

**DELHI CHARTER TOWNSHIP
COMMITTEE OF THE WHOLE MEETING HELD ON APRIL 2, 2013**

The members of the Delhi Charter Township Committee of the Whole met on Tuesday, April 2, 2013 in the Multipurpose Room at the Community Services Center, 2074 Aurelius Road, Holt, MI. Supervisor Davis called the meeting to order at 6:31 p.m.

Members Present: Supervisor C.J. Davis, Clerk Evan Hope, Treasurer Roy Sweet, Trustees John Hayhoe, DiAnne Warfield

Members Absent: Trustees Jon Harmon, Megan Ketchum

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

BUSINESS

INTRODUCTION OF LANSING ECONOMIC AREA PARTNERSHIPS, INC. (LEAP)

Bob Trezise, President and CEO of LEAP, gave an overview of the Lansing Economic Area Partnerships, Inc. (LEAP) (ATTACHMENT I).

DEPARTMENT OF PUBLIC SERVICES – MARCH ACTIVITY REPORT

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

PUBLIC COMMENT – There were no comments from the public.

ADJOURNMENT

Meeting adjourned at 7:29 p.m.

Date: _____

Evan Hope, Township Clerk

Date: _____

C.J. Davis, Supervisor

/af

SUBJECT TO APPROVAL



MISSION:

To accelerate the entire Lansing Region into one of the nation's leading and most exciting economic engines, full of diverse opportunities to create wealth, investment, jobs, innovation and ideas for the benefit of all.

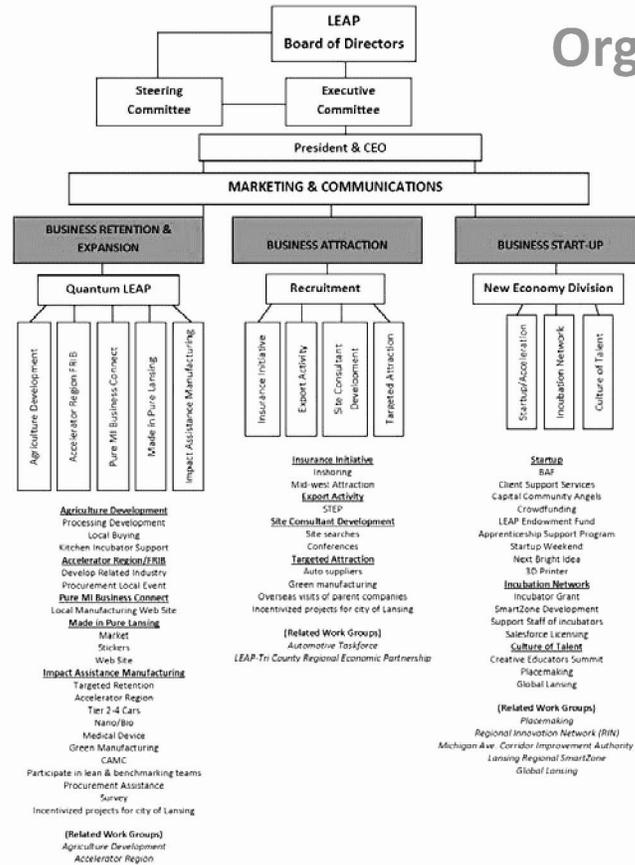


What is LEAP?

- Lansing Economic Area Partnership (LEAP)
- We are here to assist private companies in their endeavor to create ideas, profit, jobs and investment.
- Appointed by Governor Snyder and the MEDC to represent Ingham, Eaton and Clinton Counties in economic development matters (1 of 10 regional entities in the state).
- An economic development organization serving the three counties of Clinton, Eaton and Ingham.
- LEAP is a 501(c)(6), funded by private and public supporters.



Organizational Chart



Why Join LEAP? (Get the Inside Track)

- To lead the demand for a coordinated economic development effort that aggressively and effectively attracts and retains businesses of all varieties.
- To create a more diverse and inviting region, one that will help you recruit and retain the top talent (and their spouses) you need to compete in a talent-competitive global environment.
- To help us create more job opportunities for your family and neighbors, in part by changing our region's mindset, creating an entrepreneurial and business start-up culture.
- To provide more business opportunities and contacts to help broaden your network and help your individual business grow.

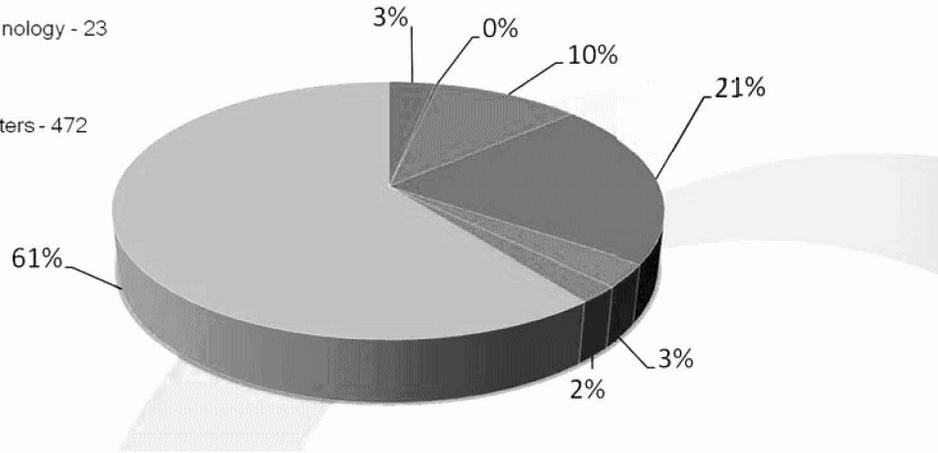


2012 LEAP Year-End Report

780 Jobs Created

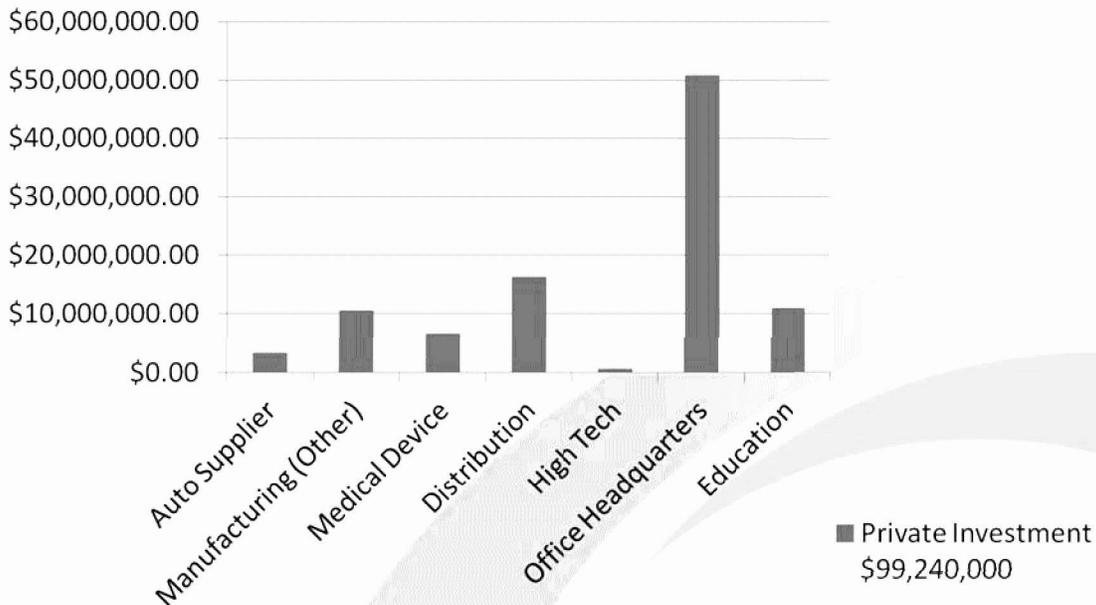
- Auto Supplier - 25
- Medical Device - 2
- Manufacturing (Other) - 79
- Distribution - 162
- Information Technology - 23
- High Tech - 17
- Office/Headquarters - 472

- Apex Precision Solutions - 9
- Two Men and A Truck - 125
- Martin Brower - 162
- Pratt & Whitney - 20
- Technology Innovation Center - 22
- Dart Container - 347
- Elmet - 15
- Profile Metal Forming - 25
- FC Mason - 40
- Business Accelerator Fund - 15



2012 LEAP Year-End Report

\$99,240,000 Private Investment

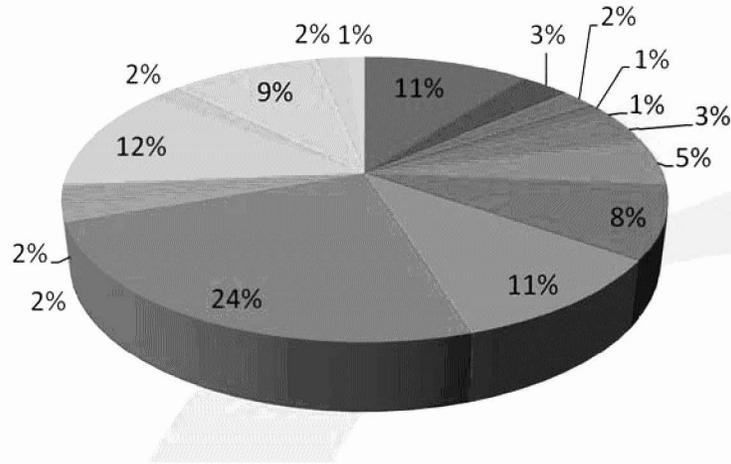




2012 Year-End Report

95 Retention Calls

- | | | |
|---------------------------------|------------------------------------|--------------------------------|
| ■ Automotive-Manufacturing - 10 | ■ Business Services - 3 | ■ Chemicals - 2 |
| ■ Electronics - 1 | ■ Export Services - 1 | ■ Food Processing - 3 |
| ■ Information Technology - 5 | ■ Life Sciences - 8 | ■ Machinery/Machine Tools - 10 |
| ■ Manufacturing - 23 | ■ Metal Stamping & Fabrication - 2 | ■ Other - 2 |
| ■ Plastics - 11 | ■ Printing & Publishing - 2 | ■ Steel & Steel Products - 9 |
| ■ Warehousing/Distributing - 2 | ■ Wood Products - 1 | |



2012 LEAP Year-End Report

Business Accelerator Fund Grants (High Tech, Michigan State University / SmartZone related Business Start-Up Monies)

Facts at a Glance:

- 10 BAF Grants Awarded
- \$169,662 BAF Value
- #1 in State of Michigan for successful applications
- 4 Applications Rejected

Grantees:

- APEX Precision
- BioPhotonic Solutions
- FluidRide
- Invention Enterprises
- MemoTouch
- NamesforLife
- Opti02
- Retia Medical
- Supported Intelligence
- Zon Labs



Work Group Opportunities (Join & Lead)

- Accelerator Region (FRIB and more)
- Agriculture Development
- Automotive Industry & Property
- Global Lansing
- Lansing Regional SmartZone
- LEAP - Tri-County Regional Economic Partners (L-TREP)
- Michigan Avenue CIA
- Placemaking (*placed two pieces of art in public strategic locations in 2012*).
- Regional Innovation Network (RIN)



Examples of Private Sector LEAP Members (Your CEO Colleagues want to see you at the Table)

Accident Fund	Harvest Creative Services
AKT Peerless	Jackson National Life
Auto-Owners Insurance Company	LAFCU
Blue Cross Blue Shield	Lake Trust Credit Union
The Christman Company	Lansing State Journal/Gannett Group
C2AE	Loomis, Ewert, Parsley, Davis & Gotting, P.C.
Clark Construction	Meijer Inc.
Consumers Energy	Michigan State University Federal Credit Union
Dart Development Group	Peckham Industries
Dean Transportation	PM Environmental Services
Demmer Corporation	PNC Bank
DTN Management	Sparrow Health System
Emergent Bio Solutions	Spartan Motors
Farm Bureau Insurance	Two Men And a Truck
Fifth Third Bank	
Foster , Swift, Collins & Smith, P.C.	
Greater Lansing Business Monthly	



Examples of Public Sector Members

Bath Township
Capital Area Michigan Works!
Capital Area Transit Authority
Capital Region International Airport
City of DeWitt
City East Lansing
City of Lansing
City of St. Johns
Clinton County
Delhi Township
Delta Township
DeWitt Township
Greater Lansing Convention & Visitors Bureau
Ingham County
Lansing Board of Water & Light
Lansing Community College
Lansing Regional Chamber of Commerce
Lansing Township
Meridian Township
Michigan State University
Prima Civitas
Watertown Township



Annual Membership Categories

Lead Investor* (Private)	\$35,000
Large Municipality* (Population 10,000+)	\$15,000
Entrepreneurial, Small Business, and Professional*	\$10,000
Member* (Individual, Private)	\$5,000
Small Municipality* (Population under 10,000)	\$3,000

** All memberships billed on Annual Basis*



Membership Benefits

\$35,000 (Lead Investor)

- Eligible to serve on LEAP Executive Committee
- Eligible to become Officer of Executive Committee
- Automatic permanent seat on Steering Committee (Meet Quarterly)
- May attend all Board meetings and Annual Meeting
- Online advertising
- Participation in Work Groups



Membership Benefits

\$15,000 (Large Municipality)

- May attend all Board meetings and Annual Meeting
- Eligible for Rotating, One-Year At-Large seat on Steering Committee
- Eligible for Executive Committee and Officers
- Online advertising
- Access to Free Dun and Bradstreet and Criminal Reports
- Available free CRM system (Salesforce.com)
- Participation in Work Groups



Membership Benefits

\$10,000 (Entrepreneurial, Small Business & Professional)

- May attend all Board meetings (3 per year) and Annual Meeting
- Eligible for Rotating, One-Year At-Large Seat on Steering Committee
- Eligible for Executive Committee and to be an Officer
- Online advertising
- Participation in Work Groups



Membership Benefits

\$5,000 (Individual)

- May attend all Board meetings including Annual Meeting
- Eligible for Rotating, One-Year At-Large Seat on Steering Committee
- Eligible for Executive Committee and Officers
- Online advertising
- Access to Free Dun and Bradstreet and Criminal Reports
- Participation in Work Groups



Membership Benefits

\$3,000 (Small Municipality)

- May attend all Board meetings (3 per year) including Annual Meeting
- Eligible for Rotating, One-Year At-Large seat on Steering Committee
- Eligible for Executive Committee and Officers
- Online advertising
- Access to Free Dun and Bradstreet and Criminal Reports
- Available free CRM system (Salesforce.com)
- Work Group participation welcome



Organizational Leadership

Executive Committee:

- Four Officers, past Chair and two Rotating, At-Large seats
- Meets Monthly (10 meetings), including four Steering Committee meetings
- CEOs only (no proxy)

Steering Committee:

- All \$35,000 investors plus six Rotating, At-Large seats
- Meets four-times per year
- CEO/Executive level attendance

Board of Directors:

- Meets three times per year including Annual Meeting
- Open to all CEO members and their staff



Still not sure about joining LEAP?

*Because the Lansing Region's time has arrived...
...Our **Region** finally deserves the best.*

We all deserve to say with a great sense of pride that we live, work and create in one of the nation's economic powerhouse regions and, as a demonstration of that fact, we have to have one of the best regional economic development organizations representing this region and driving us towards that vision.

