

**DELHI CHARTER TOWNSHIP  
COMMITTEE OF THE WHOLE MEETING HELD ON MAY 6, 2015**

---

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

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

Members Absent: Trustees Jon Harmon, DiAnne Warfield

**BUSINESS**

**SAW GRANT QUARTERLY UPDATE**

---

The Board reviewed a letter dated March 31, 2015 from James Burton of Hubbell, Roth and Clark, Inc. (ATTACHMENT I)

James Burton, Hubbell, Roth and Clark, Inc. gave a brief quarterly update on the SAW Grant program. Mr. Burton stated that the design work is proceeding in accordance with the plan. The Pine Tree Lift Station, Emergency Generator Interconnect and the RBC building conversion have been placed on hold for the time being. Detailed inventory continues on the assets related to the sanitary sewer system. The cleaning and televising of the sanitary sewer for condition assessment continues.

**SAW ASSET MANAGEMENT – CARTAGO DRIVE SEWER SYSTEM**

---

The Board reviewed a letter dated April 27, 2015 from James Burton of Hubbell, Roth and Clark, Inc. (ATTACHMENT II)

Twp. Mgr. Elsinga stated that Hubbell, Roth and Clark, Inc. was asked to do an assessment and evaluation of the sewer system that serves twelve residences located on Cartago Drive in the Chisholm Hill Subdivision. Since the development of these residences in 2000, the occupants of 8 of the 12 residences have experienced at least one failure of their individual sewer system.

James Burton of Hubbell, Roth and Clark, Inc., reported on the current sewer system and gave various options for fixing the problems that have and continue to occur with the system.

Trustee Hayhoe asked if private lines are going from the residences to the public sewer lines. Mr. Burton stated that the pumps and the lines going out to the road are private; the Township owns the force main located within the public right-of-way.

Trustee Hayhoe asked who is responsible in the event of a backup. Currently, if the pump or check valve on the private property fails it is the property owners' responsibility.

Trustee Hayhoe voiced his concern in setting precedence if the Township were to step in and fix this situation. Twp. Mgr. Elsinga stated that this is a unique neighborhood. The system was designed for these houses to have individual pumping stations and force mains to a common force main. Twp. Mgr. stated that in the rest of the Township system, the Township accepts

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP  
COMMITTEE OF THE WHOLE MEETING HELD ON MAY 6, 2015**

---

ownership of the gravity sewer and the main along with the lead to the property line. If the Township assumes the responsibility of the plumbing within the right-of-way and installs check valves and isolation valves, the Township's system would help with the current situation.

Trustee Ketchum felt that this situation should be addressed as these property owners are paying for sanity sewer service.

Clerk Hope stated that with this unique situation, the homeowners were more than likely not aware of this sewer system when they purchased their homes from the contractor and he does not feel this would set a precedence by addressing this situation.

Twp. Mgr. Elsinga stated that the solution is providing improvements within the road right-of-way (the check valve and gate valves). The Township would then be responsible from the common force main to the property line.

Of the options presented by Mr. Burton for fixing the problems associated with this system, Option No. 1 was the desired option.

Trustee Ketchum stated that with the repair, these residences could still have backup issues; however, the backup issue would be the home owner's responsibility. Mr. Burton concurred; stating that if the failure was due to a problem that occurred from the property line to the house. Mr. Burton further stated that if there were a problem, the Township could assist better by isolating the system and making sure nothing more entered the line.

Clerk Hope stated that Option No. 1 would install valves at the right-of-way lines so that the Township would know where the valves are located. Mr. Burton confirmed.

Treasurer Sweet spoke in favor of this improvement.

**RESOLUTION NO. 2015-011 – DELHI CHARTER TOWNSHIP EMERGENCY MANAGEMENT POLICY AND ORGANIZATION PLAN**

---

The Board reviewed memorandums dated April 30, 2015 from Twp. Mgr. Elsinga and May 1, 2015 from Brian Ball, Fire Chief (ATTACHMENT III).

Brian Ball, Fire Chief, stated that the Township had its own Emergency Management Program until May 1995 when they nested under the Ingham County's Emergency Management Program. Approval of Resolution No. 2015-011 will create a Delhi Charter Township Office of Emergency Management which will allow for a more detailed emergency and hazards plan that is more responsive for Delhi Township. This program will allow for the Township to have its own Emergency Operations Center and will nest under the City of Lansing's Emergency Operations Center. It is hoped that the other members of the Shared Services Initiative will follow suit.

Trustee Hayhoe asked Chief Ball if he ever envisioned any cost from the City of Lansing to nest under them at some point in the future. Chief Ball answered in the negative.

Treasurer Sweet asked if Chief Ball foresees a problem with the approval from the State of Michigan State Police Office of Emergency Management and Homeland Security. Chief Ball answered in the negative.

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP  
COMMITTEE OF THE WHOLE MEETING HELD ON MAY 6, 2015**

---

**PUBLIC COMMENT** – None

**ADJOURNMENT**

Meeting adjourned at 7:21 p.m.

Date: May 19, 2015

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

Date: May 19, 2015

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

/af

SUBJECT TO APPROVAL



**PRINCIPALS**

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

**SENIOR ASSOCIATES**

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

**ASSOCIATES**

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

**HUBBELL, ROTH & CLARK, INC.**

OFFICE: 555 Hulet Drive  
Bloomfield Hills, MI 48302-0360  
MAILING: PO Box 824  
Bloomfield Hills, MI 48303-0824  
PHONE: 248.454.6300  
FAX: 248.454.6312  
WEBSITE: www.hrc-engr.com  
EMAIL: info@hrc-engr.com

March 31, 2015

Delhi Charter Township  
2074 Aurelius Road  
Holt, Michigan 48842

Attn: Mr. John Elsinga, Township Manager

Re: SAW Update and Program Discussion  
Quarterly Board Update - April 2015

HRC Job No. 20140175

Dear Mr. Elsinga:

HRC is pleased to provide this update on the Township's SAW Program. The period covered in this report is January 1, 2015 through March 31, 2015.

**I. Design Work**

**Work Completed Since January 1, 2015:**

- Eifert Road design.
- Evaluating scope of the lagoon buildings proposal.
- Nitrification tower preliminary cost estimates prepared

**Focus of Efforts in Next Quarter:**

- Finish design on Eifert Road
- Begin design on lagoon buildings
- Continue to monitor other design projects (Pine Tree Lift Station, Emergency Generator Interconnection, RBC Building Conversion) to determine when proposals will become necessary.

**II. Wastewater AMP**

**Work Completed Since January 1, 2015:**

- Worked with Township staff on their work completed to date and continuing their efforts related to system inventory.
- Township staff is continued to clean and televise sanitary sewers for condition assessment.
- Township staff performed condition assessment at POTW
- Township and HRC staff completed manhole inspections on approximately 250 sanitary structures. Will monitor budget and begin more in the next several months.

**Focus of Efforts in Next Quarter:**

- GIS system updated.
- On-going inventory and condition assessment activities.
- Prep for field assessments.

**III. Stormwater Management Plan**

Work Completed Since January 1, 2015:

- None at this time

Focus of Efforts in Next Quarter:

- Kickoff meeting for stormwater management plan.

**IV. Misc. Update Items**

Outstanding Critical Questions:

- None identified.

Township Assistance Needed:

- None at this time.

Impediments to Project Schedule:

- None at this time.

Scope and/or Budget Concerns:

- None at this time.

Proposals for Township Board Consideration:

- None at this time.

**V. Disbursement Summary:**

Disbursement requests #3- #6 have been submitted and are summarized below and on the attached spreadsheet.

	Through March 31, 2015	Cumulative Total
Eligible Costs Incurred To Date (inc pre-award costs)	\$142,091.69	\$594,887.89
Less Local Match	(\$14,209.17)	(\$59,488.79)
<b>Total Disbursement</b>	<b>\$127,882.52</b>	<b>\$535,399.10</b>

**SUMMARY**

Based on the efforts by Ms. Diorka and the POTW and Maintenance staff, the Township's SAW Program is proceeding ahead of schedule and under budget. Further, the Township is ahead of projections to meet your match with previously incurred expenses and current/future in-kind services. The Township match for this project is intended to be \$444,444. To date, the Township has spent \$55,286 on incurred costs, and \$314,775 on Township staff costs (force account) for a total of \$370,061. Township staff time will continue to be incurred for cleaning and televising.

Mr. John Elsinga  
March 31, 2015  
HRC Job Number 20140175  
Page 3 of 3

This is money that would have been spent regardless of the grant.

The Township Board's approval of the overall SAW program was conditioned upon a project spending limit of \$800,000 +/- per phase of work. As noted above, the program is approaching this limit. We anticipate seeking Township Board approval of the next Phase at the July quarterly update meeting. At that time we will recap the first Phase achievements and outline the scope and goals for Phase 2. Suffice to say at this time, the SAW program is proceeding very well and on track for both timing and budget.

If you have any questions or require any additional information, please contact the undersigned.

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



James F. Burton, P.E.  
Associate

pc: Delhi Charter Township; Township Board, Ms. Sandra Diorka  
HRC; G. Hubbell, K. Stickel, T. Grant, File

**Delhi Township  
SAW Budget Summary**

Township Board Meeting  
April 2015

(Through Disbursement Request #6)

HRC Job #	Task	SAW Budget	SAW Actual (To Date)				Balance
		Total Estimated SAW Eligible Costs A	Township Staff & Equipment Costs	Vendor/ Software/ Contractor	Consultant/ Vendor Costs	Total Actual Spent B	Total A-B
<b>Design Services</b>							
20130043	Pine Tree Lift Station Retrofit	\$ 21,100	\$ -	\$ -	\$ 485	\$ 485	\$ 20,615
20130633	Eifert Road Forcemain Replacement (Inc SME proposal) NORTH	\$ 99,560	\$ 614	\$ -	\$ 95,162	\$ 95,776	\$ 3,784
20130937	Replacement of Primary Clarifier Drives	\$ 16,350	\$ 30	\$ -	\$ 5,960	\$ 5,990	\$ 10,360
20130940	Emergency Generator Interconnections	\$ 12,060	\$ -	\$ -	\$ -	\$ -	\$ 12,060
20130939	RBC Building Conversion	\$ 51,420	\$ -	\$ -	\$ 2,770	\$ 2,770	\$ 48,650
20130938	Lagoon Building Replacements	\$ 19,180	\$ -	\$ -	\$ 3,078	\$ 3,078	\$ 16,102
20140708	Nitrification Tower Study	\$ -	\$ -	\$ -	\$ 5,937	\$ 5,937	\$ (5,937)
Subtotal - Design		\$ 219,670	\$ 644	\$ -	\$ 113,392	\$ 114,036	\$ 105,634
<b>Sanitary Sewer AMP</b>		\$ 1,949,716	\$ 278,665	\$ -	\$ 166,720	\$ 445,385	\$ 1,504,331
<b>Stormwater Management Plan</b>		\$ 275,058	\$ 35,466	\$ -	\$ -	\$ 35,466	\$ 239,591
<b>TOTAL</b>		\$ 2,444,444	\$ 314,775	\$ -	\$ 280,113	\$ 594,888	\$ 1,849,556

GRANT	
Grant Amount	\$ 2,000,000
Total Reimbursements	\$ 535,399
Balance	\$ 1,464,601

MATCH	
Match Amount	\$ 444,444
Total Local Match	\$ 59,489
Balance	\$ 384,955

Incurred Contractor/Vendor Costs	\$ 55,286
Township Staff & Equipment Costs To Date (Force Acct)	\$ 314,775
Total Township Match Remaining	\$ 74,383



**PRINCIPALS**

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

**SENIOR ASSOCIATES**

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

**ASSOCIATES**

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

**HUBBELL, ROTH & CLARK, INC.**

OFFICE: 2101 Aurelius Road, Suite 2A  
Holt, MI 48842  
PHONE: 517.3694.7760  
WEBSITE: [www.hrc-engr.com](http://www.hrc-engr.com)  
EMAIL: [info@hrc-engr.com](mailto:info@hrc-engr.com)

April 27, 2015

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

Attn: Ms. Sandra Diorka, Director

Re: SAW Asset Management  
Cartago Drive Sewer System Evaluation

HRC Job No. 20150130

Dear Ms. Diorka:

Hubbell, Roth & Clark, Inc. (HRC) is presenting this condition assessment and evaluation of the sewer system serving twelve (12) residences located on Cartago Drive in the Chisholm Hills subdivision. Since the development of these residences in 2000, the occupants of 8 of the 12 residences have experienced at least one failure of their individual sewer system resulting in sewage backup into the residence or leaking onto the ground, driveway, or roadway. Therefore, the Township has requested this evaluation that includes a condition assessment and consideration of different options for fixing the problems that have and continue to occur with this system.

Currently, a single, submersible “grinder” pump is used to pump sewage from the individual residences through either a 1.25” or 1.5” diameter pipe that connects under the roadway to a 2” diameter force main that conveys the sewage from all 12 residences to a manhole located near the intersection of Cartago Drive and Little Hickory Drive. Sewage flows from this manhole ultimately ends up at the Publicly Owned Treatment Works (POTW) located at the corner of Grovenburg and McCue Roads. Unlike a more conventional gravity sewer system where the components are more distinct and separate, a pumped system is one integrated system. Each component works toward the conveyance of the sewage to the outlet.

Each grinder pump is in a wet well or “crock” located a few feet from each dwelling. Sewage is piped by gravity from the dwelling through a 4” diameter sewer lead to the crock. The crock fills to a level where a “pump start” float switch trips signaling the grinder pump to start pumping. Once started the pump will operate until the crock is pumped down to a level where a “pump stop” float switch trips signaling the grinder pump to stop pumping.

While other issues may have occurred, one common issue is the failure of the private lead valves. This is common with direct bury valves on these systems. Once failed, these leak or stay open creating a backflow of sewage. At minimum, this issue needs to be addressed. However, our options include more robust solutions.

***Options***

Information regarding new low pressure sewage pumps and common pump station is presented in Appendices A and B.

### **1. Add Isolation Valve and Check Valve at edge of Right-of-Way (ROW)**

In this option the Township would have a new isolation valve and check valve installed on the existing 1.25" or 1.5" sewer service near but within the ROW for each parcel. For ease of access these valves would be placed in a single box or pit including insulation to prevent freezing. The new check valve would prevent the backup of sewage into the individual parcel services from the 2" force main common to all the parcels.

The pit would be constructed of 3-foot diameter corrugated plastic pipe or concrete manhole dependent on the box location and would be covered with a cast iron manhole style frame and lid. If located in the grass/lawn area the pit would be corrugated plastic. If located under a driveway the pit would be concrete manhole to withstand the loading from an automobile.

A preliminary field investigation shows that four of the pits would be located in area between the curb and sidewalk under grass, three of the pits would need to be located under driveways and another five pits may be under a driveway. For the estimated cost we have assumed that 4 pits would be corrugated plastic and of 8 pits would be pre-cast concrete construction.

In this option the valves and pits would be located within the ROW and the Township would install and maintain the valves. The gravity sewer, crock with pumps, controls, 1.25"/1.5" service line and existing valves currently located on each parcel would remain the property and responsibility of the parcel owner. This is the most similar to the Township's responsibility on other sewer systems in the Township.

### **2. Replace Existing Grinder Pumps and Electrical Panels with New Positive Displacement/Grinder Pumps and Electrical Panels**

In this option, each existing pump, float switches, and control panel would be replaced with a new grinder pump including controls and alarm panel. The existing pump crock, 1.25"/1.5" check valve, and isolation valves (located in the yard) would remain for each residence. The existing 2" force main located on Cartago Drive would also remain.

The existing pumps are Zoeller submersible grinder pumps. These pumps can be used in different sewage applications and are not specifically for use only in low pressure sewage system applications.

A company that has been providing household grinder pumps since 1968 specifically for low pressure residential sewer systems is EOne. Information about EOne is presented in Appendix A. The pumps are progressing cavity style (Moyno style) and include features such as easy to replace existing submersible grinder pumps as entry into crock is not required; pressure switches for pump on/off control; typical life span of 10 to 20 years under normal conditions; built-in check and anti-siphon valves located near pump; near constant flow under variable pressure conditions; and air filled motor requires no preventive maintenance.

It is noted that the Eone grinder pumps motors are powered by 1 HP, 240 volt, 1 phase, 60 hertz motors. If individual residences do not have 240 volt service to the home, a 240 volt to 120 volt “step-up” transformer, installed backwards (120 volt input, 240 volt output) would be required to convert from 120 volt to 240 volt for each residence.

**3. Replace Existing Grinder Pumps, and Electrical Panels with New Positive Displacement/Grinder Pumps, Electrical Panels and New Check and Isolation Valves**

This option combines Options 1 and 2.

**4. Keep Existing Pumps, Discharge to New Gravity Sewer Routed to New Pump station with Discharge Through Existing 2” Force Main to Existing Manhole**

In this option, the existing pumps, crocks, 4” and 1.25”/1.5” diameter pipes located at individual residences would remain in service. The 1.25”/1.5” discharge piping would be extended to a new 8” diameter gravity sanitary sewer which would be routed to a new EOne, duplex, grinder pump station (reference Appendix B) with discharge to the existing 2” diameter force main which discharges to the existing manhole at the Cartago Drive/Little Hickory Drive. By discharging to a gravity sewer the residence pumps would not be subject to back pressure from the 2” force main currently experienced.

**5. Replace Existing Home Grinder Pump Systems with New Gravity Sewer Lead, Connect to New Gravity Sewer Routed to New Pump station with Discharge Through New Force Main to Existing Manhole**

This option is typical of the vast majority of Township sewer system customers. It was likely not chosen for Cartago Drive due to the depth of sewer pipes required for gravity flow.

This option includes the removal of the existing pump crocks, pumps, and controls. These would be replaced with an extension of the existing 4” diameter gravity sewer service at the pump crock to a new 8” diameter sewer main which would be located under or near the roadway. As presented in Option 3, this sewer main would be routed to a new, common pump station which would pump the sewage through the existing 2” diameter force main to the manhole located near the intersection of Cartago Drive and Little Hickory Drive.

**6. Replace Existing Pumps, Piping, and Valves with New Vacuum System**

AirVac Company, a manufacturer of vacuum systems was contacted. Although they manufacture a system that serves as few as 12 residences, the equipment cost is prohibitive. Therefore Option 5 was not evaluated in further detail.

Table 1 includes a matrix of the options considered with cost estimates, pros and cons of each option. More detailed opinions of probable costs for each option are presented in Appendix C.

**Table 1 – Options Comparison**

Option	Cost	Pros	Cons
Option 1	\$108,050	<ul style="list-style-type: none"> <li>- Lowest construction cost</li> <li>- Minimal disturbance during construction</li> <li>- O&amp;M of check and isolation valves is typical of existing Township O&amp;M</li> <li>- Will be a redundant check valve to individual parcels</li> </ul>	<ul style="list-style-type: none"> <li>- Continue with existing low pressure sewage pump system</li> </ul>
Option 2	\$145,910	<ul style="list-style-type: none"> <li>- Second lowest cost</li> <li>- Minimal disturbance during construction</li> <li>- High quality grinder pumps means issues less likely than with existing pumps</li> </ul>	<ul style="list-style-type: none"> <li>- Continue with low pressure sewage pumps</li> <li>- Likely highest maintenance costs of systems evaluated</li> </ul>
Option 3	\$208,340	<ul style="list-style-type: none"> <li>- Third lowest cost</li> <li>- Slightly more disturbance installing valve box during construction</li> <li>- Lower potential maintenance costs with new valves</li> </ul>	<ul style="list-style-type: none"> <li>- Continue with low pressure sewage pumps</li> <li>- Likely second highest maintenance costs of systems evaluated</li> </ul>
Option 4	\$262,750	<ul style="list-style-type: none"> <li>- Only one pump station to operate and maintain</li> </ul>	<ul style="list-style-type: none"> <li>- Continue with low pressure sewage pumps</li> <li>- Second highest construction cost</li> <li>- Requires common pump station to pump sewage to manhole at intersection</li> <li>- More disturbance for gravity sewer and new pump station during construction</li> </ul>
Option 5	\$350,675	<ul style="list-style-type: none"> <li>- No risk of pump and valve failures with gravity sewer service</li> <li>- Lowest O&amp;M cost</li> </ul>	<ul style="list-style-type: none"> <li>- Highest construction cost</li> <li>- Highest disturbance during construction</li> <li>- Requires common pump station to pump sewage to manhole at intersection</li> </ul>

Based on previous projects HRC has performed, it has been in the best interest of the Township and the parcel owners to require the owner to install, operate and maintain their individual systems as this is the same responsibility placed on a parcel with a gravity sewer service. For the benefit of the Township and each parcel owner, the installation, operation and maintenance of the redundant check and isolation valves would be the responsibility of the Township.

**Conclusions**

Option 1 has the lowest construction cost and would provide the benefit of redundant protection against failure of the owner’s pumped service system. Option 3 includes redundant check and isolation valves as well as new grinder pumps. Option 5 is a significant modification to a gravity system followed by a single pump station and would

Ms. Sandra Diorka  
April 27, 2015  
HRC Job Number 20150130  
Page 5 of 5

eliminate the need for the use of grinder pumps.

If you have any questions or require any additional information, please contact the undersigned at (616) 745-5045.

Very truly yours,

HUBBELL, ROTH & CLARK, INC. ·



Thomas M. Grant, P.E., BCEE  
Sr. Project Manager

TG/tg  
Attachments (3)  
pc: HRC; File

***APPENIDIX A***

***EONE RESIDENTIAL GRINDER PUMPS***

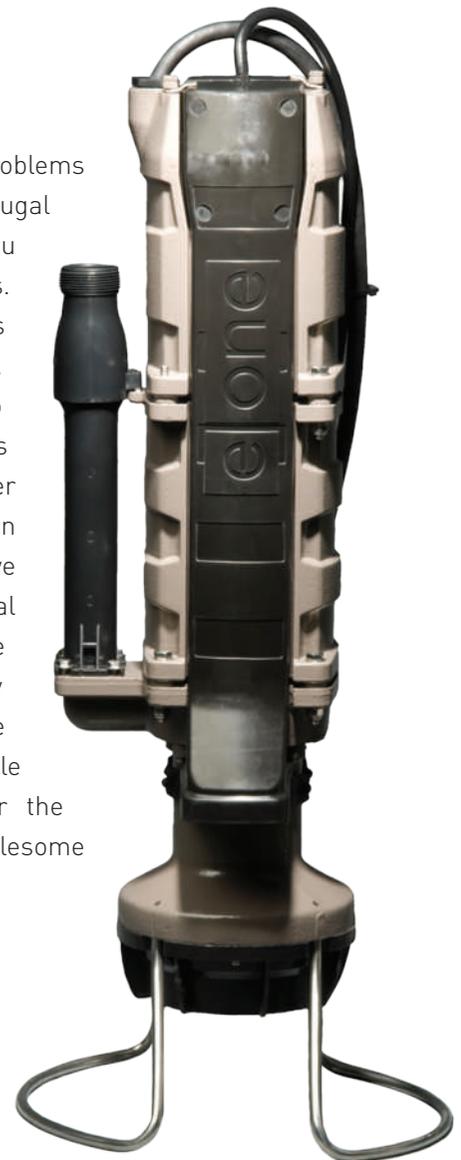
A F T E R   M A R K E T   G R I N D E R   P U M P

# E/One Upgrade

If you're tired of constant service calls resulting from grease-fouled floats, jammed grinders, burned-out motors, and other grinder pump problems, it's time to call E/One.

When you're having too many problems with your system's centrifugal grinder pumps, it can wear you down. And wear out your budgets. Those inferior grinder pumps aren't worth fixing. And fixing. And fixing. The solution is to upgrade. To Environment One's Upgrade, the aftermarket grinder pump that works and goes on working without any preventive maintenance. It's the original grinder pump design, the one others have tried to copy but they just haven't gotten it right. We have it down to a science. A simple science – design a pump for the application. So replace that troublesome pump. **With E/One's Upgrade.**

**e one**  
SYSTEM UPGRADE





# Why is the E/One Upgrade Better?

## 10 REASONS TO SWITCH TO THE E/ONE UPGRADE

### Our Upgrade

vs.

### Their Grinder Pumps

1. Semi-positive displacement pump – provides virtually the same flow regardless of pressure. Scouring velocities are maintained without stressing the pump.
2. Non-jamming grinder – low-speed, high-torque, with large-diameter inlet.
3. Non-contact, non-fouling pressure switch level controls. Proven reliable and maintenance-free.
4. Air-filled motor requires zero preventive maintenance.
5. Built-in check valve and anti-siphon valve.
6. Longest mean time between service calls – 10 years.
7. Lowest operation and maintenance costs.
8. All pump, level and motor controls in one compact assembly, making service simple and convenient.
9. Near-constant flow regardless of pressure – prevents build-up of solids in piping.
10. Zero preventive maintenance.

1. Centrifugal pumps – flows vary dramatically, causing high flows and dangerously short run times to no flow and continuous operation. The result: burned-out motors.
2. Jamming common – high-speed, low-torque, with small-diameter inlet.
3. Float switches – require preventive maintenance to remove grease and oil. Constant source of problems. Mercury float switches difficult to dispose of are an environmental issue.
4. Oil-filled motor requires periodic oil changes.
5. No anti-siphon valve.
6. Constant service calls.
7. Routine preventive maintenance and service calls.
8. Separate pump, level and motor controls, making troubleshooting and repairs more difficult and time consuming.
9. Widely varying flow, reduced as pressure increases, allowing build-up of solids in pipe. Solids build-up causes increased pressure and reduced flow, compounding the problem.
10. Jammed grinders, grease-fouled floats require periodic maintenance.



The E/One Upgrade is the reliable, cost-efficient solution to your grinder pump problems.





# Have you taken control of the maintenance problems with your centrifugal grinder pumps? But at what cost?

**MAINTAINING A WASTEWATER COLLECTION SYSTEM IS BUSY ENOUGH** when the equipment is working properly. Additional stress and strain on resources from unreliable centrifugal

design doesn't work. They create an ever-changing system curve. They use a small grinder. They use high-speed, low-torque motors. They use floats. And when the design doesn't work,

So if you're dealing with nuisance pumps that are maintenance-intensive and costly to fix, replace them with the Upgrade, the pump with the lowest operation and maintenance costs and



Too many centrifugal pumps end up in the graveyard. E/One pumps keep working reliably year after year with the lowest operation and maintenance costs in the industry.



Top view showing Upgrade retrofit.

pumps is unacceptable. Rinsing down floats, unjamming cutter wheels and replacing pumps regularly in problem locations? All of that preventive maintenance is unnecessary with the Upgrade from Environment One.

Centrifugal pumps were never intended to be connected parallel in large numbers. The problem with centrifugal grinder pump systems is that the

the system doesn't work. The result? Ongoing maintenance headaches and high costs. And unreliable performance.

Fortunately, there is a simple solution. A reliable solution. From Environment One, the company that's been making the industry's most reliable pump for more than 40 years. With more than one million end users daily, E/One is the leader in grinder pump technology.

the longest mean time between service calls – 10 years.

The Upgrade is engineered to fit virtually any other grinder pump well. Its universal design allows ready to connect, easy drop-in changeover. So don't put up with one more maintenance disaster from your centrifugal pump. Call E/One today and start making your life easier and your system costs lower.





# SPECIFICATIONS

## Installation

The Upgrade is engineered to fit into virtually any other grinder pump wet well. Universal design allows easy drop-in changeover.

## Features and Benefits

- The 1 ¼-inch slide face discharge connection can be adapted to any existing discharge piping without changing piping on the outside of the basin.
- Grinder is designed to eliminate jamming and for minimum wear to grinder mechanism.
- The Upgrade's self-contained level control system eliminates troublesome float switches. E/One's pressure switch level control system is the most effective in the industry.
- The internal check valve assembly is designed for non-clog, trouble-free operation.

## Operational Information

### MOTOR

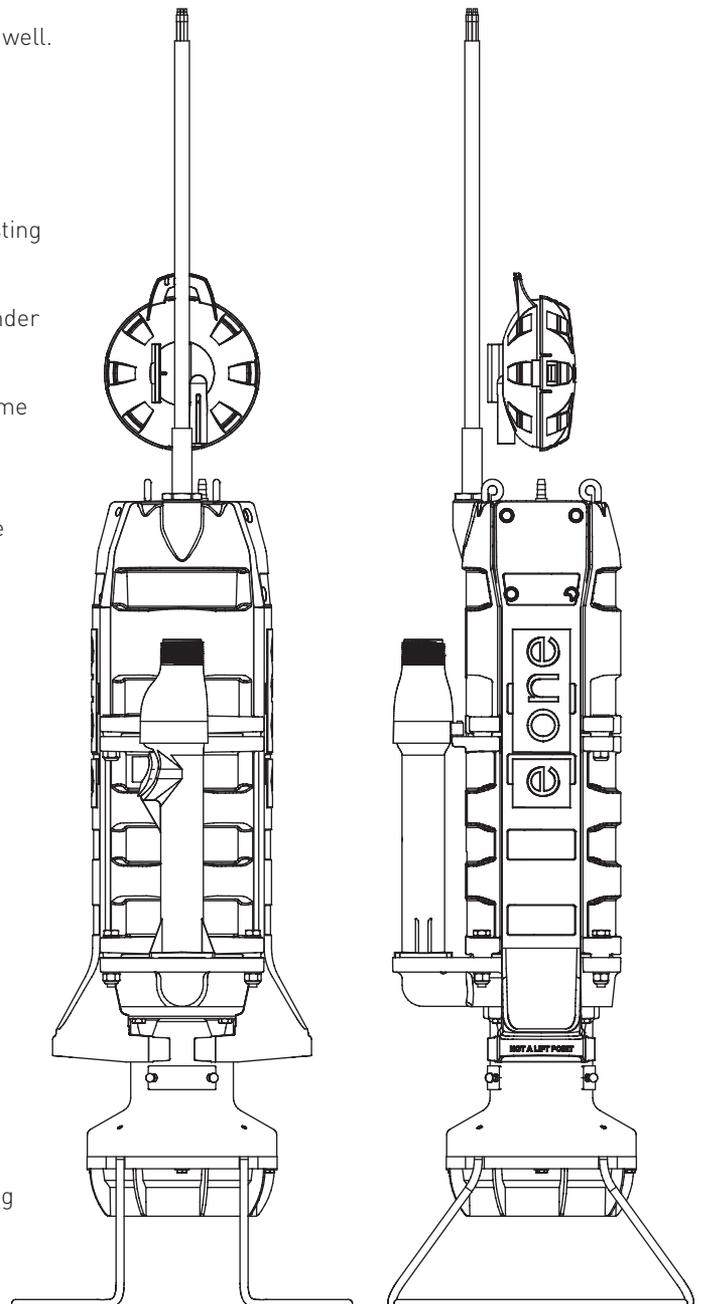
1 hp, 1,725 rpm, high torque, capacitor start, thermally protected 240 volt, 60 Hz, 1 phase; 120 volt motors are also available

### ALARM PANEL

For new installations, a NEMA 4X, UL-listed or CSA-approved alarm panel includes power and signal circuit breakers, audible and visual alarms, push-to-silence button, push-to-run button, and terminal strips. For centrifugal replacements, an Upgrade power board is available that consists of DIN RAIL mountable components designed to be installed inside the existing panel.

