderate damage to all vehicles involved. No injuries.

I investigated an email complaint of a larceny of a bicycle. The bike was taken from the front yard near the home during the middle of the day. I have no suspects on this larceny. Taken was a 20" mens BMX orange and gray metallic in color. Value was approx. \$140.00. I canvassed the area no additional information was obtained. A serial number was given and entered into LEIN.

I also investigated a larceny from an automobile on Auburn St. Taken from the vehicle was a GPS unit valued at approx. \$120.00. The door was unlocked. No damage to vehicle was noted. I canvassed the area and received no additional information.

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Greg S. Harless
Chief Deputy

Sam Davis
Major

Joel Maatman
Major

TO: Sgt. Patrick
FROM: Deputy Mary Brower #5353
DATE: Thursday, December 03, 2009
RE: November 2009 Monthly

MONTHLY STATISTICS:

Arrests:	2
Traffic Stops:	29
Citations:	8
Community Policing Hours:	18
Complaints:	30
Business / Area / Property Checks:	4
Liquor Inspections / Checks:	1
School Contact:	3
Neighborhood Watch Meetings:	0

COMMUNITY POLICING HIGHLIGHTS:

With the onset of the Holiday Season no Neighborhood Watch Meetings were scheduled for the month. I did however; send out emails to my neighborhood Watch groups. The emails contained information pertaining to safe driving, holiday safety tips and information about keeping your items safe at home and away.

I continued to conduct speed enforcement in areas such as, Bishop Road, Grovenburg Road, Washington Road, Ambler and Anchor; the visibility of the patrol vehicle has been a big deterrent for speeders.

OTHER HIGHLIGHTS:

November was a busy month for complaints in the Township, not only did I take 30 original complaints but I also continued to conduct follow up on open cases.

I investigated two separate school bus violations reports. Both incidents occurred in the northwest area of the Township. The first incident occurred in the afternoon, when the driver of a Holt School bus was unloading students indicated that the driver a truck ran the bus lights. The suspect driver indicated that the bus driver turned the lights on while he was in the process of passing. The bus driver was not able to positively identify the suspect driver, no citation was issued. The second incident occurred in the morning, while the driver of another Holt School bus was loading students. The suspect driver was identified by another student on the bus. When the suspect driver was questioned he admitted that he ran the lights because he was in a hurry to get to school, the driver was cited for the violation.

I also responded to two breaking and entering reports during the month. The first occurred in the Cedar Heights neighborhood. The victim's unoccupied home was broken into by an unknown subject, by prying the door handle and deadbolt out and gaining access. At first the victim did not think anything was taken but later realized that an air compressor was taken. There were no suspects in this case. The second breaking and entering occurred in the Huntley Square neighborhood. The victim of this incident reported that an unknown individual walked into his open attached garage and removed his power washer. The suspect wheeled the power washer across the neighbor's lawn where the tracks stopped. The power washer and suspects were never located.

In a similar incident the victim of a larceny reported that jewelry was taken from her bedroom, it was later learned that the victim was also missing a Wii gaming system , and Wii games. The victim believed the persons responsible for the larceny was her sister and sister's boyfriend. Upon checking the pawn website I located the stolen property at two different pawn shops in the Lansing area. The property was obtained from the pawn shops and placed into evidence. A warrant will be sought for both suspects.

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Greg S. Harless
Chief Deputy

Sam Davis
Major

Joel Maatman
Major

TO: Sergeant Patrick
FROM: Deputy Annie Harrison #5371
DATE: December 4, 2009
RE: November Monthly

MONTHLY STATISTICS

Arrests:	9 misdemeanor, 1 civil
Traffic Stops:	24
Citations issued:	22
Community Policing Hours:	22.3
Complaints Taken:	27
Business / Area / Property Checks:	32
School Contacts:	3
Neighborhood watch meetings:	7

COMMUNITY POLICINIG HIGHLIGHTS

I attended a one day Domestic Violence training at the U of M Flint. The training provided legal updates and instruction on advanced police response to Domestic Violence.

I received a School Bus Stop Violation from the Holt Transportation Department. I conducted an investigation, received an admission from the driver and issued a citation.

I assisted Deputy Delaney by meeting with the Lions Club. I conducted a demonstration of a police sketch/identification computer program. The members of the Lions Club enjoyed the demonstration of the program and will be working with Deputy Delaney on purchasing the equipment for the Sheriff's Office.

I have continued to be the coordinator for the Holt High School Mentorship Program. This excellent program is giving the students first hand exposure to law enforcement which will greatly assist them in making college and career decisions.

I responded to a suspicious situation on Hosta Court. A house was toilet papered and egged by an unknown suspect(s). I discussed starting a neighborhood watch with the reporting party.

As November comes to a close, the upcoming Holidays are a perfect opportunity to increase our partnership with neighborhoods and educate them on safety. The Community Police Officers prepared and distributed Safe Holiday Shopping Tips literature to the media and neighborhood watch groups.

I conducted traffic control at Cedar Street and Cedar Park Drive due to the opening of the Kroger Gas Station. The area was heavily congested with lines of vehicles. By directing traffic, we were able to keep the Cedar Street traffic flowing and provide officer presence at this large event in Delhi Township.

I was able to conduct one last day of bicycle patrol in November. I visited many of my neighborhoods, businesses, schools and parks.

We began preparing for the annual Community Police Officer Santa and Elves event. We contacted all our neighborhood groups and set a schedule. Each group is doing their own advertising of the event. Deputy Richards secured donations from local businesses and we also reserved the costumes.

OTHER HIGHLIGHTS

I received a walk-in report of a personal protection order and bond conditional release violation at the Delhi Office. I located and arrested the suspect the following day. The suspect was lodged on bond violation, ppo violation, driving suspended, improper registration and had an outstanding warrant. I assisted the victim with a safety plan.

I responded to a Domestic Assault and Battery. The victim reports she and her daughter were assaulted by her 11 year old son. This is an ongoing issue. The juvenile suspect was lodged at the youth home and child protective services was advised.

I responded to a Domestic Assault and Battery between a husband and wife, with a child present. The victim was taken to community mental health for treatment. Prosecution is pending and child protective services was advised.

I assisted Deputy Hutting with a criminal sexual conduct investigation. I conducted a forensic interview of the minor victim at the Angel House.

I received a late report of a Home Invasion on Pine Tree Road. An unknown suspect(s) gained entry into the residence while the owners were out of town for the Thanksgiving

Holiday. Damage was done to the rear door and over \$1000 in cash was stolen from the residence. Deputy Bennehoff and I collected latent prints and blood evidence believed to be from the suspects. This case is open pending crime lab analysis.



Delhi Township Fire Department Monthly Report

November, 2009

Total Calls

	<i>Delhi</i>	<i>Alaiedon</i>	<i>Total</i>
EMS / Medical	117	N/A	117
Fire / Rescue	22	5	27
Total	139	5	144

Total calls for 2009: 1,995

Mutual Aid this Month
Given Received
3 2

Training: 700 Man Hours
Inspections: 17 inspections

Fire Department Revenue – November, 2009

	EMS	FIRE	TOTAL
<i>AMOUNT BILLED</i>	\$71,910	\$0	\$71,910.00
<i>AMOUNT RECEIVED</i>	\$38,210.87	\$233.49	\$38,444.36
<i>SENT TO COLLECTION</i>	\$0	\$0	\$0
<i>RCD FRM COLLECTION</i>	\$322.37	\$616.95	\$939.32

Fire Department Revenue for 2009

	EMS	FIRE	TOTAL
<i>AMOUNT BILLED</i>	\$888,932	\$16,037.08	\$904,969.08
<i>AMOUNT RECEIVED</i>	\$510,056.12	\$9,961.72	\$520,017.84
<i>SENT TO COLLECTION</i>	\$90,560.02	\$5,529.96	\$96,089.98
<i>RCD FRM COLLECTION</i>	\$591.65	\$623.45	\$1,215.10

Activities for November, 2009

Activity	Staff Hours	Adults	Children
Senior Citizen Prgms	1	26	-
CPR Classes	1	4	-
School Activities	-	-	-
Station Tours	2.75	9	10
Misc. Community Prg	5	4	-
Total	9.75	43	10

Metro Fire Training Consortium Meeting –

- Wiki Site is developing for training use by Metro departments
- LCC working on central agility testing site with single test for all departments
- LCC will be giving all Metro departments free library access to national codes
- LCC working on grant availability for drivers training and other simulators

DELHI CHARTER TOWNSHIP
Department of Community Development
November 2009 Activity Report

New Permits:

<u>Category</u>	<u>DDA Area Permits</u>	<u>Total Permits</u>	<u>Total Inspections</u>
Building	25	78	134
Electrical	6	9	24
Mechanical	2	22	51
Plumbing	5	10	19
Fire Inspections	N/A	N/A	17
Totals	38	119	245

Soil Erosion Permits & APA Projects:

<u>Category</u>	<u>DDA Area Permits</u>	<u>Total Permits/New Projects</u>	<u>Total Inspections</u>
Soil Erosion	0	0	30
Soil Erosion Waivers	2	2	1
APA Projects	0	0	0
Totals	2	2	31

New Code Enforcement Cases:

<u>Category</u>	<u>DDA Area Cases</u>	<u>Total Cases</u>
Building Maintenance	0	1
Fence Violation	0	0
Junk & Debris	4	6
Junk Vehicles	2	2
Miscellaneous	4	4
Noxious Weeds	0	0
Sidewalk Snow	0	0
Sign	2	3
Site Plan	0	0
Yard Parking	0	0
Improper Zoning Use	0	1
Totals	12	17
Total # of Inspections	52	

Rental Program Information:

Number of New Registered Rental Properties	4
Number of Rental Reinspections	23
Number of Rental Investigations	0
Number of Rental Cycle Inspections	104

Civil Infraction/Abatement Information:

Abatement/Clean-ups	\$153.50
<i>Abatement/Clean-up Fees Issued (Year to Date)</i>	\$22,966.87
Civil Infractions Issued	2
<i>Civil Infraction Fines Issued (Year to Date)</i>	\$4,375.00

DELHI CHARTER TOWNSHIP
Building Permit Details

of

DDA? Permits

Permit No.	Property Address	Permit Applicant	Work Description	Estimated Cost	Permit Fee	DDA?	Permits
COMMERCIAL ALTERATION							
PB09-506	1995 CEDAR ST 7	KEEL, DENNIS GEORGE	INTERIOR RENOVATIONS	\$6,000	\$50.00	Y	
				\$6,000	\$50.00		1
COMMERCIAL MISCELLANEOUS							
PB09-526	2415 CEDAR STREET	AXTION BUILDERS	TEAR OFF AND RE-ROOF	\$8,000	\$50.00	Y	
PB09-525	2417 CEDAR STREET	AXTION BUILDERS	TEAR OFF AND RE-ROOF	\$8,000	\$50.00	Y	
				\$16,000	\$100.00		2
FENCE							
PB09-507	3716 BAYOU PLACE	OGAR, CHARLIE & DIEHL, LISA	INSTALLING FENCE IN BACKYARD. SOLID 6' ON WEST SIDE OF PROPERTY LINE AND ON SIDES OF HOUSE. CHAIN LINK ON NORTH SIDE OF PROPERTY LINE.	\$0	\$50.00		
PB09-522	4198 DALLAS AVENUE	VINCE, ALAN G & SALLY B	INSTALL 6' PRIVACY FENCE ACROSS THE REAR YARD	\$0	\$50.00	Y	
PB09-532	1625 GUNN ROAD	ZEEB CONSTRUCTION	INSTALL A 5' WIRE WELD FENCE ALONG 60' OF SOUTH PROPERTY LINE	\$0	\$50.00		
				\$0	\$150.00		3
RESIDENTIAL ADDITION							
PB09-462	2163 CEDAR STREET	BOWLIN, RICHARD L	ENCLOSE REAR PORCH	\$2,000	\$50.00	Y	
PB09-530	2796 MEMORY LANE	AL FINCH	12' x 14' ADDITION AND A 24' x 32' ATTACHED GARAGE	\$33,048	\$204.00		
				\$35,048	\$254.00		2
RESIDENTIAL ALTERATION							
PB09-485	2589 LIMERICK	DODGE, RUTH	FINISHING 912 SQ FT IN BASEMENT	\$18,240	\$114.00	Y	
PB09-516	5073 HARPER ROAD	MCLELLAN, STANLEY S & DENIS	ENLARGING DINING ROOM AREA AND ADDING LAUNDRY ROOM	\$20,000	\$120.00		

DELHI CHARTER TOWNSHIP
Building Permit Details

of

DDA? Permits

Permit No.	Property Address	Permit Applicant	Work Description	Estimated Cost	Permit Fee	DDA?	Permits
				\$38,240	\$234.00		2
RESIDENTIAL MISCELLANEOUS							
PB09-455	2031 CEDAR STREET	JORDAN ROOFING	<i>TEAR OFF AND RE-ROOF</i>	\$8,000	\$50.00	Y	
PB09-458	2403 HOUGHTON HOLLOW	GRAY, DENNIS	<i>TEAR OFF AND RE-ROOF</i>	\$8,000	\$50.00		
PB09-457	2445 HOUGHTON HOLLOW	GRAY, DENNIS	<i>TEAR OFF AND RE-ROOF</i>	\$8,000	\$50.00		
PB09-456	5640 LOCH WOODE COURT	PINNACLE EXTERIOR REMODELI	<i>TEAR OFF AND RE-ROOF</i>	\$8,000	\$50.00		
PB09-461	2153 ASPENWOOD DRIVE	MOREFIELD CONSTRUCTION	<i>TEAR OFF AND RE-ROOF</i>	\$8,000	\$50.00		
PB09-460	1940 SCHOOLCRAFT	AXTION BUILDERS	<i>TEAR OFF AND RE-ROOF</i>	\$8,000	\$50.00		
PB09-463	4075 HOLT ROAD # 156	CS ROOFING CO. LLC	<i>TEAR OFF AND RE-ROOF</i>	\$4,000	\$50.00		
PB09-465	5555 POCASSET WAY	LONIER, TODD JASON	<i>TEAR OFF AND RE-ROOF</i>	\$8,000	\$50.00		
PB09-464	2305 ANCHOR COURT	MOREFIELD CONSTRUCTION	<i>TEAR OFF AND RE-ROOF</i>	\$8,000	\$50.00		
PB09-472	2221 CEDAR BEND	COHOON ROOFING AND CONSTR	<i>TEAR OFF AND RE-ROOF</i>	\$8,000	\$50.00		
PB09-471	2135 ASPENWOOD DRIVE	MOREFIELD CONSTRUCTION	<i>TEAR OFF AND RE-ROOF</i>	\$8,000	\$50.00		
PB09-470	2559 SANIBEL HOLLOW	MOREFIELD CONSTRUCTION	<i>TEAR OFF AND RE-ROOF</i>	\$8,000	\$50.00		
PB09-469	2373 ROLLING RIDGE	GARN RESTORATION SERVICES IN	<i>TEAR OFF AND RE-ROOF</i>	\$8,000	\$50.00		
PB09-468	2251 MOORWOOD DRIVE	GARN RESTORATION SERVICES IN	<i>TEAR OFF AND RE-ROOF</i>	\$8,000	\$50.00		

DELHI CHARTER TOWNSHIP
Building Permit Details

of

Permit No.	Property Address	Permit Applicant	Work Description	Estimated Cost	Permit Fee	DDA?	Permits
PB09-467	2180 WASHINGTON ROAD	GARN RESTORATION SERVICES IN	TEAR OFF AND RE-ROOF	\$8,000	\$50.00		
PB09-466	2287 WEST BOULEVARD	GOBER, RICHARD & PATTI	TEAR OFF AND RE-ROOF	\$8,000	\$50.00		
PB09-478	2315 LOCH WOODE COURT	BRUNETTE EXTERIORS INC	TEAR OFF AND RE-ROOF	\$8,000	\$50.00		
PB09-477	1911 MOCKINGBIRD	GRAY, DENNIS	TEAR OFF AND RE-ROOF	\$8,000	\$50.00		
PB09-476	2407 HOUGHTON HOLLOW	GRAY, DENNIS	TEAR OFF AND RE-ROOF	\$8,000	\$50.00		
PB09-475	2419 HOUGHTON HOLLOW	GRAY, DENNIS	TEAR OFF AND RE-ROOF	\$8,000	\$50.00		
PB09-474	2300 LOCH WOODE COURT	GRAY, DENNIS	TEAR OFF AND RE-ROOF	\$8,000	\$50.00		
PB09-473	5135 RUNNYMEDE	PAUL DAVIS RESTORATION	REPAIR GARAGE	\$8,000	\$50.00		
PB09-486	2415 AURELIUS ROAD #49	GRAY, DENNIS	TEAR OFF AND RE-ROOF	\$8,000	\$50.00		
PB09-484	3915 BAYBERRY	REGIONAL ROOFING SERVICES IN	TEAR OFF AND RE-ROOF	\$8,000	\$50.00		
PB09-483	5731 AMBLER STREET	DAVISON BLDRS	TEAR OFF AND RE-ROOF	\$8,000	\$50.00		
PB09-482	2683 LITTLE HICKORY	GARN RESTORATION SERVICES IN	TEAR OFF AND RE-ROOF	\$8,000	\$50.00		
PB09-481	2583 SANIBEL HOLLOW	GARN RESTORATION SERVICES IN	TEAR OFF AND RE-ROOF	\$8,000	\$50.00		
PB09-480	5055 WILLOUGHBY ROAD	GARN RESTORATION SERVICES IN	TEAR OFF AND RE-ROOF	\$8,000	\$50.00		
PB09-479	2412 ANCHOR COURT	MID MICHIGAN RESTORATION	TEAR OFF AND RE-ROOF	\$8,000	\$50.00		
PB09-505	2415 AURELIUS ROAD #53	GRAY, DENNIS	TEAR OFF AND RE-ROOF	\$8,000	\$50.00	Y	

DELHI CHARTER TOWNSHIP
Building Permit Details

Permit No.	Property Address	Permit Applicant	Work Description	Estimated Cost	Permit Fee	DDA?	Permits
PB09-504	2415 AURELIUS ROAD #45	GRAY, DENNIS	TEAR OFF AND RE-ROOF	\$8,000	\$50.00	Y	
PB09-503	2415 AURELIUS ROAD #43	GRAY, DENNIS	TEAR OFF AND RE-ROOF	\$8,000	\$50.00	Y	
PB09-502	2415 AURELIUS ROAD #39	GRAY, DENNIS	TEAR OFF AND RE-ROOF	\$8,000	\$50.00	Y	
PB09-501	2415 AURELIUS ROAD #37	GRAY, DENNIS	TEAR OFF AND RE-ROOF	\$8,000	\$50.00	Y	
PB09-500	2415 AURELIUS ROAD #35	GRAY, DENNIS	TEAR OFF AND RE-ROOF	\$8,000	\$50.00	Y	
PB09-499	2415 AURELIUS ROAD #33	GRAY, DENNIS	TEAR OFF AND RE-ROOF	\$8,000	\$50.00	Y	
PB09-498	2415 AURELIUS ROAD #29	GRAY, DENNIS	TEAR OFF AND RE-ROOF	\$8,000	\$50.00	Y	
PB09-497	2415 AURELIUS ROAD #25	GRAY, DENNIS	TEAR OFF AND RE-ROOF	\$8,000	\$50.00	Y	
PB09-496	2415 AURELIUS ROAD #21	GRAY, DENNIS	TEAR OFF AND RE-ROOF	\$8,000	\$50.00	Y	
PB09-495	2415 AURELIUS ROAD #19	GRAY, DENNIS	TEAR OFF AND RE-ROOF	\$8,000	\$50.00	Y	
PB09-494	2415 AURELIUS ROAD #17	GRAY, DENNIS	TEAR OFF AND RE-ROOF	\$8,000	\$50.00	Y	
PB09-493	2415 AURELIUS ROAD #13	GRAY, DENNIS	TEAR OFF AND RE-ROOF	\$8,000	\$50.00	Y	
PB09-492	2415 AURELIUS ROAD #11	GRAY, DENNIS	TEAR OFF AND RE-ROOF	\$8,000	\$50.00	Y	
PB09-491	2415 AURELIUS ROAD #07	GRAY, DENNIS	TEAR OFF AND RE-ROOF	\$8,000	\$50.00	Y	
PB09-490	2415 AURELIUS ROAD #03	GRAY, DENNIS	TEAR OFF AND RE-ROOF	\$8,000	\$50.00	Y	
PB09-489	2415 AURELIUS ROAD #01	GRAY, DENNIS	TEAR OFF AND RE-ROOF	\$8,000	\$50.00	Y	

DELHI CHARTER TOWNSHIP
Building Permit Details

of

DDA? Permits

Permit No.	Property Address	Permit Applicant	Work Description	Estimated Cost	Permit Fee	DDA?	Permits
PB09-488	2185 ASPENWOOD DRIVE	MOREFIELD CONSTRUCTION	TEAR OFF AND RE-ROOF	\$8,000	\$50.00		
PB09-487	1924 MOCKINGBIRD	MOREFIELD CONSTRUCTION	TEAR OFF AND RE-ROOF	\$8,000	\$50.00		
PB09-511	2349 CHISHOLM COURT	GARN RESTORATION SERVICES IN	TEAR OFF AND RE-ROOF	\$8,000	\$50.00		
PB09-510	2315 ROLLING RIDGE	GARN RESTORATION SERVICES IN	TEAR OFF AND RE-ROOF	\$8,000	\$50.00		
PB09-509	2130 MOORWOOD DRIVE	GARN RESTORATION SERVICES IN	TEAR OFF AND RE-ROOF	\$8,000	\$50.00		
PB09-508	1970 HOLLOWBROOK	GARN RESTORATION SERVICES IN	TEAR OFF AND RE-ROOF	\$8,000	\$50.00		
PB09-513	2726 HYDRA DRIVE	MOREFIELD CONSTRUCTION	TEAR OFF AND RE-ROOF	\$8,000	\$50.00		
PB09-512	1921 MOCKINGBIRD	MOREFIELD CONSTRUCTION	TEAR OFF AND RE-ROOF	\$8,000	\$50.00		
PB09-515	2567 SANIBEL HOLLOW	PROFESSIONAL CONTRACTING SE	TEAR OFF AND RE-ROOF	\$8,000	\$50.00		
PB09-514	2481 SANIBEL HOLLOW	ALL-WEATHER MAINTENANCE, I	TEAR OFF AND RE-ROOF	\$8,000	\$50.00		
PB09-517	2161 ASPENWOOD DRIVE	MOREFIELD CONSTRUCTION	TEAR OFF AND RE-ROOF	\$8,000	\$50.00		
PB09-523	2280 BUSH HILL	MOREFIELD CONSTRUCTION	TEAR OFF AND RE-ROOF	\$8,000	\$50.00		
PB09-521	2666 SANIBEL HOLLOW	GARN RESTORATION SERVICES IN	TEAR OFF AND RE-ROOF	\$8,000	\$50.00		
PB09-520	2073 GUNN ROAD	GARN RESTORATION SERVICES IN	TEAR OFF AND RE-ROOF	\$8,000	\$50.00		
PB09-519	2251 CEDAR BEND	GARN RESTORATION SERVICES IN	TEAR OFF AND RE-ROOF	\$8,000	\$50.00		
PB09-518	2116 ASPENWOOD DRIVE	GARN RESTORATION SERVICES IN	TEAR OFF AND RE-ROOF	\$8,000	\$50.00		

DELHI CHARTER TOWNSHIP
Building Permit Details

of

DDA? Permits

Permit No.	Property Address	Permit Applicant	Work Description	Estimated Cost	Permit Fee	DDA?	Permits
PB09-524	5635 LOCH WOODE COURT	RANDALL ROOFING & SIDING	TEAR OFF AND RE-ROOF	\$8,000	\$50.00		
PB09-531	1925 HOLLOWBROOK	GRAY, DENNIS	TEAR OFF AND RE-ROOF	\$8,000	\$50.00		
PB09-528	2300 MOORWOOD DRIVE	MOREFIELD CONSTRUCTION	TEAR OFF AND RE-ROOF	\$8,000	\$50.00		
PB09-527	2716 HYDRA DRIVE	MOREFIELD CONSTRUCTION	TEAR OFF AND RE-ROOF	\$8,000	\$50.00		
				\$524,000	\$3,300.00		66

RESIDENTIAL STORAGE/GARAGE

PB09-459	2644 PINE TREE ROAD	J. F. SHEWCHUCK CONSTRUCTIO	24' X 32' DETACHED GARAGE POLE BARN CONSTRUCTION	\$13,824	\$84.00		
				\$13,824	\$84.00		1

SIGN

PS09-021	1995 CEDAR ST 7	HIGGINS ELECTRIC SIGN CO	22 SQ FT WALL SIGN	\$0	\$72.00	Y	
				\$0	\$72.00		1

Totals:	\$633,112	\$4,244.00	78
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SUMMARY OF CONSTRUCTION VALUES

Year	2003		2004		2005		2006		2007		2008	
Type	Total Permits	Total Value	Total Permits	Total Value	Total Permits	Total Value						
Commercial Addition, Alteration & Commercial Misc	35	\$ 2,940,575.00	36	\$ 2,780,266.00	21	\$ 2,834,122.00	32	\$ 1,895,384.00	49	\$ 9,353,080.00	30	\$ 2,830,791.00
Commercial New Structures	10	\$ 2,286,797.00	12	\$ 6,193,397.00	4	\$ 599,072.00	6	\$ 5,665,672.00	6	\$ 2,230,506.00	1	\$ 875,903.00
Deck, Fence, Pool, Residential Misc, Residential Storage/Garage, Demolition, Sign, Sign Business, Sign Grand Openings	227	\$ 585,643.00	243	\$ 744,334.33	260	\$ 1,221,543.00	249	\$ 681,722.00	255	\$ 834,376.00	165	\$ 1,118,676.00
Pre-Manufactured Home, Residential Condo w/Garage, Residential Dwelling, Residential Dwelling/Garage	243	\$ 27,363,270.00	280	\$ 29,204,352.00	214	\$ 33,037,054.00	122	\$ 20,311,984.00	58	\$ 8,856,775.00	27	\$ 5,189,435.00
Residential Addition, Residential Alteration	90	\$ 1,273,065.00	96	\$ 1,127,953.00	70	\$ 1,274,922.00	70	\$ 1,510,922.00	47	\$ 972,435.00	51	\$ 1,013,207.00
Residential Multiple Family	25	\$ 16,702,269.00	2	\$ 123,540.00	9	\$ 8,556,012.00	3	\$ 2,738,265.00	6	\$ 7,621,380.00	0	\$ -

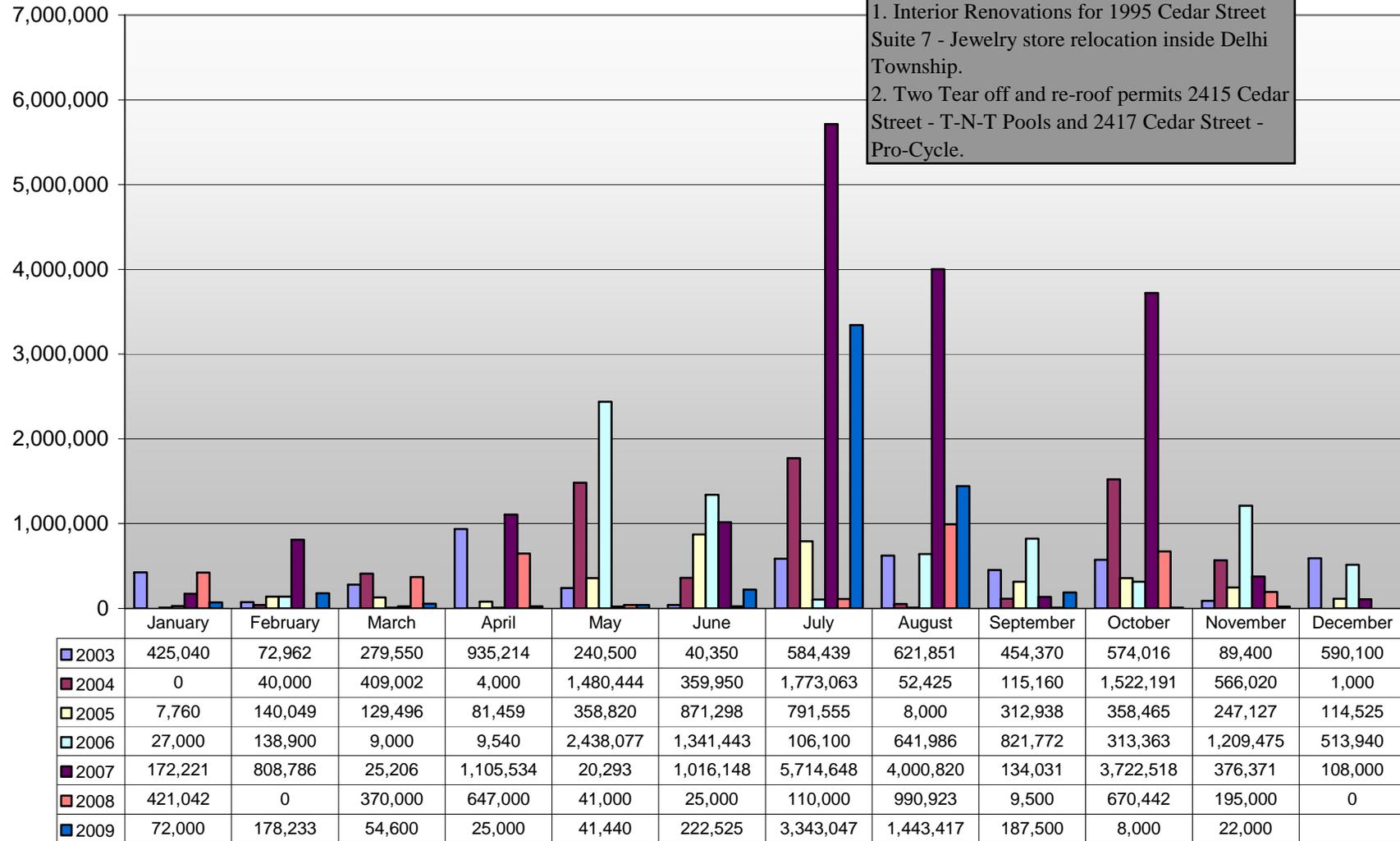
2009 Year to Date Construction Values:

Commercial / Industrial:	\$ 5,597,762.00
Residential:	\$ 6,868,785.00
Total Single Family Homes:	19

Commercial/Industrial Building Permits

November 2009 Activity Includes:

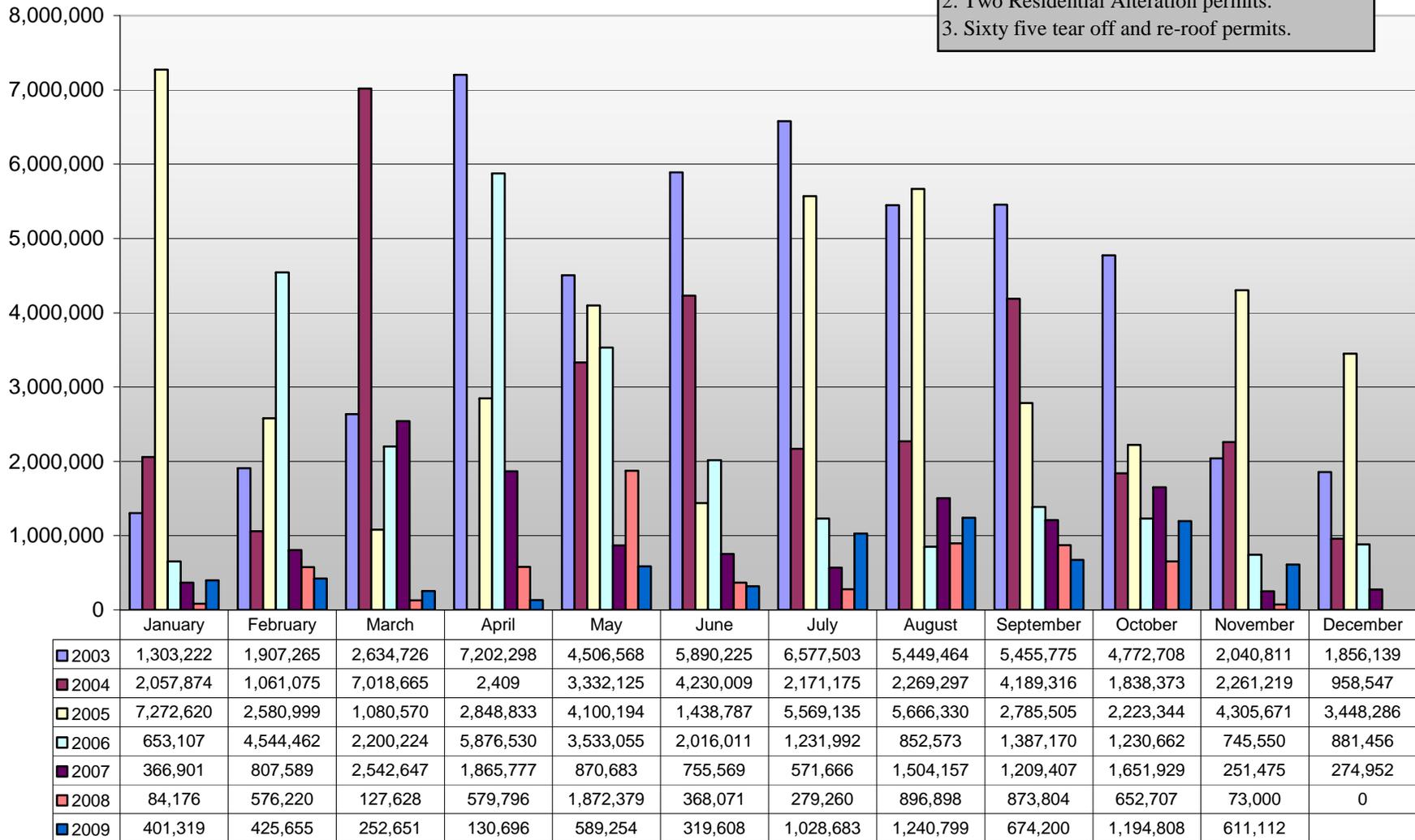
1. Interior Renovations for 1995 Cedar Street Suite 7 - Jewelry store relocation inside Delhi Township.
2. Two Tear off and re-roof permits 2415 Cedar Street - T-N-T Pools and 2417 Cedar Street - Pro-Cycle.



