

**DELHI CHARTER TOWNSHIP  
COMMITTEE OF THE WHOLE MEETING HELD ON MARCH 2, 2010**

---

The members of the Delhi Charter Township Committee of the Whole met on Tuesday, March 2, 2010, in the Multipurpose Room at the Community Services Center, 2074 Aurelius Road, Holt, MI. Supervisor Goodrich called the meeting to order at 7:02 p.m.

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

Member Absent: Treasurer Harry Ammon

Others Present: John Elsinga, Township Manager  
Mark Jenks, Director of Parks & Recreation  
Sandra Diorka, Director of Public Services  
Wendy Thielen, Assistant Township Manager of Human Resources  
Tricia Vander Ploeg, Administrative Assistant/Deputy Supervisor  
Amy Finch, Assistant Township Clerk/Deputy Clerk

**BUSINESS**

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

---

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

**2010 ACEC/MICHIGAN ENGINEERING & SURVEYING EXCELLENCE AWARD UPDATE**

---

Sandra Diorka, Director of Public Services, stated that Delhi Township's Digester Project was awarded first runner-up of the 2010 ACEC Engineering and Surveying Excellence Award.

ACEC of Michigan recognizes special engineering/surveying accomplishments through its annual Engineering & Surveying Excellence Awards. The statewide competition recognizes engineering achievements that demonstrate a high degree of client satisfaction through quality and cost effective solutions.

**RECREATION MASTER PLAN/ THE MICHIGAN DEPARTMENT OF NATURAL RESOURCES TRUST FUND GRANT APPLICATION TO AID IN VALHALLA PARK RESTROOM FACILITIES AND PAVILION IMPROVEMENTS**

---

Mark Jenks, Director of Parks & Recreation, stated that a public hearing is required before the 5-Year Recreation Master Plan can be considered for adoption by the Board of Trustees. The Park Commission will hold its public hearing on March 10<sup>th</sup>. Discussion on the Master Plan has been held with the Commission and a variety of individuals. The two projects that were discussed the most were the restroom facilities at Valhalla Park and the completion of the amphitheater. Continuing with the non-motorized trail system program was also discussed as well as the improvement of the youth baseball fields. Mr. Jenks stated that the Holt Public

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP  
COMMITTEE OF THE WHOLE MEETING HELD ON MARCH 2, 2010**

---

Schools may help with the field improvements. Alternative funding will be looked at to help with the amphitheater.

Mr. Jenks also reported on the Michigan Department of Natural Resources Trust Fund Grant. The grant would help fund the Valhalla Park restroom facility and pavilion improvements. Figures have been compiled by Landscape Architects and Planners for the project. It was stated that the facility would have many of the same characteristics as the one located at the Veterans Memorial Garden. Mr. Jenks listed several ways to obtain the 25% local match that is a requirement of the grant. The deadline to submit the grant application is April 1, 2010. The award winners will be notified around late June to early July. If awarded, the Township would have to commit to the grant in the fall and construction could begin in 2011.

**ADJOURNMENT**

Meeting adjourned at 7:27 p.m.

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

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

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

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

/af

SUBJECT TO APPROVAL



# DEPARTMENT OF PUBLIC SERVICES

## Monthly Report February 2010

### Effluent Flow Data – (Average MGD)

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
<b>2009</b>	2.47	2.92	3.24	3.83	3.14	2.88	2.26	2.17	2.02	2.10	2.10	2.30
<b>2010</b>	2.28	2.12										

### Laboratory Testing and Quality Control – Quality Assurance Program

Tests Run For	Number Run	% Passing
Permit Compliance	216	
Process Control	1,664	
Quality Control	46	100%
Check Samples	6	100%
DMRQA-Study 27 Proficiency		
Miscellaneous Sampling	2	
<b>Totals</b>	<b>1,934</b>	<b>100%</b>

### Safety

February Safety Activities	Date	Description
<b>Confined Space Entries</b>	2/5/2010	Aeration Tank #95 - Cleaning Tank
	2/18/2010	Supernate Pump Station - Cleaning
<b>Accidents/Injuries</b>	1/29/2010	One Injury Reported
	2/22/2010	One Injury Reported

### Training

Date	# of Employees Attended	Training Course Description
		None attended

## Maintenance Work Orders Issued

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTAL
<b>2009</b>	35	47	63	94	39	74	58	56	55	49	91	41	702
<b>2010</b>	48	43											91

## Industrial Pretreatment Program

IPP Activities	Date	Description
<b>Site Plan Review</b>		
		No agenda items
<b>Inspections - Grease Traps</b>		
	01/26/10	1997 Aurelius - 7-11 - Compliant
	01/26/10	2006 Cedar - Biggby Coffee - Compliant
	01/26/10	2040 Aurelius - Buddies Grill - Compliant
	01/29/10	2005 Eifert - Big Ten - Compliant
	01/26/10	2464 Cedar - Burger King - Compliant
	01/26/10	2520 E. Jolly - Burger King - Compliant
	01/26/10	2440 N. Cedar - Champions - Compliant
	01/26/10	2395 Washington - Chisholm Hills - Compliant
	01/26/10	6201 Bishop - Coaches - Compliant
	01/29/10	1995 Cedar St. - Cottage Inn Pizza - Compliant
	01/26/10	4625 Willoughby 1-A - Delhi Café - Compliant
	01/26/10	2040 Aurelius Ste. 2 - Fat Boys Pizza - Compliant
	01/26/10	1111 N. Cedar - Fraternal Order of Eagles - Compliant
	01/29/10	2454 S. Cedar - IngCredible - Compliant
	01/26/10	1979 Aurelius - Jade Garden - Compliant
	01/26/10	2495 N. Cedar - Kroger - Compliant
	01/26/10	2221 N. Cedar - Little Caesar's Pizza - Compliant
	01/26/10	2775 Eaton Rapids Road - McDonald's - Compliant
	01/26/10	2530 E. Jolly - McDonald's - Compliant
	01/26/10	1957 Cedar - Sammy's II - Compliant
	01/26/10	2765 Eaton Rapids Road - Subway - Compliant
	01/26/10	1850 Cedar - Tacos E Mas - Compliant
	01/26/10	2450 E. Jolly - Tim Horton's - Compliant
	01/26/10	2350 Cedar - Tim Horton's - Compliant
	01/26/10	2727 Eaton Rapids Road - Wendy's - Compliant



**DELHI CHARTER TOWNSHIP  
MINUTES OF REGULAR MEETING HELD ON MARCH 2, 2010**

---

The Delhi Charter Township Board of Trustees met in a regular meeting on Tuesday, March 2, 2010 in the Multipurpose Room at the Community Services Center, 2074 Aurelius Road, Holt, Michigan. Supervisor Goodrich called the meeting to order at 7:32 p.m.

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

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

Member Absent: Treasurer Harry Ammon

Others Present: John Elsinga, Township Manager  
Mark Jenks, Director of Parks & Recreation  
Sandra Diorka, Director of Public Services  
Wendy Thielen, Assistant Township Manager of Human Resources  
Tricia Vander Ploeg, Administrative Assistant/Deputy Supervisor  
Amy Finch, Assistant Township Clerk/Deputy Clerk

**COMMENTS FROM THE PUBLIC** - None

**SET/ADJUST AGENDA**

**HOPE MOVED TO ADD LATE AGENDA ITEM 5 – SET PUBLIC HEARING – 2010-2015 COMMUNITY RECREATION MASTER PLAN AND ADD LATE AGENDA ITEM 6 – SET PUBLIC HEARING FOR MICHIGAN DEPARTMENT OF NATURAL RESOURCES TRUST FUND GRANT APPLICATION – VALHALLA PARK RESTROOM AND PAVILION GRANT.**

A Voice Poll was recorded as follows: All Ayes

Absent: Ammon

**MOTION CARRIED**

**2009 ANNUAL REPORT – DEPARTMENT OF PUBLIC SERVICES**

---

Sandra Diorka, Director of Public Services, gave the 2009 Annual Department of Public Services Report (ATTACHMENT I).

**CONSENT AGENDA**

- A) Approval of Minutes – Committee of the Whole Meeting of February 16, 2010
- B) Approval of Minutes – Regular Meeting of February 16, 2010

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP  
MINUTES OF REGULAR MEETING HELD ON MARCH 2, 2010**

---

C) Approval of Claims – February 23, 2010 (ATTACHMENT II)

D) Approval of Payroll – February 18, 2010 (ATTACHMENT III)

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

A Roll Call Vote was recorded as follows:

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

Absent: Ammon

**MOTION CARRIED**

**NEW BUSINESS**

**CANCEL MARCH 16, 2010 COMMITTEE OF THE WHOLE MEETING**

---

The Board reviewed a memorandum dated February 23, 2010 from Clerk Evan Hope (ATTACHMENT IV).

**HAYHOE MOVED TO CANCEL THE MARCH 16, 2010 COMMITTEE OF THE WHOLE MEETING SCHEDULED FOR 6:30 P.M. IN ORDER TO ATTEND THE MICHIGAN STATE UNIVERSITY “CREATING UNIQUE QUALITY PLACES” PRESENTATION TO BE HELD IN THE TOWNSHIP’S BOARD ROOM AT 6:00 P.M. ON MARCH 16<sup>th</sup>.**

A Roll Call Vote was recorded as follows:

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

Absent: Ammon

**MOTION CARRIED**

**AGREEMENT FOR EXTENDING AN EXISTING COUNTY DRAIN – STIMSON DRAIN**

---

The Board reviewed a memorandum dated February 24, 2010 from Twp. Mgr. Elsinga (ATTACHMENT V).

**HOPE MOVED TO APPROVE THE AGREEMENT FOR EXTENDING AN EXISTING COUNTY DRAIN PURSUANT TO SECTIONS 425 AND 433 OF ACT NO. 40 OF THE PUBLIC ACTS OF 1956, AS AMENDED FOR THE STIMSON DRAIN.**

A Roll Call Vote was recorded as follows:

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

Absent: Ammon

**MOTION CARRIED**

**LATE AGENDA ITEMS**

**SET PUBLIC HEARING – 2010-2015 COMMUNITY RECREATION MASTER PLAN**

---

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP  
MINUTES OF REGULAR MEETING HELD ON MARCH 2, 2010**

---

The Board reviewed a memorandum dated March 2, 2010 from Twp. Mgr. Elsinga (ATTACHMENT VI).

**HAYHOE MOVED TO SET A PUBLIC HEARING FOR MARCH 16, 2010 AT 8:00 P.M.  
TO HEAR COMMENTS ON THE 2010-2015 COMMUNITY RECREATION MASTER  
PLAN.**

A Roll Call Vote was recorded as follows:

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

Absent: Ammon

**MOTION CARRIED**

**SET PUBLIC HEARING FOR MICHIGAN DEPARTMENT OF NATURAL RESOURCES TRUST  
FUND GRANT APPLICATION – VALHALLA PARK RESTROOM AND PAVILION GRANT**

---

The Board reviewed a memorandum dated March 2, 2010 from Twp. Mgr. Elsinga (ATTACHMENT VII).

