

**DELHI CHARTER TOWNSHIP  
COMMITTEE OF THE WHOLE MEETING HELD ON JUNE 19, 2012**

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The members of the Delhi Charter Township Committee of the Whole met on Tuesday, June 19, 2012, 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, Treasurer Roy Sweet, Trustees Derek Bajema, John Hayhoe, Jerry Ketchum, DiAnne Warfield

Members Absent: Clerk Evan Hope

Others Present: John Elsinga, Township Manager  
Lt. Eric Trojanowicz, Ingham County Sheriff's Office/Delhi Division  
Rick Royston, Fire Chief  
Sandra Diorka, Director of Public Services  
Tracy Miller, Director of Community Development  
Wendy Thielen, Assistant Township Manager of Human Resources  
Amy Finch, Assistant Township Clerk/Deputy Clerk

**PUBLIC COMMENT** - None

**BUSINESS**

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

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Lt. Eric Trojanowicz, Ingham County Sheriff's Office/Delhi Division, reported on the highlights of the May Ingham County Sheriff's Office/Delhi Division Activity Report (ATTACHMENT I).

**COMMUNITY DEVELOPMENT DEPARTMENT – MAY ACTIVITY REPORT**

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Tracy Miller, Director of Community Development, reported on the highlights of the May Community Development Department Activity Report (ATTACHMENT II).

**FIRE DEPARTMENT – MAY ACTIVITY REPORT**

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Rick Royston, Fire Chief, reported on the highlights of the May Fire Department Activity Report (ATTACHMENT III).

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP  
COMMITTEE OF THE WHOLE MEETING HELD ON JUNE 19, 2012**

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**DEPARTMENT OF PUBLIC SERVICES – MAY ACTIVITY REPORT**

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Sandra Diorka, Director of Public Services, reported on the highlights of the May Department of Public Services Activity Report (ATTACHMENT IV).

**PUBLIC COMMENT** - Mike Hamilton, 4541 Sycamore Street, Holt – complimented the Fire Department on the job they did at the fire located on Bond Street.

**ADJOURNMENT**

Meeting adjourned at 7:17 p.m.

Date: \_\_\_\_\_  
\_\_\_\_\_ Evan Hope, Township Clerk

Date: \_\_\_\_\_  
\_\_\_\_\_ Stuart Goodrich, Supervisor

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SUBJECT TO APPROVAL

COUNTY of INGHAM

State of Michigan

SHERIFF'S OFFICE



## Gene L. Wriggelsworth

Sheriff

Allan C. Spyke  
Undersheriff

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

Greg S. Harless  
Chief Deputy

Sam Davis  
Major

Joel Maatman  
Major

**TO:** Delhi Township Board of Trustees

**FROM:** Lieutenant Eric Trojanowicz

**DATE:** June 12, 2012

**RE:** May 2012 Monthly Report

**HIGHLIGHTED CASES AND INCIDENTS:**

- 05-02-2012 Deputy Bowden investigated a larceny complaint at 1900 Cedar St. (Ranke Sports). Suspects were identified. Narcotics were located during investigation. Complaint is still under investigation.
- 05-02-2012 Sergeant Jungel investigated an ethnic intimidation complaint in the 1900 block of Phillips. The suspect was contacted. The neighbor made some racial slurs towards the complainant. The complainant did not want to pursue charges at this time.
- 05-03-2012 Deputy Richards investigated a weapons complaint at 5780 W. Holt Rd. (the 9<sup>th</sup> Grade Campus). A shell casing was found the in hallway of the school. Two explosive canines responded to the school to search the school. No additional evidence was located. No suspect(s) at this time.
- 05-03-2012 Deputy Narlock was dispatched to the 2100 Cedar St. in reference to a possible Breaking and Entering. The building checked secure but numerous business owners advised that there were two males walking up and down Cedar St. with masks on. The suspect(s) were located and issued Disorderly Conduct citations.
- 05-03-2012 Deputy Hoeksema investigated a Breaking and Entering at 2313 N. Cedar St. (The Marathon

- Gas Station). The unknown suspect(s) broke the glass door to gain entry. Entry was made but nothing was taken. No known suspect(s) at this time. Evidence was collected.
- 05-04-2012 Sergeant Flint is investigating a malicious destruction of property in the 4900 block of Harper Rd. Unknown suspect(s) thru an object through the passenger side window of a vehicle parked in the driveway at that location. There are no known suspect(s) at this time.
- 05-05-2012 Deputy Bennehoff is investigating a malicious destruction of property complaint in the 1400 block of Zuider. Unknown suspect(s) threw a rock and damaged the rear window parked in the driveway at that location. The investigation is on-going.
- 05-05-2012 Sergeant Flint is investigating a malicious destruction of property complaint in the 5000 Tulip Way. Unknown suspect(s) smashed the window of a vehicle parked in the driveway at that location. The investigation is on – going.
- 05-06-2012 Deputy Matusko is investigating a Home Invasion that took place in 2000 block of Delhi NE. The unknown suspect(s) gained entry into the residence through the balcony sliding door. Medication was stolen. The investigation is on-going.
- 05-08-2012 Deputy Huhn made a traffic stop on vehicle at Cedar St. and North St. The driver of the vehicle had three warrants out of East Lansing Police Department. The subject was turned over to East Lansing Police Department.
- 05-08-2012 Deputy Huhn responded to 6203 N. Aurelius Rd. (Lake RV Storage) for a breaking and entering complaint. A travel trailer was broken into but nothing was taken. Both door handles were damaged and there were pry marks on the doors to the trailer. No suspect(s) at this time.
- 05-08-2012 Detective Ted Harrison is investigating at Breaking and Entering complaint that took place at 6203 Aurelius Rd. (Lake RV Storage). A travel trailer was broken into and the suspect(s) stole two color televisions and a toaster. No known suspect(s) at this time.
- 05-09-2012 Deputy Shattuck is investigating a larceny complaint in the 4400 block of Norwood. A bicycle and lawn chairs were stolen by some unknown suspect(s).
- 05-10-2012 Deputy Kindevater is investigating a Home Invasion complaint that took place in the 5100 block of Rotterdam. Unknown suspect(s) entered the residence by forcing open the front door. Prescription drugs were stolen.
- 05-10-2012 Deputy Kindevater is investigating a larceny of copper at 2457 Cedar St. (Buffalo's Restaurant). No suspect information at this time.
- 05-10-2012 Deputy Shattuck is investigating an attempt larceny in the 2700 block of River Point Dr. Unknown suspect(s) attempted to steal copper out of the air conditioner at that location.
- 05-11-2012 Deputy Hull responded to the 2000 block of Auburn in reference to checking some subjects

carrying buckets of dirt out of the residence. Contact was made with the suspects and they were carrying what appeared to marijuana stalks in the buckets out of the residence. The investigation is being turned over to our Metro Narcotics Unit.

- 05-12-2012 Deputy Kindervater initiated a traffic stop on a vehicle at Sycamore and Aurelius. The driver of the vehicle had three warrants our the Department of Natural Resources. The subject was arrested and lodged at the Ingham County Jail.
- 05-13-2012 Deputy Huhn investigated an aggravated assault in the 4000 block of Holt Rd. The suspect was arrested and lodged at the Ingham County Jail.
- 05-14-2012 Detective Ted Harrison initiated a traffic stop on a vehicle US – 127 northbound at I – 96 for a traffic violation. The driver of the vehicle was driving on a suspended license and he also had a warrant for his arrest. The subject was lodged at the Ingham County Jail.
- 05-14-2012 Deputy Narlock is investigating a malicious destruction of property complaint at 1784 N. Aurelius Rd. (Holt Junior High School). Unknown suspect(s) damaged the pole vault equipment at that location.
- 05-14-2012 Deputy Ward is investigating a larceny of lawn mower in the 1800 block of Chestnut. The suspect(s) entered the garage and stole the victims lawn mower.
- 05-14-2012 Deputy Bowden is investigating a larceny from building complaint at 2040 N. Aurelius Rd. (Buddies Grill). \$400.00 was stolen from the victim's purse by unknown suspect(s).
- 05-15-2012 Detective Ted Harrison is investigating a larceny from a barn in the 4600 block of Harper Rd. The suspect(s) stole two compound bows and a weed trimmer. There was no sign of forced entry.
- 05-16-2012 Sergeant Jungel, Deputy Huhn, and Deputy Ward responded to 2211 N. Cedar St. (The Village Inn) on a domestic dispute. The female victim was assaulted by her live in boyfriend. The suspect was arrested and lodged at the Ingham County Jail.
- 05-17-2012 Deputy Torok and Deputy Kindervater responded to the 2000 block of Delhi NE for a domestic dispute. Upon further investigation it was determined that an assault took place between the mother and the juvenile daughter. The daughter was lodged at the Ingham County Youth Home on domestic assault charges.
- 05-17-2012 Deputy Shattuck responded to the 4200 block of Holt Rd. for a large bonfire and fireworks. The homeowner was cited for burning without a permit and having a vehicle parked on his lawn.
- 05-20-2012 Deputy Kindervater is investigating a malicious destruction of property complaint in the 2100 block of Aurelius Rd. Unknown suspect(s) placed nails under the tires of the victim's vehicle causing them to be punctured when she backed up.
- 05-20-2012 Deputy Kindervater responded to a weapons complaint in the 1400 block of Bonaparte. A

subject was threatening suicide at that location with a hand gun. The subject was transported to Community Mental Health.

- 05-20-2012 Deputy Torok is investigating a Home Invasion in the 4400 block of Decamp. The suspect(s) entered the residence and removed an xbox 360 video game. There is a suspect in this case.
- 05-21-2012 Deputy Bowden is investigating a larceny of flatbed trailer in the 2100 block of Delhi NE (L and F Transport). There are no known suspect(s) at this time.
- 05-21-2012 Deputy Narlock is investigating an unlawful driving away of an automobile complaint in the 1300 block of Daylilly. Deputy Narlock has a known suspect in this case.
- 05-23-2012 Deputy Matusko initiated a traffic stop at Willoughby and Aurelius for defective equipment. The driver of the vehicle was arrested for a contempt of court warrant out of Ingham County. The subject was lodged at the Ingham County Jail.
- 05-25-2012 Sergeant Jungel investigated an attempt Home Invasion in the 4800 block of Sugar Bush. The unknown suspect(s) slid open a window screen and attempted to open the window of the residence. No entry was gained into the residence.
- 05-26-2012 Deputy Torok investigated a larceny from vehicle complaint in the 4400 block of Davlind. The victim had her wallet, some change, and other personal property stolen from her unlocked vehicle by unknown suspect(s).
- 05-26-2012 Deputy Torok investigated a home invasion in the 2100 block of Dean. Unknown suspect(s) entered the residence through an unlocked door and stole his IMAC computer and several other personal items.
- 05-26-2012 Deputy Ward is investigating a Home Invasion in the 2100 block of Moorwood. Unknown suspect(s) entered the residence through an unlocked front door and stole some U.S. currency while the resident was home.
- 05-26-2012 Deputy Bennehoff investigated a drug complaint in the 2300 block of Eifert Rd. A search warrant was obtained for the property in the 2300 block of Eifert Rd. Deputy Bennehoff was assisted at the scene by members of the Tri – County Metro Narcotics Squad. There was an active Meth Lab on the property. One subject was arrested at the scene for outstanding warrants. Another subject that is involved with the Meth Lab is still outstanding and the Tri – County Metro Narcotics Squad will be seeking a warrant.
- 05-27-2012 Deputy Narlock is investigating a retail fraud at the Family Dollar (2380 Cedar St). Two Unknown suspects stole \$60,000 worth of merchandise.
- 05-28-2012 Deputy Ward investigated a missing person report. The complainant reported his 55 year old roommate missing. He advised Deputy Ward that he dropped off his roommate at McNamara Landing (881 Grovenburg Rd.) at 3:45 p.m. and went to pick him up at 6:30 p.m. and he could not locate him. The missing person was found the next day at approximately 7:30 a.m. by

Deputy Cramer. The subject had hyperthermia and was disoriented. He was transported to a local hospital by Delhi Fire to be treated.

- 05-30-12 Members of the Ingham County Sheriff's Office along with the Michigan State Police executed a search warrant in the 5600 block of McCue Rd. The suspect, who lives in the 5600 block of McCue Rd. was wanted on Criminal Sexual Conduct charges and was arrested prior to the search warrant being executed on a traffic stop. The suspect was lodged at the Ingham County Jail.
- 05-30-2012 Deputy Kindervater investigated a Retail Fraud complaint at 1959 Cedar St. (DeRosa's Party Store). The suspect was identified via in store video. The suspect was arrested on a Lansing Police Department warrant. Deputy Kindervater is seeking charges against the suspect for Retail Fraud.
- 05-30-2012 Deputy Huhn is investigating a prescription fraud complaint at 2263 Cedar St. (Ride Aid Pharmacy). An unknown suspect called in an invalid prescription into the pharmacy.
- 05-30-2012 Deputy Matusko is investigating a larceny from vehicle complaint in the 2100 block of Auburn Ave. Unknown suspect(s) had an IPOD and a camera taken out of her vehicle.

### **STATISTICS:**

During the month of May, Deputies responded to 465 calls for service (written/blotter complaints). They made 136 arrests of which 59 were self-initiated. Deputies issued 241 citations. Deputies conducted 349 business/property checks, 19 liquor inspections, and spent 165.1 hours in Community Policing. Deputies participated in 176.4 hours of training.

#### **Calls for Service**

	<b>2010</b>	<b>2011</b>	<b>2012</b>
May	581	529	465
Year to Date	2549	2356	2177

#### **Total Arrests**

	<b>2010</b>	<b>2011</b>	<b>2012</b>
May	91	101	136
Year to Date	529	430	553

**Total Self – Initiated Arrests**

	<b>2010</b>	<b>2011</b>	<b>2012</b>
May	75	79	59
Year to Date	447	345	303

**Citations Issued**

	<b>2010</b>	<b>2011</b>	<b>2012</b>
May	170	122	241
Year to Date	1053	977	1196

COUNTY of INGHAM

State of Michigan

SHERIFF'S OFFICE



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Allan C. Spyke  
Undersheriff

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Chief Deputy

Sam Davis  
Major

Joel Maatman  
Major

**TO:** Lt. E. Trojanowicz  
**FROM:** Dep. Kelly Bowden #5379  
**DATE:** Monday, May 07, 2012  
**RE:** May 2012 Monthly Business Officer Report

Total Complaints:	31
Traffic Stops:	21
Citations:	8
Property/ Business Checks:	98
Community Policing Hours:	13.5
Liquor inspection:	4
School contact	2

**Community Policing Highlights:**

I assisted at the Holt Schools 9<sup>th</sup> Grade campus portfolios presentations. I met many students and listened/ evaluated them as they gave their presentations. Overall, the students were well prepared and did a great job.

I met with the staff at the DDA and briefed them on business happenings in the Township for the past several months. I highlighted several noteworthy crimes and explained how the complaints were investigated and solved.

I conducted area surveillance around a local school after students reported a male who was watching them for an extended period of time as they exercised. No contact was made with anyone matching the description provided.

I met with the DDA board and gave them a short presentation on my position and what trends in the Township over the past year.

**Other Highlights:**

I responded to a local business after staff reported a customer had been making threats to harm members of the public residing in the same apartment complex as him. I located the suspect at another business in Mason and interviewed him. The suspect denied making the statements and there was no other evidence to corroborate the claim. The agency whose jurisdiction the male lived in was notified for the purposes of documentation and the male was allowed to proceed on his way.

I responded to the Holt Senior Center for a peace officer stand-by. A citizens group opposed to a local ballot issue was having a disagreement with Township representatives. I stood by as the two sides sorted things out and ensured peace was maintained. No crime occurred and both sides separated amicably after a lengthy discussion.

I responded for a theft complaint at a local business. The business owner had allowed several persons to hang out at his shop and while he was gone, numerous tools and personal items were stolen. I contacted two of the suspects when they returned to the scene. One of the suspects had a warrant from a neighboring jurisdiction and was arrested and turned over to them. Some of the stolen property was recovered and warrants have been requested.

A local business owner reported a suspicious situation after a young client told her employee that the client and her dad “had a secret that she couldn’t talk about.” Further investigation revealed the “secret” was her pet had died and she was too upset to talk about it.

A local citizen dropped off a wallet he had found while out walking. I identified the owner and located him at Holt High School. The relieved student advised he had frantically been trying to find the wallet for the past few days and thanked both the citizen and I profusely.

Respectfully Submitted,

Deputy Kelly Bowden, Badge #5379

*COUNTY of INGHAM*  
State of Michigan  
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Major

**TO:** Sgt. Flint  
**FROM:** Deputy Mary Hull #5353  
**DATE:** Monday, June 04, 2012  
**RE:** May 2012 monthly report

**MONTHLY STATISTICS:**

Citations:	2
Community Policing Hours:	80
Complaints:	19
School Contacts:	67
Arrests:	1

**COMMUNITY POLICING HIGHLIGHTS:**

During the month of May I was involved in a number of community policing events, these events included Portfolio Days at the ninth grade campus, a field trip with the eighth grade students, career day at Elliott Elementary, Safety Patrol Picnic, and assisted the Pacesetter class at the high school.

Between May 7 and May 11, I along with a number of other professionals from the area evaluated 9<sup>th</sup> grade students portfolio's. As part of their English class, students presented their portfolio that consisted of their goals in life, including continuing education and

career, in addition, students presented schoolwork that they were proud of, and talked about their extracurricular activities.

On 5-9-12, I was asked to talk to students at Elliott Elementary about my career as Police Officer. Two interns from Michigan State University working at Elliott invited a number of professionals from the area to talk to kindergarten through fourth grade students about the career they had chosen and answer questions. Other professions participating in the event included the medical field, the fitness field, college athletes, and the audio – visual field. I spoke to the students about the many different positions at the Sheriff's Office and the importance of being in school.

On May 16, Deputy Richards and I attended the annual Safety Patrol Picnic, sponsored by Lansing Area Safety Council. The event is to celebrate students in the greater Lansing area that have volunteered their time before and after school, crossing other schoolchildren. Deputy Richards and I interacted with the attendees while handing out stickers, and running the seatbelt convincer.

Lastly, Deputy Richards and I were invited to participate with Holt High School Pacesetter class. The Pacesetter class, made up of mostly seniors, invited sixth grade students from Washington Woods Elementary to the High School athletic field to demonstrate activities that promote lifetime wellness. Deputy Richards and I spoke to the group about bicycle safety, and the importance of wearing a helmet when bicycling, obeying the rules of the road and how important it is to pay attention to their surroundings. Deputy Richards and I also spoke to the group about when and how to call 911, emphasizing the importance of knowing their street address and telephone number, the type of emergency they are calling about, and staying as calm as possible.

**OTHER HIGHLIGHTS:**

During the month of May, I responded to nineteen calls for service. These calls included such things as Criminal Sexual Conduct, Assaults, Larceny, Drugs, Child Abuse, Harassment, Truancy, CPS referrals and Found Property.

During the month, I took three incidents involving Criminal Sexual Conduct, two of the incidents were unwanted touching and one was a late report that did not occur at school. Two of the reported incidents were turned over to the Detective Bureau to interview the victims. Once the victims are interviewed, interviews with the accused can be conducted. Eventually all three reports will be turned over to Ingham County Prosecutors Office for review.

During the month, I took two assault reports, one incident occurred at the High School and the other occurred at Prom. The assault that occurred at the High School involved friends, and was the result of a matter that got out of hand. Because the victim and accused were friends the victim did not wish to pursue charges. The other incident, occurring at Prom, was reported a few days later. The victim reported that his ex-girlfriend, a Holt student, invited him to prom, while at prom the victim reported that a

friend of his ex-girlfriend “chest bumped” him. The victim of this incident advised that he wanted to pursue charges against the assailant.

During the month, I also took a larceny report at the Jr. High. A student reported that her backpack, containing an IPod, cell phone, and other items, were taken from her locker during the school day. The cell phone was found in the hallway by a fellow student and turned into the office; a short time later, the backpack was located in another hallway without the IPod. The IPod was later recovered at the home of the female that turned the cell phone into the office. A petition was submitted to Ingham County Prosecutor’s Office for review.

During the month, I also took three drug complaints, one of which was not school related. The drug complaint occurring at the High School involved a student that was found to be in possession of prescription bottle containing suspect marijuana. Because of the student was seventeen years of age he was arrested and charged with possession of marijuana. The other drug complaint involved a student from the Jr. High, who was found in possession of a homemade smoking pipe made from a discarded inhaler. The pipe was submitted into evidence; the residue inside the pipe was tested and was positive for marijuana. A petition for possession of marijuana and drug paraphernalia will be submitted to Ingham County Prosecutor’s Office for review.

As part of a CPS referral, I along with a worker from the Department of Human Services interviewed a juvenile that reported to a school counselor that her dad choked her during an argument. The parent of the child admitted that he put his hands around his daughter’s neck, because he thought she was going to punch him. The report was submitted to Ingham County Prosecutor’s Office for review. In addition, the Department of Human Services worker set up in-home services for the entire family.

Respectfully submitted,  
Mary Hull

Cc. Lt. Trojanowicz

*COUNTY of INGHAM*



State of Michigan

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To: Lt. E. Trojanowicz

From: Dep. P. Richards

Date: 06/07/12

Subject: May Monthly

**STATISTICALS:**

Comm. Policing Hrs: (48.5)  
Training Hours: (11.5)

Complaints taken: (12)  
Blotters taken: (01)  
Total calls taken: (13)  
Traffic stops: (10)  
Citations issued: (06)

Arrests: (01)Felony  
Contacts (school): (06)  
Contacts (business): (03)

**COMMUNITY POLICING:**

During the month of May I was able to utilize both styles of patrol vehicles due to the Many warm days that I experienced during this month. I was able to patrol several subdivisions while on routine patrol with the police mountain bike. I was able to witness many different traffic violations that occurred in my presence. I made several traffic stops while on the mountain bike and issued multiple traffic infractions for various violations ( failing to stop at stop sign, impeding the flow of traffic, loud exhaust, loud music...). I continued to speak with area neighbors/residents of problem areas within their area and what were the best times to be in their area. Many residents are still delighted to see their subdivisions patrolled by police officer on a mountain bike.

I am also continuing to issue out free coupons for soft drinks from local area merchants to any young person seen riding their bicycle while wearing a helmet. I have been involved with this program for several years; I have come across many happy bicycle riders that appreciated the incentive to wearing their helmet.

I met with the management of Woodland Lakes Estates on maintaining their current neighborhood watch program and the generation of trespass letters to individuals that they wished not to have on their property. A letter was created/drafted and sent to that person; a copy of that trespass letter was then placed within our office for our reference/instruction if needed. Summer activities were discussed.

I met with the coordinator/manager of Delhi Manor on possible drug issues within the park community; all information was forwarded to METRO for their information and intervention. We also discussed possible summer-time activities. I discussed the use of trespass letters to be written to individuals that are not registered with the community manager (and are causing loitering/harassment issues within the community). We are planning a June meeting as well.

I met with the coordinator/manager of Windmill Trailer community; we discussed their upcoming summer hot dog in the park event that is being planned for either late July or early August. We also discussed possible drug intervention at certain addresses within the park; I forwarded all information to METRO for their possible intervention.

I participated in an all-week long 9<sup>th</sup> grade portfolio/interview presentation that consisted of almost all of the 9<sup>th</sup> grade students creating a portfolio/interview package.

This package was then displayed/presented to an interviewer panelist/observer for approx.. fifteen minutes; they (students) presented their school work papers, visual displays, artwork, extra-curricular activity material, plus many other possibilities. I witnessed several students display their portfolio to me during the week; I was able to review and discuss the portfolio with the students and other staff for job well done.

I wish to participate in this positive instructive event next year.

I also participated in the annual Greater Lansing Safety Council Safety Patrol picnic; this event took place at Hawk Island Park in Lansing. Several hundred students participated from the local area. I spoke to several students during the event on safety practices; I also assisted in the operation of the Seat-belt convincer during this event.

I maintained the Ingham County Sheriff's Office // Delhi Division Facebook webpage. This medium has been instrumental in helping us to keep the neighborhood watch groups (and other residents) informed on timely safety tips or information on possible persons/vehicles to look out for within the community. I continue to make entries every week onto the Facebook page. The Facebook entry

was then sent to all the neighborhood watch groups.

I met with the coordinator/manager of South Square apartments. We discussed the possibility of setting up trespass letters for individuals that are currently staying with other residents that are not registered with the apartment manager. The manager will keep me informed on all matters of letters that have been drafted and sent to the individuals. The manager and I also discussed to evict individuals that are violating rental agreements and township ordinances.

I attended a bi-monthly area CERT meeting; it was well attended. I discussed the continued interest of a possible Delhi Twp. Chapter to be formed later this year. Many topics were discussed; local 5k runs , parades, plus many other events. I am planning on CERT attending the National Night Out in August.

Deputy Hull and I were invited to participate with Holt High School Pacesetter class. This group consists of mostly seniors; an invitation was sent to the sixth graders from Washington Woods Elementary. The event took place on the High School athletic field; the activities promoted lifetime wellness. Deputy Hull and I spoke to the group about bicycle safety, and the awareness of proper conduct while riding on the roadway; also stressed the importance of wearing a helmet when bicycling. Deputy Hull and I also spoke to the group about when and how to call 911; stressing the fact of having their street address and telephone number available when asked for it.

### **OTHER MATTERS**

I investigated several accidents both with and without injury to persons. All accidents were mostly between two vehicles with moderate damage. Several of the vehicles required that they be towed from the location. All injuries were evaluated/treated at scene by the Delhi Twp fire dept. If a patient was taken to any area hospital a follow up with their emergency staff was conducted for status of the victim.

I assisted the Detective Bureau on the serving of a search warrant on a home on McCue Rd. I maintained the uniformed presence for the duration of the search warrant.

I was involved in the discussion of a landlord/tenant dispute on local apartment; I sought out information on this issue from the prosecutors office on this matter. I then advised the landlord and tenant on the legal matter and advised both to seek civil legal advice from their respective lawyers.

I investigated several larceny from an automobile complaints; I processed all scenes seeking physical evidence. I also canvassed the local area seeking additional information from the neighbors. No suspects on these cases. Any lifted prints were sent to the MSP crime lab for analysis.

**DELHI CHARTER TOWNSHIP**  
**Department of Community Development**  
**May 2012 Activity Report**

**New Permits:**

<u>Category</u>	<u>DDA Area Permits</u>	<u>Total Permits</u>	<u>Total Inspections</u>
Building	9	47	71
Electrical	14	32	34
Mechanical	8	30	34
Plumbing	4	16	31
Fire Inspections	N/A	N/A	62
<b>Totals</b>	<b>35</b>	<b>125</b>	<b>232</b>

**Soil Erosion Permits & APA Projects:**

<u>Category</u>	<u>DDA Area Permits</u>	<u>Total Permits/New Projects</u>	<u>Total Inspections</u>
Soil Erosion	0	2	45
Soil Erosion Waivers	0	0	0
APA Projects	0	0	18
<b>Totals</b>	<b>0</b>	<b>2</b>	<b>63</b>

**New Code Enforcement Cases:**

<u>Category</u>	<u>DDA Area Cases</u>	<u>Total Cases</u>
Building Maintenance	0	1
Fence Violation	1	1
Junk & Debris	0	3
Junk Vehicles	0	2
Miscellaneous	0	11
Noxious Weeds	10	53
Sidewalk Snow	0	0
Sign	1	2
Site Plan	0	0
Yard Parking	0	0
Improper Zoning Use	0	1
<b>Totals</b>	<b>12</b>	<b>74</b>
<b>Total # of Inspections</b>	<b>112</b>	

**Rental Program Information:**

Number of New Registered Rental Properties	6
Number of Rental Re-inspections	55
Number of Rental Investigations	1
Number of Rental Cycle Inspections	65

**Civil Infraction/Abatement Information:**

<b>Abatement/Clean-ups</b>	<b>\$2,693.80</b>
<i>Abatement/Clean-up Fees Issued (Year to date)</i>	<b>\$3,293.29</b>
<b>Civil Infractions Issued</b>	<b>1</b>
<i>Civil Infraction Fines Issued (Year to date)</i>	<b>\$675.00</b>

# DELHI CHARTER TOWNSHIP

## Building Permit Details

Permit No.	Property Address	Permit Applicant	Work Description	Estimated Cost	Permit Fee	DDA?
<b>COMMERCIAL ALTERATION</b>						
PB12-111	1781 HOLLOWAY DRIVE	MIDWEST CONSTRUCTION GROUP, INC.	REMODEL EXISTING OFFICE AREA	\$370,500	\$2,448.60	Y
<b>COMMERCIAL ALTERATION</b>				<b>\$370,500</b>	<b>\$2,448.60</b>	<b>Total: 1</b>
<b>DECK</b>						
PB12-096	4206 WATSON AVENUE	JOHNSON, PETER A & SHELLY R	CONSTRUCTING DECK ON FRONT OF HOUSE	\$2,520	\$50.00	Y
PB12-100	2272 KELLER ROAD	KLUNGLE, RONI	CONSTRUCTING DECK WITH ROOF	\$6,256	\$50.00	
PB12-103	1543 ARCHWOOD DRIVE	CUSTOM DESIGN INTERIORS & STRUCTURE	220 SQ FT DECK ADDITION	\$1,080	\$50.00	
PB12-107	1812 HOLLOWBROOK DRIVE	RIDDLE, DERON J & RUTHIE	CONSTRUCTING 454 SQ FT DECK ON THE BACK OF HOUSE	\$2,724	\$50.00	
PB12-109	1965 AUBURN AVENUE	CORBIN, ZACHARY M & ANGELA S	CONSTRUCTING 80 SQ FT DECK ON FRONT OF HOUSE	\$720	\$50.00	
PB12-123	4517 WESWILMAR DRIVE	SLATER HOME IMPROVEMENT	CONSTRUCTING NEW 20' X 24' DECK	\$4,320	\$50.00	
PB12-130	3653 FERNWOOD LANE	SIMS, JAIMIE	CONSTRUCTING A 220 SQ FT DECK	\$1,980	\$50.00	Y
<b>DECK</b>				<b>\$19,600</b>	<b>\$350.00</b>	<b>Total: 7</b>
<b>DEMOLITION</b>						
PB12-115	5070 HADDON HALL DRIVE	CENTURY CONSTRUCTION	DEMOLITION OF EXISTING HOUSE FROM FIRE	\$0	\$50.00	
PB12-124	4517 WESWILMAR DRIVE	SLATER HOME IMPROVEMENT	FILL IN EXISTING POOL WITH SAND AND TAKE OUT LINER	\$0	\$50.00	
<b>DEMOLITION</b>				<b>\$0</b>	<b>\$100.00</b>	<b>Total: 2</b>
<b>FENCE</b>						
PB12-094	2677 GILBERT ROAD	IRVINE, CHRISTIAN J & DANIELLE L	CONSTRUCTING 6' PRIVACY FENCE IN REAR YARD	\$0	\$50.00	

# DELHI CHARTER TOWNSHIP

## Building Permit Details

# of  
Permits

Permit No.	Property Address	Permit Applicant	Work Description	Estimated Cost	Permit Fee	DDA?
PB12-106	1400 YARROW DRIVE	BELT, ERIN A.	CONSTRUCTING A PRIVACY FENCE IN REAR YARD	\$0	\$50.00	
PB12-113	4595 DONCASTER AVENUE	WIENKE, KAREN L	INSTALL 6' PRIVACY FENCE ON EAST SIDE OF PROPERTY	\$0	\$50.00	N
PB12-116	1932 MICHAEL AVENUE	MCALKEER, HELEN M & KINES, MICHELE	CONSTRUCTING 4' FENCE ON SIDEYARD	\$0	\$50.00	Y
PB12-117	1795 MERGANSER DRIVE	COOK, DUSTIN & ERIN	INSTALLING 6' FENCE IN REAR YARD	\$0	\$50.00	
PB12-119	5669 CARTAGO DRIVE	SHEETS, JASON & ABBIE	INSTALLING 4' FENCE IN REAR YARD	\$0	\$50.00	
PB12-125	2508 KATE STREET	SCAGGS, DANNY R JR	CONSTRUCTING A 4' FENCE IN SIDE YARD	\$0	\$50.00	Y
PB12-129	1815 PARAKEET LANE	DARBY, MARK C & MARNE L	CONSTRUCTING A 6' PRIVACY FENCE IN REAR YARD	\$0	\$50.00	
<b>FENCE</b>				<b>\$0</b>	<b>\$400.00</b>	<b>Total: 8</b>
<b>MOBILE HOME IN PARK</b>						
PB12-138	4075 HOLT ROAD # 068	MICHIGAN MOBILE SERVICE OF GR	MOBILE HOME SET-UP	\$0	\$150.00	
<b>MOBILE HOME IN PARK</b>				<b>\$0</b>	<b>\$150.00</b>	<b>Total: 1</b>
<b>POOL</b>						
PB12-104	5239 WITHERSPOON WAY	PLATTE, PHILLIP J & TRACY A	INSTALLATION OF AN ABOVE GROUND POOL	\$0	\$50.00	
PB12-128	5029 WILLOUGHBY ROAD	HAGLE, STEVEN & SEGAFREDDE, MONICA	INSTALLATION OF AN ABOVE GROUND POOL	\$0	\$50.00	
PB12-137	3958 MARIMBA LANE	BEAUDETTE, JASON	INSTALLATION OF AN ABOVE GROUND POOL	\$0	\$50.00	Y
<b>POOL</b>				<b>\$0</b>	<b>\$150.00</b>	<b>Total: 3</b>
<b>RESIDENTIAL ALTERATION</b>						
PB12-098	2645 GILBERT ROAD	GOODALL CONSTRUCTION CO	REMODEL ENTIRE INTERIOR	\$30,000	\$180.00	

# DELHI CHARTER TOWNSHIP

## Building Permit Details

# of  
Permits

Permit No.	Property Address	Permit Applicant	Work Description	Estimated Cost	Permit Fee	DDA?
PB12-108	5058 GLENDURGAN COURT	SYCAMORE CREEK UNITED METHODIST	1208 SQ FT OF BASEMENT FINISH	\$24,160	\$150.00	
PB12-114	5728 NICHOLS ROAD	HENRYS, KEVIN J & PAMELA K	CHANGING PITCH OF ROOF - CHANGE WINDOW AND WALL AT THE FRONT DOOR	\$3,000	\$50.00	
PB12-118	4283 KELLER ROAD	JECKS, STEVEN EDWARD	INSTALLING EGRESS WINDOWS IN TWO BEDROOMS	\$1,000	\$50.00	Y
PB12-122	1876 HALL STREET	VAN SUILICHEM ENTERPRISES LLC	INSTALL EGRESS 4' X 4' EGRESS WINDOW IN EXISTING FOUNDATION	\$3,500	\$50.00	
PB12-134	4286 SYCAMORE STREET	LANGLOIS CONSTRUCTION	BUILDING 12' X 12' SCREEN PORCH	\$7,200	\$50.00	
PB12-136	1510 TAGALAK TRAIL	KNIGHT, MICHAEL	PLACING A HOT TUB WITH LOCKING LID ON PATIO NEXT TO DECK IN REAR YARD	\$8,000	\$50.00	
<b>RESIDENTIAL ALTERATION</b>				<b>\$76,860</b>	<b>\$580.00</b>	<b>Total: 7</b>
<b>RESIDENTIAL DWELLING/GARAGE</b>						
PB12-093	1901 SUNSHINE PATH	ALLEN EDWIN HOMES	CONSTRUCTING SINGLE FAMILY HOME	\$206,352	\$1,242.00	
PB12-127	1836 MERGANSER DRIVE	ALLEN EDWIN HOMES	CONSTRUCTING SINGLE FAMILY HOME	\$171,096	\$1,032.00	
<b>RESIDENTIAL DWELLING/GARAGE</b>				<b>\$377,448</b>	<b>\$2,274.00</b>	<b>Total: 2</b>
<b>RESIDENTIAL MISCELLANEOUS</b>						
PB12-095	2142 CEDAR STREET	KRUGER ROOFING & CONST	TEAR OFF AND RE-ROOF	\$8,000	\$50.00	Y
PB12-097	2775 OAKLEAF DRIVE	MARC'S REPAIR SERVICE	TEAR OFF AND RE-ROOF	\$8,000	\$50.00	
PB12-099	1916 HEATHERTON DRIVE	JORDAN ROOFING	TEAR OFF AND RE-ROOF	\$8,000	\$50.00	
PB12-102	5115 KILLARNEY DRIVE	JIMMERSON ROOFING	TEAR OFF AND RE-ROOF	\$8,000	\$50.00	
PB12-101	1935 HALL STREET	JIMMERSON ROOFING	TEAR OFF AND RE-ROOF	\$8,000	\$50.00	
PB12-105	4004 DELL ROAD	NIMPHIE, ERIN L	TEAR OFF AND RE-ROOF	\$8,000	\$50.00	

# DELHI CHARTER TOWNSHIP

## Building Permit Details

Permit No.	Property Address	Permit Applicant	Work Description	Estimated Cost	Permit Fee	DDA?	
PB12-110	1916 ELM STREET	STREAMLINE ENTERPRISES INC	TEAR OFF AND RE-ROOF	\$8,000	\$50.00		
PB12-112	2027 BURTON AVENUE	JAY LEE VINCENT	TEAR OFF AND RE-ROOF	\$8,000	\$50.00		
PB12-120	2172 GILBERT ROAD	Sir Home Improvements	TEAR OFF AND RE-ROOF	\$8,000	\$50.00		
PB12-121	1678 STONEHAVEN DRIVE	MERRELL ROOFING	TEAR OFF AND RE-ROOF	\$8,000	\$50.00		
PB12-131	2179 PARK LANE	HOISINGTON, RICHARD D	TEAR OFF AND RE-ROOF	\$8,000	\$50.00	Y	
PB12-132	3810 ASHBROOK DRIVE	PALMER CONSTRUCTION SERVICES LLC	TEAR OFF AND RE-ROOF	\$8,000	\$50.00		
PB12-133	1926 ELM STREET	STREAMLINE ENTERPRISES INC	TEAR OFF AND RE-ROOF	\$8,000	\$50.00		
PB12-135	1912 WALNUT STREET	PALMER CONSTRUCTION SERVICES LLC	TEAR OFF AND RE-ROOF	\$8,000	\$50.00		
<b>RESIDENTIAL MISCELLANEOUS</b>				<b>\$112,000</b>	<b>\$700.00</b>		<b>Total: 14</b>
<b>RESIDENTIAL STORAGE/GARAGE</b>							
PB12-126	2587 GROVENBURG ROAD	EAVEY CONSTRUCTION	CONSTRUCTING 26' X 40' POLE BUILDING	\$18,720	\$114.00		
<b>RESIDENTIAL STORAGE/GARAGE</b>				<b>\$18,720</b>	<b>\$114.00</b>		<b>Total: 1</b>
<b>SIGN</b>							
PS12-012	2770 EATON RAPIDS ROAD	CP SIGNS INC	INSTALLING 32' SQ FT WALL SIGN	\$0	\$82.00		
<b>SIGN</b>				<b>\$0</b>	<b>\$82.00</b>		<b>Total: 1</b>
<b>Totals:</b>				<b>\$975,128</b>	<b>\$7,348.60</b>		<b>47</b>

Permit.DateIssued Between 05/01/2012 AND 05/31/2012  
AND  
Permit.PermitType = Building OR  
Permit.PermitType = Sign

## SUMMARY OF CONSTRUCTION VALUES

Year	2006		2007		2008		2009		2010		2011	
Type	Total Permits	Total Value	Total Permits	Total Value	Total Permits	Total Value	Total Permits	Total Value	Total Permits	Total Value	Total Permits	Total Value
Commercial Addition, Alteration & Commercial Misc	32	\$ 1,895,384.00	49	\$ 9,353,080.00	30	\$ 2,830,791.00	29	\$ 1,215,220.00	27	\$ 1,665,320.00	37	\$1,029,347
Commercial New Structures	6	\$ 5,665,672.00	6	\$ 2,230,506.00	1	\$ 875,903.00	5	\$ 4,360,107.00	3	\$ 1,712,188.00	5	\$3,951,772
Deck, Fence, Pool, Residential Misc, Residential Storage/Garage, Demolition, Sign, Sign Business, Sign Grand Openings	249	\$ 681,722.00	255	\$ 834,376.00	165	\$ 1,118,676.00	487	\$ 3,105,297.00	372	\$ 2,103,596.00	233	\$ 1,262,153.00
Pre-Manufactured Home, Residential Condo w/Garage, Residential Dwelling, Residential Dwelling/Garage	122	\$ 20,311,984.00	58	\$ 8,856,775.00	27	\$ 5,189,435.00	22	\$ 3,861,101.00	37	\$ 5,998,675.00	28	\$ 3,849,279.00
Residential Addition, Residential Alteration	70	\$ 1,510,922.00	47	\$ 972,435.00	51	\$ 1,013,207.00	43	\$ 1,085,548.00	51	\$ 1,105,827.00	46	\$ 1,021,182.00
Residential Multiple Family & Apartment Units	3	\$ 2,738,265.00	6	\$ 7,621,380.00	0	\$ -	0	\$ -	2	\$ 1,237,795.00	3	\$ 3,694,734.00

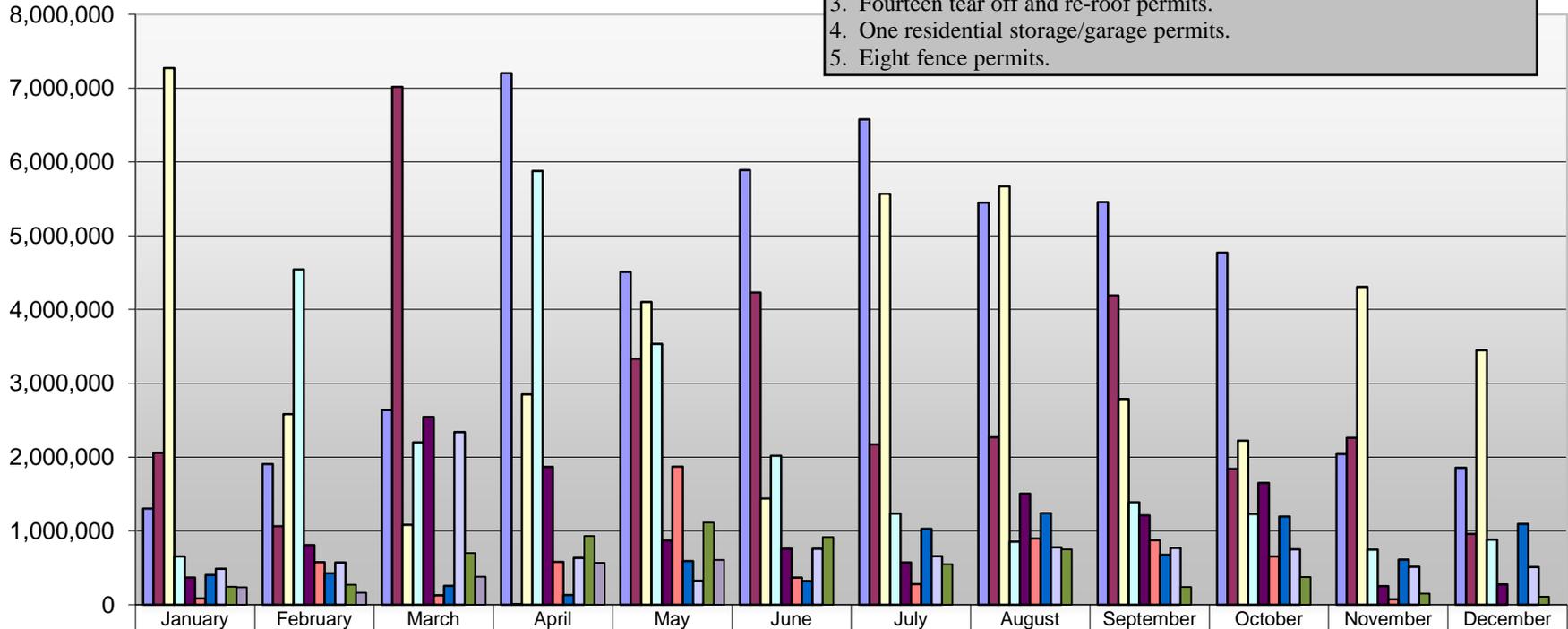
**2012 Year to date Construction Values:**

<b>Commercial / Industrial:</b>	\$ 2,808,002.00
<b>Residential:</b>	\$ 1,948,827.00
<b>Total Single Family Homes:</b>	6

## Residential Building Permits

### May 2012 Activity Includes:

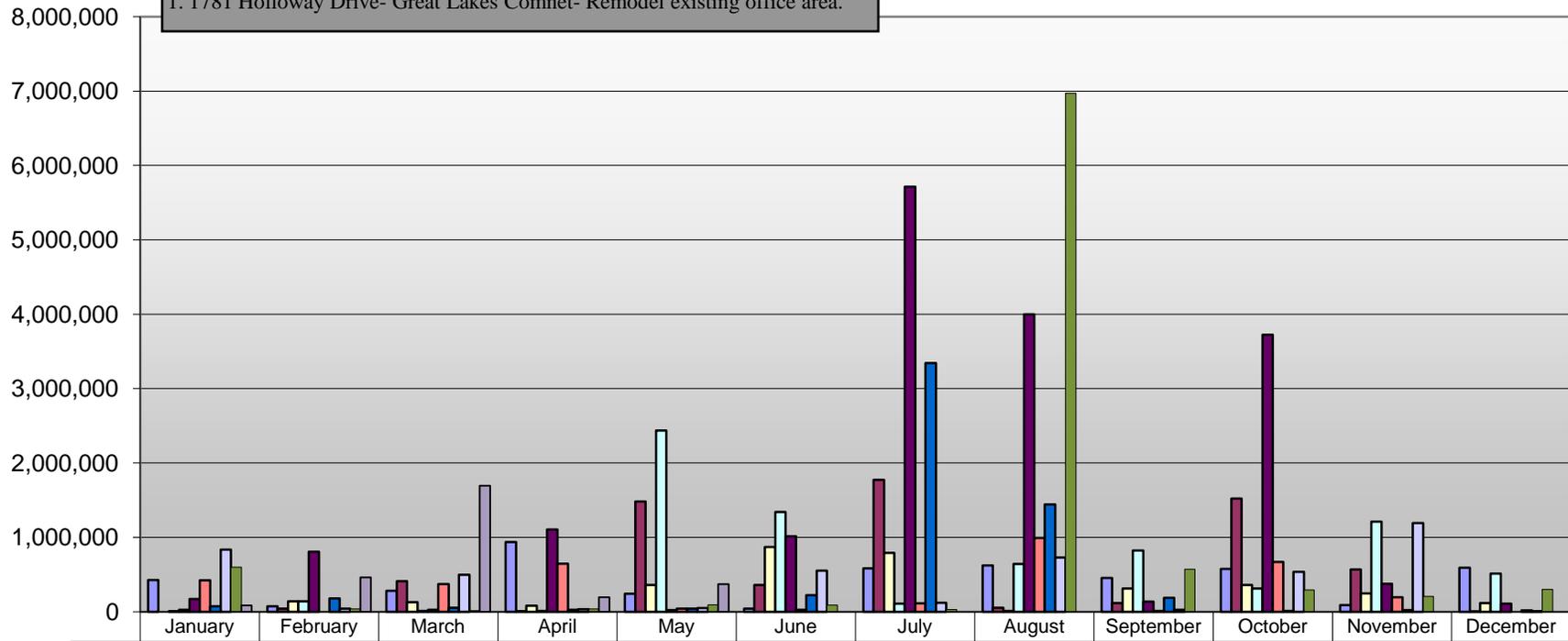
1. Two residential dwelling permits.
2. Seven deck permits.
3. Fourteen tear off and re-roof permits.
4. One residential storage/garage permits.
5. Eight fence permits.



