

**DELHI CHARTER TOWNSHIP
COMMITTEE OF THE WHOLE MEETING HELD ON NOVEMBER 5, 2014**

The members of the Delhi Charter Township Committee of the Whole met on Wednesday, November 5, 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 John Hayhoe, Megan Ketchum, DiAnne Warfield

Members Absent: Trustee Jon Harmon

BUSINESS

STORMWATER, ASSET MANAGEMENT AND WASTEWATER (SAW) GRANT

The Board reviewed a memorandum dated October 30, 2014 from Twp. Mgr. Elsinga (ATTACHMENT I).

Jamie Burton, Hubbell, Roth and Clark, Inc., gave an overview of the Stormwater, Asset Management and Wastewater (SAW) Grant program. The \$450,000,000 SAW grant is being funded by the 2002 Great Lakes Water Quality Bonds. In fiscal years 2014 and 2015, \$97,000,000 is available. Delhi Township was selected for the fiscal year 2015 funding and will be receiving \$2,000,000 with a local match of \$444,444. A portion of the match amount will include Township staff time along with incurred expenses.

The grant will be used for wastewater planning and design of the Pine Tree Lift Station retrofit; the Eifert Road Forcemain replacement; primary clarifiers equipment; emergency generator interconnections; RBC building conversion and the lagoon building replacement. This does not include construction costs estimated at \$1,800,000. The majority of the grant will be used for Wastewater Asset and Stormwater Management Plans.

DEPARTMENT OF PUBLIC SERVICES OCTOBER ACTIVITY REPORT

The Board reviewed the Department of Public Services October Activity Report (ATTACHMENT II).

PUBLIC COMMENT

ADJOURNMENT

Meeting adjourned at 7:19 p.m.

Date: November 18, 2014

Evan Hope, Township Clerk

Date: November 18, 2014

C.J. Davis, Supervisor

/af

SUBJECT TO APPROVAL

DELHI CHARTER TOWNSHIP

MEMORANDUM

TO: Delhi Township Board Members

FROM: John B. Elsinga, Township Manager

DATE: October 30, 2014

RE: Stormwater, Asset Management and Wastewater Grant

Enclosed for your review and approval is a request to acknowledge the receipt of a SAW (Stormwater, Asset Management and Wastewater) Grant from the State of Michigan and authorize Hubbell, Roth and Clark, Inc. to provide consulting and engineering services associated with the grant projects.

In November 2013 the Township Board authorized the submittal of a SAW Grant Application. This new grant program is being offered through the State of Michigan Department of Environmental Quality (DEQ) and the Michigan Finance Authority (MFA). Its purpose is to provide grant funding, with some local match, to enable communities to develop asset management plans and stormwater management plans, along with the design of wastewater or stormwater infrastructure.

Just this month the Township was notified that we are a recipient of grant funding for the fiscal year 2015. The total funding request of the grant is \$2,444,444 with \$2,000,000 in grant money and a local match by the Township of \$444,444. Since January 2013 the Township has made necessary infrastructure repairs and maintenance and incurred costs that can be accounted for over half of our local match portion and will be applied as such.

Approximately 80% of the requested funding will be used to fully develop an asset management plan over the next three years which has become a requirement of our NPDES permit. An asset management plan provides us with the dollar value of all the components within our wastewater collection/treatment system, their useful life, and subsequently a replacement schedule from which we can develop a capital improvement plan that will sustain the operability of the whole system in the future.

Recommended Motion:

To acknowledge the receipt of a SAW Grant from the State of Michigan in the amount of \$2,444,444, with the Township's match being \$444,444, and authorize Hubbell, Roth and Clark, Inc. to provide consulting and engineering services associated with the grant projects.



PRINCIPALS

George E. Hubbell
Thomas E. Biehl
Walter H. Alix
Peter T. Roth
Keith D. McCormack
Nancy M. D. Faught
Daniel W. Mitchell
Jesse B. VanDeCreek
Roland N. Alix

SENIOR ASSOCIATES

Gary J. Tressell
Kenneth A. Melchior
Randal L. Ford
William R. Davis
Dennis J. Benoit

ASSOCIATES

Jonathan E. Booth
Michael C. MacDonald
Marvin A. Olane
Robert F. DeFrain
Marshall J. Grazioli
Thomas D. LaCross
James F. Burton
Donna M. Martin
Charles E. Hart

HUBBELL, ROTH & CLARK, INC.

OFFICE: 2101 Aurelius Road, Suite 2A
Holt, MI 48842
PHONE: 517.3694.7760
WEBSITE: www.hrc-engr.com
EMAIL: info@hrc-engr.com

October 31, 2014

Delhi Charter Township
2074 Aurelius Road
Holt, Michigan 48842

Attn: Mr. John Elsinga, Township Manager

Re: SAW Update and Program Discussion
Delhi Charter Township

HRC Job No. 20140175

Dear Mr. Elsinga:

We are pleased to report to your office and the Township Board that Delhi has been awarded the Stormwater, Asset Management and Wastewater (SAW) grant. Please find attached, the approval letter and original grant agreement from MDEQ. The final executed agreement should be received by the Township in the next few weeks. By way of summary, the Township requested a \$2,444,444 grant for the following activities:

- Design of wastewater projects - \$219,670
- Wastewater asset management plan- \$1,949,716
- Stormwater management plan- \$275,058

MDEQ will fund \$2,000,000 (~82%) of these project costs. The Township will be responsible for the \$444,444 match. At this time, it is the Township's intent is to cover the match with in-kind services and pre-grant expenses on approved activities. At this point, the budgeted grant match includes:

- Force Account (Staff Time) - \$218,534
- Incurred Expense - \$155,055

The remaining match balance will likely be in additional staff time over the 3 year planning window. Thus, the Township will not likely contribute further cash match beyond the expenses already incurred.

Attached you will find the grant tracking and summary spreadsheet the Township and our office created collaboratively. This highlights the estimated cost allocations of the grant. Other than the total amount per funding category and a few grant limits, the individual tasks are estimates and can be shifted to better fit the Township needs, provided the grant objectives are still met upon completion. We will expand on each category at the Township Board meeting. Further, we recommend that the project be split into 3 phases of Township Board approvals (roughly \$800,000 each phase). The specific tasks within each phase and timing will be developed as the overall project is organized and reviewed with MDEQ staff. The Phasing will be discussed at the first quarterly Township Board update meeting.

We are also assisting the Township with the first reimbursement request to be made under this program. A summary will be provided at the Board meeting. Once the agreement is returned by MDEQ, this will be immediately submitted and payment is expected within a few weeks.

Mr. John Elsinga
October 31, 2014
HRC Job Number 2014075
Page 2 of 2

We recommend the following:

1. The Township Board formally approves the overall SAW program and approves the Phase I budget with professional service costs administered by the Township Manager within the specified budgets.
2. Contracted services, such as forcemain inspection, be bid or quoted and brought before the Township Board for approval.
3. HRC representatives and the Director of Public Services report to the Township Board quarterly on completed tasks, upcoming work, and budgeting.

If you have any questions or require any additional information, please contact the undersigned.

Very truly yours,
HUBBELL, ROTH & CLARK, INC.



James F. Burton, P.E.
Associate

pc: Delhi Charter Township; Township Board, Ms. Sandra Diorka
HRC; G. Hubbell, K. Stickel, T. Grant, File

Task	Fiscal Year	Estimated SAW Eligible Costs	Force Account Costs	Incurred Costs	Vendor/Software/Contractor	Consultant Costs
DESIGN SERVICES - APPENDIX A						
Pine Tree Lift Station Retrofit		\$ 21,100				\$ 21,100
Eifert Road Forcemain Replacement (Inc SME proposal) NORTH	2014	\$ 99,560				\$ 99,560
Eifert Road Forcemain Replacement Construction SOUTH						
Replacement of Primary Clarifier Drives	2014	\$ 16,350				\$ 16,350
Emergency Generator Interconnections		\$ 12,060				\$ 12,060
RBC Building Conversion		\$ 51,420				\$ 51,420
Lagoon Building Replacements	2014	\$ 19,180				\$ 19,180
SUBTOTAL - DESIGN SERVICES - APPENDIX A		\$ 219,670	\$ -	\$ -	\$ -	\$ 219,670
SANITARY SEWER AMP - APPENDIX C						
Asset Management Project Initiation and Management						
- Application Preparation	2013	\$ 9,240	\$ -			\$ 9,240
- Project organization, personnel, meetings	2014	\$ 26,074	\$ 6,074			\$ 20,000
- Level of Service and Key Performance Goals		\$ 11,656	\$ 1,656			\$ 10,000
- Public Education		\$ 25,854	\$ 1,854			\$ 24,000
Asset Management Software, Hardware & Training						
- GIS/Asset Management Software		\$ -				
ESRI Bundle - Advanced		\$ 17,810			\$ 17,810	
ESRI Bundle - Basic		\$ 2,700			\$ 2,700	
Cityworks 1st log in		\$ 7,995			\$ 7,995	
Cityworks 2-5 log in		\$ 3,995			\$ 3,995	
Services		\$ 12,500			\$ 12,500	
- GIS/Asset Management Training		\$ 3,610	\$ 3,610			
RS & GIS Training (3 day -30 hours) (2)		\$ 2,400			\$ 2,400	
RS & GIS Training Intro (2 day - 20 hours) (2)		\$ 1,200			\$ 1,200	
- GIS/Asset Management Hardware		\$ -	\$ -			
Tablet/Mobile Devices (3)		\$ 4,416			\$ 4,416	
ESRI Bundle		\$ 1,180			\$ 1,180	
Asset Inventory and Data Collection						
- Digitize existing records						
- Determine inventory needs/scope						
- Perform field inventory of facility assets to determine/verify asset data			\$ 10,522			\$ 115,000
- Input assets into AMP software						
- Add sanitary sewer leads and invert information						
- Add additional sewer information as available						
GIS Training						
Condition Assessment						
- Metering and Modeling		\$ 151,851	\$ 1,851			\$ 150,000
TV Truck Software						
- Cleaning and televising of separated sewers and rating with PACP system* - Incurred		\$ 99,768		\$ 99,768		
- Cleaning and televising of separated sewers and rating with PACP system*		\$ 109,547	\$ 99,547			\$ 10,000
PACP Coding						
- PACP and MACP training for staff (2)		\$ 3,772	\$ 1,972		\$ 1,800	\$ -
- Manhole Inspections		\$ 38,728	\$ 4,728			\$ 34,000
- Plant, Pump Station and Forcemain Inspections - Incurred		\$ 6,711		\$ 6,711		
- Plant, Pump Station and Forcemain Inspections - Incurred		\$ 28,080		\$ 28,080		
- Plant, Pump Station and Forcemain Inspections - Incurred		\$ 500		\$ 500		
- Plant, Pump Station and Forcemain Inspections - Incurred		\$ 640		\$ 640		
- Plant, Pump Station and Forcemain Inspections - Incurred		\$ 9,855		\$ 9,855		
- Plant, Pump Station and Forcemain Inspections		\$ 927,956	\$ 16,506		\$ 831,450	\$ 80,000
Lab and Garage Buildings						
- Probability of Failure Analysis		\$ 73,269	\$ 3,269			\$ 70,000
- Level of Service and Key Performance Achievements		\$ 25,479	\$ 479			\$ 25,000
Asset Criticality and Risk						
- Assessment of Criticality & Risk		\$ 92,605	\$ 12,605			\$ 80,000
- Capital planning and operation optimization		\$ 73,146	\$ 8,146			\$ 65,000
Rate Structure						
- Life cycle costing		\$ 51,659				
- Funding review - Incurred				\$ 9,500		
- Funding review			\$ 2,159		\$ 25,000	\$ 15,000
- Financial review and analysis						
SUB-TOTAL APPENDIX C WASTEWATER		\$ 1,949,716	\$ 174,976	\$ 155,054	\$ 912,446	\$ 707,240

Task	Fiscal Year	Estimated SAW Eligible Costs	Force Account Costs	Incurred Costs	Vendor/Software/Contractor	Consultant Costs
STORMWATER MANAGEMENT PLAN - APPENDIX D						
Description and Map of Jurisdictional Boundary						
Preparation of Application (Inc. in Appendix C)		\$ -	\$ -			\$ -
Project Administration		\$ 13,776	\$ 5,776			\$ 8,000
Map of all Township watersheds, subwatersheds, and drainage districts		\$ 4,669	\$ 669			\$ 4,000
Create/modify storm sewer geodatabases for Township owned storm sewers		\$ 8,669	\$ 669			\$ 8,000
Delineate DD boundaries on GIS (based on legal description, not physical boundaries)		\$ 4,669	\$ 669			\$ 4,000
Lidar processing		\$ 2,334	\$ 334			\$ 2,000
Description of Major Components of Stormwater System and/or Drainage District						
Create data model		\$ 8,669	\$ 669			\$ 8,000
Location and route of drains into geodatabase. Importing/converting CAD files.		\$ 8,669	\$ 669			\$ 8,000
Drainage attributes		\$ 4,669	\$ 669			\$ 4,000
Create stormwater flow model		\$ 39,632	\$ 3,632		\$ 20,000	\$ 16,000
Coordination with GIS drainage district boundary corrections		\$ 5,280	\$ 1,280			\$ 4,000
Clean and televise Township owned storm sewers		\$ 11,964	\$ 7,964			\$ 4,000
Description of Publicly Owned BMPs and Private BMPs that significantly affect System						
Field Investigation		\$ 26,953	\$ 2,953			\$ 24,000
Searching existing resources (watershed groups, etc.) for data		\$ 4,000	\$ -			\$ 4,000
Description of all stormwater and know stormwater related water quality problems within planning area						
Condition assessment of drainage areas		\$ 10,474	\$ 2,474			\$ 8,000
Review complaint and maintenance records		\$ 4,611	\$ 611			\$ 4,000
Review WMP, TMDL		\$ 4,611	\$ 611			\$ 4,000
Water Quality Monitoring		\$ 15,904	\$ 1,904		\$ 2,000	\$ 12,000
Recommendations and analysis of projects to correct stormwater problems						
Identify capital projects		\$ 9,424	\$ 1,424			\$ 8,000
Develop unit prices for standard items of work		\$ 2,000	\$ -			\$ 2,000
Develop cost estimates		\$ 4,000	\$ -			\$ 4,000
General plans and pilot projects		\$ 21,090	\$ 1,090			\$ 20,000
Timeline for Implementation of the Plan						
Timeline		\$ 4,631	\$ 631			\$ 4,000
General Maintenance Plan						
Maintenance & Management Plan & Report		\$ 9,026	\$ 1,026			\$ 8,000
A General Description of Land Use Percentages						
Develop GIS maps from existing sources		\$ 4,334	\$ 334			\$ 4,000
Public Education and Involvement						
Development of materials		\$ 20,270	\$ 2,770		\$ 2,500	\$ 15,000
Develop guidance for permit reviews, Road Commission, municipal drainage		\$ 4,784	\$ 784			\$ 4,000
Developing standards for converting construction CAD drawings to GIS		\$ 5,118	\$ 1,118			\$ 4,000
Meetings and conference calls		\$ 10,828	\$ 2,828			\$ 8,000
SUB TOTAL - SWMP APPENDIX D		\$ 275,058	\$ 43,558	\$ -	\$ 24,500	\$ 207,000
TOTAL		\$ 2,444,443	\$ 218,533	\$ 155,054	\$ 936,946	\$ 1,133,910

K. Project Cost Worksheet

Read the instructions below before completing the Project Cost Worksheet.

Grant Budget Item	Incurred Project Costs A	Estimated Project Costs B	Cost Supporting Documents Attached?	Total Project Costs A+B
1. Project Planning Costs			<input type="checkbox"/> YES	
2. Design Engineering Costs		\$219,670	<input checked="" type="checkbox"/> YES	\$219,670
3. User Charge System Development Costs			<input type="checkbox"/> YES	
4. Wastewater Asset Management Plan Costs	\$155,054	\$1,794,662	<input checked="" type="checkbox"/> YES	\$1,949,716
5. Stormwater Asset Management Plan Costs			<input type="checkbox"/> YES	
6. Stormwater Management Plan Costs		\$275,058	<input checked="" type="checkbox"/> YES	\$275,058
7. Innovative Wastewater and Stormwater Technology Costs			<input type="checkbox"/> YES	
8. Disadvantaged Community Construction Cost			<input type="checkbox"/> YES	
9. Cost Subtotal				\$2,444,444
10. LESS Local Match				\$444,444
11. Requested SAW Grant Amount (Line 9 minus Line 10)				\$2,000,000

1. Entering Cost Figures

To complete the Project Cost Worksheet, enter costs incurred to date in the first column and estimated costs in the second column. **Use whole dollar amounts for all entries.** A budget line item may have costs entered in each column; however, the entries must accurately reflect the division between incurred costs and estimated (i.e., the costs in the second column must not be a cumulative total but are to represent the balance of costs not yet incurred).

2. Supporting Documentation

Documentation must be attached to your application to support the costs included on the Project Cost Worksheet: Validate by checking the box in the third column on each requested line item.

- For incurred costs, adequate supporting documentation means executed contract; an invoice; proof of billing or payment for each cost for which grant assistance is being sought (e.g., copies of the monthly invoices from your consulting engineer, timesheet/payroll records showing hours worked and work performed).
- For estimated costs, adequate supporting documentation means an engineer's estimate; a letter, or email from a vendor detailing the services to be rendered and their costs; or a ledger of anticipated billable force account hours, employee rates, and classifications.

3. Executed Contracts (required for reimbursement, not required for grant application)

A contract between the applicant and the vendor must be executed for each service that has been or is to be rendered if the cost of such service is greater than \$50,000. An executed

THE FORM WILL NOT BE ACCEPTED IF IT HAS BEEN EDITED, ALTERED, RETYPED, OR CONVERTED TO ANY OTHER FORMAT.



Michigan Finance Authority

Stormwater, Asset Management, and Wastewater (SAW) GRANT AGREEMENT

This Grant Agreement ("Agreement") is made as of _____ 20____, among the Michigan Department of Environmental Quality, Office of Drinking Water and Municipal Assistance (the "DEQ"), the Michigan Finance Authority (the "Authority") (the DEQ and the Authority are, collectively, the "State") and the _____, County of _____ ("Grantee") in consideration for providing grant assistance to the Grantee.

The purpose of this Agreement is to provide funding for the project named below. The State is authorized to provide grant assistance pursuant to the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended. Legislative appropriation of funds for grant disclosure is set forth in 2013 Public Act 59.

The Grantee shall be required to repay the grant made under this Agreement (the "Grant"), within 90 days of being informed by the State to do so, under certain conditions, as set forth in Section XVIII. Program Specific Requirements: SAW Grant.

Award of a Grant under this Agreement and completion of the activities identified in Exhibit A does not guarantee loan assistance from the State Revolving Fund, Strategic Water Quality Initiatives Fund, or Stormwater, Asset Management or Wastewater.

GRANTEE INFORMATION:

Name/Title of Authorized Representative

Address

Address

Telephone number

E-mail address

GRANT INFORMATION:

Project Name: _____

Project #: _____

Amount of Grant: \$ _____

Amount of Match \$ _____

Project Total \$ _____ (grant plus match)

Start Date: _____ End Date: _____

DEQ REPRESENTATIVE:

Name/Title

Address

Address

Telephone number

E-mail address

AUTHORITY REPRESENTATIVE:

Name/Title

Address

Address

Telephone number

E-mail address

THE FORM WILL NOT BE ACCEPTED IF IT HAS BEEN EDITED, ALTERED, RETYPED, OR CONVERTED TO ANY OTHER FORMAT.

The individuals signing below certify by their signatures that they are authorized to sign this Grant Agreement on behalf of their respective parties, and that the parties will fulfill the terms of this Agreement, including the attached Exhibit A, and use this Grant only as set forth in this Agreement.

GRANTEE

Signature of Grantee

Date

Name and title (typed or printed)

MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY

Its Authorized Officer

Date

MICHIGAN FINANCE AUTHORITY

Its Authorized Officer

Date

I. PROJECT SCOPE

This Agreement shall be in addition to any other contractual undertaking by the Grantee contained in the Resolution authorizing the Grant (the "Resolution").

This Agreement, including its exhibit(s), constitutes the entire agreement between the DEQ, the Authority, and the Grantee.

- (A) The scope of this Grant is limited to the activities specified in Exhibit A (the "Project"), and such activities as are authorized by the State under this Agreement. Any change in project scope requires prior written approval in accordance with Section III, Changes, in this Agreement.
- (B) By acceptance of this Agreement, the Grantee commits to complete the Project identified in Exhibit A within the time period allowed for in this Agreement and in accordance with the terms and conditions of this Agreement.

II. AGREEMENT PERIOD

This Agreement shall take effect on the date that it has been signed by all parties (the "Effective Date"). The Grantee shall complete the Project in accordance with all the terms and conditions specified in this Agreement no later than the End Date shown on page one. **Only costs incurred on or after January 2, 2013 and between the Start Date and the End Date shall be eligible for payment under this Grant.**

THE FORM WILL NOT BE ACCEPTED IF IT HAS BEEN EDITED, ALTERED, RETYPED, OR CONVERTED TO ANY OTHER FORMAT.

III. CHANGES

Any decreases in the amount of the Grantee's compensation, significant changes to the Project, or extension of the End Date, shall be requested by the Grantee in writing, and approved in writing by the State in advance. The State reserves the right to deny requests for changes to the Agreement including its Exhibit A. No changes can be implemented without approval by the State.

IV. GRANTEE PAYMENTS AND REPORTING REQUIREMENTS

The Grantee shall meet the reporting requirements specified in Section XVIII of this Agreement.

V. GRANTEE RESPONSIBILITIES

- (A) The Grantee agrees to abide by all local, state, and federal laws, rules, ordinances and regulations in the performance of this Grant.
- (B) All local, state, and federal permits, if required, are the responsibility of the Grantee. Award of this Grant is not a guarantee of permit approval by the state.
- (C) The Grantee shall be solely responsible to pay all taxes, if any, that arise from the Grantee's receipt of this Grant.
- (D) The Grantee is responsible for the professional quality, technical accuracy, timely completion, and coordination of all designs, drawings, specifications, reports, and other services furnished by its subcontractors under this Agreement. The State will consider the Grantee to be the sole point of contact concerning contractual matters, including payment resulting from this Grant. The Grantee or its subcontractor shall, without additional grant award, correct or revise any errors, omissions, or other deficiencies in designs, drawings, specifications, reports, or other services.
- (E) The DEQ's approval of drawings, designs, specifications, reports, and incidental work or materials furnished hereunder shall not in any way relieve the Grantee of responsibility for the technical adequacy of the work. The DEQ's review, approval, acceptance, or payment for any of the services shall not be construed as a waiver of any rights under this Agreement or of any cause of action arising out of the performance of this Agreement.
- (F) The Grantee acknowledges that it is a crime to knowingly and willfully file false information with the State for the purpose of obtaining this Agreement or any payment under the Agreement, and that any such filing may subject the Grantee, its agents, and/or employees to criminal and civil prosecution and/or termination of the Grant.

VI. ASSIGNABILITY

The Grantee shall not assign this Agreement or assign or delegate any of its duties or obligations under this Agreement to any other party without the prior written consent of the State. The State does not assume responsibility regarding the contractual relationships between the Grantee and any subcontractor.

VII. NON-DISCRIMINATION

The Grantee shall comply with the Elliott Larsen Civil Rights Act, 1976 PA 453, as amended, MCL 37.2101 *et seq*, the Persons with Disabilities Civil Rights Act, 1976 PA 220, as amended, MCL 37.1101 *et seq*, and all other federal, state, and local fair employment practices and equal opportunity laws and covenants that it shall not discriminate against any employee or applicant for employment, to be employed in the performance of this Agreement, with respect to his or her hire, tenure, terms, conditions, or privileges of employment, or any matter directly or indirectly related to employment, because of his or her race, religion, color, national origin, age, sex, height, weight, marital status, or physical or mental disability that is unrelated to the individual's ability to perform the duties of a particular job or position. The Grantee agrees to include in every subcontract entered into for the performance of this Agreement this covenant not to discriminate in employment. A breach of this covenant is a material breach of this Agreement.

VIII. UNFAIR LABOR PRACTICES

The Grantee shall comply with the Employers Engaging in Unfair Labor Practices Act, 1980 PA 278, as amended, MCL 423.321 *et seq*.

IX. LIABILITY

(A) The Grantee, not the State, is responsible for all liabilities as a result of claims, judgments, or costs arising out of activities to be carried out by the Grantee under this Agreement, if the liability is caused by the Grantee, any subcontractor, or anyone employed by the Grantee.

(B) All liability as a result of claims, demands, costs, or judgments arising out of activities to be carried out by the State in the performance of this Agreement is the responsibility of the State and not the responsibility of the Grantee if the liability is materially caused by any State employee or agent.

(C) In the event that liability arises as a result of activities conducted jointly by the Grantee and the State in fulfillment of their responsibilities under this Agreement, such liability is held by the Grantee and the State in relation to each party's responsibilities under these joint activities.

(D) Nothing in this Agreement should be construed as a waiver of any governmental immunity by the Grantee, the State, its agencies, or their employees as provided by statute or court decisions.

X. CONFLICT OF INTEREST

No government employee or member of the legislative, judicial, or executive branches or member of the Grantee's governing body, its employees, partner, agencies or their families shall have benefit financially from any part of this Agreement.

XI. AUDIT AND ACCESS TO RECORDS

See Section XVIII (C).

XII. INSURANCE

(A) The Grantee shall maintain insurance or self insurance that will protect it from claims that may arise from the Grantee's actions under this Agreement or from the actions of others for whom the Grantee may be held liable.

THE FORM WILL NOT BE ACCEPTED IF IT HAS BEEN EDITED, ALTERED, RETYPED, OR CONVERTED TO ANY OTHER FORMAT.

- (B) The Grantee must comply with applicant workers' compensation laws while engaging in activities authorized under this Agreement.

XIII. OTHER SOURCES OF FUNDING

The Grantee guarantees that any claims for reimbursement made to the State under this Agreement shall not be financed by any source other than the State under the terms of this Agreement. If funding is received through any other source, the Grantee agrees to delete from Grantee's billings or to immediately refund to the State, the total amount representing such duplication of funding.

XIV. COMPENSATION

- (A) A breakdown of Project costs covered under this Agreement is identified in Exhibit A. The State will pay the Grantee a total amount not to exceed the amount on page one of this Agreement, in accordance with Exhibit A, and only for expenses incurred. All other costs over and above the Grant amount, necessary to complete the Project, are the sole responsibility of the Grantee.
- (B) The Grantee is committed to the match amount on page one of this Agreement, in accordance with Exhibit A. The Grantee shall expend all local match committed to the Project by the End Date of this Agreement.
- (C) The State will approve payment requests after approval of reports and related documentation as required under this Agreement.
- (D) The State reserves the right to request additional information necessary to substantiate payment requests.

XV. CLOSEOUT

- (A) A determination of Project completion shall be made by the DEQ after the Grantee has met any match obligations and satisfactorily completed the activities and provided products and deliverables described in Exhibit A.
- (B) Upon issuance of final payment from the State, the Grantee releases the State of all claims against the State arising under this Agreement. Unless otherwise provided in this Agreement or by State law, final payment under this Agreement shall not constitute a waiver of the State's claims against the Grantee.
- (C) The Grantee shall immediately refund to the State any payments or funds in excess of the costs allowed by this Agreement.

XVI. CANCELLATION

This Agreement may be canceled by the State, upon 30 days written notice, due to Executive Order, budgetary reduction, or other lack of funding upon request by Grantee or upon mutual agreement by the State and Grantee. The State reserves the right to provide just and equitable compensation to the Grantee for all satisfactory work completed under this Agreement.

XVII. TERMINATION

(A) This Agreement may also be terminated by the State for any of the following reasons upon 30 days written notice to the Grantee:

(1) If the Grantee fails to comply with the terms and conditions of the Agreement or with the requirements of the authorizing legislation cited on page 1 or the rules promulgated thereunder, or with other applicable law or rules.

(2) If the Grantee knowingly and willfully presents false information to the State for the purpose of obtaining this Agreement or any payment under this Agreement.

(3) If the State finds that the Grantee, or any of the Grantee's agents or representatives, offered or gave gratuities, favors, or gifts of monetary value to any official, employee, or agent of the State in an attempt to secure a subcontract or favorable treatment in awarding, amending, or making any determinations related to the performance of this Agreement.

(4) During the 30-day written notice period, the State shall also withhold payment for any findings under subparagraphs 1 through 3, above.

(5) If the Grantee or any subcontractor, manufacturer, or supplier of the Grantee appears in the register of persons engaging in unfair labor practices that is compiled by the Michigan Department of Licensing and Regulatory Affairs or its successor.

