

**DELHI CHARTER TOWNSHIP
COMMITTEE OF THE WHOLE MEETING HELD ON DECEMBER 2, 2014**

The members of the Delhi Charter Township Committee of the Whole met on Tuesday, December 2, 2014 in the Multipurpose Room at the Community Services Center, 2074 Aurelius Road, Holt, MI. Supervisor Davis called the meeting to order at 6:30 p.m.

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

Members Absent: None

BUSINESS

DEPARTMENT OF PUBLIC SERVICES NOVEMBER ACTIVITY REPORT

The Board reviewed the November Department of Public Services Activity Report (ATTACHMENT I).

Sandra Diorka, Director of Public Services, stated that the Green Drain Project has wrapped up for the year. The project will be completed in the spring of 2015.

STAFF RECOMMENDATION TO INCREASE MONTHLY SANITARY SEWER USER CHARGES

The Board reviewed memorandums dated November 18, 2014 from Twp. Mgr. Elsinga and November 17, 2014 from Sandra Diorka, Director of Public Services (ATTACHMENT II).

Sandra Diorka, Director of Public Services, stated that in 2013, Umbaugh & Associates, Certified Public Accountants, performed a "Cost of Service Study" for the Township's wastewater collection and treatment system sewer rates. The analysis used the conventional rate structure technique of comparing revenues and expenditures of the previous three years. The report identified an annual shortcoming of approximately \$500,000 and rates were increased accordingly on January 1, 2014. The study also recommended yearly increases for all years to follow.

Ms. Diorka stated that the Township's National Pollutant Discharge Elimination Permit was renewed this year which included a requirement for the Township to prepare an Asset Management Plan. Ms. Diorka stated that an Asset Management Plan is to ensure that the utility is responsibly run so that it is sustainable both financially and physically. The traditional rate study, as performed by Umbaugh & Associates, looks at the spending over the past three years as well as the anticipated spending of the upcoming three to five years. A requirement of accepting the Stormwater/Asset Management/Wastewater (SAW) grant was to implement at least 10% of any shortcoming in sewer rates identified through the formulation of an Asset Management Plan. The plan is expected to take three years to prepare. In the interim, it is recommended to continue to use the Cost of Service Study from Umbaugh and Associates. Ms. Diorka stated that looking back; sewer rates were increased at the rate of CPI with an occasional larger jump to right size the amount.

In determining an acceptable rate increase in the interim, Ms. Diorka stated that a United States Environmental Protection Agency Clean Water and Drinking Water Infrastructure Gap Analysis

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP
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report was released in 2002. The purpose was to quantify how much rates needed to be raised to meet increasing demands for service, comply with increasing requirements for treatment, replace aging infrastructure and deal with diminishing resources over the next 20 years. The report concluded an annual real increase of 3.6% for capital improvement expenditures and 3.2% for operations and maintenance expenditures would bridge the gap.

Ms. Diorka stated that given the sewer rates were brought up-to-date in 2014 using a then acceptable method, a 3% real increase plus a 1.4% CPI increase equaling a total sewer rate increase of 4.4% over the 2014 rates is recommended (this amount to be rounded down to the nearest \$0.10).

Trustee Harmon asked why the Township is moving to a new model of calculating sewer rates.

Ms. Diorka stated that in 1999 President Clinton issued a directive to develop a national regulation to prevent the estimated 40,000 annual sanitary sewer overflows that occur nationwide. Under that directive the Capacity, Management, Operations, and Maintenance (CMOM) program was drafted. However, under President Bush and President Obama's term it has not yet become federal law. Michigan's Department of Environmental Quality decided, instead of waiting for the federal law, to enact the law at the state level calling it an Asset Management Plan and to include the requirements in their permit. Detroit was the first city required to include the plan in their permit. Delhi, as well as other municipalities in the Grand River watershed, is now required to include the plan in their permit.

Ms. Diorka stated that as the traditional rate study model uses 3 years of previous spending and then goes out approximately 5 years, the Asset Management Plan goes out the entire life span of the infrastructure. Municipalities are to plan, as soon as an asset is obtained, for its replacement.

Clerk Hope stated that he is in favor of the Asset Management Plan as it is based on each municipalities system. Clerk Hope further stated that rates of different municipalities cannot be compared as each has systems to accommodate their communities.

PUBLIC COMMENT – Mike Hamilton, 4145 Sycamore Street, spoke in favor of the monthly increase to the sanitary sewer charges.

ADJOURNMENT

Meeting adjourned at 7:05 p.m.

Date: December 16, 2014

Evan Hope, Township Clerk

Date: December 16, 2014

C.J. Davis, Supervisor

SUBJECT TO APPROVAL

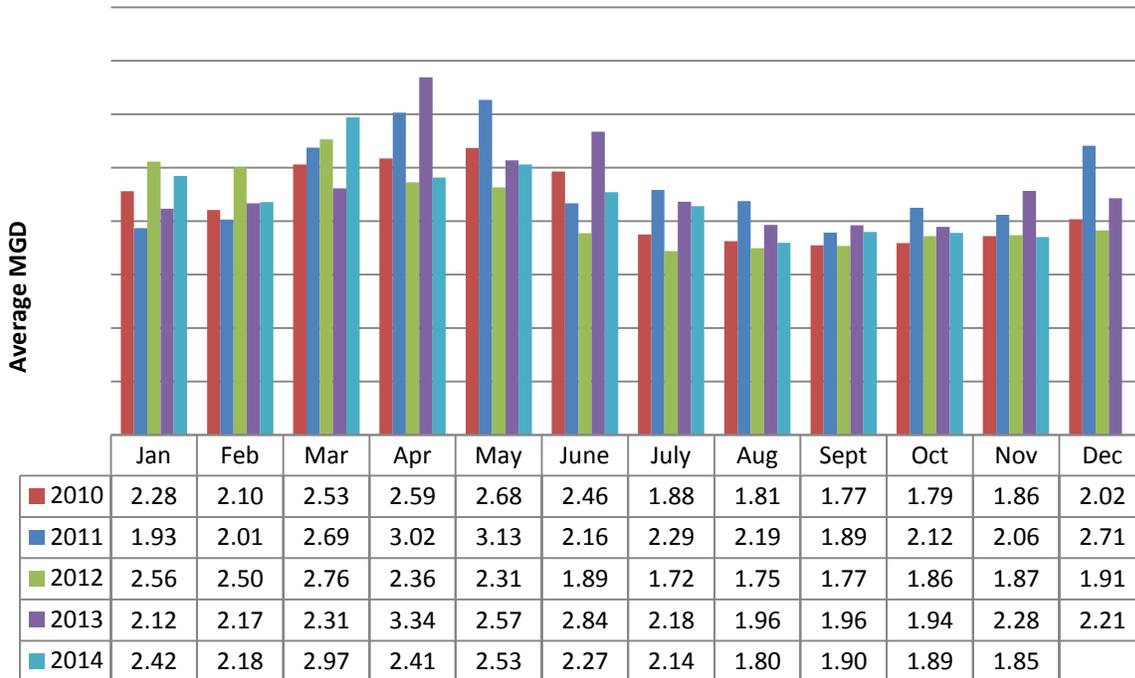


DEPARTMENT OF PUBLIC SERVICES

Monthly Report

November 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	234	
Process Control	1870	
Quality Control	85	98%
Check Samples	2	100%
DMRQA-Study 30 Proficiency		
Miscellaneous Sampling	6	
Totals	2197	99%

Safety

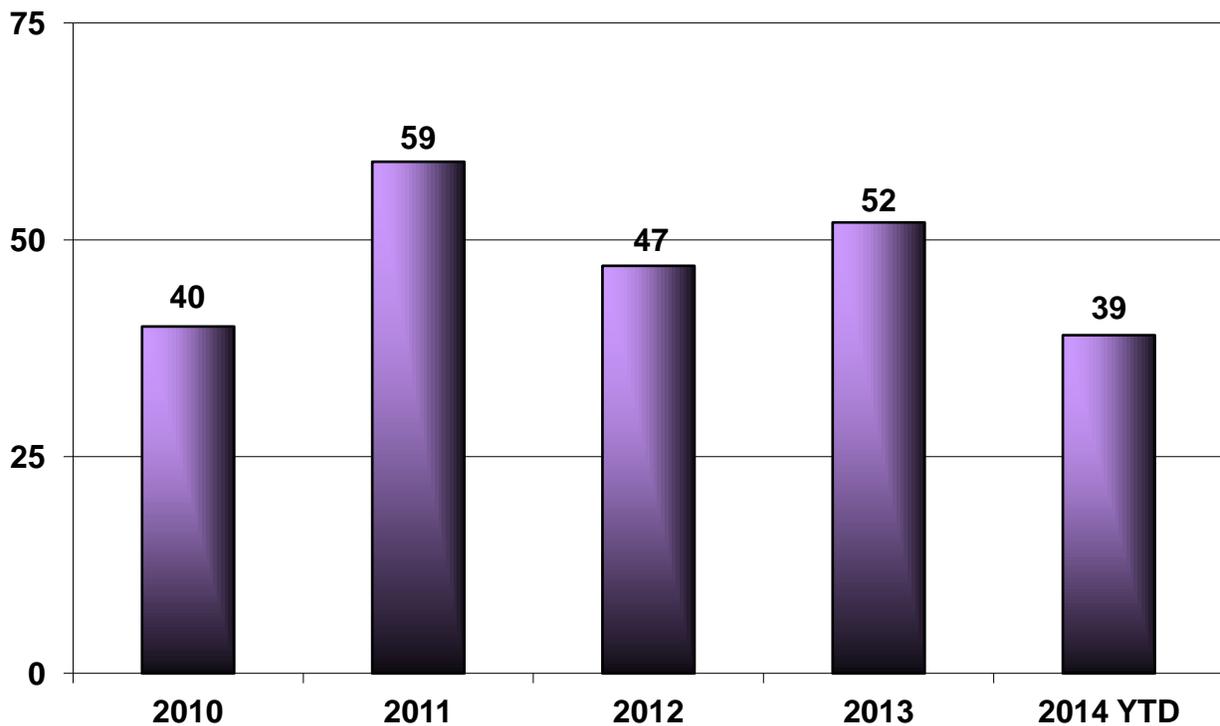
November Safety Activities	Date	Description
Safety Meeting		
	11/5/2014	Snow Plow Safety (Video)
Confined Space Entries		
	11/7/2014	Thermo 1 Digester (Clean Cannon Mixer)

Training

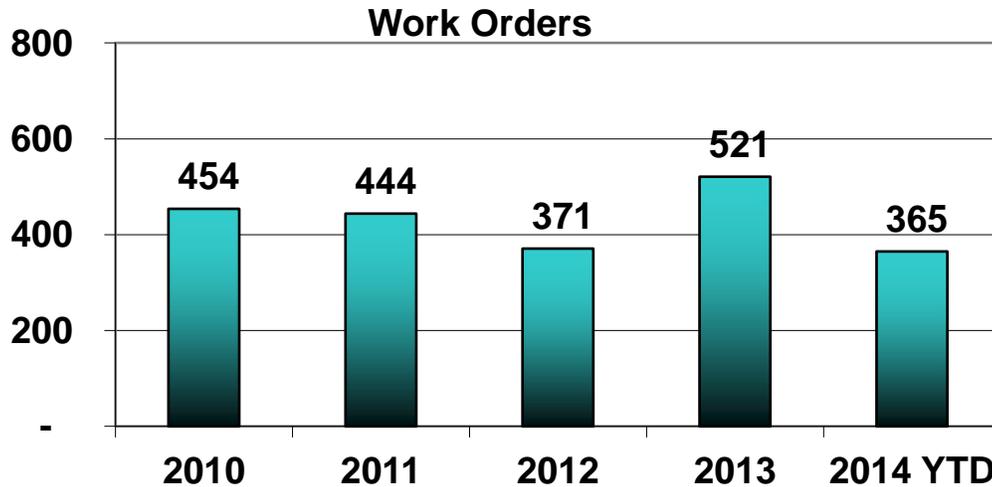
Date	# of Employees Attended	Training Course Description
11/5/2014	3	MWEA Process Seminar
11/19/2014	3	MSU Commercial Core Pesticide Course