	January	February	March	April	May	June	July	August	September	October	November	December
2003	1,303,222	1,907,265	2,634,726	7,202,298	4,506,568	5,890,225	6,577,503	5,449,464	5,455,775	4,772,708	2,040,811	1,856,139
2004	2,057,874	1,061,075	7,018,665	2,409	3,332,125	4,230,009	2,171,175	2,269,297	4,189,316	1,838,373	2,261,219	958,547
2005	7,272,620	2,580,999	1,080,570	2,848,833	4,100,194	1,438,787	5,569,135	5,666,330	2,785,505	2,223,344	4,305,671	3,448,286
2006	653,107	4,544,462	2,200,224	5,876,530	3,533,055	2,016,011	1,231,992	852,573	1,387,170	1,230,662	745,550	881,456
2007	366,901	807,589	2,542,647	1,865,777	870,683	755,569	571,666	1,504,157	1,209,407	1,651,929	251,475	274,952
2008	84,176	576,220	127,628	579,796	1,872,379	368,071	279,260	896,898	873,804	652,707	73,000	0
2009	401,319	425,655	252,651	130,696	589,254	319,608	1,028,683	1,240,799	674,200	1,194,808	611,112	1,094,312
2010	484,464	571,973	2,339,559	633,374	323,160	755,450	656,705	777,918	768,831	750,411	513,137	509,014
2011	241,340	269,142	698,082	931,543	1,110,943	915,267	547,390	748,734	238,720	374,395	148,666	107,068
2012	236,170	162,820	379,179	566,030	604,628							

## Commercial/Industrial Building Permits

**May 2012 Activity Includes:**  
 1. 1781 Holloway Drive- Great Lakes Comnet- Remodel existing office area.



	January	February	March	April	May	June	July	August	September	October	November	December
■ 2003	425,040	72,962	279,550	935,214	240,500	40,350	584,439	621,851	454,370	574,016	89,400	590,100
■ 2004	0	40,000	409,002	4,000	1,480,444	359,950	1,773,063	52,425	115,160	1,522,191	566,020	1,000
■ 2005	7,760	140,049	129,496	81,459	358,820	871,298	791,555	8,000	312,938	358,465	247,127	114,525
■ 2006	27,000	138,900	9,000	9,540	2,438,077	1,341,443	106,100	641,986	821,772	313,363	1,209,475	513,940
■ 2007	172,221	808,786	25,206	1,105,534	20,293	1,016,148	5,714,648	4,000,820	134,031	3,722,518	376,371	108,000
■ 2008	421,042	0	370,000	647,000	41,000	25,000	110,000	990,923	9,500	670,442	195,000	0
■ 2009	72,000	178,233	54,600	25,000	41,440	222,525	3,343,047	1,443,417	187,500	8,000	22,000	19,005
■ 2010	834,198	40,992	496,441	32,997	50,000	553,319	117,975	727,220	25,000	536,616	1,192,795	7,740
■ 2011	600,000	35,500	13,000	38,000	92,575	88,000	29,000	6,970,497	571,242	294,317	204,730	301,000
■ 2012	84,908	460,875	1,695,784	195,935	370,500							

# Delhi Township Fire Department Monthly Report

May, 2012

ATTACHMENT III

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## Total Calls

	<i>Delhi</i>	<i>Alaiedon</i>	<i>Total</i>
EMS / Medical	177	-	177
Fire / Rescue	44	2	46
Total Calls	221	2	223
Staff Hours	435	25	460

*Total calls in 2012: 1047*  
*Total calls for 2011: 2,477*

## Inspections

Annual Commercial Fire Inspections for April - 76

## Training

317 Personnel in Attendance of 484 Hours of Training

## Miscellaneous

House Fire – Haddon Hall Drive - \$255,000 damage caused by careless smoking

House Fire – Tagalak Trail – \$1,000 damage cause by careless smoking

Fire Apparatus standby for Meth Lab cleanup

**2010****AMBULANCE****FIRE**

	AMOUNT BILLED	PAYMENTS RECEIVED	SENT TO COLL.	RECD FROM COLL.	AMOUNT BILLED	PAYMENTS RECEIVED	SENT TO COLL.	RECD FROM COLL.
JANUARY	\$88,190.00	\$27,819.86		\$666.75	\$437.39	\$1,354.89		\$142.88
FEBRUARY	\$78,690.00	\$42,969.34		\$790.00		\$214.69		\$141.08
MARCH	\$86,660.00	\$59,738.85	\$6,498.79	\$664.47	\$3,166.03	\$1,127.54	\$858.24	\$170.94
APRIL	\$87,040.00	\$36,452.66		\$511.89	\$175.95	\$978.86		\$224.98
MAY	\$97,665.00	\$50,954.18		\$734.80	\$290.04	\$499.84		
JUNE	\$87,290.00	\$53,174.70		\$540.88	\$1,053.98	\$692.14		\$24.23
JULY	\$74,780.00	\$53,398.31	\$17,811.56	\$882.57	\$2,128.50	\$687.33	\$700.49	\$207.65
AUGUST	\$102,400.00	\$53,602.92	\$30,437.98	\$546.75	\$764.34	\$719.51	\$536.62	
SEPTEMBER	\$74,015.00	\$40,113.47		\$245.88	\$824.79	\$457.88		
OCTOBER	\$95,865.00	\$55,307.20		\$672.77	\$677.08	\$610.63		\$580.58
NOVEMBER	\$79,465.00	\$65,546.57		\$1,139.40	\$1,729.81	\$497.26		
DECEMBER	\$99,080.00	\$60,542.20	\$12,235.59	\$880.05	\$750.80	\$423.18		
TOTAL	\$1,051,140.00	\$599,620.26	\$66,983.92	\$8,276.21	\$11,998.71	\$8,263.75	\$2,095.35	\$1,492.34

**2011****AMBULANCE****FIRE**

	AMOUNT BILLED	PAYMENTS RECEIVED	SENT TO COLL.	RECD FROM COLL.	AMOUNT BILLED	PAYMENTS RECEIVED	SENT TO COLL.	RECD FROM COLL.
JANUARY	\$94,907.00	\$58,462.55			\$885.87	\$70.00		
FEBRUARY	\$74,763.00	\$47,973.39	\$43,779.87	\$228.48	\$597.17	\$1,494.52	\$2,180.97	
MARCH	\$103,058.00	\$61,424.86		\$626.99	\$565.38	\$838.66		
APRIL	\$87,665.00	\$45,568.93		\$383.26	\$397.86	\$466.49		
MAY	\$97,930.00	\$61,870.76		\$639.26	\$2,526.56	\$144.01		\$78.26
JUNE	\$79,724.00	\$58,948.53		\$1,175.87	\$680.28	\$1,340.87		
JULY	\$90,786.00	\$38,142.39		\$343.59		\$2,144.22		
AUGUST	\$105,201.00	\$52,450.35		\$450.50	\$2,017.20	\$601.39		
SEPTEMBER	\$94,484.00	\$57,637.01		\$1,041.76		\$683.25		
OCTOBER	\$99,281.00	\$58,737.68		\$116.07	\$957.51	\$283.99		
NOVEMBER	\$84,238.00	\$50,625.21		\$712.71	\$199.27	\$65.00		
DECEMBER	\$89,133.00	\$40,330.38	\$51,742.97	\$267.90	\$742.44	\$25.00	\$3,289.47	
TOTAL	\$1,101,170.00	\$632,172.04	\$95,522.84	\$5,986.39	\$9,569.54	\$8,157.40	\$5,470.44	\$78.26

**2012****AMBULANCE****FIRE**

	AMOUNT BILLED	PAYMENTS RECEIVED	SENT TO COLL.	RECD FROM COLL.	AMOUNT BILLED	PAYMENTS RECEIVED	SENT TO COLL.	RECD FROM COLL.
JANUARY	\$105,297.00	\$36,464.02						
FEBRUARY	\$98,556.00	\$59,382.32		\$392.50	\$1,415.74	\$426.00		
MARCH	\$86,483.00	\$60,331.80		\$218.12	\$892.96	\$265.58		
APRIL	\$74,833.00	\$58,459.89	\$49,961.37	\$278.88	\$438.66	\$428.52	\$1,662.45	\$60.42
MAY	\$92,311.00	\$57,216.97		\$425.82	\$1,530.99	\$230.67		
JUNE								
JULY								
AUGUST								
SEPTEMBER								
OCTOBER								
NOVEMBER								
DECEMBER								
TOTAL	\$457,480.00	\$271,855.00	\$49,961.37	\$1,315.32	\$4,278.35	\$1,350.77	\$1,662.45	\$60.42

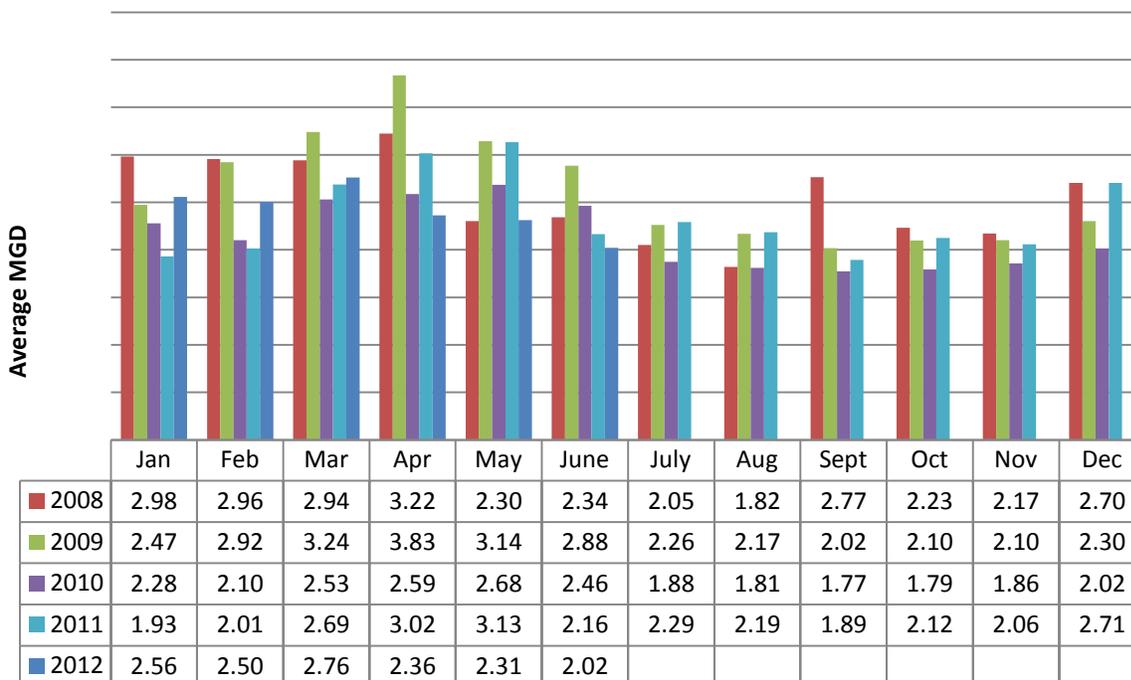


# DEPARTMENT OF PUBLIC SERVICES

## Monthly Report

### May/June 2012

#### Effluent Flow Data – (Average MGD)

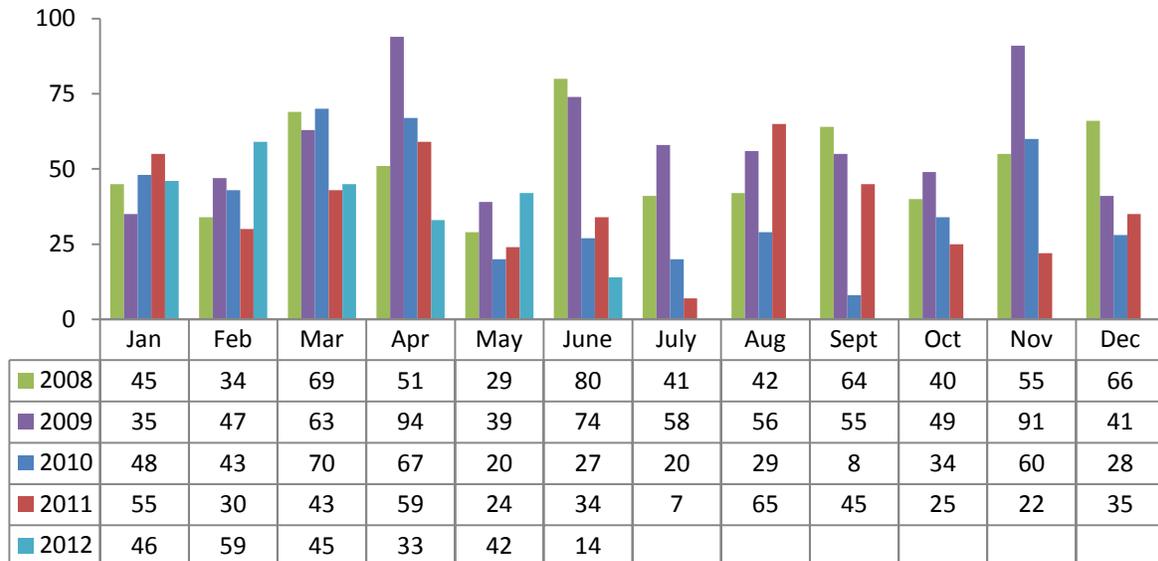


#### Laboratory Testing and Quality Control – Quality Assurance Program

Tests Run For	Number Run	% Passing
Permit Compliance	467	
Process Control	3531	
Quality Control	152	94%
Check Samples	4	
DMRQA-Study 30 Proficiency	4	
Miscellaneous Sampling	12	
<b>Totals</b>	<b>4170</b>	<b>94%</b>

## Maintenance

### WORK ORDERS



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

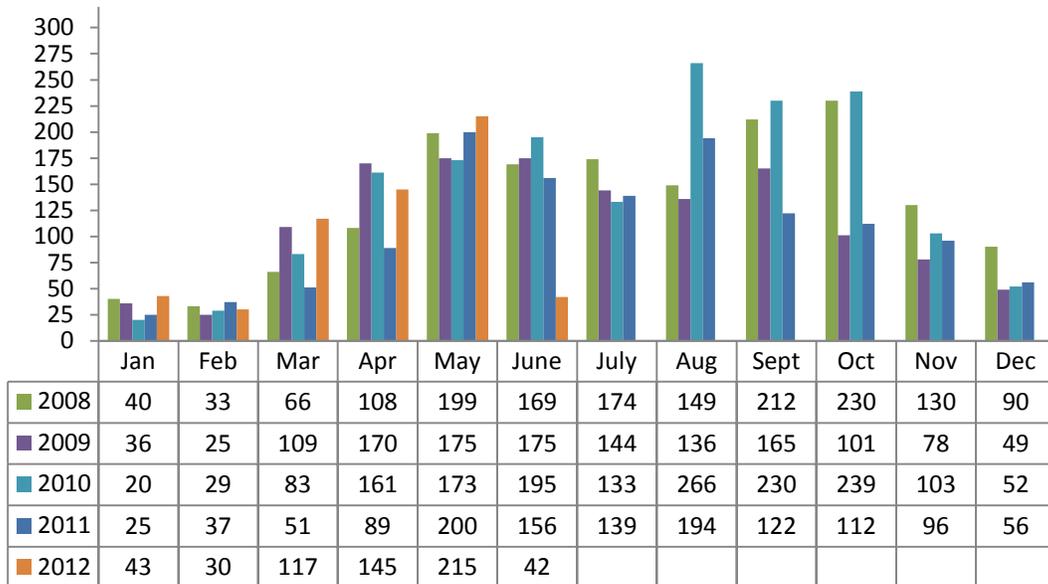
Projects performed during the month of May/June are:

- Watering totes have been placed at both community garden locations. The totes are filled every Monday and Friday.
- The parade route was swept for the Memorial Day weekend parade.
- The Lions Club brush drop off for May was heavy, 153 loads of brush – 73 bags of yard waste, and it took five (5) employees two (2) days to chip all of the brush. June's brush drop off will be held on June 16, 2012.
- Preparation for the Annual Open House took place during the month of May/June
- Both vector trucks received monthly service.
- Township banners were changed to red, white and blue and will remain up until after July 4<sup>th</sup>.
- The Cedar Street corridor trash was cleaned up, it was mowed and weed whipped from Holt Road to College Road.
- All backflow preventers were checked over for repairs and recertified by a contractor as per the Board of Water & Lights requirements
- Set up and tore down election equipment for May's election.
- DPS staff performed roof inspections on CSC, DDA/ICSD and the barn at Maple Ridge cemetery for any repairs that are needed.
- DPS staff repaired the water tank on the street sweeper due to a leak in the tank.

## Training

Date	# of Employees Attended	Training Course Description
5/1/2012	1	DEQ Compliance Workshop
5/2/2012	1	MRWA Basic Math Class
5/16/2012	1	MWEA Wastewater Math II Course
5/24/2012	3	Wastewater Operator Exam
5/31/2012	1	Alexander Chemical Safety Seminar
6/12/2012	1	Consumers Energy Webinar

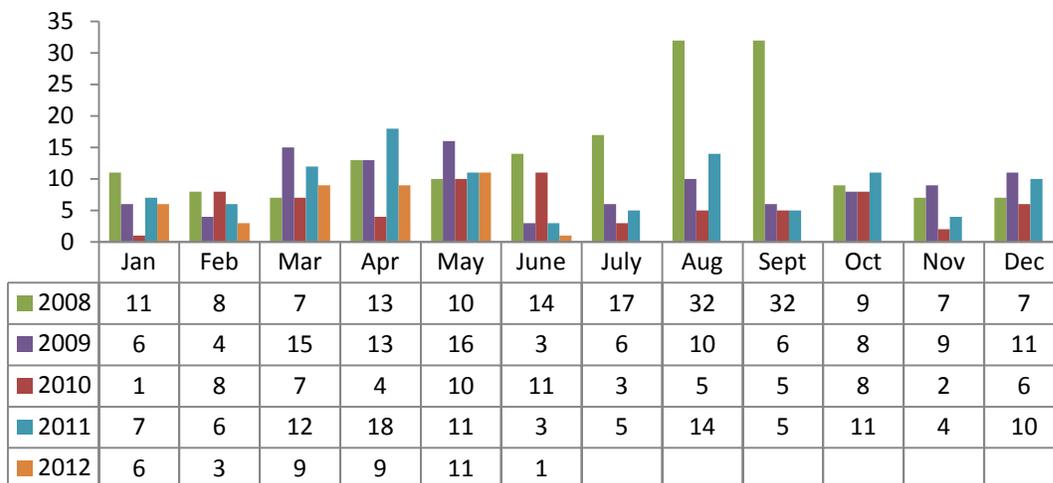
## Miss Digs Performed



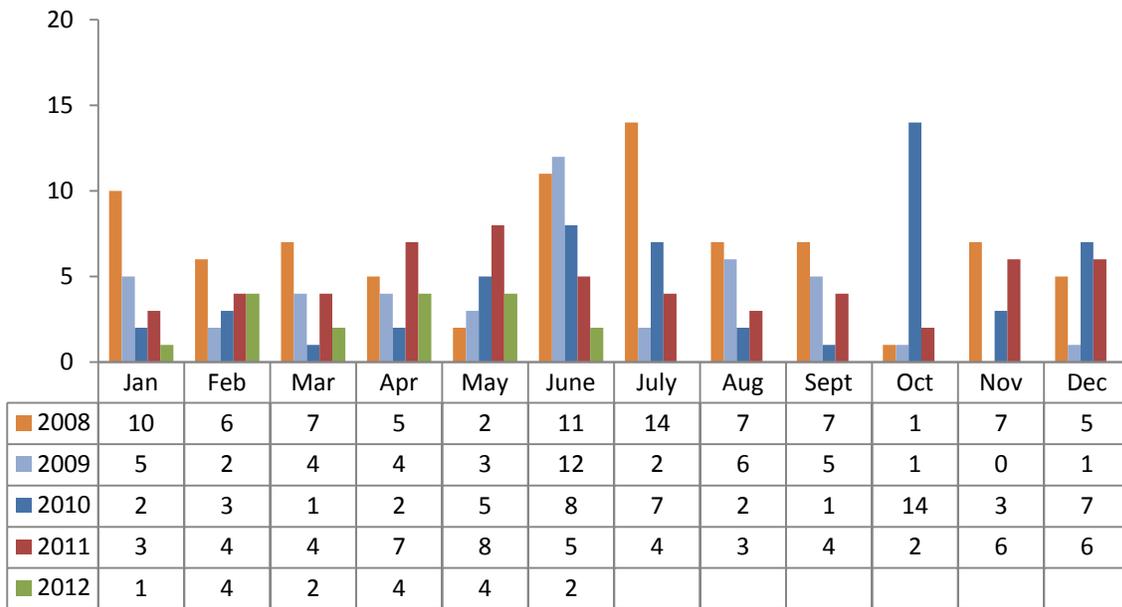
Note: June Miss Digs from May 31, 2012 through June 12, 2012

## Unscheduled Service Calls

### COMPLAINTS (Received During Business Hours)

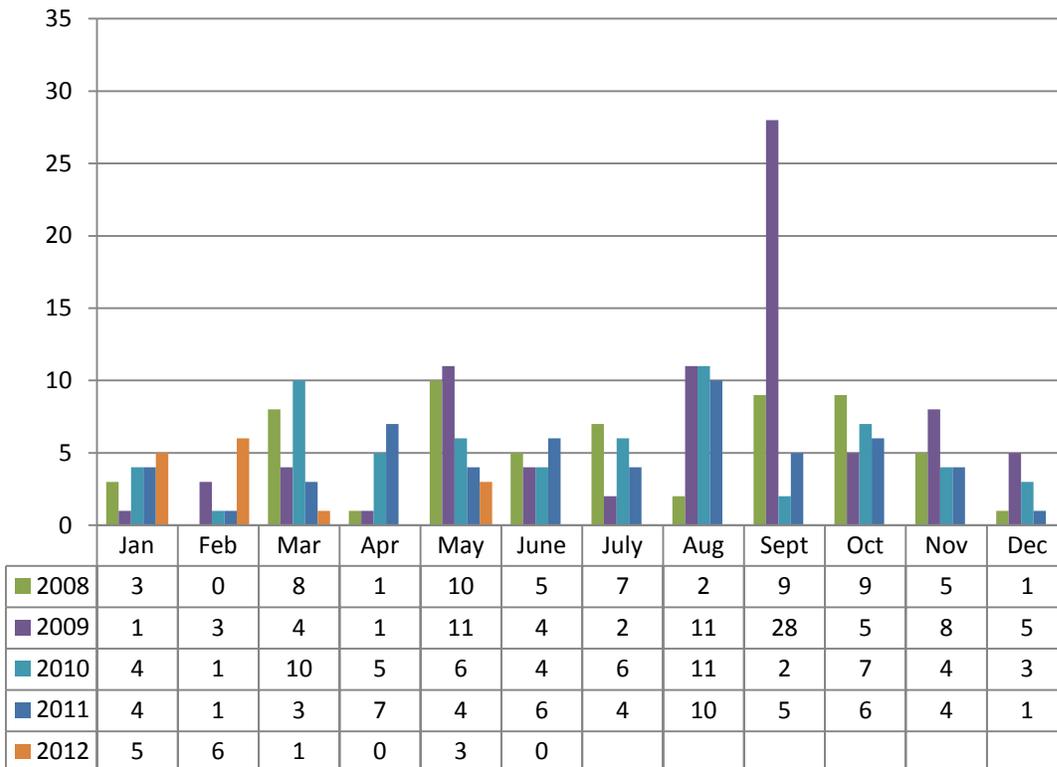


## CALL OUTS (Received After Business Hours)



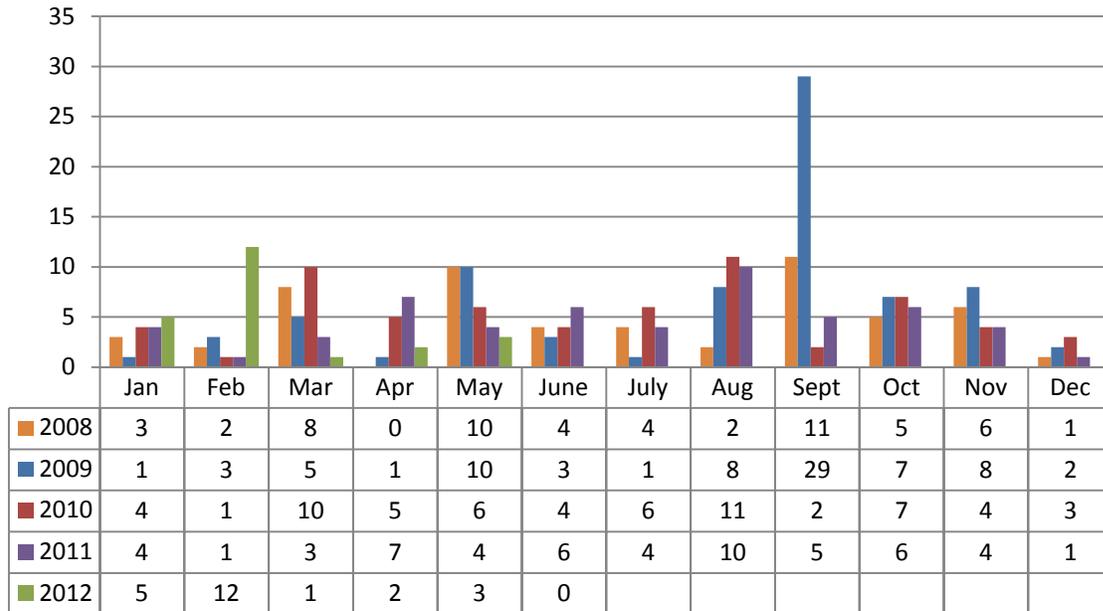
## Sanitary Sewer Permits Issued

### PERMITS ISSUED

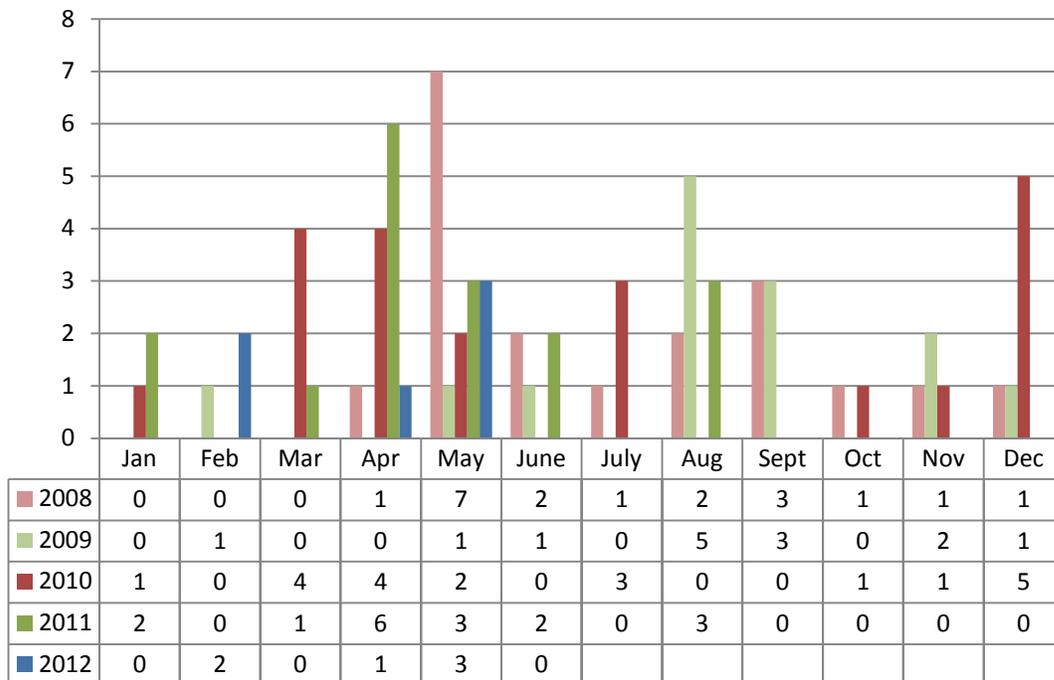


# Sanitary/Storm Sewer Inspections Performed

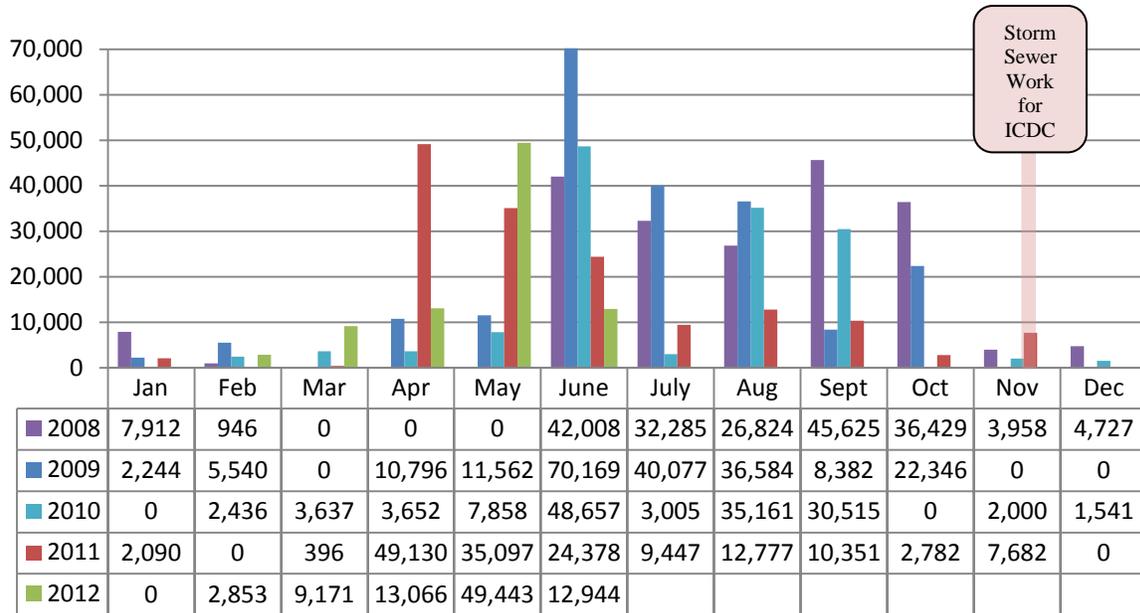
## SANITARY SEWER INSPECTIONS



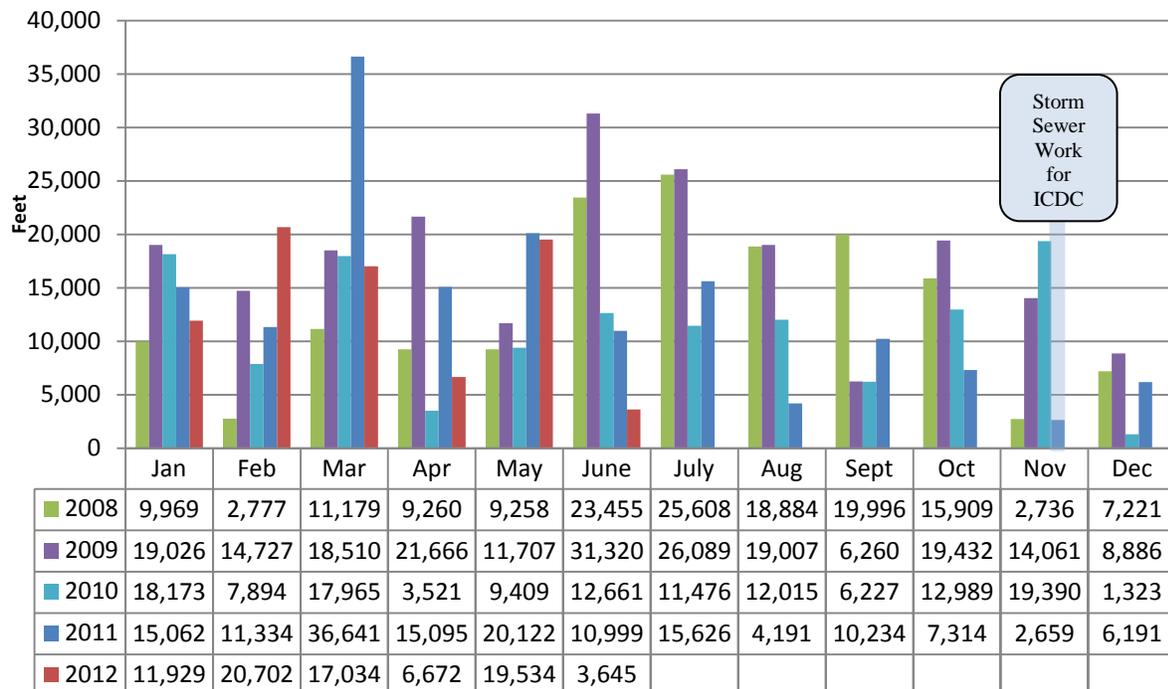
## STORM SEWER INPSECTIONS



## Feet of Sanitary Sewer Cleaned (Vactor Truck Work)

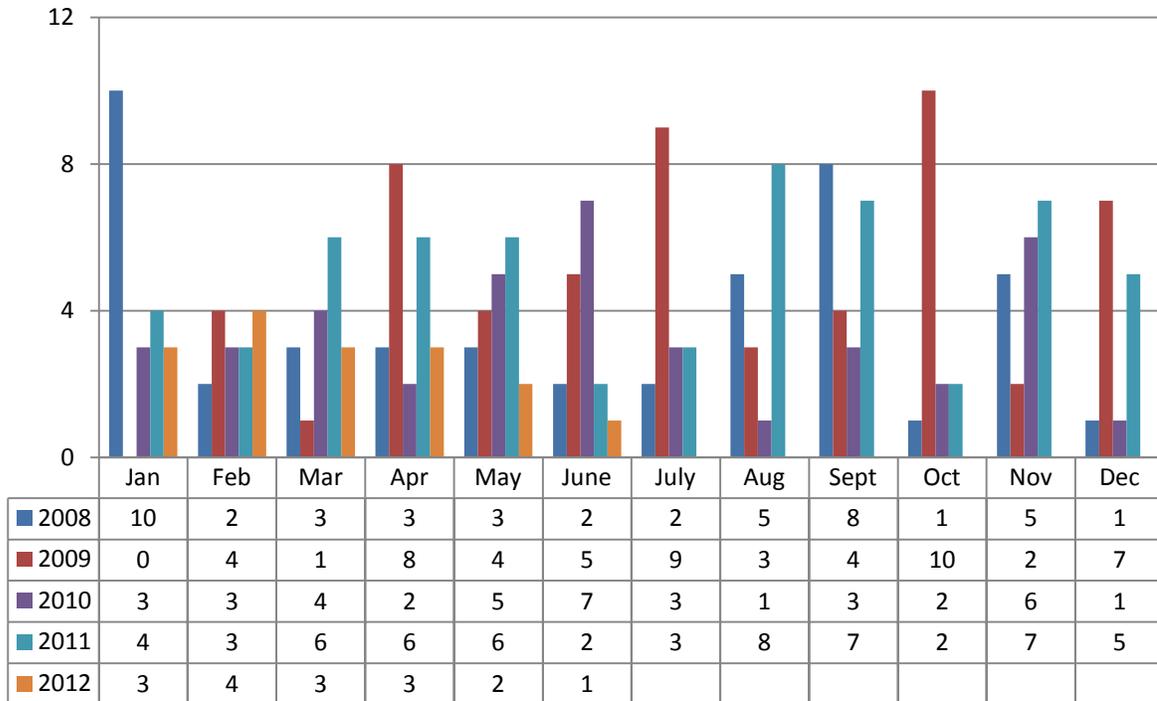


## Feet of Sanitary Sewer Televised (Camera Truck Work)



## Cemetery

### BURIALS



- Markham and Maple Ridge cemeteries were mowed, weed whipped and prepared for Memorial weekend
- Seven (7) foundations were set in the month of May
- The water was turned on at Maple Ridge cemetery and the hand pump was repaired

## Storm Water

- DPS employees participated in the Groundwater Management Board, Children's Water Festival on May 10, 2012
- DPS employees participated in the Regional Recycling Coordinating Committee (R2C2) Latex paint collection held on May 19, 2012
- DPS employees attended the Middle Grand River Steering Committee meeting held on May 22, 2012.

## Community Outreach

Gill attended the Lansing Board of Water and Light Adopt a River Environmental Fair event on May 5 hosted in the Impression 5 museum parking lot. The event attendance was approximately 550. Exhibitors were encouraged to have a "make it, take it" project for the children to participate in an environmental activity. Township personnel had children plant a soybean (donated by a farmer) in a water bottle that was cut in half. The clear water bottles will allow them to see how the roots develop and how quickly the plant grows.

The annual POTW Open House was held on Saturday, June 2, 2012 from 11:00 a.m. through 3:00 p.m. and was attended by approximately 350 people. Again this year a contest was held for local businesses who participated in painting a fish. Open House attendees voted for their favorite fish. First place was 7-11, Second place was Buddies Grill and Third place was the Coffee Barrel. The winners received Farmer Buck's



certificates donated by the Holt Farmers Market. Steven L. Marvin Salon also donated four (4) gifts for the raffle drawing at the Open House. The DPS staff greatly appreciates the assistance of all the volunteers that helped to make a successful and enjoyable event for all that attended and a special thanks to our sponsors.

### POTW Open House Sponsors

Alexander Chemical  
American Rentals  
Barb Byrum  
C2AE  
DDA  
D&M Silkscreening  
Dart Container  
Delhi Downtown Development Authority  
Delhi Township  
Doheny  
Granger

Girl Scout Troop  
Hayhoe Asphalt & Paving  
Hesco  
Hubbell Roth & Clark  
Ingham County Drain Commission  
Ingham County Health Department  
Irish Construction  
MDEQ  
RS Technical  
Spartan Barricading  
Steven L Marvin

Also a big thank you to the local businesses that painted fish for our Favorite Fish Contest:

7-11  
Biggby Coffee  
Buddies Grill  
Coffee Barrel  
Everlasting Stitches  
Incu-Bake

Jade Garden  
Little Caesar's  
Orthopedic Rehab Specialists  
Snap Fitness  
Wendy's



### Construction Projects

The Lift Station D project continues to progress. By-pass piping is being installed at Lift Station D. The new screening building at the POTW is built and equipment is being installed. The Force Main installation will resume next month.

## Industrial Pretreatment Program

May/June IPP Activities		
<b>Review/Approval</b>		
building plan approval	5/10/2012	1781 Holloway Dr - Great Lakes Comnet
building plan approval	5/15/2012	2068 N Cedar Suite A - Nancy Nails
building plan review	5/25/2012	4801 Willoughby Rd -Community Faith Church
plumbing plan approval	5/29/2012	1331 Eifert Rd - Jehovah's Witness Assembly Hall
building plan review	5/29/2012	2040 Aurelius Rd, Ste 6 - Regional Medical Clinic
building plan review	5/31/2012	4801 Willoughby Rd -Community Faith Church
building plan review	6/6/2012	2040 Aurelius Rd, Ste 6 - Regional Medical Clinic
building plan approval	6/12/2012	2040 Aurelius Rd, Ste 6 - Regional Medical Clinic
<b>Traps</b>		
Compliant	05/30/12	7-11 1997 Aurelius
Compliant	05/30/12	Biggby Coffee - 2006 Cedar
Compliant	05/31/12	Biggby Coffee - #270 Jolly
Compliant	05/30/12	Buddies Grill - 2040 Aurelius
Compliant	05/31/12	Big Ten Holt - 2005 Eifert
Compliant	05/30/12	Burger King - 2464 Cedar
Non Compliant	05/30/12	Burger King - 2520 E. Jolly
Compliant	05/30/12	Champions - 2440 N. Cedar
Compliant	05/31/12	Chisholm Hills - 2395 Washington
Compliant	05/30/12	Coach's - 6201 Bishop
Compliant	05/30/12	Coffee Barrel - 2237 Aurelius
Compliant	05/31/12	Cottage Inn Pizza - 1995 Cedar
Compliant	05/30/12	Delhi Café - 4625 Willoughby
Compliant	05/30/12	Fat Boys Pizza - 2040 Aurelius
Compliant	05/30/12	Eagles - 1111 N. Cedar
Compliant	05/31/12	Hometown Nutrition - 2380 N. Cedar Ste. 3
Compliant	05/30/12	Incu-Bake 1967 Aurelius
Compliant	05/31/12	IngCredible - 2454 S. Cedar
Compliant	05/30/12	Jade Garden - 1979 Aurelius
Non Compliant	05/30/12	Kroger - 2495 N. Cedar
Compliant	05/30/12	Little Caesar's - 2221 N. Cedar
Compliant	05/30/12	McDonald's 2775 Eaton Rapids Rd.
Compliant	05/30/12	McDonald's 2530 E. Jolly
Compliant	05/30/12	McDonald's 2400 N. Cedar
Compliant	05/30/12	Sam Corey Senior Center- 2108 N. Cedar
Compliant	05/30/12	Subway - 2765 Eaton Rapids Rd.
Compliant	05/30/12	Tacos E Mas - 1850 Cedar
Compliant	05/30/12	Tim Horton's - 2450 E. Jolly
Compliant	05/30/12	Tim Horton's - 2350 Cedar
Compliant	05/30/12	Wendy's - 2727 Eaton Rapids Rd.

**DELHI CHARTER TOWNSHIP  
MINUTES OF REGULAR MEETING HELD ON JUNE 19, 2012**

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The Delhi Charter Township Board of Trustees met in a regular meeting on Tuesday, June 19, 2012 in the Multipurpose Room at the Community Services Center, 2074 Aurelius Road, Holt, Michigan. Supervisor Goodrich called the meeting to order at 7:30 p.m.

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

Members Present: Supervisor Stuart Goodrich, Treasurer Roy Sweet, Trustees Derek Bajema, John Hayhoe, Jerry Ketchum, DiAnne Warfield

Members Absent: Clerk Evan Hope

Others Present: John Elsinga, Township Manager  
Al McFadyen, DDA Executive Director  
Sandra Diorka, Director of Public Services  
Tracy Miller, Director of Community Development  
Wendy Thielen, Assistant Township Manager of Human Resources  
Amy Finch, Assistant Township Clerk/Deputy Clerk

**COMMENTS FROM THE PUBLIC** – Randy Maiville introduced himself as a candidate for the District 6, Ingham County Board of Commissioners seat.

**2011 ANNUAL REPORT – TOWNSHIP TREASURER’S OFFICE**

---

Treasurer Roy Sweet, gave the 2011 Annual Treasurer’s Office Report (ATTACHMENT I).

**CONSENT AGENDA**

- A. Approval of Minutes – Regular Meeting of June 5, 2012
- B. Approval of Minutes – Regular Goals Meeting of June 6, 2012
- C. Approval of Claims – May 15, 2012 (ATTACHMENT II)
- D. Approval of Claims – May 29, 2012 (ATTACHMENT III)
- E. Approval of Claims – June 12, 2012 (ATTACHMENT IV)
- F. Approval of Payroll – June 7, 2012 (ATTACHMENT V)

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP  
MINUTES OF REGULAR MEETING HELD ON JUNE 19, 2012**

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- G. Reappointment to the Delhi Charter Township Downtown Development Authority/Brownfield Redevelopment Authority – Nanette Miller (ATTACHMENT VI)

Trustee Bajema requested that Item C- Approval of Claims – May 15, 2012 and Item E- Approval of Claims – June 12, 2012 be removed from the consent agenda for discussion.

**Warfield moved to approve the Consent Agenda as presented with Item C- Approval of Claims – May 15, 2012 and Item E-Approval of Claims – June 12, 2012 be removed from the consent agenda for discussion.**

A Roll Call Vote was recorded as follows:

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

Absent: Hope

**MOTION CARRIED**

**ZONING AND DEVELOPMENT**

**PROPOSED DELHI TOWNSHIP ORDINANCE NO. 123 – COMPLETE STREETS ORDINANCE, SECOND CONSIDERATION**

---

The Board reviewed a memorandum dated May 31, 2012 from Tracy Miller, Director of Community Development (ATTACHMENT VII).

**Hayhoe moved upon second consideration, to adopt Township Ordinance No. 123 – Complete Streets Ordinance.**

A Roll Call Vote was recorded as follows:

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

Absent: Hope

**MOTION CARRIED**

**NEW BUSINESS**

**AGREEMENT BETWEEN DELHI CHARTER TOWNSHIP AND PERFITT EXCAVATING, INC. – CAMPUS DRIVE SIDEWALK AND PEDESTRIAN CROSSING**

---

The Board reviewed memorandums dated June 13, 2012 from Twp. Mgr. Elsinga and Tracy Miller, Director of Community Development (ATTACHMENT VIII).

**Ketchum moved to approve the Agreement between Delhi Charter Township and Perfitt Excavating, Inc. in the amount of \$54,301 for the Campus Drive Sidewalk and Pedestrian Crossing Project with costs to be shared 50/50 with the Holt Public Schools.**

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP  
MINUTES OF REGULAR MEETING HELD ON JUNE 19, 2012**

---

A Roll Call Vote was recorded as follows:

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

Absent: Hope

**MOTION CARRIED**

**2013-2018 DELHI CHARTER TOWNSHIP CAPITAL IMPROVEMENTS PROGRAM**

---

The Board reviewed memorandums dated June 13, 2012 from Twp. Mgr. Elsinga and June 12, 2012 from Tracy Miller, Director of Community Development (ATTACHMENT IX).

**Warfield moved to accept and place on file the 2013-2018 Delhi Charter Township Capital Improvements Program.**

Trustee Ketchum stated that he is not in favor of roundabouts and if information about the roundabouts is kept in the Capital Improvements Program he will have to vote nay on the item.

*This item will continue after the 8:00 p.m. Public Hearing.*

**PUBLIC HEARING – 8:00 P.M.**

**APPLICATION FOR INDUSTRIAL FACILITIES TAX (IFT) EXEMPTION – HOLT PROJECTS COMPANY**

---

**Sweet moved to open the Public Hearing on the application for Industrial Facilities Tax (IFT) Exemption – Holt Products Company.**

A Voice Poll was recorded as follows: All Ayes

Absent: Hope

**MOTION CARRIED**

Tracy Miller, Director Community Development, reported on this application for Industrial Facilities Tax Exemption.

Ray Tamminga, 2415 Aurelius Road #39, Holt, urged the Board's approval of this exemption; however, felt it important to state that it will cost the residents of the Township \$180,000 to give this exemption.

Motion to Close Public Hearing – 8:06 p.m.

**Sweet moved to close the public hearing.**

A Voice Poll was recorded as follows: All Ayes

Absent: Hope

**MOTION CARRIED**

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP  
MINUTES OF REGULAR MEETING HELD ON JUNE 19, 2012**

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**2013-2018 DELHI CHARTER TOWNSHIP CAPITAL IMPROVEMENTS PROGRAM –  
cont'd**

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Discussion continued on roundabouts in the Township.

