

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

The members of the Delhi Charter Township Committee of the Whole met on Tuesday, March 17, 2015 in the Multipurpose Room at the Community Services Center, 2074 Aurelius Road, Holt, MI. Supervisor Davis called the meeting to order at 6:30 p.m.

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

Members Absent: Trustees Jon Harmon, DiAnne Warfield

BUSINESS

MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY COMMUNITY POLLUTION PREVENTION GRANT APPLICATION

The Board reviewed memorandums dated March 10, 2015 from Sandra Diorka, Director of Public Services and March 11, 2015 from Twp. Mgr. Elsinga (ATTACHMENT I).

Allen Bryant, Environmental Coordinator, reported on the Michigan Department of Environmental Quality Community Pollution Prevention Grant. Mr. Bryant stated that the wastewater treatment plant has been collecting food waste from Horizon Elementary School since 2012 and has expanded to Washington Woods Middle School, the Holt High School Main Campus Central Kitchen, Sycamore Elementary School and the Dimondale Nursing Care Facility. By processing this food waste, methane is created which is used to create electricity and in turn reduces the amount of hazardous chemicals used in the process.

This grant application seeks funding to purchase a food waste separator that will separate food waste from non-food items that are discarded in the “food only” receptacles. Currently, this separation requires manual labor to remove such items before being added to the digesters.

The cost of the separator is \$144,000 installed. The grant is capped at \$100,000 with a minimum 25% match of which can be in-kind services such as staff time. Our grant request is for \$100,000 with a \$44,000 local match for the purchase and installation of this separator.

FIRE DEPARTMENT – FEBRUARY ACTIVITY REPORT

The Board reviewed the February Fire Department Activity Report (ATTACHMENT II).

Brian Ball, Fire Chief, stated that the Fire Department will be conducting a controlled burn on two houses owned by the Township on Holt Road. This will take place on April 1 and 2. The Fire Department will be working in conjunction with the Michigan State Fire Investigation Program schooling. The Township fire department will be joined by other firefighters from the cities of Lansing and Mason and the townships of Windsor and Potterville to set up “crime scenes” for this joint, collaborative training exercise.

Nine local metro firefighters, chief officers, etc. were trained on how to conduct a Blue Card Command System class which will allow for the training of 220 people on the system.

SUBJECT TO APPROVAL

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

Delhi Township Fire Department, along with the cities of Lansing and Mason, received Ice Rescue Training from the Capital Area Dive Team.

COMMUNITY DEVELOPMENT DEPARTMENT – FEBRUARY ACTIVITY REPORT

The Board reviewed the February Community Development Department Activity Report (ATTACHMENT III).

Tracy Miller, Director of Community Development, stated that tree removal has begun for the Ram Trail project. All necessary documents have been submitted to the Michigan Department of Transportation (MDOT) so the project should be going out to bid in the very near future. Once bids are received, MDOT will select the contractor and forward the project agreement to the Ingham County Road Department. Because the grant money passes through the Ingham County Road Department, an inter-agency agreement will have to be approved by both Boards.

On March 1, 2015 BS&A on-line permitting was launched; however, problems were encountered with the software product. The problems have been addressed and it is anticipated that on-line permitting will be up and running by the end of this month.

The Planning Commission worked on some changes to the Town Center zoning district which the Board adopted at their August 8, 2014 meeting. The Planning Commission has been discussing how to implement the Town Center zoning district on a broader scale in the “downtown” area. Approximately 170 properties around the triangle area will be up for rezoning consideration to Town Center. Trustee Ketchum questioned how the rezoning could affect the homeowner. Ms. Miller stated that for single and two family homes being rezoned to Town Center it could represent added value for the home owner.

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

Lt. Vern Elliott, Ingham County Sheriff’s Office, reported on the highlights of the February Ingham County Sheriff’s Office/Delhi Division Activity Report (ATTACHMENT IV).

PUBLIC COMMENT – None

ADJOURNMENT

Meeting adjourned at 7:02 p.m.

Date: March 17, 2015

Evan Hope, Township Clerk

Date: March 17, 2015

C.J. Davis, Supervisor

/af

SUBJECT TO APPROVAL

DELHI CHARTER TOWNSHIP**MEMORANDUM**

TO: Delhi Township Board Members

FROM: John B. Elsinga, Township Manager

DATE: March 11, 2015

RE: Michigan Department of Environmental Quality Community Pollution Prevention (P2) Grant Application

Enclosed for your review and consideration is an application to apply for a Community Pollution Prevention (P2) Grant through the State of Michigan Department of Environmental Quality in the amount of \$100,000.

In 2012 the Township introduced our “Scrappy” program which would collect food waste from Horizon Elementary School and bring it to the wastewater treatment plant to be added to the Anaerobic Digesters in order to reduce the amount of chemicals needed to “feed” the digesters to make them function properly. In 2014 Washington Woods Middle School, the Main Campus Central Kitchen and the Dimondale Nursing Care Facility have all been added to the program. The goal of the Scrappy program is to reduce the amount of food waste going to the landfills by recycling it and turning it into fuel to be used by the wastewater treatment plant which in turns reduces the amount of hazardous chemicals used in the process and the costs associated with those chemicals.

One of the hindrances of this program, particularly in the schools with children doing the recycling, is that non-food items tend to be discarded in the food only receptacles. This requires manual labor to remove such items before being added to the digesters. The grant application seeks funding to purchase a food waste separator (\$144,000 installed) thereby reducing the amount of labor involved in the recycling of food and allowing the Township to recycle food waste from more entities interested in participating (i.e. Jackson National Life, City of Lansing and additional school facilities).

The P2 Grant is specifically for enhancing recycling efforts in the State of Michigan. Communities can apply for up to \$100,000 with a minimum 25% match of which can be in-kind services such as staff time. Therefore, I recommend the Board approve submitting a MDEQ Community Pollution Prevention (P2) Grant.

Recommended Motion:

To approve the submittal of a State of Michigan Michigan Department of Environmental Quality Community Pollution Prevention (P2) Grant Application in the amount of \$100,000 for improvements to the Township’s Scrappy Food Recycling Program.

INTEROFFICE MEMORANDUM

to: JOHN ELSINGA, TOWNSHIP MANAGER
from: SANDRA DIORKA, DIRECTOR OF PUBLIC SERVICES
subject: POLLUTION PREVENTION (P2) GRANT
date: MARCH 10, 2015
copy to: FILE

The governor of the State of Michigan has set a goal to increase recycling in the state by 50%. To accomplish this, he has made available \$600,000 for Pollution Prevention (P2) grants. The grant provides for costs associated with planning and implementing P2 projects. Grant applications are due to the State of Michigan on April 1, 2015; the maximum distribution per community is \$100,000 and the match minimum is 25%.

Food waste from the "Scrappy" program has been added to the Anaerobic Digesters since March 2012 to great benefit. During periods when food waste was not available, the digesters required the addition of dangerous chemicals, putting POTW employees at risk.

The grant application requests funding for a food waste separator. This machine will eliminate the need to dump the food from collection bags and pick out contaminants (plastic silverware, milk cartons, gloves, etc.) by hand while providing the ability to process higher volumes with no increase in labor. Cost of the separator is \$144,000 installed. This equipment will allow expansion of the Scrappy program from pilot to production while simultaneously reducing labor and eliminating the "ick" factor.

Delhi proposes to submit a grant application requesting \$100,000. Total match is proposed to be \$137,507 of which \$88,927 is in kind (staff effort over the two year grant period); this equals 58% match.

I respectfully request you recommend the Board to approve the submittal of this application.

**Michigan Department of Environmental Quality
Grant Proposal Cover Sheet**

(Authorized by 1996 PA 384)

(Completion of this form is required in order to receive grant consideration)

Project Name: Delhi Township Food Waste Recovery Program

Project Location (Primary County): Ingham

State Senate District Number for Project Location: 23

State House of Representatives District Number for Project Location: 67

Applicant (Organization Name): Delhi Charter Township

Organization's Federal I.D. Number: 38-6019639

Organization Telephone #: 517-699-3874

Organization Fax #: 517-699-1490

Contact Person: Sandra Diorka, Director of Public Services

Contact's E-Mail (if available): sandra.diorka@delhitownship.com

Organization Address (street # and name): 1492 Aurelius Road

(City, Zip code): Holt, 48842

Start Date of Project: 06/01/2015, End Date of Project: 05/31/2017

Grant Amount Requested: \$100,000 + Local Match*: \$137,507.22 = \$237,507.22

Project Total: \$237,507.22

Person with Grant Acceptance Authority: C.J Davis, Delhi Township Supervisor

Signature: _____ Date: _____

*Applicants receiving grants are required to provide a match of at least 25 percent of the total project cost. Grantee contributions may include dollars, in-kind goods and services, and/or third party contributions.

This is page 1 of your proposal

Delhi Township Food Waste Recycling Program Project Description

i. Statement of Environmental Concerns

Food waste is a significant portion of municipal solid waste (MSW). Food waste is generated by supermarkets, restaurants, hospitals, nursing homes, office buildings and universities. There is significant food waste in the Lansing area and some generators have expressed interest in alternative waste disposal options. According to the U.S. Environmental Protection Agency (EPA), food waste represents 14.5% of the MSW stream and most of what's generated is not recovered. Americans generated 251 million tons of MSW in 2012, and food waste accounted for 36.43 million tons, of that only 1.74 million tons (4.8%) was recovered (U.S.EPA 2014). Of the 163 million tons of *discarded* MSW, (after recycling and composting) food waste comprised 34.69 million tons, or 21% of total discarded MSW. Once introduced into a landfill, food waste decomposes and results in the production of methane (CH₄) a greenhouse gas. The global warming potential for CH₄ is 25 times greater than carbon dioxide (CO₂).¹ By diverting food waste from landfills and into Delhi's existing Waste Water Treatment Plant (WWTP) digesters, the community can reduce greenhouse gas emissions and provide a beneficial use of the resulting biogas, and nutrient rich biosolids.

¹Global Methane Initiative 2014

ii. Project Goals and Objectives

The goal of the Delhi Township Food Waste Recycling Program is to identify local generators of food waste, offer an alternative to landfill disposal for their food waste through diversion to the Delhi WWTP Anaerobic Digesters, and to overcome roadblocks that prevent them from participating in the program.

Specific Objectives:

- Establish a permanent food recycling program at the Delhi WWTP.
- Increase food waste processing ability through improvements in material handling.
- Increase the amount of food waste accepted through a reduction in labor.
- Raise awareness of food waste prevention through public education and specific programming with Holt Public Schools and Science, Technology, Engineering and Math (STEM) clubs.
- Eliminate the need for costly, hazardous chemical addition to the Anaerobic Digesters.

Previously Identified Food Waste Generator Partners

Holt Public Schools

- Horizon Elementary
- Washington Woods Middle School
- Sycamore Elementary
- Main Campus – Central Kitchen
- Dimondale Nursing Care Facility
- Jackson National Life

Potential Large Volume Food Waste Generator Partners

- Accident Fund
- Sparrow Hospital

- McLaren Hospital
- Kroger
- City of Lansing
- Others

Existing Food Waste Collection Pilot Program

In 2012 Delhi Township, in cooperation with the Holt Public Schools Superintendent, Director of Food Service and Principal began collecting cafeteria food waste from Horizon Elementary School. A cartoon character (Scrappy) was developed to promote the effort to students and help them understand the need to separate food waste from regular solid waste. The moniker “Turning Waste into Fuel is Cool” was prominently featured. Specially designated containers were placed in the cafeteria for each lunch period for food waste only. School janitorial staff removes the bags of food waste to a curbside style container when lunch periods are finished and a township staff member transports the container to the treatment plant daily. Cafeteria food waste collected is often contaminated with inorganic material such as styrofoam, plastic straws, forks and juice boxes. Manual separation is unmanageable with current equipment and frequently results in some of the food waste being returned to solid waste. In January 2014, Washington Woods Middle School and the Main Campus Central Kitchen joined the program; at that time Delhi purchased a tail-gate lift to facilitate collection of multiple food waste containers. In March 2015 Delhi began food waste collection at Sycamore Elementary School. Despite repeated efforts to entice the students to separate food waste from trash at the source, contamination from non-organic material has remained a challenge and threatens the future of the program.

In November 2014, Delhi began daily collection of food waste from the Dimondale Nursing Care Facility. The combined food waste recovered by the Delhi Township totaled 34,325 pounds in 2014. Only the Central Kitchen and Dimondale Facility consistently provide non contaminated food waste.

Delhi invested in a used trailer tank which was fitted with plumbing and a chopper pump to process the waste food to a consistency suitable for introduction to a feed tank at the WWTP digester complex. This configuration required a water supply for the pump and hoses. It proved to be labor intensive and operational only when the outside temperature was above freezing. In the summer of 2014, Delhi acquired a used commercial meat grinder to move the grinding process to a heated barn, eliminating the need for the trailer tank. After processing, the food waste is placed in a hopper and transported to the digester for manual addition to the tank. The meat grinder remains a labor intensive operation and creates a limit to the volume of food waste that can be recycled.

iii. Organization Information

- The Charter Township of Delhi (Township) is an area encompassing approximately 29 square miles located directly south of the state’s capital city, Lansing, with a population of 25,877 according to the 2010 census. The Township is governed by the locally elected Board of Trustees. The Board adopts policies, ordinances, approves the budget and provides direction to the Township Manager.
- In 2008 the Township opened its Community Recycling Center located at the waste water treatment plant. The center is available to the public and collected 821 tons of material in 2014. In 2010 Delhi received a Clean Michigan Initiative (CMI) Water Quality Monitoring Grant administered through the Michigan Department of Environmental Quality. The two year monitoring program collected data at twenty sites along drains, streams and the Grand River to

establish water quality and identify potential areas of concern. The Delhi Township Waste Water Treatment Plant Combined Heat and Power, Biomass to Energy Anaerobic Digester complex went online in 2010. In 2008 Delhi received an EPA Pisces Award for Performance & Innovation in creating Environmental Success.

- *Staff qualifications:*

Sandra Diorka: Director of Public Services, Delhi Charter Township. Ms. Diorka is a graduate of Western Michigan University with a Bachelor of Science Degree in Biomedical Sciences and Master of Public Administration. She has over twenty four (24) years of experience in the environmental field including the positions of laboratory technician, laboratory supervisor, Industrial Pretreatment Program Coordinator, college instructor, environmental consultant, and wastewater superintendent. Ms. Diorka holds a Class A. Operator license and will administer this project, overseeing personnel, payroll, budget and expense tracking.

James Lenon: Delhi Department of Public Services, Maintenance Supervisor. Mr. Lenon has been Maintenance Supervisor at the Delhi Township WWTP for fourteen (14) years and is a Certified Operator holding a class D license.

Jeff Ranes: Delhi WWTP Chief Plant Operator. Mr. Ranes has fourteen years as a Treatment Plant Operator and has served as Chief Plant Operator for 10 years. He holds a Class B. Operator license.

Allen Bryant: Environmental Coordinator, Delhi Charter Township. Mr. Bryant has twenty (20) years experience in the environmental field including positions of laboratory technician, Certified Class C operator, Industrial Pretreatment and has organized community collection events including unwanted medication and e-waste. Mr. Bryant will keep records of food waste recovered and track labor and prepare reports. He will serve as liaison between the Township and participating partners as well as work to identify and secure new sources of food waste.

Eva Walacavage: Office Manager, Delhi Charter Township, Dept. of Public Services, office support.

WWTP Operator: A Certified Operator in the State of Michigan having a class D license at minimum. Daily introduction of processed food waste into anaerobic digesters, process monitoring and record keeping.

WWTP Maintenance Mechanic: Daily collection/receiving of food waste. Processing of food waste using specialized equipment.

iv. Partners

Holt Public Schools:

Currently three schools and the Central Kitchen staff participate in the food waste collection program. Expanding the program to all schools in the Holt system by increasing ability to process is a goal. The schools contribute can liners and janitorial staff time to the program.

Dimondale Nursing Care Facility (DNCF):

A 145 bed residential care facility with commercial kitchen capabilities. DNCF participates by expending employee labor to separate post-meal food waste in the facility dining room, segregating prep food waste in the kitchen and by providing can liners.

Jackson National Life Insurance Company:

A company that offers annuities for retail investors and fixed income products for institutional investors, with Headquarters in Lansing. Recent renovations to their building led to incorporating food waste collection bins in the food service area which serves 2,000 employees. Completion of an additional building at the company headquarters will serve an additional 1,000 employees when completed.

City of Lansing:

Collaboration with the City of Lansing *Capital Area Recycling and Trash (CART)* department to develop a mutually beneficial program in which Delhi Township accepts food waste from entities within the City is being developed. CART is seeking its own P2 grant to begin collection of food waste at city festivals and some larger generators. Delhi has agreed to accept this food waste if processing can be streamlined.

v. *Project Sustainability*

Project sustainability for long term food waste recovery will be accomplished through the acquisition of specialty equipment that will facilitate the processing of collected and delivered food waste. This equipment may include food grinders and macerators, food waste separators, dumping hoppers, rolling carts and dumping assist mechanisms. Delhi Township will commit labor to sustain the co-digestion of food waste indefinitely, as long as labor can be reasonably controlled through the use of these devices.

vi. *Evaluation*

Delhi Township currently tracks food waste that comes to the waste water treatment plant for co-digestion in the anaerobic digesters by the pound. The goal is to increase diversion of food waste from landfills to the digesters by 66% with no increase in labor. The operation of the digesters requires careful monitoring of the systems including solids loading, temperature, chemistry, retention time and biogas production. Delhi will continue to monitor these systems and track the increase of food waste and fats, oils and grease relative to current levels. All records are tracked using Excel spreadsheets and will be incorporated into final reports. Food waste recycling data will be reviewed with quarterly reports to evaluate progress toward the goal. The Delhi Township waste water treatment plant onsite laboratory conducts daily analysis of digester operations and utilizes an extensive Quality Assurance, Quality Control program. Information derived from the evaluation of this program at the conclusion of the grant coverage period will be presented to Michigan Department of Environmental Quality (MDEQ) in report form, and used by Delhi to discern effectiveness of the program and refine policies and procedures to make it more efficient.

Delhi Township Food Waste Recycle Program 2015 Work Plan

Task 1: With successful grant funding, secure a Purchase Order for Scott Equipment Turbo Separator to facilitate the expedient processing of collected food waste. 5% Delhi Director of Public Services, Environmental Coordinator, Delhi Maintenance Supervisor.

Using lessons learned from historical collection and processing methods, research available industrial sorting, grinding and material handling equipment. Delhi has obtained a quote for the most cost effective pricing to achieve the goal of streamlining the processing of food waste for co-digestion.

Product: Cost effective quotes for selected equipment.

Product: Purchase of selected equipment.

Product: Quarterly reports submitted in accordance with MDEQ guidance.

Task 2: Delivery and Installation of Scott Equipment Turbo Separator. 15% Delhi Director of Public Services, Delhi Maintenance Supervisor, Maintenance Mechanic.

Product: A fully operational and warrantied piece of sorting equipment that will be functional indefinitely.

Task 3: Develop written procedures for processing collected food waste, including a monitoring plan. 15% Director of Public Services, Environmental Coordinator, Plant Operator, Maintenance Technician.

- A. Determine the most efficient operation of acquired equipment and machinery for daily processing of food waste.
- B. Develop written step by step procedures and practices for processing of food waste.
- C. Conduct training on developed procedure.

Product: Written *Standard Operating Procedure* (SOP) for receiving, processing and sampling of collected food waste.

Product: Qualified personnel for the operation of food waste processing equipment.

Product: Quarterly reports and submitted in accordance with MDEQ guidance.

Task 4: Information, Education and Outreach. 10% Director of Public Services, Environmental Coordinator.

- A. Conduct informational presentations to partner schools to increase awareness and participation of students.
- B. Solicit and secure partnership with potential sources of food waste.
- C. Promote the food waste collection program through Township Newsletter *DelHI Neighbor*.
- D. Promote food waste prevention and recovery at annual Delhi Township Water Quality Awareness Week Open House and ReUse Rally.

Product: Greater understanding of the need to divert food waste from landfills.

Product: Increased volume of food waste processed for co-digestion at Delhi Waste Water Treatment Plant.