Cemetery

Burials



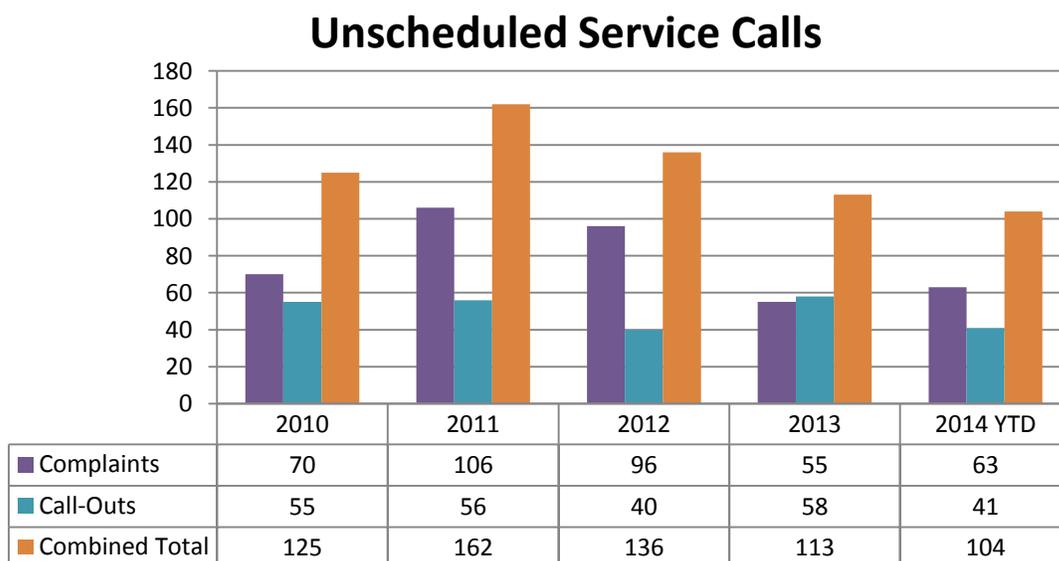
Maintenance



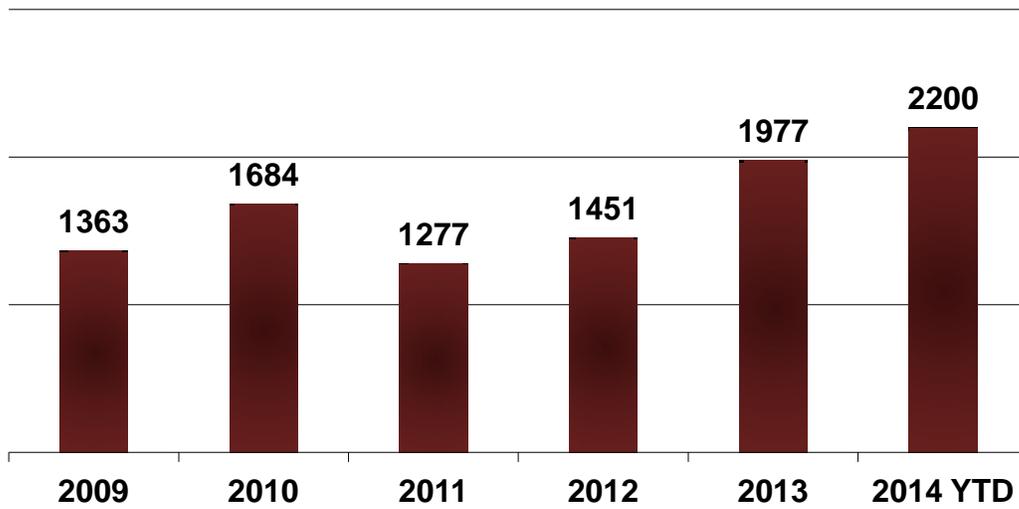
Note: Work order totals do not include monthly, weekly and daily preventive maintenance tasks. Below are highlights of some of the repairs performed.

- Sodium hydroxide was added at the Waverly Road lift station to clean the sanitary sewer force main and flush solids to the POTW
- All headstone foundations ordered to date have been installed at the cemeteries
- Township clocks, including the clock tower and courtyards were set for Daylight Savings Time
- Maintenance staff assisted election staff; election equipment was set, tore down and stored
- Installed the trail banners and “No Vehicle” signs on the Sycamore Trail walking path
- All public service snow removal equipment was serviced and tested
- Salt was ordered, received and stored for the 2014/2015 winter season
- Holiday decorations are being installed at CSC, Veterans Park, Farmers Market, Holt & Aurelius Park and the streetlight poles
- Streetlight banners were changed for the holidays

Unscheduled Service Calls

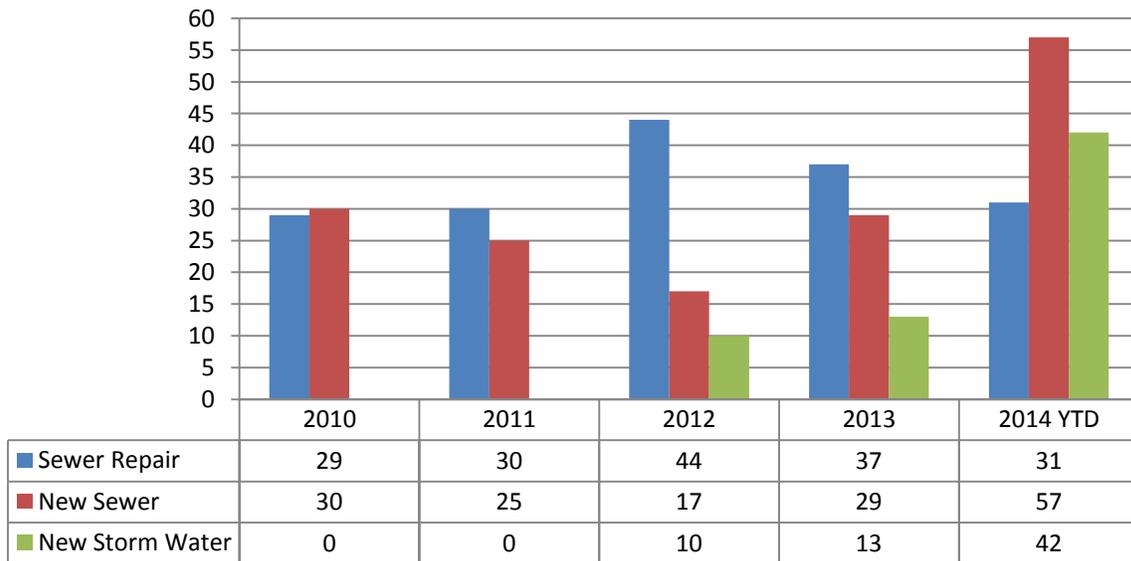


Miss Digs Performed



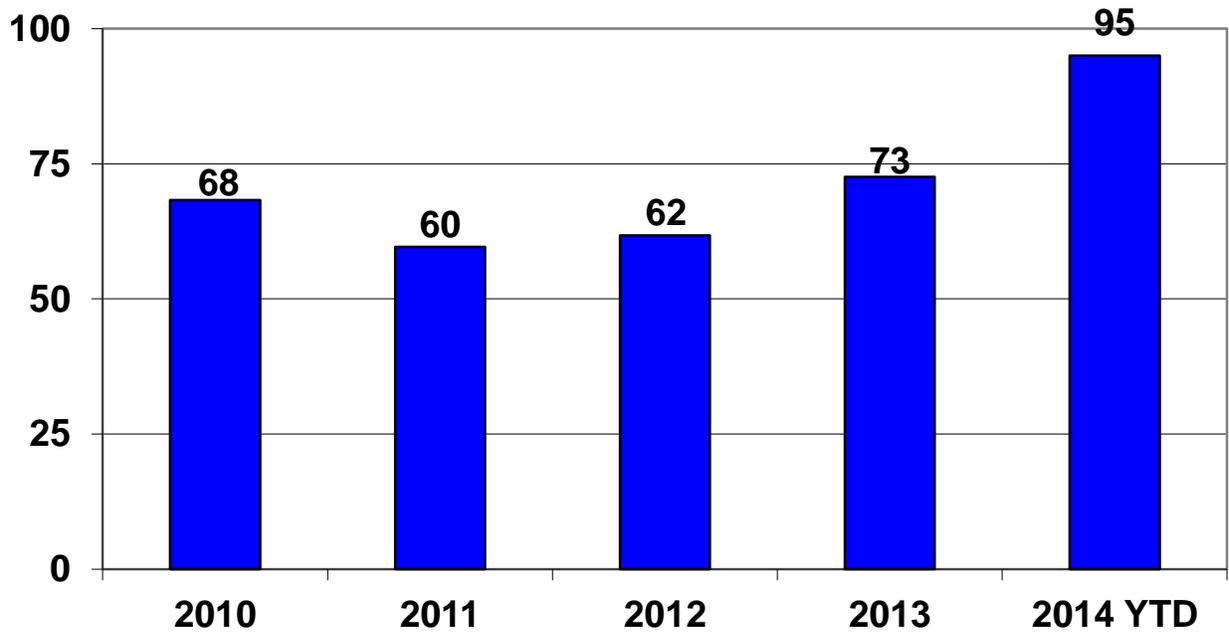
Sanitary Sewer Permits

Sanitary Sewer Permits Issued

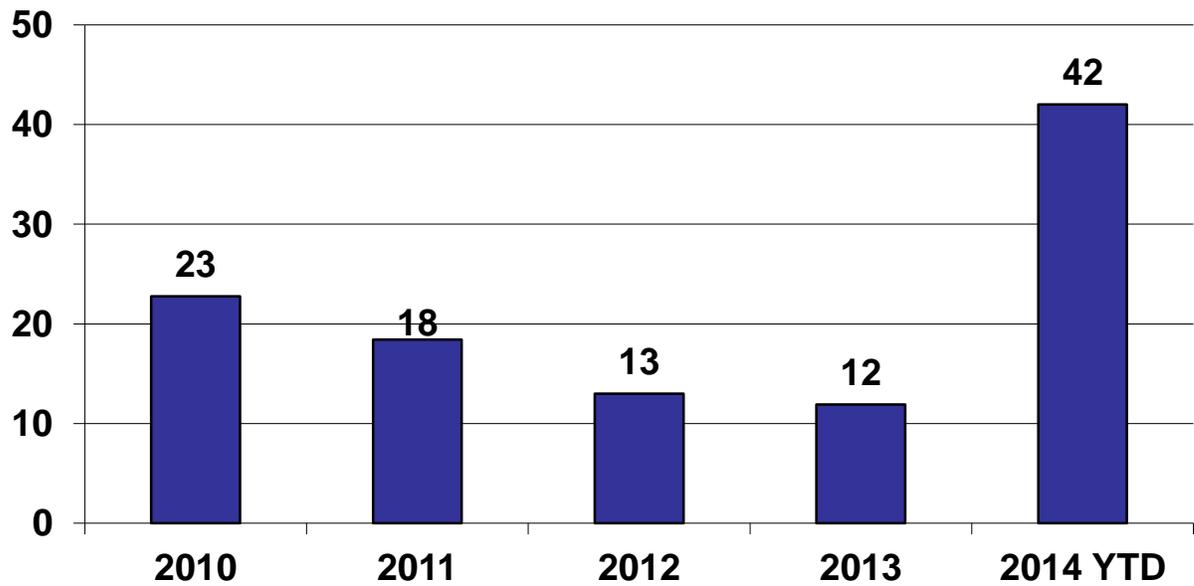


Note: Storm water permits were not issued prior to 2012

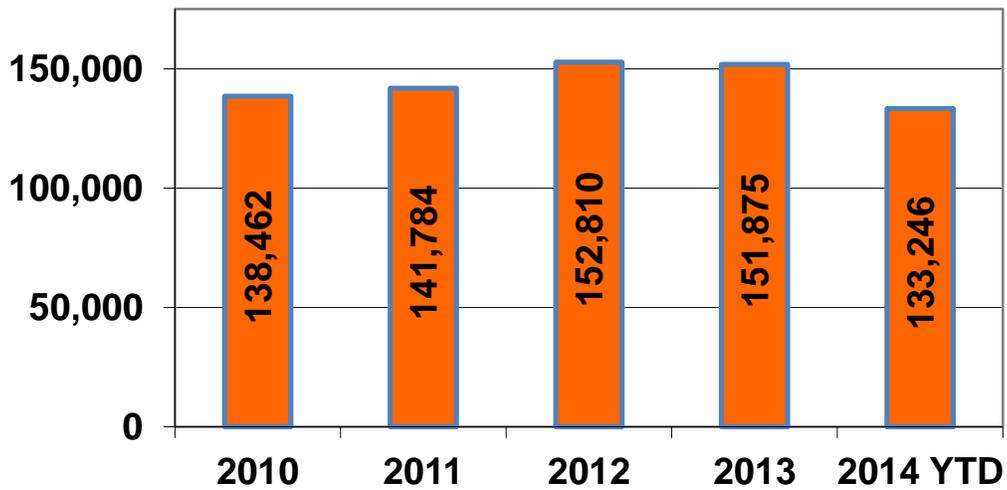
Sanitary Sewer Inspections Performed



Storm Sewer Inspections Performed

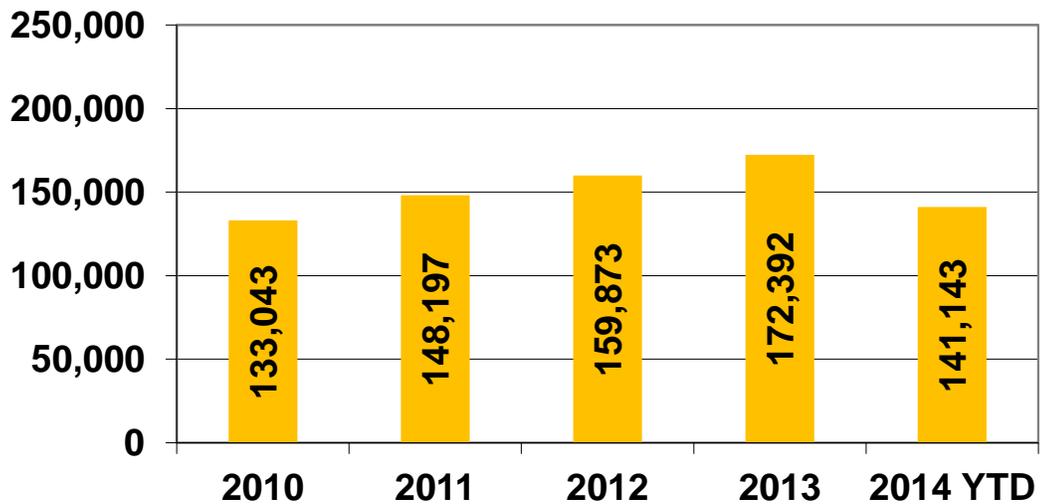


Feet of Sanitary Sewer Cleaned (Vactor Truck Work)



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

Storm drains and catch basins were cleaned and cleared of debris at all Holt Public School properties by department staff.