**BAJEMA MOVED TO SET A PUBLIC HEARING FOR MARCH 16, 2010 AT 8:00 P.M.  
TO HEAR COMMENTS ON THE MICHIGAN DEPARTMENT OF NATURAL  
RESOURCES TRUST FUND GRANT APPLICATION TO AID IN VALHALLA PARK  
RESTROOM FACILITY AND PAVILION IMPROVEMENTS.**

A Roll Call Vote was recorded as follows:

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

Absent: Ammon

**MOTION CARRIED**

**REPORTS**

**SUPERVISOR**

**REMINDER OF JOINT SCHOOL BOARD MEETING ON MONDAY, MARCH 8<sup>th</sup> AT 6:00 P.M.**

---

Supervisor Goodrich reminded the Board of the joint meeting with the Holt Public School Board to be held on March 8, 2010 at 6:00 p.m. at the Holt Administration Building, 5780 W. Holt Road.

**TRUSTEES**

**TRUSTEE HAYHOE**

Trustee Hayhoe stated that he attended the Michigan Townships Association, Ingham County Chapter meeting. The next meeting will be held at the Ingham County Jail which will include a tour of the facility.

The Holt Education Foundation Dinner will be held on March 24<sup>th</sup> at Chisholm Hills Golf Course.

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP  
MINUTES OF REGULAR MEETING HELD ON MARCH 2, 2010**

---

**TOWNSHIP MANAGER**

Twp. Mgr. Elsinga reported on the Assessment Notices and upcoming Board of Review. A Frequently Asked Questions sheet regarding tax information is available on the Township website.

Twp. Mgr. Elsinga stated that he met with Department Heads last week informing them of the findings of the Plante & Moran study on the Township's five-year financial forecast. Examples were given on how to reduce expenses. Twp. Mgr. Elsinga will share the findings with the Township employees at their next quarterly meeting.

**ADJOURNMENT**

Meeting adjourned at 8:38 p.m.

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

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

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

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

/af

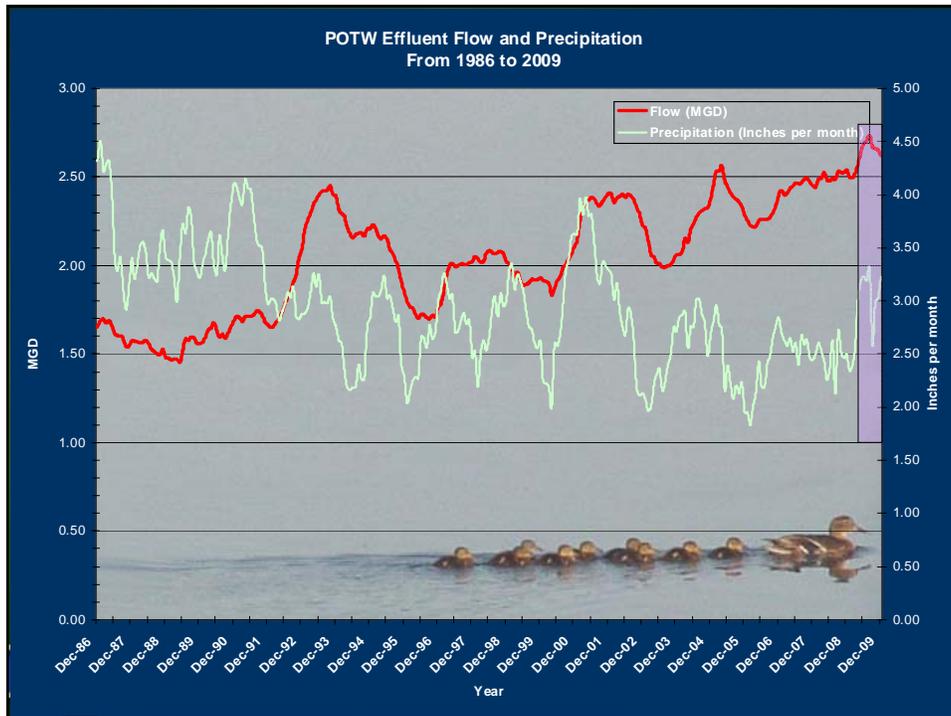
SUBJECT TO APPROVAL

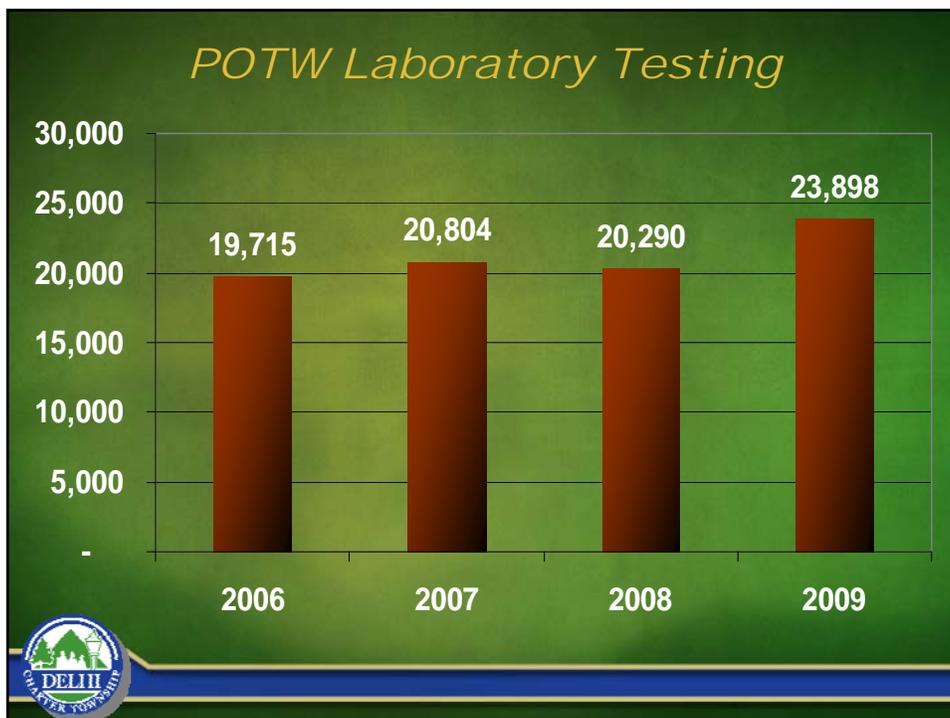
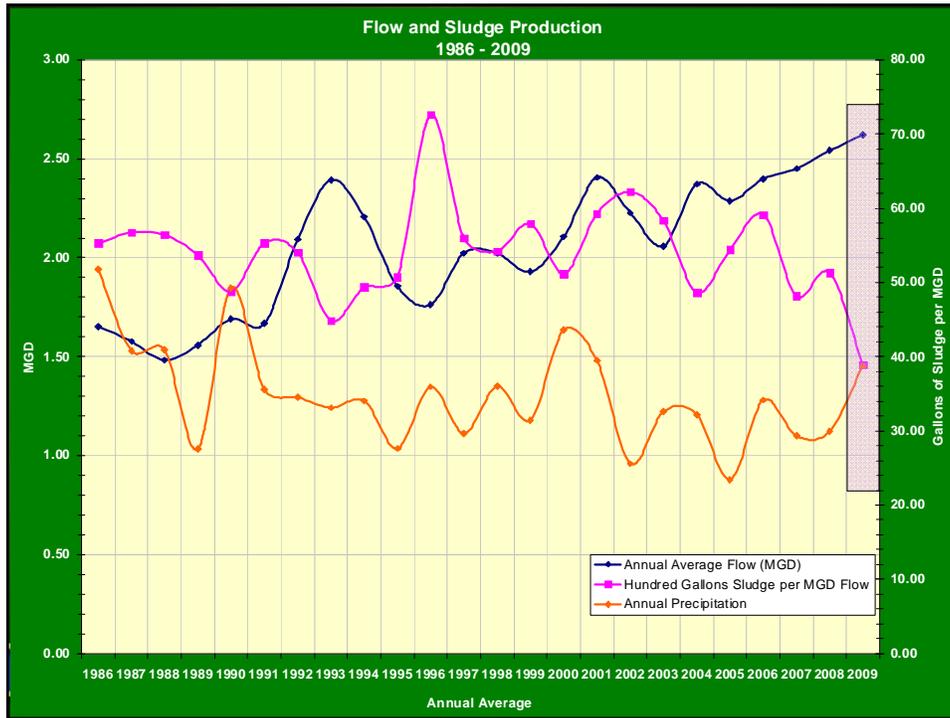
# Department of Public Services 2009 Annual Report

Presented by:  
Sandra Diorka  
Director of Public Services  
March 2, 2010



DELHI CHARTER TOWNSHIP • DELHITOWNSHIP.COM





## Zero (0) Permit Violations for 2009



## Grease Interceptor Prevention

Company Name	Interceptor Size in Gallons	Total Gallons of Grease Intercepted
7-11	750	584.8
Buddies Grill	539	1,294.7
Biggy Cedar	750	804.7
Big 10 Holt	10	10.9
<b>Burger King Cedar</b>	<b>3500</b>	<b>3,097.1</b>
Burger King Jolly Rd.	1047	1,751.9
Champions	2020	2,158.9
Chisholm Hills Golf	750	45.0
Coaches	3500	2,537.5
Coffee Barrel	1000	0.0
Cottage Inn Pizza	3.74	1.8
Delhi Café	236	363.0
Fat Boy's Pizza	750	979.9
Fraternal Order of Eagles	750	140.7
IngCredible	10	6.9
<b>Jade Garden - Aurelius</b>	<b>1500</b>	<b>2,901.0</b>
Kroger's	500	992.7
Little Caesar's	838	1,797.9
McDonald's Jolly Rd.	673	694.3
McDonald's M-99	3000	2,482.8
<b>Sammys II</b>	<b>3500</b>	<b>8,513.7</b>
Subway	1122	2,114.1
Tacos E Mas	1257	209.8
<b>Tim Horton's Jolly</b>	<b>3200</b>	<b>7,612.4</b>
<b>Tim Horton's Cedar</b>	<b>3500</b>	<b>5,307.5</b>
Wendy's	3150	1,700.9
<b>TOTAL</b>		<b>48,104.85</b>