(B) The State may immediately terminate this Agreement without further liability if the Grantee, or any agent of the Grantee, or any agent of any subagreement, is:

(1) Convicted of a criminal offense incident to the application for or performance of a state, public, or private contract or subcontract;

(2) Convicted of a criminal offense, including but not limited to any of the following: embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or attempting to influence a public employee to breach the ethical conduct standards for State of Michigan employees;

(3) Convicted under state or federal antitrust statutes;

(4) Convicted of any other criminal offense which, in the sole discretion of the State, reflects on the Grantee's business integrity; or

(C) If a grant is terminated, the State reserves the right to require the Grantee to repay all or a portion of funds received under this Agreement.

XVIII. PROGRAM-SPECIFIC REQUIREMENTS: SAW REPAYABLE GRANT

(A) General Representations. The Grantee represents and warrants to, and agrees with, the Authority and DEQ, as of the date hereof as follows:

(1) Grant funds shall be expended only to cover costs for the development of an Asset Management Plan, Stormwater Management Plan, innovative wastewater or stormwater technology, construction costs for disadvantaged communities, or for planning, design and user charge development.

THE FORM WILL NOT BE ACCEPTED IF IT HAS BEEN EDITED, ALTERED, RETYPED, OR CONVERTED TO ANY OTHER FORMAT.

(2) Grant funds used for administrative activities or activities performed by municipal employees shall be limited to work that is directly related to the Project and is conducted by employees of the Grantee.

(3) The Grantee has full legal right, power and authority to execute this Agreement, and to consummate all transactions contemplated by this Agreement, the Resolution, and any and all other agreements relating thereto. The Grantee has duly authorized and approved the execution and delivery of this Agreement, the performance by the Grantee of its obligations contained in this Agreement, and this Agreement is a valid, legally binding action of the Grantee, enforceable in accordance with the terms thereof except as enforceability may be limited by bankruptcy, insolvency, reorganization, moratorium and other similar laws affecting the rights of creditors generally, and by principles of equity if equitable remedies are sought.

(4) The Resolution has been duly adopted by the Grantee, acting through its executive(s) or governing body, is in full force and effect as of the date hereof, and is a valid, legally binding action of the Grantee, enforceable in accordance with the terms thereof except as enforceability may be limited by bankruptcy, insolvency, reorganization, moratorium and other similar laws affecting the rights of creditors generally, and by principles of equity if equitable remedies are sought.

(5) The execution and delivery of this Agreement by the Grantee, and the fulfillment of the terms and conditions of, and the carrying out of the transactions contemplated by the Resolution and this Agreement do not and will not conflict with or constitute on the part of the Grantee a breach of, or a default under any existing law (including, without limitation, the Michigan Constitution), any court or administrative regulation, decree or order or any agreement, indenture, mortgage, obligation, lease or other instrument to which the Grantee is subject or by which it is bound and which breach or default would materially affect the validity or binding effect of the Grant, or result in a default or lien on any assets of the Grantee. No event has occurred or is continuing which with the lapse of time or the giving of notice, or both, would constitute a default by the Grantee under the Resolution or this Agreement.

(6) No consent or approval of, or registration or declaration with, or permit from, any federal, state or other governmental body or instrumentality, is or was required in connection with enactment by the Grantee of the Resolution, or execution and delivery by the Grantee of this Agreement which has not already been obtained, nor is any further election or referendum of voters required in connection therewith which has not already been held and certified and all applicable referendum periods have expired.

(7) Proceeds of the Grant will be applied (i) to the financing of the Project or a portion thereof as set forth in the Resolution and Exhibit A or (ii) to reimburse the Grantee for a portion of the cost of the Project. The Grantee will expend the proceeds of each disbursement of the Grant for the governmental purpose for which the Grant was issued.

(8) The attached Exhibit A contains a summary of the estimated cost of the Project, which the Grantee certifies is a reasonable and accurate estimate.

(9) The Grantee reasonably expects (i) to fulfill all conditions set forth in this Agreement to receive and to keep the Grant, and (ii) that no event will occur as set forth in this Agreement which will require the Grantee to repay the Grant.

(B) Repayment of Grant. The Grantee shall repay the Grant, within 90 days of being informed to do so, with interest calculated from the date Grant funds are first drawn at a rate not to exceed 8% per year, to be determined by the Authority, to the Authority for deposit into the SWQIF.

"(a) A grant recipient (shall) proceed with a project for which grant funding is provided within 3 years after the department approves the grant (executed grant agreement). For asset management programs related to sewage collection and treatment systems, this includes significant progress, as determined by the department, toward achieving the funding structure necessary to implement the program.

(b) The grant recipient (shall) repay the grant, within 90 days of being informed to do so, with interest at a rate not to exceed 8 percent per year, to the Authority for deposit into the fund if the applicant is unable to, or decides not to, proceed with a construction project or begin implementation of an asset management program for which grant funding is provided."

SAW grant recipients for wastewater system asset management plans are required to make significant progress on the funding structure. Significant progress is defined as a 5-year plan to eliminated the gap with a minimum initial rate increase to close at least 10 percent of the funding gap. The first rate increase must be implemented within three years of the executed grant. The applicant will need to certify that all grant activities have been completed at the end of three years. Asset management plans for stormwater systems are to be implemented. Stormwater management grant recipients must develop a stormwater management plan. Innovative project grant recipients must proceed with full implementation or certify that the project is not financially or technically feasible.

(C) Covenants and Certifications.

(1) The Grantee has the legal, managerial, institutional, and financial capability to plan, design, and build the Project, or cause the Project to be built, and cause all facilities eventually constructed to be adequately operated.

(2) The Grantee certifies that no undisclosed fact or event, or pending litigation, will materially or adversely affect the Project, the prospects for its completion, or the Grantee's ability to make timely repayments of the grant if any of the two (2) conditions identified under Section XVIII(B) occur.

(3) The Grantee agrees to provide the minimum appropriate local match for grant-eligible costs and disburse match funds to service providers concurrent with grant disbursements.

(4) The Grantee agrees to maintain complete books and records relating to the grant and financial affairs of the Project in accordance with generally accepted accounting principles ("GAAP") and generally accepted government auditing standards ("GAGAS").

(5) The Grantee agrees that all municipal contracts related to the Project will provide that the contractor and any subcontractor may be subject to a financial audit and must comply with GAAP and GAGAS.

(6) The Grantee agrees to provide any necessary written authorizations to the DEQ and the Authority for the purpose of examining, reviewing, or auditing the financial records of the Project. The applicant also agrees to require similar authorizations from all contractors, consultants, property owners or agents with which the applicant negotiates an agreement.

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(7) The Grantee agrees that all pertinent records shall be retained and available to the DEQ and the Authority for a minimum of three years after satisfactory completion of the Project and final payment. If litigation, a claim, an appeal, or an audit is begun before the end of the three-year period, records shall be retained and available until the three years have passed or until the action is completed and resolved, whichever is longer.

(8) The Grantee agrees to ensure that planning and design activities of the Project are conducted in compliance with the requirements of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended, its Administrative Rules; and all applicable state and federal laws, executive orders, regulations, policies, and procedures.

(9) The Grantee agrees that the Project shall proceed in a timely fashion and will exercise its best efforts to satisfy the program requirements as identified under Section XVIII(B) within three years of award of the SAW Grant from the Strategic Water Quality Initiatives Fund in accordance with Section 5204(e) of the Natural Resources and Environmental Protection Act 1994, PA 451, as amended.

(10) The Grantee acknowledges that acceptance of a wastewater asset management grant will subsequently affect future NPDES permits to include asset management language as applicable.

(D) Grantee Reimbursements and Deliverables

The Grantee may request grant disbursements no more frequently than monthly, using the Disbursement Request Form provided by the DEQ. Upon receipt of a disbursement request, the DEQ will notify the Authority, which will in turn disburse grant funds equal to 75 percent, 90 percent, or 100 percent of eligible costs, whichever percentage is applicable, that have been adequately documented. The forms provided by the State will include instructions on their use and shall be submitted to the DEQ representative at the address on page 1. All required supporting documentation (invoices) for expenses must be included with the disbursement request form. The Grantee is responsible for the final submittal of all documents prepared under this Grant and included in the Project Scope identified in Exhibit A.

(E) Miscellaneous Provisions.

(1) Applicable Law and Nonassignability. This Agreement shall be governed by the laws of the State of Michigan.

(2) Severability. If any clause, provision or section of this Agreement be ruled invalid or unenforceable by any court of competent jurisdiction, the invalidity or unenforceability of such clause, provision or section shall not affect any of the remaining clauses, provisions or sections.

(3) Execution of Counterparts. This Agreement may be executed in several counterparts each of which shall be regarded as an original and all of which shall constitute one and the same document.

XIX. USE OF MATERIAL

Unless otherwise specified in this Agreement, the Grantee may release information or material developed under this Agreement, provided it is acknowledged that the DEQ funded all or a portion of its development.

THE FORM WILL NOT BE ACCEPTED IF IT HAS BEEN EDITED, ALTERED, RETYPED, OR CONVERTED TO ANY OTHER FORMAT.

XX. SUBCONTRACTS

The State reserves the right to deny the use of any consultant, contractor, associate or other personnel to perform any portion of the project. The Grantee is solely responsible for all contractual activities performed under this Agreement. Further, the State will consider the Grantee to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the anticipated Grant. All subcontractors used by the Grantee in performing the project shall be subject to the provisions of this Agreement and shall be qualified to perform the duties required.

XXI. ANTI-LOBBYING

If all or a portion of this Agreement is funded with state funds, then the Grantee shall not use any of the grant funds awarded in this Agreement for the purpose of lobbying as defined in the State of Michigan's lobbying statute, MCL 4.415(2). "Lobbying" means communicating directly with an official of the executive branch of state government or an official in the legislative branch of state government for the purpose of influencing legislative or administrative action." The Grantee shall not use any of the grant funds awarded in this Agreement for the purpose of litigation against the State. Further, the Grantee shall require that language of this assurance be included in the award documents of all subawards at all tiers.

XXII. IRAN SANCTIONS ACT

By signing this Agreement, the Grantee is certifying that it is not an Iran linked business, and that its contractors are not Iran linked businesses as outlined in Michigan Compiled Law 129.312

XXIII. DEBARMENT AND SUSPENSION

By signing this Agreement, the Grantee certifies to the best of its knowledge and belief that it, its agents, and its subcontractors:

- (1) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or the state.
- (2) Have not within a 3-year period preceding this Agreement been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction as defined in 45 CFR 1185; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.
- (3) Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses enumerated in subsection (2).
- (4) Have not within a 3-year period preceding this Agreement had one or more public transactions (federal, state, or local) terminated for cause or default.
- (5) Will comply with all applicable requirements of all other state or federal laws, executive orders, regulations, and policies governing this program.

SAW Grant Program

Project No. _____

Exhibit A

Grantee: _____

Project Name: _____

DEQ Approved Grant Amount: \$ _____; _____
 _____ Dollars

Time Period for Eligible Costs: Start Date _____ (month/year)

End Date _____ (month/year)

Description of Approved Project Scope:

DEQ Approved Project Costs	
1. Project Planning Costs	
2. Design Engineering Costs	
3. User Charge Development Costs	
4. Wastewater Asset Management Plan Costs	
5. Stormwater Asset Management Plan Costs	
6. Stormwater Management Plan Costs	
7. Innovative Wastewater and Stormwater Technology Costs	
8. Disadvantaged Community Construction Cost	
9. Cost Subtotal	
10. LESS Local Match	
11. Requested SAW Grant Amount (Line 9 minus Line 10)	

The following services have been determined to be ineligible for SAW Grant assistance, for the reasons listed, and have been excluded from the approved project costs shown above:

THE FORM WILL NOT BE ACCEPTED IF IT HAS BEEN EDITED, ALTERED, RETYPED, OR CONVERTED TO ANY OTHER FORMAT.

DELHI CHARTER TOWNSHIP



SAW GRANT PROGRAM



HUBBELL, ROTH & CLARK, INC
Consulting Engineers

SAW Grant Program

- Grant program being offered through the State for Stormwater, Asset Management, and Wastewater.
- \$450M funded by the 2002 Great Lakes Water Quality Bonds
- \$97M available in FY2014 and FY 2015 rounds
- Up to \$2M for each community (\$2.44M total project)
 - 90% grant/10% local match on the first \$1M
 - 75% grant/25% local match on the second \$1M
 - If full \$2M is requested, total local match is \$444,444



SAW Grant Program

- Delhi selected for FY 2015 funding.
- Original Grant Agreement in Board Packets
 - MDEQ required execution upon receipt in October
 - Final executed copy expected soon



SAW Grant Program

- POTW's discharge permit now requires Asset Management planning.
- Grant funding for the design of already planned projects.
- Grant covers a significant portion of Township's annual sanitary sewer system investigation, engineering, and compliance activities.
- Grant provides a unique opportunity to supplement General Fund obligations regarding the Township's storm water systems.



HUBBELL, ROTH & CLARK, INC
Consulting Engineers

SAW Grant Program

- Funding sought for:
 - Wastewater Planning and Design
 - Wastewater Asset Management Plan
 - SAW Stormwater Management Plan
- Total Funding Requested - **\$2,444,444**
 - Design - **\$219,670**
 - Wastewater - **\$1,949,716**
 - Stormwater - **\$275,058**
- Grant Amount - **\$2,000,000**
- Match Amount - **\$444,444**
 - Force Account (Township Staff Time) - **\$218,533**
 - Incurred Expense **\$155,054**
 - Over 3 years



SAW Grant Program

- Wastewater Planning and Design - **\$219,670**
 - Pine Tree Lift Station Retrofit
 - Eifert Road Forcemain Replacement
 - Primary Clarifiers Equipment
 - Emergency Generator Interconnections
 - RBC Building Conversion
 - Lagoon Building Replacement
- Does not include construction
 - Estimated total construction costs - ~\$1,800,000
 - To be constructed within 3 years
 - Included in C.I.P.



SAW Grant Program

- **Wastewater Asset Management Plan - \$1,949,716**
 - Project Initiation and Management
 - Software, Hardware, and Training (inc. GIS upgrades & TV truck software)
 - Inventory and Data Collection
 - Condition Assessment (inc. Twp Televising and Contracted FM Assessment)
 - Criticality and Risk
 - Rate Structure
- If a funding gap is identified in the Township's rate structure, a plan to close the gap over 5 years must be developed with 10% of the gap funded at end of grant.



SAW Grant Program

- SAW Stormwater Management Plan - **\$275,058**
 - Map of Jurisdictional Boundaries
 - Major Components of Stormwater System
 - Public and Private Owned Stormwater Facilities
 - Projects to Correct Stormwater Problems
 - Timeline
 - General Maintenance Plan
 - Land Use Percentages
 - Public Education and Involvement
- Positions Township for future grant projects from other sources.



SAW Grant Program

- Match Amount - \$444,444
- Force Account (Township Staff Time) - **\$218,533**
 - TV of sewers
 - GIS Updates
 - Inventory
 - General Administration
- Incurred Expense **\$155,054**
 - TV of sewers
 - Plant and Collection System Assessment
 - Previous rate study
- Reimbursement To Date
 - See attachment



SAW Grant Program

■ Phasing

- Three phases over approximately three years.
- Each approximately \$800,000
- Duration of each phase to be determined

■ General Ideas

- Phase 1 – Asset Inventory
- Phase 2 – Preliminary Asset Management Plan and Storm Water Plan
- Phase 3 – Forcemain and Plant Evaluation



SAW Grant Program

- We recommend the following:
 - The Township Board formally approves the overall SAW program and approves the Phase I budget (\$800,000) with professional service costs administered by the Township Manager within the specified budgets.
 - Contracted services, such as forcemain inspection, be bid or quoted and brought before the Township Board for approval.
 - HRC representatives and the Director of Public Services report to the Township Board quarterly on completed tasks, upcoming work, and budgeting.



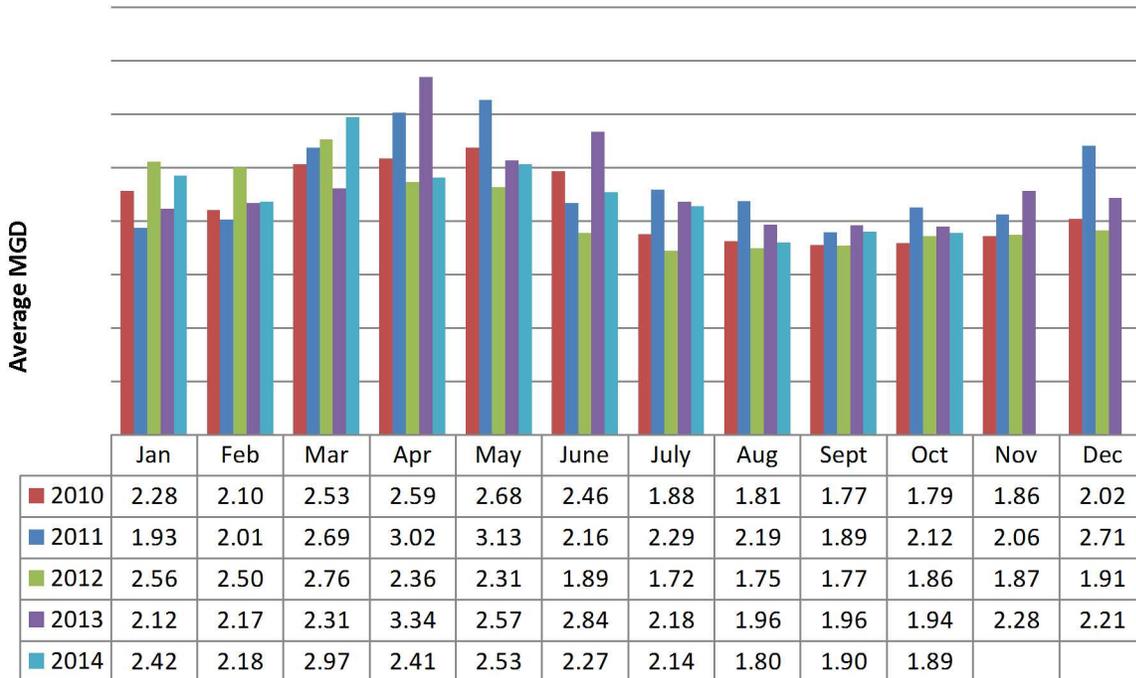
HUBBELL, ROTH & CLARK, INC
Consulting Engineers



DEPARTMENT OF PUBLIC SERVICES

Monthly Report October 2014

Flow Data – (Million Gallons per Day of water processed by the plant)



Laboratory Testing and Quality Control – Quality Assurance Program

Tests Run For		% Passing
Permit Compliance	243	
Process Control	1947	
Quality Control	193	94%
Check Samples	4	100%
DMRQA-Study 30 Proficiency	1	100%
Miscellaneous Sampling	9	
Totals	2397	98%

Safety

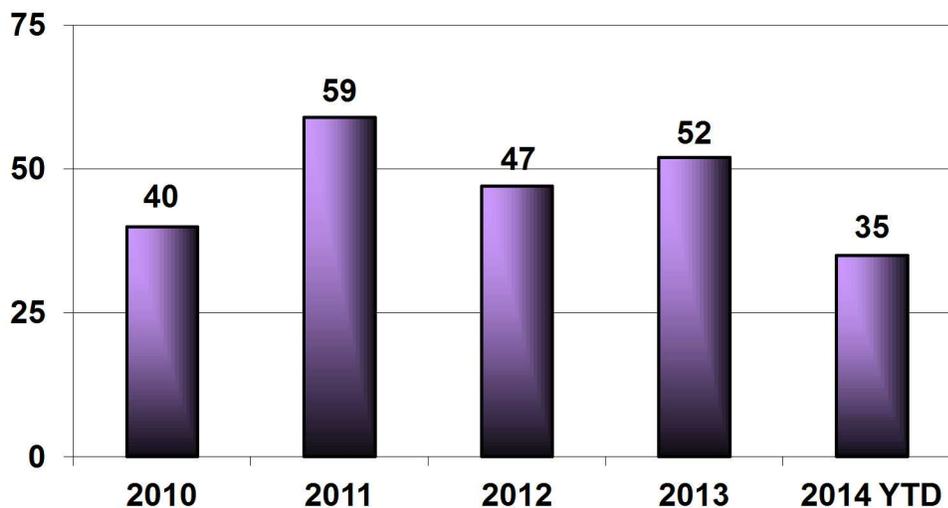
October Safety Activities	Date	Description
Safety Meeting		
	10/1/2014	Hearing Conservation (Video)
Confined Space Entries		
	9/30/2014	West Primary Clarifier (Replace rubber in skimmer)
	10/8/2014	Nitrification Tower (Changed oil in tower)

Training

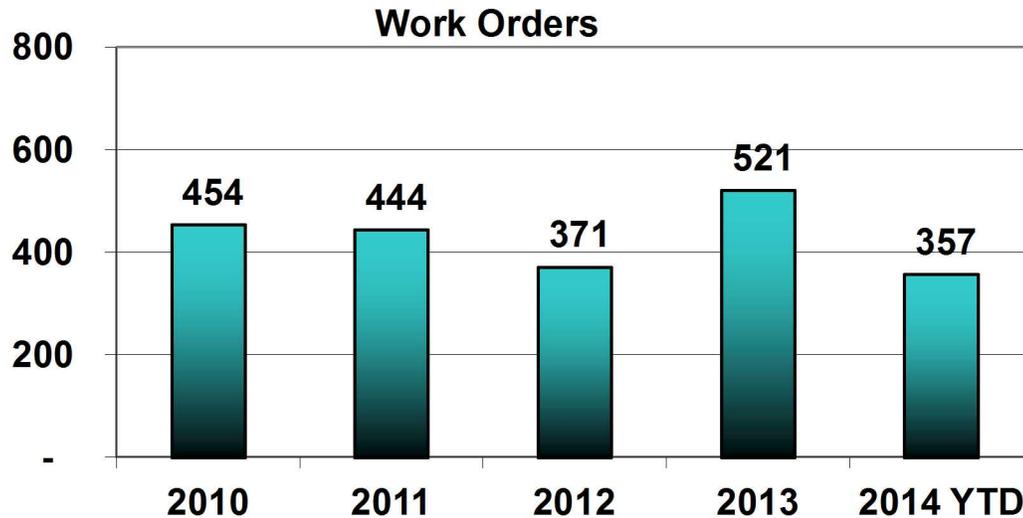
Date	# of Employees Attended	Training Course Description
10/16/2014	2	MWEA Sustainable Energy Workshop
10/28/2014	1	MWEA Electrical System Maintenance Seminar
10/29/2014	1	MWEA Health & Safety Seminar

Cemetery

Burials



Maintenance

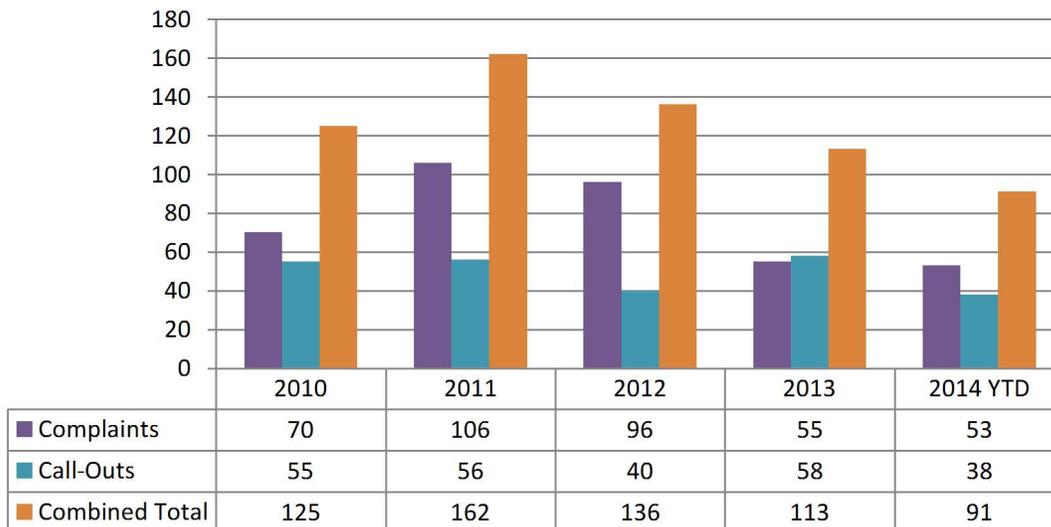


Note: Work order totals do not include monthly, weekly and daily preventive maintenance tasks. Below are highlights of some of the repairs performed.

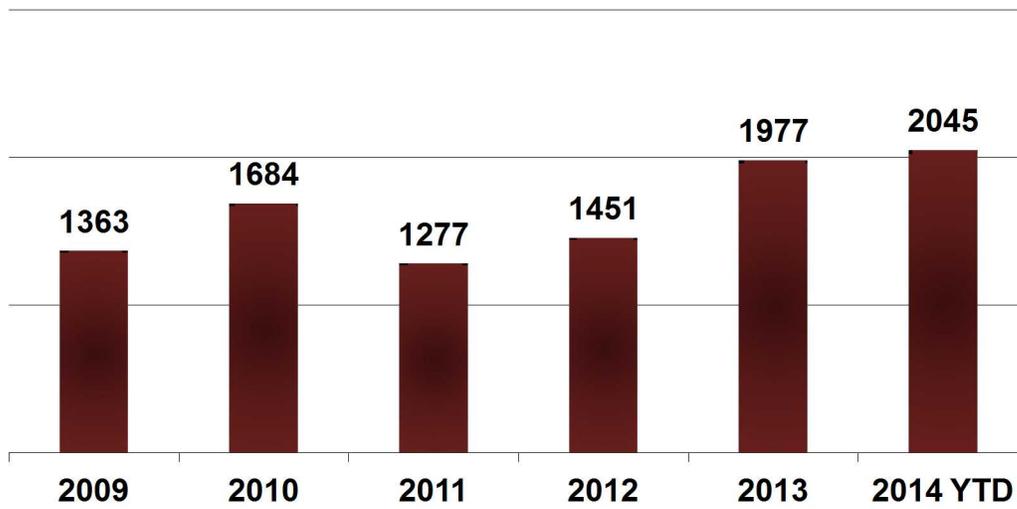
- “No Hunting” signs placed around perimeter of Eifert Road force main property
- Replaced starter in Maintenance truck Unit 25
- Removed, cleaned globe and replaced 8 light bulbs at CSC entryway
- Installed snow blower on Bobcat, verified all functions ready for service
- Checked oil and blade function on all snow plows for township trucks
- Emptied hardened salt from containers at all buildings, replaced with fresh sidewalk salt
- Replaced battery in the portable power washer
- Installed two 1000lb hangers in ceiling in CSC front lobby for holiday decorations
- Repaired handicap door button at CSC
- Adjusted sensitivity and field of motion for auto lights in Township supervisors office

