

**DELHI CHARTER TOWNSHIP
COMMITTEE OF THE WHOLE MEETING HELD ON MARCH 3, 2015**

The members of the Delhi Charter Township Committee of the Whole met on Tuesday, March 3, 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, DiAnne Warfield

Members Absent: Trustee Megan Ketchum

BUSINESS

GREATER LANSING TAXI AUTHORITY INTRODUCTION

The Board reviewed a letter dated January 22, 2015 from Nathan Triplett, City of East Lansing Mayor (ATTACHMENT I).

Marie Wicks, City of East Lansing Clerk, gave an introduction of the newly formed Greater Lansing Taxi Authority. Ms. Wicks stated that the cities of Lansing and East Lansing jointly established this authority to provide uniform regional regulations and enhance the quality of taxi service available in the community. The authority would like to offer membership to the contiguous townships of Delhi, Delta, Lansing and Meridian and with Michigan State University.

Discussion was held on how this authority could adversely affect small taxi companies. Ms. Wicks stated that it is not the desire of the authority to put good taxi companies out of business but rather to encourage professional operators. It was asked if the taxi companies would be required to service all the communities of the authority. Ms. Wicks stated that the authority would encourage them to. Discussion continued in regard to the voting members, the name of the authority and fees.

MICHIGAN TOWNSHIPS ASSOCIATION TOWNSHIP OF EXCELLENCE

The Board reviewed the Michigan Townships Association's Township of Excellence Guidelines and Application (ATTACHMENT II).

Trustee Harmon stated that one of the sessions he and Trustee Warfield attended during the 2015 Michigan Townships Educational Conference was in regard to the Township of Excellence Award. Trustee Warfield stated that Delhi Township already does a good deal of what is required for this award and there may be items we could do. It was suggested that departments look at the requirements and this item will be further addressed at the April 7, 2015 Committee of the Whole meeting.

FUTURE VIDEO RECORDING OF TOWNSHIP BOARD MEETINGS

Supervisor Davis stated that he spoke with David Leighton, owner of Leightronix, in regard to various equipment needed for the video recording. Mr. Leighton has offered to provide a stationary camera to the Township free of charge. Trustee Harmon stated that he feels video

SUBJECT TO APPROVAL

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recording the meeting is good idea but wants to make sure it's done in a way that is responsible to the Township and at the same time is an actual service to the citizens. Trustee Harmon further stated that he felt this discussion should be continued at a future Committee of the Whole meeting. Trustee Warfield would like to know what other options in equipment are available.

DEPARTMENT OF PUBLIC SERVICES MONTHLY REPORT - FEBRUARY

The Board reviewed the February Department of Public Services Monthly Report (ATTACHMENT III).

PUBLIC COMMENT – None

ADJOURNMENT

Meeting adjourned at 7:31 p.m.

Date: March 17, 2015

Evan Hope, Township Clerk

Date: March 17, 2015

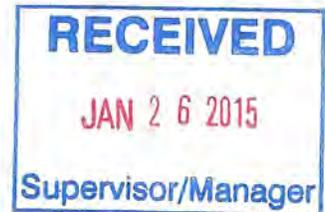
C.J. Davis, Supervisor

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SUBJECT TO APPROVAL



CITY OF EAST LANSING
The Home of Michigan State University



January 22, 2015

C. J. Davis
Supervisor, Delhi Township
2074 Aurelius Road
Holt, MI 48842

Dear Supervisor Davis:

As you may know, late last year the councils of the City of Lansing and City of East Lansing jointly established the Greater Lansing Taxi Authority (GLTA), the first such authority in the state. The purpose of the Authority is to implement a uniform regional regulatory scheme that will enhance the quality of taxi service available in our communities, as well as safety for passengers. It will also serve to fill an important gap in regulation that will likely exist in the near future due to anticipated changes in the state's approach to the regulation of these vehicles for hire.

The Authority met for the first time on January 13, 2015 during which time its presiding officers were elected. As we discussed some months ago, to provide regional regulatory uniformity, the Authority wishes to extend the opportunity for membership to the contiguous townships of Delhi, Delta, Lansing and Meridian, along with Michigan State University. I'm pleased that this process has progressed to the point at which we can open this window for expansion. I would certainly be happy to meet with you again and/or any interested members of your board to discuss the benefit of participating in the Authority, which includes a seat on the board, should that be desired.

In terms of timing, the Authority intends to begin its licensing during the licensing and renewal period starting on July 1, 2015. With that in mind, we respectfully request a response from your board no later than Friday, March 27, 2015. This 60-day window will allow your board make a determination and ultimately for the Cities of Lansing and East Lansing to make official your membership via resolution.

I look forward to meeting with you and answering any questions you may have.

Sincerely,

A handwritten signature in black ink, appearing to read "Nathan Triplett".

Nathan Triplett
Mayor

Cc: Board of Trustees of Delhi Township
John Elsinga, Delhi Township Manager

410 Abbot Road
East Lansing, MI 48823

(517) 337-1731
Fax (517) 337-1559
www.cityofeastlansing.com

**MUNICIPAL PARTNERSHIP AGREEMENT
BETWEEN THE CITY OF EAST LANSING
AND THE CITY OF LANSING
TO FORM AN AUTHORITY FOR THE
LICENSING AND REGULATION OF
TAXICAB COMPANIES AND DRIVERS**

THIS MUNICIPAL PARTNERSHIP ACT AGREEMENT ("Agreement") is made on September 22, 2014, between the CITY OF EAST LANSING, a home rule city, whose principal office is located at 410 Abbot Road, East Lansing, MI 48823 ("East Lansing") and the CITY OF LANSING, a home rule city, whose principal office is located at 124 W. Michigan Avenue, Lansing, MI 48933 ("Lansing") pursuant to the Municipal Partnership Act, being MCL 124.111, *et seq.*, and the Public Transportation Authority Act, being MCL 124.451, *et seq.*

RECITALS

WHEREAS, the parties hereto each license and regulate, or have the authority to license and regulate, taxicab companies and taxicab drivers; and

WHEREAS, there are differing licensing and regulatory schemes in the various jurisdictions in the area; and

WHEREAS, for purposes of this Agreement, the parties define private taxicab companies to include all businesses, companies, organizations or operations which own, operate or direct the operation of vehicles carrying persons for hire from places as the passenger may designate starting from within one of the corporate jurisdiction of the parties to this agreement, excluding motor vehicles used exclusively by hearses, funeral cars, ambulances, hotel buses, shuttles, sightseeing buses, motor coaches or motor buses; and

WHEREAS, for purposes of this Agreement, the parties define private taxicab drivers to include all persons transporting persons for hire starting from within one of the corporate jurisdictions of the parties to this agreement; and

WHEREAS, uniformity in licensing and regulation of taxicab companies and taxicab drivers is desirable for the health, safety, and welfare of the public as well as desirable for the taxicab companies and taxicab drivers.

TERMS AND CONDITIONS

NOW, THEREFORE, in consideration of the mutual covenants and agreements contained herein, East Lansing and Lansing agree as follows:

1. **Purpose.** The purpose of this joint endeavor is to create an Authority for the

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licensing and regulation of private taxicab companies and private taxicab drivers within the territory covered by this Agreement, to assure the health, safety, and welfare of the citizens and visitors and to assure the regional availability of this type of transportation.

2. **Term.** The term of this Agreement shall be for a term ending June 30, 2019. The Agreement shall automatically renew for subsequent terms of three (3) years each unless, at least 60 days prior to the ending date, either party provides the other with written notice of intent not to renew. The subsequent terms shall be on the same terms and conditions as stated in this Agreement unless the parties agree otherwise in writing.

3. **Termination.** This Agreement shall remain in effect until one of the following occurs:

- A. The parties mutually agree to terminate the Agreement.
- B. Only one party remains as a member of the Authority.
- C. Either party to this Agreement is released from membership in the public Authority pursuant to section 8 of the Public Transportation Authority Act, being MCL 124.458, which shall operate as a release from this Agreement by that party.
- D. The expiration of the term of this Agreement upon notice pursuant to paragraph 2.
- E. Either party fails within sixty (60) days of a written demand by the other party to pay its portion of the funding in section 10.
- F. By operation of law in the event a court of competent jurisdiction orders the termination of this Agreement.

4. **Creation of Authority.** The authority referenced in section 1 shall be created pursuant to the Public Transportation Authority Act (the "Act") and each party, upon authorizing the execution of this Agreement, shall concurrently adopt Articles of Incorporation in the form attached hereto as Appendix A and in conformity with section 5 of the Act, being MCL 124.455. The Articles of Incorporation shall contain all requirements of articles of incorporation under the Act including, but not limited to, those set forth at section 6 of the Act, being MCL 124.456. The powers of the Authority shall be limited solely to the joint endeavor set forth in this Agreement and the Articles of Incorporation attached hereto.

5. **Governing Board.** The Authority shall be governed by a board which shall consist of the members set forth in the Articles of Incorporation attached hereto as Appendix A.

A. The board shall be deemed a public body subject to the provisions of the Open Meetings Act.

B. The board shall have a chairperson, vice-chairperson, treasurer, and such other officers as the board deems necessary.

C. The appointed board members shall serve for terms as designated in the attached Articles of Incorporation.

6. **Authority's Duties.** The Authority shall have the power and duty to license, regulate, and administer the licensing and regulation of all taxicabs, vehicles acting as taxicabs, and taxicab drivers within the territory.

7. **Company Requirements.** The Authority shall, at a minimum, require that any company desiring to be licensed by the Authority meet the following minimum requirements:

A. Have at least three (3) licensed and operable vehicles.

B. Have taxi meters, as approved by the Authority, in all licensed vehicles.

C. Have at least one licensed vehicle available for calls 24 hours a day, 7 days a week.

D. Have and provide, on terms as determined by the Authority, proof of insurance listing all licensed vehicles and listing the Authority as an additional insured, in an amount to be determined by the Authority, but no less than the following limits: One hundred thousand dollars (\$100,000.00) per person and three hundred thousand dollars (\$300,000.00) per accident covering any liability for bodily injuries or death occurring from the negligent operation of the licensed vehicle and no less than one million dollars (\$1,000,000.00) for property damage resulting from the negligent operation of the licensed vehicle.

E. Have and provide, on terms and in amounts as determined by the Authority, an executed and filed bond to the authority that each licensed taxicab will be operated in accordance with the laws of the State, the laws of the participating jurisdictions and the rules and regulations of the Authority.

F. Have and provide, on terms as determined by the Authority, but no less than upon application for licensure, a copy of the vehicle registration for each vehicle to be licensed.

G. Be of good moral character.

H. Have not been denied for or had a taxi driver's license or taxi business license revoked within the last three years.

I. Not be in default to, or delinquent in payments to, the City of Lansing, the City of East Lansing or the Authority for any fees, charges or taxes.

J. Continually and conspicuously display at all times the taxicab is in operation the license of the taxicab driver issued by the authority bearing a true photograph of the licensee, a printed schedule of the rates in effect not smaller than 11 point type, and contact telephone numbers for the taxicab company and the Authority.

8. **Licensed Drivers Requirements**. The Authority shall require, at a minimum, that licensed drivers meet the following minimum requirements:

A. Have not been denied for or had a taxi driver's license or taxi business license revoked within the past three years.

B. Must possess and provide copies of the front and back of a valid Michigan chauffeur's license.

C. Must submit to a minimum five-panel drug/urinalysis screening not more than 15 days before submission of an application and all results must be negative as to all panels.

D. Must be of good moral character.

E. Not be in default to, or delinquent in payments to, the City of Lansing, the City of East Lansing or the Authority for any fees, charges or taxes.

9. **Licensing, Denials, Suspension, and Revocation**. In addition to the requirements in sections 7 and 8 of this Agreement, the Authority shall establish rules and regulations for licensing suspensions, revocations, denials, and administrative appeals from those actions taken as well as established rules for the length of time a company or licensee must wait before reapplying after a suspension, revocation, or denial.

The phrase "good moral character" when used as a requirement for the issuance of a license by the Authority pursuant to the provisions of this agreement shall mean "good moral character" as defined in Appendix B, paragraph (1) attached hereto. The standards set forth in Appendix B, paragraphs (2) through (6), for determining whether a person or entity is of "good moral character" shall be incorporated into the procedures used and adopted by the Authority.

10. **Funding**. The Authority shall establish and charge appropriate fees for the licensure of companies, drivers, and administrative appeals so that the fees and charges, to the extent possible, are sufficient to cover the administrative costs of operation of the Authority. To the extent the Authority is unable to charge sufficient fees to cover its administrative costs, it shall report the expected shortfall to the parties by March 1 of each year and each party shall, in its upcoming fiscal year, appropriate and pay to the Authority an equal share of any deficits pursuant to Section 6 of the Municipal Partnership Act, being MCL 124.116.

11. **Administration**.

A. In the fulfillment of the purpose of this joint endeavor, the City Clerk's office of each party to this Agreement shall accept for filing any and all applications and fees required by the Authority. All fees collected shall be delivered to the Authority. All applications shall be delivered to the City of East Lansing's Clerk's office.

B. The administrative operations of the Authority as it pertains to the actual licensing and administration of the rules and regulations of the Authority as required by this agreement and the Articles of Incorporation, shall be staffed by the City of East Lansing's clerk's office and such other employees as determined by the East Lansing City Manager necessary to operate the Authority. The administrative operations shall be housed in a facility of the City of East Lansing as determined by the East Lansing City Manager. All personnel assigned to do the actual administrative operations for the Authority shall remain at all times solely employees of the City of East Lansing and the City of East Lansing shall remain solely responsible for the payment of all wages, fringe benefits and disability payments except that a pro rata portion of each employee's salary and benefits assigned to do work for the Authority shall be paid by the Authority based on the average number of hours per week that the employees work for the Authority.

C. To the extent the board has disputes about the performance of an employee assigned to work for the Authority, those disputes shall be addressed to the East Lansing City Manager. If the City Manager is unable to resolve the dispute, the matter shall be referred to the governing boards of the parties to this contract who shall each assign one member of their governing board to a committee to resolve the dispute.

D. The City of East Lansing will defend, indemnify and hold harmless the other parties to this Agreement and the Authority for any liability, including attorney fees, which that entity may incur or be held liable for resulting from ultra vires or unauthorized acts of the employee in performance of their duties for the Authority.

E. The Authority's articles of incorporation shall at all times require it to defend, indemnify and hold harmless any parties to this contract for any acts of their own employees and for any acts of employees that are assigned to perform functions for the Authority when that employee is performing acts in accordance with the rules and regulations adopted by the authority or in accordance with the Articles of Incorporation of the Authority.

12. **Taxation.** The Authority shall not have the ability to levy taxes.

13. **Powers.** The Authority shall have all powers as set forth in Sections 12, 13, and 14 of the Public Transportation Authority Act, being MCL 124.462, MCL 124.463, and MCL 124.464, respectively, that are not in conflict with this Agreement, or the Authority's Articles of Incorporation or bylaws and all powers set forth in the Articles of Incorporation.

14. **Financing.** The Authority may be financed as provided in section 10 of this Agreement, and as set forth at Section 17, with the exception of subsections (g) and (h), of the

East Lansing City Attorney
601 Abbot Road
East Lansing, MI_48823

The parties may, by written notice, designate any further or different address to which subsequent notices, demands, or communications may be given.

20. **Governing Law.** This Agreement has been executed and delivered and it shall be interpreted, construed, and enforced pursuant to and in accordance with the laws of the State of Michigan. All duties and obligations of the parties created under this Agreement shall be performed in Ingham County, Michigan. The parties agree that this Agreement was mutually drafted and cannot be construed against either party upon the basis that one was the scrivener of this Agreement.

21. **Assignment.** No assignment of this Agreement or any of the rights and obligations thereunder shall be valid without the specific written consent of all parties hereto.

22. **Severability.** In the event any provision of this Agreement is held to be unenforceable or invalid for any reason, the unenforceability or invalidity thereof shall not affect the remainder of this Agreement, which shall remain in full force and effect and enforceable in accordance with its terms, except in the event this Agreement is held to be void in its entirety. If, because of the invalidity of any part of this Agreement, either party determines that the purpose and intent of the Agreement has failed, the parties shall renegotiate in good faith to amend the Agreement to make it valid and satisfactory to both parties.

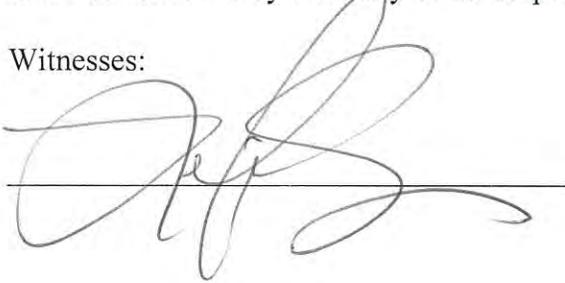
23. **Counterparts.** This Agreement may be executed in any number of counterparts and each such counterpart shall be considered a valid original.

24. **Entire Agreement.** This Agreement supersedes all previous and contemporaneous contracts and constitutes the entire agreement between the parties. No party shall be entitled to benefits other than those specified in this Agreement. No oral statements or prior or contemporaneous written material not specifically incorporated or referenced herein shall be of any force and effect, and the parties specifically acknowledge in entering into and executing this Agreement they rely solely upon the representations and agreements contained in this Agreement, and in the other contracts specified herein.