## Grease Interceptor Prevention

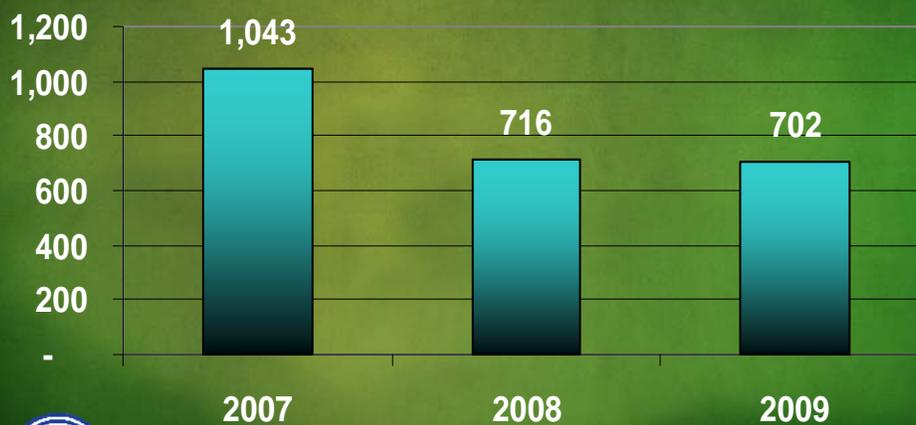


Year	Total Gallons Intercepted
2006	33,944
2007	27,281
2008	38,040
2009	48,105



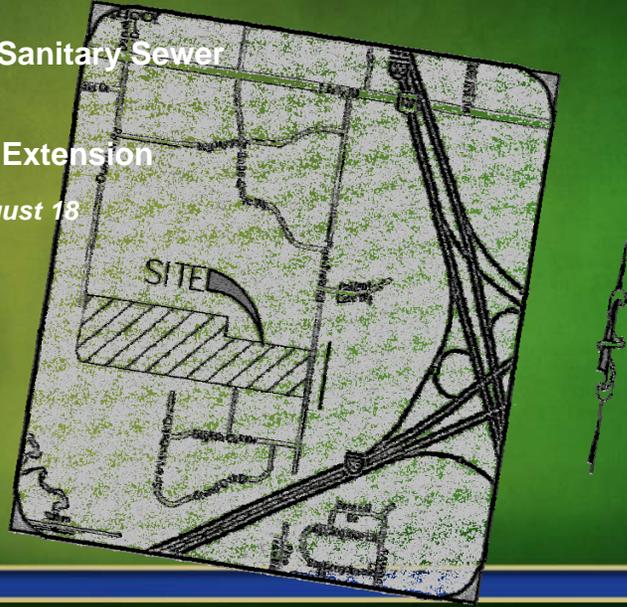
## Maintenance Activity

### Work Orders



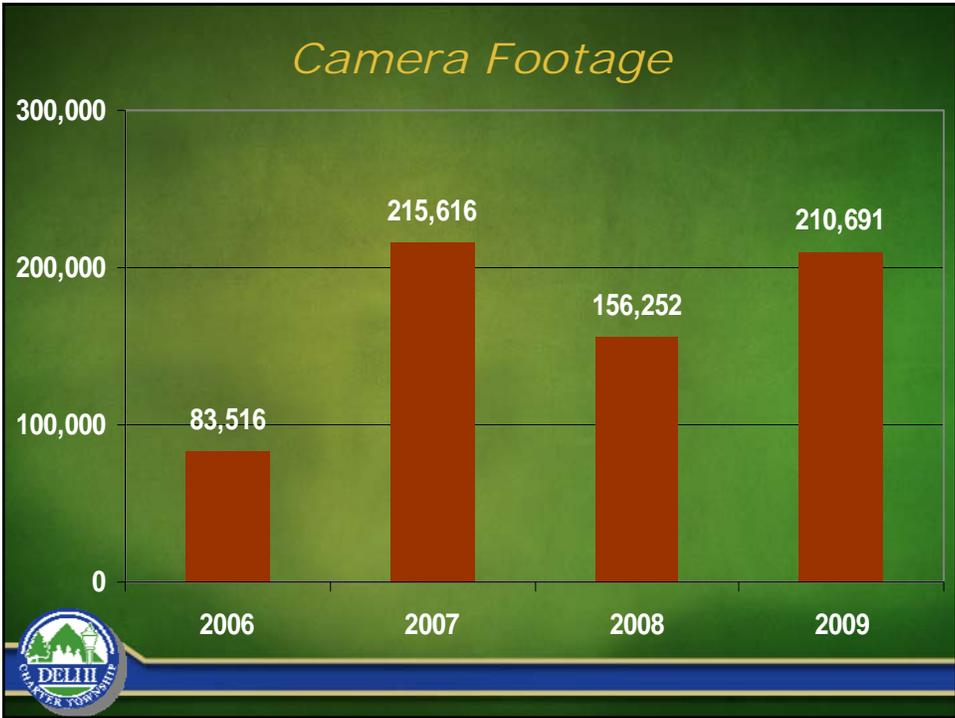
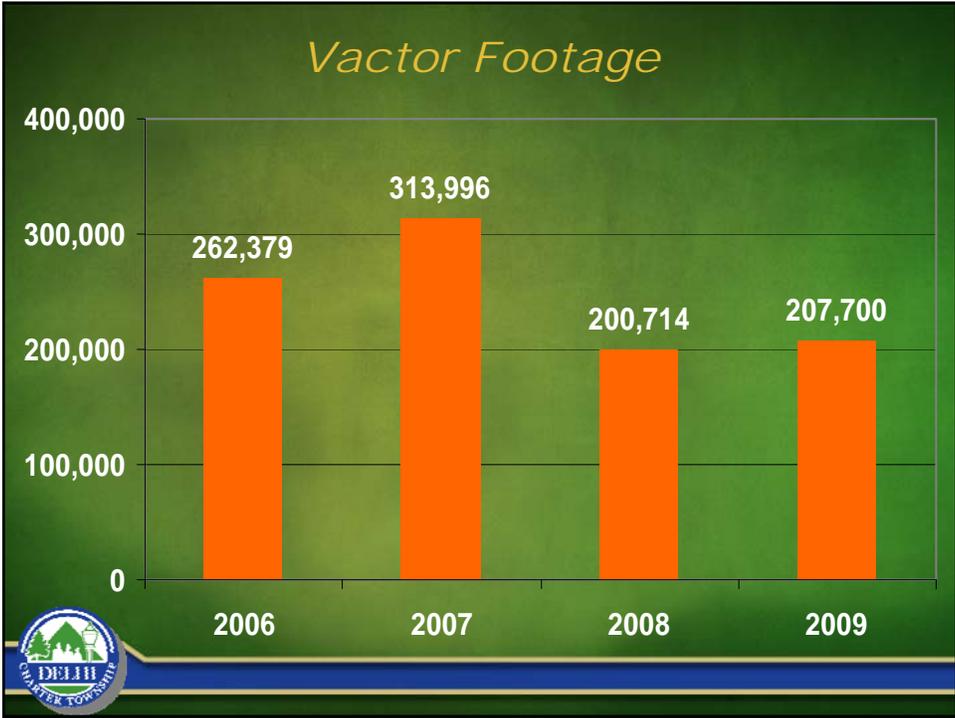
## Collections

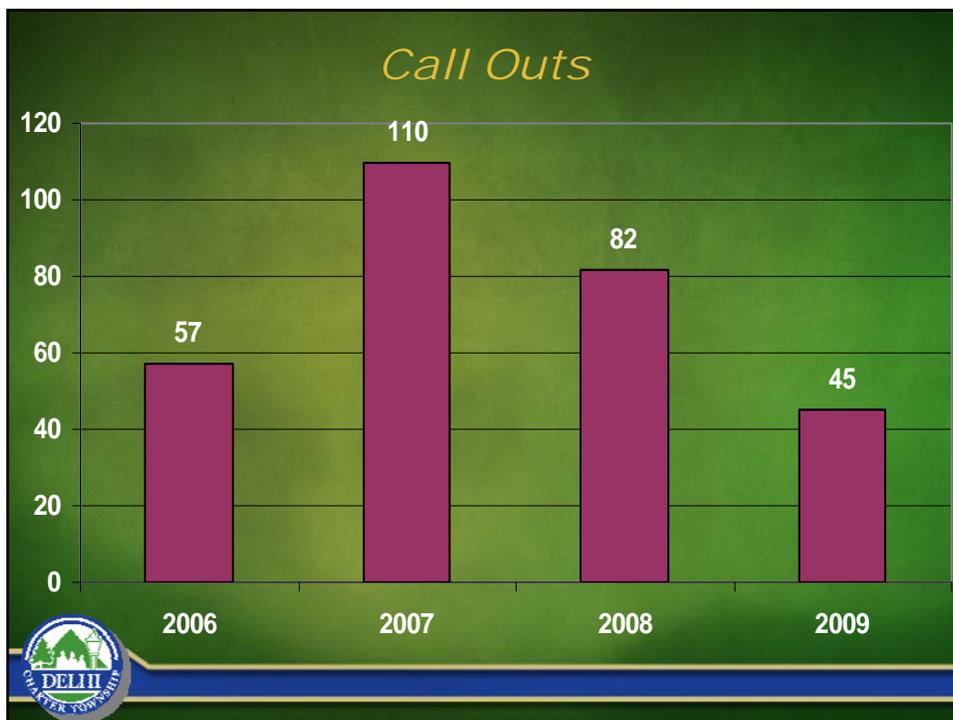
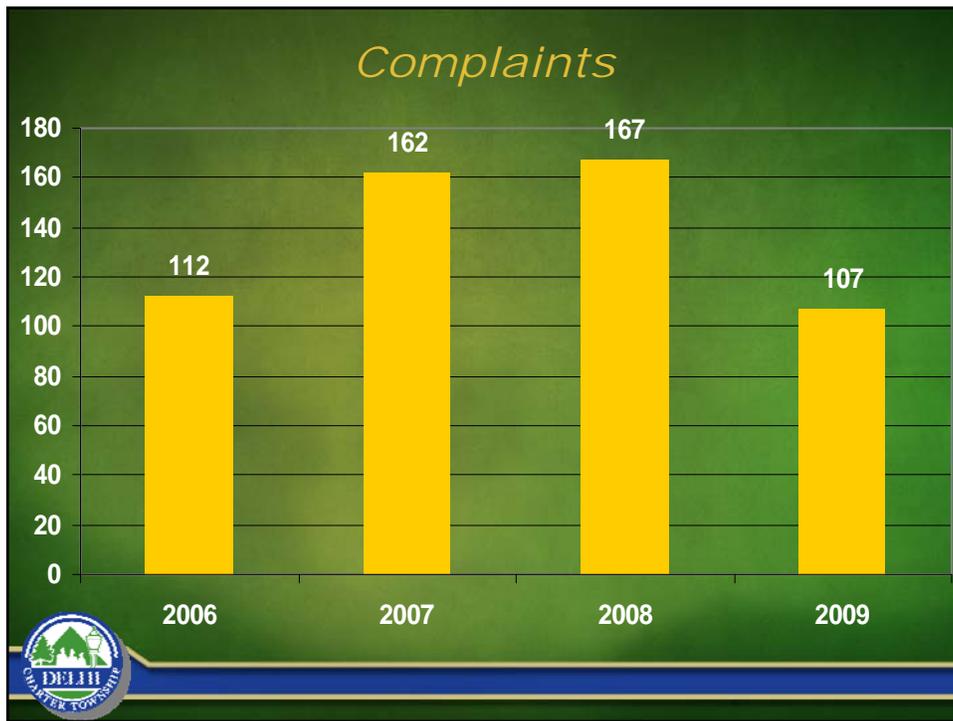
- 124.6 Miles of Sanitary Sewer (658,059 feet)
- Dunckel Road Extension
  - Accepted August 18

