

**DELHI CHARTER TOWNSHIP  
COMMITTEE OF THE WHOLE MEETING HELD ON APRIL 15, 2014**

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The members of the Delhi Charter Township Committee of the Whole met on Tuesday, April 15, 2014 in the Multipurpose Room at the Community Services Center, 2074 Aurelius Road, Holt, MI. Supervisor Davis called the meeting to order at 6:30 p.m.

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

Members Absent: Trustee Megan Ketchum

**BUSINESS**

**COMMUNITY DEVELOPMENT DEPARTMENT – MARCH ACTIVITY REPORT**

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The Board reviewed the March Community Development Department Activity Report (ATTACHMENT I).

Tracy Miller, Director of Community Development, stated that the new owner of the Cedar Green Shopping Center, formerly the Delhi Village Shopping Center, is in the process of remodeling the buildings. It is anticipated that a site plan will be submitted in the near future for three new buildings to be built in the outlot area. Site plans for the new M-99 gas station have been submitted. Ms. Miller stated that a non-motorized trail website is in the final draft which will offer a geo-locate option showing pedestrians their location on the trail along with businesses in the vicinity. Trail conditions will also be posted. A meeting was held with the Ingham County Road Department to discuss the Transportation Investment Generating Economic Recovery (TIGER) grant for the Cedar Street project.

**INGHAM COUNTY SHERIFF’S OFFICE/DELHI DIVISION – MARCH ACTIVITY REPORT**

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Captain Trojanowicz, Ingham County Sheriff’s Office, reported on the highlights of the March Ingham County Sheriff’s Office/Delhi Division Activity Report (ATTACHMENT II).

Captain Eric Trojanowicz introduced Lt. Vern Elliott. Lt. Elliott is filling the position vacated by Captain Trojanowicz who has been promoted to Captain and returned to Mason.

**FIRE DEPARTMENT – MARCH ACTIVITY REPORT**

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The Board reviewed the March Fire Department Activity Report (ATTACHMENT III).

Brian Ball, Interim Fire Chief, stated that a Metro Fire Operations Manual is in the process of being drafted. The policy, procedure and guidelines manual will be used by the townships of Delhi and Delta and the cities of Lansing and East Lansing. Interim Fire Chief Ball further stated that a new commercial will be filmed for recruitment retention. Trustee Harmon asked if exit interviews were conducted when firefighters left the Township. Interim Fire Chief Ball answered in the negative. Trustee Harmon stated that it may be a good idea to conduct exit interviews to help determine if firefighters are leaving Delhi Township to go to other Departments, if they are leaving the field entirely, etc.

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP  
COMMITTEE OF THE WHOLE MEETING HELD ON APRIL 15, 2014**

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**GREEN #4 DRAINAGE DISTRICT SIDEWALK IMPROVEMENTS**

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Tracy Miller, Director of Community Development, stated that during the January 21, 2014 and February 18, 2014 Committee meetings discussion was held regarding the installation of sidewalks in conjunction with the Green Drain #4 project.

Ms. Miller stated that in 2012, a Complete Streets Ordinance was adopted which is a tool for implementing non-motorized transportation. This ordinance states that anytime a road improvement project is being considered, the Township Board will evaluate if and how complete street infrastructure (sidewalks) can be incorporated in compliance with the Complete Streets Ordinance. Because of the road improvements that will be taking place due to the drain project, the Township needs to determine, in terms of compliance with the Complete Streets Ordinance, whether or not the opportunity is right to install these sidewalks as a part of those improvements.

The Drain Commissioner's office included the sidewalk project with their Green Drain #4 project bids. The sidewalk project includes slightly more than 65,000 square feet of sidewalks. The E.T. MacKenzie Company submitted the low bid in the amount of \$276,806.70. Additionally, there will be a 15% charge for engineering and contract administration through the Ingham County Drain Commissioner's office making the total estimated cost \$318,000. To compare costs, Ms. Miller stated that she did an analysis of the recent Holt Road sidewalk project (south side of Holt Road between Heatherton Drive and Eifert Road). The Holt Road sidewalk project cost is approximately \$7.20 per square foot to construct which is approximately \$2.00 per square foot more than the bid received to construct the Green Drain #4 sidewalk project.

Ms. Miller stated that the Drain office appears willing to include the costs as part of their bond and allow the Township to pay for the improvements over a twenty year time period; the Township could pay for the improvements up front; or the Township could elect not to construct the sidewalks. However, Ms. Miller reminded the Board that the Township would not be back in this area again to do infrastructure improvements for probably another twenty years; however, the property owners always have the option to petition and pay for sidewalks on their own.

Ms. Miller stated that currently \$180,000 has been budgeted for the Holt Road sidewalk project that will run along the north side of Holt Road between Heatherton Drive and the Holt High School. Ms. Miller further stated that at the time the Holt Road sidewalk project was budgeted for, the Township was not viewing the Green Drain #4 project as a road improvement project thus making it subject to the Complete Streets Ordinance. If the Board decides to move forward with this sidewalk project an option would be to delay the Holt Road sidewalk project. Ms. Miller stated that the Township has submitted a Congestion Mitigation/Air Quality (CMAC) grant application that would construct Phase II of the Ram Trail going north on Eifert Road; the Holt Road sidewalk project could be constructed with that project.

It was the consensus of the Board to have this item placed on the May 6, 2014 agenda for Board consideration.

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP  
COMMITTEE OF THE WHOLE MEETING HELD ON APRIL 15, 2014**

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**PUBLIC ART REQUEST FOR PROPOSALS AND CREATION OF AD-HOC PUBLIC ART COMMITTEE**

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The Board reviewed a memorandum dated April 11, 2014 from C.J. Davis, Supervisor (ATTACHMENT IV).

Supervisor Davis stated that the Township received a \$10,000 grant from LEAP for a public art display. An ad-hoc committee will need to be formed to select the piece of art work. It was suggested to ask the Board and the Downtown Development Authority to contribute \$5,000 each toward this public art piece to increase the amount to \$20,000.

Trustee Harmon stated that he realizes that the time frame for forming this ad-hoc committee was short, but suggested that the next time members are selected for this committee to also look at community members.

Tracy Miller, Director of Community Development, stated that under ideal times, the ad-hoc committee would help to develop the RFP; however, due to time constraints, Ms. Miller asked the Board to give her permission to send out the RFPs.

**PUBLIC COMMENT** – None

**ADJOURNMENT**

Meeting adjourned at 7:24 p.m.

Date: May 6, 2014

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Evan Hope, Township Clerk

Date: May 6, 2014

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C.J. Davis, Supervisor

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SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP**  
**Department of Community Development**  
**March 2014 Activity Report**

**New Permits:**

Category	DDA Area Permits	Total Permits	Total Inspections
Building	10	29	60
Electrical	3	22	34
Mechanical	9	32	41
Plumbing	2	20	40
Fire Inspections	N/A	N/A	21
<b>Totals</b>	<b>24</b>	<b>103</b>	<b>196</b>

**Soil Erosion Permits & APA Projects:**

Category	DDA Area Permits	Total Permits/New Projects	Total Inspections
Soil Erosion	1	9	20
Soil Erosion Waivers	1	2	0
APA Projects	1	1	3
<b>Totals</b>	<b>3</b>	<b>12</b>	<b>23</b>

**New Code Enforcement Cases:**

Category	DDA Area Cases	Total Cases
Building Maintenance	2	3
Fence Violation	0	0
Junk & Debris	4	6
Junk Vehicles	1	2
Miscellaneous	0	1
Noxious Weeds	0	0
Sidewalk Snow	7	14
Sign	0	0
Site Plan	0	0
Yard Parking	0	1
Improper Zoning Use	0	0
<b>Totals</b>	<b>14</b>	<b>27</b>
<b>Total # of Inspections</b>		<b>41</b>

**Rental Program Information:**

Number of New Registered Rental Properties	4
Number of Rental Re-inspections	46
Number of Rental Investigations	3
Number of Rental Cycle Inspections	118

**Civil Infraction/Abatement Information:**

<b>Abatement/Clean-ups</b>	<b>2</b>
<i>Abatement/Clean-up Fees Issued (Year to date)</i>	<b>\$4,292.01</b>
<b>Civil Infractions Issued</b>	<b>0</b>
<i>Civil Infraction Fines Issued (Year to date)</i>	<b>\$125.00</b>

## DELHI CHARTER TOWNSHIP

### Building Permit Details

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Permits

Permit No.	Property Address	Permit Applicant	Work Description	Estimated Cost	Permit Fee	DDA?	
<b>COMMERCIAL ALTERATION</b>							
PB14-047	2380 CEDAR ST	LANCEFIELD, LLC	MEDICAL SUITE BUILD OUT - 9,500 SQ FT	\$359,920	\$2,376.00	Y	
COMMERCIAL ALTERATION				\$359,920	\$2,376.00		Total: 1
<b>COMMERCIAL MISCELLANEOUS</b>							
PB14-032	1845 CEDAR STREET	BLOOM ROOFING SYSTEMS, INC	TEAR OFF AND RE-ROOF - NO STRUCTURAL CHANGES. INSTALLED ADHERED 60 MIL EPDM OVER NEW ISO	\$8,000	\$50.00	Y	
PB14-035	3960 PATIENT CARE DRIVE	VISION QUEST CONSULTING	ADDING MISCELLANEOUS WALLS TO SEPERATE TWO SUITES	\$2,500	\$55.00	Y	
PB14-037	2074 AURELIUS ROAD	DELHI CHARTER TOWNSHIP	INSTALLING SHADE SAIL SYSTEM IN VETERANS MEMORIAL PARK - AMPHITHEATER	\$89,000	\$0.00	Y	
COMMERCIAL MISCELLANEOUS				\$99,500	\$105.00		Total: 3
<b>DEMOLITION</b>							
PB14-031	1429 BONAPART DRIVE #328	Michigan Demolition & Excavation, L	DEMOLITION OF MOBILE HOME AFTER FIRE DAMAGE	\$0	\$50.00		
PB14-034	1433 EIFERT ROAD	Michigan Demolition & Excavation, L	DEMOLITION OF 20' X 25 STORAGE BUILDING	\$0	\$50.00		
PB14-054	5038 HOLT ROAD	HANKS, STEVE	DEMOLITION OF DWELLING	\$0	\$50.00		
DEMOLITION				\$0	\$150.00		Total: 3
<b>FENCE</b>							
PB14-048	2676 HALYARD DRIVE	ASHBY, GLORIA J	CONSTRUCTING 4' CHAIN LINK FENCE IN REAR YARD	\$0	\$50.00	Y	
FENCE				\$0	\$50.00		Total: 1
<b>MOBILE HOME IN PARK</b>							
PB14-039	1427 HAPSBURG AVENUE #074	THOMPSON PRO-SET	MOBILE HOME SET-UP	\$0	\$150.00		
MOBILE HOME IN PARK				\$0	\$150.00		Total: 1

**DELHI CHARTER TOWNSHIP**

**Building Permit Details**

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Permits

Permit No.	Property Address	Permit Applicant	Work Description	Estimated Cost	Permit Fee	DDA?	
<b>RESIDENTIAL ALTERATION</b>							
PB14-040	2151 DEAN AVENUE	MCCARDEL RESTORATION	FIRE RESTORATION WORK ON 2151 UNIT OF DUPLEX ONLY	\$66,695	\$402.00		
PB14-041	2068 BURTON AVENUE	DEBOIS, JACK JR	5'X8' BATH REMODEL AND 8'X10' LAUNDRY REMODEL	\$4,500	\$50.00		
PB14-046	2295 FAY AVENUE	PLUNKETT, MICHAL EDWARD	REPLACE 24' BASEMENT WALL BLOCK WITH RE-ROD	\$3,000	\$50.00		
PB14-055	3939 MOUNTAIN GLADE DRIVE	KLEIVER, LARRY	FINISHING 800 SQ FT OF BASEMENT	\$18,000	\$108.00	Y	
PB14-056	879 N COLLEGE ROAD	CARPENTRY PLUS BUILDING CO.	KITCHEN / LIVING ROOM REMODEL THAT INCLUDES REPLACING DRYWALL ON CEILING, REMOVING PANELING ON WALLS, INSTALLING DRY WALL AND INSULATING THE WALLS AND ATTIC.	\$20,000	\$120.00		
PB14-057	5051 WILLOUGHBY ROAD #16	SOMMER BUILDING CORP	FINSHING 623 SQ FT OF BASEMENT	\$12,460	\$78.00		
RESIDENTIAL ALTERATION				\$124,655	\$808.00		Total: 6
<b>RESIDENTIAL DWELLING/GARAGE</b>							
PB14-033	975 EIFERT ROAD	CENTURY CONSTRUCTION	DEMOLITION OF EXISTING HOUSE DESTROYED BY FIRE AND CONSTRUCTING NEW 3,619 SQ FT SINGLE FAMILY HOME	\$177,886	\$1,068.00		
PB14-036	1900 CROSSROADS DRIVE	ROZEN CONSTRUCTION	CONSTRUCTING SINGLE FAMILY HOME	\$243,477	\$1,464.00		
PB14-043	4038 WATTS LANE	MAYBERRY HOMES, INC.	CONSTRUCTING SINGLE FAMILY HOME	\$199,102	\$1,200.00		
PB14-044	4608 BISON DRIVE	EASTBROOK HOMES	CONSTRUCTING SINGLE FAMILY HOME	\$192,468	\$1,158.00		
PB14-050	1412 MOOSE DRIVE	EASTBROOK HOMES	CONSTRUCTING SINGLE FAMILY HOME	\$209,320	\$1,260.00		
PB14-053	1526 CATALINA DRIVE	COUNTRY VIEW ESTATES LLC	CONSTRUCTING SINGLE FAMILY HOME	\$173,284	\$1,044.00		
RESIDENTIAL DWELLING/GARAGE				\$1,195,537	\$7,194.00		Total: 6

**DELHI CHARTER TOWNSHIP**

**Building Permit Details**

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Permits

Permit No.	Property Address	Permit Applicant	Work Description	Estimated Cost	Permit Fee	DDA?	# of Permits
<b>RESIDENTIAL MISCELLANEOUS</b>							
PB14-038	3740 ROY ALE DRIVE	SIMON ROOFING	TEAR OFF AND RE-ROOF	\$8,000	\$50.00		
PB14-042	4335 HOLT ROAD	JORDAN ROOFING	TEAR OFF AND RE-ROOF	\$8,000	\$50.00	Y	
PB14-049	2322 ROLLING RIDGE LANE	BYRUM BUILDERS	TEAR OFF AND RE-ROOF	\$8,000	\$50.00		
PB14-051	1051 EIFERT ROAD	WEATHERGARD WINDOWS	TEAR OFF AND RE-ROOF	\$8,000	\$50.00		
PB14-052	PARK LANE	PAUL DAVIS RESTORATION	REPAIR ROOF, FRAMING AND OVERHANG DAMAGE TO UNATTACHED GARAGE	\$6,330	\$50.00	Y	
<b>RESIDENTIAL MISCELLANEOUS</b>				<b>\$38,330</b>	<b>\$250.00</b>		<b>Total: 5</b>
<b>RESIDENTIAL STORAGE/GARAGE</b>							
PB14-045	3856 SANDHILL ROAD	SHENANDOAH CONSTRUCTION CO	CONSTRUCTING A 960 SQ FT POLE BARN	\$17,280	\$108.00		
<b>RESIDENTIAL STORAGE/GARAGE</b>				<b>\$17,280</b>	<b>\$108.00</b>		<b>Total: 1</b>
<b>SIGN</b>							
PS14-005	2291 CEDAR STREET	WYZYWANY, JACK JOSEPH	RE-FACING EXISTING WALL SIGN - 2' X 14' SIGN	\$0	\$78.00	Y	
PS14-006	2291 CEDAR STREET	WYZYWANY, JACK JOSEPH	INSTALLING 20 SQ FT FREE STANDING SIGN	\$0	\$74.00	Y	
<b>SIGN</b>				<b>\$0</b>	<b>\$152.00</b>		<b>Total: 2</b>

<b>Totals:</b>	<b>\$1,835,222</b>	<b>\$11,343.00</b>	<b>29</b>
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Permit.DateIssued Between 03/01/2014 AND 03/31/2014  
AND  
Permit.PermitType = Building OR  
Permit.PermitType = Sign

### SUMMARY OF CONSTRUCTION VALUES

Year	2008		2009		2010		2011		2012		2013	
	Total Permits	Total Value										
Commercial Addition, Alteration & Commercial Misc	30	\$ 2,830,791.00	29	\$ 1,215,220.00	27	\$ 1,665,320.00	37	\$1,029,347.00	38	\$3,549,664.00	37	\$3,970,461.00
Commercial New Structures	1	\$ 875,903.00	5	\$ 4,360,107.00	3	\$ 1,712,188.00	5	\$3,951,772.00	4	\$906,716.00	1	\$396,560.00
<b>Commercial Sub-Totals</b>	<b>31</b>	<b>\$ 3,706,694.00</b>	<b>34</b>	<b>\$ 5,575,327.00</b>	<b>30</b>	<b>\$ 3,377,508.00</b>	<b>42</b>	<b>\$ 4,981,119.00</b>	<b>42</b>	<b>\$ 4,456,380.00</b>	<b>38</b>	<b>\$4,367,021.00</b>
Deck, Fence, Pool, Residential Misc, Residential Storage/Garage, Demolition, Sign, Sign Business, Sign Grand Openings	165	\$ 1,118,676.00	487	\$ 3,105,297.00	372	\$ 2,103,596.00	233	\$ 1,262,153.00	243	\$ 1,097,292.00	305	\$ 1,433,877.00
Pre-Manufactured Home, Residential Condo w/Garage, Residential Dwelling, Residential Dwelling/Garage	27	\$ 5,189,435.00	22	\$ 3,861,101.00	37	\$ 5,998,675.00	28	\$ 3,849,279.00	25	\$ 3,065,174.00	37	\$ 7,191,454.00
Residential Addition, Residential Alteration	51	\$ 1,013,207.00	43	\$ 1,085,548.00	51	\$ 1,105,827.00	46	\$ 1,021,182.00	48	\$ 1,055,333.00	46	\$ 774,740.00
Residential Multiple Family & Apartment Units	0	\$ -	0	\$ -	2	\$ 1,237,795.00	3	\$ 3,694,734.00	0	\$ -	3	\$ 4,098,671.00
<b>Residential Sub-Totals</b>	<b>243</b>	<b>\$ 7,321,318.00</b>	<b>552</b>	<b>\$ 8,051,946.00</b>	<b>462</b>	<b>\$10,445,893.00</b>	<b>310</b>	<b>\$ 9,827,348.00</b>	<b>316</b>	<b>\$ 5,217,799.00</b>	<b>391</b>	<b>\$ 13,498,742.00</b>

**2014 Year to date Construction Values:**

<b>Commercial / Industrial:</b>	<b>\$ 1,010,427.00</b>
<b>Residential:</b>	<b>\$ 3,240,835.00</b>
<b>Total Single Family Homes:</b>	<b>15</b>





**COUNTY of INGHAM**

State of Michigan  
SHERIFF'S OFFICE



**Gene L. Wriggelsworth**

Sheriff

Allan C. Spyke  
Undersheriff

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

Greg S. Harless  
Chief Deputy

Sam Davis  
Major

Joel Maatman  
Major

**TO:** Delhi Township Board of Trustee's

**FROM:** Lt. Vern Elliott

**DATE:** April 8, 2014

**RE:** March 2014 Monthly Report

**HIGHLIGHTED CASES AND INCIDENTS:**

- 03/03/2014 Deputy Boerkoel investigated an attempt fraud complaint in the 2500 block of Schippell. The victim reported receiving three phone calls over the last three weeks from a person identifying themselves as a representative of Publisher's Clearing House. The subject advised the victim that he won \$750,000.00 as long as he pays 1% upfront via a wire transfer. The investigation is on – going.
- 03/05/2014 Deputy Narlock initiated a traffic stop for a traffic violation at Holt Rd. and Aurelius Rd. Deputy Narlock located 11.2 grams of suspected marijuana in the vehicle. The driver of the vehicle was arrested for possession of marijuana and lodged at the Ingham County Jail. Charges are being sought on the driver of the vehicle for possession of marijuana.
- 03/07/2014 Deputy Ward initiated a traffic stop for a traffic violation at Jolly and Five Oaks. The driver was found to be in possession of marijuana and was arrested and lodged at the Ingham County Jail.
- 03/08/2014 Deputy Torok assisted LPD with a perimeter at Miller and Cooper following a shots fired call and vehicle pursuit. Dep. Torok located one of the suspects and arrested him on an outstanding warrant.
- 03/09/2014 Deputy Torok investigated a complaint where parents were concerned about online

messages between their daughter and unknown individuals. The parents are concerned about possible online predators; computers and phone were turned over for further investigation.

