

**DELHI CHARTER TOWNSHIP  
COMMITTEE OF THE WHOLE MEETING HELD ON DECEMBER 15, 2015**

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The members of the Delhi Charter Township Committee of the Whole met on Tuesday, December 15, 2015 in the Multipurpose Room at the Community Services Center, 2074 Aurelius Road, Holt, MI. Supervisor Davis called the meeting to order at 6:30 p.m.

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

Members Absent: Trustee Jon Harmon

**BUSINESS**

**GRANGER CONTAINER SERVICES – TONIA OLSON, DIRECTOR OF GOVERNMENTAL AND COMMUNITY RELATIONS**

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Tonia Olson, Granger Container Services, reported on a possible amendment to the existing recycling contract that would offer curbside recycling for eligible Township residents at no additional charge.

Clerk Hope questioned if yard waste could ever be accepted at the recycling center. Ms. Olson stated that discussion is being held with Township staff on this topic and it might be possible to improve the options for yard waste dropoff.

Trustee Hayhoe asked if Granger makes a profit from the recyclables they pick up from the Township's recycling center and if so, could the Township receive some of that profit. Ms. Olson stated that the market for recyclable items fluctuates and currently Granger is losing money on recycling.

Trustee Sweet asked if rural residents were using Granger. Ms. Olson answered in the affirmative.

Trustee Warfield asked how the curbside service would be promoted to the residents. Ms. Olson stated that information regarding the new service would be mailed to the residents. The Township could also communicate the opportunity to its residents through its website, social media, etc.

Twp. Mgr. Elsinga stated that this item would be on an upcoming agenda for Board consideration.

**FIRE DEPARTMENT – NOVEMBER ACTIVITY REPORT**

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Brian Ball, Fire Chief, reported on the highlights of the November Fire Department Activity Report (ATTACHMENT I).

Chief Ball reported that he has spoke at various venues regarding Shared Services and the Mutual Aid Box Alarm System (MABAS).

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP  
COMMITTEE OF THE WHOLE MEETING HELD ON DECEMBER 15, 2015**

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**COMMUNITY DEVELOPMENT DEPARTMENT – NOVEMBER ACTIVITY REPORT**

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Tracy Miller, Director of Community Development, reported on the highlights of the November Community Development Department Activity Report (ATTACHMENT II).

Ms. Miller stated that in the near future, conversation will begin in regard to moving forward with the Ram Trail 2 project. Ms. Miller further stated that she anticipates additional CMAC funding will be available for this project.

Two productive steering committee meetings have been held in regard to the Cedar Street Revisioning project.

The house located at 4556 Grove Street, currently owned by the Ingham County Land Bank, will be purchased by the Township. The house, which is in disrepair, will be demolished.

**INGHAM COUNTY SHERIFF'S OFFICE/DELHI DIVISION – NOVEMBER ACTIVITY REPORT**

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Lt. Vern Elliott, Ingham County Sheriff's Office, reported on the highlights of the November Ingham County Sheriff's Office/Delhi Division Activity Report (ATTACHMENT III).

**COLLECTIVE BARGAINING AGREEMENT – ICEA/PERA**

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The Board reviewed a memorandum dated December 15, 2015 from Twp. Mgr. Elsinga (ATTACHMENT IV).

Wendy Thielen, Asst. Twp. Mgr. of Human Resources, stated that the Collective Bargaining Agreement for the ICEA/PERA was ratified December 14, 2015 with a January 1, 2016 effective date.

Ms. Thielen gave a brief overview of the Collective Bargaining Agreement of the Department of Public Services employees since the unit was formed in 2007 and highlighted the changes that were made to the newly ratified contract.

**PUBLIC COMMENT** – None

**ADJOURNMENT**

Meeting adjourned at 7:10 p.m.

Date: January 5, 2015

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Evan Hope, Township Clerk

Date: January 5, 2015

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C.J. Davis, Supervisor

SUBJECT TO APPROVAL

# Delhi Township Fire Department Monthly Report

NOVEMBER, 2015

## Total Calls

	<i>Delhi</i>	<i>Alaiedon</i>	<i>Total</i>
EMS / Medical	244	0	244
Fire / Rescue	51	0	51
Total Calls	295	0	295
Staff Hours	588.25	0	588.25

Total calls in 2015: 3,082

Total calls for 2014:3,040

## Inspections

Commercial Fire Inspections – 4

Plan Reviews – 4 (including Alaiedon)

## Training

297 Personnel participated in 497.75 Hours of Training

**Mutual Aid:** Given – 27    Received –5    Auto Aid- 32  
Overlapping Calls - 77

## Miscellaneous

- Nov 1 5800 Blk. Holt Rd. ladder rescue from a tree
- Nov 3 2800 Blk. Willoughby vehicle fire
- Nov 12 Assist Leslie Fire on fire investigation of a structure
- Nov 12 AMA building fire on Cattail corner
- Nov 21 responded to multiple accidents as a result of weather conditions(snow)
- Nov 29 AMA Vehicle extrication I-96 at MM 104

**DELHI CHARTER TOWNSHIP**  
**Department of Community Development**

**November 2015 Activity Report**

**New Permits:**

Category	DDA Area Permits	Total Permits	Total Inspections
Building	6	57	95
Electrical	8	43	67
Mechanical	6	74	108
Plumbing	5	44	81
<b>Totals</b>	<b>25</b>	<b>218</b>	<b>351</b>

**Soil Erosion Permits & APA Projects:**

Category	DDA Area Permits	Total Permits/New Projects	Total Inspections
Soil Erosion	2	7	47
Soil Erosion Waivers	1	1	0
APA Projects	0	0	4
<b>Totals</b>	<b>3</b>	<b>8</b>	<b>51</b>

**New Code Enforcement Cases:**

Category	DDA Area Cases	Total Cases
Building Maintenance	0	0
Fence Violation	0	0
Junk & Debris	1	1
Junk Vehicles	0	2
Miscellaneous	0	1
Noxious Weeds	0	0
Sidewalk Snow	0	0
Sign	2	4
Site Plan	0	0
Yard Parking	1	1
Improper Zoning Use	3	3
<b>Totals</b>	<b>7</b>	<b>12</b>
<b>Total # of Inspections</b>	<b>23</b>	

**Rental Program Information:**

Number of New Registered Rental Properties	24
Number of Rental Re-inspections	14
Number of Rental Investigations	0
Number of Rental Cycle Inspections	94

**Civil Infraction/Abatement Information:**

<b>Abatement/Clean-ups</b>	<b>0</b>
<i>Abatement/Clean-up Fees Issued (Year to date)</i>	<b>\$17,457.44</b>
<b>Civil Infractions Issued</b>	<b>0</b>
<i>Civil Infraction Fines Issued (Year to date)</i>	<b>\$5,950.00</b>

# DELHI CHARTER TOWNSHIP

## Building Permit Details

Permit No.	Property Address	Permit Applicant	Work Description	Estimated Cost	Permit Fee	DDA?
<b>COMMERCIAL ADDITION</b>						
PB15-294	3340 PINE TREE ROAD	SOHAN REAL ESTATE LLC	6,219 SQ FT BUILDING ADDITION	\$457,911	\$3,526.60	Y
COMMERCIAL ADDITION				\$457,911	\$3,526.60	Total: 1
<b>COMMERCIAL ALTERATION</b>						
PB15-491	2040 AURELIUS ROAD STE 3A	HOLT SHOPPING CENTER LLC	REMODELING SPACE FOR NAIL SALON	\$13,000	\$100.10	Y
PB15-506	2495 CEDAR ST C22	RIVERS OF LIFE CHURCH	INTERIOR RENOVATIONS - SUITES 21-23 - 3,162 SQ FT	\$65,000	\$500.50	
PB15-510	2050 WASHINGTON ROAD 4016	ODD FELLOWS CONTRACTING INC	CONVERSION OF 2- ONE BEDROOM, ONE BATH UNITS INTO 1 LARGE 2 BEDROOM 2 BATH UNITS  COMBINING 4016/4018	\$65,000	\$500.50	
COMMERCIAL ALTERATION				\$143,000	\$1,101.10	Total: 3
<b>COMMERCIAL MISCELLANEOUS</b>						
PB15-547	2181 WEST BOULEVARD	T-MOBILE	T-MOBILE EQUIPMENT UPGRADE AT EXISTING TELECOMMUNICATION FACILITY. REPLACE THREE ANTENNA AND UPGRADE GROUND EQUIPMENT.	\$0	\$60.00	
COMMERCIAL MISCELLANEOUS				\$0	\$60.00	Total: 1
<b>COMMERCIAL NEW STRUCTURE</b>						
PB15-492	2302 JARCO DRIVE	MAIN, GREGORY L & MARSHAL	ERECTION OF STORAGE BUILDING - 7800 SQ FT	\$140,000	\$1,078.00	Y
COMMERCIAL NEW STRUCTURE				\$140,000	\$1,078.00	Total: 1
<b>DECK</b>						
PB15-530	3563 FERNWOOD LANE	MAYBERRY HOMES, INC.	CONSTRUCTING A 120 SQ FT DECK	\$1,320	\$100.00	
DECK				\$1,320	\$100.00	Total: 1
<b>FENCE</b>						
PB15-493	1850 DOGWOOD DRIVE	PRO-SOIL SITE SERVICES	INSTALLING NEW 4' CHAIN LINK FENCE IN REAR YARD	\$0	\$60.00	

# DELHI CHARTER TOWNSHIP

## Building Permit Details

# of  
Permits

Permit No.	Property Address	Permit Applicant	Work Description	Estimated Cost	Permit Fee	DDA?	
PB15-495	1298 N CEDAR ROAD	B & K PROPERTY MANAGEMENT LLC		\$0	\$60.00	Y	
PB15-497	1576 CATALINA DRIVE	MILNE, KENNETH & ELLEN R	NEAR LAND INSTALLING 4 FT CHAIN LINK FENCE IN REAR YARD	\$0	\$60.00		
FENCE				\$0	\$180.00		Total: 3
<b>MOBILE HOME IN PARK</b>							
PB15-499	4075 HOLT ROAD # 032	MOBILE AND MODULAR HOMES, INC.	MOBILE HOME SET-UP	\$0	\$180.00		
PB15-513	4075 HOLT ROAD # 020	MOBILE AND MODULAR HOMES, INC.	MOBILE HOME SET-UP	\$0	\$180.00		
PB15-514	4075 HOLT ROAD # 010	MOBILE AND MODULAR HOMES, INC.	MOBILE HOME SET-UP	\$0	\$180.00		
PB15-515	4075 HOLT ROAD # 071	MOBILE AND MODULAR HOMES, INC.	MOBILE HOME SET-UP	\$0	\$180.00		
PB15-516	4075 HOLT ROAD # 075	MOBILE AND MODULAR HOMES, INC.	MOBILE HOME SET-UP	\$0	\$180.00		
PB15-517	4075 HOLT ROAD # 262	MOBILE AND MODULAR HOMES, INC.	MOBILE HOME SET-UP	\$0	\$180.00		
PB15-518	4075 HOLT ROAD # 116	MOBILE AND MODULAR HOMES, INC.	MOBILE HOME SET-UP	\$0	\$180.00		
PB15-519	4075 HOLT ROAD # 150	MOBILE AND MODULAR HOMES, INC.	MOBILE HOME SET-UP	\$0	\$180.00		
PB15-520	4075 HOLT ROAD # 156	MOBILE AND MODULAR HOMES, INC.	MOBILE HOME SET-UP	\$0	\$180.00		
PB15-521	4075 HOLT ROAD # 169	MOBILE AND MODULAR HOMES, INC.	MOBILE HOME SET-UP	\$0	\$180.00		
PB15-522	4075 HOLT ROAD # 201	MOBILE AND MODULAR HOMES, INC.	MOBILE HOME SET-UP	\$0	\$180.00		

# DELHI CHARTER TOWNSHIP

## Building Permit Details

Permit No.	Property Address	Permit Applicant	Work Description	Estimated Cost	Permit Fee	DDA?
PB15-524	2700 EATON RAPIDS ROAD #098	DEMMINKS MOBILE SERVICE	MOBILE HOME SET-UP	\$0	\$180.00	
PB15-525	2700 EATON RAPIDS ROAD #119	DEMMINKS MOBILE SERVICE	MOBILE HOME SET-UP	\$0	\$180.00	
PB15-526	2700 EATON RAPIDS ROAD #207	DEMMINKS MOBILE SERVICE	MOBILE HOME SET-UP	\$0	\$180.00	
PB15-527	2700 EATON RAPIDS ROAD #265	DEMMINKS MOBILE SERVICE	MOBILE HOME SET-UP	\$0	\$180.00	
PB15-528	2700 EATON RAPIDS ROAD #279	DEMMINKS MOBILE SERVICE	MOBILE HOME SET-UP	\$0	\$180.00	
PB15-532	2700 EATON RAPIDS ROAD #021	MOBILE AND MODULAR HOMES, INC.	MOBILE HOME SET-UP	\$0	\$180.00	
PB15-533	2700 EATON RAPIDS ROAD #030	MOBILE AND MODULAR HOMES, INC.	MOBILE HOME SET-UP	\$0	\$180.00	
PB15-534	2700 EATON RAPIDS ROAD #053	MOBILE AND MODULAR HOMES, INC.	MOBILE HOME SET-UP	\$0	\$180.00	
PB15-535	2700 EATON RAPIDS ROAD #062	MOBILE AND MODULAR HOMES, INC.	MOBILE HOME SET-UP	\$0	\$180.00	
PB15-536	2700 EATON RAPIDS ROAD #064	MOBILE AND MODULAR HOMES, INC.	MOBILE HOME SET-UP	\$0	\$180.00	
PB15-537	2700 EATON RAPIDS ROAD #084	MOBILE AND MODULAR HOMES, INC.	MOBILE HOME SET-UP	\$0	\$180.00	
PB15-538	2700 EATON RAPIDS ROAD #180	MOBILE AND MODULAR HOMES, INC.	MOBILE HOME SET-UP	\$0	\$180.00	