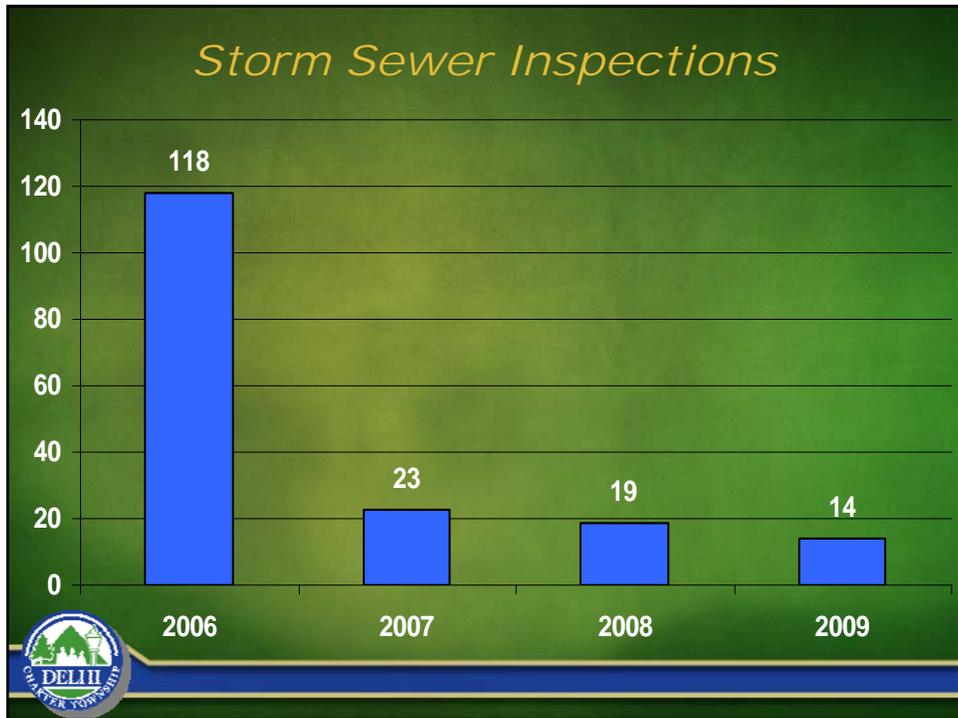


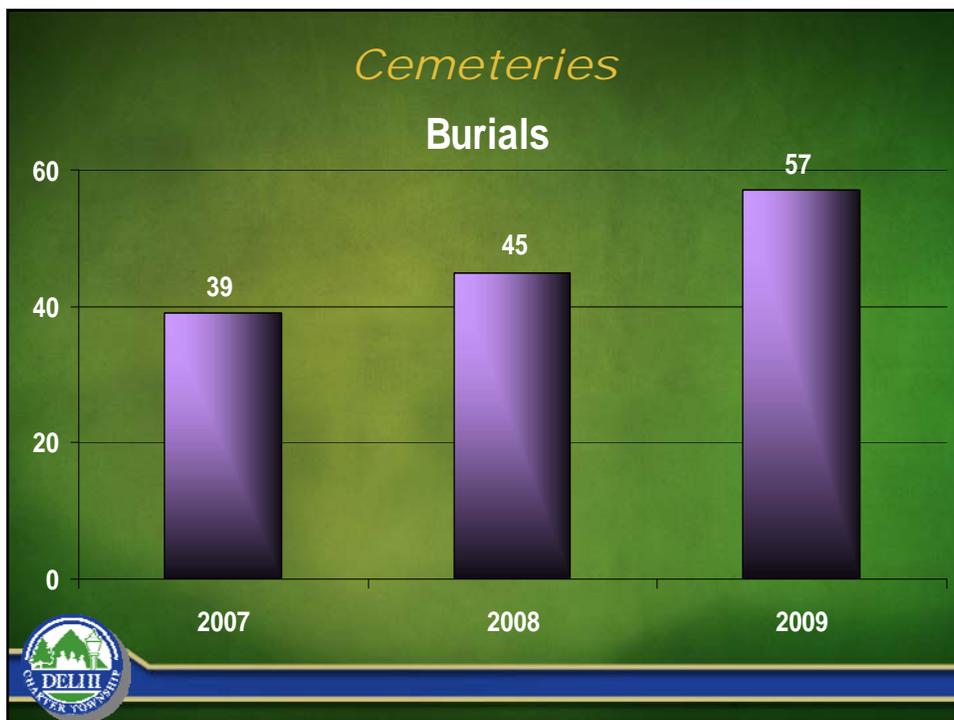
## Feet of New Sanitary Sewer Accepted











## Storm Water

- Participated in Six (6) Storm Water Committees
- Maintained Storm Water Outfalls on Township & Holt Public Schools Properties
- Street Swept 103,583 feet of Streets & 599,104 square feet of Parking Lots
- Grand River & Peppermint Creek Drain Water Quality Sampling
- Macro Invertebrate Sampling
- Assisted the Tri-County Regional Planning with applying for a 319 Grant also known as the Lower Upper Grand Planning Project (LUGPP)



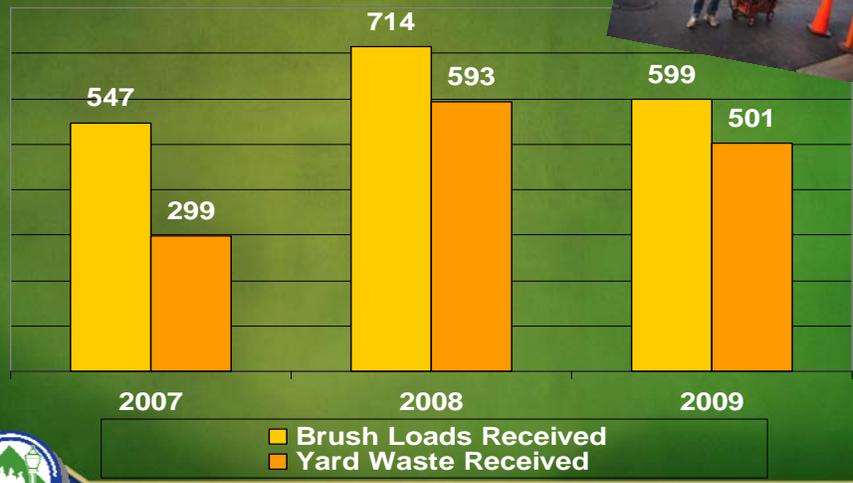
## Buildings & Grounds

- Provide Maintenance of ~60,000 ft<sup>2</sup> Building Space
- Maintain (mow and trim) 98.60 Acres
- Clear Properties for Snow & Ice
  - 19 Township Properties
  - 4 DDA Properties
  - 5 DDA Bus Stop Benches
  - 9.4 Miles DDA Sidewalk



## Community Outreach

- Brush Drop-off



## Community Outreach

- Christmas Tree Recycling



## Community Outreach

- Community Gardens

- Provided Sixty (60) Garden Plots at 2947 Pine Tree Road



## Community Outreach

- Gill

- Wendy's
- Steven L Marvin Salon
- Home & Garden Club
- POTW Annual Open House
- Farmers Market
- Music in the Gardens
- Common Ground
- Hometown Festival
- MSU Homecoming Parade
- Holt Homecoming Parade
- Silver Bells Parade
- Mason Electric Light Parade
- Holt Tree Lighting
- Leslie Electric Light Parade



## Community Outreach

- **Lawn Care Seminars**  
Hosted at the Holt Junior High School Auditorium
  - ABC's of Fertilization & Composting
    - ~ (50) Attendees
  - Lawn Pests & Moles
    - ~ (130) Attendees



## Community Outreach

- **POTW Open House & Reuse Rally**  
May 16, 2009
  - Attendees ~ (700)
  - Sponsors ~ (31)
  - Volunteers ~ (55)
  - Participating Classrooms ~ (24)



## Community Outreach

- Delhi Tree Lighting Ceremony
- Santa Mailbox
  - Assisted Santa and his elves with (81) letters



## Community Outreach

- Wool Socks
  - 238 Pairs of Socks Made by Zellinger Wool
  - 226 Pairs of Socks Sold



## Recycling Statistics

2008 Total ~ 1,054,150 Pounds

2009 Total ~ 1,396,070 Pounds



## DPS Major Projects

- Environmentally Friendly Landscape Management (Sheep)
- Eifert Road Lift Station Excavation
- 4202 Holt Road Sewer Lead Repair
- Generator for Pleasant River Lift Station
- Lift Station Assessment
- Pine Tree Road Manhole Repair
- POTW Muffin Monsters Repair
- POTW Tertiary Pumps Repair
- Stealth Manhole Repair
- State Revolving Fund Study
- Summit Street Sanitary Sewer Repair
- Waverly Road Lift Station Landscaping



## DDA Fund Projects

- CSC Overflow Parking Lot
- Depot / Delhi NE Landscaping
- Senior Center Green Roof Maintenance



## General Fund Projects

- CSC Parking Lot
- Repair and Caulk Concrete
- Install Flags for Non-Motorized Transportation Pathway
- 50/50 Tree Program – Fifty-nine (59) Trees
- Compost Bins & Rain Barrels
  - Township purchased (50) compost bins and (45) rain barrels
  - Residents purchased (23) compost bins and (26) rain barrels



Rain Barrel



Compost Bin

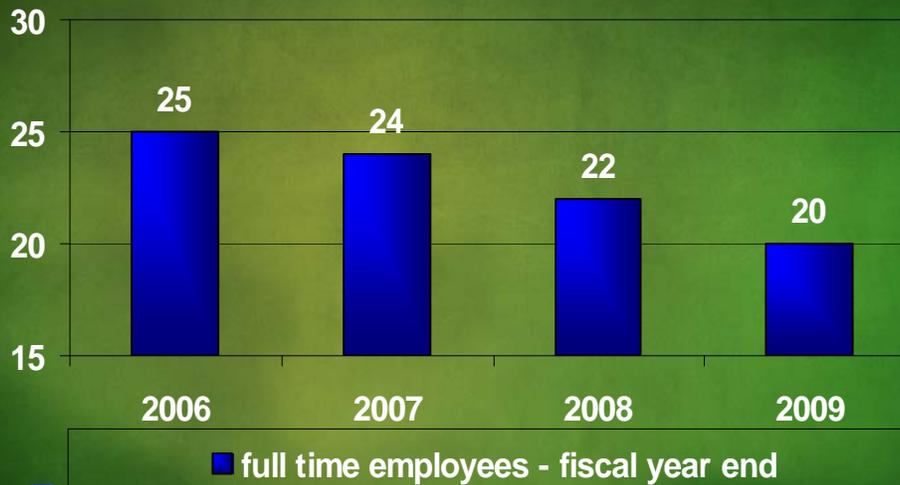


## Sewer Fund Projects

- Digester Complex Ribbon Cutting Ceremony  
– October 6, 2009
- Lift Station D / McCue Road Corridor Preliminary Design



## DPS Staffing History



*Thank you*

- **Delhi Township Board**
- **John Elsinga,  
Twp Manager**
- **Al McFadyen,  
DDA Director**
- **DPS Employees**



# ACCOUNTS PAYABLE APPROVAL

February 23, 2010

**I. Certification of Authorized Signatures:** The attached Check Register and Invoice Distribution Report encompass checks dated February 23, 2010, numbered 76613 thru 76711 & ACH 1138 . Every invoice has a payment authorizing signature(s).

Dated: February 23, 2010

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

## II. Certification of Fund Totals:

The attached Invoice Distribution Report and Check Register for checks dated February 23, 2010 show payments made from the following funds:

General Fund	\$	218,931.35	
Parks & Recreation		5,772.11	
Fire Equip. & Apparatus Fund		6,385.07	
Water Improvement Fund		137.00	
Downtown Development Fund		79,122.66	
Community Development Fund		5,713.31	
Trust & Agency Fund		3,991.78	
Current Tax Fund		1,117.65	
Subtotal Common Savings*	\$	321,170.93	
Sewer Fund Receiving**	\$	53,311.66	
Grand Total	\$	374,482.59	

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

\*Current Tax Fund \$ 1,117.65

Dated: February 23, 2010

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

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

Dated: February 23, 2010

\_\_\_\_\_  
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 March 2, 2010 a motion was made by \_\_\_\_\_ and passed by \_\_\_\_\_ yes votes and \_\_\_\_\_ no votes ( \_\_\_\_\_ absent) that the list of claims dated February 23, 2010, was reviewed, audited and approved.

