

**DELHI CHARTER TOWNSHIP  
COMMITTEE OF THE WHOLE MEETING HELD ON FEBRUARY 17, 2015**

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The members of the Delhi Charter Township Committee of the Whole met on Tuesday, February 17, 2015 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 (arrived at 6:38 p.m.), Megan Ketchum, DiAnne Warfield

Members Absent: None

**BUSINESS**

**GREEN #4 DRAIN DRAINAGE DISTRICT UPDATE**

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Clara Clos, Deputy Ingham County Drain Commissioner, and representatives from Spicer Group, Inc., gave an update on the Green #4 Drainage District.

Ms. Clos stated that work on this drainage district has stopped during the winter months except for maintenance repairs.

Ms. Clos reported on the popularity of the new sidewalks in the district. It was stated that as soon as the sidewalks were open, residents began using them.

On the east side of the project (Burton, Adelpha, and Phillips Avenues and Kathy Kourt) the contractor will place the top surface of asphalt on the driveways and roads, construct the concrete sidewalk ramps, rake and seed the topsoil adjacent to the roads, reseed areas where grass has failed to establish, and address other project cleanup items this spring.

For the winter, the contractor has placed asphalt wedges around the raised sanitary and storm manholes in Burton, Adelpha, and Phillips Avenues and Kathy Kourt, at driveway entrances, and at the intersection of each road with Holt Road. The asphalt wedges will remain in place during the winter to minimize any issues with snow plowing on the roads.

The concrete sidewalk ramps along Burton, Adelpha, and Phillips Avenues and Kathy Kourt will be finished in the spring when the road is paved. The contractor has leveled out the ramp areas and placed gravel as a temporary walkway until the sidewalk ramps are installed.

**RESOLUTION NO. 2015-007 – MODIFY AND/OR ESTABLISH FEES FOR PERMITTING, PLANNING AND RENTAL PROGRAM FUNCTIONS IN THE DEPARTMENT OF COMMUNITY DEVELOPMENT**

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The Board reviewed memorandums dated February 12, 2015 from Twp. Mgr. Elsinga and February 17, 2015 from Tracy Miller, Director of Community Development (ATTACHMENT I).

Tracy Miller, Director of Community Development, stated that at the February 17, 2015 Board of Trustees meeting she will be requesting that the Board revise the fee schedule currently being used in the Department of Community Development. Beginning March 1, 2015, her department

SUBJECT TO APPROVAL

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will be allowing online permits. When this happens every permit requested online will be charged a software premium of \$2 each by the software developer, BS&A. Ms. Miller proposes that the Board waive the 2.95% convenience fee currently be charged by the Township's credit card company.

Ms. Miller stated that upon research, it was discovered that Community Development fees have not been addressed in many years, some in over 20 years. Ms. Miller stated that historically the Township has used the Consumer Price Index, as prepared by the United States Department of Labor, to measure inflation within the local economy which she used to adjust the fees accordingly.

Ms. Miller further stated that there have been technology and process changes which have resulted in a need to modify some of the fee categories. Additionally, Ms. Miller stated that trade permit fees for commercial permitting have always been calculated based on itemization of the fixtures and apparatus being installed as part of a project. However, residential projects were charged a flat fee. Ms. Miller is recommending transitioning into a system where all permits are based on itemization. Ms. Miller stated that the proposed fees were comparable to other area communities.

Lastly, Ms. Miller stated that she would recommend adjusting Planning related fees that have not been adjusted since 2005 and the rental program fees, which have not been adjusted since 2008. Ms. Miller recommended using the Consumer Price Index method to adjust these fees as well.

Trustee Hayhoe asked if the Township had staff that could perform all of the needed inspections. Ms. Miller stated that the Township hires an as-needed contractor to perform the electrical inspections but all other inspections are done by certified staff.

Trustee Harmon asked if a fee assessment would be performed regularly now. Ms. Miller stated that she felt fees should be reassessed at least every five years.

**COMMUNITY DEVELOPMENT DEPARTMENT – JANUARY ACTIVITY REPORT**

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

Ms. Miller stated that trees will begin to be removed in anticipation of the construction of the Ram Trail.

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

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Lt. Vern Elliott, Ingham County Sheriff's Office, reported on the highlights of the January Ingham County Sheriff's Office/Delhi Division Activity Report (ATTACHMENT III).

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**FIRE DEPARTMENT –JANUARY ACTIVITY REPORT**

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Brad Drury, Asst. Fire Chief, reported on the highlights of the January Fire Department Activity Report (ATTACHMENT IV).

**PUBLIC COMMENT** – None

**ADJOURNMENT**

Meeting adjourned at 7:24 p.m.

Date: March 3, 2015

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

Date: March 3, 2015

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

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SUBJECT TO APPROVAL

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

**TO:** Delhi Township Board Members

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

**DATE:** February 12, 2015

**RE:** Resolution No. 2015-007 – Modify and/or Establish Fees for Permitting, Planning and Rental Program Functions

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Enclosed for your review and approval is Resolution No. 2015-007 which would modify and/or establish fees for permitting, planning and rental program functions within the Department of Community Development.

BS&A Software recently developed software to enable municipalities to provide for building, trade and other permits on line. This would be a new service to builders, contractors and residents that would be available 24 hours a day, 7 days a week. This new service would be in addition to the existing service of coming into our office to receive and pay for permits Monday through Friday during normal business hours.

In preparation of this new service, staff would also like to update, streamline and more fairly assess our permit fees providing more clarity to the permit holder for the services they are receiving. Therefore, we will be transitioning to an itemized permit fee while at the same time updating the fees based upon CPI since their last effective date.

To that end, I recommend the Board adopt Resolution No. 2015-007.

**Recommended Motion:**

**To adopt Resolution No. 2015-007 which modifies and/or establishes fees for permitting, planning and rental program functions within the Department of Community Development.**



## MEMORANDUM

TO: John B. Elsinga, Township Manager

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

DATE: February 17, 2015

RE: Community Development Dept. Fees

As you are aware, the Community Development Department (Com Dev Dept.) will be launching online permitting in the beginning of March. This new service will allow homeowners and contractors to submit and receive building, trade and some other permits entirely online. This will enable individuals to do this work when it is convenient for them, not just between 8AM and 5PM when our offices are open.

Needless to say, we are very excited about this and are looking forward to providing this service to our citizens and their contractors! If you are interested in exploring how online permitting actually works, you can visit Delta Township's website at ([www.accessmygov.com/?uid=21](http://www.accessmygov.com/?uid=21)). Delta has already launched their online permitting and their staff has reported that it is working very well.

The online permitting function is a recently developed add-on offered by BS&A. As you know, BS&A Permits is the software program we use to manage and track permitting, approvals and other property-specific information relative to our department's work. BS&A permits integrates seamlessly with our other BS&A programs such as assessing, general ledger, cash receipting, etc.

Using online permitting, an applicant can completely avoid having to come into our office. As mentioned above, they can apply for and receive permits completely online. Once a permit is ready for issue, we will send the applicant a link that will enable them to download the permit and print it.

While we will certainly continue to accept cash and checks in the office, we expect that many applicants will choose to pay for permits online using their credit card. Since this is actually easier and less time consuming than accepting cash/checks, we want to encourage this. However, there is a 2.95% surcharge that is placed on all credit card payments by the company we use to process them. Currently, when someone pays with their credit card, it appears as an "extra" charge, above and beyond the cost of the permit. This discourages many applicants from doing so. As a result, we do not plan to charge people the extra 2.95% fee directly. It will become part of the general overhead associated with the Com Dev Dept. In addition, BS&A will

be charging us \$2 per online permit as the subscription fee. This fee will also be a general cost of the Com Dev Dept., just like any other software or operational cost.

The Com Dev Dept has an existing schedule of fees that we charge to those who submit applications or require reviews and approvals. We also do lots of work for which no fees are collected. However, specific activities such as permits, planning reviews and the rental housing program have always had fees associated with them. The justification for these fees is that the individual user of a specific service pays for the community's costs associated with providing it. If we did not charge for these activities, all taxpayers would ultimately pay for the inspection of a new house or development of a new apartment complex, which is undesirable.

The launch of the new online permitting is an ideal time to examine our current fees and ensure that costs are being covered adequately. To that end, I have completed a comprehensive examination of all fees charged by the Com Dev Dept. In so doing, I was surprised to discover that most of our fees have not been increased in many years. Some of the fees have not been increased since as long ago as 1995 (20 years).

The Township has historically used the Consumer Price Index (CPI), as prepared by the United States Department of Labor, to measure inflation within the local economy. I located historical CPI information and applied the specific percent increase to each of our existing fees. For example, a fee that was last modified in 2005 was increased by 18.10%, which is the cumulative CPI for the period between 2005 and 2014. This technique was used for each fee. The result is a new fee schedule which is adjusted to more accurately reflect current costs incurred by the department.

In addition, there have been technology and process changes which have resulted in the need to modify some of the fee categories. For example, in 1997 it was not common to have medical gas lines run throughout the walls of a dentist office. Today, it is extremely rare for a dentist to use stand-alone nitrous tanks in each exam room and instead opts for an office-wide system. However, installation of medical gas lines requires a plumbing permit and there is currently no fee associated with this particular type of apparatus. Essentially, we are currently inspecting medical gas systems for free since the base permit fee barely covers the cost of a first inspection.

Trade permit (plumbing, mechanical & electrical) fees for commercial permitting have always been calculated based on itemization of the fixtures and apparatus being installed as a part of a project. However, we have historically charged residential projects a flat fee. At this time, I am recommending that we transition to a system where all permits are based on itemization. There are two reasons for this. First, the itemization method has become the industry standard. Almost all permitting agencies in the State use itemization for both residential and commercial projects. As a result, property owners and their contractors expect this and are used to it. Many applicants find our method confusing and difficult to understand. The second reason is that the itemization method will more fairly allocate the true cost of each specific permit. For example, an applicant doing an addition will only pay the permit fees associated with the

specific work that they are performing, rather than a flat fee that was intended to cover all types of possible projects up to and including a complete house build.

While much of the discussion above has been focused on building and trade permits, I believe that it is also appropriate to review and update the fees we charge for other Com Dev reviews as well. The Planning related fees have not been updated since 2005, and the rental program fees were last modified in 2008. I recommend that we use the CPI method described above to adjust these fees to account for inflationary factors.

I have attached a draft resolution for the Board's consideration. Exhibit A of the resolution includes the comprehensive list of revised fees. However, I've also attached a spreadsheet that shows the current fees, the applied CPI for each and the recommended fee. This should help illustrate how the recommended changes were arrived at. Also, other changes are shown in **bold** and ~~strikeout~~.

Please review this information and let me know of any questions that you have. Otherwise, please forward to the Board for their consideration and action at the upcoming Feb. 17<sup>th</sup> meeting. I would very much like to have the new fees in place for the launch of the online permitting on March 1<sup>st</sup>, as I think that this will make the transition more seamless. Thank you!

DELHI CHARTER TOWNSHIP

RESOLUTION NO. 2015-007

A RESOLUTION TO MODIFY AND/OR ESTABLISH FEES FOR PERMITTING, PLANNING AND RENTAL PROGRAM FUNCTIONS WITHIN THE DEPARTMENT OF COMMUNITY DEVELOPMENT

At a regular meeting of the Township Board of Trustees of the Charter township of Delhi, Ingham County, Michigan, held at the Community Services Center, 2074 Aurelius Road, Holt, Michigan 48842 on Tuesday, the 17<sup>th</sup> day of February, 2015, at 7:30 p.m.

PRESENT:

ABSENT:

The following resolution was offered by \_\_\_\_\_:

**WHEREAS**, the Charter Township of Delhi has previously established fees building, plumbing, mechanical and electrical permits; and

**WHEREAS**, fees have also been previously established for the Construction Board of Appeals and Zoning Board of Appeals, various planning and zoning reviews and permits, as well as the Rental Registration program; and

**WHEREAS**, many of these fees have not been reviewed or updated since 1995, 1997, 2005, 2008 or 2011, depending on the fee; and

**WHEREAS**, the costs associated with the activities for which these fees are charged have increased during the intervening time period; and

**WHEREAS**, it is necessary to increase fees, from time to time, to ensure that the costs of the services provided are adequately covered by said fees; and

**WHEREAS**, consistent with past practices, it is reasonable to utilize the Consumer Price Index (CPI), as tabulated by the United States Department of Labor, as a reasonable basis of reflecting these inflationary costs; and

**WHEREAS**, the percentage increase in CPI since the time a particular fee was last adjusted or implemented was used as a basis for developing revisions to the schedule of fees for the activities listed in Exhibit A of this Resolution; and

**WHEREAS**, there have also been technology and other changes which necessitate the elimination of some fees that were formerly charged by the Township; and

**WHEREAS**, those same types of changes necessitate the adoption of new, or different fees, in some instances, especially in the case of mechanical and electrical permits; and

**WHEREAS**, it is desirable, in an effort to be consistent with the methods used by other communities in our region and for the convenience of applicants, to begin using the itemization method for the assignment of trade permit fees for both residential and commercial projects; and

**WHEREAS**, the Township will be launching an online permitting process in 2015, in addition to continuing with in-person permitting, and will incur costs associated with offering this convenience to its citizens and their contractors; and

**WHEREAS**, the Township has reviewed all of the fees and compiled the updated fee schedule which is incorporated herein as Exhibit A; and

**WHEREAS**, it is the intent of the Board that the Exhibit A fee schedule will update and replace all formerly adopted fee schedules for the types of permits and activities listed.

**NOW THEREFORE BE IT RESOLVED**, that the fees outlined in Exhibit A are hereby adopted by the Charter Township of Delhi for applications, petitions, or permits subject to review by the Board, its committees and/or its employees.

**BE IT FURTHER RESOLVED**, that the revised fees be incorporated in the records of Delhi Charter Township and shall become effective on March 1, 2015.

Ayes:

Nays:

Absent:



Community Development Department Fee Schedule

Adopted 2/17/15

Effective 3/1/15

<u>Fee Type:</u>	<u>Current Fee:</u>	<u>Unit of Measure:</u>	<u>New Fee:</u>
<b><u>Building</u></b>			
Permit Fee Minimum	\$50	minimum	\$60
Building Permit Fee	\$6	per \$1,000 of value	\$7
Permit Value Basis (used to calculate Permit Fee):			
<i>Carport</i>	\$3.60	<i>per stall</i>	\$4
<i>Cell Tower</i>	\$6	<i>per \$1,000 of value</i>	\$7
<i>Existing Basement - finished</i>	\$20	<i>per SF</i>	\$24
<i>Unfinished Basement area</i>	\$11	<i>per SF</i>	\$13
<i>Finished Basement area</i>	\$31	<i>per SF</i>	\$37
<i>Finished living area</i>	\$85	<i>per SF</i>	\$100
<i>Garage (attached) area</i>	\$21	<i>per SF</i>	\$25
<i>Sun porch (heated)</i>	\$85	<i>per SF</i>	\$100
<i>Sun porch (unheated)</i>	\$50	<i>per SF</i>	\$59
<i>Roofed porch</i>	\$14	<i>per SF</i>	\$17
<i>Open deck or Porch</i>	\$9	<i>per SF</i>	\$11
<i>Crawl Space</i>	\$9	<i>per SF</i>	\$11
Mobile Home in park	\$150	flat fee	\$180
Re-Inspections/Special Services	\$50	flat fee	\$60
Fence/Perimeter Fence	\$50	flat fee	\$60
Commercial Plan Review	10%	of permit fee	10% of permit fee
Sign Permit	\$50	flat fee	\$60
plus per foot	\$1	per SF	\$1
Business Event Sign	\$25	flat fee	\$30
Re-Roof	\$50	flat fee	\$60
Demolition	\$50	flat fee	\$60
Pole Barn/Freestanding Garage	Previously based on value	flat fee	\$150
Deck	\$50	flat fee	\$100
Pool	\$50	flat fee	\$60
<b><u>Construction Board of Appeals</u></b>			
Residential	\$200	flat fee	\$235
Commercial	\$300	flat fee	\$355
<b><u>Plumbing</u></b>			
Commercial Plumbing Plan Review	New	flat fee	\$150
Base Fee, incld. 1 insp.	\$50	flat fee	\$70

Additional Insp./ Re-inspections	\$50	flat fee	<b>\$70</b>
Fixtures, Water Connected Appliances, Floor Drains, Special Drains, MRF Homes, Domestic water treatment & filtering equip.	\$5	each	<b>\$7</b>
Stacks (Soil, Waste, Vent, Air Admittance Valves)	\$5	each	<b>\$7</b>
Water Pipe System (<1")	\$12	each	<b>\$17</b>
Water Pipe Systems (>1")	\$25	each	<b>\$35</b>
Roof Drains / Overflow Drains	\$5	each	<b>\$7</b>
Sewage Ejectors, Manholes, Sumps	\$5	each	<b>\$7</b>
Backflow Preventer, RPZ, PVB, DBL CHECK	\$5	each	<b>\$7</b>
Medical Gas Outlets (up to 10 outlets)	new	flat fee	<b>\$50</b>
Medical Gas Outlets (> than 10 outlets)	new	per outlet	<b>\$7</b>
Building Sewer/Building Drain Connection/Storm Drain	\$5	each	<b>\$7</b>
Water Heater	new	each	<b>\$7</b>
Mobile Home in Park	\$50	flat fee	<b>\$70</b>
Safety/Investigation Inspection	\$50	flat fee	<b>\$70</b>
<b><u>Mechanical</u></b>			
Commercial Mechanical Plan Review	New	flat fee	<b>\$150</b>
Base Fee, incld. 1 insp.	\$50	flat fee	<b>\$70</b>
Additional Insp./Re-inspections	\$50	flat fee	<b>\$70</b>
Equipment Regulated by Code, not itemized	\$30	each	<b>\$40</b>
Class A Chimney, Type B Vent, Liner	\$10	each	<b>\$14</b>
Fire Suppression System	\$30	minimum	<b>\$40</b>
per head	\$0.75	per head	<b>\$1</b>
Hydronic/Process Piping	\$25	minimum	<b>\$36</b>
per foot	\$0.05	per foot	<b>\$0.07</b>
Gas Piping, Each Opening	\$5	each opening	<b>\$7</b>
Exhaust Ducts, Residential Bath/Kitchen Exhaust Fans, Ducts	\$5	each	<b>\$7</b>
LP Gas & Fuel tanks, Piping - Tank to Structure	\$18	each	<b>\$26</b>
Commercial Refrigeration Systems	\$30	each	<b>\$40</b>
Type 1 Kitchen Hood and Exhaust System	\$30	each	<b>\$50</b>
Type 2 Kitchen Hood and Exhaust System	\$30	each	<b>\$40</b>
Duct System only	\$25	each	<b>\$35</b>
Furnace/Unit Heater	\$30	each	<b>\$40</b>
Energy/Heat Recovery Units	New	each	<b>\$10</b>
Furnace, Duct System, Venting (new)	\$50	Per system	<b>\$70</b>

Fire/Fire Smoke Damper	New	each	\$10
Re-Heat Coil, VAV Box, Zone Damper	New	each	\$10
Unit Ventilator/PTAC Unit	New	each	\$18
Humidifier/Air Cleaner	New	each	\$7
Water Heater	\$5	each	\$7
Central Air/Heat Pump/Air Handler	\$18	each	\$25
Gas/Wood burning Fireplace	\$30	each	\$40
Mobile Home in Park	\$50	flat fee	\$70
Safety/Investigation Inspection	\$50	each	\$70

**Electrical**

Commercial Electrical Plan Review	New	flat fee	\$150
Base Fee, incld. 1 insp.	\$50	flat fee	\$70
Additional Insp./Re-inspection	\$50	flat fee	\$70
Services: 0-200 AMP	\$11	each	\$15
201-600 AMP	\$16.50	each	\$25
601-800 AMP	\$22	each	\$30
Over 800	\$27.50	each	\$40
Circuits	\$5	each	\$7
Lighting Fixtures/ Smoke Detectors	\$7	per 25 (or fraction)	\$10
Dishwasher/Disposal/Hood	\$5	each	\$7
Furnace/Unit Heater	\$5	each	\$7
Electrical Heating Units	\$5	each	\$7
Power Outlets - Range/Dryer/Hot Tub/standard	\$5	each	\$7
Fire Alarms	\$5	per station	
up to 10 stations/ horns	new	flat fee	\$50
each additional station/ horn	new	each	\$7
Feeders - Bus Ducts, etc.	new	per 50' (or fraction)	\$7
Equipment regulated by code but not otherwise itemized	new	each	\$15
Conduit or Grounding Only	new	each	\$45
Swimming Pool/ Hot Tub	new	each	\$20
Signs	\$5	per circuit	\$7
Generators/ Motors	\$15	each	\$20
Mobile Home in Park	\$95	flat fee	\$130
Safety/Investigation Inspection	\$50	each	\$70

**Planning***Plats:*

Preliminary Plat	\$1,000	flat fee	\$1,180
plus per lot	\$10	per lot	\$12
Final Plat	\$500	flat fee	\$590

plus per lot	\$15	per lot	\$18
<i>Site Plan Review:</i>			
Condo, plus	\$1,500	flat fee	\$1,770
per unit	\$15	per unit	\$18
Multi-Family, plus	\$1,500	flat fee	\$1,770
per dwelling unit	\$4	per unit	\$5
Mobile Home Park, plus	\$1,500	flat fee	\$1,770
per lot	\$4	per unit	\$5
Institution, Commercial, Industrial, Public, Semi-Public, plus	\$1,500	flat fee	\$1,770
per acre or portion	\$30	per acre	\$35
<i>Rezoning</i> , plus	\$1,000	flat fee	\$1,180
per acre or portion	\$10	per acre	\$12
with a Planned Development, plus	\$500	flat fee	\$590
per acre or portion	\$10	per acre	\$12
<i>Special Use Permit</i> , plus	\$1,000	flat fee	\$1,180
per acre or portion	\$30	per acre	\$35
<i>Planned Development / Planned Unit Development</i> , plus	\$1,500	flat fee	\$1,770
per acre or portion	\$30	per acre	\$35
<i>Variance Requests</i>			
Residential	\$200	flat fee	\$235
each additional requested variance	\$50	per add.	\$60
Non-Residential	\$300	flat fee	\$355
each additional requested variance	\$75	per add.	\$90
Multi-Family	\$150	flat fee	\$180
Commercial	\$200	flat fee	\$240
<i>Interpretation / Appeal</i>	\$200	flat fee	\$240
<i>Land Division</i>	\$125	per parcel created	\$150
<i>Cell Towers</i>			
New Tower	\$5,000	flat fee	\$5,400
Co-Location or Modification	\$2,500	flat fee	\$2,700
Medical Marihuana Location Permit	\$100	flat fee	\$110
Zoning Certification Request/Letter	New	Per hour	\$50
 <b><u>Rental Program</u></b>			
<i>Registration</i>			
Registration Fee	\$100	per parcel	\$110
per Unit Fee	\$30	per unit	\$33
<i>Re-Inspection</i>			
1st Re-inspection	\$10	per unit	\$11
2nd Re-inspection	\$100	per unit	\$110
3rd Re-inspection	\$200	per unit	\$220

4th & Subsequent Re-Inspection	\$400	per unit	<b>\$440</b>
<i>Other Fees</i>			
Unregistered Rental Investigation Fee	\$225	per unit	<b>\$250</b>
Tax Lien Processing Fee	\$100	per parcel	<b>\$110</b>
Administrative Service Fee	\$50	per parcel	<b>\$55</b>
Origination Registration Fee (1 time)	\$500	per parcel	<b>\$550</b>

FEE NAME	AMOUNT	Unit of Measure	YEAR EST.	CPI Applied	RECOMMENDED	CPI's % Since Last Modification				
					FEE+					
<b>Building</b>						1995	43.7%			
Building Permit Fee	\$6.00	per \$1,000	2005	\$7	\$7	1997	37.9%			
Permit Value Basis:						2004	19.7%			
Carport	\$3.60	per stall	2005	\$4	\$4	2005	18.10%			
Cell Tower	\$6.00	per \$1,000 in value	2005*	\$7	\$7	2006	15.2%			
Existing Basement - finished	\$20.00	per SF	2005	\$24	\$24	2008	10.4%			
Unfinished Basement area	\$11.00	per SF	2005	\$13	\$13	2011	7.9%			
Finished Basement area	\$31.00	per SF	2005	\$37	\$37					
Finished living area	\$85.00	per SF	2005	\$100	\$100					
Garage (attached) area	\$21.00	per SF	2005	\$25	\$25	* Year assumed to be accurate				
<del>Pole Barn/Garage (free standing)</del>	<del>\$18.00</del>	<del>per SF</del>	<del>2005</del>	<del>\$21</del>		+ Some fees have been rounded for ease of use				
Sun porch (heated)	\$85.00	per SF	2005	\$100	\$100					
Sun porch (unheated)	\$50.00	per SF	2005	\$59	\$59					
Roofed porch	\$14.00	per SF	2005	\$17	\$17					
Open deck or Porch	\$9.00	per SF	2005	\$11	\$11					
Crawl Space	\$9.00	per SF	2005	\$11	\$11					
<b>Mobile Home</b> in park	\$150.00	flat fee	2005	\$177	\$180					
Permit Fee Minimum	\$50.00	minimum	2005	\$59	\$60					
Re-Inspections/Special Services	\$50.00	flat fee	2005	\$59	\$60					
Fence & Perimeter Fence	\$50.00	flat fee	2005	\$59	\$60					
<b>Commercial</b> Plan Review	10%	of the permit fee			10% of permit fee					
<del>Final Site Inspection</del>	<del>\$50.00</del>	<del>each</del>	<del>2005*</del>							
Sign Permit	\$50.00	flat fee	2005*	\$59	\$60					
plus per foot	\$1.00	per SF	2005*	\$1	\$1					
Business Event Sign	\$25.00	flat fee	2005*	\$30	\$30					
Re-Roof	\$50.00	flat fee	2005*	\$59	\$60					
Demolition	\$50.00	flat fee	2005*	\$59	\$60					
<b>Pole Barn/Garage (free standing)</b>	<b>new</b>	<b>flat fee</b>	<b>2015</b>		\$150					
Deck	\$50.00	flat fee	2005*	\$59	\$100					
Pool	\$50.00	flat fee	2005*	\$59	\$60					
<b>Construction Board of Appeals</b>										
Residential	\$200.00	flat fee	2005*	\$236	\$235					
Appeals Commercial	\$300.00	flat fee	2005*	\$354	\$355					
<b>Plumbing</b>										
<del>New Residential Unit</del>	<del>\$170.00</del>	<del>flat fee</del>	<del>2005</del>	<del>\$201</del>						
<b>Commercial Plumbing Plan Review</b>	new	flat fee	2015		\$150					
<del>Administration</del> Base Fee, incld. 1 insp.	\$50.00	flat fee	1997	\$69	\$70					
Additional Insp./ Re-inspections	\$50.00	flat fee	1997	\$69	\$70					

Fixtures, Water Connected Appliances, Floor Drains, Special Drains, MRF Homes, <b>Domestic water treatment &amp; filtering equip.</b>	\$5.00	each	1997	\$7	\$7						
Stacks (Soil, Waste, Vent, <b>Air Admittance Valves</b> )	\$5.00	each	1997	\$7	\$7						
Water Pipe System (<1")	\$12.00	each	1997	\$17	\$17						
Water Pipe Systems (>1")	\$25.00	each	1997	\$34	\$35						
Roof Drains / <b>Overflow Drains</b>	\$5.00	each	1997*	\$7	\$7						
Sewage Ejectors, Manholes, Sumps	\$5.00	each	1997	\$7	\$7						
Backflow Preventer, <del>Reduced Pressure Zone, RPZ,</del> <b>PVB, DBL CHECK</b>	\$5.00	each	1997	\$7	\$7						
<b>Medical Gas Outlets (up to 10 outlets)</b>	new	flat fee	2015		\$50						
<b>Medical Gas Outlets (&gt; than 10 outlets)</b>	new	per outlet	2015		\$7						
Building Sewer/ <b>Building Drain</b> Connection/Storm Drain	\$5.00	each	1997	\$7	\$7						
<b>Water Heater</b>	new	each	2015	\$7	\$7						
<del>Single Inspection Fee</del>	<del>\$50.00</del>	<del>flat fee</del>	<del>1997</del>	<del>\$69</del>	<del>\$70</del>						
<b>Mobile Home</b> in Park	\$50.00	flat fee	1997*	\$69	\$70						
<del>Safety/Investigation Special Inspection</del>	<del>\$50.00</del>	<del>flat fee</del>	<del>1997*</del>	<del>\$69</del>	<del>\$70</del>						
<del>Addition/Remodel</del>	<del>\$95.00</del>	<del>flat fee</del>	<del>1997*</del>	<del>\$131</del>							
<del>Additional/Re-Inspection</del>	<del>\$50.00</del>	<del>each</del>	<del>1997*</del>	<del>\$69</del>	<del>\$70</del>						
<b>Mechanical</b>											
<del>New Residential Unit</del>	<del>\$170.00</del>	<del>flat fee</del>	<del>1995</del>	<del>\$201</del>							
<b>Commercial Mechanical Plan Review</b>	new	flat fee	2015		\$150						
<del>Administration Base Fee, incld. 1 insp.</del>	<del>\$50.00</del>	<del>flat fee</del>	<del>1995</del>	<del>\$72</del>	<del>\$70</del>						
<b>Additional Insp./Re-inspections</b>	\$50.00	flat fee	1997	\$69	\$70						
Equipment Regulated by Code, not itemized	\$30.00	each	1997*	\$41	\$40						
Class A Chimney, Type B Vent, Liner	\$10.00	each	1995	\$14	\$14						
Fire Suppression System	\$30.00	minimum	1997*	\$41	\$40						
per head	\$0.75	per head	1997	\$1	\$1						
Hydronic/Process Piping	\$25.00	minimum	1995	\$36	\$36						
per foot	\$0.05	per foot	1997	\$0.07	\$0.07						
Gas Piping, Each Opening	\$5.00	each opening	1995	\$7	\$7						
<b>Dryer Exhaust Ducts</b> , Residential Bath/Kitchen Exhaust Fans, Ducts	\$5.00	each	1995	\$7	\$7						
LP Gas & Fuel Tanks <b>Oil Piping - Tank to Structure</b>	\$18.00	each	1995*	\$26	\$26						
<b>Commercial Refrigeration Systems</b>	\$30.00	each	1997*	\$41	\$40						
<b>Type 1 Kitchen Hood and Exhaust System</b>											
<del>Commercial Type</del>	<del>\$30.00</del>	<del>each</del>	<del>1997*</del>	<del>\$41</del>	<del>\$50</del>						
<b>Type 2 Kitchen Hood and Exhaust System</b>	\$30.00	each	2015	\$41	\$40						
Duct System Only	\$25.00	each	1997*	\$34	\$35						

Furnace, Duct System, Venting (new)	\$50.00	per system	1997*	\$69	\$70						
Furnace/Unit Heater	\$30.00	each	1997	\$41	\$40						
<b>Energy/Heat Recovery Units</b>	<b>new</b>	<b>each</b>	<b>2015</b>		\$10						
<b>Fire/Fire Smoke Damper</b>	<b>new</b>	<b>each</b>	<b>2015</b>		\$10						
<b>Re-Heat Coil, VAV Box, Zone Damper</b>	<b>new</b>	<b>each</b>	<b>2015</b>		\$10						
<b>Unit Ventilator/PTAC Unit</b>	<b>new</b>	<b>each</b>	<b>2015</b>		\$18						
<b>Humidifier/Air Cleaner</b>	<b>new</b>	<b>each</b>	<b>2015</b>		\$7						
Water Heater	\$5.00	each	1997*	\$7	\$7						
Central Air/Heat Pump/Air Handler	\$18.00	each	1997	\$25	\$25						
Gas/Wood burning Fireplace	\$30.00	each	1997	\$41	\$40						
<del>Single Inspection Fee</del>	<del>\$50.00</del>	<del>each</del>	<del>1995</del>	<del>\$69</del>							
<b>Mobile Home Modular-in Park</b>	\$50.00	flat fee	1997*	\$69	\$70						
<del>Addition/Remodel</del>	<del>\$95.00</del>	<del>flat fee</del>	<del>1995</del>	<del>\$131</del>							
<del>Addition (one insp.)</del>	<del>\$50.00</del>	<del>flat fee</del>	<del>1995</del>	<del>\$69</del>	\$70						
<del>Additional/Re-Inspection-</del>	<del>\$50.00</del>	<del>each</del>	<del>1997*</del>	<del>\$69</del>							
<b>Safety/Investigation Special Inspection</b>	\$50.00	each	1997*	\$69	\$70						
<b>Electrical</b>											
<b>New Residential Unit</b>	<del>\$170.00</del>	<del>flat fee</del>	<del>2005</del>	<del>\$201</del>							
<b>Commercial Electrical Plan Review</b>	<b>new</b>	<b>flat fee</b>	<b>2015</b>		\$150						
<del>Administration Base Fee, incld. 1 insp.</del>	\$50.00	flat fee	1997	\$69	\$70						
<b>Additional Insp./Re-inspection</b>	\$50.00	flat fee	1997	\$69	\$70						
Services: 0-200 AMP	\$11.00	each	1997	\$15	\$15						
201-600 AMP	\$16.50	each	1997	\$23	\$25						
601-800 AMP	\$22.00	each	1997	\$30	\$30						
Over 800	\$27.50	each	1997	\$38	\$40						
Circuits	\$5.00	each	1997	\$7	\$7						
<b>Lighting Fixtures/ Smoke Detectors</b>	\$7.00	per 25 (or fraction)	1997	\$10	\$10						
Dishwasher/Disposal/Hood	\$5.00	each	1997	\$7	\$7						
Furnace/Unit Heater	\$5.00	each	1997	\$7	\$7						
Electrical Heating Units	\$5.00	each	1997	\$7	\$7						
Power Outlets - Range/Dryer/Hot Tub/standard	\$5.00	each	1997	\$7	\$7						
Fire Alarms	\$5.00	per station	1997*	\$7							
<b>up to 10 stations/ horns</b>	<b>new</b>	<b>flat fee</b>	<b>2015</b>		\$50						
<b>each additional station/ horn</b>	<b>new</b>	<b>each</b>	<b>2015</b>		\$7						
<b>Feeders - Bus Ducts, etc.</b>	<b>new</b>	<b>per 50' (or fraction)</b>	<b>2015</b>		\$7						
<b>Equipment regulated by code but not otherwise itemized</b>	<b>new</b>	<b>each</b>	<b>2015</b>		\$15						
<b>Conduit or Grounding Only</b>	<b>new</b>	<b>each</b>	<b>2015</b>		\$45						
<b>Swimming Pool/ Hot Tub</b>	<b>new</b>	<b>each</b>	<b>2015</b>		\$20						
Signs	\$5.00	per circuit	1997	\$7	\$7						
Generators/ Motors	\$15.00	each	1997*	\$21	\$20						
<del>KVA or HPO</del>	<del>\$15.00</del>	<del>flat fee</del>	<del>1997</del>								
<del>Single Inspection Fee</del>	<del>\$50.00</del>	<del>flat fee</del>	<del>1997</del>								

<b>Service Upgrade</b>	\$50.00	flat fee	1997									
<b>Mobile Home</b> in Park	\$95.00	flat fee	1997*	\$131	\$130							
<b>Addition/ Remodel</b>	\$95.00	flat fee	1997	\$131	\$130							
<del>Addition-</del>	<del>\$95.00</del>	<del>flat fee</del>	<del>1997</del>	<del>\$131</del>								
<b>Addition/Remodel with Service Upgrade</b>	\$145.00	flat fee	1997	\$200								
<b>Safety/Investigation Inspection</b>	\$50.00	each	1997*		\$70							
<b>Planning</b>												
<u>Plats</u>												
Preliminary Plat	\$1,000.00	flat fee		\$1,181	\$1,180							
plus per lot	\$10.00	per lot	2005	\$12	\$12							
Final Plat	\$500.00	flat fee		\$591	\$590							
plus per lot	\$15.00	per lot	2005	\$18	\$18							
<u>Site Plan Review</u>												
Condo	\$1,500.00	flat fee		\$1,772	\$1,770							
per unit	\$15.00	per unit	2005	\$18	\$18							
Multi-Family	\$1,500.00	flat fee		\$1,772	\$1,770							
per dwelling unit	\$4.00	per unit	2005	\$5	\$5							
Mobile Home Park	\$1,500.00	flat fee		\$1,772	\$1,770							
per lot	\$4.00	per unit	2005	\$5	\$5							
Institution, Commercial, Industrial, Public, Semi-Public	\$1,500.00	flat fee		\$1,772	\$1,770							
per acre or portion	\$30.00	per acre	2005	\$35	\$35							
<u>Rezoning</u>												
per acre or portion	\$1,000.00	flat fee		\$1,181	\$1,180							
per acre or portion	\$10.00	per acre	2005	\$12	\$12							
or, with a Planned Development	\$500.00	flat fee		\$591	\$590							
per acre or portion	\$10.00	per acre	2005	\$12	\$12							
<u>Special Use Permit</u>												
per acre or portion	\$1,000.00	flat fee		\$1,181	\$1,180							
per acre or portion	\$30.00	per acre	2005	\$35	\$35							
<u>Planned Development / Planned Unit Development</u>												
per acre or portion	\$1,500.00	flat fee		\$1,772	\$1,770							
per acre or portion	\$30.00	per acre	2005	\$35	\$35							
<u>Variance Request</u>												
Residential	\$200.00	flat fee		\$236	\$235							
each additional requested variance	\$50.00	per add.	2005	\$59	\$60							
Non-Residential	\$300.00	flat fee		\$354	\$355							
each additional requested variance	\$75.00	per add.	2005	\$89	\$90							
Multi-Family	\$150.00	flat fee	2005	\$177	\$180							
Commercial	\$200.00	flat fee	2005	\$236	\$240							
Interpretation / Appeal	\$200.00	flat fee	2005	\$236	\$240							
<u>Land Division</u>												
per parcel created	\$125.00	per parcel created		\$148	\$150							
<u>Cell Towers</u>												
New Tower	\$5,000.00	flat fee	2011	\$5,395	\$5,400							
Co-Location or Modification	\$2,500.00	flat fee	2011	\$2,698	\$2,700							
<u>Medical Marihuana Location Permit</u>												
	\$100.00	flat fee	2011	\$108	\$110							

<b>Zoning Certification Request/Letter</b>	<b>new</b>	<b>per hour</b>	<b>2015</b>		<b>\$50</b>						
<b>Rental Program</b>											
<u>Registration</u>											
Registration Fee	\$100.00	per parcel	2008	\$110	\$110						
per Unit Fee	\$30.00	per unit	2008	\$33	\$33						
<u>Re-Inspection</u>											
1st Re-inspection	\$10.00	per unit	2008	\$11	\$11						
2nd Re-inspection	\$100.00	per unit	2008	\$110	\$110						
3rd Re-inspection	\$200.00	per unit	2008	\$221	\$220						
4th & Subsequent Re-Inspection	\$400.00	per unit	2008	\$442	\$440						
Unregistered Rental Investigation Fee	\$225.00	per unit	2008	\$248	\$250						
Tax Lien Processing Fee	\$100.00	per parcel	2008	\$110	\$110						
Administrative Service Fee	\$50.00	per parcel	2008	\$55	\$55						
Origination Registration Fee (1 time)	\$500.00	per parcel	2008	\$552	\$550						

**DELHI CHARTER TOWNSHIP**  
**Department of Community Development**

**January 2015 Activity Report**

**New Permits:**

Category	DDA Area Permits	Total Permits	Total Inspections
Building	6	15	44
Electrical	1	12	40
Mechanical	5	26	82
Plumbing	5	10	41
<b>Totals</b>	<b>17</b>	<b>63</b>	<b>207</b>

**Soil Erosion Permits & APA Projects:**

Category	DDA Area Permits	Total Permits/New Projects	Total Inspections
Soil Erosion	0	3	22
Soil Erosion Waivers	0	1	0
APA Projects	0	0	0
<b>Totals</b>	<b>0</b>	<b>4</b>	<b>22</b>

**New Code Enforcement Cases:**

Category	DDA Area Cases	Total Cases
Building Maintenance	0	0
Fence Violation	0	0
Junk & Debris	0	1
Junk Vehicles	0	0
Miscellaneous	2	2
Noxious Weeds	0	0
Sidewalk Snow	0	4
Sign	0	0
Site Plan	0	0
Yard Parking	0	2
Improper Zoning Use	0	0
<b>Totals</b>	<b>2</b>	<b>9</b>
<b>Total # of Inspections</b>	<b>9</b>	

**Rental Program Information:**

Number of New Registered Rental Properties	1
Number of Rental Re-inspections	82
Number of Rental Investigations	0
Number of Rental Cycle Inspections	10

**Civil Infraction/Abatement Information:**

<b>Abatement/Clean-ups</b>	<b>0</b>
<i>Abatement/Clean-up Fees Issued (Year to date)</i>	<b>\$0.00</b>
<b>Civil Infractions Issued</b>	<b>0</b>
<i>Civil Infraction Fines Issued (Year to date)</i>	<b>\$0.00</b>

# DELHI CHARTER TOWNSHIP

## Building Permit Details

Permit No.	Property Address	Permit Applicant	Work Description	Estimated Cost	Permit Fee	DDA?
<b>FENCE</b>						
PB15-007	2545 AYRSHIRE DRIVE	CRONKITE, NEAL & JENNIFER	<i>INSTALLING 4' CHAIN LINK FENCE IN REAR YARD</i>	\$0	\$50.00	
PB15-010	4160 TURNBRIDGE DRIVE	WERNER, DANIEL J	<i>REPLACING 6' PRIVACY FENCE IN REAR YARD</i>	\$0	\$50.00	
FENCE				\$0	\$100.00	Total: 2
<b>RESIDENTIAL ADDITION</b>						
PB15-008	5545 SADDLEWOOD DRIVE	PHILLIPS BUILDING & REMODELING	<i>14' X 14' LIVING ROOM ADDITION WITH A 10' X 14' WOOD DECK</i>	\$19,684	\$120.00	
RESIDENTIAL ADDITION				\$19,684	\$120.00	Total: 1
<b>RESIDENTIAL ALTERATION</b>						
PB14-386	2590 GROVENBURG ROAD	BERRY BUILDERS LLC	<i>UPDATING KITCHEN AND BATH, TEAR OFF AND RE-ROOF - CREATE OPENING BETWEEN FAMILY AND DINING ROOM AND REPAIR BASEMENT</i>	\$16,000	\$96.00	
RESIDENTIAL ALTERATION				\$16,000	\$96.00	Total: 1
<b>RESIDENTIAL DWELLING/GARAGE</b>						
PB15-005	5614 BITTERN DRIVE	ALLEN EDWIN HOMES	<i>CONSTRUCTING SINGLE FAMILY HOME</i>	\$192,699	\$1,158.00	
PB15-009	5912 HEMLOCK DRIVE	ALLEN EDWIN HOMES	<i>CONSTRUCTING SINGLE FAMILY HOME</i>	\$206,954	\$1,242.00	
RESIDENTIAL DWELLING/GARAGE				\$399,653	\$2,400.00	Total: 2
<b>RESIDENTIAL MISCELLANEOUS</b>						
PB15-001	2299 N VERNON AVENUE	JB CONSTRUCTION	<i>TEAR OFF AND RE-ROOF</i>	\$8,000	\$50.00	Y
PB15-002	2240 DEPOT STREET	DONAHUE, TOMAS	<i>TEAR OFF AND RE-ROOF</i>	\$8,000	\$50.00	Y
PB15-003	1946 PAGEANT WAY	F LAX CONSTRUCTION CO INC	<i>TEAR OFF AND RE-ROOF</i>	\$8,000	\$50.00	
PB15-006	4839 HOLT ROAD	OLDE WORLD BUILDERS, INC	<i>REPAIR AND RE-ROOF GARAGE</i>	\$6,000	\$50.00	

# DELHI CHARTER TOWNSHIP

## Building Permit Details

Permit No.	Property Address	Permit Applicant	Work Description	Estimated Cost	Permit Fee	DDA?
RESIDENTIAL MISCELLANEOUS				\$30,000	\$200.00	Total: 4
<b>RESIDENTIAL STORAGE/GARAGE</b>						
PB15-004	1571 BERKLEY DRIVE	AUSEL, HARTY	CONSTRUCTING A 352 SQ FT GARAGE	\$7,392	\$50.00	
RESIDENTIAL STORAGE/GARAGE				\$7,392	\$50.00	Total: 1
<b>SIGN</b>						
PS15-001	1560 CEDAR STREET	SPARTAN BARACADING INC	INSTALLING 13.3 SQ FT FREE STANDING SIGN	\$0	\$64.00	Y
PS15-002	2002 CEDAR STREET	QUALITY AWNING SHOPS INC	REPLACING EXISTING AWNING SIGN	\$0	\$100.00	Y
PS15-003	3460 DUNCKEL ROAD	DOUGLAS SIGNS	INSTALLING 31.25 SQ FT WALL SIGN	\$0	\$82.00	Y
PS15-004	3490 BELLE CHASE WAY	SIGN-A-RAMA	INSTALLING ADDITIONAL 13.5 SQ WALL SIGN	\$0	\$64.00	Y
SIGN				\$0	\$310.00	Total: 4

<b>Totals:</b>	<b>\$472,729</b>	<b>\$3,276.00</b>	<b>15</b>
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Permit.DateIssued Between 1/1/2015 12:00:00 AM AND  
1/31/2015 12:00:00 AM  
AND  
Permit.PermitType = Building OR  
Permit.PermitType = Sign

## SUMMARY OF CONSTRUCTION VALUES

Year	2009		2010		2011		2012		2013		2014	
Type	Total Permits	Total Value	Total Permits	Total Value	Total Permits	Total Value	Total Permits	Total Value	Total Permits	Total Value	Total Permits	Total Value
Commercial Addition, Alteration & Commercial Misc	29	\$ 1,215,220.00	27	\$ 1,665,320.00	37	\$1,029,347.00	38	\$3,549,664.00	37	\$3,970,461.00	29	\$1,475,494.00
Commercial New Structures	5	\$ 4,360,107.00	3	\$ 1,712,188.00	5	\$3,951,772.00	4	\$906,716.00	1	\$396,560.00	3	\$164,680.00
<b>Commercial Sub-Totals</b>	<b>34</b>	<b>\$ 5,575,327.00</b>	<b>30</b>	<b>\$ 3,377,508.00</b>	<b>42</b>	<b>\$ 4,981,119.00</b>	<b>42</b>	<b>\$ 4,456,380.00</b>	<b>38</b>	<b>\$4,367,021.00</b>	<b>32</b>	<b>\$1,640,174.00</b>
Deck, Fence, Pool, Residential Misc, Residential Storage/Garage, Demolition, Sign, Sign Business, Sign Grand Openings	487	\$ 3,105,297.00	372	\$ 2,103,596.00	233	\$ 1,262,153.00	243	\$ 1,097,292.00	305	\$ 1,433,877.00	295	\$ 1,270,494.00
Pre-Manufactured Home, Residential Condo w/Garage, Residential Dwelling, Residential Dwelling/Garage	22	\$ 3,861,101.00	37	\$ 5,998,675.00	28	\$ 3,849,279.00	25	\$ 3,065,174.00	37	\$ 7,191,454.00	59	\$ 10,028,527.00
Residential Addition, Residential Alteration	43	\$ 1,085,548.00	51	\$ 1,105,827.00	46	\$ 1,021,182.00	48	\$ 1,055,333.00	46	\$ 774,740.00	47	\$ 984,157.00
Residential Multiple Family & Apartment Units	0	\$ -	2	\$ 1,237,795.00	3	\$ 3,694,734.00	0	\$ -	3	\$ 4,098,671.00	5	\$ 6,512,129.00
<b>Residential Sub-Totals</b>	<b>552</b>	<b>\$ 8,051,946.00</b>	<b>462</b>	<b>\$ 10,445,893.00</b>	<b>310</b>	<b>\$ 9,827,348.00</b>	<b>316</b>	<b>\$ 5,217,799.00</b>	<b>391</b>	<b>\$ 13,498,742.00</b>	<b>406</b>	<b>\$ 18,795,307.00</b>

**2015 Year to date Construction Values:**

<b>Commercial / Industrial:</b>	<b>\$ -</b>
<b>Residential:</b>	<b>\$ 472,729.00</b>
<b>Total Single Family Homes:</b>	<b>2</b>





**COUNTY of INGHAM**

State of Michigan

SHERIFF'S OFFICE

**Gene L. Wriggelsworth**

Sheriff

Allan C. Spyke  
Undersheriff630 North Cedar Street  
Mason, Mi 48854  
(517) 676-2431  
FAX (517) 676-8299Greg S. Harless  
Chief DeputySam Davis  
MajorJoel Maatman  
Major**TO:** Delhi Township Board of Trustee's**FROM:** Lt. Vern Elliott**DATE:** February 1, 2015**RE:** January 2015 Monthly Report**HIGHLIGHTED CASES AND INCIDENTS:**

- 1/1/15 Deputies responded to Edru roller skating rink for an assault. Female victim was trying to break up a fight, and was punched in the face by the Suspect. Warrant request for assault was forwarded to the Prosecutor's Office.
- 1/3/15 Deputies Khan and McElmurray responded to a woman down not breathing. They started CPR, and applied the AED. The AED shocked the woman, restoring her heartbeat. She was turned over to Delhi Fire for further treatment and transport to the hospital.
- 1/7/15 Deputies responded to Kroger for a woman that had attempted to steal \$130 dollars' worth of liquor and groceries. The woman lied about her identity; however the Deputies were able to determine who she really was and found that she had several warrants for her arrest for retail fraud.
- 1/8/15 Deputies took a harassment complaint where the female 17 year old victim was being threatened by her 18 year old ex-boyfriend. He was threatening to post a video he had taken of her online. Detective Bureau conducted the follow up investigation and is seeking a warrant.
- 1/9/15 Deputies responded to a man with a gun call at the Holt High School Basketball game. Two teens brought a BB pistol, and tried to hide it outside of the school.

Neither were students of Holt High School, and were turned over to parents.

- 1/11/15 Dep. Khan stopped a vehicle at Aurelius and Willoughby for a taillight out. The driver was found to be intoxicated and driving on a suspended license. He was arrested for OWI 2<sup>nd</sup> and driving on a suspended license.
- 1/12/15 Dep. Duling responded to Kate Street to assist the VCI team with a probation violation arrest. As the suspect was being taken into custody, his brother arrived and was observed tossing drugs from his car. He was arrested as well along with his passenger in the car who also had warrants out for his arrest.
- 1/14/15 Deputies responded to Dart Bank for a Bank robbery. Case is being investigated by the Detective Bureau with the FBI.
- 1/15/15 Deputies responded to a drug overdose on Ambler. Suspect was turned over to Delhi Fire for treatment, and information was passed on to Tri County Metro for further investigation.
- 1/16/15 Deputy Bowden investigated a Vulnerable Adult case where a 102 year old victim was robbed of over \$35,000 by a caregiver. Suspect was arrested and found to have other victims as well.
- 1/16/15 Deputies Rowley and Pulst responded to the Speedway on M-99 for a woman panhandling. They observed the woman get into a Cadillac Escalade, and they stopped it as it was leaving. A passenger in the car was found to have warrants and was arrested. The woman was advised not to return to the Speedway.
- 1/19/2015 Deputies responded to Kroger for an employee stealing lottery tickets, and paying herself for losing tickets. She confessed, and a warrant is being sought with the Prosecutor's Office.
- 1/22/15 Deputy Doerr responded to the Rite Aid for a theft of a candy bar and energy drink. Suspect was located at the bus stop, and confessed to the crime. The suspect also confessed to stealing from that Rite Aid on a regular basis for the past year.
- 1/24/15 Dep. Narlock stopped a car at Jolly and Aurelius for the driver having warrants. The driver was found to be in possession of Marijuana and an unregistered handgun. The suspect was arrested and charged for those crimes, and \$448 was seized as well.
- 1/26/15 Deputies responded to a UDAA on Cedar St. Victim had left her vehicle running to warm up, and suspects drove off in it. The Suspects then were involved in an incident involving a handgun in Lansing. MSP later recovered the vehicle, and the suspects were arrested and charged with a multitude of crimes.
- 1/30/15 Sgt. Harrison stopped a car for running the flashing red light at Jolly and Aurelius. The driver was found to be intoxicated and was arrested for OWI. When he was searched subsequent to arrest, Cocaine was found in his pocket. He was charged with possession in addition to drunk driving.

*COUNTY of INGHAM*

State of Michigan

SHERIFF'S OFFICE



**Gene L. Wriggelsworth**

**Sheriff**

**Allan C. Spyke**  
Undersheriff

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

**Greg S. Harless**  
Chief Deputy

**Sam Davis**  
Major

**Joel Maatman**  
Major

**TO:** Lt. Vern Elliott  
**FROM:** Deputy Mary Hull #5353  
**DATE:** Wednesday, February 04, 2015  
**RE:** January 2015 Monthly Report

**MONTHLY STATS:**

Complaints: 7  
Community Policing hours: 86  
School Checks: 59

**COMMUNITY POLICING ACTIVITY:**

Throughout the month of January Deputy Cheryl Huhn and I spend several days planning for the 2015 community policing events, including National Night Out, Holt Hometown Days, Touch a Truck and Kids Day, just to name a few.

On January 8, three students from Peckham came to Ingham County Sheriff's Office - Delhi Division for a tour. The three students were local high school students interested in a career in Law Enforcement. Each student was given an Ingham County Sheriff's Office Ride-along form and encouraged to bring it back to the office. The ride along provides an opportunity for those interested to experience law enforcement first hand.