Task 5: Collect Process and Co-digest food waste. 50% Environmental Coordinator, Plant Operator, Maintenance Technician.

- A. Daily collection of food waste containers from contributing partners.
- B. Daily processing of food waste for co-digestion.

Product: Increased volume of food waste processed and co-digested.

Product: Increased volume of biogas generated for reuse.

Product: Increased volume of food waste diverted from landfill.

Task 4: Grant Administration and Close out. 5% Director of Public Services, Environmental Coordinator.

- A. Develop and submit quarterly status reports. Reports will be submitted within 30 days of the end of each quarter.
- B. Provide draft and final products and deliverables in both hard copy and electronic format.
- C. Develop and submit a draft final report at least 45 days prior to the end of the project. Incorporate MDEQ comments and submit final report within 30 days of the end of the grant.
- D. Submit a release of claims statement on letterhead with the final report.
- E. Submit an electronic copy of all project-related photos with the final report.

Products: Quarterly reports, five (5) hard copies of all products and deliverables, one electronic copy of all products and deliverables, draft and final project report, and release of claims statement.

Timetable: Delhi Food Waste Recycle 2015	Quarters beginning 2015							
Task/Deliverable (See Work Plan for more detail)	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	1st Quarter year two	2nd Quarter year two	3rd Quarter year two	4th Quarter year two
Task 1: With funding, secure a Purchase Order for Scott equipment Turbo Separator to facilitate the expedient processing of collected food waste. 5%								
A. Delhi has obtained the most cost effective pricing to achieve the goal of streamlining the processing of food waste for co-digestion.	X							
Task 2: Delivery and Installation of Scott Equipment Turbo Separator 15%								
A. Insure successful installation and start-up of Turbo Separator.		X						
Task 3: Develop written procedures for processing collected food waste. 15%		X						
A. Determine the most efficient operation of acquired equipment for daily processing of food waste.		X						
B. Develop written, step by step procedures for processing food waste.		X						
C. Conduct training on developed procedures		X						
Task 4. Information, Education and Outreach. 5%								
A. Conduct informational presentations to partner schools to increase awareness and participation of students.		X						
B. Solicit and secure partnerships with potential sources of food waste.				X	X	X	X	X
C. Promote Food waste reduction and recovery at annual POTW Open House			X			X		
D. Promote food waste collection program in Township Newsletter.		X				X		
Task 5: Collect, Process and Co-digest collected food waste. 50%								
A. Daily collection of food waste containers from contributing partners.	X	X	X	X	X	X	X	X
B. Daily processing of food waste for co-digestion.	X	X	X	X	X	X	X	X
Task 6: Grant Administration and Close Out. 10%								
A. Develop and submit quarterly status reports	X	X	X	X	X	X	X	X
B. Provide draft and final products and deliverables in hard copy and electronic format.								X
C. Develop and submit a draft final report at least 45 days prior to the end of the project. Incorporate MDEQ comments and submit								X
D. Submit a release of claims statement on letterhead with final report								X
E. Submit an electronic copy of all project related photos with final report.								X

MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY
OFFICE OF ENVIRONMENTAL ASSISTANCE

PROJECT BUDGET FORM
(Authorized by 1994 P.A. 451)

Applicant Name:		Delhi Charter Township				
Project Name:		Delhi Township Food Waste Recycle Program				
Tracking Code Number:						
STAFFING						
NAME & TITLE	HOURS	RATE	GRANT AMOUNT	LOCAL MATCH AMOUNT	TOTAL	
Sandra Diorka, Director of Public Services	50.00	\$ 38.26	\$ -	\$ 1,913.00	\$ 1,913.00	
James Lenon, Maintenance Supervisor	40.00	\$ 28.87	\$ -	\$ 1,154.80	\$ 1,154.80	
Jeff Ranes, Chief Plant Operator	24.00	\$ 28.87	\$ -	\$ 692.88	\$ 692.88	
Allen Bryant, Environmental Coordinator	600.00	\$ 23.63	\$ -	\$ 14,178.00	\$ 14,178.00	
Plant Operator	1560.00	\$ 23.63	\$ -	\$ 36,862.80	\$ 36,862.80	
Maintenance Mechanic	160.00	\$ 21.61	\$ -	\$ 3,457.60	\$ 3,457.60	
		\$ -	\$ -	\$ -	\$ -	
		\$ -	\$ -	\$ -	\$ -	
		\$ -	\$ -	\$ -	\$ -	
		\$ -	\$ -	\$ -	\$ -	
STAFFING Subtotal			\$ -	\$ 58,259.08	\$ 58,259.08	
FRINGE BENEFITS (not to exceed 40%)						
NAME & TITLE		RATE				
Sandra Diorka, Director of Public Services		24.29%	\$ -	\$ 464.67	\$ 464.67	
James Lenon, Maintenance Supervisor		25.95%	\$ -	\$ 299.67	\$ 299.67	
Jeff Ranes, Chief Plant Operator		39.95%	\$ -	\$ 276.81	\$ 276.81	
Allen Bryant, Environmental Coordinator		27.30%	\$ -	\$ 3,870.59	\$ 3,870.59	
Plant Operator		40.00%	\$ -	\$ 14,745.12	\$ 14,745.12	
Maintenance Mechanic		40.00%	\$ -	\$ 1,383.04	\$ 1,383.04	
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
FRINGE BENEFITS Subtotal			\$ -	\$ 21,039.90	\$ 21,039.90	
STAFFING AND FRINGE BENEFITS Subtotal			\$ -	\$ 79,298.98	\$ 79,298.98	
CONTRACTUAL SERVICES						
NAME	HOURS or UNITS	RATE or TOTAL				
Delhi Township Lift Gate Truck	520.00	\$ 13.70	\$ -	\$ 7,124.00	\$ 7,124.00	
		\$ -	\$ -	\$ -	\$ -	
		\$ -	\$ -	\$ -	\$ -	
		\$ -	\$ -	\$ -	\$ -	
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		\$ -	\$ -	\$ -	\$ -	
		\$ -	\$ -	\$ -	\$ -	
		\$ -	\$ -	\$ -	\$ -	
CONTRACTUAL SERVICES Subtotal			\$ -	\$ 7,124.00	\$ 7,124.00	
SUPPLIES, MATERIALS AND EQUIPMENT						
SUPPLIES & MATERIALS (itemize)	QUANTITY	COST				
Scott Equipment Turbo Separator	1.00	\$60,000.00	\$ 60,000.00	\$ -	\$ 60,000.00	
		\$ -	\$ -	\$ -	\$ -	
		\$ -	\$ -	\$ -	\$ -	
		\$ -	\$ -	\$ -	\$ -	
		\$ -	\$ -	\$ -	\$ -	
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		\$ -	\$ -	\$ -	\$ -	
		\$ -	\$ -	\$ -	\$ -	
		\$ -	\$ -	\$ -	\$ -	
SUPPLIES AND MATERIALS Subtotal			\$ 60,000.00	\$ -	\$ 60,000.00	
EQUIPMENT (any item over \$1000)						
		\$ -		\$ -	\$ -	
		\$ -		\$ -	\$ -	
EQUIPMENT Subtotal				\$ -	\$ -	
SUPPLIES, MATERIALS AND EQUIPMENT Subtotal			\$ 60,000.00	\$ -	\$ 60,000.00	

Delhi Township Fire Department Monthly Report

February, 2015

Total Calls

	<i>Delhi</i>	<i>Alaiedon</i>	<i>Total</i>
EMS / Medical	211	-	211
Fire / Rescue	52	1	53
Total Calls	263	1	264
Staff Hours	698.71	1	699.71

Total calls in 2015: 539

Total calls for 2014:3,040

Inspections

Commercial Fire Inspections – 0

Fire Personnel Company Inspections -15

Training

351 Personnel participated in 577.5 Hours of Training

Recruitment / Retention

<u>Activity</u>	<u>Hours</u>
Station tours	1
Meetings/Presentations	4.5
Mentoring new personnel	12.5

Mutual Aid: Given – 27 Received –9 Auto Aid- 19

Miscellaneous

- Feb 7 Butte/Wigman ICSO came upon fire on patrol in construction area
- Feb 9 I96/127 Motor vehicle accident
- Feb 11 1800 Blk. Schoolcraft Carbon Monoxide incident in a home
- Feb 17 5000 Blk. Willoughby Sprinkler activation, cold related
- Feb 26 4700 Blk. Wilcox electrical fire in a home

DELHI CHARTER TOWNSHIP
Department of Community Development

February 2015 Activity Report

New Permits:

Category	DDA Area Permits	Total Permits	Total Inspections
Building	2	5	41
Electrical	5	14	20
Mechanical	9	28	72
Plumbing	3	15	39
Totals	19	62	172

Soil Erosion Permits & APA Projects:

Category	DDA Area Permits	Total Permits/New Projects	Total Inspections
Soil Erosion	1	2	2
Soil Erosion Waivers	1	1	0
APA Projects	0	0	0
Totals	2	3	2

New Code Enforcement Cases:

Category	DDA Area Cases	Total Cases
Building Maintenance	1	4
Fence Violation	0	0
Junk & Debris	0	0
Junk Vehicles	0	1
Miscellaneous	0	0
Noxious Weeds	0	0
Sidewalk Snow	3	9
Sign	0	1
Site Plan	0	0
Yard Parking	0	0
Improper Zoning Use	0	0
Totals	4	15
Total # of Inspections	41	

Rental Program Information:

Number of New Registered Rental Properties	7
Number of Rental Re-inspections	49
Number of Rental Investigations	0
Number of Rental Cycle Inspections	317

Civil Infraction/Abatement Information:

Abatement/Clean-ups	2
<i>Abatement/Clean-up Fees Issued (Year to date)</i>	\$217.00
Civil Infractions Issued	1
<i>Civil Infraction Fines Issued (Year to date)</i>	\$100.00

DELHI CHARTER TOWNSHIP

Building Permit Details

Permit No.	Property Address	Permit Applicant	Work Description	Estimated Cost	Permit Fee	DDA?	
COMMERCIAL ALTERATION							
PB15-014	2460 CEDAR STREET	GREATER LANSING PROPERTIES LLC	<i>BUILDING DIVIDER WALLS TO SEPERATE SHOW ROOM / STOCK ROOM</i>	\$2,500	\$55.00	Y	
COMMERCIAL ALTERATION				\$2,500	\$55.00		Total: 1
RESIDENTIAL ALTERATION							
PB15-011	2857 COLLEGE ROAD	ERICKSON, BRIAN	<i>576 SQ FT BASEMENT FINISH</i>	\$16,520	\$102.00		
PB15-012	1906 BURTON AVENUE	BYRUM BUILDERS	<i>FIRE RESTORATION ON ONE SIDE OF DUPLEX, KITCHEN, BATH, LIVING ROOM</i>	\$40,000	\$290.00		
RESIDENTIAL ALTERATION				\$56,520	\$392.00		Total: 2
RESIDENTIAL MISCELLANEOUS							
PB15-013	4615 TOLLAND AVENUE	NYBOER BUILDERS	<i>TEAR OFF AND RE-ROOF</i>	\$8,000	\$50.00		
RESIDENTIAL MISCELLANEOUS				\$8,000	\$50.00		Total: 1
SIGN							
PS15-005	4000 HOLT ROAD	HIGGINS ELECTRIC SIGN CO	<i>CHANGING FACE ONLY OF EXISTING 40 SQ FT FREE STANDING POLE SIGN</i>	\$0	\$90.00	Y	
SIGN				\$0	\$90.00		Total: 1
Totals:				\$67,020	\$587.00		5

Permit.DateIssued Between 2/1/2015 12:00:00 AM AND
2/28/2015 11:59:59 PM
AND
Permit.PermitType = Building OR
Permit.PermitType = Sign

SUMMARY OF CONSTRUCTION VALUES

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

2015 Year to date Construction Values:

Commercial / Industrial:	\$ 2,500.00
Residential:	\$ 537,249.00
Total Single Family Homes:	2

COUNTY of INGHAM

State of Michigan

SHERIFF'S OFFICE



Gene L. Wriggelsworth

Sheriff

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

- 2/4/15 Deputies responded to Gunn Rd. for a check welfare. The Deputies found the subject buried by snow and deceased in the back yard. There was no sign of foul play, and appeared that the subject had passed away from natural causes.
- 2/5/15 Dep. Doerr found a 4 year old walking by himself near the intersection of Aurelius and Cedar. The investigation showed that the youngster had left pre-school without the teacher knowing he had left. He was reunited with his mother at the Delhi Office.
- 2/14/15 Deputies responded to Edru for an unruly juvenile that had punched out a window and smeared his blood all over the glass. He was treated by Delhi Fire and turned over to his parents. A warrant is being sought for Malicious Destruction of Property with the Prosecutor's Office.
- 2/16/15 Delhi Units responded to 127 and Jolly to assist Mercy Ambulance. They had a CMH patient that became combative and bit one of the paramedics. It took 12 Deputies and LPD officers to subdue the patient, and get him secured in the ambulance.
- 2/17/15 Dep. Khan stopped a vehicle on Cedar St. The driver gave a false name, and when Dep. Khan confronted him, the suspect attempted to flee on foot. Dep. Khan was able to run him down, and arrest him. Once the suspect was caught, his real identity

was determined. He had a felony warrant for probation violation, and also was found to be in possession of marijuana. He is now facing additional charges of Resisting Arrest and possession.

- 2/21/15 Deputies responded to Delhi Manor for a domestic. The accused male half had choked his live in girlfriend and pulled out some of her hair. He was arrested for Aggravated Assault and lodged at the Ingham County Jail.
- 2/24/15 Deputies responded to a care home on Holt Rd. for a 61 year old that had burns from scalding over 16% of his body. Delhi Fire transported the victim to the hospital. Detectives are conducting the follow up investigation.
- 2/24/15 Deputies responded to Cedar and Harper for a one car accident. The car struck a power pole, breaking it in half. The intersection had to be shut down while Consumer's Power fixed the power pole.
- 2/26/15 Deputies took a report of a missing person on Daylilly. The missing person had not been heard from in over a week. Deputies were able to locate him Mt. Pleasant, and confirm that he was okay.
- 2/27/15 Dep. Rowley responded to Eifert Rd. for a Heroin overdose. The subject was revived by Delhi Fire and transported to McLaren Hospital. The subject was found to have violated his probation, and was arrested when he was released from the Hospital.

The most common source of illicit prescription narcotics sold to abusers is simple theft by family members, friends or other persons with easy access to a medicine cabinet. Remember to properly dispose of unused or unwanted prescription medications in an appropriate receptacle. Proper disposal of prescription drugs also reduces contamination of the groundwater table and streams and waterways through runoff from landfills. The Ingham County Sheriff's Office urges citizens to make use of a drop box for the disposal of expired and unwanted prescriptions, there are three locations: one located at the Delhi Office substation, one located in the Ingham County Sheriff's Office lobby, and one located inside the front doors of Mason City Hall. They are all accessible during normal business hours.

STATISTICS:

During the month of February, Deputies responded to 313 calls for service (written and blotter complaints). They made 70 arrests of which 45 were self – initiated. Deputies issued 180 citations. Deputies conducted 252 business/property checks, 24 liquor inspections, and spent 88.9 hours in Community Policing. Deputies participated in 54.7 hours of training.

Calls for Service

	2013	2014	2015
February	295	304	313
Year to Date	655	636	628

Total Arrests

	2013	2014	2015
February	124	114	70
Year to Date	202	253	172

Total Self – Initiated Arrests

	2013	2014	2015
February	79	68	45
Year to Date	145	134	97

Citations Issued

	2013	2014	2015
February	293	176	180
Year to Date	487	312	313

COUNTY of INGHAM

State of Michigan

SHERIFF'S OFFICE



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Sheriff

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Undersheriff

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(517) 676-2431
FAX (517) 676-8299

Greg S. Harless
Chief Deputy

Sam Davis
Major

Joel Maatman
Major

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

STATISTICS:

Comm. Policing Hours:	3.4
Complaints taken:	12
Training:	18.0
Special Assignment:	9.5
Traffic stops:	0
Citations issued:	0
Arrests:	1
Contacts (school):	12
Contacts (business):	5

COMMUNITY POLICING ACTIVITY:

I went to Huntley Villa and made contact with Andrea Powell. Andrea stated that they are having issues with a male subject who resides with his mother 1528 N Aurelius Rd Apt 1. Andrea stated that if the police have any contacts with the son involving any sort of criminal activity, then she is going to evict them out of their apartment.

I attended the monthly Business Alliance meeting at Charlar Place. A speaker that does the advertising for Two Men and a Truck gave a presentation about marketing.

I made contact with Genevieve Henley. Genevieve is the new neighborhood watch coordinator for Dutch Meadows Subdivision. Genevieve told me that she did not know of any issues going on in their neighborhood.

During the month of February I maintained the Ingham County Sheriff's Office // Delhi Division Facebook webpage.

I made contact with Rebecca Cousineau at South Square Apartments. Rebecca stated that they evicted the individuals out of apartment E-4. The tenants were past due on their rent and the police have been at the apartment on several occasions. Rebecca stated that she has not received any complaints from any of the residents in the past month. Rebecca asked to be notified if we were having any problems with any of her residents.

OTHER MATTERS

During the month of February I responded to 12 calls for service. Some of these calls included a sexual assault investigation, weapon complaints, internet harassment, assault, vehicle accident, alarm, and assist other agencies.

On February 4th I was contact by Mr. Billingslea at the Holt High School. A concerned mother of a student wanted to speak with a police officer about something that happened over the weekend. The mother explained that over the weekend her daughter, who attends Holt High School, snuck out of her house. Her daughter went over to a residence in Dimondale to hang out with 4 males. The 4 males attend the Holt High School. The mother stated that her daughter consumed alcohol at the residence and after a couple of hours one of the males drove her home. The mother stated that her daughter was so intoxicated that she could not figure how to get inside the residence. The mother stated that she heard knocking outside and when she looked outside, she saw tracks in the snow. The mother stated that she looked outside and she could only see the silhouette of a body standing on the backside of her residence. The mother stated that she did not realize that it was her daughter standing there. The mother stated she saw the body of the person fall into the window well for her basement windows. The mother stated that she thought that someone was breaking into her residence. The mother stated that when she went downstairs was when she realized that it was her daughter who was outside. The mother stated that she called for an ambulance and her daughter was taken to the hospital. The mother stated that her daughter's core body temperature was 95 degrees and her daughter almost died. The mother stated that she just wanted someone to contact the parents of the males that were at the party so they knew what happened to her daughter. After speaking with the mother and her daughter, I made contact with all of the parents via the telephone of all the males that were at the party.

On February 6th I was contacted at the Holt High School by Mr. Billingslea about a couple issues that the school was having with a student. The student was using his cell phone during class to turn the projector on and off interrupting class. When the student was brought to the office, another student came in to the office to report that he felt threatened by the other student about a Facebook page that was created. The student created a Facebook page that had pictures of other students circled with a red marker. In

the comments on the Facebook page the student referred to the teachers as communists and Nazis. There was a hologram photo on the Facebook page where it looked like a fighter jet was crashing into the Holt High School. When the student was questioned about the Facebook page he denied creating the page. The student stated that someone must have taken his cell phone out of his pocket, created the Facebook account, and put the phone back in his pocket without him knowing the phone was missing. When the student's locker was searched, a pocket knife was located in his jacket pocket. The student told Mr. Billingslea that he went to a wild game dinner the night before and he won the knife during a raffle. The student stated that he forgot that that knife was in his pocket. The student was suspended for 10 days and he cannot return until there is a review. The school is currently trying to get that student enrolled into the Secondary Learning Center.

On February 9th I was contacted by Mr. Willard at the Holt North Campus reference inappropriate photos on Instagram. Someone posted inappropriate photos of a female student on Instagram. The female identified in some of the photos was questioned and she stated that some of the pictures on the account were of her and they were taken off from her Instagram account. The female stated that nude photographs were not pictures of her body. Someone deleted the Instagram account while this case was being investigated.