A Roll Call Vote was recorded as follows:

Ayes: Goodrich, Hayhoe, Sweet, Warfield, Bajema

Nays: Ketchum

Absent: Hope

**MOTION CARRIED**

**RESOLUTION NO. 2012-003 – APPLICATION FOR INDUSTRIAL FACILITIES TAX  
(IFT) EXEMPTION – HOLT PRODUCTS CO.**

---

The Board reviewed memorandums dated June 13, 2012 from Twp. Mgr. Elsinga and June 12, 2012 from Tracy Miller, Director of Community Development (ATTACHMENT X).

**Sweet moved to adopt Resolution No. 2012-003 which approves the  
Application for Industrial Facilities Tax (IFT) Abatement Certificate for Holt  
Products Co.**

A Roll Call Vote was recorded as follows:

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

Absent: Hope

**MOTION CARRIED**

**INTER-AGENCY AGREEMENT FOR ROAD IMPROVEMENTS BETWEEN DELHI  
CHARTER TOWNSHIP AND THE INGHAM COUNTY DEPARTMENT OF  
TRANSPORTATION AND ROADS – WASHINGTON ROAD AND WILLOUGHBY  
ROAD PATHWAY IMPROVEMENTS**

---

The Board reviewed memorandums dated June 14, 2012 from Twp. Mgr. Elsinga and Tracy Miller, Director of Community Development (ATTACHMENT XI).

**Hayhoe moved to approve the Inter-Agency Agreement for Road  
Improvements between Delhi Charter Township and the Ingham County  
Department of Transportation and Roads at an estimated cost of \$11,653.52  
for Washington Road and Willoughby Road Pathway Improvements.**

A Roll Call Vote was recorded as follows:

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

Absent: Hope

**MOTION CARRIED**

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP  
MINUTES OF REGULAR MEETING HELD ON JUNE 19, 2012**

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**RESOLUTION NO. 2012-004 – NOTICE OF INTENT TO ISSUE BONDS – NORTH TRAIL CONNECTOR PROJECT**

---

The Board reviewed a memorandum dated June 15, 2012 from Twp. Mgr. Elsinga (ATTACHMENT XII).

**Warfield moved to adopt Resolution No. 2012-004 – Notice of Intent to Issue Bonds for the North Trail Connector Project.**

A Roll Call Vote was recorded as follows:

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

Absent: Hope

**MOTION CARRIED**

**2012 SIDEWALK IMPROVEMENT PROGRAM – ABLE CONCRETE, INC.**

---

The Board reviewed memorandums dated June 15, 2012 from Twp. Mgr. Elsinga and Tracy Miller, Director of Community Development (ATTACHMENT XIII).

**Sweet moved to award the bid for the 2012 Sidewalk Improvement Program to Able Concrete, Inc. in the amount of \$13,911.**

A Roll Call Vote was recorded as follows:

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

Absent: Hope

**MOTION CARRIED**

**ITEMS REMOVED FROM CONSENT AGENDA FOR DISCUSSION / ACTION – APPROVAL OF CLAIMS – MAY 15, 2012 AND JUNE 12, 2012**

---

**Warfield moved to approve Items from the Consent Agenda, 2C (Claims of May 15, 2012) and 2E (Claims of June 12, 2012).**

Trustee Bajema had various questions in regard to the May 15 and June 12, 2012 claims.

A Roll Call Vote was recorded as follows:

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

Absent: Hope

**MOTION CARRIED**

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP  
MINUTES OF REGULAR MEETING HELD ON JUNE 19, 2012**

---

**REPORTS**

**SUPERVISOR**

Supervisor Goodrich stated that the Holt Lions Club has had much success with this year's brush drop offs and may possibly add more drop offs dates to their calendar.

Supervisor Goodrich reminded the Board that no meeting was scheduled for July 3; the next meeting of this Board will be held on July 17, 2012.

**TRUSTEES**

**WARFIELD**

Trustee Warfield stated that she attended an appreciation breakfast program hosted by the Holt Arts Council on June 14, 2012.

**BAJEMA**

Trustee Bajema spoke of the Double Up Food Bucks program and encouraged the Township to continue to partake in this program which allows Bridge card holders to shop for food at the Farmer's Market using their card. The amount of money that he or she spends is matched with Double Up Food Bucks bonus tokens. The tokens can then be exchanged for Michigan-grown fruits and vegetables.

**TOWNSHIP MANAGER**

Twp. Mgr. Elsinga stated that the Shared Public Services Initiative-Capital Area Fire study has been distributed to the Board members. Discussion will be held on this study at the July 17, 2012 Committee meeting and placed on the July 17, 2012 Board of Trustees agenda for acceptance.

**LIMITED PUBLIC COMMENTS** - None

**ADJOURNMENT**

Meeting adjourned at 8:44 p.m.

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

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

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

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

/af

SUBJECT TO APPROVAL

# Delhi Charter Township

## 2011 ANNUAL TREASURER REPORT

**Roy W. Sweet**  
**Treasurer**



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## 2011 STATISTICS

- 10,258 WINTER & 10,154 SUMMER TAX BILLS SENT
- BILLED AND MAINTAINED 124 SPECIAL ASSESSMENTS & 25 DRAIN ASSESSMENTS
- REBILLED AND MAINTAINED 608 DELINQUENT PERSONAL PROPERTY TAX ACCOUNTS
- SENT OUT OVER 86,400 SEWER BILLS
- PUT OVER \$380,200 OF DELINQUENT SEWER ACCOUNTS ON THE TAX ROLL
- COLLECTED OVER 37.93 MILLION OF TAXES AND OVER 4.5 MILLION SEWER BILLINGS ANNUALLY
- COLLECTED OVER 1.47 MILLION IN OTHER FEES
- DISBURSED OVER 3.8 MILLION TO DDA



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## KARIN TEBEAU – MICPT & CPFA ASSISTANT TREASURER

- SUPERVISE OFFICE STAFF
- ADMINISTER TAX ROLL & SETTLE TAXES WITH COUNTY
- CUSTOMER SERVICE ON SEWER ACCOUNTS & TAX PARCELS
- DISBURSED OVER 37.93 MILLION TO TAXING ENTITIES VIA ACH & INTERNET INCLUDING BROWNFIELDS AND THE LAND BANK
- REFUND TAX OVERPAYMENTS
- MAINTAIN ALL BANKING ACCOUNTS & TRANSACTIONS OVER THE INTERNET
- ADMINISTER BOND PAYMENT PORTFOLIO
- ADMINISTER DIRECT DEBIT PROGRAMS
- INVEST TOWNSHIP FUNDS
- ADMINISTER TOWNSHIP CREDIT CARD PAYMENT PROGRAM
- ADMINISTER DEPARTMENT TECHNOLOGY UPGRADES/FUNCTIONS



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SEWER BILLING, SPECIAL ASSESSMENTS, DELINQUENT PERSONAL  
PROPERTY TAXES, CASH HANDLING

## BARB STEWARD – SENIOR ACCOUNT CLERK

- EDIT AND MAINTAIN SPECIAL ASSESSMENT DISTRICTS
- PREPARE PAYOFF AMOUNTS ON SPECIAL ASSESSMENTS
- MONTH-END REPORTING OF SEWER & DELINQUENT PERS. PROP. TAXES
- BALANCE AND DEPOSIT DAILY RECEIPTS
- SET-UP OVER 480 NEW SEWER ACCOUNTS DURING THE YEAR
- PREPARE OVER 7,240 SEWER BILLS MONTHLY
- MAINTAIN & COLLECT 608 DELINQUENT PERSONAL PROPERTY TAX ACCOUNTS
- PROVIDE SEWER & TAX PAY-OFFS



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## RECEIPTING AND POSTING

### LORI CURTIS – PART-TIME CASHIER/ACCOUNT CLERK

- RECEIPTS AND POSTS 6500 SEWER PAYMENTS/MONTH
- OPENS & DISTRIBUTES MAIL
- COLLECTS MONTHLY MOBILE HOME FEES AND DISBURSES TO COUNTY
- RECEIPTS DAILY AMBULANCE BILLINGS
- COLLECT TAX PAYMENTS AND POSTS
- ENTER MTG CODES FOR TAX BILLS FOR OVER 3500 ESCROW ACCTS & SEND TO MTG COMPANIES
- PREPARE & BALANCE DAILY CASH DEPOSITS & MAINTAIN DAILY CASH JOURNAL
- TRACKS ORDINANCE VIOLATIONS
- ASSIST COUNTER CUSTOMERS WITH PMTS & INFO



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## RECEIPTING AND POSTING

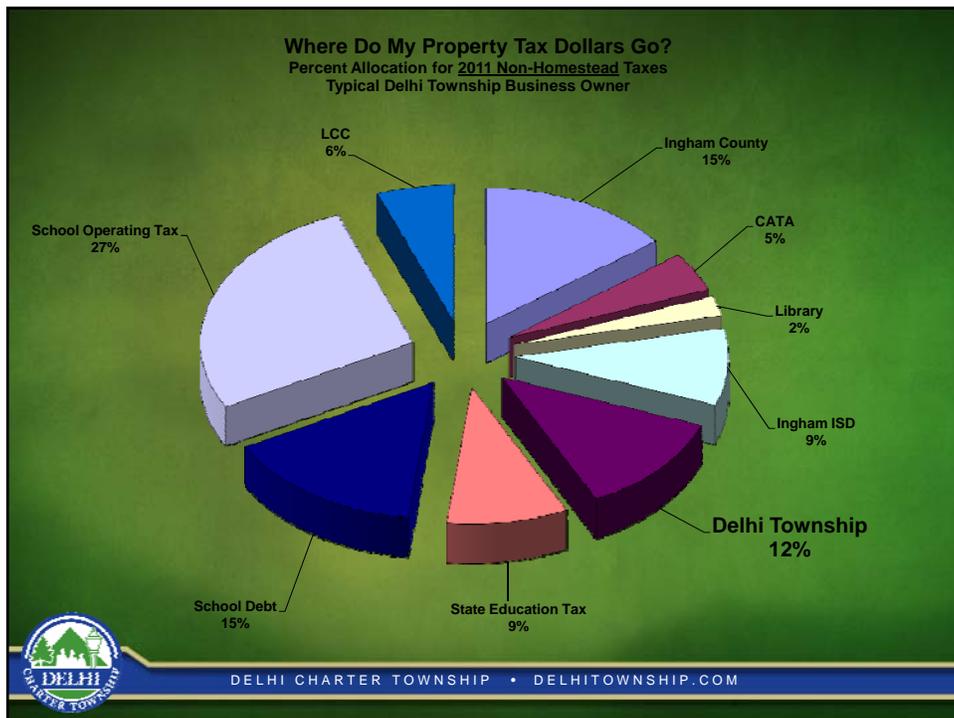
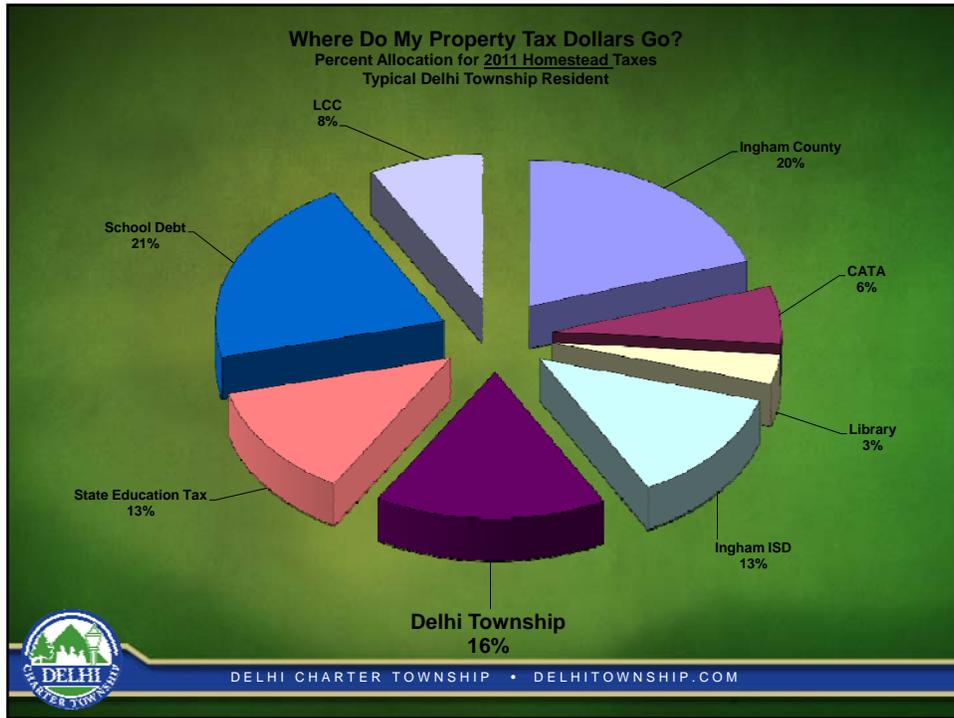
### CAROL GURECKI PART-TIME CLERK



- RECEIPT & POST PAYMENTS
- OPEN & DISTRIBUTE MAIL
- GENERAL FILING
- ACCEPT PAYMENTS AT WINDOW
- CLOSE OFFICE AT END OF DAY
- GREET CUSTOMERS
- ANSWER PHONES



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Our office would like to thank the  
following:

DELHI TOWNSHIP BOARD OF TRUSTEES

ASSESSING DEPARTMENT

ACCOUNTING DEPARTMENT

MANAGER'S OFFICE

MAINTENANCE DEPARTMENT

CLERK'S OFFICE

COMMUNITY DEVELOPMENT

INFORMATION TECHNOLOGY

DELHI TOWNSHIP RESIDENTS &  
BUSINESSES



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May 15, 2012

**I. Certification of Authorized Signatures:** The attached Check Register and Invoice Distribution Report encompass checks dated May 15, 2012 numbered 81238 thru 81320 & ACH 2028 thru 2046. Every invoice has a payment authorizing signature(s).

Dated: May 15, 2012

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

**II. Certification of Fund Totals:**

The attached Invoice Distribution Report and Check Register for checks dated May 15, 2012 show payments made from the following funds:

General Fund	\$	74,986.19
Fire Fund		6,721.24
Police Fund		2,375.00
Fire Equip. & Apparatus Fund		5,198.99
Water Improvement Fund		478.80
Downtown Development Fund		13,645.27
Sewer Fund		1,149,681.44
Trust & Agency Fund		<u>4,257.78</u>
Grand Total	\$	<u><u>1,257,344.71</u></u>

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

None -

Dated: May 15, 2012

\_\_\_\_\_  
John B. Elsinga, Township Manager

**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.(\$10,212.00 BHP Energy, LLC for 1 Yr. Factory Protection Plan-Microturbine, 10/6/09, \$32,101.95 C2AE for LSD Project Engineering, 12/15/09, \$1,037,643.58 Irish Construction for LSD Project pymt #13, 7/20/10) .

Dated: May 15, 2012

\_\_\_\_\_  
John B. Elsinga, Township Manager

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

\_\_\_\_\_  
Roy W. Sweet, Treasurer

**IV. Board Audit and Approval:** At a regular meeting of the Township Board held on June 19, 2012 a motion was made by \_\_\_\_\_ and passed by \_\_\_\_\_ yes votes and \_\_\_\_\_ no votes ( \_\_\_\_\_ absent) that the list of claims dated May 15, 2012, was reviewed, audited and approved.

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

INVOICE GL DISTRIBUTION REPORT FOR DELHI CHARTER TOWNSHIP  
 EXP CHECK RUN DATES 05/15/2012 - 05/15/2012

Vendor	Invoice Line Desc	Amount
Fund 101 GENERAL FUND		
Dept 171.00 MANAGER		
UNUM LIFE INSURANCE COMPANY	DISABILITY INSURANCE JUNE	138.90
ICMA	2012 ICMA MEMBERSHIP/ELSINGA	829.42
VERIZON WIRELESS	SUPERVISOR CELLULAR APRIL	6.49
BANK OF AMERICA	MEETING/ELSINGA	16.96
BANK OF AMERICA	PARKING/ELSINGA	4.75
Total For Dept 171.00 MANAGER		996.52
Dept 191.00 ACCOUNTING		
UNUM LIFE INSURANCE COMPANY	DISABILITY INSURANCE JUNE	29.63
BANK OF AMERICA	KEEP UP TO DATE ON ACCTS PAY	299.00
GOVERNMENT FINANCE OFFICERS	GAAFR BOOK & SHIPPING/MEREDITH	167.00
ABRAHAM & GAFFNEY, P.C.	ACCOUNTING SERVICES	5,827.50
DELHI TOWNSHIP TREASURER	MILEAGE 3/23-28/2012/MEREDITH	13.32
Total For Dept 191.00 ACCOUNTING		6,336.45
Dept 215.00 CLERK		
UNUM LIFE INSURANCE COMPANY	DISABILITY INSURANCE JUNE	95.55
DELHI TOWNSHIP TREASURER	C-CELL BATTERIES	7.00
GANNETT MICHIGAN NEWSPAPERS	PUBLISHING LEGALS APRIL	435.58
Total For Dept 215.00 CLERK		538.13
Dept 228.00 INFORMATION TECHNOLOGY		
UNUM LIFE INSURANCE COMPANY	DISABILITY INSURANCE JUNE	71.84
BANK OF AMERICA	NW ADAPTER STARTECH USB21000S	30.98
BANK OF AMERICA	PATRIOT FLASH DRIVE/ASSESS & DDA	39.99
BANK OF AMERICA	POWER ADAPTER FOR TABLET	118.95
BANK OF AMERICA	2 INK CARTRIDGES	77.97
BANK OF AMERICA	GIGABIT ETHERNET LAN PCI EXPRESS	13.97
APPLICATION SPECIALIST KOMP	5/20-6/19/1012 ANTI SPAM	270.00
ACD.NET, INC.	MAY INTERNET	199.95
BS&A SOFTWARE	HUMAN RESOURCE SYSTEM/ANNUAL	1,450.00
BS&A SOFTWARE	MISC. RECEIVABLES/ANNUAL	1,150.00
BS&A SOFTWARE	TIME SHEETS SYSTEM/ANNUAL	1,035.00
BS&A SOFTWARE	SPECIAL ASSESS. SYSTEM/ANNUAL	1,000.00
Total For Dept 228.00 INFORMATION TECHNOLOGY		5,458.65

Dept 253.00 TREASURERS		
UNUM LIFE INSURANCE COMPANY	DISABILITY INSURANCE JUNE	63.29
DBI BUSINESS INTERIORS	OFFICE SUPPLIES	120.98
D & K INVESTIGATIVE SERVICES	SERVICE OF COURT PAPERS	154.40
DELHI TOWNSHIP TREASURER	COURT FILING/SERVICE FEES	20.00
RICOH USA, INC.	COPIER MAINTENANCE AGREEMENT	188.57
	Total For Dept 253.00 TREASURERS	547.24

Dept 257.00 ASSESSING		
UNUM LIFE INSURANCE COMPANY	DISABILITY INSURANCE JUNE	102.87
THRUN LAW FIRM, P.C.	LEGAL FEES APRIL	684.00
HALLAHAN AND ASSOCIATES, P.C.	LEGAL FEES APRIL	75.48
INGHAM COUNTY ASSESSORS	ICAA 2012 DUES/MUNSON	10.00
INGHAM COUNTY ASSESSORS	ICAA 2012 DUES/E. TOBIAS	10.00
INGHAM COUNTY ASSESSORS	ICAA 2012 DUES/WILSON	10.00
COSTAR REALTY INFORMATION	ANNUAL SUBSCRIPTION 5/1/12-3/31/13	3,387.47
RICOH USA, INC.	COPIER MAINTENANCE AGREEMENT	188.57
DELHI TOWNSHIP TREASURER	LUNCH/E. TOBIAS	16.97
DELHI TOWNSHIP TREASURER	LUNCH/WILSON	15.00
	Total For Dept 257.00 ASSESSING	4,500.36

Dept 262.00 ELECTIONS		
MERRITT PRESS, INC.	2,500 6 3/4 ENVELOPES/ELECTIONS	117.15
	Total For Dept 262.00 ELECTIONS	117.15

Dept 265.00 BUILDING & GROUNDS		
UNUM LIFE INSURANCE COMPANY	DISABILITY INSURANCE JUNE	21.17
LANSING ICE & FUEL CO	GASOLINE BUILDING & GROUNDS	98.70
MICHIGAN COMPANY	CENTER PULL PAPER TOWEL/CSC	1,032.50
MOLLY MAID OF LANSING	CLEANING SERVICES/CSC	487.50
SIEMENS INDUSTRY, INC.	HVAC CONTRACT/CSC	5,306.70
W. W. WILLIAMS	T&M GENSET REPAIR/CSC	316.71
METRONET LONG DISTANCE	LONG DISTANCE APRIL	39.59
W. W. WILLIAMS	GENERATOR MAINTENANCE	575.00
W. W. WILLIAMS	GENERATOR MAINTENANCE	575.00
	Total For Dept 265.00 BUILDING & GROUNDS	8,452.87

Dept 276.00 CEMETERY		
UNUM LIFE INSURANCE COMPANY	DISABILITY INSURANCE JUNE	34.70
LANSING ICE & FUEL CO	GASOLINE CEMETERY	153.53
ACE HARDWARE	ADAPTER/CLAMPS/COUPLE/BALL	21.02
RUMSEY & SONS CONSTRUCTION	2 CEMETERY FOUNDATIONS	37.50
PURE GREEN LAWN & TREE PROF	MAPLE RIDGE CEMETERY	188.00
PURE GREEN LAWN & TREE PROF	MAPLE RIDGE CEMETERY	1,039.00
ACE HARDWARE	BRASS SILLCOCK	7.49
	Total For Dept 276.00 CEMETERY	1,481.24

Dept 281.00 STORMWATER		
UNUM LIFE INSURANCE COMPANY	DISABILITY INSURANCE JUNE	14.71
LANSING ICE & FUEL CO	GASOLINE STORMWATER	82.25
BANK OF AMERICA	6 REPLACEMENT BRUSHES/UNIT 8	577.40
	Total For Dept 281.00 STORMWATER	674.36
Dept 446.00 INFRASTRUCTURE		
CONSUMERS ENERGY	STREETLIGHTS ACCT#6730	22,078.83
CONSUMERS ENERGY	STREETLIGHTS ACCT#7043	87.85
LANDSCAPE ARCHITECTS	HOLT RD SHARED USE PATH	3,120.00
	Total For Dept 446.00 INFRASTRUCTURE	25,286.68
Dept 721.00 PLANNING/COMMUNITY DEVELOPMENT		
UNUM LIFE INSURANCE COMPANY	DISABILITY INSURANCE JUNE	201.88
LANSING ICE & FUEL CO	GASOLINE COMMUNITY DEVELOPMENT	175.83
THRUN LAW FIRM, P.C.	LEGAL FEES APRIL	239.40
METRONET LONG DISTANCE	LONG DISTANCE APRIL	8.02
VERIZON WIRELESS	CELLULAR APRIL	45.56
GANNETT MICHIGAN NEWSPAPERS	PUBLISHING LEGALS APRIL	340.04
OCE' FINANCIAL SERVICES, INC.	COPY MACHINE LEASE 6/1-8/31/2012	852.00
KATHLEEN J. MALONE	RECORD 5 SIDEWALK AGREEMENTS/	70.00
SCHAFFER'S INC.	MOWING 1596 BERKLEY	43.13
SCHAFFER'S INC.	MOWING 2287 FAY	43.13
	Total For Dept 721.00 PLANNING/COMMUNITY DEVELOPMENT	2,018.99
Dept 752.00 PARKS ADMINISTRATION		
UNUM LIFE INSURANCE COMPANY	DISABILITY INSURANCE JUNE	68.57
METRONET LONG DISTANCE	LONG DISTANCE APRIL	1.57
VERIZON WIRELESS	CELLULAR APRIL	0.27
	Total For Dept 752.00 PARKS ADMINISTRATION	70.41
Dept 771.00 PARKS		
UNUM LIFE INSURANCE COMPANY	DISABILITY INSURANCE JUNE	31.24
D & M SILKSCREENING	10 HATS & 45 SHIRTS/MAINTENANCE	512.50
LANSING ICE & FUEL CO	GASOLINE PARKS	703.81
MENARDS LANSING SOUTH	PLASTIC TOOL BOX/SOCKET SET/PLIER	84.23
LANSING SANITARY SUPPLY INC	HAND TOWELS/HAND SOAP/TISSUE	141.18
ACE HARDWARE	COUPLING/HOSE ADAPTER/HOSE	21.41
ACE HARDWARE	6 MISC. MDSE/2 KEYS/1 KEY TAG	10.01
AMERICAN RENTAL	PORTABLE TOILETS	630.00
AMERICAN RENTAL	PORTABLE TOILET	70.00
MODEL COVERALL SERVICE	UNIFORM PANTS	42.26
MODEL COVERALL SERVICE	UNIFORM PANTS	89.33
BOARD OF WATER & LIGHT	WATER 1750 MAPLE	25.43
BOARD OF WATER & LIGHT	WATER 2108 CEDAR	209.86
BOARD OF WATER & LIGHT	WATER 2287 PINE TREE	46.61
BOARD OF WATER & LIGHT	WATER 4030 KELLER	71.06
CONSUMERS ENERGY	ELECTRIC 1771 MAPLE	99.93
CONSUMERS ENERGY	ELECTRIC 2108 CEDAR	873.43
CONSUMERS ENERGY	GAS 2108 CEDAR	26.84
BANK OF AMERICA	SOIL TESTING/SENIOR CENTER	54.00

ACE HARDWARE	2 SNAP SPRING RINGS	7.98
ACE HARDWARE	4 SPRAY PAINT/10 KEYS	30.37
ACE HARDWARE	2 BULBS/6 KEYS	28.12
DIETZ POOL & SPA	(5) 50 BAGS OF SAND/FOUNTAIN	64.95
BANK OF AMERICA	LIFE RING/THROW LINE/FREIGHT	115.97
BANK OF AMERICA	LIGHTS FOR FOUNTAIN	1,500.00
BANK OF AMERICA	LIGHTS FOR FOUNTAIN	1,066.00
BANK OF AMERICA	PLAYGROUND EQUIPMENT	210.00
ACE HARDWARE	AA BATTERY	3.99
ACE HARDWARE	2 BALES OF STRAW	7.00
THE FLOWER GARDEN	FLOWERS	215.59
JOHN DEERE LANDSCAPES, INC	8 HERBICIDES/SPREADER	1,046.48
JOHN DEERE LANDSCAPES, INC	2 POLYPLUS	54.98
SCHAFFER'S INC.	LAWN SEED/TOP SOIL/MORTAR SAND	948.95
WESCO DISTRIBUTION, INC	12 LAMPS FOR WATER FOUNTAIN	101.75
SUPERIOR SAW	1 CASE 2 CYCLE OIL	94.49
COMPLETE HITCH COMPANY	CLASS 3 RECEIVER & INSTALLATION/	246.00
MENARDS LANSING SOUTH	PAINT BRUSHES/LINERS/TRAYS/GUIDE	39.46
	Total For Dept 771.00 PARKS	9,525.21

Dept 774.00 RECREATION		
UNUM LIFE INSURANCE COMPANY	DISABILITY INSURANCE JUNE	32.81
D & M SILKSCREENING	100 REVERSIBLE JERSEY	3,000.00
D & M SILKSCREENING	10 COACHES SHIRTS	60.00
HAMMOND FARMS SOUTH	(60) BAGS OF WHITE/FIELD CHALK	375.00
JOHNNY MAC'S	20 MESH BAGS	99.00
JOHNNY MAC'S	2 INCREDIBALLS/2 T-BALL STANDS	127.80
MICHIGAN AMATEUR SOFTBALL	ADULT SOFTBALL TEAM REGISTRATION	828.00
DICK AAPALA	ADULT SOFTBALL UMPIRES	300.00
WAYNE SHOOK	ADULT SOFTBALL UMPIRES	400.00
WES DAVIDS	ADULT SOFTBALL UMPIRES	300.00
BANK OF AMERICA	SENIOR BUS TRIP DEPOSIT	100.00
DEAN TRAILWAYS OF MICHIGAN	SENIOR BUS TRIP TO FRANKENMUTH	791.00
BANK OF AMERICA	PUNT, PASS & KICK REGISTRATION	40.00
BANK OF AMERICA	LAVA VALLEYBALL REGISTRATION	50.00
CHARLES GRINNELL	HOMETOWN FESTIVAL/GRINNELL	220.00
PAULA K. HARNEY	SENIOR CENTER FITNESS CLASSES	100.00
ZACHARY MIKEL SMIESKA	SOCCER OFFICIAL	100.00
STEVEN HEATH TAYLOR	SOCCER OFFICIAL	100.00
	Total For Dept 774.00 RECREATION	7,023.61

Dept 850.00 OTHER FUNCTIONS

DBI BUSINESS INTERIORS	OFFICE SUPPLIES	445.80
DBI BUSINESS INTERIORS	OFFICE SUPPLIES	22.72
MERRITT PRESS, INC.	5,000 #10 WINDOW ENVELOPES	186.90
MERRITT PRESS, INC.	500 #10 BLANK ENVELOPES	31.40
THRUN LAW FIRM, P.C.	LEGAL FEES APRIL	1,111.50
BANK OF AMERICA	POSTAGE MACHINE RENTAL 5/16-8/15/	150.00
BANK OF AMERICA	WEB HOSTING-GIS 4/10-5/9/2012	1.00
BANK OF AMERICA	WUFOO SUBSCRIPTION 4/26-5/26/12	9.00
	Total For Dept 850.00 OTHER FUNCTIONS	<u>1,958.32</u>

Total For Fund 101 GENERAL FUND 74,986.19

Fund 206 FIRE FUND

Dept 000.00

BANK OF AMERICA	SALES TAX TO BE CREDITED	<u>4.14</u>
	Total For Dept 000.00	4.14

Dept 336.00 FIRE DEPARTMENT

UNUM LIFE INSURANCE COMPANY	DISABILITY INSURANCE JUNE	381.33
UNUM LIFE INSURANCE COMPANY	DISABILITY INSURANCE JUNE	27.34
DELHI TOWNSHIP TREASURER	WHITE PAPER	23.83
LANSING ICE & FUEL CO	GASOLINE FIRE	1,163.46
BANK OF AMERICA	SHOES/BALL	69.00
D & M SILKSCREENING	25 T-SHIRTS	293.00
COHL, STOKER & TOSKEY P.C.	LEGAL FEES APRIL (IAFF)	2,999.35
BANK OF AMERICA	LICENSE FEE/COLLECT MEDICAIDE	523.00
BIO-CARE, INC.	MASK FIT TESTING/ROYSTON & GRANT	50.00
PENGUIN COMMUNICATIONS, LLC	6 MONTHS OF VOICE NOTIFICATION	774.00
METRONET LONG DISTANCE	LONG DISTANCE APRIL	5.22
VERIZON WIRELESS	CELLULAR APRIL	123.12
BOARD OF WATER & LIGHT	WATER 6139 BISHOP	34.39
CONSUMERS ENERGY	ELECTRIC 6139 BISHOP	58.47
CONSUMERS ENERGY	GAS 6139 BISHOP	78.29
BANK OF AMERICA	IPAD COVER & SHIPPING	31.19
ACE HARDWARE	2 BLACK MARKERS/HOSE WALLMOUNT	51.97
CARQUEST THE PARTS PLACE	(4) 40 LB OIL DRY	24.32
DELHI TOWNSHIP TREASURER	REFRESHMENTS/TRAINING	5.82
	Total For Dept 336.00 FIRE DEPARTMENT	<u>6,717.10</u>

Total For Fund 206 FIRE FUND 6,721.24

Fund 207 POLICE FUND

Dept 301.00 POLICE

ROBERT J. ROBINSON, ATTN	MOTOR VEH ORD APRIL	<u>2,375.00</u>
	Total For Dept 301.00 POLICE	2,375.00

Total For Fund 207 POLICE FUND 2,375.00

Fund 211 FIRE EQUIP. & APPARATUS FUND

Dept 339.00 EQUIPMENT & APPARATUS

BANK OF AMERICA	UPS SHIPPING	38.64
BANK OF AMERICA	UPS SHIPPING	13.23
BANK OF AMERICA	UPS SHIPPING	12.96
BANK OF AMERICA	UPS SHIPPING	6.48
FIRE SERVICE MANAGEMENT LLC	TURNOUT GEAR CLEANING	87.47
FIRST DUE FIRE SUPPLY CO.	NOMEX HOODS	347.88
BANK OF AMERICA	EYE BOLTS & SNAPS/ID TAGS	35.36
FIRST DUE FIRE SUPPLY CO.	IRONS / AXE STRAP	59.90
FIRST DUE FIRE SUPPLY CO.	4 FOOT D HANDLE PIKE POLE	55.00
FIRST DUE FIRE SUPPLY CO.	1" X 50' BOOSTER HOSE	191.43
FIRST DUE FIRE SUPPLY CO.	12 GASKETS	23.82
MICHIGAN COMPANY	OIL DRY 40LBS BAG/FIRE DEPT	128.20
SWISSPHONE LLC	RE629 PAGERS - MULTI CHANNEL-VOX	1,526.56
ACE HARDWARE	2 SPRAY PAINTS/SPRING SNAP/MISC	15.56
CARQUEST THE PARTS PLACE	1 ANTIFREEZE	11.99
CENTRAL MICHIGAN KENWORTH	DRIVE SHAFT BEARING & LABOR/#009	257.37
CENTRAL MICHIGAN KENWORTH	PARTS & LABOR/#204	517.91
HENDERSON GLASS, INC.	WINDSHIELD REPAIR/ECONOLINE	29.95
VICTORY LANE QUICK OIL CHANGE	LOF & AIR FILTER & RAIN X/COMMAND	90.55
ACS FIREHOUSE SOFTWARE	INSPECTOR SOFTWARE	500.00
BANK OF AMERICA	IPAD WRITING APP	1.05
BANK OF AMERICA	FIREWORKS CODE BOOK	38.70
BANK OF AMERICA	BREAKFAST/ROYSTON/GRANT/BALL	16.27
LANSING AREA SAFETY COUNCIL	3 CPR KITS/HANDLING & SHIPPING	387.71
PHYSIO-CONTROL, INC.	ON LINE COURSE/BROWN	100.00
TARGETSOLUTIONS	TARGET SAFETY 5/1-7/31/2012	705.00
Total For Dept 339.00 EQUIPMENT & APPARATUS		5,198.99

Total For Fund 211 FIRE EQUIP. & APPARATUS FUND 5,198.99

Fund 225 WATER IMPROVEMENT FUND

Dept 536.00 ADMINISTRATION & CONSTRUCTION

THRUN LAW FIRM, P.C.	LEGAL FEES APRIL	478.80
Total For Dept 536.00 ADMINISTRATION & CONSTRUCTION		478.80

Total For Fund 225 WATER IMPROVEMENT FUND 478.80

Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY

Dept 728.00 DDA ADMINISTRATION

UNUM LIFE INSURANCE COMPANY	DISABILITY INSURANCE JUNE	41.53
BANK OF AMERICA	5 INK CARTRIDGES	101.95
BANK OF AMERICA	QUICKBOOKS SOFTWARE	226.75
BANK OF AMERICA	CREDIT	(226.75)
THRUN LAW FIRM, P.C.	LEGAL FEES APRIL	136.80
BANK OF AMERICA	MAEDC MEMBERSHIP/MC FADYEN	300.00
CRAIN'S DETROIT BUSINESS	2 YR CRAIN'S DETROIT BUSINESS SUB.	89.00
BANK OF AMERICA	AT&T LED SIGN 4/15-5/15/12	39.66

METRONET LONG DISTANCE	LONG DISTANCE APRIL	2.92
VERIZON WIRELESS	CELLULAR APRIL	14.35
MICHIGAN ECONOMIC DEVELOP	5/24/12 SEMINAR/MC FADYEN & HAAS	180.00
Total For Dept 728.00 DDA ADMINISTRATION		906.21

Dept 729.00 DDA MARKETING & PROMOTION		
CHARLES GRINNELL	32 HOURS @\$22/GRINNELL	704.00
BLOHM CREATIVE PARTNERS	NEWSPAPER AD DESIGN/FARMERS	321.25
Total For Dept 729.00 DDA MARKETING & PROMOTION		1,025.25

Dept 730.00 COMM REHABILITATION REBATE PGM		
BRADY LAWN EQUIPMENT	REPLACE ROOF & WINDOWS	3,682.37
Total For Dept 730.00 COMM REHABILITATION REBATE PGM		3,682.37

Dept 731.00 DDA INFRASTRUCTURE PROJECTS		
PURE GREEN LAWN & TREE	FARMERS MARKET/DDA	40.00
PURE GREEN LAWN & TREE	DEPOT-DELHI NE/DDA	60.00
PURE GREEN LAWN & TREE	7/11 CORNER/DDA	40.00
PURE GREEN LAWN & TREE	SUNOCO CORNER/DDA	40.00
PURE GREEN LAWN & TREE	CEDAR-HOLT CORNER PARK/DDA	47.00
PURE GREEN LAWN & TREE	VETERANS-COOLDRIGE PIE/DDA	35.00
KING LUMINAIRE COMPANY INC	12 BALLASTS FOR STREETLIGHTS	2,520.00
C2AE	I-96 UNDERPASS & CONNECTOR TRAIL	2,105.00
Total For Dept 731.00 DDA INFRASTRUCTURE PROJECTS		4,887.00

Dept 850.00 OTHER FUNCTIONS		
UNUM LIFE INSURANCE COMPANY	DISABILITY INSURANCE JUNE	37.06
LANSING ICE & FUEL CO	GASOLINE DDA	153.53
MOLLY MAID OF LANSING	CLEANING SERVICES/DDA & SHERIFF	239.85
SIEMENS INDUSTRY, INC.	HVAC CONTRACT/DDA-ICSD	758.10
BOARD OF WATER & LIGHT	WATER 2045 CEDAR	105.77
BOARD OF WATER & LIGHT	WATER 2150 CEDAR	18.49
PURE GREEN LAWN & TREE	2045 CEDAR ST/DDA-ICSD	128.00
MICHIGAN COMPANY	CENTER PULL PAPER TOWEL/DDA	516.25
BANK OF AMERICA	6 REPLACEMENT BRUSHES/UNIT 8	577.39
W. W. WILLIAMS	GENERATOR MAINTENANCE	610.00
Total For Dept 850.00 OTHER FUNCTIONS		3,144.44

Total For Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY	13,645.27
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Fund 590 SEWAGE DISPOSAL SYSTEM

Dept 000.00		
BANK OF AMERICA	PARKING/DIORKA	33.00
BANK OF AMERICA	LODGING/DIORKA	238.48
Total For Dept 000.00		271.48

Dept 548.00 ADMINISTRATION & OVERHEAD

ICS MARKETING SUPPORT SERV	APRIL SEWER BILLS	541.70
Total For Dept 548.00 ADMINISTRATION & OVERHEAD		541.70

Dept 558.00 DEPT OF PUBLIC SERVICE

UNUM LIFE INSURANCE COMPANY	DISABILITY INSURANCE JUNE	480.54
BANK OF AMERICA	4 BINDERS & INDEXES	54.86
LANSING ICE & FUEL CO	GASOLINE DPS	2,253.56
D & M SILKSCREENING	12 BLACK TWILL HATS W/LOGO (S/M)	120.00
D & M SILKSCREENING	12 BLACK TWILL HATS WLOGO (L/XL)	240.00
D & M SILKSCREENING	10 BLACK MESH HAT W/LOGO	216.00
MODEL COVERALL SERVICE	STAFF UNIFORMS	80.61
MODEL COVERALL SERVICE	STAFF UNIFORMS	91.82
BANK OF AMERICA	GIGABIT ETHERNET NIC ADAPTER	25.99
BANK OF AMERICA	GIGABIT ETHERNET LAN PCI EXPRESS	13.96
BANK OF AMERICA	WIRELESS MOUSE/UNIT 4	22.49
INTERSTATE ALL BATTERY	3 BATTERIES & SHIPPING	54.85
AIRGAS USA, LLC	CYLINDER RENTAL	125.59
BANK OF AMERICA	COMPRESSED ARGON, SS RADNOR	99.04
BANK OF AMERICA	1/2DR DEEP IMPACK SOCKET/POTW	21.99
BANK OF AMERICA	TAYLOR SCALE/POTW	29.99
ACE HARDWARE	10 KEY TAGS	3.50
BANK OF AMERICA	5 PK GLASS FIBER FILTER PAPER	143.00
IDEXX DISTRIBUTION, INC.	ML160, 6WATT BULB	137.00
IDEXX DISTRIBUTION, INC.	COLILERT 200-PACK COMBO	2,062.00
IDEXX DISTRIBUTION, INC.	COLILERT 100-PACK COMBO	515.50
IDEXX DISTRIBUTION, INC.	WV120SBST-200 SAMPLING VESSELS	220.00
IDEXX DISTRIBUTION, INC.	SHIPPING	131.24
ALEXANDER CHEMICAL CORP	SODIUM HYPOCHLORITE	4,013.52
KAR LABORATORIES, INC.	INFLUENT MERCURY	225.00
KAR LABORATORIES, INC.	EFFLUENT MERCURY	225.00
BIO-CARE, INC.	18 MASK FIT TESTS	540.00
ACE HARDWARE	4 SAFETY WORK BAGS	43.96
RED WING SHOES	SAFETY BOOTS/LENON	144.50
UNITED PARCEL SERVICE	SHIPPING CHARGES	81.14
BANK OF AMERICA	POSTAGE	4.50
BARNHART & SON, INC.	2 SLUDGE HAULS TO GRANGERS	771.63
GRANGER III & ASSOCIATES	GREASE, DRYING BED HAUL	1,820.00
METRONET LONG DISTANCE	LONG DISTANCE APRIL	8.36
USA MOBILITY WIRELESS, INC.	PAGER SERVICE	85.79
VERIZON WIRELESS	CELLULAR APRIL	51.00
COMCAST	HIGH SPEED INTERNET/MAINTENANCE	114.90
COMCAST	HIGH SPEED INTERNET/POTW	121.90
BOARD OF WATER & LIGHT	WATER 1492 AURELIUS	72.00
BOARD OF WATER & LIGHT	WATER 1492 AURELIUS	623.80
BOARD OF WATER & LIGHT	WATER 3505 HOLT	76.66
BOARD OF WATER & LIGHT	WATER 1988 WAVERLY	134.80
BOARD OF WATER & LIGHT	WATER 4280 DELL	18.49
BOARD OF WATER & LIGHT	WATER 5961 MC CUE	2,116.31
BOARD OF WATER & LIGHT	ELECTRIC 2481 DELHI COMMERCE	72.30
BOARD OF WATER & LIGHT	ELECTRIC 1870 NIGHTINGALE	104.56
CONSUMERS ENERGY	ELECTRIC 1390 WAVERLY	219.83
CONSUMERS ENERGY	ELECTRIC-2358 EIFERT	372.85
CONSUMERS ENERGY	ELECTRIC-4000 N MICHIGAN#B	111.90
CONSUMERS ENERGY	ELECTRIC-5961 MC CUE #2509	17,734.64

CONSUMERS ENERGY	ELECTRIC-5961 MC CUE #2723	50.53
CONSUMERS ENERGY	ELECTRIC-5999 HOLT	30.64
CONSUMERS ENERGY	ELECTRIC-1988 WAVERLY	501.09
CONSUMERS ENERGY	GAS-1988 WAVERLY	49.09
CONSUMERS ENERGY	GAS-5961 MC CUE #2	21.58
CONSUMERS ENERGY	GAS-5961 MC CUE #3	46.14
CONSUMERS ENERGY	GAS-5961 MC CUE #2319	925.58
CONSUMERS ENERGY	GAS 5961 MC CUE #4	845.29
BANK OF AMERICA	WORMING MEDICATION	103.05
BANK OF AMERICA	2 DOOR LOCKS/DPS-	164.00
ACE HARDWARE	2 TRASH BAGS	29.98
ACE HARDWARE	TUB & TILE CAULK	4.49
ACE HARDWARE	3 GARAGE ROLLER STEMS	20.97
ACE HARDWARE	2 HEX BUSHINGS	7.58
ACE HARDWARE	2 MISC. MDSE./3 GARDEN GLOVES	19.44
JAMES LENON	SHEARING 32 SHEEP/MILEAGE REIMB	168.00
MICHIGAN COMPANY	OIL DRY 40LBS BAG MAINT/POTW	128.20
MICHIGAN COMPANY	GREEN SCRUBBER PADS (5/CASE)/	72.40
MICHIGAN COMPANY	DELIVERY CHARGE	9.25
MICHIGAN COMPANY	CENTER PULL PAPER TOWEL/DPS	516.25
ACE HARDWARE	12 MISC. MDSE.	3.36
ACE HARDWARE	MINI MAG FLASHLITE	10.99
KENNEDY INDUSTRIES, INC	WEMCO PUMP DRIVE REPAIR	5,844.00
MICHIGAN PIPE & VALVE	2 FILLER FLANGES	73.00
ACE HARDWARE	PADLOCK	12.99
BANK OF AMERICA	4 GASKETS	67.60
RS TECHNICAL SERVICES, INC.	(2) SUBMERSIBLE LEVEL TRANSMITTER	1,172.00
ACE HARDWARE	COUPGALV	3.29
SIEMENS INDUSTRY, INC.	(1) DETECTOR & SHIPPING	2,399.00
PURE GREEN LAWN & TREE	1492 AURELIUS RD/DPS	51.00
PURE GREEN LAWN & TREE	WAVERLY-HOLT LS/DPS	89.00
MOLLY MAID OF LANSING	CLEANING SERVICES/MAINTENANCE	130.00
MOLLY MAID OF LANSING	CLEANING SERVICES/POTW	130.00
SIEMENS INDUSTRY, INC.	REPAIR LEAK/RECHARGE REFRIGER	727.84
SIEMENS INDUSTRY, INC.	REPLACE EVAPORATOR	754.00
SIEMENS INDUSTRY, INC.	HVAC CONTRACT/DPS-MTC	1,516.20
RS TECHNICAL SERVICES, INC.	RELOCATE CONSTRUCTION CAMERA	2,103.26
BHP ENERGY, LLC	FACTORY PROTECTION PLAN PAYMENT2	10,212.00
W. W. WILLIAMS	GENERATOR MAINTENANCE	575.00
W. W. WILLIAMS	GENERATOR MAINTENANCE	620.00
W. W. WILLIAMS	GENERATOR MAINTENANCE	595.00
W. W. WILLIAMS	GENERATOR MAINTENANCE	610.00
W. W. WILLIAMS	GENERATOR MAINTENANCE	635.00
W. W. WILLIAMS	GENERATOR MAINTENANCE	635.00
W. W. WILLIAMS	GENERATOR MAINTENANCE	735.00
W. W. WILLIAMS	GENERATOR MAINTENANCE	575.00
W. W. WILLIAMS	GENERATOR MAINTENANCE	635.00
W. W. WILLIAMS	GENERATOR MAINTENANCE	595.00
W. W. WILLIAMS	GENERATOR MAINTENANCE	575.00
W. W. WILLIAMS	GENERATOR MAINTENANCE	575.00
W. W. WILLIAMS	GENERATOR MAINTENANCE	825.00

W. W. WILLIAMS	GENERATOR MAINTENANCE	575.00
W. W. WILLIAMS	T&M GENSET REPAIR/PINETREE LS	1,035.56
W. W. WILLIAMS	T&M GENSET REPAIR/PL RIVER LS	316.71
ACE HARDWARE	MINI MAGLITE MOUNT/FUSE	9.98
FRANKIE D'S AUTO & TRUCK	LOF/#4	35.00
SHAHEEN CHEVROLET, INC.	REPAIR 4 CORNER STROBES/UNIT 14	216.36
DELHI TOWNSHIP TREASURER	PARKING/RANES	1.25
BANK OF AMERICA	WOOL PROCESSING/YARN DEPOSIT	635.12
BANK OF AMERICA	MWEA REGISTRATION/ELSINGA	260.00
BANK OF AMERICA	MWEA REGISTRATION/DIORKA & NEEB	520.00
BANK OF AMERICA	MWEA LODGING DEPOSIT/DIORKA	333.40
BANK OF AMERICA	MWEA LODGING DEPOSIT/NEEB	333.40
D HILL ENVIRONMENTAL	OXIDATION DITCH WKSHP/NEEB	300.00
TARGETSOLUTIONS	TARGET SAFETY 5/1-7/31/2012	300.00
Total For Dept 558.00 DEPT OF PUBLIC SERVICE		<u>79,122.73</u>

Dept 578.01 CAPITAL IMPROVEMENTS

C2AE	LSD, FORCE MAIN, POTW SCREENING	32,101.95
IRISH CONSTRUCTION COMPANY	LSD PROJ-POTW/FM/LSD PAYMENT 13	1,037,643.58
Total For Dept 578.01 CAPITAL IMPROVEMENTS		<u>1,069,745.53</u>

Total For Fund 590 SEWAGE DISPOSAL SYSTEM	<u><u>1,149,681.44</u></u>
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Fund 701 TRUST & AGENCY FUND

Dept 000.00

INGHAM COUNTY TREASURER	TRAILER PARK FEES APRIL	2,142.50
AFLAC	WITH DEDUCT-AFLAC DISABILITY	667.64
AFLAC	WITH DEDUCT-AFLAC LIFE INSUR	7.38
AFLAC	WITH DEDUCT-AFLAC ACCIDENT	541.32
AFLAC	WITH DEDUCT-AFLAC SICKNESS	307.02
AFLAC	WITH DEDUCT-AFLAC CANCER	511.92
GREATER LANSING MONUMENT CO	NICHE LETTERING/LEYRER	80.00
Total For Dept 000.00		<u>4,257.78</u>

Total For Fund 701 TRUST & AGENCY FUND	<u><u>4,257.78</u></u>
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Total For All Funds:	<u><u>1,257,344.71</u></u>
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May 29, 2012

**I. Certification of Authorized Signatures:** The attached Check Register and Invoice Distribution Report encompass checks dated May 29, 2012 numbered 81321 thru 81413 & ACH 2047 thru 2064. Every invoice has a payment authorizing signature(s).