25. **Allocation of Cost of Litigation.** In the event a lawsuit or action is filed by any citizen or governmental entity challenging this Agreement, the costs of defending this Agreement, including attorneys' fees, shall be borne equally by the parties. If, after conclusion of the lower court proceedings, one of the parties desires to further proceed on appeal, and the other party declines, the party desiring to proceed shall bear all remaining costs.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the date first written above by authority of the respective City Councils.

Witnesses:



CITY OF LANSING

By: 
Virg Bernero, Mayor

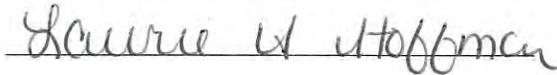
Approved as to form:


City Attorney

I hereby certify that funds are available in
Account No. _____

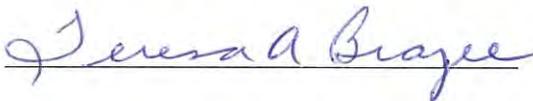

Finance Director/Controller

Witnesses:



CITY OF EAST LANSING

By: 
Nathan Triplett, Mayor



By: 
Marie E. Wicks

Approved as to form:


Thomas M. Yeadon, East Lansing City Attorney

I hereby certify that the sufficiency of funds
to enter into this agreement:


Mary Haskell, Director of Finance

ARTICLES OF INCORPORATION
OF THE GREATER LANSING TAXI AUTHORITY

The following Articles of Incorporation are for purposes of incorporating a public authority pursuant to the provisions of Act 196 of the Public Acts of Michigan, 1986 and Act 258 of the Public Acts of Michigan, 2011, being MCL 124.451, *et seq.*, and MCL 124.111, *et seq.*, respectively.

ARTICLE I

The name of this corporation shall be the Greater Lansing Taxi Authority, and any reference to “Authority” in these Articles shall mean the Greater Lansing Taxi Authority.

ARTICLE II

The purposes for which this Authority is created are to regulate and license private taxicab companies, drivers for hire, and all persons, firms, and business entities acting as taxicab companies or drivers by carrying persons for hire, to and from such places as they may designate, excluding automobiles used exclusively as hearses, funeral cars, ambulances, hotel buses, shuttles, sightseeing buses, motor coaches, or motor buses.

A license from the Authority is not required for organizations and their drivers that are ride-sharing networks that use digital platforms to connect passengers to ride-sharing drivers using their personal vehicles for the purpose of transportation as long as such organizations and drivers adhere to all of the following requirements:

1. The organization registers with the Authority on forms provided by the Authority, pays a registration fee in an amount determined by the Authority, and maintains records of compliance with the requirements of this Article for two years and provides them to the Authority upon request.
2. The organization maintains a website that provides a customer service telephone number or email address.
3. The organization maintains an agent for service of process in the Authority, the City of Lansing or the City of East Lansing, Michigan.
4. The organization maintains accurate and up to date records of all persons it uses to provide services requested through the digital platform and provides those to the Authority upon request.
5. Upon completion of a trip, the organization transmits or causes to be transmitted an electronic receipt to the passenger’s email address or mobile application documenting the origination and destination of the trip and a description of the total amount paid, if any.

6. The organization and the drivers for the organization accept only rides booked through the digital platform, do not solicit or accept street-hails, or operate for hire in any other manner.

7. The organization offers service for compensation, no-charge, or suggested compensation. The organization discloses rates used to determine any compensation or suggested compensation in the organization's app and/or website.

8. The app used by the organization to connect the organization's drivers and passengers displays for the passenger a picture of the organization's driver and a picture or description (including license plate number) of the vehicle.

9. The organization requires all drivers to go through a driver-training program designed to ensure that each driver safely operates his or her vehicle prior to the driver being able to offer service.

10. The organization adheres to a zero tolerance policy on the use of drugs or alcohol applicable to any driver while transporting passengers. The organization provides notice of the zero tolerance policy on its website, as well as the procedures to report a complaint about a driver with whom the passenger was matched and for whom the passenger reasonably suspects was under the influence of drugs or alcohol during the course of the ride. The organization immediately deactivates a driver's access to the platform upon receipt of a passenger complaint alleging a violation of the zero tolerance policy and suspends all further connections with said driver until such time as the organization determines that no violation has occurred.

11. Prior to permitting a person to act as a driver, and annually thereafter, the organization obtains and reviews a criminal history research report for each driver. The criminal history research report shall include a national criminal background check including the national sex offender database. Any person who has been convicted, within the past seven years, of driving under the influence of drugs or alcohol, or who has been convicted at any time for fraud, sexual offenses, use of a motor vehicle to commit a felony, a crime involving property damage, and/or theft, acts of violence, or acts of terror shall not be permitted to be a driver.

12. Prior to permitting a person to act as a driver, and annually thereafter, the organization shall obtain and review a driving history research report for such person. Any person with (i) more than three (3) moving violations in the three-year period prior to such check, or (ii) a major violation in the three-year period prior to such check (including, but not limited to, attempting to evade the police, reckless driving, or driving on a suspended or revoked license) shall not be permitted to be a driver.

13. Drivers shall adhere to the requirements of Michigan No-Fault Insurance. The organization shall comply with State of Michigan business automobile liability insurance requirements and maintain a business automobile excess liability insurance policy, which covers all vehicles operated by the drivers for the organization, with a minimum combined single limit of one million dollars (\$1,000,000.00) for each occurrence of bodily injury and property damage

for accidents involving a vehicle and the organizations driver in transit to or during a trip. All organizations must provide to the Authority a certificate of insurance for such policy, naming the organization as the insured and an endorsement naming the Authority as an additional insured. The policy shall be accompanied by a commitment from the insurer that such policy shall not be canceled or coverage reduced without at least thirty (30) days prior notice to the Authority.

14. The drivers for the organization must:

a. Possess a valid driver's license, proof of registration, maintain current automobile liability insurance, and be at least twenty-one (21) years of age; and

b. Provide proof of both the organizations personal insurance and excess liability insurance in the case of an accident; provided, that the organization shall have twenty-four (24) hours to provide proof of excess liability insurance.

15. The drivers' vehicles may be street-legal coupes, sedans, or light-duty vehicles, including without limitation, vans, minivans, sport utility vehicles (SUVs), hatchbacks, convertibles and pickup trucks.

16. All drivers' vehicles must have a safety inspection conducted annually by the organization or a third party before being used to provide services with documentation of the inspection provided to the Authority within 21 days of the inspection. The inspection shall, at a minimum, include inspection of the following components:

- a. Foot brakes;
- b. Parking brakes;
- c. Steering mechanism;
- d. Windshield;
- e. Rear window and other glass;
- f. Windshield wipers;
- g. Headlights;
- h. Tail lights;
- i. Turn indicator lights;
- j. Stoplights;
- h. Front seat adjustment mechanism;
- i. Doors (open, close, lock);

- j. Horn;
- k. Speedometer;
- l. Bumpers;
- m. Muffler and exhaust system;
- n. Condition of tires, including tread depth;
- o. Interior and exterior rear view mirrors; and
- p. Safety belts for driver and passenger(s).

ARTICLE III

The powers, duties, and limitations of the Authority and its officers are as follows:

(1) To establish rules and regulations for the licensing and operation of taxicab companies and drivers for hire, and all persons, firms, and business entities acting as taxicab companies or drivers by carrying persons for hire, to and from such places as they may designate not otherwise exempt pursuant to Article II, consistent with the health, safety, and welfare of the citizens of the municipal authorities, which may include limitations on the number of licensed taxicab drivers and taxicab business licenses.

(2) To carry out the intent and purposes of the Parties' Agreement to create the authority pursuant to the Municipal Partnership Act.

(3) To adopt and enforce other rules and regulations necessary or appropriate to the administration and regulation of taxicab drivers and companies.

(4) To administer the licensing programs with regard to granting licenses and to suspension, revocation, and denial of licenses and the administrative appeals therefrom.

(5) To apply for, receive, and accept gifts, grants, subsidies or loans from any public or private entity.

(6) In general, to carry on any other lawful business in connection with the foregoing or which may directly or indirectly promote the interest of the Authority.

(7) The Authority shall have the right to retain counsel to represent it with regard to any legal matter, and it shall have the right to call upon the Lansing City Attorney or the East

Lansing City Attorney for assistance with any legal problems at any time, and in such case, all the powers and duties given to the city attorney under the Charters of the City of Lansing or the City of East Lansing, respectively, shall apply to the Authority.

(8) To have the authority and power set forth in the Public Transportation Authority Act where they are not inconsistent with these Articles or the Municipal Partnership Act contract creating this Authority.

(9) The Authority shall not have any power to do any act contrary to any prohibitions or restrictions in the contract creating the Authority and must comply with any mandatory provisions contained therein or as contained in any amendments thereto.

(10) The foregoing clauses shall be construed both as objects and powers; and it is hereby expressly provided that, except as otherwise specifically provided, the foregoing enumeration of specific powers shall not be held to limit or restrict in any manner the powers of the Authority; and it is the intention that the purposes, objects and powers specified in each of the clauses above in Article III shall, except as expressly provided, in no way be limited or restricted by reference to or inference under the terms of any other clause of this Article or of any other Article of these Articles of Incorporation, but that each of the purposes, objects and powers specified in Article III and each of the Articles or clauses of these Articles of Incorporation shall be regarded as independent purposes, objects, and powers. Nothing herein shall be construed as granting the Authority any right, power, or privileges not permitted to public corporations formed under the acts referred to above.

ARTICLE IV

(1) The Authority shall be governed by a board which shall consist of the following members: Three (3) members from each original party to the contract establishing this Authority. The members of the board shall consist of the following officers of each party: The Mayor, Chief of Police, and Traffic Engineer, or their designees. In addition each new party to the contract may appoint one member to the board. Members of the Board may be removed and replaced at will, with or without cause, by their designator, by a superseding named officer or by the appointing party. Any designee or appointee who is a member of the Board shall serve for three year terms unless removed and replaced or reappointed. Any vacancy in office shall be filled by the named official, their designee or the original appointing party for the remainder of the unexpired term. The Board shall adopt its own rules of procedure and shall keep a public record of its proceedings. A simple majority shall constitute a quorum for the transaction of business and the majority vote of the members present at any meeting shall be necessary and sufficient for the adoption of any resolutions. Members of the Board shall receive no compensation, but shall be entitled to reimbursement of expenses incurred in the discharge of their duties.

In addition, the Greater Lansing Convention and Visitors Bureau and the Capital Region Airport Authority may each appoint one, non-voting, member to the board.

(2) A new party with appointing authority requires an amendment of the Municipal Partnership Act contract creating the Authority adding them as a party and must be a political subdivision contiguous to an existing political subdivision that is a part of the Authority. Such political subdivision, or portion thereof, may be added pursuant to the procedures specified in the Public Transportation Authority Act. If any political subdivision withdraws from the Authority or contract, the term of the Board member from that political subdivision shall expire at the time of withdrawal.

(3) The Board may exercise all of the powers of the Authority and do all of the acts and things as shall be lawful and not inconsistent with the Municipal Partnership Act contract creating the Authority. The powers of the Board shall include, but not by way of limitation, the power to authorize the making and execution on behalf of the Authority any lawful contracts, to employ agents and personnel, to prescribe their duties, and generally to control all of the affairs of the Authority.

(4) The Board shall hold an annual meeting each year at such place, date, and hour as shall be fixed by the Board at which members shall elect officers of the Authority, and transact other business. The Board shall fix the time and place for regular meetings which shall be open to the public.

(5) Special meetings of the Board may be called by the chairperson of the Board or by any two members of the Board by written or printed notice served personally on each member or mailed or electronically mailed to his or her address as shown on the books of the Authority, at least five (5) days prior to the time of holding of said meeting. Notice shall be deemed given at the time it is mailed or emailed. Attendance by a member at a meeting shall constitute a waiver of any notice deficiency unless such member expressly states at the meeting that he or she does not intend to waive notice. The purpose of such special meeting shall be specified in the notice.

(6) The Board shall furnish by May 31, each year, an annual report to the governing body of all parties to the contract forming this authority with respect to the number of licensed taxi drivers, numbers of licensed taxi companies, and whether there are any deficiencies with respect to the same, along with the operation, maintenance, and financial condition of the Authority. The Board shall furnish such other information as said parties may request.

ARTICLE V

(1) The Board shall, at its annual meeting, elect from its members a chairperson, vice-chairperson, treasurer, and such other officers as it may deem necessary. Said officers shall serve until their successors are appointed and assume office. Said officers shall serve at the pleasure of the appointing authority and shall have all of the powers assigned to them by the Board.

(2) Any Board Officer vacancies shall be filled by the Board.

(3) The East Lansing City Clerk or the Clerk's designee shall be the recording secretary for the Board and shall be responsible for taking all minutes of the Board meetings, publishing all official notices of the Board and maintaining all official records of the Board. The recording secretary is not a member of the board.

ARTICLE VI

All checks, drafts, and other orders for the payment of money, notes, bonds, or other evidences of indebtedness issued in the name of the Authority, and endorsements for deposits shall be signed by such officer, officers, or such other person or persons as the Board may designate.

ARTICLE VII

As long as there is always full compliance with the Open Meetings Act, whenever any notice is required under the provisions of these Articles or otherwise, a waiver signed by the person entitled to said notice, whether before or after the time stated therein, shall be deemed equivalent and neither the business nor the purposes of any meeting need be specified in such waiver.

ARTICLE VIII

These Articles may be amended only by appropriate resolution of both of the original parties to the contract forming this Authority. This Authority shall automatically dissolve upon termination of the contract creating it.

ARTICLE IX

The Authority shall defend, indemnify and hold harmless any parties to this contract for any acts of the party's own employees and for any acts of employees that are assigned to perform functions or duties for the Authority when that employee is performing acts in accordance with the rules and regulations adopted by the Authority or in accordance with the Agreement establishing the Authority or the Articles of Incorporation of the Authority.

This Authority shall become operative immediately.

These Articles of Incorporation shall be published by the East Lansing City Clerk at least once in a newspaper of general circulation in the jurisdictions of Lansing and East Lansing. One printed copy of the Articles of Incorporation shall be filed with the Secretary of State, the Ingham, Eaton, and Clinton County Clerk, the Director of the State Transportation Department

by the East Lansing City Clerk.

The foregoing Articles of Incorporation were adopted by an affirmative vote of a majority of the members elect of the City Council of the City of Lansing, Ingham, Eaton and Clinton Counties, Michigan, at a meeting duly held on the 22nd day of September, 2014, and by a majority of the members elect of the City Council of the City of East Lansing, Ingham and Clinton Counties, Michigan, at a meeting duly held on the 2nd day of September, 2014.

CITY OF LANSING

By  _____
Virgil Bernero, Mayor

By  _____
Chris Swcope, Clerk

CITY OF EAST LANSING

By  _____
Nathan Triplett, Mayor

By  _____
Marie E. Wicks, Clerk


APPROVED AS TO FORM
Asst. CITY ATTORNEY

I hereby certify that funds are available

Acct. No. N/A


Dan Korkoske Accounting Manager

APPENDIX B

DEFINITION AND STANDARDS FOR GOOD MORAL CHARACTER

GOOD MORAL CHARACTER

- (1) **Definition.** The phrase "good moral character," or words of similar import, when used as a requirement for issuance of a license shall be construed to mean the propensity on the part of the person, or in the case of a business entity, the propensity on the part of any of the principals, partners, shareholders, members or employees of the business entity, to serve the public in the licensed area in a safe, fair, honest, and open manner.
- (2) **Use of Judgments of Guilt.** A judgment of guilt in a criminal prosecution shall not be used, in and of itself, as proof of a person's lack of good moral character without considering the factors set forth in paragraph (5) of this appendix. Except as otherwise prohibited by the provisions of this appendix, a conviction or juvenile adjudication may be used as evidence in the determination of the propensity of the person to serve the public in the licensed area in a safe, fair, honest and open manner.
- (3) **Certain Criminal Records Excluded.** The following criminal records shall not be used in a determination of good moral character for purposes of licensure:
 - (a) Records of an arrest not followed by a conviction.
 - (b) Records of a conviction which has been reversed, expunged, or vacated, including the arrest records relevant to that conviction.
 - (c) Records of an arrest or conviction for a misdemeanor unrelated to the person's likelihood to serve the public in a safe, fair, honest, and open manner.
 - (d) Records of an arrest or conviction for a misdemeanor for the conviction of which a person may not be incarcerated in a jail or prison.
 - (e) Records of criminal charges that were dismissed pursuant to the applicant's participation in a diversion or deferral program, including the arrest records related to those criminal charges.
 - (f) Records of an arrest or conviction of a misdemeanor offense over three years old where there was no subsequent conviction of any other crime.
 - (g) Records of an arrest or conviction of a nonviolent felony over seven years old where there is no subsequent conviction of any other crime and the person's liberty has not been restricted for at least five years.
 - (h) Records of juvenile adjudications.
- (4) **False or Misleading Applications and Specified Convictions as Evidence of Lack of Good Moral Character.** The submission of an application containing an intentionally false or misleading statement or, except as prohibited by paragraph (3) of this section, any

conviction of any of the following offenses may be considered as evidence that the applicant lacks good moral character:

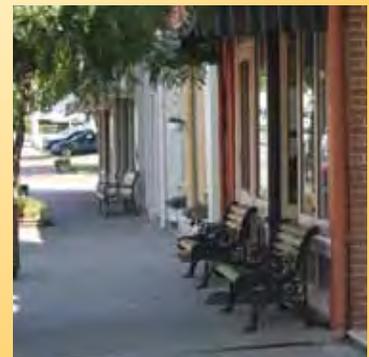
- (a) Any crime which includes assaultive conduct.
 - (b) A crime of unlawfully carrying a concealed weapon.
 - (c) Any crime involving the distribution or delivery of controlled substances.
 - (d) Any crime of criminal sexual conduct.
 - (e) Any crime that contains an element of dishonesty, false statement or theft.
 - (f) When the license being sought will authorize the person to operate a motor vehicle, any offense which evidences a history of substance abuse, reckless or careless driving, or repeated offenses for operating while their driver's license was suspended or revoked.
- (5) **Factors to be Considered.** In determining whether, in light of all the evidence, a judgment of guilt shows that the applicant lacks good moral character, the following factors shall be considered:
- (a) The nature of the offense and its relationship to the license at issue.
 - (b) The length of time that has passed since the commission of the offense.
 - (c) The age of the applicant at the time he/she committed the offense.
 - (d) Evidence of rehabilitation or lack thereof.
- (6) **Use of Other Public Records.** Except as prohibited by paragraph (3), this section shall not bar the use of any other public record or of any other source of unbiased and accurate information concerning the applicant's propensity to serve the public in the licensed area in a safe, fair, honest, and open manner.
- (7) **Notice and Right to Rehearing.** When an applicant is found to be unqualified for a license because of a lack of good moral character, the person or business entity shall be furnished, by ordinary mail, with a statement in writing to this effect. The statement shall contain a complete record of the evidence upon which the determination was based. The applicant shall be entitled, as of right, to a rehearing on the issue before decision making body or person. The applicant shall file a written request for a rehearing with the decision making body or person within ten business days after the determination statement was mailed. The applicant shall be permitted to rebut the evidence upon which the determination statement was based, in writing, by showing that at the current time the applicant has the ability to, and is likely to, serve the public in a safe, fair, honest and

open manner, that he or she is rehabilitated, that the substance of the former offense is not reasonably related to the occupation or profession for which he or she seeks to be licensed, or that the application did not contain an intentionally false or misleading statement. Within ten business days following receipt of the request for rehearing, the decision making body or person shall furnish, by ordinary mail, the applicant with a written determination, including a complete record of the evidence upon which said determination was based.