### DISCHARGE

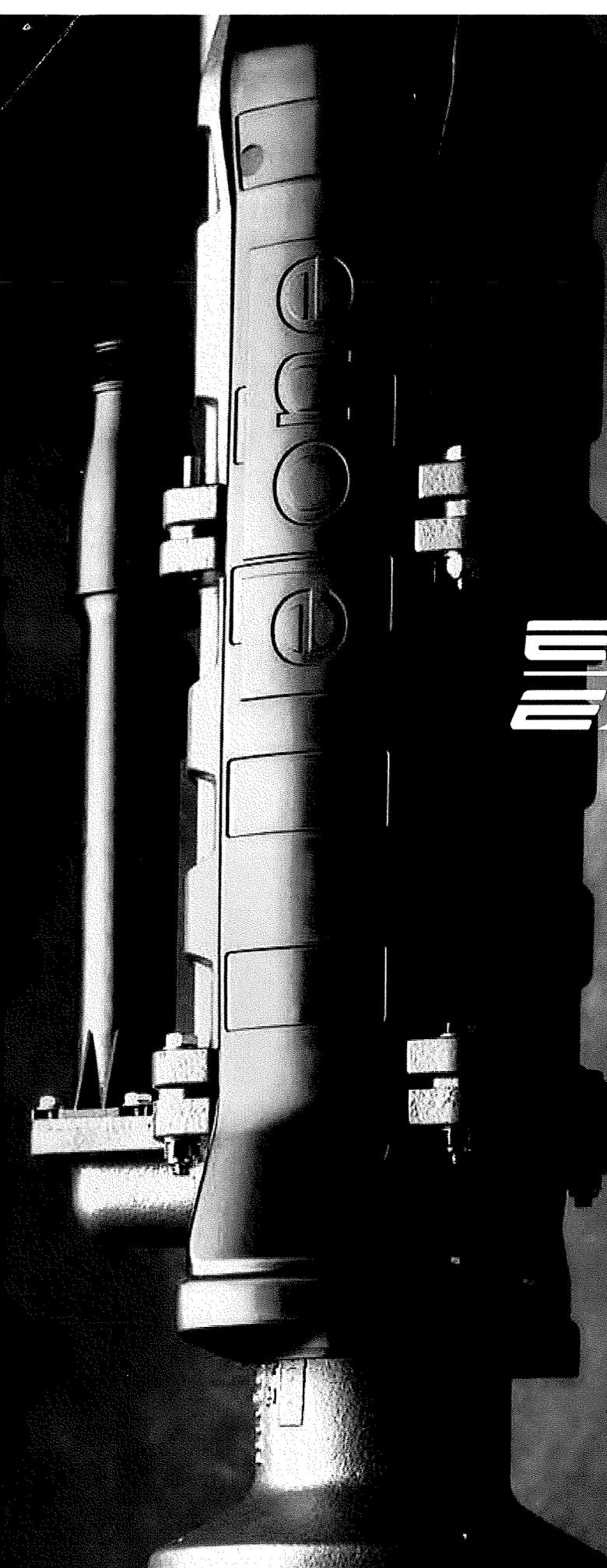
15 gpm at 0 psig / 11 gpm at 40 psig / 9 gpm at 60 psig / 8 gpm at 80 psig



**Environment One Corporation**  
A Precision Castparts Company  
2773 Balltown Road, Niskayuna, NY USA 12309-1090  
Voice (01) 518.346.6161 Fax 518.346.6188 www.eone.com



LM000366 Rev A



**ENGINEERED  
TO DO ONE JOB  
PERFECTLY**

**E/ONE**  
**EXTREME**  
S E R I E S

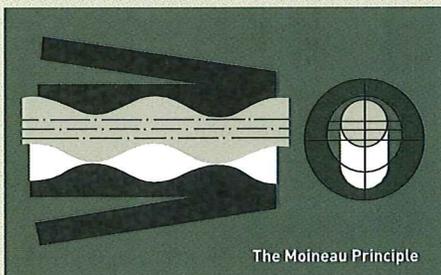
**PRESSURE  
SEWER  
SYSTEMS**

# ENGINEERED TO DO ONE JOB PERFECTLY

At the heart of the E/One Sewer System is the toughest, hardest working pump in the industry. The new standard in excellence, durability, and longevity, the E/One Extreme Series Grinder Pump. Its evolution reflects everything we've learned in nearly 40 years as the originator and leader in the category of low pressure sewer systems.

The pump stations incorporate the grinder pump, motor controls and level sensing device integrated into a compact unit, easily removable for servicing when necessary.

And, the geometry of the pump not only produces a near-vertical pump curve, but allows passage of ground solids without clogging. Because of the low rpm and highest quality components, we experience the lowest service call rate in the industry. An average mean time of 10 years between service calls is typical.



The progressing cavity pump itself is based on the Moineau principle. A rotor turns within a stator, creating a sequence of sealed chambers. The precision-cast and polished stainless steel rotor moves wastewater through these chambers at a nearly constant flow, over a wide range of conditions – from negative to abnormally high heads. Turning at just 1,725 rpm, the one-horsepower motor can pump fluid through more than two miles of small-diameter piping or elevation changes of over 185 feet.

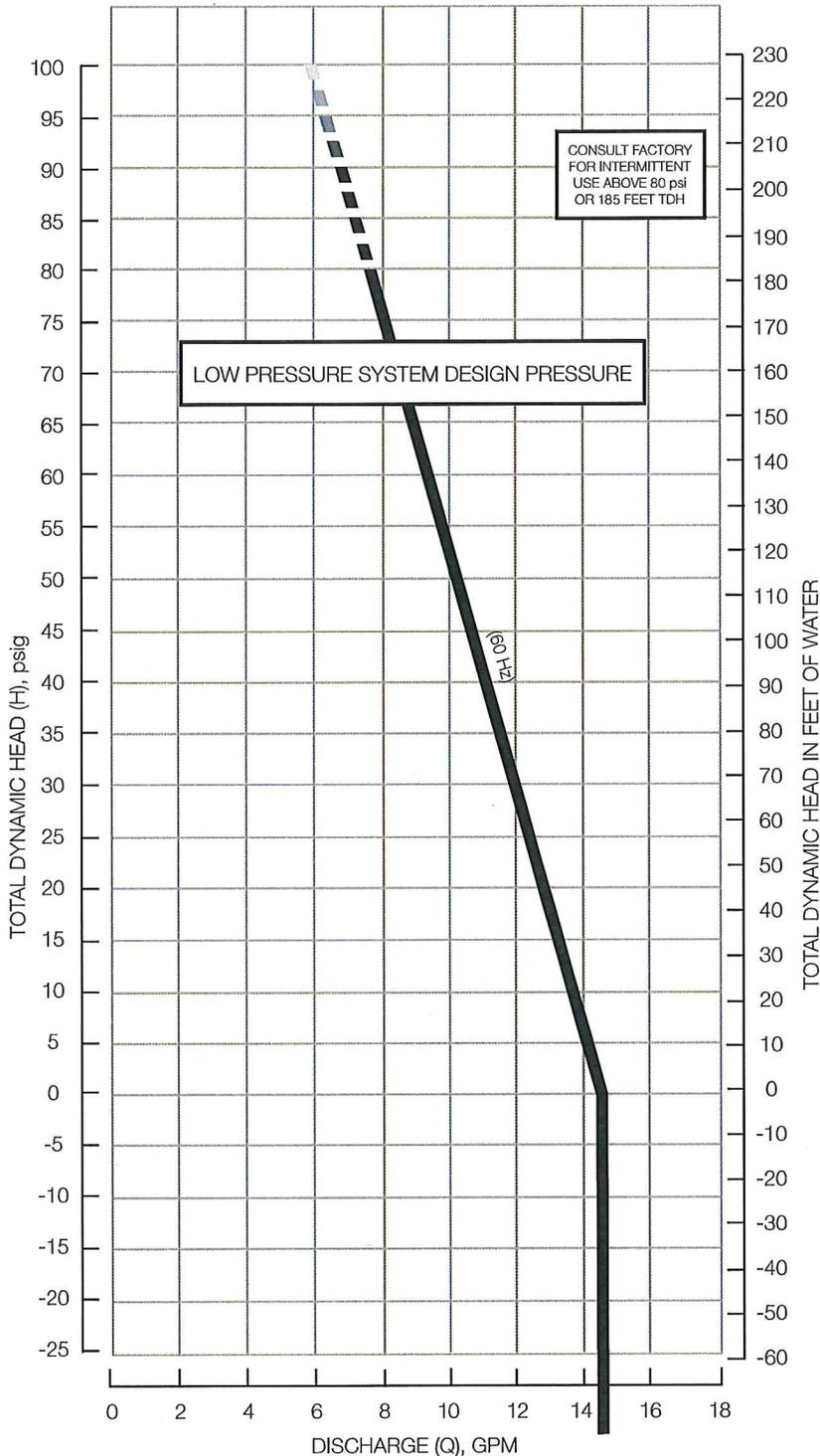
## SOME KEY ADVANTAGES:

- **HIGH HEADS/NEGATIVE HEADS.** Reliable operation from negative head to 185 feet of total head for continuous duty reduces the number of lift stations and pipe sizes. This cuts costs – both initially and in long-term operation and maintenance.
- **CONSTANT FLOW.** The system pressures to be overcome by any given grinder pump in a low pressure system vary dramatically over the course of a day. E/One's progressing cavity pump readily accommodates these pressure variations while maintaining a nearly constant flow without ever operating at "near shut off" – thus avoiding the wear and motor burn-out suffered by other pump types.
- **HIGH GRINDING TORQUE.** Our unique pump system, driven by a one-horsepower motor turning at 1725 rpm, produces grinding torque greater than a two-horsepower pump turning at twice the speed.
- **ENERGY EFFICIENT.** The pump is activated automatically and runs for short periods. Typical annual energy consumption is comparable to a 40-watt light bulb.
- **LOW MAINTENANCE SUBMERSIBLE MOTOR.** Low maintenance and long life are the hallmarks of our air-filled motor. Permanently lubricated ball bearings and Class F insulation eliminate the need for periodic oil changes and oil disposal costs required by oil-filled submersible motors.
- **LARGE-DIAMETER GRINDER ASSEMBLY.** Almost twice the diameter of most other types of grinder pumps, contributing to a dramatic reduction of inflow velocity for less wear and no blinding, clogging or jamming.
- **NO PREVENTIVE MAINTENANCE.** Non-fouling static level sensors require no preventive maintenance. Because of our unique, near constant discharge rate, no main line flushing is required in a properly designed system.
- **CORROSION RESISTANCE.** E/One's stainless steel ball-type discharge valve and piping won't corrode like copper or galvanized, and hold up years longer. No corrosion, no maintenance.
- **DEPENDABILITY.** E/One pumps typically run ten years between service calls with more than 35 years of in-ground experience.
- **PROVIDES FOR ENVIRONMENTALLY SOUND WASTEWATER MANAGEMENT.** The E/One Extreme Series grinds waste material into small particles. This enables the use of inexpensive, small-diameter pressure pipes, buried at shallow depths, to transport wastewater to a suitable processing site. Result: Ground water contamination from failing septic tanks can be eliminated.
- **SERVICEABILITY.** Our unique core design eliminates the need for in-field troubleshooting and pump servicing. This means lower maintenance costs and minimum homeowner inconvenience.

# GRAVITY SEWERS ARE NO LONGER THE RULE FOR SOLVING WASTEWATER PROBLEMS.

At the heart of the system is the E/One progressing cavity grinder pump – with high heads that can eliminate costly lift stations, and a robust, powerful design that translates into the industry’s highest levels of reliability, availability and maintainability.

## GRINDER PUMP PERFORMANCE CHARACTERISTICS



# ENGINEERED LOW PRESSURE SYSTEMS

## REPEALING THE LAW OF GRAVITY

### NOBODY CAN TOUCH OUR CURVE.

In a low pressure system, constant, predictable pump output is the foundation for proper hydraulic design. It enables the engineer to minimize retention time, pump wear, and keep scouring action at effective levels.

Environment One’s semi-positive displacement, progressing cavity pump has a nearly vertical H-Q curve. It is by far the most “forgiving” pump design – providing predictable flow over the full range of typical system pressures; strengths critical in a large-scale, low pressure sewer.

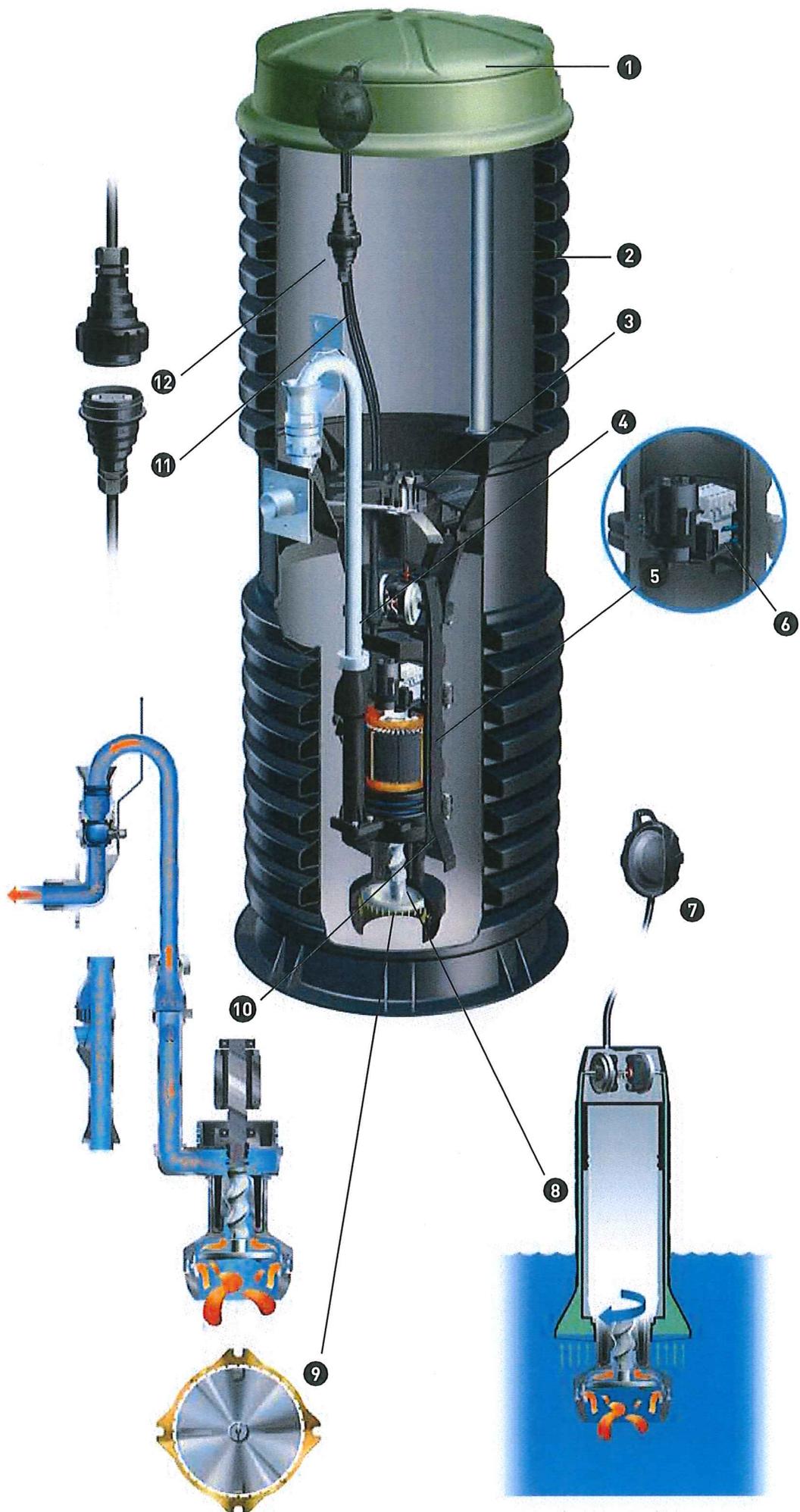
E/One’s superior high head capability allows a system with few, if any, lift stations. And, it easily accommodates additional future connections without compromising system performance.

These E/One pump characteristics translate into:

- predictable hydraulic design
- lower collection system capital costs
- less maintenance
- lower operating costs

# ANATOMY OF A LEADER: THE INSIDE STORY ON THE E/ONE GRINDER PUMP STATION.

- 1 LOW-PROFILE COVER:** Aesthetically pleasing. Provides easy access for service while blending with surroundings.
- 2 HIGH-DENSITY POLYETHYLENE TANK:** Double-wall construction of high-density thermoplastic for rugged reliability. Factory pressure tested for infiltration and exfiltration free installation.
- 3 QUICK-RELEASE CORE LATCH:** All stainless mechanism secures core in place and can be easily released from ground level.
- 4 STAINLESS STEEL PIPING & HARDWARE:** E/One's SS discharge piping and ball valve won't corrode. No corrosion, no maintenance, no tools required.
- 5 UNIQUE CORE DESIGN:** Eliminates the need for in-field troubleshooting and service. Modular controls simplify service.
- 6 DOUBLE O-RING SEALS:** Make assemblies waterproof and novel joint geometry minimizes the effects of crevice corrosion.
- 7 E/ONE EQUALIZER:** Compensates for fluctuations in atmospheric pressure to enable accurate level sensing while assuring the level sensing system is watertight.
- 8 PROGRESSING CAVITY PUMP:** A deceptively simple design produces a nearly constant flow under a wide range of continuously varying conditions.
- 9 GRINDER WHEEL AND SHREDDER RING:** Hardened stainless steel cutter bars and teeth process sewage, grinding wastewater solids, as well as wood, plastic and cloth. Will not jam or clog!
- 10 PRESSURE SWITCH LEVEL CONTROL:** Self-cleaning level sensors require no preventive maintenance.
- 11 DIRECT-BURY CABLE:** For simple and inexpensive installation.
- 12 ELECTRICAL QUICK DISCONNECT:** For safe and easy service. UL-listed, compatible with OSHA regulations for confined space entry.



# LEADING THE INDUSTRY WE INVENTED.

Environment One not only pioneered the low pressure sewer system, but consistently leads the industry both in system deployment and innovation. The company is dedicated to Total Quality, Continuous Improvement, and Customer Satisfaction, as evidenced by the E/One Extreme Series. Today, there are nearly a million end users worldwide.

## SEWER ANYWHERE

Driven by the remarkable E/One Extreme grinder pump, E/One Sewers give engineers, developers, municipal sanitarians, and land planners unprecedented new freedom in land usage and septic tank replacement.

With a smaller footprint and a softer touch on the land, they're so much easier to install. Front-end costs can be reduced by as much as 80%. Total installed costs by half. And O&M costs by up to 75%.

The E/One Extreme grinder pump reduces all forms of sanitary waste to a non-clogging slurry and pumps it through a network of small-diameter pipes. Since gravity is replaced by the power of the pump, sewer systems need not run downhill nor require large-diameter pipes, deep trenches, multiple booster stations – or their associated costs.

A system powered by the E/One Extreme grinder pump converts formerly cost-prohibitive building sites into cost-effective reality. "Problem areas," with high ground water, elevation changes or impenetrable bedrock, are transformed into valuable, developable real estate.

Of course, E/One's low upfront cost advances apply to conventional building sites as well.

In addition, E/One units are easy to install and virtually maintenance-free – refined through nearly 40 years experience with the largest installed base in the industry.



## SAVE THOUSANDS, VIRTUALLY SERVICE-FREE.

Contact your local distributor:

**e one**

SEWER SYSTEMS

Environment One Corporation  
2773 Balltown Road  
Niskayuna, NY USA 12309-1090  
Voice (01) 518.346.6161  
Fax 518.346.6188  
[www.eone.com](http://www.eone.com)

A Precision Castparts Company  
LM000364



***APPENDIX B***

***EONE DUPLEX PUMP STATION***

## DH152/~~DR152~~

### General Features

The model DH152 or DR152 grinder pump station is a complete unit that includes: two grinder pumps, check valve, HDPE (high density polyethylene) tank, controls, and alarm panel. A single DH152 or DR152 is ideal for up to four, average single-family homes and can also be used for up to 12 average single-family homes where codes allow and with consent of the factory.

- Rated for flows of 3000 gpd (11,356 lpd)
- 150 gallons (568 liters) of capacity
- Indoor or outdoor installation
- Standard outdoor heights range from 93 inches to 160 inches

The DH152 is the "hardwired," or "wired," model where a cable connects the motor controls to the level controls through watertight penetrations.

The DR152 is the "radio frequency identification" (RFID), or "wireless," model that uses wireless technology to communicate between the level controls and the motor controls.

### Operational Information

#### Motor

1 hp, 1,725 rpm, high torque, capacitor start, thermally protected, 240V, 60 Hz, 1 phase

#### Inlet Connections

4-inch inlet grommet standard for DWV pipe. Other inlet configurations available from the factory.

#### Discharge Connections

Pump discharge terminates in 1.25-inch NPT female thread. Can easily be adapted to 1.25-inch PVC pipe or any other material required by local codes.

#### Discharge

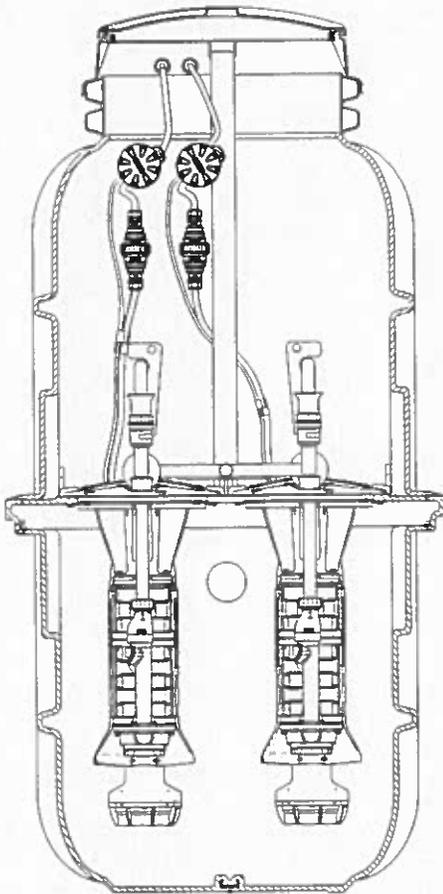
15 gpm at 0 psig (0.95 lps at 0 m)  
11 gpm at 40 psig (0.69 lps at 28 m)  
7.8 gpm at 80 psig (0.49 lps at 56 m)

### Accessories

E/One recommends that the Uni-Lateral, E/One's own stainless steel check valve, be installed between the grinder pump station and the street main for added protection against backflow.

Alarm panels are available with a variety of options, from basic monitoring to advanced notice of service requirements.

The Remote Sentry is ideal for installations where the alarm panel may be hidden from view.



Patent Numbers: 5,752,315  
5,562,254 5,439,180

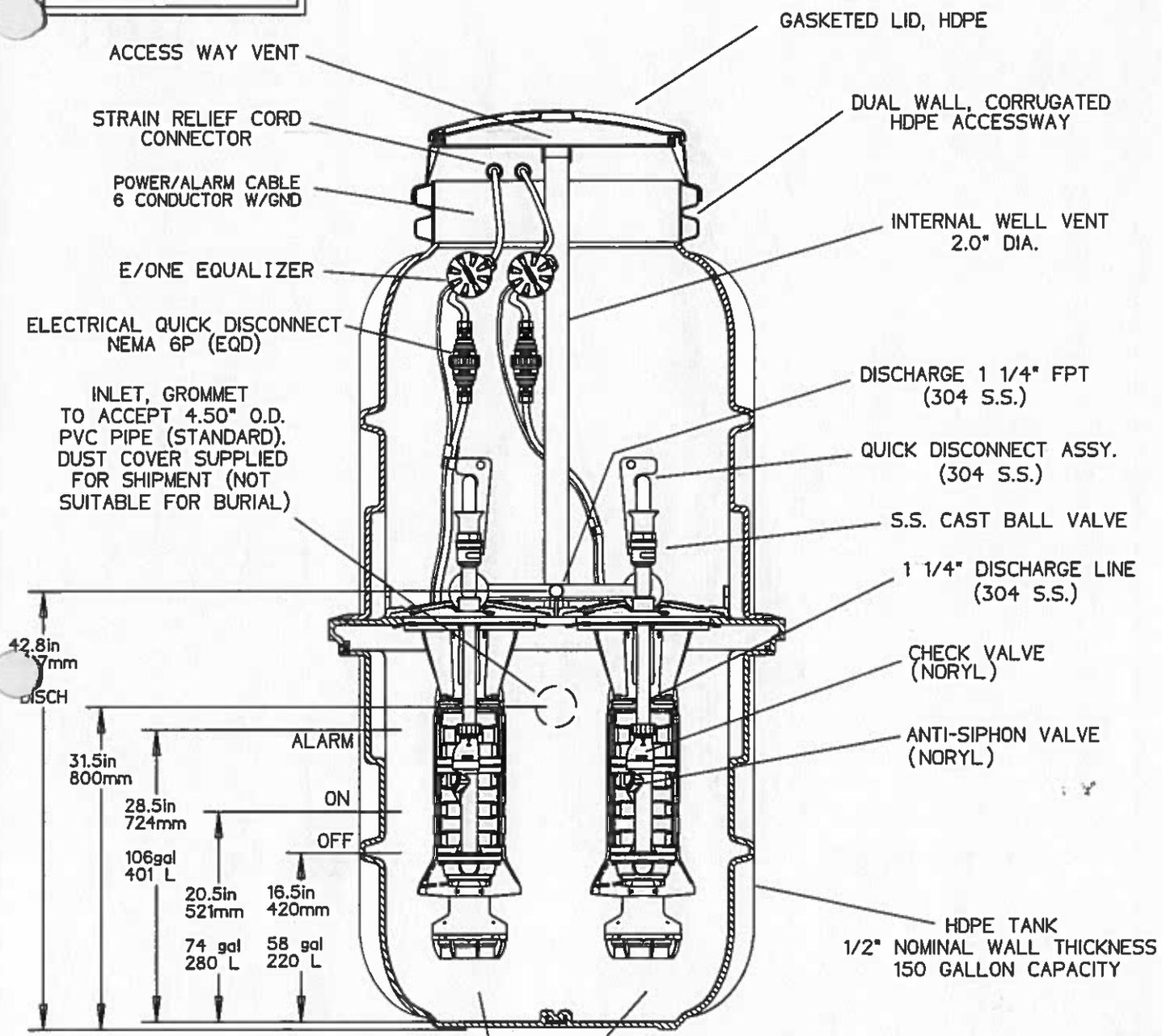
OPTIONS :  **DH152**

(HARD WIRED  
LEVEL CONTROLS)

**DR152**

(WIRELESS  
LEVEL CONTROLS)

FIELD JOINT REQUIRED  
FOR MODELS



SEMI-POSITIVE DISPLACEMENT TYPE PUMP  
EACH DIRECTLY DRIVEN BY A 1 HP MOTOR

CONCRETE BALLAST MAY BE REQUIRED  
SEE INSTALLATION INSTRUCTIONS  
FOR DETAILS

NOTE: DIMENSIONS ARE FOR REF ONLY



AD	CH	10/20/10	D	
DR BY	CHK'D	DATE	ISSUE	SCALE



MODEL DH152 / DR152  
DETAIL SHEET

NA0052P02

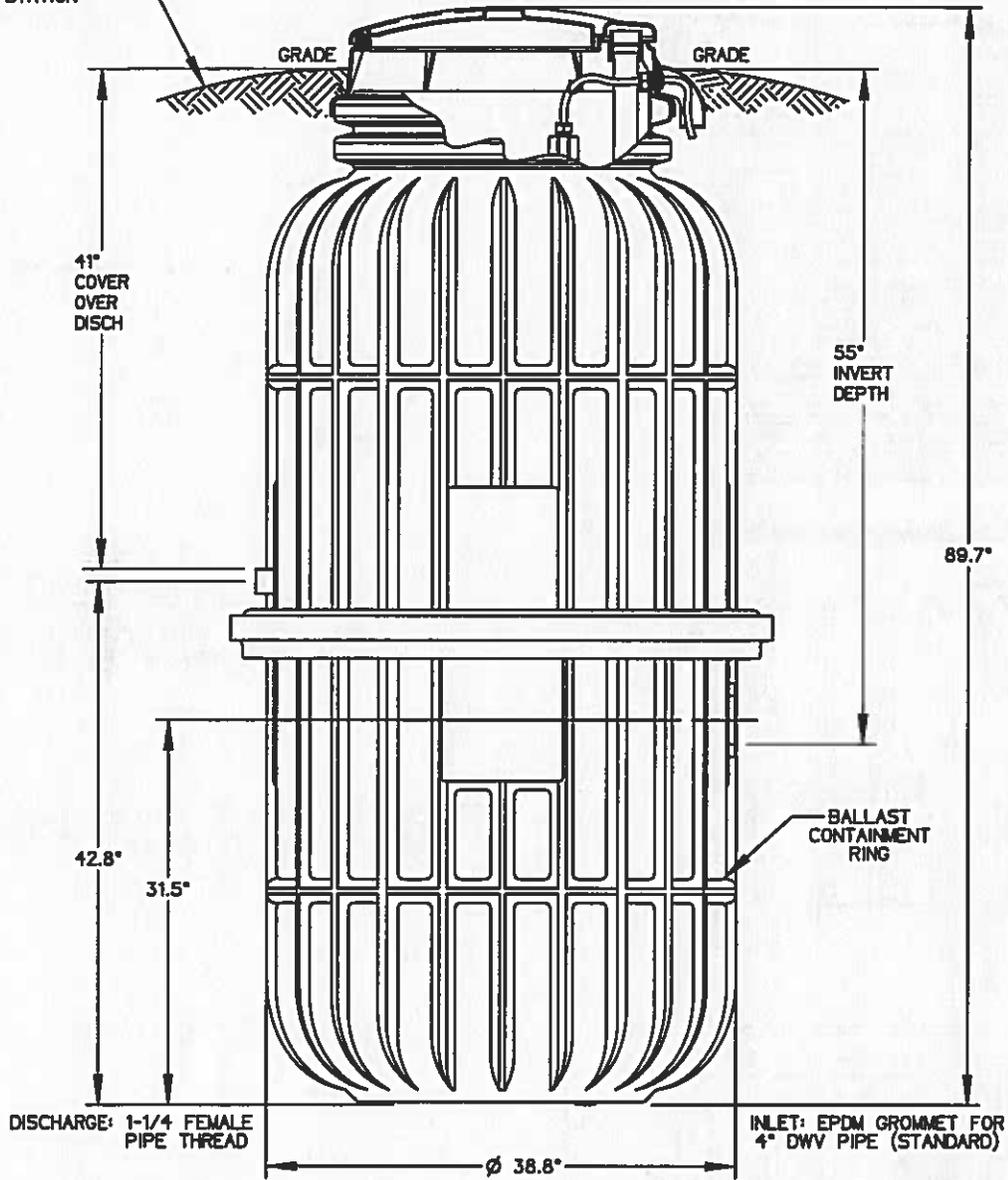
OPTIONS :  **DH152 - 93**

(HARD WIRED  
LEVEL CONTROLS)

**DR152 - 93**

(WIRELESS  
LEVEL CONTROLS)

GRADE MUST  
SLOPE AWAY FROM  
STATION



CONCRETE BALLAST MAY BE REQUIRED  
SEE INSTALLATION INSTRUCTIONS  
FOR DETAILS

NOTE: DIMENSIONS ARE FOR REF ONLY

AD	CAH	7/13/07	B	1/18
DR BY	CHK'D	DATE	ISSUE	SCALE



MODEL DH152-93 / DR152-93

NA0052P04

# E/One T260

## Duplex Alternating Alarm Panel

### Description

The T260 Duplex Alternating Alarm panel is custom designed for use with Environment One duplex grinder pump stations.

