

**DELHI CHARTER TOWNSHIP
COMMITTEE OF THE WHOLE MEETING HELD ON SEPTEMBER 18, 2012**

The members of the Delhi Charter Township Committee of the Whole met on Tuesday, September 18, 2012, in the Multipurpose Room at the Community Services Center, 2074 Aurelius Road, Holt, MI. Supervisor Goodrich called the meeting to order at 6:00 p.m.

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

Members Absent: None

Others Present: John Elsinga, Township Manager
Lt. Eric Trojanowicz, Ingham County Sheriff's Office/Delhi Division
Rick Royston, Fire Chief
Tracy Miller, Director of Community Development
Gail Meredith, Accounting Technician
Tricia Vander Ploeg, Administrative Assistant/Deputy Supervisor
Amy Finch, Assistant Township Clerk/Deputy Clerk

BUSINESS

COMMUNITY DEVELOPMENT DEPARTMENT – AUGUST ACTIVITY REPORT

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

FIRE DEPARTMENT – AUGUST ACTIVITY REPORT

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

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

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

FY 2013 BUDGET DISCUSSION

Trustee Bajema asked the reason for the increase in expenditures from 2011 to what is projected in 2012. Twp. Mgr. Elsinga stated that the departments are relatively the

SUBJECT TO APPROVAL

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same but what typically changes from year to year are the grants that are coming and going which can affect one fiscal year to another.

Trustee Hayhoe commented on the winding down of the Downtown Development Authority.

PUBLIC COMMENT – Chelsi McMahan, 2284 Washington Road, Lansing, would like to see a reduced speed limit on Holt Road near the Washington Road intersection and suggested a crosswalk at Ambler Street and Washington Road.

ADJOURNMENT

Meeting adjourned at 7:05 p.m.

Date: _____
Evan Hope, Township Clerk

Date: _____
Stuart Goodrich, Supervisor

/af

SUBJECT TO APPROVAL

DELHI CHARTER TOWNSHIP
Department of Community Development

August 2012 Activity Report

New Permits:

<u>Category</u>	<u>DDA Area Permits</u>	<u>Total Permits</u>	<u>Total Inspections</u>
Building	10	20	58
Electrical	7	22	40
Mechanical	2	25	68
Plumbing	5	19	40
Fire Inspections	N/A	N/A	43
Totals	24	86	249

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	1	3	33
Soil Erosion Waivers	0	0	0
APA Projects	0	0	4
Totals	1	3	37

New Code Enforcement Cases:

<u>Category</u>	<u>DDA Area Cases</u>	<u>Total Cases</u>
Building Maintenance	1	1
Fence Violation	0	0
Junk & Debris	1	6
Junk Vehicles	3	12
Miscellaneous	5	17
Noxious Weeds	3	17
Sidewalk Snow	0	0
Sign	3	4
Site Plan	0	0
Yard Parking	0	4
Improper Zoning Use	1	3
Totals	17	64
Total # of Inspections	131	

Rental Program Information:

Number of New Registered Rental Properties	9
Number of Rental Re-inspections	12
Number of Rental Investigations	0
Number of Rental Cycle Inspections	2

Civil Infraction/Abatement Information:

Abatement/Clean-ups	9
<i>Abatement/Clean-up Fees Issued (Year to date)</i>	\$10,032.86
Civil Infractions Issued	4
<i>Civil Infraction Fines Issued (Year to date)</i>	\$1,200.00

DELHI CHARTER TOWNSHIP

Building Permit Details

Permit No.	Property Address	Permit Applicant	Work Description	Estimated Cost	Permit Fee	DDA?	
COMMERCIAL MISCELLANEOUS							
PB12-235	1966 AURELIUS ROAD	JIMMERSON ROOFING	<i>TEAR OFF AND RE-ROOF BACK SIDE ONLY</i>	\$8,000	\$50.00		
PB12-230	2040 AURELIUS ROAD UNIT 1	BUDDIE'S PUB & GRILL	<i>CONSTRUCTING TENT FOR HOLT HOMETOWN FESTIVAL FOR AUGUST 24TH AND AUGUST 25TH</i>	\$0	\$50.00	Y	
COMMERCIAL MISCELLANEOUS				\$8,000	\$100.00		Total: 2
DECK							
PB12-226	2150 MEADOWLAWN DRIVE	SOWARDS, DAVID	<i>CONSTRUCTING A 16' X 17' DECK ON REAR OF HOUSE</i>	\$2,448	\$50.00	Y	
DECK				\$2,448	\$50.00		Total: 1
FENCE							
PB12-234	1943 DEAN AVENUE	RANCH LIFE PLASTICS, INC	<i>INSTALLING 6' PRIVACY FENCE IN SIDE YARD</i>	\$0	\$50.00		
FENCE				\$0	\$50.00		Total: 1
RESIDENTIAL ALTERATION							
PB12-236	1953 ADELPHA AVENUE	SHEWCHUCK, J.F	<i>REMODEL DWELLING</i>	\$48,000	\$0.00		
PB12-227	4260 BOND STREET 1	SOUTH CENTAL CONTRACTING INC	<i>REBUILD FOUR UNIT APARTMENT AFTER FIRE</i>	\$150,000	\$900.00	Y	
PB12-224	3852 CALYPSO LANE	RAVEN ENTERPRISES	<i>CONSTRUCTING A 252 SQ FT UNHEATED SUNROOM ON REAR OF HOUSE</i>	\$12,600	\$78.00	Y	
PB12-223	2562 SANIBEL HOLLOW	JJ KOAN REVOCABLE TRUST	<i>FINISH DINING ROOM AND KITCHEN IN LOWER LEVEL</i>	\$4,431	\$50.00		
RESIDENTIAL ALTERATION				\$215,031	\$1,028.00		Total: 4
RESIDENTIAL DWELLING/GARAGE							
PB12-240	1821 NIGHTINGALE DRIVE	ALLEN EDWIN HOMES	<i>CONSTRUCTING SINGLE FAMILY HOME</i>	\$175,140	\$1,056.00		
RESIDENTIAL DWELLING/GARAGE				\$175,140	\$1,056.00		Total: 1

DELHI CHARTER TOWNSHIP

Building Permit Details

of
Permits

Permit No.	Property Address	Permit Applicant	Work Description	Estimated Cost	Permit Fee	DDA?	
RESIDENTIAL MISCELLANEOUS							
PB12-232	4128 ARCHWOOD DRIVE	ANDERSON, DAN	TEAR OFF AND RE-ROOF	\$8,000	\$50.00		
PB12-228	2075 CEDAR STREET	STREAMLINE ENTERPRISES INC	TEAR OFF AND RE-ROOF FRONT HALF OF DWELLING	\$4,500	\$50.00	Y	
PB12-239	2475 FEATHERSTONE DRIVE	SIMON ROOFING	TEAR OFF AND RE-ROOF	\$8,000	\$50.00		
PB12-233	1526 GRAYFRIARS AVENUE	HANSON'S WINDOW AND CONSTRUCTION IN	TEAR OFF AND RE-ROOF	\$8,000	\$50.00		
PB12-238	4360 HOLT ROAD UNIT 5	JORDAN ROOFING	TEAR OFF AND RE-ROOF UNITS 5, 6 & 7 ONLY	\$8,000	\$50.00	Y	
PB12-225	2605 KATE STREET	KOGUT, PETER	TEAR OFF AND RE-ROOF	\$8,000	\$50.00	Y	
PB12-229	2220 PARK LANE	SHERRIFF-GOSLIN CO	TEAR OFF AND RE-ROOF	\$8,000	\$50.00	Y	
PB12-220	2870 RIVER POINTE DRIVE	EXTERIORS OF LANSING	TEAR OFF AND RE-ROOF	\$8,000	\$50.00		
PB12-222	2551 SELMA STREET	ABDULHAMED, NOURA ANWAR	TEAR OFF AND RE-ROOF	\$8,000	\$50.00	Y	
PB12-221	3691 TRIANON TRAIL	MEDES, TIRSO & KRISTY	TEAR OFF AND RE-ROOF	\$8,000	\$50.00		
RESIDENTIAL MISCELLANEOUS				\$76,500	\$500.00		Total: 10
SIGN							
PS12-014	3125 PINE TREE ROAD	C BLUE COMMERCIAL BLUEPRINT, INC.	INSTALLING 30.5 SQ FT WALL SIGN	\$0	\$81.00	Y	
SIGN				\$0	\$81.00		Total: 1
Totals:				\$477,119	\$2,865.00		20

Permit.DateIssued Between 08/01/2012 AND 08/31/2012
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

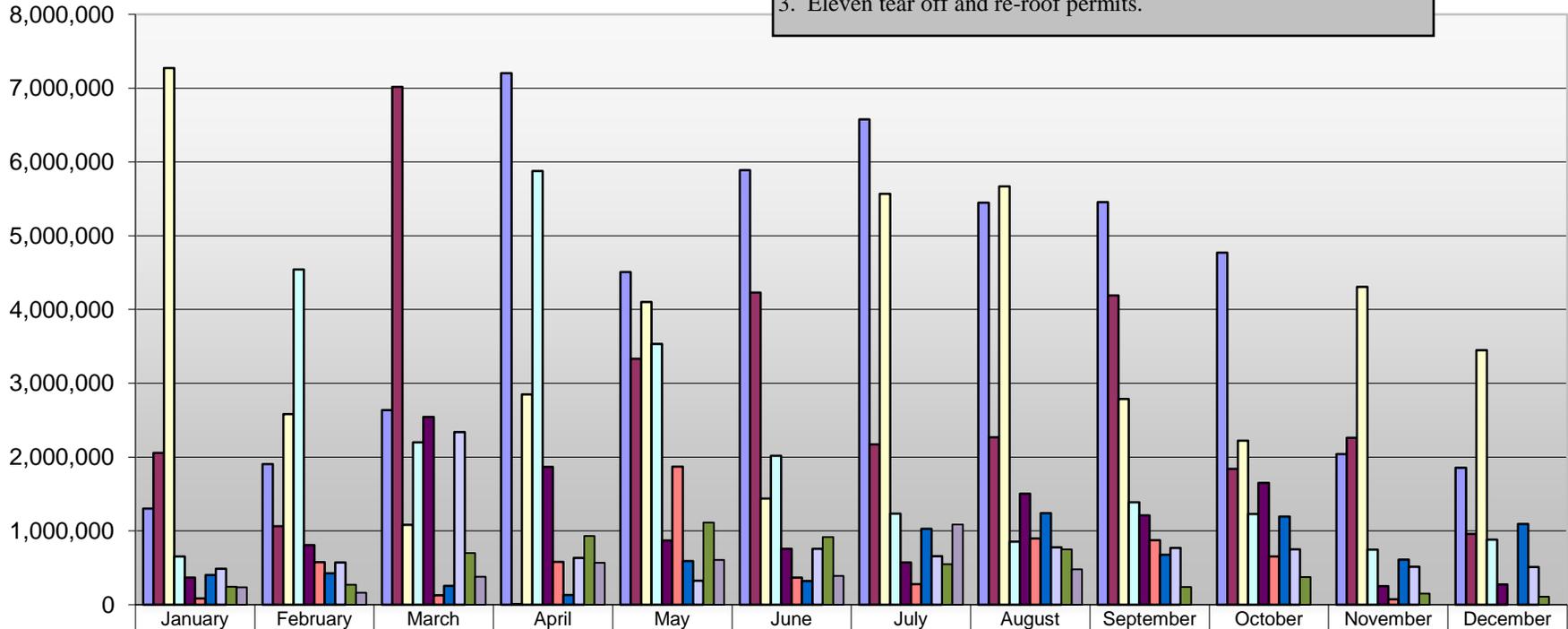
2012 Year to date Construction Values:

Commercial / Industrial:	\$ 3,644,347.00
Residential:	\$ 3,899,063.00
Total Single Family Homes:	11

Residential Building Permits

August 2012 Activity Includes:

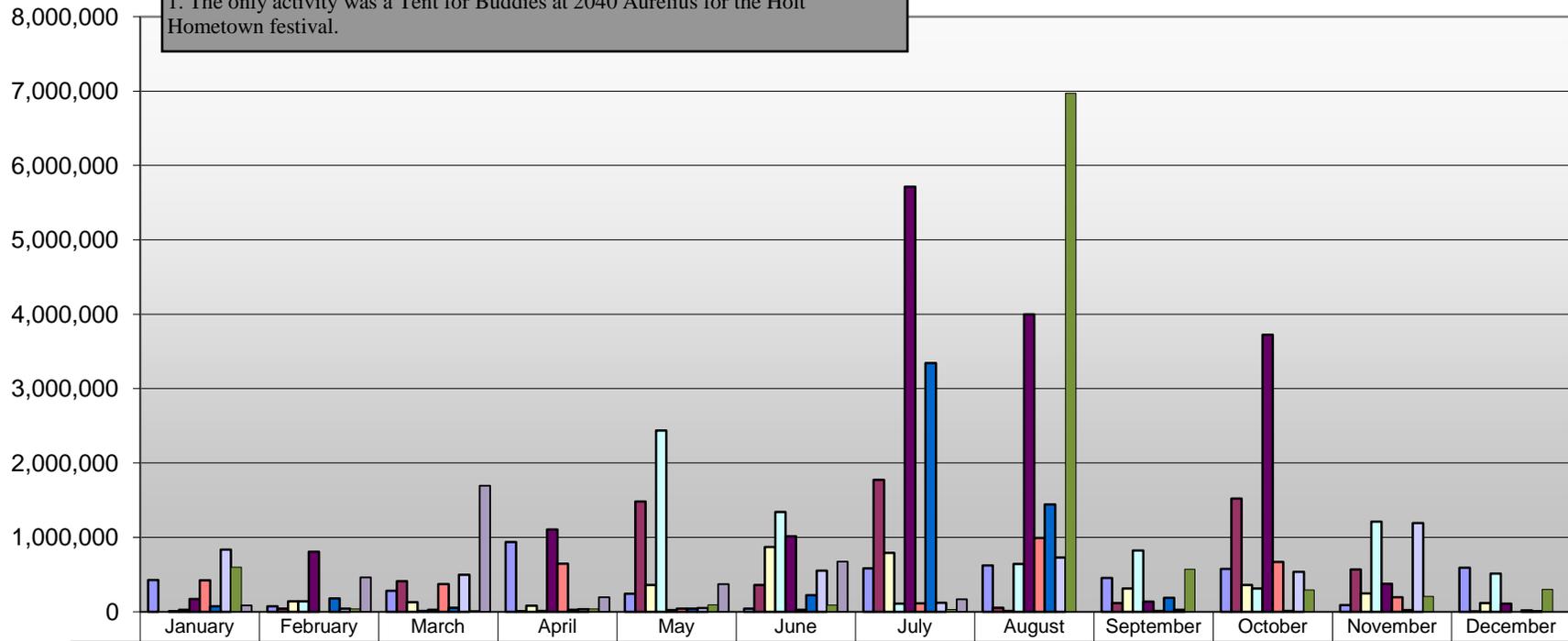
1. One residential dwelling permits.
2. One deck permit.
3. Eleven tear off and re-roof permits.



	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	388,176	1,084,941	477,119				

Commercial/Industrial Building Permits

August 2012 Activity Includes:
 1. The only activity was a Tent for Buddies at 2040 Aurelius for the Holt Hometown festival.



	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	674,345	165,000	0				

Delhi Township Fire Department Monthly Report

August, 2012

Total Calls

	<i>Delhi</i>	<i>Alaiedon</i>	<i>Total</i>
EMS / Medical	195	-	195
Fire / Rescue	40	3	43
Total Calls	235	3	238
Staff Hours	391	22	413

Total calls in 2012: 1,687

Total calls for 2011: 2,477

Inspections

Commercial Fire Inspections - 44

Training

192 Personnel in Attendance of 305 Hours of Training

Recruitment / Retention

<u>Activity</u>	<u>Hours</u>
Station tours	3
Meetings	14
Mentoring new personnel	31
Formal Presentations	2.5

Mutual Aid: Given – 18 Received - 6

Miscellaneous

Assist to Meridian Township for grass fire

2 new paid, on-call employees – Meagan Keyes and Chad Hasenwinkle

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 Trustee's

FROM: Lieutenant Eric Trojanowicz

DATE: September 4, 2012

RE: August 2012 Monthly Report

HIGHLIGHTED CASES AND INCIDENTS:

- 08/02/2012 Deputy Kindervater assisted the Federal Bureau of Investigation with a search warrant for a residence and with arresting a subject for mortgage fraud in the 4500 block of Bison.
- 08/03/2012 Deputy Bowden is investigating a breaking and entering at 1963 Cedar St. (Sweet Sensations). The suspect(s) stole cash and loose change from the cash register. The investigation is on – going.
- 08/03/2012 Deputy Ward attempted to stop a vehicle at Willoughby Rd. and Eifert Rd. for a traffic violation. The vehicle would not stop and Deputy pursued the vehicle for a short distance. The vehicle came to a stop and the driver exited the vehicle with a gun and fled on foot. The driver was taken into custody after a short foot pursuit. A gun, marijuana, and cocaine were seized from the suspect. The suspect was lodged at the Ingham County Jail and charges are pending through the Ingham County Prosecutor's Office.
- 08/04/2012 Deputy Kindervater stopped a vehicle for a traffic violation at Wilcox Rd. and Eifert Rd. The driver of the vehicle was cited for driving while license suspended. Marijuana was located in the vehicle and charges are being sought against the driver for possession of marijuana. The passenger was in possession of stolen property and heroin. Charges are being sought against the passenger through the Ingham County Prosecutor's Office.

- 08/04/2012 Deputy Narlock is investigating a home invasion complaint in the 4000 block of Holt Rd. The victim had his residence broken into by unknown suspect(s) and had a 40 inch television and blu – ray player stolen. The investigation is on – going.
- 08/06/2012 Deputy Campbell is investigating a home invasion complaint in the 6100 block of Halifax. The victim reported that two unknown subjects entered her residence while she was home and stole some items from her residence. One of the subjects had a hand gun. The investigating is on going.
- 08/06/2012 Deputy Shattuck is investigating a malicious destruction of property complaint in the 1300 block of Daylilly. The victim’s vehicle had shaving cream spayed on it by an unknown suspect(s). Another victim is the same block had their mailbox damaged by unknown suspect(s).
- 08/06/2012 Deputy Shattuck is investigating a larceny from vehicle complaint in the 1200 block of Wildflower. The victim had a two ipods and a knife stolen by an unknown suspect(s). The vehicle was left unlocked.
- 08/06/2012 Deputy Torok is investigating a malicious destruction of property complaint in the 1300 block of Daylilly. The victim had his vehicle spray painted by an unknown suspect(s).
- 08/06/2012 Deputy Torok is investigating a larceny from vehicle complaint in the 1800 block of Maple. The victim had \$5.00 in change stolen from his center console by unknown suspect(s).
- 08/06/2012 Deputy Torok is investigating an larceny from vehicle complaint in the 4400 block of Yarrow Dr. The victim advised that unknown suspect(s) entered her vehicle and stole an IPOD.
- 08/07/2012 Deputy Huhn is investigating a home invasion complaint in the 1400 block of Flanders. The victim had her residence broken into and had two washer/dryer sets and an air conditioner stolen by unknown suspect(s).
- 08/07/2012 Deputy Huhn is investigating an attempt breaking and entering complaint in the 5700 block of Mac Millan Way. The unknown suspect(s) rang her door bell and left the area. The victim went to investigate and observed that there was damage done to the frame of her window on her residence.
- 08/09/2012 Deputy Hull is investigating a larceny from vehicle complaint in the 2300 block of West Blvd. The unknown suspect(s) entered the victim’s vehicle and stole six compact discs and \$5.00 in cash.
- 08/15/2012 Deputy Shattuck is investigating a home invasion complaint in the 4500 block of Holt Rd. The unknown suspect(s) broke the glass pane on the door of the residence. Once inside the residence the unknown suspect(s) stole some change. The investigation is on going.
- 08/16/2012 Deputy McElmurray recovered a stolen vehicle out of the City of Lansing at Gilbert Rd. and Holt Rd.

- 08/16/2012 Deputy Kindervater is investigating a larceny from vehicle complaint in the 4100 block of Dallas. The victim had her purse and the contents within the purse stolen by unknown suspect(s).
- 08/19/2012 Deputy Torok is investigating a malicious destruction of property complaint in the 6200 block of Nichols Rd. The victim advised that her vehicle was keyed by unknown suspect(s) while she was at Riverbend Park.
- 08/20/2012 Deputy McElmurray conducted a traffic stop at Holt Rd. and Gunn Rd. The driver of the vehicle was intoxicated and was arrested for operating while intoxicated third offense. The driver was lodged at the Ingham County Jail.
- 08/20/2012 Deputy Kindervater is investigating a home invasion complaint in the 6000 block of Bishop Rd. The unknown suspect(s) entered the victim's residence and stole his ipad from his kitchen table.
- 08/20/2012 Deputy Campbell is investigating a larceny from vehicle complaint in the 4500 block of Tolland. The victim has miscellaneous items stolen from his unlocked vehicle by unknown suspect(s).
- 08/21/2012 Deputy Bowden is investigating a larceny complaint at 6237 Aurelius Rd. (Old Bayshore Electric). The larceny had just occurred. The Lansing Police Department Canine Unit responded to the scene in an attempt to track the suspect(s). The stolen property was located. The suspect(s) are still at large.
- 08/21/2012 Sergeant Flint is investigating a larceny from vehicle complaint that took place in the 5600 block of Ambler. The victim had her purse and the contents stolen by unknown suspect(s).
- 08/22/2012 Deputy Ward made contact with a subject that looked suspicious on a bicycle circling Ram's Party Store located at Aurelius Rd. and Willoughby Rd. The subject had a felony warrant for home invasion out of the Lansing Police Department. The subject was turned over to the Lansing Police Department.
- 08/22/2012 Deputy Shattuck is investigating an attempt breaking and entering complaint at 1223 N. Cedar St. (Cline Tire). The unknown suspect(s) attempting to gain entry into the business by prying open the south door of the business with a crow bar. Entry was not gained into the business.
- 08/23/2012 Deputy Narlock is investigating a larceny from vehicle complaint that took place in the 1900 block of Adelpha. The victim left his vehicle unlocked and had his car stereo face plate and Sirius satellite receiver stolen by unknown suspect(s).
- 08/23/2012 Deputy Bennehoff is investigating from larceny from vehicle complaint in the 4500 block of Grove St. The victim left the vehicle unlocked and the unknown suspect(s) stole a compact disc soft case with approximately 20 to 30 compact discs, Verizon cell phone charger, and some change.
- 08/23/2012 Deputy Bennehoff is investigating a larceny from vehicle complaint in the 1900 block of Adelpha St. The unknown suspect(s) stole the victim's JVC compact disc player and some

change.

- 08/24/2012 Deputy Bowden is investigating a malicious destruction of property complaint at 2263 Cedar St. (Rite Aid). Unknown suspect(s) threw a rock at the front window causing damage.
- 08/24/2012 Deputy Bennehoff is investigating a larceny from vehicle complaint in the 1900 block of Burton. Unknown suspect(s) entered the victim's unlocked vehicle and removed miscellaneous items.
- 08/25/2012 Deputy Bennehoff is investigating a larceny from vehicle complaint in the 4100 block of Hancock. Unknown suspect(s) entered the victim's vehicle and stole his Garmin and Ipod.
- 08/25/2012 Deputy Bennehoff is investigating a breaking and entering complaint at 1963 Cedar St. (Sweet Sensations). Unknown suspect(s) gained entry into the business and stole \$40.00 in change.
- 08/25/2012 Sergeant Flint is investigating a malicious destruction of property complaint at 2716 Cedar St. (Living Arts Tatoon Parlor). Unknown suspect(s) damaged the window to the front of the business.
- 08/27/2012 Deputy Kindervater is investigating an embezzlement complaint at 4378 Holt Rd. (Holt Family Practice). A former employee embezzled \$140,000.00. Charges will be sought through the Ingham County Prosecutor's Office.
- 08/29/12 Park's Deputy Blackman is investigating a malicious destruction of property complaint at 1874 Aurelius Rd. (the Skate Park). There was damage done to the Skate Park by unknown suspect(s).

STATISTICS:

During the month of August, Deputies responded to 422 calls for service (written/blotter complaints). They made 103 arrests of which 66 were self – initiated. Deputies used 169 citations. Deputies conducted 318 business/property checks, 13 liquor inspections, and spent 188.1 hours in Community Policing. Deputies participated in 110.7 hours of training.

Calls for Service

	2010	2011	2012
August	589	589	482
Year to Date	4306	4080	3622

Total Arrests

	2010	2011	2012
August	90	101	103
Year to Date	852	697	824

Total Self – Initiated Arrests

	2010	2011	2012
August	77	79	66
Year to Date	714	540	466

Citations Issued

	2010	2011	2012
August	189	186	169
Year to Date	1558	1430	1684

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: Lt. Eric Trojanowicz
FROM: Dep. Kelly Bowden #5379
DATE: Wednesday, September 05, 2012
RE: August 2012 Monthly Business Officer Report

Total Complaints:	38
Traffic Stops:	7
Citations:	4
Property/ Business Checks:	101
Community Policing Hours:	19.6
Liquor inspection:	1

Community Policing Highlights:

I worked Holt Hometown Days festival. There was a good turn out despite extremely hot weather both days. Delhi Officers responded and assisted at various incidents related to the high heat and humidity. I am seeking charges on a male suspect after he attempted to claim a lost phone at the festival. After further investigation and a victim coming forward, it was found the phone did not belong to him.

I assisted a film crew at the Horizon Elementary and Holt High School campuses. The crew was filming a safety film explaining the process for evacuating students and reunifying them with parents during an emergency.

Other Highlights:

It was a very busy month for complaints in the Township. The following are highlights of cases investigated:

I responded to a local church after employees discovered fraudulent transactions on the church's credit card. An unidentified suspect made several purchases via the internet but due to the employee's diligence in tracking transactions the transactions were cancelled and the church did not suffer any loss.

I responded to a local nursing home after an employee reported the theft of an offering container from a worship center located inside. It is unknown when the theft took place and no evidence was found at the scene. It is also unknown how much money was in the offering container when it was stolen.

I responded to a local business for a trouble with subject call. The manager reported a male suspect, who is very well known to Delhi Officers, had been in the store on several different days. The male suspect was reportedly saying inappropriate comments and touching female employees. He was also suspected of stealing merchandise, though the store personnel were not able to catch him in the act. Contact was made with the male and he was issued a trespass warning for the store.

A local citizen reported finding fraudulent charges on her credit card after visiting a local restaurant. Further investigation revealed the victim's information was most likely stolen online and the restaurant staff was not involved. The victim was able to contact her bank and get the charges removed. I provided her with information on protecting her identity.

I responded to a local business that had suffered several break-ins during the course of the summer. An unknown juvenile male has been targeting the store, exploiting a security flaw to enter and empty the cash register of spare change during the night time hours. We have surveillance footage of the male and are working to identify him.

I responded to a local fast food restaurant after a male tried to pass a counterfeit bill while in the drive-thru lane. The male fled prior to our arrival but was later identified and arrested for unrelated charges. He was interviewed at the jail and confessed. A warrant will be sought for passing the counterfeit bill.

A local business reported damage to one of their front windows. An unknown suspect used a rock to crack the window. It is unknown whether the suspect was attempting to gain entry; however, the steel bars across the windows would have prevented them from doing so had they tried.

Respectfully Submitted,

Deputy Kelly Bowden, Badge #5379

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: Lieutenant Eric Trojanowicz

FROM: Deputy Mary Hull #5353

DATE: September 7, 2012

RE: August Monthly Report

MONTHLY STATISTICS:

Complaints:	20
Traffic Stops:	1
Citations:	0
Property Checks:	20
School Checks:	3
Community Policing Hours:	38

COMMUNITY POLICING HIGHLIGHTS:

On August 13, Deputy Richard, Deputy Bowden, and I, along with officers from Eaton County Sheriff's Office, Eaton Rapids Police Department, Delhi Fire and Holt Public School employees and students assisted Sgt. Robert Ott with the making of a reunification video. The reunification video is a follow up to other School Safety videos put out by Ingham County Sheriff's Office and Michigan State Police. The purpose of the reunification video is to provide schools with an outline of how they can successfully unify families after a major incident at their school. Once the reunification video is complete, it will be disturbed to schools in the county.

On August 24 and 25, Deputy Richards, Deputy Bowen, and I worked the events at the Holt Hometown Days. On Friday, Deputy Richards and I attended The International Ring of Grapplers event at Holt Junior High, the event was sponsored by Holt Dimondale Business Alliance, and money raised went toward scholarship funds. On Saturday, Deputy Richards and I provided traffic control for the annual parade; starting and ending at Holt Jr. High. Afterwards, Deputy Richards and I spent the day at the Jr. High and Kiwanis Park providing for the safety of the event goers and the individual participants at the event. In addition, Deputy Richards and I provided Child ID fingerprinting, registered bicycles, ran the seatbelt convincer, and provided brochures about bicycle safety, home security, internet security, and ID theft, just to name a few.

OTHER HIGHLIGHTS:

During the month of August I responded to twenty calls for service, these included such things as malicious destruction to property, child abuse, larcenies, and sex offender violation, among many other calls.

In August, I responded to four malicious destruction to property complaints, one involved damage to a mailbox, one involved damage to a vehicle, one involved damage to a piece of furniture placed outside for donation, and the other involved damage to a golf cart and fence. In the incident involving the furniture, a male juvenile went to his father's residence to pick up belongings, when the juvenile was not allowed into the home he and his friend, picked up a wooden high chair, placed at the curb, and broke it into pieces. The homeowner advised that she put the item by the curb with the intention of giving it to a friend. The owner further advised that she did not want to pursue charges for the damage, but wanted both subjects to know that they cannot damage property that does not belong to them. Both subjects were located and asked to stay away from the home until things cooled down and were turned over to a responsible adult. In the incident involving the golf cart, six juveniles entered upon another's property, started a golf cart, and moved it around the yard. During the incident the gas pedal got stuck, which caused the cart to lunge forward and ram into another cart, and pushing it into a fence, causing damage to the fence and the cart. The owner of the property did not want to pursue charges for the damages; instead, the parents of the children repaired the fence and paid for the damage to the cart.

In August, I received a complaint from Department of Human Services, reference injuries a toddler received while living with his mother. The complaint indicated that the mother of the child was living in Delhi Township when the incident occurred. During the initial investigation, it was determined that the toddler and his mother were living in Lansing Township when the incident occurred. The referral and the initial report were both turned over to the Detective Bureau for further investigation and possible prosecution.

During the month of August, I also took a number of larceny complaints, one included a larceny from automobile, and the other was a larceny from building. The incident involving the larceny from the building turned out to be a civil matter and involved an individual that moved from a home he was renting. During the move, the movers accidentally removed a dining table and chairs. The individual who moved from the

home advised that he was willing to return the items but the owner would have to pick them up from his storage unit. However, the owner advised that she was not willing to make any compromises with her previous renter.

During August, I also received information that a male subject was living in an area motel and was a registered sex offender; in addition, the offender was living within 1,000 feet of a school and a number of licensed daycare facilities. During the investigation, it was determined that the individual is in violation of the sex offender registry, the report along with a warrant request will be submitted to Ingham County Prosecutor's Office for review.

Respectfully submitted,

Mary Hull #5353



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: Lt. E. Trojanowicz

FROM: Dep. P. Richards

DATE: 09/06/12

RE: August Monthly

MONTHLY STATISTICS:

Traffic Stops: (17)
Citations issued: (6)
Complaints (Blotters): (17/5)
Comm. Policing Hrs.: (50)
Training Hrs.: (2.7)
School Contacts: (02)
N. W. meetings: (02)

COMMUNITY POLICING HIGHLIGHTS:

I organized and planned for this months annual National Night Out that took place in the second week of August. I have included some of the main highlights from this event ; they are listed below. Event Included a Sign-up for Neighborhood watch, bike registration, child identification For kids – see the police car, fire truck, face painting, popcorn, sno-cones, three-hole putt-putt, and more.

About National Night Out: Each year communities across the world celebrate National Night Out. This nationally recognized day involves citizens, law enforcement agencies, civic groups, businesses, neighborhood organizations and local officials from communities worldwide.

NATIONAL NIGHT OUT is designed to:

- Heighten crime and drug prevention awareness;
- Generate support for, and participation in, local anti-crime programs;
- Strengthen neighborhood spirit and police-community partnerships; and
- Send a message to criminals letting them know that neighborhoods are organized and fighting back.

Next years event is planned to have a movie and/or music in the park as an extra feature attached.

I met with many neighbors at Stonegate Trailer community on the development of re-issuing their former Neighborhood watch group. Their names, addresses, and phone/email information was collected to start the phone tree for this re-formed group. Many people attended this meeting; I passed out many fliers and Neighborhood watch information while at the meeting. A question and answer session was very informative for all persons in attendance. Additional meetings are being planned for the near future.

I participated in the end of summer bazaar that was being held at the Sycamore Elementary school. I had information on Neighborhood Watch groups and other fliers to pass out; also many county Jr. Deputy stickers were also given out to the many children that were there. I also had on display a Delhi Township Patrol car; the children enjoyed sitting in the drivers' seat and pretending they were the police. Many families attended this event from the local community.

I helped to organize the Holt Home Town Days Parade; I organized the police involvement with this event. We had many volunteers that assisted with the traffic portion of the parade. The assistance was greatly welcomed. I also was present during the Holt Home Town Days event that took place immediately following the parade. A Sheriff's Office booth was set up at this event; we provided many fliers on various issues/topics. Neighborhood watch information was presented to all interested persons. Also provided at the Sheriff's booth was Child I.D registration, bicycle registration, Many persons came to the booth. Foot and bicycle patrol of the area during the event was also done.

I patrolled many neighborhoods in my district this month with both bicycle or patrol vehicle. I made close to twenty stops this month and issued six citations for various traffic infractions.

OTHER HIGHLIGHTS:

I investigated several harassment/public peace complaints; all were non-threatening harassment complaints. All suspects were advised to not make any additional comments towards the victims or possible prosecution would be sought.

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

I assisted Sgt Ott in the making of a short documentary on the subject of School preparedness for possible Hazmat threat. Horizon Elementary was the chosen site for the filming. Many outside agencies were present for the making of this informative documentary. All the children that participated in this event were excited to be in a documentary. The filming went well.

I also am investigating several fraud / ID theft complaints where either debit accounts were drawn against from out of state persons or accounts were opened using information taken from the person (possibly through the internet). Some of the complaints had money loss and others just had accounts opened with no further damage to the victim. Some of the complaints are still pending further investigation .

DELHI CHARTER TOWNSHIP
MINUTES OF REGULAR MEETING HELD ON SEPTEMBER 18, 2012

The Delhi Charter Township Board of Trustees met in a regular meeting on Tuesday, September 18, 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, Clerk Evan Hope, Treasurer Roy Sweet, Trustees Derek Bajema, John Hayhoe, Jerry Ketchum, DiAnne Warfield

Members Absent: None

Others Present: John Elsinga, Township Manager
Nicole Wilson, Assessor
Tracy Miller, Director of Community Development
Tricia Vander Ploeg, Administrative Assistant/Deputy Supervisor
Amy Finch, Assistant Township Clerk/Deputy Clerk

COMMENTS FROM THE PUBLIC - None

2011 ANNUAL REPORT – ASSESSING DEPARTMENT

Nicole Wilson, Assessor, gave the 2011 Annual Assessing Department Report (ATTACHMENT I).

CONSENT AGENDA

- A. Approval of Minutes – Committee Meeting of August 21, 2012
- B. Approval of Minutes – Regular Meeting of August 21, 2012
- C. Approval of Minutes – Regular Budget Meeting of September 11, 2012
- D. Approval of Claims – August 21, 2012 (ATTACHMENT II)
- E. Approval of Claims – September 4, 2012 (ATTACHMENT III)
- F. Approval of Payroll – August 30, 2012 (ATTACHMENT IV)
- G. Approval of Payroll – September 13, 2012 (ATTACHMENT V)

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP
MINUTES OF REGULAR MEETING HELD ON SEPTEMBER 18, 2012**

- H. Set Public Hearing – FY 2013 Budgets – General Fund and Special Revenue Funds (ATTACHMENT VI)
- I. Set Public Hearing – Application New On-Premise Class C Liquor License – 2457 Cedar Street – Rockin’ Ribs, LLC (DBA Famous Dave’s) (ATTACHMENT VII)
- J. Recommendation for Reappointment to the Capital Area Transit Authority – Douglas Lecato (ATTACHMENT VIII)
- K. Set Township Trick-or-Treat Date and Time (ATTACHMENT IX)

Trustee Bajema requested that Item D – Approval of Claims-August 21, 2012 and Item E – Approval of Claims-September 4, 2012 be removed from the Consent Agenda for discussion.

Sweet moved to approve the Consent Agenda as presented with Item D – Approval of Claims-August 21, 2012 and Item E – Approval of Claims-September 4, 2012 removed from the Consent Agenda for discussion.

A Roll Call Vote was recorded as follows:

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

MOTION CARRIED

ZONING AND DEVELOPMENT

PETITION TO REZONE CASE NO. 12-873 – 779 N. COLLEGE ROAD AND N. CEDAR ROAD – SHORTRACK, LLC – TAX PAREL #33-25-05-36-276-007 AND 006 – A-1, AGRICULTURE TO C-3, HIGHWAY SERVICE (PROPOSED ZONING ORDINANCE NO. 622)

The Board reviewed a memorandum dated September 12, 2012 from Tracy Miller, Director of Community Development (ATTACHMENT X).

Hayhoe moved to approve the rezoning of Case No. 12-873, 779 N. College Road and N. Cedar Road, Tax Parcels #33-25-05-36-276-007 & 006, Shortrack, LLC, from A-1: Agricultural to C-3: Highway Service, as recommended by the Planning Commission at their September 10, 2012 meeting, based on it being consistent with purpose and intent of the Zoning Ordinance, being compatible with the existing and anticipated development in the area, pursuant to the Master Plan, and the other conditions presented in the staff report dated September 4, 2012 (Zoning Ordinance No. 622).

A Roll Call Vote was recorded as follows:

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

MOTION CARRIED

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP
MINUTES OF REGULAR MEETING HELD ON SEPTEMBER 18, 2012**

**SPECIAL USE PERMIT NO. 12-193C – DTN PROPERTIES, LLC, ASPEN LAKES
PLANNED DEVELOPMENT PROJECT**

The Board reviewed a memorandum dated September 12, 2012 from Tracy Miller, Director of Community Development (ATTACHMENT XI).

Warfield moved to approve Special Use Permit No. 12-193C for DTN Properties, LLC, for the Aspen Lakes Planned Development Project, as recommended by the Planning Commission at their September 10, 2012 meeting.

A Roll Call Vote was recorded as follows:

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

MOTION CARRIED

**SPECIAL USE PERMIT NO. 12-269 – MOM AND MOM, LLC – 1904 CEDAR STREET,
TAX PARCEL #33-25-05-23-206-002, SERVICING AND REPAIR OF MOTOR
VEHICLES**

The Board reviewed a memorandum dated September 10, 2012 from Tracy Miller, Director of Community Development (ATTACHMENT XII).

Sweet moved to adopt Special Use Permit No. 12-269 for Mom & Mom, LLC, 1904 Cedar Street, Tax Parcel #33-25-05-23-206-002, to permit the servicing and repair of motor vehicles, as recommended by the Planning Commission at their August 27, 2012 meeting.

Jeff Hall, 1543 Gander Hill, questioned the allowance of servicing and repairs of vehicles at this location. Ms. Miller stated that the SUP would allow these types of activities.

A Roll Call Vote was recorded as follows:

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

MOTION CARRIED

NEW BUSINESS

**AGREEMENT FOR LOCAL ROAD IMPROVEMENT BETWEEN DELHI CHARTER
TOWNSHIP AND THE INGHAM COUNTY DEPARTMENT OF TRANSPORTATION
AND ROADS – SOUTH IVYWOOD SUBDIVISION AND DUNCKEL ROAD**

The Board reviewed a memorandum dated September 12, 2012 from Tracy Miller, Director of Community Development (ATTACHMENT XIII).

Hope moved to Approve the Agreement for Local Road Improvement between Delhi Charter Township and Ingham County on behalf of the

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP
MINUTES OF REGULAR MEETING HELD ON SEPTEMBER 18, 2012**

Ingham County Department of Transportation and Roads for improvements to South Ivywood Subdivision and Dunckel Road south of Legacy Parkway at an estimated cost of \$122,000, the Township's share being approximately \$19,306 reimbursed by the Downtown Development Authority.

A Roll Call Vote was recorded as follows:

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

MOTION CARRIED

FY 2012-2013 LANSING ECONOMIC AREA PARTNERSHIP, INC. (LEAP) DUES

The Board reviewed a memorandum dated September 11, 2012 from Stuart Goodrich, Supervisor (ATTACHMENT XIV).

Warfield moved to approve Delhi Charter Township's participation in the Lansing Economic Area Partnership, Inc. (LEAP) at a cost of \$15,000 for fiscal year 2012-2013.

A Roll Call Vote was recorded as follows:

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

MOTION CARRIED

AMENDMENT NO. 1 TO RESOLUTION NO. 2011-023 – FY 2012 GENERAL FUND BUDGET

The Board reviewed a memorandum dated September 11, 2012 from Twp. Mgr. Elsinga (ATTACHMENT XV).

Sweet moved to adopt Amendment No. 1 to Resolution No. 2011-023 for the Fiscal Year 2012 General Fund Budget.

A Roll Call Vote was recorded as follows:

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

MOTION CARRIED

AMENDMENT NO. 1 TO RESOLUTION NO. 2011-024 – FY 2012 WATER IMPROVEMENT FUND BUDGET

The Board reviewed a memorandum dated September 11, 2012 from Twp. Mgr. Elsinga (ATTACHMENT XVI).

Hayhoe moved to adopt Amendment No. 1 to Resolution No. 2011-024 for the FY 2012 Water Improvement Fund Budget.

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP
MINUTES OF REGULAR MEETING HELD ON SEPTEMBER 18, 2012**

A Roll Call Vote was recorded as follows:

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

MOTION CARRIED

**AMENDMENT NO. 1 TO RESOLUTION NO. 2011-025 – FY 2012 FIRE EQUIPMENT,
TRAINING AND APPARATUS FUND BUDGET**

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

**Ketchum moved to adopt Amendment No. 1 to Resolution No. 2011-025 for
the Fiscal Year 2012 Fire Equipment, Training and Apparatus Fund Budget.**

A Roll Call Vote was recorded as follows:

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

MOTION CARRIED

**AMENDMENT NO. 1 TO RESOLUTION NO. 2011-026 – FY 2012 FIRE FUND
BUDGET**

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

**Hayhoe moved to adopt Amendment No. 1 to Resolution No. 2011-026 for
the FY 2012 Fire Fund Budget.**

A Roll Call Vote was recorded as follows:

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

MOTION CARRIED

**AMENDMENT NO. 1 TO RESOLUTION NO. 2011-027 – FY 2012 POLICE FUND
BUDGET**

The Board reviewed a memorandum dated September 11, 2012 from Twp. Mgr. Elsinga (ATTACHMENT XIX).

**Hayhoe moved to adopt Amendment No. 1 to Resolution No. 2011-027 for
the Fiscal Year 2012 Police Fund Budget.**

A Roll Call Vote was recorded as follows:

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

MOTION CARRIED

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP
MINUTES OF REGULAR MEETING HELD ON SEPTEMBER 18, 2012**

AMENDMENT NO. 1 TO RESOLUTION NO. 2011-028 – FY 2012 SEWER FUND BUDGET

The Board reviewed a memorandum dated September 11, 2012 from Twp. Mgr. Elsinga (ATTACHMENT XX).

Hayhoe moved to adopt Amendment No. 1 to Resolution No. 2011-028 for the Fiscal Year 2012 Sewer Fund Budget.

A Roll Call Vote was recorded as follows:

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

MOTION CARRIED

AMENDMENT NO. 1 TO RESOLUTION NO. 2011-029 – FY 2012 DOWNTOWN DEVELOPMENT AUTHORITY BUDGET

The Board reviewed a memorandum dated September 10, 2012 from Twp. Mgr. Elsinga (ATTACHMENT XXI).

Ketchum moved to adopt Amendment No. 1 to Resolution No. 2011-029 for the FY 2012 Downtown Development Authority Budget.

