DELHI CHARTER TOWNSHIP
COMMITTEE OF THE WHOLE MEETING HELD ON OCTOBER 4, 2011

The members of the Delhi Charter Township Committee of the Whole met on Tuesday, October 4, 2011, 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, Trustees Derek Bajema, John Hayhoe, Jerry Ketchum, Roy Sweet

Members Absent: Treasurer Harry Ammon

Others Present: John Elsinga, Township Manager
Marian Frane, Director of Accounting
Mark Jenks, Director of Parks & Recreation
Sandra Diorka, Director of Public Services
James Lenon, POTW Maintenance Supervisor
Wendy Thielen, Assistant Township Manager of Human Resources
Amy Finch, Assistant Township Clerk/Deputy Clerk

BUSINESS

PROPOSED AMENDMENT TO TOWNSHIP POLICY NO. 126 – UNRESTRICTED FUND BALANCE

The Board reviewed memorandums dated September 28, 2011 from Twp. Mgr. Elsinga and September 22, 2011 from Marian Frane, Director of Accounting (ATTACHMENT I).

Marian Frane, Director of Accounting, gave details of the proposed changes to Policy No. 126.

MUNICIPAL PERFORMANCE DASHBOARD PRESENTATION

Marian Frane, Director of Accounting, gave a presentation of the Municipal Performance Dashboard from the Township's website.

DEPARTMENT OF PUBLIC SERVICES – SEPTEMBER ACTIVITY REPORT

Sandra Diorka, Director of Public Services, reported on the highlights of the September 2011 Department of Public Services Activity Report (ATTACHMENT II).

James Lenon, POTW Maintenance Supervisor, reported on the need for roof repairs at the Publicly Owned Treatment Works (POTW) and the proposal from McDonald Roofing and Sheet Metal to perform the needed repairs.

ADJOURNMENT

Meeting adjourned at 7:28 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: September 28, 2011

RE: Amend Delhi Township Policy No. 126 – Unrestricted (Unreserved) Fund Balance

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Enclosed for your review and approval are amendments to Policy No. 126 – Unreserved Fund Balance, our General Fund Balance policy. The need for changes to this policy is to comply with GASB 54 which will be implemented this year.

GASB 54 defines three specific classifications of fund balance: 1) Non-spendable, 2) Restricted and 3) Unrestricted (which replaces the term or class of "Unreserved". Therefore, the amended policy replaces the term "unreserved" with the term "unrestricted" along with a detail explanation of the subclassification of "committed" fund balance.

GASB 54 also recommends an unrestricted fund balance of seventeen percent (17%) versus our current policy of fifteen percent (15%). In order to comply with GASB 54 I recommend the Board approve the proposed amendment to Policy No. 126.

Recommended Motion:

To amend Delhi Township Policy No. 126 – Unrestricted Fund Balance.

Delhi Charter Township
Accounting Department

MEMORANDUM

TO: John Elsinga, Township Manager

FROM: Marian Frane, CPA, Director of Accounting

DATE: September 22, 2011

RE: Fund Balance Policy

The Governmental Accounting Standards Board (GASB) is the independent organization that establishes standards of accounting and financial reporting for U.S. state and local governments. The GASB recently promulgated GASB 54, which takes effect this year and changes the way fund balance is reported in governmental funds. This will require a revision to the current fund balance policy.

GASB 54 establishes three primary categories of fund balance: Non-Spendable, Restricted, and Unrestricted Fund Balance (with 3 subclasses under Unrestricted):

Classification	Definition	Examples
Non-spendable	Amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained intact	·Inventory ·Prepaids ·Legal requirements to be maintained intact
Restricted	Constraints placed by creditors, grantors, laws or regulations of other governments, constitution	·Restricted by state statute ·Unspent bond proceeds ·Grants earned but not spent ·Taxes dedicated to a specific purpose ·Revenues restricted by enabling legislation
Unrestricted		
Committed	For specific purposes by formal action of the government's highest level of decision-making authority, not subject to legal enforceability, formal action by Township Board must be taken prior to December 31st of that year but exact amount may be determined later, to remove the commitment the Township Board must take formal action	·Amounts set aside by the Township Board by resolution

Assigned	Amounts that are intended to be used for specific purposes. Intent can be expressed by the governing body or someone designated with such authority. Residual fund balance in Special Revenue Funds, Debt Service Funds, and Capital Project Funds that is not classified as non-spendable, restricted, or unrestricted-assigned, would be classified here.	·Amounts set aside by the Township Manager if manager has been authorized ·Excess of budgeted expenditures over revenues in the next year's budget ·Action to assign can happen after year end
Unassigned	This is the fund balance in the General Fund that has not been reported in any other classification.	·Residual in the General Fund

The current Fund Balance policy refers to “Unreserved” Fund Balance which no longer exists. Additionally, the GFOA has come out with a new minimum fund balance recommendation. Therefore, I have prepared and attached a revised Fund Balance policy for your consideration which takes these changes into consideration.

POLICY NO. 126
Adopted Dec. 5, 2006
Effective January 1, 2007
Amended _____

DELHI TOWNSHIP POLICY MANUAL

I. SUBJECT

~~UNRESERVED~~ UNRESTRICTED FUND BALANCE

II. PURPOSE

To provide for adequate levels of ~~unreserved~~ unrestricted fund balance that should be maintained in the General Fund in order to mitigate current and future risks (e.g., revenue shortfalls and unanticipated expenditures) ~~and to ensure stable tax rates~~.

III. SCOPE

This policy applies to the General Fund of Delhi Charter Township.

IV. POLICY

It shall be the policy of Delhi Charter Township to strive to maintain an ~~unreserved~~ unrestricted fund balance in the General Fund of no less than ~~fifteen (15)~~ seventeen (17) percent of regular General Fund operating expenditures. General Fund operating expenditures is defined as operating expenditures less any nonrecurring capital outlay plus recurring operating transfers.

Unrestricted fund balance includes fund balance which has been committed. Committed fund balance is funds that have been set aside by formal action of the Township Board prior to December 31st of each year. The Township Board must take formal action to remove the commitment.

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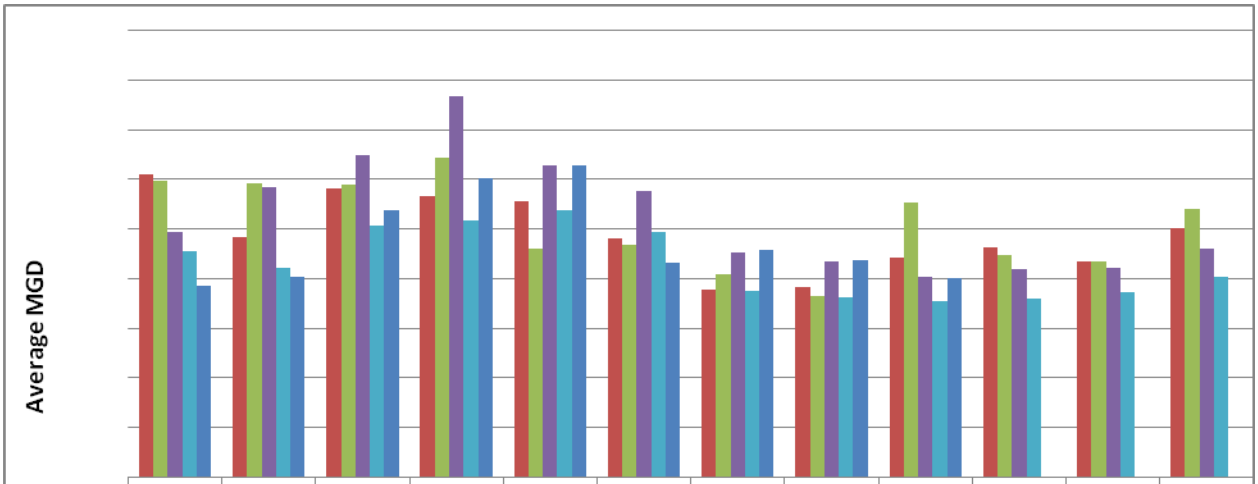
DEPARTMENT OF PUBLIC SERVICES
Monthly Report
September 2011

Effluent Flow Data – (Average MGD)



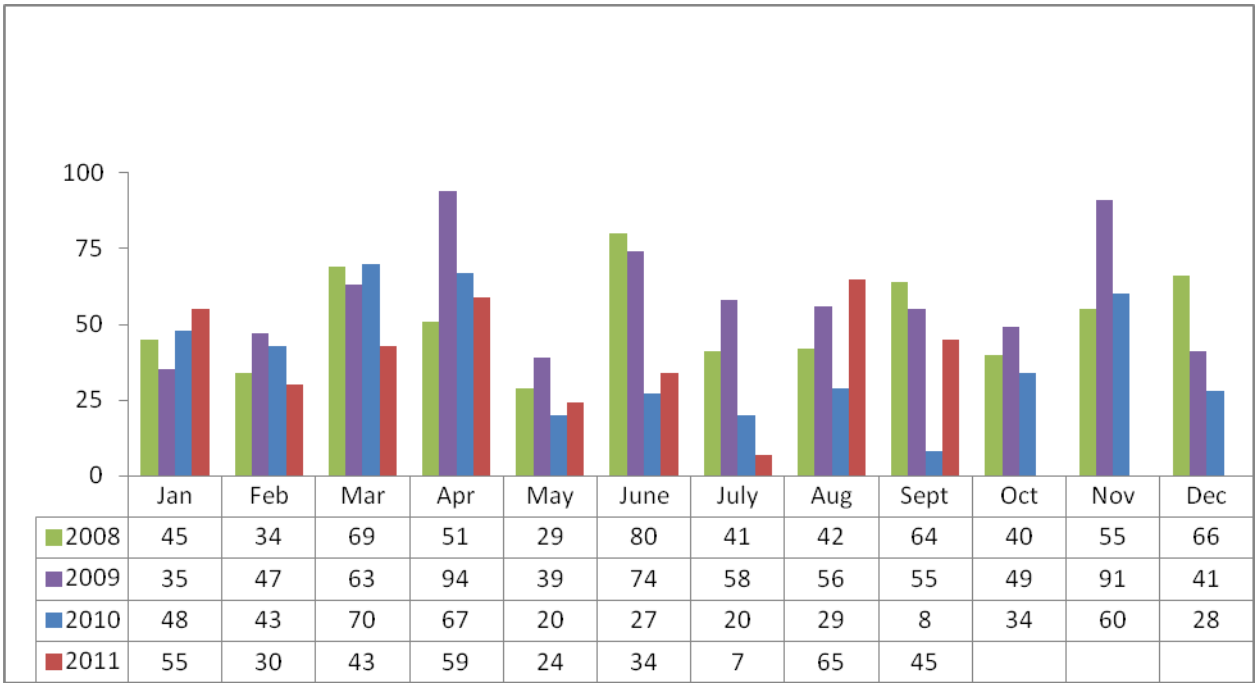
	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
2007	3.05	2.42	2.91	2.83	2.79	2.40	1.89	1.91	2.21	2.32	2.18	2.51
2008	2.98	2.96	2.94	3.22	2.30	2.34	2.05	1.82	2.77	2.23	2.17	2.70
2009	2.47	2.92	3.24	3.83	3.14	2.88	2.26	2.17	2.02	2.10	2.10	2.30
2010	2.28	2.10	2.53	2.59	2.68	2.46	1.88	1.81	1.77	1.79	1.86	2.02
2011	1.93	2.01	2.69	3.02	3.13	2.16	2.29	2.19	2.01			

Laboratory Testing and Quality Control – Quality Assurance Program

Tests Run For	Number Run	% Passing
Permit Compliance	229	
Process Control	1650	
Quality Control	99	96%
Check Samples	15	93%
DMRQA-Study 30 Proficiency		
Miscellaneous Sampling	2	
Totals	**1995**	**95%**

Maintenance

WORK ORDERS

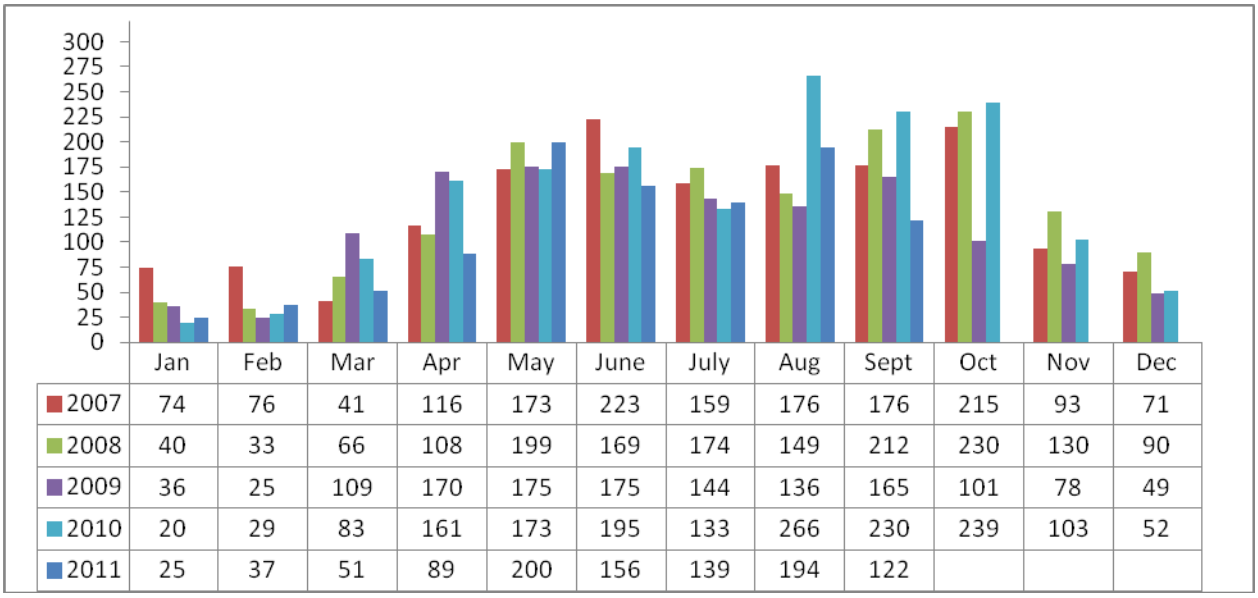


	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
2008	45	34	69	51	29	80	41	42	64	40	55	66
2009	35	47	63	94	39	74	58	56	55	49	91	41
2010	48	43	70	67	20	27	20	29	8	34	60	28
2011	55	30	43	59	24	34	7	65	45			

Note: Work order totals do not include monthly, weekly and daily preventive maintenance tasks.