# DELHI CHARTER TOWNSHIP

## Building Permit Details

Permit No.	Property Address	Permit Applicant	Work Description	Estimated Cost	Permit Fee	DDA?
PB15-539	2700 EATON RAPIDS ROAD #231	MOBILE AND MODULAR HOMES, INC.	MOBILE HOME SET-UP	\$0	\$180.00	
PB15-540	2700 EATON RAPIDS ROAD #235	MOBILE AND MODULAR HOMES, INC.	MOBILE HOME SET-UP	\$0	\$180.00	
PB15-541	2700 EATON RAPIDS ROAD #247	MOBILE AND MODULAR HOMES, INC.	MOBILE HOME SET-UP	\$0	\$180.00	
PB15-542	2700 EATON RAPIDS ROAD #255	MOBILE AND MODULAR HOMES, INC.	MOBILE HOME SET-UP	\$0	\$180.00	
PB15-543	2700 EATON RAPIDS ROAD #263	MOBILE AND MODULAR HOMES, INC.	MOBILE HOME SET-UP	\$0	\$180.00	
PB15-544	2700 EATON RAPIDS ROAD #283	MOBILE AND MODULAR HOMES, INC.	MOBILE HOME SET-UP	\$0	\$180.00	
PB15-545	2700 EATON RAPIDS ROAD #297	MOBILE AND MODULAR HOMES, INC.	MOBILE HOME SET-UP	\$0	\$180.00	
PB15-546	2700 EATON RAPIDS ROAD #302	MOBILE AND MODULAR HOMES, INC.	MOBILE HOME SET-UP	\$0	\$180.00	
<b>MOBILE HOME IN PARK</b>				<b>\$0</b>	<b>\$5,580.00</b>	<b>Total: 31</b>
<b>RESIDENTIAL ADDITION</b>						
PB15-490	5670 MCCUE ROAD	RUSSELL, MARK D & SANDRA K	POOL HOUSE - 280 SQ FT WITH TOTAL COVERED AREA OF 600 SQ FT	\$26,720	\$189.00	
<b>RESIDENTIAL ADDITION</b>				<b>\$26,720</b>	<b>\$189.00</b>	<b>Total: 1</b>
<b>RESIDENTIAL ALTERATION</b>						

# DELHI CHARTER TOWNSHIP

## Building Permit Details

Permit No.	Property Address	Permit Applicant	Work Description	Estimated Cost	Permit Fee	DDA?
PB15-496	3890 KNOTWOOD DRIVE	BOTTOMS UP BASEMENT FINISHING	<i>BASEMENT FINISH - 750-800 SQ FT</i>	\$20,800	\$147.00	
PB15-500	4031 SIERRA HEIGHTS	JOHN RUSSELL BUILDER	<i>BASEMENT FINISH - 655 SQ FT</i>	\$15,720	\$112.00	Y
PB15-504	2656 FONTAINE TRAIL	SCHERTIZING DEVELOPMENT INC	<i>CONSTRUCT DECK ON BACK OF HOUSE AND FINISH 720 SQ FT OF BASEMENT</i>	\$22,120	\$161.00	
PB15-505	2726 VALDEZ DRIVE	K FEDEWA BUILDERS INC	<i>FINISH 1,140 SQ FT OF BASEMENT - ADDING EGRESS WINDOW, BEDROOM AND FAMILY ROOM</i>	\$27,360	\$256.00	
RESIDENTIAL ALTERATION				\$86,000	\$676.00	Total: 4
<b>RESIDENTIAL DWELLING/GARAGE</b>						
PB15-507	3585 FERNWOOD LANE	MAYBERRY HOMES, INC.	<i>CONSTRUCTING SINGLE FAMILY HOME</i>	\$234,668	\$1,645.00	
PB15-508	4518 BISON DRIVE	EASTBROOK HOMES	<i>CONSTRUCTING SINGLE FAMILY HOME</i>	\$192,640	\$1,351.00	
PB15-509	5923 HEMLOCK DRIVE	ALLEN EDWIN HOMES	<i>CONSTRUCTING SINGLE FAMILY HOME</i>	\$266,334	\$1,869.00	
PB15-512	1941 BOYSENBERRY LANE	ALLEN EDWIN HOMES	<i>CONSTRUCTING SINGLE FAMILY HOME</i>	\$293,027	\$2,058.00	
PB15-529	5904 BOXWOOD AVENUE	ALLEN EDWIN HOMES	<i>CONSTRUCTING SINGLE FAMILY HOME</i>	\$222,043	\$1,561.00	
RESIDENTIAL DWELLING/GARAGE				\$1,208,712	\$8,484.00	Total: 5
<b>RESIDENTIAL MISCELLANEOUS</b>						
PB15-494	4963 WILCOX ROAD	KRUGER ROOFING & CONST	<i>TEAR OFF AND RE-ROOF</i>	\$8,000	\$60.00	
PB15-501	4381 WILLOUGHBY ROAD	NYBOER BUILDERS	<i>TEAR OFF AND RE-ROOF</i>	\$8,000	\$60.00	Y
PB15-502	1973 HAMILTON STREET	JIMMERSON ROOFING	<i>TEAR OFF AND RE-ROOF</i>	\$8,000	\$60.00	
PB15-503	4075 HOLT ROAD # 078	HANSON'S WINDOW AND CONSTRUCTION IN	<i>TEAR OFF AND RE-ROOF</i>	\$8,000	\$60.00	
PB15-511	4376 REXFORD AVENUE	SIMON ROOFING	<i>TEAR OFF AND RE-ROOF</i>	\$8,000	\$60.00	

# DELHI CHARTER TOWNSHIP

## Building Permit Details

Permit No.	Property Address	Permit Applicant	Work Description	Estimated Cost	Permit Fee	DDA?	
RESIDENTIAL MISCELLANEOUS				\$40,000	\$300.00		Total: 5
<b>RESIDENTIAL STORAGE/GARAGE</b>							
PB15-531	5267 HARPER ROAD	MINGUS, JOSEPH R & KIM E	CONSTRUCTING 768 SQ FT POLE BARN	\$16,128	\$150.00		
RESIDENTIAL STORAGE/GARAGE				\$16,128	\$150.00		Total: 1
<b>Totals:</b>				<b>\$2,119,791</b>	<b>\$21,424.70</b>		<b>57</b>

Permit.DateIssued Between 11/1/2015 12:00:00 AM AND  
11/30/2015 11:59:59 PM  
AND  
Permit.PermitType = Building OR  
Permit.PermitType = Sign

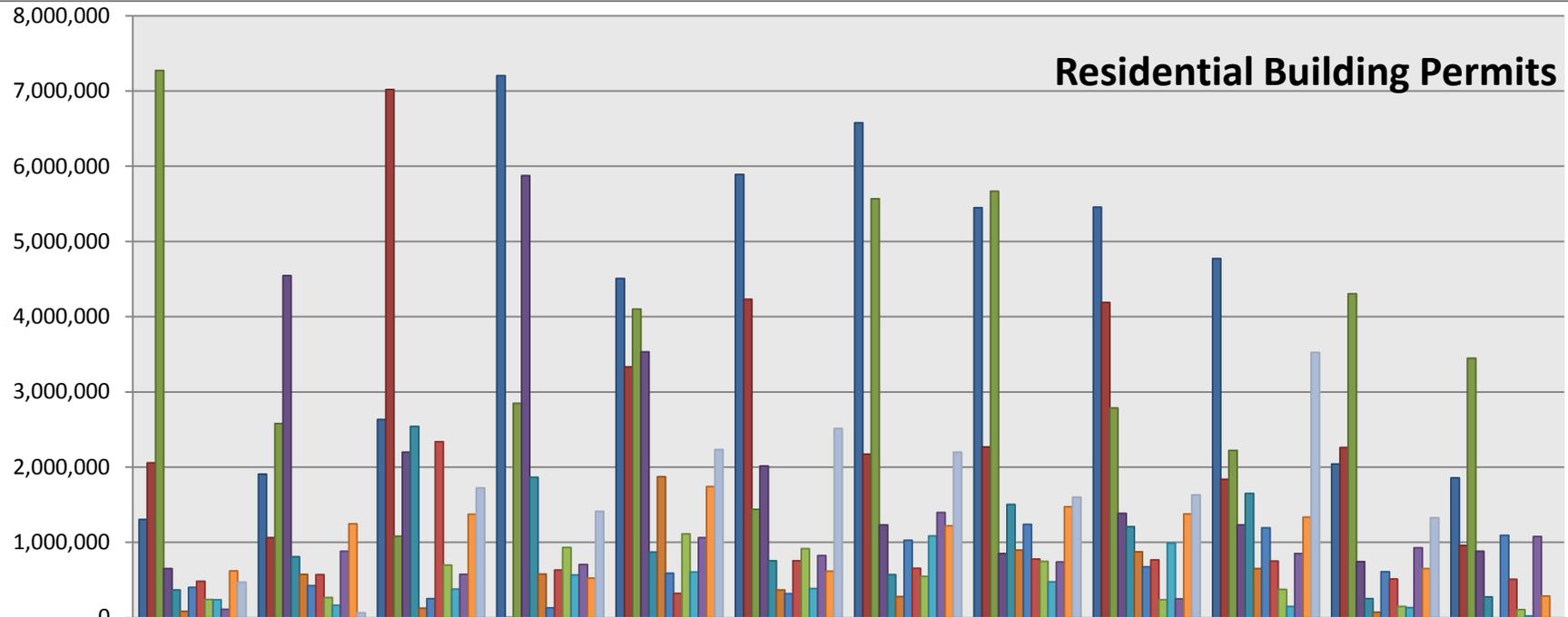
## SUMMARY OF CONSTRUCTION VALUES

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

**2015 Year to date Construction Values:**

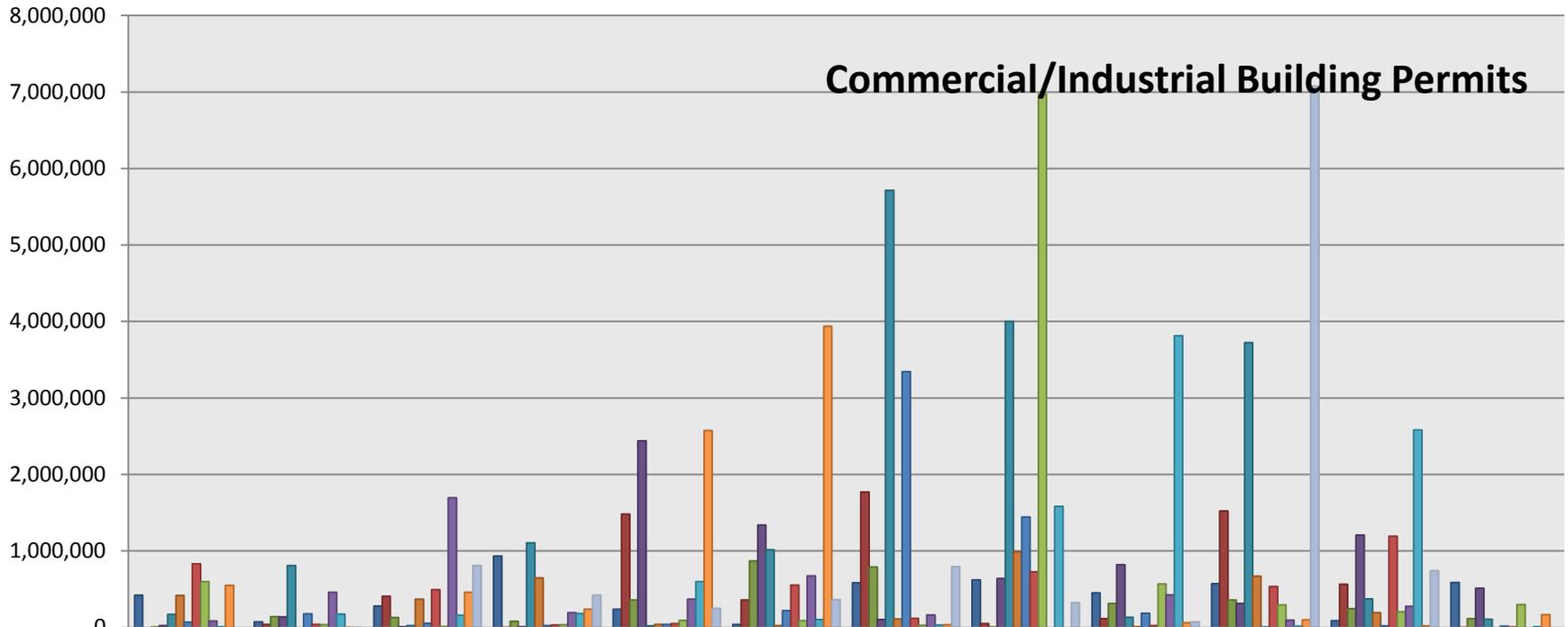
<b>Commercial / Industrial:</b>	<b>\$ 10,866,318.00</b>
<b>Residential:</b>	<b>\$ 18,172,509.00</b>
<b>Total Single Family Homes:</b>	<b>57</b>

## Residential Building Permits



	January	February	March	April	May	June	July	August	September	October	November	December
■ 2003	1,303,222	1,907,265	2,634,726	7,202,298	4,506,568	5,890,225	6,577,503	5,449,464	5,455,775	4,772,708	2,040,811	1,856,139
■ 2004	2,057,874	1,061,075	7,018,665	2,409	3,332,125	4,230,009	2,171,175	2,269,297	4,189,316	1,838,373	2,261,219	958,547
■ 2005	7,272,620	2,580,999	1,080,570	2,848,833	4,100,194	1,438,787	5,569,135	5,666,330	2,785,505	2,223,344	4,305,671	3,448,286
■ 2006	653,107	4,544,462	2,200,224	5,876,530	3,533,055	2,016,011	1,231,992	852,573	1,387,170	1,230,662	745,550	881,456
■ 2007	366,901	807,589	2,542,647	1,865,777	870,683	755,569	571,666	1,504,157	1,209,407	1,651,929	251,475	274,952
■ 2008	84,176	576,220	127,628	579,796	1,872,379	368,071	279,260	896,898	873,804	652,707	73,000	0
■ 2009	401,319	425,655	252,651	130,696	589,254	319,608	1,028,683	1,240,799	674,200	1,194,808	611,112	1,094,312
■ 2010	484,464	571,973	2,339,559	633,374	323,160	755,450	656,705	777,918	768,831	750,411	513,137	509,014
■ 2011	241,340	269,142	698,082	931,543	1,110,943	915,267	547,390	748,734	238,720	374,395	148,666	107,068
■ 2012	236,170	162,820	379,179	566,030	604,628	388,176	1,084,941	477,119	991,532	149,082	134,136	22,202
■ 2013	111,336	882,567	574,514	707,082	1,062,191	823,864	1,398,170	741,954	249,737	851,190	927,031	1,076,756
■ 2014	619,352	1,245,681	1,375,802	527,079	1,741,988	617,175	1,218,653	1,475,449	1,379,581	1,336,288	652,830	287,567
■ 2015	472,729	64,520	1,722,61	1,413,740	2,233,484	2,514,933	2,201,461	1,602,344	1,631,603	3,523,446	1,328,880	