GUIDELINES and APPLICATION

Recognizing strong, vibrant **communities** governed by **township boards** that adhere to **best practices** to deliver quality programs and services, and accomplish **community-driven goals.**





The Michigan Townships Association (MTA) announces a prestigious designation program exclusively for townships—“**Township of Excellence.**”

The benchmark criteria that identify a **Township of Excellence** reflect a variety of perspectives on what constitutes excellence in township government, including recommendations of township officials, state administrators and other practitioners, as well as the MTA Board of Directors and staff. Merely complying with state statutes does not qualify a township for this designation.

The goals of the Township of Excellence program are to:

- 1** Encourage townships to achieve objective benchmarks of excellence.
- 2** Recognize and reward truly exemplary township governments, specifically where excellence is practiced in a broad array of township functions and operations.
- 3** Enable township residents to appreciate that they live in a township recognized for a high level of excellence as identified by objective benchmarks.
- 4** Continue MTA’s tradition of encouraging townships to strive for higher levels of quality constituent services.
- 5** Create an identity and sense of community pride for residents.

To qualify as a **Township of Excellence**, an applicant township must demonstrate superior processes and outcomes in governance, along with adherence to best practices involving its statutory duties of financial stewardship, assessing, tax collection and election administration. If the township provides the following services—emergency services, land use management and economic development, transportation, utilities, and cemeteries—applicants must also demonstrate excellence in those areas.

ELIGIBILITY

A township board member, superintendent or manager may apply on behalf of an MTA member township. Township officials may apply for the designation after the current township board has served together for a minimum of six months. The application must be accompanied by a resolution adopted by a majority of the township board attesting that, to the best of its knowledge, all statements made in connection with the application are truthful and the township is in compliance with all applicable laws and regulations. (See attached sample resolution.)

A township may apply for the full designation or for a certificate of achievement for one or more individual sections. If a township submits an application for a full designation, but does not meet the criteria for all of them, the township has the option to receive the certificate of achievement for the section(s) it has completed. A township may work toward a full designation within a township term by applying for one or more sections at a time.

Townships must reapply for each term in which they wish to receive an award. If documentation from a previous application is still current, that documentation does not need to be resubmitted.



DOCUMENTATION REQUIREMENTS

Applicant townships must submit copies of board policies, plans and other documents demonstrating that the board has achieved specific benchmarks. (See attached checklist.) MTA will be the sole judge of whether submitted materials adequately document compliance with all benchmarks. In cases where there may be some question as to whether the township has adequately complied with a particular benchmark, MTA may submit the applicant's documents to an outside panel for an independent recommendation. *De minimus*, or token, efforts at policies or plans will not be regarded as sufficient compliance with benchmark standards.

MTA reserves the right to ask for further documentation at any time prior to or after making a determination as to whether the applicant township qualifies as a **Township of Excellence**. In addition, MTA may check the Association's database to verify attendance at MTA programs. All entries become the property of MTA and will not be returned.

SELECTION PROCESS

A committee of MTA executive staff will evaluate whether the application meets all criteria for the designation. If staff determine that the application does not meet the requirements, a memo will be submitted to the township outlining the staff findings. The applicant may appeal. Either committee may seek the advice and assistance of outside parties in determining whether a submitted policy, plan or other documentation demonstrates compliance, or is an unacceptable, *de minimus* effort.

NOTIFICATION AND PUBLIC ANNOUNCEMENT

MTA will review the application and notify the township of its determination within 60 days from the time the complete application is received at the MTA office. For each township designated a **Township of Excellence**, MTA will release a statement to the township's local media, and an article highlighting the township's achievement will be published in the *Township Focus* magazine. The township will also be recognized at the next upcoming MTA Annual Educational Conference & Expo.

LENGTH OF DESIGNATION

Designation as a **Township of Excellence** continues until the end of the four-year township board term. A township may reapply for the designation in each new term, with no limit to the number of terms that a township may be recognized as a **Township of Excellence**.

DISCLOSABLE UPON REQUEST

In the interest of transparency and to ensure accuracy, applications and any supporting documents will be disclosed to any interested party upon request.



PART 1: MTA TOWNSHIP OF EXCELLENCE APPLICATION

ALL applicants for the full designation must complete the following sections: **Governance, Financial Stewardship, Assessment Administration, Tax Collection and Election Administration.** If the township provides the following services—**Emergency Services, Land Use Management and Economic Development, Transportation, Utilities and Cemeteries**—complete those sections as well.

Check each box as indicated to confirm compliance. When documentation is required, follow instructions for attaching and labeling the required documents. Where documentation is NOT required, the specified official must sign where indicated.

GOVERNANCE

ACCESSIBILITY AND COMMUNICATION

- The township publishes a newsletter (*print or electronic*) at least twice a year.

✓ **Attach the most recent township newsletter; label Exhibit G-1.**

- The township maintains a website that is updated at least quarterly.

✓ **Provide the website address:**

www. _____

- The township posts office hours for officials working at a township facility or home office either at the township hall or on the township Website, **OR** publishes them in the township newsletter or a newspaper of general circulation.

✓ **Attach the most recent posted or published officials' hours; label Exhibit G-2.**

PROFESSIONAL DEVELOPMENT

- A majority of the township board have each participated in **ONE** TGA Foundations class and in **ONE** or more of the following MTA educational programs every year since the current township term began (*check all that apply*):

- Annual Educational Conference & Expo
- MTA On the Road Regional Meeting
- Professional Development Retreat
- Township Governance Academy (TGA) class (at any level)
- Other MTA workshop, webcast or training program [*excluding legislative and National Association of Towns and Townships (NATaT) events, which are addressed under ADVOCACY*]

✓ **Records will be verified by the MTA Knowledge Center.**

STRATEGIC PLAN

- The township board has adopted a multi-year strategic plan that identifies township strengths, weaknesses, opportunities and threats, and identifies multi-year goals, objectives and strategies to achieve a long-range vision. (*NOTE: Information on strategic planning is available at www.michigantownships.org.*)
- The township board reviews and updates the strategic plan at least annually.

✓ **Attach the township strategic plan; label Exhibit G-3.**

ESSENTIAL BOARD POLICIES

- The township board has adopted written policies regarding **ALL** of the following:

- Ethics
- General administration
- Public meeting rules, including public comment and board decorum
- Public records inspection
- Freedom of Information Act requests
- Official, employee and volunteer conduct

✓ **Attach each policy; label Exhibit G-4a through f (in order as listed above).**

POLICYMAKING

- At least three days prior to each board meeting, all township board members receive a meeting packet, including a proposed agenda and background information on agenda items.

✓ **Attach policy regarding meeting packets; label Exhibit G-5.**

- The township board has adopted written policies that delineate department head authority and clarify which matters require township board approval.

✓ **Attach each policy; label Exhibit G-6.**

- The township board routinely monitors and evaluates township functions and addresses deficiencies in those functions through policies and the appropriations process.

✓ **Attach policy regarding this practice; label Exhibit G-7.**

ADVOCACY

- Check **AT LEAST ONE** of the following:
 - One or more of the township board members communicates with the township's state representative or state senator at least twice a year on issues affecting the township, **AND** one or more of the township board members communicates with the township's U.S. representative or U.S. senator at least once a year on issues affecting the township.
 - One or more of the township board members attended an MTA Legislative Advocacy Day in the last two years.

✓ **Attach a list of advocacy activities; label Exhibit G-8.**

STAKEHOLDER INVOLVEMENT

- The township board creates advisory citizen task forces to provide research on issues, define alternatives and make recommendations to the board. *(Exclude statutorily required commissions and boards such as a planning commission, board of review, zoning board of appeals, etc.)*

✓ **Attach a list of advisory citizen task forces; label Exhibit G-9.**

COMMUNITY INVOLVEMENT

- A majority of the township board members are personally involved in community organizations.

✓ **Attach a list of township board members and the community organizations in which they personally participate; label Exhibit G-10.**

INTERGOVERNMENTAL COLLABORATION

- Check **AT LEAST ONE** of the following:
 - The township board participates in at least one organization focusing on intergovernmental or regional collaboration.
 - The township board participates in at least one intergovernmental agreement or contract.

✓ **Attach a list of township board members and the organization(s) in which they participate OR a copy of an intergovernmental agreement or contract; label Exhibit G-11.**

BOARD ACCOMPLISHMENTS

- The township board strategically sets and implements goals to improve or protect the community's quality of life.

✓ **Attach a description of goals that have been accomplished in the last two years; label Exhibit G-12.** *(Examples include a new project, program or service, or improvements to an existing township program or service, to enhance the community's strength, correct a community weakness, or effectively address one or more community opportunities or threats.)*

x

Signature of township supervisor attesting to compliance with all criteria in the GOVERNANCE section.

FINANCIAL STEWARDSHIP

ACCESSIBILITY

- The township's financial reporting process is accessible to the public.

✓ **Attach documentation identifying how financial reports, records, audits, etc., are made available to the public; label Exhibit FS-1.**

ACCREDITATION AND TRAINING

- The township provides education and training for township officials and other personnel involved in financial administration.

✓ **Attach policies, or describe current practices; label Exhibit FS-2.**

- In the last four years, a majority of the township personnel involved in financial administration have attended **AT LEAST TWO** training seminars or webcasts offered by MTA or other organizations on accounting procedures, investments, budgeting or fraud prevention.

ESSENTIAL POLICIES

- The township board has adopted and regularly updates a depository and investment policy resolution that addresses **ALL** of the following:

- Allowed financial institutions
- Allowed investment instruments
- How the township minimizes various forms of risk
- Return on investments
- Targeted liquidity *(availability of cash)*

✓ **Attach depository and investment policy resolution; label Exhibit FS-3.**

- The township board and staff have adopted administrative policies regarding financial internal controls and segregation of duties.

✓ **Attach policies; label Exhibit FS-4.**

- The township board has adopted policies regarding administrative review, and approval of all current financial claims against the township.

✓ **Attach policies; label Exhibit FS-5.**

FINANCIAL PROCESS AND PROCEDURES

- The township's financial reporting system provides useful information to board members to fulfill their fiduciary duties.

✓ **Attach at least two recent examples of periodic financial reports provided to the board; label Exhibit FS-6.**

- The township budget process is aligned with the township's multi-year strategic planning process.

✓ **Attach the most recent budget, including the narrative or public summary of budget plan, documenting alignment with the strategic planning process; label Exhibit FS-7.**

- The township utilizes benchmarks, cost/benefit analysis or other data in considering appropriations, including a periodic evaluation of the township's compensation and benefits system, to assure financial stewardship, efficiency and effectiveness of appropriations.

✓ **Attach documentation; label Exhibit FS-8.**

- The township board sets and implements policy regarding target general fund unrestricted net fund assets, and reserves are consistent with the township's strategic plan.

✓ **Attach policy regarding target general fund unrestricted net fund assets, and documentation that reserves are consistent with the strategic plan; label Exhibit FS-9.**

- The township board uses a capital improvement plan for public improvements and capital asset purchases, depreciation and replacement.

✓ **Attach the plan (or other document) that describes planning process; label Exhibit FS-10.**

- The township reduces costs by contracting, cooperating and/or collaborating with another entity or organization to provide a township program or service.

✓ **Attach documentation; label Exhibit FS-11.**

- The township reduces costs by using technology.

✓ **Attach documentation identifying at least one township program or service where the township has or will reduce costs by using technology; label Exhibit FS-12.**

- The township board reviews the township's audit and has taken steps to address concerns and recommendations included in the management letter.

✓ **Attach documentation identifying steps taken to address any concerns or recommendations in the management letter; label Exhibit FS-13.**

- The township board reviews the Auditing Procedures Report form filed with the township's audit and has taken steps to address conditions identified in the report.

✓ **Attach the township's most recent Michigan Department of Treasury Form 496 Auditing Procedures Report (L-3147); label Exhibit FS-14. If any "No" boxes are checked, identify steps taken to address the condition(s).**

x _____ <i>Signature of township clerk attesting to compliance with all criteria in the FINANCIAL STEWARDSHIP section.</i>
x _____ <i>Signature of township treasurer attesting to compliance with all criteria in the FINANCIAL STEWARDSHIP section.</i>

ASSESSMENT ADMINISTRATION

ACCESSIBILITY

- The township provides the public with access to assessing information from a public computer or kiosk within the township hall **OR** via the Internet (*either through the township's website or other Internet service*).

✓ **Provide the website address:**

www. _____

ACCREDITATION AND TRAINING

- All board of review members attend MTA Board of Review Training, or an equivalent program conducted by the county equalization director, every two years.
- The township supervisor has attended **AT LEAST TWO** of the following every year (*check all that apply*):
 - MTA Board of Review Training
 - MTA Annual Educational Conference & Expo
 - MTA Supervisors Professional Development Retreat
 - MTA Workshops or webcasts (*related to assessment*)
 - Michigan Assessors Association (MAA) Conference
 - MAA seminar

CONSTITUENT SERVICES

- The township provides information to the public on poverty exemptions, including the township's poverty income guidelines and asset test.
- The township provides information to the public on the tax exemption for veterans' specially adapted housing.

ASSESSMENT PROCESS AND PROCEDURES

- Assessing personnel conduct site visits and update assessment information for all properties at least once every five years.
- The assessor has a quality assurance program in place to identify all new buildings and additions.
- Regardless of whether a Michigan Department of Treasury Audit of Minimum Assessing Requirements (AMAR) or 14-Point Review has been conducted, the assessor is in compliance and has notified the township board of compliance with the AMAR requirements as of the date the **Township of Excellence** application is submitted.
- The township board periodically reviews assessing operations, and the assessor annually reports to the township board on assessing issues.

x _____
Signature of township supervisor attesting to compliance with all criteria in the ASSESSMENT ADMINISTRATION section.

TAX COLLECTION

ACCESSIBILITY

- The contact information and hours the treasurer or deputy treasurer are available for tax collection purposes are either posted at the township hall or on the township website, **OR** published in the township newsletter or newspaper of general circulation.
- The township uses a system to accept tax payments after hours, such as a drop-off box, **OR** has arranged for payments to be made at a local bank or other financial institution.
- The township provides the public with access to property tax information from a public computer or kiosk within the township hall **OR** via the Internet (*either through the township's Website or other Internet service*).

✓ Provide the website address:

www. _____

ACCREDITATION AND TRAINING

- The township treasurer has attended **AT LEAST TWO** of the following every year (*check all that apply*):
 - MTA Annual Educational Conference & Expo
 - MTA Treasurers Professional Development Retreat
 - MTA Workshops or webcasts (*related to treasurers' duties*)
 - Michigan Municipal Treasurers Association (MMTA) Conference
 - MMTA seminar

CONSTITUENT SERVICES

- The township provides contact information on agencies that provide human services assistance to residents.
- ✓ Attach the human services agency contact information; label Exhibit TC-1.
- The township offers information on the availability of summer tax deferments.
 - The township offers information on the Homestead Property Tax Credit income tax.

TAX PROCESS AND PROCEDURES

- The township collects the State Education Tax (SET) and the county operating millage and, if applicable, also collects school summer property taxes.
- ✓ If the township collects school summer property taxes, attach one agreement to collect; label Exhibit TC-2.

x _____
Signature of township treasurer attesting to compliance with all criteria in the TAX COLLECTION section.