On February 9th I took a late assault complaint at 4305 Five Oaks Drive. A female reported that she felt like she was assaulted by the oral surgeon that was supposed to perform surgery on her grandmother. The female stated that she wanted to stay in the room with her grandmother while the nurses put her under for surgery because her grandmother has severe dementia. The female stated the nurses told her it was against their policy to allow her in the room while they put her grandmother under. The female stated that she refused to leave the room. The female stated that she did not like the oral surgeon and when she told him that he was not going to do the surgery, the surgeon put his hand on the grandmother's shoulder while he was talking with her. The female stated she grabbed the surgeon's arms and pull his arm off from her grandmother. The female stated that she did not want to prosecute but she wanted the surgeon to know that he cannot treat people the way he treats them. Contact was made with the surgeon and his staff. Based upon the statements of everyone involved, it was determined that no assault occurred.

On February 10th I was contacted by JoAnn Weil a student advisor at the Holt High School. Mrs. Weil reported that a female student disclosed that she was sexually assaulted by her ex-boyfriend in October 2014. The female's mother was contacted and her mother came to the school. The case was turned over to the Detective Bureau for further investigation and a forensic interview was scheduled with the female victim. The female's class schedule was changed so that she does not have any classes with the suspect.

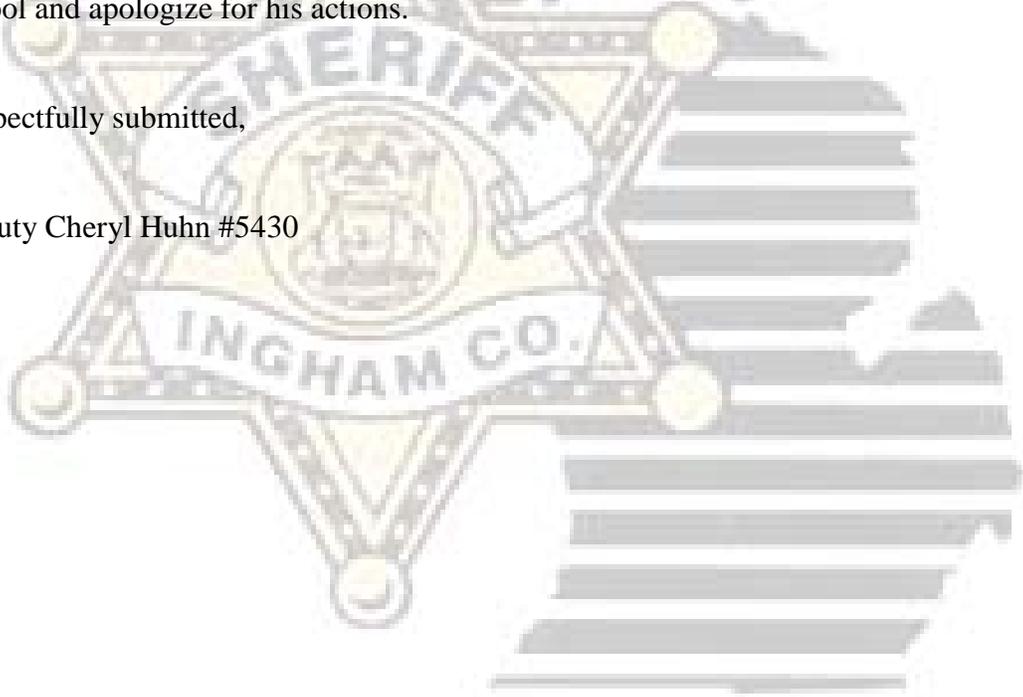
On February 18th I was contact by Mr. Billingslea at the Holt High School because he felt that a student appeared to be under the influence of something. I went to the officer and

there was a female sitting in a chair. The female's eyes were extremely dilated, her speech was slurred and she had a very hard time walking. Paramedics from Delhi Fire responded to the school to evaluate the female. The female admitted to consuming an entire box of "skittles". When the female was asked what "skittles" were she stated that they are Coricidin hbp (over the counter cold medication). The female stated that they call the pills skittles because they took like the red skittles candy. The female's father was contacted and he responded to the High School to meet with the paramedics. The female was turned over to her father custody.

On February 18th I went to South Square Apartments and made contact with a parent of two students that attend Wilcox Elementary. The father called Wilcox Elementary in the morning and left a threatening voicemail about how he was not happy that school was cancelled. I checked the welfare of the students and their father at the apartment. Everything at the apartment appeared to be okay. The father apologized several times for leaving the message. I explained to the father that it is State law that if the wind chill is - 20 degrees or below that that schools have to close. The father was going to call the school and apologize for his actions.

Respectfully submitted,

Deputy Cheryl Huhn #5430



COUNTY of INGHAM
State of Michigan
SHERIFF'S OFFICE



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Sheriff

Allan C. Spyke
Undersheriff

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Mason, Mi 48854
(517) 676-2431
FAX (517) 676-8299

Greg S. Harless
Chief Deputy

Sam Davis
Major

Joel Maatman
Major

TO: Lt. Vern Elliott
FROM: Deputy Kelly Bowden #5379
DATE: Tuesday, March 3, 2015
RE: February 2015 Monthly Business Officer Report

Total Complaints:	30
Traffic Stops:	28
Citations:	13
Property/ Business Checks:	136
Community Policing Hours:	11.8
Liquor inspections:	2

Community Policing Highlights:

I attended the Holt-Dimondale Business Alliance breakfast meeting where I networked with local business owners and discussed various topics.

I have continued making my presence known at the Township banks by stopping in at random and conducting mobile patrols through their lots. Staff at the various branches have commented that it is reassuring to see the police giving their business special attention during operating hours.

I taped a public service announcement at WILX news station 10. The PSA, which is on avoiding frauds targeting the elderly, should be airing sometime in March.

I responded to a local fast food restaurant with EMS after staff found a male sleeping on the ground by their dumpster. This was on a day where temperatures were hovering in the single digits. The male was homeless and I assisted him with finding a safe place to rest and have a warm meal.

Investigative Highlights:

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

I attended the preliminary hearing of Charlene Skinner, the female suspect accused of targeting her elderly clients for fraud and theft of their belongings. Skinner has been bound over to Circuit Court for trial.

I opened an embezzlement investigation involving a local non-profit agency. Suspects have been identified and the case is currently still under investigation. The amount of money possibly involved is substantial.

I responded to a local restaurant for a customer in the drive-thru who had possibly passed a counterfeit \$100.00 bill. I confiscated the bill and examined it. After closer scrutiny and verification with a local bank branch, it was determined the bill was an older style still in circulation, but was definitely not counterfeit. The bill was returned to its' rightful owner.

I assisted other deputies with the recovery of several pieces of stolen property related to several different cases. In each instance, the property was located at an area pawn shop and I was able to successfully recover it and turn it over to the investigating deputy.

I investigated a credit card fraud complaint. A local business reported finding unauthorized online charges on their billing statement. Further investigation by the company also revealed a possible local address where the online order had shipped to. Upon checking this address, I discovered the owner of the residence was another victim of identity theft and credit card fraud. The items shipped to the address had been turned away by the home owner who told FedEx he hadn't ordered anything. I provided the home owner information on protecting his identity. It does not appear he is involved in the fraudulent transaction and there are no other identified suspects. The matter was documented and closed.

I also handled some minor school complaints while Deputy Hull and Deputy Huhn were out of the office. These were for threatening communications and a student who had possibly come to school intoxicated. In each instance, the matter was quickly resolved and the school system was made aware of what had occurred.

Respectfully Submitted,
Deputy Kelly Bowden, Badge #5379

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

Delhi Charter Township Board of Trustees met in a regular meeting on Tuesday, March 17, 2015 in the Multipurpose Room at the Community Services Center, 2074 Aurelius Road, Holt, Michigan. Supervisor Davis called the meeting to order at 7:30 p.m.

PLEDGE OF ALLEGIANCE

ROLL CALL

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

Members Absent: Trustees Jon Harmon, DiAnne Warfield

COMMENTS FROM THE PUBLIC - None

CONSENT AGENDA

- A. Approval of Minutes – Committee Meeting of March 3, 2015
- B. Approval of Minutes – Regular Meeting of March 3, 2015
- C. Approval of Claims – March 3, 2015 (ATTACHMENT I)
- D. Approval of Payroll – March 12, 2015 (ATTACHMENT II)

Sweet moved to approve the Consent Agenda as presented.

A Roll Call Vote was recorded as follows:

Ayes: Davis, Hayhoe, Hope, Ketchum, Sweet

Absent: Harmon, Warfield

MOTION CARRIED

NEW BUSINESS

PROPOSAL FOR CONSTRUCTION ENGINEERING SERVICES – RAM TRAIL

The Board reviewed a memorandum dated March 9, 2015 from Tracy Miller, Director of Community Development (ATTACHMENT III).

Hayhoe moved to approve the Proposal for Construction Engineering Services from Hubbell, Roth & Clark, Inc. in the amount of \$212,000 for the Ram Trail Project.

Tracy Miller, Director of Community Development, stated that there are coordination challenges between the Michigan Department of Transportation, the Ingham County Road Department, the contractor and the property owners to consider. It was stated that trail projects are as complex as road projects to coordinate.

SUBJECT TO APPROVAL

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

A Roll Call Vote was recorded as follows:

Ayes: Hayhoe, Hope, Ketchum, Sweet, Davis

Absent: Harmon, Warfield

MOTION CARRIED

**SAW GRANT PROPOSAL FOR DESIGN PHASE ENGINEERING SERVICES – POTW
LAGOON SITE BUILDINGS REPLACEMENT**

The Board reviewed memorandums dated February 19, 2015 from Sandra Diorka, Director of Public Services and March 10, 2015 from Twp. Mgr. Elsinga (ATTACHMENT IV).

Ketchum moved to approve the Proposal for Design Phase Engineering Services from Hubbell, Roth & Clark, Inc. in the not to exceed amount of \$13,420 for the POTW Lagoon Site Buildings Replacement project.

A Roll Call Vote was recorded as follows:

Ayes: Hope, Ketchum, Sweet, Davis, Hayhoe

Absent: Harmon, Warfield

MOTION CARRIED

**MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY COMMUNITY POLLUTION
PREVENTION GRANT APPLICATION**

The Board reviewed memorandums dated March 10, 2015 from Sandra Diorka, Director of Public Services and March 11, 2015 from Twp. Mgr. Elsinga (ATTACHMENT V).

Hayhoe moved to approve the submittal of a State of Michigan, Michigan Department of Environmental Quality Community Pollution Prevention (P2) Grant Application in the amount of \$100,000 for improvements to the Township's Scrappy Food Recycling Program.

A Roll Call Vote was recorded as follows:

Ayes: Ketchum, Sweet, Davis, Hayhoe, Hope

Absent: Harmon, Warfield

MOTION CARRIED

**PUBLICLY OWNED TREATMENT WORKS ANNUAL LABORATORY SUPPLY AND
EQUIPMENT ORDER**

The Board reviewed memorandums dated March 5, 2015 from Sandra Diorka, Director of Public Services and March 6, 2015 from Twp. Mgr. Elsinga (ATTACHMENT VI).

Hope moved to approve the Publicly Owned Treatment Works (POTW) expenditure for laboratory supplies from Fisher Scientific in the amount of \$25,551.14.

A Roll Call Vote was recorded as follows:

Ayes: Sweet, Davis, Hayhoe, Hope, Ketchum

Absent: Harmon, Warfield

SUBJECT TO APPROVAL

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

MOTION CARRIED

**RESOLUTION NO. 2015-008 – MICHIGAN DEPARTMENT OF NATURAL RESOURCES
TRUST FUND GRANT APPLICATION – KIWANIS PARK RESTROOM FACILITY**

The Board reviewed a memorandum dated March 9, 2015 from Twp. Mgr. Elsinga (ATTACHMENT VII).

Sweet moved to adopt Resolution No. 2015-008 supporting the submittal of a Trust Fund Grant Application to the State of Michigan Department of Natural Resources for improvements to the Kiwanis Park restroom facility.

Mike Hamilton, 4541 Sycamore Street, Holt, spoke in favor of this project.

A Roll Call Vote was recorded as follows:

Ayes: Davis, Hayhoe, Hope, Ketchum, Sweet

Absent: Harmon, Warfield

MOTION CARRIED

**RESOLUTION NO. 2015-009 – MICHIGAN DEPARTMENT OF NATURAL RESOURCES
LAND AND WATER CONSERVATION FUND GRANT APPLICATION – KIWANIS PARK
RESTROOM FACILITY**

The Board reviewed a memorandum dated March 9, 2015 from Twp. Mgr. Elsinga (ATTACHMENT VIII).

Hope moved to adopt Resolution No. 2015-009 supporting the submittal of a Land and Water Conversation Fund Grant Application to the State of Michigan Department of Natural Resources for improvements to the Kiwanis Park restroom facility.

A Roll Call Vote was recorded as follows:

Ayes: Hayhoe, Hope, Ketchum, Sweet, Davis

Absent: Harmon, Warfield

MOTION CARRIED

**RESOLUTION NO. 2015-010 – MICHIGAN DEPARTMENT OF NATURAL RESOURCES
RECREATION PASSPORT 2015 GRANT APPLICATION – KIWANIS PARK RESTROOM
FACILITY**

The Board reviewed a memorandum dated March 9, 2015 from Twp. Mgr. Elsinga (ATTACHMENT IX).

Hayhoe moved to adopt Resolution No. 2015-010 supporting the submittal of a Recreation Passport 2015 Grant Application to the State of Michigan Department of Natural Resources for improvements to the Kiwanis Park restroom facility.

SUBJECT TO APPROVAL

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

A Roll Call Vote was recorded as follows:

Ayes: Hope, Ketchum, Sweet, Davis, Hayhoe

Absent: Harmon, Warfield

MOTION CARRIED

REPORTS

SUPERVISOR

Supervisor Davis stated that he will be attending a meeting regarding a restaurant incubator project.

CLERK

Clerk Hope stated that the Absent Voter ballots for the May 5, 2015 election have been delivered. Ballots for overseas military personnel will be mailed tomorrow and the remaining permanent absentee voter's ballots will be mailed next week.

TOWNSHIP MANAGER

Twp. Mgr. Elsinga stated that the Township's computer backup system will be transitioning to a fiber optic/cloud based system.

The Michigan Townships Association will be hosting its annual Township Advocacy Day on April 16, 2015; Twp. Mgr. Elsinga invited the Board members to attend.

Twp. Mgr. Elsinga distributed the 2016 Budget calendar.

LIMITED PUBLIC COMMENTS – None

ADJOURNMENT

Meeting adjourned at 8:12 p.m.

Date: April 7, 2015

Evan Hope, Township Clerk

Date: April 7, 2015

C.J. Davis, Supervisor

/af

SUBJECT TO APPROVAL

ACCOUNTS PAYABLE APPROVAL

March 3, 2015

I. Certification of Authorized Signatures: The attached Check Register and Invoice Distribution Report encompass checks dated March 3, 2015 numbered 88757 thru 88831 & ACH 3439 thru 3455. Every invoice has a payment authorizing signature(s).

Dated: March 3, 2015

Lora Behnke, Accounting Clerk

II. Certification of Fund Totals:

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

General Fund	\$	76,940.15
Fire Fund		52,314.91
Police Fund		208,259.08
Fire Equip. & Apparatus Fund		8,552.54
Water Improvement Fund		685.00
Downtown Development Fund		6,700.38
Sewer Fund		261,299.56
Local Site Remediation Fund		2,044.16
Trust & Agency Fund		2,095.00
Grand Total	\$	<u>618,890.78</u>

Includes the following to be reimbursed from separate bank accounts: None

Dated: March 3, 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. (Irish Construction, \$184,858.00; July 20, 2010)

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

Evan Hope, Township Clerk

INVOICE GL DISTRIBUTION REPORT FOR DELHI CHARTER TOWNSHIP
EXP CHECK RUN DATES 02/18/2015 - 03/03/2015

Vendor	Invoice Line Desc	Amount
Fund 101 GENERAL FUND		
Dept 000.00		
BLUE CROSS BLUE SHIELD	RETIRES HEALTH INSURANCE MARCH	121.29
MAYBERRY HOMES	CONST VALUE, NEW	1,054.00
MAYBERRY HOMES	RESIDENTIAL CLASS 3	130.00
MYER'S PLUMBING & HEATING	Inspection, Final	30.00
	Total For Dept 000.00	1,335.29
Dept 101.00 LEGISLATIVE		
HARTFORD LIFE INSURANCE CO	TRUSTEES LIFE INSURANCE MARCH	25.50
	Total For Dept 101.00 LEGISLATIVE	25.50
Dept 171.00 MANAGER		
BLUE CROSS BLUE SHIELD	HEALTH INSURANCE MARCH	2,174.85
DELTA DENTAL PLAN OF	DENTAL INSURANCE MARCH	295.46
HARTFORD LIFE INSURANCE CO	LIFE INSURANCE MARCH	95.62
UNUM LIFE INSURANCE COMPANY	DISABILITY INSURANCE MARCH	142.59
VERIZON WIRELESS	CELLULAR MANAGER	49.85
	Total For Dept 171.00 MANAGER	2,758.37
Dept 191.00 ACCOUNTING		
BLUE CROSS BLUE SHIELD	HEALTH INSURANCE MARCH	402.76
DELTA DENTAL PLAN OF	DENTAL INSURANCE MARCH	43.07
HARTFORD LIFE INSURANCE CO	LIFE INSURANCE MARCH	22.95
UNUM LIFE INSURANCE COMPANY	DISABILITY INSURANCE MARCH	34.47
MUZZALL GRAPHICS	2000 PAYROLL CHECKS	280.00
MUZZALL GRAPHICS	SHIPPING ON PAYROLL CHECKS	14.80
MUZZALL GRAPHICS	2000 ACCOUNTS PAYABLE CHECKS	280.00
MUZZALL GRAPHICS	SHIPPING FOR ACCOUNTS PAYABLE CHECKS	14.80
GOVERNMENT FINANCE OFFICERS	2015 MEMBERSHIP/MEREDITH	225.00
	Total For Dept 191.00 ACCOUNTING	1,317.85
Dept 215.00 CLERK		
BLUE CROSS BLUE SHIELD	HEALTH INSURANCE MARCH	2,577.61
DELTA DENTAL PLAN OF	DENTAL INSURANCE MARCH	257.80
HARTFORD LIFE INSURANCE CO	LIFE INSURANCE MARCH	66.30
UNUM LIFE INSURANCE COMPANY	DISABILITY INSURANCE MARCH	99.39
DBI BUSINESS INTERIORS	2 DATE STAMPS/CLERK	29.75
VERIZON WIRELESS	CELLULAR FEBRUARY	49.96
	Total For Dept 215.00 CLERK	3,080.81
Dept 228.00 INFORMATION TECHNOLOGY		
HARTFORD LIFE INSURANCE CO	LIFE INSURANCE MARCH	25.50
UNUM LIFE INSURANCE COMPANY	DISABILITY INSURANCE MARCH	38.18
AD-INK & TONER SUPPLY	TONER CARTRIDGE/HP 3015D	75.99
APPLICATION SPECIALIST KO	E-MAIL SECURITY/MARCH	270.00
VERIZON WIRELESS	CELLULAR FEBRUARY	49.85
XEROX BUSINESS SERVICES LLC	FH SOFTWARE MAINTENANCE	4,585.00
	Total For Dept 228.00 INFORMATION TECHNOLOGY	5,044.52