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

INVOICE DISTRIBUTION REPORT FOR DELHI CHARTER TOWNSHIP  
INVOICES TO BE PAID 02/23/2010 - 02/23/2010

Vendor	Invoice Description	Amount
Fund 101 GENERAL FUND		
Dept 000.00		
SBAM	HEALTH INSURANCE MARCH	160.90
	Total for Dept 000.00 :	160.90
Dept 101.00 LEGISLATIVE		
HARTFORD LIFE INSURANCE	LIFE INSURANCE MARCH	11.40
HOLT ALLIANCE	2010 ANNUAL DUES	100.00
VERIZON WIRELESS	JANUARY CELLULAR PHONES	31.18
	Total for Dept 101.00 LEGISLATIVE:	142.58
Dept 171.00 MANAGER		
SBAM	HEALTH INSURANCE MARCH	678.98
HARTFORD LIFE INSURANCE	LIFE INSURANCE MARCH	99.19
UNUM LIFE INSURANCE CO	DISABILITY INSURANCE FEBRUARY	137.46
UNUM LIFE INSURANCE CO	DISABILITY INSURANCE MARCH	137.46
DBI BUSINESS INTERIORS	OFFICE SUPPLIES	7.58
VERIZON WIRELESS	JANUARY CELLULAR PHONES	51.05
MIPRIMA	3/25/10 PROGRAM-ELSINGA & THIELEN	50.00
MPELRA	3/5/10 PROGRAM-ELSINGA & THIELEN	70.00
	Total for Dept 171.00 MANAGER:	1,231.72
Dept 191.00 ACCOUNTING		
SBAM	HEALTH INSURANCE MARCH	301.77
HARTFORD LIFE INSURANCE	LIFE INSURANCE MARCH	51.87
UNUM LIFE INSURANCE CO	DISABILITY INSURANCE FEBRUARY	71.80
UNUM LIFE INSURANCE CO	DISABILITY INSURANCE MARCH	71.80
	Total for Dept 191.00 ACCOUNTING:	497.24
Dept 215.00 CLERK		
SBAM	HEALTH INSURANCE MARCH	1,795.57
HARTFORD LIFE INSURANCE	LIFE INSURANCE MARCH	68.24
UNUM LIFE INSURANCE CO	DISABILITY INSURANCE FEBRUARY	94.49
UNUM LIFE INSURANCE CO	DISABILITY INSURANCE MARCH	94.49
DBI BUSINESS INTERIORS	OFFICE SUPPLIES	119.51
VERIZON WIRELESS	JANUARY CELLULAR PHONES	51.05
	Total for Dept 215.00 CLERK:	2,223.35

Dept 228.00 INFORMATION TECHNOLOGY		
SBAM	HEALTH INSURANCE MARCH	678.98
HARTFORD LIFE INSURANCE	LIFE INSURANCE MARCH	30.94
UNUM LIFE INSURANCE CO	DISABILITY INSURANCE FEBRUARY	42.75
UNUM LIFE INSURANCE CO	DISABILITY INSURANCE MARCH	42.75
FACTORY DIRECT INK & TONER	PRINTER TONER & CARTRIDGES	269.97
SAM'S CLUB DIRECT	INK CARTRIDGES FOR 8500	137.60
SAM'S CLUB DIRECT	HP INK CARTRIDGES	84.88
VERIZON WIRELESS	JANUARY CELLULAR PHONES	51.05
CDW GOVERNMENT, INC.	YEARLY MAINTENANCE-BLACKBERRY	710.00
APPLICATION SPECIALIST	MONTHLY FIREWALL SUPPORT	240.00

Total for Dept 228.00 INFORMATION TECHNOLOGY: 2,288.92

Dept 253.00 TREASURERS		
SBAM	HEALTH INSURANCE MARCH	1,493.80
HARTFORD LIFE INSURANCE	LIFE INSURANCE MARCH	74.17
UNUM LIFE INSURANCE CO	DISABILITY INSURANCE FEBRUARY	103.01
UNUM LIFE INSURANCE CO	DISABILITY INSURANCE MARCH	103.01
VERIZON WIRELESS	JANUARY CELLULAR PHONES	30.93
ASSOC OF PUBLIC TREASURERS	2010 MEMBERSHIP/STEWARD	85.00
ASSOC OF PUBLIC TREASURERS	2010 MEMBERSHIP/TEBEAU	85.00
ASSOC OF PUBLIC TREASURERS	2010 MEMBERSHIP/AMMON	170.00
HARRY R AMMON	1/26-28/10 MILEAGE/AMMON	74.00

Total for Dept 253.00 TREASURERS: 2,218.92

Dept 257.00 ASSESSING		
SBAM	HEALTH INSURANCE MARCH	1,116.59
HARTFORD LIFE INSURANCE	LIFE INSURANCE MARCH	69.16
UNUM LIFE INSURANCE CO	DISABILITY INSURANCE FEBRUARY	96.04
UNUM LIFE INSURANCE CO	DISABILITY INSURANCE MARCH	96.04
DBI BUSINESS INTERIORS	CUSTOM STAMP/HANES	19.95
DBI BUSINESS INTERIORS	DATE STAMPER/ASSESSING	33.67
VERIZON WIRELESS	JANUARY CELLULAR PHONES	61.86

Total for Dept 257.00 ASSESSING: 1,493.31

Dept 265.00 BUILDING & GROUNDS		
SBAM	HEALTH INSURANCE MARCH	587.56
HARTFORD LIFE INSURANCE	LIFE INSURANCE MARCH	24.93
UNUM LIFE INSURANCE CO	DISABILITY INSURANCE FEBRUARY	34.62
UNUM LIFE INSURANCE CO	DISABILITY INSURANCE MARCH	34.62
LANSING ICE & FUEL CO	GASOLINE 2/1-15/10	84.15
SIEMENS INDUSTRY, INC.	SMALL BOILER LOW HEAT/CSC	928.00
SIEMENS INDUSTRY, INC.	SERVICE AGREEMENT	4,405.10
MAID BRIGADE OF LANSING	CLEANING SERVICES/CSC	1,320.80
COMMUNICATION CONSULTANTS	VOICE MAIL REPAIR	102.00
BOARD OF WATER & LIGHT	WATER 2074 AURELIUS	400.93
ACE HARDWARE	2 KEYS	3.38
LOWE'S CREDIT SERVICES	KITCHEN SINK PARTS/LIBRARY	141.15

Total for Dept 265.00 BUILDING & GROUNDS: 8,067.24

Dept 276.00 CEMETERY		
SBAM	HEALTH INSURANCE MARCH	528.80
HARTFORD LIFE INSURANCE	LIFE INSURANCE MARCH	22.43
UNUM LIFE INSURANCE CO	DISABILITY INSURANCE FEBRUARY	31.16
UNUM LIFE INSURANCE CO	DISABILITY INSURANCE MARCH	31.16
LANSING ICE & FUEL CO	GASOLINE 2/1-15/10	75.74

Total for Dept 276.00 CEMETERY: 689.29

Dept 301.00 POLICE		
ROBERT J. ROBINSON, ATTN	JANUARY MOTOR VEH ORD	2,685.00
INGHAM COUNTY TREASURER	FEBRUARY POLICE CONTRACT	180,258.17

Total for Dept 301.00 POLICE: 182,943.17

Dept 336.00 FIRE DEPARTMENT		
SBAM	HEALTH INSURANCE MARCH	7,861.26
HARTFORD LIFE INSURANCE	LIFE INSURANCE MARCH	255.12
UNUM LIFE INSURANCE CO	DISABILITY INSURANCE FEBRUARY	463.31
UNUM LIFE INSURANCE CO	DISABILITY INSURANCE MARCH	463.31
BARYAMES CLEANERS	UNIFORM CLEANING	136.25
DBI BUSINESS INTERIORS	OFFICE SUPPLIES	5.99
LANSING ICE & FUEL CO	GASOLINE 2/1-15/10	613.59
NYE UNIFORM COMPANY	2 PANTS & FREIGHT/BALL	76.08
EMERGENCY SERV MARKETING	4TH QTR 2009 TELEPHONE CHARGES	8.51
EMERGENCY SERV MARKETING	3RD QTR 2009 TELEPHONE CHARGES	7.31
EMERGENCY SERV MARKETING	2ND QTR 2009 TELEPHONE CHARGES	0.76
SPARROW OCC HEALTH SERV	PRE-EMPLOYMENT PHYSICALS	1,362.48
VERIZON WIRELESS	JANUARY CELLULAR PHONES	375.48
BOARD OF WATER & LIGHT	WATER 6139 BISHOP	23.27
OVERHEAD DOOR CO OF LAN	RELOCATE CENTER HINGES	138.03
BRIAN BALL	TUITION REIMBURSED	800.00

Total for Dept 336.00 FIRE DEPARTMENT: 12,590.75

Dept 850.00 OTHER FUNCTIONS		
SBAM	HEALTH INSURANCE MARCH	3,700.70
HARTFORD LIFE INSURANCE	LIFE INSURANCE MARCH	32.40
DBI BUSINESS INTERIORS	PHONE CORD	11.82
DBI BUSINESS INTERIORS	CREDIT	(11.82)
DBI BUSINESS INTERIORS	OFFICE SUPPLIES	260.10
DBI BUSINESS INTERIORS	FINGER TIP	1.92
FEDEX	SERVICE CHARGE	13.00
FEDEX	SHIPPING	15.84
HOLT EDUCATION FOUNDATION	COMMUNITY RECOGNITION DINNER	360.00

Total for Dept 850.00 OTHER FUNCTIONS: 4,383.96

Total for Fund 101 GENERAL FUND: 218,931.35

Fund 208 PARKS & RECREATION FUND

Dept 752.00 ADMINISTRATION

SBAM	HEALTH INSURANCE MARCH	603.54
HARTFORD LIFE INSURANCE	LIFE INSURANCE MARCH	48.68
UNUM LIFE INSURANCE CO	DISABILITY INSURANCE FEBRUARY	67.23
UNUM LIFE INSURANCE CO	DISABILITY INSURANCE MARCH	67.23
HOLT PUBLIC SCHOOLS	PRINTING-CERTIFICATE OF PARTICIP	210.80
VERIZON WIRELESS	JANUARY CELLULAR PHONES	155.53

Total for Dept 752.00 ADMINISTRATION: 1,153.01

Dept 771.00 PARKS

SBAM	HEALTH INSURANCE MARCH	814.82
HARTFORD LIFE INSURANCE	LIFE INSURANCE MARCH	20.02
UNUM LIFE INSURANCE CO	DISABILITY INSURANCE FEBRUARY	27.98
UNUM LIFE INSURANCE CO	DISABILITY INSURANCE MARCH	27.98
LANSING ICE & FUEL CO	GASOLINE 2/1-15/10	175.73
LOWE'S CREDIT SERVICES	CIRCULAR SAW & POWERLOCK TAPE	156.76
LOWE'S CREDIT SERVICES	KOBALT 1/2" & KOBALT 3/8"	114.84
LOWE'S CREDIT SERVICES	CREDIT	(153.98)
LOWE'S CREDIT SERVICES	RECIP SAW W/ORBITA	152.00
ACE HARDWARE	PICTURE HANGER	2.29
ACE HARDWARE	FROG TAPE	9.99
ACE HARDWARE	MASKING TAPE	4.99
LOWE'S CREDIT SERVICES	5-TIER PLASTIC SPACE SAVER	44.98
LOWE'S CREDIT SERVICES	3-TIER WELDED/TITEBOND	153.98
LANSING SANITARY SUPPLY INC	VACUM, SPOT CLEANER	850.20
LANSING SANITARY SUPPLY INC	CREDIT	(467.78)
LANSING SANITARY SUPPLY INC	VACUM CLEANER	467.38
AMERICAN RENTAL	PORTABLE TOILET	70.00
BOARD OF WATER & LIGHT	WATER 1750 MAPLE	8.94
BOARD OF WATER & LIGHT	WATER 2108 CEDAR	147.26
BOARD OF WATER & LIGHT	WATER 2287 PINE TREE	23.27
BOARD OF WATER & LIGHT	WATER 4111 HOLT	8.94
FRANKIE D'S AUTO & TRUCK	LOF/INTAKE SET/ANTIFREEZE/#43	405.00
FRANKIE D'S AUTO & TRUCK	LOF/TRUCK #12	31.00