A Roll Call Vote was recorded as follows:

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

MOTION CARRIED

AMENDMENT NO. 1 TO RESOLUTION NO. 2011-030 – FY 2012 BROWNFIELD REDEVELOPMENT AUTHORITY FUND BUDGET

The Board reviewed a memorandum dated September 10, 2012 from Twp. Mgr. Elsinga (ATTACHMENT XXII).

Bajema moved to adopt Amendment No. 1 to Resolution No. 2011-030 for the FY 2012 Brownfield Redevelopment Authority Fund Budget.

A Roll Call Vote was recorded as follows:

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

MOTION CARRIED

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP
MINUTES OF REGULAR MEETING HELD ON SEPTEMBER 18, 2012**

**ITEMS REMOVED FROM CONSENT AGENDA FOR DISCUSSION / ACTION –
APPROVAL OF CLAIMS – AUGUST 21, 2012 and SEPTEMBER 4, 2012**

Hope moved to approve the Claims of August 21, 2012 and September 4, 2012.

Trustee Bajema had various questions in regard to the claims of August 21 and September 4, 2012.

A Roll Call Vote was recorded as follows:

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

MOTION CARRIED

REPORTS

TREASURER

Treasurer Sweet stated that the Township received just under \$314,000 in State Revenue Sharing for May and June, 2012.

Treasurer Sweet stated that the Treasurer's Office collected just under \$8,000,000 of the Summer Property Taxes, which is approximately 94-95% of the Tax Roll.

TOWNSHIP MANAGER

Twp. Mgr. Elsinga stated that the six municipal fire departments that are part of the Shared Public Services Initiative Capital Area Fire report will be working on Phase I and Phase II which include efficiency and effectiveness of delivery of service and automatic mutual aid as well as organizational efficiencies of the departments.

Twp. Mgr. Elsinga stated that he has met with the Lansing Board of Water and Light on extending the water agreement which should be completed in January 2013.

Twp. Mgr. Elsinga stated that Alaiedon, Meridian and Delhi Townships are looking into a fire mutual aid agreement.

LIMITED PUBLIC COMMENTS – None

ADJOURNMENT

Meeting adjourned at 8:40 p.m.

SUBJECT TO APPROVAL

DELHI CHARTER TOWNSHIP
MINUTES OF REGULAR MEETING HELD ON SEPTEMBER 18, 2012

Date: _____

Evan Hope, Township Clerk

Date: _____

Stuart Goodrich, Supervisor

/af

SUBJECT TO APPROVAL

ASSESSING DEPARTMENT

2011 ANNUAL REPORT



Assessing Department Personnel

<u>Name</u>	<u>Assessor Level</u>	<u>Title</u>	<u>Hire Date</u>
Nicole Wilson, MAAO (3), MCPPE		Township Assessor	June 15, 2009
James Munson, MAAO (3), MCPPE		Property Appraiser	October 04, 2005
Elizabeth Tobias, MAAO (3), MCPPE		Property Appraiser	November 21, 2011

Department Responsibilities

Basic Duties: (the end result)

- Inventory and list all property within the Assessment Jurisdiction
- Equitably evaluate every item of taxable property in accordance with sound appraisal methods as prescribed by the Michigan State Tax Commission
- Calculate the taxable value for every property
- Prepare an assessment roll with all taxable property listed

Essential Duties: (how we get there)

- Management
- Internal Controls
- Education
- Customer Service
- Real Property Appraisal
- Personal Property Appraisal
- Field Inspections
- MTT (Michigan Tax Tribunal) Entire/Full Tribunal Defense of Assessments
- MTT Small Claims Defense of Assessments (less than \$250k in contention)
- Quality Assurance

Assessment Jurisdiction Breakdown

2011 Top 5 Jurisdictions in Ingham County by SEV Values

1. City of Lansing
2. Meridian Charter Township
3. East Lansing
4. **Delhi Charter Township**
5. Lansing Charter Township

Delhi Charter Township

Parcel Count Trend Analysis

Ad Valorem Parcels	2011	2010	2009	2008	2007
Agricultural	59	59	59	59	61
Commercial	472	457	448	451	447
Industrial	59	75	84	82	83
Residential	8,910	8,910	8,842	8,881	8,729
Devopment	0	0	0	0	0
Total Real Property	9,500	9,501	9,433	9,473	9,320
Personal Property	742	746	712	703	715
Total Real & Personal	10,242	10,247	10,145	10,176	10,035
Exempt Property	288	285	292	279	261
Total ALL Parcels	10,530	10,532	10,437	10,455	10,296

- The Legislature recently changed the definition of Industrial vs. Commercial classification of property pertaining to the assessment roll. Effects of this change can first be seen on the 2010 assessment roll. The change was a direct result of changes to the Michigan Business Tax.

Historic Township Housing Value Analysis

Using True Cash Value						
	Low	High	Average	Median	Mode	% Chg
2011	34,400	771,800	128,334	123,400	131,600	-10.84%
2010	29,900	771,800	144,440	138,400	151,400	-8.59%
2009	44,800	852,800	159,416	151,400		-8.24%
2008	49,200	917,000	174,208	165,000		-1.43%
2007	44,400	917,000	176,500	167,400		1.82%

Top 10 Taxpayers (Ad Valorem + IFT parcels Included)

Name	Type of Business	2011 @ MTT	# PARCELS	2011 SEV		2011 TV
RSDC of Michigan	Manufacturing/Automotive	YES	4	20,963,000		20,963,000
Consumers Energy	Utilities	NO	24	7,962,700		7,910,438
Woodland Lakes	Apartment Complex	NO	1	6,160,600		6,160,600
Parker Hannifin	Manufacturing/Automotive	YES	2	5,490,900		5,490,900
Dart Container	Manufacturing	YES	25	7,427,800		7,238,989
Theroux Development	Mobile Home Park	NO	7	4,225,800		3,630,538
Bondarenko Ltd	Apartment Complex	NO	30	4,079,900		3,676,804
MPT Lansing Inc	Manufacturing/Automotive	YES	5	3,490,700		3,490,700
Stealth Medical Technologies L	Manufacturing/Medical	NO	2	3,385,200		3,385,200
DTN/Aspen Lakes	Real Estate/Apartments	YES	5	4,789,500		4,753,913
Total of 2011 Asmt Roll for these Top 10 Taxpayers:				67,976,100		66,701,082

IFT Accounts

The 2011 Assessment roll had 9 Real Property IFT accounts and 21 Personal Property IFT accounts.

Ad Valorem Assessed Value Trend Analysis

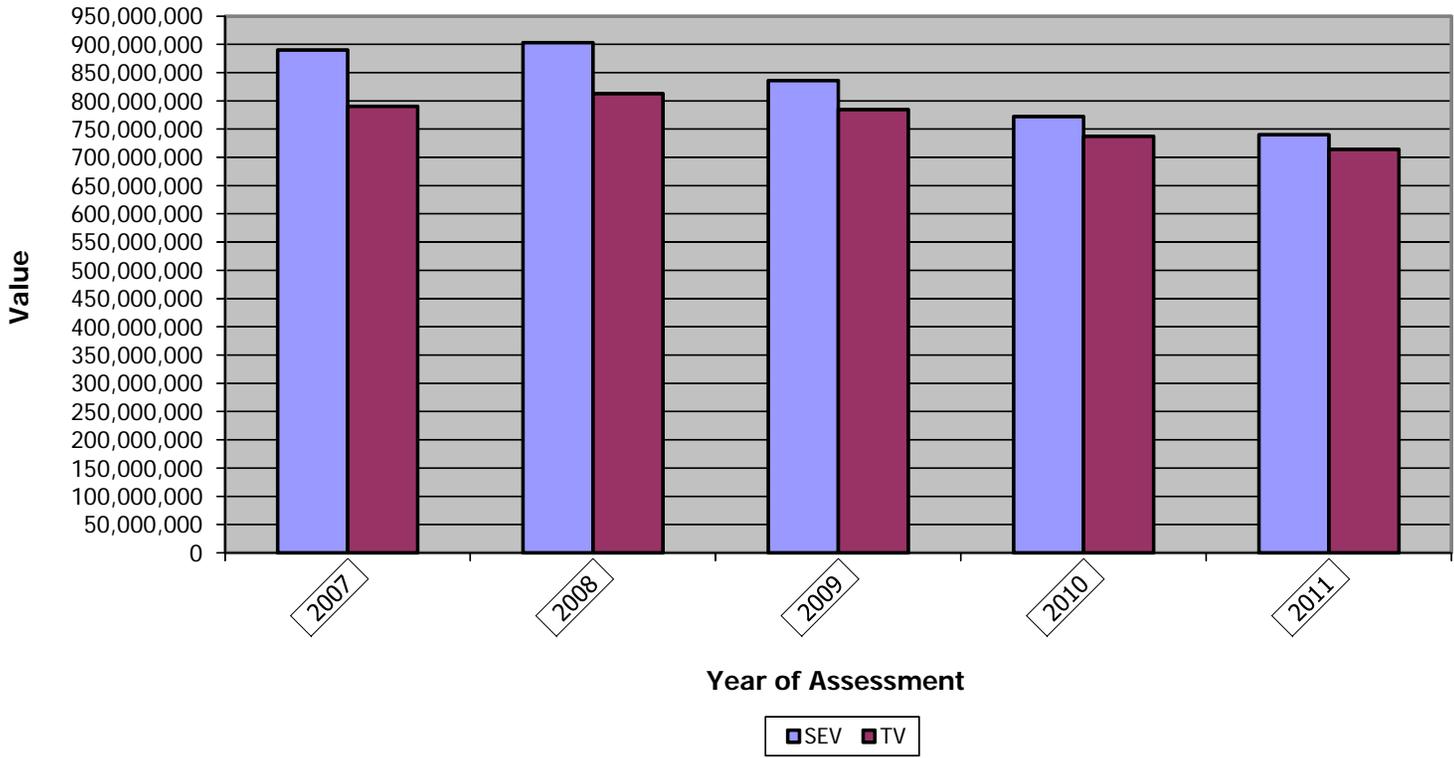
Year	Agricultural	Commercial	Industrial	Residential	Dev	Personal Property	Total	Overall % Changed
2007	8,574,050	136,453,250	15,256,000	683,264,230	0	46,577,255	890,124,785	2.58%
2008	8,162,400	143,297,400	17,121,350	682,337,550	0	52,132,300	903,051,000	1.45%
2009	8,066,800	142,118,100	16,332,600	624,099,950	0	45,226,200	835,843,650	-7.44%
2010	7,162,600	132,863,100	14,513,700	568,803,675	0	48,597,700	771,940,775	-7.65%
2011	6,962,000	124,291,460	22,769,600	546,074,991	0	39,901,800	739,999,851	-4.14%

Ad Valorem Taxable Value Trend Analysis

Year	Agricultural	Commercial	Industrial	Residential	Dev	Personal Property	Total	Overall % Changed
2007	2,468,072	121,108,641	14,121,340	606,104,452	0	46,577,255	790,379,760	5.20%
2008	2,514,938	126,663,528	16,032,179	615,416,841	0	52,132,300	812,759,786	2.83%
2009	2,575,559	129,201,749	15,211,328	592,190,424	0	45,226,200	784,405,260	-3.49%
2010	2,504,049	123,516,681	13,641,928	549,152,400	0	48,597,700	737,412,758	-5.99%
2011	2,525,723	118,189,772	22,133,866	531,477,428	0	39,901,800	714,228,589	-3.14%

(Continued on Next Page)

Delhi Charter Township SEV & TV Trend Analysis



Processing/ Data Entry

	2011	2010	2009	2008	2007
Property Transfer Affidavits	488	534	533	548	524
Deeds (includes Sheriff Deeds)	775	842	939	795	778
New Sheriff Deeds	130	150	157	146	148
Principle Residence Exemptions	313	297	320	483	443
Rescinds	392	256	272	351	355
PP Statements	850	742	774	719	873
Field Inspections (includes Mobile Home Parks)	1,188	546	344	1,035	899
Permit Inspections (2011 Building Dept)	0	145	N/A	219	305
Land Divisions/Combos (New Parcels)	7	5	81	50	160
JBOR Appeals	108	90			
MBOR Appeals	204	335	541	694	352
DBOR Appeals	52	44			
*Full Tribunal Final Judgment Received	9	0	0		
*Small Claims Final Judgment Received	22	54	32		
Total Documents Processed/Accts Updated	4,408	3,890			
Misc. Info: Website Hits (01/01/11 - 12/31/11)	91,691	89,246			

MTT Dockets **Received in 2011** (Dockets may contain multiple parcels and multiple assessments under appeal)

	2011	2010
New Dockets		
Classification	2	34
Com/Ind	16	22
RES/Other	26	21
Total	44	77

Quality Assurance and Statistics

Key Functions of Statistical Analysis

In regards to quality assurance there are many types of analyses the Assessor's Office can draw information from. From these various studies the Assessor's Office can evaluate such things as:

- Measurement and Evaluation of Assessment Level
- Measurement and Evaluation of Uniformity
 - Adjustment of Assessed Value between Reappraisals and/or Annual Assessment Valuation
- Internal Quality Assurance and Identification of Appraisal Priorities
- Determination of whether Administrative or Statutory Standards have been met

2011 Delhi Charter Township Assessment Roll Uniformity

- Measurement and Evaluation of Assessment Level
 - Michigan Requires Assessments to be 50% of True Cash Value

2011	51.37	Commercial	Industrial	Residential	Personal Property
Starting Base	56.01	54.38	49.72	52.23	50.00
As Equalized	49.93	49.80	49.72	49.90	50.00

* As of 03-26-11 MBOR Final

Sales Period: 10/01/2009 through 09/30/2010 for 2011 Assessment Valuation

- Measurement and Evaluation of Uniformity
 - Snapshot of one assessment cycle. Before the 2011 assessment roll was calculated.

2010	Statistics about Median	Township Wide	Acceptable Range
COD	Coefficient of Dispersion	14.70900	under 20.00
PRD	Price Related Differential	1.04600	0.98 - 1.03
SD	Standard Deviation	11.49800	90% confidence

Median = 53.317 with 128 sales Acceptable Range: 36.070 to 70.564 with a SD of 1.5

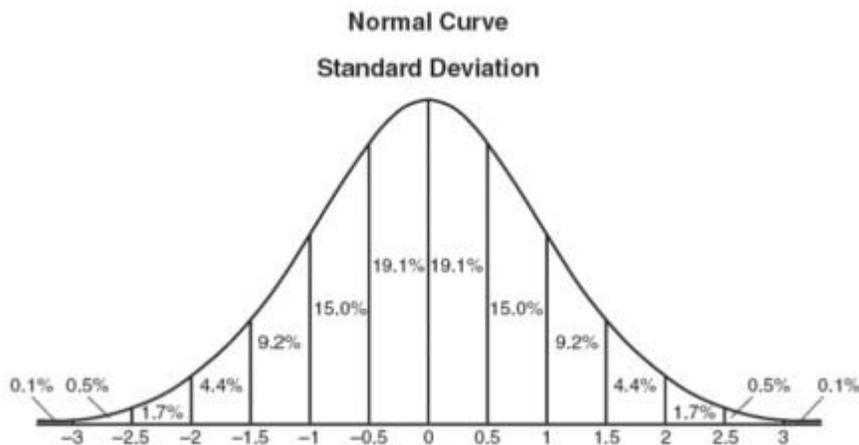
* As of 11/30/2010 Pre-Equalized Valuation of the 2011 Assessment Roll

Sales Period: 10/01/2009 through 09/30/2010 for 2011 Assessment Valuation

COD- Coefficient of Dispersion: is the most common measure of uniformity in sales ratio studies. It indicates how tightly the ratios are clustered around the median ratio. The COD is a proportional measure found by taking the average of the absolute deviation of ratios about the median and dividing by the median ratio. The lower the COD, the greater uniformity in appraised values. The maximum allowable COD is 20.00. Although the ideal COD is 0.0, that goal can never be expected in an open and dynamic real estate market.

PRD- Price Related Differential: is used to measure the value related inequities in the appraisal system, referred to as regressively or progressivity. Appraised values are regressive if high value properties are under appraised relative to low value properties and progressive if high value properties are over appraised relative to the low value properties. The PRD is found by taking the mean (average) ratio of the sample and dividing by the weighted (aggregate mean ratio). The standard calls for a PRD to fall between 0.98 and 1.03. A PRD below 0.98 suggests that the appraisal process may be progressive. A PRD above 1.03 suggests that the appraisal process may be regressive.

SD- Standard Deviation: is used to measure the variation from the mean or median. A low standard deviation indicates that the data points tend to be very close to the mean or median. Whereas a high standard deviation indicates the data is spread out over a large range of values. The SD is found by subtracting the mean or median from each value and squaring the remainders, adding together all the squares, dividing by size of the sample less one, and taking the square root of the result. The confidence level is shown when the distribution of ratios fall into a normal distribution curve (bell curve). A normal bell curve is represented when 68% of ratios fall within 1 SD, 95% of ratios fall within 2 SD, and 99% of ratios fall within 3 SD (see example on next page).



Taxable Value vs. SEV Report

2011	Agricultural	Commercial	Industrial	Residential
# of Parcels where TV=SEV	4	352	37	7,340
% Parcels where TV=SEV	6.78	74.58	62.71	82.38
\$ of Parcels where TV=SEV	569,400	99,163,200	21,317,900	475,048,791
% Gap between TV & SEV	63.72	4.91	2.79	2.67
% of Parcels SEV Decreased	94.92	70.76	0.00	77.54
% of Parcels where TV Decreased	5.08	52.33	0.00	67.40
\$ Value of SEV-TV	4,436,277	6,101,688	635,734	14,597,563
\$ of Parcels where TV Decreased	539,700	67,510,665	0	417,244,505
Taxable Value of All Parcels	2,525,723	118,189,772	22,133,866	531,477,428

Required State and Equalization Reports

L-4021	February & March
L-4022	February & March
L-4023	February & March
L-4037 Assessor (one for each asmt roll)	February
L-4037 MBOR (one for each asmt roll)	March
Assessment Roll	March
MBOR Change Report	March
MBOR Action Report	March
MBOR Log Report	March
MBOR Summary	March
MBOR Notification to Taxing Authorities	March
L-4025TV	March/April
JBOR Change Report	July
July Tax Warrant	July
JBOR Notification to Taxing Authorities	July
DBOR Change Report	December
December Tax Warrant	December
DBOR Notification to Taxing Authorities	December
Adjusted Tax Warrants	Throughout the year
L-4626	June
AOR- IFT	October
L-4015 (one for each property class)	November
L-4017 (review)	November
L-4018 (review)	November

August 21, 2012

I. Certification of Authorized Signatures: The attached Check Register and Invoice Distribution Report encompass checks dated August 21, 2012 numbered 81884 thru 81950 & ACH 2156 thru 2173. Every invoice has a payment authorizing signature(s).

Dated: August 21, 2012

Lora Behnke, Accounting Clerk

II. Certification of Fund Totals:

The attached Invoice Distribution Report and Check Register for checks dated August 21, 2012 show payments made from the following funds:

General Fund	\$	91,910.50
Fire Fund		15,655.06
Fire Equip. & Apparatus Fund		2,176.90
Water Improvement Fund		83.25
Downtown Development Fund		30,600.76
Sewer Fund		651,682.18
Current Tax Fund		2,353.59
Trust & Agency Fund		<u>2,147.50</u>
Grand Total	\$	<u>796,609.74</u>

Includes the following to be reimbursed from separate bank accounts:

Current Tax	\$	2,353.59
Combined Sewer Savings	\$	416.75

Dated: August 21, 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. (\$21,377.95 to C2AE for LSD Engineering, 12/15/09, \$566,620.02 to Irish Construction for LSD Project pymt #16, 7/20/10, \$12,837.00 to Siemens for Service Agreement POTW, Yr. #2, 2/15/11) .

Dated: August 21, 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 September 18, 2012 a motion was made by _____ and passed by _____ yes votes and _____ no votes (_____ absent) that the list of claims dated August 21, 2012, was reviewed, audited and approved.

Evan Hope, Township Clerk

INVOICE GL DISTRIBUTION REPORT FOR DELHI CHARTER TOWNSHIP
 EXP CHECK RUN DATES 08/21/2012 - 08/21/2012

Vendor	Invoice Line Desc	Amount
Fund 101 GENERAL FUND		
Dept 000.00		
SBAM	RETIREES HEALTH INSURANCE SEPT	216.61
PARISH CORPORATION	FINAL PAYMENT - VALHALLA PARK	3,851.85
ANWAR JALIL	REFUND RENTAL INVESTIGATION FEE	225.00
	Total For Dept 000.00	4,293.46
Dept 101.00 LEGISLATIVE		
MICHIGAN MUNICIPAL LEAGUE	10/1/12-9/30-13 MML MEMBERSHIP	6,123.00
	Total For Dept 101.00 LEGISLATIVE	6,123.00
Dept 171.00 MANAGER		
SBAM	HEALTH INSURANCE SEPTEMBER	3,422.13
UNUM LIFE INSURANCE COMP	DISABILITY INSURANCE SEPTEMBER	138.90
DBI BUSINESS INTERIORS	1 CUSTOM STAMP	30.99
ADP SCREENING & SELECTION	EMPLOYMENT SCREENING	63.36
BANK OF AMERICA	EMPLOY LAW 2012 SUPPLEMENT	92.50
BANK OF AMERICA	SHRM DUES/THIELEN	180.00
BANK OF AMERICA	MWEA CONF DINNER/ELSINGA	32.83
BANK OF AMERICA	MPELRA REGISTRATION/THIELEN	210.00
	Total For Dept 171.00 MANAGER	4,170.71
Dept 191.00 ACCOUNTING		
SBAM	HEALTH INSURANCE SEPTEMBER	977.76
UNUM LIFE INSURANCE COMP	DISABILITY INSURANCE SEPTEMBER	29.63
ABRAHAM & GAFFNEY, P.C.	ACCOUNTING SERVICES	1,398.25
	Total For Dept 191.00 ACCOUNTING	2,405.64
Dept 215.00 CLERK		
SBAM	HEALTH INSURANCE SEPTEMBER	2,607.34
UNUM LIFE INSURANCE COMP	DISABILITY INSURANCE SEPTEMBER	95.55
	Total For Dept 215.00 CLERK	2,702.89
Dept 228.00 INFORMATION TECHNOLOGY		
SBAM	HEALTH INSURANCE SEPTEMBER	977.76
UNUM LIFE INSURANCE COMP	DISABILITY INSURANCE SEPTEMBER	71.84
DELHI CHARTER TOWNSHIP-I.T.	2 PORT USB CABLE/ROYSTON	24.99
APPLICATION SPECIALIST KO	8/20-9/19/2012 ANTI SPAM & VIRUS	270.00
	Total For Dept 228.00 INFORMATION TECHNOLOGY	1,344.59

Dept 253.00 TREASURERS		
SBAM	HEALTH INSURANCE SEPTEMBER	1,222.19
UNUM LIFE INSURANCE COMP	DISABILITY INSURANCE SEPTEMBER	63.29
PAPER IMAGE PRINTING	250 TRAILER PARK FORMS	44.68
RICOH USA, INC.	COPY MACHINE AGREEMENT	188.57
	Total For Dept 253.00 TREASURERS	<u>1,518.73</u>

Dept 257.00 ASSESSING		
SBAM	HEALTH INSURANCE SEPTEMBER	1,222.19
UNUM LIFE INSURANCE COMP	DISABILITY INSURANCE SEPTEMBER	102.87
RICOH USA, INC.	COPY MACHINE AGREEMENT	188.57
	Total For Dept 257.00 ASSESSING	<u>1,513.63</u>

Dept 262.00 ELECTIONS		
U-HAUL	8/6/12 TRUCK RENTAL/ELECTION	57.29
U-HAUL	8/8/12 TRUCK RENTAL/ELECTION	43.86
	Total For Dept 262.00 ELECTIONS	<u>101.15</u>

Dept 265.00 BUILDING & GROUNDS		
SBAM	HEALTH INSURANCE SEPTEMBER	519.19
UNUM LIFE INSURANCE COMP	DISABILITY INSURANCE SEPTEMBER	21.17
LANSING ICE & FUEL CO	GASOLINE BUILDING & GROUNDS	73.62
KEYSTONE DESIGN GROUP	CONSULTATION - CSC	200.00
SIEMENS INDUSTRY, INC.	HVAC CONTRACT/CSC	5,306.70
BOARD OF WATER & LIGHT	WATER 2074 AURELIUS	934.98
BANK OF AMERICA	24 DRIVEWAY STRIPE PAINT/CSC	165.36
	Total For Dept 265.00 BUILDING & GROUNDS	<u>7,221.02</u>

Dept 276.00 CEMETERY		
SBAM	HEALTH INSURANCE SEPTEMBER	850.89
UNUM LIFE INSURANCE COMP	DISABILITY INSURANCE SEPTEMBER	34.70
LANSING ICE & FUEL CO	GASOLINE CEMETERY	114.52
GRANGER CONTAINER SERV	MONTHLY DUMPSTER SERVICE	65.00
	Total For Dept 276.00 CEMETERY	<u>1,065.11</u>

Dept 281.00 STORMWATER		
SBAM	HEALTH INSURANCE SEPTEMBER	360.55
UNUM LIFE INSURANCE COMP	DISABILITY INSURANCE SEPTEMBER	14.71
LANSING ICE & FUEL CO	GASOLINE STORMWATER	61.35
	Total For Dept 281.00 STORMWATER	<u>436.61</u>

Dept 721.00 PLANNING/COMMUNITY DEVELOPMENT		
SBAM	HEALTH INSURANCE SEPTEMBER	5,051.72
UNUM LIFE INSURANCE COMP	DISABILITY INSURANCE SEPTEMBER	201.88
DBI BUSINESS INTERIORS	2 CUSTOM STAMPS	88.98
PAPER IMAGE PRINTING	500 STICKERS/INSPECTORS	59.30
LANSING ICE & FUEL CO	GASOLINE COMMUNITY DEVELOP	177.02
STATE OF MICHIGAN	CODE OFFICIAL RENEWAL/ROYSTON	150.00
ASSOCIATED GOVERNMENT	AGS PAYROLL 5/16-7/15/2012	3,970.00
NTH CONSULTANTS, LTD	SITE PLAN REVIEW/LIFE CHRISTIAN	798.75

BANK OF AMERICA	4 KEYS FOR 1953 ADELPHA	6.76
COOPER TREE SERVICE	TREE REMOVAL & STUMP GRINDING	1,500.00
LUMBERTOWN OF HOLT	BULBS/1953 ADELPHA	3.90
LUMBERTOWN OF HOLT	9V BATTERY/1953 ADELPHA	3.59
OCE' FINANCIAL SERVICES	CM5520 COPIER LEASE	852.00
SCHAFFER'S INC.	MOWING 4844 TARTAN LANE	51.75
SCHAFFER'S INC.	MOWING 1697 AURELIUS	34.50
SCHAFFER'S INC.	MOWING 4781 FURNEY	34.50
SCHAFFER'S INC.	MOWING 2510 SELMA	34.50
SCHAFFER'S INC.	MOWING VACANT LOT KATE ST	25.88
Total For Dept 721.00 PLANNING/COMMUNITY DEVELOPMENT		13,045.03

Dept 752.00 PARKS ADMINISTRATION

SBAM	HEALTH INSURANCE SEPTEMBER	814.79
UNUM LIFE INSURANCE COMP	DISABILITY INSURANCE SEPTEMBER	68.57
Total For Dept 752.00 PARKS ADMINISTRATION		883.36

Dept 771.00 PARKS

SBAM	HEALTH INSURANCE SEPTEMBER	1,222.19
UNUM LIFE INSURANCE COMP	DISABILITY INSURANCE SEPTEMBER	31.24
LANSING ICE & FUEL CO	GASOLINE PARKS	813.33
BANK OF AMERICA	7 FLAGS & SHIPPING	275.60
ACE HARDWARE	MIRACLE GRO	9.99
AMERICAN RENTAL	PORTABLE TOILET	70.00
AMERICAN RENTAL	PORTABLE TOILETS	630.00
GRANGER CONTAINER SERV	MONTHLY DUMPSTER SERVICE	150.00
COUNTY OF INGHAM	JUNE PARKS SECURITY	3,728.60
COUNTY OF INGHAM	JULY PARKS SECURITY	4,156.68
MODEL COVERALL SERVICE	UNIFORM PANTS	39.83
MODEL COVERALL SERVICE	UNIFORM PANTS	39.83
MODEL COVERALL SERVICE	UNIFORM PANTS	39.83
BOARD OF WATER & LIGHT	WATER 1750 MAPLE	65.24
BOARD OF WATER & LIGHT	WATER 2108 CEDAR	329.24
BOARD OF WATER & LIGHT	WATER 2287 PINE TREE	228.21
BOARD OF WATER & LIGHT	WATER 4030 KELLER	267.01
BOARD OF WATER & LIGHT	WATER 2074 AURELIUS #PARK	1,634.22
ACE HARDWARE	6 SPRAY PAINT	26.94
ACE HARDWARE	8 MISC. MDSE./2 BUSHINGS	10.90
MENARDS LANSING SOUTH	LUMBER/ROOF FLASHING/COUPLER/	59.06
MENARDS LANSING SOUTH	ROOFING SHOVEL	21.97
MENARDS LANSING SOUTH	3 FERTILIZER/5 STAKES/3 TWINE/	68.57
MENARDS LANSING SOUTH	2 GARDEN STAKES	7.78
SCHAFFER'S INC.	5 YDS MULCH/5 YDS TOPSOIL	155.00
BANK OF AMERICA	2 EZGO FOR CABLES/AIR FILTER/	78.00
BANK OF AMERICA	SWITCH ASSY PRESURE/FREIGHT	56.50
BANK OF AMERICA	COIL/AIR BOX/LABOR/GOLF CART	254.00
BANK OF AMERICA	SPRAY TUBE ASSY KIT/FREIGHT	23.98
APPLIED INDUSTRIAL TECH.	4 SINGLE ROW BALL BEARINGS/	116.68
BOBCAT OF LANSING	BELT/DECK REPAIR/SKAG	247.82
COMPLETE HITCH COMPANY	BREAKAWAY KIT/BRAKE CONTROL/	269.95
DEER CREEK SALES, INC	2 LAWN MOWER BLADES	26.18
Total For Dept 771.00 PARKS		15,154.37

Dept 774.00 RECREATION		
SBAM	HEALTH INSURANCE SEPTEMBER	977.76
UNUM LIFE INSURANCE COMP	DISABILITY INSURANCE SEPTEMBER	32.81
D & M SILKSCREENING	7 T-SHIRTS	49.00
SHERWIN WILLIAMS	12 ATHLETIC PAINT	44.28
KYLE JONES	ADULT SOFTBALL UMPIRES	100.00
BANK OF AMERICA	SENIOR CITIZEN BUS	100.00
BANK OF AMERICA	SENIOR CITIZENS TRIP	22.00
DEAN TRAILWAYS OF MICHIGAN	BUS TRIP TO MACKINAC ISLAND	2,506.00
GRAND HOTEL	48 MRPA GRAND EXPERIENCE TRIP	19,875.00
CHRIS KILDEE	REIMBURSE DIFFERENCE EASTSIDE	10.00
EASTSIDE SOCCER LEAGUE	LEAGUE FEE FOR DELHI SOCCER	60.00
CHARLES GRINNELL	HOMETOWN FESTIVAL/GRINNELL	220.00
PAULA K. HARNEY	SENIOR CENTER FITNESS CLASSES	100.00
	Total For Dept 774.00 RECREATION	<u>24,096.85</u>

Dept 850.00 OTHER FUNCTIONS		
SBAM	RETIREES HEALTH INSURANCE SEPT	5,457.49
PITNEY BOWES GLOBAL	FOLDING MACHINE LEASE	189.00
BANK OF AMERICA	WEB HOSTING GIS 7/10-8/9/12	1.00
BANK OF AMERICA	TRI-POD	49.99
BANK OF AMERICA	WUFOO SUBSCRIPTION 7/26-8/26/12	9.00
BANK OF AMERICA	MTA MEETING/GORDONS	120.85
BANK OF AMERICA	MTA MEETING/QUALITY DAIRY	7.02
	Total For Dept 850.00 OTHER FUNCTIONS	<u>5,834.35</u>

Total For Fund 101 GENERAL FUND 91,910.50

Fund 206 FIRE FUND

Dept 000.00		
BANK OF AMERICA	SALES TAX REFUND	(5.87)
BANK OF AMERICA	TRAVEL COMPANION REIMBURSED	267.60
	Total For Dept 000.00	<u>261.73</u>

Dept 336.00 FIRE DEPARTMENT

SBAM	HEALTH INSURANCE SEPTEMBER	10,078.95
SBAM	HEALTH INSURANCE SEPTEMBER	977.76
UNUM LIFE INSURANCE COMP	DISABILITY INSURANCE SEPTEMBER	442.12
UNUM LIFE INSURANCE COMP	DISABILITY INSURANCE SEPTEMBER	27.34
LANSING ICE & FUEL CO	GASOLINE FIRE	1,237.95
BANK OF AMERICA	UNIFORM SHIRTS	450.00
BOUND TREE MEDICAL, LLC	MEDICAL SUPPLIES	194.60
LIFEGAS LLC	CYLILNDER RENTAL	193.87
LIFEGAS LLC	OXYGEN	17.10
BIO-CARE, INC.	2 FIT TESTS	50.00
SPARROW OCC HEALTH SERV	PHYSICALS	498.12
BOARD OF WATER & LIGHT	WATER 6139 BISHOP	80.30
ADP SCREENING & SELECTION	EMPLOYMENT SCREENING	54.45
RDJ SPECIALTIES, INC.	200 GLOW STICKS/3 BALLS/FREIGHT	429.00
BANK OF AMERICA	PARAMEDIC TRAINING BOOKS	661.77
	Total For Dept 336.00 FIRE DEPARTMENT	<u>15,393.33</u>

Total For Fund 206 FIRE FUND 15,655.06

Fund 211 FIRE EQUIP. & APPARATUS FUND

Dept 339.00 EQUIPMENT & APPARATUS

BANK OF AMERICA	UPS SHIPPING	48.02
BANK OF AMERICA	UPS SHIPPING	49.37
BANK OF AMERICA	UPS SHIPPING	28.39
BANK OF AMERICA	UPS SHIPPING	21.91
FIRE SERVICE MANAGEMENT	TURNOUT GEAR CLEANING	444.34
FIRE SERVICE MANAGEMENT	TURNOUT GEAR CLEANING	124.49
FRANKIE D'S AUTO & TRUCK	LOF/#373	119.00
HALT FIRE, INC.	WINDSHIELD & FREIGHT/#491	482.38
HENDERSON GLASS INC.	WINDSHIELD INSTALLED/ENG 21	170.00
BANK OF AMERICA	MEETING/THE DRAFT HOUSE	17.68
BANK OF AMERICA	CONFERENCE AIRFARE/ROYSTON	267.60
BANK OF AMERICA	CONFERENCE LODGING/ROYSTON	178.00
JEFFREY BUTCHER	FIRE ACADEMY MEALS/BUTCHER	40.47
JEREMY LANDFAIR	TRAINING MEALS REIMBURSEMENT	40.47
LANS AREA SAFETY COUNCIL	14 CPR/AED BOOKS/SHIPPING	144.78
Total For Dept 339.00 EQUIPMENT & APPARATUS		<u>2,176.90</u>

Total For Fund 211 FIRE EQUIP. & APPARATUS FUND	<u><u>2,176.90</u></u>
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Fund 225 WATER IMPROVEMENT FUND

Dept 905.00 DEBT SERVICE

US BANK	PAYING AGENT FEES #803148000	83.25
Total For Dept 905.00 DEBT SERVICE		<u>83.25</u>

Total For Fund 225 WATER IMPROVEMENT FUND	<u><u>83.25</u></u>
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Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY

Dept 000.00

CAPITAL AREA DIST LIBRARY	REFUND MTT DDA FUNDS-RSDC	228.42
CAPITAL AREA DIST LIBRARY	REFUND MTT DDA FUNDS-RSDC	5,163.26
Total For Dept 000.00		<u>5,391.68</u>

Dept 728.00 DDA ADMINISTRATION

BANK OF AMERICA	SECURITY MIRROR/DESK SORTER	62.78
BANK OF AMERICA	CLIP ON FAN/HAAS	10.94
BANK OF AMERICA	AT&T 7/16-8/15/12 LED SIGN	39.90
HELEN C HARRISON	MILEAGE 4/30-8/16/12/HARRISON	95.46
BANK OF AMERICA	8 WHITE STRIPE PAINT/DDA-ICSD	55.12
Total For Dept 728.00 DDA ADMINISTRATION		<u>264.20</u>

Dept 729.00 DDA MARKETING & PROMOTION

BANK OF AMERICA	FARMERS MARKET	53.75
CHARLES GRINNELL	53 HOURS @ \$22/GRINNELL	1,166.00
Total For Dept 729.00 DDA MARKETING & PROMOTION		<u>1,219.75</u>

Dept 730.00 COMM REHABILITATION REBATE PGM		
FRANKIE D'S AUTO & TRUCK	NEW WALL & DOOR/2061 CEDAR	7,247.50
LEIGHTRONIX, INC.	PARKING LOT REPLACEMENT	5,000.00
SJNTL PROPERTIES, LLC	PARKING LOT SURFACE 2192 CEDAR	2,822.50
SJNTL PROPERTIES, LLC	LANDSCAPING & SAFETY POLES	910.80
Total For Dept 730.00 COMM REHABILITATION REBATE PGM		15,980.80

Dept 731.00 DDA INFRASTRUCTURE PROJECTS		
PURE GREEN LAWN & TREE	DEPOT-DELHI NE/DDA	45.00
PURE GREEN LAWN & TREE	CEDAR BLV EDRU SOUTH	265.00
ACE HARDWARE	1 TOOL BOX	19.99
C2AE	I-96 UNDERPASS & TRAIL PROJECT	4,210.00
Total For Dept 731.00 DDA INFRASTRUCTURE PROJECTS		4,539.99

Dept 850.00 OTHER FUNCTIONS		
SBAM	HEALTH INSURANCE SEPTEMBER	908.57
UNUM LIFE INSURANCE COMP	DISABILITY INSURANCE SEPTEMBER	37.06
LANSING ICE & FUEL CO	GASOLINE DDA	114.52
GRANGER CONTAINER SERV	MONTHLY DUMPSTER SERVICE	130.00
SIEMENS INDUSTRY, INC.	HVAC CONTRACT/DDA-ICSD	758.10
BOARD OF WATER & LIGHT	WATER 2045 CEDAR	105.80
BOARD OF WATER & LIGHT	WATER 2150 CEDAR	24.61
BOARD OF WATER & LIGHT	WATER 2004 AURELIUS	225.68
AYLES TREE SERVICE, INC	CUT & HAUL 6 TREES - 2224 DELHI	800.00
AYLES TREE SERVICE, INC	HAUL BRUSH FROM KELLER RD	75.00
CONSUMERS ENERGY	2150 CEDAR ANNUAL RENTAL	25.00
Total For Dept 850.00 OTHER FUNCTIONS		3,204.34

Total For Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY	30,600.76
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Fund 590 SEWAGE DISPOSAL SYSTEM

Dept 000.00		
BANK OF AMERICA	SALES TAX CREDITED/DIORKA	(72.04)
BANK OF AMERICA	SALES TAX REFUND/WALACAVAGE	(72.04)
SBAM	RETIREEES HEALTH INSURANCE SEPT	396.98
Total For Dept 000.00		252.90

Dept 548.00 ADMINISTRATION & OVERHEAD

SBAM	RETIREEES HEALTH INSURANCE SEPT	2,977.90
Total For Dept 548.00 ADMINISTRATION & OVERHEAD		2,977.90

Dept 558.00 DEPT OF PUBLIC SERVICE

SBAM	HEALTH INSURANCE SEPTEMBER	11,782.61
UNUM LIFE INSURANCE COMP	DISABILITY INSURANCE SEPTEMBER	480.54
HASSELBRING-CLARK	MAINTENANCE CARTRIDGE	190.00
HASSELBRING-CLARK	DELIVERY	5.00
HASSELBRING-CLARK	LEFT PRINTHEAD	640.00
HASSELBRING-CLARK	PFI-701B 700ML BLUE INK	294.00
HASSELBRING-CLARK	MAINTENANCE CARTRIDGE	95.00
LANSING ICE & FUEL CO	GASOLINE DPS	1,681.05
BANK OF AMERICA	IOGEAR 2-PORT CABLE/DIORKA	42.95
DELL MARKETING L.P.	2 DELL OPTIPLEX	2,284.70
DELL MARKETING L.P.	DELL PRECISION T3500/DIORKA	1,559.87
AIRGAS USA, LLC	CYLINDER RENTAL	129.46
BANK OF AMERICA	WELDING SUPPLIES & PARKS	257.96
ALEXANDER CHEMICAL CORP	CREDIT	(45.00)
ALEXANDER CHEMICAL CORP	SODIUM HYPOCHLORITE	3,857.01
ALEXANDER CHEMICAL CORP	CALCIUM NITRATE	9,988.35
BANK OF AMERICA	(5) 50# BAGS LIME/LSD	44.95
KEMIRA WATER SOLUTIONS	FERRIC CHLORIDE	4,873.80
GRANGER CONTAINER SERV	MONTHLY DUMPSTER SERVICE	201.21
USA MOBILITY WIRELESS, INC.	PAGER SERVICE	55.72
COMCAST	HIGH SPEED INTERNET/POTW	121.90
COMCAST	HIGH SPEED INTERNET/MAINTENANCE	114.90
BOARD OF WATER & LIGHT	WATER 1492 AURELIUS	72.00
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	1,176.34
BOARD OF WATER & LIGHT	WATER 3505 HOLT	76.66
BOARD OF WATER & LIGHT	WATER 1492 AURELIUS	290.91
BOARD OF WATER & LIGHT	ELECTRIC 1870 NIGHTINGALE	70.63
BOARD OF WATER & LIGHT	ELECTRIC 2481 DELHI COMMERCE	85.70
BANK OF AMERICA	12 DRIVEWAY STRIPE PAINT/POTW	82.68
BANK OF AMERICA	TIRE TUBE/SCAG	26.00
BANK OF AMERICA	1 PT. RECTORSEAL #5	16.34
BANK OF AMERICA	6 SOAKER HOSES/4 HOSES/3 NOZZEL	261.98
ACE HARDWARE	4 MISC. MDSE.	1.78
ACE HARDWARE	16 WASP SPRAY	47.84
BANK OF AMERICA	REPAIR TRANSCEIVER/LS RADIO	218.68
DU BOIS-COOPER ASSOCIATE	26813-903 SMALL AIR COMPRESSOR	341.60
ACE HARDWARE	6 CABLES/2 WIRE ROPE/4 CLIPS	15.48
BANK OF AMERICA	TIRE TUBE/SEAL SMOKER	18.00
ACE HARDWARE	25 CAULKS	50.00
BANK OF AMERICA	PVC PIPE/COUPLING/STRAINER	133.57
USA BLUE BOOK	PVC HOSE BIB	14.18
USA BLUE BOOK	PVC TEE 1"	34.20
USA BLUE BOOK	1"X1/2" PVC BUSHING	7.92
USA BLUE BOOK	1"X3/4" PVC BUSHING	7.92
USA BLUE BOOK	PVC UNION	49.44
USA BLUE BOOK	PVC BALL VALVE	31.80
USA BLUE BOOK	SHIPPING	14.65
USA BLUE BOOK	(4) 1/2" Y-STRAINER	239.80
USA BLUE BOOK	(6) 1/2" PVC UNION	25.56
USA BLUE BOOK	SHIPPING	16.88
USA BLUE BOOK	(2) 1/2" Y-STRAINER	119.90

CATHEY COMPANY	T&M TO REPAIR / REBAND HOSE	120.00
CATHEY COMPANY	90*CAMLOCK	333.27
CATHEY COMPANY	SHIPPING	19.99
MOTION INDUSTRIES, INC.	STRAINRITE AP5-P30-SHS	216.00
MOTION INDUSTRIES, INC.	ESTIMATED SHIPPING	19.63
MOTION INDUSTRIES, INC.	DISCOUNT	(2.16)
NATURAL GAS COMPRESSION	COMPRESSOR REBUILD KIT/FREIGHT	1,933.51
SIEMENS INDUSTRY, INC.	HVAC CONTRACT/DPS-MTC	1,516.20
SIEMENS INDUSTRY, INC.	HVAC CONTRACT - POTW	12,837.00
ADP SCREENING & SELECTION	EMPLOYMENT SCREENING	34.35
SPARROW OCC HEALTH SERV	PHYSICAL	64.00
SPARROW OCC HEALTH SERV	PHYSICAL	64.00
BANK OF AMERICA	MWEA CONF LODGING/ELSINGA	515.66
BANK OF AMERICA	PARKING/RANES	7.50
Total For Dept 558.00 DEPT OF PUBLIC SERVICE		<u>60,036.66</u>

Dept 578.01 CAPITAL IMPROVEMENTS

C2AE	LSD PROJ ENG-SCREEN/FM/LSD	21,377.95
IRISH CONSTRUCTION COMP	LSD PROJ-POTW/FM/LDS PYMT 16	566,620.02
Total For Dept 578.01 CAPITAL IMPROVEMENTS		<u>587,997.97</u>

Dept 588.01 G.O. BOND INDEBTEDNESS

US BANK	PAYING AGENT FEES #803148000	416.75
Total For Dept 588.01 G.O. BOND INDEBTEDNESS		<u>416.75</u>

Total For Fund 590 SEWAGE DISPOSAL SYSTEM 651,682.18

Fund 701 TRUST & AGENCY FUND

Dept 000.00

INGHAM COUNTY TREASURER	TRAILER PARK FEES JULY	2,147.50
Total For Dept 000.00		<u>2,147.50</u>

Total For Fund 701 TRUST & AGENCY FUND 2,147.50

Fund 703 CURRENT TAX ACCOUNT

Dept 000.00

BAC TAX SERVICES CORP	REFUNDS DUE TAXPAYERS	1,326.02
BAC TAX SERVICES CORP	REFUNDS DUE TAXPAYERS	928.59
MASON STATE BANK	REFUNDS DUE TAXPAYERS	89.98
THE GERMAIN FAMILY TRUST	REFUNDS DUE TAXPAYERS	9.00
Total For Dept 000.00		<u>2,353.59</u>

Total For Fund 703 CURRENT TAX ACCOUNT 2,353.59

Total For All Funds: 796,609.74

September 4, 2012

I. Certification of Authorized Signatures: The attached Check Register and Invoice Distribution Report encompass checks dated September 4, 2012 numbered 81951 thru 82026 & ACH 2174 thru 2188. Every invoice has a payment authorizing signature(s).