- Lift station air relief valves were inspected on all force mains
- Ladder racks were installed on two (2) DPS trucks
- Cleaned brush drop off areas and turned compost piles
- Cleaned and hauled the grease pits at the POTW
- Cleaned out drying beds
- Cleaned out brush and trees from the stormwater drain at the POTW
- Began cleaning all grout and tile floors at CSC and the Fire Department
- Built custom racks for one of the Fire Department trucks
- The confined space training area was cleaned and made available for Fire Department personnel training
- Set up and tore down the displays for the library book sale
- Weeded the senior center roof
- Watered flower pots three (3) times per week
- Assisted Boynton Fire Protection with the annual fire extinguisher inspection
- Pond #3 was cleaned out and all sludge hauled away by Gawne trucking

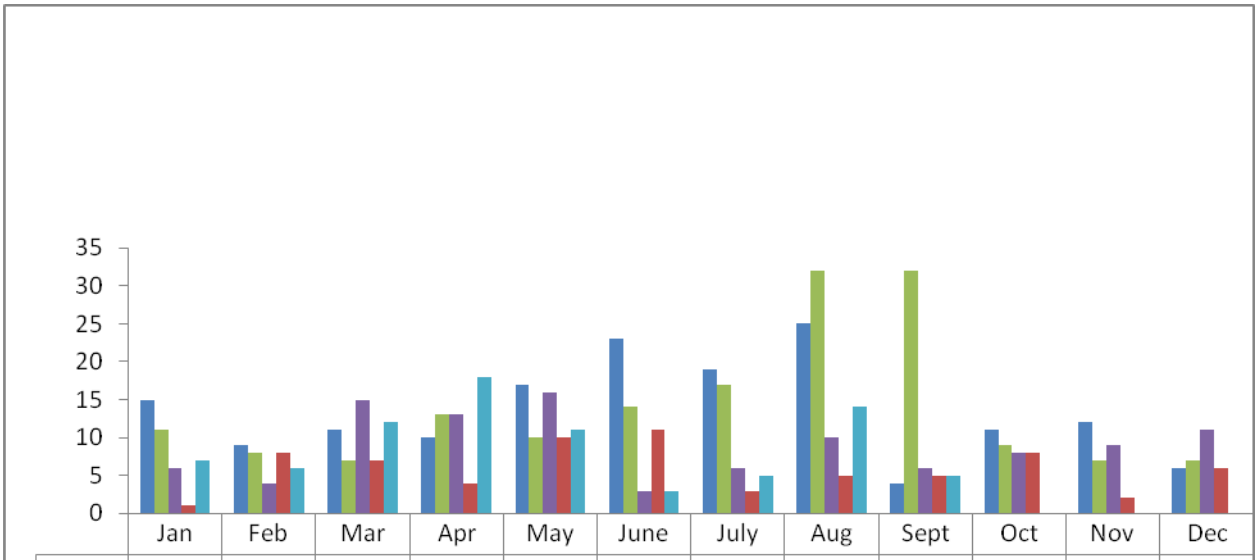
Miss Digs Performed



	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
2007	74	76	41	116	173	223	159	176	176	215	93	71
2008	40	33	66	108	199	169	174	149	212	230	130	90
2009	36	25	109	170	175	175	144	136	165	101	78	49
2010	20	29	83	161	173	195	133	266	230	239	103	52
2011	25	37	51	89	200	156	139	194	122			

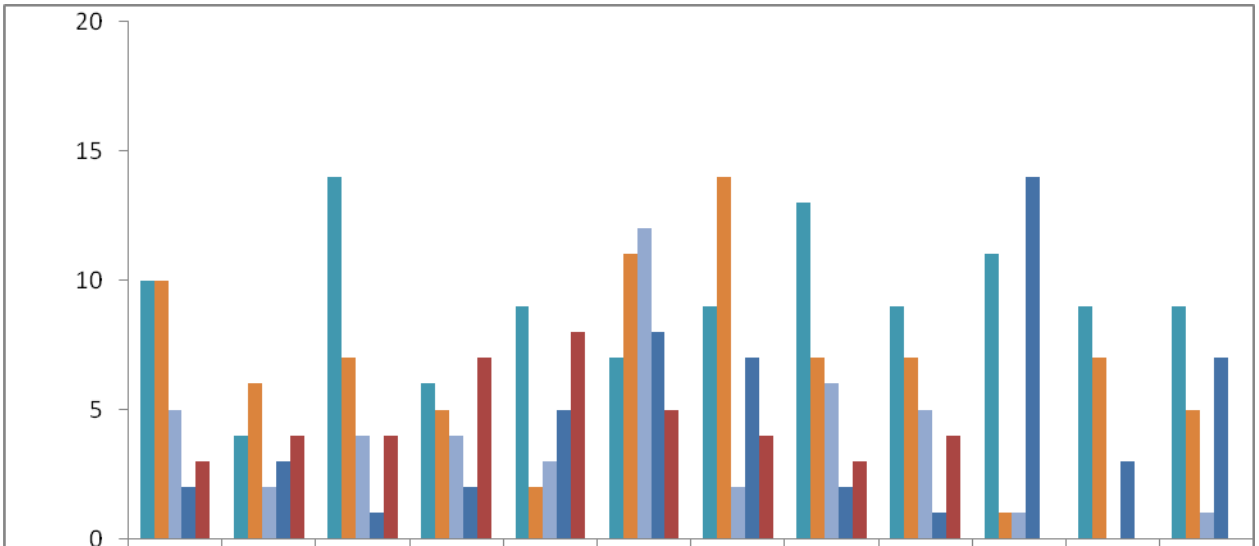
Unscheduled Service Calls

COMPLAINTS (Received During Business Hours)



	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
2007	15	9	11	10	17	23	19	25	4	11	12	6
2008	11	8	7	13	10	14	17	32	32	9	7	7
2009	6	4	15	13	16	3	6	10	6	8	9	11
2010	1	8	7	4	10	11	3	5	5	8	2	6
2011	7	6	12	18	11	3	5	14	5			

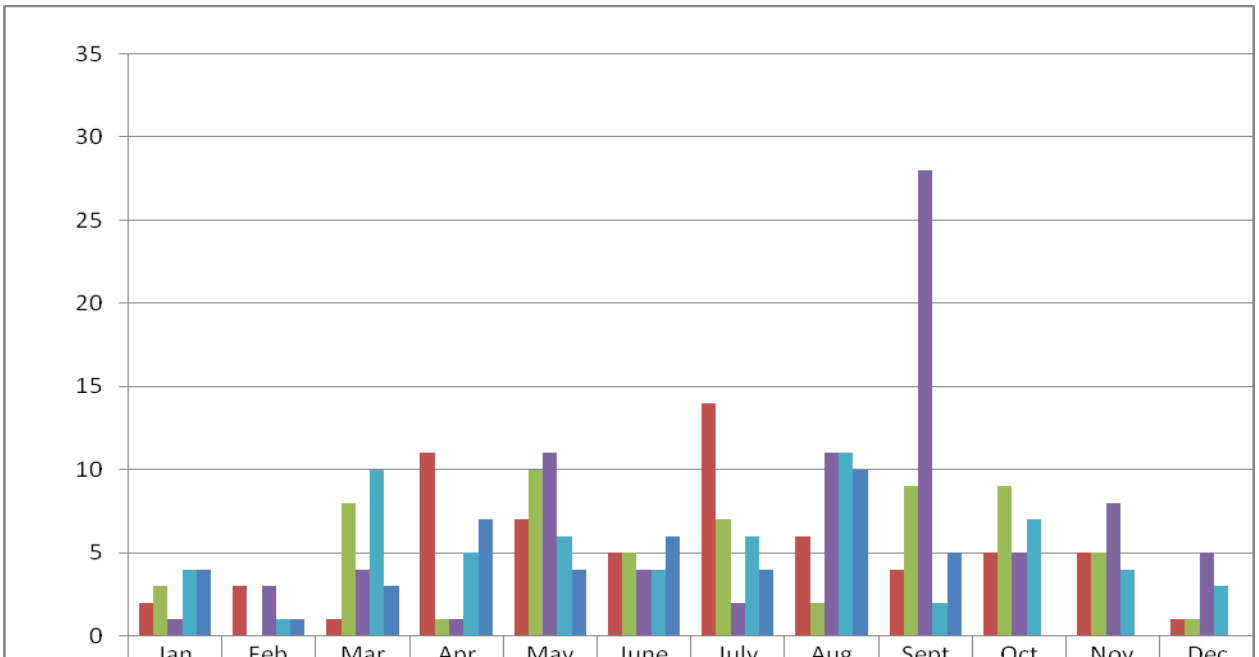
CALL OUTS (Received After Business Hours)



	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
2007	10	4	14	6	9	7	9	13	9	11	9	9
2008	10	6	7	5	2	11	14	7	7	1	7	5
2009	5	2	4	4	3	12	2	6	5	1	0	1
2010	2	3	1	2	5	8	7	2	1	14	3	7
2011	3	4	4	7	8	5	4	3	4			

Sanitary Sewer Permits Issued

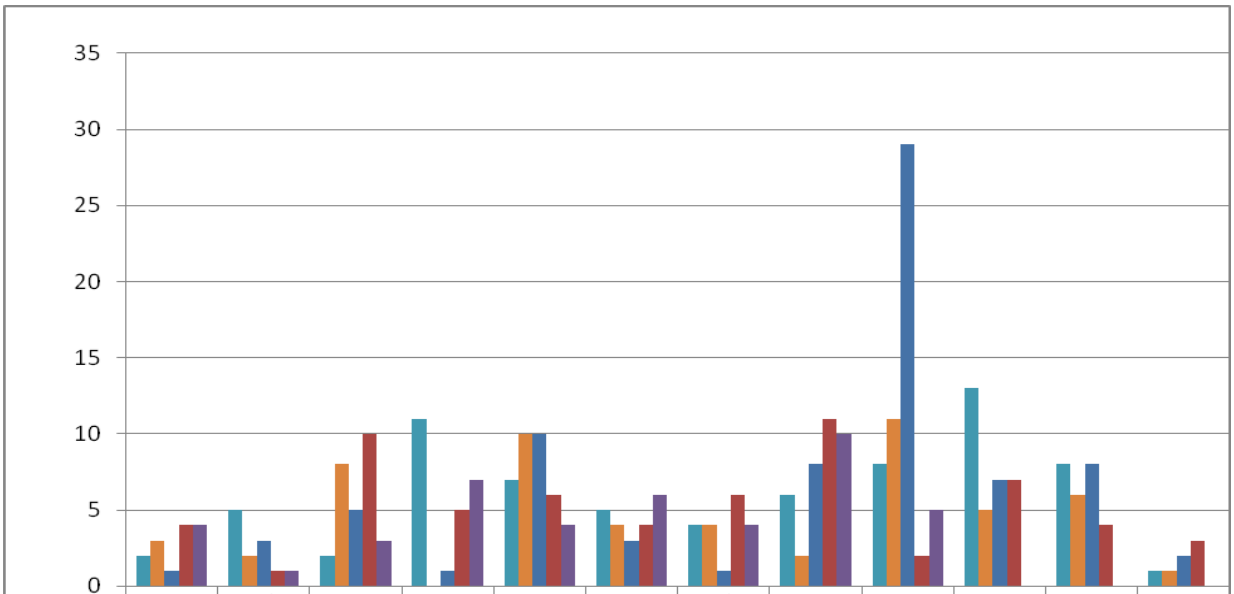
SEWER PERMITS ISSUED



	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
2007	2	3	1	11	7	5	14	6	4	5	5	1
2008	3	0	8	1	10	5	7	2	9	9	5	1
2009	1	3	4	1	11	4	2	11	28	5	8	5
2010	4	1	10	5	6	4	6	11	2	7	4	3
2011	4	1	3	7	4	6	4	10	5			

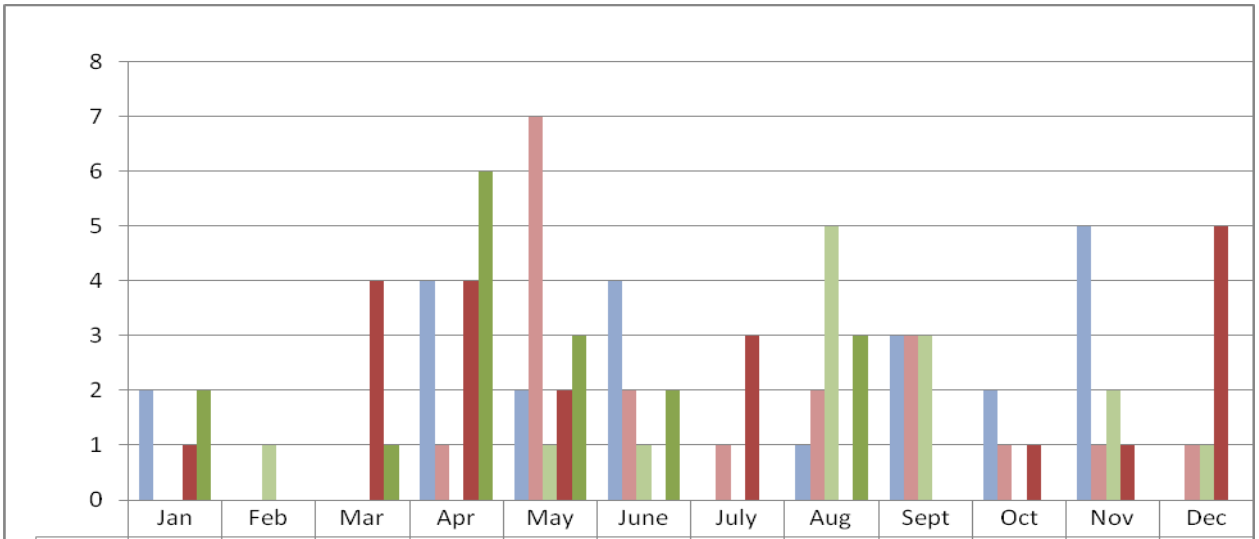
Sanitary/Storm Sewer Inspections Performed

SANITARY SEWER INSPECTIONS



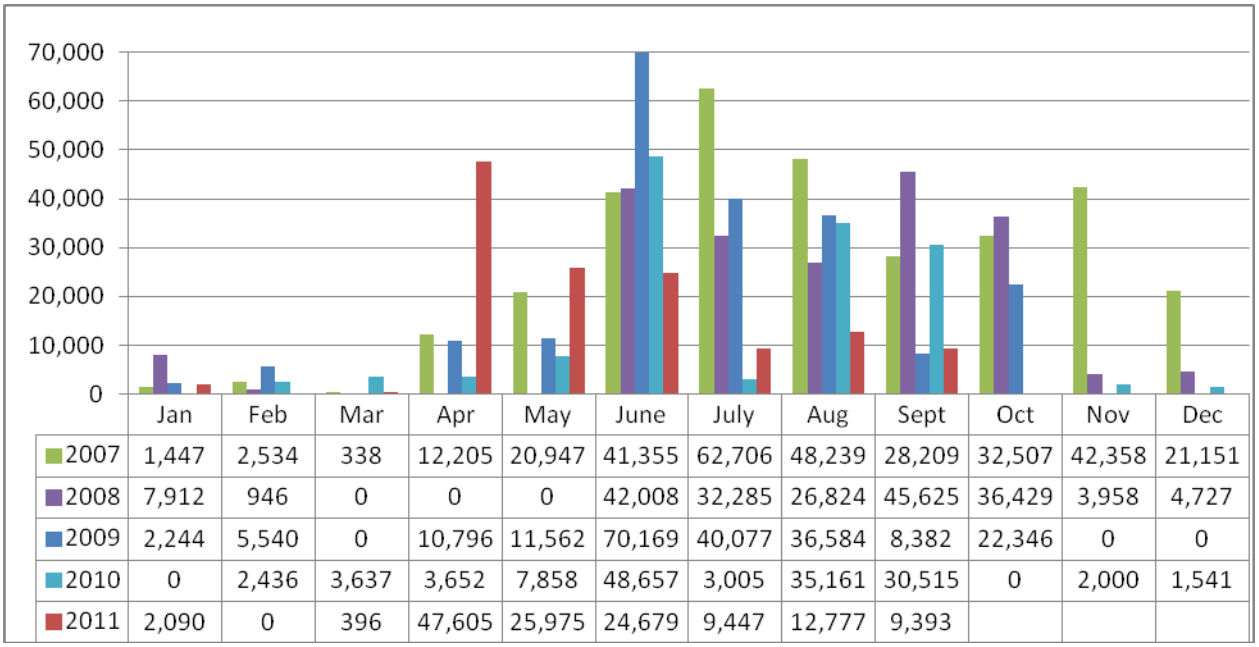
	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
2007	2	5	2	11	7	5	4	6	8	13	8	1
2008	3	2	8	0	10	4	4	2	11	5	6	1
2009	1	3	5	1	10	3	1	8	29	7	8	2
2010	4	1	10	5	6	4	6	11	2	7	4	3
2011	4	1	3	7	4	6	4	10	5			