Residential Building Permits

November 2009 Activity Includes:

1. Two Residential Addition permits.
2. Two Residential Alteration permits.
3. Sixty five tear off and re-roof permits.



**DELHI CHARTER TOWNSHIP
MINUTES OF REGULAR MEETING HELD ON DECEMBER 15, 2009**

The Delhi Charter Township Board of Trustees met in a regular meeting on Tuesday, December 15, 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, Treasurer Harry Ammon, Clerk Evan Hope, Trustees Derek Bajema, John Hayhoe, Jerry Ketchum, Roy Sweet

Members Absent: None

Others Present: John Elsinga, Township Manager
Marian Frane, Director of Accounting
Mark Jenks, Director of Parks & Recreation
Sandra Diorka, Director of Public Services
Pat Brown, Assistant Chief-EMS/Fire Marshall
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

SET/ADJUST AGENDA

**HOPE MOVED TO ADD AGENDA ITEM 1H – RECOMMENDATION FOR
REAPPOINTMENT TO THE SEWER BOARD OF APPEALS.**

A Voice Poll was recorded as follows: All Ayes
MOTION CARRIED

CONSENT AGENDA

- A. Approval of Minutes – Regular Meeting of December 1, 2009
- B. Approval of Claims – December 1, 2009 (ATTACHMENT I)
- C. Approval of Payroll – December 10, 2009 (ATTACHMENT II)
- D. Appointment to the Delhi Township Downtown Development Authority and Brownfield Redevelopment Authority – Robert Fillion (ATTACHMENT III)
- E. Appointment to the Delhi Township Election Commission – Trustee Derek Bajema (ATTACHMENT IV)

**DELHI CHARTER TOWNSHIP
MINUTES OF REGULAR MEETING HELD ON DECEMBER 15, 2009**

- F. Reappointment to the Delhi Township Sewer Board of Appeals – Nanette Miller (ATTACHMENT V)
- G. Reappointment to the Delhi Township Sewer Board of Appeals – Stanley Ehnis (ATTACHMENT VI)

Trustee Bajema requested that Item B – Approval of Claims-December 1, 2009 be removed from the consent agenda for discussion.

**SWEET MOVED TO APPROVE THE CONSENT AGENDA AS PRESENTED WITH
ITEM B – APPROVAL OF CLAIMS-DECEMBER 1, 2009 REMOVED FROM THE
CONSENT AGENDA FOR DISCUSSION.**

A Roll Call Vote was recorded as follows:

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

MOTION CARRIED

NEW BUSINESS

AMENDMENT TO THE DELHI TOWNSHIP RETIREMENT INSURANCE BENEFITS PLAN

The Board reviewed a memorandum dated December 9, 2009 from Twp. Mgr. Elsinga (ATTACHMENT VII).

**BAJEMA MOVED TO ADOPT RETIREMENT INSURANCE BENEFITS PLAN FOR
ELIGIBLE FULL-TIME EMPLOYEES OF DELHI CHARTER TOWNSHIP AS
AMENDED.**

A Roll Call Vote was recorded as follows:

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

MOTION CARRIED

**AUTHORIZATION FOR FINAL DESIGN ENGINEERING FOR LIFT STATION D AND McCUE
ROAD CORRIDOR INFRASTRUCTURE IMPROVEMENTS – C2AE**

The Board reviewed a memorandum dated December 11, 2009 from Twp. Mgr. Elsinga (ATTACHMENT VIII).

**HAYHOE MOVED TO APPROVE THE FINAL DESIGN ENGINEERING FOR THE LIFT
STATION D AND McCUE ROAD CORRIDOR INFRASTRUCTURE IMPROVEMENTS
FROM C2AE IN THE AMOUNT OF \$276,600.**

Twp. Mgr. Elsinga gave a brief overview of the funding for this project. Twp. Mgr. Elsinga further stated that this project would resolve the limited capacity problem of the aging lift station as well as enclose the Grovenburg Drain and improve McCue Road. Under the State Revolving Fund (SRF) funding these improvements can be made for the growth and safety of the community.

**DELHI CHARTER TOWNSHIP
MINUTES OF REGULAR MEETING HELD ON DECEMBER 15, 2009**

Trustee Bajema questioned the bonding and stated that one of the items sited on the monthly sanitary sewer usage fees increase was that the increase would be helpful in the transition period of retiring the System No. 4 debt and taking on the proposed 2010 SRF loan. Trustee Bajema asked how this would work with the bonding.

Sandra Diorka, Director of Public Services, stated that the new customers that were coming into the Township were helping to subsidize the revenue; however, with the recent economic downturn that revenue is reducing.

Trustee Bajema stated that earlier in the year, Twp. Mgr. Elsinga mentioned that this project would require the funding of several sources and asked if this was now not the case since the Township has moved up in the ranking of SRF funding. Twp. Mgr. Elsinga answered in the affirmative. The SRF funding keeps the control in the Township. Going to another source would decrease the control factor. It was stated that by waiting three to four years on this project could increase the costs up to 20%. Twp. Mgr. Elsinga stated that the Township may still realize a positive impact on stimulus funding.

Trustee Ketchum stated that he understands the need of the improvements; however, is opposed to the raising of sanitary sewer fees to accommodate the improvements. It was stated that the fees would still have to be raised, regardless of the proposed improvements.

Further discussion on this topic to be continued following the 8:00 p.m. Public Hearing

PUBLIC HEARING – 8:00 P.M.

RESOLUTION NO. 2009-039 – APPLICATION FOR INDUSTRIAL FACILITIES TAX (IFT) EXEMPTION – FIBERTEC, INC.

HOPE MOVED TO OPEN THE PUBLIC HEARING ON THE APPLICATION FOR INDUSTRIAL FACILITIES TAX (IFT) EXEMPTION – FIBERTEC, INC.

A Voice Poll was recorded as follows: All Ayes

MOTION CARRIED

Twp. Mgr. Elsinga stated that Fibertec, Inc. is planning to acquire new testing and computer equipment totaling \$300,000 over the next 24 months. The new equipment will allow the company to continue its operations and maintain 42 local positions.

Motion to Close Public Hearing – 8:02 p.m.

HOPE MOVED TO CLOSE THE PUBLIC HEARING.

A Voice Poll was recorded as follows: All Ayes

MOTION CARRIED

AUTHORIZATION FOR FINAL DESIGN ENGINEERING FOR LIFT STATION D AND McCUE ROAD CORRIDOR INFRASTRUCTURE IMPROVEMENTS – C2AE – cont'd

**DELHI CHARTER TOWNSHIP
MINUTES OF REGULAR MEETING HELD ON DECEMBER 15, 2009**

Trustee Bajema asked if the municipalities that have dropped off the SRF funding list may have felt that now may not be a sound enough economy to be making such an investment. Bob Farrier, C2AE, stated that there are several reasons why some of the municipalities have decided to defer the funding allowing the Township the opportunity to receive the SRF funding.

Trustee Bajema stated that he does not believe that these improvements and the increase of the monthly sanitary sewer usage fees are separate.

A Roll Call Vote was recorded as follows:

Ayes: Sweet, Ammon, Goodrich, Hayhoe, Hope

Nays: Ketchum, Bajema

MOTION CARRIED

RESOLUTION NO. 2009-050 – A RESOLUTION TO INCREASE THE MONTHLY SANITARY SEWER USAGE FEES

The Board reviewed a memorandum dated December 3, 2009 from Twp. Mgr. Elsinga (ATTACHMENT IX).

AMMON MOVED TO ADOPT RESOLUTION NO. 2009-050 WHICH WOULD INCREASE THE MONTHLY SANITARY SEWER COMMODITY CHARGE FROM \$3.95 TO \$4.05 PER CCF AND THE BASIC SERVICE CHARGE FROM \$12 TO \$13 PER MONTH EFFECTIVE JANUARY 1, 2010.

Trustee Bajema stated that raising the rates on the ccf makes sense as it is on a usage basis; however, he is opposed to the flat rate basic service charge.

Trustee Ketchum stated that approximately twenty-five years ago a temporary service charge of 50 cents was implemented so that some work could be done at the POTW plant; however, now the rate is much higher and permanent.

Treasurer Ammon stated that if the sanitary sewer is not maintained through the increase of fees, the system will eventually be broke and the Township will not be able to provide sewer service to the residents. Treasurer Ammon further stated that the EPA has made very large changes and it has cost the Township substantially to keep up with the changes.

A Roll Call Vote was recorded as follows:

Ayes: Sweet, Ammon, Goodrich, Hayhoe, Hope

Nays: Bajema, Ketchum

MOTION CARRIED

LETTER OF UNDERSTANDING BETWEEN DELHI CHARTER TOWNSHIP AND DELHI PROFESSIONAL FIREFIGHTERS ASSOCIATION, IAFF LOCAL 4359

The Board reviewed a memorandum dated December 10, 2009 from Twp. Mgr. Elsinga (ATTACHMENT X).

SWEET MOVED TO APPROVE THE LETTER OF UNDERSTANDING BETWEEN DELHI CHARTER TOWNSHIP AND DELHI PROFESSIONAL FIREFIGHTERS

**DELHI CHARTER TOWNSHIP
MINUTES OF REGULAR MEETING HELD ON DECEMBER 15, 2009**

**ASSOCIATION, IAFF LOCAL 4359, WHICH FORFEITS A COST OF LIVING
INCREASE FOR FISCAL YEAR 2010.**

A Roll Call Vote was recorded as follows:

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

MOTION CARRIED

**AGREEMENT FOR FIRE SERVICES BETWEEN DELHI CHARTER TOWNSHIP AND
ALAIEDON TOWNSHIP**

The Board reviewed a memorandum dated December 10, 2009 from Twp. Mgr. Elsinga (ATTACHMENT XI).

**AMMON MOVED TO APPROVE THE AGREEMENT FOR FIRE SERVICES BETWEEN
DELHI CHARTER TOWNSHIP AND ALAIEDON TOWNSHIP, EFFECTIVE JANUARY
1, 2010 THROUGH DECEMBER 31, 2010.**

A Roll Call Vote was recorded as follows:

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

MOTION CARRIED

AMENDMENT NO. 3 TO RESOLUTION NO. 2008-066 – FY 2009 GENERAL FUND BUDGET

The Board reviewed memorandums dated December 10, 2009 from Twp. Mgr. Elsinga and December 7, 2009 from Marian Frane, Director of Accounting (ATTACHMENT XII).

**HOPE MOVED TO ADOPT AMENDMENT NO. 3 TO RESOLUTION NO. 2008-066 FOR
THE FY 2009 GENERAL FUND BUDGET.**

A Roll Call Vote was recorded as follows:

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

MOTION CARRIED

**AMENDMENT NO. 3 TO RESOLUTION NO. 2008-067 – FY 2009 FIRE EQUIPMENT,
TRAINING AND APPARATUS FUND BUDGET**

The Board reviewed memorandums dated December 9, 2009 from Twp. Mgr. Elsinga and December 7, 2009 from Marian Frane, Director of Accounting (ATTACHMENT XIII).

**HAYHOE MOVED TO ADOPT AMENDMENT NO. 3 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: Hayhoe, Hope, Ketchum, Sweet, Ammon, Bajema, Goodrich

MOTION CARRIED

**DELHI CHARTER TOWNSHIP
MINUTES OF REGULAR MEETING HELD ON DECEMBER 15, 2009**

AMENDMENT NO. 3 TO RESOLUTION NO. 2008-068 – FY 2009 PARKS AND RECREATION FUND BUDGET

The Board reviewed memorandums dated December 9, 2009 from Twp. Mgr. Elsinga and December 7, 2009 from Marian Frane, Director of Accounting (ATTACHMENT XIV).

AMMON MOVED TO ADOPT AMENDMENT NO. 3 TO RESOLUTION NO. 2008-068 FOR THE FY 2009 PARKS AND RECREATION FUND BUDGET.

A Roll Call Vote was recorded as follows:

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

MOTION CARRIED

AMENDMENT NO. 3 TO RESOLUTION NO. 2008-069 – FY 2009 WATER IMPROVEMENT FUND BUDGET

The Board reviewed memorandums dated December 9, 2009 from Twp. Mgr. Elsinga and December 7, 2009 from Marian Frane, Director of Accounting (ATTACHMENT XV).

SWEET MOVED TO ADOPT AMENDMENT NO. 3 TO RESOLUTION NO. 2008-069 FOR THE FY 2009 WATER IMPROVEMENT FUND BUDGET.

A Roll Call Vote was recorded as follows:

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

MOTION CARRIED

AMENDMENT NO. 3 TO RESOLUTION NO. 2008-070 – FY 2009 SEWER FUND BUDGET

The Board reviewed memorandums dated December 9, 2009 from Twp. Mgr. Elsinga and December 7, 2009 from Marian Frane, Director of Accounting (ATTACHMENT XVI).

AMMON MOVED TO ADOPT AMENDMENT NO. 3 TO RESOLUTION NO. 2008-070 FOR THE FY 2009 SEWER FUND BUDGET.

A Roll Call Vote was recorded as follows:

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

MOTION CARRIED

AMENDMENT NO. 3 TO RESOLUTION NO. 2008-071 – FY 2009 COMMUNITY DEVELOPMENT FUND BUDGET

The Board reviewed memorandums dated December 10, 2009 from Twp. Mgr. Elsinga and December 7, 2009 from Marian Frane, Director of Accounting (ATTACHMENT XVII).

HAYHOE MOVED TO ADOPT AMENDMENT NO. 3 TO RESOLUTION NO. 2008-071 FOR THE FY 2009 COMMUNITY DEVELOPMENT FUND BUDGET.

A Roll Call Vote was recorded as follows:

**DELHI CHARTER TOWNSHIP
MINUTES OF REGULAR MEETING HELD ON DECEMBER 15, 2009**

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

**AMENDMENT NO. 3 TO RESOLUTION NO. 2008-072 – FY 2009 DOWNTOWN
DEVELOPMENT AUTHORITY FUND BUDGET**

The Board reviewed memorandums dated December 9, 2009 from Twp. Mgr. Elsinga and December 7, 2009 from Marian Frane, Director of Accounting (ATTACHMENT XVIII).

**HOPE MOVED TO ADOPT AMENDMENT NO. 3 TO RESOLUTION NO. 2008-072 FOR
THE FY 2009 DOWNTOWN DEVELOPMENT AUTHORITY FUND BUDGET.**

A Roll Call Vote was recorded as follows:

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

**AMENDMENT NO. 2 TO RESOLUTION NO. 2008-073 – FY 2009 BROWNFIELD
REDEVELOPMENT AUTHORITY FUND BUDGET**

The Board reviewed memorandums dated December 9, 2009 from Twp. Mgr. Elsinga and December 7, 2009 from Marian Frane, Director of Accounting (ATTACHMENT XIX).

**SWEET MOVED TO ADOPT AMENDMENT NO. 2 TO RESOLUTION NO. 2008-073
FOR THE FY 2009 BROWNFIELD REDEVELOPMENT AUTHORITY FUND BUDGET.**

A Roll Call Vote was recorded as follows:

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

**RESOLUTION NO. 2009-049 – APPLICATION FOR INDUSTRIAL FACILITIES TAX (IFT)
EXEMPTION – FIBERTEC, INC.**

The Board reviewed memorandums dated December 2, 2009 from Twp. Mgr. Elsinga and December 1, 2009 from Tracy Miller, Director of Community Development (ATTACHMENT XX).

**BAJEMA MOVED TO ADOPT RESOLUTION NO. 2009-049 WHICH APPROVES THE
APPLICATION FOR INDUSTRIAL FACILITIES TAX (IFT) ABATEMENT CERTIFICATE
FOR FIBERTEC, INC.**

A Roll Call Vote was recorded as follows:

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

**ITEM REMOVED FROM CONSENT AGENDA FOR DISCUSSION / ACTION – APPROVAL OF
CLAIMS – DECEMBER 1, 2009**

**DELHI CHARTER TOWNSHIP
MINUTES OF REGULAR MEETING HELD ON DECEMBER 15, 2009**

HOPE MOVED TO APPROVE THE ACCOUNTS PAYABLE OF DECEMBER 1, 2009.

Trustee Bajema asked the length of the LEAP obligation. It was stated that there is one more year on the obligation. Trustee Bajema stated that it is his feeling that the DDA should cover this cost entirely.

A Roll Call Vote was recorded as follows:

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

MOTION CARRIED

REPORTS

SUPERVISOR

JANUARY 5, 2010 BOARD MEETING

Supervisor Goodrich reminded the Board that there is no scheduled Board of Trustees meeting on the first Tuesday in January (January 5, 2010).

OUT-COUNTY SHERIFF'S PATROL

Supervisor Goodrich stated that he attended a meeting on December 11, 2009 with other area Supervisors in regards to Out-County Sheriff's Patrol. Supervisor Goodrich further stated that there seemed to be a lack of interest in support of any type of millage to fund an Out-County Sheriff's Patrol.

TREASURER

Treasurer Ammon reported that the Treasurer's Office is in the process of collecting winter property tax payments.

TOWNSHIP MANAGER

Twp. Mgr. Elsinga stated that the DDA Budget Amendments (Amendment No. 3 to Resolution No. 2008-072) complete the Delhi NE/Depot Street and the Cedar Heights infrastructure projects.

Twp. Mgr. Elsinga and Marian Frane, Director of Accounting, will be meeting with Ingham County to discuss the cost of reducing personnel from 21 to 18. A special meeting may be called.

LIMITED PUBLIC COMMENTS

Kirk Chauncey, 4343 Tuscany Lane, Holt, questioned the reduction of the Ingham County Sheriff's Office/Delhi Division officers.

**DELHI CHARTER TOWNSHIP
MINUTES OF REGULAR MEETING HELD ON DECEMBER 15, 2009**

ADJOURNMENT

Meeting adjourned at 9:10 p.m.

Date: _____

Evan Hope, Township Clerk

Date: _____

Stuart Goodrich, Supervisor

/af

ACCOUNTS PAYABLE APPROVAL

December 1, 2009

I. Certification of Authorized Signatures: The attached Check Register and Invoice Distribution Report encompass checks dated December 1, 2009, numbered 76046 thru 76144 & ACH 1127 & 1128 . Every invoice has a payment authorizing signature(s).

Dated: December 1, 2009

Lora Behnke, Accounting Clerk

II. Certification of Fund Totals:

The attached Invoice Distribution Report and Check Register for checks dated December 1, 2009 show payments made from the following funds:

General Fund	\$	247,540.72	
Parks & Recreation		2,392.24	
Fire Equip. & Apparatus Fund		200,440.88	
Downtown Development Fund		145,117.90	
Community Development Fund		3,599.27	
Trust & Agency Fund		3,664.48	
Current Tax Fund		25.01	
Subtotal Common Savings*	\$	602,780.50	
Sewer Fund Receiving**	\$	66,117.72	
Grand Total	\$	668,898.22	

Includes the following to be reimbursed from separate bank accounts:

*Current Tax Fund	\$	25.01
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Dated: December 1, 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. (\$11,299.42 Barnhart & Son for Emergency Sewer Repair on Summit St., \$17,500.00 LEAP, Inc., For Board Membership, 7/26/07, \$198,228.00 Pierce Manufacturing, For Refurbishment of the 1994 Pumper Fire Truck, 6/17/09)

Dated: December 1, 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 December 15, 2009, a motion was made by _____ and passed by _____ yes votes and _____ no votes (_____ absent) that the list of claims dated December 1, 2009, was reviewed, audited and approved.

Evan Hope, Township Clerk

INVOICE DISTRIBUTION REPORT FOR DELHI CHARTER TOWNSHIP
 INVOICES TO BE PAID 11/24/2009 - 12/01/2009
 Paid Invoices Only

Vendor	Invoice Description	Amount
Fund 101 GENERAL FUND		
Dept 000.00		
INGHAM COUNTY FIRE CHIEFS	INGHAM COUNTY CHIEFS 2010 DUES	50.00
Total for Dept 000.00 :		50.00
Dept 101.00 LEGISLATIVE		
HARTFORD LIFE INSURANCE	TRUSTEES LIFE INSURANCE DEC	11.40
LEAP, INC.	2009 LEAP DUES	17,500.00
VERIZON WIRELESS	OCTOBER CELLULAR-SUPERVISOR	30.82
Total for Dept 101.00 LEGISLATIVE:		17,542.22
Dept 171.00 MANAGER		
DELTA DENTAL PLAN OF	DENTAL INSURANCE DECEMBER	283.76
HARTFORD LIFE INSURANCE	LIFE INSURANCE DECEMBER	99.19
VERIZON WIRELESS	OCTOBER CELLULAR-MANAGER	84.42
Total for Dept 171.00 MANAGER:		467.37
Dept 191.00 ACCOUNTING		
DELTA DENTAL PLAN OF	DENTAL INSURANCE DECEMBER	257.40
HARTFORD LIFE INSURANCE	LIFE INSURANCE DECEMBER	51.87
Total for Dept 191.00 ACCOUNTING:		309.27
Dept 215.00 CLERK		
DELTA DENTAL PLAN OF	DENTAL INSURANCE DECEMBER	283.76
HARTFORD LIFE INSURANCE	LIFE INSURANCE DECEMBER	68.24
PRINTING ESSENTIALS	TONER CARTRIDGE	50.00
SAM'S CLUB DIRECT	HP CARTRIDGES	185.25
SAM'S CLUB DIRECT	COPY PAPER / TOWNSHIP WIDE USE	458.66
SAM'S CLUB DIRECT	CREDIT	(10.49)
VERIZON WIRELESS	OCTOBER CELLULAR-CLERK	84.64
Total for Dept 215.00 CLERK:		1,120.06

Dept 228.00 INFORMATION TECHNOLOGY

DELTA DENTAL PLAN OF	DENTAL INSURANCE DECEMBER	77.53
HARTFORD LIFE INSURANCE	LIFE INSURANCE DECEMBER	30.94
VERIZON WIRELESS	OCTOBER CELLULAR-COMPUTER	84.42

Total for Dept 228.00 INFORMATION TECHNOLOGY: 192.89

Dept 253.00 TREASURERS

DELTA DENTAL PLAN OF	DENTAL INSURANCE DECEMBER	334.93
HARTFORD LIFE INSURANCE	LIFE INSURANCE DECEMBER	74.16
MUZZALL GRAPHICS	TAX PAPER BUFF 1/3 PERF	481.00
MUZZALL GRAPHICS	SHIPPING	60.65
VERIZON WIRELESS	OCTOBER CELLULAR-TREASURER	30.82
INGHAM COUNTY TREASURER	2009 FORECLOSURE CHARGEBACKS	143.42

Total for Dept 253.00 TREASURERS: 1,124.98

Dept 257.00 ASSESSING

DELTA DENTAL PLAN OF	DENTAL INSURANCE DECEMBER	170.06
HARTFORD LIFE INSURANCE	LIFE INSURANCE DECEMBER	69.16
LANSING ICE & FUEL CO	GASOLINE 11/1-15/09	33.76
VERIZON WIRELESS	OCTOBER CELLULAR-ASSESSING	61.64

Total for Dept 257.00 ASSESSING: 334.62

Dept 265.00 BUILDING & GROUNDS

DELTA DENTAL PLAN OF	DENTAL INSURANCE DECEMBER	130.65
HARTFORD LIFE INSURANCE	LIFE INSURANCE DECEMBER	29.11
LANSING ICE & FUEL CO	GASOLINE 11/1-15/09	74.81
SAM'S CLUB DIRECT	KLEENEX	103.84
MAID BRIGADE OF LANSING	CLEANING SERVICES/CSC	812.50
BOARD OF WATER & LIGHT	WATER 2074 AURELIUS	355.74
DELHI TOWNSHIP TREASURER	SEWER 2074 AURELIUS	231.50
CONSUMERS ENERGY	ELECTRIC 2074 AURELIUS	4,767.72
CONSUMERS ENERGY	GAS 2074 AURELIUS	1,163.44
JOHN E. GREEN COMPANY	REPLACED WHOLE PUMP ASSEMBLY	2,127.87
MERIDIAN RESTORATION LLC	CAULK JOINTS/CSC	3,400.00

Total for Dept 265.00 BUILDING & GROUNDS: 13,197.18

Dept 276.00 CEMETERY

DELTA DENTAL PLAN OF	DENTAL INSURANCE DECEMBER	86.48
HARTFORD LIFE INSURANCE	LIFE INSURANCE DECEMBER	19.27
LANSING ICE & FUEL CO	GASOLINE 11/1-15/09	49.52
LOWE'S CREDIT SERVICES	6 PKS ORANGE FLAGS/2 TAPE	47.88

RUMSEY & SONS CONSTRUCTION	CEMETERY FOUNDATION	26.00
CONSUMERS ENERGY	ELECTRIC 4149 WILLOUGHBY	<u>64.59</u>

Total for Dept 276.00 CEMETERY: 293.74

Dept 301.00 POLICE		
ROBERT J. ROBINSON, ATTN	OCTOBER MOTOR VEH ORD	1,875.00
INGHAM COUNTY TREASURER	NOVEMBER POLICE CONTRACT	<u>200,631.16</u>

Total for Dept 301.00 POLICE: 202,506.16

Dept 336.00 FIRE DEPARTMENT		
DELTA DENTAL PLAN OF	DENTAL INSURANCE DECEMBER	1,325.29
HARTFORD LIFE INSURANCE	LIFE INSURANCE DECEMBER	255.12
BARYAMES CLEANERS	UNIFORM CLEANING	116.40
SAM'S CLUB DIRECT	COPY PAPER / TOWNSHIP WIDE USE	80.94
LANSING ICE & FUEL CO	GASOLINE 11/1-15/09	610.50
MOORE MEDICAL, LLC	MISCELLANEOUS MEDICAL SUPPLIES	494.84
BOUND TREE MEDICAL, LLC	SHARPS CONTAINER/IV BAGS	66.08
VERIZON WIRELESS	OCTOBER CELLULAR-FIRE	369.19
DELHI TOWNSHIP TREASURER	SEWER 6139 BISHOP	30.00
SAM'S CLUB DIRECT	DETERGENT/FLOOR CLEANSER/DISH	<u>274.88</u>

Total for Dept 336.00 FIRE DEPARTMENT: 3,623.24

Dept 446.00 INFRASTRUCTURE		
BOARD OF WATER & LIGHT	STREETLIGHTS 11/1-12/1/09	<u>6,325.79</u>

Total for Dept 446.00 INFRASTRUCTURE: 6,325.79

Dept 850.00 OTHER FUNCTIONS		
HARTFORD LIFE INSURANCE	LIFE INSURANCE DECEMBER	16.24
IKON OFFICE SOLUTIONS	MAINT AGREE/ASSESSING & TREAS	247.96
SECAP FINANCE	FOLDING MACHINE LEASE	<u>189.00</u>

Total for Dept 850.00 OTHER FUNCTIONS: 453.20

Total for Fund 101 GENERAL FUND: 247,540.72

Fund 208 PARKS & RECREATION FUND		
Dept 752.00 ADMINISTRATION		
DELTA DENTAL PLAN OF	DENTAL INSURANCE DECEMBER	82.72
HARTFORD LIFE INSURANCE	LIFE INSURANCE DECEMBER	48.68
VERIZON WIRELESS	OCTOBER CELLULAR-PARKS	<u>155.69</u>

Total for Dept 752.00 ADMINISTRATION: 287.09

Dept 771.00 PARKS		
DELTA DENTAL PLAN OF	DENTAL INSURANCE DECEMBER	128.70
HARTFORD LIFE INSURANCE	LIFE INSURANCE DECEMBER	19.11
LANSING ICE & FUEL CO	GASOLINE 11/1-15/09	157.40
ACE HARDWARE	CHAIN/EYE BOLTS	34.28
ACE HARDWARE	QT OF 2-CYCLE OIL	4.29
ACE HARDWARE	SPRING SNAP/EYE BOLTS W/NUT	32.08
MODEL COVERALL SERVICE	UNIFORMS PANTS	20.47
BOARD OF WATER & LIGHT	WATER 2108 CEDAR	149.75
DELHI TOWNSHIP TREASURER	SEWER 1750 MAPLE	19.90
DELHI TOWNSHIP TREASURER	SEWER 2108 CEDAR	15.95
DELHI TOWNSHIP TREASURER	SEWER 2287 PINE TREE	37.90
DELHI TOWNSHIP TREASURER	SEWER 4030 KELLER	33.95
CONSUMERS ENERGY	ELECTRIC 2287 PINE TREE	30.51
CONSUMERS ENERGY	ELECTRIC 2287 PINE TREE	122.64
CONSUMERS ENERGY	ELECTRIC 4080 KELLER	37.21
CONSUMERS ENERGY	ELECTRIC 4111 HOLT	100.57
CONSUMERS ENERGY	ELECTRIC 1750 MAPLE	42.67
CONSUMERS ENERGY	ELECTRIC #PARK	826.87
CONSUMERS ENERGY	GAS 2287 PINE TREE	90.64
CONSUMERS ENERGY	GAS 4111 HOLT	17.71
BRADY LAWN EQUIPMENT	5 OIL FILTERS	30.86

Total for Dept 771.00 PARKS: 1,953.46

Dept 774.00 RECREATION		
DELTA DENTAL PLAN OF	DENTAL INSURANCE DECEMBER	77.53
HARTFORD LIFE INSURANCE	LIFE INSURANCE DECEMBER	23.21
JOHNNY MAC'S	FLOOR HOCKEY TAPE & 6 PUCKS	15.95
SAM'S CLUB DIRECT	WATER & SNACKS/SENIOR TRIP	35.00

Total for Dept 774.00 RECREATION: 151.69

Total for Fund 208 PARKS & RECREATION FUND: 2,392.24

Fund 211 FIRE EQUIP. & APPARATUS FUND

Dept 339.00 EQUIPMENT & APPARATUS

FIRE SERVICE MANAGEMENT	TURNOUT GEAR CLEANING	531.12
CARQUEST THE PARTS PLACE	TOGGLE SWITCH/DEXRON/ANTIFREEZ	33.56
CARQUEST THE PARTS PLACE	RAIN-X/WIPER BLADES/SOCKET SET	68.20
FRANKIE D'S AUTO & TRUCK	BRAKES & ROTORS/FUEL FILTER	1,372.00
FRANKIE D'S AUTO & TRUCK	RADIATOR CAP/ANTIFREEZE/	49.00
RICHARD J ROYSTON	9/11 AIRFARE FOR ROYSTON	159.00
PIERCE MANUFACTURING INC	REFURB 1994 PIERCE DASH ENGINE	183,495.00
PIERCE MANUFACTURING INC	REFURB 1994 PIERCE DASH ENGINE	14,733.00

Total for Dept 339.00 EQUIPMENT & APPARATUS: 200,440.88

Total for Fund 211 FIRE EQUIP. & APPARATUS FUND: 200,440.88

Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY

Dept 000.00

ABLE CONCRETE, INC.	CEDAR STREET SIDEWALK ADDITION	862.28
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Total for Dept 000.00 : 862.28