ELECTION ADMINISTRATION

ACCESSIBILITY

- **ALL** of the following informational items, or links to the information on other websites, are posted on the township's website:
 - Voter guide
 - Election results
 - Precinct map
 - Instructions for registering to vote
 - Downloadable absentee voter application
 - Office hours and contact information

✓ Provide the website address:

www. _____

ACCREDITATION AND TRAINING

- The township clerk has completed the State of Michigan Election Officials Accreditation Program and is current with the specific continuing education requirements.
- The township clerk has attended **AT LEAST TWO** of the following every year (*check all that apply*):
 - MTA Annual Educational Conference & Expo
 - MTA Clerks Professional Development Retreat
 - MTA Workshops or webcasts (*related to clerks' duties*)
 - Michigan Association of Municipal Clerks (*MAMC*) Conference
 - MAMC election seminar

CONSTITUENT SERVICES

- The clerk maintains a permanent absentee voter mailing list of senior citizens and other qualified voters who ask to be added to the list.
- The clerk engages in election outreach by conducting mock elections, making election equipment available for voter practice prior to elections, presenting programs in local schools, using qualified high school students as election inspectors, and/or other methods.

ELECTION PROCESS AND PROCEDURE

- The clerk regularly updates the Qualified Voter File (*QVF*). The township voter registration rate does not exceed 95 percent of the township's current voting age population. (*Divide registered QVF voters by voting age population.*)
- The township provides computer equipment and Internet services at the township hall or clerk's office to facilitate using the QVF or QVF Lite, the Elections Management Portal and the MERIT election email system.

✓ **Attach documentation identifying whether the township uses QVF or QVF Lite, and the location of the equipment; label Exhibit EA-1.**

- The township clerk administers all elections within the township, including school elections.
- The township has developed an election emergency operations plan for election facilities, equipment, personnel and other resources necessary for the township's polling places.

✓ **Attach plan; label Exhibit EA-2.**

x _____
Signature of township clerk attesting to compliance with all criteria in the ELECTION ADMINISTRATION section.

EMERGENCY SERVICES

FIRE PROTECTION SERVICES

- The township provides fire protection services through its own fire department **OR** a department operated jointly by written agreement with another unit **OR** under contract with a separate unit's fire department **OR** as a member of a fire authority (*NOT solely by a mutual aid agreement*).

✓ **If the township provides fire protection through an agreement, contract or as a member of a fire authority, attach documentation; label Exhibit ES-1.**

- The fire department achieves response times consistent with National Fire Protection Association (*NFPA*) Standard 1710 or 1720, as applicable.
- The fire department is either in compliance with all NFPA standards, or the township board has been informed in writing of all standards with which the fire department is not in compliance.
- As directed by the township board, the fire department provides or contracts for specialized services, such as confined space rescue, hazardous material incident response, water rescue, extrication, etc., that are appropriate to the township's specific circumstances.
- The fire department operates according to written policies or standard operating guidelines.

✓ **Attach the department's policies or standard operating guidelines; label Exhibit ES-2. If it is the township's own fire department, attach any additional board-adopted policies regarding the fire department; label Exhibit ES-2.**

- Check the box that describes your township:
 - If the township is protected by a municipal **water system** and served by a **career** department, at least one area of the township has received an ISO rating of 4 or better.
 - If the township is protected by a municipal **water system** and served by an **on-call** department, at least one area of the township has received an ISO rating of 5 or better.
 - If the township is **NOT** protected by a municipal water system, at least one area of the township has received an ISO rating of 7 or better.

✓ **Attach the township ISO rating notification; label Exhibit ES-3.**

- The township has one or more written mutual aid agreements to supplement current fire services.

✓ **Attach one mutual aid agreement; label Exhibit ES-4.**

- All **on-call** fire fighters have successfully completed the Fire Fighter I test within two years of joining the department, **OR** all **career** fire fighters have successfully completed the Fire Fighter II test.

- The fire chief has completed a command officer program recognized by the Michigan Fire Fighters Training Council.
- The fire department annually conducts community education programs on fire safety, performs fire safety inspections on commercial and industrial exposures present in the township, and reviews site plans of proposed commercial and industrial development.

x _____
Signature of the fire chief of department having jurisdiction attesting to compliance with all criteria in the FIRE PROTECTION SERVICES section.

LAW ENFORCEMENT

- Check the box that describes your township:
 - If the township does **NOT** provide law enforcement through its own police department or under contract with another governmental entity, the township board is in regular communication with entities that have responsibility for law enforcement within the township, such as the Michigan State Police (*MSP*), sheriff's department, tribal police, etc. The board is aware of typical law enforcement emergency response times, and the township's crime and accident statistics.
 - The township **DOES** provide law enforcement through its own police department **OR** under contract with another public entity **OR** as a member of an emergency services authority (*not SOLELY by county sheriff or MSP general road patrol*).

✓ **If the township provides law enforcement through an agreement, contract or as a member of an authority, attach documentation; label Exhibit ES-5.**

- The police department operates according to written policies and/or standard operating guidelines.
- ✓ **Attach the department's policies and/or guidelines; label Exhibit ES-6. If it is the township's own police department, attach any additional board-adopted policies regarding the police; label Exhibit ES-6.**
- Police department personnel are trained consistent with the requirements of a departmental plan.
- Police department personnel are deployed consistent with an analysis of community needs, including crime and emergency incident statistics.
- The police department has developed a long-term plan identifying projected resource requirements, equipment acquisition, maintenance and replacement.
- The police department conducts ongoing crime prevention activities.

- As directed by the township board, the police department provides or contracts for specialized services, such as drug enforcement, marine safety, detective bureau, special weapons and tactics, etc., that are appropriate to the township's specific circumstances.

x _____
Signature of police chief of department having jurisdiction attesting to compliance with all criteria in the LAW ENFORCEMENT section.

x _____
Signature of township supervisor attesting that the township board is knowledgeable of available LAW ENFORCEMENT resources and needs.

EMERGENCY MANAGEMENT

- The township has an emergency operations plan assigning roles and responsibilities in the event of a major disaster or emergency.
- AT LEAST TWO** township board members have completed National Incident Management System (*NIMS*) 100 and 700 training.

EMERGENCY MEDICAL SERVICES

- Check the box that describes your township:
 - The township does **NOT** provide emergency medical services.
 - The township **DOES** provide emergency medical services through a licensed first responder **OR** ambulance service offered through the township's fire department **OR** through a separate department **OR** by contract or franchise with a licensed public or private entity.

x _____
Signature of township supervisor attesting to compliance with all criteria in the EMERGENCY MANAGEMENT and EMERGENCY MEDICAL SERVICES sections.

LAND USE MANAGEMENT AND ECONOMIC DEVELOPMENT

PLANNING

- The township has a planning commission, has adopted a master plan, and the current plan has received a full review or has been revised within the past five years.
- The planning commission has at least 90 percent member attendance during the previous three years. (*Multiply the number of planning commission meetings in the past three years by the total number of members serving, and multiply that product by 0.9 to get the target number.*)

- The township employs or contracts with a planning and zoning professional or firm.
- The township requires all planning commissioners to attend a training program within three months of their initial appointment.
- Within the past three years, all current planning commissioners have attended at least one land use seminar offered by MTA, the Michigan Association of Planning or Michigan State University, **OR** completed at least six hours of in-service training conducted by the planning commission's staff or consultants.
- Township staff offer consultation meetings for developers and other applicants before they submit land use applications.

ZONING

- The township has **NOT** adopted a zoning ordinance, due to the absence of significant township growth, but the township has adopted a police-power blight ordinance or other ordinances to protect the health, safety and general welfare of the township.

x
Signature of township supervisor attesting that these criteria describe the township.

➤ If the township has NOT adopted a zoning ordinance, skip to the next section.

- The township **HAS** adopted a zoning ordinance that is consistent with, and is updated regularly to remain consistent with, the master plan. If the ordinance includes site plan review and planned unit development (*PUD*) provisions, then it uses illustrations, in addition to text, to clearly explain the intent of the ordinance.
- The township consistently enforces zoning ordinance violations when voluntary compliance is not achieved.

x
*Signature of planning commission chair or chief township land use administrator attesting to compliance with all criteria in the **PLANNING and ZONING** sections.*

CONSTRUCTION CODE ENFORCEMENT

- The township does **NOT** enforce the state construction code.

x
Signature of township supervisor attesting that the township does NOT enforce the state construction code.

➤ If the township does NOT enforce the state construction code, skip to the next section.

- If the township **DOES** enforce the state construction code, the township must comply with **ALL** of the following:
 - The township has established performance standards for its building plan and permit approval process.
 - The township has established procedures for expedited building plan and permit review, if certain criteria are met.
 - The township has established policies regarding the time between when a building inspection is requested and the inspection is performed.

x
*Signature of the construction code enforcement official attesting to compliance with all criteria in the **CONSTRUCTION CODE ENFORCEMENT** section.*

ECONOMIC DEVELOPMENT

- The township has **NOT** included economic development as a goal of the township strategic plan or developed an industrial park.

x
Signature of township supervisor attesting that these criteria describe the township.

➤ If the township has NOT included economic development as a goal of the township strategic plan or developed an industrial park, skip to the next section.

- If the township **HAS** included economic development as a goal of the township strategic plan, or the township has developed an industrial park, the township complies with **ALL** of the following:
 - In its strategic plan, the township identified the barriers to economic development and has adopted strategies to overcome those barriers.
 - To assist developers, the township has created a list of vacant property that is eligible to be developed or redeveloped for commercial or industrial use.
 - The township maintains regular contact with local, county and regional economic development entities, such as a county or regional planning commission, chamber of commerce, metropolitan council, strategic alliance, etc.

x
*Signature of township supervisor attesting to compliance with all criteria in the **ECONOMIC DEVELOPMENT** section.*

TRANSPORTATION

- The township has made efforts to provide for recreational trails **OR** non-motorized and pedestrian traffic.
- The township has a private road standards ordinance.
- Complete the next two criteria **ONLY** if the township spends money on road projects:
 - The township's capital improvement or strategic plan addresses new construction and replacement of hard-surfaced local roads.
 - All road projects are performed under the terms of a written contract between the township and road commission (*or other entity*) that limits the township's financial exposure to cost overruns.

x
Signature of township supervisor attesting to compliance with all criteria in the TRANSPORTATION section.

UTILITIES

- If the township does NOT provide such services, please sign below and skip to the next section.

x
Signature of township supervisor attesting that the township does NOT provide these services.

- Complete the following section **IF** the township provides water or sewer service by its own department, through a contract with another unit of government, through a joint authority or by regulating privately owned community (*multi-user*) septic systems:
 - All areas of the township currently zoned or identified in the master plan for high-density residential, commercial or industrial land uses are served by water, sewer or both, **OR** the township has identified the provision of those services to all such areas in its master plan or capital improvement plan.
 - The township utilities have surplus capacity for the growth identified in the master plan, **OR** the township has included specific steps in its capital improvement plan or strategic plan to expand capacity to meet projected future needs.
 - If the township operates a wastewater treatment facility, that facility accepts and treats septage.
 - The township has separated, or is in the process of separating, all combined sewer overflow connections.
 - The township has policies and procedures to address complaints regarding its utility services.

- The township has established utility fee structures that adequately fund bonded indebtedness, maintenance, depreciation and facility replacement.
- The township has an emergency sewer back-up plan in place.

✓ **Attach the back-up plan; label Exhibit U-1.**

x
Signature of the sewer system administrator attesting to compliance with all criteria in the UTILITIES section.

x
Signature of the water system administrator attesting to compliance with all criteria in the UTILITIES section.

CEMETERIES

- If the township does NOT operate a cemetery, sign below and skip to the next page to complete the application.

x
Signature of township supervisor attesting that the township does NOT operate a cemetery.

- Complete the following section **IF** the township operates a cemetery:
 - The township has a cemetery ordinance.
 - The township cemetery ordinance provides that burial rights are sold by permit instead of deed.
 - The township cemetery ordinance provides for forfeiture of unused lots.
 - Original (*paper*) cemetery records are protected from fire, water damage, pests and theft. Back-up copies of cemetery records are stored at an off-site location on microfilm or other stable format as recommended by the Michigan Department of Technology, Management and Budget Records Management Services (www.michigan.gov/dtmb).
 - Upon request, the township provides public access to cemetery records for up to four hours a day during regular business hours.

x
Signature of township cemetery administrator attesting to compliance with all criteria in the CEMETERIES section.

Please turn to the back of the brochure to complete the application.

PART 1: TOWNSHIP OF EXCELLENCE APPLICATION

Please type or print clearly.

 Before mailing your completed application, use the **DOCUMENTATION CHECKLIST (insert)** to make sure you have attached and clearly labeled all necessary supporting documents.

Township _____

County _____

Submitter _____

Phone (_____) _____ - _____ Ext. _____

Township Supervisor _____

Phone (_____) _____ - _____ Ext. _____

Township Address _____

City _____, MI Zip Code _____

Email _____

Application For:

Township of Excellence
Full Designation

Certificate of Achievement

A township may apply for the full designation or for a certificate of achievement for one or more individual sections. If a township submits an application for a full designation, but does not meet the criteria for all of them, the township has the option to receive the certificate of achievement for the section(s) it has completed. A township may work toward a full designation within a township term by applying for one or more sections at a time.

Townships must reapply for each term in which they wish to receive an award. If documentation from a previous application is still current, that documentation does not need to be resubmitted.

List Sections:

 Mail the complete application (PART 1) and your township's Resolution to Submit Application (PART 2) to:

MTA Township of Excellence, P.O. Box 80078, Lansing, MI 48908-0078.



Thank you for submitting your application to become a **Township of Excellence**. MTA will notify you within 60 days of receiving the complete application if your township qualifies to receive the designation or a *Certificate of Achievement*.

**The Michigan Townships
Association advances local
democracy by fostering
township leadership and public
policy essential for a strong and
vibrant Michigan.**



P.O. Box 80078
Lansing, MI 48908-0078
Phone (517) 321-6467
Fax (517) 321-8908
www.michigantownships.org

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MTA TOWNSHIP OF EXCELLENCE CHECKLIST

ALL applications for full designation MUST include the following materials and documents. Label each document as indicated and organize them in the order listed below. You may wish to use a binder with section dividers to organize your documents. This checklist does not need to be turned in; it is provided to assist you in preparing your application.

GOVERNANCE

- G-1** The most recent township newsletter.
- G-2** The most recent posted or published officials' hours.
- G-3** The township strategic plan.
- G-4** Township board policies regarding all of the following, **in the order listed below:**
 - G-4a** Ethics
 - G-4b** General administration
 - G-4c** Public meeting rules, including public comment and board decorum
 - G-4d** Public records inspection
 - G-4e** Freedom of Information Act requests
 - G-4f** Official, employee and volunteer conduct
- G-5** Township board policy regarding meeting packets.
- G-6** Township board policies that delineate department head authority and clarify which matters require township board approval.
- G-7** Township board policy specifying how the township board routinely monitors and evaluates township functions and addresses deficiencies in those functions through policies and the appropriations process.
- G-8** A list of township board member advocacy activities.
- G-9** A list of advisory citizen task forces established by the township board.
- G-10** A list of township board members and the community organizations in which they personally participate.
- G-11** A list of township board members and intergovernmental or regional organization(s) in which they participate **OR** a copy of one intergovernmental agreement or contract.
- G-12** A description of goals that the township board has accomplished in the last two years, demonstrating that the township has improved or protected the community's quality of life. *(Examples include a new project, program or service, or improvements to an existing township program or service, to enhance the community's strength, correct a community weakness, or effectively address one or more community opportunities or threats.)*

FINANCIAL STEWARDSHIP

- FS-1** Documentation identifying how financial reports, records, audits, etc., are made available to the public.
- FS-2** Policies, or descriptions of current practices, that identifies what financial training or professional development opportunities the township provides for township personnel.
- FS-3** The township board depository and investment policy resolution.
- FS-4** Administrative policies regarding financial internal controls and segregation of duties.
- FS-5** Township board policies regarding board and administrative review and approval of all current financial claims against the township.
- FS-6** Two recent examples of periodic financial reports provided to the board.
- FS-7** The most recent budget, including the budget narrative or public summary of budget plan.
- FS-8** Documentation that the township utilizes benchmarks, cost/benefit analysis or other data in considering appropriations, including a periodic evaluation of the township's compensation system, to assure financial stewardship, efficiency and effectiveness of appropriations.
- FS-9** Township board policy regarding target general fund unrestricted net fund assets, and documentation that reserves are consistent with the township's strategic plan.
- FS-10** The township capital improvement plan or other document that describes planning for public improvements and capital asset purchases, depreciation and replacement.
- FS-11** Documentation identifying how the township has reduced costs for one township program or service by contracting, cooperating or collaborating with another entity or organization.
- FS-12** Documentation identifying one township program or service where the township has or will reduce costs by using technology.



- FS-13** The township's most recent audit report and management letter. Identify steps taken to address any concerns or recommendations in the management letter.
- FS-14** The township's most recent Michigan Department of Treasury Form 496 Auditing Procedures Report (L-3147). If any "No" box is checked, identify steps taken to address the condition(s).

TAX COLLECTION

- TC-1** The contact information the township provides on agencies that offer human services assistance to residents.
- TC-2** If the township collects school summer property taxes, attach a copy of one agreement.