STORM SEWER INSPECTIONS



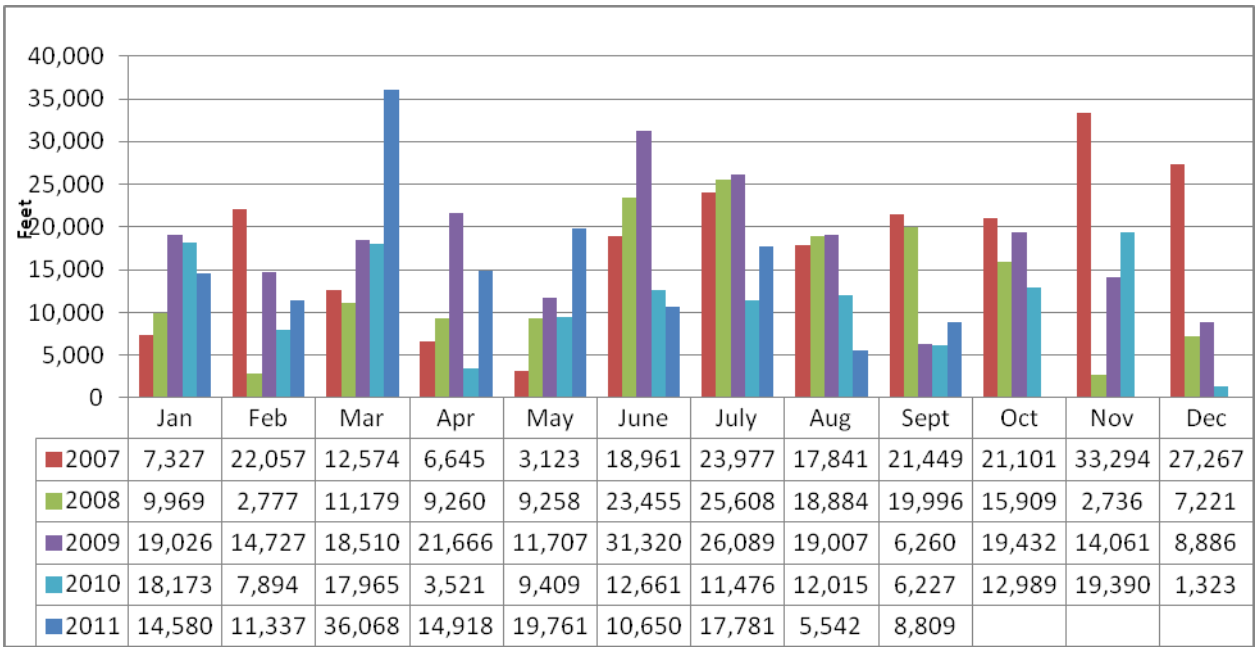
	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
2007	2	0	0	4	2	4	0	1	3	2	5	0
2008	0	0	0	1	7	2	1	2	3	1	1	1
2009	0	1	0	0	1	1	0	5	3	0	2	1
2010	1	0	4	4	2	0	3	0	0	1	1	5
2011	2	0	1	6	3	2	0	3	0			

Feet of Sanitary Sewer Cleaned (Vactor Truck Work)



	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
2007	1,447	2,534	338	12,205	20,947	41,355	62,706	48,239	28,209	32,507	42,358	21,151
2008	7,912	946	0	0	0	42,008	32,285	26,824	45,625	36,429	3,958	4,727
2009	2,244	5,540	0	10,796	11,562	70,169	40,077	36,584	8,382	22,346	0	0
2010	0	2,436	3,637	3,652	7,858	48,657	3,005	35,161	30,515	0	2,000	1,541
2011	2,090	0	396	47,605	25,975	24,679	9,447	12,777	9,393			

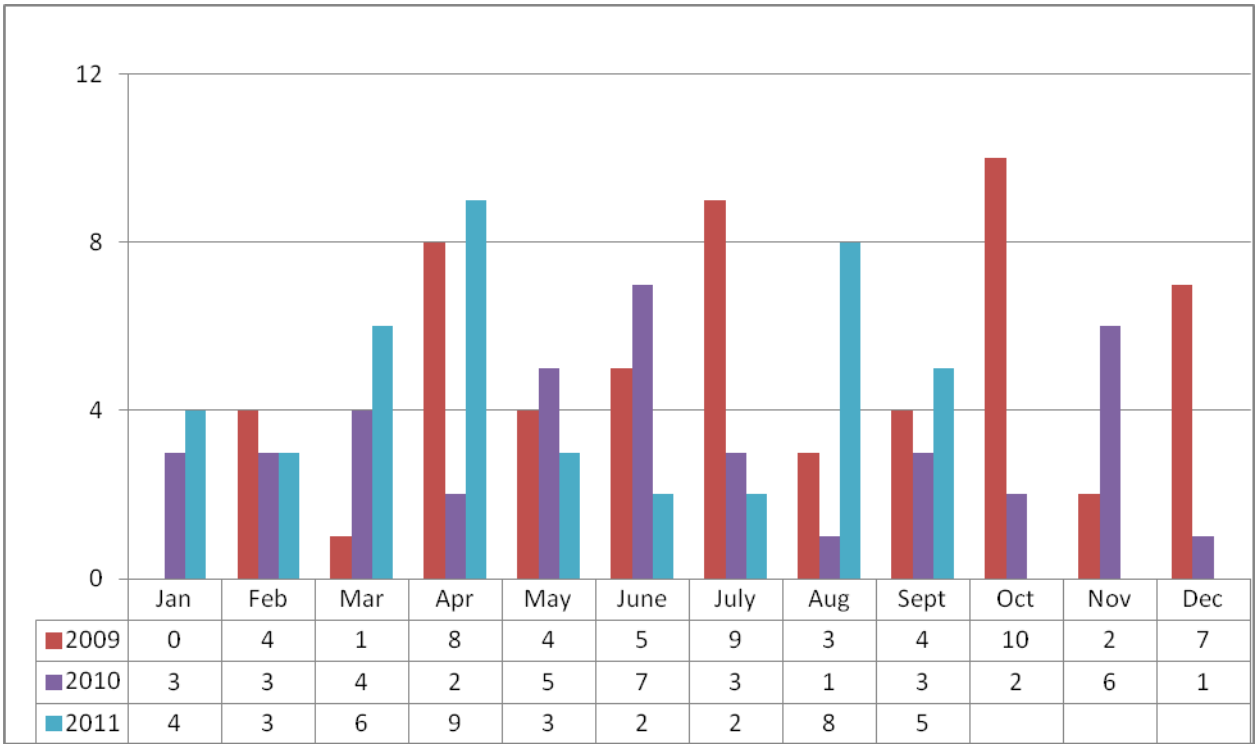
*Feet of Sanitary Sewer Televised (Camera Truck Work)



	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
2007	7,327	22,057	12,574	6,645	3,123	18,961	23,977	17,841	21,449	21,101	33,294	27,267
2008	9,969	2,777	11,179	9,260	9,258	23,455	25,608	18,884	19,996	15,909	2,736	7,221
2009	19,026	14,727	18,510	21,666	11,707	31,320	26,089	19,007	6,260	19,432	14,061	8,886
2010	18,173	7,894	17,965	3,521	9,409	12,661	11,476	12,015	6,227	12,989	19,390	1,323
2011	14,580	11,337	36,068	14,918	19,761	10,650	17,781	5,542	8,809			

Cemetery

BURIALS



	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
2009	0	4	1	8	4	5	9	3	4	10	2	7
2010	3	3	4	2	5	7	3	1	3	2	6	1
2011	4	3	6	9	3	2	2	8	5			

- Installed eight (8) foundation/niches

Community Outreach

The Holt Community Arts Council Harvest of the Arts was held on September 17, 2011, at the Veterans Memorial Garden. DPS personnel assisted area residents and children in making a felted soap with sheep wool. DPS personnel obtained a vehicle that was supplied by Shroyer's for area residents and students to paint as part of the arts festival.

DPS personnel attended the Recycle Rama that was hosted by the Ingham County Health Department on September 17, 2011.

The Lions brush drop off was held on September 17, 2011. There were 106 loads of brush dropped off by local residents and 30 yard waste bags.

A Michigan State University (MSU) Research Assistant contacted DPS regarding a grant application they are writing for a grazing study. MSU would like to use our biosolids to conduct a study of sheep grazing on plants fertilized with biosolids versus commercial fertilizer. They are attempting to replicate a study performed in Great Britain. A biosolids sample was provided to determine eligibility.

The Great Lakes Leadership Academy (GLLA) contacted DPS staff regarding featuring our treatment plant as part of a day and a half seminar about waste to energy projects (sometime in December or January). GLLA is conducted by the Michigan State University College of Agriculture and Natural

Resources and a diverse group of stakeholders designed to provide a vibrant pool of leaders for Michigan's future.

GLLA sponsors include:

Edward Lowe Foundation	Michigan Agri-Business Association
Great Lakes Fishery Trust	Shoreline Fruit LLC
GreenStone Farm Credit Services	Shoreline Fruit Growers
Michigan Farm Bureau	Laura Braun
Michigan Soybean Promotion Committee	Mark Chaffin
Mark Chaffin	Keith Creagh
Mike Kovacic	Mike Everett
Vicki Pontz	Gerald Jennings
DTE Energy Foundation	Jim Johnson
MI Environmental Council	Mike Kovacic
MI Sea Grant	Vicki Pontz
Nicholas Fortson	Chris Sadler
Steve Zervas	Billie Webber
Sue Esser	Guy Williams
Zachary & Associates	Josh Wunsch
Cherry Bay Orchards	Rob Zeldenrust
Corn Marketing Program of MI	American Leadership Forum
Great Lakes Packaging Company	International Association of Programs for Agriculture Leadership
Michigan Milk Producers Association	MSU AgBioResearch
Michigan Vegetable Council	MSU Extension
North Central Co-op	Moementum, LLC
Stamp Farm	Progress Associates
Star of the West Milling	TAVA Full Circle, LLC
Kevin Kirk	Training Direct, Inc.
Michigan Horticultural Society	Wavelength Inc.

Construction Projects

The Lift Station D project continues to progress. All required easements have been finalized. The helical piles are being built for the screen project at the POTW. Consumers Energy has begun testing the transformer at the lift station in preparation of relocation.

Industrial Pretreatment Program

September IPP Activities		
Site Plan Review		
	9/21/2011	1963 Holloway Drive - Manufacturing
Review/Approval		
building plan	9/1/2011	3101 Grand Oak Drive - XG Sciences
building plan	9/8/2011	2350 Cedar Street - Tim Horton's
building plan	9/8/2011	2540 Jolly Road - Tim Horton's
building plan	9/16/2011	2289 Cedar Street - Journey Life Church
building plan	9/20/2011	2585 Eaton Rapids Road - Interstate Battery
Inspections - *Grease Traps*		
Compliant	08/19/11	7-11 1997 Aurelius
Compliant	08/23/11	Biggby Coffee - 2006 Cedar
Compliant	08/23/11	Buddies Grill - 2040 Aurelius
Compliant	08/25/11	Big Ten Holt - 2005 Eifert
Compliant	08/23/11	Burger King - 2464 Cedar
Compliant	08/23/11	Burger King - 2520 E. Jolly
Compliant	08/23/11	Champions - 2440 N. Cedar
Compliant	08/22/11	Chisholm Hills - 2395 Washington
Compliant	08/23/11	Coach's - 6201 Bishop
Compliant	08/23/11	Coffee Barrel - 2237 Aurelius
Compliant	08/25/11	Cottage Inn Pizza - 1995 Cedar
Compliant	08/23/11	Delhi Café - 4625 Willoughby
Compliant	08/23/11	Fat Boys Pizza - 2040 Aurelius
Compliant	08/09/11	Eagles - 1111 N. Cedar
Compliant	08/25/11	Hometown Nutrition 2380 N. Cedar Ste 3
Compliant	08/19/11	Incu-Bake 1967 Aurelius
Compliant	08/23/11	IngCredible - 2454 S. Cedar
Compliant	08/19/11	Jade Garden - 1979 Aurelius
Compliant	08/23/11	Kroger - 2495 N. Cedar
Compliant	08/23/11	Little Caesar's - 2221 N. Cedar
Compliant	08/23/11	McDonald's 2775 Eaton Rapids Rd.
Compliant	08/23/11	McDonald's 2530 E. Jolly
Compliant	08/23/11	McDonald's 2400 N. Cedar
Compliant	08/23/11	Sam Corey Senior Center- 2108 N. Cedar
Compliant	08/23/11	Sammy's II - 1957 Cedar
Compliant	08/23/11	Subway - 2765 Eaton Rapids Rd.
Compliant	08/23/11	Tacos E Mas - 1850 Cedar
Compliant	08/23/11	Tim Horton's - 2450 E. Jolly
Compliant	08/23/11	Tim Horton's - 2350 Cedar
Compliant	08/23/11	Wendy's - 2727 Eaton Rapids Rd.

DELHI CHARTER TOWNSHIP
MINUTES OF REGULAR MEETING HELD ON OCTOBER 4, 2011

The Delhi Charter Township Board of Trustees met in a regular meeting on Tuesday, October 4, 2011 in the Multipurpose Room at the Community Services Center, 2074 Aurelius Road, Holt, Michigan. Supervisor Goodrich called the meeting to order at 7:33 p.m.

PLEDGE OF ALLEGIANCE

ROLL CALL

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

Members Absent: Treasurer Harry Ammon

Others Present: John Elsinga, Township Manager
Al McFadyen, DDA Executive Director
Mark Jenks, Director of Parks & Recreation
Sandra Diorka, Director of Public Services
James Lenon, POTW Maintenance Supervisor
Wendy Thielen, Assistant Township Manager of Human Resources
Amy Finch, Assistant Township Clerk/Deputy Clerk

COMMENTS FROM THE PUBLIC – Steve Dougan, District 14-Ingham County Commissioner, updated the Board on County Government issues that impact the Township.

2010 ANNUAL REPORT – DOWNTOWN DEVELOPMENT AUTHORITY

Al McFadyen, DDA Executive Director, gave the 2010 Downtown Development Authority Annual Report (ATTACHMENT I).

CONSENT AGENDA

A. Approval of Minutes – Committee Meeting of September 20, 2011

B. Approval of Minutes – Regular Meeting of September 20, 2011

C. Approval of Claims – September 20, 2011 (ATTACHMENT II)

D. Approval of Payroll – September 29, 2011 (ATTACHMENT III)

E. Set Public Hearing – FY 2012 Budgets – General Fund and Special Revenue Funds (ATTACHMENT IV)

F. Set Date and Time for Halloween Trick-or-Treat (ATTACHMENT V)

SWEET MOVED TO APPROVE THE CONSENT AGENDA AS PRESENTED.

A Roll Call Vote was recorded as follows:

SUBJECT TO APPROVAL

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

NEW BUSINESS

AMEND TOWNSHIP POLICY NO. 126 – UNRESTRICTED FUND BALANCE

The Board reviewed memorandums dated September 28, 2011 from Twp. Mgr. Elsinga and September 22, 2011 from Marian Frane, Director of Accounting (ATTACHMENT VI).

HAYHOE MOVED TO AMEND DELHI TOWNSHIP POLICY NO. 126 – UNRESTRICTED FUND BALANCE.

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

SUBJECT TO APPROVAL

CONTRACT FOR VALHALLA PARK RESTROOM/PAVILION – PARISH CONSTRUCTION

The Board reviewed a memorandum dated September 29, 2011 from Twp. Mgr. Elsinga (ATTACHMENT VII).