- 03/10/2014 Dep. Macomber stopped a vehicle for tinted windows and found the driver to be in possession of marijuana. Driver was arrested and lodged at the Ingham County Jail.
- 03/10/2014 Dep. Bowden responded to Schram Auto Parts for a larceny of catalytic converters. This is an ongoing problem and the investigation continues.
- 03/10/2014 Dep. J. Kuch investigated a fraud complaint where the complaint sold Mary Kay online and received a check for a substantial amount over the price. The suspect asked for the extra to be sent back, and the check was found to be fake. The investigation is ongoing.
- 03/10/2014 Dep. Narlock stopped a vehicle for expired plate. Driver was found to be in possession of methamphetamine, prescription narcotics, and marijuana. Passenger was found with a large amount of cash and marijuana. Driver was arrested and lodged at Ingham County Jail, warrants and forfeiture for the cash are being sought on the passenger.
- 03/10/2014 Dep. McElmurray and Dep. Macomber responded to a domestic dispute where both parties took each other's cell phones and both refused to return them to each other. The Deputies convinced both parties to return the phones and one of them to leave for the night.
- 03/11/2014 Dep. McElmurray responded to a house fire on Heatherton Drive, and assisted residents in getting out of the house. Everyone got out and is okay.
- 03/11/2014 Dep. Macomber stopped a vehicle with a stolen plate. Driver was arrested and lodged at Ingham County Jail for two warrants. Additional charges are being sought for possession of stolen property, no insurance and driving while license suspended.
- 03/11/2014 Dep. Doerr stopped a vehicle for speeding, 50 in a 35. Driver had a strong odor of marijuana, a search of the vehicle revealed a baggie of marijuana and paraphernalia.
- 03/16/2014 Dep. Macomber responded to a 911 call by a driver who claimed he was lost. Driver was located at the I-96 and U.S. 127 interchange. The driver was found to be intoxicated and driving on a suspended license. He was arrested and lodged at the Ingham County Jail.
- 03/17/2014 Dep. Doerr investigated a domestic assault and cruelty to animal complaint. Victim claims she and her 4 month old puppy were assaulted by her live in boyfriend. Suspect was arrested on domestic assault charges and animal cruelty and lodged at the Ingham County Jail.
- 03/17/2014 Dep. Hull responded to Holt High School for a marijuana complaint. While investigating the original complaint, the suspect made a sexual assault complaint.

The case has been forwarded to the Detective Bureau for further investigation.

- 03/19/2014 Dep. J. Kuch investigated a scam where the potential victim applied for a job on craigslist. The victim was told she was hired, and was sent a check for \$2000 with instructions to wire some of it back. Fortunately the potential victim recognized the scam and refused.
- 03/21/2014 Dep. Boerkel investigates a late stolen car complaint on Hogsback Rd., caller waited 5 days to report her car stolen because she thought her boyfriend was playing a trick on her. On 3/22, Dep. Doerr responded to the same caller claiming she had recovered her car. The investigation revealed that the complainant was lying about her car being stolen and charges are being sought for filing a false police report.
- 03/21/2014 Sgt. Harrison stopped a vehicle for speeding and improper lane use at Park lane and Keller Rd. Two juveniles were cited for MIP and released to their parents and a third was arrested and transported to the Ingham County Jail for MIP.
- 03/25/2014 Lt. Elliott and Deputies Narlock, Kuch, and Treat responded to Serenity nails for a subject being disruptive and possibly armed with a handgun. Suspect was not armed and was told to leave as well as being verbally warned for trespass.
- 03/26/2014 Dep. Doerr was dispatched to a subject out of control at Cedar Park, Suspect was entering other apartments and destroying her neighbor's property. Suspect was taken into custody and PRT'd to McLaren hospital. Charges are being sought for Home Invasion, Felonious Assault and MDOP.
- 03/27/2014 Dep. Doerr stopped a vehicle on Cedar St near Willoughby road for improper lane use. Further investigation revealed that the driver was under the influence of drugs, possibly Heroin. Driver was arrested, taken for a blood draw and lodged at the Ingham County Jail.
- 03/28/2014 Dep. Duling attempted to stop a vehicle on Washington near Willoughby, suspect refused to stop and was pursued to Windmill Trailer park where he was apprehended. Suspect was found to have a felony warrant out for his arrest and had an extensive criminal background. He was arrested and charged with Fleeing and Eluding 3<sup>rd</sup> degree, possession of Marijuana, habitual offender 4<sup>th</sup>, and was lodged at the Ingham County Jail.

### **STATISTICS:**

During the month of March, Deputies responded to 337 calls for service (written and blotter complaints). They made 115 arrests of which 61 were self – initiated. Deputies issued 220 citations. Deputies conducted 318 business/property checks, 21 liquor inspections, and spent 111.6 hours in Community Policing. Deputies participated in 194.7 hours of training.

### **Calls for Service**

	<b>2012</b>	<b>2013</b>	<b>2014</b>
March	411	356	337
Year to Date	1311	1011	973

### **Total Arrests**

	<b>2012</b>	<b>2013</b>	<b>2014</b>
March	118	116	115
Year to Date	306	318	368

### **Total Self – Initiated Arrests**

	<b>2012</b>	<b>2013</b>	<b>2014</b>
March	59	77	61
Year to Date	223	296	195

### **Citations Issued**

	<b>2012</b>	<b>2013</b>	<b>2014</b>
March	223	296	220
Year to Date	732	783	532

**COUNTY of INGHAM**

State of Michigan

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Major

**Joel Maatman**  
Major

**TO:** Lt. V. Elliott  
**FROM:** Dep. Kelly Bowden #5379  
**DATE:** Thursday, April 03, 2014  
**RE:** March 2014 Monthly Business Officer Report

Total Complaints:	26
Traffic Stops:	4
Citations:	1
Property/ Business Checks:	46
Community Policing Hours:	8.0
Liquor inspections:	1
Training hours:	47

**Community Policing Highlights:**

I received a telephone complaint from a concerned citizen in reference to a gravel truck traveling at high speeds on Washington Road near Willoughby Road. Using a description of the truck, I was able to identify and contact the company and involved truck driver. I issued him a warning in reference to proper operation of his truck in heavily populated areas of the township.

I was contacted by a local business in reference to a wallet found by their dumpster. I located a driver's license and MSU student i.d. in the wallet and after an extensive search on the MSU campus and surrounding areas, was able to locate the owner and reunite him with his property.

I assisted night shift with a civil complaint between a step-mother and step-daughter. The step-daughter complained her step-mom had kept some property and mail belonging to her due to the step-daughter owing her money for a vehicle. I contacted the step-mom via phone and left her a voice mail explaining the mail she was holding could not be held and to do so was likely a federal crime. The step-daughter contacted me later in the day to advise her step-mom turned over the items.

**Investigative Highlights:**

The following is a highlight of the more notable cases I have investigated this month:

An embezzlement complaint was referred to me from the patrol division. A local business owner reported one of his employees voiding sales and pocketing the profits. After further investigation and recovery of surveillance video corroborating the complaint the matter was referred to the Ingham County Prosecutor's Office for warrant authorization.

I traveled with our transport division to Chicago to extradite two of the three accused in the chainsaw theft investigation I have been referencing off and on throughout 2013 and 2014. Both suspects have been arraigned and are facing two counts of retail fraud, 1<sup>st</sup> degree and one count of racketeering.

I received a complaint from a local business in reference to the continued theft of catalytic converters from their lot. The investigation is continuing.

I received a complaint from a local business in reference to the theft and subsequent use of a fuel card. The investigation is continuing and a suspect has been identified.

I received another embezzlement complaint from a local convenience store. Like the above mentioned complaint, the suspect was voiding sales and pocketing the profits. The suspect provided management with a written statement admitting their guilt. I am conducting further investigation into this matter and anticipate referring it for prosecution soon.

**Other:**

I attended Basic Investigator's school at the Michigan State Police Academy between March 17<sup>th</sup> and March 20<sup>th</sup>, 2014. The school was excellent and gave me a lot of insight on effective investigative techniques and resources.

I attended Annual Training at ICSO March 31, 2014.

Respectfully Submitted,

Deputy Kelly Bowden, Badge #5379

**COUNTY of INGHAM**

State of Michigan

SHERIFF'S OFFICE



**Gene L. Wriggelsworth**

Sheriff

Allan C. Spyke  
Undersheriff

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

Greg S. Harless  
Chief Deputy

Sam Davis  
Major

Joel Maatman  
Major

**TO:** Lieutenant Vern Elliott  
**FROM:** Deputy Mary Hull #5353  
**DATE:** Monday, April 07, 2014  
**RE:** March 2014 Monthly Report

**MONTHLY STATS:**

Complaints: 20  
School Contacts: 71  
Citations: 2  
Community Policing hours: 70

**COMMUNITY POLICING ACTIVITY:**

In March, I received a call from an individual that lives near Elliott Elementary. The caller reported that for several months she was having difficulty pulling into her driveway on the south side of the road when Elliott releases for the day. The caller reported that she spoke with the school about the problem but because the problem existed off school property, she was encouraged to call me. The caller advised the main problem are the vehicles parking on the north side of Bond Road, next to a snow bank. She reported that when she wants to pull into her own driveway she is forced to drive around the block to go with the flow of traffic. During the month, I checked the area several times; I did find several vehicles parked on the north side, which did make it difficult for cars traveling east and west to pass through the area at the same time. I made contact with the drivers

advising them that they were impeding the flow of traffic; and were encouraged to move and pick up their children in the parent pick-up area at Elliott.

I also received a call from a parent that has a child attending Holt Jr. High. The parent wanted information and help with her truant child. The parent reported that on several occasions her son refused to go to school and was concerned that he would be referred to truancy court. She also advised that she wanted the school and the police know that she was doing all she could to get her son to go to school. The parent further reported that she contacted the school for help in turn they encouraged her to contact me. I advised the parent that I would be willing to come to her home and talk with her son and if he refused to go to school, I could cite him for truancy. The parent advised that she did not want her son cited she just wanted someone to convince him that he needed to go to school. The parent advised she would call if her son continued to be truant.

In March, The School Discipline Advisor contacted me for an interview. The School Discipline Advisor is a subscription-based newsletter serving School Administrators, School Resource Officers and others. The author advised that he saw a blurb on-line that I received an award for my work as a school resource officer. Some of the questions included; how does my position as a School Resource Officer revolve around school discipline, aside from the obvious security and safety role, what other roles do I play as a School Resource Officer, and how important is my position as a School Resource Officer as it relates to curbing student disciplinary issues. The article should appear in The School Discipline Advisor in the next few months.

On March 19, Deputy Richards and I, along with Ingham County Health Department, and Rite Aid Pharmacy collected controlled and non-controlled medications from seniors at a luncheon at the Sam Corey Senior Center. Seniors were encouraged to bring unused and expired medications to the luncheon, where they were collected and sorted to be disposed of properly. Deputy Richards and I took the controlled medications to the Delhi Office where they were placed in the controlled medication drop box located in the lobby. Later the controlled medications will be collected by the Quartermaster and disposed of properly. In turn, the Health Department took all of the non-controlled medications for disposal. Deputy Richards and I spoke to seniors about storage of all medications, record keeping of medications and proper disposal of medications.

#### OTHER HIGHLIGHTS:

During the month of March I responded to 20 calls for service, some of these calls included weapon free school zone, assault, drugs, larceny, intoxicated person, and school bus violations.

During the month, I responded to two weapon free school zone complaints, one at Washington Woods Middle School and the other at Holt High School Ninth Grade Campus. On March 3, I responded to Washington Woods Middle School for a student that had an air soft gun at school. The student reported that he put the air soft gun in his backpack to keep it away from younger children at a birthday party and forgot to take it out and leave it at home. The student was disciplined by the school, no report will

submitted to Ingham County Prosecutor's Office since the toy does not meet the requirements of the weapon free school zone. The toy was placed into evidence, and the parents were advised that they would have to contact the Quartermaster and arrange to pick the toy up. The incident at Holt High School Ninth Grade Campus involved a student that brought unused firecrackers to school. While the school was investigating another incident, they came upon a bag of firecrackers in a student's locker. The student was disciplined by the school; the firecrackers were confiscated and turned over to the Quartermaster to be destroyed. Since legislation has changed, pertaining to the possession of fireworks this report was closed.

During the month of March, I responded to three separate assault complaints. On March 7, I received a call from a parent of a student at Holt Jr. High reference an assault that occurred a few days prior. The parent reported that her son was assaulted after getting off the bus a few days prior. The victim reported that when he got off the bus, a fellow student for no apparent reason hit him and put him a wrestling hold. The suspect reported that he was upset with the victim because the victim was calling him names. The report will be submitted to Ingham County Prosecutor's Office for review. On March 14, a female student at Holt High School Ninth Grade Campus assaulted another female student in the cafeteria prior to the beginning of the school day. The female victim received a minor injury to her eye and cheek. The victim was taken to an urgent care by her grandmother. The grandmother reported that she only filed the complaint because the doctor at the urgent care encouraged her to. The victim's grandmother reported that she did not want to pursue charges for the assault. The other assault occurred at EdTrek between two female students. The incident was over some things that were said on Twitter and in text messages. On March 28, the victim decided she was going to confront the person that was sending the text messages and posting on Twitter. During a verbal altercation, the aggressor hit the victim in the nose causing it to bleed. Both females were sent home for the day. The victim reported that she wanted to pursue charges for the assault. The suspect is not cooperating with the investigation at this time; once the report is complete, it will be submitted to Ingham County Prosecutor's Office for review.

On March 17, I responded to Holt High School for a drug complaint. A school administrator reported that two students left their class to smoke marijuana behind the building. Both students were observed on camera leaving the gymnasium, and when they were located, one was found in possession of a smoking pipe typically used for marijuana. Since one student is currently on probation, his probation officer was contacted and advised of the incident. Both students were disciplined and picked up by parents. The smoking pipe was submitted to Michigan State Crime Laboratory for drug analysis; once results are returned the report will be submitted to Ingham County Prosecutor's Office.

On March 18, a parent that has a student at St. Matthews Lutheran School reported that her daughter's clarinet was stolen from the school. After speaking with the parent, I made contact with the school and asked them if a clarinet was located at the school. Sometime later, that day I received a call from the school principal reporting that the

clarinet was located in the girl's locker room. At the end of the day, the clarinet was returned to the parent.

On March 19, I responded to Cedar and Cedar Bend for a female that was "dragged off the CATA bus and standing in the grass. The caller believed that the female was either on drugs or intoxicated. Upon arrival to the area, contact was made with a female that was clearly intoxicated. A preliminary breath test revealed that the female was more than four times the legal limit, if driving. The female was subsequently turned over to Delhi Ambulance and taken to McLaren for detox.

During the month, I received a number of school bus violations from Holt Public Schools Transportation Department. Each registered owner was contacted and drivers were identified and cited for the violation.

Respectfully submitted,  
Deputy Mary Hull #5353



***COUNTY of INGHAM***

State of Michigan

**SHERIFF'S OFFICE**

---

**Gene L. Wriggelsworth**  
Sheriff

**630 North Cedar Street**  
Mason, Mi 48854  
(517) 676-2431  
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**Allan C. Spyke**  
Undersheriff

**Greg S. Harless**  
Chief Deputy

**Joel Maatman**  
Major

To: Lt. Vern Elliott

From: Dep. P. Richards

Date: 04/04/14

Subject: March Monthly

**STATISTICALS:**

Comm. Policing Hrs: (24.0)  
Special Assgmt: (26.0)  
Complaints taken: (14)  
Blotters taken: (03)  
Total calls taken: (17)  
Traffic stops: (16)  
Citations issued: (09)

Arrests: (00)  
Contacts (school): (02)  
Contacts (business): (03)

**COMMUNITY POLICING:**

During the month of March I was able patrol several subdivisions while on routine

patrol with the police vehicle. I was able to witness many different traffic violations that occurred in my presence. I made several traffic stops and issued either a warning or issued a citation. I witnessed several infraction violations (failing to stop at stop sign, impeding the flow of traffic, loud exhaust, loud music...). I continued to speak with area neighbors/residents of problem areas within their area and what were the best times to be in their area.

