

**DELHI CHARTER TOWNSHIP
COMMITTEE OF THE WHOLE MEETING HELD ON DECEMBER 1, 2015**

The members of the Delhi Charter Township Committee of the Whole met on Tuesday, December 1, 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, Treasurer Roy Sweet, Trustees Jon Harmon, John Hayhoe, DiAnne Warfield

Members Absent: Clerk Evan Hope, Trustee Megan Ketchum

BUSINESS

DEPARTMENT OF PUBLIC SERVICES – NOVEMBER ACTIVITY REPORT

Sandra Diorka, Director of Public Services, reported on the highlights of the November Department of Public Services Activity Report (ATTACHMENT I).

COMMUNITY OUTREACH COORDINATOR – CLERK’S OFFICE

The Board reviewed a memorandum dated November 10, 2015 from Clerk Evan Hope (ATTACHMENT II).

Wendy Thielen, Assistant Township Manager of Human Resources, stated that the Community Outreach Coordinator position was approved as a part-time position last year. During the 2016 budget process the Township Board discussed making the current part-time Community Outreach Coordinator position a full-time position. The duties, which include web site maintenance, social media, print publications, working with the media and special projects, will remain the same. Additional duties will include video, photography, blogs and cross training of various duties handled in the Clerk’s office.

EMERGENCY MANAGER/RECRUITMENT AND RETENTION COORDINATOR – FIRE DEPARTMENT

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

Wendy Thielen, Assistant Township Manager of Human Resources, stated that the Recruitment/Retention Coordinator position was created in 2011 as part of the SAFER Grant. The four year grant reimbursed the Township for the position through July 30, 2015.

The Emergency Manager/Recruitment and Retention Coordinator position would continue to include planning and coordinating recruitment and retention of the volunteer

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP
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paid on-call staff in addition to planning and exercising the emergency management functions of the Township's newly created Emergency Management Program.

PUBLIC COMMENT – None

ADJOURNMENT

Meeting adjourned at 6:40 p.m.

Date: December 15, 2015

Evan Hope, Township Clerk

Date: December 15, 2015

C.J. Davis, Supervisor

/af

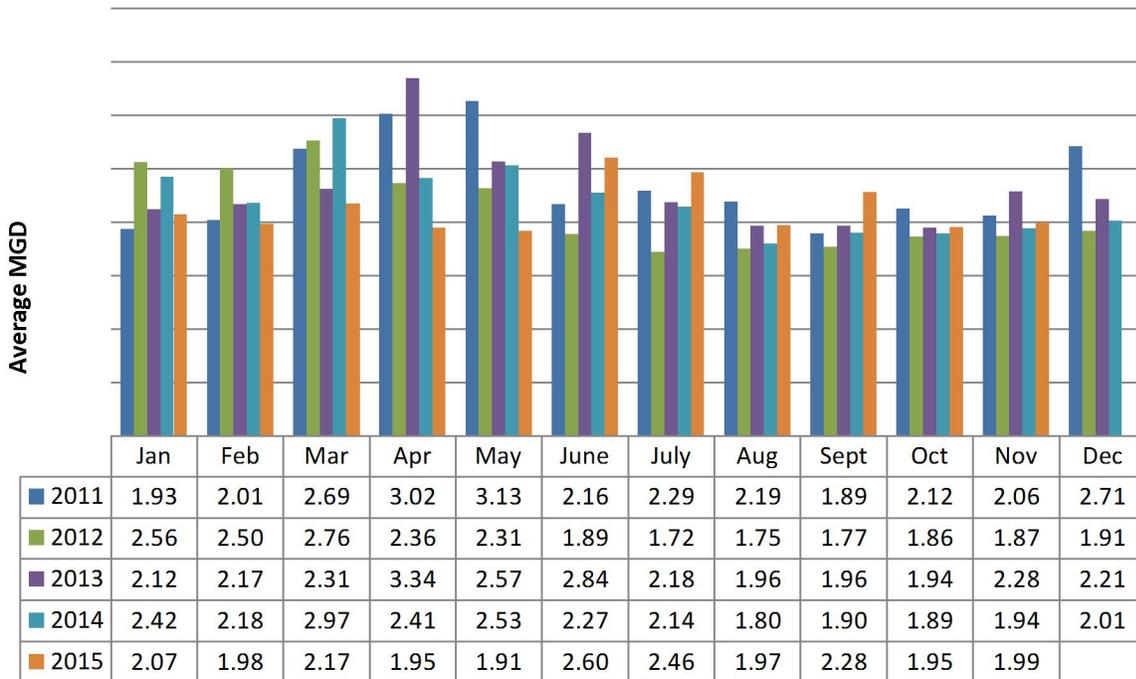
SUBJECT TO APPROVAL



DEPARTMENT OF PUBLIC SERVICES

Monthly Report November 2015

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



Laboratory Testing and Quality Control – Quality Assurance Program

Tests Run For		% Passing
Permit Compliance	238	
Process Control	1738	
Quality Control	67	99%
Check Samples	5	80%
DMRQA-Study 30 Proficiency	0	
Miscellaneous Sampling	12	
Totals	2060	89%

Safety

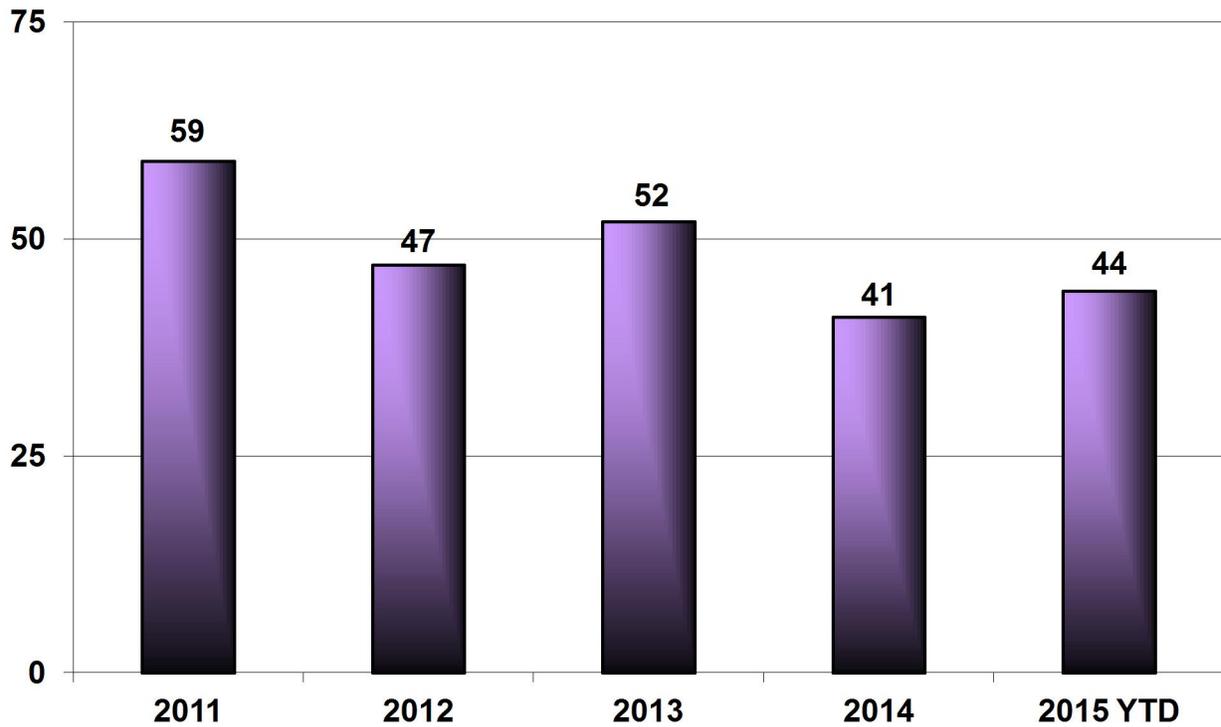
November Safety Activities	Date	Description
Safety Meeting		
	11/5/2015	Snow Plow Safety (Video)
Confined Space Entries		
	11/9/2015	Thermo 1 Digester (Clean Digester)

Training

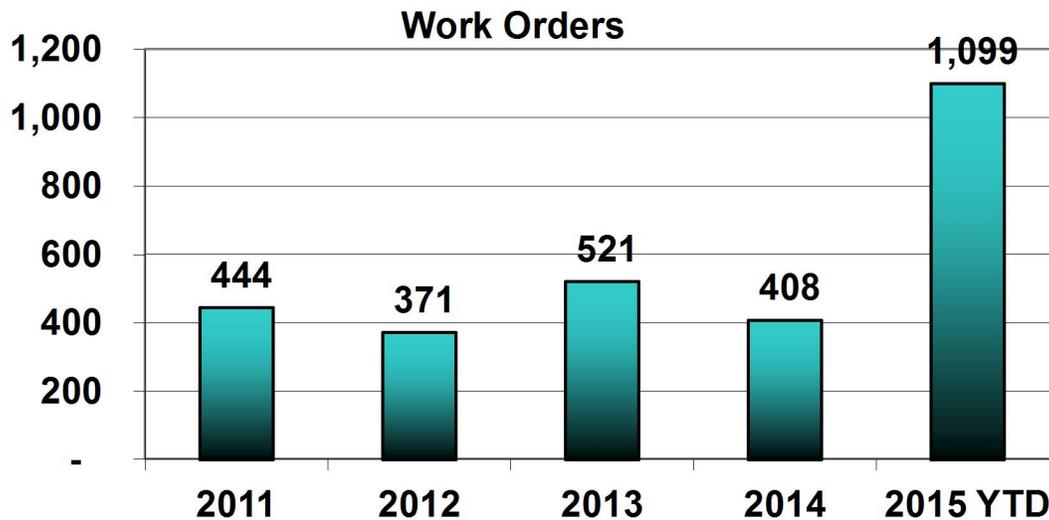
Date	# of Employees Attended	Training Course Description
11/12/2015	1	Pesticide Credit Clinic

Cemetery

Burials



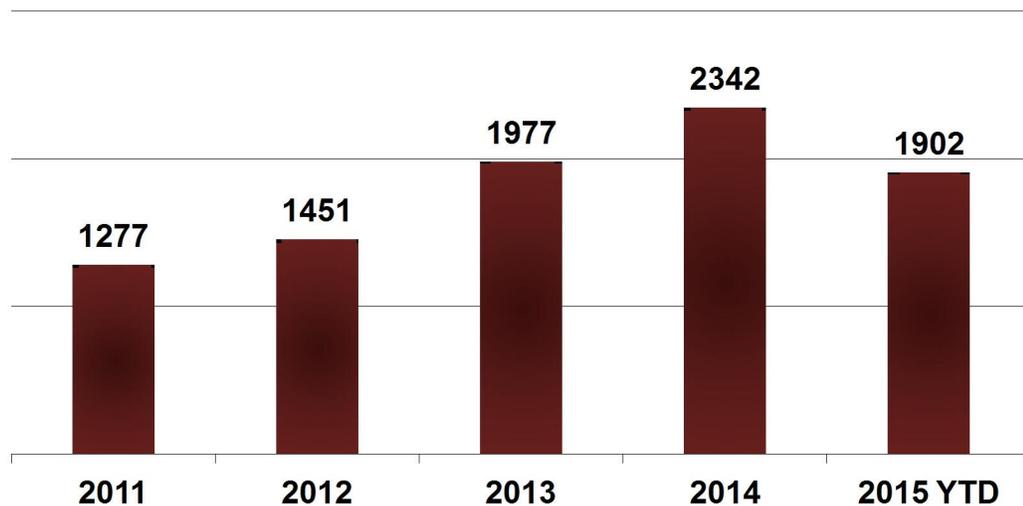
Maintenance



Note: 2011 – 2014 work order totals do not include monthly, weekly and daily preventive maintenance tasks. Below are highlights of some of the repairs performed.

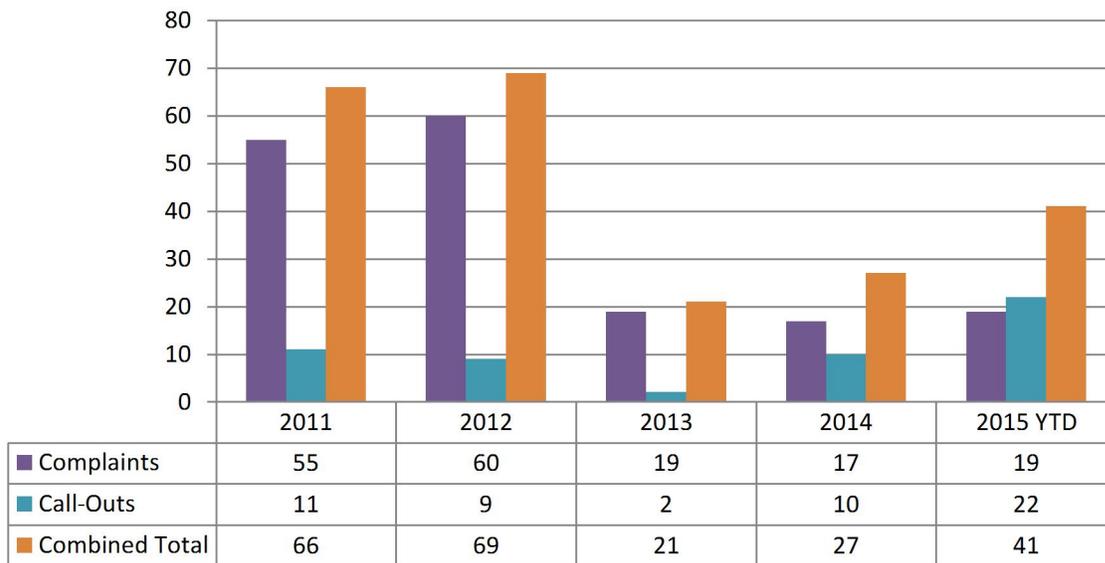
- Cleaned and vactored wet well at Pinetree lift station
- Holiday decorations are being installed at CSC, Veterans Park, Farmers Market, Holt & Aurelius Park and the streetlight poles
- Streetlight banners were changed for the holidays
- Cleaned the Meso 1 Digester at POTW
- Replaced outside lights at Fire #2 with LED lights