Dept 728.00 DDA ADMINISTRATION

DELTA DENTAL PLAN OF	DENTAL INSURANCE DECEMBER	77.53
HARTFORD LIFE INSURANCE	LIFE INSURANCE DECEMBER	39.13
VERIZON WIRELESS	OCTOBER CELLULAR-DDA	30.82
SAM'S CLUB DIRECT	KLEENEX	25.96

Total for Dept 728.00 DDA ADMINISTRATION: 173.44

Dept 729.00 DDA MARKETING & PROMOTION

BLOHM CREATIVE PARTNERS	BUSINESS EXPO TV PRODUCTION	950.00
BLOHM CREATIVE PARTNERS	WELCOME DIRECTORY	1,435.00
BLOHM CREATIVE PARTNERS	CEDAR ST SEWER STUFFER	383.75
BLOHM CREATIVE PARTNERS	BUSINESS EXPO AD CAMPAIGN	4,238.84
BLOHM CREATIVE PARTNERS	WEBSITE REVISIONS	11,450.00
BROWN STREET PRODUCTIONS	BUS EXPO VIDEO	600.00
ACE HARDWARE	POWER STRIP/TOILET PAPER	7.08
ACE HARDWARE	4) FLUR BULBS	9.16
CHARLES GRINNELL	71.5 HOURS @ \$20	1,430.00
LOWE'S CREDIT SERVICES	4 LIGHTS	139.92
BLOHM CREATIVE PARTNERS	OCT WEB MAINTENANCE & HOSTING	575.00

Total for Dept 729.00 DDA MARKETING & PROMOTION: 21,218.75

Dept 730.00 COMM REHABILITATION REBATE PGM

BRENNER CONSTRUCTION, LLC	EXTERIOR & PARKING/COFFEE BAR	14,972.50
BRENNER CONSTRUCTION, LLC	GREASE INTERCEPTOR/COFFEE BAR	9,200.00
METRONET TELECOM, INC.	NEW ROOF & PAINTING/METRONET	10,000.00
CAP CAR REALITY 1.1, LLC	PARKING & LIGHTING/2380 CEDAR	20,000.00
STOCKBRIDGE BANCORPORATON	REHAB & ADDITION/1943 CEDAR	34,062.00

Total for Dept 730.00 COMM REHABILITATION REBATE PGM: 88,234.50

Dept 731.00 DDA INFRASTRUCTURE PROJECTS

DELTA ELECTRICAL	FIX BASE & SET NEW POLE	875.50
HTA COMPANIES, INC.	SPRINKLER SYSTEM WINTERIZATION	50.00
LOWE'S CREDIT SERVICES	10) WELD EPOXY/TORCH TRIGGER	45.04
LANDSCAPE ARCHITECTS	CEDAR STREET SIDEWALKS	2,400.00
LANDSCAPE ARCHITECTS	CEDAR/HOLBROOK EXTRAS	430.00
LANDSCAPE ARCHITECTS	PIONEER CEMETERY CONSTRUCTION	5,100.00

Total for Dept 731.00 DDA INFRASTRUCTURE PROJECTS: 8,900.54

Dept 850.00 OTHER FUNCTIONS

DELTA DENTAL PLAN OF	DENTAL INSURANCE DECEMBER	121.45
HARTFORD LIFE INSURANCE	LIFE INSURANCE DECEMBER	27.06
LANSING ICE & FUEL CO	GASOLINE 11/1-15/09	69.54

LEAP, INC.	2009 LEAP DUES	17,500.00
MAID BRIGADE OF LANSING	CLEANING SERVICES/SHERIFF	480.00
DELHI TOWNSHIP TREASURER	SEWER 1465 CEDAR	12.00
DELHI TOWNSHIP TREASURER	SEWER 2017 PARK LANE	48.00
DELHI TOWNSHIP TREASURER	SEWER 2026 & 2028 CEDAR	25.76
DELHI TOWNSHIP TREASURER	SEWER 2034 CEDAR	12.00
DELHI TOWNSHIP TREASURER	SEWER 2045 CEDAR	35.70
DELHI TOWNSHIP TREASURER	SEWER 2150 CEDAR	22.83
DELHI TOWNSHIP TREASURER	SEWER 2185 CEDAR	12.00
DELHI TOWNSHIP TREASURER	SEWER 2191 CEDAR	12.00
DELHI TOWNSHIP TREASURER	SEWER 4294 VETERANS	12.00
DELHI TOWNSHIP TREASURER	SEWER 4302 VETERANS	12.00
CONSUMERS ENERGY	ELECTRIC 3970 HOLT	124.24
CONSUMERS ENERGY	ELECTRIC 4115 HOLT	239.60
CONSUMERS ENERGY	ELECTRIC 2004 AURELIUS	101.05
CONSUMERS ENERGY	ELECTRIC 2045 CEDAR #B	126.63
CONSUMERS ENERGY	ELECTRIC 2045 CEDAR #A	703.16
CONSUMERS ENERGY	ELECTRIC 2116 CEDAR	357.05
CONSUMERS ENERGY	ELECTRIC 2150 CEDAR	135.50
CONSUMERS ENERGY	ELECTRIC 2228 AURELIUS	145.93
CONSUMERS ENERGY	GAS 2045 CEDAR	273.10
CONSUMERS ENERGY	GAS 2150 CEDAR	151.19
MERIDIAN RESTORATION LLC	CAULK JOINTS/DDA	<u>1,445.00</u>

Total for Dept 850.00 OTHER FUNCTIONS: 22,204.79

Dept 903.00 CAPITAL OUTLAY-DDA
WOLVERINE ENGINEERS

PARADISE PROP DRAINAGE STUDY	<u>990.00</u>
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Total for Dept 903.00 CAPITAL OUTLAY-DDA: 990.00

Dept 905.00 DEBT SERVICE

WILLIAM THORBURN	PRINCIPAL - HOLT PLAZA CORNER	1,182.35
ROBERT HOLMES	PRINCIPAL - HOLT PLAZA CORNER	591.17
ROBERT W BAIRD & CO., INC.	PRINCIPAL - HOLT PLAZA CORNER	591.17
WILLIAM THORBURN	INTEREST - HOLT PLAZA CORNER	84.45
ROBERT HOLMES	INTEREST - HOLT PLAZA CORNER	42.23
ROBERT W BAIRD & CO., INC.	INTEREST - HOLT PLAZA CORNER	<u>42.23</u>

Total for Dept 905.00 DEBT SERVICE: 2,533.60

Total for Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY: 145,117.90

Fund 542 COMMUNITY DEVELOPMENT FUND

Dept 000.00

MICHIGAN TOWNSHIPS ASSOC	CONF & EXPO SEMINAR/MILLER	<u>145.00</u>
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Total for Dept 000.00 : 145.00

Dept 721.00 PLANNING/COMMUNITY DEVELOPMENT

DELTA DENTAL PLAN OF	DENTAL INSURANCE DECEMBER	669.86
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HARTFORD LIFE INSURANCE	LIFE INSURANCE DECEMBER	140.14
SAM'S CLUB DIRECT	COPY PAPER / TOWNSHIP WIDE USE	107.92
LANSING ICE & FUEL CO	GASOLINE 11/1-15/09	108.18
WOLVERINE ENGINEERS	DART OFFICE BLDG/SITE PLAN	550.00
ASSOCIATED GOVERNMENT SER	AGS PAYROLL 10/16-11/15/09	1,462.00
VERIZON WIRELESS	OCT CELLULAR-COMMUNITY DEV	355.76
OCE N AMERICA DOC PRINTING	OCTOBER METER CHARGE	60.41

Total for Dept 721.00 PLANNING/COMMUNITY DEVELOPMENT: 3,454.27

Total for Fund 542 COMMUNITY DEVELOPMENT FUND: 3,599.27

Fund 590 SEWAGE DISPOSAL SYSTEM

Dept 000.00

NANCY NASTALLY	SEWER REFUND 2945 WHISTLEWOOD	11.92
CHRIS NASTALLY	SEWER REFUND 2945 WHISTLEWOOD	11.93
ATTORNEY'S TITLE AGENCY LLC	REF SEW 2376 AURELIUS RD	14.40
UNION BANK	REF SEWER 4530 BISON	12.26
VANVEGHTEN, WILLIAM	REF SEWER 4538 BISON	47.55
DOXEY, CORRINE	REF SEWER 2440 FEATHERSTONE	39.80
FLYNN, JEREMY	REF SEWER 1944 HAMILTON	10.83
PARKS TITLE	REF SEWER 4223 HOLT RD	12.00
CAMPBELL, CECIL	REF SEWER 2541 LIMERICK	12.00
SCHWEITZER TITLE AGENCY	REF SEWER 2199 MAIN	39.50
DOSENBACH, MICHAEL	REF SEWER 3710 OBSERVATORY	21.71
SCHILLER, ANDREAS	REF SEWER 4413 REXFORD	12.00
REMAX	REF SEWER 4521 WILCOX	5.18
MIDSTATE TITLE AGENCY LLC	REF SEWER 2309 WEMPLE	93.52
MAYBERRY HOMES	REF SEWER 3575 FERNWOOD	14.24
MAYBERRY HOMES INC	REF SEWER 3612 BEAL	7.70
SUBURBAN BUILDERS CORP	REF SEWER 2532 LIMERICK	37.11
SUBURBAN BUILDERS CORP	REF SEWER 2548 LIMERICK	39.01
MAYBERRY HOMES INC	REF SEWER 1115 MATTHAEI	122.45
BERRY DEVELOPMENT LLC	REF SEWER 5817 MACMILLAN	11.11

Total for Dept 000.00 : 576.22

Dept 548.00 ADMINISTRATION & OVERHEAD

HARTFORD LIFE INSURANCE	LIFE INSURANCE DECEMBER	12.18
MUZZALL GRAPHICS	90,000 SEWER BILLING ENVELOPES	3,105.00
MUZZALL GRAPHICS	90,000 SEWER PAYMENT ENVELOPES	2,520.00
SAM'S CLUB DIRECT	COPY PAPER / TOWNSHIP WIDE USE	161.88
HOLT POSTMASTER	DECEMBER SEWER BILLS	2,450.00

Total for Dept 548.00 ADMINISTRATION & OVERHEAD: 8,249.06

Dept 558.00 DEPT OF PUBLIC SERVICE

DELTA DENTAL PLAN OF	DENTAL INSURANCE DECEMBER	1,501.51
HARTFORD LIFE INSURANCE	LIFE INSURANCE DECEMBER	334.50
SAM'S CLUB DIRECT	COPY PAPER / TOWNSHIP WIDE USE	269.80
LANSING ICE & FUEL CO	GASOLINE 11/1-15/09	859.79

AVERY OIL & PROPANE	GENERATOR FUEL	881.60
D & M SILKSCREENING	LOGO ON 4 JACKETS	48.00
MODEL COVERALL SERVICE	STAFF UNIFORMS	58.64
MODEL COVERALL SERVICE	STAFF UNIFORMS	82.35
BARYAMES CLEANERS	UNIFORM DRY CLEANING	42.90
MODEL COVERALL SERVICE	STAFF UNIFORMS	82.35
MODEL COVERALL SERVICE	STAFF UNIFORMS	418.64
RS TECHNICAL SERVICES, INC.	TRAINING ON SCADA	215.00
LOWE'S CREDIT SERVICES	2 ROLLS ALL PURPOSE TAPE	9.90
LOWE'S CREDIT SERVICES	2 PVC 45 ELBOWS	8.66
KEMIRA WATER SOLUTIONS, INC	FERRIC CHLORIDE	4,829.29
AXCHEM SOLUTIONS, INC.	55 GAL DRUMS AD1020	1,690.50
AXCHEM SOLUTIONS, INC.	ESTIMATED FREIGHT	147.76
MASON ELEVATOR CO	50 BAGS HYDRATED LIME	380.00
MASON ELEVATOR CO	DELIVERY CHARGE	35.00
MICHIGAN STATE UNIVERSITY	2 REGULAR SOIL ANALYSIS	24.00
ALS LABORATORY GROUP	MERCURY PMP	175.00
SPARTAN BARRICADING	(50) 36" TRAFFIC CONES	1,251.00
LAB SAFETY SUPPLY INC	BACK SUPPORT, ACCUPRESSUR	51.70
LAB SAFETY SUPPLY INC	BACK SUPPORT, ACCUPRESSUR	155.10
LAB SAFETY SUPPLY INC	VEST, TRAFFIC SAFETY	6.50
LAB SAFETY SUPPLY INC	SHIPPING & HANDLING	10.64
UNITED PARCEL SERVICE	SHIPPING	93.77
UNITED PARCEL SERVICE	SHIPPING CHARGES	85.37
COMCAST	COMCAST HIGH-SPEED INTERNET	63.95
VERIZON WIRELESS	OCTOBER CELLULAR-DPS	487.65
BOARD OF WATER & LIGHT	WATER 1492 AURELIUS	56.00
BOARD OF WATER & LIGHT	WATER 1988 WAVERLY	116.22
BOARD OF WATER & LIGHT	WATER 5961 MC CUE	2,539.67
DELHI TOWNSHIP TREASURER	SEWER 1490 AURELIUS	135.50
CONSUMERS ENERGY	ELECTRIC 2870 PINE TREE	375.86
CONSUMERS ENERGY	ELECTRIC 3505 HOLT	110.21
CONSUMERS ENERGY	ELECTRIC 4280 DELL	308.61
CONSUMERS ENERGY	ELECTRIC 1390 WAVERLY	242.62
CONSUMERS ENERGY	ELECTRIC 1490 AURELIUS	1,281.66
CONSUMERS ENERGY	ELECTRIC 1494 AURELIUS	226.93
CONSUMERS ENERGY	ELECTRIC 4828 HOLT	71.69
CONSUMERS ENERGY	ELECTRIC 5961 MC CUE	14,524.04
CONSUMERS ENERGY	ELECTRIC 2358 EIFERT	307.39
CONSUMERS ENERGY	ELECTRIC 5999 HOLT	68.28
CONSUMERS ENERGY	ELECTRIC 6055 MC CE	272.80
CONSUMERS ENERGY	GAS 3505 HOLT	57.39
CONSUMERS ENERGY	GAS 4280 DELL	114.20
CONSUMERS ENERGY	GAS 1490 AURELIUS	123.38
CONSUMERS ENERGY	GAS 1492 AURELIUS	270.20
CONSUMERS ENERGY	GAS 5961 MC CUE #2	23.15
CONSUMERS ENERGY	GAS 5961 MC CUE #3	121.44
CONSUMERS ENERGY	GAS 2481 DELHI COMMERCE	10.50
ACE HARDWARE	3 GRAVEL MIX	11.97
INTERSTATE BATTERIES OF	290CCA BATTERY	84.95
INTERSTATE BATTERIES OF	BATTERY-JET RODDER	89.95
ACE HARDWARE	STAPLES	3.99

ACE HARDWARE	HOOKS	9.99
ACE HARDWARE	4) SCREEN FIBER	5.16
SAM'S CLUB DIRECT	HANDSANTIZERS & LYSOL	175.54
SAM'S CLUB DIRECT	MEMORY CARDS/KLEENEX	401.74
ACE HARDWARE	PASTE/VALVE/ELBOW/NIPPLE	17.12
ALEXANDER CHEMICAL CORP	HAND PUMP	25.00
JOHNSTONE SUPPLY OF LANSING	WALL FURNACE	546.94
LOWE'S CREDIT SERVICES	PIPE	48.02
LOWE'S CREDIT SERVICES	GENIE T-STYLE KEYED LOCK	8.28
GRAINGER	9" PROPELLER	11.83
SAM'S CLUB DIRECT	TRASH BAGS	19.24
BARNHART & SON, INC.	SUMMIT STREET SEWER REPAIR	11,299.42
SAM'S CLUB DIRECT	CD CASES/DVD PRINTS	95.42
ACE HARDWARE	GALV CAP	2.79
OVERHEAD DOOR CO OF LANSING	SPROCKET	44.10
OVERHEAD DOOR CO OF LANSING	BEARING	14.00
OVERHEAD DOOR CO OF LANSING	SHIFTER BLOCK W/PINS	55.22
OVERHEAD DOOR CO OF LANSING	SHIPPING & HANDLING	11.55
LOWE'S CREDIT SERVICES	TORCH TRIGGER START	36.97
ACE HARDWARE	PROPANE/ADAPTERS/COPPER PIPE	54.24
GRAINGER	ELECTRIC TANKLESS WATER HEATER	553.05
ACE HARDWARE	EYE SCREWS/STRAP/CONN	43.72
CARQUEST THE PARTS PLACE	2 OIL FILTERS	10.62
CARQUEST THE PARTS PLACE	2 OIL FILTERS	28.82
MORBARK, INC.	BOLTS/WASHERS/YOKE	17.15
BARNHART & SON, INC.	POTW OUTFALL DRIVEWAY REPAIR	789.91
B & D ELECTRIC, INC.	ADJ SETTINGS ON CIRCUIT BREAKERS	150.00
MAID BRIGADE OF LANSING	CLEANING SERVICES/MAINTENANCE	260.00
MAID BRIGADE OF LANSING	CLEANING SERVICES/POTW	260.00
YELLOW SPRINGS INSTRUMENT	REPLACEMENT CABLE ASSY.	194.00
YELLOW SPRINGS INSTRUMENT	LABOR	125.00
CUMMINS BRIDGEWAY, LLC	REPLACED BLOCK HEATER	885.38
H & H WELDING & REPAIR LLC	STAINLESS PERFORATED	855.00
H & H WELDING & REPAIR LLC	LABOR	225.00
HARPER INDUSTRIAL CONSTRUCT	REPAIR UNDERGROUND HEATING LINE II	3,214.41
HOLT & MASON TOWING	TOWING DAMAGED VEHICLE/#25	187.00
INTERSTATE BATTERIES OF	BATTERY-UNIT 10	93.95
INTERSTATE BATTERIES OF	BATTERY-UNIT 1	81.90
FRANKIE D'S AUTO & TRUCK	SPARK PLUGS/COIL/FILTER/UNIT 10	578.00
ACE HARDWARE	NYLON ROPE	7.49

Total for Dept 558.00 DEPT OF PUBLIC SERVICE: 57,292.44

Total for Fund 590 SEWAGE DISPOSAL SYSTEM: 66,117.72

Fund 701 TRUST & AGENCY FUND

Dept 000.00

DELTA DENTAL PLAN OF	COBRA CREDIT	(26.88)
DELTA DENTAL PLAN OF	COBRA	26.88
DELTA DENTAL PLAN OF	COBRA CREDIT	(14.48)
DELTA DENTAL PLAN OF	COBRA	14.48
INGHAM COUNTY TREASURER	OCTOBER TRAILER PARK FEES	2,242.50
AFLAC	WITH DEDUCT-AFLAC DISABILITY	583.40

AFLAC	WITH DEDUCT-AFLAC LIFE INSUR	7.38
AFLAC	WITH DEDUCT-AFLAC ACCIDENT	408.68
AFLAC	WITH DEDUCT-AFLAC SICKNESS	63.96
AFLAC	WITH DEDUCT-AFLAC CANCER	<u>358.56</u>

Total for Dept 000.00 : 3,664.48

Total for Fund 701 TRUST & AGENCY FUND: 3,664.48

Fund 703 CURRENT TAX ACCOUNT

Dept 000.00

POXSON, TIMOTHY & SUE A	REFUNDS DUE TAXPAYERS	<u>25.01</u>
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Total for Dept 000.00 : 25.01

Total for Fund 703 CURRENT TAX ACCOUNT: 25.01

Total - All Funds 668,898.22

**DELHI CHARTER TOWNSHIP
FUND TRANSFERS AND PAYROLL APPROVAL
For Payroll Dated December 10, 2009**

I. Certification of Preparation and Distribution

The attached check and payroll registers encompass check numbers: 73392 through 73433 & direct deposits numbers: DD8580 through DD8647. 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: December 10, 2009

Marian Frane, CPA, Director of Accounting

II. Payroll Report

The December 10, 2009 payroll encompasses the following funds and expenditures:

	Gross Payroll	Payroll Deductions	Net Pay
General Fund	\$87,460.35	\$25,309.92	\$62,150.43
Parks & Recreation Fund	10,800.51	2,987.10	\$7,813.41
DDA	6,748.19	2,790.78	\$3,957.41
Comm. Development Fund	13,352.79	3,580.37	\$9,772.42
Subtotal-Common Savings	118,361.84	34,668.17	83,693.67
Sewer Fund/Receiving	34,778.86	9,821.59	\$24,957.27
Total Payroll	\$153,140.70	\$44,489.76	\$108,650.94
	Township FICA	Township Pension Plan	Total Deductions & TWP Liabilities
General Fund	\$6,393.30	\$6,761.17	\$38,464.39
Parks & Recreation Fund	809.01	766.32	4,562.43
DDA	431.12	530.37	3,752.27
Comm. Development Fund	997.52	1,184.34	5,762.23
Sewer Fund/Receiving	2,540.56	2,999.03	15,361.18
Total Payroll	\$11,171.51	\$12,241.23	\$67,902.50

Marian Frane, CPA, Director of Accounting

III. FUND TRANSFERS

Transfers covering the foregoing payroll were made on December 10, 2009 and identified as follows:

12/10 Net Pay Disbursement in Common Savings (\$83,693.67) 12/10 Net Pay Disbursement in Sewer Receiving (\$24,957.27)

12/10 Pay Deducts from Sewer Receiving to Common Savings (\$15,361.18)

Harry R. Ammon, Treasurer

IV. Board Audit and Approval:

At a regular meeting of the Township Board held on December 15, 2009, a motion was made by _____ and passed by _____ yes votes and _____ no votes(_____ absent) that the payroll dated December 10, 2009 was reviewed, audited, and approved.

Attachment to Payroll Register

cc: Ammon(1)Vander Ploeg(1)

Evan Hope, Clerk

DELHI CHARTER TOWNSHIP

MEMORANDUM

TO: Delhi Township Board Members

FROM: Stuart Goodrich, Township Supervisor

DATE: December 11, 2009

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

Earlier this year, DDA Board member Rodger Enos resigned from the DDA Board and the Brownfield Redevelopment Authority. His term does not expire until July 21, 2010. Because the Brownfield Redevelopment Authority by-laws state that the Authority shall consist of the members of the Delhi Charter Township Downtown Development Authority Board, his term on the Brownfield Redevelopment Authority also expires on July 21, 2010.

Delhi Township resident and business owner Robert Fillion has expressed an interest in serving on the DDA Board and the Brownfield Redevelopment Authority, therefore, I recommend appointing him to fulfill the remainder of the term vacated by Rodger Enos.

RECOMMENDED MOTION:

To appoint Robert Fillion to the Delhi Township Downtown Development Authority Board and the Delhi Township Brownfield Redevelopment Authority, effective December 15, 2009; expiring July 21, 2010.

Delhi Charter Township
2074 Aurelius Road
Holt, Michigan 48842
Phone: (517) 694-2137 Fax: (517) 699-3847

APPLICATION FOR TOWNSHIP BOARDS AND COMMISSIONS

Position applied for (Name of Board or Commission) DDA

Applicant's Name ROBERT FILLION

Address 2060 GUNN RD. Tel. (Res.) 6943226 (Bus.) 6995880

Place of Employment VICTORY LAKE OIL Occupation OWNER
CHANGE

Length of residence in Township 37yrs Do you own property within the Township? YES

Please name any boards and/or commissions you have served on, or are serving, when & where:
(Use extra page, if necessary)

Please list any community activities you may have been involved with, and positions held: (if any)

Why are you interested in serving on this Board and/or Commission? TO BE INVOLVED
IN COMMUNITY ACTIVITIES & HELP IN ANYWAY
THAT I CAN.

Comments: _____

Note: Applicant must be a registered voter in Delhi Charter Township.

Robert Fillion
Signature

12/9/2009
Date



**DELHI CHARTER TOWNSHIP
MEMORANDUM**

FROM: Evan Hope, Township Clerk

TO: John Elsinga, Township Manager
Delhi Township Board of Trustees

DATE: December 7, 2009

RE: APPOINTMENT TO ELECTION COMMISSION: TRUSTEE BAJEMA

I have asked Trustee Bajema to serve on the Election Commission along with Trustee Hayhoe, who is currently a member, and myself. Election Law states that the Election Commission of a Charter Township shall consist of two Trustees with the Clerk as the chair.

Township Election Commission members are responsible for establishing precincts, assessing voting equipment needs and carrying out other election related duties for their respective jurisdictions.

RECOMMENDED MOTION:

MOVED TO APPOINT TRUSTEE BAJEMA TO THE ELECTION COMMISSION WITH THE TOWNSHIP CLERK AS THE CHAIR AS PROVIDED BY STATUE.

DELHI CHARTER TOWNSHIP

MEMORANDUM

TO: Delhi Township Board Members

FROM: Stuart Goodrich, Township Supervisor

DATE: December 11, 2009

RE: Recommendation for Reappointment to the Sewer Board of Appeals

The appointment term of Sewer Board of Appeals member Nanette Miller expires December 16, 2009. Ms. Miller has agreed to be reappointed for an additional three-year term. I therefore recommend the following motion:

RECOMMENDED MOTION:

To reappoint Nanette Miller to the Sewer Board of Appeals for a three-year term effective December 16, 2009; expiring December 16, 2012.

DELHI CHARTER TOWNSHIP

MEMORANDUM

TO: Delhi Township Board Members

FROM: Stuart Goodrich, Township Supervisor

DATE: December 11, 2009

RE: Recommendation for Reappointment to the Sewer Board of Appeals

The appointment term of Sewer Board of Appeals member Stanley Ehnis expires December 16, 2009. Mr. Ehnis has agreed to be reappointed for an additional three-year term. I therefore recommend the following motion:

RECOMMENDED MOTION:

To reappoint Stanley Ehnis to the Sewer Board of Appeals for a three-year term effective December 16, 2009; expiring December 16, 2012.

DELHI CHARTER TOWNSHIP

MEMORANDUM

TO: Delhi Township Board Members

FROM: Stuart Goodrich, Township Supervisor

DATE: December 15, 2009

RE: Recommendation for Reappointment to the Sewer Board of Appeals

The appointment term of Sewer Board of Appeals member Frederick Bareis expires December 16, 2009. Mr. Bareis contacted me today and has agreed to be reappointed for an additional three-year term. I therefore recommend the following motion:

RECOMMENDED MOTION:

To reappoint Frederick Bareis to the Sewer Board of Appeals for a three-year term effective December 16, 2009; expiring December 16, 2012.

DELHI CHARTER TOWNSHIP

MEMORANDUM

TO: Delhi Township Board Members

FROM: John B. Elsinga, Township Manager

DATE: December 9, 2009

RE: Amendment to the Delhi Township Retirement Insurance Benefits Plan

Enclosed for your review and consideration is an amendment to the Township's current Retirement Insurance Benefits Plan which includes health and life insurance benefits for eligible full-time employees at retirement. This amendment incorporates three (3) items as outlined below.

The first item eliminates full-time employees hired on or after January 1, 2010 from eligibility for retiree health care benefits under this Plan. These employees would be enrolled in a Retirement Health Savings (RHS) plan that was adopted by the Township Board on November 17, 2009 and would allow employees to contribute and accumulate assets while working to pay for medical expenses at retirement.

The second item would eliminate the current point system for a combination of age and years of service totaling 70 points through 79 points for all full-time employees retiring on or after January 1, 2011. This would allow any current employee to retire, if eligible in 2010, under the current point system prior to the elimination of this provision.

The third item increases the life insurance benefit for a retiree from \$5,000 to \$10,000.

RECOMMENDED MOTION:

To adopt the Retirement Insurance Benefits Plan for eligible full-time employees of Delhi Charter Township as amended.

RETIREMENT INSURANCE BENEFITS PLAN

ARTICLE I HEALTH CARE BENEFITS

Section 1. Plan Participants.

Full-time employees of Delhi Charter Township are eligible to receive retiree health care benefits.

Section 2. Normal Retirement Eligibility.

Normal retirement eligibility requirements for retiree health care benefits are as follows:

- A. Full-time employees hired prior to January 1, 2010;
Any combination of age and years of service, totaling eighty (80) points
- B. Full-time employees hired prior to January 1, 2000;
Any combination of age and years of service, totaling eighty (80) points, or
Sixty-one (61) years of age and fifteen (15) years of service, or
Sixty-two (62) years of age and ten (10) years of service
- C. Employer paid benefits at 100%.
- D. Full-time employees hired on or after January 1, 2010 are not eligible to receive retiree health care benefits under this Plan. Employees will be enrolled in a Retirement Health Savings (RHS) Plan (Plan #803105) through the ICMA Retirement Corporation.

Section 3. Early Retirement Eligibility.

Early retirement eligibility requirements for retiree health care benefits are as follows:

- A. Full-time employees hired prior to January 1, 2010 and retiring on or before December 31, 2010;
Any combination of age and years of service, totaling seventy (70) through seventy-nine (79) points, prorated as follows:

(79) – (78) Points – Employer paid benefits at 95%.

(77) – (76) Points – Employer paid benefits at 90%.

(75) – (74) Points – Employer paid benefits at 85%.

(73) – (72) Points – Employer paid benefits at 80%.

(71) – (70) Points – Employer paid benefits at 75%.

Section 4. Spousal Benefits.

Spouses of retired employees are eligible to receive retiree health care benefits the same as normal or early retirement eligibility conditions provided the retired employee's date of hire is on or before December 31, 2002.

Section 5. Benefits After the Death of the Participant.

In the event of a participant's death, either retired or otherwise eligible to retire under the conditions set forth in Section 2 or Section 3, the surviving spouse and/or surviving eligible dependents of the deceased participant are eligible to receive retiree health care benefits if otherwise qualified as set forth in Section 4.

Section 6. Health Care Benefit.

The retiree (and spouse, if applicable) health care benefit shall be comparable to that provided to active employees provided that they reside within the eligible service area of the health insurance carrier that is then providing the Township group health insurance benefit and subject to the insurance policy limits and conditions and the terms set forth herein.

Section 7. Medicare Eligible Provisions.

Retirees are required to enroll in Medicare once eligible at age 65. Upon enrollment, the retiree health care benefit shall be supplemental to, and coordinated with, Medicare benefits. The retiree pays the Medicare premiums.

Section 8. Employer's Right to Amend.

The Employer reserves the right to amend the Plan at any time and from time to time, to modify or amend in whole or in part any or all of the provisions of the Plan.

Section 9. Payment of Premiums.

Monthly payments to the Township by the retiree for their share of the monthly premiums, as outlined under Early Retirement Eligibility in Section 3, shall be payable in advance and are

due on the first day of each month. The retiree will have a maximum (30) day grace period following the due date in which to make these premium payments without penalty. If payment is not received within the (30) day grace period, a 10% late fee will be added to the monthly premium payment. The retiree will receive notification by certified mail of the total premium due along with notification that their health insurance coverage will be canceled if payment is not received within (60) days from the original due date. Partial payments will not be accepted. Once coverage is canceled, the retiree (and spouse or dependents if applicable) will not be reinstated until the annual open enrollment period of the health insurance plan that is then in effect. It is the retiree's responsibility to ensure that the monthly payment of these premiums is made when due as a monthly billing will not be sent.

ARTICLE II
TERM LIFE INSURANCE BENEFITS

Upon retirement, all full-time employees retiring under normal or early retirement eligibility under this Plan or the RHS Plan, shall receive \$10,000 group term life insurance benefits.

RETIREMENT INSURANCE BENEFITS PLAN

SECTION 1 – ELIGIBILITY

Eligible full-time employees of Delhi Charter Township will receive retirement insurance benefits under the following point system.

1. Each year of full-time service with Delhi Charter Township, effective on the anniversary date of hire, is equal to (1) point.
2. Any combination of age and years of service, totaling eighty (80) points, will be eligible for retirement benefits.
3. Any combination of age and years of service, totaling seventy (70) through seventy-nine (79) points shall be prorated as follows:

(79) – (78) Points – Employer paying 95% of the monthly premiums and the employee paying 5% of the monthly premiums.

(77) – (76) Points – Employer paying 90% of the monthly premiums and the employee paying 10% of the monthly premiums.

(75) – (74) Points – Employer paying 85% of the monthly premiums and the employee paying 15% of the monthly premiums.

(73) – (72) Points – Employer paying 80% of the monthly premiums and the employee paying 20% of the monthly premiums.

(71) – (70) Points – Employer paying 75% of the monthly premiums and the employee paying 25% of the monthly premiums.