Dated: September 4, 2012

Lora Behnke, Accounting Clerk

II. Certification of Fund Totals:

The attached Invoice Distribution Report and Check Register for checks dated September 4, 2012 show payments made from the following funds:

General Fund	\$	119,260.16
Fire Fund		6,460.14
Police Fund		190,549.74
Fire Equip. & Apparatus Fund		2,825.37
Brownfield Redevelopment Fund		1,662.50
Downtown Development Fund		10,819.02
Sewer Fund		35,708.77
Current Tax Fund		7,237.20
Trust & Agency Fund		2,055.28
Grand Total	\$	<u>376,578.18</u>

Includes the following to be reimbursed from separate bank accounts:

Current Tax Account	\$	7,237.20
Employee Flexible Spending Acct	\$	20.00

Dated: September 4, 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. (\$12,981.11 to Able Concrete for 2012 Sidewalk Replacement Program, 6/20/12, \$58,151.00 to Perfitt Excavating, Inc. for Campus Drive Sidewalk, 6/20/12) .

Dated: September 4, 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 September 18, 2012 a motion was made by _____ and passed by _____ yes votes and _____ no votes (_____ absent) that the list of claims dated September 4, 2012, was reviewed, audited and approved.

Evan Hope, Township Clerk

INVOICE GL DISTRIBUTION REPORT FOR DELHI CHARTER TOWNSHIP
 EXP CHECK RUN DATES 09/04/2012 - 09/04/2012

Vendor	Invoice Line Desc	Amount
Fund 101 GENERAL FUND		
Dept 101.00 LEGISLATIVE		
HARTFORD LIFE INSURANCE	TRUSTEES LIFE INSURANCE SEPT	25.50
VERIZON WIRELESS	CELLULAR AUGUST	13.51
	Total For Dept 101.00 LEGISLATIVE	39.01
Dept 171.00 MANAGER		
DELTA DENTAL PLAN OF	DENTAL INSURANCE SEPTEMBER	308.38
HARTFORD LIFE INSURANCE	LIFE INSURANCE SEPTEMBER	93.50
VERIZON WIRELESS	CELLULAR AUGUST	51.60
WENDY L THIELEN	MILEAGE 8/16-19/2012/THIELEN	208.09
	Total For Dept 171.00 MANAGER	661.57
Dept 191.00 ACCOUNTING		
DELTA DENTAL PLAN OF	DENTAL INSURANCE SEPTEMBER	84.26
HARTFORD LIFE INSURANCE	LIFE INSURANCE SEPTEMBER	19.97
MGFOA	MFGOA MEMBERSHIP/MEREDITH	90.00
GRAND TRAVERSE RESORT	MGFOA LODGING/MEREDITH	436.20
	Total For Dept 191.00 ACCOUNTING	630.43
Dept 215.00 CLERK		
DELTA DENTAL PLAN OF	DENTAL INSURANCE SEPTEMBER	269.07
HARTFORD LIFE INSURANCE	LIFE INSURANCE SEPTEMBER	64.16
DBI BUSINESS INTERIORS	INK CARTRIDGE/CLERK'S FAX	33.99
VERIZON WIRELESS	CELLULAR AUGUST	49.63
	Total For Dept 215.00 CLERK	416.85
Dept 228.00 INFORMATION TECHNOLOGY		
DELTA DENTAL PLAN OF	DENTAL INSURANCE SEPTEMBER	84.26
HARTFORD LIFE INSURANCE	LIFE INSURANCE SEPTEMBER	48.46
VERIZON WIRELESS	CELLULAR AUGUST	51.60
	Total For Dept 228.00 INFORMATION TECHNOLOGY	184.32
Dept 253.00 TREASURERS		
DELTA DENTAL PLAN OF	DENTAL INSURANCE SEPTEMBER	279.73
HARTFORD LIFE INSURANCE	LIFE INSURANCE SEPTEMBER	42.50
KARIN S TEBEAU	MILEAGE 7/1-8/27/2012/TEBEAU	57.83
BS&A SOFTWARE	8/21/12 TAX TRAINING/TEBEAU	195.00
	Total For Dept 253.00 TREASURERS	575.06

Dept 257.00 ASSESSING		
DELTA DENTAL PLAN OF	DENTAL INSURANCE SEPTEMBER	363.98
HARTFORD LIFE INSURANCE	LIFE INSURANCE SEPTEMBER	69.27
DBI BUSINESS INTERIORS	15 BOXES LASER LABELS	284.85
	Total For Dept 257.00 ASSESSING	718.10

Dept 262.00 ELECTIONS		
INGHAM COUNTY CLERK	8/7/12 BALLOTS & BD OF CANVASS	2,561.40
	Total For Dept 262.00 ELECTIONS	2,561.40

Dept 265.00 BUILDING & GROUNDS		
DELTA DENTAL PLAN OF	DENTAL INSURANCE SEPTEMBER	72.19
HARTFORD LIFE INSURANCE	LIFE INSURANCE SEPTEMBER	14.22
VERIZON WIRELESS	CELLULAR AUGUST	13.04
CCI SOUTH, LLC	TELEPHONE REPAIRS	194.00
TDS METROCOM	LOCAL SERVICE AUGUST	1,230.31
DELHI TOWNSHIP TREASURER	SEWER 2074 AURELIUS	463.00
CONSUMERS ENERGY	ELECTRIC-2074 AURELIUS	6,451.06
CONSUMERS ENERGY	GAS-2074 AURELIUS	110.96
ACE HARDWARE	2 CSC KEYS	3.38
	Total For Dept 265.00 BUILDING & GROUNDS	8,552.16

Dept 276.00 CEMETERY		
DELTA DENTAL PLAN OF	DENTAL INSURANCE SEPTEMBER	118.32
HARTFORD LIFE INSURANCE	LIFE INSURANCE SEPTEMBER	23.32
WILDTYPE DESIGN	12 EQUIPMENT & SUPPLIES	638.40
VERIZON WIRELESS	CELLULAR AUGUST	13.04
CONSUMERS ENERGY	ELECTRIC-4149 WILLOUGHBY	41.11
	Total For Dept 276.00 CEMETERY	834.19

Dept 281.00 STORMWATER		
DELTA DENTAL PLAN OF	DENTAL INSURANCE SEPTEMBER	50.13
HARTFORD LIFE INSURANCE	LIFE INSURANCE SEPTEMBER	9.88
	Total For Dept 281.00 STORMWATER	60.01

Dept 446.00 INFRASTRUCTURE		
BOARD OF WATER & LIGHT	STREETLIGHTS 8/1-9/1/2012	6,605.38
ABLE CONCRETE, INC.	2012 SIDEWALK REPLACEMENT	11,714.63
ABLE CONCRETE, INC.	2012 SIDEWALK REPLACEMENT	1,266.48
CONCRETE RAISING & LEVEL	2012 SIDEWALK RAISING PROGRAM	1,250.00
LANDSCAPE ARCHITECTS	HOLT RD SHARED USE PLAN	1,200.00
LANDSCAPE ARCHITECTS	WASHINGTON & WILLOUGHBY SIDE	930.00
LANDSCAPE ARCHITECTS	CAMPUS ROAD SIDEWALK PROJECT	480.00
PERFITT EXCAVATING, INC	CAMPUS DR SIDEWALK & PED	58,151.00
	Total For Dept 446.00 INFRASTRUCTURE	81,597.49

Dept 721.00 PLANNING/COMMUNITY DEVELOPMENT		
DELTA DENTAL PLAN OF	DENTAL INSURANCE SEPTEMBER	688.66
HARTFORD LIFE INSURANCE	LIFE INSURANCE SEPTEMBER	135.58
DBI BUSINESS INTERIORS	2 BLACK PHONE CORD EXTENDERS	23.65
VERIZON WIRELESS	CELLULAR AUGUST	210.89
VERIZON WIRELESS	CELLULAR AUGUST	40.17
TDS METROCOM	LOCAL SERVICE AUGUST	100.68
CONSUMERS ENERGY	ELECTRIC 1953 ADELPHA	8.11
CONSUMERS ENERGY	GAS 1953 ADELPHA	10.50
FARR EXCAVATING INC.	SEWER REPAIR/1953 ADELPHA	2,013.00
MARK WOODMAN PLUMBING	PLUMBING-HEATING/1953 ADELPHA	5,655.68
MORTGAGE CENTER TITLE, LLC	TITLE INSURANCE/1953 ADELPHA	561.75
OCE NORTH AMERICA DOC	COPIER METER CHARGE	79.97
SCHAFFER'S INC.	MOWING 4275 KELLER	34.50
SCHAFFER'S INC.	MOWING 5409 HARPER	51.75
SCHAFFER'S INC.	MOWING 2524 SELMA	34.50
SCHAFFER'S INC.	MOWING 2550 GLEN COVE	51.75
Total For Dept 721.00 PLANNING/COMMUNITY DEVELOPMENT		9,701.14

Dept 752.00 PARKS ADMINISTRATION		
DELTA DENTAL PLAN OF	DENTAL INSURANCE SEPTEMBER	89.90
HARTFORD LIFE INSURANCE	LIFE INSURANCE SEPTEMBER	45.90
VERIZON WIRELESS	CELLULAR AUGUST	115.58
VERIZON WIRELESS	CELLULAR AUGUST	3.12
TDS METROCOM	LOCAL SERVICE AUGUST	147.49
Total For Dept 752.00 PARKS ADMINISTRATION		401.99

Dept 771.00 PARKS		
DELTA DENTAL PLAN OF	DENTAL INSURANCE SEPTEMBER	139.86
HARTFORD LIFE INSURANCE	LIFE INSURANCE SEPTEMBER	20.83
LANSING SANITARY SUPPLY INC	TOILET TISSUE/TOWELS/CLEANER	247.29
ACE HARDWARE	(2) 9V BATTERIES	19.98
ACE HARDWARE	4 CLAMPS/COUPLE/PIPE	8.74
ACE HARDWARE	2 HASP/11 MISC. MDSE.	39.97
AMERICAN RENTAL	PORTABLE TOILETS	140.00
DELHI TOWNSHIP TREASURER	SEWER 1750 MAPLE	85.25
DELHI TOWNSHIP TREASURER	SEWER 2108 CEDAR	3,592.00
DELHI TOWNSHIP TREASURER	SEWER 2287 PINE TREE	49.50
DELHI TOWNSHIP TREASURER	SEWER 4030 KELLER	1,290.50
CONSUMERS ENERGY	ELECTRIC 1750 MAPLE	48.84
CONSUMERS ENERGY	ELECTRIC 2074 AURELIUS #PARK	1,467.74
CONSUMERS ENERGY	ELECTRIC 2108 CEDAR	848.38
CONSUMERS ENERGY	ELECTRIC 2177 WEST BLVD	22.31
CONSUMERS ENERGY	ELECTRIC 2287 PINE TREE 2939	44.96
CONSUMERS ENERGY	ELECTRIC 2287 PINE TREE 3200	134.04
CONSUMERS ENERGY	GAS 2287 PINE TREE 2939	24.08
CONSUMERS ENERGY	GAS 2108 CEDAR	24.08
DEER CREEK SALES, INC	PARTS & LABOR/KUBOTA	1,232.30
FRANKIE D'S AUTO & TRUCK	LOF/EXHAUST/#43	301.00
FRANKIE D'S AUTO & TRUCK	LOF/3 FUSES/1 DOOR HANDLE/#12	111.00
FRANKIE D'S AUTO & TRUCK	RADIATOR/2 GAL COOLANT/#12	328.00
FRANKIE D'S AUTO & TRUCK	2 WIPER BLADES/02 SENSOR/VALVE &	234.00
FRANKIE D'S AUTO & TRUCK	REPLACE VACUUM HOSE/#12	70.00
Total For Dept 771.00 PARKS		10,524.65

Dept 774.00 RECREATION		
DELTA DENTAL PLAN OF	DENTAL INSURANCE SEPTEMBER	84.26
HARTFORD LIFE INSURANCE	LIFE INSURANCE SEPTEMBER	22.10
TOM BOLT	ASA MEN'S FEES-SOFTBALL	200.00
CHARLES GRINNELL	HOMETOWN FESTIVAL/GRINNELL	880.00
	Total For Dept 774.00 RECREATION	<u>1,186.36</u>

Dept 850.00 OTHER FUNCTIONS		
HARTFORD LIFE INSURANCE	RETIRES LIFE INSURANE SEPT	36.45
DBI BUSINESS INTERIORS	OFFICE SUPPLIES	98.98
H.J. UмбаUGH & ASSOCIATES	2012 CELL TOWER ANALYSIS	450.00
AFLAC	FSA FEE - AUGUST	30.00
	Total For Dept 850.00 OTHER FUNCTIONS	<u>615.43</u>

Total For Fund 101 GENERAL FUND 119,260.16

Fund 206 FIRE FUND

Dept 000.00		
DELTA DENTAL PLAN OF	COBRA	84.26
	Total For Dept 000.00	<u>84.26</u>

Dept 336.00 FIRE DEPARTMENT		
DELTA DENTAL PLAN OF	DENTAL INSURANCE SEPTEMBER	1,630.10
DELTA DENTAL PLAN OF	DENTAL INSURANCE SEPTEMBER	84.26
HARTFORD LIFE INSURANCE	LIFE INSURANCE SEPTEMBER	249.21
HARTFORD LIFE INSURANCE	LIFE INSURANCE SEPTEMBER	18.27
BARYAMES CLEANERS	UNIFORM CLEANING	197.30
DBI BUSINESS INTERIORS	4X3' ALUM BOARD	46.54
TRI-COUNTY EMERGENCY	200 TCEMCA REFUSAL FORMS	21.00
NYE UNIFORM COMPANY	2 CARGO PANTS-FREIGHT/BALDWIN	147.63
BOUND TREE MEDICAL, LLC	MEDICAL SUPPLIES	739.40
BOUND TREE MEDICAL, LLC	CREDIT	(10.80)
BOUND TREE MEDICAL, LLC	MEDICAL SUPPLIES	10.80
STATE OF MICHIGAN	LICENSES FOR AMBULANCES	175.00
VERIZON WIRELESS	CELLULAR AUGUST	286.78
VERIZON WIRELESS	CELLULAR AUGUST	165.60
PENGUIN COMMUNICATIONS	231 CALLS BEYOND ALLOWANCE	43.89
TDS METROCOM	LOCAL SERVICE AUGUST	61.34
DELHI TOWNSHIP TREASURER	SEWER 6139 BISHOP	96.25
ACE HARDWARE	8 MISC. MDSE.	12.16
ACE HARDWARE	10 MISC. MDSE.	12.26
ACE HARDWARE	METAL REPAIR TAPE/MISC. MDSE	8.98
M RUGGED MOBILE TECH	UPDATING SOFTWARE	840.53
N.I.E.S.A.	PORTABLE TANK LINER & FREIGHT	1,153.95
FOREMOST PROMOTIONS	100 MOOD PENCILS & SHIPPING	45.28
RDJ SPECIALTIES, INC.	100 TOTE BAGS & FREIGHT	340.15
	Total For Dept 336.00 FIRE DEPARTMENT	<u>6,375.88</u>

Total For Fund 206 FIRE FUND 6,460.14

Fund 207 POLICE FUND		
Dept 301.00 POLICE		
INGHAM COUNTY TREASURER	POLICE CONTRACT AUGUST	190,549.74
	Total For Dept 301.00 POLICE	190,549.74
	Total For Fund 207 POLICE FUND	190,549.74

Fund 211 FIRE EQUIP. & APPARATUS FUND		
Dept 339.00 EQUIPMENT & APPARATUS		
FIRE SERVICE MANAGEMENT	TURNOUT GEAR CLEANING	377.37
FIRE SERVICE MANAGEMENT	TURNOUT GEAR CLEANING	266.30
FIRST DUE FIRE SUPPLY CO.	12 EXPAN RINGS/12 TAIL GASKETS	108.60
FIRST DUE FIRE SUPPLY CO.	6" HARD SUCTION/6' SECTION	436.17
WEST SHORE FIRE INC	2 ECLIPSE BATTERIES & FREIGHT	130.37
ACE HARDWARE	SILCON CAULK/3 MISC. MDSE.	11.56
FRANKIE D'S AUTO & TRUCK	LOF REAR BRAKE PADS & ROTORS/#20	900.00
ROGER'S CLINE TIRE	4 TIRES/#533	595.00
	Total For Dept 339.00 EQUIPMENT & APPARATUS	2,825.37
	Total For Fund 211 FIRE EQUIP. & APPARATUS FUND	2,825.37

Fund 243 BROWNFIELD REDEVELOPMENT AUTH		
Dept 733.00 BROWNFIELD ADMINISTRATION		
FOSTER, SWIFT, COLLINS	LEGAL FEES JULY	1,662.50
	Total For Dept 733.00 BROWNFIELD ADMINISTRATION	1,662.50
	Total For Fund 243 BROWNFIELD REDEVELOPMENT AUTH	1,662.50

Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY		
Dept 728.00 DDA ADMINISTRATION		
DELTA DENTAL PLAN OF	DENTAL INSURANCE SEPTEMBER	(168.52)
VERIZON WIRELESS	CELLULAR AUGUST	13.04
C. HOWARD HAAS	AUGUST CELL PHONE REIMBURSE	75.00
TDS METROCOM	LOCAL SERVICE AUGUST	192.92
	Total For Dept 728.00 DDA ADMINISTRATION	112.44

Dept 729.00 DDA MARKETING & PROMOTION		
BLOHM CREATIVE PARTNERS	25 HOMETOWN FESTIVAL POSTERS	536.25
BLOHM CREATIVE PARTNERS	HOMETOWN FESTIVAL NEWSPAPER	155.00
CHARLES GRINNELL	47 HOURS @ \$22/GRINNELL	814.00
BLOHM CREATIVE PARTNERS	FALL BILLBOARD DESIGN/FARMERS	415.00
BLOHM CREATIVE PARTNERS	MARKET/MUSIC NEWSPAPER MEDIA	1,218.00
SAM'S CLUB DIRECT	TISSUE/PAPER TOWELS/DRUM LINER	76.86
AMERICAN LEGION POST 238	SPONSORSHIP/ 9-11 5K HERO RUN	1,000.00
BLOHM CREATIVE PARTNERS	JULY WEB MAINTENANCE & HOSTING	753.75
	Total For Dept 729.00 DDA MARKETING & PROMOTION	4,968.86

Dept 730.00 COMM REHABILITATION REBATE PGM		
CRAIG'S AUTO BODY SHOP	DUMPSTER ENCLOSURE/2046DEPOT	575.00
	Total For Dept 730.00 COMM REHABILITATION REBATE PGM	575.00

Dept 731.00 DDA INFRASTRUCTURE PROJECTS		
D & G EQUIPMENT INC	TIRE AND WHEEL ASSEMBLY	275.60
C2AE	I-96 UNDERPASS & TRAIL PROJECT	2,105.00
	Total For Dept 731.00 DDA INFRASTRUCTURE PROJECTS	2,380.60

Dept 850.00 OTHER FUNCTIONS		
DELTA DENTAL PLAN OF	DENTAL INSURANCE SEPTEMBER	126.34
HARTFORD LIFE INSURANCE	LIFE INSURANCE SEPTEMBER	24.90
DELHI TOWNSHIP TREASURER	SEWER 2045 CEDAR	34.25
DELHI TOWNSHIP TREASURER	SEWER 2150 CEDAR	28.38
DELHI TOWNSHIP TREASURER	SEWER 1465 CEDAR	13.00
CONSUMERS ENERGY	ELECTRIC-2116 CEDAR	295.88
CONSUMERS ENERGY	ELECTRIC-2150 CEDAR	329.14
CONSUMERS ENERGY	ELECTRIC-2228 AURELIUS	140.83
CONSUMERS ENERGY	ELECTRIC-2004 AURELIUS	88.16
CONSUMERS ENERGY	ELECTRIC-2045 CEDAR #A	1,177.90
CONSUMERS ENERGY	ELECTRIC-2045 CEDAR #B	118.04
CONSUMERS ENERGY	ELECTRIC-3970 HOLT	133.62
CONSUMERS ENERGY	ELECTRIC-4115 HOLT	219.12
CONSUMERS ENERGY	GAS-2045 CEDAR	19.33
CONSUMERS ENERGY	GAS-2150 CEDAR	33.23
Total For Dept 850.00 OTHER FUNCTIONS		<u>2,782.12</u>
Total For Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY		<u><u>10,819.02</u></u>

Fund 590 SEWAGE DISPOSAL SYSTEM

Dept 000.00		
CARLTON, BENJAMIN	Basic Service Charge	21.50
DIKEMAN, MIKEAEL	Basic Service Charge	17.30
DRATHS CORPORATION	Basic Service Charge	71.50
DRATHS CORPORATION	IPP	7.57
DULING, ANDREW	Basic Service Charge	13.00
DUNK, TRACI	Sewer Usage	102.25
GATEWAY TO HOMES	Sewer Usage	469.96
HOLT, CARL	Basic Service Charge	54.93
JOHNSON, AMBER	Basic Service Charge	8.50
KRUMM, DENNIS & SUE	Basic Service Charge	64.25
LARNER, BRUCE	Basic Service Charge	3.00
PATTON, DAVID & BETTY	Basic Service Charge	21.50
SCHROTENBOER, BRADLEY	Basic Service Charge	13.00
TAYLOR, GORDON & CONNIE	Basic Service Charge	36.40
THORNHILL, JOSH AND KATIE	Basic Service Charge	21.50
TRAIL, LEANNA	Basic Service Charge	34.50
VINT, JACK	Basic Service Charge	4.25
YENCICH, KATHLEEN	Basic Service Charge	17.25
Total For Dept 000.00		<u>982.16</u>

Dept 548.00 ADMINISTRATION & OVERHEAD

HARTFORD LIFE INSURANCE	RETIREEES LIFE INSURANCE SEPT	20.25
ICS MARKETING SERVICES	AUGUST SEWER BILLS	550.44
Total For Dept 548.00 ADMINISTRATION & OVERHEAD		<u>570.69</u>

Dept 558.00 DEPT OF PUBLIC SERVICE

DELTA DENTAL PLAN OF	DENTAL INSURANCE SEPTEMBER	1,638.39
HARTFORD LIFE INSURANCE	LIFE INSURANCE SEPTEMBER	322.88
BARYAMES CLEANERS	UNIFORM DRYCLEANING/RANES	27.00
ACE HARDWARE	1 POTW KEY/POWERS	1.69
UNITED PARCEL SERVICE	SHIPPING CHARGES	43.05
VERIZON WIRELESS	CELLULAR AUGUST	307.96
VERIZON WIRELESS	CELLULAR AUGUST	50.72
TDS METROCOM	LOCAL SERVICE AUGUST	454.26

DELHI TOWNSHIP TREASURER	SEWER 1490 AURELIUS	320.75
CONSUMERS ENERGY	ELECTRIC-1988 WAVERLY	389.28
CONSUMERS ENERGY	ELECTRIC 1390 WAVERLY	177.66
CONSUMERS ENERGY	ELECTRIC 1490 AURELIUS	1,218.40
CONSUMERS ENERGY	ELECTRIC-1494 AURELIUS	83.71
CONSUMERS ENERGY	ELECTRIC-4000 N MICHIGAN#B	96.84
CONSUMERS ENERGY	ELECTRIC-2358 EIFERT	257.80
CONSUMERS ENERGY	ELECTRIC-2870 PINE TREE	428.10
CONSUMERS ENERGY	ELECTRIC-3505 HOLT	92.77
CONSUMERS ENERGY	ELECTRIC-4280 DELL	501.09
CONSUMERS ENERGY	ELECTRIC-4828 HOLT	75.64
CONSUMERS ENERGY	ELECTRIC-5961 MC CUE #2509	18,482.85
CONSUMERS ENERGY	ELECTRIC-5999 HOLT	52.44
CONSUMERS ENERGY	ELECTRIC-6055 MC CUE	398.03
CONSUMERS ENERGY	GAS 5961 MC CUE #4	256.30
CONSUMERS ENERGY	GAS-5961 MC CUE #2	20.80
CONSUMERS ENERGY	GAS-5961 MC CUE #3	12.30
CONSUMERS ENERGY	GAS-5961 MC CUE #2319	26.92
CONSUMERS ENERGY	GAS-4280 DELL	20.80
CONSUMERS ENERGY	GAS-3505 HOLT	14.92
CONSUMERS ENERGY	GAS-2481 DELHI COMM	14.27
CONSUMERS ENERGY	GAS-1490 AURELIUS	11.65
CONSUMERS ENERGY	GAS-1492 AURELIUS	41.07
CONSUMERS ENERGY	GAS-1492 AURELIUS #A	11.65
CONSUMERS ENERGY	GAS-1988 WAVERLY	22.50
BRADY LAWN EQUIPMENT	SCAG BELT #482876	34.82
CATHEY COMPANY	BRASS FITTINGS/TANK VALVE/	39.15
KENNEDY INDUSTRIES, INC	PICKUP PUMP FOR INSPECTION	216.00
MICHIGAN PIPE & VALVE	(2) 8" CHECK VALVE/DELL RD LS	5,560.00
MICHIGAN PIPE & VALVE	SHIPPING	30.00
MICHIGAN PIPE & VALVE	2" VALMATIC 802 COMBO AIR & VAC	1,030.00
D & G EQUIPMENT INC	RE S8886 KNOB	14.19
D & G EQUIPMENT INC	MIU 10047 HARDWARE	15.59
D & G EQUIPMENT INC	22M7O72 LOCK SCREW FOR KNOB	0.98
ACE HARDWARE	4 GASKET MAKERS	25.96
ACE HARDWARE	BELT DRESSING	4.99
ACE HARDWARE	1 GALV. NIPPLE	3.29
ALRO STEEL CORPORATION	3" 318 STAINLESS 21'X221 WALL	400.00
ALRO STEEL CORPORATION	DISCOUNT	(2.00)
CARQUEST THE PARTS PLACE	ROLLS ELE TAPE FOR VAN 3-M	20.60
CARQUEST THE PARTS PLACE	RAINX FOR CAMERA LENS	10.10
CARQUEST THE PARTS PLACE	TOP POST BATTERY CLAMP	2.50
CARQUEST THE PARTS PLACE	CHIPPER OIL FILTER	24.36
CARQUEST THE PARTS PLACE	CHIPPER AIR FILTER	93.06
CARQUEST THE PARTS PLACE	WT LITH GREASE	6.42
CATHEY COMPANY	FITTINGS/UNIT #5	7.74
CARQUEST THE PARTS PLACE	1 CASE OF AUTO TRANS FLUID	41.88
CARQUEST THE PARTS PLACE	2 CASES OF TUBE GREASE	69.80
CARQUEST THE PARTS PLACE	FLASER UNIT SUPER TRUCK	5.58
CARQUEST THE PARTS PLACE	10W40 MOTOR OIL	109.08
CARQUEST THE PARTS PLACE	20AMP FUSE	5.58
CARQUEST THE PARTS PLACE	15AMP MINI FUSE	3.14
CARQUEST THE PARTS PLACE	20AMP MINI FUSE	3.14
CARQUEST THE PARTS PLACE	SEALED STOP LAMP	8.48
FRANKIE D'S AUTO & TRUCK	LOF/#11	92.00
FRANKIE D'S AUTO & TRUCK	LOF/#9	44.00
ALLEN BRYANT	LCC SUMMER CLASS/BRYANT	361.00
	Total For Dept 558.00 DEPT OF PUBLIC SERVICE	34,155.92
	Total For Fund 590 SEWAGE DISPOSAL SYSTEM	35,708.77

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 - AUGUST	20.00
	Total For Dept 000.00	<u>2,055.28</u>

Total For Fund 701 TRUST & AGENCY FUND 2,055.28

Fund 703 CURRENT TAX ACCOUNT

Dept 000.00

DTN ENTERPRISES LLC	REFUNDS DUE TAXPAYERS	773.95
MSF FCU	REFUNDS DUE TAXPAYERS	1,627.23
MSU FCU	REFUNDS DUE TAXPAYERS	757.36
WELLS FARGO REAL ESTATE	REFUNDS DUE TAXPAYERS	815.48
WELLS FARGO REAL ESTATE	REFUNDS DUE TAXPAYERS	874.85
WELLS FARGO REAL ESTATE	REFUNDS DUE TAXPAYERS	616.14
WELLS FARGO REAL ESTATE	REFUNDS DUE TAXPAYERS	856.10
WELLS FARGO REAL ESTATE	REFUNDS DUE TAXPAYERS	916.09
	Total For Dept 000.00	<u>7,237.20</u>

Total For Fund 703 CURRENT TAX ACCOUNT 7,237.20

Total For All Funds: 376,578.18

**DELHI CHARTER TOWNSHIP
FUND TRANSFERS AND PAYROLL APPROVAL
For Payroll Dated August 30, 2012**

I. Certification of Preparation and Distribution

The attached check and payroll registers encompass check numbers: 104233 through 104267 & direct deposits numbers: DD14210 through DD14294. 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: August 30, 2012

Director of Accounting

II. Payroll Report

The August 30, 2012 payroll encompasses the following funds and expenditures:

	Gross Payroll	Payroll Deductions	Net Pay
General Fund	\$72,226.91	\$18,981.58	\$53,245.33
Fire Dept. Fund	39,338.92	11,759.49	\$27,579.43
DDA	5,913.13	1,698.10	\$4,215.03
Sewer Fund/Receiving	37,047.68	9,860.44	\$27,187.24
Total Payroll	\$154,526.64	\$42,299.61	\$112,227.03
	Township FICA	Township RHS & Pension Plan & H.S.A.	Total Deductions & TWP Liabilities
General Fund	\$5,035.26	\$5,692.74	\$29,709.58
Fire Dept. Fund	2,914.91	3,009.06	17,683.46
DDA	245.40	261.95	2,205.45
Sewer Fund/Receiving	2,667.64	3,150.94	15,679.02
Total Payroll	\$10,863.21	\$12,114.69	\$65,277.51

Director of Accounting

III. FUND TRANSFERS

Transfers covering the foregoing payroll were made on August 30, 2012 and identified as follows:

08/30 Net Pay Disbursement in Common Savings (\$112,227.03)

Roy W. Sweet, Treasurer

IV. Board Audit and Approval:

At a regular meeting of the Township Board held on September 18, 2012, a motion was made by _____ and passed by _____ yes votes and _____ no votes(_____ absent) that the payroll dated August 30, 2012 was reviewed, audited, and approved.

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

Evan Hope, Clerk

**DELHI CHARTER TOWNSHIP
FUND TRANSFERS AND PAYROLL APPROVAL
For Payroll Dated September 13, 2012**

I. Certification of Preparation and Distribution

The attached check and payroll registers encompass check numbers: 104271 through 104306 & direct deposits numbers: DD14295 through DD14376. 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: September 13, 2012

Director of Accounting

II. Payroll Report

The September 13, 2012 payroll encompasses the following funds and expenditures:

	Gross Payroll	Payroll Deductions	Net Pay
General Fund	\$71,850.11	\$19,124.22	\$52,725.89
Fire Dept. Fund	42,748.20	12,866.41	\$29,881.79
DDA	5,030.07	1,512.95	\$3,517.12
Sewer Fund/Receiving	38,437.25	10,411.31	\$28,025.94
Total Payroll	\$158,065.63	\$43,914.89	\$114,150.74
	Township FICA	Township RHS & Pension Plan & H.S.A.	Total Deductions & TWP Liabilities
General Fund	\$5,022.85	\$5,684.80	\$29,831.87
Fire Dept. Fund	3,166.82	3,176.99	19,210.22
DDA	178.01	261.92	1,952.88
Sewer Fund/Receiving	2,766.86	3,153.52	16,331.69
Total Payroll	\$11,134.54	\$12,277.23	\$67,326.66

Director of Accounting

III. FUND TRANSFERS

Transfers covering the foregoing payroll were made on September 13, 2012 and identified as follows:

09/13 Net Pay Disbursement in Common Savings (\$114,150.74)

Roy W. Sweet, Treasurer

IV. Board Audit and Approval:

At a regular meeting of the Township Board held on September 18, 2012, a motion was made by _____ and passed by _____ yes votes and _____ no votes(_____ absent) that the payroll dated September 13, 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: John B. Elsinga, Township Manager

DATE: September 11, 2012

RE: FY 2013 Budgets – Set Public Hearing – General Fund and Special Revenue Funds

During the September Budget Workshop we introduced to the Board the proposed 2013 Budget documents (Budget Book). These proposed budgets have been updated for any changes made at the budget workshops. Summaries of these budgets will be available in the Clerk's Office for public viewing.

As required by statute, a public hearing must be held prior to December 15th and the adoption of these budgets by the Township Board no later than December 31st of each year. Therefore, I recommend the Board set a public hearing for October 16, 2012 at 8:00 p.m. to hear comments on the proposed budget.

RECOMMENDED MOTION:

To set a public hearing on the proposed Township budgets for the General Fund and Special Revenue Funds for fiscal year 2013 on Tuesday, October 16, 2012 at 8:00 p.m.

DELHI CHARTER TOWNSHIP

MEMORANDUM

TO: Delhi Township Board Members

FROM: John B. Elsinga, Township Manager

DATE: September 13, 2012

RE: Application for New On Premise Class C Liquor License – 2457 Cedar Street – Rockin’ Ribs, LLC (DBA Famous Dave’s)

Enclosed for your review is an application from Rockin’ Ribs, LLC, a Wisconsin Limited Liability Company, for a new on-premise Class C Liquor License to be located at 2457 Cedar Street, Holt, Michigan (formerly Buffalo’s Southwest Café). Rockin’ Ribs, the franchisee and applicant is owned by four members, Thomas Purdy, Steven Purdy, Daniel Pamperin and Jerrid Heidel. The applicant is proposing to renovate the existing building for operation of a full-service, barbeque-style restaurant, doing business as Famous Dave’s. There are 187 Famous Dave’s locations in over 30 states, including several in southeast Michigan.

Currently, Delhi Township’s quota for on-premise Class C licenses is seventeen (17), two (2) of which are available for a restaurant establishment. New licenses issued after May 1, 2002 and existing licenses transferred, under the Township’s quota, shall be issued for restaurants only. Not more than fifty percent (50%) of the gross revenues of the establishment shall be from the sale of alcoholic beverages. The ratio of food sales to alcohol sales for this establishment is anticipated to be 93% food and 7% alcohol.

Based upon the description of the premises to be operated under this proposed license, as stated by the applicant, I recommend that the Township Board proceed with setting a public hearing upon the application for a new license, and thereby provide opportunity to be heard for any persons having objections to the same.

RECOMMENDED MOTION:

To set a public hearing on the Application from Rockin’ Ribs, LLC, for a new On Premise Class C Liquor License at 2457 Cedar Street, Holt, Michigan, for October 16, 2012 at 8:00 p.m., to provide opportunity to be heard for any persons having objections to such application.

**APPLICATION FOR NEW OR TRANSFER OF FULL YEAR
ON-PREMISE CLASS C AND TAVERN
LIQUOR LICENSE**

DELHI CHARTER TOWNSHIP

2074 N. Aurelius Road
Holt, Michigan 48842
(517) 694-2137

SECTION I. APPLICANT INFORMATION

Name of Applicant: Individual Partnership Corporation

Thomas Purdy, member in Rockin' Ribs, LLC a Wisconsin Limited Liability Company

Address and Phone: 6600 N. Ballard Road, Appleton, WI 54913 920-841-1038

Date of Birth: 7/1/53 Place of Birth: Appleton

Citizenship: USA

If naturalized citizen, date and place of naturalization: _____

SECTION II. BUSINESS INFORMATION

Character of business of applicant, or purpose(s) for which partnership/corporation was formed:

To own and operate a restaurant

Length of time applicant has been in business of this character: _____
(In case of partnership/corporation - date established)

Location and description of premises to be operated under this license:

2457 Cedar Street Holt, MI 48842, will do business as Famous Dave's and this location was formerly a restaurant.

SECTION III. LICENSE INFORMATION (Please check all that apply.)

- New License Transfer of Existing License Change to Existing License
- Class C License Tavern License Dance/Entertainment Permit

Has applicant made application for a similar or other license on premises other than described in this application? yes

If yes, please indicate the disposition of such application: _____
I currently have been approved and operate 3 Class C licenses in Michigan.

SECTION IV. ATTACHMENTS

- A. Building and plot plans showing structure and premises.
B. List of all partners or stockholders – name, address, phone number, and birthdate (if applicable)
C. Memorandum Agreement (Dance/Entertainment Permit)

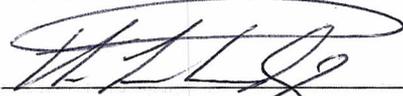
SECTION V. CERTIFICATION

I hereby certify that I have never been convicted of a felony or disqualified to receive a license by reason of any matter or thing contained in Delhi Township Ordinance No. 87 or the laws of the State of Michigan. I further certify that I will not violate any of the laws of the State of Michigan or of the United States or any ordinances of Delhi Township in the conduct of this business.

Applicant Name: (please print)
Address:

Thomas Purdy, member of Rockin' Ribs, LLC,
2457 Cedar St, Holt MI 48842

Phone:



Signature of Applicant

8-28-2012

Date

SECTION VI. APPROVALS AND FEES (This section for Township use only.)

Application Fee: \$500.00 Date Paid: _____

Date Application Submitted: _____

Date Approved by Township Board: _____ Resolution No. _____



LAW OFFICES

ADKISON, NEED & ALLEN

PROFESSIONAL LIMITED LIABILITY COMPANY

PHILLIP G. ADKISON
KELLY A. ALLEN
LISA J. HAMAMEH
BARRY D. MALONE
LINDA S. MAYER
GREGORY K. NEED
G. HANS RENTROP

40950 Woodward, Suite 300
Bloomfield Hills, Michigan 48304
Telephone (248) 540-7400
Facsimile (248) 540-7401
www.ANAfirm.com

OF COUNSEL:
KEVIN M. CHUDLER
COLEMAN E. KLEIN

September 10, 2012

VIA OVERNIGHT MAIL

Ms. Wendy Thielen, Assistant Township Manager
Delhi Township
2074 Aurelius Road
Holt, Michigan 48842

**Re: Rockin' Ribs, LLC
2457 Cedar St., Delhi Township, MI**

Dear Ms. Thielen:

We represent Rockin's Ribs, LLC ("Rockin' Ribs") in liquor licensing matters. Enclosed with this correspondence is Rockin' Ribs' application for a quota Class C liquor license to be located at 2457 Cedar St., Delhi Township, MI. There are currently two quota Class C liquor licenses available for issuance in Delhi Township.

BUSINESS PLAN

Rockin' Ribs is seeking authorization for the new quota Class C liquor license for operation of a full-service, barbeque-style restaurant, doing business as Famous Dave's Bar-B-Que ("Famous Dave's"). Famous Dave's will be open for lunch and dinner. The menu offers barbeque-style food with ribs, chicken, salads, sandwiches, and Lil' Wilbur Meals for kids under 10 years of age. Famous Dave's hours of operation will be seven days a week, from 11:00 am to 10:00 pm. Famous Dave's offers food for dining in, family style "to-go" portions, and Early Bird Lunch Specials from 11:00 am to 4:00 pm. The ratio of food sales to alcohol sales is anticipated to be 93% food and 7% alcohol.

Famous Dave's is a franchised concept; there are 187 Famous Dave's locations in over 30 states, including several in southeast Michigan.

Rockin' Ribs, the franchisee and applicant, is owned by four members, Thomas Purdy, Steven Purdy, Daniel Pamperin and Jerrid Heidel. Rockin' Ribs itself is expected to employ approximately 40-50 employees.

Rockin' Ribs will be purchasing the vacant building and renovating, with a total

investment of more than \$1,400,000.00 in land, building and equipment into the Township. A portion of the cost will be financed by a bank loan from Community Bank and Trust, and the balance will be derived from members' equity in the project.

BUILDING

Famous Dave's will be located at 2457 Cedar St., just south of I-96, in a free-standing building. This site was formerly Buffalo's Southwest Café for six to seven years. The building has been vacant for the last five years. Famous Dave's will have a proposed total capacity of approximately 178 patrons, to be finally determined by Delhi Township.

THE APPLICANTS

Rockin' Ribs, LLC is a Wisconsin limited liability company formed to own and operate this subject business. The Articles of Organization were filed in the State of Wisconsin on August 24, 2012 and were endorsed in the State of Michigan on September 7, 2012. The main operators of Rockin' Ribs are Thomas Purdy and Jerrid Heidel. Thomas Purdy owns three Famous Dave's restaurants in the state of Michigan, located in Flint (since 2003), Saginaw (since 2005) and Grandville (since 2009). All three locations have perfect records with the Michigan Liquor Control Commission ("MLCC"). Jerrid Heidel oversees all three restaurants. Additionally, Thomas Purdy owns six Famous Dave's in Wisconsin and two in New York. Jerrid Heidel is being added to the licenses located in Flint and Saginaw and will be the local managing member for this location. They are all very excited to be opening a business in Delhi Township.

Rockin' Ribs and its members are committed to the success of their businesses, their employees and the communities that they serve. They have a proven track record of success, and have invested significant capital improving the property in order to ensure a family friendly and enjoyable experience for their guests.

We believe that Famous Dave's adds a unique dimension to the dining options available in Delhi Township and surrounding areas with its traditional barbeque style. As a family owned business backed by years of successful operation, Famous Dave's is both small enough to ensure personal attention to detail and established enough to sustain its efforts for long-term success.

Accordingly, we submit for the City Council's consideration the enclosed proposed MLCC Form 1305 – the Resolution recommending the approval of the quota Class C license, and respectfully request that you recognize Rockin's Ribs' investment in the Township by authorizing it for issuance of one of the two remaining available quota Class C liquor licenses.