Unscheduled Service Calls

Unscheduled Service Calls

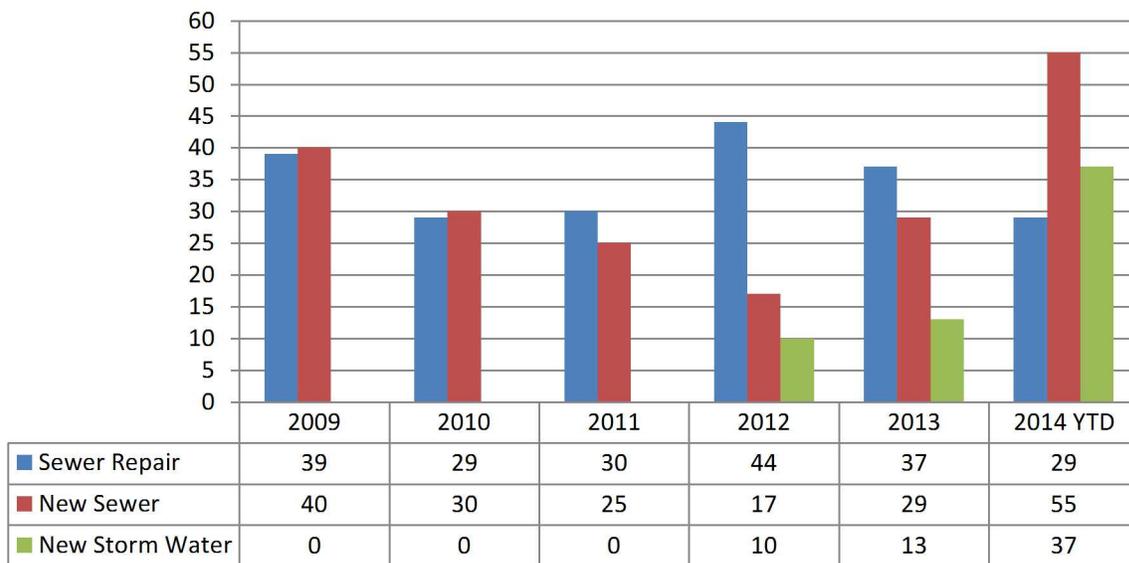


Miss Digs Performed



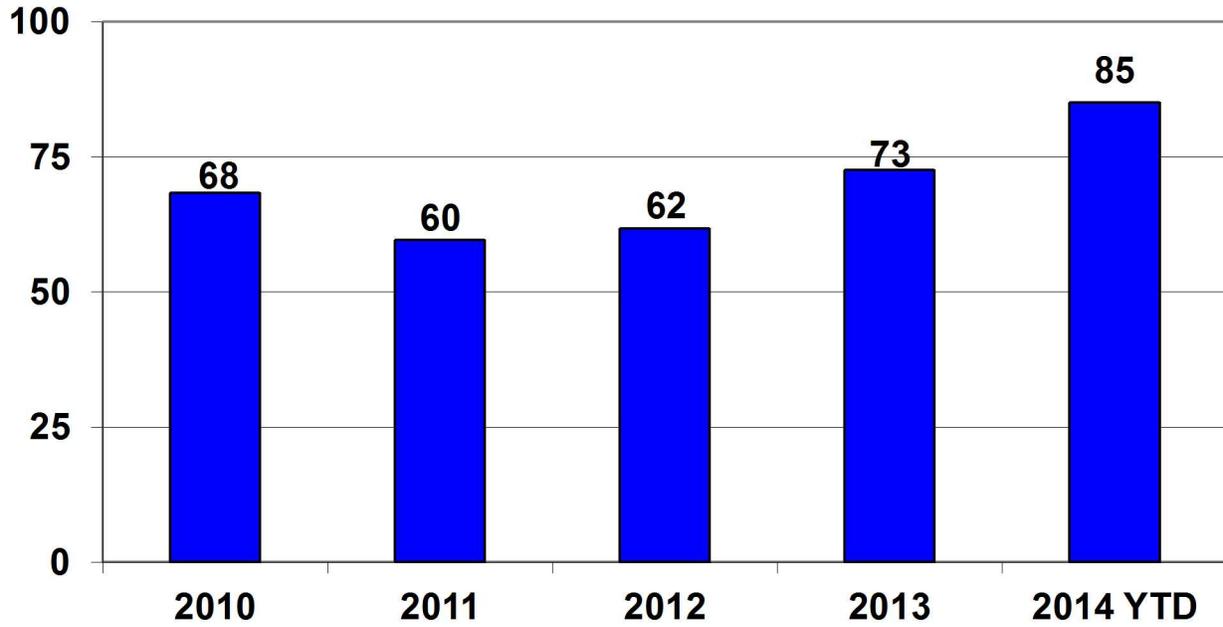
Sanitary Sewer Permits

Sanitary Sewer Permits Issued

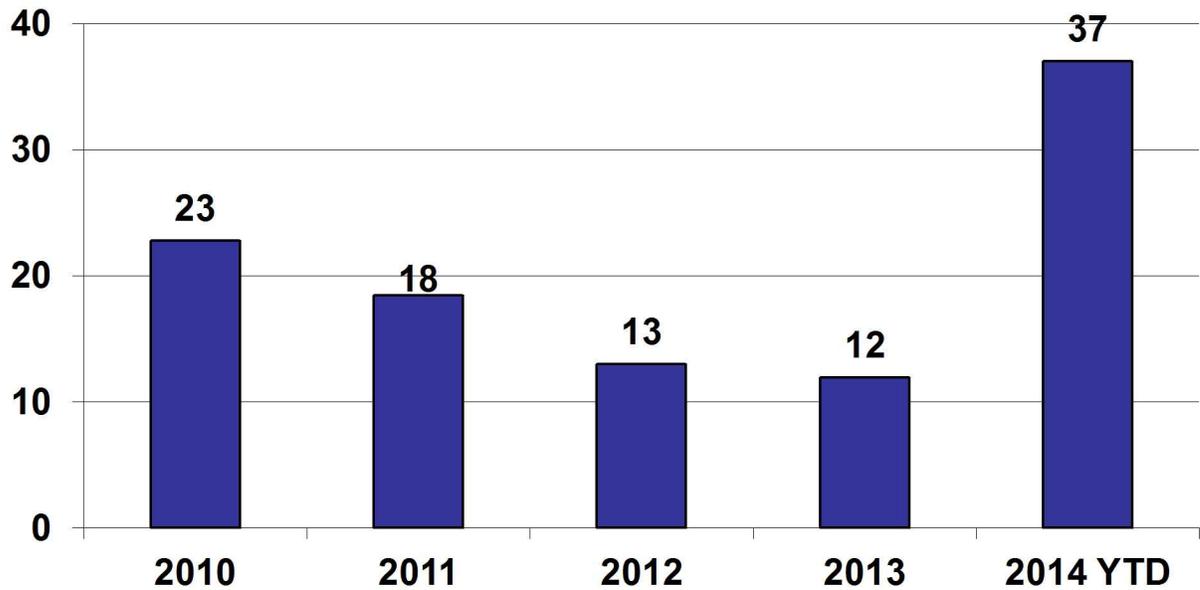


Note: Storm water permits were not issued prior to 2012

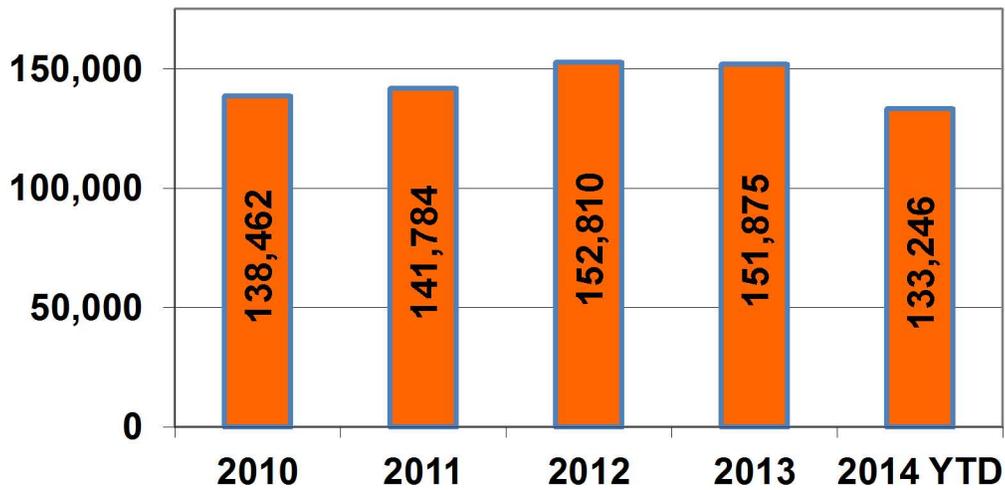
Sanitary Sewer Inspections Performed



Storm Sewer Inspections Performed

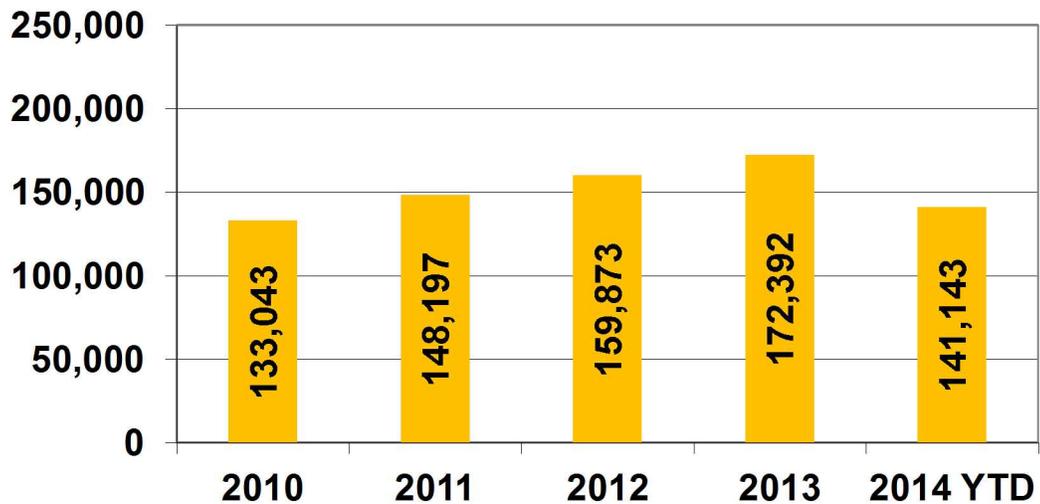


Feet of Sanitary Sewer Cleaned (Vactor Truck Work)



Ingham County Road Commission weight restrictions were in effect until April 28; the vactor truck was only used for emergencies during this time.

Feet of Sanitary Sewer Televised (Camera Truck Work)



Stormwater and Environmental Efforts

On Thursday October 9th, the Director of Public Services and the Environmental Coordinator met with Holt Public Schools Assistant Superintendent, Scott Szpara to review Delhi Policy #130 regarding Post Construction Stormwater Controls and how it applies to school properties.

Thursday October 16th, the Environmental Coordinator attended the Greater Lansing Regional Committee for Stormwater Management, Public Education Committee meeting.

Industrial Pretreatment Program

October IPP Activities		
Review/Approval		
Building Plan Approval	10/15/2014	2205 Cedar - Holt Family Dentistry
Building Plan Approval	10/21/2014	5035 Holt - Palmer, Bush & Jensen Funeral Home
Inspections - Grease Traps		
Compliant	10/23/14	7-11 1997 Aurelius
Compliant	10/22/14	Biggby #270 Jolly
Compliant	10/22/14	Biggby Coffee - 2006 Cedar
Compliant	10/16/14	Buddies Grill - 2040 Aurelius
Compliant	10/23/14	Big Ten Holt - 2005 Eifert
Compliant	10/22/14	Burger King - 2464 Cedar
Compliant	10/22/14	Burger King - 2520 E. Jolly
Non Compliant	10/23/14	Champions - 2440 N. Cedar
Compliant	10/23/14	Chisholm Hills - 2395 Washington
Compliant	10/22/14	Coach's - 6201 Bishop
Compliant	10/22/14	Coffee Barrel - 2237 Aurelius
Compliant	10/23/14	Cottage Inn Pizza - 1995 Cedar
Compliant	10/22/14	Delhi Café - 4625 Willoughby
Compliant	10/03/14	Famous Dave's 2457 Cedar
Compliant	10/23/14	Eagles - 1111 N. Cedar
Compliant	10/03/14	Incu-Bake 1967 Aurelius
Compliant	10/22/14	IngCredible - 2454 S. Cedar
Compliant	10/23/14	China Light - 1979 Aurelius
Compliant	10/22/14	Kroger - 2495 N. Cedar
Compliant	10/23/14	Little Caesar's - 2221 N. Cedar
Compliant	10/22/14	McDonald's 2775 Eaton Rapids Rd.
Compliant	10/22/14	McDonald's 2530 E. Jolly
Compliant	10/23/14	McDonald's 2400 N. Cedar
Compliant	10/22/14	Sam Corey Senior Center- 2108 N. Cedar
Compliant	10/22/14	Subway - 2765 Eaton Rapids Rd.
Compliant	10/22/14	Tim Horton's - 2450 E. Jolly
Compliant	10/23/14	Tim Horton's - 2350 Cedar
Compliant	10/22/14	Wild Strawberry & More
Compliant	10/22/14	Wendy's - 2727 Eaton Rapids Rd.

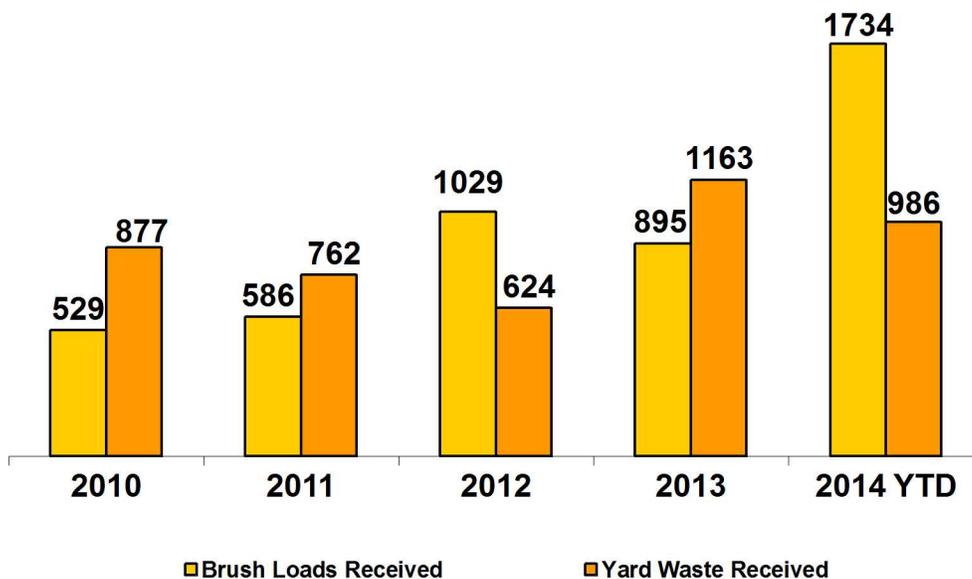
Community Outreach

Three (3) brush drop-off events were hosted at the POTW pond area this last month. One hundred and forty-nine (149) loads of brush and one hundred forty-six (146) bags of yard waste were collected. Assistance was provided by the Delhi Lions Club on October 18th.

Mid-Michigan Recycling tub ground the ice storm debris the Township collected at Valhalla Park and the POTW pond area. They were at Valhalla Park for three (3) days and the POTW pond area for five (5) days to complete all of the grinding. On October 17th, wood chips were placed on the pad at the Recycling Center and are available for free to Township residents.

One (1) tour was performed at the Publicly Owned Treatment Works (POTW) this last month. Classes from Lansing Community College toured on October 8th.

Brush Drop-off Yearly Totals



**DELHI CHARTER TOWNSHIP
MINUTES OF REGULAR MEETING HELD ON NOVEMBER 5, 2014**

The Delhi Charter Township Board of Trustees met in a regular meeting on Wednesday, November 5, 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, Megan Ketchum, DiAnne Warfield

Members Absent: None

COMMENTS FROM THE PUBLIC – John Greathouse, representing American Postal Workers Union, Local 300, spoke about the possible closing of the mail processing center located in Lansing.

SET/ADJUST AGENDA

Hope moved to add Late Agenda Item 13 – Amendment No. 1 to Resolution No. 2014-016 – Amending the Certification of December 1, 2014 Tax Levy.

A Voice Poll was recorded as follows: All Ayes

MOTION CARRIED

Hope moved to remove Agenda Item 4 – Holt Community Connect Agreement to Provide Non-Traditional Community Services and Agreement to Provide Payroll, Accounting, Accounts Payable, Budgetary and Treasury Administrative Services.

A Voice Poll was recorded as follows: All Ayes

MOTION CARRIED

CONSENT AGENDA

- A. Approval of Minutes – Committee Meeting of October 21, 2014
- B. Approval of Minutes – Regular Meeting of October 21, 2014
- C. Approval of Claims – October 28, 2014 (ATTACHMENT I)
- D. Approval of Payroll – October 23, 2014 (ATTACHMENT II)
- E. 2015 Township Board Meeting Dates (ATTACHMENT III)
- F. 2015 Township Holiday Schedule (ATTACHMENT IV)

Warfield moved to approve the Consent Agenda as presented.

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP
MINUTES OF REGULAR MEETING HELD ON NOVEMBER 5, 2014**

A Roll Call Vote was recorded as follows:

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

MOTION CARRIED

NEW BUSINESS

STORMWATER, ASSET MANAGEMENT AND WASTEWATER GRANT

The Board reviewed a memorandum dated October 30, 2014 from Twp. Mgr. Elsinga (ATTACHMENT V).

Hayhoe moved to acknowledge the receipt of a SAW Grant from the State of Michigan in the amount of \$2,444,444, with the Township's match being \$444,444, and authorize Hubbell, Roth and Clark, Inc. to provide consulting and engineering services associated with the grant projects.

A Roll Call Vote was recorded as follows:

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

MOTION CARRIED

AMEND ORDINANCE NO. 64 – AMURCON CORPORATION/TAMARACK 2009 LIMITED DIVIDEND HOUSING ASSOCIATION LIMITED PARTNERSHIP – REMOVAL OF PROPERTY FROM PAYMENT IN LIEU OF TAXES AGREEMENT, INTRODUCTION AND FIRST CONSIDERATION (PROPOSED TOWNSHIP ORDINANCE NO. 64.3)

The Board reviewed a memorandum dated October 30, 2014 from Tracy Miller, Director of Community Development (ATTACHMENT VI).

Sweet moved upon introduction and first consideration, to amend Ordinance No. 64, 64.1 and 64.2 for the purpose of removing property located at 4410 Holt Road from the PILOT (Payment in Lieu of Taxes) Agreement for Tamarack Investors Limited Dividend Housing Association LLC commonly known as Tamarack Apartments (Proposed Township Ordinance No. 64.3).

A Roll Call Vote was recorded as follows:

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

MOTION CARRIED

RESOLUTION NO. 2014-023 – FY 2015 DOWNTOWN DEVELOPMENT AUTHORITY FUND BUDGET

The Board reviewed a memorandum dated October 29, 2014 from Twp. Mgr. Elsinga (ATTACHMENT VII).

Warfield moved to adopt Resolution No. 2014-023, which approves the Fiscal Year 2015 Downtown Development Authority Budget.

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP
MINUTES OF REGULAR MEETING HELD ON NOVEMBER 5, 2014**

A Roll Call Vote was recorded as follows:

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

MOTION CARRIED

RESOLUTION NO. 2014-024 – FY 2015 BROWNFIELD REDEVELOPMENT AUTHORITY BUDGET

The Board reviewed a memorandum dated October 28, 2014 from Twp. Mgr. Elsinga (ATTACHMENT VIII).

Ketchum moved to adopt Resolution No. 2014-024, which approves the Delhi Charter Township Fiscal Year 2015 Brownfield Redevelopment Authority Budget.

A Roll Call Vote was recorded as follows:

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

MOTION CARRIED

RESOLUTION NO. 2014-025 – FY 2015 GENERAL FUND BUDGET

The Board reviewed a memorandum dated October 29, 2014 from Twp. Mgr. Elsinga (ATTACHMENT IX).

Hope moved to adopt Resolution No. 2015-025, which adopts the Delhi Charter Township Fiscal Year 2015 General Fund Budget.

A Roll Call Vote was recorded as follows:

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

Nay: Harmon

MOTION CARRIED

RESOLUTION NO. 2014-026 – FY 2015 POLICE FUND BUDGET

The Board reviewed a memorandum dated October 29, 2014 from Twp. Mgr. Elsinga (ATTACHMENT X).

Hayhoe moved to adopt Resolution No. 2014-026, which adopts the Delhi Charter Township Fiscal Year 2015 Police Fund Budget.

A Roll Call Vote was recorded as follows:

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

MOTION CARRIED

RESOLUTION NO. 2014-027 – FY 2015 FIRE FUND BUDGET

The Board reviewed a memorandum dated October 29, 2014 from Twp. Mgr. Elsinga (ATTACHMENT XI).

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP
MINUTES OF REGULAR MEETING HELD ON NOVEMBER 5, 2014**

Sweet moved to adopt Resolution No. 2014-027, which adopts the Delhi Charter Township Fiscal Year 2015 Fire Fund Budget.

A Roll Call Vote was recorded as follows:

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

MOTION CARRIED

RESOLUTION NO. 2014-028 – FY 2015 FIRE EQUIPMENT, TRAINING AND APPARATUS FUND BUDGET

The Board reviewed a memorandum dated October 28, 2014 from Twp. Mgr. Elsinga (ATTACHMENT XII).

Warfield moved to adopt Resolution No. 2014-028, which adopts the Delhi Charter Township Fiscal Year 2015 Fire Equipment, Training and Apparatus Fund Budget.

A Roll Call Vote was recorded as follows:

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

MOTION CARRIED

RESOLUTION NO. 2014-029 – FY 2015 SEWER FUND BUDGET

The Board reviewed a memorandum dated October 29, 2014 from Twp. Mgr. Elsinga (ATTACHMENT XIII).

Ketchum moved to adopt Resolution No. 2014-029, which adopts the Delhi Charter Township Fiscal Year 2015 Sewer Fund Budget.

A Roll Call Vote was recorded as follows:

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

MOTION CARRIED

RESOLUTION NO. 2014-030 – FY 2015 WATER IMPROVEMENT FUND BUDGET

The Board reviewed a memorandum dated October 29, 2014 from Twp. Mgr. Elsinga (ATTACHMENT XIV).

Warfield moved to adopt Resolution No. 2014-030, which adopts the Delhi Charter Township Fiscal Year 2015 Water Improvement Fund Budget.

A Roll Call Vote was recorded as follows:

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

MOTION CARRIED

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP
MINUTES OF REGULAR MEETING HELD ON NOVEMBER 5, 2014**

LATE AGENDA ITEM

AMENDMENT NO. 1 TO RESOLUTION NO. 2014-016 – AMENDING THE CERTIFICATION OF DECEMBER 1, 2014 TAX LEVY

The Board reviewed a memorandum dated November 5, 2014 from Twp. Mgr. Elsinga (ATTACHMENT XV).

Warfield moved to adopt Amendment No. 1 to Resolution No. 2014-016 which amends the December 1, 2014 Tax Levy on taxable property within Delhi Charter Township.

A Roll Call Vote was recorded as follows:

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

MOTION CARRIED

REPORTS

SUPERVISOR

Supervisor Davis reported on Holt Community Connect, the Holt Hometown Festival and the Holt Historical Society tour of the Maple Ridge Cemetery.

TREASURER

Treasurer Sweet reported that his office received State Revenue Sharing for the period of July/August 2014 in the amount of \$350,833. This is an increase of \$18,469 from the May/June 2014 period and an increase of \$7,111 from the July/August 2013 period. The Treasurer's Office also received \$11,414 for the Economic Vitality Incentive Program (EVIP) for the July/August 2014 period, which is an increase of \$4,135.

Treasurer Sweet reported that the final bill for the Lamoreaux No. 3/Woodland Estates Special Assessment District for road improvements was received in the amount of \$265,673.22 which was \$77,301.28 below the original bid price. Letters have been mailed to these homeowners informing them of the amount and refunds are being processing for homeowners that have paid their assessment in full based on the original bid price of \$342,974.50.

CLERK

Clerk Hope reported on the first annual pumpkin pass that was held on the Sycamore Trail.

Clerk Hope reported on the November 4, 2014 General Election.

TRUSTEES

TRUSTEE HARMON

Trustee Harmon reported on the trick or treating in the Park.

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP
MINUTES OF REGULAR MEETING HELD ON NOVEMBER 5, 2014**

TOWNSHIP MANAGER

Twp. Mgr. Elsinga reported on the successful Competitive Grant Assistance Program that the Shared Services/Fire Department applied for. The project submitted entitled "Lansing Metro Command Team Development" has been selected for an approximately \$1,000,000 grant award.

LIMITED PUBLIC COMMENTS - None

ADJOURNMENT

Meeting adjourned at 8:02 p.m.

Date: November 18, 2014

Evan Hope, Township Clerk

Date: November 18, 2014

C.J. Davis, Supervisor

/af

SUBJECT TO APPROVAL

ACCOUNTS PAYABLE APPROVAL

October 28, 2014

I. Certification of Authorized Signatures: The attached Check Register and Invoice Distribution Report encompass checks dated October 28, 2014 numbered 88016 thru 88106 & ACH 3252 thru 3270. Every invoice has a payment authorizing signature(s).

Dated: October 28, 2014

Lora Behnke, Accounting Clerk

II. Certification of Fund Totals:

The attached Invoice Distribution Report and Check Register for checks dated October 28, 2014 show payments made from the following funds:

General Fund	\$	219,008.84
Fire Fund		25,164.67
Police Fund		218,438.30
Fire Equip. & Apparatus Fund		7,644.37
Brownfield Redevelopment Fund		1,566.25
Downtown Development Fund		7,052.77
Sycamore Trail Construction		2,880.00
Sewer Fund		65,560.17
Local Site Remediation Fund		1,566.25
Trust & Agency Fund		2,610.00
Current Tax Fund		501.58
Grand Total	\$	<u>551,993.20</u>

Includes the following to be reimbursed from separate bank accounts:

Current Tax Account	\$	501.58
Sycamore Trail Construction	\$	2,880.00

Dated: October 28, 2014

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. (\$14,600.00 to Mid-Michigan Recycling, LLC for disposal of ice storm debris, 7/15/14)

Dated: October 28, 2014

John B. Elsinga, Township Manager

Evan Hope, Township Clerk

Roy W. Sweet, Treasurer

IV Board Audit and Approval: At a regular meeting of the Township Board held on November 5, 2014 a motion was made by _____ and passed by ___yes votes and ___no votes (___absent) that the list of claims dated October 28, 2014, was reviewed, audited and approved

Evan Hope, Township Clerk

INVOICE GL DISTRIBUTION REPORT FOR DELHI CHARTER TOWNSHIP
 EXP CHECK RUN DATES 10/28/2014 - 10/28/2014

Vendor	Invoice Line Desc	Amount
Fund 101 GENERAL FUND		
Dept 000.00		
SBAM PLAN	RETIREEES PREMIUM DUE-NOVEMBER	129.10
CITY OF MASON	SEPTEMBER STANDBY FEE	364.96
MERIDIAN TOWNSHIP FIRE	SEPTEMBER STANDBY FEE	1,140.41
	Total For Dept 000.00	1,634.47
Dept 101.00 LEGISLATIVE		
HARTFORD LIFE INSURANCE	LIFE INSURANCE-NOVEMBER	25.50
	Total For Dept 101.00 LEGISLATIVE	25.50
Dept 171.00 MANAGER		
SBAM PLAN	HEALTH INSURANCE-NOVEMBER	2,331.01
DELTA DENTAL PLAN OF	DENTAL INSURANCE-NOVEMBER	295.46
HARTFORD LIFE INSURANCE	LIFE INSURANCE-NOVEMBER	94.77
LANSING STATE JOURNAL	11/1/14-10/31/15 SUBSCRIPTION/MANAGER	336.03
VERIZON WIRELESS	CELLULAR OCTOBER	45.86
	Total For Dept 171.00 MANAGER	3,103.13
Dept 191.00 ACCOUNTING		
SBAM PLAN	HEALTH INSURANCE-NOVEMBER	429.14
DELTA DENTAL PLAN OF	DENTAL INSURANCE-NOVEMBER	43.07
HARTFORD LIFE INSURANCE	LIFE INSURANCE-NOVEMBER	22.53
	Total For Dept 191.00 ACCOUNTING	494.74
Dept 215.00 CLERK		
SBAM PLAN	HEALTH INSURANCE-NOVEMBER	2,749.73
DELTA DENTAL PLAN OF	DENTAL INSURANCE-NOVEMBER	257.80
HARTFORD LIFE INSURANCE	LIFE INSURANCE-NOVEMBER	65.45
VERIZON WIRELESS	CELLULAR OCTOBER	49.75
	Total For Dept 215.00 CLERK	3,122.73
Dept 228.00 INFORMATION TECHNOLOGY		
SBAM PLAN	HEALTH INSURANCE-NOVEMBER	1,027.76
DELTA DENTAL PLAN OF	DENTAL INSURANCE-NOVEMBER	80.73
HARTFORD LIFE INSURANCE	LIFE INSURANCE-NOVEMBER	20.40
APPLICATION SPECIALIST KO	E-MAIL SECURITY / NOVEMBER 2014	270.00
VERIZON WIRELESS	CELLULAR OCTOBER	49.75
XEROX BUSINESS SERVICES	INSPECTOR SOFTWARE LICENSE	625.00
XEROX BUSINESS SERVICES	INSPECTOR SOFTWARE SUPPORT/CLOUD	625.00
	Total For Dept 228.00 INFORMATION TECHNOLOGY	2,698.64

Dept 253.00 TREASURERS		
SBAM PLAN	HEALTH INSURANCE-NOVEMBER	1,292.83
DELTA DENTAL PLAN OF	DENTAL INSURANCE-NOVEMBER	214.73
HARTFORD LIFE INSURANCE	LIFE INSURANCE-NOVEMBER	43.77
BRINK'S INCORPORATED	BRINKS SERVICES/OCTOBER	635.78
	Total For Dept 253.00 TREASURERS	<u>2,187.11</u>

Dept 257.00 ASSESSING		
DELTA DENTAL PLAN OF	DENTAL INSURANCE-NOVEMBER	214.73
HARTFORD LIFE INSURANCE	LIFE INSURANCE-NOVEMBER	70.97
INTERNATIONAL ASSOCIATION	MEMBERSHIP DUES-HUDSON	175.00
VERTALKA & VERTALKA, INC.	APPRAISAL SERVICES HOLT & HOLLOWAY	6,000.00
ELIZABETH TOBIAS	MEALS & MILEAGE MAA SCHOOL/TOBIAS	327.90
	Total For Dept 257.00 ASSESSING	<u>6,788.60</u>