Duplex grinder pump stations, a station with two grinder pumps, require the pumping load to be shared equally between the two pumps. Under normal conditions, one pump removes the accumulated sewage from the grinder pump basin. After 24 hours, the T260 Alternating Panel toggles the electrical supply power to the pump that was idle. If the sewage level reaches the alarm level, the two grinder pumps will operate simultaneously for 3 to 4 minutes. If, after that time, the sewage is not below the alarm level, the alarm circuit is engaged.

The T260 Alternating Panel is supplied with audible and visual high water level alarms. The panel is easily installed in accordance with relevant national and local codes.

The T260 Panel is listed by Underwriters Laboratories, CSA, CE and NSF to ensure high quality and safety.

### Standard Features

- UL-approved, corrosion-proof enclosure
- NEMA 4X-rated enclosure with hinged access panel
- Lockable latch with keyed-alike padlock included
- Circuit breakers
- Terminal blocks & ground lugs
- Dry contacts
- Lead/lag, run and alarm indicator lights
- Manual push-to-run

### ~~Optional Features~~

- ~~Hour meters~~
- ~~E/One Remote Sentry ready (with power loss high level alarm capability)~~
- ~~Dead front~~
- ~~Generator receptacle with auto transfer~~
- ~~GFCI receptacle~~
- ~~Auto dialer~~

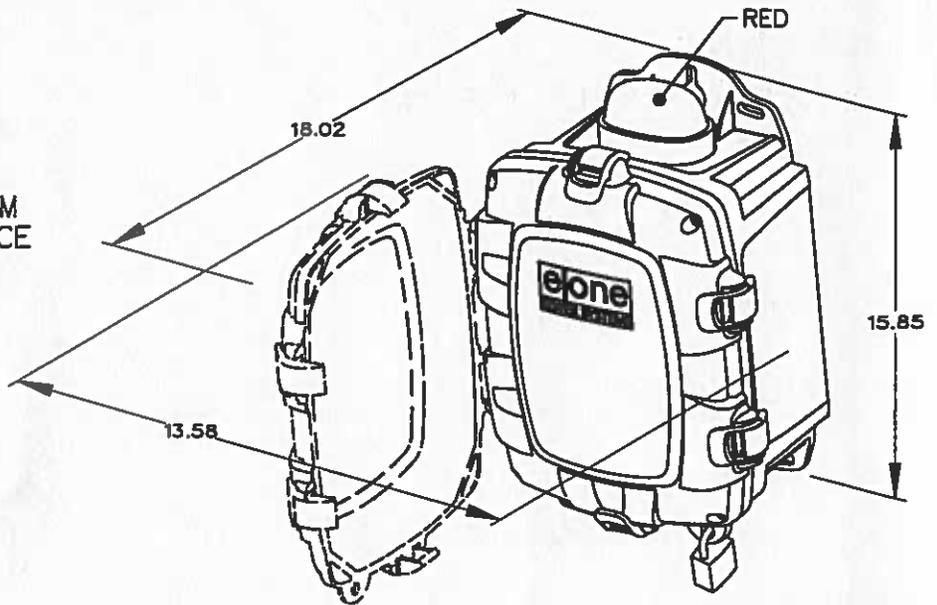


# DUPLEX ALTERNATING PANEL

## T-260

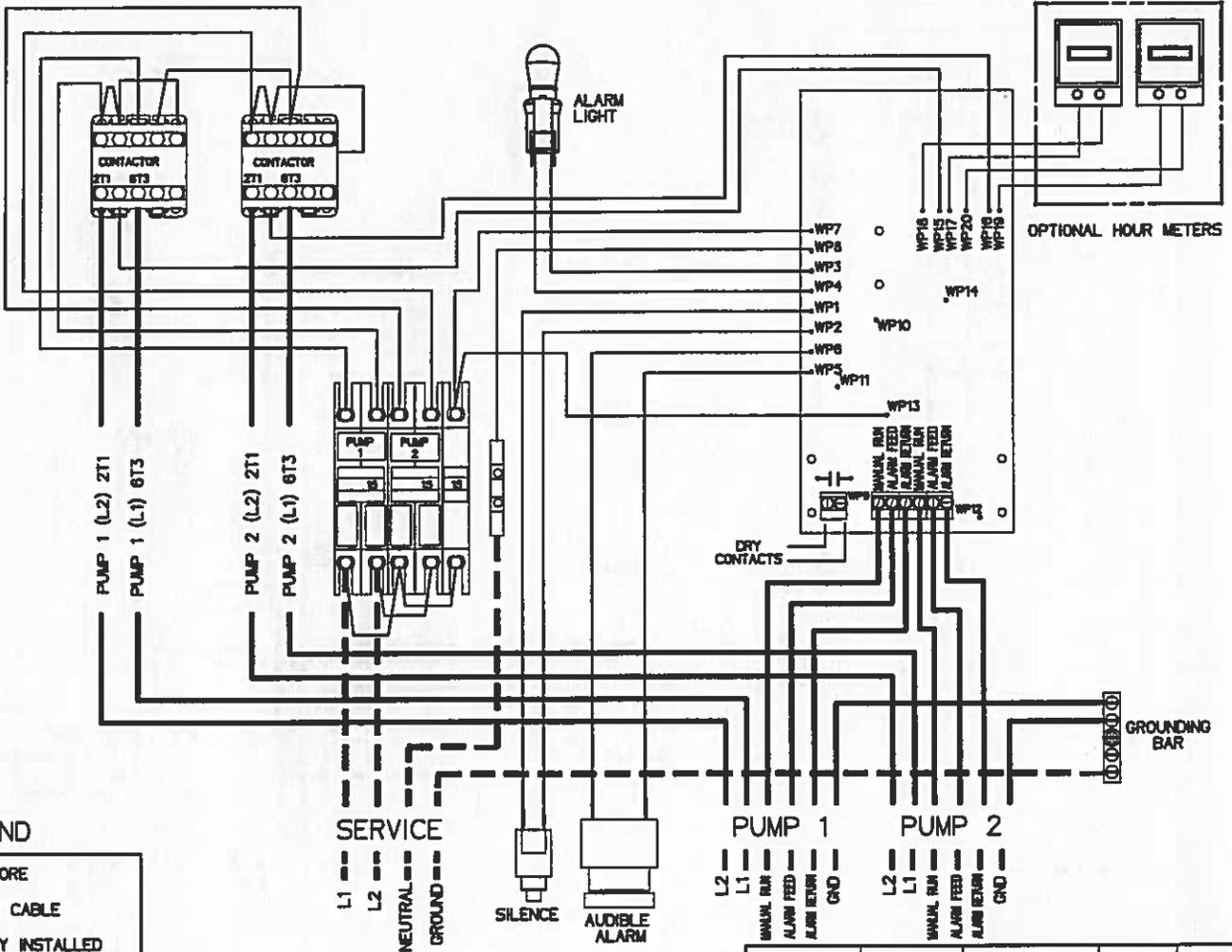
- EXTERNAL VISUAL & AUDIBLE ALARM
- EXTERNAL LATCHING MANUAL SILENCE
- MANUAL RUN
- PUMP RUN INDICATORS
- CONFORMAL COATED CIRCUIT BOARD
- PADLOCK
- ALARM DRY CONTACT
- NEMA 4X ENCLOSURE ASSEMBLY

CORROSION PROOF THERMOPLASTIC  
POLYESTER APPROVED BY UL FOR  
ELECTRICAL CONTROL ENCLOSURE



### OPTIONS

- HOUR METER



### LEGEND

- FROM CORE
- - - SUPPLY CABLE
- FACTORY INSTALLED

PIN	FUNCTION	2000S	EXTREME
1	MANUAL RUN	RED	BROWN
2	L1	BLACK	RED
3	L2	WHITE	BLACK
4	GND	GREEN	GRN/YEL
5	ALARM FEED	ORANGE	YELLOW
6	ALARM RETURN	BLUE	BLUE

### CONTROL CABLE:

TYPE TC: DIRECT BURIAL, 12AWG,  
SIX CONDUCTOR



LR28268

LISTED 506D



AD	SM	09-24-07	C	N/A
DR BY	CHK'D	DATE	ISSUE	SCALE



**SEWER SYSTEMS**

DUPLEX T-260 ALTERNATING PANEL,  
240V 60Hz DOUBLE POLE POWER  
WIRED LEVEL CONTROL

LM000329 P1

***APPENDIX C***

***OPINIONS OF PROBABLE CONSTRUCTION COSTS***











## DELHI CHARTER TOWNSHIP

### MEMORANDUM

**TO:** Delhi Township Board Members

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

**DATE:** April 30, 2015

**RE:** Resolution No. 2015-011 – Emergency Management Policy and Organization Plan

---

Enclosed for your review and approval is Resolution No. 2015-011 which adopts Delhi Charter Township's Emergency Management Policy and Organization Plan.

Historically Delhi Township had our own Emergency Management Program prior to 1995 when that Board decided to be nested under Ingham County's Emergency Management Program. Since that time our population has exceeded the minimum threshold of 25,000 (2010 census of 25,877), transitioned to a full-time/part-time fire/ems department and most recently have become a member of the "Shared Services Initiative" between six local full-time fire departments within this region (Townships of Delta, Meridian, Delhi and Lansing and the Cities of Lansing and East Lansing).

With that recent history of events we believe it is once again timely to establish Delhi's own Emergency Management Program. Our assets of equipment, personnel and working collaboratively with our shared services partners will position us to "provide for the mitigation, preparedness, response and recovery from natural and human-made disasters within Delhi Charter Township" and through mutual aid assist and receive assistance from our neighboring communities.

Therefore, I recommend the Board adopt Resolution No. 2015-011 which adopts Delhi Charter Township's Emergency Management Policy and Organization Plan. Subsequent to Board approval, this document will be submitted to the State of Michigan State Police Office of Emergency Management and Homeland Security for their final approval before becoming effective.

#### **Recommended Motion:**

**To adopt Resolution No. 2015-011 which adopts Delhi Charter Township's Emergency Management Policy and Organization Plan.**

# Memo

To: John Elsinga, Township Manager  
From: Brian Ball, Chief  
Date: 5/1/2015  
Re: Emergency Management Resolution

---

As you are aware Delhi Township had its own Emergency Management program until 1995 when then Chief Robert Hudson appointed the Ingham County Sheriff as Delhi Township Emergency Coordinator with the board's approval. The Michigan Emergency Management Act Public Act 390 of 1976 outlines the parameters of what and who can be a part of or their own Emergency Management Program. Section 30.409(2) states "that a municipality with a population of 25,000 or more shall appoint a municipal emergency coordinator or appoint the coordinator of the county as the municipal emergency coordinator". Delhi Township currently has appointed Ingham County Sheriff's Office of Homeland Security and Emergency Management as the municipal emergency management coordinator. At this time with our population being 25,877 and our ongoing progress with our metro partners in shared services it is my opinion that Delhi Township can provide its citizens a more coordinated and prepared response by having our own Emergency Management program and partnering with our Metro Lansing partners in the planning, coordination and response to all hazards disasters in Delhi Township and the surrounding areas.

Attached you will find for the Township Board's approval the resolution that outlines Delhi Township's Emergency Management Policy and Organization Plan. This will create an Office of Emergency Management and establish Delhi Township with its own Emergency Management Program designating the Township Manager as the Municipal Emergency Coordinator with the Fire Chief assuming the daily operational duties. With this plan I believe we will be more prepared and more responsive to our citizens needs and be able to prepare a plan that best meets the needs of Delhi Township. I am available if there are any questions or concerns regarding this resolution.

Thank you for your consideration.

**CHARTER TOWNSHIP OF DELHI  
COUNTY OF INGHAM, MICHIGAN**

**RESOLUTION NO. 2015-011  
EMERGENCY MANAGEMENT POLICY AND ORGANIZATION PLAN**

**Purpose of Resolution**

The purpose of this Resolution is to provide for the mitigation, preparedness, response and recovery from natural and human-made disasters within Delhi Charter Township, Michigan; to establish an office for this purpose; to provide for the coordination and utilization of all resources in the Township in an emergency or disaster situation; and to provide a means through which the Board of Trustees may exercise this Resolution and Act No. 390 of the Public Acts of 1976, as amended.

**Definitions**

Act means the Michigan Act, Act No. 390 of the Public Acts of 1976, as amended.

Board shall mean the Board of Trustees of Delhi Charter Township.

Disaster means an occurrence of a threat of widespread or severe damage, injury or loss of life or property resulting from a natural or human-made cause, including but not limited to fire, flood, snowstorm, ice storm, tornado, windstorm, oil spill, water contamination, utility failure, hazardous peacetime radiological incident, major transportation accident, hazardous materials incident, epidemic, air contamination, blight, drought, infestation, explosion, hostile military/paramilitary action or similar occurrences resulting from terrorist activities, riots or civil disorders.

District Coordinator means the Michigan Department of State Police District Emergency Management Coordinator. The District Coordinator serves as a liaison between local programs and the Michigan State Police Emergency Management Division in all matters pertaining to the mitigation, preparedness, response and recovery of emergency and disaster situations.

Disaster Relief Force means all agencies of Delhi Charter Township government, private and volunteer personnel and equipment, public officers and employees, and all other persons or groups of persons or equipment identified in the Delhi Charter Township Emergency Operations Plan as having duties to perform, or those called into duty or working at the direction of a party identified in the plan to perform a specific disaster or emergency-related task during a local state of emergency or disaster.

Emergency Management Coordinator means the person appointed to coordinate all matters pertaining to disasters from all hazards including but not limited to Hazardous Materials, Weapons of Mass Destruction (WMD), Terrorism, Chemical, Biological, Radiological, Nuclear and/or Explosive Device (CBRNE) within Delhi Charter Township.

Emergency Management Program means the program established to coordinate mitigation, preparedness, and response and recovery activities for all emergency or disaster situations within a given geographic area made up of one or more political subdivisions. Such a program has an

appointed Emergency Management Coordinator and meets the program standards and requirements as established by the Department of Michigan State Police Emergency Management Division. Delhi Charter Township has established such an Emergency Management Program.

Emergency Operations Plan means the plan developed and maintained by Delhi Charter Township for the purpose of responding to all emergency or disaster situations by identifying and organizing the disaster relief force.

Emergency Situation means any situation confronting the Township requiring emergency actions of a lesser nature than a disaster to include, but not limited to, civil disturbances, labor strikes, visits by national or international dignitaries, evacuations and build-up activities prior to an actual disaster.

Local State of Emergency means a declaration by the Township Supervisor pursuant to the Act and this Resolution which implements the response and recovery aspects of the Delhi Charter Township Emergency Operations Plan and the Emergency Action Guidelines, and authorizes certain actions as described in the related Resolution.

Township Manager shall mean the Manager of Delhi Charter Township.

Township Supervisor shall mean the Supervisor of Delhi Charter Township and Board of Trustees.

Vital Records means those records that contain information needed to continue the effective functioning of Delhi Charter Township and its departments for the protection and the rights and interests of persons under emergency conditions in the event of an emergency or disaster situation.

### **Emergency Management Office**

- (1) There is created an Office of Emergency Management within the Delhi Charter Township government for the purpose of coordinating all emergency and disaster mitigation, preparedness, response and recovery activities within Delhi Charter Township. The Emergency Management Coordinator shall be assigned to the position by the Township Manager with the approval of the Board of Trustees in the coordination of all activities during times of major emergencies and disasters. Daily operational duties are the responsibility of the Township Fire Chief.

### **Emergency Management Coordinator Duties**

The Emergency Management Coordinator shall be responsible for the administration, planning, coordination and the operation of all activities in the Township. The coordinator shall maintain liaison with the county, state and federal authorities of nearby political subdivisions so as to insure the most effective emergency operations. The coordinator's duties shall include, but not be limited to the following:

- (1) Complying with the standards and requirements as established by Michigan Emergency Management Act, Public Act 390.

- (2) Directing and coordinating the development of the Delhi Charter Township Emergency Operations Plan, which shall be consistent in content with the Michigan Emergency Management Plan.
- (3) Specifying departments and/or agencies which must provide an annex to the plan or otherwise cooperate in the development of the annexes including the following:

- Fire Department
- Sheriff's Department
- Assessing Department
- Human Services
- Public Health
- Public Information Officer
- Maintenance/POTW Department
- Utilities Departments
- Communications Division
- Emergency Medical Services
- R.A.C.E.S. – addendum
- Schools - addendum

- (4) Identifying other departments and volunteer agencies to be included in the Emergency Operations Plan as a disaster relief force.
- (5) Developing and maintaining a Township resource manual or database.
- (6) Coordinating the recruitment and utilization of volunteer personnel.
- (7) Assuring the Emergency Operations Plan meets eligibility requirements for state and federal aid.
- (8) Coordinating and conducting training and exercise programs for the disaster relief force within the Township and to test their ability and the adequacy of the Emergency Operations Plan.
- (9) Through public information programs educating the population as to the actions necessary for the protection of life and property during a threat of, or in an emergency/disaster situation.
- (10) Assisting in the development of mutual aid agreements between political jurisdictions.
- (11) Acting as liaison between Township administration and field forces during times of hazardous material incidents, WMD incidents (including terrorism), CBRNE, and other incidents as required maintaining Homeland Security Measures as necessary.
- (12) Overseeing the implementation of all functions necessary during an emergency or disaster in accordance with the Emergency Operations Plan.

- (13) Identifying mitigation opportunities within the Township and encouraging departments/agencies to implement mitigation.
- (14) Coordinating evacuation/in-place sheltering with emergency field forces.

The Line of Succession for the Emergency Management Coordinator is mandated by the Emergency Preparedness Policy and Organization Resolution. The Line of Succession for representing the Emergency Management Office during a response to an emergency or disaster situation is:

	Title	Agency
1.	Emergency Management Coordinator	Delhi Charter Township
2.	Deputy Emergency Management Coordinator	Delhi Charter Township
3.	Township Manager	Delhi Charter Township
4.	Administrative Assistant/Deputy Supervisor	Delhi Charter Township

**Emergency Management Deputy Coordinator Duties**

A Deputy Coordinator shall be designated to work with the Coordinator on emergency planning matters. The Deputy Coordinator shall be recommended by the Manager and the Coordinator, and appointed by the Board. The Deputy Coordinator shall assume the duties of the Coordinator whenever the Coordinator is unavailable during disasters or emergency situations.

**Township Supervisor Powers, Duties**

When circumstances within the Township indicate that occurrence or threat of occurrence of widespread or severe damage, injury or loss of life or property from natural or human-made cause exists, the Supervisor may declare a local state of emergency. Such a declaration shall be promptly filed with the Department of Michigan State Police Emergency Management Division. This declaration shall not be continued or renewed for a period in excess of seven days except with the consent of the Board of Trustees.

If the Supervisor invokes such power and authority, he or she will, as soon as reasonably expedient, convene the Board of Trustees for one or more emergency meetings in accordance with the Open Meetings Act to perform its normal legislative and administrative duties as the situation demands, and will report to those bodies relative to emergency activities. Nothing in this Resolution shall be construed, abridging of or curtailing the powers of the Board of Trustees unless specifically provided.

**Township Manager Powers, Duties**

The Township Manager, without approval from the Board of Trustees, may do one or more of the following under local state of emergency:

- (1) Direct the Emergency Management Coordinator to implement the Emergency Operations Plan.
- (2) Issue directives as to travel restrictions on local roads within the municipality.

- (3) Relieve Township employees of normal duties and temporarily reassign them to other duties.
- (4) Activate mutual aid/MABAS agreements.
- (5) Direct the overall disaster relief effort, including the disaster relief force, in accordance with the Emergency Operations Plan.
- (6) For a period of up to seven days, send disaster relief forces and resources to the aid of other communities as provided for in mutual aid agreements.
- (7) Employ temporary workers.
- (8) Purchase and distribute supplies, materials and equipment.
- (9) Make, amend or rescind ordinances, resolutions or rules necessary for purposes which supplement a rule, order or directive issued by the Governor or a state agency. Such an ordinance, resolution or rule shall be temporary and, upon the Governor's declaration that a state of disaster or state of emergency is terminated, shall no longer be in effect.

The Line of Succession for the Chief Executive Official is mandated by Emergency Preparedness Policy and Organization Resolution. The Line of Succession for the CEO during a community wide response to an emergency or disaster situation is:

	Title	Agency
1.	Township Manager	Delhi Charter Township
2.	Director, Community Dev.	Delhi Charter Township
3.	Fire Chief or his Designee	Delhi Charter Township

### **Governor's Declaration Request**

If a disaster or emergency occurs that has not yet been declared to be a state of emergency or a state of disaster by the Governor, and the Manager determines that the situation is beyond the control of the Township resources, he or she may request the Governor to declare that a state of disaster or state of emergency exists in the Township. The Emergency Management Coordinator shall immediately contact the District Coordinator. The District Coordinator, in conjunction with the local Emergency Management Coordinator, shall assess the nature and scope of the disaster or emergency, and they shall recommend to the state the need for personnel, service and equipment that will be required for its prevention, mitigation or relief.

### **Municipal Departments; Liaison; Duties**

Each department of Township government identified by the Emergency Management Coordinator shall appoint an Annex Official. The Annex Official of each department shall coordinate activities of the

department and act as a liaison between his or her department and the Emergency Management Operation on all matters pertaining to Emergency Management. Each department identified shall appoint a minimum of two people to serve as successors in the event the Annex Official is not available or requires assistance. Successors shall be listed in the appropriate annex to the Emergency Operations Plan. Each department Annex Official shall:

- (1) Continuously review and update the annex to the Emergency Operations Plan providing for the delivery of Emergency Management activities by that agency or department.
- (2) Recruit, appoint and/or organize private, volunteer and other personnel as necessary to be part of the disaster relief force for that particular department/ agency.
- (3) Coordinate the department's Emergency Management efforts with those of other Township departments.
- (4) Attend training courses relevant to the function of the agency or department and ensure staff is trained so as to be able to implement assigned emergency functions.
- (5) Participate in exercises to enhance the adequacy of the respective agencies or department's response capability on an annual basis.
- (6) Develop internal Standard Operating Procedures in conjunction with the Emergency Management Coordinator to assign emergency tasks.
- (7) Provide the Emergency Management Coordinator with a list of personnel, equipment and all other resources referencing that department/agency to handle an emergency or disaster.
- (8) Identify and provide for the protection of vital records within that department or agency.
- (9) Implement the directives of the Township Manager (or his or her designate) under a local state of emergency.

### **Emergency Management Disaster Planning Committee**

The Emergency Management Coordinator shall coordinate and chair a committee consisting of not more than 10 members. The Committee Chair shall advise the Township Supervisor and the Township Manager on matters pertaining to Emergency Management with the Township, especially plan developments. Members may be chosen by the Emergency Management Coordinator from private, public, volunteer and governmental areas with reference to their responsibility and special knowledge in performing functions during emergency or disaster situations.

### **Volunteers; Appointment**

Each Township department, or board is authorized, with the direction of the Emergency Management Coordinator, to appoint volunteers to augment its personnel in time of emergency or disaster and to implement emergency functions assigned in the Emergency Operations Plan. Such individuals are part of the disaster relief force and shall be subject to the rules and operational control set forth by the

respective department, commission or board through which the appointment was made, and may be reimbursed for all actual and necessary travel and subsistence expenses.

### **Rights of Disaster Relief Force**

In accordance with the Act, personnel of the disaster relief force while on duty shall have the following rights:

- (1) If they are employees of the Township, or other governmental agency regardless of where they are serving, said employees have the powers, duties, rights, privileges and immunities and receive compensation incidental to their employment.
- (2) If they are not employees of the Township or other governmental agency, they shall be entitled to the same rights and immunities as provided by law.

### **Temporary Seat of Government**

The Township Manager shall provide for the temporary movement and reestablishment of essential government offices in the event those existing facilities cannot be used.

### **Incident Command System**

Delhi Charter Township will utilize the National Incident Management System (NIMS) for incident command in all hazards utilizing best practices.

### **Liability**

As provided for in the Act and in this Resolution, the Township (and agents or representatives of the Township) shall not be liable for personal injury or property damage sustained by the disaster relief force. In addition, any member of the disaster relief force engaged in disaster relief activity shall not be liable in the civil action for damages resulting from an act or omission arising out of and in the course of the person's good faith rendering of that activity, unless the person's act or omission was a result of that person's gross negligence or willful misconduct. The right of a person to receive benefits or compensation to which he or she may otherwise be entitled to under the worker's compensation law, any pension law, or act of Congress will not be affected as a result of such activity.

As provided for in the Act, any person(s) owning or controlling real estate or other premises who voluntarily and without compensation grant the Township the right to inspect, designate and use in whole or in any part their real estate or premises for the purpose of sheltering persons or for any other disaster related function during a declared local state of emergency or during an authorized practice disaster exercise, shall not be civilly liable for the death of, or injury to, any person on or about such real estate or premises under such license, privilege or other permission, or for loss of or damage to, the property of such person(s).

## **Severability**

Should any section, clause or provision of this Resolution be declared by the court invalid for any reason, such declaration shall not affect the validity of this Resolution as a whole or in part, other than the section or provision so declared to be invalid.

**This Resolution shall become effective immediately.**

I, Evan Hope, Clerk of the Delhi Charter Township, hereby certify that the foregoing is a true and complete Resolution as it was adopted by the Board of Trustees at their May 6, 2015 regular meeting.

DELHI CHARTER TOWNSHIP

EVAN HOPE, CLERK

CC: Emergency Management Coordinator

**DELHI CHARTER TOWNSHIP  
MINUTES OF REGULAR MEETING HELD ON MAY 6, 2015**

---

Delhi Charter Township Board of Trustees met in a regular meeting on Wednesday, May 6, 2015 in the Multipurpose Room at the Community Services Center, 2074 Aurelius Road, Holt, Michigan. Supervisor Davis called the meeting to order at 7:30 p.m.

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

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

Members Absent: Trustees Jon Harmon, DiAnne Warfield

**COMMENTS FROM THE PUBLIC** - None

**SET/ADJUST AGENDA**

**Hope moved to add the Capital Area District Library report before Agenda Item No. 1 and to add an additional executive session item for the purpose of discussing the resignation of Nicole Hudson, at her request.**

A Voice Poll was recorded as follows: All Ayes

Absent: Harmon, Warfield

**MOTION CARRIED**

**CAPITAL AREA DISTRICT LIBRARY REPORT**

Paulina Poplawska, Head Librarian, Capital Area District Library, Holt-Delhi, reported on the 2014 highlights of the Capital Area District Library.

**CONSENT AGENDA**

- A. Approval of Minutes – Joint School Board Meeting of April 13, 2015
- B. Approval of Minutes – Regular Meeting of April 21, 2015
- C. Approval of Claims – April 28, 2015 (ATTACHMENT I)
- D. Approval of Payroll – April 23, 2015 (ATTACHMENT II)

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

A Roll Call Vote was recorded as follows:

Ayes: Ketchum, Sweet, Davis, Hayhoe, Hope

Absent: Harmon, Warfield

**MOTION CARRIED**

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP  
MINUTES OF REGULAR MEETING HELD ON MAY 6, 2015**

---

**ZONING AND DEVELOPMENT**

**REZONE CASE NO. 15-880 – VARIOUS PROPERTIES – TO TC, TOWN CENTER  
(PROPOSED ZONING ORDINANCE NO. 624)**

---

The Board reviewed a memorandum dated April 29, 2015 from Tracy Miller (ATTACHMENT III).

**Hayhoe moved to approve the rezoning of Case No. 15-880, 166 properties as listed in Exhibit A, to TC: Town Center, as recommended by the Planning Commission at their April 13, 2015 meeting, based on it being consistent with purpose and intent of the Zoning Ordinance, being compatible with the existing and anticipated development in the area, pursuant to the Master Plan, and the other conditions presented in the staff report dated April 8, 2015 (Zoning Ordinance No. 624).**

Supervisor Davis questioned why some of the properties in this area were not being considered for re-zoning. Ms. Miller stated that some of the properties are currently zoned TC and some, such as the Holt Plaza Shopping Center, were not being considered for rezoning as it would not be appropriate for the properties.

A Roll Call Vote was recorded as follows:  
Ayes: Sweet, Davis, Hayhoe, Hope, Ketchum  
Absent: Harmon, Warfield  
**MOTION CARRIED**

**PROPOSAL FOR EIFERT ROAD FORCE MAIN REPLACEMENT – EASEMENT  
ASSISTANCE**

---

The Board reviewed memorandums dated April 29, 2015 from Twp. Mgr. Elsinga and April 28, 2015 from Sandra Diorka, Director of Public Services (ATTACHMENT IV).