In January, I made several posts and links to Ingham County Sheriff's Office Facebook Page. Posts included: DO 1 THING for February, stocking up on water (3 gallons per

person in your household); an alert to followers about a phone scam (a caller indicating that they were from Ingham County Clerks Office collecting a debt); photographs of the Dart Bank robbery suspect; and a reminder to Delhi residents to remove snow, ice and other obstructions from their sidewalk. Links to the Facebook page included: a link to Capital Area Take Back Meds drop off locations and safe disposal of unwanted medications; a link to Safecar.gov which helps consumers in making the right decision when buying car seat, how to install car seats properly and locations where car seats can be inspected; a link from WLNS and Ingham County Animal Control about sheltering pets during the winter season; a link to Ingham County Animal Control's outreach center; a link to State Farm Insurance about thawing frozen pipes safely and preventing water damage; a link to the National Highway Transportation Safety Administration about leaving children in vehicles during the cold weather.

**OTHER HIGHLIGHTS:**

During the month of January, I responded to seven calls for service involving Holt Schools. Calls for service included a late larceny, domestic assault, sex offender violation, truancies, general (non-criminal), and a medical assist.

On January 21, I took a late larceny complaint that occurred at the High School, the evening before two cell phones were taken from the visitor locker room. While sitting in the stands that evening I overheard a player from the opposing team tell a parent that his cell phone was taken. I then alerted Chris Billingslea about the theft; he was then able to locate the theft on video and identify the suspects. Prior to the opposing team leaving the school, both cell phones were located and returned. Neither victim wanted to prosecute.

On January 16, I took a late domestic assault at Holt High School. On January 15, a male student reported that he was in the commons area when his ex-girlfriend walked up to him and slapped him across the face. The suspect reported that she was upset over the way her ex-boyfriend was acting and was not sure why she slapped him. Because the victim and suspect were in an intimate relationship, the report was submitted to Ingham County Prosecutor's Office for review.

On January 20, I received information from Sycamore Elementary that a registered sex offender was on school property. The sex offender does have a child in the school and can drop off and pick up his child; however, according to Michigan law, sex offenders are not able to attend school events. In December, Sycamore Elementary had a winter walk thru, during that time the registered sex offender was at the school with his child, while other student's were in attendance. The report and sex offender registration was submitted to Ingham County Prosecutor's Office for review.

Respectfully submitted,  
Deputy Mary Hull #5353

*COUNTY of INGHAM*

State of Michigan

SHERIFF'S OFFICE



**Gene L. Wriggelsworth**

**Sheriff**

**Allan C. Spyke**  
Undersheriff

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**Greg S. Harless**  
Chief Deputy

**Sam Davis**  
Major

**Joel Maatman**  
Major

**TO:** Lt. Vern Elliott  
**FROM:** Deputy Kelly Bowden #5379  
**DATE:** Thursday, February 05, 2015  
**RE:** January 2015 Monthly Business Officer Report

Total Complaints:	27
Traffic Stops:	22
Citations:	9
Property/ Business Checks:	125
Community Policing Hours:	17.5
Liquor inspections:	2

**Community Policing Highlights:**

I attended both the Holt-Dimondale Business Alliance breakfast meeting and the South Lansing Business Association lunch meeting this month. While there, I networked with local business owners and discussed various topics.

I assisted with traffic control after a passing truck pulled wires down from a pole. A closer examination of the wires determined they were cable wires and not electrical. The wires were moved until the cable company could respond to make repairs.

I responded several times this month to local apartment complexes for vehicles parking in spots reserved for handicapped persons. The offending vehicles were cited for the violation.

I submitted two additional articles to for my series On Patrol in Our Town. This completed my series on fraud affecting the elderly. It is my hope the citizens have read the series and will gain some valuable information from it.

I responded to a local shopping complex for an abandoned vehicle complaint. The vehicle was checked and was not stolen. I provided the management company with information on how to have it removed.

**Investigative Highlights:**

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

I concluded my fraud investigation involving a caregiver allegedly stealing money from a 102 year old victim. I met with the Prosecutor's Office and presented the complaint. The Ingham County Prosecutor authorized seven felony counts against the suspect, Charlene Skinner. Skinner has been arrested and is lodged at the Ingham County Jail awaiting trial.

I investigated a walk-in complaint at the office in reference to a civil matter. The complainant stated his roommate had locked him out of the house over an argument about money owed. I attempted to assist both subjects with settling the matter through civil means; however, the other involved subject began making credible threats of violence toward the reporting party. A criminal investigation followed and the matter has been referred to the Prosecutor's Office for review of charges.

I responded to a local store for a retail fraud that had just occurred. An unidentified white male stole items from the store after his debit card was rejected for non-sufficient funds. The debit card used was unique enough that I may be able to track it back to an owner. My investigation is continuing.

I responded with other Delhi units for a bank robbery that occurred at Dart Bank. An unidentified white male entered the bank and robbed it of cash. The investigation is continuing and involves the Detective Bureau and the FBI.

I investigated a check fraud report. A local business filed a late report of a no-account check that was passed by an unknown male. I am unable to generate any leads and the matter has been documented and closed. This case was interesting in the fact that it was easily preventable. The store had a check verification system in place and had the clerk used it, it is likely the check would have been instantly rejected and the criminal's attempt to pass it would have been unsuccessful.

Respectfully Submitted,  
Deputy Kelly Bowden, Badge #5379

*COUNTY of INGHAM*  
State of Michigan  
SHERIFF'S OFFICE



**Gene L. Wriggelsworth**

**Sheriff**

**Allan C. Spyke**  
Undersheriff

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**Greg S. Harless**  
Chief Deputy

**Sam Davis**  
Major

**Joel Maatman**  
Major

**TO:** Lt. Vern Elliott  
**FROM:** Deputy Cheryl Huhn #5430  
**DATE:** 2/3/15  
**RE:** January 2015 Monthly

**STATISTICS:**

Comm. Policing Hours:	22.1
Complaints taken:	12
Training:	08
Traffic stops:	4
Citations issued:	2
Arrests (Misd):	7
Arrests (Felony):	7
Contacts (school):	10
Contacts (business):	12

**COMMUNITY POLICING ACTIVITY:**

On January 6<sup>th</sup> I met Shirley Harrison at the Delhi Township Office. Shirley is a leader of a local Girl Scouts Troop. Shirley and approximately 25 girl scouts and their parents came into the Delhi Township Office. Each year the Girl Scouts have a tradition of honoring their "hometown heroes". This year the girl scouts decided that they wanted to honor the Deputies that work at the Delhi Township Office. The Girl Scouts made a "Thank You" sign, sung Christmas carols and brought in special treats for the Deputies that work at the Delhi Township Office.

I attended the monthly Business Alliance meeting at Charlar Place. An update was given that the Delhi Trails will eventually be connected to the Mason Trails. The Delhi Trails are maintained by the Parks and Recreation Department year round.

I went to Huntley Villa and make contact with Audrey and Andrea in the management office. Both advised that they did not know of any problems that were going on in their area.

I made contact with Rebecca at South Square Apartments. Rebecca advised that their secretary, Jennifer is no longer employed with their company. Rebecca advised that maintenance department is trying to come up with a way for the Police Department to have building access keys to get inside the buildings. Rebecca advised that she just served the tenants in D-7 with a 30 day eviction notice. Rebecca reported that they were not having any other issues that she is aware of.

I made contact at Delhi Manor with Lisa Peck, the manager. Lisa advised that someone is stealing copper piping from the vacant/abandoned houses in the trailer park. Lisa advised that many tenants have told her that the person stealing the copper lives in lot #151. Contact was made at lot #151 and the male subject denied having any involvement with the larcenies of copper.

I made contact with Denise at Windmill Trailer park. I was inquiring if an individual was staying at 5136 Rotterdam Ave. Denise advised that the person I was looking for was not listed on the lease. Denise advised that someone drove a vehicle in the playground area and tore up the grass. No one witnessed the vehicle driving on the playground.

I made contact with an individual who was parking a vehicle facing the wrong direction on Norwood Ave. The individual was advised of the parking ordinance in Delhi Township. The individual advised that his vehicle was having problems with the brakes and that is why he left the vehicle parked the way that it was left. The individual called and had the vehicle removed from the roadway.

I attended the quarterly Holt Community Connects meeting at the DDA office. There were approximately 15 people from different civic groups at the meeting. Each individual went through his/her calendar of events for the next couple of months. The Kiwanis Club is going to have the chicken bbq on May 15, 2015. The Lions Club is having Kid's Day on June 13, 2015. Holt Hometown Days is scheduled for August 21-22, 2015.

During the month of January, Deputy Mary Hull and I started discussing and planning our upcoming CPO Events for 2015. I assisted Deputy Mary Hull with maintaining the Ingham County Sheriff's Office // Delhi Division Facebook webpage.

### **OTHER MATTERS**

During the month of December I responded to 12 calls for service. Some of these calls included an assault, larceny, vehicle accidents, alarms, and assist other agencies.

On January 2<sup>nd</sup> I investigated a larceny of copper pipes at Delhi Manor. Lisa Peck from the management office wanted to file a complaint about the missing copper from abandoned homes. Lisa reported that over 15 trailers in the park had copper lines come up missing from abandoned homes. The larcenies happened between Spring 2014-current. Lisa advised that numerous people came into the office and told her that they thought it was the male subject living at Lot #151. I went to Lot #151 and made contact with the male subject that resides at the residence. The male denied having any involvement with the larcenies. The male stated that sometimes when a trailer was being hauled out of the park by a scrapping company, he would purchase items off from the trailers. I asked Lisa about the male's statement about purchasing items and it was found to be a true statement. There was no evidence obtained that could prove that the male from Lot #151 stole the copper lines off from the abandoned trailers. Since the report was initiated on January 2<sup>nd</sup>, there have not been any more reported larcenies from trailers from Delhi Manor.

On January 7<sup>th</sup> I attempted to make contact with a male subject at 5136 Rotterdam Ave. The management office at Windmill Trailer park advised that the male subject was not on the lease for that address. I made contact with a female at the residence. The female stated that the male subject I was looking for just walked down the hallway. As I was making contact at the front door the male subject with the outstanding warrant attempted to flee from the back window of the residence. However the male did not anticipate that another officer would be waiting by the back door of the residence. Subsequently, the male was taken into custody without incident and he was lodged at the Ingham County Jail.

On January 8<sup>th</sup> I went to 2318 Midwood St in Lansing for an attempt warrant pickup on a female. The female is currently on Parole out of 30<sup>th</sup> Circuit Court. The female was located at the residence and she was taken into custody on the warrant. The female was found to be intoxicated at the time of arrest. The female was lodged at the Ingham County Jail on the warrant and her Parole Officer was advised of the violation. The female's parole was violated by her Parole Officer and a court date was set for the violation.

On January 15<sup>th</sup> I assisted Deputy Kelly Bowden with an Armed Robbery complaint at Dart Bank. A male subject entered into the bank and requested money. A weapon was indicated but one was never seen. The white male subject fled the area on foot crossing over Cedar Street heading towards the Redwing Store. I assisted by setting up a perimeter point at the entrance of Millpond Village. I went to Ram's corner store and reviewed their video surveillance. The male suspect was not on the video surveillance. The suspect was not apprehended.

On January 16<sup>th</sup> I responded to South Square Apartments for an attempt suicide complaint. A male suspect tried to overdose on an unknown amount of Xanax and heroin. The male suspect was taken to St Lawrence Hospital and I completed a

petition/application for hospitalization. The male suspect tried to over dose because he was severely depressed that his 3 month old son died the night before.

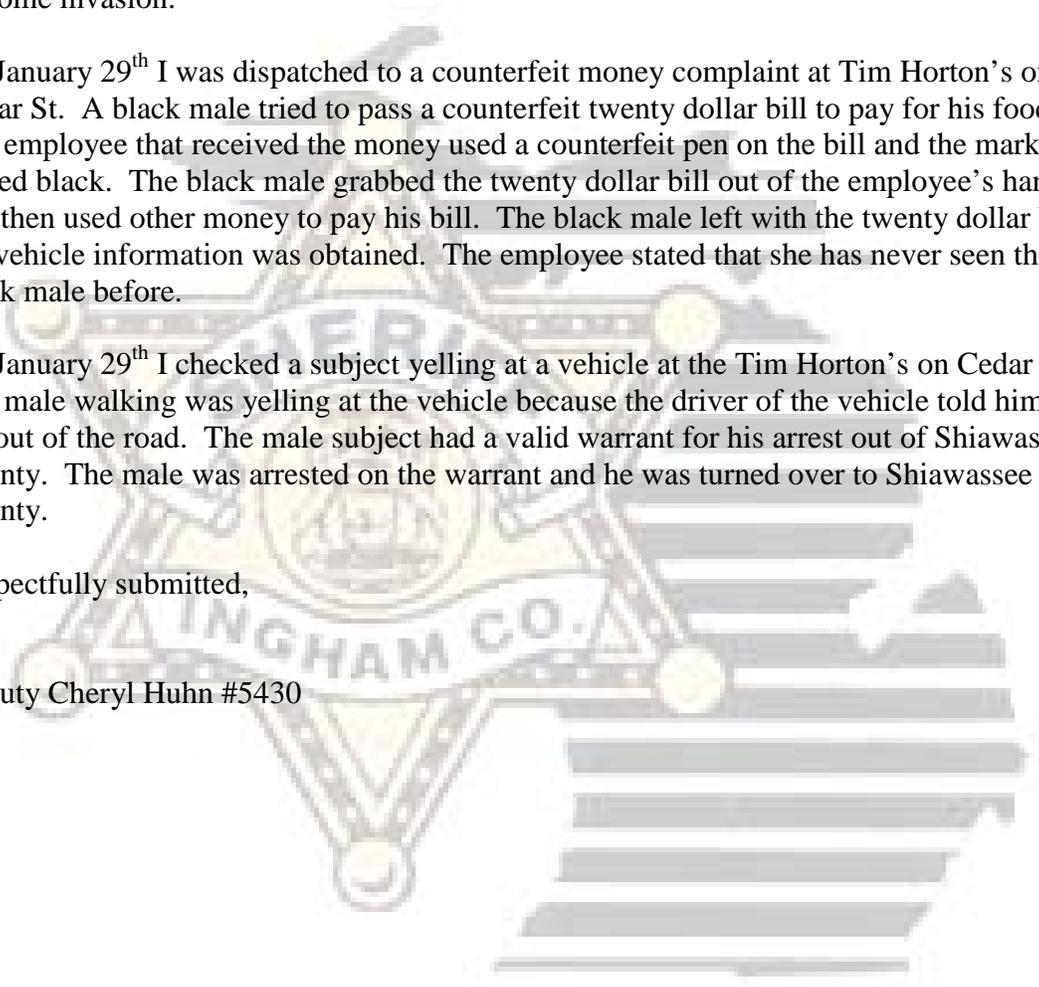
On January 16<sup>th</sup> I investigated a late report of home invasion that occurred on Bond Ave. A female reported that someone stole her paperwork for a license plate renewal from the Secretary of State. The residence did not have any signs of forced entry. Upon further investigation it was determined that the female making the report suffers from severe memory loss due to a closed head injury. There was no evidence to substantiate the claim of home invasion.

On January 29<sup>th</sup> I was dispatched to a counterfeit money complaint at Tim Horton's on Cedar St. A black male tried to pass a counterfeit twenty dollar bill to pay for his food. The employee that received the money used a counterfeit pen on the bill and the mark turned black. The black male grabbed the twenty dollar bill out of the employee's hand and then used other money to pay his bill. The black male left with the twenty dollar bill. No vehicle information was obtained. The employee stated that she has never seen the black male before.

On January 29<sup>th</sup> I checked a subject yelling at a vehicle at the Tim Horton's on Cedar St. The male walking was yelling at the vehicle because the driver of the vehicle told him to get out of the road. The male subject had a valid warrant for his arrest out of Shiawassee County. The male was arrested on the warrant and he was turned over to Shiawassee County.

Respectfully submitted,

Deputy Cheryl Huhn #5430



# Delhi Township Fire Department Monthly Report

January, 2015

## Total Calls

	<i>Delhi</i>	<i>Alaiedon</i>	<i>Total</i>
EMS / Medical	234	0	234
Fire / Rescue	40	1	41
Total Calls	274	1	275
Staff Hours	546.6	.36	546.96

Total calls in 2015: 275

Total calls for 2014:3,040

## Inspections

Commercial Fire Inspections – 2

Fire Personnel Company Inspections - 0

## Training

265 Personnel participated in 316.5 Hours of Training

## Recruitment / Retention

<u>Activity</u>	<u>Hours</u>
Station tours	2
Meetings/Presentations	12
Mentoring new personnel	22

**Mutual Aid:**            Given – 21    Received –10                    Auto Aid- 33

## Miscellaneous

- January 5 1900 BLK Maple small electrical fire minimal loss
- January 8 1900 BLK Burton fire in a duplex
- January 12 Holt and Wigman Extrication accident
- January 17 2600 BLK Dellridge Chimney/House fire

**DELHI CHARTER TOWNSHIP  
MINUTES OF REGULAR MEETING HELD ON FEBRUARY 17, 2015**

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Delhi Charter Township Board of Trustees met in a regular meeting on Tuesday, February 17, 2015 in the Multipurpose Room at the Community Services Center, 2074 Aurelius Road, Holt, Michigan. Supervisor Davis called the meeting to order at 7:31 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 January 20, 2015
- B. Approval of Minutes – Regular Meeting of January 20, 2015
- C. Approval of Claims –January 20, 2015 (ATTACHMENT I)
- D. Approval of Claims – February 3, 2015 (ATTACHMENT II)
- E. Approval of Payroll –January 29, 2015 (ATTACHMENT III)
- F. Approval of Payroll – February 12, 2015 (ATTACHMENT IV)

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

A Roll Call Vote was recorded as follows:

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

**MOTION CARRIED**

**NEW BUSINESS**

**2015 TRI-COUNTY REGION AERIAL IMAGERY PROJECT**

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The Board reviewed memorandums dated February 12, 2015 from Twp. Mgr. Elsinga and February 10, 2015 from Darryl Albert, Interim Director of Information Technology (ATTACHMENT V).

**Warfield moved to approve the 2015 Tri-County Region Aerial Imagery Project at a cost of \$27,084.17.**

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP  
MINUTES OF REGULAR MEETING HELD ON FEBRUARY 17, 2015**

---

Darryl Albert, Interim Director of Information Technology, stated that aerial imagery is a vital part of the Township's geographic information system (GIS) which is used by nearly every department as well as the public.

A Roll Call Vote was recorded as follows:

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

**MOTION CARRIED**

**AGREEMENT FOR FIRE SERVICES BETWEEN DELHI CHARTER TOWNSHIP AND  
MERIDIAN CHARTER TOWNSHIP**

---

The Board reviewed a memorandum dated February 6, 2015 from Twp. Mgr. Elsinga (ATTACHMENT VI).

**Hayhoe moved to approve the Agreement between Delhi Charter Township and Meridian Charter Township for Fire and Rescue Services within Alaiedon Township.**

A Roll Call Vote was recorded as follows:

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

**MOTION CARRIED**

**AGREEMENT FOR FIRE SERVICES BETWEEN DELHI CHARTER TOWNSHIP AND THE  
CITY OF MASON**

---

The Board reviewed a memorandum dated February 6, 2015 from Twp. Mgr. Elsinga (ATTACHMENT VII).

**Sweet moved to approve the Agreement between Delhi Charter Township and the City of Mason for Fire and Rescue Services within Alaiedon Township.**

A Roll Call Vote was recorded as follows:

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

**MOTION CARRIED**

**RESOLUTION NO. 2015-003 – HOLT HOCKEY BOOSTERS (HHB, INC.) – CHARITABLE  
GAMING LICENSE**

---

The Board reviewed a memorandum dated February 11, 2015 from Twp. Mgr. Elsinga (ATTACHMENT VIII).

**Hayhoe moved to adopt Resolution No. 2015-003 recognizing Holt Hockey Boosters (HHB, Inc.) as a nonprofit organization operating in Delhi Charter Township for the purpose of obtaining a Charitable Gaming License, issued by the Michigan Lottery Charitable Gaming Division.**

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP  
MINUTES OF REGULAR MEETING HELD ON FEBRUARY 17, 2015**

---

Trustee Harmon stated that he would be voting nay on this item as he has stated in the past that it is his feeling that anyone requesting action from the Board should be present to answer any questions that may arise. Supervisor Davis and Trustee Ketchum concurred.

A Roll Call Vote was recorded as follows:

Ayes: Hayhoe, Hope, Sweet, Warfield

Nays: Davis, Harmon, Ketchum

**MOTION CARRIED**

Trustee Warfield stated that it should be made clear to staff that it is important to Board members that a representative be present when their item is presented to the Board.

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**RESOLUTION NO. 2015-004 – 2015-2020 COMMUNITY RECREATION MASTER PLAN**

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The Board reviewed a memorandum dated February 11, 2015 from Twp. Mgr. Elsinga (ATTACHMENT IX).

**Harmon moved to adopt Resolution No. 2015-004 which adopts the 2015-2020  
Community Recreation Master Plan.**

A Roll Call Vote was recorded as follows:

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

**MOTION CARRIED**

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**RESOLUTION NO. 2015-005 – MCACA PROJECT MINIGRANT APPLICATION – MAKER  
FAIRE**

---

The Board reviewed a memorandum dated February 12, 2015 from Evan Hope, Clerk (ATTACHMENT X).

**Warfield moved to adopt Resolution No. 2015-005 supporting Delhi Charter  
Township's application for a Michigan Council for Arts and Cultural Affairs Project  
Minigrant to help produce the 'Holt Mini Maker Faire'.**

Clerk Hope stated that he applied for this minigrant on behalf of the Township with assistance of the Holt Community Arts Council, in the hopes that a Mini Maker Faire event in the Township could serve as a potential place making tool and have an economic impact on the local and regional community.

Trustee Hayhoe questioned the cost. Clerk Hope stated that the grant is a 1-to-1 match and the application is for \$4,000. In-kind and volunteer time can be counted toward the match.

A Roll Call Vote was recorded as follows:

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

**MOTION CARRIED**

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP  
MINUTES OF REGULAR MEETING HELD ON FEBRUARY 17, 2015**

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**RESOLUTION NO. 2015-006 – CONSUMERS ENERGY CHANGE IN STREETLIGHTING CONTRACT – DELL ROAD TRAIL CROSSING**

---

The Board reviewed a memorandum dated February 12, 2015 from Twp. Mgr. Elsinga (ATTACHMENT XI).

**Sweet moved to adopt Resolution No. 2015-006, which approves the Consumers Energy change in the Standard Streetlighting Contract between Delhi Township and Consumers Energy for the installation of one (1) streetlight at 4280 Dell Road where the Sycamore Trail crosses.**

A Roll Call Vote was recorded as follows:

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

**MOTION CARRIED**

**RESOLUTION NO. 2015-007 – MODIFY AND/OR ESTABLISH FEES FOR PERMITTING, PLANNING AND RENTAL PROGRAM FUNCTIONS IN THE DEPARTMENT OF COMMUNITY DEVELOPMENT**

---

The Board reviewed memorandums dated February 12, 2015 from Twp. Mgr. Elsinga and February 17, 2015 from Tracy Miller, Director of Community Development (ATTACHMENT XII).

**Ketchum moved to adopt Resolution No. 2015-007 which modifies and/or establishes fees for permitting, planning and rental program functions within the Department of Community Development.**

Tracy Miller, Director of Community Development, gave an overview of the launching of online permitting that will begin in March in the Community Development Department. Ms. Miller stated that with the launch of the new online permitting, current fees were examined and it was discovered that most of the department's fees had not been addressed in many years, some in over 20 years. Ms. Miller explained how the new fee schedule and fee categories were determined.

A Roll Call Vote was recorded as follows:

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

**MOTION CARRIED**

**REPORTS**

**SUPERVISOR**

Supervisor Davis stated that discussion will be held during the March 3, 2015 Committee of the Whole meeting on the possibility of videotaping Board of Trustee meetings.

Supervisor Davis stated that a presentation of the "Delhi" videos that have been produced will be shown as well. Supervisor Davis stated that he would like to budget for additional videos.

Supervisor Davis gave an update on the 2015 Holt Hometown Festival and a restaurant incubator project.

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP  
MINUTES OF REGULAR MEETING HELD ON FEBRUARY 17, 2015**

---

**TREASURER**

Treasurer Sweet reported on the 4<sup>th</sup> Quarter Investment Report (ATTACHMENT XIII).

**TRUSTEES**

**Trustee Harmon**

Trustee Harmon stated that he would like to have discussion at the March 3, 2015 Committee of the Whole meeting regarding the Michigan Townships Association's Township of Excellence Award.

**LIMITED PUBLIC COMMENTS** – None

**ADJOURNMENT**

Meeting adjourned at 8:19 p.m.

Date: March 3, 2015

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

Date: March 3, 2015

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

/af

SUBJECT TO APPROVAL

**ACCOUNTS PAYABLE APPROVAL**

January 20, 2015

**I. Certification of Authorized Signatures:** The attached Check Register and Invoice Distribution Report encompass checks dated January 20, 2015 numbered 88506 thru 88587 & ACH 3377 thru 3392. Every invoice has a payment authorizing signature(s).

Dated: January 20, 2015

\_\_\_\_\_  
Lora Behnke, Accounting Clerk

**II. Certification of Fund Totals:**

The attached Invoice Distribution Report and Check Register for checks dated January 20, 2015 show payments made from the following funds:

General Fund	\$	433,735.35
Fire Fund		29,808.93
Fire Equip. & Apparatus Fund		2,312.61
Downtown Development Fund		2,933.98
Sycamore Trail Construction		32.00
Sewer Fund		191,345.72
Trust & Agency Fund		8,669.85
Current Tax Fund		7,960.23
Falk Cemetery Fund		184.95
Grand Total	\$	<u>676,983.62</u>

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

Current Tax Account	\$	7,960.23
---------------------	----	----------

Dated: January 20, 2015

\_\_\_\_\_  
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. (\$27,269.95 to ACD.Net for Fiber Installation, 12/4/12, \$84,208.00 to Evoqua Water Technologies for 2 Primary Clarifier Drive Replacements, 9/16/14, \$10,290.00 to Harper Industrial Construction for Aerated Grit Chamber Piping Repair\*\* to be approved by consent 2/17/15, \$16,588.16 to Hubbell, Roth & Clark for Engineering Services pertaining to the SAW Grant, 11/5/14)

Dated: January 20, 2015

\_\_\_\_\_  
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 February 17, 2015 a motion was made by \_\_\_\_\_ and passed by \_\_\_yes votes and \_\_\_no votes (\_\_\_\_absent) that the list of claims dated January 20, 2015, was reviewed, audited and approved

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

INVOICE GL DISTRIBUTION REPORT FOR DELHI CHARTER TOWNSHIP  
EXP CHECK RUN DATES 01/20/2015 - 01/20/2015

Vendor	Invoice Line Desc	Amount
Fund 101 GENERAL FUND		
Dept 000.00		
BLUE CROSS BLUE SHIELD	RETIREES HEALTH INS. JAN & FEB	242.58
	Total For Dept 000.00	242.58
Dept 101.00 LEGISLATIVE		
HOLT ALLIANCE	TOWNSHIP HOLT ALLIANCE 2015 DUES	130.00
BANK OF AMERICA	MTA CONF REGISTRATION/DAVIS	309.00
BANK OF AMERICA	MTA CONF REGISTRATION/HARMON	309.00
BANK OF AMERICA	MTA CONF REGISTRATION/WARFIELD	309.00
AMWAY GRAND PLAZA HOTEL	2015 MTA HOTEL/HARMON	470.88
AMWAY GRAND PLAZA HOTEL	2015 MTA HOTEL/WARFIELD	470.88
AMWAY GRAND PLAZA HOTEL	2015 MTA HOTEL/DAVIS	313.92
	Total For Dept 101.00 LEGISLATIVE	2,312.68
Dept 171.00 MANAGER		
BLUE CROSS BLUE SHIELD	HEALTH INSURANCE JAN & FEB	4,349.70
BANK OF AMERICA	MTA CONFERENCE/ELSINGA	309.00
BANK OF AMERICA	MTA CONF REGISTRATION/VANDER	309.00
	Total For Dept 171.00 MANAGER	4,967.70
Dept 191.00 ACCOUNTING		
BLUE CROSS BLUE SHIELD	HEALTH INSURANCE JANUARY & FEB	805.52
ABRAHAM & GAFFNEY, P.C.	ACCOUNTING SERVICES DECEMBER	855.00
	Total For Dept 191.00 ACCOUNTING	1,660.52
Dept 215.00 CLERK		
BLUE CROSS BLUE SHIELD	HEALTH INSURANCE JANUARY & FEB	5,155.22
DELHI TOWNSHIP TREASURER	12/18-12/22/2014 MILEAGE/FINCH	14.56
GANNETT MICHIGAN NEWS	PUBLISHING LEGALS DECEMBER	790.90
DELHI TOWNSHIP TREASURER	NOTARY/HOPE	10.00
BANK OF AMERICA	MTA CONFERENCE/HOPE & FINCH	618.00
	Total For Dept 215.00 CLERK	6,588.68
Dept 228.00 INFORMATION TECHNOLOGY		
BANK OF AMERICA	2 X MONITOR USB SOUNDBAR	53.88
BANK OF AMERICA	2 X HP 951XI MAGENTA INK CARTRIDGE	61.98
BANK OF AMERICA	2 X HP 951XI YELLOW INK CARTRIDGE	59.90
BANK OF AMERICA	1 X HP 951XI YELLOW INK CARTRIDGE	29.32
DELHI CHARTER TOWNSHIP-I.T.	(2) 23" DELL MONITORS	300.00
APPLICATION SPECIALIST KO	MOVE FIBER FOR SENIOR CENTER	887.51
APPLICATION SPECIALIST KO	FIBER OPTIC PLANNING	462.34
JAMES E FELTON	MILEAGE 3/30-9/10/14/FELTON	56.00
BANK OF AMERICA	SALES TAX CREDIT	(6.00)
BANK OF AMERICA	HP OFFICEJET PRO 8100 EPRINTER	105.99
BANK OF AMERICA	DELL M4800 LAPTOP COMPUTER	1,657.11
	Total For Dept 228.00 INFORMATION TECHNOLOGY	3,668.03

Dept 253.00 TREASURERS		
BLUE CROSS BLUE SHIELD	HEALTH INSURANCE JANUARY & FEB	2,416.52
BRINK'S INCORPORATED	BRINKS SERVICES/JANUARY	541.00
BANK OF AMERICA	MGFOA/MMTA SPRING CONF/TEBEAU	99.00
BANK OF AMERICA	MGFOA/MMTA SPRING CONF/SWEET	135.00
	Total For Dept 253.00 TREASURERS	3,191.52

Dept 257.00 ASSESSING		
LANSING ICE & FUEL CO	GASOLINE - ASSESSING	51.15
DELHI TOWNSHIP TREASURER	MMAAO LUNCHEON/HUDSON	15.00
DELHI TOWNSHIP TREASURER	MMAAO LUNCH/ELIZABETH TOBIAS	15.00
	Total For Dept 257.00 ASSESSING	81.15

Dept 262.00 ELECTIONS		
BANK OF AMERICA	5,000 CANCELLATION CARDS/ELECTION	289.75
DELHI TOWNSHIP TREASURER	ELECTION DAY LUNCH	18.33
	Total For Dept 262.00 ELECTIONS	308.08

Dept 265.00 BUILDING & GROUNDS		
BLUE CROSS BLUE SHIELD	HEALTH INSURANCE JANUARY & FEB	2,749.33
LANSING ICE & FUEL CO	GASOLINE - BUILDING & GROUNDS	67.47
MICHIGAN COMPANY	1 CS. TOILET PAPER/ICSD	50.00
QUALITY FIRST MAID SERVICE	CLEANING SERVICES/CSC	325.00
QUALITY FIRST MAID SERVICE	CLEANING SERVICES/CSC	487.50
ROSE PEST SOLUTIONS	2015 PEST CONTROL/CSC	604.20
SAFETY SYSTEMS, INC	QTRLY FIRE ALARM MONITORING/CSC	75.00
SAFETY SYSTEMS, INC	QTRLY MONITORING & WATCHMAN	120.00
BOARD OF WATER & LIGHT	WATER 2074 AURELIUS	542.89
BANK OF AMERICA	10 CLIP/CSC WINDOW BLINDS	15.00
WESCO DISTRIBUTION, INC	PHIL MH175/U/M (CSC FLAG LIGHT)	56.40
WESCO DISTRIBUTION, INC	ADV 71A557001D (CSC FLAG LIGHT)	90.78
WESCO DISTRIBUTION, INC	CAN LIGHT BALLAST (DDA/ICSD)	85.50
WESCO DISTRIBUTION, INC	CAN LIGHT FUSE (DDA/ICSD)	41.00
WESCO DISTRIBUTION, INC	PL-T-26W/841/A/4P/ALTO (DDA/ICSD)	83.50
	Total For Dept 265.00 BUILDING & GROUNDS	5,393.57

Dept 276.00 CEMETERY		
BLUE CROSS BLUE SHIELD	HEALTH INSURANCE JANUARY & FEB	1,115.29
LANSING ICE & FUEL CO	GASOLINE - CEMETERY	26.20
GRANGER	MONTHLY DUMPSTER SERVICE	76.00
	Total For Dept 276.00 CEMETERY	1,217.49

Dept 281.00 STORMWATER		
BLUE CROSS BLUE SHIELD	HEALTH INSURANCE JANUARY & FEB	700.29
LANSING ICE & FUEL CO	GASOLINE - STORMWATER	23.02
COTTAGE GARDENS	ACER R. RED SUNSET MAPLE TREE	390.00
INGHAM COUNTY DRAIN COMM	2014 TWP DRAIN ASSESSMENT	157,650.99
INGHAM COUNTY DRAIN COMM	2014 TWP DRAIN ASSESSMENT	168,746.24
	Total For Dept 281.00 STORMWATER	327,510.54

Dept 446.00 INFRASTRUCTURE		
CONSUMERS ENERGY	STREETLIGHTS ACCT#6730	21,048.16
CONSUMERS ENERGY	STREETLIGHTS ACCT#7043	138.08
HUBBELL, ROTH & CLARK, INC	RAMS TRAIL - ENGINEERING SERVICE	9,841.76
HUBBELL, ROTH & CLARK, INC	RAM TRAIL PHASE 2 FY 2018 CMAQ	966.54
DELHI TOWNSHIP TREASURER	RECORD RAM TRAIL EASEMENT	52.20
	Total For Dept 446.00 INFRASTRUCTURE	32,046.74

Dept 721.00 PLANNING/COMMUNITY DEVELOPMENT		
BLUE CROSS BLUE SHIELD	HEALTH INSURANCE JANUARY & FEB	9,988.24
LANSING ICE & FUEL CO	GASOLINE - COMMUNITY DEVERLPMENT	79.29
AMERICAN ASSOC. OF CODE	AACE DUES/LARNER	75.00
MICHIGAN ASSOC. OF CODE	2015 MACEO DUES/LARNER	60.00
ASSOCIATED GOVERNMENT	AGS PAYROLL 11/6-12/15/2014	1,407.00
GANNETT MICHIGAN NEWS	PUBLISHING LEGALS DECEMBER	237.68
GANNETT MICHIGAN NEWS	PUBLISHING LEGALS DECEMBER	47.40
BANK OF AMERICA	CAR WASH/#57	8.00
CANON FINANCIAL SERVICES	CANON LEASE PAYMENT & METER	1,112.47
ACE HARDWARE	1 KEY/5054 HOLT	1.69
SCHAFFER'S INC.	YARD WASTE REMOVAL 4653 HOLT	34.50
MICHIGAN ASSOC OF HOUSING	2015 MAHO MEMBERSHIP DUES/LARNER	40.00
Total For Dept 721.00 PLANNING/COMMUNITY DEVELOPMENT		13,091.27

Dept 752.00 PARKS ADMINISTRATION		
BLUE CROSS BLUE SHIELD	HEALTH INSURANCE JANUARY & FEB	2,416.54
BANK OF AMERICA	JUMP DRIVE/MOUNTING TAPE	42.98
THE POLACK CORPORATION	COPIER CONTRACT	353.00
CONSUMERS ENERGY	2015 LAND LEASE	597.03
Total For Dept 752.00 PARKS ADMINISTRATION		3,409.55

Dept 771.00 PARKS		
LANSING ICE & FUEL CO	GASOLINE - PARKS	38.34
ACE HARDWARE	10 MISC. MDSE.	3.40
ACE HARDWARE	1 GRIND WHEEL	3.49
MENARDS LANSING SOUTH	CORDS/4 ELEC TAPE/8 ADAPTER/FROG	67.12
RED WING SHOES	SAFETY BOOTS/BLANKENSHIP	130.49
RED WING SHOES	SAFETY BOOTS/LUCE	130.49
AMERICAN RENTAL	PORTABLE TOILETS/TRAIL	125.00
AMERICAN RENTAL	PORTABLE TOILETS	140.00
AMERICAN RENTAL	PORTABLE TOILETS	70.00
GRANGER	MONTHLY DUMPSTER SERVICE	150.00
ROSE PEST SOLUTIONS	2015 PEST CONTROL/SENIOR CENTER	456.00
SAFETY SYSTEMS, INC	QTRLY LEASE MAINT MONITORING	138.00
BOARD OF WATER & LIGHT	WATER 2108 CEDAR	259.50
BOARD OF WATER & LIGHT	WATER 2287 PINE TREE	44.39
CONSUMERS ENERGY	ELECTRIC 1771 MAPLE	95.79
DELHI CHARTER TOWNSHIP	CHEMICALS FOR PARKS FOUNTAIN	33.88
QUALITY FIRST MAID SERVICE	CLEANING SERVICES/SENIOR CENTER	130.00
QUALITY FIRST MAID SERVICE	CLEANING SERVICES/SENIOR CENTER	130.00
WESCO DISTRIBUTION, INC	13W/41/USA (VETS PARK RESTROOM)	36.06
MENARDS LANSING SOUTH	SCREWS/HASPS/HINGES/LUMBER	161.75
D & G EQUIPMENT INC	AIR FILTER/4 SPARK PLUGS/(4) 10W40 OIL	50.91
SUPERIOR SAW	BUTTONS/PLUGS/SPOOL/TRIMER LINE	391.84
THE PARTS PLACE	OIL FILTER	13.99
THE PARTS PLACE	12) 15W40 OIL	47.88
COMPLETE HITCH COMPANY	EXTRA DUTY SOLENOID & SHOP LABOR	78.00
Total For Dept 771.00 PARKS		2,926.32

Dept 774.00 RECREATION		
SCOTT R. BLANKENSHIP	OFFICIAL BASKETBALL	125.00
PAULA K. HARNEY	SENIOR CENTER FITNESS CLASSES	100.00
RASHAWN MOLDEN	OFFICIAL BASKETBALL	125.00
B & D ELECTRIC, INC.	NEW CIRCUITS & LABOR FOR TREES	1,206.00
BANK OF AMERICA	COOKIES/TREE LIGHTING	165.75
Total For Dept 774.00 RECREATION		1,721.75

Dept 850.00 OTHER FUNCTIONS		
BLUE CROSS BLUE SHIELD	RETIREES HEALTH INS. JANUARY & FEB	12,690.74
MEDICAL MANAGEMENT SYS	AMBULANCE BILLING FEES DECEMBER	4,627.84
DSS CORPORATION	MAINTENANCE AGREEMENT 3/7/15-3/6/16 LA	3,599.00
BANK OF AMERICA	WEB HOSTING - GIS 12/10/14-1/0/15	1.00
BANK OF AMERICA	WEB HOSTING - BUSINESS 12/10/14-3/9/15	65.85
BANK OF AMERICA	MUSIC SERVICE/CSC	24.95
BANK OF AMERICA	AT&T LED SIGN 12/16/14-1/15/15	64.54
BANK OF AMERICA	WUFOO SUBSCRIPTION 12/26/14-1/26/15	9.00
BANK OF AMERICA	QUARTERLY MEETING REFRESHMENTS	16.94
BANK OF AMERICA	QUARTERLY MEETING REFRESHMENTS	24.26
ACD.NET, INC.	DSL SERVICE & FIBER INSTALLATION	2,200.00
DELHI TOWNSHIP TREASURER	EMPLOYEE QTRLY MEETING REFRESH	30.55
DELHI TOWNSHIP TREASURER	PARKING/FINCH	5.00
DELHI TOWNSHIP TREASURER	CUPS/BOARD ROOM	18.54
DELHI TOWNSHIP TREASURER	QUIT CLAIM WILLOUGHBY ROAD PROP	17.00
DELHI TOWNSHIP TREASURER	WATER FOR POSTAGE MACHINE SEALER	1.97
	Total For Dept 850.00 OTHER FUNCTIONS	<u>23,397.18</u>

Total For Fund 101 GENERAL FUND 433,735.35

Fund 206 FIRE FUND

Dept 336.00 FIRE DEPARTMENT		
BLUE CROSS BLUE SHIELD	RETIREES HEALTH INS. JANUARY & FEB	1,808.74
BLUE CROSS BLUE SHIELD	HEALTH INSURANCE JANUARY & FEB	17,559.94
BLUE CROSS BLUE SHIELD	HEALTH INSURANCE JANUARY & FEB	2,416.52
BANK OF AMERICA	ACLS CARDS	44.00
LANSING ICE & FUEL CO	GASOLINE - FIRE	821.78
LANSING UNIFORM CO	6 SHIRTS	238.25
LANSING UNIFORM CO	2 SHIRTS/YOUNG & DICKERSON	113.90
PAPER IMAGE PRINTING	50 PADS OF EMS FORMS	51.63
BOUND TREE MEDICAL, LLC	MEDICAL SUPPLIES	490.36
LIFEGAS LLC	OXYGEN	278.56
MICHIGAN STATE UNIVERSITY	MEDICAL SUPPLIES	444.40
MOORE MEDICAL, LLC	MEDICAL SUPPLIES & FUEL SURCHARGE	101.95
TRI-COUNTY EMERGENCY	2 PKG REFUSAL FORMS	24.00
CALLBACK STAFFING SOLUT	CALL BACK STAFFING/JANUARY	99.99
MICH ASSOC OF FIRE CHIEFS	2015 MAFC DUES/BALL	115.00
SPARROW OCC HEALTH SERV	PHYSICALS	1,047.36
WILX	TV ADVERTISING DECEMBER	325.00
WILX	TV ADVERTISING DECEMBER	75.00
BOARD OF WATER & LIGHT	WATER 6139 BISHOP	37.48
CONSUMERS ENERGY	ELECTRIC 6139 BISHOP	84.63
CONSUMERS ENERGY	GAS 6139 BISHOP	207.96
OVERHEAD DOOR CO OF LANS	MATERIALS & LABOR/SW DOOR F.D.	742.98
ACE HARDWARE	2 SUPER GLUE REMOVER	8.98
DELHI TOWNSHIP TREASURER	FOOD FOR TRAINING	10.62
DELHI TOWNSHIP TREASURER	FOOD FOR TRAINING	8.48
THE PARTS PLACE	2 OIL DRY/2 WASH/TERMINAL/CONNECT	40.96
THE PARTS PLACE	1 SUPPORT	29.99
THE PARTS PLACE	2 FLEX HANDLE JELLY BLADES/TOUCH	55.47
MASON FIRE DEPARTMENT	5 FIREFIGHTERS I & II CLASS - SAFER	2,500.00
ROSS HAGFORS	REIMBURSEMENT/EMT CLASS SHIRT	25.00
	Total For Dept 336.00 FIRE DEPARTMENT	<u>29,808.93</u>

Total For Fund 206 FIRE FUND 29,808.93

## Fund 211 FIRE EQUIP. &amp; APPARATUS FUND

## Dept 339.00 EQUIPMENT &amp; APPARATUS

BANK OF AMERICA	UPS SHIPPING	20.65
BANK OF AMERICA	UPS SHIPPING	14.98
FIRE SERVICE MANAGEMENT	TURNOUT GEAR REPAIR	503.80
BANK OF AMERICA	4 TIE DOWNS FOR ATV	15.96
BANK OF AMERICA	WHITE SAFETY HELMET & SHIPPING	69.95
COMMUNICATIONS SERVICES	HEAD SET/REPAIR RADIO/CABLE	586.50
BANK OF AMERICA	BATTERIES & SHIPPING	127.27
PRO AIR	2 GOBLEEDER VALVE, BLEEDER	66.24
APPARATUS CENTRAL REPAIR	PUMP TEST/#999	150.00
APPARATUS CENTRAL REPAIR	PUMP TEST/#491	150.00
APPARATUS CENTRAL REPAIR	PUMP TEST/#698	150.00
APPARATUS CENTRAL REPAIR	PUMP TEST/#037	325.00
APPARATUS CENTRAL REPAIR	PARTS & LABOR/#698	82.53
DELHI TOWNSHIP TREASURER	DOOR LOCK SLIP KIT/M211	4.76
VICTORY LANE QUICK OIL	LOF/#577	44.97
Total For Dept 339.00 EQUIPMENT & APPARATUS		2,312.61

Total For Fund 211 FIRE EQUIP. & APPARATUS FUND	2,312.61
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## Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY

## Dept 728.00 DDA ADMINISTRATION

THE CHESAPEAKE GROUP, INC	INVOICE #4: DDA PRES. & REPORT	1,000.00
ROSE PEST SOLUTIONS	2015 PEST CONTROL/DDA & SHERIFF	478.80
Total For Dept 728.00 DDA ADMINISTRATION		1,478.80

## Dept 729.00 DDA MARKETING &amp; PROMOTION

ACD.NET, INC.	WIFI JANUARY	69.95
ACE HARDWARE	4 KEYS	6.76
Total For Dept 729.00 DDA MARKETING & PROMOTION		76.71

## Dept 731.00 DDA INFRASTRUCTURE PROJECTS

H & H WELDING & REPAIR LLC	2 LIGHT POLES WELD TO REPAIR BREAK	260.00
WESCO DISTRIBUTION, INC	C100S54/ALTOSTREET LIGHT BULBS	433.68
Total For Dept 731.00 DDA INFRASTRUCTURE PROJECTS		693.68

## Dept 850.00 OTHER FUNCTIONS

GRANGER	MONTHLY DUMPSTER SERVICE	130.00
QUALITY FIRST MAID SERVICE	CLEANING SERVICES/SHERIFF & DDA	80.00
QUALITY FIRST MAID SERVICE	CLEANING SERVICES/SHERIFF & DDA	210.00
SAFETY SYSTEMS, INC	QTRLY LEASE MAINT & MONITORING/DDA	105.00
BOARD OF WATER & LIGHT	WATER 2045 CEDAR	132.72
BOARD OF WATER & LIGHT	WATER 2150 CEDAR	27.07
Total For Dept 850.00 OTHER FUNCTIONS		684.79

Total For Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY	2,933.98
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## Fund 410 SYCAMORE TRAIL CONSTR FUND

## Dept 902.00 CAPITAL OUTLAY

DELHI TOWNSHIP TREASURER	RECORD WILLOUGHBY ROAD EASEMENT	32.00
Total For Dept 902.00 CAPITAL OUTLAY		32.00

Total For Fund 410 SYCAMORE TRAIL CONSTR FUND	32.00
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## Fund 590 SEWAGE DISPOSAL SYSTEM

## Dept 000.00

BUNCE, JOHN	Basic Service Charge	29.40
BLUE CROSS BLUE SHIELD	RETIREEES HEALTH INS. JANUARY & FEB	194.22
Total For Dept 000.00		223.62

Dept 548.00 ADMINISTRATION & OVERHEAD

BLUE CROSS BLUE SHIELD	RETIREEES HEALTH INS. JANUARY & FEB	4,648.50
COHL,STOKER & TOSKEY P.C.	SUBPOENA	286.39
Total For Dept 548.00 ADMINISTRATION & OVERHEAD		4,934.89

Dept 558.00 DEPT OF PUBLIC SERVICE

BLUE CROSS BLUE SHIELD	HEALTH INSURANCE JANUARY & FEB	21,372.25
DBI BUSINESS INTERIORS	6 RECORD BOOKS	88.14
LANSING ICE & FUEL CO	GASOLINE - DPS	677.09
MODEL COVERALL SERVICE	STAFF UNIFORMS	88.79
MODEL COVERALL SERVICE	STAFF UNIFORMS	73.97
MODEL COVERALL SERVICE	STAFF UNIFORMS	64.79
MODEL COVERALL SERVICE	STAFF UNIFORMS	73.97
AD-INK & TONER SUPPLY	HP 56 INK	16.99
AD-INK & TONER SUPPLY	HP 57 INK	16.99
AD-INK & TONER SUPPLY	HP 1320 TONER (HIGH YIELD)	40.99
BANK OF AMERICA	6 BAGS OF ICE	23.34
KEMIRA WATER SOLUTIONS	FERRIC CHLORIDE	5,252.13
ALS LABORATORY GROUP	IPP - HG PMP	225.00
ALS LABORATORY GROUP	IPP - DART	550.00
ALS LABORATORY GROUP	IPP - HYLAND	550.00
FISHER SCIENTIFIC	1 CASE SAFETY VESTS	163.07
HUBBELL, ROTH & CLARK, INC	SAW GRANT ADMINISTRATION	16,588.16
HUBBELL, ROTH & CLARK, INC	GREEN #4 DRAIN INSPECTIONS PERIODIC	411.39
HUBBELL, ROTH & CLARK, INC	NITRIFICATION TOWER STUDY PLAN	1,433.25
HUBBELL, ROTH & CLARK, INC	GENERAL PROFESSIONAL SERVICES	204.75
HUBBELL, ROTH & CLARK, INC	SPEEDWAY REVIEW OF SAN SEWER	158.52
ACD.NET, INC.	DSL SERVICE & FIBER INSTALLATION	25,000.00
GRANGER	MONTHLY DUMPSTER SERVICE	201.21
GRANGER	MONTHLY SCREEN DEBRIS	775.00
SPOK, INC	PAGER SERVICE	42.57
COMCAST	HIGH SPEED INTERNET/POTW	142.85
COMCAST	HIGH SPEED INTERNET/MAINTENANCE	142.85
BOARD OF WATER & LIGHT	WATER 1492 AURELIUS	78.00
BOARD OF WATER & LIGHT	WATER 1988 WAVERLY	181.50
BOARD OF WATER & LIGHT	WATER 1492 AURELIUS	157.31
BOARD OF WATER & LIGHT	WATER 4280 DELL	20.15
BOARD OF WATER & LIGHT	WATER 5961 MC CUE	431.56
BOARD OF WATER & LIGHT	WATER 3505 HOLT	83.57
BOARD OF WATER & LIGHT	ELECTRIC 2481 DELHI COMMERCE	78.59
BOARD OF WATER & LIGHT	ELECTRIC 1870 NIGHTINGALE	217.47
CONSUMERS ENERGY	ELECTRIC-5961 MC CUE #2723	48.29
ACE HARDWARE	WHITE PAPER TOWEL HOLDER/POTW	5.99
BROWN DRILLING COMPANY	REPLACEMENT OF DROP PIPE	1,686.52
INTERSTATE BATTERIES OF	BATTERY/JOHN DEERE	66.65
LOWE'S CREDIT SERVICES	TAPE/IRON PLUGS/GRIT CHAMBER AIR	13.09
WESCO DISTRIBUTION, INC	LEV OSP20-D0 OCC SENSOR PWR PACK	281.00
ACE HARDWARE	LUBE/4 LOCK DEICERS/TORCH/UNIT #4	39.14
ACE HARDWARE	MISC. MDSE./TORCH HEAD/MILK HOUSE	114.95
ACE HARDWARE	2 FREEZE FREE PLUG KITS/1 HEATER	67.97
INTERSTATE BATTERIES OF	1 BATTERY/EIFERT L.S.	171.62
BANK OF AMERICA	CREDIT	(8.05)
BANK OF AMERICA	HOBART PLATE #32/HOBART KNIFE	159.36
BANK OF AMERICA	2 BATTERIES/DIGESTER BOILER UPS	49.90
BANK OF AMERICA	4 CONTRACTORS FOR RAW BLDG.	164.80
RS TECHNICAL SERVICES, INC.	TEMPERATURE PROBES/DIGESTERS	1,253.39
FULTON ELECTRONIC SUPPLY	BLACK LINED ADHESIVE/HEAT SHRINK	71.39
GOOD YEAR TIRE & SERVICE	SERVICE/FUEL SURCHARGE/TUBE/	124.64
LOWE'S CREDIT SERVICES	VINYL TUBING/PIPE FOR ORP PROBE	13.43
THE PARTS PLACE	12 BRAKE CLEANER/7 GREASE/DPS	48.19
QUALITY FIRST MAID SERVICE	CLEANING SERVICES/MAINTENANCE	65.00
QUALITY FIRST MAID SERVICE	CLEANING SERVICES/MAINTENANCE	130.00

QUALITY FIRST MAID SERVICE	CLEANING SERVICES/POTW	65.00
QUALITY FIRST MAID SERVICE	CLEANING SERVICES/POTW	130.00
ROSE PEST SOLUTIONS	2015 PEST CONTROL/DPS	957.60
SAFETY SYSTEMS, INC	QTRLY MONITORING & WATCHMAN	120.00
HARPER INDUSTRIAL CONST	PULL OLD GRIT PIPING & REPLACE	7,243.60
HARPER INDUSTRIAL CONST	REBUILD STAINLESS STEEL DIFFUSE	3,046.40
FRANKIE D'S AUTO & TRUCK	LOF/BRAKE LINES/BRAKE PRESSURE	332.00
THE PARTS PLACE	WASHER FLUID/FLASHER/WIPER BLADES	157.79
THE PARTS PLACE	1 BULB/CAMERA VAN & MARKER POLES	17.68
DELHI TOWNSHIP TREASURER	PARKING/RANES	1.25
MICHIGAN MUNICIPAL LEAGUE	CDL CONSORTIUM (10) DRIVERS FEE	700.00
BANK OF AMERICA	REGIST SAW GIS WORKSHOP/DIORKA	1,200.00
BANK OF AMERICA	REGIST PACP/MACP/LACP/LENON	900.00
BANK OF AMERICA	REGIST PACP/MACP/LACP/KEELEY	900.00
DELHI TOWNSHIP TREASURER	LUNCH/ADAMS	8.89
DELHI TOWNSHIP TREASURER	LUNCH/DE YOUNG	7.30
MICHIGAN WATER ENVIRON	2015 MWEA MEMBERSHIP	50.00
EVOQUA WATER TECH	DRIVE UNITS,SCUM BEACHES, BLADES	84,208.00
HUBBELL, ROTH & CLARK, INC	PRIMARY CLARIFIERS DRIVES & MECHSM	1,842.75
	Total For Dept 558.00 DEPT OF PUBLIC SERVICE	<u>182,081.74</u>

Dept 578.01 CAPITAL IMPROVEMENTS

HUBBELL, ROTH & CLARK, INC	EIFERT RD FORCE MAIN ENGINEERING	4,105.47
	Total For Dept 578.01 CAPITAL IMPROVEMENTS	<u>4,105.47</u>

Total For Fund 590 SEWAGE DISPOSAL SYSTEM 191,345.72

Fund 701 TRUST & AGENCY FUND

Dept 000.00

INGHAM COUNTY TREASURER	TRAILER PARK FEES OCTOBER	2,102.50
INGHAM COUNTY TREASURER	TRAILER PARK FEES NOVEMBER	2,100.00
INGHAM COUNTY TREASURER	TRAILER PARK FEES DECEMBER	2,090.00
AFLAC	WITH DEDUCT-AFLAC DISABILITY	637.81
AFLAC	WITH DEDUCT-AFLAC LIFE INSUR	7.38
AFLAC	WITH DEDUCT-AFLAC ACCIDENT	587.90
AFLAC	WITH DEDUCT-AFLAC SICKNESS	370.62
AFLAC	WITH DEDUCT-AFLAC CANCER	467.16
AFLAC	WITH DEDUCT-DISABILITY RIDER	18.48
HOLT FOOD BANK	CASUAL FRIDAY DONATION	288.00
	Total For Dept 000.00	<u>8,669.85</u>

Total For Fund 701 TRUST & AGENCY FUND 8,669.85

Fund 703 CURRENT TAX ACCOUNT

Dept 000.00

EYDE CENTRAL DISBURSE	REFUNDS DUE TAXPAYERS	1,413.42
LOUIS & GEORGE EYDE	REFUNDS DUE TAXPAYERS	6,140.30
SKT ROLLERSKATING PROP	REFUNDS DUE TAXPAYERS	406.51
	Total For Dept 000.00	<u>7,960.23</u>

Total For Fund 703 CURRENT TAX ACCOUNT 7,960.23

Fund 765 FALK CEMETERY TRUST

Dept 000.00

BANK OF AMERICA	FALK BEQUEST-CEMETERY TRUST	184.95
	Total For Dept 000.00	<u>184.95</u>

Total For Fund 765 FALK CEMETERY TRUST 184.95

Total For All Funds: 676,983.62

**ACCOUNTS PAYABLE APPROVAL**

February 3, 2015

**I. Certification of Authorized Signatures:** The attached Check Register and Invoice Distribution Report encompass checks dated January 22 & February 3, 2015 numbered 88588 thru 88671 & ACH 3393 thru 3411. Every invoice has a payment authorizing signature(s).

