

**DELHI CHARTER TOWNSHIP
COMMITTEE OF THE WHOLE MEETING HELD ON NOVEMBER 20, 2012**

The members of the Delhi Charter Township Committee of the Whole met on Tuesday, November 20, 2012, in the Multipurpose Room at the Community Services Center, 2074 Aurelius Road, Holt, MI. Supervisor Davis called the meeting to order at 6:30 p.m.

Members Present: Supervisor C.J. Davis, Clerk Evan Hope, Trustees Jon Harmon, John Hayhoe, Megan Ketchum, DiAnne Warfield

Members Absent: Treasurer Roy Sweet

Others Present: John Elsinga, Township Manager
Lt. Eric Trojanowicz, Delhi Division, Ingham County Sheriff's Office
Mark Jenks, Director of Parks and Recreation
Rick Royston, Fire Chief
Sandra Diorka, Director of Public Services
Tracy Miller, Director of Community Development
Brian Ball, Assistant Fire Chief
Tricia Vander Ploeg, Administrative Assistant/Deputy Supervisor
Amy Finch, Assistant Township Clerk/Deputy Clerk

BUSINESS

FIRE DEPARTMENT – OCTOBER ACTIVITY REPORT

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

Chief Royston gave a brief summary of the Fire Department for the new and returning Board members.

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

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

Lt. Trojanowicz gave a brief background of the Ingham County Sheriff's Office/Delhi Division.

COMMUNITY DEVELOPMENT DEPARTMENT – OCTOBER ACTIVITY REPORT

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

**DELHI CHARTER TOWNSHIP
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Ms. Miller gave a brief summary of the Community Development Department including the Non-Motorized Transportation Trail for the new and returning Board members.

PUBLIC COMMENT – There were no comments from the public

ADJOURNMENT

Meeting adjourned at 7:25 p.m.

Date: December 4, 2012

Evan Hope, Township Clerk

Date: December 4, 2012

C.J. Davis, Supervisor

/af

Delhi Township Fire Department Monthly Report

October, 2012

Total Calls

	<i>Delhi</i>	<i>Alaiedon</i>	<i>Total</i>
EMS / Medical	179	-	179
Fire / Rescue	32	7	36
Total Calls	234	7	215
Staff Hours	449	18	467

Total calls in 2012: 2,141

Total calls for 2011: 2,477

Inspections

Commercial Fire Inspections - 88

Training

385 Personnel in Attendance of 588 Hours of Training

Recruitment / Retention

<u>Activity</u>	<u>Hours</u>
Station tours	9
Meetings	33
Mentoring new personnel	38

Mutual Aid: Given – 14 Received - 10

Miscellaneous

Metro Collaboration Update – verbal report at meeting

Mobile Home fire Stonegate Mobile Home Park - \$15,000 damage – careless smoking

Mutual Aid to Mason for Structure Fire

Garage fire on Willesdon Avenue - \$2,500 damage – Spontaneous combustion

Mutual Aid to Windsor Twp for House fire

Trick or Treat in Park – huge success – 600 children

Participated in Holt Business Expo

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: November 1, 2012

RE: 2012 October Monthly Report

HIGHLIGHTED CASES AND INCIDENTS:

- 10/01/2012 Deputy Kindervater arrested a subject in the 4300 block of Keller Rd. on a failure to appear warrant out of 55th District Court. The subject was lodged at the Ingham County Jail.
- 10/01/2012 Deputy McElmurray arrested a subject on three warrants out of 55th District Court in the 2700 block of Grovenburg Rd. The subject was lodged at the Ingham County Jail.
- 10/02/2012 Deputy Ward initiated a traffic stop at Jolly Rd. and Briarcliff for a traffic violation. The passenger in the vehicle had a warrant for his arrest out of the Ingham County Sheriff's Office and a warrant for his arrest out of the Lansing Police Department. The subject was arrested and lodged at the Ingham County Jail.
- 10/03/2012 Deputy Huhn arrested a subject on a warrant out of the Lansing Police Department in the 900 block of Cedar St. The subject was turned over to the Lansing Police Department.
- 10/03/2012 Deputy Bowden arrested a subject on a warrant out of the Mason Police Department in the 900 block of Cedar St. The subject was lodged at the Ingham County Jail for the Mason Police Department.
- 10/04/2012 Deputy Huhn is investigating a malicious destruction of property complaint in the 2200 block of Main St. The victim had the tires on her vehicle slashed by a known suspect. Charges are being sought through the Ingham County Prosecutor's Office.

- 10/04/2012 Deputy Huhn checked on a suspicious subject in the area of Main St. and Tolland Ave. The subject had a warrant out of the Mason Police Department for stolen property. The subject was turned over to the Mason Police Department.
- 10/05/2012 Deputy Doerr is investigating a home invasion complaint in the 4700 block of Furney. Unknown suspect(s) entered the victim's residence and stole her television. The investigation is on going.
- 10/06/2012 Deputy Narlock is investigating a breaking and entering complaint at 5601 N. Aurelius Rd. (A – OK Heating and Cooling/Amerigas). The unknown suspect(s) forced open the the side door to the garage and stole copper pipe, two torches, and two floor jacks. The investigation is on – going.
- 10/09/2012 Deputy Torok is investigating a breaking and entering complaint at 4147 Keller Rd. (Dakota Integrated Systems). The unknown suspect(s) entered the building and stole food from the employee break room. The business has surveillance video that is being viewed by Deputy Bowden. The investigation is on – going.
- 10/10/2012 Deputy Bowden is investigating a larceny from building complaint and an uttering and publishing complaint at 4230 Charlar Dr. (Charlar Place). The suspect has been identified and charges are being sought through the Ingham County Prosecutor's Office.
- 10/11/2012 Deputy Bowden is investigating a malicious destruction of property complaint at 2291 Cedar St. (Wild Strawberry Florist). The company vehicle had the tires slashed. No suspect(s).
- 10/13/2012 Deputy Torok is investigating a malicious destruction of property complaint at Pioneer Cemetary (Aurelius Rd. and Norwood St.). Numerous head stones were damaged in the cemetery. No suspect(s).
- 10/16/2012 Deputy Doerr arrested a subject on a traffic stop at Bishop Rd. and M -99 on two criminal bench warrants out of the Michigan State Police Lansing Post. The subject was lodged at the Ingham County Jail.
- 10/17/2012 Deputy Shattuck arrested a subject 4200 block of Holt Rd. on three warrants out of 55th District Court. The subject was lodged at the Ingham County Jail.
- 10/18/2012 Deputy Kindervater arrested a subject on a traffic stop at Washington and Willoughby on a warrant out of 54 – A District Court. The subject was turned over to the Lansing Police Department.
- 10/18/2012 Deputy Ward arrested a subject on a traffic stop at Jolly Rd. and Dunckel Rd. for possession of marijuana. The subject was lodged at the Ingham County Jail.
- 10/19/2012 Deputy Shattuck is investigating a malicious destruction of property complaint in the 1500 block of Witherspoon Way. The victim had his mailbox damaged by unknown suspect(s).

- 10/19/2012 Deputy Richards is investigating a malicious destruction of property complaint in the 2300 block of Wemple St. The victim's mailbox was damaged by unknown suspect(s).
- 10/21/2012 Deputy Richards is investigating a home invasion in the 1600 block of Aurelius Rd. The victim's residence was broken into by unknown suspect(s) and several miscellaneous items were stolen.
- 10/22/2012 Deputy Kindervater is investigating a malicious destruction of property complaint at 5776 W. Holt Rd. (Horizon Elementary School). Unknown suspect(s) damaged two soccer field with their vehicle causing extensive damage.
- 10/23/2012 Deputy Bennehoff is investigating a malicious destruction of property complaint in the 2300 block of Cedar St. Unknown suspect(s) put a cutting tool into a tractor tire at that location causing a 2 inch slice in the tire.
- 10/24/2012 Deputy Huhn initiated a traffic stop on a vehicle for a traffic violation at Aurelius Rd. and Enterprise Dr. The driver of the vehicle had a warrant for his arrest out of 54 – A District Court. The subject was turned over to the Lansing Police Department.
- 10/26/2012 Deputy Bowden is investigating a retail fraud complaint at 2040 N. Aurelius Rd. (Family Dollar). There is a suspect in this case.
- 10/26/2012 Deputy Bowden investigated a subject at 2073 N. Aurelius Rd. (Family Video) in reference to a person urinating behind the building. The subject was cited for disorderly conduct.
- 10/28/2012 Deputy Narlock investigated a domestic assault in the 2900 block of Pine Tree Rd. The suspect was arrested and lodged at the Ingham County Sheriff's Office.
- 10/28/2012 Deputy Torok stopped a vehicle for a traffic violation at Waverly Rd. and Bishop Rd. The passenger in the vehicle was found to be in possession of meth and he also had a warrant out of Eaton Rapids Police Department. The subject was turned over to Eaton Rapids Police Department and Deputy Torok is seeking a warrant through the Ingham County Prosecutor's Office for the possession of meth.
- 10/29/2012 The Ingham County Sheriff's Office Detective Bureau is investigating a suspicious death in the 3700 block of Calypso Lane. An 18 year old male subject died from a medical condition.
- 10/30/2012 Deputy Bennehoff assisted Delhi Fire Department with a house fire in the 2700 block of Eaton Rapids Rd. A female subject was trapped inside the residence momentarily and suffered severe burns to her body.
- 10/31/2012 Deputy Bennehoff is investigating a malicious destruction of property complaint to a vehicle that took place at College Rd. and Sandhill Rd. The victim had the window to her vehicle possibly shot out as she was driving by an unknown suspect.

10/31/2012 Deputy Huhn is investigating a malicious destruction of property complaint in the 2100 block of Meadowlawn. The victim had his vehicle damaged by unknown suspect(s).

STATISTICS:

During the month of October, Deputies responded to 406 calls for service (written/blotter complaints). They made 66 arrests of which 31 were self – initiated. Deputies issued 170 citations. Deputies conducted 262 business/property checks, 10 liquor inspections and spent 134.0 hours in Community Policing. Deputies participated in 270.9 hours of training.

Calls for Service

	2010	2011	2012
October	541	524	406
Year to Date	5319	5117	4388

Total Arrests

	2010	2011	2012
October	101	138	66
Year to Date	1039	919	967

Total Self – Initiated Arrests

	2010	2011	2012
October	82	119	31
Year to Date	868	720	547

Citations Issued

	2010	2011	2012
October	215	233	170
Year to Date	2032	1772	2034

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State of Michigan

SHERIFF'S OFFICE



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Major

TO: Lt. Eric Trojanowicz
FROM: Dep. Kelly Bowden #5379
DATE: Thursday, November 01, 2012
RE: October 2012 Monthly Business Officer Report

Total Complaints:	29
Traffic Stops:	18
Citations:	8
Property/ Business Checks:	73
Community Policing Hours:	12.9
Liquor inspection:	1

Community Policing Highlights:

I attended the Holt Business Expo with Deputy Richards. We set up a display and passed out crime prevention pamphlets to attendees. The event was well attended and it appeared everyone enjoyed themselves.

I policed several local businesses that had complained about a recent increase in panhandlers interfering with their customers. The majority of the complaints seem to center around one male subject in particular. This male has a knack for leaving the area just before we arrive. I anticipate contacting him soon.