INVOICE GL DISTRIBUTION REPORT FOR DELHI CHARTER TOWNSHIP
EXP CHECK RUN DATES 02/18/2015 - 03/03/2015

Vendor	Invoice Line Desc	Amount
Dept 253.00 TREASURERS		
BLUE CROSS BLUE SHIELD	HEALTH INSURANCE MARCH	1,208.26
DELTA DENTAL PLAN OF	DENTAL INSURANCE MARCH	214.73
HARTFORD LIFE INSURANCE CO	LIFE INSURANCE MARCH	44.62
UNUM LIFE INSURANCE COMPANY	DISABILITY INSURANCE MARCH	66.50
MMTA	MMTA BASIC INSTITUTE/SWEET	550.00
	Total For Dept 253.00 TREASURERS	2,084.11
Dept 257.00 ASSESSING		
DELTA DENTAL PLAN OF	DENTAL INSURANCE MARCH	214.73
HARTFORD LIFE INSURANCE CO	LIFE INSURANCE MARCH	72.24
UNUM LIFE INSURANCE COMPANY	DISABILITY INSURANCE MARCH	108.06
WHITLOCK BUSINESS SYSTEMS	POSTAGE BALANCE FOR ASSESSMENT NOTICE	39.55
WHITLOCK BUSINESS SYSTEMS	ASSESSMENT NOTICES	314.64
VERTALKA & VERTALKA, INC.	APPRAISAL SERVICES 2495 CEDAR	1,200.00
	Total For Dept 257.00 ASSESSING	1,949.22
Dept 262.00 ELECTIONS		
ELECTION SOURCE	100 CANVAS STORAGE BAGS	1,710.00
	Total For Dept 262.00 ELECTIONS	1,710.00
Dept 265.00 BUILDING & GROUNDS		
BLUE CROSS BLUE SHIELD	HEALTH INSURANCE MARCH	1,374.66
DELTA DENTAL PLAN OF	DENTAL INSURANCE MARCH	188.89
HARTFORD LIFE INSURANCE CO	LIFE INSURANCE MARCH	42.57
UNUM LIFE INSURANCE COMPANY	DISABILITY INSURANCE MARCH	63.41
LANSING ICE & FUEL CO	GASOLINE 2/1 THRU 2/15/15	122.66
QUALITY FIRST MAID SERVICE, LLC	CLEANING SERVICES/CSC	812.50
VERIZON WIRELESS	CELLULAR FEBRUARY	24.93
DELHI TOWNSHIP TREASURER	SEWER 2074 AURELIUS	432.50
CONSUMERS ENERGY	ELECTRIC 2004 AURELIUS	84.98
CONSUMERS ENERGY	ELECTRIC-2074 AURELIUS	5,549.07
CONSUMERS ENERGY	GAS-2074 AURELIUS	3,025.05
B & D ELECTRIC, INC.	T&M TO TRACE WIRING AT THE CSC	3,530.00
LANSING SANITARY SUPPLY INC	CASE OF 12 AIR FRESHENER	122.64
LANSING SANITARY SUPPLY INC	DISPENSER FOR AIR FRESHENER	77.58
LANSING SANITARY SUPPLY INC	SHIPPING & HANDLING	8.25
ACE HARDWARE	3 KEYS/CAULK	12.06
LOWE'S CREDIT SERVICES	RECTORSEAL/PIPE/CAP/SLOP SINK AT CSC	11.09
MENARDS LANSING SOUTH	PARTS NEEDED TO MAKE REPAIR TO WALL	188.43
MENARDS LANSING SOUTH	12" METAL ACCESS PANEL/CSC	21.99
	Total For Dept 265.00 BUILDING & GROUNDS	15,693.26
Dept 276.00 CEMETERY		
BLUE CROSS BLUE SHIELD	HEALTH INSURANCE MARCH	557.64
DELTA DENTAL PLAN OF	DENTAL INSURANCE MARCH	76.62
HARTFORD LIFE INSURANCE CO	LIFE INSURANCE MARCH	17.26
UNUM LIFE INSURANCE COMPANY	DISABILITY INSURANCE MARCH	25.72
LANSING ICE & FUEL CO	GASOLINE 2/1 THRU 2/15/15	49.76
ACE HARDWARE	GOOF OFF REMOVER/4 PK ME CLEAN ERASERS	20.95
GRANGER	CREDIT/MONTHLY DUMPSTER SERVICE	(76.00)
VERIZON WIRELESS	CELLULAR FEBRUARY	12.46
CONSUMERS ENERGY	ELECTRIC-4149 WILLOUGHBY	67.21
	Total For Dept 276.00 CEMETERY	751.62

INVOICE GL DISTRIBUTION REPORT FOR DELHI CHARTER TOWNSHIP
 EXP CHECK RUN DATES 02/18/2015 - 03/03/2015

Vendor	Invoice Line Desc	Amount
Dept 281.00 STORMWATER		
BLUE CROSS BLUE SHIELD	HEALTH INSURANCE MARCH	350.14
DELTA DENTAL PLAN OF	DENTAL INSURANCE MARCH	48.12
HARTFORD LIFE INSURANCE CO	LIFE INSURANCE MARCH	10.84
UNUM LIFE INSURANCE COMPANY	DISABILITY INSURANCE MARCH	16.15
LANSING ICE & FUEL CO	GASOLINE 2/1 THRU 2/15/15	31.24
INGHAM COUNTY HEALTH DEP	22 WEEKS RIVER SAMPLING	2,442.00
STATE OF MICHIGAN	MUNICIPAL SW ANNUAL PERMIT FEE	500.00
Total For Dept 281.00 STORMWATER		3,398.49
Dept 446.00 INFRASTRUCTURE		
BOARD OF WATER & LIGHT	STREETLIGHTS 2/1-3/1/2015	7,272.86
CONSUMERS ENERGY	LIGHTING 3970 HOLT	158.03
CONSUMERS ENERGY	LIGHTING 4115 HOLT	392.09
CONSUMERS ENERGY	LIGHTING 2228 AURELIUS	169.21
CONSUMERS ENERGY	LIGHTING 2116 CEDAR	318.77
Total For Dept 446.00 INFRASTRUCTURE		8,310.96
Dept 721.00 PLANNING/COMMUNITY DEVELOPMENT		
BLUE CROSS BLUE SHIELD	HEALTH INSURANCE MARCH	4,994.12
DELTA DENTAL PLAN OF	DENTAL INSURANCE MARCH	606.54
HARTFORD LIFE INSURANCE CO	LIFE INSURANCE MARCH	142.81
UNUM LIFE INSURANCE COMPANY	DISABILITY INSURANCE MARCH	213.39
LANSING ICE & FUEL CO	GASOLINE 2/1 THRU 2/15/15	71.01
ASSOCIATED GOVERNMENT SERV	AGS PAYROLL 1/16-2/16/2015	1,868.00
VERIZON WIRELESS	CELLULAR FEBRUARY	318.18
VERIZON WIRELESS	CELLULAR FEBRUARY	8.96
FRANKIE D'S AUTO & TRUCK	LOF, BRAKE PADS & ROTORS/UNIT #58	405.00
SCHAFFER'S INC.	AVATEMENT@5691 AMBLER-SNOW REMOVAL	58.50
SCHAFFER'S INC.	ABATEMENT@4726 CRAMPTON-SNOW REMOVAL	58.50
TRACY L. C. MILLER	EDUCATION REIMBURSEMENT/MILLER	1,000.00
MID-STATE ASBESTOS REMOVAL	ASBESTOS REMOVAL-5054 & 5046 HOLT RD	3,360.00
Total For Dept 721.00 PLANNING/COMMUNITY DEVELOPMENT		13,105.01
Dept 752.00 PARKS ADMINISTRATION		
BLUE CROSS BLUE SHIELD	HEALTH INSURANCE MARCH	1,208.27
DELTA DENTAL PLAN OF	DENTAL INSURANCE MARCH	129.21
HARTFORD LIFE INSURANCE CO	LIFE INSURANCE MARCH	70.98
UNUM LIFE INSURANCE COMPANY	DISABILITY INSURANCE MARCH	106.50
VERIZON WIRELESS	CELLULAR FEBRUARY	131.24
VERIZON WIRELESS	CELLULAR FEBRUARY	0.80
LANDSCAPE ARCHITECTS	FINAL BILLING FOR REC MASTER PLAN	750.00
Total For Dept 752.00 PARKS ADMINISTRATION		2,397.00
Dept 771.00 PARKS		
LANSING ICE & FUEL CO	GASOLINE 2/1 THRU 2/15/15	365.64
LOWE'S CREDIT SERVICES	TOOLS	185.74
MENARDS LANSING SOUTH	WELDABLE TUBING	6.99
AMERICAN RENTAL	PORTABLE TOILET/DEADMANS HILL	70.00
GRANGER	MONTHLY DUMPSTER SERVICE	150.00
DELHI TOWNSHIP TREASURER	SEWER 1750 MAPLE	14.60
DELHI TOWNSHIP TREASURER	SEWER 2108 CEDAR	162.70
DELHI TOWNSHIP TREASURER	SEWER 2287 PINE TREE	46.70
DELHI TOWNSHIP TREASURER	SEWER 4030 KELLER	36.50
CONSUMERS ENERGY	ELECTRIC 2074 AURELIUS #PARK	1,197.80
CONSUMERS ENERGY	ELECTRIC 2108 CEDAR	1,053.14
CONSUMERS ENERGY	ELECTRIC 2287 PINE TREE 2939	37.60
CONSUMERS ENERGY	ELECTRIC 1750 MAPLE	32.92
CONSUMERS ENERGY	ELECTRIC 2177 WEST BLVD	22.61
CONSUMERS ENERGY	ELECTRIC 2287 PINE TREE 3200	128.85

INVOICE GL DISTRIBUTION REPORT FOR DELHI CHARTER TOWNSHIP
 EXP CHECK RUN DATES 02/18/2015 - 03/03/2015

Vendor	Invoice Line Desc	Amount
CONSUMERS ENERGY	ELECTRIC 4080 KELLER	70.51
CONSUMERS ENERGY	GAS 2287 PINE TREE 2939	397.58
CONSUMERS ENERGY	GAS 2108 CEDAR	56.40
ACE HARDWARE	HOSE TO FILL HVAC HEAT PUMP/SR CENTER	48.19
LANSING ELECTRIC MOTORS INC	MOTOR FOR HEATER & FREIGHT/CSC PARK PAV	151.28
LOWE'S CREDIT SERVICES	BATTERIES	11.09
MENARDS LANSING SOUTH	BOARDS	12.10
MENARDS LANSING SOUTH	LUMBER/3 PLIERS/2 WIPER BLADES/NAILS/SCR	410.60
QUALITY FIRST MAID SERVICE, LLC	CLEANING SERVICES/SENIOR CENTER	260.00
MENARDS LANSING SOUTH	TOTES, BRACKETS, WHITE VINYL	60.15
MENARDS LANSING SOUTH	5 TRASH CANS, BRACKETS	46.13
MENARDS LANSING SOUTH	RETURN BRACKETS	(11.18)
SUPERIOR SAW	WEED WHIP/4 CAPS/4 BUTTONS	359.24
BOBCAT OF LANSING	SPINDLE, COVER & FREIGHT	228.67
BOBCAT OF LANSING	ANTI FREEZE	34.54
COMPLETE HITCH COMPANY	FLUSH & FILL-CLEAN CONNECTIONS	80.00
	Total For Dept 771.00 PARKS	5,727.09
Dept 774.00 RECREATION		
JEFF BRYAN	BASKETBALL OFFICIAL	100.00
PAULA K. HARNEY	SENIOR CENTER FITNESS CLASSES	75.00
GERARD T. HOWLEY	BASKETBALL OFFICIAL	175.00
RASHAWN MOLDEN	BASKETBALL OFFICIAL	125.00
STEVEN E. ROGERS	BASKETBALL OFFICIAL	250.00
ZACH VANLIEW	BASKETBALL OFFICIAL	100.00
NATHANIEL WEBBER	BASKETBALL OFFICIAL	90.00
LOWE'S CREDIT SERVICES	(19) 30 GAL TOTES	258.44
BRONNER'S CHRISTMAS	BOX OF 25 C7 YELLOW HOLIDAY BULB	279.18
BRONNER'S CHRISTMAS	BOX OF 25 C7 ORANGE HOLIDAY LIGHT BULBS	203.04
BRONNER'S CHRISTMAS	SHIPPING FOR HOLIDAY BULBS	10.00
	Total For Dept 774.00 RECREATION	1,665.66
Dept 850.00 OTHER FUNCTIONS		
HARTFORD LIFE INSURANCE CO	RETIREES LIFE INSURANCE MARCH	32.40
BLUE CROSS BLUE SHIELD	RETIREES HEALTH INSURANCE MARCH	6,345.37
RICOH USA, INC	PRINCIPAL COPY MACHINE LEASE	133.56
RICOH USA, INC	INTEREST COPY MACHINE LEASE	74.06
	Total For Dept 850.00 OTHER FUNCTIONS	6,585.39
	Total For Fund 101 GENERAL FUND	76,940.15
Fund 206 FIRE FUND		
Dept 336.00 FIRE DEPARTMENT		
HARTFORD LIFE INSURANCE CO	RETIREES LIFE INSURANCE MARCH	4.05
BLUE CROSS BLUE SHIELD	RETIREES HEALTH INSURANCE MARCH	904.37
BLUE CROSS BLUE SHIELD	HEALTH INSURANCE MARCH	8,779.98
DELTA DENTAL PLAN OF	DENTAL INSURANCE MARCH	1,524.15
BLUE CROSS BLUE SHIELD	HEALTH INSURANCE MARCH	1,208.26
DELTA DENTAL PLAN OF	DENTAL INSURANCE MARCH	80.73
HARTFORD LIFE INSURANCE CO	LIFE INSURANCE MARCH	234.20
HARTFORD LIFE INSURANCE CO	LIFE INSURANCE MARCH	22.95
UNUM LIFE INSURANCE COMPANY	DISABILITY INSURANCE MARCH	495.71

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 EXP CHECK RUN DATES 02/18/2015 - 03/03/2015

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UNUM LIFE INSURANCE COMPANY	DISABILITY INSURANCE MARCH	34.47
BARYAMES CLEANERS	UNIFORM CLEANING	250.85
LANSING ICE & FUEL CO	GASOLINE 2/1 THRU 2/15/15	872.20
FIRST DUE FIRE SUPPLY CO.	THOROGOOD 6" QUICK RELEASE STATION BOOT	95.99
LANSING UNIFORM CO	3 PANTS/DICKERSON	480.00
LEGEND DATA SYSTEMS, INC.	NAME TAGS & FREIGHT	161.50
LIFEGAS LLC	OXYGEN	158.39
SPARROW OCC HEALTH SERVICE	PHYSICAL	439.12
VERIZON WIRELESS	CELLULAR FEBRUARY	151.65
VERIZON WIRELESS	CELLULAR FEBRUARY	172.03
DELHI TOWNSHIP TREASURER	SEWER 6139 BISHOP	36.50
ACROSS THE STREET PRODUCT	(8) TRAIN THE TRAINER 5 DAY TRAINING	36,000.00
ALLIE BROS., INC.	2 CARGO PANTS	140.00
ALLIE BROS., INC.	2 WHITE POLO SHIRTS	60.00
ALLIE BROS., INC.	SHIPPING	7.81
	Total For Dept 336.00 FIRE DEPARTMENT	<u>52,314.91</u>
	Total For Fund 206 FIRE FUND	<u>52,314.91</u>
Fund 207 POLICE FUND		
Dept 301.00 POLICE		
INGHAM COUNTY TREASURER	POLICE CONTRACT FEBRUARY	208,259.08
	Total For Dept 301.00 POLICE	<u>208,259.08</u>
	Total For Fund 207 POLICE FUND	<u>208,259.08</u>
Fund 211 FIRE EQUIP. & APPARATUS FUND		
Dept 339.00 EQUIPMENT & APPARATUS		
FIRE SERVICE MANAGEMENT LLC	TURNOUT GEAR CLEANING	357.50
THE PARTS PLACE	2 BLUE DEF 205 GAL/40# OIL DRY	36.38
CITY OF LANSING FLEET SERVICES	DIAGNOSTIC LABOR/#373	220.00
CITY OF LANSING FLEET SERVICES	AIR COMPRESSOR MOTOR/PARTS/LABOR/383	1,671.66
MID MICHIGAN EMERGENCY	EMERGENCY VEHICLE EQUIPMENT/#529	6,267.00
	Total For Dept 339.00 EQUIPMENT & APPARATUS	<u>8,552.54</u>
	Total For Fund 211 FIRE EQUIP. & APPARATUS FUND	<u>8,552.54</u>
Fund 225 WATER IMPROVEMENT FUND		
Dept 000.00		
MAYBERRY HOMES	REFUND WATER APP FEE FOR 3563 FERNWOOD	500.00
	Total For Dept 000.00	<u>500.00</u>
Dept 536.00 ADMINISTRATION & CONSTRUCTION		
MID-MICHIGAN WATER AUTHORITY	2015 MMWA DUES	185.00
	Total For Dept 536.00 ADMINISTRATION & CONSTRUCTION	<u>185.00</u>
	Total For Fund 225 WATER IMPROVEMENT FUND	<u>685.00</u>
Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY		
Dept 729.00 DDA MARKETING & PROMOTION		
ACE HARDWARE	4 SCREW EYES & MISC HARDWARE/FARM MRKT	17.69
SAM'S CLUB DIRECT	SALES BOOK/POP/CUPS/PRINTER INK	116.31
	Total For Dept 729.00 DDA MARKETING & PROMOTION	<u>134.00</u>
Dept 731.00 DDA INFRASTRUCTURE PROJECTS		
B & D ELECTRIC, INC.	CHECK & REPAIR BREAKER TRIPPING ST LIGHT	2,939.00
	Total For Dept 731.00 DDA INFRASTRUCTURE PROJECTS	<u>2,939.00</u>

INVOICE GL DISTRIBUTION REPORT FOR DELHI CHARTER TOWNSHIP
EXP CHECK RUN DATES 02/18/2015 - 03/03/2015

Vendor	Invoice Line Desc	Amount
Dept 850.00 OTHER FUNCTIONS		
GRANGER	MONTHLY DUMPSTER SERVICE	130.00
QUALITY FIRST MAID SERVICE, LLC	CLEANING SERVICES/SHERIFF & DDA	355.00
DELHI TOWNSHIP TREASURER	SEWER 2150 CEDAR	31.68
DELHI TOWNSHIP TREASURER	SEWER 1465 CEDAR	14.60
DELHI TOWNSHIP TREASURER	SEWER 2045 CEDAR	35.00
CONSUMERS ENERGY	ELECTRIC 1465 CEDAR	6.32
CONSUMERS ENERGY	ELECTRIC 1465 CEDAR	67.95
CONSUMERS ENERGY	ELECTRIC-2150 CEDAR	174.17
CONSUMERS ENERGY	ELECTRIC-2045 CEDAR #A	1,412.41
CONSUMERS ENERGY	ELECTRIC-2045 CEDAR #B	199.47
CONSUMERS ENERGY	GAS 1465 CEDAR	37.53
CONSUMERS ENERGY	GAS-2150 CEDAR	381.74
CONSUMERS ENERGY	GAS-2045 CEDAR	590.46
CONSUMERS ENERGY	GAS 1465 CEDAR	191.05
	Total For Dept 850.00 OTHER FUNCTIONS	3,627.38
	Total For Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY	6,700.38
Fund 590 SEWAGE DISPOSAL SYSTEM		
Dept 000.00		
BRADY, JESSICA	Sewer Usage	8.90
BROWN, SCOTT	Basic Service Charge	51.50
FOLEY, MARY	Sewer Usage	13.80
GILREATH, JEAN	Basic Service Charge	50.00
HARUBIN, ROBERT	Basic Service Charge	18.90
THUMSER, YVONNE	Sewer Usage	40.90
BLUE CROSS BLUE SHIELD	RETIRES HEALTH INSURANCE MARCH	97.11
IRISH CONSTRUCTION COMPANY	LSD POTW/FM/LSD/PYMT 25-FINAL	29,664.51
IRISH CONSTRUCTION COMPANY	LSD POTW/FM/LSD/PYMT 25-FINAL	155,193.49
MAYBERRY HOMES	CAPACITY CHARGE	2,750.00
MAYBERRY HOMES	INSPECTION FEE	100.00
	Total For Dept 000.00	187,989.11
Dept 548.00 ADMINISTRATION & OVERHEAD		
HARTFORD LIFE INSURANCE CO	RETIRES LIFE INSURANCE MARCH	16.20
BLUE CROSS BLUE SHIELD	RETIRES HEALTH INSURANCE MARCH	2,324.25
	Total For Dept 548.00 ADMINISTRATION & OVERHEAD	2,340.45
Dept 558.00 DEPT OF PUBLIC SERVICE		
BLUE CROSS BLUE SHIELD	HEALTH INSURANCE MARCH	10,686.13
DELTA DENTAL PLAN OF	DENTAL INSURANCE MARCH	1,468.33
HARTFORD LIFE INSURANCE CO	LIFE INSURANCE MARCH	330.89
UNUM LIFE INSURANCE COMPANY	DISABILITY INSURANCE MARCH	492.88
LANSING ICE & FUEL CO	GASOLINE 2/1 THRU 2/15/15	953.53
BARYAMES CLEANERS	UNIFORM DRY CLEANING/POTW	45.00
MODEL COVERALL SERVICE	STAFF UNIFORMS/MTC	67.89
MODEL COVERALL SERVICE	STAFF UNIFORMS/POTW	64.79
MODEL COVERALL SERVICE	STAFF UNIFORMS MTC	67.89
MODEL COVERALL SERVICE	STAFF UNIFORMS POTW	94.79
MODEL COVERALL SERVICE	STAFF UNIFORMS/POTW	64.79
MODEL COVERALL SERVICE	STAFF UNIFORMS/MAINTENANCE	60.76
HASSELBRING-CLARK	COPIER EXCESS RATE/MTC	86.79
ACE HARDWARE	2 TAPE MEASURES/MANHOLE INVENTORY	29.98
ACE HARDWARE	SLEDGE HAMMER/MANHOLE INSPECTIONS	32.99
LOWE'S CREDIT SERVICES	SCRUB BRUSH/SHOP USE	6.63
ENVIRONMENTAL RESOURCES	WET TESTING / DMRQA STUDY, 1ST QTR	975.00
GRANGER	MONTHLY DUMPSTER SERVICE	201.21