Dept 265.00 BUILDING & GROUNDS		
SBAM PLAN	HEALTH INSURANCE-NOVEMBER	1,176.76
DELTA DENTAL PLAN OF	DEMTA; INSURANCE-NOVEMBER	146.94
HARTFORD LIFE INSURANCE	LIFE INSURANCE-NOVEMBER	33.34
LANSING ICE & FUEL CO	GASOLINE 10/1 THRU 10/15/14	165.18
SAM'S CLUB DIRECT	6 DOOR MATS/ICSD	118.92
SAM'S CLUB DIRECT	8 CS KLEENEX	119.84
QUALITY FIRST MAID SERVICE	CLEANING SERVICES/CSC	975.00
SAFETY SYSTEMS, INC	4TH QTR FIRE ALARM MONITOR CSC	75.00
SAFETY SYSTEMS, INC	4TH QTR MONITOR WATCHMAN REPORT	120.00
VERIZON WIRELESS	CELLULAR OCTOBER	24.87
BOARD OF WATER & LIGHT	WATER 2074 AURELIUS	588.74
DELHI TOWNSHIP TREASURER	SEWER 2074 AURELIUS	371.00
CONSUMERS ENERGY	ELECTRIC 2004 AURELIUS	72.87
CONSUMERS ENERGY	ELECTRIC-2074 AURELIUS	5,463.58
CONSUMERS ENERGY	GAS-2074 AURELIUS	471.15
ACE HARDWARE	REPAIR/REPLACE LIGHT IN LIBRARY	3.49
JOHN'S PRO-CLEAN, INC	CLEAN ALL CARPET / CSC BUILDING	565.00
JOHN'S PRO-CLEAN, INC	CHAIR CLEANING / CSC (EST QTY)	144.00
JOHN'S PRO-CLEAN, INC	CLEAN ALL CARPET / CSC BUILDING	1,020.00
JOHN'S PRO-CLEAN, INC	CHAIR CLEANING / CSC (EST QTY)	412.00
JOHN'S PRO-CLEAN, INC	CLEAN CARPET / DDA OFFICE	200.00
JOHN'S PRO-CLEAN, INC	CLEAN CARPET / ICSD	500.00
JOHN'S PRO-CLEAN, INC	CLEAN CHAIRS / DDA & ICSD (EST QTY)	200.00
JOHN'S PRO-CLEAN, INC	CLEAN CHAIRS & CARPET	40.00
	Total For Dept 265.00 BUILDING & GROUNDS	<u>13,007.68</u>

Dept 276.00 CEMETERY		
SBAM PLAN	HEALTH INSURANCE-NOVEMBER	456.86
DELTA DENTAL PLAN OF	DENTAL INSURANCE-NOVEMBER	57.05
HARTFORD LIFE INSURANCE	LIFE INSURANCE-NOVEMBER	12.94
LANSING ICE & FUEL CO	GASOLINE 10/1 THRU 10/15/14	64.13
PURE GREEN LAWN & TREE	LAWN/TREE FERT MAPLE RIDGE	188.00
VERIZON WIRELESS	CELLULAR OCTOBER	12.44
CONSUMERS ENERGY	ELECTRIC-4149 WILLOUGHBY	34.50
	Total For Dept 276.00 CEMETERY	<u>825.92</u>

Dept 281.00 STORMWATER		
SBAM PLAN	HEALTH INSURANCE-NOVEMBER	401.48
DELTA DENTAL PLAN OF	DENTAL INSURANCE-NOVEMBER	50.13
HARTFORD LIFE INSURANCE	LIFE INSURANCE-NOVEMBER	11.38
LANSING ICE & FUEL CO	GASOLINE 10/1 THRU 10/15/14	56.36
HUBBELL, ROTH & CLARK, INC	ENGINEERING-STORMWATER ORDINANCE	202.95
ACE HARDWARE	KEY TO STORM BASINS AT JR. HIGH	5.07
Total For Dept 281.00 STORMWATER		727.37

Dept 446.00 INFRASTRUCTURE		
C2AE	ENGINEERING-ADA TRANSITION PLAN	3,895.00
C2AE	ENGINEERING-ADA TRANSITION PLAN	1,947.50
HUBBELL, ROTH & CLARK, INC	RAMS TRAIL PROJECT-ENGINEERING	5,865.30
Total For Dept 446.00 INFRASTRUCTURE		11,707.80

Dept 721.00 PLANNING/COMMUNITY DEVELOPMENT		
SBAM PLAN	HEALTH INSURANCE-NOVEMBER	5,340.81
DELTA DENTAL PLAN OF	DENTAL INSURANCE-NOVEMBER	606.54
HARTFORD LIFE INSURANCE	LIFE INSURANCE-NOVEMBER	139.81
LANSING ICE & FUEL CO	GASOLINE 10/1 THRU 10/15/14	159.33
HUBBELL, ROTH & CLARK, INC	SPEEDWAY STUDY-SPR	325.38
HUBBELL, ROTH & CLARK, INC	WATER STORE STUDY-SPR	474.21
HUBBELL, ROTH & CLARK, INC	GAS STATION/CONV STORE-SPR	610.98
THE CHESAPEAKE GROUP	TOWNSHIP & CEDAR CORRIDOR ASSESS	1,000.00
VERIZON WIRELESS	CELLULAR OCTOBER	320.77
GANNETT MICHIGAN NEWS	PUBLISHING 2 BA PUBLIC HEARINGS	367.20
GOOD YEAR COMMERCIAL	TWO NEW TIRES/#58 DODGE TRUCK	290.84
CLARK MONTAGUE	ABATEMENT 1895 AURELIUS/SIDEWALK	650.00
SCHAFFER'S INC.	ABATEMENT 2307 WEST TALL GRASS	69.00
SCHAFFER'S INC.	ABATEMENT 4240 WATSON TALL GRASS	34.50
SCHAFFER'S INC.	ABATEMENT WILLOUGHBY TALL GRASS	69.00
TRACY L. C. MILLER	10/8-10/13 MILEAGE & MEALS/MILLER	340.68
DAVID HODGES	5070 HOLT ROAD EARNEST MONEY	500.00
Total For Dept 721.00 PLANNING/COMMUNITY DEVELOPMENT		11,299.05

Dept 752.00 PARKS ADMINISTRATION		
SBAM PLAN	HEALTH INSURANCE-NOVEMBER	858.28
DELTA DENTAL PLAN OF	DENTAL INSURANCE-NOVEMBER	86.14
HARTFORD LIFE INSURANCE	LIFE INSURANCE-NOVEMBER	47.17
HOLT PUBLIC SCHOOLS	PRINTING/FLOOR HOCKEY FLYERS	48.50
VERIZON WIRELESS	CELLULAR OCTOBER	130.95
BOARD OF WATER & LIGHT	LEASE/DEADMANS HILL 10/18/14-10/18/15	1.00
Total For Dept 752.00 PARKS ADMINISTRATION		1,172.04

Dept 771.00 PARKS		
LANSING ICE & FUEL CO	GASOLINE 10/1/ THRU 10/15/14	771.63
ACE HARDWARE	POWER STRIPS & STRAW	15.97
ACE HARDWARE	9 VOLT BATTERIES	15.98
ACE HARDWARE	DISH DETERGENT	7.98
ACE HARDWARE	LIGHT BULBS	21.98
AMERICAN RENTAL	PORTABLE TOILET/DEADMANS HILL/JUNE	70.00
AMERICAN RENTAL	PORTABLE TOILET/DEADMANS HILL/MAY	70.00

AMERICAN RENTAL	PORTABLE TOILET/DEADMANS HILL/OCT	70.00
AMERICAN RENTAL	PORTABLE TOILETS/SKATEBOARD PARK	495.00
MODEL COVERALL SERVICE	STAFF UNIFORMS	29.11
MODEL COVERALL SERVICE	PARKS MAINTENANCE UNIFORMS	29.55
SAFETY SYSTEMS, INC	4TH QTR LEASE MONITOR/REPORT VALHA	138.00
STATE OF MICHIGAN	WATER SAMPLES/6-2 THRU 7-21-14	90.00
BOARD OF WATER & LIGHT	WATER 2074 AURELIUS #PARK	324.48
BOARD OF WATER & LIGHT	WATER 4050 KELLER	134.80
DELHI TOWNSHIP TREASURER	SEWER 2108 CEDAR	161.00
DELHI TOWNSHIP TREASURER	SEWER 2287 PINE TREE	44.80
DELHI TOWNSHIP TREASURER	SEWER 4030 KELLER	123.20
DELHI TOWNSHIP TREASURER	SEWER 1750 MAPLE	38.50
CONSUMERS ENERGY	ELECTRIC 1750 MAPLE	35.96
CONSUMERS ENERGY	ELECTRIC 2074 AURELIUS #PARK	1,699.99
CONSUMERS ENERGY	ELECTRIC 2108 CEDAR	927.40
CONSUMERS ENERGY	ELECTRIC 4080 KELLER	107.86
CONSUMERS ENERGY	ELECTRIC 2177 WEST BLVD	22.73
CONSUMERS ENERGY	ELECTRIC 2287 PINE TREE 2939	130.46
CONSUMERS ENERGY	ELECTRIC 2287 PINE TREE 3200	127.83
CONSUMERS ENERGY	GAS 2287 PINE TREE 2939	64.29
CONSUMERS ENERGY	GAS 2108 CEDAR	29.93
JOHN'S PRO-CLEAN, INC	STEAM CLEAN THE CARPET	250.00
JOHN'S PRO-CLEAN, INC	CHAIR BOTTOMS ONLY	100.00
MENARDS LANSING SOUTH	TREATED LUMBER, WIRE LOCKS	22.10
MENARDS LANSING SOUTH	SHOP LIGHTS, ANTIFREEZE, WASH WAX	168.45
PARRY BROTHERS REFRIG	ICE MACHINE SERVICE CALL/SR CENTER	92.00
QUALITY FIRST MAID SERVICE	CLEANING SERVICES/SENIOR CENTER	260.00
SAM'S CLUB DIRECT	TRASH BAGS	124.08
MENARDS LANSING SOUTH	BLACK ZIP TIES	19.28
MENARDS LANSING SOUTH	OIL DRY	7.94
BRADY LAWN EQUIPMENT	NUTS & BOLTS	9.74
D & G EQUIPMENT INC	OIL & AIR FILTERS	88.12
D & G EQUIPMENT INC	HYDRO OIL	43.62
BOBCAT OF LANSING	OIL & FILTERS	158.21
BOBCAT OF LANSING	ANTIFREEZE, HYDRO FLUID	121.31
THE PARTS PLACE	HEATER HOSE	64.50
FRANKIE D'S AUTO & TRUCK	FRONT BRAKE REPAIR/REPLACE UNIT #44	506.00
FRANKIE D'S AUTO & TRUCK	LOF, R & R LEFT BRAKE UNIT #4	152.00
FRANKIE D'S AUTO & TRUCK	FRONT & REAR BRAKES, SHACKLE #47	611.00
	Total For Dept 771.00 PARKS	<u>8,596.78</u>

Dept 774.00 RECREATION		
SBAM PLAN	HEALTH INSURANCE-NOVEMBER	429.14
DELTA DENTAL PLAN OF	DENTAL INSURANCE-NOVEMBER	43.07
HARTFORD LIFE INSURANCE	LIFE INSURANCE-NOVEMBER	22.53
PAULA K. HARNEY	SENIOR CENTER FITNESS CLASSES	100.00
ROBERT KRUEGER	OFFICIAL- EASTSIDE SOCCER	100.00
ZACHARY MIKEL SMIESKA	OFFICIAL-EASTSIDE SOCCER	150.00
STEVEN HEATH TAYLOR	OFFICIAL-EASTSIDE SOCCER	150.00
BRONNER'S CHRISTMAS	LED STAR FOR LIVE TREE	1,043.25
	Total For Dept 774.00 RECREATION	<u>2,037.99</u>

Dept 850.00 OTHER FUNCTIONS		
HARTFORD LIFE INSURANCE	RETIREE'S BENEFITS-LIFE-NOVEMBER	32.40
SBAM PLAN	RETIREE'S BENEFITS-NOVEMBER	5,823.59
MID-MICHIGAN RECYCLING L.C.	WASTE WOOD PROCESSING/RECYCLING	14,600.00
CRAIG MITCHELL SMITH GLASS	SCULPTURE FOR FARMER'S MARKET	5,000.00
MEDICAL MANAGEMENT SYS	AMBULANCE BILLING FEES AUGUST	2,748.48
MEDICAL MANAGEMENT SYS	AMBULANCE BILLING FEES SEPTEMBER	3,989.70
CLEARWATER MEDIA PART	LIFE STYLE VIDEO	4,637.50
RICOH USA, INC	PRINCIPAL COPY MACHINE LEASE NOV	127.43
RICOH USA, INC	INTEREST COPY MACHINE LEASE NOV	80.19
	Total For Dept 850.00 OTHER FUNCTIONS	<u>37,039.29</u>

Dept 905.00 DEBT SERVICE		
PNC BANK, N.A.	PRIN -CAPITAL IMPR BOND-N CONN TRAIL	100,000.00
PNC BANK, N.A.	INT -CAPITAL IMPR BOND-N CONN TRAIL	12,540.00
	Total For Dept 905.00 DEBT SERVICE	<u>112,540.00</u>

Total For Fund 101 GENERAL FUND 219,008.84

Fund 206 FIRE FUND		
Dept 000.00		
VERIZON WIRELESS	ACCTS RECEIVABLE-GENERAL	99.99
	Total For Dept 000.00	<u>99.99</u>

Dept 336.00 FIRE DEPARTMENT		
HARTFORD LIFE INSURANCE	RETIREE'S BENEFITS-LIFE-NOVEMBER	4.05
SBAM PLAN	RETIREE'S BENEFITS-NOVEMBER	970.29
SBAM PLAN	HEALTH INSURANCE-NOVEMBER	10,659.94
DELTA DENTAL PLAN OF	DENTAL INSURANCE-NOVEMBER	1,658.15
SBAM PLAN	HEALTH INSURANCE-SAFER GRANT-NOV	1,287.41
DELTA DENTAL PLAN OF	DENTAL INSURANCE-NOVEMBER	80.73
HARTFORD LIFE INSURANCE	LIFE INSURANCE-NOVEMBER	243.66
HARTFORD LIFE INSURANCE	LIFE INSURANCE-NOVEMBER	22.53
BARYAMES CLEANERS	STAFF UNIFORM DRY CLEANING	276.44
LANSING ICE & FUEL CO	GASOLINE 10/1 THRU 10/15/14	1,369.17
LANSING UNIFORM CO	50 SHOULDER PATCHES	200.00
MOORE MEDICAL, LLC	MEDICAL SUPPLIES & FUEL SURCHARGE	298.01
MOORE MEDICAL, LLC	MEDICAL SUPPLIES & FUEL SURCHARGE	329.19
SPARROW OCC HEALTH SERV	PHYSICALS	1,059.74
PRO AIR	AIR SAMPLE SERVICE 11/1/14-10/31/15	540.00
PRO AIR	AIR COMPRESSOR MAINT 11/1/14-10/31/15	700.00
WEST SHORE SERVICES INC	ANNUAL INSPECTION-10 OUTDOOR SIREN	4,250.00
VERIZON WIRELESS	CELLULAR OCTOBER	372.81
DELHI TOWNSHIP TREASURER	SEWER 6139 BISHOP	35.00
ACE HARDWARE	PAINT FOR FIRE DEPT RADIO DOOR	48.56
OVERHEAD DOOR CO	3 OVERHEAD DOOR TRANSMITTERS	114.00
STATE OF MICHGAN	EDUCATION & TRAINING	545.00
	Total For Dept 336.00 FIRE DEPARTMENT	<u>25,064.68</u>

Total For Fund 206 FIRE FUND 25,164.67

Fund 207 POLICE FUND

Dept 301.00 POLICE

INGHAM COUNTY TREASURER	POLICE CONTRACT OCTOBER	218,438.30
	Total For Dept 301.00 POLICE	<u>218,438.30</u>
	Total For Fund 207 POLICE FUND	<u><u>218,438.30</u></u>

Fund 211 FIRE EQUIP. & APPARATUS FUND

Dept 339.00 EQUIPMENT & APPARATUS

D & M SILKSCREENING	UNIFORM HATS	264.00
FIRE SERVICE MANAGEMENT	TURNOUT GEAR CLEANING & REPAIR	466.80
FIRE SERVICE MANAGEMENT	TURNOUT GEAR CLEANING & REPAIR	469.80
BRADY LAWN EQUIPMENT	FAN REPAIR	60.87
INTERSTATE BATTERIES OF	BATTERIES	76.70
THE PARTS PLACE	950 40 LB BAGS OIL DRY	52.00
COMMUNICATIONS SERVICES	RADIO REPAIR & REPLACE FLEX CABLE	190.50
SUPERIOR SAW	MOTO MIX OIL E-21	15.90
ACE HARDWARE	LIGHT BULBS M212	29.97
ACE HARDWARE	LIGHT BULBS M211	29.97
ACE HARDWARE	MISC HARWARE CAR #21	7.58
CITY OF LANSING FLEET SERV	TUNE UP UNIT #105	396.67
CITY OF LANSING FLEET SERV	REAR SIMULATER/HUBCAP UNIT #212	466.72
CITY OF LANSING FLEET SERV	REPAIR ENGINE HEATING/COOLING #383	1,215.39
FRANKIE D'S AUTO & TRUCK	BATTERIES UNIT #383	255.00
CITY OF LANSING FIRE DEPT	4 HCP & 4 ACLS CARDS	28.00
TARGETSOLUTIONS	TARGET SOLUTIONS TRAINING 10/1-12/31	735.00
MOTORSPORTS & TRAILERS	TRAILER TO HAUL BOBCAT UTV	2,883.50
	Total For Dept 339.00 EQUIPMENT & APPARATUS	<u>7,644.37</u>
	Total For Fund 211 FIRE EQUIP. & APPARATUS FUND	<u><u>7,644.37</u></u>

Fund 243 BROWNFIELD REDEVELOPMENT AUTH

Dept 733.00 BROWNFIELD ADMINISTRATION

FOSTER, SWIFT, COLLINS &	ENVIRONMENTAL LEGAL THRU 9/30/14	1,566.25
	Total For Dept 733.00 BROWNFIELD ADMINISTRATION	<u>1,566.25</u>
	Total For Fund 243 BROWNFIELD REDEVELOPMENT AUTH	<u><u>1,566.25</u></u>

Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY

Dept 728.00 DDA ADMINISTRATION

THE CHESAPEAKE GROUP	TOWNSHIP & CEDAR CORRIDOR ASSESS	1,000.00
	Total For Dept 728.00 DDA ADMINISTRATION	<u>1,000.00</u>

Dept 729.00 DDA MARKETING & PROMOTION

INTERNAL REVENUE SERVICE	EXEMPT ORG USER FEE/HOLT CONNECT	850.00
SAM'S CLUB DIRECT	TRAIL MIX	139.92
B & D ELECTRIC, INC.	NEW 220 LINE FARMERS MARKET	322.00
HAYHOE ASPHALT PAVING	CRACK SEAL- PARKING LOT FARMERS MRKT	900.00
SAM'S CLUB DIRECT	TOILET PAPER/TRASH BAGS	37.55
SAM'S CLUB DIRECT	CUPS/POP/COFFEE	63.05
	Total For Dept 729.00 DDA MARKETING & PROMOTION	<u>2,312.52</u>

Dept 850.00 OTHER FUNCTIONS

QUALITY FIRST MAID SERVICE	CLEANING SERVICES/SHERIFF & DDA	420.00
SAFETY SYSTEMS, INC	4TH QTR LEASE MAINT & MONITORING	105.00
DELHI TOWNSHIP TREASURER	SEWER 2045 CEDAR	43.40
DELHI TOWNSHIP TREASURER	SEWER 2150 CEDAR	30.68
DELHI TOWNSHIP TREASURER	SEWER 1465 CEDAR	14.00
DELHI TOWNSHIP TREASURER	SEWER 2052 CEDAR	118.88
CONSUMERS ENERGY	ELECTRIC-2116 CEDAR	416.23
CONSUMERS ENERGY	ELECTRIC-2150 CEDAR	216.26
CONSUMERS ENERGY	ELECTRIC-2228 AURELIUS	174.29
CONSUMERS ENERGY	ELECTRIC-2045 CEDAR #A	1,025.50
CONSUMERS ENERGY	ELECTRIC-2045 CEDAR #B	78.47
CONSUMERS ENERGY	ELECTRIC 1465 CEDAR	56.27
CONSUMERS ENERGY	ELECTRIC-3970 HOLT	160.93
CONSUMERS ENERGY	ELECTRIC-4115 HOLT	318.52
CONSUMERS ENERGY	GAS 1465 CEDAR	20.42
CONSUMERS ENERGY	GAS-2150 CEDAR	75.25
CONSUMERS ENERGY	GAS-2045 CEDAR	76.15
PURE GREEN LAWN & TREE	LAWN/TREE FERT 2045 CEDAR	128.00
PURE GREEN LAWN & TREE	LAWN/TREE FERT CRYSTAL	47.00
PURE GREEN LAWN & TREE	LAWN/TREE FERT THE PIE	35.00
PURE GREEN LAWN & TREE	LAWN/TREE FERT SUNOCO	40.00
PURE GREEN LAWN & TREE	LAWN/TREE FERT 7-11	40.00
PURE GREEN LAWN & TREE	LAWN/TREE FERT FARMERS MARKET	40.00
PURE GREEN LAWN & TREE	LAWN/TREE FERT DEPOT & DELHI NE	60.00
Total For Dept 850.00 OTHER FUNCTIONS		3,740.25

Total For Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY 7,052.77

Fund 410 SYCAMORE TRAIL CONSTR FUND

Dept 902.00 CAPITAL OUTLAY

POLETECH	6 ALUMINUM NON-TAPERED FLAGPOLE	2,280.00
POLETECH	FREIGHT	600.00
Total For Dept 902.00 CAPITAL OUTLAY		2,880.00

Total For Fund 410 SYCAMORE TRAIL CONSTR FUND 2,880.00

Fund 590 SEWAGE DISPOSAL SYSTEM

Dept 000.00

AUJLA, SHERRY	Basic Service Charge	29.75
CHAJECKI, ZBIDNIEW	Basic Service Charge	29.40
CLARK, KELLY	Basic Service Charge	15.40
CRONIN, CHAD	Basic Service Charge	77.00
GENESIS DIAGNOSTIC CENTER	Basic Service Charge	72.31
HARTSUFF, SALLY	Basic Service Charge	18.06
HOLLOWAY PROPERTIES LLC	Basic Service Charge	14.30
KING, TAAS	Sewer Usage	228.90
MAYBERRY HOMES	Basic Service Charge	24.50
MSU FEDERAL CREDIT UNION	Basic Service Charge	28.70
RE/MAX	Basic Service Charge	57.82
RE/MAX	Basic Service Charge	10.78
RE/MAX	Basic Service Charge	39.10

RIVERA, SALVADOR	Basic Service Charge	18.90
RYALS, CECIL	Basic Service Charge	35.50
RYAN, ROBIN	Basic Service Charge	14.00
THOMAS, JERMAINE	Sewer Usage	47.09
THOMAS, JERMAINE	Basic Service Charge	16.82
TOROK, MATTHEW	Basic Service Charge	90.20
UPDYKE, MIKE	Sewer Usage	26.18
SBAM PLAN	RETIREE'S PREMIUM DUE-NOVEMBER	103.28
	Total For Dept 000.00	<u>997.99</u>

Dept 548.00 ADMINISTRATION & OVERHEAD

HARTFORD LIFE INSURANCE	RETIREE'S BENEFITS-LIFE-NOVEMBER	16.20
SBAM PLAN	RETIREE'S BENEFITS-NOVEMBER	2,490.47
	Total For Dept 548.00 ADMINISTRATION & OVERHEAD	<u>2,506.67</u>

Dept 558.00 DEPT OF PUBLIC SERVICE

SBAM PLAN	HEALTH INSURANCE-NOVEMBER	11,809.13
DELTA DENTAL PLAN OF	DENTAL INSURANCE-NOVEMBER	1,474.57
HARTFORD LIFE INSURANCE	LIFE INSURANCE-NOVEMBER	334.60
ACE HARDWARE	TWO SIDED TAPE	2.79
SAM'S CLUB DIRECT	TONER CARTRIDGE/CAMERA VAN	92.98
LANSING ICE & FUEL CO	GASOLINE 10/1 THRU 10/15/14	1,657.63
BARYAMES CLEANERS	STAFF UNIFORM DRYCLEANING	91.60
MODEL COVERALL SERVICE	STAFF UNIFORMS	70.87
MODEL COVERALL SERVICE	STAFF UNIFORMS	86.13
MODEL COVERALL SERVICE	STAFF UNIFORMS POTW	70.87
MODEL COVERALL SERVICE	STAFF UNIFORMS MTC	86.13
AIRGAS USA, LLC	CYLINDER RENTAL	136.75
ALEXANDER CHEMICAL CORP	HYPOCHLORITE SOLUTION	3,813.28
ALS LABORATORY GROUP	QTRLY SLUDGE TESTING	472.50
HUBBELL, ROTH & CLARK, INC	WATER STORE-SAN SEWER REVIEW	385.26
HUBBELL, ROTH & CLARK, INC	ENGINEERING EIFERT RD SITE #2	270.60
HUBBELL, ROTH & CLARK, INC	GENERAL ENGINEERING SERVICES	204.15
HUBBELL, ROTH & CLARK, INC	SPEEDWAY-SAN SEWER REVIEW	756.99
HUBBELL, ROTH & CLARK, INC	GAS STATION/CONV STORE-SAN SEWER	610.98
HUBBELL, ROTH & CLARK, INC	ENGINEERING TV SOFTWARE EVAL	873.96
UNITED PARCEL SERVICE	SHIPPING CHARGES(MULTI-PRO REPAIR)	33.27
UNITED PARCEL SERVICE	SHIPPING CHARGES	41.49
VERIZON WIRELESS	CELLULAR OCTOBER	438.74
DELHI TOWNSHIP TREASURER	SEWER 1490 AURELIUS	161.00
BOARD OF WATER & LIGHT	ELECTRIC 1870 NIGHTINGALE	66.26
CONSUMERS ENERGY	ELECTRIC 1490 AURELIUS	2,203.22
CONSUMERS ENERGY	ELECTRIC-4828 HOLT	65.36
CONSUMERS ENERGY	ELECTRIC-4280 DELL	434.68
CONSUMERS ENERGY	ELECTRIC-2870 PINE TREE	500.30
CONSUMERS ENERGY	ELECTRIC-3505 HOLT	119.76
CONSUMERS ENERGY	ELECTRIC 1390 WAVERLY	104.71
CONSUMERS ENERGY	ELECTRIC-2358 EIFERT	297.15
CONSUMERS ENERGY	ELECTRIC-5961 MC CUE #2509	17,709.32
CONSUMERS ENERGY	ELECTRIC-5999 HOLT	43.99
CONSUMERS ENERGY	ELECTRIC-6055 MC CUE	350.62
CONSUMERS ENERGY	GAS-4280 DELL	21.16