SWEET MOVED TO APPROVE THE AGREEMENT BETWEEN DELHI CHARTER TOWNSHIP AND PARISH CONSTRUCTION IN THE AMOUNT OF $308,100 FOR THE VALHALLA PARK RESTROOM/PAVILION PROJECT.

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

PROPOSAL FOR ROOF REPAIRS AT THE PUBLICLY OWNED TREATMENT WORKS (POTW) – MC DONALD ROOFING AND SHEET METAL

The Board reviewed memorandums dated September 28, 2011 from Twp. Mgr. Elsinga and September 27, 2011 from Sandra Diorka, Director of Public Services (ATTACHMENT VIII).

KETCHUM MOVED TO APPROVE THE PROPOSAL FROM MC DONALD ROOFING AND SHEET METAL TO COMPLETE THE NECESSARY ROOFING REPAIRS AND REPLACEMENT AT THE PUBLICLY OWNED TREATMENT WORKS FACILITY IN THE AMOUNT OF $51,924 (OMITTING #8).

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

RESOLUTION NO. 2011-022 – CERTIFICATION OF DECEMBER 1, 2011 TAX LEVY

The Board reviewed a memorandum dated September 29, 2011 from Twp. Mgr. Elsinga (ATTACHMENT IX).

HAYHOE MOVED TO ADOPT RESOLUTION NO. 2011-022, WHICH CERTIFIES THE DECEMBER 1, 2011 TAX LEVY ON TAXABLE PROPERTY WITHIN DELHI CHARTER TOWNSHIP.

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

REPORTS

TRUSTEES

Trustee Bajema inquired on the application process for the upcoming Treasurer vacancy.

TOWNSHIP MANAGER

Twp. Mgr. Elsinga stated that he would draft a letter of support for Bill Conklin, Managing Director of the Ingham County Road Commission.

ADJOURNMENT

Meeting adjourned at 8:11 p.m.

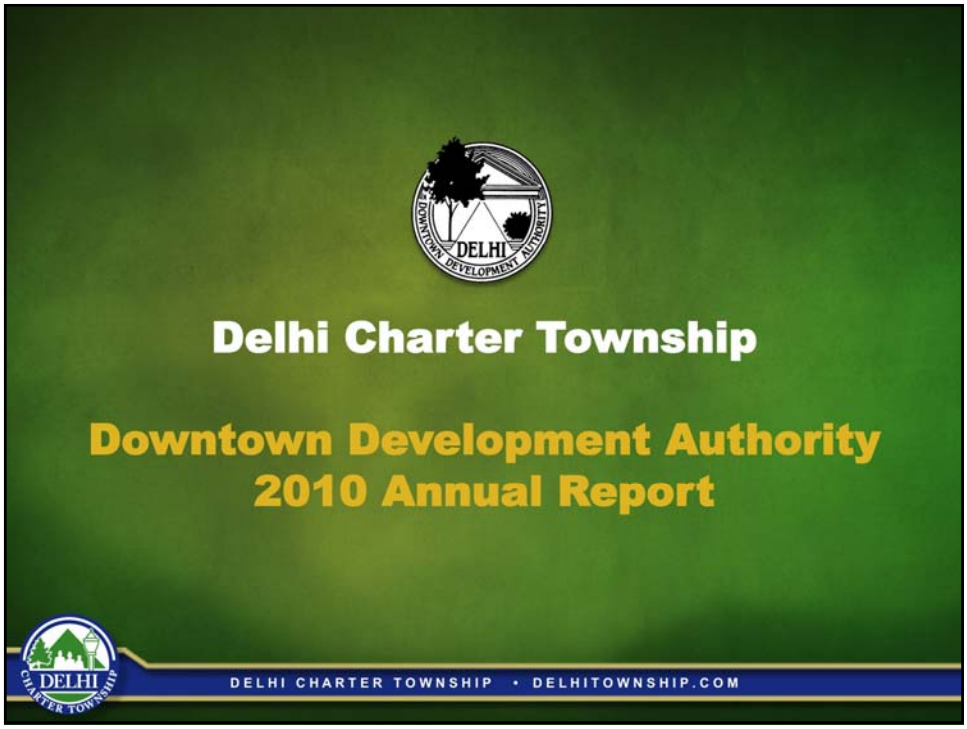
Date: _____ _____
Evan Hope, Township Clerk

Date: _____ _____
Stuart Goodrich, Supervisor

/af

SUBJECT TO APPROVAL

DELHI
DOWNTOWN DEVELOPMENT AUTHORITY
Downtown Development Authority
2010 Annual Report
FARMER'S
MARKET
DELHI
HOLT
HOLIDAYS!
DELHI
CHARTER TOWNSHIP


DELHI
DOWNTOWN DEVELOPMENT AUTHORITY
Delhi Charter Township
Downtown Development Authority
2010 Annual Report
DELHI
CHARTER TOWNSHIP
DELHI CHARTER TOWNSHIP • DELHITOWNSHIP.COM

DDA BOARD OF DIRECTORS

Jane Olney, Vice-Chairperson
DiAnne Warfield, Secretary
Kim Cosgrove, Treasurer
Stuart Goodrich, Supervisor
Tim Fauser
Robert Fillion
David Leighton
Nanette Miller
Tonia Olson

DDA Staff
Al McFadyen
Helen Harrison

2010 ACCOMPLISHMENTS

- **NON-MOTORIZED TRAIL EXTENSION**

  The non-motorized trail was extended 1000 feet westward, including a crossing across Willoughby. The work was done by Moore Trosper Construction Company of Holt.

2010 ACCOMPLISHMENTS (Cont'd.)

BEFORE

- **NEW RETAINING WALL & SIDEWALK AT PIONEER CEMETERY**
  The old retaining wall was removed and a higher and stronger retaining wall and significantly widened sidewalk were constructed along the Aurelius Road frontage of the cemetery.

2010 ACCOMPLISHMENTS (Cont'd.)

AFTER

2010 ACCOMPLISHMENTS (Cont'd.)

- **NEW LIGHTPOLES, LIGHT FIXTURES AND BANNERS ADDED TO HOLT ROAD**

  50 additional lightpoles and banners (on alternating poles) were installed along Holt Road.

2010 ACCOMPLISHMENTS (Cont'd.)

- **CSC OVERFLOW PARKING AND RAIN GARDEN**
  Completion of the project took place in 2010, including the rain garden plantings and the creation and installation of information graphics which explain how the rain garden works as a natural filter

2010 ACCOMPLISHMENTS (Cont'd.)

2010 ACCOMPLISHMENTS (Cont'd.)

- **HOLT FARMERS' MARKET**

  The market had its second full season of operation in 2010. A Famers' Market Advisory Board was appointed in order to assist market manager Chuck Grinnell in developing policies and procedures. The Farmers' Market also continued to expand its website.

DELHI CHARTER TOWNSHIP • DELHITOWNSHIP.COM

THE HOLT FARMERS' MARKET ADVISORY BOARD

Marcy Bishop Kates, Chairperson

Dennis Greenman, Vice Chairperson

DiAnne Warfield, Secretary, DDA

Judy Tuttle

Karin Tebeau

C. Howard Haas, DDA

Mark Jenks, Delhi Township Parks & Recreation

2010 ACCOMPLISHMENTS (Cont'd.)

- **SUPPORT OF COMMUNITY FUNCTIONS**

  Provided financial support to the Veterans Memorial Gardens movie nights and the Holt Community Arts Council Music in the Garden series, as well as assistance to the Township for the fireworks display held in connection with the Hometown Festival.

2010 ACCOMPLISHMENTS (Cont'd.)

- **UPDATED WEBSITE**

  The Delhi DDA website enjoyed its first year employing a Content Management System. The site was updated frequently, keeping content fresh and timely, including featuring new businesses, adding newsletters, new home page stories, etc.

2010 ACCOMPLISHMENTS (Cont'd.)

- **LOCAL BUSINESS PROMOTION**

  Continued the DDA quarterly "Our Town" newsletter and the Cooperative TV Holiday Advertising campaign which featured 44 Holt businesses.

2010 ACCOMPLISHMENTS (Cont'd.)

- **BUSINESS EXPO**

  The second Annual Delhi Business Expo took place in October, 2010. Over 60 Delhi businesses participated in the event.

PARTNERSHIPS IN 2010

DDA - DELHI CHARTER TOWNSHIP PARTNERSHIPS IN 2010

• *Community Policing*	*$108,800*
• *Community Development*	*$161,220*
• *Maintenance Services*	*$105,862*
• *Street Lighting Energy Costs*	*$ 25,000*
• *Cook & Thorburn Assessment*	*$ 75,000*
• *LEAP Dues (50%)*	*$ 5,000*
➠ ***Total Payments For Services And Shared Payments***	***$480,882***

REVENUE SHARING

- Fiscal Year 2010 payments represented the sixth year for revenue sharing between the DDA and the other taxing jurisdictions
- Per the agreements entered into with these jurisdictions in 2003, the 2010 distribution of shared revenues were as follows:

– Ingham County	$376,849
– Delhi Charter Township	$169,826
– Lansing Community College	$150,035
– CATA	$117,073
– CADL	$ 61,475
TOTAL	**$875,258**

- Revenue Sharing Basis Per Agreements with Other Taxing Jurisdictions:
  - 80% DDA 20% Other Jurisdictions, Years 2005-2010
  - 60% DDA 40% Other Jurisdictions, Years 2011-2015
  - 40% DDA 60% Other Jurisdictions, Years 2016-2020
  - 25% DDA 75% Other Jurisdictions, Years 2021-2024

THANK YOU:

- Delhi Charter Township Board of Trustees
- Township Manager John Elsinga
- Township Staff

ACCOUNTS PAYABLE APPROVAL

September 20, 2011

I. Certification of Authorized Signatures: The attached Check Register and Invoice Distribution Report encompass checks dated September 20. 2011 numbered 79852 thru 79920 & ACH 1710 thru 1729. Every invoice has a payment authorizing signature(s).

Dated: September 20. 2011

_____
Lora Behnke, Accounting Clerk

II. Certification of Fund Totals:
The attached Invoice Distribution Report and Check Register for checks dated September 20. 2011 show payments made from the following funds:

General Fund	$	68,850.41
Fire Fund		13,334.25
Police Fund		2,200.00
Fire Equip. & Apparatus Fund		3,661.04
Downtown Development Fund		45,009.33
Sewer Fund		581,301.97
Trust & Agency Fund		1,642.26
Current Tax Fund		8,542.19
Grand Total	$	724,541.45

Includes the following to be reimbursed from separate bank accounts:

Combined Sewer Savings	$	527,266.23
Current Tax	$	8,542.19

Dated: September 20. 2011

_____
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: September 20. 2011

_____
John B. Elsinga, Township Manager

_____
Evan Hope, Township Clerk

_____
Harry R. Ammon, Treasurer

IV. Board Audit and Approval: At a regular meeting of the Township Board held on October 4, 2011 a motion was made by _____ and passed by _____ yes votes and _____ no votes (_____ absent) that the list of claims dated September 20. 2011, was reviewed, audited and approved.

_____
Evan Hope, Township Clerk

U:Accounting Private\Payables\Accounts Payable Approval Form.xls
CC: Central File

INVOICE GL DISTRIBUTION REPORT FOR DELHI CHARTER TOWNSHIP
EXP CHECK RUN DATES 09/20/2011 - 09/20/2011

Vendor	Invoice Desc.	Amount
Fund 101 GENERAL FUND		
Dept 000.00		
BANK OF AMERICA	CREDIT SALES TAX	13.44
BANK OF AMERICA	SALES TAX CREDIT	0.78
BANK OF AMERICA	CREDIT SALES TAX	(1.71)
BANK OF AMERICA	SALES TAX CREDIT	(8.02)
SBAM	RETIREES HEALTH INSURANCE OCT	192.70
CHRIS DEHAAN	SOCCER REFUND	35.00
JEANETTE HENSLER	EASTSIDE SOCCER REFUND	60.00
KIMBERLY DIAZ	SOCCER REFUND	25.00
PEGGY OAKES	REFUND-SR TRIP TO CORNWELLS	52.00
	Total For Dept 000.00	369.19
Dept 171.00 MANAGER		
SBAM	HEALTH INSURANCE OCTOBER	933.66
UNUM LIFE INSURANCE CO	DISABILIY INSURANCE OCTOBER	137.46
BANK OF AMERICA	PARKING/ELSINGA	4.00
BANK OF AMERICA	MEAL/ELSINGA	37.53
BANK OF AMERICA	MEAL/ELSINGA	26.55
BANK OF AMERICA	2 LABOR SEMINARS/THIELEN	185.00
	Total For Dept 171.00 MANAGER	1,324.20
Dept 191.00 ACCOUNTING		
SBAM	HEALTH INSURANCE OCTOBER	933.66
UNUM LIFE INSURANCE CO	DISABILIY INSURANCE OCTOBER	71.80
BANK OF AMERICA	PARKING/FRANE	6.00
	Total For Dept 191.00 ACCOUNTING	1,011.46
Dept 215.00 CLERK		
SBAM	HEALTH INSURANCE OCTOBER	2,489.78
UNUM LIFE INSURANCE CO	DISABILIY INSURANCE OCTOBER	94.49
CAPITOL COMMUNICATION	10/1/11-1/1/12 MAINT CONTRACT	62.00
	Total For Dept 215.00 CLERK	2,646.27
Dept 228.00 INFORMATION TECHNOLOGY		
SBAM	HEALTH INSURANCE OCTOBER	933.66
UNUM LIFE INSURANCE CO	DISABILIY INSURANCE OCTOBER	70.42
BANK OF AMERICA	MEMORY/DELL 780	30.00
BANK OF AMERICA	DELIVERY ASSEMBLY & SHIPPING	61.95

BANK OF AMERICA	8 INK CARTRIDGES-FORMAT PRINTER	418.28
FACTORY DIRECT INK & TONER	INK CARTRIDGE/FIRE	19.99
BANK OF AMERICA	DELL 780 PC & SHIPPING	744.63
APEX SOFTWARE	4 YEARLY MAINTENANCE RENEWALS	860.00
APPLICATION SPECIALIST	ANTI SPAM 9/20-10/19/11	270.00
	Total For Dept 228.00 INFORMATION TECHNOLOGY	3,408.93

Dept 253.00 TREASURERS

SBAM	HEALTH INSURANCE OCTOBER	1,167.10
UNUM LIFE INSURANCE CO	DISABILIY INSURANCE OCTOBER	62.05
BANK OF AMERICA	MTA CONFERENCE HOTEL/AMMON	322.19
BANK OF AMERICA	MEAL/TEBEAU	11.03
	Total For Dept 253.00 TREASURERS	1,562.37

Dept 257.00 ASSESSING

SBAM	HEALTH INSURANCE OCTOBER	2,100.76
UNUM LIFE INSURANCE CO	DISABILIY INSURANCE OCTOBER	71.80
LANSING ICE & FUEL CO	GASOLINE 8/16-31/11	98.94
HEINOWSKI APPRAISAL	APPRAISAL FEE	4,000.00
BANK OF AMERICA	MEAL/WILSON	12.78
MICHIGAN ASSESSORS ASSN	MAA DUES/MUNSON	75.00
	Total For Dept 257.00 ASSESSING	6,359.28

Dept 265.00 BUILDING & GROUNDS

SBAM	HEALTH INSURANCE OCTOBER	495.78
UNUM LIFE INSURANCE CO	DISABILIY INSURANCE OCTOBER	20.62
LANSING ICE & FUEL CO	GASOLINE 8/16-31/11	99.04
MAID BRIGADE OF LANSING	CLEANING SERVICES/CSC	812.50
SIEMENS INDUSTRY, INC.	REPAIR HEAT PUMP #2/CSC	440.00
	Total For Dept 265.00 BUILDING & GROUNDS	1,867.94