INVOICE GL DISTRIBUTION REPORT FOR DELHI CHARTER TOWNSHIP
 EXP CHECK RUN DATES 02/18/2015 - 03/03/2015

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VERIZON WIRELESS	CELLULAR FEBRUARY	489.15
VERIZON WIRELESS	CELLULAR FEBRUARY	1.60
DELHI TOWNSHIP TREASURER	SEWER 1490 AURELIUS	218.80
CONSUMERS ENERGY	ELECTRIC 1390 WAVERLY	385.61
CONSUMERS ENERGY	ELECTRIC-2358 EIFERT	365.28
CONSUMERS ENERGY	ELECTRIC-5961 MC CUE #2509	18,321.34
CONSUMERS ENERGY	ELECTRIC-5999 HOLT	103.93
CONSUMERS ENERGY	ELECTRIC-6055 MC CUE	3,302.54
CONSUMERS ENERGY	ELECTRIC 1490 AURELIUS	2,293.51
CONSUMERS ENERGY	ELECTRIC-4828 HOLT	294.13
CONSUMERS ENERGY	ELECTRIC-4280 DELL	357.79
CONSUMERS ENERGY	ELECTRIC-2870 PINE TREE	568.54
CONSUMERS ENERGY	ELECTRIC-3505 HOLT	147.75
CONSUMERS ENERGY	GAS 5961 MC CUE #4	2,047.86
CONSUMERS ENERGY	GAS-5961 MC CUE #2	41.29
CONSUMERS ENERGY	GAS-5961 MC CUE #3	394.71
CONSUMERS ENERGY	GAS-5961 MC CUE #2319	4,864.95
CONSUMERS ENERGY	GAS-3505 HOLT	56.40
CONSUMERS ENERGY	GAS-2481 DELHI COMM	63.61
CONSUMERS ENERGY	GAS-4280 DELL	378.86
CONSUMERS ENERGY	GAS 1494 AURELIUS	424.20
CONSUMERS ENERGY	GAS-1490 AURELIUS	762.50
CONSUMERS ENERGY	GAS-1492 AURELIUS	937.41
LANSING SANITARY SUPPLY INC	CASE OF 12 AIR FRESHENER	61.32
BOBCAT OF LANSING	6 SET OF CUTTING EDGES	1,324.26
BOBCAT OF LANSING	6 CENTER WEAR SHOE	449.76
BOBCAT OF LANSING	ESTIMATED SHIPPING	100.00
ZEP SALES & SERVICE	2 CASES 6-1L TRANQUIL MEADOWS HAND SOAP	113.96
ZEP SALES & SERVICE	1 CASE 6-1L CHERRY CREAM HAND SOAP	56.98
ZEP SALES & SERVICE	SHIPPING/HAND SOAP	25.90
ACE HARDWARE	TORCH HEAD/UNIT#4/LIFT STATION TOOLS	36.99
ACE HARDWARE	2 MILK HOUSE UTILITY HEATERS/L.S.	75.98
ACE HARDWARE	CREDIT	(37.99)
J.O. GALLOUP COMPANY	GATE CONTROL VALVE / LSD	1,747.00
J.O. GALLOUP COMPANY	REBUILD KIT FOR GATE CONTROL VALVE /LSD	971.10
WOLVERINE POWER SYSTEMS	COLLEGE RD LS GENSET REPAIR	793.25
D & G EQUIPMENT INC	U-JOINTS & YOKE FOR JD 955 SALTER	239.50
GRAINGER	ENDLESS SLING 2MJN4	65.80
GRAINGER	EYE TO EYE SLING 25J850	22.60
GRAINGER	10' EYE TO EYE SLING	29.46
RS TECHNICAL SERVICES, INC.	HYDRO PUMP REPAIR	63.72
USA BLUE BOOK	WELCH VACUUM PUMP	684.95
USA BLUE BOOK	SERVICE KIT FOR VACUUM PUMP	185.95
USA BLUE BOOK	SHIPPING/VACUUM PUMP	27.92
APPLIED INDUSTRIAL TECH.	(6) SKF 6305 2ZJEM BEARINGS	133.38
APPLIED INDUSTRIAL TECH.	SHIPPING	16.87
BOBCAT OF LANSING	REAR VIEW MIRROR/BOBCAT	112.50
H & H WELDING & REPAIR LLC	4FT BY 8FT 1/8" SHEET METAL	320.00
LOWE'S CREDIT SERVICES	CABLE FOR FUME HOOD DOORS/LAB	7.28
LOWE'S CREDIT SERVICES	FITTING FOR VACUUM PUMP/POTW LAB	11.64
MICHIGAN PETROLEUM TECH	CETUS 150 GEAR OIL	416.60
MICHIGAN PETROLEUM TECH	UPS CHARGES FOR CETUS 150 GEAR OIL	47.52
QUALITY FIRST MAID SERVICE, LLC	CLEANING SERVICES/MAINTENANCE	260.00
QUALITY FIRST MAID SERVICE, LLC	CLEANING SERVICES/POTW	260.00
SAFETY SYSTEMS, INC	RE-ZONE ALARM AREA/MTC	196.00
FRANKIE D'S AUTO & TRUCK	LOF/#4	35.00
INTERSTATE BATTERIES OF	2 BATTERIES/UNIT 2	229.52
STATE OF MICHIGAN	OPERATOR CLASS D EXAM/DICKERSON	70.00
STATE OF MICHIGAN	OPERATOR CLASS D EXAM/PLACE	70.00
	Total For Dept 558.00 DEPT OF PUBLIC SERVICE	61,776.75

INVOICE GL DISTRIBUTION REPORT FOR DELHI CHARTER TOWNSHIP
 EXP CHECK RUN DATES 02/18/2015 - 03/03/2015

Vendor	Invoice Line Desc	Amount
Dept 578.01 CAPITAL IMPROVEMENTS		
SOIL & MATERIALS ENGINEERS	GEOTECHNICAL EVALUATION SERVICES/EIFERT	2,475.00
SOIL & MATERIALS ENGINEERS	GEOTECHNICAL MUCK EVALUATION/EIFERT RD	6,718.25
	Total For Dept 578.01 CAPITAL IMPROVEMENTS	9,193.25
	Total For Fund 590 SEWAGE DISPOSAL SYSTEM	261,299.56
Fund 643 LOCAL SITE REMEDIATION REVOLVING FUND		
Dept 735.00 LOCAL SITE REMEDIATION		
FOSTER, SWIFT, COLLINS & SMITH	JANUARY ENVIRONMENTAL LEGAL	2,044.16
	Total For Dept 735.00 LOCAL SITE REMEDIATION	2,044.16
	Total For Fund 643 LOCAL SITE REMEDIATION REVOLVING FUND	2,044.16
Fund 701 TRUST & AGENCY FUND		
Dept 000.00		
INGHAM COUNTY TREASURER	JANUARY 2015 TRAILER PARK FEES	2,095.00
	Total For Dept 000.00	2,095.00
	Total For Fund 701 TRUST & AGENCY FUND	2,095.00
	Total For All Funds:	618,890.78

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

I. Certification of Preparation and Distribution

The attached check and payroll registers encompass check numbers: 107768 through 107798 & direct deposits numbers: DD19845 through DD19929. 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: March 12, 2015

Director of Accounting

II. Payroll Report

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

	Gross Payroll	Payroll Deductions	Net Pay
General Fund	\$68,695.82	\$19,900.77	\$48,795.05
Fire Dept. Fund	57,175.64	17,981.24	\$39,194.40
DDA	2,350.36	363.75	\$1,986.61
Sewer Fund/Receiving	33,330.35	9,855.25	\$23,475.10
Total Payroll	\$161,552.17	\$48,101.01	\$113,451.16
	Township FICA	Township RHS & Pension Plan	Total Deductions & TWP Liabilities
General Fund	\$4,988.81	\$5,727.60	\$30,617.18
Fire Dept. Fund	4,268.93	3,487.92	25,738.09
DDA	123.39	27.30	514.44
Sewer Fund/Receiving	2,462.40	3,015.96	15,333.61
Total Payroll	\$11,843.53	\$12,258.78	\$72,203.32

Director of Accounting

III. FUND TRANSFERS

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

3/12 Net Pay Disbursement in Common Savings (\$113,451.16)

Roy W. Sweet, Treasurer

IV. Board Audit and Approval:

At a regular meeting of the Township Board held on March 17, 2015, a motion was made by _____ and passed by _____ yes votes and _____ no votes(_____ absent) that the payroll dated March 12, 2015 was reviewed, audited, and approved.

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

Evan Hope, Clerk



Delhi Charter Township
Department of Community Development

MEMORANDUM

TO: John B. Elsinga, Township Manager

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

DATE: March 9, 2015

RE: HRC Proposal – Ram Trail Construction Engineering Services

The Ram Trail project design has been completed. Plans and specifications have been submitted to the Michigan Department of Transportation (MDOT) and will be advertised for an early May bid-letting. MDOT will select the lowest qualified bidder and award the contract thereafter. This means that construction will take place this summer. We currently expect construction to wrap-up in the fall of 2015.

As you know, Hubble, Roth & Clark (HRC) is our engineering consultant for this project. They have done a very good job so far during the design phase of the project. I have been pleased with how they have handled the various issues that have come up during the design, and the thoughtfulness that they have demonstrated when working with the affected property owners along the trail route. HRC has performed all of the originally anticipated work within the original scope of the design engineering contract and were able to address the unanticipated tree removal and easement acquisition issues at minimal cost.

With this in mind, attached is a proposal from HRC for construction engineering services for the Ram Trail project. This proposal includes the effort necessary during the actual construction phase of the project. It includes coordination between MDOT, the Michigan Department of Environmental Quality and the Ingham County Road Department (ICRD) who is technically the recipient of the CMAQ grant funds. As such, the ICRD requires us to engage the services of an engineering consultant to carry-out grant responsibilities on behalf of the County.

HRC's total proposal for construction engineering is for \$212,000. I would point out, that this figure includes the cost of construction staking. It is common for construction staking to be performed by the actual construction contractor. However, our experience with the Sycamore Trail staking leads me to *strongly recommend* that we have our own engineer perform this work. I believe that this is particularly important given the fact that we must continue to be respectful of the private property owners from whom we have received easements. We must ensure that trail placement is precise, given the narrowness of the easements, and the presence of wetlands and other landforms.

With staking included, the construction engineering proposal is approximately 15% of the proposed construction cost of \$1,417,000 (20% of which is Township share, 80% is CMAQ share). This cost is reasonable for a project involving the use of CMAQ funds, and requiring the coordination of all agencies listed above.

If you have any questions, or need additional information, please do not hesitate to ask. Otherwise, I respectfully request that you forward this information, along with your concurrence, to the Township Board for their consideration and action at the upcoming March 17th meeting. Thank you in advance for your time and attention to this matter.

Recommended Motion:

To approve the Proposal for Construction Engineering Services from Hubbell, Roth & Clark, Inc. in the amount of \$212,000 for the Ram Trail Project.



PRINCIPALS

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

SENIOR ASSOCIATES

Gary J. Tressel
Kenneth A. Melchior
Randal L. Ford
William R. Davis
Dennis J. Benoit
Robert F. DeFrain
Thomas D. LaCross

ASSOCIATES

Jonathan E. Booth
Michael C. MacDonald
Marvin A. Olane
Marshall J. Grazioli
James F. Burton
Donna M. Martin
Charles E. Hart
Colleen L. Hill-Stramsak
Bradley W. Shepler
Karyn M. Sticker

HUBBELL, ROTH & CLARK, INC.

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

March 8, 2015

Delhi Charter Township
2074 Aurelius Road
Holt, Michigan 48842

Attn: Ms. Tracy Miller, Director of Community Development

Re: Ram Trail – Proposal for
Construction Engineering Services

HRC Job No. 20130082

Dear Ms. Miller:

In accordance with your request, Hubbell, Roth & Clark, Inc. is pleased to submit this update on preliminary engineering tasks and a proposal for providing construction engineering services for the Ram Trail Project.

Preliminary Engineering Update

Preliminary Engineering is complete including the preparation of plans and specifications, procurement of all necessary easements, obtaining all permits, and submitting all the programmatic forms related to MDOT-LAP bidding the project. The project will be advertised by MDOT for an early May letting. Construction will take place mostly over the summer months with some work extending into the fall to remain compliant with several MDOT requirements and easement conditions.

We are pleased to report that all design related items were completed within budget.

As indicated in our proposal for Preliminary Engineering Services, easement condemnation costs were not included. While several easements were recommended for condemnation, only one was required to go through that process. Our additional costs for the additional negotiations attempted and to assist with condemnation was less than \$1,500.

In November of 2014, a new bat species was proposed to be added to the Threatened and Endangered Species list. Even though it's official listing has been delayed, MDOT has required the Township to meet the proposed rules regarding this bat. Specifically, all trees on Federally funded projects can not be removed between April 1 and October 31 (effectively the entire Michigan construction season). To comply with MDOT's request, HRC was asked to solicit multiple bids for the removal of all the trees on Ram Trail, work with the low bidder, and monitor the removals. Our costs to perform these services outside of the original project scope is approximately \$7,500.

Construction Engineering Proposal

The current estimate of construction costs on Ram Trail is \$1,417,000. Contingencies are not included.

Construction engineering costs are highly dependent on the contractor. Their efficiency, staffing, and scheduling are dependent on the weather, unforeseen conditions, sub contractor availability, etc. We have incorporated all available

information into this proposal. But it is subject to change. Once bids are received and a contract executed, we will review the proposed schedule from the Contractor and inform the Township of any foreseeable issues. We will also provide frequent updates to your office and will update the Township Board monthly or as requested.

CONSTRUCTION ENGINEERING SERVICES

<u>HRC Tasks</u>	<u>Proposal</u>
Layout	\$37,000
Materials Testing	\$30,000
Observation	\$65,000
Construction Engineering and Administration	\$80,000
Total	\$212,000

Construction Engineering Services - \$212,000 or <15% of construction costs.

Layout: HRC will stake elements of work one time. Should the contractor damage the staking or require additional staking due to his sequencing or operations, we will seek compensation from the contractor in accordance with MDOT contract language to pay for these costs. However, the Township would compensate HRC for this work then deduct or negotiate these costs from the contractor. HRC will also stake the Hydrant relocations for LBWL, siren pole relocation, and easement areas per all easement conditions.

Materials Testing: HRC will provide testing services for all materials on the project including trench backfill for utilities, path subgrade, aggregate, and bituminous surfaces. This item is somewhat dependent on the contractors operations and ability to reasonably stay on schedule and overlap work so we can provide efficient testing. Also, we can not accurately estimate how many failing tests will occur and thus re-testing will be required. We will seek compensation from the contractor to pay for excessive retesting due to failed tests in accordance with MDOT contract language. However, the Township would compensate HRC for this work then deduct or negotiate these costs from the contractor. HRC may also work with SME to perform portions of the testing.

Observation: HRC will provide on-site field engineer(s) to monitor the Contractors work and function as a liaison to the adjacent property owners. Our observer will be MDOT certified and handle all the necessary project documentation for the Township and Ingham County Department of Roads.

Construction Engineering and Administration: The remainder of the budget is allocated towards a resident information meeting to be held soon to share the final plans, shop drawing and material certification review, pay application processing, punch lists, project oversight, and routine updates to the Township and residents. As needed, we may engage staff from Landscape Architects and Planners Inc. (LAP) to assist with easement compliance and restoration items.

Ms. Tracy Miller
March 8, 2015
HRC Job Number 20130082
Page 3 of 3

Summary: HRC is proposing a Construction Engineering Services budget of \$212,000. As this is highly dependent on the contractor, we will provide updates periodically throughout the construction process.

We sincerely appreciate our long standing relationship and your consideration of this proposal. If you have any questions or require any additional information, please contact the undersigned.

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



James F. Burton, P.E.
Associate

jfb
pc: HRC; G. Hubbell, File

Accepted By Delhi Township:

Date

DELHI CHARTER TOWNSHIP**MEMORANDUM**

TO: Delhi Township Board Members

FROM: John B. Elsinga, Township Manager

DATE: March 10, 2015

RE: SAW Grant Proposal for Design Phase Engineering Services – POTW Lagoon Site Buildings Replacement

Enclosed for your review and consideration is a Proposal from Hubbell, Roth & Clark, Inc. in the not to exceed amount of \$13,420 for the design engineering services for the replacement of three out-buildings at the Publicly Owned Treatment Works (POTW).

All three of these existing buildings were made of wooden materials which have deteriorated over time and are now in need of replacement. A transition from wood to metal/steel buildings along with up to date electrical and HVAC components will improve the functions served by each building (primary power supply, flow meters final effluent sampler and chemical feed building).

Our SAW grant will reimburse the Township for the design engineering costs associated with this project. Therefore, I recommend the Board approve the Proposal.

Recommended Motion:

To approve the Proposal for Design Phase Engineering Services from Hubbell, Roth & Clark, Inc. in the not to exceed amount of \$13,420 for the POTW Lagoon Site Buildings Replacement project.



PRINCIPALS

George E. Hubbell
Thomas E. Biehl
Walter H. Alix
Peter T. Roth
Keith D. McCormack
Nancy M. D. Faught
Daniel W. Mitchell
Jesse B. VanDeCreek
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HUBBELL, ROTH & CLARK, INC.

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Holt, MI 48842
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WEBSITE: www.hrc-engr.com
EMAIL: info@hrc-engr.com

February 19, 2015

Delhi Charter Township
Department of Public Services
1492 Aurelius Road
Holt, Michigan 48842

Attn: Ms. Sandra Diorka, Director

Re: SAW – Design HRC Job No. 20130938
POTW Lagoon Site Buildings Replacement
Proposal for Design Phase Engineering Services

Dear Ms. Diorka:

Hubbell, Roth & Clark, Inc. (HRC) is pleased to submit this proposal for design phase engineering services for the replacement of the existing three (3) buildings housing the dechlorination chemical (sodium bisulfite), effluent sampler, and electrical panels located at the lagoons site at the POTW. These services will be based on the evaluation recently performed by HRC that recommended the three buildings be replaced with 3 metal buildings similar to the existing Lagoon Site emergency generator and sheep buildings.

The estimated construction cost, including engineering and contingency is \$110,000.

SCOPE OF HRC SERVICES

HRC will perform design engineering services for the replacement of the 3 existing buildings at the POTW. These services will include the following work items:

- Meet with up to three contractors on-site to view the buildings, explain the replacement of the buildings and answer questions they may have.
- Determine if a Soil Erosion Sedimentation Control (SESC) permit is required, and if so, prepare an application for the Township's submittal. Since the construction will not be occurring within the flood plain other MDEQ and ICDC permits will not be required.
- Evaluate contractor documents and ideas prior to the Township making the contractor selection.