Also enclosed for your review are the following:

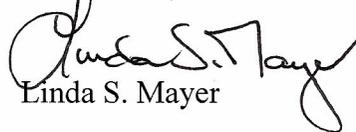
- Application fee payable to Delhi Township in the amount of \$500.00;
- Application for new or transfer of full year on-premise Class C and Tavern liquor license for Thomas Purdy, Steven Purdy, Daniel Pamper and Jerrid Heidel;

- Filed Articles of Organization in the state of Wisconsin and registration of the company with the State of Michigan for Rockin' Ribs, LLC;
- Menu;
- Site plan; and
- Floor plan of the building.

Please begin the City's review of this application as soon as possible. Please call me if you have any questions whatsoever. We look forward to being heard on the Council's Agenda as soon as possible. Thank you for your assistance in this matter.

Very truly yours,

ADKISON, NEED & ALLEN, P.L.L.C.


Linda S. Mayer

/lbp

Enclosures

cc: Mr. Thomas Purdy (*without enclosures, via U.S. mail*)

DELHI CHARTER TOWNSHIP

INGHAM COUNTY, MICHIGAN

COMPILATION OF ORDINANCE NOS. 87, 87.1 AND 87.2

PREAMBLE

AN ORDINANCE PERTAINING TO THE ESTABLISHMENT OF STANDARDS FOR REVIEW OF APPLICATIONS, ESTABLISHMENT OF FEES, PROCEDURES AND CRITERIA FOR RENEWALS AND REVOCATION OF LICENSES TO SELL BEER, WINE AND SPIRITS; TO ESTABLISH AND CLARIFY STANDARDS AND PROCEDURES FOR GRANTING APPLICATIONS FOR NEW AND FOR TRANSFER OF EXISTING LICENSES; AND TO ESTABLISH ADDITIONAL RESTRICTIONS ON LICENSES ISSUED OR TRANSFERRED AFTER MAY 1, 2002; TO DEFINE TERMS; TO REDESIGNATE CERTAIN SECTIONS THEREOF; TO REQUIRE THE FURNISHING OF FINANCIAL DATA AND CONSEQUENCES OF FAILURE TO MEET ADDITIONAL RESTRICTIONS; AND TO PROVIDE AN EFFECTIVE DATE HEREOF.

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

SECTION I. APPLICATION FOR NEW LICENSE AND TRANSFER OF EXISTING LICENSE; CRITERIA AND INFORMATION REQUIRED.

A. Application: Applications for license to sell beer and wine and spirits and for the transfer of existing licenses shall be made to the Township Board, in writing, signed by the Applicant, if an individual, or by a duly authorized agent thereof, if a partnership, corporation or other legal entity verified by oath or affidavit, and shall contain the following statement and information:

1. The name, age and address of the applicant in the case of an individual; or, in the case of a co-partnership, the person entitled to share in the profits thereof; in the case of a corporation, the objects for which organized, the names and addresses of the officers and directors, and, if a majority

interest in the stock of such corporation is owned by one person or his nominee, the name and address of such person.

2. The citizenship of the applicant, his place of birth and, if a naturalized citizen, the time and place of his naturalization.
3. The character of business of the applicant and, in the case of a corporation, the object for which it was formed.
4. The length of time said applicant has been in business of that character or, in the case of a corporation, the date which its charter was issued.
5. The location and description of the premises or place of business which is to be operated under such license.
6. A statement whether applicant has made application for a similar or other license on premises other than described in this application and the disposition of such application.
7. A statement that applicant has never been convicted of a felony and is not disqualified to receive a license by reason of any matter or thing contained in this Ordinance or the laws of the State of Michigan.
8. A statement that the applicant will not violate any of the laws of the State of Michigan or of the United States or any Ordinances of the Township in the conduct of its business.
9. The application shall be accompanied by building and plot plans showing the entire structure and premises and in particular the specific areas where the license is to be utilized. The plans shall demonstrate adequate off-street parking, lighting, refuse disposal facilities and, where appropriate, adequate plans for screening and noise control. This section shall not apply to applications for transfer of existing licenses where the location of the licenses premises remains unchanged.
10. The applicant may, in addition to the information listed above, be required to furnish such evidence of financial strength as may be deemed appropriate by the Board, or its designee, demonstrating the ability of the applicant to perform in accordance with the applicant's representations.

B. Restrictions on license: No such license shall be issued or transferred:

1. To a person whose license has been previously revoked for cause.
2. To a person who, at the time of application or renewal of any license issued hereunder, would not be eligible for such license upon a first application.
3. To a co-partnership, unless all of the members of such co-partnership shall qualify to obtain a license.
4. To a corporation, if any officer, manager or director thereof, or a stock owner would not be eligible to receive a license hereunder for any reason.
5. To a person whose place of business is conducted by a manager or agent, unless such manager or agent possesses the same qualifications required of the licensee.
6. To a person who has been convicted of a violation of any federal or state law concerning the manufacture, possession or sale of alcoholic beverages.
7. To a person who does not own the premises for which a license is sought or does not have a lease therefor for the full period for which the license is issued.
8. For premises where there exists a violation of the applicable Building, Electrical, Mechanical, Plumbing or Fire Codes, applicable Zoning Regulations or applicable Public Health Regulations.
9. For premises where it is determined by a majority of the Board that the premises do not or will not reasonably soon after commencement of operations have adequate off-street parking, light, refuse disposal facilities, screening, noise or nuisance control.
10. Where the Board determines, by majority of those voting, that the proposed location is inappropriate considering the desirability of establishing a location in developed, commercial areas, in preference to isolated, undeveloped areas, the attitude of adjacent residents and property owners, traffic safety, accessibility to the site from abutting roads, capability of

abutting roads to accommodate the commercial activity, distance from public or private schools for minors, proximity of any inconsistent zoning classification and accessibility from primary roads or State highways, or that the issuance of such license is not in the best interest of the Township, as a whole, taking into consideration the need for the issuance of such a license and the limitation, if any, on the number of licenses available within the Township.

C. Additional Restrictions On Licenses Issued Pursuant To Section 531(1) Of The Michigan Liquor Law [MCL 436.1531(1)] And Licenses Transferred And Upgraded After May 1, 2002.

For new licenses issued after May 1, 2002 and for existing licenses transferred (as defined herein) and tavern and Class "A" hotel licenses upgraded to Class "C" licenses after said date, said licenses shall be issued for restaurants only.

The term "restaurant" as used in this section shall mean an establishment, the primary purpose of which is to cook, prepare and serve food for consumption on premises and operated continuously in accordance with the following conditions:

1. Culinary facilities shall be maintained at all times to cook or prepare food for, and tables and seating areas to accommodate, dining on the premises.
2. The proprietor shall make available a varied menu of food items consisting of not less than ten (10) such food items cooked or prepared on the premises.
3. Not more than fifty percent (50%) of the gross floor area open to the general public shall be used for purposes other than seating for diners consisting of tables, chairs, booths, and necessary aisle ways. Public restroom facilities shall not be considered in this determination.
4. Not more than fifty percent (50%) of the gross revenues of the establishment shall be derived from the sale of alcoholic beverages.

The term "transfer" or "transferred" as used in this section shall not include a change in the identity of the licensee when the license shall be limited to the same location and utilizing the same physical structure which existed at the time of transfer, or a change in a form of

business entity wherein the majority of the equity interest therein is unchanged, or transfer of said license to an heir of the former licensee.

Not later than the first day of February of each year hereafter, all licensees of licenses issued after May 1, 2002 shall, as a condition of said license, provide to the Township Manager, or his designee, true and accurate business records sufficient to ascertain compliance with subsection 4 above. Failure to provide such records and to otherwise comply with the terms of this Ordinance, including this section, may be cause for a revocation or non-renewal of said license. All financial data submitted as required in this section shall be treated as confidential except for the purpose of determining continued compliance with said Section 4.

- D. Term of License: [Code Section 2.3-25] Approval of a license shall be for a period of one (1) year subject to annual renewal by the Township Board upon continued compliance with the regulations of this Ordinance. Approval of a license shall be with the understanding that any necessary remodeling or new construction for the use of the license shall be commenced within six (6) months of the action of the Township Board or the Michigan Liquor Control Commission approving such license, whichever last occurs. Any unusual delay in the completion of such remodeling or construction may subject the license to revocation.
- E. License Hearing, Notice, Written Statement of Findings and Determination [Code Section 2.3-26]: The Township Board shall hold a public hearing upon the application for a new license or transfer of an existing license. Notice of the public hearing shall be provided to the Applicant by first class mail and shall be published in a newspaper of general circulation within the Township at least ten (10) days before the date of the hearing. The notice shall state the nature of the proposed action, i.e., whether an application for a new or a transfer of existing liquor license; the proposed location of the licensed premises; the class of license involved; and the date, time and place of the hearing. Following such hearing, the Board shall submit to the applicant a written statement of its findings and determination. The Board's determination shall be based upon satisfactory compliance with the restrictions and criteria set forth in this Ordinance.
- F. Application Fee: [Code Section 2.3-27] That at the time said application is submitted, the applicant shall remit to the Township the sum of Five Hundred and no/100 Dollars (\$500.00) as a non-refundable application fee. Said fee is estimated to be the amount necessary to fund Township actions and activities in connection with

said application, including police background checks, publications, public hearings and administrative costs. Said amount may, by Resolution, be modified from time to time as the Township Board shall deem necessary and expedient.

SECTION II. OBJECTIONS TO RENEWAL AND REQUEST FOR REVOCATION.

A. Procedure: Before filing an objection to renewal or request for revocation of a license with the Michigan Liquor Control Commission, the Township Board shall serve the license holder and a person holding a reversionary interest, if known, by first class mail, mailed not less than ten (10) days prior to hearing, with notice of hearing, which notice shall contain the following:

1. Notice of proposed action.
2. Reasons for the proposed action.
3. Date, time and place of hearing.
4. A statement that the licensee may present evidence and testimony and control adverse witnesses.

Following hearing, the Township Board shall submit to the license holder and the Commission a written statement of its findings and determination.

B. Criteria For Initiation Of Proceedings And Non-Renewal Or Revocation: The Township Board may recommend non-renewal or revocation of a license upon a determination by it that based upon a preponderance of the evidence presented at hearing any of the following exist:

1. Violation of any of the restrictions on licenses set forth in Section 1.B (1) through (*) above; or
2. Violation of any restrictions placed upon the utilization of such license and sale of alcoholic beverages by statutes of the State of Michigan pertaining thereto and regulations promulgated thereunder. Such violation shall include, but not necessarily be limited to, hours of operation, age of patrons, sales to visibly intoxicated persons, and ancillary activities conducted upon said premises.
3. Maintenance of a nuisance upon the premises.
4. Failure to adequately staff and control the premises.

5. Failure to pay when due personal property taxes assessed to licensee. This section shall not apply to failure to pay taxes where the levy or amount thereof is subject to a bona fide action pending before the Michigan Tax Tribunal or Court having jurisdiction.
 6. Failure to Comply With The Additional Restrictions On Licenses Issued Pursuant To Section 531(1) Of The Michigan Liquor Law [MCL 436.1531(1)] And Licenses Transferred And Upgraded After May 1, 2002 Pursuant To Section I.C.
- C. In the case of a license authorizing sale of liquor for consumption off the licensee's premises, the Township Board may request, by Resolution, that said license be revoked for violation of the criteria in subsection B and, in addition, if, during any calendar year, said licensee is shown, by Michigan Liquor Control Commission violation hearings, to have sold or furnished alcohol to persons under the age of twenty-one (21) on at least three (3) separate occasions. The foregoing shall not apply to sales resulting from the use, by said minor, of false identification.

SECTION III. Severability. Should any section of this Ordinance be declared void or unconstitutional, such declaration shall not affect the validity of the remaining sections of this Ordinance.

SECTION IV. Effective Date. This Ordinance shall become effective immediately upon its adoption and publication as required by law.

DELHI CHARTER TOWNSHIP

MEMORANDUM

TO: Delhi Township Board Members

FROM: Stuart Goodrich, Township Supervisor

DATE: September 11, 2012

RE: Recommendation for Appointment to the Capital Area
Transportation Authority

The appointment term of Douglas Lecato to serve on the Capital Area Transportation Authority expires September 30, 2012. Mr. Lecato is a regular CATA rider and advocate for the system and has enjoyed representing Delhi Township on the CATA Board. Mr. Lecato has agreed to be reappointed for an additional three-year term. I therefore, recommend the following motion:

RECOMMENDED MOTION:

To reappoint Douglas Lecato to the Capital Area Transportation Authority Board for a three-year term, effective September 30, 2012, expiring September 30, 2015.



CAPITAL AREA TRANSPORTATION AUTHORITY

Peter A. Kuhnmuench, Board Chair • **Sandra L. Draggoo**, CEO/Executive Director



August 14, 2012

Mr. Stuart Goodrich, Supervisor
Delhi Charter Township
2074 Aurelius Road
Holt, MI 48842

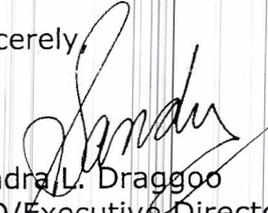
Dear Mr. Goodrich:

On September 30, 2012, Douglas Lecato's term to represent Delhi Charter Township on the Capital Area Transportation Authority (CATA) Board of Directors will expire. CATA's Bylaws call for a three-year appointment and there are no restrictions as to the length of service that a governmental entity can appoint one of their representatives.

Doug has been a valuable member of our Board. Doug's attendance has been excellent and he has been a very good Board member for CATA. His faithfulness to the organization has been very strong. His fellow Board members would appreciate your recommending his reappointment for a three year-term, expiring September 30, 2015.

Please do not hesitate to contact me if you have any questions. I hope you're having a wonderful summer.

Sincerely,


Sandra L. Draggoo
CEO/Executive Director

Cc: Mr. Douglas Lecato
Mr. John Elsinga, Township Manager



DELHI CHARTER TOWNSHIP

MEMORANDUM

TO: Delhi Township Board Members
FROM: John B. Elsinga, Township Manager
DATE: September 11, 2012
RE: Set Date and Time for Halloween Trick-or-Treat

Typically, the Township sets the Halloween date and time each year which has consistently been Halloween night from 6 p.m. to 8 p.m. The following dates and times are Halloween “Trick-or-Treat” hours as set by the Delhi Township Board in years past:

Monday, October 31, 2005	6 p.m. – 8 p.m.
Tuesday, October 31, 2006	6 p.m. – 8 p.m.
Wednesday, October 31, 2007	6 p.m. – 8 p.m.
Friday, October 31, 2008	6 p.m. – 8 p.m.
Saturday, October 31, 2009	6 p.m. – 8 p.m.
Sunday, October 31, 2010	6 p.m. – 8 p.m.
Monday, October 31, 2011	6 p.m. – 8 p.m.

However, this year staff is recommending the Township Board officially set Halloween for all years to occur on October 31st from 6 p.m. to 8 p.m. The Board at any time can make a change in the future by Board action if one was needed.

RECOMMENDED MOTION:

To set the Halloween “Trick-or-Treat” hours in Delhi Township each year for October 31st from 6:00 p.m. to 8:00 p.m.



MEMORANDUM

TO: John B. Elsinga, Township Manager

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

DATE: Wednesday, September 12, 2012

RE: Rezoning Case# 12-873, 779 N. College Road & N. Cedar Road
Shortrack, LLC (Jim Leasure)

At their meeting on September 10th, the Planning Commission (PC) recommended approval of Rezoning Case #12-873 for two parcels of property located at 779 N. College Road and N. Cedar Road. The two parcels combined comprise approximately 28 acres and are owned by Shortrack, LLC. The larger parcel is the home of Spartan Speedway and the smaller one is currently vacant.

The request, if approved, would change the zoning of the two parcels from A-1: Agricultural to C-3: Highway Commercial. C-3 is the only zoning district that permits the existing racetrack land use. Currently, the racetrack is legally non-conforming, which limits the owner's ability to make improvements to the site. Rezoning the property is the first step in bringing it into compliance with current zoning requirements. However, it is important to point out that the rezoning request in no way changes the conditions placed on racing activities under the court ordered stipulation and agreement. Those limits on the number of races, race times and other factors remain unchanged.

There were no members of the general public who spoke at the public hearing and after consideration the PC made the following motion:

Commissioner Hayhoe moved, seconded by Commissioner Goodall to recommend to the Township Board approval of Case #12-873 to rezone approximately 28.08 acres of land at 779 N. College Road and N. Cedar Road (33-25-05-36-276-007 & 006) from A-1: Agricultural to C-3: Highway Service based on being consistent with purpose and intent of the Zoning Ordinance, being compatible with the existing and anticipated development in the area, being pursuant to the Master Plan, and the other conditions presented in the staff report dated September 4, 2012.

Discussion: None

Roll Call Vote:

Ayes: Craig, Goodall, Hayhoe, O'Hara, Olson, Todd, Weaver, Zietlow
Nays: None
Absent: Leaf
Abstain: None

MOTION CARRIED

The PC has determined that the rezoning request is consistent with the Delhi Township Master Plan as well as the current and anticipated future land uses in the immediate area. Staff is supportive of the rezoning request, as outlined in the attached staff report which provides details not included herein.

If you have any questions or require additional information, please don't hesitate to ask. Otherwise, please forward the attached information, along with your concurrence, to the Township Board for their action at the September 18th meeting. Thank you.

Recommended Motion to APPROVE:

To approve the rezoning of Case No. 12-873, 779 N. College Road and N. Cedar Road, Tax Parcels #33-25-05-36-276-007 & 006, Shortrack, LLC, from A-1: Agricultural to C-3: Highway Service, as recommended by the Planning Commission at their September 10, 2012 meeting, based on it being consistent with purpose and intent of the Zoning Ordinance, being compatible with the existing and anticipated development in the area, pursuant to the Master Plan, and the other conditions presented in the staff report dated September 4, 2012 (Zoning Ordinance No. 622).

-OR-

Recommended Motion to DENY:

To deny the rezoning of Case No. 12-873, 779 N. College Road and N. Cedar Road, Tax Parcels #33-25-05-36-276-007 & 006, Shortrack, LLC, from A-1: Agricultural to C-3: Highway Service.



REZONING REQUEST:

The applicant has requested rezoning from A-1: Agricultural to C-3: Highway Service for the property on the northwest corner of College Road and Cedar Street primarily used by Spartan Speedway.

SITE DESCRIPTION:

The rezoning request consists of two separate parcels, comprising a total of approximately 28 acres of land. Shortrack also owns a third parcel, which is located directly on the NW corner of College and Cedar, but this property is already zoned C-3 and therefore is not included in this rezoning request. The property is included in a larger area of land that is planned for the continued development of commercial land uses within the Master Plan.

GENERAL INFORMATION:

APPLICANT: Shortrack, LLC – Jim Leasure

OWNER OF RECORD: Same as Applicant

LOCATION: 779 N. College Road & 0 N. Cedar Road

PARCEL I.D. NO.: 33-25-05-36-276-007 & 33-25-05-36-276-006

LEGAL DESCRIPTION: COM AT E 1/4 POST OF SEC 36, TH N00°59'37"E ALG E SEC LN 866.1 FT TO S'LY R/W LN CEDAR ST, TH N45°01'W ALG R/W LN 520.81 FT TO POB, TH S44°59'W 199.67 FT, TH S44°59'46"E 150 FT, TH N44°59'E 197.67 FT TO S'LY R/W LN OF CEDAR ST, TH N45°01'W 150 FT TO POB. SEC 36, T3NR2W. 0.69 AC M/L, and

COM AT E 1/4 COR SEC 36, TH N88°49'45"W 918.65 FT, TH N02°09'04"E 591.31 FT, TH N81°54'49"W 413 FT, TH N01°13'55" E 688.23 FT, TH S88°43'59"E 543.65 FT, TH S44°59'46"E 793.78 FT, TH S01°00'22"W 117.62 FT, TH S89°00'38"E 199.92 FT TO E SEC LN, TH S00°59'37"W ALG E SEC LN 663.72 FT TO POB, SEC 36 T3NR2W. 27.767 A.

EXISTING ZONING: A-1: Agricultural

PROPOSED ZONING: C-3: Highway Commercial

PROPERTY SIZE: 28.08 acres (+/-)

EXISTING LAND USE: The smaller parcel is vacant, while the larger parcel accommodates the Spartan Speedway racetrack.

ADJACENT LAND USE: North: Commercial uses and residential
South: Low density residential
East: Commercial & medium density residential
West: Lakes & vacant

ADJACENT ZONING: North: C-3: Highway Service, A-1: Agricultural & R-1D: One & Two-Family Residential
South: A-1: Agricultural
East: C-3: Highway Service & Alaiedon Township
West: A-1: Agricultural

CONSIDERATIONS:

1. Master Plan:

The 2007 Master Plan (MP) and its Future Land Use Map (FLUM) show the subject parcel, and the immediately surrounding properties, continuing to be used or developed for commercial land uses. This area is identified as the third “non-residential development area” in the Master Plan. The plan further states that as opportunities arise, existing business establishments adjacent Cedar Street should be encouraged to bring site requirements into conformance with current zoning ordinance requirements. Certainly, rezoning the subject site so that the existing land use is permitted would be a good first step toward accomplishing this goal.

2. Current Allowable Land Uses:

Under the current A-1: Agricultural zoning, the permitted land uses are not in keeping with the future land use plan which calls for this area to be a commercial development node. Permitted uses in the A-1 district include those ranging from traditional farming operations and single family homes to campgrounds and sawmills.

3. Proposed Allowable Land Uses:

Principal uses permitted under the C-3: Highway Service district includes the following uses permitted:

- a. By Right: retail, services, passenger terminals, offices, banks, restaurants and drive-thru businesses, motels, public amusements, drive-ins, driving ranges, *racetracks* and similar.
- b. Special Use Permit: truck terminal, car wash, vehicle display lots, auto repair, warehousing, fueling stations and adult uses.

The C-3 district is the only district in which Spartan Speedway would be a permitted use. There are several site development requirements outlined in Section 8.6.3(4) which may not currently be met (more on this later in this report). The owner is aware of this and knows that should he desire to further develop the property in the future, any

modification of existing improvements would need to comply with the standards used for managing legal non-conformities. In this way, much of the non-conformities will be eliminated over time. In the interim, no site conditions will be made worse as a result of the rezoning. In fact, without the rezoning, there is very little chance of encouraging improvements because the use itself is non-conforming.

4. Stipulation & Agreement

In 1999, Delhi Township entered into a stipulation and agreement (Ingham County Circuit Court) with Spartan Speedway. This court document detailed what is permitted with regards to race events at the track. The provisions of the agreement can be summarized as follows:

- It pertains only to racing and does not regulate any other lawful use of the property.
- The document stipulated the number of races and days of the week on which racing could occur. It also outlined the number of practice sessions that could be conducted.
- It regulates the timing and schedule for these events and requires that racing be concluded by 11:45 PM in all instances.
- The document permitted specific improvements to be made to the facility at the time of the agreement.

This rezoning request does not impact the provisions of the stipulation and agreement in any way.

ANALYSIS:

For the purpose of encouraging and developing consistency in decision making, there are criteria that may be analyzed by the Planning Commission in consideration of a change in zoning for a property. These may include (but not be limited to) the following:

- 1. Consistency with the goals, policies and the Master Plan and its Future Land Use Map (FLUM), including any sub-area, corridor, or related planning studies. If conditions have changed since the Plan was adopted, the consistency with recent development trends in the area.**

See discussion under “Considerations #1” above.

- 2. Compatibility of the site's physical, geological, hydrological and other environmental features with potential impacts from all uses permitted in the proposed zoning district.**

See discussion under “Considerations #1, #2 & #3” above.

- 3. The compatibility of all of the potential allowable uses in the proposed zoning district with surrounding land uses and zoning class in terms of suitability, environmental impacts, density, nature of use, infrastructure and potential influences on property values.**

The area has been planned for commercial land uses for many years. The existing racetrack pre-dates the construction of many of the residential homes and commercial uses in the vicinity. The track first opened in 1956.

This rezoning request does not alter the current situation with regards to the existing racetrack use, as this is regulated by the stipulation and agreement as discussed above. However, additional uses of the property could occur in the future. Those with the greatest potential for adverse impacts, such as adult uses, require a SUP and would therefore be heavily evaluated by the Township.

- 4. The availability and capacity of Township utilities and services sufficient to accommodate the uses permitted in the requested district without compromising the overall "health, safety and welfare" of the Township.**

Delhi Township currently provides police and fire protection for the applicant's site. Additionally, electricity, gas, and telephone are available to the site. However, sanitary sewer and public water are not currently available and are not expected to be extended by the Township at any point in the near future. This lack of public infrastructure will limit the intensity of development permitted on the property to a level that can be permitted by the Ingham County Health Department for on-site systems. Extension of the sewer or water to the site in the future is not impossible, but would be costly and is currently not practical. Any future extension would likely require significant financial participation by the property owner. That being said, the current commercial developments in the area, including the racetrack and nearby strip center, are successfully supported by on-site systems.

- 5. If a rezoning is appropriate, is the requested zoning district considered to be more appropriate from the Township's perspective than other possible zoning district?**

The purpose for the rezoning request is to bring the existing racetrack land use into conformance (to the extent possible) with zoning requirements and to permit future development of vacant property. There are already several C-3: Highway Service parcels in the immediate area, including one owned by Shortrack, LLC.

- 6. The requested rezoning will not create an isolated and unplanned spot zone.**

See #5 immediately above.

- 7. The property will conform to the requirements of the Zoning Ordinance with the requested zoning.**

The property will generally conform to the requirements of the C-3: Highway Service zoning district. The racetrack, which is permitted pursuant to Section 5.11.3(8), needs to comply with the site development requirements in Section 8.6.3(4). There are likely two provisions which will be legally non-conforming at this point. The first is the requirement for a transition strip of 50' in width between the track and any adjacent A-1 or residential property. This is the case in all areas, except for the property to the immediate west of the track (with

the lake on it). There is only about 40' between the track and the property line. The other non-conformity is found with regards to the fencing requirement. While the track is fenced, the fence is not an 8' opaque fence as required by Section 8.6.3(4). It is chain link. As with any non-conformity, these issues may need to be addressed in the future should changes to the site be made.

SUMMARY:

RECOMMENDED MOTION

Move to recommend to the Township Board approval of Case#12-873 to rezone approximately 28.08 acres of land at 779 N. College Road and N. Cedar Road (33-25-05-36-276-007 & 006) from A-1: Agricultural to C-3: Highway Service based on being consistent with purpose and intent of the Zoning Ordinance, being compatible with the existing and anticipated development in the area, being pursuant to the Master Plan, and the other conditions presented in the staff report dated September 4, 2012.

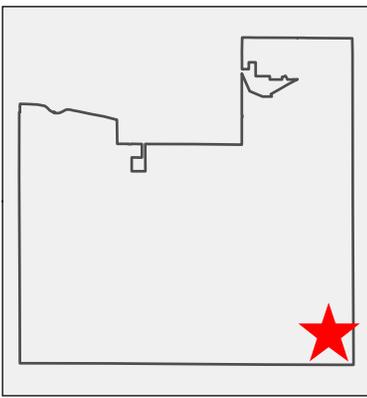
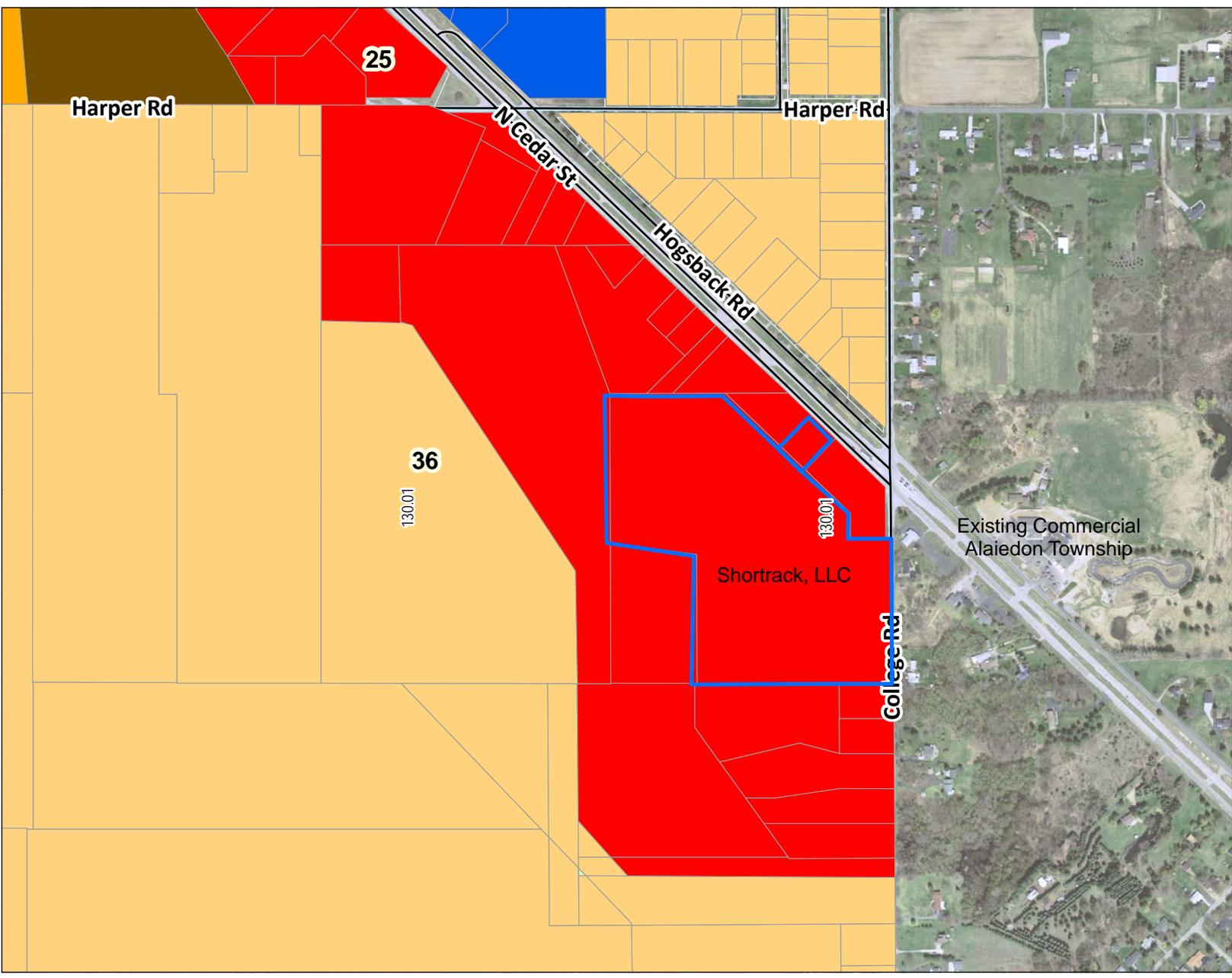
MOTION TO DENY

Move to recommend to the Township Board denial of Case#12-873 to rezone approximately 28.08 acres of land at 779 N. College Road and N. Cedar Road (33-25-05-36-276-007 & 006) from A-1: Agricultural to C-3: Highway Service based on (INSERT SPECIFIC REASON FOR DENIAL).

Attachments:

1. Stipulation & Agreement
2. Master Plan / FLUM Map
3. Existing Zoning & Land Use Map

Future Land Use (Master Plan)



Legend

- +— Railroad
- Streets
- Proposed Roads
- Active Roads
- Lot Lines
- Section Lines
- Commercial
- Community Activity Center
- Community Facility
- High Density Residential
- Industrial
- Low Density Residential
- Medium Density Residential
- Office
- Open Space
- Planned Development
- Rural Residential
- Warehousing

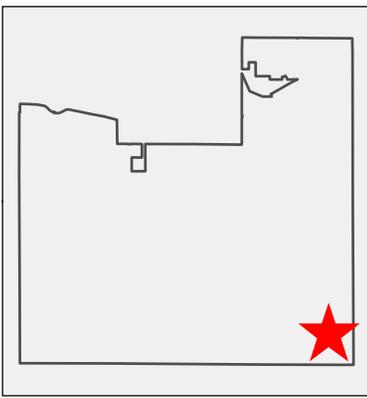
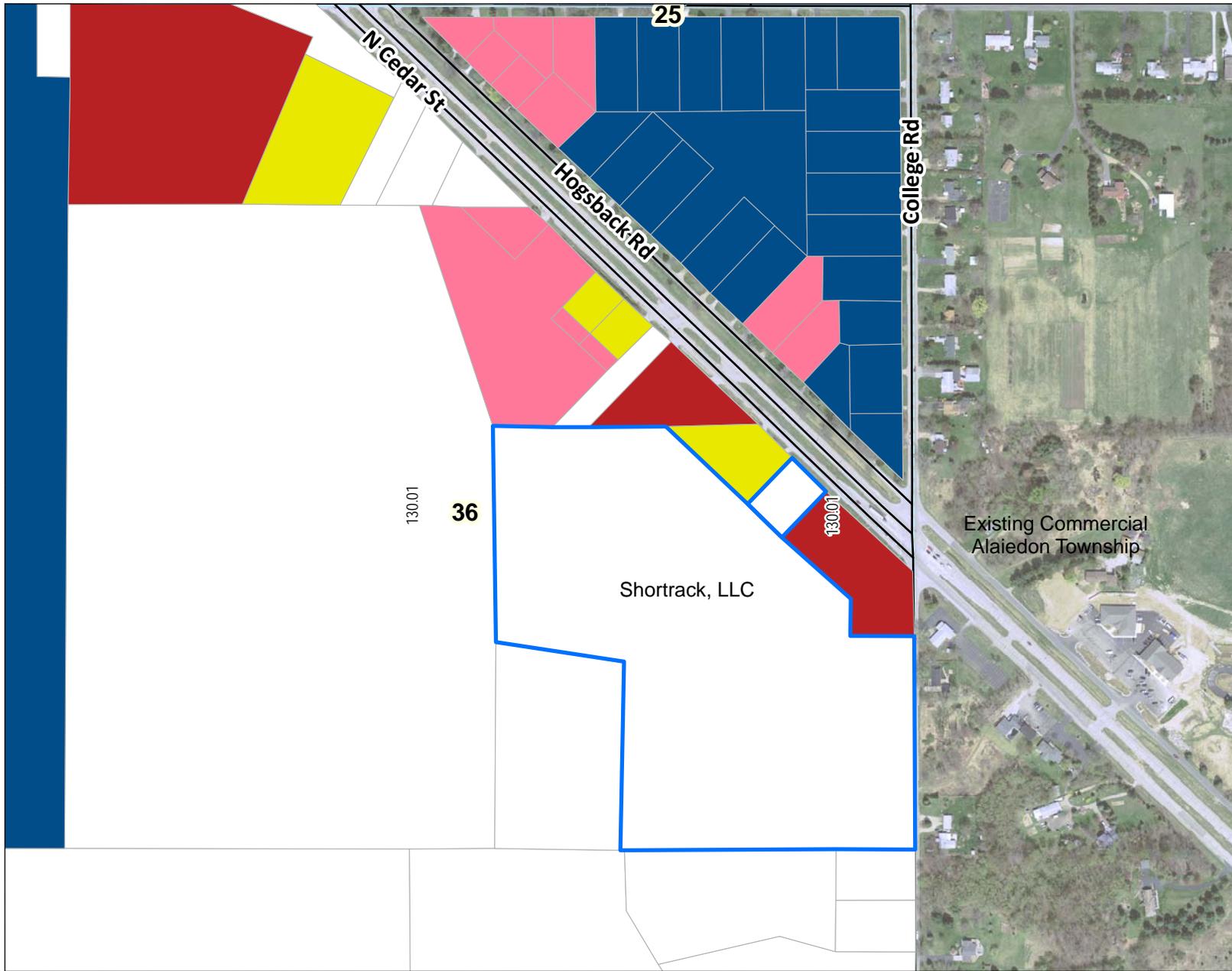
1 inch = 666.7 feet

N



Notes:

Current Zoning



Legend

- Railroad
- Streets
- Proposed Roads
- Active Roads
- Lot Lines
- Section Lines

Zoning

ZONING_PRI

- A-1
- C-1
- C-2
- C-3
- IA
- IM
- IP
- IR
- IW
- PP
- PD
- PD-2
- R-1A
- R-1B
- R-1C
- R-1D
- R-1E
- RM
- RM-1
- TC

1 inch = 455.3 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: Thursday, September 06, 2012



Notes:

EXCERPT: DRAFT MEETING MINUTES
PLANNING COMMISSION – 9/10/12
REZONING REQUEST

Public Hearing, Case #12-873, 779 N. College Road, 33-25-05-36-276-006 & N. Cedar Road, 33-25-05-36-276-007, Rezoning from “A-1” to “C-3”

Ms. Miller reviewed the staff report for the request. The application is to rezone two parcels, 779 N. College Road and N. Cedar Road from “A-1: Agricultural” to “C-3: Highway Service”. The larger of the two parcels (779 N. College Road) is where Spartan Speedway is located. “C-3” is the only zoning district that allows racetracks as a permitted use. Rezoning is necessary since the current land use is legally non-conforming at this time. The rezoning, if approved, does not change the “stipulation and agreement” entered into in 1999 that applies to the racing activities. The agreement addresses items such as race dates, times to operate, etc. There is not any public sewer or water in this area and it is unlikely that it would be extended to this location anytime soon. That limits what could be developed to those uses that can be supported by onsite water and sewer systems. . However, by rezoning the property to C-3, the owner can make improvements to the property in support of the racetrack, providing zoning compliance, and may be able to explore other uses for this property.

Mr. Leisure, 815 Ives Road, Mason, MI, the applicant and property owner, answered questions from the PC board.

Public Hearing Opened @ 7:13pm

There was no public comment.

Public Hearing Closed @ 7:13pm

Commissioner Hayhoe moved, seconded by Commissioner Goodall to recommend to the Township Board approval of Case #12-873 to rezone approximately 28.08 acres of land at 779 N. College Road and N. Cedar Road (33-25-05-36-276-007 & 006) from A-1: Agricultural to C-3: Highway Service based on being consistent with purpose and intent of the Zoning Ordinance, being compatible with the existing and anticipated development in the area, being pursuant to the Master Plan, and the other conditions presented in the staff report dated September 4, 2012.

Discussion: None

Roll Call Vote:

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

Nays: None

Absent: Leaf

Abstain: None

MOTION CARRIED



MEMORANDUM

TO: John B. Elsinga, Township Manager

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

DATE: Wednesday, September 12, 2012

RE: SUP#12-193C – Amendment to SUP for Aspen Lakes Planned Unit Development Project

At their meeting on September 10th the Planning Commission (PC) reviewed a request from DTN to again amend the Special Use Permit (SUP) issued for the development of the Aspen Lakes project. The current amendment request generally has two outcomes: 1) it changes the maximum number of units within the development from 559 to 603, and 2) it would eliminate the 269 unit cap on the number of rental units within the development.

The information regarding the basis for this request is included in the attached application materials. My staff report, which is also attached, provides an analysis of the request from the perspective of zoning and master plan compliance. It also provides additional detail regarding the current development within Aspen Lakes and the impact of the proposed modifications. To summarize, the development area includes additional land than what was originally believed. When the density calculations are completed, and considered in light of what the developer could realistically expect under the current Zoning Ordinance provisions, 603 units is not unreasonable. Further, while everyone is disappointed that the sale of condos has been very slow, this market shift necessitates a need to modify the development strategy. Those areas currently under development with condos, such as Aspen Gardens (the single family homes) and the remainder of Aspen Springs (the duplexes near Holt Road) will continue to be built out as owner-occupied units. The remaining rental units will be located in Aspen Center and Aspen Estates III, the latter of which has always been planned for apartments.

In addition to holding a public hearing on the request, the PC had significant discussion. There were four members of the public who attended the meeting. All were from Aspen. Three of these individuals could be categorized as being against the development of apartments. However, all of the comments are detailed in the attached meeting minutes excerpt.

At the conclusion of the public hearing and PC consideration, the following action was taken:

Commissioner Olson moved, seconded by Commissioner Zietlow to recommend to the Township Board approval of SUP #12-193C that amends the SUP approved for the Aspen Lakes Planned Unit Development. The Planning Commission has received the "Basis for Determination for Granting a Special Use Permit" and has found that the general and specific standards outlined in Section 8.1.3 have

been satisfied and that those findings are accurately reflected in the document entitled "Basis for Determination for SUP 12-193C" dated September 7, 2012 and is fully incorporated into this motion and the official meeting minutes, and that the following conditions of approval shall apply:

- 1. That this SUP amendment will replace SUP#11-193B.*
- 2. The total number of permitted units within Aspen Lakes shall be 603.*
- 3. That all future construction within the development shall be of the same quality and general style, inside and out, as what has been developed as of this date. This determination shall be made at the sole discretion of the Director of Community Development.*
- 4. That a buffer area be established between the rear property lines of the southern lots in Aspen Woods East and any structure within Aspen Lakes Estates III. Further, that the buffer area have a berm with evergreen plantings similar to what exists between Aspen Woods West and Aspen Village/Circle, unless there is permanent water within a pond or wetland to offer the necessary buffer.*
- 5. That a site plan must be approved or amended before each phase of remaining development can commence.*
- 6. That financial guarantee for completion of the public utilities be part of each phase of the site plan, per section 8.7.4 (15) of the Zoning Ordinance No. 39.*

Discussion: None

Roll Call Vote:

Ayes: Zietlow, Weaver, Todd, Olson, O'Hara, Hayhoe, Goodall, Craig

Nays: None

Absent: Leaf

Abstain: None

MOTION CARRIED

Discussion: None

I believe that all of the necessary information is included in the attachments. However, if there is anything additional that you need please let me know. Otherwise, I respectfully request that you for this information, along with your concurrence, to the Township Board for their consideration and action at the September 18th meeting. Thank you.

Recommended Motion on Next Page.

Recommended Motion to APPROVE:

To approve Special Use Permit No. 12-193C for DTN Properties, LLC, for the Aspen Lakes Planned Development Project, as recommended by the Planning Commission at their September 10, 2012 meeting.

-OR-

Recommended Motion to DENY:

To deny Special Use Permit No. 12-193C for DTN Properties, LLC, for the Aspen Lakes Planned Development Project.

**DELHI CHARTER TOWNSHIP
INGHAM COUNTY, MICHIGAN**

SPECIAL USE PERMIT NO. 12-193C

APPLICANT: DTN Properties, LLC

SPECIAL USE PERMIT ADDRESS: Aspen Lakes Development (Legal Description Attached as Exhibit A)

DATE ADOPTED: September 18, 2012

PURPOSE: Amend the Previously Approved SUP for Aspen Lakes to Permit a Total of 603 Dwelling Units and Provide Conditions for said Approval.

CONDITIONS:

1. That this SUP amendment will replace SUP#11-193B.
2. The total number of permitted units within Aspen Lakes shall be 603.
3. That all future construction within the development shall be of the same quality and general style, inside and out, as what has been developed as of this date. This determination shall be made at the sole discretion of the Director of Community Development.
4. That a buffer area be established between the rear property lines of the southern lots in Aspen Woods East and any structure within Aspen Lakes Estates III. Further, that the buffer area have a berm with evergreen plantings similar to what exists between Aspen Woods West and Aspen Village/Circle, unless there is permanent water within a pond or wetland to offer the necessary buffer.
5. That a site plan must be approved or amended before each phase of remaining development can commence.
6. That financial guarantee for completion of the public utilities be part of each phase of the site plan, per section 8.7.4 (15) of the Zoning Ordinance No. 39.

BASIS OF DETERMINATION: Pursuant to the Michigan Zoning Enabling Act, Act 110 of 2006, as amended, Section 125.3504 (4), conditions imposed by this Special Use Permit are:

In most cases, Special Use Permits shall be assignable from one party to another, provided, however, that the site, location, and any other restrictions placed on the original Special Use Permit do not change. Assignability of said permit shall be subject to the following requirements and conditions:

- 1. Prior to reassignment of the Special Use Permit to any owner, lessee, Occupant, or operator, the current permit holder shall notify the Delhi Township Zoning Administrator of his/her intention to assign the permit to a third party.*
- 2. The assignee of the permit shall complete the appropriate application for continued use of the permitted operation.*
- 3. The assignee of the permit shall meet with the Zoning Administrator in an effort to become familiar with all existing requirements of the Special Use Permit. Unless provided elsewhere in Zoning Ordinance No. 39, the new assignee must comply with all Special Use Permit requirements of the current permit holder.*

Approved uses, except seasonal uses, which cease for a period of 180 days are hereby considered abandoned and any such abandonment shall render the Special Use Permit null and void. Seasonal uses which cease for a period of one (1) year must meet the requirements of Zoning Ordinance No. 39 and will require a new Special Use Permit as required in Section 8.1 of the Ordinance. Seasonal uses shall be defined as uses that require or are affected or caused by certain weather availability.