Eligible full-time employees hired prior to January 1, 2000, shall have the option of this program or the one in place as of December 31, 1999, which includes the following two (2) additional combinations of age and years of service:

Sixty-one (61) years of age and fifteen (15) years of service

Sixty-two (62) years of age and ten (10) years of service

SECTION 2 – HEALTH CARE COVERAGE

Upon retirement, eligible full-time employees of Delhi Charter Township shall continue to receive health insurance benefits, subject to the qualifications set forth in Section 1 above, and the following guidelines:

1. The retiree (and spouse) coverage shall be the same as that which is provided to active employees provided that they reside within the eligible service area of the health insurance carrier that is then providing the Township group health insurance coverage and subject to the insurance policy limits and conditions and the terms set forth herein.
2. The Employer may change, from time to time, the coverage, which shall then apply to all retirees, including past retirees.
3. Eligible full-time employees, who retire on or after January 1, 2003, and choose to move outside of the eligible service area of the health insurance carrier that is then providing the Township group health insurance coverage, shall be limited to the same dollar amount of the health insurance premiums, as provided to active employees and retirees located within the service area, that is then providing the Township group health insurance coverage.
4. It shall be required to coordinate with other available health insurance, Medicare, Medicaid, Federal insurance, or any other health insurance, which may be available in part or in total to the retired employee.
5. The Township shall continue to pay for a covered spouse of a retiree in the event the retiree dies under the same terms and conditions noted under this Article.
6. If the Township retiree chooses to accept health insurance coverage through a second employer, the obligation of the Township's group health insurance shall cease.
7. If the retiree or their spouse accepts other employment and health insurance is available and is provided by that Employer, the Township shall not be obligated to provide the retiree or spouse with the benefits described above. Further, in the event the retiree is eligible for and receives health insurance through his/her working spouse, the Township shall not be obligated to provide said benefits while the retiree remains eligible for coverage through the employment of his/her spouse. All questions of eligibility shall be determined by the regulations and rules established by the carrier providing such coverage.
8. In the event health insurance coverage from another Employer or through the retiree's spouse cease or is otherwise no longer available to the retiree, or the retiree's spouse, the retiree and his spouse may be eligible to continue coverage through the Township group health insurance plan. Return to the Township group health insurance plan after a break in participation in the Township group plan shall be subject to the health

RETIREMENT INSURANCE BENEFITS PLAN

insurance carrier that is then providing the Township group health insurance coverage permitting the retiree and/or the retiree's spouse to return to Township group health insurance plan. The health insurance coverage upon return to the group plan shall be subject to any pre-existing condition limitations that the insurance carrier may impose.

9. The retiree or retiree's spouse receiving benefits hereunder shall apply for Medicare, Medicaid or similar federal program benefits as soon as he/she is eligible. As of that date (eligibility) all benefits payable by the Township shall be reduced by an amount equal to federal benefits pertaining at that time and shall be supplemental to such coverage. In the event the name of any of the coverages/benefits referred to herein shall be changed, this section shall be deemed to apply to any and all similar or replacement programs subsequently designated.
10. Eligible full-time employees, who are hired on or after January 1, 2003, shall continue to receive health insurance benefits upon retirement, subject to the qualifications set forth in Section 1 above, the insurance policy limits and conditions, and the terms set forth herein, with the exception of spousal or dependent coverage. The spouse or dependents of eligible full-time employees, who are hired on or after January 1, 2003, shall not be eligible to receive health insurance benefits paid by the Township.

SECTION 3 – TERM LIFE INSURANCE

Upon retirement, eligible full-time employees of Delhi Charter Township shall receive \$5,000 group term life insurance benefits.

SECTION 4 – PAYMENT OF MONTHLY PREMIUMS

Monthly payments to the Township by the retiree for their share of the monthly premiums, as outlined in Section 1, shall be payable in advance and are due on the first day of each month. The retiree will have a maximum (30) day grace period following the due date in which to make these premium payments without penalty. If payment is not received within the (30) day grace period, a 10% late fee will be added to the monthly premium payment. The retiree will receive notification by certified mail of the total premium due along with notification that their health insurance coverage will be canceled if payment is not received within (60) days from the original due date. Partial payments will not be accepted. Once coverage is canceled, the retiree (and spouse or dependents if applicable) will not be reinstated until the annual open enrollment period of the health insurance plan that is then in effect. It is the retiree's responsibility to ensure that the monthly payment of these premiums is made when due as a monthly billing will not be sent.

DELHI CHARTER TOWNSHIP

MEMORANDUM

TO: Delhi Township Board Members

FROM: John B. Elsinga, Township Manager

DATE: December 11, 2009

RE: Authorization for Final Design Engineering for Lift Station D and McCue Road Corridor Infrastructure Improvements – C2AE

Enclosed for your review and approval is the engineering fees from C2AE to provide Final Design Engineering services for Lift Station D and McCue Road Corridor Infrastructure Improvements for a lump sum of \$276,600.

In February of this year the Board reviewed the complete proposal from C2AE for the Lift Station D and McCue Road Corridor Infrastructure Improvements and subsequently approved C2AE's engineering fees for the preliminary design portion of the proposal along with the wetland delineation and soil borings portion of this project. Those services are near completion and we are now being encouraged by the MDEQ to participate in their low interest State Revolving Funds (2.5% interest over 20 years).

Earlier in the year we submitted our SRF Project Plan and the MDEQ's draft financial funding plan placed this project outside of the FY 2010 fundable range. However, "due to the inability of some projects to proceed, the SRF fundable range for fiscal year (FY) 2010 has been expanded" and this project is now designated for fourth quarter funding in the amount of \$10,995,000. This is good news because that funding level provides for Lift Station D improvements, a new sanitary sewer interceptor within the McCue Road right-of-way, the enclosure of the Grovenburg Drain along the south side of McCue Road followed by stormwater treatment and the reconstruction of McCue Road.

At our March 3, 2009 meeting the Board discussed the merits of this project including the increased capacity of Lift Station D to accommodate growth, the enclosure of a deep drain too close to the road along with the reconstruction of McCue Road making travel along this stretch safer for the residents. Last month the Board was given a presentation by the engineering team of their preliminary design. According to the MDEQ's draft SRF Project Milestone Schedule our first principal payment will not be required until April 1, 2013 which falls within our current bond obligation schedule. Therefore, I recommend the Board proceed with the final design engineering services.

Recommended Motion:

To approve the Final Design Engineering for the Lift Station D and McCue Road Corridor Infrastructure Improvements from C2AE in the amount of \$276,600.

We propose to provide the services, as outlined herein, in accordance with the following:

<u>Service</u>	<u>Fee Basis</u>	<u>Fee/Budget</u>
Preliminary Design Engineering	Lump Sum	\$ 324,000
Final Design Engineering	Lump Sum	276,600
Bidding Assistance	Lump Sum	16,400
Construction Engineering	Time & Material	<u>943,900</u>
Subtotal		\$1,560,900*
Permit Fee Allowance	Time & Material, Est.	\$ 15,000
Wetland Delineation Sub-consultant	Time & Material, Est.	\$ 8,000
Geotechnical Sub-consultant (Soil Borings)	Time & Material, Est.	\$97,100
Geotechnical Sub-consultant (Const. Testing)	Time & Material, Est.	<u>\$30,000</u>
Total Budget		\$1,711,000

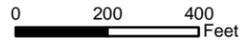
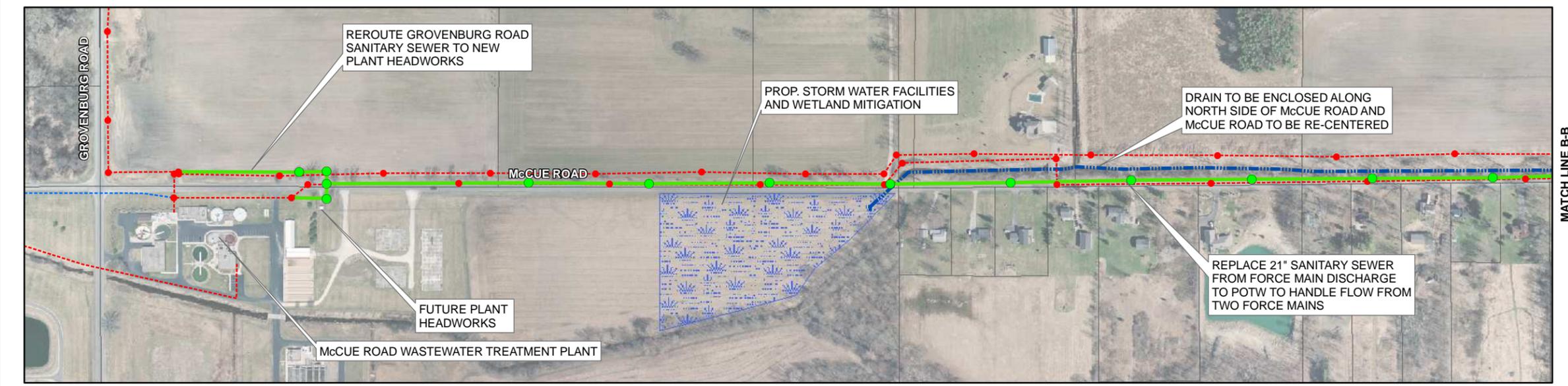
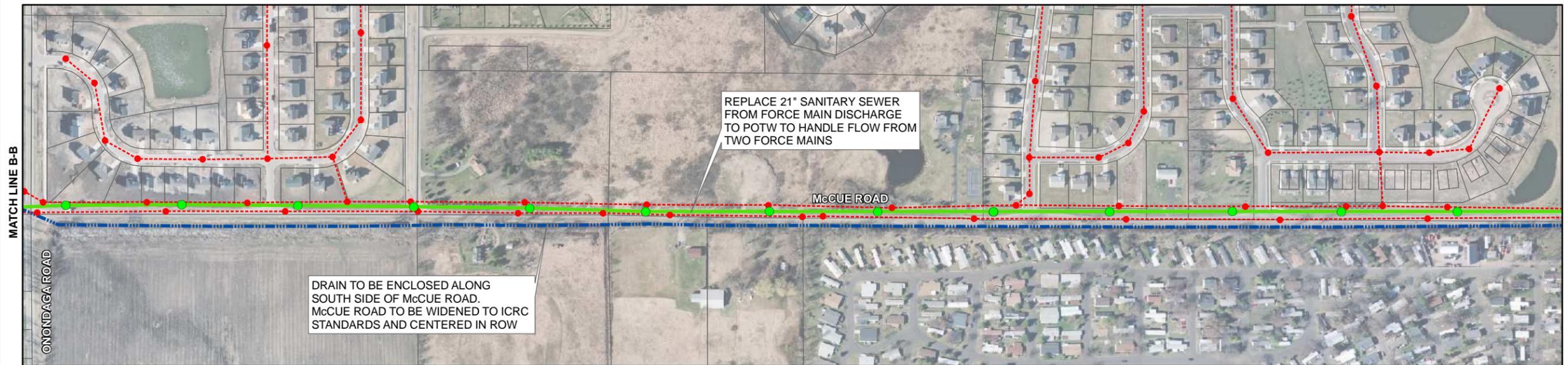
*Total budget includes Sub-consultant fees of \$98,000 for HRC and \$269,500 for OHM with a nominal two percent fee for coordination

Invoices for services will be forwarded on a monthly basis, reflecting the level of work completed and are due upon receipt.

The Permit Allowance is based on anticipated permit fees for river crossing/floodplain/wetlands permitting.



WE RECYCLE



LEGEND

- - - Ex. Sanitary Sewer
- - - Ex. Force Main
- Ex. Sanitary Manholes
- Ex. Lift Stations
- Prop. Sanitary Sewer
- Prop. Force Main
- Prop. Sanitary Manholes
- - - Prop. Drain to be Enclosed
- Prop. Storm Water Detention

DESIGNED BY: SAA
CHECKED BY: SAD

APPROVED BY: RWF
DWG'S MOD BY:



DELHI CHARTER TOWNSHIP
LIFT STATION D & McCUE ROAD CORRIDOR
INFRASTRUCTURE IMPROVEMENTS
INGHAM COUNTY, MI

FIGURE 1
GENERAL PROJECT LAYOUT

~ ~ ~ **FIRST DRAFT FOR DISCUSSION PURPOSES ONLY** ~ ~ ~
State Revolving Fund (SRF) Project Milestone Schedule
for 4th Quarter Financing in Fiscal Year 2010
Anticipated Loan Closing on September 22, 2010

Applicant Name: Delhi Township 5403-01

Project Description: Lift Station D improvements/ McCue Road sewer-road-ditch reconstruction

<u>Milestone</u>	<u>By No Later Than</u>
MDEQ-RLOCS Comments on Draft Project Plan	done
MDEQ-RLOCS Review of Final Project Plan	1/15/10
MDEQ-RLOCS Checklist	2/05/10
Correction of All Remaining Planning Deficiencies	2/26/10
Concurrence by LWMD & EPA re: Selected Alt. & Mitig. Plan	3/05/10
Preliminary Confirmation of Permits by Road & Drain Comms.	3/05/10
MDEQ-RLOCS Draft Environmental Assessment	3/05/10
Submittal of Mailing List Information to MDEQ	4/09/10
MDEQ-District Checklist and District Approval of Project Plan	4/09/10
MDEQ-RLOCS EA/FNSI published	4/21/10
Public Notice Clearance	5/21/10
MDEQ-RLOCS Approval of Project Plan	5/26/10
Submittal of Draft User Charge System	3/05/10
MDEQ Review of Draft UCS	4/09/10
Submittal of Final UCS	5/07/10
MDEQ Approval of User Charge System	6/04/10
Submittal to MDEQ of 50-60% Draft P&S & Basis of Design	ASAP
Discussions of above with Chuck Bennett, Holly V., etc	ASAP
MDEQ (above) Initial Comments on 50-60% Draft P&S & Basis	1/15/10
Submittal of 80% Draft P&S for Formal-Standard MDEQ Review	2/05/10
MDEQ-District & RLOCS Comments on 80% Draft P&S	3/12/10
Submittal Final Plans & Specifications	4/09/10
MDEQ-District Approval of Plans & Specifications	5/07/10
MDEQ-District Issuance of Construction Permit	5/07/10
Submittal of Application Part I (financial info)	5/21/10
MDEQ-RLOCS Approval of Plans & Specifications	5/28/10
Publication of Bid Advertisement	6/02/10
Submittal of Application Part II (project cost info)	6/11/10
*MDEQ 301/303 Permit Issued, to preserve Addenda option	6/18/10
*Road, Drain, Soil Erosion etc Permits Issued, to preserve Addenda option	6/18/10
Opening of Bids	7/02/10
Resolution of Tentative Contract Award by Governing Body	7/23/10
Submittal of Application Part III (w/ Rez of Tent. Award)	7/30/10
MDEQ Order of Approval	8/25/10
SRF Loan Closing	9/22/10
Notice to Proceed Issued (w/in 60 calendar days after closing)	11/16/10
Permits (above*) if obtained after bid phase	12/17/10
Construction Begins (estimated)	3/25/11
First Interest Payment (assumes first draw approx Oct 1, 2010)	4/01/11
First Principal Payment (assumes I/O in Summer 2012)	4/01/13

End
CJC
11/24/09



STATE OF MICHIGAN
DEPARTMENT OF ENVIRONMENTAL QUALITY
LANSING



JENNIFER M. GRANHOLM
GOVERNOR

STEVEN E. CHESTER
DIRECTOR

October 29, 2009

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

NOV 02 2009

Dear Mr. Elsinga:

SUBJECT: Expansion of Fundable Range
State Revolving Fund (SRF)
Project No.: 5403-01

Due to the inability of some projects to proceed, the SRF fundable range for fiscal year (FY) 2010 has been expanded. The fundable range relies on the lending capacity generated by existing fund assets, as well as assumed federal capitalization. Each project identified as fundable is assured funding up to the amount identified, contingent upon the applicant's ability to meet a milestone schedule and satisfy application requirements.

Attached is a copy of an updated Fundable Range Quarterly Report for FY 2010. Projects in the fundable range are listed in the quarter of their targeted funding. For informational purposes, projects with anticipated loan-closing dates in FY 2011 and beyond are listed as future projects. Please note the interest rate has been set at 2.5 percent for all FY 2010 loans.

Fundable Range Applicants: You are strongly advised to follow through with the actions necessary to complete the application process. To facilitate completion of the process, if your project manager has not already done so, he/she will contact you shortly to negotiate a project milestone schedule as required by law. It is imperative that the dates in your schedule be met. **S2 Grant recipients should note that a fundable range designation for an S2 generated project requires that you complete the SRF application process and close on a loan in FY 2010 or the S2 Grant will need to be repaid.**

Milestone schedules will contain specific dates for completion of critical application tasks. If you are not in a position to negotiate a schedule or are unable to adhere to the dates in a negotiated schedule, action may be initiated which would result in your project being deferred to FY 2011 or later.

Also attached to this letter is a copy of the FY 2010 Quarterly Financing Schedule, which contains dates that must be adhered to in order to bring a project successfully through the application process. In addition, this attachment lists those items and activities that constitute a complete, approvable application.

If you have any questions, please contact your project manager, or you may contact me at the telephone number listed below.

Sincerely,

Chip Heckathorn, Chief
Revolving Loan and Operator Certification Section
Water Bureau
517-373-4725

Attachments

cc: Mr. Thomas Grant, Hubbell, Roth & Clark, Inc. - Grand Rapids
Ms. Cindy Clendenon, DEQ
Lansing District Office, DEQ-Water Bureau

DEQ State Revolving Fund: Fundable Range Quarterly Report - Fiscal Year: 2010

SRF

1st Quarter Projects		Binding Commitment Date: 12/21/2009		
5006-18	Port Huron	St Clair Co	Seg 18 CSO; Swr Sep (Erie N)	\$3,395,000
5129-09	Sault Ste Marie	Chippewa Co	CSO; Swr Sep (C-1; C-2)	\$6,915,000
5175-08	Detroit	Wayne Co	Seg 8 CSO; Okwd Swrs (PC-80)	\$14,985,000
5274-02	Richmond	Macomb Co	Relief Swrs	\$1,680,000
5287-02	Inkster	Wayne Co	Seg 2 CSO; L49	\$5,425,000
5327-01	Barry Co	Carlton Twp	New CS (Leach/Middle Lakes)	\$7,100,000
5336-01	YCUA	Washtenaw Co	PS Upgrd	\$1,050,000
5337-02	Allen Creek DD	Ann Arbor	NPS-Stormwater BMP's (Stadium Suffolk-7th)	\$3,650,000
5350-01	Wayne Co	NHV/RV	Swr Rehab; PS 1A Rehab	\$21,700,000
5357-01	Marquette	Marquette Co	Swr Repl	\$1,210,000
5364-01	Lathrup Village	Oakland Co	Swr Rehab	\$1,580,000
5366-01	Marysville	St Clair Co	WWTP Upgrd/Expan	\$15,500,000
5368-01	Oakland-Macomb Interceptor Drai	Macomb Co	Intcp Rehab	\$39,960,000
5372-01	St Clair Co	Kimball Twp	Septage/Landfill Energy Gen	\$12,740,000
5376-01	Midland	Midland Co	Digester/Landfill CH4 Rec/Energy Gen	\$10,000,000
5377-01	Muskegon Co	Muskegon Co	WWTP Impr	\$2,315,000
5380-01	Saginaw	Saginaw Co	WWTP Upgrd	\$5,000,000
5393-01	8 1/2 Mile Relief Drain DD	Macomb Co	Chapaton RTB Impr	\$2,760,000
5398-01	Westland	Wayne Co	Swr Rehab	\$815,000
5399-01	Genesee Co	Ragnone WWTP	PS/WWTP Upgrd-clarifiers/blowers	\$29,410,000
5401-01	Warren	Macomb Co	WWTP Upgd (UV Disinfect)	\$6,895,000
5408-01	Pontiac	Oakland Co	WWTP Upgrd, MH/Swr/PS Rehab	\$15,200,000
5409-01	West Bloomfield Twp	Oakland Co	Rehab (EFSDS)	\$10,010,000
5411-01	Lansing	Ingham Co	WWTP Imps	\$14,000,000
5418-01	Pinckney	Livingston	NPS- Stormwater BMP's (Mill/North Sts)	\$1,255,000
5426-01	YCUA	Washtenaw Co	WWTP Optimization	\$1,150,000
5428-01	Genesee Co	Dist 3 WWTP	WWTP Upgrd (digester)	\$1,040,000
5434-01	Allen Creek DD	Ann Arbor	NPS-Stormwater BMP's (West Pk)	\$3,540,000
1st Quarter Total		28 Projects		\$240,280,000
2nd Quarter Projects		Binding Commitment Date: 3/10/2010		
5005-23	Lansing	Ingham Co	Seg 23 CSO; Swr Sep,	\$24,955,000
2nd Quarter Total		1 Projects		\$24,955,000
3rd Quarter Projects		Binding Commitment Date: 6/2/2010		
5301-01	Hamburg Twp	Livingston Co	WWTP/PS Upgrd (Seg 1)	\$3,735,000
5378-01	Muskegon Co	Muskegon Co	Wind Turbines @ WWTP	\$6,460,000
5390-01	Manistee	Manistee Co	Seg 1 CSO; Swr Sep (Jones)	\$985,000
5435-01	Allen Creek DD	Ann Arbor	NPS-Stormwater BMP's (Sylvan Ave)	\$455,000
5447-01	Mt Clemens	Macomb Co	Swr Rehab	\$585,000
3rd Quarter Total		5 Projects		\$12,220,000
4th Quarter Projects		Binding Commitment Date: 8/25/2010		
5316-01	Solon Twp	Leelanau Co	New WWTP/CS (Cedar)	\$1,340,000
5321-01	Buena Vista Twp	Saginaw Co	EQ Basin	\$3,250,000
5356-01	Lapeer	Lapeer Co	Upgrd/Exp WWTP	\$25,155,000
5381-01	Perry	Shiawassee Co	WWTP Upgrd	\$2,280,000
5383-01	Mt Clemens	Macomb Co	WWTP Upgrd; Filters/CH4 Rcvry	\$8,175,000
5390-02	Manistee	Manistee Co	Seg 2 CSO; Swr Sep (Cedar)	\$1,485,000
5403-01	Delhi Twp	Ingham Co	LS/Intcp Impr (Ph 1)	\$10,995,000
5414-01	Cass City	Tuscola Co	WWTP Impr	\$4,025,000

5439-01	Flint	Genesee Co	Repl Intcp, Swr Rehab	\$6,175,000
5443-01	Grand Blanc	Genesee Co	FDD Storm Swrs/Outlet	\$310,000
4th Quarter Total		10 Projects		\$63,190,000

Total Fundable Range Dollars		44 Projects		\$340,645,000
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Contingent Projects		(in priority order)	Qtr		
5311-01	Sheridan Twp	Newago Co	4	Swr Ext (Fremont Lake)	\$2,600,000
5330-01	Benton Harbor	Berrien Co	4	Swr Repl	\$430,000
5429-01	Genesee Co	Dist 7 WWTP	4	WWTP Upgrd (Dist 7)	\$480,000
5440-01	Webberville	Ingham Co	4	Swr Rehab	\$200,000
5415-01	Flushing	Genesee Co	4	WWTP Impr, Swr Rehab	\$1,365,000
5379-01	Monroe	Monroe Co	4	WWTP Impr	\$6,250,000
5406-01	N Kent SA	Plainfield/Alpine Tw	4	Swr Repl/PS Rehab	\$1,205,000
5407-01	N Kent SA	Plainfield/Alpine Tw	4	Swr/PS Rehab/Repl	\$5,620,000
5217-15	Wayne Co	Downriver WWTF	4	WWTP Impr (2009 CIP)	\$17,250,000
5387-01	Ottawa Co	Spring Lk Twp	4	PS Impr/Swr Repl	\$1,915,000
5419-01	Wayne Co	Downriver WWTF	4	WWTP Impr (Solids Thickening)	\$17,215,000
5374-01	Allegan	Allegan Co	4	PS Repl/Impr	\$790,000
5389-01	SW MI Reg SS&WA	Berrien Co	4	Intcp Rehab	\$10,260,000
5391-01	Southgate-Wyandotte RDDDD	Wayne Co	4	PS Impr	\$2,325,000
5392-01	Southgate-Wyandotte RDDDD	Wayne Co	4	RTF/PS Impr	\$5,560,000
5360-01	St Clair Shores	Macomb Co	4	Swr Rehab	\$3,865,000
5362-01	Clinton Twp	Macomb Co	4	Swr Rehab	\$2,500,000
5386-01	S Huron Vally UA	Wayne Co	4	Intcp Rehab	\$4,900,000
5410-01	West Bloomfield Twp	Oakland Co	4	Rehab (COSDS)	\$7,140,000
5355-01	Plainwell	Allegan Co	4	WWTP Imp; Swr Repl	\$5,440,000
5359-01	Chesterfield Twp	Macomb Co	4	Swr Rehab	\$2,315,000
5371-01	Eastpointe	Macomb Co	4	Swr Rehab	\$6,330,000
5373-01	Roseville	Macomb Co	4	Swr Rehab	\$5,600,000
5385-01	Port Huron	St Clair Co	4	WWTP Impr (Phase 1)	\$2,405,000
5394-01	Ecorse Ck PAD	Dearborn Hts/Taylor	4	Taylor Basin/Jackson PS Upgrd (L-1)	\$1,785,000
5417-01	Macomb Twp	Macomb Co	4	PS Upgrd	\$7,250,000
5442-01	Macomb Co	Chesterfield/Lenox/	4	Intcp Rehab	\$1,770,000
5354-01	Clawson	Oakland Co	4	Swr Rehab	\$8,280,000
5363-01	Mackinac Is	Mackinac Co	4	WWTP Upgrd (Phase 1)	\$5,680,000
5365-01	Grosse Pte Woods	Wayne Co	4	Swr Rehab	\$6,500,000
5370-01	Harper Woods	Wayne Co	4	Swr Rehab	\$3,120,000
5397-01	Wayne	Wayne Co	4	EQ Basin/PS Upgrds	\$1,855,000
5168-01	Berrien Springs	Berrien Co	4	WWTP Repl (refinance)	\$7,000,000
5396-01	River Rouge	Wayne Co	4	Relief Swrs	\$1,790,000
5361-01	Grosse Pointe	Wayne Co	4	Swr Rehab	\$3,450,000
5369-01	St Clair	St Clair Co	4	Swr Rehab	\$1,800,000
5395-01	Grosse Pte Farms	Wayne Co	4	Swr Rehab	\$550,000
5253-01	Shelby	Oceana Co	4	WWTP Xpan/Upgrd (refinance)	\$3,000,000
Total Contingent Dollars Projected		38 Projects			\$167,790,000

Future Projects				
5175-99	Detroit	Wayne Co	CSO; Okwd Swrs Future Segs	\$64,020,000
5005-99	Lansing	Ingham Co	CSO: Swr Sep - Future Segs	\$251,990,000
5006-99	Port Huron	St Clair Co	CSO: Swr Sep Future Segs	\$11,130,000
5408-02	Pontiac	Oakland Co	WWTP Upgrd, MH/Swr/PS Rehab	\$14,220,000
5364-02	Lathrup Village	Oakland Co	Swr Rehab	\$1,135,000

5322-02	St Joseph	Berrien Co	Seg 2 CSO; Swr Sep (State St.)	\$200,000
5368-99	Oakland-Macomb Interceptor	Macomb Co	Intcp Rehab (Future)	\$91,855,000
5129-99	Sault Ste Marie	Chippewa Co	CSO; Swr Sep - Future Segs	\$5,385,000
5333-01	YCUA	Washtenaw Co	WWTP - Biofilter	\$2,675,000
5425-01	YCUA	Washtenaw Co	WWTP/PS Impr	\$7,065,000
5427-01	YCUA	Washtenaw Co	WWTP Impr	\$1,035,000
5450-01	Genesee Co	Dist 3 WWTP	WWTP Upgrd-generator; centrifuge	\$1,315,000
5449-01	Genesee Co	Ragnone WWTP	WWTP Upgrd (digester)	\$17,295,000
5358-01	Marquette	Marquette Co	Swr Repl/WWTP Imps	\$5,395,000
5301-02	Hamburg Twp	Livingston Co	WWTP/PS Upgrd (Seg 2)	\$3,920,000
5448-01	Saginaw	Saginaw Co	WWTP Upgrd	\$45,100,000
5404-01	Delhi Twp	Ingham Co	WWTP Impr (Ph 2)	\$5,160,000
5405-01	Delhi Twp	Ingham Co	LS/FM Impr (Ph 3)	\$3,115,000
5331-01	Benton Harbor	Berrien Co	PS Repls/ Imps	\$810,000
5347-01	Scio Twp	Washtenaw Co	Swr Rehab; PS Upgrd	\$5,305,000
5388-01	Ottawa Co	Spring Lk Twp	PS Impr	\$2,370,000
5420-01	Wayne Co	Downriver WWTF	WWTP Impr (Secondary System)	\$7,520,000
5421-01	Wayne Co	Downriver WWTF	WWTP Impr (D-A-F Complex)	\$6,830,000
5422-01	Wayne Co	Downriver WWTF	WWTP Impr (Headworks)	\$18,715,000
5424-01	Wayne Co	Downriver WWTF	Swr Sys Impr (SCADA/Rehab)	\$6,500,000
5375-01	Allegan	Allegan Co	Swr Repl/Relining; PS Repl	\$3,210,000
5413-01	Port Huron	St Clair Co	WWTP Impr (Phase 2)	\$10,605,000
5369-02	St Clair	St Clair Co	Swr Rehab	\$725,000
5367-01	Mackinac Is	Mackinac Co	WWTP Exp (Phase 2)	\$4,630,000
5337-03	Allen Creek DD	Ann Arbor	NPS-Stormwater BMP's (Stadium 7th to Kipke)	\$2,520,000
5436-01	Allen Creek DD	Ann Arbor	NPS-Stormwater BMP's (Miller Ave)	\$1,750,000
5437-01	Allen Creek DD	Ann Arbor	NPS-Stormwater BMP's (Madison St)	\$3,330,000
5438-01	Allen Creek DD	Ann Arbor	NPS-Stormwater BMP's (Vet's Mem Park)	\$5,500,000
5444-01	Clinton Twp	Macomb Co	NPS-Porous Paving/Bioswales	\$4,440,000
5445-01	Wayne	Wayne Co	NPS-Porous Paving	\$870,000
Total	Future	Dollars Projected	35 Projects	\$617,640,000

FY 2010 FINANCING SCHEDULE
for the State Revolving Fund (SRF), the
Drinking Water Revolving Fund (DWRf) and the
Strategic Water Quality Initiatives Fund (SWQIF)

	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
Part I of Application Due	09/04/09	11/30/09	02/19/10	05/28/10
Part II Application Due FNSI Clearance Plans & Specs Approved User Charge System Approved	10/26/09	01/08/10	03/26/10	06/18/10
Bid Ad Published No Later Than	10/26/09	01/04/10	03/29/10	06/21/10
Part III of Application Due Bid Data Submittal (With Tentative Contract Award)	12/07/09	02/19/10	05/14/10	08/06/10
DEQ Order of Approval Issued*	12/21/09	03/10/10	06/02/10	08/25/10
Borrower's Pre-Closing with the Michigan Municipal Bond Authority (MMBA)	01/11/10	03/19/10	06/11/10	09/10/10
MMBA CLOSING	01/22/10	04/01/10	06/23/10	09/22/10

*In addition to MMBA requirements, all municipal bond sales must be reviewed and approved by the Local Audit and Finance Division of the Michigan Department of Treasury before an Order of Approval can be issued.

AN APPROVABLE APPLICATION FOR A REVOLVING FUND LOAN MUST INCLUDE:

1. A completed revolving fund application (Parts I, II, and III) including all required application information and assurances.
2. A detailed project description, cost breakdown, and project schedule.
3. Financial documentation to demonstrate ability for timely repayment of the loan and other assurances required by the application. (Part I)
4. If applicable, all executed intermunicipal service agreements. (Part II)
5. An approved User Charge System. (Part II)
6. An approved Project Plan. (Part II)
7. A set of plans and specifications suitable for bidding, including DEQ construction permit. (Part II)
8. A certified resolution from the applicant designating an authorized representative. (Part II)
9. Verification that the project has been advertised for bids or other appropriate procurement action. (Part II)

DELHI CHARTER TOWNSHIP

MEMORANDUM

TO: Delhi Township Board Members

FROM: John B. Elsinga, Township Manager

DATE: December 3, 2009

RE: Resolution No. 2009-050 – A Resolution to Increase the Monthly Sanitary Sewer Usage Fees

Enclosed for your review and approval is Resolution No. 2009-050 which recognizes the need to increase the monthly sanitary usage fees. Also enclosed is a “sewer rate management” letter dated December 5, 2009 from our financial consultant, Tom Traciak.

It is his recommendation that we increase the Commodity Charge from \$3.95 to \$4.05 per ccf and the Basic Service Charge from \$12 to \$13 per month. His primary reasons for increasing both for the FY 2010 is the “economic down turn” that has contributed to a reduction in use, hence a reduction in revenues. It also has caused a significant reduction in revenues from connection fees due to less construction activity. Our recent debt obligations were based upon revenue from 200 new customers (residential equivalents) per year (\$550,000). With the recent economic downturn we’ve reduced that revenue to \$71,250 based upon 25 new customers per year. Increasing the basic service charge by \$1 will partially offset this loss of \$478,750 in revenue by \$135,900 per year.