BUDGET

HRC anticipates a total of 105 staff hours for these tasks and will perform the scope of services described above on a time-and-materials basis at a not to exceed cost of **\$13,420**. This work is included in the Township's SAW program and is SAW grant eligible.

WORK NOT PRESENTLY INCLUDED IN OUR SCOPE

Future professional proposals will be required for the following and are not SAW eligible:

- Bidding
- Review of shop or manufacturing drawings
- Construction phase engineering including testing and observation
- Construction Building Permits (to be obtained by the Contractor)

Soil Borings/Geotechnical Investigations, will not be required for constructing new buildings at the same location as the existing buildings and are therefore not included in this proposal.

SCHEDULE

HRC will invite the contractors to the lagoon site within two weeks of authorization by the Township. It is suggested that the contractors be given two to three weeks after the site visit to submit their quotations. The start of construction will occur when weather allows.

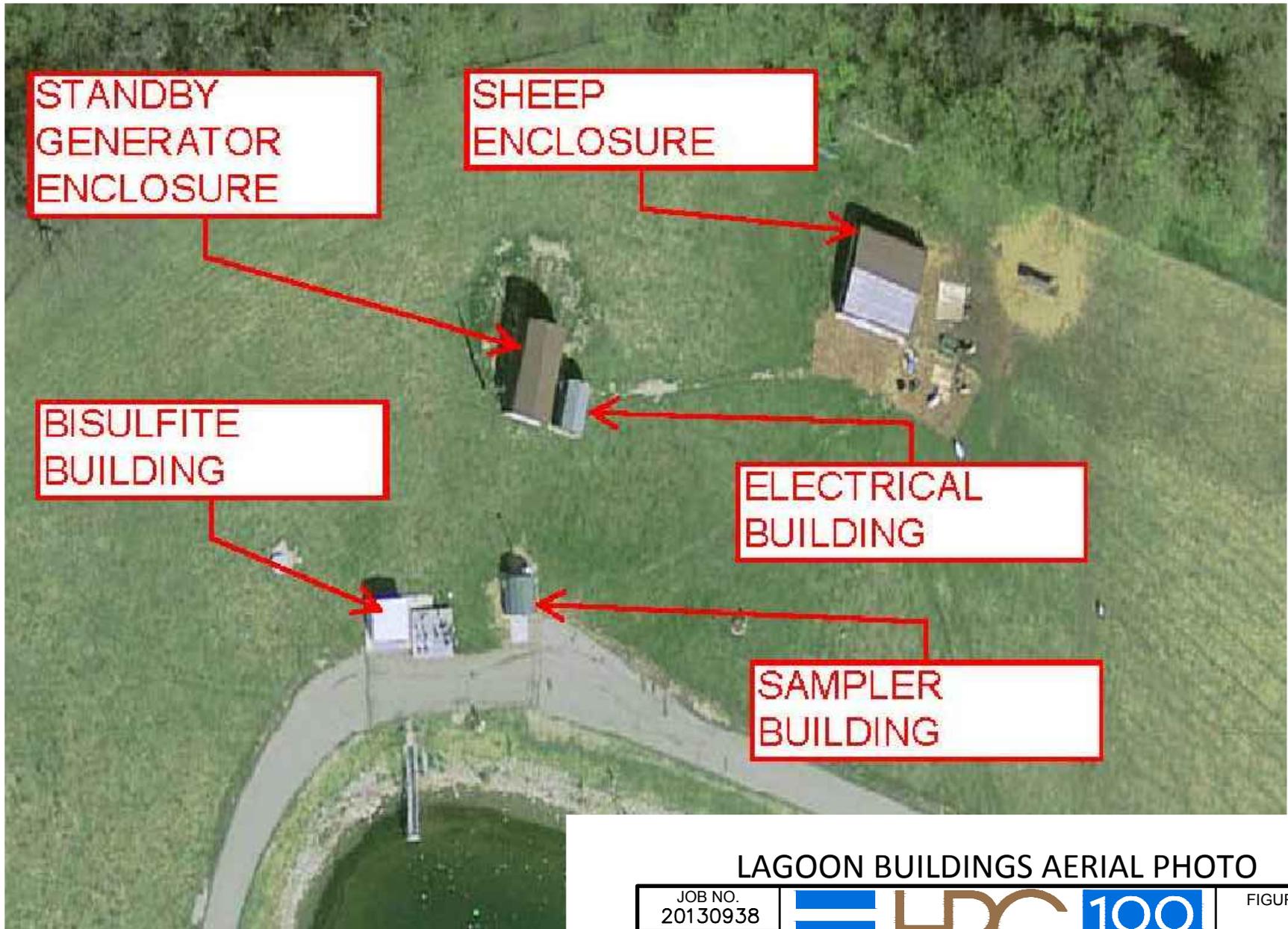
If you have any questions or require any additional information, please contact the undersigned. Thank you for this opportunity to continue to serve the Township.

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



James F. Burton, P.E.
Associate

TG/jb
pc: Delhi Township; Mr. John Elsinga
HRC; T. Grant, File



LAGOON BUILDINGS AERIAL PHOTO

JOB NO. 20130938		FIGURE NO.
DATE 11/11/2014		1



ELECTRICAL BUILDING

JOB NO. 20130938
DATE 11/11/2014



FIGURE NO.

2



ELECTRICAL BUILDING INTERIOR

JOB NO. 20130938
DATE 11/11/2014



FIGURE NO. 3



SAMPLER BUILDING

JOB NO. 20130938
DATE 11/11/2014



FIGURE NO.

4



SAMPLER BUILDING INTERIOR

JOB NO. 20130938
DATE 11/11/2014



FIGURE NO.
5



BISULFITE BUILDING

JOB NO. 20130938
DATE 11/11/2014



FIGURE NO.

6



BISULFITE BUILDING INTERIOR

JOB NO. 20130938
DATE 11/11/2014



FIGURE NO.

7



BISULFITE BUILDING INTERIOR

JOB NO. 20130938	 CONSULTING ENGINEERS SINCE 1915	FIGURE NO.
DATE 11/11/2014		8

DELHI CHARTER TOWNSHIP**MEMORANDUM**

TO: Delhi Township Board Members

FROM: John B. Elsinga, Township Manager

DATE: March 11, 2015

RE: Michigan Department of Environmental Quality Community Pollution Prevention (P2) Grant Application

Enclosed for your review and consideration is an application to apply for a Community Pollution Prevention (P2) Grant through the State of Michigan Department of Environmental Quality in the amount of \$100,000.

In 2012 the Township introduced our “Scrappy” program which would collect food waste from Horizon Elementary School and bring it to the wastewater treatment plant to be added to the Anaerobic Digesters in order to reduce the amount of chemicals needed to “feed” the digesters to make them function properly. In 2014 Washington Woods Middle School, the Main Campus Central Kitchen and the Dimondale Nursing Care Facility have all been added to the program. The goal of the Scrappy program is to reduce the amount of food waste going to the landfills by recycling it and turning it into fuel to be used by the wastewater treatment plant which in turns reduces the amount of hazardous chemicals used in the process and the costs associated with those chemicals.

One of the hindrances of this program, particularly in the schools with children doing the recycling, is that non-food items tend to be discarded in the food only receptacles. This requires manual labor to remove such items before being added to the digesters. The grant application seeks funding to purchase a food waste separator (\$144,000 installed) thereby reducing the amount of labor involved in the recycling of food and allowing the Township to recycle food waste from more entities interested in participating (i.e. Jackson National Life, City of Lansing and additional school facilities).

The P2 Grant is specifically for enhancing recycling efforts in the State of Michigan. Communities can apply for up to \$100,000 with a minimum 25% match of which can be in-kind services such as staff time. Therefore, I recommend the Board approve submitting a MDEQ Community Pollution Prevention (P2) Grant.

Recommended Motion:

To approve the submittal of a State of Michigan Michigan Department of Environmental Quality Community Pollution Prevention (P2) Grant Application in the amount of \$100,000 for improvements to the Township’s Scrappy Food Recycling Program.

INTEROFFICE MEMORANDUM

to: JOHN ELSINGA, TOWNSHIP MANAGER
from: SANDRA DIORKA, DIRECTOR OF PUBLIC SERVICES
subject: POLLUTION PREVENTION (P2) GRANT
date: MARCH 10, 2015
copy to: FILE

The governor of the State of Michigan has set a goal to increase recycling in the state by 50%. To accomplish this, he has made available \$600,000 for Pollution Prevention (P2) grants. The grant provides for costs associated with planning and implementing P2 projects. Grant applications are due to the State of Michigan on April 1, 2015; the maximum distribution per community is \$100,000 and the match minimum is 25%.

Food waste from the "Scrappy" program has been added to the Anaerobic Digesters since March 2012 to great benefit. During periods when food waste was not available, the digesters required the addition of dangerous chemicals, putting POTW employees at risk.

The grant application requests funding for a food waste separator. This machine will eliminate the need to dump the food from collection bags and pick out contaminants (plastic silverware, milk cartons, gloves, etc.) by hand while providing the ability to process higher volumes with no increase in labor. Cost of the separator is \$144,000 installed. This equipment will allow expansion of the Scrappy program from pilot to production while simultaneously reducing labor and eliminating the "ick" factor.

Delhi proposes to submit a grant application requesting \$100,000. Total match is proposed to be \$137,507 of which \$88,927 is in kind (staff effort over the two year grant period); this equals 58% match.

I respectfully request you recommend the Board to approve the submittal of this application.

**Michigan Department of Environmental Quality
Grant Proposal Cover Sheet**

(Authorized by 1996 PA 384)

(Completion of this form is required in order to receive grant consideration)

Project Name: Delhi Township Food Waste Recovery Program

Project Location (Primary County): Ingham

State Senate District Number for Project Location: 23

State House of Representatives District Number for Project Location: 67

Applicant (Organization Name): Delhi Charter Township

Organization's Federal I.D. Number: 38-6019639

Organization Telephone #: 517-699-3874

Organization Fax #: 517-699-1490

Contact Person: Sandra Diorka, Director of Public Services

Contact's E-Mail (if available): sandra.diorka@delhitownship.com

Organization Address (street # and name): 1492 Aurelius Road

(City, Zip code): Holt, 48842

Start Date of Project: 06/01/2015, End Date of Project: 05/31/2017

Grant Amount Requested: \$100,000 + Local Match*: \$137,507.22 = \$237,507.22

Project Total: \$237,507.22

Person with Grant Acceptance Authority: C.J Davis, Delhi Township Supervisor

Signature: _____ Date: _____

*Applicants receiving grants are required to provide a match of at least 25 percent of the total project cost. Grantee contributions may include dollars, in-kind goods and services, and/or third party contributions.

This is page 1 of your proposal

Delhi Township Food Waste Recycling Program Project Description

i. Statement of Environmental Concerns

Food waste is a significant portion of municipal solid waste (MSW). Food waste is generated by supermarkets, restaurants, hospitals, nursing homes, office buildings and universities. There is significant food waste in the Lansing area and some generators have expressed interest in alternative waste disposal options. According to the U.S. Environmental Protection Agency (EPA), food waste represents 14.5% of the MSW stream and most of what's generated is not recovered. Americans generated 251 million tons of MSW in 2012, and food waste accounted for 36.43 million tons, of that only 1.74 million tons (4.8%) was recovered (U.S.EPA 2014). Of the 163 million tons of *discarded* MSW, (after recycling and composting) food waste comprised 34.69 million tons, or 21% of total discarded MSW. Once introduced into a landfill, food waste decomposes and results in the production of methane (CH₄) a greenhouse gas. The global warming potential for CH₄ is 25 times greater than carbon dioxide (CO₂).¹ By diverting food waste from landfills and into Delhi's existing Waste Water Treatment Plant (WWTP) digesters, the community can reduce greenhouse gas emissions and provide a beneficial use of the resulting biogas, and nutrient rich biosolids.

¹Global Methane Initiative 2014

ii. Project Goals and Objectives

The goal of the Delhi Township Food Waste Recycling Program is to identify local generators of food waste, offer an alternative to landfill disposal for their food waste through diversion to the Delhi WWTP Anaerobic Digesters, and to overcome roadblocks that prevent them from participating in the program.

Specific Objectives:

- Establish a permanent food recycling program at the Delhi WWTP.
- Increase food waste processing ability through improvements in material handling.
- Increase the amount of food waste accepted through a reduction in labor.
- Raise awareness of food waste prevention through public education and specific programming with Holt Public Schools and Science, Technology, Engineering and Math (STEM) clubs.
- Eliminate the need for costly, hazardous chemical addition to the Anaerobic Digesters.

Previously Identified Food Waste Generator Partners

Holt Public Schools

- Horizon Elementary
- Washington Woods Middle School
- Sycamore Elementary
- Main Campus – Central Kitchen
- Dimondale Nursing Care Facility
- Jackson National Life

Potential Large Volume Food Waste Generator Partners

- Accident Fund
- Sparrow Hospital

- McLaren Hospital
- Kroger
- City of Lansing
- Others

Existing Food Waste Collection Pilot Program

In 2012 Delhi Township, in cooperation with the Holt Public Schools Superintendent, Director of Food Service and Principal began collecting cafeteria food waste from Horizon Elementary School. A cartoon character (Scrappy) was developed to promote the effort to students and help them understand the need to separate food waste from regular solid waste. The moniker “Turning Waste into Fuel is Cool” was prominently featured. Specially designated containers were placed in the cafeteria for each lunch period for food waste only. School janitorial staff removes the bags of food waste to a curbside style container when lunch periods are finished and a township staff member transports the container to the treatment plant daily. Cafeteria food waste collected is often contaminated with inorganic material such as styrofoam, plastic straws, forks and juice boxes. Manual separation is unmanageable with current equipment and frequently results in some of the food waste being returned to solid waste. In January 2014, Washington Woods Middle School and the Main Campus Central Kitchen joined the program; at that time Delhi purchased a tail-gate lift to facilitate collection of multiple food waste containers. In March 2015 Delhi began food waste collection at Sycamore Elementary School. Despite repeated efforts to entice the students to separate food waste from trash at the source, contamination from non-organic material has remained a challenge and threatens the future of the program.

In November 2014, Delhi began daily collection of food waste from the Dimondale Nursing Care Facility. The combined food waste recovered by the Delhi Township totaled 34,325 pounds in 2014. Only the Central Kitchen and Dimondale Facility consistently provide non contaminated food waste.

Delhi invested in a used trailer tank which was fitted with plumbing and a chopper pump to process the waste food to a consistency suitable for introduction to a feed tank at the WWTP digester complex. This configuration required a water supply for the pump and hoses. It proved to be labor intensive and operational only when the outside temperature was above freezing. In the summer of 2014, Delhi acquired a used commercial meat grinder to move the grinding process to a heated barn, eliminating the need for the trailer tank. After processing, the food waste is placed in a hopper and transported to the digester for manual addition to the tank. The meat grinder remains a labor intensive operation and creates a limit to the volume of food waste that can be recycled.

iii. Organization Information

- The Charter Township of Delhi (Township) is an area encompassing approximately 29 square miles located directly south of the state’s capital city, Lansing, with a population of 25,877 according to the 2010 census. The Township is governed by the locally elected Board of Trustees. The Board adopts policies, ordinances, approves the budget and provides direction to the Township Manager.
- In 2008 the Township opened its Community Recycling Center located at the waste water treatment plant. The center is available to the public and collected 821 tons of material in 2014. In 2010 Delhi received a Clean Michigan Initiative (CMI) Water Quality Monitoring Grant administered through the Michigan Department of Environmental Quality. The two year monitoring program collected data at twenty sites along drains, streams and the Grand River to

establish water quality and identify potential areas of concern. The Delhi Township Waste Water Treatment Plant Combined Heat and Power, Biomass to Energy Anaerobic Digester complex went online in 2010. In 2008 Delhi received an EPA Pisces Award for Performance & Innovation in creating Environmental Success.

- *Staff qualifications:*

Sandra Diorka: Director of Public Services, Delhi Charter Township. Ms. Diorka is a graduate of Western Michigan University with a Bachelor of Science Degree in Biomedical Sciences and Master of Public Administration. She has over twenty four (24) years of experience in the environmental field including the positions of laboratory technician, laboratory supervisor, Industrial Pretreatment Program Coordinator, college instructor, environmental consultant, and wastewater superintendent. Ms. Diorka holds a Class A. Operator license and will administer this project, overseeing personnel, payroll, budget and expense tracking.

James Lenon: Delhi Department of Public Services, Maintenance Supervisor. Mr. Lenon has been Maintenance Supervisor at the Delhi Township WWTP for fourteen (14) years and is a Certified Operator holding a class D license.

Jeff Ranes: Delhi WWTP Chief Plant Operator. Mr. Ranes has fourteen years as a Treatment Plant Operator and has served as Chief Plant Operator for 10 years. He holds a Class B. Operator license.

Allen Bryant: Environmental Coordinator, Delhi Charter Township. Mr. Bryant has twenty (20) years experience in the environmental field including positions of laboratory technician, Certified Class C operator, Industrial Pretreatment and has organized community collection events including unwanted medication and e-waste. Mr. Bryant will keep records of food waste recovered and track labor and prepare reports. He will serve as liaison between the Township and participating partners as well as work to identify and secure new sources of food waste.

Eva Walacavage: Office Manager, Delhi Charter Township, Dept. of Public Services, office support.

WWTP Operator: A Certified Operator in the State of Michigan having a class D license at minimum. Daily introduction of processed food waste into anaerobic digesters, process monitoring and record keeping.

WWTP Maintenance Mechanic: Daily collection/receiving of food waste. Processing of food waste using specialized equipment.

iv. Partners

Holt Public Schools:

Currently three schools and the Central Kitchen staff participate in the food waste collection program. Expanding the program to all schools in the Holt system by increasing ability to process is a goal. The schools contribute can liners and janitorial staff time to the program.

Dimondale Nursing Care Facility (DNCF):

A 145 bed residential care facility with commercial kitchen capabilities. DNCF participates by expending employee labor to separate post-meal food waste in the facility dining room, segregating prep food waste in the kitchen and by providing can liners.

Jackson National Life Insurance Company:

A company that offers annuities for retail investors and fixed income products for institutional investors, with Headquarters in Lansing. Recent renovations to their building led to incorporating food waste collection bins in the food service area which serves 2,000 employees. Completion of an additional building at the company headquarters will serve an additional 1,000 employees when completed.

City of Lansing:

Collaboration with the City of Lansing *Capital Area Recycling and Trash* (CART) department to develop a mutually beneficial program in which Delhi Township accepts food waste from entities within the City is being developed. CART is seeking its own P2 grant to begin collection of food waste at city festivals and some larger generators. Delhi has agreed to accept this food waste if processing can be streamlined.

v. Project Sustainability

Project sustainability for long term food waste recovery will be accomplished through the acquisition of specialty equipment that will facilitate the processing of collected and delivered food waste. This equipment may include food grinders and macerators, food waste separators, dumping hoppers, rolling carts and dumping assist mechanisms. Delhi Township will commit labor to sustain the co-digestion of food waste indefinitely, as long as labor can be reasonably controlled through the use of these devices.

vi. Evaluation

Delhi Township currently tracks food waste that comes to the waste water treatment plant for co-digestion in the anaerobic digesters by the pound. The goal is to increase diversion of food waste from landfills to the digesters by 66% with no increase in labor. The operation of the digesters requires careful monitoring of the systems including solids loading, temperature, chemistry, retention time and biogas production. Delhi will continue to monitor these systems and track the increase of food waste and fats, oils and grease relative to current levels. All records are tracked using Excel spreadsheets and will be incorporated into final reports. Food waste recycling data will be reviewed with quarterly reports to evaluate progress toward the goal. The Delhi Township waste water treatment plant onsite laboratory conducts daily analysis of digester operations and utilizes an extensive Quality Assurance, Quality Control program. Information derived from the evaluation of this program at the conclusion of the grant coverage period will be presented to Michigan Department of Environmental Quality (MDEQ) in report form, and used by Delhi to discern effectiveness of the program and refine policies and procedures to make it more efficient.

Delhi Township Food Waste Recycle Program 2015 Work Plan

Task 1: With successful grant funding, secure a Purchase Order for Scott Equipment Turbo Separator to facilitate the expedient processing of collected food waste. 5% Delhi Director of Public Services, Environmental Coordinator, Delhi Maintenance Supervisor.