Exhibit A Legal Description

A parcel of land in the Southwest 1/4 of Section 13, T3N, R2W, Delhi Township, Ingham County, Michigan, the boundary of said parcel described as: Commencing at the Southwest corner of said Section 13; thence N89°58'06"E along the South line of said Section 13 a distance of 440.00 feet; thence N00°28'05"W 207.00 feet to the Southwest corner of Aspen Springs Condominium as recorded in Liber 3027, Pages 357-362, Ingham County Records and the point of beginning of this description; thence continuing N00°28'05"W along the Westerly line of said Aspen Springs Condominium 370.60 feet; thence S89°58'04"W along the South line of said Aspen Springs 440.00 feet to the West line of said Section 13; thence N00°28'10"W along said West line 1728.62 feet; thence N38°34'57"E 122.54 feet; thence N89°36'58"E 60.56 feet; thence S09°40'30"E 65.22 feet; thence S18°44'05"E 145.22 feet to the Westerly line of Aspen Woods, as recorded in Liber 55 of Plats, Pages 1-3, Ingham County Records; thence along the Westerly, Southerly and Easterly lines of said Aspen Woods the following six courses, S31°38'40"E 151.77 feet, S23°23'48"E 179.20 feet, S15°27'35"E 84.32 feet, N89°42'47"E 767.99 feet, N40°38'27"E 243.52 feet and N00°14'24"W 251.16 feet; thence N89°42'47"E 66.00 feet to the Westerly line of Aspen Woods East as recorded in Liber 56 of Plats, Pages 4-6, Ingham County Records; thence along the Westerly and Southerly lines of said Aspen Woods East the following nine courses: S00°14'24"E 261.85 feet, S60°59'42"E 155.68 feet, N86°55'41"E 176.38 feet, N47°29'57"E 135.00 feet, N00°54'48"W 170.00 feet, N06°17'46"W 86.11 feet, N90°00'00"E 480.00 feet, S75°57'50"E 247.39 feet and N90°00'00"E 160.60 feet to the North-South 1/4 line of said Section 13; thence S00°14'36"E along said North-South 1/4 line 1562.92 feet; thence S89°58'06"W 946.75 feet; thence Southwesterly 275.48 feet on the arc of a curve to the right, said curve having a radius of 333.00 feet, a delta angle of 47°23'55" and a chord length of 267.69 feet bearing S09°43'22"W; thence S33°25'21"W 79.94 feet; thence Southwesterly 155.12 feet on the arc of a curve to the left, said curve having a radius of 264.00 feet, a delta angle of 33°39'57" and a chord length of 152.90 feet bearing S16°35'22"W; thence S00°14'36"E 132.97 feet; thence S89°58'06"W parallel with said South line 109.96 feet; thence N00°14'36"W 38.76 feet; thence Northeasterly 286.06 feet on the arc of a curve to the right, said curve having a radius of 450.00 feet, a delta angle of 36°25'21" and a chord length of 281.27 feet bearing N17°58'05"E; thence N36°10'46"E 81.48 feet; thence Northeasterly 287.03 feet on the arc of a curve to the left, said curve having a radius of 267.00 feet, a delta angle of 61°35'36" and a chord length of 273.40 feet bearing N05°23'40"E to the South line of said Aspen Springs Condominium; thence along said South line the following four courses: S59°38'10"W 162.59 feet, S39°12'22"W 200.63 feet, S67°52'04"W 663.34 feet and S89°56'46"W 279.95 feet to the point of beginning; ALSO Aspen Woods Subdivision containing 13.50 acres more or less; ALSO Aspen Woods East Subdivision containing 14.40 acres more or less; said Planned Unit Development area parcels containing 122.35 acres more or less; said parcels subject to all easements and restrictions if any.

PLANNING COMMISSION STAFF REPORT

SPECIAL USE PERMIT, #12-193C (amend.), Aspen Lakes

September 5, 2012

Tracy LC Miller, *Director of Community Development*



PROPOSED USE:

The applicant has requested a third amendment to the existing Special Use Permit (SUP) that was originally issued in 2001 and amended most recently in 2011 (SUP #193B). The 2011 amendment effectively replaced the prior approvals and consolidated information and requirements for ease of implementation. The current amendment request has three components, which collectively would result in an overall increase in the total number of units permitted within the entire Aspen Lakes development and an increase in rental units within the project. There are several issues presented with regards to these outcomes that will be discussed below in detail.

DESCRIPTION:

In 2001 the Aspen Lakes Development was approved by the Township. At that time, the Township Zoning Ordinance used the "Planned Unit Development" (PUD) to encourage mixed use development. PUD's were approved via the issuance of a SUP. In order to make any major modification of the approved SUP for the Aspen Lakes project, an amendment is required.

The current SUP document (SUP#11-193B) includes the following conditions of approval:

1. *That this SUP amendment will incorporate and replace the conditions of SUP 193 and SUP 193A that are applicable at this time in an effort to make it easier to administer the Aspen Lakes project as a whole.*
2. *The total number of permitted units within Aspen Lakes shall be 559 units and the total number of apartment units shall not exceed 269.*
3. *The buildings at 3900 Flying Gulch, 4000 Mountain Glade, 4100 Mountain Glade and 4200 Mountain Glade shall be the same size, location, number of units, and size units as shown on the approved site plan for Aspen Circle.*
4. *That a site plan must be approved before each phase can commence. The phasing plan must follow the final planned unit development phasing plan as presented in the Aspen Lakes December 8, 2000 document.*
5. *That financial guarantee for completion of the public utilities be part of each phase of the site plan, per section 8.7.4 (15) of the Zoning Ordinance No. 39.*

First Issue: Total Permitted Number of Units

The original density of 559 units, including 269 apartments, was decided based on calculations conducted in 2001 to determine total project acreages, allowable density based on underlying zoning and open space. At that time, this computation resulted in the determination that the total permitted number of units within the development could

not exceed 559. The limit of 269 apartments appears also to have been based on the preliminary PUD plan drawing submitted at that time. 269 represent's 48% of the total 559 units.

A couple of errors in the original calculations have been recently identified. Specifically, there are actually 3.75 more acres of land within the project boundaries than was originally thought. The survey work completed early in the pre-development phases was inaccurate. There is also less wetland within the PUD area. Some of the wetland area that was included in the original development plan is actually located outside of the PUD area in the office and commercial development area. This land has been subtracted from the total acreage within the PUD area. Finally, the original computations which deducted the public road right-of-way from the developable area were based on design plans, rather than on construction plans. Now that the public roadways have been completed and accepted by the Ingham County Department of Transportation and Roads, it is apparent that the actual land utilized is less than was anticipated. This has resulted in a small increase in the acreage available for development. The net result of these three factors results in a total gain of 2.68 acres within the PUD area that is available for development.

Interestingly, if this project were approved today based on the Planned Development section of the Zoning Ordinance a density within the R-1E area of approximately 8.8 units per acre could be expected based on the open space provided within the development.

Figure 1: Density Calculations			
Gross Site Area (within PUD area)	122.35	Acres	
Less Adjusted Wetland Areas	11.70	Acres	
Plus Adjusted Public Road ROW	1.82	Acres	
Net Site Development Area for PUD	112.57	Acres	
Less Actual Public Road ROW	10.58	Acres	
Basis for PUD Density Calculations	101.89	Acres	
Underlying R-1C area	21.92	Acres	
Underlying R-1E area	79.97	Acres	
Allowable # of Units based on R-1C (4.35 upa)	95.35	Units	
Allowable # of Units based on R-1E (6.6 upa)	527.80	Units	
Total Allowable # of Units in PUD Based on Above	622		
Proposed # of Units in this Request	603		
# of Units Originally Approved	559		
Increase of	44	Units	

However, the applicant proposes to maintain an overall gross site density of 4.93 units per acre. Obviously, there are areas within the development that will individually exceed this relatively low level. The portion of the project known as "Aspen Woods" which is the single family homes in the northernmost portion of the development has an underlying zoning of R-1C. The total density calculation is based on these two underlying zonings for the project.

Second Issue: Mix of Unit Types

If the first issue outlined above is determined to be reasonable and permissible, the applicant is also requesting that the total number of rental units be increased from 269 to 374. This would be accomplished within the development, as follows:

- There are 8 existing “brownstone townhomes” that are condos. These would remain condos. The remaining previously approved brownstone buildings would be constructed, but would be rentals. Additionally, two more buildings would be constructed containing 16 rental units. The appearance of these buildings would be the same as the existing brownstones.
- A site plan for 78 apartments was previously approved for Aspen Estates III. This is the vacant area north of Wigman Road within the apartment area. When the applicant decided to construct the 8-unit buildings within Aspen Village, it was recognized that not all of these previously approved Aspen Estates III units would be able to be constructed and remain under the 269 unit maximum. At this time, the applicant proposes to be allowed up to 90 future apartments within Aspen Estates III. The appearance of these buildings would be consistent with the apartment buildings that have previously been constructed in the area.

The original rental limit of 269 units was based upon the thought that the development, as a whole, should have more owner-occupied dwellings than rental. However, the 2008 and 2011 amendments authorized changes that resulted in a ratio of 55% rental and 45% owner-occupied. If the current request is

Figure 2: Summary of Unit Types

Unit Type	Area Name	Original	Proposed	Change
Lots	Aspen Woods	73	73	0
Condo	Aspen Gardens	49	49	0
Condo	Aspen Springs	57	57	0
Condo	Aspen Center Brownstones	30	8	-22
Rental	Aspen Center Brownstones	0	13	13
Rental	Aspen Center Apartments	0	16	16
Condo	Aspen Circle	42	42	0
Rental	Aspen Village	40	40	0
Rental	Aspen Estates I	85	85	0
Rental	Aspen Estates II	130	130	0
Rental	Aspen Estates III	53	90	37
TOTALS		559 units	603 units	+44 units

approved, the ratio will shift to approximately 62% rental and 38% owner-occupied. The existing developed areas of the project which are intended exclusively for owner-occupied units would not be affected. Specifically, Aspen Woods, Aspen Springs and Aspen Gardens will remain owner-occupied. Aspen Estates has always been completely rentals. The areas that will have a change in their ratios will be Aspen Center and Aspen Estates. The 2008/2011 modifications resulted in the changes in Aspen Village and the current request would modify the ratio in Aspen Center.

RECOMMENDATION

There are basically two questions before the Planning Commission at this time:

- 1) Is there a basis to permit the total number of units be increased to 603?
- 2) Should the total number of rentals be permitted to be increased to 374?

Staff recommends approval of the requested SUP modification, as follows:

1. The total number of units was always based on the amount of land included in the PUD and the allowable underlying density. Now that the development project is well underway and the infrastructure has been completed, the actual land area accurately represents what is on the ground. The requested number of units is still lower than the total that could be permitted based on the density calculations.



Further, it is widely recognized that there is very little market for condominium units at this time. There are still many condo units available within the existing owner-occupied areas of the development such as Aspen Springs and Aspen Gardens. These areas will not change as a result of the proposed modifications.



There are currently only two of the brownstone buildings on site. This results in awkward aesthetics since they currently stand alone and are not a part of a larger area of brownstones. Brownstones are typically found in neighborhoods that contain many similar

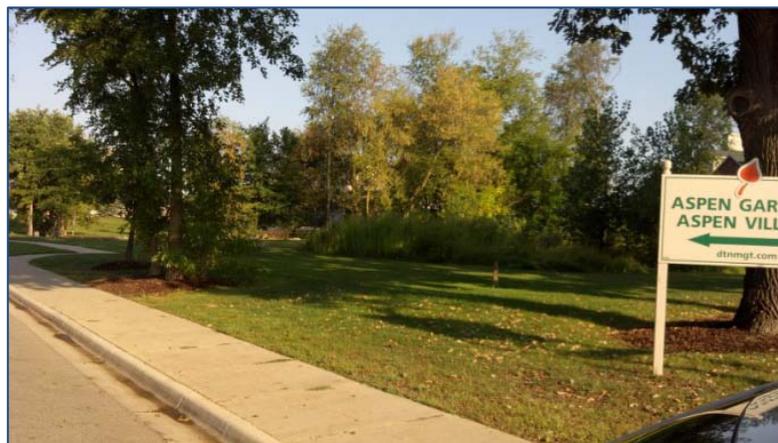
buildings, creating a unique visual impact. Allowing the remaining brownstone buildings to be constructed, even as rentals will help to create the aesthetic quality that was originally envisioned for this area of the development.

2. Aspen Estates apartments have been very successful and represent a high quality rental option within our community. The land north of Wigman Road reserved for phase III has always been planned for rental buildings. However, there is little question that the addition of more apartment units than was



originally planned in this area could have an impact on Aspen Woods East to the north. A requirement for separation between the buildings and the rear property lines of the platted lots may help to mitigate any potential issues. The Aspen Village buildings, located immediately to the south of the Aspen Woods West platted lots, are separated by at least 50'. Additionally, a substantial berm and evergreen plantings were also installed. It would seem reasonable that a similar requirement be placed as a condition of this approval, should that recommendation be made. Staff also recommends that, if approved, a condition be placed on the SUP which requires the same type and style of construction that is currently present on site. For example, while there are plans to build sixteen 1 bedroom units within Aspen Center, these buildings should look similar to those already on site and be of the same high quality inside and out.

3. The infrastructure necessary to complete the build-out of this development is already in place.
4. Within the context of the originally permitted number of units (559) there are still 146 units "available" and currently un-built. However, once the single family units in Aspen Gardens (41 remaining) and the traditional condominium units in Aspen Springs (21 remaining) are taken out, only 84 units remain. These remaining units could be built within the brownstones, which would leave 55 units available for construction within Aspen Lakes Estates III. However, the problem of the 269 unit cap on rentals would remain, since there are currently 255 rental units already existing on site. Since there is no market for traditional condos, it is very unlikely that construction within Aspen Center (brownstones) would occur unless they are rentals. Any additional condo construction could actually further soften the market for the existing condos within the development since there would then be even more of them than there is demand for. When the development was originally approved, there was no way to anticipate the total demise of the condo market.



RECOMMENDED MOTION TO APPROVE

Move to recommend to the Township Board approval of SUP #12-193C that amends the SUP approved for the Aspen Lakes Planned Unit Development. The Planning Commission has received the "Basis for Determination for Granting a Special Use Permit" and has found that the general and specific standards outlined in Section 8.1.3 have been satisfied and that those findings are accurately reflected in the document entitled "Basis for Determination for SUP 12-193C" dated September 7, 2012 and is fully incorporated into this motion and the official meeting minutes, and that the following conditions of approval shall apply:

1. That this SUP amendment will replace SUP#11-193B.
2. The total number of permitted units within Aspen Lakes shall be 603.
3. That all future construction within the development shall be of the same quality and general style, inside and out, as what has been developed as of this date. This determination shall be made at the sole discretion of the Director of Community Development.
4. That a buffer area be established between the rear property lines of the southern lots in Aspen Woods East and any structure within Aspen Lakes Estates III. Further, that the buffer area have a berm with evergreen plantings similar to what exists between Aspen Woods West and Aspen Village/Circle, unless there is permanent water within a pond or wetland to offer the necessary buffer.
5. That a site plan must be approved or amended before each phase of remaining development can commence.
6. That financial guarantee for completion of the public utilities be part of each phase of the site plan, per section 8.7.4 (15) of the Zoning Ordinance No. 39.

MOTION TO DENY

Move to recommend to the Township Board denial of SUP #12-193C that would amend the existing SUP for the Aspen Lakes development because the proposal does not comply with the require Basis for Determination Subsection ____ (fill in with specific citation).

DESCRIPTION OF THE SITE

DTN has continued to develop Aspen Lakes since commencing in 2001. The development in its entirety contains a little over 133 acres and is located north of Holt Road. The area of the PUD, excluding the commercial area along Holt Road, includes approximately 122.35 acres of land.

The land to the east of the development is currently vacant and used for agricultural purposes. This 74 acre property which was owned by Waterland Trucking Company at the time of the original application has since been acquired by a partnership between DTN and the Eyde Company. The property to the west of the development consists of a variety of industrial users. Hearthside Acres and Keller's Ridge subdivisions have developed to the north. Aspen Woods, which is the traditional subdivision portion of the Aspen Lakes development, is largely built out with just a few lots remaining. Forty-one single family home development sites remain within Aspen Gardens.

GENERAL INFORMAITON

APPLICANT: Thomas Kuschinski
President, DTN Management Company

OWNER OF RECORD: DTN Enterprises, LLC

LOCATION: Aspen Lakes Development

PARCEL I.D. NO.: There are many parcels within the development area.

ZONING: Planned Unit Development w/ underlying high density residential zoning & medium density residential

REQUESTED ACTIVITY: Amendment to existing SUP to permit 603 total units, rather than the previous 559, and to remove the limit of 269 rentals.

PROPERTY SIZE: Within PUD = 122.35 acres +/-

EXISTING LAND USE: Mixed-use/ approved PUD

ADJACENT LAND USE: North: Residential Subdivisions
South: Vacant Industrial & Commercial
East: Vacant Agricultural
West: Various Industrial Users

ADJACENT ZONING: North: R-1C: One-Family Medium-Density Residential
South: C-2: General Business & IP: Industrial Park
East: A-1: Agricultural
West: IM: Industrial Manufacturing

MASTER PLAN OF DELHI CHARTER TOWNSHIP

The 2002 – 2020 Master Plan of Delhi Charter Township, as amended in 2007, (MP) shows the subject property as planned for the continued development of High Density Residential land uses on the Future Land Use Map.

CONFORMANCE WITH SECTION 8.1.3

Prior to action on any SUP application, the PC shall establish that the general and specific standards and requirement contained in Section 8.1.3 have been satisfied. The Planning Commission must review "Section 8.1.3 Basis for Determination for SUP 12-193C, Aspen Circle" dated September 7, 2012 (attached) and make a determination regarding compliance with each finding.

Section 8.1.3 Basis for Determination
SUP #12-193C
Aspen Lakes

Section 8.1.3 1 a) Be harmonious and in accordance with the general principals and proposals of the Master Plan.

The Master Plan supports the use of Planned Developments to achieve a desirable land use pattern. The Future Land Use Map continues to call for the Aspen Lakes development area to realize commercial and high density residential development. Aspen Lakes development area includes a future commercial area to the south and a variety of high density residential land uses including apartments, attached owner occupied units and detached owner occupied units.

Section 8.1.3 1 b) Be designed, constructed, operated and maintained so as to be harmonious in appearance with the existing or intended character of the general vicinity and that such a use will not change the essential character of the area in which it is proposed.

Proposed SUP 193C conditions #3, #4 & #5 addresses this issue.

Section 8.1.3 1 c) Not be hazardous or disturbing to existing or future uses in the same general vicinity and will be a substantial improvement to the property in the immediate vicinity and to the community as a whole.

It is not anticipated that there would be any hazardous or disturbing conditions created for existing or future users. The requirements for buffering between Aspen Woods East and Aspen Lakes Estates III should help to create some separation of uses. The addition of more units within Aspen Lakes should not result in any detrimental conditions.

Section 8.1.3 1 d) Be served adequately by essential public services, such as highways, streets, police, fire protection, drainage structures, refuse disposal, water and sewage facilities, or schools.

The development receives fire and police protection from Delhi Charter Township. All infrastructure, including public roads and sewers, have been previously installed to provide service to the development.

Section 8.1.3 1 e) Not involve uses, activities, processes, materials and equipment or conditions of operation that will be detrimental to any person, property or general welfare by reason of excess production of traffic, noise, smoke, fumes, glare or odors.

See 8.1.3 1 c) above.

Section 8.1.3 1 f) Be consistent with the intent and purposes of the zoning district in which it is proposed to locate such use.

This development is built in compliance with an approved Planned Unit Development and is therefore consistent with the intent and purposes of that approval. The modification of the PUD to allow for an increased number of units and rentals is permissible in an area that is planned for high density residential development. The nature of the Aspen Lakes development is unique in terms of quality and design, making it consistent with the existing and surrounding area.

Section 8.1.3 1 g) Be designed to protect natural resources, the health, safety, welfare, and social and economic well-being of those who will use the land use or activity, and the community as a whole.

Each phase of the Aspen Lakes development project has been or will be reviewed via Site Plan Review, pursuant to Section 3.3 of the Zoning Ordinance, to ensure compliance with this finding.

Section 8.1.3 1 h) Be related to the valid exercise of the police power and purposes which are affected by imposed use of activity.

When the project was originally approved by the Township, Planned Unit Developments were authorized using the Special Use Permit process. Since that was the original method for approval, any future modification should follow suit. The current proposal is consistent with this process and is therefore a valid exercise of the Township's ability to regulate and zone property.

Section 8.1.3 1 i) Be necessary to meet the intent and purpose of the zoning ordinance, be related to the standards established in the ordinance for the land use or activity under consideration, and be necessary to insure compliance with those standards.

The Aspen Lakes development was approved as a mixed use project when it was originally considered by the Township. It was understood that there would be a variety of uses within the development and that the overall project plan was a concept that would be outlined in detail during site plan review. One of the main positions taken under the issuance of the original SUP was that the total number of apartments would not exceed 269 units. However, market conditions have significantly changed during the past five years, resulting in a need to reconsider this limit since the construction of additional condominium units would likely have an adverse effect of the values of existing units in the immediate area and would ultimately be unmarketable. The existing development within Aspen Lakes has demonstrated the quality and value of construction and that there is little concerns with regards to the impact these rentals have on the community as a whole.

Section 8.1.3 2) Conditions and Safeguards: The Planning Commission may

impose such additional conditions and safeguards deemed necessary for the general welfare, for the protection of individual property rights and for insuring that the intent and objectives of this Ordinance will be observed. The breach of any condition, safeguard, or requirement shall automatically invalidate the permit granted.

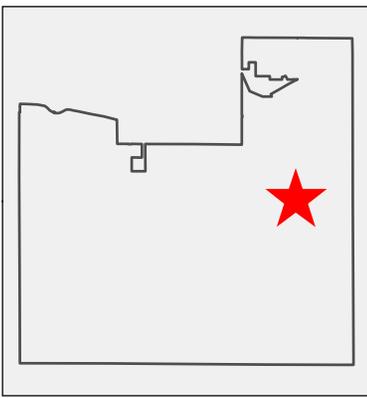
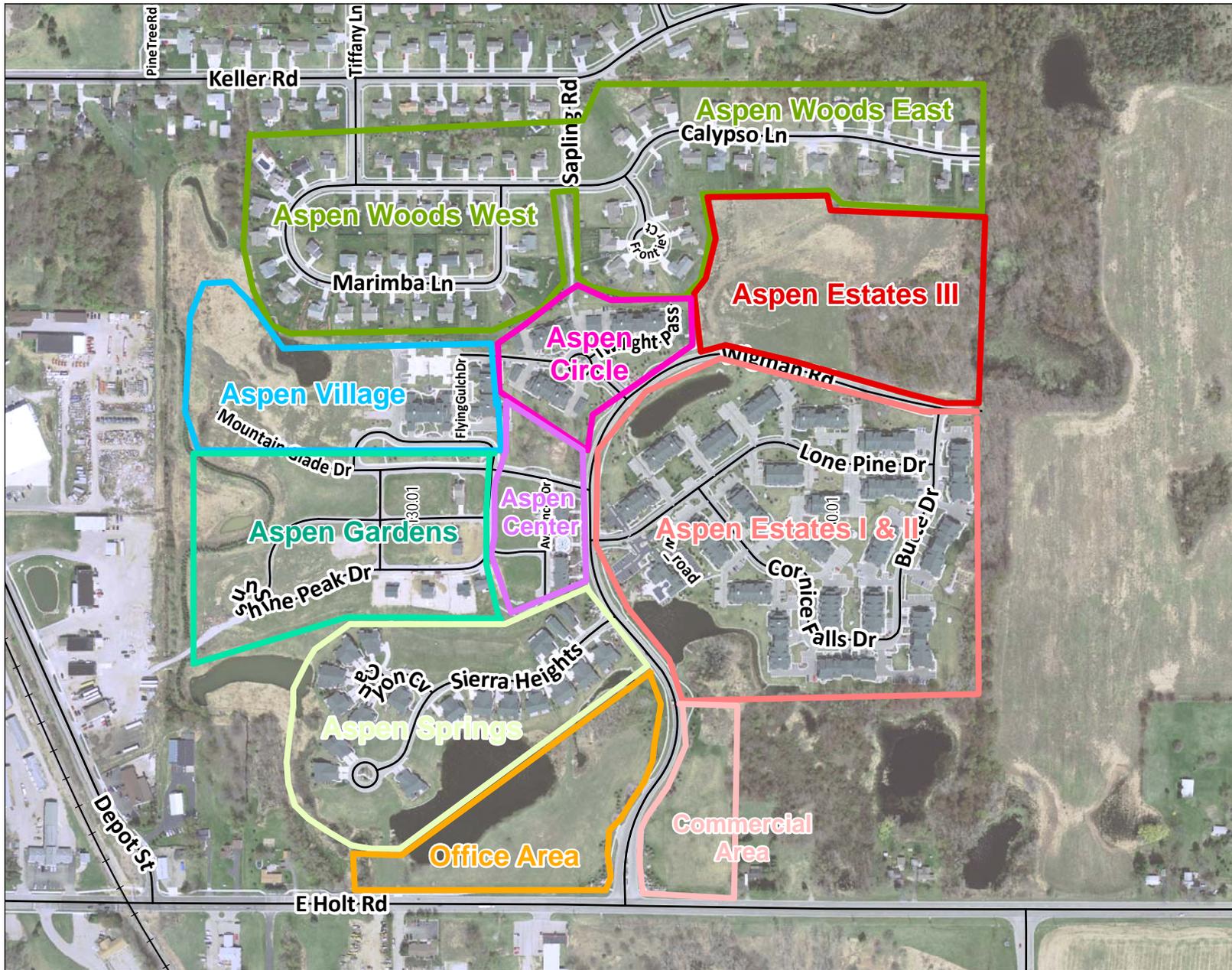
The conditions and safeguards that are recommended to be made a part of requested SUP amendment are listed in Section 8.1.3 (3) below.

Section 8.1.3 3) Specific Requirements: The general standards and requirements of the Section are basic to all uses authorized by Special Use Permit. The specific and detailed requirements set forth in the following Sections relate to particular uses and are requirements which must be met by those uses in addition to the foregoing general standards and requirements where applicable.

- 1. That this SUP amendment will replace SUP#11-193B.*
- 2. The total number of permitted units within Aspen Lakes shall be 603.*
- 3. That all future construction within the development shall be of the same quality and general style, inside and out, as what has been developed as of this date. This determination shall be made at the sole discretion of the Director of Community Development.*
- 4. That a buffer area be established between the rear property lines of the southern lots in Aspen Woods East and any structure within Aspen Lakes Estates III. Further, that the buffer area have a berm with evergreen plantings similar to what exists between Aspen Woods West and Aspen Village/Circle, unless there is permanent water within a pond or wetland to offer the necessary buffer.*
- 5. That a site plan must be approved or amended before each phase of remaining development can commence.*
- 6. That financial guarantee for completion of the public utilities be part of each phase of the site plan, per section 8.7.4 (15) of the Zoning Ordinance No. 39.*

Date: September 7, 2012

General Aspen Development Areas

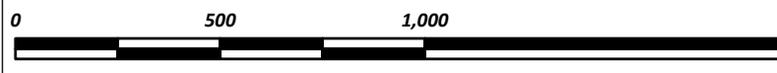


Legend

- +— Railroad
- Streets
- - - Proposed Roads
- Active Roads

1 inch = 466.9 feet

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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.



Notes:

EXCERPT: DRAFT MEETING MINUTES
PLANNING COMMISSION – 9/10/12
ASPEN LAKES SUP

Public Hearing, SUP No. 12-193C, DTN Enterprises LLC, Aspen Lakes PUD

Ms. Miller reviewed the staff report. The application is to amend the Special Use Permit (SUP) for Aspen Lakes. The applicant would like to increase the total number of permitted units within the development and remove the previously imposed limit on the number of rental units. The request is based on several factors, including new land statistics and related density computations. This modification would permit the developer to construct up to 90 units within Aspen Estates III, which at this time is vacant acreage. Additionally, the amendment would permit the completion of the remaining brownstone buildings within Aspen Center. There are two Brownstones buildings already which are owner occupied. The remaining brownstones would be constructed but would be rentals. All the buildings of various type would be constructed of the same quality, inside and outside, as those that exist there now. Their request to change from condos to rentals is due to the slumping market for condos. The demand for the apartments within Aspen Lakes is great.

Richard Cooley, representing DTN, spoke to the Planning Commission (PC) members. He answered questions for the PC board regarding traffic, noise, buffers, surrounding home values, etc.

Public Hearing Opened @ 800pm

Dean Gibney, 3829 Calypso Lane, feels Aspen Lakes is attractive and well kept but is concerned about any increase in one bedroom units. He feels it changes the concept and would have a negative impact on the development and property values. Mr. Gibney doesn't want to have more renters. He was also concerned about the wetlands, the wildlife and the potential for increased traffic.

Tim Poxon, 2196 Frontier Court, credits DTN and the wonderful job with the development overall. He is opposed to adding more rental units. He questioned what would happen to the playground that is already there and is concerned about the existing dog run that is onsite. Fire service was also questioned since there is only one entrance. Mr. Poxon pointed out that some condo owners are renting their properties currently.

Mark Conrad, 3799 Calypso Lane, voiced his opposition to the construction of any additional one bedroom apartments. He believes that more rental units will change the area and is concerned about the water that drains to that acreage (Aspen Estates III). Another concern is the bright lights that are on apartment buildings. Mr. Conrad likes the fact that wildlife is in his backyard on the Estates III site and does not want to see them displaced. He also stated that he sometimes has people wonder across the field to their neighborhood and last Christmas time they had some crimes committed there. He did compliment DTN for their fabulous landscaping and would not want them to change it.

Erin Held, 3839 Calypso Lane, spoke to the PC members regarding the noise from the existing playground. She feels with development closer to her it will get worse and would like some consideration in that area to reduce this.

Public Hearing Closed @8:16pm

Alan Russell, representing DTN, responded to the questions and comments from the public.

EXCERPT: DRAFT MEETING MINUTES
PLANNING COMMISSION – 9/10/12
ASPEN LAKES SUP

There was some general discussion among Planning Commission members regarding the proposed amendment and the potential impact of the request. Commissioner O'Hara indicated that he felt that the continued development of Aspen Lakes was a recognizable benefit to the community and immediate area.

Commissioner Zietlow stated that she believed continuing construction, and not waiting for the condo market to rebound, was in the community's best interest. She further commented that the rents charged within the Aspen Lakes development regulated to some extent the negative impacts because of the fact that the units were attractive to families and professionals.

Commissioner Olsen stated that the construction of apartments within Aspen Estates III was a foregone conclusion and had previously been approved. The question at this time was not "if" apartments would be constructed there but, rather "how many".

Commissioner Olson moved, seconded by Commissioner Zietlow to recommend to the Township Board approval of SUP #12-193C that amends the SUP approved for the Aspen Lakes Planned Unit Development. The Planning Commission has received the "Basis for Determination for Granting a Special Use Permit" and has found that the general and specific standards outlined in Section 8.1.3 have been satisfied and that those findings are accurately reflected in the document entitled "Basis for Determination for SUP 12-193C" dated September 7, 2012 and is fully incorporated into this motion and the official meeting minutes, and that the following conditions of approval shall apply:

- 1. That this SUP amendment will replace SUP#11-193B.**
- 2. The total number of permitted units within Aspen Lakes shall be 603.**
- 3. That all future construction within the development shall be of the same quality and general style, inside and out, as what has been developed as of this date. This determination shall be made at the sole discretion of the Director of Community Development.**
- 4. That a buffer area be established between the rear property lines of the southern lots in Aspen Woods East and any structure within Aspen Lakes Estates III. Further, that the buffer area have a berm with evergreen plantings similar to what exists between Aspen Woods West and Aspen Village/Circle, unless there is permanent water within a pond or wetland to offer the necessary buffer.**
- 5. That a site plan must be approved or amended before each phase of remaining development can commence.**
- 6. That financial guarantee for completion of the public utilities be part of each phase of the site plan, per section 8.7.4 (15) of the Zoning Ordinance No. 39.**

Discussion: None

Roll Call Vote:

EXCERPT: DRAFT MEETING MINUTES
PLANNING COMMISSION – 9/10/12
ASPEN LAKES SUP

Ayes: Zietlow, Weaver, Todd, Olson, O’Hara, Hayhoe, Goodall, Craig
Nays: None
Absent: Leaf
Abstain: None

MOTION CARRIED

Discussion: None

A Request to Statistically Update & Amend
Special Use Permit No. 11-193B

For The

ASPEN LAKES
Planned Unit Development



Developed By:

DTN Enterprises, L.L.C.
2502 Lake Lansing Road, Suite C
Lansing, Michigan 48912

Prepared By:

Richard A. Cooley
landscape architect & planning consultant
517-282-1125
dickcooley@aol.com

August 20, 2012

August 20, 2012

To: **Board of Trustees**
Planning Commission
Tracy L. C. Miller, Director of Community Development
Delhi Charter Township
Hand Delivered

Re: **Request to Amend S.U.P. No. 11-193B**
Re: **ASPEN LAKES Update and P.U.D. Modification**, Delhi Township, Ingham County, MI

I am pleased to submit this Request to Modify S.U.P. No. 11-193B on behalf of DTN Enterprises LLC. The original SUP, approved in 2001, was amended in 2008, and again in 2011. This request is being made to update the Aspen Lakes P.U.D. density computations and land use tabulations based on recorded condominiums, subdivision plats and legal descriptions.

Brief Project History

DTN Enterprises LLC began the development and construction of homes in Aspen Lakes in 2001. The condominium units in the development sold well until the Michigan economy began to sag in 2006. Since that time, condominium sales have stopped, but the demand for rental apartments has continued and, in fact, increased. DTN Enterprises LLC is proposing additional changes to the total unit count and the number of apartments in the overall PUD project based on the statistical updates.

These changes, and the need for them once the area updating process was completed, have resulted in an increase in the computed number of units allowed in the PUD as well as an increase in the number of units actually proposed in the amended SUP. The area increases (*See attached Exhibit "A"*) are due to several factors including, but not limited to, the following:

1. Differences between original purchase agreements and surveyed recorded legal descriptions for developed or legally described areas of the PUD. The total land area originally purchased has increased by 3.75 acres.
2. Errors in early site surveying, legal descriptions and recordation.
3. Certification of surveys and legal descriptions prepared for purposes of financing, title transfers, or Site Plan Reviews and other public approvals.
4. Verification of actual areas of regulated wetlands once the originally authorized modifications for storm water management and flood control were completed on-site, and size adjustments made recently based on the actual legally described PUD boundary.

Since the last modification in 2011, the 8 unit rental apartment buildings (3800, 3900, 4000, 4100 and 4200), now known as "Aspen Village", have been completed, are fully leased, and there is a waiting list for new rental apartment units once they become available.

The affects of these proposed amendments are illustrated in attached Exhibit "A": Updated PUD Densities & Land Use Tabulations, and attached Exhibit "B": Existing and Proposed Project Unit Counts.

DTN Enterprises LLC has always complied with the conditions of the approved SUP for the Aspen Lakes PUD. They have built new units to supply market demand for both renters and buyers, and have monitored real estate market activities (*or lack thereof*). They have noticed no discernable improvement in the market demand for "for-sale" owner-occupied condominium units at Aspen Lakes. Noted here is the ongoing, if not ever-increasing, market demand for quality rental units due to foreclosure activities.

DTN no longer has financing difficulties due to approval of the last SUP amendment.

Requested S.U.P. Amendments

DTN Enterprises LLC hereby respectfully requests the following amendments to SUP No. 11-193B as identified on Map 2: Proposed S.U.P. AMENDMENTS:

A. **Approval** of the Updated PUD Densities & Land Use Tabulations in attached Exhibit "A" including, but not limited to, the following:

- (1). Area deductions for the future Office Park and Commercial areas have been legally described and deemed accurate.
- (2). Regulated wetland areas and ponds, resulting from approved site work for storm water management and flood control, have been adjusted because they now fall partially outside the PUD boundary in both the future Office Park (*adjacent to Aspen Springs*) and Commercial areas along Holt Road.
- (3). Re-calculating the Net Site Development Area and subtracting the actual legally described and recorded public road rights-of-way to an area of 101.89 acres as the basis for density computation and allowable number of units.
- (4). Re-calculating the allowable number of units to an unrounded total of 622, and the total number of units authorized to a maximum of **603**.
- (5). Limiting the maximum density to **8.80** dwelling units per acre based on the current PD maximum gross density in the underlying R-1E zoning district.
- (6). The updated PUD Project densities and land use tabulations, compared to the originally approved PUD Plan numbers (*from 12-8-2000*), are individually similar in their amounts, and in their relationship to one another.

B. **Part One: Approval** to DELETE 9 proposed Brownstone Units and authorization to ADD 16 - One Bedroom Rental Apartments in the Aspen Centre area (*See attached Exhibit "B": Existing and Proposed Project Unit Counts*):

- (1). The resulting change to one bedroom apartments will meet an existing market demand for quality rental apartment units.
- (2). The resultant density of 37 units on the 4.22 acre Aspen Centre area will not exceed the proposed maximum allowable density for the PUD.

- B. Part Two: Approval to CONVERT 13 Future Brownstone Town Home Units to Rental Units in the Aspen Centre area (See attached Exhibit "B": Existing and Proposed Project Unit Counts):**
- (1). The resulting change to Town Home Rental units will meet an existing market demand for quality rental units.
- C. Approval to increase the allowable number of rental apartment units in the 11.25 acre Aspen Estates - Phase 3 (north of Wigman Road) to 90 units pursuant to Site Plan Approval (See attached Exhibit "B": Existing and Proposed Project Unit Counts).**

Purpose of the Request

Current market demand is for quality rental units. Potential buyers looking in the condominium areas of Aspen Lakes will likely have a preference for single detached homes - if they can obtain financing. DTN is unsure how long this market condition will persist.

Recognizable Benefits of proposed amendments to DTN and Township:

- (1). DTN has installed utilities for Aspen Centre and Aspen Estates - Phase 3 proposed buildings including water, sanitary and storm sewer. Taxable value of the property was increased by utility installations. DTN currently receives limited return on investment (*vacant improved land areas without buildings*). Constructing the one bedroom apartments in Aspen Centre, for use as rental units, will provide DTN with a return on investment and allow them to respond successfully to current market demand.
- (2). DTN will benefit from these amendments due to the prospect of new or continued building activity (*local jobs*), new rental income, and gaining renewed return on investment of not only infrastructure and roads, but also from building site preparation, lighting, signage and landscaping.
- (3). **Delhi Township** will benefit from additional tax base and revenue. Without these amendments, Delhi Township will receive no new tax revenues or user fees from these two development areas for an unspecified period of time.
- (4). While the **tax revenue received by the Township** would be less on rental apartments vs. owner-occupied units, reduced tax revenue is certainly better than receiving no tax revenue for approved un-built buildings already served by existing infrastructure.
- (5). **Delhi Township** will benefit from additional user fees. The Township has accepted the public sanitary sewer, serving these areas of Aspen Lakes. As such, the Township is responsible for maintaining the sewer while receiving only part of the potential revenue through sanitary sewer fees because the remaining rental apartment units have not been built. That means the Township is currently subsidizing the maintenance of the public sewer with revenue from sanitary sewer fees collected elsewhere in the Township.

August 20, 2012

Tracy L. C. Miller, Director of Community Development

Request to Amend S.U.P. No. 11-193B at the Aspen Lakes P.U.D.

Page 4

- (6). **Aspen Lakes** will continue to qualify favorably, as a successful mixed use development, when statistically compared to "Cost of Community Services" considerations for costs vs. revenue ratios.
- (7). **These proposed unit changes** will be highly desirable in the rental market due to the accepted architectural style, rental rates, unit features and sizes.
- (8). These proposed amendments will comply with the current (*and updated 2012*) Master Plan. There should be **no adverse impact** to adjoining properties from these amendments to the Aspen Lakes PUD.

Tentative Schedule for Completion

No building activity will occur until 2013. Site Plan Review, construction, number of units per phase, and rate of leasing will be commensurate with market demand.

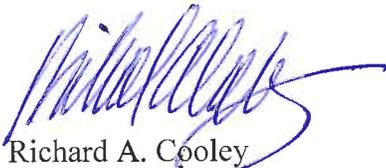
Summary Statements

I am confident that the comments and proposed condition of approval herein will be deemed satisfactory to Delhi Township, and that these proposed amendments to SUP No. 11-193B for Aspen Lakes will be granted as requested. All of the conditions in SUP 193 (*original*), 08-193A (*amended*) and 11-193B, or other amendments of record not altered by this amendment, will continue to remain in effect.

The attached responses to Section 8.1.3 of the current Zoning Ordinance are also provided and attached hereto along with two (2) project map exhibits and updated land use tabulations and proposed unit counts for the Aspen Lakes P.U.D.

Thank you for your considerations.

Respectfully Submitted,



Richard A. Cooley
landscape architect & planner
517-282-1125

Attachments: Map 1: Photo Reference Exhibit.
Map 2: Proposed S.U.P. Amendments
Exhibit "A": Updated PUD Densities & Land Use Tabulations (*dated 8-20-2012*).
Exhibit "B": Existing & Proposed Project Unit Counts (*dated 8-20-2012*).
Applicant Responses to Section 8.1.3.