*It cannot happen without your leadership.
OUR time and **YOUR** time is now!*



Contact

BOB TREZISE

President & CEO

Lansing Economic Area Partnership (LEAP)

Phone: (517)702-3387

Email: bob@purelansing.com

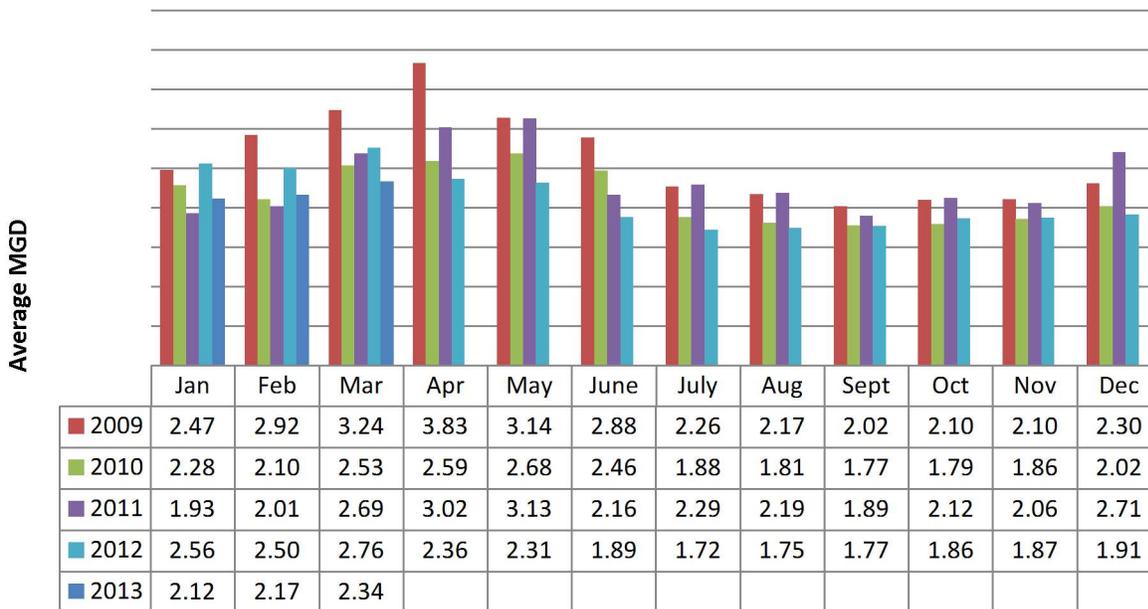
Online: purelansing.com



DEPARTMENT OF PUBLIC SERVICES

Monthly Report March 2013

Effluent Flow Data – (Average MGD)

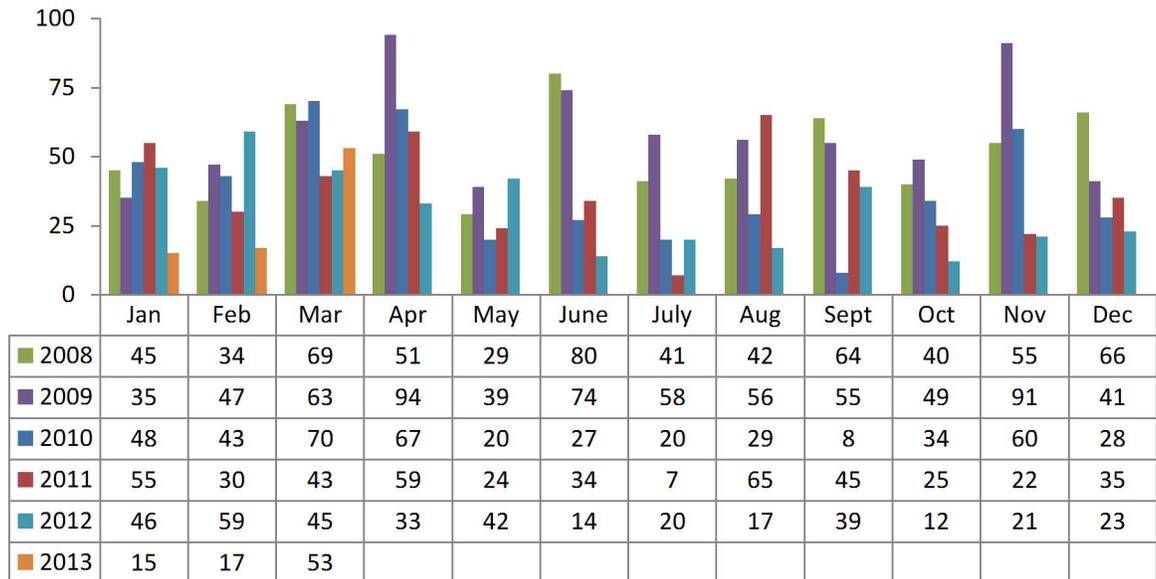


Laboratory Testing and Quality Control – Quality Assurance Program

Tests Run For		% Passing
Permit Compliance	234	
Process Control	1783	
Quality Control	52	100%
Check Samples	6	100%
DMRQA-Study 30 Proficiency		
Miscellaneous Sampling	8	
Totals	2083	100%

Maintenance

WORK ORDERS

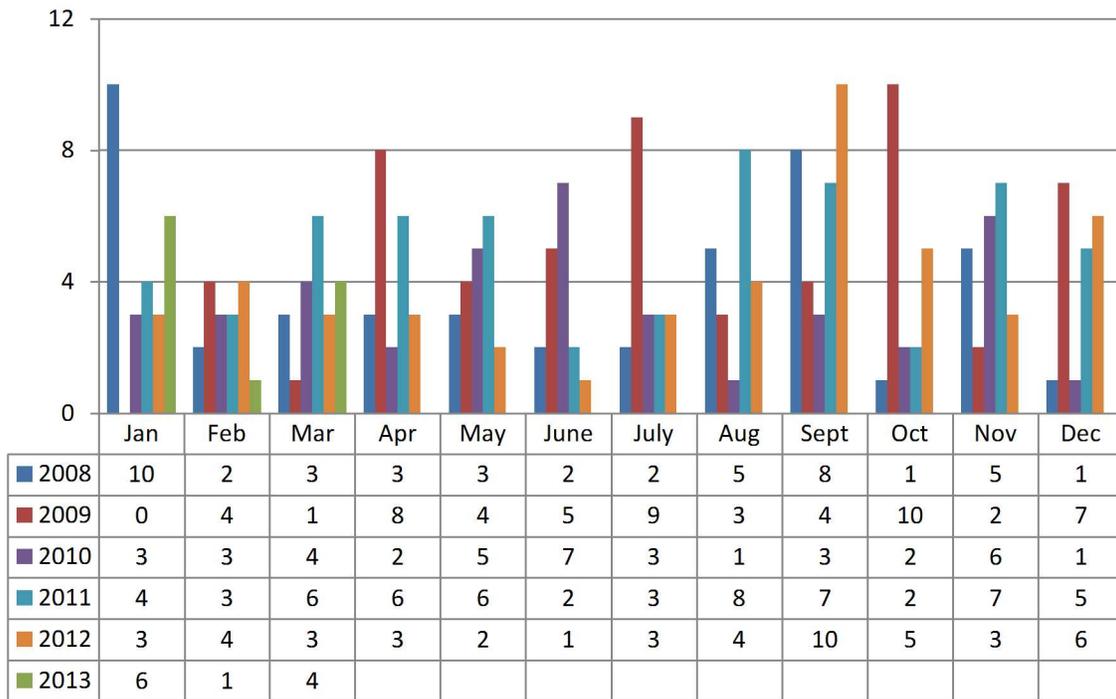


Note: Work order totals do not include monthly, weekly and daily preventive maintenance tasks.

- Serviced all summer lawn and garden equipment
- Moved boxes and helped prepare election materials for the election audit
- Contractor installed new blinds at CSC
- Moved furniture to accommodate the new blinds
- Tested all portable generators
- Checked and serviced all township lighting as needed
- Cleared the drain area at the POTW and chipped all brush
- Performed touch up painting in hallways at CSC
- Replaced a float switch at the CSC sewer pump station
- Repaired the fence enclosure at Pleasant River lift station that was struck by a vehicle
- Spot cleaned the carpets at ICSD
- Removed the drop box at the Treasurer's office and repaired the hole in the wall
- Set up and tore down tables for the Library book sale
- Replaced blower #2 air inlet filters
- Repaired leak in actuator on the south influent gate
- Replaced effluent sample pump in aeration tank 90
- Replaced two (2) fittings in the polymer feed line that was leaking
- Implemented the new Facility Dude work order program

Cemetery

BURIALS



Stormwater

- Met with Robert Zbiciak, MDEQ Wetland Restoration Coordinator in regards to Green #4 drain project
- Attended the Information/Education Subcommittee meeting for the Middle Grand River
- Attended the Ingham County Surface Water Monitoring meeting
- Submitted a Clean Michigan Initiative grant application to the Michigan Department of Environmental Quality for supplemental funding of the Surface Water Monitoring Program to identify the source of bacteria in Delhi Township surface waters

Community Outreach

On March 12, 2013, Gill went to the Holt High School to be displayed for the Hammy Talent Showdown.

Industrial Pretreatment Program

February IPP Activities		
Review/Approval		
Building Plan Approval	3/19/2013	3937 Patient Care Drive, Capital Area Pediatrics
Inspections - Grease Traps		
Compliant	02/25/13	7-11 1997 Aurelius
Compliant	02/25/13	Biggby Coffee - 2006 Cedar
Compliant	02/26/13	Biggby Coffee - #270 Jolly
Compliant	02/25/13	Buddies Grill - 2040 Aurelius
Compliant	02/26/13	Big Ten Holt - 2005 Eifert
Compliant	02/25/13	Burger King - 2464 Cedar
Compliant	02/26/13	Burger King - 2520 E. Jolly
Compliant	02/25/13	Champions - 2440 N. Cedar
Compliant	02/26/13	Chisholm Hills - 2395 Washington
Compliant	02/25/13	Coach's - 6201 Bishop
Compliant	02/25/13	Coffee Barrel - 2237 Aurelius - offline
Compliant	02/26/13	Cottage Inn Pizza - 1995 Cedar
Compliant	02/25/13	Delhi Café - 4625 Willoughby
Compliant	02/25/13	Fat Boys Pizza - 2040 Aurelius
Compliant	02/25/13	Eagles - 1111 N. Cedar
Compliant	02/26/13	Hometown Nutrition - 2380 N. Cedar Ste. 3
Compliant	02/25/13	Incu-Bake 1967 Aurelius
Compliant	02/26/13	IngCredible - 2454 S. Cedar
Compliant	02/25/13	Jade Garden - 1979 Aurelius
Compliant	02/19/13	Kroger - 2495 N. Cedar
Compliant	02/19/13	Little Caesar's - 2221 N. Cedar
Compliant	02/25/13	McDonald's 2775 Eaton Rapids Rd.
Compliant	02/26/13	McDonald's 2530 E. Jolly
Compliant	02/26/13	McDonald's 2400 N. Cedar
Compliant	02/19/13	St. Matthews 2418 Aurelius
Compliant	02/25/13	Sam Corey Senior Center- 2108 N. Cedar
Compliant	02/25/13	Subway - 2765 Eaton Rapids Rd.
Compliant	02/26/13	Tacos E Mas - 1850 Cedar
Compliant	02/26/13	Tim Horton's - 2450 E. Jolly
Compliant	02/19/13	Tim Horton's - 2350 Cedar
Compliant	02/25/13	Wendy's - 2727 Eaton Rapids Rd.

**DELHI CHARTER TOWNSHIP
MINUTES OF REGULAR MEETING HELD ON APRIL 2, 2013**

The Delhi Charter Township Board of Trustees met in a regular meeting on Tuesday, April 2, 2013 in the Multipurpose Room at the Community Services Center, 2074 Aurelius Road, Holt, Michigan. Supervisor Davis called the meeting to order at 7:33 p.m.

PLEDGE OF ALLEGIANCE

ROLL CALL

Members Present: Supervisor C.J. Davis, Clerk Evan Hope, Treasurer Roy Sweet, Trustees John Hayhoe, DiAnne Warfield

Members Absent: Trustees Jon Harmon, Megan Ketchum

Others Present: John Elsinga, Township Manager
Sandra Diorka, Director of Public Services
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

CONSENT AGENDA

- A. Approval of Minutes – Committee Meeting of March 19, 2013
- B. Approval of Minutes – Regular Meeting of March 19, 2013
- C. Approval of Claims – March 19, 2013 (ATTACHMENT I)
- D. Approval of Payroll – March 28, 2013 (ATTACHMENT II)

Sweet moved to approve the Consent Agenda as presented.

A Roll Call Vote was recorded as follows:

Ayes: Hayhoe, Hope, Sweet, Warfield, Davis

Absent: Harmon, Ketchum

MOTION CARRIED

NEW BUSINESS

FY 2013 LANSING AREA ECONOMIC PARTNERSHIP, INC. MEMBERSHIP

The Board reviewed a memorandum dated March 25, 2013 from Supervisor Davis (ATTACHMENT III).

Hayhoe 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 2013.

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP
MINUTES OF REGULAR MEETING HELD ON APRIL 2, 2013**

A Roll Call Vote was recorded as follows:
Ayes: Hope, Sweet, Warfield, Davis, Hayhoe
Absent: Harmon, Ketchum
MOTION CARRIED

**RESOLUTION NO. 2013-007 – 2013 CAPITAL IMPROVEMENT BOND BID RESOLUTION –
NORTH TRAIL CONNECTOR PROJECT**

The Board reviewed a memorandum dated March 27, 2013 from Twp. Mgr. Elsinga (ATTACHMENT IV).

Hope moved to adopt Resolution No. 2013-007 which accepts the bid from PNC Bank for the purchase of the 2013 Capital Improvement Bonds in the amount of \$1,200,000 for the North Connector Trail Project and authorizes the Township Treasurer to execute all necessary documents.

A Roll Call Vote was recorded as follows:
Ayes: Sweet, Warfield, Davis, Hayhoe, Hope
Absent: Harmon, Ketchum
MOTION CARRIED

**PROPOSED DELHI TOWNSHIP ORDINANCE 72.3 – FIRE LANES, SECOND
CONSIDERATION**

The Board reviewed a memorandum dated March 14, 2013 from Twp. Mgr. Elsinga (ATTACHMENT V).

Warfield moved upon second consideration, to adopt Ordinance No. 72.3 with regards to establishment of fire lanes and the regulation and penalties associated with the same.

A Roll Call Vote was recorded as follows:
Ayes: Sweet, Warfield, Davis, Hayhoe, Hope
Absent: Harmon, Ketchum
MOTION CARRIED

**AMENDMENT TO PROFESSIONAL SERVICES/TRANSFER OF CONTRACT – NORTH TRAIL
CONNECTOR PROJECT – C2AE**

The Board reviewed a memorandum dated March 28, 2013 from Tracy Miller, Director of Community Development (ATTACHMENT VI).

Hayhoe moved to approve the Amendment to Professional Services/Transfer of Contract from C2AE for construction engineering services for the North Trail Connector Project in the amount of \$133,625.

A Roll Call Vote was recorded as follows:
Ayes: Warfield, Davis, Hayhoe, Hope, Sweet

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP
MINUTES OF REGULAR MEETING HELD ON APRIL 2, 2013**

Absent: Harmon, Ketchum
MOTION CARRIED

**PROPOSAL FOR PROFESSIONAL ENGINEERING SERVICES – RAM TRAIL PROJECT –
HUBBELL, ROTH & CLARK**

The Board reviewed a memorandum dated March 28, 2013 from Tracy Miller, Director of Community Development (ATTACHMENT VII).

Warfield moved to approve the Proposal for Professional Engineering Services from Hubbell, Roth & Clark, Inc. in the amount of \$173,500 for the Ram Trail Project Design.

A Roll Call Vote was recorded as follows:
Ayes: Davis, Hayhoe, Hope, Sweet, Warfield
Absent: Harmon, Ketchum
MOTION CARRIED

REPORTS

SUPERVISOR

Supervisor Davis reminded the Board of the Joint School Board meeting to be held in the Community Services Center Board Room on April 16, 2013 at 6:00 p.m.

Supervisor Davis stated that the second round of the HaMmies talent show/fundraiser will be held to raise money for the H.O.L.T. Scholarship fund on April 9, 2013 at 7:00 p.m. at the Holt Jr. High School.

TOWNSHIP MANAGER

Twp. Mgr. Elsinga stated that the proposed fireworks ordinance will be brought before the Board at their April 16, 2013 meeting.

Twp. Mgr. Elsinga stated that Meridian Township is using one of the Township's ambulances for a couple of weeks as their ambulance is currently down.

Meeting recessed at 7:55 p.m.
Meeting reconvened at 8:00 p.m.

**PUBLIC HEARING – 8:00 P.M. RESOLUTION NO. 2013-008 – APPLICATION FOR
INDUSTRIAL FACILITIES EXEMPTION CERTIFICATE – MAGNA (MPT LANSING, LLC.)**

Hope moved to open the public hearing on Resolution No. 2013-008 – Application for Industrial Facilities Exemption Certificate – Magna

A Voice Poll was recorded as follows: All Ayes

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP
MINUTES OF REGULAR MEETING HELD ON APRIL 2, 2013**

Absent: Harmon, Ketchum
MOTION CARRIED

Tracy Miller, Director of Community Development, reported on the application for Industrial Facilities Exemption Certificate for Magna (MPT Lansing, LLC.).

Hope moved to close the public hearing.

A Voice Poll was recorded as follows: All Ayes
Absent: Harmon, Ketchum
MOTION CARRIED

Public Hearing Closed at 8:08 p.m.

**RESOLUTION NO. 2013-008 – APPLICATION FOR INDUSTRIAL FACILITIES EXEMPTION
CERTIFICATE – MPT LANSING, LLC**

The Board reviewed a memorandum dated March 28, 2013 from Tracy Miller, Director of Community Development (ATTACHMENT VIII).

**Sweet moved to adopt Resolution No. 2013-008 which approves the Application for
Industrial Facilities Exemption Certificate for MPT Lansing, LLC.**

A Roll Call Vote was recorded as follows:
Ayes: Hayhoe, Hope, Sweet, Warfield, Davis
Absent: Harmon, Ketchum
MOTION CARRIED

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

ADJOURNMENT

Meeting adjourned at 8:10 p.m.

Date: April 16, 2013

Evan Hope, Township Clerk

Date: April 16, 2013

C.J. Davis, Supervisor

/af

SUBJECT TO APPROVAL

ACCOUNTS PAYABLE APPROVAL

March 19, 2013

I. Certification of Authorized Signatures: The attached Check Register and Invoice Distribution Report encompass checks dated March 19, 2013 numbered 83273 thru 83347 & ACH 2437 thru 2452. Every invoice has a payment authorizing signature(s).

Dated: March 19, 2013

Lora Behnke, Accounting Clerk

II. Certification of Fund Totals:

The attached Invoice Distribution Report and Check Register for checks dated March 19, 2013 show payments made from the following funds:

General Fund	\$	146,043.43
Fire Fund		38,894.52
Police Fund		1,325.00
Fire Equip. & Apparatus Fund		1,963.42
Downtown Development Fund		12,070.16
Sewer Fund		76,094.80
Trust & Agency Fund		2,541.98
Current Tax Fund		43,597.51
Grand Total	\$	<u>322,530.82</u>

Includes the following to be reimbursed from separate bank accounts:

Current Tax Account	\$	43,597.51
Employee Flexible Spending Acct.	\$	493.16

Dated: March 19, 2013

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. (\$23,400.00 to Baron's Window Coverings for CSC Window Treatments, 11/20/12) .