Dept 276.00 CEMETERY

SBAM	HEALTH INSURANCE OCTOBER	771.21
UNUM LIFE INSURANCE CO	DISABILIY INSURANCE OCTOBER	32.09
LANSING ICE & FUEL CO	GASOLINE 8/16-31/11	154.06
	Total For Dept 276.00 CEMETERY	957.36

Dept 281.00 STORMWATER

SBAM	HEALTH INSURANCE OCTOBER	413.15
UNUM LIFE INSURANCE CO	DISABILIY INSURANCE OCTOBER	17.19
	Total For Dept 281.00 STORMWATER	430.34

Dept 446.00 INFRASTRUCTURE

CONSUMERS ENERGY	ELECTRIC & STREETLIGHTS	22,455.16
CONSUMERS ENERGY	ELECTRIC & STREETLIGHTS	82.34
LANDSCAPE ARCHITECTS	WILLOUGHBY & AMBLER SIDEWALKS	752.50
	Total For Dept 446.00 INFRASTRUCTURE	23,290.00

Dept 721.00 PLANNING/COMMUNITY DEVELOPMENT

SBAM	HEALTH INSURANCE OCTOBER	4,823.98
UNUM LIFE INSURANCE CO	DISABILIY INSURANCE OCTOBER	195.91
BANK OF AMERICA	RETURNED PANTS/LARNER	(104.91)
BANK OF AMERICA	PANTS/LARNER	117.63
BANK OF AMERICA	RETURNED PANTS/LARNER	(117.63)
BANK OF AMERICA	PANTS/LARNER	117.63
BANK OF AMERICA	CREDIT SALES TAX	(6.66)
BANK OF AMERICA	PANTS/LARNER	99.98
BANK OF AMERICA	RETURNED PANTS/LARNER	(96.43)
BANK OF AMERICA	CREDIT SALES TAX	(5.66)
BANK OF AMERICA	INSECT REPELLANT/MASTIN & LARNER	12.98
LUMBERTOWN OF HOLT	TAPE MEASURE	7.89
LANSING ICE & FUEL CO	GASOLINE 8/16-31/11	199.64
BANK OF AMERICA	LANSING STATE JOURNAL SUB	196.18
BANK OF AMERICA	LIGHT FIXTURES & BULBS/2138 DEAN	350.70
LUMBERTOWN OF HOLT	(9) 2X4'S/2138 DEAN	19.85
LUMBERTOWN OF HOLT	LUMBER/2138 DEAN	940.09
LUMBERTOWN OF HOLT	TRIM FOR DOORS/2138 DEAN	18.88
LUMBERTOWN OF HOLT	TRIM/2138 DEAN	174.83
LUMBERTOWN OF HOLT	TRIM BASE/2138 DEAN	23.72
LUMBERTOWN OF HOLT	CREDIT/2138 DEAN	(42.72)
LUMBERTOWN OF HOLT	CABINETS/VANITYS-2138 DEAN	2,275.00
SCHAFER'S INC.	MOWING 2193 FRONTIER	34.50
SCHAFER'S INC.	SECURE OPENING IN FOUNDATION	159.57
SCHAFER'S INC.	MOWING 3560 SCHOLAR	43.13
SCHAFER'S INC.	TRASH REMOVAL KATE ST VACANT LT	354.99
SCHAFER'S INC.	MOWING 5793 MAC MILLAN	60.38
SCHAFER'S INC.	MOWING 2690 EATON RAPIDS	51.75
SCHAFER'S INC.	MOWING 4620 DON	34.50
SCHAFER'S INC.	MOWING 2605 KATE	34.50
	Total For Dept 721.00 PLANNING/COMMUNITY DEVELOPMENT	9,974.20

Dept 752.00 ADMINISTRATION

SBAM	HEALTH INSURANCE OCTOBER	778.04
UNUM LIFE INSURANCE CO	DISABILIY INSURANCE OCTOBER	67.23
	Total For Dept 752.00 ADMINISTRATION	845.27

Dept 771.00 PARKS

SBAM	HEALTH INSURANCE OCTOBER	1,167.10
UNUM LIFE INSURANCE CO	DISABILIY INSURANCE OCTOBER	27.98
LANSING ICE & FUEL CO	GASOLINE 8/16-31/11	796.58
ACE HARDWARE	HOSE BARB	2.79
ACE HARDWARE	CREDIT	(1.59)
ACE HARDWARE	ADAPTER	2.29
DK SECURITY	SECURITY 8/21-9/2/11	1,453.29
AMERICAN RENTAL	PORTABLE TOILET	70.00
AMERICAN RENTAL	PORTABLE TOILETS	215.00
MODEL COVERALL SERVICE	UNIFORM PANTS	30.45
MODEL COVERALL SERVICE	UNIFORM PANTS	76.45
CONSUMERS ENERGY	ELECTRIC 1771 MAPLE	100.83
BANK OF AMERICA	DOOR REPAIR/SENIOR CENTER	379.00
ACE HARDWARE	PAINT THINNER	10.99
ACE HARDWARE	FEMALE AIR CHUCK	3.29

MENARDS LANSING SOUTH	3 MERCURY VAPOR-CLEAR	39.95
SAFETY SYSTEMS, INC	QTR MONITORING/SENIOR CENTER	90.00
BANK OF AMERICA	LOCK NUTS/WASHERS/HEX NUTS	60.51
BANK OF AMERICA	FOUNTAIN SUPPLIES	14.99
BANK OF AMERICA	24 T-POSTS	105.36
ACE HARDWARE	2 STRIPING PAINT	15.98
ACE HARDWARE	3 STRIPING PAINT	23.97
ACE HARDWARE	4 GRAVEL MIX	15.96
LOWE'S CREDIT SERVICES	(2) 3/4" BALL VALVE	21.30
LOWE'S CREDIT SERVICES	TESTER SET/150W HPS MOGUL BASE	47.05
LOWE'S CREDIT SERVICES	1/4"X800' SOLID BRAID NYLON/BOLTS	32.48
BANK OF AMERICA	4 DISTILLED WATERS/1 OFF AEROSOL	8.27
BANK OF AMERICA	SPROCKET & FREIGHT/PUG	21.06
BRADY LAWN EQUIPMENT	BELT	14.00
SUPERIOR SAW	SPRING	1.49
BOBCAT OF LANSING	3 WHEELS/1 ROLLER ASMBY.	35.75
MIDWEST POWER EQUIPMENT	FILTER/2 AIR CLEANERS	28.15
BANK OF AMERICA	DOOR HANDLE/#12	15.00
LANDSCAPE ARCHITECTS	VALHALLA PARK RESTROOM CONST	1,480.00
	Total For Dept 771.00 PARKS	6,405.72

Dept 774.00 RECREATION

SBAM	HEALTH INSURANCE OCTOBER	933.66
UNUM LIFE INSURANCE CO	DISABILIY INSURANCE OCTOBER	32.16
D & M SILKSCREENING	66 T-SHIRTS	396.00
JOHN'S PRO-CLEAN, INC	8 TROPHIES	136.00
JOHN'S PRO-CLEAN, INC	8 TROPHIES	128.00
HAMMOND FARMS SOUTH	(25) 50# BAGS OF PIQUA WHITE	198.75
JOHNNY MAC'S	12 TAG STOPWATCHES	119.40
JOHNNY MAC'S	SOCCER BALLS	65.70
JOHNNY MAC'S	WHISTLES	114.00
JOHNNY MAC'S	LANYARDS	64.80
JOHNNY MAC'S	FOOTBALLS	179.40
JOHNNY MAC'S	STOPWATCHES	107.40
BANK OF AMERICA	SENIOR CITIZEN PICNIC SUPPLIES	127.39
BANK OF AMERICA	CREDIT	(35.19)
BANK OF AMERICA	SENIOR CITIZEN PICNIC SUPPLIES	239.29
BANK OF AMERICA	SENIOR CITIZEN TRIP	720.80
	Total For Dept 774.00 RECREATION	3,527.56

Dept 850.00 OTHER FUNCTIONS

SBAM	RETIREES HEALTH INSURANCE OCT	4,817.42
BANK OF AMERICA	WEB HOSTING 7/10-8/9/11	1.00
BANK OF AMERICA	DOMAIN RENEWAL FEE	12.95
BANK OF AMERICA	WUFOO SUBSCRIPTION 8/26-9/26/11	9.00
BANK OF AMERICA	SOFTWARE FOR VIDEO MUSIC	29.95
	Total For Dept 850.00 OTHER FUNCTIONS	4,870.32
	Total For Fund 101 GENERAL FUND	68,850.41

Fund 206 FIRE FUND

Dept 336.00 FIRE DEPARTMENT

SBAM	HEALTH INSURANCE OCTOBER	10,114.74
UNUM LIFE INSURANCE CO	DISABILIY INSURANCE OCTOBER	463.31
BANK OF AMERICA	4 INK CARTRIDGES/BRENDA	167.96
LANSING ICE & FUEL CO	GASOLINE 8/16-31/11	1,260.59
BANK OF AMERICA	4 SHIRTS & SHIPPING	116.00
BOUND TREE MEDICAL, LLC	MEDICAL SUPPLIES	414.55
LIFEGAS LLC	CYLINDER RENTAL	200.39
FIRE DEPT SAFETY OFFICERS	2012 FDSOA MEMBERSHIP	85.00
BIO-CARE, INC.	MASK FIT TEST/YAGER	25.00
SCHULTZ INC.	CLEAN & HAUL FLR DRAIN PIT SLUDGE	452.45
ACE HARDWARE	QUICK LINK	13.47
ACE HARDWARE	GROMMET KIT/POLISH	14.98
LUMBERTOWN OF HOLT	(2) 2X4-10 SPF	5.81
	Total For Dept 336.00 FIRE DEPARTMENT	13,334.25
	Total For Fund 206 FIRE FUND	13,334.25

Fund 207 POLICE FUND

Dept 301.00 POLICE

ROBERT J. ROBINSON, ATTNY	MOTOR VEH ORD AUGUST	2,200.00
	Total For Dept 301.00 POLICE	2,200.00
	Total For Fund 207 POLICE FUND	2,200.00

Fund 211 FIRE EQUIP. & APPARATUS FUND

Dept 339.00 EQUIPMENT & APPARATUS

BANK OF AMERICA	UPS SHIPPING	6.57
BANK OF AMERICA	UPS SHIPPING	21.17
FIRE SERVICE MANAGEMENT	TURNOUT GEAR CLEANING & FREIGHT	86.05
BANK OF AMERICA	CONFINED SPACE EQUIP & SHIPPING	519.87
BANK OF AMERICA	4 HEADLAMPS	307.96
BANK OF AMERICA	UPS SHIPPING	12.18
C MICHIGAN KENWORTH/FORD	PARTS & LABOR/#204	1,389.19

HALT FIRE, INC.	WIPER REPAIR/#491	540.66
LIFE LINE EMERGENCY	MOTHER BOARD & FREIGHT/#373	177.41
VICTORY LANE OIL CHANGE	LOF/#577	44.97
BANK OF AMERICA	SEMINAR REGISTRATION/BALL	495.00
BANK OF AMERICA	2 TRAINING MANUALS & SHIPPING	60.01
	Total For Dept 339.00 EQUIPMENT & APPARATUS	3,661.04
	Total For Fund 211 FIRE EQUIP. & APPARATUS FUND	3,661.04

Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY

Dept 728.00 DDA ADMINISTRATION

UNUM LIFE INSURANCE CO	DISABILIY INSURANCE OCTOBER	54.29
BANK OF AMERICA	COMPUTER PAPER/LABELS	23.99
FAHEY SCHULTZ BURZYCH	LEGAL FEES AUGUST	78.00
FOSTER, SWIFT, COLLINS	LEGAL FEES AUGUST	88.50
BANK OF AMERICA	5 YEAR DDA DOMAIN NAME RENEWAL	114.95
DELHI TOWNSHIP TREASURER	APP FEES 1963 HOLLOWAY	1,700.00
VOICE ENVIRONMENTAL GRP	WETLAND EVALUATION RETAINER FEE	1,500.00
WOLVERINE ENGINEERS	ALTA SURVEY-HOLT RD & HOLLOWAY	3,900.00
BANK OF AMERICA	AT&T FOR LED SIGN 8/15-9/15/11	36.45
BANK OF AMERICA	8 FLUOR BULBS	63.60
	Total For Dept 728.00 DDA ADMINISTRATION	7,559.78

Dept 729.00 DDA MARKETING & PROMOTION

BANK OF AMERICA	MOVIE COPY RIGHT FEE	321.00
BANK OF AMERICA	MOVIE COPY RIGHT FEE	321.00
BANK OF AMERICA	MOVIE COPY RIGHT FEE	271.00
BANK OF AMERICA	CREDIT	(64.99)
BANK OF AMERICA	PRINTER W/COPIER SCANNER FAX	169.99
BANK OF AMERICA	100 EBT TOKENS & SHIPPING	54.98
BANK OF AMERICA	LOCK/FARMERS MARKET	20.00
CHARLES GRINNELL	45.5 HOURS @ $22/GRINNELL	1,001.00
BLOHM CREATIVE PARTNERS	FARMER'S MARKET NEWSPAPER AD	314.25
	Total For Dept 729.00 DDA MARKETING & PROMOTION	2,408.23

Dept 730.00 COMM REHABILITATION REBATE PGM

FRANKIE D'S AUTO & TRUCK	FRANKIE D'S NEW ROOF	6,400.00
	Total For Dept 730.00 COMM REHABILITATION REBATE PGM	6,400.00

Dept 731.00 DDA INFRASTRUCTURE PROJECTS

PURE GREEN LAWN & TREE	FERTILIZATION/CEDAR ISLANDS DDA	265.00
C2AE	I-96 UNDERPASS & NORTH CONNECT	26,961.00
	Total For Dept 731.00 DDA INFRASTRUCTURE PROJECTS	27,226.00

Dept 850.00 OTHER FUNCTIONS

SBAM	HEALTH INSURANCE OCTOBER	771.21
UNUM LIFE INSURANCE CO	DISABILIY INSURANCE OCTOBER	32.09
LANSING ICE & FUEL CO	GASOLINE 8/16-31/11	154.06
MAID BRIGADE OF LANSING	CLEANING SERVICES/SHERIFF	400.00
BOARD OF WATER & LIGHT	WATER 2004 AURELIUS	57.96
	Total For Dept 850.00 OTHER FUNCTIONS	1,415.32
	Total For Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY	45,009.33

Fund 590 SEWAGE DISPOSAL SYSTEM

Dept 000.00

BANK OF AMERICA	SALES TAX REFUND	(2.04)
SBAM	RETIREES HEALTH INSURANCE OCT	367.04
	Total For Dept 000.00	365.00

Dept 548.00 ADMINISTRATION & OVERHEAD

SBAM	RETIREES HEALTH INSURANCE OCTOBEI	2,726.99
ICS MARKETING SUPPORT	AUGUST SEWER BILLS	542.63
	Total For Dept 548.00 ADMINISTRATION & OVERHEAD	3,269.62