## Commercial/Industrial Building Permits



	January	February	March	April	May	June	July	August	September	October	November	December
2003	425,040	72,962	279,550	935,214	240,500	40,350	584,439	621,851	454,370	574,016	89,400	590,100
2004	0	40,000	409,002	4,000	1,480,444	359,950	1,773,063	52,425	115,160	1,522,191	566,020	1,000
2005	7,760	140,049	129,496	81,459	358,820	871,298	791,555	8,000	312,938	358,465	247,127	114,525
2006	27,000	138,900	9,000	9,540	2,438,077	1,341,443	106,100	641,986	821,772	313,363	1,209,475	513,940
2007	172,221	808,786	25,206	1,105,534	20,293	1,016,148	5,714,648	4,000,820	134,031	3,722,518	376,371	108,000
2008	421,042	0	370,000	647,000	41,000	25,000	110,000	990,923	9,500	670,442	195,000	0
2009	72,000	178,233	54,600	25,000	41,440	222,525	3,343,047	1,443,417	187,500	8,000	22,000	19,005
2010	834,198	40,992	496,441	32,997	50,000	553,319	117,975	727,220	25,000	536,616	1,192,795	7,740
2011	600,000	35,500	13,000	38,000	92,575	88,000	29,000	6,970,497	571,242	294,317	204,730	301,000
2012	84,908	460,875	1,695,784	195,935	370,500	674,345	165,000	0	427,768	96,584	275,202	0
2013	10,600	173,820	162,018	181,312	600,540	104,400	34,275	1,584,432	3,812,956	18,000	2,584,239	10,000
2014	550,782	225	459,420	240,024	2,575,239	3,936,890	38,000	0	61,350	101,018	23,000	166,580
2015	0	2,500	809,360	424,793	251,362	364,400	796,471	327,106	73,000	7,076,433	740,911	

*COUNTY of INGHAM*

State of Michigan

SHERIFF'S OFFICE

**Gene L. Wriggelsworth**

Sheriff

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

- 11/1/2015 A mother of a teenage son called for help in locating her son in the woods. Deputies found the young man with his teenage girlfriend, both in a tree with ropes around their necks. The two intended on committing suicide, the girl intentionally broke the branch she was standing on, and started to hang herself when Deputies arrived. The Deputies were able to cut her down before she did serious harm to herself, and talk the boy down as well. Both were taken to CMH for treatment.
- 11/1/2015 The McDonalds on M-99 had a vehicle crash into it. The driver was found to be intoxicated and charges are being sought for drunk driving.
- 11/2/2015 Deputy Bowden responded to a call of malicious destruction of property. The suspect was an emotionally disturbed person, and Deputy Bowden found him a short distance away. When Deputy Bowden attempted to contact him, the suspect charged Deputy Bowden. They both went to the ground, breaking Deputy Bowden's ankle in the process. He was able to hang onto the suspect until backup arrived to take the suspect into custody.
- 11/7/2015 Deputy Khan stopped a vehicle for a headlight out at Aurelius and Jolly. The driver was intoxicated, and when he went to arrest her, she attempted to pull away and flee. Sgt. Harrison arrived as backup, and they were able to affect the arrest without further trouble. She is charged with 3<sup>rd</sup> offense drunk driving and resisting arrest.

- 11/12/2015 Detectives investigated a person that had died from a gunshot wound off of Edgar road. The victim appeared to have shot himself accidentally, and had expired while attempting to get back to his car. No foul play is suspected.
- 11/13/2015 Detectives continue to investigate a string of Burglaries all on Cedar street between Holt and Mason. Businesses have reported a large number of thefts and break ins along this stretch.
- 11/15/2015 An alert resident noticed his car had been broken into on Yarrow Street. He was able to track down one of the juveniles responsible and called police. Deputies were able to find the second perpetrator and recover the stolen items. The two had broken into several vehicles in the neighborhood.
- 11/19/2015 A homeowner caught a suspect trying to gain entry into her house and called police. A neighbor witnessed the suspect gain entry into another house close by. Deputies responded, and caught the suspect red handed in the house. The suspect was already on probation for home invasions in the past, and now has additional charges to go with the ones he already had.
- 11/19/2015 An emotionally disturbed person walked into Lansing Christian Schools after hours and started making threatening statements. Deputies found him in the parking lot continuing to make those statements. He was taken into custody and taken to CMH for treatment.
- 11/30/2015 Tri County Metro did a Methamphetamine buy bust in Delhi Township. Upon arresting the suspect, they found an active meth lab in the car. Delhi Fire assisted the cleanup team in disposing of the lab.

### **STATISTICS:**

During the month of November, Deputies responded to 347 calls for service (written and blotter complaints). They made 64 arrests of which 22 were self – initiated, and 3 were for OWI. Deputies issued 172 citations. Deputies conducted 156 business/property checks, 14 liquor inspections, and spent 70.2 hours in Community Policing. Deputies participated in 111.5 hours of training.

	<b>Calls for Service</b>		
	<b>2013</b>	<b>2014</b>	<b>2015</b>
November	328	311	347

Year to Date	4230	3427	4053
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**Total Arrests**

	<b>2013</b>	<b>2014</b>	<b>2015</b>
November	121	113	64
Year to Date	1273	1270	857

**Total Self – Initiated Arrests**

	<b>2013</b>	<b>2014</b>	<b>2015</b>
November	61	58	22
Year to Date	685	728	463

**Citations Issued**

	<b>2013</b>	<b>2014</b>	<b>2015</b>
November	195	240	172
Year to Date	2249	2450	2645

*COUNTY of INGHAM*  
State of Michigan  
SHERIFF'S OFFICE



**Gene L. Wriggelsworth**

**Sheriff**

**Allan C. Spyke**  
Undersheriff

630 North Cedar Street  
Mason, Mi 48854  
(517) 676-2431  
FAX (517) 676-8299

**Greg S. Harless**  
Chief Deputy

**Sam Davis**  
Major

**Joel Maatman**  
Major

**TO:** Lt. Vern Elliott  
**FROM:** Deputy Mary Hull #5353  
**DATE:** Wednesday, December 09, 2015  
**RE:** November 2015 Monthly Report

**MONTHLY STATS:**

Complaints:	14
Citations:	2
Community Policing hours:	55
School Checks:	65

**COMMUNITY POLICING ACTIVITY:**

During the month I received requests from the principal at Elliott Elementary reference the parking during pick-up times on Wednesday's. The problem as reported by the principal was that parents were parking in the designated No Parking area across from the bus pick-up on Bond. On several Wednesday's I checked the area for violations; however, none were observed. While in the area I also checked for Handicap violations and Fire Hydrant violations, on one occasion I cited one driver for parking within 15 feet of a fire hydrant.

On November 6, I assisted 55<sup>th</sup> District Court with their annual Court to School Day. This year Judge Boyd presided over real cases including, Minor in Possession, Driving while Intoxicated, Possession of Marijuana, and Probation Violations. Students in attendance were all sophomores in the Government class. At the conclusion of court, Judge Boyd talked to students about the effects of

drugs and alcohol on the developing brain and answered questions from the audience.

On November 18, I was interviewed by a journalism student, Catherine Ferland, from Michigan State University. The content of the interview was about school safety, the use of camera's, locked door, The Boot used by Horizon Elementary, and Okay2say. In addition to school safety I reminded Catherine that we, as parents, should talk to our children about safety whether it is natural, man-made or an act of violence. Talking to children about safety is not meant to scare them but it is meant as an opportunity to have an important discussion and teaching moment.

During the month I assisted administrators at EdTrek, Wilcox and main and north campus with lockdown drills. All drills proved that students and staff are prepared in the event of an active violence incident. However, there was one teacher that refused to follow the guideline set forth in the districts emergency plan.

On November 24, I conducted Internet Safety training at the request of the Director of Community Education with Holt Public School District. Approximately 25 childcare workers were in attendance. Internet safety included topics such as, the typical Internet devices used by individuals, facts about children and Internet devices, social media sites and teens, what trouble teens can get into online, the use of parental controls, and Internet safety tips for adults.

**OTHER HIGHLIGHTS:**

During the month of November I responded to 14 calls for service, seven of which were school complaints. Some of the calls for service at the schools included an unwanted person, trouble with subject, and an assist to other agency. Call for service that were not school related included breaking and entering, suspicious, and nonsufficient funds.

On November 2, I responded to EdTrek for an unwanted subject. The Director called when a male student was refusing to leave when asked and causing problems. As I arrived on scene I observed a lone male subject in the parking lot, who was identified as the person that was at one time refusing to leave. The male subject advised that he got upset with his classmates and teachers because while he was talking other students were talking over him, which frustrated him. I advised that male student that if he was asked to leave he must do so; otherwise he would be cited for trespassing under the Delhi Township Ordinance. Once the male student was advised of the possible consequence he left the property. No other problems have been reported with this student.

On November 5, I received a call from the High School principal reference the student he was concerned may cause a problem. The principal advised that a male student was being disruptive in class and when told to go to the office he

left the class and failed to show up at the office. The principal was concerned that once the subject was located he would become aggressive or disruptive. Upon arrival to the school the male student could not be located, and was observed leaving the building and walking through the parking lot.

On November 12, I received a call from the assistant principal at Holt Jr. High reference a possible runaway out of Lansing. Once I received the students name I was able to run him in Law Enforcement Information Network, the student was in fact in the system as a runaway, and had been for more than a week. I then went to Holt Jr. High to make personal contact with the student. Once I saw the subject a message was sent to Lansing Police Department to remove the subject as a runaway. The runaway was encouraged to return home, or to make contact with this father if his intent was to stay with a friend.

On November 13, a resident came into the office to report that he had fallen victim to a phishing scam. The resident reported that he received a call on his land line from IOLO a software company that repairs, optimizes and protects computers. The complainant advised that the caller told him that his PC may be a risk of "being hacked by the Russians." The complaint advised that he does utilize IOLO and believed the call to be legitimate, so he gave remote access to the caller. It was until that time that the complainant realized that he was being scammed, but it was too late and the scammer already had control of his computer and locked it up, and requested money to unlock it. The complainant advised that he was not out any money and could get the computer running again, after reinstalling the programs that were lost.

On November 16, I responded to an area veterinary clinic for a breaking and entering. When the veterinary and employees arrive to work on the morning of the 16<sup>th</sup> they found a broken window. Prior to our arrival the employees had already been through the building and found the only thing missing was the till. The report was turned over to detective for further investigation.

On November 16, I was asked to call an individual reference a nonsufficient funds check. The victim reported that he delivered cars to an area used car business and received a personal check in the sum of \$1,800.00. The victim reported that he deposited the check into his banking account and was later notified that the check did not clear the bank. The victim advised that he was in the area and wanted an officer to go to the business with him to possibly ask the business owner for a cashiers check, in lieu of prosecution. When meeting with the victim and suspect at the business, the suspect agreed to go to the bank to get a cashiers check in the amount of \$1,800.00.

Respectfully submitted,  
Deputy Mary Hull #5353

**DELHI CHARTER TOWNSHIP  
MINUTES OF REGULAR MEETING HELD ON DECEMBER 15, 2015**

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Delhi Charter Township Board of Trustees met in a regular meeting on Tuesday, December 15, 2015 in the Multipurpose Room at the Community Services Center, 2074 Aurelius Road, Holt, Michigan. Supervisor Davis called the meeting to order at 7:30 p.m.

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

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

Members Absent: Trustee Harmon

**COMMENTS FROM THE PUBLIC** – Steve Dougan, 2455 Pine Tree Rd, Holt, questioned if a property located on Doncaster Street was registered as a rental property.

**SET/ADJUST AGENDA**

Hope moved to add Late Agenda Item No. 12 – Collective Bargaining Agreement.

A Voice Poll was recorded as follows:

All Ayes

Absent: Harmon

**MOTION CARRIED**

**CONSENT AGENDA**

- A. Approval of Minutes – Committee Meeting of December 1, 2015
- B. Approval of Minutes – Regular Meeting of December 1, 2015
- C. Approval of Claims – December 8, 2015 (ATTACHMENT I)
- D. Approval of Payroll – December 3, 2015 (ATTACHMENT II)
- E. Reappointment to the Delhi Township Building Board of Appeals – Cal Baxter (ATTACHMENT III)
- F. Reappointment to the Delhi Township Housing Advisory and Appeals Board – Cal Baxter (ATTACHMENT IV)
- G. Reappointment to the Delhi Township Fire Code Board of Appeals – Cal Baxter (ATTACHMENT V)
- H. Reappointment to the Delhi Township Planning Commission – Jon Harmon (ATTACHMENT VI)

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP  
MINUTES OF REGULAR MEETING HELD ON DECEMBER 15, 2015**

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- I. Reappointment to the Delhi Township Zoning Board of Appeals – Megan Ketchum (ATTACHMENT VII)
- J. Reappointment to the Delhi Township Sewer Board of Appeals – Nanette Miller (ATTACHMENT VIII)
- K. Reappointment to the Delhi Township Sewer Board of Appeals – Stanley Ehnis (ATTACHMENT IX)
- L. Reappointment to the Delhi Township Sewer Board of Appeals – Fredrick Bareis (ATTACHMENT X)

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

A Roll Call Vote was recorded as follows:

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

Absent: Harmon

**MOTION CARRIED**

**NEW BUSINESS**

**PROPOSED REVISION TO THE DELHI CHARTER TOWNSHIP CEMETERY RATES**

---

The Board reviewed a memorandum dated December 8, 2015 from Evan Hope, Clerk (ATTACHMENT XI).

**Hayhoe moved to approve the 2016 Delhi Charter Township Cemetery Rate Schedule effective January 1, 2016.**

A Roll Call Vote was recorded as follows:

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

Absent: Harmon

**MOTION CARRIED**

**RESOLUTION NO. 2015-028 – MONTHLY SANITARY SEWER USER CHARGES**

---

The Board reviewed a memorandum dated December 4, 2015 from Sandra Diorka, Director of Public Services (ATTACHMENT XII).

**Sweet moved to adopt Resolution No. 2015-028 which would increase the sanitary sewer users charges effective January 1, 2016.**

A Roll Call Vote was recorded as follows:

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

Absent: Harmon

**MOTION CARRIED**

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP  
MINUTES OF REGULAR MEETING HELD ON DECEMBER 15, 2015**

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**AMENDMENT NO. 2 TO RESOLUTION NO. 2014-023 – FY 2015 DOWNTOWN  
DEVELOPMENT AUTHORITY FUND BUDGET**

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The Board reviewed a memorandum dated December 10, 2015 from Twp. Mgr. Elsinga (ATTACHMENT XIII).

**Warfield moved to adopt Amendment No. 2 to Resolution No. 2014-023 for the  
Fiscal Year 2015 Downtown Development Authority Fund Budget.**

A Roll Call Vote was recorded as follows:

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

Absent: Harmon

**MOTION CARRIED**

**AMENDMENT NO. 2 TO RESOLUTION NO. 2014-024 – FY 2015 BROWNFIELD  
REDEVELOPMENT AUTHORITY FUND BUDGET**

---

The Board reviewed a memorandum dated December 10, 2015 from Twp. Mgr. Elsinga (ATTACHMENT XIV).

**Ketchum moved to adopt Amendment No. 2 to Resolution No. 2014-024 for the  
Fiscal Year 2015 Brownfield Redevelopment Authority Fund Budget.**

A Roll Call Vote was recorded as follows:

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

Absent: Harmon

**MOTION CARRIED**

**AMENDMENT NO. 3 TO RESOLUTION NO. 2014-025 – FY 2015 GENERAL FUND BUDGET**

---

The Board reviewed a memorandum dated December 10, 2015 from Twp. Mgr. Elsinga (ATTACHMENT XV).