Dated: May 29, 2012

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

**II. Certification of Fund Totals:**

The attached Invoice Distribution Report and Check Register for checks dated May 29, 2012 show payments made from the following funds:

General Fund	\$	70,678.43
Fire Fund		12,888.87
Police Fund		190,364.66
Fire Equip. & Apparatus Fund		17,962.38
Downtown Development Fund		41,410.03
Sewer Fund		52,198.87
Grand Total	\$	<u>385,503.24</u>

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

None -

Dated: May 29, 2012

\_\_\_\_\_  
John B. Elsinga, Township Manager

**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: May 29, 2012

\_\_\_\_\_  
John B. Elsinga, Township Manager

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

\_\_\_\_\_  
Roy W. Sweet, Treasurer

**IV. Board Audit and Approval:** At a regular meeting of the Township Board held on June 19, 2012 a motion was made by \_\_\_\_\_ and passed by \_\_\_\_\_ yes votes and \_\_\_\_\_ no votes ( \_\_\_\_\_ absent) that the list of claims dated May 29, 2012, was reviewed, audited and approved.

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

INVOICE GL DISTRIBUTION REPORT FOR DELHI CHARTER TOWNSHIP  
 EXP CHECK RUN DATES 05/29/2012 - 05/29/2012

Vendor	Invoice Line Desc	Amount
Fund 101 GENERAL FUND		
Dept 000.00		
SBAM	RETIREES HEALTH INSURANCE	216.61
	Total For Dept 000.00	216.61
Dept 101.00 LEGISLATIVE		
HARTFORD LIFE INSURANCE	LIFE INSURANCE JUNE	25.50
MICHIGAN TOWNSHIPS ASSOC	MTA 2012 DUES	5,766.40
	Total For Dept 101.00 LEGISLATIVE	5,791.90
Dept 171.00 MANAGER		
SBAM	HEALTH INSURANCE JUNE	977.76
DELTA DENTAL PLAN OF	DENTAL INSURANCE JUNE	308.38
HARTFORD LIFE INSURANCE	LIFE INSURANCE JUNE	93.50
VERIZON WIRELESS	CELLULAR APRIL	54.56
	Total For Dept 171.00 MANAGER	1,434.20
Dept 191.00 ACCOUNTING		
SBAM	HEALTH INSURANCE JUNE	977.76
DELTA DENTAL PLAN OF	DENTAL INSURANCE JUNE	84.26
HARTFORD LIFE INSURANCE	LIFE INSURANCE JUNE	19.97
	Total For Dept 191.00 ACCOUNTING	1,081.99
Dept 215.00 CLERK		
SBAM	HEALTH INSURANCE JUNE	2,607.34
DELTA DENTAL PLAN OF	DENTAL INSURANCE JUNE	269.07
HARTFORD LIFE INSURANCE	LIFE INSURANCE JUNE	64.16
VERIZON WIRELESS	CELLULAR APRIL	52.70
	Total For Dept 215.00 CLERK	2,993.27
Dept 228.00 INFORMATION TECHNOLOGY		
SBAM	HEALTH INSURANCE JUNE	977.76
DELTA DENTAL PLAN OF	DENTAL INSURANCE JUNE	84.26
HARTFORD LIFE INSURANCE	LIFE INSURANCE JUNE	48.46
VERIZON WIRELESS	CELLULAR APRIL	51.70
	Total For Dept 228.00 INFORMATION TECHNOLOGY	1,162.18

Dept 253.00 TREASURERS		
SBAM	HEALTH INSURANCE JUNE	1,222.19
DELTA DENTAL PLAN OF	DENTAL INSURANCE JUNE	279.73
HARTFORD LIFE INSURANCE	LIFE INSURANCE JUNE	42.50
55TH DISTRICT COURT	SMALL CLAIMS COURT FEES	25.00
55TH DISTRICT COURT	SMALL CLAIMS COURT FEES	25.00
55TH DISTRICT COURT	SMALL CLAIMS COURT FEES	25.00
55TH DISTRICT COURT	SMALL CLAIMS COURT FEES	45.00
55TH DISTRICT COURT	SMALL CLAIMS COURT FEES	25.00
KARIN S TEBEAU	5/17-18/12 MILEAGE/TEBEAU	81.03
INGHAM COUNTY TREASURER	2009-2010 BOR MTT CHANGES	5,862.00
	Total For Dept 253.00 TREASURERS	7,632.45

Dept 257.00 ASSESSING		
SBAM	HEALTH INSURANCE JUNE	1,222.19
DELTA DENTAL PLAN OF	DENTAL INSURANCE JUNE	363.98
HARTFORD LIFE INSURANCE	LIFE INSURANCE JUNE	69.27
	Total For Dept 257.00 ASSESSING	1,655.44

Dept 262.00 ELECTIONS		
DBI BUSINESS INTERIORS	NAME BADGES	22.99
PRINTING SYSTEMS, INC.	5,000 AV RETURN ENVELOPES	290.00
PRINTING SYSTEMS, INC.	5,000 AV OUTER ENVELOPES	265.00
INGHAM COUNTY CLERK	MAY 8, 2012 ELECTION FEES	4,635.62
U-HAUL	U-HAUL TRUCK FOR 5/8/12 ELECTION	68.87
U-HAUL	U-HAUL TRUCK FOR 5/8/12 ELECTION	70.77
	Total For Dept 262.00 ELECTIONS	5,353.25

Dept 265.00 BUILDING & GROUNDS		
SBAM	HEALTH INSURANCE JUNE	519.19
DELTA DENTAL PLAN OF	DENTAL INSURANCE JUNE	72.19
HARTFORD LIFE INSURANCE	LIFE INSURANCE JUNE	14.22
LANSING ICE & FUEL CO	GASOLINE - BUILDING & GROUNDS	98.91
BOYNTON FIRE SAFETY SERV	H2O BACKFLOW DEVICE CERT	195.00
MOLLY MAID OF LANSING	CLEANING SERVICES CSC	1,137.50
VERIZON WIRELESS	CELLULAR APRIL	13.07
BOARD OF WATER & LIGHT	WATER 2074 AURELIUS	583.57
DELHI TOWNSHIP TREASURER	SEWER 2074 AURELIUS	335.50
	Total For Dept 265.00 BUILDING & GROUNDS	2,969.15

Dept 276.00 CEMETERY		
SBAM	HEALTH INSURANCE JUNE	850.89
DELTA DENTAL PLAN OF	DENTAL INSURANCE JUNE	118.32
HARTFORD LIFE INSURANCE	LIFE INSURANCE JUNE	23.32
LANSING ICE & FUEL CO	GASOLINE - CEMETERY	153.86
CHRISTIANS GREENHOUSE	FLOWERS	213.79

JOHN DEERE LANDSCAPES	8 SEED STARTER MULCH	208.40
RUMSEY & SONS CONSTRUCT	3 CEMETERY FOUNDATIONS	57.75
BARNHART & SON, INC.	4 GRAVE OPENINGS & CLOSINGS	1,696.85
GRANGER CONTAINER SERV	MONTHLY DUMPSTER SERVICE	65.00
VERIZON WIRELESS	CELLULAR APRIL	13.07
Total For Dept 276.00 CEMETERY		3,401.25

Dept 281.00 STORMWATER		
SBAM	HEALTH INSURANCE JUNE	360.55
DELTA DENTAL PLAN OF	DENTAL INSURANCE JUNE	50.13
HARTFORD LIFE INSURANCE	LIFE INSURANCE JUNE	9.88
LANSING ICE & FUEL CO	GASOLINE - STORMWATER	82.42
Total For Dept 281.00 STORMWATER		502.98

Dept 446.00 INFRASTRUCTURE		
BLOHM CREATIVE PARTNERS	SPRING 2012 NEWSLETTERS	1,958.13
LANDSCAPE ARCHITECTS	WASHINGTON WOODS SIDEWALK	1,237.50
Total For Dept 446.00 INFRASTRUCTURE		3,195.63

Dept 721.00 PLANNING/COMMUNITY DEVELOPMENT		
SBAM	HEALTH INSURANCE JUNE	5,051.72
DELTA DENTAL PLAN OF	DENTAL INSURANCE JUNE	727.97
HARTFORD LIFE INSURANCE	LIFE INSURANCE JUNE	135.58
SAM'S CLUB DIRECT	COPY PAPER #930536	119.52
LANSING ICE & FUEL CO	GASOLINE	216.19
NTH CONSULTANTS, LTD	4495 HOLT SITE PLAN REVIEW	1,057.50
NTH CONSULTANTS, LTD	2770 EATON RAPIDS SITE PLAN	962.50
VERIZON WIRELESS	CELLULAR APRIL	251.86
OCE NORTH AMERICA DOC	COPY MACHINE METER CHARGES	67.81
SCHAFFER'S INC.	MOWING 1601 GRAYFRIARS	43.13
SCHAFFER'S INC.	MOWING 4620 DON	51.75
SCHAFFER'S INC.	MOWING 2470 FEATHERSTONE	43.13
SCHAFFER'S INC.	MOWING 3942 BERRY RIDGE	51.75
SCHAFFER'S INC.	MOWING 2510 SELMA	34.50
SCHAFFER'S INC.	MOWING 2418 EIFERT	43.13
SCHAFFER'S INC.	MOWING 2610 LITTLE HICKORY	34.50
SCHAFFER'S INC.	MOWING 4711 TOLLAND	43.13
SCHAFFER'S INC.	MOWING 4568 GROVE	51.75
SCHAFFER'S INC.	MOWING 4555 GROVE	51.75
SCHAFFER'S INC.	MOWING 4868 SUGARBUSH	51.75
Total For Dept 721.00 PLANNING/COMMUNITY DEVELOPMENT		9,090.92

Dept 752.00 PARKS ADMINISTRATION		
SBAM	HEALTH INSURANCE JUNE	814.79
DELTA DENTAL PLAN OF	DENTAL INSURANCE JUNE	89.90
HARTFORD LIFE INSURANCE	LIFE INSURANCE JUNE	45.90
HOLT PUBLIC SCHOOLS	FLYERS	51.78
VERIZON WIRELESS	CELLULAR APRIL	117.21
Total For Dept 752.00 PARKS ADMINISTRATION		1,119.58

Dept 771.00 PARKS		
SBAM	HEALTH INSURANCE JUNE	1,222.19
DELTA DENTAL PLAN OF	DENTAL INSURANCE JUNE	139.86
HARTFORD LIFE INSURANCE	LIFE INSURANCE JUNE	20.83
LANSING ICE & FUEL CO	GASOLINE - PARKS	989.94
ACE HARDWARE	2 KEYS	3.38
SAM'S CLUB DIRECT	20 DRUM LINERS	399.60
SHERWIN WILLIAMS	PAINTING SUPPLIES	151.82
AMERICAN RENTAL	PORTABLE TOILET	70.00
AMERICAN RENTAL	PORTABLE TOILET	70.00
GRANGER CONTAINER SERV	MONTHLY DUMPSTER SERVICE	150.00
MODEL COVERALL SERVICE	UNIFORM PANTS	39.83
BOARD OF WATER & LIGHT	WATER 2074 AURELIUS #PARK	25.90
DELHI TOWNSHIP TREASURER	SEWER 1750 MAPLE	30.00
DELHI TOWNSHIP TREASURER	SEWER 2108 CEDAR	17.25
DELHI TOWNSHIP TREASURER	SEWER 2287 PINE TREE	49.50
DELHI TOWNSHIP TREASURER	SEWER 4030 KELLER	83.50
ACE HARDWARE	NIPPLE/EXTRACTOR SCREW/MISC.	10.07
ACE HARDWARE	2 SPRAY PAINT/AA BATTERY	19.97
KENDALL ELECTRIC INC	LOCK FOR CABINET	86.62
MENARDS LANSING SOUTH	12 PAINT BUCKETS/2 BRUSH SETS	45.86
SHERWIN WILLIAMS	(5) 5 GAL. PAINT	208.95
ACE HARDWARE	4 TWINE	9.96
ACE HARDWARE	5 FLATS FLOWERS/1 GLOVES/MISC	68.93
ACE HARDWARE	2 WHITE STRIPING PAINT	15.98
ACE HARDWARE	4 POTS & 11 FLATS FLOWERS	170.28
BOYNTON FIRE SAFETY SERV	H2O BACKFLOW DEVICE CERT	260.00
COLLEEN COOPER	3 GERANIUM BASKETS	26.97
COLLEEN COOPER	GRASS/12 POTS/BASKETS/PRUNUS	213.72
COLLEEN COOPER	15 GERANIUM BASKETS	134.85
COLLEEN COOPER	POTS/SPIKES/PLANTERS/ACCENTS/	152.35
COLLEEN COOPER	16 BEDDING PLANTS	141.05
THE FLOWER GARDEN	10 ROSES/1 FLAT OF FLOWERS	137.68
SPARTAN BARRICADING	3 ROLLS OF FENCE	195.00
CARQUEST THE PARTS PLACE	(2) OIL 20W50	8.26
TASMANIAN TIRE CO.	1 TRAILER TIRE	86.00
FRANKIE D'S AUTO & TRUCK	LOF/2 WIPER BLADES/BRAKE LINES	354.00
SHERWIN WILLIAMS	PAINT FOR VALHALLA PAVILION	1,119.45
	Total For Dept 771.00 PARKS	6,929.55

Dept 774.00 RECREATION		
SBAM	HEALTH INSURANCE JUNE	977.76
DELTA DENTAL PLAN OF	DENTAL INSURANCE JUNE	84.26
HARTFORD LIFE INSURANCE	LIFE INSURANCE JUNE	22.10
ON THE SPOT ENGRAVING	12 TROPHIES & ENGRAVING	154.80
JASON KELLER	REIMBURSEMENT/ADULT SOFTBALL	490.00
DEAN TRAILWAYS OF MICH	SENIOR CITIZEN BUS TRIP BALANCE	620.00
JUDY'S TRAVEL SERVICE	SENIOR CITIZEN TRIP	1,802.00
ESSL	EASTSIDE SOCCER REGISTRATION	75.00
CHARLES GRINNELL	HOMETOWN FESTIVAL/GRINNELL	110.00

PAIGE M. BIALKE	SOCCER OFFICIAL	75.00
GABRIELLE CORBIN	SOCCER OFFICIAL	50.00
PAULA K. HARNEY	SENIOR CENTER FITNESS CLASSES	100.00
ROBERT KRUEGER	SOCCER OFFICIAL	75.00
ANISSA MARTINEZ	SOCCER OFFICIAL	50.00
STEVEN E. ROGERS	VOLLEYBALL OFFICIAL	100.00
ZACHARY MIKEL SMIESKA	SOCCER OFFICIAL	75.00
STEVEN HEATH TAYLOR	SOCCER OFFICIAL	75.00
BIG DOG ENTERTAINMENT	BOUNCE SLIDE ETC./KIDS DAY	1,025.00
BLOHM CREATIVE PARTNERS	SPRING 2012 NEWSLETTERS	1,958.13
	Total For Dept 774.00 RECREATION	<u>7,919.05</u>

Dept 850.00 OTHER FUNCTIONS

HARTFORD LIFE INSURANCE	RETIREEES LIFE INSURANCE JUNE	36.45
SBAM	RETIREEES HEALTH INSURANCE JUNE	5,457.49
DBI BUSINESS INTERIORS	OFFICE SUPPLIES	79.99
SAM'S CLUB DIRECT	COPY PAPER #930536	507.96
BLOHM CREATIVE PARTNERS	SPRING 2012 NEWSLETTERS	1,958.14
PITNEY BOWES GLOBAL	FOLDING MACHINE LEASE	189.00
	Total For Dept 850.00 OTHER FUNCTIONS	<u>8,229.03</u>

Total For Fund 101 GENERAL FUND	<u><u>70,678.43</u></u>
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Fund 206 FIRE FUND

Dept 000.00

DELTA DENTAL PLAN OF	COBRA DENTAL INSURANCE JUNE	252.77
VERIZON WIRELESS	ACCTS RECEIVABLE	399.98
	Total For Dept 000.00	<u>652.75</u>

Dept 336.00 FIRE DEPARTMENT

SBAM	HEALTH INSURANCE JUNE	7,004.48
DELTA DENTAL PLAN OF	DENTAL INSURANCE JUNE	1,282.41
SBAM	HEALTH INSURANCE JUNE	977.76
DELTA DENTAL PLAN OF	DENTAL INSURANCE JUNE	84.26
HARTFORD LIFE INSURANCE	LIFE INSURANCE JUNE	223.71
HARTFORD LIFE INSURANCE	LIFE INSURANCE JUNE	18.27
BARYAMES CLEANERS	UNIFORM CLEANING	148.39
SAM'S CLUB DIRECT	COPY PAPER #930536	89.64
LANSING ICE & FUEL CO	GASOLINE - FIRE	1,169.52
MATTHEW WOOTEN	REIMBURSEMENT FOR WORKBOOTS P	125.00
NYE UNIFORM COMPANY	COLLAR BRASS PIN/BALL	10.50
LIFEGAS LLC	CYLINDER RENTAL	188.25
VERIZON WIRELESS	CELLULAR APRIL	498.58
DELHI TOWNSHIP TREASURER	SEWER 6139 BISHOP	32.50
ACE HARDWARE	8 KEYS	13.52
ACE HARDWARE	2 KING SIZE BLACK MARKERS	4.98
ACE HARDWARE	ALCOHOL/8PK D BATTERY/KNIFE	22.77
COREY DROLETT	LCC 2012 SPRING TERM/DROLETT	341.58
	Total For Dept 336.00 FIRE DEPARTMENT	<u>12,236.12</u>

Total For Fund 206 FIRE FUND	<u><u>12,888.87</u></u>
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Fund 207 POLICE FUND		
Dept 301.00 POLICE		
INGHAM COUNTY TREASURER	POLICE CONTRACT MAY	190,364.66
	Total For Dept 301.00 POLICE	190,364.66
	Total For Fund 207 POLICE FUND	190,364.66

Fund 211 FIRE EQUIP. & APPARATUS FUND		
Dept 339.00 EQUIPMENT & APPARATUS		
FIRST DUE FIRE SUPPLY CO.	5 SETS OF BUNKER GEAR	7,306.10
CENT MICH KENWORTH/FORD	PARTS & LABOR/#204	3,107.81
FRANKIE D'S AUTO & TRUCK	REPLACE RADIATOR/#009	784.00
HALT FIRE, INC.	REPLACE REAR BRAKES/#999	2,146.42
HALT FIRE, INC.	DIAGNOSTIC/#999	288.00
HOLT AUTO ALIGNMENT	DIAGNOSTIC/#373	35.00
ROGER'S CLINE TIRE	1 TIRE/#009	268.00
ROGER'S CLINE TIRE	4 TIRES/#698	2,992.00
SHROYERS AUTO PARTS	TOW AMBULANCE/#204	135.00
LANSING AREA SAFETY CO	CPR/AED	521.60
MCLAREN-GREATER LANSING	BLS CLASS	55.50
MIKE MARTIN	FFTC CLASS FEE FOR 5 FIREFIGHT	150.00
WORLDPOINT ECC, INC.	STUDENT ACLS MANUALS/90-1014	134.00
WORLDPOINT ECC, INC.	2010 HANDBOOK OF ECC FOR HCP	25.00
WORLDPOINT ECC, INC.	S&H	13.95
	Total For Dept 339.00 EQUIPMENT & APPARATUS	17,962.38
	Total For Fund 211 FIRE EQUIP. & APPARATUS FUND	17,962.38

Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY		
Dept 728.00 DDA ADMINISTRATION		
DELTA DENTAL PLAN OF	DENTAL INSURANCE JUNE	84.26
HARTFORD LIFE INSURANCE	LIFE INSURANCE JUNE	28.05
FOSTER, SWIFT, COLLINS	LEGAL FEES APRIL	330.45
ACE HARDWARE	MASKING TAPE	1.29
BOYNTON FIRE SAFETY SERV	H2O BACKFLOW DEVICE CERT	130.00
C. HOWARD HAAS	LODGING/MEALS/MILEAGE/PARKING	280.37
ALASTAIR MC FADYEN	LODGING/MC FADYEN	311.90
	Total For Dept 728.00 DDA ADMINISTRATION	1,166.32

Dept 729.00 DDA MARKETING & PROMOTION		
CHARLES GRINNELL	45.5 HOURS @\$22/GRINNELL	1,001.00
ACE HARDWARE	2 BUNGEE CORDS/TAPE & MOUNT/	22.28
ACE HARDWARE	ANT BAIT/2 MISC. MDSE./CORD REEL	67.49
BLOHM CREATIVE PARTNERS	25 FARMER'S MARKET POSTERS	380.00
BLOHM CREATIVE PARTNERS	BILLBOARD DESIGN	328.75
BLOHM CREATIVE PARTNERS	PRESS RELEASE - MARKET OPENING	275.00
BLOHM CREATIVE PARTNERS	APRIL WEB MAINT & HOSTING	345.00
	Total For Dept 729.00 DDA MARKETING & PROMOTION	2,419.52

Dept 731.00 DDA INFRASTRUCTURE PROJECTS		
PURE GREEN LAWN & TREE	DEPOT-DELHI NE/DDA	45.00
PURE GREEN LAWN & TREE	VETERANS-COOLDRIGE PIE/DDA	25.00
PURE GREEN LAWN & TREE	CEDAR-HOLT CORNER PARK/DDA	25.00
PURE GREEN LAWN & TREE	CEDAR EDRU SOUTH TO ROUND	265.00
CHRISTIANS GREENHOUSE	FLOWERS	636.71
E.D.S. IRRIGATION, LLC	TURN ON IRRIGATION SYSTEM	50.00
E.D.S. IRRIGATION, LLC	2 HUNTER ROTORS & LABOR	92.50
Total For Dept 731.00 DDA INFRASTRUCTURE PROJECTS		1,139.21

Dept 850.00 OTHER FUNCTIONS		
SBAM	HEALTH INSURANCE JUNE	908.57
DELTA DENTAL PLAN OF	DENTAL INSURANCE JUNE	126.34
HARTFORD LIFE INSURANCE	LIFE INSURANCE JUNE	24.90
LANSING ICE & FUEL CO	GASOLINE - DDA	153.86
GRANGER CONTAINER SERV	MONTHLY DUMPSTER SERVICE	130.00
MOLLY MAID OF LANSING	CLEANING SERVICES 4/30-5/14/12/	559.65
VERIZON WIRELESS	CELLULAR APRIL	13.06
PURE GREEN LAWN & TREE	2045 CEDAR ST/DDA-ICSD	25.00
Total For Dept 850.00 OTHER FUNCTIONS		1,941.38

Dept 903.00 CAPITAL OUTLAY-DDA		
AMERICAN RENTAL	2 TENTS	9,372.50
AMERICAN RENTAL	10 SIDE WALLS	1,925.00
Total For Dept 903.00 CAPITAL OUTLAY-DDA		11,297.50

Dept 905.00 DEBT SERVICE		
DAVID & LINDA ROTHERMEL	PRINC PAYMENT-2040 CEDAR	17,446.10
DAVID & LINDA ROTHERMEL	INTEREST PYMT-2040 CEDAR	6,000.00
Total For Dept 905.00 DEBT SERVICE		23,446.10

Total For Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY	41,410.03
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Fund 590 SEWAGE DISPOSAL SYSTEM

Dept 000.00		
ASON'S CONSTRUCTION	Basic Service Charge	13.00
BALCOM, DONALD G	Sewer Usage	13.75
COLDWELL BANKER	Basic Service Charge	45.05
DELONG, ROBERT & DEBORAH	Basic Service Charge	89.75
FLAGSTAR BANK FSB	Basic Service Charge	30.25
HUD	Basic Service Charge	13.00
PODSEDLY, JAMES-MARYELLE	Basic Service Charge	13.00
REMAX RIVERWOOD	Basic Service Charge	8.75
RUVOLO, PAUL	Basic Service Charge	63.50
SWITZER, KYLE & AUTUMN	Basic Service Charge	30.00
SBAM	Retirees Health Insurance June	396.98
Total For Dept 000.00		717.03

Dept 548.00 ADMINISTRATION & OVERHEAD		
HARTFORD LIFE INSURANCE	RETIREEES LIFE INSURANCE JUNE	20.25
SBAM	RETIREEES HEALTH INSURANCE JUNE	2,977.90
SAM'S CLUB DIRECT	COPY PAPER #930536	179.28
Total For Dept 548.00 ADMINISTRATION & OVERHEAD		3,177.43

Dept 558.00 DEPT OF PUBLIC SERVICE

SBAM	HEALTH INSURANCE JUNE	11,782.61
DELTA DENTAL PLAN OF	DENTAL INSURANCE JUNE	1,638.39
HARTFORD LIFE INSURANCE	LIFE INSURANCE JUNE	322.88
DBI BUSINESS INTERIORS	MISC OFFICE SUPPLIES	83.19
SAM'S CLUB DIRECT	COPY PAPER #930536	298.80
LANSING ICE & FUEL CO	GASOLINE - DPS	2,258.42
BARYAMES CLEANERS	UNIFORM DRYCLEANING	72.00
MODEL COVERALL SERVICE	STAFF UNIFORMS	336.40
MODEL COVERALL SERVICE	STAFF UNIFORMS	366.76
MODEL COVERALL SERVICE	STAFF UNIFORMS	87.97
MODEL COVERALL SERVICE	STAFF UNIFORMS	206.12
MODEL COVERALL SERVICE	STAFF UNIFORMS	80.61
MODEL COVERALL SERVICE	STAFF UNIFORMS	79.66
MODEL COVERALL SERVICE	STAFF UNIFORMS	142.97
MODEL COVERALL SERVICE	STAFF UNIFORMS	271.82
INTERSTATE ALL BATTERY	3 UPS BATTERIES/POTW	73.89
HASSELBRING-CLARK	DIGITAL SYSTEM EXCESS RATE	332.69
LOWE'S CREDIT SERVICES	240' STEEL FISH TAPE	51.28
FISHER SCIENTIFIC	AMMONIA STANDARD	60.24
FISHER SCIENTIFIC	REAGENT IODIDE	166.14
FISHER SCIENTIFIC	SHIPPING	6.05
IDEXX DISTRIBUTION, INC.	EXTENDED MTC AGREEMENT	400.00
ALEXANDER CHEMICAL CORP	SODIUM BISULFITE	855.00
ALEXANDER CHEMICAL CORP	CREDIT	(270.00)
KEMIRA WATER SOLUTIONS	FERRIC CHLORIDE	5,085.22
NTH CONSULTANTS, LTD	4495 HOLT SITE PLAN REVIEW	405.00
NTH CONSULTANTS, LTD	2770 EATON RAPIDS SITE PLAN	307.50
GRANGER CONTAINER SERV	MONTHLY DUMPSTER SERVICE	201.21
VERIZON WIRELESS	CELLULAR APRIL	314.47
DELHI TOWNSHIP TREASURER	SEWER 1490 AURELIUS	784.00
ACE HARDWARE	2 TRASH BAGS	29.98
CHRISTIANS GREENHOUSE	FLOWERS	57.56
DBI BUSINESS INTERIORS	LOG BOOKS/LIFT STATIONS	195.80
DBI BUSINESS INTERIORS	20 RECORD BOOKS/LIFT STATIONS	299.80
DBI BUSINESS INTERIORS	CREDIT	(195.80)
USA BLUE BOOK	NON MERCURY FLOAT SWITCH PART	604.75
USA BLUE BOOK	SHIPPING ESTIMATE	26.88
JACK DOHENY SUPPLIES, INC	VACTOR REPAIR PARTS	6,194.98
ACE HARDWARE	1 NYLON BUSHING	2.79
CARQUEST THE PARTS PLACE	15W40 5 GAL/GREASE/CARB CLEAN	109.89
CARQUEST THE PARTS PLACE	5 GAL.15W40/GREASE/CARB CLEAN	109.70
CARQUEST THE PARTS PLACE	CREDIT	(109.89)
FILTRATION SYSTEMS	NS-122-316 WATER FILTER	2,625.00
FILTRATION SYSTEMS	400 MICRON FILTERS	1,170.00
FILTRATION SYSTEMS	SHIPPING EST	139.98
KENDALL ELECTRIC INC	70 ELECTRICAL CONDUIT	107.80
KENDALL ELECTRIC INC	ELECTRICAL FITTINGS	139.84
THE MACOMB GROUP	21' GALV. PIPE	127.97
MICHIGAN PIPE & VALVE	(2) X531-UOR HYDRANT	362.00
MICHIGAN PIPE & VALVE	SHIPPING	14.07
WESCO DISTRIBUTION, INC	STAINLESS STEEL DISCONNECT	1,344.00
WESCO DISTRIBUTION, INC	#12 STRANDED WIRE	337.78
WESCO DISTRIBUTION, INC	(2) NEUTRAL BLOCKS	86.00

PURE GREEN LAWN & TREE	1492 AURELIUS RD/DPS	155.00
BOYNTON FIRE SAFETY SERV	H2O BACKFLOW DEVICE CERT	910.00
MOLLY MAID OF LANSING	CLEANING SERVICES/MAINTENANCE	325.00
MOLLY MAID OF LANSING	CLEANING SERVICES POTW	325.00
HASSELBRING-CLARK	ANNUAL COPIER MAINT AGREEMENT	630.00
RS TECHNICAL SERVICES, INC.	SERVICE SIEMENS GAS ANALYZER	516.00
CARQUEST THE PARTS PLACE	SWITCH/UNIT 4	4.74
CARQUEST THE PARTS PLACE	SWITCH	2.89
CARQUEST THE PARTS PLACE	CREDIT	(4.74)
FRANKIE D'S AUTO & TRUCK	LOF/#26	32.00
FRANKIE D'S AUTO & TRUCK	LOF/#22	71.00
FRANKIE D'S AUTO & TRUCK	LOF/#23	71.00
FRANKIE D'S AUTO & TRUCK	LOF/#12	33.00
STATE OF MICHIGAN	CLASS A RENEWAL/ELSINGA	95.00
ACE HARDWARE	1 TWINE STRETCHWRAP	10.99
BLOHM CREATIVE PARTNERS	SPRING 2012 NEWSLETTERS	1,958.13
DARLING INTERNATIONAL INC.	RECYCLE RAMA GREASE HAUL	50.00
LOWE'S CREDIT SERVICES	2 SHEETS PLYWOOD	27.34
R. A. DINKEL & ASSOCIATES	BKRA RECYCLED BOOKMARK	318.00
R. A. DINKEL & ASSOCIATES	SET UP CHARGE	50.00
R. A. DINKEL & ASSOCIATES	ESTIMATED SHIPPING	16.57
SAM'S CLUB DIRECT	2 LAFFY TAFFY CANDY	12.44
SAM'S CLUB DIRECT	2 CANDY/2 MIRACLE GRO	25.52
Total For Dept 558.00 DEPT OF PUBLIC SERVICE		46,217.05

Dept 578.01 CAPITAL IMPROVEMENTS

SOIL & MATERIALS ENGINEERS	CONCRETE & DENSITY TESTING	2,087.36
Total For Dept 578.01 CAPITAL IMPROVEMENTS		2,087.36
Total For Fund 590 SEWAGE DISPOSAL SYSTEM		52,198.87

Total For All Funds: 385,503.24

June 12, 2012

**I. Certification of Authorized Signatures:** The attached Check Register and Invoice Distribution Report encompass checks dated June 12, 2012 numbered 81414 thru 81517 & ACH 2065 thru 2081. Every invoice has a payment authorizing signature(s).

Dated: June 12, 2012

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

**II. Certification of Fund Totals:**

The attached Invoice Distribution Report and Check Register for checks dated June 12, 2012 show payments made from the following funds:

General Fund	\$	157,918.00
Fire Fund		52,366.95
Police Fund		2,235.00
Fire Equip. & Apparatus Fund		3,824.30
Water Improvement Fund		307.01
Brownfield Redevelopment Fund		50.51
Downtown Development Fund		23,328.55
Sewer Fund		602,683.23
Trust & Agency Fund		2,060.28
Falk Cemetary Fund		59.95
Grand Total	\$	<u>844,833.78</u>

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

Employee Flexible Spending Acct.	\$	25.00
Farmer's Market Account	\$	790.00

Dated: June 12, 2012

\_\_\_\_\_  
John B. Elsinga, Township Manager

**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. (\$18,200.83 Fisher Scientific for Annual Lab Supplies 5/15/12, \$490,417.81 Irish Construction for Lift Station D Project, 7/20/10, \$63,670.90 for Valhalla Park Project, 9/20/11) .

Dated: June 12, 2012

\_\_\_\_\_  
John B. Elsinga, Township Manager

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

\_\_\_\_\_  
Roy W. Sweet, Treasurer

**IV. Board Audit and Approval:** At a regular meeting of the Township Board held on June 19, 2012 a motion was made by \_\_\_\_\_ and passed by \_\_\_\_\_ yes votes and \_\_\_\_\_ no votes ( \_\_\_\_\_ absent) that the list of claims dated June 12, 2012, was reviewed, audited and approved.

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

INVOICE GL DISTRIBUTION REPORT FOR DELHI CHARTER TOWNSHIP  
 EXP CHECK RUN DATES 05/30/2012 - 06/12/2012

Vendor	Invoice Line Desc	Amount
Fund 101 GENERAL FUND		
Dept 000.00		
BANK OF AMERICA	TAX TO BE CREDITED	3.90
MICHIGAN MUNICIPAL LEAGUE	WORKERS COMP 7/1/12-6/30/13	11,521.55
BLUE CROSS BLUE SHIELD	REFUND (2011A-1417 - T ALVARADO)	389.36
BLUE CROSS BLUE SHIELD	REFUND (2011A-1644 - J BRITTON)	34.14
WPS MEDICARE PART B	REFUND (2011A-1941 - GANGUILLET)	348.55
	Total For Dept 000.00	12,297.50
Dept 101.00 LEGISLATIVE		
CAPITAL AREA RAIL COUNCIL	2012 CARC MEMBERSHIP	300.00
INGHAM COUNTY CHAPTER-MTA	2012 ANNUAL DUES ING. CO. CHAPTER	35.00
VERIZON WIRELESS	CELLULAR MAY	13.30
	Total For Dept 101.00 LEGISLATIVE	348.30
Dept 171.00 MANAGER		
UNUM LIFE INSURANCE COMPANY	DISABILITY INSURANCE JULY	138.90
ADP SCREENING & SELECTION	SUBSCRIPTION	26.51
	Total For Dept 171.00 MANAGER	165.41
Dept 191.00 ACCOUNTING		
UNUM LIFE INSURANCE COMPANY	DISABILITY INSURANCE JULY	29.63
MANER COSTERISAN	AUDIT FEES 12/31/2011	1,060.72
H.J. UмбаUGH & ASSOCIATES	CONTINUING DISCLOSURE FILING	10.23
	Total For Dept 191.00 ACCOUNTING	1,100.58
Dept 215.00 CLERK		
UNUM LIFE INSURANCE COMPANY	DISABILITY INSURANCE JULY	95.55
CAPITOL COMMUNICATION SYSTEM	7/1-10/1/12 COPY MACHINE CONTRACT	62.00
GANNETT MICHIGAN NEWSPAPERS	PUBLISHING LEGALS MAY	245.92
	Total For Dept 215.00 CLERK	403.47
Dept 228.00 INFORMATION TECHNOLOGY		
UNUM LIFE INSURANCE COMPANY	DISABILITY INSURANCE JULY	71.84
BANK OF AMERICA	PRINTER SUPPLIES	92.24
DELHI CHARTER TOWNSHIP-I.T.	LOT OF 5 DELL SOUND SPEAKERS	29.43
DELHI CHARTER TOWNSHIP-I.T.	ROSEWILL 2 PART KJM SWITCH	14.99
DELHI CHARTER TOWNSHIP-I.T.	TREND NET 4 PORT KVM SEITCH	47.98
AD-INK & TONER SUPPLY	2 HP INK CARTRIDGES	39.98
APPLICATION SPECIALIST KOMPANY	6/20-7/19/2012 ANTI SPAM	270.00
ACD.NET, INC.	JUNE INTERNET	199.95
BANK OF AMERICA	FAX MACHINE/CLERK	94.98
BANK OF AMERICA	IMAGIN CONFERENCE REGISTRATION	325.00
BANK OF AMERICA	PASER TRAINING REGISTRATION	10.00
BANK OF AMERICA	LODGING/ALBERT	68.25
BANK OF AMERICA	DINNER/ALBERT	13.58
	Total For Dept 228.00 INFORMATION TECHNOLOGY	1,278.22

Dept 253.00 TREASURERS		
UNUM LIFE INSURANCE COMPANY	DISABILITY INSURANCE JULY	63.29
D & K INVESTIGATIVE SERVICES	SERVICE OF COURT PAPERS	131.32
	Total For Dept 253.00 TREASURERS	194.61
Dept 257.00 ASSESSING		
UNUM LIFE INSURANCE COMPANY	DISABILITY INSURANCE JULY	102.87
THRUN LAW FIRM, P.C.	LEGAL FEES MAY	1,111.50
BANK OF AMERICA	PARKING/WILSON & TOBIAS	20.50
BANK OF AMERICA	MEAL/WILSON	10.37
BANK OF AMERICA	MEAL/WILSON	7.19
BANK OF AMERICA	MEAL/WILSON	8.22
BANK OF AMERICA	MEAL/WILSON & TOBIAS	19.13
BANK OF AMERICA	MEAL/WILSON & TOBIAS	32.46
BANK OF AMERICA	3 BOOKS FOR ASSESSING	123.42
	Total For Dept 257.00 ASSESSING	1,435.66
Dept 262.00 ELECTIONS		
DBI BUSINESS INTERIORS	2 BOXES LABELS	46.98
HOLT POSTMASTER	POSTAGE FOR PERMIT #615	500.00
HOLT POSTMASTER	POSTAGE DUE ACCOUNT 95007000	200.00
BANK OF AMERICA	LUNCH/AV COUNTING BOARD 5/8/2012	101.49
	Total For Dept 262.00 ELECTIONS	848.47
Dept 265.00 BUILDING & GROUNDS		
UNUM LIFE INSURANCE COMPANY	DISABILITY INSURANCE JULY	21.17
LANSING ICE & FUEL CO	GASOLINE BUILDING & GROUNDS	118.22
MOLLY MAID OF LANSING	CLEANING SERVICES 5/30/12	162.50
MOLLY MAID OF LANSING	CLEANING SERVICES 5/16-23/2012	650.00
METRONET LONG DISTANCE	LONG DISTANCE MAY	42.25
TDS METROCOM	LOCAL SERVICE MAY	1,233.21
CONSUMERS ENERGY	ELECTRIC-2074 AURELIUS	5,102.29
CONSUMERS ENERGY	GAS-2074 AURELIUS	353.42
ACE HARDWARE	2 AERATORS	7.98
	Total For Dept 265.00 BUILDING & GROUNDS	7,691.04

Dept 276.00 CEMETERY		
UNUM LIFE INSURANCE COMPANY	DISABILITY INSURANCE JULY	34.70
LANSING ICE & FUEL CO	GASOLINE CEMETERY	183.91
ACE HARDWARE	3 MARKING PAINT/3 TWINE	49.44
RUMSEY & SONS CONSTRUCTION	1 CEMETERY FOUNDATION	42.50
CONSUMERS ENERGY	ELECTRIC-4149 WILLOUGHBY	32.68
ACE HARDWARE	6 KEYS	10.14
BANK OF AMERICA	2 YR. SUB. AMERICAN CEMETERY	85.00
	Total For Dept 276.00 CEMETERY	438.37

Dept 281.00 STORMWATER		
UNUM LIFE INSURANCE COMPANY	DISABILITY INSURANCE JULY	14.71
LANSING ICE & FUEL CO	GASOLINE STORMWATER	98.52
BANK OF AMERICA	ECOLI COMPARATOR/STORMWATER	22.51
GRANGER CONTAINER SERVICE	STREET SPOILS	630.00
	Total For Dept 281.00 STORMWATER	765.74

Dept 446.00 INFRASTRUCTURE		
BOARD OF WATER & LIGHT	STREETLIGHTS 5/1-6/1/2012	6,605.38
CONSUMERS ENERGY	STREETLIGHTS ACCT#6730	21,994.12
CONSUMERS ENERGY	STREETLIGHTS ACCT#7043	75.68
GANNETT MICHIGAN NEWSPAPERS	PUBLISHING LEGALS MAY	178.14
LANDSCAPE ARCHITECTS	WASHINGTON WOODS SIDEWALK	2,700.00
	Total For Dept 446.00 INFRASTRUCTURE	31,553.32

Dept 721.00 PLANNING/COMMUNITY DEVELOPMENT		
UNUM LIFE INSURANCE COMPANY	DISABILITY INSURANCE JULY	201.88
LANSING ICE & FUEL CO	GASOLINE COMMUNITY DEVELOP	141.59
THRUN LAW FIRM, P.C.	LEGAL FEES MAY	1,590.30
METRONET LONG DISTANCE	LONG DISTANCE MAY	14.29
VERIZON WIRELESS	CELLULAR MAY	62.15
TDS METROCOM	LOCAL SERVICE MAY	108.29
GANNETT MICHIGAN NEWSPAPERS	PUBLISHING LEGALS MAY	61.68
BANK OF AMERICA	PARKING/MILLER	6.25
MORTGAGE CENTER TITLE, L.L.C.	TITLE INSURANCE SEARCH	125.00
SCHAFAER'S INC.	MOWING 1881 HEATHERTON	60.38
SCHAFAER'S INC.	MOWING 1953 ADELPHA	34.50
SCHAFAER'S INC.	MOWING 2115 COOLRIDGE	34.50
SCHAFAER'S INC.	MOWING 4838 SUTHERLAND	34.50
SCHAFAER'S INC.	MOWING VACANT LOT KATE STREET	25.88
SCHAFAER'S INC.	MOWING 2550 GLEN COVE	43.13
SCHAFAER'S INC.	MOWING 915 COLLEGE	103.50
SCHAFAER'S INC.	MOWING 1697 AURELIUS	34.50
SCHAFAER'S INC.	MOWING 1953 CEDAR	51.75
SCHAFAER'S INC.	MOWING 2460 EIFERT	51.75
SCHAFAER'S INC.	MOWING 1990/1992 HEATHERTON	69.00
SCHAFAER'S INC.	MOWING 3861 BUSH GARDENS	60.38
SCHAFAER'S INC.	MOWING VACANT LOT AURELIUS RD	34.50
SCHAFAER'S INC.	MOWING 2510 RENFREW WAY	34.50
SCHAFAER'S INC.	MOWING VACANT LOT AURELIUS RD	34.50
SCHAFAER'S INC.	TRASH REMOVAL 4568 GROVE	858.30
SCHAFAER'S INC.	MOWING 2046 DEAN	34.50
SCHAFAER'S INC.	MOWING 4781 FURNEY	34.50
SCHAFAER'S INC.	MOWING 2400 RENFREW	43.13

Total For Dept 721.00 PLANNING/COMMUNITY DEVELOPMENT	3,989.13
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Dept 752.00 PARKS ADMINISTRATION

UNUM LIFE INSURANCE COMPANY	DISABILITY INSURANCE JULY	68.57
MICHIGAN RECREATION	MRPA MEMBERSHIP 12/1/2012-7/1/2013	337.00
METRONET LONG DISTANCE	LONG DISTANCE MAY	1.28
VERIZON WIRELESS	CELLULAR MAY	0.27
TDS METROCOM	TELEPHONES/SENIOR CENTER	285.30
TDS METROCOM	LOCAL SERVICE MAY	147.21
Total For Dept 752.00 PARKS ADMINISTRATION		839.63

