

**DELHI CHARTER TOWNSHIP  
COMMITTEE OF THE WHOLE MEETING HELD ON APRIL 7, 2015**

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The members of the Delhi Charter Township Committee of the Whole met on Tuesday, April 7, 2015 in the Multipurpose Room at the Community Services Center, 2074 Aurelius Road, Holt, MI. Supervisor Davis called the meeting to order at 6:30 p.m.

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

Members Absent: None

**BUSINESS**

**FUTURE VIDEO RECORDING OF TOWNSHIP BOARD MEETINGS**

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David Leighton, President and CEO of Leightronix, gave an overview of his company. Mr. Leighton gave a presentation on the possibility of video recording Township Board meetings. Mr. Leighton stated that his company will donate the majority of equipment to the Township necessary for video recording their meetings. Two options of video recording are live streaming and video on demand stored in the cloud. Mr. Leighton stated that either one stationary wide angle camera or multiple manually controlled cameras could be used.

Trustee Harmon questioned the security of the cloud. Mr. Leighton stressed that nothing is hacker proof; however, his company has never had a breach.

Trustee Harmon asked Mr. Leighton's recommendation of the two options available. Mr. Leighton stated that for Delhi Township he would suggest starting out with video on demand using one stationary camera.

Trustee Warfield asked if there is a way to track how many times the videos are viewed to receive feedback regarding the viewing of the attached PDF files. Mr. Leighton answered in the affirmative.

Clerk Hope asked if index points could be placed in the videos for easy searching. Mr. Leighton answered in the affirmative. Clerk Hope spoke of the necessity to produce a quality end product.

**MICHIGAN TOWNSHIPS ASSOCIATION TOWNSHIP OF EXCELLENCE**

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The Board reviewed the guidelines and application of the Michigan Townships Association Township of Excellence (ATTACHMENT I).

Tricia Vander Ploeg stated that discussion was held at the March 3, 2015 Committee of the Whole meeting on whether the Township was interested in looking into the Michigan Townships Association Township of Excellence designation.

Ms. Vander Ploeg stated that she and Twp. Mgr. Elsinga met with Department Heads that were affected by the Township of Excellence designation. Ms. Vander Ploeg further stated that the Township currently does many of the items required for this designation. There are several items that aren't done; however, staff feels that it would be fine to begin doing them.

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP  
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Ms. Vander Ploeg stated that of the ten categories required for this designation, the Governance category requires the most attention. One of the requirements of this category is that a majority of the Board members are to participate in at least one Township Governance Academy Foundation class in addition to one other seminar-type class each year of their term. With this requirement alone, full designation would not be achievable during this term. Other requirements include adopting several policies and at least one ordinance. Planning Commission, Zoning Board of Appeals and Board of Review members are required to attend periodic trainings.

Ms. Vander Ploeg stated that out of the required 10 categories, 5-6 categories could be completed in a six month to one year period. There are currently two Townships in the State of Michigan that have full designation. Ms. Vander Ploeg further stated that full designation has to be obtained for each term.

Ms. Vander Ploeg suggested that this topic be reintroduced at the Goals and Objectives meeting to be discussed in greater detail.

**PUBLIC COMMENT** – None

**ADJOURNMENT**

Meeting adjourned at 7:30 p.m.

Date: April 21, 2015

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Evan Hope, Township Clerk

Date: April 21, 2015

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C.J. Davis, Supervisor

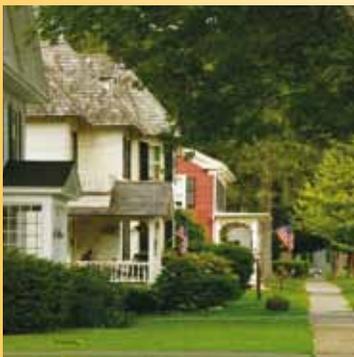
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SUBJECT TO APPROVAL



## GUIDELINES and APPLICATION

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





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

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

**The goals of the Township of Excellence program are to:**

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

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

## ELIGIBILITY

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

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

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



## DOCUMENTATION REQUIREMENTS

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

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

## SELECTION PROCESS

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

## NOTIFICATION AND PUBLIC ANNOUNCEMENT

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

## LENGTH OF DESIGNATION

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

## DISCLOSABLE UPON REQUEST

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



# PART 1: MTA TOWNSHIP OF EXCELLENCE APPLICATION

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

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

## GOVERNANCE

### ACCESSIBILITY AND COMMUNICATION

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

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

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

✓ **Provide the website address:**

www. \_\_\_\_\_

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

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

### PROFESSIONAL DEVELOPMENT

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

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

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

## STRATEGIC PLAN

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

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

## ESSENTIAL BOARD POLICIES

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

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

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

## POLICYMAKING

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

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

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

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

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

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

## ADVOCACY

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

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

## STAKEHOLDER INVOLVEMENT

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

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

## COMMUNITY INVOLVEMENT

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

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

## INTERGOVERNMENTAL COLLABORATION

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

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

## BOARD ACCOMPLISHMENTS

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

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

x

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

## FINANCIAL STEWARDSHIP

### ACCESSIBILITY

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

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

### ACCREDITATION AND TRAINING

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

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

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

### ESSENTIAL POLICIES

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

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

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

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

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

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

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

## FINANCIAL PROCESS AND PROCEDURES

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

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

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

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

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

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

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

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

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

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

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

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

- The township reduces costs by using technology.

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

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

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

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

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

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

### ACCESSIBILITY

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

✓ **Provide the website address:**

www. \_\_\_\_\_

### ACCREDITATION AND TRAINING

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

## CONSTITUENT SERVICES

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

## ASSESSMENT PROCESS AND PROCEDURES

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

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

## TAX COLLECTION

### ACCESSIBILITY

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

✓ Provide the website address:

www. \_\_\_\_\_

## ACCREDITATION AND TRAINING

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

## CONSTITUENT SERVICES

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

## TAX PROCESS AND PROCEDURES

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

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

## ELECTION ADMINISTRATION

### ACCESSIBILITY

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

✓ Provide the website address:

www. \_\_\_\_\_

## ACCREDITATION AND TRAINING

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

## CONSTITUENT SERVICES

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

## ELECTION PROCESS AND PROCEDURE

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

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

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

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

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

## EMERGENCY SERVICES

### FIRE PROTECTION SERVICES

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

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

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

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

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

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

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

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

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

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

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

## LAW ENFORCEMENT

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

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

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

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

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

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

## EMERGENCY MANAGEMENT

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

## EMERGENCY MEDICAL SERVICES

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

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

## LAND USE MANAGEMENT AND ECONOMIC DEVELOPMENT

### PLANNING

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

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

## ZONING

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

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

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

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

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

## CONSTRUCTION CODE ENFORCEMENT

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

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

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

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

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

## ECONOMIC DEVELOPMENT

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

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

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

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

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

## TRANSPORTATION

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

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

## UTILITIES

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

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

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

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

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

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

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

## CEMETERIES

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

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

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

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

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

# PART 1: TOWNSHIP OF EXCELLENCE APPLICATION

Please type or print clearly.

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

Township \_\_\_\_\_

County \_\_\_\_\_

Submitter \_\_\_\_\_

Phone (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Ext. \_\_\_\_\_

Township Supervisor \_\_\_\_\_

Phone (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Ext. \_\_\_\_\_

Township Address \_\_\_\_\_

City \_\_\_\_\_, MI Zip Code \_\_\_\_\_

Email \_\_\_\_\_

Application For:

**Township of Excellence**  
Full Designation

**Certificate of Achievement**

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

List Sections:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

 Mail the complete application (PART 1) and your township's Resolution to Submit Application (PART 2) to:  
**MTA Township of Excellence, P.O. Box 80078, Lansing, MI 48908-0078.**



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

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



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

# MTA TOWNSHIP OF EXCELLENCE CHECKLIST

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

## GOVERNANCE

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

## FINANCIAL STEWARDSHIP

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



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

### **TAX COLLECTION**

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

### **ELECTION ADMINISTRATION**

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

### **EMERGENCY SERVICES**

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

### **UTILITIES**

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

No documentation required for the following sections:

**ASSESSMENT ADMINISTRATION**

**LAND USE MANAGEMENT AND ECONOMIC DEVELOPMENT**

**TRANSPORTATION**

**CEMETERIES**



**Resolution to Submit Application**  
for Michigan Townships Association  
***Township of Excellence*** Designation/*Certificate of Achievement*

---

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

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

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

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

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

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

Motion made by: \_\_\_\_\_.

Seconded by: \_\_\_\_\_.

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

Upon roll call vote, the following members voted:

Yes: \_\_\_\_\_

No: \_\_\_\_\_

The Supervisor declared the resolution adopted.

\_\_\_\_\_  
Signature of Clerk

\_\_\_\_\_  
Date

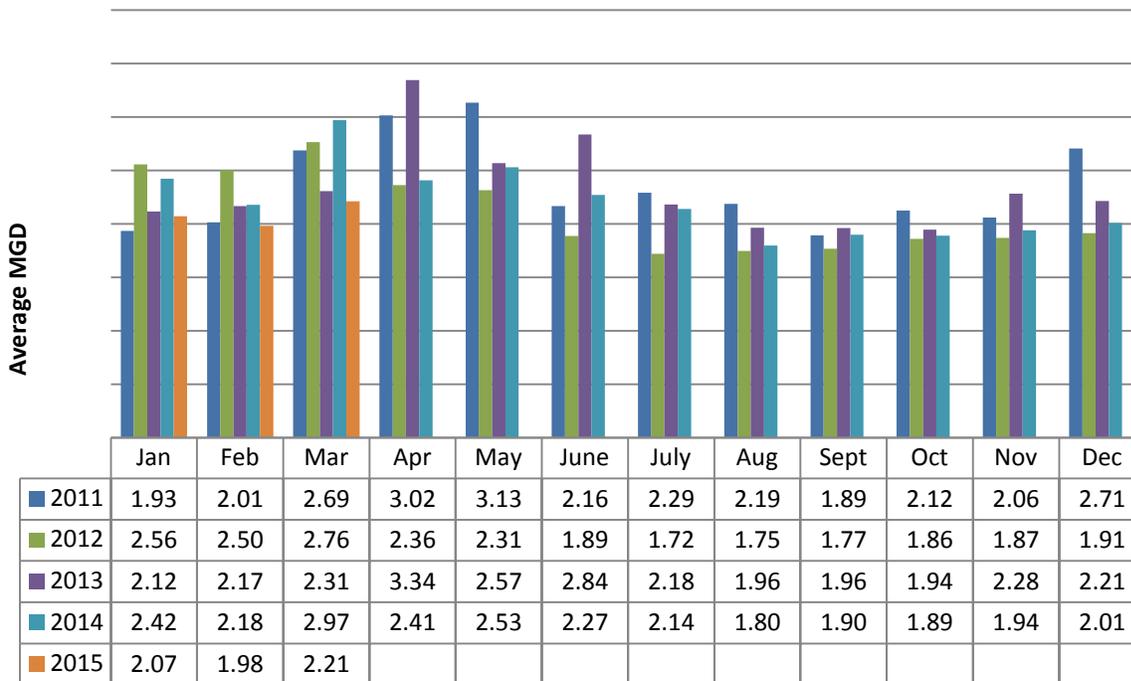




## DEPARTMENT OF PUBLIC SERVICES

### Monthly Report March 2015

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



### Laboratory Testing and Quality Control – Quality Assurance Program

Tests Run For		% Passing
Permit Compliance	247	
Process Control	2002	
Quality Control	89	97%
Check Samples	2	100%
DMRQA-Study 30 Proficiency	0	
Miscellaneous Sampling	43	
<b>Totals</b>	<b>2383</b>	<b>99%</b>

## Safety

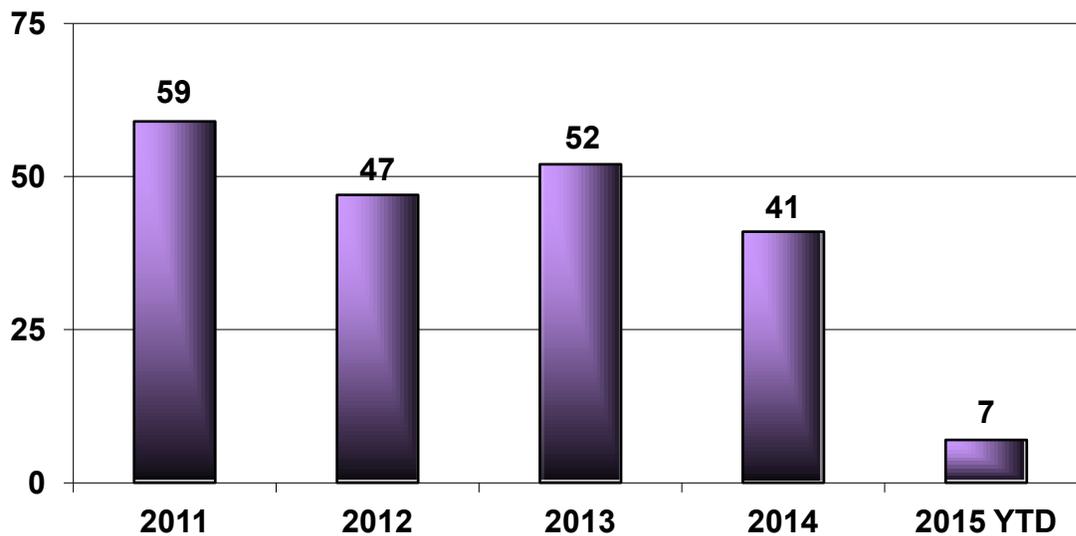
March Safety Activities	Date	Description
<b>Confined Space Entries</b>		
	3/3/2015	Nitrification Tower (De-Ice Tower)
	3/10/2015	Grit Chamber (Install Diffusers)
	3/16/2015	Aeration pass 90 (clean and replace diffusers)
	3/17/2015	Aeration pass 90 (clean and replace diffusers)
	3/18/2015	Aeration pass 90 (clean and replace diffusers)
	3/18/2015	East Primary Clarifier (Clean sump crock)
	3/19/2015	Aeration pass 90 (clean and replace diffusers)
	3/20/2015	Aeration pass 90 (clean and replace diffusers)
	3/24/2015	Aeration pass 90 (clean and replace diffusers)
	3/25/2015	Aeration pass 90 (clean and replace diffusers)

## Training

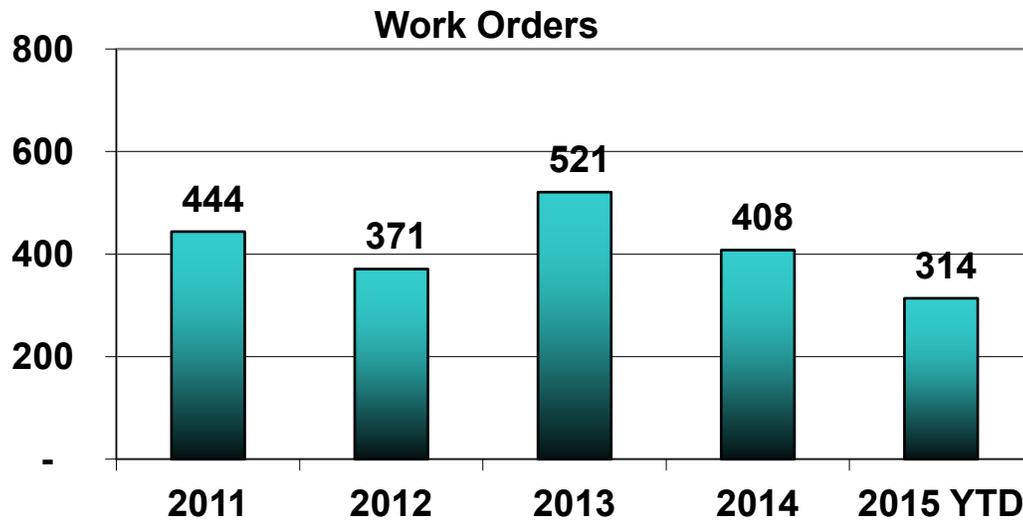
Date	# of Employees Attended	Training Course Description
3/2-3/2015	2	MWEA Biosolids Conference
3/5/2015	2	MWEA Basic Training Fundamentals of WW Math II
3/10/2015	1	Great Lakes Conference
3/25/2015	1	Michigan Watershed Summit

## Cemetery

### Burials



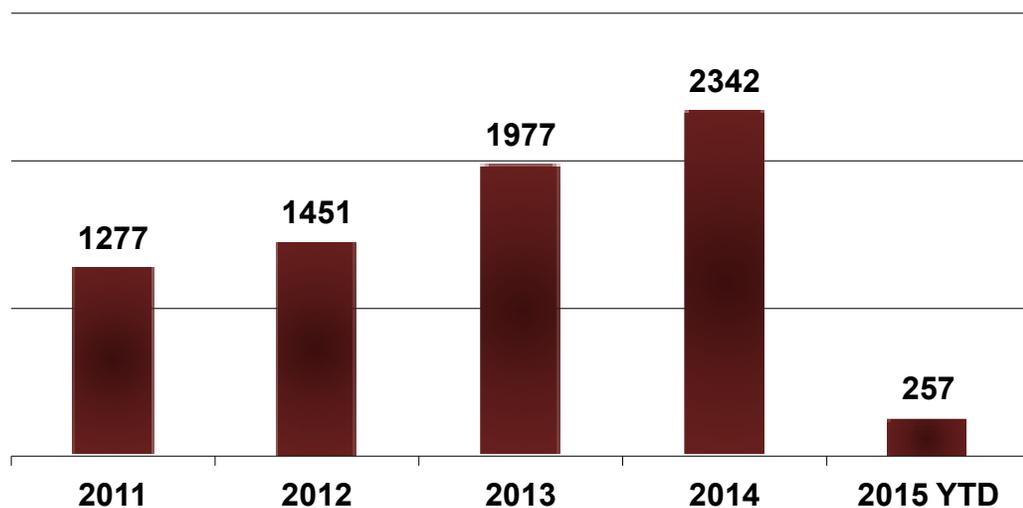
## Maintenance



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

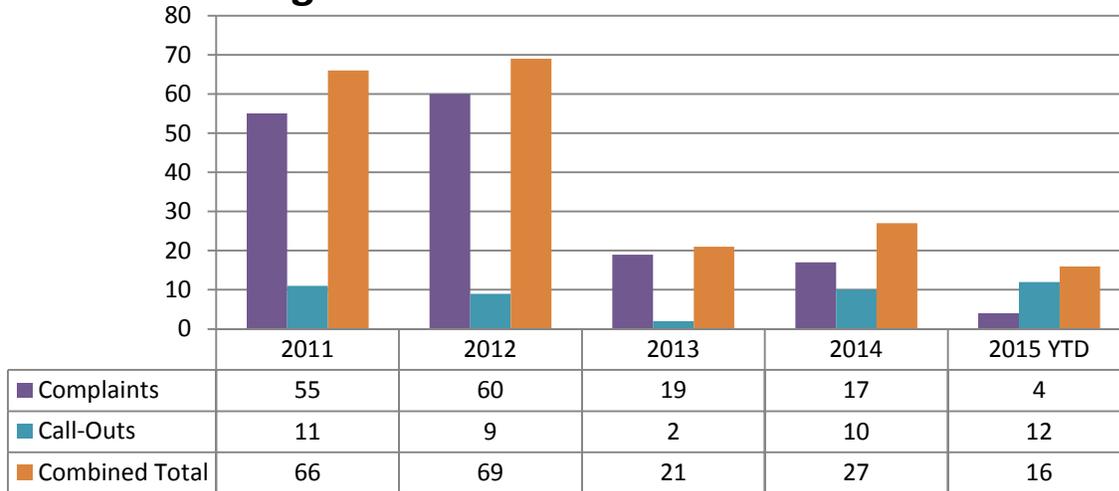
- Flushed and drained the sump at POTW Hypochlorite building
- Replaced 480 diffusers in the aeration tanks at the POTW
- Cleaned ceiling grates at Fire #1 in locker rooms
- Repaired counter tops in locker rooms at Fire #1
- Cleaned and repaired air relief at Waverly Lift Station
- Performed complete maintenance on Mow Crew trailer; ready for season
- Graves at Markham and Maple Ridge that were dug in winter were leveled off with fresh dirt