CONSUMERS ENERGY	GAS-2481 DELHI COMM	16.76
CONSUMERS ENERGY	GAS-1490 AURELIUS	69.41
CONSUMERS ENERGY	GAS 5961 MC CUE #4	1,219.35
CONSUMERS ENERGY	GAS 1494 AURELIUS	11.65
CONSUMERS ENERGY	GAS-5961 MC CUE #2	22.62
CONSUMERS ENERGY	GAS-5961 MC CUE #3	76.72
CONSUMERS ENERGY	GAS-3505 HOLT	11.65
CONSUMERS ENERGY	GAS-5961 MC CUE #2319	766.18
CONSUMERS ENERGY	GAS-1490 AURELIUS	11.65
BRADY LAWN EQUIPMENT	REPLACEMENT SEAT FOR TURF MOWER	1,231.80
BOBCAT OF LANSING	REPAIR BROKEN FRAME SCAG MOWER	1,101.23
SAM'S CLUB DIRECT	4 CS KLEENEX	59.92
TASMANIAN TIRE CO.	REPAIR REAR TIRE SCAG #5 POTW	10.00
THE PARTS PLACE	8 POWER SERVICE DIESEL	143.92
JACK DOHENY SUPPLIES, INC	TOGGLE SWITCHES/HOSE REEL/VACTOR	48.85
JACK DOHENY SUPPLIES, INC	TOGGLE SWITCHES/HOSE REEL/VACTOR	44.60
JACK DOHENY SUPPLIES, INC	SHIPPING	13.00
USA BLUE BOOK	ROUND HOUR METERS/BASIN DRAIN	67.90
USA BLUE BOOK	RECTANGLE HOUR METERS /SPARE	67.90
USA BLUE BOOK	SHIPPING	15.77
ALL-PHASE ELECTRIC SUPPLY CO	2 GE OVERLOAD RELAYS	47.00
BOBCAT OF LANSING	1 CASE BOSS SNOW PLOW OIL	95.88
GOOD YEAR COMMERCIAL	REPAIR BACKHOE TIRE ON SITE	207.20
KENDALL ELECTRIC INC	MCC PANEL BULBS	5.76
KENDALL ELECTRIC INC	MCC PANEL BULBS	48.00
SAM'S CLUB DIRECT	BATTERIES (AA, C, D, 9V)	142.32
THE PARTS PLACE	3 FUEL FILTER PROSELECT	8.97
THE PARTS PLACE	RAIN-X/CARB CLEANER/SPARK PLUGS/	118.76
PURE GREEN LAWN & TREE	LAWN /TREE FERT 5961 MCCUE	240.00
PURE GREEN LAWN & TREE	LAWN /TREE FERT 1492 AURELIUS	128.00
PURE GREEN LAWN & TREE	LAWN /TREE FERT-1988 WAVERLY	89.00
JOHN'S PRO-CLEAN, INC	STEAM CLEAN CARPET - 2 LOCATIONS	350.00
JOHN'S PRO-CLEAN, INC	CLEAN CHAIRS - 2 LOCATIONS (EST. QTY)	156.00
QUALITY FIRST MAID SERVICE	CLEANING SERVICES/MAINTENANCE	260.00
QUALITY FIRST MAID SERVICE	CLEANING SERVICES/POTW	260.00
SAFETY SYSTEMS, INC	FIRE ALARM SERVICE/BATTERIES MTC	273.00
SAFETY SYSTEMS, INC	4TH QTR MONITOR/WATCHMAN REPORT	120.00
YELLOW SPRINGS INSTRUM	ORP PROBE PART #605102	290.00
YELLOW SPRINGS INSTRUM	SHIPPING	8.39
FEDEX	SAW GRANT SHIPPING	20.25
SPARROW OCC HEALTH SERV	PHYSICALS	21.50
HUBBELL, ROTH & CLARK, INC	LAGOON BUILDINGS EVALUATION	955.50
HUBBELL, ROTH & CLARK, INC	PRIMARY CLARIFIER EVALUATION	1,704.45
Total For Dept 558.00 DEPT OF PUBLIC SERVICE		<u>56,453.66</u>
Dept 578.01 CAPITAL IMPROVEMENTS		
HUBBELL, ROTH & CLARK, INC	ENGINEERING-MCCUE RD LINING	1,156.65
HUBBELL, ROTH & CLARK, INC	ENGINEERING-EIFERT RD FORCE MAIN	4,445.20
Total For Dept 578.01 CAPITAL IMPROVEMENTS		<u>5,601.85</u>
Total For Fund 590 SEWAGE DISPOSAL SYSTEM		<u><u>65,560.17</u></u>

Fund 643 LOCAL SITE REMEDIATION REVOLVING FUND

Dept 735.00 LOCAL SITE REMEDIATION

FOSTER, SWIFT, COLLINS &	ENVIRONMENTAL LEGAL THRU 9/30/14	1,566.25
	Total For Dept 735.00 LOCAL SITE REMEDIATION	<u>1,566.25</u>

Total For Fund 643 LOCAL SITE REMEDIATION REVOLVING FUND	<u><u>1,566.25</u></u>
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Fund 701 TRUST & AGENCY FUND

Dept 000.00

AFLAC	WITH DEDUCT-AFLAC DISABILITY	669.86
AFLAC	WITH DEDUCT-AFLAC LIFE INSUR	7.38
AFLAC	WITH DEDUCT-AFLAC ACCIDENT INDEMN	576.50
AFLAC	WITH DEDUCT-AFLAC SICKNESS INDEMN	370.62
AFLAC	WITH DEDUCT-AFLAC CANCER INDEMN	467.16
AFLAC	WITH DEDUCT-DISABILITY RIDER	18.48
AMES ICE CREAM	REFUND CASH BOND TRANSIENT LIC	250.00
KONA ICE HOLT	REFUND OF CASH BOND-TRANSIENT LIC	250.00
	Total For Dept 000.00	<u>2,610.00</u>

Total For Fund 701 TRUST & AGENCY FUND	<u><u>2,610.00</u></u>
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Fund 703 CURRENT TAX ACCOUNT

Dept 000.00

CENTURY DEVELOPMENT LLC	REFUNDS DUE TAXPAYERS	501.58
	Total For Dept 000.00	<u>501.58</u>

Total For Fund 703 CURRENT TAX ACCOUNT	<u><u>501.58</u></u>
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Total For All Funds:	<u><u>551,993.20</u></u>
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**DELHI CHARTER TOWNSHIP
FUND TRANSFERS AND PAYROLL APPROVAL
For Payroll Dated October 23, 2014**

I. Certification of Preparation and Distribution

The attached check and payroll registers encompass check numbers: 107272 through 107310 & direct deposits numbers: DD19015 through DD19102. 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: October 23, 2014

Director of Accounting

II. Payroll Report

The October 23, 2014 payroll encompasses the following funds and expenditures:

	Gross Payroll	Payroll Deductions	Net Pay
General Fund	\$100,854.22	\$45,490.75	\$55,363.47
Fire Dept. Fund	51,690.99	15,864.47	\$35,826.52
DDA	3,933.23	883.90	\$3,049.33
Sewer Fund/Receiving	35,553.12	10,475.88	\$25,077.24
Total Payroll	\$192,031.56	\$72,715.00	\$119,316.56
	Township FICA	Township RHS & Pension Plan	Total Deductions & TWP Liabilities
General Fund	\$7,385.98	\$5,535.45	\$58,412.18
Fire Dept. Fund	3,849.49	3,349.41	23,063.37
DDA	131.32	82.04	1,097.26
Sewer Fund/Receiving	2,618.74	2,894.81	15,989.43
Total Payroll	\$13,985.53	\$11,861.71	\$98,562.24

Director of Accounting

III. FUND TRANSFERS

Transfers covering the foregoing payroll were made on October 23, 2014 and identified as follows:

10/23 Net Pay Disbursement in Common Savings (\$119,316.56)

Roy W. Sweet, Treasurer

IV. Board Audit and Approval:

At a regular meeting of the Township Board held on November 5, 2014, a motion was made by _____ and passed by _____ yes votes and _____ no votes(_____ absent) that the payroll dated October 23, 2014 was reviewed, audited, and approved.

Attachment to Payroll Register

cc: Sweet(1)Vander Ploeg(1)

Evan Hope, Clerk



**DELHI CHARTER TOWNSHIP
MEMORANDUM**

FROM: Evan Hope, Township Clerk
TO: John Elsinga, Township Manager
Delhi Township Board of Trustees
DATE: October 27, 2014
RE: **Proposed Schedule of 2015 Township Board Meetings**

Enclosed for your review is a proposed schedule of the 2015 Township Board of Trustees meetings. Meetings follow the traditional schedule of the first and third Tuesdays of each month with the exception of no meeting is scheduled for the first Tuesday in February.

If the Township Board concurs, I offer the following motion:

RECOMMENDED MOTION:

TO APPROVE THE YEAR 2015 SCHEDULE OF DELHI CHARTER TOWNSHIP BOARD OF TRUSTEES MEETING DATES.

DELHI CHARTER TOWNSHIP
Community Services Center, 2074 Aurelius Road
Holt, MI 48842-6320
(517) 694-2135

YEAR 2015 DELHI CHARTER TOWNSHIP BOARD
REGULAR MEETING DATES

January 6
January 20
February 17
March 3
March 17
April 7
April 21
May 5
May 19
June 2
June 3 (Dept. Head Goals, Objectives & 2015 CIP- Wed. 8:00 a.m.-6:00 p.m.)
June 9 (Board Goals & Objectives 6 p.m.-9 p.m.)
June 16
July 7
July 21
August 4
August 18
September 1
September 9 (Dept Head Budget Presentation to Brd. – Wed. 8 a.m.-4 p.m.)
September 15
October 6
October 20
November 3
November 17
December 1
December 15

TOWNSHIP BOARD COMMITTEE OF THE WHOLE MEETINGS

Committee of the Whole meetings are held prior to the scheduled regular Board of Trustee meetings at 6:30 p.m., in the Multipurpose Room of the Community Services Center located at 2074 Aurelius Road, Holt, MI 48842.

DELHI CHARTER TOWNSHIP

M E M O R A N D U M

TO: Delhi Township Board Members
FROM: John B. Elsinga, Township Manager
DATE: October 27, 2014
RE: 2015 Holiday Schedule

Attached is a proposed holiday schedule for Delhi Township for the year 2015. Delhi Township observes twelve (12) holidays per year as a paid holiday for full-time employees, in which all Township offices are closed to the public. These holidays are:

- | | |
|---------------------------------|-----------------------------------|
| 1. New Year's Day | 7. Labor Day |
| 2. Martin Luther King Jr.'s Day | 8. Veterans' Day |
| 3. President's Day | 9. Thanksgiving Day |
| 4. Good Friday | 10. Friday after Thanksgiving Day |
| 5. Memorial Day | 11. Christmas Eve Day |
| 6. Independence Day | 12. Christmas Day |

In 2015, New Year's Day falls on a Thursday and it has been suggested that the Township swap the Good Friday holiday for Friday, January, 2, 2015.

This is the only recommended change to the 2015 holiday schedule. If the Board concurs with the proposed schedule, I offer the following motion:

RECOMMENDED MOTION:

To adopt the 2015 Holiday Schedule for Delhi Charter Township (Exhibit A).

Delhi Charter Township

2015 HOLIDAY SCHEDULE

New Year's Day	Thursday & Friday January 1 and 2, 2015
Martin Luther King Jr.'s Day	Monday, January 19, 2015
President's Day	Monday, February 16, 2015
Memorial Day	Monday, May 25, 2015
Independence Day	Friday, July 3, 2015
Labor Day	Monday, September 7, 2015
Veterans' Day	Wednesday, November 11, 2015
Thanksgiving	Thursday & Friday, November 26 and 27, 2015
Christmas	Thursday & Friday December 24 and 25, 2015

DELHI CHARTER TOWNSHIP

MEMORANDUM

TO: Delhi Township Board Members

FROM: John B. Elsinga, Township Manager

DATE: October 30, 2014

RE: Stormwater, Asset Management and Wastewater Grant

Enclosed for your review and approval is a request to acknowledge the receipt of a SAW (Stormwater, Asset Management and Wastewater) Grant from the State of Michigan and authorize Hubbell, Roth and Clark, Inc. to provide consulting and engineering services associated with the grant projects.

In November 2013 the Township Board authorized the submittal of a SAW Grant Application. This new grant program is being offered through the State of Michigan Department of Environmental Quality (DEQ) and the Michigan Finance Authority (MFA). Its purpose is to provide grant funding, with some local match, to enable communities to develop asset management plans and stormwater management plans, along with the design of wastewater or stormwater infrastructure.

Just this month the Township was notified that we are a recipient of grant funding for the fiscal year 2015. The total funding request of the grant is \$2,444,444 with \$2,000,000 in grant money and a local match by the Township of \$444,444. Since January 2013 the Township has made necessary infrastructure repairs and maintenance and incurred costs that can be accounted for over half of our local match portion and will be applied as such.

Approximately 80% of the requested funding will be used to fully develop an asset management plan over the next three years which has become a requirement of our NPDES permit. An asset management plan provides us with the dollar value of all the components within our wastewater collection/treatment system, their useful life, and subsequently a replacement schedule from which we can develop a capital improvement plan that will sustain the operability of the whole system in the future.

Recommended Motion:

To acknowledge the receipt of a SAW Grant from the State of Michigan in the amount of \$2,444,444, with the Township's match being \$444,444, and authorize Hubbell, Roth and Clark, Inc. to provide consulting and engineering services associated with the grant projects.



PRINCIPALS

George E. Hubbell
Thomas E. Biehl
Walter H. Alix
Peter T. Roth
Keith D. McCormack
Nancy M. D. Faught
Daniel W. Mitchell
Jesse B. VanDeCreek
Roland N. Alix

SENIOR ASSOCIATES

Gary J. Tressell
Kenneth A. Melchior
Randal L. Ford
William R. Davis
Dennis J. Benoit

ASSOCIATES

Jonathan E. Booth
Michael C. MacDonald
Marvin A. Olane
Robert F. DeFrain
Marshall J. Grazioli
Thomas D. LaCross
James F. Burton
Donna M. Martin
Charles E. Hart

HUBBELL, ROTH & CLARK, INC.

OFFICE: 2101 Aurelius Road, Suite 2A
Holt, MI 48842
PHONE: 517.3694.7760
WEBSITE: www.hrc-engr.com
EMAIL: info@hrc-engr.com

October 31, 2014

Delhi Charter Township
2074 Aurelius Road
Holt, Michigan 48842

Attn: Mr. John Elsinga, Township Manager

Re: SAW Update and Program Discussion
Delhi Charter Township

HRC Job No. 20140175

Dear Mr. Elsinga:

We are pleased to report to your office and the Township Board that Delhi has been awarded the Stormwater, Asset Management and Wastewater (SAW) grant. Please find attached, the approval letter and original grant agreement from MDEQ. The final executed agreement should be received by the Township in the next few weeks. By way of summary, the Township requested a \$2,444,444 grant for the following activities:

- Design of wastewater projects - \$219,670
- Wastewater asset management plan- \$1,949,716
- Stormwater management plan- \$275,058

MDEQ will fund \$2,000,000 (~82%) of these project costs. The Township will be responsible for the \$444,444 match. At this time, it is the Township's intent is to cover the match with in-kind services and pre-grant expenses on approved activities. At this point, the budgeted grant match includes:

- Force Account (Staff Time) - \$218,534
- Incurred Expense - \$155,055

The remaining match balance will likely be in additional staff time over the 3 year planning window. Thus, the Township will not likely contribute further cash match beyond the expenses already incurred.

Attached you will find the grant tracking and summary spreadsheet the Township and our office created collaboratively. This highlights the estimated cost allocations of the grant. Other than the total amount per funding category and a few grant limits, the individual tasks are estimates and can be shifted to better fit the Township needs, provided the grant objectives are still met upon completion. We will expand on each category at the Township Board meeting. Further, we recommend that the project be split into 3 phases of Township Board approvals (roughly \$800,000 each phase). The specific tasks within each phase and timing will be developed as the overall project is organized and reviewed with MDEQ staff. The Phasing will be discussed at the first quarterly Township Board update meeting.

We are also assisting the Township with the first reimbursement request to be made under this program. A summary will be provided at the Board meeting. Once the agreement is returned by MDEQ, this will be immediately submitted and payment is expected within a few weeks.

Mr. John Elsinga
October 31, 2014
HRC Job Number 2014075
Page 2 of 2

We recommend the following:

1. The Township Board formally approves the overall SAW program and approves the Phase I budget with professional service costs administered by the Township Manager within the specified budgets.
2. Contracted services, such as forcemain inspection, be bid or quoted and brought before the Township Board for approval.
3. HRC representatives and the Director of Public Services report to the Township Board quarterly on completed tasks, upcoming work, and budgeting.

If you have any questions or require any additional information, please contact the undersigned.

Very truly yours,
HUBBELL, ROTH & CLARK, INC.



James F. Burton, P.E.
Associate

pc: Delhi Charter Township; Township Board, Ms. Sandra Diorka
HRC; G. Hubbell, K. Stickel, T. Grant, File

Task	Fiscal Year	Estimated SAW Eligible Costs	Force Account Costs	Incurred Costs	Vendor/Software/Contractor	Consultant Costs
DESIGN SERVICES - APPENDIX A						
Pine Tree Lift Station Retrofit		\$ 21,100				\$ 21,100
Eifert Road Forcemain Replacement (Inc SME proposal) NORTH	2014	\$ 99,560				\$ 99,560
Eifert Road Forcemain Replacement Construction SOUTH						
Replacement of Primary Clarifier Drives	2014	\$ 16,350				\$ 16,350
Emergency Generator Interconnections		\$ 12,060				\$ 12,060
RBC Building Conversion		\$ 51,420				\$ 51,420
Lagoon Building Replacements	2014	\$ 19,180				\$ 19,180
SUBTOTAL - DESIGN SERVICES - APPENDIX A		\$ 219,670	\$ -	\$ -	\$ -	\$ 219,670
SANITARY SEWER AMP - APPENDIX C						
Asset Management Project Initiation and Management						
- Application Preparation	2013	\$ 9,240	\$ -			\$ 9,240
- Project organization, personnel, meetings	2014	\$ 26,074	\$ 6,074			\$ 20,000
- Level of Service and Key Performance Goals		\$ 11,656	\$ 1,656			\$ 10,000
- Public Education		\$ 25,854	\$ 1,854			\$ 24,000
Asset Management Software, Hardware & Training						
- GIS/Asset Management Software		\$ -				
ESRI Bundle - Advanced		\$ 17,810			\$ 17,810	
ESRI Bundle - Basic		\$ 2,700			\$ 2,700	
Cityworks 1st log in		\$ 7,995			\$ 7,995	
Cityworks 2-5 log in		\$ 3,995			\$ 3,995	
Services		\$ 12,500			\$ 12,500	
- GIS/Asset Management Training		\$ 3,610	\$ 3,610			
RS & GIS Training (3 day -30 hours) (2)		\$ 2,400			\$ 2,400	
RS & GIS Training Intro (2 day - 20 hours) (2)		\$ 1,200			\$ 1,200	
- GIS/Asset Management Hardware		\$ -	\$ -			
Tablet/Mobile Devices (3)		\$ 4,416			\$ 4,416	
ESRI Bundle		\$ 1,180			\$ 1,180	
Asset Inventory and Data Collection		\$ 125,522				
- Digitize existing records						
- Determine inventory needs/scope						
- Perform field inventory of facility assets to determine/verify asset data			\$ 10,522			\$ 115,000
- Input assets into AMP software						
- Add sanitary sewer leads and invert information						
- Add additional sewer information as available						
GIS Training						
Condition Assessment						
- Metering and Modeling		\$ 151,851	\$ 1,851			\$ 150,000
TV Truck Software						
- Cleaning and televising of separated sewers and rating with PACP system* - Incurred		\$ 99,768		\$ 99,768		
- Cleaning and televising of separated sewers and rating with PACP system*		\$ 109,547	\$ 99,547			\$ 10,000
PACP Coding						
- PACP and MACP training for staff (2)		\$ 3,772	\$ 1,972		\$ 1,800	\$ -
- Manhole Inspections		\$ 38,728	\$ 4,728			\$ 34,000
- Plant, Pump Station and Forcemain Inspections - Incurred		\$ 6,711		\$ 6,711		
- Plant, Pump Station and Forcemain Inspections - Incurred		\$ 28,080		\$ 28,080		
- Plant, Pump Station and Forcemain Inspections - Incurred		\$ 500		\$ 500		
- Plant, Pump Station and Forcemain Inspections - Incurred		\$ 640		\$ 640		
- Plant, Pump Station and Forcemain Inspections - Incurred		\$ 9,855		\$ 9,855		
- Plant, Pump Station and Forcemain Inspections		\$ 927,956	\$ 16,506		\$ 831,450	\$ 80,000
Lab and Garage Buildings						
- Probability of Failure Analysis		\$ 73,269	\$ 3,269			\$ 70,000
- Level of Service and Key Performance Achievements		\$ 25,479	\$ 479			\$ 25,000
Asset Criticality and Risk						
- Assessment of Criticality & Risk		\$ 92,605	\$ 12,605			\$ 80,000
- Capital planning and operation optimization		\$ 73,146	\$ 8,146			\$ 65,000
Rate Structure						
- Life cycle costing		\$ 51,659				
- Funding review - Incurred				\$ 9,500		
- Funding review			\$ 2,159		\$ 25,000	\$ 15,000
- Financial review and analysis						
SUB-TOTAL APPENDIX C WASTEWATER		\$ 1,949,716	\$ 174,976	\$ 155,054	\$ 912,446	\$ 707,240

Task	Fiscal Year	Estimated SAW Eligible Costs	Force Account Costs	Incurred Costs	Vendor/Software/Contractor	Consultant Costs
STORMWATER MANAGEMENT PLAN - APPENDIX D						
Description and Map of Jurisdictional Boundary						
Preparation of Application (Inc. in Appendix C)		\$ -	\$ -			\$ -
Project Administration		\$ 13,776	\$ 5,776			\$ 8,000
Map of all Township watersheds, subwatersheds, and drainage districts		\$ 4,669	\$ 669			\$ 4,000
Create/modify storm sewer geodatabases for Township owned storm sewers		\$ 8,669	\$ 669			\$ 8,000
Delineate DD boundaries on GIS (based on legal description, not physical boundaries)		\$ 4,669	\$ 669			\$ 4,000
Lidar processing		\$ 2,334	\$ 334			\$ 2,000
Description of Major Components of Stormwater System and/or Drainage District						
Create data model		\$ 8,669	\$ 669			\$ 8,000
Location and route of drains into geodatabase. Importing/converting CAD files.		\$ 8,669	\$ 669			\$ 8,000
Drainage attributes		\$ 4,669	\$ 669			\$ 4,000
Create stormwater flow model		\$ 39,632	\$ 3,632		\$ 20,000	\$ 16,000
Coordination with GIS drainage district boundary corrections		\$ 5,280	\$ 1,280			\$ 4,000
Clean and televise Township owned storm sewers		\$ 11,964	\$ 7,964			\$ 4,000
Description of Publicly Owned BMPs and Private BMPs that significantly affect System						
Field Investigation		\$ 26,953	\$ 2,953			\$ 24,000
Searching existing resources (watershed groups, etc.) for data		\$ 4,000	\$ -			\$ 4,000
Description of all stormwater and know stormwater related water quality problems within planning area						
Condition assessment of drainage areas		\$ 10,474	\$ 2,474			\$ 8,000
Review complaint and maintenance records		\$ 4,611	\$ 611			\$ 4,000
Review WMP, TMDL		\$ 4,611	\$ 611			\$ 4,000
Water Quality Monitoring		\$ 15,904	\$ 1,904		\$ 2,000	\$ 12,000
Recommendations and analysis of projects to correct stormwater problems						
Identify capital projects		\$ 9,424	\$ 1,424			\$ 8,000
Develop unit prices for standard items of work		\$ 2,000	\$ -			\$ 2,000
Develop cost estimates		\$ 4,000	\$ -			\$ 4,000
General plans and pilot projects		\$ 21,090	\$ 1,090			\$ 20,000
Timeline for Implementation of the Plan						
Timeline		\$ 4,631	\$ 631			\$ 4,000
General Maintenance Plan						
Maintenance & Management Plan & Report		\$ 9,026	\$ 1,026			\$ 8,000
A General Description of Land Use Percentages						
Develop GIS maps from existing sources		\$ 4,334	\$ 334			\$ 4,000
Public Education and Involvement						
Development of materials		\$ 20,270	\$ 2,770		\$ 2,500	\$ 15,000
Develop guidance for permit reviews, Road Commission, municipal drainage		\$ 4,784	\$ 784			\$ 4,000
Developing standards for converting construction CAD drawings to GIS		\$ 5,118	\$ 1,118			\$ 4,000
Meetings and conference calls		\$ 10,828	\$ 2,828			\$ 8,000
SUB TOTAL - SWMP APPENDIX D		\$ 275,058	\$ 43,558	\$ -	\$ 24,500	\$ 207,000
TOTAL		\$ 2,444,443	\$ 218,533	\$ 155,054	\$ 936,946	\$ 1,133,910

K. Project Cost Worksheet

Read the instructions below before completing the Project Cost Worksheet.

Grant Budget Item	Incurring Project Costs A	Estimated Project Costs B	Cost Supporting Documents Attached?	Total Project Costs A+B
1. Project Planning Costs			<input type="checkbox"/> YES	
2. Design Engineering Costs		\$219,670	<input checked="" type="checkbox"/> YES	\$219,670
3. User Charge System Development Costs			<input type="checkbox"/> YES	
4. Wastewater Asset Management Plan Costs	\$155,054	\$1,794,662	<input checked="" type="checkbox"/> YES	\$1,949,716
5. Stormwater Asset Management Plan Costs			<input type="checkbox"/> YES	
6. Stormwater Management Plan Costs		\$275,058	<input checked="" type="checkbox"/> YES	\$275,058
7. Innovative Wastewater and Stormwater Technology Costs			<input type="checkbox"/> YES	
8. Disadvantaged Community Construction Cost			<input type="checkbox"/> YES	
9. Cost Subtotal				\$2,444,444
10. LESS Local Match				\$444,444
11. Requested SAW Grant Amount (Line 9 minus Line 10)				\$2,000,000

1. Entering Cost Figures

To complete the Project Cost Worksheet, enter costs incurred to date in the first column and estimated costs in the second column. **Use whole dollar amounts for all entries.** A budget line item may have costs entered in each column; however, the entries must accurately reflect the division between incurred costs and estimated (i.e., the costs in the second column must not be a cumulative total but are to represent the balance of costs not yet incurred).

2. Supporting Documentation

Documentation must be attached to your application to support the costs included on the Project Cost Worksheet: Validate by checking the box in the third column on each requested line item.

- For incurred costs, adequate supporting documentation means executed contract; an invoice; proof of billing or payment for each cost for which grant assistance is being sought (e.g., copies of the monthly invoices from your consulting engineer, timesheet/payroll records showing hours worked and work performed).
- For estimated costs, adequate supporting documentation means an engineer's estimate; a letter, or email from a vendor detailing the services to be rendered and their costs; or a ledger of anticipated billable force account hours, employee rates, and classifications.

3. Executed Contracts (required for reimbursement, not required for grant application)

A contract between the applicant and the vendor must be executed for each service that has been or is to be rendered if the cost of such service is greater than \$50,000. An executed

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Michigan Finance Authority

Stormwater, Asset Management, and Wastewater (SAW) GRANT AGREEMENT

This Grant Agreement ("Agreement") is made as of _____ 20____, among the Michigan Department of Environmental Quality, Office of Drinking Water and Municipal Assistance (the "DEQ"), the Michigan Finance Authority (the "Authority") (the DEQ and the Authority are, collectively, the "State") and the _____, County of _____ ("Grantee") in consideration for providing grant assistance to the Grantee.

The purpose of this Agreement is to provide funding for the project named below. The State is authorized to provide grant assistance pursuant to the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended. Legislative appropriation of funds for grant disclosure is set forth in 2013 Public Act 59.

The Grantee shall be required to repay the grant made under this Agreement (the "Grant"), within 90 days of being informed by the State to do so, under certain conditions, as set forth in Section XVIII. Program Specific Requirements: SAW Grant.

Award of a Grant under this Agreement and completion of the activities identified in Exhibit A does not guarantee loan assistance from the State Revolving Fund, Strategic Water Quality Initiatives Fund, or Stormwater, Asset Management or Wastewater.

GRANTEE INFORMATION:

Name/Title of Authorized Representative

Address

Address

Telephone number

E-mail address

GRANT INFORMATION:

Project Name: _____
Project #: _____
Amount of Grant: \$ _____
Amount of Match \$ _____
Project Total \$ _____ (grant plus match)
Start Date: _____ End Date: _____

DEQ REPRESENTATIVE:

Name/Title

Address

Address

Telephone number

E-mail address

AUTHORITY REPRESENTATIVE:

Name/Title

Address

Address

Telephone number

E-mail address

THE FORM WILL NOT BE ACCEPTED IF IT HAS BEEN EDITED, ALTERED, RETYPED, OR CONVERTED TO ANY OTHER FORMAT.

The individuals signing below certify by their signatures that they are authorized to sign this Grant Agreement on behalf of their respective parties, and that the parties will fulfill the terms of this Agreement, including the attached Exhibit A, and use this Grant only as set forth in this Agreement.

GRANTEE

Signature of Grantee

Date

Name and title (typed or printed)

MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY

Its Authorized Officer

Date

MICHIGAN FINANCE AUTHORITY

Its Authorized Officer

Date

I. PROJECT SCOPE

This Agreement shall be in addition to any other contractual undertaking by the Grantee contained in the Resolution authorizing the Grant (the "Resolution").

This Agreement, including its exhibit(s), constitutes the entire agreement between the DEQ, the Authority, and the Grantee.

- (A) The scope of this Grant is limited to the activities specified in Exhibit A (the "Project"), and such activities as are authorized by the State under this Agreement. Any change in project scope requires prior written approval in accordance with Section III, Changes, in this Agreement.
- (B) By acceptance of this Agreement, the Grantee commits to complete the Project identified in Exhibit A within the time period allowed for in this Agreement and in accordance with the terms and conditions of this Agreement.

II. AGREEMENT PERIOD

This Agreement shall take effect on the date that it has been signed by all parties (the "Effective Date"). The Grantee shall complete the Project in accordance with all the terms and conditions specified in this Agreement no later than the End Date shown on page one. **Only costs incurred on or after January 2, 2013 and between the Start Date and the End Date shall be eligible for payment under this Grant.**

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III. CHANGES

Any decreases in the amount of the Grantee's compensation, significant changes to the Project, or extension of the End Date, shall be requested by the Grantee in writing, and approved in writing by the State in advance. The State reserves the right to deny requests for changes to the Agreement including its Exhibit A. No changes can be implemented without approval by the State.