*Submitted Under Separate Cover: Completed Special Use Permit Application form.
Legal Description of Overall P.U.D. Area
Application Fee Check for \$3,399.10*

cc: DTN Enterprises LLC



NORTH

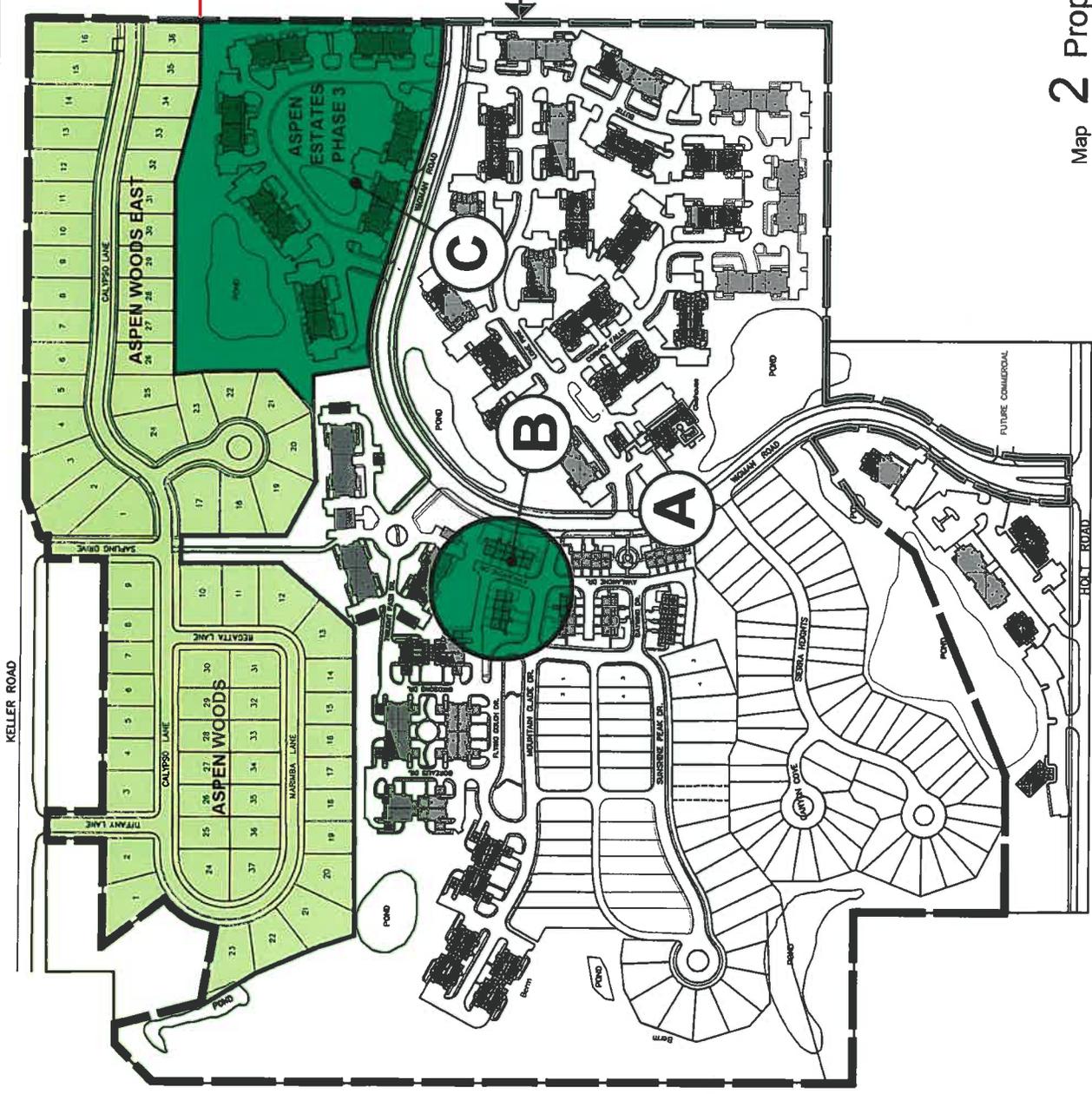


ASPEN LAKES

By: **DTN Enterprises LLC**

Prepared by:
Richard Cooley
landscape architect & land planning consultant
517-282-1125 dickcooley@aol.com
August 2012

Map **1** PHOTO REFERENCE Exhibit
Google Earth Image from October 3, 2011



ASPEN LAKES

By: **DTN Enterprises LLC**
 Prepared by: **Richard Cooley**
 landscape architect & land planning consultant
 517-282-1125 rcooley@raol.com
 August 2012

Map **2** Proposed S.U.P. AMENDMENTS

UPDATED PUD Densities & Land Use Tabulations

Exhibit "A"

Area % , Label or
in Acres Description

Existing Site & Land Use Tabulation - 2012

Line 1	DTN Enterprises LLC - Original Land Area Purchased:	133.17	Acres
Line 2	Less Additional R.O.W. on Holt Road (required by ICRC):	0.34	Acres
Line 3	Less Proposed "Office Park" Area:	7.37	Acres
Line 4	Less Proposed "Commercial" Area (Proposed C-2 Zoning):	3.11	Acres
Line 5	Equals GROSS SITE AREA For P.U.D.:	122.35	Acres
Line 6	Less Non-Public Easements:	0	Acres
Line 7	Less Regulated Wetlands adjusted to PUD boundary:	11.70	Acres
Line 8	Less 100 Year Flood Zone:	0	Acres
Line 9	Plus Vacated Wigman Road (Existing EVA & Walkway)	1.82	Acres
Line 10	Equals NET SITE DEVELOPMENT AREA For P.U.D.:	112.47	100.00%
Line 11	Less legally described & dedicated Public Road R.O.W.	10.58	Acres

Basis for P.U.D. Density Computation & Allowable # Units

Line 12	NSDA for PUD (Computed as Line 10 - Line 11 - Line 19):	101.89	Acres
Line 13 a	NET Underlying Platted Subdivision Area - Existing R-1C:	21.92	22%
Line 13 b	NET Underlying Described & Platted Areas - Existing R-1E:	79.97	78%
Line 14 a	Allowable Density in R-1C District (Dwelling Units per Acre):	4.35	
Line 14 b	Allowable Density in R-1E District (Dwelling Units per Acre):	6.60	
Line 15 a	Allowable Number of Dwelling Units based on R-1C Area:	95.35	Units
Line 15 b	Allowable Number of Dwelling Units based on R-1E Area:	527.80	Units
Line 16	Total Allowable Number of Dwelling Units in P.U.D.	623.15	622

P.U.D. Land Use & Development Summary Data

Line 17	NET SITE DEVELOPMENT AREA For P.U.D.:	112.47	100.00%
Line 18	Legally described & dedicated Public R.O.W. Area:	10.58	9.41%
Line 19	Proposed Non-Residential Land Use Area:	0	0.00%
Line 20	Actual Single Family Residential Land Use Area:	70.22	57.39%
Line 21	Measured Open Space Area as % of Line 5:	34.86	28.49%
Line 22	Proposed Number of Dwelling Units	603	Units
Line 23 a	Proposed Maximum Density in Amended P.U.D.	8.80 *	d.u./acre
Line 23 b	Overall Density of Principal Use in P.U.D	3.49	d.u./acre
Line 23 c	Principal Use: a % of the Total P.U.D. Site Area (Line 20 / Line 5):		57%

P.U.D. Comparison: Original vs Updated & Amended

- Line 24 559 Units is equivalent to 94.43% of 592 Allowable Units from Initial Approval (2001).
- Line 25 603 Units is equivalent to 96.94% of 622 Allowable Units from Proposed Amendments.

* 8.80 d.u./acre is based on PD maximum gross density in Underlying R-1E District.

Aspen Lakes PUD: Existing & Proposed Project Unit Counts

Exhibit "B"

Existing Total Unit Counts - Approved Modified Existing SUP/PUD

Unit Type	Existing # Units	Total # Units	Changes	Area Name
SFD-Lots	64	73		Aspen Woods
SFD-Condo	8	49		Aspen Gardens
SFA-Condo	36	57		Aspen Springs
SFA-Condo	8	30		Aspen Centre
Apt-Condo	42	42		Aspen Circle
Apt-Rental	40	40		Aspen Village
Apt-Rental	85	85		Aspen Estates I
Apt-Rental	130	130		Aspen Estates II
Apt-Rental	0	53		Aspen Estates III
	413	559	0	

40 Units Approved in SUP 08-193B

Site Plan previously approved for 78 Units

Total Allowable:

592

% of Allowable Used:

94.43%

Requested Total Unit Counts - Proposed Modified SUP/PUD

Unit Type	Existing # Units	Total # Units	Changes	Area Name
SFD-Lots	64	73 **		Aspen Woods
SFD-Condo	8	49 **		Aspen Gardens
SFA-Condo	36	57 **		Aspen Springs
SFA-Condo	8	8		Aspen Centre
Apt-Rental		16		Aspen Centre
BTH*-Rental		13 *		Aspen Centre
Apt-Condo	42	42 **		Aspen Circle
Apt-Rental	40	40 **		Aspen Village
Apt-Rental	85	85 **		Aspen Estates - I
Apt-Rental	130	130 **		Aspen Estates - II
Apt-Rental	0	90		Aspen Estates - III
	413	603	Plus 44	

Subtract 9 Proposed Brownstone Units
ADD 16 - 1Br Apartment Units.
Convert 13 Future Units to Rental.

Proposed 90 Apartment Units.

Total Allowable:

622

% of Allowable Used:

96.95%

* Brownstone Town Homes.

** No Changes Proposed.

Requested SUP Amendments:

- A. Amend Allowable Units = 622, Total = 603.
- B. Amend Aspen Centre from 30 Brownstones to 21 and ADD 16 - 1Br Apartments, and Convert 13 Future Brownstones to Rental.
- C. Amend total units allowed in Aspen Estates Phase 3 to 90 Apartment units.

August 20, 2012

Tracy L. C. Miller, Director of Community Development
Proposed Amendment to S.U.P. No. 11-193B - Aspen Lakes P.U.D.

BASIS FOR DETERMINATION

Applicant's Findings in Response to Section 8.1.3., General Standards

(a) Be harmonious with and in accordance with the general principles and proposals of the Comprehensive Development Plan of Delhi Charter Township.

The Future Land Use Map of the current Master Plan (as well as the anticipated 2012 Update) designates the Aspen Lakes P.U.D. site principally as high density residential land uses. The current R-1E underlying zoning district permits high density residential use. The total number of units permitted in the mixed use development is proposed to increase to 603 based on updated project statistics. The proposed amendments to the S.U.P. are harmonious with the general principals of the Master Plan.

(b) Be designed, constructed, operated and maintained so as to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity and that such a use will not change the essential character of the area in which it is proposed.

The subject site has experienced 11 years of development authorized by the S.U.P. Site development, the operation, and the maintenance of the site have exceeded the appearance and character of the existing development in the general vicinity. The proposed apartment buildings are consistent with the existing development in the Aspen Lakes P.U.D.

(c) Not be hazardous or disturbing to existing or future uses in the same general vicinity and will be a substantial improvement to the property in the immediate vicinity and to the community as a whole.

The site has not had a hazardous or disturbing impact on the existing land uses in the vicinity. The proposed S.U.P. amendments are not expected to change the compatibility of the site with the land uses in the vicinity.

(d) Be served adequately by essential public facilities and services, such as highways, streets, police, fire protection, drainage structures, refuse disposal, water and sewage facilities, or schools.

The site receives fire and police protection from Delhi Charter Township. Also, the site is served by water, sanitary sewer, storm sewer, gas, electric, telephone and cable TV from authorized providers. Wigman Road and all of the existing utilities currently serving the site have adequate capacity to serve the proposed dwelling units in the form of multi-story rental apartment buildings.

(e) Not involve uses, activities, processes, materials and equipment or conditions of operation that will be detrimental to any person, property or general welfare by reason of excessive production of traffic, noise, smoke, fumes, glare, or odors.

The Aspen Lakes development has conformed to the requirements of this section of the Zoning Ordinance and that compliance is not expected to change with the approval of this proposed S.U.P. amendments.

August 20, 2012

Tracy L. C. Miller, Director of Community Development
Proposed Amendment to S.U.P. No. 11-193B - Aspen Lakes P.U.D.

Basis for Determination

Page 2

(f) *Be consistent with the intent and purposes of the zoning district in which it is proposed to locate such use.*

The Aspen Lakes development currently conforms to the intent and purpose of the underlying zoning district and approval of the proposed S.U.P. amendments will not alter that compliance.

(g) *Be designed to protect natural resources, the health, safety and welfare, and the social and economic well-being of those who will use the land use or activity, and the community as a whole.*

Aspen Lakes was designed, and continues to be constructed, in compliance with the requirements of this section of the Zoning Ordinance. The proposed S.U.P. amendments will alter the number of units in the project.

(h) *Be related to the valid exercise of the police power, and purposes which are affected by the imposed use of activity.*

The Zoning Ordinance grants Delhi Township the authority to enforce compliance with all conditions of an approved S.U.P.; as amended.

(i) *Be necessary to meet the intent and purpose of the zoning ordinance, be related to the standards established in the ordinance for the land use of activity under consideration, and be necessary to insure compliance with those standards.*

Current market conditions, and the lack of demand for attached condominium homes, has brought the Developer to the point of requesting these updates and amendments to continue to construct buildings in both Aspen Centre and Aspen Estates Phase 3 as rental apartment units.

DTN is unsure how long this market condition will persist. DTN is very sure that a non-sales condition and demand for quality rental units will prevail for several years.



MEMORANDUM

TO: John B. Elsinga, Township Manager

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

DATE: September 10, 2012

RE: SUP #12-269, 1904 Cedar Street – Servicing & Repair of Motor Vehicles

At their meeting on August 27th, the Planning Commission (PC) voted unanimously to recommend approval of a Special Use Permit (SUP) to permit the servicing and repair of motor vehicles in the C-2: General Business zoning district. This approval was made pursuant to Zoning Ordinance section 5.10.4(1) and will enable the property owner to lease space to A2I, Inc. in the building located at 1904 Cedar Street. This building has two suites, the other presently occupied by Paper Image Printing.

A2I, Inc. sells primarily new custom wheels, tires and other accessories. They intend to open their new location at this property and would like to be able to offer installation to their customers. Currently, customers take the wheels or other products purchased somewhere else to be installed on their vehicle. Being able to offer installation allows A2I to offer these installation services themselves. This retail “buy and install” component of the business constitutes a fairly small part of operations, as much of their product is delivered directly to end users off-site.

The PC’s action included recommending several conditions of approval, as follows:

1. The overhead door must remain closed at all times.
2. A 10’ wide bufferstrip, complying with the requirements of Section 6.10.1.5 of the Zoning Ordinance must be installed during the fall 2012 planting season.
3. There is to be no outdoor storage of any type, including materials awaiting disposal or recycling. Parking of operable delivery vehicles within the fenced enclosure is permissible.
4. No repair or service work may occur outside of the fully enclosed building. No vehicles meeting the definition of a “junk motor vehicle” pursuant to Section 9-3 (1) of the Code of Ordinances.

The PC felt that these conditions would help to prevent any potential problems that could be associated with this type of facility (or any future auto repair facility that could use this site). There were no members of the public present at the meeting.

I've attached a copy of my staff report providing detailed information about the application, the Basis for Determination, the SUP Document and a copy of the draft meeting minutes. Please forward this information, along with your concurrence, to the Township Board for their consideration and action at the upcoming September 18th meeting. As always, if you have any questions or require additional information please do not hesitate to ask. Thank you.

Recommended Motion to APPROVE:

To adopt Special Use Permit No. 12-269 for Mom & Mom, LLC, 1904 Cedar Street, Tax Parcel #33-25-05-23-206-002, to permit the servicing and repair of motor vehicles, as recommended by the Planning Commission at their August 27, 2012 meeting.

-OR-

Recommended Motion to DENY:

To deny Special Use Permit No. 12-269 for Mom & Mom, LLC, 1904 Cedar Street, Tax Parcel #33-25-05-23-206-002.

**DELHI CHARTER TOWNSHIP
INGHAM COUNTY, MICHIGAN**

SPECIAL USE PERMIT NO. 12-269

APPLICANT: MOM & MOM, LLC

SPECIAL USE PERMIT ADDRESS: 1904 CEDAR STREET, HOLT, MI
33-25-05-23-206-002

DATE ADOPTED: SEPTEMBER 18, 2012

PURPOSE: PERMIT THE SERVICING AND REPAIR OF MOTOR VEHICLES ON
PROPERTY ZONED C-2: GENERAL BUSINESS PURSUANT TO
SECTION 5.10.4(1) OF THE ZONING ORDINANCE

CONDITIONS:

1. **The overhead door must remain closed during servicing of vehicles.**
2. **A 10' wide bufferstrip, complying with the requirements of Section 6.10.1.5 of the Zoning Ordinance must be installed during the fall 2012 planting season.**
3. **There is to be no outdoor storage of any type, including materials awaiting disposal or recycling. Parking of operable delivery vehicles within the fenced enclosure is permissible.**
4. **No repair or service work may occur outside of the fully enclosed building. No vehicles meeting the definition of a "junk motor vehicle" pursuant to Section 9-3 (1) of the Code of Ordinances are allowed.**

BASIS OF DETERMINATION: Pursuant to the Michigan Zoning Enabling Act, Act 110 of 2006, as amended, Section 125.3504 (4), conditions imposed by this Special Use Permit are:

(1) Reasonable conditions may be required with the approval of a special land use, planned unit development, or other land uses or activities permitted by discretionary decision. The conditions may include conditions necessary to insure that public services and facilities affected by a proposed land use or activity will be capable of accommodating increased service and facility loads caused by the land use or activity, to protect the natural environment and conserve natural resources and energy, to insure compatibility with adjacent uses of land, and to promote the use of land in a socially and economically desirable manner. Conditions imposed meet all of the following requirements:

- (a) Are designed to protect natural resources, the health, safety, and welfare, as well as the social and economic well-being, of those who will use the land use or activity under

consideration, residents and landowners immediately adjacent to the proposed land use or activity, and the community as a whole, and

(b) Are related to the valid exercise of the police power and purposes which are affected by the proposed use or activity, and

(c) Are necessary to meet the intent and purpose of the zoning requirements, are related to the standards established in the Zoning Ordinance for the land use or activity under consideration, and are necessary to insure compliance with those standards, and

(2) The conditions imposed with respect to the approval of a land use or activity is recorded in the record of the approval action and remain unchanged except upon the mutual consent of the approving authority and the landowner.

The foregoing Special Use Permit declared adopted on date written above.

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 1ST day of May, 2012.

IN WITNESS THEREOF, I have hereunto affixed my official signature this _____ day of May, 2012.

Evan Hope, Township Clerk

In most cases, Special Use Permits shall be assignable from one party to another, provided, however, that the site, location, and any other restrictions placed on the original Special Use Permit do not change. Assignability of said permit shall be subject to the following requirements and conditions:

1. *Prior to reassignment of the Special Use Permit to any owner, lessee occupant, or operator,*

the current permit holder shall notify the Delhi Township Zoning Administrator of his/her intention to assign the permit to a third party.

- 2. The assignee of the permit shall complete the appropriate application for continued use of the permitted operation.*
- 3. The assignee of the permit shall meet with the Zoning Administrator in an effort to become familiar with all existing requirements of the Special Use Permit. Unless provided elsewhere in Zoning Ordinance No. 39, the new assignee must comply with all Special Use Permit requirements of the current permit holder.*

Approved uses, except seasonal uses, which cease for a period of 180 days are hereby considered abandoned and any such abandonment shall render the Special Use Permit null and void. Seasonal uses which cease for a period of one (1) year must meet the requirements of Zoning Ordinance No. 39 and will require a new Special Use Permit as required in Section 8.1 of the Ordinance. Seasonal uses shall be defined as uses that require or are affected or caused by certain weather availability.

PLANNING COMMISSION STAFF REPORT
SPECIAL USE PERMIT, #12-269, 1904 CEDAR STREET
August 23, 2012



Tracy LC Miller, *Director of Community Development*

PROPOSED USE:

The applicant has requested approval of a Special Use Permit (SUP) for the “servicing and repair of motor vehicles” on property zoned C-2: General Business pursuant to Section 5.10.4(1) of the Zoning Ordinance (ZO).

DESCRIPTION:

The applicant proposes to occupy the northern half of the subject building. The building is currently occupied by Paper Image printing. The northern portion contains an overhead door with an interior space where installation of the tires and accessories that they sell will occur. The remainder of the space will be office and showroom area where customers can view and purchase product.

The applicant has stated that all product installations will occur inside the building and there will be no outdoor storage. There is an existing fenced in area that will be used to park the delivery vehicles.

The applicant has stated that 75% of their business is from out of the state and that they do not expect large walk-in customer volumes at this location. They primarily sell tires, rims and other similar after-market items. Currently, local customers must take the products elsewhere to be installed. The applicant would like to be able to offer installation of these items as a part of their operation.

RECOMMENDATION

Below is an evaluation of the basic ordinance compliance issues and other possible considerations:

- In the past the Township has required auto service facilities to ensure that their overhead doors remain closed. This recommendation will be made in this instance as well. In addition to ensuring better aesthetics for the site, it will reduce the potential for noise associated with the use of air tools. The applicant has indicated that air tools are used, but the compressor is relatively small. Staff does not expect noise to be any more of an issue that it is with the Quick Lube immediately to the north of this subject location. However, keeping the overhead doors down will help to ensure that the operation is not disruptive to adjacent residential properties.
- There is approximately 26’ between the back of this building and the residential (R-1D) property to the east. Section 6.10.1.5(1)(c) requires that a 10’ wide bufferstrip be installed between differing zoning districts. There is approximately 175’ of shared property line outside of the road right-of-way, which will require the installation of approximately 6 trees and, if only shrubs are used, approximately 35 shrubs. However,

there is an existing solid fence along the entire property line. Therefore, the site would require the 6 trees, but only 18 shrubs.

- Storage within the fenced area of anything other than parked delivery vehicles would not be permitted in the C-2: General Business zoning district. No tires, parts or scrap can be stored outside of a fully enclosed building. The applicant has indicated that they typically recycle their waste products (i.e. old tires, etc.). These items, also, may not be stored outside while they are awaiting disposal.
- It is recommended that a provision be placed on the approval that stipulates that vehicles may not be worked on outside of the building. Further, that any vehicle meeting the definition of a junk vehicle (per Township Code) not be allowed to remain outside of a fully enclosed building at any time. Staff does not expect this to be an issue at this time due to the type of work that this company does. However, since SUP's are transferrable, it is important to consider other types of "auto repair" which could occur in the future.
- The building is in good condition and the site is well maintained. With the recommendations discussed above, there is every reason to believe that this business can be a good addition to the community. There is no reason to believe that the activities would be disruptive to adjacent properties.

RECOMMENDED MOTION TO APPROVE

Move to recommend to the Township Board approval of SUP #12-269 for the operation of a motor vehicle repair and service facility pursuant to Section 5.10.4(1) of the Zoning Ordinance on property located at 1904 Cedar Street (33-25-05-23-206-002). The following conditions to apply:

- 1. The overhead door must remain closed at all times.**
- 2. A 10' wide bufferstrip, complying with the requirements of Section 6.10.1.5 of the Zoning Ordinance must be installed during the fall 2012 planting season.**
- 3. There is to be no outdoor storage of any type, including materials awaiting disposal or recycling. Parking of operable delivery vehicles within the fenced enclosure is permissible.**
- 4. No repair or service work may occur outside of the fully enclosed building. No vehicles meeting the definition of a "junk motor vehicle" pursuant to Section 9-3 (1) of the Code of Ordinances.**

The Planning Commission has received the "Basis for Determination for Granting a Special Use Permit" and has found that the general and specific standards outlined in Section 8.1.3 have been satisfied and that those findings are accurately reflected in the document entitled "Basis for Determination for SUP 12-269" dated August 23, 2012 and is fully incorporated into this motion and the official meeting minutes.

MOTION TO DENY

Move to recommend to the Township Board denial of SUP #12-269 for operation of a motor vehicle repair and service facility because the proposal does not comply with the require Basis for Determination Subsection ____ (fill in with specific citation).

DESCRIPTION OF THE SITE

The building was constructed in 1978. It has been home to various commercial operations and contractors including Roto-Rooter and a few plumbers. The other suite is currently occupied by Paper Image printing. The site also has a fenced enclosure at the south end of the building. The enclosed area is paved and encompasses nearly 8,000 sq.ft. of area. The site has adequate mature greenbelt plantings along its frontage on Cedar Street and the Hancock Street frontage. There are approximately 23 existing parking spaces that are available for public parking and close to as many again within the fenced enclosure for delivery vehicles. Parking is expected to be more than sufficient for the existing user and the auto repair facility.

GENERAL INFORMAITON

APPLICANT: Mom & Mom, LLC – Cindy Hester

OWNER OF RECORD: Mom & Mom, LLC

LOCATION: 1904 Cedar Street, Holt, MI

PARCEL I.D. NO.: 33-25-05-23-206-002

ZONING: C-2: General Business

REQUESTED ACTIVITY: Auto repair and service

PROPERTY SIZE: .63 +/-

EXISTING LAND USE: Paper Image Printing in south suite
Subject suite is vacant

ADJACENT LAND USE: North: Victory Oil Change
South: Vacant
East: Residence
West: Edru Skating Rink

ADJACENT ZONING: North: C-2: General Business
South: C-1: Low-Impact Commercial
East: R-1D: One & Two-Family Residential
West: C-2: General Business

MASTER PLAN OF DELHI CHARTER TOWNSHIP

The 2002 – 2020 Master Plan of Delhi Charter Township, as amended in 2007, (MP) shows the subject property as planned for the development of office land uses on the Future Land Use Map. However, this same designation is in place for the Victory Oil Change to the immediate north which also has an SUP for auto repair.

CONFORMANCE WITH SECTION 8.1.3

Prior to action on any SUP application, the PC shall establish that the general and specific standards and requirement contained in Section 8.1.3 have been satisfied. The Planning Commission must review “Section 8.1.3 Basis for Determination for SUP 12-269” dated August 23, 2012 (attached) and make a determination regarding compliance with each finding.

PROPERTY PHOTOS

Front of Suite



Looking NE from Intersection of Cedar & Hancock, fence enclosure and greenbelt plantings



Rear of Building – solid fence, but no bufferstrip plantings

Section 8.1.3 Basis for Determination

SUP #12-269
1904 Cedar Street

Section 8.1.3 1 a) Be harmonious and in accordance with the general principals and proposals of the Master Plan.

The proposed use is consistent with the surrounding land uses and is consistent with the principals of the Master Plan.

Section 8.1.3 1 b) Be designed, constructed, operated and maintained so as to be harmonious in appearance with the existing or intended character of the general vicinity and that such a use will not change the essential character of the area in which it is proposed.

The conditions placed on the SUP will help to ensure that the site is operated in a manner that is harmonious with the surrounding area. The exterior of the building will not change and the addition of a viable business will help to enhance other commercial businesses in the area. There are existing auto repair and service facilities in the immediate area.

Section 8.1.3 1 c) Not be hazardous or disturbing to existing or future uses in the same general vicinity and will be a substantial improvement to the property in the immediate vicinity and to the community as a whole.

The conditions recommended for the SUP should help to ensure that the use is not disruptive.

Section 8.1.3 1 d) Be served adequately by essential public services, such as highways, streets, police, fire protection, drainage structures, refuse disposal, water and sewage facilities, or schools.

The development receives fire and police protection from Delhi Charter Township. All infrastructure/public utilities are currently in place.

Section 8.1.3 1 e) Not involve uses, activities, processes, materials and equipment or conditions of operation that will be detrimental to any person, property or general welfare by reason of excess production of traffic, noise, smoke, fumes, glare or odors.

See 8.1.3 1 c) above.

Section 8.1.3 1 f) be consistent with the intent and purposes of the zoning district in which it is proposed to locate such use.

The C-2: General Business district is intended to accommodate auto repair and servicing facilities, with an approved SUP.

Section 8.1.3 1 g) Be designed to protect natural resources, the health, safety, welfare, and social and economic well-being of those who will use the land use or activity, and the community as a whole.

See 8.1.3 1 c) above.

Section 8.1.3 1 h) Be related to the valid exercise of the police power and purposes which are affected by imposed use of activity.

The Michigan Zoning Enabling Act provides the Township with the ability to require Special Use Permits for those uses that have the possibility of creating unacceptable or difficult circumstances for the community. As such the

requirement that the proposed auto repair and service facility receive an approved SUP prior to construction is a valid exercise of police power.

Section 8.1.3 1 i) Be necessary to meet the intent and purpose of the zoning ordinance, be related to the standards established in the ordinance for the land use or activity under consideration, and be necessary to insure compliance with those standards.

See 8.1.3 1 h) above.

Section 8.1.3 2) Conditions and Safeguards: The Planning Commission may impose such additional conditions and safeguards deemed necessary for the general welfare, for the protection of individual property rights and for insuring that the intent and objectives of this Ordinance will be observed. The breach of any condition, safeguard, or requirement shall automatically invalidate the permit granted.

The SUP is anticipated to be sufficient to ensure protection as outline above.

Section 8.1.3 3) Specific Requirements: The general standards and requirements of the Section are basic to all uses authorized by Special Use Permit. The specific and detailed requirements set forth in the following Sections relate to particular uses and are requirements which must be met by those uses in addition to the foregoing general standards and requirements where applicable.

See 8.1.3 2) above.

Date: August 23, 2012

DRAFT MINUTES EXCERPT
AUGUST 27, 2012
PLANNING COMMISSION MEETING

SUP No. 12-269 – A2I Inc., 1904 Cedar Street, 33-25-05-23-206-002

Ms. Miller reviewed the staff report for the Special Use Permit (SUP) application for servicing and repairs of motor vehicles in the C-2: General Business zoning district. All auto repair work would be done inside the building with the door shut and there would not be any outside storage. The buffer strip at the rear of the property is missing plant materials and may need to be brought in compliance, if it is possible based on the potential location of utilities in that area.

Adam Stevens, the applicant was present to answer questions from the Planning Commission (PC) members. Hours of operation were discussed as well as car volume and foot traffic.

Public Comment Opened

There was no public comment.

Public Comment Closed

Commissioner O’Hara moved, seconded by Commissioner Goodall to recommend to the Township Board approval of SUP #12-269 for the operation of a motor vehicle repair and service facility pursuant to Section 5.10.4(1) of the Zoning Ordinance on property located at 1904 Cedar Street (33-25-05-23-206-002). The following conditions to apply:

- 1. The overhead door must remain closed during servicing of vehicles.**
- 2. A 10’ wide bufferstrip, complying with the requirements of Section 6.10.1.5 of the Zoning Ordinance must be installed during the fall 2012 planting season.**
- 3. There is to be no outdoor storage of any type, including materials awaiting disposal or recycling. Parking of operable delivery vehicles within the fenced enclosure is permissible.**
- 4. No repair or service work may occur outside of the fully enclosed building. No vehicles meeting the definition of a “junk motor vehicle” pursuant to Section 9-3 (1) of the Code of Ordinances are allowed.**

The Planning Commission has received the “Basis for Determination for Granting a Special Use Permit” and has found that the general and specific standards outlined in Section 8.1.3 have been satisfied and that those findings are accurately reflected in the document entitled “Basis for Determination for SUP 12-269” dated August 23, 2012 and is fully incorporated into this motion and the official meeting minutes.

Discussion: None

Roll Call Vote:

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

Nays: None

Absent: Olson, Todd

Abstain: None

MOTION CARRIED



MEMORANDUM

TO: Delhi Township Board Members

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

DATE: Wednesday, September 12, 2012

RE: Agreement for Local Road Improvements between Delhi Charter Township and the Ingham County Department of Transportation and Roads (ICDTR) – Ivywood Subdivision & Dunckel Road

Enclosed for your review and approval is an Agreement for Local Road Improvements between Delhi Charter Township and the ICDTR. The agreement includes improvements for the roads within the Ivywood Subdivision (south of Sandhill Road) and Dunckel Road south of Legacy Parkway. The total estimated cost of the two improvement projects is \$122,000.

As you are aware, a Special Assessment District (SAD) was recently established to cover the cost of improvements within the Ivywood Subdivision. This work on Camperdown Drive, Mayapple Lane and Whistlewood Way represents approximately \$85,694 of the total agreement cost. Delhi Township will utilize the established SAD to be repaid over a period of 7 years for this cost. As we have discussed, there may be minor costs associated with project implementation that will be covered by the Township as its contribution to the project.

The Dunckel Road project makes up the remaining \$36,306 of the total. Dunckel Road is a local collector. As such, Delhi Township will utilize the remaining \$17,000 of the 2012 “50/50 match funds” allocated by the County for this type of road improvement. This funding comes from the ICDTR. This will bring the Township’s share of the Dunckel Road project to approximately \$19,306. The Downtown Development Authority (DDA) will pay this amount. I’ve attached a copy of the draft DDA meeting minutes in which this expenditure was authorized.

As an aside, the remaining \$82,000 in 50/50 funding from the 2011 carryover/2012 allocation were previously utilized for the Pine Tree Road project completed earlier this year. Pine Tree Road is also a local collector road. As a result of the Pine Tree Road and the Dunckel Road projects, there is not likely to be any carryover from 2012 to 2013. This is positive since it indicates that the Township and ICDTR are fully utilizing this funding to make road improvements within the community.

With the above information in mind, I would recommend that the Agreement be approved at the September 18th meeting. This will enable the two outlined projects to move forward yet this year, probably in October. The ICDTR has indicated that they will notify the affected property owners in advance of project commencement.

RECOMMENDED MOTION:

To Approve the Agreement for Local Road Improvement between Delhi Charter Township and Ingham County on behalf of the Ingham County Department of Transportation and Roads for improvements to South Ivywood Subdivision and Dunckel Road south of Legacy Parkway at an estimated total cost of \$122,000, the Township’s share being approximately \$19,306 reimbursed by the Downtown Development Authority.

3. Approve Funding Commitment of \$20,000 for Dunckel Road re-surfacing project

Mr. Haas reviewed the memorandum and stated funds are available in the 2012 budget for street resurfacing. The Ingham County Road commission determines the yearly project(s) and has taken bids.

Cosgrove moved, Fauser supported, that the Downtown Development Authority Board of Directors allocates the \$20,000 in the DDA's 2012 Infrastructure Budget Street Improvements account number 248-731.00-969.000 to the Dunckel Road resurfacing project in accordance with the bid breakdown sheet provided by the Ingham County Road Commission.

A Roll Call Vote was recorded as follows:

Ayes: Cosgrove, Fauser, Fillion, Goodrich, Leighton, Miller, Olney, Bishop Kates

Absent: Olson

MOTION CARRIED

AGREEMENT FOR LOCAL ROAD IMPROVEMENT

DELHI TOWNSHIP

VARIOUS ROADS AS LISTED HEREIN

THIS AGREEMENT made and entered into between the Charter Township of Delhi, County of Ingham, Michigan (Township), and the County of Ingham (County) on behalf of the Ingham County Department of Transportation & Roads, (Road Department).

WITNESSETH

WHEREAS, Delhi Township desires that improvements be performed on the following streets:

Street	From	To	Length (ft)
Dunckel Street	Five Oaks Drive	S of Legacy Pkwy (780') + 300' by Trinity Church	1,080 total
South Ivywood Subdivision	Camperdown, Whistlewood & Mayapple Streets		2768 total

A total distance of approximately 0.73 miles, to include Hot In Place Recycling and complete paving of one course asphalt at 1 inch thickness, with curb and gutter repair and manhole adjustment where necessary at an estimated cost of \$ 122,000.00; and

WHEREAS, the County is willing to have the Road Department cause said improvements to be undertaken and to pay for a portion of the cost of said improvements; and

WHEREAS, the Township is willing to pay the remaining portion of the cost of said improvements.

WHEREAS, for 2012, the Road Department has allocated to Delhi Township's local roads, a maximum sum of \$66,000.00, plus carry-over from 2011 in the amount of \$33,000.00, for a total available in 2012 of \$99,000.00, which will be matched equally by the Township to the extent used; and

WHEREAS, Delhi Township and the former Ingham County Road Commission, now Road Department, successor agency of the Road Commission, have previously entered into an agreement committing an estimated \$164,000.00 of available 2012 local road match funds (\$82,000.00 each party) to a previous 2012 local road project, Pine Tree Road from Dell Road to north of Sandhill Road, leaving an estimated \$17,000.00 of Road Department 2012 match funds available; and

NOW THEREFORE IT IS AGREED AS FOLLOWS:

1. The Road Department shall cause the improvements identified above and incorporated herein by reference to be made by contractors per a bid that has been let during the construction season of the 2012 calendar year.
2. For the aforementioned improvement, the cost of which is estimated to be \$122,000.00, the County on behalf of the Road Department agrees to contribute toward the cost of the improvements proposed above up to the actual remaining 2012 Road Department match funds allocated to Delhi Township, after the above mentioned Pine Tree Road project is finalized, estimated to be \$17,000.00.
3. The final cost of the above proposed improvements in excess of the actual Road Department 2012 match funds remaining available to Delhi Township after finalization of the Pine Tree Road project,

estimated to be \$105,000 (\$122,000.00 estimated improvement cost less \$17,000.00), will be paid solely by the Township, provided, however, that the Township payment will not exceed five percent (5%) of the Township contribution established in this agreement (\$105,000.00) unless the Township agrees otherwise.

4. In the event the final cost of the improvements is less than the estimate, the cost savings shall first accrue to the Township for any final cost amounts equal to or above twice the actual Road Department match funds remaining available to Delhi Township after finalization of the Pine Tree Road project (estimated to be \$34,000.00), and then, for any final cost amounts below twice the actual Road Department match funds remaining available to Delhi Township after finalization of the Pine Tree Road project, be split between the parties.
5. The Road Department shall invoice the Township for its estimated contribution. No invoice shall be issued prior to completion of a majority of the work by Road Department personnel. Any excess cost due from the Township or owed to the Township shall be invoiced/paid after completion of the work and final costs have been calculated. All payments shall be made by the Township within thirty (30) days after invoice. Invoices which remain unpaid after thirty (30) days shall accrue interest at the rate of one percent (1%) per month until paid in full.
6. The contact person from the Township for this project is John Elsinga, Township Manager. The contact person from the Road Department is William Conklin, Managing Director.

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

CHARTER TOWNSHIP OF DELHI:

COUNTY OF INGHAM FOR
INGHAM COUNTY DEPARTMENT OF
TRANSPORTATION & ROADS:

STUART GOODRICH, Supervisor



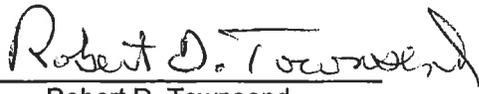
Dale Copeedge, Chairperson
County Board of Commissioners

EVAN HOPE, Clerk

Date: 8/30/12

Date: _____

APPROVED AS TO FORM
FOR COUNTY OF INGHAM
COHL, STOKER & TOSKEY, P.C.

By: 

Robert D. Townsend

DELHI CHARTER TOWNSHIP

MEMORANDUM

TO: Delhi Township Board Members

FROM: Stuart Goodrich, Township Supervisor

DATE: September 11, 2012

RE: FY 2012-2013 Lansing Economic Area Partnership, Inc. (LEAP)
Dues

Enclosed for your review and approval are the FY 2012-2013 dues for our membership with Lansing Economic Area Partnership, Inc. (LEAP) in the amount of \$15,000.

If you recall, the membership level for municipalities was reduced from \$35,000 per year to \$15,000 in 2011 in order for municipalities to more cost effectively participate in the beneficial services provided by LEAP.

I've enjoyed being a member of LEAP at the Governor level as it provides Delhi Township an equal standing at the Board of Directors table with the other large municipalities along with leaders from the private and non-profit sectors in the Lansing region. The focus of LEAP is to provide a single door for the Lansing region to the old and new economy through regional collaboration which Delhi excels at. LEAP has been instrumental in helping bring businesses to Delhi Township with the most recent being XG Sciences and I believe the Township would be well served in continuing our membership with LEAP. These funds were budgeted for in the FY 2012 budget.

Recommended Motion:

To approve Delhi Charter Township's participation in the Lansing Economic Area Partnership, Inc. (LEAP) at a cost of \$15,000 for fiscal year 2012-2013.



500 E. Michigan Ave, Ste 202
Lansing, MI 48912
517-702-3387 Fax: 517-702-3390

Invoice

Date	Pledge #
6/28/2012	646

Customer
Delhi Township Stuart Goodrich 2074 Aurelius Road Holt MI 48842

Description	Amount
Municipality Investment for 2012	15,000.00
Thank you for your support of the Greater Lansing Region	Total \$15,000.00



500 E. Michigan Avenue, Suite 202, Lansing, MI 48912
(517)702-3387 TEL (517)702-3390 FAX
www.LeapIncorporated.com

June 29, 2012

Mr. Stuart Goodrich
Delhi Township
2074 Aurelius Rd
Holt, MI 48842

Dear Mr. Goodrich,

*STU: It has been my pleasure building a new LEAP & better serve everyone. We have had much & very good interaction, continuously with your outstanding staff. I deeply appreciate your continued support & leadership.
Bob*

You can feel it and see it. I can feel and see it. Something very special is happening in Greater Lansing. Finally, for what has been decades or longer, our sleeping economic giant of a region, is awakening.

Greater Lansing has now climbed onto a national stage. We have taken our rightful place as one of the major economic drivers of Michigan, right alongside our friends in Ann Arbor and Grand Rapids. I know times are still tough and it is hard for us to sometimes get our arms around, and even believe in our own new economic leadership stature, but our time has arrived.

Let's hold our heads high with pride.

The independent facts are there:

- 1) #1 in Michigan for job growth among medium sized cities, #19 in America, up from #49 (Milken Institute).
- 2) Along with Austin, Chicago, Boston and other great city/regions in America, Lansing joined Kiplinger's Top Ten list as a great place for young people to live and work.
- 3) Second in the state for GDP growth.

Our region touts that we are: A leading entrepreneurial environment, Smart City award winner, #1 ranked Physics Department in U.S., home to the nation's largest and most diverse law school, the most technologically advanced Cadillac ever to be made, a nationally recognized community college, a reinvigorated international airport with new international trade designations, New York-style cultural and tourism attractions, a Lansing Chamber designated as one of only four state agencies to lead export/import initiatives, F-RIB continues to take off, a top ten river trail in the country, huge job and building expansions at several national headquarters within our insurance and biotech industries, public and private sector incubators growing new businesses from

nanotechnology to software development, the emergence of our region as a key Nuclear Accelerator region...and the list goes on.

There are many organizations and individuals who deserve credit for these achievements including, obviously, you.

Recently, Governor Snyder and the MEDC split the state into ten regions, each to be led by a key regional economic development agency. LEAP was named as that agency for Ingham, Eaton and Clinton counties. This critical designation is a privilege, but carries with it a major economic development responsibility to represent all of us in the region with a renewed sense of collaboration, competence and excellence.

As LEAP's new President and CEO, I personally assure you LEAP will meet this standard and more. We will be the best regional economic development agency. We will be super staffed. We will be effective with programs and professional economic development assistance. And we will be transparent.

But I need your continued help. Now, it is time for all of us together to make sure that our region's economic development agency, LEAP, is as good as our region. It's what we all deserve. It's what we all need and want.

It must be done.

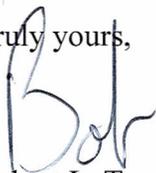
Let's continue to show the state, country and world, that we are going to be a leader, in every respect, in the 21st century.

That statement has to include our lead economic development agency as well. And it can only happen with the continued financial support of all within the private and public sectors. Including your support.

I thank you for your timely consideration with the attached invoice. Call or email me directly with any comments, suggestions or questions.

Now is the time to make a true difference.

Truly yours,

A handwritten signature in blue ink, appearing to read "Bob", written over the typed name.

Robert L. Trezise, Jr.
President and CEO
Lansing Economic Area Partnership (LEAP)

DELHI CHARTER TOWNSHIP

MEMORANDUM

TO: Delhi Township Board Members

FROM: John B. Elsinga, Township Manager

DATE: September 11, 2012

RE: Amendment No. 1 to Resolution No. 2011-023 – FY 2012 General Fund Budget

Enclosed for your review and approval is Amendment No. 1 to Resolution No. 2011-023 – FY 2012 General Fund Budget.

Revenues are projected to increase by a total of \$395,900 primarily due to a decrease of \$11,550 from Other Financing Sources Sale of Fixed Assets, an increase of \$194,620 received in grants and an \$188,800 increase in State Shared Revenue.

Changes in expenditures by department include an increase in Legislative of \$640, an increase in Manager's Office of \$4,540, a decrease in Accounting of \$30,230, a decrease in the Clerk's Office of \$3,450, a decrease in the IT Department of \$28,840, a decrease in the Treasurer's Office of \$11,330, an increase in Assessing of \$11,600, an increase in Elections of \$9,170, a decrease in Building and Grounds of \$16,120, a decrease in the Cemetery of \$590, an increase in Stormwater of \$5,950, an increase in Infrastructure of \$4,200, an increase in Community Development of \$7,360, a decrease in Parks Administration of \$1,640, an increase in Parks of \$261,390, a decrease in Recreation of \$4,595, an increase in Other Functions of \$10,000. These expenses, along with a transfer of \$5,340 to the Fire Fund and a transfer of \$29,090 to the Police Fund, result in a net increase in expenditures of \$252,485 primarily due to construction of the Valhalla Park Restroom/Pavilion of which 75% is reimbursable through the State grant.

These changes result in an increase in fund balance of \$143,415. However, when adjustments from recent Michigan Tax Tribunal (\$36,226) are accounted for fund balance will increase a total of \$107,189, changing the ending fund balance from \$4,596,682 to \$4,703,871.

RECOMMENDED MOTION:

To adopt Amendment No. 1 to Resolution No. 2011-023 for the Fiscal Year 2012 General Fund Budget.