Dated: February 3, 2015

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

The attached Invoice Distribution Report and Check Register for checks dated February 3, 2015 show payments made from the following funds:

General Fund	\$	70,402.34
Fire Fund		15,423.86
Police Fund		208,259.08
Fire Equip. & Apparatus Fund		7,378.48
Brownfield Redevelopment Fund		1,016.31
Downtown Development Fund		7,155.22
Sewer Fund		120,721.63
Local Site Remediation Fund		1,016.32
Trust & Agency Fund		514.88
Current Tax Fund		1,430.14
Grand Total	\$	<u>433,318.26</u>

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

Current Tax Account	\$	1,430.14
Employee Flexible Spending Acct.	\$	514.88

Dated: February 3, 2015

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 John B. Elsinga, Township Manager

**III. Approval for Distribution:** I have reviewed the above checks and invoices and all of them should be distributed. All invoices over \$10,000.00 have been approved by general policy or previous motions of the board. (\$33,128.00 to Gorno Ford for 2015 Ford E-450, Camera Van, 12/16/14, \$17,786.01 to Hubbell, Roth & Clark for SAW Grant Administration, 11/5/14)

Dated: February 3, 2015

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 John B. Elsinga, Township Manager

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 Evan Hope, Township Clerk

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 Roy W. Sweet, Treasurer

**IV Board Audit and Approval:** At a regular meeting of the Township Board held on February 17, 2015 a motion was made by \_\_\_\_\_ and passed by \_\_\_yes votes and \_\_\_no votes (\_\_\_absent) that the list of claims dated February 3, 2015, was reviewed, audited and approved

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 Evan Hope, Township Clerk

INVOICE GL DISTRIBUTION REPORT FOR DELHI CHARTER TOWNSHIP  
 EXP CHECK RUN DATES 01/21/2015 - 02/03/2015

Vendor	Invoice Line Desc	Amount
Fund 101 GENERAL FUND		
Dept 000.00		
CITY OF MASON	DECEMBER STANDBY FEE	364.96
MERIDIAN TOWNSHIP FIRE	VEHICLE FIRE	700.00
MERIDIAN TOWNSHIP FIRE	FIRE ALARM	600.00
MERIDIAN TOWNSHIP FIRE	SMOKE DETECTOR	600.00
MERIDIAN TOWNSHIP FIRE	STAND BY FEE	1,140.41
ESI HTG - BENGEL, NICHOLAS	Inspection, Final	50.00
ESI HTG - BENGEL, NICHOLAS	Furnace w/Duct System & Venting (new)	50.00
ESI HTG - BENGEL, NICHOLAS	Central Air	18.00
	Total For Dept 000.00	3,523.37
Dept 101.00 LEGISLATIVE		
HARTFORD LIFE INSURANCE CO	LIFE INSURANCE FEBRUARY	25.50
AMWAY GRAND PLAZA HOTEL	2015 MTA HOTEL/HARMON	313.92
	Total For Dept 101.00 LEGISLATIVE	339.42
Dept 171.00 MANAGER		
DELTA DENTAL PLAN OF	DENTAL INSURANCE FEBRUARY	295.46
HARTFORD LIFE INSURANCE CO	LIFE INSURANCE FEBRUARY	95.62
UNUM LIFE INSURANCE COMP	DISABILITY INSURANCE FEBRUARY	142.59
ADP SCREENING & SELECTION	SUBSCRIPTION/BACKGROUND CHECKS	30.11
VERIZON WIRELESS	CELLULAR JANUARY	49.85
	Total For Dept 171.00 MANAGER	613.63
Dept 191.00 ACCOUNTING		
DELTA DENTAL PLAN OF	DENTAL INSURANCE FEBRUARY	43.07
HARTFORD LIFE INSURANCE CO	LIFE INSURANCE FEBRUARY	22.95
UNUM LIFE INSURANCE COMP	DISABILITY INSURANCE FEBRUARY	34.47
	Total For Dept 191.00 ACCOUNTING	100.49
Dept 215.00 CLERK		
DELTA DENTAL PLAN OF	DENTAL INSURANCE FEBRUARY	257.80
HARTFORD LIFE INSURANCE CO	LIFE INSURANCE FEBRUARY	66.30
UNUM LIFE INSURANCE COMP	DISABILITY INSURANCE FEBRUARY	99.39
VERIZON WIRELESS	CELLULAR JANUARY	49.96
CAP AREA MUNICIPAL CLERKS	2015 CAMCA DUES/FINCH	15.00
CAP AREA MUNICIPAL CLERKS	2015 CAMCA DUES/HOPE	15.00
	Total For Dept 215.00 CLERK	503.45
Dept 228.00 INFORMATION TECHNOLOGY		
HARTFORD LIFE INSURANCE CO	LIFE INSURANCE FEBRUARY	25.50
UNUM LIFE INSURANCE COMP	DISABILITY INSURANCE FEBRUARY	38.18
APPLICATION SPECIALIST KO	E-MAIL SECURITY	270.00
VERIZON WIRELESS	CELLULAR JANUARY	49.85
	Total For Dept 228.00 INFORMATION TECHNOLOGY	383.53

Dept 253.00 TREASURERS		
DELTA DENTAL PLAN OF	DENTAL INSURANCE FEBRUARY	214.73
HARTFORD LIFE INSURANCE CO	LIFE INSURANCE FEBRUARY	44.62
UNUM LIFE INSURANCE COMP	DISABILITY INSURANCE FEBRUARY	66.50
DBI BUSINESS INTERIORS	OFFICE SUPPLIES	208.02
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	Total For Dept 253.00 TREASURERS	533.87

Dept 257.00 ASSESSING		
DELTA DENTAL PLAN OF	DENTAL INSURANCE FEBRUARY	214.73
HARTFORD LIFE INSURANCE CO	LIFE INSURANCE FEBRUARY	72.24
UNUM LIFE INSURANCE COMP	DISABILITY INSURANCE FEBRUARY	108.06
WHITLOCK BUSINESS SYSTEMS	10,500 ASSESSMENT NOTICE POSTAGE	4,100.00
HEINOWSKI APPRAISAL	CONSULTING ON PENDING TRIBUNAL	900.00
VERTALKA & VERTALKA, INC.	APPRAISAL SERVICES 2263 CEDAR ST	4,500.00
MICHIGAN ASSOC. OF CODE	MACEO CONFERENCE/LARNER	90.00
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	Total For Dept 257.00 ASSESSING	9,985.03

Dept 262.00 ELECTIONS		
DBI BUSINESS INTERIORS	OFFICE SUPPLIES	218.40
PRINTING SYSTEMS, INC.	3,000 VOTER ID CARDS & FREIGHT	343.04
PRINTING SYSTEMS, INC.	4,000 AV APPS & FREIGHT	529.43
PRINTING SYSTEMS, INC.	4,000 AV SECRECY ENVELOPES	500.99
PRINTING SYSTEMS, INC.	4,000 AV INSIDE ENVELOPES & FREIGHT	620.70
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	Total For Dept 262.00 ELECTIONS	2,212.56

Dept 265.00 BUILDING & GROUNDS		
DELTA DENTAL PLAN OF	DENTAL INSURANCE FEBRUARY	194.53
HARTFORD LIFE INSURANCE CO	LIFE INSURANCE FEBRUARY	42.57
UNUM LIFE INSURANCE COMP	DISABILITY INSURANCE FEBRUARY	63.41
LANSING ICE & FUEL CO	GASOLINE BUILDING & GROUNDS	108.33
QUALITY FIRST MAID SERVICE	CLEANING SERVICES/CSC	812.50
METRONET LONG DISTANCE	LONG DISTANCE JANUARY	28.41
VERIZON WIRELESS	CELLULAR JANUARY	24.93
TDS METROCOM	LOCAL SERVICE JANUARY	1,095.38
DELHI TOWNSHIP TREASURER	SEWER 2074 AURELIUS	273.00
CONSUMERS ENERGY	ELECTRIC 2004 AURELIUS	120.92
CONSUMERS ENERGY	ELECTRIC-2074 AURELIUS	6,464.45
CONSUMERS ENERGY	GAS-2074 AURELIUS	3,225.45
LOWE'S CREDIT SERVICES	COVER FOR PIPE DRAIN/CSC	5.69
ACE HARDWARE	KEYS FOR PADLOCKS ON STREETLIGHT	6.76
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	Total For Dept 265.00 BUILDING & GROUNDS	12,466.33

Dept 276.00 CEMETERY		
DELTA DENTAL PLAN OF	DENTAL INSURANCE FEBRUARY	78.92
HARTFORD LIFE INSURANCE CO	LIFE INSURANCE FEBRUARY	17.26
UNUM LIFE INSURANCE	DISABILITY INSURANCE FEBRUARY	25.72
LANSING ICE & FUEL CO	GASOLINE CEMETERY	43.95
BARNHART & SON, INC.	4 GRAVE OPENINGS & CLOSINGS	1,210.47
BARNHART & SON, INC.	2 GRAVE OPENINGS & CLOSINGS	1,093.44
VERIZON WIRELESS	CELLULAR JANUARY	12.46
CONSUMERS ENERGY	ELECTRIC-4149 WILLOUGHBY	59.16
ACE HARDWARE	CLAMP/PVC CUTTER/COUPLES/ELBOW	81.55
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	Total For Dept 276.00 CEMETERY	2,622.93

Dept 281.00 STORMWATER		
DELTA DENTAL PLAN OF	DENTAL INSURANCE FEBRUARY	49.55
HARTFORD LIFE INSURANCE CO	LIFE INSURANCE FEBRUARY	10.84
UNUM LIFE INSURANCE CO	DISABILITY INSURANCE FEBRUARY	16.15
LANSING ICE & FUEL CO	GASOLINE STORMWATER	27.59
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Total For Dept 281.00 STORMWATER		104.13

Dept 446.00 INFRASTRUCTURE		
BOARD OF WATER & LIGHT	STREETLIGHTS 1/1-2/1/2015	8,053.88
INGHAM COUNTY ROAD DEPART	2014 LOCAL ROAD STRIPING PROGRAM	6,194.70
HUBBELL, ROTH & CLARK, INC	RAMS TRAIL PROJECT-ENGINEERING	2,052.45
HUBBELL, ROTH & CLARK, INC	RAMS TRAIL PROJECT-ENGINEERING	5,938.89
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Total For Dept 446.00 INFRASTRUCTURE		22,239.92

Dept 721.00 PLANNING/COMMUNITY DEVELOPMENT		
DELTA DENTAL PLAN OF	DENTAL INSURANCE FEBRUARY	606.54
HARTFORD LIFE INSURANCE CO	LIFE INSURANCE FEBRUARY	142.81
UNUM LIFE INSURANCE COMP	DISABILITY INSURANCE FEBRUARY	213.39
DBI BUSINESS INTERIORS	OFFICE SUPPLIES	54.56
SAM'S CLUB DIRECT	COPY PAPER #597060	119.52
LANSING ICE & FUEL CO	GASOLINE COMMUNITY DEVELOPMENT	70.07
METRONET LONG DISTANCE	LONG DISTANCE JANUARY	6.79
VERIZON WIRELESS	CELLULAR JANUARY	318.18
TDS METROCOM	LOCAL SERVICE JANUARY	55.80
MECHANICAL INSPECTORS	MIAM CONF REGISTRATION/SIMONS	225.00
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Total For Dept 721.00 PLANNING/COMMUNITY DEVELOPMENT		1,812.66

Dept 752.00 PARKS ADMINISTRATION		
DELTA DENTAL PLAN OF	DENTAL INSURANCE FEBRUARY	129.21
HARTFORD LIFE INSURANCE CO	LIFE INSURANCE FEBRUARY	70.98
UNUM LIFE INSURANCE COMP	DISABILITY INSURANCE FEBRUARY	106.50
METRONET LONG DISTANCE	LONG DISTANCE JANUARY	0.36
VERIZON WIRELESS	CELLULAR JANUARY	131.24
TDS METROCOM	TELEPHONES/SENIOR CENTER	294.70
TDS METROCOM	LOCAL SERVICE JANUARY	98.04
LANDSCAPE ARCHITECTS	ATTENDED BOARD MEETINGS	1,200.00
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Total For Dept 752.00 PARKS ADMINISTRATION		2,031.03

Dept 771.00 PARKS		
LANSING ICE & FUEL CO	GASOLINE PARKS	340.00
D & G EQUIPMENT INC	SNOWBLOWER	359.99
ACE HARDWARE	3 JIG BLADES FOR TRASH CANS	5.37
ACE HARDWARE	20 MISC. MDSE.	5.20
DELHI TOWNSHIP TREASURER	SEWER 1750 MAPLE	14.00
DELHI TOWNSHIP TREASURER	SEWER 2108 CEDAR	161.00
DELHI TOWNSHIP TREASURER	SEWER 2287 PINE TREE	44.80
DELHI TOWNSHIP TREASURER	SEWER 4030 KELLER	35.00
CONSUMERS ENERGY	ELECTRIC 4080 KELLER	75.32
CONSUMERS ENERGY	ELECTRIC 1750 MAPLE	37.73
CONSUMERS ENERGY	ELECTRIC 2287 PINE TREE 3200	361.08
CONSUMERS ENERGY	ELECTRIC 2074 AURELIUS #PARK	1,413.26
CONSUMERS ENERGY	ELECTRIC 2108 CEDAR	1,007.28
CONSUMERS ENERGY	ELECTRIC 2177 WEST BLVD	22.61
CONSUMERS ENERGY	ELECTRIC 2287 PINE TREE 2939	41.59

CONSUMERS ENERGY	GAS 2287 PINE TREE 2939	278.57
CONSUMERS ENERGY	GAS 2108 CEDAR	64.17
ALL-PHASE ELECTRIC SUPPLY	SWITCH FOR FOUNTAIN	19.39
JOHN DEERE LANDSCAPES, INC	(2) 46-0-0 UREA GRANULAR SPREADAB	36.32
MENARDS LANSING SOUTH	LUMBER & SPEEDBOR BIT	49.99
QUALITY FIRST MAID SERVICE	CLEANING SERVICES/SENIOR CENTER	260.00
WESCO DISTRIBUTION, INC	22 LIGHT BULBS FOR VAL & VETS	252.80
ACE HARDWARE	2 UTILITY PULL/2 HINGES/4 EYE SCREW	42.24
MENARDS LANSING SOUTH	1 BRACKET	8.72
MENARDS LANSING SOUTH	PAINT/PAINT KIT/TOWELS	58.39
D & G EQUIPMENT INC	2 KEYS/SNOW THROWERS	6.80
D & G EQUIPMENT INC	FILTERS/EXMARK BLADES/SPARK PLUG	216.24
SUPERIOR SAW	FILTERS/PLUGS FOR WEED EATERS	235.84
BOBCAT OF LANSING	REMOVED & REPLACED BRUSHES/	753.91
SPARTAN DISTRIBUTORS	LIKNK ASSEMBLY KIT & FREIGHT	225.93
SPARTAN DISTRIBUTORS	AIR & OIL FILTERS/CHAMBER ASM/	339.80
SPARTAN DISTRIBUTORS	CENTER CHAMBER ASM/OUT CHAMBER	385.79
FRANKIE D'S AUTO & TRUCK	LOF/UNIT 50	35.00
FRANKIE D'S AUTO & TRUCK	LOF/UNIT 41	39.00
	Total For Dept 771.00 PARKS	<u>7,233.13</u>

Dept 774.00 RECREATION		
D & M SILKSCREENING	50 T-SHIRTS	1,000.00
D & M SILKSCREENING	10 T-SHIRTS	60.00
D & M SILKSCREENING	100 T-SHIRTS	600.00
SCOTT R. BLANKENSHIP	OFFICIAL BASKETBALL	275.00
PAULA K. HARNEY	SENIOR CENTER FITNESS CLASSES	75.00
RASHAWN MOLDEN	OFFICIAL BASKETBALL	225.00
HOLT PUBLIC SCHOOLS	SONGBOOKS PRINTING EXPENSES	150.00
	Total For Dept 774.00 RECREATION	<u>2,385.00</u>

Dept 850.00 OTHER FUNCTIONS		
HARTFORD LIFE INSURANCE CO	RETIREEES LIFE INSURANCE FEBRUARY	32.40
DBI BUSINESS INTERIORS	PAPER	14.57
DBI BUSINESS INTERIORS	DESK PAD CALENDAR	2.53
DBI BUSINESS INTERIORS	2 COAT RACKS	45.34
DBI BUSINESS INTERIORS	OFFICE SUPPLIES	501.44
SAM'S CLUB DIRECT	COPY PAPER #597060	507.96
RICOH USA, INC	PRINCIPAL COPY MACHINE LEASE	132.31
RICOH USA, INC	INTEREST COPY MACHINE LEASE	75.31
	Total For Dept 850.00 OTHER FUNCTIONS	<u>1,311.86</u>

Total For Fund 101 GENERAL FUND 70,402.34

Fund 206 FIRE FUND		
Dept 000.00		
VERIZON WIRELESS	ACCTS RECEIVABLE-GENERAL CELL	150.00
	Total For Dept 000.00	<u>150.00</u>

Dept 336.00 FIRE DEPARTMENT		
HARTFORD LIFE INSURANCE CO	RETIREEES LIFE INSURANCE FEBRUARY	4.05
DELTA DENTAL PLAN OF	DENTAL INSURANCE FEBRUARY	1,524.15
DELTA DENTAL PLAN OF	DENTAL INSURANCE FEBRUARY	80.73
HARTFORD LIFE INSURANCE CO	LIFE INSURANCE FEBRUARY	248.37

HARTFORD LIFE INSURANCE CO	LIFE INSURANCE FEBRUARY	22.95
UNUM LIFE INSURANCE COMP	DISABILITY INSURANCE FEBRUARY	525.92
UNUM LIFE INSURANCE COMP	DISABILITY INSURANCE FEBRUARY	34.47
BARYAMES CLEANERS	UNIFORM CLEANING	133.70
HASSELBRING-CLARK	2015 COPIER AGREEMENT	679.00
HASSELBRING-CLARK	COPIER OVERAGE	13.08
SAM'S CLUB DIRECT	COPY PAPER #597060	89.64
LANSING ICE & FUEL CO	GASOLINE FIRE	705.71
LANSING UNIFORM CO	1 PR PANTS/DROLETT	115.00
BOUND TREE MEDICAL, LLC	MEDICAL SUPPLIES	63.95
BOUND TREE MEDICAL, LLC	MEDICAL SUPPLIES	135.44
BOUND TREE MEDICAL, LLC	MEDICAL SUPPLIES	143.64
LIFEGAS LLC	OXYGEN	120.91
JOSEPH & HEDRINGTON	IAFF LEGAL FEES JANUARY	585.80
INGHAM COUNTY HAZMAT TEAM	2015 HAZMAT DUES	750.00
THE HUNDRED CLUB	2015 DUES 100 CLUB	100.00
WESTERN MI ASSOC. OF FIRE	2015 WMAFC MEMBERSHIP/DRURY	35.00
WESTERN MI ASSOC. OF FIRE	2015 WMAFC MEMBERSHIP/BALL	130.00
INGHAM COUNTY 9-1-1	INGHAM COUNTY PUBLIC RADIO SYS	1,387.98
SKYWATCH SERVICES LLC	2015 FIRST1WARN ANNUAL RENEWAL	200.00
METRONET LONG DISTANCE	LONG DISTANCE JANUARY	2.48
VERIZON WIRELESS	CELLULAR JANUARY	324.13
TDS METROCOM	LOCAL SERVICE JANUARY	41.41
DELHI TOWNSHIP TREASURER	SEWER 6139 BISHOP	35.00
ADP SCREENING & SELECTION	SUBSCRIPTION/BACKGROUND CHECKS	36.85
ACROSS THE STREET PRODUCT	CGAP GRANT/13 BLUE CARD ON LINE	4,504.50
INGHAM COUNTY FIRE CHIEFS	5 FIRE FIGHTERS I & II CLASS-SAFER	2,500.00
	Total For Dept 336.00 FIRE DEPARTMENT	15,273.86

Total For Fund 206 FIRE FUND 15,423.86

Fund 207 POLICE FUND

Dept 301.00 POLICE

INGHAM COUNTY TREASURER	POLICE CONTRACT JANUARY	208,259.08
	Total For Dept 301.00 POLICE	208,259.08

Total For Fund 207 POLICE FUND 208,259.08

Fund 211 FIRE EQUIP. & APPARATUS FUND

Dept 339.00 EQUIPMENT & APPARATUS

FIRST DUE FIRE SUPPLY CO.	2 REFLECTIVE VESTS	65.98
COMMUNICATIONS SERVICES	REPROGRAM ZETRON MODEL 6	148.75
COMMUNICATIONS SERVICES	LABOR TO REPAIR P7100 RADIO	65.00
ACE HARDWARE	CAULK/EYEBOLT/STRAP/MASKING TAPE/R	29.03
WEST SHORE FIRE INC	SCBA REPAIR	103.25
WEST SHORE FIRE INC	SCBA REPAIR	136.70
HALT FIRE, INC.	PARTS/LABOR/MILEAGE/FREIGHT/	4,966.02
SHAHEEN CHEVROLET, INC.	3 KEYS/#529	63.75
RAFT	2015 RAFT MEMBERSHIP DUES	1,800.00
	Total For Dept 339.00 EQUIPMENT & APPARATUS	7,378.48

Total For Fund 211 FIRE EQUIP. & APPARATUS FUND 7,378.48

## Fund 243 BROWNFIELD REDEVELOPMENT AUTH

## Dept 733.00 BROWNFIELD ADMINISTRATION

FOSTER, SWIFT, COLLINS	ENVIRONMENTAL DECEMBER LEGAL	1,016.31
Total For Dept 733.00 BROWNFIELD ADMINISTRATION		1,016.31

Total For Fund 243 BROWNFIELD REDEVELOPMENT AUTH	1,016.31
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## Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY

## Dept 728.00 DDA ADMINISTRATION

METRONET LONG DISTANCE	LONG DISTANCE JANUARY	0.96
TDS METROCOM	LOCAL SERVICE JANUARY	126.46
Total For Dept 728.00 DDA ADMINISTRATION		127.42

## Dept 729.00 DDA MARKETING &amp; PROMOTION

BLOHM CREATIVE PARTNERS	HOLT CONNECT MEMBERSHIP TICKET/	567.25
LAPTE ENTERPRISES, INC.	2 CASES RASPBERRY SALSA & SHIP	105.35
ACE HARDWARE	3 KEYS/ICE MELT/BULB	31.05
KELLY PATTERSON	CRAFT SUPPLIES FOR KIDS DAY/	189.30
MICHIGAN FOOD & FARMING	MI FARMERS MKT CONF/GRINNELL	100.00
SAM'S CLUB DIRECT	COKE & WATER	17.42
SAM'S CLUB DIRECT	CUPS/CFL BULBS/SNACKS	83.54
BLOHM CREATIVE PARTNERS	DECEMBER WEB MAINTENANCE	120.00
Total For Dept 729.00 DDA MARKETING & PROMOTION		1,213.91

## Dept 850.00 OTHER FUNCTIONS

QUALITY FIRST MAID SERVICE	CLEANING SERVICES/SHERIFF & DDA	355.00
DELHI TOWNSHIP TREASURER	SEWER 2150 CEDAR	30.68
DELHI TOWNSHIP TREASURER	SEWER 1465 CEDAR	14.00
DELHI TOWNSHIP TREASURER	SEWER 2052 CEDAR	118.88
DELHI TOWNSHIP TREASURER	SEWER 2045 CEDAR	63.00
CONSUMERS ENERGY	ELECTRIC 1465 CEDAR	68.84
CONSUMERS ENERGY	ELECTRIC-2045 CEDAR #A	1,345.32
CONSUMERS ENERGY	ELECTRIC-2045 CEDAR #B	148.15
CONSUMERS ENERGY	ELECTRIC-2116 CEDAR	490.64
CONSUMERS ENERGY	ELECTRIC-2150 CEDAR	235.63
CONSUMERS ENERGY	ELECTRIC-2228 AURELIUS	217.01
CONSUMERS ENERGY	ELECTRIC-3970 HOLT	205.12
CONSUMERS ENERGY	ELECTRIC-4115 HOLT	312.38
CONSUMERS ENERGY	GAS-2150 CEDAR	507.86
CONSUMERS ENERGY	GAS-2045 CEDAR	626.36
CONSUMERS ENERGY	GAS 1465 CEDAR	205.52
SIEMENS INDUSTRY, INC.	LABOR/CONTROL BOARD/SHERIFF	869.50
Total For Dept 850.00 OTHER FUNCTIONS		5,813.89

Total For Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY	7,155.22
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## Fund 590 SEWAGE DISPOSAL SYSTEM

## Dept 000.00

CLIFFORD BRANNON	Basic Service Charge	4.10
CLIFFORD BRANNON	Basic Service Charge	5.00
CORY, DEL	Basic Service Charge	96.60
JOHNSON, RICHARD	Basic Service Charge	23.80
MAI, SUSANNE	Basic Service Charge	25.00
MAYBERRY HOMES	Basic Service Charge	11.68

MAYBERRY HOMES	Sewer Usage	3.72
MAYBERRY HOMES	Basic Service Charge	11.68
MAYBERRY HOMES	Sewer Usage	3.72
MAYBERRY HOMES	Basic Service Charge	15.40
MAYBERRY HOMES	Basic Service Charge	61.46
MAYBERRY HOMES	Sewer Usage	10.50
MAYBERRY HOMES	Basic Service Charge	54.60
MUSSON, JEFF	Basic Service Charge	37.80
ONE SOURCE REALTY	Basic Service Charge	95.27
SCHWEITZER TITLE	Basic Service Charge	12.60
SMITH, RICHARD	Basic Service Charge	9.80
SPOELMA, MICHELLE	Basic Service Charge	23.80
TUREK, DIANN	Basic Service Charge	14.00
Total For Dept 000.00		520.53

Dept 548.00 ADMINISTRATION & OVERHEAD

HARTFORD LIFE INSURANCE CO	RETIREES LIFE INSURANCE FEBRUARY	16.20
UNEMPLOYMENT INSURANCE	2014 UNEMPLOYMENT EXPENSE	1,714.57
SAM'S CLUB DIRECT	COPY PAPER #597060	179.28
Total For Dept 548.00 ADMINISTRATION & OVERHEAD		1,910.05

Dept 558.00 DEPT OF PUBLIC SERVICE

DELTA DENTAL PLAN OF	DENTAL INSURANCE FEBRUARY	1,512.24
HARTFORD LIFE INSURANCE CO	LIFE INSURANCE FEBRUARY	330.89
UNUM LIFE INSURANCE COMP	DISABILITY INSURANCE FEBRUARY	492.88
SAM'S CLUB DIRECT	COPY PAPER #597060	298.80
LANSING ICE & FUEL CO	GASOLINE DPS	842.11
BARYAMES CLEANERS	UNIFORM CLEANING	132.00
BARYAMES CLEANERS	UNIFORM DRY CLEANING	16.10
MODEL COVERALL SERVICE	STAFF UNIFORMS	92.29
MODEL COVERALL SERVICE	STAFF UNIFORMS	73.97
MODEL COVERALL SERVICE	STAFF UNIFORMS	64.79
MODEL COVERALL SERVICE	STAFF UNIFORMS	73.97
AD-INK & TONER SUPPLY	Q7581A CYAN TONER / HP 3800	129.99
AIRGAS USA, LLC	CYLINDER RENTAL	141.01
PAPER IMAGE PRINTING	10 PADS POTW LAB SHEETS	262.40
FISHER SCIENTIFIC	TX-150 100ML ADAPTER SET	284.26
FISHER SCIENTIFIC	DIRECT SHIP TRANS CHARGE	31.97
ALEXANDER CHEMICAL CORP	CREDIT	(225.00)
ALEXANDER CHEMICAL CORP	CALCIUM NITRATE	10,610.16
FISHER SCIENTIFIC	2 CS. COVERALLS & SHIPPING/POTW	307.68
FISHER SCIENTIFIC	DIRECT SHIP TRANS CHARGE	34.61
HUBBELL, ROTH & CLARK, INC	GENERAL ENGINEERING SERVICES	68.25
HUBBELL, ROTH & CLARK, INC	GENERAL ENGINEERING SERVICES	1,155.00
HUBBELL, ROTH & CLARK, INC	NITRIFICATION TOWER WALL STUDY	706.80
HUBBELL, ROTH & CLARK, INC	SAW GRANT ADMINISTRATION 2014	8,813.92
HUBBELL, ROTH & CLARK, INC	SAW GRANT ADMINISTRATION	8,972.09
UNITED PARCEL SERVICE	SHIPPING CHARGES	48.87
UNITED PARCEL SERVICE	SHIPPING CHARGES	81.64
METRONET LONG DISTANCE	LONG DISTANCE JANUARY	8.00
VERIZON WIRELESS	CELLULAR JANUARY	529.22
TDS METROCOM	LOCAL SERVICE JANUARY	383.03
DELHI TOWNSHIP TREASURER	SEWER 1490 AURELIUS	126.70
CONSUMERS ENERGY	ELECTRIC-4828 HOLT	329.56

CONSUMERS ENERGY	ELECTRIC 1490 AURELIUS	2,820.74
CONSUMERS ENERGY	ELECTRIC-4280 DELL	694.09
CONSUMERS ENERGY	ELECTRIC-2870 PINE TREE	577.57
CONSUMERS ENERGY	ELECTRIC-3505 HOLT	172.85
CONSUMERS ENERGY	ELECTRIC 1390 WAVERLY	463.91
CONSUMERS ENERGY	ELECTRIC-5999 HOLT	115.61
CONSUMERS ENERGY	ELECTRIC-6055 MC CUE	153.88
CONSUMERS ENERGY	ELECTRIC-2358 EIFERT	329.56
CONSUMERS ENERGY	ELECTRIC-5961 MC CUE #2509	21,897.39
CONSUMERS ENERGY	GAS-3505 HOLT	56.28
CONSUMERS ENERGY	GAS-2481 DELHI COMM	74.25
CONSUMERS ENERGY	GAS-4280 DELL	269.15
CONSUMERS ENERGY	GAS-1490 AURELIUS	767.66
CONSUMERS ENERGY	GAS-1492 AURELIUS	987.08
CONSUMERS ENERGY	GAS 1494 AURELIUS	469.36
CONSUMERS ENERGY	GAS-5961 MC CUE #2	43.42
CONSUMERS ENERGY	GAS-5961 MC CUE #3	412.00
CONSUMERS ENERGY	GAS-5961 MC CUE #2319	5,084.19
CONSUMERS ENERGY	GAS 5961 MC CUE #4	2,176.56
D & G EQUIPMENT INC	SCRAPER BLADE FOR TRACTOR	773.70
D & G EQUIPMENT INC	HARDWARE KIT FOR SCRAPER BLADES	37.24
D & G EQUIPMENT INC	FEET FOR MODEL 59 BLOWER	641.16
D & G EQUIPMENT INC	HARDWARE KIT FOR FEET ON BLOWER	24.72
ACE HARDWARE	BATTERIES FOR ORPD & BOD METERS	37.94
ACE HARDWARE	UNION/NIPPLES/DIGESTER BACKFLOW	14.56
LOWE'S CREDIT SERVICES	OUTLETS & BULBS/POTW	13.06
LOWE'S CREDIT SERVICES	WIRE NUTS/GALV PIPE/DIGESTER	12.92
LOWE'S CREDIT SERVICES	BLACK CABLE TIES/POTW	17.04
SVE PORTABLE ROADWAY SYS	4 MUD TRACK SUPPORT SYSTEM MATS	1,260.00
SVE PORTABLE ROADWAY SYS	ESTIMATED SHIPPING	172.00
ACE HARDWARE	BALL VALVE/COUPL HOSE & ADAPTER	30.96
ACE HARDWARE	2 MISC. MDSE./2 COMP UNION	12.82
THE PARTS PLACE	5 QTS 5W30/L.S.	18.95
ACE HARDWARE	2 GREASE/POTW	13.98
ACE HARDWARE	MISE. MDSE./GREASE/WHEEL BRUSH/	69.88
ACE HARDWARE	6 MISC. MDSE./OCTG BOX/BATTERY	32.72
QUALITY FIRST MAID SERVICE	CLEANING SERVICES/MAINTENANCE	260.00
QUALITY FIRST MAID SERVICE	CLEANING SERVICES/POTW	260.00
WOLVERINE POWER SYSTEMS	POTW POND AUTO TRANSFER SWITCH	2,950.00
WOLVERINE POWER SYSTEMS	SERVICE CALL FOR LOW COOLANT TMP	215.00
JACK DOHENY SUPPLIES, INC	AVD PIPE CLEANING TRAINING/	300.00
HUBBELL, ROTH & CLARK, INC	CLARIFIER DRIVES & MECHSMS REPL	204.75
HUBBELL, ROTH & CLARK, INC	CLARIFIER DRIVES & MECHSMS REPL	819.00
GORNO FORD	2015 E-450 CUT-AWAY VAN/UNIT 11A	33,128.00
	Total For Dept 558.00 DEPT OF PUBLIC SERVICE	115,616.15
Dept 578.01 CAPITAL IMPROVEMENTS		
HUBBELL, ROTH & CLARK, INC	EIFERT RD FORCE MAIN ENG. PLANS	393.15
SOIL & MATERIALS ENGINEERS	GEOTECHNICAL MUCK EVALUATION	2,281.75
	Total For Dept 578.01 CAPITAL IMPROVEMENTS	2,674.90
	Total For Fund 590 SEWAGE DISPOSAL SYSTEM	120,721.63

Fund 643 LOCAL SITE REMEDIATION REVOLVING FUND

Dept 735.00 LOCAL SITE REMEDIATION

FOSTER, SWIFT, COLLINS	ENVIRONMENTAL DECEMBER LEGAL	1,016.32
Total For Dept 735.00 LOCAL SITE REMEDIATION		1,016.32

Total For Fund 643 LOCAL SITE REMEDIATION REVOLVING FUND	1,016.32
--	----------

Fund 701 TRUST & AGENCY FUND

Dept 000.00

C. J. DAVIS	AFLAC_URM (FSA)	514.88
Total For Dept 000.00		514.88

Total For Fund 701 TRUST & AGENCY FUND	514.88
--	--------

Fund 703 CURRENT TAX ACCOUNT

Dept 000.00

CORELOGIC REAL ESTATE TAX	REFUNDS DUE TAXPAYERS	855.26
EUGENE & CHARLOTTE MAURER	REFUNDS DUE TAXPAYERS	107.57
EUGENE & CHARLOTTE MAURER	REFUNDS DUE TAXPAYERS	467.31
Total For Dept 000.00		1,430.14

Total For Fund 703 CURRENT TAX ACCOUNT	1,430.14
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Total For All Funds:	433,318.26
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**DELHI CHARTER TOWNSHIP  
FUND TRANSFERS AND PAYROLL APPROVAL  
For Payroll Dated January 29, 2015**

**I. Certification of Preparation and Distribution**

The attached check and payroll registers encompass check numbers: 107625 through 107664 & direct deposits numbers: DD19596 through DD19682. 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: January 29, 2015

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

**II. Payroll Report**

The January 29, 2015 payroll encompasses the following funds and expenditures:

	<b>Gross Payroll</b>	<b>Payroll Deductions</b>	<b>Net Pay</b>
General Fund	\$70,723.53	\$20,429.10	\$50,294.43
Fire Dept. Fund	47,226.61	14,580.39	\$32,646.22
DDA	3,953.49	878.27	\$3,075.22
Sewer Fund/Receiving	33,136.20	10,097.96	\$23,038.24
<b>Total Payroll</b>	<b>\$155,039.83</b>	<b>\$45,985.72</b>	<b>\$109,054.11</b>
	<b>Township FICA</b>	<b>Township RHS &amp; Pension Plan</b>	<b>Total Deductions &amp; TWP Liabilities</b>
General Fund	\$5,078.73	\$5,757.31	\$31,265.14
Fire Dept. Fund	3,502.34	3,799.38	21,882.11
DDA	131.55	82.68	1,092.50
Sewer Fund/Receiving	2,448.45	3,014.85	15,561.26
<b>Total Payroll</b>	<b>\$11,161.07</b>	<b>\$12,654.22</b>	<b>\$69,801.01</b>

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

**III. FUND TRANSFERS**

Transfers covering the foregoing payroll were made on January 29, 2015 and identified as follows:

**1/29 Net Pay Disbursement in Common Savings (\$109,054.11)**

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

**IV. Board Audit and Approval:**

At a regular meeting of the Township Board held on February 17, 2015, a motion was made by \_\_\_\_\_ and passed by \_\_\_\_\_ yes votes and \_\_\_\_\_ no votes(\_\_\_\_\_ absent) that the payroll dated January 29, 2015 was reviewed, audited, and approved.

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

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

**DELHI CHARTER TOWNSHIP  
FUND TRANSFERS AND PAYROLL APPROVAL  
For Payroll Dated February 12, 2015**

**I. Certification of Preparation and Distribution**

The attached check and payroll registers encompass check numbers: 107669 through 107698 & direct deposits numbers: DD19683 through DD19762. 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: February 12, 2015

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

**II. Payroll Report**

The February 12, 2015 payroll encompasses the following funds and expenditures:

	<b>Gross Payroll</b>	<b>Payroll Deductions</b>	<b>Net Pay</b>
General Fund	\$72,787.12	\$20,910.58	\$51,876.54
Fire Dept. Fund	55,544.05	17,527.37	\$38,016.68
DDA	3,383.24	764.62	\$2,618.62
Sewer Fund/Receiving	37,005.36	10,852.75	\$26,152.61
<b>Total Payroll</b>	<b>\$168,719.77</b>	<b>\$50,055.32</b>	<b>\$118,664.45</b>
	<b>Township FICA</b>	<b>Township RHS &amp; Pension Plan</b>	<b>Total Deductions &amp; TWP Liabilities</b>
General Fund	\$5,238.60	\$5,781.58	\$31,930.76
Fire Dept. Fund	4,138.19	3,683.56	25,349.12
DDA	87.94	82.68	935.24
Sewer Fund/Receiving	2,743.52	3,164.47	16,760.74
<b>Total Payroll</b>	<b>\$12,208.25</b>	<b>\$12,712.29</b>	<b>\$74,975.86</b>

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

**III. FUND TRANSFERS**

Transfers covering the foregoing payroll were made on February 12, 2015 and identified as follows:

**2/12 Net Pay Disbursement in Common Savings (\$118,664.45)**

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

**IV. Board Audit and Approval:**

At a regular meeting of the Township Board held on February 17, 2015, a motion was made by \_\_\_\_\_ and passed by \_\_\_\_\_ yes votes and \_\_\_\_\_ no votes(\_\_\_\_\_ absent) that the payroll dated February 12, 2015 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:** John B. Elsinga, Township Manager

**DATE:** February 12, 2015

**RE:** 2015 Tri-County Region Aerial Imagery Project

---

Enclosed for your review and approval is a quote from the Tri-County Regional Planning Commission (TCRPC) to perform aerial photography fly-overs for Delhi Township for 2015 in the amount of \$27,084.17.

Every five years TCRPC coordinates partnerships with the tri-county region to make available high quality aerial photography at reduced rates. Over the past year the partners have met to determine what products and options would best match their communities. It is the recommendation of staff that Delhi Township upgrade their imagery to a 3" pixel to provide more detail and more accurate elevation data with a higher resolution LIDAR. The aerial imagery is an important part of our geographic information system (GIS) which is not only used by staff but also by our residents, businesses and developers.

Therefore, I recommend the approval of the 2015 Tri-County Region Aerial Imagery Project at a cost of \$27,084.17 to be equally funded by the General Fund and Sewer Fund.

**Recommended Motion:**

**To approve the 2015 Tri-County Region Aerial Imagery Project at a cost of \$27,084.17.**



## MEMORANDUM

TO: John B. Elsinga, Township Manager

FROM: Darryl Albert, Interim Director of Information Technology

DATE: February 10<sup>th</sup>, 2015

RE: 2015 Tri-County Region Aerial Imagery Project

For the past 10 years, Delhi has partnered with the Tri-County Regional Planning Commission (TCRPC) and local municipalities to obtain aerial imagery and elevation data. The 2015 aerial imagery project has also included the State of Michigan as a partner. For the past year, the partners of the project have been working in cooperation to determine products and pricing options for various products.

As you know, the aerial imagery is a vital part of our geographic information system (GIS). It is used by nearly every department as well as by the public. The aerial imagery serves as an important backdrop to nearly every map that we use in the Township, serving as a reference to those that look at it. It is also a very important part of obtaining other data and information that is used in our mapping system such as building footprints, manhole locations, or sidewalk additions. Also, in 2010, the Township purchased LIDAR data along with the aerial imagery. Using the LIDAR data, we were able to develop accurate elevation data for the township. It was also used to create impervious surface data for the entire township as well as forest and tree locations.

Based on conversations with other departments within the Township, I am proposing that for the 2015 flyover, we upgrade our current 6" pixel imagery with higher resolution, 3" pixel imagery. The increased resolution will allow for more detailed information to be gathered with use of the imagery. I am also recommending that the Township purchase a higher resolution LIDAR data set. The increased resolution of the LIDAR data will allow the Township to develop even more accurate elevation data for the Township.

After selecting the desired deliverable products and working with the State of Michigan to finalize options, the final costs for this project are \$27,084.17.

If you have a need for any further information or have any questions, please do not hesitate to ask.



# TRI-COUNTY REGIONAL PLANNING COMMISSION

Planning for People in the Greater Lansing Region Since 1956

## 2015 Tri-County Region Aerial Imagery Partner Agreement

CLINTON, INGHAM, AND EATON COUNTIES

February 6, 2015

### 2015 OFFICERS

#### CHAIRPERSON

David Pohl, Clinton County

#### VICE-CHAIRPERSON

Kenneth Fletcher, Eaton County

#### TREASURER

Shirley M. Rodgers, City of Lansing

#### SECRETARY

Brian McGrain, Ingham County

#### TRI-COUNTY COMMISSIONERS

Kent Austin

Teri Banas

Judi Brown Clarke

Roger Eakin

Kenneth Fletcher

Kara Hope

Denise Jackson

Brian McGrain

Ralph Monsma

David Pohl

Shirley M. Rodgers

Howard Spence

Adam Stacey

Darrell Tennis

Nathan Triplett

John Veenstra

Gail Watkins

Carol Wood

Jessica Yorke

#### EX-OFFICIO

City of Lansing Mayor

Clinton, Eaton and Ingham County

Chairpersons

#### EXECUTIVE DIRECTOR

Susan M.C. Pigg, CECD

**PLEASE SHARE THIS MESSAGE WITH THE APPROPRIATE OFFICE/AGENCY IN YOUR COMMUNITY/AGENCY/BUSINESS.**

Tri-County Planning has facilitated aerial photography fly-overs for our region every 5 years to coincide with the U.S. Census schedule. Many area municipalities, agencies and organizations expressed interest again for the 2015 flight and have had ongoing discussions within the three counties on their local agency's needs and interests. Tri-County is the main point-of-contact and is currently managing the final regional order for the FLYOVER (leaf off) in March-April 2015. By coordinating and creating **partnerships** with the State of Michigan, our tri-county region will make available high quality ortho photography (12 inch, 6 inch, and 3 inch) and Lidar at **very reduced rates**. Tri-County Regional Planning Commission (TCRPC) has committed to this partnership with the State of Michigan by reaching out and assisting local partnerships within the tri-county region. Per their partnership agreement, The State of Michigan and Tri-County Regional Planning Commission will retain a copy of all data.

Please complete the Environmental Conditions and Product Schedule Contact information on the next page and review the Product Schedule under **Exhibit A**. The flyover will occur March-April, 2015 dependent on the weather. Final products are expected for delivery September-October, 2015.

TCRPC requests a 50% deposit by **March 15, 2015** of **\$27,084.17**, the total product cost listed in the attached **Exhibit A** table. The balance of cost is due **September 15, 2015**.

Once the data is processed, either the State or TCRPC will deliver the product to each partner. Sanborn will provide either DVDs or portable hard drives.

Contact Laura Tschirhart, GIS Specialist, at [Itschirhart@mitcrpc.org](mailto:Itschirhart@mitcrpc.org) with any questions or concerns about this project.

*Sue*

*Susan M. C. Pigg, CECD*

*Executive Director*

**Tri-County Regional Planning Commission**

**Planning for People in the Greater Lansing Tri-County Region since 1956**

[www.mitcrpc.org](http://www.mitcrpc.org) [www.midmichigansustainability.org](http://www.midmichigansustainability.org)

**3135 Pine Tree Road, Suite 2C, Lansing Michigan 48911**

517-393-0342

[spigg@mitcrpc.org](mailto:spigg@mitcrpc.org)

3135 Pine Tree Road, Suite 2C

Lansing, MI 48911

(517) 393-0342 • Fax: 393-4424

[www.mitcrpc.org](http://www.mitcrpc.org)

[reception@mitcrpc.org](mailto:reception@mitcrpc.org)

TCRPC is an Equal Opportunity Employer

**ENVIRONMENTAL CONDITIONS CONTACT**

Data acquisition requires specific environmental conditions as detailed in the product specifications documents. The most common parameters are listed in the attached **Exhibit B** - MiSAIL Acquisition Environmental Criteria.

Environmental Contact designated per signature on this agreement has the authority to communicate to Sanborn and State that environmental conditions are acceptable for acquisition.

Environmental Conditions contact	Email	Phone

**PRODUCT SCHEDULE CONTACT**

The MiSAIL program includes standard and optional product deliverables as detailed in the product specifications documents.

Product Schedule Contact designated per signature is the authority to complete attached **Exhibit A** – MiSAIL Product Schedule, and be the point of contact for State and Sanborn for all inquiries and decisions regarding listed deliverables

Product Schedule contact	Email	Phone

Please sign this agreement and return to:  
Tri-County Regional Planning Commission  
Attn: Laura Tschirhart  
3135 Pine Tree Rd., Ste 2C  
Lansing, MI 48911  
517-393-0342  
ltschirhart@mitcrpc.org

Community Name *
Signature *
Printed Name *
Printed Title *
Signature Date *

**EXHIBIT A  
PRODUCT SCHEDULE**

**Products to be Delivered:**

Project boundary shapefile	<i>Delhi_Twp_2015_AOI</i>	[comment]
Communities to be acquired	<i>Delhi Twp</i>	[comment]
Square Mileage from boundary shapefile	29.5 Square Miles	** Data will be <b>clipped</b> to the boundary shapefile provided
<b>IMAGERY</b>		
Coordinate System	MI State Plane (appropriate zone), North American Datum 1983(1986), International feet	[comment]
Additional Coordinate System	<i>NA</i>	[comment]
Resolution	<i>3" &amp; 12"</i>	3" to be resampled to 12" for delivery to NGA
County wide compressed mosaic (includes City/Township mosaics)	<i>Yes</i>	Default is MrSID at 20:1 compression
Confirm delivery of all 4 bands (R, G, B, NIR)	<i>Yes</i>	[comment]
Confirm standard 5,000' x 5,000 tile grid	<i>Yes</i>	If No, partner to provide custom tile grid
<b>LIDAR</b>		
Quality Level	<i>1</i>	[comment]
Base Product	<i>Yes</i>	[comment]
Classified Point Cloud (Option 1)	<i>Yes</i>	[comment]
Bare Earth Surface (Option 2)	<i>Yes</i>	[comment]
Hydro-Flattened Bare Earth (Option 3)	<i>Yes</i>	[comment]
Hydro Enforcement (Option 4)	<i>Yes</i>	[comment]
Intensity Images (Option 5)	<i>Yes</i>	[comment]

**Insert Pricing Table Here:**

AOI	SQ MILES	COST BASE (\$23.04) + 3" BUYUP (\$243.57) - \$5.21 Buyup contiguity discount - \$4.90 NGA Funds	TOTAL COST	COMMENT
Delhi Township	22.105	\$256.50	\$5,669.93	Total sq. miles to be delivered = 28.89. SQ MILES column derived from overlap with BWL & MSU. Delhi total cost based on 100% of 4.256 sq. miles, 75% of 22.962 sq. miles, 37.5% of 1.672 sq. miles
<b>IMAGERY TOTAL</b>			<b>\$5,669.93</b>	
Product	Square Mileage	Price Per Square Mile Base < 100 sq. miles	Base Total	
Lidar Base QL1 (Sanborn Base Product)	29.5	\$575.75	\$16,984.75	
Classified Point Cloud QL1 (Sanborn Option 1)	29.5	\$62.16	\$1,833.78	
Bare Earth Surface QL1 (Sanborn Option 2)	29.5	\$13.97	\$412.12	
Hydro-Flattened Bare Earth (Sanborn Option 3)	29.5	\$10.06	\$296.77	
Option for Hydro-Enforcement (Sanborn Option 4)	29.5	\$63.96	\$1,886.82	
Option 5 (intensity images; no cost)	29.5	\$0.00	\$0.00	
<b>LiDAR TOTAL</b>			<b>\$21,414.24</b>	
<b>PROJECT TOTAL</b>			<b>\$27,084.17</b>	

## EXHIBIT B

### MiSAIL ACQUISITION ENVIRONMENTAL CRITERIA

<b>Parameter</b>	<b>Criteria</b>	<b>Reportable Conditions</b>
Sky Conditions	Clear, with no clouds, smoke, dust, smog, haze, or precipitation such as rain or fog.	State/County to report any unusual conditions not likely to be reported or seen in ordinary weather reports, such as large fires, activities likely to produce large amounts of dust. Generally the responsibility of Sanborn.
Sun Angle	Greater than 30 degrees. Difference between flight lines of less than 15 degrees.	Full responsibility of Sanborn
Ground Conditions	Clear of snow	State/County to Authorize acquisition in writing (email acceptable) when conditions are acceptable and if there is any change in that authorization to a point that imagery would not be desired at that point (i.e.. snow falls after authorization given). Most areas should be basically clear of snow. Minor snow piles or embankments in non-critical areas, such as bases of trees, may be acceptable.
Trees	Deciduous trees free of leaves	State/County to Authorize acquisition in writing (email acceptable). Recommendation is for trees to be relatively free of leaves. Very small (i.e. thumbnail-size) leaves may be acceptable. Certain ornamental trees may leaf-on unusually early and typically are not disqualifying. Requirement may otherwise be loosened at State's option per contract in such as open fields, pine forest, and urban areas. Sanborn will provide it's professional opinion for consideration by the stakeholders.
Streams and Rivers	Within natural banks	State/County to report any unusual conditions that have or have the potential to cause flooding. State/County will notify Sanborn of significant rain events and any observed flooding.
Lakes	Free of ice	State/County to Authorize acquisition in writing (email acceptable). Some ice on lakes may be allowed, if other conditions are favorable
Roadways	Not wet from recent precipitation	State/County to report any unusual conditions not caused by ordinary, observable weather phenomena.