IV. GRANTEE PAYMENTS AND REPORTING REQUIREMENTS

The Grantee shall meet the reporting requirements specified in Section XVIII of this Agreement.

V. GRANTEE RESPONSIBILITIES

- (A) The Grantee agrees to abide by all local, state, and federal laws, rules, ordinances and regulations in the performance of this Grant.
- (B) All local, state, and federal permits, if required, are the responsibility of the Grantee. Award of this Grant is not a guarantee of permit approval by the state.
- (C) The Grantee shall be solely responsible to pay all taxes, if any, that arise from the Grantee's receipt of this Grant.
- (D) The Grantee is responsible for the professional quality, technical accuracy, timely completion, and coordination of all designs, drawings, specifications, reports, and other services furnished by its subcontractors under this Agreement. The State will consider the Grantee to be the sole point of contact concerning contractual matters, including payment resulting from this Grant. The Grantee or its subcontractor shall, without additional grant award, correct or revise any errors, omissions, or other deficiencies in designs, drawings, specifications, reports, or other services.
- (E) The DEQ's approval of drawings, designs, specifications, reports, and incidental work or materials furnished hereunder shall not in any way relieve the Grantee of responsibility for the technical adequacy of the work. The DEQ's review, approval, acceptance, or payment for any of the services shall not be construed as a waiver of any rights under this Agreement or of any cause of action arising out of the performance of this Agreement.
- (F) The Grantee acknowledges that it is a crime to knowingly and willfully file false information with the State for the purpose of obtaining this Agreement or any payment under the Agreement, and that any such filing may subject the Grantee, its agents, and/or employees to criminal and civil prosecution and/or termination of the Grant.

VI. ASSIGNABILITY

The Grantee shall not assign this Agreement or assign or delegate any of its duties or obligations under this Agreement to any other party without the prior written consent of the State. The State does not assume responsibility regarding the contractual relationships between the Grantee and any subcontractor.

VII. NON-DISCRIMINATION

The Grantee shall comply with the Elliott Larsen Civil Rights Act, 1976 PA 453, as amended, MCL 37.2101 *et seq*, the Persons with Disabilities Civil Rights Act, 1976 PA 220, as amended, MCL 37.1101 *et seq*, and all other federal, state, and local fair employment practices and equal opportunity laws and covenants that it shall not discriminate against any employee or applicant for employment, to be employed in the performance of this Agreement, with respect to his or her hire, tenure, terms, conditions, or privileges of employment, or any matter directly or indirectly related to employment, because of his or her race, religion, color, national origin, age, sex, height, weight, marital status, or physical or mental disability that is unrelated to the individual's ability to perform the duties of a particular job or position. The Grantee agrees to include in every subcontract entered into for the performance of this Agreement this covenant not to discriminate in employment. A breach of this covenant is a material breach of this Agreement.

VIII. UNFAIR LABOR PRACTICES

The Grantee shall comply with the Employers Engaging in Unfair Labor Practices Act, 1980 PA 278, as amended, MCL 423.321 *et seq*.

IX. LIABILITY

(A) The Grantee, not the State, is responsible for all liabilities as a result of claims, judgments, or costs arising out of activities to be carried out by the Grantee under this Agreement, if the liability is caused by the Grantee, any subcontractor, or anyone employed by the Grantee.

(B) All liability as a result of claims, demands, costs, or judgments arising out of activities to be carried out by the State in the performance of this Agreement is the responsibility of the State and not the responsibility of the Grantee if the liability is materially caused by any State employee or agent.

(C) In the event that liability arises as a result of activities conducted jointly by the Grantee and the State in fulfillment of their responsibilities under this Agreement, such liability is held by the Grantee and the State in relation to each party's responsibilities under these joint activities.

(D) Nothing in this Agreement should be construed as a waiver of any governmental immunity by the Grantee, the State, its agencies, or their employees as provided by statute or court decisions.

X. CONFLICT OF INTEREST

No government employee or member of the legislative, judicial, or executive branches or member of the Grantee's governing body, its employees, partner, agencies or their families shall have benefit financially from any part of this Agreement.

XI. AUDIT AND ACCESS TO RECORDS

See Section XVIII (C).

XII. INSURANCE

(A) The Grantee shall maintain insurance or self insurance that will protect it from claims that may arise from the Grantee's actions under this Agreement or from the actions of others for whom the Grantee may be held liable.

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- (B) The Grantee must comply with applicant workers' compensation laws while engaging in activities authorized under this Agreement.

XIII. OTHER SOURCES OF FUNDING

The Grantee guarantees that any claims for reimbursement made to the State under this Agreement shall not be financed by any source other than the State under the terms of this Agreement. If funding is received through any other source, the Grantee agrees to delete from Grantee's billings or to immediately refund to the State, the total amount representing such duplication of funding.

XIV. COMPENSATION

- (A) A breakdown of Project costs covered under this Agreement is identified in Exhibit A. The State will pay the Grantee a total amount not to exceed the amount on page one of this Agreement, in accordance with Exhibit A, and only for expenses incurred. All other costs over and above the Grant amount, necessary to complete the Project, are the sole responsibility of the Grantee.
- (B) The Grantee is committed to the match amount on page one of this Agreement, in accordance with Exhibit A. The Grantee shall expend all local match committed to the Project by the End Date of this Agreement.
- (C) The State will approve payment requests after approval of reports and related documentation as required under this Agreement.
- (D) The State reserves the right to request additional information necessary to substantiate payment requests.

XV. CLOSEOUT

- (A) A determination of Project completion shall be made by the DEQ after the Grantee has met any match obligations and satisfactorily completed the activities and provided products and deliverables described in Exhibit A.
- (B) Upon issuance of final payment from the State, the Grantee releases the State of all claims against the State arising under this Agreement. Unless otherwise provided in this Agreement or by State law, final payment under this Agreement shall not constitute a waiver of the State's claims against the Grantee.
- (C) The Grantee shall immediately refund to the State any payments or funds in excess of the costs allowed by this Agreement.

XVI. CANCELLATION

This Agreement may be canceled by the State, upon 30 days written notice, due to Executive Order, budgetary reduction, or other lack of funding upon request by Grantee or upon mutual agreement by the State and Grantee. The State reserves the right to provide just and equitable compensation to the Grantee for all satisfactory work completed under this Agreement.

XVII. TERMINATION

(A) This Agreement may also be terminated by the State for any of the following reasons upon 30 days written notice to the Grantee:

(1) If the Grantee fails to comply with the terms and conditions of the Agreement or with the requirements of the authorizing legislation cited on page 1 or the rules promulgated thereunder, or with other applicable law or rules.

(2) If the Grantee knowingly and willfully presents false information to the State for the purpose of obtaining this Agreement or any payment under this Agreement.

(3) If the State finds that the Grantee, or any of the Grantee's agents or representatives, offered or gave gratuities, favors, or gifts of monetary value to any official, employee, or agent of the State in an attempt to secure a subcontract or favorable treatment in awarding, amending, or making any determinations related to the performance of this Agreement.

(4) During the 30-day written notice period, the State shall also withhold payment for any findings under subparagraphs 1 through 3, above.

(5) If the Grantee or any subcontractor, manufacturer, or supplier of the Grantee appears in the register of persons engaging in unfair labor practices that is compiled by the Michigan Department of Licensing and Regulatory Affairs or its successor.

(B) The State may immediately terminate this Agreement without further liability if the Grantee, or any agent of the Grantee, or any agent of any subagreement, is:

(1) Convicted of a criminal offense incident to the application for or performance of a state, public, or private contract or subcontract;

(2) Convicted of a criminal offense, including but not limited to any of the following: embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or attempting to influence a public employee to breach the ethical conduct standards for State of Michigan employees;

(3) Convicted under state or federal antitrust statutes;

(4) Convicted of any other criminal offense which, in the sole discretion of the State, reflects on the Grantee's business integrity; or

(C) If a grant is terminated, the State reserves the right to require the Grantee to repay all or a portion of funds received under this Agreement.

XVIII. PROGRAM-SPECIFIC REQUIREMENTS: SAW REPAYABLE GRANT

(A) General Representations. The Grantee represents and warrants to, and agrees with, the Authority and DEQ, as of the date hereof as follows:

(1) Grant funds shall be expended only to cover costs for the development of an Asset Management Plan, Stormwater Management Plan, innovative wastewater or stormwater technology, construction costs for disadvantaged communities, or for planning, design and user charge development.

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(2) Grant funds used for administrative activities or activities performed by municipal employees shall be limited to work that is directly related to the Project and is conducted by employees of the Grantee.

(3) The Grantee has full legal right, power and authority to execute this Agreement, and to consummate all transactions contemplated by this Agreement, the Resolution, and any and all other agreements relating thereto. The Grantee has duly authorized and approved the execution and delivery of this Agreement, the performance by the Grantee of its obligations contained in this Agreement, and this Agreement is a valid, legally binding action of the Grantee, enforceable in accordance with the terms thereof except as enforceability may be limited by bankruptcy, insolvency, reorganization, moratorium and other similar laws affecting the rights of creditors generally, and by principles of equity if equitable remedies are sought.

(4) The Resolution has been duly adopted by the Grantee, acting through its executive(s) or governing body, is in full force and effect as of the date hereof, and is a valid, legally binding action of the Grantee, enforceable in accordance with the terms thereof except as enforceability may be limited by bankruptcy, insolvency, reorganization, moratorium and other similar laws affecting the rights of creditors generally, and by principles of equity if equitable remedies are sought.

(5) The execution and delivery of this Agreement by the Grantee, and the fulfillment of the terms and conditions of, and the carrying out of the transactions contemplated by the Resolution and this Agreement do not and will not conflict with or constitute on the part of the Grantee a breach of, or a default under any existing law (including, without limitation, the Michigan Constitution), any court or administrative regulation, decree or order or any agreement, indenture, mortgage, obligation, lease or other instrument to which the Grantee is subject or by which it is bound and which breach or default would materially affect the validity or binding effect of the Grant, or result in a default or lien on any assets of the Grantee. No event has occurred or is continuing which with the lapse of time or the giving of notice, or both, would constitute a default by the Grantee under the Resolution or this Agreement.

(6) No consent or approval of, or registration or declaration with, or permit from, any federal, state or other governmental body or instrumentality, is or was required in connection with enactment by the Grantee of the Resolution, or execution and delivery by the Grantee of this Agreement which has not already been obtained, nor is any further election or referendum of voters required in connection therewith which has not already been held and certified and all applicable referendum periods have expired.

(7) Proceeds of the Grant will be applied (i) to the financing of the Project or a portion thereof as set forth in the Resolution and Exhibit A or (ii) to reimburse the Grantee for a portion of the cost of the Project. The Grantee will expend the proceeds of each disbursement of the Grant for the governmental purpose for which the Grant was issued.

(8) The attached Exhibit A contains a summary of the estimated cost of the Project, which the Grantee certifies is a reasonable and accurate estimate.

(9) The Grantee reasonably expects (i) to fulfill all conditions set forth in this Agreement to receive and to keep the Grant, and (ii) that no event will occur as set forth in this Agreement which will require the Grantee to repay the Grant.

(B) Repayment of Grant. The Grantee shall repay the Grant, within 90 days of being informed to do so, with interest calculated from the date Grant funds are first drawn at a rate not to exceed 8% per year, to be determined by the Authority, to the Authority for deposit into the SWQIF.

"(a) A grant recipient (shall) proceed with a project for which grant funding is provided within 3 years after the department approves the grant (executed grant agreement). For asset management programs related to sewage collection and treatment systems, this includes significant progress, as determined by the department, toward achieving the funding structure necessary to implement the program.

(b) The grant recipient (shall) repay the grant, within 90 days of being informed to do so, with interest at a rate not to exceed 8 percent per year, to the Authority for deposit into the fund if the applicant is unable to, or decides not to, proceed with a construction project or begin implementation of an asset management program for which grant funding is provided."

SAW grant recipients for wastewater system asset management plans are required to make significant progress on the funding structure. Significant progress is defined as a 5-year plan to eliminate the gap with a minimum initial rate increase to close at least 10 percent of the funding gap. The first rate increase must be implemented within three years of the executed grant. The applicant will need to certify that all grant activities have been completed at the end of three years. Asset management plans for stormwater systems are to be implemented. Stormwater management grant recipients must develop a stormwater management plan. Innovative project grant recipients must proceed with full implementation or certify that the project is not financially or technically feasible.

(C) Covenants and Certifications.

(1) The Grantee has the legal, managerial, institutional, and financial capability to plan, design, and build the Project, or cause the Project to be built, and cause all facilities eventually constructed to be adequately operated.

(2) The Grantee certifies that no undisclosed fact or event, or pending litigation, will materially or adversely affect the Project, the prospects for its completion, or the Grantee's ability to make timely repayments of the grant if any of the two (2) conditions identified under Section XVIII(B) occur.

(3) The Grantee agrees to provide the minimum appropriate local match for grant-eligible costs and disburse match funds to service providers concurrent with grant disbursements.

(4) The Grantee agrees to maintain complete books and records relating to the grant and financial affairs of the Project in accordance with generally accepted accounting principles ("GAAP") and generally accepted government auditing standards ("GAGAS").

(5) The Grantee agrees that all municipal contracts related to the Project will provide that the contractor and any subcontractor may be subject to a financial audit and must comply with GAAP and GAGAS.

(6) The Grantee agrees to provide any necessary written authorizations to the DEQ and the Authority for the purpose of examining, reviewing, or auditing the financial records of the Project. The applicant also agrees to require similar authorizations from all contractors, consultants, property owners or agents with which the applicant negotiates an agreement.

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(7) The Grantee agrees that all pertinent records shall be retained and available to the DEQ and the Authority for a minimum of three years after satisfactory completion of the Project and final payment. If litigation, a claim, an appeal, or an audit is begun before the end of the three-year period, records shall be retained and available until the three years have passed or until the action is completed and resolved, whichever is longer.

(8) The Grantee agrees to ensure that planning and design activities of the Project are conducted in compliance with the requirements of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended, its Administrative Rules; and all applicable state and federal laws, executive orders, regulations, policies, and procedures.

(9) The Grantee agrees that the Project shall proceed in a timely fashion and will exercise its best efforts to satisfy the program requirements as identified under Section XVIII(B) within three years of award of the SAW Grant from the Strategic Water Quality Initiatives Fund in accordance with Section 5204(e) of the Natural Resources and Environmental Protection Act 1994, PA 451, as amended.

(10) The Grantee acknowledges that acceptance of a wastewater asset management grant will subsequently affect future NPDES permits to include asset management language as applicable.

(D) Grantee Reimbursements and Deliverables

The Grantee may request grant disbursements no more frequently than monthly, using the Disbursement Request Form provided by the DEQ. Upon receipt of a disbursement request, the DEQ will notify the Authority, which will in turn disburse grant funds equal to 75 percent, 90 percent, or 100 percent of eligible costs, whichever percentage is applicable, that have been adequately documented. The forms provided by the State will include instructions on their use and shall be submitted to the DEQ representative at the address on page 1. All required supporting documentation (invoices) for expenses must be included with the disbursement request form. The Grantee is responsible for the final submittal of all documents prepared under this Grant and included in the Project Scope identified in Exhibit A.

(E) Miscellaneous Provisions.

(1) Applicable Law and Nonassignability. This Agreement shall be governed by the laws of the State of Michigan.

(2) Severability. If any clause, provision or section of this Agreement be ruled invalid or unenforceable by any court of competent jurisdiction, the invalidity or unenforceability of such clause, provision or section shall not affect any of the remaining clauses, provisions or sections.

(3) Execution of Counterparts. This Agreement may be executed in several counterparts each of which shall be regarded as an original and all of which shall constitute one and the same document.

XIX. USE OF MATERIAL

Unless otherwise specified in this Agreement, the Grantee may release information or material developed under this Agreement, provided it is acknowledged that the DEQ funded all or a portion of its development.

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XX. SUBCONTRACTS

The State reserves the right to deny the use of any consultant, contractor, associate or other personnel to perform any portion of the project. The Grantee is solely responsible for all contractual activities performed under this Agreement. Further, the State will consider the Grantee to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the anticipated Grant. All subcontractors used by the Grantee in performing the project shall be subject to the provisions of this Agreement and shall be qualified to perform the duties required.

XXI. ANTI-LOBBYING

If all or a portion of this Agreement is funded with state funds, then the Grantee shall not use any of the grant funds awarded in this Agreement for the purpose of lobbying as defined in the State of Michigan's lobbying statute, MCL 4.415(2). "Lobbying" means communicating directly with an official of the executive branch of state government or an official in the legislative branch of state government for the purpose of influencing legislative or administrative action." The Grantee shall not use any of the grant funds awarded in this Agreement for the purpose of litigation against the State. Further, the Grantee shall require that language of this assurance be included in the award documents of all subawards at all tiers.

XXII. IRAN SANCTIONS ACT

By signing this Agreement, the Grantee is certifying that it is not an Iran linked business, and that its contractors are not Iran linked businesses as outlined in Michigan Compiled Law 129.312

XXIII. DEBARMENT AND SUSPENSION

By signing this Agreement, the Grantee certifies to the best of its knowledge and belief that it, its agents, and its subcontractors:

- (1) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or the state.
- (2) Have not within a 3-year period preceding this Agreement been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction as defined in 45 CFR 1185; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.
- (3) Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses enumerated in subsection (2).
- (4) Have not within a 3-year period preceding this Agreement had one or more public transactions (federal, state, or local) terminated for cause or default.
- (5) Will comply with all applicable requirements of all other state or federal laws, executive orders, regulations, and policies governing this program.

SAW Grant Program

Project No. _____

Exhibit A

Grantee: _____

Project Name: _____

DEQ Approved Grant Amount: \$ _____; _____
 _____ Dollars

Time Period for Eligible Costs: Start Date _____ (month/year)

End Date _____ (month/year)

Description of Approved Project Scope:

DEQ Approved Project Costs	
1. Project Planning Costs	
2. Design Engineering Costs	
3. User Charge Development Costs	
4. Wastewater Asset Management Plan Costs	
5. Stormwater Asset Management Plan Costs	
6. Stormwater Management Plan Costs	
7. Innovative Wastewater and Stormwater Technology Costs	
8. Disadvantaged Community Construction Cost	
9. Cost Subtotal	
10. LESS Local Match	
11. Requested SAW Grant Amount (Line 9 minus Line 10)	

The following services have been determined to be ineligible for SAW Grant assistance, for the reasons listed, and have been excluded from the approved project costs shown above:

THE FORM WILL NOT BE ACCEPTED IF IT HAS BEEN EDITED, ALTERED, RETYPED, OR CONVERTED TO ANY OTHER FORMAT.

DELHI CHARTER TOWNSHIP



SAW GRANT PROGRAM



HUBBELL, ROTH & CLARK, INC
Consulting Engineers

SAW Grant Program

- Grant program being offered through the State for Stormwater, Asset Management, and Wastewater.
- \$450M funded by the 2002 Great Lakes Water Quality Bonds
- \$97M available in FY2014 and FY 2015 rounds
- Up to \$2M for each community (\$2.44M total project)
 - 90% grant/10% local match on the first \$1M
 - 75% grant/25% local match on the second \$1M
 - If full \$2M is requested, total local match is \$444,444



SAW Grant Program

- Delhi selected for FY 2015 funding.
- Original Grant Agreement in Board Packets
 - MDEQ required execution upon receipt in October
 - Final executed copy expected soon



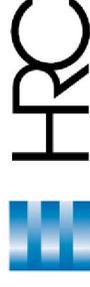
SAW Grant Program

- POTW's discharge permit now requires Asset Management planning.
- Grant funding for the design of already planned projects.
- Grant covers a significant portion of Township's annual sanitary sewer system investigation, engineering, and compliance activities.
- Grant provides a unique opportunity to supplement General Fund obligations regarding the Township's storm water systems.



SAW Grant Program

- Funding sought for:
 - Wastewater Planning and Design
 - Wastewater Asset Management Plan
 - SAW Stormwater Management Plan
- Total Funding Requested - **\$2,444,444**
 - Design - **\$219,670**
 - Wastewater - **\$1,949,716**
 - Stormwater - **\$275,058**
- Grant Amount - **\$2,000,000**
- Match Amount - **\$444,444**
 - Force Account (Township Staff Time) - **\$218,533**
 - Incurred Expense **\$155,054**
 - Over 3 years



SAW Grant Program

- **Wastewater Planning and Design - \$219,670**
 - Pine Tree Lift Station Retrofit
 - Eifert Road Forcemain Replacement
 - Primary Clarifiers Equipment
 - Emergency Generator Interconnections
 - RBC Building Conversion
 - Lagoon Building Replacement
- **Does not include construction**
 - Estimated total construction costs - ~\$1,800,000
 - To be constructed within 3 years
 - Included in C.I.P.



SAW Grant Program

- **Wastewater Asset Management Plan - \$1,949,716**
 - Project Initiation and Management
 - Software, Hardware, and Training (inc. GIS upgrades & TV truck software)
 - Inventory and Data Collection
 - Condition Assessment (inc. Twp Televising and Contracted FM Assessment)
 - Criticality and Risk
 - Rate Structure

- **If a funding gap is identified in the Township's rate structure, a plan to close the gap over 5 years must be developed with 10% of the gap funded at end of grant.**



SAW Grant Program

- SAW Stormwater Management Plan - **\$275,058**
 - Map of Jurisdictional Boundaries
 - Major Components of Stormwater System
 - Public and Private Owned Stormwater Facilities
 - Projects to Correct Stormwater Problems
 - Timeline
 - General Maintenance Plan
 - Land Use Percentages
 - Public Education and Involvement

- Positions Township for future grant projects from other sources.



SAW Grant Program

- Match Amount - \$444,444
- Force Account (Township Staff Time) - **\$218,533**
 - TV of sewers
 - GIS Updates
 - Inventory
 - General Administration
- Incurred Expense **\$155,054**
 - TV of sewers
 - Plant and Collection System Assessment
 - Previous rate study
- Reimbursement To Date
 - See attachment



SAW Grant Program

- **Phasing**
 - Three phases over approximately three years.
 - Each approximately \$800,000
 - Duration of each phase to be determined
- **General Ideas**
 - Phase 1 – Asset Inventory
 - Phase 2 – Preliminary Asset Management Plan and Storm Water Plan
 - Phase 3 – Forcemain and Plant Evaluation



SAW Grant Program

- We recommend the following:
 - The Township Board formally approves the overall SAW program and approves the Phase I budget (\$800,000) with professional service costs administered by the Township Manager within the specified budgets.
 - Contracted services, such as forcemain inspection, be bid or quoted and brought before the Township Board for approval.
 - HRC representatives and the Director of Public Services report to the Township Board quarterly on completed tasks, upcoming work, and budgeting.





Delhi Charter Township
Department of Community Development

MEMORANDUM

TO: John B. Elsinga, Township Manager

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

DATE: October 30, 2014

RE: PILOT Ordinance – Amendment for Tamarack

In late 2013 the Township adopted an amendment to the original Ordinance (Ord. 64). This ordinance designated the Tamarack senior apartments as exempt from ad valorem property taxes and subject instead to a payment in-lieu of taxes (PILOT). You will likely recall that the 2013 amendment (Ord. 64.2) extended the duration of the Tamarack PILOT and reflected new ownership.

At this time, the owners of Tamarack have requested that we amend the PILOT Ordinance a second time. The purpose of this current amendment is to remove the property located at 4410 Holt Road from the Ordinance. A map of this property is attached for your reference. However, it is the building that was formerly used as a daycare and is now vacant. Once removed from the PILOT Ordinance, the property will go back on the Ad Valorem tax roll. The owner wants to do this so that it can be used for uses other than those related to senior housing. If the property is not removed from the PILOT it will be very difficult for the owners to market the building and find users for it.

With this in mind, attached you will find Ordinance 64.3. As described above, this amendment removes the property at 4410 Holt Road from the Tamarack PILOT. If you need any additional information or would like to discuss this further, please do not hesitate to ask. Otherwise, I respectfully request that you forward this, along with your concurrence, to the Township Board for first consideration at the November 5th meeting. Thank you.

Recommended Motion:

Upon introduction and first consideration, to amend Ordinance No. 64, 64.1 and 64.2 for the purpose of removing property located at 4410 Holt Road from the PILOT (Payment in Lieu of Taxes) Agreement for Tamarack Investors Limited Dividend Housing Association LLC commonly known as Tamarack Apartments (Proposed Township Ordinance No. 64.3).

DELHI CHARTER TOWNSHIP
INGHAM COUNTY, MICHIGAN

ORDINANCE NO. 64.3

PREAMBLE

AN ORDINANCE TO AMEND ORDINANCE NO. 64 OF THE CHARTER TOWNSHIP OF DELHI, WHICH IS AN ORDINANCE ADOPTED PURSUANT TO PA 1966 NO. 346, THE "STATE HOUSING DEVELOPMENT AUTHORITY ACT OF 1966"; TO REMOVE A PARCEL OF LAND FROM PROPERTY EXEMPT FROM AD VALOREM PROPERTY TAXATION; AND TO ESTABLISH AN EFFECTIVE DATE HEREOF.

THE CHARTER TOWNSHIP OF DELHI ORDAINS:

SECTION 1. AMENDMENT OF SECTION 27, "EXEMPT AREA."

Section II of Delhi Charter Township ordinance No. 64 entitled "Exempt Area" is hereby amended to read as follows:

Upon the effective date of this section and pursuant to PA 1966 No. 346, as amended, the township hereby establishes an exempt area, which shall be exempt from ad valorem property taxation described as follows:

Situated in the Township of Delhi, County of Ingham and State of Michigan, described as follows: And known as being that part of the Southwest $\frac{1}{4}$ of Section 14, Township 3 North, Range 2 West, Delhi Township, Ingham County, Michigan:

Beginning on the South Section line at a point East 777.97 feet from the Southwest corner of said Section 14; thence continuing East along the Section line 264.0 feet; thence North 0 deg. 24' 35" East 297.00 feet; thence parallel with said Section line East 198.00 feet; thence South 0 deg. 24' 35" West 66.00 feet; thence East 132.0 feet parallel, with said Section line to the West line of Supervisor's Plat No. 6 as recorded in Liber 11 of Plats on Page 34, Ingham County Records; thence along the West line said Plat North 0 deg. 24' 35" East 424.53 feet; thence North 88 deg. 47' 31" West 255.28 feet; thence West 359.88 feet to a point 752.0 feet East of the West line of Section 14; thence South 0 deg. 49' 40" West 495.95 feet along a line 752.0 feet from and parallel with the West Section line; thence

East 24.76 feet; thence South 0 deg. 24' 35" West 165.0 feet to the point of beginning.

PROVIDED, however, that the exempt area shall be limited to that portion of the above-described property utilized for housing of the elderly, including property located on said premises set aside for purposes of ingress, egress, parking, recreation, social services, management activities and open space, if such open space is approved as such by the township planning commission.

The exempt area described in this section shall not include parcel number 33-25-05-14-353-017, legally described as follows:

(D 14-50-1) BEG ON N LN OF HOLT RD AT PT 33 FT N & 330 FT W OF S 1/8 POST OF SW 1/4 OF SEC 14, TH N0°26'E 132 FT, TH W 132 FT, TH S0°26'W 132 FT, TH E TO BEG, SEC 14 T3NR2W.

SECTION 2. SEVERABILITY.

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

SECTION 3. REPEAL.

All ordinances or parts of ordinances in conflict or inconsistent with the provisions of this Ordinance are also hereby repealed; provided that any violation charged before the effective date of this Ordinance under an ordinance provision repealed by this Ordinance shall continue under the ordinance provision then in effect.

This Ordinance was duly adopted by the Charter Township of Delhi at a meeting held on November 5, 2014, and shall become effective thirty (30) days from and after its final adoption and publication as required by law.