I assisted Sgt Flint with an investigation of lewd contact at a local restaurant. The suspect was alleged to have exposed while waiting to pay for and receive his food. I reviewed surveillance footage of the incident and contacted the suspect. There was insufficient evidence to corroborate the complaint, so in order to resolve the matter, the suspect was issued a trespass letter and advised he would be prosecuted if he returned to the business again.

Other Highlights:

I completed warrant packs for numerous cases affecting local businesses this month. In all, warrants for approximately eight felony counts and six misdemeanor counts were referred to the Ingham County Prosecutor for authorization.

I investigated multiple retail frauds at area businesses. In each case, a suspect was identified and prosecution successfully sought.

I responded to a local bank after staff located a skimming device attached to their drive-up ATM. The case is under investigation.

I responded to a local business for a late complaint of counterfeit currency. The staff had hosted a large gathering over the weekend and when they dropped the proceeds off at the bank a counterfeit \$100.00 bill was found. The bank had already notified the US Secret Service and turned the counterfeit currency over to them. The incident was documented and turned over to the Secret Service for investigation.

I assisted Mason Police with pursuit of a retail fraud suspect in their city. The female suspect fled from officers on foot and evaded capture. Based on their description of her and a male suspect they encountered in the area of the pursuit, I was able to provide them with the female's identity and her likely destination. The female and her boyfriend were suspects in a recent counterfeiting case I had completed. I was able to reach the female by phone and convince her to turn herself in to officers. The female suspect was detained by a neighboring agency a short while later and returned to Mason to face her charges.

I opened an embezzlement // uttering and publishing case at a local business. It is alleged an employee stole checks and cashed them at a local bank. My investigation is continuing.

Respectfully Submitted,

Deputy Kelly Bowden, Badge #5379

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TO: Lt. Trojanowicz
FROM: Deputy Mary Hull
DATE: 11-02-12
RE: October 2012 Monthly Report

STATISTICS:

Complaints	24
Traffic stops:	1
Citations:	5
School contacts:	65
Community policing hours:	84

COMMUNITY POLICING HIGHLIGHTS:

During the month of October, I assisted with traffic issues in a number of areas.

(1) In the areas where school crossing guards were present, I made my presence known to the motorists as I have received complaints that drivers are not obeying the crossing guard while they are crossing children.

(2) On October 3, I assisted Horizon Elementary, Principal, Teachers, parents and children cross at Holt and Khares Roads for National Walk to School Day. National Walk to School day is intended to promote physical activity, promote a cleaner environment by reducing the number of vehicles on the roadway, promotes safer ways for children to walk to, and from school; in addition walking to school is an overall benefit to the community.

(3) A number of times during the month, I sat in the parking lot at Horizon Elementary to run radar. I have received a number of complaints that individuals traveling through the area were doing so recklessly, especially when children are present in the area.

(4) On a number of occasions, I also observed traffic at Washington Woods Middle School. I received a number of complaints that individuals were disobeying the one-way sign coming into the parking lot off Washington. While in the area, traffic flowed smoothly.

(5) Lastly, I observed traffic near Elliott Elementary after receiving a complaint from a concerned parent that individuals were causing traffic back-ups when dropping off and picking up children. The concerned parent advised there have been a number of near accidents, not only with vehicles, but also with children. The parent advised that she has also been in contact with the school principal and the Road Commission for a solution to the problem.

During the month of October, I also received a number of school bus violations, specifically in the area on Washington Road between Willoughby Road and Holt Road. I asked day shift officers to assist me in patrolling the area for school bus violations.

During the High School's Parent / Teacher Conferences, DEPUTY RICHARDS and I set up an informational table about Sheriff's Telling Our Parents and Promoting Educated Drivers (STOPPED). The STOPPED Program is a voluntary notification system for parents who have drivers between the ages of sixteen and twenty-one. Parents simply submit a form to the Michigan Sheriff's Association, by mail or online. Parents then receive a sticker, which is placed on front windshield of the cars their children drive. Anytime the vehicle is stopped by an officer the parent is notified by the Michigan Sheriff's Association with information pertaining to the location of the stop, the driver's name, the number of passengers in the vehicle, the reason for the stop, and whether any citations were issued.

During October, I assisted Chris Billingslea, the Assistant Principal at Holt High School, with the supervision of three students that drew graffiti on multiple areas of the High School and spray painted graffiti on an outbuilding at Troost Field. The three juveniles, as part of an agreement, painted over the graffiti at Troost Field in lieu of prosecution.

On October 12, I along with other adult volunteers from the community were asked to assist with mock interviews for the Consumer Education class at Holt High School. Adult volunteers conducted practice interviews with students, as part of their grade, to help them prepare for the future.

I also assisted many of the after school childcare programs locate children when they did not show up for latchkey. I helped by making contact with the parent by telephone and/or going to the home to make sure the child was okay. In all instances, there was a misunderstanding between the parent and the childcare center.

OTHER HIGHLIGHTS:

During October, I took a number of complaints including, assaults, child abuse (Child Protective Services referrals), drugs, threats, disorderly, reckless driving, school bus violations, suicidal subjects, and suspicious incidents.

During the month of October, I took three separate threat complaints. One incident involved two adults whom got into a verbal argument while on school property; there was no prosecution in this incident. I also took a threats complaint at Holt High School involving a

Memorandum

November 13, 2012

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male student that made a threatening statement that he was going to harm another student. The Assistant Principal and I interviewed the male student, along with completing a threat assessment. It was determined that the male student did not intend to harm any students, nor did he have the means. Lastly, I took a threat complaint that occurred over Facebook and included two students at Holt High School. In this incident, a male student used Facebook as a means to threaten physical harm toward a female student that recently broke up with him. The report will be submitted to the Ingham County Prosecutor's Office for review.

During October, I took two assault complaints, both occurring at Holt Jr. High. In one incident, a female student assaulted another female student just prior to the end of the school day. The victim sustained minor injuries from the incident and was taken to her doctor for medical evaluation. The parent of the victim is pursuing charges against the other student for the assault. Another student involved in this incident videoed the fight and posted it on social media sites. The student that videoed the incident will be included in the prosecution, as an accessory. The second assault that occurred at the Jr. High involved two male students; however, the victim's parents do not wish to pursue charges.

During the month, I also received two complaints involving drugs. Two students were observed smoking, what a teacher believed to be marijuana, in the parking lot at the High School. A small amount of marijuana was found in the vehicle of one student and paraphernalia was located in the backpack of the other student. The report for both students will be submitted to the Ingham County Prosecutor's Office.

Near the end of the month, I received an anonymous call that two students were skipping school in the neighborhood near the high school. These subjects were located and transported to the 9th Grade Campus and cited for truancy. Near the end of the month, I also responded to suspicious situation at the High School, one of the involved students became verbal and refused to follow directions to stay in the office area, when asked by a number of school officials. The male student was subsequently cited under Delhi Township ordinance, for disturbing the peace at school. In addition, I responded to the high school for a reckless driving complaint. Two students, prior to the start of school, were observed driving through the parking lot disregarding other individuals walking or parking their own vehicles. Both students admitted that they drove recklessly in the parking lot; both subsequently were cited for careless driving.

During the month, a teacher at Holt Jr. High contacted me reference a bullying incident. The female student advised that other female students from Mason Middle School have been bullying her over social media. The female student, new to Holt Public School, transferred from Mason because the same girls bullied her the year before. The child's mother believed that if she moved her daughter to a new school the bullying would stop. In speaking with the mother of the female student, I encouraged her to make contact with the administrators at Mason Middle School to make them aware that the situation is ongoing.

Respectfully submitted,

Deputy Mary Hull, Badge #5353

COUNTY of INGHAM



State of Michigan

SHERIFF'S OFFICE

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To: Lt. E. Trojanowicz

From: Dep. P. Richards

Date: 11/08/12

Subject: October Monthly

STATISTICALS:

Comm. Policing Hrs: (36.8)
Training Hours: (08.5)

Complaints taken: (24)
Blotters taken: (08)
Total calls taken: (32)
Traffic stops: (54)
Citations issued: (32)

Arrests: (01) Felony
(02) Msd
(01) Civil

Contacts (school): (03)
Contacts (business): (03)

COMMUNITY POLICING:

During the month of October I was able to utilize the patrol vehicle due to the colder days that I experienced during this month. I was able to patrol several subdivisions while on routine patrol; I was able to witness many different traffic violations that occurred in my presence on the neighborhood streets.. I made several traffic stops while on patrol in these locations and issued multiple traffic infractions for various violations (failing to stop at stop sign, impeding the flow of traffic, loud exhaust, speed, loud music...). Over fifty traffic stops were made with over thirty civil infractions written. I spoke to several area neighbors/residents of problem locations within their area and what were the best times for them to be patrolled. Several locations on Dell Rd. were identified as problem areas (especially for speed violations); I along with several other Delhi Deputies patrolled these areas for several weeks and made many traffic stops on speed violations (several speed infraction citations were issued)..

I met with the management of Woodland Lakes Estates on maintaining their current neighborhood watch program and the preparation of their fall programs (setting up time/date for the upcoming Santa and his elf event).

I met with the coordinator/manager of Windmill Trailer Community on possible drug issues within the park community; all information was forwarded to METRO for their information and intervention.

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

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

I attended a bi-monthly area CERT meeting; it was well attended. I discussed the continued interest of a possible Delhi Twp. Chapter to be formed later this year. Many topics were discussed; local 5k runs , parades, plus many other events. I also attended a training/planning meeting that took place at the Delhi Twp. Fire Dept. over fifteen local residents attended this training seminar. Several practice scenarios were developed for the new trainees to practice on. The training /planning meeting was well received; additional training meetings are being planned for the upcoming future.

I participated in the Ingham County Sheriff's Office Stopped program information booth that was located at Holt High School . I along with Dep. Mary Hull handed out brochures/information packets on the this young person driving identification/recognition program; this program allows parents/guardians of young school aged drivers to be informed by the police if their young driver is pulled over by the Ingham County Sheriff's Office. This allows the parents/guardians to stay informed.

I participated in the Holt area Business/Community Expo show at Holt High School; I along with Dep. Kelly Bowden handed out information and fielded questions from the participants at the event. I had available bicycle registration cards and child ID fingerprint cards for residents that were needing these additional items. Many people were spoken to during this event.

OTHER MATTERS

I assisted Dep. Mary Hull on traffic control for the annual walk-to-school event that took place near the intersection of Khares and Holt Rds. Many grade school students were assisted in a safe journey from a local neighborhood across Holt Rd to their destination.

I attended a all-day presentation/training seminar on Elderly person abuse/prevention course. This training took place at the Ingham County Sheriff's Office. Many area officers attended this informative seminar.