Miss Digs Performed

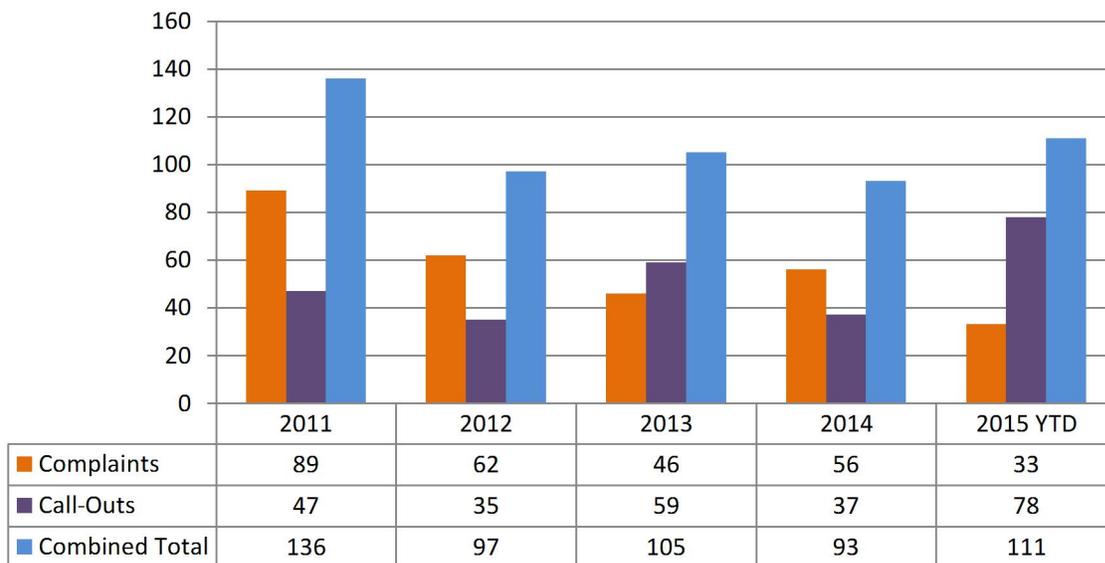


Unscheduled Service Calls

Building & Grounds Unscheduled Service Calls

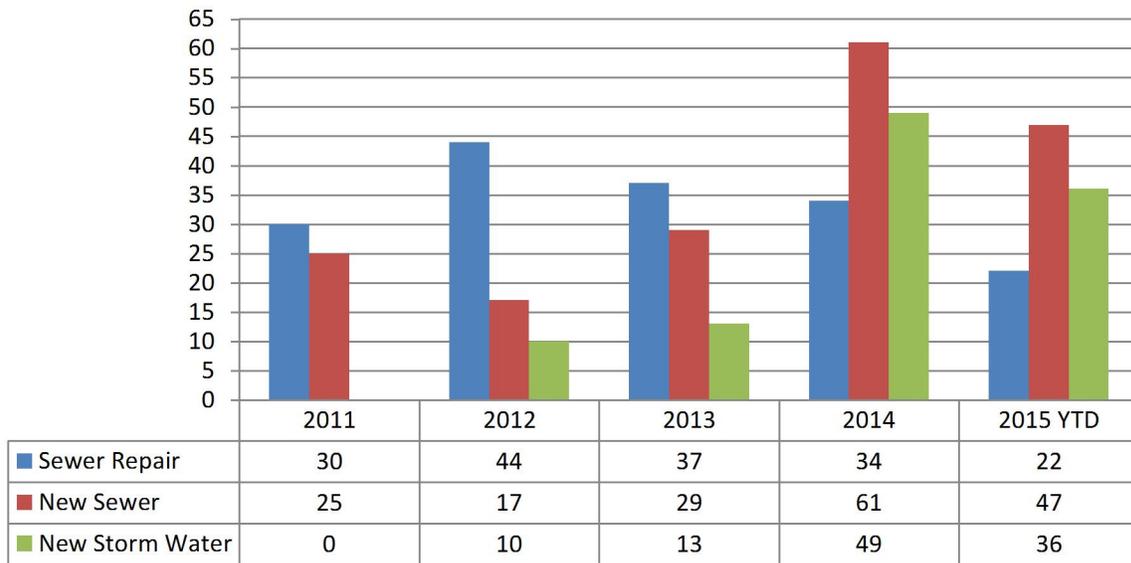


Collections Unscheduled Service Calls



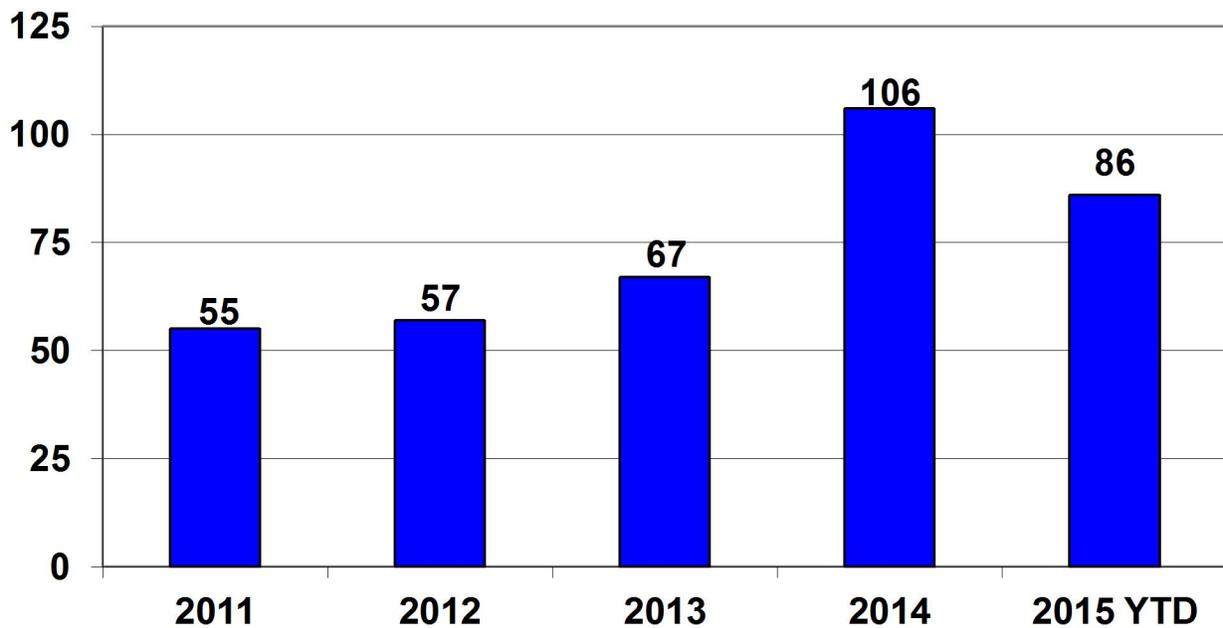
Sanitary Sewer Permits

Sanitary Sewer Permits Issued

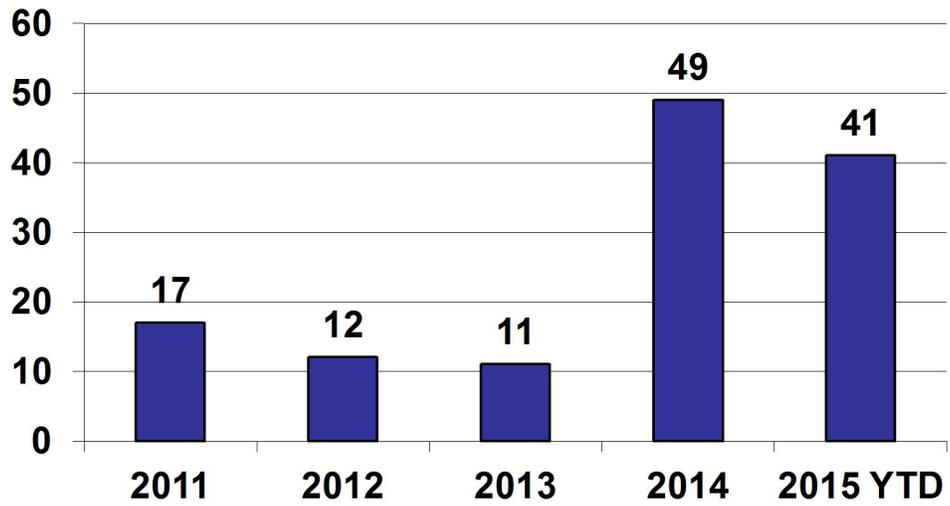


Note: Storm water permits were not issued prior to 2012

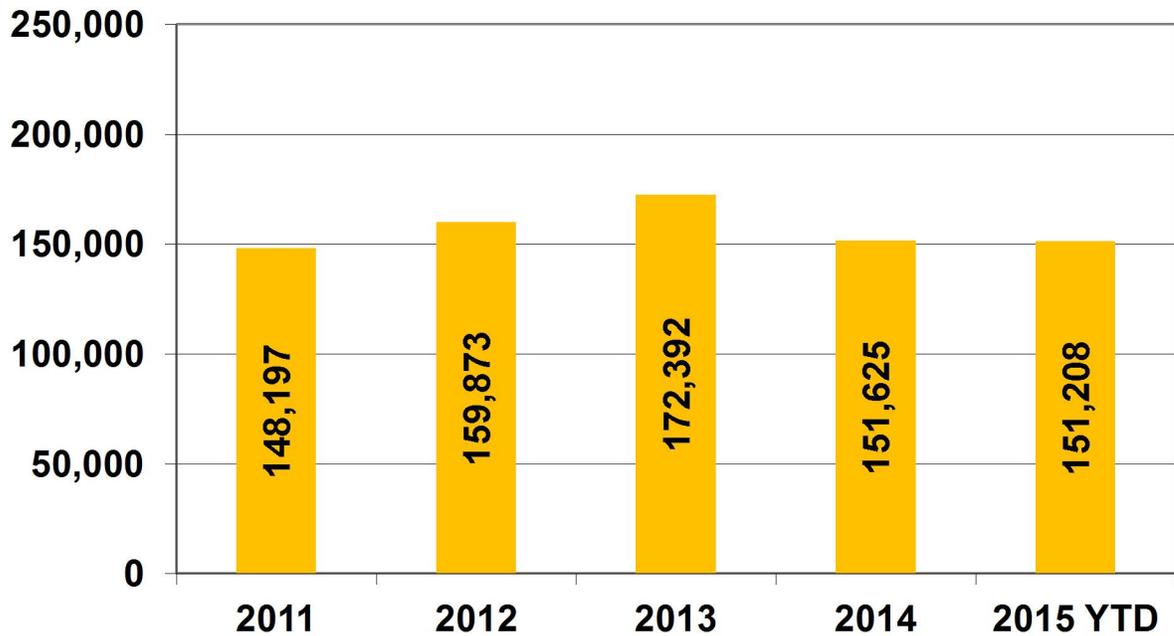
Sanitary Sewer Inspections Performed



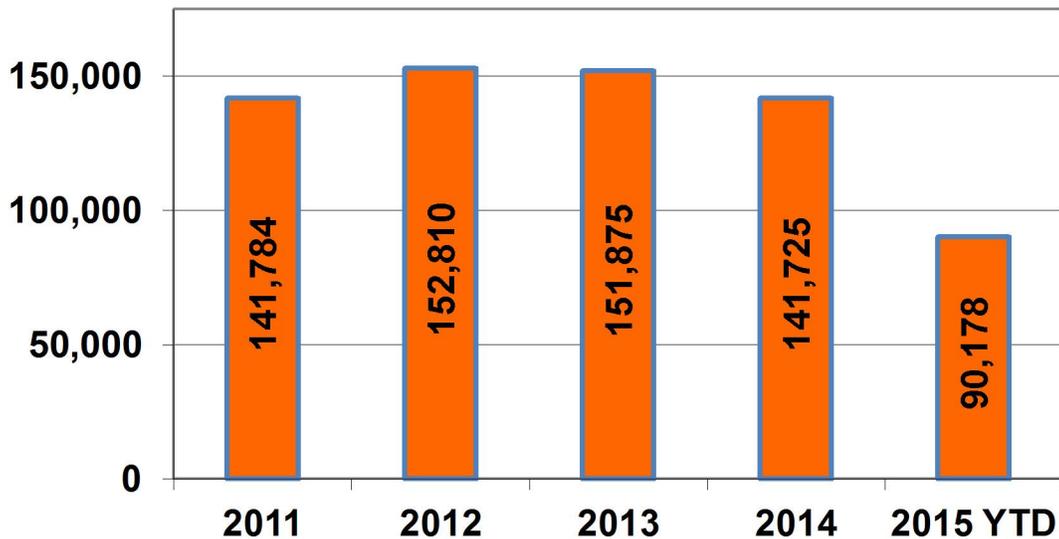
Storm Sewer Inspections Performed



Sanitary Sewer Televised (Camera Truck Work)



Feet of Sanitary Sewer Cleaned (Vactor Truck Work)



Stormwater

On November 9th the Director of Public Services and the Environmental Coordinator attended a meeting with Tri-County Regional Planning and representatives from Holt Schools to discuss the potential application for an Urban Waters grant available from the EPA. The grant would fund Green Infrastructure Planning for Sycamore Elementary and Holt Jr. High.

On November 9th, DPS personnel worked on clearing a clogged storm drain pipe at Sycamore Elementary. Investigation by the Director of Public Services, Environmental Coordinator and DPS personnel determined that the pipe terminated underground with no outlet.

On November 10th, the Director of Public Services and Environmental Coordinator met with Jon Hall, Holt Public Schools Physical Plant Supervisor to review possible remedies to the non functioning underground storm pipe. The Director offered the services of Hubble Roth and Clark (HRC) to determine elevations of pipes and storm structures. Jon Hall accepted and HRC determined the elevations later that day.

On November 12th the Director of Public Services and the Environmental Coordinator met with Tri County Regional Planning to review their application for an Urban Waters grant for Sycamore Elementary and the Holt Jr. High.

On November 16th the Director of Public Services and Environmental Coordinator met with Michigan Department of Environmental Quality (MDEQ) to clarify the availability of funds awarded in the Stormwater, Asset Management and Wastewater (SAW) Grant for Holt Public Schools as a nested entity of the Delhi Township, Municipal Separate Storm Sewer System (MS4) Permit. MDEQ officials confirmed that funds from the grant could be used for the schools.

On November 16th, the Environmental Coordinator attended the Greater Lansing Regional Committee for Stormwater Management (GLRC) Public Education Plan (PEP) committee Meeting.

On November 19th, the Director of Public Services and Environmental Coordinator met with Jon Hall, Holt Public Schools Physical Plant Supervisor and drain layer, hired by Holt Public Schools, to present findings of the HRC elevations and discuss correction of the non-functioning storm pipe at Sycamore Elementary. The drain layer will perform the corrective work on Tuesday November 24th.

Industrial Pretreatment Program

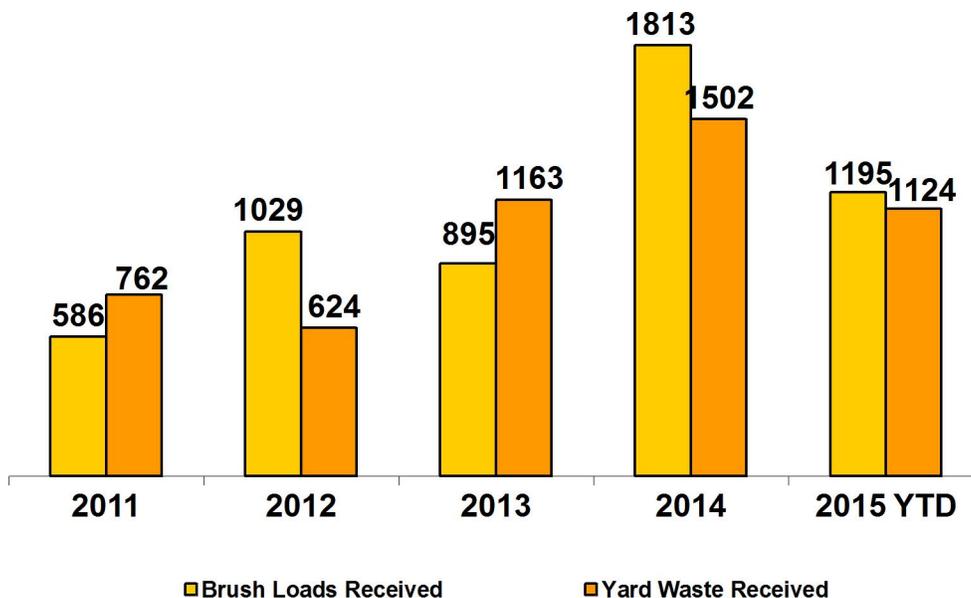
November IPP Activities	Date	
Review/Approval		
Building Plan Approval	11/6/2015	2495 Cedar 22-23C Rivers of Life Church
Building Plan Approval	11/13/2015	2050 S. Washington - Great Lakes Christian Retirement Center
Site Plan Review	11/13/2015	4495 Holt Rd. - Gas Station
IPP Annual Inspection		
Hyland Software	11/03/15	3425 Belle Chase
XG Sciences	11/18/15	3101 Grand Oaks Drive
Dart Container	11/20/15	2148 Depot
Culligan of Lansing	11/24/15	3460 Dunckel

Thirty-five (35) grease traps were inspected at local businesses; thirty-three (33) did not need service.

Community Outreach

The Lions Club hosted a brush drop-off event at the POTW pond area. Seventy-seven (77) loads of brush and two hundred seventy (270) bags of yard waste were collected.

Brush Drop-off Yearly Totals





**DELHI CHARTER TOWNSHIP
MEMORANDUM**

FROM: Evan Hope, CMC, Township Clerk

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

DATE: November 10, 2015

RE: **Community Outreach Coordinator**

When I became Clerk in 1998 the staffing level of the Clerk's office was three full time equivalents and one part time equivalent (in addition to the Clerk). Over the years, through attrition and implementing technology improvements the Clerk's office staffing had been reduced to just two full time equivalents (in addition to the Clerk).

The Clerk's office has taken on many additional duties over the years such as creating and maintaining the Township web site, creating a social media presence and creating a Township newsletter, to name a few. The part time Community Outreach Coordinator position was created and filled in 2015 to compliment these additional duties and also move the Township forward in the realm of community outreach.

During the budget process the Township Board discussed the current part time Community Outreach Coordinator position at great length. It was the consensus of the Board to make the Community Outreach Coordinator a full time position in the 2016 budget. That budget was approved at the November 3, 2015 Board of Trustees Meeting.

The duties will remain essentially the same including web site maintenance, social media, print publications, working with the media and special projects. Additional duties will include video, photography, blogs and cross training of various duties handled in the Clerk's office.

I am therefore requesting that the Township Board of Trustees approve making the part time Community Outreach Coordinator position in the Clerk's office a full time position.

Recommended Motion:

To approve one (1) full-time Community Outreach Coordinator position at a Pay Grade 6 in the Delhi Township Clerk's office.

DELHI CHARTER TOWNSHIP

M E M O R A N D U M

TO: Delhi Township Board Members

FROM: John B. Elsinga, Township Manager

DATE: November 23, 2015

RE: Emergency Management/Recruitment and Retention Coordinator –
Fire Department

During the 2016 Budget process, monies were allocated for a full-time Emergency Management/Recruitment and Retention Coordinator in the Fire Department. This position replaces the current full-time Recruitment/Retention Coordinator position that was created in 2011 as part of the SAFER (Staffing for Adequate Fire and Emergency Response) Grant awarded by FEMA (Federal Emergency Management Agency). This 4- year grant, reimbursed the Township for this position through July 30, 2015.

At this time, I believe this position continues to provide a vital and essential role in the success of a combination career/volunteer fire department. The duties and responsibilities of this new position will continue to include planning and coordinating recruitment and retention of our volunteer paid on-call staff, in addition to planning and exercising the emergency management functions of the Township's newly created Emergency Management Program.

I am therefore requesting approval for one (1) full-time Emergency Management/Recruitment and Retention Coordinator position at a Pay Grade 8.

Recommended Motion:

**To approve one (1) full-time Emergency Management/
Recruitment and Retention Coordinator position at a Pay Grade
8 in the Delhi Township Fire Department.**

**DELHI CHARTER TOWNSHIP
MINUTES OF REGULAR MEETING HELD ON DECEMBER 1, 2015**

Delhi Charter Township Board of Trustees met in a regular meeting on Tuesday, December 1, 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, Treasurer Roy Sweet, Trustees Jon Harmon, John Hayhoe, DiAnne Warfield

Members Absent: Clerk Evan Hope, Trustee Megan Ketchum

COMMENTS FROM THE PUBLIC - None

CONSENT AGENDA

- A. Approval of Minutes – Committee Meeting of November 17, 2015
- B. Approval of Minutes – Regular Meeting of November 17, 2015
- C. Approval of Claims – November 24, 2015 (ATTACHMENT I)
- D. Approval of Payroll – November 19, 2015 (ATTACHMENT II)
- E. Supplemental Agreement No. 210 – Water Service Agreement between Delhi Township and the Lansing Board of Water and Light – Prestwick Village (ATTACHMENT III)

Warfield moved to approve the Consent Agenda as presented.

A Roll Call Vote was recorded as follows:

Ayes: Hayhoe, Sweet, Warfield, Davis, Harmon

Absent: Hope, Ketchum

MOTION CARRIED

NEW BUSINESS

RESOLUTION NO. 2015-027 – ROCKFISCH FOUNDATION – CHARITABLE GAMING LICENSE

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

Hayhoe moved to adopt Resolution No. 2015-027 recognizing the Rockfisch Foundation as a nonprofit organization operating in Delhi Charter Township for the purpose of obtaining a Charitable Gaming License, issued by the Michigan Lottery Charitable Gaming Division.

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP
MINUTES OF REGULAR MEETING HELD ON DECEMBER 1, 2015**

A Roll Call Vote was recorded as follows:

Ayes: Sweet, Warfield, Davis, Harmon, Hayhoe

Absent: Hope, Ketchum

MOTION CARRIED

AMENDMENT NO. 5 TO THE DDA DEVELOPMENT PLAN AND TAX INCREMENT FINANCING PLAN, SECOND CONSIDERATION (PROPOSED TOWNSHIP ORDINANCE NO. 80.5)

The Board reviewed a memorandum dated November 19, 2015 from Twp. Mgr. Elsinga (ATTACHMENT V).