**Hope moved to adopt Amendment No. 3 to Resolution No. 2014-025 for the Fiscal  
Year 2015 General Fund Budget.**

A Roll Call Vote was recorded as follows:

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

Absent: Harmon

**MOTION CARRIED**

**AMENDMENT NO. 3 TO RESOLUTION NO. 2014-026– FY 2015 POLICE FUND BUDGET**

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The Board reviewed a memorandum dated December 10, 2015 from Twp. Mgr. Elsinga (ATTACHMENT XVI).

**Hayhoe moved to adopt Amendment No. 3 to Resolution No. 2014-026 for the  
Fiscal Year 2015 Police Fund Budget.**

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP  
MINUTES OF REGULAR MEETING HELD ON DECEMBER 15, 2015**

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A Roll Call Vote was recorded as follows:

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

Absent: Harmon

**MOTION CARRIED**

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**AMENDMENT NO. 2 TO RESOLUTION NO. 2014-027 – FY 2015 FIRE FUND BUDGET**

---

The Board reviewed a memorandum dated December 10, 2015 from Twp. Mgr. Elsinga (ATTACHMENT XVII).

**Warfield moved to adopt Amendment No. 2 to Resolution No. 2014-027 for the Fiscal Year 2015 Fire Fund Budget.**

A Roll Call Vote was recorded as follows:

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

Absent: Harmon

**MOTION CARRIED**

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**AMENDMENT NO. 3 TO RESOLUTION NO. 2014-028 – FY 2015 FIRE EQUIPMENT, TRAINING AND APPARATUS FUND BUDGET**

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The Board reviewed a memorandum dated December 10, 2015 from Twp. Mgr. Elsinga (ATTACHMENT XVIII).

**Sweet moved to adopt Amendment No. 3 to Resolution No. 2014-028 for the Fiscal Year 2015 Fire Equipment, Training and Apparatus Fund Budget.**

A Roll Call Vote was recorded as follows:

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

Absent: Harmon

**MOTION CARRIED**

---

**AMENDMENT NO. 3 TO RESOLUTION NO. 2014-029 – FY 2015 SEWER FUND BUDGET**

---

The Board reviewed a memorandum dated December 10, 2015 from Twp. Mgr. Elsinga (ATTACHMENT XIX).

**Hayhoe moved to adopt Amendment No. 3 to Resolution No. 2014-029 for the Fiscal Year 2015 Sewer Fund Budget.**

A Roll Call Vote was recorded as follows:

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

Absent: Harmon

**MOTION CARRIED**

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP  
MINUTES OF REGULAR MEETING HELD ON DECEMBER 15, 2015**

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**AMENDMENT NO. 1 TO RESOLUTION NO. 2014-030 – FY 2015 WATER IMPROVEMENT FUND BUDGET**

---

The Board reviewed a memorandum dated December 10, 2015 from Twp. Mgr. Elsinga (ATTACHMENT XX).

**Ketchum moved to adopt Amendment No. 1 to Resolution No. 2014-030 for the Fiscal Year 2015 Water Improvement Fund Budget.**

A Roll Call Vote was recorded as follows:

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

Absent: Harmon

**MOTION CARRIED**

**LATE AGENDA ITEM**

**COLLECTIVE BARGAINING AGREEMENT – ICEA/PERA**

---

The Board reviewed a memorandum dated December 15, 2015 from Twp. Mgr. Elsinga (ATTACHMENT XXI).

**Warfield moved to approve the Collective Bargaining Agreement between Delhi Charter Township and the Ingham County Employees Association/Public Employees Representative Association (ICEA/PERA), Local 1107, for the Department of Public Services bargaining unit, effective January 1, 2016 and expiring December 31, 2019.**

A Roll Call Vote was recorded as follows:

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

Absent: Harmon

**MOTION CARRIED**

**REPORTS**

**SUPERVISOR**

Supervisor Davis reported on the 20<sup>th</sup> Annual Tree Lighting that was held on December 2, 2015.

**CLERK**

Clerk Hope reported on the December 15, 2015 Election Commission meeting where precinct boundaries were adjusted to help alleviate congestion at Precinct 4.

**TOWNSHIP MANAGER**

Twp. Mgr. Elsinga reported that the Township will be awarded the DNR Land and Water Grant in the amount of \$100,000 to be used toward the construction of a new restroom facility at Kiwanis Park.

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP  
MINUTES OF REGULAR MEETING HELD ON DECEMBER 15, 2015**

---

**LIMITED PUBLIC COMMENTS** – Mike Hamilton, 4541 Sycamore Street, commented on the need for a sidewalk on Maple Street from Sycamore Street to Kiwanis Park.

**ADJOURNMENT**

Meeting adjourned at 7:50 p.m.

Date: January 5, 2016

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

Date: January 5, 2016

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

/af

SUBJECT TO APPROVAL

**ACCOUNTS PAYABLE APPROVAL**

December 8, 2015

**I. Certification of Authorized Signatures:** The attached Check Register and Invoice Distribution Report encompass checks dated December 8, 2015 numbered 90450 thru 90518 & ACH 3913 thru 3943. Every invoice has a payment authorizing signature(s).

Dated: December 8, 2015

---

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

The attached Invoice Distribution Report and Check Register for checks dated December 8, 2015 show payments made from the following funds:

General Fund	\$	140,087.05
Fire Fund		9,396.82
Police Fund		1,505.00
Fire Equip. & Apparatus Fund		8,329.21
Downtown Development Fund		39,890.09
Sewer Fund		58,349.09
Local Site Remediation Fund		14,000.00
Trust & Agency Fund		22,485.00
Current Tax Fund		406.05
Falk Cemetery Fund		179.00
Grand Total	\$	<u>294,627.31</u>

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

Current Tax Fund	\$	406.05
Farmers Market Account	\$	2,338.00

Dated: December 8, 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. (\$18,858.00 BS&A Software for Software Maintenance Contracts\*\*, \$61,560.29 Ingham Co. Drain Commissioner for Green Drain Sidewalks, 5/13/14, \$20,250.00 to State of Michigan for MRS Agreement, 9/15/15, \$10,490.40 Thrun Law Firm for November Legal Services\*\* to be approved by consent)

Dated: December 8, 2015

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 John B. Elsinga, Township Manager

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 Evan Hope, Township Clerk

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 Roy W. Sweet, Treasurer

**IV Board Audit and Approval:** At a regular meeting of the Township Board held on December 15, 2015 a motion was made by \_\_\_\_\_ and passed by \_\_\_ yes votes and \_\_\_ no votes (\_\_\_ absent) that the list of claims dated December 8, 2015, was reviewed, audited and approved

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 Evan Hope, Township Clerk

INVOICE GL DISTRIBUTION REPORT FOR DELHI CHARTER TOWNSHIP  
 EXP CHECK RUN DATES 12/08/2015 - 12/08/2015

Vendor	Invoice Line Desc	Amount
Fund 101 GENERAL FUND		
Dept 000.00		
WOLVERINE ENGINEERS	DELHI TWP EARL LONG TOPO SURVEY	2,150.00
BANK OF AMERICA	LANSING STATE JOURNAL SUBSCRIPT	335.63
	Total For Dept 000.00	2,485.63
Dept 171.00 MANAGER		
ADP SCREENING & SELECTION	SUBSCRIPTION/BACKGROUND CHECKS	30.11
BANK OF AMERICA	SHRM MEMBERSHIP DUES/THIELEN	6.78
VERIZON WIRELESS	CELLULAR NOVEMBER	49.84
BANK OF AMERICA	SHRM PROGRAM REGISTRATION/THIELE	50.00
BANK OF AMERICA	MPELRA PROGRAM REGISTRATION/THIEL	90.00
	Total For Dept 171.00 MANAGER	226.73
Dept 215.00 CLERK		
VERIZON WIRELESS	CELLULAR NOVEMBER	49.95
MICHIGAN.COM	PUBLISHING LEGALS NOVEMBER	1,396.12
BANK OF AMERICA	2016 MAMC MEMBERSHIP/FINCH	60.00
MI ASSOC OF MUNICIPAL CLERK	2016 MAMC MEMBERSHIP/HOPE	60.00
MI ASSOC OF MUNICIPAL CLERK	2016 MAMC MEMBERSHIP/GOULET	60.00
	Total For Dept 215.00 CLERK	1,626.07
Dept 228.00 INFORMATION TECHNOLOGY		
BANK OF AMERICA	WEBROOT SECURE ANYWHERE 1 YR	59.99
BANK OF AMERICA	4 HP INK JET CARTRIDGES FOR HP 8620	255.92
BANK OF AMERICA	2 USB READERS/ASSESSING	17.98
APPLICATION SPECIALIST KO	TOTAL CARE & BACKUP SOLUTION	1,420.00
APPLICATION SPECIALIST KO	ASK TOTAL SETUP FEES	390.00
APPLICATION SPECIALIST KO	ASK TOTAL CARE - PRORATED OCT.	427.74
APPLICATION SPECIALIST KO	TOTAL CARE FOR SERVERS	780.00
VERIZON WIRELESS	CELLULAR NOVEMBER	49.84
BS&A SOFTWARE	BS&A SOFTWARE MAINTENANCE	18,858.00
	Total For Dept 228.00 INFORMATION TECHNOLOGY	22,259.47
Dept 253.00 TREASURERS		
PROGRESSIVE IMPRESSIONS	2015 WINTER TAX BILLS	2,088.58
D & K INVESTIGATIVE SERVICES	SERVICE OF COURT PAPERS	35.08
	Total For Dept 253.00 TREASURERS	2,123.66
Dept 257.00 ASSESSING		
THRUN LAW FIRM, P.C.	LEGAL FEES NOVEMBER	5,141.40
MICHIGAN ASSESSORS ASSOC	2016 MAA MEMBERSHIP DUES/TOBIAS	75.00
MICHIGAN ASSESSORS ASSOC	2016 MAA MEMBERSHIP DUES/MUNSON	75.00
	Total For Dept 257.00 ASSESSING	5,291.40

Dept 265.00 BUILDING & GROUNDS		
LANSING ICE & FUEL CO	GASOLINE 11/16-30/2015	84.73
QUALITY FIRST MAID SERVICE	CLEANING SERVICES/CSC	812.50
METRONET LONG DISTANCE	LONG DISTANCE NOVEMBER	38.17
VERIZON WIRELESS	CELLULAR NOVEMBER	24.92
TDS METROCOM	LOCAL SERVICE NOVEMBER	1,097.93
BANK OF AMERICA	1,000 BLACK COLD WEATHER TIES	45.40
ACE HARDWARE	1 PAINT/3 SMARKLOCKS/STREETLIGHTS	42.46
LOWE'S CREDIT SERVICES	6 GROUND FAULT PLUGS/STREETLIGHTS	105.36
Total For Dept 265.00 BUILDING & GROUNDS		2,251.47

Dept 276.00 CEMETERY		
LANSING ICE & FUEL CO	GASOLINE 11/16-30/2015	34.37
BARNHART & SON, INC.	8 GRAVE OPENINGS/CLOSINGS	3,007.89
VERIZON WIRELESS	CELLULAR NOVEMBER	12.46
DELHI TOWNSHIP TREASURER	2015 WINTER PROPERTY TAXES	82.09
Total For Dept 276.00 CEMETERY		3,136.81

Dept 281.00 STORMWATER		
LANSING ICE & FUEL CO	GASOLINE 11/16-30/2015	21.58
HELIX BIOANALYTICAL TESTING	E-COLI MICROBIAL SOURCE IDENT	2,400.00
Total For Dept 281.00 STORMWATER		2,421.58

Dept 446.00 INFRASTRUCTURE		
BOARD OF WATER & LIGHT	STREETLIGHTS 11/1-12/1/2015	7,778.47
INGHAM COUNTY DRAIN COMM	ADDITIONAL ROAD WORK ON GREEN #4	6,400.00
INGHAM COUNTY DRAIN COMM	SIDEWALKS ON GREEN #4 DRAIN	61,560.29
Total For Dept 446.00 INFRASTRUCTURE		75,738.76

Dept 721.00 PLANNING/COMMUNITY DEVELOPMENT		
LANSING ICE & FUEL CO	GASOLINE 11/16-30/2015	66.17
THRUN LAW FIRM, P.C.	LEGAL FEES NOVEMBER	1,739.40
ASSOCIATED GOVERNMENT	AGS PAYROLL 9/16-10/15/2015	3,132.00
METRONET LONG DISTANCE	LONG DISTANCE NOVEMBER	7.04
VERIZON WIRELESS	CELLULAR NOVEMBER	360.34
VERIZON WIRELESS	CELLULAR NOVEMBER	8.28
TDS METROCOM	LOCAL SERVICE NOVEMBER	55.94
TASMANIAN TIRE CO.	2 TIRES/#58	193.50
WOLVERINE ENGINEERS	DELHI TWP EARL LONG TOPO SURVEY	2,650.00
Total For Dept 721.00 PLANNING/COMMUNITY DEVELOPMENT		8,212.67

Dept 752.00 PARKS ADMINISTRATION		
BANK OF AMERICA	TELEPHONE/SENIOR CENTER	17.99
VERIZON WIRELESS	CELLULAR NOVEMBER	100.24
VERIZON WIRELESS	CELLULAR NOVEMBER	0.83
TDS METROCOM	TELEPHONES/SENIOR CENTER	294.85
TDS METROCOM	LOCAL SERVICE NOVEMBER	98.11
BLOHM CREATIVE PARTNERS	HOLT SR CENTER VIDEO DUPLICATION	110.00
MICHIGAN.COM	EMPLOYMENT AD	1,706.36
Total For Dept 752.00 PARKS ADMINISTRATION		2,328.38