ELECTION ADMINISTRATION

- EA-1** Documentation identifying whether the township uses QVF or QVF Lite, and the location of the equipment.
- EA-2** A copy of the township election emergency operations plan.

EMERGENCY SERVICES

- ES-1** If the township provides fire protection through an agreement, contract or as a member of a fire authority, attach a copy of the documentation.
- ES-2** A copy of the fire department's policies or standard operating guidelines. If it is the township's own fire department, also attach a copy of any additional board-adopted policies regarding the fire department.
- ES-3** A copy of the township ISO rating notification.
- ES-4** A copy of one mutual aid agreement to supplement current fire protection services.
- ES-5** If the township provides law enforcement through an agreement, contract or as a member of an authority, attach a copy of the documentation.
- ES-6** A copy of the police department's policies or standard operating guidelines. If it is the township's own police department, also attach a copy of any additional board-adopted policies regarding the police department.

UTILITIES

- U-1** A copy of the township emergency sewer back-up plan.

No documentation required for the following sections:

ASSESSMENT ADMINISTRATION

LAND USE MANAGEMENT AND ECONOMIC DEVELOPMENT

TRANSPORTATION

CEMETERIES



Resolution to Submit Application

for Michigan Townships Association

Township of Excellence* Designation/*Certificate of Achievement

WHEREAS, the _____ Township board strives to adhere to best practices to deliver quality programs and services, and to accomplish community-driven goals; and

WHEREAS, the Michigan Townships Association *Township of Excellence* designation program recognizes townships where excellence is practiced in a broad array of township functions and operations; and

WHEREAS, as part of the application process, _____ Township submits the accompanying township documents and policies for the designation committee to review; and

WHEREAS, the township board attests that, to the best of its knowledge, all statements made in connection with the application are truthful; and

WHEREAS, the township board attests that, to the best of its knowledge, the township is in compliance with all applicable laws and regulations;

NOW, THEREFORE, BE IT RESOLVED that the _____ Township board submits this application for the Michigan Townships Association *Township of Excellence* (insert "Designation" or "Certificate of Achievement") _____.

Motion made by: _____.

Seconded by: _____.

[The resolution must be adopted by a majority of the township board (three members of a 5-member board or four members of a 7-member board).]

Upon roll call vote, the following members voted:

Yes: _____

No: _____

The Supervisor declared the resolution adopted.

Signature of Clerk

Date



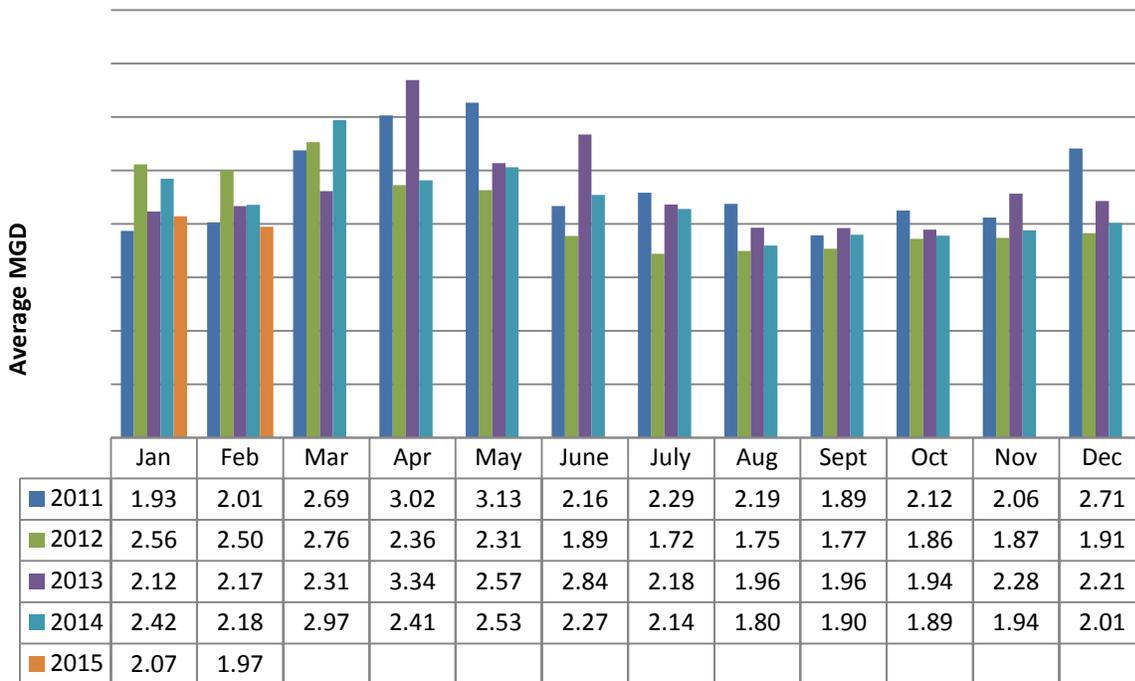


DEPARTMENT OF PUBLIC SERVICES

Monthly Report

February 2015

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



Laboratory Testing and Quality Control – Quality Assurance Program

Tests Run For		% Passing
Permit Compliance	220	
Process Control	1788	
Quality Control	97	94%
Check Samples	9	100%
DMRQA-Study 30 Proficiency	0	
Miscellaneous Sampling	18	
Totals	2132	97%

Safety

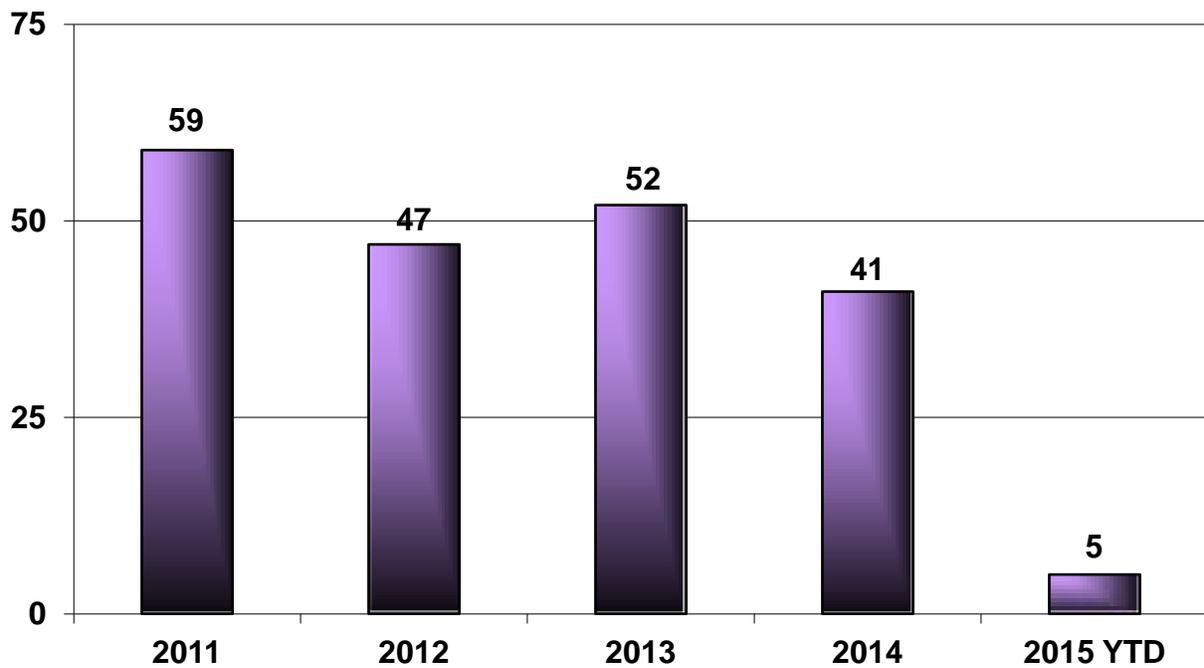
February Safety Activities	Date	Description
Confined Space Entries		
	2/13/2015	Nitrification Tower (De-Ice Tower)
	2/18/2015	Nitrification Tower (De-Ice Tower)

Training

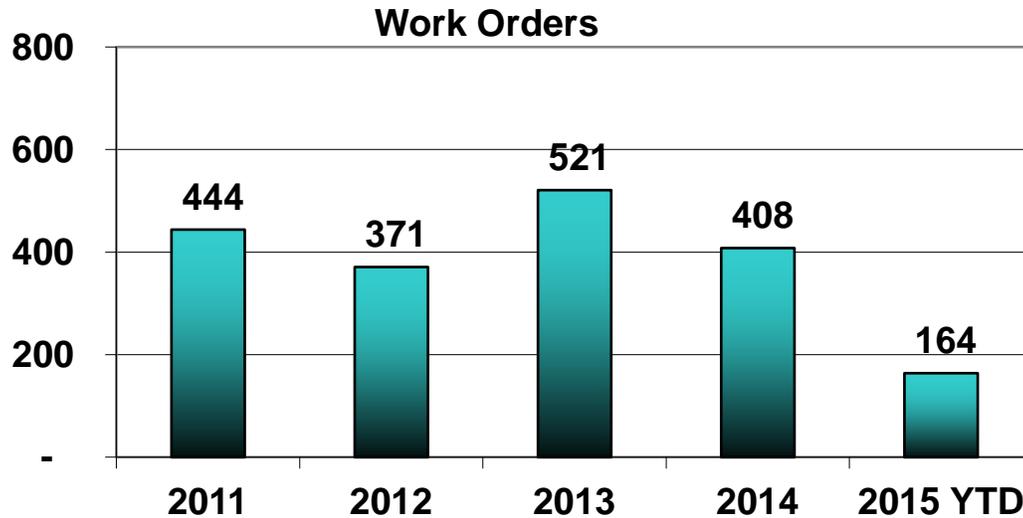
Date	# of Employees Attended	Training Course Description
2/4/2015	2	MWEA Joint Expo
2/19/2015	2	eDATA 2.0 User Guide Part III webinar (Data Upload)

Cemetery

Burials



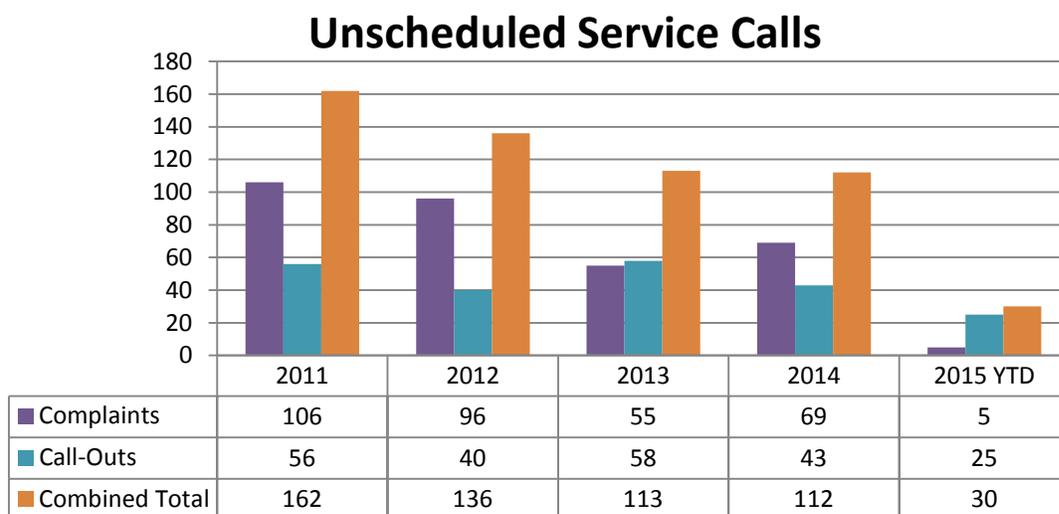
Maintenance



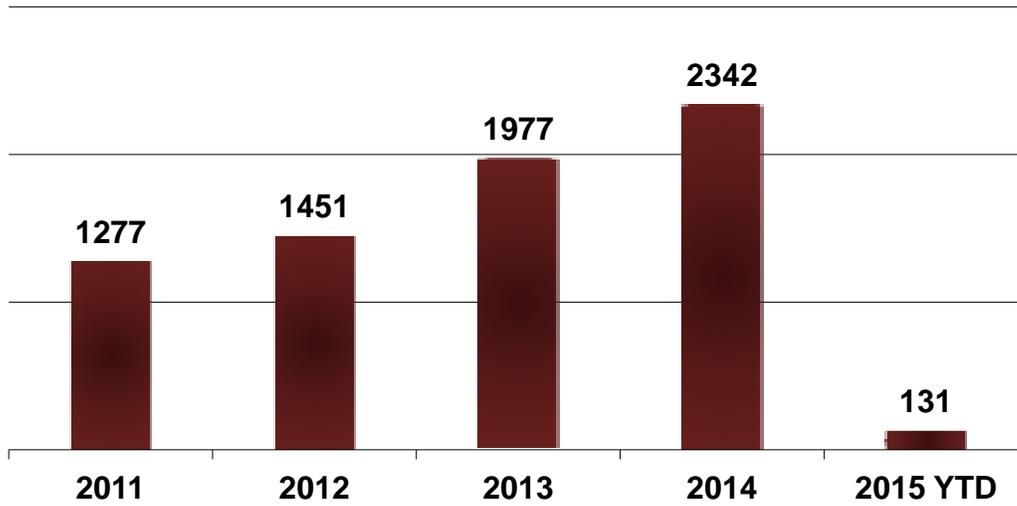
Note: Work order totals do not include monthly, weekly and daily preventive maintenance tasks. Below are highlights of some of the repairs performed.

- Snow and ice removal was performed for all township buildings and sidewalks
- Banners on light poles changed from holiday to home town banners
- Staff moved cabinets from the Manager's office to Community Development
- Holiday decorations have been removed and stored at Maintenance
- Mopped the floor at CSC as needed to remove salt/snow residue brought in by patrons
- Cleaned all floor drains and replaced lights in the Fire Dept bay area
- Remove ice from Nitrification Tower
- Thaw POTW flare line; install heat tape on arrestor
- Changed drain cocks on sediment traps
- Repaired hydrant by raw building