Together, the Commodity and Basic Service Charge are needed to support the cost of operating, maintenance and replacement along with our debt and capital improvement costs. While we have been reducing personnel costs through attrition and layoffs we have increased our debt obligation through plant expansion (2 new digesters) and collection systems improvements (new interceptor). Therefore, a reduction in revenues requires us to increase both the Commodity and Basic Service Charge to maintain the fiscal integrity of our sanitary sewer system.

Recommended Motion:

To adopt Resolution No. 2009-050 which would increase the monthly sanitary sewer Commodity Charge from \$3.95 to \$4.05 per ccf and the Basic Service Charge from \$12 to \$13 per month effective January 1, 2010.



ACI Finance, Inc.
American Community Infrastructure

365 Broken Hills Drive
Mason, MI 48854-8603
Phone 517 / 623-6250
Fax 517 / 623-6252
acifinance@aol.com

December 5, 2009

TO: Delhi Charter Township
FROM: Tom Traciak
RE: Sewer Rate Management

At the request of John Elsinga, I have reviewed the performance of the Sewer Fund and related rate management. ACI Finance, Inc. provided a comprehensive review in 2007 related to the State Revolving Fund loan for the sewer plant improvement, and a subsequent review in November 2008.

What was recommended in 2007 was to continue increasing the Commodity Charge by 2.5% each year for an estimated increase in the typical homeowner's bill of about 1.8% ... the intention was to maintain an adequate cash & investment balance by keeping up with operating expense inflation. In 2008, in addition to the 2.5% increase on the Commodity Charge, I recommend that you increase the Basic Service Charge from \$11.00 to \$12.00 per month. As mentioned at that time, the Basic Service Charge is an important tool to cover fixed cost of operating the system and paying debt service ... it also gives a more stable income compared to the Commodity Charge that is subject to fluctuation due to volume sold.

As you are aware, the reduction of connection charge revenue and interest income have had a negative effect on the cash flow. For this reason, I once again recommend a \$1.00 increase to the Basic Service Charge, in addition to the inflation increase on the Commodity Charge, to be effective in 2010. This will also help in the transition period of retiring the System No.4 debt and taking on the proposed 2010 SRF loan.

As I have described from time to time, a key to rate management is the amount of cash and investments that are held in the fund. In years past, I have recommended a level of 50% based on cash and investments as a percentage of operation, maintenance, and repair (OM&R). However, with the growing asset value of the system, I recommend a higher target of 75%. Furthermore, I would recommend that "unrestricted" cash and investments be at 50% of the 75% (or two-thirds of total cash on hand) and "replacement" be 25% of the 75% (or one-third of total cash on hand).

Based on the proposed rate changes, the accompanying cash flow projection demonstrates two notable outcomes; 1) the fund reaches a breakeven level in 2013 after a couple of years of negative results (spend down of cash on hand), and 2) the cash and investments total is depleted to below the 75% target.

So why don't we raise rates higher at this time? Because we want to keep the rates as economical and equitable as possible to the customer. And the result is reasonable ... the 75% target is only a goal and not a barrier. With this rate approach, we don't run the risk of over adjusting and raising rates to high. However, this approach means that we need to further evaluate the rates within one year for possible further adjustment ... the timing of the review would coincide with the conclusion of the SRF loan process, with actual borrowing amount determined, in September 2010.

Delhi Charter Township
Sewer Fund Cash Flow Projection

	<u>2009</u>	Projected <u>2010</u>	Projected <u>2011</u>	Projected <u>2012</u>	Projected <u>2013</u>	Projected <u>2014</u>	Projected <u>2015</u>
<u>Parameters</u>							
Number of Customers [1]		11,325	11,350	11,375	11,400	11,425	11,450
Commodity Charge - Ccf [2]	\$3.95	\$4.05	\$4.15	\$4.26	\$4.36	\$4.47	\$4.58
Basic Service Charge/ RE / Month	\$12.00	\$13.00	\$13.00	\$13.00	\$13.00	\$13.00	\$13.00
Connection Charge [3]		\$2,850	\$2,850	\$2,850	\$2,850	\$2,850	\$2,850
<i>Typical Residential Billing - 7 Ccf/month</i>	\$39.65	\$41.35	\$42.06	\$42.79	\$43.53	\$44.29	\$45.08
<i>Percent Change - Residential</i>		4.3%	1.7%	1.7%	1.7%	1.8%	1.8%
<u>Revenues</u>							
Commodity Charges [4]		3,852,765	3,957,802	4,065,682	4,176,483	4,290,283	4,407,163
Basic Service Charge		1,766,700	1,770,600	1,774,500	1,778,400	1,782,300	1,786,200
Sewer Permits / Fees		71,250	71,250	71,250	71,250	71,250	71,250
Penalties and Other		110,000	110,000	110,000	110,000	110,000	110,000
Interest on Deposit		44,205	44,074	40,744	35,876	36,273	36,479
Other Revenues [5]		<u>55,000</u>	<u>55,000</u>	<u>55,000</u>	<u>55,000</u>	<u>55,000</u>	<u>55,000</u>
		5,899,920	6,008,726	6,117,177	6,227,009	6,345,106	6,466,092
OM&R Expenditures [6]		3,366,770	3,484,607	3,606,568	3,732,798	3,863,446	3,998,667
Capital Improvement - Cash [7]		400,000	400,000	500,000	500,000	500,000	500,000
Series 1996 Bond Issue		97,860	97,865				
System No.4 - 1998 Refunding		791,100	791,250	804,606			
Series 2002 Bond Issue [8]; ends 2022		407,449	406,557	409,258	411,187	412,192	412,368
Series 2003 Bond Issue; ends 2024		180,124	181,928	183,338	184,413	185,193	193,570
DDA 2008 Bond support; ends 2024		82,095	82,275	83,799	85,104	85,803	86,279
SRF 2007; ends 2028		583,238	581,250	579,181	582,031	579,719	582,325
Proposed Debt Service; ends 2032 [9]		<u>0</u>	<u>205,000</u>	<u>275,000</u>	<u>705,000</u>	<u>705,000</u>	<u>705,000</u>
Subtotal Debt Service		2,141,866	2,346,125	2,335,182	1,967,735	1,967,907	1,979,542
Net Cash Flow		(8,716)	(222,006)	(324,574)	26,476	13,753	(12,117)
Cash and Investments	2,947,000	2,938,284	2,716,278	2,391,704	2,418,180	2,431,933	2,419,817
Percent of Investment to OM&R		87%	78%	66%	65%	63%	61%

[1] Anticipated new customers per year on average of 25 Residential Equivalent Units (REUs)

[2] Increase in Commodity Charge is based on maintaining a certain level of Unrestricted Cash & Investments.
Rates increased annually for inflation by 2.50%

[3] Based on asset value, plant capacity and total REUs.

[4] Based on average consumption per RE/month of 7.0 Ccf

[5] Includes Industrial Pretreatment, Rental, and other miscellaneous income.

[6] Increased annually by 3.50% Includes Administration, Treatment Plant, and Collection System from Budget.

[7] Although historically higher, it is anticipated the capital improvements will offset the need for cash expenditure.

[8] Sewer portion of 2002 issue was \$5,167,700 or 83.35%.

[9] Assumes \$11,000,000 DEQ SRF issued 9/2010 at 2.50% over 20 years. First interest 4/1/2011, first principal 4/1/2013.

DELHI CHARTER TOWNSHIP

RESOLUTION NO. 2009-050

**A RESOLUTION RECOGNIZING THE NEED TO INCREASE THE MONTHLY
SANITARY SEWER USAGE FEES THAT SUPPORTS OUR OPERATING,
MAINTENANCE & REPLACEMENT (OM&R), DEBT, DEBT RESERVE, AND
CAPITAL IMPROVEMENT COSTS, EFFECTIVE JANUARY 1, 2010.**

At a regular meeting of the Delhi Charter Township Board of Trustees of the Charter Township of Delhi, Ingham County, Michigan, held at the Community Services Center, 2074 Aurelius Road, Holt, Michigan 48842 on Tuesday, the 15th day of December 2009, at 7:30 p.m.

PRESENT:

ABSENT:

The following Resolution was offered by _____.

WHEREAS, the 2010 Sewer Fund Budget for Operating, Maintenance, and Replacement (OM&R) expenditures is \$3,365,170; and

WHEREAS, the 2010 Sewer Fund budget for General Obligation Debt expenditures is \$2,139,200; and

WHEREAS, the 2010 Sewer Fund Budget for Capital Improvement expenditures is \$365,000; and

WHEREAS, the Township Board endorsed a financial plan in 2002 which recommended annual increases in commodity charges of approximately \$0.10 per ccf from 2003 to 2010 to support capital improvements for both the wastewater treatment plant and collection system; and

WHEREAS, the 2007 budget included the issuance of a \$9,850,000 bond to upgrade and expand the solids handling facilities (digesters) at the Publicly Owned Treatment Works (POTW); and

WHEREAS, the Downtown Development Authority issued a \$10,000,000 bond in 2008 for infrastructure improvements of which the Sewer Fund is obligated for \$1,000,000 for the construction of a new sanitary sewer interceptor; and

WHEREAS, all revenues of the system including, but not limited to, the monthly sewer usage fees follow a flow of funds as found in State law applied to operation, maintenance and replacement (OM&R), debt, debt reserve (if any) and then capital improvement; and

WHEREAS, the Monthly Sewer Usage fees, comprised of a Basic Service Charge for the “basic” or minimum amount of service available (for metered customers only), and the Commodity Charge, which represents the amount of service used, need to be increased to provide sufficient revenue, along with all other revenue sources, to support operating, maintenance and replacement (OM&R), debt, debt reserve and capital improvement expenses.

NOW THEREFORE, BE IT RESOLVED, the following schedule of monthly sanitary sewer service charges, effective January 1, 2009, be and is hereby established:

1. For Metered Customers – Residential Users

Each residential dwelling unit shall be billed a Basic Service Charge of \$13.00/Residential Equivalent (Unit Factor)

A Commodity Charge per 100 cubic feet (ccf) of metered water consumption as reported by the Board of Water & Light \$4.05/ccf

2. For Metered Customers – all other users

Basic Service Charge per “equivalent meter” \$13.00/Equivalent Meter

A Commodity Charge per 100 cubic feet (ccf) of metered water consumption as reported by the Board of Water & Light \$4.05/ccf

3. For Unmetered Customers

All users of the Delhi Charter Township Wastewater Collection and Treatment System shall be billed at a single monthly rate per Residential Equivalent based upon 7 ccf. \$41.35/Residential Equivalent (Unit Factor)

AYES:
NAYES:
ABSENT:

The foregoing Resolution declared adopted on the date written above.

Evan Hope, Township Clerk

**STATE OF MICHIGAN)
COUNTY OF INGHAM)§**

I, the undersigned, the duly qualified Clerk for the Charter Township of Delhi, Ingham County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and complete copy of the proceedings taken by the Township Board at a regular meeting held on the 15th day of December 2009.

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

Evan Hope, Township Clerk

DELHI CHARTER TOWNSHIP

MEMORANDUM

TO: Delhi Township Board Members

FROM: John B. Elsinga, Township Manager

DATE: December 10, 2009

RE: Letter of Understanding between Delhi Charter Township and Delhi Professional Firefighters Association, IAFF Local 4359

Enclosed for your review and consideration is a Letter of Understanding between Delhi Charter Township and Delhi Professional Firefighters Association, IAFF Local 4359. This Letter of Understanding has been executed by the Union and serves to forfeit a "cost of living increase" for fiscal year 2010, as budgeted for all other full-time employees of Delhi Charter Township.

RECOMMENDED MOTION:

To approve the Letter of Understanding between Delhi Charter Township and Delhi Professional Firefighters Association, IAFF Local 4359, which forfeits a cost of living increase for fiscal year 2010.

**LETTER OF UNDERSTANDING
BETWEEN
DELHI CHARTER TOWNSHIP
AND
DELHI PROFESSIONAL FIREFIGHTERS ASSOCIATION
IAFF LOCAL 4359**

THIS LETTER OF UNDERSTANDING, dated this _____ day of _____, 2009, is executed between Delhi Charter Township (hereinafter referred to as the "Employer") and Delhi Professional Firefighters Association IAFF Local 4359 (hereinafter referred to as the "Union").

WHEREAS, the Employer and the Union have executed a collective bargaining agreement (hereinafter referred to as the "Agreement") dated August 16, 2005; and

WHEREAS, the Agreement shall continue in full force and effect from year to year unless written notice of desire to terminate, change or modify the Agreement is served by either party; and

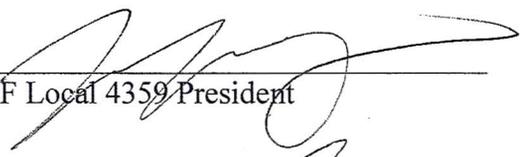
WHEREAS, the parties wish to establish language to address wages under Article 21 of the Agreement, Section 21.2 - Cost of Living Increases for fiscal year 2010.

NOW THEREFORE, IT IS HEREBY AGREED:

1. A "cost of living increase" shall be forfeited for fiscal year 2010, beginning on January 1, 2010 and ending on December 31, 2010, as budgeted for all other full-time employees of Delhi Charter Township.
2. This Letter of Understanding is effective on the date written above.

DELHI PROFESSIONAL FIREFIGHTERS
ASSOCIATION, IAFF LOCAL 4359

DELHI CHARTER TOWNSHIP



IAFF Local 4359 President

Township Supervisor



IAFF Local 4359 Vice President

Township Clerk

DELHI CHARTER TOWNSHIP

M E M O R A N D U M

TO: Delhi Township Board Members

FROM: John B. Elsinga, Township Manager

DATE: December 10, 2009

RE: Agreement for Fire Services between Delhi Charter Township and Alaiedon Township

Enclosed for the Township Board's review and approval is the renewal for the "Agreement for Fire Services Between Delhi Charter Township and Alaiedon Township," effective January 1, 2010 through December 31, 2010.

The standby and administrative fees have been updated to reflect the current replacement value of Delhi Township's fire apparatus, along with the 15-year depreciation value, and the percentage of total run volumes of both Delhi and Alaiedon Township.

The compensation we receive from the fire run charge has also been updated and increased by \$100. Therefore, all fire and rescue calls will be charged \$600/call along with \$400/hour for each hour after the initial hour. Cancelled calls, and inspection and site plan review charges will remain at cost plus 15%.

The Fire Chief, Supervisor and myself met with the Supervisor and Clerk of Alaiedon Township on December 9, 2009 and everyone concurred with the stipulations of this Agreement. Therefore, after approval from our Board it will be forwarded to the Alaiedon Township Board subsequent approval.

RECOMMENDED MOTION:

To approve the Agreement for Fire Services between Delhi Charter Township and Alaiedon Township, effective January 1, 2010 through December 31, 2010.

**AGREEMENT FOR FIRE SERVICES BETWEEN
DELHI CHARTER TOWNSHIP AND ALAIEDON TOWNSHIP**

THIS AGREEMENT, made and entered into as of the _____ day of _____, by and between the Charter Township of Delhi, whose address is 2074 Aurelius Road, Holt, Michigan 48842 (hereinafter referred to as "Delhi") and Alaiedon Township, whose address is 2021 W. Holt Road, Mason, Michigan 48854 (hereinafter referred to as "Alaiedon").

WITNESSETH:

WHEREAS, pursuant to PA 1951 No.33, MCL 41.801; MSA 5.2640(1), the parties have agreed that Delhi shall provide, and Alaiedon shall receive, fire protection services; and

WHEREAS, the parties desire to set forth in this Agreement the terms under which such services will be rendered;

NOW THEREFORE, IT IS MUTUALLY AGREED AS FOLLOWS:

1. ***Fire Protection and Rescue Service.*** Delhi will furnish to Alaiedon, upon the request of its residents or its officers, fire protection and rescue services for the protection of persons and property, within Alaiedon Township, Ingham County, Michigan. Delhi will make available for such purpose all equipment and personnel available at said time, consistent with prudent reserves for fire protection and rescue needs elsewhere. Equipment utilization and staffing shall be within the sole discretion of authorized Delhi Charter Township officers.

2. ***Compensation.*** Compensation to Delhi for each category of service shall be paid by Alaiedon as follows:

A. ***Standby and Administrative Fee.*** A standby and administrative fee shall be paid by Alaiedon to Delhi during the term of this Agreement in the amount of Thirty Three Thousand Eight Hundred Eighty Seven and 74/100 Dollars (\$33,387.74) (Exhibit A). Payment shall be made in equal monthly installments of Two Thousand Seven Hundred Eighty Two and 31/100 Dollars (\$2,782.31), commencing on the first day of January, 2010 and continuing on the first day of each month thereafter until this Agreement shall expire.

1. **Standby Fee Formula.** $SV \div D = A \times V = \text{Standby Fee}$.
Where SV = the current rolling stock replacement value:
D = Annual depreciation over 15 years
A = Annual depreciation amount
V = Alaiedon Township percent of total run volume (Delhi + Alaiedon) average over the immediately preceding three (3) years.

Therefore, the standby fee set forth above is calculated: $\$2,614,000 \div 15 = \$174,266.67 \times 16.66\% = \text{the standby fee of } \$29,032.82$.

2. **Administrative Fee** = $\$29,032.82 \times 15\% = \text{total administrative fee of } \$4,354.92$.

Total Standby and Administrative Fee: $\$29,032.82 + \$4,354.92 = \$33,387.74$.

B. Fire Run Charge.

1. **All Fire and Rescue Calls:** \$600 per call
2. **All Additional Hours after the 1st hour:** \$400 per hour for each hour after the initial hour. Hours will be measured from time of alarm until all units and personnel have completed all tasks associated with the call. Additional hours shall be measured in quarter hour increments.
3. **Cancelled Calls:** Services wherein calls are cancelled before any units leave the station will be charged at the rate of actual cost plus fifteen percent (15%).
4. **Mutual Aid Requests to Meridian Township:** Due to response times in certain areas of Alaiedon Township, mutual aid may be requested from time to time from Meridian Township Fire Department. In these situations Meridian Township will charge Delhi Township for this mutual aid, and it is hereby agreed that Alaiedon Township will reimburse Delhi Township for the cost of this mutual aid assistance.

- C. **Inspection and Site Plan Review.** Services for inspection and site plan review will be charged at the rate of actual cost plus fifteen percent (15%).

Payment for fire services rendered pursuant to subparagraphs B and C above shall be made within sixty (60) days of billing.

3. **Liaison Committee.** Each party shall select two (2) representatives to serve as members of the Delhi-Alaiedon Fire Services Liaison Committee, with the Delhi Charter Township Fire Chief sitting *ex officio*. The Committee shall meet as its members shall deem necessary, but not less frequently than annually, to review issues arising out of the fire protection services provided in accordance with this Agreement, and shall, if necessary, make recommendations to and advise the respective Township Boards regarding such issues.

4. **Ordinance Compatibility.** Alaiedon agrees to adopt the 2006 Edition of the International Fire Code during the term of this Agreement in order that inspection and enforcement activities carried out by Delhi Charter Township within Alaiedon shall be compatible and shall authorize such activities by Delhi Charter Township personnel within Alaiedon Township. Alaiedon further agrees to adopt an Ordinance requiring installation of a "Knox" key box on all commercial properties and shall require all commercial and multi-family residential site plans submitted hereafter to be forwarded to the Delhi Charter Township for its review. It is understood, however, that such site plan review shall be limited to matters pertaining to fire safety and International Fire Code compliance.

5. **Permits.** Persons seeking permits for various burning activities within Alaiedon Township shall apply for same at the Alaiedon Township Hall. Alaiedon shall forward a complete listing of active permits via facsimile or email daily to the Delhi Charter Township Fire Department for record keeping and advice, if necessary.

6. **Employee Protection.** Delhi shall maintain all required insurance coverage pertaining to its fire fighting personnel and equipment, which coverage shall be in the same amount and equally applicable to losses which may be incurred while providing fire fighting services to Alaiedon Township required herein.

7. **Non-Discrimination.** The parties agree that neither shall discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion,

national origin, age, sex, height, weight, or marital status. Breach of this covenant may be regarded as a material breach of this contract.

8. **Joint Draftsmanship.** This Agreement shall be construed as having been drafted jointly by the parties.

9. **Term.** This contract and the obligations hereunder shall commence at 12:01 a.m. January 1, 2010 and expire at midnight December 31, 2010. This Agreement may be renewed, extended, or modified upon the mutual consent of the parties.

The persons executing this Agreement on behalf of the respective Townships warrant that they have been authorized to do so on behalf of said Townships and to bind the Townships to the terms hereof.

IN WITNESS WHEREOF, the parties have set their hands and seals as of the date above first written.

THE TOWNSHIP OF ALAIEDON

By: _____
Steven Lott

Its: Supervisor

By: _____
David Leonard

Its: Clerk

And.

THE CHARTER TOWNSHIP OF DELHI

By: _____
Stuart Goodrich

Its: Supervisor

By: _____
Evan Hope

Its: Clerk

EXHIBIT A

AGREEMENT FOR FIRE SERVICES
 BETWEEN
 DELHI CHARTER TOWNSHIP AND ALAIEDON TOWNSHIP
 December 31, 2009

Replacement value of Delhi Township's fire apparatus fleet for 2009:

<u>Year</u>	<u>Description</u>	<u>Replacement Value</u>
1994	1250 gpm Pierce Pumper	\$450,000
1995	Ford F-150 Pickup	\$ 35,000
1999	Freightliner / CSI Tanker	\$150,000
2000	Ford F-350 CAFS Grass Truck	\$ 70,000
2002	Chevy Tahoe Command Car	\$ 50,000
2003	Pierce – 75 foot Quint	\$800,000
2003	Ford Type III Ambulance	\$120,000
2004	Dodge Durango Command	\$ 32,000
2004	Dodge Durango FM Car	\$ 32,000
2006	Ford Expedition Chief Car	\$ 35,000
2006	Ford Type III Ambulance	\$120,000
2008	Ford Type III Ambulance	\$120,000
2008	Pierce Rescue/Pumper	\$600,000
	13 Total Units	\$ 2,614,000

Rolling stock of \$2,614,000 divided by 15 year depreciation = \$174,266.67

Run Volume: <u>Year</u>	<u>Delhi Twp.**</u>	<u>Alaiedon Twp.</u>	<u>Total Runs</u>
2006	433	70	433
2007	478	74	478
2008	512	94	512
Total	1,423	238	1,423
Average	474	79	474

** Numbers include Alaiedon Township calls.

V= 16.66% of total run volume

DELHI CHARTER TOWNSHIP

MEMORANDUM

TO: Delhi Township Board Members

FROM: John B. Elsinga, Township Manager

DATE: December 10, 2009

RE: Amendment No. 3 to Resolution No. 2008-066 – FY 2009 General Fund Budget

Enclosed for your review and approval is Amendment No. 3 to Resolution No. 2008-066 – FY 2009 General Fund Budget.

Changes in revenue include an increase in property tax administration fees of \$11,000, Constitutional State Revenue Sharing of \$46,500, motor vehicle ordinance fines of \$15,000, interest of \$15,000 and road special assessments of \$15,000 along with decreases in real and personal property tax of \$6,200, Statutory State Revenue Sharing of \$51,300, fire department service fees of \$11,000, ambulance fees of \$50,000 and cable franchise fees of \$6,000 for a net decrease in revenues of \$31,500. This will change our total revenues from \$7,207,210 to \$7,175,710.

Changes in expenditures by department include a decrease in Legislative of \$350, a decrease in the Manager's Office of \$5,600, a decrease in the Accounting Department of \$1,500, a decrease in the Clerk's Office of \$7,420, a decrease in the Information Technology Department of \$3,880, a decrease in the Treasurer's Office of \$9,000, a decrease in the Assessing Department of \$18,400, a decrease in Elections of \$5,500, a decrease in the Building and Grounds Department of \$30,450, a decrease in the Cemetery Department of \$5,440, a decrease in the Police of \$3,000, a decrease in the Fire Department of \$160, an increase in Infrastructure of \$55,000, and a decrease in Other Functions of \$15,600 (excluding the contributions to the Parks Fund of \$7,870 and the reduction in contribution to the Community Development Fund of \$35,170) for a net decrease of \$78,600. This will change our total expenditures from \$7,905,971 to \$7,827,371.

The net effect of these changes in revenues and expenditures will be a reduction in the use of fund balance of \$47,100, resulting in an increase of ending fund balance from \$1,886,930 to \$1,934,030.

RECOMMENDED MOTION:

To adopt Amendment No. 3 to Resolution No. 2008-066 for the FY 2009 General Fund Budget.



TO: John Elsinga

FROM: Marian Frane, CPA, Director of Accounting

DATE: December 7, 2009

RE: FY 2009 General Fund Amendment No. 3

Enclosed for your review is Amendment No. 3 to Resolution No. 2008-066 for the FY 2009 General Fund Budget which shows fund balance increasing by \$47,100. A detailed listing of the individual line items with notes is also attached. Here is a summary:

Revenues

Revenues are projected to decrease by \$31,500.

- MTT changes reducing taxes by \$6,200
- Tax administration fees increased by \$11,000
- Net state shared revenue decreased by \$4,800
- Fire department service fees are reduced by \$11,000 - fewer runs
- Ambulance fees reduced by \$50,000 - fewer runs
- Cemetery lot fees are reduced by \$5,000
- Motor vehicle fees are increased by \$15,000
- Interest has increased by \$15,000 – my original projection was too low
- Blacktop & road special assessments increased by \$15,000 – more homeowners paid in advance
- Cable franchise fees decreased by \$6,000
- Other miscellaneous net reductions of \$4,500

Total revenue would decrease from \$7,207,210 to \$7,175,710.

Expenditures

- Expenditures are projected to decrease by \$51,300:
- Legislative would decrease by \$350
- Manager would decrease by \$5,600
- Accounting would decrease by \$1,500
- Clerk would decrease by \$7,420
- Information Technology would decrease by \$18,900
- Treasurer would decrease by \$9,000
- Assessing would decrease by \$18,400
- Elections would decrease by \$5,500
- Building and Grounds would decrease by \$10,450
- Cemetery would decrease by \$5,440
- Police would decrease by \$3,000

- Fire would decrease by \$160
- Infrastructure would increase by 55,000
- Other functions would decrease by \$15,600
- Capital outlay would decrease by \$4,980

Total expenditures would decrease from \$7,007,010 to \$6,955,710.

Other Financing Uses

Total Other Financing Uses would decrease by \$27,300

- The transfer to Parks would increase by \$7,870 from \$696,650 to \$704,520.
- The transfer to Community Development would decrease from \$202,311 to \$167,141.

Total other financing uses would decrease from \$898,961 to \$871,661.

Fund Balance

Fund balance would increase by \$47,100 from \$1,886,930 to 1,934,030.

**GENERAL FUND BUDGET
RESOLUTION NO. 2008-066
AMENDMENT NO. 3**

At a regular meeting of the Delhi Charter Township Board held on Tuesday, December 1, 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:

	2009 Budget	Budget Request	Amended Budget
Revenue			
Taxes	\$ 2,877,400	\$ (9,200)	\$ 2,868,200
Special Assessments	310,200	11,000	321,200
Intergovernmental	1,706,350	(4,800)	1,701,550
Licenses and Permits	16,300	-	16,300
Charges for Services	1,544,240	(55,000)	1,489,240
Interest	60,150	15,000	75,150
Other	692,570	11,500	704,070
Total Revenue	7,207,210	(31,500)	7,175,710
Expenditures			
Legislative	106,050	(350)	105,700
Manager	336,660	(5,600)	331,060
Accounting	185,200	(1,500)	183,700
Clerk	300,310	(7,420)	292,890
Information Technology	196,670	(18,900)	177,770
Treasurer	297,160	(9,000)	288,160
Assessing	274,200	(18,400)	255,800
Elections	35,360	(5,500)	29,860
Building and Grounds	358,870	(10,450)	348,420
Cemetery	79,360	(5,440)	73,920
Police	2,437,580	(3,000)	2,434,580
Fire	1,524,010	(160)	1,523,850
Infrastructure	508,130	55,000	563,130
Other Functions	347,450	(15,600)	331,850
Capital Outlay	20,000	(4,980)	15,020
Total Expenditures	7,007,010	(51,300)	6,955,710
Other Financing Uses			
Transfer Out to Parks	696,650	7,870	704,520
Transfer Out to Comm Dev	202,311	(35,170)	167,141
Total Other Financing Uses	898,961	(27,300)	871,661
Revenues Over (Under) Expenditures	(698,761)	47,100	(651,661)
Fund Balance, Beginning	2,585,691		2,585,691
Fund Balance, Ending	\$ 1,886,930		\$ 1,934,030

AYES:

NAYS:

ABSENT:

The foregoing Resolution declared adopted on _____.

Evan Hope, Township Clerk

STATE OF MICHIGAN)

)SS

COUNTY OF INGHAM)

I, the undersigned, the duly qualified and acting Township Clerk for the Charter Township of Delhi, Ingham County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and complete copy of certain proceedings taken by the Township Board at a regular meeting held on the 15th day of December, 2009.