**Ketchum moved to approve the Proposal for Eifert Road Force Main Replacement Easement Acquisition from Hubbell, Roth & Clark, Inc. in the amount of \$11,100 for the Eifert Road Force Main Replacement Project.**

A Roll Call Vote was recorded as follows:  
Ayes: Davis, Hayhoe, Hope, Ketchum, Sweet  
Absent: Harmon, Warfield  
**MOTION CARRIED**

**AMENDMENT TO ORDINANCE NO. 102 – ADOPT INTERNATIONAL PROPERTY  
MAINTENANCE CODE, 2012 EDITION – SECOND CONSIDERATION (TOWNSHIP  
ORDINANCE NO. 102.7)**

---

The Board reviewed a memorandum dated April 15, 2015 from Tracy Miller, Director of Community Development (ATTACHMENT V).

**Hayhoe moved upon second consideration, to amend Township Ordinance No. 102, which adopts the International Property Maintenance Code, 2012 Edition (Township Ordinance No. 102.7).**

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP  
MINUTES OF REGULAR MEETING HELD ON MAY 6, 2015**

---

A Roll Call Vote was recorded as follows:

Ayes: Hayhoe, Hope, Ketchum, Sweet, Davis

Absent: Harmon, Warfield

**MOTION CARRIED**

**RESOLUTION NO. 2015-011 – DELHI CHARTER TOWNSHIP EMERGENCY MANAGEMENT POLICY AND ORGANIZATION PLAN**

---

The Board reviewed a memorandum dated April 30, 2015 from Twp. Mgr. Elsinga and May 1, 2015 from Brian Ball, Fire Chief (ATTACHMENT VI).

**Ketchum moved to adopt Resolution No. 2015-011 which adopts Delhi Charter Township’s Emergency Management Policy and Organization Plan.**

Mike Hamilton, 4541 Sycamore Street, questioned the line of succession for the Emergency Management Coordinator.

A Roll Call Vote was recorded as follows:

Ayes: Hope, Ketchum, Sweet, Davis, Hayhoe

Absent: Harmon, Warfield

**MOTION CARRIED**

**PURCHASE OF COMPUTER AIDED DISPATCH EQUIPMENT AND SOFTWARE**

---

The Board reviewed a memorandum dated April 30, 2015 from Twp. Mgr. Elsinga and May 1, 2015 from Brian Ball, Fire Chief (ATTACHMENT VII).

**Hayhoe moved to approve the purchase of nine Lenovo laptops from Lenovo US in the amount of \$20,155 and ten software licenses from TriTech Software Systems in the amount of \$12,875 for computer aided dispatch equipment and software for the Fire Department.**

A Roll Call Vote was recorded as follows:

Ayes: Ketchum, Sweet, Davis, Hayhoe, Hope

Absent: Harmon, Warfield

**MOTION CARRIED**

**REPORTS**

**SUPERVISOR**

Supervisor Davis stated that he has had discussion with the Manager of Delhi Township, Ohio, to inquiry if they would interested in partnering with Delhi Township as “sister townships”.

Supervisor Davis stated discussion will continue at the May 19, 2015 Committee of the Whole meeting regarding the Greater Lansing Taxi Authority.

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP  
MINUTES OF REGULAR MEETING HELD ON MAY 6, 2015**

---

**TREASURER**

Treasurer Sweet reported on the 1<sup>st</sup> Quarter Investment Report (ATTACHMENT VIII).

Treasurer Sweet reported that his office received State Revenue Sharing in the amount of \$308,821 for the January/February 2015 period of which \$297,407 was Constitutional Revenue Sharing. This is a decrease of \$39,556 for the November/December 2014 period but is an increase of \$17,426 over the January/February 2014 period. In addition to the Constitutional Revenue Sharing, \$11,414 was received from the City, Village, and Township Revenue Sharing (CVTRS) program; this figure remains the same.

Treasurer Sweet stated that he has completed the Michigan Municipal Treasurers Association training. This is a three year program which upon completion are qualified to receive the Michigan Certified Professional Treasurers designation.

**CLERK**

Clerk Hope reported on the May 5, 2015 Special Election. Turnout in Delhi Township was 29%; the Ingham County average turnout was 23%. State Proposal 1 was defeated by 83% statewide and 73% in Delhi Township. Delhi Township did pass the Holt Public Schools proposal.

Clerk Hope reported on the 2015 Music in the Garden series. Clerk Hope further reported that Joshua Davis, who is a contender on the NBC program "The Voice", performed twice in past Music in the Garden series.

Clerk Hope introduced the Township's new Community Outreach Coordinator, Will Kangas. Mr. Kangas will be assisting Clerk Hope with social media, the Township website, the Township Newsletter and connecting with the public.

**TOWNSHIP MANAGER**

Twp. Mgr. Elsinga stated that work is wrapping up in the Green Drain #4 area. Twp. Mgr. Elsinga stated that property owners surrounding the cul de sac at the end of Phillips Road declined to petition to resurface their road which would cost approximately \$25,000.

**LIMITED PUBLIC COMMENTS** – None

**EXECUTIVE SESSION – DISCUSS ATTORNEY/CLIENT COMMUNICATIONS AND THE RESIGNATION OF NICOLE HUDSON, AT HER REQUEST**

---

Enter into Executive Session 8:13 p.m.

**Hope moved to enter into executive session for the purpose of discussing attorney/client communications regarding engineering services and the resignation of Nicole Hudson, at her request.**

A Roll Call Vote was recorded as follows:

Ayes: Sweet, Davis, Hayhoe, Hope, Ketchum

Absent: Harmon, Warfield

**MOTION CARRIED**

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP  
MINUTES OF REGULAR MEETING HELD ON MAY 6, 2015**

---

Regular Board meeting reconvened at 8:56 p.m.

**RESIGNATION OF NICOLE HUDSON, TOWNSHIP ASSESSOR**

---

**Hope moved to accept the resignation of Nicole Hudson, Township Assessor for Delhi Charter Township, subject to and conditioned upon her signing a Resignation Agreement and Waiver of Claims, and to authorize Township Manager, John Elsinga, to execute the terms and conditions of the same.**

A Roll Call Vote was recorded as follows:

Ayes: Hayhoe, Hope, Ketchum, Sweet, Davis

Absent: Harmon, Warfield

**MOTION CARRIED**

**ADJOURNMENT**

Meeting adjourned at 8:57 p.m.

Date: May 19, 2015

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

Date: May 19, 2015

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

/af

SUBJECT TO APPROVAL

# ACCOUNTS PAYABLE APPROVAL

April 28, 2015

**I. Certification of Authorized Signatures:** The attached Check Register and Invoice Distribution Report encompass checks dated April 28, 2015 numbered 89184 thru 89258 & ACH 3519 thru 3530. Every invoice has a payment authorizing signature(s).

Dated: April 28, 2015

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

## II. Certification of Fund Totals:

The attached Invoice Distribution Report and Check Register for checks dated April 28, 2015 show payments made from the following funds:

General Fund	\$	53,829.09
Fire Fund		15,821.41
Police Fund		208,259.08
Fire Equip. & Apparatus Fund		2,750.75
Downtown Development Fund		3,884.84
Sewer Fund		95,827.19
Local Site Remediation Fund		700.00
Trust & Agency Fund		1,160.64
Grand Total	\$	<u>382,233.00</u>

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

Employee Flexible Spending Acct.	\$	296.02
----------------------------------	----	--------

Dated: April 28, 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. (\$10,212.00 GEM Energy for 2015 Factory Protection Plan on POTW Microturbine, 10/6/09)

Dated: April 28, 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 May 5, 2015 a motion was made by \_\_\_\_\_ and passed by \_\_\_yes votes and \_\_\_no votes (\_\_\_\_absent) that the list of claims dated April 28, 2015, was reviewed, audited and approved

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

INVOICE GL DISTRIBUTION REPORT FOR DELHI CHARTER TOWNSHIP  
 EXP CHECK RUN DATES 04/28/2015 - 04/28/2015

Vendor	Invoice Line Desc	Amount
Fund 101 GENERAL FUND		
Dept 000.00		
DOUGLAS SIGNS	Install Sign	40.50
MARIAN J. HIGHFILL	REFUND OVERPYMT AMBULANCE FEE	105.00
ABEDNEGO, KRIS	REFUND FOR BASEBALL	25.00
	Total For Dept 000.00	170.50
Dept 101.00 LEGISLATIVE		
HARTFORD LIFE INSURANCE	LIFE INSURANCE-MAY	25.50
	Total For Dept 101.00 LEGISLATIVE	25.50
Dept 171.00 MANAGER		
DELTA DENTAL PLAN OF	DENTAL INSURANCE-MAY	295.46
HARTFORD LIFE INSURANCE	LIFE INSURANCE-MAY	95.62
UNUM LIFE INSURANCE CO	DISABILITY INSURANCE-MAY	142.59
WENDY L THIELEN	ICLE SEMINAR-MILEAGE REIMBURSE	83.26
	Total For Dept 171.00 MANAGER	616.93
Dept 191.00 ACCOUNTING		
DELTA DENTAL PLAN OF	DENTAL INSURANCE-MAY	43.07
HARTFORD LIFE INSURANCE	LIFE INSURANCE-MAY	22.95
UNUM LIFE INSURANCE CO	DISABILITY INSURANCE-MAY	34.47
	Total For Dept 191.00 ACCOUNTING	100.49
Dept 215.00 CLERK		
DELTA DENTAL PLAN OF	DENTAL INSURANCE-MAY	257.80
HARTFORD LIFE INSURANCE	LIFE INSURANCE-MAY	66.30
UNUM LIFE INSURANCE CO	DISABILITY INSURANCE-MAY	99.39
	Total For Dept 215.00 CLERK	423.49
Dept 228.00 INFORMATION TECHNOLOGY		
HARTFORD LIFE INSURANCE	LIFE INSURANCE-MAY	25.50
UNUM LIFE INSURANCE CO	DISABILITY INSURANCE-MAY	38.18
APPLICATION SPECIALIST KO	E-MAIL SECURITY	270.00
SAM'S CLUB DIRECT	MEMBERSHIP SERV FEE/FELTON	7.16
SAM'S CLUB DIRECT	2015 MEMBERSHIP/FELTON	45.00
	Total For Dept 228.00 INFORMATION TECHNOLOGY	385.84
Dept 253.00 TREASURERS		
DELTA DENTAL PLAN OF	DENTAL INSURANCE-MAY	214.73
HARTFORD LIFE INSURANCE	LIFE INSURANCE-MAY	44.62
UNUM LIFE INSURANCE CO	DISABILITY INSURANCE-MAY	66.50
BRINK'S INCORPORATED	BRINKS SERVICES/MARCH	582.93
	Total For Dept 253.00 TREASURERS	908.78

Dept 257.00 ASSESSING		
DELTA DENTAL PLAN OF	DENTAL INSURANCE-MAY	214.73
HARTFORD LIFE INSURANCE	LIFE INSURANCE-MAY	72.24
UNUM LIFE INSURANCE CO	DISABILITY INSURANCE-MAY	108.06
	Total For Dept 257.00 ASSESSING	395.03

Dept 262.00 ELECTIONS		
DBI BUSINESS INTERIORS	BLK CARTRIDGE INK	98.94
ELECTION SOURCE	BALLOT DIVERTER BAR	15.00
ELECTION SYSTEMS & SOFT	AUTO MARK COVERAGE 7/1/15-6/30/16	252.80
	Total For Dept 262.00 ELECTIONS	366.74

Dept 265.00 BUILDING & GROUNDS		
DELTA DENTAL PLAN OF	DENTAL INSURANCE-MAY	188.89
HARTFORD LIFE INSURANCE	LIFE INSURANCE-MAY	42.57
UNUM LIFE INSURANCE CO	DISABILITY INSURANCE-MAY	63.41
LANSING ICE & FUEL CO	GASOLINE 4/1 THRU 4/15	120.94
QUALITY FIRST MAID SERVICE	CLEANING SERVICES/CSC	975.00
SAFETY SYSTEMS, INC	QTRLY FIRE ALARM MONITORING/CSC	75.00
SAFETY SYSTEMS, INC	QTRLY MONITORING & WATCHMAN/CSC	120.00
DELHI TOWNSHIP TREASURER	SEWER 2074 AURELIUS-MARCH	335.60
CONSUMERS ENERGY	ELECTRIC 2004 AURELIUS	123.16
CONSUMERS ENERGY	ELECTRIC-2074 AURELIUS	6,231.53
CONSUMERS ENERGY	GAS-2074 AURELIUS	1,549.49
LOWE'S CREDIT SERVICES	WINDOW WASHING SUPPLIES/CSC	140.39
	Total For Dept 265.00 BUILDING & GROUNDS	9,965.98

Dept 276.00 CEMETERY		
DELTA DENTAL PLAN OF	DENTAL INSURANCE-MAY	76.62
HARTFORD LIFE INSURANCE	LIFE INSURANCE-MAY	17.26
UNUM LIFE INSURANCE CO	DISABILITY INSURANCE-MAY	25.72
LANSING ICE & FUEL CO	GASOLINE 4/1 THRU 4/15	49.06
JOHN DEERE LANDSCAPES	7 MOLE WORM BAIT/CEMETERYS	339.71
GRANGER	MONTHLY DUMPSTER SERVICE	76.00
CONSUMERS ENERGY	ELECTRIC-4149 WILLOUGHBY	27.81
	Total For Dept 276.00 CEMETERY	612.18

Dept 281.00 STORMWATER		
DELTA DENTAL PLAN OF	DENTAL INSURANCE-MAY	48.12
HARTFORD LIFE INSURANCE	LIFE INSURANCE-MAY	10.84
UNUM LIFE INSURANCE CO	DISABILITY INSURANCE-MAY	16.15
LANSING ICE & FUEL CO	GASOLINE 4/1 THRU 4/15	30.81
	Total For Dept 281.00 STORMWATER	105.92

Dept 446.00 INFRASTRUCTURE		
BOARD OF WATER & LIGHT	STREETLIGHTS	7,796.03
CONSUMERS ENERGY	LIGHTING 3970 HOLT	138.00
CONSUMERS ENERGY	LIGHTING 4115 HOLT	277.79
CONSUMERS ENERGY	LIGHTING 2116 CEDAR	334.34
CONSUMERS ENERGY	LIGHTING 2228 AURELIUS	140.42
	Total For Dept 446.00 INFRASTRUCTURE	8,686.58

Dept 721.00 PLANNING/COMMUNITY DEVELOPMENT		
DELTA DENTAL PLAN OF	DENTAL INSURANCE-MAY	606.54
HARTFORD LIFE INSURANCE	LIFE INSURANCE--MAY	142.81
UNUM LIFE INSURANCE CO	DISABILITY INSURANCE-MAY	213.39
PAPER IMAGE PRINTING	2,000 ORDINANCE VIOLATION TAGES	797.08
LANSING ICE & FUEL CO	GASOLINE 4/1 THRU 4/15	80.91
TASMANIAN TIRE CO.	REPAIR FLAT TIRE/#57	10.00
Total For Dept 721.00 PLANNING/COMMUNITY DEVELOPMENT		1,850.73

Dept 752.00 PARKS ADMINISTRATION		
DELTA DENTAL PLAN OF	DENTAL INSURANCE-MAY	129.21
HARTFORD LIFE INSURANCE	LIFE INSURANCE-MAY	70.98
UNUM LIFE INSURANCE CO	DISABILITY INSURANCE-MAY	106.50
SAM'S CLUB DIRECT	MEMBERSHIP SERV FEE/JENKS	7.14
SAM'S CLUB DIRECT	2015 MEMBERSHIP/JENKS	15.00
Total For Dept 752.00 PARKS ADMINISTRATION		328.83

Dept 771.00 PARKS		
LANSING ICE & FUEL CO	GASOLINE 4/1 THRU 4/15	113.41
ACE HARDWARE	(2) LOPPER BYPASSDROPFORGE 28"	59.98
ACE HARDWARE	(2) SPLYFCT3/8X3/7X9SS LL	10.98
ACE HARDWARE	12" WRENCH	22.99
ACE HARDWARE	COM CONNECTOR	4.49
ACE HARDWARE	CREDIT	(4.49)
ACE HARDWARE	4 MISC. MDSE.	5.06
ACE HARDWARE	20 KEYS	33.80
MODEL COVERALL SERVICE	JERSEY GLOVES & HAND CLEANER/DISP	139.60
AMERICAN RENTAL	PORTABLE TOILETS	145.00
GRANGER	MONTHLY DUMPSTER SERVICE	150.00
MODEL COVERALL SERVICE	STAFF UNIFORMS	24.29
MODEL COVERALL SERVICE	CREDIT STAFF UNIFORMS	(27.15)
SAFETY SYSTEMS, INC	QTRLY LEASE MAINT. MONITORING	138.00
DELHI TOWNSHIP TREASURER	SEWER 2108 CEDAR-MARCH	167.80
DELHI TOWNSHIP TREASURER	SEWER 2287 PINE TREE-MARCH	41.60
DELHI TOWNSHIP TREASURER	SEWER 4030 KELLER-MARCH	36.50
DELHI TOWNSHIP TREASURER	SEWER 1750 MAPLE-MARCH	14.60
CONSUMERS ENERGY	ELECTRIC 2074 AURELIUS #PARK	957.57
CONSUMERS ENERGY	ELECTRIC 2108 CEDAR	985.34
CONSUMERS ENERGY	ELECTRIC 2287 PINE TREE 2939	34.16
CONSUMERS ENERGY	ELECTRIC 2287 PINE TREE 3200	232.77
CONSUMERS ENERGY	ELECTRIC 2177 WEST BLVD	30.97
CONSUMERS ENERGY	ELECTRIC 4080 KELLER	86.65
CONSUMERS ENERGY	GAS 2287 PINE TREE 2939	135.58
CONSUMERS ENERGY	GAS 2108 CEDAR	40.57
ACE HARDWARE	4 THREAD SEAL TAPE	7.96
ACE HARDWARE	PLUG/BUSHING/ELBOW/COUPLE/PVC	19.53
ACE HARDWARE	COUPLE/BUSHING/ELBOW	3.77
FERGUSON ENTERPRISES, INC. #:	(1) LF 3/8 TSTAT TEMPERING VLV	78.51
FERGUSON ENTERPRISES, INC. #:	(4) LF 3/8 TSTAT TEMPERING VLV	314.04
FERGUSON ENTERPRISES, INC. #:	FLUSH VALVES/BALLFIELDS	214.54

FERGUSON ENTERPRISES, INC. #:	SPUD WSHR/SENIOR CENTER	2.03
MENARDS LANSING SOUTH	PVC PLUMBING SUPPLIES	4.16
MENARDS LANSING SOUTH	PVC PLUMBING SUPPLIES	2.24
MENARDS LANSING SOUTH	PVC PLUMBING SUPPLIES	4.90
MENARDS LANSING SOUTH	PAINT & LOCKING CABINET	42.19
MENARDS LANSING SOUTH	WINDEX REFILL/SHOP TOWELS/GLADE	98.73
MICHIGAN PLUMBING	REPAIR BROKEN BATHROOM PLUMBING	1,105.00
QUALITY FIRST MAID SERVICE	CLEANING SERVICES/SENIOR CENTER	260.00
SAM'S CLUB DIRECT	GARBAGE BAGS	159.36
	Total For Dept 771.00 PARKS	5,897.03

Dept 774.00 RECREATION		
D & M SILKSCREENING	VOLLEYBALL T-SHIRTS	40.00
SAM'S CLUB DIRECT	EASTER BASKETS	19.92
M.A.S.A.	6 CASES SOFTBALLS/ADULT SOFTBALL	222.00
PAULA K. HARNEY	SENIOR CENTER FITNESS CLASSES	100.00
	Total For Dept 774.00 RECREATION	381.92

Dept 850.00 OTHER FUNCTIONS		
HARTFORD LIFE INSURANCE	RETIREE'S BENEFITS-MAY	32.40
DBI BUSINESS INTERIORS	OFFICE SUPPLIES	316.39
MICHIGAN MUNICIPAL RISK	PROPERTY/LIABILITY INSURANCE	10,768.64
	Total For Dept 850.00 OTHER FUNCTIONS	11,117.43

Dept 905.00 DEBT SERVICE		
PNC BANK, N.A.	INT PYMT-2013 CAPITAL IMPR-N CONN	11,489.19
	Total For Dept 905.00 DEBT SERVICE	11,489.19

Total For Fund 101 GENERAL FUND 53,829.09

Fund 206 FIRE FUND

Dept 336.00 FIRE DEPARTMENT		
HARTFORD LIFE INSURANCE	RETIREE'S BENEFITS-MAY	4.05
DELTA DENTAL PLAN OF	DENTAL INSURANCE-MAY	1,635.49
HARTFORD LIFE INSURANCE	LIFE INSURANCE-MAY	248.37
UNUM LIFE INSURANCE CO	DISABILITY INSURANCE-MAY	527.31
BARYAMES CLEANERS	UNIFORM CLEANING	223.40
LANSING ICE & FUEL CO	GASOLINE 4/1 THRU 4/15	868.77
PAPER IMAGE PRINTING	AMBULANCE FORMS	51.63
ARROW INTERNATIONAL, INC	MEDICAL SUPPLIES & SHIPPING	353.77
ARROW INTERNATIONAL, INC	MEDICAL SUPPLIES & SHIPPING	238.77
ARROW INTERNATIONAL, INC	NEEDLE STABILIZERS FOR DRILL	82.23
BOUND TREE MEDICAL, LLC	MED SUPPLIES-FINGERTIP PULSE	72.82
CALLBACK STAFFING SOLUT	CALL BACK STAFFING APRIL	99.99
MICHIGAN MUNICIPAL RISK	PROPERTY/LIABILITY INSURANCE	11,139.98
DELHI TOWNSHIP TREASURER	SEWER 6139 BISHOP-MARCH	36.50
ACE HARDWARE	RUBBER ANTI-SLIP STEPS/FIRE DEPT	12.98
OVERHEAD DOOR CO	REMOUNT PHOTO EYES/LUBE BUTTONS	196.37
ACE HARDWARE	MISC BATTERIES	28.98
	Total For Dept 336.00 FIRE DEPARTMENT	15,821.41

Total For Fund 206 FIRE FUND 15,821.41

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

Fund 211 FIRE EQUIP. & APPARATUS FUND		
Dept 339.00 EQUIPMENT & APPARATUS		
FIRST DUE FIRE SUPPLY CO.	JACKETS, TWISTER W/GRIP, & NOZZLE	1,005.05
COMMUNICATIONS SERVICES	RADIO REPAIR & MAINTENANCE	457.50
CYNERGY PRODUCTS	STROBE/REFLECTOR-UNIT #698	196.05
CYNERGY PRODUCTS	TURBO & REFLECTOR-UNIT #698	268.30
VICTORY LANE QUICK OIL	LOF, 2014 TAHOE, UNIT #529	54.48
FAT BOYS PIZZA	PIZZA FOR TRAINING	34.37
TARGET SOLUTIONS LEARNING	ON LINE TARGET TRAINING-2ND QTR	735.00
	Total For Dept 339.00 EQUIPMENT & APPARATUS	2,750.75
	Total For Fund 211 FIRE EQUIP. & APPARATUS FUND	2,750.75

Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY		
Dept 728.00 DDA ADMINISTRATION		
DBI BUSINESS INTERIORS	KEY TAGS, LEGAL SIZE PAPER	23.99
DBI BUSINESS INTERIORS	CUSTOM STAMP	25.91
C. HOWARD HAAS	CELL PHONE REIMBURSEMENT FEB	75.00
C. HOWARD HAAS	CELL PHONE REIMBURSEMENT MARCH	75.00
MICHIGAN MUNICIPAL RISK	PROPERTY/LIABILITY INSURANCE	742.66
SAM'S CLUB DIRECT	MEMBERSHIP SERV FEE/UNDERHILL	7.14
SAM'S CLUB DIRECT	2015 MEMBERSHIP/UNDERHILL	15.00
	Total For Dept 728.00 DDA ADMINISTRATION	964.70

Dept 729.00 DDA MARKETING & PROMOTION		
MICHIGAN COMPANY	2 CASES ALL PURPOSE CLEANER	119.34
MICHIGAN COMPANY	SHIPPING/ALL PURPOSE CLEANER	12.75
SAM'S CLUB DIRECT	FARMERS MKT, COFFE,WATER,TOWELS	113.72
SAM'S CLUB DIRECT	FARM MKT, SODA, CREAMER	36.83
SAM'S CLUB DIRECT	MEMBERSHIP SERV FEE/GRINNELL	7.14
SAM'S CLUB DIRECT	2015 MEMBERSHIP/GRINNELL	15.00
	Total For Dept 729.00 DDA MARKETING & PROMOTION	304.78

Dept 850.00 OTHER FUNCTIONS		
GRANGER	MONTHLY DUMPSTER SERVICE	130.00
QUALITY FIRST MAID SERVICE	CLEANING SERVICES/SHERIFF & DDA	420.00
SAFETY SYSTEMS, INC	QTRLY LEASE MAINT. & MONITORING/DDA	105.00
DELHI TOWNSHIP TREASURER	SEWER 2150 CEDAR-MARCH	26.58
DELHI TOWNSHIP TREASURER	SEWER 2045 CEDAR-MARCH	45.20
CONSUMERS ENERGY	ELECTRIC-2045 CEDAR #A	1,232.22
CONSUMERS ENERGY	ELECTRIC-2045 CEDAR #B	100.85
CONSUMERS ENERGY	ELECTRIC-2150 CEDAR	203.05
CONSUMERS ENERGY	GAS-2150 CEDAR	176.61
CONSUMERS ENERGY	GAS-2045 CEDAR	175.85
	Total For Dept 850.00 OTHER FUNCTIONS	2,615.36

Total For Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY		3,884.84
---	--	----------

## Fund 590 SEWAGE DISPOSAL SYSTEM

Dept 000.00

ALLEN EDWIN HOMES	Basic Service Charge	45.90
BIRCH, KENNETH	Basic Service Charge	13.57
COXON, ALEXIS	Basic Service Charge	245.30
ELMORE, CHRIS & SAMANTHA	Basic Service Charge	65.59
JANISCH, KELLY	Basic Service Charge	62.89
MONS, MELISA & BRAD	Sewer Usage	8.90
SAFE SPACE WEST LLC	Sewer Usage	74.69
SANFORD, NICOLE	Basic Service Charge	40.10
SHEARER, MICHAEL N	Basic Service Charge	51.00
SIGMA SERVICES	Basic Service Charge	64.60
TRIPP, JEREMY	Basic Service Charge	5.10
WESLEY, KEVIN	Basic Service Charge	25.50
Total For Dept 000.00		703.14

## Dept 548.00 ADMINISTRATION &amp; OVERHEAD

HARTFORD LIFE INSURANCE	RETIREE'S BENEFITS-MAY	16.20
MICHIGAN MUNICIPAL RISK	PROPERTY/LIABILITY INSURANCE	14,481.97
Total For Dept 548.00 ADMINISTRATION & OVERHEAD		14,498.17

## Dept 558.00 DEPT OF PUBLIC SERVICE

DELTA DENTAL PLAN OF	DENTAL INSURANCE-MAY	1,468.33
HARTFORD LIFE INSURANCE	LIFE INSURANCE-MAY	330.89
UNUM LIFE INSURANCE CO	DISABILITY INSURANCE-MAY	492.88
DBI BUSINESS INTERIORS	OFFICE SUPPLIES/MAINTENANCE	337.11
LANSING ICE & FUEL CO	GASOLINE 4/1 THRU 4/15	940.15
BARYAMES CLEANERS	UNIFORM DRY CLEANING-POTW	68.70
MODEL COVERALL SERVICE	STAFF UNIFORMS MTC	60.76
MODEL COVERALL SERVICE	STAFF UNIFORMS POTW	88.79
MODEL COVERALL SERVICE	STAFF UNIFORMS POTW	64.79
MODEL COVERALL SERVICE	STAFF UNIFORMS MTC	60.76
MODEL COVERALL SERVICE	CREDIT/MAINTENANCE	(3.66)
MODEL COVERALL SERVICE	STAFF UNIFORMS/POTW	64.79
MODEL COVERALL SERVICE	STAFF UNIFORMS/MAINTENANCE	60.76
AD-INK & TONER SUPPLY	HP 96 BLACK INK CARTRIDGE	16.99
AD-INK & TONER SUPPLY	HP97 COLOR INK CARTRIDGE	16.99
AIRGAS USA, LLC	CYLINDER RENTAL	141.01
ACE HARDWARE	2 POLY BRUSH WHEELS/POTW	14.98
FISHER SCIENTIFIC	TUBING/POTW	933.03
FISHER SCIENTIFIC	COREPRO TUBING/POTW	488.05
FISHER SCIENTIFIC	CREDIT FOR INCORRECT HOSE	(300.12)
FISHER SCIENTIFIC	WATER BATH	2,142.13
FISHER SCIENTIFIC	TUBING/SAMPLING SUPPLIES	214.08
FISHER SCIENTIFIC	TUBING/SAMPLING SUPPLIES	300.12
FISHER SCIENTIFIC	3 CASES CARBOYS W/OUT SPIGOTS	883.80
FISHER SCIENTIFIC	LABORATORY SUPPLIES	430.74
FISHER SCIENTIFIC	LABORATORY SUPPLIES	41.99
FISHER SCIENTIFIC	LABORATORY SUPPLIES	156.35
ALS LABORATORY GROUP	OFF SITE LAB TESTING-2ND QTR	500.00
ALS LABORATORY GROUP	ODOR CONTROL PIPING	325.00
ENVIRONMENTAL RESOURCES	1ST QTR WET TESTING	4,090.00
FISHER SCIENTIFIC	4 RAINSUITS/POTW	93.76
FISHER SCIENTIFIC	ANNUAL SAFETY ORDER/POTW	213.60
FISHER SCIENTIFIC	LABORATORY GLOVES	421.38