The Ingham County Drain Commission Green Drain #4 project is almost finished; the road paving will be completed in the spring of 2015.

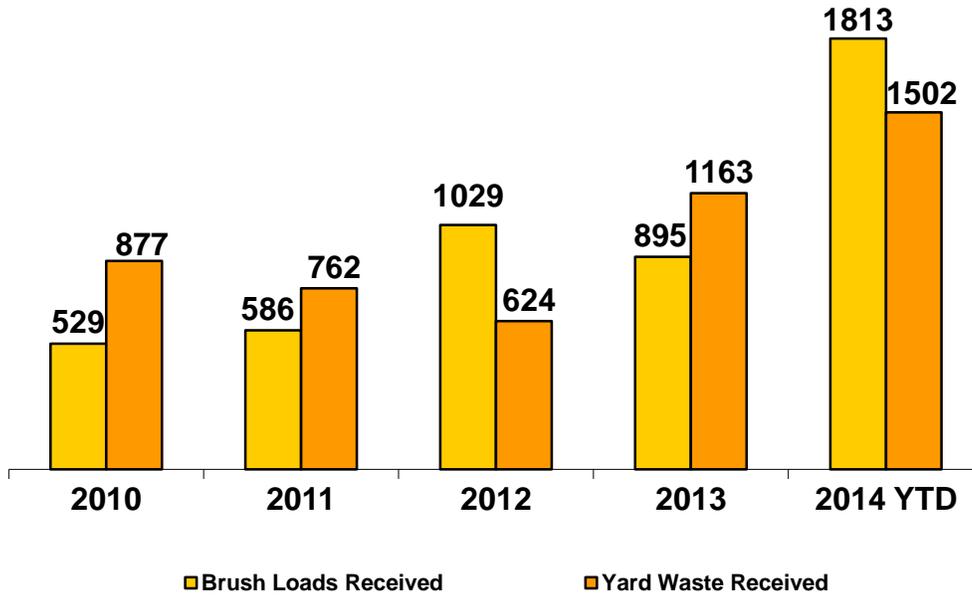
Industrial Pretreatment Program

November IPP Activities	Date	
Review/Approval		
Building Plan Approval	11/18/2014	3960 Patient Care Dr. Ste. # 109
IPP Inspection		
Compliant	11/21/14	7-11 1997 Aurelius
Compliant	11/21/14	Biggby #270 Jolly
Compliant	11/21/14	Biggby Coffee - 2006 Cedar
Compliant	11/21/14	Buddies Grill - 2040 Aurelius
Compliant	11/21/14	Big Ten Holt - 2005 Eifert
Compliant	11/21/14	Burger King - 2464 Cedar
Compliant	11/21/14	Burger King - 2520 E. Jolly
Compliant	11/21/14	Champions - 2440 N. Cedar
Compliant	11/21/14	Chisholm Hills - 2395 Washington
Compliant	11/21/14	Coach's - 6201 Bishop
Compliant	11/21/14	Coffee Barrel - 2237 Aurelius
Compliant	11/21/14	Cottage Inn Pizza - 1995 Cedar
Compliant	11/21/14	Delhi Café - 4625 Willoughby
Compliant	11/21/14	Famous Dave's 2457 Cedar
Compliant	11/21/14	Eagles - 1111 N. Cedar
Compliant	11/21/14	Incu-Bake 1967 Aurelius
Compliant	11/21/14	IngCredible - 2454 S. Cedar
Compliant	11/21/14	Jade Garden - 1979 Aurelius
Compliant	11/21/14	Kroger - 2495 N. Cedar
Compliant	11/21/14	Little Caesar's - 2221 N. Cedar
Compliant	11/21/14	McDonald's 2775 Eaton Rapids Rd.
Compliant	11/21/14	McDonald's 2530 E. Jolly
Compliant	11/21/14	McDonald's 2400 N. Cedar
Compliant	11/21/14	Sam Corey Senior Center- 2108 N. Cedar
Compliant	11/21/14	Subway - 2765 Eaton Rapids Rd.
Compliant	11/21/14	Tim Horton's - 2450 E. Jolly
Compliant	11/21/14	Tim Horton's - 2350 Cedar
Compliant	11/21/14	Wendy's - 2727 Eaton Rapids Rd.

Community Outreach

Three (3) brush drop-off events were hosted at the POTW pond area this last month. Seventy-nine (79) loads of brush and five hundred sixteen (516) bags of yard waste were collected. Assistance was provided by the Delhi Lions Club on November 15th.

Brush Drop-off Yearly Totals



DELHI CHARTER TOWNSHIP**MEMORANDUM**

TO: Delhi Township Board Members

FROM: John B. Elsinga, Township Manager

DATE: November 18, 2014

RE: Resolution No. 2014-035 – Increase Monthly Sanitary Sewer User Charges

Enclosed for your review is Resolution No. 2014-035 which would increase the monthly sanitary sewer user charges that support our operating, maintenance and replacement, debt, debt reserve and capital improvement costs effective January 1, 2015.

Last year we hired the firm Umbaugh & Assoc., Certified Public Accountants, LLP to undertake a “Cost of Service Study” for our wastewater collection and treatment system.

This study compared the revenues and expenditures of the past three years along with tracking the revenues and expenditures during the fiscal year ending December 31, 2013. The most notable trend for each year was the loss of approximately \$1 million dollars for fiscal years 2010, 2011 and 2012. Fortunately, a significant reduction in debt payments of approximately \$500,000 beginning in fiscal year 2013 and forward will realize a reduction in such loss from \$1 million to one-half million per year.

Based on the study results presented to the Board last year, Umbaugh recommended annual rate increases that will eliminate any deficit in order to support the actual “cost of sewer services” for our community. Therefore, I recommend the same.

Recommended Motion:

To adopt Resolution No. 2014-035 which would increase the sanitary sewer user charges effective January 1, 2015.

INTEROFFICE MEMORANDUM

TO: JOHN ELSINGA, TOWNSHIP MANAGER
FROM: SANDRA DIORKA, DIRECTOR OF PUBLIC SERVICES
SUBJECT: 2015 INCREASE OF SANITARY SEWER RATES
DATE: NOVEMBER 17, 2014
COPY TO: FILE



In 2013 Umbaugh & Associates, Certified Public Accountants, LLP (Umbaugh) undertook a "Cost of Service Study" for our wastewater collection and treatment system (sewer rates). This analysis used the conventional rate structure technique; comparing revenues and expenditures of the previous three years. The report identified an annual short coming of approximately \$500,000 and rates were increased accordingly on January 1, 2014. It also recommended yearly increases for all years to follow.

As you know, Delhi Charter Township's (Delhi) National Pollutant Discharge Elimination Permit (Permit) was renewed this year and it included a requirement for Delhi to prepare an Asset Management Plan (AMP). An AMP answers five (5) core questions:

1. What is the current state of our assets?
2. What is the required level of service?
3. Which assets are critical to sustained performance?
4. What are the best operations and maintenance (O&M) and capital improvement (CIP) investment strategies?
- 5. *What is the best long-term funding strategy?***

Delhi was successful in obtaining a Stormwater/Asset Management/Wastewater (SAW) Grant from the State of Michigan to fund the formulation of our AMP. A requirement of accepting the SAW grant was to implement at least 10% of any shortcoming in sewer rates identified through formulation of the AMP. The preparation of the AMP is expected to take three years. In the interim, I agree with Umbaugh's recommendation to implement regular increases to sewer rates; the remaining question is by how much?

In 2002, the United States Environmental Protection Agency released The Clean Water and Drinking Water Infrastructure Gap Analysis report (Gap Report). The purpose was to quantify how much rates needed to be raised to meet increasing demands for service, comply with increasing requirements for treatment, replace aging infrastructure, and deal with diminishing resources over the next 20 years. The Gap Report concluded an annual real (over

and above cost of living) increase of 3.6% for CIP expenditures and 3.2% for O&M expenditures would bridge the gap.

Given the sewer rates were brought up to date in 2014 using a then acceptable method, I recommend a 3% real increase plus a 1.4% consumer price index increase equaling a total sewer rate increase of 4.4% over 2014 rates. At the request of the Treasurer, the proposed monthly increases were rounded to the following:

	2014 Rate	Proposed 2015 Rate	Increase
Commodity Charge	\$4.90 / 100 ft ³	\$5.10 / 100 ft ³	\$0.20
Basic Service Charge	\$14.00	\$14.60	\$0.60
Flat Rate User Charge	\$48.30	\$50.30	\$2.00
Average Monthly Bill for a Typical Delhi Residential Customer	\$42.42	\$44.18	\$1.76 / month

I respectfully request you submit a resolution to the township board increasing sanitary sewer rates according to the above chart, effective January 1, 2015.

DELHI CHARTER TOWNSHIP

RESOLUTION NO. 2014-035

**A RESOLUTION RECOGNIZING THE NEED TO INCREASE THE MONTHLY
SANITARY SEWER USER FEES THAT SUPPORT OUR OPERATING,
MAINTENANCE & REPLACEMENT (OM&R), DEBT, DEBT RESERVE, AND
CAPITAL IMPROVEMENT COSTS, EFFECTIVE JANUARY 1, 2015.**

At a regular meeting of the Delhi Charter Township Board of Trustees of the Charter Township of Delhi, Ingham County, Michigan, held at the Community Services Center, 2074 Aurelius Road, Holt, Michigan 48842 on Tuesday, the 2nd day of December 2014, at 7:30 p.m.

PRESENT:

ABSENT:

The following Resolution was offered by _____.

WHEREAS, the 2015 Sewer Fund Budget for Operating, Maintenance, and Replacement (OM&R) expenditures is \$3,794,660; and

WHEREAS, the 2015 Sewer Fund budget for General Obligation Debt expenditures is \$1,757,060; and

WHEREAS, the 2015 Sewer Fund Budget for Capital Improvement expenditures is \$767,100; and

WHEREAS, all revenues of the system including, but not limited to, the monthly sewer user charges follow a flow of funds as found in State law applied to operation, maintenance and replacement (OM&R), debt, debt reserve (if any) and then capital improvement; and

WHEREAS, the Monthly Basic Service Charge and the Monthly Sewer Commodity Charge need to be increased to provide sufficient revenue, along with all other revenue sources, to support operating, maintenance and replacement (OM&R), debt, debt reserve and capital improvement expenses; and

WHEREAS, the Township hired Umbaugh & Assoc. Certified Public Accountants, LLP to conduct a "Cost of Service Study" who subsequently recommended monthly sanitary sewer user charges each year that would support our operating, maintenance and replacement (OM&R), debt, debt reserve and capital improvement costs; and

WHEREAS, staff's recommendation is to increase the basic service charges from \$14.00 to \$14.60 per residential equivalent unit (REU) and the commodity charge from \$4.90 to \$5.10 per one hundred cubic feet (ccf); and

NOW THEREFORE, BE IT RESOLVED, the following schedule of monthly sanitary sewer service charges, effective January 1, 2015 be and is hereby established:

1. For Metered Customers – Residential Users

Each Residential Equivalent Unit shall be billed a Basic Service Charge of \$14.60/REU

A Commodity Charge per 100 cubic feet (ccf) of metered water consumption as reported by the Board of Water & Light \$5.10/ccf

2. For Metered Customers – all other users

Basic Service Charge per “equivalent meter” \$14.60/Equivalent Meter

A Commodity Charge per 100 cubic feet (ccf) of metered water consumption as reported by the Board of Water & Light \$5.10/ccf

3. For Unmetered Customers

All users of the Delhi Charter Township Wastewater Collection and Treatment System shall be billed at a single monthly rate per Residential Equivalent Unit based upon 7 ccf. \$50.30/REU

AYES:
NAYS:
ABSENT:

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 2nd day of December 2014.

IN WITNESS WHEREOF, I have hereunto affixed my official signature this 2nd day of December 2014.