Dated: March 19, 2013

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 April 2, 2013 a motion was made by _____ and passed by _____ yes votes and _____ no votes (_____ absent) that the list of claims dated March 19, 2013, was reviewed, audited and approved.

Evan Hope, Township Clerk

INVOICE GL DISTRIBUTION REPORT FOR DELHI CHARTER TOWNSHIP
 POST DATES 03/19/2013 - 03/19/2013

Vendor	Invoice Line Desc	Amount
Fund 101 GENERAL FUND		
Dept 000.00		
SBAM	ACCTS RECEIVABLE-GENERAL	227.22
	Total For Dept 000.00	227.22
Dept 101.00 LEGISLATIVE		
HARTFORD LIFE INSURANCE CO	LIFE INSURANCE-APRIL	25.50
INGHAM COUNTY CHAPTER-MTA	MEMBERSHIPS DUES-2013	35.00
	Total For Dept 101.00 LEGISLATIVE	60.50
Dept 171.00 MANAGER		
BASIC	HSA ADMINISTRATION FEE 2013	85.72
SBAM	HEALTH INSURANCE-APRIL	2,291.33
HARTFORD LIFE INSURANCE CO	LIFE INSURANCE-APRIL	93.50
UNUM LIFE INSURANCE COMPANY	DISABILITY INSURANCE-APRIL	138.90
ADP SCREENING & SELECTION	SUBSCRIPTION 2/13	27.57
WENDY L THIELEN	MILEAGE REIMBURSEMENT/MPELRA	36.16
	Total For Dept 171.00 MANAGER	2,673.18
Dept 191.00 ACCOUNTING		
BASIC	HSA ADMINISTRATION FEE 2013	42.86
SBAM	HEALTH INSURANCE-APRIL	424.32
HARTFORD LIFE INSURANCE CO	LIFE INSURANCE-APRIL	19.97
UNUM LIFE INSURANCE COMPANY	DISABILITY INSURANCE-APRIL	29.63
COHL,STOKER & TOSKEY P.C.	AUDIT CONFIRMATION LETTER	52.26
ABRAHAM & GAFFNEY, P.C.	FEBRUARY ACCOUNTING SERVICES	4,275.00
	Total For Dept 191.00 ACCOUNTING	4,844.04
Dept 215.00 CLERK		
BASIC	HSA ADMINISTRATION FEE 2013	128.58
SBAM	HEALTH INSURANCE-APRIL	2,715.65
HARTFORD LIFE INSURANCE CO	LIFE INSURANCE-APRIL	64.16
UNUM LIFE INSURANCE COMPANY	DISABILITY INSURANCE-APRIL	95.55
GANNETT MICHIGAN NEWSPAPER	PUBLISHING LEGALS	797.96
	Total For Dept 215.00 CLERK	3,801.90
Dept 228.00 INFORMATION TECHNOLOGY		
BASIC	HSA ADMINISTRATION FEE 2013	42.86
SBAM	HEALTH INSURANCE-APRIL	1,018.37
HARTFORD LIFE INSURANCE CO	LIFE INSURANCE-APRIL	49.30
UNUM LIFE INSURANCE COMPANY	DISABILITY INSURANCE-APRIL	73.24
KINGDOM CARTRIDGE, INC.	2 TONER CARTRIDGES/TREASURER	398.00
ACD.NET, INC.	MARCH DSL INTERNET SERVICE	199.95
AD-INK & TONER SUPPLY	REPAIR HP PRINTER-MANAGER OFF	55.00
	Total For Dept 228.00 INFORMATION TECHNOLOGY	1,836.72

Dept 253.00 TREASURERS		
BASIC	HSA ADMINISTRATION FEE 2013	42.86
SBAM	HEALTH INSURANCE-APRIL	1,272.96
HARTFORD LIFE INSURANCE CO	LIFE INSURANCE-APRIL	42.50
UNUM LIFE INSURANCE COMPANY	DISABILITY INSURANCE-APRIL	63.29
LORI CURTIS	MILEAGE REIMBURSEMENT	43.16
HOLT BUILDERS, LLC	OFFICE REMODEL/PARTIAL	4,000.00
	Total For Dept 253.00 TREASURERS	5,464.77

Dept 257.00 ASSESSING		
BASIC	HSA ADMINISTRATION FEE 2013	42.86
SBAM	HEALTH INSURANCE-APRIL	1,272.96
HARTFORD LIFE INSURANCE CO	LIFE INSURANCE-APRIL	69.27
UNUM LIFE INSURANCE COMPANY	DISABILITY INSURANCE-APRIL	102.87
360 SERVICES, INC.	2013 ASSESSMENT NOTICES/POSTAGE	1,095.95
THRUN LAW FIRM, P.C.	LEGAL FEES - FEBRUARY	10,064.15
TAX MANAGEMENT ASSOCIATES	1 YR/2013-2014 PP AUDIT DATABASE	2,995.00
	Total For Dept 257.00 ASSESSING	15,643.06

Dept 265.00 BUILDING & GROUNDS		
BASIC	HSA ADMINISTRATION FEE 2013	24.60
SBAM	HEALTH INSURANCE-APRIL	570.63
HARTFORD LIFE INSURANCE CO	LIFE INSURANCE-APRIL	16.22
UNUM LIFE INSURANCE COMPANY	DISABILITY INSURANCE-APRIL	24.15
QUALITY FIRST MAID SERVICE	CLEANING SERVICES/CSC THRU 3/6/13	975.00
SAFETY SYSTEMS, INC	REPLACE 4 SMOKE DETECTORS/CSC	395.00
BOARD OF WATER & LIGHT	WATER 2074 AURELIUS	490.55
USA BLUE BOOK	20' MERCURY FREE FLOAT SWITCH	125.90
BOYNTON FIRE SAFETY SERVICE	VALVE & MAIN DRAIN SIGNAGE	10.00
BOYNTON FIRE SAFETY SERVICE	LABOR TO INSTALL VALVE & SIGNAGE	135.00
BOYNTON FIRE SAFETY SERVICE	CREDIT ON PREVIOUS O/PYMT	(16.00)
BARON'S WINDOW COVERINGS	WINDOW TREATMENTS/CSC ENERGY	23,400.00
BARON'S WINDOW COVERINGS	CAPITAL OUTLAY	250.00
	Total For Dept 265.00 BUILDING & GROUNDS	26,401.05

Dept 276.00 CEMETERY		
BASIC	HSA ADMINISTRATION FEE 2013	22.80
SBAM	HEALTH INSURANCE-APRIL	528.87
HARTFORD LIFE INSURANCE CO	LIFE INSURANCE-APRIL	15.03
UNUM LIFE INSURANCE COMPANY	DISABILITY INSURANCE-APRIL	22.39
	Total For Dept 276.00 CEMETERY	589.09

Dept 281.00 STORMWATER		
BASIC	HSA ADMINISTRATION FEE 2013	24.00
SBAM	HEALTH INSURANCE-APRIL	556.71
HARTFORD LIFE INSURANCE CO	LIFE INSURANCE-APRIL	15.82
UNUM LIFE INSURANCE COMPANY	DISABILITY INSURANCE-APRIL	23.56
INGHAM COUNTY HEALTH DEPT	RIVER SAMPLINGS (22 WEEKS)	2,336.40
	Total For Dept 281.00 STORMWATER	2,956.49

Dept 446.00 INFRASTRUCTURE		
CONSUMERS ENERGY	STREETLIGHTS ACCT#6730	20,490.76
CONSUMERS ENERGY	STREETLIGHTS ACCT#7043	106.20
	Total For Dept 446.00 INFRASTRUCTURE	<u>20,596.96</u>

Dept 721.00 PLANNING/COMMUNITY DEVELOPMENT		
BASIC	HSA ADMINISTRATION FEE 2013	214.30
SBAM	HEALTH INSURANCE-APRIL	5,261.57
HARTFORD LIFE INSURANCE CO	LIFE INSURANCE-APRIL	136.00
UNUM LIFE INSURANCE COMPANY	DISABILITY INSURANCE-APRIL	203.08
THRUN LAW FIRM, P.C.	LEGAL FEES -FEBRUARY	699.30
MICHIGAN ECONOMIC DEV	2013 MEMBERSHIP DUES/MILLER	260.00
GANNETT MICHIGAN NEWSPAPER	PUBLISHING LEGALS	238.50
CANON FINANCIAL SERVICES	COPY MACHINE LEASE- 3/1 THRU 5/31	852.00
SCHAFFER'S INC.	ABATEMENT @ 4434 WILLOUGHBY	72.16
SCHAFFER'S INC.	ABATEMENT @ 4653 HOLT ROAD	34.50
TRACY L. C. MILLER	EDUCATION REIMBURSE/DAVENPORT	1,000.00
	Total For Dept 721.00 PLANNING/COMMUNITY DEVELOPMENT	<u>8,971.41</u>

Dept 752.00 PARKS ADMINISTRATION		
BASIC	HSA ADMINISTRATION FEE 2013	85.72
SBAM	HEALTH INSURANCE-APRIL	848.64
HARTFORD LIFE INSURANCE CO	LIFE INSURANCE-APRIL	45.90
UNUM LIFE INSURANCE COMPANY	DISABILITY INSURANCE-APRIL	68.57
HOLT PUBLIC SCHOOLS	VOLLEYBALL FLYERS	25.60
GANNETT MICHIGAN NEWSPAPER	PUBLISHING EMPLOYMENT AD	1,316.36
	Total For Dept 752.00 PARKS ADMINISTRATION	<u>2,390.79</u>

Dept 771.00 PARKS		
SUPERIOR SAW	TOOLS	738.90
ACE HARDWARE	ROPE CLIP	0.99
AMERICAN RENTAL	PORTABLE TOILETS/VAHALLA PARK	70.00
GRANGER CONTAINER SERVICE	MNTHLY DUMPSTER SERVICE	150.00
BOARD OF WATER & LIGHT	WATER 1750 MAPLE	13.20
BOARD OF WATER & LIGHT	WATER 2108 CEDAR	237.51
BOARD OF WATER & LIGHT	WATER 2287 PINE TREE	40.52
CONSUMERS ENERGY	ELECTRIC 1771 MAPLE	93.01
DESCHAMPS MAT SYSTEMS, INC.	MOBI-MAT-VALHALLA PARK	2,357.00
DESCHAMPS MAT SYSTEMS, INC.	SHIPPING-MOBI-MAT-VALHALLA	380.00
MENARDS LANSING SOUTH	WINDOW CLEANING SUPPLIES	120.89
MENARDS LANSING SOUTH	WOOD	25.96
RJ THOMAS MFG. CO., INC.	PICNIC TABLES-VALHALLA	4,824.00
RJ THOMAS MFG. CO., INC.	GRILL-VALHALLA	449.40
SAFETY SYSTEMS, INC	QTRLY MONITORING/SR CENTER/1ST	90.00
SUPERIOR SAW	SHARPEN HEDGER	42.00
	Total For Dept 771.00 PARKS	<u>9,633.38</u>

Dept 774.00 RECREATION		
BASIC	HSA ADMINISTRATION FEE 2013	42.86
SBAM	HEALTH INSURANCE-APRIL	1,018.37
HARTFORD LIFE INSURANCE CO	LIFE INSURANCE-APRIL	22.10
UNUM LIFE INSURANCE COMPANY	DISABILITY INSURANCE-APRIL	32.81

JOHNNY MAC'S	HOCKEY BLADES	296.25
WILLIAM H. BEHNKE III	BASKETBALL OFFICIAL	75.00
JEFF BRYAN	BASKETBALL OFFICIAL	150.00
DANIEL A. DUMENEY	BASKETBALL OFFICIAL	200.00
GERARD T. HOWLEY	BASKETBALL OFFICIAL	75.00
JOHN PATRICK LIERMAN	BASKETBALL OFFICIAL	525.00
RASHAWN MOLDEN	BASKETBALL OFFICIAL	525.00
STEVEN E. ROGERS	BASKETBALL OFFICIAL	75.00
MICHAEL E. STEWART	BASKETBALL OFFICIAL	75.00
ANISSA VANLIEW	BASKETBALL OFFICIAL	50.00
	Total For Dept 774.00 RECREATION	<u>3,162.39</u>

Dept 850.00 OTHER FUNCTIONS		
HARTFORD LIFE INSURANCE CO	RETIREE'S BENEFITS-APRIL	36.45
SBAM	RETIREE'S BENEFITS-APRIL	5,728.35
DBI BUSINESS INTERIORS	OFFICE SUPPLIES/LABELS	23.99
THRUN LAW FIRM, P.C.	LEGAL FEES -FEBRUARY	2,668.76
MEDICAL MANAGEMENT SYSTEM	EMS BILLING FEE/FEBRUARY 2013	3,491.43
MICHIGAN MUNICIPAL RISK	2013 PROPERTY/LIABILITY INSURANCE	24,481.50
HOLT EDUCATION FOUNDATION	ANNUAL COMM RECOGNITION DINNER	360.00
	Total For Dept 850.00 OTHER FUNCTIONS	<u>36,790.48</u>
	Total For Fund 101 GENERAL FUND	<u><u>146,043.43</u></u>

Fund 206 FIRE FUND		
Dept 336.00 FIRE DEPARTMENT		
BASIC	HSA ADMINISTRATION FEE 2013	428.60
SBAM	HEALTH INSURANCE-APRIL	9,844.23
SBAM	HEALTH INSURANCE-APRIL	1,018.37
HARTFORD LIFE INSURANCE CO	LIFE INSURANCE-APRIL	249.22
HARTFORD LIFE INSURANCE CO	LIFE INSURANCE-SAFER GRANT-APRIL	20.83
UNUM LIFE INSURANCE COMPANY	DISABILITY INSURANCE-APRIL	507.29
UNUM LIFE INSURANCE COMPANY	DISABILITY INSURANCE-APRIL	31.24
FIRST DUE FIRE SUPPLY CO.	WORK BOOTS/STAMATIS	155.00
BOUND TREE MEDICAL, LLC	MEDICAL SUPPLIES	248.16
LIFEGAS LLC	OXYGEN	17.92
LIFEGAS LLC	CYLINDER RENTAL	198.93
INGHAM COUNTY HAZMAT TEAM	2013 HAZMAT DUES	750.00
MICHIGAN MUNICIPAL RISK	2013 PROPERTY/LIABILITY INSURANCE	25,325.00
BOARD OF WATER & LIGHT	WATER 6139 BISHOP	34.39
ADP SCREENING & SELECTION	BACKGROUND CHECKS 2/13	54.45
ACE HARDWARE	MISC HARDWARE	10.89
	Total For Dept 336.00 FIRE DEPARTMENT	<u>38,894.52</u>
	Total For Fund 206 FIRE FUND	<u><u>38,894.52</u></u>

Fund 207 POLICE FUND		
Dept 301.00 POLICE		
ROBERT J. ROBINSON, ATTN	FEBRUARY MOTOR VEHICLE ORD	1,325.00
	Total For Dept 301.00 POLICE	<u>1,325.00</u>
	Total For Fund 207 POLICE FUND	<u><u>1,325.00</u></u>

Fund 211 FIRE EQUIP. & APPARATUS FUND

Dept 339.00 EQUIPMENT & APPARATUS

FIRE SERVICE MANAGEMENT LLC	TURNOUT GEAR CLEANING	73.50
FIRST DUE FIRE SUPPLY CO.	REPAIR & SHIP FLASHLITE BATTERIES	96.37
CARQUEST THE PARTS PLACE	FOG STANDARD BULB/MOTOR OIL	20.97
HALT FIRE, INC.	PUMP TRUCK REPAIR	252.00
VICTORY LANE QUICK OIL	LUBE, OIL, FILTER-FIRE UNIT #656	37.58
ADDISON FIRE & EMS	DRIVE SIMULATOR/TRAINING	680.00
LANSING AREA SAFETY COUNCIL	RENEW INSTR CERT-BALDWIN, BUTCH	228.00
LANSING AREA SAFETY COUNCIL	40 CPR STUDENT WORKBOOKS	500.00
LUMBERTOWN OF HOLT	TRAINING SUPPLIES	75.00
Total For Dept 339.00 EQUIPMENT & APPARATUS		<u>1,963.42</u>

Total For Fund 211 FIRE EQUIP. & APPARATUS FUND 1,963.42

Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY

Dept 728.00 DDA ADMINISTRATION

FAHEY SCHULTZ BURZYCH	FEBRUARY 2013 LEGAL	1,378.00
MICHIGAN MUNICIPAL RISK	2013 PROPERTY/LIABILITY INSURANCE	1,688.00
HOLT EDUCATION FOUNDATION	ANNUAL COMM RECOGNITION DINNER	360.00
Total For Dept 728.00 DDA ADMINISTRATION		<u>3,426.00</u>

Dept 729.00 DDA MARKETING & PROMOTION

CHARLES GRINNELL	FARM MARKET MANAGER-2/25 TO 3/10	616.00
GOODALL CONSTRUCTION CO	WINTERIZE FARMER'S MARKET	475.00
Total For Dept 729.00 DDA MARKETING & PROMOTION		<u>1,091.00</u>