Dept 558.00 DEPT OF PUBLIC SERVICE

SBAM	HEALTH INSURANCE OCTOBER	11,320.33
UNUM LIFE INSURANCE CO	DISABILIY INSURANCE OCTOBER	470.98
DBI BUSINESS INTERIORS	OFFICE SUPPLIES	249.43
LANSING ICE & FUEL CO	GASOLINE 8/16-31/11	2,343.94
MODEL COVERALL SERVICE	STAFF UNIFORMS	106.29
MODEL COVERALL SERVICE	STAFF UNIFORMS	106.29
MODEL COVERALL SERVICE	STAFF UNIFORMS	87.48
MODEL COVERALL SERVICE	STAFF UNIFORMS	106.29
BANK OF AMERICA	ADAPTER ROSEWILL & SHIPPING	11.98
BANK OF AMERICA	CREDIT	(55.98)
RS TECHNICAL SERVICES, INC.	(2) N-TRON FIBER OPTIC CONVERTERS	455.00
RS TECHNICAL SERVICES, INC.	TRIPP-LITE UPS MODEL & SHIPPING	554.42
APPLICATION SPECIALIST	NETWORK CONSULTING FOR FIBER	187.50
XP SOFTWARE	ANNUAL XPSWMM RENEWAL	1,859.25
AIRGAS GREAT LAKES	CYLINDER RENTAL	111.01
BANK OF AMERICA	LONG ARM HEX KEY	5.69
BANK OF AMERICA	PIPE WRENCHES/SCREWDRIVER SET	97.96
BANK OF AMERICA	DIP STICK PRO & FREIGHT/IPP VAN	329.95
ACE HARDWARE	SUPER GLUE	2.29
CARQUEST THE PARTS PLACE	BACKING PLATE/PAD/COMPOUND	42.37
ACE HARDWARE	2 WATCH BATTERIES	9.58
ALEXANDER CHEMICAL CORP	SULFURIC ACID	301.00
ALEXANDER CHEMICAL CORP	CALCIUM NITRATE	9,618.00
ALEXANDER CHEMICAL CORP	SODIUM HYPOCHLORITE	651.00
BANK OF AMERICA	CHLORINE/LAGOON 2	211.88
ALS LABORATORY GROUP	LAGOON 2	490.00
ALS LABORATORY GROUP	LAGOON 3	490.00
ENVIRONMENTAL RESOURCES M	WET TESTINGS	2,505.45
BANK OF AMERICA	SAFETY SHOES/DIORKA	109.95
BANK OF AMERICA	CREDIT/DIORKA SAFETY SHOES	(109.95)
BANK OF AMERICA	SAFETY SHOES/DIORKA	109.95
RED WING SHOES	SAFETY BOOTS/NEEB & LENON	344.25
UNITED PARCEL SERVICE	SHIPPING CHARGES	200.29
UNITED PARCEL SERVICE	SHIPPING CHARGES	18.00
USA MOBILITY WIRELESS, INC.	PAGER SERVICE	77.63
COMCAST	HIGH SPEED INTERNET/MAINTENANCE	114.90
COMCAST	HIGH SPEED INTERNET/POTW	114.90
BOARD OF WATER & LIGHT	ELECTRIC 2481 DELHI COMMERCE	80.17
CONSUMERS ENERGY	ELECTRIC-5961 MC CUE #2723	51.61
BANK OF AMERICA	FLAT TIRE/SCAG #6	10.00
BANK OF AMERICA	VET EXAM/SHEEP DOG	50.50
BANK OF AMERICA	VET EXAM/SHEEP DOG	10.00

BANK OF AMERICA	4 PICK-UP REACH TOOLS	9.96
ACE HARDWARE	KEY/COUPLE/NIPPLE/UNION/ELBOW	28.78
BANK OF AMERICA	BOLTS/NUTS/BULBS/TIRE REPAIR	133.72
BANK OF AMERICA	20 EIKO LAMPS	81.40
BANK OF AMERICA	4 FUSES	61.00
BANK OF AMERICA	PRESSURE GAUGE	23.54
BANK OF AMERICA	ELEC. CONTACT CLEANER/ MINI BAY	201.83
GRAINGER	PRESSURE REGULATOR	263.77
KENNEDY INDUSTRIES, INC	WEMCO PUMP REPAIR QUOTE#25258	5,955.00
PURE GREEN LAWN & TREE	TREE/GRASS FERT MAINT	232.00
PURE GREEN LAWN & TREE	TREE/GRASS WAVERLY LS	79.00
MAID BRIGADE OF LANSING	CLEANING SERVICES/POTW	260.00
MAID BRIGADE OF LANSING	CLEANING SERVICES/MAINTENANCE	260.00
SIEMENS INDUSTRY, INC.	A/C FAN-SERVER ROOM/POTW	843.36
SIEMENS INDUSTRY, INC.	BOILER REPAIR/POTW	2,987.87
DE-CAL, INC	SERVICE DUAL FUEL BURNER SYSTEM	475.00
MIDSTATE SECURITY	REPLACED DAMAGED CARD READER	574.50
BANK OF AMERICA	YARN PROCESS-TERRI SOCKS	800.00
BANK OF AMERICA	YARN PROCESS-CREW SOCKS	1,100.00
BANK OF AMERICA	WOOL MITTEN SAMPLE/DELHI WOOL	15.81
BANK OF AMERICA	CONF. REGIST/DIORKA-BRYANT-NEEB	585.00
BANK OF AMERICA	COLLECTION SEM/DIORKA-POWERS	278.00
BANK OF AMERICA	CONFERENCE REGISTRATION/DIORKA	50.00
	Total For Dept 558.00 DEPT OF PUBLIC SERVICE	49,151.12

Dept 578.01 CAPITAL IMPR-TREATMENT PLANT

HUBBELL, ROTH & CLARK, INC	DIGESTER REHABILITATION/PYMT 75	1,250.00
	Total For Dept 578.01 CAPITAL IMPR-TREATMENT PLANT	1,250.00

Dept 588.01 G.O. BOND INDEBTEDNESS

BANK OF NEW YORK, MELLON.	SRF PRJ #5279-01 PRINCIPAL	435,000.00
BANK OF NEW YORK, MELLON	SRF PRJ #5279-01 INTEREST	73,125.00
BANK OF NEW YORK, MELLON	SRF PRJ #5403-01 INTEREST	19,141.23
	Total For Dept 588.01 G.O. BOND INDEBTEDNESS	527,266.23
	Total For Fund 590 SEWAGE DISPOSAL SYSTEM	581,301.97

Fund 701 TRUST & AGENCY FUND

Dept 000.00

AFLAC	WITH DEDUCT-DISABILITY	574.52
AFLAC	WITH DEDUCT-LIFE INSUR	7.38
AFLAC	WITH DEDUCT-ACCIDENT INDEMNITY	480.14
AFLAC	WITH DEDUCT-SICKNESS INDEMNITY	177.14
AFLAC	WITH DEDUCT-CANCER INDEMNITY	403.08
	Total For Dept 000.00	1,642.26
	Total For Fund 701 TRUST & AGENCY FUND	1,642.26

Fund 703 CURRENT TAX ACCOUNT

Dept 000.00

CORELOGIC REAL ESTATE TAX	REFUNDS DUE TAXPAYERS	1,159.80
CORELOGIC REAL ESTATE TAX	TAX OVRPMT #332505-31-400-025	1,070.06
CORELOGIC REAL ESTATE TAX	TAX OVRPMT#332505-11-327-025	897.34
CORELOGIC REAL ESTATE TAX	TAX OVRPMT #332505-11-328-009	1,003.57

CORELOGIC REAL ESTATE TAX	TAX OVRPMT#332505-11-378-030	1,053.57
CORELOGIC REAL ESTATE TAX	TAX OVRPMT#332505-13-128-004	844.85
CORELOGIC REAL ESTATE TAX	TAX OVRPMT #332505-15-378-002	1,031.07
CORELOGIC REAL ESTATE TAX	TAX OVRPMT #332505-19-152-006	1,001.08
CORELOGIC REAL ESTATE TAX	TAX OVRPMT #332505-20-301-047	18.21
CORELOGIC REAL ESTATE TAX	TAX OVRPMT #332505-22-226-019	444.92
WOODED VALLEY LLC	TAX OVRPMT#332505-11-378-020	8.86
WOODED VALLEY LLC	TAX OVRPMT #332505-11-378-029	8.86
	Total For Dept 000.00	8,542.19
	Total For Fund 703 CURRENT TAX ACCOUNT	8,542.19
	Total For All Funds:	724,541.45

DELHI CHARTER TOWNSHIP
FUND TRANSFERS AND PAYROLL APPROVAL
For Payroll Dated September 29, 2011

I. Certification of Preparation and Distribution

The attached check and payroll registers encompass check numbers: 102912 through 102961 & direct deposits numbers: DD12305 through DD12389. The payroll was prepared in accordance with established payroll rates and procedures.

Lora Behnke, Accounting Clerk

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

Joyce Goulet, Accounts Payable Coordinator

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

Dated: September 29, 2011

Marian Frane, CPA, Director of Accounting

II. Payroll Report

The September 29, 2011 payroll encompasses the following funds and expenditures:

	Gross Payroll	Payroll Deductions	Net Pay
General Fund	$72,750.76	$19,759.78	$52,990.98
Fire Dept. Fund	40,966.30	12,597.96	$28,368.34
DDA	6,600.48	2,657.79	$3,942.69
Sewer Fund/Receiving	34,818.96	9,220.71	$25,598.25
Total Payroll	$155,136.50	$44,236.24	**$110,900.26**
	Township FICA	**Township RHS & Pension Plan & H.S.A.**	**Total Deductions & TWP Liabilities**
General Fund	$5,070.26	$13,828.59	$38,658.63
Fire Dept. Fund	3,090.57	8,332.52	24,021.05
DDA	416.51	851.85	3,926.15
Sewer Fund/Receiving	2,526.57	8,558.44	20,305.72
Total Payroll	$11,103.91	$31,571.40	$86,911.55

Marian Frane, CPA, Director of Accounting

III. FUND TRANSFERS

Transfers covering the foregoing payroll were made on September 29, 2011 and identified as follows:

9/29 Net Pay Disbursement in Common Savings ($110,900.26)

Harry R. Ammon, Treasurer

IV. Board Audit and Approval:

At a regular meeting of the Township Board held on October 4, 2011, a motion was made by _____and passed by_____yes votes and _____no votes(_____absent) that the payroll dated September 29, 2011 was reviewed, audited, and approved.

Attachment to Payroll Register

cc: Ammon(1)Vander Ploeg(1)

Evan Hope, Clerk

DELHI CHARTER TOWNSHIP

MEMORANDUM

TO: Delhi Township Board Members

FROM: John B. Elsinga, Township Manager

DATE: September 26, 2011

RE: FY 2012 Budgets – Set Public Hearing – General Fund and Special Revenue Funds

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During the September Budget Workshop we introduced to the Board the proposed 2012 Budget documents (Budget Book). These proposed budgets have been updated for any changes made at the budget workshops. Summaries of these budgets are available in the Clerk's Office for public viewing.

As required by statute, a public hearing must be held prior to December 15th and the adoption of these budgets by the Township Board no later than December 31st of each year. Therefore, I recommend the Board set a public hearing for October 18, 2011 at 8:00 p.m. to hear comments on the proposed budget.

RECOMMENDED MOTION:

To set a public hearing on the proposed Township budgets for the General Fund and Special Revenue Funds for fiscal year 2012 on Tuesday, October 18, 2011 at 8:00 p.m.

DELHI CHARTER TOWNSHIP

MEMORANDUM

TO: Delhi Township Board Members

FROM: John B. Elsinga, Township Manager

DATE: September 26, 2011

RE: Set Date and Time for Halloween Trick-or-Treat

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

Monday, October 31, 2005	6 p.m. – 8 p.m.
Tuesday, October 31, 2006	6 p.m. – 8 p.m.
Wednesday, October 31, 2007	6 p.m. – 8 p.m.
Friday, October 31, 2008	6 p.m. – 8 p.m.
Saturday, October 31, 2009	6 p.m. – 8 p.m.
Sunday, October 31, 2010	6 p.m. – 8 p.m.

Typically, the Township has set dates and times, which are consistent with the City of Lansing, since they are the largest surrounding municipality to Delhi Township. Therefore, I recommend the Board set "Trick-or-Treat" hours for Monday, October 31, 2011 from 6:00 p.m. to 8:00 p.m.

RECOMMENDED MOTION:

To set the Halloween "Trick-or-Treat" hours in Delhi Township for Monday, October 31, 2011 from 6:00 p.m. to 8:00 p.m.

DELHI CHARTER TOWNSHIP

MEMORANDUM

TO: Delhi Township Board Members

FROM: John B. Elsinga, Township Manager

DATE: September 28, 2011

RE: Amend Delhi Township Policy No. 126 – Unrestricted (Unreserved) Fund Balance

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Enclosed for your review and approval are amendments to Policy No. 126 – Unreserved Fund Balance, our General Fund Balance policy. The need for changes to this policy is to comply with GASB 54 which will be implemented this year.

GASB 54 defines three specific classifications of fund balance: 1) Non-spendable, 2) Restricted and 3) Unrestricted (which replaces the term or class of "Unreserved". Therefore, the amended policy replaces the term "unreserved" with the term "unrestricted" along with a detail explanation of the subclassification of "committed" fund balance.

GASB 54 also recommends an unrestricted fund balance of seventeen percent (17%) versus our current policy of fifteen percent (15%). In order to comply with GASB 54 I recommend the Board approve the proposed amendment to Policy No. 126.

Recommended Motion:

To amend Delhi Township Policy No. 126 – Unrestricted Fund Balance.

Delhi Charter Township
Accounting Department

MEMORANDUM

TO: John Elsinga, Township Manager

FROM: Marian Frane, CPA, Director of Accounting

DATE: September 22, 2011

RE: Fund Balance Policy

The Governmental Accounting Standards Board (GASB) is the independent organization that establishes standards of accounting and financial reporting for U.S. state and local governments. The GASB recently promulgated GASB 54, which takes effect this year and changes the way fund balance is reported in governmental funds. This will require a revision to the current fund balance policy.

GASB 54 establishes three primary categories of fund balance: Non-Spendable, Restricted, and Unrestricted Fund Balance (with 3 subclasses under Unrestricted):

Classification	Definition	Examples
Non-spendable	Amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained intact	·Inventory ·Prepaids ·Legal requirements to be maintained intact
Restricted	Constraints placed by creditors, grantors, laws or regulations of other governments, constitution	·Restricted by state statute ·Unspent bond proceeds ·Grants earned but not spent ·Taxes dedicated to a specific purpose ·Revenues restricted by enabling legislation
Unrestricted		
Committed	For specific purposes by formal action of the government's highest level of decision-making authority, not subject to legal enforceability, formal action by Township Board must be taken prior to December 31st of that year but exact amount may be determined later, to remove the commitment the Township Board must take formal action	·Amounts set aside by the Township Board by resolution

Assigned	Amounts that are intended to be used for specific purposes. Intent can be expressed by the governing body or someone designated with such authority. Residual fund balance in Special Revenue Funds, Debt Service Funds, and Capital Project Funds that is not classified as non-spendable, restricted, or unrestricted-assigned, would be classified here.	·Amounts set aside by the Township Manager if manager has been authorized ·Excess of budgeted expenditures over revenues in the next year's budget ·Action to assign can happen after year end
Unassigned	This is the fund balance in the General Fund that has not been reported in any other classification.	·Residual in the General Fund

The current Fund Balance policy refers to “Unreserved” Fund Balance which no longer exists. Additionally, the GFOA has come out with a new minimum fund balance recommendation. Therefore, I have prepared and attached a revised Fund Balance policy for your consideration which takes these changes into consideration.

POLICY NO. 126
Adopted Dec. 5, 2006
Effective January 1, 2007
Amended _____

DELHI TOWNSHIP POLICY MANUAL

I. SUBJECT

~~UNRESERVED~~ UNRESTRICTED FUND BALANCE

II. PURPOSE

To provide for adequate levels of ~~unreserved~~ unrestricted fund balance that should be maintained in the General Fund in order to mitigate current and future risks (e.g., revenue shortfalls and unanticipated expenditures) ~~and to ensure stable tax rates~~.

III. SCOPE

This policy applies to the General Fund of Delhi Charter Township.