I maintained the Ingham County Sheriff's Office // Delhi Division Facebook webpage. This medium has been instrumental in helping us to keep the neighborhood watch groups (and other residents) informed on timely safety tips or information on possible persons/vehicles to look out for within the community. I continue to make entries every week onto the Facebook page. The Facebook entry was then sent to all the neighborhood watch groups. Recent entries was information on senior (also can be applied to others) scams that are currently going through the internet and by other means; safe winter driving has also been placed on the page. An inclusion of a recent larceny of a trailer was placed on the webpage for the viewing of the local public.

I attended the monthly planning/gathering Holt Business Alliance breakfast that was held at Charlar place; many persons (business owners/agents from local businesses) were in attendance. I spoke on matters of community policing within Holt; future planned events were delivered to those in attendance.

Continued planning/scheduling for the annual Neighborhood Watch National Night Out event that will be held in either in late spring or summer. I am currently working with the US Army to secure items for this event (Rock Tower and other event games are being planned). I have included with this event the following: Music in the Park and/or the Fresh Food Market. Some other new games are being planned as well.

I participated in Ingham County Human Services drug drop off program that was held at the Corey Senior center in Holt. A luncheon was followed by an instructive seminar that included a safe drug drop off time period for all of those that attended the luncheon. I was involved as a caretaker for the controlled drug drop off collection. All controlled drugs collected were properly disposed of.

The newly formed Neighborhood Watch within Delhi Manor Trailer Community is continuing to meet during the month of March; meetings are planned for April and May. Many interested residents attended the meetings; Additional information on the establishment of block captains and a community park coordinator(s) are currently being discussed during these meetings; several additional meetings are being planned through late spring and into summer.

I am continuing with a marked patrol of school buses in the Holt area; an observation of Holt school buses in the process of either picking up or dropping off children at various locations. A task of monitoring the traffic activity during the time of a bus stop was conducted several times during this month.

## **OTHER MATTERS**

Currently investigating a fraud complaint that the victim found out recently that he had an

outstanding account ; complainant states that the account was created by him. A possible suspect has been located; several search warrants have been drafted and sent to the holder of the account to acquire desired information. Investigation is still pending.

I investigated a larceny of clothing from local business (Dollar General); items were taken and not paid for by the suspect. Suspect a black male wearing a red/white winter jacket. Total amount taken was \$23.00. BOL on picture from video was created. No identified persons for suspect has been created at this time.

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

# Delhi Township Fire Department Monthly Report

March, 2014

## Total Calls

	<i>Delhi</i>	<i>Alaiedon</i>	<i>Total</i>
EMS / Medical	187	0	187
Fire / Rescue	30	2	32
Total Calls	217	2	219
Staff Hours	392.81	2.2	395.01

Total calls in 2014: 698

Total calls for 2013: 2672

## Inspections

Commercial Fire Inspections –22

Fire Personnel Company Inspections -18

## Training

237 Personnel participated in 396 Hours of Training

## Recruitment / Retention

<u>Activity</u>	<u>Hours</u>
Station tours	3.5
Meetings	3
Mentoring new personnel	2

**Mutual Aid:** Given – 12      Received – 7      Auto Aid- 20

## Miscellaneous

- March 9 Building Fire 1900 Blk. Hall Street approx. 5000 loss
- March 11 Kitchen Fire 1900 Blk. Heatherton minimal loss
- March 12 Motor Vehicle Crash Holt and Depot Car vs. light pole
- March 24 Dumpster Fire 3300 Blk. Jolly unknown cause
- March 24 Automobile Extrication Holt and Summit

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

**TO:** Delhi Township Board Members

**FROM:** C.J. Davis, Township Supervisor

**DATE:** April 11, 2014

**RE:** Public Art Request for Proposals and Creation of Ad-Hoc Public Art Committee

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At the February 18, 2014 Board meeting, the Township Board adopted Township Policy No. 129 – Public Arts Policy. This policy was part of grant application submitted to Lansing Economic Area Partnership, or LEAP, for a program they sponsor which awards communities \$10,000 for the acquisition and installation of public art within communities.

We have been informed by LEAP that Delhi Township has been awarded one of the \$10,000 grants for public art and that this art must be in place by October 31, 2014. In order to ensure the art is complete by the deadline we have developed a Request for Proposals that needs the Board's approval before distribution can occur.

In addition to approving the Request for Proposals, an ad-hoc public arts committee needs to be formed in order to review the proposals that are received, select the art to be constructed and provide a recommendation to the Board for final approval. Because this particular art piece will be located at the Farmers Market I am recommending the Board approve the appointments of Tracy Miller, Howard Haas and myself as staff persons, Megan Ketchum as Board representative, Chuck Grinnell since he is the Farmers Market Director, Kara Hope as representative of the Holt Arts Council and Steven L. Marvin as community member.

**Recommended Motion:**

**To approve the Request for Proposals for public art and the appointments of Tracy Miller, Howard Haas, C.J. Davis, Megan Ketchum, Chuck Grinnell, Kara Hope and Steven L. Marvin to an ad-hoc Public Art Committee.**

Public Art Opportunity  
Request for Artist Proposals

PROPOSAL DEADLINE:

May 23, 2014

TOTAL BUDGET FOR ART:

TO BE DISCUSSED

**GENERAL INFORMATION**

Delhi Township has received a Placemaking Public Art Grant from the Lansing Economic Area Partnership (LEAP) in the amount of \$10,000. The grant was awarded to the Township for the purpose of commissioning, creating and installing a piece of public art. The art will be for public year round display. The grant is designed to strengthen economic development efforts in the Greater Lansing region by enhancing the sense of place for residents and visitors through public art.

Delhi Township applied for the grant to allow the installation of a sculpture in front of the Holt Farmer's Market which is located on Cedar Street. The art piece is envisioned as being highly visible to both automobile and pedestrian traffic, and to act as an iconic landmark representing the unique character of Delhi Township. It will highlight the community and sense of place exemplified by the Farmer's Market and surrounding public places. The embodiment of this project will engage the community through visual, spatial and sensory experience while helping to define the sense of place being created within the Township. Artists are encouraged to consider making the art piece interactive with the visitors to the Farmer's Market.

Physical installation of the Artwork must occur by no later than October 15, 2014.

**CALL**

The competition is open to all artists, architects, designers, etc. living or working in Clinton, Eaton or Ingham Counties.

Artists should provide the following information in their response to this RFP:

1. Small scale model or rough draft of a three-dimensional work (when appropriate) or complete drawing of a two-dimensional work
2. Drawings or photographs that demonstrate the relationship of the artwork to the site
3. Material samples for the artwork and any relevant construction materials, as appropriate.
4. Installation details
5. Description of routine maintenance and a reasonable estimate of maintenance costs
6. Artist's resume
7. Statement of interest in the project

## 8. Budget

*Note: Art pieces that have been previously fabricated or completed will also be considered for this project.*

Proposals must be submitted by 5 PM on Friday, May 23, 2014. For purposes of ensuring a fair process, late proposals will not be accepted.

Submissions may be made as follows:

By Mail:

Delhi Township  
Attn: Tracy Miller  
2074 Aurelius Road  
Holt, MI 48842

Personal Delivery:

Delhi Township Community Service Building  
Community Development Department  
Attn: Tracy Miller  
2074 Aurelius Road  
Holt, MI 48842

Electronic Delivery:

Tracy.miller@delhitownship.com

*Please note that, regardless of the delivery method used, is it the sole responsibility of the respondent to ensure proper delivery.*

### **PROJECT BACKGROUND**

As discussed above, Delhi Township has a very successful and strong Farmer's Market. It is housed in the former Fire Department building (locally called the "fire barn"), which is located at 2150 Cedar Street. While the building is no longer used by the fire department, the fire barn is still owned by the Township through its DDA. In 2008, the Farmer's Market was opened in the fire barn. Since that time, the market's growth and success has exceeded all expectations. In 2013, the Market's total annual attendance reached approximately 12,580 people!

Currently, there is a specific focus on increasing opportunities for year-round usage of the Farmer's Market. In fact, winter market days were just added and will occur five times throughout this winter. A mobile food kitchen has been purchased which will enable cooking demonstrations, hands-on learning opportunities and tasting days to occur at the Market. The first cooking demonstration was held during the February winter market and featured the chef from Capital Prime.

The proposed public art piece will be placed outdoors in front of the Holt Farmer's Market. One of the stated goals of the Holt Farmer's Market (see homepage) is to support and showcase local artisans. The addition of an original sculpture at this location is, therefore, logical and will help to facilitate this important goal.



The artwork will be readily visible not just to those visiting the Farmer's Market, but also to those driving and walking by. According to traffic volume information provided by Tri-County Regional Planning Commission, approximately 17,000 vehicles per day drive-by the Farmer's Market site. The artwork will be visible from the road and is intended to draw attention to the Farmer's Market and encourage people to stop, get out of their vehicles and enjoy the area.

The Farmer's Market is located within the "Triangle Area" of the Township. Historically, Holt has lacked a traditional downtown. For the past 20 years, the community has made public improvements and has specifically planned for the development of the Triangle Area to fulfill this need within the Township. This has occurred through many of the placemaking projects listed above. However, the DDA also holds two significant tracks of land upon which it will facilitate mixed-use redevelopment in 2016 (see Triangle Area map).

Today, the Triangle includes shopping, dining, services and municipal/public services that are important in a community activity center. The library, Sherriff's department, senior center, municipal offices, post office, various public spaces, and Farmer's Market are all located within this area. Incorporating a piece of public artwork at the Farmer's Market will help continue the redevelopment of this area and create a community center and sense of place for the Township.

Please see the attached map for placement and area information.

### ***ABOUT THE TOWNSHIP***

Delhi Township has been a quiet leader in the Lansing Region with regards to placemaking efforts and has fully embraced the associated concepts and practices. Delhi works diligently to create a sense of place within the Township through actions, programming, investment and community involvement. Below is a listing of those activities that we believe provide good examples of our placemaking efforts, although it is not all-inclusive:

- Delhi Township is one of only a couple of communities in the country that has a **facility-sharing arrangement** with the public school district. Delhi Township and the Holt School District partner in the use, maintenance and programming for Township and school sports facilities and other resources. The two entities coordinate to ensure that recreation programming is complementary and provides a seamless transition from recreational to school-based sports and activities, without duplicated effort. The arrangement saves both the school and the Township money and greatly improves our mutual ability to provide recreation opportunities. This agreement has been in place for many years and serves as a local, State and national model for cooperation and coordination of services.
- Delhi has invested millions over the past 25 years in **infrastructure improvements** to accommodate the demand for residential housing and to facilitate the development of industrial and commercial uses. Public infrastructure investments, in both installation and maintenance, ensure that the Township benefits from a safe and healthy environment, reliable services and encourages private economic development.
- Delhi Township, in partnership with its Downtown Development Authority (DDA), has funded, facilitated or built the following projects, all of which have been critical to developing a sense of place within the community:

LEED Certified **Senior Citizens Center**  
<http://www.delhitownship.com/parks-SeniorCenter.htm>

Holt **Farmer's Market**  
<http://holtfarmersmarket.org/>

**Corner Park** redevelopment includes original public artwork piece (see photo right).



The Delhi **Recycling Center** is free to use and open to the public. It was constructed by the Township and is operated in partnership with Granger.  
<http://www.delhitownship.com/Recycling.htm>

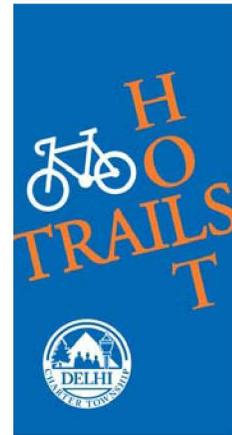
Delhi Township provides free public **garden plots** at two locations within the Township, and consistently **“thinks outside the box”** when it comes to getting things done. For example,



at our wastewater treatment plant, a flock of sheep is used to maintain the grass and to recycle Christmas trees and Jack-o'-lanterns left over from the holidays. As strange as it might seem, the community and its children love the sheep! The flock even has its own Facebook page

<https://www.facebook.com/pages/Firebird-and-Flock/194004460620807>).

Delhi Township has prioritized the construction of **trails and walkable infrastructure** throughout the community. Construction of the Sycamore Trail is currently underway, which will connect Delhi's existing Valhalla Trail to the Lansing River Trail. The Ram Trail, which will connect "downtown Holt" to the Holt Schools Complex is currently in the design/engineering phase and construction will commence in fall of 2015. Numerous sidewalk construction projects have also occurred and Delhi Township adopted a **Complete Streets Ordinance** in 2012.



**Veteran's Memorial Garden Park** is a beautiful community facility. In addition to providing passive recreation opportunities, it also hosts outdoor summer concerts and movies, salsa making competitions, weddings, community picnics and many other events throughout the year. In spring

2014, a shade sail system will be installed over the existing **amphitheater** so that the use of the facility can be expanded to include performance art, additional concerts, etc.

In 2013, Delhi Township was one of the first communities in the Lansing region to adopt a Non-Discrimination Ordinance. By adopting this Ordinance, the Township declares its intent to be an **inclusive place where all people are welcome**.

# 2150 Cedar Street - Holt Farmer's Market



### Legend

-  Lot Lines
-  Proposed Roads
-  Active Roads
-  50 ft Drain ROW

 Approximate Proposed Location of Artwork

1 inch = 45.1 feet

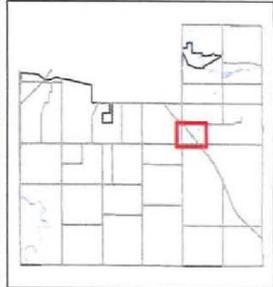


This map is intended for use as general reference only and there are no warranties made as to the accuracy of the data. The Township recommends users of this map to confirm the data used in this map by visual inspection of the geographic area. The township is not liable for decisions made with the use of this product.  
Map Source: CaRI Online Township  
Map of West Township, April 15, 2014



Notes:

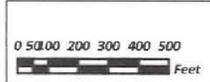
# Triangle Area - Holt's Downtown/Civic Center



**Legend**

- Lot Lines
- Proposed Roads
- Active Roads
- Drains
- ▨ Green Drain 25' Buffer
- ★ Sculpture Location/ Farmer's Market

1 inch = 466.6 feet



This map is intended for use as generalized township wide planning and there are no warranties that accompany this product. The township recommends users of this map to confirm the data used in this map by visual inspection of the geographic area. The township is not liable for decisions made with the use of this product.

Map Source: Delhi Charter Township  
Map Printed: Tuesday, February 13, 2014



Notes:

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Revised Public Art Schedule (as of 4/10/14)

April 1, 2014	Received Award Notification from LEAP
April 15	Township Board Calls Ad-Hoc Committee & Provides Project Details/Specific Direction (including Staff Leadership)/ Approves RFP
Week of April 21 <sup>st</sup>	Ad-Hoc Committee Convenes/ Reviews Draft Artist RFP & familiarizes itself with project
April 16 – May 23	RFP Open for Submissions, during this time, up to three artists will be selected to further develop their design proposal, if needed.
Week of May 26 <sup>th</sup>	Ad-Hoc Committee Selects Art & forwards Recommendation to Township Board
June 3	Twp Bd Action on Recommendation
June 4 – 6	Contract Finalization
June 9 – October 15 (hard end date)	Fabrication of Art Piece & Installation
October 31 (last date)	Unveiling & Press Event

**DELHI TOWNSHIP POLICY MANUAL**

**I. SUBJECT**

PUBLIC ART IN DELHI TOWNSHIP

**II. PURPOSE**

Art has the power to transform. In fact, the National Endowment for the Arts has recognized the role that arts and culture plays in transforming a place, making it “attractive to entrepreneurs, skilled workers, and new and existing residents.” Arts and culture can enliven, awaken, and stimulate a space and the people in and near that space.

Public art can be the foundation for the creation of a “sense of place.” When public art is part of placemaking, creative industries grow, populations and jobs stabilize, and residents and businesses are attracted.

Investing in public art has a beneficial impact on the economy. A 2009 study conducted by ArtServe Michigan found that for every \$1 Michigan invested in arts and culture, \$51 was returned to Michigan’s economy.

Through this policy, Delhi Charter Township seeks to provide opportunities for public art, which furthers the Township’s goal of placemaking and stimulates the local economy.

**III. SCOPE**

This Policy applies to all Public Art. Public art, as defined by this policy, encompasses the broadest definition of visual art including the imaginative use and interplay of all artistic disciplines. Public art governed by this policy shall be art that is visually or physically accessible to the public, and that is acquired by public funds/grants, donated to the Township, or provided by a private entity as a community benefit.

**IV. POLICY**

A. Goals

Delhi Charter Township is committed to providing public art of exceptional quality which adds to the community’s vibrancy and identity. Delhi Township strives to:

1. Use public art to help express the Township’s history and cultural heritage.
2. Fosters the public’s understanding and enjoyment of public art.
3. Use public art as a means to foster the Township’s sense of spirit, pride, and development.

4. Enrich the quality of life for Delhi Township and the region by creating exciting, appealing, and harmonious public spaces.
5. Integrate public art into new Community facilities.
6. Enhance Delhi Township's image locally, regionally and nationally.
7. Recognize public art's contribution in economic development.

B. Public Art Ad-Hoc Committee

As needed, the Township Supervisor, with approval from the Township Board, shall create an ad-hoc Public Art Committee to address a specific assigned project, goal or need.

1. The Committee's responsibilities may include budget supervision, securing a site location, releasing Request for Proposals for art work, the selection of winning artists, making recommendations regarding the provision of contracts with artists, supervising fabrication and placement, and the dedication of art pieces.
2. The Committee shall be made up of five to seven appointees, which may change for each project or assignment. The Committee shall consist of at least one Township staff member and one Township Board member. Efforts will be made to ensure remaining members represent a diverse group including citizens, neighborhoods, businesses, associations, artists, architects, landscape architects, engineers, urban designers or others, as appropriate according to the needs of each individual project.
3. All Committee members must be free of conflict of interest or potential for financial gain for the project or assignment.
4. As appropriate, the Committee will be instructed to engage in an outreach program that receives input from surrounding neighborhoods, businesses, associations, artists, architects, landscape architects, engineers, urban designers, etc.

C. Selection of Commissioned Public Art

The information below outlines the suggested program for carrying out a commissioned public art project. These steps are intended to be guidelines, as it is recognized that each public art commission is unique and adjustments will need to be tailored to each individual project.

**Step 1: Creation of Request for Proposals (RFP).** Prior to sending out the RFP, the Public Art Committee will meet to assess the specific needs, requirements and expectations of public art installation. It is recommended that the Committee establish scoring criteria and include it in an RFP.