FISHER SCIENTIFIC	ANNUAL BULK SAFETY SUPPLIES	95.62
FISHER SCIENTIFIC	SDS BINDER 3" SPINE	47.92
FISHER SCIENTIFIC	FUEL SURCHARGE / SHIPPING	37.19
FISHER SCIENTIFIC	ANNUAL BULK SAFETY SUPPLIES	394.50
HUBBELL, ROTH & CLARK, INC	CHISHOLM HILLS SEWER STUDY	7,950.15
UNITED PARCEL SERVICE	SHIPPING CHARGES	180.78
UNITED PARCEL SERVICE	SHIPPING CHARGES	101.52
GRANGER	MONTHLY DUMPSTER SERVICE	201.21
GRANGER	MONTHLY SCREEN DEBRIS	387.50
DELHI TOWNSHIP TREASURER	SEWER 1490 AURELIUS-MARCH	218.80
BOARD OF WATER & LIGHT	ELECTRIC 1870 NIGHTINGALE	149.97
CONSUMERS ENERGY	ELECTRIC 1390 WAVERLY	283.49
CONSUMERS ENERGY	ELECTRIC 1490 AURELIUS	2,454.31
CONSUMERS ENERGY	ELECTRIC-2358 EIFERT	334.22
CONSUMERS ENERGY	ELECTRIC-2870 PINE TREE	547.24
CONSUMERS ENERGY	ELECTRIC-3505 HOLT	131.42
CONSUMERS ENERGY	ELECTRIC-4280 DELL	441.36
CONSUMERS ENERGY	ELECTRIC-4828 HOLT	242.91
CONSUMERS ENERGY	ELECTRIC-5961 MC CUE #2509	17,959.27
CONSUMERS ENERGY	ELECTRIC-5999 HOLT	103.77
CONSUMERS ENERGY	GAS 5961 MC CUE #4	1,060.89
CONSUMERS ENERGY	GAS 1494 AURELIUS	134.86
CONSUMERS ENERGY	GAS-5961 MC CUE #2	26.18
CONSUMERS ENERGY	GAS-5961 MC CUE #3	206.84
CONSUMERS ENERGY	GAS-5961 MC CUE #2319	1,957.12
CONSUMERS ENERGY	GAS-4280 DELL	80.17
CONSUMERS ENERGY	GAS-3505 HOLT	37.70
CONSUMERS ENERGY	GAS-2481 DELHI COMM	14.66
CONSUMERS ENERGY	GAS-1490 AURELIUS	643.02
CONSUMERS ENERGY	GAS-1492 AURELIUS	383.90
TASMANIAN TIRE CO.	VALVE STEM/JOHN DEERE FRONT TIRE	2.50
ACE HARDWARE	CABLE TIES/WIRE CLIP STICKON/	30.94
APPLIED INDUSTRIAL TECH.	REXNORD-ZEP2103 BEARINGS	972.75
APPLIED INDUSTRIAL TECH.	SHIPPING	38.76
CATHEY COMPANY	NEW DRIVE BELT/SWEEPER TRUCK	148.97
CATHEY COMPANY	SHIPPING	12.86
CATHEY COMPANY	STEEL FITTINGS/REAR DOOR SWEEPER	2.74
FREDRICKSON SUPPLY, LLC	BLOWER ASSEMBLY/SWEEPER TRUCK	3,491.00
FREDRICKSON SUPPLY, LLC	DUMP DOOR PORTS/SWEEPER TRUCK	556.00
FREDRICKSON SUPPLY, LLC	SHIPPING & HANDLING/SWEEPER TRUCK P,	145.10
HYDRODYNAMICS, INC	ABS SUBMERSIBLE PUMP/BASIN DRAIN	7,716.50
HYDRODYNAMICS, INC	SHIPPING & HANDLING /PUMPS	157.82
LOWE'S CREDIT SERVICES	BLOCKING FOR LAGOON GENERATOR	15.41
TASMANIAN TIRE CO.	REPAIR FLAT/580 SUPER L BACKHOE	32.00
THE PARTS PLACE	HYDRO OIL TO FILL OLD VACTOR #5	47.99
QUALITY FIRST MAID SERVICE	CLEANING SERVICES/POTW	260.00
QUALITY FIRST MAID SERVICE	CLEANING SERVICES/MAINTENANCE	260.00
SAFETY SYSTEMS, INC	QTRLY MONITORING & WATCHMAN	120.00
GEM ENERGY, LLC	YRLY FACTORY PROTECT. PLAN/MICRO	10,212.00
CRAIG'S AUTO BODY SHOP	REPAIR TAILGATE INSTALL BOX SIDE	2,697.75
FRANKIE D'S AUTO & TRUCK	LUBE, OIL, FILTER-UNIT #3	37.00
INTERSTATE BATTERIES OF	BATTERY REPLACEMENT/CUES CAMERA	107.11
SAM'S CLUB DIRECT	SERV FEE/WALACAV/POWERS/RANES	21.42
SAM'S CLUB DIRECT	2015 MEMBER/WALACAV/POWERS/RANE	45.00
LOWE'S CREDIT SERVICES	PAINT FOR FISH STANDS/OPENHOUSE	25.10

LOWE'S CREDIT SERVICES	5 PAINT/OPEN HOUSE FISH	99.65
R. A. DINKEL & ASSOCIATES	200 WHT BAGS W/GILL LOGO-OPEN HSE	258.00
R. A. DINKEL & ASSOCIATES	SET UP LOGO FEE-GILL BAGS-OPEN HSE	55.00
R. A. DINKEL & ASSOCIATES	SHIPPING-GILL BAGS-OPEN HOUSE	62.14
R. A. DINKEL & ASSOCIATES	#5901 22 OZ STADIUM CUP (BLUE)	222.50
R. A. DINKEL & ASSOCIATES	ESTIMATED SHIPPING	18.20
R. A. DINKEL & ASSOCIATES	#1900 MOUSE PAD W/LOGO (BLUE)	222.50
R. A. DINKEL & ASSOCIATES	ESTIMATED SHIPPING	34.08
R. A. DINKEL & ASSOCIATES	(500) #5901 22 OZ STADIUM CUP (BLUE)	275.00
R. A. DINKEL & ASSOCIATES	ESTIMATED SHIPPING	42.94
RYAN H ACKELS	WEF CONFERENCE REIMBURSEMENT	53.73
CWEA	CWEA CERTIFICATION RENEWAL/ADAMS	79.00
CWEA	CWEA CERTIFICATION RENEWAL-HATH	79.00
	Total For Dept 558.00 DEPT OF PUBLIC SERVICE	<u>80,625.88</u>
	Total For Fund 590 SEWAGE DISPOSAL SYSTEM	<u>95,827.19</u>
Fund 643 LOCAL SITE REMEDIATION REVOLVING FUND		
Dept 735.00 LOCAL SITE REMEDIATION		
FOSTER, SWIFT, COLLINS	LEGAL-MARCH ENVIRONMENTAL	700.00
	Total For Dept 735.00 LOCAL SITE REMEDIATION	<u>700.00</u>
	Total For Fund 643 LOCAL SITE REMEDIATION REVOLVING FUND	<u>700.00</u>
Fund 701 TRUST & AGENCY FUND		
Dept 000.00		
C. J. DAVIS	REIMBURSEMENT FLEXIBLE SPENDING	296.02
SHARI L. GLYNN	REPLACE LOST CK 86441-HLTH PREM	371.13
VICTORIA M. WYGANT	REPLACE LOST CK 86451-HLTH PRM	371.12
RJB INVESTMENTS	REFUND 2014 TAX OVERPAYMENT	77.37
GREATER LANSING MONUMENT C	ADDITION OF FINAL DATE/NICHE PLATE	45.00
	Total For Dept 000.00	<u>1,160.64</u>
	Total For Fund 701 TRUST & AGENCY FUND	<u>1,160.64</u>
	Total For All Funds:	<u>382,233.00</u>

**DELHI CHARTER TOWNSHIP  
FUND TRANSFERS AND PAYROLL APPROVAL  
For Payroll Dated April 23, 2015**

**I. Certification of Preparation and Distribution**

The attached check and payroll registers encompass check numbers: 107875 through 107909 & direct deposits numbers: DD20089 through DD20173. 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: April 23, 2015

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

**II. Payroll Report**

The April 23, 2015 payroll encompasses the following funds and expenditures:

	<b>Gross Payroll</b>	<b>Payroll Deductions</b>	<b>Net Pay</b>
General Fund	\$68,731.40	\$19,941.68	\$48,789.72
Fire Dept. Fund	44,503.68	14,380.40	\$30,123.28
DDA	3,986.45	1,054.85	\$2,931.60
Sewer Fund/Receiving	32,835.72	10,109.38	\$22,726.34
<b>Total Payroll</b>	<b>\$150,057.25</b>	<b>\$45,486.31</b>	<b>\$104,570.94</b>
	<b>Township FICA</b>	<b>Township RHS &amp; Pension Plan</b>	<b>Total Deductions &amp; TWP Liabilities</b>
General Fund	\$4,956.98	\$5,744.14	\$30,642.80
Fire Dept. Fund	3,328.11	3,576.19	21,284.70
DDA	134.07	82.68	1,271.60
Sewer Fund/Receiving	2,424.92	3,015.99	15,550.29
<b>Total Payroll</b>	<b>\$10,844.08</b>	<b>\$12,419.00</b>	<b>\$68,749.39</b>

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

**III. FUND TRANSFERS**

Transfers covering the foregoing payroll were made on April 23, 2015 and identified as follows:

**4/23 Net Pay Disbursement in Common Savings (\$104,570.94)**

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

**IV. Board Audit and Approval:**

At a regular meeting of the Township Board held on May 5, 2015, a motion was made by \_\_\_\_\_ and passed by \_\_\_\_\_ yes votes and \_\_\_\_\_ no votes(\_\_\_\_\_ absent) that the payroll dated April 23, 2015 was reviewed, audited, and approved.

Attachment to Payroll Register

cc: Sweet(1)Vander Ploeg(1)

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



## MEMORANDUM

TO: John B. Elsinga, Township Manager

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

DATE: April 29, 2015

RE: Rezoning Case #15-880, Town Center Rezoning

In August, 2014 the Township Board approved amendments to the Zoning Ordinance (ZO) relative to the Town Center (TC) district. The Planning Commission (PC) initiated those amendments in response to the planning work done during the 2013 update of the Master Plan (MP). During these discussions, the PC determined that the previous TC district regulations had not proved widely successful in terms of facilitating the community activity center goals within the triangle area. As a result, the PC spent many months developing amendments to the TC district section of the ZO. The hope is that the new TC provisions will result in a development pattern that achieves the desired outcome.

In addition to identifying the need to amend the TC district provisions, it was recognized that TC zoning had not been widely implemented in the geographic location where it was most desired. In fact, in the roughly 26 years that the TC district has existed only 28 properties have actually been zoned this way. The previous approach to implementing the TC zoning was to allow property owners to “opt in” when, and if, they wanted to. Most property owners did not opt-in. This was likely because the C-2: General Business district was an available option in the same geographic area and the previous TC district provisions were rather restrictive. This has proven problematic because the C-2 district promotes a physical development pattern that tends to be more focused on automotive convenience and therefore, less focused on human scale development. This condition significantly watered-down the impact that the TC district provisions might have otherwise had on the triangle area during the last two decades.

As a result of this realization, the PC determined that the best method for promoting implementation of the Master Plan’s goals within the triangle area is to rezone all appropriate properties to TC at one time. To that end, staff was asked to prepare a list of those properties that should be rezoned to TC. This list is included in the April 8<sup>th</sup> staff report, which is attached for your review and information. The staff report also includes maps of the rezoning area and impacted properties.

At their meeting on Monday, April 13, 2015 the Delhi Township PC held a public hearing regarding the proposed rezoning of 167 properties to the TC zoning district. In the days leading up to the meeting, staff received many phone calls from interested individuals. Appropriate

information and explanation was provided to each caller. I would suggest that most, if not all, of these individuals could be categorized as “not concerned” or “uninterested” once they received answers to their specific questions. Staff kept notes regarding these conversations, which I would be happy to share if you desire. A good number of people also showed up at the public hearing. I’ve attached a copy of the draft meeting minutes for your review. There was a lot of very good discussion at the meeting. I believe that the PC felt that most individuals had their questions answered and were satisfied at the conclusion of the hearing.

After the hearing, the PC unanimously voted to recommend approval of the rezoning to the Township Board. They did opt to recommend that the property at 4459 Holt Road be excluded, for reasons detailed in the attached staff report. I would suggest that the Township Board do the same, should they approve the rezoning.

With the above information in mind, I would respectfully request that you forward this information to the Township Board for their consideration and action at the May 6<sup>th</sup> meeting. As always, if you have any questions or need additional information, please don’t hesitate to ask me. Thank you in advance for your time and consideration.

**Recommended Motion to APPROVE:**

**To approve the rezoning of Case No. 15-880, 166 properties as listed in Exhibit A, to TC: Town Center, as recommended by the Planning Commission at their April 13, 2015 meeting, based on it being consistent with purpose and intent of the Zoning Ordinance, being compatible with the existing and anticipated development in the area, pursuant to the Master Plan, and the other conditions presented in the staff report dated April 8, 2015 (Zoning Ordinance No. 624).**

**-OR-**

**Recommended Motion to DENY:**

**To deny the rezoning of Case No. 15-880, 166 properties as listed in Exhibit A, to TC: Town Center.**

**EXHIBIT A: ZONING CASE#15-880, TOWN CENTER PROPERTY LIST**

<u>PARCEL NUMBER</u>	<u>PROPERTY ADDRESS</u>	<u>PARCEL NUMBER</u>	<u>PROPERTY ADDRESS</u>
33-25-05-14-302-005	2202 CEDAR STREET	33-25-05-14-376-018	4372 HOLT ROAD
33-25-05-14-301-026	2211 CEDAR STREET	33-25-05-23-101-005	4461 HOLT ROAD
33-25-05-14-376-027	2049 CEDAR STREET	33-25-05-23-101-003	4471 HOLT ROAD
33-25-05-14-303-024	2092 CEDAR STREET	33-25-05-14-376-021	4354 HOLT ROAD
33-25-05-14-301-003	2221 CEDAR STREET	33-25-05-14-376-019	4366 HOLT ROAD
33-25-05-14-303-023	2096 CEDAR STREET	33-25-05-23-126-001	4353 HOLT ROAD
33-25-05-14-302-007	2194 CEDAR STREET	33-25-05-23-127-002	4319 HOLT ROAD
33-25-05-14-376-033	4308 HOLT ROAD	33-25-05-23-103-003	4365 HOLT ROAD
33-25-05-14-376-007	2089 CEDAR STREET	33-25-05-23-103-002	4375 HOLT ROAD
33-25-05-14-376-011	2075 CEDAR STREET	33-25-05-14-353-014	4450 HOLT ROAD
33-25-05-14-377-019	2052 CEDAR STREET	33-25-05-23-102-004	4395 HOLT ROAD
33-25-05-14-377-008	2022 CEDAR STREET	33-25-05-23-101-007	4451 HOLT ROAD
33-25-05-14-303-020	2122 CEDAR STREET	33-25-05-23-101-004	4469 HOLT ROAD
33-25-05-14-302-008	2192 CEDAR STREET	33-25-05-23-103-001	4385 HOLT ROAD
33-25-05-14-376-013	2061 CEDAR STREET	33-25-05-23-101-009	4427 HOLT ROAD
33-25-05-14-301-032	2179 CEDAR STREET	33-25-05-23-126-002	4347 HOLT ROAD
33-25-05-14-376-052	2107 CEDAR STREET	33-25-05-14-382-007	4285 VETERANS DRIVE
33-25-05-14-302-037	2182 CEDAR STREET	33-25-05-14-382-005	4291 VETERANS DRIVE
33-25-05-14-301-001	2233 CEDAR STREET	33-25-05-14-377-020	4294 VETERANS DRIVE
33-25-05-14-305-018	2143 CEDAR STREET	33-25-05-14-382-009	2017 PARK LANE
33-25-05-14-376-053	CEDAR STREET	33-25-05-23-128-020	1974 CEDAR STREET
33-25-05-14-376-012	2067 CEDAR STREET	33-25-05-22-229-017	1997 AURELIUS ROAD
33-25-05-14-377-007	2024 CEDAR STREET	33-25-05-14-376-014	2055 CEDAR STREET
33-25-05-14-305-020	2121 CEDAR STREET	33-25-05-14-376-004	CEDAR STREET
33-25-05-14-376-026	2057 CEDAR STREET	33-25-05-14-302-002	4465 KELLER ROAD
33-25-05-14-376-008	2087 CEDAR STREET	33-25-05-22-229-009	1979 AURELIUS ROAD
33-25-05-14-302-016	2142 CEDAR STREET	33-25-05-14-382-008	PARK LANE
33-25-05-14-302-035	2230 CEDAR STREET	33-25-05-14-377-023	4302 VETERANS DRIVE
33-25-05-14-382-003	2006 CEDAR STREET	33-25-05-14-303-030	4338 BOND AVENUE
33-25-05-14-377-006	2032 CEDAR STREET	33-25-05-14-377-018	4288 VETERANS DRIVE
33-25-05-14-305-015	2159 CEDAR STREET	33-25-05-22-229-010	1967 AURELIUS ROAD
33-25-05-14-302-004	2206 CEDAR STREET	33-25-05-14-382-004	VETERANS DRIVE
33-25-05-14-303-019	2128 CEDAR STREET	33-25-05-14-304-008	2145 CENTER STREET
33-25-05-14-301-013	2185 CEDAR STREET	33-25-05-14-304-014	CENTER STREET
33-25-05-14-303-028	2068 CEDAR STREET	33-25-05-14-305-005	2144 CENTER STREET
33-25-05-14-382-002	CEDAR STREET	33-25-05-14-301-018	4472 NORTH STREET
33-25-05-14-302-036	2214 CEDAR STREET	33-25-05-14-305-004	4445 NORTH STREET
33-25-05-14-382-001	2018 CEDAR STREET	33-25-05-14-301-019	4466 NORTH STREET
33-25-05-14-305-013	2169 CEDAR STREET	33-25-05-14-305-003	4453 NORTH STREET
33-25-05-14-302-012	2168 CEDAR STREET	33-25-05-14-304-007	2155 CENTER STREET
33-25-05-14-302-011	2176 CEDAR STREET	33-25-05-14-304-003	4481 NORTH STREET

33-25-05-14-303-018	2132 CEDAR STREET	33-25-05-14-301-020	4462 NORTH STREET
33-25-05-14-377-004	2040 CEDAR STREET	33-25-05-14-301-021	4452 NORTH STREET
33-25-05-14-305-014	2163 CEDAR STREET	33-25-05-14-301-016	4482 NORTH STREET
33-25-05-14-376-030	2031 CEDAR STREET	33-25-05-14-352-003	4443 DECAMP STREET
33-25-05-14-303-029	2064 CEDAR STREET	33-25-05-14-352-005	4429 DECAMP STREET
33-25-05-14-376-009	2085 CEDAR STREET	33-25-05-14-304-010	4476 DECAMP STREET
33-25-05-14-305-019	2135 CEDAR STREET	33-25-05-14-305-010	4426 DECAMP STREET
33-25-05-14-302-015	CEDAR STREET	33-25-05-14-352-001	4459 DECAMP STREET
33-25-05-14-376-005	2101 CEDAR STREET	33-25-05-14-352-004	4441 DECAMP STREET
33-25-05-14-376-010	2079 CEDAR STREET	33-25-05-14-305-011	DECAMP STREET
33-25-05-14-301-011	2191 CEDAR STREET	33-25-05-14-304-015	2121 CENTER STREET
33-25-05-14-301-012	2189 CEDAR STREET	33-25-05-14-352-006	4425 DECAMP STREET
33-25-05-14-152-020	2240 CEDAR STREET	33-25-05-14-305-008	4440 DECAMP STREET
33-25-05-14-353-023	4488 HOLT ROAD	33-25-05-14-351-002	4481 DECAMP STREET
33-25-05-14-353-027	HOLT ROAD	33-25-05-14-305-007	DECAMP STREET
33-25-05-14-353-024	4378 HOLT ROAD	33-25-05-14-305-006	4460 DECAMP STREET
33-25-05-23-101-002	4473 HOLT ROAD	33-25-05-14-305-009	4428 DECAMP STREET
33-25-05-14-353-027	HOLT ROAD	33-25-05-14-352-002	4445 DECAMP STREET
33-25-05-14-376-022	4348 HOLT ROAD	33-25-05-14-352-009	4415 DECAMP STREET
33-25-05-14-353-013	4462 HOLT ROAD	33-25-05-14-352-007	4419 DECAMP STREET
33-25-05-14-353-017	4410 HOLT ROAD	33-25-05-15-432-011	2157 AURELIUS ROAD
33-25-05-23-126-004	4335 HOLT ROAD	33-25-05-15-280-100	AURELIUS ROAD
33-25-05-23-128-016	4279 HOLT ROAD	33-25-05-15-280-100	AURELIUS ROAD
33-25-05-23-101-006	4455 HOLT ROAD	33-25-05-15-432-012	2151 AURELIUS ROAD
33-25-05-23-102-002	4407 HOLT ROAD	33-25-05-15-479-011	2123 AURELIUS ROAD
33-25-05-14-376-024	4334 HOLT ROAD	33-25-05-15-432-010	2163 AURELIUS ROAD
33-25-05-14-376-056	4328 HOLT ROAD	33-25-05-15-479-007	2125 AURELIUS ROAD
33-25-05-14-353-025	4396 HOLT ROAD	33-25-05-14-301-015	2162 AURELIUS ROAD
33-25-05-23-127-004	4317 HOLT ROAD	33-25-05-15-479-009	2101 AURELIUS ROAD
33-25-05-14-353-016	HOLT ROAD	33-25-05-15-280-001	2237 AURELIUS ROAD
33-25-05-23-126-003	4341 HOLT ROAD	33-25-05-14-351-001	2102 AURELIUS ROAD
33-25-05-14-353-028	4378 HOLT ROAD	33-25-05-15-429-018	2201 AURELIUS ROAD
33-25-05-14-353-018	4404 HOLT ROAD	33-25-05-15-482-017	2073 AURELIUS ROAD
33-25-05-23-101-008	4435 HOLT ROAD	33-25-05-15-279-014	2263 CEDAR STREET
33-25-05-23-127-003	4319 HOLT ROAD	33-25-05-15-429-019	2195 AURELIUS ROAD
33-25-05-14-382-012	4276 HOLT ROAD	33-25-05-15-429-020	2189 AURELIUS ROAD
33-25-05-14-376-023	4340 HOLT ROAD	33-25-05-15-432-009	4507 DON STREET
33-25-05-23-128-017	4267 HOLT ROAD	33-25-05-14-304-006	2122 AURELIUS ROAD
33-25-05-23-127-026	1995 CEDAR STREET	33-25-05-15-429-021	4506 DON STREET
33-25-05-14-353-015	4434 HOLT ROAD	33-25-05-15-479-012	2107 AURELIUS ROAD
33-25-05-23-102-003	4401 HOLT ROAD	33-25-05-15-426-007	2223 AURELIUS ROAD
33-25-05-14-301-030	2190 AURELIUS ROAD	33-25-05-15-426-008	2205 AURELIUS ROAD



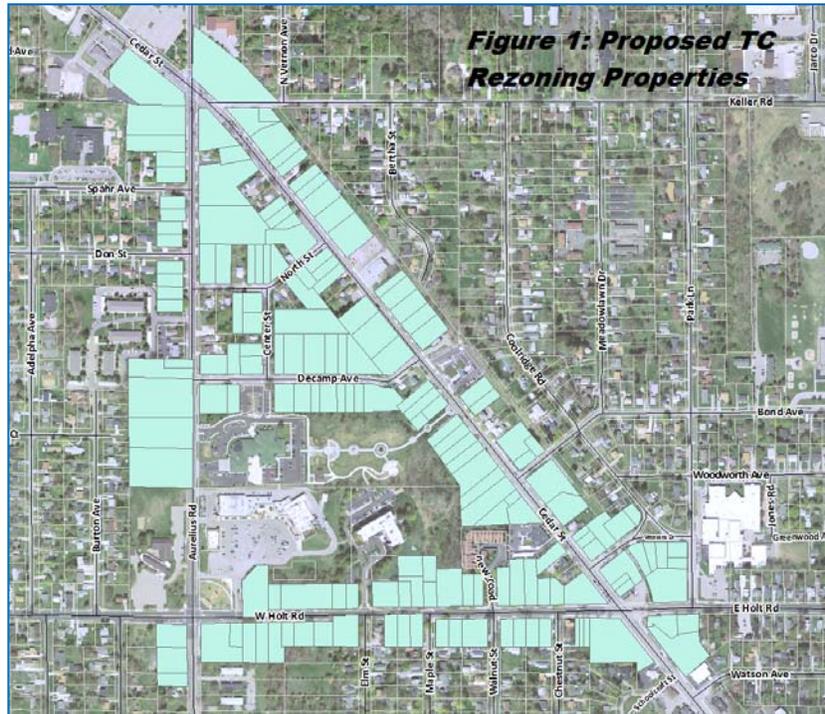
**REZONING REQUEST:**

The Planning Commission (PC), on behalf of the Township, has initiated rezoning of 167 properties to the Town Center (TC) zoning district.

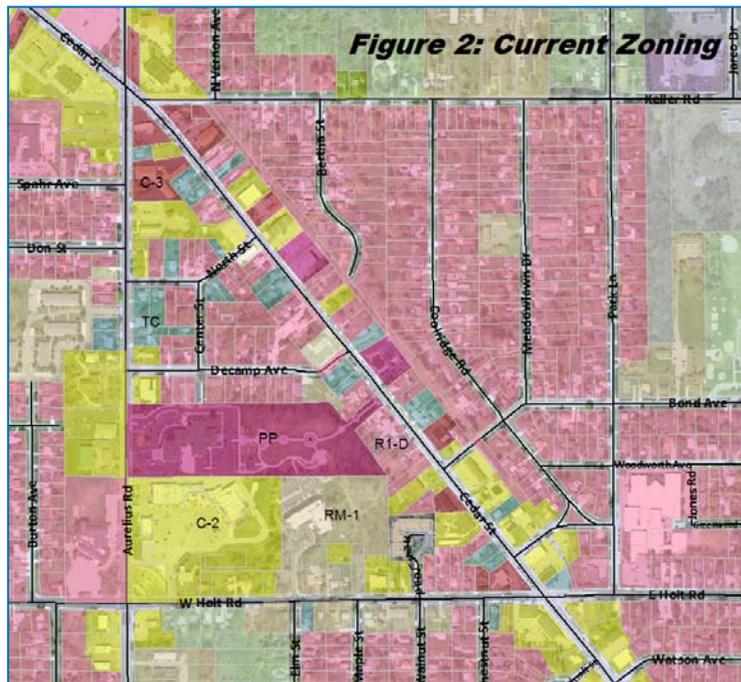
**AREA DESCRIPTION:**

Figure 1 shows the properties that are included in the current rezoning proposal. A comprehensive list of the properties is included herein as Exhibit A.

Examining Figure 1, one will likely observe a few “gaps” where TC rezoning is not being proposed. Many of



these gaps are properties that are already currently zoned TC. These existing TC properties are shown in Figure 2 as light blue in color. Figure 2 illustrates the current zoning of properties in the subject area. The other gap properties are those where TC zoning is likely not appropriate.



Examples include the Community Service Center complex (Township Offices) which is currently zoned PP: Public Property, the Holt Plaza shopping center, Tamarack Apartments and the Presbyterian Church. The impact to these properties of rezoning to TC would likely be significant and the land uses are actually consistent with the overall goals of the TC district currently.

## CONSIDERATIONS:

### 1. Master Plan:

The 2013 Master Plan (MP) and its Future Land Use Map (FLUM) show much of the subject area as “Community Activity Center” (CAC). Figure 3 is a snapshot of the current FLUM.

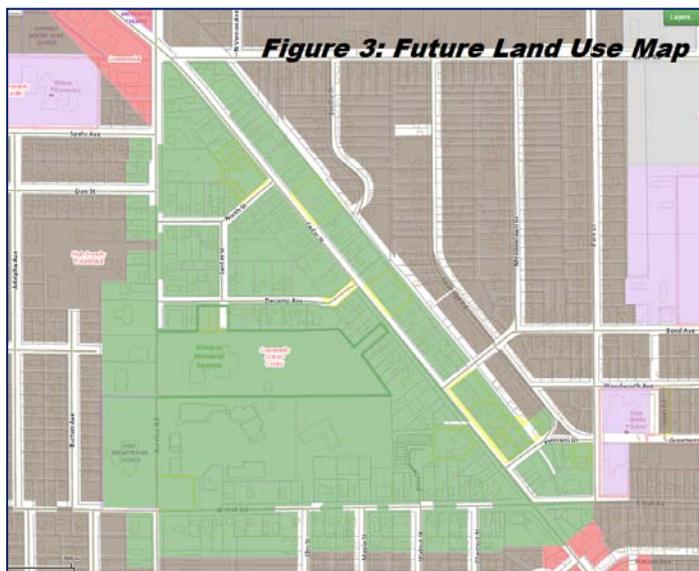
The adjacent callout box includes the 2013 MP language relative to the CAC designation. In addition to being consistent with the FLUM and intent of the CAC language, the proposed rezoning appears consistent with Vision 1, Goals 1 & 3 of the Master Plan, which reads as follows:

#### Community Facilities Visions & Goals (MP pg. 30)

**Vision 1:** The Delhi Charter Township Planning Commission will identify and establish location’s for public facilities and public activities which serve township residents and promotes a sense of community.

*Goal 1:* Promote the “Triangle” area to contain primary locations for Town Center and Public Property services.

*Goal 3:* Promote architectural design standards for the triangle and other community facilities as they develop.



example, single and two-family homes are permitted by right in the TC district. However, owners of residential properties that are currently zoned R1-D would, under the TC zoning, also be permitted to use their property for many non-residential uses that are not currently permitted

#### **From 2013 Master Plan:**

#### **Community Activity Center**

*This is the area within which the Plan envisions a focal point for the community and to provide local governmental, commercial, and retail services to residents. The Community Activity Center should be promoted and enhanced with aesthetic improvements, which create the appearance and feeling of a unique physical space within the community. The development of pedestrian links to community shopping opportunities and local institutions, both religious and government, is a priority for this area.*

*This is the area where the Town Center zoning district is an appropriate implementation tool for redevelopment of unique buildings. The development standards for the Town Center zoning district need to be re-evaluated to further encourage appropriate development, which give the Community Activity Center its unique character.*

### 2. Land Use Impacts:

The land uses that are currently permitted under existing zoning conditions vary. The current zoning of the subject properties, as shown in Figure 2, include multi-family, commercial, public property and 1 & 2 family residential. For an exact list of all permitted uses within the current zoning districts, please refer to the respective sections within the Zoning Ordinance.

That said, with a few exceptions, most of the existing land uses are permitted under the proposed TC Zoning. For

under R-1D. This represents an increase in the amount of permitted land uses. Most existing commercial uses are also permitted within the TC district. There are a few exceptions, including existing motels, second hand or pawn stores, dollar stores/payday advance/rent-to-own furniture/similar operations and sexually oriented businesses. Existing uses of any type that are not permitted within the TC district would become legally non-conforming and subject to the regulations of Section 6.7 of the ZO.

There are also some existing commercial properties that will become legally non-conforming as a result of their physical characteristics. For example, a strip-type development with parking in front of the building will become legally non-conforming because the TC district requires buildings to be oriented to the roadway and parking to be behind. Of course, this does not mean that the building must be removed or cannot continue to be used. However, it does mean that the provisions of Section 6.7 will apply to these structures if the rezoning is approved.