Harmon moved upon second consideration, to approve Amendment No. 5 to the Delhi Charter Township Downtown Development Authority Development Plan and Tax Increment Financing Plan (Delhi Township Ordinance No. 80.5).

A Roll Call Vote was recorded as follows:

Ayes: Sweet, Warfield, Davis, Hayhoe, Harmon

Absent: Hope, Ketchum

MOTION CARRIED

TAX SHARING AGREEMENT BETWEEN THE DELHI CHARTER TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY AND DELHI CHARTER TOWNSHIP

The Board reviewed a memorandum dated November 23, 2015 from Tracy Miller, Director of Community Development (ATTACHMENT VI).

Warfield moved to approve the Tax Sharing Agreement between the Delhi Charter Township Downtown Development Authority and Delhi Charter Township, which provides for a sharing of captured tax increment revenues.

A Roll Call Vote was recorded as follows:

Ayes: Warfield, Davis, Harmon, Hayhoe, Sweet

Absent: Hope, Ketchum

MOTION CARRIED

COMMUNITY OUTREACH COORDINATOR – CLERK’S OFFICE

The Board reviewed a memorandum dated November 10, 2015 from Evan Hope, Clerk (ATTACHMENT VII).

Hayhoe moved to approve one (1) full-time Community Outreach Coordinator position at a Pay Grade 6 in the Delhi Township Clerk’s Office.

A Roll Call Vote was recorded as follows:

Ayes: Davis, Harmon, Hayhoe, Sweet, Warfield

Absent: Hope, Ketchum

MOTION CARRIED

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP
MINUTES OF REGULAR MEETING HELD ON DECEMBER 1, 2015**

EMERGENCY MANAGEMENT/RECRUITMENT AND RETENTION COORDINATOR – FIRE DEPARTMENT

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

Sweet moved to approve one (1) full-time Emergency Management/Recruitment and Retention Coordinator position at a Pay Grade 8 in the Delhi Township Fire Department.

A Roll Call Vote was recorded as follows:

Ayes: Harmon, Hayhoe, Sweet, Warfield, Davis

Absent: Hope, Ketchum

MOTION CARRIED

2016 COMPENSATION FOR DELHI TOWNSHIP SUPERVISOR

The Board reviewed a memorandum dated November 25, 2015 from Twp. Mgr. Elsinga (ATTACHMENT IX).

Hayhoe moved to approve a 2.5% increase in compensation for the Delhi Charter Township Supervisor for an annual salary of \$24,521.60, effective January 1, 2016.

Treasurer Sweet stated that he will be voting against the increase in compensation for the Supervisor, Treasurer and Trustees; however, he will be voting in favor of the increase for the Clerk as he feels the Clerk's position, because it is full-time, should receive the same compensation as the Township employees.

Trustees Harmon and Warfield stated that they share the thought stated by Treasurer Sweet.

Mike Hamilton, 4541 Sycamore St., Holt, spoke in favor of the 2016 compensations for the elected officials.

Trustee Harmon stated that when he ran for office he did not realize Trustees were compensated. Trustee Harmon stated that would like to see that money used elsewhere in the Township.

A Roll Call Vote was recorded as follows:

Ayes: Hayhoe, Davis

Nays: Sweet, Warfield, Harmon

Absent: Hope, Ketchum

MOTION FAILED

2016 COMPENSATION FOR DELHI TOWNSHIP TREASURER

The Board reviewed a memorandum dated November 25, 2015 from Twp. Mgr. Elsinga (ATTACHMENT X).

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP
MINUTES OF REGULAR MEETING HELD ON DECEMBER 1, 2015**

Hayhoe moved to approve a 2.5% increase in compensation for the Delhi Charter Township Treasurer for an annual salary of \$24,521.60, effective January 1, 2016.

Trustee Hayhoe stated that he feels that the Clerk and Treasurer should receive the same compensation as the employees of the Township.

A Roll Call Vote was recorded as follows:

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

MOTION FAILED

2016 COMPENSATION FOR DELHI TOWNSHIP CLERK

The Board reviewed a memorandum dated November 25, 2015 from Twp. Mgr. Elsinga (ATTACHMENT XI).

Hayhoe moved to approve a 2.5% increase in compensation for the Delhi Charter Township Clerk for an annual salary of \$68,021.30, effective January 1, 2016.

A Roll Call Vote was recorded as follows:

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

MOTION CARRIED

2016 COMPENSATION FOR DELHI TOWNSHIP TRUSTEES

The Board reviewed a memorandum dated November 25, 2015 from Twp. Mgr. Elsinga (ATTACHMENT XII).

Hayhoe moved to approve a 2.5% increase in compensation for the Delhi Charter Township Trustees for an annual salary of \$10,900.44, effective January 1, 2016.

A Roll Call Vote was recorded as follows:

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

MOTION FAILED

REPORTS

SUPERVISOR

Supervisor Davis reported on the Ribbon Cutting Ceremony that was held on December 1, 2015 for the newly constructed Ram Trail. Supervisor Davis reminded the Board of the 20th Annual Christmas Tree Lighting to be held on December 2, 2015.

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP
MINUTES OF REGULAR MEETING HELD ON DECEMBER 1, 2015**

TREASURER

Treasurer Sweet stated that Winter Tax Bills have been mailed out. The total tax roll for 2015 is \$31,439,000; the 2014 tax roll was \$30,763,000.

TRUSTEES

TRUSTEE HAYHOE

Trustee Hayhoe stated that he attended Holt Public School Superintendent Dr. Hornak's Community Coffee on December 1, 2015 and expressed to him how the Township appreciates the relationship between the Township and the school district.

TOWNSHIP MANAGER

Twp. Mgr. Elsinga stated that Darryl Albert, Director of Information Technology, has submitted his resignation. After meeting with staff to discuss various options for the Township's IT needs, it was decided to continue to contract with ASK Total Care on a full-time basis.

GIS (Geographic Information Service) will be evaluated in the future.

LIMITED PUBLIC COMMENTS – None

ADJOURNMENT

Meeting adjourned at 7:52 p.m.

Date: December 15, 2015

Evan Hope, Township Clerk

Date: December 15, 2015

C.J. Davis, Supervisor

/af

SUBJECT TO APPROVAL

ACCOUNTS PAYABLE APPROVAL

November 24, 2015

I. Certification of Authorized Signatures: The attached Check Register and Invoice Distribution Report encompass checks dated November 24, 2015 numbered 90370 thru 90449 & ACH 3892 thru 3912. Every invoice has a payment authorizing signature(s).

Dated: November 24, 2015

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

The attached Invoice Distribution Report and Check Register for checks dated November 24, 2015 show payments made from the following funds:

General Fund	\$	98,232.20
Fire Fund		20,447.14
Police Fund		208,259.08
Fire Equip. & Apparatus Fund		86.20
Downtown Development Fund		35,360.34
Sewer Fund		109,750.06
Local Site Remediation Fund		3,722.96
Trust & Agency Fund		2,225.11
Grand Total	\$	<u>478,083.09</u>

Includes the following to be reimbursed from separate bank accounts:

Employee Flexible Spending Acct	\$	275.21
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Dated: November 24, 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. (\$36,540.00 Barnhart & Son, Inc. for Reconstruction of Recycle Center Drive, 10/20/15, \$32,966.58 Hubbell, Roth, & Clark for Engineering Services/ Ram Trail, 3/17/15, \$ 22,867.44 Hubbell, Roth, & Clark for SAW Grant Administration, 11/5/14)

Dated: November 24, 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 December 1, 2015 a motion was made by _____ and passed by ___yes votes and ___no votes (___absent) that the list of claims dated November 24, 2015, was reviewed, audited and approved

 Evan Hope, Township Clerk

INVOICE GL DISTRIBUTION REPORT FOR DELHI CHARTER TOWNSHIP
 EXP CHECK RUN DATES 11/24/2015 - 11/24/2015

Vendor	Invoice Line Desc	Amount
Fund 101 GENERAL FUND		
Dept 000.00		
BLUE CROSS BLUE SHIELD	RETIREES HEALTH INSURANCE DEC	127.66
MICHIGAN ASSOC. OF CODE	2016 MACEO DUES/LARNER	60.00
MID-MICH ASSOC OF ASSESS	2016 MMAAO MEMBER DUES/MUNSON	20.00
MID-MICH ASSOC OF ASSESS	2016 MMAAO MEMBER DUES/E. TOBIAS	20.00
MID-MICH ASSOC OF ASSESS	MMAAO MEETING RESERVATION/TOBIAS	45.00
CITY OF MASON	STANDBY FEE OCTOBER	513.85
MERIDIAN TOWNSHIP FIRE	ALAIEDON STANDBY FEE OCTOBER	918.66
MERIDIAN TOWNSHIP FIRE	196 & OKEMOS RD COMBUSTIBLE LIQUID	1,300.00
	Total For Dept 000.00	3,005.17
Dept 101.00 LEGISLATIVE		
HARTFORD LIFE INSURANCE	TRUSTEES LIFE INSURANCE DECEMBER	25.50
	Total For Dept 101.00 LEGISLATIVE	25.50
Dept 171.00 MANAGER		
BLUE CROSS BLUE SHIELD	HEALTH INSURANCE DECEMBER	2,256.35
DELTA DENTAL PLAN OF	DENTAL INSURANCE DECEMBER	295.46
HARTFORD LIFE INSURANCE	LIFE INSURANCE DECEMBER	95.62
UNUM LIFE INSURANCE CO	DISABILITY INSURANCE DECEMBER	142.59
	Total For Dept 171.00 MANAGER	2,790.02
Dept 191.00 ACCOUNTING		
BLUE CROSS BLUE SHIELD	HEALTH INSURANCE DECEMBER	417.85
DELTA DENTAL PLAN OF	DENTAL INSURANCE DECEMBER	43.07
HARTFORD LIFE INSURANCE	LIFE INSURANCE DECEMBER	22.95
UNUM LIFE INSURANCE CO	DISABILITY INSURANCE DECEMBER	34.47
PAPER IMAGE PRINTING	COIL BINDING, BLACK BACK, COVER	128.10
ABRAHAM & GAFFNEY, P.C.	ACCOUNTING SERVICES OCTOBER	786.50
	Total For Dept 191.00 ACCOUNTING	1,432.94
Dept 215.00 CLERK		
BLUE CROSS BLUE SHIELD	HEALTH INSURANCE DECEMBER	2,674.20
DELTA DENTAL PLAN OF	DENTAL INSURANCE DECEMBER	257.80
HARTFORD LIFE INSURANCE	LIFE INSURANCE DECEMBER	66.30
UNUM LIFE INSURANCE CO	DISABILITY INSURANCE DECEMBER	99.39
	Total For Dept 215.00 CLERK	3,097.69
Dept 228.00 INFORMATION TECHNOLOGY		
HARTFORD LIFE INSURANCE	LIFE INSURANCE DECEMBER	28.04
UNUM LIFE INSURANCE CO	DISABILITY INSURANCE DECEMBER	38.18
ACD.NET, INC.	ACD FIBER MONTHLY	616.00
APEX SOFTWARE	APEX SKETCH PROGRAM	595.00
	Total For Dept 228.00 INFORMATION TECHNOLOGY	1,277.22
Dept 253.00 TREASURERS		
BLUE CROSS BLUE SHIELD	HEALTH INSURANCE DECEMBER	1,253.53
DELTA DENTAL PLAN OF	DENTAL INSURANCE DECEMBER	214.73

HARTFORD LIFE INSURANCE	LIFE INSURANCE DECEMBER	44.62
UNUM LIFE INSURANCE CO	DISABILITY INSURANCE DECEMBER	66.50
D & K INVESTIGATIVE SERV	SERVICE OF COURT PAPERS	130.24
BRINK'S INCORPORATED	BRINKS SERVICES/NOVEMBER	600.62
	Total For Dept 253.00 TREASURERS	2,310.24

Dept 257.00 ASSESSING		
DELTA DENTAL PLAN OF	DENTAL INSURANCE DECEMBER	214.73
HARTFORD LIFE INSURANCE	LIFE INSURANCE DECEMBER	47.60
UNUM LIFE INSURANCE CO	DISABILITY INSURANCE DECEMBER	62.26
STATE OF MICHIGAN	2015 CERTIFICATION FEES	650.00
VERTALKA & VERTALKA, INC.	MTT APPRAISAL SERVICES/EYDE	650.00
	Total For Dept 257.00 ASSESSING	1,624.59

Dept 265.00 BUILDING & GROUNDS		
BLUE CROSS BLUE SHIELD	HEALTH INSURANCE DECEMBER	1,022.24
DELTA DENTAL PLAN OF	DENTAL INSURANCE DECEMBER	170.69
HARTFORD LIFE INSURANCE	LIFE INSURANCE DECEMBER	40.18
UNUM LIFE INSURANCE CO	DISABILITY INSURANCE DECEMBER	59.83
LANSING ICE & FUEL CO	GASOLINE 11/1-15/2015	74.42
SIEMENS INDUSTRY, INC.	LABOR & HEAT EXCHANGER FOR ROOF	1,860.13
WOLVERINE POWER SYSTEMS	GENERATOR MAINTENANCE AGREEMENT	890.00
QUALITY FIRST MAID SERVICE	CLEANING SERVICES/CSC	812.50
SCHAFFER'S INC.	MOWING 2045 CEDAR	138.00
BOARD OF WATER & LIGHT	WATER 2074 AURELIUS	673.41
DELHI TOWNSHIP TREASURER	SEWER 2074 AURELIUS	437.60
CONSUMERS ENERGY	ELECTRIC 2004 AURELIUS	102.11
CONSUMERS ENERGY	ELECTRIC-2074 AURELIUS	5,728.30
CONSUMERS ENERGY	GAS-2074 AURELIUS	1,086.03
E.D.S. IRRIGATION, LLC	SPRINKLER BOLW OUT-PARK HOLT	50.00
SCHAFFER'S INC.	BLACK MULCH/DDA	31.00
MAYOTTE GROUP ARCHITECTS	BASEMENT LEAKS	597.50
MAYOTTE GROUP ARCHITECTS	ROOF TYPE/SOLAR COLLECTOR STUDY	887.50
	Total For Dept 265.00 BUILDING & GROUNDS	14,661.44

Dept 276.00 CEMETERY		
BLUE CROSS BLUE SHIELD	HEALTH INSURANCE DECEMBER	414.68
DELTA DENTAL PLAN OF	DENTAL INSURANCE DECEMBER	69.24
HARTFORD LIFE INSURANCE	LIFE INSURANCE DECEMBER	16.30
UNUM LIFE INSURANCE CO	DISABILITY INSURANCE DECEMBER	24.27
LANSING ICE & FUEL CO	GASOLINE 11/1-15/2015	30.19
ACE HARDWARE	6 MISC. MDSE./BLUE TARP	24.89
MICHIGAN SURVEYORS SUPPLY	10 BUNDLES OF FLAGS TO MARK GRAVE	94.50
GRANGER	MONTHLY DUMPSTER SERVICE	76.00
CONSUMERS ENERGY	ELECTRIC-4149 WILLOUGHBY	26.73
	Total For Dept 276.00 CEMETERY	776.80

Dept 281.00 STORMWATER		
BLUE CROSS BLUE SHIELD	HEALTH INSURANCE DECEMBER	260.38
DELTA DENTAL PLAN OF	DENTAL INSURANCE DECEMBER	43.47
HARTFORD LIFE INSURANCE	LIFE INSURANCE DECEMBER	10.23
UNUM LIFE INSURANCE CO	DISABILITY INSURANCE DECEMBER	15.24
LANSING ICE & FUEL CO	GASOLINE 11/1-15/2015	18.96
HUBBELL, ROTH & CLARK, INC	SAW STORMWATER MANAGEMENT PLAN	1,799.49
		2,147.77
Total For Dept 281.00 STORMWATER		

Dept 446.00 INFRASTRUCTURE		
CONSUMERS ENERGY	LIGHTING 2116 CEDAR	424.28
CONSUMERS ENERGY	LIGHTING 3970 HOLT	151.51
CONSUMERS ENERGY	LIGHTING 4115 HOLT	303.88
CONSUMERS ENERGY	LIGHTING 2228 AURELIUS	178.40
HUBBELL, ROTH & CLARK, INC	RAM TRAIL - PROFESSIONAL PERSONNEL	32,966.58
HUBBELL, ROTH & CLARK, INC	HOLT ROAD TRAIL	2,779.63
		36,804.28
Total For Dept 446.00 INFRASTRUCTURE		

Dept 721.00 PLANNING/COMMUNITY DEVELOPMENT		
BLUE CROSS BLUE SHIELD	HEALTH INSURANCE DECEMBER	5,181.25
DELTA DENTAL PLAN OF	DENTAL INSURANCE DECEMBER	606.54
HARTFORD LIFE INSURANCE	LIFE INSURANCE DECEMBER	142.81
UNUM LIFE INSURANCE CO	DISABILITY INSURANCE DECEMBER	213.39
LANSING ICE & FUEL CO	GASOLINE 11/1-15/2015	77.11
HUBBELL, ROTH & CLARK, INC	STUDY PRESTWICK VILLAGE APARTMENTS	430.14
HUBBELL, ROTH & CLARK, INC	LANSING GAS STATION & CONVENIENCE	664.50
HUBBELL, ROTH & CLARK, INC	OREILLY AUTO PARTS STUDY PLAN	708.90
MC KENNA ASSOCIATES, INC	CEDAR ST CORRIDOR PLAN SERVICES	3,160.00
FRANKIE D'S AUTO & TRUCK	LOF/#57	31.00
THE PARTS PLACE	1 WHEEL BOLT NUT/#58	3.51
		11,219.15
Total For Dept 721.00 PLANNING/COMMUNITY DEVELOPMENT		