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

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

DELHI CHARTER TOWNSHIP
Department of Community Development
October 2012 Activity Report

New Permits:

<u>Category</u>	<u>DDA Area Permits</u>	<u>Total Permits</u>	<u>Total Inspections</u>
Building	5	29	78
Electrical	4	16	34
Mechanical	9	40	70
Plumbing	5	15	42
Fire Inspections	N/A	N/A	81
Totals	23	100	305

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	4	58
Soil Erosion Waivers	2	2	0
APA Projects	0	1	8
Totals	3	7	66

New Code Enforcement Cases:

<u>Category</u>	<u>DDA Area Cases</u>	<u>Total Cases</u>
Building Maintenance	0	2
Fence Violation	0	1
Junk & Debris	0	3
Junk Vehicles	3	9
Miscellaneous	0	6
Noxious Weeds	5	5
Sidewalk Snow	0	0
Sign	3	5
Site Plan	0	0
Yard Parking	1	1
Improper Zoning Use	0	0
Totals	12	32
Total # of Inspections	61	

Rental Program Information:

Number of New Registered Rental Properties	2
Number of Rental Re-inspections	15
Number of Rental Investigations	1
Number of Rental Cycle Inspections	138

Civil Infraction/Abatement Information:

Abatement/Clean-ups	4
<i>Abatement/Clean-up Fees Issued (Year to date)</i>	\$16,663.37
Civil Infractions Issued	5
<i>Civil Infraction Fines Issued (Year to date)</i>	\$2,400.00

DELHI CHARTER TOWNSHIP

Building Permit Details

Permit No.	Property Address	Permit Applicant	Work Description	Estimated Cost	Permit Fee	DDA?
COMMERCIAL ALTERATION						
PB12-290	3410 BELLE CHASE WAY	TMN BUILDERS, INC	<i>SUITE RENOVATION INCLUDING - 2 EXAM ROOMS, BREAK ROOM SINK AND A BATHROOM</i>	\$18,000	\$118.80	Y
PB12-282	4218 CHARLAR DRIVE	LAUX CONSTRUCTION	<i>INTERIOR BUILD OUT FOR OFFICES</i>	\$40,000	\$264.00	
PB12-276	3140 SPANISH OAK DRIVE	TIGER MATERIAL HANDLING	<i>INSTALLATION OF 1290 SQ FT TEMPERATURE CONTROLLED ROOM</i>	\$38,584	\$257.40	
COMMERCIAL ALTERATION				\$96,584	\$640.20	Total: 3
DECK						
PB12-299	2223 DEAN AVENUE	CUSTOM DESIGN INTERIORS & STRUCTURE	<i>BUILDING 42 SQ FT OF DECK</i>	\$1,458	\$50.00	
PB12-277	1637 GANDER HILL DRIVE	JB CONSTRUCTION	<i>REMOVE EXISTING 10'X10' RAISED DECK & REPLACE WITH NEW 10'X10' ALSO 16' X 12' DECK AT GROUND LEVEL</i>	\$2,628	\$50.00	
DECK				\$4,086	\$100.00	Total: 2
DEMOLITION						
PB12-297	1365 N CEDAR ROAD	D.L. KESLER	<i>REMOVING EXISTING WALLS FOR EXPANSION / REMODEL</i>	\$0	\$50.00	Y
PB12-288	2770 EATON RAPIDS ROAD	GARCIA'S CONTRACTOR'S	<i>DEMOLITION OF BUILDING & CANOPY WITH FOUNDATION</i>	\$0	\$70.00	
DEMOLITION				\$0	\$120.00	Total: 2
FENCE						
PB12-279	6913 AURELIUS ROAD	RAPELJE, LAWRENCE B	<i>INSTALLING 160 FT OF 4' CHAIN LINK FENCE & 60 FT OF 6' PRIVACY FENCE</i>	\$0	\$50.00	Y
FENCE				\$0	\$50.00	Total: 1
MOBILE HOME IN PARK						
PB12-286	2700 EATON RAPIDS ROAD #134	TJ'S MOBILE HOME SETUP	<i>MOBILE HOME SET-UP</i>	\$0	\$150.00	

DELHI CHARTER TOWNSHIP

Building Permit Details

Permit No.	Property Address	Permit Applicant	Work Description	Estimated Cost	Permit Fee	DDA?	
PB12-285	2700 EATON RAPIDS ROAD #153	TJ'S MOBILE HOME SETUP	MOBILE HOME SET-UP	\$0	\$150.00		
MOBILE HOME IN PARK				\$0	\$300.00		Total: 2
RESIDENTIAL ADDITION							
PB12-300	4670 HOLT ROAD	KINGSMEN CONSTRUCTION	302 SQ FT RESIDENTIAL ADDITION	\$28,388	\$174.00		
RESIDENTIAL ADDITION				\$28,388	\$174.00		Total: 1
RESIDENTIAL ALTERATION							
PB12-283	4136 ARCHWOOD DRIVE	DOMZALSKI, TERRY J & SUSAN M	INSTALLING EGRESS WINDOW AND SMALL BASEMENT REMODEL	\$8,000	\$50.00		
PB12-292	1921 AUBURN AVENUE	HOMEVIEW IMPROVEMENTS LLC	INSTALLING EGRESS WINDOW IN BASEMENT	\$4,000	\$50.00		
RESIDENTIAL ALTERATION				\$12,000	\$100.00		Total: 2
RESIDENTIAL MISCELLANEOUS							
PB12-291	1884 ADELPHA AVENUE	PARKS, CHARLES S	TEAR OFF AND RE-ROOF GARAGE ONLY	\$2,000	\$50.00		
PB12-284	2094 AUBURN AVENUE	ACME ROOFING & SIDING LLC	TEAR OFF AND RE-ROOF	\$8,000	\$50.00		
PB12-293	4428 DECAMP STREET	STORY, ROBERT	TEAR OFF AND RE-ROOF	\$8,000	\$0.00		Y
PB12-296	3612 DELL ROAD	SHERRIFF-GOSLIN CO	TEAR OFF AND RE-ROOF	\$8,000	\$50.00		
PB12-280	2639 FRANK STREET	MCCARTHY, THOMAS	TEAR OFF AND RE-ROOF	\$8,000	\$50.00		
PB12-294	4209 HOLT ROAD	EBBINGHAUS, RYAN & CANDACE	TEAR OFF AND RE-ROOF	\$8,000	\$50.00		Y
PB12-275	6145 HOLT ROAD	STREAMLINE ENTERPRISES INC	TEAR OFF AND RE-ROOF	\$8,000	\$50.00		
PB12-281	4684 MILES DRIVE	WARREN, DOUGLAS E & JULIET M	TEAR OFF AND RE-ROOF	\$8,000	\$50.00		

DELHI CHARTER TOWNSHIP

Building Permit Details

of
Permits

Permit No.	Property Address	Permit Applicant	Work Description	Estimated Cost	Permit Fee	DDA?
PB12-278	1728 ONONDAGA ROAD	JORDAN ROOFING	TEAR OFF AND RE-ROOF	\$8,000	\$50.00	
PB12-287	2687 RAMPARTE PATH	PALMER CONSTRUCTION SERVICES LLC	TEAR OFF AND RE-ROOF	\$8,000	\$50.00	
PB12-289	2298 WASHINGTON ROAD	HANSON'S WINDOW AND CONSTRUCTION IN	TEAR OFF AND RE-ROOF	\$8,000	\$50.00	
RESIDENTIAL MISCELLANEOUS				\$82,000	\$500.00	Total: 11
RESIDENTIAL STORAGE/GARAGE						
PB12-295	1744 WAVERLY ROAD	POWERS, ROBIN G	CONSTRUCTING 1152 SQ FT GARAGE AND 2 DECKS THAT TOTAL 208 SQ FT	\$22,608	\$138.00	
RESIDENTIAL STORAGE/GARAGE				\$22,608	\$138.00	Total: 1
SIGN						
PS12-018	2040 AURELIUS ROAD STE 22	ASI SIGNAGE	INSTALLING A 30.74 SQ FT WALL SIGN	\$0	\$81.00	
PS12-019	2040 AURELIUS ROAD STE 22	ASI SIGNAGE	INSTALLING 6.36 SQ FT TEMPORARY SPARROW MEDICAL GROUP SIGN PANEL IN THE EXISTING BUSINESS CENTER SIGN	\$0	\$57.00	
PS12-021	2631 EATON RAPIDS ROAD	AIR QUALITY CONTROL AGENCY INC	INSTALLING A 90 SQ FT GROUND SIGN	\$0	\$110.00	
PS12-020	2775 EATON RAPIDS ROAD	ALLIED SIGNS, INC.	42 SQ FT WALL SIGN	\$0	\$92.00	
SIGN				\$0	\$340.00	Total: 4

Totals:	\$245,666	\$2,462.20	29
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Permit.DateIssued Between 10/01/2012 AND 10/31/2012
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

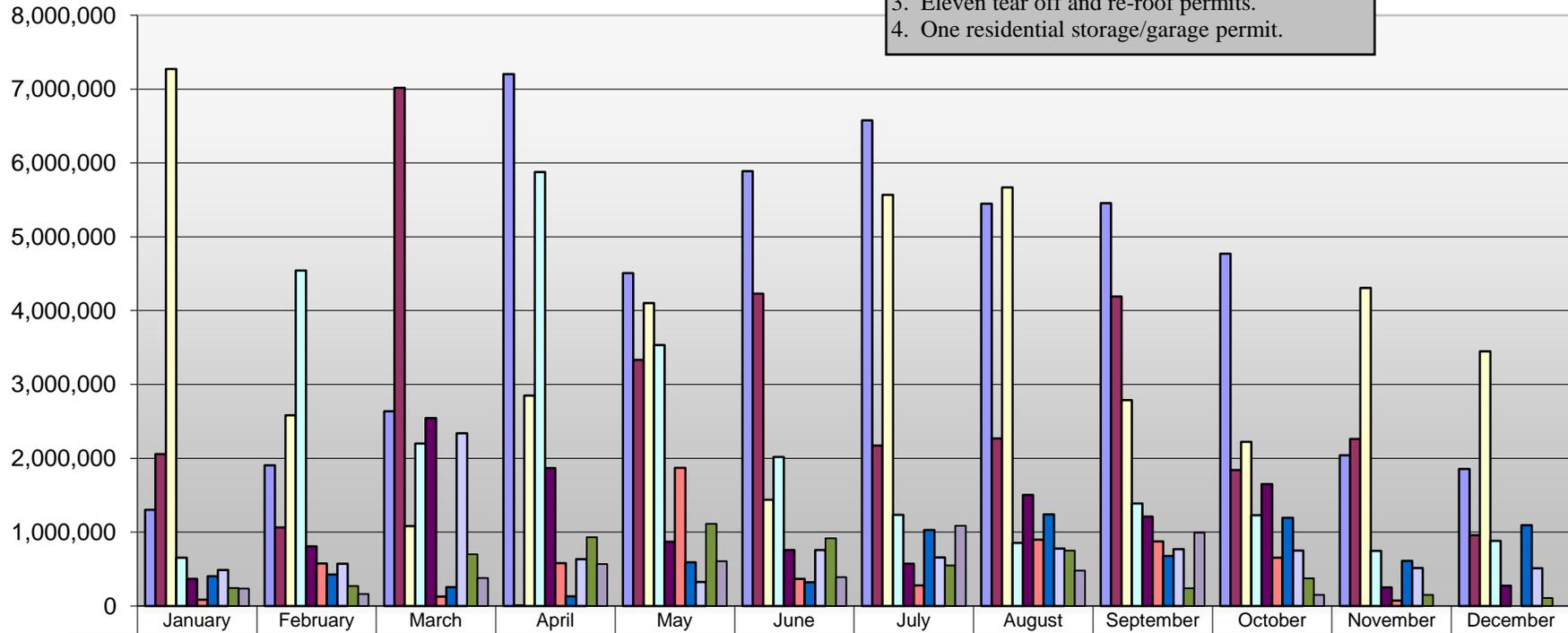
2012 Year to date Construction Values:

Commercial / Industrial:	\$ 4,168,699.00
Residential:	\$ 5,039,677.00
Total Single Family Homes:	14

Residential Building Permits

October 2012 Activity Includes:

1. One residential addition permit.
2. Two residential alteration permits.
3. Eleven tear off and re-roof permits.
4. One residential storage/garage permit.