## Miss Digs Performed

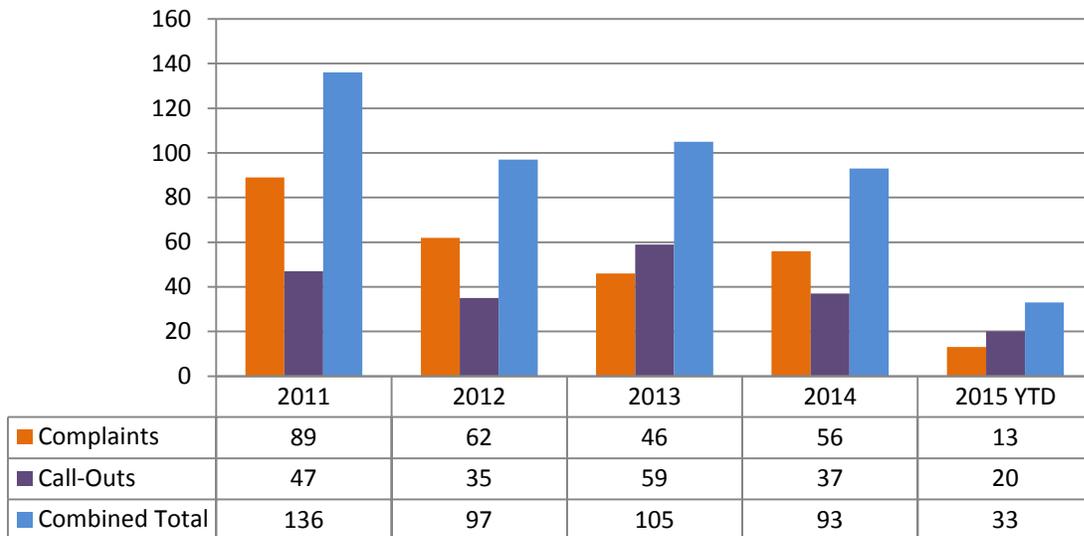


## Unscheduled Service Calls

### Building & Grounds Unscheduled Service Calls

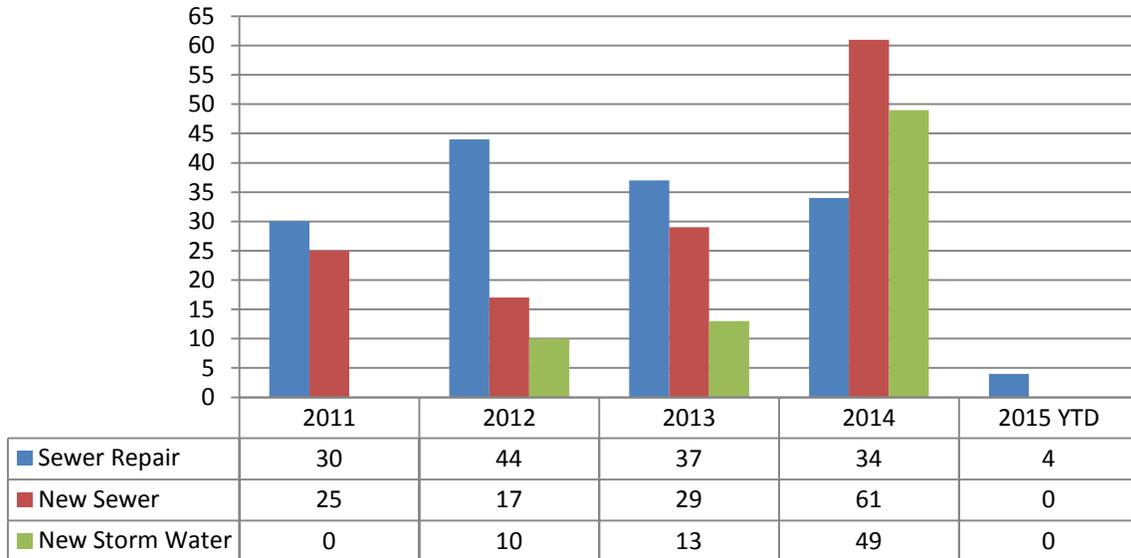


### Collections Unscheduled Service Calls



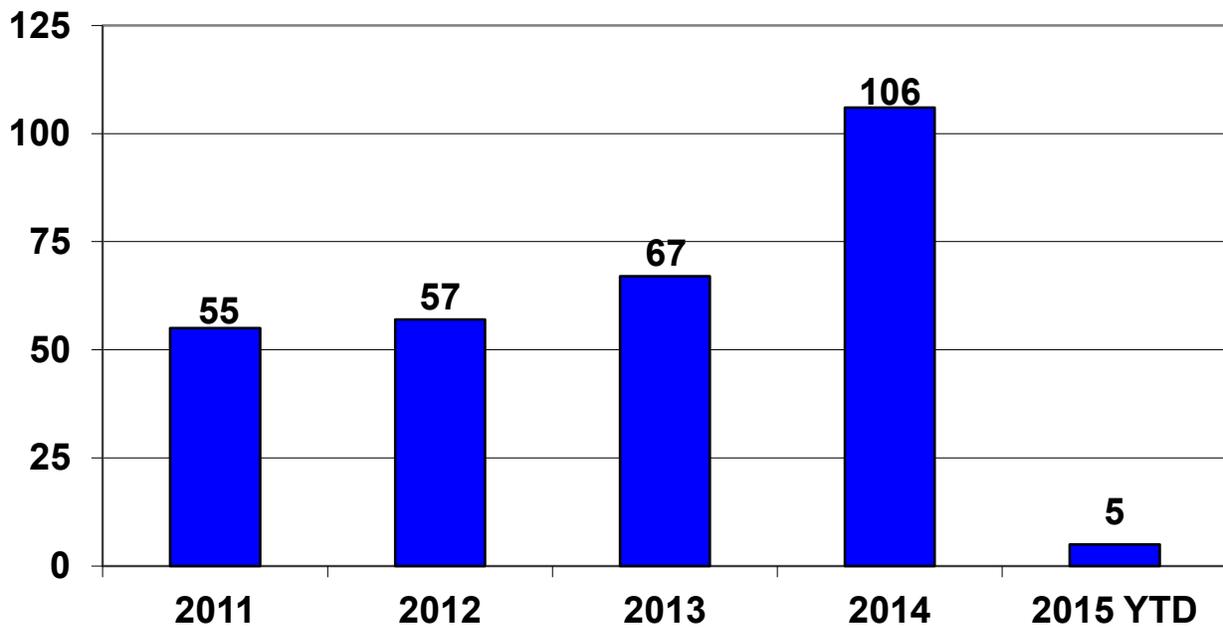
## Sanitary Sewer Permits

### Sanitary Sewer Permits Issued

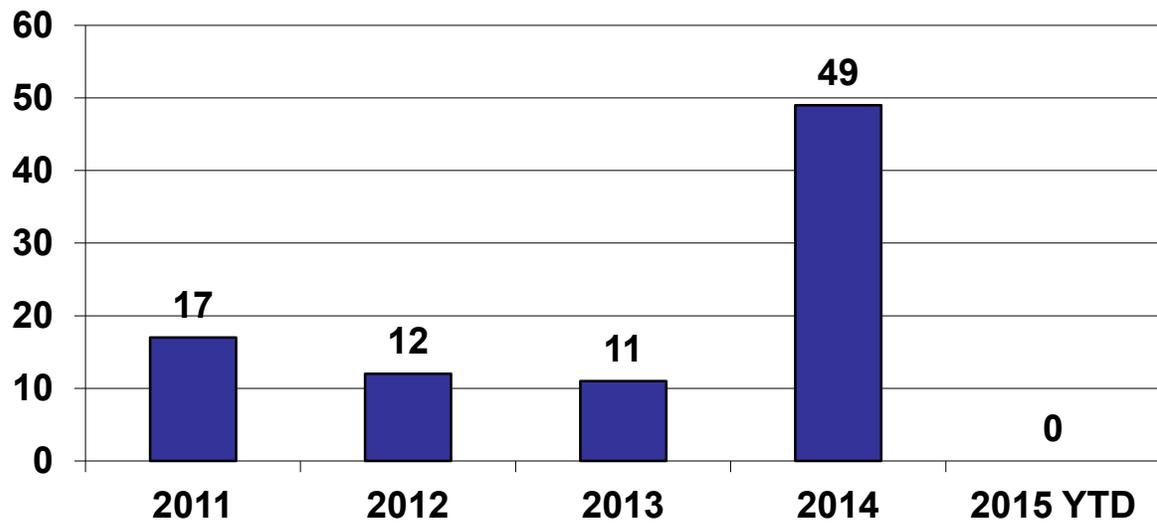


*Note: Storm water permits were not issued prior to 2012*

## Sanitary Sewer Inspections Performed



## Storm Sewer Inspections Performed

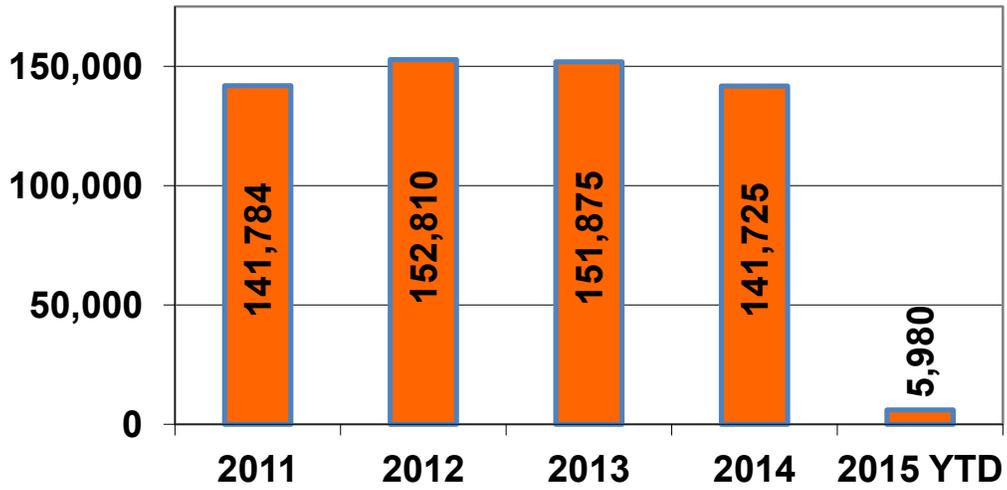


## Stormwater

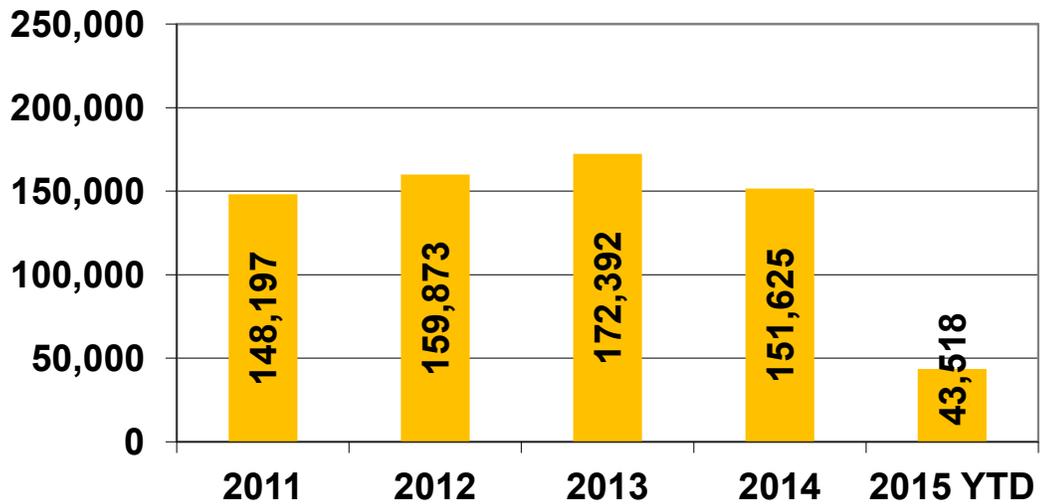
On Thursday March 19<sup>th</sup>, Plantwise Restoration conducted prescribed burns at the Waverly lift Station, POTW and township property just south of the POTW.

On Thursday, March 26<sup>th</sup>, the Environmental Coordinator participated in the Surface/Stormwater workgroup at Tri-County Regional Planning Commission.

### Feet of Sanitary Sewer Cleaned (Vactor Truck Work)



### Feet of Sanitary Sewer Televised (Camera Truck Work)



## Industrial Pretreatment Program

March IPP Activities		
<b>Review/Approval</b>		
building plan review	3/5/2015	2102 Aurelius - AKK Liquor
building plan review	3/6/2015	3130 Sovereign Dr. - Ionetix
building plan review	3/17/2015	2380 S. Cedar Ste-201 - Premier Rehabilitation
building plan review	3/17/2015	6133 Aurelius - Granger Construction
building plan review	3/30/2015	3475 Belle Chase Way - Lansing Institute of Behavioral Medicine
site plan review	3/18/2015	2420 Cedar - Taco Bell
<b>Inspections - Grease Traps</b>		
Compliant	02/27/15	7-11 1997 Aurelius
Compliant	02/27/15	Biggby #270 Jolly
Compliant	02/26/15	Biggby Coffee - 2006 Cedar
Compliant	02/27/15	Buddies Grill - 2040 Aurelius
Compliant	02/27/15	Big Ten Holt - 2005 Eifert
Compliant	02/27/15	Burger King - 2464 Cedar
Compliant	02/27/15	Burger King - 2520 E. Jolly
Compliant	02/27/15	Champions - 2440 N. Cedar
Compliant	02/26/15	Charlie's Bar & Grill 1957 Cedar
Compliant	02/27/15	Chisholm Hills - 2395 Washington
Compliant	02/27/15	Coach's - 6201 Bishop
Compliant	02/26/15	Coffee Barrel - 2237 Aurelius
Compliant	02/27/15	Cottage Inn Pizza - 1995 Cedar
Compliant	02/26/15	Delhi Café - 4625 Willoughby
Compliant	02/27/15	Famous Dave's 2457 Cedar
Compliant	02/26/15	Eagles - 1111 N. Cedar
Compliant	02/27/15	Incu-Bake 1967 Aurelius
Compliant	02/27/15	IngCredible - 2454 S. Cedar
Compliant	CLOSED	China Light - 1979 Aurelius
Compliant	02/26/15	Kroger - 2495 N. Cedar
Compliant	02/27/15	Little Caesar's - 2221 N. Cedar
Compliant	02/27/15	McDonald's 2775 Eaton Rapids Rd.
Compliant	02/27/15	McDonald's 2530 E. Jolly
Compliant	02/27/15	McDonald's 2400 N. Cedar
Compliant	02/26/15	Ram Corner Store - 4509 Willoughby
Compliant	02/26/15	St. Matthews - 2418 Aurelius
Compliant	02/26/15	Sam Corey Senior Center- 2108 N. Cedar
Compliant	02/27/15	Subway - 2765 Eaton Rapids Rd.
Compliant	02/27/15	Tim Horton's - 2450 E. Jolly
Compliant	02/27/15	Tim Horton's - 2350 Cedar
Compliant	02/27/15	Wild Strawberry and More - 2018 Cedar
Compliant	02/27/15	Wendy's - 2727 Eaton Rapids Rd.

**DELHI CHARTER TOWNSHIP  
MINUTES OF REGULAR MEETING HELD ON APRIL 7, 2015**

---

Delhi Charter Township Board of Trustees met in a regular meeting on Tuesday, April 7, 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 Jon Harmon, John Hayhoe, Megan Ketchum, DiAnne Warfield

Members Absent: None

**COMMENTS FROM THE PUBLIC** - None

**SET/ADJUST AGENDA**

Harmon moved to add Late Agenda Item No. 5 – Department of Public Services – February Report.

A Voice Poll was recorded as follows: All Ayes

**MOTION CARRIED**

**CONSENT AGENDA**

- A. Approval of Minutes – Committee Meeting of March 17, 2015
- B. Approval of Minutes – Regular Meeting of March 17, 2015
- C. Approval of Claims – March 17, 2015 (ATTACHMENT I)
- D. Approval of Claims – March 31, 2015 (ATTACHMENT II)
- E. Approval of Payroll – March 26, 2015 (ATTACHMENT III)
- F. Reappointment to the Delhi Township Planning Commission – Donald Leaf (ATTACHMENT IV)

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

A Roll Call Vote was recorded as follows:

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

**MOTION CARRIED**

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP  
MINUTES OF REGULAR MEETING HELD ON APRIL 7, 2015**

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**ZONING AND DEVELOPMENT**

**FINAL PLAT APPROVAL – MEADOW RIDGE SUBDIVISION NO. 6**

---

The Board reviewed a memorandum dated March 30, 2015 from Tracy Miller, Director of Community Development (ATTACHMENT V).

**Hayhoe moved to approve the final plat for Phase 6 of the Meadow Ridge Subdivision, a part of the Northeast ¼ of Section 20, T3N, R2W, Delhi Township.**

A Roll Call Vote was recorded as follows:

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

**MOTION CARRIED**

**NEW BUSINESS**

**2015 TOWNSHIP VEHICLE PURCHASE**

---

The Board reviewed memorandums dated April 1, 2015 from Twp. Mgr. Elsinga and March 30, 2015 from Terry Powers, Facilities Supervisor (ATTACHMENT VI).

**Harmon moved to approve the purchase of a 2015 Ford F350 Van, two 2015 Ford Escape SEs, and a Ford F550 Dump Truck through the State of Michigan purchasing program from Gorno Ford in the total amount of \$150,317 and authorize the disposal of the 2003 Chevy Van (VIN #9178), the 2003 Ford Expedition (VIN #2041) and the 2001 GMC Jimmy (VIN #6216) via State auction.**

Trustee Harmon asked if Gorno Ford, instead of a local dealer, was being used due to the fact that Gorno Ford won the State of Michigan bid. Twp. Mgr. Elsinga answered in the affirmative.

Treasurer Sweet questioned the additional cost for options on the van. Terry Powers, Facilities Supervisor, stated that the body of the van is steel with outside access to the inside of the van. The van will be used as the first-out vehicle for lift station maintenance, emergencies, etc.

A Roll Call Vote was recorded as follows:

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

**MOTION CARRIED**

**PURCHASE OF A 2014 EXMARK MOWER – DEPARTMENT OF PUBLIC SERVICES**

---

The Board reviewed memorandums dated April 1, 2015 from Twp. Mgr. Elsinga and March 20, 2015 from Terry Powers, Facilities Supervisor (ATTACHMENT VII).

**Sweet moved to approve the purchase of two 2014 EXMARK 29 HP mowers with grass catcher and hitch from D&G Equipment in the total amount of \$24,392.**

A Roll Call Vote was recorded as follows:

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

**MOTION CARRIED**

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP  
MINUTES OF REGULAR MEETING HELD ON APRIL 7, 2015**

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**LATE AGENDA ITEM**

**DEPARTMENT OF PUBLIC SERVICES – FEBRUARY ACTIVITY REPORT**

---

The Board reviewed the Department of Public Services February Activity Report (ATTACHMENT VIII).

Trustee Harmon asked Sandra Diorka, Director of Community Development, about the process of the Quality Assurance Program. Ms. Diorka gave an overview on how the program worked.

Ms. Diorka reminded the Board of the May 9, 2015 POTW Open House, Reuse Rally, electronics and unwanted medicine collections.

**REPORTS**

**SUPERVISOR**

Supervisor Davis is continuing to work with the Holt Home Town Festival committee.

Supervisor Davis provided an update of the restaurant incubator concept in Delhi Township that he has been working on with LEAP and MSU.

**CLERK**

Clerk Hope, commented on the presentation given by David Leighton of Leightronix at the April 7, 2015 Committee meeting regarding the video recording of Board of Trustee meetings. Clerk Hope asked the Board members to begin thinking of the process of video recording the Board meetings. Clerk Hope further stated that when the Board adopted the Township Board Rules and Procedures at their December 17, 2013 Board meeting it was done without the thought of video recording. The Board may want to begin considering changes that may need to be made to the Board Rules and Procedures.

**TRUSTEES**

**TRUSTEE HARMON**

Trustee Harmon stated that on March 30, 2015, Treasurer Sweet, Trustee Warfield and he gave a tour of the Community Services Center to a local Girl Scout troop. The troop was able to participate in a mock Board meeting.

**TRUSTEE HAYHOE**

Trustee Hayhoe stated that the Annual Easter Egg Hunt held on April 4, 2015 was a success.

**TOWNSHIP MANAGER**

Twp. Mgr. Elsinga stated that he was invited to attend the City of Lansing's Intergovernmental Subcommittee meeting. Also in attendance were the Lansing Chief Police and Assistant Fire Chiefs along with representatives from the townships of Meridian and Delta. It was shared with the subcommittee that mutual aid has been in place for several decades.

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP  
MINUTES OF REGULAR MEETING HELD ON APRIL 7, 2015**

---

**LIMITED PUBLIC COMMENTS** – None

**ADJOURNMENT**

Meeting adjourned at 8:03 p.m.

Date: April 21, 2015

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

Date: April 21, 2015

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

/af

SUBJECT TO APPROVAL

## ACCOUNTS PAYABLE APPROVAL

March 17, 2015

**I. Certification of Authorized Signatures:** The attached Check Register and Invoice Distribution Report encompass checks dated March 17, 2015 numbered 88832 thru 89017 & ACH 3456 thru 3477. Every invoice has a payment authorizing signature(s).

Dated: March 17, 2015

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

**II. Certification of Fund Totals:**

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

General Fund	\$	152,088.87
Fire Fund		32,323.43
Police Fund		2,165.00
Fire Equip. & Apparatus Fund		10,839.25
Downtown Development Fund		18,842.58
Sewer Fund		111,419.51
Trust & Agency Fund		2,068.70
Current Tax Fund		49,205.10
Grand Total	\$	378,952.44

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

Current Tax Account	\$	49,205.10
Farmer's Market Account	\$	1,363.00

Dated: March 17, 2015

\_\_\_\_\_  
John B. Elsinga, Township Manager

**III. Approval for Distribution:** I have reviewed the above checks and invoices and all of them should be distributed. All invoices over \$10,000.00 have been approved by general policy or previous motions of the board. (Hubbell, Roth & Clark \$20,601.37 for SAW Grant Administration, 11/5/14, LEAP, Inc. \$15,000.00 for 2015 Membership, 3/3/15, Tri-Co Regional Planning Comm, \$27,084.17 for 2015 Aerial Imagery, 2/18/15 )

Dated: March 17, 2015

\_\_\_\_\_  
John B. Elsinga, Township Manager

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

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

**IV Board Audit and Approval:** At a regular meeting of the Township Board held on April 7, 2015 a motion was made by \_\_\_\_\_ and passed by \_\_\_yes votes and \_\_\_no votes (\_\_\_\_absent) that the list of claims dated March 17, 2015, was reviewed, audited and approved

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

INVOICE GL DISTRIBUTION REPORT FOR DELHI CHARTER TOWNSHIP  
 EXP CHECK RUN DATES 03/17/2015 - 03/17/2015

Vendor	Invoice Line Desc	Amount
Fund 101 GENERAL FUND		
Dept 000.00		
CITY OF MASON	JANUARY STANBY FEE	513.85
CITY OF MASON	FEBRUARY STANDBY FEE	513.85
CITY OF MASON	INCIDENT #2015-1	600.00
CITY OF MASON	INCIDENT #2015-16	800.00
MERIDIAN TOWNSHIP FIRE	HAGADORN RD - DEFECTIVE ELEVATOR	600.00
MERIDIAN TOWNSHIP FIRE	JANUARY STAND BY FEE	918.66
MERIDIAN TOWNSHIP FIRE	2177 COMMONS PARKWAY FIRE ALARM	800.00
MERIDIAN TOWNSHIP FIRE	FEBRUARY STANDBY FEE	918.66
LUCILLE OLSON	REIMBURSE RENTAL REGISTRATION	33.00
	Total For Dept 000.00	5,698.02
Dept 101.00 LEGISLATIVE		
CAPITAL AREA RAIL COUNCIL	ANNUAL DUES FOR 2014-2015	300.00
LEAP, INC.	2015 LEAP MEMBERSHIP	15,000.00
BANK OF AMERICA	MTA LUNCH/TWP BOARD	44.39
BANK OF AMERICA	MTA BREAKFAST/WARFIELD	12.37
JONATHAN HARMON	MTA CONFERENCE REIMBURSEMENT	156.93
	Total For Dept 101.00 LEGISLATIVE	15,513.69
Dept 171.00 MANAGER		
BASIC	2015 HSA ADMINISTRATION FEES	70.00
ADP SCREENING & SELECTION	SUBSCRIPTION/BACKGROUND CHECKS	30.11
BANK OF AMERICA	MANAGER LUNCH MEETING/ELSINGA	47.26
BANK OF AMERICA	PARKING/ELSINGA	10.00
BANK OF AMERICA	STATE NEWS/AD	465.00
BANK OF AMERICA	CONFERENCE LODGING/ELSINGA	190.07
BANK OF AMERICA	ICMA AIR FARE/ELSINGA	45.00
BANK OF AMERICA	ICMA AIR FARE/ELSINGA	19.00
BANK OF AMERICA	ICMA AIR FARE/ELSINGA	45.00
BANK OF AMERICA	ICMA AIR FARE/ELSINGA	19.00
BANK OF AMERICA	ICMA AIR FARE/ELSINGA	486.20
BANK OF AMERICA	TRAVEL AGENT FEE/ELSINGA	25.00
BANK OF AMERICA	MTA LODGING/ELSINGA	313.92
BANK OF AMERICA	MPELRA REGISTRATION/THIELEN	90.00
BANK OF AMERICA	MTA BREAKFAST/VANDER PLOEG	12.06
BANK OF AMERICA	MTA LODGING/VANDER PLOEG	470.88
BANK OF AMERICA	MTA PARKING/VANDER PLOEG	43.50
BANK OF AMERICA	MTA LUNCH/VANDER PLOEG	13.85
WENDY L THIELEN	3/6/15 MILEAGE/THIELEN	36.80
	Total For Dept 171.00 MANAGER	2,432.65
Dept 191.00 ACCOUNTING		
BASIC	2015 HSA ADMINISTRATION FEES	35.00
ABRAHAM & GAFFNEY, P.C.	ACCOUNTING SERVICES FEBRUARY	4,810.50
	Total For Dept 191.00 ACCOUNTING	4,845.50