DELHI CHARTER TOWNSHIP
 RESOLUTION NO. 2011-023
 F.Y. 2012 GENERAL FUND BUDGET
 AMENDMENT NO. 1

At a regular meeting of the Delhi Charter Township board held on Tuesday, September 18, 2012 at 7:30 p.m., the following motion was offered by _____ to amend the Fiscal Year 2012 General Fund Budget as follows:

Present:

Absent:

	2012 Adopted Budget	1st Budget Request	2012 Amended Budget
Revenue			
TAXES	\$ 3,058,300	\$ (9,160)	\$ 3,049,140
GRANTS AND REVENUE SHARING	1,637,000	383,860	2,020,860
OTHER REVENUE	966,000	32,700	998,700
CHARGES FOR SERVICES	768,890	4,000	772,890
FRANCHISE FEES	431,000	1,980	432,980
INTERGOV-LOCAL	185,160	0	185,160
LICENSES & PERMITS	172,500	(7,130)	165,370
INTEREST AND RENTALS	36,600	(12,000)	24,600
FINES & FORFEITURES	9,000	13,200	22,200
Total Revenue	7,264,450	407,450	7,671,900
Expenditures			
Legislative	101,360	640	102,000
Manager	312,030	4,540	316,570
Accounting	197,300	(30,230)	167,070
Clerk	237,740	(3,450)	234,290
Information Technology	387,180	(28,840)	358,340
Treasurer	246,860	(11,330)	235,530
Assessing	278,920	11,600	290,520
Elections	84,220	9,170	93,390
Bldg & Grds	292,810	(16,120)	276,690
Cemetery	108,210	(590)	107,620
Stormwater	282,180	5,950	288,130
Infrastructure	602,000	4,200	606,200
Comm Dev	623,770	7,360	631,130
Parks Admin	176,960	(1,640)	175,320
Parks	499,630	261,390	761,020
Recreation	186,135	(4,595)	181,540
Other Functions	357,720	10,000	367,720
Debt Service	42,070	0	42,070
Total Expenditures	5,017,095	218,055	5,235,150
Other Financing Sources (Uses)			
Sale of Fixed Assets	68,850	(11,550)	57,300
Transfer Out to Fire Fund	(568,620)	(5,340)	(573,960)
Transfer Out to Police Fund	(1,128,070)	(29,090)	(1,157,160)
Total Other Financing Sources (Uses)	(1,627,840)	(45,980)	(1,673,820)
Revenues Over (Under) Expenditures	619,515	143,415	762,930
Fund Balance, Beginning	3,977,167	-	3,977,167
Fund Balance Adjustments - MTT			(36,226)
Fund Balance, Ending	\$ 4,596,682	\$ -	\$ 4,703,871

AYES

NAYS

ABSENT

The foregoing Resolution declared adopted on September 18, 2012.

EVAN HOPE, TOWNSHIP CLERK

STATE OF MICHIGAN)

)SS

COUNTY OF INGHAM)

I, the undersigned, the duly qualified and acting Township Clerk for the Charter Township of Delhi, Ingham County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and complete copy of certain proceedings taken by the Township Board at a regular meeting held on the 18th day of September, 2012.

IN WITNESS WHEREOF, I have hereunto affixed my official signature this 18th day of September 2012.

EVAN HOPE, TOWNSHIP CLERK

GL NUMBER	DESCRIPTION	2012 BUDGET	BUDGET REQUEST #1	2012 AMENDED BUDGET	NOTES
Fund 101 - GENERAL FUND					
ESTIMATED REVENUES					
101-000.00-403.000	CUR REAL & PERS PROP TAX	2,612,000	(14,000)	2,598,000	
101-000.00-404.000	IFT/CFT & SERVICE FEES	17,000	0	17,000	
101-000.00-423.000	TRAILER PARK FEES	5,200	(60)	5,140	
101-000.00-445.000	DELQ TAX	3,100	2,900	6,000	
101-000.00-445.005	DELINQUENT INTEREST & PENALTY	23,000	2,000	25,000	
101-000.00-447.000	PROPERTY TAX ADMIN FEE	398,000	0	398,000	
101-000.00-451.000	BUILDING PERMITS	68,000	(980)	67,020	
101-000.00-453.000	SOIL EROSION & SEDIMENTATION CTRL PERMIT	20,500	(6,500)	14,000	
101-000.00-455.000	ELECTRICAL PERMIT FEES	23,500	0	23,500	
101-000.00-456.000	PLUMBING PERMIT FEES	13,000	0	13,000	
101-000.00-457.000	MECHANICAL PERMIT FEES	23,000	0	23,000	
101-000.00-458.000	FIRE INSPECTION FEES	1,000	2,200	3,200	
101-000.00-460.000	FIRE DEPT. BURNING PERMITS	2,500	0	2,500	
101-000.00-476.000	MISC LICENSES, PERMITS & FEES	3,300	0	3,300	
101-000.00-570.000	STATE GRANTS	0	194,620	194,620	
101-000.00-574.020	STATE REV SHAR-SALES CONSTIT.	1,627,000	150,000	1,777,000	
101-000.00-574.021	STATE REV SHAR-SALES STATUTORY	0	38,800	38,800	
101-000.00-574.030	RETURNABLE LIQ LICENSE FEES	9,900	0	9,900	
101-000.00-574.040	STATE SHARED REV-RIGHT OF WAY	10,000	440	10,440	
101-000.00-587.000	DISTRICT LIBRARY CONTRIBUTIONS	18,000	0	18,000	
101-000.00-620.000	RENTAL REGISTRATION & INSPECT	92,800	8,980	101,780	
101-000.00-623.000	REZONING APPLICATION FEES	2,000	(1,000)	1,000	
101-000.00-624.000	SPECIAL USE PERMITS	4,800	(600)	4,200	
101-000.00-625.000	BOARD OF APPEAL FEES	1,000	(250)	750	
101-000.00-628.000	SITE PLAN REVIEW FEES	7,000	(2,880)	4,120	
101-000.00-631.000	FIRE INSPECTIONS	22,500	0	22,500	
101-000.00-632.000	FIRE DEPARTMENT SERVICE FEES	80,000	0	80,000	
101-000.00-632.010	FIRE DEPT EDUCATIONAL REVENUE	3,500	(2,000)	1,500	
101-000.00-633.000	AMBULANCE FEES	600,000	20,000	620,000	
101-000.00-634.000	CEMETERY - BURIAL FEES	23,000	0	23,000	
101-000.00-635.000	CEMETERY - LOT SALES	25,000	0	25,000	
101-000.00-640.000	COPIES/FAX/SEARCH REVENUE	200	(100)	100	
101-000.00-651.010	RECREATION FEES	85,440	0	85,440	
101-000.00-651.020	PARKS FACILITY FEES	5,000	0	5,000	

GL NUMBER	DESCRIPTION	2012 BUDGET	BUDGET REQUEST #1	2012 AMENDED BUDGET	NOTES
101-000.00-651.060	SENIOR CITIZEN EVENT REVENUE	25,000	0	25,000	
101-000.00-660.000	CODE ENFORCEMENT REVENUE	9,000	13,200	22,200	
101-000.00-664.000	INTEREST	20,000	(12,000)	8,000	
101-000.00-669.020	COMMUNICATION TOWER LEASE FEE	16,600	0	16,600	
101-000.00-672.010	STREETLIGHT SPECIAL ASSESSMENT	315,000	(6,300)	308,700	
101-000.00-672.020	BLACKTOP & ROAD SPECIAL ASSESSMENTS	16,000	12,000	28,000	
101-000.00-672.030	SIDEWALK ASSESSMENT	0	7,000	7,000	
101-000.00-673.000	SALE OF FIXED ASSETS	68,850	(11,550)	57,300	
101-000.00-676.010	ELECTION EXPENSE REIMBURSEMENT	15,000	0	15,000	
101-000.00-687.000	REFUNDS/REBATE/REIMBURSEMENTS	21,000	0	21,000	
101-000.00-694.000	MISCELLANEOUS REVENUE	4,000	0	4,000	
101-000.00-694.010	TRI-COUNTY METRO REIMBURSEMENT	10,000	0	10,000	
101-000.00-694.020	CABLE FRANCHISE FEES	300,000	0	300,000	
101-000.00-694.025	AT&T FRANCHISE FEE	15,700	6,300	22,000	
101-000.00-694.030	BWL FRANCHISE FEE	115,300	(4,320)	110,980	
101-000.00-699.030	COST ALLOCATION-FROM SEWER FU	384,450	0	384,450	
101-000.00-699.110	TRANSFER IN - DELHI DDA	167,160	0	167,160	
TOTAL ESTIMATED REVENUES		7,333,300	395,900	7,729,200	

EXPENDITURES

Dept 101.00-LEGISLATIVE

101-101.00-707.000	BOARD OF TRUSTEES-SALARY	64,740	0	64,740	
101-101.00-715.000	SOCIAL SECURITY/MEDICARE	2,230	640	2,870	
101-101.00-717.000	LIFE INSURANCE	310	0	310	
101-101.00-718.000	PENSION CONTRIBUTION	1,330	0	1,330	
101-101.00-724.000	WORKERS COMP	130	0	130	
101-101.00-802.000	MEMBERSHIPS,DUES,SUBS	30,120	0	30,120	
101-101.00-956.000	MISCELLANEOUS	500	0	500	
101-101.00-960.000	EDUCATION & TRAINING	2,000	0	2,000	
Totals for dept 101.00-LEGISLATIVE		101,360	640	102,000	

GL NUMBER	DESCRIPTION	2012 BUDGET	BUDGET REQUEST #1	2012 AMENDED BUDGET	NOTES
Dept 171.00-MANAGER					
101-171.00-703.000	SALARIES	219,320	850	220,170	
101-171.00-703.001	DEPUTY SALARY	2,500	0	2,500	
101-171.00-703.010	OVERTIME	920	(920)	0	
101-171.00-715.000	SOCIAL SECURITY/MEDICARE	18,480	0	18,480	
101-171.00-716.000	HEALTH INSURANCE	21,490	4,610	26,100	
101-171.00-716.010	DENTAL INSURANCE	3,860	0	3,860	
101-171.00-717.000	LIFE INSURANCE	1,120	0	1,120	
101-171.00-718.000	PENSION CONTRIBUTION	21,940	0	21,940	
101-171.00-719.000	DISABILITY INSURANCE	1,670	0	1,670	
101-171.00-723.000	AUTOMOBILE EXPENSE ALLOWANCE	10,370	0	10,370	
101-171.00-724.000	WORKERS COMP	990	0	990	
101-171.00-726.000	OFFICE SUPPLIES	250	0	250	
101-171.00-802.000	MEMBERSHIPS,DUES,SUBS	3,600	0	3,600	
101-171.00-853.000	TELEPHONE/COMMUNICATIONS	320	0	320	
101-171.00-956.000	MISCELLANEOUS	1,200	0	1,200	
101-171.00-960.000	EDUCATION & TRAINING	4,000	0	4,000	
Totals for dept 171.00-MANAGER		312,030	4,540	316,570	
Dept 191.00-ACCOUNTING					
101-191.00-703.000	SALARIES	115,700	(68,700)	47,000	
101-191.00-703.005	PART TIME HELP	21,700	2,300	24,000	
101-191.00-715.000	SOCIAL SECURITY/MEDICARE	9,500	(5,500)	4,000	
101-191.00-716.000	HEALTH INSURANCE	17,300	(4,500)	12,800	
101-191.00-716.010	DENTAL INSURANCE	2,800	(1,780)	1,020	
101-191.00-717.000	LIFE INSURANCE	600	(300)	300	
101-191.00-718.000	PENSION CONTRIBUTION	12,300	(6,800)	5,500	
101-191.00-719.000	DISABILITY INSURANCE	900	(500)	400	
101-191.00-724.000	WORKERS COMP	600	(250)	350	
101-191.00-726.000	OFFICE SUPPLIES	1,200	0	1,200	
101-191.00-802.000	MEMBERSHIPS,DUES,SUBS	1,700	(300)	1,400	
101-191.00-807.000	AUDIT FEES	6,000	500	6,500	
101-191.00-818.000	CONTRACTED SERVICES	0	60,000	60,000	
101-191.00-956.000	MISCELLANEOUS	1,000	(500)	500	
101-191.00-960.000	EDUCATION & TRAINING	6,000	(3,900)	2,100	
Totals for dept 191.00-ACCOUNTING		197,300	(30,230)	167,070	

GL NUMBER	DESCRIPTION	2012 BUDGET	BUDGET REQUEST #1	2012 AMENDED BUDGET	NOTES
Dept 215.00-CLERK					
101-215.00-703.000	SALARIES	150,900	570	151,470	
101-215.00-703.001	DEPUTY SALARY	2,500	0	2,500	
101-215.00-715.000	SOCIAL SECURITY/MEDICARE	11,740	0	11,740	
101-215.00-716.000	HEALTH INSURANCE	34,730	(830)	33,900	
101-215.00-716.010	DENTAL INSURANCE	3,370	(140)	3,230	
101-215.00-717.000	LIFE INSURANCE	770	0	770	
101-215.00-718.000	PENSION CONTRIBUTION	15,090	0	15,090	
101-215.00-719.000	DISABILITY INSURANCE	1,150	0	1,150	
101-215.00-724.000	WORKERS COMP	490	0	490	
101-215.00-740.000	MATERIAL & SUPPLIES	1,500	(500)	1,000	
101-215.00-817.000	CODIFICATION OF TWP ORDINANCES	3,000	0	3,000	
101-215.00-818.000	CONTRACTUAL SERVICES	1,000	(800)	200	
101-215.00-870.000	MILEAGE	250	0	250	
101-215.00-902.000	PUBLISHING/LEGAL NOTICES	8,000	(1,000)	7,000	
101-215.00-956.000	MISCELLANEOUS	250	250	500	
101-215.00-960.000	EDUCATION & TRAINING	3,000	(1,000)	2,000	
Totals for dept 215.00-CLERK		237,740	(3,450)	234,290	
Dept 228.00-INFORMATION TECHNOLOGY					
101-228.00-703.000	SALARIES	115,560	360	115,920	
101-228.00-703.005	PART TIME HELP	9,200	2,800	12,000	
101-228.00-703.007	LONGEVITY	1,350	0	1,350	
101-228.00-715.000	SOCIAL SECURITY/MEDICARE	10,000	300	10,300	
101-228.00-716.000	HEALTH INSURANCE	18,540	0	18,540	
101-228.00-716.010	DENTAL INSURANCE	1,480	0	1,480	
101-228.00-717.000	LIFE INSURANCE	600	0	600	
101-228.00-718.000	PENSION CONTRIBUTION	11,560	0	11,560	
101-228.00-719.000	DISABILITY INSURANCE	880	0	880	
101-228.00-724.000	WORKERS COMP	510	0	510	
101-228.00-740.000	MATERIAL & SUPPLIES	8,500	(500)	8,000	
101-228.00-818.000	CONTRACTUAL SERVICES	15,600	(10,100)	5,500	
101-228.00-853.000	TELEPHONE/COMMUNICATIONS	3,000	0	3,000	
101-228.00-870.000	MILEAGE	1,000	(600)	400	
101-228.00-930.001	HARDWARE MAINTENANCE	19,500	0	19,500	
101-228.00-930.025	COMPUTER EQUIPMENT	20,000	0	20,000	
101-228.00-930.030	COMPUTER SOFTWARE MAINTENANCE	47,300	0	47,300	
101-228.00-932.000	COMPUTER PROGRAM CHANGES	2,500	0	2,500	
101-228.00-956.000	MISCELLANEOUS	500	0	500	
101-228.00-960.000	EDUCATION & TRAINING	5,600	(2,100)	3,500	
101-228.00-970.000	CAPITAL OUTLAY	94,000	(19,000)	75,000	
Totals for dept 228.00-INFORMATION TECHNOLOGY		387,180	(28,840)	358,340	

GL NUMBER	DESCRIPTION	2012 BUDGET	BUDGET REQUEST #1	2012 AMENDED BUDGET	NOTES
Dept 253.00-TREASURERS					
101-253.00-703.000	SALARIES	123,260	470	123,730	
101-253.00-703.001	DEPUTY SALARY	2,500	0	2,500	
101-253.00-703.005	PART TIME HELP	38,500	0	38,500	
101-253.00-715.000	SOCIAL SECURITY/MEDICARE	9,800	0	9,800	
101-253.00-716.000	HEALTH INSURANCE	20,400	(400)	20,000	
101-253.00-716.010	DENTAL INSURANCE	3,500	(100)	3,400	
101-253.00-717.000	LIFE INSURANCE	500	0	500	
101-253.00-718.000	PENSION CONTRIBUTION	11,600	0	11,600	
101-253.00-719.000	DISABILITY INSURANCE	800	0	800	
101-253.00-724.000	WORKERS COMP	700	0	700	
101-253.00-726.000	OFFICE SUPPLIES	1,000	0	1,000	
101-253.00-729.001	TAX BILL PRINTING	14,000	0	14,000	
101-253.00-802.000	MEMBERSHIPS,DUES,SUBS	600	0	600	
101-253.00-815.000	COURT FILING/SERVICE FEES	1,500	0	1,500	
101-253.00-870.000	MILEAGE	200	200	400	
101-253.00-930.020	EQUIPMENT MAIN & REPAIR	500	500	1,000	
101-253.00-956.000	MISCELLANEOUS	500	0	500	
101-253.00-960.000	EDUCATION & TRAINING	5,000	0	5,000	
101-253.00-964.000	TAX ADJUSTMENTS TO COUNTY/TWP	12,000	(12,000)	0	
Totals for dept 253.00-TREASURERS		246,860	(11,330)	235,530	
Dept 257.00-ASSESSING					
101-257.00-703.000	SALARIES	115,700	47,400	163,100	
101-257.00-703.005	PART TIME HELP	49,500	(48,900)	600	
101-257.00-703.010	OVERTIME	1,400	0	1,400	
101-257.00-708.000	BOARD OF REVIEW	2,700	0	2,700	
101-257.00-715.000	SOCIAL SECURITY/MEDICARE	13,000	500	13,500	
101-257.00-716.000	HEALTH INSURANCE	29,200	(3,800)	25,400	
101-257.00-716.010	DENTAL INSURANCE	2,800	1,600	4,400	
101-257.00-717.000	LIFE INSURANCE	600	250	850	
101-257.00-718.000	PENSION CONTRIBUTION	11,600	4,710	16,310	
101-257.00-719.000	DISABILITY INSURANCE	900	340	1,240	
101-257.00-724.000	WORKERS COMP	1,800	0	1,800	
101-257.00-729.000	ASSESSMENT NOTICES/PP STATEMETS	7,450	0	7,450	
101-257.00-730.000	GASOLINE	820	0	820	
101-257.00-740.000	MATERIAL & SUPPLIES	2,000	(500)	1,500	
101-257.00-801.000	LEGAL FEES	15,250	10,000	25,250	
101-257.00-802.000	MEMBERSHIPS,DUES,SUBS	810	0	810	
101-257.00-818.000	CONTRACTUAL SERVICES	18,000	0	18,000	
101-257.00-870.000	MILEAGE	200	0	200	
101-257.00-930.020	EQUIPMENT MAIN & REPAIR	550	0	550	
101-257.00-931.000	VEHICLE REPAIR/MAINTENANCE	1,200	0	1,200	
101-257.00-956.000	MISCELLANEOUS	250	0	250	
101-257.00-960.000	EDUCATION & TRAINING	3,190	0	3,190	
Totals for dept 257.00-ASSESSING		278,920	11,600	290,520	

GL NUMBER	DESCRIPTION	2012 BUDGET	BUDGET REQUEST #1	2012 AMENDED BUDGET	NOTES
Dept 262.00-ELECTIONS					
101-262.00-701.000	ELECTION INSPECTORS	49,040	11,370	60,410	
101-262.00-703.005	PART TIME HELP	1,000	0	1,000	
101-262.00-715.000	SOCIAL SECURITY/MEDICARE	400	(200)	200	
101-262.00-718.000	PENSION CONTRIBUTION	80	0	80	
101-262.00-724.000	WORKERS COMP	200	0	200	
101-262.00-726.000	OFFICE SUPPLIES	10,000	(3,000)	7,000	
101-262.00-803.000	POSTAGE	5,000	1,000	6,000	
101-262.00-818.000	CONTRACTED SERVICES	0	8,500	8,500	
101-262.00-818.035	CONTRACTED COUNTY SERVICES	18,000	(9,000)	9,000	
101-262.00-956.000	MISCELLANEOUS	500	500	1,000	
Totals for dept 262.00-ELECTIONS		84,220	9,170	93,390	

Dept 265.00-BUILDING & GROUNDS					
101-265.00-703.000	SALARIES	31,700	\$ -	\$ 31,700	
101-265.00-703.005	PART TIME HELP	260	0	260	
101-265.00-703.010	OVERTIME	2,190	0	2,190	
101-265.00-715.000	SOCIAL SECURITY/MEDICARE	2,670	0	2,670	
101-265.00-716.000	HEALTH INSURANCE	7,620	0	7,620	
101-265.00-716.010	DENTAL INSURANCE	930	0	930	
101-265.00-717.000	LIFE INSURANCE	170	0	170	
101-265.00-718.000	PENSION CONTRIBUTION	3,170	0	3,170	
101-265.00-719.000	DISABILITY INSURANCE	250	0	250	
101-265.00-724.000	WORKERS COMP	730	0	730	
101-265.00-730.000	GASOLINE	1,440	290	1,730	
101-265.00-775.001	EQUIPMENT & SUPPLIES	5,800	0	5,800	
101-265.00-805.000	ENGINEERING SERVICES	2,000	0	2,000	
101-265.00-818.000	CONTRACTUAL SERVICES	54,520	0	54,520	
101-265.00-853.000	TELEPHONE/COMMUNICATIONS	17,700	0	17,700	
101-265.00-921.030	UTILITIES - WATER	6,290	1,080	7,370	
101-265.00-921.035	UTILITIES - SEWER	3,540	800	4,340	
101-265.00-921.040	UTILITIES - ELECTRIC	77,000	(5,660)	71,340	
101-265.00-921.045	UTILITIES - GAS	28,600	(12,630)	15,970	
101-265.00-930.000	BUILDING MAINTENANCE & REPAIRS	33,900	0	33,900	
101-265.00-930.020	EQUIPMENT MAIN & REPAIR	1,730	0	1,730	
101-265.00-956.000	MISCELLANEOUS	600	0	600	
101-265.00-970.000	CAPITAL OUTLAY	10,000	0	10,000	
Totals for dept 265.00-BUILDING & GROUNDS		292,810	(16,120)	276,690	

GL NUMBER	DESCRIPTION	2012 BUDGET	BUDGET REQUEST #1	2012 AMENDED BUDGET	NOTES
Dept 276.00-CEMETERY					
101-276.00-703.000	SALARIES	38,780	\$ -	\$ 38,780	
101-276.00-703.005	PART TIME HELP	8,300	(2,930)	5,370	
101-276.00-703.010	OVERTIME	2,530	0	2,530	
101-276.00-715.000	SOCIAL SECURITY/MEDICARE	3,880	0	3,880	
101-276.00-716.000	HEALTH INSURANCE	12,500	0	12,500	
101-276.00-716.010	DENTAL INSURANCE	1,520	0	1,520	
101-276.00-717.000	LIFE INSURANCE	280	0	280	
101-276.00-718.000	PENSION CONTRIBUTION	3,880	0	3,880	
101-276.00-719.000	DISABILITY INSURANCE	420	0	420	
101-276.00-724.000	WORKERS COMP	1,050	0	1,050	
101-276.00-730.000	GASOLINE	2,360	470	2,830	
101-276.00-731.000	PROPANE GAS	250	0	250	
101-276.00-775.001	EQUIPMENT & SUPPLIES	5,800	0	5,800	
101-276.00-818.000	CONTRACTUAL SERVICES	18,190	1,870	20,060	
101-276.00-853.000	TELEPHONE/COMMUNICATIONS	120	0	120	
101-276.00-921.040	UTILITIES - ELECTRIC	770	0	770	
101-276.00-930.000	BUILDING MAINTENANCE & REPAIRS	500	0	500	
101-276.00-930.020	EQUIPMENT MAIN & REPAIR	3,830	0	3,830	
101-276.00-956.000	MISCELLANEOUS	2,500	0	2,500	
101-276.00-960.000	EDUCATION & TRAINING	250	0	250	
101-276.00-967.020	TWP PROPERTIES-DRAIN/TAXES/SAD	500	0	500	
Totals for dept 276.00-CEMETERY		108,210	(590)	107,620	
Dept 281.00-STORMWATER					
101-281.00-703.000	SALARIES	23,150	\$ -	\$ 23,150	
101-281.00-703.005	PART TIME HELP	12,470	0	12,470	
101-281.00-703.010	OVERTIME	650	0	650	
101-281.00-715.000	SOCIAL SECURITY/MEDICARE	2,810	0	2,810	
101-281.00-716.000	HEALTH INSURANCE	5,290	0	5,290	
101-281.00-716.010	DENTAL INSURANCE	650	0	650	
101-281.00-717.000	LIFE INSURANCE	120	0	120	
101-281.00-718.000	PENSION CONTRIBUTION	2,320	0	2,320	
101-281.00-719.000	DISABILITY INSURANCE	180	0	180	
101-281.00-724.000	WORKERS COMP INSUR	730	0	730	
101-281.00-726.000	OFFICE SUPPLIES	500	0	500	
101-281.00-730.000	GASOLINE	1,000	200	1,200	
101-281.00-741.000	OTHER OPERATING EXPENSES	500	0	500	
101-281.00-742.000	LABORATORY SUPPLIES	1,000	0	1,000	
101-281.00-745.000	OFF-SITE LAB TESTING	1,000	0	1,000	
101-281.00-775.003	SAFETY EQUIPMENT AND SUPPLIES	500	0	500	
101-281.00-801.000	LEGAL FEES	2,000	0	2,000	
101-281.00-805.000	ENGINEERING SERVICES	2,000	0	2,000	
101-281.00-818.225	SOLID WASTE DISPOSAL	1,000	0	1,000	
101-281.00-928.000	REGULATORY FEES	9,310	2,400	11,710	
101-281.00-930.020	EQUIPMENT MAIN & REPAIR	1,200	6,550	7,750	
101-281.00-956.000	MISCELLANEOUS	200	0	200	
101-281.00-956.005	COMMUNITY OUTREACH PROGRAMS	12,600	(3,200)	9,400	
101-281.00-960.000	EDUCATION & TRAINING	1,000	0	1,000	
101-281.00-967.010	TOWNSHIP-AT-LARGE DRAINS	200,000	0	200,000	
Totals for dept 281.00-STORMWATER		282,180	5,950	288,130	

GL NUMBER	DESCRIPTION	2012 BUDGET	BUDGET REQUEST #1	2012 AMENDED BUDGET	NOTES
Dept 446.00-INFRASTRUCTURE					
101-446.00-922.000	STREETLIGHTS	360,000	0	360,000	
101-446.00-969.000	STREET IMPROVEMENTS	72,000	104,200	176,200	
101-446.00-969.002	SIDEWALK IMPROVEMENT/REPAIR	170,000	(100,000)	70,000	
Totals for dept 446.00-INFRASTRUCTURE		602,000	4,200	606,200	
Dept 721.00-PLANNING/COMMUNITY DEVELOPMENT					
101-721.00-703.000	SALARIES	319,000	1,200	320,200	
101-721.00-704.000	PLANNING COMMISSION SALARIES	13,140	(3,840)	9,300	
101-721.00-715.000	SOCIAL SECURITY/MEDICARE	25,750	0	25,750	
101-721.00-716.000	HEALTH INSURANCE	71,200	(1,690)	69,510	
101-721.00-716.010	DENTAL INSURANCE	8,050	450	8,500	
101-721.00-717.000	LIFE INSURANCE	1,650	0	1,650	
101-721.00-718.000	PENSION CONTRIBUTION	31,900	120	32,020	
101-721.00-719.000	DISABILITY INSURANCE	2,450	0	2,450	
101-721.00-724.000	WORKERS COMPENSATION INSURANCE	1,500	0	1,500	
101-721.00-725.000	CLOTHING/CLEANING ALLOWANCE	1,000	0	1,000	
101-721.00-726.000	OFFICE SUPPLIES	2,800	0	2,800	
101-721.00-730.000	GASOLINE	3,660	0	3,660	
101-721.00-801.000	LEGAL FEES	8,000	0	8,000	
101-721.00-802.000	MEMBERSHIPS,DUES,SUBSCRIPTIONS	1,800	0	1,800	
101-721.00-803.000	POSTAGE	1,800	0	1,800	
101-721.00-818.000	CONTRACTUAL SERVICES	26,150	(3,200)	22,950	
101-721.00-818.040	CONTR SERV-PLANNING FUNCTIONS	15,000	0	15,000	
101-721.00-853.000	TELEPHONE/COMMUNICATIONS	2,900	480	3,380	
101-721.00-870.000	MILEAGE	320	0	320	
101-721.00-902.000	PUBLISHING/LEGAL NOTICES	2,400	0	2,400	
101-721.00-930.062	NSP-1953 ADELPHA	50,000	0	50,000	
101-721.00-931.000	VEHICLE REPAIR/MAINTENANCE	2,500	0	2,500	
101-721.00-941.000	OFFICE EQUIPMENT LEASE	4,400	0	4,400	
101-721.00-956.000	MISCELLANEOUS	1,500	0	1,500	
101-721.00-958.000	CODE ENFORCEMENT EXPENSE	9,000	13,200	22,200	
101-721.00-959.000	SOIL EROSION & SED CNTRL EXPENSE	500	640	1,140	
101-721.00-960.000	EDUCATION & TRAINING	6,500	0	6,500	
101-721.00-970.000	CAPITAL OUTLAY	8,900	0	8,900	
Totals for dept 721.00-PLANNING/COMMUNITY DEVELOPMENT		623,770	7,360	631,130	

GL NUMBER	DESCRIPTION	2012 BUDGET	BUDGET REQUEST #1	2012 AMENDED BUDGET	NOTES
Dept 752.00-PARKS ADMINISTRATION					
101-752.00-703.000	SALARIES	108,270	410	108,680	
101-752.00-703.005	PART TIME HELP	500	(500)	0	
101-752.00-703.010	OVERTIME	1,000	0	1,000	
101-752.00-704.001	PARK COMMISSION COMPENSATION	5,460	(1,200)	4,260	
101-752.00-715.000	SOCIAL SECURITY/MEDICARE	8,820	(100)	8,720	
101-752.00-716.000	HEALTH INSURANCE	11,110	(250)	10,860	
101-752.00-716.010	DENTAL INSURANCE	1,130	0	1,130	
101-752.00-717.000	LIFE INSURANCE	550	0	550	
101-752.00-718.000	PENSION CONTRIBUTION	10,830	0	10,830	
101-752.00-719.000	DISABILITY INSURANCE	830	0	830	
101-752.00-724.000	WORKERS COMP INSUR	1,910	0	1,910	
101-752.00-726.000	OFFICE SUPPLIES	2,000	0	2,000	
101-752.00-802.000	MEMBERSHIPS, DUES, SUBS	0	1,000	1,000	
101-752.00-803.000	POSTAGE	1,500	0	1,500	
101-752.00-818.000	CONTRACTUAL SERVICES	7,500	0	7,500	
101-752.00-853.000	TELEPHONE/COMMUNICATIONS	7,550	0	7,550	
101-752.00-956.000	MISCELLANEOUS	1,000	0	1,000	
101-752.00-960.000	EDUCATION & TRAINING	6,000	(1,000)	5,000	
101-752.00-967.000	MASTER PLAN RESEARCH	1,000	0	1,000	
Totals for dept 752.00-PARKS ADMINISTRATION		176,960	(1,640)	175,320	
Dept 771.00-PARKS					
101-771.00-703.000	SALARIES	49,510	200	49,710	
101-771.00-703.005	PART TIME HELP	74,810	0	74,810	
101-771.00-703.010	OVERTIME	2,400	0	2,400	
101-771.00-703.051	SEASONAL LABOR	72,300	0	72,300	
101-771.00-715.000	SOCIAL SECURITY/MEDICARE	15,230	0	15,230	
101-771.00-716.000	HEALTH INSURANCE	16,100	(390)	15,710	
101-771.00-716.010	DENTAL INSURANCE	1,750	0	1,750	
101-771.00-717.000	LIFE INSURANCE	260	0	260	
101-771.00-718.000	PENSION CONTRIBUTION	4,960	0	4,960	
101-771.00-719.000	DISABILITY INSURANCE	380	0	380	
101-771.00-724.000	WORKERS COMP INSUR	5,020	0	5,020	
101-771.00-725.000	CLOTHING/CLEANING ALLOWANCE	2,500	0	2,500	
101-771.00-730.000	GASOLINE	10,000	0	10,000	
101-771.00-748.000	TOOLS	2,500	0	2,500	
101-771.00-775.001	EQUIPMENT & SUPPLIES	8,000	0	8,000	
101-771.00-775.003	SAFETY EQUIPMENT AND SUPPLIES	500	0	500	
101-771.00-818.000	CONTRACTUAL SERVICES	28,300	0	28,300	
101-771.00-921.030	UTILITIES - WATER	5,250	0	5,250	
101-771.00-921.035	UTILITIES - SEWER	2,100	0	2,100	
101-771.00-921.040	UTILITIES - ELECTRIC	33,000	0	33,000	
101-771.00-921.045	UTILITIES - GAS	3,850	0	3,850	
101-771.00-930.000	BLDG & GRDS MAINT & REPAIRS	15,000	0	15,000	
101-771.00-930.010	GROUNDS MAINTENANCE & REPAIRS	15,000	5,000	20,000	
101-771.00-930.020	EQUIPMENT MAIN & REPAIR	10,000	0	10,000	
101-771.00-931.000	VEHICLE REPAIR/MAINTENANCE	5,000	0	5,000	
101-771.00-956.000	MISCELLANEOUS	1,000	1,000	2,000	
101-771.00-970.000	CAPITAL OUTLAY	114,910	0	114,910	
101-771.00-974.240	VALHALLA PARK PAV/RESTROOM	0	255,580	255,580	
Totals for dept 771.00-PARKS		499,630	261,390	761,020	

GL NUMBER	DESCRIPTION	2012 BUDGET	BUDGET REQUEST #1	2012 AMENDED BUDGET	NOTES
Dept 774.00-RECREATION					
101-774.00-703.000	SALARIES	51,800	200	52,000	
101-774.00-703.030	INDOOR SUPERVISION	1,905	(1,905)	0	
101-774.00-704.020	OFFICIALS	30,670	(30,670)	0	
101-774.00-715.000	SOCIAL SECURITY/MEDICARE	6,660	(2,680)	3,980	
101-774.00-716.000	HEALTH INSURANCE	13,090	(310)	12,780	
101-774.00-716.010	DENTAL INSURANCE	1,060	0	1,060	
101-774.00-717.000	LIFE INSURANCE	270	0	270	
101-774.00-718.000	PENSION CONTRIBUTION	5,180	0	5,180	
101-774.00-719.000	DISABILITY INSURANCE	400	0	400	
101-774.00-724.000	WORKERS COMP INSUR	2,200	(890)	1,310	
101-774.00-739.000	T-SHIRTS & UNIFORMS	15,000	0	15,000	
101-774.00-739.001	AWARDS & TROPHIES	2,500	0	2,500	
101-774.00-775.001	EQUIPMENT & SUPPLIES	15,500	0	15,500	
101-774.00-802.001	ASA MEN'S FEES-SOFTBALL	1,200	0	1,200	
101-774.00-802.002	ADULT SOFTBALL UMPIRES	0	14,400	14,400	
101-774.00-806.000	SPECIAL CLASS INSTRUCTORS	2,600	(2,600)	0	
101-774.00-809.000	SENIOR CITIZEN TRIPS	25,000	0	25,000	
101-774.00-812.000	RECREATION ENTRY FEES	1,300	0	1,300	
101-774.00-818.000	CONTRACTUAL SERVICES	0	19,860	19,860	
101-774.00-910.001	ASA FIELD INSURANCE	300	0	300	
101-774.00-956.000	MISCELLANEOUS	7,000	0	7,000	
101-774.00-956.040	HOLIDAY PROJECTS	2,500	0	2,500	
Totals for dept 774.00-RECREATION		186,135	(4,595)	181,540	
Dept 850.00-OTHER FUNCTIONS					
101-850.00-714.000	RETIREE'S BENEFITS	195,820	0	195,820	
101-850.00-720.000	UNEMPLOYMENT-REIMBURSEMENT	5,000	0	5,000	
101-850.00-726.000	OFFICE SUPPLIES	8,000	0	8,000	
101-850.00-801.000	LEGAL FEES	15,000	(5,000)	10,000	
101-850.00-803.000	POSTAGE	10,000	0	10,000	
101-850.00-818.000	CONTRACTUAL SERVICES	12,000	9,000	21,000	
101-850.00-902.001	NEWSLETTER	6,600	0	6,600	
101-850.00-910.000	INSURANCE & BONDS	57,500	(6,000)	51,500	
101-850.00-930.020	EQUIPMENT MAIN & REPAIR	11,000	0	11,000	
101-850.00-941.000	OFFICE EQUIPMENT LEASE	2,300	0	2,300	
101-850.00-956.000	MISCELLANEOUS	30,000	0	30,000	
101-850.00-960.005	GROUP EDUCATION & TRAINING	3,000	0	3,000	
101-850.00-964.000	TAX ADJUSTMENTS TO COUNTY/TWP	0	12,000	12,000	
101-850.00-967.020	TWP PROPERTIES-DRAIN/TAXES/SAD	1,500	0	1,500	
101-850.00-999.206	TRANSFER OUT TO FIRE FUND	568,620	5,340	573,960	
101-850.00-999.207	TRANSFER OUT TO POLICE FUND	1,128,070	29,090	1,157,160	
Totals for dept 850.00-OTHER FUNCTIONS		2,054,410	44,430	2,098,840	
Dept 905.00-DEBT SERVICE					
101-905.00-991.200	PRINCIPAL - VALHALLA PARK 2	33,340	0	33,340	
101-905.00-995.200	INTEREST - VALHALLA PARK 2	8,730	0	8,730	
Totals for dept 905.00-DEBT SERVICE		42,070	0	42,070	
TOTAL EXPENDITURES		6,713,785		6,966,270	
NET OF REVENUES/EXPENDITURES - FUND 101		619,515		762,930	
BEGINNING FUND BALANCE		3,977,167		3,977,167	
Fund Balance Adjustments				(36,226)	
ENDING FUND BALANCE		4,596,682		4,703,871	

DELHI CHARTER TOWNSHIP

MEMORANDUM

TO: Delhi Township Board Members

FROM: John B. Elsinga, Township Manager

DATE: September 11, 2012

RE: Amendment No. 1 to Resolution No. 2011-024 – FY 2012 Water Improvement Fund Budget

Enclosed for your review and approval is Amendment No. 1 to Resolution No. 2011-024 – FY 2012 Water Improvement Fund Budget.

Changes in revenue include a decrease of \$4,700 primarily from a decrease in water improvement payback revenues while expenditures are projected to remain the same.

As a result, fund balance is projected to decrease by \$4,700 from \$368,208 to \$363,508.

RECOMMENDED MOTION:

To adopt Amendment No. 1 to Resolution No. 2011-024 for the FY 2012 Water Improvement Fund Budget.

DELHI CHARTER TOWNSHIP
 RESOLUTION NO. 2011-024
 F.Y. 2012 WATER IMPROVEMENT FUND BUDGET
 AMENDMENT NO. 1

At a regular meeting of the Delhi Charter Township board held on Tuesday, September 18, 2012, at 7:30 p.m., the following motion was offered by _____ to amend the Fiscal Year 2012 FETA Fund Budget as follows:

Present:

Absent:

	2012 Adopted Budget	1st Budget Request	2012 Amended Budget
Revenue			
Charges for Services	\$ 17,500	\$ (5,000)	\$ 12,500
Interest	500	300	800
Other	14,200	-	14,200
Total Revenue	32,200	(4,700)	27,500
Expenditures			
Admin & Construction	5,050	-	5,050
Debt Service	76,580	-	76,580
Total Expenditures	81,630	-	81,630
Revenues Over (Under) Expenditures	(49,430)	(4,700)	(54,130)
Fund Balance, Beginning	417,638	-	417,638
Fund Balance, Ending	\$ 368,208		\$ 363,508

AYES

NAYS

ABSENT

The foregoing Resolution declared adopted on September 18, 2012.

 EVAN HOPE, TOWNSHIP CLERK

STATE OF MICHIGAN)

)SS

COUNTY OF INGHAM)

I, the undersigned, the duly qualified and acting Township Clerk for the Charter Township of Delhi, Ingham County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and complete copy of certain proceedings taken by the Township Board at a regular meeting held on the 18th day of September, 2012.

IN WITNESS WHEREOF, I have hereunto affixed my official signature this 18th day of September 2012.

EVAN HOPE, TOWNSHIP CLERK

GL NUMBER	DESCRIPTION	2012 BUDGET	BUDGET REQUEST #1	2012 AMENDED BUDGET	NOTES
REVENUES					
225-000.00-608.000	WATER IMPROVEMENT REVENUE	17,500	\$ (5,000)	\$ 12,500	
225-000.00-664.000	INTEREST	500	300	800	
225-000.00-672.020	SPECIAL ASSM PMTS-PRINCIPAL	12,100	-	12,100	
225-000.00-672.021	SPECIAL ASSM PAYMENTS-INTEREST	2,100	-	2,100	
TOTAL REVENUES		32,200	(4,700)	27,500	
EXPENDITURES					
Dept 536.00-ADMINISTRATION & CONSTRUCTION					
225-536.00-801.000	LEGAL FEES	1,500	-	1,500	
225-536.00-802.000	MEMBERSHIPS,DUES,SUBS	2,350	-	2,350	
225-536.00-956.000	MISCELLANEOUS	1,200	-	1,200	
Totals for dept 536.00-ADMINISTRATION & CONSTRUCTION		5,050	-	5,050	
Dept 905.00-DEBT SERVICE					
225-905.00-991.000	PRINCIPAL	58,280	-	58,280	
225-905.00-995.000	INTEREST	17,800	-	17,800	
225-905.00-999.000	PAYING AGENT FEES	500	-	500	
Totals for dept 905.00-DEBT SERVICE		76,580	-	76,580	
TOTAL EXPENDITURES		81,630	-	81,630	
REVENUES OVER (UNDER) EXPENDITURES		(49,430)	(4,700)	(54,130)	
BEGINNING FUND BALANCE		417,638		417,638	
ENDING FUND BALANCE		\$ 368,208		\$ 363,508	

DELHI CHARTER TOWNSHIP

MEMORANDUM

TO: Delhi Township Board Members

FROM: John B. Elsinga, Township Manager

DATE: September 11, 2012

RE: Amendment No. 1 to Resolution No. 2011-025 – FY 2012 Fire Equipment, Training and Apparatus Fund Budget

Enclosed for your review and approval is Amendment No. 1 to Resolution No. 2011-025 for the FY 2012 Fire Equipment, Training and Apparatus Fund Budget.

Revenues are expected to decrease by \$9,810 while expenditures are expected to increase by \$8,800 for the purchase of additional turnout gear.

The net result of these changes will be a decrease in fund balance of \$18,610. In addition, an adjustment of \$2,816 needs to be made to reflect recent Michigan Tax Tribunal decisions, changing the ending fund balance from \$290,241 to \$268,815.

RECOMMENDED MOTION:

To adopt Amendment No. 1 to Resolution No. 2011-025 for the Fiscal Year 2012 Fire Equipment, Training and Apparatus Fund Budget.

DELHI CHARTER TOWNSHIP
 RESOLUTION NO. 2011-025
 F.Y. 2012 FETA FUND BUDGET
 AMENDMENT NO. 1

At a regular meeting of the Delhi Charter Township board held on Tuesday, September 18, 2012, at 7:30 p.m., the following motion was offered by _____ to amend the Fiscal Year 2012 FETA Fund Budget as follows:

Present:

Absent:

	2012 Adopted Budget	1st Budget Request	2012 Amended Budget
Taxes	\$ 360,830	\$ (2,260)	\$ 358,570
Interest	300	(50)	250
Other	7,500	(7,500)	-
Revenue	<u>368,630</u>	<u>(9,810)</u>	<u>358,820</u>
Expenditures			
Public Safety	289,790	8,800	298,590
Capital Outlay	70,000	-	70,000
Total Expenditures	<u>359,790</u>	<u>8,800</u>	<u>368,590</u>
Revenues Over (Under) Expenditures	8,840	(18,610)	(9,770)
Fund Balance, Beginning	<u>281,401</u>	-	<u>281,401</u>
Fund Balance Adj-MTT			(2,816)
Fund Balance, Ending	<u>\$ 290,241</u>	<u>\$ -</u>	<u>\$ 268,815</u>

AYES

NAYS

ABSENT

The foregoing Resolution declared adopted on September 18, 2012.

 EVAN HOPE, TOWNSHIP CLERK

STATE OF MICHIGAN)

)SS

COUNTY OF INGHAM)

I, the undersigned, the duly qualified and acting Township Clerk for the Charter Township of Delhi, Ingham County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and complete copy of certain proceedings taken by the Township Board at a regular meeting held on the 18th day of September, 2012.

IN WITNESS WHEREOF, I have hereunto affixed my official signature this 18th day of September 2012.