Dept 752.00 PARKS ADMINISTRATION		
BLUE CROSS BLUE SHIELD	HEALTH INSURANCE DECEMBER	1,253.55
DELTA DENTAL PLAN OF	DENTAL INSURANCE DECEMBER	129.21
HARTFORD LIFE INSURANCE	LIFE INSURANCE DECEMBER	70.98
UNUM LIFE INSURANCE CO	DISABILITY INSURANCE DECEMBER	106.50
TEE TO GREEN PRINTNG	2,000 CERTIFICATES	303.00
		1,863.24
Total For Dept 752.00 PARKS ADMINISTRATION		

Dept 771.00 PARKS		
LANSING ICE & FUEL CO	GASOLINE 11/1-15/2015	132.98
MODEL COVERALL SERVICE	UNIFORM PANTS	88.85
GRANGER	MONTHLY DUMPSTER SERVICE	150.00
BOARD OF WATER & LIGHT	WATER 2108 CEDAR	258.99
BOARD OF WATER & LIGHT	WATER 2287 PINE TREE	44.29
BOARD OF WATER & LIGHT	WATER 2074 AURELIUS #PARK	259.74
BOARD OF WATER & LIGHT	WATER 4050 KELLER	146.93
BOARD OF WATER & LIGHT	WATER 1750 MAPLE	17.81
DELHI TOWNSHIP TREASURER	SEWER 2108 CEDAR	167.80
DELHI TOWNSHIP TREASURER	SEWER 2287 PINE TREE	46.70
DELHI TOWNSHIP TREASURER	SEWER 4030 KELLER	87.50
DELHI TOWNSHIP TREASURER	SEWER 1750 MAPLE	19.70
CONSUMERS ENERGY	ELECTRIC 2074 AURELIUS #PARK	1,032.08
CONSUMERS ENERGY	ELECTRIC 2108 CEDAR	964.67

CONSUMERS ENERGY	ELECTRIC 2287 PINE TREE 2939	36.00
CONSUMERS ENERGY	ELECTRIC 2177 WEST BLVD	22.62
CONSUMERS ENERGY	ELECTRIC 2287 PINE TREE 3200	143.35
CONSUMERS ENERGY	ELECTRIC 4080 KELLER	80.38
CONSUMERS ENERGY	GAS 2287 PINE TREE 2939	103.19
CONSUMERS ENERGY	GAS 2108 CEDAR	29.77
BOYNTON FIRE SAFETY SERV	KITCHEN EQUIP FIRE SAFETY INSPECTION	88.00
QUALITY FIRST MAID SERVICE	CLEANING SERVICES/SENIOR CENTER	260.00
E.D.S. IRRIGATION, LLC	WINTERIZATION OF 6 IRRIGATION SYSTEM	513.00
SCHAFFER'S INC.	COMPOST	32.00
	Total For Dept 771.00 PARKS	4,726.35

Dept 774.00 RECREATION		
D & M SILKSCREENING	10 T-SHIRTS	90.00
D & M SILKSCREENING	1 T-SHIRTS	10.00
SCOTT R. BLANKENSHIP	OFFICIAL FLOOR HOCKEY	100.00
JEFF BRYAN	OFFICIAL FLOOR HOCKEY	300.00
PAULA K. HARNEY	SENIOR CENTER FITNESS CLASSES	100.00
ANDREW MURRAY	OFFICIAL FLOOR HOCKEY	225.00
STEVEN E. ROGERS	OFFICIAL FLOOR HOCKEY	325.00
ZACH VANLIEW	OFFICIAL FLOOR HOCKEY	125.00
ACE HARDWARE	8 PKG CABLE TIES/HOLIDAY LIGHTS	90.12
ACE HARDWARE	6 MISC. MDSE./4 CONNECTORS/1 LATCH	25.59
ACE HARDWARE	5 PKS CABLE TIES/HOLIDAY LIGHTS	54.95
ACE HARDWARE	14 CLAMPS/HOLIDAY LIGHTS	34.86
BRONNER'S CHRISTMAS	REPLACEMENT BULBS & PLUGS	664.80
BRONNER'S CHRISTMAS	GREEN LIGHT EXTENSIONS & FREIGHT	152.18
	Total For Dept 774.00 RECREATION	2,297.50

Dept 850.00 OTHER FUNCTIONS		
HARTFORD LIFE INSURANCE	RETIREES LIFE INSURANCE DECEMBER	32.40
BLUE CROSS BLUE SHIELD	RETIREES HEALTH INSURANCE DEC	6,669.90
DBI BUSINESS INTERIORS	OFFICE SUPPLIES	621.63
FAHEY SCHULTZ BURZYCH	LEGAL FEES OCTOBER	90.75
INGHAM REGIONAL MEDICAL	FLU SHOTS	550.00
RICOH USA, INC	PRINCIPAL	145.33
RICOH USA, INC	INTEREST	62.29
	Total For Dept 850.00 OTHER FUNCTIONS	8,172.30

Total For Fund 101 GENERAL FUND 98,232.20

Fund 206 FIRE FUND		
Dept 336.00 FIRE DEPARTMENT		
HARTFORD LIFE INSURANCE	RETIREES LIFE INSURANCE DECEMBER	4.05
BLUE CROSS BLUE SHIELD	RETIREES HEALTH INSURANCE DEC	945.94
BLUE CROSS BLUE SHIELD	HEALTH INSURANCE DECEMBER	8,691.11
DELTA DENTAL PLAN OF	DENTAL INSURANCE DECEMBER	1,615.09
HARTFORD LIFE INSURANCE	LIFE INSURANCE DECEMBER	248.37

UNUM LIFE INSURANCE CO	DISABILITY INSURANCE DECEMBER	527.30
LANSING ICE & FUEL CO	GASOLINE 11/1-15/2015	916.91
BOUND TREE MEDICAL, LLC	MEDICAL SUPPLIES	1,203.99
BOUND TREE MEDICAL, LLC	MEDICAL SUPPLIES	22.29
MICHIGAN STATE UNIVERSITY	MEDICAL SUPPLIES	165.87
MICHIGAN STATE FIREMEN'S	MSFA 2016 DUES	75.00
WEST SHORE SERVICES INC	SIREN MAINTENANCE	4,250.00
ACD.NET, INC.	ACD FIBER MONTHLY	182.00
BOARD OF WATER & LIGHT	WATER 6139 BISHOP	37.48
DELHI TOWNSHIP TREASURER	SEWER 6139 BISHOP	36.50
WESCO DISTRIBUTION, INC	2 LED WALL PACK LIGHTS FOR FIRE #2	264.00
ACE HARDWARE	NAIL	1.99
INGHAM REGIONAL MEDICAL	FLU SHOTS	25.00
OVERHEAD DOOR CO	LABOR TO REPLACE CAPACITOR/FIRE	440.50
SAFETY SYSTEMS, INC	T&M TO INSTALL DOOR LOCK/CODE SYS	793.75
	Total For Dept 336.00 FIRE DEPARTMENT	<u>20,447.14</u>

Total For Fund 206 FIRE FUND 20,447.14

Fund 207 POLICE FUND

Dept 301.00 POLICE

INGHAM COUNTY TREASURER	POLICE CONTRACT NOVEMBER	<u>208,259.08</u>
	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

WEST SHORE FIRE INC	CREDIT	(488.00)
WEST SHORE FIRE INC	SCBA REPAIR	19.80
WEST SHORE FIRE INC	SCBA REPAIR	87.50
WEST SHORE FIRE INC	SCBA REPAIR	65.20
WEST SHORE FIRE INC	SCBA REPAIR	41.70
WEST SHORE FIRE INC	AMPLIFIER REPAIR	360.00
	Total For Dept 339.00 EQUIPMENT & APPARATUS	<u>86.20</u>

Total For Fund 211 FIRE EQUIP. & APPARATUS FUND 86.20

Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY

Dept 728.00 DDA ADMINISTRATION

DBI BUSINESS INTERIORS	BUSINESS CARDS	16.79
SAM'S CLUB DIRECT	HAND SANITIZER	6.98
ACD.NET, INC.	ACD FIBER MONTHLY	42.00
MICHIGAN.COM	PUBLISHING LEGALS OCTOBER	65.93
	Total For Dept 728.00 DDA ADMINISTRATION	<u>131.70</u>

Dept 729.00 DDA MARKETING & PROMOTION

B & D ELECTRIC, INC.	MATERIALS & LABOR/REWIRE WORK IN DEM	234.00
ACD.NET, INC.	WIFI 11/1-12/1/2015	69.95
SAM'S CLUB DIRECT	POP & COFFEE	41.62
SAM'S CLUB DIRECT	HALLOWEEN CANDY	12.98
SAM'S CLUB DIRECT	TRASH BAGS/COFFEE/CUPS	44.56
BLOHM CREATIVE PARTNERS	OCTOBER WEB MAINTENANCE & HOST	570.00
	Total For Dept 729.00 DDA MARKETING & PROMOTION	<u>973.11</u>

Dept 850.00 OTHER FUNCTIONS		
WOLVERINE POWER SYSTEMS	GENERATOR MAINTENANCE AGREEMENT	870.00
WOLVERINE POWER SYSTEMS	GENERAL MAINTENANCE AGREEMENT	770.00
GRANGER	MONTHLY DUMPSTER SERVICE	131.30
QUALITY FIRST MAID SERVICE	CLEANING SERVICES/SHERIFF & DDA	340.00
BOARD OF WATER & LIGHT	WATER 2045 CEDAR	121.99
BOARD OF WATER & LIGHT	WATER 2150 CEDAR	23.56
DELHI TOWNSHIP TREASURER	SEWER 2150 CEDAR	26.58
DELHI TOWNSHIP TREASURER	SEWER 2313 CEDAR	21.48
DELHI TOWNSHIP TREASURER	SEWER 2045 CEDAR	50.30
CONSUMERS ENERGY	ELECTRIC-2150 CEDAR	210.69
CONSUMERS ENERGY	ELECTRIC-2045 CEDAR #A	1,135.89
CONSUMERS ENERGY	ELECTRIC-2045 CEDAR #B	95.29
CONSUMERS ENERGY	GAS-2150 CEDAR	168.69
CONSUMERS ENERGY	GAS-2045 CEDAR	124.91
	Total For Dept 850.00 OTHER FUNCTIONS	<u>4,090.68</u>

Dept 905.00 DEBT SERVICE		
DAVID & LINDA ROTHERMEL	PRINC PAYMENT-LAND CONTRACT-	21,456.50
SOUTH CEDAR DISTRIBUTORS	PRINC PYMT-2052 CEDAR LAND CONTR	6,250.00
DAVID & LINDA ROTHERMEL	INTEREST PYMT-LAND CONTRACT-	1,989.60
SOUTH CEDAR DISTRIBUTORS	INTER PYMT-2052 CEDAR LAND CONTR	468.75
	Total For Dept 905.00 DEBT SERVICE	<u>30,164.85</u>

Total For Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY	<u><u>35,360.34</u></u>
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Fund 590 SEWAGE DISPOSAL SYSTEM

Dept 000.00		
ALLEN EDWIN HOMES	Basic Service Charge	51.00
ALLEN EDWIN HOMES	Basic Service Charge	96.90
CANDY, MARIA	Basic Service Charge	12.36
CLARK, CHERYL	Basic Service Charge	101.30
CVE	Basic Service Charge	10.90
EVERETT, BRUCE	Basic Service Charge	15.10
GILLISON, MICHELLE	Basic Service Charge	10.20
INTEGRITY REAL ESTATE	Basic Service Charge	14.60
KOLMOS, DOUGLAS	Basic Service Charge	35.00
NEWTON, JACOB	Basic Service Charge	24.80
ONE SOURCE REALTY LLC	Basic Service Charge	14.60
PLACER, DONALD	Basic Service Charge	265.20
ROUSE, DAVID	Basic Service Charge	100.60
SIGMA SERVICES	Basic Service Charge	78.53
SKT ROLLERSKATING PROP	Sewer Usage	166.55
STEWART, VICKIE	Basic Service Charge	10.20
TITLE365	Basic Service Charge	87.69
BLUE CROSS BLUE SHIELD	RETIREEES HEALTH INSURANCE DEC	102.13
	Total For Dept 000.00	<u>1,197.66</u>

Dept 548.00 ADMINISTRATION & OVERHEAD

HARTFORD LIFE INSURANCE	RETIREEES LIFE INSURANCE DECEMBER	16.20
BLUE CROSS BLUE SHIELD	RETIREEES HEALTH INSURANCE DEC	2,439.70
	Total For Dept 548.00 ADMINISTRATION & OVERHEAD	<u>2,455.90</u>

Dept 558.00 DEPT OF PUBLIC SERVICE

BLUE CROSS BLUE SHIELD	HEALTH INSURANCE DECEMBER	7,946.49
DELTA DENTAL PLAN OF	DENTAL INSURANCE DECEMBER	1,326.90
HARTFORD LIFE INSURANCE	LIFE INSURANCE DECEMBER	312.33
UNUM LIFE INSURANCE CO	DISABILITY INSURANCE DECEMBER	465.10
LANSING ICE & FUEL CO	GASOLINE 11/1-15/2015	578.54
MODEL COVERALL SERVICE	STAFF UNIFORMS/POTW	64.79
MODEL COVERALL SERVICE	STAFF UNIFORMS/MAINTENANCE	61.63
SAM'S CLUB DIRECT	CE410A 305A BLACK TONER/DIORKA	94.48
AIRGAS USA, LLC	CYLINDER RENTAL	145.80
ALEXANDER CHEMICAL CORP	HYPOCHLORITE	3,834.60
ALS LABORATORY GROUP	IPP - HYLAND SOFTWARE	550.00
ALS LABORATORY GROUP	IPP - XG SCIENCES	550.00
ENVIRONMENTAL RESOURCES	TOXICITY TESTING	975.00
HUBBELL, ROTH & CLARK, INC	SAW GRANT ADMINISTRATION	22,867.44
HUBBELL, ROTH & CLARK, INC	SANITARY SEWER REVIEW PRESTWICK	1,307.94
HUBBELL, ROTH & CLARK, INC	SEWER LEAD INSPECTIONS	1,675.02
HUBBELL, ROTH & CLARK, INC	OREILLY AUTO PARTS SANITARY SEWER	651.15
HUBBELL, ROTH & CLARK, INC	DIGESTION MIXING IMPROVEMENTS	552.00
HUBBELL, ROTH & CLARK, INC	GENERAL PROFESSIONAL SERVICES	865.80
UNITED PARCEL SERVICE	SHIPPING CHARGES	100.35
GRANGER	MONTHLY DUMPSTER SERVICE	202.91
GRANGER	MONTHLY SCREEN DEBRIS	387.50
GRANGER	GREASE DISPOSAL/LSD	166.25
SPOK, INC	PAGER SERVICE	29.38
ACD.NET, INC.	ACD FIBER MONTHLY	560.00
BOARD OF WATER & LIGHT	WATER 1492 AURELIUS	180.99
BOARD OF WATER & LIGHT	WATER 1492 AURELIUS	78.00
BOARD OF WATER & LIGHT	WATER 3505 HOLT	83.57
BOARD OF WATER & LIGHT	WATER 1988 WAVERLY	146.93
BOARD OF WATER & LIGHT	WATER 4280 DELL	20.15
BOARD OF WATER & LIGHT	WATER 5961 MC CUE	409.66
DELHI TOWNSHIP TREASURER	SEWER 1490 AURELIUS	167.80
BOARD OF WATER & LIGHT	ELECTRIC 2481 DELHI COMMERCE	88.98
BOARD OF WATER & LIGHT	ELECTRIC 1870 NIGHTINGALE	94.36
CONSUMERS ENERGY	ELECTRIC 1490 AURELIUS	2,245.23
CONSUMERS ENERGY	ELECTRIC-1494 AURELIUS	115.11
CONSUMERS ENERGY	ELECTRIC-2870 PINE TREE	482.68
CONSUMERS ENERGY	ELECTRIC-3505 HOLT	118.97
CONSUMERS ENERGY	ELECTRIC-4828 HOLT	112.21
CONSUMERS ENERGY	ELECTRIC-4280 DELL	464.54
CONSUMERS ENERGY	GAS-4280 DELL	25.46
CONSUMERS ENERGY	GAS 1494 AURELIUS	104.64
CONSUMERS ENERGY	GAS-3505 HOLT	22.58
CONSUMERS ENERGY	GAS-2481 DELHI COMM	23.30
CONSUMERS ENERGY	GAS-1490 AURELIUS	65.04
CONSUMERS ENERGY	GAS-1492 AURELIUS	126.95
LOWE'S CREDIT SERVICES	ROPE FOR FLAGPOLE/POTW	9.78
WOLVERINE POWER SYSTEMS	GENERATOR MAINTENANCE AGREEMENT	690.00
WOLVERINE POWER SYSTEMS	GENERATOR MAINTENANCE AGREEMENT	790.00
WOLVERINE POWER SYSTEMS	GENERATOR MAINTENANCE AGREEMENT	910.00
WOLVERINE POWER SYSTEMS	GENERATOR MAINTENANCE AGREEMENT	940.00
WOLVERINE POWER SYSTEMS	GENERATOR MAINTENANCE AGREEMENT	1,170.00
WOLVERINE POWER SYSTEMS	GENERATOR MAINTENANCE AGREEMENT	790.00
WOLVERINE POWER SYSTEMS	GENERATOR MAINTENANCE AGREEMENT	910.00