Total for Dept 771.00 PARKS: 3,096.59

Dept 774.00 RECREATION

SBAM	HEALTH INSURANCE MARCH	678.98
HARTFORD LIFE INSURANCE	LIFE INSURANCE MARCH	23.21
UNUM LIFE INSURANCE CO	DISABILITY INSURANCE FEBRUARY	32.16
UNUM LIFE INSURANCE CO	DISABILITY INSURANCE MARCH	32.16
DEAN TRAILWAYS OF MICHIGAN	BUS FOR SENIOR CITIZENS TRIP	756.00

Total for Dept 774.00 RECREATION: 1,522.51

Total for Fund 208 PARKS & RECREATION FUND: 5,772.11

Fund 211 FIRE EQUIP. & APPARATUS FUND

Dept 339.00 EQUIPMENT & APPARATUS

FIRE SERVICE MANAGEMENT	TURNOUT GEAR CLEANING & FREIGHT	591.60
FIRE SERVICE MANAGEMENT	TURNOUT GEAR CLEANING & FREIGHT	311.64

SWISSPHONE LLC	REX29 PAGER WITH CHARGER	1,365.00
SWISSPHONE LLC	3 YR WARRANTY	75.00
SWISSPHONE LLC	SHIPPING	11.56
LIFEGAS LLC	CYLINDER RENTAL	192.75
BOUND TREE MEDICAL, LLC	MEDICAL SUPPLIES	631.48
BOUND TREE MEDICAL, LLC	MEDICAL SUPPLIES	40.98
BOUND TREE MEDICAL, LLC	MEDICAL SUPPLIES	23.78
BOUND TREE MEDICAL, LLC	MEDICAL SUPPLIES	60.29
BIO-CARE, INC.	MASK FIT TEST/KEPLER	25.00
SUPERIOR SAW	CHAIN SHARPENED	15.00
ALERT EMERGENCY EQUIPMENT	(2) FX-12 LIGHT & SHIPPING	31.00
ACE HARDWARE	2 PLUGS	23.98
ACE HARDWARE	CREDIT	(10.99)
PERFORMANCE TRAINING SYS	UPDATE OF HAZMAT TRAINING	357.00
PERFORMANCE TRAINING SYS	S & H	16.00
EATON CO. FIRE TRAINING	FF I & II TRAINING/GILISON/HILEMAN/	1,050.00
ASHI & 24-7 EMS REMITTANCE	1 YR SUBSCRIPTION	899.00
TARGETSAFETY	NFPA/TARGET SAFETY ONLINE	675.00

Total for Dept 339.00 EQUIPMENT & APPARATUS: 6,385.07

Total for Fund 211 FIRE EQUIP. & APPARATUS FUND: 6,385.07

Fund 225 WATER IMPROVEMENT FUND

Dept 536.00 ADMINISTRATION & CONSTRUCTION

MID-MICHIGAN WATER	2010 MID-MICHIGAN WATER AUTH	137.00
--------------------	------------------------------	--------

Total for Dept 536.00 ADMINISTRATION & CONSTRUCTION: 137.00

Total for Fund 225 WATER IMPROVEMENT FUND: 137.00

Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY

Dept 728.00 DDA ADMINISTRATION

HARTFORD LIFE INSURANCE	LIFE INSURANCE MARCH	39.13
UNUM LIFE INSURANCE CO	DISABILITY INSURANCE FEBRUARY	54.29
UNUM LIFE INSURANCE CO	DISABILITY INSURANCE MARCH	54.29
FAHEY SCHULTZ BURZYCH	LEGAL FEES JANUARY	52.00
FOSTER, SWIFT, COLLINS	LEGAL FEES JANUARY	48.00
LANSING REGIONAL CHAMBER	2010 MEMBERSHIP DUES/MC FADYEN	365.00
HOLT ALLIANCE	2010 ANNUAL DUES	100.00
VERIZON WIRELESS	JANUARY CELLULAR PHONES	30.93
GANNETT MICHIGAN NEWS	JANUARY PUBLISHING	51.12

ACE HARDWARE	1 CAULK/GLAZIER TOOL	15.48
ACE HARDWARE	BOLT SET/SPLY	8.28
ACE HARDWARE	BALLCOCK	7.99
LANSING REGIONAL CHAMBER	2010 FEBRUARY ECONOMIC CLUB	<u>300.00</u>

Total for Dept 728.00 DDA ADMINISTRATION: 1,126.51

Dept 729.00 DDA MARKETING & PROMOTION

BLOHM CREATIVE PARTNERS	JAN 2010 OUR TOWN & POSTAGE	14,329.47
BLOHM CREATIVE PARTNERS	750 WELCOME FOLDERS & INSERTS	4,343.00
CHARLES GRINNELL	22 HOURS @ \$22	484.00
BLOHM CREATIVE PARTNERS	JAN WEB MAINTENANCE & HOSTING	170.00
HOLT EDUCATION FOUNDATION	COMMUNITY RECOGNITION DINNER	<u>360.00</u>

Total for Dept 729.00 DDA MARKETING & PROMOTION: 19,686.47

Dept 730.00 COMM REHABILITATION REBATE PGM

CHAMPION SPORTS BAR	PATIO AT CHAMPIONS SPORTS BAR	9,717.25
STOCKBRIDGE BANCORP	SSB BANK SIGN & TREES	914.00
STEVEN L. MARVIN SALON	PAINTING OF STEVEN MARVIN BLDING	1,390.50
SUDS PROPERTIES, LLC	REHAB OF 2102-2120 DEPOT	16,437.00
SUDS PROPERTIES, LLC	ROOF/PAINT/PARK LOT 2084&2086 DE	<u>21,350.52</u>

Total for Dept 730.00 COMM REHABILITATION REBATE PGM: 49,809.27

Dept 731.00 DDA INFRASTRUCTURE PROJECTS

DLZ	LANDSCAPING-KELLER ROAD	750.00
LANDSCAPE ARCHITECTS	RAIN GARDEN OBSERV/CSC	<u>581.25</u>

Total for Dept 731.00 DDA INFRASTRUCTURE PROJECTS: 1,331.25

Dept 850.00 OTHER FUNCTIONS

SBAM	HEALTH INSURANCE MARCH	744.24
HARTFORD LIFE INSURANCE	LIFE INSURANCE MARCH	31.57
UNUM LIFE INSURANCE CO	DISABILITY INSURANCE FEBRUARY	43.86
UNUM LIFE INSURANCE CO	DISABILITY INSURANCE MARCH	43.86
LANSING ICE & FUEL CO	GASOLINE 2/1-15/10	106.59
SIEMENS INDUSTRY, INC.	SERVICE AGREEMENT	629.30
MAID BRIGADE OF LANSING	CLEANING SERVICES/SHERIFF	587.20
BOARD OF WATER & LIGHT	WATER 2045 CEDAR	81.04
BOARD OF WATER & LIGHT	WATER 2150 CEDAR	<u>12.52</u>

Total for Dept 850.00 OTHER FUNCTIONS: 2,280.18

Dept 903.00 CAPITAL OUTLAY-DDA		
FOSTER, SWIFT, COLLINS	LEGAL FEES JANUARY	1,574.88
		<u>1,574.88</u>
	Total for Dept 903.00 CAPITAL OUTLAY-DDA:	1,574.88
Dept 903.10 2008 CONSTRUCTION PROJECTS-DDA		
INGHAM COUNTY DRAIN COMM	CEDAR HTS 2009 LABOR & EQUIP	660.50
KEYSTONE DESIGN GROUP	SENIOR CITIZENS CENTER CONST	120.00
		<u>780.50</u>
	Total for Dept 903.10 2008 CONSTRUCTION PROJECTS-DDA:	780.50
Dept 905.00 DEBT SERVICE		
WILLIAM THORBURN	PRINCIPAL - HOLT PLAZA CORNER	1,209.15
ROBERT W BAIRD & CO., INC.	PRINCIPAL - HOLT PLAZA CORNER	604.58
ROBERT HOLMES	PRINCIPAL - HOLT PLAZA CORNER	604.58
WILLIAM THORBURN	INTEREST - HOLT PLAZA CORNER	57.65
ROBERT W BAIRD & CO., INC.	INTEREST - HOLT PLAZA CORNER	28.82
ROBERT HOLMES	INTEREST - HOLT PLAZA CORNER	28.82
		<u>2,533.60</u>
	Total for Dept 905.00 DEBT SERVICE:	2,533.60
		<u><u>79,122.66</u></u>
	Total for Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY:	79,122.66
Fund 542 COMMUNITY DEVELOPMENT FUND		
Dept 721.00 PLANNING/COMMUNITY DEVELOPMENT		
SBAM	HEALTH INSURANCE MARCH	3,425.21
HARTFORD LIFE INSURANCE	LIFE INSURANCE MARCH	141.07
UNUM LIFE INSURANCE CO	DISABILITY INSURANCE FEBRUARY	195.91
UNUM LIFE INSURANCE CO	DISABILITY INSURANCE MARCH	195.91
DBI BUSINESS INTERIORS	OFFICE SUPPLIES	89.98
LANSING ICE & FUEL CO	GASOLINE 2/1-15/10	78.12
ASSOC GOVERNMENT SERV	1/16-2/15/10 AGS PAYROLL	1,042.00
VERIZON WIRELESS	JANUARY CELLULAR PHONES	321.54
OCE NORTH AMERICA DOC	JANUARY COPIER METER CHARGE	28.57
PLUMBING INSPECTORS ASSOC	CONFERENCE LODGING/SIMONS	195.00
		<u>5,713.31</u>
	Total for Dept 721.00 PLANNING/COMMUNITY DEVELOPMENT:	5,713.31
		<u><u>5,713.31</u></u>
	Total for Fund 542 COMMUNITY DEVELOPMENT FUND:	5,713.31
Fund 590 SEWAGE DISPOSAL SYSTEM		
Dept 000.00		
SBAM	HEALTH INSURANCE MARCH	363.28
COMCAST	INTERNET 1492 AURELIUS	209.80
		<u>573.08</u>
	Total for Dept 000.00 :	573.08

Dept 548.00 ADMINISTRATION & OVERHEAD

SBAM	HEALTH INSURANCE MARCH	2,465.69
HARTFORD LIFE INSURANCE	LIFE INSURANCE MARCH	24.30
HOLT POSTMASTER	MARCH SEWER BILLS POSTAGE	<u>2,450.00</u>