IV. POLICY

It shall be the policy of Delhi Charter Township to strive to maintain an ~~unreserved~~ unrestricted fund balance in the General Fund of no less than ~~fifteen (15)~~ seventeen (17) percent of regular General Fund operating expenditures. General Fund operating expenditures is defined as operating expenditures less any nonrecurring capital outlay plus recurring operating transfers.

Unrestricted fund balance includes fund balance which has been committed. Committed fund balance is funds that have been set aside by formal action of the Township Board prior to December 31st of each year. The Township Board must take formal action to remove the commitment.

Formatted: Superscript

DELHI CHARTER TOWNSHIP

MEMORANDUM

TO: Delhi Township Board Members

FROM: John B. Elsinga, Township Manager

DATE: September 29, 2011

RE: Agreement between Delhi Charter Township and Parish Construction – Valhalla Park Restroom/Pavilion Project

---

On September 20, 2011 the Township Board approved the low bid of $308,100 from Parish Construction for the Valhalla Park Restroom/Pavilion Project.

Enclosed for your review and approval is the Agreement between Delhi Charter Township and Parish Construction for the same. Also enclosed are the Performance Bond, Payment Bond, and Maintenance and Guarantee Bond. This project will be partly funded by a Department of Natural Resources Trust Fund Grant (75%) with the remaining funds available in the General Fund (25%). Therefore, I recommend approval of the Agreement.

Recommended Motion:

To approve the Agreement between Delhi Charter Township and Parish Construction in the amount of $308,100 for the Valhalla Park Restroom/Pavilion Project.

FORM OF

AGREEMENT BETWEEN OWNER & CONTRACTOR FOR CONSTRUCTION

THIS AGREEMENT, Made this **27th** day of **September** , 2011, by and between ***Delhi Charter Township***, party of the first part, commonly referred to herein as the OWNER, and **Parish Corporation,** party of the second part, commonly referred to herein as the CONTRACTOR;

WITNESSETH: That the said parties, each in consideration of the covenants and agreements on the part of the other herein contained, have covenanted and agreed, and do hereby covenant and agree, the party of the first part for itself, and the party of the second part, for itself and all its heirs, executors, administrators, and assigns, as set forth in the following ARTICLES OF AGREEMENT.

ARTICLE 1. CONTRACTOR'S OBLIGATION TO BUILD

It is agreed that the said CONTRACTOR shall provide all mobilization, bonds/insurances, staking/layout, maintaining traffic, subgrade cut/fill, sand subbase, concrete sidewalk, site restoration, and SESC measures associated with ***Valhalla Park Restroom/ Pavilion*** in the Delhi Charter Township, MI hereinafter called the PROJECT;

All in full accordance with and conformity to the Contract Documents for ***Valhalla Park Restroom/ Pavilion***, a list of which is herein included and made a part of this agreement, and that he shall furnish all labor, materials, tools, power, permits, transportation, and construction equipment necessary therefore, excepting those things which are specifically stipulated therein to be furnished or done by the Owner and/or others.

ARTICLE 2. TIME OF COMPLETION

It is agreed hereby that upon receipt of the written notice to proceed, the Contractor shall commence the work in *TEN (10)* calendar days, and shall prosecute the work, as defined in the proposal, under this contract with all due diligence at such points and with such force and in such manner and at such rate as will bring all items of work to full completion by ***5:00 p.m., January 31, 2012*** and that in the event that Contractor's delay, not excused in the manner prescribed in the specifications, shall occur, Contractor shall compensate the Owner in damages for expense, inconvenience, or other loss occasioned to Owner by such delay.

ARTICLE 3. CONTRACT SUM

The Owner shall pay the Contractor for his performance, subject to additions and deductions, in current funds as follows: **Base Bid: $268,000.00, Alternate #1 $29,000.00, Alternate #2 $11,100.00, Contract Sum: Three Hundred Eight Thousand, One Hundred and no/100 ($308,100.00)**

The expense of making good any damages to the Project or premises and the removal and replacement of materials or work rejected or condemned by the Owner as failing to conform with the requirements of the plans and specifications, which in the opinion of the Owner has resulted from a lack of reasonable diligence on the part of the Contractor, shall not be charged as items of cost.

The Contractor's proposal as submitted shall become part of this agreement and unit prices stated therein shall be binding upon both parties.

ARTICLE 4. PAYMENTS

The OWNER shall make payments to the Contractor as specified herein:

a. As of the last day of each month during which satisfactory progress has been made toward the final completion of the Project, the Contractor shall submit to the Owner an application for payment based upon the amount and value of the work which has been done under this contract during the month or since the date of the last previous estimate.

The Contractor shall submit, along with such application for payment, waiver of lien or sworn affidavits or other vouchers showing payments for materials for labor, payments to subcontractors and such other evidence of the Contractor's right to payment application, the Owner will pay to the Contractor on account a sum equal to ninety percent (90%) of the amount of such application, up to (50%) of the overall cost of the Contract, except that the said Owner may deduct and retain out of any such partial payment, a sum sufficient to meet any undischarged obligations of the Contractor for labor and/or materials incorporated in the work.

b. As soon as practicable after the satisfactory completion of all work covered by this contract, the Contractor shall notify the Owner and request a final inspection of the Project; and, if the work is found satisfactory, shall submit to the Owner his request for final payment along with a sworn statement and conditional waiver of lien, or a receipt in full, from each manufacturer or dealer in materials covering all equipment and materials of every kind that have been furnished for this work or, in lieu of such receipt, he shall file a bill showing balance due on such equipment or materials. The Owner will then pay the Contractor except that the Owner may, at his option, deduct and retain such sums as he may deem to be necessary to meet the undischarged obligations of the Contractor for materials or labor expended upon this project.

The acceptance by the Contractor of this final payment shall operate as and be a release of the Owner from all claims and liability to the Contractor for anything done or furnished for or relating to the Project or for any act or neglect of the Owner or any persons relating to or affecting the Project.

c. Progress payments shall be made in the following manner: A single check each month to Contractor.

ARTICLE 5. CONTRACT DOCUMENTS

The Contract Documents (See Special Requirements section 1.04 Contract Documents) are listed herein, and they are as fully a part of the Contract as if hereto attached or herein repeated: plan drawings entitled ***Valhalla Park Restroom/ Pavilion.***.

ARTICLE 6. NOTICES

Notices to Owner shall be deemed sufficient if in writing and mailed, postage prepaid, addressed to ***Delhi Charter Township ,2074 Aurelius Road, Holt, MI 48842*** or to such address as may be designated in writing by the OWNER from time to time.

Notices to Contractor shall be deemed sufficient if in writing and mailed, postage prepaid, addressed to: **Parish Corporation, 1501 Rensen Street, Suite A, Lansing MI 48910** or to such other address as may be designated in writing by Contractor from time to time.

ARTICLE 7. INDEPENDENT CONTRACTOR

No provision or term of this Agreement herein contained shall be construed by the parties or by any other person as one creating an employer-employee relationship. It is hereby expressly understood and agreed that Contractor is an independent Contractor.

ARTICLE 8. APPLICABILITY OF CONTRACT
This Agreement shall be governed by and construed in accordance with the laws of the State of Michigan applicable to contracts made and to be performed in this state. The invalidation of one or more terms of this contract shall not affect the validity of the remaining terms.

ARTICLE 9. WHOLE AGREEMENT CLAUSE
This written agreement embodies the entire agreement between the parties hereto. Any additions, deletions or modifications hereto must be in writing and signed by both parties.

IN WITNESS WHEREOF, ***Delhi Charter Township***, as Owner, and
__Parish Corporation_____., as Contractor, have caused this
Agreement to be signed this _____day of _____, 2011.

OWNER:

By _____
Signature

Mark Jenks, Director
2074 Aurelius Road
Holt, MI 48842
Phone (517) 694-1549
Fax (517) 694-1289

_____
Witness Signature

CONTRACTOR:

By_____
Signature
James D. Parish, President

Address:1501 Rensen St. Suite A
Lansing MI 48910
Phone 517-393-9511
Fax 517-393-7060

_____
Witness Signature

Form of
PERFORMANCE BOND

Bond No. GRMI19086B

KNOW ALL MEN BY THESE PRESENTS, that Parish Corporation, hereinafter called the Principal, a corporation duly authorized to transact business in the State of Michigan, and Granite Re, Inc., hereinafter called the Surety, are held and firmly bound unto Delhi Charter Township, in the sum of Three Hundred Eight Thousand One Hundred and 00/100 Dollars, ($ 308,100.00), lawful money of the United States of America, to the payment whereof, well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors, and assigns, jointly and severally, firmly by these presents.

WHEREAS, the above named Principal has entered into a certain contract with the Charter Township of Delhi, dated the 4th day of October A.D., 2011, (hereinafter called the Contract) for Valhalla Park Restroom/Pavilion which contract and the specifications for said work shall be deemed a part hereof as fully as if set out herein.

AND WHEREAS, it was one of the conditions of the award of Delhi Charter Township, pursuant to which contract was entered into, that these presents should be executed.

AND the said Surety, for value received, hereby stipulated and agrees that no change, extension of time, alternation or addition to the terms of the contract or to the work to be performed thereunder or the specifications accompanying the same shall in anywise affect its obligations on this bond, and it does hereby waive notice of any such change, extension of time, alteration or addition to the terms of the contract or to the work or to the specifications.

NOW, THEREFORE, if the above named Principal shall in all respects comply with the terms and conditions of said contract and their obligations thereunder, including the specifications therein referred to and made a part thereof, and such alteration as may be made in such specifications, as herein or therein provided for, then this obligation shall be void, otherwise to remain in full force and effect, force and virtue.

AND the further condition of this bond is that in the event said Principal shall fail to pay all just claims and demands on the part of any employee, persons, firms or corporations for labor and materials furnished for or used in connection with the prosecution of the work under said contract, then this bond and the sureties thereon shall be responsible to such persons, firms or corporations for the full payment of the full value of such labor and materials so furnished.

Signed and sealed this 4th day of October A.D., 2011.

In the presence of:

Witness

Witness Molli J. Hansen

Parish Corporation
By
Principal

Granite Re, Inc.
Surety

Attorney-in-Fact Robert Downey

FORM OF
MAINTENANCE AND GUARANTEE BOND

Bond No. GRMI19086B

Know all men by these present, that Parish Corporation (contractor), hereinafter called the "Principal," and Granite Re, Inc., hereinafter called the "Surety," are held and firmly bound unto Delhi Charter Township, hereinafter called the "Owner," in the sum of _____ Dollars($ 308,100.00) to be paid to said Owner, its legal representative and assigns, for which payment will and truly be made, we bind ourselves, our heirs, executors, administrators, successors, and assigns and each and every one of them jointly and firmly by these present

Sealed with our seals and dated the 4th day of October, 2011.

WHEREAS, the above named Principal has entered into a certain written contract with Delhi Charter Township, dated this 4th day of October, 2011, wherein the Principal agreed as follows:
Valahalla Park Restroom/Pavilion

NOW THEREFORE, THE CONDITIONS OF THIS OBLIGATION IS SUCH, that by and under said contract, the above named Principal has agreed with the said Owner for a period of one (1) year from the date of the payment of the final estimate, to keep in good order and repair any defect in all the work done under said contract either by the Principal or his subcontractors, or his material suppliers that may develop during said period due to improper materials, defective equipment, workmanship or arrangements and any other work affected in making good such imperfections, shall also be made good, all without expense to the Owner, excepting only such part or parts of said work as may have been disturbed without the consent or approval of the Principal after the final acceptance of the work and whatever directed so to do by the Owner, by notice served in writing, either personally or by mail, on the Principal at Parish Corporation 1501 Rensen St, Ste A, Lansing, MI 48910 or _____, legal representative, or successors or on the Surety at 14001 Quailbrook Dr, Oklahoma City, OK 73134, he will proceed at once to make such repairs as directed by said Owner; and in case of failure to do so within one (1) week from the date of service of such notice, or within reasonable time, not less than one (1) week, as shall be fixed in said notice, then the said Owner shall have the right to purchase such materials and employ such labor and equipment as may be necessary for the purpose and to undertake to do and make such repairs and charge the expense thereof to and receive same from said Principal or Surety. If any repair is necessary to be made at once to protect life and property, then and in that case, the said Owner may take immediate steps to repair or barricade such defects without notice to the Contractor. In such accounting the Owner shall not be held to obtain the lowest figure for doing of the work or any part thereof, but all suns actually paid therefore shall be charged to the Principal or Surety. In this connection, the judgement of the Owner is final and conclusive. If the said Principal for a period of one (1) year from the date of the final estimate payment shall keep such work so constructed under the contract in good order and repair, excepting only such part or parts of such work as may have been disturbed without the consent or approval of said Principal after the final acceptance of the same and shall, whenever notice is given as hereinbefore specified, at once proceed to make repair as in said notice directed or shall reimburse said Owner for any expense incurred by making such repairs, should the Principal or Surety fail to do as hereinbefore specified and shall fully indemnify, defend and save harmless the said Owner from all suits and actions for damages of every name and description brought or claimed against it for or on account of any injury to person or property received or sustained by any party or parties, by or from any of the acts or omissions or through the negligence of said Principal, servants or employees, in the prosecution of the work included in said contract and from any and all claims arising under the Workman's Compensation Act, so-called, of the State of Michigan, then the above obligation shall be void, otherwise to remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed by their respective authorized officers this 4th day of October, 2011.

Signed, Sealed and Delivered in the presence of,

Tammy Baumbini

Molli J. Hansen, Witness

Parish Corporation
By: _____ (L.S.)

Granite Re, Inc. _____ (L.S.)

_____ (L.S.)
Robert Downey, Attorney-in-Fact

GRANITE RE, INC.
GENERAL POWER OF ATTORNEY

Know all Men by these Presents:

That GRANITE RE, INC., a corporation organized and existing under the laws of the State of OKLAHOMA and having its principal office at the City of OKLAHOMA CITY in the State of OKLAHOMA does hereby constitute and appoint:

MICHAEL J. DOUGLAS; CHRIS STEINAGEL; CHRISTOPHER M. KEMP; LISA FLIPP; KARLA HEFFRON; ROBERT DOWNEY its true and lawful Attorney-in-Fact(s) for the following purposes, to wit:

To sign its name as surety to, and to execute, seal and acknowledge any and all bonds, and to respectively do and perform any and all acts and things set forth in the resolution of the Board of Directors of the said GRANITE RE, INC. a certified copy of which is hereto annexed and made a part of this Power of Attorney; and the said GRANITE RE, INC. through us, its Board of Directors, hereby ratifies and confirms all and whatsoever the said:

MICHAEL J. DOUGLAS; CHRIS STEINAGEL; CHRISTOPHER M. KEMP; LISA FLIPP; KARLA HEFFRON; ROBERT DOWNEY may lawfully do in the premises by virtue of these presents.

In Witness Whereof, the said GRANITE RE, INC. has caused this instrument to be sealed with its corporate seal, duly attested by the signatures of its President and Secretary/Treasurer, this 14th day of March, 2011.

Kenneth D. Whittington, President

Rodman A. Frates, Secretary/Treasurer

STATE OF OKLAHOMA)
) SS:
COUNTY OF OKLAHOMA)

On this 14th day of March, 2011, before me personally came Kenneth D. Whittington, President of the GRANITE RE, INC. Company and Rodman A. Frates, Secretary/Treasurer of said Company, with both of whom I am personally acquainted, who being by me severally duly sworn, said, that they, the said Kenneth D. Whittington and Rodman A. Frates were respectively the President and the Secretary/Treasurer of the GRANITE RE, INC., the corporation described in and which executed the foregoing Power of Attorney; that they each knew the seal of said corporation; that the seal affixed to said Power of Attorney was such corporate seal, that it was so fixed by order of the Board of Directors of said corporation, and that they signed their name thereto by like order as President and Secretary/Treasurer, respectively, of the Company.