In an attempt to address specific questions/concerns/issues, a letter was mailed to each owner of property that is subject to the current rezoning initiative. The letter invited interested parties to contact the Community Development Office so that personalized information could be made available. Further, impacted individuals were invited to attend the public hearing and information session that will be held at the April 13<sup>th</sup> PC meeting.

#### **ANALYSIS:**

For the purpose of encouraging and developing consistency in decision making, there are criteria that may be analyzed by the Planning Commission in consideration of a change in zoning. These may include (but not be limited to) the following:

- 1. Consistency with the goals, policies and the Master Plan and its Future Land Use Map (FLUM), including any sub-area, corridor, or related planning studies. If conditions have changed since the Plan was adopted, the consistency with recent development trends in the area.**

As discussed above, the proposed rezoning is consistent with the FLUM and the specific vision/goal statements included in the 2013 Master Plan.

- 2. Compatibility of the site's physical, geological, hydrological and other environmental features with potential impacts from all uses permitted in the proposed zoning district.**

There are 167 properties included in the proposed rezoning. As discussed above, most of the subject properties are already in conformance with the requirements of the TC district. However, some properties will become legally non-conforming. Most of these will be non-conforming due to physical characteristics of the building or site (e.g. the location of parking). However, some will become non-conforming due to the current use (e.g. motels). These non-conforming uses and properties will be permitted to remain, but will become subject to the provisions of Section 6.7 of the Zoning Ordinance. Overtime, non-conformities will be reduced and the goal of implementing the TC district provisions will prevail.

- 3. The compatibility of all of the potential allowable uses in the proposed zoning district with surrounding land uses and zoning class in terms of suitability, environmental impacts, density, nature of use, infrastructure and potential influences on property values.**

The triangle area has been planned for land uses consistent with the Community Activity Center for many years. The Master Plan suggests that implementation of this planning can be achieved by TC zoning.

- 4. The availability and capacity of Township utilities and services sufficient to accommodate the uses permitted in the requested district without compromising the overall "health, safety and welfare" of the Township.**

All utilities are present. Emergency services are provided by Delhi Township and the Delhi Division of the Ingham Co. Sherriff's Department.

- 5. If a rezoning is appropriate, is the requested zoning district considered to be more appropriate from the Township's perspective than other possible zoning district?**

The properties are currently primarily zoned RM-1, R1-D, C-2 and C-3. The TC district was developed specifically for the purpose of providing and promoting attractive development while protecting and maintaining existing mature and/or historical areas of the community. The TC district permits a blend of compatible residential and commercial uses (ZO Section 5.13.1). The TC district establishes site development requirements that will help to create a sense of place within the Township. This is consistent with the Master Plan and is the most appropriate zoning to achieve the goals of same.

- 6. The requested rezoning will not create an isolated and unplanned spot zone.**

Not applicable. No spot zoning will occur as a result of the proposed rezoning. In fact, the rezoning will help to create a comprehensive and uniform land use and zoning pattern within the Community Activity center.

- 7. The property will conform to the requirements of the Zoning Ordinance with the requested zoning.**

See #2.

#### **FEEDBACK RECEIVED TO DATE**

We have received many phone calls, and a couple of stop-in visits, from those individuals who received the notice. Those calls were briefly memorialized in the form of file notes, which can be reviewed by Planning Commission (PC) members. The vast majority of individuals we spoke with appeared to be supportive or neutral on the proposal.

However, we did receive a letter from the owners of the property at 4495 Holt Road. This is the former "Bay Station" property. A copy of the letter is included in the PC packet. Redevelopment

of this property has been in a holding pattern for awhile as a result of the environmental monitoring that was taking place. However, the redevelopment (fueling station) was granted a Special Use Permit and had made good progress on site plan approval. The property owner has now submitted the information that we were waiting on to continue processing the site plan. For this reason, staff recommends removing this property from the TC rezoning initiative and allowing it to remain C-2: General Business. The SUP is still valid at this time and authorized the use of the property as a fueling station, so changing the zoning to TC now would potentially cause problems.

**RECOMMENDED MOTION**

Move to recommend to the Township Board approval of Case#15-880 to rezone 166 parcels within the triangle area, as listed in Exhibit A of the staff report for this case dated April 8, 2014, to Town Center, however specifically not to include parcel number 33-25-05-23-101-049 for property at 4495 Holt Rd. The rezoning is consistent with purpose and intent of the Zoning Ordinance, and is compatible with the existing and anticipated development in the area. Further, the rezoning is consistent with the vision and goals of the 2013 Master Plan.

(Note: if any other properties are removed from the rezoning list, modify the total number of parcels to reflect the reduction. Also, you'll need to note the modification to Exhibit A of the staff report to remove any specific parcels)

**MOTION TO DENY**

Move to recommend to the Township Board denial of Case#15-880 to rezone parcels within the triangle area, as specifically list in Exhibit A of the staff report dated April 8, 2015 for this case, to Town Center based on (INSERT SPECIFIC REASON FOR DENIAL).

EXHIBIT A: PROPERTY LIST

<u>PARCEL NUMBER</u>	<u>PROPERTY ADDRESS</u>	<u>PARCEL NUMBER</u>	<u>PROPERTY ADDRESS</u>
33-25-05-14-302-005	2202 CEDAR STREET	33-25-05-14-376-018	4372 HOLT ROAD
33-25-05-14-301-026	2211 CEDAR STREET	33-25-05-23-101-005	4461 HOLT ROAD
33-25-05-14-376-027	2049 CEDAR STREET	33-25-05-23-101-003	4471 HOLT ROAD
33-25-05-14-303-024	2092 CEDAR STREET	33-25-05-14-376-021	4354 HOLT ROAD
33-25-05-14-301-003	2221 CEDAR STREET	33-25-05-14-376-019	4366 HOLT ROAD
33-25-05-14-303-023	2096 CEDAR STREET	33-25-05-23-126-001	4353 HOLT ROAD
33-25-05-14-302-007	2194 CEDAR STREET	33-25-05-23-127-002	4319 HOLT ROAD
33-25-05-14-376-033	4308 HOLT ROAD	33-25-05-23-103-003	4365 HOLT ROAD
33-25-05-14-376-007	2089 CEDAR STREET	33-25-05-23-103-002	4375 HOLT ROAD
33-25-05-14-376-011	2075 CEDAR STREET	33-25-05-14-353-014	4450 HOLT ROAD
33-25-05-14-377-019	2052 CEDAR STREET	33-25-05-23-102-004	4395 HOLT ROAD
33-25-05-14-377-008	2022 CEDAR STREET	33-25-05-23-101-007	4451 HOLT ROAD
33-25-05-14-303-020	2122 CEDAR STREET	33-25-05-23-101-004	4469 HOLT ROAD
33-25-05-14-302-008	2192 CEDAR STREET	33-25-05-23-103-001	4385 HOLT ROAD
33-25-05-14-376-013	2061 CEDAR STREET	33-25-05-23-101-009	4427 HOLT ROAD
33-25-05-14-301-032	2179 CEDAR STREET	33-25-05-23-126-002	4347 HOLT ROAD
33-25-05-14-376-052	2107 CEDAR STREET	33-25-05-14-382-007	4285 VETERANS DRIVE
33-25-05-14-302-037	2182 CEDAR STREET	33-25-05-14-382-005	4291 VETERANS DRIVE
33-25-05-14-301-001	2233 CEDAR STREET	33-25-05-14-377-020	4294 VETERANS DRIVE
33-25-05-14-305-018	2143 CEDAR STREET	33-25-05-14-382-009	2017 PARK LANE
33-25-05-14-376-053	CEDAR STREET	33-25-05-23-128-020	1974 CEDAR STREET
33-25-05-14-376-012	2067 CEDAR STREET	33-25-05-22-229-017	1997 AURELIUS ROAD
33-25-05-14-377-007	2024 CEDAR STREET	33-25-05-14-376-014	2055 CEDAR STREET
33-25-05-14-305-020	2121 CEDAR STREET	33-25-05-14-376-004	CEDAR STREET
33-25-05-14-376-026	2057 CEDAR STREET	33-25-05-14-302-002	4465 KELLER ROAD
33-25-05-14-376-008	2087 CEDAR STREET	33-25-05-22-229-009	1979 AURELIUS ROAD
33-25-05-14-302-016	2142 CEDAR STREET	33-25-05-14-382-008	PARK LANE
33-25-05-14-302-035	2230 CEDAR STREET	33-25-05-14-377-023	4302 VETERANS DRIVE
33-25-05-14-382-003	2006 CEDAR STREET	33-25-05-14-303-030	4338 BOND AVENUE
33-25-05-14-377-006	2032 CEDAR STREET	33-25-05-14-377-018	4288 VETERANS DRIVE
33-25-05-14-305-015	2159 CEDAR STREET	33-25-05-22-229-010	1967 AURELIUS ROAD
33-25-05-14-302-004	2206 CEDAR STREET	33-25-05-14-382-004	VETERANS DRIVE
33-25-05-14-303-019	2128 CEDAR STREET	33-25-05-14-304-008	2145 CENTER STREET
33-25-05-14-301-013	2185 CEDAR STREET	33-25-05-14-304-014	CENTER STREET
33-25-05-14-303-028	2068 CEDAR STREET	33-25-05-14-305-005	2144 CENTER STREET
33-25-05-14-382-002	CEDAR STREET	33-25-05-14-301-018	4472 NORTH STREET
33-25-05-14-302-036	2214 CEDAR STREET	33-25-05-14-305-004	4445 NORTH STREET
33-25-05-14-382-001	2018 CEDAR STREET	33-25-05-14-301-019	4466 NORTH STREET
33-25-05-14-305-013	2169 CEDAR STREET	33-25-05-14-305-003	4453 NORTH STREET
33-25-05-14-302-012	2168 CEDAR STREET	33-25-05-14-304-007	2155 CENTER STREET
33-25-05-14-302-011	2176 CEDAR STREET	33-25-05-14-304-003	4481 NORTH STREET

33-25-05-14-303-018	2132 CEDAR STREET	33-25-05-14-301-020	4462 NORTH STREET
33-25-05-14-377-004	2040 CEDAR STREET	33-25-05-14-301-021	4452 NORTH STREET
33-25-05-14-305-014	2163 CEDAR STREET	33-25-05-14-301-016	4482 NORTH STREET
33-25-05-14-376-030	2031 CEDAR STREET	33-25-05-14-352-003	4443 DECAMP STREET
33-25-05-14-303-029	2064 CEDAR STREET	33-25-05-14-352-005	4429 DECAMP STREET
33-25-05-14-376-009	2085 CEDAR STREET	33-25-05-14-304-010	4476 DECAMP STREET
33-25-05-14-305-019	2135 CEDAR STREET	33-25-05-14-305-010	4426 DECAMP STREET
33-25-05-14-302-015	CEDAR STREET	33-25-05-14-352-001	4459 DECAMP STREET
33-25-05-14-376-005	2101 CEDAR STREET	33-25-05-14-352-004	4441 DECAMP STREET
33-25-05-14-376-010	2079 CEDAR STREET	33-25-05-14-305-011	DECAMP STREET
33-25-05-14-301-011	2191 CEDAR STREET	33-25-05-14-304-015	2121 CENTER STREET
33-25-05-14-301-012	2189 CEDAR STREET	33-25-05-14-352-006	4425 DECAMP STREET
33-25-05-14-152-020	2240 CEDAR STREET	33-25-05-14-305-008	4440 DECAMP STREET
33-25-05-14-353-023	4488 HOLT ROAD	33-25-05-14-351-002	4481 DECAMP STREET
33-25-05-14-353-027	HOLT ROAD	33-25-05-14-305-007	DECAMP STREET
33-25-05-14-353-024	4378 HOLT ROAD	33-25-05-14-305-006	4460 DECAMP STREET
33-25-05-23-101-002	4473 HOLT ROAD	33-25-05-14-305-009	4428 DECAMP STREET
33-25-05-14-353-027	HOLT ROAD	33-25-05-14-352-002	4445 DECAMP STREET
33-25-05-14-376-022	4348 HOLT ROAD	33-25-05-14-352-009	4415 DECAMP STREET
33-25-05-14-353-013	4462 HOLT ROAD	33-25-05-14-352-007	4419 DECAMP STREET
33-25-05-14-353-017	4410 HOLT ROAD	33-25-05-15-432-011	2157 AURELIUS ROAD
33-25-05-23-126-004	4335 HOLT ROAD	33-25-05-15-280-100	AURELIUS ROAD
33-25-05-23-128-016	4279 HOLT ROAD	33-25-05-15-280-100	AURELIUS ROAD
33-25-05-23-101-006	4455 HOLT ROAD	33-25-05-15-432-012	2151 AURELIUS ROAD
33-25-05-23-102-002	4407 HOLT ROAD	33-25-05-15-479-011	2123 AURELIUS ROAD
33-25-05-14-376-024	4334 HOLT ROAD	33-25-05-15-432-010	2163 AURELIUS ROAD
33-25-05-14-376-056	4328 HOLT ROAD	33-25-05-15-479-007	2125 AURELIUS ROAD
33-25-05-14-353-025	4396 HOLT ROAD	33-25-05-14-301-015	2162 AURELIUS ROAD
33-25-05-23-127-004	4317 HOLT ROAD	33-25-05-15-479-009	2101 AURELIUS ROAD
33-25-05-14-353-016	HOLT ROAD	33-25-05-15-280-001	2237 AURELIUS ROAD
33-25-05-23-126-003	4341 HOLT ROAD	33-25-05-14-351-001	2102 AURELIUS ROAD
33-25-05-14-353-028	4378 HOLT ROAD	33-25-05-15-429-018	2201 AURELIUS ROAD
33-25-05-14-353-018	4404 HOLT ROAD	33-25-05-15-482-017	2073 AURELIUS ROAD
33-25-05-23-101-008	4435 HOLT ROAD	33-25-05-15-279-014	2263 CEDAR STREET
33-25-05-23-127-003	4319 HOLT ROAD	33-25-05-15-429-019	2195 AURELIUS ROAD
33-25-05-14-382-012	4276 HOLT ROAD	33-25-05-15-429-020	2189 AURELIUS ROAD
33-25-05-14-376-023	4340 HOLT ROAD	33-25-05-15-432-009	4507 DON STREET
33-25-05-23-128-017	4267 HOLT ROAD	33-25-05-14-304-006	2122 AURELIUS ROAD
<del>33-25-05-23-101-049</del>	<del>4495 HOLT ROAD</del>	33-25-05-15-429-021	4506 DON STREET
33-25-05-14-353-015	4434 HOLT ROAD	33-25-05-15-479-012	2107 AURELIUS ROAD
33-25-05-23-102-003	4401 HOLT ROAD	33-25-05-15-426-007	2223 AURELIUS ROAD
33-25-05-14-301-030	2190 AURELIUS ROAD	33-25-05-15-426-008	2205 AURELIUS ROAD
		33-25-05-23-127-026	1995 CEDAR STREET



EXCERPT FROM DRAFT MINUTES  
APRIL 13, 2015 PLANNING COMMISSION MEETING

**PUBLIC HEARING, CASE #15-880, TOWN CENTER AREA REZONING**

---

Ms. Miller provided a brief summary of the historical planning efforts that have been focused on the development of a civic center within Delhi Township. She stated that the 2007 and 2013 Master Plan calls for the development of a community activity center within the triangle area, which is the area generally created by Cedar Street, Holt Road and Aurelius Road.

Ms. Miller explained that there are currently 167 properties included in the proposed rezoning. However, the property located at the south-east corner of Holt and Aurelius Road may need to be removed. This property has an approved Special Use Permit for a fueling station and has once again begun working on obtaining approval of the site plan that was previously submitted.

**Public Hearing Opened @ 7:00 p.m.**

It was determined that Ms. Miller and/or the PC members would attempt to provide information and address individual concern's as they were raised during the hearing, rather than just receiving comments.

Winn Stebbins, 4427 Holt Road, spoke about his concern that residential properties have sufficient protection.

Dale Hoover, 4347 Holt Road, spoke about the home next door to him.

Dr. Susan Maples, 2101 Aurelius Road, wants health care here within walking distance. She specifically asked about her building's parking area and how the TC rezoning would impact resale of her building.

Duke Cole, 4452 Decamp Street, asked why his property was being included in the proposed rezoning.

Betsy Lehner, 2121 Center Street, asked if the rezoning would impact what she could do with the vacant parcel she owns to the north of her home.

Joy Monroe, 2189 Cedar Street, stated that she would have a broader opportunity for her business and her retail signage.

Dana Stiffler, 4366 Holt Road, questioned if signage and parking requirements were related in the TC district.

Ms. Miller responded that signage and parking are not tied to each other. It is the land use that is used to determine the required number of parking spaces and the zoning district that determines permitted signage.

Kate Tate, 1910 Chestnut Street, asked what types of businesses are allowed in TC.

Frank Sicrawski, 2016 Cedar Street, inquired about how the proposed zoning change would impact his existing auto repair business.

EXCERPT FROM DRAFT MINUTES  
APRIL 13, 2015 PLANNING COMMISSION MEETING

Cathy Duggan, 2144 Center Street, voiced concern that the rezoning would result in a tax increase. She also inquired about the Township's efforts in attracting businesses to the community.

Ms. Miller provided information about the Master Plan process, the Downtown Development Authority's efforts, the recent study completed by the Chesapeake Group and the Lansing Economic Area Partnership.

Laurie Crooks, 2101 Aurelius Road, stated that she manages Dr. Susan Maples building. Ms. Crooks asked about permit costs and the various approval processes. She asked if the rezoning would make those processes more cumbersome and costly.

Ms. Miller stated that the proposed rezoning does not impact permit costs and that the approval process for site development and permitting will be the same. She stated that the district's development standards are different than the current commercial zoning.

Peg Stiffler, 4366 Holt Road, stated that there has been a lot of change on the north side of Holt Road over the years and that she is concerned that when it comes time to sell her home the area may not look like a neighborhood.

Ms. Miller clarified that her property is currently zoned C-2: General Business, and that her current use of the property as a single-family residence is legally non-conforming. The TC district permits single and two-family homes by right. The proposed rezoning would eliminate the property's current legal non-conforming status.

Les Weismiller, 2135 & 2139 Cedar Street, wondered how this would affect his parents business which is currently located on Cedar.

Debra Hoover, 4347 Holt Road, asked if there were any plans to widen Holt Road.

Ms. Miller stated that she was not aware of any plans to widen Holt Road, but that roads are managed by the Ingham County Road Department.

Winn Stebbins, 4427 Holt Road, asked how he would know the status of this rezoning as it moves through the various approval steps.

Ms. Miller suggested that those interested could check the Delhi Township website, email the Community Development department or call.

**Public Hearing Closed @ 8:30p.m.**

**Olson moved, Goodall seconded to recommend to the Township Board approval of Case#15-880 to rezone 166 parcels within the triangle area, as listed in Exhibit A of the staff report for this case dated April 8, 2015, to Town Center, however specifically not to include parcel number 33-25-05-23-101-049 for property at 4495 Holt Rd. The rezoning is consistent with purpose and intent of the Zoning Ordinance, and is compatible with the existing and anticipated development in the area. Further, the rezoning is consistent with the vision and goals of the 2013 Master Plan.**

A Roll Call Vote was recorded as follows:

EXCERPT FROM DRAFT MINUTES  
APRIL 13, 2015 PLANNING COMMISSION MEETING

Ayes: Zietlow, Olson, O'Hara, Leaf, Goodall, Craig, Berry-Smokoski  
Nays: None  
Absent: Harmon, Lincoln  
Abstain: None

**MOTION CARRIED**

Discussion:

Commissioner Olson asked staff to state the setback requirements within the TC district. Ms. Miller provided the requested information. Olson stated that it was her opinion that the proposed rezoning will create additional opportunities for many of the property owners in the impacted area. Physical change within the area will not happen overnight, but has been the planned vision for many years.

## DELHI CHARTER TOWNSHIP

### MEMORANDUM

**TO:** Delhi Township Board Members

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

**DATE:** March 12, 2014

**RE:** Proposal for Engineering Services – Eifert Road Force Main Replacement – Hubbell, Roth & Clark, Inc.

---

Enclosed for your review and approval is a Proposal for Eifert Road Force Main Replacement – Easement Assistance from Hubbell, Roth & Clark, Inc. in the amount of \$11,100 for the assistance in acquiring the necessary easements in conjunction with the Eifert Road Force Main Replacement Project.

As you may recall, last summer the Township went through significant efforts to replace a portion of the Eifert Road Force Main that had corroded and began leaking/collapsing. During the replacement process we began to investigate the extent of the corrosion throughout the length of the pipe and discovered that much of the force main was indeed compromised and needed complete replacing.

With that in mind, Hubbell, Roth & Clark, Inc. has completed the topographical study and design engineering phase of the project. Before we can begin construction of the new Eifert Road Force Main we must first obtain easements from the affected property owners along Eifert Road. The Township solicited HRC to provide us with a proposal for easement acquisition as staff feel the process can be very time consuming and can be of delicate nature when dealing with property owners. Because of the SAW grant, 90% of all engineering costs associated with the Eifert Road Force Main Replacement are eligible for reimbursement, including this proposal. Therefore, I recommend the Board approve the Proposal from HRC for easement acquisition in the amount of \$11,100.

#### **Recommended Motion:**

**To approve the Proposal for Eifert Road Force Main Replacement Easement Acquisition from Hubbell, Roth & Clark, Inc. in the amount of \$11,100 for the Eifert Road Force Main Replacement Project.**

---

---

**INTEROFFICE MEMORANDUM**

---

---

**TO:** JOHN ELSINGA, TOWNSHIP MANAGER

**FROM:** SANDRA DIORKA, DIRECTOR OF PUBLIC SERVICES 

**SUBJECT:** ENGINEERING SERVICES – EIFERT ROAD FORCE MAIN REPLACEMENT (EASEMENT ASSISTANCE)

**DATE:** APRIL 28, 2015

**COPY TO:** FILE

---

Last year, the township board approved the replacement of the entire 7,000 lineal feet (LF) of force main between the Eifert Road lift station and the outlet manhole located about 600 feet north of Wilcox Road.

Hubbell, Roth & Clark, Inc. (HRC) was contracted to perform the following: a topographic survey of the proposed new force main location (the existing survey is over 30 years old); design engineering for the force main replacement; and acquiring the construction permits from the Ingham County Drain Commission (ICDC), Ingham County Road Commission (ICRC), and the Michigan Department of Environmental Quality (MDEQ).

Temporary easements for construction and permanent easements for access by the township for maintenance of the new force main must be obtained prior to construction. This is a delicate process and extremely time consuming; therefore, the township requested a proposal from HRC to provide easement assistance for the fourteen (14) parcels located on Eifert Road that the new force main runs across.

The Township was awarded the Stormwater Asset Management and Wastewater (SAW) grant last year, ninety percent of the engineering cost for the Eifert Road force main and this proposal is eligible for reimbursement.

I respectfully request you ask the Township Board to approve the proposal from HRC to provide easement assistance for a total cost of \$11,100.00. This project was budgeted for and is included in the Capital Improvements 2015 budget.



**PRINCIPALS**

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

**SENIOR ASSOCIATES**

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

**ASSOCIATES**

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

**HUBBELL, ROTH & CLARK, INC.**

OFFICE: 2101 Aurelius Road, Suite 2A  
Holt, MI 48842  
PHONE: 517.3694.7760  
WEBSITE: [www.hrc-engr.com](http://www.hrc-engr.com)  
EMAIL: [info@hrc-engr.com](mailto:info@hrc-engr.com)

April 28, 2015

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

Attn: Ms. Sandra Diorka, Director

Re: Eifert Road Force Main Replacement: HRC Job No. 20130633  
Easement Assistance

Dear Ms. Diorka:

Per the Township's request, Hubbell, Roth & Clark, Inc. (HRC) is submitting this proposal for engineering assistance for the procurement of the necessary easements for the Eifert Road force main replacement project. This service was not included in our previously approved scope of services. The location of the new force main runs across eight (8) parcels located on Eifert Road north of Holt Road (reference Figure 1). All but one of the parcels fronts Eifert Road, the other parcel is located west of the intersection of West Blvd. and Tolland Avenue. Each of the eight parcels will require temporary easements for construction as well as permanent easements for access by the Township for maintenance of the new force main.

Additionally, the new force main will run across the Assembly of God Church parcel located on the southeast corner of Holt Road and Eifert Road intersection which will require permanent and construction easements.

The force main will then cross Eifert Road and continue to run along the west side of Eifert Road, between the existing force main and an existing natural gas main. Although the existing force main and gas main are both located within the Right-of-Way (ROW) there will be construction disturbance to the properties abutting the ROW along the west side of Eifert. Therefore temporary construction easements will be required of five (5) additional parcels.

The Township has requested the assistance of HRC in performing acquisition of construction and permanent easements on these parcels. HRC proposes to perform the following easement acquisition services:

1. Prepare preliminary length of force main and width of easement for use by Township Attorney.
2. Prepare the proper documentation (legal descriptions and drawings) for the identified easements. HRC will use the Delhi Township tax rolls to determine individual parcel ownership. This will need confirmation from the Township and the Township Attorney

Ms. Sandra Diroka  
April 27, 2015  
HRC Job Number 20130633  
Page 2 of 2

3. Attend two (2) informational meetings with the property owners. One meeting will be held with the property owners located on the North side of Holt Road and a separate meeting will be held with the property owners located on the South side of Holt Road.

The total effort/cost for these services is **95 hours at \$11,100.**

If approved by the Township, these services will be billed on a time-and-materials basis and will not be exceeded without approval of the Township.

The following items are not included as part of this proposal:

- Preparation of the easement cover documents
- Legal services such as title searches, easement recording, etc.
- Additional meetings or individual easement negotiations
- Property owner compensation for the easements
- Condemnation assistance

If you have any questions or require any additional information, please contact the undersigned.

Very truly yours,

HUBBELL, ROTH & CLARK, INC.



James F. Burton, P.E.  
Associate

TG/jb

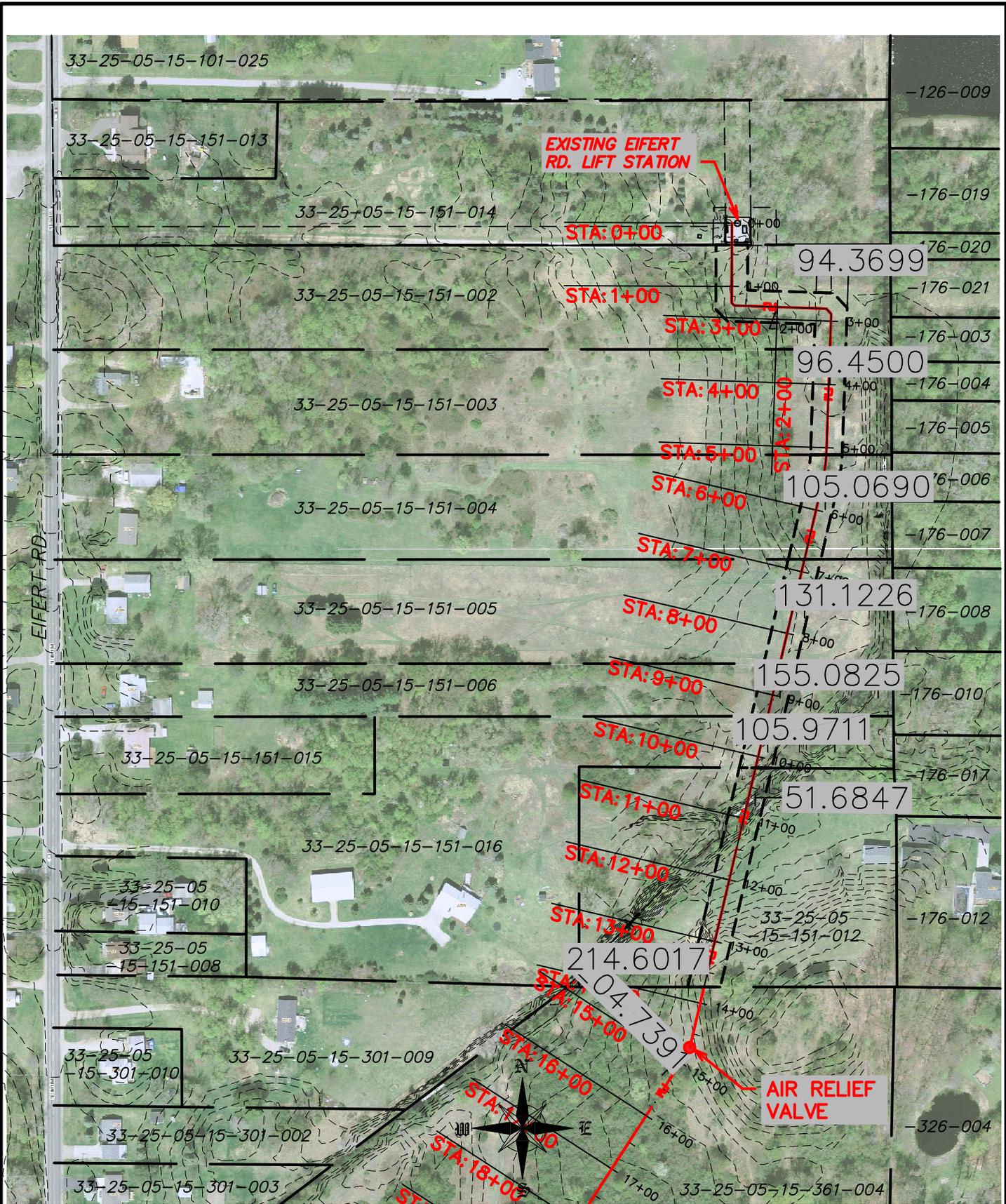
pc: Delhi Twp; J. Elsinga  
HRC; T. Grant, File

Accepted By Delhi Township:

---

---

Date



PROJECT NO. 20130633	
FIGURE 1	APRIL 2015

DELHI CHARTER TOWNSHIP  
EIFERT ROAD FORCE MAIN  
APPROX. LOCATION ON PARCELS





## MEMORANDUM

TO: John B. Elsinga, Township Manager

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

DATE: April 15, 2015

RE: Ord. 102.7 – adoption of 2012 International Property Maintenance Code

In 1998 Delhi Township first adopted the International Property Maintenance Code (IPMC). The IPMC is a model code developed by the International Code Council (ICC) (<http://www.iccsafe.org/>). Communities are able to adopt this, and other ICC model codes, by reference. The Township also uses the ICC's Fire Code.