Dept 771.00 PARKS

UNUM LIFE INSURANCE COMPANY	DISABILITY INSURANCE JULY	31.24
LANSING ICE & FUEL CO	GASOLINE PARKS	1,241.71
BANK OF AMERICA	BATTERIES & CHARGER	40.64
LANSING SANITARY SUPPLY INC	(11) 5 GAL. PAILS W/LIDS	174.35
LANSING SANITARY SUPPLY INC	13 PAILS/TOILET TISSUE/TOWEL	317.47
ACE HARDWARE	4 BARREL BOLTS/10 MISC. MDSE.	21.77
ACE HARDWARE	PICTURE HANGER	1.79
MARK'S LOCK SHOP, INC	12 KEYS	48.00
MODEL COVERALL SERVICE	UNIFORM PANTS	21.52
MODEL COVERALL SERVICE	UNIFORM PANTS	39.83
CONSUMERS ENERGY	ELECTRIC 1771 MAPLE	100.36
CONSUMERS ENERGY	ELECTRIC 1750 MAPLE	41.03
CONSUMERS ENERGY	ELECTRIC 2074 AURELIUS #PARK	838.06
CONSUMERS ENERGY	ELECTRIC 2108 CEDAR	807.67
CONSUMERS ENERGY	ELECTRIC 2177 WEST BLVD	17.20
CONSUMERS ENERGY	ELECTRIC 2287 PINE TREE 2939	103.52
CONSUMERS ENERGY	ELECTRIC 2287 PINE TREE 3200	139.27
CONSUMERS ENERGY	GAS 2287 PINE TREE 2939	35.62
CONSUMERS ENERGY	GAS 2108 CEDAR	28.01
ACE HARDWARE	2 REDUCERS	8.58
ACE HARDWARE	2 KEY STEMS/GAS VALVE/SEAL TAPE	28.45
ACE HARDWARE	FLOWERS	11.99
ACE HARDWARE	2 MASKING TAPE/2 TRIM ROLLERS	24.96
JOHN DEERE LANDSCAPES, INC	(2) PROSECUTOR PRO 2.5 GAL.	99.20
LOWE'S CREDIT SERVICES	WORKTUNES RADIO/GLOVES/PAINT	115.57
MENARDS LANSING SOUTH	GRIPTITE/CONCRETE MIX/OIL DRI	186.14
PARRY BROTHERS REFRIGERATION	CLEANED ICE MACHINE/SR CENTER	179.00
PARRY BROTHERS REFRIGERATION	ICE MACHINE CLEANER/SR CENTER	179.00

PIONEER ELECTRIC, INC.	WORK ON FOUNTAIN LIGHTS	1,027.92
SHERWIN WILLIAMS	(5) 5 GAL. PAINT	273.35
BANK OF AMERICA	10 SIGNS/VALHALLA	187.38
BANK OF AMERICA	20 FENCE POSTS/ELLIOTT	79.80
BANK OF AMERICA	48 FLOWERS	154.00
ACE HARDWARE	1 MULTI-PURPOSE LINE	2.99
ACE HARDWARE	CHAIN PASS	19.42
ACE HARDWARE	FLOWER FOOD	38.97
CONCRETE CONCEPTS	CONCRETE PEDESTALS-VET MEM	210.00
MENARDS LANSING SOUTH	LUMBER/CONCRETE MIX/SNAPS/	137.85
SCHAFFER'S INC.	MULCH/ROAD GRAVEL	1,962.90
SPARTAN BARRICADING	2 ROLLS FENCE/ELLIOTT	110.00
BANK OF AMERICA	(16) 15W40 OIL	187.39
BRADY LAWN EQUIPMENT	3 BOLTS	21.00
SUPERIOR SAW	2 GLASSES	27.90
SUPERIOR SAW	6 STRAPS	77.70
SUPERIOR SAW	1 SPOOL LINE	52.95
DEER CREEK SALES, INC	WHEEL/LABOR/SHIPPING	52.48
SPARTAN DISTRIBUTORS	(2) FLAT IDLER/1 BELT/FREIGHT	209.71
BANK OF AMERICA	2 DOOR HANDLES/FORD	30.00
FRANKIE D'S AUTO & TRUCK	LOF & 2 WIPER BLADES/#42	62.00
ADP SCREENING & SELECTION	BACKGROUND CHECKS	140.52
BANK OF AMERICA	50' AIR HOSE	99.99
BANK OF AMERICA	RATCHET STRAP	19.99
BANK OF AMERICA	SAFETY SNAP/COTTER PIN/2 STRAPS	90.64
WIELAND - DAVCO CORPORATION	SENIOR CITIZEN ROOM EXPANSION	4,842.00
MENARDS LANSING SOUTH	RAGS/PAINT/SIDING	52.27
MENARDS LANSING SOUTH	SIDING/PAINT	23.34
PARISH CORPORATION	VALHALLA PARK PAVILLION/REST	63,670.90
SCHAFFER'S INC.	GRASS SEED	125.00
	Total For Dept 771.00 PARKS	78,872.31
Dept 774.00 RECREATION		
UNUM LIFE INSURANCE COMPANY	DISABILITY INSURANCE JULY	32.81
BANK OF AMERICA	49.97 TON BALL FIELD DUST	1,491.61
CHARLES GRINNELL	HOMETOWN FESTIVAL/GRINNELL	154.00
	Total For Dept 774.00 RECREATION	1,678.42
Dept 850.00 OTHER FUNCTIONS		
DBI BUSINESS INTERIORS	CUSTOM STAMP	22.99
DBI BUSINESS INTERIORS	OFFICE SUPPLIES	266.19
THRUN LAW FIRM, P.C.	LEGAL FEES MAY	725.74
BANK OF AMERICA	POSTAGE MACHINE RED INK	131.91
MICHIGAN MUNICIPAL RISK MANAGE	2012 PROPERTY/LIABILITY INSURANCE	12,807.00
BANK OF AMERICA	WUFOO SUBSCRIPTION 5/26-6/26/2012	9.00
BANK OF AMERICA	WEB HOSTING-GIS 5/10-6/9/2012	1.00
AFLAC	FSA FEE MAY	25.00
PROGRESSIVE BUSINESS PUBLIC	1 YR SUBSCRIPTION	28.99
	Total For Dept 850.00 OTHER FUNCTIONS	14,017.82
	Total For Fund 101 GENERAL FUND	157,918.00

Fund 206 FIRE FUND

Dept 000.00

BANK OF AMERICA	CREDIT SALES TAX	(5.99)
BANK OF AMERICA	CREDIT SALES TAX	(0.01)
BANK OF AMERICA	CREDIT SALES TAX	4.14
MICHIGAN MUNICIPAL LEAGUE	WORKERS COMP 7/1/12-6/30/13	26,371.21
	Total For Dept 000.00	<u>26,369.35</u>

Dept 336.00 FIRE DEPARTMENT

UNUM LIFE INSURANCE COMPANY	DISABILITY INSURANCE JULY	442.12
UNUM LIFE INSURANCE COMPANY	DISABILITY INSURANCE JULY	27.34
LANSING ICE & FUEL CO	GASOLINE FIRE	1,286.79
BANK OF AMERICA	SHOES/ROYSTON	69.00
BANK OF AMERICA	50 HATS & SHIPPING	514.99
FIRST DUE FIRE SUPPLY CO.	LIEUT. BAR NICKEL FINISH	6.50
NYE UNIFORM COMPANY	8 SHIRTS/4 PANTS/BALL	578.00
NYE UNIFORM COMPANY	4 SHIRTS/FREIGHT/ROYSTON	159.67
NYE UNIFORM COMPANY	COAT/PANT/STRIPES/BALL	378.00
BOUND TREE MEDICAL, LLC	MEDICAL SUPPLIES	27.60
BOUND TREE MEDICAL, LLC	MEDICAL SUPPLIES	68.10
BOUND TREE MEDICAL, LLC	MEDICAL SUPPLIES	102.95
BOUND TREE MEDICAL, LLC	CREDIT	(27.60)
BOUND TREE MEDICAL, LLC	MEDICAL SUPPLIES	1,228.73
COHL, STOKER & TOSKEY P.C.	IAFF LEGAL FEES MAY	3,182.64
MANER COSTERISAN	AUDIT FEES 12/31/2011	235.71
COUNTY OF INGHAM	911 RADIO FEE	2,903.44
METRONET LONG DISTANCE	LONG DISTANCE MAY	3.36
VERIZON WIRELESS	CELLULAR MAY	824.08
TDS METROCOM	LOCAL SERVICE MAY	62.02
MICHIGAN MUNICIPAL RISK MANAGE	2012 PROPERTY/LIABILITY INSURANCE	13,249.00
CONSUMERS ENERGY	ELECTRIC 6139 BISHOP	60.07
CONSUMERS ENERGY	GAS 6139 BISHOP	32.29
ACS FIREHOUSE SOFTWARE	IPAD FIREHOUSE INSPECTION MODULE	500.00
MICHIGAN COMPANY	CAR WASH GALLON/FIRE DEPT	82.80
	Total For Dept 336.00 FIRE DEPARTMENT	<u>25,997.60</u>

Total For Fund 206 FIRE FUND 52,366.95

Fund 207 POLICE FUND		
Dept 301.00 POLICE		
ROBERT J. ROBINSON, ATTN	MOTOR VEHICLE ORDINANCE MAY	2,235.00
	Total For Dept 301.00 POLICE	2,235.00
	Total For Fund 207 POLICE FUND	2,235.00

Fund 211 FIRE EQUIP. & APPARATUS FUND		
Dept 339.00 EQUIPMENT & APPARATUS		
BANK OF AMERICA	FIRE UPS SHIPPING	21.16
BANK OF AMERICA	UPS SHIPPING	46.51
BANK OF AMERICA	UPS SHIPPING	7.28
BANK OF AMERICA	FIRE HELMET/BALL	259.98
SALES & MARKETING OF MICHIGAN	BUCKETS CLASS A PHOSCHEK FOAM	2,240.00
ACE HARDWARE	(1) 10W30 OIL	4.99
WEST SHORE FIRE INC	(2) ARA FIRE SUPPRESSION DEVICES	995.00
BANK OF AMERICA	10 CASES OF WATER	39.90
MANER COSTERISAN	AUDIT FEES 12/31/2011	50.51
BANK OF AMERICA	CAMERA ADAPTER & SHIPPING	24.49
BANK OF AMERICA	TRAINING BOOK	5.99
BANK OF AMERICA	DINNER MTG/4 PERSONNEL	58.47
BANK OF AMERICA	MEAL/ROYSTON & BALL	23.03
BANK OF AMERICA	CAMERA CABLE & SHIPPING	21.49
MCLAREN-GREATER LANSING	CPR/AEP	25.50
	Total For Dept 339.00 EQUIPMENT & APPARATUS	3,824.30
	Total For Fund 211 FIRE EQUIP. & APPARATUS FUND	3,824.30

Fund 225 WATER IMPROVEMENT FUND		
Dept 536.00 ADMINISTRATION & CONSTRUCTION		
THRUN LAW FIRM, P.C.	LEGAL FEES MAY	256.50
MANER COSTERISAN	AUDIT FEES 12/31/2011	50.51
	Total For Dept 536.00 ADMINISTRATION & CONSTRUCTION	307.01
	Total For Fund 225 WATER IMPROVEMENT FUND	307.01

Fund 243 BROWNFIELD REDEVELOPMENT AUTH		
Dept 733.00 BROWNFIELD ADMINISTRATION		
MANER COSTERISAN	AUDIT FEES 12/31/2011	50.51
	Total For Dept 733.00 BROWNFIELD ADMINISTRATION	50.51
	Total For Fund 243 BROWNFIELD REDEVELOPMENT AUTH	50.51

## Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY

## Dept 000.00

MICHIGAN MUNICIPAL LEAGUE	WORKERS COMP 7/1/12-6/30/13	1,066.24
WILBUR M. HOCHSTETLER	VENDOR PAYMENT MAY 2012	106.00
LORRIE A. BIGHAM	VENDOR PAYMENT MAY 2012	57.00
DENISE A. BRZOZOWSKI	VENDOR PAYMENT MAY 2012	85.00
WILLIAM H. CARTTER III	VENDOR PAYMENT MAY 2012	5.00
KEVIN E. COSGROVE	VENDOR PAYMENT MAY 2012	28.00
ANIKA DALTON	VENDOR PAYMENT MAY 2012	22.00
JENIFER LYN DIETZ	VENDOR PAYMENT MAY 2012	28.00
RUBEN GARCIA	VENDOR PAYMENT MAY 2012	17.00
DENNIS C. GREENMAN	VENDOR PAYMENT MAY 2012	40.00
KAY JOHNSON	VENDOR PAYMENT MAY 2012	30.00
GWENDOLYN V. KATO	VENDOR PAYMENT MAY 2012	10.00
KIM MEYERS	VENDOR PAYMENT MAY 2012	65.00
CAROLYN K. NEVINS	VENDOR PAYMENT MAY 2012	12.00
POLENCHA T. NIGHSWONGER	VENDOR PAYMENT MAY 2012	4.00
TRAVIS NIGHTENGALE	VENDOR PAYMENT MAY 2012	3.00
TERESA NORTON	VENDOR PAYMENT MAY 2012	5.00
KAREN OLMSTED	VENDOR PAYMENT MAY 2012	38.00
ANNA PRYOR	VENDOR PAYMENT MAY 2012	27.00
MICHAEL SCHENK	VENDOR PAYMENT MAY 2012	36.00
SHELLEY SLEE	VENDOR PAYMENT MAY 2012	128.00
BEVERLY J. STUDER	VENDOR PAYMENT	20.00
MAI KOU VANG	VENDOR PAYMENT MAY 2012	24.00
Total For Dept 000.00		1,856.24

## Dept 728.00 DDA ADMINISTRATION

UNUM LIFE INSURANCE COMPANY	DISABILITY INSURANCE JULY	41.53
DELHI DDA OR HELEN C	KLEENEX	4.49
DELHI DDA OR HELEN C	COPY PAPER & DESK LAMP	44.45
MANER COSTERISAN	AUDIT FEES 12/31/2011	336.73
H.J. UMBROUGH & ASSOCIATES	CONTINUING DISCLOSURE FILING	90.78
BANK OF AMERICA	AT&T LED SIGN4/17-5/16/2012	39.68
METRONET LONG DISTANCE	LONG DISTANCE MAY	6.16
VERIZON WIRELESS	CELLULAR MAY	12.75
C. HOWARD HAAS	CELL PHONE REIMBURSEMENT/HAAS	75.00
TDS METROCOM	LOCAL SERVICE MAY	193.10
MICHIGAN MUNICIPAL RISK MANAGE	2012 PROPERTY/LIABILITY INSURANCE	883.00
DELHI DDA OR HELEN C	LUNCH	30.73
DELHI DDA OR HELEN C	PARKING	5.00
DELHI DDA OR HELEN C	PARKING	4.75
DELHI DDA OR HELEN C	REDEVELOPMENT BREAKFAST	80.00
DELHI DDA OR HELEN C	PARKING	10.00
Total For Dept 728.00 DDA ADMINISTRATION		1,858.15

Dept 729.00 DDA MARKETING & PROMOTION		
D & M SILKSCREENING	OPEN HOUSE T-SHIRTS	500.00
BANK OF AMERICA	DRUM UNIT/FARMERS MARKET	83.99
BANK OF AMERICA	LAMINATION SHEETS/FARMERS MKT	32.99
CHARLES GRINNELL	48 HOURS @ \$22/GRINNELL	1,056.00
JUDITH A TUTTLE	MIRACLE-GRO & FLOWERS/FARMERS	102.50
BLOHM CREATIVE PARTNERS	25TH ANNIVERSARY ANNUAL REPORT	3,852.00
Total For Dept 729.00 DDA MARKETING & PROMOTION		5,627.48

Dept 730.00 COMM REHABILITATION REBATE PGM		
XG SCIENCES, INC.	CRRP SIGN	1,528.55
Total For Dept 730.00 COMM REHABILITATION REBATE PGM		1,528.55

Dept 731.00 DDA INFRASTRUCTURE PROJECTS		
C2AE	I-96 UNDERPASS &CONNECTOR TRAIL	9,691.45
Total For Dept 731.00 DDA INFRASTRUCTURE PROJECTS		9,691.45

Dept 850.00 OTHER FUNCTIONS		
UNUM LIFE INSURANCE COMPANY	DISABILITY INSURANCE JULY	37.06
LANSING ICE & FUEL CO	GASOLINE DDA	183.91
MOLLY MAID OF LANSING	CLEANING SERVICES 5/30-6/1/12	159.90
MOLLY MAID OF LANSING	CLEANING SERVICES 5/16-23/2012	319.80
CONSUMERS ENERGY	ELECTRIC-4115 HOLT	196.12
CONSUMERS ENERGY	ELECTRIC-2004 AURELIUS	75.30
CONSUMERS ENERGY	ELECTRIC-3970 HOLT	109.45
CONSUMERS ENERGY	ELECTRIC-2116 CEDAR	253.68
CONSUMERS ENERGY	ELECTRIC-2150 CEDAR	124.04
CONSUMERS ENERGY	ELECTRIC-2228 AURELIUS	120.46
CONSUMERS ENERGY	ELECTRIC-2045 CEDAR #A	871.54
CONSUMERS ENERGY	ELECTRIC-2045 CEDAR #B	100.70
CONSUMERS ENERGY	GAS-2150 CEDAR	38.54
CONSUMERS ENERGY	GAS-2045 CEDAR	63.68
Total For Dept 850.00 OTHER FUNCTIONS		2,654.18

Dept 905.00 DEBT SERVICE		
US BANK	AGENT FEES 4589_5	112.50
Total For Dept 905.00 DEBT SERVICE		112.50

Total For Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY 23,328.55

Fund 590 SEWAGE DISPOSAL SYSTEM

Dept 000.00		
BANK OF AMERICA	SALES TAX TO BE REFUNDED	26.25
MICHIGAN MUNICIPAL LEAGUE	WORKERS COMP 7/1/12-6/30/13	12,800.00
Total For Dept 000.00		12,826.25

Dept 548.00 ADMINISTRATION & OVERHEAD

THRUN LAW FIRM, P.C.	LEGAL FEES MAY	153.90
MANER COSTERISAN	AUDIT FEES 12/31/2011	1,515.31
H.J. UMBAUGH & ASSOCIATES	CONTINUING DISCLOSURE FILING	148.99
ICS MARKETING SUPPORT SERV	MAY SEWER BILLS	541.33
MICHIGAN MUNICIPAL RISK MANAGE	2012 PROPERTY/LIABILITY INSURANCE	17,223.00
Total For Dept 548.00 ADMINISTRATION & OVERHEAD		19,582.53

Dept 558.00 DEPT OF PUBLIC SERVICE

UNUM LIFE INSURANCE COMPANY	DISABILITY INSURANCE JULY	480.54
DBI BUSINESS INTERIORS	MISC OFFICE SUPPLIES	44.48
HASSELBRING-CLARK	700ML YELLOW INK (PRI701Y)	276.36
HASSELBRING-CLARK	700ML RED INK (PFI701R)	276.36
HASSELBRING-CLARK	MAINTENANCE CARTRIDGE	190.00
HASSELBRING-CLARK	24"X150' ECONOMY BOND PAPER	34.90
HASSELBRING-CLARK	36" X150' ECONOMY BOND PAPER	26.15
HASSELBRING-CLARK	42"X40' SCRIM BANNER VINYL 15MIL	246.25
HASSELBRING-CLARK	DELIVERY CHARGE	5.00
LANSING ICE & FUEL CO	GASOLINE DPS	2,699.46
MODEL COVERALL SERVICE	STAFF UNIFORMS	105.80
MODEL COVERALL SERVICE	STAFF UNIFORMS	85.51
MODEL COVERALL SERVICE	STAFF UNIFORMS	100.41
BANK OF AMERICA	COMPRESSED NITROGEN	28.33
BANK OF AMERICA	2 PITCH FORKS/LANDSCAPING	69.96
BANK OF AMERICA	ENGRAVING CUTTER/DREMEL ROTARY T	57.95
BANK OF AMERICA	(2) 5-TIER SHELFs	155.96
BANK OF AMERICA	12 FROG JUICE SPRAY CAN & SHIPPING	181.69
FISHER SCIENTIFIC	OTHER OPERATING SUPPLIES	672.90
FISHER SCIENTIFIC	OTHER OPERATING SUPPLIES	517.40
FISHER SCIENTIFIC	LABORATORY SUPPLIES	140.76
FISHER SCIENTIFIC	LABORATORY SUPPLIES	843.72
FISHER SCIENTIFIC	LABORATORY SUPPLIES	13,963.73
FISHER SCIENTIFIC	LABORATORY SUPPLIES	148.00
FISHER SCIENTIFIC	LABORATORY SUPPLIES	524.78
FISHER SCIENTIFIC	LABORATORY SUPPLIES	972.66
ALEXANDER CHEMICAL CORP	SULFURIC ACID	454.00
BANK OF AMERICA	A&L GREAT LAKES LABS/SOIL TEST	30.75
FISHER SCIENTIFIC	SAFETY SUPPLIES (GLOVES)	3,564.20
FISHER SCIENTIFIC	SAFETY SUPPLIES (GLOVES)	489.16
NORTHERN SAFETY CO., INC.	ANNUAL SAFETY ORDER	4,509.50
RED WING SHOES	4 PAIR SAFETY BOOTS	596.25
BANK OF AMERICA	FED EX SHIPPING CHARGES	16.28
UNITED PARCEL SERVICE	CONTRACTUAL SERVICES	56.23
UNITED PARCEL SERVICE	SHIPPING CHARGES	19.73
BARNHART & SON, INC.	SLUDGE REMOVAL	873.41
GRANGER CONTAINER SERVICE	DRYING BED & GREASE HAUL	1,260.00
METRONET LONG DISTANCE	LONG DISTANCE MAY	7.57
VERIZON WIRELESS	CELLULAR MAY	51.55
CCI SOUTH, LLC	PHONE REPAIR	97.00
COMCAST	HIGH SPEED INTERNET/POTW	121.90
COMCAST	HIGH SPEED INTERNET/MAINTENANCE	114.90
TDS METROCOM	LOCAL SERVICE MAY	458.77
BOARD OF WATER & LIGHT	WATER 4280 DELL	18.49
BOARD OF WATER & LIGHT	ELECTRIC 2481 DELHI COMMERCE	74.70

CONSUMERS ENERGY	ELECTRIC 1390 WAVERLY	183.09
CONSUMERS ENERGY	ELECTRIC 1490 AURELIUS	1,490.50
CONSUMERS ENERGY	ELECTRIC-1494 AURELIUS	69.08
CONSUMERS ENERGY	ELECTRIC-1988 WAVERLY	495.54
CONSUMERS ENERGY	ELECTRIC-2358 EIFERT	335.38
CONSUMERS ENERGY	ELECTRIC-4000 N MICHIGAN#B	102.91
CONSUMERS ENERGY	ELECTRIC-2870 PINE TREE	469.77
CONSUMERS ENERGY	ELECTRIC-3505 HOLT	95.91
CONSUMERS ENERGY	ELECTRIC-4280 DELL	393.73
CONSUMERS ENERGY	ELECTRIC-4828 HOLT	66.81
CONSUMERS ENERGY	ELECTRIC-5961 MC CUE #2509	16,193.50
CONSUMERS ENERGY	ELECTRIC-5961 MC CUE #2723	50.67
CONSUMERS ENERGY	ELECTRIC-5999 HOLT	37.42
CONSUMERS ENERGY	GAS-5961 MC CUE #2	19.84
CONSUMERS ENERGY	GAS-5961 MC CUE #3	19.26
CONSUMERS ENERGY	GAS 5961 MC CUE #4	373.64
CONSUMERS ENERGY	GAS-5961 MC CUE #2319	269.75
CONSUMERS ENERGY	GAS-4280 DELL	30.36
CONSUMERS ENERGY	GAS-3505 HOLT	15.16
CONSUMERS ENERGY	GAS-2481 DELHI COMM	15.74
CONSUMERS ENERGY	GAS-1988 WAVERLY	22.69
CONSUMERS ENERGY	GAS-1490 AURELIUS	13.99
CONSUMERS ENERGY	GAS-1492 AURELIUS	74.79
CONSUMERS ENERGY	GAS-1492 AURELIUS #A	36.21
BANK OF AMERICA	9 PR GLOVES/LANDSCAPING	35.64
BANK OF AMERICA	TIRE/MOWER	26.00
BANK OF AMERICA	TIRE & USED WHEEL RIM/MOWING	104.50
ACE HARDWARE	34" SPRAY WAND	5.99
ACE HARDWARE	2 NOZZLES/DRAIN BOILR/POTW	24.97
THE COTTAGE GARDENS, INC.	250 ACHILLEA ALL SUMMER BEAUTY	1,250.00
MICHIGAN COMPANY	CAR WASH GALLON/DPS	82.80
BANK OF AMERICA	CRANE CABLE/LSD BASKET (SPARE)	275.71
BANK OF AMERICA	CRANE CABLE/LSD BASKET	620.69
USA BLUE BOOK	47731 STAINLESS STEEL MOUNT	95.90
USA BLUE BOOK	FREIGHT	12.78
LOWE'S CREDIT SERVICES	CONDUIT,JUNCTION BOX,SCREWS	57.23
ACE HARDWARE	2 PKG WOOD SHIMS/5 CAULK	34.53
BANK OF AMERICA	COVER/BOX/BUSHING/PIP/PUTTY	18.85

BANK OF AMERICA	3 FILTERS/BACKHOE UNIT #13	85.36
BANK OF AMERICA	ROCKER SWITCH/UNIT 11A	10.97
USA BLUE BOOK	(8) 10350 AIR FILTER	410.00
USA BLUE BOOK	SHIPPING	24.56
USA BLUE BOOK	EBARA STAINLESS SAMPLE PUMP	359.95
USA BLUE BOOK	SHIPPING	20.56
ACE HARDWARE	GLUE/BIG GAP STUFF	10.78
CARQUEST THE PARTS PLACE	OIL FILTER/(12) 15W40 OIL/GENSET	40.09
CARQUEST THE PARTS PLACE	6 OIL FILTERS/6 AIR FILTERS	41.88
KERR PUMP AND SUPPLY	AURORA SEAL KIT	712.98
KERR PUMP AND SUPPLY	AURORA BEARING KIT	284.58
KERR PUMP AND SUPPLY	ESTIMATED SHIPPING	15.40
PURE GREEN LAWN & TREE	5961 MCCUE ROAD/DPS-POTW	240.00
E.D.S. IRRIGATION, LLC	REPAIR SPRINKLER SYS/DIGESTER	160.75
MOLLY MAID OF LANSING	CLEANING SERVICES 5/29-6/1/12	130.00
MOLLY MAID OF LANSING	CLEANING SERVICES 5/29-6/1/12	130.00
MOLLY MAID OF LANSING	CLEANING SERVICES 5/18-22/2012	130.00
MOLLY MAID OF LANSING	CLEANING SERVICES 5/18-22-2012	130.00
J & D REPAIR	SERVICE SWEEPER TRUCK (T&M)	490.62
BANK OF AMERICA	REPAIR FLAT TIRE/UNIT 12	10.00
ACE HARDWARE	(3) 5 GAL. PAILS	17.97
J & D REPAIR	RADIATOR FLUSH/UNIT 8	205.18
ADP SCREENING & SELECTION	BACKGROUND CHECKS	100.57
BANK OF AMERICA	RE-DATE BANNER/POTW OPEN HOUSE	30.00
BANK OF AMERICA	DIGITAL SCALE	18.99
BANK OF AMERICA	OPEN HOUSE SUPPLIES/MEIJERS	90.35
BANK OF AMERICA	CHLORINE SANITIZER/THERMOMETERS	54.00
BANK OF AMERICA	(10) 5 1/2" UTILITY SHEARS & FREIGHT	48.89
BANK OF AMERICA	MISC. PRIZES/POTW OPEN HOUSE	157.74
DBI BUSINESS INTERIORS	MISC OPEN HOUSE SUPPLIES	197.22
ACE HARDWARE	1/4"X100' POLY ROPE	10.99
ACE HARDWARE	20 BALES STRAW/1 GRILL BRUSH	76.49
ACE HARDWARE	(4) 5 QT. PAINT PAILS	15.96
D & M SILKSCREENING	OPEN HOUSE T-SHIRTS	219.00
LOWE'S CREDIT SERVICES	(2) 100' CORDS/(3) CABLE TIES	75.23
R. A. DINKEL & ASSOCIATES	FSW16R FLY SWATTER	212.50
R. A. DINKEL & ASSOCIATES	SET UP CHARGE	50.00
R. A. DINKEL & ASSOCIATES	ESTIMATED SHIPPING	22.48
R. A. DINKEL & ASSOCIATES	HAND SANITIZER PEN	212.50
R. A. DINKEL & ASSOCIATES	SET UP CHARGE	45.00
R. A. DINKEL & ASSOCIATES	ESTIMATED SHIPPING	13.80
R. A. DINKEL & ASSOCIATES	500 11033-RECYCLED 12" RULER	425.00
R. A. DINKEL & ASSOCIATES	SET UP CHARGE	35.00
R. A. DINKEL & ASSOCIATES	ESTIMATED SHIPPING	29.34
STATE OF MICHIGAN	CERTIFICATE A,B,C,D RENEWAL/NEEB	95.00
Total For Dept 558.00 DEPT OF PUBLIC SERVICE		65,082.46

Dept 578.01 CAPITAL IMPROVEMENTS		
C2AE	LSD FORCE MAIN & POTW SCREENING	5,020.44
IRISH CONSTRUCTION COMPANY	DIGESTER IMPROVE-PAYMENT 34	9,753.74
IRISH CONSTRUCTION COMPANY	LSD PROJ=POTW/FM/LSD PYMT 14	490,417.81
Total For Dept 578.01 CAPITAL IMPROVEMENTS		<u>505,191.99</u>

Total For Fund 590 SEWAGE DISPOSAL SYSTEM 602,683.23

Fund 701 TRUST & AGENCY FUND

Dept 000.00		
AFLAC	WITH DEDUCT-AFLAC DISABILITY	667.64
AFLAC	WITH DEDUCT-AFLAC LIFE INSUR	7.38
AFLAC	WITH DEDUCT-AFLAC ACCIDENT	541.32
AFLAC	WITH DEDUCT-AFLAC SICKNESS	307.02
AFLAC	WITH DEDUCT-AFLAC CANCER	511.92
AFLAC	FSA FEE MAY	25.00
Total For Dept 000.00		<u>2,060.28</u>

Total For Fund 701 TRUST & AGENCY FUND 2,060.28

Fund 765 FALK CEMETERY TRUST

Dept 000.00		
SMITH FLORAL & GREENHOUSES	FALK (LEONARD) SUMMER FLOWERS	59.95
Total For Dept 000.00		<u>59.95</u>

Total For Fund 765 FALK CEMETERY TRUST 59.95

Total For All Funds: 844,833.78

**DELHI CHARTER TOWNSHIP  
FUND TRANSFERS AND PAYROLL APPROVAL  
For Payroll Dated June 7, 2012**

ATTACHMENT V

**I. Certification of Preparation and Distribution**

The attached check and payroll registers encompass check numbers: 103876 through 103920 & direct deposits numbers: DD13707 through DD13788. The payroll was prepared in accordance with established payroll rates and procedures. The Treasurer's & Clerk's signatures were printed on the payroll checks using an electronic image signature

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

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

Dated: June 7, 2012

\_\_\_\_\_  
Director of Accounting

**II. Payroll Report**

The June 7, 2012 payroll encompasses the following funds and expenditures:

	<b>Gross Payroll</b>	<b>Payroll Deductions</b>	<b>Net Pay</b>
General Fund	\$74,893.70	\$19,639.43	\$55,254.27
Fire Dept. Fund	46,765.86	14,443.36	\$32,322.50
DDA	8,855.49	3,139.88	\$5,715.61
Sewer Fund/Receiving	42,804.20	11,454.30	\$31,349.90
<b>Total Payroll</b>	<b>\$173,319.25</b>	<b>\$48,676.97</b>	<b>\$124,642.28</b>
	<b>Township FICA</b>	<b>Township RHS &amp; Pension Plan &amp; H.S.A.</b>	<b>Total Deductions &amp; TWP Liabilities</b>
General Fund	\$5,253.86	\$5,688.49	\$30,581.78
Fire Dept. Fund	3,513.83	3,133.76	21,090.95
DDA	579.82	476.72	4,196.42
Sewer Fund/Receiving	3,102.05	3,152.75	17,709.10
<b>Total Payroll</b>	<b>\$12,449.56</b>	<b>\$12,451.72</b>	<b>\$73,578.25</b>

\_\_\_\_\_  
Director of Accounting

**III. FUND TRANSFERS**

Transfers covering the foregoing payroll were made on June 7, 2012 and identified as follows:

**06/07 Net Pay Disbursement in Common Savings (\$124,642.28)**

\_\_\_\_\_  
Roy W. Sweet, Treasurer

**IV. Board Audit and Approval:**

At a regular meeting of the Township Board held on June 19, 2012, a motion was made by \_\_\_\_\_ and passed by \_\_\_\_\_ yes votes and \_\_\_\_\_ no votes(\_\_\_\_\_ absent) that the payroll dated June 7, 2012 was reviewed, audited, and approved.

Attachment to Payroll Register  
cc: Sweet(1)Vander Ploeg(1)

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

**DELHI CHARTER TOWNSHIP****MEMORANDUM**

**TO:** Delhi Township Board Members

**FROM:** Stuart Goodrich, Township Supervisor

**DATE:** June 7, 2012

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

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The appointment term of member Nanette Miller to serve on the DDA Board expires July 21, 2012. Because the Brownfield Redevelopment Authority by-laws state that the Authority shall consist of the members of the Delhi Charter Township Downtown Development Authority Board, her term on the Brownfield Redevelopment Authority also expires on July 21, 2012.

Ms. Miller has agreed to be reappointed for an additional four-year term to both the DDA Board and the Brownfield Redevelopment Authority. I therefore recommend the following motion:

**RECOMMENDED MOTION:**

**To reappoint Nanette Miller to the Delhi Township Downtown Development Authority Board and the Delhi Township Brownfield Redevelopment Authority for a four-year term, effective July 21, 2012 - July 21, 2016.**



**Delhi Charter Township  
Department of Community Development**

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## **MEMORANDUM**

TO: John B. Elsinga, Township Manager

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

DATE: Thursday, May 31, 2012

RE: Complete Streets Ordinance

Last year we received a small grant from the Health Department to assist us with the costs of exploring adoption of a Complete Streets Ordinance (CSO). This grant funding was used to enlist the coordination efforts of staff from Tri-County Regional Planning Commission and conduct a public information meeting last December. Several other communities in the region also received these mini-grants, allowing for coordination of efforts and the development of very similar CSOs. Many communities in the region have either already adopted a CSO or are currently working on one. For example, Lansing Township adopted their CSO last year and both Meridian and Delta are actively working on it. In Delhi Township, we began looking at a CSO as a method for encouraging implementation of the 2007 Non-Motorized Transportation Plan and promoting place making strategies.

The impetus for CSO's within the State of Michigan comes from legislation adopted in 2010. I would encourage you to review the attached "fact sheet" that provides additional detail. The focus of all Complete Street initiatives throughout the State is aimed at improving access for all legal users of streets and rights of way. Examples of improving access could include bike lanes, non-motorized pathways, sidewalks and other improvements within proximity to the roadway. In some communities, the use of the road right-of-way can extend to accommodate outdoor dining areas, shopping and other similar uses (think downtown Ann Arbor). However, the focus of all CSO's is to simply insure that appropriate improvements are installed whenever possible and practical.

That being said, it is important to point out that our proposed CSO *does not mandate the installation of complete street infrastructure*. The CSO only requires that the improvements be evaluated by the Ingham County Department of Transportation and Roads (ICDTR) and Township prior to design and implementation of roadway improvements. Further, and perhaps more importantly, the CSO will strengthen the relationship between the ICDTR and the Township because there will be a requirement for the two organizations to work together in these discussions. Of course, there will be instances where the installation of complete street infrastructure is not possible as a part of a project. The CSO provides a number of provisions that enable the Township and the ICDTR to opt out of the installation, including unreasonable increased costs or lack of funding.

There is another important reason to adopt the CSO at this time. The Michigan Department of Transportation (MDOT) evaluates Transportation Enhancement (TE) grant applications more favorably for applicants who have adopted a CSO. As you know, the TE program is a federally funded program administered by MDOT. Dollars are distributed to communities within the State based on an application and competitive evaluation process. This is a significant source of potential funding. For example, Delhi Township has received a TE grant in the amount of approximately \$1.23 M for the construction of the North Trail Connector project. Because of the dollars potentially at stake it is important that we continue to be very competitive for these funds in the future.

With all this in mind, the Planning Commission (PC) has considered the proposed CSO and unanimously recommended approval to the Township Board. The PC discussed the CSO over the course of several meetings and held a public input meeting on May 14<sup>th</sup>. A copy of the draft meeting minutes are attached for your review and consideration. Information about Complete Streets, including a video, was also posted on the Township's website.

Please review the attached CSO and associated information. If you have any questions or would like to discuss this further, please do not hesitate to ask. Otherwise, if you would kindly send the CSO to the Township Board for their 1<sup>st</sup> consideration at the upcoming June 5<sup>th</sup> meeting, I would appreciate it. Thank you.

**Recommended Motion:**

**Upon second consideration, to adopt Township Ordinance No. 123 - Complete Streets Ordinance.**

DELHI CHARTER TOWNSHIP  
INGHAM COUNTY, MICHIGAN  
ORDINANCE NO. 123  
COMPLETE STREETS ORDINANCE

**PREAMBLE**

AN ORDINANCE INTENDED TO ENCOURAGE HEALTHY, ACTIVE LIVING, REDUCE TRAFFIC CONGESTION AND DEPENDENCE ON FOSSIL FUELS, AND IMPROVE THE SAFETY AND QUALITY OF LIFE FOR RESIDENTS OF DELHI CHARTER TOWNSHIP BY PROVIDING SAFE, CONVENIENT AND COMFORTABLE ROUTES FOR MULTIPLE MODES OF TRANSPORTATION, INCLUDING BUT NOT LIMITED TO, WALKING, BICYCLING, PERSONAL VEHICLES AND PUBLIC TRANSPORTATION.

The Charter Township of Delhi, Ingham County, Michigan, ordains:

**SECTION 1. TITLE.**

This Ordinance shall be known as the Delhi Charter Township Complete Streets Ordinance.

**SECTION II. DEFINITIONS.**

The following words, terms and phrases, when used in this Ordinance, shall have the meaning ascribed to them in this section, except where the context clearly indicates a different meaning:

*Complete Streets Infrastructure* means roadways planned, designed, and constructed to provide appropriate access to all legal users in a manner that promotes safe and efficient movement of people and goods whether by car, truck, transit, assistive device, foot, or bicycle.

*Street Project* means the construction, reconstruction, retrofit, or alteration, and includes the planning, design, approval, and implementation processes, except that “Street Project” does not include maintenance such as cleaning, sweeping, mowing, spot repair, or interim measures on detour routes.

*Users* means legal users of the public right-of-way, including pedestrians, bicyclists, motor vehicle drivers, public transportation riders and drivers, and people of all ages and abilities, including children, youth, families, older adults, and individuals with disabilities.

### **SECTION III. PURPOSE.**

The purposes of this Ordinance are as follows:

1. To promote public health, safety, comfort, convenience, and general welfare of the community by providing opportunities for walking, bicycling, personal vehicular transportation and public transportation.
2. To encourage increased use of non-motorized modes of transportation.
3. To enable convenient travel as part of daily activities.
4. To improve the public welfare by addressing a wide array of health and environmental problems, and meet these needs for all constituents within the Township.
5. To provide for the orderly growth and harmonious development of the Township consistent with the comprehensive development plan and the zoning ordinance; and to secure adequate traffic circulation to the streets and highways.
6. To achieve the maximum utility and livability on individual parcels and within the community as a whole.
7. To continue to develop within the Township the Complete Streets Infrastructure that is vital to the creation of a sense of place within the community.
8. To provide logical procedures for the achievement of these purposes.

### **SECTION IV. REQUIREMENT FOR COMPLETE STREETS INFRASTRUCTURE**

1. The Township shall make complete streets practices a routine part of operations, shall approach every transportation project and program as an opportunity to improve public and private streets and the transportation network for all users, and shall work in coordination with other departments, agencies, and jurisdictions to achieve complete streets. The Township shall work in partnership with the Ingham County Department of Transportation and Roads to facilitate implementation of Complete Streets to the extent feasible, pursuant to this Ordinance.
2. The Township shall prioritize projects that are near public service areas (e.g. schools, government facilities, libraries, public health facilities, parks, hospitals, farm markets, etc.).
3. To the extent possible, every street project on public or private streets shall consider complete streets infrastructure sufficient to enable reasonably safe travel along and across the road right-of-way for each category of users; provided, however, that such infrastructure may be excluded, upon agreement of the Township and the Ingham County

Department of Transportation and Roads, subject to each agency's powers and duties, where documentation and data indicate that:

- a. Use by non-motorized users is prohibited by law.
  - b. The cost would be excessively disproportionate to the need or probable future use over the long term, or funding is simply not available.
  - c. There is an absence of future need.
  - d. Inclusion of complete streets infrastructure would be unreasonable or inappropriate in light of the scope of the project.
  - e. Implementation of complete streets infrastructure is not possible due to physical restraints imposed by the project area.
4. As feasible pursuant to sub-section (3) directly above, the Township shall incorporate complete streets infrastructure into existing public and private streets to improve the safety and convenience of users, construct and enhance the transportation network for each category of users, and create a walkable community.
  5. As feasible pursuant to sub-section (3) above, if the safety and convenience of users can be improved within the scope of a street project that includes pavement resurfacing, re-striping, or signalization operations, such projects shall implement complete streets infrastructure to increase safety for users.
  6. The Township shall review and either revise or develop proposed revisions to all appropriate plans, zoning and subdivision codes, laws, procedures, rules, regulations, guidelines, programs, templates, and design manuals, including the Master Plan and Non-Motorized Transportation Plan of the Township to integrate, accommodate, and balance the needs of all users in all street projects on public and private streets. This shall be done throughout the normal course of such revisions.

#### **SECTION V. DATA COLLECTION, STANDARDS, AND PUBLIC INPUT.**

1. The Township has collected data and significant public input. Based on that data and public involvement the Township has adopted a Non-Motorized Transportation Plan which outlines the desired Complete Streets Infrastructure throughout the Township. Like any planning document, it may be amended and/or updated from time to time.
2. The Township shall continue encourage public participation in decisions concerning the design and use of streets.
3. The Township shall work in concert with the Ingham County Department of Transportation and Roads when evaluating future roadway projects for the inclusion or feasibility of complete streets infrastructure.

4. All initial planning and design studies, development proposals, health impact assessments, environmental reviews, or other reviews for projects requiring funding and/or approval by the Township shall:
  - a. Evaluate the effect of the proposed project on safe travel by all users, and
  - b. Identify measures to mitigate any adverse impacts on such travel that are identified, and
  - c. Achieve implementation of Complete Street Infrastructure to the extent feasible.

**SECTION VI. SEVERABILITY.**

Sections of this Ordinance shall be deemed to be severable and should any section, clause or provision of this Ordinance be declared to be invalid, the same shall not affect the validity of the Ordinance as a whole or any part thereof, other than the part so declared to be invalid. Further, nothing in this Ordinance shall be interpreted to conflict with state statutes on the same subject matter. Conflicting provisions of this Ordinance shall be abrogated to, but only to, the extent of the conflict. If any part of this Ordinance is found to be invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision. Such holding shall not affect the validity of the remaining portions thereof, and the remainder of the Ordinance shall remain in force.

**SECTION XXI. SAVINGS CLAUSE.**

The amendment or repeal by this Ordinance of any ordinance or ordinance provision shall have no effect upon prosecutions commenced prior to the effective date of this Ordinance or prosecutions based upon actions taken by any person prior to the effective date of this Ordinance. Those prosecutions shall be conducted under the Ordinance provisions in effect prior to the effective date of this Ordinance. Penalties which have been incurred and prosecutions for violations of law occurring before the effective date of this Ordinance are not abated by this Ordinance.

**SECTION XXII. EFFECTIVE DATE.**

This Ordinance shall become effective thirty (30) days after its adoption and publication as required by law.

Ayes:

Nay:

Absent:

First Reading:

First Publication:

Second Reading:

Second Publication (Posting):

Effective Date:

**Excerpt from May 14, 2012  
Draft Meeting Minutes  
Planning Commission**

**Complete Streets – Ordinance No. 123**

Ms. Miller reviewed the proposed Ordinance and the outcome of previous deliberations by the Planning Commission (PC) board. She indicated that the previous discussion was generally positive with regards to recommending the Complete Streets Ordinance and that the PC had indicated a desire to receive any relevant public input before making a recommendation. To that end, a public notice was published to inform residents and welcome their attendance to this meeting for questions and comments.

In addition, Ms. Miller outlined one change in the language in Section 4, subsection 1 requested by the Ingham County Road Commission (ICRC). The language was developed by the ICRC while working with Meridian Township on its complete streets ordinance. The ICRC requested that it be incorporated into our language as well.

**Public Comment Opened**

Steven Lieby, 2691 Hydra Drive, Lansing, addressed the PC board. He is an avid cyclist and is in favor of this ordinance and any efforts that contribute to Walkability and non-motorized transportation efforts in the community.

**Public Comment Closed**

**Commissioner O’Hara moved, seconded by Commissioner Goodall to recommend adoption of Ordinance No. 123 regarding Complete Streets to the Township Board.**

Discussion: None

Roll Call Vote:

Ayes: Olson, Todd, Zietlow, Craig, Goodall, Hayhoe, Leaf, O’Hara

Nays: None

Absent: Weaver

Abstain: None

## **Complete Streets Frequently Asked Questions**

### **1. What is a Complete Street?**

According to Michigan Public Act (PA) 135 of 2010, a Complete Street provides “appropriate access to all legal users in a manner that promotes safe and efficient movement of people and goods whether by car, truck, transit, assistive device, foot or bicycle.”

### **2. Is Complete Streets a law?**

Complete Streets is an approach to transportation planning and design that considers appropriate access for all legal roadway users in the various phases of a transportation project. PA 134 and 135 are laws intended to further the development of Complete Streets and facilitate communication between agencies regarding transportation projects and project elements that contribute to Complete Streets.

### **3. What do these two laws require?**

In summary, PA 135:

- Requires the State Transportation Commission (STC) to adopt a Complete Streets Policy for MDOT.
- Establishes a Complete Streets Advisory Council within MDOT.
- Specifies consultation requirements.

Michigan Public Act 134 of 2010, a companion bill to PA 135, amends the Michigan Planning Enabling Act. This amendment expands the definition of "street" to include all legal users, and expands elements that may be included in a master plan to include all forms of transportation and their interconnectivity. It further specifies that transportation improvements be appropriate to their context and implemented in cooperation with the appropriate road agency.

### **4. What is a Complete Streets policy?**

According to PA 135, a Complete Streets policy provides guidance that promotes Complete Streets. The law states that the policy should be sensitive to the local context and consider the functional class of the roadway, project costs, and the varying mobility needs of all legal users of the roadway. Additionally, the law states the policy should allow for appropriate exemptions. The law requires the STC to adopt a Complete Streets policy by August 2012. The law also requires that the STC develop a model local Complete Streets policy that may be adopted at the discretion of local units of government.

### **5. Are local agencies required to adopt Complete Streets policies?**

Neither PA 134 nor PA 135 requires local agencies to adopt a Complete Streets policy.

**6. How can my community compete for Complete Streets funding?**

There is no specific funding set aside for Complete Streets, nor is there any new mandate for the redistribution of existing funding sources to fund Complete Streets. Section 10k of PA 51 of 1951 already requires that an average of 1 percent of distributed state transportation funds in all jurisdictions be used for nonmotorized facilities. PA 135 modified the language in PA 51 to clarify that nonmotorized facilities that contribute to Complete Streets are an eligible use of those funds.