Dept 731.00 DDA INFRASTRUCTURE PROJECTS

BOBCAT OF LANSING	SIDE SKID WEAR SHOE	357.12
BOBCAT OF LANSING	CENTER SKID WEAR SHOE	434.40
BOBCAT OF LANSING	RUBBER CUTTING EDGE KIT	675.88
BOBCAT OF LANSING	CENTER SECTION CUTTING EDGE	91.60
BOBCAT OF LANSING	SHOE KIT W WASHERS & FEET	629.70
BOBCAT OF LANSING	ESTIMATED SHIPPING	126.71
BRONNER'S CHRISTMAS	39 CORDS W/SOCKETS- LIGHT POLES	427.83
BRONNER'S CHRISTMAS	FREIGHT ON CORDS FOR LIGHT POLES	15.50
C2AE	ENGINEERING N. TRAIL CONNECTOR	3,565.00
Total For Dept 731.00 DDA INFRASTRUCTURE PROJECTS		<u>6,323.74</u>

Dept 850.00 OTHER FUNCTIONS

BASIC	HSA ADMINISTRATION FEE 2013	24.00
SBAM	HEALTH INSURANCE-APRIL	556.71
HARTFORD LIFE INSURANCE CO	LIFE INSURANCE-APRIL	15.82
UNUM LIFE INSURANCE COMPANY	DISABILITY INSURANCE-APRIL	23.56
GRANGER CONTAINER SERVICE	MNTHLY DUMPSTER SERVICE	65.00
QUALITY FIRST MAID SERVICE	CLEANING SERVICES/ICSD & DDA	420.00
BOARD OF WATER & LIGHT	WATER 2045 CEDAR	105.84
BOARD OF WATER & LIGHT	WATER 2150 CEDAR	18.49
Total For Dept 850.00 OTHER FUNCTIONS		<u>1,229.42</u>

Total For Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY 12,070.16

Fund 590 SEWAGE DISPOSAL SYSTEM

Dept 000.00

DELHI CHARTER TOWNSHIP	Basic Service Charge	57.25
SBAM	ACCTS RECEIVABLE-GENERAL	(344.15)
Total For Dept 000.00		(286.90)

Dept 548.00 ADMINISTRATION & OVERHEAD

HARTFORD LIFE INSURANCE CO	RETIREE'S BENEFITS-APRIL	20.25
BASIC	HSA ADMINISTRATION FEE 2013	42.86
SBAM	RETIREE'S BENEFITS-APRIL	846.69
THRUN LAW FIRM, P.C.	LEGAL FEES - FEBRUARY	847.59
MICHIGAN MUNICIPAL RISK	2013 PROPERTY/LIABILITY INSURANCE	32,923.00
Total For Dept 548.00 ADMINISTRATION & OVERHEAD		34,680.39

Dept 558.00 DEPT OF PUBLIC SERVICE

BASIC	HSA ADMINISTRATION FEE 2013	504.52
SBAM	HEALTH INSURANCE-APRIL	11,704.78
HARTFORD LIFE INSURANCE CO	LIFE INSURANCE-APRIL	332.74
UNUM LIFE INSURANCE COMPANY	DISABILITY INSURANCE-APRIL	495.43
D & M SILKSCREENING	EMBROIDER DELHI LOGO ON 18 HATS	108.00
MODEL COVERALL SERVICE	STAFF UNIFORMS -POTW	64.79
MODEL COVERALL SERVICE	STAFF UNIFORMS-MAINT	94.13
MODEL COVERALL SERVICE	STAFF UNIFORMS	64.79
MODEL COVERALL SERVICE	STAFF UNIFORMS	66.63
HUBBELL, ROTH & CLARK, INC	ENGINEERING ASSISTANCE/POTW	1,131.26
HUBBELL, ROTH & CLARK, INC	MISC ENGINEERING ASSIST/POTW	1,824.04
UNITED PARCEL SERVICE	SHIPPING CHARGES-MTECH RETURN	37.24
GRANGER CONTAINER SERVICE	MNTHLY DUMPSTER SERVICE	201.21
USA MOBILITY WIRELESS, INC.	PAGER SERVICES MARCH 2013	55.72
COMCAST	HIGH SPEED INTERNET/MAINTENANCE	121.90
COMCAST	HIGH SPEED INTERNET/POTW	131.90
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	607.95
BOARD OF WATER & LIGHT	WATER 1492 AURELIUS	72.00
BOARD OF WATER & LIGHT	WATER 3505 HOLT	76.66
BOARD OF WATER & LIGHT	WATER 1492 AURELIUS	196.21
BOARD OF WATER & LIGHT	ELECTRIC 1870 NIGHTINGALE	185.37
BOARD OF WATER & LIGHT	ELECTRIC 2481 DELHI COMMERCE	66.12
CONSUMERS ENERGY	ELECTRIC-5961 MC CUE #2723	47.79
BRADY LAWN EQUIPMENT	DAMPER SHOCK/SCAG STEERING	70.81
BRADY LAWN EQUIPMENT	OUTER AIR FILTER /SCAG	22.71
BRADY LAWN EQUIPMENT	INNER AIR FILTER/SCAG	25.76
D & G EQUIPMENT INC	MISC REPAIR PARTS FOR LAWN EQUIP	273.22
D & G EQUIPMENT INC	2 STIHL WEED TRIMMERS	510.92
ACE HARDWARE	GORILLA GLUE	10.98
CARQUEST THE PARTS PLACE	4 HOSE/1 LAWN BATTERY	60.16
CARQUEST THE PARTS PLACE	CREDIT	(8.00)
INTERSTATE BATTERIES OF	LAWN TRACTOR BATTERY	80.95
KENNEDY INDUSTRIES, INC	PUMP REPAIR/EIFERT ROAD LS	5,685.00
KENNEDY INDUSTRIES, INC	FIELD SERVICE/WAVERLY LS	144.00
KENNEDY INDUSTRIES, INC	CREDIT INV #542139/FIELD SERVICE	(144.00)
USA BLUE BOOK	FILTER ELEMENTS/BLOWER	1,059.60

USA BLUE BOOK	SHIPPING	32.29
USA BLUE BOOK	60' MERCURY FREE FLOAT SWITCH	241.90
USA BLUE BOOK	SHIPPING	20.82
ACE HARDWARE	V-BELT/PUMP	6.99
CARQUEST THE PARTS PLACE	4 HOSE CLAMPS/4 HOSE	5.00
EDWARDS INDUSTRIAL SALE INC	BX82 V BELTS	67.79
EDWARDS INDUSTRIAL SALE INC	BX87 V BELTS	35.20
EDWARDS INDUSTRIAL SALE INC	BX93 V BELTS	76.27
EDWARDS INDUSTRIAL SALE INC	BX99 V BELTS	80.80
EDWARDS INDUSTRIAL SALE INC	BX103 V BELTS	41.52
EDWARDS INDUSTRIAL SALE INC	OIL SEALS/GRIT AUGER	18.58
EDWARDS INDUSTRIAL SALE INC	OIL SEALS/FRIT AUGER	67.14
EDWARDS INDUSTRIAL SALE INC	SHIPPING/OIL SEALS	7.70
M TECH COMPANY	PIPE ASSY, COLOR, QUAD	1,242.68
M TECH COMPANY	CUES HANDLING	8.95
M TECH COMPANY	GROUND FREIGHT	102.37
M TECH COMPANY	CREDIT/PIPE RETURNED	(1,242.68)
MICHIGAN PETROLEUM TECH	35# PALE BLACK PEARL GREASE	574.00
MICHIGAN PETROLEUM TECH	10PK BLACK PEARL TUBES	173.65
QUALITY FIRST MAID SERVICE	CLEANING SERVICES/POTW	260.00
QUALITY FIRST MAID SERVICE	CLEANIG SERVICES/MAINT	260.00
ROSE PEST SOLUTIONS	REMOVE BEE NEST @ POTW BLDGS	85.00
SIEMENS INDUSTRY, INC.	SERVICE CALL-NO HEAT IN LAB	844.00
SIEMENS INDUSTRY, INC.	SERVICE CALL-DIGESTER CHILLER	472.00
SIEMENS INDUSTRY, INC.	REPAIR DIGESTER CHILLER	2,097.32
KENNEDY INDUSTRIES, INC	PUMP REPAIR-PINETREE LS	2,650.00
KENNEDY INDUSTRIES, INC	CREDIT PUMP REPAIR/WARRANTY	(2,650.00)
ADP SCREENING & SELECTION	BACKGROUND CHECKS 2/13	98.59
MWEA	2013 MEMBERSHIP/ELSINGA	60.00
LASSARO N. TRIGO	OPERATOR CLASS B EXAM FEE	70.00
	Total For Dept 558.00 DEPT OF PUBLIC SERVICE	31,944.46
Dept 578.01 CAPITAL IMPROVEMENTS		
C2AE	ENGINEERING LSD, FM, POTW SCREEN	9,756.85
	Total For Dept 578.01 CAPITAL IMPROVEMENTS	9,756.85
	Total For Fund 590 SEWAGE DISPOSAL SYSTEM	76,094.80
Fund 701 TRUST & AGENCY FUND		
Dept 000.00		
AFLAC	WITH DEDUCT-AFLAC DISABILITY	660.64
AFLAC	WITH DEDUCT-AFLAC LIFE INSUR	7.38
AFLAC	WITH DEDUCT-AFLAC ACCIDENT	528.96
AFLAC	WITH DEDUCT-AFLAC SICKNESS	344.12
AFLAC	WITH DEDUCT-AFLAC CANCER	507.72
WENDY L THIELEN	REIMBURSE AFLAC URM ACCOUNT	233.16
C. J. DAVIS	REIMBURSE AFLAC URM ACCOUNT	260.00
	Total For Dept 000.00	2,541.98
	Total For Fund 701 TRUST & AGENCY FUND	2,541.98

Fund 703 CURRENT TAX ACCOUNT

Dept 000.00

STATE OF MICHIGAN

DELHI TWP 2012 IFT- WINTER

43,597.51

Total For Dept 000.00

43,597.51

Total For Fund 703 CURRENT TAX ACCOUNT

43,597.51

Total For All Funds:

322,530.82

**DELHI CHARTER TOWNSHIP
FUND TRANSFERS AND PAYROLL APPROVAL
For Payroll Dated March 28, 2013**

I. Certification of Preparation and Distribution

The attached check and payroll registers encompass check numbers: 104871 through 104908 & direct deposits numbers: DD15367 through DD15447. 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: March 28, 2013

Director of Accounting

II. Payroll Report

The March 28, 2013 payroll encompasses the following funds and expenditures:

	Gross Payroll	Payroll Deductions	Net Pay
General Fund	\$67,079.97	\$19,433.16	\$47,646.81
Fire Dept. Fund	44,176.68	13,286.29	\$30,890.39
DDA	3,193.99	1,170.54	\$2,023.45
Sewer Fund/Receiving	34,085.12	10,181.86	\$23,903.26
Total Payroll	\$148,535.76	\$44,071.85	\$104,463.91
	Township FICA	Township RHS & Pension Plan & H.S.A.	Total Deductions & TWP Liabilities
General Fund	\$4,776.57	\$5,535.04	\$29,744.77
Fire Dept. Fund	3,301.88	3,572.84	20,161.01
DDA	187.80	176.11	1,534.45
Sewer Fund/Receiving	2,455.81	3,106.29	15,743.96
Total Payroll	\$10,722.06	\$12,390.28	\$67,184.19

Director of Accounting

III. FUND TRANSFERS

Transfers covering the foregoing payroll were made on March 28, 2013 and identified as follows:

03/28 Net Pay Disbursement in Common Savings (\$104,463.91)

Roy W. Sweet, Treasurer

IV. Board Audit and Approval:

At a regular meeting of the Township Board held on April 2, 2013, a motion was made by _____ and passed by _____ yes votes and _____ no votes(_____ absent) that the payroll dated March 28, 2013 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: C.J. Davis, Township Supervisor

DATE: March 25, 2013

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

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

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

So far 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 2013 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 2013.



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

Invoice

Date	Pledge #
11/30/2012	719

Customer
Delhi Township Attn: John Elsinga 2074 Aurelius Road Holt MI 48842

Description	Amount
Municipality Investment for 2013	15,000.00
Thank you for your support of the Greater Lansing Region	Total \$15,000.00
	Balance Due \$15,000.00

DELHI CHARTER TOWNSHIP

MEMORANDUM

TO: Delhi Township Board Members

FROM: John B. Elsinga, Township Manager

DATE: March 27, 2013

RE: Resolution No. 2013-007 – 2013 Capital Improvement Bonds Bid
Resolution – North Trail Connector Project

Enclosed for your review is a DRAFT Resolution No. 2013-007 which accepts and approves an offer from a financial institute (to be determined on April 2nd) to purchase \$1,200,000 in capital improvement bonds for the North Connector Trail Project and designates a Paying Agent Bond Registrar (also to be determined on April 2nd).

On January 15, 2013 the Board approved the issuance of capital improvement bonds not to exceed \$1,200,000 for the purpose of funding the North Connector Trail. During the past few years the DDA has invested over \$225,000 for engineering services to plan for and design the most feasible route for the extension of a non-motorized pathway that would connect to the City of Lansing's River Trail. This non-motorized pathway is commonly referred to as the North Trail Connector.

As a portion of this effort we have applied for and received two very significant grants from both the Michigan Department of Natural Resources (\$300,000) and the Michigan Department of Transportation (\$1.44 million). These grant funds along with an approximate 10% contribution from the Township for the estimated \$3.3 million project required the bonding of only \$1.2 million, to be underwritten by the DDA.

The sale of bonds will take place on April 2, 2013, at which time our financial consultant, Tom Traciak, will review and make a recommendation to the Township Board as to the financial institute best qualified to purchase the bonds. The Township Board will then receive a complete copy of Resolution No. 2013-007 at the meeting on April 2, 2013.

RECOMMENDED MOTION:

To adopt Resolution No. 2013-007 which accepts the bid from PNC Bank for the purchase of the 2013 Capital Improvement Bonds in the amount of \$1,200,000 for the North Connector Trail Project and authorizes the Township Treasurer to execute all necessary documents.

2013 CAPITAL IMPROVEMENT BONDS

Charter Township of Delhi, Ingham County, Michigan (the "Township").

A regular meeting of the Township Board of Trustees (the "Board") of the Township was held in the Delhi Community Services Center, 2074 Aurelius Road, Holt, Michigan, in the Township, on Tuesday, the 2nd day of April, 2013, at _____ o'clock in the evening.

Present: Board Members

Absent: Board Members

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

WHEREAS:

1. On January 15, 2013, the Township Board authorized the issuance of 2013 Capital Improvement Bonds in the principal amount of not to exceed One Million Two Hundred Thousand Dollars (\$1,200,000) (the "Bonds"); and

2. On Tuesday, April 2, 2013, the Township received four (4) offers for the purchase of the Bonds, which offers are attached hereto and incorporated by reference, from the following bidders:

- A. PNC Bank
- B. Comerica Securities
- C. JPMorgan Chase Bank, NA
- D. Hastings City Bank; and

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The offer of PNC Bank for the purchase of One Million Two Hundred Thousand Dollars (\$1,200,000) of the Bonds of the Township, authorized by the Township Board at a meeting held on January 15, 2013, is hereby accepted and approved.

2. The Township hereby designates the Bonds of this issue as "qualified tax-exempt obligations" for purposes of deduction of interest expense by financial institutions under the provisions of the Internal Revenue Code of 1986, as amended. In making said designation, the Township Board determines that the reasonably anticipated amount of tax-exempt obligations which will be issued by the Township or entities which issue obligations on behalf of the Township during calendar year 2013 will not exceed \$10,000,000.

3. The Township covenants to comply with existing provisions of the Internal Revenue Code of 1986, as amended, necessary to maintain the exclusion of interest on the Bonds from gross income.

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

Ayes: Board Members

Nays: Board Members

Resolution declared adopted.

Evan Hope, Township Clerk
Charter Township of Delhi

The undersigned duly qualified and acting Clerk of the Charter Township of Delhi, County of Ingham, State of Michigan, hereby certifies that the foregoing is a true and complete copy of a resolution adopted by the Township Board at a regular meeting held on Tuesday, April 2, 2013, the original of which resolution is a part of the Township Board's minutes, and further certifies that notice of the meeting was given to the public under the Open Meetings Act, 1976 PA 267, as amended.

Evan Hope, Township Clerk
Charter Township of Delhi

MDG/djp

856758



Robert L. McKee
PNC Bank
120 N. Washington Sq.
Lansing, MI 48933
Office: (517) 334-5226
Fax: (517) 334-5489

March 28, 2013

Mr. Tom Traciak
H. J. Umbaugh & Associates
6639 Centurion Dr., Suite 100
Lansing, MI 48917

Delivered Via Email to traciak@umbaugh.com

Dear Mr. Traciak;

PNC Bank (the "Bank") is pleased to make the following direct purchase of a bank-qualified, tax-exempt bond available to Delhi Charter Township (the "Borrower") for the purchase of the Township's 2013 Capital Improvement Bonds (General Obligation – Limited Tax).

Terms not specifically covered or made definitive in this commitment are subject to mutual agreement between Bank and Borrower. This commitment will be subject to (a) the attached terms and conditions, which supersede all prior oral or written understanding between Bank and Borrower with regard to the transaction provided for herein and (b) documentation satisfactory in form and content to the Bank and its legal counsel.

Third parties should in no way rely on this letter and Bank is not liable for any actions taken by a third party because of their reliance on this letter.