Evan Hope, Township Clerk

**DELHI CHARTER TOWNSHIP
MINUTES OF REGULAR MEETING HELD ON DECEMBER 2, 2014**

Delhi Charter Township Board of Trustees met in a regular meeting on Tuesday, December 2, 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 - None

CONSENT AGENDA

- A. Approval of Minutes – Committee Meeting of November 18, 2014
- B. Approval of Minutes – Regular Meeting of November 18, 2014
- C. Approval of Claims – November 24, 2014 (ATTACHMENT I)
- D. Approval of Payroll – November 20, 2014 (ATTACHMENT II)
- E. Reappointment to the Delhi Township Zoning Board of Appeals – Patrick Brown (ATTACHMENT III)
- F. Reappointment to the Delhi Township Zoning Board of Appeals – Paul Rankin (ATTACHMENT IV)
- G. Appointment to the Delhi Township Zoning Board of Appeals – David Hodges (ATTACHMENT V)

Warfield moved to approve the Consent Agenda as presented.

A Roll Call Vote was recorded as follows:

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

MOTION CARRIED

NEW BUSINESS

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

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP
MINUTES OF REGULAR MEETING HELD ON DECEMBER 2, 2014**

The Board reviewed a memorandum dated November 30, 2014 from Tracy Miller (ATTACHMENT VI).

Hayhoe moved upon second 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 (Township Ordinance No. 64.3).

A Roll Call Vote was recorded as follows:

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

MOTION CARRIED

RESOLUTION NO. 2014-035 – INCREASE IN MONTHLY SANITARY SEWER USER CHARGES

The Board reviewed a memorandum dated November 18, 2014 from Twp. Mgr. Elsinga (ATTACHMENT VII).

Harmon moved to adopt Resolution No. 2014-035 which would increase the sanitary sewer user charges effective January 1, 2015.

A Roll Call Vote was recorded as follows:

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

MOTION CARRIED

REPORTS

SUPERVISOR

Supervisor Davis reported on the year end Lansing Economical Area Partnership (LEAP) meeting he attended. Discussion was held on the number of jobs that LEAP has brought into the area and that beginning next year LEAP will be able to award grant monies to businesses. The support of smaller businesses to fill store fronts was discussed. Supervisor Davis stated that the East Lansing-Lansing area surpassed the Ann Arbor and Grand Rapids areas in the GDP Growth.

TREASURER

Treasurer Sweet stated that the winter tax bills have been sent out and the Treasurer's office is in the process of collecting these taxes.

TOWNSHIP MANAGER

Twp. Mgr. Elsinga stated that he will be a guest speaker at the Michigan Water Environment Association (MWEA) where he will speak on the collaborative working relationship that the Township has with the Ingham County Drain Office, highlighting the "Green Drain #4 Project".

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP
MINUTES OF REGULAR MEETING HELD ON DECEMBER 2, 2014**

PUBLIC HEARING – 7:45 P.M.

Tracy Miller, Director of Community Development, stated that in order for a business to apply for an Industrial Facilities Tax abatement, the property has to be located within an Industrial Development District. Leightronix recently purchased a building located at 1125 N. Cedar Street and they would like to have the opportunity to obtain an Industrial Facilities Tax abatement in the future.

RESOLUTION NO. 2014-036 – ESTABLISHMENT OF AN INDUSTRIAL DEVELOPMENT DISTRICT – LEIGHTRONIX, INC., 1125 N. CEDAR STREET, MASON

Hope moved to open the Public Hearing on the establishment of an Industrial Development District (Leightronix, Inc., 1125 N. Cedar Street, Mason).

A Voice Poll was recorded as follows: All Ayes

MOTION CARRIED

There were no comments from the public.

Motion to Close Public Hearing – 7:45 p.m.

Harmon moved to close the public hearing.

A Voice Poll was recorded as follows: All Ayes

MOTION CARRIED

RESOLUTION NO. 2014-036 – ESTABLISHMENT OF AN INDUSTRIAL DEVELOPMENT DISTRICT – LEIGHTRONIX, INC. 1125 N. CEDAR STREET, MASON

The Board reviewed memorandums dated November 17, 2014 from Twp. Mgr. Elsinga and Tracy Miller, Director of Community Development (ATTACHMENT VIII).

Sweet moved to adopt Resolution No. 2014-036 which establishes an Industrial Development District for property located at 1125 N. Cedar Street, Mason.

A Roll Call Vote was recorded as follows:

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

MOTION CARRIED

LIMITED PUBLIC COMMENTS - None

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP
MINUTES OF REGULAR MEETING HELD ON DECEMBER 2, 2014**

ADJOURNMENT

Meeting adjourned at 7:47 p.m.

Date: December 16, 2014

Evan Hope, Township Clerk

Date: December 16, 2014

C.J. Davis, Supervisor

/af

SUBJECT TO APPROVAL

ACCOUNTS PAYABLE APPROVAL

November 25, 2014

I. Certification of Authorized Signatures: The attached Check Register and Invoice Distribution Report encompass checks dated November 25, 2014 numbered 88199 thru 88280 & ACH 3298 thru 3319. Every invoice has a payment authorizing signature(s).

Dated: November 25, 2014

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

The attached Invoice Distribution Report and Check Register for checks dated November 25, 2014 show payments made from the following funds:

General Fund	\$	325,649.99
Fire Fund		31,636.53
Police Fund		199,331.10
Fire Equip. & Apparatus Fund		15,038.54
Brownfield Redevelopment Fund		877.50
Downtown Development Fund		36,297.06
Sycamore Trail Construction		7,744.48
Sewer Fund		74,335.68
Local Site Remediation Fund		923.11
Trust & Agency Fund		2,902.30
Grand Total	\$	<u>694,736.29</u>

Includes the following to be reimbursed from separate bank accounts:

Employee Flexible Spending Acct.	\$	792.30
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Dated: November 25, 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. (\$11,692.00 Bobcat Co. for Utility Vehicle, Fire Dept, 10/21/14, \$14,419.20 Hubbell, Roth & Clark for Engineering Services for the Ram Trail, 4/2/13, \$125,590.13 Ingham Co. Drain Commissioner for Sidewalk Installation in the Green #4 Drain District, 5/20/14, \$90,847.44 Ingham Co. Drain Commissioner for Road Improvements within the Green #4 Drain District, 8/6/14, \$11,316.00 Ray's Driveway Sealing for Asphalt Crack Repairs to MTC & POTW Facilities, 10/22/14)

Dated: November 25, 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 December 2, 2014 a motion was made by _____ and passed by ___ yes votes and ___ no votes (___ absent) that the list of claims dated November 25, 2014, was reviewed, audited and approved

 Evan Hope, Township Clerk

INVOICE GL DISTRIBUTION REPORT FOR DELHI CHARTER TOWNSHIP
 EXP CHECK RUN DATES 11/25/2014 - 11/25/2014

Vendor	Invoice Line Desc	Amount
Fund 101 GENERAL FUND		
Dept 000.00		
SBAM PLAN	DECEMBER HEALTH INS DUE TO DELHI	129.10
CITY OF MASON	OCTOBER STANDBY FEE	364.96
CITY OF MASON	FIRE RUN 1983 HARPER RD	600.00
MERIDIAN TOWNSHIP FIRE DEPARTMENT	981 JOLLY RD. SMOKE DET. ACT.	600.00
MERIDIAN TOWNSHIP FIRE DEPARTMENT	STAND-BY FEE	1,140.41
HOME PRO ROOFING	CONST VALUE, NEW	25.00
	Total for Dept 000.00	2,859.47
Dept 101.00 LEGISLATIVE		
HARTFORD LIFE INSURANCE CO	LIFE INSURANCE/DECEMBER	25.50
GREATER LANSING AREA CLEAN CITIES	2014-2015 MEMBERSHIP	250.00
	Total for Dept 101.00 LEGISLATIVE	275.50
Dept 171.00 MANAGER		
SBAM PLAN	HEALTH INSURANCE/DECEMBER	2,331.01
DELTA DENTAL PLAN OF	DENTAL INSURANCE/DECEMBER	295.46
HARTFORD LIFE INSURANCE CO	LIFE INSURANCE/DECEMBER	94.77
UNUM LIFE INSURANCE COMPANY	DISABILITY INSURANCE/DECEMBER	140.81
	Total for Dept 171.00 MANAGER	2,862.05
Dept 191.00 ACCOUNTING		
SBAM PLAN	HEALTH INSURANCE/DECEMBER	429.14
DELTA DENTAL PLAN OF	DENTAL INSURANCE/DECEMBER	43.07
HARTFORD LIFE INSURANCE CO	LIFE INSURANCE/DECEMBER	22.53
UNUM LIFE INSURANCE COMPANY	DISABILITY INSURANCE/DECEMBER	33.66
DBI BUSINESS INTERIORS	OFFICE SUPPLIES	169.99
PAPER IMAGE PRINTING CENTRES	COIL BINDING, CLEAR COVER, BLK BACK	128.00
ABRAHAM & GAFFNEY, P.C.	ACCOUNTING SERVICES/OCTOBER	1,468.75
	Total for Dept 191.00 ACCOUNTING	2,295.14
Dept 215.00 CLERK		
SBAM PLAN	HEALTH INSURANCE/DECEMBER	2,749.73
DELTA DENTAL PLAN OF	DENTAL INSURANCE/DECEMBER	257.80
HARTFORD LIFE INSURANCE CO	LIFE INSURANCE/DECEMBER	65.45
UNUM LIFE INSURANCE COMPANY	DISABILITY INSURANCE/DECEMBER	98.05
DBI BUSINESS INTERIORS	OFFICE SUPPLIES	74.34
GANNETT MICHIGAN NEWSPAPERS	PUBLISHING LEGALS OCTOBER	519.39
STATE OF MICHIGAN	NOTARY RENEWAL/HOPE	10.00
	Total for Dept 215.00 CLERK	3,774.76

Dept 228.00 INFORMATION TECHNOLOGY

SBAM PLAN	HEALTH INSURANCE/DECEMBER	(1,027.76)
DELTA DENTAL PLAN OF	DENTAL INSURANCE/DECEMBER	80.73
HARTFORD LIFE INSURANCE CO	LIFE INSURANCE/DECEMBER	20.40
UNUM LIFE INSURANCE COMPANY	DISABILITY INSURANCE/DECEMBER	30.41
BS&A SOFTWARE	YEARLY SOFTWARE MAINTENANCE	18,474.00
Total for Dept 228.00 INFORMATION TECHNOLOGY		17,577.78

Dept 253.00 TREASURERS

SBAM PLAN	HEALTH INSURANCE/DECEMBER	1,292.83
DELTA DENTAL PLAN OF	DENTAL INSURANCE/DECEMBER	214.73
HARTFORD LIFE INSURANCE CO	LIFE INSURANCE/DECEMBER	43.77
UNUM LIFE INSURANCE COMPANY	DISABILITY INSURANCE/DECEMBER	64.93
BRINK'S INCORPORATED	BRINKS SERVICES/NOVEMBER	632.97
Total for Dept 253.00 TREASURERS		2,249.23

Dept 257.00 ASSESSING

DELTA DENTAL PLAN OF	DENTAL INSURANCE/DECEMBER	214.73
HARTFORD LIFE INSURANCE CO	LIFE INSURANCE/DECEMBER	70.97
UNUM LIFE INSURANCE COMPANY	DISABILITY INSURANCE/DECEMBER	105.56
LANSING ICE & FUEL CO	GASOLINE 11/1 THRU 11/15/14	34.05
MICHIGAN ASSESSORS ASSN	MEMBERSHIP RENEWAL-HUDSON	75.00
MICHIGAN ASSESSORS ASSN	MEMBERSHIP RENEWAL-MUNSON	75.00
MICHIGAN ASSESSORS ASSN	MEMBERSHIP RENEWAL-TOBIAS	75.00
Total for Dept 257.00 ASSESSING		650.31

Dept 262.00 ELECTIONS

GANNETT MICHIGAN NEWSPAPERS	PUBLISHING LEGALS OCTOBER	279.80
U-HAUL	U-HAUL RENTAL/ELECTION	52.04
U-HAUL	U-HAUL RENTAL/ELECTION	52.12
Total for Dept 262.00 ELECTIONS		383.96