Dept 771.00 PARKS		
LANSING ICE & FUEL CO	GASOLINE 11/16-30/2015	223.72
MENARDS LANSING SOUTH	10 CUTTING WHEELS	18.90
LANSING SANITARY SUPPLY INC	LINERS/TOILET TISSUE/TOWELS	582.63
ACE HARDWARE	8 MISC. MDSE.	12.96
ACE HARDWARE	1 MISC. MDSE.	4.00
AMERICAN RENTALS, INC.	PORTABLE TOILETS	145.00
AMERICAN RENTALS, INC.	PORTABLE TOILET	75.00
MODEL COVERALL SERVICE	UNIFORM PANTS	18.60
MODEL COVERALL SERVICE	UNIFORM PANTS	1.29
MODEL COVERALL SERVICE	UNIFORM PANTS	24.29
ACE HARDWARE	8 RV ANTI-FREEZE	23.92
ACE HARDWARE	2 PAINT/1 PAINT THINNER	19.97
ACE HARDWARE	7 SPRING SNAPS	16.03
ACE HARDWARE	2 WIRE STEEL GALV/3 ELECTRIC TAPE	28.95
ACE HARDWARE	WIRE BRUSH	3.99
ACE HARDWARE	4 HOSE CLAMPS/3 LATEX GLOVES	27.93
ACE HARDWARE	4 CLAMPS	9.16
ACE HARDWARE	WIRE CONNECTORS/ELECTRICAL TAPE	18.96
ACE HARDWARE	4 WIRE CONNECTORS	17.96
ACE HARDWARE	75 MISC. MDSE.	59.25
ACE HARDWARE	SANDPAPER	4.49
ACE HARDWARE	LUBE SPRAY/BLASTER LUBRICANT	11.98
LOWE'S CREDIT SERVICES	PLUGS/CLAMPS/CORDS	60.46
MENARDS LANSING SOUTH	4 PAINT/3 WIRE BRUSHES	30.89
MENARDS LANSING SOUTH	2 GLOVES/3 TISSUE	70.29
QUALITY FIRST MAID SERVICE	CLEANING SERVICES/SENIOR CENTER	260.00
ACE HARDWARE	2 ELECTRICAL TAPE	9.98
BOBCAT OF LANSING	TIRE	190.14
BOBCAT OF LANSING	LABOR-ADJUST SPEED/REPLACE LIGHT	67.27
BOBCAT OF LANSING	BLADE/CONTROL PAD/LABOR	64.49
THE PARTS PLACE	BATTERY	91.46
BOBCAT OF LANSING	RADIATOR HOSE AND ANTI FREEZE/	111.71
FRANKIE D'S AUTO & TRUCK	LOF/BRAKE PADS & ROTORS/AXEL SEAL	719.00
FRANKIE D'S AUTO & TRUCK	LOF/BALL JOINTS/CAMBER CASTER KIT	470.00
SPARROW OCC HEALTH SERV	PHYSICALS	349.50
	Total For Dept 771.00 PARKS	3,844.17

Dept 774.00 RECREATION		
D & M SILKSCREENING	20 T-SHIRTS	180.00
PAULA K. HARNEY	SENIOR CENTER FITNESS CLASSES	75.00
ALMA BOLT CO., ABC FASTENER	1,000 BLACK TIES/HOLIDAY DECORATION	25.30
B & D ELECTRIC, INC.	5 PLUG COVERS & LABOR/VETERANS	331.00
BANK OF AMERICA	500 BLACK COLD WEATHER TIES	36.00
SOUND EFX PRODUCTION SERV	SOUND EQUIPMENT FOR TREE LIGHTING	750.00
	Total For Dept 774.00 RECREATION	1,397.30

Dept 850.00 OTHER FUNCTIONS		
BANK OF AMERICA	REPRODUCTION SERVICES/ENVELOPES	440.10
BANK OF AMERICA	REPRODUCTION SERVICES/ENVELOPES	181.65
THRUN LAW FIRM, P.C.	LEGAL FEES NOVEMBER	153.90
HAMMOND FARMS SOUTH	LEAVES DUMP FEES	646.40

RICOH USA, INC.	RICOH MAINTENANCE AGREEMENT	294.28
ADP SCREENING & SELECTION	SUBSCRIPTION/BACKGROUND CHECKS	72.05
BANK OF AMERICA	WEB HOSTING - GIS 11/10-12/09/2015	1.00
BANK OF AMERICA	MUSIC SERVICE/CSC	24.95
BANK OF AMERICA	WUFOO SUBSCRIPTION 11/26-12/26/2015	9.00
BANK OF AMERICA	AT&T LED SIGN 11/16-12/15/2015	82.43
BANK OF AMERICA	PARKING/ELSINGA	4.00
DELHI TOWNSHIP TREASURER	2015 WINTER PROPERTY TAXES	4,833.19
	Total For Dept 850.00 OTHER FUNCTIONS	<u>6,742.95</u>

Total For Fund 101 GENERAL FUND 140,087.05

Fund 206 FIRE FUND

Dept 000.00

BOY SCOUTS OF AMERICA	2016 EXPLORER POST 22 REGISTRATION	<u>316.00</u>
	Total For Dept 000.00	316.00

Dept 336.00 FIRE DEPARTMENT

BARYAMES CLEANERS	UNIFORM CLEANING	140.20
LANSING ICE & FUEL CO	GASOLINE 11/16-30/2015	553.27
BOY SCOUTS OF AMERICA	2015 EXPLORER YOUTH REGISTRATION	4.00
CALLBACK STAFFING SOLUTION	CALLBACK STAFFING DECEMBER	99.99
SPARROW OCC HEALTH SERV	PHYSICALS	1,013.36
BANK OF AMERICA	AT&T PHONE NUMBER FOR BILLING	2.35
HASSELBRING-CLARK	COLOR COPY AVERAGE	0.11
METRONET LONG DISTANCE	LONG DISTANCE NOVEMBER	4.06
VERIZON WIRELESS	CELLULAR NOVEMBER	749.18
VERIZON WIRELESS	CELLULAR NOVEMBER	176.14
TDS METROCOM	LOCAL SERVICE NOVEMBER	41.55
CONSUMERS ENERGY	ELECTRIC 6139 BISHOP	46.96
CONSUMERS ENERGY	GAS 6139 BISHOP	117.75
BANK OF AMERICA	FOOD FOR INGHAM COUNTY CHIEFS MTG/C	16.11
BANK OF AMERICA	FOOR FOR INGHAM COUNTY CHIEFS MTG/C	78.37
BANK OF AMERICA	CONFERENCE RENTAL CAR/DRURY	151.89
BANK OF AMERICA	CONFERENCE LODGING/DRURY	652.05
ACE HARDWARE	2 PROPANE/EXTINGUISHER SIMULATOR	35.98
ACROSS THE STREET PROD	15 BLUE CARD ON-LINE TRAINING	<u>5,197.50</u>
	Total For Dept 336.00 FIRE DEPARTMENT	9,080.82

Total For Fund 206 FIRE FUND 9,396.82

Fund 207 POLICE FUND

Dept 301.00 POLICE

THRUN LAW FIRM, P.C.	LEGAL FEES NOVEMBER	<u>1,505.00</u>
	Total For Dept 301.00 POLICE	1,505.00

Total For Fund 207 POLICE FUND 1,505.00

Fund 211 FIRE EQUIP. & APPARATUS FUND

Dept 339.00 EQUIPMENT & APPARATUS

BANK OF AMERICA	SHIPPING CHARGES	23.05
BANK OF AMERICA	SHIPPING CHARGES	17.59
FIRE SERVICE MANAGEMENT	TURNOUT GEAR CLEANING	28.00
BANK OF AMERICA	144 DURACELL PROCELL AA BATTERIES	65.78
D & G EQUIPMENT INC	FOAM FILTER FOR HONDA PUMP/#21	4.98
SAFETY SERVICES, INC	REPAIR 4 GAS MONITORS & FREIGHT	355.26
THE PARTS PLACE	3 LED LIGHTS	26.07
WEST SHORE FIRE INC	SCBA PARTS	7.00
FRANKIE D'S AUTO & TRUCK	REPLACE CONDENSER/#21	747.00
SIGNATURE FORD OF PERRY	OIL LEAK/#009	4,640.06
SPARTAN MOTORS USA, INC.	BRAKE REPAIR/#491	1,286.64
BANK OF AMERICA	PAUL CONWAY HELMET SHIELDS	191.78
ACROSS THE STREET PROD	13 BLUE CARD SUPPORT-RENEWAL FEE	936.00
Total For Dept 339.00 EQUIPMENT & APPARATUS		8,329.21

Total For Fund 211 FIRE EQUIP. & APPARATUS FUND 8,329.21

Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY

Dept 000.00

CRISP COUNTRY ACRES	VENDOR PAYMENT NOVEMBER	279.00
TODD DELO	VENDOR PAYMENT NOVEMBER	20.00
GLUTEN FREE ROX	VENDOR PAYMENT NOVEMBER	5.00
KOLACHE KITCHEN	VENDOR PAYMENT NOVEMBER	1.00
LONESOME PINES BEEF	VENDOR PAYMENT NOVEMBER	39.00
RACHEL MARIE SHAW	VENDOR PAYMENT NOVEMBER	32.00
LINETTE SILVERNAIL	VENDOR PAYMENT NOVEMBER	9.00
WILLOW BLOSSOM FARMS, LLC	VENDOR PAYMENT NOVEMBER	87.00
NEVA AUSTIN	VENDOR PAYMENT NOVEMBER	60.00
OFILIA DIAZ	VENDOR PAYMENT NOVEMBER	199.00
RENEE GONZALES	NOVEMBER VENDOR PAYMENT	28.00
DENNIS C. GREENMAN	VENDOR PAYMENT NOVEMBER	67.00
OTTO'S POULTRY, INC	VENDOR PAYMENT NOVEMBER	1,137.00
JENNIFER ROTIER	VENDOR PAYMENT NOVEMBER	48.00
RUSSELL ROWE	VENDOR PAYMENT NOVEMBER	96.00
FRANCES SNIDER	VENDOR PAYMENT NOVEMBER	3.00
MAI KOU VANG	VENDOR PAYMENT NOVEMBER	78.00
Total For Dept 000.00		2,188.00

Dept 728.00 DDA ADMINISTRATION

THRUN LAW FIRM, P.C.	LEGAL FEES NOVEMBER	343.30
THRUN LAW FIRM, P.C.	LEGAL FEES NOVEMBER	1,111.50
BANK OF AMERICA	WALL STREET JOURNAL SUBSCRIPTION	347.88
C. HOWARD HAAS	CELL PHONE REIMBURSE NOV & DEC	150.00
TDS METROCOM	LOCAL SERVICE NOVEMBER	126.60
Total For Dept 728.00 DDA ADMINISTRATION		2,079.28

Dept 729.00 DDA MARKETING & PROMOTION

BLOHM CREATIVE PARTNERS	OCTOBER OUR TOWN VIDEO	650.00
BLOHM CREATIVE PARTNERS	OCTOBER OUR TOWN FRAMED ARTICLE	300.00
BLOHM CREATIVE PARTNERS	25TH ANNIVERSARY REPRINT	274.00
BANK OF AMERICA	4 SIGNS & SHIPPING	77.36
BANK OF AMERICA	CREDIT SALES TAX	(4.46)
BANK OF AMERICA	1 NEON OPEN SIGN	30.99
CHARLES GRINNELL	MIFMA LODGING/GRINNELL	66.14
CHARLES GRINNELL	10/7-11/9/2015 MILEAGE/GRINNELL	296.70
BLOHM CREATIVE PARTNERS	OCTOBER BILLBOARD MEDIA BUY	735.00
GOODALL CONSTRUCTION CO	REMOVE & REPLACE WATER HEATER	850.00
CRISP COUNTRY ACRES	DOUBLE UP BUCKS NOVEMBER	136.00
DENNIS C. GREENMAN	DOUBLE UP BUCKS NOVEMBER	14.00
Total For Dept 729.00 DDA MARKETING & PROMOTION		3,425.73

Dept 850.00 OTHER FUNCTIONS

QUALITY FIRST MAID SERVICE	CLEANING SERVICES/SHERIFF & DDA	355.00
DELHI TOWNSHIP TREASURER	2015 WINTER TAX BILL 4184 WILLOUGHBY	1,659.51
DELHI TOWNSHIP TREASURER	2015 WINTER TAX BILL WILLOUGHBY RD	2,503.77
DELHI TOWNSHIP TREASURER	2015 WINTER TAX BILL 4136 WILLOUGHBY F	62.16
DELHI TOWNSHIP TREASURER	2015 WINTER TAX BILL 2191 CEDAR	20.91
DELHI TOWNSHIP TREASURER	2015 WINTER TAX BILL 2185 CEDAR	20.91
DELHI TOWNSHIP TREASURER	2015 WINTER TAX BILL 4444 NORTH	20.91
DELHI TOWNSHIP TREASURER	2015 WINTER TAX BILL 2179 CEDAR	60.66
DELHI TOWNSHIP TREASURER	2015 WINTER TAX BILL 2150 CEDAR	92.60
DELHI TOWNSHIP TREASURER	2015 WINTER TAX BILL 2004 AURELIUS	2,402.52
DELHI TOWNSHIP TREASURER	2015 WINTER TAX BILL 2045 CEDAR	2,105.08
DELHI TOWNSHIP TREASURER	2015 WINTER TAX BILL 2040 CEDAR	51.95
DELHI TOWNSHIP TREASURER	2015 WINTER TAX BILL 2034 CEDAR	20.91
DELHI TOWNSHIP TREASURER	2015 WINTER TAX BILL 2032 CEDAR	20.91
DELHI TOWNSHIP TREASURER	2015 WINTER TAX BILL 2024 CEDAR	20.91
DELHI TOWNSHIP TREASURER	2015 WINTER TAX BILL 2022 CEDAR	22.90
DELHI TOWNSHIP TREASURER	2015 WINTER TAX BILL 2052 CEDAR	70.33
DELHI TOWNSHIP TREASURER	2015 WINTER TAX BILL 4294 VETERANS	65.63
DELHI TOWNSHIP TREASURER	2015 WINTER TAX BILL 4302 VETERANS	97.14
DELHI TOWNSHIP TREASURER	2015 WINTER TAX BILL PARK LANE	54.50
DELHI TOWNSHIP TREASURER	2015 WINTER TAX BILL 2017 PARK LANE	54.50
DELHI TOWNSHIP TREASURER	2015 WINTER TAX BILL 4063 KELLER	57.75
DELHI TOWNSHIP TREASURER	2015 WINTER TAX BILL 2150 DEPOT	33.26
DELHI TOWNSHIP TREASURER	2015 WINTER TAX BILL 2224 DELHI	321.84
DELHI TOWNSHIP TREASURER	2015 WINTER TAX BILL 2313 CEDAR	7,038.43
DELHI TOWNSHIP TREASURER	2015 WINTER TAX BILL CEDAR ST	3,452.25
DELHI TOWNSHIP TREASURER	2015 WINTER TAX BILL 1694 CEDAR	442.16
DELHI TOWNSHIP TREASURER	2015 WINTER TAX BILL HOLT RD	3,894.71
DELHI TOWNSHIP TREASURER	2015 WINTER TAX BILL N CEDAR RD	190.39
DELHI TOWNSHIP TREASURER	2015 WINTER TAX BILL N CEDAR RD	6,540.85
DELHI TOWNSHIP TREASURER	2015 WINTER TAX BILL N CEDAR RD	441.73
Total For Dept 850.00 OTHER FUNCTIONS		32,197.08

Total For Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY	39,890.09
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## Fund 590 SEWAGE DISPOSAL SYSTEM

Dept 000.00

DELHI CHARTER TOWNSHIP	Sewer Usage	1,831.30
HASSELBRING-CLARK	CONTRACT/MAINTENANCE	762.00
MISS DIG SYSTEM, INC.	2016 MISS DIG MONTHLY MEMBERSHIP	783.48
MISS DIG SYSTEM, INC.	2016 EDUCATION FEE	50.00
MISS DIG SYSTEM, INC.	2016 MAINT FEE FOR DATABASES	103.04
MISS DIG SYSTEM, INC.	2016 MAINT FEE FOR REMOTE MEMBER	77.10
STATE OF MICHIGAN	2016 AGREEMENT-MI-DEAL	230.00
	Total For Dept 000.00	<u>3,836.92</u>