Please indicate acceptance of the stated terms of this commitment by executing this letter and returning the same to us on or before Thursday April 4, 2013. If acceptance is not received by this date, this commitment will be considered canceled and void. Any revisions to this commitment letter must be approved by Bank in writing. Closing of this commitment is to take place on or about April 18, 2013.

Thank you for your consideration and we look forward to being of service.

Sincerely,

Robert L. McKee
Senior Vice President

Attachments

cc: Mr. Roy Sweet, Delhi Charter Township
Susan Wyngaarden, Varnum Law Firm

The undersigned hereby accepts the foregoing commitment from PNC Bank and the terms and conditions set forth herein, this ___ day of April, 2013

Delhi Charter Township

BY _____.

TITLE _____.

DATE _____.

*Summary of Terms and Conditions
Delhi Charter Township, Ingham County, Michigan
2013 Capital Improvement Bonds
(General Obligation – Limited Tax)*

PNC Bank is pleased to provide the following direct purchase facility commitment to the Delhi Charter Township, Ingham County, Michigan subject to the terms and conditions herein and in the attached cover letter.

**Delhi Charter Township, Ingham County, Michigan
2013 Capital Improvement Bonds**

March 28, 2013

- Borrower:** Delhi Charter Township, Ingham County, Michigan ("Township" or the "Borrower").
- Purchasing Bank:** PNC Bank, National Association ("PNC" or the "Bank").
- Credit Facility:** Approximately \$1,200,000 ("Bonds" or the "Credit Facility").
- Purpose:** Acquiring, constructing, and installing certain non-motorized/trail improvements in the Township.
- Security/Collateral:** For the purpose of providing moneys to pay the principal of and interest on the Bonds and The Bonds are issued under the provisions of Act 34, Public Acts of Michigan, 2001, as amended, and pursuant to a resolution of the Township Board adopted January 15, 2013. The Bonds are limited tax general obligations of the Township, and will be a first budget obligation of the Township payable from general funds or taxes levied within appropriate constitutional, statutory, and charter tax rate limitations.
- Tax Treatment:** The Bonds will be designated as "qualified tax-exempt obligations" pursuant to Section 265(b)(3)(B) of the Code for purposes of deduction of interest by financial institutions.
- Optional Redemption:** The Bonds maturing in the years 2014 through 2020 shall not be subject to optional redemption prior to maturity.
- Interest Payments:** ~~Interest will be payable semiannually starting on May 1, 2014 and~~ payable each November 1 and May 1 thereafter each year.
- Interest Rate:** The Bank's Bank Qualified Tax-Exempt fixed rate on the Bonds is 2.09% based on the expected closing date of May 1, 2013. This interest rate is valid through April 4, 2013 upon receipt of this executed commitment letter from the Borrower by the Bank.

This Summary of Terms and Conditions is confidential and not for distribution

Summary of Terms and Conditions
Delhi Charter Township, Ingham County, Michigan
2013 Capital Improvement Bonds
(General Obligation – Limited Tax)

Maturity/Amortization: The Bonds will have annual serial maturities with mandatory redemption payments beginning November 1, 2014 as set forth below:

<u>Maturity Date</u>	<u>Maturity Amount</u>
November 1, 2014	\$100,000
November 1, 2015	\$100,000
November 1, 2016	\$100,000
November 1, 2017	\$100,000
November 1, 2018	\$100,000
November 1, 2019	\$100,000
November 1, 2020	\$100,000
November 1, 2021	\$125,000
November 1, 2022	\$125,000
November 1, 2023	\$125,000
<u>November 1, 2024</u>	<u>\$125,000</u>
 TOTAL	 \$1,200,000

Conditions:

This commitment is subject to the following conditions:

- 1) The unqualified opinion of a nationally recognized legal counsel that is satisfactory to the Bank approving the legality and the Tax-Exempt status of the Bonds. Such opinion shall either be addressed to the Bank or a reliance letter shall be provided which states that the Bank may rely on the opinion of bond counsel.
- 2) An authorized officer of the Borrower shall execute the closing memorandum, settlement statement or other document (the "Closing Memorandum") authorizing the Bank to make wire transfers on the date of closing as set forth in the Closing Memorandum. Furthermore, the Borrower shall provide the Bank with a certified copy of the Borrower's resolution authorizing such officer to execute the Closing Memorandum and a copy of an incumbency certificate of the Borrower acceptable to the Bank which lists the name and title of all officers executing closing documents on behalf of the Borrower and confirming each officer's signature identification.
- 3) Documentation acceptable to the Bank and legal opinion will be at Borrower's expense.
- 4) Final draft of unexecuted documents shall be made available to Bank's legal counsel for review at least two (2) business days prior to closing.
- 5) An electronic copy of fully executed closing documents will be provided to the Bank one (1) business day prior to closing. A transcript of all original signed documents will be forwarded to the Bank within one (1) week from closing.
- 6) PNC shall not require an official statement, continuing disclosure, credit rating, CUSIP assignment or DTC closing. The Bank shall hold the Bonds until maturity and will not be remarketed.

This Summary of Terms and Conditions is confidential and not for distribution

*Summary of Terms and Conditions
Delhi Charter Township, Ingham County, Michigan
2013 Capital Improvement Bonds
(General Obligation – Limited Tax)*

- 7) The Bank's legal fees shall be paid from costs of issuance and not passed onto the Borrower.

Bank Counsel:

Varnum Law (Susan Wyngaarden).

Governing Law:

This term sheet shall be governed by the laws of the State of Michigan.

Bond Report

\$1,200,000.00
 Delhi Chrt Twp, MI
 2013 Capital Improvement Bonds
 (General Obligation - Limited Tax)
 S&P: / Moody: / Fitch:
 Description: DELHI CHARTER TWP MI
 Sale Date: 04/02/2013 15:00:00 PM EDST
 Comerica Securities

* Cusips and *
 a Paying Agent
 will be needed.
 must be DTC
 eligible.

Delivery Date: 04/18/2013
 First Int Date: 05/01/2014

Dated Date: 04/18/2013
 Int Accrue Date: 04/18/2013

Submitted via Parity:

No. of Bonds	Maturity Date	Coupon	Price or Basis	Computed Price Yield	Conc.	Takedown	Price To Date
100	11/01/2014	2.5000	1.0000	102.2800		1.0000	
100	11/01/2015	2.5000	1.2500	103.1100		1.0000	
100	11/01/2016	2.5000	1.5000	103.4310		1.0000	
100	11/01/2017	2.5000	1.6500	103.6990		1.0000	
100	11/01/2018	2.5000	1.8000	103.6720		1.5000	
100	11/01/2019	2.5000	2.0000	103.0480		1.5000	
100	11/01/2020	2.5000	2.2500	101.7230		1.5000	
125	11/01/2021	2.5000	2.5000	100.0000		2.0000	11/01/2021
125	11/01/2022	3.0000	2.7500	101.6900		2.0000	11/01/2020
125	11/01/2023	3.0000	2.9000	100.6710		2.0000	11/01/2020
125	11/01/2024	3.0000	3.0000	100.0000		2.0000	11/01/2024

Summary

	Total	Per \$100			
Par Amount:	1,200,000.00	100.000000			
Gross Prod:	1,223,914.25	101.992854			
Spread:	26,492.00	2.207667			
Bid:	1,197,422.25	99.785187			
Accrued Int:	0.00	0.000000			
Bond Yrs:	8,193.33				
Avg Life:	6.8278	6 Years	9 Months	28 Days	
Gross Int Cost:	224,588.54				
+ Net Discount:	2,577.75		(+Prod:23,914.25 - Spread:26,492.00)		
Net Int Cost:	227,166.29				
NIC:	2.772575				
TIC -- NIC Date*:	2.765954				
Avg Takedown:	15.416667				

Comerica Securities
 Final bid
 by: *Sandra Taylor*
SL 3/29/13

Call Schedule

Bonds due 11/01/2021 to 11/01/2024 callable 11/01/2020 at par.

BID FORM

Delhi Charter Township, Ingham County, Michigan

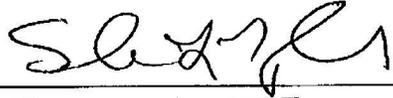
For the principal amount of \$1,200,000, of the 2013 Capital Improvement Bonds of Delhi Charter Township, Ingham County Michigan, legally issued and as described in the Request For Proposals, we will pay the Township \$ 99.795187 (not less than 99.75% of par) provided the Bonds bear the following interest rates:

<u>Year</u>	<u>Amount</u>	<u>Interest Rate</u>
2014	\$100,000	<u>2.50</u>
2015	100,000	
2016	100,000	
2017	100,000	
2018	100,000	
2019	100,000	
2020	100,000	
2021	125,000	
2022	125,000	<u>3.00</u>
2023	125,000	
2024	125,000	

Interest on the Bonds will be payable semiannually on May 1st and November 1st of each year commencing May 1, 2014. The Bonds will mature on November 1 of the above years as indicated.

In making this offer, we accept the terms and conditions as defined in the Request for Proposals.

Respectfully submitted,

By 
Sondra L. Taylor



Fax Cover Sheet

Date/Time: April 2, 2013

Sent From: Kathy Davis

Department: Municipal Banking

Deliver to: Umbaugh

Address/Location: 620 S Capitol Ave.
Lansing, MI 48933

Fax Number: 517-321-8866

Fax Number: 517-487-1029

Telephone:

Telephone: 517-487-1031

Customer Service Professional: Jackie Crowe
517-487-1024

Message:

Delhi Charter Township

Ingham County, MI

2013 Capital Improvement Bond



Kathy Davis
Vice President
Public Funds

Commercial Banking
620 S Capitol Ave 3rd Floor Ste 300
Lansing, MI 48933

Telephone: 517 487 1031
Facsimile: 866 719 7665
kathleen.a.davis@jpmchase.com

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**ADDENDUM TO
BID FORM
April 2, 2013**

This Addendum is attached to and hereby incorporated by reference into that certain Bid Form dated April 2, 2013, from JPMorgan Chase Bank, NA ("Bank") to Delhi Charter Township, Ingham County, State of Michigan (the "Issuer"), regarding \$1,200,000 2013 Capital Improvement Bonds (General Obligation-Limited Tax) (the "Bonds"). This Addendum shall supplement said Bid Form and associated Bond Issue Specifications as indicated below.

FORM OF BONDS:

The Issuer will deliver to the Bank a single term bond with mandatory redemptions as disclosed and estimated. Bank intends to hold the Bonds to maturity.

DOCUMENTATION:

Documentation shall be prepared by Thrun Law Firm P.C., which firm represents the Issuer at Issuer's expense. The Bank's bid is subject to approval of the documentation in the Bank's sole discretion and that of its independent counsel, including but not limited to, the form of Bond resolution and form of Bond.

INDEPENDENT BANK COUNSEL FEE:

To be paid by Bank at closing.

MISCELLANEOUS:

A material change in the aggregate amount of the Bonds, plus or minus, will constitute a re-prioring event and the interest rates will be adjusted. Funding will occur upon receipt of all documentation required by Bank, in form and substance acceptable to Bank and its independent counsel.

The Issuer acknowledges and agrees that any sovereign immunity rights that it may have by law do not extend to any contract claims and/or actions Bank has, or may in the future have, arising out of the Bonds, and that any such contract claims and/or actions could be brought in Michigan Circuit Court or any court where jurisdiction and venue are proper.

BID EXPIRATION:

The Bank's bid must be accepted on or before April 3, 2013. If acceptance has not occurred by this date, the interest rates will be adjusted to market conditions. Further, the Bank's bid is conditioned upon closing occurring on or before April 18, 2013.

BID FORM

Delhi Charter Township, Ingham County, Michigan

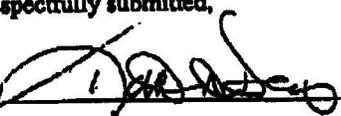
For the principal amount of \$1,200,000, of the 2013 Capital Improvement Bonds of Delhi Charter Township, Ingham County Michigan, legally issued and as described in the Request For Proposals, we will pay the Township \$ (not less than 99.75% of par) provided the Bonds bear the following interest rates:

<u>Year</u>	<u>Amount</u>	<u>Interest Rate</u>
2014	\$100,000	<u>2.10%</u>
2015	100,000	<u>2.10%</u>
2016	100,000	<u>2.10%</u>
2017	100,000	<u>2.10%</u>
2018	100,000	<u>2.10%</u>
2019	100,000	<u>2.10%</u>
2020	100,000	<u>2.10%</u>
2021	125,000	<u>2.10%</u>
2022	125,000	<u>2.10%</u>
2023	125,000	<u>2.10%</u>
2024	125,000	<u>2.10%</u>

Interest on the Bonds will be payable semiannually on May 1st and November 1st of each year commencing May 1, 2014. The Bonds will mature on November 1 of the above years as indicated.

In making this offer, we accept the terms and conditions as defined in the Request for Proposals.

Respectfully submitted,

By 

Kathleen A Davis
 VP, Municipal Banking Group
 JPMorgan Chase Bank, N.A.
 Lansing MI
 517-487-1031
 kathleen.a.davis@chase.com

Hastings City Bank
150 W. Court St.
Hastings, MI 49058
Phone: (269) 945-2401
Fax: (269) 945-6337



Hastings City Bank
Here For You Since 1886

Fax

To: Tom Tracich From: Neil Gardner
Company: Humbly Pages (including cover sheet): 2
Phone: _____ Date: 4/2/13
Fax: 517-521-5866 CC: _____

Urgent For Review Please Comment Please Reply Reply ASAP

Comments:

Please find our Delhi Twp bid.



Hastings City Bank

BID FORM

Delhi Charter Township, Ingham County, Michigan

For the principal amount of \$1,200,000, of the 2013 Capital Improvement Bonds of Delhi Charter Township, Ingham County Michigan, legally issued and as described in the Request For Proposals, we will pay the Township \$1,200,000 (not less than 99.75% of par) provided the Bonds bear the following interest rates:

<u>Year</u>	<u>Amount</u>	<u>Interest Rate</u>
2014	\$100,000	<u>2.35%</u>
2015	100,000	<u>2.35%</u>
2016	100,000	<u>2.35%</u>
2017	100,000	<u>2.35%</u>
2018	100,000	<u>2.35%</u>
2019	100,000	<u>2.35%</u>
2020	100,000	<u>2.35%</u>
2021	125,000	<u>2.35%</u>
2022	125,000	<u>2.35%</u>
2023	125,000	<u>2.35%</u>
2024	125,000	<u>2.35%</u>

Interest on the Bonds will be payable semiannually on May 1st and November 1st of each year commencing May 1, 2014. The Bonds will mature on November 1 of the above years as indicated.

In making this offer, we accept the terms and conditions as defined in the Request for Proposals.

Respectfully submitted,

By _____

Neil A. Gardner
 NEIL A. GARDNER, Vice V.P.

DELHI CHARTER TOWNSHIP**MEMORANDUM**

TO: Delhi Township Board Members

FROM: John B. Elsinga, Township Manager

DATE: March 14, 2013

RE: Proposed Delhi Township Ordinance No. 72.3 – Fire Lanes

Enclosed for your review and first consideration is Delhi Township Ordinance No. 72.3 which amends Ordinance No. 72 with regards to the establishment of fire lanes and the regulations and penalties associated with the same.

Ordinance No. 72 was created in 1980 to create fire lanes, regulate their use and provide for penalties of any violation thereof. Over the past few decades several property owners, along with the Holt Public Schools, have requested designated fire lanes to ensure accessibility for public safety personnel and equipment.

Recently the Ingham County Sheriff's Department has requested enabling legislation to allow their volunteer staff, along with police and fire personnel to assist the Township with enforcement of our fire lane regulations.

To that end, the Township Attorney has drafted the proposed amendment (Ordinance 72.3) providing such enabling legislation. Therefore, I recommend the Board adopt the same.

Recommended Motion:

Upon second consideration, to adopt Delhi Township Ordinance No. 72.3 with regards to establishment of fire lanes and the regulation and penalties associated with the same.

DELHI CHARTER TOWNSHIP
Ingham County
Ordinance No. 72.3

AN ORDINANCE TO AMEND ORDINANCE NO. 72 OF THE CHARTER TOWNSHIP OF DELHI, INGHAM COUNTY, MICHIGAN, ADOPTED ON JULY 23, 1980, WHICH HAS AS ITS PURPOSE "THE ESTABLISHMENT OF FIRE LANES WITHIN THE CHARTER TOWNSHIP OF DELHI, TO PROVIDE REGULATIONS ON THE USE OF SAID FIRE LANES, AND TO PROVIDE FOR PENALTIES FOR THE VIOLATION THEREOF;" AND SPECIFICALLY SECTION VI THEREOF TO PROVIDE FOR AN INCREASE IN THE FINE PENALTY; AND TO IMPLEMENT AND ADMINISTER A PROGRAM WHERE VOLUNTEERS ARE UTILIZED TO ISSUE CITATIONS FOR VIOLATION OF THIS ORDINANCE; AND TO AUTHORIZE APPOINTED INDIVIDUALS TO ENFORCE THIS ORDINANCE PURSUANT TO MCL 257.675d; AND TO PROVIDE FOR AN EFFECTIVE DATE THEREOF.

THE CHARTER TOWNSHIP OF DELHI, INGHAM COUNTY, MICHIGAN, ORDAINS:

Section 1.