Total for Dept 548.00 ADMINISTRATION & OVERHEAD: 4,939.99

Dept 558.00 DEPT OF PUBLIC SERVICE

SBAM	HEALTH INSURANCE MARCH	7,932.07
HARTFORD LIFE INSURANCE	LIFE INSURANCE MARCH	336.51
UNUM LIFE INSURANCE CO	DISABILITY INSURANCE FEBRUARY	467.41
UNUM LIFE INSURANCE CO	DISABILITY INSURANCE MARCH	467.41
LANSING ICE & FUEL CO	GASOLINE 2/1-15/10	1,136.02
MODEL COVERALL SERVICE	STAFF UNIFORMS	61.58
MODEL COVERALL SERVICE	STAFF UNIFORMS	87.73
MODEL COVERALL SERVICE	STAFF UNIFORMS	61.58
MODEL COVERALL SERVICE	STAFF UNIFORMS	87.73
BARYAMES CLEANERS	UNIFORM DRY CLEANING	29.70
RS TECHNICAL SERVICES, INC.	SERVICE JIM LENON COMPUTER	348.00
RS TECHNICAL SERVICES, INC.	INSTALL RSVIEW32	430.00
SAM'S CLUB DIRECT	3 UPS BATTERIES	179.64
AIRGAS GREAT LAKES	CYLINDER RENTAL	85.59
ALEXANDER CHEMICAL CORP	SODIUM HYPOCHLORITE	4,009.80
UNISON SOLUTIONS, INC.	CARBON MEDIA FOR GAS SKID	961.50
UNISON SOLUTIONS, INC.	CARBON MEDIA FOR GAS SKID	1,921.00
KAR LABORATORIES, INC.	ANALYSIS INFLUENT SAMPLES	270.00
KAR LABORATORIES, INC.	ANALYSIS EFFLUENT SAMPLES	270.00
ALS LABORATORY GROUP	IPP - STEALTH IND	217.00
UNISON SOLUTIONS, INC.	GAS TESTING	2,985.00
UNITED PARCEL SERVICE	SHIPPING	92.33
COMCAST	HIGH-SPEED INTERNET/5961 MC CUE	104.90
USA MOBILITY WIRELESS, INC.	PAGERS & FINANCE CHARGES/DPS	109.20
COMCAST	INTERNET 1492 AURELIUS	104.90
VERIZON WIRELESS	JANUARY CELLULAR PHONES	560.54
BOARD OF WATER & LIGHT	WATER 1492 AURELIUS	391.93
BOARD OF WATER & LIGHT	WATER 1492 AURELIUS	56.00
BOARD OF WATER & LIGHT	WATER 1988 WAVERLY	91.26
BOARD OF WATER & LIGHT	WATER 3505 HOLT	51.90
BOARD OF WATER & LIGHT	WATER 4280 DELL	12.52
BOARD OF WATER & LIGHT	WATER 5961 MC CUE	1,694.10
BOARD OF WATER & LIGHT	ELECTRIC 1870 NIGHTINGALE	279.40
BOARD OF WATER & LIGHT	ELECTRIC 2481 DELHI COMMERCE	49.83
ACE HARDWARE	BROOM	13.49
ROBERT GARDNER	25 BALES HAY/SHEEP	112.50
BRADY LAWN EQUIPMENT	PARTS FOR SCAG MOWERS	1,073.24
ACE HARDWARE	3 CAULKS	16.47
BOBCAT OF LANSING	EYE BOLT SET 1/2 FOR UNIT 10 PLOW	9.13
SAM'S CLUB DIRECT	TOWELS	14.98
ACE HARDWARE	BOLTS	2.45
ACE HARDWARE	(2) SPRAY PAINT	8.98
INTERSTATE BATTERIES OF	(2) DCM 0012 / SLA 1105 (BAT)	67.90
INTERSTATE BATTERIES OF	(2) SLA 1075 (BAT)	45.90
LOWE'S CREDIT SERVICES	2 ELECTRIC HEATERS	39.94

SAM'S CLUB DIRECT	12 UPS BATTERIES	718.56
BARNHART & SON, INC.	SAN SEWER LEAD REPAIR-1954 PHIL	3,164.77
D & G EQUIPMENT INC	LABOR TO CLEAN SALT SPREADER	42.10
USA BLUE BOOK	WATTS BFP RUBBER REPAIR KIT/	85.80
ACE HARDWARE	BOLTS	0.69
ACE HARDWARE	BUSHING/UNIONS/ELBOW/NIPPLES	51.64
ACE HARDWARE	BUSHING/ELBOW/NIPPLES	9.45
SIEMENS INDUSTRY, INC.	SERVICE AGREEMENT	1,258.60
SIEMENS INDUSTRY, INC.	SERVICE AGREEMENT	4,875.00
BROWN DRILLING COMPANY	REPLACED PUMP, PIPE AND WIRE	4,469.58
MAID BRIGADE OF LANSING	CLEANING SERVICES/POTW	344.50
MAID BRIGADE OF LANSING	CLEANING SERVICES/MAINTENANCE	388.05
RS TECHNICAL SERVICES, INC.	INSTALL POTENTIO METER	117.82
OVERHEAD DOOR CO OF LAN	PHOTO EYE KIT/FUSES/LABOR	589.24
FRANKIE D'S AUTO & TRUCK	LOF/SPARK PLUGS/FILTERS/#11A	595.00
CARQUEST THE PARTS PLACE	CLIP/10 LITHIUM/ALTERNATOR	173.70
CARQUEST THE PARTS PLACE	CREDIT	(4.22)
ACE HARDWARE	(2) SPRAY GLUE	11.98
SPARROW OCC HEALTH SERV	PRE-EMPLOYMENT PHYSICALS	10.00
SAM'S CLUB DIRECT	CANDY	20.96
SAM'S CLUB DIRECT	CANDY	10.48
TARGETSAFETY	NFPA/TARGET SAFETY ONLINE	330.00
CADPA	2010 CADPA MEMBERSHIP DUES	300.00

Total for Dept 558.00 DEPT OF PUBLIC SERVICE: 44,912.76

Dept 578.01 CAPITAL IMPR-TREATMENT PLANT

BOARD OF WATER & LIGHT	WATER SERVICE AT 5961 MC CUE	2,885.83
------------------------	------------------------------	----------

Total for Dept 578.01 CAPITAL IMPR-TREATMENT PLANT: 2,885.83

Total for Fund 590 SEWAGE DISPOSAL SYSTEM: 53,311.66

Fund 701 TRUST & AGENCY FUND

Dept 000.00

INGHAM COUNTY TREASURER	JANUARY TRAILER PARK FEES	2,232.50
AFLAC	WITH DEDUCT-AFLAC DISABILITY	583.40
AFLAC	WITH DEDUCT-AFLAC LIFE INSUR	7.38
AFLAC	WITH DEDUCT-AFLAC ACCIDENT	465.54
AFLAC	WITH DEDUCT-AFLAC SICKNESS	218.30
AFLAC	WITH DEDUCT-AFLAC CANCER	333.72
SBAM	FAMILY CONT (SEWER)	150.94

Total for Dept 000.00 : 3,991.78

Total for Fund 701 TRUST & AGENCY FUND: 3,991.78

Fund 703 CURRENT TAX ACCOUNT

Dept 000.00

ROYAL, NYRHE U.	WINTER TAX OVERPAYMENT	155.88
HORN, DARRELL B & HORN, VERA	WINTER TAX OVERPMT	17.21
DELHI GARDENS LLC	WINTER TAX OVRPMT	381.80
DELHI GARDENS LLC	WINTER TAX OVRPMT	<u>562.76</u>

Total for Dept 000.00 : 1,117.65

Total for Fund 703 CURRENT TAX ACCOUNT: 1,117.65

Total - All Funds 374,482.59

**DELHI CHARTER TOWNSHIP  
FUND TRANSFERS AND PAYROLL APPROVAL  
For Payroll Dated February 18, 2010**

**I. Certification of Preparation and Distribution**

The attached check and payroll registers encompass check numbers: 73601 through 73648 & direct deposits numbers: DD8946 through DD9021. 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: February 18, 2010

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

**II. Payroll Report**

The February 18, 2010 payroll encompasses the following funds and expenditures:

	<b>Gross Payroll</b>	<b>Payroll Deductions</b>	<b>Net Pay</b>
General Fund	\$81,027.28	\$23,220.93	\$57,806.35
Parks & Recreation Fund	11,811.33	3,126.17	\$8,685.16
DDA	7,027.15	2,927.35	\$4,099.80
Comm. Development Fund	13,614.09	3,705.40	\$9,908.69
Subtotal-Common Savings	113,479.85	32,979.85	<b>80,500.00</b>
Sewer Fund/Receiving	32,181.94	9,694.02	\$22,487.92
Total Payroll	\$145,661.79	\$42,673.87	\$102,987.92
	<b>Township FICA</b>	<b>Township Pension Plan</b>	<b>Total Deductions &amp; TWP Liabilities</b>
General Fund	\$5,871.82	\$6,532.31	\$35,625.06
Parks & Recreation Fund	882.96	773.42	4,782.55
DDA	449.22	587.00	3,963.57
Comm. Development Fund	1,005.43	1,195.11	5,905.94
Sewer Fund/Receiving	2,347.60	2,945.50	14,987.12
Total Payroll	\$10,557.03	\$12,033.34	\$65,264.24

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

**III. FUND TRANSFERS**

Transfers covering the foregoing payroll were made on February 18, 2010 and identified as follows:

**02/18 Net Pay Disbursement in Common Savings (\$80,500.00) 02/18 Net Pay Disbursement in Sewer Receiving (\$22,487.92)  
02/18 Pay Deducts from Sewer Receiving to Common Savings (\$14,987.12)**

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

**IV. Board Audit and Approval:**

At a regular meeting of the Township Board held on March 2, 2010, a motion was made by \_\_\_\_\_ and passed by \_\_\_\_\_ yes votes and \_\_\_\_\_ no votes (\_\_\_\_\_ absent) that the payroll dated February 18, 2010 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:** Evan Hope, Township Clerk

**DATE:** February 23, 2010

**RE:** Cancel March 16, 2010 Township Committee of the Whole Meeting

---

On March 16, 2010 at 6:00 p.m. the Township will be sponsoring a presentation by Michigan State University staff on "Creating Unique Quality Places". Several Township Boards and Commissions as well as the Holt Public School Board, the Ingham County Drain Commissioner and the Road Commissioners of Ingham County have all been invited to attend this presentation and be an active part of discussion on how this concept can be applied in Delhi Township.

Because this presentation is scheduled on the same night as the Township's Committee of the Whole meeting, I would like to recommend the Board cancel the 6:30 p.m. Committee of the Whole meeting on March 16<sup>th</sup> to enable adequate time to view the presentation and have discussion on the same.

**Recommended Motion:**

**To cancel the March 16, 2010 Committee of the Whole meeting scheduled for 6:30 p.m. in order to attend the Michigan State University "Creating Unique Quality Places" presentation to be held in the Township's Board Room at 6:00 p.m. on March 16<sup>th</sup>.**

**DELHI CHARTER TOWNSHIP**

**MEMORANDUM**

**TO:** Delhi Township Board Members

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

**DATE:** February 24, 2010

**RE:** Agreement for Extending an Existing County Drain – Stimson Drain

---

Enclosed for your review and approval is an Agreement for Extending an Existing County Drain Pursuant to Sections 425 and 433 of Act No. 40 of the Public Acts of 1956, as amended, for the Stimson Drain.