Using lessons learned from historical collection and processing methods, research available industrial sorting, grinding and material handling equipment. Delhi has obtained a quote for the most cost effective pricing to achieve the goal of streamlining the processing of food waste for co-digestion.

Product: Cost effective quotes for selected equipment.

Product: Purchase of selected equipment.

Product: Quarterly reports submitted in accordance with MDEQ guidance.

Task 2: Delivery and Installation of Scott Equipment Turbo Separator. 15% Delhi Director of Public Services, Delhi Maintenance Supervisor, Maintenance Mechanic.

Product: A fully operational and warrantied piece of sorting equipment that will be functional indefinitely.

Task 3: Develop written procedures for processing collected food waste, including a monitoring plan. 15% Director of Public Services, Environmental Coordinator, Plant Operator, Maintenance Technician.

- A. Determine the most efficient operation of acquired equipment and machinery for daily processing of food waste.
- B. Develop written step by step procedures and practices for processing of food waste.
- C. Conduct training on developed procedure.

Product: Written *Standard Operating Procedure* (SOP) for receiving, processing and sampling of collected food waste.

Product: Qualified personnel for the operation of food waste processing equipment.

Product: Quarterly reports and submitted in accordance with MDEQ guidance.

Task 4: Information, Education and Outreach. 10% Director of Public Services, Environmental Coordinator.

- A. Conduct informational presentations to partner schools to increase awareness and participation of students.
- B. Solicit and secure partnership with potential sources of food waste.
- C. Promote the food waste collection program through Township Newsletter *DelHI Neighbor*.
- D. Promote food waste prevention and recovery at annual Delhi Township Water Quality Awareness Week Open House and ReUse Rally.

Product: Greater understanding of the need to divert food waste from landfills.

Product: Increased volume of food waste processed for co-digestion at Delhi Waste Water Treatment Plant.

Task 5: Collect Process and Co-digest food waste. 50% Environmental Coordinator, Plant Operator, Maintenance Technician.

- A. Daily collection of food waste containers from contributing partners.
- B. Daily processing of food waste for co-digestion.

Product: Increased volume of food waste processed and co-digested.

Product: Increased volume of biogas generated for reuse.

Product: Increased volume of food waste diverted from landfill.

Task 4: Grant Administration and Close out. 5% Director of Public Services, Environmental Coordinator.

- A. Develop and submit quarterly status reports. Reports will be submitted within 30 days of the end of each quarter.
- B. Provide draft and final products and deliverables in both hard copy and electronic format.
- C. Develop and submit a draft final report at least 45 days prior to the end of the project. Incorporate MDEQ comments and submit final report within 30 days of the end of the grant.
- D. Submit a release of claims statement on letterhead with the final report.
- E. Submit an electronic copy of all project-related photos with the final report.

Products: Quarterly reports, five (5) hard copies of all products and deliverables, one electronic copy of all products and deliverables, draft and final project report, and release of claims statement.

Timetable: Delhi Food Waste Recycle 2015	Quarters beginning 2015							
Task/Deliverable (See Work Plan for more detail)	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	1st Quarter year two	2nd Quarter year two	3rd Quarter year two	4th Quarter year two
Task 1: With funding, secure a Purchase Order for Scott equipment Turbo Separator to facilitate the expediential processing of collected food waste. 5%								
A. Delhi has obtained the most cost effective pricing to achieve the goal of streamlining the processing of food waste for co-digestion.	X							
Task 2: Delivery and Installation of Scott Equipment Turbo Separator 15%								
A. Insure successful installation and start-up of Turbo Separator.		X						
Task 3: Develop written procedures for processing collected food waste. 15%		X						
A. Determine the most efficient operation of acquired equipment for daily processing of food waste.		X						
B. Develop written, step by step procedures for processing food waste.		X						
C. Conduct training on developed procedures		X						
Task 4. Information, Education and Outreach. 5%								
A. Conduct informational presentations to partner schools to increase awareness and participation of students.		X						
B. Solicit and secure partnerships with potential sources of food waste.				X	X	X	X	X
C. Promote Food waste reduction and recovery at annual POTW Open House			X			X		
D. Promote food waste collection program in Township Newsletter.		X				X		
Task 5: Collect, Process and Co-digest collected food waste. 50%								
A. Daily collection of food waste containers from contributing partners.	X	X	X	X	X	X	X	X
B. Daily processing of food waste for co-digestion.	X	X	X	X	X	X	X	X
Task 6: Grant Administration and Close Out. 10%								
A. Develop and submit quarterly status reports	X	X	X	X	X	X	X	X
B. Provide draft and final products and deliverables in hard copy and electronic format.								X
C. Develop and submit a draft final report at least 45 days prior to the end of the project. Incorporate MDEQ comments and submit								X
D. Submit a release of claims statement on letterhead with final report								X
E. Submit an electronic copy of all project related photos with final report.								X

MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY
OFFICE OF ENVIRONMENTAL ASSISTANCE

PROJECT BUDGET FORM
(Authorized by 1994 P.A. 451)

Applicant Name:		Delhi Charter Township				
Project Name:		Delhi Township Food Waste Recycle Program				
Tracking Code Number:						
STAFFING						
NAME & TITLE	HOURS	RATE	GRANT AMOUNT	LOCAL MATCH AMOUNT	TOTAL	
Sandra Diorka, Director of Public Services	50.00	\$ 38.26	\$ -	\$ 1,913.00	\$ 1,913.00	
James Lenon, Maintenance Supervisor	40.00	\$ 28.87	\$ -	\$ 1,154.80	\$ 1,154.80	
Jeff Ranes, Chief Plant Operator	24.00	\$ 28.87	\$ -	\$ 692.88	\$ 692.88	
Allen Bryant, Environmental Coordinator	600.00	\$ 23.63	\$ -	\$ 14,178.00	\$ 14,178.00	
Plant Operator	1560.00	\$ 23.63	\$ -	\$ 36,862.80	\$ 36,862.80	
Maintenance Mechanic	160.00	\$ 21.61	\$ -	\$ 3,457.60	\$ 3,457.60	
		\$ -	\$ -	\$ -	\$ -	
		\$ -	\$ -	\$ -	\$ -	
		\$ -	\$ -	\$ -	\$ -	
		\$ -	\$ -	\$ -	\$ -	
STAFFING Subtotal			\$ -	\$ 58,259.08	\$ 58,259.08	
FRINGE BENEFITS (not to exceed 40%)						
NAME & TITLE		RATE				
Sandra Diorka, Director of Public Services		24.29%	\$ -	\$ 464.67	\$ 464.67	
James Lenon, Maintenance Supervisor		25.95%	\$ -	\$ 299.67	\$ 299.67	
Jeff Ranes, Chief Plant Operator		39.95%	\$ -	\$ 276.81	\$ 276.81	
Allen Bryant, Environmental Coordinator		27.30%	\$ -	\$ 3,870.59	\$ 3,870.59	
Plant Operator		40.00%	\$ -	\$ 14,745.12	\$ 14,745.12	
Maintenance Mechanic		40.00%	\$ -	\$ 1,383.04	\$ 1,383.04	
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
FRINGE BENEFITS Subtotal			\$ -	\$ 21,039.90	\$ 21,039.90	
STAFFING AND FRINGE BENEFITS Subtotal			\$ -	\$ 79,298.98	\$ 79,298.98	
CONTRACTUAL SERVICES						
NAME	HOURS or UNITS	RATE or TOTAL				
Delhi Township Lift Gate Truck	520.00	\$ 13.70	\$ -	\$ 7,124.00	\$ 7,124.00	
		\$ -	\$ -	\$ -	\$ -	
		\$ -	\$ -	\$ -	\$ -	
		\$ -	\$ -	\$ -	\$ -	
		\$ -	\$ -	\$ -	\$ -	
		\$ -	\$ -	\$ -	\$ -	
		\$ -	\$ -	\$ -	\$ -	
		\$ -	\$ -	\$ -	\$ -	
		\$ -	\$ -	\$ -	\$ -	
		\$ -	\$ -	\$ -	\$ -	
CONTRACTUAL SERVICES Subtotal			\$ -	\$ 7,124.00	\$ 7,124.00	
SUPPLIES, MATERIALS AND EQUIPMENT						
SUPPLIES & MATERIALS (itemize)	QUANTITY	COST				
Scott Equipment Turbo Separator	1.00	\$60,000.00	\$ 60,000.00	\$ -	\$ 60,000.00	
		\$ -	\$ -	\$ -	\$ -	
		\$ -	\$ -	\$ -	\$ -	
		\$ -	\$ -	\$ -	\$ -	
		\$ -	\$ -	\$ -	\$ -	
		\$ -	\$ -	\$ -	\$ -	
		\$ -	\$ -	\$ -	\$ -	
		\$ -	\$ -	\$ -	\$ -	
		\$ -	\$ -	\$ -	\$ -	
		\$ -	\$ -	\$ -	\$ -	
SUPPLIES AND MATERIALS Subtotal			\$ 60,000.00	\$ -	\$ 60,000.00	
EQUIPMENT (any item over \$1000)						
		\$ -		\$ -	\$ -	
		\$ -		\$ -	\$ -	
EQUIPMENT Subtotal				\$ -	\$ -	
SUPPLIES, MATERIALS AND EQUIPMENT Subtotal			\$ 60,000.00	\$ -	\$ 60,000.00	

DELHI CHARTER TOWNSHIP

MEMORANDUM

TO: Delhi Township Board Members

FROM: John B. Elsinga, Township Manager

DATE: March 6, 2015

RE: Publicly Owned Treatment Works (POTW) Annual Laboratory
Supply and Equipment Order

Enclosed for your review and approval is an annual laboratory supply order along with some equipment and operating supplies for the POTW.

Purchasing these items through the bidding process, with three vendors, provides a savings to the Township in supply costs and staff time.

Therefore, I recommend the Board accept the lowest responsive bid from Fisher Scientific in the total amount of \$25,551.14.

RECOMMENDED MOTION:

To approve the Publicly Owned Treatment Works (POTW) expenditure for laboratory supplies from Fisher Scientific in the amount of \$25,551.14.

INTEROFFICE MEMORANDUM

TO: JOHN ELSINGA, TOWNSHIP MANAGER
FROM: SANDRA DIORKA, DIRECTOR OF PUBLIC SERVICES
SUBJECT: POTW – LABORATORY SUPPLIES 
DATE: MARCH 5, 2015
COPY TO: JEFF RANES, FILE

As has been the tradition since 1999, the POTW has taken proposals for a large order of laboratory supplies. These items represent a one-year supply of anticipated routine use. Proposals were solicited from major suppliers of laboratory operating supplies; Fisher Scientific (Fisher), VWR International, and USA Bluebook. This will result in a substantial savings on the actual cost of the supplies and additional savings on shipping costs, as well as administrative and laboratory staff time.

A summary of the supplies and costs from each of the vendors is attached hereto. Fisher had the lowest responsive bid and included free shipping.

Laboratory supplies, sample tubing, and gloves are budgeted items and funds are available in the Department of Public Services Laboratory Supplies Account Number 590-558.00-742.000, Other Operating Expenses Account Number 590-558.00-741.000, and Safety Equipment Supplies Account Number 590-558.00-775.003.

I respectfully request that you recommend to the Board a motion to approve an expenditure of \$17,574.05 for laboratory supplies, \$4,074.93 from other operating expenses, and \$3,902.16 for safety equipment and supplies from Fisher Scientific; for a total purchase price of \$25,551.14.

2015 LABORATORY SUPPLIES ORDER

Delhi Charter Township POTW

Quantity	Unit	Catalog number	Fisher Description	Fisher		VWR		USA Blue Book	
				Bid	Extended	Bid	Extended	Bid	Extended
1	each	A144S-212	Acid, Hydrochloric, Glass-safe cote, 2.5L	\$ 54.24	\$ 54.24	\$ 28.02	\$ 28.02	\$ 123.65	\$ 123.65
1	case	A300-S212	Acid, Sulfuric, 2.5L, 6/case	\$ 152.38	\$ 152.38	\$ 31.92	\$ 191.52	\$ 139.90	\$ 139.90
1	each	A674-500	Ammonium Molybdate Tetrahydrate, 500g	\$ 104.31	\$ 104.31	\$ 119.97	\$ 119.97	\$ 107.20	\$ 107.20
2	case	02-555-25A	Beakers, Pyrex 150ml, 12/pk, 4pk/cs	\$ 252.91	\$ 505.82	\$ 253.64	\$ 507.28	\$ 78.75	\$ 157.50
1	case	02-591-10D	Beakers, 250ml, Nalgene (1201-1000)6/pk, 6pk/cs	\$ 144.38	\$ 144.38	\$ 145.30	\$ 145.30	\$ 27.95	\$ 167.70
1	case	02-591-10G	Beakers, 1000ml, Nalgene (1201-1000) 3/pk, 4pk/cs	\$ 106.08	\$ 106.08	\$ 114.07	\$ 114.07	\$ 32.50	\$ 130.00
1	roll	14-127-50	Bench Liner 30"X 50' Polyethylene foam	\$ 156.35	\$ 156.35	\$ 97.98	\$ 97.98	\$ 257.93	\$ 257.93
4	pack	NC9574781	BOD Nutrient powder pillows Hach No. 2436466	\$ 40.33	\$ 161.32	\$ 35.30	\$ 141.20	\$ 32.65	\$ 130.60
3	pack	NC0833832	Bottles, 145ml, For 75005702 Buckets, Sorvall ST8 Centrifuge, 4/pk	\$ 89.05	\$ 267.15	No Bid		No Bid	
1	case	02-926-8	Bottles, BOD, 300 ml, Wheaton #22749701G, 24/case	\$ 224.58	\$ 224.58	\$ 232.87	\$ 232.87	\$ 224.85	\$ 224.85
1	pack	02-893-4F	Bottle, LDPE, 1 oz, wide mouth, 12/pack	\$ 14.56	\$ 14.56	\$ 18.42	\$ 18.42	\$ 19.80	\$ 19.80
2	case	02-893-5E	Bottle, LDPE, 16 oz, wide mouth, 12/pack, 4pk/cs	\$ 136.57	\$ 273.14	\$ 154.51	\$ 309.02	\$ 41.50	\$ 332.00
2	case	02-893-5F	Bottle, LDPE, 32 oz, wide mouth, 6/pack, 4pk/cs	\$ 125.14	\$ 250.28	\$ 141.62	\$ 283.24	\$ 39.80	\$ 318.40
1	case	02-912-313	Bottles, Glass, Fisherbrand, 32oz	\$ 47.49	\$ 47.49	\$ 43.57	\$ 43.57	\$ 52.50	\$ 52.50
1	case	03-409-10E	Bottle, Unitary Wash, 16oz 4/pk, 6pk/cs	\$ 111.84	\$ 111.84	\$ 112.70	\$ 112.70	\$ 20.90	\$ 125.40
6	each	03-621B	Brush, Nylon bristle, 6"L X 2.38"dia	\$ 3.86	\$ 23.16	\$ 4.36	\$ 26.16	\$ 50.55	\$ 50.55
4	each	1501-1	Buffer, pH-4, 4 liter	\$ 30.69	\$ 122.76	\$ 50.64	\$ 202.56	\$ 24.50	\$ 98.00
4	each	1551-1	Buffer, pH-7, 4 liter bottle	\$ 27.56	\$ 110.24	\$ 50.64	\$ 202.56	\$ 24.50	\$ 98.00
1	each	1601-1	Buffer, pH10, 4 liter	\$ 27.99	\$ 27.99	\$ 50.02	\$ 50.02	\$ 24.50	\$ 24.50
2	case	02-961-60C	Carboy, 15 liter, polyethylene, wide mouth 6/case	\$ 354.51	\$ 709.02	\$ 357.13	\$ 714.26	\$ 65.00	\$ 780.00
3	case	02-961-10A	Carboy w/o spigot 9L 6/cs	\$ 284.57	\$ 853.71	\$ 305.91	\$ 917.73	\$ 50.15	\$ 902.70
1	case	02-963BB	Carboy, w/spigot, Nalgene, 20L w/Spigot (2318-0050) 4/case	\$ 413.49	\$ 413.49	\$ 438.59	\$ 438.59	\$ 105.00	\$ 420.00
1	case	02-963AA	Carboy, w/spigot, Nalgene, 4L (2318-0010) 4/case	\$ 365.36	\$ 365.36	\$ 368.04	\$ 368.04	\$ 68.65	\$ 274.60
1	each	15-459-20	Clear Bath, Algae Inhibitor	\$ 67.50	\$ 67.50	\$ 69.38	\$ 69.38	\$ 119.45	\$ 119.45
1	pack	14-385-904C	Cell, Quartz, Fisherbrand, w/PTFE cover, 10mm, 3ml	\$ 378.67	\$ 378.67	\$ 168.38	\$ 168.38	\$ 868.50	\$ 868.50
1	case	14-955-114A	Containers, Multipurpose, Specimin storage, w/lid 4oz, 300/cs	\$ 66.98	\$ 66.98	\$ 72.76	\$ 72.76	\$ 116.85	\$ 116.85
4	each	NC9774223	Core Pro Sr. sampler 15ft, USA Blue Book # 71475	\$ 75.03	\$ 300.12	No Bid		\$ 55.00	\$ 220.00
2	pack	12-548C	Cover glass Fishers finest 125/pk	\$ 5.47	\$ 10.94	\$ 7.68	\$ 15.36	\$ 12.38	\$ 24.76
1	case	08-572-5C	Cylinder, graduated, plastic, 50mL, 12/Cs	\$ 243.34	\$ 243.34	\$ 245.37	\$ 245.37	\$ 14.50	\$ 174.00
1	case	08-572-5D	Cylinder, graduated, plastic, 100mL, 12/Cs	\$ 181.66	\$ 181.66	\$ 183.21	\$ 183.21	\$ 16.90	\$ 202.80
4	each	14-242-10	Dipper, Polyethylene, Fisherbrand 500ml	\$ 53.52	\$ 214.08	\$ 76.67	\$ 306.68	\$ 76.67	\$ 306.68
10	pack	09-720-501	Dishes, petrie, plastic w/pad, 47mm, sterilized, 150/pack	\$ 44.47	\$ 444.70	\$ 45.68	\$ 685.20	\$ 44.30	\$ 664.50
3	each	Ac21906-0020	Drierite, without indicator, 10-20 mesh, 2kg	\$ 151.91	\$ 455.73	\$ 162.74	\$ 488.22	\$ 218.56	\$ 655.68
2	each	13-642-263	Electrode, ammonia, Orion # 9512BN, w/BNC	\$ 562.52	\$ 1,125.04	\$ 604.89	\$ 1,209.78	\$ 245.97	\$ 491.94
2	each	13-642-249	Electrode, pH, Orion # 9106BNWP	\$ 109.06	\$ 218.12	\$ 109.91	\$ 219.82	\$ 99.50	\$ 199.00
10	pack	09-873BB	Filter (Whatman 1827-032), 100/pack	\$ 27.86	\$ 278.60	\$ 28.09	\$ 280.90	\$ 20.00	\$ 200.00
15	pack	09-805-G	Filter, paper, Whatman, 15cm 100/pk	\$ 18.29	\$ 274.35	\$ 19.16	\$ 287.40	\$ 17.95	\$ 269.25
2	pack	09-719-555	Filter, membrane, 0.45 micron, 600/pack	\$ 186.50	\$ 373.00	\$ 395.61	\$ 791.22	\$ 294.95	\$ 294.95
4	each	10-310-91	Flask Kimax 100ml square volumetric,	\$ 36.33	\$ 145.32	\$ 37.63	\$ 150.52	\$ 90.90	\$ 363.60
3	case	10-210B	Flask, Volumetric, 50ml, 6/pk, 2pk/cs	\$ 272.26	\$ 816.78	\$ 291.33	\$ 873.99	\$ 188.90	\$ 1,133.40
1	pack	10-181E	Flask, Filtering, tubulation 500ml 6/pk	\$ 138.27	\$ 138.27	\$ 148.41	\$ 148.41	\$ 125.00	\$ 125.00
1	case	10-181F	Flask, Filtering, tubulation 1000ml 6/pk	\$ 436.46	\$ 436.46	\$ 468.45	\$ 468.45	\$ 200.00	\$ 200.00
1	case	FB-966-G	Funnel, Buchner, 550ml, 8/cs	\$ 392.35	\$ 392.35	\$ 166.14	\$ 166.14	\$ 249.35	\$ 498.70
1	case	09-752	Gasket, Vacuum for filter funnels, #7 or #8 stopper, 6/cs	\$ 40.81	\$ 40.81	\$ 40.00	\$ 40.00	\$ 42.25	\$ 42.25
12	case	19-130-1597D	Gloves,, Fisherbrand, Powder free, Nitrile LG 100/pk, 10pk/cs	\$ 115.77	\$ 1,389.24	\$ 54.11	\$ 649.32	\$ 9.50	\$ 1,140.00
12	case	19-130-1597E	Gloves,, Fisherbrand, Powder free, Nitrile XLG 100/pk, 10pk/cs	\$ 115.77	\$ 1,389.24	\$ 54.11	\$ 649.32	\$ 9.50	\$ 1,140.00
8	case	19-130-3714D	Gloves, latex, powder free, Ultra 1, 50/pack, XL, 1000/case	\$ 140.46	\$ 1,123.68	\$ 118.22	\$ 945.76	\$ 41.26	\$ 6,601.60
2	case	06-666A	Kimwipes, 280/pk, 60pk/cs	\$ 159.17	\$ 318.34	\$ 175.55	\$ 351.10	\$ 2.95	\$ 354.00