# TRI-COUNTY REGIONAL PLANNING COMMISSION

Planning for People in the Greater Lansing Region Since 1956

## Invoice

Delhi Twp

02/06/2015

Invoice #: 613      Order #:

Description: Aerial Flight 2015

Total Amount Due

\$27,084.17

50% Due March 15, 2015

50% Due Sept. 15, 2015

3135 Pine Tree Road, Suite 2C  
Lansing, MI 48911  
(517) 393-0342 • Fax: 393-4424  
[www.mitcrpc.org](http://www.mitcrpc.org)  
[reception@mitcrpc.org](mailto:reception@mitcrpc.org)

TCRPC is an Equal Opportunity Employer

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

**TO:** Delhi Township Board Members

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

**DATE:** February 6, 2015

**RE:** Agreement between Delhi Charter Township and Meridian Charter Township for Fire and Rescue Services within Alaiedon Township

---

Enclosed for your review and approval is an Agreement between Delhi Charter Township and Meridian Charter Township to provide fire and rescue services to Alaiedon Township.

This Agreement defines the service area (all property along and north of Sandhill Drive, bordered by College Road on the west and Meridian Road on the east) wherein the Meridian Township Fire Department personnel would become the first responders for all fire and rescue calls. It also provides for the compensation of this service through receiving a portion of standby fees and the same hourly rates for service calls as defined in our Alaiedon Township Fire Agreement.

This is our second year in collaborating with both Mason and Meridian to provide quick, effective service to the residents of Alaiedon Township. This opportunity is an outcome of both our on-going fire regional collaboration and the merger of the 911 Dispatch Center serving Ingham County. With the assistance of our mutual neighbor, Meridian Township, our staff will become more available to serve our residents' fire and EMS needs. Therefore, I recommend approval of this Agreement.

**Recommended Motion:**

**To approve the Agreement between Delhi Charter Township and Meridian Charter Township for Fire and Rescue Services within Alaiedon Township.**

**MEMORANDUM OF UNDERSTANDING BETWEEN  
DELHI CHARTER TOWNSHIP AND MERIDIAN TOWNSHIP  
FOR FIRE SERVICES WITHIN  
ALAIEDON TOWNSHIP**

THIS AGREEMENT, made and entered into as of the 1<sup>st</sup> day of January 2015, by and between the Charter Township of Delhi, whose address is 2074 Aurelius Road, Holt, Michigan 48842 (hereinafter referred to as "Delhi") and Meridian Charter Township, whose address is 5151 Marsh Road, Okemos, Michigan 48864 (hereinafter referred to as "Meridian").

The Charter Township of Delhi provides contract fire protection to Alaiedon Township and, in order to provide the best delivery of services, Meridian hereby agrees to provide mutual aid fire response and services to Delhi within Alaiedon Township per the following policy.

1. **Fire Protection and Rescue Service.** All fire and rescue calls dispatched by Ingham County 911 Center in Alaiedon Township for properties located along and north of Sandhill Road, including I-96 from College Road to Meridian Road, all of Stillman Road, and all streets and roads north of I-96 will be served by Meridian. Meridian will make available for such purpose all equipment and personnel available at said time, consistent with prudent reserves for fire protection and rescue needs elsewhere. Equipment utilization and staffing shall be within the sole discretion of authorized Meridian Charter Township officers. On I-96, response will be provided to only those calls wherein fire or extrication is needed. This agreement shall not include any ambulance or EMS service within the boundaries of Alaiedon Township.

2. **Compensation.** Compensation to Meridian for each category of service shall be paid by Delhi as follows:

2A. **Standby and Administrative Fee.** An annual standby and administrative fee shall be paid by Delhi to Meridian during the term of this Agreement in the amount of Eleven Thousand Twenty Three dollars and Ninety Two cents(\$11,023.92. Payment shall be made in equal monthly installments of Nine Hundred Eighteen dollars and Sixty Six cents(\$918.66), commencing on the first day of January 2015 and continuing on the first day of each month thereafter through the end of the term of this agreement. This annual fee may be modified in the following manner based on the annual contract price between Delhi and Alaiedon Township.

A party proposing to modify this annual fee may do so by giving the other written notice of such, and such modified annual fee becomes the new annual fee, unless within 60 days after receipt of such notice, the other party objects in writing to such a modified fee.

If not objected to, the modified fee shall be the new annual fee 60 days after the initial notice and shall be paid in monthly installments over the remaining term of the agreement, unless the parties agree otherwise. The modified annual fee and monthly payments shall be noted in an attached Exhibit A to the agreement, but the failure to attach or update Exhibit A shall not mean that the fee has not been modified.

**B. Fire Run Charge.**

1. **All Fire and Rescue Calls:** \$600 per call
2. **All Additional Hours after the 1<sup>st</sup> hour:** \$400 per hour for each hour after the initial hour. Hours will be measured from time of alarm until all units and personnel have completed all tasks associated with the call. Additional hours shall be measured in quarter hour increments.
3. **Cancelled Calls:** Calls which are cancelled prior to any unit leaving the station will not be charged.

**C. Reporting / Invoicing Required**

1. **Reports:** Copies of NFIRS Incident reports for all incidents which Meridian covers within Alaiedon Township during any month will be provided to Delhi no later than the 5<sup>th</sup> of the following month. Reports will include the name, address and phone number of those persons who received the fire and/or rescue service.
2. **Invoice:** An invoice will be provided to Delhi along with the NFIRS copies. Invoices will indicate date, time, address, total hours and total fee due for each call.

Payment for fire services rendered pursuant to subparagraphs B and C above shall be made within sixty (60) days of billing.

6. **Employee Protection.** Meridian shall maintain all required insurance coverage pertaining to its fire fighting personnel and equipment, which coverage shall be in the same amount and equally applicable to losses which may be incurred while providing fire fighting services to Alaiedon Township required herein.

7. **Non-Discrimination.** The parties agree that neither shall discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight, or marital status. Breach of this covenant may be regarded as a material breach of this contract which allows the non-discriminatory party to immediately terminate this agreement.

8. **Term.** This agreement shall commence at 12:01 a.m. on January 1, 2015 and shall continue until midnight December 31, 2015. This agreement may be renewed, extended or modified upon the mutual consent of both parties. In the event of renewal, the then-current annual standby and administrative fee under paragraph 2A shall continue for another year.

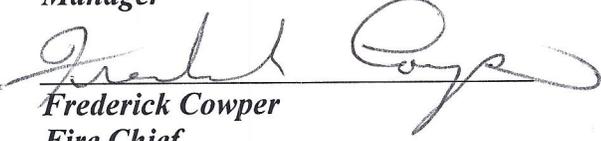
a. Notwithstanding anything in this paragraph to the contrary, either party to this agreement may terminate it upon 60-days' written notice to the other.

IN WITNESS WHEREOF, the parties have set their hands and seals as of the date above first written

**THE CHARTER TOWNSHIP OF MERIDIAN**

By:   
**Frank Walsh**

Its: **Manager**

By:   
**Frederick Cowper**

Its: **Fire Chief**

*And.*

**THE CHARTER TOWNSHIP OF DELHI**

By: \_\_\_\_\_  
**John Elsinga**

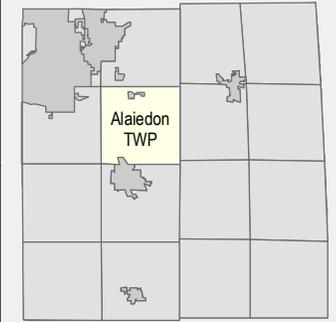
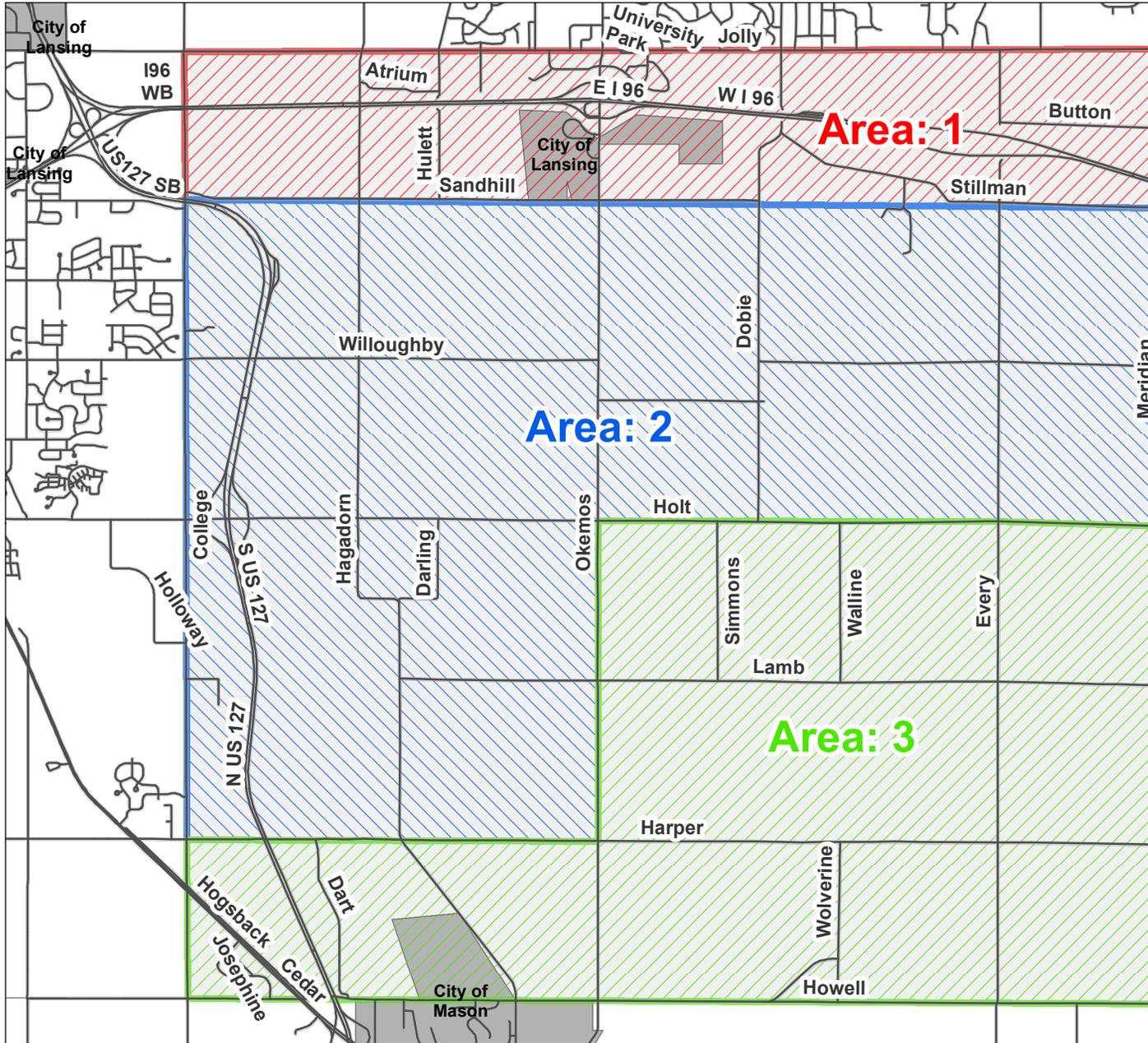
Its: **Manager**

By: \_\_\_\_\_  
**Brian J. Ball**

Its: **Fire Chief**

# Alaiedon Township

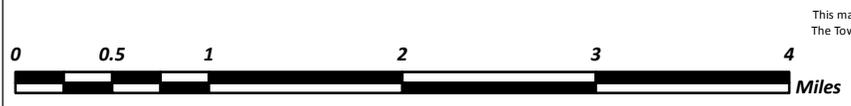
# Fire Service Areas



**Legend**

- Cities
- Fire Areas**
- Area, MUNI**
- 1, Meridian Township
- 2, Dehi Township Fire
- 3, Mason Fire

1 inch = 5,208.3 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: Friday, November 30, 2012



Notes:

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Calculation of Stand By/ Administrative fee for Meridian Township

Total calls in Alaiedon Township in past 3 years (2012,2013, 2014)	176
Total calls in Meridian response area in past 3 years	73
Percent of calls to which Meridian is responsible	41.4%
Total Administrative/Standby Fee paid to Delhi by Alaiedon	\$31,268.50
Multiplied by percent of calls in Meridian response area	41.4%
Equals	\$12,969.32
Minus 15% Administrative fee to Delhi for reporting, etc.	\$1,945.40
Equals Payment to Meridian in 2015	\$11,023.92
Payment per month	\$918.66

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

**TO:** Delhi Township Board Members

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

**DATE:** February 6, 2015

**RE:** Agreement between Delhi Charter Township and City of Mason for Fire and Rescue Services within Alaiedon Township

---

Enclosed for your review and approval is an Agreement between Delhi Charter Township and the City of Mason to provide fire and rescue services to Alaiedon Township.

This Agreement is similar to the one with Meridian Township and defines the service area (primarily all property south of Holt Road between Meridian Road and College Road) wherein the City of Mason Fire Department personnel would become the first responders for all fire and rescue calls. It also provides for the compensation of this service through receiving a portion of standby fees and the same hourly rates for service calls as defined in our Alaiedon Township Fire Agreement.

This is our second year in collaborating with both Mason and Meridian to provide quick, effective service to the residents of Alaiedon Township. This opportunity is an outcome of both our on-going fire regional collaboration and the merger of the 911 Dispatch Center serving Ingham County. With the assistance of our mutual neighbors, both the City of Mason and Meridian Township, our staff will become more available to serve our residents' fire and EMS needs. Therefore, I recommend approval of this Agreement.

**Recommended Motion:**

**To approve the Agreement between Delhi Charter Township and the City of Mason for Fire and Rescue Services within Alaiedon Township.**

**MEMORANDUM OF UNDERSTANDING BETWEEN  
DELHI CHARTER TOWNSHIP AND THE CITY OF MASON  
FOR FIRE SERVICES WITHIN  
ALAIEDON TOWNSHIP**

THIS AGREEMENT, made and entered into as of the 1st day of January 2015, by and between the Charter Township of Delhi, whose address is 2074 Aurelius Road, Holt, Michigan 48842 (hereinafter referred to as "Delhi") and The City of Mason, whose address is 201 W. As Street, Mason, Michigan 48854 (hereinafter referred to as "Mason").

The Charter Township of Delhi provides contract fire protection to Alaiedon Township and, in order to provide the best delivery of services, Mason hereby agrees to provide mutual aid fire response and services to Delhi within Alaiedon Township per the following policy.

1. **Fire Protection and Rescue Service.** All fire and rescue calls dispatched by Ingham County 911 Center in Alaiedon Township for properties located within the following described boundaries will be served by Mason. Mason will make available for such purpose all equipment and personnel available at said time, consistent with prudent reserves for fire protection and rescue needs elsewhere. Equipment utilization and staffing shall be within the sole discretion of authorized Mason Fire Department officers. On US127, response will be provided to only those calls wherein fire or extrication is needed. This agreement shall not include any ambulance or EMS service within the boundaries of Alaiedon Township. The response area includes the following: (As described as "Area 3" in Appendix A)

Description: ***Beginning at the corner of Meridian Road and Holt Road then west to Okemos Road, then south to Harper Road, then west to College Road, then south to Howell Road, then east to Meridian, then north to the point of beginning at Holt Road. As outlined in area "3" in Appendix A.***

2. **Compensation.** Compensation to Mason for each category of service shall be paid by Delhi as follows:

2A. **Standby and Administrative Fee.** An annual standby and administrative fee shall be paid by Delhi to Mason during the term of this Agreement in the amount of Six Thousand One Hundred and Sixty Six dollars and Fifteen cents(\$6,166.15). Payment shall be made in equal monthly installments of Five hundred Thirteen dollars and Eighty Five cents(\$513.85), commencing on the first day of January, 2015 and continuing on the first day of each month thereafter through the end of the term of this agreement. This annual fee may be modified in the following manner based on the annual contract price between Delhi and Alaiedon Township.

This Standby and Administrative Fee is calculated based on the calculation sheet in Appendix B.

A party proposing to modify this annual fee may do so by giving the other written notice of such, and such modified annual fee becomes the new annual fee, unless within 60 days after receipt of such notice, the other party objects in writing to such a modified fee.

If not objected to, the modified fee shall be the new annual fee 60 days after the initial notice and shall be paid in monthly installments over the remaining term of the agreement, unless the parties agree otherwise. The modified annual fee and monthly payments shall be noted in an attached Exhibit A to the agreement, but the failure to attach or update Exhibit A shall not mean that the fee has not been modified.

***B. Fire Run Charge.***

1. ***All Fire and Rescue Calls:*** \$600 per call
2. ***All Additional Hours after the 1<sup>st</sup> hour:*** \$400 per hour for each hour after the initial hour. Hours will be measured from time of alarm until all units and personnel have completed all tasks associated with the call. Additional hours shall be measured in quarter hour increments.
3. ***Cancelled Calls:*** Calls which are cancelled prior to any unit leaving the station will not be charged.

***C. Reporting / Invoicing Required***

1. ***Reports:*** Copies of NFIRS Incident reports for all incidents which Mason covers within Alaiedon Township during any month will be provided to Delhi no later than the 5<sup>th</sup> of the following month. Reports will include the name, address and phone number of those persons who received the fire and/or rescue service.
2. ***Invoice:*** An invoice will be provided to Delhi along with the NFIRS copies. Invoices will indicate date, time, address, total hours and total fee due for each call.

Payment for fire services rendered pursuant to subparagraphs B and C above shall be made within sixty (60) days of billing.

3. ***Employee Protection.*** Mason shall maintain all required insurance coverage pertaining to its fire fighting personnel and equipment, which coverage shall be in the same amount and equally applicable to losses which may be incurred while providing fire fighting services to Alaiedon Township required herein

4. ***Fire Chief Discretion.*** The level of response, the selection of the appropriate units, personnel and apparatus for response, and a determination of priorities between the City, Township and neighboring calls for cooperative fire enforcement activities under mutual aid shall be solely the responsibility of the Mason Fire Chief or the chief's designee. It is understood that the City may enter into agreements similar to this Agreement with other townships for fire protection in such townships or portions thereof and this Agreement shall not be construed to restrict or limit the authority of the City to enter into such Agreements or mutual aid agreements or to cooperate with or assist other city, county, or state fire agencies in performing any official powers or duties as authorized by law. The parties hereto agree that in the event emergencies shall arise or exist in two or more places to which the City may have contracted to render fire protection service, then and in such event the place to which the City fire department shall apply itself shall be at the sole discretion of the Fire Chief or the Chief's designee, and the City shall be relieved from all direct obligation under this Agreement to furnish fire protection to the property of the individual township, if in such discretion the said fire department shall respond and apply itself to one such emergency and not to another. The City shall, however, maintain sufficient agreements for mutual aid with other fire departments and shall call on said fire departments to respond to a call for fire protection in the Township in the event the City is unable to respond. Neither the City nor the Department, nor its officers or employees, shall be liable to any party for failure to respond to a request for fire protection services for any reason.

5. ***Governmental Immunity.*** In signing this Agreement, neither governmental entity waives its governmental immunity nor any defenses available to them or their elected or appointed officers or employees under the Michigan Governmental Immunity Act, being 1964 PA 170, as amended, MCL 691.1401, *et seq*, or any other defenses which may be available to each governmental unit, its elected and appointed officers and officials, and its agents and employees.

6. ***No Third-Party Rights.*** Nothing in this Agreement shall create any rights, remedies, or benefits or be construed to create or be intended to create any rights, remedies, or benefits to any person or party other than the parties to this Agreement.

7. **Non-Discrimination.** The parties agree that neither shall discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight, or marital status. Breach of this covenant may be regarded as a material breach of this contract which allows the non-discriminatory party to immediately terminate this agreement.

8. **Term.** This agreement shall commence at 12: 01 a.m. on January 1, 2015 and shall continue until midnight December 31, 2015. This agreement may be renewed, extended or modified upon the mutual consent of both parties. In the event of renewal, the then-current annual standby and administrative fee under paragraph 2A shall continue for another year.

9. **Termination.** Notwithstanding anything in this paragraph to the contrary, either party to this agreement may terminate it upon 60- days' written notice to the other.

10. **Parties' Authority.** The parties hereby represent that their respective signatories execute this Agreement with the requisite authority to sign and bind the parties and that each party respectively has complied in all respects with their applicable by-laws, charters, articles, and constitutions and has passed all necessary resolutions before executing this Agreement.

IN WITNESS WHEREOF, the parties have set their hands and seals as of the date above first written.

**THE CITY OF MASON**

By:   
**Martin Colburn**  
Its: **Manager**

By:   
**Kerry Minshall**  
Its: **Fire Chief**

*And.*

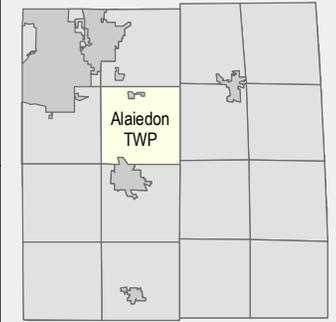
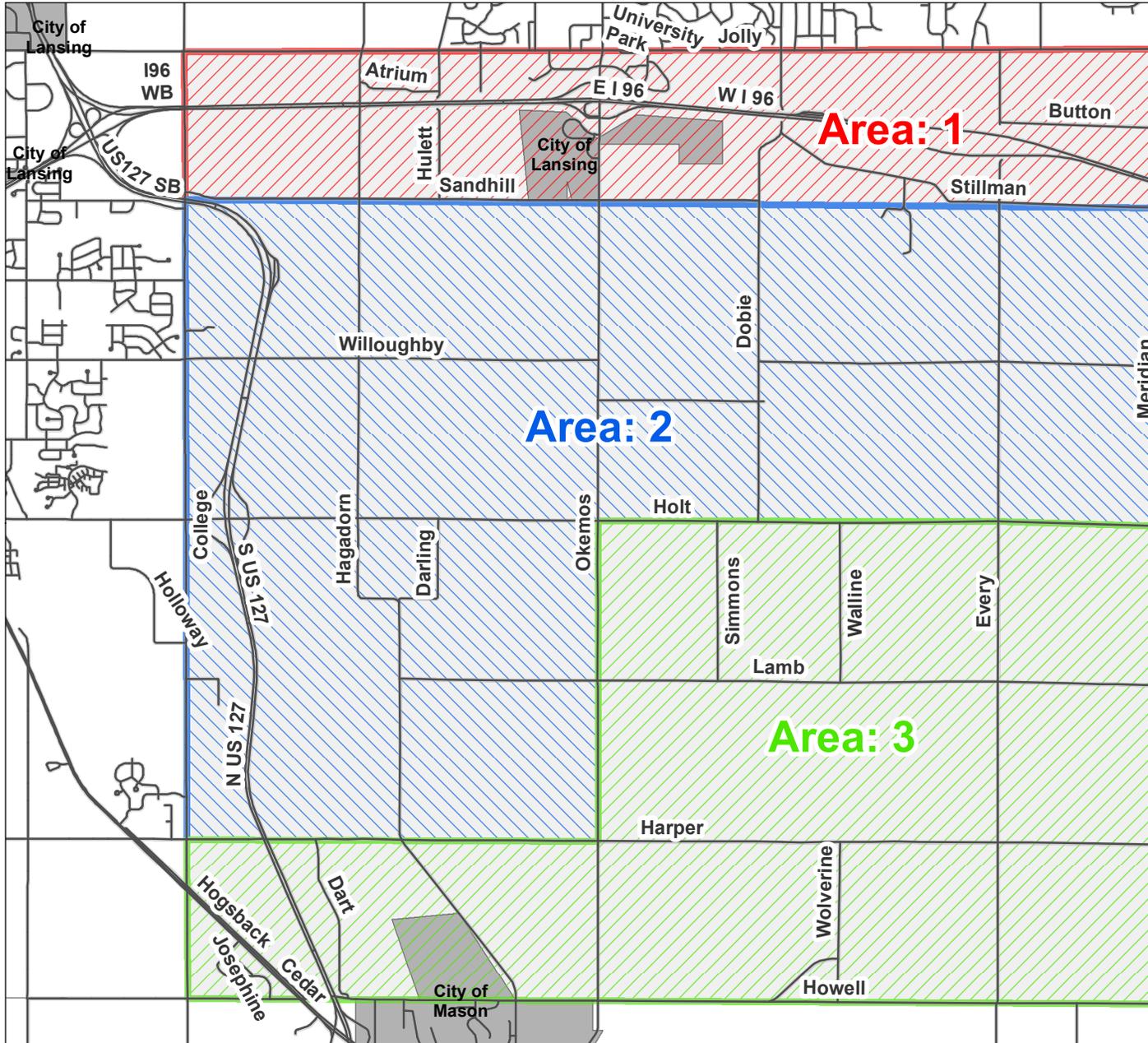
**THE CHARTER TOWNSHIP OF DELHI**

By: \_\_\_\_\_  
**John Elsinga**  
Its: **Manager**

By: \_\_\_\_\_  
**Brian J. Ball**  
Its: **Fire Chief**

# Alaiedon Township

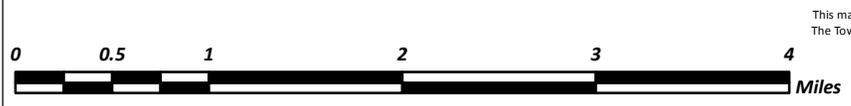
# Fire Service Areas



**Legend**

- Cities
- Fire Areas**
- Area, MUNI**
- ▨ 1, Meridian Township
- ▨ 2, Dehi Township Fire
- ▨ 3, Mason Fire

1 inch = 5,208.3 feet



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Map Source: Delhi Charter Township  
Map Printed: Friday, November 30, 2012



Notes:

## APPENDIX B

### Calculation of Standby/Administrative Fee

Total Calls in Alaiedon Township in past 3 years – (2012, 2013, 2014) -	176
Total Calls in Proposed Mason Response Area in past 3 years -	41
% of Calls to which Mason would respond in past 3 years	23.2%
Total Standby/ Administrative Fee Paid to Delhi Township by Alaiedon Township	\$31,268.50
Multiplied by % of Calls in Mason response area	x 23.2%
Equals	\$7,254.29
Minus 15% Administration fee to Delhi for reporting, etc.	\$1088.14
Equals Payment to Mason per year	\$6166.15
Payment per Month	\$513.85

## 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:** February 11, 2015

**RE:** Resolution No. 2015-003 – Holt Hockey Boosters (HHB, Inc.) – Charitable Gaming License

---

Enclosed for your review and consideration is Resolution No. 2015-003 recognizing HHB, Inc. as a nonprofit organization operating in Delhi Charter Township for the purpose of obtaining a charitable gaming license.

HHB, Inc. would like to host one or two charity poker events each year to raise funds to support the Holt Rams Hockey Program (see attached letter dated January 22, 2015).

The Michigan Lottery Charitable Gaming Division requires a resolution of the local governing body which recognizes the organization as a non-profit organization operating in the community.

**RECOMMENDED MOTION:**

**To adopt Resolution No. 2015-003 recognizing Holt Hockey Boosters (HHB, Inc.) as a nonprofit organization operating in Delhi Charter Township for the purpose of obtaining a Charitable Gaming License, issued by the Michigan Lottery Charitable Gaming Division.**

**HHB, Inc.**  
**2309 Chisholm Ct,**  
**Holt, MI 48842**

January 22, 2015

Dear Delhi Township Board,

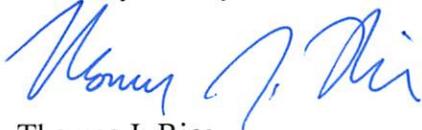
My name is Tom Rice and I am the President of the Holt Hockey Boosters (HHB, Inc.). We are a 501(C)(3) charitable entity and we are requesting that the Board approve a resolution for charitable gaming licenses for our entity.

The Holt Hockey Boosters was formed on October 28, 2013. Our purpose is to support the Rams Hockey Program. Our charitable entity is operated entirely by volunteers. One of our goals is to raise funds to support this excellent program. This is essential as it helps to keep the cost of playing hockey as low as possible, which provides more opportunity for kids to play.

Our entity would like to host one or two charity poker events each year. The funds raised at these events will be devoted entirely towards necessary expenses for this program.

If you have any questions, or need any additional information, please feel free to contact me at (517) 281-2149. You can also e-mail me at: [Tom@fairchild-lebel-rice.com](mailto:Tom@fairchild-lebel-rice.com).

Thanks you for your attention to this matter,



Thomas J. Rice  
HHB, Inc. President



State of Michigan  
 Michigan Gaming Control Board  
 Office of the Executive Director  
 P.O. Box 30786  
 Lansing, MI 48909  
 Phone: (313) 456-4940  
 Fax: (313) 456-3405  
 Email: Millionaireparty@michigan.gov  
 www.michigan.gov/mgcb

**DELHI CHARTER TOWNSHIP  
 RESOLUTION NO. 2015-003**

**LOCAL GOVERNING BODY RESOLUTION FOR CHARITABLE GAMING LICENSES**  
 (Required by MCL.432.103(K)(ii))

At a \_\_\_\_\_ meeting of the \_\_\_\_\_  
REGULAR OR SPECIAL TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD

called to order by \_\_\_\_\_ on \_\_\_\_\_  
DATE

at \_\_\_\_\_ a.m./p.m. the following resolution was offered:  
TIME

Moved by \_\_\_\_\_ and supported by \_\_\_\_\_

that the request from \_\_\_\_\_ of \_\_\_\_\_,  
NAME OF ORGANIZATION CITY

county of \_\_\_\_\_, asking that they be recognized as a  
COUNTY NAME

nonprofit organization operating in the community for the purpose of obtaining charitable

gaming licenses, be considered for \_\_\_\_\_  
APPROVAL/DISAPPROVAL

**APPROVAL**  
 Yeas: \_\_\_\_\_

Nays: \_\_\_\_\_

Absent: \_\_\_\_\_

**DISAPPROVAL**  
 Yeas: \_\_\_\_\_

Nays: \_\_\_\_\_

Absent: \_\_\_\_\_

I hereby certify that the foregoing is a true and complete copy of a resolution offered and

adopted by the \_\_\_\_\_ at a \_\_\_\_\_  
TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD REGULAR OR SPECIAL

meeting held on \_\_\_\_\_  
DATE

SIGNED: \_\_\_\_\_  
TOWNSHIP, CITY, OR VILLAGE CLERK

\_\_\_\_\_  
PRINTED NAME AND TITLE

\_\_\_\_\_  
ADDRESS

INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date:

11/6/2014

HHB INC  
C/O THOMAS J RICE  
2309 CHISHOLM COURT  
HOLT, MI 48842

Employer Identification Number:  
46-4073927  
DLN:  
17053024345004  
Contact Person:  
CUSTOMER SERVICE ID# 31954  
Contact Telephone Number:  
(877) 829-5500  
Accounting Period Ending:  
May 31  
Public Charity Status:  
509(a)(2)  
Form 990 Required:  
Yes  
Effective Date of Exemption:  
October 28, 2013  
Contribution Deductibility:  
Yes  
Addendum Applies:  
No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

For important information about your responsibilities as a tax-exempt organization, go to [www.irs.gov/charities](http://www.irs.gov/charities). Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,



Director, Exempt Organizations

Letter 947

## DELHI CHARTER TOWNSHIP

## MEMORANDUM

**TO:** Delhi Township Board Members

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

**DATE:** February 11, 2015

**RE:** Resolution No. 2015-004 – 2015-2020 Community Recreation Master Plan

---

Enclosed for your review and approval is Resolution No. 2015-004 which would adopt the 2015-2020 Community Recreation Master Plan.

In 2005 the Township Board adopted a five year Community Recreation Master Plan as required by the State of Michigan Department of Natural Resources. Every five years the Master Plan must be updated and submitted to the MDNR by April 1<sup>st</sup>. Part of the approval process is to hold a public hearing and subsequently adopt the Master Plan. At the January 20, 2015 meeting, the Board held a public hearing to hear any comments on the proposed Master Plan.

Therefore, subsequent to the public hearing, I recommend the Township Board adopt Resolution No. 2015-004 which would adopt the 2015-2020 Community Recreation Master Plan.

**Recommended Motion:**

**To adopt Resolution No. 2015-004 which adopts the 2015-2020 Community Recreation Master Plan.**

**DELHI CHARTER TOWNSHIP**

**INGHAM COUNTY, MICHIGAN**

**RESOLUTION NO. 2015-004**

***RESOLUTION TO ADOPT THE 2015-2020 COMMUNITY RECREATION PLAN***

At a regular meeting of the Township Board of Trustees of the Charter Township of Delhi, Ingham County, Michigan, held at the Township Hall, 2074 Aurelius Road, Holt, Michigan on the 17<sup>th</sup> day of February, 2015 at 7:30 p.m.

PRESENT:

ABSENT:

The following preamble and Resolution were offered by \_\_\_\_\_.

WHEREAS, the Charter Township of Delhi has undertaken a Five (5) Year Community Recreation Plan which describes the physical features, existing recreation facilities and the desired actions to be taken to improve and maintain recreation facilities during the period of 2015 and 2020; and

WHEREAS, a public comment session was held on January 20, 2015 at 7:45 p.m. at the Delhi Charter Township Community Services Center to provide an opportunity for citizens to express opinions, ask questions, and discuss all aspects of the Recreation Plan; and

WHEREAS, the Charter Township of Delhi has developed the Plan for the benefit of the entire community and to adopt the Plan as a document to assist in meeting the recreation needs of the community; and

WHEREAS, after the public hearing, the Delhi Charter Township Board of Trustees voted to adopt said Recreation Plan; and

NOW THEREFORE BE IT RESOLVED that the Charter Township of Delhi Board of Trustees hereby adopts the Charter Township of Delhi 2015-2020 Community Recreation Plan as a guideline for improving recreation for the residents of the Charter Township of Delhi.

AYES:

NAYES:

ABSENT:

This Resolution declared adopted this 17<sup>th</sup> day of February, 2015.

---

Evan Hope, Township Clerk  
Charter Township of Delhi  
Ingham County, Michigan

**STATE OF MICHIGAN)  
COUNTY OF INGHAM)<sup>SS</sup>**

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 17<sup>th</sup> day of February 2015.

**IN WITNESS WHEREOF**, I have hereunto affixed my official signature this \_\_\_\_ day of February 2015.

---

Evan Hope, Township Clerk



# Delhi Charter Township Community Recreation Plan 2015-2020

Adopted [Date]

Delhi Charter Township  
Parks and Recreation Department  
2074 Aurelius Rd  
Holt, MI 48842

Prepared By



***Landscape Architects  
& Planners, Inc.***

***Landscape Architecture  
Site Design  
Land Planning***

***Lansing, Michigan • 517.485.5500 • info@lapinc.net***

---

# Acknowledgements

## **Township Board**

*C.J. Davis, Supervisor*

*Evan Hope, Clerk*

*Roy Sweet, Treasurer*

*Jon Harmon, Trustee*

*John Hayhoe, Trustee*

*Megan Ketchum, Trustee*

*DiAnne Warfield, Trustee*

## **Park Commission**

*Dennis Fulk, Chairperson*

*Steve Warfield, Vice Chairperson*

*Jane Wallin, Secretary*

*Phil Knapman*

*Sue Lierman*

*Tom Miller*

*John Mulvaney*

## **Administration**

*John Elsinga, Township Manager*

*Mark Jenks, Parks and Recreation Director*



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Delhi Charter Township  
Community Recreation Plan  
2015-2020



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# Executive Summary

## Introduction

As a society, we are increasingly aware of the psychological and physical benefits provided by open space and recreation. It is the Delhi Township Parks and Recreation Department's primary goal to actively promote these benefits for the public's well-being in the form of providing and developing recreational areas and activities. In doing this, the Parks and Recreation Department increases Delhi Township's livability and quality of life. However, there are many issues to consider when planning for these recreational areas and opportunities. This plan intends to be the guiding document for the promotion of these recreational opportunities in Delhi Township.

As ongoing health studies show, our society is becoming more conscious of healthy living and the opportunities that recreation provides to promote healthy lifestyles and improve our quality of life. Health studies also reflect the alarming need for increased physical activity for people of all ages in order to achieve these healthier lifestyles. Finally, improvement to a community's quality of life through recreation also has the potential to better the local economy by drawing new business opportunities to the area. Studies have shown that businesses are drawn to communities that provide quality lifestyles for prospective employees.

Therefore, it is important to project the future parks and recreation needs of Delhi Township to ensure the availability of open space and recreation opportunities. To address these issues and opportunities, it is important for the Parks and Recreation Department to produce a plan to guide the decision-making process. When implemented, this plan will provide quality parks and recreation programs and facilities for Delhi Township.

## Purpose

The Michigan Department of Natural Resources requires that community recreation plans be updated every five years as criteria to receive funding from the State in the form of grants for park and open space acquisition, park development, and existing park improvements. The purpose of this procedure is to provide an opportunity to include changing needs and assets for the community. This Recreation Plan was developed by analyzing an inventory of issues and physical features for the area and tailoring the development of the recreation programs and facilities in a systematic manner, or plan, through the next five years.

## Scope

The Community Recreation Plan for Delhi Township inventories existing parks and recreation programs, and with this information, the needs for neighborhood parks, supporting facilities, trailway/greenway systems, and recreation programs are analyzed for the next five years. The plan recommendations are a result of analysis of demographic projections, township land-use trends, natural features inventory, citizen input, past and future recreational trends, state and federal grant funding requirements and potential land acquisition opportunities.

## Collaboration

In the past, the Parks and Recreation Department has collaborated with other departments and organizations within the township and it intends to continue to do so into the future. One of the successful inter-departmental collaboration projects has been the development of the non-motorized transportation system, which has been planned and implemented by the Planning Department and operated and maintained by the Parks and Recreation Department.

Within the community, the Parks and Recreation Department works with Holt Community Connect, a non-profit 501-C3, to facilitate community-planned events. Other community groups, such as the Kiwanis Club of Holt, the Friends of Delhi Trails, the Delhi Township Historical Society, and the Holt Arts Council play significant roles in the parks system to foster community engagement and awareness as well as to collaborate with the Parks and Recreation Department on programming and capital improvement projects.

The Holt Public Schools also have a strong relationship with the Parks and Recreation Department, having maintained a long-standing programming, operation, and maintenance agreement between each other to share resources and coordinate services.

More recently, the Ingham County Sheriff Department has been contracted to act as the township's police force and to provide the Parks and Recreation Department with parks patrol officers.

## Goals and Objectives

<p><b>Goal I:</b> Provide an effective, responsible, and cooperative Parks and Recreation Department that seeks to benefit the residents of the township.</p>	<p><b>Objective A:</b> Maintain and expand cooperative agreements and contracts that support the operations and maintenance of parks and recreation.</p>
	<p><b>Objective B:</b> Develop and maintain partnerships/coalitions with community groups and educational institutions that enhance the parks and recreation system.</p>
	<p><b>Objective C:</b> Maintain a budget that is sufficiently funded and appropriately allocated.</p>
<p><b>Goal II:</b> Provide quality recreational facilities that meet the recreation needs of the township residents.</p>	<p><b>Objective A:</b> Update, renovate, and maintain existing parks, trails and other recreation facilities.</p>
	<p><b>Objective B:</b> Expand or develop existing parks, trails, and other recreation facilities, to accommodate recreation opportunities and growing needs.</p>
	<p><b>Objective C:</b> Identify uses for undeveloped properties, utilizing community input through the master planning process, in order to develop new parks, trails, and other recreation facilities.</p>

<p><b>Goal III:</b> Bring the township park facilities up to current accessibility and safety standards.</p>	<p><b>Objective A:</b> Replace playground equipment that was audited before 2010 and removed for non-compliance.</p>
	<p><b>Objective B:</b> Determine playground deficiencies throughout the park system and bring equipment up to current standards.</p>
	<p><b>Objective C:</b> Perform a system-wide accessibility upgrade.</p>
<p><b>Goal IV:</b> Acquire land for recreation in quantities sufficient to meet the existing and future recreation needs of the township residents and to protect the township’s natural resources.</p>	<p><b>Objective A:</b> Study specific demographic trends that correspond to the recreation services within a geographical target area to determine if additional land is required to meet the needs of the community.</p>
	<p><b>Objective B:</b> Identify and acquire land adjacent to existing park lands to allow for program expansion and to create connections between parks throughout the park system.</p>
	<p><b>Objective C:</b> Identify and acquire land that has significant natural features that are high quality and strategically located, and that serve populated areas or significant natural areas.</p>
	<p><b>Objective D:</b> Acquire urban property to continue developing a strong urban park environment.</p>

<p><b>Goal V:</b>          Promote the development of new recreation programs with active sports facilities and passive leisure opportunities which are in high demand, or are innovative, or are unique or not presently provided by municipal or private sectors.</p>	<p><b>Objective A:</b>          Identify new trends in recreation/leisure programming.</p>
	<p><b>Objective B:</b>          Facilitate third-party programs to provide recreation programming options in the township parks and park facilities.</p>
	<p><b>Objective C:</b>          Monitor service and participation levels of existing programs to inform future planning efforts.</p>

## Actions

The following action plan, or “Capital Improvement Plan” (CIP) was developed based upon information gathered from public input, interviews, demographic data, land use trends and efforts of adjacent communities. The plan covers the next five years. These projects may be funded through grant sources such as those provided through the Michigan Department of Natural Resources (MDNR) like the Land and Water Conservation Fund, Michigan Natural Resources Trust Fund, Recreation Passport Grants, Waterways Program Grants, Michigan Habitat Improvement Fund Program Grants, Invasive Species Grant Program, or Wildlife Habitat Grant Program. There are also grants available through private corporations, non-profit organizations, foundations, and other state and federal agencies.

Many of the previous park projects have been built out, leaving room to ask the questions, “What’s next?”. A variety of creative ideas for the future of the parks system were brought fourth through the community participation process. It will be necessary to investigate the feasibility of these ideas and expand upon them through additional planning and design efforts. This has resulted in more studies being planned than in the previous plans. The township needs to have these plans in the queue so that the township will be ready to apply for grants and recruit donations for funding. Without these plans the township will not be able to keep up with recreational needs and trends that attract people to live work and play in Delhi.

### Capital Improvement Plan Schedule

Delhi Charter Township Parks & Recreation Five Year Master Plan  
(04/01/2015 through 04/01/2020)

Target Year	Project Location	Project Description	Estimated Total Cost	Revenue Source	Goal
2015	Ram Trail	Construction of Trail (Eiefert Road to Campus Drive)	C: \$1,300,000	1, 2, 6	I, II, III, IV, V
2015	East Holt Road Trail Head (formerly Senior Citizens Park)	Plan and develop horseshoe/court game area and other amenities.	P: \$3,000 C: \$10,000	1, 2	I, II, V
2015	Kiwanis Park	Replace Restroom/Storage Facility + Undertake ADA Updates	P: \$40,000 C: \$400,000	1, 2, 3, 4, 5	I, II, III
2015	Valhalla Park East	Maintenance Building Addition	C: \$60,000	1, 2	I, II, III
2015	Study	Non-Motorized Transportation Plan Update (Planning Department)	P: \$30,000	1	I, II, III

Target Year	Project Location	Project Description	Estimated Total Cost	Revenue Source	Goal
2015	Township-Wide	Develop a signage system on roadways that helps residents and visitors find each of the recreation facilities within the township.	P: \$20,000 C: \$200,000	1, 2, 3, 4, 5	I, II, III, IV, V
2016	Kiwanis Park	Playground Renovation	P: \$20,000 C: \$200,000	1, 2, 3, 4, 5	I, II, III, V
2016	Study	Development Studies - Evaluation of potential sites and feasibility of potential dog park and splash pad. ID and evaluate potential park sites in north west portion of township and determine need or demand for new parks. ID and evaluate potential park sites/greenway/trail connections in south west portion of township to connect the high school to Burchfield Park.	P: \$40,000	1	I, II, III, IV, V
2016	Holt and Eifert Road Property	Master plan and development vacant land at the north east corner of Holt Road and Eifert Road.	P: \$50,000 C: \$500,000	1, 2, 3, 4, 5	I, II, III, V
2016	Township-Wide Trails	Plan and develop amenities along non-motorized trail system in strategic locations.	P: \$20,000 C: \$200,000	1, 2, 3, 4, 5	I, II, III, IV, V
2016	Study	Develop ADA Transition Plan for all Park Facilities	P: \$30,000	1	I, II, III
2016	Valhalla Park East	Restroom Facility Upgrades	P: \$15,000 C: \$150,000	1, 2, 3, 4, 5	I, II, III
2016	East Holt Road Trail Head (Formerly Senior Citizens Park)	Plan and develop signage and play equipment and/or other park amenities.	P: \$20,000 C: \$200,000	1, 2	I, II, III
2017	Troost Field	Upgrade restroom and support buildings. Apply for DNR Grant.	P: \$40,000 C: \$400,000	1, 2, 3, 4, 5	I, II, III
2019	Deadman's Hill	ADA accessibility upgrades, new restroom, play equipment upgrades, signage, and pave roadway and parking lot.	P: \$60,000 C: \$600,000	1, 2, 3, 4, 5	I, II, III, V
2020	Sycamore Creek Property	Master plan and develop the sycamore creek property.	P: \$50,000	1, 2, 3, 4, 5	I, II, III, V
2020	Veteran's Memorial Park	Complete the development of the north half of the park, per the existing master plan.	P: \$50,000 C: \$500,000	1, 2, 3, 4, 5	I, II, III, V

## Executive Summary

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Revenue Codes:

- 1 General Fund
- 2 Donations
- 3 Michigan Department of Natural Resources Trust Fund
- 4 Michigan Department of Natural Resources Recreation Passport Grant
- 5 Michigan Department of Natural Resources Land & Water Conservation Fund
- 6 CMAQ Grant

P = Planning and Design

C = Construction and Implementation

\*\*\* THIS DOCUMENT IS A LONG RANGE PLANNING DOCUMENT THAT WILL CONTINUE TO EVOLVE AND IS REVIEWED ON AN ANNUAL BASIS. ALL PROJECTS LISTED ARE SUBJECT TO THE AVAILABILITY OF FUNDING THROUGH THE GRANT SOURCE AND THE GENERAL FUND AND THE APPROVAL OF THE PARK COMMISSION AND TOWNSHIP BOARD.

\*\*\* THE DEPARTMENT WILL CONTINUE TO SEEK OUT OTHER SOURCES FOR GRANTS IN ADDITION TO THOSE LISTED ABOVE.

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# Community Description

The 2015-2020 Delhi Charter Township Community Recreation Plan has been developed to serve as a guide and decision making document for future recreation facilities and programs within Delhi Township. This plan focuses on parks, trails and natural areas. The plan includes an assessment of current facilities and programs, as well as the acquisition and development of new facilities and programs based on the current and future anticipated demands.

## **Jurisdiction**

Delhi Township is located in Ingham County, Michigan. It is bordered by Nichols Road to the south, Waverly Road to the west, College Road to the east, and jogs along Jolly, Willoughby, and I-96 to the north. In total Delhi Township encompasses 28.5 square miles of land. Lansing, East Lansing, and Okemos are a few of the larger cities in Ingham County within a close vicinity of Delhi Township.

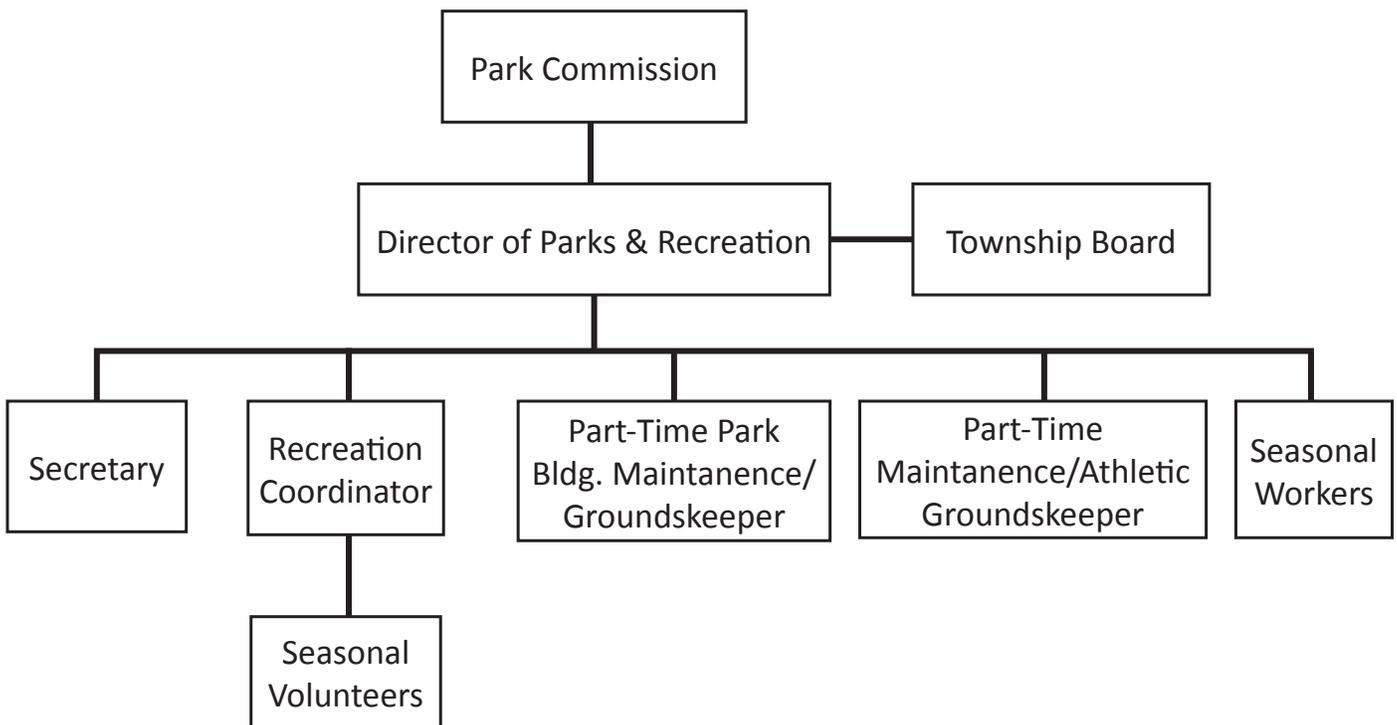


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# Administrative Structure

## Department Organization

The Parks and Recreation Department performs the care and management of the townships nine parks, provides comprehensive recreation programs to residents of Delhi Township and the Holt Public School District, and assistance to community outreach programs for community events and programs. The administrative structure of the Park and Recreation Department is demonstrated in the flow chart below.



## Department Staff

The current Parks and Recreation Department is headed by a full-time Director and support staff. The support staff includes a Recreation Coordinator, Secretary, 2 part-time maintenance positions and approximately 50 seasonal employees. The

director has the responsibility of interviewing, writing job descriptions, parks expenditures, assigning individuals to the recreational or maintenance arms of the township parks department, and coordinating with the Park Commission and Township Board. The Recreation Coordinator is responsible for directing seasonal staff and volunteers and programming recreational activities. The Secretary handles the department's clerical and office managerial duties.

## Delhi Township Park Commission

The Delhi Township Park Commission received authorization to act as the Township Recreation Board and exercise such powers as set under Public Act 1931, No. 271. The Park Commission is made up of seven elected commissioners.

### *Park Commissioners*

Dennis Fulk, Chairperson	Sue Lierman
Steve Warfield, Vice Chairperson	Tom Miller
Jane Wallin, Secretary	John Mulvaney
Phil Knapman	

The Park Commission holds open meetings once a month. The Park Commission is a policy setting body that the Parks and Recreation Director reports to directly. The Parks Department receives the majority of its direction from the Park Commission through the Director attending the Park Commission meetings. According to the Delhi Charter Township Ordinance No. 55.4 the commission "shall have full power and authority over all township parks and recreation areas and shall have the power to establish reasonable rules and regulations for the conduct of the public for the use of said parks and for the granting of permits for the use of facilities therein". The Parks and Recreation Department generally makes suggestions for recreation programming and submits them for approval to the Park Commission. The Park and Recreation Department is in charge of all operations and maintenance of the park facilities.

## Park Funding

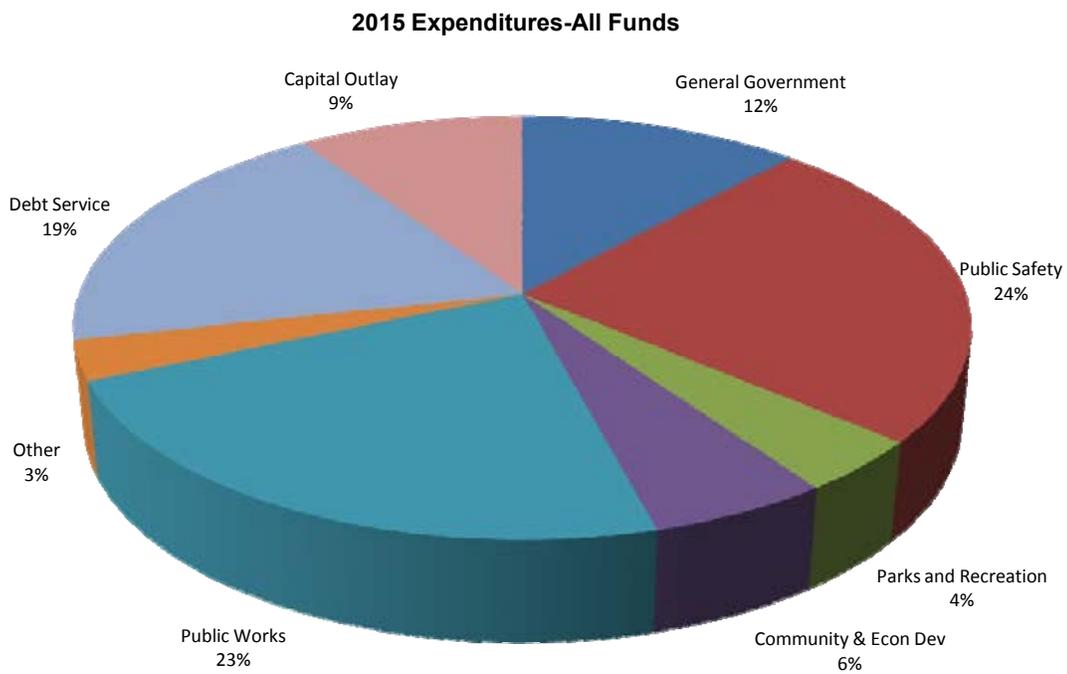
The Parks and Recreation Department develops a budget and submits it to the Park Commission for their review and approval. The Township Board has final approval. Included in this budget are fees and charges for recreation programs and park facilities.