Dept 215.00 CLERK		
BASIC	2015 HSA ADMINISTRATION FEES	70.00
DBI BUSINESS INTERIORS	OFFICE SUPPLIES	21.99
BANK OF AMERICA	MTA LODGING/FINCH	470.88
BANK OF AMERICA	MTA LUNCH/FINCH & HOPE	26.45
BANK OF AMERICA	MTA PARKING/FINCH	43.50
BANK OF AMERICA	MTA BREAKFAST/FINCH	12.07
BANK OF AMERICA	MAMC MEMBERSHIP/HOPE & FINCH	75.00
BANK OF AMERICA	MTA LODGING/HOPE	313.92
Total For Dept 215.00 CLERK		1,033.81

Dept 228.00 INFORMATION TECHNOLOGY		
BANK OF AMERICA	HP LJ PRO 400PRINTER/MANAGER	189.99
BANK OF AMERICA	TONER CARTRIDGE FOR HP LJ 3015	157.93
BANK OF AMERICA	DYMO LABEL MAKER/CLERK OFFICE	82.98
BANK OF AMERICA	RAM MEMORY MODULES FOR DELL	87.05
BANK OF AMERICA	RAM MEMORY MODULES FOR DELL	39.79
BANK OF AMERICA	TABLET COMPUTER TOUGH CASE	47.59
BANK OF AMERICA	USB ADAPTER & WIRELESS KEYBOARD	81.58
BANK OF AMERICA	THERMALTAKE EXTERNAL HARD DRIVE	35.99
BANK OF AMERICA	SECONDARY PAPER TRAY FOR HP	129.98
AD-INK & TONER SUPPLY	4 INK FOR HP OFFICE JET	99.96
ACD.NET, INC.	ACD FIBER/INTERNET	1,400.00
PARK PLACE TECHNOLOGIES	SERVER HARDWARE MAINT CONTRACT	614.52
BANK OF AMERICA	HP OFFICEJET PRO 8620 MFP	149.99
BS&A SOFTWARE	ACCESS MY GOV-ON LINE PERMITS	5,400.00
TRI-COUNTY REGIONAL	2015 AERIAL IMAGERY	13,542.08
Total For Dept 228.00 INFORMATION TECHNOLOGY		22,059.43

Dept 253.00 TREASURERS		
BASIC	2015 HSA ADMINISTRATION FEES	35.00
Total For Dept 253.00 TREASURERS		35.00

Dept 257.00 ASSESSING		
BANK OF AMERICA	BUSINESS CARDS/ELIZABETH TOBIAS	56.00
BANK OF AMERICA	3 VALUATION GUIDES & SHIPPING	266.00
THRUN LAW FIRM, P.C.	LEGAL FEES FEBRUARY	10,865.90
HEINOWSKI APPRAISAL	MTT TRIAL & TRIAL PREPARATION	5,100.00
VERTALKA & VERTALKA, INC.	APPRAISAL SERVICES	8,950.00
Total For Dept 257.00 ASSESSING		25,237.90

Dept 265.00 BUILDING & GROUNDS		
BASIC	2015 HSA ADMINISTRATION FEES	51.94
LANSING ICE & FUEL CO	GASOLINE 2/16-28/2015	94.61
MICHIGAN COMPANY	CASE = 6 CTR PULL FOR CSC=50DDA	484.15
MICHIGAN COMPANY	SHIPPING CHARGE	10.75
MICHIGAN COMPANY	CASE = 6 CTR PULL FOR CSC=50DDA	1,094.60
SIEMENS INDUSTRY, INC.	PART & LABOR HEAT PUMPS 2 & 7/CSC	5,873.59
QUALITY FIRST MAID SERVICE	CLEANING SERVICES/CSC	975.00
METRONET LONG DISTANCE	LONG DISTANCE FEBRUARY	26.73
TDS METROCOM	LOCAL SERVICE FEBRUARY	1,097.66
BOARD OF WATER & LIGHT	WATER 2074 AURELIUS	511.78
B & D ELECTRIC, INC.	NEW PLUGS/FIRE TRAINING ROOM	520.00
BANK OF AMERICA	ELECTRICAL RACEWAY/CLERKS OFFICE	26.08

BANK OF AMERICA	OUTSIDE DOOR SEAL/COMMUNITY DEV	53.55
BANK OF AMERICA	URINAL FLUSH VALVE/FIRE & 1 SPARE	195.35
ACE HARDWARE	9 MISC. MDSE./HOSE ADAPTER	23.84
ACE HARDWARE	2 CLOBUSTERS/PLUG DRAIN TEST/	60.95
ACE HARDWARE	2 MALE CNNCTR/1 FILTER HOUSING W/	58.97
ACE HARDWARE	COM CONNCT/2 COMP UNION/CSC	17.47
ACE HARDWARE	5 KEYS/DDA	8.45
ACE HARDWARE	CREDIT	(0.20)
ACE HARDWARE	2 GALV NIPPLES/CSC	2.98
ACE HARDWARE	MINI TUBING CUTTER/FITTING/SOLDER	60.44
JOHNSTONE SUPPLY	REGULATOR W SPRING	113.10
JOHNSTONE SUPPLY	STRAINER WITH CARTRAGE	32.88
JOHNSTONE SUPPLY	SHIPPING	15.00
LOWE'S CREDIT SERVICES	PARTICLE BOARD/8 PAINT BRUSHES/	41.24
SAFETY SYSTEMS, INC	ELECTRIC STRIKE/LIBRARY DOOR	641.00
TRI-COUNTY REGIONAL	2015 AERIAL IMAGERY	1,442.22
	Total For Dept 265.00 BUILDING & GROUNDS	13,534.13
Dept 276.00 CEMETERY		
BASIC	2015 HSA ADMINISTRATION FEES	21.07
LANSING ICE & FUEL CO	GASOLINE 2/16-28/2015	38.38
BANK OF AMERICA	2 YR SUB AMERICAN CEMETERY/HOPE	85.00
TRI-COUNTY REGIONAL	2015 AERIAL IMAGERY	577.18
	Total For Dept 276.00 CEMETERY	721.63
Dept 281.00 STORMWATER		
BASIC	2015 HSA ADMINISTRATION FEES	13.23
LANSING ICE & FUEL CO	GASOLINE 2/16-28/2015	24.10
TRI-COUNTY REGIONAL	2015 AERIAL IMAGERY	364.69
	Total For Dept 281.00 STORMWATER	402.02
Dept 446.00 INFRASTRUCTURE		
CONSUMERS ENERGY	STREETLIGHTS ACCT#6730	20,358.60
CONSUMERS ENERGY	STREETLIGHTS ACCT#7043	104.30
HUBBELL, ROTH & CLARK, INC	HOLT RD TRAIL TREE ADMINISTRATION	1,366.44
HUBBELL, ROTH & CLARK, INC	RAM TRAIL/PROFESSIONAL/MDEQ PE	4,104.21
THRUN LAW FIRM, P.C.	LEGAL FEES FEBRUARY	237.30
	Total For Dept 446.00 INFRASTRUCTURE	26,170.85
Dept 721.00 PLANNING/COMMUNITY DEVELOPMENT		
BASIC	2015 HSA ADMINISTRATION FEES	175.00
DBI BUSINESS INTERIORS	OFFICE SUPPLIES	47.24
LANSING ICE & FUEL CO	GASOLINE 2/26-28/2015	25.90
THRUN LAW FIRM, P.C.	LEGAL FEES FEBRUARY	235.20
THE CHESAPEAKE GROUP, INC	RES/NON-RESIDENTIAL ANALYSIS	1,000.00
METRONET LONG DISTANCE	LONG DISTANCE FEBRUARY	9.50
TDS METROCOM	PHONES/SENIOR CENTER	294.70
TDS METROCOM	LOCAL SERVICE FEBRUARY	55.80
BANK OF AMERICA	CAR WASH/#57	8.00
SHAHEEN CHEVROLET, INC.	PARTS & LABOR/#57	118.13
SCHAFFER'S INC.	SNOW & ICE REMOVAL 4472 HELMSWAY	69.00
SCHAFFER'S INC.	150 LBS CALCIUM CHLORIDE HELMSWAY	72.00
SCHAFFER'S INC.	SNOW & ICE REMOVAL 5691 AMBLER	34.50
SCHAFFER'S INC.	CALCIUM CHLORIDE APPLIED-SIDEWALK	12.00
PLUMBING INSPECTORS	PIAM SPRING CONFERENCE/SIMONS	210.00

Total For Dept 721.00 PLANNING/COMMUNITY DEVELOPMENT ----- 2,366.97

Dept 752.00 PARKS ADMINISTRATION

BASIC	2015 HSA ADMINISTRATION FEES	105.00
METRONET LONG DISTANCE	LONG DISTANCE FEBRUARY	0.07
TDS METROCOM	LOCAL SERVICE FEBRUARY	97.97
Total For Dept 752.00 PARKS ADMINISTRATION		----- 203.04

Dept 771.00 PARKS

LANSING ICE & FUEL CO	GASOLINE 2/16-28/2015	107.58
ACE HARDWARE	3/4" COPPER ELBOW	2.79
FASTENAL COMPANY	2 BRUSHES	14.00
AMERICAN RENTAL	PORTABLE TOILET	140.00
AMERICAN RENTAL	PORTABLE TOILET	140.00
GRANGER	MONTHLY DUMPSTER SERVICE	150.00
BOARD OF WATER & LIGHT	WATER 2108 CEDAR	228.38
BOARD OF WATER & LIGHT	WATER 2287 PINE TREE	40.92
CONSUMERS ENERGY	ELECTRIC 1771 MAPLE	91.98
B & D ELECTRIC, INC.	TIME & MATERIALS/VETS PARK	1,146.00
MENARDS LANSING SOUTH	8 TREATED LUMBER	40.40
MENARDS LANSING SOUTH	ELBOWS/EMERY CLOTH/PIPE/DRAIN/PRO G/	39.41
MENARDS LANSING SOUTH	3/4 BALLVLVESWEAT W/DRAIN	13.39
MENARDS LANSING SOUTH	(2) 12" METAL ACCESS PANELS	21.99
MENARDS LANSING SOUTH	COPPERCOAT WD PRESERVATIVE/NAILS	124.47
MENARDS LANSING SOUTH	AIR GLADE/GOOF OFF/IRON HANDLE	22.60
MENARDS LANSING SOUTH	2 ANTIFREEZE/1HINGES/STEEL ROLLERS	82.76
QUALITY FIRST MAID SERVICE	CLEANING SERVICES/SENIOR CENTER	260.00
SAFETY SYSTEMS, INC	QTRLY MONITORING/SENIOR CENTER	90.00
ALRO STEEL CORPORATION	STEEL	152.55
AIRGAS USA, LLC	OXYGEN RENTAL	29.06
BOBCAT OF LANSING	OIL FILTERS/FILTER ELEMENTS/FILTER	117.39
COMPLETE HITCH COMPANY	SHOP MATERIAL/CUTTING EDGE 8' PLOW	52.00
THE PARTS PLACE	2 HYDFLUID	17.26
TASMANIAN TIRE CO.	TIRES FOR TRUCKS #46 & #48	1,038.36
Total For Dept 771.00 PARKS		----- 4,163.29

Dept 774.00 RECREATION

JEFF BRYAN	OFFICIAL BASKETBALL	150.00
PAULA K. HARNEY	SENIOR CENTER FITNESS CLASSES	100.00
GERARD T. HOWLEY	OFFICIAL BASKETBALL	50.00
RASHAWN MOLDEN	OFFICIAL BASKETBALL	150.00
ANDREW MURRAY	OFFICIAL BASKETBALL	75.00
STEVEN E. ROGERS	OFFICIAL BASKETBALL	200.00
ZACH VANLIEW	OFFICIAL BASKETBALL	100.00
NATHANIEL WEBBER	OFFICIAL BASKETBALL	30.00
Total For Dept 774.00 RECREATION		----- 855.00

Dept 850.00 OTHER FUNCTIONS		
DBI BUSINESS INTERIORS	OFFICE SUPPLIES	380.45
THRUN LAW FIRM, P.C.	LEGAL FEES FEBRUARY	657.60
ENCOMPASS/EAP	2ND QTR EAP	248.00
MEDICAL MANAGEMENT SYST	AMBULANCE BILLING FEES/FEBRUARY	3,814.65
MICHIGAN MUNICIPAL RISK	2015 PROPERTY/LIABILITY INSURANCE	21,537.29
RICOH USA, INC.	RICOH MAINT AGREEMENT	69.35
BANK OF AMERICA	WUFOO SUBSCRIPTION 2/26-3/26/2015	9.00
BANK OF AMERICA	GIS WEB HOSTING 2/10-3/9/2015	1.00
BANK OF AMERICA	MUSIC SERVICE/CSC	24.95
BANK OF AMERICA	AT&T LED SIGN 2/16-3/15/2015	73.65
	Total For Dept 850.00 OTHER FUNCTIONS	26,815.94
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	Total For Fund 101 GENERAL FUND	152,088.87

Fund 206 FIRE FUND		
Dept 000.00		
BANK OF AMERICA	2 FIREFIGHTING AWARDS & SHIPPING	273.07
	Total For Dept 000.00	273.07

Dept 336.00 FIRE DEPARTMENT		
BASIC	2015 HSA ADMINISTRATION FEES	350.00
BASIC	2015 HSA ADMINISTRATION FEES	35.00
BANK OF AMERICA	5 FIRE CODE BOOKS & SHIPPING	419.25
DBI BUSINESS INTERIORS	OFFICE SUPPLIES	522.43
LANSING ICE & FUEL CO	GASOLINE 2/16-28/2015	884.94
LANSING UNIFORM CO	SHIRT-DROLETT/SHIRT-BRIAN/30 MOURNIN	143.90
BANK OF AMERICA	2 LAPTOP SCREEN DIGITIZED STYLUS	75.98
ARROW INTERNATIONAL, INC	MEDICAL SUPPLIES & FREIGHT	636.10
BOUND TREE MEDICAL, LLC	MEDICAL SUPPLIES	688.61
LIFEGAS LLC	OXYGEN	314.72
MOORE MEDICAL, LLC	MEDICAL SUPPLIES & FUEL SURCHARGE	480.44
CALLBACK STAFFING SOLUTIONS	CALL BACK STAFFING MARCH	99.99
SPARROW OCC HEALTH SERV	PHYSICAL	423.12
ENCOMPASS/EAP	2ND QTR EAP	294.50
METRONET LONG DISTANCE	LONG DISTANCE FEBRUARY	4.77
TDS METROCOM	LOCAL SERVICE FEBRUARY	41.41
MICHIGAN MUNICIPAL RISK	2015 PROPERTY/LIABILITY INSURANCE	22,279.95
BOARD OF WATER & LIGHT	WATER 6139 BISHOP	40.92
CONSUMERS ENERGY	ELECTRIC 6139 BISHOP	90.37
CONSUMERS ENERGY	GAS 6139 BISHOP	485.39
ADP SCREENING & SELECTION	SUBSCRIPTION/BACKGROUND CHECKS	271.40
BANK OF AMERICA	LUNCH MEETING-BALL/DRURY/HAMEL	38.83
BANK OF AMERICA	LUNCH/BALL	14.06
BANK OF AMERICA	2 FIRE LINE TAPE/SHIPPING	28.93
BANK OF AMERICA	FLOOR SQUEEGEE & BROOM	21.97
ACE HARDWARE	12 MISC. MDSE.	10.64
ALL-PHASE ELECTRIC SUPPLY	5 PLUGS/2 CONN	114.75
BANK OF AMERICA	FIRE OFFICE BOOK & SHIPPING	95.49
JEFFREY BUTCHER	2015 WINTER TERM REIMBURSE/BUTCH	742.50
MCLAREN FLINT EDUCATIONAL	3 EMT COURSES	2,400.00
	Total For Dept 336.00 FIRE DEPARTMENT	32,050.36
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	Total For Fund 206 FIRE FUND	32,323.43

Fund 207 POLICE FUND		
Dept 301.00 POLICE		
THRUN LAW FIRM, P.C.	LEGAL FEES FEBRUARY	2,165.00
	Total For Dept 301.00 POLICE	2,165.00
	Total For Fund 207 POLICE FUND	2,165.00

Fund 211 FIRE EQUIP. & APPARATUS FUND		
Dept 000.00		
CLIFFORD HARMAN	BILLED TO LFD	350.00
	Total For Dept 000.00	350.00

Dept 339.00 EQUIPMENT & APPARATUS		
BANK OF AMERICA	UPS SHIPPING	20.57
BANK OF AMERICA	UPS SHIPPING	16.01
FIRE SERVICE MANAGEMENT	TURNOUT GEAR CLEANING & FREIGHT	38.21
BANK OF AMERICA	RESCUE EQUIPMENT & SHIPPING	410.00
BANK OF AMERICA	HUSKY 50 GAL MOBILE JOB BOX	59.00
BANK OF AMERICA	HUSKY 50 GAL MOBILE JOB BOX/LUMBER	67.13
BANK OF AMERICA	AUDIO CABLE	60.98
BANK OF AMERICA	WIRELESS KEYBOARD & MOUSE	20.99
BANK OF AMERICA	CABLES/CONVERTER/WALL PLATE	202.94
BANK OF AMERICA	CONFERENCE ROOM SOUND SYSTEM	365.75
BANK OF AMERICA	VIDEO & STEREO AUDIO FLYING LEAD	37.29
BANK OF AMERICA	2 PORT COAX CABLE TV & 1 PORT	15.33
BANK OF AMERICA	CABLE & SPLITTER	29.78
BANK OF AMERICA	PREMIUM TV WALL MOUNT	19.99
BANK OF AMERICA	TANK TRAP & SHIPPING	165.45
BANK OF AMERICA	CULTIVATOR/BROOM/5 PC SCREW SET	77.75
THE PARTS PLACE	950 40 LB. OIL DRY	52.00
WEST SHORE FIRE INC	3 AUDIO BRACKETS & SHIPPING	784.54
ARGUS-HAZCO	HYDRO TESTING ON CYLINDER	152.00
WEST SHORE FIRE INC	SCBA MAINTENANCE & REPAIR	1,657.00
WEST SHORE FIRE INC	SCBA REPAIR	186.50
BANK OF AMERICA	DC TO AC POWER INVERTER	82.78
ACE HARDWARE	GLUE WELD	7.49
ACE HARDWARE	10 MISC. MDSE,	3.70
CITY OF LANSING FLEET SERV	PARTS & LABOR/#009	2,477.88
EXTENDOBED	EXTENDO BED - ASST. CHIEF VEHICLE	2,962.00
VICTORY LANE QUICK OIL	LOF/#656	37.58
BANK OF AMERICA	FAT BOYS PIZZA/TRAINING	20.21
BANK OF AMERICA	FAT BOYS PIZZA/TRAINING	47.40
BANK OF AMERICA	FAT BOYS PIZZA/TRAINING	41.00
CLIFFORD HARMAN	DIVE RESCUE ICE TRAINING	370.00
	Total For Dept 339.00 EQUIPMENT & APPARATUS	10,489.25
	Total For Fund 211 FIRE EQUIP. & APPARATUS FUND	10,839.25

Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY		
Dept 000.00		
TODD DELO	VENDOR PAYMENT FEBRUARY	70.00
KOLACHE KITCHEN	VENDOR PAYMENT FEBRUARY	19.00
LONESOME PINES BEEF	VENDOR PAYMENT FEBRUARY	9.00
RACHEL MARIE SHAW	VENDOR PAYMENT FEBRUARY	38.00
SANDRA SIEMON	VENDOR PAYMENT FEBRUARY	7.00

WILLOW BLOSSOM FARMS, LLC	VENDOR PAYMENT FEBRUARY	57.00
NEVA AUSTIN	VENDOR PAYMENT FEBRUARY	57.00
OFILIA DIAZ	VENDOR PAYMENT FEBRUARY	64.00
DARRYL MIDDLETON	VENDOR PAYMENT FEBRUARY	75.00
OTTO'S POULTRY, INC	VENDOR PAYMENT FEBRUARY	838.00
JENNIFER ROTIER	VENDOR PAYMENT FEBRUARY	10.00
MAI KOU VANG	VENDOR PAYMENT FEBRUARY	119.00
	Total For Dept 000.00	<u>1,363.00</u>

Dept 728.00 DDA ADMINISTRATION		
ENCOMPASS/EAP	2ND QTR EAP	15.50
METRONET LONG DISTANCE	LONG DISTANCE FEBRUARY	0.67
TDS METROCOM	LOCAL SERVICE FEBRUARY	126.46
MICHIGAN MUNICIPAL RISK	2015 PROPERTY/LIABILITY INSURANCE	1,485.33
	Total For Dept 728.00 DDA ADMINISTRATION	<u>1,627.96</u>

Dept 729.00 DDA MARKETING & PROMOTION		
BLOHM CREATIVE PARTNERS	JANUARY 2015 OUR TOWN	9,050.00
BLOHM CREATIVE PARTNERS	JANUARY OUR TOWN VIDEO (SR CENTER)	650.00
BLOHM CREATIVE PARTNERS	JANUARY OUR TOWN FRAMED ARTICLES	300.00
ACD.NET, INC.	WIFI 3/1-4/1/2015	69.95
BLOHM CREATIVE PARTNERS	NEWSPAPER MEDIA BUY	876.00
BANK OF AMERICA	SURVEY MONKEY 2015 SUBSCRIPTION	204.00
BANK OF AMERICA	LUNCH FOR HCC BOARD	61.93
BLOHM CREATIVE PARTNERS	JANUARY WEB DESIGN & HOSTING	120.00
	Total For Dept 729.00 DDA MARKETING & PROMOTION	<u>11,331.88</u>

Dept 731.00 DDA INFRASTRUCTURE PROJECTS		
KING LUMINAIRE COMPANY INC	STREET LAMP GLOBE ONLY	3,592.00
KING LUMINAIRE COMPANY INC	ESTIMATED SHIPPING	225.00
	Total For Dept 731.00 DDA INFRASTRUCTURE PROJECTS	<u>3,817.00</u>

Dept 850.00 OTHER FUNCTIONS		
GRANGER	MONTHLY DUMPSTER SERVICE	130.00
QUALITY FIRST MAID SERVICE	CLEANING SERVICES/SHERIFF & DDA	420.00
BOARD OF WATER & LIGHT	WATER 2045 CEDAR	132.59
BOARD OF WATER & LIGHT	WATER 2150 CEDAR	20.15
	Total For Dept 850.00 OTHER FUNCTIONS	<u>702.74</u>