Unscheduled Service Calls

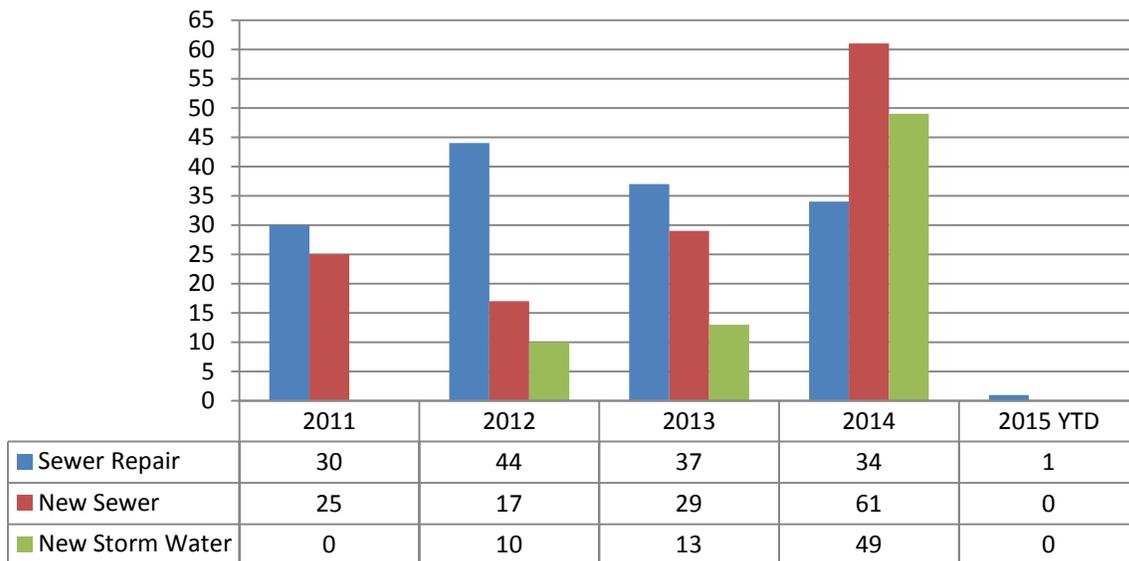


Miss Digs Performed



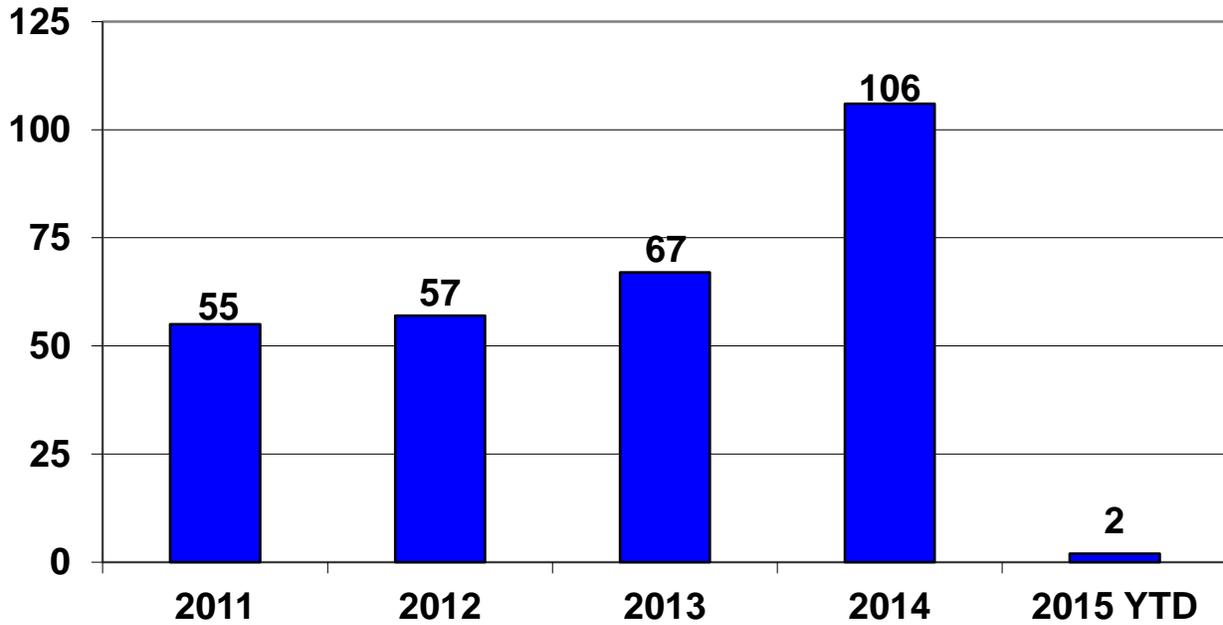
Sanitary Sewer Permits

Sanitary Sewer Permits Issued

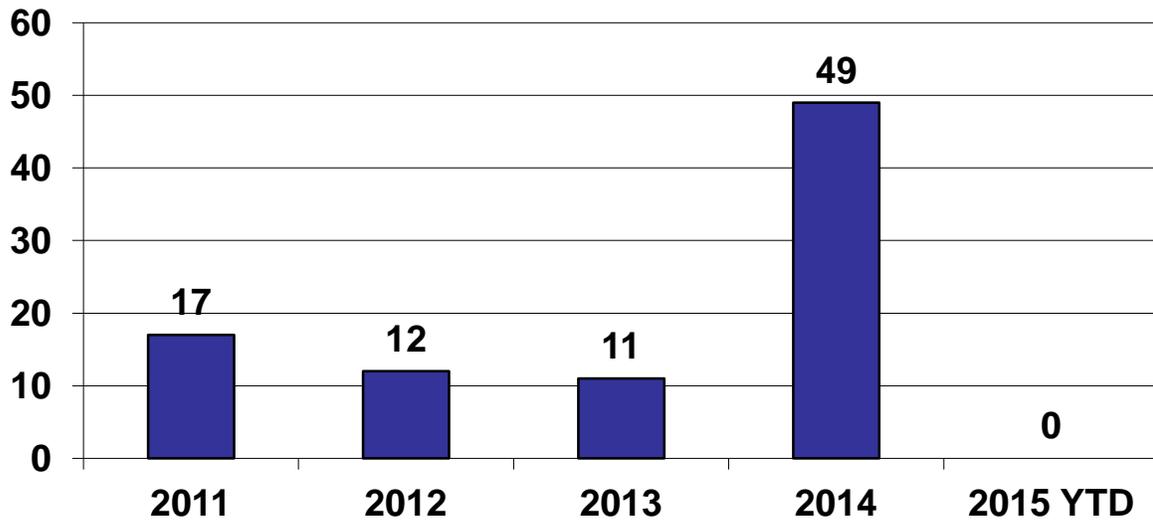


Note: Storm water permits were not issued prior to 2012

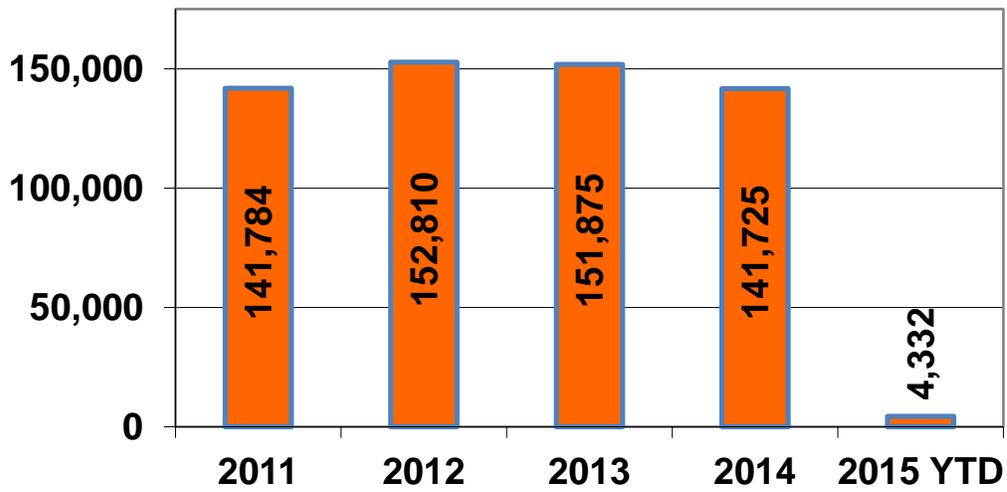
Sanitary Sewer Inspections Performed



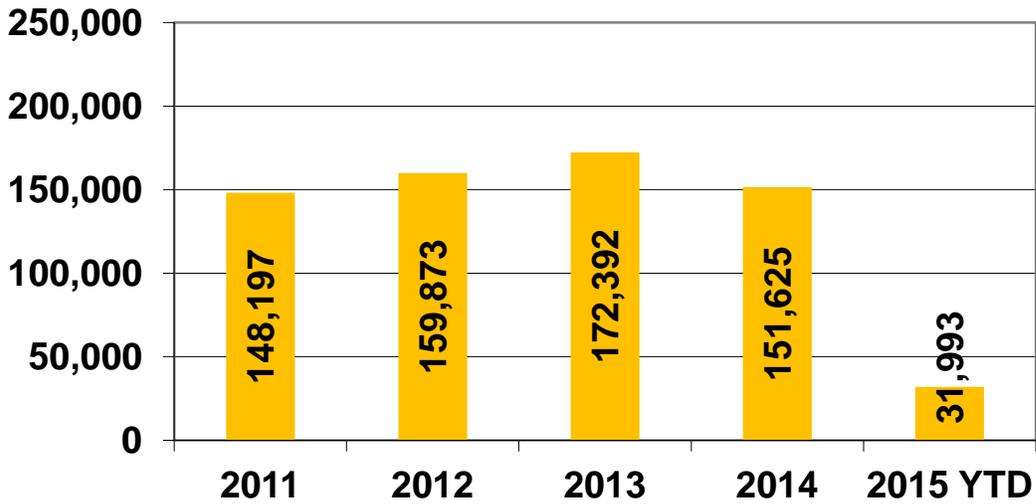
Storm Sewer Inspections Performed



Feet of Sanitary Sewer Cleaned (Vactor Truck Work)



Feet of Sanitary Sewer Televised (Camera Truck Work)



Industrial Pretreatment Program

February IPP Activities		
Review/Approval		
building plan review	2/19/2015	2345 Eifert - Tasmanian Tire
building plan review	2/12/2015	2460 Cedar - Auto Dynamix
building plan review	2/24/2015	2558 E. Jolly - Speedway
Dental Office Inspections		
Compliant	2/12/2015	Edward Liu
Compliant	2/12/2015	Sood/McHugh
Compliant	2/12/2015	Robert Strathmann
Compliant	2/17/2015	Blair/Novello
Compliant	2/17/2015	Susan Maples
Compliant	2/19/2015	William Hidlay
Compliant	2/19/2015	Nathan Day
Compliant	2/20/2015	Kelly Snyder
Inspections - Grease Traps		
Compliant	01/30/15	7-11 1997 Aurelius
Compliant	01/30/15	Biggby #270 Jolly
Non Compliant	01/28/15	Biggby Coffee - 2006 Cedar
Compliant	01/05/15	Buddies Grill - 2040 Aurelius
Compliant	01/30/15	Big Ten Holt - 2005 Eifert
Compliant	01/29/15	Burger King - 2464 Cedar
Compliant	01/30/15	Burger King - 2520 E. Jolly
Compliant	01/06/15	Champions - 2440 N. Cedar
Compliant	01/28/15	Charlie's Bar & Grill 1957 Cedar
Compliant	01/30/15	Chisholm Hills - 2395 Washington
Compliant	01/28/15	Coach's - 6201 Bishop
Compliant	01/30/15	Coffee Barrel - 2237 Aurelius
Compliant	01/30/15	Cottage Inn Pizza - 1995 Cedar
Non Compliant	01/28/15	Delhi Café - 4625 Willoughby
Compliant	01/30/15	Famous Dave's 2457 Cedar
Compliant	01/28/15	Eagles - 1111 N. Cedar
Compliant	01/30/15	Incu-Bake 1967 Aurelius
Compliant	01/29/15	IngCredible - 2454 S. Cedar
Compliant	01/30/15	Jade Garden - 1979 Aurelius
Compliant	01/28/15	Kroger - 2495 N. Cedar
Compliant	01/30/15	Little Caesar's - 2221 N. Cedar
Compliant	01/28/15	McDonald's 2775 Eaton Rapids Rd.
Compliant	01/30/15	McDonald's 2530 E. Jolly
Compliant	01/30/15	McDonald's 2400 N. Cedar
Compliant	01/28/15	Ram Corner Store - 4509 Willoughby
Compliant	01/28/15	St. Matthews - 2418 Aurelius
Compliant	01/28/15	Sam Corey Senior Center- 2108 N. Cedar
Compliant	01/28/15	Subway - 2765 Eaton Rapids Rd.
Compliant	01/30/15	Tim Horton's - 2450 E. Jolly
Compliant	01/30/15	Tim Horton's - 2350 Cedar
Compliant	01/30/15	Wild Strawberry and More - 2018 Cedar
Compliant	01/28/15	Wendy's - 2727 Eaton Rapids Rd.

**DELHI CHARTER TOWNSHIP
MINUTES OF REGULAR MEETING HELD ON MARCH 3, 2015**

Delhi Charter Township Board of Trustees met in a regular meeting on Tuesday, March 3, 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, DiAnne Warfield

Members Absent: Trustee Megan Ketchum

COMMENTS FROM THE PUBLIC

Steve Dougan, 2455 Pine Tree Road, asked if the Township could provide information on the assessment process.

Mike Hamilton, 4541 Sycamore Street, questioned if sidewalks would be installed on streets that currently do not have sidewalks.

CONSENT AGENDA

- A. Approval of Minutes – Committee Meeting of February 17, 2015
- B. Approval of Minutes – Regular Meeting of February 17, 2015
- C. Approval of Claims – February 17, 2015 (ATTACHMENT I)
- D. Approval of Payroll – February 26, 2015 (ATTACHMENT II)

Harmon moved to approve the Consent Agenda as presented.

A Roll Call Vote was recorded as follows:

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

Absent: Ketchum

MOTION CARRIED

NEW BUSINESS

2015 SPARTAN SPEEDWAY RACE SCHEDULE

The Board reviewed a memorandum dated February 23, 2015 from Twp. Mgr. Elsinga (ATTACHMENT III).

Hayhoe moved to approve the 2015 Race Schedule for Spartan Speedway (Exhibit A).

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP
MINUTES OF REGULAR MEETING HELD ON MARCH 3, 2015**

A Roll Call Vote was recorded as follows:

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

Absent: Ketchum

MOTION CARRIED

FY 2015 LANSING ECONOMIC AREA PARTNERSHIP, INC. (LEAP) DUES

The Board reviewed a memorandum dated February 25, 2015 from Supervisor Davis (ATTACHMENT IV).

Harmon moved to approve Delhi Charter Township's participation in the Lansing Economic Area Partnership, Inc. (LEAP) at a cost of \$15,000 for fiscal year 2015.

Supervisor Davis stated that Governor Snyder is channeling more money to LEAP for additional economic development. Supervisor Davis further stated that the Lansing area's GDP is now higher than Ann Arbor's.

Trustee Harmon stated that LEAP is involved behind the scenes in the schools by where students pitch their ideas in front of business owners that in turn mentor the students.

A Roll Call Vote was recorded as follows:

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

Absent: Ketchum

MOTION CARRIED

REPORTS

SUPERVISOR

Supervisor Davis gave an update on the possibility of a restaurant incubator locating in the Township.

TREASURER

Treasurer Sweet reported that his office received State Revenue Sharing for the November/December 2014 period in the amount of \$348,377; of that the City, Village, and Township Revenue Sharing (CVTRS) portion has remained constant at \$11,414. The Constitutional Revenue Sharing was \$336,963 which is approximately \$18,000 less than was received for the September/October 2014 period but was approximately \$13,000 more than was received for the November/December 2013 period.

TRUSTEE HARMON

Trustee Harmon stated that he and Clerk Hope will be giving a presentation on local government to the area girl scouts.

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP
MINUTES OF REGULAR MEETING HELD ON MARCH 3, 2015**

TOWNSHIP MANAGER

Twp. Mgr. Elsinga stated that the Board has been invited to attend the Ingham County Sheriff's Office awards ceremony to be held on March 5, 2015.

Mark Jenks, Director of Parks and Recreation, gave an update on the Kiwanis Park Restroom Grant Project. Mr. Jenks stated that he met with the Michigan Department of Natural Resources at which time they suggested that the Township apply for the Trust Fund, the Land and Water Conservation and the Recreation Passport 2015 grants to aid in providing a new restroom building for Kiwanis Park. The Park Commission will be holding a public hearing on this topic at their March 11, 2015 meeting.

LIMITED PUBLIC COMMENTS

Mike Hamilton, 4541 Sycamore Street, commented that the Holt-Delhi Historical Society will be giving a presentation on the history of the Holt Schools on March 12, 2015.

ADJOURNMENT

Meeting adjourned at 8:02 p.m.

Date: March 17, 2015

Evan Hope, Township Clerk

Date: March 17, 2015

C.J. Davis, Supervisor

/af

SUBJECT TO APPROVAL

ACCOUNTS PAYABLE APPROVAL

February 17, 2015

I. Certification of Authorized Signatures: The attached Check Register and Invoice Distribution Report encompass checks dated February 17, 2015 numbered 88672 thru 88756 & ACH 3412 thru 3438. Every invoice has a payment authorizing signature(s).

Dated: February 17, 2015

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

The attached Invoice Distribution Report and Check Register for checks dated February 17, 2015 show payments made from the following funds:

General Fund	\$	84,117.19
Fire Fund		4,899.44
Police Fund		2,730.00
Fire Equip. & Apparatus Fund		5,635.47
Downtown Development Fund		12,434.07
Sycamore Trail Construction		4,082.86
Sewer Fund		182,011.06
Trust & Agency Fund		2,068.70
Current Tax Fund		32,884.00
Grand Total	\$	<u>330,862.79</u>

Includes the following to be reimbursed from separate bank accounts:

Current Tax Account	\$	32,884.00
Combined Sewer Savings	\$	153,623.73
Farmer's Market Account	\$	2,456.00

Dated: February 17, 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. (None)

Dated: February 17, 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 March 3, 2015 a motion was made by _____ and passed by ___ yes votes and ___ no votes (___ absent) that the list of claims dated February 17, 2015, was reviewed, audited and approved

 Evan Hope, Township Clerk

INVOICE GL DISTRIBUTION REPORT FOR DELHI CHARTER TOWNSHIP
 EXP CHECK RUN DATES 02/17/2015 - 02/17/2015

Vendor	Invoice Line Desc	Amount
Fund 101 GENERAL FUND		
Dept 000.00		
BANK OF AMERICA	PURCHASE ERROR TO BE REIMBURSED	99.00
BANK OF AMERICA	SALES TAX ON WONCH BATTERY	1.17
MARY RICHARDSON	REFUND FOR BASKETBALL	30.00
	Total For Dept 000.00	130.17
Dept 101.00 LEGISLATIVE		
BANK OF AMERICA	CONF DINNER-BOARD	102.86
	Total For Dept 101.00 LEGISLATIVE	102.86
Dept 171.00 MANAGER		
BANK OF AMERICA	NPELRA-MEMBERSHIP THIELEN	190.00
BANK OF AMERICA	CITY OF LANSING-PARKING	4.00
MICHIGAN.COM	JOB POSTINGS	1,459.22
BANK OF AMERICA	ICLE-SEMINAR & WORKSHOP THIELEN	530.00
BANK OF AMERICA	MFEL-GOVENOR'S ECONOMIC SUMMIT	200.00
BANK OF AMERICA	CONF DINNER-ELSINGA, VANDERPLOEG	68.58
BANK OF AMERICA	AMWAY GRAND-CONFERENCE PARKING	38.00
	Total For Dept 171.00 MANAGER	2,489.80
Dept 191.00 ACCOUNTING		
ABRAHAM & GAFFNEY, P.C.	ACCOUNTING SERVICES-JANUARY	1,798.00
	Total For Dept 191.00 ACCOUNTING	1,798.00
Dept 215.00 CLERK		
AMY D FINCH	1//23/2015 MILEAGE/FINCH	5.75
MICHIGAN.COM	PUBLISHING LEGALS	377.24
BANK OF AMERICA	AMWAY GRAND/MTC CONF PARKING	58.00
BANK OF AMERICA	INT'L INST OF MUN CLERKS/MEMBERSHIP	195.00
BANK OF AMERICA	CONF DINNER-HOPE, FINCH	68.58
AMY D FINCH	MTA CONFERENCE MILEAGE/FINCH	83.95
	Total For Dept 215.00 CLERK	788.52
Dept 228.00 INFORMATION TECHNOLOGY		
BANK OF AMERICA	OFFICE MAX-DRY ERASE BOARD	33.49
BANK OF AMERICA	NEWEGG-HP LJ 6P INK CARTRIDGE	39.99
BANK OF AMERICA	FULTON ELECTRONIC-ETHERNET CABLE	11.64
BANK OF AMERICA	NEWEGG-ZIP TIES, CABLE CORD	8.98
BANK OF AMERICA	NEWEGG-INK CARTRIDGES FOR HP 6940	53.16
AD-INK & TONER SUPPLY	1 HP TONER HY	89.99
INTERSTATE ALL BATTERY	3 UPS BATTERIES	53.97
ACD.NET, INC.	2/1-3/1/15 FIBER/INTERNET SERVICES	1,400.00