That Section II: GENERAL PROVISIONS of Ordinance No. 72 of the Charter Township of Delhi shall be and is hereby amended to reassess as follows:

* * *

This Ordinance provides for the implementation and administration of a program to authorize and utilize persons other than law enforcement officers as volunteers to issue citations for the violation of this Ordinance.

The Charter Township of Delhi or a law enforcement agency having jurisdiction in the Charter Township of Delhi, may select, train, appoint, authorize and utilize persons other than law enforcement officers as volunteers to issue citations for the violation of this Ordinance.

Section 2.

That Section VI: Violation of Ordinance No. 72 of the Charter Township of Delhi shall be and is hereby amended to reassess as follows:

"SECTION VI: VIOLATION

The owner or operator of any vehicle parked in a fire lane or any person who shall block said fire lane in any other manner shall be guilty of a civil infraction and shall be subject to a fine or penalty of not more than Five Hundred

(\$500.00) Dollars or by imprisonment in the Ingham County Jail not exceeding thirty (30) days, or both such fine and imprisonment.

In addition to such penalties, any ~~law enforcement officer, or fire fighter~~ or any individual duly appointed and authorized pursuant to law may issue a civil infraction for violation of Ordinance No. 72, as amended. Any law enforcement officer or fire fighter may have any vehicle parked in a fire lane removed therefrom at the owner's expense without liability to the officer or the township. In addition, any police officer or fire fighter responding to an alarm may have any vehicle parked or other obstruction located in such a manner as to obstruct his progress through a fire lane removed or moved aside by an available means, regardless of damage to said vehicle, or obstruction, without liability to either the officer or the Township, and said officer may command assistance in said removal from those on the scene in the event of emergency."

Section 3.

That all Sections of Ordinance No. 72 not amended by this Ordinance shall remain in full force and effect.

Section 4. SEVERABILITY.

If any section, paragraph, clause, phrase or part of this Ordinance is held invalid by any court of competent jurisdiction, or by any agency, department, or commission empowered by statute for such purpose, such decision shall not affect the validity of the remaining provisions of this Ordinance, and the application of those provisions to any person or circumstances shall not be affected thereby.

Section 5. EFFECTIVE DATE.

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

C. J. Davis, Supervisor

Evan Hope, Clerk

I, Evan Hope, Clerk of the Charter Township of Delhi, do hereby certify that the above is a true action taken by the Delhi Charter Township Board of Trustees as follows:

First Reading: _____
First Publication (Posting) _____
Second Reading: _____
Second Publication (Posting) _____
Effective Date: _____

Evan Hope, Clerk

DRAFT - For Discussion Purposes



**Delhi Charter Township
Department of Community Development**

MEMORANDUM

TO: John B. Elsinga, Township Manager
Township Board Members

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

DATE: Thursday, March 28, 2013

RE: C2AE – Contract for Construction Services – North Trail Connector Project

Attached please find an amendment to the existing professional services arrangement with C2AE for construction services related to the North Trail Connector project in the amount of \$133,625. The Downtown Development Authority (DDA) has previously held the contract with C2AE for professional design services related to this project. Construction services were originally proposed as a part of that contract, but were not authorized by the DDA at the same time as the design engineering work completed to date.

As we have previously discussed, the DDA's continued participation in the North Trail Connector project will be to provide funding for the debt service on the \$1.2M bond. As a result, the remaining construction engineering portion of C2AE's contract will need to be shifted over to the Township. The attached proposal accomplishes this objective. The construction engineering contract is part of the Township's cost associated with this project as previously discussed with the Board (i.e. est. \$350K-\$400K).

With the above in mind, I would recommend that the Township Board accept the proposal from C2AE for construction engineering services and authorize the Township Manager to execute the necessary related documents. If you have any questions, or require additional information, please don't hesitate to ask. Otherwise, I respectfully request that the Board take action on this matter at their April 2nd meeting so that the project implementation schedule stays on-track. Thank you.

Recommended Motion:

To approve the Amendment to Professional Services/Transfer of Contract from C2AE for construction engineering services for the North Trail Connector Project in the amount of \$133,625.



March 14, 2013

Mrs. Tracy L. C. Miller
Director of Community Development
Delhi Township Community Development Department
2074 Aurelius Rd.
Holt, MI 48842

Re: Amendment to Professional Services/Transfer of Contract
North Connector Trail Project
Construction Engineering Services

Dear Mrs. Miller,

Per the request of Delhi Charter Township, we are submitting this amendment to the North Connector Trail Project to transfer the contract from the Downtown Development Authority (DDA) to the Township for the Construction Engineering Services.

This amendment covers shifting the contracted budgets with the DDA for Construction Services, Materials Testing, and Preparation of Record Drawings. Also at this time, we have included the addition of construction staking services at the Township's request. Construction staking services were originally planned to be included in the construction contractor's contract but have been determined as non-participating by the Michigan Department of Transportation (MDOT).

PROJECT DESCRIPTION

The construction phase of the North Connector Trail Project will consist of constructing HMA non-motorized trail with sections of wooden boardwalk and bridges at wetlands/water body crossings. This section of trail will be constructed from the existing termini at Willoughby Road north to the intersection of Jolly Road and Aurelius Road.

SCOPE OF SERVICES

We plan to provide the following services during the construction phase of this project:

1. Pre-Construction Meeting: Schedule and conduct a pre-construction meeting.
2. Construction Staking: Provide staking for construction of proposed bridges, boardwalk, trail alignment, drainage improvements (culverts and manhole/catch basin structures), and easements.

3. Construction Administration: Provide construction administration services in accordance with MDOT requirements utilizing Field Manager software. Services will include review of submittals and certifications, preparation of work orders, preparation of change orders, review of certified payrolls, and posting pay requests. This was initially established at 8hrs/week for 24-weeks.
4. Construction Observation (Full-Time): Provide a resident project representative (RPR) to observe the Contractor's progress during the following construction activities: selective clearing, pile driving operations, placement of bridge structures, construction of primary structural members for proposed boardwalk, placement of aggregate base material and final paving of the trail. Daily reports will be prepared giving general observations of the work completed to date. This was initially established for an average of 42-hours/week for 12-weeks.
5. Construction Observation (Part-Time): Provide an RPR to observe on a part-time basis the Contractor's progress during the following construction activities: site preparation, clearing and removals phase, construction of or placement of the boardwalk deck, portions of the paving operations, and site restoration. Daily reports will be prepared giving general observations of the work completed to date. This was initially established for an average of 16-hours/week for 12-weeks.
6. Material Testing: C2AE will coordinate the services of Soils and Materials Engineers (SME) for material sampling and testing for concrete, asphalt, aggregate, and other material testing to document contractor compliance with the construction specifications.
7. Punch List: Perform pre-final review and prepare a punch list.
8. Final Review: Perform final review of the completed project.
9. Record Drawings: Prepare record drawings of the completed construction and provide the Township with an electronic copy and two sets of prints.

Deliverables from C2AE

- Daily reports
- Punch list
- Record drawings

SCHEDULE

It is anticipated that this phase of the contract will start June 7, 2013 and continue through August 1, 2014.

FEE SUMMARY

<u>Description</u>	<u>Fee</u>	<u>Fee Basis</u>
Construction Services	\$90,000 (1)	Time and Materials, Estimated
Construction Staking	23,125 (2)	Time and Materials, Estimated
Materials Testing	15,000	Time and Materials, Estimated
Preparing Record Drawings	<u>5,500</u>	Time and Materials, Estimated
Total:	\$133,625	

- (1) It was discussed at a progress meeting on February 19, 2013, that there is a strong possibility that this budget will not be able to cover the construction duration dependent on the contractor's schedule and staging. Changes in construction methods for pile installation from an originally intended use of helical piles to a more economical timber driven piles will require more onsite observation time than the original projections. At this time it was decided to proceed with the budget that was originally established in the contract and evaluate the necessity of an amendment as the contractor proceeds.
- (2) As discussed at the meeting on February 19, 2013, Construction Staking services are being added as they were not included in the original contract with the DDA. It has been determined as a non-participating expenditure by MDOT and is being removed from the construction contractor's contract.

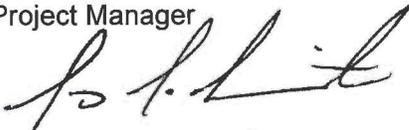
We appreciate the opportunity to submit this amendment for consideration. If this amendment is acceptable, please sign in the space provided below and return one copy to our office. If you should have any questions related to this amendment, please contact our office at your earliest convenience. Thank you.

Sincerely,

C2AE



Adam D. Falkowski, PE
Project Manager



James J. Minster, PE
Director

ADF/tdb

ACCEPTED:
DELHI CHARTER TOWNSHIP

BY: _____

DATE: _____



**Delhi Charter Township
Department of Community Development**

MEMORANDUM

TO: John B. Elsinga, Township Manager
Township Board Members

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

DATE: Thursday, March 28, 2013

RE: Ram Trail (Holt Rd) – Proposal for Professional Engineering Services
Project Design Services

As you are aware, Delhi Township's Ram Trail project has been included on the 2015 Illustrative List of Projects for Congestion Mitigation Air Quality (CMAQ) funding. This funding is allocated on a regional basis during the Transportation Improvement Planning process which occurs each winter. The Ram Trail is slated to receive approximately \$1,189,600 of the anticipated construction cost of \$1,487,000 in CMAQ funding. Like all State funding of this type, the dollars will be routed through the Ingham County Department of Roads & Transportation (ICDRT), which is our authorized Act 51 Agency. The remaining construction and other project costs will need to be funded by the Township. We currently estimate that the Township's cost for the entire project will be approximately \$650K. It is anticipated that this expenditure would be spread over 2014 and 2015.

The CMAQ funding becomes available pursuant to the State's fiscal year. Therefore, grant funds are available beginning in October of 2014. This means that in order for construction to occur in spring/summer 2015, we need to begin formal design work, easement acquisition, permitting and plan preparation now. In order to accomplish this goal within the necessary time frame we are recommending that Hubbell, Roth & Clark, Inc. (HRC) be retained to complete design engineering. The Township has worked successfully with HRC on many past projects. We believe that their knowledge about the Township, their existing relationship with the ICDRT and their substantial experience with trail design and construction makes them uniquely well qualified.

HRC has submitted the attached proposal for design services relative to the Ram Trail in the estimated amount of \$173,500. The proposal is "time and material". All of the work proposed is necessary in order to complete our design engineering in preparation for grant funding. It does not include construction engineering or oversight, which will also be required as a part of the project, but which will be addressed later once the CMAQ funds have been finalized. That being said, if we intend to move forward with this project and be prepared to take advantage of the grant funding when available, we need to begin right away.

With this in mind, I would recommend that the Township Board accept the proposal from HRC for design engineering services and authorize the Township Manager to execute the necessary documents. Based on timing constraints of the project, I respectfully request that this matter be considered at the upcoming April 2nd Board meeting. As always, if you have any questions or require additional information, please don't hesitate to ask. Thank you.

Recommended Motion:

To approve the Proposal for Professional Engineering Services from Hubbell, Roth & Clark, Inc. in the amount of \$173,500 for the Ram Trail Project Design.



HUBBELL, ROTH & CLARK, INC
Consulting Engineers

Principals

George E. Hubbell
Thomas E. Biehl
Walter H. Alix
Peter T. Roth
Michael D. Waring
Keith D. McCormack
Nancy M.D. Faught
Daniel W. Mitchell

Associates

Jonathan E. Booth
Michael C. MacDonald
Marvin A. Olane
William R. Davis
Jesse B. VanDeCreek
Robert F. DeFrain
Marshall J. Grazioli
Thomas D. LaCross
Dennis J. Benoit
James F. Burton
Jane M. Graham
Donna M. Martin
Charles E. Hart

Senior Associates

Gary J. Tressel
Kenneth A. Melchior
Randal L. Ford
Timothy H. Sullivan

March 18, 2013

Delhi Charter Township
2074 Aurelius Road
Holt, Michigan 48842

Attn: Ms. Tracy Miller, Director of Community Development

Re: Proposal for Professional Engineering Services
Ram Trail – Project Design

HRC Job No. 20130082.86

Dear Ms. Miller:

We appreciate the opportunity to provide a proposal for professional engineering services for the preliminary and final design of the Ram Trail which will connect the Holt High School and Community School complex to the existing path system located at Holt and Eifert Roads.

Statement of Understanding

We understand that the Township anticipates receipt of a \$1,487,000 CMAQ grant for the construction of this trail. This grant is for construction only and does not include any preliminary or construction engineering. It is our understanding that Landscape Architects and Planners (LAP) is in the process of finalizing the preliminary scoping document for this trail segment, under a previous contract with the Township. HRC was recently approved to assist LAP with the finalization of this plan. We intend to continue to partner with LAP on the design effort, especially with working with the residents as they have already established relationships with them. HRC is very familiar with the CMAQ program and the requirements involved. The trail project is on the list for 2015 funding. Therefore, we understand that the construction funds will be available as early as October of 2014. However, the Township would like to start the project now and attempt to complete the easement acquisition prior to any additional conditions being required once the final Transportation Improvement Plan (TIP) is approved later this year. The CMAQ program also expects that the Township have all right-of-way before the start of the grant (October 2014) so a head start on this work will help to protect the funding source.

HRC previously met with the Ingham County Department of Transportation and Roads (ICDTR) to discuss this project. As the sponsoring agency for the grant, their involvement and support of the project will be paramount for a successful project. Many of the items discussed at the preliminary meeting have been incorporated into this proposal, as has continued interaction with their staff, to provide a project that meets the needs of all parties.

Y:\201300\20130082\02_Proposal\Working_Docs\20130228_Prop02.docx

2101 Aurelius Road, Suite 2A
Holt, Michigan 48842
Telephone 517 694 7760
www.hrc-engr.com

Engineering. Environment. Excellence.

Project Tasks

Task 1 – Preliminary Review

The first step in our design proposal includes the review of background information, cost estimates, and routing to assure that the path can be constructed as proposed and within the stated budget. For HRC's efforts, a separate proposal, dated February 20, 2013, was previously approved for this work, and there are no additional costs for this task. LAP has a previous contract with the Township for the preliminary study, and their efforts will be included within that remaining budget.

HRC will also deploy its Client Interview Process (CIP) to first identify, and then document, track, and measure the outcomes the Township desires for this project. We consider this an essential element to obtain stakeholder input and to get the project right. There will be no cost to the Township associated with the CIP.

Task 2 – Future Road Layouts

The ICDTR Master Plan calls for a possible four lane road in the future along this stretch of Holt Road. While current traffic volumes do not warrant this section, the construction of the path will need to take into account the future layout of the road. ICDTR has requested that the placement of the path take into account a possible four lane road, and a three lane road section with auxiliary lanes where needed. HRC will use GIS data and aerial photographs to layout these two designs and determine trail placement based upon future concepts. These layouts will help to further identify easement needs. This task will also include reviewing auxiliary lane layouts and a review meeting with ICDTR to discuss the road and trail geometry. Submittals of the differing layouts will be provided to the Township and ICDTR for review and consideration.

Task 3 – Topographic Survey

This task will include a full topographic survey of the project route, in order to prepare plans and specifications to meet MDOT standards. This will include identifying property corners, structures, utilities, driveways, ditches, and other pertinent features in order to properly design the path. Property lines will be researched and drawn and the topographic survey information will be processed.

Task 4 – Preliminary Layout and Design

Based on the future road layouts, and the topographic survey, the final path location recommendation as determined by LAP's report will be reviewed and a final exhibit prepared for presentation to the Director of Community Development for presentation to the Township Board and public as appropriate. This task will augment LAP's existing report to include more detail on an impact analysis, identification of specific project limits and easement needs, signal evaluation, an existing drainage review, determination of additional soil boring locations, review of aesthetic treatments. This will also include an initial meeting with the Ingham County Drain Commissioner's (ICDC) office to discuss drain impacts, and an MDEQ pre-application meeting. This task will also identify key issues and constraints for consideration during design that will affect the project budget, schedule and permitting.

Task 5 – Easement Acquisition

The construction of this trail will require easement acquisition regardless of the side of the road that is selected. HRC has included easement acquisition for 21 parcels for this project, assuming the path is on the north side of the road and all properties will need easements. If the path is on the south side of the road, a lesser number of easements will be necessary. This task will include preparing the proper documentation for the identified easements and negotiating easement terms with the property owners, in

conformance with Federal easement rules as necessary. Once the easement documentation is completed, it will be mailed out. The mailing will include a description of the project and the notice of an informational meeting to be held with local residents. HRC assumes that the Township will provide address lists for mailings to the public. At that meeting, the residents will have the opportunity to review the preliminary layout as it specifically relates to their property. Appropriate personnel will be available at that meeting should a resident wish to sign their easement at that time. For the remaining property owners, individual meetings will be set up (assuming 2 per property) to discuss their individual needs and negotiate terms. The Project Team will attempt to hold group meetings as possible, and the Township will be billed on the actual hours associated with this work. As LAP has already begun initial conversations with many of these property owners, the easement negotiations will be completed by their office and the right-of-way agent from HRC. HRC and LAP will keep a record of negotiations and follow the appropriate guidelines for acquisition.

It is our understanding that the Township has sidewalk agreements from several of the properties along the route. These will be reviewed and renegotiated as necessary based on the selected path layout.

The task at this time does not include any efforts related to condemnation should that be necessary. Additional costs for this, including any required appraisals, title commitments and legal costs, can be provided if an agreement cannot be made.