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

Evan Hope, Township Clerk

F.Y. 2009 GENERAL FUND BUDGET
Line Item Detail

GL NUMBER	DESCRIPTION	2009 BUDGET	BUDGET REQUEST	AMENDED BUDGET	NOTES
REVENUES					
101-000.00-403.000	CUR REAL & PERS PROP TAX	2,810,000	(6,200)	2,803,800	MTT changes
101-000.00-404.000	IFT/CFT & SERVICE FEES	21,800	-	21,800	
101-000.00-423.000	TRAILER PARK FEES	5,600	-	5,600	
101-000.00-445.000	DELQ TAX & INT & PENALTIES	40,000	(3,000)	37,000	
101-000.00-447.000	PROPERTY TAX ADMIN FEE	418,000	11,000	429,000	
101-000.00-458.000	FIRE INSPECTION FEES	2,000	-	2,000	
101-000.00-460.000	FIRE DEPT. BURNING PERMITS	5,000	-	5,000	
101-000.00-476.000	MISC LICENSES, PERMITS & FEES	2,000	-	2,000	
101-000.00-574.020	STATE REV SHAR-SALES CONSTIT.	1,368,000	46,500	1,414,500	
101-000.00-574.021	STATE REV SHAR-SALES STATUTORY	198,000	(51,300)	146,700	
101-000.00-574.030	RETURNABLE LIQ LICENSE FEES	9,300	-	9,300	
101-000.00-574.040	STATE SHARED REV-RIGHT OF WAY	10,350	-	10,350	
101-000.00-587.000	DISTRICT LIBRARY CONTRIBUTIONS	20,000	(2,000)	18,000	
101-000.00-632.000	FIRE DEPARTMENT SERVICE FEES	95,000	(11,000)	84,000	fewer runs
101-000.00-632.010	FIRE DEPT EDUCATIONAL REVENUE	1,000	-	1,000	
101-000.00-633.000	AMBULANCE FEES	600,000	(50,000)	550,000	fewer runs
101-000.00-634.000	CEMETERY - BURIAL FEES	22,000	-	22,000	
101-000.00-635.000	CEMETERY - LOT SALES	22,000	(5,000)	17,000	
101-000.00-640.000	COPIES/FAX/SEARCH REVENUE	200	-	200	
101-000.00-642.000	TREE PROGRAM SALES	6,000	-	6,000	
101-000.00-655.000	MOTOR VEHICLE ORDINANCE FINES	35,000	15,000	50,000	
101-000.00-664.000	INTEREST	60,000	15,000	75,000	
101-000.00-664.010	INTEREST-SURPLUS DRAIN	150	-	150	
101-000.00-669.020	COMMUNICATION TOWER LEASE FEE	15,240	-	15,240	
101-000.00-672.010	STREETLIGHT SPECIAL ASSESSMENT	254,900	(4,000)	250,900	MTT changes
101-000.00-672.020	BLACKTOP & ROAD SPECIAL ASSESSI	55,300	15,000	70,300	prop owners pay in advance
101-000.00-673.000	SALE OF FIXED ASSETS	-	-	-	
101-000.00-675.030	DONATIONS FOR FIRE DEPT.	600	-	600	
101-000.00-676.010	ELECTION EXPENSE REIMBURSEMEN	28,000	-	28,000	
101-000.00-687.000	REFUNDS/REBATE/REIMBURSEMENT	8,000	2,000	10,000	Wkr Comp premium
101-000.00-694.000	MISCELLANEOUS REVENUE	2,500	1,500	4,000	rain barrels, socks
101-000.00-694.010	TRI-COUNTY METRO REIMBURSEMEN	47,000	-	47,000	
101-000.00-694.020	CABLE FRANCHISE FEES	289,100	(6,000)	283,100	
101-000.00-694.025	AT&T FRANCHISE FEE	600	1,000	1,600	
101-000.00-694.030	BWL FRANCHISE FEE	95,300	-	95,300	
101-000.00-694.040	DAILY CASH OVER/SHORT	-	-	-	
101-000.00-699.030	COST ALLOCATION-FROM SEWER FU	364,450	-	364,450	
101-000.00-699.045	REIMBURSEMENT FROM FETA FUND	164,820	-	164,820	
101-000.00-699.110	TRANSFER IN - DELHI DDA	130,000	-	130,000	
TOTAL REVENUES		7,207,210	(31,500)	7,175,710	
APPROPRIATIONS					
Dept 101.00: LEGISLATIVE					
101-101.00-707.000	BOARD OF TRUSTEES-SALARY	64,740	300	65,040	
101-101.00-715.000	SOCIAL SECURITY/MEDICARE	2,230	-	2,230	
101-101.00-717.000	LIFE INSURANCE	140	-	140	
101-101.00-718.000	PENSION CONTRIBUTION	1,330	-	1,330	
101-101.00-802.000	MEMBERSHIPS, DUES, SUBS	35,330	-	35,330	
101-101.00-853.000	TELEPHONE/COMMUNICATIONS	350	100	450	
101-101.00-917.000	WORKERS COMP	130	-	130	
101-101.00-956.000	MISCELLANEOUS	300	(250)	50	
101-101.00-960.000	EDUCATION & TRAINING	1,500	(500)	1,000	
Totals for Dept 101.00-LEGISLATIVE		106,050	(350)	105,700	
Dept 171.00: MANAGER					
101-171.00-703.000	SALARIES	217,890	-	217,890	
101-171.00-703.001	DEPUTY SALARY	2,500	-	2,500	
101-171.00-703.005	PART TIME HELP	21,000	(2,000)	19,000	
101-171.00-703.010	OVERTIME	600	(400)	200	
101-171.00-715.000	SOCIAL SECURITY/MEDICARE	18,650	-	18,650	
101-171.00-716.000	HEALTH INSURANCE	20,390	-	20,390	
101-171.00-716.010	DENTAL INSURANCE	3,410	-	3,410	
101-171.00-717.000	LIFE INSURANCE	1,190	-	1,190	
101-171.00-718.000	PENSION CONTRIBUTION	22,420	-	22,420	
101-171.00-719.000	DISABILITY INSURANCE	1,650	-	1,650	
101-171.00-723.000	AUTOMOBILE EXPENSE ALLOWANCE	10,370	350	10,720	
101-171.00-726.000	OFFICE SUPPLIES	600	-	600	
101-171.00-853.000	TELEPHONE/COMMUNICATIONS	1,020	200	1,220	

GL NUMBER	DESCRIPTION	2009 BUDGET	BUDGET REQUEST	AMENDED BUDGET	NOTES
101-171.00-917.000	WORKERS COMP	1,070	(350)	720	
101-171.00-956.000	MISCELLANEOUS	2,900	100	3,000	
101-171.00-960.000	EDUCATION & TRAINING	11,000	(3,500)	7,500	reduced training
Totals for Dept 171.00-MANAGER		336,660	(5,600)	331,060	
Dept 191.00: ACCOUNTING					
101-191.00-703.000	SALARIES	113,900	-	113,900	
101-191.00-703.005	PART TIME HELP	20,100	-	20,100	
101-191.00-715.000	SOCIAL SECURITY/MEDICARE	9,300	-	9,300	
101-191.00-716.000	HEALTH INSURANCE	9,700	-	9,700	
101-191.00-716.010	DENTAL INSURANCE	3,100	-	3,100	
101-191.00-717.000	LIFE INSURANCE	700	-	700	
101-191.00-718.000	PENSION CONTRIBUTION	12,000	-	12,000	
101-191.00-719.000	DISABILITY INSURANCE	900	-	900	
101-191.00-726.000	OFFICE SUPPLIES	1,200	-	1,200	
101-191.00-807.000	AUDIT FEES	5,300	-	5,300	
101-191.00-818.000	CONTRACTUAL SERVICES	100	-	100	
101-191.00-917.000	WORKERS COMP	600	-	600	
101-191.00-956.000	MISCELLANEOUS	900	-	900	
101-191.00-960.000	EDUCATION & TRAINING	7,400	(1,500)	5,900	reduced training
Totals for Dept 191.00-ACCOUNTING		185,200	(1,500)	183,700	
Dept 215.00: CLERK					
101-215.00-703.000	SALARIES	171,520	(2,000)	169,520	
101-215.00-703.001	DEPUTY SALARY	2,500	-	2,500	
101-215.00-703.005	PART TIME HELP	50	-	50	
101-215.00-703.010	OVERTIME	1,800	(1,000)	800	
101-215.00-715.000	SOCIAL SECURITY/MEDICARE	13,450	(200)	13,250	
101-215.00-716.000	HEALTH INSURANCE	36,100	130	36,230	
101-215.00-716.010	DENTAL INSURANCE	3,580	220	3,800	
101-215.00-717.000	LIFE INSURANCE	940	-	940	
101-215.00-718.000	PENSION CONTRIBUTION	17,160	(500)	16,660	
101-215.00-719.000	DISABILITY INSURANCE	1,310	-	1,310	
101-215.00-726.000	OFFICE SUPPLIES	14,000	-	14,000	
101-215.00-740.000	MATERIAL & SUPPLIES	2,000	(1,200)	800	
101-215.00-803.000	POSTAGE	12,000	-	12,000	
101-215.00-817.000	CODIFICATION OF TWP ORDINANCES	5,000	(2,000)	3,000	
101-215.00-818.000	CONTRACTUAL SERVICES	1,000	(700)	300	
101-215.00-853.000	TELEPHONE/COMMUNICATIONS	850	430	1,280	
101-215.00-870.000	MILEAGE	500	-	500	
101-215.00-902.000	PUBLISHING/LEGAL NOTICES	12,000	-	12,000	
101-215.00-917.000	WORKERS COMP	550	(100)	450	
101-215.00-956.000	MISCELLANEOUS	500	-	500	
101-215.00-960.000	EDUCATION & TRAINING	3,500	(500)	3,000	reduced training
Totals for Dept 215.00-CLERK		300,310	(7,420)	292,890	
Dept 228.00: INFORMATION TECHNOLOGY					
101-228.00-703.000	SALARIES	67,760	-	67,760	
101-228.00-703.005	PART TIME HELP	25,000	(10,000)	15,000	Fewer PT hrs
101-228.00-703.007	LONGEVITY	1,350	-	1,350	
101-228.00-715.000	SOCIAL SECURITY/MEDICARE	7,200	-	7,200	
101-228.00-716.000	HEALTH INSURANCE	11,920	-	11,920	
101-228.00-716.010	DENTAL INSURANCE	960	-	960	
101-228.00-717.000	LIFE INSURANCE	380	-	380	
101-228.00-718.000	PENSION CONTRIBUTION	6,780	-	6,780	
101-228.00-719.000	DISABILITY INSURANCE	520	-	520	
101-228.00-740.000	MATERIAL & SUPPLIES	5,000	(2,000)	3,000	
101-228.00-853.000	TELEPHONE/COMMUNICATIONS	2,500	500	3,000	
101-228.00-870.000	MILEAGE	500	(300)	200	
101-228.00-917.000	WORKERS COMP	400	(200)	200	
101-228.00-930.001	HARDWARE MAINTENANCE	8,500	-	8,500	
101-228.00-930.025	COMPUTER EQUIPMENT	14,000	(6,600)	7,400	reclassified 2 servers (9,020 to capital outlay)
101-228.00-930.030	COMPUTER SOFTWARE MAINTENANC	38,000	5,000	43,000	spam filter replacement
101-228.00-932.000	COMPUTER PROGRAM CHANGES	2,500	(2,500)	-	not needed
101-228.00-941.000	OFFICE EQUIPMENT LEASE	2,000	(2,000)	-	not leasing GIS printer
101-228.00-956.000	MISCELLANEOUS	400	-	400	
101-228.00-960.000	EDUCATION & TRAINING	1,000	(800)	200	reduced training

GL NUMBER	DESCRIPTION	2009 BUDGET	BUDGET REQUEST	AMENDED BUDGET	NOTES
101-228.00-970.000	CAPITAL OUTLAY				reclassified 2 servers (9,020 from computer equip), 2,500 tape drive, 3,500 replace hardware firewall
		-	15,020	15,020	
Totals for Dept 228.00-INFORMATION TECHNOLOGY		196,670	(3,880)	192,790	
Dept 253.00: TREASURERS					
101-253.00-703.000	SALARIES	163,300	-	163,300	
101-253.00-703.001	DEPUTY SALARY	2,500	-	2,500	
101-253.00-703.005	PART TIME HELP	34,340	-	34,340	
101-253.00-715.000	SOCIAL SECURITY/MEDICARE	15,620	-	15,620	
101-253.00-716.000	HEALTH INSURANCE	29,450	-	29,450	
101-253.00-716.010	DENTAL INSURANCE	4,020	-	4,020	
101-253.00-717.000	LIFE INSURANCE	890	-	890	
101-253.00-718.000	PENSION CONTRIBUTION	16,300	-	16,300	
101-253.00-719.000	DISABILITY INSURANCE	1,240	-	1,240	
101-253.00-726.000	OFFICE SUPPLIES	1,000	-	1,000	
101-253.00-729.001	TAX BILL PRINTING	15,000	(3,000)	12,000	
101-253.00-815.000	COURT FILING/SERVICE FEES	2,500	(2,500)	-	
101-253.00-853.000	TELEPHONE/COMMUNICATIONS	500	-	500	
101-253.00-870.000	MILEAGE	450	(250)	200	
101-253.00-917.000	WORKERS COMP	700	(200)	500	
101-253.00-956.000	MISCELLANEOUS	750	(550)	200	
101-253.00-960.000	EDUCATION & TRAINING	5,900	(3,500)	2,400	reduced training
101-253.00-964.000	TAX ADJUSTMENTS TO COUNTY/TWP	2,700	1,000	3,700	MTT/BOR rulings
Totals for Dept 253.00-TREASURERS		297,160	(9,000)	288,160	
Dept 257.00: ASSESSING					
101-257.00-703.000	SALARIES	151,200	(8,000)	143,200	vacancy
101-257.00-703.005	PART TIME HELP	100	-	100	
101-257.00-703.010	OVERTIME	3,500	-	3,500	
101-257.00-708.000	BOARD OF REVIEW	4,400	-	4,400	
101-257.00-715.000	SOCIAL SECURITY/MEDICARE	12,300	(400)	11,900	
101-257.00-716.000	HEALTH INSURANCE	24,500	(5,600)	18,900	vacancy
101-257.00-716.010	DENTAL INSURANCE	2,650	(700)	1,950	
101-257.00-717.000	LIFE INSURANCE	1,090	(400)	690	
101-257.00-718.000	PENSION CONTRIBUTION	15,160	(4,650)	10,510	
101-257.00-719.000	DISABILITY INSURANCE	1,150	(350)	800	
101-257.00-729.000	ASSESSMENT NOTICES/PP STATEMENTS	9,900	-	9,900	
101-257.00-730.000	GASOLINE	700	-	700	
101-257.00-740.000	MATERIAL & SUPPLIES	6,000	(1,900)	4,100	
101-257.00-801.000	LEGAL FEES	12,000	1,700	13,700	
101-257.00-818.000	CONTRACTUAL SERVICES	19,800	2,000	21,800	Appraisal service for MTT
101-257.00-853.000	TELEPHONE/COMMUNICATIONS	1,100	-	1,100	
101-257.00-870.000	MILEAGE	100	(100)	-	
101-257.00-917.000	WORKERS COMP	1,650	(200)	1,450	
101-257.00-931.000	VEHICLE REPAIR/MAINTENANCE	1,500	-	1,500	
101-257.00-956.000	MISCELLANEOUS	1,000	200	1,200	
101-257.00-960.000	EDUCATION & TRAINING	4,400	-	4,400	
Totals for Dept 257.00-ASSESSING		274,200	(18,400)	255,800	
Dept 262.00: ELECTIONS					
101-262.00-701.000	ELECTION INSPECTORS	23,570	(7,200)	16,370	
101-262.00-715.000	SOCIAL SECURITY/MEDICARE	100	-	100	
101-262.00-718.000	PENSION CONTRIBUTION	10	-	10	
101-262.00-726.000	OFFICE SUPPLIES	5,000	-	5,000	
101-262.00-818.035	CONTRACTED COUNTY SERVICES	5,240	-	5,240	
101-262.00-870.000	MILEAGE	300	(300)	-	
101-262.00-917.000	WORKERS COMP	140	-	140	
101-262.00-956.000	MISCELLANEOUS	1,000	2,000	3,000	
Totals for Dept 262.00-ELECTIONS		35,360	(5,500)	29,860	
Dept 265.00: BUILDING & GROUNDS					
101-265.00-703.000	SALARIES	68,220	(1,030)	67,190	
101-265.00-703.005	PART TIME HELP	1,710	(40)	1,670	
101-265.00-703.010	OVERTIME	5,350	(1,110)	4,240	
101-265.00-715.000	SOCIAL SECURITY/MEDICARE	5,760	(170)	5,590	
101-265.00-716.000	HEALTH INSURANCE	13,260	900	14,160	
101-265.00-716.010	DENTAL INSURANCE	1,690	200	1,890	
101-265.00-717.000	LIFE INSURANCE	390	40	430	

GL NUMBER	DESCRIPTION	2009 BUDGET	BUDGET REQUEST	AMENDED BUDGET	NOTES
101-265.00-718.000	PENSION CONTRIBUTION	6,820	(100)	6,720	
101-265.00-719.000	DISABILITY INSURANCE	540	50	590	
101-265.00-730.000	GASOLINE	2,840	(540)	2,300	
101-265.00-775.001	EQUIPMENT & SUPPLIES	5,800	-	5,800	
101-265.00-805.000	ENGINEERING SERVICES	2,000	(2,000)	-	
101-265.00-818.000	CONTRACTUAL SERVICES	50,200	-	50,200	
101-265.00-853.000	TELEPHONE/COMMUNICATIONS	17,700	(1,200)	16,500	
101-265.00-917.000	WORKERS COMP	1,560	(90)	1,470	
101-265.00-921.030	UTILITIES - WATER	5,500	360	5,860	
101-265.00-921.035	UTILITIES - SEWER	3,400	210	3,610	
101-265.00-921.040	UTILITIES - ELECTRIC	65,000	-	65,000	
101-265.00-921.045	UTILITIES - GAS	29,560	(5,910)	23,650	
101-265.00-930.000	BUILDING MAINTENANCE & REPAIRS	70,500	-	70,500	
101-265.00-930.020	EQUIPMENT MAIN & REPAIR	470	(20)	450	
101-265.00-956.000	MISCELLANEOUS	600	-	600	
101-265.00-970.000	CAPITAL OUTLAY	20,000	(20,000)	-	4 card readers not purchased
Totals for Dept 265.00-BUILDING & GROUNDS		378,870	(30,450)	348,420	

Dept 276.00: CEMETERY

101-276.00-703.000	SALARIES	34,460	(1,880)	32,580	
101-276.00-703.005	PART TIME HELP	4,610	-	4,610	
101-276.00-703.010	OVERTIME	1,740	(140)	1,600	
101-276.00-715.000	SOCIAL SECURITY/MEDICARE	3,120	(150)	2,970	
101-276.00-716.000	HEALTH INSURANCE	8,140	(180)	7,960	
101-276.00-716.010	DENTAL INSURANCE	1,120	-	1,120	
101-276.00-717.000	LIFE INSURANCE	260	-	260	
101-276.00-718.000	PENSION CONTRIBUTION	3,450	(190)	3,260	
101-276.00-719.000	DISABILITY INSURANCE	360	(10)	350	
101-276.00-730.000	GASOLINE	1,880	(380)	1,500	
101-276.00-731.000	PROPANE GAS	490	(490)	-	
101-276.00-775.001	EQUIPMENT & SUPPLIES	5,500	-	5,500	
101-276.00-818.000	CONTRACTUAL SERVICES	1,160	(660)	500	
101-276.00-917.000	WORKERS COMP	1,030	-	1,030	
101-276.00-921.000	UTILITIES	1,000	(1,000)	-	
101-276.00-921.040	UTILITIES - ELECTRIC	730	(100)	630	
101-276.00-930.000	BUILDING MAINTENANCE & REPAIRS	5,750	-	5,750	
101-276.00-930.020	EQUIPMENT MAIN & REPAIR	1,310	(530)	780	
101-276.00-956.000	MISCELLANEOUS	2,500	430	2,930	
101-276.00-960.000	EDUCATION & TRAINING	250	(160)	90	
101-276.00-967.020	TWP PROPERTIES-DRAIN/TAXES/SAD	500	-	500	
Totals for Dept 276.00-CEMETERY		79,360	(5,440)	73,920	

Dept 301.00: POLICE

101-301.00-801.000	LEGAL FEES	30,000	(3,000)	27,000	
101-301.00-818.000	CONTRACTUAL SERVICES	2,407,580	-	2,407,580	
Totals for Dept 301.00-POLICE		2,437,580	(3,000)	2,434,580	

Dept 336.00: FIRE DEPARTMENT

101-336.00-703.000	SALARIES	711,250	16,000	727,250	
101-336.00-703.005	PART TIME HELP	49,430	(1,900)	47,530	
101-336.00-703.007	LONGEVITY	1,350	-	1,350	
101-336.00-703.010	OVERTIME	136,660	(24,500)	112,160	
101-336.00-703.011	HOLIDAY PAY	21,000	-	21,000	
101-336.00-705.000	BOARD OF APPEALS-PER DIEM	500	-	500	
101-336.00-709.000	VOLUNTEER FIREMENS SALARIES	142,700	14,000	156,700	
101-336.00-715.000	SOCIAL SECURITY/MEDICARE	81,480	1,300	82,780	
101-336.00-716.000	HEALTH INSURANCE	135,300	2,500	137,800	
101-336.00-716.010	DENTAL INSURANCE	10,750	4,600	15,350	
101-336.00-717.000	LIFE INSURANCE	3,890	(800)	3,090	
101-336.00-718.000	PENSION CONTRIBUTION	71,130	-	71,130	
101-336.00-719.000	DISABILITY INSURANCE	5,410	-	5,410	
101-336.00-725.000	CLOTHING/CLEANING ALLOWANCE	5,630	-	5,630	
101-336.00-726.000	OFFICE SUPPLIES	2,630	700	3,330	
101-336.00-730.000	GASOLINE	13,000	850	13,850	
101-336.00-734.000	UNIFORMS	5,780	(2,500)	3,280	
101-336.00-760.000	MEDICAL SUPPLIES	20,470	(3,500)	16,970	
101-336.00-801.000	LEGAL FEES	1,000	-	1,000	
101-336.00-802.000	MEMBERSHIPS,DUES,SUBS	3,500	-	3,500	
101-336.00-804.000	PHYSICALS	10,500	(2,500)	8,000	
101-336.00-808.000	AMBUL COLLECTION SERVICE	1,000	(1,000)	-	
101-336.00-818.000	CONTRACTUAL SERVICES	14,250	2,950	17,200	

GL NUMBER	DESCRIPTION	2009 BUDGET	BUDGET REQUEST	AMENDED BUDGET	NOTES
101-336.00-851.000	RADIO REPAIR & MAINTENANCE	9,850	-	9,850	
101-336.00-853.000	TELEPHONE/COMMUNICATIONS	4,000	1,230	5,230	
101-336.00-910.000	INSURANCE & BONDS	2,200	-	2,200	
101-336.00-917.000	WORKERS COMP	32,770	(3,000)	29,770	
101-336.00-921.030	UTILITIES - WATER	270	-	270	
101-336.00-921.035	UTILITIES - SEWER	350	-	350	
101-336.00-921.040	UTILITIES - ELECTRIC	850	-	850	
101-336.00-921.045	UTILITIES - GAS	3,110	-	3,110	
101-336.00-930.000	BUILDING MAINTENANCE & REPAIRS	3,500	-	3,500	
101-336.00-956.000	MISCELLANEOUS	7,000	-	7,000	
101-336.00-960.000	EDUCATION & TRAINING	6,500	(3,000)	3,500	
101-336.00-960.001	FIRE PREVENTION	5,000	(1,590)	3,410	
Totals for Dept 336.00-FIRE DEPARTMENT		1,524,010	(160)	1,523,850	
Dept 446.00: INFRASTRUCTURE					
101-446.00-922.000	STREETLIGHTS	276,700	35,500	312,200	More stlights, higher costs
101-446.00-967.010	TOWNSHIP-AT-LARGE DRAINS	110,000	1,000	111,000	
101-446.00-967.015	STORMWATER MANAGEMENT	49,430	(7,500)	41,930	
101-446.00-969.000	STREET IMPROVEMENTS	62,000	26,000	88,000	26,104 overage from 2008
101-446.00-969.002	SIDEWALK IMPROVEMENT/REPAIR	10,000	-	10,000	
Totals for Dept 446.00-INFRASTRUCTURE		508,130	55,000	563,130	
Dept 850.00: OTHER FUNCTIONS					
101-850.00-714.000	RETIREE'S BENEFITS	162,750	-	162,750	
101-850.00-720.000	UNEMPLOYMENT-REIMBURSEMENT	21,000	(4,000)	17,000	
101-850.00-801.000	LEGAL FEES	20,000	(5,000)	15,000	
101-850.00-818.000	CONTRACTUAL SERVICES	2,400	9,500	11,900	Plante & Moran contract
101-850.00-902.001	NEWSLETTER	6,750	(2,400)	4,350	2 newsletters, not 3
101-850.00-910.000	INSURANCE & BONDS	105,050	-	105,050	
101-850.00-930.020	EQUIPMENT MAIN & REPAIR	10,000	(2,000)	8,000	
101-850.00-941.000	OFFICE EQUIPMENT LEASE	-	1,000	1,000	
101-850.00-956.000	MISCELLANEOUS	15,000	(11,500)	3,500	
101-850.00-960.005	GROUP EDUCATION & TRAINING	3,000	-	3,000	
101-850.00-967.020	TWP PROPERTIES-DRAIN/TAXES/SAD	1,500	(1,200)	300	
101-850.00-999.020	CONTRIBUTION TO PARKS FUND	696,650	7,870	704,520	
101-850.00-999.542	TRANS OUT - TO COMMUNITY DEVELC	202,311	(35,170)	167,141	
Totals for Dept 850.00-OTHER FUNCTIONS		1,246,411	(42,900)	1,203,511	
TOTAL APPROPRIATIONS		7,905,971	(78,600)	7,827,371	
NET OF REVENUES/APPROPRIATIONS - FUND 101		(698,761)	47,100	(651,661)	

DELHI CHARTER TOWNSHIP

MEMORANDUM

TO: Delhi Township Board Members

FROM: John B. Elsinga, Township Manager

DATE: December 9, 2009

RE: Amendment No. 3 to Resolution No. 2008-067 – FY 2009 Fire Equipment, Training and Apparatus Fund Budget

Enclosed for your review and approval is Amendment No. 3 to Resolution No. 2008-067 for the FY 2009 Fire Equipment, Training and Apparatus Fund Budget.

Revenues will increase by \$600 from service fees, \$3,600 from the sale of SCBA equipment and \$3,650 from miscellaneous revenue for a total increase in revenues of \$7,850.

Expenditures include decreases of \$8,000 in education and training and safety programs along with increases of \$11,000 for turnout gear, \$2,000 for supplies and \$17,500 for SCBA equipment partially funded through a grant and fifty percent contribution to the ARC server for a total increase in expenditures of \$22,500.

The net result of these changes will be a decrease in fund balance of \$14,650, changing the ending fund balance from \$264,302 to \$249,652.

RECOMMENDED MOTION:

To adopt Amendment No. 3 to Resolution No. 2008-067 for the FY 2009 Fire Equipment, Training and Apparatus Fund Budget.



**Delhi Charter Township
Accounting Department**

TO: John Elsinga

FROM: Marian Frane, CPA, Director of Accounting

DATE: December 7, 2009

RE: FY 2009 Fire Equipment, Training and Apparatus Fund
Amendment No. 3

Enclosed for your review is Amendment No. 3 to Resolution No. 2008-067 for the FY 2009 FETA Fund Budget.

Revenues

Revenues and other financing sources are projected to increase by \$7,850 from the sale of SCBA equipment and other miscellaneous items.

Expenditures

Expenditures are projected to increase by \$22,500: \$11,000 in new bunker gear, \$2,000 for firefighting equipment and supplies, \$17,500 for SCBA equipment and ½ of the ARC server, and \$8,000 of reductions in education and training

Fund Balance

Fund balance would be reduced by \$14,650, going from \$264,302 to 249,652.

**FIRE EQUIPMENT, TRAINING, AND APPARATUS FUND BUDGET
RESOLUTION 2008-067
AMENDMENT NO. 3**

At a regular meeting of the Delhi Charter Township Board held on Tuesday, December 1, 2009 at 7:30 p.m., the following motion was offered by _____ to amend the Fiscal Year 2009 Fire Equipment, Training, and Apparatus Fund Budget as follows:

Present:

Absent:

	<u>2009 Budget</u>	<u>Budget Request</u>	<u>Amended Budget</u>
Revenues			
Taxes	\$ 401,200	\$ 600	\$ 401,800
Intergovernmental	116,790	-	116,790
Interest	8,000	-	8,000
Other	-	<u>3,650</u>	<u>3,650</u>
Total Revenue	525,990	4,250	530,240
Expenditures			
Public Safety	274,410	5,000	279,410
Capital Outlay	<u>460,000</u>	<u>17,500</u>	<u>477,500</u>
Total Expenditures	734,410	22,500	756,910
Other Financing Sources			
Sale of Fixed Assets	-	<u>3,600</u>	<u>3,600</u>
Total Other Financing Sources	-	3,600	3,600
Revenues over (under) expenditures	(208,420)	(14,650)	(223,070)
Fund Balance, Beginning	<u>472,722</u>		<u>472,722</u>
Fund Balance, Ending	<u>\$ 264,302</u>		<u>\$ 249,652</u>

AYES:

NAYS:

ABSENT:

The foregoing Resolution declared adopted on _____.

Evan Hope, Township Clerk

STATE OF MICHIGAN)

)SS

COUNTY OF INGHAM)

I, the undersigned, the duly qualified and acting Township Clerk for the Charter Township of Delhi, Ingham County, Michigan, DO HEREBY CERTIFY that the foregoing is a true

and complete copy of certain proceedings taken by the Township Board at a regular meeting held on the 15th day of December, 2009.

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

Evan Hope, Township Clerk

FIRE EQUIPMENT, TRAINING, AND APPARATUS FUND
Line Item Detail

REVENUES	2009 Budget	Budget Request	Amended Budget	Notes
211-000.00-403.000 CUR REAL & PERS PROP TAX	391,600	-	391,600	
211-000.00-404.000 IFT/CFT & SERVICE FEES	8,600	600	9,200	
211-000.00-445.000 DELQ TAX & INT & PENALTIES	1,000	-	1,000	
211-000.00-505.000 FEDERAL GRANT	116,790	-	116,790	
211-000.00-664.000 INTEREST	8,000	-	8,000	
211-000.00-673.000 SALE OF FIXED ASSETS	0	3,600	3,600	SCBA equip
211-000.00-694.000 MISCELLANEOUS REVENUE	0	3,650	3,650	bottles
TOTAL ESTIMATED REVENUES	525,990	7,850	533,840	
APPROPRIATIONS				
Dept 339.00: EQUIPMENT & APPARATUS				
211-339.00-734.001 FIRE TURNOUT GEAR MAINT AND REPAIR	10,500	-	10,500	
211-339.00-734.002 FIREFIGHTING TURNOUT GEAR	14,000	11,000	25,000	new bunker gear
211-339.00-755.000 FIRE FIGHTING EQUIP & SUPPLIES	11,000	2,000	13,000	
211-339.00-851.000 RADIO REPAIR & MAINTENANCE	0	-	-	
211-339.00-930.020 EQUIPMENT MAIN & REPAIR	13,210	-	13,210	
211-339.00-931.000 VEHICLE REPAIR/MAINTENANCE	29,850	-	29,850	
211-339.00-956.000 MISCELLANEOUS	6,130	-	6,130	
211-339.00-960.000 EDUCATION & TRAINING	21,900	(5,000)	16,900	
211-339.00-960.015 EDUCATION & TRAIN-SAFETY PGM.	3,000	(3,000)	-	
211-339.00-970.000 CAPITAL OUTLAY	260,000	17,500	277,500	SCBA through grant + 1/2 ARC server
211-339.00-981.010 VEHICLES-PUMPER	200,000	-	200,000	
211-339.00-999.045 TRAINING REIMB TO GENERAL FUND	164,820	-	164,820	
Totals for Dept 339.00-EQUIPMENT & APPARATUS	734,410	22,500	756,910	
NET OF REVENUES/APPROPRIATIONS - FUND 211	(208,420)	(14,650)	(223,070)	

DELHI CHARTER TOWNSHIP

MEMORANDUM

TO: Delhi Township Board Members

FROM: John B. Elsinga, Township Manager

DATE: December 9, 2009

RE: Amendment No. 3 to Resolution No. 2008-068 – FY 2009 Parks and Recreation Fund Budget

Enclosed for your review and approval is Amendment No. 3 to Resolution No. 2008-068 for the FY 2009 Parks and Recreation Fund Budget.

Changes in revenues include a total decrease of \$13,120 primarily from fewer recreation participation (\$13,780) which in turn requires more General Fund contributions needed in the amount of \$7,870. Total revenue would decrease from \$181,250 to \$168,130.

Changes in expenditures likewise include a total decrease of \$5,250 primarily from a partial year vacancy, lower gas costs, no mileage reimbursement, no intern hired, less officials hired and the reduction of Township newsletters. Total expenditures would decrease from \$877,900 to \$872,650. Fund balance would remain the same at \$10,571.

RECOMMENDED MOTION:

To adopt Amendment No. 3 to Resolution No. 2008-068 for the FY 2009 Parks and Recreation Fund Budget.



**Delhi Charter Township
Accounting Department**

TO: John Elsinga

FROM: Marian Frane, CPA, Director of Accounting

DATE: December 7, 2009

RE: FY 2009 Parks and Recreation Fund Amendment No. 3

Enclosed for your review is Amendment No. 3 to Resolution No. 2008-068 for the FY 2009 Parks and Recreation Fund Budget. A detailed listing of the individual line items with notes is attached. Here is a summary:

Revenues

Revenues are projected to decrease by \$13,120. This is due to a \$13,780 decrease in recreation fees from fewer adult softball teams and youth participant leagues. Also, there are small changes in other revenue line items adding \$780 in revenue. Total revenue would decrease from \$181,250, to \$168,130.

Expenditures

Expenditures are projected to decrease by \$5,250: Administration would decrease by \$1,900, Parks would increase by \$10,050, Recreation would decrease by \$13,750, and capital outlay would increase by \$350. Total expenditures would decrease from \$877,900 to \$872,650.

Other Financing Sources

The transfer from the General Fund would be increased by \$7,870 from \$696,650 to \$704,520.

Fund Balance

Fund balance would remain the same at \$10,571.

**PARKS AND RECREATION FUND BUDGET
RESOLUTION NO. 2008-068
AMENDMENT NO. 3**

At a regular meeting of the Delhi Charter Township Board held on Tuesday, December 1, 2009 at 7:30 p.m., the following motion was offered by _____ to amend the Fiscal Year 2009 Parks & Recreation Fund Budget as follows:

Present:
Absent:

	<u>2009 Budget</u>	<u>Budget Request</u>	<u>Amended Budget</u>
Revenues			
Intergovernmental	\$ 17,360	\$ -	\$ 17,360
Charges for Services	147,280	(13,830)	133,450
Other	<u>16,610</u>	<u>710</u>	<u>17,320</u>
Total Revenue	181,250	(13,120)	168,130
Expenditures			
Recreation and Cultural			
Administration	216,560	(1,900)	214,660
Parks	361,160	10,050	371,210
Recreation	204,790	(13,750)	191,040
Debt Service - Valhalla Park	45,560	-	45,560
Capital Outlay	<u>49,830</u>	<u>350</u>	<u>50,180</u>
Total Expenditures	877,900	(5,250)	872,650
Other Financing Sources			
Transfers In	<u>696,650</u>	<u>7,870</u>	<u>704,520</u>
Total Other Financing Sources	696,650	7,870	704,520
Revenues over (under) expenditures	-	-	-
Fund Balance, Beginning	<u>10,571</u>		<u>10,571</u>
Fund Balance, Ending	<u><u>\$ 10,571</u></u>		<u><u>\$ 10,571</u></u>

AYES:

NAYS:

ABSENT:

The foregoing Resolution declared adopted on _____.