Total For Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY	<u><u>18,842.58</u></u>
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Fund 590 SEWAGE DISPOSAL SYSTEM		
Dept 000.00		
ANDARY, ROBERT	Basic Service Charge	159.82
O.I. CORPORATION	CLEANING SYSTEM FOR ORP METER	1,600.00
	Total For Dept 000.00	<u>1,759.82</u>

Dept 548.00 ADMINISTRATION & OVERHEAD		
BASIC	RETIREE 2015 HSA ADMINISTRATION FEE	35.00
PROGRESSIVE IMPRESSIONS	APRIL-JUNE SEWER BILL POSTAGE	7,800.00
ENCOMPASS/EAP	2ND QTR EAP	162.75
PROGRESSIVE IMPRESSIONS	FEB SEWER BILLS/PAPER & EVELOPES	6,053.13
MICHIGAN MUNICIPAL RISK	2015 PROPERTY/LIABILITY INSURANCE	28,963.93
	Total For Dept 548.00 ADMINISTRATION & OVERHEAD	<u>43,014.81</u>

Dept 558.00 DEPT OF PUBLIC SERVICE

BASIC	2015 HSA ADMINISTRATION FEES	403.76
BANK OF AMERICA	LOG BOOK/OPS DESK	11.99
LANSING ICE & FUEL CO	GASOLINE 2/16-28/2015	735.48
MODEL COVERALL SERVICE	STAFF UNIFORMS/POTW	64.79
MODEL COVERALL SERVICE	STAFF UNIFORMS/MAINTENANCE	60.76
MODEL COVERALL SERVICE	STAFF UNIFORMS/POTW	64.79
MODEL COVERALL SERVICE	STAFF UNIFORMS/MAINTENANCE	60.76
AD-INK & TONER SUPPLY	(2) HP 57 INK (COLOR)	33.98
AIRGAS USA, LLC	CYLINDER RENTAL	128.25
FISHER SCIENTIFIC	145ML CENTRIFUGE BOTTLES 4/PK	179.30
FISHER SCIENTIFIC	FUEL SURCHARGE	4.40
ALS LABORATORY GROUP	EFFLUENT SCANS	500.00
ALS LABORATORY GROUP	JARCO (MH 1813)	250.00
BANK OF AMERICA	2 FLASHLIGHTS/STAFF	82.40
BANK OF AMERICA	9 FLASHLIGHTS/STAFF	202.83
HUBBELL, ROTH & CLARK, INC	2014 GENERAL ENGINEERING SERVICES	550.05
HUBBELL, ROTH & CLARK, INC	SANITARY SEWER METERING METER	898.92
HUBBELL, ROTH & CLARK, INC	DIGESTION MIXING IMPROVEMENTS	409.50
HUBBELL, ROTH & CLARK, INC	GRIT TANK IMPROVEMENTS	2,730.00
HUBBELL, ROTH & CLARK, INC	AYERS SEWER EXTENSION STUDY PLAN	2,390.61
HUBBELL, ROTH & CLARK, INC	SAW GRANT ADMINISTRATION	20,601.37
UNITED PARCEL SERVICE	SHIPPING CHARGES	74.16
UNITED PARCEL SERVICE	SHIPPING CHARGES	188.41
GRANGER	MONTHLY SCREEN DEBRIS	775.00
GRANGER	MONTHLY DUMPSTER SERVICE	201.21
METRONET LONG DISTANCE	LONG DISTANCE FEBRUARY	19.96
SPOK, INC	PAGER SERVICE	29.38
COMCAST	HIGH SPEED INTERNET/POTW	142.85
COMCAST	HIGH SPEED INTERNET/MAINTENANCE	142.85
TDS METROCOM	LOCAL SERVICE FEBRUARY	379.88
BOARD OF WATER & LIGHT	WATER 1492 AURELIUS	78.00
BOARD OF WATER & LIGHT	WATER 3505 HOLT	83.57
BOARD OF WATER & LIGHT	WATER 1988 WAVERLY	146.93
BOARD OF WATER & LIGHT	WATER 4280 DELL	20.15
BOARD OF WATER & LIGHT	WATER 1492 AURELIUS	181.37
BOARD OF WATER & LIGHT	ELECTRIC 2481 DELHI COMMERCE	119.32
BOARD OF WATER & LIGHT	ELECTRIC 1870 NIGHTINGALE	273.19
CONSUMERS ENERGY	ELECTRIC-1988 WAVERLY	640.96
CONSUMERS ENERGY	ELECTRIC-4000 N MICHIGAN#B	160.44
CONSUMERS ENERGY	ELECTRIC-5961 MC CUE #2723	46.90
CONSUMERS ENERGY	GAS-1988 WAVERLY	90.00
SUPERIOR SAW	LOF/GREASE/PARTS & LABOR/SCAG #6	299.00
SUPERIOR SAW	LOF/GREASE/PARTS & LABOR/SCAG #4	299.00
SUPERIOR SAW	LOF/GREASE/PARTS & LABOR/SCAG #7	299.00
SUPERIOR SAW	PARTS & LABOR/SCAG #4,#6,#7	1,405.69
MICHIGAN COMPANY	CASE OF 6 PUBLIC SERVICES POTW	526.25
BANK OF AMERICA	LOCK REPAIR/DELL RD L.S.	26.00
ACE HARDWARE	WHEEL BRUSH/2 CLAMPS/L.S.	12.57
GRAINGER	AIR HOSE REEL 2VDF3	458.25
ACE HARDWARE	6 MISC. MDSE./HEATER/2 J BOLTS/	80.30
ACE HARDWARE	4 MISC. MDSE./VACTOR	2.84
ACE HARDWARE	98 MISC. MDSE.	37.28
APPLIED INDUSTRIAL TECH.	6 COMPRESSOR BEARINGS & FREIGHT	145.50
DETECTION INSTRUMENTS	IR-USB & CABLE & FREIGHT	124.51

ETNA SUPPLY	10 MURDOCK 4100-088-001 REPAIR KITS	385.00
ETNA SUPPLY	FREIGHT	9.86
LOWE'S CREDIT SERVICES	(2) 3/8" UNIVERSAL COUP/(2) 1/4" BRASS	23.70
WATERWORKS SYSTEMS	12 RELIA-BILL DIFFUSER W/COATING	423.96
QUALITY FIRST MAID SERVICE	CLEANING SERVICES/MAINTENANCE	260.00
QUALITY FIRST MAID SERVICE	CLEANING SERVICES/POTW	260.00
B & D ELECTRIC, INC.	HINGED POLE LIGHT INCLUDING LABOR	7,121.00
FRANKIE D'S AUTO & TRUCK	LOF/#23	39.00
GOOD YEAR COMMERCIAL TIRE	4 TIRES FOR UNIT #7 & BALANCING	853.58
SCHRAM AUTO PARTS	DRIVER SIDE MIRROR/#7	107.95
THE PARTS PLACE	2 WIPER BLADES/#10	17.70
BANK OF AMERICA	WEF CONF LODGING DEPOSIT/LENON	178.22
BANK OF AMERICA	WEF CONF LODGING DEPOSIT/ACKELS	178.22
BANK OF AMERICA	MWEA MATH COURSE/SMITH & PLACE	315.00
BANK OF AMERICA	MI SAFETY CONF. REGISTRATION/POWER	175.00
BANK OF AMERICA	MI SAFETY CONF. REGISTRATION/RANES	175.00
BANK OF AMERICA	MWEA CONF. REGISTRAT/DIORKA-NEEB	530.00
BANK OF AMERICA	WEF COLLECTION SYSTEM CONF./LENON	820.00
BANK OF AMERICA	WEF MEMBERSHIP/ACKELS	127.00
BANK OF AMERICA	WEF COLLECTION SYSTEM CONF./ACKELS	820.00
BANK OF AMERICA	MWEA MEMBERSHIP/BOLLEY	65.00
BANK OF AMERICA	MI WATERSHED SUMMIT REG./BRYANT	25.00
BANK OF AMERICA	OP TECH SEMINAR/RANES & BOLLEY	250.00
COREY SMITH	3/5/15 MILEAGE/SMITH	39.68
JOSEPH PLACE	3/5/15 MILEAGE/PLACE	78.20
STATE OF MICHIGAN	CERTIFICATE C,D RENEWAL/TRIGO	95.00
STATE OF MICHIGAN	CERTIFICATE B,C,D RENEWAL/SMITH	95.00
STATE OF MICHIGAN	CERTIFICATE B,C,D RENEWAL/RANES	95.00
STATE OF MICHIGAN	CERTIFICATE A,B,C,D RENEWAL/NEEB	95.00
STATE OF MICHIGAN	CERTIFICATE D RENEWAL/DE YOUNG	95.00
STATE OF MICHIGAN	CERTIFICATE C,D RENEWAL/BRYANT	95.00
STATE OF MICHIGAN	CERTIFICATE C,D RENEWAL/BOLLEY	95.00
TRI-COUNTY REGIONAL	2015 AERIAL IMAGERY	11,158.00
HUBBELL, ROTH & CLARK, INC	PRIMARY CLARIFIERS DRIVES & MECH	2,115.75
Total For Dept 558.00 DEPT OF PUBLIC SERVICE		65,091.48

Dept 578.01 CAPITAL IMPROVEMENTS

HUBBELL, ROTH & CLARK, INC	EIFERT RD FORCE MAIN ENG. PLANS	1,553.40
Total For Dept 578.01 CAPITAL IMPROVEMENTS		1,553.40

Total For Fund 590 SEWAGE DISPOSAL SYSTEM 111,419.51

Fund 701 TRUST & AGENCY FUND

Dept 000.00

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

Total For Fund 701 TRUST & AGENCY FUND 2,068.70

Fund 703 CURRENT TAX ACCOUNT

Dept 000.00

STATE OF MICHIGAN

DELHI TWP 2014 IFT

49,205.10  
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Total For Dept 000.00 49,205.10

Total For Fund 703 CURRENT TAX ACCOUNT 49,205.10

Total For All Funds: 378,952.44

## ACCOUNTS PAYABLE APPROVAL

March 31, 2015

**I. Certification of Authorized Signatures:** The attached Check Register and Invoice Distribution Report encompass checks dated March 31, 2015 numbered 89018 thru 89100 & ACH 3478 thru 3491. Every invoice has a payment authorizing signature(s).

Dated: March 31, 2015

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

**II. Certification of Fund Totals:**

The attached Invoice Distribution Report and Check Register for checks dated March 31, 2015 show payments made from the following funds:

General Fund	\$	87,216.54
Fire Fund		23,232.65
Police Fund		208,259.08
Fire Equip. & Apparatus Fund		6,025.98
Brownfield Redevelopment Fund		110.00
Downtown Development Fund		7,749.17
Sycamore Trail Construction		2,905.00
Sewer Fund		86,420.94
Local Site Remediation Fund		8,084.30
Grand Total	\$	430,003.66

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

Farmer's Market Account	\$	160.00
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Dated: March 31, 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. (\$11,000.00 to Maner Costerisan for Audit Fees, 10/19/10, \*\*\$11,940.00 to Vertalka & Vertalka for Appraisal & MTT Trial Services ) to be approved by consent

Dated: March 31, 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 April 7, 2015 a motion was made by \_\_\_\_\_ and passed by \_\_\_yes votes and \_\_\_no votes ( \_\_\_\_\_absent) that the list of claims dated March 31, 2015, was reviewed, audited and approved

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

INVOICE GL DISTRIBUTION REPORT FOR DELHI CHARTER TOWNSHIP  
 EXP CHECK RUN DATES 03/31/2015 - 03/31/2015

Vendor	Invoice Line Desc	Amount
Fund 101 GENERAL FUND		
Dept 000.00		
BLUE CROSS BLUE SHIELD	RETIREES HEALTH INSURANCE APRIL	121.29
DELHI CHARTER TOWNSHIP	TAX #90-941-014	5.44
JENNIFER DAVIS	REFUND FOR CANCELLED SOCCER	25.00
RYAN WHITE	REFUND FOR CANCELLED SOCCER	35.00
STEPHANIE SODENKAMP	REFUND FOR CANCELLED SOCCER	35.00
	Total For Dept 000.00	221.73
Dept 101.00 LEGISLATIVE		
HARTFORD LIFE INSURANCE	LIFE INSURANCE APRIL	25.50
	Total For Dept 101.00 LEGISLATIVE	25.50
Dept 171.00 MANAGER		
BLUE CROSS BLUE SHIELD	HEALTH INSURANCE APRIL	2,174.53
DELTA DENTAL PLAN OF	DENTAL INSURANCE APRIL	295.46
HARTFORD LIFE INSURANCE	LIFE INSURANCE APRIL	95.62
UNUM LIFE INSURANCE CO	DISABILITY INSURANCE APRIL	142.59
VERIZON WIRELESS	CELLULAR MARCH	49.85
MICHIGAN MUNICIPAL LEAGUE	CAPITAL CONFERENCE/ELSINGA	100.00
	Total For Dept 171.00 MANAGER	2,858.05
Dept 191.00 ACCOUNTING		
BLUE CROSS BLUE SHIELD	HEALTH INSURANCE APRIL	402.70
DELTA DENTAL PLAN OF	DENTAL INSURANCE APRIL	43.07
HARTFORD LIFE INSURANCE	LIFE INSURANCE APRIL	22.95
UNUM LIFE INSURANCE CO	DISABILITY INSURANCE APRIL	34.47
MANER COSTERISAN	AUDIT FEES 2014	3,520.00
	Total For Dept 191.00 ACCOUNTING	4,023.19
Dept 215.00 CLERK		
BLUE CROSS BLUE SHIELD	HEALTH INSURANCE APRIL	2,577.22
DELTA DENTAL PLAN OF	DENTAL INSURANCE APRIL	257.80
HARTFORD LIFE INSURANCE	LIFE INSURANCE APRIL	66.30
UNUM LIFE INSURANCE CO	DISABILITY INSURANCE APRIL	99.39
MUNICODE	ANNUAL CODE ON INTERNET FEE	500.00
VERIZON WIRELESS	CELLULAR MARCH	49.96
MICHIGAN.COM	PUBLISHING LEGALS/MARCH	461.18
	Total For Dept 215.00 CLERK	4,011.85
Dept 228.00 INFORMATION TECHNOLOGY		
HARTFORD LIFE INSURANCE	LIFE INSURANCE APRIL	25.50
UNUM LIFE INSURANCE CO	DISABILITY INSURANCE APRIL	38.18
AD-INK & TONER SUPPLY	HP ENCODER STRIP/HP OJ 8600	12.99
APPLICATION SPECIALIST KO	E-MAIL SECURITY	270.00
VERIZON WIRELESS	CELLULAR MARCH	49.85
MICROTECH SERVICES, INC.	WIRELESS ACCESS HARDWARE	279.04
TRI-COUNTY REGIONAL	AERIAL FLIGHT 2015 - ADDITIONAL COST	108.32
	Total For Dept 228.00 INFORMATION TECHNOLOGY	783.88

Dept 253.00 TREASURERS		
BLUE CROSS BLUE SHIELD	HEALTH INSURANCE APRIL	1,208.08
DELTA DENTAL PLAN OF	DENTAL INSURANCE APRIL	214.73
HARTFORD LIFE INSURANCE	LIFE INSURANCE APRIL	44.62
UNUM LIFE INSURANCE CO	DISABILITY INSURANCE APRIL	66.50
BRINK'S INCORPORATED	BRINKS SERVICES/MARCH	582.93
	Total For Dept 253.00 TREASURERS	<u>2,116.86</u>

Dept 257.00 ASSESSING		
DELTA DENTAL PLAN OF	DENTAL INSURANCE APRIL	214.73
HARTFORD LIFE INSURANCE	LIFE INSURANCE APRIL	72.24
UNUM LIFE INSURANCE CO	DISABILITY INSURANCE APRIL	108.06
VERTALKA & VERTALKA, INC.	APPRAISAL & MTT TRIAL SERVICES	11,940.00
	Total For Dept 257.00 ASSESSING	<u>12,335.03</u>

Dept 265.00 BUILDING & GROUNDS		
BLUE CROSS BLUE SHIELD	HEALTH INSURANCE APRIL	1,374.47
DELTA DENTAL PLAN OF	DENTAL INSURANCE APRIL	188.89
HARTFORD LIFE INSURANCE	LIFE INSURANCE APRIL	42.57
UNUM LIFE INSURANCE CO	DISABILITY INSURANCE APRIL	63.41
LANSING ICE & FUEL CO	GASOLINE 3/1-15/2015	87.34
LOWE'S CREDIT SERVICES	CEILING TILE CUTTER/SCREW DRIVERS	118.22
QUALITY FIRST MAID SERVICE	CLEANING SERVICES/CSC	975.00
SAFETY SYSTEMS, INC	SEWER EJECTOR ALARM/CSC	196.00
VERIZON WIRELESS	CELLULAR MARCH	24.93
DELHI TOWNSHIP TREASURER	SEWER 2074 AURELIUS	238.70
CONSUMERS ENERGY	ELECTRIC 2004 AURELIUS	107.72
CONSUMERS ENERGY	ELECTRIC-2074 AURELIUS	6,224.14
CONSUMERS ENERGY	GAS-2074 AURELIUS	2,393.37
ACE HARDWARE	CAULK/TOLIET BOLTS/TOILET GASKET	66.57
THE PARTS PLACE	(2) 3M TAPE/1 SUPER WTHRSTRP ADHV	32.23
THE PARTS PLACE	2 TAILGATE SEALS/CSC SEWER PIT	38.00
	Total For Dept 265.00 BUILDING & GROUNDS	<u>12,171.56</u>

Dept 276.00 CEMETERY		
BLUE CROSS BLUE SHIELD	HEALTH INSURANCE APRIL	557.57
DELTA DENTAL PLAN OF	DENTAL INSURANCE APRIL	76.62
HARTFORD LIFE INSURANCE	LIFE INSURANCE APRIL	17.26
UNUM LIFE INSURANCE CO	DISABILITY INSURANCE APRIL	25.72
LANSING ICE & FUEL CO	GASOLINE 3/1-15/2015	35.43
BARNHART & SON, INC.	3 GRAVE OPENINGS/CLOSINGS	2,091.80
VERIZON WIRELESS	CELLULAR MARCH	12.46
CONSUMERS ENERGY	ELECTRIC-4149 WILLOUGHBY	110.90
DAVID FULLER	BURIAL PLOT BUY BACK	375.00
	Total For Dept 276.00 CEMETERY	<u>3,302.76</u>

Dept 281.00 STORMWATER		
BLUE CROSS BLUE SHIELD	HEALTH INSURANCE APRIL	350.10
DELTA DENTAL PLAN OF	DENTAL INSURANCE APRIL	48.12
HARTFORD LIFE INSURANCE	LIFE INSURANCE APRIL	10.84
UNUM LIFE INSURANCE CO	DISABILITY INSURANCE APRIL	16.15
LANSING ICE & FUEL CO	GASOLINE 3/1-15/2015	22.25
	Total For Dept 281.00 STORMWATER	<u>447.46</u>

Dept 446.00 INFRASTRUCTURE		
BOARD OF WATER & LIGHT	STREETLIGHTS 3/2-4/1/2015	8,053.88
CONSUMERS ENERGY	LIGHTING 3970 HOLT	136.23
CONSUMERS ENERGY	LIGHTING 4115 HOLT	291.32
CONSUMERS ENERGY	LIGHTING 2116 CEDAR	341.98
CONSUMERS ENERGY	LIGHTING 2228 AURELIUS	166.50
INGHAM COUNTY ROAD DEPT	SIDEWALKS WORK/WASH & WILLOUGHBY	4,000.00
AYLES TREE SERVICE	REMOVE 1 TREE & HAUL/RAM TRAIL	400.00
AYLES TREE SERVICE, INC	RAM TRAIL TREE REMOVAL	8,500.00
	Total For Dept 446.00 INFRASTRUCTURE	<u>21,889.91</u>

Dept 721.00 PLANNING/COMMUNITY DEVELOPMENT		
BLUE CROSS BLUE SHIELD	HEALTH INSURANCE APRIL	4,993.37
DELTA DENTAL PLAN OF	DENTAL INSURANCE APRIL	606.54
HARTFORD LIFE INSURANCE	LIFE INSURANCE APRIL	142.81
UNUM LIFE INSURANCE CO	DISABILITY INSURANCE APRIL	213.39
LANSING ICE & FUEL CO	GASOLINE 3/1-15/2015	73.41
VERIZON WIRELESS	CELLULAR MARCH	368.17
CANON FINANCIAL SERVICES	CANON COPIER LEASE	606.42
SCHAFFER'S INC.	SNOW & ICE REMOVAL 4598 KATHY	43.13
SCHAFFER'S INC.	SNOW & ICE REMOVAL 4586 KATHY	43.13
SCHAFFER'S INC.	SNOW & ICE REMOVAL 4604 KATHY	69.00
BALL SEPTIC TANK SERVICE	SEPTIC TANK CRUSH 5046 HOLT	1,200.00
	Total For Dept 721.00 PLANNING/COMMUNITY DEVELOPMENT	<u>8,359.37</u>

Dept 752.00 PARKS ADMINISTRATION		
BLUE CROSS BLUE SHIELD	HEALTH INSURANCE APRIL	1,208.09
DELTA DENTAL PLAN OF	DENTAL INSURANCE APRIL	129.21
HARTFORD LIFE INSURANCE	LIFE INSURANCE APRIL	70.98
UNUM LIFE INSURANCE CO	DISABILITY INSURANCE APRIL	106.50
HOLT PUBLIC SCHOOLS	PRINTING FLYERS	106.60
VERIZON WIRELESS	CELLULAR MARCH	131.24
	Total For Dept 752.00 PARKS ADMINISTRATION	<u>1,752.62</u>

Dept 771.00 PARKS		
LANSING ICE & FUEL CO	GASOLINE 3/1-15/2015	84.02
SUPERIOR SAW	BLOWER/TRIMMER LINE/ULTRA MIX	329.83
LOWE'S CREDIT SERVICES	7 RED COMBO REFLECTORS	16.52
LOWE'S CREDIT SERVICES	1 WELDING SPOOL	13.28
MENARDS LANSING SOUTH	RECIP BLADE/10 PC METAL CUTWHEEL	23.48
MENARDS LANSING SOUTH	JIGSAW BLADES	19.35
MENARDS LANSING SOUTH	1 NANO BANTAM REALTREE	17.99
ACE HARDWARE	6 MISC. MDSE.	3.51
ACE HARDWARE	FOAM CL CELL	4.99
AMERICAN RENTAL	PORTABLE TOILETS	145.00
DELHI TOWNSHIP TREASURER	SEWER 1750 MAPLE	14.60
DELHI TOWNSHIP TREASURER	SEWER 2108 CEDAR	121.90
DELHI TOWNSHIP TREASURER	SEWER 2287 PINE TREE	41.60
DELHI TOWNSHIP TREASURER	SEWER 4030 KELLER	36.50
CONSUMERS ENERGY	ELECTRIC 2177 WEST BLVD	56.93
CONSUMERS ENERGY	ELECTRIC 4080 KELLER	72.90
CONSUMERS ENERGY	ELECTRIC 2287 PINE TREE 3200	211.14
CONSUMERS ENERGY	ELECTRIC 1750 MAPLE	37.68
CONSUMERS ENERGY	ELECTRIC 2287 PINE TREE 2939	36.55
CONSUMERS ENERGY	ELECTRIC 2074 AURELIUS #PARK	1,073.13