Assuming that no condemnation will be required, it would be the intent of the project team to have the easements completed by September of 2013. This will be prior to the project requiring that the federal guidelines for easement acquisition be strictly adhered to. If condemnation is necessary, it is unlikely that this will be completed by September of 2013.

Task 6 – Preparation of Plans and Specifications

HRC will proceed with the preliminary and final design in accordance with MDOT Local Agency Guidelines based on the Preliminary Design and easement negotiations. This will include the development of detailed plans, specifications, and estimates for construction. Key steps within this task include any modifications to the existing drainage system, identification of grading limits, and permanent signing and pavement markings for the path. The plans will be designed and submitted for Township, ICDTR, and MDOT reviews.

The plans will include typical sections for the trail, project details, plan and profile sheets as required, SESC plans, layout and alignment sheets and maintenance of traffic plans that include estimated quantities and project specific notes. HRC is experienced with the required MDOT plan preparation guidelines and procedures as well as the strict scheduling requirements and funding deadlines.

HRC will also complete the majority of the detailed design during this task including boardwalk or geotechnical stabilized designs for trail crossings of the wetlands and horizontal and vertical design. A boardwalk solution may require additional geotechnical investigation and special details for a pile-supported or floated path design through the wetland where poor soils are known.

Based on a previous meeting with the ICDTR it is our understanding that the project will utilize and modify existing drainage patterns as needed to maintain storm water conveyance. This may include relocating existing ditches or modification of existing culverts. New storm water systems and outlets are not anticipated as part of this project.

HRC with input from Mansell and Associates, will evaluate the existing traffic signals and include the addition of pedestrian push buttons.

HRC will provide the required documentation, programming materials for funding, and permits as required by MDOT.

Task 7 – Permitting

Several permits will be required for the construction of this path. An MDEQ permit will be required for the wetland crossing at the east end of the site, an ICDC permit will be required for all drain crossings, and an ICDTR permit will be required for work within the right-of-way. This task will include preparation and submittal of the permit applications. Permit fees will be paid directly by the Township

For the CMAQ program, trail projects are generally considered categorically exempt and do not require an Environmental Assessment, or other federal clearances such as SHPO, Tribal, or Environmental. However, the Project Team will closely review your grant agreement and make sure that these are exempt for this project.

Task 8 – General Administration

During the course of the project, there are several task and milestones that will need to be met. This task will include a kickoff meeting, biweekly progress reports, four (4) status update meetings with Township staff, and two Public Meetings/Board Meetings. This task will include the preparation of meeting minutes for each of the meetings held.

Deliverables

We anticipate the following deliverables:

- Client Interview Process documentation
- Preliminary report (LAP will deliver with HRC input)
- Future Road Layouts
- Preliminary Layout Exhibit and Details
- Easement Documentation
- Permit Applications
- Grade Inspection / Preliminary Plans and Specifications
- Final Plans and Specifications
- Addenda
- Bid Recommendation
- Biweekly Progress Reports
- Meeting Minutes

Fee

Based on the above project scope and estimated staff requirements and hours shown on the attached spreadsheet, we propose to perform this project for an estimated time and materials fee of \$173,500. This includes allocations of services to be performed by Mansell Associates, Inc. for signal improvement design, and Professional Service Industries, Inc. (PSI) for soil borings.

Work Not Presently Included in our Scope

1. Condemnation of Easements
2. Signal Modernization
3. Wetland Mitigation
4. Additional Meetings beyond those identified
5. Shop Drawing Reviews
6. Hydraulic modeling of any drain improvements or major storm sewer improvements
7. Appraisals and title commitments for easements
8. Construction Engineering **

** An additional proposal for construction engineering will be provided once final design is completed and prior to the start of work on the site.

Schedule

HRC has already started to work with LAP on finalizing the preliminary report (Task 1). We are prepared to begin the remaining tasks upon the Township's authorization to proceed. A detailed schedule is attached.

Project Experience and Project Team

The project will be led by HRC staff, with assistance as noted from LAP. HRC has vast experience in trail design, MDOT Local Agency Program projects, CMAQ funding, and right-of-way acquisition. Project experience sheets from key projects are included herein for the Township's consideration. HRC has assembled an experienced team of highly qualified professionals, technicians, and support staff to provide professional services to the Delhi Township for the Ram Trail. HRC's policy is to have all projects assigned to a Principal of the firm. This ensures that each project will receive individual attention and have the direct interest of the firm. Copies of resumes can be provided upon request.

George E. Hubbell, P.E., President, will serve as Principal-in-Charge. Should any questions, concerns or comments arise, Mr. Hubbell will be available to see that those interests are addressed, expeditiously. Mr. Hubbell will handle the Client Interview Process and the QA/QC reviews.

Nancy M.D. Faught, P.E., Vice President, will serve as the liaison between HRC, the Township and ICDTR. Ms. Faught manages all of HRC's transportation projects and has worked with ICDTR staff.

James Burton, P.E., Associate, will serve as Project Manager and will coordinate the development of the scope of work and liaison between the Township, permitting and regulatory agencies, and the HRC staff. Mr. Burton has 14 years of professional experience, has designed and constructed numerous trail projects including the Island Lake to Kensington Connector, South Lyon Rail Trail, and M-15 Safety Path. Mr. Burton also is the client coordinator for Delhi Township and has worked on several high profile projects in the Township.

Robert Ford, ASLA, will be responsible for easement and/or land acquisition and the design and layout of pathway amenities.. Mr. Ford has over 35 years of experience in the areas of trail and sidewalk design, non-motorized transportation plans, streetscapes, ADA compliance, land planning, site design, project management and real estate negotiations. Mr. Ford has performed these duties on other projects within

Delhi Township including: a mile long shared-use path within Valhalla Park, sidewalk design and implementation along Cedar Street and East and West Holt Road including retaining walls, lighting, flag poles, curb cuts, real estate acquisitions, and landscaping.

Chuck Hart, P.E. will be responsible for the oversight of the trail design to meet MDOT specifications.

Karyn Stickel, P.E., will be responsible for coordinating the design and permitting, and interfacing with Bloomfield Hills and Bloomfield Township. Ms. Stickel has also worked with the Township on several projects at the Publicly Owned Treatment Works.

We look forward to the opportunity to be of continued service to the Township. Please feel free to contact Jamie Burton at (248) 454-6363 should you have any comments or questions on this proposal.

Very truly yours,

HUBBELL, ROTH & CLARK, INC.

A blue ink signature of George E. Hubbell, consisting of a stylized, flowing script.

George E. Hubbell, P.E.
President

A blue ink signature of James F. Burton, consisting of a stylized, flowing script.

James F. Burton, P.E.
Associate

KS
pc: HRC; N. Faught, File

**Proposed Costs - Holt Road Trail Preliminary Engineering
Delhi Charter Township**

Task	Nancy Faught \$145		James Burton \$130		Chuck Hart \$125		Structural/Geotech \$125		Bob Ford \$120		Karyn Stickle \$100		Staff Engineer \$85		CADD \$95		HRC ROW Agent \$125		Total	
	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Costs	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost
1 Preliminary Review - NO ADDITIONAL COSTS																				
2 Future Road Layouts																				
a Create 4 Lane Geometric Layout	1	\$145		\$0	4	\$500		\$0		\$0		\$0	8	\$680	16	\$1,520		\$0	29	\$2,845
b Create 3 Lane Geometric Layout	1	\$145		\$0	4	\$500		\$0		\$0		\$0	4	\$340	8	\$760		\$0	17	\$1,745
c Auxillary Lane Considerations	1	\$145		\$0	4	\$500		\$0		\$0		\$0	4	\$340	8	\$760		\$0	17	\$1,745
d Report and Meeting with ICRD	1	\$145	4	\$520	4	\$500		\$0	4	\$480		\$0		\$0		\$0		\$0	13	\$1,645
3 Topographic Survey																				
a Research and Create Property Line File		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0	0	\$0
b Topographic Survey		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0	0	\$0
c Processing and Base File Creation		\$0		\$0	2	\$250		\$0		\$0		\$0	4	\$340	16	\$1,520		\$0	22	\$2,110
4 Preliminary Layout and Design																				
a Preliminary Route and Impact Analysis		\$0	2	\$260	4	\$500	4	\$500	2	\$240	2	\$200	8	\$680	24	\$2,280		\$0	46	\$4,660
b Meeting with ICRD	4	\$580	4	\$520	4	\$500		\$0	2	\$240		\$0		\$0		\$0		\$0	14	\$1,840
c Identify Project Limits		\$0		\$0	2	\$250	2	\$250	4	\$480	2	\$200	4	\$340	8	\$760		\$0	22	\$2,280
d Identify Easement Needs		\$0	2	\$260	2	\$250		\$0	16	\$1,920		\$0	8	\$680	8	\$760		\$0	36	\$3,870
e ID Existing drainage & impacts / modifications		\$0	2	\$260	2	\$250		\$0		\$0	4	\$400	8	\$680	8	\$760		\$0	24	\$2,350
f Additional Soil Boring Determination		\$0		\$0		\$0	2	\$250		\$0		\$0	2	\$170		\$0		\$0	4	\$420
g Aesthetic Treatments		\$0	2	\$260		\$0	2	\$250		\$0		\$0		\$0		\$0		\$0	4	\$510
h ICDC Intital Meeting		\$0	4	\$520		\$0		\$0		\$0	4	\$400		\$0		\$0		\$0	8	\$920
i MDEQ Pre Application Meeting		\$0	4	\$520		\$0		\$0		\$0	4	\$400		\$0	2	\$190		\$0	10	\$1,110
5 Easement Aquisition																				
a Easement Documentation		\$0		\$0	2	\$250		\$0	14	\$1,680		\$0	4	\$340	60	\$5,700		\$0	80	\$7,970
b Easement Negotiations		\$0	4	\$520	4	\$500		\$0	140	\$16,800		\$0	20	\$1,700	10	\$950	120	\$15,000	298	\$35,470
6 Plans, Specifications, and Bidding																				
a Grade Inspection Plans and Specifications	4	\$580	8	\$1,040	20	\$2,500	40	\$5,000		\$0	8	\$800	60	\$5,100	80	\$7,600		\$0	220	\$22,620
b Meeting with MDOT LAP		\$0		\$0	4	\$500		\$0	4	\$480	4	\$400	4	\$340		\$0		\$0	16	\$1,720
c Signal Design Coordination		\$0		\$0	2	\$250		\$0		\$0		\$0	4	\$340	4	\$380		\$0	10	\$970
d Preliminary Final Plans and Specifications	2	\$290	2	\$260	16	\$2,000	10	\$1,250		\$0	4	\$400	50	\$4,250	60	\$5,700		\$0	144	\$14,150
e Meeting with ICRD	4	\$580	4	\$520	4	\$500		\$0	2	\$240		\$0		\$0		\$0		\$0	14	\$1,840
f Final Plans and Specifications to MDOT LAP	2	\$290	2	\$260	8	\$1,000	10	\$1,250	8	\$960	2	\$200	24	\$2,040	40	\$3,800		\$0	96	\$9,800
g Bidding Asst - Pre bid, Addenda, Review Tabs		\$0	2	\$260	4	\$500		\$0		\$0	4	\$400	4	\$340		\$0		\$0	14	\$1,500
7 Permitting																				
a MDEQ Permit		\$0	4	\$520	4	\$500		\$0		\$0	8	\$800	8	\$680	4	\$380		\$0	28	\$2,880
b ICDC Permit		\$0	2	\$260		\$0		\$0		\$0	8	\$800	8	\$680	4	\$380		\$0	22	\$2,120
c ICRC Permit	2	\$290	2	\$260	4	\$500		\$0		\$0		\$0	16	\$1,360	16	\$1,520		\$0	40	\$3,930
d Soil Erosion Permit		\$0	2	\$260		\$0		\$0		\$0	8	\$800	8	\$680	4	\$380		\$0	22	\$2,120
8 General Administration																				
a Kickoff Meeting (1)	4	\$580	4	\$520	4	\$500		\$0		\$0	4	\$400		\$0		\$0		\$0	16	\$2,000
b Progress Reports (biweekly)		\$0	4	\$520		\$0		\$0		\$0	16	\$1,600		\$0		\$0		\$0	20	\$2,120
c Status Update Meetings (4)		\$0	16	\$2,080		\$0		\$0		\$0	16	\$1,600		\$0		\$0		\$0	32	\$3,680
d Public Meetings/Board Meetings (2)	2	\$290	8	\$1,040	2	\$250		\$0	4	\$480		\$0		\$0		\$0		\$0	16	\$2,060
TOTAL	28	\$4,060	88	\$11,440	110	\$13,750	70	\$8,750	200	\$24,000	98	\$9,800	260	\$22,100	380	\$36,100	120	\$15,000	2708	\$145,000

Items Not Included in Costs:

Signal Modernization
Additional Meetings
Wetland Mitigation
Construction Engineering inc. Shop Drawing Review

Easement Assumptions:

21 Properties
B. Ford - 2 mtgs/easements @ 3 hours each plus documentation time
HRC ROW - 1 1/2 meetings average/easement @ 3 hours each plus documentation time
ROW / Easement Appraisals and Title Commitments are not included
Condemnation will be handled on a time and material basis

Total HRC/LAP Costs \$ 145,000
Mansell - Signals \$ 6,000
Topographic Survey \$ 15,000
Soil Borings / Geotechnical Consultation \$ 7,500
TOTAL \$ 173,500





Bloomfield Township Safety Path Program Multi-Year On-Going

Client

Charter Township of Bloomfield
4200 Telegraph Road
Bloomfield Hills, Michigan 48302
Mr. Wayne Domine, P.E.
*Director of Engineering &
Environmental Services*
(248) 594-2800

Commencement Date

August 1998

Estimated Completion Date

December 2013

Project Construction Costs to Date

Approximately \$10 million

Final Project Budget

Approximately \$15 million

Contractor

Italia Contractors and Others

Notable Features

- Retaining Walls
- Decorative Fencing
- Landscape Features
- Meandering Alignment



Project Description

The roads of Oakland County have evolved into their present form as the original gravel roads were paved in response to an increase in population and vehicle traffic. In most cases, the paving of these rural roads was to benefit the transportation of motorized vehicles and did not take into account the safety of pedestrians or cyclists. As these communities grew and their population expanded, it became increasingly apparent that the existing roads were lacking with respect to pedestrian safety. In response, communities began the construction of sidewalks, bike routes, and safety paths to provide safer transportation for pedestrians in their communities. Sidewalks that are six to eight feet in width are usually designated as safety paths, and are predominant preferred choice of many communities for new construction.

HRC has been active in the design and overseeing of the construction of safety paths for communities wishing to provide a safe transportation route for pedestrians throughout their neighborhoods. For the most part, these paths consist of a six foot wide concrete sidewalk that runs adjacent to the roadway, and within the road right of way. The paths are designed predominantly for walkers, joggers, parents with small children, and children on bicycles. They are not specifically designed for adult cyclists, although all cyclists are allowed to use them. The Michigan Vehicle Code grants cyclists the same duties and responsibilities as motorized vehicles on the public roads of the state, as do most states.

Bloomfield Township, in particular, has invested in miles of safety path construction over the past ten years through a millage specifically targeting the construction of safety paths throughout the Township. This ongoing program in Bloomfield Township has resulted in safety path construction along almost every major road in the Township, providing linkage routes from residential areas to destinations such as libraries, schools, shopping centers, the Franklin Cider Mill, community centers, and nature areas.

Input from residents is the predominant method of determining the location of a new path. The Township receives numerous requests for additional paths as the residents see the results of recently constructed paths nearby. The Township staff takes these requests and determines



Bloomfield Township Safety Path Program Multi-Year On-Going

which routes are feasible and can serve the greatest public interest. All construction is publicly advertised and bid. HRC provides the construction observation as well as project management services for the Township.

The residents' response to the paths has been overwhelmingly positive. Many times during construction, people walking the path express their support of the Township's program. The safety paths are placed in use immediately after the construction barrels are removed. As further evidence of the support, Township residents recently renewed the safety path millage for another 5 years.

The passage of the Americans with Disabilities Act (ADA) has had a big impact on the design and construction of pedestrian facilities nationwide. Ramps with truncated dome inserts constructed at all road crossings, maximum slopes not to be exceeded, and pedestrian crossing signals with push button actuators are the norm throughout the Township's safety path system.

Bloomfield Township is encouraging the use of pedestrian transportation and providing a safer travel environment for its citizens. With the high price of gasoline, it is not unreasonable to see more and more use of these pedestrian safety paths as a safe transportation alternative for shorter local trips throughout the community.



Macomb County Trail Commission Macomb Orchard Trails

Client

Macomb County Trail Commission
c/o Macomb County Purchasing
Office
10 N. Main Street, 13th Floor
Mt. Clemens, Michigan 48043
Mr. John Crumm
(586) 469-5285

HRC Project Number

20020882

Commencement

2003 – Phase I
2008 – Phases II & III

Completion Date

2004 – Phase I
2011 – Phases II & III

Construction Cost

\$1,200,000 – Phase I
\$700,000 – Phases II & III

Contractor

L.J. Construction



Project Description

Hubbell, Roth & Clark, Inc. (HRC) provided design for phases I, II and III of the Macomb Orchard Trail in Macomb County. Phases II and III included a pedestrian bridge and stone path. The work was performed for the Macomb County Planning and Economic Development Department on behalf of the Macomb Orchard Trail Commission. Phase I consisted of the design of almost 7 miles of new recreational trail in Shelby and Washington Townships. This Phase I of the Macomb Orchard Trails was opened in 2004 and is part of a 23.5 mile trail network that eventually connected to the Clinton River Trail through Rochester at Dequindre Road near 24 Mile Road. From this point, the recreational trail heads northeast toward the Village of Romeo and will eventually continue through Bruce, Armada, and Richmond Townships and terminate in the City of Richmond.