Dept 265.00 BUILDING & GROUNDS

SBAM PLAN	HEALTH INSURANCE/DECEMBER	1,176.76
DELTA DENTAL PLAN OF	DENTAL INSURANCE/DECEMBER	146.94
HARTFORD LIFE INSURANCE CO	LIFE INSURANCE/DECEMBER	33.34
UNUM LIFE INSURANCE COMPANY	DISABILITY INSURANCE/DECEMBER	49.55
LANSING ICE & FUEL CO	GASOLINE 11/1 THRU 11/15/14	105.15
QUALITY FIRST MAID SERVICE, LLC	CLEANING SERVICES/CSC	975.00
STATE OF MICHIGAN	ELEVATOR INSPECTION/CSC	180.00
BOARD OF WATER & LIGHT	WATER 2074 AURELIUS	590.26
DELHI CHARTER TOWNSHIP TREASURER	SEWER 2074 AURELIUS	361.20
CONSUMERS ENERGY	ELECTRIC 2004 AURELIUS	65.55
CONSUMERS ENERGY	ELECTRIC-2074 AURELIUS	5,993.14
CONSUMERS ENERGY	GAS-2074 AURELIUS	2,017.83
ACE HARDWARE	1 MISC. MDSE./FIRE DEPT.	1.49
ACE HARDWARE	1/4" ROUTER BIT/CSC HANDRAIL	17.99
LOWE'S CREDIT SERVICES	1-6-4 POPLAR BOARD/CSC HANDRAIL	10.24
LOWE'S CREDIT SERVICES	MATERIALS REPAIR WALL/CSC HANDRAIL	71.99

LOWE'S CREDIT SERVICES	DRYWALL SCREWS FOR HANDRAIL/CSC	4.98
LOWE'S CREDIT SERVICES	GROUT/SHOWER ROOM FIRE DEPT	12.62
LOWE'S CREDIT SERVICES	CREDIT	(12.62)
WESCO DISTRIBUTION, INC	PL-S COMACT FLUORESCENT BULB	28.33
	Total for Dept 265.00 BUILDING & GROUNDS	11,829.74

Dept 276.00 CEMETERY		
SBAM PLAN	HEALTH INSURANCE/DECEMBER	456.86
DELTA DENTAL PLAN OF	DENTAL INSURANCE/DECEMBER	57.05
HARTFORD LIFE INSURANCE CO	LIFE INSURANCE/DECEMBER	12.94
UNUM LIFE INSURANCE COMPANY	DISABILITY INSURANCE/DECEMBER	19.24
LANSING ICE & FUEL CO	GASOLINE 11/1 THRU 11/15/14	40.82
GRANGER	MONTHLY DUMPSTER SERVICE	76.00
CONSUMERS ENERGY	ELECTRIC-4149 WILLOUGHBY	30.65
	Total for Dept 276.00 CEMETERY	693.56

Dept 281.00 STORMWATER		
SBAM PLAN	HEALTH INSURANCE/DECEMBER	401.48
DELTA DENTAL PLAN OF	DENTAL INSURANCE/DECEMBER	50.13
HARTFORD LIFE INSURANCE CO	LIFE INSURANCE/DECEMBER	11.38
UNUM LIFE INSURANCE COMPANY	DISABILITY INSURANCE/DECEMBER	16.90
LANSING ICE & FUEL CO	GASOLINE 11/1 THRU 11/15/14	35.87
HTA COMPANIES, INC.	TREE PLANTING, 50/50 PROGRAM	760.00
	Total for Dept 281.00 STORMWATER	1,275.76

Dept 446.00 INFRASTRUCTURE		
INGHAM COUNTY DRAIN COMM	GREEN DRAIN ROAD IMPROVEMENTS	90,847.44
HUBBELL, ROTH & CLARK, INC	RAMS TRAIL PROJECT - ENGINEERING SER	14,419.20
INGHAM COUNTY DRAIN COMM	GREEN DRAIN SIDEWALK PMT #1	52,644.93
INGHAM COUNTY DRAIN COMM	GREEN DRAIN SIDEWALK PYMT #2	72,945.20
	Total for Dept 446.00 INFRASTRUCTURE	230,856.77

Dept 721.00 PLANNING/COMMUNITY DEVELOPMENT		
SBAM PLAN	HEALTH INSURANCE/DECEMBER	5,340.81
DELTA DENTAL PLAN OF	DENTAL INSURANCE/DECEMBER	606.54
HARTFORD LIFE INSURANCE CO	LIFE INSURANCE/DECEMBER	139.81
UNUM LIFE INSURANCE COMPANY	DISABILITY INSURANCE/DECEMBER	208.36
GOODRICH OPTICAL, INC.	SAFETY GLASSES/SIMONS	212.50
LANSING ICE & FUEL CO	GASOLINE 11/1 THRU 11/15/14	95.61
GANNETT MICHIGAN NEWSPAPERS	PUBLISHING LEGALS OCTOBER	143.54
FRANKIE D'S AUTO & TRUCK	LOF, BRAKES UNIT #57	655.00
SCHAFFER'S INC.	TRASH REMOVAL 2346 ROLLING RIDGE	34.50
	Total for Dept 721.00 PLANNING/COMMUNITY DEV	7,436.67

Dept 752.00 PARKS ADMINISTRATION		
SBAM PLAN	HEALTH INSURANCE/DECEMBER	858.28
DELTA DENTAL PLAN OF	DENTAL INSURANCE/DECEMBER	86.14
HARTFORD LIFE INSURANCE CO	LIFE INSURANCE/DECEMBER	47.17
UNUM LIFE INSURANCE COMPANY	DISABILITY INSURANCE/DECEMBER	70.35

HOLT PUBLIC SCHOOLS	PRINTING FLYERS	164.25
TRI-COUNTY OFFICE ON AGING	MEALS ON WHEELS CONTRIBUTION	3,590.00
MICHIGAN RECREATION	MEMBERSHIPS, JENKS & TILMA	40.00
	Total for Dept 752.00 PARKS ADMINISTRATION	<u>4,856.19</u>

Dept 771.00 PARKS

LANSING ICE & FUEL CO	GASOLINE 11/1 THRU 11/15/14	368.32
AMERICAN RENTAL	PORTABLE TOILETS/DEADMANS HILL	70.00
GRANGER	MONTHLY DUMPSTER SERVICE	150.00
COUNTY OF INGHAM	PARK SECURITY JULY	4,735.72
COUNTY OF INGHAM	PARK SECURITY AUGUST	3,867.16
COUNTY OF INGHAM	PARK SECURITY SEPTEMBER	2,254.12
COUNTY OF INGHAM	PARK SECURITY OCTOBER	1,778.48
MODEL COVERALL SERVICE	UNIFORMS	23.67
BOARD OF WATER & LIGHT	WATER 1750 MAPLE	19.86
BOARD OF WATER & LIGHT	WATER 2108 CEDAR	242.10
BOARD OF WATER & LIGHT	WATER 2287 PINE TREE	41.13
BOARD OF WATER & LIGHT	WATER 2074 AURELIUS #PARK	136.48
DELHI CHARTER TOWNSHIP TREASURER	SEWER 1750 MAPLE	23.80
DELHI CHARTER TOWNSHIP TREASURER	SEWER 2108 CEDAR	161.00
DELHI CHARTER TOWNSHIP TREASURER	SEWER 2287 PINE TREE	44.80
DELHI CHARTER TOWNSHIP TREASURER	SEWER 4030 KELLER	142.80
CONSUMERS ENERGY	ELECTRIC 4080 KELLER	82.01
CONSUMERS ENERGY	ELECTRIC 2177 WEST BLVD	22.64
CONSUMERS ENERGY	ELECTRIC 2287 PINE TREE 2939	35.47
CONSUMERS ENERGY	ELECTRIC-2287 PINE TREE 3200	179.79
CONSUMERS ENERGY	ELECTRIC 2074 AURELIUS #PARK	1,187.42
CONSUMERS ENERGY	ELECTRIC 2108 CEDAR	908.22
CONSUMERS ENERGY	ELECTRIC 1750 MAPLE	37.89
CONSUMERS ENERGY	GAS 2108 CEDAR	43.46
CONSUMERS ENERGY	GAS 2287 PINE TREE 2939	170.71
BOYNTON FIRE SAFETY SERVICE	FIRE EXTINGUISHERS INSPECTIONS/SR CE	91.00
MICHIGAN PLUMBING	PLUMBING/REPLACE GATE VALVE	813.00
QUALITY FIRST MAID SERVICE, LLC	CLEANING SERVICES/SENIOR CENTER	260.00
WESCO DISTRIBUTION, INC	LIGHTS - STREET LAMPS/BATHROOM/VMG	145.61
BRADY LAWN EQUIPMENT	ROTOR & SHIELD	68.45
SUPERIOR SAW	BLADE, NUT, OIL	58.65
THE PARTS PLACE	BATTERY	124.00
	Total for Dept 771.00 PARKS	<u>18,287.76</u>

Dept 774.00 RECREATION

SBAM PLAN	HEALTH INSURANCE/DECEMBER	429.14
DELTA DENTAL PLAN OF	DENTAL INSURANCE/DECEMBER	43.07
HARTFORD LIFE INSURANCE CO	LIFE INSURANCE/DECEMBER	22.53
UNUM LIFE INSURANCE COMPANY	DISABILITY INSURANCE/DECEMBER	33.66
EASTSIDE SOCCER LEAGUE	EASTSIDE SOCCER TEAM REGISTRATIONS	90.00
SCOTT R. BLANKENSHIP	OFFICIAL FLOOR HOCKEY	180.00
JEFF BRYAN	OFFICIAL FLOOR HOCKEY	150.00
PAULA K. HARNEY	SENIOR CENTER FITNESS CLASSES	75.00

ANDREW MURRAY	OFFICIAL FLOOR HOCKEY	45.00
STEVEN E. ROGERS	OFFICIAL FLOOR HOCKEY	165.00
ZACH VANLIEW	OFFICIAL FLOOR HOCKEY	60.00
B & D ELECTRIC, INC.	WIRING FOR HOLIDAY DECORATIONS/CSC	688.00
ACE HARDWARE	ELECTRICAL TAPE/MISC. MDSE./PARK HO	68.73
ACE HARDWARE	EYE BOLTS/HOLT-AURELIUS DECORATIONS	11.96
ACE HARDWARE	CORD & TIMER /CSC HOLIDAY DISPLAY	19.98
ACE HARDWARE	CABLE TIES/PARK DECORATIONS	47.36
ACE HARDWARE	HARDWARE/CSC ENTRYWAY WREATH	3.98
LOWE'S CREDIT SERVICES	15 GARLAND & CABLE TIES/STREETLIGHTS	140.81
LOWE'S CREDIT SERVICES	WIRE TIES FOR HOLIDAY DECORATIONS	65.28
LOWE'S CREDIT SERVICES	HOLIDAY DECORATIONS/CSC PARK	109.68
THE PARTS PLACE	HOSE CLAMPS/HOLIDAY TREE CSC PARK	12.80

Total for Dept 774.00 RECREATION 2,461.98

Dept 850.00 OTHER FUNCTIONS

HARTFORD LIFE INSURANCE CO	RETIREE'S LIFE INSURANCE/DECEMBER	32.40
SBAM PLAN	RETIREE'S HEALTH INS/DECEMBER	7,753.67
DBI BUSINESS INTERIORS	OFFICE SUPPLIES	102.67
GABRIEL ROEDER SMITH & COMPANY	ACTUARIAL STUDY	6,552.00
REDICARE SOUTH	EMPLOYEE FLU SHOTS	375.00
RICOH USA, INC	COPY MACHINE LEASE/DECEMBER	128.64
RICOH USA, INC	COPY MACHINE LEASE/DECEMBER	78.98

Total for Dept 850.00 OTHER FUNCTIONS 15,023.36

Total for 101 GENERAL FUND 325,649.99

Fund 206 FIRE FUND

Dept 336.00 FIRE DEPARTMENT

HARTFORD LIFE INSURANCE CO	RETIREE'S LIFE INSURANCE/DECEMBER	4.05
SBAM PLAN	RETIREE'S HEALTH INS/DECEMBER	970.29
SBAM PLAN	HEALTH INSURANCE/DECEMBER	9,372.53
DELTA DENTAL PLAN OF	DENTAL INSURANCE/DECEMBER	1,524.15
SBAM PLAN	HEALTH INSURANCE/DECEMBER	1,287.41
DELTA DENTAL PLAN OF	DENTAL INSURANCE/DECEMBER	80.73
HARTFORD LIFE INSURANCE CO	LIFE INSURANCE/DECEMBER	243.66
HARTFORD LIFE INSURANCE CO	LIFE INSURANCE/DECEMBER	22.53
UNUM LIFE INSURANCE COMPANY	DISABILITY INSURANCE/DECEMBER	498.23
UNUM LIFE INSURANCE COMPANY	DISABILITY INSURANCE/DECEMBER	33.66
BARYAMES CLEANERS	UNIFORM CLEANING	294.05
DBI BUSINESS INTERIORS	OFFICE SUPPLIES	74.19
LANSING ICE & FUEL CO	GASOLINE 11/1 THRU 11/15/14	1,342.67
MATTHEW WOOTEN	WORK BOOT REIMBURSEMENT	121.32
BOUND TREE MEDICAL, LLC	MEDICAL SUPPLIES	822.44
SPARROW OCCUPATIONAL HEALTH SERVICE	PHYSICAL	25.00
SPARROW OCCUPATIONAL HEALTH SERVICE	PHYSICALS	712.24
GABRIEL ROEDER SMITH & COMPANY	ACTUARIAL STUDY	1,764.00
WILX	TV ADVERTISING OCTOBER	320.00
BOARD OF WATER & LIGHT	WATER 6139 BISHOP	37.48