My Commission Expires:
May 9, 2012
Commission #: 00005708

Notary Public

GRANITE RE, INC.
Certificate

THE UNDERSIGNED, being the duly elected and acting Secretary/Treasurer of Granite Re, Inc., an Oklahoma Corporation, HEREBY CERTIFIES that the following resolution is a true and correct excerpt from the July 15, 1987, minutes of the meeting of the Board of Directors of Granite Re, Inc. and that said Power of Attorney has not been revoked and is now in full force and effect.

"RESOLVED, that the President, any Vice President, the Secretary, and any Assistant Vice President shall each have authority to appoint individuals as attorneys-in-fact or under other appropriate titles with authority to execute on behalf of the company fidelity and surety bonds and other documents of similar character issued by the Company in the course of its business. On any instrument making or evidencing such appointment, the signatures may be affixed by facsimile. On any instrument conferring such authority or on any bond or undertaking of the Company, the seal, or a facsimile thereof, may be impressed or affixed or in any other manner reproduced; provided, however, that the seal shall not be necessary to the validity of any such instrument or undertaking."

IN WITNESS WHEREOF, the undersigned has subscribed this Certificate and affixed the corporate seal of the Corporation this 3 rd day of Oct, 2011.

Rodman A. Frates, Secretary/Treasurer

GR0800-1

DELHI CHARTER TOWNSHIP

MEMORANDUM

TO: Delhi Township Board Members

FROM: John B. Elsinga, Township Manager

DATE: September 28, 2011

RE: Proposal for Roof Repairs at the Publicly Owned Treatment Works (POTW) – McDonald Roofing & Sheet Metal

---

Enclosed for your review and approval is a proposal from McDonald Roofing & Sheet Metal in the amount of $51,924 (omitting Item #8) for necessary roof repairs and replacement at the Publicly Owned Treatment Works (POTW) facility.

During the FY 2011 budget process last summer, the Board discussed the need to continue repairing and replacing the outbuilding roofs at the POTW and subsequently budgeted for such repairs. In October of 2009 McDonald Roofing & Sheet Metal preformed a comprehensive assessment of the roof conditions of each building located at our POTW facility. During that assessment a list of urgent repairs and preventative repairs was compiled for each building. During 2010 the urgent repairs were completed and this year there is need to continue with the preventative repairs and replacement according to need.

Therefore, I recommend the Board approve the proposal from McDonald Roofing & Sheet Metal to complete the necessary roofing repairs and replacement at a cost of $51,924.

Recommended Motion:

To approve the proposal from McDonald Roofing & Sheet Metal to complete the necessary roofing repairs and replacement at the Publicly Owned Treatment Works facility in the amount of $51,924 (omitting #8).

INTEROFFICE MEMORANDUM

TO: JOHN ELSINGA, TOWNSHIP MANAGER

FROM: SANDRA DIORKA, DIRECTOR OF PUBLIC SERVICES

SUBJECT: **POTW – ROOF REPAIRS**

DATE: SEPTEMBER 27, 2011

COPY TO: JIM LENON, FILE

In October of 2009 after many years of unsuccessful efforts to establish a relationship with a responsive, reputable, and consistent roofing company, Delhi Charter Township (Delhi) contracted with McDonald Roofing and Sheet Metal (McDonald) to perform a comprehensive assessment of the roof conditions at the Publicly Owned Treatment Works (POTW) and to prioritize the corrections needed. Through the course of working with McDonald, staff was impressed with the company, its staff, and the resulting work product. Upon conclusion of the assessment, we reported the findings and our experience to the Board and its direction was to move forward directly with McDonald to complete necessary repairs due to the impeccable references provided from Ingham Intermediate School District, Haslett Public Schools, Board of Water & Light, and City of Warren WWTP. Therefore, in 2010 McDonald performed all urgent repairs discovered during the assessment and we began to budget a yearly amount for continued repairs and replacements.

Included in the comprehensive assessment was a preventive and planned section. Per this section, McDonald Roofing re-inspected the facility on September 22, 2011 and proposes the following repairs/replacements at the POTW:

Building Name	Repair/ Replace	Price	Account Number
Administration Building	Repair	$ 5,419.00	590-558.00-930.040
Administration Building 1	Repair	$ 538.00	590-558.00-930.040
Old Kitchen	Replacement	$14,116.00	590-558.00-981.000
Laboratory Building	Repair	$ 1,995.00	590-558.00-930.040
Raw Pump Building	Repair	$ 300.00	590-558.00-930.040
Aeration Building	Repair	$ 3,480.00	590-558.00-930.040
Chemical Feed Building	Repair	$ 106.00	590-558.00-930.040
Pole Barn Building–Option 1 (Low Section Only)	Repair	$11,393.00	590-558.00-930.040
Pole Barn Building–Option 2 (Low Section Only)	Replacement	$25,970.00	590-558.00-981.000

It is my recommendation to replace the roof on the low section of the Maintenance Pole Barn. The 2001 Capital Improvement Plan included replacement of the Maintenance Pole Barn in 2004, however, due to the economic crisis this project

was put on hold indefinitely. The current roof on this building is a thin sheet metal that has leaked for many years. Repairs have been made but only to prevent pouring water. A new roof with 30-year shingles will prevent future roof repairs versus spending approximately half the cost of a new roof on repairs with no building replacement planned for the foreseeable future.

These roof repairs/replacements were anticipated and funds are available in the Department of Public Services Building and Grounds Maintenance-Contracted Account Number 590-558.00-930.040 and Replacement Fund Account Number 590-558.00-981.000.

I respectfully request that you recommend to the Board a motion to approve an expenditure of $11,838.00 for roof repairs and $40,086.00 for roof replacements at the POTW.

On Top Since 1947

McDONALD ROOFING COMPANY

3960 Ann Arbor Rd, PO Box 628, Jackson, MI 49204

Phone (517) 764-1336
Fax (517) 764-3286
24/7 Service – 866-914-1336
www.mcdonaldroofing.biz

September 27, 2011

	Customer	Job Address
Name:	Delhi Twp. WWTP	
Address1	5961 McCue rd	Same
City, State	Holt, MI	
Contact	Jim Lenon	
Phone	517.699.3873	

Thank you for allowing us to quote the following remedial roof repairs.

Per the Preventive and Planned sections of the Roof Asset Management Report dated November 2009 and an updated roof inspection on September 22, 2011 we propose to provide material and labor to:

1. **Administration Building:**
   a. Return existing ballast to field of membrane
   b. Remove and properly dispose of abandoned iron supports
   c. Properly repair approx 30 lf of shrinking base flashing
   d. Properly re-seam approx 800 lf of field seams

   Total Cost.....$5,419.00 _____**Initial**

2. **Administration Building 1:**
   a. Properly repair approx 30 lf of shrinking base flashing

   Total Cost.....$538.00 _____**Initial**

3. **Old Kitchen:**
   a. Install new roof: Tear off to the concrete deck. 1 layer of 1.5" ISO insulation adhered in adhesive. Fully adhered 60 Mil EPDM . New flashings, New 24 gauge Kynar edge metal. 15 Year Warrnty

   Total Cost.....$14,116.00 _____**Initial**

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4. Laboratory Building:

a. Properly flash three existing curbs
b. Apply reflective coating to two existing curbs
c. Fabricate and install new slip flashing on large HVAC unit curb
d. Apply reflective coating to large HVAC unit flashing
e. Apply reflective coating to heat stacks

Total Cost..... $1,995.00 _____**Initial**

5. Raw Pump Building:

a. Apply reflective coating to top vacated curb
b. Fabricate and install new lead flange to pipe penetration

Total Cost..... $300.00 _____**Initial**

6. Aeration Building:

a. Properly re-attach flashing membrane to curb
b. Return ballast gravel to field membrane in open areas
c. Properly refllash approx 154 lf of flashing using new flashing membrane and metal slip flashing
d. Properly repair flashing seams which are separating

Total Cost..... $3,480.00 _____**Initial**

7. Chemical Feed Building:

a. Install new fasteners into the perimeter flange of gravel stop and cover Cover with new membrane

Total Cost..... $106.00 _____**Initial**

8. Pole Barn Building Low Section Option 1:

a. Install new section of downspouts at South end of gutter on West side of building
b. Replace missing/loose fasteners and apply proper sealant to fasteners and flanges as needed
c. Fabricate and install new missing metal drip edge at West side gutter
d. We will remove 10 panels on each side of the roof and upgrade with new 26 gauge panels. New panels may not match due to the age of the existing panels

Total Cost..... $11,393.00 _____**Initial**

9. Pole Barn Building Low Section Option 2:

a. Barn replacement roof: Remove all existing metal roofing down to the wood purlins. Install new 5/8" ply wood fastened to the wood purlins per code. New drip edge, two rows of ice and water shield, new ridge vent, 15# felt on all wood areas, and new 30 year dimensional shingles.

Total Cost..... $25,970.00 _____**Initial**

On Top Since 1947

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Notes:
- All work is to be performed per National Roofing Contractors recommendations.
- The cost of a permit, if required, is not included in this bid.
- Interior protection is not included. Owner is responsible for all dust or debris entering the inside of the building.

Thank you for letting us quote on this project. If you should have any questions regarding this proposal please contact me at 269.762.3435. Prices quoted are valid for ten (14) days.

The above Initialed price, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined herein. The attached Terms are part of this proposal.

Customer's Authorized Signature:_____
Title:_____
Date:_____

Respectfully Submitted,

Paul Rogers

Paul Rogers
269.762.3435
progers@McDonaldroofing.biz

DELHI CHARTER TOWNSHIP

MEMORANDUM

TO: Delhi Township Board Members

FROM: John B. Elsinga, Township Manager

DATE: September 29, 2011

RE: Resolution No. 2011-022 – Certification of December 1, 2011 Tax Levy

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Enclosed for your review and approval is Resolution No. 2011-022, which certifies the December 1, 2011 Tax Levy. The Township Assessor has prepared the 2011 Tax Rate Request (Form L4029) for the proposed 2011 millage rates for Delhi Township. Delhi Township will comply with Section 16 of the Uniform Budgeting and Accounting Act and the property tax millage rates to be levied December 1, 2011 will be a subject of the Township's budget hearings in lieu of a Truth in Taxation Hearing.

RECOMMENDED MOTION:

To adopt Resolution No. 2011-022, which certifies the December 1, 2011 Tax Levy on taxable property within Delhi Charter Township.

DELHI CHARTER TOWNSHIP

RESOLUTION NO. 2011-022

A RESOLUTION CERTIFYING THE DECEMBER 1, 2011 TAX LEVY

At a regular meeting of the Delhi Charter Township Board of the Charter Township of Delhi, Ingham County, Michigan, held at the Community Services Center, 2074 Aurelius Road, Holt, Michigan 48842 on Tuesday, the 4th day of October 2011, at 7:30 p.m.

PRESENT:
ABSENT:

The following Resolution was offered by _____ :

WHEREAS, the Township wishes to levy its 2011 general operating millage, extra voted millage, and debt millage; and

WHEREAS, the Township Assessor has prepared and presented the 2011 Tax Rate Request (Form L4029); and

WHEREAS, the Township will comply with Section 16 of the Uniform Budgeting and Accounting Act (MCL 141.436) and the property tax millage rates to be levied December 1, 2011 will be a subject of the budget hearings; and

WHEREAS, the proposed tax rates have been reduced, if necessary, to comply with the State Constitution and the Michigan Compiled Laws millage rollback procedures;

NOW THEREFORE, BE IT RESOLVED THAT:

1. That the following mills be levied on December 1, 2011 on the taxable property within the Charter Township of Delhi:

Purpose, Authorization	Mills	Advalorem Taxable Value as of 5-23-11	IFT Taxable Value as of 5-23-11	Land Bank Taxable Value as of 5-23-11	Total Projected Revenues
Delhi Township General Operating Charter	4.3094	$714,228,589	$19,374,500	$13,600	$3,161,448
Fire Equipment Extra Voted Millage	0.5000	$714,228,589	$19,374,500	$13,600	$366,808
Fire/EMS Extra Voted Millage	1.5000	$714,228,589	$19,374,500	$13,600	$1,100,425
Police Protection Extra Voted Millage	1.5000	$714,228,589	$19,374,500	$13,600	$1,100,425

2. That the Clerk and Supervisor are hereby authorized to sign the attached Michigan Department of Treasury (Form L-4029) 2011 Tax Rate Request.

AYES:
NAYES:

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 4th day of October 2011.

IN WITNESS WHEREOF, I have hereunto affixed my official signature this _____ day of October 2011.

_____
Evan Hope, Township Clerk

Michigan Department of Treasury
614 (Rev. 02-11)

ORIGINAL TO: County Clerk(s)
COPY TO: Equalization Department(s)
COPY TO: Each township or city clerk

L-4029

2011 Tax Rate Request (This form must be completed and submitted on or before September 30, 2011)

MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS

Carefully read the instructions on page 2.

This form is issued under authority of MCL Sections 211.24e, 211.34 and 211.34d. Filing is mandatory; Penalty applies.

County(ies) Where the Local Government Unit Levies Taxes	2011 Taxable Value of ALL Properties in the Unit as of 5-23-11
INGHAM	**714,228,589**
Local Government Unit Requesting Millage Levy	For LOCAL School Districts: 2011 Taxable Value excluding Principal Residence, Qualified Agricutlural, Qualified Forest, Industrial Personal and Commercial Personal Properties.
DELHI CHARTER TOWNSHIP	

This form must be completed for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec 211.119. The following tax rates have been authorized for levy on the 2011 tax roll.

(1) Source	(2) Purpose of Millage	(3) Date of Election	(4) Original Millage Authorized by Election Charter, etc.	(5) ** 2010 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(6) 2011 Current Year "Headlee" Millage Reduction Fraction	(7) 2011 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(8) Sec. 211.34 Truth in Assessing or Equalization Millage Rollback Fraction	(9) Maximum Allowable Millage Levy *	(10) Millage Requested to be Levied July 1	(11) Millage Requested to be Levied Dec. 1	(12) Expiration Date of Millage Authorized
Charter	OPS	n/a	5.0000	4.3094	1.0000	4.3094	1.0000	4.3094	0.0000	4.3094	n/a
Voted	Fire OPS	11-04-08	0.5000	0.5000	1.0000	0.5000	1.0000	0.5000	0.0000	0.5000	12-31-14
Voted	Fire/EMS	08-03-10	1.5000	n/a	1.0000	1.5000	1.0000	1.5000	0.0000	1.5000	12-31-13
Voted	Police	08-03-10	1.5000	n/a	1.0000	1.5000	1.0000	1.5000	0.0000	1.5000	12-31-13

Prepared by	Telephone Number	Title of Preparer	Date
Nicole Wilson, MAAO(3), PPE	517-694-1502	Township Assessor	09-29-2011

CERTIFICATION: As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary to comply with thestate constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24e, 211.34 and, for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, 380.1211(3).

	Signature	Print Name	Date
☐ Clerk ☐ Secretary			-- -- ----
☐ Chairperson ☐ President			

** Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. The requirements of MCL 211.24e must be met prior to levying an operating levy which is larger than the base tax rate but not larger than the rate in column 9.*

Local School District Use Only. Complete if requesting millage to be levied. See STC Bulletin 3 of 2011 for instructions on completing this section.	
Total School District Operating Rates to be Levied (HH/Supp and NH Oper ONLY)	Rate
For Principal Residence, Qualified Ag, Qualified Forest and Industrial Personal	
For Commercial Personal	
For all Other	

**** IMPORTANT:** See instructions on page 2 regarding where to find the millage rate used in column (5).