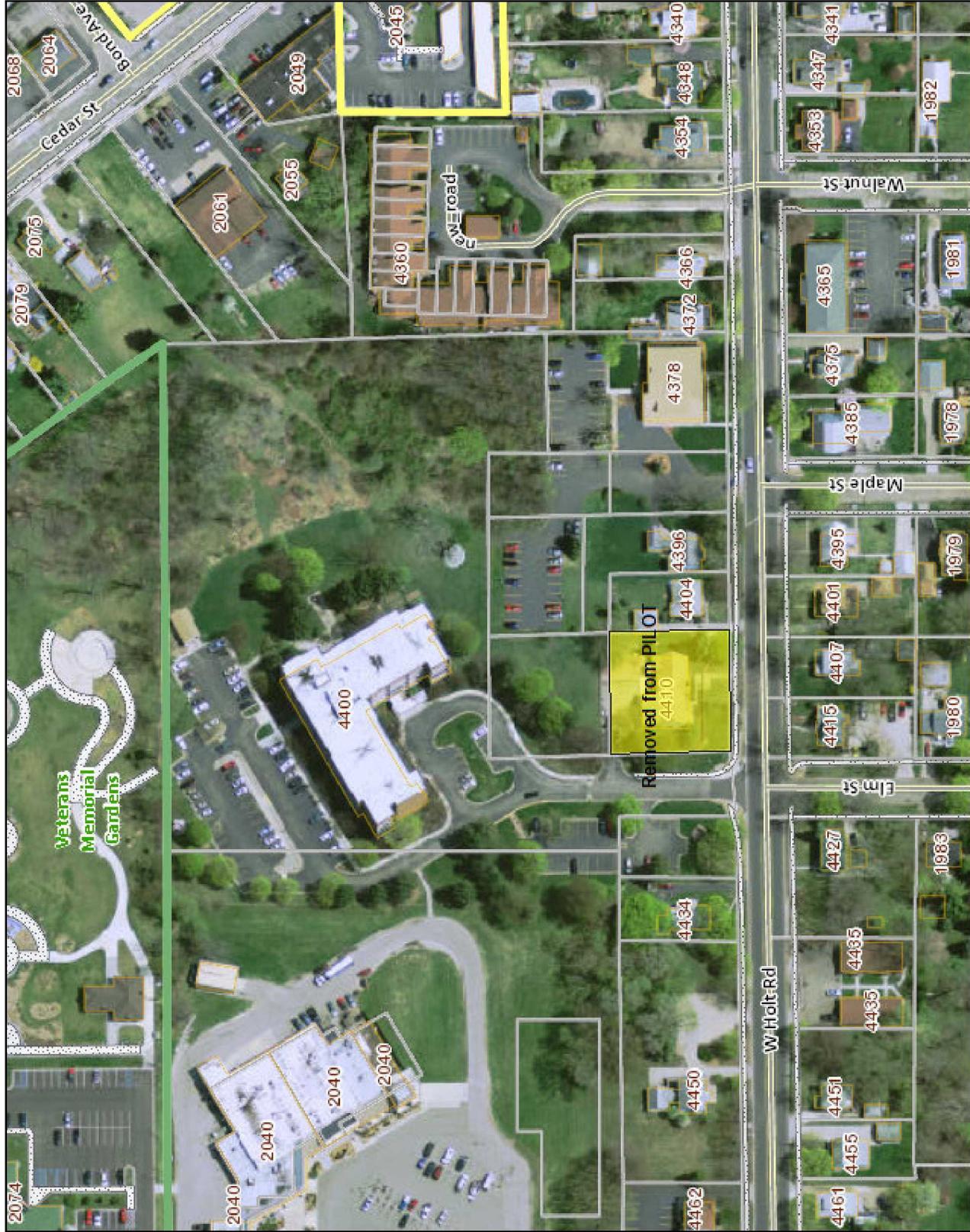
THE CHARTER TOWNSHIP OF DELHI

BY _____, Supervisor

BY _____, Clerk

Property to be Removed from PILOT

Delhi GIS



Legend

- Lots
- Blocks
- Drains
- Ponds/Lakes
- Parks
- School Property
- Religious Centers
- Delhi Property
- Buildings
- Lot Lines



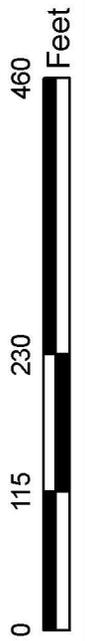
1 inch = 159.1 feet

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

Map Source: Delhi Charter Township
Map Printed: Thursday, October 30, 2014



Notes:



DELHI CHARTER TOWNSHIP

MEMORANDUM

TO: Delhi Township Board Members

FROM: John B. Elsinga, Township Manager

DATE: October 29, 2014

RE: Resolution No. 2014-023 – FY 2015 Downtown Development Authority Budget

Enclosed for your review and approval is Resolution No. 2014-023, which approves the FY 2015 Downtown Development Authority Budget. On October 28, 2014, the DDA Board held a public hearing on this proposed budget to hear comments from the public and, subsequently, approved the budget for submittal to the Township Board for approval of the same.

RECOMMENDED MOTION:

To adopt Resolution No. 2014-023, which approves the Fiscal Year 2015 Downtown Development Authority Budget.

DELHI CHARTER TOWNSHIP
RESOLUTION NO. 2014-023

**APPROVING THE FISCAL YEAR ENDING DECEMBER 31, 2015
DOWNTOWN DEVELOPMENT AUTHORITY BUDGETS**

At a regular meeting of the Township Board of the Charter Township of Delhi, Ingham County, Michigan held at the Community Services Center, 2074 Aurelius Road, Holt, MI., 48842, on Wednesday, November 5, 2014, at 7:30 P.M.

PRESENT:

ABSENT:

The following resolution was offered by

WHEREAS, Delhi Township Ordinance No. 80 established the Downtown Development Authority pursuant to Act 197, Public Acts of Michigan, 1975; and

WHEREAS, Section 10 (b) of Ordinance 80 requires that the Downtown Development Authority Board annually prepare a budget and submit same to the Township on the same date that the proposed budget for the Township is required to be submitted to the Township Board of Trustees; and

WHEREAS, the Downtown Development Authority Director submitted its proposed budgets on September 1, 2014 and discussed the DDA Budgets at the Township Budget Workshop held on September 9, 2014; and

WHEREAS, the Downtown Development Authority Board made a motion at its regular meeting held October 28, 2014 to submit the 2015 proposed budgets attached hereto as Exhibits A, B, and C to the Township Board for approval;

NOW, THEREFORE, BE IT RESOLVED BY THE TOWNSHIP BOARD OF THE CHARTER TOWNSHIP OF DELHI, INGHAM COUNTY, MICHIGAN, as follows:

1. The Delhi Charter Township Board approves the FY 2015 Downtown Development Authority Budget, the DDA 2008 Bond Debt Service Fund, and the DDA 2010 Refunding Bond Debt Service Fund as itemized in the attached Exhibits A, B, and C.
2. This approval is for an "Activity" budget, and approval is made based on the total of the line items in each budget activity.
3. This budgets shall be finally adopted by the Downtown Development Authority Board in accordance with the provisions of Michigan Public Act 2 of 1968, as amended, which requires an appropriations act adopting budgets for all Special Revenue Funds and requiring that responsibility for the budget be designated;
4. The Downtown Development Director is designated as responsible for the DDA Budget and is hereby authorized to make budgetary transfers between activity budgets in amounts not to exceed \$10,000 per transfer, with said transfers to be reported to the Board at its next regular meeting. Amendments made by the Downtown Development Authority Board and budget transfers made by the Authority's Director shall be promptly reported to the Township Accounting Department.
5. The Township shall approve subsequent amendments to this budget made by the Downtown

Development Authority Board that make a net increase or decrease in 2015 Estimated Use of Fund Balance

6. The following of accumulated surpluses is approved as outlined in Exhibit A:

DOWNTOWN DEVELOPMENT AUTHORITY

01-01-14	Fund Balance	\$ 1,238,053
2014	Projected Revenue & Other Sources	2,245,840
2014	Projected Expenditures & Other Uses	<u>(2,080,130)</u>
12-31-14	Projected Fund Balance	\$ 1,403,763
2015	Estimated Revenue & Other Sources	\$ 2,284,650
2015	Estimated Expenditures	<u>(2,017,930)</u>
12-31-15	Projected Fund Balance	\$ 1,670,483

AYES:

NAYS:

ABSENT:

RESOLUTION DECLARED ADOPTED: 11/05/2014

Evan Hope, Township Clerk

STATE OF MICHIGAN)

) ss

COUNTY OF INGHAM)

I, the undersigned, the duly qualified and acting Township Clerk for the Charter Township of Delhi, Ingham County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and complete copy of certain proceedings taken by the Township Board of said Township at a regular meeting held on the 5th of November, 2014

Evan Hope, Township Clerk

Exhibit A

DOWNTOWN DEVELOPMENT AUTHORITY FUND SUMMARY

Description	2013 Actual	2014 Budget	2014 Projected	2015 Budget
Revenues				
Property Taxes	\$ 2,207,667	\$ 2,219,340	\$ 2,202,780	\$ 2,247,400
Grants	11,448	1,650	6,700	2,200
Interest and rentals	28,161	25,000	28,100	26,790
Other	12,314	9,300	8,260	8,260
Total Revenues	2,259,590	2,255,290	2,245,840	2,284,650
Expenditures				
Community and Economic Dev				
Administration	120,840	103,530	105,340	105,700
Marketing & Promotion	144,978	120,420	123,420	125,420
CRRP Program	28,170	-	28,000	-
Other Functions	217,809	211,510	238,210	195,190
Infrastructure Projects	74,211	50,000	50,000	45,500
Capital Outlay	20,397	70,000	80,000	85,000
Debt Service	136,505	162,350	162,350	163,830
Total Expenditures	742,910	717,810	787,320	720,640
Other Financing Sources (Uses)				
Sale of Assets	77,454	-		
Transfer to DDA Debt Service Funds	(1,283,286)	(1,292,810)	(1,292,810)	(1,297,290)
Total Other Financing Sources (Uses)	(1,205,832)	(1,292,810)	(1,292,810)	(1,297,290)
Revenues over (under) expenditures	310,848	244,670	165,710	266,720
Fund Balance, Beginning	927,205	1,238,053	1,238,053	1,403,763
Fund Balance, Ending	\$ 1,238,053	\$ 1,482,723	\$ 1,403,763	\$ 1,670,483

**DDA 2008 BOND DEBT SERVICE FUND SUMMARY (392)
2008-2024 (17 YEARS)**

This bond was issued in 2008 to fund the following six projects in the DDA district: reconstruction of Cedar St. from Dallas to Holbrook, infrastructure for Cedar Hts. neighborhood, infrastructure for Delhi NE/Depot St. area, sidewalks and lighting along Holt Rd. from Thorburn to Aspen Lakes, construction of Senior Citizens' Center, and landscaping corner of Holt & Aurelius Rds. The revenue for 90% of the bond payments comes from the Downtown Development authority, with the remaining portion paid by the Sewer Fund.

	2013	2014	2014	2015
	Actual	Budget	Projected	Budget
Revenues	\$ -	\$ -	\$ -	\$ -
Expenditures				
Debt Service	<u>755,758</u>	<u>762,050</u>	<u>762,050</u>	<u>766,400</u>
Total Expenditures	755,758	762,050	762,050	766,400
Revenues over (under) expenditures	(755,758)	(762,050)	(762,050)	(766,400)
Other financing sources (uses)				
Transfer from DDA	<u>755,758</u>	<u>762,050</u>	<u>762,050</u>	<u>766,400</u>
Total other financing sources (uses)	755,758	762,050	762,050	766,400
Fund Balance, Beginning	-	-	-	-
Fund Balance, Ending	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

DDA 2010 REFUNDING BOND SERVICE FUND SUMMARY (393)
2010 - 2015 (6 Years)

This bond was issued in 2010 to retire both the DDA College Water/Sewer Bond debt & the Project 9 (RSDC) Bond debt. The revenue for the bond payments comes from the Downtown Development Authority

	2013	2014	2014	2015
	Actual	Budget	Projected	Budget
Revenues				
Expenditures				
Debt Service	\$ 527,528	\$ 530,760	\$ 530,760	\$ 530,890
Total Expenditures	527,528	530,760	530,760	530,890
Other Financing Sources (Uses)				
Transfer from DDA	527,528	530,760	530,760	530,890
Total Otr Fin Sources (Uses)	527,528	530,760	530,760	530,890
Revenues over (under) expenditures	-	-	-	-
Fund Balance, Beginning	-	-	-	-
Fund Balance, Ending	\$ -	\$ -	\$ -	\$ -

DELHI CHARTER TOWNSHIP

MEMORANDUM

TO: Delhi Township Board Members

FROM: John B. Elsinga, Township Manager

DATE: October 28, 2014

RE: Resolution No. 2014-024 – FY 2015 Brownfield Redevelopment Authority Budget

Enclosed for your review and approval is Resolution No. 2014-024, which approves the FY 2015 Brownfield Redevelopment Authority Budget. The Brownfield Authority Board held a public hearing on this proposed budget to hear comments from the public and approved the budget on October 28, 2014 for submittal to the Township Board for approval of the same.

RECOMMENDED MOTION:

To adopt Resolution No. 2014-024, which approves the Delhi Charter Township Fiscal Year 2015 Brownfield Redevelopment Authority Budget.

DELHI CHARTER TOWNSHIP

RESOLUTION NO. 2014-024

**APPROVING THE FISCAL YEAR ENDING DECEMBER 31, 2015
BROWNFIELD REDEVELOPMENT AUTHORITY BUDGET**

At a regular meeting of the Township Board of the Charter Township of Delhi, Ingham County, Michigan held at the Community Services Center, 2074 Aurelius Road, Holt, MI., 48842, on Wednesday, November 05, 2014, at 7:30 P.M.

PRESENT:

ABSENT:

The following resolution was offered by

WHEREAS, Delhi Township Resolution No. 2001-167 established the Brownfield Redevelopment Authority pursuant to Act 381, Public Acts of Michigan, 1996; and

WHEREAS, the Uniform Budgeting and Accounting Act (Michigan Public Act 2 of 1968, as amended) requires, among other things:

- A. That the Authority shall prepare and approve a budget for the operation of the Authority
- B. That the responsibility for the budget be designated
- C. That the budget includes revenue (by source) and expenditures (by budgetary centers) for the most recently completed fiscal year, estimated revenues and expenditures for the current fiscal year, and estimated revenues and expenditures for the ensuing fiscal year; and
- D. That the budget include amounts of surplus or deficit that have accumulated from prior years, current year, and estimated surplus or deficits for the budget year; and
- E. That the Township pass a general appropriations act for all funds except trust or agency, internal service, enterprise, debt service, or capital project funds;

WHEREAS, the Brownfield Redevelopment Authority Director submitted its proposed budget on September 1, 2014 and discussed the Budget at the Township Budget Workshop held on September 9, 2014; and

WHEREAS, the Brownfield Redevelopment Authority Board made a motion at its regular meeting held October 28, 2014 to submit the 2015 proposed budget attached hereto as Exhibit A to the Township Board for approval;

NOW, THEREFORE, BE IT RESOLVED BY THE TOWNSHIP BOARD OF THE CHARTER TOWNSHIP OF DELHI, INGHAM COUNTY, MICHIGAN, as follows:

1. The Delhi Charter Township Board approves the FY 2015 Brownfield Redevelopment Authority Budget as itemized in the attached Exhibit A.
2. This approval is for an "Activity" budget, and approval is made based on the total of the line items in each budget activity.

3. This budget shall be finally adopted by the Brownfield Redevelopment Authority Board in accordance with the provisions of Michigan Public Act 2 of 1968, as amended, which requires an appropriations act adopting budgets for all Special Revenue Funds and requiring that responsibility for the budget be designated;
4. The following of accumulated surpluses is approved as outlined in Exhibit A:

BROWNFIELD REDEVELOPMENT AUTHORITY

01-01-14	Fund Balance	\$ 18,426
2014	Projected Revenue	10,140
2014	Projected Expenditures	<u>(15,200)</u>
12-31-43	Projected Fund Balance	\$ 13,366
2015	Estimated Revenue	\$ 8,600
2015	Estimated Expenditures	<u>(15,200)</u>
12-31-15	Projected Fund Balance	\$ 6,766

LOCAL SITE REMEDIATION FUND

12-31-14	Projected Fund Balance	\$ 148,723
2015	Estimated Revenue	182,600
2015	Estimated Expenditures	<u>(100,000)</u>
12-31-15	Projected Fund Balance	\$ 231,323

5. The Township shall approve subsequent amendments to this budget made by the Brownfield Redevelopment Authority Board that make a net increase or decrease in 2015 Estimated Use of Fund Balance. All other amendments made by the Brownfield Redevelopment Authority Board and budget transfers made by the Authority's Director shall be promptly reported to the Township Accounting Department.

AYES:

NAYS:

ABSENT:

RESOLUTION DECLARED ADOPTED: 11/05/2014

Evan Hope, Township Clerk

STATE OF MICHIGAN)
)ss
COUNTY OF INGHAM)

I, the undersigned, the duly qualified and acting Township Clerk for the Charter Township of Delhi, Ingham County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and complete copy of certain proceedings taken by the Township Board of said Township at a regular meeting held on the 5th day of November, 2014

Evan Hope, Township Clerk

BROWNFIELD FUND SUMMARY

	2013 Actual	2014 Budget	2014 Projected	2015 Budget
Revenues				
Taxes	\$ 10,106	\$ 10,600	\$ 10,140	\$ 8,600
Total Revenue	10,106	10,600	10,140	8,600
Expenditures				
Community and Economic Dev				
Brownfield-Administration	2,188	5,200	5,200	5,200
Remediation	-	10,000	10,000	10,000
Total Expenditures	2,188	15,200	15,200	15,200
Revenues over (under) expenditures	7,918	(4,600)	(5,060)	(6,600)
Fund Balance, Beginning	10,508	18,426	18,426	13,366
Fund Balance, Ending	\$ 18,426	\$ 13,826	\$ 13,366	\$ 6,766

LOCAL SITE REMEDIATION FUND SUMMARY

	2013 Actual	2014 Budget	2014 Projected	2015 Budget
Revenues				
Taxes	\$ 176,603	\$ 179,000	\$ 180,400	\$ 182,600
Total Revenue	176,603	179,000	180,400	182,600
Expenditures				
Community and Economic Dev Administration	8,030	10,250	20,250	15,250
Remediation	-	81,000	180,000	84,750
Total Expenditures	8,030	91,250	200,250	100,000
Revenues over (under) expenditures	168,573	87,750	(19,850)	82,600
Fund Balance, Beginning	-	168,573	168,573	148,723
Fund Balance, Ending	\$ 168,573	\$ 256,323	\$ 148,723	\$ 231,323

DELHI CHARTER TOWNSHIP

MEMORANDUM

TO: Delhi Township Board Members

FROM: John B. Elsinga, Township Manager

DATE: October 29, 2014

RE: Resolution No. 2014-025 – FY 2015 General Fund Budget

Enclosed for your review and consideration is Resolution No. 2014-025, which adopts the FY 2015 General Fund Budget.

The Township Board met with staff earlier this year to discuss the Board's goals and objectives which were then used to help prepare the Township budgets. Then, in September, the Board met again to review, discuss and develop the proposed 2015 budget documents. This budget was developed through several public meetings, including a Public Hearing held on October 21, 2014; I therefore recommend the adoption of the same.

RECOMMENDED MOTION:

To adopt Resolution No. 2014-025, which adopts the Delhi Charter Township Fiscal Year 2015 General Fund Budget.

DELHI CHARTER TOWNSHIP

RESOLUTION NO. 2014-025

**ADOPTING FISCAL YEAR ENDING DECEMBER 31, 2015
GENERAL FUND BUDGET**

At a regular meeting of the Township Board of the Charter Township of Delhi, Ingham County, Michigan held at the Community Services Center, 2074 Aurelius Road, Holt, MI, 48842, on Wednesday, November 05, 2014, at 7:30 P.M.

PRESENT:

ABSENT:

The following resolution was offered by

WHEREAS, the Uniform Budgeting and Accounting Act (Michigan Public Act 2 of 1968, as amended) and/or the Charter Township Act (Michigan Public Act 359 of 1947, as amended) requires, among other things:

- A. That the Township pass a general appropriations act for all funds except trust or agency, internal service, enterprise, debt service, or capital project funds;
- B. That responsibility for the budget is designated;
- C. That the budget include revenues (by source) and expenditures (by budgetary centers) for the most recently completed fiscal year, estimated revenues and expenditures for the current fiscal year, and estimated revenues and expenditures for the ensuing fiscal year; and
- D. That the budget include amounts of surplus or deficit that have accumulated from prior years, current year, and estimated surplus or deficits for the budget year; and

WHEREAS, the FY 2015 General Fund Budget was presented to the Township Board members on September 1, 2014; and

WHEREAS, the Township Board met and deliberated over the FY 2015 General Fund Budget on September 9th, 2014; and

WHEREAS, a public hearing, properly noticed to the public, has been announced and held at the Township Board Meeting held on Tuesday, October 21st, 2014 at 7:45 p.m., and copies of the proposed General Fund Budget having been made available for public inspection; and

WHEREAS, the Township Board desires to appropriate monies for General Fund activities for FY 2015;

NOW, THEREFORE, BE IT RESOLVED BY THE TOWNSHIP BOARD OF THE CHARTER TOWNSHIP OF DELHI, INGHAM COUNTY, MICHIGAN, as follows:

1. The Delhi Charter Township Board adopts the F.Y. 2015 General Fund Budget as itemized in the attached Exhibit A.
2. This budget is an "Activity" budget, and appropriations are made based on the total of the line items in each department or budget activity.
3. The Township Manager as Chief Administrative Officer is designated as responsible for the General Fund Budget and is hereby authorized to make budgetary transfers between General Fund Departmental/Activity Budgets in consultation with the department heads whose budgets are affected

and in amounts not to exceed \$10,000 per transfer, with said transfers to be reported to the Board at its next regular meeting.

4. The Township Treasurer and Director of Accounting are hereby directed to transfer monies from the Sewer Fund to the General Fund for payment of administrative services for fiscal year 2015 in the total amount of \$404,000. These administrative services are performed by General Fund employees and include, but are not limited to, sewer billing and administration, payroll, accounts payable, accounting, personnel functions, clerical and record retention services, and management services. One-fourth of this annual charge shall be transferred at the end of each fiscal year quarter.

The following itemization of accumulated surpluses/use of surpluses are accepted:

GENERAL FUND

01-01-14	Fund Balance	\$6,283,218
2014	Estimated Revenue and Other Sources	7,510,670
2014	Estimated Expenditures and Other Uses	<u>(8,829,300)</u>
12-31-14	Estimated Fund Balance	4,964,588
2015	Budgeted Revenues and Other Sources	7,846,930
2015	Budgeted Expenditures and Other Uses	<u>(8,840,180)</u>
12-31-15	Projected Fund Balance	\$3,971,338

The operating millage to be levied for the General Fund is 4.3094 mills.

Ayes:

Nays:

Absent:

Resolution declared adopted: 11/05/2014.

Evan Hope, Township Clerk

STATE OF MICHIGAN)
)SS
COUNTY OF INGHAM)

I, the undersigned, the duly qualified and acting Township Clerk for the Charter Township of Delhi, Ingham County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and complete copy of certain proceedings taken by the Township Board of said Township at a regular meeting held on the 5th day of November, 2014.

Evan Hope, Township Clerk

Exhibit A

GENERAL FUND REVENUE, EXPENDITURES AND FUND BALANCE

Description	2013 Actual	2014 Budget	2014 Projected	2015 Budget
Revenue				
Taxes	\$ 2,926,271	\$ 2,836,100	\$ 2,836,100	\$ 2,888,050
Licenses and Permits	252,148	163,200	188,120	175,200
Grants & Revenue Sharing	1,978,618	1,940,110	1,947,430	2,246,900
Intergovernmental-Local	95,031	155,620	156,530	149,990
Charges for services	700,496	692,930	652,010	658,500
Other Revenue	1,072,882	1,016,100	1,149,850	1,154,600
Fines & Forfeitures	23,292	18,000	18,000	18,000
Interest & Rentals	20,550	18,650	20,650	21,190
Franchise Fees	443,210	440,000	452,500	452,500
Total Revenue	7,512,498	7,280,710	7,421,190	7,764,930
Expenditures				
Legislative	101,123	108,140	108,180	107,910
Manager	326,158	331,280	329,640	334,270
Accounting	122,677	157,170	138,310	140,380
Clerk	233,390	240,110	241,650	268,450
Information Technology	229,108	342,180	307,550	363,840
Treasurer	245,477	253,220	248,500	259,210
Assessing	342,550	348,890	347,060	332,830
Elections	5,457	71,360	72,900	7,600
Building & Grounds	282,605	522,170	543,280	456,840
Cemetery	98,228	125,000	122,040	141,040
Stormwater	354,532	393,440	501,040	499,660
Infrastructure	634,079	1,148,190	1,424,740	939,820
Community Development	605,838	718,270	807,460	832,390
Parks Administration	162,933	193,830	196,970	271,730
Parks	457,695	630,210	635,760	923,670
Recreation	145,512	175,000	139,310	60,780
Other Functions	389,845	386,280	450,200	420,120
Debt Service	40,895	177,360	178,270	161,570
Total Expenditures	4,778,102	6,322,100	6,792,860	6,522,110
Other Financing Sources (Uses)				
Sale of Fixed Assets	-	85,000	80,000	82,000
Bond/Loan Proceeds	-	-	9,480	-
Transfer Out to Fire Fund	(553,449)	(733,640)	(693,400)	(908,770)
Transfer Out to Police Fund	(1,281,241)	(1,352,340)	(1,343,040)	(1,409,300)
Total Other Financing Sources (Uses)	(1,834,690)	(2,000,980)	(1,946,960)	(2,236,070)
Revenues Over (Under) Expenditures	899,706	(1,042,370)	(1,318,630)	(993,250)
Fund Balance, Beginning	5,383,512	6,283,218	6,283,218	4,964,588
*Total Fund Balance, Ending	\$ 6,283,218	\$ 5,240,848	\$ 4,964,588	\$ 3,971,338

* Includes Fund Balance set aside for:

CSC Roof	150,000	300,000	300,000	450,000
Cemtery Road Repair	15,000	30,000	30,000	45,000
CSC Carpeting	-	-	-	15,000
Total Set Aside for Future Capital Outlay	165,000	330,000	330,000	510,000

DELHI CHARTER TOWNSHIP

MEMORANDUM

TO: Delhi Township Board Members

FROM: John B. Elsinga, Township Manager

DATE: October 29, 2014

RE: Resolution No. 2014-026 – FY 2015 Police Fund Budget

Enclosed for your review and consideration is Resolution No. 2014-026, which adopts the FY 2015 Police Fund Budget.

The Township Board met with staff earlier this year to discuss the Board's goals and objectives which were then used to help prepare the Township budgets. Then, in September, the Board met again to review, discuss and develop the proposed 2015 budget documents. This budget was developed through several public meetings, including a Public Hearing held on October 21, 2014; I therefore recommend the adoption of the same.

RECOMMENDED MOTION:

To adopt Resolution No. 2014-026, which adopts the Delhi Charter Township Fiscal Year 2015 Police Fund Budget.

DELHI CHARTER TOWNSHIP

RESOLUTION NO. 2014-026

**ADOPTING FISCAL YEAR ENDING DECEMBER 31, 2015
POLICE FUND BUDGET**

At a regular meeting of the Township Board of the Charter Township of Delhi, Ingham County, Michigan held at the Community Services Center, 2074 Aurelius Road, Holt, MI., 48842, on Wednesday, November 5, 2014 at 7:30 P.M.

PRESENT:

ABSENT:

The following resolution was offered by

WHEREAS, the Uniform Budgeting and Accounting Act (Michigan Public Act 2 of 1968, as amended) and/or the Charter Township Act (Michigan Public Act 359 of 1947, as amended) requires, among other things:

- A. That the Township pass a general appropriations act for all funds, except trust or agency, internal service, enterprise, debt service, or capital projects funds;
- B. That responsibility for the budget is designated;
- C. That the budget include revenues (by source) and expenditures (by budgetary centers) for the most recently completed fiscal year, estimated revenues and expenditures for the current fiscal year, and estimated revenues and expenditures for the ensuing fiscal year; and
- D. That the budget include amounts of surplus or deficit that have accumulated from prior years, current year, and estimated surplus or deficits for the budget year; and

WHEREAS, the FY 2015 Police Fund Budget was presented to the Township Board members on September 1, 2014; and

WHEREAS, the Delhi Township Board met and deliberated over the FY 2015 Police Fund Budget on September 9, 2014; and

WHEREAS, a Public Hearing, properly noticed to the public, has been announced and held at the Township Board meeting on Tuesday, October 21, 2014 at 7:45 p.m., and copies of the proposed Police Fund Budget have been made available for public inspection; and

WHEREAS, the Township Board now desires to appropriate monies for Police Fund for FY 2015;

NOW, THEREFORE, BE IT RESOLVED BY THE TOWNSHIP BOARD OF THE CHARTER TOWNSHIP OF DELHI, INGHAM COUNTY, MICHIGAN, as follows:

1. The Delhi Charter Township Board adopts the FY 2015 Special Revenue Fund - Police Fund Budget as itemized in the attached Exhibit A.
2. This budget is an "Activity" budget, and appropriations are made based on the total of the line items in each budget activity.
3. The Township Manager is designated as responsible for this Budget.

The following itemization of accumulated surpluses/use of surplus is accepted:

POLICE FUND

12-31-14	Projected Fund Balance	-0-
2015	Estimated Revenue and Other Sources	2,493,800
2015	Estimated Expenditures	<u>(2,493,800)</u>
12-31-15	Projected Fund Balance	-0-

The millage to be levied for the Police Fund is 1.5 mills.