Dept 548.00 ADMINISTRATION &amp; OVERHEAD

THRUN LAW FIRM, P.C.	LEGAL FEES NOVEMBER	495.90
PROGRESSIVE IMPRESSIONS	SEWER BILLS NOVEMBER	533.27
	Total For Dept 548.00 ADMINISTRATION & OVERHEAD	<u>1,029.17</u>

Dept 558.00 DEPT OF PUBLIC SERVICE

LANSING ICE & FUEL CO	GASOLINE 11/16-30/2015	658.67
MODEL COVERALL SERVICE	STAFF UNIFORMS/POTW	64.79
MODEL COVERALL SERVICE	STAFF UNIFORMS/MAINTENANCE	61.63
MODEL COVERALL SERVICE	STAFF UNIFORMS/POTW	64.79
MODEL COVERALL SERVICE	STAFF UNIFORMS/MAINTENANCE	61.63
MODEL COVERALL SERVICE	STAFF UNIFORMS/POTW	64.79
MODEL COVERALL SERVICE	STAFF UNIFORMS/MAINTENANCE	61.63
BARYAMES CLEANERS	UNIFORM CLEANING/POTW	29.95
APPLICATION SPECIALIST KO	TOTAL CARE & BACKUP SOLUTION	520.00
APPLICATION SPECIALIST KO	ASK TOTAL SETUP FEES	260.00
APPLICATION SPECIALIST KO	ASK TOTAL CARE - PRORATED OCT.	285.16
APPLICATION SPECIALIST KO	TOTAL CARE FOR SERVERS	520.00
BS&A SOFTWARE	UTILITY BILLING CUSTOMIZATION	2,500.00
HASSELBRING-CLARK	COPIER EXCESS RATE/MAINTENANCE	27.98
BANK OF AMERICA	STELLAR S 10 AIR PU/2 BALL AIR STONES	25.99
ALEXANDER CHEMICAL CORP	HYPOCHLORITE	3,829.68
ALEXANDER CHEMICAL CORP	CREDIT	(180.00)
ALEXANDER CHEMICAL CORP	SODIUM BISULFITE	884.50
SPICER GROUP, INC.	CONDITION ASSESSMENT	5,850.00
SPICER GROUP, INC.	RATE STRUCTURE	552.50
UNITED PARCEL SERVICE	SHIPPING CHARGES	110.70
APPLICATION SPECIALIST KO	SCADA/FIBER MIGRATION	2,012.37
APPLICATION SPECIALIST KO	TOTAL CARE & BACKUP SOLUTION	1,110.00
METRONET LONG DISTANCE	LONG DISTANCE NOVEMBER	0.18
VERIZON WIRELESS	CELLULAR NOVEMBER	619.46
TDS METROCOM	LOCAL SERVICE NOVEMBER	387.09
CONSUMERS ENERGY	ELECTRIC-2358 EIFERT	390.07
CONSUMERS ENERGY	ELECTRIC-4000 N MICHIGAN#B	132.48
CONSUMERS ENERGY	ELECTRIC 1390 WAVERLY	225.41
CONSUMERS ENERGY	ELECTRIC-1988 WAVERLY	419.65
CONSUMERS ENERGY	ELECTRIC-5961 MC CUE #2509	16,638.35
CONSUMERS ENERGY	ELECTRIC-5999 HOLT	43.20
CONSUMERS ENERGY	ELECTRIC-6055 MC CUE	400.36
CONSUMERS ENERGY	GAS-5961 MC CUE #2	23.30
CONSUMERS ENERGY	GAS-5961 MC CUE #3	7.96

CONSUMERS ENERGY	GAS-1988 WAVERLY	39.05
CONSUMERS ENERGY	GAS-5961 MC CUE #2319	1,289.14
KENDALL ELECTRIC INC	(2) LUMARK 30W LED WALL PACK	289.40
KENDALL ELECTRIC INC	(1) T5 BALLAST SCREEN BLDG	34.69
LOWE'S CREDIT SERVICES	INSULATION	8.31
ACE HARDWARE	KEROSENE SYPHON TUBE/LSD PUMP	5.99
ALMA BOLT CO., ABC FASTENER	RESTOCK OF SHOP BOLTS/MAINTEN	121.05
BANK OF AMERICA	USF HOLLAND SHIPPING CHARGES	208.97
BANK OF AMERICA	SMC REFRIGERATED DRYER	780.00
BANK OF AMERICA	2 CHECK VALVES & FREIGHT	665.84
BANK OF AMERICA	2 PC KNIFES/2 PC CHOPPER PLATE/	318.26
ACE HARDWARE	1 SUPPLY HOSE/POTW	4.49
ACE HARDWARE	1 OVEN THERMOMETER/POTW	9.49
ACE HARDWARE	3 FREEZE FREE PLUG KITS/3 BATTERIES	74.95
ACE HARDWARE	2 FREEZE PLUG KITS/1 FREEZE PLUG	41.97
ACE HARDWARE	100 FT FREEZE FREE CABLE/POTW	196.00
HESCO, INC.	3 TRUNNION, NEO & FREIGHT/POTW	549.40
HESCO, INC.	3 UNIVERSAL DISC/POTW	1,581.84
HESCO, INC.	FREIGHT	18.00
LOWE'S CREDIT SERVICES	TOILET VALVE/TELFON TAPE/POTW	15.18
LOWE'S CREDIT SERVICES	2 BLASTR/2 WD-40/4 RUFF & TUFF/	159.36
LOWE'S CREDIT SERVICES	2 BRUSHES	9.46
BARNHART & SON, INC.	REPLACE ASPHALT WWTP LAGOONS	1,080.33
QUALITY FIRST MAID SERVICE	CLEANING SERVICES/MAINTENANCE	195.00
QUALITY FIRST MAID SERVICE	CLEANING SERVICES/POTW	195.00
HASSELBRING-CLARK	EXCESS RATE/MAINTENANCE	2.15
RS TECHNICAL SERVICES, INC.	YSI DIQ/S 182 CONTROLLER	1,875.00
RS TECHNICAL SERVICES, INC.	YSI SACIQ-7.0 SENSOR CABLE	150.00
RS TECHNICAL SERVICES, INC.	YSI FDO 700 IQ OPTICAL DO SENSOR	1,672.00
RS TECHNICAL SERVICES, INC.	FIBERGLASS ENCLOSURE	170.52
RS TECHNICAL SERVICES, INC.	ESTIMATED SHIPPING	20.62
RS TECHNICAL SERVICES, INC.	LABOR	475.00
RS TECHNICAL SERVICES, INC.	FIELD SERVICE HOURS	237.50
RS TECHNICAL SERVICES, INC.	LINER ACCESS CIRCUIT BOARD SET	829.00
RS TECHNICAL SERVICES, INC.	GROUND SHIPPING CHARGES	17.81
WOLVERINE POWER SYSTEMS	LABOR & ANTI-FREEZE/MAINTENANCE	109.00
WOLVERINE POWER SYSTEMS	GENERATOR MAINT AGREEMENT	790.00
FRANKIE D'S AUTO & TRUCK	LOF/#2	35.00
FRANKIE D'S AUTO & TRUCK	LOF/#6	47.00
FRANKIE D'S AUTO & TRUCK	LOF/#7	39.00
BANK OF AMERICA	PARKING/DIORKA	5.00
BANK OF AMERICA	PARKING/DIORKA	2.50
BANK OF AMERICA	PARKING/DIORKA	5.00
SPARROW OCC HEALTH SERV	PHYSICALS	110.00
ACE HARDWARE	OUTDOOR TIMER/GILL	19.99
DELHI TOWNSHIP TREASURER	2015 WINTER PROPERTY TAXES	315.47
	Total For Dept 558.00 DEPT OF PUBLIC SERVICE	53,483.00
	Total For Fund 590 SEWAGE DISPOSAL SYSTEM	58,349.09

## Fund 643 LOCAL SITE REMEDIATION REVOLVING FUND

## Dept 735.00 LOCAL SITE REMEDIATION

DLZ	1600/1694 N CEDAR STREET PROPOSAL	2,700.00
PARSONS BRINCKERHOFF, INC.	PROFESSIONAL ENVIRONMENTAL SERV	11,300.00
	Total For Dept 735.00 LOCAL SITE REMEDIATION	<u>14,000.00</u>

Total For Fund 643 LOCAL SITE REMEDIATION REVOLVING FUND	<u><u>14,000.00</u></u>
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## Fund 701 TRUST &amp; AGENCY FUND

## Dept 000.00

STATE OF MICHIGAN	MRS AGREEMENT	20,250.00
INGHAM COUNTY TREASURER	TRAILER PARK FEES SEPTEMBER	1,985.00
AMES ICE CREAM	REFUND FOR CASH BOND	250.00
	Total For Dept 000.00	<u>22,485.00</u>

Total For Fund 701 TRUST & AGENCY FUND	<u><u>22,485.00</u></u>
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## Fund 703 CURRENT TAX ACCOUNT

## Dept 000.00

MORTGAGE CONNECT	REFUNDS DUE TAXPAYERS	406.05
	Total For Dept 000.00	<u>406.05</u>

Total For Fund 703 CURRENT TAX ACCOUNT	<u><u>406.05</u></u>
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## Fund 765 FALK CEMETERY TRUST

## Dept 000.00

BANK OF AMERICA	WINTER GREENS FOR FALK TRUST	179.00
	Total For Dept 000.00	<u>179.00</u>

Total For Fund 765 FALK CEMETERY TRUST	<u><u>179.00</u></u>
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Total For All Funds:	<u><u>294,627.31</u></u>
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**DELHI CHARTER TOWNSHIP**  
**FUND TRANSFERS AND PAYROLL APPROVAL**  
**For Payroll Dated December 3, 2015**

**I. Certification of Preparation and Distribution**

The attached check and payroll registers encompass check numbers: 108541 through 108565 & direct deposits numbers: DD21477 through DD21552. 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: December 3, 2015

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Director of Accounting

**II. Payroll Report**

The December 3, 2015 payroll encompasses the following funds and expenditures:

	<b>Gross Payroll</b>	<b>Payroll Deductions</b>	<b>Net Pay</b>
General Fund	\$70,312.90	\$20,500.01	\$49,812.89
Fire Dept. Fund	50,033.92	16,475.69	\$33,558.23
DDA	3,902.87	869.62	\$3,033.25
Sewer Fund/Receiving	35,430.03	10,692.13	\$24,737.90
<b>Total Payroll</b>	<b>\$159,679.72</b>	<b>\$48,537.45</b>	<b>\$111,142.27</b>
	<b>Township FICA</b>	<b>Township RHS &amp; Pension Plan</b>	<b>Total Deductions &amp; TWP Liabilities</b>
General Fund	\$5,088.59	\$5,441.04	\$31,029.64
Fire Dept. Fund	3,707.14	3,503.79	23,686.62
DDA	127.70	82.68	1,080.00
Sewer Fund/Receiving	2,628.75	2,903.74	16,224.62
<b>Total Payroll</b>	<b>\$11,552.18</b>	<b>\$11,931.25</b>	<b>\$72,020.88</b>

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Director of Accounting

**III. FUND TRANSFERS**

Transfers covering the foregoing payroll were made on December 3, 2015 and identified as follows:

**12/03 Net Pay Disbursement in Common Savings (\$111,142.27)**

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Roy W. Sweet, Treasurer

**IV. Board Audit and Approval:**

At a regular meeting of the Township Board held on December 15, 2015, a motion was made by \_\_\_\_\_ and passed by \_\_\_\_\_ yes votes and \_\_\_\_\_ no votes(\_\_\_\_\_ absent) that the payroll dated December 3, 2015 was reviewed, audited, and approved.

Attachment to Payroll Register

cc: Sweet(1)Vander Ploeg(1)

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

DELHI CHARTER TOWNSHIP

**MEMORANDUM**

**TO:** Delhi Township Board Members

**FROM:** C.J. Davis, Township Supervisor

**DATE:** December 2, 2015

**RE:** Recommendation for Reappointment to the Building Board of Appeals

---

The appointment term of Building Board of Appeals member Cal Baxter expires January 1, 2016. Mr. Baxter has agreed to be reappointed for an additional three-year term. I therefore recommend the following motion:

**RECOMMENDED MOTION:**

**To reappoint Cal Baxter to the Building Board of Appeals for a three-year term effective January 1, 2016; expiring January 1, 2019.**

DELHI CHARTER TOWNSHIP

**MEMORANDUM**

**TO:** Delhi Township Board Members

**FROM:** C.J. Davis, Township Supervisor

**DATE:** December 2, 2015

**RE:** Recommendation for Reappointment to the Housing Advisory and Appeals Board

---

The appointment term of Housing Advisory and Appeals Board member Cal Baxter expires January 1, 2016. Mr. Baxter has agreed to be reappointed for an additional three-year term. I therefore recommend the following motion:

**RECOMMENDED MOTION:**

**To reappoint Cal Baxter to the Housing Advisory and Appeals Board for a three-year term effective January 1, 2016; expiring January 1, 2019.**

DELHI CHARTER TOWNSHIP

**MEMORANDUM**

**TO:** Delhi Township Board Members

**FROM:** C.J. Davis, Township Supervisor

**DATE:** December 2, 2015

**RE:** Recommendation for Reappointment to the Fire Code Board of Appeals

---

The appointment term of Fire Code Board of Appeals member Cal Baxter expires February 7, 2016. Mr. Baxter has agreed to be reappointed for an additional three-year term. I therefore recommend the following motion:

**RECOMMENDED MOTION:**

**To reappoint Cal Baxter to the Fire Code Board of Appeals for a three-year term effective February 7, 2016 and expiring February 7, 2019.**

## DELHI CHARTER TOWNSHIP

**MEMORANDUM**

**TO:** Delhi Township Board Members

**FROM:** C.J. Davis, Township Supervisor

**DATE:** December 9, 2015

**RE:** Recommendation for Reappointment to the Planning Commission

---

The appointment term of Delhi Township Trustee Jon Harmon to the Planning Commission expires on January 1, 2016. Trustee Harmon would like to serve another year as the Township Board's liaison on the Planning Commission. Therefore, I recommend the following motion:

**RECOMMENDED MOTION:**

**To appoint Delhi Township Trustee Jon Harmon to the Delhi Township Planning Commission for a one-year term, effective January 1, 2016 and expiring January 1, 2017.**

## DELHI CHARTER TOWNSHIP

**MEMORANDUM**

**TO:** Delhi Township Board Members

**FROM:** C.J. Davis, Township Supervisor

**DATE:** December 9, 2015

**RE:** Recommendation for Appointment to the Zoning Board of Appeals

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The appointment term of Delhi Township Trustee Megan Ketchum to the Zoning Board of Appeals expires on January 1, 2016. Trustee Ketchum would like to serve another term on the Zoning Board of Appeals and I therefore recommend the following motion:

**RECOMMENDED MOTION:**

**To reappoint Delhi Township Trustee Megan Ketchum to the Delhi Township Zoning Board of Appeals for a one-year term, effective January 1, 2016, and expiring January 1, 2017.**