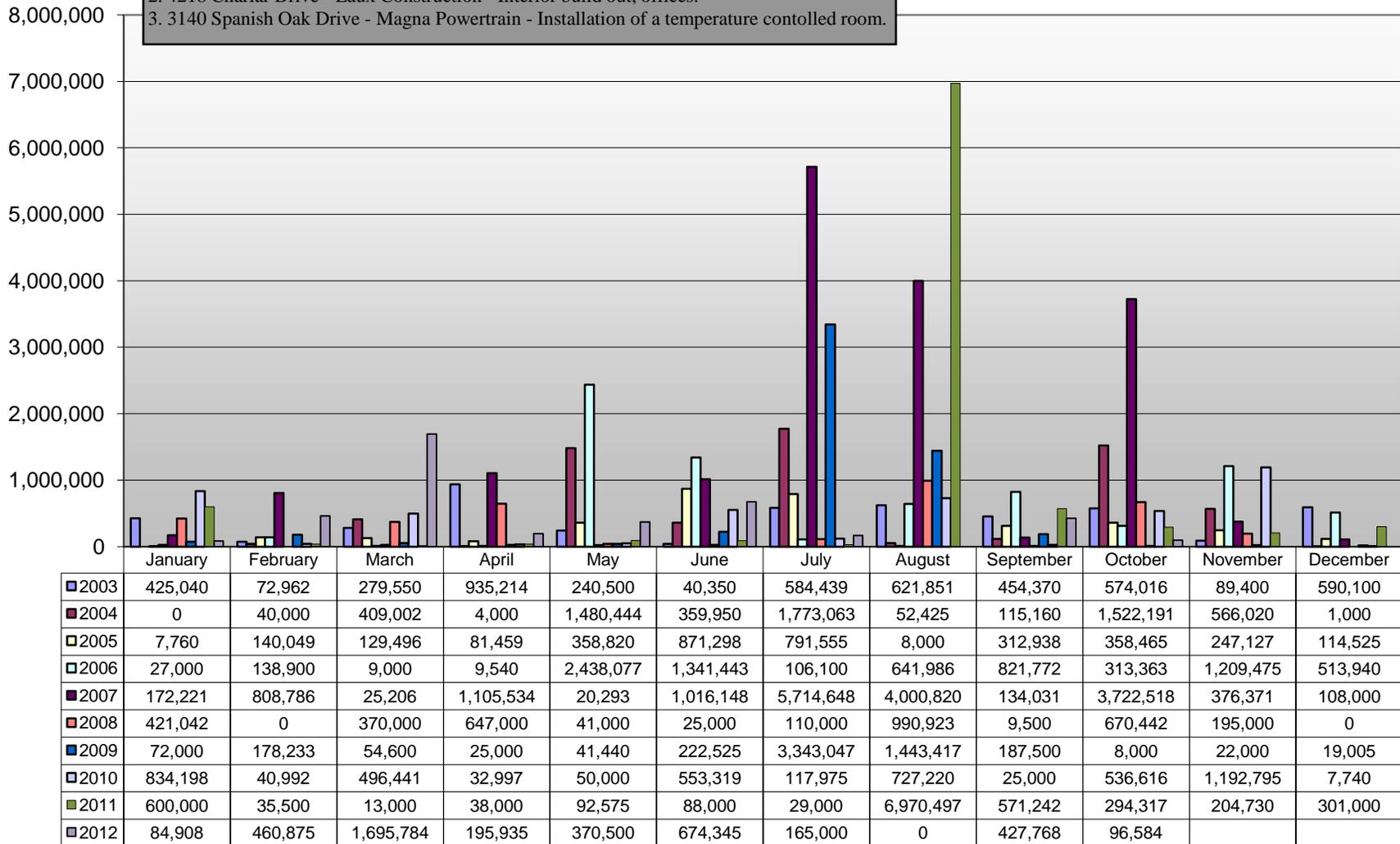


	January	February	March	April	May	June	July	August	September	October	November	December
■ 2003	1,303,222	1,907,265	2,634,726	7,202,298	4,506,568	5,890,225	6,577,503	5,449,464	5,455,775	4,772,708	2,040,811	1,856,139
■ 2004	2,057,874	1,061,075	7,018,665	2,409	3,332,125	4,230,009	2,171,175	2,269,297	4,189,316	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	991,532	149,082		

October 2012 Activity Includes:

1. 3410 Belle Chase Way - NBO Medical- Suite renovation.
2. 4218 Charlar Drive - Laux Construction - Interior build out, offices.
3. 3140 Spanish Oak Drive - Magna Powertrain - Installation of a temperature controlled room.

Commercial/Industrial Building Permits



**DELHI CHARTER TOWNSHIP
MINUTES OF REGULAR MEETING HELD ON NOVEMBER 20, 2012**

The Delhi Charter Township Board of Trustees met in a regular meeting on Tuesday, November 20, 2012 in the Multipurpose Room at the Community Services Center, 2074 Aurelius Road, Holt, Michigan. Supervisor Davis called the meeting to order at 7:37 p.m.

PLEDGE OF ALLEGIANCE

ROLL CALL

Members Present: Supervisor C.J. Davis, Clerk Evan Hope, Trustees Jon Harmon, John Hayhoe, Megan Ketchum, DiAnne Warfield

Members Absent: Treasurer Roy Sweet

Others Present: John Elsinga, Township Manager
Sandra Diorka, Director of Public Services
Tracy Miller, Director of Community Development
Wendy Thielen, Assistant Township Manager of Human Resources
Tricia Vander Ploeg, Administrative Assistant/Deputy Supervisor
Amy Finch, Assistant Township Clerk/Deputy Clerk

COMMENTS FROM THE PUBLIC

Kara Hope introduced herself to the Board members as Ingham County Commissioner elect for District 7.

Kara Hope, Holt Community Arts Council President, thanked Mark Jenks, Director of Parks and Recreation, for his support of the Arts Council and presented him with a donation from the Arts Council to be used towards the amphitheater located in Veterans Memorial Gardens. The money was from concession sales proceeds during the annual "Moonlight Movies".

Frank Badalamente, 1900 Permission Path, thanked the Board for their dedication in serving the community and thanked past Trustee Jerry Ketchum for his service. Mr. Badalamente questioned monies received under the motor vehicle ordinance and the sale of DDA property.

CONSENT AGENDA

- A. Approval of Minutes – Committee Meeting of November 7, 2012
- B. Approval of Minutes – Regular Meeting of November 7, 2012
- B. Approval of Claims – November 13, 2012 (ATTACHMENT I)

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP
MINUTES OF REGULAR MEETING HELD ON NOVEMBER 20, 2012**

C. Approval of Payroll – November 8, 2012 (ATTACHMENT II)

Warfield moved to approve the Consent Agenda as presented.

A Roll Call Vote was recorded as follows:

Ayes: Hayhoe, Hope, Ketchum, Warfield, Davis, Harmon

Absent: Sweet

MOTION CARRIED

NEW BUSINESS

COMMUNITY SERVICES CENTER WINDOW TREATMENT ENERGY PROJECT

The Board reviewed a memorandum dated November 14, 2012 from Twp. Mgr. Elsinga (ATTACHMENT III).

Hayhoe moved to award the bid for the Community Services Center Window Treatment Energy Project to Baron’s Window Coverings, Inc. in the amount of \$23,400 and authorize the Township Manager to execute a contract for the same upon review from legal counsel.

Trustee Harmon questioned why only one bid was received. Twp. Mgr. Elsinga stated that he is not certain why only one bid was received. Twp. Mgr. Elsinga further stated that possibly the other companies chose not to bid in accordance to what the Township asked for.

A Roll Call Vote was recorded as follows:

Ayes: Hope, Ketchum, Warfield, Davis, Harmon, Hayhoe

Absent: Sweet

MOTION CARRIED

REPORTS

SUPERVISOR

Supervisor Davis stated that the DDA Board held a visionary meeting on November 12, 2012. At this meeting it was decided that the majority of the DDA funds will go toward the Non-Motorized Transportation Trails. Discussion was also held in regard to funding several projects to be set up as non-profits.

TRUSTEES

Trustee Hayhoe stated that the 17th Annual Christmas Tree Lighting will be held on December 5, 2012.

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP
MINUTES OF REGULAR MEETING HELD ON NOVEMBER 20, 2012**

LIMITED PUBLIC COMMENTS – There were no comments from the public.

ADJOURNMENT

Meeting adjourned at 7:51 p.m.

Date: _____

Evan Hope, Township Clerk

Date: _____

C.J. Davis, Supervisor

/af

SUBJECT TO APPROVAL

November 13, 2012

I. Certification of Authorized Signatures: The attached Check Register and Invoice Distribution Report encompass checks dated November 13, 2012 numbered 82455 thru 82570 & ACH 2273 thru 2293. Every invoice has a payment authorizing signature(s).

Dated: November 13, 2012

Lora Behnke, Accounting Clerk

II. Certification of Fund Totals:

The attached Invoice Distribution Report and Check Register for checks dated November 13, 2012 show payments made from the following funds:

General Fund	\$	97,462.63
Fire Fund		8,040.26
Police Fund		1,150.00
Fire Equip. & Apparatus Fund		4,792.68
Downtown Development Fund		63,346.31
2010 DDA Refunding Bond Fund		500.00
Sewer Fund		190,164.64
Trust & Agency Fund		1,487.01
Current Tax Fund		19,076.33
Grand Total	\$	<u>386,019.86</u>

Includes the following to be reimbursed from separate bank accounts:

Employee Flexible Spending Acct	\$	887.01
Farm Market Account	\$	1,403.00
Current Tax Account	\$	19,076.33

Dated: November 13, 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. (\$17,487.84 C2AE for LSD Project Engineering 12/15/09, \$138,156.63 Irish Construction for LSD Project, pymt #19 7/20/10) .

Dated: November 13, 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 November 20, 2012 a motion was made by _____ and passed by _____ yes votes and _____ no votes (_____ absent) that the list of claims dated November 13, 2012, was reviewed, audited and approved.