Evan Hope, Township Clerk

STATE OF MICHIGAN)

)SS

COUNTY OF INGHAM)

I, the undersigned, the duly qualified and acting Township Clerk for the Charter Township of Delhi, Ingham County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and complete copy of certain proceedings taken by the Township Board at a regular meeting held on the 15th day of December, 2009.

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

Evan Hope, Township Clerk

PARKS AND RECREATION FUND
Line Item Detail

GL NUMBER	DESCRIPTION	2009 BUDGET	BUDGET REQUEST	AMENDED BUDGET	NOTES
REVENUES					
208-000.00-651.010	RECREATION FEES	100,780	(13,780)	87,000	fewer adult softball teams, fewer youth participant leagues
208-000.00-651.020	PARKS FACILITY FEES	4,000	(440)	3,560	
208-000.00-651.060	SENIOR CITIZEN EVENT REVENUE	35,000	390	35,390	
208-000.00-669.020	COMMUNICATION TOWER LEASE FEE	7,500	-	7,500	
208-000.00-675.010	DONATIONS	3,580	360	3,940	
208-000.00-676.030	SR CITIZEN ELEC & BLDG REVENUE	30	100	130	
208-000.00-687.000	REFUNDS/REBATE/REIMBURSEMENTS	13,000	-	13,000	
208-000.00-694.000	MISCELLANEOUS REVENUE	0	250	250	
208-000.00-699.050	CONTRIBUTION FROM GENERAL FUND	696,650	7,870	704,520	
208-000.00-699.110	TRANSFER IN - DELHI DDA	17,360	-	17,360	
TOTAL ESTIMATED REVENUES		877,900	(5,250)	872,650	
APPROPRIATIONS					
Dept 752.00: ADMINISTRATION					
208-752.00-703.000	SALARIES	106,550	-	106,550	
208-752.00-703.005	PART TIME HELP	500	100	600	
208-752.00-704.001	PARK COMMISSION COMPENSATION	5,460	(900)	4,560	
208-752.00-714.000	RETIREE'S BENEFITS	23,240	-	23,240	
208-752.00-715.000	SOCIAL SECURITY/MEDICARE	8,610	(110)	8,500	
208-752.00-716.000	HEALTH INSURANCE	11,440	(10)	11,430	
208-752.00-716.010	DENTAL INSURANCE	1,000	-	1,000	
208-752.00-717.000	LIFE INSURANCE	580	10	590	
208-752.00-718.000	PENSION CONTRIBUTION	10,660	-	10,660	
208-752.00-719.000	DISABILITY INSURANCE	810	-	810	
208-752.00-720.000	UNEMPLOYMENT-REIMBURSEMENT	3,500	1,700	5,200	
208-752.00-726.000	OFFICE SUPPLIES	2,000	(830)	1,170	
208-752.00-803.000	POSTAGE	1,500	-	1,500	
208-752.00-807.000	AUDIT FEES	1,100	-	1,100	
208-752.00-853.000	TELEPHONE/COMMUNICATIONS	7,550	-	7,550	
208-752.00-870.000	MILEAGE	4,000	(4,000)	-	
208-752.00-910.000	INSURANCE & BONDS	9,730	-	9,730	
208-752.00-917.000	WORKERS COMP	1,780	(480)	1,300	
208-752.00-956.000	MISCELLANEOUS	5,000	3,720	8,720	Snr Ctr tables, computers, etc
208-752.00-956.040	HOLIDAY PROJECTS	0	-	-	
208-752.00-960.000	EDUCATION & TRAINING	6,000	(550)	5,450	
208-752.00-967.000	MASTER PLAN RESEARCH	5,000	-	5,000	Landscape Architects
208-752.00-967.020	TWP PROPERTIES-DRAIN/TAXES/SAD	550	(550)	-	All drain exp in Parks dept
Totals for Dept 752.00-ADMINISTRATION		216,560	(1,900)	214,660	
Dept 771.00: PARKS					
208-771.00-703.000	SALARIES	42,620	(120)	42,500	
208-771.00-703.005	PART TIME HELP	66,900	(6,400)	60,500	vacancy Jan-Mar
208-771.00-703.010	OVERTIME	2,400	-	2,400	
208-771.00-703.051	SEASONAL LABOR	57,420	12,500	69,920	wkr Jan-Mar not budgeted, costs to lock gates
208-771.00-703.052	LIFEGUARDS	29,300	580	29,880	
208-771.00-715.000	SOCIAL SECURITY/MEDICARE	15,200	130	15,330	
208-771.00-716.000	HEALTH INSURANCE	13,580	(10)	13,570	
208-771.00-716.010	DENTAL INSURANCE	1,550	(70)	1,480	
208-771.00-717.000	LIFE INSURANCE	230	(20)	210	
208-771.00-718.000	PENSION CONTRIBUTION	4,270	(860)	3,410	
208-771.00-719.000	DISABILITY INSURANCE	330	(80)	250	
208-771.00-725.000	CLOTHING/CLEANING ALLOWANCE	3,000	(640)	2,360	
208-771.00-730.000	GASOLINE	12,650	(3,610)	9,040	less expensive gas
208-771.00-748.000	TOOLS	2,000	-	2,000	
208-771.00-775.001	EQUIPMENT & SUPPLIES	6,000	3,160	9,160	extra supplies for Snr Ctr
208-771.00-775.003	SAFETY EQUIPMENT AND SUPPLIES	1,000	(500)	500	
208-771.00-818.000	CONTRACTUAL SERVICES	28,300	1,230	29,530	
208-771.00-870.000	MILEAGE	0	30	30	
208-771.00-917.000	WORKERS COMP	4,660	1,000	5,660	
208-771.00-921.030	UTILITIES - WATER	5,000	-	5,000	
208-771.00-921.035	UTILITIES - SEWER	2,500	(400)	2,100	
208-771.00-921.040	UTILITIES - ELECTRIC	22,500	2,500	25,000	
208-771.00-921.045	UTILITIES - GAS	3,750	(850)	2,900	

GL NUMBER	DESCRIPTION	2009 BUDGET	BUDGET REQUEST	AMENDED BUDGET	NOTES
208-771.00-930.000	BUILDING MAINTENANCE & REPAIRS	7,000	570	7,570	
208-771.00-930.010	GROUNDS MAINTENANCE & REPAIRS	13,000	3,660	16,660	More grounds to maintain
208-771.00-930.020	EQUIPMENT MAIN & REPAIR	7,000	250	7,250	
208-771.00-931.000	VEHICLE REPAIR/MAINTENANCE	5,000	(1,830)	3,170	
208-771.00-956.000	MISCELLANEOUS	1,000	(170)	830	
208-771.00-967.020	TWP PROPERTIES-DRAIN/TAXES/SAD	3,000	-	3,000	
208-771.00-970.000	CAPITAL OUTLAY	49,830	350	50,180	
Totals for Dept 771.00-PARKS		410,990	10,400	421,390	
Dept 774.00: RECREATION					
208-774.00-703.000	SALARIES	50,980	-	50,980	
208-774.00-703.005	PART TIME HELP	3,000	(3,000)	-	No intern hired
208-774.00-703.030	INDOOR SUPERVISION	1,830	(350)	1,480	
208-774.00-704.020	OFFICIALS	30,670	(3,460)	27,210	
208-774.00-715.000	SOCIAL SECURITY/MEDICARE	7,160	(500)	6,660	
208-774.00-716.000	HEALTH INSURANCE	11,920	-	11,920	
208-774.00-716.010	DENTAL INSURANCE	930	-	930	
208-774.00-717.000	LIFE INSURANCE	280	-	280	
208-774.00-718.000	PENSION CONTRIBUTION	5,100	-	5,100	
208-774.00-719.000	DISABILITY INSURANCE	390	-	390	
208-774.00-739.000	T-SHIRTS & UNIFORMS	15,000	150	15,150	
208-774.00-739.001	AWARDS & TROPHIES	2,500	(1,160)	1,340	
208-774.00-775.001	EQUIPMENT & SUPPLIES	15,500	(1,250)	14,250	
208-774.00-802.001	ASA MEN'S FEES-SOFTBALL	1,200	(250)	950	
208-774.00-806.000	SPECIAL CLASS INSTRUCTORS	7,090	1,300	8,390	exercise instructor at snr ctr
208-774.00-809.000	SENIOR CITIZEN TRIPS	35,000	650	35,650	
208-774.00-812.000	RECREATION ENTRY FEES	1,300	(180)	1,120	
208-774.00-910.001	ASA FIELD INSURANCE	200	-	200	
208-774.00-917.000	WORKERS COMP	2,240	(700)	1,540	
208-774.00-956.000	MISCELLANEOUS	10,000	(4,200)	5,800	2 newsletters, not 3
208-774.00-956.040	HOLIDAY PROJECTS	2,500	(800)	1,700	
Totals for Dept 774.00-RECREATION		204,790	(13,750)	191,040	
Dept 905.00: DEBT SERVICE					
208-905.00-991.200	PRINCIPAL - VALHALLA PARK 2	33,340	-	33,340	
208-905.00-995.200	INTEREST - VALHALLA PARK 2	12,220	-	12,220	
Totals for Dept 905.00-DEBT SERVICE		45,560	-	45,560	
TOTAL APPROPRIATIONS		877,900	(5,250)	872,650	
NET OF REVENUES/APPROPRIATIONS - FUND 208		0	-	-	

DELHI CHARTER TOWNSHIP

MEMORANDUM

TO: Delhi Township Board Members

FROM: John B. Elsinga, Township Manager

DATE: December 9, 2009

RE: Amendment No. 3 to Resolution No. 2008-069 – FY 2009 Water Improvement Fund Budget

Enclosed for your review and approval is Amendment No. 3 to Resolution No. 2008-069 – FY 2009 Water Improvement Fund Budget.

Changes in revenue include a decrease of \$3,000 in interest along with an increase of \$500 from water improvement revenues for a total decrease in revenues of \$2,500.

Expenditures include a decrease of \$2,500 in legal fees and \$3,000 due to no wells abandoned this year along with an increase of \$200 in memberships for a total reduction in expenditures of \$5,300, thereby resulting in a net increase of \$2,800 and increasing fund balance from \$468,983 to \$471,783.

RECOMMENDED MOTION:

To adopt Amendment No. 3 to Resolution No. 2008-069 for the FY 2009 Water Improvement Fund Budget.



**Delhi Charter Township
Accounting Department**

TO: John Elsinga
FROM: Marian Frane, CPA, Director of Accounting
DATE: December 7, 2009
RE: FY 2009 Water Improvement Fund Amendment No. 3

Enclosed for your review is Amendment No. 3 to Resolution No. 2008-069 for the FY 2009 Water Improvement Fund Budget. A detailed listing of the individual line items with notes is attached. Here is a summary:

Revenues

Revenues are projected to decrease by \$2,500 from \$56,940, to \$54,440.

Expenditures

Expenditures are projected to decrease by \$5,300 from \$90,650 to \$85,350.

Fund Balance

Fund balance would increase by \$2,800 from \$468,983 to \$471,783.

**WATER IMPROVEMENT FUND SUMMARY
RESOLUTION NO. 2008-69
AMENDMENT NO. 3**

At a regular meeting of the Delhi Charter Township Board held on Tuesday, December 1, 2009 at 7:30 p.m., the following motion was offered by _____ to amend the Fiscal Year 2009 Water Improvement Fund Budget as follows:

Present:

Absent:

	2009 Budget	Budget Request	Amended Budget
Revenues			
Charges for Services	\$ 15,000	\$ 500	\$ 15,500
Special Assessments	16,940	-	16,940
Interest	5,000	(3,000)	2,000
Other	20,000	-	20,000
Total Revenues	56,940	(2,500)	54,440
Expenditures			
Other	9,050	(5,300)	3,750
Debt Service	81,600	-	81,600
Total Expenditures	90,650	(5,300)	85,350
Revenue over (under) expenditures	(33,710)	2,800	(30,910)
Fund Balance, Beginning	502,693		502,693
Fund Balance, Ending	\$ 468,983		\$ 471,783

AYES:

NAYS:

ABSENT:

The foregoing Resolution declared adopted on _____.

Evan Hope, Township Clerk

STATE OF MICHIGAN)

)SS

COUNTY OF INGHAM)

I, the undersigned, the duly qualified and acting Township Clerk for the Charter Township

of Delhi, Ingham County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and complete copy of certain proceedings taken by the Township Board at a regular meeting held on the 15th day of December, 2009.

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

Evan Hope, Township Clerk

WATER IMPROVEMENT FUND

Line Item Detail

GL NUMBER	DESCRIPTION	AMENDED BUDGET	BUDGET REQUEST	AMENDED BUDGET	NOTES
REVENUES					
225-000.00-608.000	WATER IMPROVEMENT REVENUE	15,000	500	15,500	
225-000.00-608.005	WATER IMPROVEM PAYBACK REVENUE	20,000	-	20,000	
225-000.00-664.000	INTEREST	5,000	(3,000)	2,000	
225-000.00-672.020	SPECIAL ASSM PMTS-PRINCIPAL	12,020	-	12,020	
225-000.00-672.021	SPECIAL ASSM PAYMENTS-INTEREST	4,920	-	4,920	
TOTAL ESTIMATED REVENUES		56,940	(2,500)	54,440	
APPROPRIATIONS					
Dept 536.00: ADMINISTRATION & CONSTRUCTION					
225-536.00-801.000	LEGAL FEES	2,500	(2,500)	-	
225-536.00-802.000	MEMBERSHIPS,DUES,SUBS	2,350	200	2,550	
225-536.00-956.000	MISCELLANEOUS	1,200	-	1,200	
225-536.00-956.015	WELLHEAD PROTECTION	3,000	(3,000)	-	no abandoned wells this year
Totals for Dept 536.00-ADMINISTRATION & CONSTRUCTION		9,050	(5,300)	3,750	
Dept 905.00: DEBT SERVICE					
225-905.00-991.000	PRINCIPAL	43,300	-	43,300	
225-905.00-995.000	INTEREST	38,100	-	38,100	
225-905.00-999.000	PAYING AGENT FEES	200	-	200	
Totals for Dept 905.00-DEBT SERVICE		81,600	-	81,600	
TOTAL APPROPRIATIONS		90,650	(5,300)	85,350	
NET OF REVENUES/APPROPRIATIONS - FUND 225		(33,710)	2,800	(30,910)	

DELHI CHARTER TOWNSHIP

MEMORANDUM

TO: Delhi Township Board Members

FROM: John B. Elsinga, Township Manager

DATE: December 9, 2009

RE: Amendment No. 3 to Resolution No. 2008-070 – FY 2009 Sewer Fund Budget

Enclosed for your review and approval is Amendment No. 3 to Resolution No. 2008-070 for the FY 2009 Sewer Fund Budget.

Revenues include increases in sewer permit fees (\$46,750), interest (\$18,000), interest for Dell-Willoughby sewer (\$9,400), special assessment interest (\$3,300) and miscellaneous revenue (\$4,000) along with a decrease of \$200,000 in sewer user charges for a total decrease in revenues of \$118,550. Revenues also include a non-cash value of \$145,700 under Capital Contributions for the value of the Dunkel Road sewer infrastructure which will be depreciated over time. Therefore, not considering the non-cash sewer value, total revenues would decrease from \$4,982,350 to \$4,863,800.

Expenditures include decreases in personnel costs (\$20,660), sludge hauling (\$6,500), solid waste disposal (\$5,300), equipment maintenance (\$20,000), education and training (\$7,730) and engineering for a data communication upgrade (\$60,000) along with increases in expenditures in office supplies (\$5,600), digester improvements (\$400,000) and Lift Station D improvements (\$106,000) for a total increase in expenditures of \$352,100. Total expenditures would increase from \$7,799,000 to \$8,151,100.

Altogether the year-end fund balance will decrease by \$324,950 from \$35,758,630 to \$35,433,680.

RECOMMENDED MOTION:

To adopt Amendment No. 3 to Resolution No. 2008-070 for the FY 2009 Sewer Fund Budget.



TO: John Elsinga

FROM: Marian Frane, CPA, Director of Accounting

DATE: December 7, 2009

RE: FY 2009 Sewer Fund Amendment No. 3

Enclosed for your review is Amendment No. 3 to Resolution No. 2008-070 for the FY 2009 Sewer Fund Budget. A detailed listing of the individual line items with notes is attached. Here is a summary:

Revenues

Revenues are projected to decrease by \$118,550:

- Sewer usage is expected to decrease \$200,000.
- Sewer permit revenue is expected to increase by \$46,750 because of the 17 DDA connections in Delhi NE.
- Interest revenue is expected to increase by \$30,700

Total revenue would decrease from \$4,982,350 to \$4,863,800.

Expenditures

Expenditures are projected to increase by \$352,100:

- Administration would increase by \$6,200 mostly due to timing of envelope purchases
- The Public Services Department would increase by \$96,030. Many personnel line items are lower. The Engineering Services line would increase by \$169,800 for the SRF project plan (which has been reclassified from capital improvement) and \$20,000 for a fiber network study. Contracted equipment maintenance and repair would be decreased by \$20,000 and education and training decreased by \$7,730.
- The Capital Improvement Department would increase by \$249,870. This results from an increase of \$400,000 in the digester improvement line item, and increase of \$106,000 for lift station D improvements and reductions or reclassifications in other line items totaling \$256,130.

Total expenditures would increase from \$7,799,000 to \$8,151,100.

Capital Contribution

Capital Contributions would be increased by \$145,700.

Fund Balance

Fund balance would decrease \$324,950 from \$35,758,630 to \$35,433,680.

**SEWER FUND BUDGET
RESOLUTION NO. 2008-070
AMENDMENT NO. 3**

At a regular meeting of the Delhi Charter Township Board held on Tuesday, December 1, 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:

	2009 Budget	Budget Request	Amended Budget
Revenues			
Licenses and Permits	\$ 71,250	\$ 46,750	\$ 118,000
Charges for Services	4,840,230	(200,000)	4,640,230
Interest	50,000	30,700	80,700
Other	20,870	4,000	24,870
Total Revenues	4,982,350	(118,550)	4,863,800
Expenditures			
Public Works			
Administration	655,240	6,200	661,440
Public Services	2,722,890	96,030	2,818,920
General Obligation Debt	2,114,800	-	2,114,800
S/A Bonds	118,070	-	118,070
Capital Outlay	2,188,000	249,870	2,437,870
Total Expenditures	7,799,000	352,100	8,151,100
Revenue over (Under) Expenditure:	(2,816,650)	(470,650)	(3,287,300)
Capital Contributions	-	145,700	145,700
Fund Balance, Beginning	38,575,280		38,575,280
Fund Balance, Ending	\$ 35,758,630		\$ 35,433,680

AYES:

NAYS:

ABSENT:

The foregoing Resolution declared adopted on _____.

Evan Hope, Township Clerk

STATE OF MICHIGAN)

)SS

COUNTY OF INGHAM)

I, the undersigned, the duly qualified and acting Township Clerk for the Charter Township of Delhi, Ingham County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and complete copy of certain proceedings taken by the Township Board at a regular meeting held on the 15th day of December, 2009.

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

Evan Hope, Township Clerk

Sewer Fund Budget
Line Item Detail

GL NUMBER	DESCRIPTION	2009 BUDGET	BUDGET REQUEST	AMENDED BUDGET	NOTES
REVENUES					
590-000.00-607.000	SEWER USER CHARGES	3,170,720	(200,000)	2,970,720	usage down
590-000.00-609.000	BASIC SERVICE CHARGE	1,623,020	-	1,623,020	
590-000.00-610.000	INDUSTRIAL PRETREATMENT CHARGE	46,490	-	46,490	
590-000.00-626.000	SEWER PERMITS/FEES	71,250	46,750	118,000	DDA connected 17 in Delhi NE
590-000.00-664.000	INTEREST	50,000	18,000	68,000	
590-000.00-664.073	DELL-WILLOUGHBY SEWER INTEREST	0	9,400	9,400	
590-000.00-664.080	OTHER SPEC ASSM INTEREST	0	3,300	3,300	
590-000.00-670.000	RENTAL OF FARMLAND	9,650	-	9,650	
590-000.00-674.000	CAPITAL CONTRIBUTIONS	0	145,700	145,700	Dunkel Rd contribution
590-000.00-687.000	REFUNDS/REBATE/REIMBURSEMENTS	5,000	-	5,000	
590-000.00-694.000	MISCELLANEOUS REVENUE	6,220	4,000	10,220	more socks, leaf collections
TOTAL ESTIMATED REVENUES		4,982,350	27,150	5,009,500	
APPROPRIATIONS					
Dept 548.00: ADMINISTRATION & OVERHEAD					
590-548.00-705.000	BOARD OF APPEALS-PER DIEM	600	-	600	
590-548.00-714.000	RETIREE'S BENEFITS	121,000	2,200	123,200	
590-548.00-720.000	UNEMPLOYMENT-REIMBURSEMENT	30,000	(2,000)	28,000	
590-548.00-726.000	OFFICE SUPPLIES	9,000	5,600	14,600	timing of sewer envelope purchase
590-548.00-801.000	LEGAL FEES	5,000	-	5,000	
590-548.00-803.000	POSTAGE	30,600	-	30,600	
590-548.00-807.000	AUDIT FEES	7,660	-	7,660	
590-548.00-818.000	CONTRACTUAL SERVICES	8,560	-	8,560	
590-548.00-902.000	PUBLISHING/LEGAL NOTICES	500	800	1,300	
590-548.00-910.000	INSURANCE & BONDS	75,870	-	75,870	
590-548.00-956.000	MISCELLANEOUS	1,000	-	1,000	
590-548.00-960.000	EDUCATION & TRAINING	1,000	(400)	600	
590-548.00-999.040	GENERAL FUND COST ALLOCATION	364,450	-	364,450	
Totals for Dept 548.00-ADMINISTRATION & OVERHEAD		655,240	6,200	661,440	
Dept 558.00: DEPT OF PUBLIC SERVICE					
590-558.00-703.000	SALARIES	859,580	(2,290)	857,290	
590-558.00-703.005	PART TIME HELP	81,190	(3,360)	77,830	
590-558.00-703.010	OVERTIME	75,320	(5,020)	70,300	
590-558.00-715.000	SOCIAL SECURITY/MEDICARE	79,070	(2,900)	76,170	
590-558.00-716.000	HEALTH INSURANCE	167,820	(4,750)	163,070	
590-558.00-716.010	DENTAL INSURANCE	19,400	(580)	18,820	
590-558.00-717.000	LIFE INSURANCE	4,440	(210)	4,230	
590-558.00-718.000	PENSION CONTRIBUTION	86,940	(1,210)	85,730	
590-558.00-719.000	DISABILITY INSURANCE	6,180	(370)	5,810	
590-558.00-726.000	OFFICE SUPPLIES	5,500	(2,520)	2,980	
590-558.00-728.000	CERTIFICATION	700	-	700	
590-558.00-730.000	GASOLINE	32,640	(7,740)	24,900	lower prices
590-558.00-732.000	FUEL OIL	6,500	(1,790)	4,710	
590-558.00-734.000	UNIFORMS	15,200	-	15,200	
590-558.00-740.010	COMPUTER EXPENSES	30,000	-	30,000	
590-558.00-741.000	OTHER OPERATING EXPENSES	15,100	-	15,100	
590-558.00-742.000	LABORATORY SUPPLIES	29,700	-	29,700	
590-558.00-743.000	TREATMENT CHEMICALS	190,750	-	190,750	
590-558.00-745.000	OFF-SITE LAB TESTING	19,500	-	19,500	
590-558.00-775.003	SAFETY EQUIPMENT AND SUPPLIES	18,500	-	18,500	
590-558.00-805.000	ENGINEERING SERVICES	40,000	169,880	209,880	SRF proj plan, reclassified from capital improvement, +20,000 for fiber networking study
590-558.00-818.000	CONTRACTUAL SERVICES	4,240	(950)	3,290	
590-558.00-818.015	CONTRACTUAL SERV-SAFETY PGM	2,000	(2,000)	-	
590-558.00-818.220	SLUDGE HAULING	57,000	(6,500)	50,500	
590-558.00-818.225	SOLID WASTE DISPOSAL	15,500	(5,300)	10,200	
590-558.00-853.000	TELEPHONE/COMMUNICATIONS	16,400	(200)	16,200	
590-558.00-917.000	WORKERS COMP	17,940	(3,740)	14,200	
590-558.00-921.030	UTILITIES - WATER	25,200	(14,600)	10,600	plant hookup later than budgeted
590-558.00-921.035	UTILITIES - SEWER	3,800	(360)	3,440	
590-558.00-921.040	UTILITIES - ELECTRIC	235,470	5,530	241,000	
590-558.00-921.045	UTILITIES - GAS	80,000	4,970	84,970	

GL NUMBER	DESCRIPTION	2009 BUDGET	BUDGET REQUEST	AMENDED BUDGET	NOTES
590-558.00-928.000	REGULATORY FEES	9,460	-	9,460	
590-558.00-930.000	BUILDING MAINTENANCE & REPAIRS	20,980	2,220	23,200	
590-558.00-930.015	REPAIRS & MAINTENANCE - L.S.	30,000	6,000	36,000	auto hookup at Pleasant River lift stn
590-558.00-930.016	REPAIRS & MAINTENANCE - C.S.	70,000	5,000	75,000	
590-558.00-930.020	EQUIPMENT MAIN & REPAIR	56,500	-	56,500	
590-558.00-930.040	BLDG MAIN & REPAIR-CONTRACTED	81,910	-	81,910	
590-558.00-930.050	EQUIPMENT MAIN/REPR-CONTRACTED	113,500	(20,000)	93,500	fewer repairs needed
590-558.00-931.000	VEHICLE REPAIR/MAINTENANCE	14,300	1,100	15,400	
590-558.00-956.000	MISCELLANEOUS	5,900	(1,000)	4,900	
590-558.00-956.005	COMMUNITY OUTREACH PROGRAMS	16,000	(1,260)	14,740	
590-558.00-960.000	EDUCATION & TRAINING	31,730	(7,730)	24,000	not attending conferences
590-558.00-967.020	TWP PROPERTIES-DRAIN/TAXES/SAD	1,740	-	1,740	
590-558.00-970.000	CAPITAL OUTLAY	26,290	(2,290)	24,000	
590-558.00-981.000	REPLACEMENT FUND ALLOCATION	3,000	-	3,000	
Totals for Dept 558.00-DEPT OF PUBLIC SERVICE		2,722,890	96,030	2,818,920	
Dept 578.01: CAPITAL IMPR-TREATMENT PLANT					
590-578.01-805.088	DIGESTER IMPROVEMENTS	165,000	-	165,000	
590-578.01-805.310	SEWER REHAB PROGRAM-ENGINEE	24,700	(24,700)	-	reclassified to 558.00 dept
590-578.01-805.328	ENG-DATA COMMUN UPGRADE	60,000	(60,000)	-	not doing project
590-578.01-972.009	WTRMAIN EXT-GROVENBURG	23,000	(130)	22,870	
590-578.01-976.070	DIGESTER IMPROVEMENTS	1,400,000	400,000	1,800,000	10+ change orders
590-578.01-976.310	SEWER REHAB PROGRAM-CONSTR	0	-	-	
590-578.01-976.328	DATA COMMUNICATION UPGRADE	20,000	-	20,000	connect maint & POTW with Comcast
590-578.01-976.329	SRF PROJECT PLAN	107,500	(107,500)	-	reclassified to 558.00 dept
590-578.01-976.330	LIFT STATION ASSESSMENT	63,800	(63,800)	-	reclassified to 558.00 dept
590-578.01-976.331	LIFT STATION D IMPROVEMENTS	324,000	106,000	430,000	Wetland delineation and soil borings
Totals for Dept 578.01-CAPITAL IMPR-TREATMENT PLANT		2,188,000	249,870	2,437,870	
Dept 588.01: G.O. BOND INDEBTEDNESS					
590-588.01-991.000	PRINCIPAL	1,493,800	-	1,493,800	
590-588.01-995.000	INTEREST	619,500	-	619,500	
590-588.01-999.000	PAYING AGENT FEES	1,500	-	1,500	
Totals for Dept 588.01-G.O. BOND INDEBTEDNESS		2,114,800	-	2,114,800	
Dept 588.02: SPECIAL ASSESSMENT BONDS					
590-588.02-991.000	PRINCIPAL	104,810	-	104,810	
590-588.02-995.000	INTEREST	13,110	-	13,110	
590-588.02-999.000	PAYING AGENT FEES	150	-	150	
Totals for Dept 588.02-SPECIAL ASSESSMENT BONDS		118,070	-	118,070	
TOTAL APPROPRIATIONS		7,799,000	352,100	8,151,100	
NET OF REVENUES/APPROPRIATIONS - FUND 590		(2,816,650)	(324,950)	(3,141,600)	

DELHI CHARTER TOWNSHIP

MEMORANDUM

TO: Delhi Township Board Members

FROM: John B. Elsinga, Township Manager

DATE: December 10, 2009

RE: Amendment No. 3 to Resolution No. 2008-071 – FY 2009
Community Development Fund Budget

Enclosed for your review and approval is Amendment No. 3 to Resolution No. 2008-071 for the FY 2009 Community Development Fund Budget.

Changes in revenue include decreases in soil erosion permits (\$1,400), rental registrations (\$3,500) and fire inspections (\$12,150) along with increases in building permit fees (\$29,000), code enforcement (\$11,400), the sale of the HUD home (\$12,730) for a total increase in revenues of \$40,200. This will result in a decrease of contributions needed from the General Fund in the amount of \$35,170, leaving a net increase of \$5,030 in revenues.

Changes in expenditures include an increase in part-time help (\$1,500), legal fees (\$8,000) and code enforcement expenses (\$2,500) along with decreases in personnel costs (\$6,300), computer expenses due to sharing the GIS server costs with fire (\$9,600), HUD home repairs (\$8,000) and education and training (\$3,200) for a total decrease in expenditures of \$15,750.

The net change in revenues and expenditures will result in maintaining a fund balance of \$10,000 with an additional \$20,780 in fund balance reserved from the proceeds of the HUD home sale for a qualified community reinvestment project.

RECOMMENDED MOTION:

To adopt Amendment No. 3 to Resolution No. 2008-071 for the FY 2009 Community Development Fund Budget.



TO: John Elsinga

FROM: Marian Frane, CPA, Director of Accounting

DATE: December 7, 2009

RE: FY 2009 Community Development Fund Amendment No. 3

Enclosed for your review is Amendment No. 3 to Resolution No. 2008-071 for the FY 2009 Community Development Fund Budget. A detailed listing of the individual line items with notes is attached. Here is a summary:

Revenues

Revenues are projected to increase by \$40,200 from \$494,840, to \$535,040:

- Building permits have increased by \$29,000
- Community Development staff are performing fire inspections this year (for the first time) and charging the fire department \$45 per inspection for that service. It is expected that there will be 330 inspections done by year end, a decrease of \$12,150 from the original estimate.
- Code enforcement is increased by \$11,400 because revenue picked up more in the second half of the year than anticipated.
- Other miscellaneous line items will increase revenues by \$11,950.

Expenditures

Expenditures are projected to decrease by \$15,750 from \$705,530 to \$689,780:

- Additional salary savings of \$3,500 from a staff reduction
- Computer expenses would be reduced by \$9,600 because the Arc/GIS server cost is being shared with the fire department
- Legal fees would increase by \$8,000
- HUD home repairs would decrease by \$8,000
- Education and training would decrease by \$3,200
- Other miscellaneous expenses would net to an increase of \$550

Other Financing Sources

The contribution from the General Fund would be reduced by \$35,170 from \$202,311 to \$167,141.

Fund Balance

Unrestricted fund balance would remain at \$10,000. An additional \$20,780 in fund balance would be set aside for a community reinvestment project resulting from the gain in the sale of the HUD home.

**COMMUNITY DEVELOPMENT FUND BUDGET
RESOLUTION NO. 2008-071
AMENDMENT NO. 3**

At a regular meeting of the Delhi Charter Township Board held on Tuesday, December 1, 2009 at 7:30 p.m., the following motion was offered by _____ to amend the Fiscal Year 2009 Community Development Fund Budget as follows:

Present:

Absent:

	2009 Budget	Budget Request	Amended Budget
Revenues			
Intergovernmental	\$ 180,100	\$ -	\$ 180,100
Licenses & Permits	127,700	31,500	159,200
Charges for Services	152,960	(4,330)	148,630
Interest	300	(100)	200
Other	33,780	13,130	46,910
Total Revenue	494,840	40,200	535,040
Expenditures			
Community Development	697,130	(15,750)	681,380
Capital Outlay	8,400	-	8,400
Total Expenditures	705,530	(15,750)	689,780
Other Financing Sources			
Transfer from General Fund	202,311	(35,170)	167,141
Total Other Financing Sources	202,311	(35,170)	167,141
Revenues over (under) expenditures	(8,379)	20,780	12,401
Fund Balance, Beginning	18,379		18,379
Fund Balance, Ending	\$ 10,000		\$ 30,780
Fund Balance Recap			
Reserved from HUD home sale			20,780
Unreserved Fund Balance			10,000
Fund Balance, Ending			30,780

AYES:

NAYS:

ABSENT:

The foregoing Resolution declared adopted on _____.