The RFP shall be provided to the Delhi Township Board along with a recommendation from the Public Art Committee. The Township Board shall approve the recommendation, approve it with modifications or deny the recommendation.

Once approval from the Township Board has been received, the Committee shall send out the RFP to artists. The RFP shall at least include project specific information regarding the location, style or nature of the placement, type and theme of project, and a project budget. The RFP will be distributed to artists locally, throughout Michigan and nationally, as appropriate, so that potential responses to the RFP come from the best possible pool of potential artist candidates.

The RFP may also request the following from artist candidates:

1. Small scale model or rough draft of a three-dimensional work (when appropriate) or complete drawing of a two-dimensional work
2. Drawings or photographs that demonstrate the relationship of the artwork to the site
3. Material samples for the artwork and any relevant construction materials
4. Installation details
5. Description of routine maintenance and estimate of maintenance costs
6. Artist's resume
7. Statement of interest in the project
8. Budget

**Step 2: Artist Selection and Contracts.** Proposed gifts, loans, creation, and selection of Public Art will be reviewed by the Public Art Committee with a recommendation to the Township Board for final action. The following criteria will be used in any recommendation:

1. Quality and condition of the art work
2. Use of local artists
3. Context in the Township's collection. Does art work enhance the existing collection or add diversity? How does the piece engage the public? Are the materials appropriate? Is the piece susceptible to vandalism or graffiti?
4. Availability of an appropriate site
5. Durability of the art work
6. Ability to maintain the art work
7. Aesthetic merit

Contracts will be completed under the supervision of the Township Manager, who will facilitate Attorney consultation when needed.

1. Art ownership shall be transferred to Delhi Township at the time of installation, with no rights remaining with the artists.

2. The contract should protect Delhi Township from the artists duplicating the exact work for sale to others.

During design and installation, the Public Art Committee shall work with the artist to ensure all objectives are being met.

After installation, the Public Art Committee will hold a dedication ceremony to formally introduce the art and the artist will be identified with an appropriate plaque on the site.

#### D. General Guidelines

1. Donated or loaned art work will include identifying plaques.
2. All donated art will become part of Delhi Township's art collection and as such may be relocated or decommissioned.
3. Monetary donations to help fund public art acquisitions will be accepted at any time and Delhi Township will set those funds aside in a separate account to be used only for new art purchases or upkeep of existing art.
4. Relocation or decommissioning of art work is at the sole discretion of the Delhi Township Board, and may be implemented for any reason. Examples of reasons that may be considered include, but are not limited to, the following:
  - i. The condition or security of the art work cannot be reasonably guaranteed in its present location.
  - ii. The art work presents a public safety risk.
  - iii. The art work is damaged and repair is not feasible.
  - iv. Significant changes in the use, character or actual design of the site requires a re-evaluation of the art work's relationship to the site.
  - v. The art work requires excessive maintenance or has failures of design or workmanship.

#### E. Funding

Delhi Township will financially support the installation and maintenance of public art whenever possible within the constraints of the yearly budget.

#### F. Revisions

Periodically, the Township Board may review this Public Art Policy at any time to determine if revisions or improvements are necessary to facilitate the needs and interests of Delhi Township and the goals of the public art program.

**DELHI CHARTER TOWNSHIP  
MINUTES OF REGULAR MEETING HELD ON APRIL 15, 2014**

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The Delhi Charter Township Board of Trustees met in a regular meeting on Tuesday, April 15, 2014 in the Multipurpose Room at the Community Services Center, 2074 Aurelius Road, Holt, Michigan. Supervisor Davis called the meeting to order at 7:30 p.m.

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

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

Members Absent: Trustee Megan Ketchum

**COMMENTS FROM THE PUBLIC** – Randy Maiville, Ingham County Commissioner representing District 6, commented on a possible Ingham County Parks millage. Commissioner Maiville stated that the Ingham County Commissioners voted in favor of the Transportation Investment Generating Economic Recovery (TIGER) grant for the Cedar Street project.

**CONSENT AGENDA**

- A. Approval of Minutes – Committee Meeting of April 1, 2014
- B. Approval of Minutes – Regular Meeting of April 1, 2014
- C. Approval of Claims –April 1, 2014 (ATTACHMENT I)
- D. Approval of Payroll – April 10, 2014 (ATTACHMENT II)

**Harmon moved to approve the Consent Agenda as presented.**

A Roll Call Vote was recorded as follows:

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

Absent: Ketchum

**MOTION CARRIED**

**NEW BUSINESS**

**PUBLIC ART REQUEST FOR PROPOSALS AND CREATION OF AD-HOC PUBLIC ART COMMITTEE**

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The Board reviewed a memorandum dated April 11, 2014 from C.J. Davis, Supervisor (ATTACHMENT III).

**Hayhoe moved to approve the Request for Proposals for public art and the appointments of Tracy Miller, Howard Haas, C.J. Davis, Megan Ketchum, Chuck Grinnell, Kara Hope and Steven L. Marvin to an ad-hoc Public Art Committee.**

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP  
MINUTES OF REGULAR MEETING HELD ON APRIL 15, 2014**

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Discussion continued from the April 15, 2014 Committee meeting regarding asking the Township and the Downtown Development Authority to each contribute \$5,000 toward the public art piece. However, the Township and or the DDA would still need to contribute money towards the foundation of the public art piece and therefore that would be their contribution towards the public art piece.

Clerk Hope stated that during discussion with some of the potential Public Art Committee members, it was suggested to obtain community feedback by displaying two or three drawings of considered art pieces during a Public Art Committee meeting.

A Roll Call Vote was recorded as follows:

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

Absent: Ketchum

**MOTION CARRIED**

**AMEND ORDINANCE NO. 94 – CONTINUATION OF PAYMENT IN LIEU OF TAXES (PILOT),  
GREAT LAKES CHRISTIAN HOME, INC. – INTRODUCTION AND FIRST CONSIDERATION  
(PROPOSED ORDINANCE NO. 94.1)**

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The Board reviewed a memorandum dated April 4, 2014 from Tracy Miller, Director of Community Development (ATTACHMENT IV).

**Warfield moved upon introduction and first consideration, to amend Ordinance No. 94 for the purpose of extending the PILOT (Payment in Lieu of Taxes) for Great Lakes Christian Homes, Inc. for property located at 2050 S. Washington Road (Proposed Township Ordinance No. 94.1).**

A Roll Call Vote was recorded as follows:

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

Absent: Ketchum

**MOTION CARRIED**

**RESOLUTION NO. 2014-003 – CONSUMERS ENERGY CHANGE IN STANDARD  
STREETLIGHTING CONTRACT – REQUEST NO. 1024069707 – ASPEN RIDGE  
APARTMENTS #3A**

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The Board reviewed a memorandum dated April 8, 2014 from Twp. Mgr. Elsinga (ATTACHMENT V).

**Sweet moved to adopt Resolution No. 2014-003, which approves Consumers Energy Request No. 1024069707 for a change in the Standard Streetlighting Contract between Delhi Township and Consumers Energy for the installation of two (2) streetlights for Aspen Ridge Apartments #3A.**

A Roll Call Vote was recorded as follows:

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

Absent: Ketchum

**MOTION CARRIED**

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP  
MINUTES OF REGULAR MEETING HELD ON APRIL 15, 2014**

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**RESOLUTION NO. 2014-004 – STREETLIGHT SPECIAL ASSESSMENT DISTRICT/ROLL – ASPEN LAKES AND ASPEN RIDGE**

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The Board reviewed memorandums dated April 10, 2014 from Twp. Mgr. Elsinga and Tracy Miller, Director of Community Development (ATTACHMENT VI).

**Warfield moved to adopt Resolution No. 2014-004 which combines previously established Streetlight Special Assessment Districts for Aspen Lakes, Phases I and II (SL084a, 084b and 084c), and adds new streetlights for the Aspen Ridge Phase III Development to create a new Streetlight Special Assessment District and Roll (SL084) as attached in Exhibit B.**

A Roll Call Vote was recorded as follows:

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

Absent: Ketchum

**MOTION CARRIED**

**REPORTS**

**SUPERVISOR**

Supervisor Davis stated that he accepted the LEAP Public Art for Communities award that was awarded to Delhi Township for a piece of public art to be displayed in front of the Farmer's Market on Cedar Street. The Delhi Historical Society will hold its first meeting on May 13, 2014.

**TREASURER**

The Board reviewed the First Quarter Investment Report (ATTACHMENT VII).

**TOWNSHIP CLERK**

Clerk Hope reminded the Board of the April 22, 2014 Lansing Community College tour and of the Joint Downtown Development Authority / Board of Trustees meeting to take place on April 29, 2014.

**TRUSTEES**

**TRUSTEE HAYHOE**

Trustee Hayhoe stated that the April 12, 2014 brush drop-off was very successful with over 220 vehicles dropping off brush at the site.

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP  
MINUTES OF REGULAR MEETING HELD ON APRIL 15, 2014**

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**TOWNSHIP MANAGER**

Twp. Mgr. Elsinga stated that he has received many positive responses regarding the curbside pickup of debris left from the ice storm. Twp. Mgr. Elsinga further stated that the Fire Chief position will be advertised in May, with interviews taking place in June.

**LIMITED PUBLIC COMMENTS** - None

**ADJOURNMENT**

Meeting adjourned at 8:03 p.m.

Date: May 6, 2014

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

Date: May 6, 2014

\_\_\_\_\_  
C.J. Davis, Supervisor

/af

SUBJECT TO APPROVAL

**ACCOUNTS PAYABLE APPROVAL**

April 1, 2014

**I. Certification of Authorized Signatures:** The attached Check Register and Invoice Distribution Report encompass checks dated April 1, 2014 numbered 86719 thru 86789 & ACH 2926 thru 2939. Every invoice has a payment authorizing signature(s).

Dated: April 1, 2014

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 Lora Behnke, Accounting Clerk
**II. Certification of Fund Totals:**

The attached Invoice Distribution Report and Check Register for checks dated April 1, 2014 show payments made from the following funds:

General Fund	\$	111,138.71
Fire Fund		28,426.53
Police Fund		199,237.50
Fire Equip. & Apparatus Fund		3,410.99
Water Improvement Fund		500.00
Downtown Development Fund		7,494.28
Sewer Fund		94,007.23
Local Site Remediation Fund		5,300.00
Trust & Agency Fund		2,110.00
Grand Total	\$	<u>451,625.24</u>

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

None

Dated: April 1, 2014

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 John B. Elsinga, Township Manager

**III. Approval for Distribution:** I have reviewed the above checks and invoices and all of them should be distributed. All invoices over \$10,000.00 have been approved by general policy or previous motions of the board. (\$12,295.00 Pioneer Athletics for Riding Athletic Painter, PC 3/12/14 )

Dated: April 1, 2014

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 John B. Elsinga, Township Manager

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 Evan Hope, Township Clerk

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 Roy W. Sweet, Treasurer

**IV Board Audit and Approval:** At a regular meeting of the Township Board held on April 15, 2014 a motion was made by \_\_\_\_\_ and passed by \_\_\_yes votes and \_\_\_no votes ( \_\_\_absent) that the list of claims dated April 1, 2014, was reviewed, audited and approved

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 Evan Hope, Township Clerk

INVOICE GL DISTRIBUTION REPORT FOR DELHI CHARTER TOWNSHIP  
 EXP CHECK RUN DATES 04/01/2014 - 04/01/2014

Vendor	Invoice Line Desc	Amount
Fund 101 GENERAL FUND		
Dept 000.00		
SBAM PLAN	RETIREES HEALTH INSURANCE APRIL	129.10
CITY OF MASON	JANUARY-MARCH STANDBY FEE	1,094.88
MERIDIAN TOWNSHIP FIRE	STANDBY FEE FEBRUARY	3,240.41
	Total For Dept 000.00	4,464.39
Dept 101.00 LEGISLATIVE		
HARTFORD LIFE INSURANCE CO	TRUSTEES LIFE INSURANCE APRIL	25.50
INGHAM COUNTY CHAPTER-MTA	2014 ICCMTA DUES	35.00
MICHIGAN STATE UNIVERSITY	2014 SUBSCRIPTION MI LOCAL GOVERN	550.00
	Total For Dept 101.00 LEGISLATIVE	610.50
Dept 171.00 MANAGER		
SBAM PLAN	HEALTH INSURANCE APRIL	2,326.01
DELTA DENTAL PLAN OF	DENTAL INSURANCE APRIL	296.05
HARTFORD LIFE INSURANCE CO	LIFE INSURANCE APRIL	94.77
UNUM LIFE INSURANCE CO	DISABILITY INSURANCE APRIL	140.81
VERIZON WIRELESS	CELLULAR MARCH	49.77
	Total For Dept 171.00 MANAGER	2,907.41
Dept 191.00 ACCOUNTING		
SBAM PLAN	HEALTH INSURANCE APRIL	429.14
DELTA DENTAL PLAN OF	DENTAL INSURANCE APRIL	43.16
HARTFORD LIFE INSURANCE CO	LIFE INSURANCE APRIL	22.53
UNUM LIFE INSURANCE CO	DISABILITY INSURANCE APRIL	33.66
	Total For Dept 191.00 ACCOUNTING	528.49
Dept 215.00 CLERK		
SBAM PLAN	HEALTH INSURANCE APRIL	2,749.73
DELTA DENTAL PLAN OF	DENTAL INSURANCE APRIL	258.32
HARTFORD LIFE INSURANCE CO	LIFE INSURANCE APRIL	65.45
UNUM LIFE INSURANCE CO	DISABILITY INSURANCE APRIL	98.05
VERIZON WIRELESS	CELLULAR MARCH	49.77
CAP AREA MUNICIPAL CLERKS	2014 CAMCA MEMBERSHIP/HOPE	15.00
	Total For Dept 215.00 CLERK	3,236.32
Dept 228.00 INFORMATION TECHNOLOGY		
SBAM PLAN	HEALTH INSURANCE APRIL	1,027.76
DELTA DENTAL PLAN OF	DENTAL INSURANCE APRIL	80.89
HARTFORD LIFE INSURANCE CO	LIFE INSURANCE APRIL	50.57
UNUM LIFE INSURANCE CO	DISABILITY INSURANCE APRIL	75.15
AD-INK & TONER SUPPLY	2 TONERS & 8150 TRANSFER ROLLER	245.97
APPLICATION SPECIALIST KO	ANTI SPAM & VIRUS APRIL	270.00
VERIZON WIRELESS	CELLULAR MARCH	49.77
	Total For Dept 228.00 INFORMATION TECHNOLOGY	1,800.11

Dept 253.00 TREASURERS		
SBAM PLAN	HEALTH INSURANCE APRIL	1,292.83
DELTA DENTAL PLAN OF	DENTAL INSURANCE APRIL	215.16
HARTFORD LIFE INSURANCE CO	LIFE INSURANCE APRIL	43.77
UNUM LIFE INSURANCE CO	DISABILITY INSURANCE APRIL	64.93
D & K INVESTIGATIVE SERVICES	SERVICE OF SMALL CLAIMS	37.44
D & K INVESTIGATIVE SERVICES	SERVICE OF SUBPOENA	34.08
D & K INVESTIGATIVE SERVICES	SERVICE OF SUBPOENA	44.16
D & K INVESTIGATIVE SERVICES	SERVICE OF SMALL CLAIMS	39.12
D & K INVESTIGATIVE SERVICES	SERVICE OF SMALL CLAIMS	34.08
D & K INVESTIGATIVE SERVICES	SERVICE OF SMALL CLAIMS	34.08
D & K INVESTIGATIVE SERVICES	SERVICE OF SMALL CLAIMS	32.40
D & K INVESTIGATIVE SERVICES	SERVICE OF SMALL CLAIMS	32.40
D & K INVESTIGATIVE SERVICES	SERVICE OF SMALL CLAIMS	32.40
D & K INVESTIGATIVE SERVICES	SERVICE OF SMALL CLAIMS	34.08
D & K INVESTIGATIVE SERVICES	SERVICE OF SMALL CLAIMS	34.08
D & K INVESTIGATIVE SERVICES	SERVICE OF SMALL CLAIMS	34.08
BRINK'S INCORPORATED	BRINKS SERVICES/MARCH	647.04
MMTA	MMTA BASIC INSTITUTE/SWEET	550.00
Total For Dept 253.00 TREASURERS		3,236.13

Dept 257.00 ASSESSING		
SBAM PLAN	HEALTH INSURANCE APRIL	1,287.41
DELTA DENTAL PLAN OF	DENTAL INSURANCE APRIL	349.43
HARTFORD LIFE INSURANCE CO	LIFE INSURANCE APRIL	70.97
UNUM LIFE INSURANCE CO	DISABILITY INSURANCE APRIL	105.56
Total For Dept 257.00 ASSESSING		1,813.37

Dept 265.00 BUILDING & GROUNDS		
SBAM PLAN	HEALTH INSURANCE APRIL	1,198.83
DELTA DENTAL PLAN OF	DENTAL INSURANCE APRIL	158.64
HARTFORD LIFE INSURANCE CO	LIFE INSURANCE APRIL	35.26
UNUM LIFE INSURANCE CO	DISABILITY INSURANCE APRIL	52.41
LANSING ICE & FUEL CO	GASOLINE - BUILDING & GROUNDS	182.04
QUALITY FIRST MAID SERVICE	CLEANING SERVICES/CSC	975.00
VERIZON WIRELESS	CELLULAR MARCH	25.17
TDS METROCOM	LOCAL SERVICE MARCH	1,092.76
DELHI TOWNSHIP TREASURER	SEWER 2074 AURELIUS	263.20
CONSUMERS ENERGY	ELECTRIC 2004 AURELIUS	58.89
CONSUMERS ENERGY	ELECTRIC-2074 AURELIUS	5,946.35
CONSUMERS ENERGY	GAS-2074 AURELIUS	4,858.40
ACE HARDWARE	BALL VALVE/CAP/2 NIPPLES	19.86
ACE HARDWARE	24 MISC. MDSE./LIBRARY	8.10
ACE HARDWARE	14 MISC. MDSE./LIBRARY	3.08
SIEMENS INDUSTRY, INC.	REPLACED SEAL-SLEEVE RECIP PUMP	1,511.08
WESCO DISTRIBUTION, INC	SHIPPING CHARGES/INVOICE 43218	6.25
HUBBELL, ROTH & CLARK, INC	EVALUATION PHASE I -CSC GENERATORS (	2,148.00
Total For Dept 265.00 BUILDING & GROUNDS		18,543.32

Dept 276.00 CEMETERY		
SBAM PLAN	HEALTH INSURANCE APRIL	465.43
DELTA DENTAL PLAN OF	DENTAL INSURANCE APRIL	61.59
HARTFORD LIFE INSURANCE CO	LIFE INSURANCE APRIL	13.68