ICC periodically updates their model codes in order to remain current and up-to-date with changing conditions and technologies. These updated codes are periodically published by ICC and can then be implemented easily by the municipalities that use them. For example, the first IPMC adopted by Delhi Township was the 1998 edition. Since then, we have adopted three other editions of the IPMC with the latest being 2006. The 2006 edition is what we are still currently using.

At this time, staff is recommending that the Township Board adopt the 2012 edition of the IPMC. When we adopt the codes, we are able to make specific amendments that help the IPMC more precisely fit the needs of our community. Examples include changes like adding definitions that aid us in administering the ordinance or adding language which permits us to place abatement costs as liens against a property. These amendments to the model code are listed specifically in the Ordinance that adopts each new code.

Attached is Ordinance 102.7 which accomplishes two objectives:

1. Adopts the 2012 IPMC, and
2. provides specific amendments to the IPMC that are necessary to ensure it addresses the Township's needs.

Examining Ordinance 102.7, it may appear that there are many proposed amendments. However, most of the amendments listed are not new. Each time we adopt a new code, we have to re-state the specific amendments to current model code. Therefore, what you see in the attached Ordinance includes all of the amendments going back to 1998 that remain relevant. In addition, new sections are sometimes added to the model code, or the section numbers change. This creates the requirement to restate the amendments each time we adopt a new code, even if the amendments themselves are not changing.

There are a few newly proposed amendments to the 2012 code. None of these amendments are controversial or burdensome, but are as follows:

- Amend the IPMC to reduce the stated 20 day appeal period to 10 days, which is consistent with the appeals period for most other Township ordinances.
- Add a section to require that clothes dryers be vented using only approved ridged materials (the flexible foil/plastic ones are significant fire hazards).
- Add a section to require that CO<sub>2</sub> detectors are present in all rental units (they are now required by building code for newly constructed homes).

I have not attached a copy of the 2012 IPMC because it is a bound booklet that we must purchase directly from IPMC. It cannot be photocopied or scanned for copyright reasons. However, I have a booklet here in my office that can be reviewed at any time if you, or others, are interested. I will also bring this copy to the upcoming Board meeting.

If you have any questions, or need additional information, please don't hesitate to ask. Otherwise, I respectfully request that you forward the attached information, along with your concurrence, to the Township Board for first consideration and action at the upcoming April 21<sup>st</sup> meeting. Thank you!

**Recommended Motion:**

**Upon second consideration, to amend Township Ordinance No. 102, which adopts the International Property Maintenance Code, 2012 Edition (Township Ordinance No. 102.7).**

DELHI CHARTER TOWNSHIP  
INGHAM COUNTY, MICHIGAN

TOWNSHIP ORDINANCE NO. 102.7

PREAMBLE

AN ORDINANCE TO AMEND CHAPTER 3 OF THE CODE OF ORDINANCES OF THE CHARTER TOWNSHIP OF DELHI BY AMENDING (PURSUANT TO SECTION 23 OF PA 1947, NO 359) THE INTERNATIONAL PROPERTY MAINTENANCE CODE, 2012 EDITION PUBLISHED BY THE INTERNATIONAL CODE COUNCIL AS A PROPERTY MAINTENANCE CODE FOR THE CHARTER TOWNSHIP OF DELHI REGULATING AND PROVIDING MINIMUM STANDARDS WITH REFERENCE TO SPACE AND OCCUPANCY, STRUCTURAL, ELECTRICAL, MECHANICAL AND PLUMBING REQUIREMENTS, FIRE SAFETY AND EXITING REQUIREMENTS, PROVIDING FOR DEFINITIONS AND PROVISIONS WITH REFERENCE TO ENFORCEMENT OF SAID ORDINANCE, NOTICES, APPEALS AND PENALTIES FOR VIOLATIONS THEREOF AND TO REGULATE THE REGISTRATION OF RESIDENTIAL RENTAL PROPERTY; TO PROVIDE FOR THE INSPECTION OF RESIDENTIAL RENTAL PROPERTY; AND TO PROVIDE DEFINITIONS AND PROVISIONS WITH REFERENCE TO ENFORCEMENT OF SAID PROVISIONS.

THE CHARTER TOWNSHIP OF DELHI ORDAINS:

**SECTION 3-86. ADOPTION OF THE INTERNATIONAL PROPERTY MAINTENANCE CODE, 2012 EDITION.**

That a document, five (5) copies of which shall at all times be available for public inspection at the office of the Township Clerk together with all amendments marked and designated as the International Property Maintenance Code, 2012 Edition, published by the International Code Council shall be and is hereby adopted by the Charter Township of Delhi. That said code is adopted and made a part hereof by reference except as amended by and within this ordinance. In accordance with the enabling statutes cited in the preamble to this ordinance, the Clerk shall make available copies of the ordinance in the Clerk's office together with amendments which shall be available for distribution to members of the public at large at a charge to be established by the Township Board.

**SECTION 3-87. AMENDMENTS TO THE INTERNATIONAL PROPERTY MAINTENANCE CODE, 2012 EDITION.**

A. Section 101.1 is hereby amended to read:

**Title.** These regulations shall be known as the *Property Maintenance Code of Delhi Charter Township*, herein referred to as "this code".

B. Section 102.3 is hereby amended to read:

**Application of other codes.** Repairs, additions or alterations to a structure, or changes of occupancy, shall be done in accordance with the procedures and provisions of the Michigan

Residential Code, Michigan Uniform Energy Code, Michigan Rehabilitation Code for Existing Buildings, the Delhi Charter Township Zoning Ordinance, the Michigan Plumbing Code, the Michigan Mechanical Code, the 2011 National Electrical Code with part 8 amendments, and the International Fire Code. When a code other than that, which is hereby listed, is referenced within this code, the locally adopted equivalent code shall be the reference standard.

C. Section 103.2 shall be and is hereby deleted.

D. Section 103.3 shall be and is hereby deleted.

E. Section 103.5 is hereby amended to read:

**Fees.** The fees for activities and services associated with the enforcement of this ordinance may be established by resolution of the Township Board.

F. Section 106.3 is hereby amended to read:

**Prosecution of violation.** Any person failing to comply with a notice of violation or order served in accordance with Section 107, relating to Section 108.4.1 and Section 108.5 shall be deemed guilty of a misdemeanor. Any person failing to comply with a notice of violation or order served in accordance with Section 107 for any other section of this code shall be deemed guilty of a civil infraction. If the notice of violation is not complied with, the code official shall institute the appropriate proceeding at law or in equity to restrain, correct or abate such violation, or to require the removal or termination of the unlawful occupancy of the structure in violation of the provisions of this code or of the order or direction made pursuant thereto. Any action taken by the authority having jurisdiction on such premises shall be charged against the real estate upon which the structure is located and shall be a lien upon such real estate.

G. Section 109.5 is hereby amended to read:

**Costs of emergency repairs.** Costs incurred in the performance of emergency work shall be charged against the real estate upon which the work was performed and shall be a lien upon such real estate.

H. Section 111.1 is hereby amended to read:

**Application for appeal.** Any person directly affected by a decision of the code official or a notice or order issued under this code shall have the right to appeal to the board of appeals, provided that a written application for appeal is filed within ten (10) days after the day the decision, notice or order was served. An application for appeal shall be based on a claim that the true intent of this code or the rules legally adopted thereunder have been incorrectly interpreted, the provisions of this code do not fully apply, or the requirements of this code are adequately satisfied by other means.

I. Section 112.4 is hereby amended to read:

**Failure to comply.** Any person who shall continue any work after having been served with a stop work order, except such work as that person is directed to perform to remove a violation or unsafe condition, shall be guilty of a civil infraction.

J. Section 202 is hereby amended to add the following definitions to those listed in this section:

Authorized Township Official refers to the Director of Community Development of Delhi Charter Township or his/her agent.

Code means any code or ordinance adopted by Delhi Charter Township.

Common area is the area in a rental dwelling or complex not within a tenant's private rental unit. It may include, but is not limited to, hallways, basement areas, common exterior stairways, balconies and space which contain mechanical, electrical or plumbing equipment.

Good faith effort is work done towards removing or rectifying a code violation, while not completed, in the sole opinion of the authorized township official, substantial, and tangible progress toward that end has been made.

Owner Occupied Dwelling means a dwelling which a person both owns as a title holder or land contract purchaser and lives in as his or her true, fixed and permanent home to which, whenever absent, the person intends to return.

Rental complex is a group of rental dwellings

Rental dwelling is any dwelling containing a rental unit, a rooming unit, or hotel/motel unit, including single family homes and mobile homes occupied by a tenant or tenants.

Rental property refers generally to all rental complexes, dwellings and units.

Rental unit is a particular living quarters within a dwelling intended for occupancy by a person other than the owner and the family of the owner, including mobile homes, single family homes, apartments, hotel/motel units, rooming units, and for which a remuneration of any kind is paid.

Tenant is a person residing in a rental dwelling or rental unit not holding any legal or equitable title to the property.

Violation Notice is a written correspondence issued by the Department of Community Development advising an owner, or his agent, of a violation of this ordinance. Violation notices shall list all infractions and corrective measures necessary to comply with this ordinance and a time period within which corrections must be completed.

K. The term "owner" within Section 202 is hereby amended to read:

Owner. Any person, agent, operator, firm, limited liability company, agent, operator, manager, partnership or corporation having a legal or equitable interest in the property; or recorded in the official records of the state, county or municipality as holding title to the property; or otherwise having control of the property, including the guardian of the state of any such person, and the executor or administrator of the estate of such person if ordered to take possession of real property by a court. Owner shall not include a tenant.

L. 302.1.1 is hereby added to read:

Furniture which is not intended or designed for outdoor use shall not be placed outdoors or on exterior balconies, porches, decks, landings, or other areas outside of any structure.

M. Section 302.4 is hereby amended to read:

**Weeds.** Weeds or grasses in excess of eight (8) inches in height shall be prohibited on residential properties and on parcels of land along improved streets in common usage within the Township, to a depth of 165 feet or the depth of the parcel, whichever is less.

In lieu of the notice provisions in § 107, the Township may publish a notice in a newspaper of general circulation within Delhi Charter Township during the month of March that grass and weeds in violation of the provisions of this Ordinance not cut by May 1 of the same year will be cut by the Township and the owner of the property shall be charged with all associated costs thereof. The Township may cut such weeds and grass as many times as shall be necessary after the publication of the aforementioned notice without further notice and the expenses incurred by the Township shall be placed as a lien against the property taxes. An administrative fee may be authorized by resolution of the Township Board to reflect the administrative costs and man hours incurred by the Township.

Trees, shrubs and other landscape plantings shall be tended and well maintained at all times. Dead or dying trees and shrubs will be removed promptly.

N. Section 302.7 is hereby amended to read:

Accessory structures, including detached garages, fences and walls, shall be maintained structurally sound and in good repair. The installation or use of temporary accessory structures including, but not limited to those utilizing tarps, canvas, plastic, or any other material which is not deemed acceptable by the State Building Code shall be prohibited unless otherwise approved and/or permitted by the Township Building Official or the Zoning Administrator.

O. Section 304.2 is hereby amended to read:

**Protective treatment.** All exterior surfaces, including but not limited to, doors, door and window frames, cornices, porches, trim, balconies, decks and fences shall be maintained in good condition. Exterior wood surfaces, other than decay-resistant woods, shall be protected from the elements and decay by painting or other protective covering or treatment. Peeling, flaking and chipped paint shall be eliminated and surfaces repainted. All siding and masonry joints as well as those between the building envelope and the perimeter of windows, doors and skylights, shall be maintained weather resistant and water tight. All metal surfaces subject to rust or corrosion shall be coated to inhibit such rust and corrosion and all surfaces with rust or corrosion shall be stabilized and coated to inhibit future rust and corrosion. Oxidation stains shall be removed from exterior surfaces. Surfaces designed for stabilization by oxidation are exempt from this requirement. Repairs, maintenance and materials shall be consistent in appearance with and character with the rest of the structure.

P. Section 304.3 is hereby amended to read:

**Premises Identification.** Buildings shall have approved address numbers placed in a position to be plainly legible and visible from the street or road fronting the property. These numbers shall contrast with their background. Address numbers shall be a minimum of four (4) inches high and shall be standard numerals. Alphabet letters shall be prohibited.

Q. Section 304.6.1 is hereby added to read:

Manufactured homes and trailers shall have continuous skirting around the bottom perimeter of said structure.

R. Section 304.13.1 is hereby amended to read:

**Glazing.** All glazing materials shall be maintained free from cracks and holes. Glazing panels which are clouded or fogged shall be replaced.

S. Section 304.14 is hereby amended to read:

**Insect Screens.** During the period from April 1 to October 1, every door, window and other outside opening shall be supplied with approved tightly fitting screens of not less than 16 mesh per inch (16 mesh per 25 mm), and every screen door used for insect control shall have a self-closing device in good working condition.

Exception: Screens shall not be required where other approved means, such as air curtains or insect repellent fans, are employed.

T. Section 305.7 is hereby added to read:

Every window treatment within a rental dwelling, as viewed from the exterior of the structure, shall be of a consistent solid color. The use of sheets, blankets and similar materials not intended or designed for use as a window covering shall be prohibited.

U. Section 307.1.1 is hereby added to read:

**Existing guard opening limitations.** Required guards on open sides of stairways, raised floor areas, balconies and porches shall have intermediate rails or ornamental closures which do not allow passage of a sphere four (4) inches or more in diameter. The triangular openings formed by the riser, tread and bottom rail of a guard at the open side of a stairway are permitted to be of such a size that a sphere six (6) inches cannot pass through.

V. Section 308.4 is hereby added to read:

**Rubbish and garbage container storage.** All rubbish and garbage containers shall be placed at curbside no more than twelve (12) hours in advance of the scheduled rubbish or garbage pickup. All such containers shall be kept in an inconspicuous place between pickup intervals.

W. Section 403.5.1 is hereby added to read:

**Clothes dryer exhaust materials.** Only UL approved rigid and semi-rigid vent materials shall be used for purposes of venting clothes dryers. Unapproved plastic or foil-type flexible vent materials are prohibited.

X. Section 602.3 is hereby amended to read:

**Heat Supply.** Every owner and operator of any building who rents, leases or lets one or more dwelling units or sleeping units on terms, either expressed or implied, to furnish heat to the occupants thereof shall supply heat during the period from September 1st to June 1st to maintain a temperature of not less than 68 F (20 C) in all habitable rooms, bathrooms, and toilet rooms.

Y. Section 602.4 is hereby amended to read:

**Occupiable work spaces.** Indoor occupiable work spaces shall be supplied with heat during the period from September 1st to June 1st to maintain a temperature of not less than 65 F (18 C) during the period the spaces are occupied.

Z. Section 602.6 is hereby added to read:

**Inspection.** Fuel-fired furnaces and boilers installed more than five (5) years and serving any dwelling which is rented or leased shall be inspected; deemed safe, approved for use pursuant to the Michigan Mechanical Code, at least once every two years by a licensed mechanical contractor and a certificate of inspection shall be provided upon request.

AA. Section 604.4 is hereby added to read:

**Temporary Auxiliary Electrical Facility Connections.** When emergency auxiliary electrical facilities are required to maintain electrical service to a dwelling, the following provisions shall apply:

1. Such facilities shall provide no less than the minimum requirements set forth in Section 604.2.
2. Such facilities shall comply with the National Electrical Code.
3. An electrical permit shall be secured from the Department of Community Development to establish a proper and safe connection to the dwelling.
4. Such facilities shall be installed in such a manner as to minimize noise and so as to not disturb the peace and repose of nearby properties.
5. Such facilities shall only be permitted under emergency situations as determined by the code official. For purposes of this section, the termination of power by the power supplier for non-payment shall not constitute an emergency.
6. Temporary auxiliary electrical facilities shall be permitted for a period of no more than (30) calendar days; after which time a permanent electrical connection must be re-established, or, the dwelling must be vacated.

BB. Section 705 is hereby added to read:

**Carbon Monoxide Alarms.** An approved carbon monoxide alarm shall be installed outside of each separate sleeping area in the immediate vicinity of the bedrooms in dwelling units within which fuel-fired appliances are installed and in dwelling units that have attached garages.

**Alarm requirements.** Single station carbon monoxide alarms shall be listed as complying with UL 2034 and shall be installed in accordance with this code and the manufacturer's installation instructions.

CC. Appendix A - Boarding Standard, of the 2012 International Property Maintenance Code, and the provisions therein is hereby adopted in its entirety.

## DELHI CHARTER TOWNSHIP

### MEMORANDUM

**TO:** Delhi Township Board Members

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

**DATE:** April 30, 2015

**RE:** Resolution No. 2015-011 – Emergency Management Policy and Organization Plan

---

Enclosed for your review and approval is Resolution No. 2015-011 which adopts Delhi Charter Township's Emergency Management Policy and Organization Plan.

Historically Delhi Township had our own Emergency Management Program prior to 1995 when that Board decided to be nested under Ingham County's Emergency Management Program. Since that time our population has exceeded the minimum threshold of 25,000 (2010 census of 25,877), transitioned to a full-time/part-time fire/ems department and most recently have become a member of the "Shared Services Initiative" between six local full-time fire departments within this region (Townships of Delta, Meridian, Delhi and Lansing and the Cities of Lansing and East Lansing).

With that recent history of events we believe it is once again timely to establish Delhi's own Emergency Management Program. Our assets of equipment, personnel and working collaboratively with our shared services partners will position us to "provide for the mitigation, preparedness, response and recovery from natural and human-made disasters within Delhi Charter Township" and through mutual aid assist and receive assistance from our neighboring communities.

Therefore, I recommend the Board adopt Resolution No. 2015-011 which adopts Delhi Charter Township's Emergency Management Policy and Organization Plan. Subsequent to Board approval, this document will be submitted to the State of Michigan State Police Office of Emergency Management and Homeland Security for their final approval before becoming effective.

#### **Recommended Motion:**

**To adopt Resolution No. 2015-011 which adopts Delhi Charter Township's Emergency Management Policy and Organization Plan.**

# Memo

To: John Elsinga, Township Manager  
From: Brian Ball, Chief  
Date: 5/1/2015  
Re: Emergency Management Resolution

---

As you are aware Delhi Township had its own Emergency Management program until 1995 when then Chief Robert Hudson appointed the Ingham County Sheriff as Delhi Township Emergency Coordinator with the board's approval. The Michigan Emergency Management Act Public Act 390 of 1976 outlines the parameters of what and who can be a part of or their own Emergency Management Program. Section 30.409(2) states "that a municipality with a population of 25,000 or more shall appoint a municipal emergency coordinator or appoint the coordinator of the county as the municipal emergency coordinator". Delhi Township currently has appointed Ingham County Sheriff's Office of Homeland Security and Emergency Management as the municipal emergency management coordinator. At this time with our population being 25,877 and our ongoing progress with our metro partners in shared services it is my opinion that Delhi Township can provide its citizens a more coordinated and prepared response by having our own Emergency Management program and partnering with our Metro Lansing partners in the planning, coordination and response to all hazards disasters in Delhi Township and the surrounding areas.

Attached you will find for the Township Board's approval the resolution that outlines Delhi Township's Emergency Management Policy and Organization Plan. This will create an Office of Emergency Management and establish Delhi Township with its own Emergency Management Program designating the Township Manager as the Municipal Emergency Coordinator with the Fire Chief assuming the daily operational duties. With this plan I believe we will be more prepared and more responsive to our citizens needs and be able to prepare a plan that best meets the needs of Delhi Township. I am available if there are any questions or concerns regarding this resolution.

Thank you for your consideration.

**CHARTER TOWNSHIP OF DELHI  
COUNTY OF INGHAM, MICHIGAN**

**RESOLUTION NO. 2015-011  
EMERGENCY MANAGEMENT POLICY AND ORGANIZATION PLAN**

**Purpose of Resolution**

The purpose of this Resolution is to provide for the mitigation, preparedness, response and recovery from natural and human-made disasters within Delhi Charter Township, Michigan; to establish an office for this purpose; to provide for the coordination and utilization of all resources in the Township in an emergency or disaster situation; and to provide a means through which the Board of Trustees may exercise this Resolution and Act No. 390 of the Public Acts of 1976, as amended.

**Definitions**

Act means the Michigan Act, Act No. 390 of the Public Acts of 1976, as amended.

Board shall mean the Board of Trustees of Delhi Charter Township.

Disaster means an occurrence of a threat of widespread or severe damage, injury or loss of life or property resulting from a natural or human-made cause, including but not limited to fire, flood, snowstorm, ice storm, tornado, windstorm, oil spill, water contamination, utility failure, hazardous peacetime radiological incident, major transportation accident, hazardous materials incident, epidemic, air contamination, blight, drought, infestation, explosion, hostile military/paramilitary action or similar occurrences resulting from terrorist activities, riots or civil disorders.

District Coordinator means the Michigan Department of State Police District Emergency Management Coordinator. The District Coordinator serves as a liaison between local programs and the Michigan State Police Emergency Management Division in all matters pertaining to the mitigation, preparedness, response and recovery of emergency and disaster situations.

Disaster Relief Force means all agencies of Delhi Charter Township government, private and volunteer personnel and equipment, public officers and employees, and all other persons or groups of persons or equipment identified in the Delhi Charter Township Emergency Operations Plan as having duties to perform, or those called into duty or working at the direction of a party identified in the plan to perform a specific disaster or emergency-related task during a local state of emergency or disaster.

Emergency Management Coordinator means the person appointed to coordinate all matters pertaining to disasters from all hazards including but not limited to Hazardous Materials, Weapons of Mass Destruction (WMD), Terrorism, Chemical, Biological, Radiological, Nuclear and/or Explosive Device (CBRNE) within Delhi Charter Township.

Emergency Management Program means the program established to coordinate mitigation, preparedness, and response and recovery activities for all emergency or disaster situations within a given geographic area made up of one or more political subdivisions. Such a program has an

appointed Emergency Management Coordinator and meets the program standards and requirements as established by the Department of Michigan State Police Emergency Management Division. Delhi Charter Township has established such an Emergency Management Program.

Emergency Operations Plan means the plan developed and maintained by Delhi Charter Township for the purpose of responding to all emergency or disaster situations by identifying and organizing the disaster relief force.

Emergency Situation means any situation confronting the Township requiring emergency actions of a lesser nature than a disaster to include, but not limited to, civil disturbances, labor strikes, visits by national or international dignitaries, evacuations and build-up activities prior to an actual disaster.

Local State of Emergency means a declaration by the Township Supervisor pursuant to the Act and this Resolution which implements the response and recovery aspects of the Delhi Charter Township Emergency Operations Plan and the Emergency Action Guidelines, and authorizes certain actions as described in the related Resolution.

Township Manager shall mean the Manager of Delhi Charter Township.

Township Supervisor shall mean the Supervisor of Delhi Charter Township and Board of Trustees.

Vital Records means those records that contain information needed to continue the effective functioning of Delhi Charter Township and its departments for the protection and the rights and interests of persons under emergency conditions in the event of an emergency or disaster situation.

### **Emergency Management Office**

- (1) There is created an Office of Emergency Management within the Delhi Charter Township government for the purpose of coordinating all emergency and disaster mitigation, preparedness, response and recovery activities within Delhi Charter Township. The Emergency Management Coordinator shall be assigned to the position by the Township Manager with the approval of the Board of Trustees in the coordination of all activities during times of major emergencies and disasters. Daily operational duties are the responsibility of the Township Fire Chief.

### **Emergency Management Coordinator Duties**

The Emergency Management Coordinator shall be responsible for the administration, planning, coordination and the operation of all activities in the Township. The coordinator shall maintain liaison with the county, state and federal authorities of nearby political subdivisions so as to insure the most effective emergency operations. The coordinator's duties shall include, but not be limited to the following:

- (1) Complying with the standards and requirements as established by Michigan Emergency Management Act, Public Act 390.

- (2) Directing and coordinating the development of the Delhi Charter Township Emergency Operations Plan, which shall be consistent in content with the Michigan Emergency Management Plan.
- (3) Specifying departments and/or agencies which must provide an annex to the plan or otherwise cooperate in the development of the annexes including the following:

- Fire Department
- Sheriff's Department
- Assessing Department
- Human Services
- Public Health
- Public Information Officer
- Maintenance/POTW Department
- Utilities Departments
- Communications Division
- Emergency Medical Services
- R.A.C.E.S. – addendum
- Schools - addendum

- (4) Identifying other departments and volunteer agencies to be included in the Emergency Operations Plan as a disaster relief force.
- (5) Developing and maintaining a Township resource manual or database.
- (6) Coordinating the recruitment and utilization of volunteer personnel.
- (7) Assuring the Emergency Operations Plan meets eligibility requirements for state and federal aid.
- (8) Coordinating and conducting training and exercise programs for the disaster relief force within the Township and to test their ability and the adequacy of the Emergency Operations Plan.
- (9) Through public information programs educating the population as to the actions necessary for the protection of life and property during a threat of, or in an emergency/disaster situation.
- (10) Assisting in the development of mutual aid agreements between political jurisdictions.
- (11) Acting as liaison between Township administration and field forces during times of hazardous material incidents, WMD incidents (including terrorism), CBRNE, and other incidents as required maintaining Homeland Security Measures as necessary.
- (12) Overseeing the implementation of all functions necessary during an emergency or disaster in accordance with the Emergency Operations Plan.

- (13) Identifying mitigation opportunities within the Township and encouraging departments/agencies to implement mitigation.
- (14) Coordinating evacuation/in-place sheltering with emergency field forces.

The Line of Succession for the Emergency Management Coordinator is mandated by the Emergency Preparedness Policy and Organization Resolution. The Line of Succession for representing the Emergency Management Office during a response to an emergency or disaster situation is:

	Title	Agency
1.	Emergency Management Coordinator	Delhi Charter Township
2.	Deputy Emergency Management Coordinator	Delhi Charter Township
3.	Township Manager	Delhi Charter Township
4.	Administrative Assistant/Deputy Supervisor	Delhi Charter Township

**Emergency Management Deputy Coordinator Duties**

A Deputy Coordinator shall be designated to work with the Coordinator on emergency planning matters. The Deputy Coordinator shall be recommended by the Manager and the Coordinator, and appointed by the Board. The Deputy Coordinator shall assume the duties of the Coordinator whenever the Coordinator is unavailable during disasters or emergency situations.

**Township Supervisor Powers, Duties**

When circumstances within the Township indicate that occurrence or threat of occurrence of widespread or severe damage, injury or loss of life or property from natural or human-made cause exists, the Supervisor may declare a local state of emergency. Such a declaration shall be promptly filed with the Department of Michigan State Police Emergency Management Division. This declaration shall not be continued or renewed for a period in excess of seven days except with the consent of the Board of Trustees.

If the Supervisor invokes such power and authority, he or she will, as soon as reasonably expedient, convene the Board of Trustees for one or more emergency meetings in accordance with the Open Meetings Act to perform its normal legislative and administrative duties as the situation demands, and will report to those bodies relative to emergency activities. Nothing in this Resolution shall be construed, abridging of or curtailing the powers of the Board of Trustees unless specifically provided.

**Township Manager Powers, Duties**

The Township Manager, without approval from the Board of Trustees, may do one or more of the following under local state of emergency:

- (1) Direct the Emergency Management Coordinator to implement the Emergency Operations Plan.
- (2) Issue directives as to travel restrictions on local roads within the municipality.

- (3) Relieve Township employees of normal duties and temporarily reassign them to other duties.
- (4) Activate mutual aid/MABAS agreements.
- (5) Direct the overall disaster relief effort, including the disaster relief force, in accordance with the Emergency Operations Plan.
- (6) For a period of up to seven days, send disaster relief forces and resources to the aid of other communities as provided for in mutual aid agreements.
- (7) Employ temporary workers.
- (8) Purchase and distribute supplies, materials and equipment.
- (9) Make, amend or rescind ordinances, resolutions or rules necessary for purposes which supplement a rule, order or directive issued by the Governor or a state agency. Such an ordinance, resolution or rule shall be temporary and, upon the Governor's declaration that a state of disaster or state of emergency is terminated, shall no longer be in effect.

The Line of Succession for the Chief Executive Official is mandated by Emergency Preparedness Policy and Organization Resolution. The Line of Succession for the CEO during a community wide response to an emergency or disaster situation is:

	Title	Agency
1.	Township Manager	Delhi Charter Township
2.	Director, Community Dev.	Delhi Charter Township
3.	Fire Chief or his Designee	Delhi Charter Township

### **Governor's Declaration Request**

If a disaster or emergency occurs that has not yet been declared to be a state of emergency or a state of disaster by the Governor, and the Manager determines that the situation is beyond the control of the Township resources, he or she may request the Governor to declare that a state of disaster or state of emergency exists in the Township. The Emergency Management Coordinator shall immediately contact the District Coordinator. The District Coordinator, in conjunction with the local Emergency Management Coordinator, shall assess the nature and scope of the disaster or emergency, and they shall recommend to the state the need for personnel, service and equipment that will be required for its prevention, mitigation or relief.

### **Municipal Departments; Liaison; Duties**

Each department of Township government identified by the Emergency Management Coordinator shall appoint an Annex Official. The Annex Official of each department shall coordinate activities of the

department and act as a liaison between his or her department and the Emergency Management Operation on all matters pertaining to Emergency Management. Each department identified shall appoint a minimum of two people to serve as successors in the event the Annex Official is not available or requires assistance. Successors shall be listed in the appropriate annex to the Emergency Operations Plan. Each department Annex Official shall:

- (1) Continuously review and update the annex to the Emergency Operations Plan providing for the delivery of Emergency Management activities by that agency or department.
- (2) Recruit, appoint and/or organize private, volunteer and other personnel as necessary to be part of the disaster relief force for that particular department/ agency.
- (3) Coordinate the department's Emergency Management efforts with those of other Township departments.
- (4) Attend training courses relevant to the function of the agency or department and ensure staff is trained so as to be able to implement assigned emergency functions.
- (5) Participate in exercises to enhance the adequacy of the respective agencies or department's response capability on an annual basis.
- (6) Develop internal Standard Operating Procedures in conjunction with the Emergency Management Coordinator to assign emergency tasks.
- (7) Provide the Emergency Management Coordinator with a list of personnel, equipment and all other resources referencing that department/agency to handle an emergency or disaster.
- (8) Identify and provide for the protection of vital records within that department or agency.
- (9) Implement the directives of the Township Manager (or his or her designate) under a local state of emergency.

### **Emergency Management Disaster Planning Committee**

The Emergency Management Coordinator shall coordinate and chair a committee consisting of not more than 10 members. The Committee Chair shall advise the Township Supervisor and the Township Manager on matters pertaining to Emergency Management with the Township, especially plan developments. Members may be chosen by the Emergency Management Coordinator from private, public, volunteer and governmental areas with reference to their responsibility and special knowledge in performing functions during emergency or disaster situations.