EVAN HOPE, TOWNSHIP CLERK

GL NUMBER	DESCRIPTION	2012 BUDGET	BUDGET REQUEST #1	2012 AMENDED BUDGET	NOTES
Fund 211 - FIRE EQUIP. & APPARATUS FUND					
Revenues					
211-000.00-403.000	CUR REAL & PERS PROP TAX	357,000	(3,000)	354,000	
211-000.00-404.000	IFT/CFT & SERVICE FEES	3,200	620	3,820	
211-000.00-445.000	DELQ TAX	600	100	700	
211-000.00-445.005	DELINQUENT INTEREST & PENALTY	30	20	50	
211-000.00-664.000	INTEREST	300	(50)	250	
211-000.00-673.000	SALE OF FIXED ASSETS	7,500	(7,500)	0	
Total Revenues		368,630	(9,810)	358,820	
Function: PUBLIC SAFETY					
Dept 339.00-EQUIPMENT & APPARATUS					
211-339.00-734.001	FIRE TURNOUT GEAR MAINT AND REPAIR	7,000	0	7,000	
211-339.00-734.002	FIREFIGHTING TURNOUT GEAR	3,200	8,800	12,000	
211-339.00-755.000	FIRE FIGHTING EQUIP & SUPPLIES	11,000	0	11,000	
211-339.00-851.000	RADIO REPAIR & MAINTENANCE	14,560	0	14,560	
211-339.00-930.020	EQUIPMENT MAIN & REPAIR	13,000	0	13,000	
211-339.00-931.000	VEHICLE REPAIR/MAINTENANCE	29,850	0	29,850	
211-339.00-955.000	TRAINING REIMB TO GENL FUND	177,680	0	177,680	
211-339.00-956.000	MISCELLANEOUS	5,000	0	5,000	
211-339.00-960.000	EDUCATION & TRAINING	25,500	0	25,500	
211-339.00-960.015	EDUCATION & TRAIN-SAFETY PGM.	3,000	0	3,000	
211-339.00-970.000	CAPITAL OUTLAY	30,000	0	30,000	
211-339.00-981.030	VEHICLES-UTILITY/PICKUPS ETC.	40,000	0	40,000	
Net - Dept 339.00-EQUIPMENT & APPARATUS		359,790	8,800	368,590	
TOTAL REVENUES		368,630	(9,810)	358,820	
TOTAL EXPENDITURES		359,790	8,800	368,590	
NET OF REVENUES & EXPENDITURES		8,840	(18,610)	(9,770)	

DELHI CHARTER TOWNSHIP

MEMORANDUM

TO: Delhi Township Board Members

FROM: John B. Elsinga, Township Manager

DATE: September 11, 2012

RE: Amendment No. 1 to Resolution No. 2011-026 – FY 2012 Fire Fund Budget

Enclosed for your review and approval is Amendment No. 1 to Resolution No. 2011-026 for the FY 2012 Fire Fund Budget.

Revenues are projected to increase by \$71,410 primarily due to the receipt of a grant while expenditures are expected to increase a total of \$71,750 also primarily due to the receipt of the grant. In addition, \$5,000 is due to the DDA for the 9/11 Memorial.

In order to maintain a zero fund balance, a transfer of \$5,340 from the General Fund into the Fire Fund is needed.

Recommended Motion:

To adopt Amendment No. 1 to Resolution No. 2011-026 for the FY 2012 Fire Fund Budget.

DELHI CHARTER TOWNSHIP
 RESOLUTION NO. 2011-026
 F.Y. 2012 FIRE FUND BUDGET
 AMENDMENT NO. 1

At a regular meeting of the Delhi Charter Township board held on Tuesday, September 18, 2012, at 7:30 p.m., the following motion was offered by _____ to amend the Fiscal Year 2012 Fire Fund Budget as follows:

Present:
 Absent:

	2012 Adopted Budget	1st Budget Request	2012 Amended Budget
TAXES	1,081,550	\$ (5,990)	\$ 1,075,560
GRANTS AND REVENUE SHARING	-	65,000	65,000
OTHER REVENUE	178,580	12,400	190,980
Revenue	<u>1,260,130</u>	<u>71,410</u>	<u>1,331,540</u>
Expenditures			
Public Safety	1,828,750	71,750	1,900,500
Total Expenditures	<u>1,828,750</u>	<u>71,750</u>	<u>1,900,500</u>
Other Financing Sources			
Transfer In from General Fund	568,620	5,340	573,960
Total Other Financing Sources (Uses)	<u>568,620</u>	<u>5,340</u>	<u>573,960</u>
Revenues Over (Under) Expenditures	-	5,000	5,000
Fund Balance, Beginning	-	-	-
Due DDA - 911 Memorial			(5,000)
Fund Balance, Ending	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

AYES

NAYS

ABSENT

The foregoing Resolution declared adopted on September 18, 2012.

 EVAN HOPE, TOWNSHIP CLERK

STATE OF MICHIGAN)

)SS

COUNTY OF INGHAM)

I, the undersigned, the duly qualified and acting Township Clerk for the Charter Township of Delhi, Ingham County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and complete copy of certain proceedings taken by the Township Board at a regular meeting held on the 18th day of September, 2012.

IN WITNESS WHEREOF, I have hereunto affixed my official signature this 18th day of September 2012.

EVAN HOPE, TOWNSHIP CLERK

GL NUMBER	DESCRIPTION	2012 BUDGET	BUDGET REQUEST #1	2012 AMENDED BUDGET	NOTES
Fund 206 - FIRE FUND					
ESTIMATED REVENUES					
206-000.00-403.000	CUR REAL & PERS PROP TAX	1,070,000	(8,000)	1,062,000	
206-000.00-404.000	IFT/CFT & SERVICE FEES	9,500	1,960	11,460	
206-000.00-445.000	DELQ TAX	2,000	0	2,000	
206-000.00-445.005	DELINQUENT INTEREST & PENALTY	50	50	100	
206-000.00-505.000	FEDERAL GRANT		65,000	65,000	
206-000.00-675.030	DONATIONS FOR FIRE DEPT.	600	400	1,000	
206-000.00-675.031	DONATIONS FOR 911 MEMORIAL		5,000	5,000	
206-000.00-686.000	TRAINING REIMB FROM FETA FUND	177,980	0	177,980	
206-000.00-687.000	REFUNDS/REBATE/REIMBURSEMENTS		7,000	7,000	
206-000.00-699.150	TRANSFER IN FROM GENERAL FUND	568,620	5,340	573,960	
TOTAL ESTIMATED REVENUES		1,828,750	76,750	1,905,500	
EXPENDITURES					
Dept 336.00-FIRE DEPARTMENT					
206-336.00-703.000	SALARIES	792,900	(42,300)	750,600	
206-336.00-703.005	PART TIME HELP	70,990	(15,340)	55,650	
206-336.00-703.007	LONGEVITY	1,350	0	1,350	
206-336.00-703.010	OVERTIME	157,190	(3,670)	153,520	
206-336.00-703.011	HOLIDAY PAY	21,600	0	21,600	
206-336.00-703.019	SALARIES-SAFER GRANT	0	47,350	47,350	
206-336.00-705.000	BOARD OF APPEALS-PER DIEM	500	0	500	
206-336.00-709.000	VOLUNTEER FIREMENS SALARIES	125,320	(4,720)	120,600	
206-336.00-709.019	VOLUNTEER FF-SAFER GRANT	0	46,620	46,620	
206-336.00-714.000	RETIREE'S BENEFITS	56,030	0	56,030	
206-336.00-715.000	SOCIAL SECURITY/MEDICARE	90,750	2,600	93,350	
206-336.00-716.000	HEALTH INSURANCE	169,300	(19,500)	149,800	
206-336.00-716.010	DENTAL INSURANCE	18,500	(3,640)	14,860	
206-336.00-716.019	HEALTH INSURANCE-SAFER GRANT	0	11,740	11,740	
206-336.00-716.119	DENTAL INSURANCE-SAFER GRANT	0	1,020	1,020	
206-336.00-717.000	LIFE INSURANCE	4,050	(240)	3,810	
206-336.00-717.019	LIFE INSURANCE-SAFER GRANT	0	250	250	
206-336.00-718.000	PENSION CONTRIBUTION	79,290	(4,690)	74,600	
206-336.00-718.019	PENSION CONTRIBUTION-SAFER GRANT	0	4,740	4,740	

GL NUMBER	DESCRIPTION	2012 BUDGET	BUDGET REQUEST #1	2012 AMENDED BUDGET	NOTES
206-336.00-719.000	DISABILITY INSURANCE	6,050	1,660	7,710	
206-336.00-719.019	DISABILITY INSURANCE-SAFER GRANT	0	360	360	
206-336.00-720.000	UNEMPLOYMENT-REIMBURSEMENT	800	0	800	
206-336.00-724.000	WORKERS COMP INSUR	38,250	(15,180)	23,070	
206-336.00-724.019	WORKER COMP-SAFER GRANT	0	1,020	1,020	
206-336.00-725.000	CLOTHING/CLEANING ALLOWANCE	5,700	500	6,200	
206-336.00-726.000	OFFICE SUPPLIES	2,700	0	2,700	
206-336.00-730.000	GASOLINE	22,000	2,000	24,000	
206-336.00-734.000	UNIFORMS	6,000	0	6,000	
206-336.00-760.000	MEDICAL SUPPLIES	22,500	0	22,500	
206-336.00-801.000	LEGAL FEES	1,000	29,000	30,000	
206-336.00-802.000	MEMBERSHIPS,DUES,SUBS	4,250	0	4,250	
206-336.00-804.000	PHYSICALS	10,500	0	10,500	
206-336.00-807.000	AUDIT FEES	1,400	0	1,400	
206-336.00-818.000	CONTRACTUAL SERVICES	27,500	4,500	32,000	
206-336.00-853.000	TELEPHONE/COMMUNICATIONS	4,000	1,800	5,800	
206-336.00-910.000	INSURANCE & BONDS	61,330	(6,180)	55,150	
206-336.00-921.030	UTILITIES - WATER	320	80	400	
206-336.00-921.035	UTILITIES - SEWER	320	80	400	
206-336.00-921.040	UTILITIES - ELECTRIC	1,250	0	1,250	
206-336.00-921.045	UTILITIES - GAS	3,110	(1,610)	1,500	
206-336.00-930.000	BLDG & GRDS MAINT & REPAIRS	3,500	6,500	10,000	
206-336.00-956.000	MISCELLANEOUS	7,000	4,000	11,000	
206-336.00-960.000	EDUCATION & TRAINING	6,500	1,000	7,500	
206-336.00-960.001	FIRE PREVENTION	5,000	0	5,000	
206-336.00-960.019	EDUCATION & TRAINING-SAFER GRANT	0	22,000	22,000	
Totals for dept 336.00-FIRE DEPARTMENT		1,828,750	71,750	1,900,500	
TOTAL EXPENDITURES		1,828,750		1,900,500	
NET OF REVENUES/EXPENDITURES - FUND 206		0	0	5,000	
BEGINNING FUND BALANCE		0		0	
DUE TO DDA-911 MEMORIAL		0		(5,000)	
ENDING FUND BALANCE		0		0	

DELHI CHARTER TOWNSHIP

MEMORANDUM

TO: Delhi Township Board Members

FROM: John B. Elsinga, Township Manager

DATE: September 11, 2012

RE: Amendment No. 1 to Resolution No. 2011-027 – FY 2012 Police Fund Budget

Enclosed for your review and approval is Amendment No. 1 to Resolution No. 2011-027 for the FY 2012 Police Fund Budget.

Revenues are projected to decrease by \$29,850 primarily from withdrawal of the Holt Public Schools' funding towards the School Resource Officer. In order to maintain a zero fund balance, a transfer of \$29,850 from the General Fund into the Police Fund is needed to offset this reduction in revenue.

Recommended Motion:

To adopt Amendment No. 1 to Resolution No. 2011-027 for the Fiscal Year 2012 Police Fund Budget.

DELHI CHARTER TOWNSHIP
 RESOLUTION NO. 2011-027
 F.Y. 2012 POLICE FUND BUDGET
 AMENDMENT NO. 1

At a regular meeting of the Delhi Charter Township board held on Tuesday, September 18, 2012, at 7:30 p.m., the following motion was offered by _____ to amend the Fiscal Year 2012 Police Fund Budget as follows:

Present:
 Absent:

	2012 Adopted Budget	1st Budget Request	2012 Amended Budget
Taxes	\$ 1,081,550	\$ (6,750)	\$ 1,074,800
Charges for Services	54,780	(23,100)	31,680
Fines and Forfeitures	51,000	-	51,000
Revenue	1,187,330	(29,850)	1,157,480
Expenditures			
Public Safety	2,315,400	-	2,315,400
Total Expenditures	2,315,400	-	2,315,400
Other Financing Sources			
Transfer In from General Fund	1,128,070	29,850	1,157,920
Total Other Financing Sources (Uses)	1,128,070	29,850	1,157,920
Revenues Over (Under) Expenditures	-	-	-
Fund Balance, Beginning	-	-	-
Fund Balance, Ending	\$ -	\$ -	\$ -

AYES

NAYS

ABSENT

The foregoing Resolution declared adopted on September 18, 2012.

 EVAN HOPE, TOWNSHIP CLERK

STATE OF MICHIGAN)

)SS

COUNTY OF INGHAM)

I, the undersigned, the duly qualified and acting Township Clerk for the Charter Township of Delhi, Ingham County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and complete copy of certain proceedings taken by the Township Board at a regular meeting held on the 18th day of September, 2012.

IN WITNESS WHEREOF, I have hereunto affixed my official signature this 18th day of September 2012.

 EVAN HOPE, TOWNSHIP CLERK

GL NUMBER	DESCRIPTION	2012 BUDGET	BUDGET REQUEST #1	2012 AMENDED BUDGET	NOTES
Fund 207 - POLICE FUND					
REVENUES					
207-000.00-403.000	CUR REAL & PERS PROP TAX	1,070,000	(6,800)	1,063,200	
207-000.00-404.000	IFT/CFT & SERVICE FEES	9,500	0	9,500	
207-000.00-445.000	DELQ TAX	2,000	0	2,000	
207-000.00-445.005	DELINQUENT INTEREST & PENALTY	50	50	100	
207-000.00-629.000	CONTRACTED SERVICES REVENUE	54,780	(23,100)	31,680	
207-000.00-655.000	MOTOR VEHICLE ORDINANCE FINES	51,000	0	51,000	
207-000.00-699.150	TRANSFER IN FROM GENERAL FUND	1,128,070	29,850	1,157,920	
TOTAL REVENUES		2,315,400	0	2,315,400	
EXPENDITURES					
Dept 301.00-POLICE					
207-301.00-801.000	LEGAL FEES	30,000	0	30,000	
207-301.00-818.000	CONTRACTUAL SERVICES	2,285,400	0	2,285,400	
Total		2,315,400	0	2,315,400	
TOTAL REVENUES		2,315,400		2,315,400	
TOTAL EXPENDITURES		2,315,400		2,315,400	
NET OF REVENUES & EXPENDITURES		0		0	

DELHI CHARTER TOWNSHIP

MEMORANDUM

TO: Delhi Township Board Members

FROM: John B. Elsinga, Township Manager

DATE: September 11, 2012

RE: Amendment No. 1 to Resolution No. 2011-028 – FY 2012 Sewer Fund Budget

Enclosed for your review and approval is Amendment No. 1 to Resolution No. 2011-028 for the FY 2012 Sewer Fund Budget.

Revenues are projected to increase by \$16,330 primarily due to a reimbursement from the Ingham County Drain Commissioner for sewer work associated with the Cook and Thorburn Drain.

Changes in expenditures include a decrease in Administration of \$1,020, a decrease in the Department of Public Services of \$8,300, an increase in Capital Improvements of \$357,260 and a decrease in Bond Indebtedness of \$57,800 for a total increase in expenditures of \$290,140.

Altogether the year-end fund balance will decrease by \$273,810 from \$30,333,405 to \$30,059,595.

RECOMMENDED MOTION:

To adopt Amendment No. 1 to Resolution No. 2011-028 for the Fiscal Year 2012 Sewer Fund Budget.

DELHI CHARTER TOWNSHIP
 RESOLUTION NO. 2011-028
 F.Y. 2012 SEWER FUND BUDGET
 AMENDMENT NO. 1

At a regular meeting of the Delhi Charter Township board held on Tuesday, September 18, at 7:30 p.m., the following motion was offered by _____ to amend the Fiscal Year 2012 Sewer Fund Budget as follows:

Present:

Absent:

	2012 Adopted Budget	1st Budget Request	2012 Amended Budget
Revenue			
Licenses and Permits	71,500	(14,000)	57,500
Charges for Services	5,398,640	(79,510)	5,319,130
Interest	35,200	(13,000)	22,200
Other	17,590	123,740	141,330
Total Revenue	\$ 5,522,930	\$ 17,230	\$ 5,540,160
Expenditures			
Public Works			
Administration	664,620	(1,020)	663,600
Public Services	2,729,460	118,910	2,848,370
General Obligation Debt	2,214,000	(57,800)	2,156,200
Capital Outlay	5,162,000	230,050	5,392,050
Total Expenditures	10,770,080	290,140	11,060,220
Other Financing Sources (Uses)			
Sale of Fixed Assets	13,500	(900)	12,600
Total Other Financing Sources (Uses)	13,500	(900)	12,600
Revenues Over (Under) Expenditures	(5,233,650)	(273,810)	(5,507,460)
Fund Balance, Beginning	35,567,055	-	35,567,055
Fund Balance, Ending	\$ 30,333,405	\$ -	\$ 30,059,595

AYES

NAYS

ABSENT

The foregoing Resolution declared adopted on September 18, 2012.

 EVAN HOPE, TOWNSHIP CLERK

STATE OF MICHIGAN)

)SS

COUNTY OF INGHAM)

I, the undersigned, the duly qualified and acting Township Clerk for the Charter Township of Delhi, Ingham County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and complete copy of certain proceedings taken by the Township Board at a regular meeting held on the 18th day of September, 2012.

IN WITNESS WHEREOF, I have hereunto affixed my official signature this 18th day of September 2012.

EVAN HOPE, TOWNSHIP CLERK

GL NUMBER	DESCRIPTION	2012 BUDGET	BUDGET REQUEST #1	2012 AMENDED BUDGET	NOTES
Fund 590 - SEWAGE DISPOSAL SYSTEM					
Revenues					
590-000.00-607.000	SEWER USER CHARGES	3,582,180	(71,320)	3,510,860	
590-000.00-609.000	BASIC SERVICE CHARGE	1,770,130	(8,270)	1,761,860	
590-000.00-610.000	INDUSTRIAL PRETREATMENT CHARGE	46,330	80	46,410	
590-000.00-626.000	SEWER PERMITS/FEES	71,500	(14,000)	57,500	
590-000.00-664.000	INTEREST	23,450	(14,450)	9,000	
590-000.00-664.080	OTHER SPEC ASSM INTEREST	2,100	0	2,100	
590-000.00-670.000	RENTAL OF FARMLAND	9,650	1,450	11,100	
590-000.00-673.000	SALE OF FIXED ASSETS	13,500	(900)	12,600	
590-000.00-687.000	REFUNDS/REBATE/REIMBURSEMENTS	5,000	119,550	124,550	
590-000.00-694.000	MISCELLANEOUS REVENUE	12,590	4,190	16,780	
Total Revenues		5,536,430	16,330	5,552,760	
Dept 548.00-ADMINISTRATION & OVERHEAD					
590-548.00-705.000	BOARD OF APPEALS-PER DIEM	600	0	600	
590-548.00-714.000	RETIREE'S BENEFITS	131,140	0	131,140	
590-548.00-720.000	UNEMPLOYMENT-REIMBURSEMENT	0	2,000	2,000	
590-548.00-726.000	OFFICE SUPPLIES	1,500	0	1,500	
590-548.00-801.000	LEGAL FEES	10,000	0	10,000	
590-548.00-803.000	POSTAGE	33,960	0	33,960	
590-548.00-807.000	AUDIT FEES	9,220	(820)	8,400	
590-548.00-818.000	CONTRACTUAL SERVICES	10,650	9,000	19,650	
590-548.00-902.000	PUBLISHING/LEGAL NOTICES	1,000	0	1,000	
590-548.00-910.000	INSURANCE & BONDS	80,100	(11,200)	68,900	
590-548.00-956.000	MISCELLANEOUS	1,000	0	1,000	
590-548.00-960.000	EDUCATION & TRAINING	1,000	0	1,000	
590-548.00-999.040	GENERAL FUND COST ALLOCATION	384,450	0	384,450	
Net - Dept 548.00-ADMINISTRATION & OVERHEAD		664,620	(1,020)	663,600	

GL NUMBER	DESCRIPTION	2012 BUDGET	BUDGET REQUEST #1	2012 AMENDED BUDGET	NOTES
Dept 558.00-DEPT OF PUBLIC SERVICE					
590-558.00-703.000	SALARIES	797,150	0	797,150	
590-558.00-703.005	PART TIME HELP	90,850	(3,310)	87,540	
590-558.00-703.010	OVERTIME	80,750	0	80,750	
590-558.00-715.000	SOCIAL SECURITY/MEDICARE	75,400	0	75,400	
590-558.00-716.000	HEALTH INSURANCE	172,990	780	173,770	
590-558.00-716.010	DENTAL INSURANCE	21,050	0	21,050	
590-558.00-717.000	LIFE INSURANCE	3,880	190	4,070	
590-558.00-718.000	PENSION CONTRIBUTION	80,710	0	80,710	
590-558.00-719.000	DISABILITY INSURANCE	5,790	270	6,060	
590-558.00-724.000	WORKERS COMP	18,300	0	18,300	
590-558.00-726.000	OFFICE SUPPLIES	5,500	0	5,500	
590-558.00-728.000	CERTIFICATION	1,100	0	1,100	
590-558.00-730.000	GASOLINE	32,680	6,540	39,220	
590-558.00-732.000	FUEL OIL	6,000	0	6,000	
590-558.00-734.000	UNIFORMS	15,900	0	15,900	
590-558.00-740.010	COMPUTER EXPENSES	31,000	0	31,000	
590-558.00-741.000	OTHER OPERATING EXPENSES	14,600	0	14,600	
590-558.00-742.000	LABORATORY SUPPLIES	28,700	3,300	32,000	
590-558.00-743.000	TREATMENT CHEMICALS	215,000	(18,000)	197,000	
590-558.00-745.000	OFF-SITE LAB TESTING	32,500	0	32,500	
590-558.00-775.003	SAFETY EQUIPMENT AND SUPPLIES	18,500	0	18,500	
590-558.00-805.000	ENGINEERING SERVICES	40,000	0	40,000	
590-558.00-818.000	CONTRACTUAL SERVICES	4,240	0	4,240	
590-558.00-818.015	CONTRACTUAL SERV-SAFETY PGM	2,000	0	2,000	
590-558.00-818.220	SLUDGE HAULING	62,000	60,000	122,000	
590-558.00-818.225	SOLID WASTE DISPOSAL	10,100	7,840	17,940	
590-558.00-853.000	TELEPHONE/COMMUNICATIONS	14,310	25,000	39,310	
590-558.00-921.030	UTILITIES - WATER	31,500	610	32,110	
590-558.00-921.035	UTILITIES - SEWER	2,630	1,670	4,300	
590-558.00-921.040	UTILITIES - ELECTRIC	274,600	(5,160)	269,440	
590-558.00-921.045	UTILITIES - GAS	71,380	(6,500)	64,880	
590-558.00-928.000	REGULATORY FEES	13,760	2,500	16,260	
590-558.00-930.000	BUILDING MAINTENANCE & REPAIRS	22,300	0	22,300	
590-558.00-930.015	REPAIRS & MAINTENANCE - L.S.	30,000	4,000	34,000	
590-558.00-930.016	REPAIRS & MAINTENANCE - C.S.	70,000	0	70,000	
590-558.00-930.020	EQUIPMENT MAIN & REPAIR	61,500	24,000	85,500	

GL NUMBER	DESCRIPTION	2012 BUDGET	BUDGET REQUEST #1	2012 AMENDED BUDGET	NOTES
590-558.00-930.040	BLDG MAIN & REPAIR-CONTRACTED	94,880	0	94,880	
590-558.00-930.050	EQUIPMENT MAIN/REPR-CONTRACTED	70,710	14,750	85,460	
590-558.00-931.000	VEHICLE REPAIR/MAINTENANCE	9,300	2,000	11,300	
590-558.00-956.000	MISCELLANEOUS	5,700	0	5,700	
590-558.00-956.005	COMMUNITY OUTREACH PROGRAMS	13,900	(1,390)	12,510	
590-558.00-960.000	EDUCATION & TRAINING	26,000	(180)	25,820	
590-558.00-967.020	TWP PROPERTIES-DRAIN/TAXES/SAD	300	0	300	
590-558.00-970.000	CAPITAL OUTLAY	182,000	(127,210)	54,790	
590-558.00-981.000	REPLACEMENT FUND ALLOCATION	50,000	0	50,000	
Net - Dept 558.00-DEPT OF PUBLIC SERVICE		2,911,460	(8,300)	2,903,160	
Dept 578.01-CAPITAL IMPR-TREATMENT PLANT					
590-578.01-805.331	LIFT STATION D ENGINEERING	480,000	0	480,000	
590-578.01-976.070	DIGESTER IMPROVEMENTS	0	36,880	36,880	
590-578.01-976.331	LIFT STATION D IMPROVEMENTS	4,500,000	320,380	4,820,380	
Net - Dept 578.01-CAPITAL IMPR-TREATMENT PLANT		4,980,000	357,260	5,337,260	
Dept 588.01-G.O. BOND INDEBTEDNESS					
590-588.01-991.000	PRINCIPAL	1,650,400	0	1,650,400	
590-588.01-995.000	INTEREST	562,100	(57,800)	504,300	
590-588.01-999.000	PAYING AGENT FEES	1,500	0	1,500	
Net - Dept 588.01-G.O. BOND INDEBTEDNESS		2,214,000	(57,800)	2,156,200	
TOTAL REVENUES		5,536,430	16,330	5,552,760	
TOTAL EXPENDITURES		10,770,080	290,140	11,060,220	
NET OF REVENUES & EXPENDITURES		(5,233,650)	(273,810)	(5,507,460)	

DELHI CHARTER TOWNSHIP

MEMORANDUM

TO: Delhi Township Board Members

FROM: John B. Elsinga, Township Manager

DATE: September 10, 2012

RE: Amendment No. 1 to Resolution No. 2011-029 – FY 2012
Downtown Development Authority Budget

Enclosed for your review and approval is Amendment No. 1 to Resolution No. 2011-029 for the FY 2012 Downtown Development Authority Budget.

Revenues are projected to decrease by \$185,000 primarily due to a decrease in property revenues and IFT capture while changes in expenditures include a decrease in Administration of \$16,860, a decrease in Marketing of \$6,000, a decrease in the CRRP of \$80,000, a decrease in Infrastructure of \$125,000, a decrease in Other Functions of \$19,070 and an increase in Debt Service of \$47,500 for a total decrease in expenditures of \$199,430.

These changes result in an increase of \$14,430 to fund balance. However, when adjustments from recent Michigan Tax Tribunals (\$64,697) are accounted for fund balance will decrease from the \$750,573 to \$700,306.

Recommended Motion:

**To adopt Amendment No. 1 to Resolution No. 2011-029 for the
FY 2012 Downtown Development Authority Budget.**

DELHI CHARTER TOWNSHIP
 RESOLUTION NO. 2011-029
 F.Y. 2012 DOWNTOWN DEVELOPMENT AUTHORITY FUND BUDGET
 AMENDMENT NO. 1

At a regular meeting of the Delhi Charter Township board held on Tuesday, September 18, at 7:30 p.m., the following motion was offered by _____ to amend the Fiscal Year 2012 DDA Fund Budget as follows:

Present:
 Absent:

	2012 Adopted Budget	1st Budget Request	2012 Amended Budget
Taxes	\$ 2,360,300	\$ (189,700)	\$ 2,170,600
Interest and rentals	24,900	-	24,900
Other	4,600	4,700	9,300
Revenue	<u>2,389,800</u>	<u>(185,000)</u>	<u>2,204,800</u>
Expenditures			
Community and Economic Development			
Administration	183,580	(16,860)	166,720
Marketing & Promotion	178,000	(6,000)	172,000
CCRP Program	220,000	(80,000)	140,000
Other Functions	417,880	(19,070)	398,810
Infrastructure Projects	240,000	(125,000)	115,000
Capital Outlay	90,000	-	90,000
Debt Service	87,200	46,900	134,100
Total Expenditures	<u>1,416,660</u>	<u>(200,030)</u>	<u>1,216,630</u>
Other Financing Sources (Uses)			
Transfer to DDA Debt Service Funds	(1,272,390)	(600)	(1,272,990)
Total Other Financing Sources (Uses)	<u>(1,272,390)</u>	<u>(600)</u>	<u>(1,272,990)</u>
Revenues Over (Under) Expenditures	(299,250)	14,430	(284,820)
Fund Balance, Beginning	1,049,823	-	1,049,823
MTT Adjustments for Prior Years			(64,697)
Fund Balance, Ending	<u>\$ 750,573</u>	<u>\$ -</u>	<u>\$ 700,306</u>

DDA 2010 Refunding Bond Debt Service

Expenditures			
Debt Service	528,340	600	528,940
Total Expenditures	<u>528,340</u>	<u>600</u>	<u>528,940</u>
Other Financing Sources (Uses)			
Transfer from DDA	528,340	600	528,940
Total Other Financing Sources (Uses)	<u>528,340</u>	<u>600</u>	<u>528,940</u>
Revenues Over (Under) Expenditures	-	-	-
Fund Balance, Beginning	-	-	-
Fund Balance, Ending	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

AYES

NAYS

ABSENT

The foregoing Resolution declared adopted on September 18, 2012.

 EVAN HOPE, TOWNSHIP CLERK

STATE OF MICHIGAN)
)SS
 COUNTY OF INGHAM)

I, the undersigned, the duly qualified and acting Township Clerk for the Charter Township of Delhi, Ingham County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and complete copy of certain proceedings taken by the Township Board at a regular meeting held on the 18th day of September, 2012.

IN WITNESS WHEREOF, I have hereunto affixed my official signature this 18th day of September 2012.

 EVAN HOPE, TOWNSHIP CLERK

GL NUMBER	DESCRIPTION	2012 BUDGET	BUDGET REQUEST #1	2012 AMENDED BUDGET	NOTES
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY					
REVENUES					
248-000.00-403.005	CURRENT PROPERTY TAXES-AD VAL.	2,267,800	(171,800)	2,096,000	
248-000.00-404.005	IFT/CFT CAPTURED TAX REVENUE	81,000	(18,400)	62,600	
248-000.00-445.000	DELQ TAX	11,000	0	11,000	
248-000.00-445.005	DELINQUENT INTEREST & PENALTY	500	500	1,000	
248-000.00-664.000	INTEREST	5,200	0	5,200	
248-000.00-669.020	COMMUNICATION TOWER LEASE FEE	16,200	0	16,200	
248-000.00-670.010	RENT-FARMERS MARKET	3,500	0	3,500	
248-000.00-672.040	GREASE LOAN	4,500	0	4,500	
248-000.00-687.000	REFUNDS/REBATE/REIMBURSEMENTS	100	4,700	4,800	
248-000.00-694.000	MISCELLANEOUS REVENUE	0	0	0	
TOTAL REVENUES		2,389,800	(185,000)	2,204,800	
Dept 728.00-DDA ADMINISTRATION					
248-728.00-703.000	SALARIES	53,180	(4,180)	49,000	
248-728.00-703.005	PART TIME HELP	66,320	1,560	67,880	
248-728.00-714.000	RETIREE'S BENEFITS	4,100	0	4,100	
248-728.00-715.000	SOCIAL SECURITY/MEDICARE	7,600	(1,180)	6,420	
248-728.00-716.000	HEALTH INSURANCE	2,100	350	2,450	
248-728.00-716.010	DENTAL INSURANCE	530	0	530	
248-728.00-717.000	LIFE INSURANCE	170	0	170	
248-728.00-718.000	PENSION CONTRIBUTION	4,190	520	4,710	
248-728.00-719.000	DISABILITY INSURANCE	250	0	250	
248-728.00-723.000	AUTOMOBILE EXPENSE ALLOWANCE	2,000	160	2,160	
248-728.00-724.000	WORKERS COMP	400	(110)	290	
248-728.00-726.000	OFFICE SUPPLIES	1,200	1,400	2,600	
248-728.00-801.000	LEGAL FEES	15,000	(10,500)	4,500	
248-728.00-802.005	DUES AND SUBSCRIPTIONS	1,640	360	2,000	
248-728.00-803.000	POSTAGE	400	(250)	150	
248-728.00-807.000	AUDIT FEES	1,200	670	1,870	
248-728.00-818.000	CONTRACTUAL SERVICES	2,500	(500)	2,000	
248-728.00-853.000	TELEPHONE/COMMUNICATIONS	3,000	700	3,700	
248-728.00-870.000	MILEAGE	400	(160)	240	
248-728.00-902.005	PRINTING AND PUBLISHING	900	(600)	300	
248-728.00-910.000	INSURANCE & BONDS	4,000	(200)	3,800	
248-728.00-930.000	BUILDING MAINTENANCE & REPAIRS	8,000	(4,000)	4,000	
248-728.00-956.000	MISCELLANEOUS	1,200	(600)	600	
248-728.00-960.000	EDUCATION & TRAINING	3,300	(300)	3,000	
Net - Dept 728.00-DDA ADMINISTRATION		183,580	(16,860)	166,720	

GL NUMBER	DESCRIPTION	2012 BUDGET	BUDGET REQUEST #1	2012 AMENDED BUDGET	NOTES
Dept 729.00-DDA MARKETING & PROMOTION					
248-729.00-884.000	DDA ADVERTISING	134,000	(9,000)	125,000	
248-729.00-888.000	FARMERS MARKET	35,000	(1,000)	34,000	
248-729.00-956.000	MISCELLANEOUS	9,000	4,000	13,000	
Net - Dept 729.00-DDA MARKETING & PROMOTION		178,000	(6,000)	172,000	
Dept 730.00-COMM REHABILITATION REBATE PGM					
248-730.00-952.000	UNDESIGNATED CRRP PROGRAMS	220,000	(80,000)	140,000	
Net - Dept 730.00-COMM REHABILITATION REBATE PGM		220,000	(80,000)	140,000	
Dept 731.00-DDA INFRASTRUCTURE PROJECTS					
248-731.00-933.000	STREETSCAPE REPR & MAINTENANCE	10,000	7,000	17,000	
248-731.00-933.010	SIDEWALK REPAIR & MAINTENANCE	5,000	(5,000)	0	
248-731.00-956.000	MISCELLANEOUS	5,000	1,000	6,000	
248-731.00-969.000	STREET IMPROVEMENTS	20,000	0	20,000	
248-731.00-974.010	NON-MOTORIZED PATHWAYS	200,000	(128,000)	72,000	
Net - Dept 731.00-DDA INFRASTRUCTURE PROJECTS		240,000	(125,000)	115,000	
Dept 850.00-OTHER FUNCTIONS					
248-850.00-703.000	SALARIES	41,180	0	41,180	
248-850.00-703.005	PART TIME HELP	22,340	(4,620)	17,720	
248-850.00-703.010	OVERTIME	2,270	0	2,270	
248-850.00-715.000	SOCIAL SECURITY/MEDICARE	5,130	0	5,130	
248-850.00-716.000	HEALTH INSURANCE	13,340	0	13,340	
248-850.00-716.010	DENTAL INSURANCE	1,620	0	1,620	
248-850.00-717.000	LIFE INSURANCE	300	0	300	
248-850.00-718.000	PENSION CONTRIBUTION	4,120	0	4,120	
248-850.00-719.000	DISABILITY INSURANCE	450	0	450	
248-850.00-724.000	WORKERS COMP	1,490	0	1,490	
248-850.00-730.000	GASOLINE	2,520	500	3,020	
248-850.00-818.000	CONTRACTUAL SERVICES	19,000	0	19,000	
248-850.00-853.000	TELEPHONE/COMMUNICATIONS	100	0	100	
248-850.00-921.030	UTILITIES - WATER	2,210	0	2,210	
248-850.00-921.035	UTILITIES - SEWER	1,370	0	1,370	
248-850.00-921.040	UTILITIES - ELECTRIC	27,500	(2,190)	25,310	
248-850.00-921.045	UTILITIES - GAS	7,150	(3,760)	3,390	
248-850.00-930.000	BUILDING MAINTENANCE & REPAIRS	4,000	0	4,000	
248-850.00-930.020	EQUIPMENT MAIN & REPAIR	2,600	0	2,600	
248-850.00-930.021	EQUIPMENT ALLOCATION	3,030	0	3,030	
248-850.00-967.025	DDA PROPERTIES-DRAIN/TAXES/SAD	89,000	(9,000)	80,000	
248-850.00-999.075	CONTR T/PARK-CELL TOWER PROC	16,280	0	16,280	
248-850.00-999.085	CONTRIB T/TWP-ZONING OFFICER	40,000	0	40,000	
248-850.00-999.099	CONTRIB T/TWP - COM DEV DIRECTOR	54,100	0	54,100	
248-850.00-999.543	TRANSFER OUT-BLDG CLERICAL	29,960	0	29,960	
248-850.00-999.544	TRANSFER OUT-PLANNING CLERICAL	26,820	0	26,820	
Net - Dept 850.00-OTHER FUNCTIONS		417,880	(19,070)	398,810	

GL NUMBER	DESCRIPTION	2012 BUDGET	BUDGET REQUEST #1	2012 AMENDED BUDGET	NOTES
Dept 903.00-CAPITAL OUTLAY-DDA					
248-903.00-971.000	CAPITAL OUTLAY-LAND	60,000	18,700	78,700	
248-903.00-971.134	FARMERS MARKET-2150 CEDAR	30,000	(18,700)	11,300	
Net - Dept 903.00-CAPITAL OUTLAY-DDA		90,000	0	90,000	
Dept 905.00-DEBT SERVICE					
248-905.00-991.300	PRINCIPAL PAYMT-2003 DDA BONDS	65,000	0	65,000	
248-905.00-991.320	PRINC PAYMENT-LAND CONTRACT	0	35,420	35,420	
248-905.00-995.300	INTEREST PAYMT-2003 DDA BONDS	21,900	0	21,900	
248-905.00-995.320	INTEREST PYMT-LAND CONTRACT	0	11,480	11,480	
248-905.00-999.000	PAYING AGENT FEES	300	0	300	
248-905.00-999.220	TRANSFER OUT-392 2008 DDA BONDS	744,050	0	744,050	
248-905.00-999.230	TRANSFER OUT-393 2010 DDA REFUNDING BO	528,340	600	528,940	
Net - Dept 905.00-DEBT SERVICE		1,359,590	47,500	1,407,090	
TOTAL REVENUES		2,389,800	(185,000)	2,204,800	
TOTAL EXPENDITURES		2,689,050	(199,430)	2,489,620	
NET OF REVENUES & EXPENDITURES		(299,250)	14,430	(284,820)	

GL NUMBER	DESCRIPTION	2012 ADOPTED BUDGET		2012 PROJECTED ACTIVITY
Fund 393 - 2010 REFUNDING BOND DEBT RETIREMENT				
ESTIMATED REVENUES				
393-000.00-699.065	TRANSFER IN FROM DELHI DDA	528,340	600	528,940
TOTAL ESTIMATED REVENUES		528,340	600	528,940
EXPENDITURES				
Dept 905.00-DEBT SERVICE				
393-905.00-991.000	PRINCIPAL	500,000	0	500,000
393-905.00-995.000	INTEREST	27,940	0	27,940
393-905.00-999.000	PAYING AGENT FEES	400	600	1,000
Totals for dept 905.00-DEBT SERVICE		528,340	600	528,940
TOTAL EXPENDITURES		528,340		528,940
NET OF REVENUES/EXPENDITURES - FUND 393		0		0
BEGINNING FUND BALANCE		0		0
ENDING FUND BALANCE		0		0

DELHI CHARTER TOWNSHIP

MEMORANDUM

TO: Delhi Township Board Members

FROM: John B. Elsinga, Township Manager

DATE: September 10, 2012

RE: Amendment No. 1 to Resolution No. 2011-030 – FY 2012
Brownfield Redevelopment Authority Fund Budget

Enclosed for your review and approval is Amendment No. 1 to Resolution No. 2011-030 - FY 2012 Brownfield Redevelopment Authority Fund Budget.

Revenues are projected to increase by \$4,100 while expenses are projected to increase \$22,080 for various remediation plans. Therefore, fund balance will decrease by \$17,980 from \$35,330 to \$17,350.

RECOMMENDED MOTION:

**To adopt Amendment No. 1 to Resolution No. 2011-030 for the
FY 2012 Brownfield Redevelopment Authority Fund Budget.**

DELHI CHARTER TOWNSHIP
 RESOLUTION NO. 2011-030
 F.Y. 2012 BROWNFIELD FUND BUDGET
 AMENDMENT NO. 1

At a regular meeting of the Delhi Charter Township board held on Tuesday, September 18, 2012, at 7:30 p.m., the following motion was offered by _____ to amend the Fiscal Year 2012 FETA Fund Budget as follows:

Present:
 Absent:

	2012 Adopted Budget	1st Budget Request	2012 Amended Budget
Revenue			
Taxes	\$ 179,500	\$ 4,100	\$ 183,600
Total Revenue	179,500	4,100	183,600
Expenditures			
Community and Economic Development			
Brownfield Administration	4,170	1,110	5,280
Remediation	175,330	20,970	196,300
Total Expenditures	179,500	22,080	201,580
Revenues Over (Under) Expenditures	-	(17,980)	(17,980)
Fund Balance, Beginning	35,330		35,330
Fund Balance, Ending	\$ 35,330		\$ 17,350

AYES

NAYS

ABSENT

The foregoing Resolution declared adopted on September 18, 2012.

 EVAN HOPE, TOWNSHIP CLERK

STATE OF MICHIGAN)

)SS

COUNTY OF INGHAM)

I, the undersigned, the duly qualified and acting Township Clerk for the Charter Township of Delhi, Ingham County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and complete copy of certain proceedings taken by the Township Board at a regular meeting held on the 18th day of September, 2012.

IN WITNESS WHEREOF, I have hereunto affixed my official signature this 18th day of September 2012.

 EVAN HOPE, TOWNSHIP CLERK

GL NUMBER	DESCRIPTION	2012 BUDGET	BUDGET REQUEST #1	2012 AMENDED BUDGET
REVENUES				
243-000.00-403.005	CURRENT PROP TAXES-BROWNFIELD #1	171,500	200	171,700
243-000.00-403.020	CURRENT PROP TAXES-2350 CEDAR PLAN #2	6,200	4,000	10,200
243-000.00-403.030	CURRENT PROP TAXES-BROWNFIELD #3	1,800	(100)	1,700
	TOTAL REVENUES	<u>179,500</u>	<u>4,100</u>	<u>183,600</u>
EXPENDITURES				
Dept 733.00-BROWNFIELD ADMINISTRATION				
243-733.00-801.000	LEGAL FEES	4,000	1,000	5,000
243-733.00-807.000	AUDIT FEES	170	110	280
	Totals for dept 733.00-BROWNFIELD ADMINISTRATION	<u>4,170</u>	<u>1,110</u>	<u>5,280</u>
Dept 734.00-REMEDIATION PLANS				
243-734.00-957.000	REMEDIATION PYMTS-DELL RD-P #1	167,330	4,370	171,700
243-734.00-957.002	REMEDIATION PYMTS-2350 CEDAR;PLAN #2	6,200	16,100	22,300
243-734.00-957.003	REMEDIATION PYMTS-1953 CEDAR, PLAN #3	1,800	500	2,300
	Totals for dept 734.00-REMEDIATION PLANS	<u>175,330</u>	<u>20,970</u>	<u>196,300</u>
	TOTAL EXPENDITURES	<u>179,500</u>	<u>22,080</u>	<u>201,580</u>
	REVENUES OVER (UNDER) EXPENDITURES	-	(17,980)	(17,980)
	BEGINNING FUND BALANCE	<u>35,330</u>		<u>35,330</u>
	ENDING FUND BALANCE	<u>35,330</u>		<u>17,350</u>