Evan Hope, Township Clerk

INVOICE GL DISTRIBUTION REPORT FOR DELHI CHARTER TOWNSHIP
POST DATES 11/13/2012 - 11/13/2012

Vendor	Invoice Line Desc	Amount
Fund 101 GENERAL FUND		
Dept 000.00		
BANK OF AMERICA	ACCTS RECEIVABLE-GENERAL	6.03
STATE OF MICHIGAN	STC LICENSE/WILSON	150.00
STATE OF MICHIGAN	STC LICENSE/E. TOBIAS	150.00
INGHAM COUNTY TREASURER	2012 COUNTY FORECLOSURES	657.02
ELNA MOORE	REFUND FOR TRIP TO CORNWELL'S	50.00
	Total For Dept 000.00	1,013.05
Dept 101.00 LEGISLATIVE		
VERIZON WIRELESS	CELLULAR OCTOBER	6.43
	Total For Dept 101.00 LEGISLATIVE	6.43
Dept 171.00 MANAGER		
UNUM LIFE INSURANCE CO	DISABILITY INSURANCE DECEMBER	138.90
ADP SCREENING & SELECTION	SUBSCRIPTION	27.57
BANK OF AMERICA	COBRA SOFTWARE MAINTENANCE	395.00
BANK OF AMERICA	MANAGERS LUNCH/ELSINGA	9.62
BANK OF AMERICA	CONFERENCE LODGING/ELSINGA	63.80
BANK OF AMERICA	FERRY/ELSINGA	18.00
BANK OF AMERICA	MML DINNER/ELSINGA	35.00
	Total For Dept 171.00 MANAGER	687.89
Dept 191.00 ACCOUNTING		
UNUM LIFE INSURANCE CO	DISABILITY INSURANCE DECEMBER	29.63
	Total For Dept 191.00 ACCOUNTING	29.63
Dept 215.00 CLERK		
UNUM LIFE INSURANCE CO	DISABILITY INSURANCE DECEMBER	95.55
GANNETT MICHIGAN NEWS	PUBLISHING LEGALS OCTOBER	643.52
BANK OF AMERICA	2013 IIMC MEMBERSHIP/FINCH	85.00
	Total For Dept 215.00 CLERK	824.07
Dept 228.00 INFORMATION TECHNOLOGY		
UNUM LIFE INSURANCE CO	DISABILITY INSURANCE DECEMBER	71.84
DELHI CHARTER TOWNSHIP-I.T.	BLACK TONER/ASSESSING	25.53
DELHI CHARTER TOWNSHIP-I.T.	3TB SEAGATE DISK DRIVE/IT	119.99
DELHI CHARTER TOWNSHIP-I.T.	DELL 2007FP 20" LCD/ALBERT	92.77
DELHI CHARTER TOWNSHIP-I.T.	2TB WESTERN DIGITAL DISK DRIVE	109.99
DELHI CHARTER TOWNSHIP-I.T.	THERMALTAKE EXT. DRIVE/IT	24.99
AD-INK & TONER SUPPLY	6 INK CARTRIDGES	141.94
APPLICATION SPECIALIST KO	MONTHLY ANTI-SPAM/ANTI-VIRUS	270.00
ACD.NET, INC.	MONTHLY DSL @ CSC	199.95

BS&A SOFTWARE	YEARLY P.R.E. AUDIT SYSTEM SUPT	115.00
BS&A SOFTWARE	YEARLY ACCOUNTS PAYABLE SUPT	1,375.00
BS&A SOFTWARE	YEARLY PAYROLL SYSTEM SUPPORT	1,980.00
BS&A SOFTWARE	YEARLY CASH RECEIPTING SYSTEM	1,375.00
BS&A SOFTWARE	YEARLY GL/BUDGETING SYSTEM	1,725.00
BS&A SOFTWARE	YEARLY PURCHASE ORDER SUPT	1,375.00
BS&A SOFTWARE	YEARLY UTILITY BILLING SUPPORT	2,295.00
BS&A SOFTWARE	YEARLY INTERNET SERVICES SUPT	7,585.00
Total For Dept 228.00 INFORMATION TECHNOLOGY		18,882.00

Dept 253.00 TREASURERS		
UNUM LIFE INSURANCE CO	DISABILITY INSURANCE DECEMBER	63.29
ICS MARKETING SERVICES	POSTAGE FOR WINTER TAX BILLS	4,015.00
55TH DISTRICT COURT	SMALL CLAIMS COURT FILING FEE	25.00
55TH DISTRICT COURT	SMALL CLAIMS COURT FILING FEE	65.00
LORI CURTIS	MILEAGE REIMBURSEMENT	37.51
RICOH USA, INC.	COPY MACHINE MAINTENANCE	188.57
BANK OF AMERICA	BOYNE MOUNTAIN LODGING/TEBEAU	260.28
Total For Dept 253.00 TREASURERS		4,654.65

Dept 257.00 ASSESSING		
UNUM LIFE INSURANCE CO	DISABILITY INSURANCE DECEMBER	102.87
LANSING ICE & FUEL CO	GASOLINE-ASSESSING	92.43
THRUN LAW FIRM, P.C.	LEGAL FEES OCTOBER	2,821.50
RICOH USA, INC.	COPY MACHINE MAINTENANCE	188.57
WINGFOOT COMMERCIAL TIRE	2 WRANGLER SR-A P245 TIRE/#58	267.73
BANK OF AMERICA	3 DAY BREAKFAST PKG/WILSON	28.35
BANK OF AMERICA	CONFERENCE LODGING/WILSON	236.25
BANK OF AMERICA	DINNER/WILSON	14.99
BANK OF AMERICA	LUNCH/WILSON	12.20
BANK OF AMERICA	DINNER/WILSON	12.85
BANK OF AMERICA	LUNCH/WILSON	13.99
BANK OF AMERICA	LUNCH/WILSON	4.47
BS&A SOFTWARE	GIS TRAINING - 4 STAFF	800.00
Total For Dept 257.00 ASSESSING		4,596.20

Dept 262.00 ELECTIONS		
BANK OF AMERICA	I VOTED STICKERS & SHIPPING	153.29
DBI BUSINESS INTERIORS	OFFICE SUPPLIES	24.59
LOWE'S CREDIT SERVICES	ROPE/DOORBELL/OAK BASE	92.54
PRINTING SYSTEMS, INC.	1000 AV SECRECY SLEEVES	97.60
Total For Dept 262.00 ELECTIONS		368.02

Dept 265.00 BUILDING & GROUNDS		
UNUM LIFE INSURANCE CO	DISABILITY INSURANCE DECEMBER	21.17
LANSING ICE & FUEL CO	GASOLINE-BUILDING & GROUNDS	63.05
QUALITY FIRST MAID SERVICE	CLEANING SERVICES/CSC	975.00
SIEMENS INDUSTRY, INC.	HVAC CONTRACT/CSC	5,306.70
METRONET LONG DISTANCE	OCTOBER LONG DISTANCE	42.57
TDS METROCOM	OCTOBER LOCAL SERVICE	1,259.59
SIEMENS INDUSTRY, INC.	CHECK COOLING TOWER LOOP/CSC	348.00
Total For Dept 265.00 BUILDING & GROUNDS		8,016.08

Dept 276.00 CEMETERY		
UNUM LIFE INSURANCE CO	DISABILITY INSURANCE DECEMBER	34.70
LANSING ICE & FUEL CO	GASOLINE-CEMETERY	98.08
BANK OF AMERICA	QUIKFORM TUBE/GRAVE MARKER	11.78
SCHAFFER'S INC.	LIMESTONE GRAVEL/PEA STONE	97.20
HUBBELL, ROTH & CLARK, INC	CEMETERY PLOT STAKING	585.75
PURE GREEN LAWN & TREE	PRUNE TREES/MAPLE RIDGE	100.00
	Total For Dept 276.00 CEMETERY	927.51

Dept 281.00 STORMWATER		
UNUM LIFE INSURANCE CO	DISABILITY INSURANCE DECEMBER	14.71
DBI BUSINESS INTERIORS	OFFICE SUPPLIES/STORM SURVEY	23.99
LANSING ICE & FUEL CO	GASOLINE-STORMWATER	52.54
HUBBELL, ROTH & CLARK, INC	GRAND RIVER WMP-CMI REVIEW	2,048.61
	Total For Dept 281.00 STORMWATER	2,139.85

Dept 446.00 INFRASTRUCTURE		
CONSUMERS ENERGY	STREETLIGHTS ACCT#6730	20,366.79
CONSUMERS ENERGY	STREETLIGHTS ACCT#7043	109.28
LANDSCAPE ARCHITECTS	WASHINGTON WOODS SIDEWALK	855.00
	Total For Dept 446.00 INFRASTRUCTURE	21,331.07

Dept 721.00 PLANNING/COMMUNITY DEVELOPMENT		
UNUM LIFE INSURANCE CO	DISABILITY INSURANCE DECEMBER	201.87
BANK OF AMERICA	SAFETY BOOTS/MASTIN	148.74
LANSING ICE & FUEL CO	GASOLINE-COMMUNITY DEVELOP	149.89
THRUN LAW FIRM, P.C.	LEGAL FEES OCTOBER	718.20
ASSOCIATED GOVERNMENT	AGS PAYROLL 7/16-10/26/2012	4,900.00
NTH CONSULTANTS, LTD	SPR FOR 4305 FIVE OAKS DR	915.00
METRONET LONG DISTANCE	OCTOBER LONG DISTANCE	12.31
VERIZON WIRELESS	CELLULAR OCTOBER	59.32
TDS METROCOM	OCTOBER LOCAL SERVICE	96.33
GANNETT MICHIGAN NEWS	PUBLISHING LEGALS OCTOBER	73.36
BANK OF AMERICA	DRYWALL PRIMER/1953 ADELPHA	59.98
BANK OF AMERICA	PAINT/1953 ADELPHA	148.00
BOARD OF WATER & LIGHT	WATER NSP-1953 ADELPHA	13.20
LUMBERTOWN OF HOLT	TRIM FOR REHAB/1953 ADELPHA	865.71
LUMBERTOWN OF HOLT	CONTRACTOR BAGS/1953 ADELPHA	9.99
LUMBERTOWN OF HOLT	CABINETS/1953 ADELPHA	3,784.00
BANK OF AMERICA	CAR WASH/#57	7.00
OCE NORTH AMERICA DOC	12/1/12-2/28/13 COPIER LEASE	852.00
BANK OF AMERICA	PARKING/MILLER	3.25
BANK OF AMERICA	PARKING/MILLER	3.00
BANK OF AMERICA	PARKING/MILLER	5.00
SCHAFFER'S INC.	MOWING 3838 CALYPSO	51.75
SCHAFFER'S INC.	MOWING 3822 CALYPSO	51.75
SCHAFFER'S INC.	MOWING 3816 CALYPSO	34.50
SCHAFFER'S INC.	MOWING 3808 CALYPSO	25.88
SCHAFFER'S INC.	MOWING 3769 CALYPSO	34.50
BANK OF AMERICA	CONFERENCE LODGING/MILLER	285.87
	Total For Dept 721.00 PLANNING/COMMUNITY DEVELOPMENT	13,510.40

Dept 752.00 PARKS ADMINISTRATION

UNUM LIFE INSURANCE CO	DISABILITY INSURANCE DECEMBER	68.57
BANK OF AMERICA	HEAVY DUTY MOUNTING TAPE	24.99
BANK OF AMERICA	HEAVY DUTY MOUNTING TAPE	24.99
HOLT PUBLIC SCHOOLS	7/13/12 SENIOR LUGNUTS TRIP	126.95
SOUTHERN MI RECREATION	2013 MEMBERSHIP/JENKS & TILMA	40.00
METRONET LONG DISTANCE	OCTOBER LONG DISTANCE	0.47
VERIZON WIRELESS	CELLULAR OCTOBER	5.49
TDS METROCOM	LOCAL SERVICE/SR CENTER	289.83
TDS METROCOM	OCTOBER LOCAL SERVICE	147.02
Total For Dept 752.00 PARKS ADMINISTRATION		728.31