Ayes:

Nays:

Absent:

Resolution declared adopted: 11/05/2014

Evan Hope, Township Clerk

STATE OF MICHIGAN)
)SS
COUNTY OF INGHAM)

I, the undersigned, the duly qualified and acting Township Clerk for the Charter Township of Delhi, Ingham County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and complete copy of certain proceedings taken by the Township Board of said Township at a regular meeting held on the 5th day of November, 2014.

Evan Hope, Township Clerk

Exhibit A

POLICE FUND SUMMARY (207)

	2013 Actual	2014 Budget	2014 Projected	2015 Budget
Revenues				
Taxes	\$ 1,022,194	\$ 1,014,700	\$ 1,025,690	\$ 1,029,500
Other	55,095	55,000	55,000	55,000
Total Revenues	1,077,289	1,069,700	1,080,690	1,084,500
Expenditures				
Public Safety	2,358,530	2,422,040	2,423,730	2,493,800
Total Expenditures	2,358,530	2,422,040	2,423,730	2,493,800
Other Financing Sources				
Transfer-in from General Fund	1,281,241	1,352,340	1,343,040	1,409,300
Total Other Financing Sources	1,281,241	1,352,340	1,343,040	1,409,300
Revenues over (under) expenditures	-	-	-	-
Fund Balance, Beginning	-	-	-	-
Fund Balance, Ending	\$ -	\$ -	\$ -	\$ -

DELHI CHARTER TOWNSHIP

MEMORANDUM

TO: Delhi Township Board Members

FROM: John B. Elsinga, Township Manager

DATE: October 29, 2014

RE: Resolution No. 2014-027– FY 2015 Fire Fund Budget

Enclosed for your review and consideration is Resolution No. 2014-027, which adopts the FY 2015 Fire Fund Budget.

The Township Board met with staff earlier this year to discuss the Board's goals and objectives which were then used to help prepare the Township budgets. Then, in September, the Board met again to review, discuss and develop the proposed 2015 budget documents. This budget was developed through several public meetings, including a Public Hearing held on October 21, 2014; I therefore recommend the adoption of the same.

RECOMMENDED MOTION:

To adopt Resolution No. 2014-027, which adopts the Delhi Charter Township Fiscal Year 2015 Fire Fund Budget.

DELHI CHARTER TOWNSHIP

RESOLUTION NO. 2014-027

**ADOPTING FISCAL YEAR ENDING DECEMBER 31, 2015
FIRE FUND BUDGET**

At a regular meeting of the Township Board of the Charter Township of Delhi, Ingham County, Michigan held at the Community Services Center, 2074 Aurelius Road, Holt, MI., 48842, on Wednesday, November 05, 2014 at 7:30 P.M.

PRESENT:

ABSENT:

The following resolution was offered by

WHEREAS, the Uniform Budgeting and Accounting Act (Michigan Public Act 2 of 1968, as amended) and/or the Charter Township Act (Michigan Public Act 359 of 1947, as amended) requires, among other things:

- A. That the Township pass a general appropriations act for all funds, except trust or agency, internal service, enterprise, debt service, or capital projects funds;
- B. That responsibility for the budget is designated;
- C. That the budget include revenues (by source) and expenditures (by budgetary centers) for the most recently completed fiscal year, estimated revenues and expenditures for the current fiscal year, and estimated revenues and expenditures for the ensuing fiscal year; and
- D. That the budget include amounts of surplus or deficit that have accumulated from prior years, current year, and estimated surplus or deficits for the budget year; and

WHEREAS, the FY 2015 Fire Fund Budget was presented to the Township Board members on September 1, 2014; and

WHEREAS, the Delhi Township Board met and deliberated over the FY 2015 Fire Fund Budget on September 9, 2014; and

WHEREAS, a Public Hearing, properly noticed to the public, has been announced and held at the Township Board meeting on Tuesday, October 21, 2014 at 7:45 p.m., and copies of the proposed Fire Fund Budget have been made available for public inspection; and

WHEREAS, the Township Board now desires to appropriate monies for Fire Fund for FY 2015;

NOW, THEREFORE, BE IT RESOLVED BY THE TOWNSHIP BOARD OF THE CHARTER TOWNSHIP OF DELHI, INGHAM COUNTY, MICHIGAN, as follows:

1. The Delhi Charter Township Board adopts the FY 2015 Special Revenue Fund - Fire Fund Budget as itemized in the attached Exhibit A.
2. This budget is an "Activity" budget, and appropriations are made based on the total of the line items in each budget activity.

3. The Township Manager is designated as responsible for this Budget.

The following itemization of accumulated surpluses/use of surplus is accepted:

FIRE FUND

12-31-14	Projected Fund Balance	29,105
2015	Estimated Revenue and Other Sources	2,162,230
2015	Estimated Expenditures	<u>(2,162,230)</u>
12-31-15	Projected Fund Balance	29,105

The millage to be levied for the Fire Fund is 1.5 mills.

Ayes:

Nays:

Absent:

Resolution declared adopted: 11/05/2014

Evan Hope, Township Clerk

STATE OF MICHIGAN)
)SS
COUNTY OF INGHAM)

I, the undersigned, the duly qualified and acting Township Clerk for the Charter Township of Delhi, Ingham County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and complete copy of certain proceedings taken by the Township Board of said Township at a regular meeting held on the 5th day of November, 2014.

Evan Hope, Township Clerk

Exhibit A

FIRE FUND SUMMARY (206)

	2013 Actual	2014 Budget	2014 Projected	2015 Budget
Revenues				
Taxes	\$ 1,022,194	\$ 1,014,700	\$ 1,025,690	\$ 1,029,500
Grants and Revenue Sharing	119,937	65,000	100,000	55,000
Other	209,953	158,520	158,270	168,960
Total Revenues	1,352,084	1,238,220	1,283,960	1,253,460
Expenditures				
Public Safety	1,876,428	1,971,860	1,977,360	2,162,230
Total Expenditures	1,876,428	1,971,860	1,977,360	2,162,230
Other Financing Sources (Uses)				
Transfer in from General Fund	553,449	733,640	693,400	908,770
Total Other Financing Sources	553,449	733,640	693,400	908,770
Revenues over (under) expenditures	29,105	-	-	-
Fund Balance, Beginning	-	29,105	29,105	29,105
Fund Balance, Ending	\$ 29,105	\$ 29,105	\$ 29,105	\$ 29,105

DELHI CHARTER TOWNSHIP

MEMORANDUM

TO: Delhi Township Board Members

FROM: John B. Elsinga, Township Manager

DATE: October 28, 2014

RE: Resolution No. 2014-028 – FY 2015 Fire Equipment, Training and Apparatus Fund Budget

Enclosed for your review and consideration is Resolution No. 2014-028, which adopts the FY 2015 Fire Equipment, Training and Apparatus Fund Budget.

The Township Board met with staff earlier this year to discuss the Board's goals and objectives which were then used to help prepare the Township budgets. Then, in September, the Board met again to review, discuss and develop the proposed 2015 budget documents. This budget was developed through several public meetings, including a Public Hearing held on October 21, 2014; I therefore recommend the adoption of the same.

RECOMMENDED MOTION:

To adopt Resolution No. 2014-028, which adopts the Delhi Charter Township Fiscal Year 2015 Fire Equipment, Training and Apparatus Fund Budget.

DELHI CHARTER TOWNSHIP
RESOLUTION NO. 2014-028

**ADOPTING FISCAL YEAR ENDING DECEMBER 31, 2015
FIRE EQUIPMENT, TRAINING, AND APPARATUS FUND
BUDGET**

At a regular meeting of the Township Board of the Charter Township of Delhi, Ingham County, Michigan held at the Community Services Center, 2074 Aurelius Road, Holt, MI., 48842, on Wednesday, November 05, 2014 at 7:30 P.M.

PRESENT:

ABSENT:

The following resolution was offered by

WHEREAS, the Uniform Budgeting and Accounting Act (Michigan Public Act 2 of 1968, as amended) and/or the Charter Township Act (Michigan Public Act 359 of 1947, as amended) requires, among other things:

- A. That the Township pass a general appropriations act for all funds, except trust or agency, internal service, enterprise, debt service, or capital projects funds;
- B. That responsibility for the budget is designated;
- C. That the budget include revenues (by source) and expenditures (by budgetary centers) for the most recently completed fiscal year, estimated revenues and expenditures for the current fiscal year, and estimated revenues and expenditures for the ensuing fiscal year; and
- D. That the budget include amounts of surplus or deficit that have accumulated from prior years, current year, and estimated surplus or deficits for the budget year; and

WHEREAS, the FY 2015 Fire Equipment, Training, and Apparatus Fund Budget was presented to the Township Board members on September 1, 2014; and

WHEREAS, the Delhi Township Board met and deliberated over the FY 2015 Fire Equipment, Training, and Apparatus Fund Budget on September 9, 2014; and

WHEREAS, a Public Hearing, properly noticed to the public, has been announced and held at the Township Board meeting on Tuesday, October 21, 2014 at 7:45 p.m., and copies of the proposed Fire Equipment, Training, and Apparatus Fund Budget have been made available for public inspection; and

WHEREAS, the Township Board now desires to appropriate monies for Fire Equipment, Training, and Apparatus Fund for FY 2015;

NOW, THEREFORE, BE IT RESOLVED BY THE TOWNSHIP BOARD OF THE CHARTER TOWNSHIP OF DELHI, INGHAM COUNTY, MICHIGAN, as follows:

1. The Delhi Charter Township Board adopts the FY 2015 Special Revenue Fund - Fire Equipment, Training, and Apparatus Fund Budget as itemized in the attached Exhibit A.

2. This budget is an "Activity" budget, and appropriations are made based on the total of the line items in each budget activity.
3. The Township Manager is designated as responsible for this Budget.
4. That the Township Director of Accounting is hereby directed to transfer one-fourth of the reimbursement from the Fire Equipment, Training, and Apparatus Fund to the Fire Fund for a portion of wages and associated expenses related to training for the Fire Department at the beginning of each fiscal quarter.

The following itemization of accumulated surpluses/use of surplus is accepted:

FIRE EQUIPMENT, TRAINING, AND APPARATUS FUND

12-31-14	Projected Fund Balance	\$ 203,183
2015	Estimated Revenue and Other Sources	366,750
2015	Estimated Expenditures	<u>(539,020)</u>
12-31-15	Projected Fund Balance	\$ 30,913

The millage to be levied for the Fire Equipment, Apparatus, and Training Fund is .5 mills.

Ayes:

Nays:

Absent:

Resolution declared adopted: 11/05/2014

Evan Hope, Township Clerk

STATE OF MICHIGAN)
)SS
COUNTY OF INGHAM)

I, the undersigned, the duly qualified and acting Township Clerk for the Charter Township of Delhi, Ingham County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and complete copy of certain proceedings taken by the Township Board of said Township at a regular meeting held on the 5th day of November, 2014.

Evan Hope, Township Clerk

FIRE EQUIPMENT, TRAINING, AND APPARATUS FUND SUMMARY

	2013	2014	2014	2015
	Actual	Budget	Projected	Budget
Revenues				
Taxes	\$ 340,750	\$ 337,050	\$ 336,650	\$ 341,650
Grants and Revenue Sharing	404	-	-	-
Interest	202	100	100	100
Other	-	-	66,770	-
Total Revenues	341,356	337,150	403,520	341,750
Expenditures				
Public Safety	299,058	258,180	344,180	274,020
Capital Outlay	149,627	115,000	85,000	265,000
Total Expenditures	448,685	373,180	429,180	539,020
Other Financing Sources (Uses)				
Sale of Fixed Assets	2,500	7,500	2,000	25,000
Total Other Financing Sources	2,500	7,500	2,000	25,000
Revenues over (under) expenditures	(104,829)	(28,530)	(23,660)	(172,270)
Fund Balance, Beginning	331,672	226,843	226,843	203,183
Fund Balance, Ending	\$ 226,843	\$ 198,313	\$ 203,183	\$ 30,913

DELHI CHARTER TOWNSHIP

MEMORANDUM

TO: Delhi Township Board Members

FROM: John B. Elsinga, Township Manager

DATE: October 29, 2014

RE: Resolution No. 2014-029 – FY 2015 Sewer Fund Budget

Enclosed for your review and consideration is Resolution No. 2014-029, which adopts the FY 2015 Sewer Fund Budget.

The Township Board met with staff earlier this year to discuss the Board's goals and objectives which were then used to help prepare the Township budgets. Then, in September, the Board met again to review, discuss and develop the proposed 2015 budget documents. This budget was developed through several public meetings, including a Public Hearing held on October 21, 2014; I therefore recommend the adoption of the same.

RECOMMENDED MOTION:

To adopt Resolution No. 2014-029, which adopts the Delhi Charter Township Fiscal Year 2015 Sewer Fund Budget.

DELHI CHARTER TOWNSHIP

RESOLUTION NO. 2014-029

**ADOPTING THE FISCAL YEAR ENDING DECEMBER 31, 2015
SEWER FUND BUDGET**

At a regular meeting of the Township Board of the Charter Township of Delhi, Ingham County, Michigan held at the Community Services Center, 2074 Aurelius Road, Holt, MI., 48842, on Wednesday, November 5, 2014, at 7:30 P.M.

PRESENT:

ABSENT:

The following resolution was offered by

WHEREAS, the Uniform Budgeting and Accounting Act (Michigan Public Act 2 of 1968, as amended) and/or the Charter Township Act (Michigan Public Act 359 of 1947, as amended) recommends, makes provision, or requires, among other things:

- A. That the Township may pass general appropriations act for enterprise funds;
- B. That responsibility for the budget is designated;
- C. That the budget include revenues (by source) and expenditures (by budgetary centers) for the most recently completed fiscal year, estimated revenues and expenditures for the current fiscal year, and estimated revenues and expenditures for the ensuing fiscal year; and

WHEREAS, the Township Board now desires to appropriate monies for Sewer Fund activities for FY 2015;

NOW, THEREFORE, BE IT RESOLVED BY THE TOWNSHIP BOARD OF THE CHARTER TOWNSHIP OF DELHI, INGHAM COUNTY, MICHIGAN, as follows:

1. The Delhi Charter Township Board adopts the FY 2015 Sewer Fund Budget as itemized in the attached Exhibit A.
2. This budget is an "Activity" budget, and appropriations are made based on the total of the line items in each budget activity.
3. The Township Manager is designated as responsible for this Budget and is hereby authorized to make budgetary transfers between Sewer Fund Activity Budgets in consultation with the department heads whose budgets are affected and in amounts not to exceed \$10,000 per transfer, with said transfers to be reported to the Board at its next regular meeting.
4. The Township Treasurer and Director of Accounting are hereby directed to transfer monies from the Sewer Fund to the General Fund for payment of administrative services for fiscal year 2015 in the total amount of \$404,000. These administrative services are performed by General Fund employees and include, but are not limited to, sewer billing and administration, payroll, accounts payable, accounting, personnel functions, clerical and record retention services, and management services. One-fourth of this annual charge shall be transferred at the end of each fiscal year quarter.

Ayes:

Nays:

Absent:

Resolution declared adopted: 11/05/2014

Evan Hope, Township Clerk

STATE OF MICHIGAN)
)SS
COUNTY OF INGHAM)

I, the undersigned, the duly qualified and acting Township Clerk for the Charter Township of Delhi, Ingham County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and complete copy of certain proceedings taken by the Township Board of said Township at a regular meeting held on the 5th day of November, 2014.

Evan Hope, Township Clerk

SEWER FUND SUMMARY

	2013 Actual	2014 Budget	2014 Projected	2015 Budget
Revenues				
Licenses and Permits	\$ 251,638	\$ 86,200	\$ 349,750	\$ 115,200
Charges for Services	4,998,232	6,053,740	5,993,880	6,254,110
Interest & Rentals	18,864	15,800	15,800	15,600
Other	42,863	36,630	59,800	47,350
Total Revenues	5,311,597	6,192,370	6,419,230	6,432,260
Expenditures				
Public Works				
Administration	663,058	668,630	657,240	667,010
Public Services	2,546,474	2,943,170	3,000,170	3,127,650
Depreciation/Amortization	2,266,835	-	-	-
General Obligation Debt*	511,207	1,767,600	1,780,580	1,757,060
Capital Outlay**	-	1,291,510	1,284,800	767,100
Total Expenditures	5,987,574	6,670,910	6,722,790	6,318,820
Other Financing Sources				
Sale of Fixed Assets	-	13,000	5,000	-
Total Other Financing Sources	-	13,000	5,000	-
Revenues Over (Under) Expenditures	(675,977)	(465,540)	(298,560)	113,440
Beginning Fund Balance	34,480,241	33,804,264	33,804,264	33,505,704
Ending Fund Balance	\$ 33,804,264	\$ 33,338,724	\$ 33,505,704	\$ 33,619,144

The Sewer Fund uses the modified accrual basis for budgeting but the accrual basis for accounting.

* 2013 Actual General Obligation Debt reflects interest, amortization, and paying agent fees only. Principal payments have been reclassified against the liability

** 2013 Actual Capital Outlay reflects the number after capital outlay has been reclassified from expense to asset.

DELHI CHARTER TOWNSHIP

MEMORANDUM

TO: Delhi Township Board Members

FROM: John B. Elsinga, Township Manager

DATE: October 29, 2014

RE: Resolution No. 2014-030 – FY 2015 Water Improvement Fund Budget

Enclosed for your review and consideration is Resolution No. 2014-030, which adopts the FY 2015 Water Improvement Fund Budget.

The Township Board met with staff earlier this year to discuss the Board's goals and objectives which were then used to help prepare the Township budgets. Then, in September, the Board met again to review, discuss and develop the proposed 2015 budget documents. This budget was developed through several public meetings, including a Public Hearing held on October 21, 2014; I therefore recommend the adoption of the same.

RECOMMENDED MOTION:

To adopt Resolution No. 2014-030, which adopts the Delhi Charter Township Fiscal Year 2015 Water Improvement Fund Budget.

DELHI CHARTER TOWNSHIP

RESOLUTION NO. 2014-030

**ADOPTING FISCAL YEAR ENDING DECEMBER 31, 2015
WATER IMPROVEMENT FUND BUDGET**

At a regular meeting of the Township Board of the Charter Township of Delhi, Ingham County, Michigan held at the Community Services Center, 2074 Aurelius Road, Holt, MI., 48842, on Wednesday, November 05, 2014 at 7:30 P.M.

PRESENT:

ABSENT:

The following resolution was offered by

WHEREAS, the Uniform Budgeting and Accounting Act (Michigan Public Act 2 of 1968, as amended) and/or the Charter Township Act (Michigan Public Act 359 of 1947, as amended) requires, among other things:

- A. That the Township pass a general appropriations act for all funds, except trust or agency, internal service, enterprise, debt service, or capital projects funds;
- B. That responsibility for the budget is designated;
- C. That the budget include revenues (by source) and expenditures (by budgetary centers) for the most recently completed fiscal year, estimated revenues and expenditures for the current fiscal year, and estimated revenues and expenditures for the ensuing fiscal year; and
- D. That the budget include amounts of surplus or deficit that have accumulated from prior years, current year, and estimated surplus or deficits for the budget year; and

WHEREAS, the FY 2015 Water Improvement Fund Budget was presented to the Township Board members on September 1, 2014; and

WHEREAS, the Delhi Township Board met and deliberated over the FY 2015 Water Improvement Fund Budget on September 9, 2014; and

WHEREAS, a Public Hearing, properly noticed to the public, has been announced and held at the Township Board meeting on Tuesday, October 21, 2014 at 7:45 p.m., and copies of the proposed Water Improvement Fund Budget have been made available for public inspection; and

WHEREAS, the Township Board now desires to appropriate monies for Water Improvement Fund activities for the fiscal year 2015;

NOW, THEREFORE, BE IT RESOLVED BY THE TOWNSHIP BOARD OF THE CHARTER TOWNSHIP OF DELHI, INGHAM COUNTY, MICHIGAN, as follows:

1. The Delhi Charter Township Board adopts the FY 2015 Special Revenue Fund - Water Improvement Fund Budget as itemized in the attached Exhibit A.
2. This budget is an "Activity" budget, and appropriations are made based on the total of the line items

in each budget activity.

3. The Township Manager is designated as responsible for this Budget.
4. The following itemization of accumulated surpluses/use of surplus is accepted:

WATER IMPROVEMENT FUND

12-31-14	Projected Fund Balance	\$ 307,742
2015	Estimated Revenue	21,030
2015	Estimated Expenditures	<u>(80,340)</u>
12-31-15	Projected Fund Balance	\$ 248,432

Ayes:

Nays:

Absent:

Resolution declared adopted: 11/05/2014

Evan Hope, Township Clerk

STATE OF MICHIGAN)
)SS
COUNTY OF INGHAM)

I, the undersigned, the duly qualified and acting Township Clerk for the Charter Township of Delhi, Ingham County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and complete copy of certain proceedings taken by the Township Board of said Township at a regular meeting held on the 5th day of November, 2014.

Evan Hope, Township Clerk

WATER IMPROVEMENT FUND SUMMARY

	<u>2013 Actual</u>	<u>2014 Budget</u>	<u>2014 Projected</u>	<u>2015 Budget</u>
Revenues				
Charges for Services	\$ 42,800	\$ 12,500	\$ 40,000	\$ 20,000
Interest	50	50	50	50
Other	<u>8,457</u>	<u>7,900</u>	<u>7,900</u>	<u>980</u>
Total Revenues	51,307	20,450	47,950	21,030
Expenditures				
Other	2,895	5,050	2,350	2,850
Debt Service	<u>76,340</u>	<u>77,640</u>	<u>77,640</u>	<u>77,490</u>
Total Expenditures	79,235	82,690	79,990	80,340
Revenues over (under) expenditures	(27,928)	(62,240)	(32,040)	(59,310)
Fund Balance, Beginning	<u>367,710</u>	<u>339,782</u>	<u>339,782</u>	<u>307,742</u>
Fund Balance, Ending	<u>\$ 339,782</u>	<u>\$ 277,542</u>	<u>\$ 307,742</u>	<u>\$ 248,432</u>

DELHI CHARTER TOWNSHIP

MEMORANDUM

TO: Delhi Township Board Members

FROM: John B. Elsinga, Township Manager

DATE: November 5, 2014

RE: Amendment No. 1 to Resolution No. 2014-016 – Amending the Certification of December 1, 2014 Tax Levy

Enclosed for your review and approval is Amendment No. 1 to Resolution No. 2014-016, which amends the December 1, 2014 Tax Levy.

At the August 20, 2014 Township Board meeting, the Board adopted Resolution No. 2014-016 which adopted the December 1, 2014 Tax Levy and submitted the 2014 Tax Rate Request (Form L4029) to the County for the proposed 2014 millage rates for Delhi Township. Because the form was due by September 30th it included the removal of the Fire/EMS and Police millages that had expired on December 31, 2013.

Millage renewals were placed on the November 4th ballot for both Fire/EMS and Police and were passed by the vote of the residents. Therefore, we now need to amend our December 1, 2014 Tax Levy and the 2014 Tax Rate Request form to include these voter passed millages. Subsequently, I recommend the Township Board adopt Amendment No. 1 to Resolution No. 2014-016 amending the certification of the December 1, 2014 tax levy.

RECOMMENDED MOTION:

To adopt Amendment No. 1 to Resolution No. 2014-016, which amends the December 1, 2014 Tax Levy on taxable property within Delhi Charter Township.

DELHI CHARTER TOWNSHIP
AMENDMENT NO. 1 TO
RESOLUTION NO. 2014-016

**A RESOLUTION AMENDING THE CERTIFICATION OF THE DECEMBER 1, 2014
TAX LEVY**

At a regular meeting of the Delhi Charter Township Board of the Charter Township of Delhi, Ingham County, Michigan, held at the Community Services Center, 2074 Aurelius Road, Holt, Michigan 48842 on Wednesday, the 5th day of November 2014, at 7:30 p.m.

PRESENT:
ABSENT:

The following Resolution was offered by _____ :

WHEREAS, the Township wishes to amend its 2014 general operating millage, extra voted millage, and debt millage; and

WHEREAS, the Township Assessor had prepared and presented the 2014 Tax Rate Request (Form L4029) at the August 20, 2014 Township Board meeting; and

WHEREAS, the Township will comply with Section 16 of the Uniform Budgeting and Accounting Act (MCL 141.436) and the property tax millage rates to be levied December 1, 2014; and

WHEREAS, the proposed tax rates have been reduced, if necessary, to comply with the State Constitution and the Michigan Compiled Laws millage rollback procedures; and

WHEREAS, the tax rates need to be amended to include the Fire/EMS Extra Voted Millage and the Police Protection Extra Voted Millage which were approved by a vote of the people on November 4, 2014.

NOW THEREFORE, BE IT RESOLVED THAT:

1. That the following mills be levied on December 1, 2014 on the taxable property within the Charter Township of Delhi:

<u>Purpose, Authorization</u>	<u>Mills</u>	<u>Advalorem Taxable Value as of 5-27-14</u>	<u>IFT Taxable Value as of 5-27-14</u>	<u>Total Projected Revenues</u>
Delhi Township General Operating Charter	4.3094	\$695,226,020	\$10,307,000	\$3,018,216
Fire Equipment Extra Voted Millage	0.5000	\$695,226,020	\$10,307,000	\$350,190

Fire/EMS Extra Voted Millage	1.5000	\$695,226,020	\$10,307,000	\$1,050,569
Police Protection Extra Voted Millage	1.5000	\$695,226,020	\$10,307,000	\$1,050,569

2. That the Clerk and Supervisor are hereby authorized to sign the attached Michigan Department of Treasury (Form L-4029) 2014 Amended Tax Rate Request.

AYES:
NAYES:

The foregoing Resolution declared adopted on the date written above.

Evan Hope, Township Clerk

**STATE OF MICHIGAN)
COUNTY OF INGHAM)§**

I, the undersigned, the duly qualified Clerk for the Charter Township of Delhi, Ingham County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and complete copy of the proceedings taken by the Township Board at a regular meeting held on the 5th day of November 2014.

IN WITNESS WHEREOF, I have hereunto affixed my official signature this _____ day of November 2014.

Evan Hope, Township Clerk

**** Amended ****

2014 Tax Rate Request (This form must be completed and submitted on or before September 30, 2014)

MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS

Carefully read the instructions on page 2.

This form is issued under authority of MCL Sections 211.24e, 211.34 and 211.34d. Filing is mandatory; Penalty applies.

County(ies) Where the Local Government Unit Levies Taxes Ingham	2014 Taxable Value of ALL Properties in the Unit as of 5-27-14 695,226,020
Local Government Unit Requesting Millage Levy Delhi Charter Township	For LOCAL School Districts: 2014 Taxable Value excluding Principal Residence, Qualified Agricultural, Qualified Forest, Industrial Personal and Commercial Personal Properties.

This form must be completed for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec 211.119. The following tax rates have been authorized for levy on the 2014 tax roll.

(1) Source	(2) Purpose of Millage	(3) Date of Election	(4) Original Millage Authorized by Election Charter, etc.	(5)** 2013 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(6) 2014 Current Year "Headlee" Millage Reduction Fraction	(7) 2014 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(8) Sec. 211.34 Truth in Assessing or Equalization Millage Rollback Fraction	(9) Maximum Allowable Millage Levy *	(10) Millage Requested to be Levied July 1	(11) Millage Requested to be Levied Dec. 1	(12) Expiration Date of Millage Authorized
CHARTER	OPS	N/A	5.0000	4.3094	1.0000	4.3094	1.0000	4.3094	0.0000	4.3094	N/A
VOTED	FIRE/OPS	11-04-08	0.5000	0.50000	1.0000	0.5000	1.0000	0.5000	0.0000	0.5000	12-31-14
VOTED	FIRE/EMS	11-04-14	1.5000	N/A	1.0000	1.5000	1.0000	1.5000	0.0000	1.5000	12-31-17
VOTED	POLICE	11-04-14	1.5000	N/A	1.0000	1.5000	1.000	1.5000	0.0000	1.5000	12-31-17

Prepared by <i>Nicole Hudson</i>	Telephone Number <i>517-694-1502</i>	Title of Preparer <i>Township Appraiser</i>	Date <i>November 05, 2014</i>
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CERTIFICATION: As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24e, 211.34 and, for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, 380.1211(3).

<input type="checkbox"/> Clerk	Signature	Print Name	Date
<input type="checkbox"/> Secretary			
<input type="checkbox"/> Chairperson	Signature	Print Name	Date
<input type="checkbox"/> President			

* Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. The requirements of MCL 211.24e must be met prior to levying an operating levy which is larger than the base tax rate but not larger than the rate in column 9.

**** IMPORTANT:** See instructions on page 2 regarding where to find the millage rate used in column (5).

Local School District Use Only. Complete if requesting millage to be levied. See STC Bulletin 3 of 2014 for instructions on completing this section.	
Total School District Operating Rates to be Levied (HH/Supp and NH Oper ONLY)	Rate
For Principal Residence, Qualified Ag, Qualified Forest and Industrial Personal	
For Commercial Personal	
For all Other	