UNUM LIFE INSURANCE CO	DISABILITY INSURANCE APRIL	20.35
LANSING ICE & FUEL CO	GASOLINE - CEMETERY	70.67
BARNHART & SON, INC.	2 GRAVE OPENINGS & CLOSINGS	1,165.36
VERIZON WIRELESS	CELLULAR MARCH	12.58
CONSUMERS ENERGY	ELECTRIC-4149 WILLOUGHBY	48.79
	Total For Dept 276.00 CEMETERY	1,858.45

Dept 281.00 STORMWATER		
SBAM PLAN	HEALTH INSURANCE APRIL	409.01
DELTA DENTAL PLAN OF	DENTAL INSURANCE APRIL	54.13
HARTFORD LIFE INSURANCE CO	LIFE INSURANCE APRIL	12.03
UNUM LIFE INSURANCE CO	DISABILITY INSURANCE APRIL	17.88
LANSING ICE & FUEL CO	GASOLINE - STORMWATER	62.11
	Total For Dept 281.00 STORMWATER	555.16

Dept 446.00 INFRASTRUCTURE		
BOARD OF WATER & LIGHT	STREETLIGHTS 3/1-4/1/2014	7,265.87
CONSUMERS ENERGY	STREETLIGHTS ACCT#6730	351.27
HUBBELL, ROTH & CLARK, INC	RAMS TRAIL PROJECT - ENGINEERING	9,575.15
HUBBELL, ROTH & CLARK, INC	PHASE 2 CMAQ APP & COST ESTIMATE	1,327.68
	Total For Dept 446.00 INFRASTRUCTURE	18,519.97

Dept 721.00 PLANNING/COMMUNITY DEVELOPMENT		
SBAM PLAN	HEALTH INSURANCE APRIL	5,340.81
DELTA DENTAL PLAN OF	DENTAL INSURANCE APRIL	607.74
HARTFORD LIFE INSURANCE CO	LIFE INSURANCE APRIL	139.81
UNUM LIFE INSURANCE CO	DISABILITY INSURANCE APRIL	208.36
LANSING ICE & FUEL CO	GASOLINE - COMMUNITY DEVELOPMENT	138.39
VERIZON WIRELESS	CELLULAR MARCH	7.35
VERIZON WIRELESS	CELLULAR MARCH	277.90
TDS METROCOM	LOCAL SERVICE MARCH	55.82
STEWART TITLE	EARNEST DEPOSIT - 5054 HOLT ROAD	1,000.00
CANON FINANCIAL SERVICES	12/1/13-2/28/14 CANON COPIER LEASE	791.93
CODE OFFICIALS CONFERENCE	COCM CONFERENCE REGISTRATION	160.00
MAHO	MAHO SEMINAR/LARNER	40.00
	Total For Dept 721.00 PLANNING/COMMUNITY DEVELOPMENT	8,768.11

Dept 752.00 PARKS ADMINISTRATION		
SBAM PLAN	HEALTH INSURANCE APRIL	858.28
DELTA DENTAL PLAN OF	DENTAL INSURANCE APRIL	86.31
HARTFORD LIFE INSURANCE CO	LIFE INSURANCE APRIL	47.17
UNUM LIFE INSURANCE CO	DISABILITY INSURANCE APRIL	70.35
VERIZON WIRELESS	CELLULAR MARCH	1.95
VERIZON WIRELESS	CELLULAR MARCH	149.93
TDS METROCOM	LOCAL SERVICE MARCH	98.13
TDS METROCOM	TELEPHONES & LATE FEES/SR CENTER	299.20
ADDIE MUTCH	REIMBURSEMENT FOR SUPPLIES	395.86
	Total For Dept 752.00 PARKS ADMINISTRATION	2,007.18

Dept 771.00 PARKS		
RED WING SHOES	SAFETY BOOTS/LUCE	107.99
RED WING SHOES	SAFETY BOOTS/BLANKENSHIP	107.99
LANSING ICE & FUEL CO	GASOLINE - PARKS	229.88

LOWE'S CREDIT SERVICES	4 CASTORS/ 10 LB SPOOL	85.36
MODEL COVERALL SERVICE	ENV/ENERGY CHG	7.00
DELHI TOWNSHIP TREASURER	SEWER 2108 CEDAR	156.10
DELHI TOWNSHIP TREASURER	SEWER 2287 PINE TREE	39.90
DELHI TOWNSHIP TREASURER	SEWER 4030 KELLER	35.00
DELHI TOWNSHIP TREASURER	SEWER 1750 MAPLE	14.00
CONSUMERS ENERGY	ELECTRIC 2177 WEST BLVD	23.52
CONSUMERS ENERGY	ELECTRIC 2074 AURELIUS #PARK	1,015.04
CONSUMERS ENERGY	ELECTRIC 2108 CEDAR	1,170.02
CONSUMERS ENERGY	ELECTRIC 4080 KELLER	69.65
CONSUMERS ENERGY	ELECTRIC 1750 MAPLE	13.58
CONSUMERS ENERGY	ELECTRIC 2287 PINE TREE 2939	40.50
CONSUMERS ENERGY	ELECTRIC 2287 PINE TREE 3200	338.50
CONSUMERS ENERGY	GAS 2287 PINE TREE 2939	747.55
CONSUMERS ENERGY	GAS 2108 CEDAR	83.24
QUALITY FIRST MAID SERVICE	CLEANING SERVICES/SENIOR CENTER	260.00
BRADY LAWN EQUIPMENT	1 TORO SCRAPER BLADE	20.41
BRADY LAWN EQUIPMENT	(1) 48" WHEEL BOLT	3.13
SUPERIOR SAW	AIR FILTERS/SPARK PLUGS/SAFETY GL	80.36
CARQUEST THE PARTS PLACE	2 STARTING FLUIDS	5.50
PIONEER ATHLETICS	NEWRIDER MACHINE ATHLETIC PAINTER	12,295.00
	Total For Dept 771.00 PARKS	16,949.22

Dept 774.00 RECREATION		
SBAM PLAN	HEALTH INSURANCE APRIL	(748.14)
DELTA DENTAL PLAN OF	DENTAL INSURANCE APRIL	(32.31)
HARTFORD LIFE INSURANCE CO	LIFE INSURANCE APRIL	22.53
UNUM LIFE INSURANCE CO	DISABILITY INSURANCE APRIL	33.66
D & M SILKSCREENING	REVERSIBLE SHIRTS & COACH SHIRTS	4,745.00
JOHNNY MAC'S	VOLLEYBALL EQUIPMENT	378.75
PAULA K. HARNEY	SENIOR CENTER FITNESS CLASSES	100.00
LOWE'S CREDIT SERVICES	8 TRASH CANS/STORE HOLIDAY LIGHTS	120.72
	Total For Dept 774.00 RECREATION	4,620.21

Dept 850.00 OTHER FUNCTIONS		
HARTFORD LIFE INSURANCE CO	RETIREEES LIFE INSURANCE APRIL	32.40
SBAM PLAN	RETIREEES HEALTH INSURANCE APRIL	5,823.59
MI MUNICIPAL RISK MANAGE	2014 PROPERTY/LIABILITY INSURANCE	10,731.38
DSS CORPORATION	LASERFICHE MAINT. AGREEMENT	3,944.00
PITNEY BOWES GLOBAL	FOLDING MACHINE LEASE	189.00
	Total For Dept 850.00 OTHER FUNCTIONS	20,720.37

Total For Fund 101 GENERAL FUND	111,138.71
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Fund 206 FIRE FUND		
Dept 336.00 FIRE DEPARTMENT		
SBAM PLAN	RETIREEES HEALTH INSURANCE APRIL	1,027.76
SBAM PLAN	HEALTH INSURANCE APRIL	8,954.23
DELTA DENTAL PLAN OF	DENTAL INSURANCE APRIL	946.95
SBAM PLAN	HEALTH INSURANCE APRIL	1,287.41
DELTA DENTAL PLAN OF	DENTAL INSURANCE APRIL	80.89
HARTFORD LIFE INSURANCE CO	LIFE INSURANCE APRIL	203.15

HARTFORD LIFE INSURANCE CO	LIFE INSURANCE APRIL	22.53
UNUM LIFE INSURANCE CO	DISABILITY INSURANCE APRIL	437.79
UNUM LIFE INSURANCE CO	DISABILITY INSURANCE APRIL	33.66
BARYAMES CLEANERS	UNIFORM CLEANING	214.27
LANSING ICE & FUEL CO	GASOLINE - FIRE	870.41
BOUND TREE MEDICAL, LLC	MEDICAL SUPPLIES	95.99
MOORE MEDICAL, LLC	MEDICAL SUPPLIES	707.04
SHERRY KATZ-HEDRINGTON	FEBRUARY IAFF LEGAL FEES	1,532.20
VERIZON WIRELESS	CELLULAR MARCH	166.92
VERIZON WIRELESS	CELLULAR MARCH	191.00
TDS METROCOM	LOCAL SERVICE MARCH	42.61
MI MUNICIPAL RISK MANAGE	2014 PROPERTY/LIABILITY INSURANCE	11,101.42
DELHI TOWNSHIP TREASURER	SEWER 6139 BISHOP	226.10
ACE HARDWARE	AXE HANDLE/HOOK/2 FLUR BULBS	38.96
ZEP SALES & SERVICE	TACKLE AMBULANCE DISINFECTANT	49.32
ZEP SALES & SERVICE	CAR WASH (GALLON) FIRE DEPT	80.00
ZEP SALES & SERVICE	CAR WAX (QT BOTTLE) FIRE DEPT	115.92
	Total For Dept 336.00 FIRE DEPARTMENT	<u>28,426.53</u>

Total For Fund 206 FIRE FUND 28,426.53

Fund 207 POLICE FUND

Dept 301.00 POLICE

INGHAM COUNTY TREASURER	POLICE CONTRACT MARCH	199,237.50
	Total For Dept 301.00 POLICE	<u>199,237.50</u>

Total For Fund 207 POLICE FUND 199,237.50

Fund 211 FIRE EQUIP. & APPARATUS FUND

Dept 339.00 EQUIPMENT & APPARATUS

FIRE SERVICE MANAGEMENT	TURNOUT GEAR CLEANING	608.50
FIRE SERVICE MANAGEMENT	TURNOUT GEAR CLEANING	106.00
FIRE SERVICE MANAGEMENT	TURNOUT GEAR CLEANING	45.50
HALT FIRE, INC.	PUMP MOTOR REPLACED/#21	2,270.99
MICHAEL C. KALOZ	FEMA COURSE/6 FIREFIGHTERS	380.00
	Total For Dept 339.00 EQUIPMENT & APPARATUS	<u>3,410.99</u>

Total For Fund 211 FIRE EQUIP. & APPARATUS FUND 3,410.99

Fund 225 WATER IMPROVEMENT FUND

Dept 536.00 ADMINISTRATION & CONSTRUCTION

TRI-COUNTY REGIONAL	2014 CHILDREN'S WATER FESTIVAL	500.00
	Total For Dept 536.00 ADMINISTRATION & CONSTRUCTION	<u>500.00</u>

Total For Fund 225 WATER IMPROVEMENT FUND 500.00

Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY

Dept 728.00 DDA ADMINISTRATION

SAM'S CLUB DIRECT	CREDIT SALES TAX	(0.78)
DBI BUSINESS INTERIORS	OFFICE SUPPLIES	78.16
SAM'S CLUB DIRECT	KLEENEX & SALES TAX	13.76
TDS METROCOM	LOCAL SERVICE MARCH	126.57

MI MUNICIPAL RISK MANAGE	2014 PROPERTY/LIABILITY INSURANCE	740.10
HOLT EDUCATION FOUNDATION	3 TIX COMM RECOG DINNER 3/26/14	135.00
	Total For Dept 728.00 DDA ADMINISTRATION	<u>1,092.81</u>
Dept 729.00 DDA MARKETING & PROMOTION		
ACE HARDWARE	GORILLA TAPE/MISC. MDSE./MOUNTING	10.27
BLOHM CREATIVE PARTNERS	FEBRUARY WEB MAINTENANCE & HOST	426.25
	Total For Dept 729.00 DDA MARKETING & PROMOTION	<u>436.52</u>
Dept 731.00 DDA INFRASTRUCTURE PROJECTS		
B & D ELECTRIC, INC.	STREETLIGHT PROBLEMS	337.50
LOWE'S CREDIT SERVICES	6 RUBBER TOTES/BANNER STORAGE	125.28
	Total For Dept 731.00 DDA INFRASTRUCTURE PROJECTS	<u>462.78</u>
Dept 850.00 OTHER FUNCTIONS		
QUALITY FIRST MAID SERVICE, LLC	CLEANING SERVICES/SHERIFF & DDA	420.00
DELHI TOWNSHIP TREASURER	SEWER 2045 CEDAR	33.60
DELHI TOWNSHIP TREASURER	SEWER 2150 CEDAR	20.88
DELHI TOWNSHIP TREASURER	SEWER 1465 CEDAR	14.00
CONSUMERS ENERGY	ELECTRIC-2116 CEDAR	352.75
CONSUMERS ENERGY	ELECTRIC-2150 CEDAR	134.71
CONSUMERS ENERGY	ELECTRIC-2045 CEDAR #A	1,499.41
CONSUMERS ENERGY	ELECTRIC-2045 CEDAR #B	185.88
CONSUMERS ENERGY	ELECTRIC-2228 AURELIUS	168.77
CONSUMERS ENERGY	ELECTRIC 1465 CEDAR	67.32
CONSUMERS ENERGY	ELECTRIC-3970 HOLT	105.42
CONSUMERS ENERGY	ELECTRIC-4115 HOLT	271.26
CONSUMERS ENERGY	GAS 1465 CEDAR	363.85
CONSUMERS ENERGY	GAS-2045 CEDAR	816.63
CONSUMERS ENERGY	GAS-2150 CEDAR	694.57
ZEP SALES & SERVICE	TOILET PAPER (CASE) DDA/ICSD	353.12
	Total For Dept 850.00 OTHER FUNCTIONS	<u>5,502.17</u>
Total For Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY		<u><u>7,494.28</u></u>
Fund 590 SEWAGE DISPOSAL SYSTEM		
Dept 000.00		
MSU FEDERAL CREDIT UNION	Basic Service Charge	20.50
PASTOR, CHAD & KRISTIE	Basic Service Charge	20.25
ROMEIN, SHANNON	Basic Service Charge	15.35
SCHULTZ, CANDACE	Basic Service Charge	59.15
SHEN, BIAO	Basic Service Charge	25.86
TOMIE RAINES INC	Basic Service Charge	12.00
SBAM PLAN	RETIREEES HEALTH INSURANCE APRIL	103.28
	Total For Dept 000.00	<u>256.39</u>
Dept 548.00 ADMINISTRATION & OVERHEAD		
HARTFORD LIFE INSURANCE CO	RETIREEES LIFE INSURANCE APRIL	16.20
SBAM PLAN	RETIREEES HEALTH INSURANCE APRIL	3,203.55
MI MUNICIPAL RISK MANAGE	2014 PROPERTY/LIABILITY INSURANCE	14,431.85
	Total For Dept 548.00 ADMINISTRATION & OVERHEAD	<u>17,651.60</u>

Dept 558.00 DEPT OF PUBLIC SERVICE

SBAM PLAN	HEALTH INSURANCE APRIL	12,030.61
DELTA DENTAL PLAN OF	DENTAL INSURANCE APRIL	1,592.02
HARTFORD LIFE INSURANCE CO	LIFE INSURANCE APRIL	353.81
UNUM LIFE INSURANCE CO	DISABILITY INSURANCE APRIL	525.93
DBI BUSINESS INTERIORS	OFFICE SUPPLIES	392.29
LANSING ICE & FUEL CO	GASOLINE - DPS	1,826.82
BARYAMES CLEANERS	UNIFORM DRYCLEANING	42.25
MODEL COVERALL SERVICE	STAFF UNIFORMS	64.79
MODEL COVERALL SERVICE	STAFF UNIFORMS	67.63
MODEL COVERALL SERVICE	STAFF UNIFORMS	64.79
MODEL COVERALL SERVICE	STAFF UNIFORMS	67.63
KENDALL ELECTRIC INC	(2) RSVIEW SOFTWARE	4,830.00
KENDALL ELECTRIC INC	RSVIEW STUDIO SOFTWARE	2,600.00
KENDALL ELECTRIC INC	SHIPPING	40.25
SAM'S CLUB DIRECT	1350VA UPS BACKUP	159.76
AIRGAS USA, LLC	CYLINDER RENTAL	121.63
HUBBELL, ROTH & CLARK, INC	SS DETAIL SHEET-DESIGN-CONST STAN	2,443.95
HUBBELL, ROTH & CLARK, INC	PROJECT UPDATE & RBC TANKS FILL	477.75
MISS DIG SYSTEM, INC.	ADDITIONAL DATA PROCESSING CODE	190.00
UNITED PARCEL SERVICE	SHIPPING CHARGES	46.81
VERIZON WIRELESS	CELLULAR MARCH	17.05
VERIZON WIRELESS	CELLULAR MARCH	439.01
TDS METROCOM	LOCAL SERVICE MARCH	396.52
BOARD OF WATER & LIGHT	WATER 4280 DELL	21.63
DELHI TOWNSHIP TREASURER	SEWER 1490 AURELIUS	214.90
BOARD OF WATER & LIGHT	ELECTRIC 1870 NIGHTINGALE	439.72
BOARD OF WATER & LIGHT	ELECTRIC 2481 DELHI COMMERCE	401.56
CONSUMERS ENERGY	ELECTRIC-2358 EIFERT	371.96
CONSUMERS ENERGY	ELECTRIC 1390 WAVERLY	413.43
CONSUMERS ENERGY	ELECTRIC-5961 MC CUE #2509	18,604.26
CONSUMERS ENERGY	ELECTRIC-6055 MC CUE	651.85
CONSUMERS ENERGY	ELECTRIC 1490 AURELIUS	2,068.78
CONSUMERS ENERGY	ELECTRIC-1494 AURELIUS	230.58
CONSUMERS ENERGY	ELECTRIC-4828 HOLT	324.14
CONSUMERS ENERGY	ELECTRIC-4280 DELL	614.02
CONSUMERS ENERGY	ELECTRIC-2870 PINE TREE	682.95
CONSUMERS ENERGY	ELECTRIC-3505 HOLT	165.68
CONSUMERS ENERGY	GAS 5961 MC CUE #4	1,933.15
CONSUMERS ENERGY	GAS-5961 MC CUE #2	71.78
CONSUMERS ENERGY	GAS-5961 MC CUE #3	505.58
CONSUMERS ENERGY	GAS-5961 MC CUE #2319	8,229.15
CONSUMERS ENERGY	GAS-3505 HOLT	25.97
CONSUMERS ENERGY	GAS-4280 DELL	444.03
CONSUMERS ENERGY	GAS 1494 AURELIUS	305.16
CONSUMERS ENERGY	GAS-1490 AURELIUS	1,094.02
CONSUMERS ENERGY	GAS-1492 AURELIUS	1,363.18
D & G EQUIPMENT INC	DEFUSER PART/SALT SPREAD REPAIR	80.73
D & G EQUIPMENT INC	BRACKET/ROD/SHIPPING/MOWER	406.40
ACE HARDWARE	GLUE SEAL/PATCH FILLER/CAULK	18.97
ZEP SALES & SERVICE	SIMPLE GREEN (GALLON) DPS	166.72
B & D ELECTRIC, INC.	PARTS & LABOR ON ELECTRICAL/LS	3,672.00
ACE HARDWARE	2 OUTLET SAFETY PLUGS	9.98