Dept 771.00 PARKS

LANSING ICE & FUEL CO	GASOLINE-PARKS	462.30
ACE HARDWARE	2 UNDERCOAT PAINT/4 RSTP PAINT	33.94
AMERICAN RENTAL	PORTABLE TOILETS	280.00
AMERICAN RENTAL	PORTABLE TOILET	70.00
COUNTY OF INGHAM	OCT LAW ENFORCEMENT/PARKS	2,977.92
BOARD OF WATER & LIGHT	WATER 2287 PINE TREE	61.88
BOARD OF WATER & LIGHT	WATER 4030 KELLER	61.94
BOARD OF WATER & LIGHT	WATER 4050 KELLER	165.41
CONSUMERS ENERGY	ELECTRIC 1771 MAPLE	95.52
ACE HARDWARE	THREAD ROD	12.99
BOYNTON FIRE SAFETY SERV	KITCHEN FIRE SUPPRESSION INSP.	88.00
D & G EQUIPMENT INC	DIAPHRAM	153.00
D & G EQUIPMENT INC	HEAD GASKET	42.50
CARQUEST THE PARTS PLACE	(1) 80W 90 OIL	5.45
CARQUEST THE PARTS PLACE	(1) ULTRA BLACK HI-EMP LIGHT	6.89
CARQUEST THE PARTS PLACE	(2) 30W OIL	11.38
Total For Dept 771.00 PARKS		4,529.12

Dept 774.00 RECREATION

UNUM LIFE INSURANCE CO	DISABILITY INSURANCE DECEMBER	32.81
ACE HARDWARE	CLEANING SUPPLIES	2.00
BANK OF AMERICA	REFRESHMENTS/SR CITIZENS TRIP	265.53
BANK OF AMERICA	GRAND HOTEL/SENIOR CITIZENS TRIP	428.75
BANK OF AMERICA	KLACKLE ORCHARDS/SR CITIZENS	208.00
BANK OF AMERICA	MAXFIELDS/SENIOR CITIZENS TRIP	733.49
CORNWELL'S DINNER THEATRE	CORNWELL TRIP/SENIOR CITIZENS	1,668.00
SCOTT R. BLANKENSHIP	FLOOR HOCKEY OFFICIAL	195.00
KYLE BROOKS	FLOOR HOCKEY OFFICIAL	135.00
JEFF BRYAN	FLOOR HOCKEY OFFICIAL	210.00
SCOTT DYKEMA	FLOOR HOCKEY OFFICIAL	75.00
PAULA K. HARNEY	SENIOR CENTER FITNESS CLASSES	75.00
STEVEN E. ROGERS	FLOOR HOCKEY OFFICIAL	225.00
BANK OF AMERICA	POPCORN/SENIOR CENTER	28.49
ACE HARDWARE	3 ELEC TAPE/8 WIRE CLOTHS/1 TENT	73.15
Total For Dept 774.00 RECREATION		4,355.22

Dept 850.00 OTHER FUNCTIONS		
DBI BUSINESS INTERIORS	OFFICE SUPPLIES	11.18
THRUN LAW FIRM, P.C.	LEGAL FEES OCTOBER	359.10
MEDICAL MANAGEMENT SYS	OCTOBER MMSM FEES	8,281.81
BANK OF AMERICA	FEEDER MAINT. 11/1/12-10/31/13	472.00
BANK OF AMERICA	DM500 BASE MAINT. 11/1/12-10/31/13	340.00
BANK OF AMERICA	POSTAGE METER RENTAL	150.00
BANK OF AMERICA	WUFOO SUBSCRIPTION	9.00
BANK OF AMERICA	GIS WEB HOSTING 10/10-11/9/12	1.00
BANK OF AMERICA	REFRESHMENTS/FIRE REGIONAL	8.64
MCLAREN MEDICAL MANAGE	FLU SHOTS	425.00
INGHAM COUNTY TREASURER	2012 COUNTY FORECLOSURES	805.40
	Total For Dept 850.00 OTHER FUNCTIONS	<u>10,863.13</u>

Total For Fund 101 GENERAL FUND	<u><u>97,462.63</u></u>
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Fund 206 FIRE FUND

Dept 000.00		
BANK OF AMERICA	SALES TAX TO BE CREDITED	4.80
	Total For Dept 000.00	<u>4.80</u>

Dept 336.00 FIRE DEPARTMENT

UNUM LIFE INSURANCE CO	DISABILITY INSURANCE DECEMBER	431.38
UNUM LIFE INSURANCE CO	DISABILITY INSURANCE DECEMBER	27.34
BANK OF AMERICA	3 HP INK CARTRIDGES/PAPER/CARD	166.45
LANSING ICE & FUEL CO	GASOLINE-FIRE	1,386.90
BANK OF AMERICA	NAME PLATE & FREIGHT/ADAMS	13.60
BANK OF AMERICA	DRESS SHOES/BALL	80.00
BOUND TREE MEDICAL, LLC	MEDICAL SUPPLIES	194.60
CLIA LABORATORY PROGRAM	LICENSE TO USE GLUCOMETER	150.00
MICH STATE FIREMEN'S ASSOC.	2013 MSFA DUES	75.00
PENGUIN COMMUNICATIONS	6 MONTHS OF VOICE NOTIFICATION	774.00
METRONET LONG DISTANCE	OCTOBER LONG DISTANCE	3.46
VERIZON WIRELESS	CELLULAR OCTOBER	166.21
TDS METROCOM	OCTOBER LOCAL SERVICE	59.26
CONSUMERS ENERGY	ELECTRIC 6139 BISHOP	80.89
CONSUMERS ENERGY	GAS 6139 BISHOP	85.66
OVERHEAD DOOR OF LANSING	REPLACE SPRINGS & ADJUST	469.90
ADP SCREENING & SELECTION	BACKGROUND CHECKS	69.48
ACE HARDWARE	HOTWATER HOSES/6 FLUR BULBS	96.93
MCLAREN MEDICAL MANAGE	FLU SHOTS	75.00
BRETT JUSTICE	FALL 2012 CLASSES REIMBURSE	600.00
BANK OF AMERICA	SPARTY APPEARANCE/OPEN HOUSE	81.00
BANK OF AMERICA	PARAMEDIC BOOKS	98.40
WINDSOR CHARTER TOWNSHIP	EMT BASIC COURSE FOR 3	2,850.00
	Total For Dept 336.00 FIRE DEPARTMENT	<u>8,035.46</u>

Total For Fund 206 FIRE FUND	<u><u>8,040.26</u></u>
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Fund 207 POLICE FUND

Dept 301.00 POLICE		
ROBERT J. ROBINSON, ATTN	OCTOBER MOTOR VEH ORD	1,150.00
	Total For Dept 301.00 POLICE	<u>1,150.00</u>

Total For Fund 207 POLICE FUND	<u><u>1,150.00</u></u>
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Fund 211 FIRE EQUIP. & APPARATUS FUND

Dept 339.00 EQUIPMENT & APPARATUS

BANK OF AMERICA	UPS SHIPPING	34.50
COMMUNICATIONS SERVICES	3 RADIO ANTENNAS	84.00
COUNTY OF INGHAM	3RD QTR 911 RADIO FEE	1,451.72
BANK OF AMERICA	UPS SHIPPING	6.31
BANK OF AMERICA	THERMAL CAMERA BATTERY	79.54
ACE HARDWARE	MISC. FIRE STATION SUPPLIES	45.45
LANSING FIRE DEPARTMENT	SCBA TESTING	133.00
WEST SHORE FIRE INC	SCBA REPAIR	27.40
WEST SHORE FIRE INC	SCBA REPAIR	2,131.00
FRANKIE D'S AUTO & TRUCK	LOF UNIT #373-AMBULANCE	111.00
BANK OF AMERICA	LUNCH/BALL & ROYSTON	24.57
BANK OF AMERICA	HOLIDAY INN LODGING/BRITTEN	266.52
BANK OF AMERICA	TRAINING APPLICATION	3.17
CHIEF OKEMOS COUNCIL- BSA	EXPLORER POST 22 ATTENDED	130.00
INGHAM COUNTY SHERIFF'S	COMMAND CONF/DICKERSON	50.00
MCLAREN -GREATER LANSING	CPR CARDS	64.50
MI FIRE SERVICE INSTRUCTORS	MFSIA CONFERENCE/BRITTEN	150.00
Total For Dept 339.00 EQUIPMENT & APPARATUS		4,792.68

Total For Fund 211 FIRE EQUIP. & APPARATUS FUND	4,792.68
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Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY

Dept 000.00

WILBUR M. HOCHSTETLER	VENDOR PAYMENT OCTOBER	147.00
MICHAEL BIRITZ	VENDOR PAYMENT OCTOBER	36.00
DENISE A. BRZOZOWSKI	VENDOR PAYMENT OCTOBER	162.00
WILLIAM H. CARTTER III	VENDOR PAYMENT OCTOBER	18.00
KEVIN E. COSGROVE	VENDOR PAYMENT OCTOBER	89.00
ANNIKA DALTON	VENDOR PAYMENT OCTOBER	5.00
ELAINE J. ERNST	VENDOR PAYMENT OCTOBER	105.00
TAMARA FORD	VENDOR PAYMENT OCTOBER	99.00
CARRIE GLAZIER	VENDOR PAYMENT OCTOBER	7.00
DENNIS C. GREENMAN	VENDOR PAYMENT OCTOBER	152.00
RAYMOND HARRIS	VENDOR PAYMENT OCTOBER	42.00
CANDACE J. KOLLER	VENDOR PAYMENT OCTOBER	14.00
KIM MEYERS	VENDOR PAYMENT OCTOBER	94.00
TRAVIS NIGHTENGALE	VENDOR PAYMENT OCTOBER	5.00
KAREN OLMSTED	VENDOR PAYMENT OCTOBER	64.00
RUSSELL ROWE	VENDOR PAYMENT OCTOBER	150.00
MICHAEL SCHENK	VENDOR PAYMENT OCTOBER	17.00
SHELLEY SLEE	VENDOR PAYMENT OCTOBER	25.00
BETH SMITH	VENDOR PAYMENT OCTOBER	30.00
MAI KOU VANG	VENDOR PAYMENT OCTOBER	23.00
WILLOW BLOSSOM FARMS	VENDOR PAYMENT OCTOBER	119.00
CAPITAL AREA DIST LIBRARY	DART MTT DDA REFUND	242.52
CAPITAL AREA DIST LIBRARY	CAP CAR MTT DDA REFUND	579.01
CATA	CAP CAR MTT DDA REFUND	1,116.08
CATA	DART MTT DDA REFUND	467.47
INGHAM COUNTY TREASURER	CAP CAR MTT DDA REFUND	2,365.86
INGHAM COUNTY TREASURER	CAP CAR MTT DDA REFUND	1,177.36
INGHAM COUNTY TREASURER	DART MTT DDA REFUND	1,484.11
LANSING COMMUNITY COLLEGE	DART MTT DDA REFUND	591.87
LANSING COMMUNITY COLLEGE	CAR CAP MTT DDA REFUND	1,413.09
LANSING COMMUNITY COLLEGE	RSDC MTT 2010/11 DDA REFUND	12,601.12
Total For Dept 000.00		23,441.49