WOLVERINE POWER SYSTEMS	GENERATOR MAINTENANCE AGREEMENT	790.00
WOLVERINE POWER SYSTEMS	LABOR/ST LAWRENCE L.S.	55.00
WOLVERINE POWER SYSTEMS	FREIGHT/ST LAWRENCE L.S.	11.00
WOLVERINE POWER SYSTEMS	AIR FILTER/ST LAWRENCE L.S.	14.23
WOLVERINE POWER SYSTEMS	THERMOSTAT/ST LAWRENCE L.S.	22.75
WOLVERINE POWER SYSTEMS	THERMOSTAT GASKET/ST LAWRENCE	6.32
WOLVERINE POWER SYSTEMS	6 CONVENTIONAL GREEN ANTIFREEZE	64.80
GRAINGER	DAYTON 5PXX7 PUMP	291.75
GRAINGER	KOSHIN 6CGG9 PUMP	404.25
GRAINGER	(2) 46L065 SHAFT SEALS	171.10
GRAINGER	(1) 46L060 IMPELLER	56.00
ACE HARDWARE	CORED PLUG/VACTOR	3.99
FERGUSON ENTERPRISES, INC. #:	A2NS GASKET	16.00
FERGUSON ENTERPRISES, INC. #:	521 SEAT	212.00
FERGUSON ENTERPRISES, INC. #:	X611 WASTE TUBE	200.80
FERGUSON ENTERPRISES, INC. #:	X-19 ORFICE	16.00
FERGUSON ENTERPRISES, INC. #:	FREIGHT	22.69
HESCO, INC.	PVD755N DISK	1,581.84
HESCO, INC.	PVB113N TRUNNION	536.40
HESCO, INC.	PVC681N CLACK VALVE	346.32
HESCO, INC.	PVB756 DISCHARGE GASKET	159.12
HESCO, INC.	PVB119 GASKET SUCTION	159.12
HESCO, INC.	PVB695 GASKET CLACK VALVE	24.96
HESCO, INC.	PVD752 GASKET SWAN NECK	23.40
HESCO, INC.	SHIPPING	20.00
THE PARTS PLACE	VINYL FUEL TUBING/NITRATE TRANSFER	1.29
THE PARTS PLACE	2 FILTERS/CAMERA TRUCK GEN SET	21.48
BARNHART & SON, INC.	RECYCLING CENTER ENTRANCE ROAD	36,540.00
E.D.S. IRRIGATION, LLC	SPRINKLER BLOW OUT-POTW	100.00
MC DONALD ROOFING CO	T&M TO REPAIR ROOF ON LAB BUILDING	773.20
QUALITY FIRST MAID SERVICE	CLEANING SERVICES/MAINTENANCE	260.00
QUALITY FIRST MAID SERVICE	CLEANING SERVICES/POTW	260.00
SAFETY SYSTEMS, INC	CLEAN & DRY FIRE PULL SWITCH/MAINT	245.00
WOLVERINE POWER SYSTEMS	GENERATOR MAINTENANCE AGREEMENT	860.00
WOLVERINE POWER SYSTEMS	ANTI-FREEZE/N. GENSET-POTW	27.00
WOLVERINE POWER SYSTEMS	GENERATOR MAINTENANCE AGREEMENT	1,680.00
WOLVERINE POWER SYSTEMS	ANTI-FREEZE S. GENSET/POTW	27.00
WOLVERINE POWER SYSTEMS	GENERATOR MAINTENANCE AGREEMENT	850.00
TASMANIAN TIRE CO.	REPAIR FLAT TIRE/X-MARK MOWER	10.00
THERMO ELECTRON NORTH	LABOR & KEYPAD	703.80
THERMO ELECTRON NORTH	SHIPPING	15.05
FRANKIE D'S AUTO & TRUCK	LOF/#14	43.00
INGHAM REGIONAL MEDICAL	FLU SHOTS	300.00
IMAGIN, INC	IMAGIN 2016 MEMBERSHIP/DIORKA	175.00
COREY SMITH	MILEAGE 9/22-24/2015 SMITH	54.51
STATE OF MICHIGAN	CERTIFICATION RENEWAL/DE YOUNG	75.00
HUBBELL, ROTH & CLARK, INC	POTW LAGOONS BLDG CONTRACT ADMIN	207.00
	Total For Dept 558.00 DEPT OF PUBLIC SERVICE	106,096.50
	Total For Fund 590 SEWAGE DISPOSAL SYSTEM	109,750.06

Fund 643 LOCAL SITE REMEDIATION REVOLVING FUND

Dept 735.00 LOCAL SITE REMEDIATION

FOSTER, SWIFT, COLLINS	ENVIRONMENTAL LEGAL FEES OCTOBER	3,653.50
MICHIGAN.COM	PUBLISHING LEGALS OCTOBER	69.46
Total For Dept 735.00 LOCAL SITE REMEDIATION		3,722.96

Total For Fund 643 LOCAL SITE REMEDIATION REVOLVING FUND 3,722.96

Fund 701 TRUST & AGENCY FUND

Dept 000.00

AFLAC	WITH DEDUCT-AFLAC DISABILITY	510.28
AFLAC	WITH DEDUCT-AFLAC LIFE INSUR	7.62
AFLAC	WITH DEDUCT-AFLAC ACCIDENT	534.86
AFLAC	WITH DEDUCT-AFLAC SICKNESS	370.62
AFLAC	WITH DEDUCT-AFLAC CANCER	428.04
AFLAC	WITH DEDUCT-DISABILITY RIDER	18.48
C. J. DAVIS	AFLAC_URM (FSA)	275.21
GREATER LANSING MONUMENT	CNICHE LETTERING-PATTERSON	80.00
Total For Dept 000.00		2,225.11

Total For Fund 701 TRUST & AGENCY FUND 2,225.11

Total For All Funds: 478,083.09

**DELHI CHARTER TOWNSHIP
FUND TRANSFERS AND PAYROLL APPROVAL
For Payroll Dated November 19, 2015**

I. Certification of Preparation and Distribution

The attached check and payroll registers encompass check numbers: 108503 through 108537 & direct deposits numbers: DD21398 through DD21476. 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: November 19, 2015

Director of Accounting

II. Payroll Report

The November 19, 2015 payroll encompasses the following funds and expenditures:

	Gross Payroll	Payroll Deductions	Net Pay
General Fund	\$69,172.71	\$20,298.74	\$48,873.97
Fire Dept. Fund	48,526.71	15,059.57	\$33,467.14
DDA	4,367.41	958.19	\$3,409.22
Sewer Fund/Receiving	33,635.19	10,547.92	\$23,087.27
Total Payroll	\$155,702.02	\$46,864.42	\$108,837.60
	Township FICA	Township RHS & Pension Plan	Total Deductions & TWP Liabilities
General Fund	\$5,001.07	\$5,441.03	\$30,740.84
Fire Dept. Fund	3,556.66	3,520.82	22,137.05
DDA	163.21	82.68	1,204.08
Sewer Fund/Receiving	2,491.70	2,904.18	15,943.80
Total Payroll	\$11,212.64	\$11,948.71	\$70,025.77

Director of Accounting

III. FUND TRANSFERS

Transfers covering the foregoing payroll were made on November 19, 2015 and identified as follows:

11/19 Net Pay Disbursement in Common Savings (\$108,837.60)

Roy W. Sweet, Treasurer

IV. Board Audit and Approval:

At a regular meeting of the Township Board held on December 1, 2015, a motion was made by _____ and passed by _____ yes votes and _____ no votes(_____ absent) that the payroll dated November 19, 2015 was reviewed, audited, and approved.

Attachment to Payroll Register

cc: Sweet(1)Vander Ploeg(1)

Evan Hope, Clerk

DELHI CHARTER TOWNSHIP**MEMORANDUM**

TO: Delhi Township Board Members

FROM: John B. Elsinga, Township Manager

DATE: November 19, 2015

RE: Supplemental Agreement No. 210 – Water Service Agreement between Delhi Township and the Lansing Board of Water and Light – Prestwick Village

Enclosed for your review and consideration is Supplemental Agreement No. 210 to the Water Service Agreement, dated August 15, 1972, between the Charter Township of Delhi and the Lansing Board of Water and Light, that provides for the construction and installation of water system extensions from BW&L's water distribution system for Prestwick Village.

This Supplemental Agreement provides for the installation of 2,263 feet of 8" water main and 48 feet of 6" water main along with 5 public fire hydrants and 11 four-inch service stubs.

The cost to construct and install this water main extension is estimated to be \$296,235. The Board of Water and Light agrees to collect the actual cost directly from the developer for plan review, construction inspection and acceptance testing. The balance of the construction costs will be paid directly by the developer to the water installation contractor under separate agreement so there is no cost to the Township associated with this water extension.

RECOMMENDED MOTION:

To approve Supplemental Agreement No. 210 to the Water Service Agreement between the Charter Township of Delhi and the Lansing Board of Water and Light, which creates a water district to serve Prestwick Village.

SUPPLEMENTAL AGREEMENT NO.210
TO WATER SERVICE AGREEMENT between
DELHI CHARTER TOWNSHIP and
THE LANSING BOARD OF WATER AND LIGHT

This Supplemental Agreement No.210 is made and entered into this _____ day of, _____, 2015, by and between the City of Lansing by its Board of Water and Light (“BOARD”) and Delhi Charter Township (“TOWNSHIP”).

RECITALS

The BOARD and the TOWNSHIP entered into a Water Service Agreement, dated June 30, 2013, (“WATER SERVICE AGREEMENT”) that provides, among other things, for the construction and installation of necessary water system extensions (“SYSTEM EXTENSIONS”) from the BOARD’s water distribution system (WATER DISTRIBUTION SYSTEM) in order to supply and distribute potable water to the TOWNSHIP.

AGREEMENT

1. The TOWNSHIP understands and agrees that the DEVELOPER (a person or entity requesting to install a SYSTEM EXTENSION or SERVICE STUBS, or both where applicable), under separate agreement, has contracted with a BOARD approved water service contractor (CONTRACTOR) to install the SYSTEM EXTENSION, and, where applicable, SERVICE STUBS (as defined in the BOARD’S Rules and Regulations for Water Service).

2. The TOWNSHIP understands and agrees that the CONTRACTOR shall construct the SYSTEM EXTENSION and SERVICE STUBS in accordance with BOARD standards and specifications, subject to inspection and performance testing by the BOARD. The DEVELOPER shall dedicate the SYSTEM EXTENSION and SERVICE STUBS to the BOARD within a duly recorded easement or Right Of Way.

3. The BOARD shall enter into a separate agreement with the DEVELOPER for installation of the necessary SYSTEM EXTENSION of its WATER DISTRIBUTION SYSTEM to provide potable water to customers within WATER DISTRICT No.210. The geographical limits of Water District No.210 are more fully set forth below and in attached Exhibit A.

Prestwick Village - This district includes the installation of 2,263 feet of 8" water main and 48 feet of 6" water main along with 5 public fire hydrants and 11 – 4" service stubs.

4. The parties agree that the SYSTEM EXTENSION shall consist of all mains, laterals, fire hydrants, and necessary appurtenances or as are more specifically set forth in the plans and specifications in attached Exhibit B.

5. The parties agree that the SERVICE STUBS shall consist of main tapping and pipe and curb stop installation.

6. The BOARD estimates that the cost to construct and install the SYSTEM EXTENSION is \$296,235.00, which includes the installation of 11 – 4" SERVICE STUBS.

7. The BOARD and the TOWNSHIP agree that the SYSTEM EXTENSION or SERVICE STUBS, or both where appropriate, shall be paid for as follows:

The BOARD agrees to collect the actual cost directly from the DEVELOPER, for plan review, construction inspection and acceptance testing subject to the conditions defined in the BOARD's Rules and Regulations for Water Service. The BOARD shall collect a deposit and non-refundable contributions in the amount of \$17,774.00 from the DEVELOPER and upon project completion the deposit shall be adjusted to reflect the actual BOARD cost with a final billing or refund made to the DEVELOPER, except no billing or refund will be made if the actual cost is within \$100 dollars of the actual cost. The DEVELOPER will pay the balance of the construction costs directly to the water installation CONTRACTOR under separate agreement.

8. The BOARD agrees to bind the DEVELOPER, as a condition of agreement, to timely construct and install the SYSTEM EXTENSION, or SERVICE STUBS, or both where appropriate, with such construction and installation scheduled to commence in accordance with the conditions set forth in the WATER SERVICE AGREEMENT.

9. The TOWNSHIP acknowledges the rights of the BOARD to own and operate the SYSTEM EXTENSION and SERVICE STUBS subject only to the conditions and terms of the WATER SERVICE AGREEMENT.

10. The TOWNSHIP acknowledges and agrees that the BOARD's obligation to provide water service in conformity with the conditions and terms of the WATER SERVICE AGREEMENT is waived until the SYTEM EXTENSION and, where applicable, SERVICE STUBS, have been accepted by the BOARD and all required easements have been secured.

11. The TOWNSHIP agrees to cooperate in all respects with the BOARD, and more specifically to comply with the covenants contained in the WATER SERVICE AGREEMENT to effectuate the proper and timely completion of the SYSTEM EXTENSION or SERVICE STUBS, or both where appropriate.

12. Except as supplemented by this Supplemental Agreement No.210, the WATER SERVICE AGREEMENT shall remain in full force and effect.

13. This Supplemental Agreement No.210 shall inure to the benefit of and be binding upon the successors and assigns of the BOARD and TOWNSHIP.

14. This Supplemental Agreement No.210 incorporates by reference the BOARD's Rules and Regulations for Water Service, including Rule 9 related to Customer Choice and Rule 10 related to Distribution System Extensions, as they may be amended from time to time.

15. If either party alleges a breach or default of the other party's performance of this agreement, that party shall send written notice of the alleged breach or default and give the other party not less than two weeks to correct the deficiency before pursuing any other legal or equitable remedy.

16. Venue for any dispute involving this agreement shall be in Ingham County, Michigan.

IN WITNESS WHEREOF, the parties hereto have executed this Supplemental Agreement No.210 as of the day and year first above written.

Manager of the
Charter Township of Delhi

Executive Director of Strategic Planning and
Development of the
Board of Water and Light

Clerk of the
Charter Township of Delhi

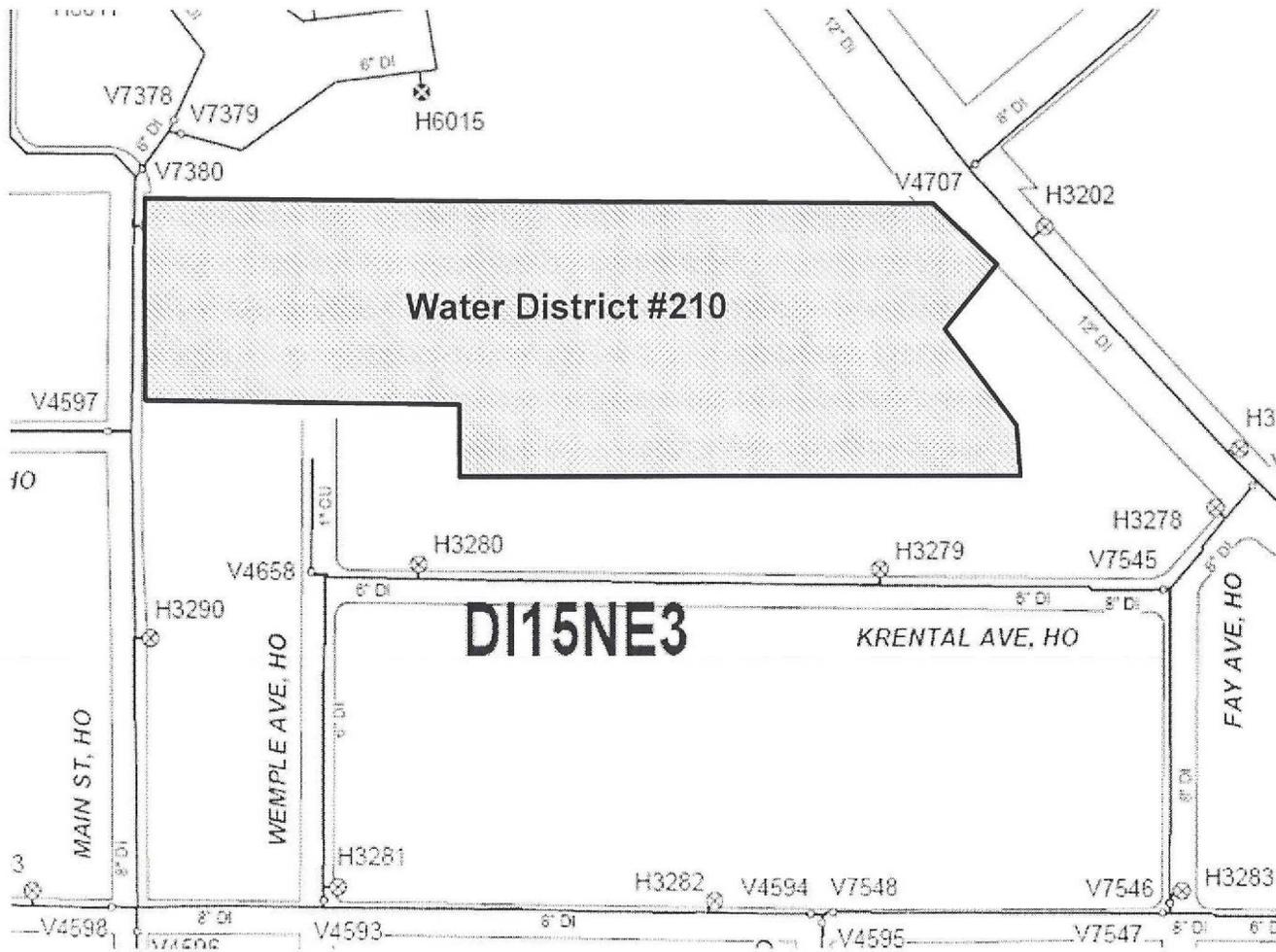
Corporate Secretary of the
Board of Water and Light

H:\Water Contracts\Delhi\WORDDOCS\Water District 210.doc

Approved Form – Distribution Choice Water District Template 9-20-2012

Form to be reviewed by Legal Counsel 12-31-2015

Prestwick Village



**Delhi Township
Water District #210
Exhibit A**

Water Distribution Engineering
Date drawn - 11/11/2015
Drawn by: R. Roost
File: DI_Water_District_210.ppt