## Local Policies And Procedures

Delhi Charter Township Ordinance No. 55.4, Park and Recreational Area and Designated Public Land Area Ordinance

addresses definitions, Park Commission powers, personal conduct, swimming, pets, hours, enforcement, etc. A complete copy of the ordinance is in the appendix.

## Financial Resources



Source Delhi Charter Township

Parks and Recreation is important to Delhi Township. Out of the total General Fund dollars 4% goes to Parks & Recreation Support. Capital Outlay receives the same amount and the next highest dollar amount goes to infrastructure. This indicates that the community and the township government place a great value on the recreational opportunities that are available as well as potential opportunities that add to the quality of life in Delhi Township.

The following is the Parks and Recreation Budget for the Delhi Township Parks and Recreation Department.

**GENERAL FUND REVENUE AND EXPENDITURES-Parks Items only**

<b>Description</b>	<b>2013 Actual</b>	<b>2014 Budget</b>	<b>2014 Projected</b>	<b>2015 Budget</b>
<b>Revenue</b>				
Grants & Revenue Sharing	-	35,810	35,810	300,000
Charges for services	85,616	93,000	66,000	66,000
Other Revenue	31,446	76,900	76,900	77,440
<b>Total Revenue</b>	<b>117,062</b>	<b>205,710</b>	<b>178,710</b>	<b>443,440</b>
<b>Expenditures</b>				
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
Debt Service	40,895	39,740	39,740	38,580
<b>Total Expenditures</b>	<b>807,035</b>	<b>1,038,780</b>	<b>1,011,780</b>	<b>1,294,760</b>
<b>Revenues Over (Under) Expenditu</b>	<b>(689,973)</b>	<b>(833,070)</b>	<b>(833,070)</b>	<b>(851,320)</b>

The following chart breaks down the revenues. General fund dollars allocated to the parks budget are not included in this calculation.

**GENERAL FUND REVENUE-Parks line items only**

<b>GL NUMBER</b>	<b>DESCRIPTION</b>	<b>2013 Actual</b>	<b>2014 Budget</b>	<b>2014 Projected</b>	<b>2015 Budget</b>
101-000.00-570.000	STATE GRANTS-MISC	-	35,810	35,810	300,000
101-000.00-651.010	RECREATION FEES	61,154	62,000	60,000	60,000
101-000.00-651.020	PARKS FACILITY FEES	7,250	6,000	6,000	6,000
101-000.00-651.060	SENIOR CITIZEN EVENT REV	17,212	25,000	-	-
101-000.00-669.020	COMM TOWER LEASE FEE	17,152	17,650	17,650	18,190
101-000.00-687.000	REFUNDS/REBATE/REIMB	14,294	59,250	59,250	59,250
<b>Total</b>		<b>\$ 117,062</b>	<b>\$ 205,710</b>	<b>\$ 178,710</b>	<b>\$ 443,440</b>

## Relationship With Public Agencies

### *Holt Public Schools*

Delhi Township has a cooperative agreement with Holt Public Schools. This agreement states that the two organizations may use each other's facilities at no cost. Under this agreement Delhi Township is responsible for adult and youth team sports, clinics, and programs. Holt Public Schools are to provide all adult and student enrichment classes and aquatic programs. An article including the agreement is in the appendix.

### *Clubs & Organizations*

Delhi Township Parks and Recreation assists many clubs and organizations with community events and programs, including the following:

- Holt Lions Club – Kids Day
- Sam Corey Senior Center Club
- Junior Rams Sport Club
- Kiwanis Club of Holt – Easter Egg Hunt
- American Legion/VFW – Memorial Day Ceremony
- Holt Hometown Festival Committee
- Holt Arts Council - Music in the Gardens; Moonlight Movies
- Friends of Delhi Trails
- Holt Community Connect (501-c3)
- Delhi Township Historical Society



# Recreation Inventory

## Overview

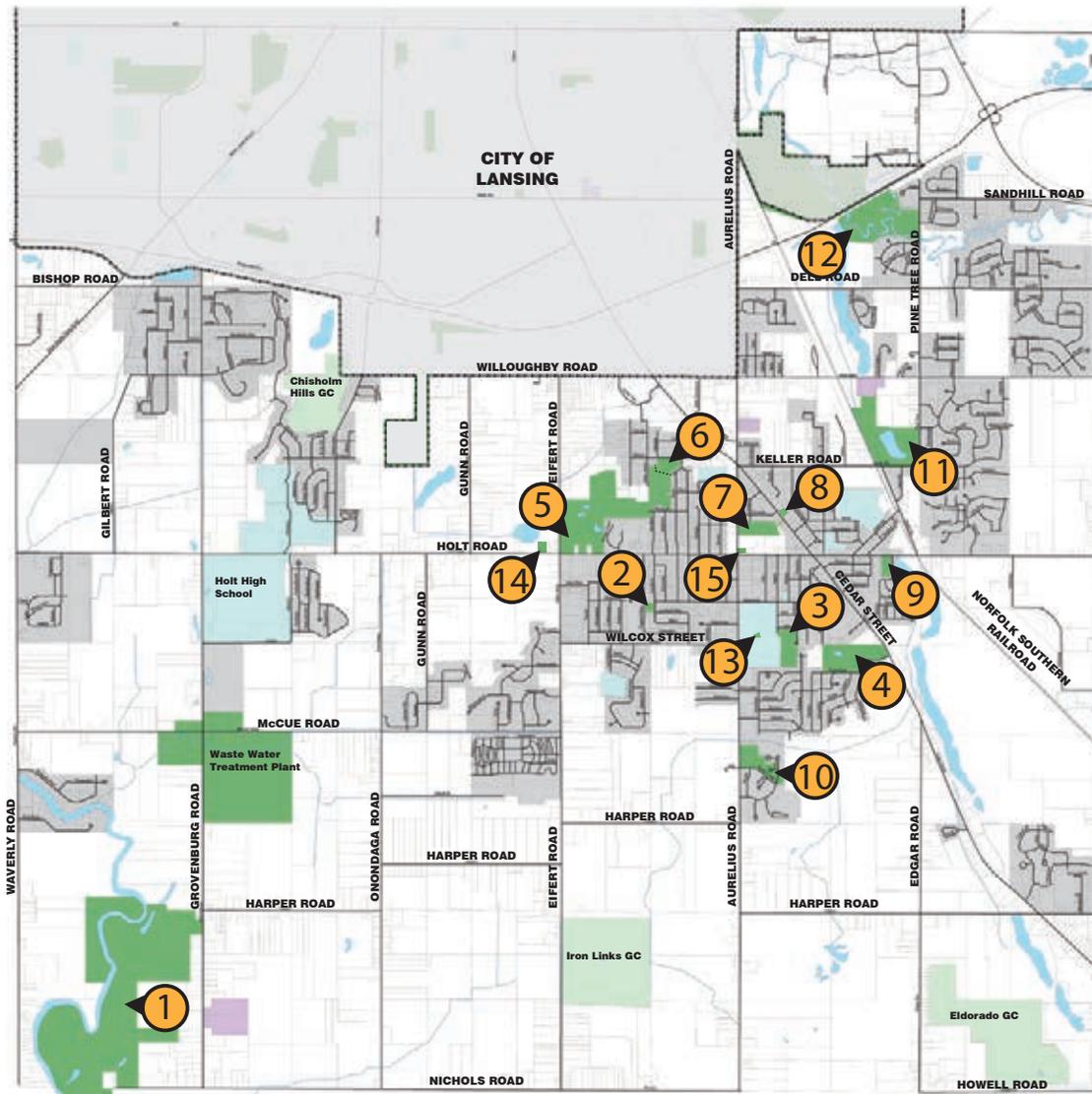
The recreation inventory is an essential item to the Delhi Charter Township Parks and Recreation Department. It allows the department to assess the quantity and type of facilities, identify their location, showcase the variety of programs and events offered, identify where new facilities should be built, where ADA upgrades are needed and where there are opportunities for programs and events. The Township continually updates the facilities inventory as renovations and additions occur so that the inventory remains current.

***The following Accessibility Assessment Ranking System is used throughout the Park Profiles section of this Inventory.***

- 1 = None of the facilities/park areas meet accessibility guidelines
- 2 = Some of the facilities/park areas meet accessibility guidelines
- 3 = Most of the facilities/park areas meet accessibility guidelines
- 4 = The entire park meets accessibility guidelines
- 5 = The entire park was developed/renovated using the principals of universal design



# Recreation Facilities Map



### Map Legend

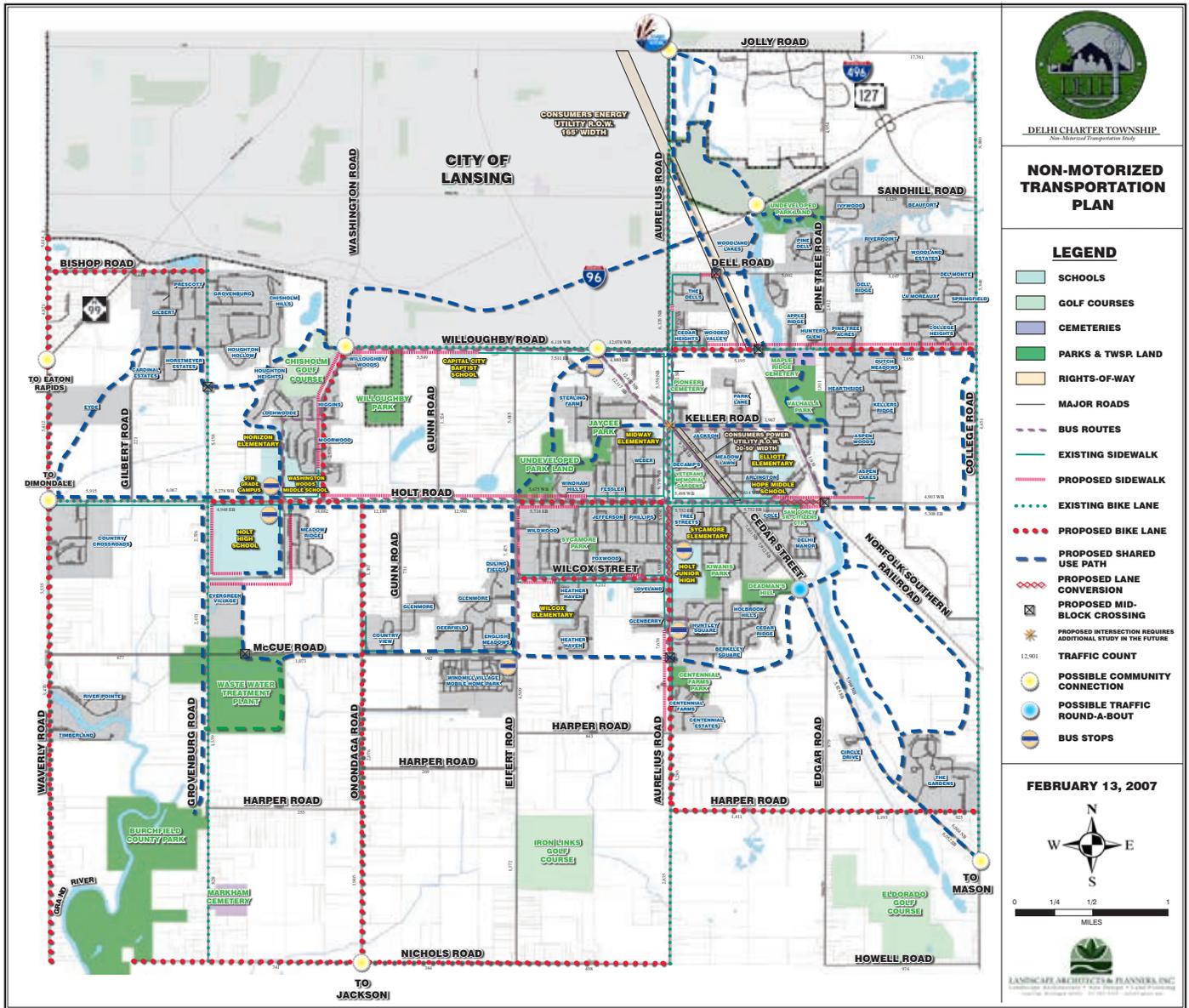
- Schools
- Golf Courses
- Cemeteries
- Parks & Twsp. Land
- Major Roads

### Park Legend

- Burchfield County Park
- Hamilton Property
- Kiwanis Park
- Dead Man's Hill Park
- Holt-Eifert Road Property
- Jaycee Park
- Veteran's Memorial Gardens
- Sam Corey Senior Center
- East Holt Road Trail Head
- Centennial Farms Park
- Valhalla Park
- Sycamore Creek Property
- Holt Junior High Bike & Skate Park
- West Holt Road Trail Head
- Holt & Aurelius Plaza



# Non-Motorized Transportation Plan



# Inventory Tool

## Park Facilities Inventory

Facility Name	Acres	Classification	Accessibility Score	Basketball	Softball/Baseball	Tennis Courts	Play Equipment	Picnic Shelter	Trails	Trail Access Point	Restrooms	Cross-Country Skiing	Sledding	Ice Skating	Gardens	Fishing	Swimming	Amphitheater	Parking	Special Park Features	
Centennial Farms Park	10.40	N	3				•	•													
Dead Man's Hill Park	13.34	C	1				•	•					•			•				•	
East Holt Road Trail Head	5.47	N	2							•										•	Trail connection.
Hamilton Property	0.50	U	1																		In neighborhood.
Holt and Aurelius Plaza	1.00	M	3																		9/11 Memorial
Holt-Eifert Road Property	91.00	U	1																		
Holt Junior High Bike & Skate Park	0.50	SU	3																	•	Ramps, and technical apparatus for biking, skateboarding and in-line skating.
Jaycee Park	2.66	N	1				•														
Kiwanis Park	14.77	C	2		•	8	•	•			•									•	
Sam Corey Senior Center	2.00	SU	5								•										Dining, Activity, Meeting Rooms, and Kitchen.
Sycamore Creek Property	44.50	U	2						•												Sycamore Creek Trail, Community Gardens
Valhalla Park	62.74	C	3		•		•	3	•	•	2	•				•	•			•	ADA Accessible Playground, connection to Township Non-motorized Trail
Veteran's Memorial Gardens	11.26	C	3					•			•				•			•	•		Amphitheater, Veteran's memorial
<p>• = One Facility/Activity</p> <p><b>Classification:</b>                      C = Community Park, M = Mini Park, N = Neighborhood Park, SU = Special Use, U = Undeveloped Park Land</p>																					

Recreation Inventory

Facility Name	Acres	Classification	Accessibility Score	Basketball	Softball/Baseball	Tennis Courts	Play Equipment	Picnic Shelter	Trails	Trail Access Point	Restrooms	Cross-Country Skiing	Sledding	Ice Skating	Gardens	Fishing	Swimming	Amphitheater	Parking	Special Park Features
West Holt Road Trail Head (Holt Property [West of Eifert])	2.00	U	1																	Future trailhead for Ram Trail.

• = One Facility/Activity

**Classification:**

C = Community Park, M = Mini Park, N = Neighborhood Park, SU = Special Use, U = Undeveloped Park Land

## Comparison to Recreation Standards

Delhi Charter Township land was classified using the Recreation Park and Open Space Standards and Guidelines, published by the National Recreation and Park Association (NRPA). Delhi Charter Township owns 3.84 acres of developed park land per 1,000 people, which is less than the NRPA guidelines of 6.25 to 10.5 acres of land per 1,000 people. The majority of Township owned parks are in the northeast section of the Township near the residential areas. There is a park operated by Ingham County in the southwest section of the Township and parks operated by the city of Lansing along the northern border.

Currently, the number of neighborhood and community parks is less than the recommended acreage. Two of the four undeveloped park properties (Holt-Eifert and Sycamore Creek) will most likely be classified as community parks once they are developed. A third undeveloped property (Hamilton Property) could become a mini or neighborhood park, though there are no plans to do so. The other (West Holt Road Trail Head) is planned to become a trail head for the Ram Trail. These parks will bring the total developed acres per 1,000 people up to 9.17 – within the recommended total acreage.

### Delhi Charter Township Parks (Population 25,877†)

	Neighborhood Park (1-2A/1000)	Community Park (5-8A/1000)	Special Use (Variable)	Total
<b>No. of Developed Parks</b>	3	4	2	9
<b>Total Acres by Type</b>	19.2	78.85	1.4	99.45
<b>Acres/1000 People</b>	.74	3.05	.05	3.84*
<b>Other Park Land</b>				
Undeveloped Park Land (4)				137.9
<b>Total Township Park Land</b>				237.35
<b>Total Acres Park Land/1000 People</b>				9.17
<b>Total City Parks</b>				14

\*National Recreation and Park Association, recommends 6.25-10.5 Acres/1000 people

†Population of 25,877 based on a 2010 U.S. census.

The Township owns 10 developed parks, including a Senior Center and a lease agreement with the Holt Public Schools for a skate park at Holt Jr. High, as well as the non-motorized trail system. They help to maintain the non-motorized trail and mowing at the Community Services Center. At the new Sam Corey Senior Center, the Township does not limit service to only Township residents. The center services seniors in the Tri-County Area and provides food through a meal program with the Tri-County Office of Aging. Seniors can be members of the Sam Corey Senior Center Club with an annual membership fee.

## DNR Recreation Grant Inventory

<i>Project Number</i>	<i>Park Name</i>	<i>Project Year</i>	<i>Grant Amount</i>	<i>Project Description</i>	<i>Grant Status</i>
26-00402	Valhalla Park (Originally Albert Park)	1973	\$45,000.00	Acquire 45.5 acres for outdoor recreation	Closed
<b>Post Completion Inspection:</b> The 45.5 acres of land has become a thriving park and a center for active recreation in Delhi Charter Township.					
26-00638	Valhalla Park	1975	\$46,800.00	Softball/flag football field, beach and equipment, bathhouse and utilities, lighting, picnic areas, playground equipment, drinking fountain, 2 softball fields with fencing, trails, 2 park entrances, toilet/storage building and utilities, and LWCF sign	Closed
<b>Post Completion Inspection:</b> Softball fields, picnic areas, beach area, and lighting have been well maintained. Playground equipment, bathhouse and toilet/storage area have since been replaced.					
BF89-325	Dead Man's Hill Park	1989	\$30,608.00	Develop a gravel road and parking lot with a fence added along property boundaries. Picnic tables/shelter, playground equipment and grills	Closed
<b>Post Completion Inspection:</b> Gravel road and parking is showing signs of wear. Refinishing or paving is recommended. Playground equipment and picnic tables/shelter have been well maintained.					
CM00-148	Community Service Center Park	2000	\$285,000.00	Development of a 5-acre park adjacent to Community Service Center for public events, festivals, native species gardens, wildlife viewing, and passive recreation	Closed
<b>Post Completion Inspection:</b> The 5-acre piece of land adjacent to the Community Service Center has become Veteran's Memorial Park; a jewel of a park which features beautiful gardens, an amphitheater, a veteran's memorial and hosts festivals and public events.					
26-01679	Valhalla Park	2007	\$75,000.00	Replace obsolete playground equipment at 45-acre Valhalla Park	Closed
<b>Post Completion Inspection:</b> Playground Equipment was replaced with new ADA accessible playground equipment and has since been well maintained.					
TF10-049	Valhalla Park	2010	\$283,100.00	Replacement of 30-year old restroom building	Closed
<b>Post Completion Inspection:</b> Restroom building was replaced with new ADA accessible restroom/pavilion building and has since been well maintained.					

## Recreation Inventory

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<i>Project Number</i>	<i>Park Name</i>	<i>Project Year</i>	<i>Grant Amount</i>	<i>Project Description</i>	<i>Grant Status</i>
TF11-064	North Trail Connector	2011	\$300,000.00	Development to Include approximately 2 miles of non-motorized trail to connect to existing Lansing River Trail	Active

**Post Completion Inspection:** Grant still active

**\*The beginning of the project number indicates the funding source as follows:**

26 = Land and Water Conservation Fund

BF = Recreation Bond Fund

CM = Clean Michigan Initiative

TF = Michigan Resources Trust Fund

The Delhi Charter Township Parks and Recreation Department has been successful in obtaining grants from the MDNR for several decades. The Department has maintained the facilities constructed with grant funds to allow for aesthetically pleasing sites and safe use for the public.

## Park Profiles



### *Veteran's Memorial Gardens*

Veteran's Memorial Gardens is Delhi's newest park. This passive park consists of 11.26 acres and features a Veteran's Memorial as the centerpiece. Other prominent features include a cascading water fountain and an amphitheater. Veteran's Memorial Gardens has beautiful plantings, pergolas and vine covered trellises. There are two entrances to the park. Behind the Delhi Township Community Services Center and Cedar Street.

### *Statistics*

Type: Community

Size (acres): 11.26 acres

Service Area: Delhi Charter Township

Accessibility Assessment: 3 (see next page)



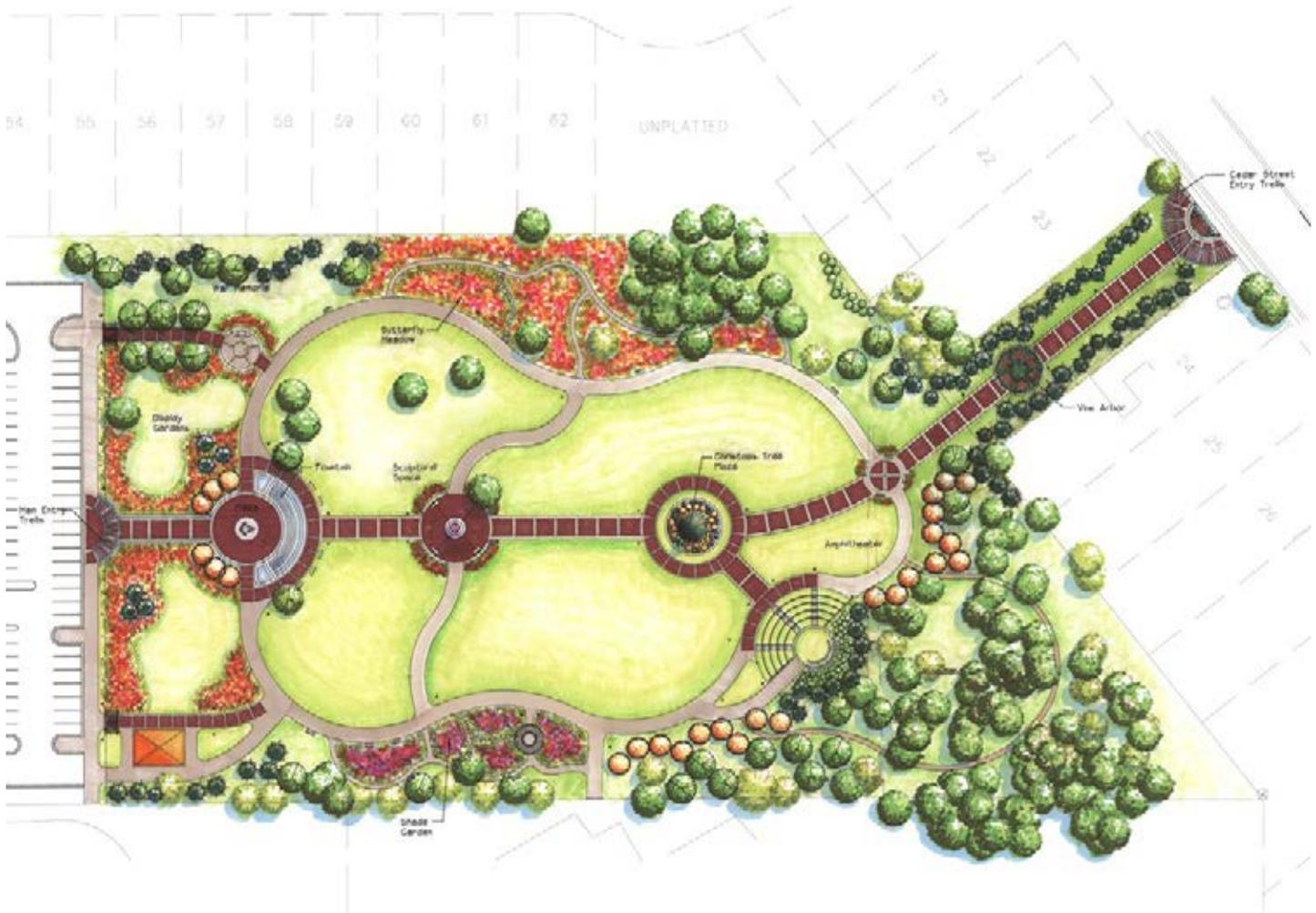
**Accessibility Assessment: 3**

The park shares a parking lot with the Delhi Township Community Services Center . The parking spaces for this area were added in 2009 by remarking the resurfaced lot. The access aisles do not lead directly to the walk, but require patrons to go back into the parking lot traffic aisle in order to access the restrooms.

The restroom/pavilion building was completed in 2006. As installed there are a few items that are not in compliance with the rules.

- o The lavatories should have the faucets changed so a person does not have to twist or pinch to control the water.
- o Mirrors: The mirrors were installed with the bottom of the mirror at 40" while the rules required the bottom of the reflective surface to be at 40", so the mirrors should be move down approximately 1".
- o Diaper Changing Stations: There are diaper changing stations in the accessible stall for each Men and Women Rooms. In the up position, they are acceptable, but when down for use they decrease the maneuvering area within the stall and would be difficult for a disabled person to use. The Diaper Changing Station should be reinstalled out in the general area of the Toilet room.
- o Drinking Fountains: The Michigan Building Code rules have changed between requiring high/low drinking fountains and this fountain was installed during the 3 year period when a single low fountain was allowed by the Building Code. Current Accessibility Rules in the Building Code require both a high (38"-43") and low (36") high fountain spout height. The rules require that protruding objects greater than 4" from the wall be installed in a recess. This drinking fountain protrudes more than 4" into the walk path.

*Veteran's Memorial Park Master Plan*





### *Valhalla Park*

This 62.74 acre site at the corner of Keller and Pine Tree Roads is the township’s largest and most highly developed park. Valhalla features a wooded area, trails, open fields, a pond, and a lake, all of which are used to provide diverse year round recreation. A beach and swimming are the focal points of the park. Next to this area are bathrooms and changing rooms. Adjacent to the beach is a large, semi-wooded, picnic area and universally accessible playground. Other warm weather facilities include three softball diamonds, a nature trail, and fishing areas on both the lake and the pond. Three large picnic pavilions are also available on a rental basis.



### *Statistics*

Type: Community

Size (acres): 62.74 acres

Service Area: Delhi Charter Township

Accessibility Assessment: 3 (see next page)



### ***Accessibility Assessment: 3***

**West-Side:** This community park can now be accessed by a non-motorized trail that runs from Holt Road, through the park and out to Willoughby Road. It meets ADA rules and MBC. The restroom/pavilion building was constructed in 2012 and meets ADA requirements. The north parking lot has marked accessible parking at the north and south ends near the north and south pavilions, but has no accessible routes to the pavillions, ball fields or the non-motorized trail. Accessible routes should be added to these facilities.

**East-Side:** There is not an accessible route to the baseball field on the east side of the park. It is recommended that an accessible route be provided to the field. The toilet building on the east side of the park may have complied with the Michigan Building Code prior to the ADA Rules being developed. Currently they do not comply with the room size requirements and there is a 2" step from the sidewalk to the threshold. The step could be removed by raising the sidewalk. Otherwise to bring the toilets into compliance with today's rules would require a complete rebuild of the structure, or expanding them into the storage room. The lavatories should have the piping insulated and the faucets changed so a person does not have to twist or pinch to control the flow of water. The code also requires tempered water to be available at the lavatories. There are no mirrors in the room which is allowed by the rules. The drinking fountain that is installed each year was not present, but is a single bowl type and if new work is completed, should be changed to a high/low style and placed in a recess.



### *Kiwanis Park*

This 14.77 acre park, located at the end of Maple Street, south of Sycamore Street, is devoted primarily to active recreation. Kiwanis Park features eight tennis courts, one softball field, and one soccer field. The park also provides a wooded playground and picnic area. The picnic area has a pavilion to serve large groups, such as family reunions, and is available on a rental basis. Restrooms, electricity, running water, and parking are also provided.



### *Statistics*

Type: Community

Size (acres): 14.77 acres

Service Area: Delhi Charter Township

Accessibility Assessment: 2 (see next page)



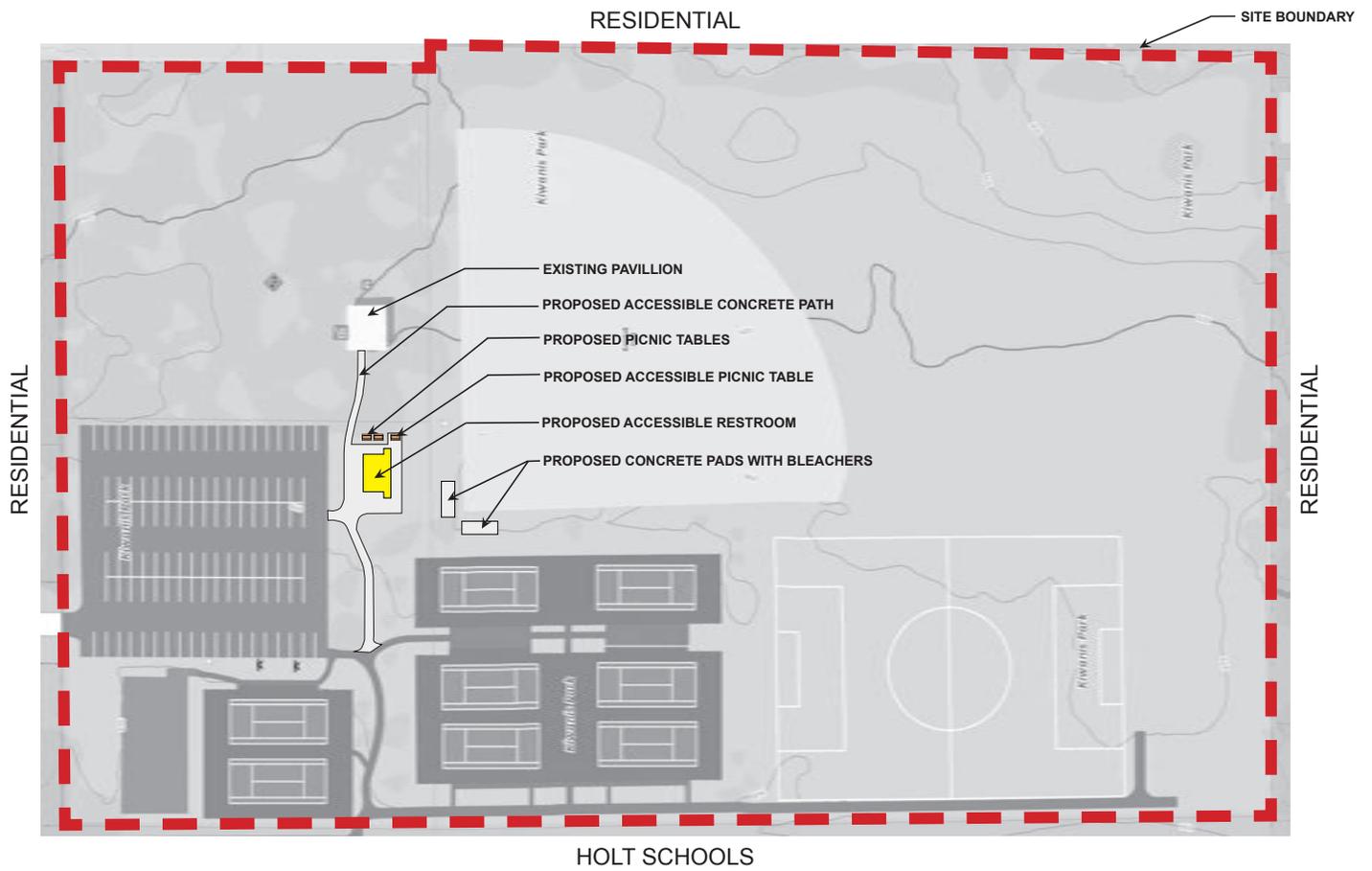
### ***Accessibility Assessment: 2***

The toilet room is connected to a maintenance barn and bringing the toilet room into compliance would require completing structural modifications and enlarging the rooms to make them accessible. The plumbing code also requires tempered water to be available at the accessible lavatories. It is recommended to replace the toilet rooms.

The parking lot has two marked accessible parking spaces by the tennis courts. They are wide enough to be considered universally accessible design, but they do not have the required access aisles. It is recommended that be remarked for both van accessible and general accessible spaces. Consideration should also be given to marking accessible parking spaces on the east side of the parking lot closer to the pavilion.

There is an accessible route from the parking lot to the tennis courts. No other accessible routes are provided to any of the other site amenities including the playground, pavilion, restroom or baseball fields. It is recommended that an accessible route be provided to all of the site amenities.

*Kiwanis Park 2014 Proposed Master Plan*





### *Dead Man's Hill Park*

Dead Man's Hill Park provides Delhi Township with a place for passive summer recreation in the form of scenic vistas and picnic areas, and active winter recreation in the form of sledding hills. This 13.34 acre park, with its entrance located on south Cedar Street, south of Holt Road is the center of winter recreation in Delhi Township. The drastic topography of this site is atypical of the township as a whole. This topography provides one of the best sledding hills in the area.

### *Statistics*

Type: Community

Size (acres): 13.34 acres

Service Area: Delhi Charter Township

Accessibility Assessment: 1 (see next page)



***Accessibility Assessment: 1***

There are no accessible routes to the pavilion or playground at this community park. The parking lot is a gravel lot with no accessible parking spaces. The site topography does provide some challenges for developing an accessible route.



### *Centennial Farms Park*

This 10 acre park is located on Aurelius Road and Garden Gate Drive. Centennial Farms Park is a neighborhood park, serving the Centennial Farms subdivision area, includes a playground, pathways, and lots of open space.

### *Statistics*

Type: Neighborhood

Size (acres): 10.4 acres

Service Area: Centennial Farms Subdivision

Accessibility Assessment: 3

This neighborhood park includes a playground and concrete pathways. Adequate access is provided on the pathways and the playground. It is recommended that the rolled curb at Garden Gate Drive be modified into a proper curb ramp.





### Jaycee Park

Jaycee Park provides its surrounding neighborhood with a place to enjoy nature. It is a small facility designed to serve the needs of the local residents. The entire area is wooded and features a playground and picnic area.

### Statistics

Type: Neighborhood

Size (acres): 2.6 acres

Service Area: 1/2 Mile

Accessibility Assessment: 1

There are no accessible routes to the playground equipment at this neighborhood park. There are no parking spaces. It is recommended that an accessible route be provided from at least one of the access points, but it would be beneficial to provide access from both access points. Better signage is recommended.





### *East Holt Road Trail Head Park*

Trail Head Park features open space and picnic areas and connects to the trail system. It provides the surrounding neighborhood with a place for passive recreation and serves as a trail head to the regional non-motorized trail network. This 5.47 acre park is the location of the former senior center.

### *Statistics*

Type: Neighborhood

Size (acres): 5.47 acres

Service Area: 1/2 Mile

Accessibility Assessment: 2

This Park includes an asphalt path to picnic areas and adequate accessible parking.





### *Holt-Eifert Rd.*

The Holt-Eifert Road property is undeveloped park land.

### *Statistics*

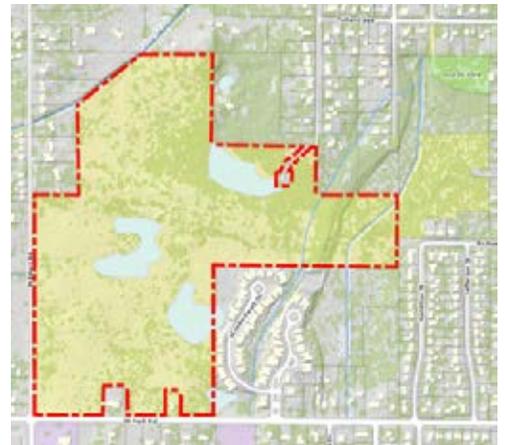
Type: Undeveloped

Size (acres): 91 acres

Service Area: None

Accessibility Assessment: 1

There are no facilities at this park.





### *Hamilton Property*

The .5-acre parcel is an undeveloped piece of land that provides open space for its surrounding neighborhood.

### *Statistics*

Type: Undeveloped

Size (acres): .5 acres

Service Area: Local Residents

Accessibility Assessment: 1

There are no facilities at this park.





### *Sycamore Creek Property*

The Sycamore Creek Property is a 44.5-acre piece of land that is mostly undeveloped natural area. The property features a short segment of the Sycamore Trail which connects the Lansing River Trail to the Delhi Non-Motorized Trail. It also features a community garden on the eastern side of the property.

### *Statistics*

Type: Undeveloped

Size (acres): 44.5 acres

Service Area: Users of the Sycamore Trail

Accessibility Assessment: 2

The Sycamore Trail meets ADA guidelines. The remainder of the property has no facilities.





### *Sam Corey Senior Center*

Designed for activities and fellowship, Holt's beautiful Sam Corey Senior Center was also built to be environmental conscience--the first LEED-certified (Leadership in Energy and Environmental Design) building constructed for Delhi Township. A geothermal heating/cooling system and a "live" roof are just a couple examples of what makes this a "green" building.

### *Statistics*

Type: Special Use

Size (acres): 2 acres

Service Area: Delhi Charter Township

Accessibility Assessment: 5

The senior center was built to current ADA rules and MBC.





### *Holt Junior High Bike and Skate Park*

The Bike and Skate Park was built to provide area youth and adults with a designated place for freestyle skating and biking. The park is located at the southeast corner of the Junior High School parking lot. The 16,500 square foot park is designed with approximately 10 main areas, mobile for alternative configurations, accommodating skateboards, in-line skates and bikes. The park is visible to the school faculty, students, parents, Aurelius Road commuters and sport field spectators.

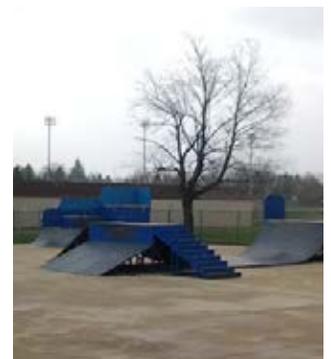
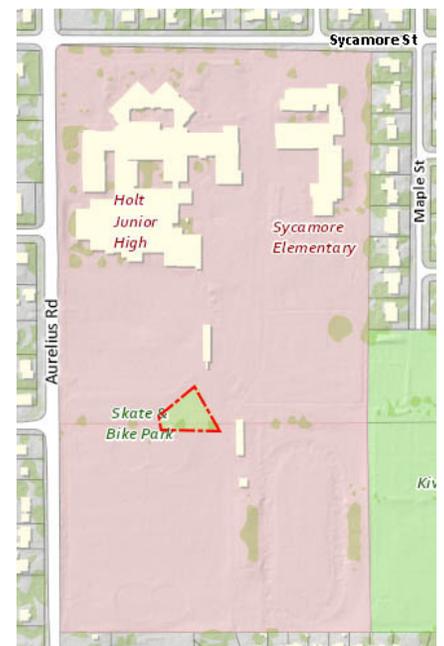
### *Statistics*

Type: Special Use

Size (acres): 16,500 sq. ft.

Service Area: Delhi Township

Accessibility Assessment: 3 (see next page)



***Accessibility Assessment: 3***

The adjacent parking area serves as parking for the park, school and athletic fields. It has many parking spaces marked as accessible which are wide enough to be considered universally accessible spaces. However, these spaces do not have the required access aisles. It is recommended that the spaces be remarked properly for both van accessible and general accessible spaces. All other items were in compliance with ADA guidelines.



### *Holt And Aurelius Plaza*

The plaza at Holt Road and Aurelius Road was built to provide a space for a 9/11 memorial.

### *Statistics*

Type: Mini Park

Size (acres): 2 acres

Service Area: Delhi Township

Accessibility Assessment: 4

The plaza was built to current ADA standards.





### *West Holt Road Trail Head*

This property was purchased in 2014 for the creation of a trail head along the future Ram Trail. The site is currently developed as residential, but will be redeveloped as park land.

### *Statistics*

Type: Undeveloped

Size (acres): 2 acres

Service Area: Delhi Township

Accessibility Assessment: 1

The site has no accessible park features.



## Programming Inventory

Delhi Charter Township Parks and Recreation offers programs throughout the year for all ages. The majority of program enrollment numbers have been consistent over the past several years. There has been a decrease in Adult Softball and Youth Competitive Softball and Baseball. See the Recreation Program and Park Services Comparison Chart for a breakdown of enrollment from the past five years. The following programs and events are run by the Parks and Recreation Department.

### **Adult**

- Softball Summer league
- Softball Fall League

### **Youth**

- Floor Hockey
- Volleyball
- Basketball
- T-ball
- Softball
- Baseball
- Flag Football
- Soccer

### **Special Events**

- Gatorade Punt, Pass and Kick Competition
- Hershey Track and Field Meet
- Aquifina Pitch, Hit and Run Competition
- Baseball Camp
- Softball Camp
- Kids Day
- Easter Egg Hunt
- Holt Hometown Festival
- Summer Concerts
- Outdoor Movies

- Lighting of the Tree

### **Senior Citizens**

- Weekly Lunch program
- Exercise Classes
- Music Jam Session
- Bridge
- Potluck Luncheon
- Bingo
- Cards/ Games
- Quilting, knitting, crafts
- Movies
- Monthly Nurse Visits
- Book Discussion Group
- Wii Bowling
- Coffee Social Hour
- Computer Lessons
- Yoga
- Cribbage

**Recreation Programs & Park Services Comparison Chart**

Recreation Sports Leagues	2010	2011	2012	2013	2014
	Number of Teams				
Adult Softball Summer League	21	23	23	20	17
Adult Softball Fall League	20	18	19	19	15
Youth Basketball	47	48	42	43	32
Youth Floor Hockey	22	21	15	19	13
Youth Competitive Softball & Baseball	27	27	29	26	21
Youth Recreational Softball & Baseball	69	60	43	43	39
Youth Soccer	24	23	23	23	20
Youth Flag Football	35	20	20	19	18
Youth Volleyball	12	13	15	12	11
Eastside Soccer	-	-	4	7	7

Recreation Sports Leagues	Number of Players				
	Adult Softball Summer League	263	326	324	300
Adult Softball Fall League	270	216	273	285	225
Youth Basketball	402	424	358	365	290
Youth Floor Hockey	205	197	170	160	125
Youth Competitive Softball & Baseball	442	324	348	338	252
Youth Recreational Softball & Baseball	833	635	514	516	522
Youth Soccer	184	243	250	233	236
Youth Flag Football	214	207	187	168	170
Youth Volleyball	120	120	142	121	107
Eastside Soccer	-	-	49	85	44

Lessons-Special Events-Camps-Trips	Number of Participants				
	Tennis Lessons - Youth & Adults	155	-	-	-
Hershey Track & Field	700	700	700	550	563
Punt, Pass & Kick	80	80	76	36	14
Pitch, Hit & Run	80	80	88	109	38
Summer Baseball Camp	33	33	-	-	-
Summer Softball Camp	27	27	21	33	19
Summer Basketball Camp	-	-	-	-	-
Senior Citizens Day Trips	8 trips	11 trips	11 trips	10 trips	-

Park Activities					
Number of Parks Maintained	10	10	10	10	10
Number of Acres of Parks Maintained	120	120	120	120	120
Number of Acres of School Property Maintained	53	53	53	53	145
Number of Pavilion Reservations	100	138	151	190	214

**NOTES**

School district reimburses the township for cost of property maintenance.  
 Additional support given to Jr. Rams Sport Groups, Civic Clubs, and Township Festival.

## Regional Non-Township Owned Recreational Opportunities

### *Holt Public Schools*

Under a cooperative agreement with Delhi Township, Holt Public Schools provide enrichment and aquatic activities. The Community Education Office runs these programs. A few of the classes they offer are computer, health & safety, swimming, and dance. The Delhi Township Parks & Recreation Department mows and maintains school properties.

### *Regional Parks and Recreational Facilities*

#### ***Sleepy Hollow State Park, State of Michigan***

Sleepy Hollow State Park is located in Clinton County of Price Road off from US-27, near St. Johns and Laingsburg. The park is operated by the Michigan Department of Natural Resources (DNR), and contains over 2600 acres, with a 410 acre lake, Lake Ovid, which was developed from the Little Maple River.

The Park has a modern campground with 181 sites and restroom accommodations. Also available is a rustic youth organization site for youth groups, scouts and church and school group use. The camp sites are within a short walk to the park's beach area. Day use facilities at the park include a ½ mile beach with beach house and concessions, shelters and picnicking, play equipment, restroom facilities, ball fields, trails for hiking and mountain biking, groomed cross-country ski trails, and activities such as snowmobiling, hunting and trapping (during appropriate seasons) and year round bird watching.

Sleepy Hollow is also the site of the annual Indian Pow-Wow, hosted by the Lansing North American Center.

#### ***Rose Lake Wildlife Research Area, State of Michigan***

Rose Lake Wildlife Research Area is located in Bath and Woodhull Townships off of Upton and Stoll Roads. The park is operated by the Michigan DNR containing Rose Lake, Potter Lake and a portion of Mud Lake.

Existing facilities provide opportunities to study wildlife habitats, and activities such as hunting, snowmobiling, cross-country skiing and trails for hiking and mountain biking. Most of the facilities provide limited access. Parking and roadways are around the perimeter with facilities located in the middle.

#### ***Burchfield Park and Riverbend Natural Area, Ingham County***

Burchfield Park contains the Riverbend Natural Area within it, making Burchfield Park the county's largest park. The park contains over 540 acres and is located along the central western edge of the county, south of Lansing between

Dimondale and Holt, along the Grand River. The land is mostly wooded with some grass areas. The park also contains the McNamara Canoe Landing, which is state owned land that Ingham County has a long-term operating agreement for.

Existing features include: more than 6 miles of hiking trails, over 10 miles of mountain bike trails, a softball diamond, bank and boat fishing, a beach with swimming on a natural spring fed pond, canoe, kayak and pedal boat rentals, horseshoe pits, nature day camp, picnic grounds & shelters, playgrounds, volleyball courts, a stocked fishing pond, 6.9 miles of cross-country ski trails with rentals and lessons, ice skating, two sledding hills, dual 700 foot toboggan runs and a warming lodge & snack bar.

### ***Hawk Island Park, Ingham County***

Hawk Island Park is Ingham County's most recent development. The park is located in the city limits of Lansing, north of Cavanaugh Road between Aurelius and Pennsylvania. The north end of this park connects to Scott Woods, a City of Lansing Park.

The park was built on the former Solomon Gravel Pits, reaching completion in 2001. Facilities at the park include a 35 acre lake, beach, bath house, boat rental, fishing with the lake stocked, picnic grounds and shelters, playgrounds, volleyball courts, ball diamonds, paved trails, a winter sports rental area and cross-country skiing extending through park and cooperatively with the city into Scott Woods Park and Sycamore Golf Course. There are walkways on Cavanaugh Road leading to the park.

In 2003 and 2004 the city was awarded DNR and MDOT grant funding to extend the River Trail South from Potter Park to Hawk Island. This connection was completed in 2007.

### ***Kenneth A. Hope Sports Complex, Ingham County***

The Kenneth A. Hope Sports Complex is a premier sports complex in the tri-county area. The complex consists of six state-of-the-art fields that have earned World Cup ratings. The complex officially opened September 9, 2000. Located at 5801 Aurelius Road, between Jolly and Miller Roads in Lansing the complex is utilized for youth recreational soccer, adult leagues and tournaments.

### ***Lake Lansing Park - South, Ingham County***

Lake Lansing Park – South contains 30 acres and is located at the northeast corner of Lake Lansing and Marsh Roads in Meridian Township. The park is formerly the site of a popular amusement park. The old carousel building was preserved

and remains on location. The park is very popular during the warm months because of its sandy swimming beach. Overcrowding is typical during warm weekends with swimmers and boaters. Currently, the County Parks Department owns and leases out the house at the southwest end of the property. Access to the picnic shelter is paved and also handicap accessible.

Existing facilities include: a beach and bath house, horseshoe pits, pedal boat rental, picnic grounds and shelter, playgrounds and tricycle track, shuffleboard courts, snack bar, volleyball courts, and ice fishing.

### ***Lake Lansing Park – North, Ingham County***

Lake Lansing Park – North consists of 410 acres of land and is operated by Ingham County Parks Department. It is located to the northeast of Lake Lansing in Meridian Township, with a majority of the park lying north of Lake Drive. Only a small boat launch links Lake Lansing Park – North with Lake Lansing. A good portion of the park is wooded upland consisting of mature oaks and maples. Much of the park is marshlands, consisting of pine plantations and transitional field grasses.

Existing facilities include: softball diamonds, a boat launch, hiking trails and boardwalks, horseshoe pits, nature study area, picnic grounds and shelters, playgrounds, volleyball courts, cross-country skiing and rentals, ice fishing and winter warming lodge.

### ***Potter Park Zoo, Ingham County/City of Lansing***

Potter Park Zoo is owned by the city of Lansing and run by Ingham County. It is open year round for a fee except during winter hours. They have animals from around the world in outdoor exhibits such as the Barnyard and Wolf Woods, indoor facilities including the Bird and Reptile House and Feline/Primate House, and they have an indoor education center. It is located in Potter Park at 1301 S. Pennsylvania Avenue.

### ***River Trail, City of Lansing***

The River Trail is an asphalt and boardwalk trail that covers 11 miles through the city of Lansing. It runs from the MSU campus on the east, Maguire Park (almost to Delhi Township) on the south, Dietrich Park (almost to Delta Township) on the north and Grand River Park (almost to Delta Township) on the west.

### ***East Lansing Soccer Complex, East Lansing***

The East Lansing Soccer Complex includes 7 full-size fields and one smaller practice field that are available for use for soccer, field hockey, lacrosse, football, Frisbee and kickball. It is located on 3700 Coleman Road, just off Chandler Road in

East Lansing.

***East Lansing Softball Complex, East Lansing***

The East Lansing Softball Complex includes 4 lighted ball fields that support softball, baseball and kickball. It is located on 410 Abbott Road in East Lansing.

***East Lansing Aquatic Center, East Lansing***

This facility is an outdoor aquatic center that is open to the public for a fee from June until September. It has water slides, diving boards, zero grade pool, splash pad and picnic pavilions that are available to rent. It is located at 6400 Abbot Road in East Lansing.

***Alliance Lake Softball Complex, Potterville***

Alliance Lake Softball Complex includes 4 lighted ball fields that support softball, baseball and kickball. The complex is located southwest of Lansing in Potterville on 515 Alliance Drive.

***Fitzgerald Park, Eaton County***

Fitzgerald Park is a 78 acre park operated by the Eaton County Parks and Recreation Commission. It is located at 133 Fitzgerald Park Drive in Grand Ledge along the Grand River and is on top of ancient sedimentary rocks known as the "Ledges." The park offers picnicking, trails, a Nature Center, ball diamonds, volleyball, basketball, horseshoes, a playground, and disc golf, sledding, and skateboard park. The park also rents canoes and cross-country skis seasonally.

Naturalist services are offered at the park, by the Eaton County Parks and Recreation Commission's Park Naturalist, for civic groups, school groups, and any other organization. These services include presentations on ecology (i.e. trees, plants, wildlife, and natural history).

***Lincoln Brick Park, Eaton County***

Lincoln Brick Park is historically named after the decade of brick production that once took place on the site. The park is located just north of Grand Ledge on Tallman Road, one mile west of M-100 off State Road. The park consists of 90 acres and is positioned just across the river from Fitzgerald Park. The park is composed of a variety of habitats from woodlands and open meadows to over 6,000 feet of scenic river frontage. The park provides pavilions and picnicking, a tot lot, nature trails, cross country skiing, fishing, and archery range and diversified wildlife. The park has proposed developments which would provide access across the Grand River to Fitzgerald Park.

***Harris Nature Center, Meridian Township***

Harris Nature Center is a recently developed nature center located at 3998 Van Atta Road and is operated by the Meridian Township Parks and Recreation Department. The center consists of over 200 acres of land dedicated to promoting and interpreting the Red Cedar River and the surrounding ecosystems. The center provides programs and exhibits intended to assist in the learning process. Renovated buildings and facilities are used to complement hiking and nature observation opportunities. The nature center opened its doors in the summer of 1997.