Dept 728.00 DDA ADMINISTRATION

BANK OF AMERICA	WHITE CARDS/CLOCK/PLANNER	24.07
FAHEY SCHULTZ BURZYCH	LEGAL FEES OCTOBER	258.00
BANK OF AMERICA	ATT 10/16/12-11/15/16/LED SIGN	43.03
METRONET LONG DISTANCE	OCTOBER LONG DISTANCE	0.46
C. HOWARD HAAS	OCTOBER CELLULAR REIMBURSE	75.00
TDS METROCOM	OCTOBER LOCAL SERVICE	193.37
HELEN C HARRISON	8/20-11/9/12 MILEAGE/HARRISON	77.15
GANNETT MICHIGAN NEWS	PUBLISHING LEGALS	130.61
ADP SCREENING & SELECTION	BACKGROUND CHECKS	2.50
MCLAREN MEDICAL MANAGE	FLU SHOTS	50.00
BANK OF AMERICA	11/8/12 BUSINESS & BAGELS/HAAS	25.00
BANK OF AMERICA	10/18/12 BUSINESS & BAGELS/HAAS	25.00
Total For Dept 728.00 DDA ADMINISTRATION		904.19

Dept 729.00 DDA MARKETING & PROMOTION

BLOHM CREATIVE PARTNERS	MUSIC IN GARDEN BILLBOARD	1,000.00
BLOHM CREATIVE PARTNERS	LCD SIGN FOR DDA	501.25
GEOGRAPHIC INFORMATION	GIS UPDATES 10/15/12-10/15/13	5,000.00
CHARLES GRINNELL	58 HOURS @ \$22/GRINNELL	1,276.00
OVERHEAD DOOR OF LANSING	OVERHEAD DOOR REPAIR/FARMERS	1,008.00
Total For Dept 729.00 DDA MARKETING & PROMOTION		8,785.25

Dept 730.00 COMM REHABILITATION REBATE PGM

EDWARD LIU DENTISTRY PLLC	CRRP/ROOF REPLACEMENT	4,125.00
EDWARD LIU DENTISTRY PLLC	CRRP/OFFICE WINDOWS	4,786.00
RUTH ADAMS	CRRP/PARKING LOT/PRO CYCLE	2,447.50
Total For Dept 730.00 COMM REHABILITATION REBATE PGM		11,358.50

Dept 731.00 DDA INFRASTRUCTURE PROJECTS

PURE GREEN LAWN & TREE	PRUNE TREES/PARK HOLT & CEDAR	150.00
HTA COMPANIES, INC.	WINTERIZATION/CEDAR-HOLT PARK	50.00
WESCO DISTRIBUTION, INC	C100S62/ALTO STREET LIGHT BULB	312.00
WESCO DISTRIBUTION, INC	CREDIT	(220.50)
WESCO DISTRIBUTION, INC	11 100W LAMPS	214.50
C2AE	I-96 UNDERPASS & N CONNECTOR	1,263.00
Total For Dept 731.00 DDA INFRASTRUCTURE PROJECTS		1,769.00

Dept 850.00 OTHER FUNCTIONS

UNUM LIFE INSURANCE CO	DISABILITY INSURANCE DECEMBER	37.06
LANSING ICE & FUEL CO	GASOLINE-DDA	98.08
QUALITY FIRST MAID SERVICE	CLEANING SERVICES/SHERIFF/DDA	420.00
SIEMENS INDUSTRY, INC.	HVAC CONTRACT/DDA-ICSD	758.10
BOARD OF WATER & LIGHT	WATER 2045 CEDAR	105.77
BOARD OF WATER & LIGHT	WATER 2150 CEDAR	21.55
CAPITAL AREA DIST LIBRARY	DART MTT DDA REFUND	339.52
CAPITAL AREA DIST LIBRARY	CAP CAR MTT DDA REFUND	837.13
CATA	CAP CAR MTT DDA REFUND	1,594.21
CATA	DART MTT DDA REFUND	646.59
INGHAM COUNTY TREASURER	CAP CAR MTT DDA REFUND	1,700.52
INGHAM COUNTY TREASURER	CAP CAR MTT DDA REFUND	4,560.76
INGHAM COUNTY TREASURER	DART MTT DDA REFUND	2,539.44
LANSING COMMUNITY COLLEGE	DART MTT DDA REFUND	828.63
LANSING COMMUNITY COLLEGE	CAR CAP MTT DDA REFUND	2,043.05
LANSING COMMUNITY COLLEGE	RSDC MTT 2010/11 DDA REFUND	557.47
Total For Dept 850.00 OTHER FUNCTIONS		17,087.88

Total For Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY	63,346.31
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Fund 393 2010 REFUNDING BOND DEBT RETIREMENT

Dept 905.00 DEBT SERVICE

US BANK	2010 REF BOND AGENT FEES	500.00
	Total For Dept 905.00 DEBT SERVICE	500.00

Total For Fund 393 2010 REFUNDING BOND DEBT RETIREMENT	500.00
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Fund 590 SEWAGE DISPOSAL SYSTEM

Dept 000.00

BANK OF AMERICA	REIMBURSEMENT/DIORKA	7.78
MICHIGAN MUNICIPAL LEAGUE	2013 CDL CONSORTIUM	700.00
BILL BEGOLE AND COMPANY	REFUND PERMIT FEE PSR12-013	100.00
	Total For Dept 000.00	807.78

Dept 548.00 ADMINISTRATION & OVERHEAD

ICS MARKETING SERVICES	OCTOBER SEWER BILLS	549.02
	Total For Dept 548.00 ADMINISTRATION & OVERHEAD	549.02

Dept 558.00 DEPT OF PUBLIC SERVICE

UNUM LIFE INSURANCE CO	DISABILITY INSURANCE DECEMBER	480.54
DBI BUSINESS INTERIORS	OFFICE SUPPLIES/DPS	105.08
DBI BUSINESS INTERIORS	OFFICE SUPPLIES	425.59
LANSING ICE & FUEL CO	GASOLINE-DPS	1,439.61
MODEL COVERALL SERVICE	STAFF UNIFORMS	65.05
MODEL COVERALL SERVICE	STAFF UNIFORMS	66.89
MODEL COVERALL SERVICE	STAFF UNIFORMS-POTW	65.05
MODEL COVERALL SERVICE	STAFF UNIFORMS-MAINTENANCE	66.89
BANK OF AMERICA	LAPTOP CHARGES/RANES	61.99
DELHI CHARTER TOWNSHIP-I.T.	6 CELL 5200MAH BATTERY/POTW	16.47
DELHI CHARTER TOWNSHIP-I.T.	VNC ENTERPRISE YEAR SUPPORT	25.00
BANK OF AMERICA	LINT FILTER/CLOTHES DRYER POTW	22.65
BANK OF AMERICA	PARKING/DIORKA	3.75
BANK OF AMERICA	STEEL WHEEL/SIGN BASE	20.00
BANK OF AMERICA	WELDING SUPPLIES/POTW WELDER	317.96
HASSELBRING-CLARK	EXCESS RATE COPIER/MAINT	90.32
BANK OF AMERICA	FAN ASSEMBLY & SHIPPING	196.35
ALEXANDER CHEMICAL CORP	SODIUM BISULFITE	855.00
ALEXANDER CHEMICAL CORP	CREDIT	(180.00)
ALEXANDER CHEMICAL CORP	CALCIUM NITRATE	9,972.15
MINERAL MASTERS CORP	2600# TOTE POLYMER	3,692.00
ALS LABORATORY GROUP	IPP - LIFT STATION D	695.00
ALS LABORATORY GROUP	IPP - LIFT STATION D	50.00
NTH CONSULTANTS, LTD	SPR FOR 4305 FIVE OAKS DR	427.50
UNITED PARCEL SERVICE	SHIPPING CHARGES	71.41
UNITED PARCEL SERVICE	SHIPPING CHARGES	76.50
UNITED PARCEL SERVICE	SHIPPING CHARGES	17.71
BARNHART & SON, INC.	SLUDGE REMOVAL	661.92
GRANGER	SLUDGE HAUL	1,312.50
METRONET LONG DISTANCE	OCTOBER LONG DISTANCE	6.27
USA MOBILITY WIRELESS, INC.	PAGER SERVICE	55.80
VERIZON WIRELESS	CELLULAR OCTOBER	37.26
TDS METROCOM	OCTOBER LOCAL SERVICE	451.16
BOARD OF WATER & LIGHT	WATER 4280 DELL	18.49
BOARD OF WATER & LIGHT	WATER 1492 AURELIUS	72.00
BOARD OF WATER & LIGHT	WATER 3505 HOLT	76.66
BOARD OF WATER & LIGHT	WATER 1988 WAVERLY	134.80
BOARD OF WATER & LIGHT	ELECTRIC 2481 DELHI COMMERCE	67.80
CONSUMERS ENERGY	ELECTRIC-1988 WAVERLY	405.77
CONSUMERS ENERGY	ELECTRIC-4000 N MICHIGAN#B	121.69

CONSUMERS ENERGY	ELECTRIC-5961 MC CUE #2723	47.63
CONSUMERS ENERGY	GAS-1988 WAVERLY	22.37
BANK OF AMERICA	FLAT TIRE REPAIR/SCAG MOWER	10.00
BANK OF AMERICA	HOSE FITTING/SPRAYER NOZZLE	1.35
D & G EQUIPMENT INC	HYD FILTER	98.60
D & G EQUIPMENT INC	RETAINER CLIP	1.25
D & G EQUIPMENT INC	PTO SEAL	8.22
ACE HARDWARE	KEEP OUT SIGNS/WIRE CLIPS/CABLE	194.61
WESCO DISTRIBUTION, INC	1CN4P32N35I BALLEST	173.50
WESCO DISTRIBUTION, INC	1CN2P32N35I BALLEST	126.20
WESCO DISTRIBUTION, INC	GLR5 FUSES	19.50
WESCO DISTRIBUTION, INC	400W HPS BULBS	384.00
WESCO DISTRIBUTION, INC	250W HPS BULBS	382.08
WESCO DISTRIBUTION, INC	PL-C26W/35/49 BULBS	81.00
BANK OF AMERICA	REVERSIBLE AIR DRILL/LSD	24.99
BANK OF AMERICA	FLAT TIRE REPAIR/TRAILER	10.00
BANK OF AMERICA	6 PVC ELBOWS	10.39
BANK OF AMERICA	10 PUSH-TEST LENS RED	74.90
BANK OF AMERICA	(4) SS SCH 40 NIPPLES	5.64
BANK OF AMERICA	COUPLINGS/PVC HOSE/QUICK COUP	191.02
BANK OF AMERICA	GALVANIZED WALL TUB	5.01
D & G EQUIPMENT INC	1 ROD/1 KNOB/1 SET SCREW	15.17
OVERHEAD DOOR OF LANSING	GATE REPAIR PARTS	342.00
OVERHEAD DOOR OF LANSING	SHIPPING	20.00
WESCO DISTRIBUTION, INC	RDS PPK 100MH BALLAST	522.54
WESCO DISTRIBUTION, INC	LSI LENS GASKET 15527	67.92
WESCO DISTRIBUTION, INC	MHC 100 BULBS	224.40
WESCO DISTRIBUTION, INC	FREIGHT	66.80
HTA COMPANIES, INC.	WINTERIZATION/POTW DIGESTER	90.00
QUALITY FIRST MAID SERVICE	CLEANING SERVICES/MAINTENANCE	260.00
QUALITY FIRST MAID SERVICE	CLEANING SERVICES/POTW	260.00
SIEMENS INDUSTRY, INC.	HVAC CONTRACT/DPS-MTC	1,516.20
SIEMENS INDUSTRY, INC.	LAB REFRIG NOT REPAIRABLE	696.00
MIDWEST ELECTRICAL CONS	TVSS REPAIR-LABOR	1,450.00
MIDWEST ELECTRICAL CONS	SD REPLACEMENT BOARD	895.00
INTERSTATE BATTERIES OF	MTP-65 BATTERY/UNIT 7	112.95
BANK OF AMERICA	FIRST CLASS POSTAGE	5.75
MCLAREN MEDICAL MANAGE	FLU SHOTS	175.00
BANK OF AMERICA	DINNER/DIORKA	16.19
BANK OF AMERICA	BREAKFAST/DIORKA	6.16
BANK OF AMERICA	DINNER/DIORKA	17.83
BANK OF AMERICA	LUNCH/DIORKA	5.40
BANK OF AMERICA	CONFERENCE LODGING/DIORKA	1,355.22
BANK OF AMERICA	PARKING/DIORKA	6.00
BANK OF AMERICA	MWEA SEMINAR/POWERS & ACKELS	346.00
BANK OF AMERICA	WEF MEMBERSHIP/DIORKA	105.00
BANK OF AMERICA	DELTA LUGGAGE FEE/DIORKA	25.00
BANK OF AMERICA	MSU PESTICIDE COURSE/ADAMS	30.00
BANK OF AMERICA	MSU PESTICIDE COURSE/DE YOUNG	30.00
BANK OF AMERICA	MSU PESTICIDE COURSE/HATHAWAY	30.00
BANK OF AMERICA	MSU PESTICIDE COURSE/DICKERS	30.00
	Total For Dept 558.00 DEPT OF PUBLIC SERVICE	33,163.37
Dept 578.01 CAPITAL IMPROVEMENTS		
C2AE	LSD PROJ ENG-SCREEN/FM/LSD	17,487.84
IRISH CONSTRUCTION COMP	LSD PROJ-POTW/FM/LSD PAY.19	138,156.63
	Total For Dept 578.01 CAPITAL IMPROVEMENTS	155,644.47
	Total For Fund 590 SEWAGE DISPOSAL SYSTEM	190,164.64