BANK OF AMERICA	AMAZON-HP OFFICEJET PRO PRINTER	269.99
APPLICATION SPECIALIST KOMP/	NETWORK HARDWARE-FIBER PROJECT	1,992.68
BS&A SOFTWARE	DELINQUENT PERSONAL PROPERTY SYS	650.00
BS&A SOFTWARE	FIELD INSPECTION SYSTEM	646.00
Total For Dept 228.00 INFORMATION TECHNOLOGY		5,249.89

Dept 253.00 TREASURERS		
BANK OF AMERICA	STATE JOURNAL 2/1/15-1/31/16	302.38
BRINK'S INCORPORATED	BRINKS SERVICES/ FEBRUARY	586.99
RICOH USA, INC.	COPIER MAINTENANCE AGREEMENT	249.39
MMTA	ADVANCED INSTITUTE CONF-TEBEAU	325.00
Total For Dept 253.00 TREASURERS		1,463.76

Dept 257.00 ASSESSING		
BANK OF AMERICA	APPRAISAL INSTITUTE-VALUATION GUIDE	75.00
THRUN LAW FIRM, P.C.	LEGAL FEES	9,706.70
HEINOWSKI APPRAISAL	TRIAL PREPARATION 83.66 ACRES	8,900.00
TAX MANAGEMENT ASSOC	CAVS LICENSE-PP DATA BASE	2,995.00
VERTALKA & VERTALKA, INC.	APPRAISAL SERVICES FOR 3 PARCELS	9,450.00
RICOH USA, INC.	COPIER MAINTENANCE AGREEMENT	249.39
Total For Dept 257.00 ASSESSING		31,376.09

Dept 262.00 ELECTIONS		
PRINTING SYSTEMS, INC.	4,000 AV OUTER ENVELOPES & FREIGHT	559.54
Total For Dept 262.00 ELECTIONS		559.54

Dept 265.00 BUILDING & GROUNDS		
LANSING ICE & FUEL CO	GASOLINE BUILDING & GROUNDS	81.66
BANK OF AMERICA	ALMA BOLT-BOLTS & DRILL SETS	95.00
LANSING SANITARY SUPPLY	14 CS OF ROLL PAPER TOWEL/CSC/DDA	316.26
LANSING SANITARY SUPPLY	20 CS OF TOILET PAPER FOR DDA/ICSD	897.60
QUALITY FIRST MAID SERVICE	CLEANING SERVICES/CSC	812.50
SAFETY SYSTEMS, INC	CHANGE TWO BATTERYS & CAL SMOKE	485.00
CCI SOUTH, LLC	MOVE PHONE & FAX LINE-CLERK	97.00
BOARD OF WATER & LIGHT	WATER 2074 AURELIUS	642.71
BANK OF AMERICA	MARK'S LOCK SHOP-42 KEYS FOR BLDG	217.00
BANK OF AMERICA	SUPPLY HOUSE.COM-ACTUATOR VALVES	329.70
SIEMENS INDUSTRY, INC.	NO FLOOR HEAT/REPLACED ACTUATOR	472.00
LOWE'S CREDIT SERVICES	GASKET/MEN'S HANDICAP STALL/CSC	11.39
LOWE'S CREDIT SERVICES	4-IN FLEXIBLE COUPLING/SMALL BOILER	6.40
Total For Dept 265.00 BUILDING & GROUNDS		4,464.22

Dept 276.00 CEMETERY		
LANSING ICE & FUEL CO	GASOLINE CEMETERY	33.13
Total For Dept 276.00 CEMETERY		33.13

Dept 281.00 STORMWATER		
LANSING ICE & FUEL CO	GASOLINE STORMWATER	20.80
Total For Dept 281.00 STORMWATER		20.80

Dept 446.00 INFRASTRUCTURE		
CONSUMERS ENERGY	STREETLIGHTS ACCT#6730	20,579.14
CONSUMERS ENERGY	STREETLIGHTS ACCT#7043	127.48
Total For Dept 446.00 INFRASTRUCTURE		20,706.62

Dept 721.00 PLANNING/COMMUNITY DEVELOPMENT		
BANK OF AMERICA	IPAD CHARGER & CASE/MILLER	42.97
BANK OF AMERICA	INFRARED THERMOMETER/SIMONS	59.95
LANSING ICE & FUEL CO	GASOLINE COMMUNITY DEVELOPMENT	41.82
THRUN LAW FIRM, P.C.	LEGAL FEES	168.80
AMERICAN PLANNING	2015 APA & MI & AICP MEMBER/MILLER	475.00
INTERNATIONAL CODE CO	ICC MEMBERSHIP/MASTIN	125.00
ASSOCIATED GOVERNMENT	DECEMBER PERMITS/INSPECTIONS AGS	1,077.00
ASSOCIATED GOVERNMENT	JANUARY PERMITS/INSPECTIONS AGS	573.00
VERIZON WIRELESS	CELLULAR	8.32
MICHIGAN.COM	PUBLISHING LEGAL JANUARY	147.06
BANK OF AMERICA	BUILDERS LICENSE TRAINING/MASTIN	147.00
Total For Dept 721.00 PLANNING/COMMUNITY DEVELOPMENT		2,865.92

Dept 752.00 PARKS ADMINISTRATION		
VERIZON WIRELESS	CELLULAR	0.80
BANK OF AMERICA	MRPA CONF REGISTRATION/TILMA	405.00
BANK OF AMERICA	MRPA CONF REGISTRATION/JENKS	405.00
Total For Dept 752.00 PARKS ADMINISTRATION		810.80

Dept 771.00 PARKS		
LANSING ICE & FUEL CO	GASOLINE PARKS	73.86
MENARDS LANSING SOUTH	TIRE GAUGES/10" COMPOUND MITER SAW	93.99
MENARDS LANSING SOUTH	HAMMER/STRAIGHT EDGE	28.97
BANK OF AMERICA	5 DOG WASTE CONTAINERS/2 BAGS	549.69
ACE HARDWARE	24 MISC. MDSE.	5.52
ACE HARDWARE	4 MISC. MDSE.	0.92
ACE HARDWARE	2 GALV NIPPLES	6.28
ACE HARDWARE	WIRE	4.49
AMERICAN RENTAL	PORTABLE TOILETS	140.00
AMERICAN RENTAL	PORTABLE TOILETS	125.00
BOARD OF WATER & LIGHT	WATER 2108 CEDAR	255.94
BOARD OF WATER & LIGHT	WATER 2287 PINE TREE	44.37
CONSUMERS ENERGY	ELECTRIC 1771 MAPLE	93.21
MENARDS LANSING SOUTH	PAINT/SUPER CLEAN/PRIMER/BARREL	177.17
MENARDS LANSING SOUTH	STUD SENSOR	14.99
MENARDS LANSING SOUTH	BATTERIES/2 SHANKS/NAILS	13.80
MENARDS LANSING SOUTH	OAK CHAIR RAIL/SENIOR CENTER	14.96
MENARDS LANSING SOUTH	JUMBO COTTON WET MOP	9.79
MENARDS LANSING SOUTH	PAINT & PAINT SUPPLIES/OAK CHAIR RAIL	181.25
QUALITY FIRST MAID SERVICE	CLEANING SERVICES/SENIOR CENTER	260.00
WESCO DISTRIBUTION, INC	LIGHTS FOR PAVILION	130.00
BANK OF AMERICA	PAINTER PARTS	308.70
BANK OF AMERICA	KENDALL 15W40 OIL & DRUM DEPOSIT	569.45
BANK OF AMERICA	2 TAILGATE CABLES/GOLF CART	63.78
BANK OF AMERICA	WONCH BATTERY	18.97
BANK OF AMERICA	PLOW BLADES & SHIPPING	280.08
D & G EQUIPMENT INC	SHEAVE BLADE DRIVE	25.30

SUPERIOR SAW	2 CATS EYE GOLD/MOWER	37.46
BOBCAT OF LANSING	REMOVE & REPLACE POWER BOBTACH	755.99
BOBCAT OF LANSING	3 SPRING DISCS. & LABOR	231.07
SPARTAN DISTRIBUTORS	LH CENTER CHAMBER ASM & FREIGHT	200.03
THE PARTS PLACE	2 HYDFLUID	16.58
THE PARTS PLACE	HALOGEN LAMP	12.99
FRANKIE D'S AUTO & TRUCK	REPLACED UP CONTROL ARMS & LOWER	671.00
INTERSTATE BATTERIES OF	NEW BATTERY FOR UNIT #47 200 FORD	98.36

Total For Dept 771.00 PARKS 5,513.96

Dept 774.00 RECREATION

BANK OF AMERICA	28 PICTURE AWARDS	236.00
SCOTT R. BLANKENSHIP	OFFICIAL BASKETBALL	175.00
DANIEL A. DUMENEY	OFFICIAL BASKETBALL	75.00
PAULA K. HARNEY	SENIOR CENTER FITNESS CLASS	100.00
GERARD T. HOWLEY	OFFICIAL BASKETBALL	125.00
RASHAWN MOLDEN	OFFICIAL BASKETBALL	75.00
STEVEN E. ROGERS	OFFICIAL BASKETBALL	150.00
ZACH VANLIEW	OFFICIAL BASKETBALL	50.00
NATHANIEL WEBBER	OFFICIAL BASKETBALL	30.00

Total For Dept 774.00 RECREATION 1,016.00

Dept 850.00 OTHER FUNCTIONS

THRUN LAW FIRM, P.C.	LEGAL FEES	303.65
MEDICAL MANAGEMENT SYS	AMBULANCE BILLING FEES JANUARY	3,905.27
RICOH USA, INC.	COPIER MAINTENANCE AGREEMENT	83.84
BANK OF AMERICA	PITNEY BOWES, POSTAGE METER	150.00
BANK OF AMERICA	AT&T, LED SIGN	77.90
BANK OF AMERICA	WUFOO, ON LINE SUBSCRIPTION	9.00
BANK OF AMERICA	WATCHFIRE SIGNS/DVD,WFX - LED SIGN	26.50
BANK OF AMERICA	HOSTWAY/WEB HOSTING	1.00
BANK OF AMERICA	DMX-PANDORA, MUSIC SERVICE CSC	24.95
INGHAM COUNTY HEALTH	POL PREVENTION-CATEGORY 2 REPORT	145.00

Total For Dept 850.00 OTHER FUNCTIONS 4,727.11

Total For Fund 101 GENERAL FUND 84,117.19

Fund 206 FIRE FUND

Dept 336.00 FIRE DEPARTMENT

BANK OF AMERICA	ENGINEER SUPPLY-ROLLING CART & FILE	159.23
BANK OF AMERICA	AMAZON-OFFICE SUPPLIES	27.95
LANSING ICE & FUEL CO	GASOLINE FIRE	784.01
MIKE ADAMS	REIMBURSEMENT FOR WORK BOOTS	125.00
BOUND TREE MEDICAL, LLC	MEDICAL SUPPLIES	777.52
BOUND TREE MEDICAL, LLC	MEDICAL BAGS	440.84
LIFEGAS LLC	OXYGEN	314.72
MICHIGAN STATE UNIVERSITY	MEDICAL SUPPLIES	319.86
MOORE MEDICAL, LLC	MEDICAL SUPPLIES	392.13
BANK OF AMERICA	IAFC-MEMBERSHIP BALL	259.00
CALLBACK STAFFING SOLUT	CALL BACK STAFFING/FEBRUARY	99.99
CALLBACK STAFFING SOLUT	CUSTOM PROGRAMING	50.00
VERIZON WIRELESS	CELLULAR	177.31

BOARD OF WATER & LIGHT	WATER 6139 BISHOP	37.48
CONSUMERS ENERGY	ELECTRIC 6139 BISHOP	71.66
CONSUMERS ENERGY	GAS 6139 BISHOP	540.95
ACE HARDWARE	PAINTERS TAPE/SPACKLE	28.97
ACE HARDWARE	MISC HARDWARE	7.98
ACE HARDWARE	PAINTING SUPPLIES	20.60
ACE HARDWARE	MISC HARDWARE	9.04
ACE HARDWARE	PAINT, PRIMER, & SUPPLIES	50.24
ACE HARDWARE	PAINT ROLLER COVER	6.49
BANK OF AMERICA	DUSTY'S-METRO CHIEFS LUNCH	22.56
BANK OF AMERICA	AMAZON-TRAINING ROOM SUPPLIES	80.96
BANK OF AMERICA	METRO CHIEFS LUNCH	18.79
BRETT JUSTICE	REIMBURSE/ SCALES FOR WORKOUT RM	42.39
ALLIE BROS., INC.	EMT SAFER CLASS UNIFORM SHIRT	33.77
	Total For Dept 336.00 FIRE DEPARTMENT	<u>4,899.44</u>

Total For Fund 206 FIRE FUND 4,899.44

Fund 207 POLICE FUND

Dept 301.00 POLICE

THRUN LAW FIRM, P.C.

LEGAL FEES

2,730.00

Total For Dept 301.00 POLICE

2,730.00

Total For Fund 207 POLICE FUND

2,730.00

Fund 211 FIRE EQUIP. & APPARATUS FUND

Dept 339.00 EQUIPMENT & APPARATUS

FIRST DUE FIRE SUPPLY CO.

NOZZLE REPAIR

328.17

ACE HARDWARE

LIGHT BULBS M212

49.95

SPARTAN CHASSIS, INC

ELECTRICAL REPAIR & ALIGNMENT

717.00

SPARTAN CHASSIS, INC

COMPUTER & ELECTRICAL REPAIR

2,661.36

THE PARTS PLACE

HEADLIGHT UNIT #698

8.99

ACROSS THE STREET PROD

CTC WALL ART

485.00

BANK OF AMERICA

CPSE-CLASS DRURY

650.00

TARGETSOLUTIONS LEARNING

ON LINE TRAINING 1ST QTR

735.00

Total For Dept 339.00 EQUIPMENT & APPARATUS

5,635.47

Total For Fund 211 FIRE EQUIP. & APPARATUS FUND

5,635.47

Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY

Dept 000.00

CRISP COUNTRY ACRES

VENDOR PAYMENT JANUARY

269.00

TODD DELO

VENDOR PAYMENT JANUARY

18.00

GWENDOLYN V. KATO

VENDOR PAYMENT JANUARY

34.00

KOLACHE KITCHEN

VENDOR PAYMENT JANUARY

42.00

LONESOME PINES BEEF	VENDOR PAYMENT JANUARY	71.00
RACHEL MARIE SHAW	VENDOR PAYMENT JANUARY	24.00
SANDRA SIEMON	VENDOR PAYMENT JANUARY	5.00
THE 517 COFFEE COMPANY	VENDOR PAYMENT JANUARY	29.00
WILLOW BLOSSOM FARMS	VENDOR PAYMENT JANUARY	90.00
NEVA AUSTIN	VENDOR PAYMENT JANUARY	84.00
OFILIA DIAZ	VENDOR PAYMENT JANUARY	29.00
OTTO'S POULTRY, INC	VENDOR PAYMENT JANUARY	1,666.00
MAI KOU VANG	VENDOR PAYMENT JANUARY	95.00
	Total For Dept 000.00	<u>2,456.00</u>

Dept 728.00 DDA ADMINISTRATION		
THRUN LAW FIRM, P.C.	LEGAL FEES JANUARY	222.30
LANSING REGIONAL CHAMBER	2015 MEMBERSHIP DDA #20409067	380.00
C. HOWARD HAAS	CELL PHONE REIMBURSEMENT/HAAS	75.00
INGHAM COUNTY HEALTH	POL PREVENTION-CATEGORY 1 REPORT	70.00
	Total For Dept 728.00 DDA ADMINISTRATION	<u>747.30</u>

Dept 729.00 DDA MARKETING & PROMOTION		
BLOHM CREATIVE PARTNERS	HOLT CONNECT LOGO	350.00
BANK OF AMERICA	24 YOOPER BARS & SHIPPING	35.79
ACD.NET, INC.	WIFI FEBRUARY	69.95
BANK OF AMERICA	LUNCH FOR HOLT COMMUNITY CONNECT	61.93
	Total For Dept 729.00 DDA MARKETING & PROMOTION	<u>517.67</u>

Dept 731.00 DDA INFRASTRUCTURE PROJECTS		
BANK OF AMERICA	PRIMER-STREET POLES	157.63
BANK OF AMERICA	PAINT/HARDNER ST POLE	44.98
	Total For Dept 731.00 DDA INFRASTRUCTURE PROJECTS	<u>202.61</u>