DELHI CHARTER TOWNSHIP TREASURER	SEWER 6139 BISHOP	35.00
ACE HARDWARE	3 FURNACE FILTERS	14.97
SAM'S CLUB DIRECT	FIRE DEPARTMENT PRODUCT SHELVES	209.94
SAM'S CLUB DIRECT	SNUGGLE FABRIC SOFTENER FIRE DEPT	37.92
FAT BOYS PIZZA	6 PIZZAS/TRAINING	60.50
MICHIGAN COMPANY	BATH ROOM CLEANER - 2L BOTTLE (4/CASE)	174.96
MICHIGAN COMPANY	QUAT STAT SC DISF - 2L BOTTLE (4/CASE)	208.40
MICHIGAN COMPANY	DELIVERY CHARGE/CLEANING SUPPLIES	10.75
REDICARE SOUTH	EMPLOYEE FLU SHOTS	100.00
SAM'S CLUB DIRECT	FLOOR CLEANER 1 GALLON	42.24
SAM'S CLUB DIRECT	LAUNDRY DETERGENT FIRE DEPT	191.22
MICHIGAN EMS EDUCATIONAL SERVICES	PARAMEDIC TUITION/SCOTT & PERDUE	11,000.00
	Total for Dept 336.00 FIRE FUND	<u>31,636.53</u>

Total for Fund 206 FIRE FUND 31,636.53

Fund 207 POLICE FUND

Dept 301.00 POLICE

INGHAM COUNTY TREASURER	POLICE CONTRACT NOVEMBER	199,331.10
	Total for Dept 301.00 POLICE	<u>199,331.10</u>

Total for Fund 207 POLICE FUND 199,331.10

Fund 211 FIRE EQUIP. & APPARATUS FUND

Dept 339.00 EQUIPMENT & APPARATUS

FIRE SERVICE MANAGEMENT LLC	TURNOUT GEAR CLEANING & REPAIR	72.00
SUPERIOR SAW	2 SPARK PLUGS/CHAIN SAW	5.98
CITY OF LANSING FLEET SERVICES	BRAKE REPAIR UNIT #009	1,495.30
CITY OF LANSING FLEET SERVICES	AXEL & BRAKE REPAIR UNIT #009	1,226.36
CITY OF LANSING FLEET SERVICES	ENGINE REPAIR UNIT #373	546.90
BOBCAT COMPANY	3400 DIESEL UTILITY VEHICLE	11,692.00
	Total for Dept 339.00 EQUIPMENT & APPARATUS	<u>15,038.54</u>

Total for Fund 211 FIRE EQUIP & APPARATUS FUND 15,038.54

Fund 243 BROWNFIELD REDEVELOPMENT AUTH

Dept 733.00 BROWNFIELD ADMINISTRATION

FOSTER, SWIFT, COLLINS & SMITH PC	LEGAL/OCTOBER ENVIRONMENTAL	877.50
	Total for Dept 733.00 BROWNFIELD ADMIN	<u>877.50</u>

Total for Fund 243 BROWNFIELD REDEV AUTH 877.50

Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY

Dept 000.00

LINETTE SILVERNAIL	VENDOR PAYMENT/OCTOBER 2014	34.00
	Total for Dept 000.00	<u>34.00</u>

Dept 728.00 DDA ADMINISTRATION		
FAHEY SCHULTZ BURZYCH RHODES PLC	LEGAL FEES OCTOBER	306.00
GANNETT MICHIGAN NEWSPAPERS	PUBLISHING LEGALS OCTOBER	43.49
REDICARE SOUTH	EMPLOYEE FLU SHOTS	50.00
	Total for Dept 728.00 DDA ADMINISTRATION	<u>399.49</u>
Dept 729.00 DDA MARKETING & PROMOTION		
ACE HARDWARE	4 LAMP CLAMPS/4 BULBS/2 KEYS	71.30
INCU-BAKE LLC	METAL SHELVING UNIT/ FARMERS MKT	50.00
SAM'S CLUB DIRECT	COOKIES & CUPS/FARMERS MRKT	71.42
BLOHM CREATIVE PARTNERS	OCT WEB MAINTENANCE/HOSTING	974.25
BLOHM CREATIVE PARTNERS	SEPT WEB MAINTENANCE/HOSTING	276.25
	Total for Dept 729.99 DDA MARKETING & PROMO	<u>1,443.22</u>
Dept 850.00 OTHER FUNCTIONS		
GRANGER	MONTHLY DUMPSTER SERVICE	130.00
QUALITY FIRST MAID SERVICE, LLC	CLEANING SERVICES/SHERIFF & DDA	420.00
BOARD OF WATER & LIGHT	WATER 2045 CEDAR	113.86
BOARD OF WATER & LIGHT	WATER 2150 CEDAR	25.30
DELHI CHARTER TOWNSHIP TREASURER	SEWER 2045 CEDAR	48.30
DELHI CHARTER TOWNSHIP TREASURER	SEWER 2150 CEDAR	30.68
DELHI CHARTER TOWNSHIP TREASURER	SEWER 1465 CEDAR	14.00
DELHI CHARTER TOWNSHIP TREASURER	SEWER 2052 CEDAR	118.88
CONSUMERS ENERGY	ELECTRIC-2045 CEDAR #A	1,060.40
CONSUMERS ENERGY	ELECTRIC-2045 CEDAR #B	126.26
CONSUMERS ENERGY	ELECTRIC-2116 CEDAR	439.88
CONSUMERS ENERGY	ELECTRIC-2150 CEDAR	201.15
CONSUMERS ENERGY	ELECTRIC-2228 AURELIUS	209.32
CONSUMERS ENERGY	ELECTRIC-3970 HOLT	172.27
CONSUMERS ENERGY	ELECTRIC-4115 HOLT	360.85
CONSUMERS ENERGY	GAS-2150 CEDAR	160.10
CONSUMERS ENERGY	GAS-2045 CEDAR	249.25
	Total for Dept 850 OTHER FUNTIONS	<u>3,880.50</u>
Dept 905.00 DEBT SERVICE		
DAVID & LINDA ROTHERMEL	PRINC PAYMENT-LAND CONT-2040 CEDAR	20,224.81
SOUTH CEDAR DISTRIBUTORS, INC.	PRINC PYMT-2052 CEDAR LAND CONTR	6,250.00
DAVID & LINDA ROTHERMEL	INTEREST PYMT-LAND CONT-2040 CEDAR	3,221.29
SOUTH CEDAR DISTRIBUTORS, INC.	INTER PYMT-2052 CEDAR LAND CONTR	843.75
	Total for Dept 905.00 DEBT SERVICE	<u>30,539.85</u>
	Total for Fund 248 DOWNTOWN DEVELOPMENT FUND	<u><u>36,297.06</u></u>
Fund 410 SYCAMORE TRAIL CONSTR FUND		
Dept 902.00 CAPITAL OUTLAY		
C2AE	NORTH CONNECTOR TRAIL/SME TESTING	7,744.48
	Total for Dept 902.00 CAPITAL OUTLAY	<u>7,744.48</u>
	Total for Fund 410 SYCAMORE TRAIL CONSTR FUND	<u><u>7,744.48</u></u>

Fund 590 SEWAGE DISPOSAL SYSTEM

Dept 000.00

ADALINE, GREG	Basic Service Charge	9.80
DOYLE, JAMES	Basic Service Charge	18.90
EASTBROOK HOMES	Basic Service Charge	14.00
EDGAR, DEBRA	Basic Service Charge	38.50
GRINNELL, VIVIAN	Sewer Usage	40.20
HALE, TROY	Basic Service Charge	84.70
HILDEBRAND, JERRY & TRACY	Basic Service Charge	14.00
HOFFMAN, MARY LOU ESTATE	Basic Service Charge	67.90
KIRKLAND, DAVID	Basic Service Charge	9.80
MAYBERRY HOMES	Basic Service Charge	53.90
MULLEN, ERIC	Basic Service Charge	48.30
OVERHOLSTER, TODD	Basic Service Charge	5.25
SOULES, MIKE & NANCY	Basic Service Charge	47.60
WYATT, DAVID	Basic Service Charge	56.83
SBAM PLAN	DECEMBER HEALTH INS DUE ETO DELHI	103.28
	Total for Dept 000.00	612.96

Dept 548.00 ADMINISTRATION & OVERHEAD

HARTFORD LIFE INSURANCE CO	RETIREE'S LIFE INSURANCE/DECEMBER	16.20
SBAM PLAN	RETIREE'S HEALTH INS/DECEMBER	2,490.47
GABRIEL ROEDER SMITH & COMPANY	ACTUARIAL STUDY	4,284.00
	Total for Dept 548.00 ADMINISTRATION & OVERHEAD	6,790.67

Dept 558.00 DEPT OF PUBLIC SERVICE

SBAM PLAN	HEALTH INSURANCE/DECEMBER	11,809.13
DELTA DENTAL PLAN OF	DENTAL INSURANCE/DECEMBER	1,474.57
HARTFORD LIFE INSURANCE CO	LIFE INSURANCE/DECEMBER	334.60
UNUM LIFE INSURANCE COMPANY	DISABILITY INSURANCE/DECEMBER	497.22
LANSING ICE & FUEL CO	GASOLINE 11/1 THRU 11/15/14	1,055.20
BARYAMES CLEANERS	UNIFORM CLEANING	38.50
MODEL COVERALL SERVICE	STAFF UNIFORMS/POTW	70.87
MODEL COVERALL SERVICE	STAFF UNIFORMS/MTC	80.05
MODEL COVERALL SERVICE	STAFF UNIFORMS	70.87
MODEL COVERALL SERVICE	STAFF UNIFORMS	80.05
AIRGAS USA, LLC	CYLINDER RENTAL	141.01
LOWE'S CREDIT SERVICES	MICROWAVE/ADMIN POTW	94.05
ALEXANDER CHEMICAL CORP	CALCIUM NITRATE	10,674.52
ALEXANDER CHEMICAL CORP	CREDIT/ DRUM DEPOSIT	(270.00)
ALS LABORATORY GROUP	QUARTERLY SLUDGE TESTING	365.00
HML, INC.	SLUDGE PATHOGEN REDUCTION	1,100.00
HUBBELL, ROTH & CLARK, INC	NITRI TOWER WALL STUDY PLAN REVI	3,088.65
HUBBELL, ROTH & CLARK, INC	GREEN #4 DRAIN INSPECTIONS	188.16
HUBBELL, ROTH & CLARK, INC	SAW GRANT ADMIN TV SOFTWARE EVAL	247.20
HUBBELL, ROTH & CLARK, INC	SS METERING METER DATA REVIEW	239.88
UNITED PARCEL SERVICE	SHIPPING CHARGES	19.05
GRANGER	MONTHLY DUMPSTER SERVICE	201.21
GRANGER	YARD WASTE DISPOSAL	390.00

GRANGER	MONTHLY SCREEN DEBRIS	775.00
SPOK, INC	PAGER SERVICE	42.54
BOARD OF WATER & LIGHT	WATER 1988 WAVERLY	146.93
BOARD OF WATER & LIGHT	WATER 4280 DELL	18.49
BOARD OF WATER & LIGHT	WATER 5961 MC CUE	427.12
BOARD OF WATER & LIGHT	WATER 1492 AURELIUS	169.11
BOARD OF WATER & LIGHT	WATER 1492 AURELIUS	72.58
BOARD OF WATER & LIGHT	WATER 3505 HOLT	83.57
DELHI CHARTER TOWNSHIP TREASURER	SEWER 1490 AURELIUS	161.00
BOARD OF WATER & LIGHT	ELECTRIC 2481 DELHI COMMERCE	60.05
BOARD OF WATER & LIGHT	ELECTRIC 1870 NIGHTINGALE	67.43
CONSUMERS ENERGY	ELECTRIC 1490 AURELIUS	2,665.50
CONSUMERS ENERGY	ELECTRIC-4280 DELL	561.15
CONSUMERS ENERGY	ELECTRIC-4828 HOLT	151.01
CONSUMERS ENERGY	ELECTRIC-2870 PINE TREE	511.29
CONSUMERS ENERGY	ELECTRIC-3505 HOLT	130.56
CONSUMERS ENERGY	GAS-3505 HOLT	11.65
CONSUMERS ENERGY	GAS-2481 DELHI COMM	32.11
CONSUMERS ENERGY	GAS 1494 AURELIUS	147.23
CONSUMERS ENERGY	GAS-4280 DELL	105.56
CONSUMERS ENERGY	GAS-1490 AURELIUS	82.85
CONSUMERS ENERGY	GAS-1492 AURELIUS	408.52
BRADY LAWN EQUIPMENT	LABOR/SCAG #5	35.00
LOWE'S CREDIT SERVICES	COIL BURNER/2 BREAKERS	73.07
SAM'S CLUB DIRECT	LAUNDRY DETERGENT PUBLIC SERVICE	191.22
SAM'S CLUB DIRECT	SNUGGLE FABRIC SOFTENER PUBLIC SERV	37.92
RS TECHNICAL SERVICES, INC.	2 OXYGEN O2 SENSORS	800.00
RS TECHNICAL SERVICES, INC.	LABOR	142.50
ACE HARDWARE	2 SPRING SNAPS/WAVERLY RD L.S.	5.98
ACE HARDWARE	MILK HOUSE UTILITY HEATERS/LIFT STAT	75.98
AIRGAS USA, LLC	TIG WELDING SUPPLIES	45.35
ACE HARDWARE	18" NORDIC SHOVELS/SNOW REMOVAL	41.97
ACE HARDWARE	26" SNOW PUSHERS/SNOW REMOVAL	59.97
BOBCAT OF LANSING	PLOW CYLINDER	250.00
GARDNER DENVER NASH, LLC	NASH COMPRESSOR PARTS/ ROTOR	962.62
GARDNER DENVER NASH, LLC	NASH COMPRESSOR PARTS/SEAL/ REPAIR KIT	1,252.94
GARDNER DENVER NASH, LLC	SHIPPING ON COMPRESSOR PARTS	10.00
SIEMENS INDUSTRY, INC.	R&R GAS ROOM, DIGESTER BLDG, POTW	649.00
QUALITY FIRST MAID SERVICE, LLC	CLEANING SERVICES/POTW	195.00
QUALITY FIRST MAID SERVICE, LLC	CLEANING SERVICES/MAINTENANCE	195.00
RAY'S DRIVEWAY SEALING	ASPHALT CRACK SEALING/MTC & POTW	11,316.00
RS TECHNICAL SERVICES, INC.	OXYGEN O2 SENSOR & LABOR/POTW GATE	780.00
STATE OF MICHIGAN	BOILER INSPECTION/POTW	110.08
THE PARTS PLACE	JUMP START BOX/MAINTENANCE	129.00
REDICARE SOUTH	EMPLOYEE FLU SHOTS	300.00
HUBBELL, ROTH & CLARK, INC	POTW LAGOONS BUILDINGS REPL STUDY	2,122.65
HUBBELL, ROTH & CLARK, INC	PRIM CLARIFIERS DRIVES/MECHANISMS R	667.94
	Total for Dept 558.00 DEPT OF PUBLIC SERVICE	59,270.23