CONSUMERS ENERGY	ELECTRIC 2108 CEDAR	1,081.63
CONSUMERS ENERGY	GAS 2108 CEDAR	47.06
CONSUMERS ENERGY	GAS 2287 PINE TREE 2939	273.78
QUALITY FIRST MAID SERVICE	CLEANING SERVICES/SENIOR CENTER	260.00
ACE HARDWARE	4 REFLECTORS/TRAILS	10.56
ACE HARDWARE	9 V BATTERY	14.99
HASKIN FARMS	7 FIBERGLASS STREETLIGHT POLES	1,050.00
MENARDS LANSING SOUTH	20" SIDE DISCHARGE MOWER	139.00
MENARDS LANSING SOUTH	6 RED REFLECTORS/MISC.	55.40
CATHEY COMPANY	HOSES & FITTINGS/BOBCAT	99.86
FARMCO DISTRIBUTING, INC	TANK SPRAYER	210.00
TASMANIAN TIRE CO.	TIRE/KUBOLA	88.50
	Total For Dept 771.00 PARKS	5,691.68

Dept 774.00 RECREATION		
JEFF BRYAN	OFFICIAL BASKETBALL	75.00
PAULA K. HARNEY	SENIOR CENTER FITNESS CLASSES	100.00
GERARD T. HOWLEY	OFFICIAL BASKETBALL	100.00
STEVEN E. ROGERS	OFFICIAL BASKETBALL	100.00
ZACH VANLIEW	OFFICIAL BASKETBALL	75.00
	Total For Dept 774.00 RECREATION	450.00

Dept 850.00 OTHER FUNCTIONS		
HARTFORD LIFE INSURANCE	RETIREEES LIFE INSURANCE APRIL	32.40
BLUE CROSS BLUE SHIELD	RETIREEES HEALTH INSURANCE APRIL	6,355.07
HOLT EDUCATION FOUNDATION	COMMUNITY RECOGNITION DINNER	180.00
RICOH USA, INC	PRINCIPAL	134.82
RICOH USA, INC	INTEREST	72.80
	Total For Dept 850.00 OTHER FUNCTIONS	6,775.09

Total For Fund 101 GENERAL FUND 87,216.54

Fund 206 FIRE FUND		
Dept 336.00 FIRE DEPARTMENT		
HARTFORD LIFE INSURANCE	RETIREEES LIFE INSURANCE	4.05
BLUE CROSS BLUE SHIELD	RETIREEES HEALTH INSURANCE APRIL	905.72
BLUE CROSS BLUE SHIELD	HEALTH INSURANCE APRIL	13,610.98
DELTA DENTAL PLAN OF	DENTAL INSURANCE APRIL	1,604.88
HARTFORD LIFE INSURANCE	LIFE INSURANCE APRIL	248.37
UNUM LIFE INSURANCE CO	DISABILITY INSURANCE APRIL	527.31
BARYAMES CLEANERS	UNIFORM CLEANING	207.25
LANS AREA SAFETY COUNCIL	15 NSC FIRST AID,CPR & AED STUDENT	194.25
LANSING ICE & FUEL CO	GASOLINE 3/1-15/2015	958.68
LANSING UNIFORM CO	BOOTS/BALL	129.00
LANSING UNIFORM CO	ALTERATIONS CHANGE PATCHES/DRURY	52.50
BOUND TREE MEDICAL, LLC	MEDICAL SUPPLIES	33.54
MICHIGAN STATE UNIVERSITY	MEDICAL SUPPLIES	335.09
MICHIGAN STATE UNIVERSITY	MEDICAL SUPPLIES	239.28
MANER COSTERISAN	AUDIT FEES 2014	770.00
VERIZON WIRELESS	CELLULAR MARCH	251.65
DELHI TOWNSHIP TREASURER	SEWER 6139 BISHOP	41.60
ACROSS THE STREET PROD	9 ON-LINE TRAINING PROGRAM	3,118.50
	Total For Dept 336.00 FIRE DEPARTMENT	23,232.65

Total For Fund 206 FIRE FUND 23,232.65

Fund 207 POLICE FUND		
Dept 301.00 POLICE		
INGHAM COUNTY TREASURER	POLICE CONTRACT MARCH	208,259.08
	Total For Dept 301.00 POLICE	208,259.08
	Total For Fund 207 POLICE FUND	208,259.08

Fund 211 FIRE EQUIP. & APPARATUS FUND		
Dept 339.00 EQUIPMENT & APPARATUS		
FIRE SERVICE MANAGEMENT	TURNOUT GEAR CLEANING	629.50
SUPERIOR SAW	4 OIL/CHAINSAW	31.80
BOYNTON FIRE SAFETY SERV	FIRE EXTINGUISHER MAINTENANCE	455.00
WEST SHORE FIRE INC	SCBA REPAIR	488.00
CITY OF LANSING FLEET SERV	LOF REAR PADS, ROTOR, CALIPERS/#211	1,500.63
CITY OF LANSING FLEET SERV	STOP LIGHT SWITCH & LABOR/#211	268.65
CITY OF LANSING FLEET SERV	LOF/ROTORS/PADS/LABOR/212	2,602.99
R & R FIRE TRUCK REPAIR INC	PARTS & SHIPPING/#383	25.36
R & R FIRE TRUCK REPAIR INC	1 CENTER CAP/SHIPPING/#383	24.05
	Total For Dept 339.00 EQUIPMENT & APPARATUS	6,025.98
	Total For Fund 211 FIRE EQUIP. & APPARATUS FUND	6,025.98

Fund 243 BROWNFIELD REDEVELOPMENT AUTH		
Dept 733.00 BROWNFIELD ADMINISTRATION		
MANER COSTERISAN	AUDIT FEES 2014	110.00
	Total For Dept 733.00 BROWNFIELD ADMINISTRATION	110.00
	Total For Fund 243 BROWNFIELD REDEVELOPMENT AUTH	110.00

Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY		
Dept 000.00		
DARRYL MIDDLETON	VENDOR PAYMENT MARCH	160.00
	Total For Dept 000.00	160.00

Dept 728.00 DDA ADMINISTRATION		
MANER COSTERISAN	AUDIT FEES 2014	1,210.00
HOLT EDUCATION FOUNDATION	COMMUNITY RECOGNITION DINNER	180.00
	Total For Dept 728.00 DDA ADMINISTRATION	1,390.00

Dept 729.00 DDA MARKETING & PROMOTION		
ACE HARDWARE	3 HOOKS/5 SCREW EYE/MOPHEAD	21.81
ACE HARDWARE	1 MISC. MDSE/1 STAPLE/1 DUCT TAPE	16.27
ACE HARDWARE	SHELF BRACKET/CORNER BRACKET	10.98
SAM'S CLUB DIRECT	SECURITY SYSTEM/CABLE/SHIPPING	971.32
BLOHM CREATIVE PARTNERS	FEBRUARY WEB MAINTENANCE & HOST	1,090.00
	Total For Dept 729.00 DDA MARKETING & PROMOTION	2,110.38

Dept 731.00 DDA INFRASTRUCTURE PROJECTS		
SOAP SLINGERS WINDOW	HOLIDAY LIGHTING REMOVAL	1,300.00
	Total For Dept 731.00 DDA INFRASTRUCTURE PROJECTS	1,300.00

Dept 850.00 OTHER FUNCTIONS		
QUALITY FIRST MAID SERVICE	CLEANING SERVICES/SHERIFF & DDA	420.00
DELHI TOWNSHIP TREASURER	SEWER 2045 CEDAR	65.60
DELHI TOWNSHIP TREASURER	SEWER 2150 CEDAR	21.48
DELHI TOWNSHIP TREASURER	SEWER 1465 CEDAR	14.60

CONSUMERS ENERGY	ELECTRIC-2045 CEDAR #A	1,141.15
CONSUMERS ENERGY	ELECTRIC-2045 CEDAR #B	139.78
CONSUMERS ENERGY	ELECTRIC-2150 CEDAR	203.75
CONSUMERS ENERGY	GAS-2150 CEDAR	430.69
CONSUMERS ENERGY	GAS-2045 CEDAR	351.74
	Total For Dept 850.00 OTHER FUNCTIONS	<u>2,788.79</u>

Total For Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY 7,749.17

Fund 410 SYCAMORE TRAIL CONSTR FUND

Dept 902.00 CAPITAL OUTLAY

CONSUMERS ENERGY	DELL ROAD POLE RELOCATION	2,905.00
	Total For Dept 902.00 CAPITAL OUTLAY	<u>2,905.00</u>

Total For Fund 410 SYCAMORE TRAIL CONSTR FUND 2,905.00

Fund 590 SEWAGE DISPOSAL SYSTEM

Dept 000.00

ALLEN EDWIN HOMES	Basic Service Charge	25.50
GALLAGHER, ASHLEY	Basic Service Charge	56.50
GILCHRIST, KATHERINE	Basic Service Charge	18.19
HOLMES, DAVID	Basic Service Charge	41.56
PARMER, KEITH	Basic Service Charge	136.04
QUICK, EDNA	Sewer Usage	490.26
TONY SCHMIDT REALITY	Basic Service Charge	28.00
BLUE CROSS BLUE SHIELD	RETIREEES HEALTH INSURANCE APRIL	97.11
SYSTEMS SPECIALTIES-BH	YSI CLEANING HEAD/ORP METER PROBE	375.00
	Total For Dept 000.00	<u>1,268.16</u>

Dept 548.00 ADMINISTRATION & OVERHEAD

HARTFORD LIFE INSURANCE	RETIREEES LIFE INSURANCE APRIL	16.20
BLUE CROSS BLUE SHIELD	RETIREEES HEALTH INSURANCE APRIL	2,327.88
MANER COSTERISAN	AUDIT FEES 2014	5,280.00
	Total For Dept 548.00 ADMINISTRATION & OVERHEAD	<u>7,624.08</u>

Dept 558.00 DEPT OF PUBLIC SERVICE

BLUE CROSS BLUE SHIELD	HEALTH INSURANCE APRIL	10,684.53
DELTA DENTAL PLAN OF	DENTAL INSURANCE APRIL	1,468.33
HARTFORD LIFE INSURANCE	LIFE INSURANCE APRIL	330.89
UNUM LIFE INSURANCE CO	DISABILITY INSURANCE APRIL	492.88
SAM'S CLUB DIRECT	OFFICE SUPPLIES/DPS	55.36
LANSING ICE & FUEL CO	GASOLINE 3/1-15/2015	678.95
BARYAMES CLEANERS	UNIFORM DRY CLEANING/RANES	30.10
MODEL COVERALL SERVICE	STAFF UNIFORMS/MAINTENANCE	60.76
MODEL COVERALL SERVICE	STAFF UNIFORMS/POTW	64.79
MODEL COVERALL SERVICE	STAFF UNIFORMS/POTW	64.79
MODEL COVERALL SERVICE	STAFF UNIFORMS/MAINTENANCE	60.76
SAM'S CLUB DIRECT	1350 BATTERY BACKUP/POTW	159.67
ACE HARDWARE	CUTTER WHEEL/SHRINK WRAP	122.97
TELEDYNE INSTRUMENTS, INC.	6712 C ISCO PORTABLE SAMPLER	3,270.00
TELEDYNE INSTRUMENTS, INC.	PRO HANGER FOR PORTABLE SAMPLER	418.00
TELEDYNE INSTRUMENTS, INC.	MODEL 961 BATTERY CHARGER	116.00
TELEDYNE INSTRUMENTS, INC.	MODEL 934 NICKEL-CADMIUM BATTERY	772.95
TELEDYNE INSTRUMENTS, INC.	SAMPLER SUPSPENSION HARNESS	50.50
TELEDYNE INSTRUMENTS, INC.	FREIGHT	54.50
ENVIRONMENTAL RESOURCE	QTRLY DMRQA SAMPLES	912.24

ENVIRONMENTAL RESOURCE	QUARTERLY DMRQA SAMPLES	838.24
ALEXANDER CHEMICAL CORP	CREDIT	(180.00)
ALEXANDER CHEMICAL CORP	SODIUM BISULFITE	884.50
ALS LABORATORY GROUP	INFLUENT	435.00
ALS LABORATORY GROUP	SLUDGE ANALYSES	1,858.00
SOIL & MATERIALS ENGINEERS	GEOTECHNICAL EVALUATION CARTAGO	4,600.00
CLEANLITES RECYCLING, INC	FLOURESCENT LIGHT RECYCLING	271.50
VERIZON WIRELESS	CELLULAR MARCH	489.13
BOARD OF WATER & LIGHT	WATER 5961 MC CUE	207.25
DELHI TOWNSHIP TREASURER	SEWER 1490 AURELIUS	167.80
CONSUMERS ENERGY	ELECTRIC 1490 AURELIUS	2,364.88
CONSUMERS ENERGY	ELECTRIC-4828 HOLT	293.34
CONSUMERS ENERGY	ELECTRIC-2870 PINE TREE	536.53
CONSUMERS ENERGY	ELECTRIC-3505 HOLT	157.62
CONSUMERS ENERGY	ELECTRIC-4280 DELL	498.31
CONSUMERS ENERGY	ELECTRIC 1390 WAVERLY	384.54
CONSUMERS ENERGY	ELECTRIC-2358 EIFERT	394.67
CONSUMERS ENERGY	ELECTRIC-5961 MC CUE #2509	17,867.90
CONSUMERS ENERGY	ELECTRIC-5999 HOLT	103.68
CONSUMERS ENERGY	GAS-4280 DELL	234.90
CONSUMERS ENERGY	GAS-3505 HOLT	44.89
CONSUMERS ENERGY	GAS-2481 DELHI COMM	57.12
CONSUMERS ENERGY	GAS 1494 AURELIUS	323.43
CONSUMERS ENERGY	GAS-1490 AURELIUS	748.11
CONSUMERS ENERGY	GAS-1492 AURELIUS	817.92
CONSUMERS ENERGY	GAS 5961 MC CUE #4	1,733.76
CONSUMERS ENERGY	GAS-5961 MC CUE #2	95.99
CONSUMERS ENERGY	GAS-5961 MC CUE #3	345.75
CONSUMERS ENERGY	GAS-5961 MC CUE #2319	3,723.74
ACE HARDWARE	20 MISC. MDSE.	4.60
COMPLETE HITCH COMPANY	LUBE PLUGS/BEARING BUDDY/TRAILER	39.75
GOOD YEAR COMMERCIAL TIRE	TRAILER TIRE GY-MARATHON ST205/	103.43
THE PARTS PLACE	2 BULBS/PLOW TRUCK HEADLIGHTS	59.98
GRAINGER	(2) 26JY33 AIR COMPRESSORS	544.50
ACE HARDWARE	2 ELBOWS/LS AIR COMPRESSOR	11.98
J & D REPAIR	SERVICE CALL TO REPAIR RAD/DELL	170.00
AIRGAS USA, LLC	PARTS FOR GRIT HOPPER REPAIR	28.90
JACK DOHENY SUPPLIES, INC	1 1/4" BALL VALVE & SHIPPING/VACTOR	309.64
JACK DOHENY SUPPLIES, INC	MASTER LINK/#5A	2.89
ACE HARDWARE	4 MISC. MDSE.	2.41
FULTON ELECTRONIC SUPPLY	2 BULLETT CONNECTORS #6/	22.04
GALLOUP	2 GALV RIGID COUP E EPDM GSKT/	99.82
GARDNER DENVER NASH, LLC	PU-20325 KIT REPAIR	1,447.15
GARDNER DENVER NASH, LLC	ESTIMATED SHIPPING	10.00
LOWE'S CREDIT SERVICES	(12) 4-IN WHITE PVC S&D COUPLI/	16.44
PLANTWISE, LLC	PRESCRIBED ECOLOGICAL BURN/POTW	3,875.00
QUALITY FIRST MAID SERVICE	CLEANING SERVICES/MAINTENANCE	260.00
QUALITY FIRST MAID SERVICE	CLEANING SERVICES/POTW	260.00
RS TECHNICAL SERVICES, INC.	2 CHANNEL CONTROLLER/TRANSMITTER	9,996.00
LAFONTAINE FORD, INC	RIGHT OUT SIDE DOOR HANDLE/FORD	31.70
MWEA	MWEA MEMBERSHIP/ELSINGA	65.00
	Total For Dept 558.00 DEPT OF PUBLIC SERVICE	77,528.70
	Total For Fund 590 SEWAGE DISPOSAL SYSTEM	86,420.94

Fund 643 LOCAL SITE REMEDIATION REVOLVING FUND

Dept 735.00 LOCAL SITE REMEDIATION

FOSTER, SWIFT, COLLINS	FEB ENVIRONMENTAL LEGAL FEES	7,974.30
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MANER COSTERISAN	AUDIT FEES 2014	<u>110.00</u>
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Total For Dept 735.00 LOCAL SITE REMEDIATION		<u>8,084.30</u>
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Total For Fund 643 LOCAL SITE REMEDIATION REVOLVING FUND		<u><u>8,084.30</u></u>
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Total For All Funds:	<u><u>430,003.66</u></u>
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**DELHI CHARTER TOWNSHIP  
FUND TRANSFERS AND PAYROLL APPROVAL  
For Payroll Dated March 26, 2015**

**I. Certification of Preparation and Distribution**

The attached check and payroll registers encompass check numbers: 107801 through 107837 & direct deposits numbers: DD19930 through DD20009. 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 26, 2015

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

**II. Payroll Report**

The March 26, 2015 payroll encompasses the following funds and expenditures:

	<b>Gross Payroll</b>	<b>Payroll Deductions</b>	<b>Net Pay</b>
General Fund	\$69,482.63	\$20,355.48	\$49,127.15
Fire Dept. Fund	50,243.70	15,618.16	\$34,625.54
DDA	2,784.13	424.69	\$2,359.44
Sewer Fund/Receiving	32,152.55	9,875.67	\$22,276.88
<b>Total Payroll</b>	<b>\$154,663.01</b>	<b>\$46,274.00</b>	<b>\$108,389.01</b>
	<b>Township FICA</b>	<b>Township RHS &amp; Pension Plan</b>	<b>Total Deductions &amp; TWP Liabilities</b>
General Fund	\$5,021.02	\$5,740.99	\$31,117.49
Fire Dept. Fund	3,751.11	3,616.77	22,986.04
DDA	156.55	27.30	608.54
Sewer Fund/Receiving	2,372.57	3,015.99	15,264.23
<b>Total Payroll</b>	<b>\$11,301.25</b>	<b>\$12,401.05</b>	<b>\$69,976.30</b>

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

**III. FUND TRANSFERS**

Transfers covering the foregoing payroll were made on March 26, 2015 and identified as follows:

**3/26 Net Pay Disbursement in Common Savings (\$108,389.01)**

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

**IV. Board Audit and Approval:**

At a regular meeting of the Township Board held on April 7, 2015, a motion was made by \_\_\_\_\_ and passed by \_\_\_\_\_ yes votes and \_\_\_\_\_ no votes(\_\_\_\_\_ absent) that the payroll dated March 26, 2015 was reviewed, audited, and approved.

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

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

DELHI CHARTER TOWNSHIP

**MEMORANDUM**

**TO:** Delhi Township Board Members  
**FROM:** C.J. Davis, Township Supervisor  
**DATE:** March 30, 2015  
**RE:** Recommendation for Reappointment to the Planning Commission

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The appointment term of Planning Commission member Donald Leaf expires April 20, 2015. He has agreed to be reappointed for an additional three-year term. I therefore recommend the following motion:

**RECOMMENDED MOTION:**

**To reappoint Donald Leaf to the Delhi Township Planning Commission for a three-year term, effective April 20, 2015, expiring April 20, 2018.**



Delhi Charter Township  
Department of Community Development

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## MEMORANDUM

TO: John B. Elsinga, Township Manager

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

DATE: March 30, 2015

RE: Meadow Ridge No. 6 – Final Plat Approval

At their meeting on August 6, 2014, the Township Board approved the Final Preliminary Plat for the 6<sup>th</sup> phase of the Meadow Ridge subdivision. You will recall that the infrastructure such as roads, sewer and storm system, were actually built during construction of Phase 5. As such, all of the infrastructure for Phase 6 is complete and was accepted by the various public entities some time ago.

At this time, the developer is seeking Final Plat approval for phase 6. The plat has been reviewed and found to be consistent with the approved preliminary plat. A title commitment has been provided to ensure that there are no encumbrances upon the property and that the lots can be sold with clear title. The applicant's engineer has certified that the lot corner and survey monuments have been installed on-site. I have attached a copy of the Final Plat. I've also included a copy of my staff report from the Preliminary plat process, to provide additional background information.

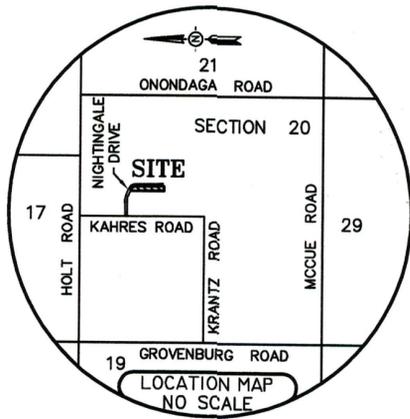
Staff believes that it is appropriate to grant final approval at this time. Therefore, please forward this information, along with your concurrence, to the Board for their consideration and action at the April 7<sup>th</sup> meeting. If you have any questions, or need additional information, please don't hesitate to ask. Thanks!