HRC collected the topographic information necessary for the bidding documents; prepared the detailed plans and specifications as well as easement documents that may be required for constructing the trail. The trail route follows an abandoned railroad right-of-way that cuts diagonally through Shelby and Washington Townships. As such, the configuration is not ideally suited for crossing major intersections at a desirable perpendicular angle. HRC evaluated alternatives and recommended an option to minimize the right-of-way to be acquired while maximizing the safety of the thoroughfare.



Residents surrounding the intersection of Macomb Orchard Trail and West Road requested that the final design include a 20' x 500' landscape buffer along the northwest side of the intersection. The landscaping and berming



Macomb County Trail Commission Macomb Orchard Trails

became a natural screen deterring views of the building and limiting sound from truck traffic adjacent to the trail. A split rail fence was also included within the buffer for safety and aesthetic values.

The trail design takes advantage of the natural and historical features associated with this area of the County. Much of it is surrounded by farms that currently or previously were major fruit producing orchards-hence the Macomb Orchard Trails designation. HRC worked with the Macomb Orchard Trail Commission to complete design of Phases II & III, including bridge rehabilitation.

Survey Services and Right-of-Way/Easement Acquisition

HRC's Survey Department worked with our Right-of-Way Department to obtain the complete property acquisitions for this project. HRC staff coordinated the title search activities with the ordering of the required Real Estate appraisals. HRC's Survey Department prepared all of the documents that were required, including the legal descriptions of the takings, drawings and using the RCMC Real Estate actual conveyance documents. HRC also provided a full route survey and alignment delineation.



Client

Western Oakland County Trail Management Council
c/o South Lyon
335 South Warren
South Lyon, Michigan 48178
Mr. David Murphy
City Manager
(248) 437-1735

Commencement

2000

Completion Date

2001

Construction Cost

\$571,000



City of South Lyon Island Lake to Kensington Trail Network



Project Description

The Western Oakland County Trail Management Council (WOCTMC) was established with the intent to provide non-motorized transportation facilities in and around Southwestern Oakland County. The council consisted of the City of South Lyon, Lyon Township, Milford Township, and the Huron-Clinton Metropolitan Authority (HCMA). The council was consulted by two engineering firms, one of which was HRC, and by the planning firm of McKenna and Associates. The council had been very successful in obtaining grant monies from the Intermodal Surface Transportation Efficiency Act (ISTEA), Transportation Equity Act for the 21st Century (TEA-21), Recreation Improvement Fund (R.I.F.), and Michigan Natural Resources Trust Fund (MNRTF) programs to supplement their own contributions. Their vision was to connect the City of South Lyon to the City of Wixom including "spur" connections to Island Lake State Recreation Area and Kensington Metro Park. This total network was divided into three (3) parts, Island Lake to Kensington, South Lyon to Milford Township including the spur to Island Lake, and Milford Township to the Wixom city limits. HRC was solely responsible for the design and administration of the Island Lake to Kensington section.

The Island Lake to Kensington portion of the trail network connects two (2) of the largest recreational areas in the region. Both Island Lake and Kensington have their own internal trail system but until the construction of this segment, access to both areas for non-motorized traffic was not possible.

The project consisted of approximately 1,000 lineal feet of 10-foot wide bituminous path which utilizes the existing Kent Lake bridges to run under Grand River Avenue and I-96. The path was designed to meet both AASHTO and ADA requirements. To create an artificial grade above the summer high water elevation of the lake, a combination of steel sheet piling and concrete crib/retaining walls were installed under the bridges. The project was completed on schedule under the bid amount.

Survey Services

Constructed concurrently to the City of South Lyon Rails to Trails project. Right-of-way acquisition was not required, HRC provided topographic design survey and construction layout.

NORTHERN TIER TRAIL

CITY OF EAST LANSING



Aerial View of The Northern Tier Trail System

The trail is 3.6 miles long and links three city parks. The project was completed in 2002 at the cost of 1.2 million and includes 2 bridges and a 10' asphalt trail. The trail is located adjacent to the Ramey Chandler Drain, which is owned by Clinton and Ingham counties and required approval by the Watershed Authority to build along the banks of the county drain. A significant amount of wetland and wooded areas were preserved as part of the greenway.



Aerial View of The Northern Tier Trail System



View of Pedestrian Bridge Installation



View of Trailway in a Natural Area



View of Pedestrian Crossing with Refurbished Railing



View of Surcharging Unstable Soils During Construction

“EAST-WEST COLLECTOR” SHARED-USE PATH DELTA CHARTER TOWNSHIP

The site is comprised of a 10 foot wide shared use path between Creyts Road and Elmwood Road within Sharp Park. Site amenities include 5 benches, 5 litter receptacles, 8 directional signs, 3 interpretive signs, two picnic shelters with 2 tables, one bike rack, a fishing deck and 7 access barricades



Fishing Deck



Directional Sign and Bench at Trail Fork



Picnic Shelter



Boardwalk



Pedestrian Crossing



Crossing, Sign and Trail along Road





**Delhi Charter Township
Department of Community Development**

MEMORANDUM

TO: John B. Elsinga, Township Manager
Board of Trustees

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

DATE: Thursday, March 28, 2013

RE: MPT Lansing, LLC – Application for Tax Abatement (PA 198)

MPT Lansing is located at 3140 Spanish Oak Drive and is an operating division of Magna International, Inc. The company occupies a little over 100K sq.ft. of space and currently employs 132 people. The company anticipates making a substantial investment in new personal property. This investment will allow them to develop and build a new assembly line for the manufacture of automotive drivetrain products. These products are then sold to a variety of automotive and military customers. The anticipated investment is approximately \$7 million over the next 2 years and will result in the creation of 39 new jobs within the Township.

The company has requested tax abatement pursuant to Public Act 198 of 1974. As you are aware, this abatement provides an approximate 50% tax abatement on the new personal property for a period of 12 years after construction. The Township and other taxing jurisdictions will continue to collect the un-abated portion of the newly generated tax revenue. The abatement for MPT Lansing is expected to represent an incentive of approximately \$1.4 million to the company and will help them to make the required investment and continue to add jobs to our local economy.

The required public hearing for this application has been scheduled for the April 2nd Board meeting. After that hearing, I would recommend that the Board take action to approve the request. Assuming that occurs, I will finalize the required paperwork and submit it to the State of Michigan. As always, if you have any questions or need additional information, please don't hesitate to ask. Thank you!

Recommended Motion:

To adopt Resolution No. 2013-008 which approves the Application for Industrial Facilities Exemption Certificate for MPT Lansing, LLC.

DELHI CHARTER TOWNSHIP

RESOLUTION NO. 2013-008

A Resolution to Approve the Application of MPT Lansing, LLC for Industrial Facilities Exemption Certificate.

At a Regular Meeting of the Township Board of Trustees, of the Charter Township of Delhi, Ingham County, Michigan, held at the Community Services Center, 2074 Aurelius Road, Holt, Michigan on Tuesday, the 2nd day of April, 2013, at 7:30 p.m.

PRESENT:

ABSENT:

The following Resolution was offered by_____.

WHEREAS, pursuant to 1974 PA 198, as amended, the Township Board created an Industrial Development District (the "Industrial Development District"), with boundaries as outlined in Exhibit A of Resolution No. 2005-007 which includes the property at 3140 Spanish Oak Drive, Lansing, MI 48911; and

WHEREAS, the Township Clerk received an Application (the "Application") for an Industrial Facilities Exemption Certificate from MPT Lansing, LLC (the "Applicant") on March 8, 2013 with respect to personal property improvements described in the Application (the "Facility") to be acquired and installed within the Industrial Development District; and

WHEREAS, before acting on the Application, the Township Board held a hearing on April 2, 2013 at the Community Services Center, at 8:00 p.m., for which hearing the Applicant, the Township Assessor, the public and a representative of each of the affected taxing units were given written notice, and at which hearing were afforded an opportunity to be heard on the Application; and

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

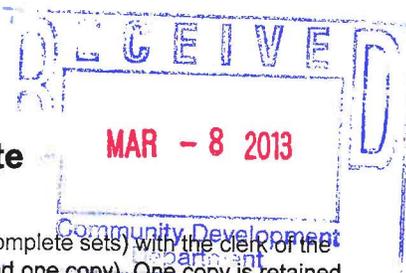
WHEREAS, the aggregate SEV of real and personal property exempt from ad valorem taxes within Delhi Charter Township, after granting this exemption, will exceed 5% of an amount equal to the sum of the SEV of Delhi Charter Township, plus the SEV of personal and real property thus exempted.

NOW, THEREFORE, BE IT RESOLVED;

1. The Township Board finds and determines that:
 - a. The granting of the Application under Public Act 198 of 1974, as amended, together with the aggregate amount of Industrial Facilities Tax Exemption Certificates previously granted and

IN WITNESS THEREOF, I have hereunto affixed my official signature this ____
day of April, 2013.

Evan Hope, Township Clerk



Application for Industrial Facilities Tax Exemption Certificate

Issued under authority of Public Act 198 of 1974, as amended. Filing is mandatory.

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

To be completed by Clerk of Local Government Unit	
Signature of Clerk 	▶ Date received by Local Unit 03/08/2013
STC Use Only	
▶ Application Number	▶ Date Received by STC

APPLICANT INFORMATION
All boxes must be completed.

▶ 1a. Company Name (Applicant must be the occupant/operator of the facility) MPTLansing LLC		▶ 1b. Standard Industrial Classification (SIC) Code - Sec. 2(10) (4 or 6 Digit Code) 336350	
▶ 1c. Facility Address (City, State, ZIP Code) (real and/or personal property location) 3140 Spanish Oak Drive, Delhi Township, MI 48911-4291		▶ 1d. City/Township/Village (indicate which) Township	▶ 1e. County Ingham
▶ 2. Type of Approval Requested <input checked="" type="checkbox"/> New (Sec. 2(4)) <input type="checkbox"/> Transfer (1 copy only) <input type="checkbox"/> Speculative Building (Sec. 3(8)) <input type="checkbox"/> Rehabilitation (Sec. 3(1)) <input type="checkbox"/> Research and Development (Sec. 2(9))		▶ 3a. School District where facility is located Lansing	▶ 3b. School Code 33020
		4. Amount of years requested for exemption (1-12 Years) 7	

5. Per section 5, the application shall contain or be accompanied by a general description of the facility and a general description of the proposed use of the facility, the general nature and extent of the restoration, replacement, or construction to be undertaken, a descriptive list of the equipment that will be part of the facility. Attach additional page(s) if more room is needed.

See Attached

6a. Cost of land and building improvements (excluding cost of land)	▶ _____ Real Property Costs
* Attach list of improvements and associated costs. * Also attach a copy of building permit if project has already begun.	
6b. Cost of machinery, equipment, furniture and fixtures	▶ \$7,300,000.00 Personal Property Costs
* Attach itemized listing with month, day and year of beginning of installation, plus total	
6c. Total Project Costs	▶ \$7,300,000.00 Total of Real & Personal Costs
* Round Costs to Nearest Dollar	

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

	<u>Begin Date (M/D/Y)</u>	<u>End Date (M/D/Y)</u>		
Real Property Improvements ▶	_____	_____	▶	<input type="checkbox"/> Owned <input type="checkbox"/> Leased
Personal Property Improvements ▶	1/1/13	12/31/14	▶	<input checked="" type="checkbox"/> Owned <input type="checkbox"/> Leased

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

▶ 9. No. of existing jobs at this facility that will be retained as a result of this project. 132	▶ 10. No. of new jobs at this facility expected to create within 2 years of completion. 39
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11. Rehabilitation applications only: Complete a, b and c of this section. You must attach the assessor's statement of SEV for the entire plant rehabilitation district and obsolescence statement for property. The Taxable Value (TV) data below must be as of December 31 of the year prior to the rehabilitation.

a. TV of Real Property (excluding land)	_____
b. TV of Personal Property (excluding inventory)	_____
c. Total TV	_____

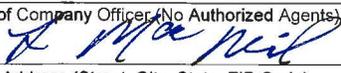
▶ 12a. Check the type of District the facility is located in:
 Industrial Development District Plant Rehabilitation District

▶ 12b. Date district was established by local government unit (contact local unit) ▶ 12c. Is this application for a speculative building (Sec. 3(8))?
 Yes No

APPLICANT CERTIFICATION - complete all boxes.

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

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

13a. Preparer Name Frank W. Ervin III	13b. Telephone Number (248) 729-4097	13c. Fax Number (248) 729-4035	13d. E-mail Address frank.ervin@magna.com
14a. Name of Contact Person Frank W. Ervin III	14b. Telephone Number (248) 729-4097	14c. Fax Number (248) 729-4035	14d. E-mail Address frank.ervin@magna.com
▶ 15a. Name of Company Officer (No Authorized Agents) Leonard Patrick MacNeil			
15b. Signature of Company Officer (No Authorized Agents) 		15c. Fax Number (517) 316-1135	15d. Date FEB 27, 2013
▶ 15e. Mailing Address (Street, City, State, ZIP Code) 3140 Spanish Oak Drive, Lansing, MI, 48910		15f. Telephone Number (517) 316-1030	15g. E-mail Address lpatrickmcn@gmail.com

LOCAL GOVERNMENT ACTION & CERTIFICATION - complete all boxes.

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

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

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

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

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

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

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

(For guaranteed receipt by the STC, it is recommended that applications are sent by certified mail.)

STC USE ONLY				
▶ LUCI Code	▶ Begin Date Real	▶ Begin Date Personal	▶ End Date Real	▶ End Date Personal



Magna Services America, Inc.
Office of Government Affairs
600 Wilshire Drive
Troy, Michigan 48084
Tel: (248) 729-4097
Fax: (248) 729-4035
www.magna.com

MPT Lansing LLC Project Description

MPT Lansing LLC an operating division of Magna International, Inc. presently operates a 101,574 sq. ft. manufacturing facility at 3140 Spanish Oak Drive, Delhi Township, Michigan employing 132 people.

This new project consists of developing and building a new assembly line to manufacture automotive drivetrain products for a variety of automotive and military customers.

This investment will enable MPT Lansing LLC, to diversify its product expertise and customer base thus enhancing its ability to remain a stable employer in future years. The capital investment to add to the present facility the additional capacity and technology to the present facility will be \$7,323,406 over the next 2 years and will create an additional 39 new jobs at this facility.

MPT Lansing, LLC - ESTIMATE OF POTENTIAL IFT BENEFIT

3/28/2013

Est. New Investment:

Real Property \$0
 Personal Property \$7,323,406

Millage Rate Assumptions:

<u>Real Property</u>		<u>Personal Property</u>	
IFT Rate:	35.51755	IFT Rate:	20.859
Non-IFT Rate:	65.0351	Non-IFT Rate:	41.0351

<i>Abatement Year</i>	<i>Construction</i>		<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	<i>6</i>	<i>7</i>	<i>8</i>	<i>9</i>	<i>10</i>
	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
Est. Real Property Value (SEV)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Est. Personal Property Value (SEV)	\$2,923,406	\$7,323,406	\$6,884,002	\$6,470,962	\$6,082,704	\$5,717,742	\$5,374,677	\$5,052,196	\$4,749,065	\$4,464,121	\$4,196,274	\$3,944,497
Total SEV	\$2,923,406	\$7,323,406	\$6,884,002	\$6,470,962	\$6,082,704	\$5,717,742	\$5,374,677	\$5,052,196	\$4,749,065	\$4,464,121	\$4,196,274	\$3,944,497
Est. Tax with no IFT												
Real Property	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Personal Property	\$119,962	\$300,517	\$282,486	\$265,537	\$249,604	\$234,628	\$220,550	\$207,317	\$194,878	\$183,186	\$172,195	\$161,863
Est. Tax with IFT												
Real Property	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Personal Property	\$60,979	\$152,759	\$143,593	\$134,978	\$126,879	\$119,266	\$112,110	\$105,384	\$99,061	\$93,117	\$87,530	\$82,278
Est. Tax Incentive Provided (difference)	\$58,983	\$147,758	\$138,892	\$130,559	\$122,725	\$115,362	\$108,440	\$101,934	\$95,818	\$90,069	\$84,664	\$79,585
Total Est. Value of IFT Incentive*:											\$1,419,918	

*Assumptions Used in Above Calculations:

1. Personal property (PP) is depreciated by 6% per year for the duration of the abatement period and comes on the roll at 90%.
2. Real property (RP) will increase in value by 1% per year.
3. The millage rate is assumed to remain constant over the duration of the abatement, which it will not. Also, beginning in 2010, the new MBT specifies that industrial personal property is exempt from the State Ed. Tax and local school operating.
4. All numbers and calculations above are estimates only and should not be used by anyone for financial planning or other similar purposes. The figures contain multiple variables that can and will change the outcome of the estimates.
5. The above information is not an implication or contract that the tax savings represented above will be achieved or provided by the Township or the State of Michigan.
6. That the full value of the "facility" will be on the tax rolls by Dec. 31, 2012, which may or may not be the case. 2 years is allowed for construction.