**DELHI CHARTER TOWNSHIP**

**MEMORANDUM**

**TO:** Delhi Township Board Members

**FROM:** C.J. Davis, Township Supervisor

**DATE:** December 9, 2015

**RE:** Recommendation for Reappointment to the Sewer Board of Appeals

---

The appointment term of Sewer Board of Appeals member Nanette Miller expires December 16, 2015. Ms. Miller has agreed to be reappointed for an additional three-year term. I therefore recommend the following motion:

**RECOMMENDED MOTION:**

**To reappoint Nanette Miller to the Sewer Board of Appeals for a three-year term effective December 16, 2015; expiring December 16, 2018.**

**DELHI CHARTER TOWNSHIP**

**MEMORANDUM**

**TO:** Delhi Township Board Members

**FROM:** C.J. Davis, Township Supervisor

**DATE:** December 9, 2015

**RE:** Recommendation for Reappointment to the Sewer Board of Appeals

---

The appointment term of Sewer Board of Appeals member Stanley Ehnis expires December 16, 2015. Mr. Ehnis has agreed to be reappointed for an additional three-year term. I therefore recommend the following motion:

**RECOMMENDED MOTION:**

**To reappoint Stanley Ehnis to the Sewer Board of Appeals for a three-year term effective December 16, 2015; expiring December 16, 2018.**

**DELHI CHARTER TOWNSHIP****MEMORANDUM**

**TO:** Delhi Township Board Members

**FROM:** C.J. Davis, Township Supervisor

**DATE:** December 9, 2015

**RE:** Recommendation for Reappointment to the Sewer Board of Appeals

---

The appointment term of Sewer Board of Appeals member Frederick Bareis expires December 16, 2015. Mr. Bareis contacted me today and has agreed to be reappointed for an additional three-year term. I therefore recommend the following motion:

**RECOMMENDED MOTION:**

**To reappoint Frederick Bareis to the Sewer Board of Appeals for a three-year term effective December 16, 2015; expiring December 16, 2018.**



**DELHI CHARTER TOWNSHIP  
MEMORANDUM**

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**FROM:** Evan Hope, Township Clerk

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

**DATE:** December 8, 2015

**RE:** **Proposed Revision to the Delhi Charter Township Cemetery Rates  
Schedule**

---

For your review and consideration are the proposed revisions to the Delhi Charter Township Cemetery Rates schedule. The revisions include increases to the opening and closing rates of graves which were last increased in 2011; the opening and closing of columbarium niches which have not be increased since the purchase of the columbarium in 2000 and monument foundation rates which were last increased in 1987. Also, an additional fee is being proposed to the rates schedule for niche covers that are being engraved through a contract with a local monument company. This will help defray our costs of delivering and picking up the niche cover.

Compared to surrounding communities, Delhi Township's opening/closing and foundation rates are below the average.

Therefore, I recommend the Board approve the Delhi Charter Township Cemetery Rates schedule as presented.

**Recommended Motion:**

**To approve the 2016 Delhi Charter Township Cemetery Rate Schedule effective January 1, 2016.**



## DELHI CHARTER TOWNSHIP 2016 CEMETERY RATES MAPLE RIDGE & MARKHAM CEMETERIES

### BURIAL PLOTS

Resident (per plot)	\$750.00
Non-Resident (per plot)	\$1,400.00

### COLUMBARIUM NICHE

Resident	\$750.00
Non-Resident	\$1,400.00

### OPENING/CLOSING

Adult Interment	\$650.00
Cremation	\$300.00
Infant Interment	\$400.00
Columbarium	\$100.00
Saturday Interments (in addition to the regular opening/closing charge)	\$100.00
<i>Township Observed Holidays that are permitted (see second page for list)</i> (in addition to the regular opening/closing charge)	\$150.00
<i>Funeral arriving at the cemetery after 3:30 p.m.</i> (in addition to the regular opening/closing charge)	\$100.00

### BURIAL REMOVALS

Adults	\$825.00
Infants	\$325.00

### BURIAL REMOVAL AND THEN REINTERMENT

Adults	\$1,100.00
Infants	\$525.00

### MONUMENT FOUNDATIONS

Monument Foundation	.50 cents a square inch
Monument Foundation Removal	\$50.00

### COLUMBARIUM NICHE LETTERING

Niche Lettering	\$150.00
Final Date engraved at a separate time	100.00
Two Different family names to same niche cover	25.00

## 2016 Holidays Observed by Delhi Township

New Year's Day	Friday, January 1, 2016
Martin Luther King Jr.'s Day	Monday, January 18, 2016
Presidents Day	Monday, February 15, 2016
Good Friday	Friday, March 25, 2016
Memorial Day	Monday, May 30, 2016
Independence Day	Monday, July 4 , 2016
Labor Day	Monday, September 5, 2016
Veterans' Day	Friday, November 11, 2016
Thanksgiving	Thursday & Friday, November 24 & 25, 2016
Christmas	Friday & Monday, December 23 & 26, 2016

**NOTE: Burials shall not be permitted on Sundays, New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.**

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**INTEROFFICE MEMORANDUM**

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**TO:** Delhi Township Board Members  
**FROM:** Sandra Diorka, Director of Public Services  
**DATE:** December 4, 2015  
**SUBJECT:** Resolution No. 2015-028 – Increase Monthly Sanitary Sewer User Charges

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Enclosed for you review is Resolution No. 2015-028; increasing monthly sanitary sewer user charges (rates) to support our operating, maintenance and replacement, debt, debt reserve and capital improvement costs effective January 1, 2016.

In 2013 Umbaugh & Associates, Certified Public Accountants, LLP (Umbaugh) performed a “Cost of Service Study” to bring these rates current. The study further recommended a yearly increase every year after.

As you know, Delhi is required to implement rates according to a yet to be formulated Asset Management Plan. In the interim between the 2013 rate study and the finalization of the Asset Management Plan rate study (late 2017), we have recommended an increase of 3% plus the cost of living increase (CPI) from the previous year. This stems from a 2002 United States Environmental Protection Agency (EPA) report concluding an annual *real* (over and above CPI) increase of 3.6% for capital improvement expenditures and 3.2% for operations and maintenance expenditures is needed per year, on average, to bridge the gap between conventional rate studies and asset management rate studies.

Last year the CPI was 0.8% therefore, I recommend a rate increase of 3.8% over 2015 rates.

Lastly, because water use has steadily declined for customers with metered water use, the 2016 budget proposes to reduce “flat rate” customers from a 7 ccf/month to 6 ccf/month commodity charge.

The proposed rounded monthly increases/decreases are the following:

	2015 Rate	Proposed 2016 Rate	Increase/Decrease
Commodity Charge	\$5.10 / ccf	\$5.30 / ccf	\$0.20
Basic Service Charge	\$14.60	\$15.15	\$0.55
Flat Rate User Charge	\$50.30	\$46.95	(\$3.35)

Based on the 2013 Umbaugh study recommendation of an annual rate increases and the 2002 EPA report, I recommend to the township board increasing sanitary sewer rates according to the above chart, effective January 1, 2016.

**Recommended Motion:**

**To adopt Resolution No. 2015-028 which would increase the sanitary sewer user charges effective January 1, 2016.**

**DELHI CHARTER TOWNSHIP**

**RESOLUTION NO. 2015-028**

**A RESOLUTION RECOGNIZING THE NEED TO INCREASE THE MONTHLY SANITARY SEWER USER FEES NEEDED TO SUPPORT OUR OPERATING, MAINTENANCE & REPLACEMENT (OM&R), DEBT, DEBT RESERVE, AND CAPITAL IMPROVEMENT COSTS, EFFECTIVE JANUARY 1, 2016.**

At a regular meeting of the Delhi Charter Township Board of Trustees of the Charter Township of Delhi, Ingham County, Michigan, held at the Community Services Center, 2074 Aurelius Road, Holt, Michigan 48842 on Tuesday, the 15<sup>th</sup> day of December 2015, at 7:30 p.m.

PRESENT:

ABSENT:

The following Resolution was offered by \_\_\_\_\_.

**WHEREAS**, the 2016 Sewer Fund Budget for Operating, Maintenance, and Replacement (OM&R) expenditures is \$4,506,810; and

**WHEREAS**, the 2016 Sewer Fund budget for General Obligation Debt expenditures is \$1,763,500; and

**WHEREAS**, the 2016 Sewer Fund Budget for Capital Improvement expenditures is \$475,000; and

**WHEREAS**, all revenues of the system including, but not limited to, the monthly sewer user charges follow a flow of funds as found in State law applied to operation, maintenance and replacement (OM&R), debt, debt reserve (if any) and then capital improvement; and

**WHEREAS**, the Monthly Basic Service Charge and the Monthly Sewer Commodity Charge need to be increased to provide sufficient revenue, along with all other revenue sources, to support operating, maintenance and replacement (OM&R), debt, debt reserve and capital improvement expenses; and

**WHEREAS**, in 2013, the Township hired Umbaugh & Assoc. Certified Public Accountants, LLP to conduct a "Cost of Service Study" who subsequently recommended annual increases to monthly sanitary sewer user charges to support our OM&R, debt, debt reserve and capital improvement costs; and

**WHEREAS**, the 2016 recommendation is to increase the Basic Service Charge from \$14.60 to \$15.15 per residential equivalent unit (REU), the Commodity Charge from \$5.10 to \$5.30 per one hundred cubic feet (ccf) of water use, and

**NOW THEREFORE, BE IT RESOLVED**, the following schedule of monthly sanitary sewer service charges, effective January 1, 2016 be and is hereby established:

1. For Metered Customers – Residential Users  
Each Residential Equivalent Unit shall be billed a Basic Service Charge of \$15.15/REU  
A Commodity Charge per 100 cubic feet (ccf) of metered water consumption as reported by the Board of Water & Light \$5.30/ccf
2. For Metered Customers – all other users  
Basic Service Charge per “equivalent meter” \$15.15/Equivalent Meter  
A Commodity Charge per 100 cubic feet (ccf) of metered water consumption as reported by the Board of Water & Light \$5.30/ccf
3. For Unmetered Customers  
All users of the Delhi Charter Township Wastewater Collection and Treatment System shall be billed at a single monthly rate per Residential Equivalent Unit based upon 6 ccf. \$46.95/REU

AYES:  
NAYES:  
ABSENT:

The foregoing Resolution declared adopted on the date written above.

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Evan Hope, Township Clerk

**STATE OF MICHIGAN)  
COUNTY OF INGHAM)§**

I, the undersigned, the duly qualified Clerk for the Charter Township of Delhi, Ingham County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and complete copy of the proceedings taken by the Township Board at a regular meeting held on the 15<sup>th</sup> day of December 2015.

IN WITNESS WHEREOF, I have hereunto affixed my official signature this \_\_\_\_ day of December 2015.

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

## DELHI CHARTER TOWNSHIP

## MEMORANDUM

**TO:** Delhi Township Board Members

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

**DATE:** December 10, 2015

**RE:** Amendment No. 2 to Resolution No. 2014-023 – FY 2015  
Downtown Development Authority Fund Budget

---

Enclosed for your review and approval is Amendment No. 2 to Resolution No. 2014-023 for the FY 2015 Downtown Development Authority Fund Budget.

Revenues are projected to increase by \$108,990 as a result of an increase in taxable value.

Expenditures are expected to decrease \$6,540 in Administration, increase \$1,180 in Marketing and Promotion, decrease \$28,000 in Infrastructure, decrease \$5,600 in Other Functions and decrease \$90,350 in Capital Outlay for a total decrease in expenditures of \$129,310.

The net changes will result in a increase in fund balance of \$238,300 from \$1,587,164 to \$1,825,464.

**RECOMMENDED MOTION:**

**To adopt Amendment No. 2 to Resolution No. 2014-023 for the Fiscal Year 2015 Downtown Development Authority Fund Budget.**

DELHI CHARTER TOWNSHIP  
 RESOLUTION NO. 2014-023  
 F.Y. 2015 DOWNTOWN DEVELOPMENT AUTHORITY FUND BUDGET  
 AMENDMENT NO. 2

At a regular meeting of the Delhi Charter Township board held on Tuesday, December 15, 2015, at 7:30 p.m., the following motion was offered by to amend the Fiscal Year 2015 Downtown Development Authority Fund Budget as follows:

Present:

Absent:

	2015 Adopted Budget	1st Budget Request	2nd Budget Request	2015 Amended Budget
Taxes	\$ 2,247,400	\$ (150)	\$ 104,070	\$ 2,351,320
Grants	2,200	300	200	2,700
Interest and rentals	26,790	4,000	4,400	35,190
Charges for Services	-	-	-	-
Other	8,260	1,500	320	10,080
Revenue	<u>2,284,650</u>	<u>5,650</u>	<u>108,990</u>	<u>2,399,290</u>
Expenditures				
Community and Economic Development				
Administration	105,700	5,740	(6,540)	104,900
Marketing & Promotion	125,420	26,240	1,180	152,840
Other Functions	195,190	17,090	(5,600)	206,680
Infrastructure Projects	45,500	2,500	(28,000)	20,000
Capital Outlay	85,000	75,000	(90,350)	69,650
Debt Service	163,830	-	-	163,830
Total Expenditures	<u>720,640</u>	<u>126,570</u>	<u>(129,310)</u>	<u>717,900</u>
Other Financing Sources (Uses)				
Sale of Assets	-	-	-	-
Transfer to DDA Debt Service Funds	(1,297,290)	-	-	(1,297,290)
Total Other Financing Sources (Uses)	<u>(1,297,290)</u>	<u>-</u>	<u>-</u>	<u>(1,297,290)</u>
Revenues Over (Under) Expenditures	266,720	(120,920)	238,300	384,100
Expected Fund Balance, Beginning	1,441,364			1,441,364
Fund Balance, Ending	<u>\$ 1,708,084</u>			<u>\$ 1,825,464</u>

AYES:

NAYS:

ABSENT:

The foregoing Resolution declared adopted on December 15, 2015.

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EVAN HOPE, TOWNSHIP CLERK

STATE OF MICHIGAN )

)SS

COUNTY OF INGHAM )

I, the undersigned, the duly qualified and acting Township Clerk for the Charter Township of Delhi, Ingham County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and complete copy of certain proceedings taken by the Township Board at a regular meeting held on the 15th day of December, 2015.