**7. Is Complete Streets a grant program?**

Complete Streets is not a grant program and does not offer or entitle any community to funding for infrastructure improvements. Complete Streets is a concept in which multiple modes of transportation are considered and, when appropriate, addressed in some form as part of transportation projects.

**8. How does having a Complete Street policy tie in to Federal Transportation Enhancement Program Funding?**

The federal Transportation Enhancement (TE) program is a competitive grant program administered by MDOT to fund a variety of projects, including but not limited to projects that support walking and bicycling. Because the TE program funds projects that contribute to Complete Streets, it is logical that communities will pursue it. However, because of the program's popularity, communities with Complete Streets policies in place must still submit applications that are competitive and meet other program goals and criteria. TE program review criteria have been revised to enable communities with Complete Streets policies to receive additional consideration. It is important to understand that simply having a Complete Streets policy in place does not guarantee a project will be funded.

**9. How do we pay for Complete Streets?**

Amenities and facilities associated with or that contribute to Complete Streets may be funded from several existing sources. There is no designated source of money to pay for funding Complete Streets projects, nor is there any additional funding available in regular transportation funding programs. Implementing Complete Streets concepts or facilities may be accomplished by shifting of resources, leveraging new sources of funding, or both. Most federal transportation funding programs allow program funds to pay for Complete Streets-related facilities. The Michigan Transportation Fund (MTF) also can be used to fund Complete Streets facilities. Other *non-traditional* sources of funding that can be considered include: Capital Improvement Programs, Downtown Development Authority programs and other local tax increment finance authorities, grants from public or private entities, special assessments, the private sector via new development agreements, Community Development Block Grants, foundations, and many more.

**10. Who manages Michigan's Complete Streets Program?**

No one agency or group “manages” Complete Streets in Michigan. A Complete Street is a concept, not a program, and as such no one agency is responsible. Many local groups, or agencies with statewide reach are involved in Complete Streets in one form or another. If a community has a Complete Streets policy, it is coordinated and implemented locally by an individual or group of individuals within the community. A good place to find local information is the local planning or engineering department, the clerk’s office, the city manager or a similar municipal official. Since the passage of a Complete Streets policy will directly affect road agencies that have jurisdiction over transportation facilities within the community, it is important to engage and continually communicate with road agencies that will be affected.

**11. Is Complete Streets only for nonmotorized trail projects?**

The law states that Complete Streets are “roadways planned, designed, and constructed to provide appropriate access to all legal users,” and it defines a policy as: “a document that provides guidance for the planning, design and construction of roadways or an interconnected network of transportation facilities.” The definition of Complete Streets does not indicate nor specify what type of facility or project is required to constitute a Complete Street. There are no *standards* for what a Complete Street looks like or should include. When planning, scoping and designing transportation projects, MDOT uses a Context Sensitive Solutions (CSS) process in working with our stakeholders to determine how to address Complete Street needs.

**12. Can a community require a road commission or MDOT to build pathways if it has adopted a Complete Streets policy?**

State law does not give local communities authority or jurisdiction over the projects planned or undertaken by transportation agencies. The law requires road commissions, MDOT and local units of government to consult with one another regarding projects or plans and to agree on how best to address their respective Complete Streets policies.

As required by the STC's CSS policy (2005), MDOT utilizes a CSS process on all of its projects. As defined in PA 135 Sec. 10p (b), a Complete Street “is sensitive to the local context and recognizes that needs vary according to urban, suburban, and rural settings.” Through the CSS process, MDOT engages dialog among stakeholders to discuss: community land use and transportation planning, community context, and user needs.

The goal of this process is to determine the appropriate response to a community’s needs, which includes addressing all legal users as defined under Complete Streets.

**13. How does a local government pass a Complete Streets policy?**

Efforts to pursue a local Complete Streets policy should not be done in a vacuum. Individuals or groups interested in having a local government pass a Complete Streets policy should begin their efforts by communicating with and educating appointed and elected officials on the specific aspects they believe are relevant and important to them and their community; and how and why they believe a Complete Streets policy would enhance or strengthen those qualities. During this process, it also will be necessary to work with local planning and engineering departments, the clerk's office, and municipal officials. Because the passage of a Complete Streets policy will directly affect road agencies that have jurisdiction over roads within the community, it is important to engage and continually communicate with road agencies that will be impacted. Efforts also should be made to inform residents, property owners, business officials and non-profit organizations during this process. All communities are unique and, as such, each community should develop a policy that is unique to them rather than pass a "boiler plate" resolution, policy, or ordinance.

**14. Who can I call for more information?**

There is not one point of contact or source for information concerning Complete Streets. Who you call will depend on the nature of the information being sought. If the information you are seeking relates to a local community, a good place to start would be the local planning or engineering department, the clerk's office, the city manager or similar municipal official.

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# Complete Streets: Designing Roadways For The Benefit Of All

**Model D** | By [K.G. WASSUS](#)

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Cyclists on the Dequindre Cut bike path in Detroit. Flickr photo by healthiermi.

[\*This article originally appeared in Model D.\*](#)

"Struck by vehicle" should have no place in an obituary, but from 2001-2009, it found its way into 1,468 death notices, and cost Michigan \$6.31 billion. In Michigan, non-motorized pedestrian safety has been a struggle. Our state now ranks 19th nationally on the Pedestrian Danger Index--making Michigan's informal title, "America's High Five," seem like somewhat of a misnomer. But how has Michigan sunk so low?

Unsafe street and road design play a big role in pedestrian deaths, experts say.

Imagine a Michigan road system where the right to walk is afforded the same respect as the right to drive, where riding a bike doesn't mean risking imminent death, and where a handicapped person can use public transit without having to strong-arm a wheelchair up a curb. The Michigan Complete Streets Coalition seeks to make that vision a reality.

"We have 70 local Complete Streets resolutions and ordinances that have been adopted across the state," says John Lindenmayer, Co-Chair of the Michigan Complete Streets Coalition. "That's the largest number of policies adopted in any state, according to the National Complete Streets coalition."

A Complete Streets policy means designing roadways and communities for all users. Bicyclists get their own clearly marked lanes. Pedestrians get crosswalks, often with safety medians that allow a stop in the middle of the street. Public transit users get usable transit stops with curb ramps, benches, and overhangs to protect from inclement Michigan

weather.

Fortunately, there are funds available for communities that want to improve non-motorized transportation. Standard grant applications can be paired with a Complete Streets policy, to give cities and towns access to funding through a number of federal highway programs. However, much to Lindenmayer's dismay, these funds--for transportation enhancements, routes for school, and air quality--are currently being debated in congress, and are at risk of being eliminated.

"We need to at the very least protect the small pots of funding we have," Lindenmayer says.

In Michigan, some budget-wary city planners have been taking first steps toward making streets "complete" by putting streets on "road diets." With a road diet, a town takes a four-lane road, removes a lane, then adds a turn lane. In the remaining lane space, planners have the space needed for bike lanes on both sides of the road.

Studies show that road diets result in reduced crashes, increased property values, improved sight distance, more on-street parking, and better pedestrian facilities.

"Road diets are the low-hanging fruit with the most bang for your buck that you can get done relatively quickly," Lindenmayer adds. "It's just paint on the road."

"People are starting to realize the economic development side to this," says Sarah Panken, the Active Communities Manager at the Michigan Fitness Foundation. "Complete Streets attract business, visitors, and are great for tourism. It's great for attracting and retaining young talent."

The website for Michigan Complete Streets Coalition lists myriad community benefits of having Complete Streets: fewer vehicle crashes, more active communities, higher real-estate value, reduced noise pollution. The problem, though, isn't convincing decision makers of Complete Street benefits; it's getting them to follow through with execution and implementation once they've filed a resolution.

"We're over-celebrating," laments Todd Scott, Coordinator for Detroit Greenways.

"A lot of communities are passing Complete Streets resolutions, but have no concern with doing anything different," he says. "I don't think there's checking going on."

It appears some Complete Streets resolutions, like New Year's resolutions to hit the gym, have been faltering in the face of dissipating enthusiasm.

"A Complete Streets resolution sounds really good when you read it, but I'm not sure how many communities are committed to making that happen--or to sharing a vision of what it really is," Scott continues. "Clawson, after passing their own resolution, ironically removed one of its crosswalks, making some of its roads actually less complete."

Of Michigan's 70 filed policies, 14 are ordinances and 56 are resolutions. An ordinance bears the legal teeth needed for a Complete Streets policy to get planned, designed, and executed in full. A resolution, however, is more of a pledge, or as Lindenmayer puts it, "a proclamation of support of the concept of Complete Streets."

Nevertheless, in order to keep dust from gathering on resolutions, the Michigan Complete Streets Coalition has been sending out kits explaining how to transform resolutions into ordinances. Each kit includes examples of successful non-motorized plans for towns to use in constructing their own ordinances.

"The planning process has to be woven into what you do on an everyday basis," Pankin says.

Implementation isn't the coalition's only snag. Another hurdle Michigan's Complete Streets policies face is education. Misunderstandings regarding costs, context, and how to deploy Complete Streets has stymied its development in some communities.

"A rural road is going to look a lot different than an urban core," Lindenmayer says. "Sidewalks, bike lanes, wide shoulders, countdown timers--you can't cram every one of those into every project."

To help hone budding policies, there are multiple Complete Streets education modules online. On the Coalition's site, you'll find "Complete Streets 101," which documents what a good policy should look like, what improvements cost, and resources for planners.

Lindenmayer also maintains that costs are minimal when starting a Complete Streets policy. Simple starting points, such as road diets, cost little next to expensive retrofits. And Complete Streets, despite the raised eyebrows of road commissioners across the state, can be cost effective when done right. The simple addition of a countdown clock on a street corner can be done for as little as \$2,000 per intersection.

"We've got a lot of work ahead of us. Funding is always a concern," Lindenmayer says. "Whatever project you're trying to do, there are always dollars and cents associated with it."

Financial obstacles notwithstanding, the movement has been gaining momentum in the last couple years.

Recently, the Michigan Environmental Council conducted a study with focus groups in Southfield and Grand Rapids. The results showed that citizens are more interested in seeing sidewalks and bike lanes--not just more roads.

The growing awareness and power of Complete Streets is in part a result of the dialog the movement has created--both online, and in city offices. Michigan residents are now attuned to the concerns of bicyclists and pedestrians looking for safer, healthier communities.

Scrolling through the Michigan Complete Streets Coalition partners page, interested readers will discover a veritable heap of logos from like-minded collaborators. These partnerships--with groups like AARPA, the League of Michigan Bicyclists, SEMCOG, and the American Heart Association--have led to community forums engaging Michigan residents in starting their own Complete Streets movement.

Some Michigan residents have created their own advocacy groups. Groups of citizens from Clinton, Eaton, and Ingham counties formed the Mid-Michigan Active Transportation Coalition (MMATC) in 2008 to promote policies and programs that integrate active transportation choices in Mid-Michigan communities.

These partnerships have helped coalition leaders engage the community in Complete Streets policies. Myra Tetteh, Chairwoman of Detroit's Complete Streets workgroup, stresses getting involved with a city's decision makers.

"You should have city government involvement early on--even if you're just writing a grant," says Tetteh. "You all have to work together; the city planning commission cannot do it by themselves. It has to be a combined effort with city government."

Currently, Detroit has its own Complete Streets ordinance sitting on a desk in city council waiting to get voted on, which would ratify Detroit's dedication to pedestrian and bicyclist safety. The only problem is, in a city like Detroit, that wait happens to be a long one.

Myra dreams that Detroit will become a leader in the nation for Complete Streets in the next 10-20 years. She wants to knock New York off the pedestal. "We want people coming to interview Detroit because it's so unique. I see news cameras, I see people from around the world coming here to our city," she says.

But until then, Detroit's first order of business is getting its ordinance passed through a busy city council.

"I wouldn't say it's stuck in legal, at least not yet," Tetteh says. "It's making its way through the legal process, but as you know, there are other issues in Detroit that take precedence."

Fortunately, legal procedures for Complete Streets are about to get a lot more firepower.

In August 2010, Michigan became the 14th state to adopt Complete Streets legislation. Two public acts--PA 134 and 13--were passed by then Gov. Jennifer Granholm. PA 134 mandates that the Michigan Department of Transportation formulate a Complete Streets policy and work with local residents to provide Complete Streets assistance. PA 135 requires that Complete Streets principles be included in local master plans.

Since then, 18 members from like-minded interest groups have served on an advisory panel for Complete Streets at the state level, aiding the State Transportation Commission in drafting its own internal policy. This August is the deadline for the State Transportation Commission to enact an internal Complete Streets policy for the Michigan Department of Transportation (MDOT).

At the end of the day, are Complete Streets something Michigan residents should be optimistic about?

In short--yes.

However, Lindenmayer underscores the need for persistence.

"Complete Streets in and of itself is a new movement. It's a long-term vision of where we want to take our communities. One of the keys is just having patience; we have to keep beating the drum. The next step for these communities is to back up these resolutions they've written and endorsed, and develop them into plans."

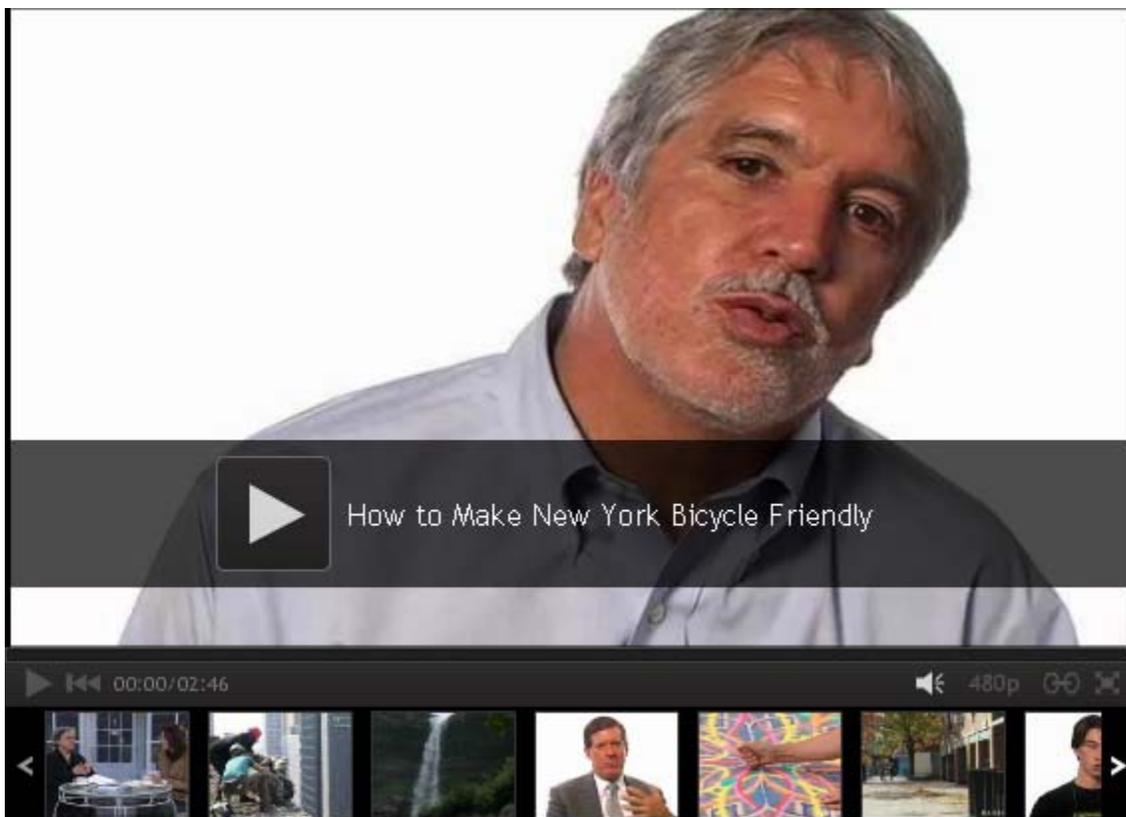
While the Michigan Complete Streets Coalition continues to beat the drum, it's important that community leaders, policy makers, and advocates stay aware of the challenges Complete Streets policies face, and focus on educating their communities of their benefits.

"The gravest of policy errors," Myra Tetteh says, "is when we pass a law, and we don't look at that law for years to come."

*K.G. Wassus is a Michigan-based freelance writer. This piece is running in Model D and all our sister publications.*

Flickr photo [by healthiermi](#).

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Complete Streets are designed and operated so they work for all users— pedestrians, bicyclists, motorists and transit riders of all ages and abilities. Communities that adopt complete streets policies are asking transportation planners and engineers to consistently design and alter the right-of-way with all users in mind. Contact the National Complete Streets Coalition ([www.completestreets.org](http://www.completestreets.org)) to learn about the diverse groups working together to enact complete streets policies across the country!

# Complete Streets Spark Economic Revitalization

More than a decade ago, streets in downtown West Palm Beach were designed so drivers could quickly pass through without stopping. The properties downtown were 80% vacant, the city was \$10 million in debt, and street crime was common. In an effort to revitalize a barren downtown, the mayor looked first to transportation investments, such as pedestrian crossings, traffic calming measures, and streetscaping. Today, West Palm Beach boasts a booming, safe downtown with an 80 percent commercial occupancy rate. Commercial and residential property values along the improved corridors have soared.<sup>1</sup>



Complete streets transformed West Palm Beach's downtown into a friendly destination during the day, and in the evening.

Photos courtesy of Downtown Development Authority  
West Palm Beach

## Incomplete streets restrict economic development

In today's landscape, retail and commercial development is often accessible only by automobile along roads that have become jammed even on weekends. Potential shoppers are left with no choice but to fill up the tank and drive. For many, that can mean staying home. This is particularly true for seniors; research shows that that "half of all non-drivers age 65 and over – 3.6 million Americans – stay home on a given day because they lack transportation."<sup>2</sup> The economy cannot reach its maximum potential when buyers are unable to reach retail destinations.

Lack of transportation options also affects the workforce. In a 2006 Airport Corridor Transportation Association report on employment centers outside Pittsburgh, 30% of employers responded that transportation was the number one barrier to hiring and retaining qualified workers.<sup>3</sup> Although bus routes serve a portion of the center, more than 50% of employees responded that there was no bus stop convenient to home or work. Other employees noted that they didn't use public transportation because bus stops in the area had no sidewalks to safely reach their destination. The lack of a network of complete streets in and around this activity center makes it difficult to attract and retain employees.

Incomplete streets hinder economic growth and can result in lost business, lower productivity, and higher employee turnover.

(over)

## The Benefits of Complete Streets 7



### Complete Streets Steering Committee Organizations

AARP  
Alliance for Biking and Walking  
America Bikes  
America Walks  
American Council of the Blind  
American Planning Association  
American Public Transportation Association  
American Society of Landscape Architects  
Association of Pedestrian and Bicycle Professionals  
City of Boulder  
HNTB  
Institute of Transportation Engineers  
League of American Bicyclists  
McCann Consulting  
National Association of Area Agencies on Aging  
National Center for Bicycling and Walking  
Safe Routes to School National Partnership  
Smart Growth America  
SvR Design Company

### National Complete Streets Coalition

1707 L St NW, Suite 1050  
Washington, DC 20036  
(202) 207-3355  
info@completestreets.org



## Complete Streets Spark Economic Revitalization

### Complete Streets create viable, liveable communities

Creating infrastructure for non-motorized transportation and lowering automobile speeds by changing road conditions can improve economic conditions for both business owners and residents. When Valencia Street in San Francisco's Mission District slimmed its traffic lanes to slow down cars and accommodate other users, merchants reported the street changes enhanced the area. Nearly 40 percent of merchants reported increased sales, and 60 percent reported more area residents shopping locally due to reduced travel time and convenience. Overall, two-thirds of respondents described the increased levels of pedestrian and bicycling activity and other street changes improved business and sales.<sup>4</sup> A network of complete streets is more safe and appealing to residents and visitors, which is also good for retail and commercial development.



Right: Don Burden

Complete streets in North Carolina attract more tourists: in 2004, NC DOT invested \$6.7 million in bicycling infrastructure which brings in \$60 million annually from visitors.

Street design that is inclusive of all modes of transportation, where appropriate, not only improves conditions for existing businesses, but also is a proven method for revitalizing an area and attracting new development. Washington, DC's Barracks Row was experiencing a steady decline of commercial activity due to uninviting sidewalks, lack of streetlights, and speeding traffic. After many design improvements, which included new patterned sidewalks, more efficient public parking, and new traffic signals, Barrack's Row attracted 44 new businesses and 200 new jobs.<sup>5</sup> Economic activity on this three-quarter mile strip (measured by sales, employees, and number of pedestrians) has more than tripled since the inception of the project.

Complete streets also boost the economy by increasing property values, including residential properties, as generally homeowners are willing to pay more to live in walkable communities. In Chicago, homes within a half-mile of a suburban rail station on average sell for \$36,000 more than houses located further away.<sup>6</sup> Similarly in Dallas, the new public transportation rail line helped spur retail sales in downtown Dallas, which experienced sales growth of 33 percent, while the sales in the rest of the city grew 3 percent.<sup>7</sup>

<sup>1</sup> Street Redesign for Revitalization, West Palm Beach, FL. Case Study No. 16. [http://www.walkinginfo.org/pedsafe/casestudy.cfm?CS\\_NUM=16](http://www.walkinginfo.org/pedsafe/casestudy.cfm?CS_NUM=16).  
<sup>2</sup> Surface Transportation Policy Partnership. Aging Americans: Stranded Without Options. 2004. [http://www.transact.org/library/reports\\_html/seniors/aging.pdf](http://www.transact.org/library/reports_html/seniors/aging.pdf)  
<sup>3</sup> Airport Corridor Transportation Association (ACTA). Study of Improved Shared Ride Transportation Services to the Robinson/North Fayette Employment Center. October 26, 2006. <http://www.acta-pgh.org>.  
<sup>4</sup> Drennen, Emily. Economic Effects of Traffic Calming on Urban Small Businesses. 2003. [http://www.emilydrennen.org/TrafficCalming\\_full.pdf](http://www.emilydrennen.org/TrafficCalming_full.pdf).  
<sup>5</sup> Barrack's Row Annual Report. 2006. <http://www.barracksrow.org/public/AnnualReports/BAR-001-AnnualRprt4.pdf>.  
<sup>6</sup> American Public Transportation Association. Public Transportation Means Business. [http://www.apta.com/government\\_affairs/tea21/documents/brochure\\_transit\\_means\\_business.pdf](http://www.apta.com/government_affairs/tea21/documents/brochure_transit_means_business.pdf).  
<sup>7</sup> APTA. Public Transportation Means Business.

# Complete Streets Help Keep Kids Safe!



Complete Streets are designed and operated so they work for all users— pedestrians, bicyclists, motorists and transit riders of all ages and abilities. Communities that adopt complete streets policies are asking transportation planners and engineers to consistently design and alter the right-of-way with all users in mind. Contact the National Complete Streets Coalition ([www.completestreets.org](http://www.completestreets.org)) to learn about the diverse groups working together to enact complete streets policies across the country!

Outside Philadelphia, two students who attend Uwchlan Hills Elementary School ride the bus only 90 yards to cross a busy street. In Auburn, Maine, students living just down the street from their brand new elementary school are also taking the bus. These schools are missing the necessary sidewalks and crosswalks that allow kids to walk to school safely – their streets are incomplete.



Right: photo courtesy of Michael Rankin  
Left: photo courtesy of League of Illinois Bicyclists

These children clearly do not have a safe route to school. The incomplete streets pictured make their trip unappealing and unsafe.

## Incomplete streets a barrier for children

When streets are designed only for cars, they become barriers for children, who cannot safely walk or bicycle along or across them. Unfortunately these safety fears are well founded – pedestrian injury is a leading cause of unintentional, injury-related death among children, age 5 to 14.<sup>1</sup>

As a result, many children end up in the back seat of the car, missing out on opportunities for independence and physical activity. One recent survey found that, while 71% of adults walked or rode their bicycles to school as a child, a mere 17% of their own children currently do so.<sup>2</sup> While ‘stranger danger’ is often cited as a primary factor, a CDC survey found that traffic-related danger is a more common reason children did not walk to school.<sup>3</sup> Limited physical activity is a factor in the obesity epidemic among children. The number of overweight or obese American children nearly tripled between 1980 and 2004.<sup>4</sup>

The lack of complete streets is perhaps best illustrated by hazard busing for schoolchildren. In Illinois, 15% of students who ride the bus to school do so because it is considered too dangerous to walk from home, less than 1.5 miles away.

(over)

# The Benefits of Complete Streets I



## Complete Streets Steering Committee Organizations

AARP  
Alliance for Biking and Walking  
America Bikes  
America Walks  
American Council of the Blind  
American Planning Association  
American Public Transportation Association  
American Society of Landscape Architects  
Association of Pedestrian and Bicycle Professionals  
City of Boulder  
HNTB  
Institute of Transportation Engineers  
League of American Bicyclists  
McCann Consulting  
National Association of Area Agencies on Aging  
National Center for Bicycling and Walking  
Safe Routes to School National Partnership  
Smart Growth America  
SvR Design Company

## National Complete Streets Coalition

1707 L St NW, Suite 1050  
Washington, DC 20036  
(202) 207-3355  
info@completestreets.org



## Complete Streets Help Keep Kids Safe!



Right: photo courtesy of Dan Burden  
Left: www.pedbikeinfo.org/Portland Bureau of Transportation

Complete streets provide children with a safe and pleasant environment to walk or bike.

## Complete Streets give children safety, mobility

Complete streets provide children with opportunities to walk, bike and play in a safe environment. More children are likely to walk or bike to school when sidewalks or footpaths are present, when there are safe street crossings, and when school zones enforce a reduced vehicle speed.<sup>5</sup> Streets that provide dedicated space for bicycling and walking help kids get physical activity and gain independence.

Safe Routes to School (SRTS) programs, which have become tremendously popular across the country, will benefit from complete streets policies that help turn all routes into safe routes. The California program, initiated through legislation in 2000, was an immediate success, with more kids walking to school, reduced traffic speeds near schools, and more drivers yielding to pedestrians.<sup>6</sup> While federal funding is now available in all fifty states for Safe Routes to School programs, it only serves a limited number of communities each year. Complete streets policies can augment these programs to help all communities create safe routes as a routine part of roadway improvement, design and construction.

A community with a complete streets policy considers the needs of children every time a transportation investment decision is made. Roads near schools and in residential neighborhoods are designed and altered to allow children, the most vulnerable users of our streets, to travel safely.

<sup>1</sup> Surface Transportation Policy Project (2004) Mean Streets

<sup>2</sup> Appleyard, B. (2005) Livable Streets for Schoolchildren. NCBW Forum.

<sup>3</sup> S Martin, S Carlson, Barriers to Children Walking to or From School—United States, 2004M MMWR. 2005; 54:949-952.

<sup>4</sup> U.S. Centers for Disease Control & Prevention. (2004) Physical Activity and the Health of Young People.

<sup>5</sup> Ewing, R. Will Schroeder, William Greene. School location and student travel: Analysis of factors affecting mode choice. Transportation Research Record: Journal of the Transportation Research Board, No. 1895, TRB, National Research Council, Washington, D.C., 2004, pp. 55-63.

<sup>6</sup> Appleyard, B. (2005)



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# Complete Streets Promote Good Health!

In Moses Lake, Washington, the community has adopted a Healthy Communities Action Plan, in direct response to a 127% increase in the adult obesity rate there. New zoning rules require wider sidewalks and other features that improve accessibility for pedestrians and cyclists.<sup>1</sup>



Right: [www.pedbikeimages.org/David-Crites](http://www.pedbikeimages.org/David-Crites)  
Left: Don Burden

When streets provide adequate access to bicyclists and joggers, people are more likely to be physically active.

## Incomplete streets restrict physical activity

When streets are designed only for cars, they deny people the opportunity to choose more active ways to get around, such as walking and biking. Even where sidewalks exist, large intersections and speeding traffic may make walking unpleasant or even unsafe - discouraging any non-motorized travel.

Obesity in America has reached epidemic proportions in recent years. The latest data show that 32% of adults are obese,<sup>2</sup> the number of overweight or obese American children nearly tripled between 1980 and 2004.<sup>3</sup> Health experts agree that a big factor is inactivity – 55 percent of the U.S. adult population falls short of recommended activity guidelines, and approximately 25 percent report being completely inactive.<sup>4</sup> Inactivity is a factor in many other diseases, including diabetes, heart disease, and stroke. Incomplete streets mean many people lack opportunities to be active as part of daily life.

Post World War II growth patterns and street designs tend to favor the automobile over walking and bicycling. The health impacts are clear - one study found that, on a daily basis, each additional hour spent driving is associated with a 6% increase in the likelihood of obesity, while each additional kilometer walked is associated with a 5% reduction in this likelihood.<sup>5</sup>

(over)

# The Benefits of Complete Streets 4



## Complete Streets Steering Committee Organizations

- AARP
- Alliance for Biking and Walking
- America Bikes
- America Walks
- American Council of the Blind
- American Planning Association
- American Public Transportation Association
- American Society of Landscape Architects
- Association of Pedestrian and Bicycle Professionals
- City of Boulder
- HNTB
- Institute of Transportation Engineers
- League of American Bicyclists
- McCann Consulting
- National Association of Area Agencies on Aging
- National Center for Bicycling and Walking
- Safe Routes to School National Partnership
- Smart Growth America
- SvR Design Company

## National Complete Streets Coalition

1707 L St NW, Suite 1050  
Washington, DC 20036  
(202) 207-3355  
info@completestreets.org



## Complete Streets Promote Good Health!



Right: Don Burden  
Left: Don Burden

Providing a safe environment for children to go outside and play is essential to combat the epidemic of childhood obesity.

## Complete streets make active living easy

Complete streets provide opportunities for increased physical activity by incorporating features that promote regular walking, cycling and transit use into just about every street. A report prepared by the National Conference of State Legislators found that the most effective policy avenue for encouraging bicycling and walking is incorporating sidewalks and bike lanes into community design – essentially, creating complete streets.<sup>6</sup> The continuous network of safe sidewalks and bikeways provided by a complete streets policy is important for encouraging active travel.

Public health researchers recommend building more sidewalks, improving transit service, and shifting highway funds to create bike lanes to encourage more physical activity.<sup>7</sup> One study found that 43% of people with safe places to walk within 10 minutes of home met recommended activity levels; among those without safe places to walk just 27% met the recommendation.<sup>8</sup> Residents are 65% more likely to walk in a neighborhood with sidewalks.<sup>9</sup>

Walkability has a direct and specific relation to the health of residents. A comprehensive study of walkability has found that people in walkable neighborhoods did about 35-45 more minutes of moderate intensity physical activity per week and were substantially less likely to be overweight or obese than similar people living in low-walkable neighborhoods.<sup>10</sup>

Easy access to transit can also contribute to healthy physical activity. Nearly one third of transit users meet the Surgeon General's recommendations for minimum daily exercise through their daily travels.

A community with a complete streets policy ensures streets are designed and operated to make it easy for people to get physical activity as part of their daily routine, helping them stay trim, avoid heart disease, and receive the many other benefits of physical activity.<sup>11</sup> DuPage County, Illinois adopted its complete streets policy as a health measure, calling it their "Healthy Streets Initiative" and the Tacoma-Pierce County Board of Health (WA) adopted a resolution urging all Pierce County municipalities adopt and implement Complete Streets policies to promote healthy living.

Footnotes on following page or online at [www.completestreets.org/factsheets](http://www.completestreets.org/factsheets)

[www.completestreets.org](http://www.completestreets.org)

## Complete Streets Promote Good Health!



- <sup>1</sup> U.S. Center for Disease Control and Prevention, 2006.
- <sup>2</sup> U.S. CDC. (2006) *Physical Activity and Good Nutrition: Essential Elements to Prevent Chronic Disease and Obesity*.
- <sup>3</sup> U.S. CDC. (2004) *Physical Activity and the Health of Young People*.
- <sup>4</sup> U.S. Dept. of Health and Human Services (2000) *Healthy people 2010*. 2nd edition. Washington, DC: U.S. Government Printing Office.
- <sup>5</sup> Frank, L.D. et al (2004) *Obesity Relationships with Community Design, Physical Activity, and Time Spent in Cars*. *American Journal of Preventative Medicine* 27:2.
- <sup>6</sup> Teach Robbins, L., Morandi, L. *Promoting Walking and Biking: the Legislative Role*. NCSL, December 2002.
- <sup>7</sup> Brennan-Ramirez, L. et al. "Indicators of Activity-Friendly Communities: An Evidence-Based Consensus Process" 2006. *American Journal of Preventive Medicine*, Volume 31, Issue 6
- <sup>8</sup> Powell, K.E., Martin, L., & Chowdhury, P.P. (2003). *Places to walk: convenience and regular physical activity*. *American Journal of Public Health*, 93, 1519-1521.
- <sup>9</sup> Giles-Corti, B., & Donovan, R.J. (2002). *The relative influence of individual, social, and physical environment determinants of physical activity*. *Social Science & Medicine*, 54 1793-1812.
- <sup>10</sup> Sallis, James F, et al. *Neighborhood built environment and income: Examining multiple health outcomes*. *Social Science and Medicine* 68(2009): 1285-1293.
- <sup>11</sup> Besser, L. M. and A. L. Dannenberg (2005). *Walking to public transit steps to help meet physical activity recommendations*. *American Journal Of Preventive Medicine* 29(4): 273-280.



Complete Streets are designed and operated so they work for all users— pedestrians, bicyclists, motorists and transit riders of all ages and abilities. Communities that adopt complete streets policies are asking transportation planners and engineers to consistently design and alter the right-of-way with all users in mind. Contact the National Complete Streets Coalition ([www.completestreets.org](http://www.completestreets.org)) to learn about the diverse groups working together to enact complete streets policies across the country!

# Complete Streets

## Improve Mobility for Older Americans

An 82-year-old woman was fined more than \$100 for crossing against a don't-walk signal. Mayvis Coyne began carrying her groceries across a Los Angeles road while the WALK signal was still on, but could not cross the wide road before the light changed. One elderly neighbor resorts to calling a cab simply to cross the poorly designed street.<sup>1</sup>



While the street pictured on the left does have crosswalks and signals the distance is intimidating to an older person and makes it hard for the senior to even see the walk signal. The street on the right provides a refuge median to make it much more inviting to slower pedestrians.



Right: [www.pedbikeinages.org](http://www.pedbikeinages.org)/Don Burden  
Left: [www.pedbikeinages.org](http://www.pedbikeinages.org)/Don Burden

### Incomplete streets a problem for older Americans

Central to the creation of livable communities is the ability for everyone, regardless of age or ability, to travel safely. Yet, many of our nation's roads do little to meet the needs of the growing population of older Americans. The U.S. Census Bureau projects that by 2025, nearly one in five Americans will be over the age of 65, totaling 62 million Americans. Many older adults will continue to drive for most of their trips, but some will face physical and cognitive challenges that must be addressed to enable their continued mobility and independence.

A transportation system that prioritizes fast automobile travel has created roads that are difficult to navigate or unsafe to travel by foot, bike, or public transportation. Crossings are long, intersections are expansive, sidewalks are absent, and transit stops offer no place to sit. These roads are especially trying for older adults, even when behind the wheel. Almost 40% of Americans over the age of 50 say their neighborhoods lack adequate sidewalks, 55% report inadequate bike lanes or paths, and 48% have no comfortable place to wait for the bus.<sup>2</sup> These incomplete streets have deadly results: In 2008, older pedestrians were overrepresented in fatalities; while comprising 13% of the population, they accounted for 18% of the fatalities.<sup>3</sup>

These incomplete streets limit safe mobility and can breed isolation. As people age, some will stop or limit their driving. More than 50% of older Americans who do not drive stay home on a given day because they lack transportation options. Older Americans make just 6% of their trips on foot or bike – far less than in some European countries, where adults over the age of 65 use these active modes for about half of all trips.<sup>4</sup> Non-driving seniors make 65% fewer trips to visit family, friends or go to church; many report they do not like to ask for rides.<sup>5</sup>

## The Benefits of Complete Streets 3



### Complete Streets Steering Committee Organizations

AARP  
Alliance for Biking and Walking  
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Association of Pedestrian and Bicycle Professionals  
City of Boulder  
HNTB  
Institute of Transportation Engineers  
League of American Bicyclists  
McCann Consulting  
National Association of Area Agencies on Aging  
National Center for Bicycling and Walking  
Safe Routes to School National Partnership  
Smart Growth America  
SvR Design Company

### National Complete Streets Coalition

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Washington, DC 20036  
(202) 207-3355  
info@completestreets.org



# Complete Streets Improve Mobility for Older Americans



Complete streets make it much easier for seniors to stay active, particularly when they require assistance in the form of a cane, walker, or wheelchair.



Right: www.pedbikeimages.org/Dan Burden  
Left: www.pedbikeimages.org/Dan Burden

## Complete streets help create livable communities

Complete streets policies offer the opportunity to improve travel options of people of all ages. Planning, designing, and building roads with all users in mind will provide older adults a variety of options for getting around, whether walking, taking public transportation, or sharing rides with family and friends.

A majority of people aged 50 or older support complete street policies.<sup>6</sup> More than half (54%) of older adults who reported an inhospitable walking, bicycling, and transit environment outside their homes would walk, bicycle, and take transit more if those problems were fixed.<sup>7</sup> Eight of ten of older Americans surveyed consider that “for many seniors, public transportation is a better alternative to driving alone, particularly at night.”<sup>8</sup> Complete streets also create safe space for older adults to walk or bike as exercise, helping them achieve a healthier lifestyle.

A community with a complete streets policy considers the needs of older residents every time a transportation investment decision is made. Following a complete streets process will balance the sometimes-competing needs of older drivers and older pedestrians by slowing vehicles down where necessary, creating an easily navigated multimodal network of streets, and improving visibility. Proven methods to create complete streets for aging pedestrians include retiming signals to account for slower walking speed, constructing median refuges or sidewalk bulb-outs to shorten crossing distances, and installing curb ramps, sidewalk seating, and bus shelters with seating. Improved lighting, signage, and pavement markings are among the measures that benefit drivers of any age, particularly older drivers.

<sup>1</sup> “Senior Cross Over Walking Ticket.” *Daily News of Los Angeles*. April 10, 2006.

<sup>2</sup> Lynott, Jana, et al. (2009). *Planning Complete Streets for an Aging America*. AARP Public Policy Institute.

<sup>3</sup> National Highway Traffic Safety Administration’s National Center for Statistics and Analysis. *Traffic Safety Facts: 2008 Overview*.

<sup>4</sup> Pucher, John and Lewis Dijkstra. (2003). “Promoting Safe Walking and Cycling to Improve Public Health: Lessons from the Netherlands and Germany.” *American Journal of Public Health*, September 2003, Vol. 93, No. 9.

<sup>5</sup> Surface Transportation Policy Project. (2004). *Aging Americans: Stranded Without Options*.

<sup>6</sup> Lynott, Jana. (2009).

<sup>7</sup> Lynott, Jana. (2009).

<sup>8</sup> American Public Transportation Association. (2005). *The Attitudes of Older Americans Toward Mobility and Transportation*.

[www.completestreets.org](http://www.completestreets.org)

# Complete Streets

## Improve Mobility for Americans with Disabilities



Complete Streets are designed and operated so they work for all users— pedestrians, bicyclists, motorists and transit riders of all ages and abilities. Communities that adopt complete streets policies are asking transportation planners and engineers to consistently design and alter the right-of-way with all users in mind. Contact the National Complete Streets Coalition ([www.completestreets.org](http://www.completestreets.org)) to learn about the diverse groups working together to enact complete streets policies across the country!

Walking home one evening, Bernard Vinther followed his guide dog into a signalized intersection. A car hit him and his dog, injuring him and killing his dog. The intersection is lit by a streetlight but has no painted crosswalks and no safe crossing cues for blind pedestrians.<sup>1</sup>



Left: US Access Board  
Right: Michael Rankin

The bus stop pictured at left would strand a wheelchair user and force anyone to tramp through the grass or walk in the street. The intersection pictured at right has no pedestrian facilities at all – even though the crossing is a legal one.

### Incomplete streets impede livability

Streets in our communities must allow safe and comfortable travel for everyone, including people with disabilities. Yet, they often are difficult to navigate for people who use wheelchairs, have diminished vision, can't hear well, or for people who move more slowly. Nearly one in five Americans face at least one of these challenges.<sup>2</sup>

Incomplete streets do not provide for pedestrians of all abilities and are thus a constant source of frustration and danger for people with disabilities. Along incomplete streets, unpaved surfaces and disconnected, narrow, or deteriorated sidewalks discourage wheelchair travel – and the lack of a curb ramp can force a pedestrian into the street. Wide intersections designed to quickly move motorized traffic may not provide enough time for someone with a disability to cross safely. Pedestrian signals that use only visual cues can lead to dangerous situations for those with low vision. A recent study found that blind pedestrians waited three times longer to cross the street, and made many more dangerous crossings than sighted pedestrians.<sup>3</sup>

Planting a bus stop sign in a patch of grass may not trigger other site improvements, but without sidewalks and necessary curb cuts, these stops are inaccessible and an uncomfortable place to wait for everyone. In Houston, sidewalks are absent between home and the nearest bus stop for three out of five residents with disabilities and older adults; nearly three-quarters said streets near their homes also lack curb ramps and bus shelters. As a result, fewer than 10% of them use public transportation, even though 50% live within two blocks of a bus stop.<sup>4</sup> Many people with disabilities may prefer to use fixed route transit, but a street network that does not account for their needs forces them to use more costly paratransit service.

(over)

## The Benefits of Complete Streets 2



### Complete Streets Steering Committee Organizations

AARP  
Alliance for Biking and Walking  
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America Walks  
American Council of the Blind  
American Planning Association  
American Public Transportation Association  
American Society of Landscape Architects  
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City of Boulder  
HNTB  
Institute of Transportation Engineers  
League of American Bicyclists  
McCann Consulting  
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National Center for Bicycling and Walking  
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SvR Design Company

### National Complete Streets Coalition

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Washington, DC 20036  
(202) 207-3355  
info@completestreets.org

# Complete Streets Improve Mobility for Americans with Disabilities



Right: www.pedbikeimages.com/Dan Burden  
Left: John Lofthore

The station pictured at left allows a rider using a wheelchair to wait for the bus in a safe, convenient environment. The crosswalk pictured at right provides visual and sensory clues, such as raised bumps, to guide people safely across the street.

## Complete streets remove barriers

Streets that are truly “complete” provide all of us with a choice of mobility options. They allow everyone to travel to and from work, school, and other destinations with the same level of safety and convenience, whether or not they have mobility, vision, or cognitive disabilities. Complete streets also help people who are coping with temporary disabilities as well as those pushing strollers, pulling wheeled luggage, or managing large packages.

Complete streets policies provide flexibility to transportation professionals and give them room to be creative in developing solutions that promote accessible travel. Operating under a policy can prompt a deeper analysis and encourage them to work with community members with disabilities. In roadway design, complete streets means attention to details at intersections, such as installing curb ramps, audible or tactile signals for blind pedestrians, and/or providing longer crossing times; along pedestrian routes by providing smooth sidewalks free of obstacles, with usable benches; and at transit stops with ample space to approach, wait, and board safely.

Complete streets policies remove barriers to independent travel by considering the needs of all users at the outset of every transportation project. Providing transportation choices for everyone, including those with disabilities, improves livability by connecting citizens to their community and by reducing dependence on more costly alternatives, such as paratransit or private transportation service.

For detailed guidance, please see the Revised Draft Guidelines for Accessible Public Rights-of-Way from the U.S. Access board: <http://www.access-board.gov/prowac/draft.htm>

<sup>1</sup> Trumbo, John and Paula Horton. “Car accident claims Keenewick man’s loyal guide dog.” Tacoma News Tribune, Mar. 19. 2010.

<sup>2</sup> Brault, Matthew. (2008). Americans with Disabilities: 2005. U.S. Census Bureau. December 2008.

<sup>3</sup> Ashmead, D.H., et al. (2005). Street Crossing by Sighted and Blind Pedestrians at a Modern Roundabout. Journal of Transportation Engineering, 131 (11): 812-821, November 2005.

<sup>4</sup> Gilderbloom JI, Markham JP. Housing quality among the elderly: A decade of changes. Int J Aging Hum Dev 1998; 46(1).



**MEMORANDUM**

**TO:** Delhi Township Board Members

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

**DATE:** June 13, 2012

**RE:** Agreement between Delhi Charter Township and Perfitt Excavating, Inc. – Campus Drive Sidewalk and Pedestrian Crossing Project

---

On May 15, 2012 the Township Board approved the low bid of \$54,301 from Perfitt Excavating, Inc. for the construction of sidewalk and pedestrian crossing along Campus Drive.

Enclosed for your review and approval is the Agreement between Delhi Charter Township and Perfitt Excavating, Inc. for the same. Also enclosed are the Performance Bond, Payment Bond, and Maintenance and Guarantee Bond all of which have been reviewed by our Township attorney. This project will be funded 50/50 by the Township and the Holt Public Schools each contributing approximately \$27,150.50. Therefore, I recommend approval of the Agreement.

**Recommended Motion:**

**To approve the Agreement between Delhi Charter Township and Perfitt Excavating, Inc. in the amount of \$54,301 for the Campus Drive Sidewalk and Pedestrian Crossing Project with costs to be shared 50/50 with the Holt Public Schools.**



## MEMORANDUM

TO: John B. Elsinga, Township Manager

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

DATE: Wednesday, June 13, 2012

RE: Campus Drive Sidewalk Construction Contract

As you are aware, the Township Board accepted the bid from Perfitt Excavating, Inc. at the May 15<sup>th</sup> meeting for construction of the Campus Drive sidewalk. This project will be a partnership between the Holt School District and Delhi Township and the cost of the contract will be shared on a 50/50 basis. The original cost estimate for the project was \$70K and we are, therefore, quite pleased that the final cost has come in at \$54,301. The Township's share of the contract will be \$27,150.50. Work is expected to occur in July.

The contract has been reviewed by Township legal counsel and is acceptable. Therefore, please forward this contract, along with your concurrence, to the Township Board for their action at the June 19<sup>th</sup> meeting. As always, if you have any questions or concerns, please let me know. Thank you.

**FORM OF  
AGREEMENT BETWEEN OWNER & CONTRACTOR FOR CONSTRUCTION**

THIS AGREEMENT, Made this 23 day of MAY, 2012, by and between Delhi Charter Township, party of the first part, commonly referred to herein as the OWNER, and PERFITT EXCAVATING, INC., 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 Campus Drive Sidewalk in the Delhi Charter Township, MI hereinafter called the PROJECT;

All in full accordance with and conformity to the Contract Documents for Campus Drive Sidewalk, 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 or **Monday, June 28<sup>th</sup> 2012**, whichever is later, 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 Friday, August 3, 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: \$ 54,301.<sup>00</sup> FIFTY FOUR THOUSAND, THREE HUNDRED ONE DOLLAR.

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 Washington Road Sidewalk.

## 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, Michigan 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: \_\_\_\_\_, 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

\_\_\_\_\_, as Contractor, have caused this Agreement to be signed this 23 day of MAY, 2012.