EJ USA, INC.	(2) AGS SEWER COVERS	355.22
APPLIED INDUSTRIAL TECH.	(6) 4L250 V-BELTS	31.92
APPLIED INDUSTRIAL TECH.	(4) 5VX780 GRIPNOTCH BELTS	165.00
APPLIED INDUSTRIAL TECH.	SHIPPING	9.89
BOBCAT OF LANSING	LABOR TO REPLACE GROUND WIRE	37.50
CARQUEST THE PARTS PLACE	3 AIR FILTERS/2 OIL FILTERS/RAIN CAP	55.96
CARQUEST THE PARTS PLACE	EXHAUST ELBOW/SWEEPER TRUCK	25.19
J.O. GALLOUP COMPANY	2 MILWAUKEE CHECK VALVE REBUILD	184.20
THERMO FISHER SCIENTIFIC	HEATING ELEMENT	727.00
THERMO FISHER SCIENTIFIC	SHIPPING	28.76
FLIER'S QUALITY WATER SYST	MIXED BED TANK/FILTER/BI-ANNUAL	323.81
QUALITY FIRST MAID SERVICE	CLEANING SERVICES/POTW	260.00
QUALITY FIRST MAID SERVICE	CLEANING SERVICES/MAINTENANCE	260.00
ALTA EQUIPMENT COMPANY	OIL FILTER/2 OIL/INNER SLIDE/LABOR	199.80
ALTA EQUIPMENT COMPANY	FILTER/4 OIL/KROIL/LABOR ON FORKLIFT	188.57
ALTA EQUIPMENT COMPANY	PART & LABOR TO REPAIR HYDRAULIC	102.72
ZEP SALES & SERVICE	CAR WAX (QT BOTTLE) DPS	38.64
ZEP SALES & SERVICE	CAR WASH (GALLON) DPS	80.00
ZEP SALES & SERVICE	OVERAGE	0.18
SPARROW OCC HEALTH SERV	PHYSICAL	84.00
GARY L. HEILIG	2 HR VEGETABLE PRESENTATION	200.00
R. A. DINKEL & ASSOCIATES	1.25" CIRCLE STICKER (3,000) RED	200.77
RANDY BOLLEY	MILEAGE & MEAL REIMBURSEMENT	130.29
ROGER ADAMS	MILEAGE REIMBURSE/GRAND RAPIDS	86.24
Total For Dept 558.00 DEPT OF PUBLIC SERVICE		<u>76,099.24</u>

Total For Fund 590 SEWAGE DISPOSAL SYSTEM 94,007.23

Fund 643 LOCAL SITE REMEDIATION REVOLVING FUND

Dept 735.00 LOCAL SITE REMEDIATION

YOUNG'S ENVIRONMENTAL	GLYCOL CLEAN-UP/2052 CEDAR	5,300.00
Total For Dept 735.00 LOCAL SITE REMEDIATION		<u>5,300.00</u>

Total For Fund 643 LOCAL SITE REMEDIATION REVOLVING FUND 5,300.00

Fund 701 TRUST & AGENCY FUND

Dept 000.00

INGHAM COUNTY TREASURER	TRAILER PARK FEES FEBRUARY	2,110.00
Total For Dept 000.00		<u>2,110.00</u>

Total For Fund 701 TRUST & AGENCY FUND 2,110.00

Total For All Funds: 451,625.24

**DELHI CHARTER TOWNSHIP  
FUND TRANSFERS AND PAYROLL APPROVAL  
For Payroll Dated April 10, 2014**

**I. Certification of Preparation and Distribution**

The attached check and payroll registers encompass check numbers: 106686 through 106712 & direct deposits numbers: DD17716 through DD17800. 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: April 10, 2014

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

**II. Payroll Report**

The April 10, 2014 payroll encompasses the following funds and expenditures:

	<b>Gross Payroll</b>	<b>Payroll Deductions</b>	<b>Net Pay</b>
General Fund	\$71,779.78	\$20,796.72	\$50,983.06
Fire Dept. Fund	44,157.14	13,622.45	\$30,534.69
DDA	4,282.49	893.60	\$3,388.89
Sewer Fund/Receiving	37,380.67	11,001.38	\$26,379.29
<b>Total Payroll</b>	<b>\$157,600.08</b>	<b>\$46,314.15</b>	<b>\$111,285.93</b>
	<b>Township FICA</b>	<b>Township RHS &amp; Pension Plan &amp; H.S.A.</b>	<b>Total Deductions &amp; TWP Liabilities</b>
General Fund	\$5,170.76	\$5,780.15	\$31,747.63
Fire Dept. Fund	3,318.84	3,079.38	20,020.67
DDA	160.55	80.83	1,134.98
Sewer Fund/Receiving	2,770.23	3,222.54	16,994.15
<b>Total Payroll</b>	<b>\$11,420.38</b>	<b>\$12,162.90</b>	<b>\$69,897.43</b>

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

**III. FUND TRANSFERS**

Transfers covering the foregoing payroll were made on April 10, 2014 and identified as follows:

**04/10 Net Pay Disbursement in Common Savings (\$111,285.93)**

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

**IV. Board Audit and Approval:**

At a regular meeting of the Township Board held on April 15, 2014, a motion was made by \_\_\_\_\_ and passed by \_\_\_\_\_ yes votes and \_\_\_\_\_ no votes(\_\_\_\_\_ absent) that the payroll dated April 10, 2014 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:** April 11, 2014

**RE:** Public Art Request for Proposals and Creation of Ad-Hoc Public Art Committee

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At the February 18, 2014 Board meeting, the Township Board adopted Township Policy No. 129 – Public Arts Policy. This policy was part of grant application submitted to Lansing Economic Area Partnership, or LEAP, for a program they sponsor which awards communities \$10,000 for the acquisition and installation of public art within communities.

We have been informed by LEAP that Delhi Township has been awarded one of the \$10,000 grants for public art and that this art must be in place by October 31, 2014. In order to ensure the art is complete by the deadline we have developed a Request for Proposals that needs the Board's approval before distribution can occur.

In addition to approving the Request for Proposals, an ad-hoc public arts committee needs to be formed in order to review the proposals that are received, select the art to be constructed and provide a recommendation to the Board for final approval. Because this particular art piece will be located at the Farmers Market I am recommending the Board approve the appointments of Tracy Miller, Howard Haas and myself as staff persons, Megan Ketchum as Board representative, Chuck Grinnell since he is the Farmers Market Director, Kara Hope as representative of the Holt Arts Council and Steven L. Marvin as community member.

**Recommended Motion:**

**To approve the Request for Proposals for public art and the appointments of Tracy Miller, Howard Haas, C.J. Davis, Megan Ketchum, Chuck Grinnell, Kara Hope and Steven L. Marvin to an ad-hoc Public Art Committee.**

Public Art Opportunity  
Request for Artist Proposals

PROPOSAL DEADLINE:

May 23, 2014

TOTAL BUDGET FOR ART:

TO BE DISCUSSED

**GENERAL INFORMATION**

Delhi Township has received a Placemaking Public Art Grant from the Lansing Economic Area Partnership (LEAP) in the amount of \$10,000. The grant was awarded to the Township for the purpose of commissioning, creating and installing a piece of public art. The art will be for public year round display. The grant is designed to strengthen economic development efforts in the Greater Lansing region by enhancing the sense of place for residents and visitors through public art.

Delhi Township applied for the grant to allow the installation of a sculpture in front of the Holt Farmer's Market which is located on Cedar Street. The art piece is envisioned as being highly visible to both automobile and pedestrian traffic, and to act as an iconic landmark representing the unique character of Delhi Township. It will highlight the community and sense of place exemplified by the Farmer's Market and surrounding public places. The embodiment of this project will engage the community through visual, spatial and sensory experience while helping to define the sense of place being created within the Township. Artists are encouraged to consider making the art piece interactive with the visitors to the Farmer's Market.

Physical installation of the Artwork must occur by no later than October 15, 2014.

**CALL**

The competition is open to all artists, architects, designers, etc. living or working in Clinton, Eaton or Ingham Counties.

Artists should provide the following information in their response to this RFP:

1. Small scale model or rough draft of a three-dimensional work (when appropriate) or complete drawing of a two-dimensional work
2. Drawings or photographs that demonstrate the relationship of the artwork to the site
3. Material samples for the artwork and any relevant construction materials, as appropriate.
4. Installation details
5. Description of routine maintenance and a reasonable estimate of maintenance costs
6. Artist's resume
7. Statement of interest in the project

## 8. Budget

*Note: Art pieces that have been previously fabricated or completed will also be considered for this project.*

Proposals must be submitted by 5 PM on Friday, May 23, 2014. For purposes of ensuring a fair process, late proposals will not be accepted.

Submissions may be made as follows:

By Mail:

Delhi Township  
Attn: Tracy Miller  
2074 Aurelius Road  
Holt, MI 48842

Personal Delivery:

Delhi Township Community Service Building  
Community Development Department  
Attn: Tracy Miller  
2074 Aurelius Road  
Holt, MI 48842

Electronic Delivery:

Tracy.miller@delhitownship.com

*Please note that, regardless of the delivery method used, is it the sole responsibility of the respondent to ensure proper delivery.*

### **PROJECT BACKGROUND**

As discussed above, Delhi Township has a very successful and strong Farmer's Market. It is housed in the former Fire Department building (locally called the "fire barn"), which is located at 2150 Cedar Street. While the building is no longer used by the fire department, the fire barn is still owned by the Township through its DDA. In 2008, the Farmer's Market was opened in the fire barn. Since that time, the market's growth and success has exceeded all expectations. In 2013, the Market's total annual attendance reached approximately 12,580 people!

Currently, there is a specific focus on increasing opportunities for year-round usage of the Farmer's Market. In fact, winter market days were just added and will occur five times throughout this winter. A mobile food kitchen has been purchased which will enable cooking demonstrations, hands-on learning opportunities and tasting days to occur at the Market. The first cooking demonstration was held during the February winter market and featured the chef from Capital Prime.

The proposed public art piece will be placed outdoors in front of the Holt Farmer's Market. One of the stated goals of the Holt Farmer's Market (see homepage) is to support and showcase local artisans. The addition of an original sculpture at this location is, therefore, logical and will help to facilitate this important goal.



The artwork will be readily visible not just to those visiting the Farmer's Market, but also to those driving and walking by. According to traffic volume information provided by Tri-County Regional Planning Commission, approximately 17,000 vehicles per day drive-by the Farmer's Market site. The artwork will be visible from the road and is intended to draw attention to the Farmer's Market and encourage people to stop, get out of their vehicles and enjoy the area.

The Farmer's Market is located within the "Triangle Area" of the Township. Historically, Holt has lacked a traditional downtown. For the past 20 years, the community has made public improvements and has specifically planned for the development of the Triangle Area to fulfill this need within the Township. This has occurred through many of the placemaking projects listed above. However, the DDA also holds two significant tracks of land upon which it will facilitate mixed-use redevelopment in 2016 (see Triangle Area map).

Today, the Triangle includes shopping, dining, services and municipal/public services that are important in a community activity center. The library, Sherriff's department, senior center, municipal offices, post office, various public spaces, and Farmer's Market are all located within this area. Incorporating a piece of public artwork at the Farmer's Market will help continue the redevelopment of this area and create a community center and sense of place for the Township.

Please see the attached map for placement and area information.

### ***ABOUT THE TOWNSHIP***

Delhi Township has been a quiet leader in the Lansing Region with regards to placemaking efforts and has fully embraced the associated concepts and practices. Delhi works diligently to create a sense of place within the Township through actions, programming, investment and community involvement. Below is a listing of those activities that we believe provide good examples of our placemaking efforts, although it is not all-inclusive:

- Delhi Township is one of only a couple of communities in the country that has a **facility-sharing arrangement** with the public school district. Delhi Township and the Holt School District partner in the use, maintenance and programming for Township and school sports facilities and other resources. The two entities coordinate to ensure that recreation programming is complementary and provides a seamless transition from recreational to school-based sports and activities, without duplicated effort. The arrangement saves both the school and the Township money and greatly improves our mutual ability to provide recreation opportunities. This agreement has been in place for many years and serves as a local, State and national model for cooperation and coordination of services.
- Delhi has invested millions over the past 25 years in **infrastructure improvements** to accommodate the demand for residential housing and to facilitate the development of industrial and commercial uses. Public infrastructure investments, in both installation and maintenance, ensure that the Township benefits from a safe and healthy environment, reliable services and encourages private economic development.
- Delhi Township, in partnership with its Downtown Development Authority (DDA), has funded, facilitated or built the following projects, all of which have been critical to developing a sense of place within the community:

LEED Certified **Senior Citizens Center**  
<http://www.delhitownship.com/parks-SeniorCenter.htm>

Holt **Farmer's Market**  
<http://holtfarmersmarket.org/>

**Corner Park** redevelopment includes original public artwork piece (see photo right).



The Delhi **Recycling Center** is free to use and open to the public. It was constructed by the Township and is operated in partnership with Granger.  
<http://www.delhitownship.com/Recycling.htm>

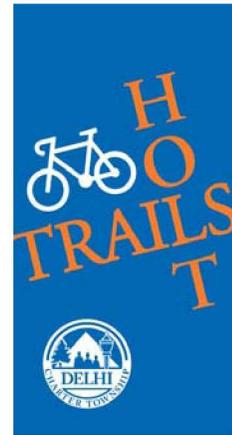
Delhi Township provides free public **garden plots** at two locations within the Township, and consistently **“thinks outside the box”** when it comes to getting things done. For example,



at our wastewater treatment plant, a flock of sheep is used to maintain the grass and to recycle Christmas trees and Jack-o'-lanterns left over from the holidays. As strange as it might seem, the community and its children love the sheep! The flock even has its own Facebook page

<https://www.facebook.com/pages/Firebird-and-Flock/194004460620807>).

Delhi Township has prioritized the construction of **trails and walkable infrastructure** throughout the community. Construction of the Sycamore Trail is currently underway, which will connect Delhi's existing Valhalla Trail to the Lansing River Trail. The Ram Trail, which will connect "downtown Holt" to the Holt Schools Complex is currently in the design/engineering phase and construction will commence in fall of 2015. Numerous sidewalk construction projects have also occurred and Delhi Township adopted a **Complete Streets Ordinance** in 2012.



**Veteran's Memorial Garden Park** is a beautiful community facility. In addition to providing passive recreation opportunities, it also hosts outdoor summer concerts and movies, salsa making competitions, weddings, community picnics and many other events throughout the year. In spring

2014, a shade sail system will be installed over the existing **amphitheater** so that the use of the facility can be expanded to include performance art, additional concerts, etc.

In 2013, Delhi Township was one of the first communities in the Lansing region to adopt a Non-Discrimination Ordinance. By adopting this Ordinance, the Township declares its intent to be an **inclusive place where all people are welcome**.

# 2150 Cedar Street - Holt Farmer's Market



### Legend

-  Lot Lines
-  Proposed Roads
-  Active Roads
-  50 ft Drain ROW

 Approximate Proposed Location of Artwork

1 inch = 45.1 feet



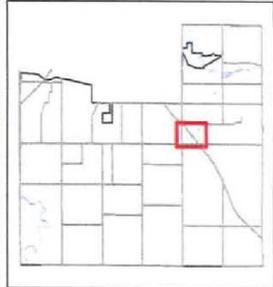
This map is intended for use as general reference only and there are no warranties made as to the accuracy of this product. The Township recommends users of this map to confirm the data used in this map by visual inspection of the geographic area. The township is not liable for decisions made with the use of this product.



Map Source: CaRI Online Township  
Map of Holt Township, April 15, 2014

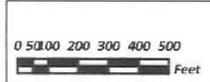
Notes:

# Triangle Area - Holt's Downtown/Civic Center



- Legend**
- Lot Lines
  - Proposed Roads
  - Active Roads
  - Drains
  - ▨ Green Drain 25' Buffer
  - ★ Sculpture Location/ Farmer's Market

1 inch = 466.6 feet



This map is intended for use as generalized township wide planning and there are no warranties that accompany this product. The township recommends users of this map to confirm the data used in this map by visual inspection of the geographic area. The township is not liable for decisions made with the use of this product.

Map Source: Delhi Charter Township  
Map Printed: Tuesday, February 13, 2014



Notes:

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Revised Public Art Schedule (as of 4/10/14)

April 1, 2014	Received Award Notification from LEAP
April 15	Township Board Calls Ad-Hoc Committee & Provides Project Details/Specific Direction (including Staff Leadership)/ Approves RFP
Week of April 21 <sup>st</sup>	Ad-Hoc Committee Convenes/ Reviews Draft Artist RFP & familiarizes itself with project
April 16 – May 23	RFP Open for Submissions, during this time, up to three artists will be selected to further develop their design proposal, if needed.
Week of May 26 <sup>th</sup>	Ad-Hoc Committee Selects Art & forwards Recommendation to Township Board
June 3	Twp Bd Action on Recommendation
June 4 – 6	Contract Finalization
June 9 – October 15 (hard end date)	Fabrication of Art Piece & Installation
October 31 (last date)	Unveiling & Press Event

**DELHI TOWNSHIP POLICY MANUAL**

**I. SUBJECT**

PUBLIC ART IN DELHI TOWNSHIP

**II. PURPOSE**

Art has the power to transform. In fact, the National Endowment for the Arts has recognized the role that arts and culture plays in transforming a place, making it “attractive to entrepreneurs, skilled workers, and new and existing residents.” Arts and culture can enliven, awaken, and stimulate a space and the people in and near that space.