Quantity	Unit	Catalog number	Fisher Description	Fisher		VWR		USA Blue Book	
				Bid	Extended	Bid	Extended	Bid	Extended
4	each	04-334-1	Labsolutions, Liquid Detergent, 1gal	\$ 104.94	\$ 419.76	\$ 111.72	\$ 446.88	\$ 105.00	\$ 420.00
3	each	04-334-2	Labsolutions, Neutral Acid Rinse, 34oz	\$ 22.54	\$ 67.62	\$ 21.88	\$ 65.64	\$ 22.00	\$ 66.00
2	each	13-299-81	Membrane Electrolyte Module	\$ 67.18	\$ 134.36	\$ 67.70	\$ 135.40	\$ 64.00	\$ 128.00
1	pack	14-660-103	Membrane kit, for YSI model 550A DO probe	\$ 52.87	\$ 52.87	\$ 54.29	\$ 54.29	\$ 48.00	\$ 48.00
1	pack	12-550-A3	Microscope slides, Fisherbrand, 75X25mm	\$ 15.21	\$ 15.21	\$ 20.32	\$ 20.32	\$ 4.95	\$ 4.95
39	pack	MHA000P2F	MFC Fecal Coli, 2ml, PL, AMP, 50/pack (released 3 pk/month)	\$ 58.62	\$ 2,286.18	\$ 41.13	\$ 1,604.07	\$ 45.55	\$ 1,776.45
1	pack	04-345-20	Nacromix, Reagent, 10/pk	\$ 92.74	\$ 92.74	\$ 111.99	\$ 111.99	\$ 159.65	\$ 159.65
1	each	NC9115485	Nitrification Inhibitor, Hach brand, 500g	\$ 190.92	\$ 190.92	\$ 171.57	\$ 171.57	\$ 154.00	\$ 154.00
1	each	5625-16	Phenolphthalein, Indicator 1% W/V in 50% V/V, 500ml	\$ 15.50	\$ 15.50	\$ 13.51	\$ 13.51	\$ 39.75	\$ 39.75
2	case	13-650-2E	Pipet, class A, volumetric, 4ml, 12/case	\$ 55.77	\$ 111.54	\$ 59.17	\$ 118.34	\$ 102.35	\$ 204.70
3	case	13-665K	Pipet, Graduated, 5ml, Standard Tip, 12/case	\$ 79.72	\$ 239.16	\$ 238.16	\$ 714.48	\$ 219.00	\$ 657.00
10	each	13-681-51	Pipet bulbs	\$ 4.94	\$ 49.40	\$ 10.37	\$ 103.70	\$ 10.32	\$ 103.20
1	case	P281-500	Potassium Persulfate, Crystalline Powder, 500g	\$ 41.02	\$ 41.02	\$ 102.71	\$ 102.71	\$ 33.75	\$ 33.75
3	each	13-641-854	Reagent, acid, chlorine test, Orion #977011, 475 ml	\$ 73.47	\$ 220.41	\$ 73.86	\$ 221.58	\$ 66.60	\$ 199.80
11	each	13-641-823	Reagent, iodide, chlorine test, Orion #977010, 250 ml total, 5/box	\$ 86.07	\$ 946.77	\$ 86.51	\$ 951.61	\$ 79.90	\$ 878.90
1	each	15-443-30	Settler, Mallory, Pyrex	\$ 219.05	\$ 219.05	\$ 219.12	\$ 219.12	\$ 201.45	\$ 201.45
1	case	S318-1	Sodium Hydroxide, Pellets, 1kg	\$ 297.33	\$ 297.33	\$ 14.55	\$ 87.30	\$ 14.75	\$ 177.00
1	each	S474-500	Sodium Thiosulfate, Crystalline 500g	\$ 36.47	\$ 36.47	\$ 70.45	\$ 70.45	\$ 15.50	\$ 15.50
3	each	13-641-824	Standard, Residual chlorine, 475ml	\$ 74.34	\$ 223.02	\$ 77.86	\$ 233.58	\$ 68.50	\$ 205.50
1	each	13-641-924C	Standard, Ammonia, 1000ppm, 475ml	\$ 65.95	\$ 65.95	\$ 68.24	\$ 68.24	\$ 17.00	\$ 17.00
1	pack	14-135M	Stoppers, size 8, one hole, hole size 5mm, 12/pk	\$ 8.75	\$ 8.75	\$ 28.95	\$ 28.95	\$ 33.75	\$ 33.75
2	each	06-662-47	Timer, Two channel bench, Dual line LCD	\$ 15.09	\$ 30.18	\$ 15.01	\$ 30.02	\$ 15.90	\$ 31.80
1	each	8450-16	Thymolphthalein, 0.05% in ethanol, 500 ml, poly bottle	\$ 17.58	\$ 17.58	\$ 20.11	\$ 20.11	\$ 51.45	\$ 51.45
2	each	15-186	Tongs, stainless steel	\$ 6.03	\$ 12.06	\$ 25.63	\$ 51.26	\$ 49.36	\$ 98.72
2	pack	NC0606044	Tubing, Pump 32", Teledyne ISCO, (609004157) 5/pk	\$ 38.49	\$ 76.98	No Bid		\$ 47.80	\$ 95.60
10	pack	14-169-15H	Tubing, AXH00017 PTFE .375OD X .250 ID X 50ft (VWR # 63014-915)	\$ 103.67	\$ 1,036.70	\$ 251.82	\$ 2,518.20	\$ 309.00	\$ 3,090.00
1	each	15-474-100	Water Bath, Thermo Scientific, Digital, Water circulating, 120VAC	\$ 2,142.13	\$ 2,142.13	\$ 2,280.24	\$ 2,280.24	\$ 2,183.95	\$ 2,183.95
1	pack	01-812-5B	Whirl Pack, Nasco, 18oz plain, 500/pk	\$ 63.83	\$ 63.83	\$ 65.52	\$ 65.52	\$ 59.95	\$ 59.95
12	case	19-014-865	WypAll, Kimberly-Clark, X80 towels 50/bx, 4bx/cs	\$ 25.41	\$ 304.92	\$ 27.33	\$ 327.96	\$ 30.90	\$ 370.80
4	each	15-177-25	Zobell ORP Calibration Solution	\$ 27.44	\$ 109.76	\$ 28.67	\$ 114.68	\$ 27.35	\$ 109.40
			Shipping						
			Hazardous material charge						
			Integrity packaging fee						
			Fuel surcharge						
			Total		\$ 25,551.14		\$ 25,683.49		\$ 32,958.71

DELHI CHARTER TOWNSHIP

MEMORANDUM

TO: Delhi Township Board Members

FROM: John B. Elsinga, Township Manager

DATE: March 9, 2015

RE: Resolution No. 2015-008 - Michigan Department of Natural Resources Trust Fund Grant Application – Kiwanis Park Restroom Facility

Enclosed for your review and approval is Resolution No. 2015-008 which approves the submittal of a Michigan Department of Natural Resources Trust Fund Grant Application for the Kiwanis Park Restroom Facility (the grant application is an online application only and therefore is not included in the packet for review).

Last year the Board submitted this same project grant application but fell short from being awarded the grant. Staff has since met with the DNR to determine how we could position ourselves more favorably in hopes of being successful with a new submittal this year. The MDNR suggested ways to enhance our point standing in the application process and recommended the Township also consider applying for a Department of Natural Resources Land and Water Conservation Fund Grant and the Recreation Passport 2015 Grant in hopes of securing at least one or more grant funds for the Kiwanis Park Restroom project.

At the March 3, 2015 Board meeting Mark Jenks, Director of Parks and Recreation, informed the Board he would like to take the MDNR's advice into consideration and apply for all three grant opportunities. The Trust Fund Grant submittal will be for \$300,000 with a 50% match of \$150,000 with the total project cost estimated at approximately \$400,000. The Park Commission will be holding a public hearing on the three grant applications at their March 11, 2015 Commission meeting.

Therefore, I recommend the Board adopt Resolution No. 2015-008 which supports the submittal of a Trust Fund Grant Application for improvements to the Kiwanis Park restroom facility. If the Township is awarded grant funds, the Board will then be asked to enter into a grant agreement if they choose to accept the grant funds.

Recommended Motion:

To adopt Resolution No. 2015-008 supporting the submittal of a Trust Fund Grant Application to the State of Michigan Department of Natural Resources for improvements to the Kiwanis Park restroom facility.

DELHI CHARTER TOWNSHIP

RESOLUTION NO. 2015-008

**RESOLUTION TO APPROVE THE DEPARTMENT OF NATURAL RESOURCES
MICHIGAN NATURAL RESOURCES TRUST FUND GRANT APPLICATION**

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

PRESENT:

ABSENT:

The following Resolution was offered by _____.

WHEREAS, the Charter Township of Delhi proposes to submit an application to the Department of Natural Resources for a Michigan Natural Resources Trust Fund Grant for improvements to Kiwanis Park; and

WHEREAS, the Charter Township of Delhi held a formal public hearing on March 11, 2015 at 6:00 p.m. to provide an opportunity for citizens to express opinions, ask questions and discuss all aspects of the grant application; and

WHEREAS, the Charter Township of Delhi is committed to the development and improvement of Kiwanis Park; and

WHEREAS, the Michigan Department of Natural Resources is accepting grant applications for the Michigan Natural Resources Trust Fund until April 1, 2015; and

WHEREAS, the Charter Township of Delhi is applying for a Grant to fund improvements to the Kiwanis Park restroom facility estimated to cost \$300,000 per the following breakdown:

State Match (50%) – Michigan Natural Resources Trust Fund	\$150,000
Local Match (50%) – Donations/General Fund	\$150,000

NOW THEREFORE, BE IT RESOLVED THAT the Board of the Charter Township of Delhi is hereby authorized to make application to the State of Michigan Department of Natural Resources for a Michigan Natural Resources Trust Fund Grant and will commit to a local match of 50% or \$150,000 for the funding of improvements to the Kiwanis Park restroom facility with funds from both the General Fund and through donations.

AYES:

NAYS:

ABSENT:

The foregoing Resolution declared adopted on the date written above.

Evan Hope, Township Clerk

STATE OF MICHIGAN)

)ss

COUNTY OF INGHAM)

I, the undersigned, the duly qualified Clerk of the Charter Township of Delhi, Ingham County, Michigan, DO HEREBY CERTIFY, that the foregoing is a true and complete copy of the proceedings taken by the Township board at a regular meeting held on the 17th day of March, 2015.

IN WITENSS WHEREOF, I have hereunto affixed my official signature the ____ day of March, 2015.

Evan Hope, Township Clerk

DELHI CHARTER TOWNSHIP

MEMORANDUM

TO: Delhi Township Board Members

FROM: John B. Elsinga, Township Manager

DATE: March 9, 2015

RE: Resolution No. 2015-009 - Michigan Department of Natural Resources Land and Water Conservation Fund Grant Application – Kiwanis Park Restroom Facility

Enclosed for your review and approval is Resolution No. 2015-009 which approves the submittal of a Michigan Department of Natural Resources Land and Water Conservation Fund Grant Application for the Kiwanis Park Restroom Facility (the grant application is an online application only and therefore is not included in the packet for review).

Last year the Board submitted a MDNR Trust Fund Grant for this same project but fell short from being awarded the grant. Staff has since met with the Department of Natural Resources to determine how we could position ourselves more favorably in hopes of being successful with a new submittal this year. The MDNR suggested ways to enhance our point standing in the application process and in addition recommended the Township not only apply again for the Trust Fund Grant but also consider applying for the Land and Water Conservation Fund Grant and the Recreation Passport 2015 Grant in hopes of securing at least one or more grant funds for the Kiwanis Park Restroom project.

At the March 3, 2015 Board meeting Mark Jenks, Director of Parks and Recreation, informed the Board he would like to take the MDNR's advice into consideration and apply for all three grant opportunities. The Land and Water Conservation Fund Grant submittal will be for \$200,000 with a 50% match of \$100,000 with the total project cost estimated at approximately \$400,000. The Park Commission will be holding a public hearing on the three grant applications at their March 11, 2015 Commission meeting.

Therefore, I recommend the Board adopt Resolution No. 2015-009 which supports the submittal of a Land and Water Conservation Fund Grant Application for improvements to the Kiwanis Park restroom facility. If the Township is awarded grant funds, the Board will then be asked to enter into a grant agreement if they choose to accept the grant funds.

Recommended Motion:

To adopt Resolution No. 2015-009 supporting the submittal of a Land and Water Conservation Fund Grant Application to the State of Michigan Department of Natural Resources for improvements to the Kiwanis Park restroom facility.

DELHI CHARTER TOWNSHIP

RESOLUTION NO. 2015-009

**RESOLUTION TO APPROVE THE DEPARTMENT OF NATURAL RESOURCES
LAND AND WATER CONSERVATION FUND GRANT APPLICATION**

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

PRESENT:

ABSENT:

The following Resolution was offered by _____.

WHEREAS, the Charter Township of Delhi proposes to submit an application to the Department of Natural Resources for a Land and Water Conservation Fund Grant for improvements to Kiwanis Park; and

WHEREAS, the Charter Township of Delhi held a formal public hearing on March 11, 2015 at 6:00 p.m. to provide an opportunity for citizens to express opinions, ask questions and discuss all aspects of the grant application; and

WHEREAS, the Charter Township of Delhi is committed to the development and improvement of Kiwanis Park; and

WHEREAS, the Michigan Department of Natural Resources is accepting grant applications for the Land and Water Conservation Fund until April 1, 2015; and

WHEREAS, the Charter Township of Delhi is applying for a Grant to fund improvements to the Kiwanis Park restroom facility estimated to cost \$200,000 per the following breakdown:

State Match (50%) – Land and Water Conservation Fund	\$100,000
Local Match (50%) – Donations/General Fund	\$100,000

NOW THEREFORE, BE IT RESOLVED THAT the Board of the Charter Township of Delhi is hereby authorized to make application to the State of Michigan Department of Natural Resources for a Land and Water Conservation Fund Grant and will commit to a local match of 50% or \$100,000 for the funding of improvements to the Kiwanis Park restroom facility with funds from both the General Fund and through donations.

AYES:

NAYS:

ABSENT:

The foregoing Resolution declared adopted on the date written above.

Evan Hope, Township Clerk

STATE OF MICHIGAN)

)ss

COUNTY OF INGHAM)

I, the undersigned, the duly qualified Clerk of the Charter Township of Delhi, Ingham County, Michigan, DO HEREBY CERTIFY, that the foregoing is a true and complete copy of the proceedings taken by the Township board at a regular meeting held on the 17th day of March, 2015.

IN WITENSS WHEREOF, I have hereunto affixed my official signature the ____ day of March, 2015.

Evan Hope, Township Clerk

DELHI CHARTER TOWNSHIP

MEMORANDUM

TO: Delhi Township Board Members

FROM: John B. Elsinga, Township Manager

DATE: March 9, 2015

RE: Resolution No. 2015-010 - Michigan Department of Natural Resources Recreation Passport 2015 Grant Application – Kiwanis Park Restroom Facility

Enclosed for your review and approval is Resolution No. 2015-010 which approves the submittal of a Michigan Department of Natural Resources Recreation Passport 2015 Grant Application for the Kiwanis Park Restroom Facility (the grant application is an online application only and therefore is not included in the packet for review).

Last year the Board submitted a MDNR Trust Fund Grant for this same project but fell short from being awarded the grant. Staff has since met with the Department of Natural Resources to determine how we could position ourselves more favorably in hopes of being successful with a new submittal this year. The MDNR suggested ways to enhance our point standing in the application process and in addition recommended the Township not only apply again for the Trust Fund Grant but also consider applying for the Land and Water Conservation Fund Grant and the Recreation Passport 2015 Grant in hopes of securing at least one or more grant funds for the Kiwanis Park Restroom project.

At the March 3, 2015 Board meeting Mark Jenks, Director of Parks and Recreation, informed the Board he would like to take the MDNR's advice into consideration and apply for all three grant opportunities. The Recreation Passport 2015 Grant submittal will be for \$35,800 with a 25% match of \$11,500 with the total project cost estimated at approximately \$400,000. The Park Commission will be holding a public hearing on the three grant applications at their March 11, 2015 Commission meeting.

Therefore, I recommend the Board adopt Resolution No. 2015-010 which supports the submittal of a Recreation Passport 2015 Grant Application for improvements to the Kiwanis Park restroom facility. If the Township is awarded grant funds, the Board will then be asked to enter into a grant agreement if they choose to accept the grant funds.

Recommended Motion:

To adopt Resolution No. 2015-010 supporting the submittal of a Recreation Passport 2015 Grant Application to the State of Michigan Department of Natural Resources for improvements to the Kiwanis Park restroom facility.

DELHI CHARTER TOWNSHIP

RESOLUTION NO. 2015-010

**RESOLUTION TO APPROVE THE DEPARTMENT OF NATURAL RESOURCES
RECREATION PASSPORT GRANT PROGRAM GRANT APPLICATION**

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

PRESENT:

ABSENT:

The following Resolution was offered by _____.

WHEREAS, the Charter Township of Delhi proposes to submit an application to the Department of Natural Resources for a Recreation Passport Grant Program Grant for improvements to Kiwanis Park; and

WHEREAS, the Charter Township of Delhi held a formal public hearing on March 11, 2015 at 6:00 p.m. to provide an opportunity for citizens to express opinions, ask questions and discuss all aspects of the grant application; and

WHEREAS, the Charter Township of Delhi is committed to the development and improvement of Kiwanis Park; and

WHEREAS, the Michigan Department of Natural Resources is accepting grant applications for the Recreation Passport Grant Program until April 1, 2015; and

WHEREAS, the Charter Township of Delhi is applying for a Grant to fund improvements to the Kiwanis Park restroom facility estimated to cost \$35,800 per the following breakdown:

State Match (75%) – Recreation Passport Grant Program	\$34,300
Local Match 25(0%) – Donations/General Fund	\$11,500

NOW THEREFORE, BE IT RESOLVED THAT the Board of the Charter Township of Delhi is hereby authorized to make application to the State of Michigan Department of Natural Resources for a Recreation Passport Grant Program Grant and will commit to a local match of 25% or \$11,500 for the funding of improvements to the Kiwanis Park restroom facility with funds from both the General Fund and through donations.

AYES:

NAYS:

ABSENT:

The foregoing Resolution declared adopted on the date written above.

Evan Hope, Township Clerk

STATE OF MICHIGAN)

)ss

COUNTY OF INGHAM)

I, the undersigned, the duly qualified Clerk of the Charter Township of Delhi, Ingham County, Michigan, DO HEREBY CERTIFY, that the foregoing is a true and complete copy of the proceedings taken by the Township board at a regular meeting held on the 17th day of March, 2015.

IN WITENSS WHEREOF, I have hereunto affixed my official signature the ____ day of March, 2015.

Evan Hope, Township Clerk