Dept 578.01 CAPITAL IMPROVEMENTS

HUBBELL, ROTH & CLARK, INC	ENG-MCCUE RD LINING (SLID 1807)	949.77
HUBBELL, ROTH & CLARK, INC	ENG SERVICES-EIFERT/ FORCE MAIN	4,528.05
HUBBELL, ROTH & CLARK, INC	EIFERT RD FORCE MAIN ENG. EASEMENTS	2,184.00
Total for Dept 578.01 CAPITAL IMPROVEMENTS		<u>7,661.82</u>
Total for Fund 590 SEWAGE DISPOSAL SYSTEM		<u>74,335.68</u>

Fund 643 LOCAL SITE REMEDIATION REVOLVING FUND

Dept 735.00 LOCAL SITE REMEDIATION

FOSTER, SWIFT, COLLINS & SMITH PC	LEGAL/OCTOBER ENVIRONMENTAL	877.50
GANNETT MICHIGAN NEWSPAPERS	PUBLISHING LEGALS OCTOBER	45.61
Total for Dept 735.00 LOCAL SITE REMEDIATION		<u>923.11</u>
Total for Fund 643 LOCAL SITE REMEDIATION		<u>923.11</u>

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 ACC INDEMNITY	576.50
AFLAC	WITH DEDUCT-AFLAC SICKNESS INDEMNITY	370.62
AFLAC	WITH DEDUCT-AFLAC CANCER INDEMNITY	467.16
AFLAC	WITH DEDUCT-DISABILITY RIDER	18.48
WENDY L THIELEN	AFLAC URM/FSA	792.30
Total for Dept 000.00		<u>2,902.30</u>
Total for Fund 701 TRUST & AGENCY FUND		<u>2,902.30</u>

Total for All Funds 694,736.29

**DELHI CHARTER TOWNSHIP
FUND TRANSFERS AND PAYROLL APPROVAL
For Payroll Dated November 20, 2014**

ATTACHMENT II

I. Certification of Preparation and Distribution

The attached check and payroll registers encompass check numbers: 107358 through 107483 & direct deposits numbers: DD19195 through DD19280. The payroll was prepared in accordance with established payroll rates and procedures. The Treasurer's & Clerk's signatures were printed on the payroll checks using an electronic image signature

Lora Behnke, Accounting Clerk

The attached Check and Payroll Registers were reviewed. The payroll checks were distributed in accordance with established procedures.

Dated: November 20, 2014

Director of Accounting

II. Payroll Report

The November 20, 2014 payroll encompasses the following funds and expenditures:

	Gross Payroll	Payroll Deductions	Net Pay
General Fund	\$85,152.41	\$20,613.39	\$64,539.02
Fire Dept. Fund	47,765.00	14,611.85	\$33,153.15
DDA	3,820.18	853.09	\$2,967.09
Sewer Fund/Receiving	36,327.41	10,942.75	\$25,384.66
Total Payroll	\$173,065.00	\$47,021.08	\$126,043.92
	Township FICA	Township RHS & Pension Plan	Total Deductions & TWP Liabilities
General Fund	\$5,023.62	\$5,560.28	\$31,197.29
Fire Dept. Fund	3,549.37	3,330.51	21,491.73
DDA	122.68	82.04	1,057.81
Sewer Fund/Receiving	2,685.62	3,021.51	16,649.88
Total Payroll	\$11,381.29	\$11,994.34	\$70,396.71

Director of Accounting

III. FUND TRANSFERS

Transfers covering the foregoing payroll were made on November 20, 2014 and identified as follows:

11/20 Net Pay Disbursement in Common Savings (\$126,043.92)

Roy W. Sweet, Treasurer

IV. Board Audit and Approval:

At a regular meeting of the Township Board held on December 2, 2014, a motion was made by _____ and passed by _____ yes votes and _____ no votes(_____ absent) that the payroll dated November 20, 2014 was reviewed, audited, and approved.

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

Evan Hope, Clerk

DELHI CHARTER TOWNSHIP

MEMORANDUM

TO: Delhi Township Board Members

FROM: C.J. Davis, Township Supervisor

DATE: November 13, 2014

RE: Recommendation for Reappointment to the Zoning Board of Appeals

The appointment term of Zoning Board of Appeals member Patrick Brown expires December 4, 2014. He has agreed to be reappointed for an additional three-year term. I therefore recommend the following motion:

RECOMMENDED MOTION:

To reappoint Patrick Brown to the Delhi Township Zoning Board of Appeals for a three-year term, effective December 4, 2014, expiring December 4, 2017.

DELHI CHARTER TOWNSHIP

MEMORANDUM

TO: Delhi Township Board Members

FROM: C.J. Davis, Township Supervisor

DATE: November 13, 2014

RE: Recommendation for Reappointment to the Zoning Board of Appeals

The appointment term of Zoning Board of Appeals member Paul Rankin expires December 4, 2014. He has agreed to be reappointed for an additional three-year term. I therefore recommend the following motion:

RECOMMENDED MOTION:

To reappoint Paul Rankin to the Delhi Township Zoning Board of Appeals for a three-year term, effective December 4, 2014, expiring December 4, 2017.

DELHI CHARTER TOWNSHIP

MEMORANDUM

TO: Delhi Township Board Members

FROM: C.J. Davis, Township Supervisor

DATE: November 24, 2014

RE: Recommendation for Appointment to the Zoning Board of Appeals

David Hodges has shown interest in serving the Township recently and has agreed to serve on the ZBA for a three-year term. Therefore, I recommend appointing David Hodges to the ZBA Board effective December 4, 2014 with a term ending December 4, 2017.

RECOMMENDED MOTION:

To appoint David Hodges to the Delhi Township Zoning Board of Appeals effective December 4, 2014 and expiring December 4, 2017.



**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 second 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 (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.

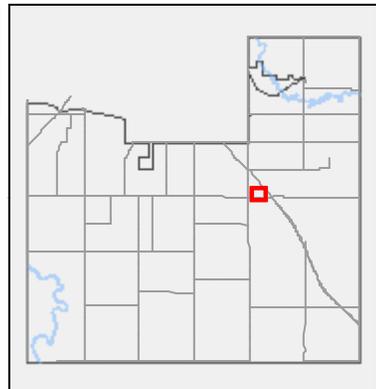
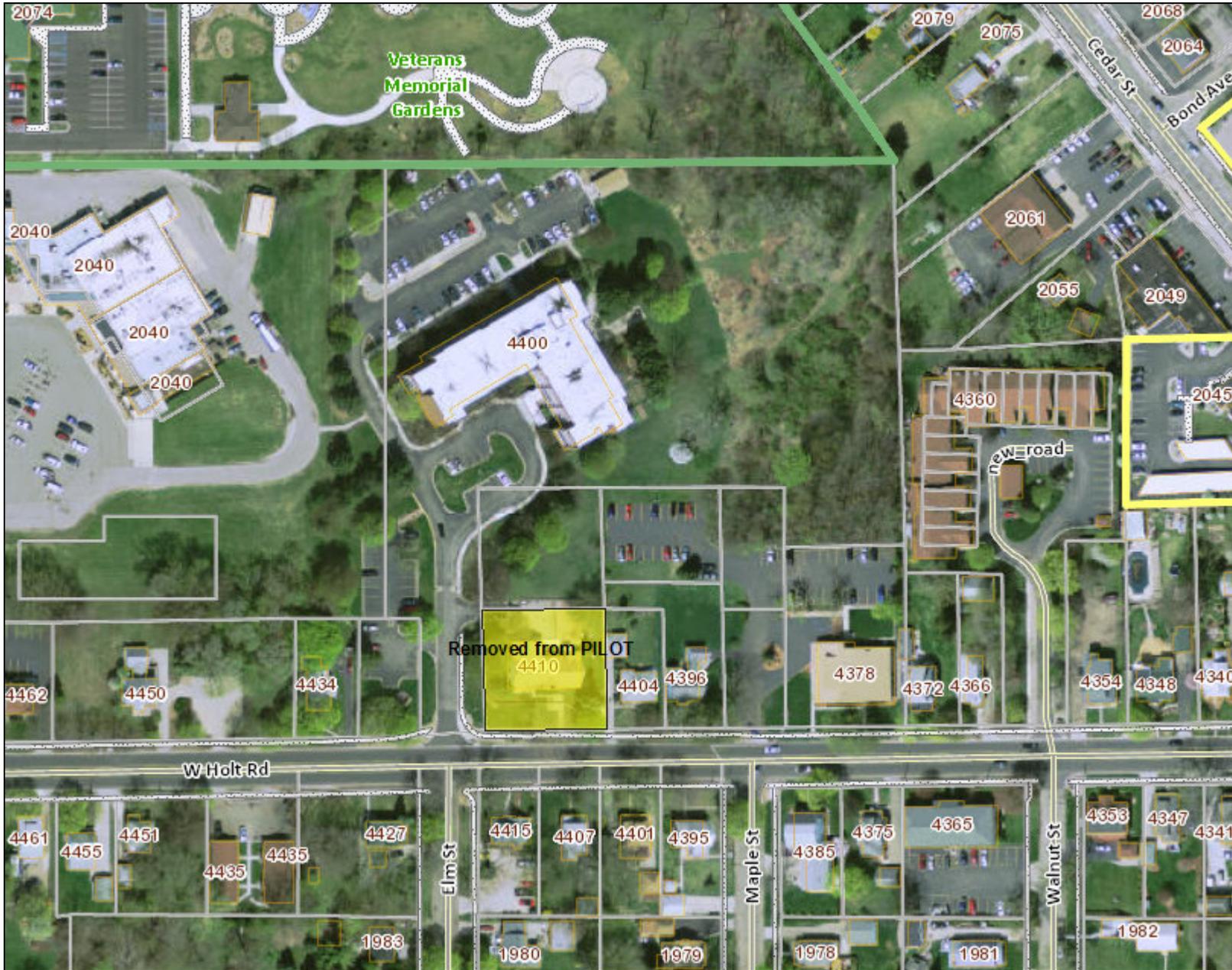
SECTION 3. REPEAL.

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.

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

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



Notes:

DELHI CHARTER TOWNSHIP**MEMORANDUM**

TO: Delhi Township Board Members

FROM: John B. Elsinga, Township Manager

DATE: November 18, 2014

RE: Resolution No. 2014-035 – Increase Monthly Sanitary Sewer User Charges

Enclosed for your review is Resolution No. 2014-035 which would increase the monthly sanitary sewer user charges that support our operating, maintenance and replacement, debt, debt reserve and capital improvement costs effective January 1, 2015.

Last year we hired the firm Umbaugh & Assoc., Certified Public Accountants, LLP to undertake a “Cost of Service Study” for our wastewater collection and treatment system.