Public art can be the foundation for the creation of a “sense of place.” When public art is part of placemaking, creative industries grow, populations and jobs stabilize, and residents and businesses are attracted.

Investing in public art has a beneficial impact on the economy. A 2009 study conducted by ArtServe Michigan found that for every \$1 Michigan invested in arts and culture, \$51 was returned to Michigan’s economy.

Through this policy, Delhi Charter Township seeks to provide opportunities for public art, which furthers the Township’s goal of placemaking and stimulates the local economy.

**III. SCOPE**

This Policy applies to all Public Art. Public art, as defined by this policy, encompasses the broadest definition of visual art including the imaginative use and interplay of all artistic disciplines. Public art governed by this policy shall be art that is visually or physically accessible to the public, and that is acquired by public funds/grants, donated to the Township, or provided by a private entity as a community benefit.

**IV. POLICY**

A. Goals

Delhi Charter Township is committed to providing public art of exceptional quality which adds to the community’s vibrancy and identity. Delhi Township strives to:

1. Use public art to help express the Township’s history and cultural heritage.
2. Fosters the public’s understanding and enjoyment of public art.
3. Use public art as a means to foster the Township’s sense of spirit, pride, and development.

4. Enrich the quality of life for Delhi Township and the region by creating exciting, appealing, and harmonious public spaces.
5. Integrate public art into new Community facilities.
6. Enhance Delhi Township's image locally, regionally and nationally.
7. Recognize public art's contribution in economic development.

B. Public Art Ad-Hoc Committee

As needed, the Township Supervisor, with approval from the Township Board, shall create an ad-hoc Public Art Committee to address a specific assigned project, goal or need.

1. The Committee's responsibilities may include budget supervision, securing a site location, releasing Request for Proposals for art work, the selection of winning artists, making recommendations regarding the provision of contracts with artists, supervising fabrication and placement, and the dedication of art pieces.
2. The Committee shall be made up of five to seven appointees, which may change for each project or assignment. The Committee shall consist of at least one Township staff member and one Township Board member. Efforts will be made to ensure remaining members represent a diverse group including citizens, neighborhoods, businesses, associations, artists, architects, landscape architects, engineers, urban designers or others, as appropriate according to the needs of each individual project.
3. All Committee members must be free of conflict of interest or potential for financial gain for the project or assignment.
4. As appropriate, the Committee will be instructed to engage in an outreach program that receives input from surrounding neighborhoods, businesses, associations, artists, architects, landscape architects, engineers, urban designers, etc.

C. Selection of Commissioned Public Art

The information below outlines the suggested program for carrying out a commissioned public art project. These steps are intended to be guidelines, as it is recognized that each public art commission is unique and adjustments will need to be tailored to each individual project.

**Step 1: Creation of Request for Proposals (RFP).** Prior to sending out the RFP, the Public Art Committee will meet to assess the specific needs, requirements and expectations of public art installation. It is recommended that the Committee establish scoring criteria and include it in an RFP.

The RFP shall be provided to the Delhi Township Board along with a recommendation from the Public Art Committee. The Township Board shall approve the recommendation, approve it with modifications or deny the recommendation.

Once approval from the Township Board has been received, the Committee shall send out the RFP to artists. The RFP shall at least include project specific information regarding the location, style or nature of the placement, type and theme of project, and a project budget. The RFP will be distributed to artists locally, throughout Michigan and nationally, as appropriate, so that potential responses to the RFP come from the best possible pool of potential artist candidates.

The RFP may also request the following from artist candidates:

1. Small scale model or rough draft of a three-dimensional work (when appropriate) or complete drawing of a two-dimensional work
2. Drawings or photographs that demonstrate the relationship of the artwork to the site
3. Material samples for the artwork and any relevant construction materials
4. Installation details
5. Description of routine maintenance and estimate of maintenance costs
6. Artist's resume
7. Statement of interest in the project
8. Budget

**Step 2: Artist Selection and Contracts.** Proposed gifts, loans, creation, and selection of Public Art will be reviewed by the Public Art Committee with a recommendation to the Township Board for final action. The following criteria will be used in any recommendation:

1. Quality and condition of the art work
2. Use of local artists
3. Context in the Township's collection. Does art work enhance the existing collection or add diversity? How does the piece engage the public? Are the materials appropriate? Is the piece susceptible to vandalism or graffiti?
4. Availability of an appropriate site
5. Durability of the art work
6. Ability to maintain the art work
7. Aesthetic merit

Contracts will be completed under the supervision of the Township Manager, who will facilitate Attorney consultation when needed.

1. Art ownership shall be transferred to Delhi Township at the time of installation, with no rights remaining with the artists.

2. The contract should protect Delhi Township from the artists duplicating the exact work for sale to others.

During design and installation, the Public Art Committee shall work with the artist to ensure all objectives are being met.

After installation, the Public Art Committee will hold a dedication ceremony to formally introduce the art and the artist will be identified with an appropriate plaque on the site.

#### D. General Guidelines

1. Donated or loaned art work will include identifying plaques.
2. All donated art will become part of Delhi Township's art collection and as such may be relocated or decommissioned.
3. Monetary donations to help fund public art acquisitions will be accepted at any time and Delhi Township will set those funds aside in a separate account to be used only for new art purchases or upkeep of existing art.
4. Relocation or decommissioning of art work is at the sole discretion of the Delhi Township Board, and may be implemented for any reason. Examples of reasons that may be considered include, but are not limited to, the following:
  - i. The condition or security of the art work cannot be reasonably guaranteed in its present location.
  - ii. The art work presents a public safety risk.
  - iii. The art work is damaged and repair is not feasible.
  - iv. Significant changes in the use, character or actual design of the site requires a re-evaluation of the art work's relationship to the site.
  - v. The art work requires excessive maintenance or has failures of design or workmanship.

#### E. Funding

Delhi Township will financially support the installation and maintenance of public art whenever possible within the constraints of the yearly budget.

#### F. Revisions

Periodically, the Township Board may review this Public Art Policy at any time to determine if revisions or improvements are necessary to facilitate the needs and interests of Delhi Township and the goals of the public art program.



Delhi Charter Township  
Department of Community Development

## MEMORANDUM

TO: John B. Elsinga, Township Manager

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

DATE: April 4, 2014

RE: PILOT Ordinance – Amendment for Great Lakes Christian Homes

GLCH is located on the north east corner of Holt Road and Washington Road. The facility offers both independent and assisted living for seniors. There are 100 apartments in the main building, and an additional 48 apartments in what they call their “villa units”. The villa units are similar to duplex condos and offer a greater independence for those who prefer it. It is a lovely and well maintained facility that is an asset in our community. Additional information about GLCH can be found on their website at [www.greatlakesch.org](http://www.greatlakesch.org).

In 1991 Delhi Township adopted Ordinance #94 which provided for Payment in Lieu of Taxes (PILOT) for Great Lakes Christian Homes (GLCH). As we have discussed recently in relation to other PILOT Ordinances, this program enables housing entities to quantify their tax obligation and receive housing credits and similar assistance from the State of Michigan (and in some cases, Federal Government). The PILOT for GLCH provided for an annual service charge of 4% of shelter rents during the first three years and then 5% for the remaining term. The PILOT was in effect for a period of 20 years, which technically means that it ended in 2011.

The Township Treasurer noticed this issue recently and contacted the Township’s Attorney to begin the process of amendment so that PILOT could continue. To that end, please find proposed Ordinance No. 94.1 which amends the previous PILOT Ordinance. Ordinance 94.1 does not change the amount of the payment or any other terms of the original PILOT. It only extends the duration of the PILOT for another 20 year period, which began on August 14, 2011. This means that the current PILOT will expire on August 14, 2031.

If you have any questions, or require additional information, please don’t hesitate to ask. Otherwise, I would request that you forward the attached, along with your concurrence, to the Township Board for 1<sup>st</sup> consideration at the April 15<sup>th</sup> meeting. Thank you!

### Recommended Motion:

**Upon introduction and first consideration, to amend Ordinance No. 94 for the purpose of extending the PILOT (Payment In Lieu Of Taxes) for Great Lake Christian Homes, Inc. for property located at 2050 S. Washington Road (Proposed Township Ordinance No. 94.1).**

**DELHI CHARTER TOWNSHIP**  
**INGHAM COUNTY, MICHIGAN**  
**ORDINANCE NO. 94.1**

**PREAMBLE**

AN ORDINANCE TO AMEND ORDINANCE NO. 94 TO PROVIDE FOR A SERVICE CHARGE IN LIEU OF TAXES FOR A PROPOSED MULTIPLE FAMILY DWELLING PROJECT OWNED BY GREAT LAKES CHRISTIAN HOMES, INC. FOR PERSONS OF LOW INCOME TO BE FINANCED OR ASSISTED PURSUANT TO THE PROVISIONS OF THE STATE HOUSING DEVELOPMENT AUTHORITY ACT OF 1966 (1966 PA 346, AS AMENDED, MCL SECTION 125.1404, *ET SEQ.*, MSA SECTION 116.114(1), *ET SEQ.*, THE “ACT”); TO DEFINE TERMS; TO ESTABLISH AN ANNUAL SERVICE CHARGE FOR PAYMENT IN LIEU OF TAXES; TO PROVIDE FOR THE TERMINATION THEREOF; TO PROVIDE AN EFFECTIVE DATE HEREOF; AND TO CONTINUE THE ANNUAL SERVICE CHARGE FOR PAYMENT IN LIEU OF TAXES.

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

**SECTION I. AMENDMENT OF SECTION 4 OF ORDINANCE NO. 94 ENTILED  
“ESTABLISHMENT OF AN ANNUAL SERVICE CHARGE”.**

Section 4 of Delhi Charter Township Ordinance No. 94 entitled “Establishment of Annual Service Charge” shall be and is hereby amended to read as follows:

**SECTION 4. ESTABLISHMENT OF ANNUAL SERVICE CHARGE.** The housing development to be owned, constructed and operated by the Sponsor and the property on which it shall be constructed, which is approximately 13 acres and shall be exempt from all property taxes from and after the commencement of construction, however, that such taxes will be paid on the real estate until such time as facility is occupied. The Township, acknowledging that the Sponsor and the Authority have established the economic feasibility of the Housing Development, in reliance upon the enactment and continuing effect of this ordinance, and the

qualification of the Housing Development for exemption from all property taxes and a payment in lieu of taxes as established herein, and in consideration of the Sponsor's offer, subject to receipt of a mortgage loan from the Michigan State Housing Development Authority, to construct, own and operate said Housing Development, hereby agrees to accept payment of an annual service charge for public services in lieu of all property taxes. The annual service charge in lieu of property taxes shall be equal to five percent (5%) of the annual shelter rent for the years 2013-2033 or the term of the MSHDA issued tax exempt bonds.

**SECTION II. AMENDMENT OF SECTION 7 OF ORDINANCE NO. 94 ENTITLED "DURATION."**

Section 7 of the Delhi Charter Township Ordinance No. 94 entitled "Duration," shall be amended to read as follows:

**SECTION 7. DURATION.** This Ordinance shall commence on August 14, 2011 and continue thereafter for a period of twenty (20) years provided, however, that the Township may cancel the Ordinance should the Township determine that the Sponsor has violated the terms and conditions upon which the Ordinance is adopted.

**SECTION III. SURVIVAL OF ORDINANCE NO. 94 AND AMENDMENTS THERETO.**

Except for the amendments set forth in this Ordinance, all provisions of Ordinance No. 94 shall remain in full force and effect.

**SECTION IV. SEVERABILITY.**

It is the legislative intent of the Township Board adopting this Ordinance that all provisions hereof shall be liberally construed to protect the public health, safety, and general welfare of the inhabitants of the Township and all other persons affected by this Ordinance. Consequently, should any provision of this Ordinance be held to be unconstitutional, invalid, or of no effect, such holding shall not be construed as affecting the validity of any of the remaining provisions of this Ordinance, it being the intent of the Delhi Charter Township Board that this Ordinance shall stand and remain in effect.

**SECTION V. EFFECTIVE DATE.**

This Ordinance shall become effective upon its final publication or posting as required by law.

AYES:

NAYS:

ABSENT:

First Reading:	_____	, 2014
First Publication:	_____	, 2014
Second Reading:	_____	, 2014
Second Publication (Posting):	_____	, 2014

\_\_\_\_\_  
C. J. Davis, Supervisor

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

I, Evan Hope, Clerk of the Charter Township of Delhi, hereby certify that the foregoing constitutes a true and complete copy of Ordinance No. \_\_\_\_\_, duly adopted by the Board of Trustees of the Charter Township of Delhi, Ingham County, Michigan, on the \_\_\_\_ day of \_\_\_\_\_, 2014, and that the same was posted and published as required by law on the \_\_\_\_ day of \_\_\_\_\_, 2014.

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

## DELHI CHARTER TOWNSHIP

## MEMORANDUM

**TO:** Delhi Township Board Members

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

**DATE:** April 8, 2014

**RE:** Resolution No. 2014-003 – Consumers Energy Change in Standard Streetlighting Contract – Request No. 1024069707 – Aspen Ridge Apartments #3A

---

Enclosed for your review and consideration is Resolution No. 2014-003, which provides for the installation of two (2) 100 Watt Lumen HPS streetlights for Aspen Ridge Apartments #3A. The cost for installation of the streetlights is the property owner's responsibility and will be special assessed appropriately via separate Board resolution.

**Recommended Motion:**

**To adopt Resolution No. 2014-003, which approves Consumers Energy Request No. 1024069707 for a change in the Standard Streetlighting Contract between Delhi Township and Consumers Energy for the installation of two (2) streetlights for Aspen Ridge Apartments #3A.**

**AUTHORIZATION FOR CHANGE IN STANDARD LIGHTING CONTRACT (COMPANY-OWNED)**

Consumers Energy Company is authorized as of \_\_\_\_\_, by the Township of Delhi, to make changes, as listed below, in the lighting system(s) covered by the existing Standard Lighting Contract between the Company and the Township of Delhi, dated June 21<sup>st</sup>, 1983.

General Service Unmetered Lighting Rate GUL, Standard High Intensity Discharge as identified in Exhibit A.  
 General Unmetered Experimental Lighting Rate GU-XL as identified in Exhibit B.

Notification Number 1024069707

Construction Work Order Number \_\_\_\_\_

Except for the changes in the lighting system(s) as herein authorized, all provisions of the aforesaid Standard Lighting Contract dated June 21st, 1983, shall remain in full force and effect.

Delhi Township

By: \_\_\_\_\_  
Its

\_\_\_\_\_

This Agreement may be executed and delivered in counterparts, including by a facsimile or an electronic transmission thereof, each of which shall be deemed an original. Any document generated by the parties with respect to this Agreement, including this Agreement, may be imaged and stored electronically and introduced as evidence in any proceeding as if original business records. Neither party will object to the admissibility of such images as evidence in any proceeding on account of having been stored electronically.

**RESOLUTION 2014-003**

RESOLVED, that it is hereby deemed advisable to authorize Consumers Energy Company to make changes in the lighting service as provided in the Standard Lighting Contract between the Company and the  City  Village  Township of Delhi, dated June 21st, 1983, in accordance with the Authorization for Change in Standard Lighting Contract dated as of \_\_\_\_\_, heretofore submitted to and considered by this  Commission  Council  Board; and

RESOLVED, further, that the Township Clerk be and are authorized to execute such authorization for change on behalf of the  City  Village  Township.

STATE OF MICHIGAN )  
 ) ss  
COUNTY OF INGHAM )

I, \_\_\_\_\_, Clerk of the  City  Village  Township of Delhi do hereby certify that the foregoing resolution was duly adopted by the  Commission  Council  Board of said municipality, at the meeting held on \_\_\_\_\_.

\_\_\_\_\_  
 City  Village  Township Clerk

Dated:  
\_\_\_\_\_



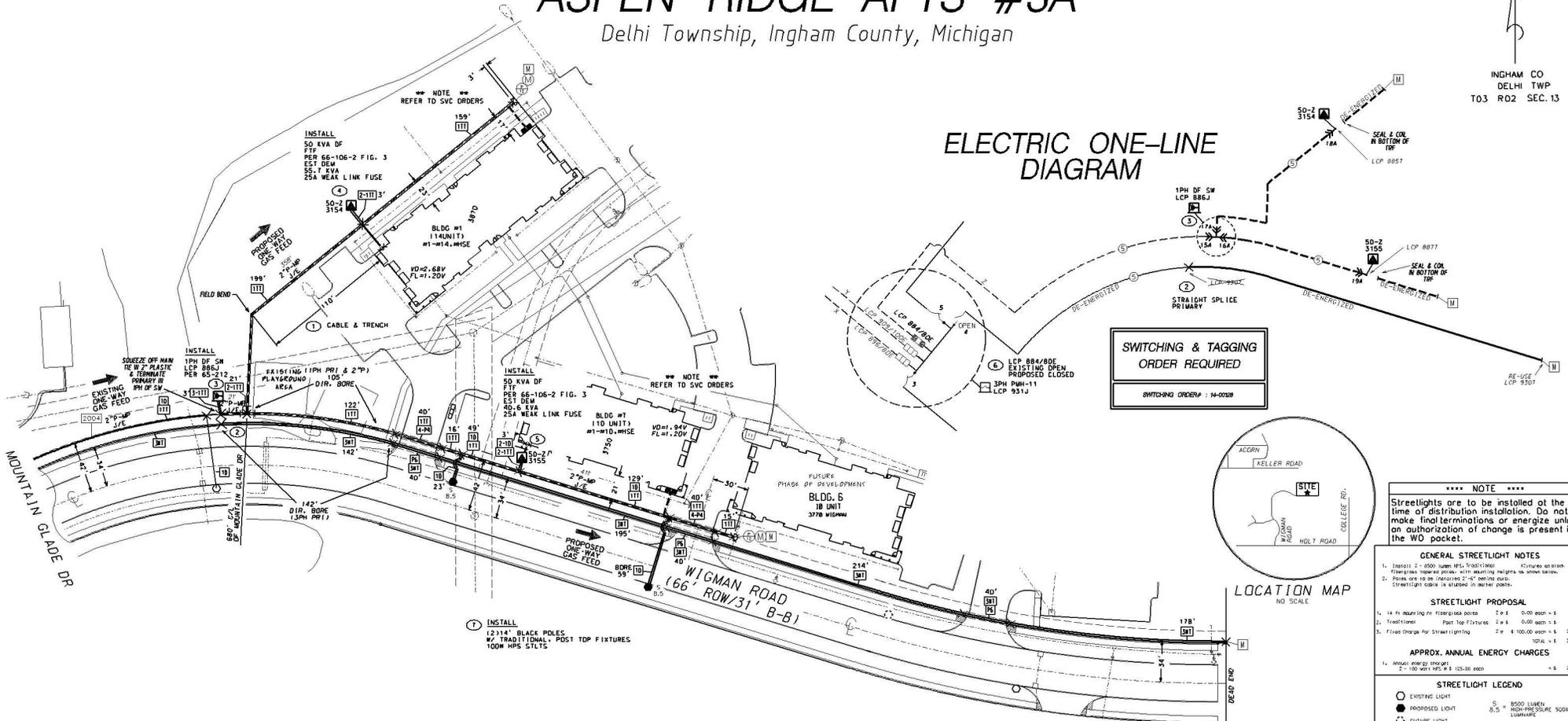


# ASPEN RIDGE APTS #3A

Delhi Township, Ingham County, Michigan

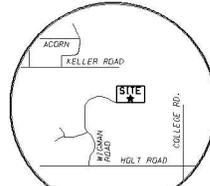
INGHAM CO  
DELHI TWP  
T03 R02 SEC.13

## ELECTRIC ONE-LINE DIAGRAM



**SWITCHING & TAGGING ORDER REQUIRED**

SWITCHING ORDER # 14-0028



**\*\*\*\* NOTE \*\*\*\***

Streetlights are to be installed at the time of distribution installation. Do not make final terminations or energize unless on authorization of change is present in the WO packet.