OWNER:

By [Signature]  
Signature

Evan Hope, Township Clerk  
2074 Aurelius Road  
Holt, MI 48842

Phone (517) 694-2136  
Fax (517) 694-1289

Amy D. Sichel  
Witness Signature

CONTRACTOR:

By Amy Perfitt - president  
Signature PERFITT

Address PERFETT EXCAVATING, INC.  
1957 SEVEN GABLES RD,  
DANSVILLE, MI 48819

Phone 517-623-6922  
Fax " " "

[Signature]  
Witness Signature MATT HULL



**LANDSCAPE ARCHITECTS & PLANNERS, INC.**  
Landscape Architecture • Site Design • Land Planning  
809 Center St., Suite 1, Lansing, Michigan 48906 - 517.485.5500 - info@lapinc.net

June 6, 2012

Amy Perfit  
Perfit Excavating Inc  
1957 Seven Gables Road  
Dansville, MI 48819

Dear Amy,

Below is an amendment to our contract on the Delhi Campus Road Sidewalk regarding language in our contract that needs to be more specific. Please review the following statement and fax this back to us as soon as you can with your signature indicating you agree to abide by this amendment.

In accordance with the Michigan Elliot-Larsen Civil Rights Act, you must agree to the following statement:

The contract shall prohibit discrimination on the following bases:  
Neither the Contractor nor any of its subcontractors shall discriminate against any employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment or a matter directly or indirectly related to employment because of race, color, religion, national origin, age, sex, height, weight or marital status, and Contractor agrees that all subcontracts will provide language substantially identical to that set forth herein. It is further understood that a breach of this covenant may be regarded as a material breach of this Contract.

By signing below, you acknowledge that you have read and agree to abide by this statement as part of the Delhi Campus Road Sidewalk contract.

Contractor Signature Amy Perfit, pres  
Contractor Name Perfit Excavating Inc

Sincerely,

Matt Hull  
Landscape Designer  
Landscape Architects and Planners, Inc.



PERFORMANCE BOND

KNOW ALL BY THESE PRESENTS, that we, PERFITT EXCAVATING, INC of 1957 SEVEN GABLES RD DANSVILLE, MI 48819 (hereinafter called the Principal), as Principal, and AUTO-OWNERS INSURANCE COMPANY a corporation organized and existing under the laws of the State of Michigan and duly authorized to transact business in the State of MICHIGAN, (hereinafter called the Surety), are held and firmly bound unto DELHI CHARTER TOWNSHIP, 2014 AURELIUS RD, HOLT MI 48842 (hereinafter called the Obligee), in the full and just sum of Fifty-Four Thousand Three Hundred One and xx / 100 Dollars (\$54,301.00) lawful money of the United States of America, to be paid to the said Obligee to which payment well and truly be made, we bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH, that WHEREAS, the Principal has entered into a contract with the said Obligee, dated the 16th day of May, 2012 for CAMPUS DRIVE SIDEWALK which contract is herein referred to and made a part of as fully and to the same extent as if the same were entirely written herein and

WHEREAS, it was one of the conditions of the award of the said Obligee, pursuant to which said contract was entered into, that these presents should be executed.

AND THE SAID SURETY, for value received, hereby stipulates and agrees that no change, extension of time, alteration 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 Principal shall in all respects comply with the terms and conditions of said contract, and their obligation 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 to be void, or otherwise to be and remain in full force, effect and virtue.

Signed and sealed this 16th day of May, 2012

*At Dpk*

\_\_\_\_\_  
Witness

*Amy Perfitt*  
PERFITT EXCAVATING, INC

\_\_\_\_\_  
Principal

*president*

\_\_\_\_\_  
Title

AUTO-OWNERS INSURANCE COMPANY

*Jim House*

\_\_\_\_\_  
Jim House



\_\_\_\_\_  
Attorney-in-Fact

*Amanda Lamp*

\_\_\_\_\_  
Amanda Lamp  
Witness



**PAYMENT OR LABOR AND MATERIAL BOND**

KNOW ALL BY THESE PRESENTS, that we, PERFITT EXCAVATING, INC of 1957 SEVEN GABLES RD DANSVILLE, MI 48819 (hereinafter called the Principal), as Principal, and AUTO-OWNERS INSURANCE COMPANY a corporation organized and existing under the laws of the State of Michigan and duly authorized to transact business in the State of MICHIGAN, (hereinafter called the Surety), are held and firmly bound unto DELHI CHARTER TOWNSHIP, 2014 AURELIUS RD, HOLT MI 48842 (hereinafter called the Obligee), in the full and just sum of Fifty-Four Thousand Three Hundred One and xx / 100 Dollars (\$54,301.00) lawful money of the United States of America, to be paid to the said Obligee to which payment well and truly be made, we bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH, that WHEREAS, the Principal has entered into a contract with the said Obligee, dated the 16th day of May, 2012 for CAMPUS DRIVE SIDEWALK which contract is herein referred to and made a part of as fully and to the same extent as if the same were entirely written herein and

WHEREAS, it was one of the conditions of the award of the said Obligee, pursuant to which said contract was entered into, that these presents should be executed.

AND THE SAID SURETY, for value received, hereby stipulates and agrees that no change, extension of time, alteration 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 Principal shall in all accordance with applicable Statutes, promptly have made payment to all persons supplying labor and material in the prosecution of the work provided for in said contract that may hereinafter be made, notice of which modifications to Surety being waived, then this obligation to be void; otherwise to remain in full force and effect.

Signed and sealed this 16th day of May, 2012

[Signature]  
\_\_\_\_\_  
Witness

[Signature]  
PERFIT EXCAVATING, INC \_\_\_\_\_ Principal  
president  
\_\_\_\_\_  
Title

[Signature]  
\_\_\_\_\_  
Amanda Lamp  
\_\_\_\_\_  
Witness

AUTO-OWNERS INSURANCE COMPANY  
[Signature]  
\_\_\_\_\_  
Jim House  
\_\_\_\_\_  
Attorney-in-Fact





**MAINTENANCE BOND**

KNOW ALL BY THESE PRESENTS, that we, PERFITT EXCAVATING, INC of 1957 SEVEN GABLES RD DANSVILLE, MI 48819 (hereinafter called the Principal), as Principal, and AUTO-OWNERS INSURANCE COMPANY a corporation organized and existing under the laws of the State of Michigan and duly authorized to transact business in the State of MICHIGAN, (hereinafter called the Surety), are held and firmly bound unto DELHI CHARTER TOWNSHIP, 2014 AURELIUS RD, HOLT MI 48842 (hereinafter called the Obligee), in the full and just sum of Fifty-Four Thousand Three Hundred One and xx / 100 Dollars (\$54,301.00) lawful money of the United States of America, to be paid to the said Obligee to which payment well and truly be made, we bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH, that WHEREAS, the Principal has entered into a contract with the said Obligee, dated the 16th day of May, 2012 for CAMPUS DRIVE SIDEWALK which contract is herein referred to and made a part of as fully and to the same extent as if the same were entirely written herein and

WHEREAS, said contract has been completed, and was approved on the 16th day of May, 2012.

NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION IS SUCH, that if the Principal shall guarantee that the work will be free of any defective materials or workmanship which become apparent during the period of twelve months following completion of the contract, then this obligation shall be void, otherwise to remain in full force and effect, provided, however, any additional warranty or guarantee, whether expressed or implied, is extended by the Principal or Manufacturer only, and the Surety assumes no liability for such a guarantee.

Signed and sealed this 16th day of May, 2012

[Signature]  
Witness

[Signature]  
PERFIT EXCAVATING, INC Principal  
president  
Title

[Signature]  
Amanda Lamp  
Witness

AUTO-OWNERS INSURANCE COMP  
[Signature]  
Jim House  
Attorney-in-Fact



DATE AND ATTACH TO ORIGINAL BOND  
AUTO-OWNERS INSURANCE COMPANY  
LANSING, MICHIGAN  
POWER OF ATTORNEY

NO. 66134936

KNOW ALL MEN BY THESE PRESENTS: That the AUTO-OWNERS INSURANCE COMPANY AT LANSING, MICHIGAN, a Michigan Corporation, having its principal office at Lansing, County of Eaton, State of Michigan, adopted the following Resolution by the directors of the Company on January 27, 1971, to wit:

"RESOLVED, That the President or any Vice President or Secretary or Assistant Secretary of the Company shall have the power and authority to appoint Attorneys-in-fact, and to authorize them to execute on behalf of the Company, and attach the seal of the Company thereto, bonds and undertakings, recognizances, contracts of indemnity, and other writings obligatory in the nature thereof. Signatures of officers and seal of Company imprinted on such powers of attorney by facsimile shall have same force and effect as if manually affixed. Said officers may at any time remove and revoke the authority of any such appointee."

Does hereby constitute and appoint Jim House

its true and lawful attorney(s)-in-fact, to execute, seal and deliver for and on its behalf as surety, any and all bonds and undertakings, recognizances, contracts of indemnity and other writings obligatory in the nature thereof, and the execution of such instrument(s) shall be as binding upon the AUTO-OWNERS INSURANCE COMPANY AT LANSING, MICHIGAN as fully and amply, to all intents and purposes, as if the same had been duly executed and acknowledged by its regularly elected officers at its principal office.

IN WITNESS WHEREOF, the AUTO-OWNERS INSURANCE COMPANY AT LANSING, MICHIGAN, has caused this to be signed by its authorized officer this 3rd day of January, 2012



\_\_\_\_\_  
Kenneth R. Schroeder Senior Vice President

STATE OF MICHIGAN } ss.  
COUNTY OF EATON }

On this 3rd day of January, 2012, before me personally came Kenneth R. Schroeder, to me known, who being duly sworn, did depose and say that they are Kenneth R. Schroeder, Senior Vice President of AUTO-OWNERS INSURANCE COMPANY, the corporation described in and which executed the above instrument, that they know the seal of said corporation, that the seal affixed to said instrument is such Corporate Seal, and that they received said instrument on behalf of the corporation by authority of their office pursuant to a Resolution of the Board of Directors of said corporation.



My commission expires January 1st, 2014



\_\_\_\_\_  
Amanda Lamp

Notary Public

STATE OF MICHIGAN } ss.  
COUNTY OF EATON }

I, the undersigned First Vice President, Secretary and General Counsel of AUTO-OWNERS INSURANCE COMPANY, do hereby certify that the authority to issue a power of attorney as outlined in the above board of directors resolution remains in full force and effect as written and has not been revoked and the resolution as set forth are now in force.

Signed and sealed at Lansing, Michigan. Dated this 3rd day of January, 2012



\_\_\_\_\_  
Stuart R. Birn, First Vice President, Secretary and General Counsel

\*This power of attorney is attached to bond number 66134936, issued to PERFITT EXCAVATING, INC on May 16th, 2012.



**ACKNOWLEDGEMENT BY SURETY**

STATE OF MICHIGAN

County of Eaton

On this 16th day of May, 2012, before me personally appeared Jim House, known to me to be the Attorney-in-Fact of AUTO-OWNERS INSURANCE COMPANY, the corporation that executed the within instrument, and acknowledged to me that such corporation executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal, at my office in the aforesaid County, the day and year in this certificate first above written.



A handwritten signature in cursive script that reads "Amanda Lamp".

---

Amanda Lamp  
Notary Public in the State of Michigan  
County of Eaton

AMANDA LAMP  
NOTARY PUBLIC - STATE OF MICHIGAN  
COUNTY OF EATON  
My Commission Expires January 1st, 2014  
Acting in the County of Eaton



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

05/21/12

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> David Chapman Agency, Inc. 5700 W. Mt. Hope Highway Lansing, MI 48917- Brian Hudson	517-321-4600 517-321-9443	<b>CONTACT NAME:</b> Teri Huhn <b>PHONE (A/C No, Ext):</b> 517-321-4600 <b>FAX (A/C, No):</b> 517-321-9443 <b>E-MAIL ADDRESS:</b> thuhn@davidchapmanagency.com
	<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURER A:</b> Michigan Insurance Company		<b>NAIC #</b> 10857
<b>INSURED</b> Perfit Excavating Inc. 1957 Seven Gables Rd. Dansville, MI 48819		
<b>INSURER B:</b> <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>		

### COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR NSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	X	CPP0022625	06/02/12	06/02/13	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Emp Ben. \$ 1,000,000
A	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS		CCA0014759	06/02/12	06/02/13	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 0		UMC0004776	06/02/12	06/02/13	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> <input type="checkbox"/> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N Y	N/A WCJ0012455	06/02/12	06/02/13	<input checked="" type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

RE: Campus Drive Sidewalk  
Certificate holder and Holt Community Schools are additional insured's with regards to the general liability per from CG7004.

### CERTIFICATE HOLDER

### CANCELLATION

<b>DELHCHA</b>  Delhi Charter Township Building Dept 2014 Aurelius Road Holt, MI 48842	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE <i>David J. Chapman</i>
---	--



# CERTIFICATE OF LIABILITY INSURANCE

PEREX-1

OP ID: TN

DATE (MM/DD/YYYY)

05/16/12

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> David Chapman Agency, Inc. 5700 W. Mt. Hope Highway Lansing, MI 48917- Brian Hudson	<b>517-321-4600</b> <b>517-321-9443</b>	<b>CONTACT NAME:</b> Teri Huhn <b>PHONE (A/C, No., Ext):</b> 517-321-4600 <b>FAX (A/C, No):</b> 517-321-9443 <b>E-MAIL ADDRESS:</b> thuhn@davidchapmanagency.com
	<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURED</b> <b>Perfitt Excavating Inc.</b> <b>1957 Seven Gables Rd.</b> <b>Dansville, MI 48819</b>		<b>INSURER A:</b> Michigan Insurance Company <b>NAIC #</b> 10857 <b>INSURER B:</b> <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>

**COVERAGES****CERTIFICATE NUMBER:****REVISION NUMBER:**

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A	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> <b>ANY AUTO</b> <input type="checkbox"/> <b>ALL OWNED AUTOS</b> <input checked="" type="checkbox"/> <b>SCHEDULED AUTOS</b> <input checked="" type="checkbox"/> <b>HIRED AUTOS</b> <input checked="" type="checkbox"/> <b>NON-OWNED AUTOS</b>			CCA0014759	06/02/12	06/02/13	COMBINED SINGLE LIMIT (Ea accident) \$ <b>1,000,000</b> BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> <b>OCCUR</b> <input type="checkbox"/> <b>EXCESS LIAB</b> <input type="checkbox"/> <b>CLAIMS-MADE</b> <input type="checkbox"/> <b>DED</b> <input checked="" type="checkbox"/> <b>RETENTION \$</b> <b>0</b>			UMC0004776	06/02/12	06/02/13	EACH OCCURRENCE \$ <b>1,000,000</b> AGGREGATE \$ <b>1,000,000</b> \$
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y/N <input checked="" type="checkbox"/> <b>Y</b> N/A			WCJ0012455	06/02/12	06/02/13	<input checked="" type="checkbox"/> <b>WC STATU-TORY LIMITS</b> <input type="checkbox"/> <b>OTH-ER</b> E.L. EACH ACCIDENT \$ <b>500,000</b> E.L. DISEASE - EA EMPLOYEE \$ <b>500,000</b> E.L. DISEASE - POLICY LIMIT \$ <b>500,000</b>

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

RE: Campus Drive Sidewalk  
 Certificate holder is an additional insured with regards to the general liability per from CG7004.

**CERTIFICATE HOLDER****CANCELLATION**

<b>DELHCHA</b>  <b>Delhi Charter Township</b> <b>Building Dept</b> <b>2014 Aurelius Road</b> <b>Holt, MI 48842</b>	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  <b>AUTHORIZED REPRESENTATIVE</b> <i>David G. Chapman</i>
---	---

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**DELHI CHARTER TOWNSHIP****MEMORANDUM**

**TO:** Delhi Township Board Members

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

**DATE:** June 13, 2012

**RE:** 2013-2018 Delhi Charter Township Capital Improvements Program

---

Enclosed for your review and approval is the 2013-2018 Delhi Charter Township Capital Improvements Plan (CIP). This Plan identifies public improvements involving the expenditure of public funds, over and above normal operating expenses, for the purchase, construction or replacement of specific physical facilities or assets of our community.

Staff provided Community Development their input on potential projects which I reviewed and prioritized to identify those projects which could be scheduled during FY 2013 and beyond. This CIP was then reviewed by the Planning Commission and they held a public hearing on June 11, 2012 with subsequent adoption. Coordination through the Planning Commission provides for consistency of implementing the capital improvement projects with the land use and development goals of the community.

The Planning Commission recommends the Board accept the 2013-2018 CIP which will provide the Board the opportunity to use this plan to incorporate the capital improvements in the FY 2013 budget. Therefore, I recommend the same.

**Recommended Motion:**

**To approve the 2013-2018 Delhi Charter Township Capital Improvements Program.**



## **MEMORANDUM**

TO: John B. Elsinga, Township Manager

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

DATE: June 12, 2012

RE: 2013 Capital Improvements Plan

Attached please find a copy of the 2013 – 2018 Capital Improvements Plan (CIP). As you know, the CIP contains information about the status of current (2012) Capital Projects, the 2013 Capital Budget and potential Capital Improvements for years 2014 to 2018. The purpose of the CIP is to create a tool that can be used during the annual budget process by staff and the Township Board to recommend projects for the upcoming year and communicate about projects that may be coming in future years.

As you know, the Planning Commission (PC) is required to review and consider the CIP in the greater context of community development and land use planning. This is an important step because it helps to ensure that improvements, particularly those pertaining to infrastructure, parks and public services, are made in a manner that is consistent with the desired future development and land use goals of the community. The PC held the required public hearing and reviewed the 2013 CIP at their meeting on June 11<sup>th</sup>. The PC unanimously approved the CIP. A copy of the draft meeting minutes are attached for your consideration.

I would respectfully request that you forward the attached CIP document to the Township Board for their consideration at the meeting on June 19<sup>th</sup>. There is no formal action required from the Board at that time other than to acknowledge receipt of the document. As always, if you have any questions or require additional information please do not hesitate to ask. Thank you.

*2013 – 2018*

***DELHI CHARTER TOWNSHIP  
CAPITAL IMPROVEMENT PROGRAM***



**DELHI CHARTER TOWNSHIP**  
**2013 – 2018 CAPITAL IMPROVEMENTS PLAN**  
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## **INTRODUCTION**

Delhi Charter Township faces the challenge of meeting the needs of its residents for public services and facilities with increasing costs and relatively fixed revenues. In an effort to effectively set project priorities, the Township has implemented a Capital Improvements Program which began in 2006. The year 2013 represents the eighth year of Capital Improvement Planning in Delhi Township and we have continued to refine the process to make it more useable and pertinent to the budget planning process.

## **WHAT IS A CAPITAL IMPROVEMENT?**

Capital Improvements are public improvements involving the expenditure of public funds, over and above normal annual operating expenses, for the purchase, construction or replacement of specific physical facilities or assets of the community. Examples include, but are not limited to:

- The extension of water mains.
- The construction of bicycle & pedestrian pathways.
- Parks improvements.
- The renovation of community owned buildings.
- The purchase of land.
- Significant planning or study work.
- Extension of sanitary sewer lines.
- Construction of sewage treatment facilities.
- Others.

## **WHAT IS A CAPITAL IMPROVEMENTS PROGRAM?**

A Capital Improvements Program (CIP) is the preparation and updating of a proposed schedule of public works projects and related equipment to be built or purchased by the local municipality within a period of 6 years. It covers the entire range of public facility and service requirements. The CIP lists currently anticipated future projects, and provides a suggested order of priority for those within the Capital Budget, along with cost estimates and the anticipated means of financing each project.

The first year in this plan is referred to as the “capital budget” and includes those projects that will be recommended for funding in the upcoming fiscal year. *These projects will be considered for inclusion in the Township’s adopted budget.* The succeeding years’ schedule of projects make up the “Capital Improvements Program” and serve as a mechanism for tracking, anticipating and planning for future needs.

## **WHAT ARE THE BENEFITS OF A CAPITAL IMPROVEMENTS PROGRAM?**

- Focusing Attention on Community Goals, Needs, and Capabilities.
- Achieving Optimum Use of the Taxpayer's Dollar.
- Serving Wider Community Interests.
- Encouraging a More Efficient Governmental Administration.
- Improving Intergovernmental and Regional Cooperation.
- Maintaining a Sound and Stable Financial Program.
- Enhancing Opportunities for Participation in Federal and State Grant Programs.

*\*The Contents of This Chapter Were Adapted From: Capital Improvements Programming in Local Government by HUD, Second Printing, 1970, published by USGPO, Washington, D.C. 20402 and Capital Improvements Programs: Linking Budgeting and Planning by Robert A. Bowyer, Planning Advisory Service Report No. 442, 1993, published by the American Planning Association, 1313 E. 60th Street, Chicago, Illinois 60637.*

### **WHY UPDATE IT ANNUALLY?**

The CIP is updated annually in order to fine-tune the capital budget to reflect changing economic conditions and to reflect the need for additional projects or adjust the priority of projects as necessary.

### **QUALIFYING EXPENDITURES UNDER THE CAPITAL IMPROVEMENTS PROGRAM**

In order to be considered a Capital Improvement and be included in this CIP, expenditures must meet at least one of the following criteria:

1. Major, non-recurring expenditure, generally greater than \$20,000, that may have a useful life of at least five years, including but not limited to:
  - Major equipment purchases,
  - Significant acquisitions of land for public purpose,
  - Construction of a new facility or expansion/alteration of an existing one, including a non-recurring rehabilitation or major repair of all or part of a building, its grounds or other facility.
2. Any planning, feasibility, engineering or design study related to a capital improvement.

Projects that do not meet the criteria above are generally not appropriate for inclusion in the CIP and are submitted as a part of the Township's annual operating budget. Some exceptions are made if it is determined that inclusion of the information will benefit long range budgeting and planning for the community.

### **INFORMATION ABOUT DELHI'S FOUR OPERATIONAL FUNDS & DOWNTOWN DEVELOPMENT AUTHORITY**

Delhi Township has five operational funds, which finance the services provided to Township residents and property owners. These funds are as follows: the General Fund, the Sanitary Sewer Fund, the Fire Equipment & Training Apparatus Fund (FETA), and the Water Improvement Fund. Each of these is a separate, primarily autonomous budget entity, except that there may be transfers into one fund from another or from other sources. The General Fund receives most of its revenues from property taxes, state shared revenues, and fees collected for general public services. Revenues to the Sanitary Sewer Fund and the Water Improvement Fund are derived from customer billings, new customer connection fees and special assessments. The FETA Fund is capitalized via a millage leveraged for this specific purpose.

The Downtown Development Authority (DDA) was created by the Township Board in 1987 for the purpose of facilitating public improvements and economic development within the DDA area. In addition to helping to offset the cost associated with services received from the Township, the DDA participates and provides funding for many significant public projects. The DDA's capital projects have been added to this CIP so that a more accurate scope can be reflected.

## **PROJECT RANKING AND DESCRIPTIONS**

All projects submitted for inclusion in the 2013 - 2018 CIP are reviewed by the Community Development Director, who works with the Township Manager and other Department Heads to establish a priority ranking for each project according to its economic and physical necessity and the benefits anticipated to be gained by Township residents and personnel. The final recommended priority level is established by the Township Manager. The priorities are based on a classification system adapted from Principles and Practice of Urban Planning, published in 1968 by the International City Manager's Association (pp. 392-394), as follows:

Priority A (Urgent)	Projects which cannot reasonably be postponed. These may be needed to complete an essential or a partially finished project, or to maintain a minimum level of service in a presently established Township program. Also, any project needed to address an emergency situation.
Priority B (Necessary)	Projects which should be carried out within a few years to meet the anticipated needs of a current Township service, or replacement of unsatisfactory facilities.
Priority C (Desirable)	Projects needed for the proper expansion of a Township service. The exact timing of which can wait until funds are available.
Priority D (Deferrable)	Projects which would be needed for ideal operation, but which cannot yet be recommended for action. They can be postponed without detriment to present services.

Projects that are given the same classification can be distinguished further by the Township Manager and the Township Board for budget purposes based on public health and safety considerations, breadth of service area, or the availability of matching funding from other sources outside of the Township. In determining appropriate project funding levels throughout the six-year program period, the Township Manager may exercise one or more of the following options:

- Recommend funding the project in the year and the amount requested by the Department.
- Recommend that the project not be funded at all.
- Recommend partial funding of the project in the year requested.
- Recommend delaying funding of the project to another year.
- Recommend setting aside a portion of the requested money each year to save enough to fund the project in some future year.

The project classifications serve as a guide in preparing the annual Township budget and aid the Township Board in making project funding decisions. The assigned priority level, anticipated funding amount and descriptions of each project appear later in this document.

**STATUS OF PREVIOUS YEAR'S CAPITAL BUDGET  
PROJECTS (2012)**

2012 Project Description	Current Status	Original Amt. in '12 CIP	Anticipated 2012 Funding Level
<b><u>2012 General Fund Projects</u></b>			
<p><b>Community Service Center Roof Replacement</b> <i>Life span of existing roof is over and replacement is now necessary.</i></p>	<p>This is the first year that this funding is being set aside using the process established during the 2011 CIP process. The same funding level will continue to be allocated each year, with actual replacement of the roof scheduled to occur in 2015.</p>	\$75,000	\$75,000
<p><b>Computer Replacements</b> <i>Replacement of approximately 20 machines per year, resulting in approximate replacement cycle of 5 years.</i></p>	<p>20 machines will have been replaced by the end of 2012.</p>	\$20,000	\$20,000
<p><b>Tennis Court Resurfacing at Kiwanis Park</b> <i>Courts are frequently used and in need of resurfacing in order to maintain usefulness.</i></p>	<p>This work will be completed in 2012.</p>	\$25,000	\$25,000
<p><b>Purchase of Production Mower for Parks Dept.</b> <i>Purchase of equipment necessary for performing Parks maintenance.</i></p>	<p>The production mower has been purchased.</p>	\$45,000	\$38,000
<p><b>Replacement of Window Treatments at Community Service Center</b> <i>Purchase replacement window treatments for CSC building in order to improve the efficiency of the HVAC system.</i></p>	<p>2012 was the first year that this project has been broken into a multi-year replacement program. Some window treatments will be purchased in 2012, the remaining replacements will occur over the next several years.</p>	\$10,000	\$10,000
<p><b>Washington Road Sidewalk Project</b> <i>The installation of sidewalk</i></p>	<p>A Safe Routes 2 School grant (\$207K) was received from the State of Michigan for the</p>	\$120,000	\$100,000

<p><i>along Washington Road is necessary to provide walkable connectivity to the school complex and adjacent/nearby neighborhoods.</i></p>	<p>installation of this sidewalk project. The Township will have some design/construction observation expense associated with implementation. Originally budgeted funds have been directed toward partnership with the Holt School District to install sidewalk (also identified in the SR2S program, but not funded) near the 9<sup>th</sup> grade campus, Horizon Elementary and possibly Washington Woods Elementary.</p>		
<p><b>Sidewalk Program</b> <i>This project includes annual sidewalk maintenance program.</i></p>	<p>This project will be implemented mid-2012.</p>	<p>\$10,000</p>	<p>\$10,000</p>
<p><b>Street Improvements</b> <i>Street improvements will occur in conjunction with the Ingham County Road Commission on primary streets within the Community. Secondary (Neighborhood Streets) will occur when petitioned by residents and cost will be borne by same.</i></p>	<p>Pine Tree Road from Willoughby Road to north of Sandhill Road will be improved during summer 2012. The total project cost is estimated to be \$164K, with the Township's share equaling \$72,000. Staff is currently working with the Ingham County Road Commission to identify another project which could utilize the additional funding offered by the road agency this year, which would need to be matched at a 50/50 rate by the Township. This would bring the total annual expenditure to \$99,000. If no additional project is identified, the 2012 total will be approximately \$72,000, with the remaining funds rolling into 2013.</p>	<p>\$66,000</p>	<p>\$99,000</p>

<p><b>Scanner Replacement</b>  <i>The Clerk's Office uses high-speed scan technology to input data into the LaserFische document management program. This program is essential to daily operations of the Township and the hardware which scans the data is deteriorating and will need to be replaced. This will be delayed as long as possible, but if the current machine should stop working, immediate replacement will be necessary.</i></p>	<p>This was completed by the Clerk's office.</p>	<p>\$25,000</p>	<p>\$2,000</p>
<p><b>Microsoft Office Replacement &amp; Windows 7 Pro</b>  <i>In 2012 Microsoft will cease to provide support to the currently used version of Office programs. An upgrade will be required for all computers. Windows will also require upgrade.</i></p>	<p>This upgrade project will be delayed until 2013.</p>	<p>\$41,400</p>	<p>\$0</p>
<p><b>Valhalla Park Restroom Facility</b>  This project was inadvertently left off of the 2012 CIP list, but was included in the Township's adopted budget. The project includes the construction of a pavilion and bathroom facility at Valhalla Park adjacent to the swimming area.</p>	<p>This project will be completed in 2012. A grant was received from the Michigan Department of Natural Resources in the amount of \$285,100 to cover the vast majority of the cost for the project.</p>	<p>N/A</p>	<p>\$380,000</p>
<p><b>Vehicle Rotation Schedule</b>  <i>See Exhibit A</i></p>	<p>It is anticipated that the vehicle rotation schedule will be implemented in 2012.</p> <p>*Note: in previous years, the amount listed herein was net of the value of vehicles passed to other departments or sold. The new numbers represent the purchase of vehicles that are new to the Township only, since this is what is relevant to the CIP process.</p>	<p>\$31,200*</p>	<p>\$26,000</p>

<b>2012 Sewer Fund Projects</b>			
<b>Lift Station D &amp; Headworks – State Revolving Fund projects</b> <i>This includes the construction of the Lift Station D, the force-main and screening at the headworks that were designed in 2010 and are a part of the SRF plan and funding and low interest loan.</i>	Work on Lift Station D & Headworks project is underway. Project is expected to be completed in 2012.	\$5,000,000	\$5,000,000
<b>Sludge Dryer Project</b> <i>This project has been included in the State Revolving Fund project list and is now being broken out due to availability of State grant funding.</i>	This project is not anticipated to be implemented, as funding is no longer available.	\$2,100,000 (\$2.6 M Grant Funded)	\$25,000
<b>Fiber Optic/Wireless Connection for DPS &amp; POTW Facilities necessary to provide adequate communication between the servers at CSC and the computers located in the outlying facilities.</b>	Technology changes and the utilization of school district assets have made this project significantly smaller in terms of capital outlay and as such is no longer appropriate for inclusion in the CIP.	\$200,000	N/A
<b>DPS/POTW Server Replacement</b> <i>Replacement of server that provide access to DPS and POTW building computers.</i>	One server was replaced in 2011. The remaining server appears to be functioning well at this time, while it is nearing the end of its life. Assuming it holds, it will be replaced in 2013.	\$20,000	\$0
<b>Vehicle Rotation Schedule</b> <i>See Exhibit A</i>	It is anticipated that the vehicle rotation schedule will be implemented in 2012.  *Note: in previous years, the amount listed herein was net of the value of vehicles passed to other departments or sold. The new numbers represent the purchase of brand new vehicles only, since this is what is relevant to the CIP process.	\$34,500*	\$48,000

<b>2012 Fire Equipment &amp; Training Apparatus Fund</b>			
<i>No projects are proposed.</i>	No change in status.	\$0	\$0
<b>2012 Downtown Development Authority</b>			
<b>I-96 Trail Underpass &amp; North Connector Project</b> <i>This project will complete construction of non-motorized pathway from the existing Delhi trail at Willoughby Road to connect with the Lansing River Trail at Jolly Road.</i>	Grants have been secured from the Michigan Department of Transportation and Michigan Department of Natural Resources to provide funding. The Township's share of match at time of project construction is approximately \$3.2 Million. Project construction has been delayed, but will occur in early 2013. Approximately \$250,000 will be spent in 2012 to finalize design, construction plans and easement acquisitions.	\$1,200 ,000  (Total Project Cost is \$3.2M, including Grant Funds)	\$250,000
<b>DDA Streetlight Replacement</b> <i>This project includes the conversion of fixtures within existing lights with concrete poles to LED.</i>	This project will be completed in 2014.	\$20,000	\$0

## 2013 Capital Budget

Priority Level:	Project Description:	Current Estimate:
<b><u>2013 General Fund</u></b>		
A	<p>Street Improvements</p> <p><i>Street improvements will occur in conjunction with the Ingham County Road Commission under the 50/50 match program on primary streets within the Community. Secondary (Neighborhood Streets) will occur when petitioned by residents and cost to be borne by same.</i></p>	\$66,000
B	<p>Community Service Center Roof Replacement</p> <p><i>See project description in the 2012 update section.</i></p>	\$75,000
B	<p>Sidewalk Program and Construction</p> <p><i>This project includes annual sidewalk maintenance program and construction of key pedestrian connections.</i></p>	\$110,000
B	<p>Computer Replacements</p> <p><i>Replacement of approximately 20 machines per year, resulting in approximate replacement cycle of 5 years.</i></p>	\$20,000
B	<p>Replacement of Window Treatments at Community Service Center</p> <p><i>See project description in the 2012 update section.</i></p>	\$10,000
A	<p>Replacement of Microsoft Office</p> <p><i>In 2012 Microsoft will stop supporting functionality components of earlier versions of the software. All computers will need to be updated with new software. The cost will be split between General Fund and Sewer Fund, depending on where and how individual machines are utilized.</i></p>	\$18,000
C	<p>Maple Ridge Cemetery Road Improvement</p> <p><i>Replace and resurface drives within the cemetery and pave those that remain unpaved. It is proposed that funding for this project be addressed by "saving" each year, similar to the Community Service Center roof project, for final implementation once funding is finally in place.</i></p>	\$15,000
B	<p>Design Engineering for Holt Road/Aurelius Road Roundabout</p> <p><i>This project has been included in the 2014 Transportation Improvement Plan (Illustrative Projects List) for 100% construction funding utilizing federal Congestion Mitigation Air Quality grant dollars. Federal funding is \$1.2M. Funding included here is for design and engineering assistance and possible easement acquisition that is not grant eligible, but</i></p>	<p>\$75,000</p> <p>(including \$10K in possible easement acquisition)</p>

	<i>necessary in order for the Ingham County Road Commission to accept the federal dollars. Project cost will be shared by the Township and DDA.</i>	
<b><u>2013 Sewer Fund Projects</u></b>		
B	Replacement of DPS Server <i>See description in the 2012 update section.</i>	\$10,000
B	Vehicle Rotation Schedule <i>See Exhibit A.</i>	\$88,000
A	Replacement of Microsoft Office <i>In 2012 Microsoft will stop supporting functionality components of earlier versions of the software. All computers will need to be updated with new software. The cost will be split between General Fund and Sewer Fund, depending on where and how individual machines are utilized.</i>	\$6,000
<b><u>2013 Fire Equipment &amp; Training Apparatus Fund</u></b>		
B	Command Vehicle Replacement <i>Purchase vehicle to replace existing 2006 Expedition, which will be reused within the department.</i>	\$45,000
B	Grass Vehicle Acquisition <i>The purchase of a grass fire vehicle will enable the existing unit to be staged at Station #2, which will be staffed with paid on-call personnel. Having the old unit at Station#2 and a new unit at Station#1 will increase fire protection on the west side of the Township.</i>	\$60,000
<b><u>2013 Downtown Development Authority</u></b>		
A	I-96 Trail Underpass & North Connector Project <i>This project will complete construction of non-motorized pathway from the existing Delhi trail at Willoughby Road to connect with the Lansing River Trail at Jolly Road. Total project cost is \$3.2 M.</i>	\$1.2 Million
B	Design Engineering for Holt Road/Aurelius Road Roundabout <i>This project has been included in the 2014 Transportation Improvement Plan (Illustrative Projects List) for 100% construction funding utilizing federal Congestion Mitigation Air Quality grant dollars. Federal funding is \$1.2M. Funding included here is for design and engineering assistance and possible easement acquisition that is not grant eligible, but necessary in order for the Ingham County Road Commission to accept the federal dollars. Project cost will be shared by the Township and DDA.</i>	\$75,000  (including \$10K in possible easement acquisition)

**CAPITAL IMPROVEMENTS PROGRAM**  
**Years 2014 – 2018 Project Descriptions**

<b>Priority Level:</b>	<b>Project Description:</b>	<b>Implementation Year:</b>	<b>Current Estimate:</b>
<b>General Fund</b>			
B	Street Improvements <i>Street improvements will occur in conjunction with the Ingham County Road Commission on primary streets within the Community. Secondary (Neighborhood Streets) will occur when petitioned by residents and cost will be borne by same.</i>	2014	\$66,000
		2015	\$66,000
		2016	\$66,000
		2017	\$66,000
		2018	\$66,000
B	Sidewalk Program and Construction <i>This project includes annual sidewalk maintenance program and construction of key pedestrian connections.</i>	2014	\$110,000
		2015	\$110,000
		2016	\$110,000
		2017	\$110,000
		2018	\$110,000
C	Holt Road Enhancement Trail <i>This project will extend non-motorized pathway from Eifert Road to the School Complex on Holt Road. MDOT Enhancement Grant, CMAQ or other funds will be sought for the project.</i>	2016	\$200,000
		2017	\$1,800,000
D	Playground Equipment Upgrades at Kiwanis Park <i>This project is necessary to improve the playground equipment in the park and ensure compliance with applicable standards. The playground equipment at Sycamore Elementary meets current needs.</i>	2017	\$250,000 (Kiwanis Park)
D	Veteran's Park Amphitheater <i>This project would include the construction of an awning over the audience area within the existing amphitheater. The DDA anticipates contributing funds only for this project, assuming grant funding or donations are received.</i>	2015	\$250,000

B	Community Service Center Roof Replacement <i>See project description in 2012 update section.</i>	2014	\$75,000
		2015	\$75,000 (construction using previously attributed funds)
B	Computer Replacements <i>Replacement of approximately 20 machines per year, resulting in approximate replacement cycle of 5 years.</i>	2014	\$20,000
		2015	\$20,000
		2016	\$20,000
		2017	\$20,000
		2018	\$20,000
B	Replacement of Window Treatments at Community Service Center <i>See project description in the 2012 update section.</i>	2014	\$10,000
		2015	\$10,000
C	Parking Lot Paving at Valhalla & Deadman's Hill Parks <i>Paving of parking lots and driveways within each park to create better access to facilities and reduce dust/mud.</i>	2016	\$200,000
C	Maple Ridge Cemetery Road Improvement <i>Replace and resurface drives within the cemetery and pave those that remain unpaved. It is proposed that funding for this project be addressed by "saving" each year, similar to the Community Service Center roof project, for final implementation once funding is finally in-place.</i>	2014	\$15,000
		2015	\$15,000
		2016	\$15,000
		2017	\$15,000
B	Street Sweeper Replacement <i>A new street sweeper is needed in order to continue providing this service within the community. The existing sweeper is very old.</i>	2015	\$75,000

B	Design Engineering for Cedar Street/Aurelius Road Roundabout <i>This project has been included in the 2015/2016 Transportation Improvement Plan (Illustrative Projects List) for 100% construction funding utilizing federal Congestion Mitigation Air Quality grant dollars. Federal funding is \$1.3M. Funding included here is for design and engineering assistance and possible easement acquisition that is not grant eligible, but necessary in order for the Ingham County Road Commission to accept the federal dollars. This project will be shared between the Township and DDA.</i>	2014	\$83,000  (including \$10K in possible easement acquisition)
<b><u>Sewer Fund</u></b>			
B	Sewer Camera Equipment Replacement <i>Replacement of sewer camera equipment.</i>	2014	\$125,000
B	Vactor Truck Replacement <i>A new Vactor Truck is needed in order to provide sewer cleaning within the collection system.</i>	2016	\$270,000
C	POTW Maintenance Building Construction <i>This project will include the construction of a maintenance building at the POTW to accommodate equipment, personnel and processes relative to the ongoing maintenance and care of the POTW facilities.</i>	2015	\$125,000
B	Vehicle Rotation Schedule <i>See Exhibit A</i>	2014	\$0
		2015	\$35,000
		2016	\$108,000
		2017	\$24,000
		2018	\$36,000
<b><u>Fire Equipment &amp; Training Apparatus Fund</u></b>			
B	Replacement of 2004 Durango	2014	\$38,000
C	Radio Replacement <i>This project is necessary to upgrade the system (technology advancement).</i>	2015	\$40,000
		2016	\$40,000
		2017	\$40,000
C	Refurbish 2006 Ford Lifeline Ambulance	2014	\$110,000

C	Replace 2008 Ford Lifeline Ambulance	2016	\$130,000
C	Replace 2010 Ford Lifeline Ambulance	2018	\$140,000
<b><u>Downtown Development Authority</u></b>			
C	Delhi TechPark Property Improvements <i>This project will include infrastructure improvements necessary to facilitate development of the property. This project is dependent upon private investment that may be made in the park. *The amount of financial participation will be tied to private investment and TIF generation.</i>	2014	\$100,000*
C	Light & Pole Replacements <i>This project includes replacing existing cast iron light poles with concrete (due to excessive deterioration) and fixture conversion to LED.</i>	2014	\$20,000 (lights)  \$60,000 (poles)
B	Design Engineering for Cedar Street/Aurelius Road Roundabout <i>This project has been included in the 2015/2016 Transportation Improvement Plan (Illustrative Projects List) for 100% construction funding utilizing federal Congestion Mitigation Air Quality grant dollars. Federal funding is \$1.3M. Funding included here is for design and engineering assistance and possible easement acquisition that is not grant eligible, but necessary in order for the Ingham County Road Commission to accept the federal dollars. This project will be shared between the Township and DDA.</i>	2014	\$83,000  (including \$10K in possible easement acquisition)

**EXHIBIT A:**  
**Fleet Vehicle Rotation Schedule**

**Delhi Charter Township  
Fleet Vehicle Rotation Revenue/Expenditure Projection**

<b>Vehicle</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>
<b>DPS</b>							
1999 Ford Dump Truck				(4,800)			
2002 Ford F250	(6,500)						
2003 Chevrolet E250 Cargo Van		(5,000)					
2003 Ford Expedition		(8,000)					
2006 Chevrolet Silverado 4WD					(5,500)		
2006 Chevrolet Silverado 4WD					(5,500)		
2006 Chevrolet Silverado 4WD					(5,500)		
2007 Ford Ranger 4WD	(8,000)						
2008 GMC Canyon 2WD		(7,000)					
2008 GMC Canyon 2WD		(7,000)					
2011 GMC Savana AWD Van (LS)							
2011 GMC Sierra truck 4WD							
2012 GMC Sierra ext cab truck 4WD							
2012 GMC Sierra ext cab truck 4WD							
2012 GMC Canyon ext cab truck 4WD					(9,500)		
2012 Full size truck 4WD	26,000						
2012 Mid size truck 4WD	22,000					(9,500)	
2013 SUV 4WD		26,000					
2013 AWD Van (lift stations)		26,000					
2013 Small truck 2WD		18,000					
2013 Small truck 2WD		18,000					
2015 Dump truck				35,000			
2016 Full size truck 4WD					28,000		
2016 Full size truck 4WD					28,000		
2016 Full size truck 4WD					28,000		
2016 Mid size truck 4WD					24,000		
2017 Mid size truck 4WD						24,000	
2018 Small truck 2WD							18,000
2018 Small truck 2WD							18,000
<b>sub total</b>	<b>33,500</b>	<b>61,000</b>	<b>-</b>	<b>30,200</b>	<b>82,000</b>	<b>14,500</b>	<b>36,000</b>
<b>PARKS</b>							
1995 Chevrolet S10 Pickup	(2,600)						
1996 Ford F150	(1,200)						
1999 Ford F250	(3,500)						
1999 Ford Dump Truck				4,800			
2000 Ford F250 w/plow					(2,000)		
2001 Ford F250 4WD							
2001 Ford Ranger	4,500				(1,500)		
2002 Ford F250	6,500				(2,500)		
2006 Chevrolet Silverado 4WD					5,500		
2006 Chevrolet Silverado 4WD					5,500		
2006 Chevrolet Silverado 4WD					5,500		
2012 Ford F250 4WD w/plow (Parks Budget)	26,000						
<b>sub total</b>	<b>29,700</b>	<b>-</b>	<b>-</b>	<b>4,800</b>	<b>10,500</b>	<b>-</b>	<b>-</b>
<b>COMMUNITY DEVELOP.</b>							
2001 Ford Ranger	(4,500)						
2007 Chevrolet Impala							
2006 Dodge Dakota 4WD (4 door)					(4,500)		
2007 Ford Ranger 4WD	8,000					(4,000)	
2012 GMC Canyon ext cab truck 4WD					9,500		
2012 Mid size truck 4WD						8,900	
<b>sub total</b>	<b>3,500</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>5,000</b>	<b>4,900</b>	<b>-</b>
<b>ASSESSING</b>							
2000 Ford Ranger		(4,000)					
2001 GMC Jimmy		(5,000)					
2008 GMC Canyon 2WD		7,000					(2,500)
2008 GMC Canyon 2WD		7,000					(2,500)
2013 Small truck 2WD							8,200
2013 Small truck 2WD							8,200
<b>sub total</b>	<b>-</b>	<b>5,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>11,400</b>
<b>GRAND TOTAL</b>	<b>66,700</b>	<b>66,000</b>	<b>-</b>	<b>35,000</b>	<b>97,500</b>	<b>19,400</b>	<b>47,400</b>

EXCERPT OF DRAFT MEETING MINUTES  
JUNE 11, 2012 PLANNING COMMISSION

**Public Hearing: Adoption of the 2013-2018 Capital Improvements Plan**

Ms. Miller reviewed the 2013-2018 Capital Improvements Plan (CIP) with the PC. The purpose of the CIP is to ensure that the capital expenditures being planned within a community are not contrary to the overall land use Master Plan. However, in Delhi Township, the CIP has evolved to serve the wider purpose of documenting necessary improvements that will be necessary in coming years and communicating those needs to the Township Board. As a result, it has become a budgeting tool used by the various departments and the Township Board.

There are three sections in the CIP, which include status update of current year (2012) projects. . The second section is the 2013 Capitol Budget. This section includes items that will be proposed to the Township board. The third section is the 2014-2018 Plan which includes projects that will need to be considered in the future.

Public Hearing Opened @7:20 P.M.

There was no public comment.

Public Hearing Closed @ 7:20P.M.

**Commissioner O’Hara moved, seconded by Commissioner Goodall to approve the 2013 – 2018 Capital Improvements Plan as presented and forward it to the Township Board for their consideration during the preparation of the 2013 Annual Budget.**

Discussion: None

Roll Call Vote:

Ayes: Craig, Goodall, Hayhoe, Leaf, O’Hara, Todd, Zietlow

Nays: None

Absent: Olson, Weaver

Abstain: None

**MOTION CARRIED**

## DELHI CHARTER TOWNSHIP

## MEMORANDUM

**TO:** Delhi Township Board Members

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

**DATE:** June 13, 2012

**RE:** Resolution No. 2012-003 – Application for Industrial Facilities Tax (IFT) Exemption – Holt Products Co.

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Enclosed for your review and consideration is Resolution No. 2012-003 which would approve the Application for Industrial Facilities Tax (IFT) Exemption for Holt Products Co. located at 1875 Walnut. This application is for \$1,110,000 in new equipment and machinery.

A public hearing will be held on June 19, 2012 at 8:00 p.m. A Notice of Hearing was mailed certified to all legislative bodies of each taxing unit that levies ad valorem property taxes within Delhi Township and gives them the opportunity for comments on the application during the public hearing.

Therefore, subsequent to the public hearing, I recommend the Board approve the IFT application for Holt Products Co.