### **Volunteers; Appointment**

Each Township department, or board is authorized, with the direction of the Emergency Management Coordinator, to appoint volunteers to augment its personnel in time of emergency or disaster and to implement emergency functions assigned in the Emergency Operations Plan. Such individuals are part of the disaster relief force and shall be subject to the rules and operational control set forth by the

respective department, commission or board through which the appointment was made, and may be reimbursed for all actual and necessary travel and subsistence expenses.

### **Rights of Disaster Relief Force**

In accordance with the Act, personnel of the disaster relief force while on duty shall have the following rights:

- (1) If they are employees of the Township, or other governmental agency regardless of where they are serving, said employees have the powers, duties, rights, privileges and immunities and receive compensation incidental to their employment.
- (2) If they are not employees of the Township or other governmental agency, they shall be entitled to the same rights and immunities as provided by law.

### **Temporary Seat of Government**

The Township Manager shall provide for the temporary movement and reestablishment of essential government offices in the event those existing facilities cannot be used.

### **Incident Command System**

Delhi Charter Township will utilize the National Incident Management System (NIMS) for incident command in all hazards utilizing best practices.

### **Liability**

As provided for in the Act and in this Resolution, the Township (and agents or representatives of the Township) shall not be liable for personal injury or property damage sustained by the disaster relief force. In addition, any member of the disaster relief force engaged in disaster relief activity shall not be liable in the civil action for damages resulting from an act or omission arising out of and in the course of the person's good faith rendering of that activity, unless the person's act or omission was a result of that person's gross negligence or willful misconduct. The right of a person to receive benefits or compensation to which he or she may otherwise be entitled to under the worker's compensation law, any pension law, or act of Congress will not be affected as a result of such activity.

As provided for in the Act, any person(s) owning or controlling real estate or other premises who voluntarily and without compensation grant the Township the right to inspect, designate and use in whole or in any part their real estate or premises for the purpose of sheltering persons or for any other disaster related function during a declared local state of emergency or during an authorized practice disaster exercise, shall not be civilly liable for the death of, or injury to, any person on or about such real estate or premises under such license, privilege or other permission, or for loss of or damage to, the property of such person(s).

## **Severability**

Should any section, clause or provision of this Resolution be declared by the court invalid for any reason, such declaration shall not affect the validity of this Resolution as a whole or in part, other than the section or provision so declared to be invalid.

**This Resolution shall become effective immediately.**

I, Evan Hope, Clerk of the Delhi Charter Township, hereby certify that the foregoing is a true and complete Resolution as it was adopted by the Board of Trustees at their May 6, 2015 regular meeting.

DELHI CHARTER TOWNSHIP

EVAN HOPE, CLERK

CC: Emergency Management Coordinator

## DELHI CHARTER TOWNSHIP

### MEMORANDUM

**TO:** Delhi Township Board Members

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

**DATE:** April 30, 2015

**RE:** Purchase of Computer Aided Dispatch Equipment and Software

---

Enclosed for your review and approval is a request to purchase Computer Aided Dispatch (CAD) equipment and software in the amount of \$33,030.

The Fire Department has been researching ways to become more efficient and effective in their jobs and determined that by installing computer equipment into their various units they would be able to more efficiently and safely respond to calls.

Laptop computers would be installed in the ambulances, fire trucks and command vehicles and would be equipped with software that would allow dispatch to respond directly with each unit, provide more detailed information about the incident and allow the tracking of that unit's response to the incident. Laptops in the vehicles would also enable staff to make safety and medical notations and conduct interviews on scene.

The cost for nine (9) Lenovo Semi-Rugged laptops is \$20,155 or \$2,239.39 each. In addition, the cost of ten (10) licenses of the Tritech Inform Mobile software is \$12,875. Therefore, the total cost of laptops and software is \$33,030. Once the Fire Department obtains the laptops and software they will need to be installed at an additional cost. However, this purchase was budgeted for \$75,000 in the FETA Fund so the additional installation cost will still put the entire purchase under budget. Therefore, I recommend approval of the same.

#### **Recommended Motion:**

**To approve the purchase of nine Lenovo laptops from Lenovo US in the amount of \$20,155 and ten software licenses from TriTech Software Systems in the amount of \$12,875 for computer aided dispatch equipment and software for the Fire Department.**

# Memo

To: John Elsinga, Township Manager  
From: Brian Ball, Chief  
Date: 5/1/2015  
Re: Computer Aided Dispatch (CAD) Purchase

---

As I move the fire department forward with regards to the shared services and automatic aid there is one piece of equipment that can and will make this much easier and effective. The Ingham Country Dispatch has upgraded their current software to a version that is more concurrent and efficient with fire and emergency medical dispatching of the closest unit concept. With this purchase all three ambulances, fire trucks and command cars will be outfitted with a laptop computer that will have the Trittech Inform Mobile software. This will allow the dispatcher to communicate directly with the response unit with more detailed information while they are responding and the vehicle locator will allow dispatch and myself to track their response. Most times this information cannot be given over the radio due to safety and security concerns. We will also be able to flag properties that have known hazards and medical issues as deemed appropriate. The system will have many valuable uses that will make our response safer and more efficient. Currently all of the police units have this capability and Lansing and East Lansing Fire department in a limited capacity.

I am asking for the approval for the purchase of the software and computers as outlined below.

10 Licenses for Trittech Inform Mobile \$12,875 purchased from Trittech  
9 Lenovo Semi-Rugged Laptop (MIL SPEC) \$20,155 purchased from Lenovo  
Total \$ 33,030

Installation will be required for each vehicle separately as each unit will be unique. 9 software licenses will be for vehicles and one for use in the administration office. This purchase is budgeted for in the FETA fund and will be well under the budgeted amount. Quotes for laptops were received from ISI Dell and OEM Micro with the Lenovo quote coming in more cost effective.

Thank you for your consideration.

Attachments:

Trittech quote

Lenovo quote

Shopping cart

YOUR ITEMS



ThinkPad X250

Part number: 20CMCTO1WW

[Edit configuration](#) | [Remove](#) | [Add to Wishlist](#)

Ships in 7-9 business days

Quantity:

Item Price

\$2,239.39

Details

- Intel Core i7-5600U Processor (4MB Cache, up to 3.20GHz)
- Windows 8.1 64
- Windows 8.1 64 - English
- 12.5" FHD (1920x1080) IPS Display 360nit, Multi-touch, WWAN
- 8GB PC3-12800 DDR3L SDRAM 1600MHz SODIMM
- Intel HD Graphics 5500
- Security Chip Enabled
- Keyboard Backlit - US English
- UltraNav (TrackPoint and TouchPad) with Fingerprint Reader
- 720p HD Camera
- 256 GB Solid State Drive Opal 2.0 - Capable
- ThinkPad Battery 3 cell Li-Ion (23.2Whr) Front
- ThinkPad Battery 3 cell Li-Ion (23.2Whr) Rear
- Country Pack 45W AC adapter United States (2pin)
- Intel 7265 AC/B/G/N Dual Band Wireless + Bluetooth Version 4.0
- LTE Sierra EM7345
- Micro SIM Card - Verizon LTE
- Publication - US English
- Standard Economy Packaging
- 1 Year Depot or Carry-in
- 4YR Depot + Accidental Damage Protection
- Lenovo 65W DC Travel Adapter

Items included:

**4YR Depot + Accidental Damage Protection** \$255.20  
Part Number: 5PS0A14109 (reflected in total)

**Lenovo 65W DC Travel Adapter** \$50.99  
Part Number: 0B47481 (reflected in total)



**Don't Forget Office! Add Microsoft Office Home and Business 2013 and Adobe Acrobat XI Standard - English for \$269.00**

CART SUMMARY

Subtotal \$2,239.39

Free Standard Shipping

eCoupon

Total \$2,239.39

Pay with Amazon

What is Amazon payments?

**MasterPass**  
Learn more

Know your part number? Add it directly to your cart.

IMPORTANT INFORMATION ABOUT YOUR ORDER

Payment Options

Lenovo offers a variety of payment options for purchases made on Lenovo.com, including:

- VISA, Mastercard, American Express and Discover credit cards

Shipping and Delivery

Lenovo uses UPS as its standard carrier for all deliveries. UPS policy requires a signature for delivery to be made. Lenovo offers free standard shipping and free returns on nearly all products.

Need help? Call Sales 1-855-253-6686  
(Mon-Fri 9am-5pm AEST)  
Open 24 hours a day, 7 days a week.

- American Express international credit cards (must ship to US address)
- Money Orders (phone orders only)
- Checks (phone orders only; allow up to 30 days to clear bank)
- Amazon.com and MasterPass checkout
- Business leasing at checkout (for orders over \$5,000)
- Business financing arrangements by phone (1-855-2-LENOVO (1-855-253-6686))

**Tax Exempt Orders**

Customers may place tax-exempt orders by phone only.

Standard delivery orders generally arrive 4-5 days after your estimated ship date.

**Returns and Refunds**

Lenovo will accept the return or exchange of any product in its original package for a full refund in cases of Lenovo error. Returns allowed for any other reason will be subject to a restocking fee equal to 15% of the purchase amount\*. All returns must be initiated within 30 days of the invoice date. Lenovo does not provide refunds or credits for portions of a packaged offering provided at a single price or for preloaded software products installed by Lenovo.

Questions about your shopping cart?  
[Display your cart ID now](#) and then call or chat with a sales agent.

\*The California Electronic Waste Recycling Act requires that Lenovo and other retailers charge a recycle fee on certain "covered electronic devices" sold in California, including video display products such as computer monitors, notebook computers, and digital picture frames. These fees are determined by the State of California and vary by product screen size. For additional information please see Lenovo's environmental webpages.

\*\*An estimated ship date will be posted on our order status site after your order is placed. The date reflected above does not determine when your order will ship since inventory status may change before your order is final and because items may be held until all products on the order are ready to ship. To obtain the latest information about the availability of a specific part number, please call the phone number listed in the masthead at the top of this page. A flat charge for shipping & handling may apply for certain orders, as indicated on the Checkout page.

**STAY CONNECTED**

Enter email address	<b>SIGN UP</b>
---------------------	----------------

**SELECT COUNTRY**

<b>United States</b>
----------------------

[ABOUT LENOVO](#)

[PRODUCTS & SERVICES](#)

[SHOP BY INDUSTRY](#)

[RESOURCES](#)

[CUSTOMER SUPPORT](#)

**Proposal/Sales Quotation**

Quotation #Q-00009841 Quotation Date: 4/16/2014

**General & Client Information**

<p>System Name: Delhi Township Fire Department</p> <p>System Description:</p> <p>Client Contact: Brian Ball</p> <p>Contact Phone: (517) 694-3327</p> <p>Contact Email: brian.ball@delhitownship.com</p> <p>Expiration Date:</p> <p>Presented By: Michele Duwe</p>	<p><b>Bill To:</b>                  Delhi Township Fire Department                  2074 Aurelius Rd                  Holt, MI 48842-6320                  USA</p> <p><b>Ship To:</b>                  2074 Aurelius Rd                  Holt, MI 48842-6320                  USA</p>
---	---

**Project Products & Services**

**TriTech Software License Fee(s)**

Inform Mobile Software License Fee(s)	Unit Price	Qty	Total Price
Inform Mobile Base Position	\$800.00	10	\$8,000.00
<i>Inform Mobile Software License Fee(s) Subtotal:</i>			<b>\$8,000.00</b>

**TriTech Software License Fee(s) Total: \$8,000.00**

**TriTech Implementation Service Fee(s)**

Mobile Implementation Service Fee(s)	Unit Price	Qty	Total Price
Mobile Position Configuration (5 units)	\$1,750.00	1	\$1,750.00
<i>Mobile Implementation Service Fee(s) Subtotal:</i>			<b>\$1,750.00</b>

**TriTech Implementation Service Fee(s) Total: \$1,750.00**

**Project Related Fees(s)**

Product Name	Unit Price	Qty	Total Price
Project Management	\$1,365.00	1	\$1,365.00
Estimated Travel Expenses (To be billed as incurred)	\$0.00	1	\$0.00

**Project Related Fee(s) Total: \$1,365.00**

**Annual Maintenance Fee(s) (Year 1)**

Product Name	Support Level	Annual Maintenance Amount
Inform Mobile Base Position	24 x 7	\$1,760.00

**Annual Maintenance Fee(s) (Year 1) Total: \$1,760.00**

**Project Total: \$12,875.00**

Estimated Sales Tax: (State: at %)	Taxable sales: \$0.00	Subtotal: \$12,875.00
		Sales Tax Amount: \$0.00

**Quote Total: \$12,875.00**

**Terms and Conditions**

**Payment terms are as follows:**

50% of all Software, Services, Support and fixed travel fees are due at time of order -and- 50% of all Software, Services, Support, and fixed travel fees are due upon installation or completion of services (whichever comes later).

**Software License Terms:**

Acceptance for the TriTech Software licenses included in the Quotation will be governed by the standard terms set forth in TriTech's System Purchase Agreement, which shall supersede any prior System Purchase Agreement. Any changes to scope of testing may result in a price increase for services.

The annual Software Support Services for the TriTech Software licenses are provided for a period of twelve-months from the Installation date and shall be governed by the existing Software support Agreement currently in effect between TriTech and Client. Support fees will be prorated at renewal of the existing support term to adjust to the term to be co-terminous with the existing support agreement term.

**Sales Tax:**

Any estimated sales and/or use tax has been calculated as of the date of quotation and is provided as a convenience for budgetary purposes. TriTech reserves the right to adjust and collect sales and/or use tax at the actual date of invoicing, at the then current rates. Your organization must provide TriTech with a copy of a current tax exemption certificate issued by your state's taxing authority for the given jurisdiction, when your order is placed, if you are exempt from sales tax.

**General Terms:**

The items in this quotation are based upon meetings and communications with the Client and unless attached to a contract form the entirety of the deliverables from TriTech.

All travel and out-of-pocket expenses will be invoiced as incurred, at actual cost, as they are not included in this quotation.

The scope of Deliverables for this order will be limited to the Software, Services, and Support and Maintenance that is explicitly listed herein for the listed quantities.

This order provides Software licenses as well as required deployment services only for the environments that are explicitly listed herein (Production, Test, Training, Disaster Recovery, etc.). These software licenses do not apply to any other existing environments, or environments that may be implemented in the future.

Changes in the scope of certain components of the System may impact the cost and timelines for other areas of the Project.

All services will be performed during normal business hours, unless otherwise stated in this quotation for specific service deliverables.

Deployment and implementation of TriTech Software and Services are based upon Client's provision and compliance with TriTech's System Planning Document.

TriTech reserves the right to adjust this Quotation as a result of changes including but not limited to project scope, deliverables (TriTech Software, or third party software or hardware, including changes in the hardware manufacturer's specifications), services, interface requirements, and Client requested enhancements.

Installation Services will be performed based on the quantities that are listed in this quotation, and as listed for each environment. One installation line item does not include installation services in multiple environments.

### Summary Information & Project Notes

Delhi Township Fire Department will fall under the Inform CAD and Inform Mobile Software License Agreement with Ingham County the same as the other agencies within the consortium.

Annual Maintenance will be billed directly to Delhi Township Fire Department. This will be handle the same as the other agencies within the consortium.

Quotation Issued by: Michele Duwe  
Email: [michele.duwe@tritech.com](mailto:michele.duwe@tritech.com)  
Phone: (563) 387-4831

#### Send Purchase Orders To:

TriTech Software Systems  
9477 Waples Street, Suite 100  
San Diego, CA 92121

Or Email: [salesadmin@tritech.com](mailto:salesadmin@tritech.com)  
Or Fax: (858) 799-7015

#### Remit Payments To:

TriTech Software Systems  
PO Box # 203223  
Dallas, TX 75320-3226

### Accepted for Client

By signing below, you are indicating that you are authorized to obligate funds for your organization. To activate your order, check the appropriate box below and, either, (i) attach a copy of this quotation to your purchase order when it is remitted to TriTech, or, (ii) if no additional authorizing paperwork is required for your organization to accept and pay an invoice, sign below and fax this quotation to 858-799-7015 or email to [salesadmin@tritech.com](mailto:salesadmin@tritech.com) to indicate your acceptance.

- Purchase Order required and attached, reference PO# \_\_\_\_\_ on invoice.
- No Purchase Order required to invoice.

Please check one of the following:

- I agree to pay any applicable sales tax.
- I am tax exempt. Please contact me if TriTech does not have my current exempt information on file.

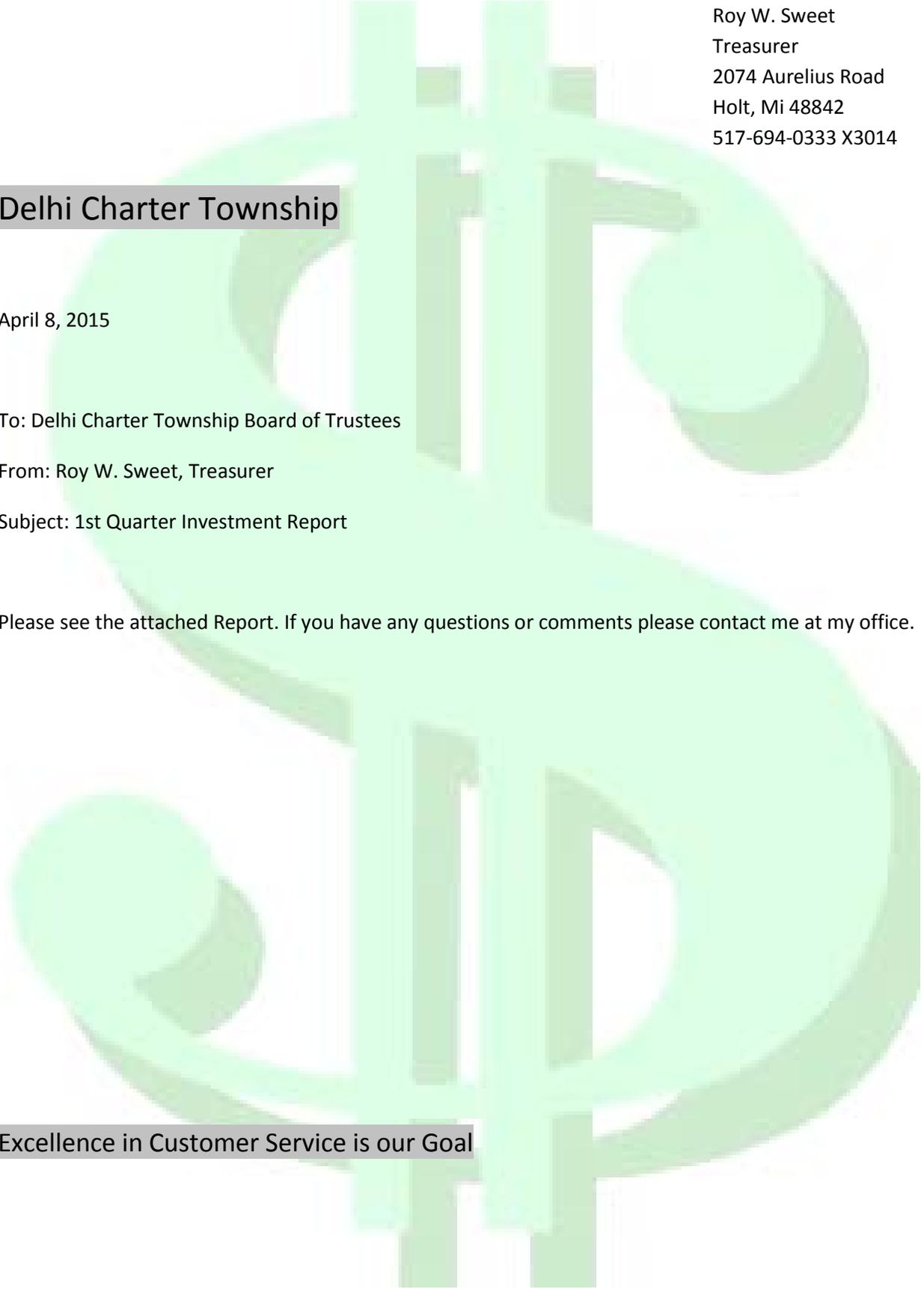
\_\_\_\_\_  
Client Agency/Entity Name

\_\_\_\_\_  
**Client Authorized Representative**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Signature Client Authorized Representative**

\_\_\_\_\_  
**Date**



Roy W. Sweet  
Treasurer  
2074 Aurelius Road  
Holt, Mi 48842  
517-694-0333 X3014

**Delhi Charter Township**

April 8, 2015

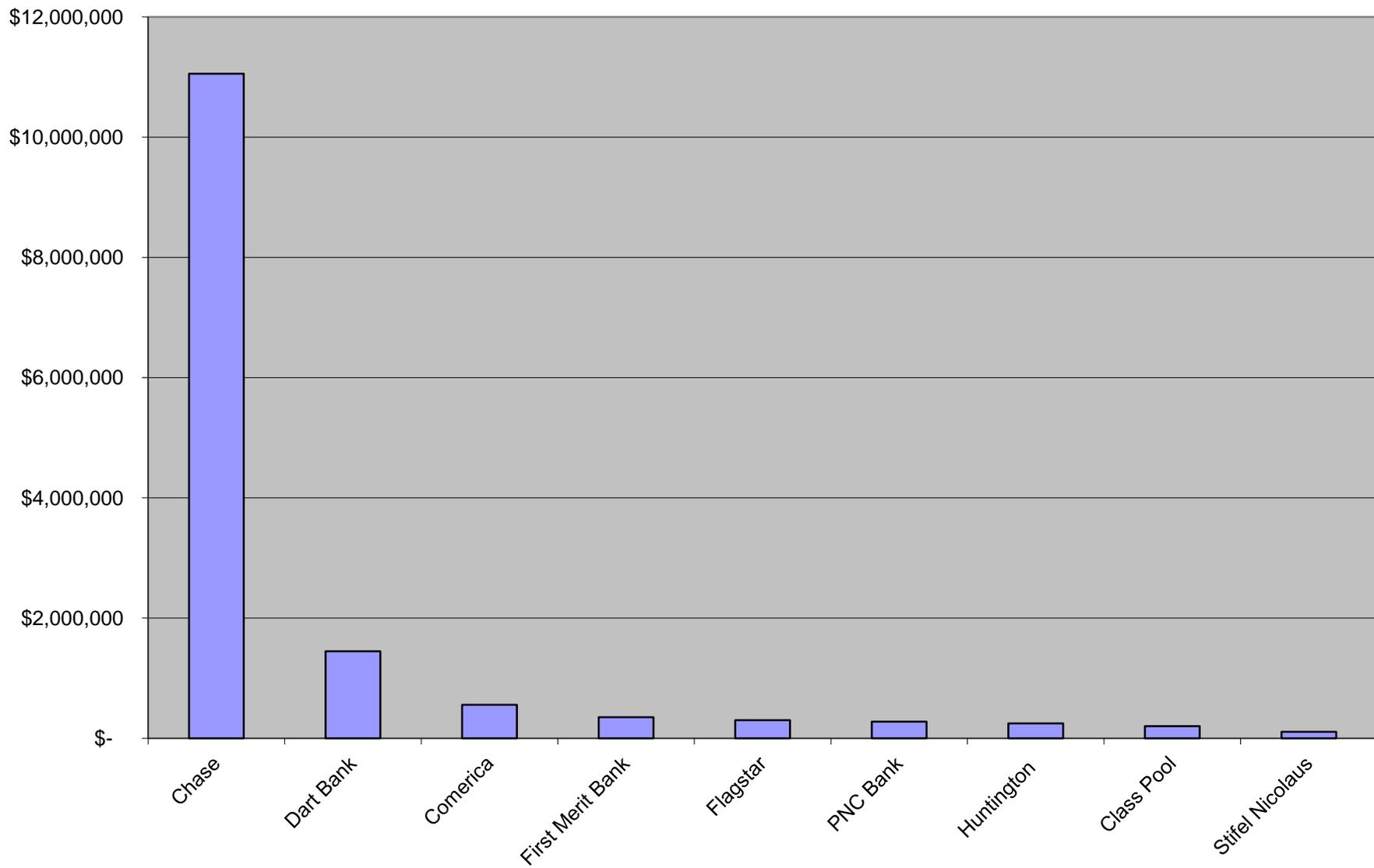
To: Delhi Charter Township Board of Trustees

From: Roy W. Sweet, Treasurer

Subject: 1st Quarter Investment Report

Please see the attached Report. If you have any questions or comments please contact me at my office.

**Excellence in Customer Service is our Goal**



**DELHI CHARTER TOWNSHIP CASH AND INVESTMENTS**  
**First Quarter Report 2015**  
**March 31, 2015**

INSTITUTION	Code	NAME OF ACCOUNT	3/31/15 G.L. Balance	INTEREST RATE, MATURITY, ETC.
<b>General Fund (101):</b>				
Chase	1	General Fund Pooled Account	\$ 6,846,925	Checking/Investment Acct. No interest earned in Mar.
Stifel Nicolaus	3	General Fund Investment	108,074	Bonds due 3/30/16, & 5/2/16
Dart Bank	4	General Fund I.T. Account	3,500	Non-interest bearing account
Flagstar Bank	6	General Fund CD	100,202	0.4%, due 4/6/15
Huntington Bank	9	General Fund CD	250,000	0.25%, due 8/14/15
First Merit	5	General Fund CD	100,000	0.4%, due 8/4/15
Comerica Securities	7	General Fund Securities	327,991	0.75%, 1.18%, 5%, 4%; Matures 6/28/17, 5/01/18, 5/01/15, 5/01/16
		<b>TOTAL</b>		<b>\$7,736,692</b>

**Fire Fund (206):**

Chase	1	Fire Fund Pooled Account	\$ 802,760	Checking/Investment Acct. No interest earned in Mar.
-------	---	--------------------------	------------	--

**Police Fund (207):**

Chase	1	Police Fund Pooled Account	\$ 739,031	Checking/Investment Acct. No interest earned in Mar.
-------	---	----------------------------	------------	--

**Fire Equipment Fund (211):**

Chase	1	Fire Equipment Pooled Account	\$ 249,439	Checking/Investment Acct. No interest earned in Mar.
PNC Bank	8	Fire Investment	276,353	Mar. Annual % Yield Earned = 0.20%
		<b>TOTAL</b>		<b>\$525,792</b>

**Water Improvement (225):**

Chase	1	Water Improvemt Pooled Acct	\$ 127,752	Checking/Investment Acct. No interest earned in Mar.
Class Pool	2	Water Impr Class Pool Investment	202,543	0.10% Mar. Average Yield
		<b>TOTAL</b>		<b>\$330,295</b>

**Brownfield Redevelopment (243)**

Chase	1	Brownfield Pooled Account	\$ 27,259	Checking/Investment Acct. No interest earned in Mar.
-------	---	---------------------------	-----------	--

**Sycamore Trail Construction Fund**

Chase	1	Sycamore Trail Construction	\$ 123,255	Checking/Investment Acct. No interest earned in Mar.
-------	---	-----------------------------	------------	--

**Sewer Fund (590):**

Chase	1	Sewer Receiving Account	\$ 1,643,694	Checking/Investment Acct. No interest earned in Mar.
First Merit Bank	5	Combined Sewer Investment	251,315	0.20% Mar. annual % Yield
Dart Bank	4	Sewer Replmt CD's	459,096	0.40%, due 3/10/16; 0.30%, due 11/6/15
Flagstar Bank	6	Sewer Replacemt CD	202,840	0.4%, due 4/6/15
Dart Bank	4	Combined Sewer Savings	985,791	Muni Money Market Pooled for Sewer Replacement, Surplus, and Bond Pymt. 3/31 Annual % Yield - 0.30%
Comerica Securities	7	Sewer Fund Securities	229,889	1.0%, 2.2%, Matures 9/27/17, 9/16/15
		<b>TOTAL</b>		<b>\$3,772,625</b>

**Local Site Remediation Fund (643)**

Chase	1	LSR Pooled Account	\$ 310,177	Checking/Investment Acct. No interest earned in Mar.
-------	---	--------------------	------------	--

**Trust and Agency Fund (701):**

Chase	1	Trust & Agency Pooled Account	\$ 26,571	Checking/Investment Acct. No interest earned in Mar.
Chase	1	Delinquent PP Tax Account	16,998	Checking/Investment Acct. No interest earned in Mar.
Chase	1	Employee Flex Spending (Includes Twp. deposit of \$9000)	8,934	Non-interest bearing account
		<b>TOTAL</b>		<b>\$52,503</b>

**Current Tax (703):**

Chase	1	Current Tax Savings	\$ 54,490	Checking/Investment Acct. No interest earned in Mar.
-------	---	---------------------	-----------	--

**DELHI CHARTER TOWNSHIP CASH AND INVESTMENTS**  
**First Quarter Report 2015**  
**March 31, 2015**

**Falk Cemetery Trust Fund )765):**

Chase	1	Falk Trust Savings Pooled Acct	\$	75,403	Checking/Investment Acct. No interest earned in Mar.
<b>Total Delhi Township Cash &amp; Investments</b>			<b>\$</b>	<b>14,550,282</b>	



**DELHI CHARTER TOWNSHIP CASH AND INVESTMENTS**  
**Third Quarter Report - Institution Summary**  
**March 31, 2015**

<u>INSTITUTION</u>	<u>TYPE OF ACCOUNT</u>	<u>TOTAL CASH/INVESTMENTS</u> <u>at March 31, 2015</u>	
Chase	Checking and Investment	\$	11,052,688
Dart Bank	Hi-Fi Money Market & CD's		1,448,387
Comerica	Certificates of Deposit, Securities		557,880
First Merit Bank	Investment Savings		351,315
Flagstar	Certificate of Deposit		303,042
PNC Bank	Money Market		276,353
Huntington	Certificate of Deposit		250,000
Class Pool	Investment Savings		202,543
Stifel Nicolaus	Securities, Money Fund		108,074
	<b>Total Delhi Township</b>	<b>\$</b>	<b>14,550,282</b>

**Delhi Downtown Development Authority Cash & Investments**

<u>INSTITUTION</u>	<u>TYPE OF ACCOUNT</u>	<u>TOTAL CASH/INVESTMENTS</u> <u>at March 31, 2015</u>	
Chase	Checking and Investment		2,460,631
Dart Bank	Hi-Fi Savings/Checking	\$	1,270,937
Flagstar Bank	Investment		752,928
	<b>Total Downtown Development Authority</b>	<b>\$</b>	<b>4,484,496</b>

# Delhi Charter Township Investments as of 3/31/15