### **Recommended Motion:**

**To approve the final plat for Phase 6 of the Meadow Ridge Subdivision, a part of the Northeast ¼ of Section 20, T3N, R2W, Delhi Township.**

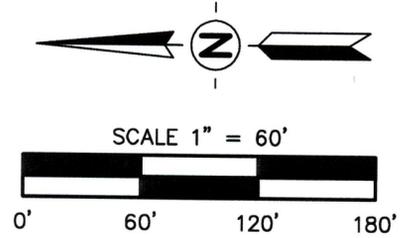
# MEADOW RIDGE NO. 6

A SUBDIVISION OF PART OF THE NORTHEAST 1/4 OF SECTION 20,  
T3N, R2W, DELHI TOWNSHIP, INGHAM COUNTY, MICHIGAN

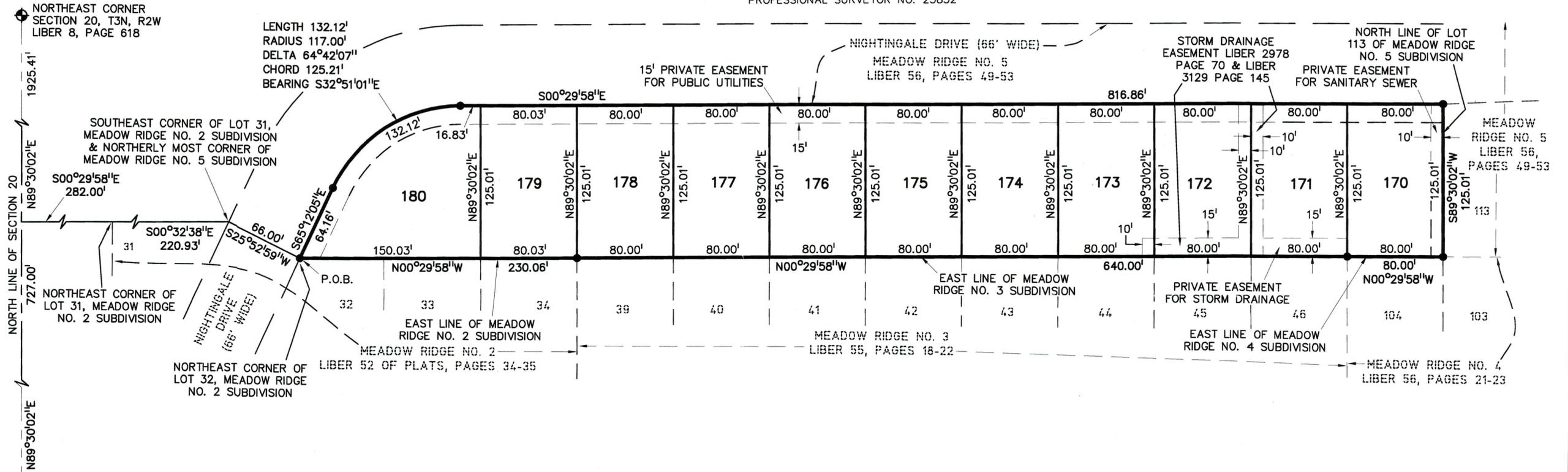


I, LARRY A. BRYAN, SURVEYOR, CERTIFY:

THAT PURSUANT TO SECTION 560.101(3), THIS IS A TRUE COPY OF THE FINAL PLAT OF MEADOW RIDGE NO. 6, A SUBDIVISION OF PART OF THE NORTHEAST 1/4 OF SECTION 20, T3N, R2W, DELHI TOWNSHIP, INGHAM COUNTY, MICHIGAN; AND THAT THE FINAL PLAT IS SUBJECT TO THE APPROVAL OF EACH OF THE FOLLOWING AGENCIES: PATRICK E. LINDEMANN, INGHAM COUNTY DRAIN COMMISSIONER, BRIAN MCGRAIN, CHAIRPERSON, INGHAM COUNTY BOARD OF COMMISSIONERS FOR INGHAM COUNTY ROAD DEPARTMENT, EVAN HOPE, CLERK, DELHI TOWNSHIP AND DERRICK QUINNEY, REGISTER OF DEEDS, INGHAM COUNTY PLAT BOARD.



DATE: 3-12-15 *Larry A. Bryan*  
LARRY A. BRYAN  
PROFESSIONAL SURVEYOR NO. 25832



**SURVEYOR'S CERTIFICATE**

I, LARRY A. BRYAN, SURVEYOR, CERTIFY:

THAT I HAVE SURVEYED, DIVIDED, AND MAPPED THE LAND SHOWN ON THIS PLAT, DESCRIBED AS FOLLOWS:

MEADOW RIDGE NO. 6: A PARCEL OF LAND IN THE NORTHEAST 1/4 OF SECTION 20, T3N, R2W, DELHI TOWNSHIP, INGHAM COUNTY, MICHIGAN, THE SURVEYED BOUNDARY OF SAID PARCEL DESCRIBED AS: COMMENCING AT THE NORTH 1/4 CORNER OF SAID SECTION 20; THENCE N89°30'02"E ALONG THE NORTH LINE OF SAID SECTION 20 A DISTANCE OF 727.00 FEET; THENCE S00°29'58"E PERPENDICULAR TO SAID NORTH LINE 282.00 FEET TO THE NORTHEAST CORNER OF LOT 31, MEADOW RIDGE NO. 2 SUBDIVISION AS RECORDED IN LIBER 52 OF PLATS, PAGES 34-35, INGHAM COUNTY RECORDS; THENCE S00°32'38"E ALONG THE EAST LINE OF SAID LOT 31 A DISTANCE OF 220.93 FEET TO THE SOUTHEAST CORNER OF SAID LOT 31, ALSO BEING THE NORTHERLY MOST CORNER OF MEADOW RIDGE NO. 5 SUBDIVISION AS RECORDED IN LIBER 56 OF PLATS, PAGES 49-53, INGHAM COUNTY RECORDS; THENCE S25°52'59"W 66.00 FEET TO THE NORTHEAST CORNER OF LOT 32 OF SAID MEADOW RIDGE NO. 2 AND THE POINT OF BEGINNING OF THIS DESCRIPTION; THENCE S65°12'05"E ALONG THE WEST LINE OF NIGHTINGALE DRIVE OF SAID MEADOW RIDGE NO. 5 A DISTANCE OF 64.16 FEET; THENCE SOUTHEASTERLY CONTINUING ALONG SAID WEST LINE 132.12 FEET ON A CURVE TO THE RIGHT, SAID CURVE HAVING A RADIUS OF 117.00 FEET, A DELTA ANGLE OF 64°42'07", AND A CHORD OF 125.21 FEET BEARING S32°51'01"E; THENCE S00°29'58"E CONTINUING ALONG SAID WEST LINE 816.86 FEET TO THE NORTH LINE OF LOT 113 OF SAID MEADOW RIDGE NO. 5; THENCE S89°30'02"W ALONG SAID NORTH LINE 125.01 FEET TO THE EAST LINE OF MEADOW RIDGE NO. 4 SUBDIVISION AS RECORDED IN LIBER 56 OF PLATS, PAGES 21-23, INGHAM COUNTY RECORDS; THENCE N00°29'58"W ALONG THE EAST LINE OF SAID MEADOW RIDGE NO. 4 A DISTANCE OF 80.00 FEET TO THE SOUTHEAST CORNER OF MEADOW RIDGE NO. 4 SUBDIVISION AS RECORDED IN LIBER 55 OF PLATS, PAGES 18-22, INGHAM COUNTY RECORDS; THENCE N00°29'58"W ALONG THE EAST LINE OF SAID MEADOW RIDGE NO. 3 A DISTANCE OF 640.00 FEET TO THE SOUTHEAST CORNER OF SAID MEADOW RIDGE NO. 2; THENCE N00°29'58"W ALONG THE EAST LINE OF SAID MEADOW RIDGE NO. 2 A DISTANCE OF 230.06 FEET TO THE POINT OF BEGINNING; SAID PARCEL CONTAINING 2.6 ACRES MORE OR LESS, CONTAINING 11 LOTS NUMBERED 170 TO 180, INCLUSIVE.

THAT I HAVE MADE SUCH SURVEY, LAND-DIVISION, AND PLAT BY THE DIRECTION OF THE OWNERS OF SAID LAND;

THAT SUCH PLAT IS A CORRECT REPRESENTATION OF ALL EXTERIOR BOUNDARIES OF THE LAND SURVEYED AND THE SUBDIVISION OF IT;

THAT THE REQUIRED MONUMENTS AND LOT MARKERS HAVE BEEN LOCATED IN THE GROUND OR THAT SURETY HAS BEEN DEPOSITED WITH THE MUNICIPALITY, AS REQUIRED BY THE ACT;

THAT THE ACCURACY OF THE SURVEY IS WITHIN THE LIMITS REQUIRED BY THE ACT;

THAT ALL BEARINGS SHOWN ON THE PLAT ARE EXPRESSED AS REQUIRED BY THE ACT AND AS EXPLAINED IN THE LEGEND.

DATE: FEB 4, 2015 KEBS, INC.  
2116 HASLETT ROAD  
HASLETT, MICHIGAN 48840

*Larry A. Bryan*  
LARRY A. BRYAN, PRESIDENT  
PROFESSIONAL SURVEYOR NO. 25832

**LEGEND**

- ALL DIMENSIONS ARE IN FEET.
- ALL CURVE DIMENSIONS ARE ARC MEASUREMENTS.
- STEEL BARS 1/2" IN DIAMETER 36" LONG ENCASED IN CONCRETE CYLINDERS 4" IN DIAMETER HAVE BEEN PLACED AT ALL CORNERS MARKED "O".
- STEEL BARS 1/2" IN DIAMETER ENCASED IN CONCRETE CYLINDERS 4" IN DIAMETER HAVE BEEN FOUND AT ALL CORNERS MARKED "●".
- LOT CORNERS HAVE BEEN MARKED WITH STEEL BARS 18" IN LENGTH BY 1/2" IN DIAMETER WITH A PLASTIC CAP MARKED "BRYAN 25832".
- ALL BEARINGS ARE DERIVED FROM THE PLAT OF MEADOW RIDGE ACCORDING TO THE PLAT RECORDED IN LIBER 50 OF PLATS, PAGES 5 TO 6, INGHAM COUNTY RECORDS.
- (R) = RADIAL LINE ALL OTHER LINES ARE NOT RADIAL

# MEADOW RIDGE NO. 6

A SUBDIVISION OF PART OF THE NORTHEAST 1/4 OF SECTION 20,  
T3N, R2W, DELHI TOWNSHIP, INGHAM COUNTY, MICHIGAN

### PROPRIETOR'S CERTIFICATE

DELHI, INC., A MICHIGAN CORPORATION, 14031 WEBSTER ROAD, BATH, MICHIGAN, 48808, DULY ORGANIZED AND EXISTING UNDER THE LAWS OF THE STATE OF MICHIGAN BY L. JAMES BARNHART, VICE PRESIDENT, AS PROPRIETOR, HAS CAUSED THE LAND DESCRIBED IN THIS PLAT TO BE SURVEYED, DIVIDED, MAPPED, AND DEDICATED AS REPRESENTED ON THIS PLAT, THAT THE LANE AND WAY ARE FOR THE USE OF THE PUBLIC, THAT THE PUBLIC UTILITY EASEMENTS ARE PRIVATE EASEMENTS AND THAT ALL OTHER EASEMENTS ARE FOR THE USES SHOWN ON THE PLAT.

DELHI, INC.  
A MICHIGAN CORPORATION  
14031 WEBSTER ROAD  
BATH, MI 48808  
FILE NO. 057856  
FILED DECEMBER 20, 1993

### ACKNOWLEDGEMENT

STATE OF MICHIGAN  
INGHAM COUNTY

THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED BEFORE ME THIS 11<sup>th</sup> DAY OF MARCH, 2015, BY L. JAMES BARNHART, VICE PRESIDENT OF DELHI INC., ON BEHALF OF THE CORPORATION.

NOTARY PUBLIC Janet R. Murray-Bentley INGHAM COUNTY, MICHIGAN  
JANET R. MURRAY-BENTLEY

MY COMMISSION EXPIRES: SEPTEMBER 9, 2020

### PROPRIETOR'S CERTIFICATE

INDEPENDENT BANK, 230 W. MAIN STREET, IONIA, MICHIGAN, 48846, DULY ORGANIZED AND EXISTING UNDER THE LAWS OF THE STATE OF MICHIGAN BY DAVID S. FLOWER, VICE PRESIDENT, AS PROPRIETOR, HAS CAUSED THE LAND DESCRIBED IN THIS PLAT TO BE SURVEYED, DIVIDED, MAPPED, AND DEDICATED AS REPRESENTED ON THIS PLAT, THAT THE PUBLIC UTILITY EASEMENTS ARE PRIVATE EASEMENTS AND THAT ALL OTHER EASEMENTS ARE FOR THE USES SHOWN ON THE PLAT.

INDEPENDENT BANK  
230 W. MAIN STREET  
IONIA, MI 48846

David S. Flower  
DAVID S. FLOWER, VICE PRESIDENT

### ACKNOWLEDGEMENT

STATE OF MICHIGAN  
INGHAM COUNTY

THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED BEFORE ME THIS 11<sup>th</sup> DAY OF MARCH, 2015, BY DAVID S. FLOWER, VICE PRESIDENT OF INDEPENDENT BANK ON BEHALF OF THE CORPORATION.

NOTARY PUBLIC Amy L. Costello Acting In INGHAM COUNTY, MICHIGAN  
Amy L. Costello

MY COMMISSION EXPIRES: 3/11/2018

### COUNTY TREASURER'S CERTIFICATE

THE RECORDS IN MY OFFICE SHOW NO UNPAID TAXES OR SPECIAL ASSESSMENTS FOR THE FIVE YEARS PRECEDING \_\_\_\_\_ INVOLVING THE LANDS INCLUDED IN THIS PLAT.

ERIC SCHERTZING, INGHAM COUNTY TREASURER DATE MYLAR SIGNED: \_\_\_\_\_

### COUNTY DRAIN COMMISSIONER'S CERTIFICATE

APPROVED ON \_\_\_\_\_ AS COMPLYING WITH 1967 PA 288, MCL 560.192 AND THE APPLICABLE RULES AND REGULATIONS PUBLISHED BY MY OFFICE IN THE COUNTY OF INGHAM.

PATRICK E. LINDEMANN DATE MYLAR SIGNED: \_\_\_\_\_  
INGHAM COUNTY DRAIN COMMISSIONER

### COUNTY ROAD COMMISSION CERTIFICATE

APPROVED ON \_\_\_\_\_ AS COMPLYING WITH 1967 PA 288, MCL 560.183 AND THE APPLICABLE RULES AND REGULATIONS OF THE COUNTY OF INGHAM.

BRIAN MCGRAIN, CHAIRPERSON DATE MYLAR SIGNED: \_\_\_\_\_  
INGHAM COUNTY BOARD OF COMMISSIONERS

### CERTIFICATE OF MUNICIPAL APPROVAL

I CERTIFY THAT THIS FINAL PLAT WAS APPROVED BY THE TOWNSHIP BOARD OF THE TOWNSHIP OF DELHI AT A MEETING HELD \_\_\_\_\_ AND WAS REVIEWED AND FOUND TO BE IN COMPLIANCE WITH 1967 PA 288, MCL 560.101 TO 560.293; THAT PUBLIC SEWER AND PUBLIC WATER SERVICES HAVE BEEN INSTALLED AND ARE READY FOR CONNECTION; AND THAT DELHI TOWNSHIP HAS ADOPTED ZONING AND SUBDIVISION CONTROL ORDINANCES WHICH SPECIFY LOT WIDTHS AND AREAS, AND WAIVES THE LOT SIZE REQUIREMENTS SPECIFIED IN SECTION 186 OF ACT 288 OF 1967.

EVAN HOPE, CLERK DATE MYLAR SIGNED: \_\_\_\_\_

### COUNTY PLAT BOARD CERTIFICATE

THIS PLAT HAS BEEN REVIEWED AND IS APPROVED BY THE INGHAM COUNTY PLAT BOARD ON \_\_\_\_\_ AS BEING IN COMPLIANCE WITH ALL OF THE PROVISIONS OF 1967 PA 288, MCL 560.101 TO 560.293, AND THE PLAT BOARD'S APPLICABLE RULES AND REGULATIONS.

ERIC SCHERTZING, COUNTY TREASURER DERRICK QUINNEY REGISTER OF DEEDS

BARB BYRUM, COUNTY CLERK

### RECORDING CERTIFICATE

STATE OF MICHIGAN  
INGHAM COUNTY

THIS PLAT WAS RECEIVED FOR RECORD ON THE \_\_\_\_\_ DAY OF 2015, AT \_\_\_\_\_ .M., AND RECORDED IN LIBER \_\_\_\_\_ OF PLATS ON PAGES \_\_\_\_\_

DERRICK QUINNEY REGISTER OF DEEDS

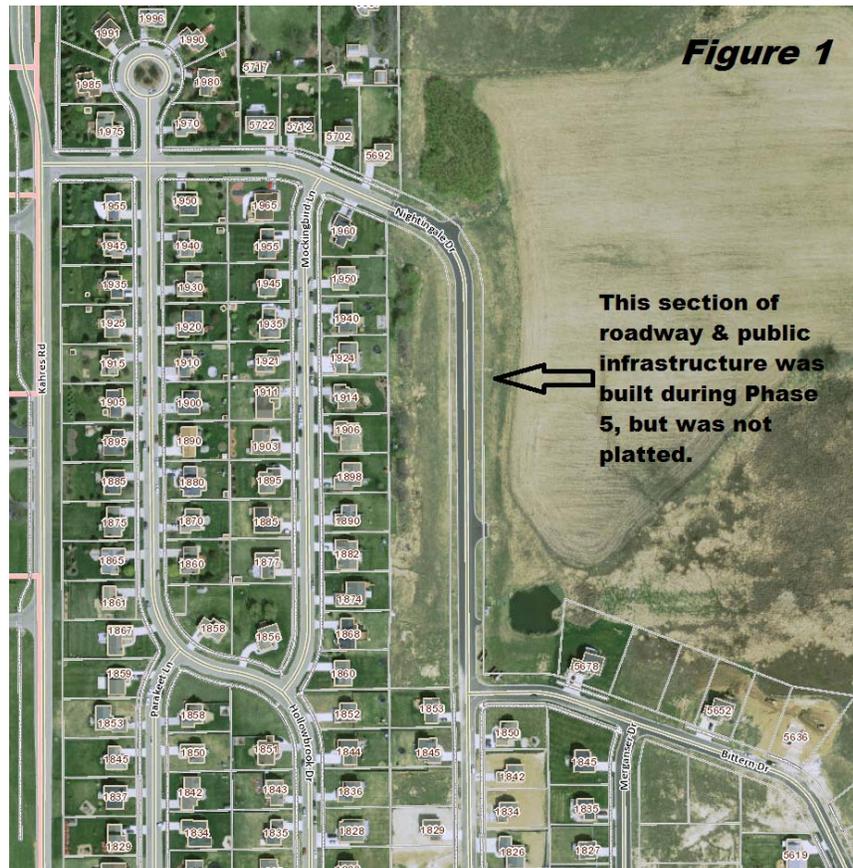


**GENERAL INFORMATION**

Meadow Ridge Subdivision is located at the southeast corner of Holt and Kahres Roads. The subdivision has been under development for many years. There are approximately 150 homes within the development currently. During phase 5 (cir. 2005/06), a section of Nightingale Drive was built. This construction included all of the required public infrastructure. However, the land on the east and west sides of the road were left unplatted at that time.

The developer has presently submitted a preliminary plat for Phase 6 which includes 11 lots on the west side of Nightingale. The preliminary

plat has been reviewed by staff and found to be in compliance with both the Delhi Township Subdivision Control Ordinance and the Zoning Ordinance. In addition, the preliminary plat has been reviewed and approved by the various agencies with authority over this type of development.



**Figure 1**

**AGENCY REVIEWS**

The following agencies have reviewed and approved the preliminary plat:

<b>Reviewing Agency</b>	<b>Date of Approval</b>	<b>Notes:</b>
Ingham County Road Department	7/16/14	Public road has been previously accepted by ICRD.
Ingham County Drain Commission	7/14/14	Records indicate that the storm sewer system has been installed in accordance with drawings.
Ingham County Health Department	6/13/14	

Delhi Township Fire Department	6/17/14	
Delhi Township Dept. of Public Service	7/1/14	Per HRC.
Delhi Township CD Dept.	7/18/14	

In addition to the reviews listed above, copies of the preliminary plat were supplied to the following entities (in compliance with applicable legislation):

- Ingham County Plat Board
- MDEQ
- Lansing Board of Water & Light
- Ingham Co. Sheriff Dept.
- Comcast
- Holt Public Schools
- Consumers Energy
- CATA, Township DDA and other Twp. officials.

**SPECIFIC COMPLIANCE CONSIDERATIONS**

1. The subject site is zoned R-1C: One-Family Medium Density Residential. Each proposed lot is at least 10,000 sq.ft. in size and 80’ wide at the road. These dimensions satisfy the minimum requirements for the subject zoning district.
2. Review of the individual lots does not reveal any potential problems in terms of future compliance with setbacks. Each lot appears to have sufficient buildable area to accommodate a single family residence consistent with what has been built within previous phases of the subdivision.
3. The soils present within the area proposed for platting appear to be buildable and are not likely to pose problems or hinder future construction.
4. A draft copy of the restrictive covenants have been supplied and reviewed by staff. The proposed subdivision covenants are the same as those that affect previous phases of the subdivision. This should create consistency between the phases in terms of development type and land uses not otherwise regulated by Township ordinance. While the Township does not formally approve or deny the covenants, a copy of the draft has been included in the application packet which accompanies this application for informational purposes.

**RECOMMENDED MOTION**

**Move to recommend to the Township Board approval of the final preliminary plat with a revision date of July 16, 2014 for Meadow Ridge No. 6 which contains 11 development lots; all which are zoned R-1C: One-Family Medium Density Residential, located in the Northeast ¼ of Section 20, parcel number 33-25-05-20-200-019.**

**GENERAL SITE INFORMATION**

LOCATION: West side of Nightingale Drive

APPLICANT: Delhi, Inc.  
Patrick C. Gingrich, Agent  
6355 W. Holt Road  
Holt, MI 48842

CURRENT OWNER: Same

PLAT PREPARED BY: Dane B. Pascoe  
Kebs, Inc.  
2116 Haslett Road  
Haslett, MI 48840

PARCEL I.D. NO.: Approximately 2.62 Acres of Parcel No. 33-25-05-20-200-019

EXISTING ZONING: R-1C: One-Family Medium Density Residential

PROPERTY SIZE: 2.62 acres

EXISTING LAND USE: Vacant

ADJACENT LAND USE: North: Vacant  
South: Existing Residential  
East: Vacant  
West: Existing Residential

ADJACENT ZONING: North: R-1C: One-Family Medium Density Residential  
South: R-1C: One-Family Medium Density Residential  
East: R-1C: One-Family Medium Density Residential  
West: R-1C: One-Family Medium Density Residential

DELHI CHARTER TOWNSHIP  
MEMORANDUM

TO: Delhi Township Board Members

FROM: John B. Elsinga, Township Manager

DATE: April 1, 2015

RE: 2015 Township Vehicle Purchases

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In 2006 staff presented to the Township Board a long-term vehicle replacement/rotation schedule. This schedule suggests rotating vehicles amongst departments and replacing vehicles at a minimum 10-year life cycle. It also suggests having all vehicles in a given year purchased at one time through the State of Michigan purchasing program (whenever applicable).

This year we have budgeted for and need to purchase four (4) vehicles to replace a 2003 Chevy Van, a 2001 GMC Jimmy, and a 2003 Ford Expedition that will all be sent to auction and a 1999 Ford Dump Truck which will be rotated from Maintenance to the Parks Department.

To best fit our needs, staff is recommending the purchase of a 2015 Ford E350 Van in the amount of \$46,898, two 2015 Ford Escapes in the amount of \$26,105 each and a 2016 Ford F550 Dump Truck in the amount of \$51,209. All vehicles are being purchased from Gorno Ford through the State of Michigan purchasing program. The total cost of these vehicles is \$150,317 per our specifications and includes dealer installed safety/caution lighting.

Therefore, I recommend the Board approve the purchase of four (4) vehicles from Gorno Ford through the State of Michigan purchasing program and authorize the disposal of the three (3) vehicles via State auction.