**Recommended Motion:**

**To adopt Resolution No. 2012-003 which approves the Application for Industrial Facilities Tax (IFT) Abatement Certificate for Holt Products Co.**



## **MEMORANDUM**

**TO:** John Elsinga, Township Manager

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

**DATE:** June 12, 2012

**RE:** Holt Products, Co. – IFT Application

At the June 19<sup>th</sup> Township Board meeting a hearing will be held regarding consideration of Holt Products' (the "Company") recent application for tax abatement under Public Act 198 of 1974, as amended (the "IFT"). After the hearing, I recommend that the Board take action to approve the IFT application for the Company. I have attached a resolution for consideration.

Below is a summarization of the Company's application details, but a copy of the application is also attached:

Project Description:	Purchase two new pieces of equipment to support automotive production components.
New Real Property:	\$1,110,000
Number of Jobs Retained & Created:	The Company currently employs 30 people. All of these positions will be retained. Three additional positions will be created.
Duration of Abatement:	12 years
Est. Value of Abatement:	\$182,014

After action by the Township Board, I will prepare our standard Abatement Agreement as required by State Law and submit the application to the State of Michigan for their final review and approval.

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

**DELHI CHARTER TOWNSHIP**

**RESOLUTION NO. 2012-003**

A Resolution to Approve the Application of Holt Products Co. for  
Industrial Facilities Exemption Certificate

At a Regular Meeting of the Township Board of Trustees, of the Charter Township of Delhi, Ingham County, Michigan, held at the Community Services Center, 2074 Aurelius Road, Holt, Michigan on Tuesday, the 19<sup>th</sup> day of June, 2012, at 7:30 p.m.

PRESENT:

ABSENT:

The following Resolution was offered by\_\_\_\_\_.

**WHEREAS**, pursuant to 1974 PA 198, as amended, the Township Board created an Industrial Development District (the "Industrial Development District"), with boundaries as outlined in Resolution of the Township Board of September 17, 1996, which includes the property at 1875 Walnut, Holt, MI; and

**WHEREAS**, the Township Clerk received an Application (the "Application") for an Industrial Facilities Exemption Certificate from Holt Products Co. (the "Applicant") on June 7, 2012 with respect to personal property improvements described in the Application (the "Facility") to be acquired and installed within the Industrial Development District; and

**WHEREAS**, before acting on the Application, the Township Board held a hearing on June 19, 2012 at the Community Services Center, at 8:00 p.m., for which hearing the Applicant, the Township Assessor, the public and a representative of each of the affected taxing units were given written notice, and at which hearing were afforded an opportunity to be heard on the Application; and

**WHEREAS**, acquisition and installation of the Facility is anticipated to have the reasonable likelihood to retain, create or prevent the loss of employment in Delhi Charter Township; and

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

**NOW, THEREFORE, BE IT RESOLVED;**

1. The Township Board finds and determines that:
  - a. The granting of the Industrial Facilities Exemption Certificate considered together with the aggregate amount of certificates previously granted and currently in force under Act No. 198 of the Public Acts of 1974 and Act No. 255 of the Public Acts of 1978, shall not have the effect of substantially impeding the operation of Delhi Charter Township, or impairing the financial soundness of a taxing unit which levies ad valorem property taxes in Delhi Charter Township; and
  - b. Acquisition and installation of the Facility will not have the effect of transferring employment from one or more other local governmental units of this state to Delhi Charter Township.
2. The Application of the Applicant for an Industrial Facilities Exemption Certificate with respect to the Facility to be acquired and installed on the parcel of real property described in the Application is situated within the Industrial Development District and the same is hereby approved.
3. The Industrial Facilities Exemption Certificate when issued shall be and remain in force and effect for a period of up to 12 years, plus up to 2 years construction.
4. Subject to the condition that any written agreements, assurances, and representations otherwise made by the Applicant to Delhi Charter Township concerning the new Facility and the taxation thereof are not thereby superseded, the Township Clerk is hereby authorized to execute agreements pursuant to Section 22 of 1974 PA 198 as proposed by the Applicant, and such other certificates, instruments, and papers necessary or convenient to effectuate the Industrial Facilities Exemption Certificate, including enabling the Applicant to correct inadvertent errors in the Application prior to its submission to the Michigan Department of Treasury.

AYES:

ABSENT:

The foregoing Resolution declared adopted on the date written above.

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Evan Hope, Township Clerk

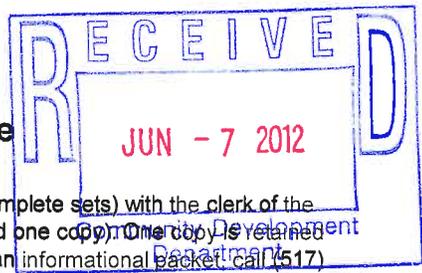
STATE OF MICHIGAN     }  
                                      }ss  
COUNTY OF INGHAM     }

I, the undersigned, the duly qualified Clerk of the Charter Township of Delhi, Ingham County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and complete copy of the proceedings taken by the Township Board at a regular meeting held on the 19<sup>th</sup> day of June, 2012.

**IN WITNESS THEREOF**, I have hereunto affixed my official signature this \_\_\_\_ day of June, 2012.

---

Evan Hope, Township Clerk



# Application for Industrial Facilities Tax Exemption Certificate

Issued under authority of P.A. 198 of 1974, as amended. Filing is mandatory.

**INSTRUCTIONS:** File the original and two copies of this form and the required attachments (three complete sets) with the clerk of the local government unit. The State Tax Commission (STC) requires two complete sets (one original and one copy). One copy is retained by the clerk. If you have any questions regarding the completion of this form or would like to request an informational packet, call (517) 373-3272.

To be completed by Clerk of Local Government Unit	
Signature of Clerk <i>Amy D. Sinch, Deputy Clerk</i>	Date received by Local Unit <i>June 7, 2012</i>
STC Use Only	
Application Number	Date Received by STC

## APPLICANT INFORMATION All boxes must be completed.

1a. Company Name (Applicant must be the occupant/operator of the facility) <b>Holt Products Co.</b>	1b. Standard Industrial Classification (SIC) Code - Sec. 2(10) (Four Digit Code) <b>3714</b>
1c. Address of Facility (real property or personal property location) <b>1875 Walnut, P.O. Box 99</b>	1d. Name of City/Township/Village (Indicate which) <b>Delhi Township</b>
2. Type of Approval Requested <input checked="" type="checkbox"/> New (Sec. 2(4)) <input type="checkbox"/> Transfer (1 copy to only) <input type="checkbox"/> Speculative Building (Sec. 3(8)) <input type="checkbox"/> Rehabilitation (Sec. 3(1)) <input type="checkbox"/> Research and Development (Sec. 2(9))	1e. County <b>Ingham</b>
	3a. School District where facility is located <b>Holt</b>
	3b. School Code <b>33070</b>
	4. Amount of years requested for exemption (1-12 Years) <b>12</b>

5. Thoroughly describe the project for which exemption is sought: Real Property (Type of Improvements to Land, Building, Size of Addition); Personal Property (Explain New, Used, Transferred from Out-of-State, etc.) and Proposed Use of Facility. (Please attach additional page(s) if more room is needed).

Current: Traub CNC Lathe for Subaru automotive components production, machine cost \$230,000.00, installed 12/20/11.  
October 2012: Hydromat Epic 12 Vertical transfer machine for Toyota automotive component machine cost \$880,000.00

6a. Cost of land and building improvements (excluding cost of land) ..... * Attach list of improvements and associated costs. * Also attach a copy of building permit if project has already begun.	Real Property Costs <b>\$1,110,000.00</b>
6b. Cost of machinery, equipment, furniture and fixtures ..... * Attach itemized listing with month, day and year of beginning of installation plus total costs	Personal Property Costs <b>\$1,110,000.00</b>
6c. Total Project Costs .....	Total of Real & Personal Costs

7. Indicate the time schedule for start and finish of construction and equipment installation. Projects must be completed within a two year period of the effective date of the certificate unless otherwise approved by the STC.

	Begin Date (M/D/Y)	End Date (M/D/Y)	<input type="checkbox"/> Owned	<input type="checkbox"/> Leased
Real Property Improvements				
Personal Property Improvements	<u>12/20/11</u>	<u>12/31/12</u>	<input checked="" type="checkbox"/> Owned	<input type="checkbox"/> Leased

8. Are State Education Taxes reduced or abated by the Michigan Economic Development Corporation (MEDC)? If yes, applicant must attach a signed MEDC Letter of Commitment to receive this exemption.       Yes       No

9. Number of existing jobs at this facility that will be retained as a result of this project. <b>3</b> <i>30 total emp.</i>	10. Number of new jobs at this facility expected to be created within two years of project completion. <b>3</b>
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11. Rehabilitation applications only: Complete a, b and c of this section. You must attach the assessor's statement of valuation for the entire plant rehabilitation district. The SEV data below must be as of December 31 of the year prior to the rehabilitation.

a. SEV of Real Property (excluding land) .....

b. SEV of Personal Property (excluding inventory) .....

c. Total SEV .....

12a. Check the type of District the facility is located in:

Industrial Development District       Plant Rehabilitation District

12b. Date district was established by local government unit (contact local unit) <i>9/17/96</i>	12c. Is this application for a speculative building (Sec. 3(8))? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
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**APPLICANT CERTIFICATION - complete all boxes.**

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

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

13a. Preparer Name <b>Jim Schweitzer</b>	13b. Phone Number <b>(517) 699-2111</b>	13c. Fax Number <b>(517) 699-2120</b>	13d. E-mail Address <b>jschweitzer@holtproducts.com</b>
14a. Name of Contact Person <b>Jim Schweitzer</b>	14b. Phone Number <b>(517) 699-2111</b>	14c. Fax Number <b>(517) 699-2120</b>	14d. E-mail Address <b>jschweitzer@holtproducts.com</b>
15a. Name of Company Officer (No Authorized Agents) <b>Donald R. Phillips</b>			
15b. Signature of Company Officer (No Authorized Agents) <i>Donald R. Phillips</i>		15c. Fax Number <b>(517) 699-2120</b>	15d. Date <b>7 - JUNE - 2012</b>
15e. Mailing Address (Street, City, State, ZIP) <b>1875 Walnut St. P.O. Box 99, Holt, MI 48842</b>		15f. Phone Number <b>(517) 699-2111</b>	15g. E-mail Address <b>rphillips@holtproducts.com</b>

**LOCAL GOVERNMENT ACTION & CERTIFICATION - complete all boxes.**

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

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

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

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

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

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

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

STC USE ONLY			
LUCI Code	Begin Date	End Date	End Date2



**MEMORANDUM**

**TO:** Delhi Township Board Members

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

**DATE:** June 14, 2012

**RE:** Inter-Agency Agreement for Road Improvements between Delhi Charter Township and the Ingham County Department of Transportation and Roads – Washington Road and Willoughby Road Pathway Improvements

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Enclosed for your review and approval is an Inter-Agency Agreement for Road Improvements between Delhi Charter Township and the Ingham County Department of Transportation and Roads for the Washington Road and Willoughby Road Pathway Improvements at an estimated cost of \$11,653.52.

Delhi Township was awarded a Safe Routes 2 School grant for the construction of sidewalk along Washington Road. While the grant covers the construction cost of the sidewalk there are a few incidentals that are not grant eligible such as utility pole relocations. The Ingham County Department of Transportation and Roads has agreed to treat this project similar to our other road improvement projects and implement a cost sharing. The Township's share of improvements is estimated at \$7,653.52 plus the addition of a \$4,000 administration fee to oversee the entire portion of the project with regards to the roadway. The total estimated expenditure by the Township would be \$11,653.52 and, therefore, I recommend approving the Inter-Agency Agreement between Delhi Charter Township and the Ingham County Department of Transportation and Roads.

**RECOMMENDED MOTION:**

**To approve the Inter-Agency Agreement for Road Improvements between Delhi Charter Township and the Ingham County Department of Transportation and Roads at an estimated cost of \$11,653.52 for Washington Road and Willoughby Road Pathway Improvements.**



## MEMORANDUM

TO: John B. Elsinga, Township Manager

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

DATE: Thursday, June 14, 2012

RE: Inter-Agency Agreement for Implementation of the Safe Routes 2 School Sidewalk Construction – Washington Road & Willoughby Road

As you are aware, we were successful in obtaining a Safe Routes 2 School (SR2S) grant for the construction of new sidewalk on the west side of Washington Road in the amount of approximately \$220,000. This grant covers 100% of the eligible costs for construction. However, as was outlined previously, there are some costs that are not grant eligible such as utility pole relocations and other minor things. Since the grant is routed through the Ingham County Department of Transportation and Roads (ICDTR), we must enter into an Inter-Agency Agreement with them for implementation and administration of the project. This is very similar to the arrangement for local road projects and other grants that we have received such as the Congestion Mitigation Air Quality grant used to build the first trail segment a few years ago. For this project, the ICDTR will require a \$4000 construction administration fee.

The total estimated cost for the entire Washington Road Sidewalk project under this agreement is \$11,653.52 and includes the in-eligible costs and the administration fee. The sidewalk project for just Washington Road was originally estimated to cost approximately \$170,000. Under the SR2S grant, we have been able to partner with the City of Lansing to extend sidewalk along the north side of Willoughby Road as well. Receipt of the SR2S grant has resulted in a significant savings to the Township and improvements to the project that would not have been possible otherwise.

Attached is a copy of the agreement. Please review it and if you have any questions or need additional detail, don't hesitate to ask. Assuming you find it acceptable, please forward the agreement, to the Township Board for their consideration and approval on June 19<sup>th</sup>. Thank you.

# **INTER-AGENCY AGREEMENT FOR ROAD IMPROVEMENTS**

## **DELHI CHARTER TOWNSHIP**

### **WASHINGTON ROAD AND WILLOUGHBY ROAD PATHWAY IMPROVEMENTS**

THIS AGREEMENT is made and entered into between DELHI CHARTER TOWNSHIP, Ingham County, Michigan, (TOWNSHIP), and the INGHAM COUNTY DEPARTMENT OF TRANSPORTATION AND ROADS, Ingham County, Michigan (ROAD DEPARTMENT).

#### **WITNESSETH**

WHEREAS, the ROAD DEPARTMENT contemplates road reconstruction, drainage improvements, and resurfacing for Washington Road between Holt Road & Willoughby Road and for Willoughby Road between Washington Road & Miriam Street (PROJECT), during the 2012 construction year and has obtained state and federal funding therefore; and

WHEREAS, the TOWNSHIP owns sanitary sewer utilities, and pathway facilities within the limits of the PROJECT and desires that necessary township infrastructure improvements, including a Safe Routes 2 School (SR2S) pathway be accomplished as part of the PROJECT; and

WHEREAS, the TOWNSHIP infrastructure improvements, including but not limited to sanitary manhole rehabilitation and pathway improvements, have been incorporated into the PROJECT construction plans, per the TOWNSHIP's request and direction; and

WHEREAS, the PROJECT will be undertaken pursuant to a contract between the State of Michigan/MDOT and the contractor, with the ROAD DEPARTMENT, in turn, entering into a contract with the State, consistent with the requirement for state and federal funding requirements; and

WHEREAS, the ROAD DEPARTMENT is willing to cause the TOWNSHIP infrastructure improvements in the PROJECT with the costs for the aforementioned TOWNSHIP work to be provided by the TOWNSHIP; and

WHEREAS, the TOWNSHIP infrastructure improvements require sanitary manhole rehabilitation and pathway improvements. Likewise, the PROJECT requires road reconstruction, drainage improvements, and resurfacing for Washington Road and Willoughby Road with much of the work within a road closure; and

WHEREAS, the TOWNSHIP infrastructure work is limited, located within the PROJECT work zone, and requires specialized equipment and work force, and therefore will have a high unit cost if performed separately when compared to the combined project unit costs; and

WHEREAS, proper coordination of the combined project work should result in more efficient traffic control, less inconvenience to the public, and lower costs for both the ROAD DEPARTMENT and TOWNSHIP.

**NOW, THEREFORE, IT IS AGREED AS FOLLOWS:**

The ROAD DEPARTMENT will have the TOWNSHIP infrastructure improvements performed as part of the PROJECT. The TOWNSHIP improvements that are federal-aid eligible will be included as participating work items, so that if the funding allows, the improvements can be funded using federal funds, pursuant to the Part I conditions of the ROAD DEPARTMENT and State of Michigan contract [Exhibit A]. The TOWNSHIP agrees to pay the TOWNSHIP infrastructure improvement local match costs for the Urban STP portion of the PROJECT. Local match costs for the infrastructure improvement work is estimated to total \$7,653.52.

The ROAD DEPARTMENT will also have the Safe Routes 2 School (SR2S) pathway constructed as part of the PROJECT. The SR2S improvements are 100% federal-aid eligible up to the programmed grant amount. The TOWNSHIP agrees to pay the ROAD DEPARTMENT any SR2S costs that exceed the final grant amount and a \$4,000.00 construction administration fee. The aforementioned local match and construction administration fee (\$11,653.52 total) shall be invoiced to the TOWNSHIP and paid within (30) thirty calendar days of receipt of the invoice.

An authorized representative of the TOWNSHIP shall have examined the work during, or shortly after, its construction and upon a determination that the work is not compliant with the plans and specifications or TOWNSHIP standards, inform ROAD DEPARTMENT staff immediately. The ROAD DEPARTMENT shall determine if the work conforms to the PROJECT specifications. If non-conforming, the contractor shall not be paid until such work conforms. ROAD DEPARTMENT and TOWNSHIP work that is compliant with the plans and specifications shall be processed forthwith and paid for accordingly.

Any joint costs incurred as a result of this Agreement shall be borne by the ROAD DEPARTMENT and the TOWNSHIP on a pro-rata basis. Nothing in this Agreement is intended to create or shall create any joint and severable liability of the parties. If additional work is requested by the TOWNSHIP, those costs will be in addition to the work covered by this agreement and an amendment to this agreement will be required before the work is authorized.

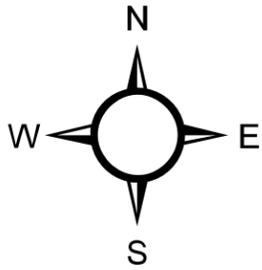
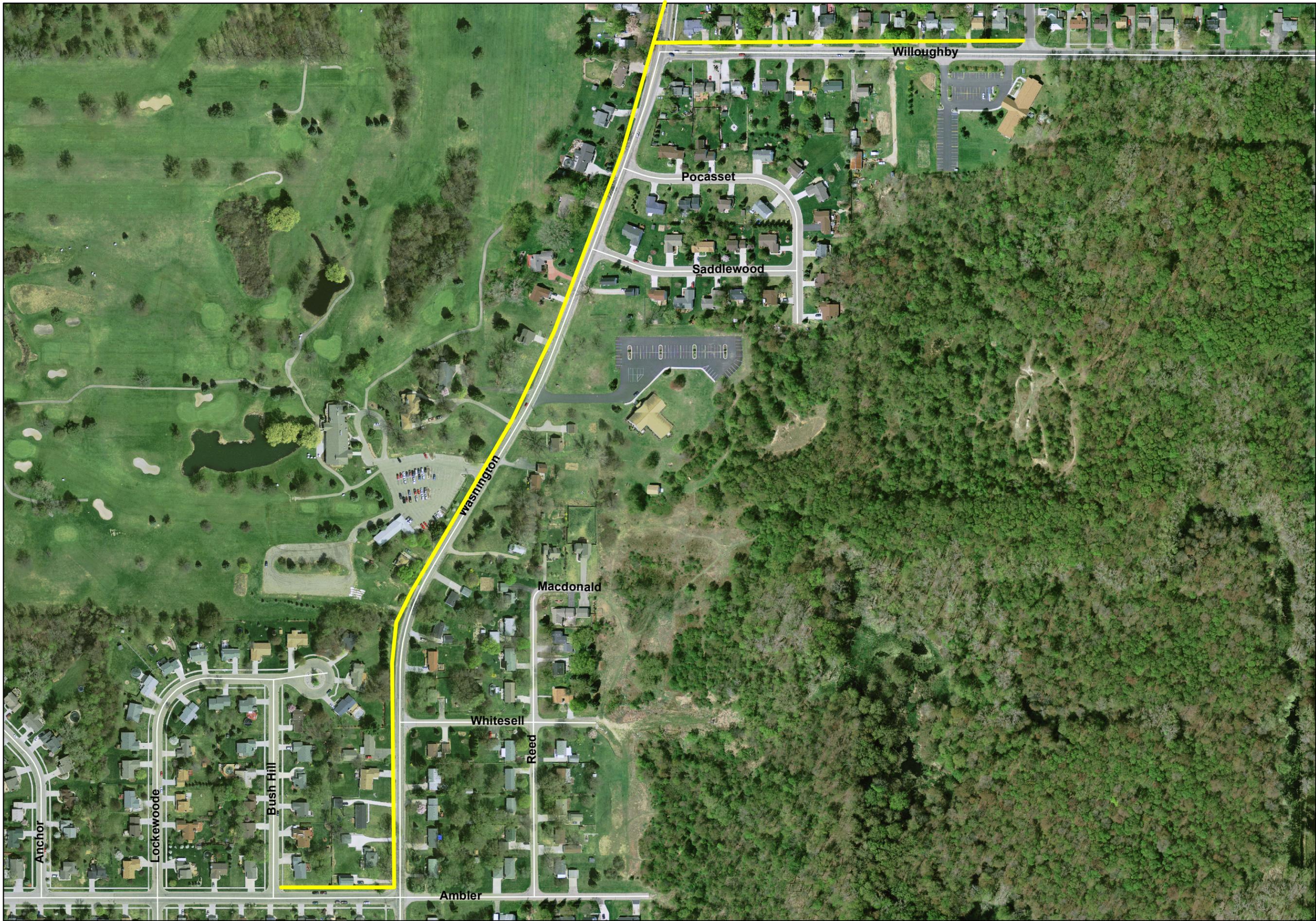
**IN WITNESS WHEREOF**, the parties hereto have set their hands and seals.

**INGHAM COUNTY DEPARTMENT OF TRANSPORTATION AND ROADS:**

\_\_\_\_\_ Date \_\_\_\_\_  
WILLIAM M. CONKLIN, PE, Managing Director

**CHARTER TOWNSHIP OF DELHI:**

\_\_\_\_\_ Date \_\_\_\_\_  
JOHN R. ELSINGA, Manager



**Projects are SR2S Funded  
To be Installed Summer 2012**

**MEMORANDUM**

**TO:** Delhi Township Board Members

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

**DATE:** June 15, 2012

**RE:** Resolution No. 2012-004 – Notice of Intent to Issue Bonds – North Trail Connector Project

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Enclosed for your review and approval is Resolution No. 2012-004 which would inform the public of our intent to borrow up to \$1.2 million for the purpose of defraying all or a portion of the cost of acquiring, constructing and installing a non-motorized pathway/trail from Willoughby Road adjacent to Maple Ridge Cemetery north and easterly for approximately 2.5 miles to the intersection of Aurelius and Jolly Road.

In 2007 the Delhi Township Board adopted a Non-Motorized Transportation Plan which planned for the construction of non-motorized pathways (trails) through Delhi Township with the goal of connecting north to the Lansing River Trail and eventually south to the Hayhoe Trail in Mason. In 2008 and 2009 we began and completed construction of the first portions of the trail from Holt Road to Willoughby Road and along Cedar Street between Dallas and Holbrook Drive.

The estimated cost to construct the North Trail Connector is \$3,200,000. This pathway will continue the trail, which ends at Willoughby Road, and extend it to the Lansing River Trail at the corner of Jolly and Aurelius Roads. The Lansing River Trail connects to Hawk Island Park, Potter Park Zoo, downtown Lansing, Old Town and through the MSU campus.

Delhi Township received a grant from the Michigan Department of Transportation in the amount of \$1,400,000 and a grant from the Michigan Department of Natural Resources in the amount of \$600,000 for this project. The remaining \$1,200,000 will be funded by the sale of bonds and will be payable at an interest rate of not to exceed five percent over not more than fifteen years. Therefore, in order to take advantage of the grant money and continue our plan to extend our non-motorized pathway to connect to the Lansing River Trail, I recommend adoption of Resolution No. 2012-004 approving a Notice of Intent to Issue Bonds.

**Recommended Motion:**

**To adopt Resolution No. 2012-004 – Notice of Intent to Issue Bonds for the North Trail Connector Project.**

**Resolution No. 2012 - 004**

**Notice of Intent to Issue Bonds Resolution – Charter Township of Delhi  
Not to Exceed \$1,200,000 Capital Improvement Bonds**

A regular meeting of the Township Board of the Charter Township of Delhi, Ingham County, Michigan (the “Township”), was held in the Delhi Community Services Center, 2074 Aurelius Road, Holt, Michigan, in the Township, on Tuesday, the 19th day of June, 2012, at 7:30 o'clock in the evening.

Present:

Absent:

The following preamble and resolution were offered by Board Member \_\_\_\_\_ and supported by Board Member \_\_\_\_\_:

**WHEREAS**, the Township Board has determined that it will be necessary to issue bonds of the Township pursuant to the Revised Municipal Finance Act, Act 34, Public Acts of Michigan, 2001, as amended (the "Act"), for the purpose of paying a portion of the cost of acquiring, constructing and installing certain non-motorized pathways/trails, as more specifically described in the notice attached to this resolution as **Attachment A** (the “Project”), which Project may be constructed in one or more phases; and

**WHEREAS**, Section 517 of the Act (MCL 141.2517) requires the publication of a notice of intent to issue the bonds necessary to produce the monies required to finance all or a portion of the cost of the Project; and

**WHEREAS**, the cost for the Project is currently estimated to be Three Million Two Hundred Thousand Dollars (\$3,200,000); and

**WHEREAS**, not to exceed One Million Two Hundred Thousand Dollars (\$1,200,000) of the aggregate Project costs, including the costs of issuance for bonds, is proposed to be financed through the issuance of bonds of the Township (the "Bonds") in one or more series to pay a portion of the Project costs; and

**WHEREAS**, the Township Board now desires to authorize and approve the Notice of Intent to Issue Bonds required by the Act; and

**WHEREAS**, the Township may wish to reimburse certain expenditures to be made from the General Fund or other fund(s) of the Township for the Project in advance of the issuance of the Bonds.

**NOW, THEREFORE, BE IT RESOLVED THAT:**

1. The Township Clerk, or a designee thereof, shall cause a Notice of Intent to Issue Bonds to be published, in substantially the form as attached to this resolution as Attachment A, in the *Holt Community News*, a newspaper of general circulation within the Charter Township of Delhi, as a display ad of at least 1/4 page in size.

2. Pursuant to the Revised Municipal Finance Act, Act 34, Public Acts of Michigan, 2001, as amended, the foregoing notice and method of publication thereof are hereby determined to be adequate to notify the residents and electors of the Township of their referendum rights and of the nature of the debt obligations proposed to be issued.

3. To the extent advances to pay Project costs are required to be made from the Township's General Fund or other fund(s), the Township shall reimburse the General Fund or such other fund(s) not earlier than the date on which the expenses are paid and not later than the latter of:

- (a) the date that is eighteen (18) months after the expenses are paid, or
- (b) the date the Project is placed in service or abandoned, but in no event more than three (3) years after the expenses are paid.

4. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be, and the same are, hereby rescinded.

Ayes:

Nays:

Resolution declared adopted.

---

Evan Hope, Township Clerk  
Charter Township of Delhi

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Township Board of the Charter Township of Delhi, Ingham County, Michigan, at a regular meeting held on June 19, 2012, the original of which is a part of the Township Board's minutes and that public notice of said meeting was given pursuant to Act No. 267, Public Acts of Michigan 1976, as amended.

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Evan Hope, Township Clerk  
Charter Township of Delhi

## ATTACHMENT A

### **NOTICE OF INTENT TO ISSUE CAPITAL IMPROVEMENT BONDS TO THE RESIDENTS, ELECTORS AND TAXPAYERS OF THE CHARTER TOWNSHIP OF DELHI AND NOTICE OF RIGHT OF REFERENDUM**

**TAKE NOTICE THAT** the Township Board of the Charter Township of Delhi, Ingham County, Michigan (the "Township"), intends to authorize the issuance of NOT TO EXCEED Five Million Five Hundred Thousand Dollars (\$1,200,000) Charter Township of Delhi Capital Improvement Bonds (the "Bonds") pursuant to the Revised Municipal Finance Act, Act 34, Public Acts of Michigan, 2001, as amended, for the purpose of defraying a portion of the cost of acquiring, constructing and installing a non-motorized pathway/trail from Willoughby Road adjacent to Maple Ridge Cemetery north and easterly for approximately 2.5 miles to the intersection of Aurelius and Jolly Road, including hard surfacing, landscaping, boardwalks, bridges, railroad crossings, abutments and ancillary improvements, as well as all other necessary and related improvements, the acquisition of necessary rights in land, and engineering, bond issuance and financing costs. The Bonds may be issued by the Township in one or more series, the aggregate principal amount of which will not exceed \$1,200,000.

The Bonds will be payable in not more than fifteen (15) annual installments at an effective rate of interest to be determined upon sale of the Bonds not to exceed five percent (5.0%) per annum, payable on the unpaid principal balance from time to time remaining outstanding on the Bonds.

The total cost of the non-motorized pathway/trail project is estimated to be \$3,200,000, a portion of which cost is to be paid from the proceeds of the Bonds. The project may be constructed in one or more phases.

#### **SOURCE OF PAYMENT OF BONDS**

**THE PRINCIPAL OF AND INTEREST ON THE BONDS** will be payable primarily from general ad valorem taxes of the Township. In addition, the Bonds will be payable as a first budget obligation from the general funds of the Township or from ad valorem taxes dedicated to road improvements which must be levied by the Township as necessary to make such debt service payments, but subject to existing constitutional, statutory and charter tax rate limitations. The full faith, credit and resources of the Township will be pledged for the payment of the principal of and interest on said Bonds, subject to applicable constitutional, statutory and charter tax rate limitations.

#### **ADDITIONAL SOURCE(S) OF FUNDING**

The project is eligible for, and a portion of the project cost is anticipated to be paid from, certain grant funds in the aggregate amount of \$2,000,000. The anticipated grants include (1) a grant to be issued by the Michigan Department of Transportation, pursuant to the federal

Transportation Enhancement program, in the amount of \$1,400,000, and (2) a grant to be issued by the Michigan Department of Natural Resources for recreational enhancement projects in the amount of \$600,000.

**NOTICE OF RIGHT OF REFERENDUM**

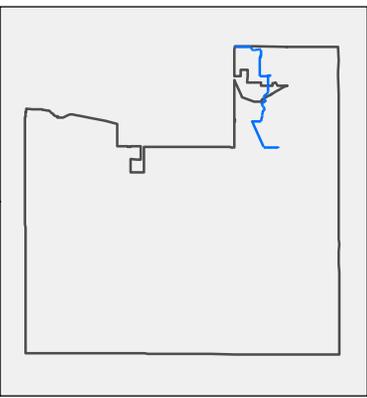
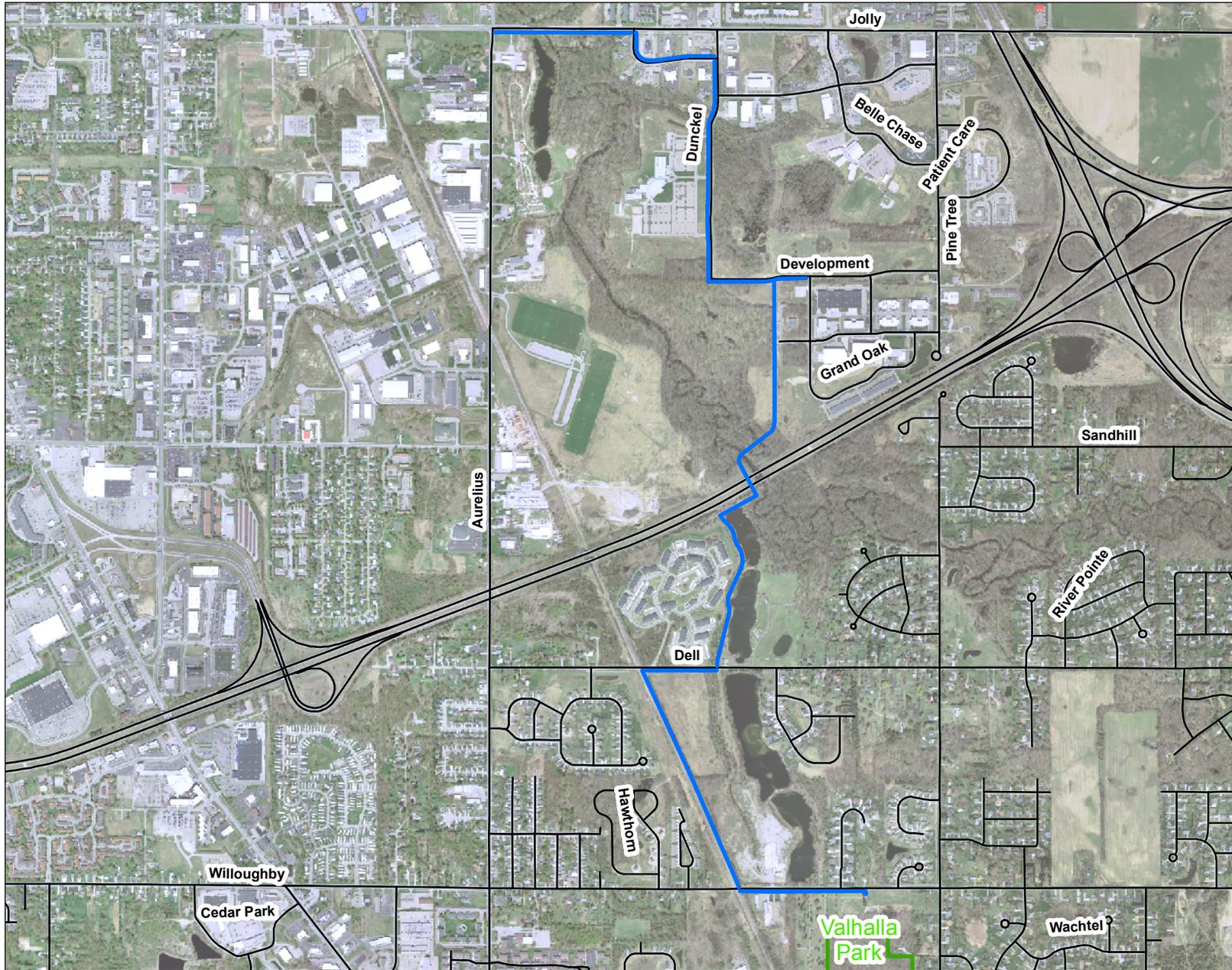
THIS NOTICE is given pursuant to the requirements of Section 517 of the Revised Municipal Finance Act, Act 34, Public Acts of Michigan, 2001, as amended. If within forty-five (45) days from the publication of this NOTICE OF INTENT to issue Bonds a PETITION signed by not less than TEN PERCENT (10%) OF THE REGISTERED ELECTORS residing within the limits of the Charter Township of Delhi shall have been filed with the Township Clerk requesting a REFERENDUM on the question of the issuance of the Bonds, then the same shall not be issued until approved by the vote of the majority of the electors of the Township qualified to vote and voting thereon at a general or special election. The current number of registered electors in the Township is \_\_\_\_\_.

Further information regarding the proposed non-motorized pathway/trail project and the Bonds described herein is available at the office of the Township Manager of the Charter Township of Delhi, 2704 Aurelius Road, Holt, Michigan 48842 (phone 517-694-2136).

Dated: \_\_\_\_\_, 2012

\_\_\_\_\_  
Evan Hope, Township Clerk  
Charter Township of Delhi

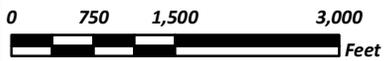
# North Tier Non-Motorized Path



### Legend

- █ Delhi Parks
- Streets
- Non-Motorized Path

1 inch = 1,748.5 feet



This map is intended for use as generalized township wide planning and there are no warranties that accompany this product. The Township recommends users of this map to confirm the data used in this map by visual inspection of the geographic area. The township is not liable for decisions made with the use of this product.

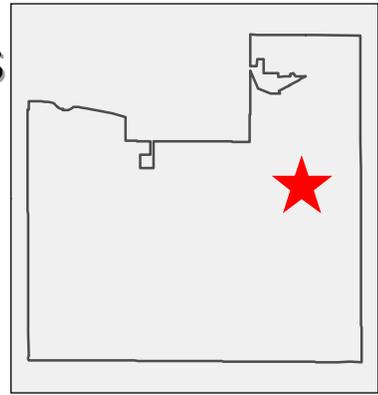
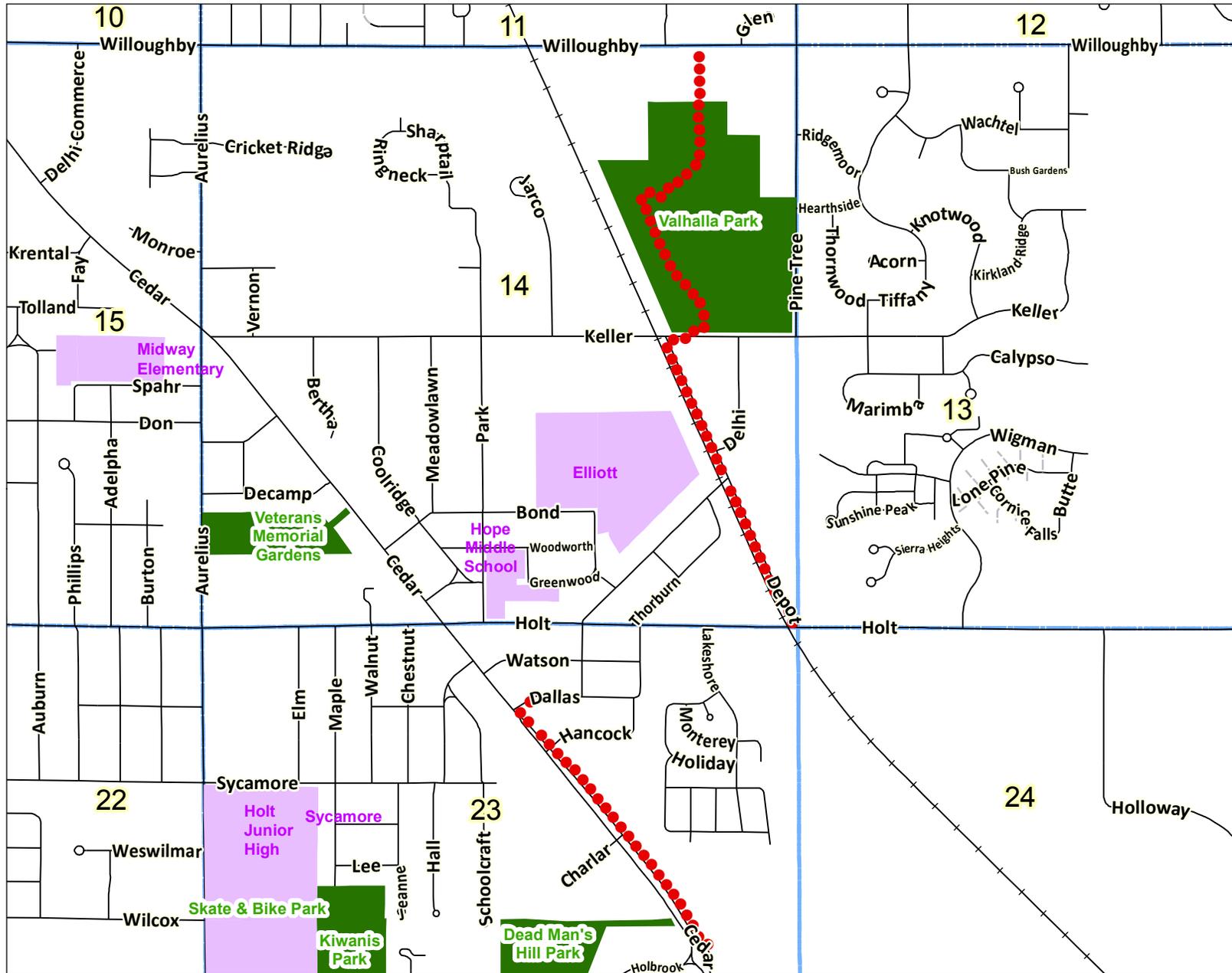
Map Source: Delhi Charter Township  
Map Printed: Friday, June 15, 2012



Notes:

# Non-Motorized Path

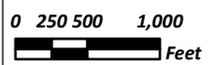
# Completed Sections



### Legend

- NMT
- Railroad
- Active Roads
- Proposed Roads
- Section Lines
- Parks
- School Property

1 inch = 1,326.2 feet



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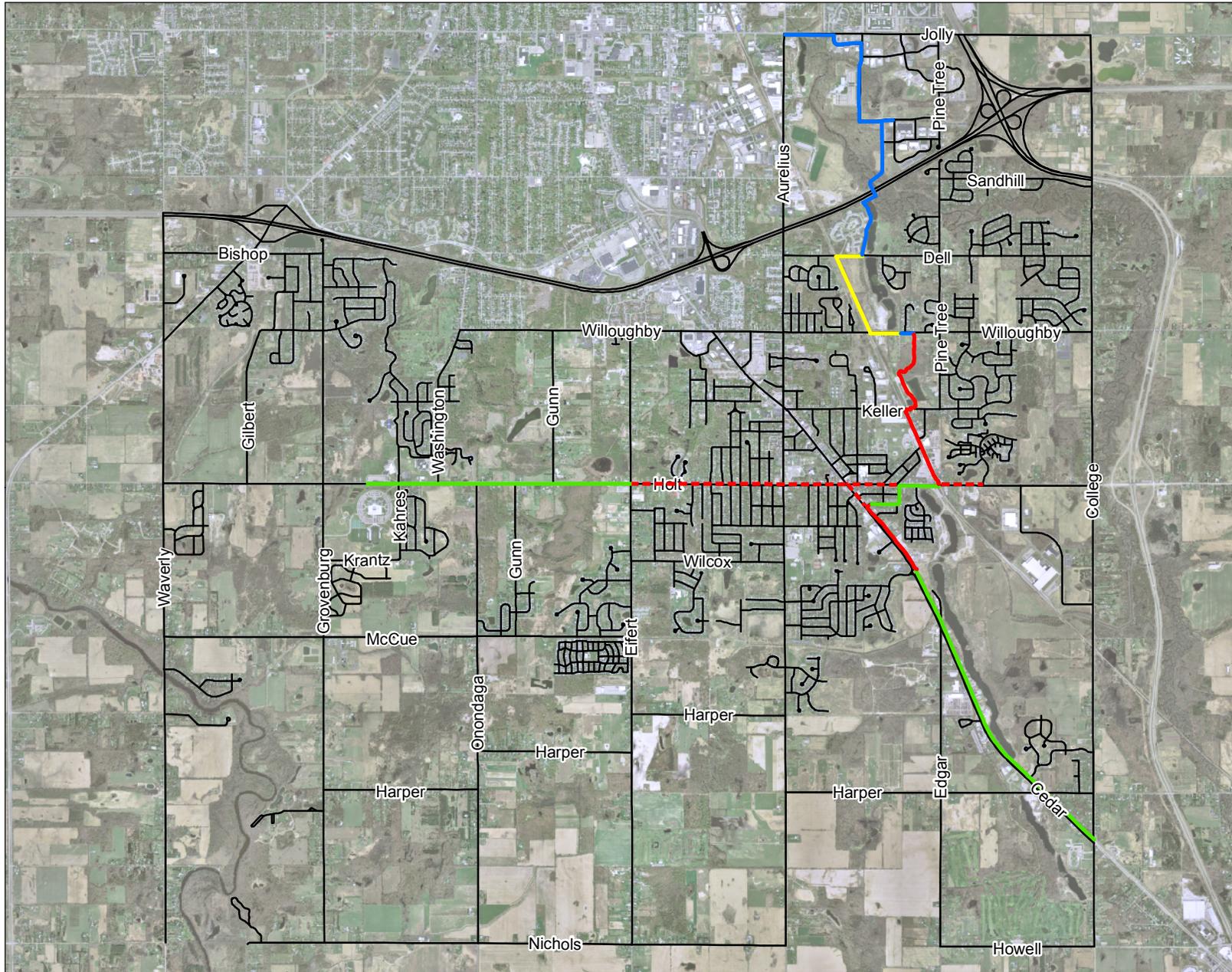
Map Source: Delhi Charter Township  
Map Printed: February 28, 2011



Notes: \_\_\_\_\_

# Delhi Township Trail System

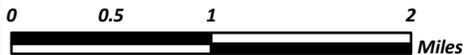
## Projected Completion Dates & Existing Locations



### Legend

- Existing Trail
- - - Enhanced Sidewalk Connection
- 2012
- 2013
- Future

1 inch = 5,044.2 feet



This map is intended for use as generalized township wide planning and there are no warranties that accompany this product. The Township recommends users of this map to confirm the data used in this map by visual inspection of the geographic area. The township is not liable for decisions made with the use of this product.

Map Source: Delhi Charter Township  
Map Printed: September 15, 2011



Notes:

## DELHI CHARTER TOWNSHIP

## MEMORANDUM

**TO:** Delhi Township Board

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

**DATE:** June 15, 2012

**RE:** 2012 Sidewalk Improvement Program – Able Concrete, Inc.

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Enclosed for your review and consideration is the lowest responsive bid from Able Concrete, Inc. in the amount of \$13,911 for our 2012 Sidewalk Improvement Program.

Each year the Township takes a proactive approach in repairing and replacing damaged sidewalks and ramps in the Township. This year, our sidewalk improvement program includes over 1,300 s.f. of damaged sidewalks.

The Township received bids from three companies with the lowest bidder being Able Concrete, Inc. who has provided satisfactory service to the Township in the past.

The Township will split the cost of the sidewalk replacement/repairs with the property owner. Therefore, we are estimating our maximum cost to be approximately \$7,000 with the remaining costs being assessed to the benefiting property owner.

We have sufficient funds in our infrastructure budget at this time to proceed with this project this summer. Therefore, I recommend the Board award the bid for the 2012 Sidewalk Improvement Program to Able Concrete in the amount of \$13,911. The Board will then be asked to approve the Contract from Able Concrete at their July 17, 2012 meeting.

**RECOMMENDED MOTION:**

**To award the bid for the 2012 Sidewalk Improvement Program to Able Concrete, Inc. in the amount of \$13,911.**



## **MEMORANDUM**

TO: John B. Elsinga, Township Manager

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

DATE: Friday, June 15, 2012

RE: 2012 - 50/50 Sidewalk Replacement Program

The Department of Community Development has recently completed the 2012 inspections of the public sidewalks. There is a total of 1,373 square feet of sidewalk in need of replacement. There were three bids submitted. The lowest bidder was Able Concrete to complete the work for the amount of \$13,911.

I would respectfully request that you forward the attached information, along with your concurrence to the Township Board for their consideration and acceptance at the meeting on June 19<sup>th</sup>, 2012 to award the contract to Able Concrete for the 2012 Sidewalk Improvement Program.

## **2012- 50/50 Sidewalk Replacement Bid Opening**

	Bidder Name	Bid Amount
1	Able Concrete	\$13,911.00
2	Moore Trospen Construction Company	\$20,115.00
3	Rumsey & Sons Construction Inc.	\$20,975.36