***Woldumar Nature Center, Nature Way Association***

Woldumar Nature Center was established in 1966 when a land donation of 177 acres was made to the Nature Way Association; the governing body of Woldumar. It is located at 5539 Lansing Road, in Lansing, and currently maintains 188 acres of land. The Nature Way Association is a private, non-profit educational organization, providing outdoor education to 1,500 school children annually. Over 40,000 guests visit during the same period. The nature center provides educational trail system through woodlands, fields, prairie, pine forests, orchards, and along the Grand River. There are over 5 miles of trails and at least 1 mile of river shoreline.

***Other Local Parks******City of Lansing Parks and Recreation Facilities in Delhi Township***

The City of Lansing Parks and Recreation Department owns five sites in the north and northeast sections of Delhi Township. The four sites are Willoughby Park with 66 acres, M.S.H.D. Parcel C with 44 acres, M.S.H.D. Parcel D with 39 acres, M.S.H.D. Parcel F with 13 acres. These parcels are located near larger population concentrations in Delhi Township.

***City of Mason***

The nearby City of Mason also offers a full-service parks and recreation department to its residents. Of special interest to residents of Delhi Township is Bond Park, a recently constructed skate park and roller hockey rink.



# The Planning Process

## Plan Development Process

The consultant reviewed the previous Delhi Charter Township 5-Year Community Recreation Plan (2010-2015), current demographics, current budgets and revenues, past planning efforts and perceived initial priorities. The consultant's also performed an initial orientation meeting with the Township Parks and Recreation Director, Mr. Mark Jenks, to establish some initial study parameters and planning direction. As part of the inventory gathering process, the Consultant team performed physical inventories by visiting each park facility in the Township's system to determine current uses and conditions and to complete an accessibility audit. The Consultant's also took photos of the facilities for future reference.

This information was then put through an analysis process, by comparing Delhi Charter Township's current system and suggested priorities against National Recreation Standards to expose any recreational deficiencies or excesses in the Township. The inventories were also analyzed against the most recent demographics, community description information, and evaluations of the current Township policies and programs to further refine the plan. The above information, combined with the key personnel interview information, was then synthesized into the proposed goals and objectives of this plan. The goals and objectives were then further refined with the assignment of phasing and priority suggestions (actions), as well as estimates of probable cost (capital improvements schedule). Subsequent, refinement of the plan was performed through various discussions with township officials, public comment, and investigation of funding strategies and sources to eventually produce the final Five-year Community Recreation Plan.

## Public Participation

Various methods were employed to ensure that the public played a vital role in the shaping of this document. The Consultant conducted interviews with select individuals based upon their knowledge or related experience of the recreation and parks opportunities in the region and the township. The public also had a well-publicized opportunity to attend a special joint Board of Trustees and Park Commission meeting on August 19, 2014. The local newspaper ran an advertisement requesting local citizen input on the plan. The public was also given a month to review the draft plan prior to a public hearing at the Park Commission and later at a Township Board Meeting. Meeting agendas, minutes and public notice are in the appendix at the end of this document.

### *Joint Meeting*

The Delhi Charter Township Board of Trustees and Park Commission met in a special joint meeting on August 19, 2014 to provide input regarding the Recreation Master Plan. Minutes from the meeting can be found in the appendix. Kiwanis Park restroom/storage and playground redevelopment was identified as the highest priority. Other projects identified were:

### ***Park Facilities***

- Expand trails and provide parking at trailheads
- Park on northwest side of Township
- More bike racks for increased bike traffic
- More games in existing parks like bocce ball, croquet and horseshoes
- Basketball courts – outdoor and indoor
- Expand events/festivals at Veteran’s Memorial
- Improvements at Jaycees and Deadman’s Hill
- Dog park
- Splash pad

### ***Administration/Funding***

- Possible have parks millage like Meridian Township to fund parks
- Crowd funding for park development
- More staff support for Parks Department – Assistant for Mark Jenks, Coordinator or interns for senior center
- More park promotion

### ***Security***

- Increased surveillance at Valhalla

### ***Interviews***

In an effort to obtain a better understanding of the needs and desires for the park system, as perceived by local and regional representatives, interviews were held as part of the public input process. The individuals interviewed were:

- Marcy Bishop Kates, Holt Community Connect Executive Director
- Dale Weaver, Friends of Delhi Trails Chairman
- Tracy Miller, Delhi Township Community Development
- C.J. Davis, Delhi Township Supervisor
- John Elsinga, Delhi Township Manager
- Rick Schmidt, Holt Public Schools Athletic Director
- Dr. Johnny Scott, Holt Public Schools Superintendent
- Jacob McCormick, Delhi Township Historical Society

### ***Long Term Vision***

The four topics that arose for the long-term vision of the Parks and Recreation system were trails, the Holt/Eifert property, placemaking and partnerships.

Projects that encourage the community to use the trail and projects to extend the trail were the most frequently mentioned by interviewees. Continuing the Ram Trail into Mason and beyond was important to interviewees. It was also suggested to use the trail millage and connect to the Hayhoe Trail. Interviewees also felt that more trail amenities are needed in pocket parks to provide sitting areas along the trail. With more people biking, more bike racks in town to support businesses was also suggested. There was also a desire to connect schools to the trail. Also, several interviewees mentioned areas that would be suitable for potential trailheads, such as a new Township property at Mud Lake, Valhalla and Jaycees Park.

Upgrading the concessions/locker rooms at Troost Field was identified as a potential project. The field is used by the community, Holt Public Schools and Lansing Catholic High School. All users could form a partnership to upgrade the field and leverage grant money.

Placemaking was also discussed during the interviews. Wayfinding to expand access to parks and along the trail was identified as a need. Interviewees mentioned expanding the butterfly theme in the triangle and along the Sycamore Trail by using plants that attract butterflies.

There was a range of comments regarding existing parks and priorities. Most interviewees strongly supported upgrading the restroom/storage building and playground equipment at Kiwanis Park. However, many interviewees did not feel that paving the parking lot at Deadman's Hill was a priority. Many interviewees did not feel that Holt/Eifert was a suitable location for a dog park, some even questioned the idea of one in the Township since Soldan dog park is nearby. Some felt that Holt/Eifert was a good location for a splashpad, some felt other locations should be explored, and some felt that a

splash pad was not a priority since there is one at Hawk Island and an Aquatic Center in East Lansing. It was mentioned that the public should be involved in the master planning process for the Holt/Eifert property and that the future park contain a range of programs to accommodate all age groups.

### ***Deficiencies***

No single deficiency was mentioned by multiple people and some did not have any at all. Deficiencies identified included updating play equipment in smaller parks, a lack of parking at Veteran's Memorial during popular events, and upgrading the concession stand under the bleachers at Troost field. It was also suggested that Veteran's Memorial Park be used more and the Township host more events throughout the year.

### ***Priority Projects***

The interviewees given a list of action items that were not completed, from the 2010-2014 Recreation Master Plan. They were asked to prioritize the remaining action items and add any others. Some new action plan items were identified from the interview process.

The first priority projects identified were:

- Ram Trail – Ram Trail 2 and extending Trail to Mason
- Kiwanis Park improvements and playground redevelopment
- Develop a master plan for Holt/Eifert property

The second priority projects identified were:

- Develop construction plans for and construct code-compliant play equipment to replace all non-compliant equipment.
- Develop a location for a splash pad, possibly at Holt/Eifert Road

The third priority projects were:

- Develop a master plan for Sycamore Creek Property, an undeveloped park property at Pine Tree Road, to include passive recreation elements.
- Pave the driveway and parking area at Deadman's Hill.
- Develop potential location for a dog park

The newly identified projects in no particular priority were:

- Pocket parks, or rest areas, with benches, along the Ram Trail

- Master plan for the newly purchased parcels near Mud Lake with passive recreation elements and natural preservation
- Upgrading Troost field and concession/locker rooms under bleachers

### *Public Input*

- A public input meeting was held at a joint Township Board of Trustees and Park Commission meeting on August 19, 2014.
- The draft plan was put on review December 22, 2014 online and at the township hall and library.
- A public hearing was held at a Park Commission meeting on January 14, 2014.
- A public hearing was held at a Board meeting on January 20, 2014.
- A final public hearing to approve the plan was held at a Board meeting on February 17, 2014.



# Goals and Objectives

## Overview

After careful study of demographics, review of public comment and past studies, and comparison to national standards the following goals and objectives were established for the Delhi Charter Township Community Recreation Plan. Many goals and objectives were identified through the planning process. They are numbered for ease of discussion but do not reflect any particular priority.

## Goals and Objectives

- I. **Provide an effective, responsible, and cooperative Parks and Recreation Department that seeks to benefit the residents of the township.**
  - A. **Maintain and expand cooperative agreements and contracts that support the operations and maintenance of parks and recreation.**
    1. Continue the cooperative agreement between Delhi Charter Township Parks and Recreation Department and the Holt Public Schools for maintenance and programming of recreational facilities.
    2. Continue contracting with Ingham County Sheriff's Office to provide patrol officers throughout the park system.
    3. Identify opportunities to work with other organizations/agencies to support parks and recreation operations and maintenance.

### **Rationale:**

*The cooperative agreement between the parks department and Holt Public Schools has been successful for the school district, township and residents. The sharing of resources has eliminated duplication of facilities, saving the district and township thousands of dollars. They intend to continue this relationship into the future.*

*The contract with the Ingham County Sheriff's Office has proved to be effective in providing security and order to the park system. Their work has improved the social environment of the parks system, making the*

*parks experience safer, more pleasant and more accessible than it had been previously.*

**B. Develop and maintain partnerships/coalitions with community groups and educational institutions that enhance the parks and recreation system.**

1. Continue to work with the Holt Jr. Ram programs.
2. Continue to work with clubs and organizations such as the Sam Corey Senior Center Club, Lions Club, Kiwanis Club, and Friends of Delhi Trails.
3. Continue relationships with non-profits and community entities such as the Delhi Township Historical Society, Holt Arts Council, and Holt Community Connect.

**Rationale:**

*The Department coordinates and has partnerships with many organizations within the community and will continue to maintain these relationships as well as seek to establish new partnerships. These partnerships are mutually beneficial and provide important connections to the community.*

**C. Maintain a budget that is sufficiently funded and appropriately allocated.**

1. The Township General Fund is the major source of funding for the parks and recreation system. The Parks and Recreation Department will work with the Board to provide the necessary funding to adequately serve the residents of Delhi Charter Township with our park system.
2. Continue to apply for grants whenever feasible to extend available township dollars and provide quality capital improvement projects.
3. Donations, gifts, endowments, corporate partnerships or other contributions toward maintaining and developing the park system need to be encouraged for specific projects.
4. Study the possibility of creating a township millage to fund park and recreation facilities and programming.

**Rationale:**

*The Parks and Recreation Department is funding primarily by the general fund. While this continues to be a viable funding source, it is important to supplement these dollars with others in order to maintain a healthy budget. The township has been successful in obtaining grant funding and donations in the past and will continue to pursue these and other opportunities to enhance and preserve the park system to meet the community's recreation needs.*

**II. Provide quality recreational facilities that meet the recreation needs of the township residents.****A. Update, renovate, and maintain existing parks, trails and other recreation facilities.**

1. Kiwanis Park - Renovate restroom, upgrade ADA access, install bleachers, and upgrade playground. Needs an updated plan.
2. Valhalla Park - East side needs restroom improvements. Needs a plan.
3. Troost Field - Update restrooms and support facilities. Needs a plan.
4. Deadman's Hill - Accessibility upgrades, restroom, play equipment upgrades, signage, and roadway and parking lot improvements. Needs a master plan.

**Rationale:**

*Existing park facilities must be properly maintained throughout the life of the facility. Some facilities must be renovated when they have reached the end of their safe and effective life. Others must be replaced. These types of projects help to maintain a high level of quality at all of the existing park facilities.*

**B. Expand or develop existing parks, trails, and other recreation facilities, to accommodate recreation opportunities and growing needs.**

1. Holt Ram Trail - Construct the segment from Eifert Road to Holt High School.
2. "East Holt Trail Head" (formerly Senior Citizens Park) - Develop a concept plan that includes court games, playground, and signage.
3. Valhalla Park - Expand the maintenance building to accommodate needed storage.
4. Non-motorized System - Update the non-motorized transportation plan to link the south, east and west.
5. Develop a master plan to develop amenities along non-motorized trail system in strategic locations throughout the township.
6. Veteran's Memorial Gardens - Develop the north half of park per the existing master plan.

**Rationale:**

*It is important to continue expanding and developing existing facilities in order to provide a diversity of recreation options that keep up with important trends in recreation.*

**C. Identify uses for undeveloped properties, utilizing community input through the master planning process, in order to develop new parks, trails, and other recreation facilities.**

1. West Holt Road Trail Head (Holt Road west of Eifert) - Potential trail head for Ram Trail, potential connections to Mud Lake. Needs a master plan.
2. Holt and Eifert Property - Develop a master plan to identify uses for this property. Consider connecting Jaycee park to the Ram Trail using a connector trail.
3. Sycamore Creek Property - Trails, scenic overlooks, natural areas. Needs a master plan.
4. Evaluate the need and best location for a potential dog park facility.
5. Evaluate the need and best location for a potential splash pad.

**Rationale:**

*Undeveloped properties were purchased in the past with the intent to develop them as demand and use became more apparent. As the community has grown around these properties, it has become clear that there is a need to develop them for recreation use. Each undeveloped property has the potential to host a variety of facilities and amenities, ranging from highly-sophisticated buildings to simple nature trails. In order to fully understand their potential, these properties need to go through the master planning process.*

**III. Bring the township park facilities up to current accessibility and safety standards.**

**A. Replace playground equipment that was audited before 2010 and removed for non-compliance.**

1. Develop construction plans for and construct code-compliant equipment to replace all removed equipment.

**Rationale:**

*The Parks Department conducted playground audits at the parks and removed playground equipment that was considered hazardous according to playground safety standards. Equipment was removed and was not replaced. New equipment should be installed to meet the needs of the community.*

**B. Determine playground deficiencies throughout the park system and bring equipment up to current standards.**

1. Conduct playground audits of existing facilities to identify deficiencies.

**Rationale:**

*The CPSC Public Playground Safety Handbook underwent revisions in November of 2010, which was after the last system-wide safety audit was conducted. As standards change, it is important to re-evaluate the conditions of the facilities to ensure that all play equipment meets code.*

**C. Perform a system-wide accessibility upgrade.**

1. Develop ADA Transition Plan based on the Accessibility Assessment from 2009.
2. Re-evaluate the 2009 assessment to reflect changes made in the 2010 ADAAG update and 2010 ADA revisions.
3. Implement the schedule from the ADA Transition Plan.

**Rationale:**

*An Accessibility Assessment of the Parks facilities was completed in December 2009. The American with Disabilities Act (ADA) of 1990, which was signed into law on July 26, 1990, requires that public accommodations must remove architectural barriers and communication barriers that are structural in nature in existing facilities. However, "A [Title II] public entity is not required to take any action that would result in a fundamental alteration in the nature of its service, program, or activity or in undue financial and administrative burdens."*

*The U.S. Department of Health, Education, and Welfare's view is that compliance "would in most cases not result in undue financial and administrative burdens on a public entity." The burden of proof rests on the public entity, making it harder to justify non-compliance. Therefore, while required only for municipalities with more than 50 employees, it is highly recommended that a "Transition Plan" be in place to demonstrate that Delhi Township is attempting to the best of its ability to complete these changes in a reasonable time line. Completing improvements will allow all members of the community the ability to experience recreational facilities and programs.*

**IV. Acquire land for recreation in quantities sufficient to meet the existing and future recreation needs of the township residents and to protect the township's natural resources.**

- A. Study specific demographic trends that correspond to the recreation services within a geographical target area to determine if additional land is required to meet the needs of the community.

1. Evaluate the need for parks in the NW section of the township.

**Rationale:**

*The township's park facilities are primarily concentrated in the north-eastern quadrant of the township, where the most urban development has taken place. Some areas of the township may be under-served where fewer parks are present.*

- B. Identify and acquire land adjacent to existing park lands to allow for program expansion and to create connections between parks throughout the park system.**

1. Study a connection between Holt High School and Burchfield Park.

**Rationale:**

*As the community grows, the parks facilities will need to grow with it. Having the ability to expand or connect existing parks facilities is a crucial strategy of a park system as this allows the parks system to reach as many residents as possible and serve a diverse set of recreation needs.*

- C. Identify and acquire land that has significant natural features that are high quality and strategically located, and that serve populated areas or significant natural areas.**

1. Study recreation potential of lands in river corridors and natural areas.
2. Evaluate Mud Lake area to determine possible connections to Ram Trail.

**Rationale:**

*The township does not have a park that focuses on natural features. Natural features can be expensive to restore and hard to find in urbanized areas making it important to protect lands with existing high quality features. Finding these types of lands will provide the park system with the ability to provide a variety of passive, nature-based recreation uses.*

- D. Acquire urban property to continue developing a strong urban park environment.**

1. Identify potential for future urban park locations or expansions that promote connections between businesses and neighborhoods and create a center of interest for future development.

**Rationale:**

*The township has an small urbanized center that is served primarily by two urban parks (Veteran’s Memorial Gardens and Holt and Aurelius Plaza) and a growing network of non-motorized trails. Urban parks can take the form of pocket parks, greenways, trails, central parks, plazas, and a variety of other forms that are adapted to urban spaces. These types of parks generally help fuel new development and they increase property values. Urban parks can provide important links between neighborhoods and businesses and can provide unique public spaces. New urban parks or additions to existing urban parks would allow the park system to expand its programs and facilities offered in urban settings, which often serve the greatest number of people at one time.*

**V. Promote the development of new recreation programs with active sports facilities and passive leisure opportunities which are in high demand, or are innovative, or are unique or not presently provided by municipal or private sectors.**

**A. Identify new trends in recreation/leisure programming.**

1. Send programming staff to conferences or other educational programs to learn about new trends in recreation/leisure programming.
2. Review recommendations from residents.

**Rationale:**

*New trends in recreation programming offer exciting opportunities for residents to participate in and often help create attractive, dynamic places to live. Ignoring trends can lead to under-served residents.*

**B. Facilitate third-party programs to provide recreation programming options in the township parks and park facilities.**

1. Explore funding and staffing partnerships to help facilitate third-party program providers.
2. Coordinate recreation resources and identify ways to facilitate programs in other township or non-township affiliated facilities.

**Rationale:**

*By sharing facilities and other resources and coordinating programming services with other entities, the township can support a wider variety of programs to residents than would otherwise be possible with parks staff alone.*

- C. **Monitor service and participation levels of existing programs to inform future planning efforts.**
1. Produce a programming review and restructure activities as necessary to provide residents with convenient and appropriate recreation opportunities.
  2. Continue to compile user records and numbers in quantified format to assist in determining participation rates and proposed trends.

**Rationale:**

*Tracking participation levels helps monitor demand and assess recreation needs. The Department currently monitors programming on a yearly basis to coincide with seasonal programming and compiles records to determine trends in participation. The Department will continue to monitor participation to determine programming needs.*

# The Action Plan

## Actions

The following action plan, or “Capital Improvement Plan” (CIP) was developed based upon information gathered from public input, interviews, demographic data, land use trends and efforts of adjacent communities. The plan covers the next five years. These projects may be funded through grant sources such as those provided through the Michigan Department of Natural Resources (MDNR) like the Land and Water Conservation Fund, Michigan Natural Resources Trust Fund, Recreation Passport Grants, Waterways Program Grants, Michigan Habitat Improvement Fund Program Grants, Invasive Species Grant Program, or Wildlife Habitat Grant Program. There are also grants available through private corporations, non-profit organizations, foundations, and other state and federal agencies.

Many of the previous park projects have been built out, leaving room to ask the questions, “What’s next?”. A variety of creative ideas for the future of the parks system were brought fourth through the community participation process. It will be necessary to investigate the feasibility of these ideas and expand upon them through additional planning and design efforts. This has resulted in more studies being planned than in the previous plans. The township needs to have these plans in the queue so that the township will be ready to apply for grants and recruit donations for funding. Without these plans the township will not be able to keep up with recreational needs and trends that attract people to live work and play in Delhi.

## Capital Improvement Plan Schedule

Delhi Charter Township Parks & Recreation Five Year Master Plan

(04/01/2015 through 04/01/2020)

Target Year	Project Location	Project Description	Estimated Total Cost	Revenue Source	Goal
2015	Ram Trail	Construction of Trail (Eiefert Road to Campus Drive)	C: \$1,300,000	1, 2, 6	I, II, III, IV, V
2015	East Holt Road Trail Head (formerly Senior Citizens Park)	Plan and develop horseshoe/court game area and other amenities.	P: \$3,000 C: \$10,000	1, 2	I, II, V

## The Action Plan

Target Year	Project Location	Project Description	Estimated Total Cost	Revenue Source	Goal
2015	Kiwanis Park	Replace Restroom/Storage Facility + Undertake ADA Updates	P: \$40,000 C: \$400,000	1, 2, 3, 4, 5	I, II, III
2015	Valhalla Park East	Maintenance Building Addition	C: \$60,000	1, 2	I, II, III
2015	Study	Non-Motorized Transportation Plan Update (Planning Department)	P: \$30,000	1	I, II, III
2015	Township-Wide	Develop a signage system on roadways that helps residents and visitors find each of the recreation facilities within the township.	P: \$20,000 C: \$200,000	1, 2, 3, 4, 5	I, II, III, IV, V
2016	Kiwanis Park	Playground Renovation	P: \$20,000 C: \$200,000	1, 2, 3, 4, 5	I, II, III, V
2016	Study	Development Studies - Evaluation of potential sites and feasibility of potential dog park and splash pad. ID and evaluate potential park sites in north west portion of township and determine need or demand for new parks. ID and evaluate potential park sites/greenway/trail connections in south west portion of township to connect the high school to Burchfield Park.	P: \$40,000	1	I, II, III, IV, V
2016	Holt and Eifert Road Property	Master plan and development vacant land at the north east corner of Holt Road and Eifert Road.	P: \$50,000 C: \$500,000	1, 2, 3, 4, 5	I, II, III, V
2016	Township-Wide Trails	Plan and develop amenities along non-motorized trail system in strategic locations.	P: \$20,000 C: \$200,000	1, 2, 3, 4, 5	I, II, III, IV, V
2016	Study	Develop ADA Transition Plan for all Park Facilities	P: \$30,000	1	I, II, III
2016	Valhalla Park East	Restroom Facility Upgrades	P: \$15,000 C: \$150,000	1, 2, 3, 4, 5	I, II, III
2016	East Holt Road Trail Head (Formerly Senior Citizens Park)	Plan and develop signage and play equipment and/or other park amenities.	P: \$20,000 C: \$200,000	1, 2	I, II, III
2017	Troost Field	Upgrade restroom and support buildings. Apply for DNR Grant.	P: \$40,000 C: \$400,000	1, 2, 3, 4, 5	I, II, III
2019	Deadman's Hill	ADA accessibility upgrades, new restroom, play equipment upgrades, signage, and pave roadway and parking lot.	P: \$60,000 C: \$600,000	1, 2, 3, 4, 5	I, II, III, V

Target Year	Project Location	Project Description	Estimated Total Cost	Revenue Source	Goal
2020	Sycamore Creek Property	Master plan and develop the sycamore creek property.	P:\$50,000	1, 2, 3, 4, 5	I, II, III, V
2020	Veteran's Memorial Park	Complete the development of the north half of the park, per the existing master plan.	P: \$50,000 C: \$500,000	1, 2, 3, 4, 5	I, II, III, V

Revenue Codes:

- 1 General Fund
- 2 Donations
- 3 Michigan Department of Natural Resources Trust Fund
- 4 Michigan Department of Natural Resources Recreation Passport Grant
- 5 Michigan Department of Natural Resources Land & Water Conservation Fund
- 6 CMAQ Grant

P = Planning and Design  
C = Construction and Implementation

\*\*\* THIS DOCUMENT IS A LONG RANGE PLANNING DOCUMENT THAT WILL CONTINUE TO EVOLVE AND IS REVIEWED ON AN ANNUAL BASIS. ALL PROJECTS LISTED ARE SUBJECT TO THE AVAILABILITY OF FUNDING THROUGH THE GRANT SOURCE AND THE GENERAL FUND AND THE APPROVAL OF THE PARK COMMISSION AND TOWNSHIP BOARD.

\*\*\* THE DEPARTMENT WILL CONTINUE TO SEEK OUT OTHER SOURCES FOR GRANTS IN ADDITION TO THOSE LISTED ABOVE.







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# Appendices



DELHI CHARTER TOWNSHIP  
INGHAM COUNTY, MICHIGAN

ORDINANCE NO. 55.4

PREAMBLE

AN ORDINANCE TO REPEAL ORDINANCE 55.3 (CODE OF ORDINANCES CHAPTER 12, SECTION 12-1 ET SEQ) AND TO ADOPT A NEW "PARK AND RECREATIONAL AREA AND DESIGNATED PUBLIC LAND AREA ORDINANCE"; TO DELINEATE THE POWERS OF THE DELHI CHARTER TOWNSHIP PARKS AND RECREATION COMMISSION; TO PROVIDE FOR THE DESIGNATION OF CERTAIN AREAS WITHIN THE TOWNSHIP AS TOWNSHIP PARKS AND RECREATIONAL AREAS; TO PROVIDE FOR THE DESIGNATION OF CERTAIN AREAS WITHIN THE TOWNSHIP AS PUBLIC LAND AREAS; TO DESIGNATE HOURS OF OPERATION FOR PARKS AND RECREATIONAL AREAS AND PUBLIC LAND AREAS; TO PROVIDE FOR THE HEALTH, SAFETY AND GENERAL WELFARE OF PERSONS USING SAID AREAS; TO SET FORTH VARIOUS DEFINITIONS AND TO DESCRIBE "PERSONS BEING DISORDERLY" WITHIN SAID AREAS; TO PRESCRIBE CERTAIN CONDUCT AND MOTOR VEHICLE REGULATIONS WITHIN SAID AREAS; TO PROHIBIT CERTAIN CONDUCT AND TO SET FORTH PENALTIES FOR THE VIOLATION OF THE PROVISIONS HEREOF; AND TO PROVIDE AN EFFECTIVE DATE HEREOF.

Delhi Charter Township, Ingham County, Michigan ordains:

**SECTION I. DELHI CHARTER TOWNSHIP PARKS & RECREATION COMMISSION POWERS.**

The Delhi Charter Township Parks and Recreation Commission (hereinafter called the "Commission") shall have power and authority to manage the Township parks, recreational areas and designated public land areas. Subject to approval by Resolution or Ordinance adopted by the Board of Trustees of Delhi Charter Township, the Commission shall establish reasonable rules and regulations for the conduct of the public using said areas, and for issuance of permits for the use of facilities therein. Persons violating such rules shall be given verbal notice of such violation and, upon failure to comply with the terms of said rules, shall be deemed to be trespassers and subject to removal from the Township park, recreational area, or designated public land area.

**SECTION II. DESCRIPTION OF PARKS, RECREATIONAL AREAS AND DESIGNATED PUBLIC LAND AREAS.**

The Delhi Charter Township Board shall, from time to time by Resolution, identify and describe those areas within the Township which shall be operated and maintained as Township Parks, Recreational Areas, and designated Public Land Areas, which areas shall be subject to this Ordinance, the Rules and Regulations for the conduct of the public, and such other statutes and Ordinances as may be applicable.

**SECTION III. DEFINITIONS.**

The following words, terms and phrases, when used in this Ordinance, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

**Camping** means the overnight lodging or sleeping of a person or persons on the ground or in any manner or in a sleeping bag, tent, trailer-tent, trailer coach, vehicle camper, motor vehicle, or any other conveyance erected, parked or placed within any park, recreational area, or designated public land area.

**Motor Vehicle** means any vehicle which is self-propelled by any means whatsoever, including all devices in, upon, or by which a person or property may be transported or drawn, excluding motorized chairs or other ambulatory assistance devices used by persons with physical disabilities.

**Park, Park Property, Recreational Area and Designated Public Land Area** means any property owned or leased by the Township and delineated as a park, recreational area or designated public land area by Ordinance or Resolution of the Township Board.

**Parked or Parking** means any vehicle which remains standing, whether occupied or not, when not loading or unloading.

**Parked Area or Parking Lot** means any off-street area, whether paved or not, which is designated for public parking.

**Rules and Regulations** means the written rules and regulations and any amendments thereto concerning the use and maintenance of Township parks, recreational areas, or designated public land areas approved by the Township Board, copies of which are available to the public in the offices of the Parks Department and Township Clerk.

#### SECTION IV. UNLAWFUL PERSONAL CONDUCT.

It shall be unlawful for any person to be disorderly within the Township parks, recreational areas or designated public land areas.

A "disorderly" person means any person who shall do any act or engage in any practice hereinafter enumerated and any person who shall aid and/or abet another to do any such act or engage in any such practice, to-wit:

1. Be intoxicated in a public place and who is either endangering directly the safety of another person or a property or is acting in a manner that causes a public disturbance.
2. Discharge any firearm, air rifle, bow and arrow, sling shot, crossbow or other dangerous weapon.
3. Openly carrying any bow and arrow, slingshot or crossbow without first having same unstrung or secured in an appropriate case. Provided, however, that such items may be carried and discharged in participation in a program under the supervision of Township or commissioned personnel.
  - a) No persons shall carry a concealed pistol without a valid license issued by the County Concealed Weapons Licensing Board and such possession and concealment shall be in strict accordance with the requirements of said license/permit and all state law pertaining thereto.
  - b) In the case of a bow or crossbow, having the same unstrung or secured in an appropriate case, the same may be carried and discharged when done as part of a program under the supervision of Township or Commission personnel.
4. Utter insulting or fighting words which by their very utterance directly tend to incite an immediate breach of the peace.
5. Willfully destroy, damage, or in any manner deface, injure or tamper with any property, including signs, guideposts, trees and shrubs; or mark or post handbills on, or in any manner mar the walls of any public building or any fence or tree; or take or meddle with any property belonging to Delhi Charter Township, or remove the same from a street, alley, building or place within a park, recreational area or designated public land area where it may be kept standing or stored, without authority from the official custodian of such property.
6. Accost, molest, or otherwise annoy, either by word of mouth or by sign, sound or motion, any person.

7. Disturb the peace and quiet by loud, boisterous or vulgar conduct or words or by improper diversions.

8. Operate any radio, tape or record playing device or other mechanical or electrical sound amplifying-apparatus in such a manner so as to disturb the peace and tranquility of said area and persons in the vicinity.

9. Obstruct, resist, hinder or oppose any member of any law enforcement agency, employee of Delhi Charter Township and/or employee of the Commission in the discharge of his or her duties.

#### SECTION V. SWIMMING, BATHING AND WADING.

1. No person shall swim, bathe or wade within designated areas unless such activity has been specifically authorized by the Commission and so posted.

2. Swimming areas shall be open as posted. Such activities shall be permitted only on the dates designated by the Commission.

3. No glass containers or glass products of any type (excluding eyeglasses) shall be permitted within fifty (50) feet of any swimming area or beach.

#### SECTION VI. DOGS AND PETS.

1. Except as provided below, dogs and other pets may be permitted in parks, recreational areas and designated public land areas provided that:

A. No such animal shall be permitted within any beach area, building, shelter, playground, athletic field, garden area, or nature study area, or other areas where prohibited by the Commission;

B. All dogs or other animals shall at all times be tethered to a leash or similar device no greater than six (6) feet in length and under the immediate control of a responsible person. No dog or other animal shall create an annoyance or disturb other persons within the same park, recreational area or designated public land area.

C. A person in charge of any dog or other animal shall immediately remove all droppings deposited by such animal in a sanitary manner. Such droppings shall be disposed of on the property owned or operated by the person owning or in charge of said animal.

2. The foregoing provisions of this section shall not apply to leader dogs for the blind.

3. Horses shall not be permitted within any said park, recreational area or designated public land area without prior written permission from the Parks and Recreation Commission or its designee.

#### SECTION VII. HOURS.

All parks, recreational areas and designated public land areas shall be open to the public from 8:00 a.m. to dusk unless otherwise posted. Any park, recreational areas, designated public land areas or portions thereof may be entirely closed or closed to specified uses for a period of time as may be determined from time to time by the Commission or the Township Board of Trustees.

No person or vehicle shall remain within any park, recreational area or designated public land area when closed, except when engaged in camping pursuant to a permit authorized by the Commission, or its designee.

#### SECTION VIII. LITTER CONTROL.

1. It shall be unlawful for any person to dump, deposit, place, throw, leave, cause, or permit the dumping, depositing, placing, throwing or leaving of junk on any public property or waters, other than property specifically designated for said purpose or in receptacles specifically designated for said purpose.

2. The term "junk" as used herein means all rubbish, refuse, waste material, garbage, offal, paper, glass, cans, bottles, trash, debris or other substance or dismantled, partially dismantled, unlicensed, or inoperable vehicle.

#### SECTION IX. MOTOR VEHICLES.

It shall be unlawful and punishable as provided herein for any person to:

1. Operate a motor vehicle in excess of 15 miles per hour within parks, recreational areas, and designated public land areas except where otherwise posted.

2. Operate any motor vehicle of any kind or nature other than on designated public roads and in designated parking areas.

3. Operate a motor vehicle in violation of posted traffic control signs or devices, including but not limited to, parking or standing in no parking zones, handicapped parking zones.

4. Operate an unlicensed motor vehicle in park, recreational areas or on designated public land areas.

All motor vehicles located and operated within said parks, roadways or areas shall be subject to the laws of the State of Michigan as set forth in the Michigan Motor Vehicle Code (MCL 257.1 *et seq*) as adopted by the Charter Township of Delhi.

It shall be unlawful to park or stand any motor vehicle within any area of a park, recreational area or designated public land area not designated as a parking area or space, where prohibited by sign, or in any area in such a manner so as to form an obstruction to traffic. Further, whenever any police officer observes a motor vehicle unattended upon a park, recreational area or designated public land area roadway or parking area where such vehicle constitutes an obstruction to traffic, such officer is hereby authorized in his discretion to remove such vehicle to the nearest garage or other place of safety pursuant to the provisions of the Michigan Motor Vehicle Code (MCL 257.1 *et seq*)

#### SECTION X. FIRE CONTROL.

Unless prior approval is obtained from Delhi Charter Township Fire Department, no fires shall be permitted within park, recreational areas and designated public land areas, unless in receptacles or structures specifically designed for the preparation of foods.

#### SECTION XI. TENTS AND CAMP CONTROL.

No person shall construct or erect any shelter or tent within parks, recreational areas unless said person shall first obtain a permit for camping activities from the Commission, or its designee. Such activity is strictly prohibited in designated public land areas.

#### SECTION XII. COMMERCIAL ACTIVITIES AND ADVERTISING.

No person or organization shall advertise, vend, sell, or distribute any service, food, beverage, or merchandise, or post leaflets within any park, recreational area or designated public lands, except by prior written permit from the Commission or the Delhi Charter Township Clerk.

#### SECTION XIII. POSSESSION AND CONSUMPTION OF ALCOHOLIC BEVERAGE.

It shall be unlawful and punishable as provided herein for any person to possess and/or consume any alcoholic beverage within the boundaries of the park, recreational areas and designated public land areas of the Charter Township of Delhi. Once each year, civic organizations may request the consent of the Delhi Charter Township Board of Trustees for the sale of beer and wine in connection with the activities of such organizations, such as the Holt Hometown Festival or similar event. Consent thus granted shall be subject to, and contingent upon, concurrence by the Delhi Charter Township Parks and Recreation Commission, shall meet the requirements of the Commission as to security, litter, insurance, parking, hours and conditions of operation, and issuance of a license by the State of Michigan Liquor Control Commission. During the period specified in the license, beer and wine may be consumed on the premises within the area designated for said purpose and upon no other.

**SECTION XIV. SKATEBOARDING, INLINE SKATING AND FREESTYLE BMX BIKING.**

Skateboarding, inline skating, and freestyle biking is allowed in the Skate and Bike Park, and only during times designated by the Commission as being "open for use." Skateboarding, inline skating, and freestyle BMX biking is prohibited in the Skate and Bike Park during any time the park is not "open for use" and prohibited at all times in all other Township parks, recreational areas and designated public land areas where posted.

**SECTION XV. PROTECTION OF PROPERTY AND ENVIRONMENT.**

It shall be unlawful and punishable by law or this Ordinance for any person on park, recreational area or designated public land areas to damage, mar, deface, destroy or otherwise injure:

A. Any building, bridge, drain, wall, fountain, lamppost, light, fence, gate, hedge, sign, marker or pathway or other structure or device located in such park, recreational area or designated public land area.

B. Cut, remove or destroy any tree, sapling, seedling, bush or shrub, or remove any foliage, flower, or pick, uproot or destroy any flower, plant or grass, or remove any soil, sod, rock or grass.

**SECTION XVI. WILDLIFE PROTECTION.**

It shall be unlawful and punishable by law or this Ordinance for any person on park, recreational area or designated public land area to hurt, trap, catch, wound, kill or attempt to hunt, trap, catch, wound or kill any bird or animal, or to molest or harass any such animal, or rob any nest of any bird or the lair, den or

burrow of any animal within Township park, recreation areas or designated public land areas. Unless otherwise posted, this section shall not be construed to prohibit fishing, subject to state and local laws.

**SECTION XVII. BOATING.**

No person shall bring into, use or navigate any boat, canoe, raft or personal watercraft or other watercraft upon any water course, lagoon, lake, pond or other water area located within or upon any park, recreational area or designated public land areas, except at such time or places as may be provided or designated for such purpose. All watercraft (except for specially constructed watercraft utilized in connection with Township-sponsored activities or contests) shall comply with and be used in compliance with the Natural Resources and Environmental Protection Act, Part 801 (MCL 324.80101 et seq).

**SECTION XVIII. PEDDLING AND SOLICITING IN TOWNSHIP PARK, RECREATIONAL AREA OR DESIGNATED PUBLIC LAND AREA.**

No person on any park, recreational area or designated public land area shall peddle or solicit business of any nature whatsoever, distribute handbills or other advertising matter, post any unauthorized sign on any such land, water, structure or property, or use such land, water, structure or property for peddling or soliciting without having first obtained a permit for all such activities.

**SECTION XIX. UNLAWFUL OBSTRUCTION.**

No private person, firm or corporation shall, by force, threats, intimidations, unlawful fencing, enclosing or any other means, prevent or obstruct any person from entering, leaving or making full use of any park, recreational area or designated public land area.

**SECTION XX. FEES, CHARGES AND PERMITS.**

It shall be unlawful and punishable as provided herein for any person to use any facility, building, land, area or equipment for which a fee or charge has been established by the Commission without payment of such fee or charge.

It shall be unlawful for any person, group or organization to occupy, use or fail to timely vacate any facility, building, land, area or equipment for which a permit has been granted to any other person, group or association.

All such fees and charges shall be, from time to time, established and amended by the Commission, subject to approval by Resolution of the Township Board of Trustees.

#### SECTION XXI. ENFORCEMENT AND PENALTIES.

Any person violating SECTION IV of this Ordinance shall be deemed guilty of a misdemeanor, punishable by imprisonment for not more than ninety (90) days or work in clean-up activities as an alternative to said imprisonment, or a fine not to exceed Five Hundred (\$500.00) dollars, or both such fine and imprisonment. Any person violating the provisions of the Motor Vehicle Code, incorporated herein by reference, shall be subject to the fines and penalties set forth in that Code. Any person violating any other section of this ordinance shall be deemed guilty of a municipal civil infraction as defined by MCL 600.113(1)(c). A person found guilty of a civil infraction shall be subject to a fine not to exceed five hundred (\$500) plus the costs of prosecution.

Any person violating any provision of this Ordinance shall be and is deemed to be a trespasser and may be subject to eviction from the Township's park, recreational areas or designated public land areas by any agent, servant or employee of the Commission or Charter Township of Delhi observing such conduct.

#### SECTION XXII. SEVERABILITY.

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

#### SECTION XXIII. REPEALER.

Delhi Charter Township Ordinance No. 55.3 is hereby repealed and replaced by the adoption of this Ordinance No. 55.4

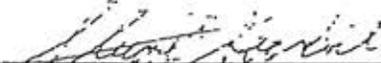
#### SECTION XXIV. EFFECTIVE DATE.

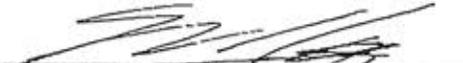
This ordinance shall take effect thirty (30) days from and after its adoption and publication as required by law.

Ayes: Hayhoe, Hope, Ketchum, Krepps, Sweet, Ammon, Goodrich  
Nays:  
Absent:

Adopted by the Delhi Charter Township Board of Trustees at a regular meeting held on the 19<sup>th</sup> day of June, 2007 at 7:30 p.m.

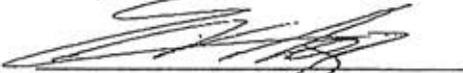
First Reading:	<u>06/05/2007</u>
First Publication	<u>06/10/2007</u>
Second Reading:	<u>06/19/2007</u>
Second Publication (Posting)	<u>06/24/2007</u>
Effective Date:	<u>07/24/2007</u>

  
Stuart Goodrich, Supervisor

  
Evan Hope, Clerk

STATE OF MICHIGAN)  
                                  )§  
COUNTY OF INGHAM)

I, Evan Hope, Clerk of the Charter Township of Delhi, hereby certify that the foregoing constitutes a true and complete copy of Ordinance No. 55.4, duly adopted by the Board of Trustees of the Charter Township of Delhi, Ingham County, Michigan, on the 19<sup>th</sup> day of June, 2007 and that the same was published as required by law on the 10<sup>th</sup> and 24<sup>th</sup> day of June, 2007.

  
Evan Hope, Clerk

DELHI CHARTER TOWNSHIP

RESOLUTION NO. 2007-031

A Resolution which amends Delhi Township's Schedule of Fines  
For Municipal Civil Infractions

At a regular meeting of the Township Board of Trustees of the Charter Township of Delhi, Ingham County, Michigan, held at the Community Services Center, 2074 Aurelius Road, Holt, Michigan on the 19<sup>th</sup> day of June, 2007 at 7:30 p.m.

PRESENT: Supervisor Stuart Goodrich, Clerk Evan Hope, Treasurer Harry Ammon, Trustees John Hayhoe, Jerry Ketchum, Paul Krepps, Roy Sweet

ABSENT: None

The following Resolution was offered by Clerk Hope:

**WHEREAS**, Delhi Charter Township Ordinance 101.2 and Section 10.146 of the Delhi Charter Township Code related to a Schedule of Fines for municipal civil infractions may be amended from time to time by Resolution of the Delhi Charter Township Board of Trustees; and

**WHEREAS**, it is the desire of the Township Board to provide specifically for violations specified within Ordinance No. 55.4 that are enforceable by Civil Infraction;

**NOW, THEREFORE, BE IT RESOLVED THAT** the Schedule of Fines set forth in Ordinance No. 101.2, the same being Section 10.146 of the Delhi Charter Township Code, shall be amended to read as follows:

	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense
1. Nuisances (Ord. No. 79.1)	\$100	\$200
2. Noise violation, except as provided below	\$75	\$150
3. Fire Code (Ord. No. 70.7)	\$100	\$200
4. Parking in Fire Lane (Ord. No. 72)	\$100	\$200
5. Noxious Weeds (Ord. No. 81.2)	\$50	\$100
6. Smoke Detectors (Ord. No. 89.1)	\$50	\$100
7. Parking (Ord. No. 98.1)	\$25	\$50
8. Obstructing Sidewalk (Ord. No. 91.2)	\$25	\$50
9. PTB Refusal	\$100	\$200
10. Zoning (Ord. No. 39)	\$100	\$200
11. Yard Parking (Ord. No. 39)	\$25	\$50
12. Building Code (Ord. No. 70)	\$100	\$200
13. Housing Code (Ord. No. 85)	\$100	\$200
14. Property Maintenance Code (Ord. No. 102)	\$100	\$200
15. Plumbing Code (Ord. No. 103)	\$100	\$200
16. Mechanical Code (Ord. No. 104)	\$100	\$200
17. Electrical Code (Ord. No. 66)	\$100	\$200
18. Exhaust Brakes – Noise (Ord. No. 71.6)	\$100	\$200

19. Parental Responsibility; Responsibility of Persons in Control of Premises and Curfew (Ord. No. 71.6)	\$100	\$200
20. Swimming, bathing & wading in undesignated areas (Ord. No. 55.4)	\$100	\$200
21. Dogs & Pets (Ord. No. 55.4)	\$100	\$200
22. Violation of Hours (Ord. No. 55.4)	\$100	\$200
23. Littering (Ord. No. 55.4)	\$100	\$200
24. Fires (Ord. No. 55.4)	\$200	\$400
25. Camping (Ord. No. 55.4)	\$100	\$200
26. Alcoholic Beverages (Ord. No. 55.4)	\$100	\$200
27. Commercial Activities & Advertising (Ord. No. 55.4)	\$100	\$200
28. Skateboarding, skating (including inline skating) and freestyle BMX biking (Ord. No. 55.4)	\$50	\$100
29. Protection of Property & Environment (Ord. No. 55.4)	\$100	\$200
30. Wildlife Protection (Ord. No. 55.4)	\$200	\$400
31. Boating (Ord. No. 55.4)	\$100	\$200
32. Peddling and Soliciting (Ord. No. 55.4)	\$100	\$200
33. Unlawful Obstruction (Ord. No. 55.4)	\$200	\$400

AYES: Ammon, Goodrich, Hayhoe, Hope, Ketchum, Krepps, Sweet  
 NAYS: None  
 ABSENT: None

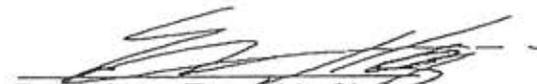
The foregoing Resolution declared adopted on the date written above.

  
 Evan Hope, Township Clerk

STATE OF MICHIGAN)  
 SS)  
 COUNTY OF INGHAM)

I, the undersigned, the duly qualified Clerk of 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 19<sup>th</sup> day of June, 2007.

IN WITNESS THEREOF, I have hereunto affixed my official signature this 14 day of June, 2007.

  
 Evan Hope, Township Clerk



**DELHI CHARTER TOWNSHIP BOARD OF TRUSTEES MINUTES  
SPECIAL JOINT MEETING HELD ON AUGUST 19, 2014**

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The Delhi Township Board of Trustees and the Delhi Charter Township Park Commission met in a Special Joint Meeting on August 19, 2014 in the Multipurpose Room at the Community Services Center, 2074 Aurelius Road, Holt, Michigan. Supervisor Davis and Chairperson Fulk called the meeting to order at 6:00 p.m.

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

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

Township Board Members Absent: Trustee Megan Ketchum

Park Commission Members Present: Chairperson Dennis Fulk, Vice Chairperson Steve Warfield, Secretary Jane Wallin, Commissioners Phil Knapman, Sue Lierman, Tom Miller, John Mulvaney

Park Commission Members Absent: None

**COMMENTS FROM THE PUBLIC** - None

**PARKS AND RECREATION MASTER PLAN**

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The Michigan Department of Natural Resources requires that community recreation plans be updated every five years as criteria to receive funding from the state in the form of grants for park and open space acquisition, park development and existing park improvements.

Bob Ford, Landscape Architects and Planners, stated that the DNR is very interested in public involvement and public notification of the Community Recreation Plan. There will be two public input meetings, a public hearing and a thirty day review period where the public can review the preliminary plan. The plan will also be placed on the Township website for public review.

Mr. Ford stated that Trust Fund money is derived from oil and gas mineral rights, with a cap this year of \$400,000 (\$100,000 match with \$300,000 that could be leveraged). The Passport Program is a \$50,000 program with a 25% match. The State of Michigan receives \$1,000,000 per year with a 50/50 match from the Land and Water federal program. Mr. Ford stated that all of the grant money is tax dollars held by the State and Federal government to be awarded to municipalities. By going through the grant process and being awarded a grant, you receive some of those tax dollars back into the community.

The Board of Trustees and Park Commissioners were asked for their input regarding the Community Recreation Plan.

Comments were received as follows:

- A dog park
- A park millage to help fund the parks and/or senior center

**DELHI CHARTER TOWNSHIP BOARD OF TRUSTEES MINUTES  
SPECIAL JOINT MEETING HELD ON AUGUST 19, 2014**

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- A need for a park on the north west side of the Township
- Outdoor basketball courts
- Inside basketball courts for use by teenage residents
- Kiwanis Park playground (don't duplicate what the other parks have; make it unique)
- MSU interns to help at the senior center and/or hire an assistant for the senior center
- Horse shoe pits, bocce ball, lawn games
- Water park/splash pad, climbing wall, etc.
- Trail head parking
- Signage at Deadman's Hill Park

Discussion was held on what should be done with the Sycamore Street and Willoughby Road (the former Decor property) properties. Lack of parking spaces along with a new restroom facility on the east side of Valhalla Park was discussed.

It was stated that school property used by the Township is eligible for grants as long as the public improvement is open to the public.

**PUBLIC COMMENTS**

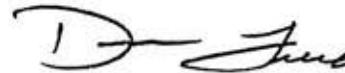
Mike Hamilton, 4541 Sycamore Street, commented on a splash park.

**ADJOURNMENT**

Meeting adjourned at 7:24 p.m.

Date: September 10, 2014

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Dennis Fulk, Chairperson

John Hayhoe  
Delhi Twp  
Trustee

Delhi Charter Township  
Community Recreation Plan  
2015-2019

We are looking for your input regarding parks and recreation for the Delhi Charter Township Community Recreation Plan, 2015-2019. We appreciate your valuable insight and it will help to establish the goals and actions of the Parks and Recreation Department over the next five years. Please call LAP at 517-485-5500 for a phone interview or submit your answers via e-mail to [info@lapinc.net](mailto:info@lapinc.net) or fax to 517-485-5576.

1. Do you have any suggestions on what the specific long-term vision should be for the Delhi Charter Township Parks and Recreations System?

To continue to have the excellent programs and facilities we presently have. We might want to consider a Parks Millage like Meridian Twp. has.

2. Do you feel there are deficiencies with the current system that need to be addressed?

Mark Jenks needs a Assistant Administrator. Or we need a coordinator for the Senior Citizen Center. Mark Jenks is trying to do to much and needs an assistant.

3. The Township has completed or is in the process of completing many of the items that were listed in the Capital Improvement Schedule for the 5-Year Community Recreation Plan 2010-2015 as shown below. Assign a priority to the remaining items from the 2010-2015 Recreation Plan, with 1 being highest, 2 second highest and so on. List any additional items you may want to include in the Plan.

**Completed Projects - Recreation Plan 2010-2015**

- o Valhalla Park Restroom/Pavilion
- o Veterans Memorial Garden amphitheater overhead structure
- o Pave parking areas at Valhalla Park

**Projects in Process - Recreation Plan 2010-2015**

- o Kiwanis Park Restroom/Storage Building (2014 DNR Grant App. Pending)
- o Develop plans for replacement of non-compliant play equipment
- o Performing evaluations of accessibility of all Township park facilities.
- o Ram Trail Non-Motorized Pathway from Eifert Rd. to Holt High School (Community development project)

**Remaining Projects - Recreation Plan 2010-2015**

- A. Develop a master plan for a Dog Park at the vacant park property at the N.E. corner of Holt and Eifert Roads.
- B. Develop a master plan for Holt/Eifert Road and construct a park
- C. Pave driveway and parking area at Deadman's Hill
- D. Kiwanis Park Playground Redevelopment
- E. Splash Pad - Location to be determined
- F. Develop a master plan for the vacant property at Sycamore Street

**Priority**

5	_____
3	_____
2	_____
2	_____
4	_____
4	_____

Please write in additional ideas that you think are worth pursuing in the space below.

Delhi Charter Township  
Community Recreation Plan  
2015-2019

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1. Do you have any suggestions on what the specific long-term vision should be for the Delhi Charter Township Parks and Recreations System?

- *Need to facilitate trail connection south to Mason*
- *Possible Trailheads – Centennial Farms, Deadman’s Hill, Jaycees are all better trailheads than Kiwanis. Dependent on what Mason does*

2. Do you feel there are deficiencies with the current system that need to be addressed?

*Play equipment in smaller parks needs to be upgraded*

3. The Township has completed or is in the process of completing many of the items that were listed in the Capital Improvement Schedule for the 5-Year Community Recreation Plan 2010-2015 as shown below. Assign a priority to the remaining items from the 2010-2015 Recreation Plan, with 1 being highest, 2 second highest and so on. List any additional items you may want to include in the Plan.

**Completed Projects - Recreation Plan 2010-2015**

- Valhalla Park Restroom/Pavilion
- Veterans Memorial Garden amphitheater overhead structure
- Pave parking areas at Valhalla Park - Sycamore Trail – north trail connector

**Projects in Process - Recreation Plan 2010-2015**

- Kiwanis Park Restroom/Storage Building (2014 DNR Grant App. Pending)
- Develop plans for replacement of non-compliant play equipment
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**Remaining Projects - Recreation Plan 2010-2015**

	<b><u>Priority</u></b>
A. Develop a master plan for a Dog Park at the vacant park property at the N.E. corner of Holt and Eifert Roads.	Not Priority
B. Develop a master plan for Holt/Eifert Road and construct a park	_____
C. Pave driveway and parking area at Deadman’s Hill	Not Priority
D. Kiwanis Park Playground Redevelopment	#1
E. Splash Pad – Location to be determined	_____
F. Develop a master plan for the vacant property at Sycamore Creek <u>(Planned) Ram Trail 2 – Eifert to Jaycees – County Millage passed</u>	#1

Please write in additional ideas that you think are worth pursuing in the space below.