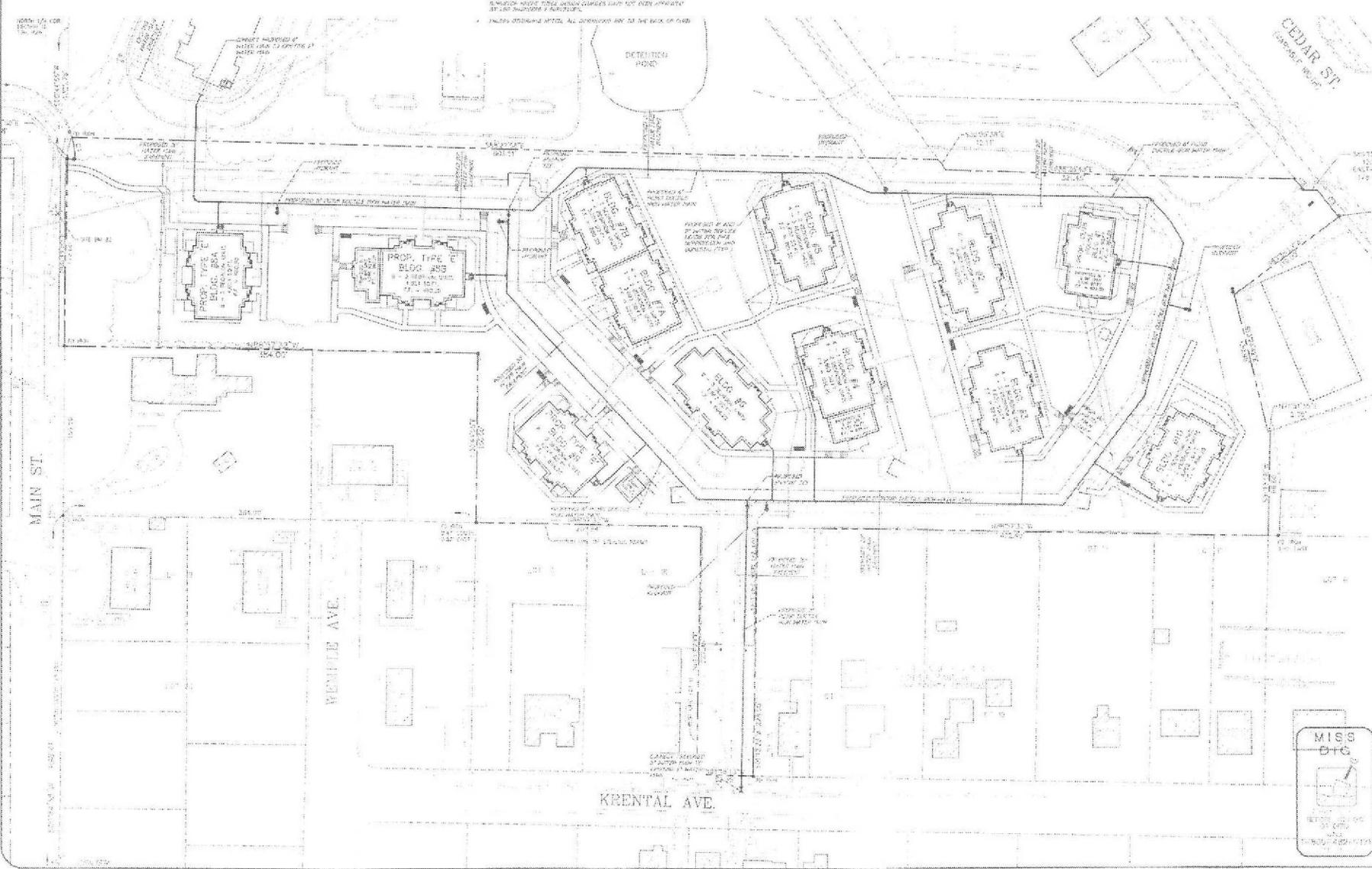
UNLESS SHOWN OTHERWISE - GENERAL CONVENTIONS
 1. UNLESS A TYPICAL OR OTHER SPECIFIC AND RECORDED SECTION IS SHOWN, ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE.
 2. ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE.
 3. ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE.
 4. ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE.
 5. ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE.

NOTES

1. DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE.
2. ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE.
3. ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE.
4. ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE.

CONTRACTOR TO VERIFY ALL DIMENSIONS AND LOCATIONS OF ALL UTILITIES AND STRUCTURES TO BE REMOVED OR MOVED PRIOR TO CONSTRUCTION.

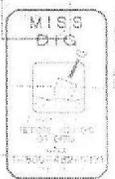
EXHIBIT B



LSG
 Engineers
 & Surveyors

PROJECT: VILLAGE LODGE I LLC
 240 S. BRIDGE AVENUE, SUITE 100
 DEWITT, MICHIGAN 49820

WATER MAIN PLAN
 OF
 VILLAGE LODGE I LLC
 240 S. BRIDGE AVENUE, SUITE 100
 DEWITT, MICHIGAN 49820



DELHI CHARTER TOWNSHIP

M E M O R A N D U M

TO: Delhi Township Board Members

FROM: John B. Elsinga, Township Manager

DATE: November 23, 2015

RE: Resolution No. 2015-027 – Rockfisch Foundation – Charitable Gaming License

Enclosed for your review and consideration is Resolution No. 2015-027 recognizing the Rockfisch Foundation as a nonprofit organization operating in Delhi Charter Township for the purpose of obtaining a charitable gaming license.

This non-profit corporation works to promote the performing arts. The charitable gaming license will allow them to promote and conduct fundraising activities as a local non-profit civic organization.

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

An officer of the corporation will be available at the December 1, 2015 meeting of the Township Board to answer any questions you may have with regard to their request.

Recommended Motion:

To adopt Resolution No. 2015-027 recognizing the Rockfisch Foundation as a nonprofit organization operating in Delhi Charter Township for the purpose of obtaining a Charitable Gaming License, issued by the Michigan Lottery Charitable Gaming Division.



Charitable Gaming Division
 Box 30023, Lansing, MI 48909
 OVERNIGHT DELIVERY:
 101 E. Hillsdale, Lansing MI 48933
 (517) 335-6780
 www.michigan.gov/cg

LOCAL GOVERNING BODY RESOLUTION FOR CHARITABLE GAMING LICENSES
 (Required by MCL 432.103(9))

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

called to order by _____ on _____
DATE

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

Moved by _____ and supported by _____

that the request from _____ of _____
NAME OF ORGANIZATION CITY

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

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

gaming licenses, be considered for _____.
APPROVAL/DISAPPROVAL

APPROVAL

DISAPPROVAL

Yeas: _____

Yeas: _____

Nays: _____

Nays: _____

Absent: _____

Absent: _____

I hereby certify that the foregoing is a true and complete copy of a resolution offered and
 adopted by the _____ at a _____
TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD REGULAR OR SPECIAL
 meeting held on _____
DATE

SIGNED: _____
TOWNSHIP, CITY, OR VILLAGE CLERK

PRINTED NAME AND TITLE

ADDRESS

COMPLETION: Required.
 PENALTY: Possible denial of application.
 BSL-CG-1153(R10/06)

THE ROCKFISCH FOUNDATION

4330 Keller Rd #66

Holt, Mi.48842

Rockfishfoundation.org

What is The Rockfish Foundation?

* The Rockfish Foundation is a 501c3 non-profit civic organization that has committed itself to bringing together the performing arts community in order to proffer a healthy cultural environment in the Mid-Michigan area but to also provide relief for the community wherever the need for compassion may arise.

A few of our short term goals:

- 1) To provide grants to youth civic theatrical and performing arts groups.
- 2) To pool the resources and energy of the performing arts community in order to maximize it's impact on the community.
- 3) To provide educational scholarships for youth, particularly in the performing arts field.
- 4) To bring humanitarian relief to whomever may require it as it arises.
- 5) To bring to Mid-Michigan an outdoor concert series that will provide a platform for all genres of artist to showcase their creation.

A few of or long term goals:

- 1) To build a full time and permanent outdoor amphitheater in the Mid-Michigan area and to promote concerts throughout the season. Concerts that will draw audiences from Detroit, Grand Rapids, Jackson, Flint, Saginaw and Mt. Pleasant and bring commerce and prosperity to the Mid-Michigan area.
- 2) To institute a permanent 'clubhouse' in the Mid-Michigan area in order to provide a stage for civic theater and other performing arts.
- 3) To help finance 'mini tours' of the Midwest comprised of premier Mid Michigan talent in order to expose outside audiences to the wealth of talent that Michigan has to offer.

DELHI CHARTER TOWNSHIP**MEMORANDUM**

TO: Delhi Township Board Members

FROM: John B. Elsinga, Township Manager

DATE: November 19, 2015

RE: Amendment No. 5 to the DDA Development Plan and Tax Increment Financing Plan, Second Consideration (Proposed Delhi Township Ordinance No. 80.5)

Enclosed for your review and second consideration is Amendment No. 5 to Delhi Charter Township Downtown Development Authority Development Plan and Tax Increment Financing Plan.

This amendment would extend the life of the DDA Development and TIF Plan from 2024 through 2035. The DDA and Township will also approach the taxing jurisdictions to request that the tax sharing agreements be fixed at 60/40% whereby all taxing jurisdictions (Township, Ingham County, CADL, CATA and LCC) would receive 60% while the DDA receives 40% of tax revenues through 2035.

Amendment No. 5 also details in Part IV the type and budgets for a variety of public improvement projects within the development area. As our community begins visioning what the Cedar Street Corridor could become it is all the more important to have a DDA that can assist with the financing of various projects to make that become a reality.

Therefore, I recommend the Board approve Amendment No. 5 to the DDA Development Plan and Tax Increment Financing Plan.

Recommended Motion:

Upon second consideration, to approve Amendment No. 5 to the Delhi Charter Township Downtown Development Authority Development Plan and Tax Increment Financing Plan (Delhi Township Ordinance No. 80.5).



**DELHI CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY**
2045 NORTH CEDAR STREET, SUITE 2
TELEPHONE (517) 699-3866
FACSIMILE (517) 699-3878
www.delhidda.com

Date: September 21, 2015

To: Delhi Township DDA Board of Directors

From: C. Howard Haas, Executive Director

A handwritten signature in black ink, appearing to read "C. Howard Haas", is written over the "From:" line.

Re: 5th Amendment to DDA Development Plan and Tax Increment Financing Plan

Earlier this year, I was approached by Township staff regarding the possibility of extending the DDA Development and Tax Increment Financing Plans until 2035. The proposed extension would allow for further development along the Cedar Street Corridor. To that end, I convened the DDA Executive Committee to discuss the ramifications of extending the plans. The proposed extension would entail the DDA borrowing approximately \$15 Million to bond the development projects. Repayment of the bonds would occur through the end of 2035.

The proposed extension amends and outlines tax sharing details with the other taxing jurisdictions (Delhi Township, Ingham County, Lansing Community College, Capital Area Transportation Authority and Capital Area District Library). Currently, the DDA Tax Increment Financing Plan calls for decreased tax capture in years 2016 (to 40%) and 2021 (to 25%). The proposed amendment keeps the capture at the 40% rate from 2016 until the end of the plan in 2035.

Should you agree to this proposed extension, the next steps of the process of adopting these amendments are as follows:

1. **DDA Board Adoption:** The DDA Board adopts a resolution approving the Development and Tax Increment Financing Plan amendments.
2. **DDA Requests Township Board Schedule a Public Hearing:** The DDA presents a formal request that the Township Board schedule a public hearing on the plan amendments. Due to statutory notice requirements, the earliest Township Board meeting date at which this public hearing may be held is November 17, 2015.
3. **Public Notice:** Notice of the public hearing is published two times prior to the public hearing with the first of these publications to occur at least twenty days prior to the public hearing. Posting and mailing of notice twenty days prior to the public hearing date is to occur in accordance with the requirements of Public Act 197 of 1975, as amended. Other units of government with millage levies subject to capture are notified in writing of the fiscal impact of the proposed amendments and are invited to discuss the proposed amendments with the Township Board.

4. **Public Hearing and First Consideration of the Ordinance Adopting the Amendments:** The Township Board holds the public hearing and conducts the first reading of the ordinance adopting the plan amendments.
5. **Second Consideration and Final Adoption:** The Township Board holds the second reading of the ordinance adopting the plan amendments and adopts the ordinance.

The next step in the process is adoption by the DDA of the plan amendments and initiation of a request that the Township Board schedule a public hearing on these plan amendments.

I therefore offer the following recommended motion:

I move that the DDA adopt the attached Resolution No. 2015-001, a Resolution Recommending Amendments to the Delhi Township Downtown Development Authority Development Plan and Tax Increment Financing Plan. I further move that the Delhi Charter Township Downtown Development Authority Board of Directors inform the Delhi Charter Township Board of Trustees of the DDA Board's adoption of these amendments and request that a public hearing be scheduled on these proposed amendments in accordance with Public Act 197 of 1975, as amended.

CHARTER TOWNSHIP OF DELHI

ORDINANCE NO. 80.5

AMENDMENTS TO THE
DELHI CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY
DEVELOPMENT PLAN
AND
TAX INCREMENT FINANCING PLAN

Original Adoption – July 21, 1987

1st Amendment Adoption – December 1, 1987

2nd Amendment Adoption – February 6, 1990

3rd Amendment Adoption – May 20, 1997

4th Amendment Adoption – October 21, 2003

5TH AMENDMENT

APPROVED & ADOPTED BY TOWNSHIP BOARD

ON _____

**CHARTER TOWNSHIP OF DELHI
INGHAM COUNTY, MICHIGAN
ORDINANCE NO. 80.5**

PREAMBLE

The following amendments to the existing Development Plan and Tax Increment Financing Plan are additions and details for those portions of the Plan relating to certain projects proposed to be undertaken by the Charter Township of Delhi Downtown Development Authority (the "Authority"). Pursuant to the requirements of Sections 14 and 17 of the Downtown Development Authority Act, as amended (being 1975 PA 197; referred to as the "Act") (MCL 125.1664 and MCL 125.1667), the following amendments (the "Plan Amendments") modify certain components of the Development Plan and Tax Increment Financing Plan, and shall be as follows.

PART I [Section 14(1) of the Act; MCL 125.1664(1)]

EXPLANATION OF THE TAX INCREMENT FINANCING PROCEDURE.

Unchanged: See existing Development Plans & Tax Increment Financing Plans

PART II [Section 17(2)(a) of the Act; MCL 125.1667(2)(a)]

THE DESIGNATION OF BOUNDARIES OF THE DEVELOPMENT AREA IN RELATION TO HIGHWAYS, STREETS, STREAMS, OR OTHERWISE.

Unchanged: See existing Development Plans & Tax Increment Financing Plans

PART III [Section 17(2)(b) of the Act; MCL 125.1667(2)(b)]

THE LOCATION AND EXTENT OF EXISTING STREETS AND OTHER PUBLIC FACILITIES WITHIN THE DEVELOPMENT AREA, SHALL DESIGNATE THE LOCATION, CHARACTER, AND EXTENT OF THE CATEGORIES OF PUBLIC AND PRIVATE LAND USES THEN EXISTING AND PROPOSED FOR THE DEVELOPMENT AREA, INCLUDING RESIDENTIAL, RECREATIONAL, COMMERCIAL, INDUSTRIAL, EDUCATIONAL, AND OTHER USES, AND SHALL INCLUDE A LEGAL DESCRIPTION OF THE DEVELOPMENT AREA.

Unchanged: See existing Development Plans & Tax Increment Financing Plans

PART IV [Sections 17(2)(c) and (d) of the Act; MCL 125.1667(c) and (d)]

THE LOCATION, EXTENT, CHARACTER, AND ESTIMATED COST OF THE IMPROVEMENTS INCLUDING REHABILITATION CONTEMPLATED FOR THE DEVELOPMENT AREA AND AN ESTIMATE OF THE TIME REQUIRED FOR COMPLETION; AND A DESCRIPTION OF EXISTING IMPROVEMENTS IN THE DEVELOPMENT AREA TO BE DEMOLISHED, REPAIRED, OR ALTERED, A DESCRIPTION OF ANY REPAIRS AND ALTERATIONS, AND AN ESTIMATE OF THE TIME REQUIRED FOR COMPLETION.

In addition to the projects listed in the existing Development Plans & Tax Increment Financing Plans, the Authority proposes to undertake the following projects.

1. Street and Corridor Improvements.

The Authority will undertake or assist in the financing of various public improvements within the development area, including, but not necessarily limited to public road improvements, access management improvements, and other modifications to enhance traffic circulation and pedestrian safety by creating a more walkable community, better access to businesses, enhanced aesthetics, and a sense of place; relocation of utilities underground.

Estimated time for completion:	2016 through duration of Plans
Estimated cost:	\$12.5 million

2. LED Message Display Board.

The Authority will acquire and install a LED message display board within the Development Area to be used for purposes that include, but are not limited to, marketing initiatives that benefit the downtown district.

Estimated time for completion:	2016 through duration of Plans
Estimated cost:	\$25,000.00

3. Acquisition of Properties.

The Authority will acquire key properties to facilitate strategic redevelopment in a manner consistent with the Township's place-making goals to benefit the downtown district.

Estimated time for completion:	2016 through duration of Plans
Estimated cost:	\$1 million

4. Decorative Street Lighting.

The Authority will install and replace decorative street lighting throughout the Development Area to benefit the downtown district.

Estimated time for completion: 2016 through duration of Plans
Estimated cost: \$1.475 million

PART V [Section 17(2)(e) of the Act; MCL 125.1667(e)]

A STATEMENT OF THE CONSTRUCTION OR STAGES OF CONSTRUCTION PLANNED, AND THE ESTIMATED TIME OF COMPLETION OF EACH STAGE.

See existing Development Plans & Tax Increment Financing Plans, and Part IV above. In addition, the duration of the Development Plan & Tax Increment Financing Plan and amendments thereto shall be extended until December 31, 2035.

PART VI [Section 17(2)(f) of the Act; MCL 125.1667(f)]

A DESCRIPTION OF ANY PARTS OF THE DEVELOPMENT AREA TO BE LEFT AS OPEN SPACE AND THE USE CONTEMPLATED FOR THE SPACE.

See existing Development Plans & Tax Increment Financing Plans, and Part IV above.

PART VII [Section 17(2)(g) of the Act; MCL 125.1667(g)]

A DESCRIPTION OF ANY PORTIONS OF THE DEVELOPMENT AREA THAT THE AUTHORITY DESIRES TO SELL, DONATE, EXCHANGE, OR LEASE TO OR FROM THE MUNICIPALITY AND THE PROPOSED TERMS.

Not applicable.

PART VIII [Section 17(2)(h) of the Act; MCL 125.1667(h)]

A DESCRIPTION OF DESIRED ZONING CHANGES AND CHANGES IN STREETS, STREET LEVELS, INTERSECTIONS, OR UTILITIES.

There are no zoning changes contemplated by these amendments. For changes in any streets, intersections, and utilities, see Part IV above.