This study compared the revenues and expenditures of the past three years along with tracking the revenues and expenditures during the fiscal year ending December 31, 2013. The most notable trend for each year was the loss of approximately \$1 million dollars for fiscal years 2010, 2011 and 2012. Fortunately, a significant reduction in debt payments of approximately \$500,000 beginning in fiscal year 2013 and forward will realize a reduction in such loss from \$1 million to one-half million per year.

Based on the study results presented to the Board last year, Umbaugh recommended annual rate increases that will eliminate any deficit in order to support the actual “cost of sewer services” for our community. Therefore, I recommend the same.

Recommended Motion:

To adopt Resolution No. 2014-035 which would increase the sanitary sewer user charges effective January 1, 2015.

INTEROFFICE MEMORANDUM

TO: JOHN ELSINGA, TOWNSHIP MANAGER
FROM: SANDRA DIORKA, DIRECTOR OF PUBLIC SERVICES
SUBJECT: 2015 INCREASE OF SANITARY SEWER RATES
DATE: NOVEMBER 17, 2014
COPY TO: FILE



In 2013 Umbaugh & Associates, Certified Public Accountants, LLP (Umbaugh) undertook a "Cost of Service Study" for our wastewater collection and treatment system (sewer rates). This analysis used the conventional rate structure technique; comparing revenues and expenditures of the previous three years. The report identified an annual short coming of approximately \$500,000 and rates were increased accordingly on January 1, 2014. It also recommended yearly increases for all years to follow.

As you know, Delhi Charter Township's (Delhi) National Pollutant Discharge Elimination Permit (Permit) was renewed this year and it included a requirement for Delhi to prepare an Asset Management Plan (AMP). An AMP answers five (5) core questions:

1. What is the current state of our assets?
2. What is the required level of service?
3. Which assets are critical to sustained performance?
4. What are the best operations and maintenance (O&M) and capital improvement (CIP) investment strategies?
- 5. *What is the best long-term funding strategy?***

Delhi was successful in obtaining a Stormwater/Asset Management/Wastewater (SAW) Grant from the State of Michigan to fund the formulation of our AMP. A requirement of accepting the SAW grant was to implement at least 10% of any shortcoming in sewer rates identified through formulation of the AMP. The preparation of the AMP is expected to take three years. In the interim, I agree with Umbaugh's recommendation to implement regular increases to sewer rates; the remaining question is by how much?

In 2002, the United States Environmental Protection Agency released The Clean Water and Drinking Water Infrastructure Gap Analysis report (Gap Report). The purpose was to quantify how much rates needed to be raised to meet increasing demands for service, comply with increasing requirements for treatment, replace aging infrastructure, and deal with diminishing resources over the next 20 years. The Gap Report concluded an annual real (over

and above cost of living) increase of 3.6% for CIP expenditures and 3.2% for O&M expenditures would bridge the gap.

Given the sewer rates were brought up to date in 2014 using a then acceptable method, I recommend a 3% real increase plus a 1.4% consumer price index increase equaling a total sewer rate increase of 4.4% over 2014 rates. At the request of the Treasurer, the proposed monthly increases were rounded to the following:

	2014 Rate	Proposed 2015 Rate	Increase
Commodity Charge	\$4.90 / 100 ft ³	\$5.10 / 100 ft ³	\$0.20
Basic Service Charge	\$14.00	\$14.60	\$0.60
Flat Rate User Charge	\$48.30	\$50.30	\$2.00
Average Monthly Bill for a Typical Delhi Residential Customer	\$42.42	\$44.18	\$1.76 / month

I respectfully request you submit a resolution to the township board increasing sanitary sewer rates according to the above chart, effective January 1, 2015.

DELHI CHARTER TOWNSHIP

RESOLUTION NO. 2014-035

**A RESOLUTION RECOGNIZING THE NEED TO INCREASE THE MONTHLY
SANITARY SEWER USER FEES THAT SUPPORT OUR OPERATING,
MAINTENANCE & REPLACEMENT (OM&R), DEBT, DEBT RESERVE, AND
CAPITAL IMPROVEMENT COSTS, EFFECTIVE JANUARY 1, 2015.**

At a regular meeting of the Delhi Charter Township Board of Trustees of the Charter Township of Delhi, Ingham County, Michigan, held at the Community Services Center, 2074 Aurelius Road, Holt, Michigan 48842 on Tuesday, the 2nd day of December 2014, at 7:30 p.m.

PRESENT:

ABSENT:

The following Resolution was offered by _____.

WHEREAS, the 2015 Sewer Fund Budget for Operating, Maintenance, and Replacement (OM&R) expenditures is \$3,794,660; and

WHEREAS, the 2015 Sewer Fund budget for General Obligation Debt expenditures is \$1,757,060; and

WHEREAS, the 2015 Sewer Fund Budget for Capital Improvement expenditures is \$767,100; and

WHEREAS, all revenues of the system including, but not limited to, the monthly sewer user charges follow a flow of funds as found in State law applied to operation, maintenance and replacement (OM&R), debt, debt reserve (if any) and then capital improvement; and

WHEREAS, the Monthly Basic Service Charge and the Monthly Sewer Commodity Charge need to be increased to provide sufficient revenue, along with all other revenue sources, to support operating, maintenance and replacement (OM&R), debt, debt reserve and capital improvement expenses; and

WHEREAS, the Township hired Umbaugh & Assoc. Certified Public Accountants, LLP to conduct a "Cost of Service Study" who subsequently recommended monthly sanitary sewer user charges each year that would support our operating, maintenance and replacement (OM&R), debt, debt reserve and capital improvement costs; and

WHEREAS, staff's recommendation is to increase the basic service charges from \$14.00 to \$14.60 per residential equivalent unit (REU) and the commodity charge from \$4.90 to \$5.10 per one hundred cubic feet (ccf); and

NOW THEREFORE, BE IT RESOLVED, the following schedule of monthly sanitary sewer service charges, effective January 1, 2015 be and is hereby established:

1. For Metered Customers – Residential Users

Each Residential Equivalent Unit shall be billed a Basic Service Charge of \$14.60/REU

A Commodity Charge per 100 cubic feet (ccf) of metered water consumption as reported by the Board of Water & Light \$5.10/ccf

2. For Metered Customers – all other users

Basic Service Charge per “equivalent meter” \$14.60/Equivalent Meter

A Commodity Charge per 100 cubic feet (ccf) of metered water consumption as reported by the Board of Water & Light \$5.10/ccf

3. For Unmetered Customers

All users of the Delhi Charter Township Wastewater Collection and Treatment System shall be billed at a single monthly rate per Residential Equivalent Unit based upon 7 ccf. \$50.30/REU

AYES:
NAYS:
ABSENT:

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 2nd day of December 2014.

IN WITNESS WHEREOF, I have hereunto affixed my official signature this 2nd day of December 2014.

Evan Hope, Township Clerk

DELHI CHARTER TOWNSHIP

MEMORANDUM

TO: Delhi Township Board Members

FROM: John B. Elsinga, Township Manager

DATE: November 17, 2014

RE: Resolution No. 2014-036 – Establishment of an Industrial Development District – Leightronix, Inc. (1125 N. Cedar Street)

Enclosed for your review and approval is Resolution No. 2014-036 which approves the establishment of an Industrial Development District (IDD) for property located at 1125 N. Cedar Street, Mason, at the request of Leightronix, Inc.

In order for a qualifying company to apply for an Industrial Facilities Tax Abatement (IFT) they must be located within an IDD. Therefore, a public hearing has been set for December 2, 2014 at 7:45 p.m. to hear comments on this proposed district establishment. A notice of public hearing was published in the newspaper and notice was mailed to the owners of property located within the proposed Industrial Development District.

Subsequent to holding the public hearing, I recommend approval of the establishment of this Industrial Development District.

Recommended Motion:

To adopt Resolution No. 2014-036 which establishes an Industrial Development District for property located at 1125 N. Cedar Street, Mason.



MEMORANDUM

TO: John Elsinga, Township Manager

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

DATE: Monday, November 17, 2014

RE: Industrial Development District for 1125 N. Cedar Street
Parcel ID # 33-25-05-25-376-009

Attached please find a letter from Leightronix, Inc. requesting the establishment of an Industrial Development District (IDD) for property at 1125 N. Cedar Street. This building has recently been acquired. Leightronix has received tax abatement pursuant to Act 198 of 1974, as amended, (the "Act") in the past at their Jarco Drive location and is anticipating making similar applications at this new location.

The Act requires that the Township Board hold a public hearing regarding the creation of the requested IDD. The hearing has been scheduled for December 2, 2014. After the hearing, at the same meeting, the Township Board may choose to adopt the attached resolution which actually creates the IDD. It is important to remember that creating the IDD does not obligate or guarantee the future approval of any tax abatement request by Leightronix or any other eligible company. The Act simply requires that in order to even be considered an eligible request for tax abatement, the property in question must be located in an IDD.

There are many existing IDD's in the Township. Once created, the IDD can remain in place forever. However, only eligible businesses (manufacturing & high tech) located within an IDD can request tax abatement under the Act.

As always, if you have any questions or if there is additional information that I can provide, please do not hesitate to ask. Otherwise, I respectfully request that you forward the attached, along with your concurrence, to the Township Board for their action and consideration at the December 2nd meeting. Thank you.



LEIGHTRONIX

DELHI CHARTER TOWNSHIP
Attn: Tracy Miller
2074 Aurelius Road
Holt, MI 48842

Re: Establish District

Dear Tracy,

LEIGHTRONIX, INC. is requesting to establish an Industrial District for its building location at 1125 N. Cedar Road, Mason, MI 48854.

LEIGHTRONIX, INC. recently acquired this property due to the increased need of more building space in order to expand our manufacturing operations. Over the past decade, LEIGHTRONIX, INC. has exceeded the capacity of area it requires in order to operate efficiently at our current location in Holt, MI. Our need to sufficiently house our ever increasing staff as well as our office, manufacturing and research and development equipment has led us to move our facility to a building with a more vast area to engage our activities.

Please accept this letter as a written request to establish the district for LEIGHTRONIX, INC. at our 1125 N. Cedar Road, Mason, MI 48854 location.

Sincerely,

Stacie L. Zaleski
Accounting Manager

DELHI CHARTER TOWNSHIP

RESOLUTION NO. 2014 - 036

**A Resolution Establishing an
Industrial Development District**

At a Regular Meeting of the Township Board of Trustees, of Delhi Charter Township, Ingham County, Michigan held at the Community Service Center, 2074 Aurelius Road, Holt, Michigan on Tuesday, December 2nd, 2014, at 7:30 p.m.

PRESENT:

ABSENT:

The following Resolution was offered by _____:

WHEREAS, 1974 PA 198, as amended ("Act 198"), allows the Township Board to adopt a resolution creating an Industrial Development District pursuant to Act 198.

WHEREAS, the Township has received a request from Leightronix, Inc. (the "Applicant") to establish an Industrial Development District under Act 198, comprised of approximately 6.629 acres of real property ("proposed District property") leased by the Applicant and described in the attached drawing and legal description comprising Exhibit A, but commonly known as 1125 N. Cedar Street, Mason, MI, and

WHEREAS, the Township Board has given written notice by certified mail to the owners of all real property within the proposed Industrial Development District and by publication in a local newspaper, and has held a public hearing on the establishment of the Industrial Development District at which those owners and any other residents or taxpayers were given the right to appear and be heard; and

WHEREAS, the proposed District property consists only of unincorporated territory of the Township; and

WHEREAS, the Township Board finds that it would be in the best interest of the public health, safety, and general welfare, and would promote and serve the purposes of Act 198, to establish an Industrial Development District comprised of the proposed District property.

NOW, THEREFORE, the Township Board of Delhi Charter Township hereby resolves as follows:

1. The Township Board hereby establishes an Industrial Development District pursuant to Act 198, comprised of the proposed District property.
2. All prior Resolutions or parts of Resolutions previously adopted that are inconsistent with this Resolution are hereby rescinded.

AYES:

NAYS:

ABSENT:

The foregoing Resolution declared adopted on the date written above.

Evan Hope, Township Clerk

STATE OF MICHIGAN)
COUNTY OF INGHAM) ss:

I, the undersigned, the duly qualified Clerk of Delhi Charter Township, 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 December 2, 2014.

IN WITNESS THEREOF, I have hereunto affixed my official signature this ____ day of December, 2014.

Evan Hope, Township Clerk

Exhibit A:
Legal Description & Property Drawing

Property within boundaries commonly known as 1125 N. Cedar Street, Mason, MI, for which the legal description is:

COM @ S 1/4 COR SEC 25, TH N88°39'12"W ON S SEC LN 283 FT, TH N28°53'03"W 512.25 FT TO POB, TH CON'T N28°53'03"W 700.31 FT, TH N71°43'36"E 436.72 FT TO SW'LY R/W LN OF CEDAR ST, TH SE'LY ON R/W 115.06 FT ON CURVE LT W/RAD 3869.83 FT & CHD 115.06 FT BRG S44°09'54"E, TH CON'T ON R/W S45°01'00"E 361.16 FT, TH S44°59'00"W 582.89 FT TO POB, SEC 25 T3NR2W 6.63 AC. M/L