- *Develop a master plan for Holt/Eifert Road and construct a park – only a portion*
  - *A portion is reserved for Township development – 5 to 7 acres*
  - *Expand Jaycee Park into Holt/Eifert Park*
- *Connect Ram Trail to Burchfield Park – sooner than Mason connection – 2 and ¼ mile*
- *Possible lease land at Deadman’s Hill for cell tower – several parties interested*
- *Already a dog park – Soldan*
- *Already a splashpad at Hawk Island*
- *Dell Rd/Sycamore Creek property – mostly swamp, could be natural interpretation park*

Delhi Charter Township  
Community Recreation Plan  
2015-2019

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1. Do you have any suggestions on what the specific long-term vision should be for the Delhi Charter Township Parks and Recreations System?
  - *Great relationship, share facilities and maintenance – unique relationship*
  - *Would like to continue to maintain relationship*
  - *Parks Department uses school facilities – softball at high school, relatively new. Share tennis courts at Kiwanis*
  - *Community groups use soccer fields at elementary, youth football and lacrosse at Jr. High*
  
2. Do you feel there are deficiencies with the current system that need to be addressed?
  - *Improvements at Jr. High – Twp. might need to do more maintenance*
  - *Concessions under bleachers in need of upgrade*
  - *Team rooms at north end of track – has restrooms, really needs upgrades and maintenance*
  - *Community uses Jr. High facilities – track clubs, youth football, youth boys and girls lacrosse – Lansing Catholic HS uses it for home games – also used by schools for Jr. High Track and HS lacrosse teams*
    - *Score board and stadium lights also need upgrades*
    - *Partnership with Lansing Catholic HS*

3. The Township has completed or is in the process of completing many of the items that were listed in the Capital Improvement Schedule for the 5-Year Community Recreation Plan 2010-2015 as shown below. Assign a priority to the remaining items from the 2010-2015 Recreation Plan, with 1 being highest, 2 second highest and so on. List any additional items you may want to include in the Plan.

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- D. Kiwanis Park Playground Redevelopment
- E. Splash Pad – Location to be determined
- F. Develop a master plan for the vacant property at Sycamore Creek

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Please write in additional ideas that you think are worth pursuing in the space below.

- *Supportive of Ram Trail connecting high school to downtown*
- *Possible cross-county course at Holt/Eifert – place for meets, regional school tournaments – would need starting area 70 yards wide, taper straight away 100 yards*

Delhi Charter Township  
Community Recreation Plan  
2015-2019

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**Background:**

*Holt Community Connect is a 501C6 non-profit that sustains the activities of the DDA. The DDA will eventually disappear so Holt Community Connect will continue its activities. They organize the farmer's market, invest in the arts and work with the Friends of Delhi Trails and the Historical Society. They provide financial support, bring together organizations to reduce duplication and increase communication.*

1. Do you have any suggestions on what the specific long-term vision should be for the Delhi Charter Township Parks and Recreations System?

*Holt Community connect could provide programming and event organization for the parks.*

2. Do you feel there are deficiencies with the current system that need to be addressed?

- *More people need to know about Veteran's Memorial*
- *Reinforce idea of triangle – make it more useful and make people more aware of it*
- *There needs to be multiple ways to find stuff, organized like MEDC – beacon system, QR codes, apps*
- *There is a need for wayfinding – bring people out to parks and the triangle*
- *Parking at Veterans may be an issue for larger events*

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*Not a priority*

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*Not applicable*

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*This could be amazing*

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Please write in additional ideas that you think are worth pursuing in the space below.

*Develop plans for replacement of non-compliant play equipment – this is really important. Accessibility and play equipment to accommodate disabilities*

*Expanding butterfly theme for placemaking – bring from downtown into parks*

Delhi Charter Township  
Community Recreation Plan  
2015-2019

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**Background:**

*Holt Arts Council organizes the Music in the Garden series in Veteran's Memorial, supports the Parks Dept when they have movies in the parks, and will also host a Makers Faire in Veteran's next summer. There are 4 concerts in July for Music in the Garden. 2014 was a record setting year for attendance, with 3400 people total.*

1. Do you have any suggestions on what the specific long-term vision should be for the Delhi Charter Township Parks and Recreations System?

*Trails are great, extend trail to Mason*

*Children's garden – incorporate interactive elements*

2. Do you feel there are deficiencies with the current system that need to be addressed?

*Lack of parking at Veteran's for events. Long distance for elderly to walk to amphitheater*

*More art in the park, especially Veteran's Memorial*

3. The Township has completed or is in the process of completing many of the items that were listed in the Capital Improvement Schedule for the 5-Year Community Recreation Plan 2010-2015 as shown below. Assign a priority to the remaining items from the 2010-2015 Recreation Plan, with 1 being highest, 2 second highest and so on. List any additional items you may want to include in the Plan.

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- E. Splash Pad – Location to be determined
- F. Develop a master plan for the vacant property at Sycamore Creek

<b><u>Priority</u></b>
<i>Maybe/not priority</i>
_____
<i>Not priority</i>
_____
<i>Yes</i>
_____
<i>Maybe/not priority</i>
_____

Please write in additional ideas that you think are worth pursuing in the space below.

*Supportive of any projects that get people to use trails – bring people into community*

*Develop a master plan for the vacant property at Sycamore Creek – could be interesting, would be hard to get to by car*

Delhi Charter Township  
Community Recreation Plan  
2015-2019

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1. Do you have any suggestions on what the specific long-term vision should be for the Delhi Charter Township Parks and Recreations System?
  - *Updating playground equipment in parks is important – especially Kiwanis Park*
  - *Form public/private partnerships to develop dog park and splash pad but not at Holt/Eifert – only when money appears*
  - *Dog park location should be TBD – possibly at treatment plant – site has 20 acres on north side that could be inexpensive dog park*
  
2. Do you feel there are deficiencies with the current system that need to be addressed?

3. The Township has completed or is in the process of completing many of the items that were listed in the Capital Improvement Schedule for the 5-Year Community Recreation Plan 2010-2015 as shown below. Assign a priority to the remaining items from the 2010-2015 Recreation Plan, with 1 being highest, 2 second highest and so on. List any additional items you may want to include in the Plan.

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**Remaining Projects - Recreation Plan 2010-2015**

	<b><u>Priority</u></b>
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B. Develop a master plan for Holt/Eifert Road and construct a park	_____
C. Pave driveway and parking area at Deadman’s Hill	<i>Not priority</i>
D. Kiwanis Park Playground Redevelopment	<i>#1</i>
E. Splash Pad – Location to be determined	<i>Not priority</i>
F. Develop a master plan for the vacant property at Sycamore Creek	_____

Please write in additional ideas that you think are worth pursuing in the space below.

- *Need to elevate sensitivity to stormwater – Deadman’s does not really need to be paved*
- *Highest priority is Kiwanis Park*
- *Benches throughout community and along trails – like trailheads – create “oasis” places to rest*
- *Township purchased 3 properties near Mud Lake – Trailhead for Ram Trail and open space, natural area for birding with walkways along Mud Lake perimeter. Need to look at grant opportunities*
- *Need to think about property along western 1/3 of Township – soil on west side is bad – identify unusable lands for development that could be parks*
- *If Holt/Eifert property not viable for public – could be valuable commercial property – too valuable for dog park*

Delhi Charter Township  
Community Recreation Plan  
2015-2019

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1. Do you have any suggestions on what the specific long-term vision should be for the Delhi Charter Township Parks and Recreations System?

*Pleased with relationship with park system. Park system is contiguous with school system, shared land use. Parks help expand facilities for schools that are landlocked – Ex. Hope Middle School. Purchased land on Woodward and Jones for school and community use. Elliot, Jr. High and Washington Woods all have parks nearby*

2. Do you feel there are deficiencies with the current system that need to be addressed?

*No deficiencies – Possibly upgrade sidewalks*

*Parks and Rec in East Lansing have taken over non-varsity programming in East Lansing – Would Parks and Rec be willing to move to recreation instead of schools?*

3. The Township has completed or is in the process of completing many of the items that were listed in the Capital Improvement Schedule for the 5-Year Community Recreation Plan 2010-2015 as shown below. Assign a priority to the remaining items from the 2010-2015 Recreation Plan, with 1 being highest, 2 second highest and so on. List any additional items you may want to include in the Plan.

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**Remaining Projects - Recreation Plan 2010-2015**

**Priority**

- |  |       |
|--|-------|
| A. Develop a master plan for a Dog Park at the vacant park property at the N.E. corner of Holt and Eifert Roads. | _____ |
| B. Develop a master plan for Holt/Eifert Road and construct a park   | _____ |
| C. Pave driveway and parking area at Deadman’s Hill  | _____ |
| D. Kiwanis Park Playground Redevelopment   | _____ |
| E. Splash Pad – Location to be determined  | _____ |
| F. Develop a master plan for the vacant property at Sycamore Creek   | _____ |

Please write in additional ideas that you think are worth pursuing in the space below.

*More school/park combinations  
Parks and Rec take over of pre-varsity programming*

*Jr. Rams adopted Troost field, built concession stand/storage building/changing rooms  
Restroom under bleachers at Troost Field near Kiwanis Park could be future project*

Delhi Charter Township  
Community Recreation Plan  
2015-2019

We are looking for your input regarding parks and recreation for the Delhi Charter Township Community Recreation Plan, 2015-2019. We appreciate your valuable insight and it will help to establish the goals and actions of the Parks and Recreation Department over the next five years. Please call LAP at 517-485-5500 for a phone interview or submit your answers via e-mail to [info@lapinc.net](mailto:info@lapinc.net) or fax to 517-485-5576.

**Background:**

*Friends of Delhi Trails is a new group, formed in September 2014, to get people to use the trails, and enhance opportunities. They help maintain the trails and work with the Parks and Rec department*

1. Do you have any suggestions on what the specific long-term vision should be for the Delhi Charter Township Parks and Recreations System?

- *Extend trail down to Mason and beyond*
- *Ram Trail connection to high school*

2. Do you feel there are deficiencies with the current system that need to be addressed?

- *More sitting areas along trail*
- *Need signs and wayfinding – especially by Burger King on Jolly – hard to find trail*
- *Hawk island has good markers – need more consistency and markers along trail*
- *Need wayfinding “You are here” maps*

3. The Township has completed or is in the process of completing many of the items that were listed in the Capital Improvement Schedule for the 5-Year Community Recreation Plan 2010-2015 as shown below. Assign a priority to the remaining items from the 2010-2015 Recreation Plan, with 1 being highest, 2 second highest and so on. List any additional items you may want to include in the Plan.

**Completed Projects - Recreation Plan 2010-2015**

- Valhalla Park Restroom/Pavilion
- Veterans Memorial Garden amphitheater overhead structure
- Pave parking areas at Valhalla Park

**Projects in Process - Recreation Plan 2010-2015**

- Kiwanis Park Restroom/Storage Building (2014 DNR Grant App. Pending)
- Develop plans for replacement of non-compliant play equipment
- Performing evaluations of accessibility of all Township park facilities.
- Ram Trail Non-Motorized Pathway from Eifert Rd. to Holt High School (Community development project)

**Remaining Projects - Recreation Plan 2010-2015**

- A. Develop a master plan for a Dog Park at the vacant park property at the N.E. corner of Holt and Eifert Roads.
- B. Develop a master plan for Holt/Eifert Road and construct a park
- C. Pave driveway and parking area at Deadman’s Hill
- D. Kiwanis Park Playground Redevelopment
- E. Splash Pad – Location to be determined
- F. Develop a master plan for the vacant property at Sycamore Creek

**Priority**

*Not Priority*

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*Yes*

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Please write in additional ideas that you think are worth pursuing in the space below.

*Would like berm built by new section of trail near I-96 to prevent flooding*

*Valhalla is a good trailhead – launching point for parking, would be used frequently, good space for events – has everything needed*

*Holt Jr. High / Troost Field – old locker rooms Lansing Catholic HS uses for lacrosse – health department has prohibited use – needs upgrades*

*Sometimes Deadman’s Hill parking gets crowded for sledding in winter – condition is not a problem*

*Dell rd/Sycamore creek – could be accessed by trail but no good parking area – don’t see need for a plan*

Delhi Charter Township  
Community Recreation Plan  
2015-2019

We are looking for your input regarding parks and recreation for the Delhi Charter Township Community Recreation Plan, 2015-2019. We appreciate your valuable insight and it will help to establish the goals and actions of the Parks and Recreation Department over the next five years. Please call LAP at 517-485-5500 for a phone interview or submit your answers via e-mail to [info@lapinc.net](mailto:info@lapinc.net) or fax to 517-485-5576.

1. Do you have any suggestions on what the specific long-term vision should be for the Delhi Charter Township Parks and Recreations System?
  - *Community involvement and planning for the Holt/Eifert property – involve neighbors from beginning*
  - *Expand games – millennials are into older games – horseshoes, bocce ball – have horseshoe rental at Kiwanis Park – incorporate into festivals*
  - *Get bids together for “pocket parks” rest areas with benches along trail system near natural features like lakes*

2. Do you feel there are deficiencies with the current system that need to be addressed?

*They do a good job*

3. The Township has completed or is in the process of completing many of the items that were listed in the Capital Improvement Schedule for the 5-Year Community Recreation Plan 2010-2015 as shown below. Assign a priority to the remaining items from the 2010-2015 Recreation Plan, with 1 being highest, 2 second highest and so on. List any additional items you may want to include in the Plan.

**Completed Projects - Recreation Plan 2010-2015**

- Valhalla Park Restroom/Pavilion
- Veterans Memorial Garden amphitheater overhead structure
- Pave parking areas at Valhalla Park

**Projects in Process - Recreation Plan 2010-2015**

- Kiwanis Park Restroom/Storage Building (2014 DNR Grant App. Pending)
- Develop plans for replacement of non-compliant play equipment
- Performing evaluations of accessibility of all Township park facilities.
- Ram Trail Non-Motorized Pathway from Eifert Rd. to Holt High School (Community development project)

**Remaining Projects - Recreation Plan 2010-2015**

	<b><u>Priority</u></b>
A. Develop a master plan for a Dog Park at the vacant park property at the N.E. corner of Holt and Eifert Roads.	Other location
B. Develop a master plan for Holt/Eifert Road and construct a park	<u>#1</u>
C. Pave driveway and parking area at Deadman’s Hill	<u>#2</u>
D. Kiwanis Park Playground Redevelopment	<u>#3</u>
E. Splash Pad – Location to be determined	<u>Holt/Eifert</u>
F. Develop a master plan for the vacant property at Sycamore Creek	<u>Not priority</u>

Please write in additional ideas that you think are worth pursuing in the space below.

- *Pocket parks along trail for rest areas, observe nature*
- *Bike racks in community to support businesses when people bike into town*
- *Property was purchased at Mud Lake – look for grants for bird watching area*
- *Work with trail group to extend Ram Trail – use passed trail millage to connect trail to Hayhoe trail*
- *Holt/Eifert – more than one thing- get community involved – could use crowd funding effort*
  - *Include all age groups in programming, all season activities, community pool and splashpad*
  - *Could be better place for dog park – explore other locations*
- *Use butterfly theme for placemaking – turn the triangle into a butterfly area – butterfly bushes along trail – Sycamore Trail becomes “Butterfly Trail”*





### Recreation Grant History

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**Applicant**

**Delhi Charter Township**

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**Project No. 26-00402**

**Project Year: 1973**

**Project Title:** Valhalla Park (originally Albert Park)

**Project Status:** Closed

**Grant Amount: \$45,000.00**

**Project Description:** Acquire 45.5 acres for outdoor recreation

---

**Project No. 26-00638**

**Project Year: 1975**

**Project Title:** Valhalla Park

**Project Status:** Closed

**Grant Amount: \$46,800.00**

**Project Description:** Softball/flag football field, beach and equipment, bathhouse and utilities, lighting, picnic areas, playground equipment, drinking fountain, 2 softball fields with fencing, trails, 2 park entrances, toilet/storage building and utilities, and LWCF sign

---

**Project No. BF89-325**

**Project Year: 1989**

**Project Title:** Deadman's Hill Project

**Project Status:** Closed

**Grant Amount: \$30,608.00**

Element

Element

gravel road

Picnic shelter

parking lot - 20 cars

Picnic tables and grills

fencing

Timber play structure

concrete parking blocks

Machine grading

Culvert at Cedar St.

**Project Description:** Develop a gravel road and parking lot with a fence added along property boundaries. Picnic tables/shelter, playground equipment and grills.



### Recreation Grant History

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**Applicant**

**Delhi Charter Township**

**Project No. CM00-148**

**Project Year: 2000**

**Project Title:** Community Service Center Park Development

**Project Status:** Closed

**Grant Amount: \$285,000.00**

Element \_\_\_\_\_

Element \_\_\_\_\_

Walkways

Fencing/Columns

Landscaping/Native Plantings

Benches, Trash Cans

Utilities

Signage

Seat Wall with Lighting

Masonry planter walls \_\_\_\_\_

Fountain

Pergola \_\_\_\_\_

**Project Description:** Development of a 5-acre park adjacent to Community Service Center for public events, festivals, native species gardens, wildlife viewing, and passive recreation.

---

**Project No. 26-01679**

**Project Year: 2007**

**Project Title:** Valhalla Park Playground

**Project Status:** Closed

**Grant Amount: \$75,000.00**

Element \_\_\_\_\_

Playground equipment

Safety surfacing

Fencing

Walkways

Site restoration \_\_\_\_\_

**Project Description:** Replace obsolete playground equipment at 45-acre Valhalla Park.

---

**Project No. TF10-049**

**Project Year: 2010**

**Project Title:** Valhalla Park Restroom/Pavilion

**Project Status:** Closed

**Grant Amount: \$283,100.00**

Element \_\_\_\_\_

Site preparation and restoration

Sidewalk

Restroom/pavilion

Picnic tables

Permit fees

MNRTF sign \_\_\_\_\_

**Project Description:** Replacement of a 30-year old restroom building.

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## Recreation Grant History

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**Applicant**

**Delhi Charter Township**

**Project No. TF11-064**

**Project Year: 2011**

**Project Title:** North Trail Connector Development

**Project Status:** Active

**Grant Amount: \$300,000.00**

Element

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Site demolition and preparation

10' asphalt non-motorized trail

Wooden boardwalks

Permit fees

MNRTF sign

**Project Description:** Development to include approximately 2 miles of non-motorized trail to connect to existing Lansing River Trail.

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www.lsj.com

Lansing State Journal • Sunday, January 11, 2015 • 15A

# Delhi finishing five-year parks strategy

Trail to schools, updated park restroom top projects

By Curt Smith  
csmith@lsj.com

**DELHI TWP.** — Final touches are being put into a plan guiding the township's parks strategy for the next five years, with chief targets being a trail to the schools complex and a much-needed renovation of the Kiwanis Park restroom.

In all, Delhi has 17 improvement items in its action plan for 2015-20. Some are new, and others are unrealized goals from the previous plan. The township is casting a wide net.

"It's a tool the (Michigan) Department of Resources requires for us to get grant funding," said Mark Jenks, Delhi's parks and recreation director, "and it gives the township the opportunity to identify needs in the parks system."

The \$9,000 plan, put together by Landscape Architects & Planners of Lansing, was built upon a collaborative community effort, Jenks said.

One was a joint meeting involving the Board of Trustees and the Parks Commission, in which all 14 people got a chance to express ideas.

Another was a series of interviews seeking input from various community groups and individuals such as the Holt schools superintendent, the school district's athletic director and the Friends of Delhi Trails, he said.

Also, each township department head extracted his or her own goals from Delhi's community improvement plan.

"Together, we're strong," Jenks said. "That's a philosophy we've had in the township since the 1970s."

Next up is a 30-day public review period, with hearings set for Wednesday and Jan. 20. Jenks said he expects final local approval at the Feb. 21 township board meeting. Then the plan goes to the DNR, where the competition for grant money begins.

Jenks said funding already has been secured for a \$1.3 million Ram Trail — a trail connecting Eifert Road to the schools complex — thanks to a blend of Michigan Department of Transportation money and Delhi general fund dollars. The mile-long trail, to be named for the Holt schools' sports teams, is 2015's top priority and the costliest item on the five-year list.

It will be a nonmotorized path running parallel to Holt Road and negotiating woods and wetlands. Right now, he



COURTESY PHOTO

Dozens of youngsters get ready to go after hundreds of Easter eggs in April at Valhalla Park in Delhi Township.

## WHAT'S NEXT

• Public hearings will be held 6 p.m. Wednesday and 7:45 p.m. Jan. 20 at the Delhi Charter Township township complex, 2074 Aurelius Road.

said, people have to walk along the shoulder of the street.

"That's going to be a reality next year," Jenks said. Eventually, he added, the Ram Trail and the already-open Valhalla and Sycamore paths will link the schools to the River Trail — and to Lansing.

He said the Valhalla and Sycamore trails are "amazingly popular," and that the Ram Trail will be "a game changer."

A \$400,000 plan to upgrade the Kiwanis Park restrooms is a carryover from the last plan, having failed to garner enough "points" from the DNR. Jenks said the proposal is being retooled and will be thrown back into the mix.

The restrooms date from the 1970s and are the only thing in the park that hasn't been improved, Jenks said. Right now there are single stalls for men and women, and there are no accommodations for people with disabilities.

"There will be multiple stalls and they will be handicap-accessible," he said, adding there also will be storage areas for tennis and softball teams.

"No doubt, it's a need."

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LSJ MEDIA  
120 East Lenawee, Lansing 48919  
State of Michigan, County of Ingham

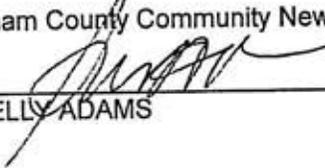
IN THE MATTER OF:

DELHI CHARTER TOWNSHIP

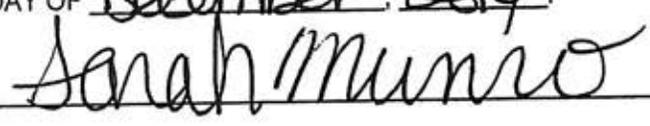
Being duly sworn, says that he/she is authorized by the publisher of Ingham County Community News, to swear that a certain notice, a copy of which is annexed here to, was published in the following publication:

1. Published in the English language for the dissemination of general and/or legal news, and
2. Has a bonfide list of paying customers or has been published at least once a week in the same community without interruption for at least 2 years, and
3. Has been established, published and circulated at least once a week without interruption for at least one (1) year in the community where the publication is to occur.

Ingham County Community News, 12/21/2014

  
\_\_\_\_\_  
SHELLY ADAMS

SUBSCRIBED AND SWORN TO BEFORE ME THIS 22nd  
DAY OF December, 2014.

  
\_\_\_\_\_  
Sarah Munro

SARAH MUNRO, NOTARY PUBLIC, STATE OF MICHIGAN, COUNTY OF INGHAM, MY COMMISSION EXPIRES DECEMBER, 11TH, 2020, ACTING IN THE County of Ingham

0001173777-01, L00228

LCN ICCN::

**DELHI CHARTER TOWNSHIP  
NOTICE OF PUBLIC HEARING**

NOTICE is hereby given that a Public Hearing will be held at the Community Services Center, Multipurpose Room, 2074 Aurelius Road, Holt, MI 48842 on January 14, 2015 at 6:00 p.m. and on January 20, 2015 at 7:45 p.m. to consider the proposed 2015-2020 Recreation Master Plan. A copy of the draft plan may be reviewed at the Delhi Township Web Site at [www.delhitownship.com](http://www.delhitownship.com) or at the Parks and Recreation Department located at 2074 Aurelius Road, Holt, MI 48842. You are invited to attend the Public Hearing to speak on this topic. Written comments may be sent prior to the hearing dates.

Evan Hope, Clerk  
Delhi Charter Township

HCN/ICCN-1173777

12/21/14

## **DELHI TOWNSHIP PARKS AND RECREATION COMMISSION**

### **MINUTES OF REGULAR MEETING HELD JANUARY 14, 2015**

The Delhi Charter Township Parks and Recreation Commission met in regular session on Wednesday, January 14, 2015, in the Multi-Purpose Room at the Community Services Center, 2074 Aurelius Road, Holt, Michigan. Meeting called to order by Dennis Fulk at 5:30 p.m.

#### **PLEDGE OF ALLEGIANCE**

#### **ROLL CALL**

Members Present: Jane Wallin, Sue Lierman, John Mulvaney, Steve Warfield, Dennis Fulk, and Phil Knapman.

Members Absent: Tom Miller

Others Present: Mark Jenks, Parks and Recreation Director

#### **MINUTES**

##### Minutes of Regular Meeting December 10, 2014

Motion by Knapman, supported by Warfield to approve the minutes. Motion carried.

#### **CLAIMS**

Motion by Wallin, supported by Lierman, that the claims dated December 9, 2014, totaling \$5,293.87, were reviewed, audited and approved. Motion carried.

A roll call vote was recorded as follows:

Ayes: Wallin, Lierman, Warfield, Fulk, Mulvaney, and Knapman.

Nays: None

Absent: Miller

#### **12/09/14**

Administration	531.75
Recreation	3,054.33
Fund	-0-
Parks	<u>1,707.79</u>
Total	5,293.87

Motion by Wallin, supported by Lierman, that the claims dated December 23, 2014, totaling \$13,722.25, were reviewed, audited and approved. Motion carried.

A roll call vote was recorded as follows:

Ayes: Wallin, Lierman, Warfield, Fulk, Mulvaney, and Knapman.

Nays: None

Absent: Miller

12/23/14

Administration	2,400.00
Recreation	643.19
Fund	-0-
Parks	<u>10,679.06</u>
Total	13,722.25

**PUBLIC COMMENTS**

None

**OLD BUSINESS**

None

**NEW BUSINESS**

None

**LATE AGENDA ITEMS**

None

Meeting Recessed at 5:55 p.m.

Meeting Reconvened at 6:00 p.m.

**PUBLIC HEARING – 6:00 P.M. 2015 – 2020 DELHI CHARTER TOWNSHIP  
COMMUNITY RECREATION PLAN.**

Motion to open the public hearing on the 2015 – 2020 Delhi Charter Township Community Recreation Plan by Mulvaney, supported by Lierman. Motion carried.

Director Jenks and Bob Ford from Landscape Architect and Planners, Inc. discussed the plan, highlighting the Goals and Objectives; and the Capital Improvement Plan Schedule.

Mike Hamilton, 4541 Sycamore Street, spoke in favor of the Kiwanis Park Restroom Project. He inquired if the Township had a provisionary plan if the project does not receive grant funding.

Commissioner Fulk inquired about the master plan and development study for mud lake listed in the capital improvement schedule. He felt that with amount of proposed projects that it would be better served to be listed in a future plan.

Motion to close the public hearing at 6:30 p.m. by Mulvaney, supported by Knapman. Motion carried.

#### **DEPARTMENT REPORTS**

Director – None

Recreation Coordinator – None

#### **COMMISSIONER REPORTS**

None

#### **ADJOURNMENT**

Motion to adjourn at 6:35 p.m. by Warfield, supported by Mulvaney. Motion carried.

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Dennis Fulk, Chairperson







**Evan Hope**, CMC  
**Delhi Charter Township Clerk**  
Michigan's Township Clerk of the Year, 2007  
Past President, MI Association of Municipal Clerks

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**TO:** TOWNSHIP BOARD OF TRUSTEES,  
JOHN ELSINGA, TOWNSHIP MANAGER

**FROM:** EVAN HOPE, CMC, TOWNSHIP CLERK

**DATE:** FEBRUARY 12, 2015

**RE: MCACA PROJECT MINIGRANT APPLICATION**

For your approval is a resolution of support for a minigrant application to the Michigan Council for Arts and Cultural Affairs to assist with the production of a Holt Mini Maker Faire®.

On behalf of the Township and with the assistance of the Holt Community Arts Council I am helping spearhead a Holt Mini Maker Faire® to be held on August 8, 2015 in Veterans Memorial Gardens.

“Making” is a grassroots movement that originated in Silicon Valley. The movement brings together a wide range of talented individuals: everyone from engineers and coders to hobbyists, students, and artists. It is a culture in its own right – a culture that celebrates innovation, collaboration, technology, and “doing it yourself.” Makers continue to be at the forefront of the exciting new possibilities offered by 3-D printing and other personal technology. I am excited about the impact a Mini Maker Fiare® can have as a potential place making tool and the impact it could have on our local and regional economy.

The following resolution and grant application explain more about a Maker Faire® and the benefits to Delhi Township. I am also happy to give further information or answer any questions at the February 17 Board of Trustees Meeting.

**RECOMMENDED MOTION:**

**TO ADOPT RESOLUTION NO. 2015-005 SUPPORTING DELHI CHARTER TOWNSHIP'S APPLICATION FOR A MICHIGAN COUNCIL FOR ARTS AND CULTURAL AFFAIRS PROJECT MINIGRANT TO HELP PRODUCE THE 'HOLT MINI MAKER FAIRE'**

**DELHI CHARTER TOWNSHIP**

**RESOLUTION NO. 2015-005**

**A RESOLUTION SUPPORTING DELHI CHARTER TOWNSHIP'S APPLICATION FOR A MICHIGAN COUNCIL FOR ARTS AND CULTURAL AFFAIRS PROJECT MINIGRANT TO HELP PRODUCE THE 'HOLT MINI MAKER FAIRE'**

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 17th day of February 2015, at 7:30 p.m.

PRESENT:

ABSENT:

The following resolution was offered by:

Whereas the Delhi Charter Township Board of Trustees and Township staff have undertaken several placemaking initiatives to improve the quality of life for Township residents and to contribute to our local economy;

Whereas the Board values the role of the arts, creativity, and community events in placemaking;

Whereas the Board appreciates the work of the all-volunteer, nonprofit Holt Community Arts Council in providing free and low-cost community events, like its Music in the Garden concert series, that Township residents and visitors alike enjoy;

Whereas the Holt Community Arts Council has begun organizing a daylong event to be known as the Holt Mini Maker Faire that will be held on August 8, 2015, in Veterans Memorial Gardens;

Whereas the Holt Mini Maker Faire will be a showcase of creativity, celebrating innovation in science and technology as well as in craft, art, and performance that will highlight the work of those who use science or technology as a form of or as a medium for creative expression;

Whereas the Holt Mini Maker Faire will provide opportunities for residents and visitors to engage with artists, engineers, coders, and a host of creative individuals from different disciplines that will foster appreciation for innovation and the practical applications of creativity;

Whereas the Holt Mini Maker Faire will draw “makers” and visitors from all across Mid-Michigan and beyond who will see firsthand that Delhi Charter Township is home to a host of talented, creative individuals and many innovative technical industries;

Whereas the Michigan Council for Arts and Cultural Affairs offers funding through its Project Minigrant program to help produce events that demonstrate artistic or cultural merit and that have the potential to positively affect their hosting communities;

Whereas the MCACA Project Minigrant requires a one-to-one match in the form of a cash contribution, in-kind contribution, or any combination thereof;

Therefore be it resolved that the Delhi Charter Township Board of Trustees approves the application to the Michigan Council of Arts and Cultural Affairs for a Project Minigrant in the amount of \$4,000.00, to help fund the Holt Mini Maker Faire;

Therefore be it further resolved that if a Project Minigrant is awarded, the Delhi Charter Township Board of Trustees approves providing the requisite one-to-one match.

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 17th day of February 2015.

IN WITNESS WHEREOF, I have hereunto affixed my official signature this 17th day of February 2015.

---

Evan Hope, Township Clerk



Application ID: \_\_\_\_\_

## Grant Applications Program

### Section 1: APPLICANT INFORMATION

(\*Required fields)

---

Before preparing the application, please read the guidelines and application instructions. Once you have submitted this application electronically, an Acknowledgement will be emailed to you indicating receipt of your application. If you do not receive this acknowledgement, contact the Council offices at 517/241-4011. Authorized by Executive Order 1991-21.

\*Name: \_\_\_\_\_

\*Address 1: \_\_\_\_\_

Address 2: \_\_\_\_\_

\*City: \_\_\_\_\_ \*State: \_\_\_\_\_ \*Zip: \_\_\_\_\_

\*County: \_\_\_\_\_ \*Federal I.D. number: \_\_\_\_\_

\*DUNS: \_\_\_\_\_ (Dun & Bradstreet #) Region: \_\_\_\_\_

---

Other common name: \_\_\_\_\_

\*Telephone: \_\_\_\_\_

Website (URL): \_\_\_\_\_

Office hours: \_\_\_\_\_

\*Authorizing official or board designee  
(cannot be same as proj. dir.): \_\_\_\_\_

\*Authorizing official's email: \_\_\_\_\_

\*Authorizing official title: \_\_\_\_\_

Board chairperson: \_\_\_\_\_

Board chairperson title: \_\_\_\_\_

\*Status: \_\_\_\_\_

\*Institution: \_\_\_\_\_

\*Discipline: \_\_\_\_\_

\*Grantee race: \_\_\_\_\_

Section 2: PROGRAM  
AREA

(\*Required fields)

---

**Please choose a program area.**

\*Choose one: \_\_\_\_\_

Section 3: PROJECT  
INFORMATION

(\*Required fields)

---

\*Category: \_\_\_\_\_

\*Component: \_\_\_\_\_

---

**CONTACT PERSON'S INFORMATION**

\*Project Director (cannot  
be same as auth. off.): \_\_\_\_\_

\*Title: \_\_\_\_\_

Address 1: \_\_\_\_\_

Address 2: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

\*Business Telephone: \_\_\_\_\_

Alternate telephone: \_\_\_\_\_

Fax number: \_\_\_\_\_

\*Email address: \_\_\_\_\_

---

\*Project/activity title: \_\_\_\_\_

\*Request amount: \_\_\_\_\_ \*Start date: \_\_\_\_\_ \*End date: \_\_\_\_\_

\*Project's primary  
discipline: \_\_\_\_\_

\*Project race/ethnicity: \_\_\_\_\_

\*Type of activity: \_\_\_\_\_

Project Description:

\*Project Primary Counties - enter all that apply:

Please format your answers in alphabetical order as County; County; etc.

\***ARTS EDUCATION:** Choose one that describes the project activities for which support is requested.

---

**PROJECT DESCRIPTORS:** Choose any of the project descriptions below that comprise a significant portion (50% or more) of your project resources/activities. Check all that apply. DO NOT check descriptors that apply to a small or indeterminate portion of your project activities.

Accessibility: programs or services related to ADA/504 compliance or other activities designed to increase access to the arts for persons with disabilities.

International: programs or activities supporting any of the following: visiting other countries, foreign artists visiting the USA, any cultural exchange program, linkages with artists or institutions in other countries, or establishing/administering international programs in your own organization.

Presenting/Touring: programs or services resulting in the movement of artists and artworks for performances, readings, screenings, exhibits, etc., in different geographic areas. Check this code to indicate projects involving either the hosting/presentation of works originating outside your community or fees paid to artists or arts organizations that will themselves be touring in different areas.

Technology: programs or services using technology for the creation or dissemination of artworks or the use of technology for organizational management purposes.

Veterans: programs or activities designed primarily to serve veterans. Arts related or arts programming specifically involving veterans as primary project participants or beneficiaries.

Youth at Risk: programs or services primarily to serve at-risk youth. Include arts related intervention programs (for violence, drug/alcohol abuse and crime) as well as other creative programming specifically involving at-risk youth as primary project participants or beneficiaries.

Section 4: SUMMARY

**INFORMATION**

(\*Required fields)

---

**Section 4a:** Project Participation Summary

(this information should represent your projections and estimates for the entire grant period)

\*Total number of Michigan artists participating: \_\_\_\_\_

\*Total paid to Michigan artists: \_\_\_\_\_

\*Total number of artists participating: \_\_\_\_\_

\*Total paid to artists: \_\_\_\_\_

\*Total number of individuals benefitting: \_\_\_\_\_

\*Total number of youth benefitting: \_\_\_\_\_

\*Total number of new hires: \_\_\_\_\_

\*Total number of employees: \_\_\_\_\_

---

**Section 4b:** AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION

Are your facilities and PROGRAMS accessible to persons with disabilities?

Has an ADA evaluation of your organization's facilities and programs been conducted?

If yes, give date completed: \_\_\_\_\_

Are staff members informed and trained in access issues?

Section 7: REQUIRED DOCUMENTS  
(\*Required fields)

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All sections of the Application form must be completed.

**ATTACHMENTS**

\*Attachment 1:

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Attachment 2:

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Attachment 3:

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Attachment 4:

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Attachment 5:

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Attachment 6:

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Attachment 7:

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Attachment 8:

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Attachment 9:

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Attachment 10:

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**PLEASE NOTE:** This report does not confirm the accuracy of the grant application, materials uploaded or that it will receive funding.

The Council and/or Regranting Agency is not responsible for incorrectly uploaded materials or the inability to open attachments. The Michigan Council for Arts and Cultural Affairs and the Regranting Agency reserves the right to retain a copy of application materials for archival purposes and its permanent record.

All application materials are public records. Keep a complete copy of your application for your file. To print a copy of this form return to the [Main Menu](#) of the eGrant System and click the "View" button for the form you just completed. If there is more than one report format available you will need to choose the appropriate link to download your report.

If you have any questions, please contact the Michigan Council for Arts and Cultural Affairs at 517-241-4011.

Thank you.

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## PROPOSAL NARRATIVE

### I. **Artistic and Cultural Merit**

In partnership with the Holt Community Arts Council, Delhi Charter Township will present the first-ever Holt Mini Maker Faire on Saturday, August 8, 2015. This event will bring together creative individuals from different artistic and technical disciplines, hobbyists, and students for a daylong celebration of innovation.

#### ***What is “Making”? It’s a Movement and a Culture***

“Making” is a grassroots movement that originated in Silicon Valley. The movement brings together a wide range of talented individuals: everyone from engineers and coders to hobbyists, students, and artists. It is a culture in its own right – a culture that celebrates innovation, collaboration, technology, and “doing it yourself.” Makers continue to be at the forefront of the exciting new possibilities offered by 3-D printing and other personal technology.

So what is a Maker Faire<sup>1</sup>? Its originators describe it as “the Greatest Show (and Tell) on Earth – a family-friendly festival of invention, creativity and resourcefulness, and a celebration of the maker movement.”<sup>2</sup> While the Holt Mini Maker Faire would be a new event, the idea and the framework have been successfully executed around the world. The first Maker Faire took place in the San Francisco area in 2006. Since then, hundreds of Maker Faires have taken place across the United States and around the world.<sup>3</sup> And Michigan has been home to Maker Faires in Dearborn, Ann Arbor, and Grand Rapids.

#### ***Our Makers and Our Standards: Innovation Rules the Day***

We will adhere as closely as possible to Maker Media’s guidelines and vision for Maker Faires. That means emphasizing innovation in science and technology as well as in craft, art, and performance.<sup>4</sup> Ideally, from our perspective, we will be able to enlist some makers who have used science or technology as a form of or as a medium for creative expression.

The Holt Mini Maker Faire will be a quality, hands-on experience that everyone can enjoy. Our event will be

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<sup>1</sup> “Maker Faire” is a trademark registered to Maker Media, Inc. Delhi Charter Township and the Holt Community Arts Council will apply for a license from Maker Media, Inc., to use their name and logo as well as their assistance and existing resources in soliciting participants and attendees.

<sup>2</sup> Maker Media, Inc. “Maker Faire: a Bit of History.” *Maker Faire*. Make Media, Inc., 2015. Web. 21 Jan. 2015. <<http://makerfaire.com/makerfairehistory/>>.

<sup>3</sup> *Id.*

<sup>4</sup> Maker Media, Inc. “Maker Faire: Vision.” *Maker Faire*. Make Media, Inc., 2015. Web. 22 Jan. 2015. <<http://makerfaire.com/global/vision/>>.

- (1) a “showcase of creative work” – particularly but not exclusively work that is uncommon or nontraditional in form or in technology<sup>5</sup>;
- (2) “interactive and educational in all kinds of ways,” meaning that the makers at our event must be willing to engage and explain;<sup>6</sup>
- (3) a celebration of makers’ role in our community and an expression of support for making at the grassroots level;<sup>7</sup> and
- (4) an opportunity for all comers to recognize that they are more than mere consumers – they, too, can make marvelous, whimsical, innovative, and useful things.<sup>8</sup>

While the Mini Maker Faire format will be new to the Capital Area, making’s importance to industry and education have quickly been established.<sup>9</sup> Public libraries, universities, elementary schools, and museums are home to “makerspaces.”<sup>10</sup> And industries as varied as Intel, Chevron, LEGO, Google, Etsy, AutoDesk, Disney, Mozilla, and others are investing in makers and their creative potential.<sup>11</sup> This investment appears to be wise: Every year, the maker movement contributes at least \$29 billion to the world’s economy.<sup>12</sup>

So far, we have enlisted the Lansing Makers Network, Holt-Dimondale Destination Imagination teams, a local furniture maker, a local woodworker, a Girl Scout Troop, and the Township Department of Public Works. The Public Works Department will bring Gill, a giant, colorful fish sculpture created from recyclable plastic as well as a representative or two from Delhi’s flock of sheep.<sup>13</sup> Faire-goers will be able to use the sheep’s wool to felt soap, and yarn and knitted goods from the Delhi sheep will be for sale. The latter project is just one opportunity that the public will have to “make” at the Holt Mini Maker Faire. The public can also sign up to make fresh salsa for judging by amateur and “professional” or celebrity tasters. We continue to add makers to our event.

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<sup>5</sup> Maker Media, Inc. “Maker Faire: Why Make a Maker Faire?.” *Maker Faire*. Make Media, Inc., 2015. Web. 27 Jan. 2015. <<http://makerfaire.com/global/vision/>>.

<sup>6</sup> *Id.*

<sup>7</sup> *Id.*

<sup>8</sup> *Id.*

<sup>9</sup> The Mini Maker Faire – a one-day event open to the general public – will be new to the region, but making is already here. Last fall, Michigan State University, the Lansing Economic Area Partnership (LEAP), and Lansing Community College sponsored “Lansing Maker Week.” See [www.lansingmaker.com](http://www.lansingmaker.com). In addition, Lansing is home to the Lansing Makers Network, and the East Lansing Public Library is home to a makerspace. See [www.lansingmakersnetwork.org](http://www.lansingmakersnetwork.org) and <http://www.elpl.org/maker-studios>.

<sup>10</sup> The White House Office of the Press Secretary. “Fact Sheet: President Obama to Host First Ever White House Maker Faire.” N.p. 18 June 2014. Web. 27 Jan. 2015. <<http://www.whitehouse.gov/the-press-office/2014/06/18/fact-sheet-president-obama-host-first-ever-white-house-maker-faire>>.

<sup>11</sup> *Id.*

<sup>12</sup> Bjarin, Tim. “Why the Maker Movement is Important to America’s Future.” *Time*. Time, Inc. 19 May 2014. Web. 27 Jan. 2015. <<http://time.com/104210/maker-faire-maker-movement/>>.

<sup>13</sup> Read more about the Department of Public Works’ projects in Attachment 7.

## **II. Community Impact**

In addition to the makers who will take part in the Holt Mini Maker Faire, we have enlisted the help of the all-volunteer nonprofit Holt Community Arts Council. We will rely on the local Arts Council to recruit and supply volunteers for the Holt Mini Maker Faire. And the Arts Council is taking the lead on some special projects that will be part of the Holt Mini Maker Faire – specifically, the craft beer-tasting event and the salsa-making contest.

### ***Making a Place for Creativity and Innovation***

Delhi Charter Township has prioritized placemaking efforts for the past seven years. And we recognize the crucial part that the arts have in making our community an attractive place to live, work, and play. From adding permanent public art to producing free concerts, the local Arts Council has been a terrific resource and an important partner in improving the quality of life here in Holt.

We view the Holt Mini Maker Faire as a potential placemaking tool that will undoubtedly impact our local and regional economies. Maker Faires are “destination” events that attract makers and enthusiasts from all over. We plan to invite makers from Kalamazoo, Ann Arbor, Grand Rapids, and beyond. And once our event is licensed, Maker Media will promote our event to its worldwide audience. So our event has the potential to draw visitors not only to Holt and the Lansing area but also to Michigan.

### ***Starting Discussions, Igniting Imaginations***

As discussed above, the global economic impact of making is huge. Maker events are viewed as opportunities for investors, entrepreneurs, researchers, and manufacturers to check out the latest innovations, like 3-D printing. On the local level, a maker event will allow makers to connect with one another and to introduce new people to their creations and methods. Not everyone who participates in a maker event will become an entrepreneur or see their creation applied in manufacturing or design. But the potential always exists at a maker event to start discussions and to ignite imaginations.

Delhi Township serves as an ideal location for a Mini Maker Faire. It is home to creative, technical industries like Leightronix, Inc., and Orchid Stealth Technologies, and it is near MSU. While our event might not create direct employment opportunities, it will give local businesses and world-class researchers the chance to make important connections and to see what talent exists here.

What’s more, the Holt Mini Maker Faire will offer the opportunity to see art not just in the rarefied environment of a museum or gallery, for example, but out in the open, alongside creativity’s more practical applications. This will raise awareness that creative fields aren’t limited to music, visual art, or performance: an individual can be creative in science, engineering, manufacturing, and building, too.

### **III. Implementation and Management**

The Holt Mini Maker Faire will take place on Saturday, August 8, beginning at 12 noon and continuing until 6 p.m. Our venue is the Township's Veterans Memorial Gardens, a 5.5-acre park adjoining the Delhi Charter Township Hall. This venue has served other large events. Not only is it a beautiful open space with a covered amphitheater, picnic pavilion, and indoor restrooms, it complies with all federal and state accessibility requirements.

The Holt Mini Maker Faire will be staffed by a combination of professional Township Parks staff and volunteers, primarily from the Holt Community Arts Council. These two groups are well experienced in planning and executing large events – everything from festivals to sports tournaments to outdoor movies and concerts.

Our makers will man their own booths and make themselves available to answer questions and demonstrate their creations. Attendees will be able to visit as many booths as they wish between 12 noon and 6 p.m. To encourage participants to linger at our event, we will have food trucks on site. And we will also have a craft beer-tasting tent and a salsa-making competition. (The details, including the timetables, of the latter two elements are still being worked out.)

Once our event is licensed, we will benefit from Maker Media's broad online reach. We will use social media platforms and paid online advertising in a variety of sources to augment Maker Media's promotion of our event. We will also use paid print and billboard advertising while we make the most of our existing contacts with the local media.

Because this is our first maker event, we will evaluate the strengths and weaknesses of everything from the planning to the promoting to the event management. Once we critique Holt Mini Maker Faire 2015, we will begin planning for the next year.

Our planning process began in 2014 when a committee comprised of representatives from the Township and the Holt Community Arts Council began meeting. We started by brainstorming a list of prospective participants, favoring local organizations and businesses. We also "scouted" other events and locales – specifically, the Lansing Makers Network's facility in Old Town Lansing and the first-ever Grand Rapids Mini Maker Faire. We also investigated what goes into making a successful craft beer-tasting event. We continue to enlist makers while we reach out to prospective sponsors.

The Delhi Charter Township Board is an elected governmental body. The Board supports Delhi Township's placemaking efforts, including this event.

**PROJECT BUDGET**

Projected Revenue				
	CASH	IN-KIND	TOTALS	
<b>Earned</b>				
Admissions	1,250.00			
<b>Total Earned Revenue</b>				<b>1,250.00</b>
<b>Unearned</b>				
Corporate Support	2,770.00			
Public Support – Delhi Township	2,000.00			
Concessions	300.00			
				<b>5,070.00</b>
<b>In-kind Revenue</b>				
<i>Itemized in Expenditures (below)</i>		6,700.00		
				<b>6,700.00</b>
<b>MCACA Minigrant Request</b>				
				<b>4,000.00</b>
<b>TOTAL CASH REVENUE</b>				<b>\$17,020.00</b>
Projected Expenditures				
	CASH	IN-KIND	MCACA SHARE	TOTALS
<b>Employee Costs</b>				
Event planning and staffing Delhi Twp. Parks employees		400.00		<b>400.00</b>
<b>Non-Employee Costs</b>				
Event planning and staffing HCAC volunteers		2,400.00		<b>2,400.00</b>
<b>Additional Project-Related Costs</b>				
Marketing & Promotion				
<i>Print Advertising</i>				
City Pulse	5,536.00		2,000.00	
Revue	1,884.00		1,000.00	
<i>Billboard Advertising</i>				
Adams Outdoor Advertising	1,000.00	3,750.00	1,000.00	
<i>Design Services</i>	1,200.00			
<i>Printing</i>	700.00			
Venue		150.00		
				<b>14,220.00</b>
<b>TOTAL EXPENDITURES</b>				<b>\$17,020.00</b>

## ORGANIZATIONAL HISTORY and BOARD

Delhi Charter Township is a unit of local government established in 1842. Its population center has been known as “Holt” since 1860. It exists to serve the needs of its residents.

Delhi Charter Township has embraced the concept of placemaking for nearly a decade. Even though the Township does not offer any artistic or cultural programming or events itself, it supports other organizations that do. And the Township has undertaken projects that facilitate artistic offerings. For example, with the Holt Community Arts Council’s help, the Township applied for and received a capital improvement grant from the Michigan Council for Arts and Cultural Affairs to construct a shade system for the Township’s outdoor amphitheater. The amphitheater has served as home to the Holt Community Arts Council’s Music in the Garden summer concert series since 2008.

Board member	Occupation	Residence	Diverse representation	Other affiliations
<b>C.J. Davis</b>	Delhi Charter Township Supervisor; sommelier – Capital Prime	Holt		<ul style="list-style-type: none"> <li>• Holt-Delhi Historical Society</li> <li>• Holt “Hammy” Talent Challenge</li> </ul>
<b>Jon Harmon</b>	Independent contractor	Holt		
<b>John Hayhoe</b>	retired	Holt	senior	<ul style="list-style-type: none"> <li>• Holt Kiwanis</li> <li>• Holt Lions Club</li> </ul>
<b>Evan Hope</b>	Delhi Charter Township Clerk	Holt		<ul style="list-style-type: none"> <li>• Holt Community Arts Council</li> <li>• Holt Lions Club</li> <li>• H.O.L.T. Scholarship Bd.</li> <li>• Michigan Assoc. of Municipal Clerks</li> <li>• Capital Area Clerks Assoc.</li> </ul>
<b>Megan Ketchum</b>	student	Holt	woman	
<b>Roy Sweet</b>	Delhi Charter Township Treasurer	Holt		<ul style="list-style-type: none"> <li>• Holt Lions Club</li> </ul>
<b>DiAnne Warfield</b>	Capital Area District Library	Holt	woman	

## STAFF and PROJECT DIRECTOR BIOGRAPHIES

### **Project Participants**

Using Maker Media's large network and broad online reach, we hope to attract a diverse group of makers and Faire-goers. Currently, young people, including many girls, are well represented among the makers we have enlisted.

### **Project Director**

Evan Hope is a lifelong resident of Holt, Michigan. Mr. Hope currently serves as Delhi Township's Clerk, a position he has held since 1998. Among Mr. Hope's responsibilities as clerk are administering elections, registering voters, and maintaining township records. He has also taken on some unofficial duties such as starting and overseeing the production of the township's newsletter, and designing, launching, and maintaining the township's first website.

Mr. Hope has led a number of community organizations and professional associations. He is past president of the Michigan Association of Municipal Clerks; past president of the Capitol Area Clerks Association; past president of the Holt Lions Club; a member of the H.O.L.T. Scholarship's Board of Directors; and a charter member of the Holt Community Arts Council. Mr. Hope has served on or led every planning committee for the Holt Community Arts Council's summer concert series, Music in the Garden, since its first season in 2008.

In 2007, Mr. Hope was honored by the Michigan Association of Municipal Clerks as Township Clerk of the Year. And he has been named a Distinguished Alumnus of the Holt School District.

## DEMOGRAPHICS and ARTISTIC ENVIRONMENT

Nearly 26,000 persons make their home in Delhi Charter Township. Nearly 26 percent of Delhi Township's population is under age 18, and 11 percent of our population is over age 65.<sup>1</sup> Thirty-six percent of households include a person under age 18, and nearly 20% of households include a person aged 65 or older.<sup>2</sup>

Working residents of this Lansing-area suburb commute an average of 20 minutes.<sup>3</sup> Nearly 11% of our population has an income below the poverty level, and 7.4% of working-age adults are unemployed.<sup>4</sup>

According to the U.S. Census Bureau, 12% of Delhi Township's population has a disability. Nearly 87% of residents identify as White, while 5% identify as Hispanic or Latino (of any race), and another 5% identify as Black or African-American.

Residents of the Delhi Township community known as Holt are fortunate to live near Michigan's capital city and a world-class university, Michigan State University, as well as several other institutions of higher learning. The nearest art gallery is at least 9 miles away (in downtown Lansing). The nearest art museum is more than 11 miles away on the campus of Michigan State University. While the cultural offerings of the Greater Lansing area are not far away geographically, they can seem out of reach to people with limited mobility or limited means. That is why Delhi Charter Township is

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<sup>1</sup> U.S. Census Bureau. "American Fact Finder: Community Facts." *Factfinder Census*. U.S. Census Bureau, 2010. Web. 1 February 2015.

<http://factfinder.census.gov/faces/tableservices/jsf/pages/productview.xhtml?src=CF>>.

<sup>2</sup> *Id.*

<sup>3</sup> *Id.*

<sup>4</sup> *Id.*

grateful to have the Holt Community Arts Council, which offers free or very low-cost opportunities to enjoy the arts here in our community.

The Holt community is home to an amateur theater group. And Holt Public Schools offers instruction in the visual and performing arts, including some classes for adults and children through Holt Public Schools Community Education. The schools also offer some professional and student performances at its performing arts center (part of the Holt High School). Otherwise, there are few creative opportunities in our immediate area.