PART IX [Section 17(2)(i) of the Act; MCL 125.1667(i)]

AN ESTIMATE OF THE COST OF THE DEVELOPMENT, A STATEMENT OF THE PROPOSED METHOD OF FINANCING THE DEVELOPMENT, AND THE ABILITY OF THE AUTHORITY TO ARRANGE THE FINANCING.

See existing Development Plans & Tax Increment Financing Plans, and Part IV above. The Township or the Authority may issue bonds as authorized by the Act to

finance all or a portion of the identified projects, as set forth in the existing plans. The Authority may also use installment purchase contracts, where eligible, to finance certain projects. The Authority may use proceeds from the sale of property, leases, licenses, or other miscellaneous revenue to finance all or a portion of the above-described projects. The Authority may use revenues capture by the Tax Increment Financing Plan to pay for all or a portion of the above-described projects.

PART IX-A [Section 17(2)(j) of the Act; MCL 125.1667(j)]

DESIGNATION OF THE PERSON OR PERSONS, NATURAL OR CORPORATE, TO WHOM ALL OR A PORTION OF THE DEVELOPMENT IS TO BE LEASED, SOLD, OR CONVEYED IN ANY MANNER AND FOR WHOSE BENEFIT THE PROJECT IS BEING UNDERTAKEN IF THAT INFORMATION IS AVAILABLE TO THE AUTHORITY.

See existing Development Plans & Tax Increment Financing Plans, and Part IV above.

PART IX-B [Section 17(2)(k) of the Act; MCL 125.1667(k)]

THE PROCEDURES FOR BIDDING FOR THE LEASING, PURCHASING, OR CONVEYING IN ANY MANNER OF ALL OR A PORTION OF THE DEVELOPMENT UPON ITS COMPLETION, IF THERE IS NO EXPRESS OR IMPLIED AGREEMENT BETWEEN THE AUTHORITY AND PERSONS, NATURAL OR CORPORATE, THAT ALL OR A PORTION OF THE DEVELOPMENT WILL BE LEASED, SOLD, OR CONVEYED IN ANY MANNER TO THOSE PERSONS.

Not applicable.

PART X [Section 17(2)(l) of the Act; MCL 125.1667(l)]

ESTIMATES OF THE NUMBER OF PERSONS RESIDING IN THE DEVELOPMENT AREA AND THE NUMBER OF FAMILIES AND INDIVIDUALS TO BE DISPLACED.

No families or individuals are proposed to be displaced by the proposed project.

PART X-A [Section 17(2)(m) of the Act; MCL 125.1667(m)]

A PLAN FOR ESTABLISHING PRIORITY FOR THE RELOCATION OF PERSONS DISPLACED BY THE DEVELOPMENT IN ANY NEW HOUSING IN THE DEVELOPMENT AREA.

Not applicable.

PART X-B [Section 17(2)(n) of the Act; MCL 125.1667(n)]

PROVISION FOR THE COSTS OF RELOCATING PERSONS DISPLACED BY THE DEVELOPMENT AND FINANCIAL ASSISTANCE AND REIMBURSEMENT OF EXPENSES,

INCLUDING LITIGATION EXPENSES AND EXPENSES INCIDENT TO THE TRANSFER OF TITLE, IN ACCORDANCE WITH THE STANDARDS AND PROVISIONS OF THE FEDERAL UNIFORM RELOCATION ASSISTANCE AND REAL PROPERTY ACQUISITION POLICIES ACT OF 1970 [42 U.S.C. SECTIONS 4601, ET SEQ].

Not applicable.

PART X-C [Section 17(2)(o) of the Act; MCL 125.1667(o)]

A PLAN FOR COMPLIANCE WITH ACT NO. 227 OF THE PUBLIC ACTS OF 1972, BEING SECTIONS 213.321 TO 213.332 OF THE MICHIGAN COMPILED LAWS.

Not applicable.

PART XI [Section 14(1) of the Act; MCL 125.1664(1)]

A STATEMENT OF THE ESTIMATED IMPACT OF TAX INCREMENT FINANCING ON THE ASSESSED VALUES OF ALL TAXING JURISDICTIONS IN WHICH THE DEVELOPMENT AREA IS LOCATED.

Unchanged: See existing Development Plans & Tax Increment Financing Plans

EFFECTIVE DATE.

This ordinance shall become effective immediately upon its final adoption and publication as required by law.

C.J. Davis, Supervisor

Evan Hope, Clerk

I, Evan Hope, Clerk of the Charter Township of Delhi, do hereby certify that the above is a true action taken by the Delhi Charter Township Board of Trustees as follows:

First Reading: November 17, 2015
First Publication: November 22, 2015
Second Reading: December 1, 2015
Section Publication: December 6, 2015

Evan Hope, Clerk

**DELHI CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY BOARD
MINUTES OF REGULAR MEETING HELD ON SEPTEMBER 29, 2015**

The Downtown Development Authority met Tuesday, September 29, 2015 in a regular meeting at the Community Services Center, 2074 Aurelius Road, Holt, Michigan. Chairperson Leighton called the meeting to order at 7:00 p.m. The Pledge of Allegiance was recited.

MEMBERS PRESENT: Marcy Bishop Kates, Kim Cosgrove, C.J. Davis, Tim Fauser, Brian Houser, David Leighton, Steven L. Marvin, Nanette Miller

MEMBERS ABSENT: Tonia Olson

OTHERS PRESENT: C. Howard Haas, DDA Executive Director; Lori Underhill, Secretary

PUBLIC COMMENT: None

SET/ADJUST AGENDA

There were no adjustments to the agenda.

APPROVAL OF MINUTES

Davis moved, Fauser supported, to approve the regular meeting minutes of July 28, 2015.

A Voice Poll Vote was recorded as follows: All Ayes
MOTION CARRIED

BUSINESS

AMENDMENT TO DDA DEVELOPMENT AND TAX INCREMENT FINANCING PLANS

Davis moved, Miller supported that the DDA adopt the attached Resolution No. 2015-001, a Resolution Recommending Amendments to the Delhi Township Downtown Development Authority Development Plan and Tax Increment Financing Plan. It was further moved that the Delhi Charter Township Downtown Development Authority Board of Directors inform the Delhi Charter Township Board of Trustees of the DDA Board's adoption of these amendments and request that a public hearing be scheduled on these proposed amendments in accordance with Public Act 197 of 1975, as amended.

Mr. Haas reviewed his memorandum dated September 21, 2015 and gave background on his discussions with Township staff regarding the potential extension of the plans. He explained that the tax capture rate would remain at the 40% rate that currently goes into effect in 2016 until the end of 2035. Once the DDA Board approves the amendment, the Township Board of Trustees will hold a public hearing on the proposed amendment. All taxing jurisdictions will be given the opportunity to be heard. Community Development Director Tracy L.C. Miller provided background from the Township's perspective. McKenna Associates was recently hired by the Planning Commission for the Cedar Street Revisioning Project and Urban Design Framework. Their work will build upon the recent Chesapeake Group Study. Ms. Miller explained that by amending the Development and Tax Increment Financing Plans now, the Township can take full advantage of the proposed Cedar Street improvements slated for 2018-2019 by the Ingham County Road Department.

A Roll Call Vote was recorded as follows:
Ayes: Bishop Kates, Cosgrove, Davis, Fauser, Houser, Leighton, Marvin, Miller
Absent: Olson
MOTION CARRIED

SUBJECT TO APPROVAL



Delhi Charter Township
Department of Community Development

MEMORANDUM

TO: John B. Elsinga, Township Manager

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

DATE: November 23, 2015

RE: DDA Tax Sharing Agreement

At their meeting on December 1st it is anticipated that the Township Board will take action to approve, upon second consideration, the amendment to the Downtown Development Authority (DDA) Plan. The current plan goes through 2024 and the amendment will extend it through 2035.

Capture of tax by the DDA is subject to existing tax sharing agreements between the DDA and each of the taxing jurisdictions. These agreements will also need to be amended to continue through the end of the DDA plan (2035). We are currently in the process of meeting with each of the jurisdictions to discuss this. It is important that the Township “lead by example” and enter into its own tax sharing agreement early in the process. With this in mind, I would recommend that the Board take action on the agreement at the upcoming Dec. 1st meeting, after adoption of the proposed plan amendment.

A copy of the proposed agreement is attached. It specifies that tax sharing between 2016 and 2035 will occur at the rate of 60% Township and 40% DDA. The tax increment captured by the DDA will be used to implement the projects specified in the new DDA plan amendment. I’ve also attached a spreadsheet that demonstrates the expected amount of additional revenue to the Township, based on a 3% growth rate. Based on the DDA’s track record, this growth rate appears reasonable and potentially conservative.

Several spreadsheets are also attached. These document the overall success and growth contribution of the DDA to the Township and region. I offer the following highlights from the data for your consideration:

- According to the Ingham County Equalization Department, Delhi Township has experienced greater growth in equalized value than Meridian Township, East Lansing, Lansing or the County during the period between 1989 and 2015. Specifically, Delhi Township’s total SEV has grown by 392%.
- The majority of tax increment revenue captured by the DDA has been used to provide payment of debt obligation. Debt has been used to finance infrastructure

improvements over the years. This means that the majority of DDA finances have gone to community improvements, rather than operating or other soft costs. This is an excellent track record and evidence that the DDA is successfully implementing its plan.

- Between 1998 and 2015 taxable value within the DDA district grew by an average of 4.94% per year. In the non-DDA areas of the community, growth occurred at an average rate of 3.11%. Growth within the DDA area has been significantly higher.

I hope that the information provided here is sufficient. However, if there are any questions, or if additional information is needed, please do not hesitate to ask. Thank you in advance for your consideration and concurrence on this matter.

Recommended Motion:

To approve the Tax Sharing Agreement between the Delhi Charter Township Downtown Development Authority and Delhi Charter Township, which provides for a sharing of captured tax increment revenues.

**TAX SHARING AGREEMENT BETWEEN THE DELHI CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY AND DELHI CHARTER TOWNSHIP**

THIS AGREEMENT made as of the ___ day of _____, 2015, by and between the DELHI CHARTER TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY, whose address is 4415 W. Holt Road, Holt, Michigan 48842 (the “DDA”) and THE CHARTER TOWNSHIP OF DELHI, whose address is 2074 Aurelius Road, Holt, Michigan 48842 (the “Township”).

WITNESSETH:

WHEREAS, the DDA is a downtown development authority incorporated in 1987 pursuant to PA 1975 No. 197 (MCL 125.1651 *et seq*) (the “Act”); and

WHEREAS, the DDA is permitted by the Act to capture certain tax revenue from various taxing jurisdictions which are authorized to levy taxes on the property within the downtown district (“Development Area”); and

WHEREAS, the Township is a taxing jurisdiction whose tax revenue has been partially captured by the DDA as provided by the Act; and

WHEREAS, the DDA is specifically authorized, pursuant to Section 14 of the Act (MCL 125.1664(4)), “...to enter into agreements with the taxing jurisdiction and the governing body of a municipality in which the Development Area is located to share a portion of the captured assessed value of the district”; and

WHEREAS, in accordance with Section 14 of the Act, the parties desire to enter into this Tax Sharing Agreement;

NOW, THEREFORE, IT IS MUTUALLY AGREED AS FOLLOWS:

1. **Downtown Development and Tax Increment Financing Plan.** The DDA Development Plan and Tax Increment Financing Plan, as amended (Exhibit A), is acknowledged and agreed by the Township to be the Plan and the downtown district to which the Agreement pertains, and that the activities and projects described therein are eligible for funding in whole or in part by taxes and revenues resulting from the assessed valuation and tax revenue captured by the DDA.

2. **Tax Sharing and Reduction of Captured Assessed Valuation.** Pursuant to Section 14(4) of the Act, it is agreed that for the period commencing in 2016 through 2035, the DDA will retain forty percent (40%) of the assessed/taxable valuation which would have been captured but for this Agreement and the Township will retain sixty percent (60%), i.e., the DDA will continue to retain 40% of the captured tax revenue and the remaining 60% shall be paid to the Township.

Distribution of revenue resulting from the reduced capture described above will be made by the DDA on July 1, 2016 (actually in advance of the 2016 tax collection) and shall continue annually on the 1st day of July in each year thereafter until all distributions required by this paragraph 2 have been made.

3. **Plan Amendments.** The parties acknowledge and agree that the DDA and the Delhi Charter Township Board of Trustees (the governing body of the municipality) may from time to time amend the Plan as they deem appropriate pursuant to the Act; provided, however, no such amendment shall have the effect of modifying the provisions of paragraph 2 relating to tax sharing without the consent of the Township.

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

DELHI CHARTER TOWNSHIP DOWNTOWN
DEVELOPMENT AUTHORITY, a public body corporate

By: _____
Howard Haas
Its: Executive Director

AND:

DELI CHARTER TOWNSHIP, Ingham County, MI

By: _____
C. J. Davis
Its: Supervisor

And: _____
Evan Hope
Its: Clerk

*Instrument prepared by:
Gordon W. VanWieren, Jr.
THRUN LAW FIRM, P.C.
2900 West Road, Ste. 400
East Lansing, MI 48823-6368
517-484-8000*

Exhibit A:

DDA Development Plan and Tax Increment Financing Plan, as amended

CHARTER TOWNSHIP OF DELHI

ORDINANCE NO. 80.5

AMENDMENTS TO THE
DELHI CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY
DEVELOPMENT PLAN
AND
TAX INCREMENT FINANCING PLAN

Original Adoption – July 21, 1987

1st Amendment Adoption – December 1, 1987

2nd Amendment Adoption – February 6, 1990

3rd Amendment Adoption – May 20, 1997

4th Amendment Adoption – October 21, 2003

5TH AMENDMENT

APPROVED & ADOPTED BY TOWNSHIP BOARD

ON _____

**CHARTER TOWNSHIP OF DELHI
INGHAM COUNTY, MICHIGAN
ORDINANCE NO. 80.5**

PREAMBLE

The following amendments to the existing Development Plan and Tax Increment Financing Plan are additions and details for those portions of the Plan relating to certain projects proposed to be undertaken by the Charter Township of Delhi Downtown Development Authority (the "Authority"). Pursuant to the requirements of Sections 14 and 17 of the Downtown Development Authority Act, as amended (being 1975 PA 197; referred to as the "Act") (MCL 125.1664 and MCL 125.1667), the following amendments (the "Plan Amendments") modify certain components of the Development Plan and Tax Increment Financing Plan, and shall be as follows.

PART I [Section 14(1) of the Act; MCL 125.1664(1)]

EXPLANATION OF THE TAX INCREMENT FINANCING PROCEDURE.

Unchanged: See existing Development Plans & Tax Increment Financing Plans

PART II [Section 17(2)(a) of the Act; MCL 125.1667(2)(a)]

THE DESIGNATION OF BOUNDARIES OF THE DEVELOPMENT AREA IN RELATION TO HIGHWAYS, STREETS, STREAMS, OR OTHERWISE.

Unchanged: See existing Development Plans & Tax Increment Financing Plans

PART III [Section 17(2)(b) of the Act; MCL 125.1667(2)(b)]

THE LOCATION AND EXTENT OF EXISTING STREETS AND OTHER PUBLIC FACILITIES WITHIN THE DEVELOPMENT AREA, SHALL DESIGNATE THE LOCATION, CHARACTER, AND EXTENT OF THE CATEGORIES OF PUBLIC AND PRIVATE LAND USES THEN EXISTING AND PROPOSED FOR THE DEVELOPMENT AREA, INCLUDING RESIDENTIAL, RECREATIONAL, COMMERCIAL, INDUSTRIAL, EDUCATIONAL, AND OTHER USES, AND SHALL INCLUDE A LEGAL DESCRIPTION OF THE DEVELOPMENT AREA.

Unchanged: See existing Development Plans & Tax Increment Financing Plans

PART IV [Sections 17(2)(c) and (d) of the Act; MCL 125.1667(c) and (d)]

THE LOCATION, EXTENT, CHARACTER, AND ESTIMATED COST OF THE IMPROVEMENTS INCLUDING REHABILITATION CONTEMPLATED FOR THE DEVELOPMENT AREA AND AN ESTIMATE OF THE TIME REQUIRED FOR COMPLETION; AND A DESCRIPTION OF EXISTING IMPROVEMENTS IN THE DEVELOPMENT AREA TO BE DEMOLISHED, REPAIRED, OR ALTERED, A DESCRIPTION OF ANY REPAIRS AND ALTERATIONS, AND AN ESTIMATE OF THE TIME REQUIRED FOR COMPLETION.

In addition to the projects listed in the existing Development Plans & Tax Increment Financing Plans, the Authority proposes to undertake the following projects.

1. Street and Corridor Improvements.

The Authority will undertake or assist in the financing of various public improvements within the development area, including, but not necessarily limited to public road improvements, access management improvements, and other modifications to enhance traffic circulation and pedestrian safety by creating a more walkable community, better access to businesses, enhanced aesthetics, and a sense of place; relocation of utilities underground.

Estimated time for completion:	2016 through duration of Plans
Estimated cost:	\$12.5 million

2. LED Message Display Board.

The Authority will acquire and install a LED message display board within the Development Area to be used for purposes that include, but are not limited to, marketing initiatives that benefit the downtown district.

Estimated time for completion:	2016 through duration of Plans
Estimated cost:	\$25,000.00

3. Acquisition of Properties.

The Authority will acquire key properties to facilitate strategic redevelopment in a manner consistent with the Township's place-making goals to benefit the downtown district.

Estimated time for completion:	2016 through duration of Plans
Estimated cost:	\$1 million

4. Decorative Street Lighting.

The Authority will install and replace decorative street lighting throughout the Development Area to benefit the downtown district.

Estimated time for completion: 2016 through duration of Plans
Estimated cost: \$1.475 million

PART V [Section 17(2)(e) of the Act; MCL 125.1667(e)]

A STATEMENT OF THE CONSTRUCTION OR STAGES OF CONSTRUCTION PLANNED, AND THE ESTIMATED TIME OF COMPLETION OF EACH STAGE.

See existing Development Plans & Tax Increment Financing Plans, and Part IV above. In addition, the duration of the Development Plan & Tax Increment Financing Plan and amendments thereto shall be extended until December 31, 2035.