Fund 701 TRUST & AGENCY FUND

Dept 000.00

TRACY L. C. MILLER	REIDMBURSEMENT AFLAC FEXIBLE	576.90
TRICIA VANDER PLOEG	REIMBURSEMENT AFLAC FEXIBLE	310.11
GREATER LANSING MONUMENT C	NICHE LETTERING	100.00
SHY ENTERPRISES, INC.	REFUND CASH BOND/TRANSIENT	250.00
WAYNE AMES II	REFUND CASH BOND/TRANSIENT	250.00
	Total For Dept 000.00	<u>1,487.01</u>

Total For Fund 701 TRUST & AGENCY FUND 1,487.01

Fund 703 CURRENT TAX ACCOUNT

Dept 000.00

CAPCAR REALTY 1.1, LLC	REFUNDS DUE TAXPAYERS	9,932.11
STONEGATE MOBILE HOME	REFUNDS DUE TAXPAYERS	9,144.22
	Total For Dept 000.00	<u>19,076.33</u>

Total For Fund 703 CURRENT TAX ACCOUNT 19,076.33

Total For All Funds: 386,019.86

**DELHI CHARTER TOWNSHIP
FUND TRANSFERS AND PAYROLL APPROVAL
For Payroll Dated November 8, 2012**

ATTACHMENT II

I. Certification of Preparation and Distribution

The attached check and payroll registers encompass check numbers: 104437 through 104473 & direct deposits numbers: DD14608 through DD14680. 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: November 8, 2012

Director of Accounting

II. Payroll Report

The November 8, 2012 payroll encompasses the following funds and expenditures:

	Gross Payroll	Payroll Deductions	Net Pay
General Fund	\$67,691.74	\$18,874.56	\$48,817.18
Fire Dept. Fund	53,013.86	14,264.01	\$38,749.85
DDA	3,810.49	1,147.05	\$2,663.44
Sewer Fund/Receiving	35,649.68	9,807.73	\$25,841.95
Total Payroll	\$160,165.77	\$44,093.35	\$116,072.42
	Township FICA	Township RHS & Pension Plan & H.S.A.	Total Deductions & TWP Liabilities
General Fund	\$4,799.02	\$5,679.21	\$29,352.79
Fire Dept. Fund	3,974.26	3,362.16	21,600.43
DDA	150.66	230.04	1,527.75
Sewer Fund/Receiving	2,592.32	3,140.79	15,540.84
Total Payroll	\$11,516.26	\$12,412.20	\$68,021.81

Director of Accounting

III. FUND TRANSFERS

Transfers covering the foregoing payroll were made on November 8, 2012 and identified as follows:

11/08 Net Pay Disbursement in Common Savings (\$116,072.42)

Roy W. Sweet, Treasurer

IV. Board Audit and Approval:

At a regular meeting of the Township Board held on November 20, 2012, a motion was made by _____ and passed by _____ yes votes and _____ no votes(_____ absent) that the payroll dated November 8, 2012 was reviewed, audited, and approved.

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

Evan Hope, Clerk

DELHI CHARTER TOWNSHIP

M E M O R A N D U M

TO: Delhi Township Board Members

FROM: John B. Elsinga, Township Manager

DATE: November 14, 2012

RE: Award Bid and Contract for Community Services Center Window Treatment Energy Project

Enclosed for your review and approval is a bid document from Baron's Window Coverings, Inc. for window treatments for the Community Services Center (CSC) building in the amount of \$23,400.

The Township Board has had several discussions over the past few years regarding the need to stabilize the temperatures at townhall (CSC) in order to provide a comfortable work environment for staff and more importantly to try and save energy costs associated with the constant fluctuations. An energy assessment of townhall was conducted in 2010 as part of an Energy Conservation and Efficiency Block Grant program which revealed, among other things, that the current window treatments throughout townhall were inefficient with regards to heat conservation.

To that end, the Township Board agreed to budget \$10,000 for 2012 and each year after for four years in order to replace the current window treatments in stages estimating the total cost to be approximately \$40,000. Staff met with a consultant and decided in lieu of total replacement we could add a window treatment (roller shade) to our existing vertical blinds to increase energy efficiency and still utilize what we currently have.

In October bids were taken for the project which specified cost per phase when done in phases and a total cost if done all at once. Only one bid was received which reflected an \$8,000 per phase cost (3 phases) or a \$23,400 cost if done all at once. Because the Township Board budgeted \$10,000 in 2012 and another \$10,000 in 2013 (which the project would not be complete until 2013) staff is recommending proceeding with the entire project at a cost of \$23,400. This is well under the estimated cost of \$40,000 and by proceeding with the entire project now we won't have to worry about product availability in the future when doing it in phases. Therefore, I recommend the Board approve the bid for the CSC Window Treatment Energy Project and authorize the Township Manager to execute a contract for the same upon review from legal counsel.

RECOMMENDED MOTION:

To award the bid for the Community Services Center Window Treatment Energy Project to Baron's Window Coverings, Inc. in the amount of \$23,400 and authorize the Township Manager to execute a contract for the same upon review from legal counsel.

October 31, 2012

Sent by Email

Ms. Sandra Diorka
Director of Public Services
Delhi Charter Township
2074 Aurelius Rd.
Holt, MI 48842-6320



Re: Community Service Center - Window Treatment Project

Dear Ms. Diorka:

Keystone Design Group | Architects is pleased to provide you with a recommendation for the selection of a window treatment provider. Four firms were invited to provide bids for the above referenced, Baron's Window Coverings Inc. was the only bid submitted October 23, 2012 by bid deadline. The other three bidders selected not to bid for their various reasons.

After holding detailed discussions with Neil Baron it is our belief that Baron's Window Coverings Inc. will provide and install the quality products that were called for in our bid packet. Their bid for a total of \$23,400 includes the removal and re-installation of the existing vertical blinds, correcting alignment issues at all exterior corners, and the installation of new roller blinds. Their bid does not include replacement or repair (if necessary or required) of other existing vertical blind assemblies or components.

Baron's broke down their bid into three phases, as was required, for a sum of \$8,000 each when done separately.

Delhi Charter Township should enter into an agreement for in-whole or in-part with Baron's for the Window Treatment Project as specified.

Respectively submitted,

KEYSTONE DESIGN GROUP | ARCHITECTS

A handwritten signature in black ink that reads "Barry Wood".

Barry Wood, AIA, NCARB
President

DOCUMENT 004113 - BID FORM - STIPULATED SUM (SINGLE-PRIME CONTRACT)

1.1 BID INFORMATION

- A. Bidder: Baron's Window Coverings
- B. Project Name: Window Treatment Project, Delhi Charter Township.
- C. Project Location: Community Service Center, 2074 Aurelius Rd., Holt, Michigan 48842.
- D. Owner: Delhi Charter Township.
- E. Owner Project Number: 001.
- F. Architect: Keystone Design Group | Architects.
- G. Architect Project Number: 9304812.

1.2 CERTIFICATIONS AND BASE BID

- A. Base Bid, Single-Prime Contract: The undersigned Bidder, having carefully examined the Procurement and Contracting Requirements, Conditions of the Contract, Drawings, Specifications, and all subsequent Addenda, as prepared by Keystone Design Group | Architects, having visited the site, and being familiar with all conditions and requirements of the Work, hereby agrees to furnish all material, labor, equipment and services, including all scheduled allowances, necessary to complete the installation of the above-named project, according to the requirements of the Procurement and Contracting Documents, for the stipulated sums of:

- 1. Area 1 _____ Dollars (\$ 8,000.00).
- 2. Area 2 _____ Dollars (\$ 8,000.00).
- 3. Area 3 _____ Dollars (\$ 8,000.00).
- 4. Total (if all done at once) _____ Dollars (\$ 23,400.00).

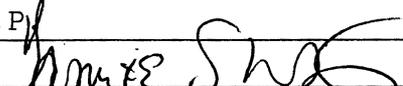
1.3 TIME OF COMPLETION

- A. The undersigned Bidder proposes and agrees hereby to commence the Work of the Contract Documents on a date specified in a written Notice to Proceed to be issued by Architect, and shall fully complete the Work within _____ 60 calendar days.

1.4 ACKNOWLEDGEMENT OF ADDENDA

- A. The undersigned Bidder acknowledges receipt of and use of the following Addenda in the preparation of this Bid:
 - 1. Addendum No. 1, dated _____.

1.5 SUBMISSION OF BID

- A. Respectfully submitted this 23 day of October, 2012.
- B. Submitted By Baron's (Name of bidding firm or corporation).
- C. Authorized Signature:  (Handwritten signature).
- D. Signed By: Neil Baron (Type or print name).
- E. Title: V.P. (Owner/Partner/President/Vice President).
- F. Witness By:  (Handwritten signature).

Window Treatments Project:
Delhi Charter Township CSC
2074 Aurelius Road
Holt, Michigan 48842

004113-1
Keystone Design Group | Architects
Project Number: 9304812
10/03/2012

G. Attest:  (Handwritten signature).
H. By: Don Baron (Type or print name).
I. Title: President (Corporate Secretary or Assistant Secretary).
J. Street Address: 325 S. Washington Sq.
K. City, State, Zip Lansing, MI 48933
L. Phone: (517) 484-1366
M. Federal ID No.: 381734358 (Affix Corporate Seal Here).

END OF DOCUMENT 004113

Pricing may need to be adjusted after six months from bid date

Window Treatments Project:
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