**GENERAL STREETLIGHT NOTES**

1. Install 2' x 800 lum. HPS-Tri-Color. Fixtures are with fiberglass tapered poles with mounting hardware as shown below.
2. Poles are to be installed 2' from existing curb. Streetlight cables to be stubbed in marker posts.

**STREETLIGHT PROPOSAL**

1. 14 ft mounting pole fiberglass poles	2 x 8	0.00 each =	0.00	
2. Traditional	Paint Top Fixtures	2 x 8	0.00 each =	0.00
3. Fixed Charge for Streetlighting	2 x 8	100.00 each =	200.00	
			<b>TOTAL =</b>	<b>200.00</b>

**APPROX. ANNUAL ENERGY CHARGES**

1. Annual energy charge	2' x 800 lum. HPS	125.00 each	=	250.00
			<b>TOTAL =</b>	<b>250.00</b>

**STREETLIGHT LEGEND**

○ EXISTING LIGHT  
● PROPOSED LIGHT  
○ FUTURE LIGHT

**GENERAL NOTES ELECTRIC**

1. Main trench is to be installed 4' ft behind property lines. (Unless otherwise shown on plan)
2. Services are to be stubbed at lot lines and in marker posts except at transformers and pedestals
3. Install cable markers at all other cable stubs.
4. Install transformers per Detail "A" and P. 66-106-1 & P. 66-106-2 (EDM).
5. Utility easements have been or shall be provided for utility placement.
6. Install secondary vaults/pedestals per Detail "A" and P. 62-10 (EDM).

**GENERAL NOTES GAS**

1. For minimum bending radius of plastic pipe see P. 2-22-4 (CDM).
2. Install temporary pipeline markers at the end of all main stubs.
3. Proposed gas main shall be located in a min. 10' wide utility easement.
4. All mains parallel to roadway to be at 36" depth, (30" depth within utility easements).
5. Road crossings to be at 48" depth.
6. All gas main caps are to be installed 5' beyond property line unless otherwise specified.



**UNDERGROUND LEGEND**

1. Single-phase primary
2. Open wire primary
3. Three-phase primary
4. Single-phase secondary
5. Combination light and power secondary
6. Three-phase power secondary
7. Single-phase service
8. Combination lighting and power service
9. Three-phase power service
10. Strengthening conductor (S/C) No. 0 CUS
11. Strengthening conductor (S/C) No. 0 AL
12. Covered 200' main conductor for ducts

**TRENCH SYMBOLS**

PROP. ELEC. CONDUCTORS ONLY  
PROP. ELEC. AND GAS LINES ONLY  
PROP. GAS LINE ONLY  
PROP. ELEC. AND GAS FOLLOWING  
EXIST. ELEC. CONDUCTORS ONLY  
EXIST. GAS LINE ONLY  
FUTURE ELECTRIC TRENCH  
CONDUCTOR CHANGE

**DUCT**

2" Plastic	2" Plastic	A. No. 2 AL cable (175 mts NS, or secondary).
3" Plastic	3" Plastic	B. No. 10 AL cable (175 mts NS, or secondary).
4" Plastic	4" Plastic	C. No. 3/0 AL cable (175 mts NS, or secondary).
6" Plastic	6" Plastic	D. 200 kcmil AL cable (175 mts NS, or secondary).
8" Plastic	8" Plastic	E. 500 kcmil Cu cable (175 mts NS, or secondary).
12" Steel	12" Steel	F. No. 1/0 stranded AL cable (200 mts NS).
18" Steel	18" Steel	G. No. 3/0 stranded AL cable (200 mts NS).
24" Steel	24" Steel	H. No. 1/0 AL cable (200 mts NS).
36" Steel	36" Steel	I. Cable joint.
48" Steel	48" Steel	J. 200 kcmil AL cable (200 mts NS).
60" Steel	60" Steel	K. 500 kcmil AL cable (200 mts NS).
72" Steel	72" Steel	L. No. 1/0 AL cable (200 mts NS).
84" Steel	84" Steel	M. Marker to locate course.
96" Steel	96" Steel	N. Refer to Note on Drawing for Note 1, etc.
108" Steel	108" Steel	O. No. 1/0 AL solid cable (200 mts NS).
120" Steel	120" Steel	P. No. 1/0 AL solid cable (200 mts NS, jacketed).
132" Steel	132" Steel	Q. No. 1/0 AL stranded cable (200 mts NS, jacketed).
144" Steel	144" Steel	R. No. 1/0 AL solid cable (200 mts tree-retardant NS, jacketed).
156" Steel	156" Steel	S. 200 kcmil AL cable (200 mts NS, jacketed).
168" Steel	168" Steel	T. 500 kcmil AL cable (200 mts tree-retardant NS, jacketed).
180" Steel	180" Steel	U. 250 kcmil AL cable (200 mts NS, jacketed).
192" Steel	192" Steel	V. 250 kcmil AL cable (200 mts tree-retardant NS, jacketed).
204" Steel	204" Steel	W. 750 kcmil AL cable (200 mts NS, jacketed).
216" Steel	216" Steel	X. 750 kcmil AL cable (200 mts tree-retardant NS, jacketed).

**GAS MAIN FOOTAGES**

MAIN SIZE AND TYPE	PROP. FOOTAGE	ACTUAL
2" P-UP TRENCH	585 FT	FT
2" P-UP BORE	105 FT	FT

**CONTACT PERSONS**

DEVELOPER: DTN MANAGEMENT  
THEIR ENGINEER: ALLEN RUSSELL  
THEIR SURVEYOR:  
THEIR CONTRACTOR:  
CPED STATION: RYAN AMERSON

**CONSTRUCTION CERTIFICATION**

Work was completed on Engineering or changed as indicated. All Satisfactory Material Was Returned to Stakes

Signed: \_\_\_\_\_ In Direct Charge of Work

Started: \_\_\_\_\_ 20, Completed: \_\_\_\_\_ 20

**TELEPHONE LIST**

TO BE JT TRENCH (1/1/17) \_  
TO BE JT TRENCH (1/1/17) \_

**CONSTRUCTION MEASURE**

DATE: 03/02/14  
DURATION: 9.0 # 0.5 HR

**ASPEN RIDGE APTS #3A**

BLDG #1 & #7  
PROVIDE GAS & ELEC. SERVICE  
FOR DTN MANAGEMENT

DATE APPROVED: 01/20/14

DATE APPROVED: 03/02/14

DELHI TWP

NO. DATE REVISION BY: APPR

## DELHI CHARTER TOWNSHIP

## MEMORANDUM

**TO:** Delhi Township Board Members

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

**DATE:** April 10, 2014

**RE:** Resolution No. 2014-004 – Streetlight Special Assessment District/Roll – Aspen Lakes and Aspen Ridge

---

Enclosed for your review and consideration is a resolution which combines previously established streetlight special assessment districts for the various phases of Aspen Lakes development and adds 2 new streetlights for new development within Aspen Lakes being referred to as Aspen Ridge Phase III.

The necessary “Waiver and Consent” has been executed representing the property owner. This document waives their rights to a public hearing and gives their consent to the special assessment for the installation and maintenance of streetlighting improvements as recommended by Consumers Energy Company. Therefore, I recommend the Township Board adopt this resolution.

**Recommended Motion:**

**To adopt Resolution No. 2014-004 which combines previously established Streetlight Special Assessment Districts for Aspen Lakes, Phases I and II (SL 084a, 084b and 084c), and adds new streetlights for the Aspen Ridge Phase III development to create a new Streetlight Special Assessment District and Roll (SL084) as attached in Exhibit B.**



## MEMORANDUM

TO: John B. Elsinga, Township Manager

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

DATE: April 10, 2014

RE: Streetlight District – Aspen Ridge

As you are aware, Aspen Ridge is the third phase of apartments within the Aspen Lakes development and it is currently under construction. Two additional streetlights will be installed at this time in conjunction with this ongoing project. These lights need to be incorporated into a Streetlight Special Assessment District (“district”) so that the Township can collect, from the property owner, the cost of operating and maintaining them.

There are currently three separate districts for the apartments in Aspen Lakes. This was originally done because a new district was created for each phase of the project. At this time, staff recommends combining the three into a single district. In addition, the parcel that Aspen Ridge is located on needs to be added as it is a benefitting property. The costs associated with the two new lights will also be added. All of these changes have been incorporated into the district roll that I’ve attached here.

The property owner is supportive of the proposed district consolidation and the addition of the new lights and property. They have provided a Waiver and Consent, which waives their right to a public hearing on this matter. This means that the Township Board can approve the attached Resolution at their upcoming April 15<sup>th</sup> meeting.

In addition to the documents referred to above, I’ve also attached a plan provided by Consumers Energy which shows the location of the two new lights. A map of the three affected parcels is also attached. If you have any questions, or need any additional information, please don’t hesitate to ask. Otherwise, I would respectfully request that you forward this information to the Township Board for their consideration and action. Thank you.

DELHI CHARTER TOWNSHIP

RESOLUTION NO. 2014-004

A RESOLUTION TO COMBINE PREVIOUSLY CREATED STREETLIGHT SPECIAL ASSESSMENT DISTRICTS FOR ASPEN LAKES ESTATES INTO A SINGLE DISTRICT AND INCLUDE ASPEN RIDGE IN THE SAME SPECIAL ASSESSMENT ROLL

At a regular meeting of the Township Board of Trustee of the Charter Township of Delhi, Ingham County, Michigan, held at the Community Services Center, 2074 Aurelius Road, Holt, Michigan on Tuesday, the 15<sup>th</sup> day of April, 2014 at 7:30 p.m.

PRESENT:

ABSENT:

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

**WHEREAS**, the Board of Trustees has previously adopted Resolutions 2004-009, 2004-057 and 2006-034 which created individual Streetlight Special Assessment Districts for each phase of the Aspen Lakes Estates apartments development; and

**WHEREAS**, these Resolutions specifically created Streetlight Special Assessment District SL084a, SL084b and SL084c; and

**WHEREAS**, the owner of all parcels within these districts has requested that they be combined into a single Streetlight Special Assessment District to facilitate easier administration of the same which is also in the best interest of the Township; and

**WHEREAS**, the owner has recently started construction on the third phase of apartments within the Aspen Lakes development which is called Aspen Ridge Phase III; and

**WHEREAS**, additional streetlights will be installed within this phase of the development, starting with the addition of two (2) new lights along the north side of Wigman Road, but which may include additional lights as construction of Phase III continues; and

**WHEREAS**, the owner has provided a Waiver and Consent, attached as Exhibit A hereto, which waives their right to a hearing regarding the establishment of, or in this case,

amendment of Streetlight Special Assessment District SL084 to include all current and future streetlights that will be installed within Aspen Ridge Phase II; and

**WHEREAS**, it is expressly understood that while the attached Streetlight Special Assessment Roll (Exhibit B), which includes Aspen Ridge Phase III, currently only includes the two lights currently being installed, the roll will be modified, as needed, in the future to incorporate any additional lights installed for Aspen Ridge Phase III and that this will occur administratively without the need for any additional public hearing; and

**WHEREAS**, the Board of Trustees of the Charter Township of Delhi, pursuant to Act 246 of 1917 and Act 246 of 1931, as amended by PA 1989 No. 80 (MCL 41.289b), has received a petition from the owner/developer of the property included in Aspen Estates Phases I & II and Aspen Ridge Phase III requesting the combination of previously created Streetlight Special Assessment Districts and Special Assessment Rolls for the purpose of defraying, in whole or in part, the cost of street lighting within the district described above as SL084.

NOW THEREFORE, BE IT RESOLVED THAT:

1. Streetlight Special Assessment Districts SL084a, SL084b and SL084c shall be combined into a single Streetlight Special Assessment District known as SL084, and
2. Street lighting and property encompassing Aspen Ridge Phase III shall be amended into Streetlight Special Assessment District SL084, and
3. That the Streetlight Special Assessment roll, prepared by the Supervisor, assessing the cost of streetlights within District SL084 against properties listed in the roll, as shown in Exhibit B of this Resolution, shall be and is hereby confirmed and approved, and
4. That the cost of operation for lights within SL084 shall be assessed in December of each year, and future annual costs shall be collected in advance on succeeding years' special assessment rolls, and
5. Hereafter, the Township Board may periodically determine the amount to be assessed in the district for lighting of the roads and bridges and shall direct the Supervisor or Assessor to levy said amount within the district pursuant to Section 19c of Act 246 of 1931, as amended (MCL 41.289c).

Ayes:



WAIVER AND CONSENT  
TO STREET LIGHTING SPECIAL ASSESSMENT

The undersigned, being the duly authorized corporate officers, partners or owners of parcels of property located in the Charter Township of Delhi, Aspen Estates Phases I & II and Aspen Ridge Phase III Street lighting Special Assessment District, including the parcel(s) with taxation parcel number(s): 33-25-05-13-377-002 (*owned by Aspen Lakes Estates I, LLC*), 33-25-05-13-326-004 (*owned by DTN Aspen Ridge Apartments, LLC*) and 33-25-05-13-377-003 (*owned by Aspen Lakes Estates II, LLC*) which parcels are each included in the proposed special assessment district, hereby waive notice of hearing pursuant to P.A. 246 of 1931 notice of review of the special assessment roll for the Streetlight Special Assessment District and opportunity to present oral and written objections on the necessity of the proposed public improvement and on the special assessment roll(s); waive notice of hearing by first class mail and publication; and consent to the assessment for the following described improvements: consolidation of SL084a, SL084b, SL084c and the installation and maintenance of street lighting improvements according to the plan recommended for the entire Aspen Ridge Phase III by the servicing electric utility for the area to be included in the district.

The undersigned further agrees to an annual assessment in the amount to be billed to Delhi Township for twelve months of street lighting services according to the utility's schedule of rates.

The undersigned further acknowledges that by waiving notice and failing to appear and protest at the hearing, such failure shall preclude an appeal of the special assessment to the Michigan Tax Tribunal. In the event the undersigned shall decide to appear at the hearing and protest said assessment, the undersigned understands that any appeal must be in writing and shall be filed with the Michigan Tax Tribunal within 30 days after confirmation of the special Assessment roll.

*(Signatures to follow)*

Aspen Lakes Estates I, LLC  
A Michigan limited liability company  
By: DTN Holdings, LLC  
A Michigan limited liability company  
Its: Sole Member  
By: Iqbal S. Uppal  
Iqbal S. Uppal  
Its: Manager

Aspen Lakes Estates II, LLC  
A Michigan limited liability company  
By: DTN Holdings, LLC  
A Michigan limited liability company  
Its: Sole Member  
By: Iqbal S. Uppal  
Iqbal S. Uppal  
Its: Manager

DTN Aspen Ridge Apartments, LLC  
A Michigan limited liability company  
By: DTN Holdings, LLC  
A Michigan limited liability company  
Its: Sole Member  
By: Iqbal S. Uppal  
Iqbal S. Uppal  
Its: Manager

*By signing above, I attest that I am the duly authorized representative for the property owner and am legally authorized to sign on behalf of same.*

**Delhi Charter Township Special Assessment - SL084**

**Aspen Estates Ph I & II & Aspen Ridge Ph III**

<u>Lot #</u>	<u>Property #</u>	<u>Benefits</u>	<u>2014 et al</u> <u>Roll</u>
N/A	13-377-002	1	\$1,172.08
	13-377-003	1	\$1,172.08
	13-326-004	1	\$1,172.08
	<b>Total Roll</b>	<b>3</b>	<b>\$3,516.24</b>

\$152.88 per light per year times 23 lights equals	<b>\$3,516.24</b>
\$3,516.24 divided by 3 benefits equals	\$1,172.08
\$1,172.08 times 3 benefit equals	<b>\$3,516.24</b>

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

\_\_\_\_\_  
date

**DELHI CHARTER TOWNSHIP CASH AND INVESTMENTS**  
**Quarterly Report - Institution Summary**  
**March 31, 2014**

<u>INSTITUTION</u>	<u>TYPE OF ACCOUNT</u>	<u>TOTAL CASH/INVESTMENTS at March 31, 2014</u>	
Chase	Checking and Investment	\$	11,796,083
Dart Bank	Hi-Fi Money Market & CD's		1,242,864
Comerica	Certificates of Deposit, Securities		550,559
Flagstar	Certificate of Deposit		202,175
Stifel Nicolaus	Securities, Money Fund		164,128
First Merit Bank	Investment Savings		126,859
Class Pool	Investment Savings		102,386
PNC Bank	Money Market		100,945
	<b>Total Delhi Township</b>	<b>\$</b>	<b>14,285,999</b>

**Delhi Downtown Development Authority Cash & Investments**

<u>INSTITUTION</u>	<u>TYPE OF ACCOUNT</u>	<u>TOTAL CASH/INVESTMENTS at March 31, 2014</u>	
Chase	Checking and Investment	\$	2,587,237
Dart Bank	Hi-Fi Savings/Checking		1,441,948
Flagstar Bank	Investment		76,499
	<b>Total Downtown Development Authority</b>	<b>\$</b>	<b>4,105,684</b>