Evan Hope, Township Clerk

STATE OF MICHIGAN)

)SS

COUNTY OF INGHAM)

I, the undersigned, the duly qualified and acting Township Clerk for the Charter Township of Delhi, Ingham County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and complete copy of certain proceedings taken by the Township Board at a regular meeting held on the 15th day of December, 2009.

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

Evan Hope, Township Clerk

COMMUNITY DEVELOPMENT FUND BUDGET
Line Item Detail

GL NUMBER	DESCRIPTION	2009 BUDGET	BUDGET REQUEST	AMENDED BUDGET	NOTES
REVENUES					
542-000.00-451.000	BUILDING PERMITS	60,000	29,000	89,000	More permits than expected
542-000.00-453.000	SOIL EROSION & SEDIMENTATION CTRL PERMIT	23,400	(1,400)	22,000	
542-000.00-455.000	ELECTRICAL PERMIT FEES	17,000	1,500	18,500	
542-000.00-456.000	PLUMBING PERMIT FEES	10,700	600	11,300	
542-000.00-457.000	MECHANICAL PERMIT FEES	12,400	3,100	15,500	
542-000.00-476.000	MISC LAND DIVISIONS AND FEES	2,200	(330)	1,870	
542-000.00-620.000	RENTAL REGISTRATION & INSPECT	109,740	(3,500)	106,240	
542-000.00-623.000	REZONING APPLICATION FEES	1,020	(1,020)	-	
542-000.00-624.000	SPECIAL USE PERMITS	2,000	(970)	1,030	
542-000.00-625.000	BOARD OF APPEAL FEES	1,800	350	2,150	
542-000.00-628.000	SITE PLAN REVIEW FEES	2,400	590	2,990	
542-000.00-631.000	FIRE INSPECTIONS	27,000	(12,150)	14,850	330 inspections @45 ea
542-000.00-660.000	CODE ENFORCEMENT REVENUE	11,000	11,400	22,400	More revenue in last 6 mo than exp
542-000.00-664.000	INTEREST	300	(100)	200	
542-000.00-673.000	SALE OF FIXED ASSETS	29,880	12,730	42,610	HUD home sale
542-000.00-687.000	REFUNDS/REBATE/REIMBURSEMENTS	3,900	400	4,300	
542-000.00-694.000	MISCELLANEOUS REVENUE	0	-	-	
542-000.00-699.050	CONTRIBUTION FROM GENERAL FUND	202,311	(35,170)	167,141	Lower GF contrib needed
542-000.00-699.110	TRANSFER IN - DELHI DDA	180,100	-	180,100	
TOTAL ESTIMATED REVENUES		697,151	5,030	702,181	
APPROPRIATIONS					
Dept 721.00: PLANNING/COMMUNITY DEVELOPMENT					
542-721.00-703.000	SALARIES	340,050	(3,500)	336,550	Addtl savings from staff reduction
542-721.00-703.005	PART TIME HELP	31,350	1,500	32,850	
542-721.00-703.010	OVERTIME	190	-	190	
542-721.00-704.000	PLANNING COMMISSION SALARIES	10,600	(1,000)	9,600	
542-721.00-714.000	RETIREE'S BENEFITS	32,000	-	32,000	
542-721.00-715.000	SOCIAL SECURITY/MEDICARE	30,050	(1,500)	28,550	Addtl savings from staff reduction
542-721.00-716.000	HEALTH INSURANCE	64,400	-	64,400	
542-721.00-716.010	DENTAL INSURANCE	8,200	-	8,200	
542-721.00-717.000	LIFE INSURANCE	1,860	-	1,860	
542-721.00-718.000	PENSION CONTRIBUTION	34,000	(1,300)	32,700	Addtl savings from staff reduction
542-721.00-719.000	DISABILITY INSURANCE	2,800	(300)	2,500	
542-721.00-720.000	UNEMPLOYMENT-REIMBURSEMENT	10,000	600	10,600	
542-721.00-725.000	CLOTHING/CLEANING ALLOWANCE	1,500	(500)	1,000	
542-721.00-726.000	OFFICE SUPPLIES	2,000	-	2,000	
542-721.00-730.000	GASOLINE	1,600	450	2,050	
542-721.00-740.010	COMPUTER EXPENSES	25,600	(9,600)	16,000	Arc/GIS server cost split with fire
542-721.00-801.000	LEGAL FEES	8,000	8,000	16,000	
542-721.00-802.000	MEMBERSHIPS, DUES, SUBS	2,200	480	2,680	
542-721.00-803.000	POSTAGE	2,200	(300)	1,900	
542-721.00-818.000	CONTRACTUAL SERVICES	19,000	-	19,000	
542-721.00-818.040	CONTRACTUAL SERV-PLANNING	570	-	570	
542-721.00-853.000	TELEPHONE/COMMUNICATIONS	5,420	-	5,420	
542-721.00-870.000	MILEAGE	520	-	520	
542-721.00-902.000	PUBLISHING/LEGAL NOTICES	3,600	-	3,600	
542-721.00-917.000	WORKERS COMP	2,900	(500)	2,400	
542-721.00-930.060	HUD HOME REPAIRS	29,880	(8,000)	21,880	costs lower than projected
542-721.00-931.000	VEHICLE REPAIR/MAINTENANCE	2,200	100	2,300	
542-721.00-941.000	OFFICE EQUIPMENT LEASE	4,640	320	4,960	
542-721.00-956.000	MISCELLANEOUS	1,300	-	1,300	
542-721.00-958.000	CODE ENFORCEMENT EXPENSE	11,000	2,500	13,500	
542-721.00-960.000	EDUCATION & TRAINING	7,500	(3,200)	4,300	less training
542-721.00-970.000	CAPITAL OUTLAY	8,400	-	8,400	
Totals for Dept 721.00-PLANNING/COMMUNITY DEVELOPMENT		705,530	(15,750)	689,780	
NET OF REVENUES/APPROPRIATIONS - FUND 542		(8,379)	20,780	12,401	

DELHI CHARTER TOWNSHIP

MEMORANDUM

TO: Delhi Township Board Members

FROM: John B. Elsinga, Township Manager

DATE: December 9, 2009

RE: Amendment No. 3 to Resolution No. 2008-072 – FY 2009
Downtown Development Authority Fund Budget

Enclosed for your review and approval is Amendment No. 3 to Resolution No. 2008-072 for the FY 2009 Downtown Development Authority Fund Budget.

Revenues are projected to increase by a net of \$9,100 primarily due to less delinquent personal property tax than estimated thereby increasing the total revenues from \$3,723,160 to \$3,732,260.

Expenditures are projected to decrease by \$150,000 for the rehabilitation rebate program and \$8,000 in land Capital Outlay along with increase by \$10,000 in both administration and marketing, \$424,000 for the Cedar Heights infrastructure and \$225,210 for the Delhi NE/Depot Street infrastructure for a total increase in expenditures of \$384,210. Total expenditures would increase from \$4,602,450 to \$4,986,660.

Changes in revenues and expenditures will result in a total decrease to fund balance in the amount of \$375,110 from \$501,078 to \$125,968.

RECOMMENDED MOTION:

**To adopt Amendment No. 3 to Resolution No. 2008-072 for the FY 2009
Downtown Development Authority Fund Budget.**



TO: John Elsinga

FROM: Marian Frane, CPA, Director of Accounting

DATE: December 7, 2009

RE: FY 2009 DDA Amendment No. 3

Enclosed for your review is Amendment No. 3 to Resolution No. 2008-072 for the FY 2009 DDA Budget. A detailed listing of the individual line items with notes is attached. Here is a summary:

Revenues

Revenues are projected to increase by \$9,100:

- Net property tax is expected to increase by \$8,000.
- Interest and rentals are expected to increase by \$500.
- Other revenue is expected to increase by \$600.

Total revenue would increase from \$3,723,160 to \$3,732,260.

Expenditures

Expenditures are projected to increase by \$384,210:

- Administration would increase by \$10,000
- Marketing and Promotion would increase by \$10,000
- The CRRP department would decrease by \$150,000
- The Infrastructure department would decrease by \$127,000
- The Capital Outlay Department would decrease by \$8,000
- The 2008 Construction Projects Department would increase by \$649,210.

Total expenditures would increase from \$4,602,450 to \$4,986,660.

Fund Balance

Fund balance would decrease by \$375,110 from \$501,078 to \$125,968.

**DDA BUDGET
RESOLUTION NO. 2008-072
AMENDMENT NO. 3**

At a regular meeting of the Delhi Charter Township Board held on Tuesday, December 1, 2009 at 7:30 p.m., the following motion was offered by _____ to amend the Fiscal Year 2009 DDA Fund Budget as follows:

Present:

Absent:

	2009 Budget	Budget Request	Amended Budget
Revenues			
Property Taxes	\$ 3,620,000	\$ 8,000	\$ 3,628,000
Interest and Rentals	80,860	500	81,360
Other	22,300	600	22,900
Total Revenues	3,723,160	9,100	3,732,260
Expenditures			
Community and Economic Development			
Administration	211,570	10,000	221,570
Marketing & Promotion	175,500	10,000	185,500
CCRP Program	400,000	(150,000)	250,000
Other Functions	508,790	-	508,790
Infrastructure Projects	749,000	(127,000)	622,000
Capital Outlay	125,000	(8,000)	117,000
2008 Construction Projects	1,229,000	649,210	1,878,210
Debt Service	118,470	-	118,470
Total Expenditures	3,517,330	384,210	3,901,540
Other Financing Sources (Uses)			
Transfer to DDA Debt Service Funds	1,085,120	-	1,085,120
Total Other Financing Sources (Uses)	1,085,120	-	1,085,120
Revenues Over (Under) Expenditures	(879,290)	(375,110)	(1,254,400)
Fund Balance, Begining	1,380,368		1,380,368
Fund Balance, Ending	\$ 501,078		\$ 125,968

AYES:

NAYS:

ABSENT:

The foregoing Resolution declared adopted on _____.

Evan Hope, Township Clerk

STATE OF MICHIGAN)

)SS

COUNTY OF INGHAM)

I, the undersigned, the duly qualified and acting Township Clerk for the Charter Township of Delhi, Ingham County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and complete copy of certain proceedings taken by the Township Board at a regular meeting held on the 15th day of December, 2009.

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

Evan Hope, Township Clerk

DOWNTOWN DEVELOPMENT AUTHORITY BUDGET
Line Item Detail

GL NUMBER	DESCRIPTION	2009 Budget	Budget Request	Amended Budget	Notes
REVENUES					
248-000.00-403.005	CURRENT PROPERTY TAXES-AD VAL.	3,275,000	13,000	3,288,000	Less current dlq PP tax than estimated
248-000.00-404.005	IFT/CFT CAPTURED TAX REVENUE	319,000	-	319,000	
248-000.00-445.005	DELINQUENT TAXES & INTEREST	26,000	(5,000)	21,000	Less dlq taxes collected
248-000.00-664.000	INTEREST	60,000	3,000	63,000	
248-000.00-669.020	COMMUNICATION TOWER LEASE FEE	17,360	(2,500)	14,860	
248-000.00-670.010	RENT-FARMERS MARKET	3,500	-	3,500	
248-000.00-672.040	GREASE LOAN	2,700	-	2,700	
248-000.00-687.000	REFUNDS/REBATE/REIMBURSEMENTS	19,600	-	19,600	
248-000.00-694.000	MISCELLANEOUS REVENUE	-	600	600	
Totals for Dept 000.00		<u>3,723,160</u>	<u>9,100</u>	<u>3,732,260</u>	
APPROPRIATIONS					
Dept 728.00: DDA ADMINISTRATION					
248-728.00-703.000	SALARIES	86,060	-	86,060	
248-728.00-703.005	PART TIME HELP	35,800	2,000	37,800	
248-728.00-714.000	RETIREE'S BENEFITS	10,890	-	10,890	
248-728.00-715.000	SOCIAL SECURITY/MEDICARE	8,100	-	8,100	
248-728.00-716.000	HEALTH INSURANCE	3,960	-	3,960	
248-728.00-716.010	DENTAL INSURANCE	940	-	940	
248-728.00-717.000	LIFE INSURANCE	500	-	500	
248-728.00-718.000	PENSION CONTRIBUTION	9,520	-	9,520	
248-728.00-719.000	DISABILITY INSURANCE	660	-	660	
248-728.00-723.000	AUTOMOBILE EXPENSE ALLOWANCE	4,000	-	4,000	
248-728.00-726.000	OFFICE SUPPLIES	1,900	-	1,900	
248-728.00-801.000	LEGAL FEES	12,000	-	12,000	
248-728.00-802.005	DUES AND SUBSCRIPTIONS	3,000	-	3,000	
248-728.00-803.000	POSTAGE	800	-	800	
248-728.00-807.000	AUDIT FEES	3,140	-	3,140	
248-728.00-818.000	CONTRACTUAL SERVICES	5,000	8,000	13,000	
248-728.00-853.000	TELEPHONE/COMMUNICATIONS	3,100	-	3,100	
248-728.00-870.000	MILEAGE	600	-	600	
248-728.00-902.005	PRINTING AND PUBLISHING	800	-	800	
248-728.00-910.000	INSURANCE & BONDS	4,500	-	4,500	
248-728.00-917.000	WORKERS COMP	500	-	500	
248-728.00-930.000	BUILDING MAINTENANCE & REPAIRS	10,500	-	10,500	
248-728.00-956.000	MISCELLANEOUS	1,200	-	1,200	
248-728.00-960.000	EDUCATION & TRAINING	4,100	-	4,100	
Totals for Dept 728.00-DDA ADMINISTRATION		<u>211,570</u>	<u>10,000</u>	<u>221,570</u>	
Dept 729.00: DDA MARKETING & PROMOTION					
248-729.00-884.000	DDA ADVERTISING	120,000	-	120,000	
248-729.00-885.000	HOLT HOMETOWN FESTIVAL	17,500	-	17,500	
248-729.00-888.000	FARMERS MARKET	25,000	-	25,000	
248-729.00-956.000	MISCELLANEOUS	13,000	10,000	23,000	
Totals for Dept 729.00-DDA MARKETING & PROMOTION		<u>175,500</u>	<u>10,000</u>	<u>185,500</u>	
Dept 730.00: COMM REHABILITATION REBATE PGM					
248-730.00-952.000	UNDESIGNATED CRRP PROGRAMS	400,000	(150,000)	250,000	
Totals for Dept 730.00-COMM REHABILITATION REBATE PGM		<u>400,000</u>	<u>(150,000)</u>	<u>250,000</u>	
Dept 731.00: DDA INFRASTRUCTURE PROJECTS					
248-731.00-820.010	ENGINEERING-TRAFFIC STUDY	40,000	-	40,000	
248-731.00-933.000	STREETScape REPR & MAINTENANCE	20,000	-	20,000	
248-731.00-933.010	SIDEWALK REPAIR & MAINTENANCE	10,000	36,200	46,200	
248-731.00-950.000	UNDESIGNATED INFRASTRUCT. PROJ	150,000	-	150,000	
248-731.00-950.018	DECORATIVE LIGHT PROJECT	5,000	-	5,000	
248-731.00-950.100	HOLT/AURELIUS CORNER IMPROVEMENT	-	-	-	
248-731.00-950.120	SAM COREY PARK IMPROVEMENT	40,000	(35,000)	5,000	
248-731.00-956.000	MISCELLANEOUS	20,000	-	20,000	
248-731.00-967.050	COOK THORNBURN DRAIN	15,000	-	15,000	
248-731.00-969.000	STREET IMPROVEMENTS	110,000	(50,000)	60,000	
248-731.00-974.010	NON-MOTORIZED PATHWAYS	250,000	(130,000)	120,000	
248-731.00-974.160	LANDSCAPING-KELLER RD	-	4,000	4,000	
248-731.00-974.210	PIONEER CEMETERY IMPROVEMENTS	35,000	-	35,000	
248-731.00-974.230	CSC PARKING IMPROVEMENTS	54,000	47,000	101,000	

GL NUMBER	DESCRIPTION	2009 Budget	Budget Request	Amended Budget	Notes
248-731.00-980.010	FIBER OPTIC EXTENSION	-	800	800	
Totals for Dept 731.00-DDA INFRASTRUCTURE PROJECTS		749,000	(127,000)	622,000	
Dept 850.00: OTHER FUNCTIONS					
248-850.00-703.000	SALARIES	43,770	(2,000)	41,770	
248-850.00-703.005	PART TIME HELP	9,170	-	9,170	
248-850.00-703.010	OVERTIME	2,430	-	2,430	
248-850.00-715.000	SOCIAL SECURITY/MEDICARE	4,240	-	4,240	
248-850.00-716.000	HEALTH INSURANCE	11,090	(1,000)	10,090	
248-850.00-716.010	DENTAL INSURANCE	1,570	-	1,570	
248-850.00-717.000	LIFE INSURANCE	360	-	360	
248-850.00-718.000	PENSION CONTRIBUTION	4,380	-	4,380	
248-850.00-719.000	DISABILITY INSURANCE	500	-	500	
248-850.00-730.000	GASOLINE	2,640	-	2,640	
248-850.00-802.010	LEAP DUES	17,500	-	17,500	
248-850.00-818.000	CONTRACTUAL SERVICES	17,790	-	17,790	
248-850.00-917.000	WORKERS COMP	1,450	-	1,450	
248-850.00-921.030	UTILITIES - WATER	2,400	-	2,400	
248-850.00-921.035	UTILITIES - SEWER	6,000	-	6,000	
248-850.00-921.040	UTILITIES - ELECTRIC	25,000	-	25,000	
248-850.00-921.045	UTILITIES - GAS	14,500	-	14,500	
248-850.00-930.000	BUILDING MAINTENANCE & REPAIRS	1,500	4,500	6,000	
248-850.00-930.020	EQUIPMENT MAIN & REPAIR	2,600	-	2,600	
248-850.00-930.021	EQUIPMENT ALLOCATION	440	-	440	
248-850.00-967.025	DDA PROPERTIES-DRAIN/TAXES/SAD	12,000	(1,500)	10,500	
248-850.00-999.075	CONTR T/PARK-CELL TOWER PROC	17,360	-	17,360	
248-850.00-999.080	CONTRIB T/TWP-COMMUNITY POLICE	105,000	-	105,000	
248-850.00-999.085	CONTRIB T/TWP-ZONING OFFICER	38,170	-	38,170	
248-850.00-999.098	CONTRIB T/TWP - PLANNER	19,330	-	19,330	
248-850.00-999.099	CONTRIB T/TWP - COM DEV DIRECTOR	52,010	-	52,010	
248-850.00-999.122	TRANSFER OUT TO GF-STREETLIGHTS	25,000	-	25,000	
248-850.00-999.543	TRANSFER OUT-BLDG CLERICAL	27,180	-	27,180	
248-850.00-999.544	TRANSFER OUT-PLANNING CLERICAL	26,460	-	26,460	
248-850.00-999.545	TRANSFER OUT- COMM DEV GIS	16,950	-	16,950	
Totals for Dept 850.00-OTHER FUNCTIONS		508,790	-	508,790	
Dept 903.00: CAPITAL OUTLAY-DDA					
248-903.00-970.000	CAPITAL OUTLAY	5,000	-	5,000	
248-903.00-971.000	CAPITAL OUTLAY-LAND	10,000	(8,000)	2,000	
248-903.00-971.010	LAND HELD FOR RESALE	100,000	-	100,000	
248-903.00-971.134	FARMERS MARKET-2150 CEDAR	10,000	-	10,000	
Totals for Dept 903.00-CAPITAL OUTLAY-DDA		125,000	(8,000)	117,000	
Dept 903.10: 2008 CONSTRUCTION PROJECTS-DDA					
248-903.10-972.020	CEDAR HEIGHTS INFRASTRUCTURE	400,000	424,000	824,000	Final Costs
248-903.10-972.030	DELHI NE/DEPOT INFRASTRUCTURE	187,000	225,210	412,210	Final Costs
248-903.10-972.040	HOLT RD SIDEWALK/LIGHTING-THORB TO	15,000	-	15,000	
248-903.10-972.050	SENIOR CITIZENS CENTER CONSTRUCTIC	600,000	-	600,000	
248-903.10-972.060	HOLT & AURELIUS LANDSCAPED PLAZA	27,000	-	27,000	
Totals for Dept 903.10-2008 CONSTRUCTION PROJECTS-DDA		1,229,000	649,210	1,878,210	
Dept 905.00: DEBT SERVICE					
248-905.00-971.117	PRINCIPAL - HOLT PLAZA CORNER	27,250	-	27,250	
248-905.00-971.118	INTEREST - HOLT PLAZA CORNER	3,160	-	3,160	
248-905.00-991.300	PRINCIPAL PAYMT-2003 DDA BONDS	60,000	-	60,000	
248-905.00-995.300	INTEREST PAYMT-2003 DDA BONDS	27,760	-	27,760	
248-905.00-999.000	PAYING AGENT FEES	300	-	300	
248-905.00-999.100	TRANSFER OUT-394-PROJ 9 DEBT	146,680	-	146,680	
248-905.00-999.210	TRANS OUT-398 COLLEGE RD BOND	216,360	-	216,360	
248-905.00-999.220	TRANSFER OUT-392 2008 DDA BONDS	722,080	-	722,080	
Totals for Dept 905.00-DEBT SERVICE		1,203,590	-	1,203,590	
TOTAL APPROPRIATIONS		4,602,450	384,210	4,986,660	
NET OF REVENUES/APPROPRIATIONS - FL		(879,290)	(375,110)	(1,254,400)	
Beginning fund balance		1,380,367		1,380,367	
Ending fund balance		501,077		125,967	

DELHI CHARTER TOWNSHIP

MEMORANDUM

TO: Delhi Township Board Members

FROM: John B. Elsinga, Township Manager

DATE: December 9, 2009

RE: Amendment No. 2 to Resolution No. 2008-073 – FY 2009
Brownfield Redevelopment Authority Fund Budget

Enclosed for your review and approval is Amendment No. 2 to Resolution No. 2008-073 - FY 2009 Brownfield Redevelopment Authority Fund Budget.

The revenues are projected to stay the same at \$212,940 while expenses are projected to decrease by a total of \$1,200 from \$212,870 to \$211,670. Fund balance would thereby increase by \$1,200 from \$7,098 to \$8,298.

RECOMMENDED MOTION:

**To adopt Amendment No. 2 to Resolution No. 2008-073 for the
FY 2009 Brownfield Redevelopment Authority Fund Budget.**



**Delhi Charter Township
Accounting Department**

TO: John Elsinga
FROM: Marian Frane, CPA, Director of Accounting
DATE: December 7, 2009
RE: FY 2009 Brownfield Amendment No. 2

Enclosed for your review is Amendment No. 2 to Resolution No. 2008-073 for the FY 2009 Brownfield Redevelopment Authority Budget. A detailed listing of the individual line items with notes is attached. Here is a summary:

Revenues

Revenues are projected to stay the same at \$212,940

Expenditures

Expenditures are projected to decrease by \$1,200

- Legal fees would decrease by \$2,000.
- Remediation payments would increase by \$800.

Total expenditures would decrease from \$212,870 to \$211,670.

Fund Balance

Fund balance would increase by \$1,200 from \$7,098 to \$8,298.

**BROWNFIELD REDEVELOPMENT AUTHORITY BUDGET
RESOLUTION NO. 2008-073
AMENDMENT NO. 2**

At a regular meeting of the Delhi Charter Township Board held on Tuesday, December 1, 2009 at 7:30 p.m., the following motion was offered by _____ to amend the Fiscal Year 2009 Brownfield Redevelopment Authority Fund Budget as follows:

Present:

Absent:

	2009 Budget	Budget Request	Amended Budget
Revenues			
Taxes	\$ 212,870	\$ -	\$ 212,870
Interest	<u>70</u>	<u>-</u>	<u>70</u>
Total Revenues	212,940	-	212,940
Expenditures			
Community and Economic Development			
Brownfield Administration	5,050	(2,000)	3,050
Remediation	<u>207,820</u>	<u>800</u>	<u>208,620</u>
Total Expenditures	212,870	(1,200)	211,670
Revenue over (under) expenditures	70	1,200	1,270
Fund Balance, Beginning	<u>7,028</u>		<u>7,028</u>
Fund Balance, Ending	\$ 7,098		\$ 8,298

AYES:

NAYS:

ABSENT:

The foregoing Resolution declared adopted on _____.

Evan Hope, Township Clerk

STATE OF MICHIGAN)

)SS

COUNTY OF INGHAM)

I, the undersigned, the duly qualified and acting Township Clerk for the Charter Township of Delhi, Ingham County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and complete copy of certain proceedings taken by the Township Board at a regular meeting held on the 15th day of December, 2009.

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

Evan Hope, Township Clerk

FY 2009 BROWNFIELD REDEVELOPMENT AUTHORITY BUDGET
Line Item Detail

REVENUES	2009 BUDGET	BUDGET REQUEST	AMENDED BUDGET	NOTES
243-000.00-403.005	203,540	-	203,540	
243-000.00-403.020	6,570	-	6,570	
243-000.00-403.030	2,760	-	2,760	
243-000.00-664.000	70	-	70	
TOTAL ESTIMATED REVENUES	212,940	-	212,940	
APPROPRIATIONS				
Dept 733.00: BROWNFIELD ADMINISTRATION				
243-733.00-801.000	4,000	(2,000)	2,000	
243-733.00-807.000	1,050	-	1,050	
Totals for Dept 733.00-BROWNFIELD ADMINISTRATION	5,050	(2,000)	3,050	
Dept 734.00: REMEDIATION PLANS				
243-734.00-957.000	198,490	400	198,890	
243-734.00-957.002	6,570	(200)	6,370	
243-734.00-957.003	2,760	600	3,360	
Totals for Dept 734.00-REMEDICATION PLANS	207,820	800	208,620	
TOTAL APPROPRIATIONS	212,870	(1,200)	211,670	
NET OF REVENUES/APPROPRIATIONS - FUND 243	70	1,200	1,270	

DELHI CHARTER TOWNSHIP

MEMORANDUM

TO: Delhi Township Board Members

FROM: John B. Elsinga, Township Manager

DATE: December 2, 2009

RE: Resolution No. 2009-049 – Application for Industrial Facilities Tax (IFT) Exemption – Fibertec, Inc.

Enclosed for your review and consideration is Resolution No. 2009-049 which would approve the Application for Industrial Facilities Tax (IFT) Exemption for Fibertec, Inc. for their building located at 1914 Holloway Drive. This application is for \$300,000 in new personal property.

At the November 17, 2009 Board meeting, the Township Board set a public hearing on the Application for December 1, 2009 at 8:00 p.m. A Notice of Hearing was mailed certified to all legislative bodies of each taxing unit that levies ad valorem property taxes within Delhi Township and gives them the opportunity for comments on the application during the public hearing.

Therefore, subsequent to the public hearing, I recommend the Board approve the IFT application for Fibertec, Inc.

Recommended Motion:

To adopt Resolution No. 2009-049 which approves the Application for Industrial Facilities Tax (IFT) Abatement Certificate for Fibertec, Inc.



MEMORANDUM

TO: John Elsinga, Township Manager

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

DATE: December 1, 2009

RE: Fibertec, Inc. – IFT Application

At the December 15th Township Board meeting, a hearing will be held regarding consideration of Fibertec, Inc.'s (the "Company") application for tax abatement under Public Act 198 of 1974, as amended (the "IFT"). After the hearing, I recommend that the Board take action to approve the IFT for the Company. I have prepared the attached resolution for consideration.

The company plans to acquire new testing and computer equipment totaling \$300,000 over the next 24 months. This new equipment will allow the company to continue its operations and maintain 42 local positions. The estimated benefit that will be afforded via the tax abatement is approximately \$47K over the twelve year period.

Below is a summary of the Company's application details below and a copy of the application is attached:

New Personal Property:	\$300,000*
Number of Jobs Retained:	42
Duration of Abatement:	12 years (plus up to 2 yrs. construction)

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

DELHI CHARTER TOWNSHIP

RESOLUTION NO. 2009-049

A Resolution to Approve the Application of Fibertec, Inc. for Industrial Facilities Exemption Certificate.

At a Regular Meeting of the Township Board of Trustees, of the Charter Township of Delhi, Ingham County, Michigan, held at the Community Services Center, 2074 Aurelius Road, Holt, Michigan on Tuesday, the 15th day of December, 2009, at 7:30 p.m.

PRESENT:

ABSENT:

The following Resolution was offered by_____.

WHEREAS, pursuant to 1974 PA 198, as amended, the Township Board created an Industrial Development District (the "Industrial Development District") comprised of real property, with boundaries as outlined in Exhibit A of Resolution No. 2002-021; and

WHEREAS, the Township Clerk received an Application (the "Application") for an Industrial Facilities Exemption Certificate from Fibertec, Inc. (the "Applicant") on November 9, 2009 with respect to personal property improvements described in the Application (the "Facility") to be acquired and installed within the Industrial Development District; and

WHEREAS, before acting on the Application, the Township Board held a hearing on December 15, 2009 at the Community Services Center, at 8:00 p.m., for which hearing the Applicant, the Township Assessor and a representative of each of the affected taxing units were given written notice, and at which hearing were afforded an opportunity to be heard on the Application; and

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

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

NOW, THEREFORE, BE IT RESOLVED;

1. The Township Board finds and determines that:
 - a. The granting of the Industrial Facilities Exemption Certificate considered together with the aggregate amount of certificates previously granted and currently in force under Act No. 198 of the Public Acts of 1974 and Act No. 255 of the Public Acts of 1978,

I, the undersigned, the duly qualified Clerk of the Charter Township of Delhi, Ingham County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and complete copy of the proceedings taken by the Township Board at a regular meeting held on the 15th day of December, 2009.

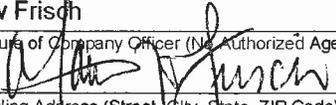
IN WITNESS THEREOF, I have hereunto affixed my official signature this _____ day of December, 2009.

Evan Hope, Township Clerk

APPLICANT CERTIFICATION - complete all boxes.

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

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

13a. Preparer Name Keleigh Halmich	13b. Telephone Number (517) 699-0345	13c. Fax Number (517) 268-6601	13d. E-mail Address khalmich@fibertec.us
14a. Name of Contact Person Keleigh Halmich	14b. Telephone Number (517) 699-0345	14c. Fax Number (517) 268-6601	14d. E-mail Address khalmich@fibertec.us
▶ 15a. Name of Company Officer (No Authorized Agents) Matthew Frisch			
15b. Signature of Company Officer (No Authorized Agents) 		15c. Fax Number (517) 699-0382	15d. Date 11/9/09
▶ 15e. Mailing Address (Street, City, State, ZIP Code) 1914 Holloway Dr., Holt, MI 48842		15f. Telephone Number (517) 699-0345	15g. E-mail Address mfrisch@fibertec.us

LOCAL GOVERNMENT ACTION & CERTIFICATION - complete all boxes.

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

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

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

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

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

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

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

(For guaranteed receipt by the STC, it is recommended that applications are sent by certified mail.)

STC USE ONLY				
▶ LUCI Code	▶ Begin Date Real	▶ Begin Date Personal	▶ End Date Real	▶ End Date Personal

MACHINERY AND EQUIPMENT ACQUISITIONS

AT
 FIBERTEC, INC.
 1914 HOLLOWAY DRIVE
 HOLT, MICHIGAN

Description	Type	Expected Acquisition Date	Expected Cost
Agilent 7890A GC	Testing Equipment	11/10/2009	30,000
2-Agilent 7893A Autosamplers	Testing Equipment	11/10/2009	10,000
Perkin Elmer GC/MS	Testing Equipment	1/15/2010	65,000
Computer Equipment	Computer Equipment	1/15/2010	5,000
Millstone Microwave	Testing Equipment	5/1/2010	40,000
Entech Autosampler	Testing Equipment	10/1/2010	50,000
Cetac Mercury Analyzer	Testing Equipment	1/1/2011	20,000
Available Cyanide Analyzer	Testing Equipment	4/1/2011	35,000
EST Autosampler	Testing Equipment	7/1/2011	30,000
ESI Autosampler	Testing Equipment	11/1/2011	15,000
			<u>300,000</u>



Fibertec, Inc. - IFT#09-04
1914 Holloway Drive