The Holt Community Arts Council has significantly improved the environment for the arts here in Delhi Township, and they are an integral partner in organizing and executing the Holt Mini Maker Faire. Since its start in 2008, the Holt Community Arts Council's accomplishments include

- Installing the first permanent sculpture – the first significant public art – in Delhi Township;
- Presenting Music in the Garden, a summer concert series entering its eighth season which presents quality musical performances at no cost to the public;
- Introducing Microgrants for educators and others who work with youths to allow them to purchase arts supplies and materials for projects that are “art for art’s sake”;
- Helping Delhi Charter Township secure grant funding for permanent capital improvements to the Veterans Memorial Gardens Amphitheater;

- Serving on the Delhi Township Ad-Hoc Art Committee to select an artist to create a sculpture for the Holt Farmers Market;
- Volunteering as staff for “Moonlight Movies,” a free summer film series that takes place in a Delhi Township Park;
- Organizing “Harvest of the Arts,” a free hands-on arts festival for children and their families;
- Starting the “Holt & Spicy Salsa Competition, a salsa-making competition; and
- Contributing to or participating in numerous charitable and community events.

The Township is happy to support the Holt Community Arts Council in fulfilling its mission of “enhancing the quality of life for all Holt community members by making the arts a prevalent, and visible part of the community.”<sup>5</sup> In fact, we have already seen the Arts Council’s work already make a positive difference in residents’ quality of life.

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<sup>5</sup> Holt Community Arts Council. Homepage. *Holt Arts*. Holt Community Arts Council, 2014. Web. 1 February 2015. < <http://holtarts.org/>>.

## SUPPLEMENTAL MATERIAL

### What do a giant plastic fish and a flock of sheep have in common?

It sounds like the set-up for a riddle, but it's no joke. Both are examples of Delhi Charter Township's commitment to innovation. And both will be a part of the Holt Mini Maker Faire.

The giant plastic fish is Gill. The Department of Public Works and the Holt Community Arts Council collaborated back in 2008 to create this sculpture. Colorful gills – made from recyclable plastic laundry soap bottles – are affixed to a metal frame that measures 25 feet in length and 15 feet in height. Initially meant to raise awareness of recycling and water conservation, Gill has taken on a life of his own. He regularly takes part in Lansing's Electric Light Parade. And he is definitely a beloved part of the Holt community. He even has his own [Facebook](#) page!



Sometimes where Gill goes, Delhi Township's sheep follow. They "work" for the Township's Department of Public Works. They are an economical, eco-friendly alternative to mowing the acres of grass and brush surrounding the Publicly Owned Treatment Works plant. In addition to serving as four-legged lawnmowers, they also enjoy seasonal treats. After Halloween, the sheep devour former Jack-o-lanterns, and following Christmas, they welcome all the evergreen trees they can eat.



Like most sheep, Delhi's sheep are regularly sheared. Their wool is spun into yarn, which the Department of Public Works sells to avid knitters and crocheters. For those who want a piece of local history without all of the work, woolen socks, hats, and mittens are available. (Not to be outdone by a plastic fish, the sheep and their flock leader, a llama named Firebird, have their own [Facebook](#) page, too.)

Gill and a sheep or two will take part in the Holt Mini Maker Faire 2015. Gill will be on hand to make sure that everyone has a good time and to serve as an example of creativity and sustainability. For some hands-on fun, Faire-goers can felt bars of soap with the sheep's colorfully dyed wool.

## DELHI CHARTER TOWNSHIP

## MEMORANDUM

**TO:** Delhi Township Board Members

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

**DATE:** February 12, 2015

**RE:** Resolution No. 2015-006 – Consumers Energy Change in Standard Streetlighting Contract – Dell Road Trail Crossing

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Enclosed for your review and consideration is Resolution No. 2015-006, which provides for the installation of one (1) Lumen HPS streetlight at the trail crossing on Dell Road.

The Non-Motorized Transportation Path now extends from Willoughby Road to Jolly Road with a crossing at Dell Road (Sycamore Trail). The portion where the trail crosses Dell Road is very dark making it hard for cars to see pedestrians in low light conditions. The installation of the new light would enable drivers to see users of the trail easier thereby enabling a safe environment to cross Dell Road while utilizing the non-motorized pathway.

The cost for the installation of the new streetlight is \$100 and the streetlight will then be added to the Township's at-large streetlight district at an estimated cost of \$160 per year. Therefore, I recommend the Township approve Resolution No. 2015-006 to install a streetlight at 4280 Dell Road where the trail crosses.

**RECOMMENDED MOTION:**

**To adopt Resolution No. 2015-006, which approves the Consumers Energy change in the Standard Streetlighting Contract between Delhi Township and Consumers Energy for the installation of one (1) streetlight at 4280 Dell Road where the Sycamore Trail crosses.**

### Resolution No. 2015-006

#### RESOLUTION

RESOLVED, that it is hereby deemed advisable to authorize Consumers Energy Company to make changes in the lighting service as provided in the Standard Lighting Contract between the Company and the Township of DELHI, dated 6/21/1983, in accordance with the Authorization for Change in Standard Lighting Contract dated 1/20/2015,

heretofore submitted to and considered by this  commission  council  board ;and

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

STATE OF MICHIGAN  
COUNTY OF Ingham

I, \_\_\_\_\_, Clerk of the Township of DELHI, do hereby certify that the foregoing resolution was duly adopted by the  commission  council  board of said municipality, at the meeting held on \_\_\_\_\_.

\_\_\_\_\_

Dated:

Municipal Customer Type: Township

\_\_\_\_\_



**AUTHORIZATION FOR CHANGE IN  
STANDARD LIGHTING CONTRACT  
(COMPANY-OWNED) FORM 547**

Contract Number: 100000286730

Consumers Energy Company is authorized as of 1/20/2015, by the Township of DELHI, to make changes, as listed below, in the lighting system(s) covered by the existing Standard Lighting Contract between the Company and the Township of DELHI, dated 6/21/1983.

Lighting Type:

General Service Unmetered Lighting Rate GUL, Standard High Intensity Discharge

Notification Number(s):

1028066405

Construction Work Order Number(s):

Except for the changes in the lighting system(s) as herein authorized, all provisions of the aforesaid Standard Lighting Contract dated 6/21/1983 shall remain in full force and effect.

Township of DELHI

By:

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Printed)

Its

\_\_\_\_\_  
(Title)

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

GENERAL SERVICE UNMETERED LIGHTING RATE GUL, STANDARD HIGH INTENSITY DISCHARGE

<i>Number of Luminaires</i>	<i>Nominal Watts</i>	<i>Luminaire Type</i>	<i>Fixture Type</i>	<i>Fixture Style</i>	<i>Install Remove</i>	<i>Location</i>
1	<u>100</u>	<u>HPS</u>	<u>Cobrahead</u>	<u>Non-Cutoff</u>	<u>Install</u>	4280 Dell Rd., Holt.

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

**TO:** Delhi Township Board Members

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

**DATE:** February 12, 2015

**RE:** Resolution No. 2015-007 – Modify and/or Establish Fees for Permitting, Planning and Rental Program Functions

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Enclosed for your review and approval is Resolution No. 2015-007 which would modify and/or establish fees for permitting, planning and rental program functions within the Department of Community Development.

BS&A Software recently developed software to enable municipalities to provide for building, trade and other permits on line. This would be a new service to builders, contractors and residents that would be available 24 hours a day, 7 days a week. This new service would be in addition to the existing service of coming into our office to receive and pay for permits Monday through Friday during normal business hours.

In preparation of this new service, staff would also like to update, streamline and more fairly assess our permit fees providing more clarity to the permit holder for the services they are receiving. Therefore, we will be transitioning to an itemized permit fee while at the same time updating the fees based upon CPI since their last effective date.

To that end, I recommend the Board adopt Resolution No. 2015-007.

**Recommended Motion:**

**To adopt Resolution No. 2015-007 which modifies and/or establishes fees for permitting, planning and rental program functions within the Department of Community Development.**



## MEMORANDUM

TO: John B. Elsinga, Township Manager

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

DATE: February 17, 2015

RE: Community Development Dept. Fees

As you are aware, the Community Development Department (Com Dev Dept.) will be launching online permitting in the beginning of March. This new service will allow homeowners and contractors to submit and receive building, trade and some other permits entirely online. This will enable individuals to do this work when it is convenient for them, not just between 8AM and 5PM when our offices are open.

Needless to say, we are very excited about this and are looking forward to providing this service to our citizens and their contractors! If you are interested in exploring how online permitting actually works, you can visit Delta Township's website at ([www.accessmygov.com/?uid=21](http://www.accessmygov.com/?uid=21)). Delta has already launched their online permitting and their staff has reported that it is working very well.

The online permitting function is a recently developed add-on offered by BS&A. As you know, BS&A Permits is the software program we use to manage and track permitting, approvals and other property-specific information relative to our department's work. BS&A permits integrates seamlessly with our other BS&A programs such as assessing, general ledger, cash receipting, etc.

Using online permitting, an applicant can completely avoid having to come into our office. As mentioned above, they can apply for and receive permits completely online. Once a permit is ready for issue, we will send the applicant a link that will enable them to download the permit and print it.

While we will certainly continue to accept cash and checks in the office, we expect that many applicants will choose to pay for permits online using their credit card. Since this is actually easier and less time consuming than accepting cash/checks, we want to encourage this. However, there is a 2.95% surcharge that is placed on all credit card payments by the company we use to process them. Currently, when someone pays with their credit card, it appears as an "extra" charge, above and beyond the cost of the permit. This discourages many applicants from doing so. As a result, we do not plan to charge people the extra 2.95% fee directly. It will become part of the general overhead associated with the Com Dev Dept. In addition, BS&A will

be charging us \$2 per online permit as the subscription fee. This fee will also be a general cost of the Com Dev Dept., just like any other software or operational cost.

The Com Dev Dept has an existing schedule of fees that we charge to those who submit applications or require reviews and approvals. We also do lots of work for which no fees are collected. However, specific activities such as permits, planning reviews and the rental housing program have always had fees associated with them. The justification for these fees is that the individual user of a specific service pays for the community's costs associated with providing it. If we did not charge for these activities, all taxpayers would ultimately pay for the inspection of a new house or development of a new apartment complex, which is undesirable.

The launch of the new online permitting is an ideal time to examine our current fees and ensure that costs are being covered adequately. To that end, I have completed a comprehensive examination of all fees charged by the Com Dev Dept. In so doing, I was surprised to discover that most of our fees have not been increased in many years. Some of the fees have not been increased since as long ago as 1995 (20 years).

The Township has historically used the Consumer Price Index (CPI), as prepared by the United States Department of Labor, to measure inflation within the local economy. I located historical CPI information and applied the specific percent increase to each of our existing fees. For example, a fee that was last modified in 2005 was increased by 18.10%, which is the cumulative CPI for the period between 2005 and 2014. This technique was used for each fee. The result is a new fee schedule which is adjusted to more accurately reflect current costs incurred by the department.

In addition, there have been technology and process changes which have resulted in the need to modify some of the fee categories. For example, in 1997 it was not common to have medical gas lines run throughout the walls of a dentist office. Today, it is extremely rare for a dentist to use stand-alone nitrous tanks in each exam room and instead opts for an office-wide system. However, installation of medical gas lines requires a plumbing permit and there is currently no fee associated with this particular type of apparatus. Essentially, we are currently inspecting medical gas systems for free since the base permit fee barely covers the cost of a first inspection.

Trade permit (plumbing, mechanical & electrical) fees for commercial permitting have always been calculated based on itemization of the fixtures and apparatus being installed as a part of a project. However, we have historically charged residential projects a flat fee. At this time, I am recommending that we transition to a system where all permits are based on itemization. There are two reasons for this. First, the itemization method has become the industry standard. Almost all permitting agencies in the State use itemization for both residential and commercial projects. As a result, property owners and their contractors expect this and are used to it. Many applicants find our method confusing and difficult to understand. The second reason is that the itemization method will more fairly allocate the true cost of each specific permit. For example, an applicant doing an addition will only pay the permit fees associated with the

specific work that they are performing, rather than a flat fee that was intended to cover all types of possible projects up to and including a complete house build.

While much of the discussion above has been focused on building and trade permits, I believe that it is also appropriate to review and update the fees we charge for other Com Dev reviews as well. The Planning related fees have not been updated since 2005, and the rental program fees were last modified in 2008. I recommend that we use the CPI method described above to adjust these fees to account for inflationary factors.

I have attached a draft resolution for the Board's consideration. Exhibit A of the resolution includes the comprehensive list of revised fees. However, I've also attached a spreadsheet that shows the current fees, the applied CPI for each and the recommended fee. This should help illustrate how the recommended changes were arrived at. Also, other changes are shown in **bold** and ~~strikeout~~.

Please review this information and let me know of any questions that you have. Otherwise, please forward to the Board for their consideration and action at the upcoming Feb. 17<sup>th</sup> meeting. I would very much like to have the new fees in place for the launch of the online permitting on March 1<sup>st</sup>, as I think that this will make the transition more seamless. Thank you!

DELHI CHARTER TOWNSHIP

RESOLUTION NO. 2015-007

A RESOLUTION TO MODIFY AND/OR ESTABLISH FEES FOR PERMITTING, PLANNING AND RENTAL PROGRAM FUNCTIONS WITHIN THE DEPARTMENT OF COMMUNITY DEVELOPMENT

At a regular meeting of the Township Board of Trustees of the Charter township of Delhi, Ingham County, Michigan, held at the Community Services Center, 2074 Aurelius Road, Holt, Michigan 48842 on Tuesday, the 17<sup>th</sup> day of February, 2015, at 7:30 p.m.

PRESENT:

ABSENT:

The following resolution was offered by \_\_\_\_\_:

**WHEREAS**, the Charter Township of Delhi has previously established fees building, plumbing, mechanical and electrical permits; and

**WHEREAS**, fees have also been previously established for the Construction Board of Appeals and Zoning Board of Appeals, various planning and zoning reviews and permits, as well as the Rental Registration program; and

**WHEREAS**, many of these fees have not been reviewed or updated since 1995, 1997, 2005, 2008 or 2011, depending on the fee; and

**WHEREAS**, the costs associated with the activities for which these fees are charged have increased during the intervening time period; and

**WHEREAS**, it is necessary to increase fees, from time to time, to ensure that the costs of the services provided are adequately covered by said fees; and

**WHEREAS**, consistent with past practices, it is reasonable to utilize the Consumer Price Index (CPI), as tabulated by the United States Department of Labor, as a reasonable basis of reflecting these inflationary costs; and

**WHEREAS**, the percentage increase in CPI since the time a particular fee was last adjusted or implemented was used as a basis for developing revisions to the schedule of fees for the activities listed in Exhibit A of this Resolution; and

**WHEREAS**, there have also been technology and other changes which necessitate the elimination of some fees that were formerly charged by the Township; and

**WHEREAS**, those same types of changes necessitate the adoption of new, or different fees, in some instances, especially in the case of mechanical and electrical permits; and

**WHEREAS**, it is desirable, in an effort to be consistent with the methods used by other communities in our region and for the convenience of applicants, to begin using the itemization method for the assignment of trade permit fees for both residential and commercial projects; and

**WHEREAS**, the Township will be launching an online permitting process in 2015, in addition to continuing with in-person permitting, and will incur costs associated with offering this convenience to its citizens and their contractors; and

**WHEREAS**, the Township has reviewed all of the fees and compiled the updated fee schedule which is incorporated herein as Exhibit A; and

**WHEREAS**, it is the intent of the Board that the Exhibit A fee schedule will update and replace all formerly adopted fee schedules for the types of permits and activities listed.

**NOW THEREFORE BE IT RESOLVED**, that the fees outlined in Exhibit A are hereby adopted by the Charter Township of Delhi for applications, petitions, or permits subject to review by the Board, its committees and/or its employees.

**BE IT FURTHER RESOLVED**, that the revised fees be incorporated in the records of Delhi Charter Township and shall become effective on March 1, 2015.

Ayes:

Nays:

Absent:

This Resolution declared adopted this 17<sup>th</sup> day of February, 2015.

---

Evan Hope, Township Clerk  
Charter Township of Delhi

**STATE OF MICHIGAN }**

**} ss.**

**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 17<sup>th</sup> day of February, 2015.

IN WITNESS WHEREOF, I have hereunto affixed my official signatures this \_\_\_\_ day of February, 2015.

---

Evan Hope, Township Clerk  
Charter Township of Delhi

Community Development Department Fee Schedule

Adopted 2/17/15

Effective 3/1/15

<u>Fee Type:</u>	<u>Current Fee:</u>	<u>Unit of Measure:</u>	<u>New Fee:</u>
<b><u>Building</u></b>			
Permit Fee Minimum	\$50	minimum	\$60
Building Permit Fee	\$6	per \$1,000 of value	\$7
Permit Value Basis (used to calculate Permit Fee):			
<i>Carport</i>	\$3.60	<i>per stall</i>	\$4
<i>Cell Tower</i>	\$6	<i>per \$1,000 of value</i>	\$7
<i>Existing Basement - finished</i>	\$20	<i>per SF</i>	\$24
<i>Unfinished Basement area</i>	\$11	<i>per SF</i>	\$13
<i>Finished Basement area</i>	\$31	<i>per SF</i>	\$37
<i>Finished living area</i>	\$85	<i>per SF</i>	\$100
<i>Garage (attached) area</i>	\$21	<i>per SF</i>	\$25
<i>Sun porch (heated)</i>	\$85	<i>per SF</i>	\$100
<i>Sun porch (unheated)</i>	\$50	<i>per SF</i>	\$59
<i>Roofed porch</i>	\$14	<i>per SF</i>	\$17
<i>Open deck or Porch</i>	\$9	<i>per SF</i>	\$11
<i>Crawl Space</i>	\$9	<i>per SF</i>	\$11
Mobile Home in park	\$150	flat fee	\$180
Re-Inspections/Special Services	\$50	flat fee	\$60
Fence/Perimeter Fence	\$50	flat fee	\$60
Commercial Plan Review	10%	of permit fee	10% of permit fee
Sign Permit	\$50	flat fee	\$60
plus per foot	\$1	per SF	\$1
Business Event Sign	\$25	flat fee	\$30
Re-Roof	\$50	flat fee	\$60
Demolition	\$50	flat fee	\$60
Pole Barn/Freestanding Garage	Previously based on value	flat fee	\$150
Deck	\$50	flat fee	\$100
Pool	\$50	flat fee	\$60
<b><u>Construction Board of Appeals</u></b>			
Residential	\$200	flat fee	\$235
Commercial	\$300	flat fee	\$355
<b><u>Plumbing</u></b>			
Commercial Plumbing Plan Review	New	flat fee	\$150
Base Fee, incld. 1 insp.	\$50	flat fee	\$70

Additional Insp./ Re-inspections	\$50	flat fee	<b>\$70</b>
Fixtures, Water Connected Appliances, Floor Drains, Special Drains, MRF Homes, Domestic water treatment & filtering equip.	\$5	each	<b>\$7</b>
Stacks (Soil, Waste, Vent, Air Admittance Valves)	\$5	each	<b>\$7</b>
Water Pipe System (<1")	\$12	each	<b>\$17</b>
Water Pipe Systems (>1")	\$25	each	<b>\$35</b>
Roof Drains / Overflow Drains	\$5	each	<b>\$7</b>
Sewage Ejectors, Manholes, Sumps	\$5	each	<b>\$7</b>
Backflow Preventer, RPZ, PVB, DBL CHECK	\$5	each	<b>\$7</b>
Medical Gas Outlets (up to 10 outlets)	new	flat fee	<b>\$50</b>
Medical Gas Outlets (> than 10 outlets)	new	per outlet	<b>\$7</b>
Building Sewer/Building Drain Connection/Storm Drain	\$5	each	<b>\$7</b>
Water Heater	new	each	<b>\$7</b>
Mobile Home in Park	\$50	flat fee	<b>\$70</b>
Safety/Investigation Inspection	\$50	flat fee	<b>\$70</b>
<b><u>Mechanical</u></b>			
Commercial Mechanical Plan Review	New	flat fee	<b>\$150</b>
Base Fee, incld. 1 insp.	\$50	flat fee	<b>\$70</b>
Additional Insp./Re-inspections	\$50	flat fee	<b>\$70</b>
Equipment Regulated by Code, not itemized	\$30	each	<b>\$40</b>
Class A Chimney, Type B Vent, Liner	\$10	each	<b>\$14</b>
Fire Suppression System	\$30	minimum	<b>\$40</b>
per head	\$0.75	per head	<b>\$1</b>
Hydronic/Process Piping	\$25	minimum	<b>\$36</b>
per foot	\$0.05	per foot	<b>\$0.07</b>
Gas Piping, Each Opening	\$5	each opening	<b>\$7</b>
Exhaust Ducts, Residential Bath/Kitchen Exhaust Fans, Ducts	\$5	each	<b>\$7</b>
LP Gas & Fuel tanks, Piping - Tank to Structure	\$18	each	<b>\$26</b>
Commercial Refrigeration Systems	\$30	each	<b>\$40</b>
Type 1 Kitchen Hood and Exhaust System	\$30	each	<b>\$50</b>
Type 2 Kitchen Hood and Exhaust System	\$30	each	<b>\$40</b>
Duct System only	\$25	each	<b>\$35</b>
Furnace/Unit Heater	\$30	each	<b>\$40</b>
Energy/Heat Recovery Units	New	each	<b>\$10</b>
Furnace, Duct System, Venting (new)	\$50	Per system	<b>\$70</b>

Fire/Fire Smoke Damper	New	each	\$10
Re-Heat Coil, VAV Box, Zone Damper	New	each	\$10
Unit Ventilator/PTAC Unit	New	each	\$18
Humidifier/Air Cleaner	New	each	\$7
Water Heater	\$5	each	\$7
Central Air/Heat Pump/Air Handler	\$18	each	\$25
Gas/Wood burning Fireplace	\$30	each	\$40
Mobile Home in Park	\$50	flat fee	\$70
Safety/Investigation Inspection	\$50	each	\$70

**Electrical**

Commercial Electrical Plan Review	New	flat fee	\$150
Base Fee, incld. 1 insp.	\$50	flat fee	\$70
Additional Insp./Re-inspection	\$50	flat fee	\$70
Services: 0-200 AMP	\$11	each	\$15
201-600 AMP	\$16.50	each	\$25
601-800 AMP	\$22	each	\$30
Over 800	\$27.50	each	\$40
Circuits	\$5	each	\$7
Lighting Fixtures/ Smoke Detectors	\$7	per 25 (or fraction)	\$10
Dishwasher/Disposal/Hood	\$5	each	\$7
Furnace/Unit Heater	\$5	each	\$7
Electrical Heating Units	\$5	each	\$7
Power Outlets - Range/Dryer/Hot Tub/standard	\$5	each	\$7
Fire Alarms	\$5	per station	
up to 10 stations/ horns	new	flat fee	\$50
each additional station/ horn	new	each	\$7
Feeders - Bus Ducts, etc.	new	per 50' (or fraction)	\$7
Equipment regulated by code but not otherwise itemized	new	each	\$15
Conduit or Grounding Only	new	each	\$45
Swimming Pool/ Hot Tub	new	each	\$20
Signs	\$5	per circuit	\$7
Generators/ Motors	\$15	each	\$20
Mobile Home in Park	\$95	flat fee	\$130
Safety/Investigation Inspection	\$50	each	\$70

**Planning***Plats:*

Preliminary Plat	\$1,000	flat fee	\$1,180
plus per lot	\$10	per lot	\$12
Final Plat	\$500	flat fee	\$590

plus per lot	\$15	per lot	\$18
<i>Site Plan Review:</i>			
Condo, plus	\$1,500	flat fee	\$1,770
per unit	\$15	per unit	\$18
Multi-Family, plus	\$1,500	flat fee	\$1,770
per dwelling unit	\$4	per unit	\$5
Mobile Home Park, plus	\$1,500	flat fee	\$1,770
per lot	\$4	per unit	\$5
Institution, Commercial, Industrial, Public, Semi-Public, plus	\$1,500	flat fee	\$1,770
per acre or portion	\$30	per acre	\$35
<i>Rezoning</i> , plus	\$1,000	flat fee	\$1,180
per acre or portion	\$10	per acre	\$12
with a Planned Development, plus	\$500	flat fee	\$590
per acre or portion	\$10	per acre	\$12
<i>Special Use Permit</i> , plus	\$1,000	flat fee	\$1,180
per acre or portion	\$30	per acre	\$35
<i>Planned Development / Planned Unit Development</i> , plus	\$1,500	flat fee	\$1,770
per acre or portion	\$30	per acre	\$35
<i>Variance Requests</i>			
Residential	\$200	flat fee	\$235
each additional requested variance	\$50	per add.	\$60
Non-Residential	\$300	flat fee	\$355
each additional requested variance	\$75	per add.	\$90
Multi-Family	\$150	flat fee	\$180
Commercial	\$200	flat fee	\$240
<i>Interpretation / Appeal</i>	\$200	flat fee	\$240
<i>Land Division</i>	\$125	per parcel created	\$150
<i>Cell Towers</i>			
New Tower	\$5,000	flat fee	\$5,400
Co-Location or Modification	\$2,500	flat fee	\$2,700
Medical Marihuana Location Permit	\$100	flat fee	\$110
Zoning Certification Request/Letter	New	Per hour	\$50
<b><u>Rental Program</u></b>			
<i>Registration</i>			
Registration Fee	\$100	per parcel	\$110
per Unit Fee	\$30	per unit	\$33
<i>Re-Inspection</i>			
1st Re-inspection	\$10	per unit	\$11
2nd Re-inspection	\$100	per unit	\$110
3rd Re-inspection	\$200	per unit	\$220

4th & Subsequent Re-Inspection	\$400	per unit	<b>\$440</b>
<i>Other Fees</i>			
Unregistered Rental Investigation Fee	\$225	per unit	<b>\$250</b>
Tax Lien Processing Fee	\$100	per parcel	<b>\$110</b>
Administrative Service Fee	\$50	per parcel	<b>\$55</b>
Origination Registration Fee (1 time)	\$500	per parcel	<b>\$550</b>

FEE NAME	AMOUNT	Unit of Measure	YEAR EST.	CPI Applied	RECOMMENDED FEE+	CPI's % Since Last Modification				
						1995	1997	2004	2005	
<b>Building</b>										
Building Permit Fee	\$6.00	per \$1,000	2005	\$7	\$7	1995	1997	2004	2005	43.7%
Permit Value Basis:										
Carport	\$3.60	per stall	2005	\$4	\$4	1997	2004	2005		37.9%
Cell Tower	\$6.00	per \$1,000 in value	2005*	\$7	\$7	2004	2005	2006		19.7%
Existing Basement - finished	\$20.00	per SF	2005	\$24	\$24	2005	2008			18.10%
Unfinished Basement area	\$11.00	per SF	2005	\$13	\$13	2006	2011			15.2%
Finished Basement area	\$31.00	per SF	2005	\$37	\$37					10.4%
Finished living area	\$85.00	per SF	2005	\$100	\$100					7.9%
Garage (attached) area	\$21.00	per SF	2005	\$25	\$25	* Year assumed to be accurate				
Pole Barn/Garage (free standing)	<del>\$18.00</del>	<del>per SF</del>	<del>2005</del>	<del>\$21</del>		+ Some fees have been rounded for ease of use				
Sun porch (heated)	\$85.00	per SF	2005	\$100	\$100					
Sun porch (unheated)	\$50.00	per SF	2005	\$59	\$59					
Roofed porch	\$14.00	per SF	2005	\$17	\$17					
Open deck or Porch	\$9.00	per SF	2005	\$11	\$11					
Crawl Space	\$9.00	per SF	2005	\$11	\$11					
<b>Mobile Home</b> in park	\$150.00	flat fee	2005	\$177	\$180					
Permit Fee Minimum	\$50.00	minimum	2005	\$59	\$60					
Re-Inspections/Special Services	\$50.00	flat fee	2005	\$59	\$60					
Fence & Perimeter Fence	\$50.00	flat fee	2005	\$59	\$60					
<b>Commercial Plan Review</b>	10%	of the permit fee			10% of permit fee					
<del>Final Site Inspection</del>	<del>\$50.00</del>	<del>each</del>	<del>2005*</del>							
Sign Permit	\$50.00	flat fee	2005*	\$59	\$60					
plus per foot	\$1.00	per SF	2005*	\$1	\$1					
Business Event Sign	\$25.00	flat fee	2005*	\$30	\$30					
Re-Roof	\$50.00	flat fee	2005*	\$59	\$60					
Demolition	\$50.00	flat fee	2005*	\$59	\$60					
<b>Pole Barn/Garage (free standing)</b>	<b>new</b>	<b>flat fee</b>	<b>2015</b>		\$150					
Deck	\$50.00	flat fee	2005*	\$59	\$100					
Pool	\$50.00	flat fee	2005*	\$59	\$60					
<b>Construction Board of Appeals</b>										
Residential	\$200.00	flat fee	2005*	\$236	\$235					
Appeals Commercial	\$300.00	flat fee	2005*	\$354	\$355					
<b>Plumbing</b>										
<del>New Residential Unit</del>	<del>\$170.00</del>	<del>flat fee</del>	<del>2005</del>	<del>\$201</del>						
<b>Commercial Plumbing Plan Review</b>	new	flat fee	2015		\$150					
<del>Administration Base Fee</del> , incld. 1 insp.	\$50.00	flat fee	1997	\$69	\$70					
Additional Insp./ Re-inspections	\$50.00	flat fee	1997	\$69	\$70					

Fixtures, Water Connected Appliances, Floor Drains, Special Drains, MRF Homes, <b>Domestic water treatment &amp; filtering equip.</b>	\$5.00	each	1997	\$7	\$7						
Stacks (Soil, Waste, Vent, <b>Air Admittance Valves</b> )	\$5.00	each	1997	\$7	\$7						
Water Pipe System (<1")	\$12.00	each	1997	\$17	\$17						
Water Pipe Systems (>1")	\$25.00	each	1997	\$34	\$35						
Roof Drains / <b>Overflow Drains</b>	\$5.00	each	1997*	\$7	\$7						
Sewage Ejectors, Manholes, Sumps	\$5.00	each	1997	\$7	\$7						
Backflow Preventer, <del>Reduced Pressure Zone, RPZ,</del> <b>PVB, DBL CHECK</b>	\$5.00	each	1997	\$7	\$7						
<b>Medical Gas Outlets (up to 10 outlets)</b>	new	flat fee	2015		\$50						
<b>Medical Gas Outlets (&gt; than 10 outlets)</b>	new	per outlet	2015		\$7						
Building Sewer/ <b>Building Drain</b> Connection/Storm Drain	\$5.00	each	1997	\$7	\$7						
<b>Water Heater</b>	new	each	2015	\$7	\$7						
<del>Single Inspection Fee</del>	<del>\$50.00</del>	<del>flat fee</del>	<del>1997</del>	<del>\$69</del>	<del>\$70</del>						
<b>Mobile Home</b> in Park	\$50.00	flat fee	1997*	\$69	\$70						
<del>Safety/Investigation Special Inspection</del>	<del>\$50.00</del>	<del>flat fee</del>	<del>1997*</del>	<del>\$69</del>	<del>\$70</del>						
<del>Addition/Remodel</del>	<del>\$95.00</del>	<del>flat fee</del>	<del>1997*</del>	<del>\$131</del>							
<del>Additional/Re-Inspection</del>	<del>\$50.00</del>	<del>each</del>	<del>1997*</del>	<del>\$69</del>	<del>\$70</del>						
<b>Mechanical</b>											
<del>New Residential Unit</del>	<del>\$170.00</del>	<del>flat fee</del>	<del>1995</del>	<del>\$201</del>							
<b>Commercial Mechanical Plan Review</b>	new	flat fee	2015		\$150						
<del>Administration Base Fee, incld. 1 insp.</del>	<del>\$50.00</del>	<del>flat fee</del>	<del>1995</del>	<del>\$72</del>	<del>\$70</del>						
<b>Additional Insp./Re-inspections</b>	\$50.00	flat fee	1997	\$69	\$70						
Equipment Regulated by Code, not itemized	\$30.00	each	1997*	\$41	\$40						
Class A Chimney, Type B Vent, Liner	\$10.00	each	1995	\$14	\$14						
Fire Suppression System	\$30.00	minimum	1997*	\$41	\$40						
per head	\$0.75	per head	1997	\$1	\$1						
Hydronic/Process Piping	\$25.00	minimum	1995	\$36	\$36						
per foot	\$0.05	per foot	1997	\$0.07	\$0.07						
Gas Piping, Each Opening	\$5.00	each opening	1995	\$7	\$7						
<b>Dryer Exhaust Ducts</b> , Residential Bath/Kitchen Exhaust Fans, Ducts	\$5.00	each	1995	\$7	\$7						
LP Gas & Fuel Tanks <b>Oil Piping - Tank to Structure</b>	\$18.00	each	1995*	\$26	\$26						
<b>Commercial Refrigeration Systems</b>	\$30.00	each	1997*	\$41	\$40						
<b>Type 1 Kitchen Hood and Exhaust System</b>											
<del>Commercial Type</del>	<del>\$30.00</del>	<del>each</del>	<del>1997*</del>	<del>\$41</del>	<del>\$50</del>						
<b>Type 2 Kitchen Hood and Exhaust System</b>	\$30.00	each	2015	\$41	\$40						
Duct System Only	\$25.00	each	1997*	\$34	\$35						

Furnace, Duct System, Venting (new)	\$50.00	per system	1997*	\$69	\$70						
Furnace/Unit Heater	\$30.00	each	1997	\$41	\$40						
<b>Energy/Heat Recovery Units</b>	<b>new</b>	<b>each</b>	<b>2015</b>		\$10						
<b>Fire/Fire Smoke Damper</b>	<b>new</b>	<b>each</b>	<b>2015</b>		\$10						
<b>Re-Heat Coil, VAV Box, Zone Damper</b>	<b>new</b>	<b>each</b>	<b>2015</b>		\$10						
<b>Unit Ventilator/PTAC Unit</b>	<b>new</b>	<b>each</b>	<b>2015</b>		\$18						
<b>Humidifier/Air Cleaner</b>	<b>new</b>	<b>each</b>	<b>2015</b>		\$7						
Water Heater	\$5.00	each	1997*	\$7	\$7						
Central Air/Heat Pump/Air Handler	\$18.00	each	1997	\$25	\$25						
Gas/Wood burning Fireplace	\$30.00	each	1997	\$41	\$40						
<del>Single Inspection Fee</del>	<del>\$50.00</del>	<del>each</del>	<del>1995</del>	<del>\$69</del>							
<b>Mobile Home Modular-in Park Addition/Remodel</b>	\$50.00	flat fee	1997*	\$69	\$70						
<del>Addition (one insp.)</del>	<del>\$95.00</del>	<del>flat fee</del>	<del>1995</del>	<del>\$131</del>							
<del>Additional/Re-Inspection-</del>	<del>\$50.00</del>	<del>each</del>	<del>1997*</del>	<del>\$69</del>							
<del>Safety/Investigation Special Inspection</del>	<del>\$50.00</del>	<del>each</del>	<del>1997*</del>	<del>\$69</del>	<del>\$70</del>						
<b>Electrical</b>											
<b>New Residential Unit</b>	<del>\$170.00</del>	<del>flat fee</del>	<del>2005</del>	<del>\$201</del>							
<b>Commercial Electrical Plan Review</b>	<b>new</b>	<b>flat fee</b>	<b>2015</b>		\$150						
<del>Administration Base Fee, incld. 1 insp.</del>	\$50.00	flat fee	1997	\$69	\$70						
<b>Additional Insp./Re-inspection</b>	\$50.00	flat fee	1997	\$69	\$70						
Services: 0-200 AMP	\$11.00	each	1997	\$15	\$15						
201-600 AMP	\$16.50	each	1997	\$23	\$25						
601-800 AMP	\$22.00	each	1997	\$30	\$30						
Over 800	\$27.50	each	1997	\$38	\$40						
Circuits	\$5.00	each	1997	\$7	\$7						
<b>Lighting Fixtures/ Smoke Detectors</b>	\$7.00	per 25 (or fraction)	1997	\$10	\$10						
Dishwasher/Disposal/Hood	\$5.00	each	1997	\$7	\$7						
Furnace/Unit Heater	\$5.00	each	1997	\$7	\$7						
Electrical Heating Units	\$5.00	each	1997	\$7	\$7						
Power Outlets - Range/Dryer/Hot Tub/standard	\$5.00	each	1997	\$7	\$7						
Fire Alarms	\$5.00	per station	1997*	\$7							
<b>up to 10 stations/ horns</b>	<b>new</b>	<b>flat fee</b>	<b>2015</b>		\$50						
<b>each additional station/ horn</b>	<b>new</b>	<b>each</b>	<b>2015</b>		\$7						
<b>Feeders - Bus Ducts, etc.</b>	<b>new</b>	<b>per 50' (or fraction)</b>	<b>2015</b>		\$7						
<b>Equipment regulated by code but not otherwise itemized</b>	<b>new</b>	<b>each</b>	<b>2015</b>		\$15						
<b>Conduit or Grounding Only</b>	<b>new</b>	<b>each</b>	<b>2015</b>		\$45						
<b>Swimming Pool/ Hot Tub</b>	<b>new</b>	<b>each</b>	<b>2015</b>		\$20						
Signs	\$5.00	per circuit	1997	\$7	\$7						
Generators/ Motors	\$15.00	each	1997*	\$21	\$20						
<del>KVA or HPO</del>	<del>\$15.00</del>	<del>flat fee</del>	<del>1997</del>								
<del>Single Inspection Fee</del>	<del>\$50.00</del>	<del>flat fee</del>	<del>1997</del>								

<b>Service Upgrade</b>	\$50.00	flat fee	1997								
<b>Mobile Home in Park</b>	\$95.00	flat fee	1997*	\$131	\$130						
<b>Addition/ Remodel</b>	\$95.00	flat fee	1997	\$131	\$130						
<del>Addition-</del>	<del>\$95.00</del>	<del>flat fee</del>	<del>1997</del>	<del>\$131</del>							
<b>Addition/Remodel with Service Upgrade</b>	\$145.00	flat fee	1997	\$200							
<b>Safety/Investigation Inspection</b>	\$50.00	each	1997*		\$70						
<b>Planning</b>											
<u>Plats</u>											
Preliminary Plat	\$1,000.00	flat fee		\$1,181	\$1,180						
plus per lot	\$10.00	per lot	2005	\$12	\$12						
Final Plat	\$500.00	flat fee		\$591	\$590						
plus per lot	\$15.00	per lot	2005	\$18	\$18						
<u>Site Plan Review</u>											
Condo	\$1,500.00	flat fee		\$1,772	\$1,770						
per unit	\$15.00	per unit	2005	\$18	\$18						
Multi-Family	\$1,500.00	flat fee		\$1,772	\$1,770						
per dwelling unit	\$4.00	per unit	2005	\$5	\$5						
Mobile Home Park	\$1,500.00	flat fee		\$1,772	\$1,770						
per lot	\$4.00	per unit	2005	\$5	\$5						
Institution, Commercial, Industrial, Public, Semi-Public	\$1,500.00	flat fee		\$1,772	\$1,770						
per acre or portion	\$30.00	per acre	2005	\$35	\$35						
<u>Rezoning</u>	\$1,000.00	flat fee		\$1,181	\$1,180						
per acre or portion	\$10.00	per acre	2005	\$12	\$12						
or, with a Planned Development	\$500.00	flat fee		\$591	\$590						
per acre or portion	\$10.00	per acre	2005	\$12	\$12						
<u>Special Use Permit</u>	\$1,000.00	flat fee		\$1,181	\$1,180						
per acre or portion	\$30.00	per acre	2005	\$35	\$35						
<u>Planned Development / Planned Unit Development</u>	\$1,500.00	flat fee		\$1,772	\$1,770						
per acre or portion	\$30.00	per acre	2005	\$35	\$35						
<u>Variance Request</u>											
Residential	\$200.00	flat fee		\$236	\$235						
each additional requested variance	\$50.00	per add.	2005	\$59	\$60						
Non-Residential	\$300.00	flat fee		\$354	\$355						
each additional requested variance	\$75.00	per add.	2005	\$89	\$90						
Multi-Family	\$150.00	flat fee	2005	\$177	\$180						
Commercial	\$200.00	flat fee	2005	\$236	\$240						
Interpretation / Appeal	\$200.00	flat fee	2005	\$236	\$240						
<u>Land Division</u>	\$125.00	per parcel created		\$148	\$150						
<u>Cell Towers</u>											
New Tower	\$5,000.00	flat fee	2011	\$5,395	\$5,400						
Co-Location or Modification	\$2,500.00	flat fee	2011	\$2,698	\$2,700						
<u>Medical Marihuana Location Permit</u>	\$100.00	flat fee	2011	\$108	\$110						

<b>Zoning Certification Request/Letter</b>	<b>new</b>	<b>per hour</b>	<b>2015</b>		<b>\$50</b>						
<b>Rental Program</b>											
<u>Registration</u>											
Registration Fee	\$100.00	per parcel	2008	\$110	\$110						
per Unit Fee	\$30.00	per unit	2008	\$33	\$33						
<u>Re-Inspection</u>											
1st Re-inspection	\$10.00	per unit	2008	\$11	\$11						
2nd Re-inspection	\$100.00	per unit	2008	\$110	\$110						
3rd Re-inspection	\$200.00	per unit	2008	\$221	\$220						
4th & Subsequent Re-Inspection	\$400.00	per unit	2008	\$442	\$440						
Unregistered Rental Investigation Fee	\$225.00	per unit	2008	\$248	\$250						
Tax Lien Processing Fee	\$100.00	per parcel	2008	\$110	\$110						
Administrative Service Fee	\$50.00	per parcel	2008	\$55	\$55						
Origination Registration Fee (1 time)	\$500.00	per parcel	2008	\$552	\$550						

Roy W. Sweet  
Treasurer  
2074 Aurelius Road  
Holt, Mi 48842  
517-694-0333 X3014

**Delhi Charter Township**

January 20, 2015

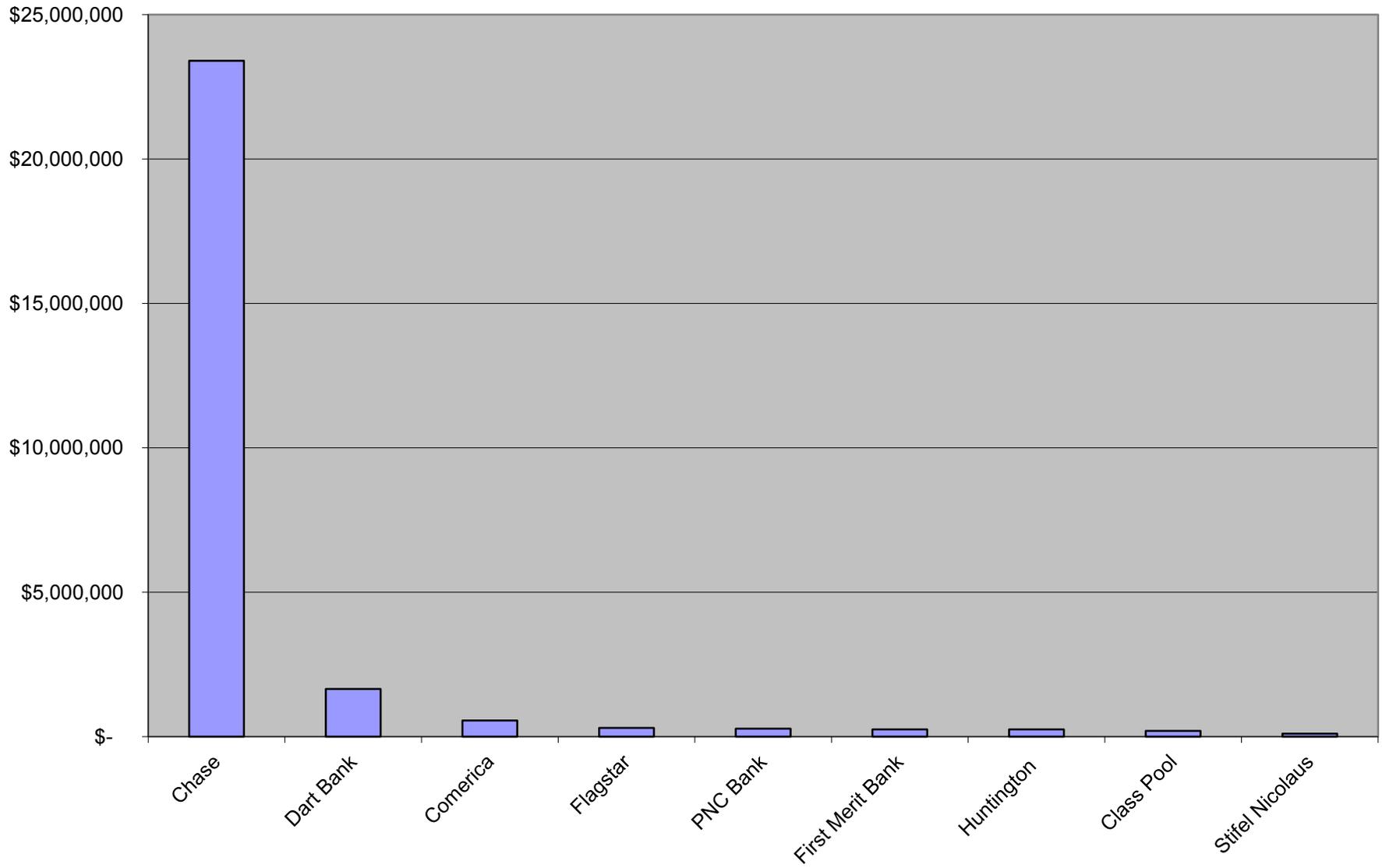
To: Delhi Charter Township Board of Trustees

From: Roy W. Sweet, Treasurer

Subject: 4th Quarter Investment Report

Please see the attached Report. If you have any questions or comments please contact me at my office.

**Excellence in Customer Service is our Goal**



**DELHI CHARTER TOWNSHIP CASH AND INVESTMENTS**  
**Fourth Quarter Report 2014**  
**December 31, 2014**

INSTITUTION	Code	NAME OF ACCOUNT	12/31/14 G.L. Balance	INTEREST RATE, MATURITY, ETC.
<b>General Fund (101):</b>				
Chase	1	General Fund Pooled Account	\$ 5,280,564	Checking/Investment Acct. No interest earned in Dec.
Stifel Nicolaus	3	General Fund Investment	107,939	Bonds due 3/30/16, & 5/2/16
Dart Bank	4	General Fund I.T. Account	3,500	Non-interest bearing account
Flagstar Bank	6	General Fund CD	100,202	0.4%, due 4/6/15
Huntington Bank	9	General Fund CD	250,000	0.25%, due 8/14/15
Comerica Securities	7	General Fund Securities	328,577	0.75%, 1.18%, 5%, 4%; Matures 6/28/17, 5/01/18, 5/01/15, 5/01/16
		<b>TOTAL</b>		<b>\$6,070,783</b>

**Fire Fund (206):**

Chase	1	Fire Fund Pooled Account	\$ 156,050	Checking/Investment Acct. No interest earned in Dec.
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**Police Fund (207):**

Chase	1	Police Fund Pooled Account	\$ 49,693	Checking/Investment Acct. No interest earned in Dec.
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**Fire Equipment Fund (211):**

Chase	1	Fire Equipment Pooled Account	\$ 5,055	Checking/Investment Acct. No interest earned in Dec.
PNC Bank	8	Fire Investment	276,218	Dec. Annual % Yield Earned = 0.20%
		<b>TOTAL</b>		<b>\$281,273</b>

**Water Improvement (225):**

Chase	1	Water Improvemt Pooled Acct	\$ 125,797	Checking/Investment Acct. No interest earned in Dec.
Class Pool	2	Water Impr Class Pool Investment	202,495	0.10% Dec. Average Yield
		<b>TOTAL</b>		<b>\$328,292</b>

**Brownfield Redevelopment (243)**

Chase	1	Brownfield Pooled Account	\$ 21,834	Checking/Investment Acct. No interest earned in Dec.
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**Sewer Fund (590):**

Chase	1	Sewer Receiving Pooled Account	\$ 1,320,698	Checking/Investment Acct. No interest earned in Dec.
First Merit Bank	5	Combined Sewer Investment	251,194	0.20% Dec. annual % Yield
Dart Bank	4	Sewer Replmt CD's	458,817	0.20%, due 3/9/15; 0.30%, due 11/6/15
Flagstar Bank	6	Sewer Replacemt CD	202,840	0.4%, due 4/6/15
Dart Bank	4	Combined Sewer Savings	1,186,598	Muni Money Market Pooled for Sewer Replacement, Surplus, and Bond Pymt. 12/31 Annual % Yield - 0.30%
Comerica Securities	7	Sewer Fund Securities	228,362	1.0%, 2.2%, Matures 9/27/17, 9/16/15
		<b>TOTAL</b>		<b>\$3,648,508</b>

**Local Site Remediation Fund (643)**

Chase	1	LSR Pooled Account	\$ 175,865	Checking/Investment Acct. No interest earned in Dec.
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**Trust and Agency Fund (701):**

Chase	1	Trust & Agency Pooled Account	\$ 31,002	Checking/Investment Acct. No interest earned in Dec.
Chase	1	Delinquent PP Tax Account	44,928	Checking/Investment Acct. No interest earned in Dec.
Chase	1	Employee Flex Spending (Includes Twp. deposit of \$9000)	8,465	Non-interest bearing account
		<b>TOTAL</b>		<b>\$84,395</b>

**Current Tax (703):**

Chase	1	Current Tax Savings	\$ 16,101,641	Investment Account - No interest earned in Dec.
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**Falk Cemetery Trust Fund (765):**

Chase	1	Falk Trust Savings Pooled Acct	\$ 75,588	Checking/Investment Acct. No interest earned in Dec.
<b>Total Delhi Township Cash &amp; Investments</b>			<b>\$ 26,993,921</b>	



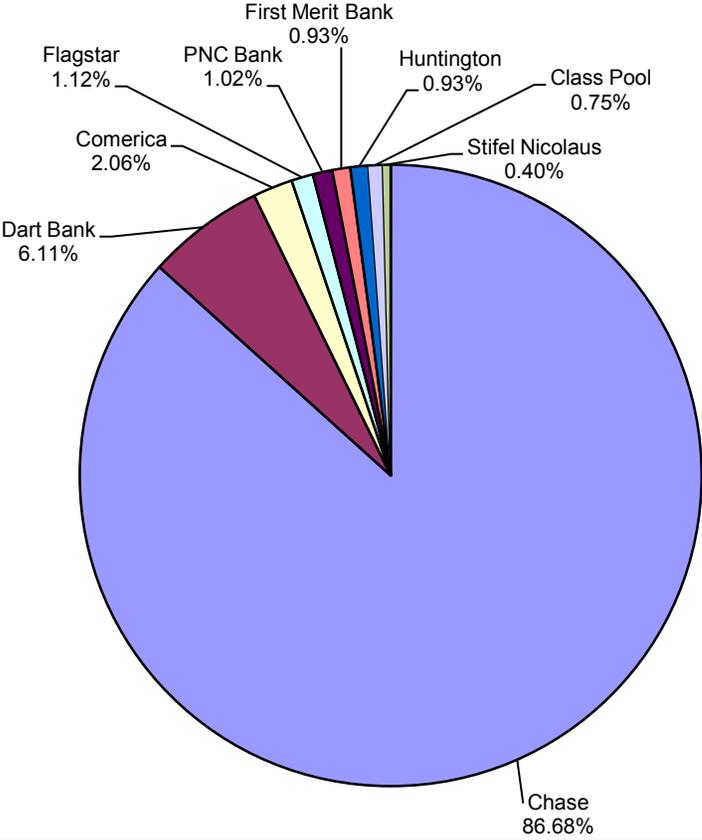
**DELHI CHARTER TOWNSHIP CASH AND INVESTMENTS**  
**Third Quarter Report - Institution Summary**  
**December 31, 2014**

<u>INSTITUTION</u>	<u>TYPE OF ACCOUNT</u>	<u>TOTAL CASH/INVESTMENTS</u> <u>at December 31, 2014</u>	
Chase	Checking and Investment	\$	23,397,180
Dart Bank	Hi-Fi Money Market & CD's		1,648,914
Comerica	Certificates of Deposit, Securities		556,939
Flagstar	Certificate of Deposit		303,042
PNC Bank	Money Market		276,218
First Merit Bank	Investment Savings		251,194
Huntington	Certificate of Deposit		250,000
Class Pool	Investment Savings		202,495
Stifel Nicolaus	Securities, Money Fund		107,939
	<b>Total Delhi Township</b>	<b>\$</b>	<b>26,993,921</b>

**Delhi Downtown Development Authority Cash & Investments**

<u>INSTITUTION</u>	<u>TYPE OF ACCOUNT</u>	<u>TOTAL CASH/INVESTMENTS</u> <u>at December 31, 2014</u>	
Dart Bank	Hi-Fi Savings/Checking	\$	1,269,997
Chase	Checking and Investment		420,275
Flagstar Bank	Investment		252,103
	<b>Total Downtown Development Authority</b>	<b>\$</b>	<b>1,942,375</b>

# Delhi Charter Township Investments as of 12/31/14



# DELHI CHARTER TOWNSHIP

## REQUEST FOR 2014 BUDGET TRANSFER GENERAL FUND

*General Fund Budget Resolution relating to FY 2014 General Fund Budget adopted November 5, 2013, provides that the Township Manager is designated as responsible for these Budgets 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.*

**Dated: 1/26/15**

**TO: Accounting Department**

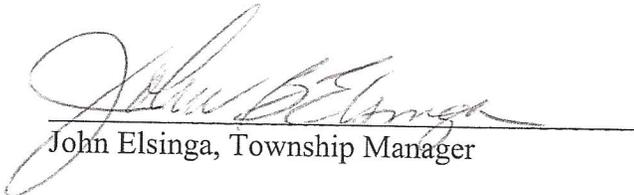
**Please transfer \$5,500**

**from: 101-191.00-818.000**

**to: 101-262.00-803.000 (\$2000) and 101-774.00-956.040 (\$3500)**

**Reason: To adjust for over budget items**

APPROVED:

  
John Elsinga, Township Manager

Manager's Report: FYI

\_\_\_\_\_ Board Meeting