**Recommended Motion:**

**To approve the purchase of a 2015 Ford F350 Van, two 2015 Ford Escape SEs, and a Ford F550 Dump Truck through the State of Michigan purchasing program from Gorno Ford in the total amount of \$150,317 and authorize the disposal of the 2003 Chevy van (VIN #9178), the 2003 Ford Expedition (VIN #2041) and the 2001 GMC Jimmy (VIN #6216) via State auction.**

**INTEROFFICE MEMORANDUM**

**TO:** JOHN B. ELSINGA, TOWNSHIP MANAGER  
**FROM:** TERRY L. POWERS, FACILITIES SUPERVISOR (TLP)  
**SUBJECT:** 2015 FLEET VEHICLE PURCHASE  
**DATE:** MARCH 30, 2015  
**COPY TO:** SANDRA DIORKA, DIRECTOR OF PUBLIC SERVICES; FILE

A comprehensive Township-wide vehicle replacement plan was developed in 2006. The vehicles are purchased by the sewer fund and remain in the fleet for ten (10) years with some vehicles passed down to the general fund after three (3) to five (5) years. The sewer fund would then recoup the used vehicle cost from the general fund.

During the 2014/2015 budget process the Department of Public Services (DPS) budgeted for the purchase of one (1) cargo van, two (2) mid size four wheel drive vehicles and one (1) dump truck. Two (2) of these vehicles were scheduled to be purchased in 2014 but were postponed due to production deadlines; they are now included in the 2015 vehicle purchases.

All vehicles are priced complete with full emergency LED lighting, heavy duty auxiliary battery, and all terrain tires. Vehicle purchases follow the State of Michigan purchasing program and are limited to the dealer that won the state bid.

<b>(1) Cutaway Van (Unit #4 – Replace 2011 GMC Savana Cargo Van) State Spec Bid # 3958-0101</b>	<b>State Spec Base Price</b>	<b>Knapheide Van Body &amp; Options</b>	<b>Complete Pkg. Price</b>
2015 Ford E350 Cutaway Van Body (5.4L V8 engine)	18,362.00	28,536.00	46,898.00
2015 Chevrolet Express 3500 Cutaway Van Body (4.8L V8 engine)	18,615.00	28,536.00	47,151.00
2015 GMC Savana Box Truck (4.8L V8 engine)	17,991.00	28,536.00	46,527.00

<b>(2) Mid size 4x4 AWD vehicle (Unit #3 &amp; 22 – Replace 2012 GMC Canyon &amp; 2003 Ford Expedition) State Spec Bid # 3905-0018B*</b>	<b>State Spec Base Price - Each</b>	<b>Lighting &amp; Options - Each</b>	<b>Complete Pkg. Price - Each</b>
2015 Ford Escape SE (1.6L engine)	23,485.00	2,620.00	26,105.00

\*Single state spec bid

<b>(1) Dump Truck (Unit #9 – Replace 1999 Ford Dump Truck) State Spec Bid # 3958-0116)</b>	<b>State Spec Base Price</b>	<b>Emergency Lighting &amp; Options</b>	<b>Complete Pkg. Price</b>
2016 Ford F550 Reg Cab (6.8L V10 engine) with 9’ Stainless Steel dump body & 14’ mesh tarp	35,543.00	15,666.00	51,209.00
2015 Dodge Ram 4500 (6.7L engine)	39,385.00	15,666.00	55,051.00

The 2011 GMC Savana Cargo van in the Maintenance fleet will pass down to the POTW to replace a 2003 Chevrolet E250 van that is used as the IPP vehicle. The 2003 Chevrolet E250 van will be sent to auction.

The 2012 GMC Canyon will pass down to the Community Development Department to replace the 2001 GMC Jimmy; which will be sent to auction.

The 2003 Ford Expedition will be sent to auction.

The 1999 Ford dump truck will pass down to the Parks Department.

I respectfully request that you recommend to the Board, at its April 7, 2015 meeting, a motion to approve the acquisition of one (1) 2015 Ford E350 Cutaway Van, two (2) 2015 Ford Escape SE, and one (1) 2016 Ford F550 Dump Truck from Gorno Ford for a total price of \$150,317.00. Funds are available in the Department of Public Services Capital Outlay account number 590-558.00-970.000.

DATE: 3/5/15 **(E-350 – Knapheide KUV)**

TO: TERRY POWERS, DELHI TWP.  
517699-3874 (DIRECT) [terry.powers@delhitownship.com](mailto:terry.powers@delhitownship.com)

FROM: JIM AGNEY, GORNO FORD, GOVERNMENT & FLEET SALES  
734-671-4033 (DIRECT) (FAX) 734-676-7647 [jagnev@gornoford.com](mailto:jagnev@gornoford.com)

RE: **MiDEAL # 3958-0101 – 2016MY E-350 CUT-AWAY VAN BODY, SRW, 138"WB, 5.4L V8, 5 spd.A/Tw/OD, OXFORD WHITE/FLINT VINYL, VINYL FRONT FLOOR, A/C, AM/FMw/CLOCK, TILT/CRUISE/MSG. CTR., ELEC. BRK.CNTRLR., DRL'S, 10,050# GVWR PKG., H.D.ALT./DUAL BATTERIES, RUNNING BOARDS, 4.10 LTD. SLIP AXLE, AIR BAGS, DISC BRKS.w/ABS, LT245/75x16E, TRIM PKG., PWR. WINDOWS/LOCKS/MIRRORSw/ FOB, REVERSE SAFETY BEEPER, H.D. ALL-WEATHER MATS, UPFITTER SWITCHES, TRAILER TOW MIRRORS**  
..... 22,693.00

Door Cab  
TO Box  
is

**KNAPHEIDE "KUV SERIES" UTILITY VAN, 80"CA SRW, 129"L x 83"W x 90" H, SLIDING BULKHEAD DOORw/WINDOW, REAR VERTICAL DOORSw/WINDOWS, ELECTRIC LOCKING SYSTEM, GALVA GRIP BUMPERw/STEPWELL, PAINTED – SINGLE STAGE WHITE TO MATCH CAB, CURB SIDE LADDER RACK, LED – COMPARTMENT LIGHTS, VICE BRACKET MOUNTED ON REAR BUMPER, RHINO SPRAY-ON FLOOR PROTECTION, CLASS V RECV'R HITCH, REVERSE-BACK-UP CAMERA, 1,800 WATT POWER INVERTER** ..... 21,110.00

**FRONT/REAR/SIDE LED AMBER SAFETY FLASHERS, ROOF MOUNT LED – AMBER MINI-LIGHT BAR, REAR DIRECTIONAL LED ARROW STICK** ..... 3,095.00

**F.O.B. DELIVERED TO DELHI, MI** ..... **TOTAL** ..... **\$46,898.00**  
**MSRP = \$55,847.00**

**Current lead time is approximately 14 - 16 weeks from receipt of P.O.**

**RECOMMENDED OPTIONS;**

**6.8L V 10** ..... **1,050.00**

**Please review, *select options*, sign and e-mail/fax back or e-mail/fax Purchase Order to Jim Agney.**

**Customer Signature:** \_\_\_\_\_

**Thank you,**

*Jim Agney*

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## Terry Powers

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**From:** Jim Agney [jagney@gornoford.com]  
**Sent:** Wednesday, March 18, 2015 7:34 AM  
**To:** Terry Powers  
**Subject:** Price/Cost Clarifications

Terry,  
Response to RFQ details;  
F-550 w/DUMP BODY

- Powered Dump Tarp ..... Add ..... 1,400.00

### E-350 w/KUV

#### Required Options;

• Tow Pkg. ....	135.00	
• Trailer Tow Mirrors .....	230.00	
• Ext. Pkg. ....	105.00	
• Pwr. Pkg. ....	465.00	
• Upfitter Switches .....	85.00	
• Frame Mounting Pucks .....	50.00	
• Msg. Ctr. ....	190.00	
• H.D. Alt. ....	260.00	
• Dual H.D. Batteries .....	295.00	
• Elec. Trlr. Brk. Cntrlr. ....	230.00	
• Running Boards .....	215.00	
• DRL's .....	45.00	
• Key Fob .....	225.00	(Option Sub Total 2,530.00)
• 2016MY Price Increase .....	1,400.00	(GPC not yet issued) — Expected price Increase
• Gross .....	400.00	~ profit For The Dealership
<b>Total .....</b>	<b>4,330.00</b>	

Jim Agney  
Gorno Ford  
direct - 734-671-4033  
fax - 734-676-7647  
e-mail - [jagney@gornoford.com](mailto:jagney@gornoford.com)

**GORNO FORD**  
22025 ALLEN ROAD  
WOODHAVEN, MI 48183

DATE: 3/6/15

TO: TERRY POWERS, DELHI TWP.  
269-945-1415 (DIRECT) [Terry.Powers@delhitownship.com](mailto:Terry.Powers@delhitownship.com)

FROM: JIM AGNEY, GORNO FORD, GOVERNMENT & FLEET SALES  
734-671-4033 (DIRECT) (FAX) 734-676-7647 [jagney@gornoford.com](mailto:jagney@gornoford.com)

RE: **2015MY FORD ESCAPE SE - 3905-0018B 4x4 AWD, 1.6L ECO-BOOST, 6spd. A/T, OXFORD WHITE/BLACK CLOTH, AM/FM/CD/MP3/SATw/CLOCK, SYNC-BlueTooth, A/C, CRUISE/TILT, ADVANCE TRACw/ROLL STABILITY-CNTRL., TPMS, MSG. CENTER, TRACTION CNTRL, KEYLESS ENTRY (FOB), PWR.WINDOWS/LOCKS/MIRRORS, REAR DEFROST, P235/55R17AS, PWR. DISC BRKS.w/ABS, FRNT/SIDE AIR BAGS, CAPLESS FUEL FILLER, SIDE PASS./REAR PRIVACY GLASS, REAR VIEW CAMERAw/4.2" SCREEN, COMPASS/O.S. TEMP, FOG LAMPS, 10-WAY PWR. DRIVERS SEAT, ALUM. WHEELS, ALL-WEATHER FLOOR MATS, REAR VIEW CAMERA(Std.) COMPASS/O.S. TEMP(Std.) ..... 23,485.00**

**FRNT/REAR/SIDE QTR. WINDOW 360Degree AMBER LED SAFETY LIGHT PKG.-w/REAR INSIDE AMBER LED DIRECTIONAL ARROW STICK & CNTRLR. .... 2,575.00**

To Order, current lead time is 10 - 12 weeks from receipt of Purchase Order.  
**ORDER CUT-OFF FOR 2015MY IS APRIL, 6 2015.**

F.O.B. DELIVERED TO DELHI TWP., MI ..... \$26,060.00  
(MSRP = \$30,770.00)

**RECOMMENDED OPTIONS:**

DAYTIME RUNNING LIGHTS ..... 45.00  
REVERSE SENSING ..... 245.00  
REMOTE START ..... 449.00

Please review, SELECT OPTIONS, sign and fax/e-mail back or e-mail/fax Purchase Order to Jim Agney.

Customer Signature: \_\_\_\_\_

Thank you,

*Jim Agney*

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**GORNO FORD**  
22025 ALLEN ROAD  
WOODHAVEN, MI 48183

DATE: 3/6/15

TO: TERRY POWERS, DELHI TWP.  
517-699-3874 (DIRECT) [Terry.Powers@delhitownship.com](mailto:Terry.Powers@delhitownship.com)

FROM: JIM AGNEY, GORNO FORD – FLEET/GOVT. SALES  
734-671-4033 (DIRECT) (FAX) 734-676-7647 [jagney@gornoford.com](mailto:jagney@gornoford.com)

RE: MiDEAL # 3958-0116 (F-550 Option), 2016MY FORD F-550 XL-C/C, REG. CAB, 4x4, DRW, 141"WB, 60"CA, OXFORD WHITE/GRAY VINYL, 6.8L V10 GAS, 6spd.A/T, A/C, TILT WHL., AM/FM w/CLOCK, PWR. DISC BRKSw/ABS, H.D. ALT., SPARE TIRE & WHL., 4.88 LTD. SLIP AXLE, PLOW PKG., LT/225x17 AT-TRACTION, SPARE,18,000 GVWR PKG., ENGINE BLOCK HTR., ROOF CLEARANCE LIGHTS, UPFITTER- SWITCHES, AIR BAGS, RUNNING BOARDS, ELEC. BRAKE CNTRLR., TRANS. PTO, TRAILER TOW PKG., PLOW PREP PKG. .... 35,543.00

Rugby H.D. 9', 3 - 4yd. \*SINGLE STAGE WHITE (To Match Cab) DUMP BODY, Includes; FMVSS 108 LIGHTING PKG., BACK-UP ALARM, IN-CAB CNTRLS., SAFETY PROP, HYDRAULIC/ELEC. BOX PUMP, ¼ STEEL CAB SHIELDw/SLOTTED-SHIELDw/SLOTTED WINDOW, PWR.-UP-DOWN BOX, DBL. WALL DESIGN, SLOTTED BRACKETS FOR 2" SIDE BOARD EXTENSIONS (18" Side Height + Customer Option to Add Up to 12" by Inserting 2"x 12" Side Boards), MUD FLAPS, E-Z LATCH 10 Degree SLOPPED TAILGATE, SPREADER CHAINS, AR450 FLOOR, ½" STEEL H.D. REAR HIGH PLATEw/SAFETY CHAIN D-RINGS, 15 TON PINTLE or BALL-HITCH , 7 WIRE ROUND TRAILER PLUG, MANUAL SAFETY ROLLER TARP-SYSTEMw/14' MESH TARP, ..... 9,709.00

AMBER SAFETY LIGHT PKG. (Includes; Amber LED Cab Shield Mounted Mini-Light Bar, Frnt. Grill Mounted Amber LED's, Rear Box Mounted Oval Amber LED's ..... 1,695.00

F.O.B. DELIVERED TO DELHI TWP., MI ..... TOTAL ..... \$46,947.00  
MSRP = \$54,149.00

Current lead time is estimated at 14-16 weeks from receipt of Purchase Order.  
2016MY Production Begins May 2015.

**RECOMMENDED OPTIONS:**

6.7I V8 DIESEL ..... ADD ..... 8,130.00  
STAINLESS STEEL 3-4 yd. DUMP BODY w/AR-450 hardened steel floor ..... ADD ..... 4,262.00  
(same spec. as aa above)  
AMBER LED REAR DIRECTIONAL ARROW STICK MOUNTED ON CAB PROTECTOR ..... 1,400.00

Please review, **SELECT OPTIONS**, sign and e-mail/fax back or e-mail/fax P.O. to Jim Agney.

Customer; \_\_\_\_\_

Thank you,  
Jim Agney

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## DELHI CHARTER TOWNSHIP

## MEMORANDUM

**TO:** Delhi Township Board Members

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

**DATE:** April 1, 2015

**RE:** Purchase of a 2014 EXMARK Mower – Department of Public Services

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The FY 2015 budget for the Department of Public Services includes the purchase of a two new mowers to replace two 9 year old mowers with over 2,100 hours on one and 2,600 hours on the other.

The Department of Public Services received three (3) bids from area vendors for mowers with grass catchers and hitch. The bids received were all State government assisted pricing and were based on our specifications. Staff is recommending purchasing two 2014 EXMARK mowers from D&G Equipment who was the lowest bidder at \$12,196 per mower. Therefore, I recommend the same.

**Recommended Motion:**

**To approve the purchase of two 2014 EXMARK 29HP mowers with grass catcher and hitch from D&G Equipment in the total amount of \$24,392.**

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**INTEROFFICE MEMORANDUM**

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**TO:** JOHN B. ELSINGA, TOWNSHIP MANAGER  
**FROM:** TERRY L. POWERS, FACILITIES SUPERVISOR (TL)  
**SUBJECT:** ZERO TURN MOWER WITH BAGGER  
**DATE:** MARCH 20, 2015  
**COPY TO:** SANDRA DIORKA, DIRECTOR OF PUBLIC SERVICES; FILE

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The Department of Public Services (DPS) maintains several zero turn mower units used to perform grounds maintenance for various township properties. It is our history that these units perform well and are reliable up to 1,500 hours of service. Due to the extensive use of these mower units we had developed the policy of replacing these units after they reach the threshold of 1,500 hours to ensure constant reliability.

The DPS 2015 budget includes an expenditure of \$30,000.00 for replacement of two (2) nine (9) year old Scag Turf Tiger mower units with 2,662 and 2,194 hours of service, which is well past the 1,500 hours of service threshold. Bids were solicited for several models of zero turn mowers with the bagger unit included from three (3) vendors, one (1) vendor had 2014 & 2015 models in stock, as follows:

<b>Vendor</b>	<b>Mower Model</b>	<b>Price Quote</b>
D&G Equipment	2014 EXMARK 29HP with bagger	\$12,196.00
D&G Equipment	2015 EXMARK 32HP with bagger	\$13,476.00
Bobcat of Lansing	2015 HUSTLER 27HP with bagger	\$13,116.40
Brady Lawn Equipment	2015 SCAG 26 HP with bagger	\$12,263.36

All bids include the government discount.

I respectfully request that you recommend to the Board, at its April 7, 2015 meeting, a motion to approve the acquisition of two (2) 2014 EXMARK LZXR801KA606 29 HP with bagger unit from D&G Equipment in Mason; for a total expenditure of \$24,392.00. Funds are available in the Department of Public Services Capital Outlay account number 590-558.00-970.000.

**Quote Summary**

**Prepared For:**  
 Delhi Charter Township  
 MI  
 Home: 517-6993874

**Prepared By:**  
 Angie Park  
 D & G Equipment, Inc.  
 710 N. Cedar Street  
 Mason, MI 48854  
 Phone: 517-676-9588  
 dgmason@dgequipment.com

**Service calls and transportation fees are the responsibility of the customer and not covered by warranty.**

**Quote Id:** 11079806  
**Created On:** 16 March 2015  
**Last Modified On:** 01 April 2015  
**Expiration Date:** 31 March 2015

**20% RESTOCKING FEE ON ALL RETURNS.  
 NO REFUND AFTER 30 DAYS  
 (NO RETURN ON SNOW EQUIPMENT, GENERATORS, SPECIAL ORDER ITEMS OR IF FUELED)**

Equipment Summary	Suggested List	Selling Price	Qty	Extended
2014 EXMARK LZX801KA606	\$ 11,899.00	\$ 9,519.00 X	1 =	\$ 9,519.00
EXMARK LZUV3B	\$ 2,799.00	\$ 2,239.00 X	2 =	\$ 4,478.00
2014 EXMARK LZX801KA606	\$ 11,899.00	\$ 9,519.00 X	1 =	\$ 9,519.00
EXMARK 109-9627	\$ 199.00	\$ 159.00 X	2 =	\$ 318.00
EXMARK 116-8431	\$ 279.00	\$ 279.00 X	2 =	\$ 558.00
<b>Equipment Total</b>				<b>\$ 24,392.00</b>

**Quote Summary**

Equipment Total	\$ 24,392.00
Freight	\$ 0.00
Setup	\$ 0.00
SubTotal	\$ 24,392.00
Total	\$ 24,392.00
Down Payment	(0.00)
Rental Applied	(0.00)
<b>Balance Due</b>	<b>\$ 24,392.00</b>

Salesperson : X \_\_\_\_\_

Accepted By : X \_\_\_\_\_

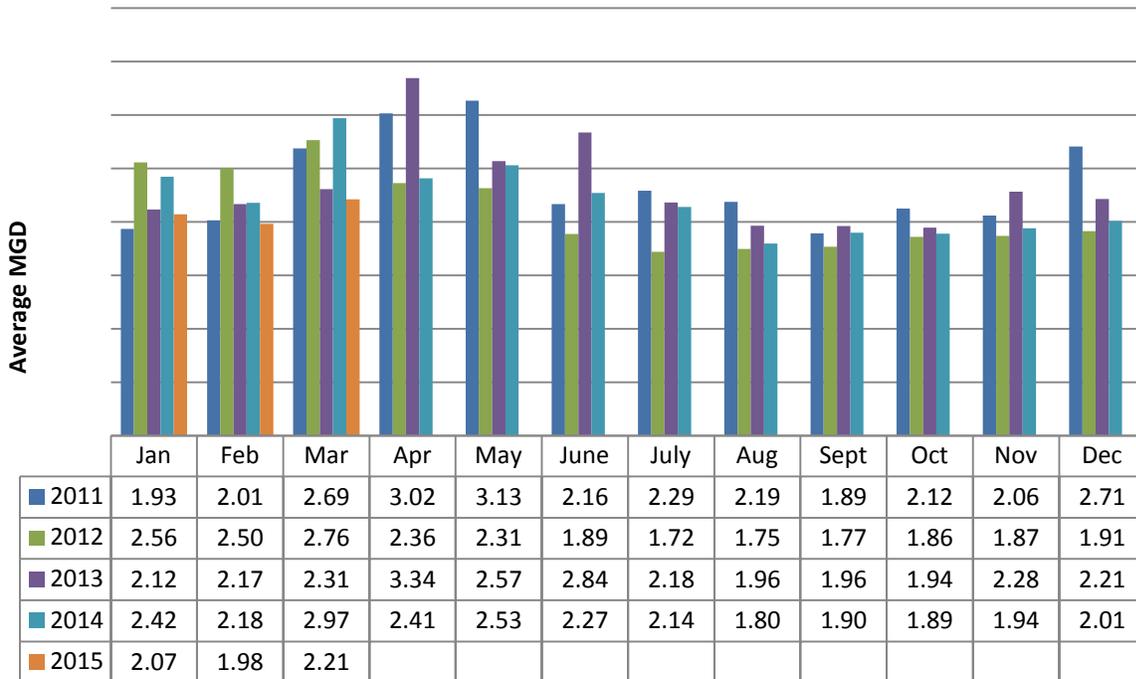


## DEPARTMENT OF PUBLIC SERVICES

### Monthly Report

### March 2015

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



Laboratory Testing and Quality Control – Quality Assurance Program

Tests Run For		% Passing
Permit Compliance	247	
Process Control	2002	
Quality Control	89	97%
Check Samples	2	100%
DMRQA-Study 30 Proficiency	0	
Miscellaneous Sampling	43	
<b>Totals</b>	<b>2383</b>	<b>99%</b>