PART VI [Section 17(2)(f) of the Act; MCL 125.1667(f)]

A DESCRIPTION OF ANY PARTS OF THE DEVELOPMENT AREA TO BE LEFT AS OPEN SPACE AND THE USE CONTEMPLATED FOR THE SPACE.

See existing Development Plans & Tax Increment Financing Plans, and Part IV above.

PART VII [Section 17(2)(g) of the Act; MCL 125.1667(g)]

A DESCRIPTION OF ANY PORTIONS OF THE DEVELOPMENT AREA THAT THE AUTHORITY DESIRES TO SELL, DONATE, EXCHANGE, OR LEASE TO OR FROM THE MUNICIPALITY AND THE PROPOSED TERMS.

Not applicable.

PART VIII [Section 17(2)(h) of the Act; MCL 125.1667(h)]

A DESCRIPTION OF DESIRED ZONING CHANGES AND CHANGES IN STREETS, STREET LEVELS, INTERSECTIONS, OR UTILITIES.

There are no zoning changes contemplated by these amendments. For changes in any streets, intersections, and utilities, see Part IV above.

PART IX [Section 17(2)(i) of the Act; MCL 125.1667(i)]

AN ESTIMATE OF THE COST OF THE DEVELOPMENT, A STATEMENT OF THE PROPOSED METHOD OF FINANCING THE DEVELOPMENT, AND THE ABILITY OF THE AUTHORITY TO ARRANGE THE FINANCING.

See existing Development Plans & Tax Increment Financing Plans, and Part IV above. The Township or the Authority may issue bonds as authorized by the Act to

finance all or a portion of the identified projects, as set forth in the existing plans. The Authority may also use installment purchase contracts, where eligible, to finance certain projects. The Authority may use proceeds from the sale of property, leases, licenses, or other miscellaneous revenue to finance all or a portion of the above-described projects. The Authority may use revenues capture by the Tax Increment Financing Plan to pay for all or a portion of the above-described projects.

PART IX-A [Section 17(2)(j) of the Act; MCL 125.1667(j)]

DESIGNATION OF THE PERSON OR PERSONS, NATURAL OR CORPORATE, TO WHOM ALL OR A PORTION OF THE DEVELOPMENT IS TO BE LEASED, SOLD, OR CONVEYED IN ANY MANNER AND FOR WHOSE BENEFIT THE PROJECT IS BEING UNDERTAKEN IF THAT INFORMATION IS AVAILABLE TO THE AUTHORITY.

See existing Development Plans & Tax Increment Financing Plans, and Part IV above.

PART IX-B [Section 17(2)(k) of the Act; MCL 125.1667(k)]

THE PROCEDURES FOR BIDDING FOR THE LEASING, PURCHASING, OR CONVEYING IN ANY MANNER OF ALL OR A PORTION OF THE DEVELOPMENT UPON ITS COMPLETION, IF THERE IS NO EXPRESS OR IMPLIED AGREEMENT BETWEEN THE AUTHORITY AND PERSONS, NATURAL OR CORPORATE, THAT ALL OR A PORTION OF THE DEVELOPMENT WILL BE LEASED, SOLD, OR CONVEYED IN ANY MANNER TO THOSE PERSONS.

Not applicable.

PART X [Section 17(2)(l) of the Act; MCL 125.1667(l)]

ESTIMATES OF THE NUMBER OF PERSONS RESIDING IN THE DEVELOPMENT AREA AND THE NUMBER OF FAMILIES AND INDIVIDUALS TO BE DISPLACED.

No families or individuals are proposed to be displaced by the proposed project.

PART X-A [Section 17(2)(m) of the Act; MCL 125.1667(m)]

A PLAN FOR ESTABLISHING PRIORITY FOR THE RELOCATION OF PERSONS DISPLACED BY THE DEVELOPMENT IN ANY NEW HOUSING IN THE DEVELOPMENT AREA.

Not applicable.

PART X-B [Section 17(2)(n) of the Act; MCL 125.1667(n)]

PROVISION FOR THE COSTS OF RELOCATING PERSONS DISPLACED BY THE DEVELOPMENT AND FINANCIAL ASSISTANCE AND REIMBURSEMENT OF EXPENSES,

INCLUDING LITIGATION EXPENSES AND EXPENSES INCIDENT TO THE TRANSFER OF TITLE, IN ACCORDANCE WITH THE STANDARDS AND PROVISIONS OF THE FEDERAL UNIFORM RELOCATION ASSISTANCE AND REAL PROPERTY ACQUISITION POLICIES ACT OF 1970 [42 U.S.C. SECTIONS 4601, ET SEQ].

Not applicable.

PART X-C [Section 17(2)(o) of the Act; MCL 125.1667(o)]

A PLAN FOR COMPLIANCE WITH ACT NO. 227 OF THE PUBLIC ACTS OF 1972, BEING SECTIONS 213.321 TO 213.332 OF THE MICHIGAN COMPILED LAWS.

Not applicable.

PART XI [Section 14(1) of the Act; MCL 125.1664(1)]

A STATEMENT OF THE ESTIMATED IMPACT OF TAX INCREMENT FINANCING ON THE ASSESSED VALUES OF ALL TAXING JURISDICTIONS IN WHICH THE DEVELOPMENT AREA IS LOCATED.

Unchanged: See existing Development Plans & Tax Increment Financing Plans

EFFECTIVE DATE.

This ordinance shall become effective immediately upon its final adoption and publication as required by law.

C.J. Davis, Supervisor

Evan Hope, Clerk

I, Evan Hope, Clerk of the Charter Township of Delhi, do hereby certify that the above is a true action taken by the Delhi Charter Township Board of Trustees as follows:

First Reading: November 17, 2015
First Publication: November 22, 2015
Second Reading: December 1, 2015
Section Publication: December 6, 2015

Evan Hope, Clerk

**Delhi Township DDA
Revenue Sharing with Delhi Twp
2004-2035**

Tax Year	% Share	Captured Value	Millage Rate	Delhi Twp
2004	20	138,756,529	4.3403	\$124,135.50
2005	20	160,121,542	4.3094	\$135,711.56
2006	20	175,605,614	4.3094	\$154,343.53
2007	20	189,951,040	4.3094	\$168,833.45
2008	20	178,406,157	4.3094	\$176,760.46
2009	20	165,928,655	4.3094	\$169,825.87
2010	40	172,923,788	4.3094	\$316,445.65
2011	40	157,548,588	4.3094	\$296,691.09
2012	40	160,755,157	4.3094	\$275,631.63
2013	40	160,505,277	4.3094	\$280,542.99
2014	40	163,180,376	4.3094	\$284,264.14
2015	40	168,075,787	4.3094	\$289,722.32
2016	60	173,118,061	4.3094	\$447,620.98
2017	60	178,311,603	4.3094	\$461,049.61
2018	60	183,660,951	4.3094	\$474,881.10
2019	60	189,170,779	4.3094	\$489,127.53
2020	60	194,845,903	4.3094	\$503,801.36
2021	60	200,691,280	4.3094	\$518,915.40
2022	60	206,712,018	4.3094	\$534,482.86
2023	60	212,913,379	4.3094	\$550,517.35
2024	60	219,300,780	4.3094	\$567,032.87
2025	60	225,879,803	4.3094	\$584,043.86
2026	60	232,656,198	4.3094	\$601,565.17
2027	60	239,635,884	4.3094	\$619,612.13
2028	60	246,824,960	4.3094	\$638,200.49
2029	60	254,229,709	4.3094	\$657,346.50
2030	60	261,856,600	4.3094	\$677,066.90
2031	60	269,712,298	4.3094	\$697,378.91
2032	60	277,803,667	4.3094	\$718,300.27
2033	60	286,137,777	4.3094	\$739,849.28
2034	60	294,721,910	4.3094	\$762,044.76
2035	60	303,563,568	4.3094	\$784,906.10
TOTAL				\$14,700,651.63

Tax years 2004-2014: Actual

Tax years 2015-2035: Projection

Beginning in 2015 tax year, assumes a 3% growth rate, 1.5% avg inflation rate

Note: The Tax Roll for 2015 has not been certified as of this printing

Units of Government

Year	Delhi Charter	Meridian Charter	East Lansing	City of Lansing	Ingham County
	Township	Township			
1989	193,735,900	613,987,400	388,512,230	1,315,107,075	3,241,680,074
1998	441,437,518	1,129,333,700	597,459,150	1,818,730,300	5,347,282,688
2015	760,094,300	1,723,946,700	943,370,875	2,019,578,891	7,962,695,894
	392%	281%	243%	154%	246%

*Equalized values derived from the annual Equalization Reports of the Ingham County Equalization Department for the years 1989, 1998 & 2015.

**Delhi Township DDA
Debt vs. Total Expenditures
2012-2016**

Year	Total Revenue	Other Expenditures	Debt Obligations	Total Expenditures	% Debt of Total Exp
2012	\$ 2,274,140	\$ 996,580	\$ 1,400,178	\$ 2,396,758	58.42%
2013	\$ 2,334,044	\$ 606,405	\$ 1,419,791	\$ 2,026,196	70.07%
2014	\$ 2,292,228	\$ 709,647	\$ 1,454,270	\$ 2,163,917	67.21%
2015	\$ 2,290,300	\$ 683,380	\$ 1,461,120	\$ 2,144,500	68.13%
2016	\$ 1,620,800	\$ 676,400	\$ 942,940	\$ 1,619,340	58.23%

2012-2014: Actual
2015 & 2016: Projected

**Change in Taxable Value of
DDA and Township Properties
1998 -- 2015**

Tax Year	Total Twp Taxable Value	% Total Growth	Total DDA Taxable Value	% DDA Growth	Twp Less DDA	% Non DDA Growth
1998	408,135,312		109,182,863		298,952,449	
1999	429,307,084	5.19%	111,528,064	2.15%	317,779,020	6.30%
2000	455,278,789	6.05%	120,181,623	7.76%	335,097,166	5.45%
2001	500,503,470	9.93%	131,476,871	9.40%	369,026,599	10.13%
2002	543,947,480	8.68%	142,354,922	8.27%	401,592,558	8.82%
2003	631,134,712	16.03%	201,913,967	41.84%	429,220,745	6.88%
2004	685,562,970	8.62%	215,375,289	6.67%	470,187,681	9.54%
2005	743,326,724	8.43%	230,145,741	6.86%	513,180,983	9.14%
2006	792,966,738	6.68%	251,342,756	9.21%	541,623,982	5.54%
2007	832,809,360	5.02%	267,186,717	6.30%	565,622,643	4.43%
2008	847,703,101	1.79%	273,520,215	2.37%	574,182,886	1.51%
2009	821,973,897	-3.04%	265,768,142	-2.83%	556,205,755	-3.13%
2010	771,777,166	-6.11%	252,918,897	-4.83%	518,858,269	-6.71%
2011	728,647,853	-5.59%	230,834,949	-8.73%	497,812,904	-4.06%
2012	688,688,213	-5.48%	214,885,320	-6.91%	473,802,893	-4.82%
2013	692,650,413	0.58%	217,166,059	1.06%	475,484,354	0.35%
2014	700,321,804	1.11%	220,786,484	1.67%	479,535,320	0.85%
2015	721,604,736	3.04%	229,173,573	3.80%	492,431,163	2.69%
		Twp Total		DDA		Non-DDA
Average growth over 17 years		3.58%		4.94%		3.11%



**DELHI CHARTER TOWNSHIP
MEMORANDUM**

FROM: Evan Hope, CMC, Township Clerk

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

DATE: November 10, 2015

RE: **Community Outreach Coordinator**

When I became Clerk in 1998 the staffing level of the Clerk's office was three full time equivalents and one part time equivalent (in addition to the Clerk). Over the years, through attrition and implementing technology improvements the Clerk's office staffing had been reduced to just two full time equivalents (in addition to the Clerk).

The Clerk's office has taken on many additional duties over the years such as creating and maintaining the Township web site, creating a social media presence and creating a Township newsletter, to name a few. The part time Community Outreach Coordinator position was created and filled in 2015 to compliment these additional duties and also move the Township forward in the realm of community outreach.

During the budget process the Township Board discussed the current part time Community Outreach Coordinator position at great length. It was the consensus of the Board to make the Community Outreach Coordinator a full time position in the 2016 budget. That budget was approved at the November 3, 2015 Board of Trustees Meeting.

The duties will remain essentially the same including web site maintenance, social media, print publications, working with the media and special projects. Additional duties will include video, photography, blogs and cross training of various duties handled in the Clerk's office.

I am therefore requesting that the Township Board of Trustees approve making the part time Community Outreach Coordinator position in the Clerk's office a full time position.

Recommended Motion:

To approve one (1) full-time Community Outreach Coordinator position at a Pay Grade 6 in the Delhi Township Clerk's office.

DELHI CHARTER TOWNSHIP

M E M O R A N D U M

TO: Delhi Township Board Members

FROM: John B. Elsinga, Township Manager

DATE: November 23, 2015

RE: Emergency Management/Recruitment and Retention Coordinator –
Fire Department

During the 2016 Budget process, monies were allocated for a full-time Emergency Management/Recruitment and Retention Coordinator in the Fire Department. This position replaces the current full-time Recruitment/Retention Coordinator position that was created in 2011 as part of the SAFER (Staffing for Adequate Fire and Emergency Response) Grant awarded by FEMA (Federal Emergency Management Agency). This 4- year grant, reimbursed the Township for this position through July 30, 2015.

At this time, I believe this position continues to provide a vital and essential role in the success of a combination career/volunteer fire department. The duties and responsibilities of this new position will continue to include planning and coordinating recruitment and retention of our volunteer paid on-call staff, in addition to planning and exercising the emergency management functions of the Township's newly created Emergency Management Program.

I am therefore requesting approval for one (1) full-time Emergency Management/Recruitment and Retention Coordinator position at a Pay Grade 8.

Recommended Motion:

**To approve one (1) full-time Emergency Management/
Recruitment and Retention Coordinator position at a Pay Grade
8 in the Delhi Township Fire Department.**

DELHI CHARTER TOWNSHIP

MEMORANDUM

TO: Delhi Township Board Members

FROM: John B. Elsinga, Township Manager

DATE: November 25, 2015

RE: 2016 Compensation for the Delhi Township Supervisor

At the November 3, 2015 meeting of the Township Board, we introduced and the Board adopted a 2016 Compensation Schedule for full-time and part-time employees of Delhi Township. This Compensation Schedule included a 2.5% salary increase for staff which is consistent with the fiscal year 2016 adopted budget. This schedule does not include elected officials of the Township Board and the Board has not had a salary increase since 2014. Therefore, I recommend that the Board consider the same 2.5% increase in compensation for the Delhi Township Supervisor, effective January 1, 2016, as follows:

<u>2015 Annual Salary</u>	<u>2016 Annual Salary</u>
\$23,923.51	\$24,521.60

If the Township Board concurs with this proposed increase, I offer the following motion:

Recommended Motion:

To approve a 2.5% increase in compensation for the Delhi Charter Township Supervisor for an annual salary of \$24,521.60, effective January 1, 2016.

DELHI CHARTER TOWNSHIP

MEMORANDUM

TO: Delhi Township Board Members
FROM: John B. Elsinga, Township Manager
DATE: November 25, 2015
RE: 2016 Compensation for the Delhi Township Treasurer

At the November 3, 2015 meeting of the Township Board, we introduced and the Board adopted a 2016 Compensation Schedule for full-time and part-time employees of Delhi Township. This Compensation Schedule included a 2.5% salary increase for staff which is consistent with the fiscal year 2016 adopted budget. This schedule does not include elected officials of the Township Board and the Board has not received an increase since 2014. Therefore, I recommend that the Board consider the same 2.5% increase in compensation for the Delhi Township Treasurer, effective January 1, 2016, as follows:

<u>2015 Annual Salary</u>	<u>2016 Annual Salary</u>
\$23,923.51	\$24,521.60

If the Township Board concurs with this proposed increase, I offer the following motion:

Recommended Motion:

To approve a 2.5% increase in compensation for the Delhi Charter Township Treasurer for an annual salary of \$24,521.60, effective January 1, 2016.

DELHI CHARTER TOWNSHIP

MEMORANDUM

TO: Delhi Township Board Members

FROM: John B. Elsinga, Township Manager

DATE: November 25, 2015

RE: 2016 Compensation for the Delhi Township Clerk

At the November 3, 2015 meeting of the Township Board, we introduced and the Board adopted a 2016 Compensation Schedule for full-time and part-time employees of Delhi Township. This Compensation Schedule included a 2.5% salary increase for staff which is consistent with the fiscal year 2016 adopted budget. This schedule does not include elected officials of the Township Board and the Board has not received an increase since 2014.

The Township Clerk position is the only Board position that is full-time and, therefore, I recommend be treated like all of the other full-time staff at the Township. Therefore, I recommend that the Board consider the same 2.5% increase in compensation for the Delhi Township Clerk, effective January 1, 2016, as follows:

<u>2015 Annual Salary</u>	<u>2016 Annual Salary</u>
\$66,362.24	\$68,021.30

If the Township Board concurs with this proposed increase, I offer the following motion:

Recommended Motion:

To approve a 2.5% increase in compensation for the Delhi Charter Township Clerk for an annual salary of \$68,021.30, effective January 1, 2016.

DELHI CHARTER TOWNSHIP

MEMORANDUM

TO: Delhi Township Board Members
FROM: John B. Elsinga, Township Manager
DATE: November 25, 2015
RE: 2016 Compensation for the Delhi Township Trustees

At the November 3, 2015 meeting of the Township Board, we introduced and the Board adopted a 2016 Compensation Schedule for full-time and part-time employees of Delhi Township. This Compensation Schedule included a 2.5% salary increase for staff which is consistent with the fiscal year 2016 adopted budget. This schedule does not include elected officials of the Township Board and the Board has not received an increase since 2014. Therefore, I recommend that the Board consider the same 2.5% increase in compensation for the Delhi Township Trustees, effective January 1, 2016, as follows:

<u>2015 Annual Salary</u>	<u>2016 Annual Salary</u>
\$10,634.58	\$10,900.44

If the Township Board concurs with this proposed increase, I offer the following motion:

Recommended Motion:

To approve a 2.5 % increase in compensation for the Delhi Charter Township Trustees for an annual salary of \$10,900.44, effective January 1, 2016.