Dept 850.00 OTHER FUNCTIONS		
QUALITY FIRST MAID SERVICE	CLEANING SERVICES/SHERIFF & DDA	355.00
BOARD OF WATER & LIGHT	WATER 2045 CEDAR	111.94
BOARD OF WATER & LIGHT	WATER 2150 CEDAR	27.05
SIEMENS INDUSTRY, INC.	REPAIR ICSD ROOFTOP HEATER	1,016.50
	Total For Dept 850.00 OTHER FUNCTIONS	<u>1,510.49</u>

Dept 905.00 DEBT SERVICE		
SOUTH CEDAR DISTRIBUTORS	PRINC PYMT-2052 CEDAR LAND CONTR	6,250.00
SOUTH CEDAR DISTRIBUTORS	INTER PYMT-2052 CEDAR LAND CONTR	750.00
	Total For Dept 905.00 DEBT SERVICE	<u>7,000.00</u>

Total For Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY	<u><u>12,434.07</u></u>
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Fund 410 SYCAMORE TRAIL CONSTR FUND		
Dept 902.00 CAPITAL OUTLAY		
C2AE	DELHI TWP NON MOTORIZED PATH	3,982.86
CONSUMERS ENERGY	INSTALL STREETLIGHT - SYCAMORE TRAIL	100.00
	Total For Dept 902.00 CAPITAL OUTLAY	<u>4,082.86</u>

Total For Fund 410 SYCAMORE TRAIL CONSTR FUND	<u><u>4,082.86</u></u>
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Fund 590 SEWAGE DISPOSAL SYSTEM

Dept 000.00

DELHI DDA	Basic Service Charge	112.00
DELHI DDA	Basic Service Charge	112.00
DELHI DDA	Basic Service Charge	112.00
DELHI DDA	Basic Service Charge	112.00
DELHI DDA	Basic Service Charge	112.00
DELHI DDA	Basic Service Charge	112.00
DELHI DDA	Basic Service Charge	112.00
DELHI DDA	IPP	6.88
EWING, DAVID	Basic Service Charge	33.60
Total For Dept 000.00		865.76

Dept 548.00 ADMINISTRATION & OVERHEAD

PROGRESSIVE IMPRESSIONS	JANUARY SEWER BILLS	769.69
Total For Dept 548.00 ADMINISTRATION & OVERHEAD		769.69

Dept 558.00 DEPT OF PUBLIC SERVICE

LANSING ICE & FUEL CO	GASOLINE DPS	634.80
BANK OF AMERICA	CARHART JACKET & BIBS	209.98
MODEL COVERALL SERVICE	STAFF UNIFORMS/POTW	64.79
MODEL COVERALL SERVICE	STAFF UNIFORMS/MAINTENANCE	73.97
BANK OF AMERICA	MOUSE & KEYBOARD DPS SECRETARY	57.98
RS TECHNICAL SERVICES	PLC/SCADA SERVICE/COMPUTER	712.50
RS TECHNICAL SERVICES	PLC/SCADA SERVICE/COMPUTER	285.00
FACILITYDUDE.COM	FACILITY DUDE MAINTENANCE EDGE	3,392.00
AIRGAS USA, LLC	CYLINDER RENTAL	141.01
ACE HARDWARE	2 MEASURING TAPES/MANHOLE INSPECT	17.48
ALEXANDER CHEMICAL CORP	HYPOCHLORITE SOLUTION	3,810.00
ALEXANDER CHEMICAL CORP	SODIUM BISULFITE	884.50
ALS LABORATORY GROUP	QUARTERLY SLUDGE TESTING	365.00
KAR LABORATORIES, INC.	ANALYSIS OF EFFLUENT SAMPLES	225.00
KAR LABORATORIES, INC.	ANALYSIS OF INFLUENT SAMPLES	300.00
UNITED PARCEL SERVICE	SHIPPING CHARGES	89.53
UNITED PARCEL SERVICE	SHIPPING CHARGES	127.58
GRANGER	MONTHLY SCREEN DEBRIS/MCCUE	387.50
GRANGER	GREASE HAUL	105.00
BANK OF AMERICA	VERIZON-CELL PHONE CASE	37.49
SPOK, INC	PAGER SERVICE	29.38
VERIZON WIRELESS	CELLULAR	4.74
COMCAST	HIGH SPEED INTERNET & LATE FEE/MAINT	152.35
COMCAST	HIGH SPEED INTERNET & LATE FEE/POTW	152.35
BOARD OF WATER & LIGHT	WATER 1492 AURELIUS	215.85
BOARD OF WATER & LIGHT	WATER 1492 AURELIUS	78.00
BOARD OF WATER & LIGHT	WATER 3505 HOLT	83.57
BOARD OF WATER & LIGHT	WATER 1988 WAVERLY	146.93

BOARD OF WATER & LIGHT	WATER 5961 MC CUE	603.53
BOARD OF WATER & LIGHT	WATER 4280 DELL	23.60
BOARD OF WATER & LIGHT	ELECTRIC 1870 NIGHTINGALE	255.26
BOARD OF WATER & LIGHT	ELECTRIC 2481 DELHI COMMERCE	78.00
CONSUMERS ENERGY	ELECTRIC-4000 N MICHIGAN#B	226.70
CONSUMERS ENERGY	ELECTRIC-1988 WAVERLY	786.83
CONSUMERS ENERGY	ELECTRIC-5961 MC CUE #2723	47.36
CONSUMERS ENERGY	GAS-1988 WAVERLY	84.40
INGHAM COUNTY HEALTH	POL PREVENTION-CATEGORY 2 REPORT	145.00
INGHAM COUNTY HEALTH	POL PREVENTION-CATEGORY 2 REPORT	70.00
INGHAM COUNTY HEALTH	POL PREVENTION-CATEGORY 2 REPORT	145.00
INGHAM COUNTY HEALTH	POL PREVENTION-CATEGORY 2 REPORT	220.00
INGHAM COUNTY HEALTH	POL PREVENTION-CATEGORY 2 REPORT	145.00
INGHAM COUNTY HEALTH	POL PREVENTION-CATEGORY 2 REPORT	70.00
INGHAM COUNTY HEALTH	POL PREVENTION-CATEGORY 2 REPORT	145.00
BANK OF AMERICA	ALMA BOLT-BOLTS & DRILL SETS	140.37
LANSING SANITARY SUPPLY	16 CS OF ROLL PAPER TOWEL/DPS	361.44
ACE HARDWARE	50 MISC. MDSE./ROPE FOR FLAG POLE	19.50
ACE HARDWARE	3 DUCT TAPE/POTW	19.47
ACE HARDWARE	2 PKG BATTERIES/DOOR OPENERS	11.98
ACE HARDWARE	2 FERT ALL PURP FOOD	14.98
ACE HARDWARE	KEYS FOR MAIN GATE CONTROL BOX	6.76
LOWE'S CREDIT SERVICES	ELECTRICAL BOX/NORTH DIGESTER	4.95
GRAINGER	1.5 HP AIR COMPRESSOR/MEADOW RDG	544.50
ACE HARDWARE	1 SWITCH/GROVENBURG L.S.	1.29
CATHEY COMPANY	LIFT STATION AIR COMPRESSOR REPAIR	547.91
CATHEY COMPANY	SHIPPING ON AIR COMPRESSOR PARTS	23.84
D & G EQUIPMENT INC	8 BEARINGS/SNOWBLOWERS	36.96
D & G EQUIPMENT INC	4 BALL BEARINGS/SNOWBLOWERS	79.28
GRAINGER	CAST IRON 1 HP PEDESTAL PUMP/POTW	291.75
USA BLUE BOOK	3/4" APOLLO BACKFLOW PREVENTER	346.95
USA BLUE BOOK	SHIPPING	21.30
SIEMENS INDUSTRY, INC.	FILTERS & LABOR/AIR HAN DIGESTER BLD	733.56
QUALITY FIRST MAID SERVICE	CLEANING SERVICES/MAINTENANCE	260.00
QUALITY FIRST MAID SERVICE	CLEANING SERVICES/POTW	260.00
SAFETY SYSTEMS, INC	INSTALL WIRELESS EMERGENCY BUTTON	448.00
SAFETY SYSTEMS, INC	CALIBRATE 2 SMOKE DETECTORS	440.00
DE-CAL, INC	REDUCE BOILER DIGESTER FUEL INPUT	944.00
WOLVERINE POWER SYSTEMS	GENERATOR MAINTENANCE & FLUID	1,125.00
WOLVERINE POWER SYSTEMS	GENERATOR MAINTENANCE & FLUID	755.00
WOLVERINE POWER SYSTEMS	GENERATOR MAINTENANCE & FLUID	665.00
BANK OF AMERICA	OIL CHNG 2014 EXPLORER	10.76
ACE HARDWARE	6 VINYL NUMBERS/UNIT 21	9.94
CRAIG'S AUTO BODY SHOP	REPAIR RIGHT SIDE DAMAGE/#21	917.43
BANK OF AMERICA	AMER SOC CIVIL ENGINEERS-DIORKA	253.00
BANK OF AMERICA	AMER SOC CIVIL ENGINEERS-DIORKA	28.00
BANK OF AMERICA	ENGINEERING SOC OF DETROIT-DIORKA	99.00
BANK OF AMERICA	MWEA-DIORKA WW ADMIN CONFERNCE	375.00
BANK OF AMERICA	MWEA-DIORKA DEV ASSEST MNGMT	125.00
BANK OF AMERICA	MWEA-DIORKA LODGING CONFERENCES	100.00
BANK OF AMERICA	JACK DOHENY-ADAMS COURSES	900.00

Total For Dept 558.00 DEPT OF PUBLIC SERVICE	26,751.88
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Dept 588.01 G.O. BOND INDEBTEDNESS

FIRSTMERIT BANK, N.A.	PRINCIPAL 2014 REF BOND IMPV MARCH	135,000.00
FIRSTMERIT BANK, N.A.	INTEREST 2014 REF BOND IMPV MARCH	18,623.73
Total For Dept 588.01 G.O. BOND INDEBTEDNESS		<u>153,623.73</u>

Total For Fund 590 SEWAGE DISPOSAL SYSTEM	<u>182,011.06</u>
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Fund 701 TRUST & AGENCY FUND

Dept 000.00

AFLAC	WITH DEDUCT-AFLAC DISABILITY	605.76
AFLAC	WITH DEDUCT-AFLAC LIFE INSUR	7.38
AFLAC	WITH DEDUCT-AFLAC ACCIDENT	599.30
AFLAC	WITH DEDUCT-AFLAC SICKNESS	370.62
AFLAC	WITH DEDUCT-AFLAC CANCER	467.16
AFLAC	WITH DEDUCT-DISABILITY RIDER	18.48
Total For Dept 000.00		<u>2,068.70</u>

Total For Fund 701 TRUST & AGENCY FUND	<u>2,068.70</u>
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Fund 703 CURRENT TAX ACCOUNT

Dept 000.00

AEG DEVELOPMENT LLC	REFUNDS DUE TAXPAYERS	927.44
AIKIN, STEPHEN & DONNA	REFUNDS DUE TAXPAYERS	26.35
CORELOGIC REAL ESTATE	REFUNDS DUE TAXPAYERS	20,368.67
DART BANK	REFUNDS DUE TAXPAYERS	124.47
DELHI MANOR MOBILE HOME	REFUNDS DUE TAXPAYERS	59.73
JANATA LACAP & ASSOCIATES	REFUNDS DUE TAXPAYERS	9,248.47
JANATA LACAP & ASSOCIATES	REFUNDS DUE TAXPAYERS	2,128.87
Total For Dept 000.00		<u>32,884.00</u>

Total For Fund 703 CURRENT TAX ACCOUNT	<u>32,884.00</u>
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Total For All Funds:	<u>330,862.79</u>
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**DELHI CHARTER TOWNSHIP
FUND TRANSFERS AND PAYROLL APPROVAL
For Payroll Dated February 26, 2014**

I. Certification of Preparation and Distribution

The attached check and payroll registers encompass check numbers: 107701 through 107732 & direct deposits numbers: DD19763 through DD19844. 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 26, 2014

Director of Accounting

II. Payroll Report

The February 26, 2014 payroll encompasses the following funds and expenditures:

	Gross Payroll	Payroll Deductions	Net Pay
General Fund	\$69,347.88	\$20,244.94	\$49,102.94
Fire Dept. Fund	51,372.53	15,850.93	\$35,521.60
DDA	4,075.54	913.54	\$3,162.00
Sewer Fund/Receiving	35,012.20	10,749.93	\$24,262.27
Total Payroll	\$159,808.15	\$47,759.34	\$112,048.81
	Township FICA	Township RHS & Pension Plan	Total Deductions & TWP Liabilities
General Fund	\$4,992.79	\$5,747.91	\$30,985.64
Fire Dept. Fund	3,828.44	3,763.83	23,443.20
DDA	140.88	82.68	1,137.10
Sewer Fund/Receiving	2,591.35	3,015.00	16,356.28
Total Payroll	\$11,553.46	\$12,609.42	\$71,922.22

Director of Accounting

III. FUND TRANSFERS

Transfers covering the foregoing payroll were made on February 26, 2014 and identified as follows:

2/26 Net Pay Disbursement in Common Savings (\$112,048.81)

Roy W. Sweet, Treasurer

IV. Board Audit and Approval:

At a regular meeting of the Township Board held on March 3, 2015, a motion was made by _____ and passed by _____ yes votes and _____ no votes(_____ absent) that the payroll dated February 26, 2014 was reviewed, audited, and approved.

Attachment to Payroll Register

cc: Sweet(1)Vander Ploeg(1)

Evan Hope, Clerk

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 23, 2015

RE: Spartan Speedway 2015 Race Schedule

Enclosed for your review and approval is the 2015 Race Schedule for Spartan Speedway. This schedule meets the requirements of the Stipulation and Agreement issued by Ingham County Circuit Court on April 16, 1999.

RECOMMENDED MOTION:

To approve the 2015 Race Schedule for Spartan Speedway (Exhibit A).



891 N. Cedar Road Mason, MI 48854
Office: (517) 244-1042 Fax: (517) 244-1043
www.spartanspeedway.com

January 02, 2015

Delhi Charter Township
2074 Aurelius Rd.
Holt, MI 48842

The following dates have been scheduled and are ready to submit for approval. I have not scheduled all club events yet so please keep in mind there will be two additional club events on top of the scheduled race events.

2015 Spartan Speedway Racing Schedule

04-18	Saturday	Test & Tune	11:00 a.m. to 3:00 p.m.
04-19	Sunday	Practice	1:00 p.m. to 5:00 p.m.
04-24	Friday	Race Event	
05-01	Friday	Race Event	
05-08	Friday	Race Event	
05-15	Friday	Race Event	
05-22	Friday	Race Event	
05-24	Sunday	Race Event	
05-29	Friday	Race Event	
06-05	Friday	Race Event	
06-12	Friday	Race Event	
06-19	Friday	NO RACING/Outdoor EXPO - SET-UP	
06-20	Saturday	Outdoor EXPO (10:00 a.m. to 8:00 p.m.)	
06-26	Friday	Race Event	
06-28	Sunday	Race Event	
07-03	Friday	Race Event	
07-10	Friday	Race Event	
07-17	Friday	Race Event	
07-18	Saturday	CORVETTE CLUB	
07-19	Sunday	CORVETTE CLUB	
07-24	Friday	Race Event	
07-26	Sunday	Race Event	
07-31	Friday	Race Event	
08-07	Friday	Race Event	
08-09	Sunday	Race Event	
08-14	Friday	Race Event	
08-21	Friday	Race Event	
08-28	Friday	Race Event	
09-04	Friday	Race Event	
09-06	Sunday	Race Event	
09-11	Friday	Race Event	
09-13	Sunday	Reserved Rain Date HARVEST PLUS - (09-06)	
09-18	Friday	Reserved Rain Date FUN NIGHT #2 - (09-11)	

Thank you,

Jim Leasure
Spartan Speedway

DELHI CHARTER TOWNSHIP

MEMORANDUM

TO: Delhi Township Board Members

FROM: C.J. Davis, Township Supervisor

DATE: February 25, 2015

RE: FY 2015 Lansing Economic Area Partnership, Inc. (LEAP) Dues

Enclosed for your review and approval are the FY 2015 dues for our membership with Lansing Economic Area Partnership, Inc. (LEAP) in the amount of \$15,000.

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

I've enjoyed being a member of LEAP at the Governor level as it provides Delhi Township an equal standing at the Board of Directors table with the other large municipalities along with leaders from the private and non-profit sectors in the Lansing region. The focus of LEAP is to provide a single door for the Lansing region to the old and new economy through regional collaboration which Delhi excels at. I believe the Township would be well served in continuing our membership with LEAP. These funds were budgeted for in the FY 2015 budget.

Recommended Motion:

To approve Delhi Charter Township's participation in the Lansing Economic Area Partnership, Inc. (LEAP) at a cost of \$15,000 for fiscal year 2015.



Invoice

Date	Invoice #
1/1/2015	997

1000 S. Washington Ave., Ste 201
Lansing, MI 48910

Tel: (517) 702-3387 Fax: (517) 702-3390

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

Due Date
Due Upon Receipt

Description	Amount
Large Municipality Membership for 2015	15,000.00
Thank you for your support of the Greater Lansing Region	Total \$15,000.00
	Payments/Credits \$0.00
	Balance Due \$15,000.00