## Safety

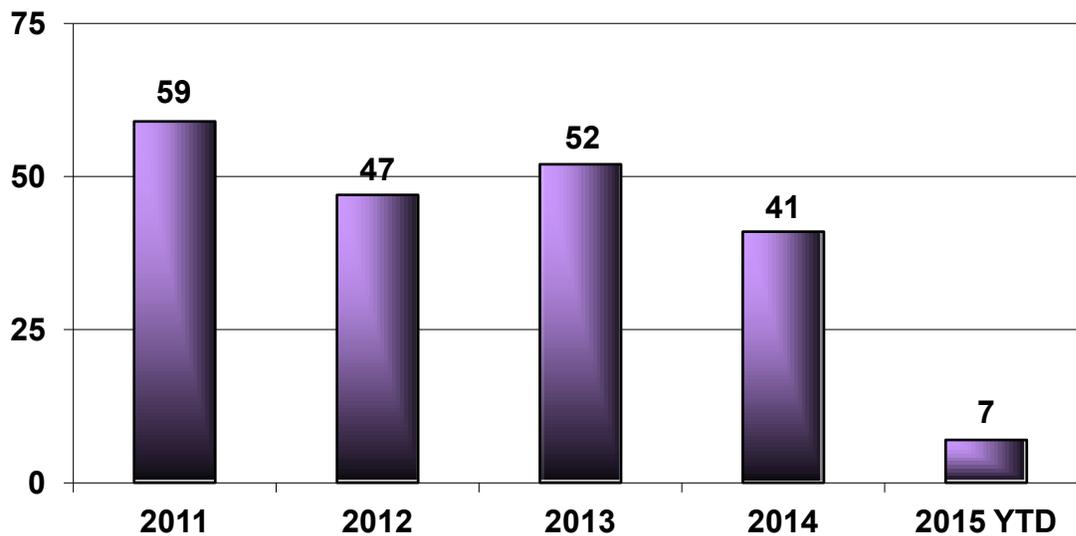
March Safety Activities	Date	Description
<b>Confined Space Entries</b>		
	3/3/2015	Nitrification Tower (De-Ice Tower)
	3/10/2015	Grit Chamber (Install Diffusers)
	3/16/2015	Aeration pass 90 (clean and replace diffusers)
	3/17/2015	Aeration pass 90 (clean and replace diffusers)
	3/18/2015	Aeration pass 90 (clean and replace diffusers)
	3/18/2015	East Primary Clarifier (Clean sump crock)
	3/19/2015	Aeration pass 90 (clean and replace diffusers)
	3/20/2015	Aeration pass 90 (clean and replace diffusers)
	3/24/2015	Aeration pass 90 (clean and replace diffusers)
	3/25/2015	Aeration pass 90 (clean and replace diffusers)

## Training

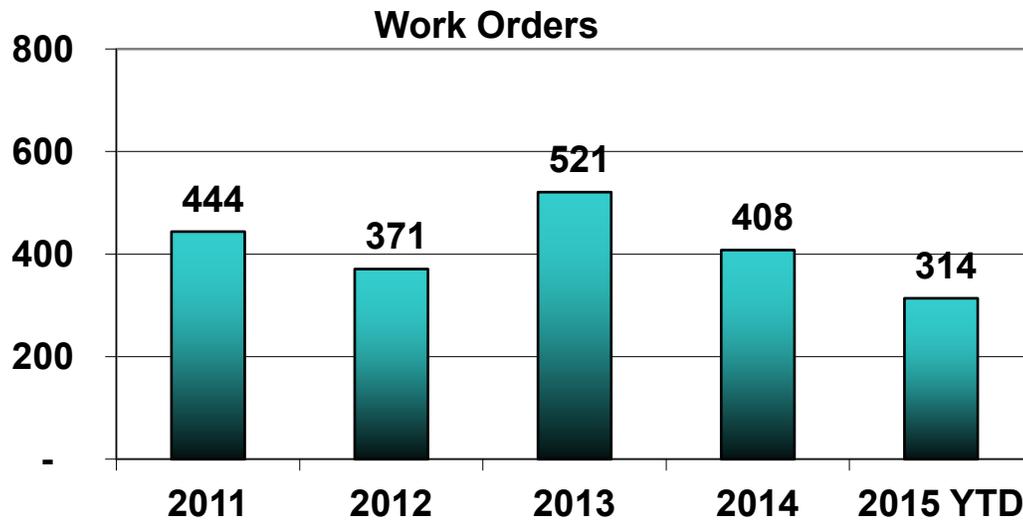
Date	# of Employees Attended	Training Course Description
3/2-3/2015	2	MWEA Biosolids Conference
3/5/2015	2	MWEA Basic Training Fundamentals of WW Math II
3/10/2015	1	Great Lakes Conference
3/25/2015	1	Michigan Watershed Summit

## Cemetery

### Burials



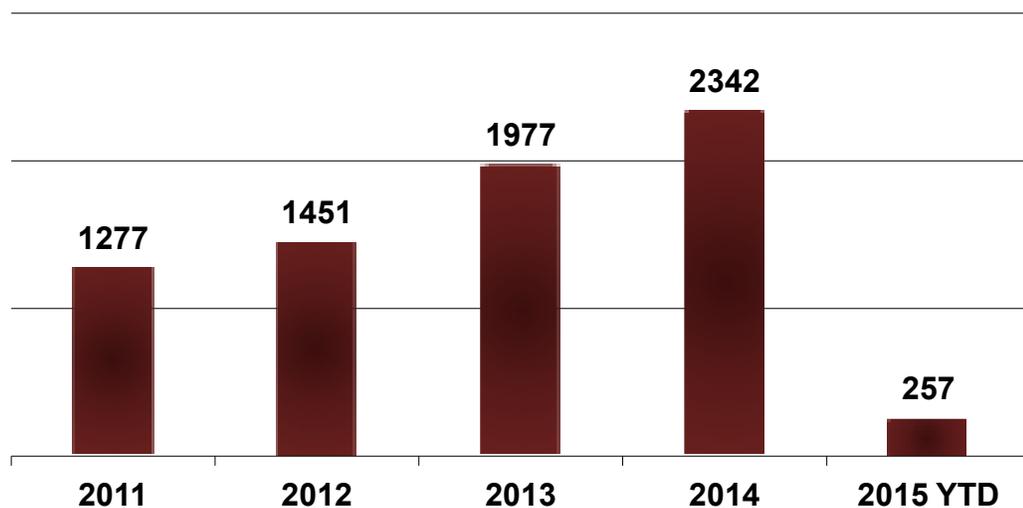
## Maintenance



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

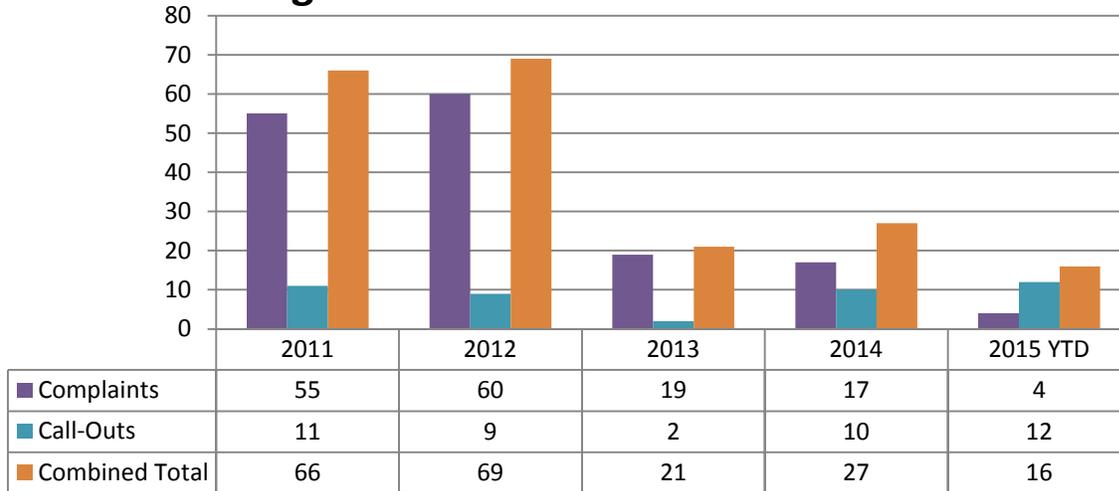
- Flushed and drained the sump at POTW Hypochlorite building
- Replaced 480 diffusers in the aeration tanks at the POTW
- Cleaned ceiling grates at Fire #1 in locker rooms
- Repaired counter tops in locker rooms at Fire #1
- Cleaned and repaired air relief at Waverly Lift Station
- Performed complete maintenance on Mow Crew trailer; ready for season
- Graves at Markham and Maple Ridge that were dug in winter were leveled off with fresh dirt

## Miss Digs Performed

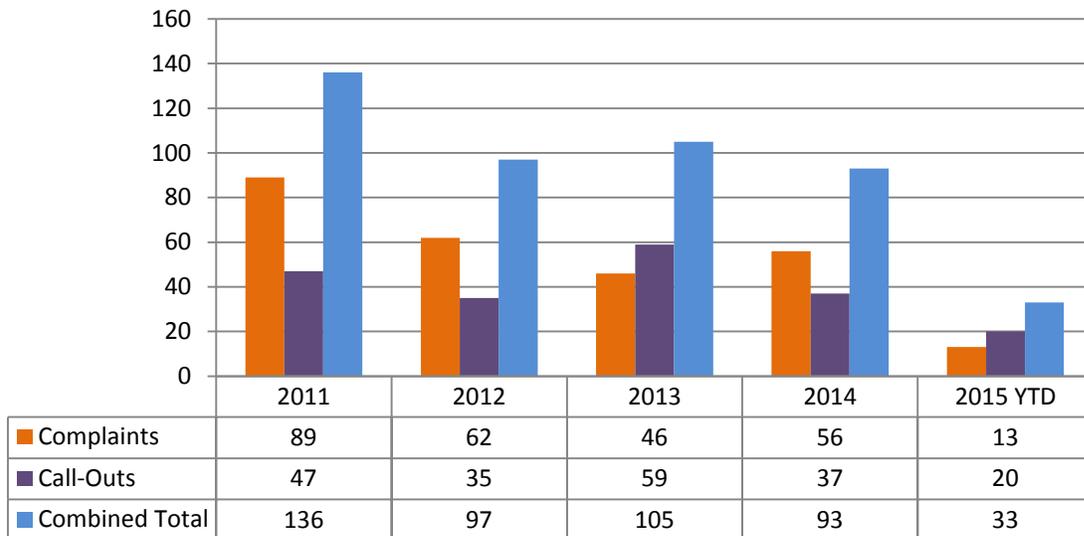


## Unscheduled Service Calls

### Building & Grounds Unscheduled Service Calls

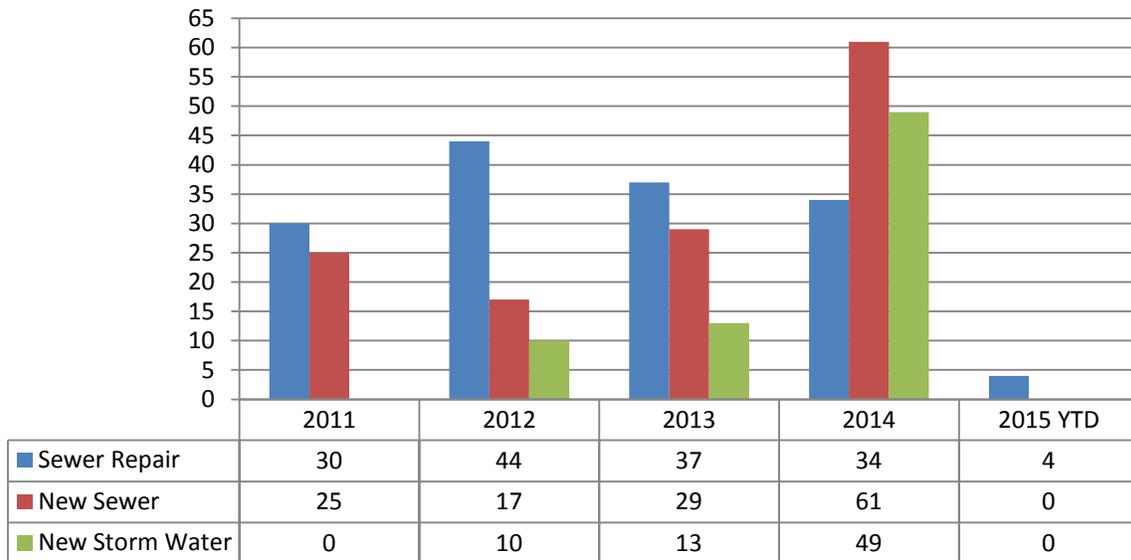


### Collections Unscheduled Service Calls



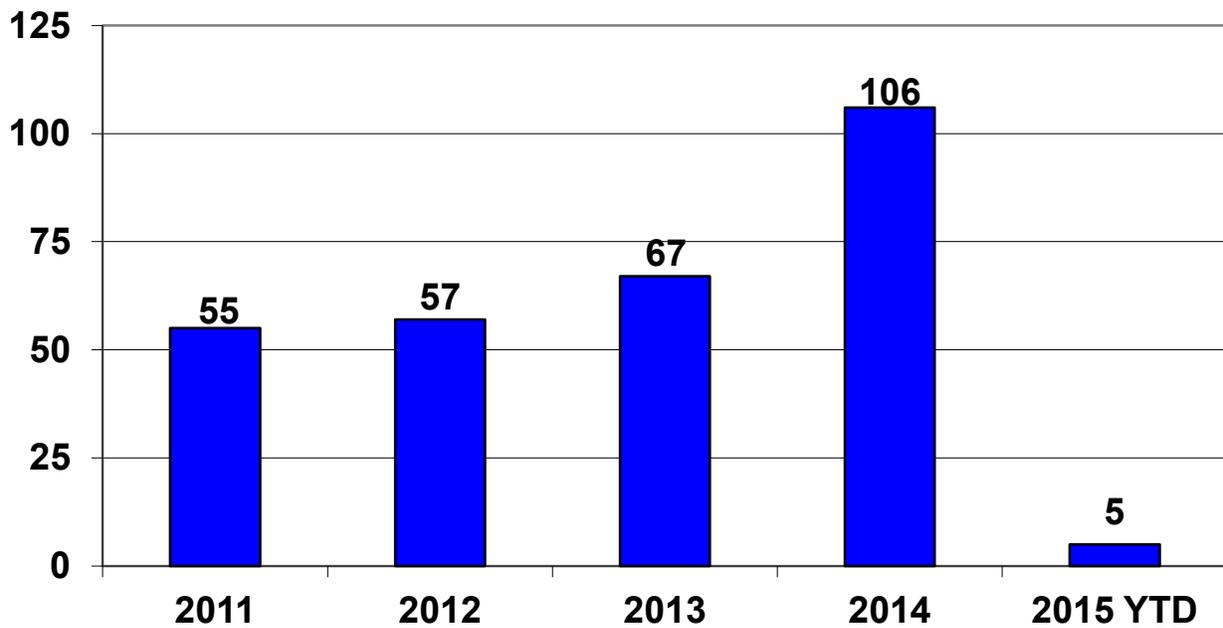
## Sanitary Sewer Permits

### Sanitary Sewer Permits Issued

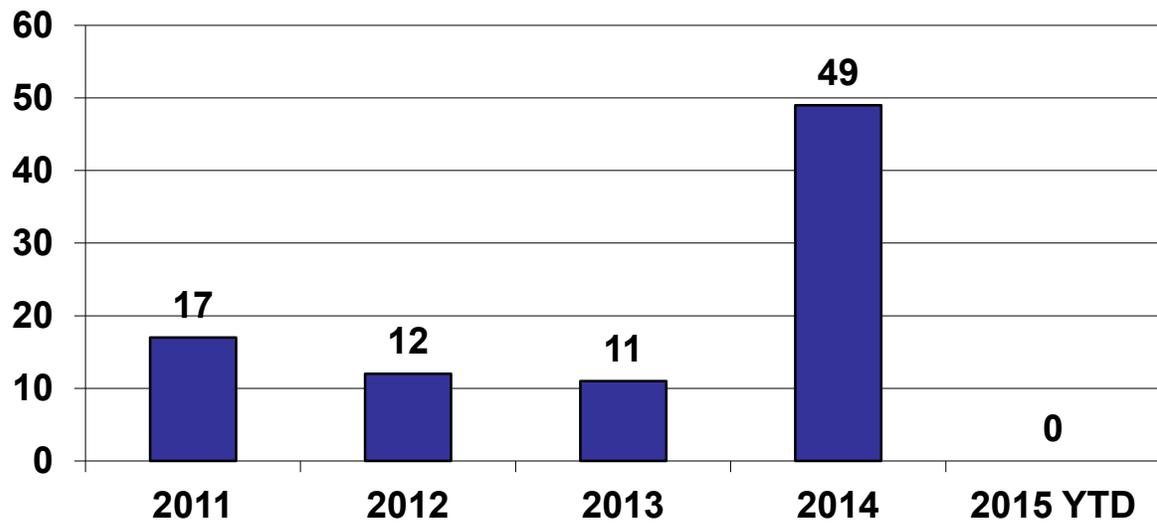


*Note: Storm water permits were not issued prior to 2012*

## Sanitary Sewer Inspections Performed



## Storm Sewer Inspections Performed

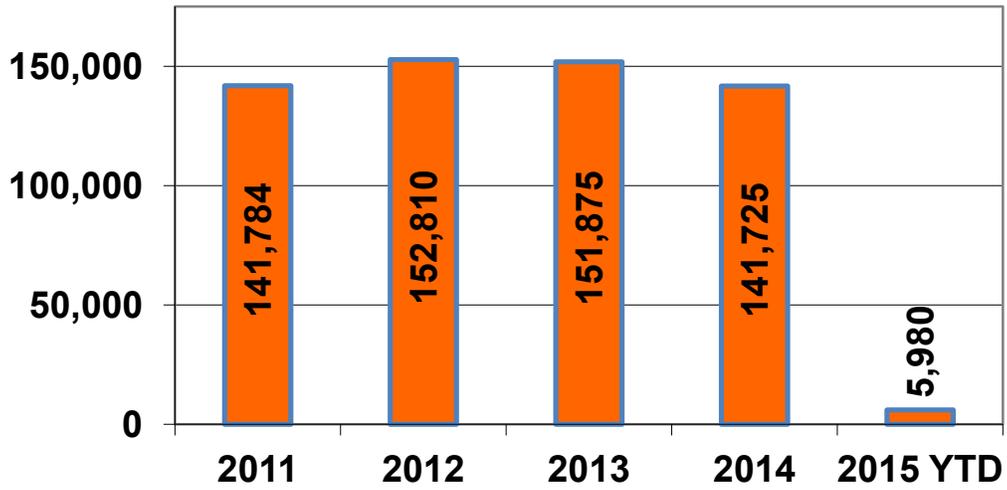


## Stormwater

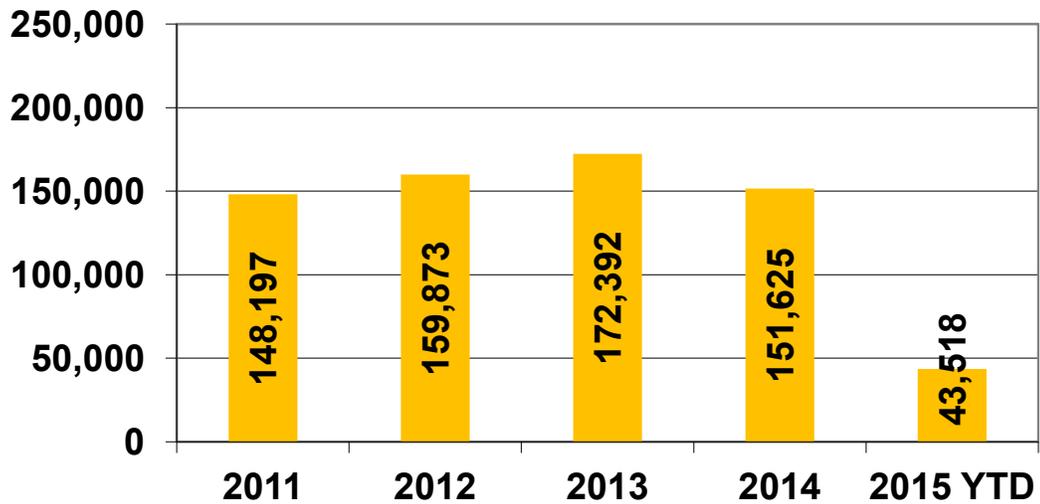
On Thursday March 19<sup>th</sup>, Plantwise Restoration conducted prescribed burns at the Waverly lift Station, POTW and township property just south of the POTW.

On Thursday, March 26<sup>th</sup>, the Environmental Coordinator participated in the Surface/Stormwater workgroup at Tri-County Regional Planning Commission.

### Feet of Sanitary Sewer Cleaned (Vactor Truck Work)



### Feet of Sanitary Sewer Televised (Camera Truck Work)



## Industrial Pretreatment Program

March IPP Activities		
<b>Review/Approval</b>		
building plan review	3/5/2015	2102 Aurelius - AKK Liquor
building plan review	3/6/2015	3130 Sovereign Dr. - Ionetix
building plan review	3/17/2015	2380 S. Cedar Ste-201 - Premier Rehabilitation
building plan review	3/17/2015	6133 Aurelius - Granger Construction
building plan review	3/30/2015	3475 Belle Chase Way - Lansing Institute of Behavioral Medicine
site plan review	3/18/2015	2420 Cedar - Taco Bell
<b>Inspections - Grease Traps</b>		
Compliant	02/27/15	7-11 1997 Aurelius
Compliant	02/27/15	Biggby #270 Jolly
Compliant	02/26/15	Biggby Coffee - 2006 Cedar
Compliant	02/27/15	Buddies Grill - 2040 Aurelius
Compliant	02/27/15	Big Ten Holt - 2005 Eifert
Compliant	02/27/15	Burger King - 2464 Cedar
Compliant	02/27/15	Burger King - 2520 E. Jolly
Compliant	02/27/15	Champions - 2440 N. Cedar
Compliant	02/26/15	Charlie's Bar & Grill 1957 Cedar
Compliant	02/27/15	Chisholm Hills - 2395 Washington
Compliant	02/27/15	Coach's - 6201 Bishop
Compliant	02/26/15	Coffee Barrel - 2237 Aurelius
Compliant	02/27/15	Cottage Inn Pizza - 1995 Cedar
Compliant	02/26/15	Delhi Café - 4625 Willoughby
Compliant	02/27/15	Famous Dave's 2457 Cedar
Compliant	02/26/15	Eagles - 1111 N. Cedar
Compliant	02/27/15	Incu-Bake 1967 Aurelius
Compliant	02/27/15	IngCredible - 2454 S. Cedar
Compliant	CLOSED	China Light - 1979 Aurelius
Compliant	02/26/15	Kroger - 2495 N. Cedar
Compliant	02/27/15	Little Caesar's - 2221 N. Cedar
Compliant	02/27/15	McDonald's 2775 Eaton Rapids Rd.
Compliant	02/27/15	McDonald's 2530 E. Jolly
Compliant	02/27/15	McDonald's 2400 N. Cedar
Compliant	02/26/15	Ram Corner Store - 4509 Willoughby
Compliant	02/26/15	St. Matthews - 2418 Aurelius
Compliant	02/26/15	Sam Corey Senior Center- 2108 N. Cedar
Compliant	02/27/15	Subway - 2765 Eaton Rapids Rd.
Compliant	02/27/15	Tim Horton's - 2450 E. Jolly
Compliant	02/27/15	Tim Horton's - 2350 Cedar
Compliant	02/27/15	Wild Strawberry and More - 2018 Cedar
Compliant	02/27/15	Wendy's - 2727 Eaton Rapids Rd.