During 2008 and 2009 the DDA undertook a road improvement project in the Cedar Heights Subdivision which included new roads with curb and gutter, new storm systems replacing the ditches along with new sidewalks. These improvements cost over \$2,000,000 and were paid for solely by the DDA to provide for the safety and welfare of the Cedar Heights residents.

Included in the storm system improvements were new storm sewers providing drainage for both the roads and adjacent lots. These new storm sewers are considered extensions to the existing Stimson Drain and, therefore, require formal conveyance for inclusion into the District through the jurisdiction of the Drain Commissioner according to Sections 425 and 433 of the Drain Code. The work has been completed this year and all appropriate records have been submitted to the Drain Commissioner for ownership and maintenance purposes.

Therefore, I recommend approval of the Agreement.

**Recommended Motion:**

**To approve the Agreement for Extending an Existing County Drain Pursuant to Sections 425 and 433 of Act No. 40 of the Public Acts of 1956, as amended, for the Stimson Drain.**

**AGREEMENT FOR EXTENDING AN EXISTING COUNTY  
DRAIN PURSUANT TO SECTIONS 425 AND 433 OF ACT NO. 40 OF  
THE PUBLIC ACTS OF 1956, AS AMENDED  
STIMSON DRAIN**

**THIS AGREEMENT**, made and entered into this \_\_\_\_\_ day of \_\_\_\_\_ 2009, by and between Patrick E. Lindemann, Ingham County Drain Commissioner, whose address is P.O. Box 220, 707 Buhl, Mason, MI 48854-0220, ("Drain Commissioner") on behalf of the STIMSON DRAIN DRAINAGE DISTRICT, ("Drainage District"), Charter Township of Delhi ("Township"), whose address is 2074 Aurelius Road, Holt, MI 48842;

**WITNESSETH:**

**WHEREAS**, the Drainage District is an established body corporate in the County of Ingham and State of Michigan pursuant to Act 40 of the Public Acts of 1956 of the State of Michigan, as amended ("Drain Code"); and

**WHEREAS**, the Drain Commissioner, pursuant to the provisions of the Drain Code is acting on behalf of the Drainage District and has complete legal jurisdiction of the Stimson Drain ("Drain"), an established county drain, which serves the properties in the Drainage District; and

**WHEREAS**, the Township pursuant to Sections 425 and 433 of the Drain Code, as amended, wish to extend the existing Drain and to provide drainage service to the extensions and have requested that the extensions be established as part of the Drain under the jurisdiction of the Drain Commissioner.

**WHEREAS**, the Township has been advised, understands and agrees to assume the total costs necessary to extend the Drain, including any engineering, inspection, easement acquisition, legal and administrative expenses and costs attendant to this Agreement; and

**NOW, THEREFORE**, in consideration of the promises and covenants of each, the parties hereto agree as follows:

1. The extensions of the Drain are legally described in the attached Exhibit A and Exhibit B. Exhibit A describes and depicts the extension to the main branch of the Drain and Exhibit B describes and depicts the extension to Branch #1 of the Drain.

2. The Township agrees to pay the total costs necessary to extend the Drain, including any engineering, inspection, easement acquisition, legal and administrative expenses and costs attendant to this Agreement. In addition, the Township agrees to assume all costs pursuant to this Agreement.
3. The Township has obtained all permits required by local, state and federal law, including but not limited to a permit under Section 91 of the Natural Resources and Environmental Protection Act for soil erosion and sedimentation. A copy of all permits, extensions, modifications and all other documentation pertaining to the permits shall be provided to the Drain Commissioner. Further, Township agrees that all work performed will be in compliance with local, state, and federal law.
4. The Township has secured at its expense, easements to the Drainage District necessary for the operation, construction, maintenance and improvement of the Drain and across such other lands as necessary for the operation, construction, maintenance and improvement of the Drain from the point of beginning at the outlet to the point of ending. Said easements have been secured in writing and are in a form acceptable to the Drain Commissioner's office. The Township has paid the costs for the recording of said easements, as directed by the Drain Commissioner's office.
5. The Township has prepared and conveyed to the Drain Commissioner's office one set of reproducible mylar records drawings of the drain extension as-built, including design calculations showing flow rates, impervious factors, drainage district and sub-district parcel descriptions, apportionment data sheet, Certificate of Completion and any other data needed by the Drain Commissioner's office prepared, signed and sealed by a registered/licensed professional engineer in the State of Michigan acceptable to the Drain Commissioner's office for proper drain operation, maintenance, inspection and assessment. The Township has also provided one paper copy of the record drawings of the extension of the Drain, and one electronic copy of the drawings on compact disc in Auto-CAD 2005 format or an acceptable compatible format. Further, the Township has also provided one set of final construction plans which shows the location of all structures and utilities constructed on the Lands outside the limits of public right of way.
6. The Township will construct the extension at its own expense in accordance with plans and specifications approved by the Drain Commissioner's office, prepared by Fleis & Vandenbrink and dated April, 2008. Such plans and specifications were later revised by Fleis & Vanderbrink and received by the Drain Commissioner's Office August 19, 2008.
7. The Township shall have its own inspector on the job site for the full duration of the project. The Township shall provide to the Drain Commissioner the Inspector's Daily Reports ("IDR's") on a weekly basis during the construction inspection period.
8. The Township shall be responsible for paying all costs necessary for all corrections to the extension of the Drain that are deemed necessary by the Drain Commissioner for a period of one year. The Township will notify the Drain Commissioner's office of the completion of the construction of the proposed extension after which the Drain Commissioner's office will perform an inspection. When the Drain Commissioner's Office has made the final inspection of the extended Drain, it shall issue a letter of final acceptance of the extended Drain and by operation of this Agreement same shall be so

dedicated and will be established as part of the Drain pursuant to the provisions of the Drain Code. The Township shall file in the Drain Commissioner's office a sworn statement that all claims or amount due for labor, materials and equipment furnished for the project have been paid in full.

9. The Township agrees to indemnify, hold harmless and pay the cost to defend the Drain Commissioner and the Drainage District for any and all claims, damages, lawsuits, costs and expenses, arising out of or incurred as a result of the Drain Commissioner assuming responsibility for the extended Drain under federal, state and/or local environmental laws and regulations, including all future amendments to such laws or regulations and the administrative and judicial interpretation thereof, except for liability arising out of the gross negligence, ordinary negligence or intentional wrongful conduct of the Drain Commissioner or its agents.
10. Modification, amendments or waivers of any provisions of the Agreement may be made only by the written mutual consent of the parties.
11. This Agreement contains the entire agreement of the parties. All previous negotiations and statements of the parties or their representatives are merged in this Agreement. No modification of this Agreement shall be valid or binding unless such modification is in writing, dated and signed by both parties.

This Agreement shall become effective upon its execution by the Drainage District and the Township and shall be binding upon the successors and assigns of each party.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by the duly authorized officers as of the day and year first above written.

**STIMSON DRAIN  
DRAINAGE DISTRICT**

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

\_\_\_\_\_  
**By: Patrick E. Lindemann  
Ingham County Drain Commissioner**

**CHARTER TOWNSHIP OF DELHI**

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

\_\_\_\_\_  
**By: Stuart Goodrich**  
**Its: Supervisor**

STATE OF MICHIGAN     )  
  ) ss.  
COUNTY OF                     )

On this \_\_\_\_\_ day of \_\_\_\_\_, 2009, before me, a Notary Public in and for said County, personally appeared Patrick E. Lindemann, Ingham County Drain Commissioner on behalf of the Stimson Drain Drainage District, to me known to be the person described in and who executed the foregoing instrument and acknowledged the same on behalf of the Drainage District.

\_\_\_\_\_  
Notary Public  
State of Michigan, County of \_\_\_\_\_  
My Commission Expires: \_\_\_\_\_  
Acting in the County of \_\_\_\_\_

STATE OF MICHIGAN     )  
  ) ss.  
COUNTY OF                    )

On this \_\_\_\_\_ day of \_\_\_\_\_ 2009, before me, a Notary Public in and for said County, personally appeared Stuart Goodrich, Supervisor of the Charter Township of Delhi on behalf of the Charter Township of Delhi, to me known to be the person described in and who executed the foregoing instrument.

\_\_\_\_\_Notary Public  
State of Michigan, County of \_\_\_\_\_  
My Commission Expires: \_\_\_\_\_  
Acting in the County of \_\_\_\_\_

When Recorded Return To:  
Patrick E. Lindemann  
Ingham County Drain Commissioner  
P. O. Box 220  
707 Buhl Street  
Mason, MI 48854-0220  
(517) 676-8395

Drafted By:  
Patrick E. Lindemann  
Ingham County Drain Commissioner  
P. O. Box 220  
707 Buhl Street  
Mason, MI 48854-0220  
(517) 676-8395

**DELHI CHARTER TOWNSHIP**

**MEMORANDUM**

**TO:** Delhi Township Board Members

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

**DATE:** March 2, 2010

**RE:** Set Public Hearing – 2010-2015 Community Recreation Master Plan

---

Enclosed for your review is the 2010-2015 Community Recreation Master Plan which includes updated goals and objectives for Parks and Recreation as well as a Capital Improvement Schedule.

In 2005 the Township Board adopted a five year Community Recreation Master Plan as required by the State of Michigan Department of Natural Resources. This Plan was implemented for the years 2005 through 2009.

Every five years the Master Plan must be updated and submitted to the MDNR by April 1<sup>st</sup>. Part of the approval process is to hold a public hearing and subsequently adopt the Master Plan. It is recommended that both the Park Commission and Township Board hold public hearings and adopt the Master Plan. That being said, the Park Commission will hold a public hearing on March 10, 2010 at their regular meeting with the intention of approving the Plan that same night.

Therefore, I recommend the Board set a public hearing for March 16, 2010 at 8:00 p.m. to also hear any comments on the 2010-2015 Community Recreation Master Plan.

**Recommended Motion:**

**To set a public hearing for March 16, 2010 at 8:00 p.m. to hear comments on the 2010-2015 Community Recreation Master Plan.**

**DELHI CHARTER TOWNSHIP**

**MEMORANDUM**

**TO:** Delhi Township Board Members

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

**DATE:** March 2, 2010

**RE:** Set Public Hearing for Michigan Department of Natural Resources Trust Fund Grant Application – Valhalla Park Restroom and Pavilion Grant

---

Enclosed for your review is a copy of the Michigan Department of Natural Resources Trust Fund Grant Application. At the January 19, 2010 Committee of the Whole meeting Mark Jenks, Director of Parks and Recreation, spoke to the Board regarding the 2010-2015 Recreation Master Plan along with the thought of applying for a grant to assist with one of the Master Plan projects of improving the Valhalla Park Restroom Facility and Pavilion.

To that end, Landscape Architects and Planners LLC have been working with the Parks and Recreation Department to complete this application to be submitted for consideration by the April 1, 2010 application deadline.

The total project cost is estimated at \$377,400 of which the grant would be for \$283,100, with a 25% local match requirement of \$94,300, and would aid in improving the 30 year old restroom and pavilion area of Valhalla Park.

The Township Board is required to hold a public hearing to hear any comments on the submittal of the grant application. Because of the fast-approaching deadline, I recommend the Board set the public hearing for March 16, 2010 at 8:00 p.m. to ensure we meet the April 1<sup>st</sup> deadline. The complete grant application will be available before the public hearing date.

**Recommended Motion:**

**To set a public hearing for March 16, 2010 at 8:00 p.m. to hear comments on the Michigan Department of Natural Resources Trust Fund Grant Application to aid in Valhalla Park restroom facility and pavilion improvements.**