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EVAN HOPE, TOWNSHIP CLERK

GL NUMBER	DESCRIPTION	AMENDED BUDGET	BUDGET REQUEST #2	AMENDED BUDGET	NOTES
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY					
ESTIMATED REVENUES					
248-000.00-403.005	CURRENT PROPERTY TAXES-AD VAL.	2,178,000	101,510	2,279,510	
248-000.00-404.005	IFT/CFT CAPTURED TAX REVENUE	61,600	2,060	63,660	
248-000.00-445.000	DELQ TAX	7,000	650	7,650	
248-000.00-445.005	DELINQUENT INTEREST & PENALTY	650	(150)	500	
248-000.00-570.000	STATE GRANTS-MISCELLANEOUS	2,500	200	2,700	
248-000.00-664.000	INTEREST	6,000	1,400	7,400	
248-000.00-669.020	COMMUNICATION TOWER LEASE FEE	17,790	-	17,790	
248-000.00-670.010	RENT-FARMERS MARKET	7,000	3,000	10,000	
248-000.00-672.040	GREASE LOAN	3,160	-	3,160	
248-000.00-687.000	REFUNDS/REBATE/REIMBURSEMENTS	2,500	(80)	2,420	
248-000.00-694.000	MISCELLANEOUS REVENUE	4,100	400	4,500	
Total Revenue		2,290,300	108,990	2,399,290	
Dept 728.00-DDA ADMINISTRATION					
248-728.00-703.005	PART TIME HELP	70,760	(3,160)	67,600	
248-728.00-715.000	SOCIAL SECURITY/MEDICARE	1,030	60	1,090	
248-728.00-718.000	PENSION CONTRIBUTION	2,130	(130)	2,000	
248-728.00-723.000	AUTOMOBILE EXPENSE ALLOWANCE	400	-	400	
248-728.00-724.000	WORKERS COMP	310	(60)	250	
248-728.00-726.000	OFFICE SUPPLIES	1,200	(400)	800	
248-728.00-801.000	LEGAL FEES	15,000	(8,800)	6,200	
248-728.00-802.005	DUES AND SUBSCRIPTIONS	1,570	(220)	1,350	
248-728.00-803.000	POSTAGE	300	1,500	1,800	DDA Plan Amendment Mailing
248-728.00-807.000	AUDIT FEES	2,100	20	2,120	
248-728.00-818.000	CONTRACTUAL SERVICES	7,740	6,810	14,550	Brush clearing-Cedar & Hancock
248-728.00-853.000	TELEPHONE/COMMUNICATIONS	2,500	-	2,500	
248-728.00-870.000	MILEAGE	300	120	420	
248-728.00-902.005	PRINTING AND PUBLISHING	300	(230)	70	
248-728.00-910.000	INSURANCE & BONDS	3,800	(800)	3,000	
248-728.00-956.000	MISCELLANEOUS	1,000	(400)	600	
248-728.00-960.000	EDUCATION & TRAINING	1,000	(850)	150	
Total - Dept 728.00-DDA ADMINISTRATION		111,440	(6,540)	104,900	
Dept 729.00-DDA MARKETING & PROMOTION					
248-729.00-703.005	PART TIME HELP	31,590	1,910	33,500	Hiring of Maintenance Staff
248-729.00-715.000	SOCIAL SECURITY/MEDICARE	2,430	70	2,500	
248-729.00-724.000	WORKERS COMP INSUR	140	-	140	
248-729.00-884.000	DDA ADVERTISING	88,000	(3,000)	85,000	
248-729.00-888.000	FARMERS MARKET	13,000	4,000	17,000	Water Heater replacement
248-729.00-888.002	DOUBLE UP BUCKS	2,500	200	2,700	
248-729.00-956.000	MISCELLANEOUS	14,000	(2,000)	12,000	
Total - Dept 729.00-DDA MARKETING & PROMOTION		151,660	1,180	152,840	
Dept 731.00-DDA INFRASTRUCTURE PROJECTS					
248-731.00-933.000	STREETSCAPE REPR & MAINTENANCE	15,000	-	15,000	
248-731.00-956.000	MISCELLANEOUS	5,000	-	5,000	
248-731.00-974.010	NON-MOTORIZED PATHWAYS	28,000	(28,000)	-	
248-731.00-999.090	CONTRIB T/TWP-JOINT PROJECTS	-	-	-	
Total - Dept 731.00-DDA INFRASTRUCTURE PROJECTS		48,000	(28,000)	20,000	
Dept 850.00-OTHER FUNCTIONS					
248-850.00-818.000	CONTRACTUAL SERVICES	17,630	-	17,630	
248-850.00-921.030	UTILITIES - WATER	1,690	110	1,800	
248-850.00-921.035	UTILITIES - SEWER	900	650	1,550	
248-850.00-921.040	UTILITIES - ELECTRIC	20,750	(940)	19,810	

GL NUMBER	DESCRIPTION	AMENDED BUDGET	BUDGET REQUEST #2	AMENDED BUDGET	NOTES
248-850.00-921.045	UTILITIES - GAS	6,500	(1,600)	4,900	
248-850.00-930.000	BUILDING MAINTENANCE & REPAIRS	4,000	-	4,000	
248-850.00-964.000	TAX ADJUSTMENTS TO COUNTY/TWP	10,000	(10,000)	-	
248-850.00-967.025	DDA PROPERTIES-DRAIN/TAXES/SAD	27,820	6,180	34,000	New properties
248-850.00-999.105	TRANSFER OUT-G.F. LOAN PAYMENT	122,990	-	122,990	
Total - Dept 850.00-OTHER FUNCTIONS		212,280	(5,600)	206,680	
Dept 903.00-CAPITAL OUTLAY-DDA					
248-903.00-971.010	LAND HELD FOR RESALE	150,000	(85,660)	64,340	
248-903.00-971.134	FARMERS MARKET-2150 CEDAR	10,000	(4,690)	5,310	
Total - Dept 903.00-CAPITAL OUTLAY-DDA		160,000	(90,350)	69,650	
Dept 905.00-DEBT SERVICE					
248-905.00-991.300	PRINCIPAL PAYMT-2003 DDA BONDS	75,000	-	75,000	
248-905.00-991.320	PRINC PAYMENT-2040 CEDAR LAND CONT	42,290	-	42,290	
248-905.00-991.340	PRINC PYMT-2052 CEDAR	25,000	-	25,000	
248-905.00-995.300	INTEREST PAYMT-2003 DDA BONDS	13,860	-	13,860	
248-905.00-995.320	INTEREST PYMT-2040 CEDAR LAND CONTR	4,610	-	4,610	
248-905.00-995.340	INTER PYMT-2052 CEDAR	2,470	-	2,470	
248-905.00-999.000	PAYING AGENT FEES	600	-	600	
248-905.00-999.220	TRANSFER OUT-392 2008 DDA BONDS	766,400	-	766,400	
248-905.00-999.230	TRANSFER OUT-393 2010 DDA REFUNDING BC	530,890	-	530,890	
Total - Dept 905.00-DEBT SERVICE		1,461,120	-	1,461,120	
TOTAL APPROPRIATIONS		2,144,500	(129,310)	2,015,190	
NET OF REVENUES/APPROPRIATIONS - FUND 248		145,800	238,300	384,100	
BEGINNING FUND BALANCE		1,441,364		1,441,364	
ENDING FUND BALANCE		1,587,164		1,825,464	

**DELHI CHARTER TOWNSHIP****MEMORANDUM**

**TO:** Delhi Township Board Members

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

**DATE:** December 10, 2015

**RE:** Amendment No. 2 to Resolution No. 2014-024 – FY 2015  
Brownfield Redevelopment Authority Fund Budget

---

Enclosed for your review and approval is Amendment No. 2 to Resolution No. 2014-024 - FY 2015 Brownfield Redevelopment Authority Fund Budget.

Revenues and expenditures in the Brownfield Authority Fund are projected to remain the same resulting in a zero fund balance.

Revenues in the Local Site Remediation Fund are projected to remain the same while expenditures in this fund are projected to decrease by \$480. Therefore, fund balance will increase by \$480 from \$249,406 to \$249,886.

**RECOMMENDED MOTION:**

**To adopt Amendment No. 2 to Resolution No. 2014-024 for the Fiscal Year 2015 Brownfield Redevelopment Authority Fund Budget.**

DELHI CHARTER TOWNSHIP  
 RESOLUTION NO. 2014-024  
 F.Y. 2015 BROWNFIELD REDEVELOPMENT AUTHORITY BUDGET  
 AMENDMENT NO. 2

At a regular meeting of the Delhi Charter Township board held on Tuesday, December 15, 2015, at 7:30 p.m., the following motion was offered by \_\_\_\_\_ to amend the Fiscal Year 2015 Brownfield Redevelopment Authority Fund Budget as follows:

Present:

Absent:

	2015 Adopted Budget	1st Budget Request	2nd Budget Request	2015 Amended Budget
<b>Brownfield Redevelopment Authority</b>				
<b>Revenue</b>				
Taxes	\$ 8,600	\$ (1,710)	\$ -	\$ 6,890
<b>Total Revenue</b>	<b>8,600</b>	<b>(1,710)</b>	<b>-</b>	<b>6,890</b>
<b>Expenditures</b>				
Community and Economic Development				
Brownfield Administration	5,200	(5,090)	-	110
Remediation	10,000	7,650	-	17,650
<b>Total Expenditures</b>	<b>15,200</b>	<b>2,560</b>	<b>-</b>	<b>17,760</b>
<b>Other Financing Sources (Uses)</b>				
Transfer Out	-	(9,948)	-	(9,948)
<b>Total Other Financing Sources (Uses)</b>	<b>-</b>	<b>(9,948)</b>	<b>-</b>	<b>(9,948)</b>
<b>Revenues Over (Under) Expenditures</b>	<b>(6,600)</b>	<b>(14,218)</b>	<b>-</b>	<b>(20,818)</b>
<b>Fund Balance, Beginning</b>	<b>20,818</b>			<b>20,818</b>
<b>Fund Balance, Ending</b>	<b>\$ 14,218</b>			<b>\$ -</b>

	2015 Adopted Budget	1st Budget Request	2nd Budget Request	2015 Amended Budget
<b>Local Site Remediation Fund</b>				
<b>Revenue</b>				
Taxes	\$ 182,600	\$ 7,340	\$ -	\$ 189,940
<b>Total Revenue</b>	<b>182,600</b>	<b>7,340</b>	<b>-</b>	<b>189,940</b>
<b>Expenditures</b>				
Community and Economic Development				
Administration	15,200	15,080	9,000	39,280
Remediation	84,800	10,250	(9,480)	85,570
<b>Total Expenditures</b>	<b>100,000</b>	<b>25,330</b>	<b>(480)</b>	<b>124,850</b>

Other Financing Sources (Uses)				
Transfer In	-	9,948	-	9,948
Total Other Financing Sources (Uses)	-	9,948	-	9,948
Revenues Over (Under) Expenditures	82,600	(8,042)	480	75,038
Beginning Fund Balance	174,848			174,848
Fund Balance, Ending	\$ 257,448		\$ 249,886	

AYES:

NAYS:

ABSENT:

The foregoing Resolution declared adopted: December 15, 2015.

\_\_\_\_\_  
 EVAN HOPE, TOWNSHIP CLERK

STATE OF MICHIGAN )  
 )SS  
 COUNTY OF INGHAM )

I, the undersigned, the duly qualified and acting Township Clerk for the Charter Township of Delhi, Ingham County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and complete copy of certain proceedings taken by the Township Board at a regular meeting held on the 15th day of December, 2015.

\_\_\_\_\_  
 EVAN HOPE, TOWNSHIP CLERK

**Brownfield Redevelopment Authority**

GL NUMBER	DESCRIPTION	2015 AMENDED BUDGET	BUDGET REQUEST #2	2015 AMENDED BUDGET
<b>REVENUES</b>				
243-000.00-403.020	CURR PROP TAXES-2350 CEDAR PLAN #2	6,550	-	6,550
243-000.00-403.030	CURR PROP TAXES-BROWNFIELD #3	340	-	340
243-000.00-445.000	DELINQUENT TAXES	-	-	-
TOTAL REVENUES		6,890	-	6,890
<b>EXPENDITURES</b>				
Dept 733.00-BROWNFIELD ADMINISTRATION				
243-733.00-801.000	LEGAL FEES	-	-	-
243-733.00-807.000	AUDIT FEES	110	-	110
243-733.00-999.001	TRANSFER OUT	9,948	-	9,948
Totals for dept 733.00-BROWNFIELD ADMINISTRATION		10,058	-	10,058
Dept 734.00-REMEDICATION PLANS				
243-734.00-957.002	REMEDIATION PYMTS-2350 CEDAR; PLAN #2	17,650	-	17,650
243-734.00-957.003	REMEDIATION PYMTS-1953 CEDAR, PLAN #3	-	-	-
Totals for dept 734.00-REMEDICATION PLANS		17,650	-	17,650
TOTAL EXPENDITURES		27,708	-	27,708
REVENUES OVER (UNDER) EXPENDITURES		(20,818)	-	(20,818)
BEGINNING FUND BALANCE		20,818		20,818
ENDING FUND BALANCE		-		-

**LSR Fund**

GL NUMBER	DESCRIPTION	2015 AMENDED BUDGET	BUDGET REQUEST #2	2015 AMENDED BUDGET
REVENUES				
643-000.00-403.005	CURRENT PROP TAXES-AD VAL.	188,200	-	188,200
643-000.00-403.020	CURR PROP TAX-2350 CEDAR	1,650	-	1,650
643-000.00-403.030	CURR PROP TAX-BRNFLD #3	90	-	90
643-000.00-699.001	TRANSFER IN	9,948	-	9,948
Total Revenue		199,888	-	199,888
EXPENDITURES				
Dept 735.00-LOCAL SITE REMEDIATION				
643-735.00-801.000	LEGAL FEES	30,000	9,000	39,000
643-735.00-807.000	AUDIT FEES	280	-	280
643-735.00-818.000	CONTRACTUAL SERVICES	60,000	(9,500)	50,500
643-735.00-902.000	PUBLISHING/LEGAL NOTICES	50	20	70
643-735.00-935.001	SITE REMEDIATION	35,000	-	35,000
Total - Dept 735.00-LOCAL SITE REMEDIATION		125,330	(480)	124,850
TOTAL EXPENDITURES		125,330		125,330
REVENUES OVER (UNDER) EXPENDITURES		74,558	480	75,038
BEGINNING FUND BALANCE		174,848		174,848
ENDING FUND BALANCE		249,406		249,886

## DELHI CHARTER TOWNSHIP

## MEMORANDUM

**TO:** Delhi Township Board Members

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

**DATE:** December 10, 2015

**RE:** Amendment No. 3 to Resolution No. 2014-025 – FY 2015 General Fund Budget

---

Enclosed for your review and approval is Amendment No. 3 to Resolution No. 2014-025 for the FY 2015 General Fund Budget.

Revenues are projected to increase by \$216,480 as a result of increased taxable value and increased building activities.

Expenditures are expected to decrease \$4,200 in Legislative, increase \$2,710 in Manager's Office, decrease \$370 in Clerk's Office, decrease \$4,650 in IT, decrease \$55,290 in Assessing, increase \$4,500 in Elections, decrease \$608,390 in Buildings and Grounds due to postponing the re-roof of the CSC, decrease \$25,470 in Cemetery, decrease \$22,780 in Stormwater, decrease \$5,000 in Infrastructure, decrease \$149,960 in Community Development, decrease \$12,430 in Parks Administration, increase \$6,790 in Parks, decrease \$3,550 in Recreation, and decrease \$47,920 in Other Functions, including transfers to the police and fire fund, for a total decrease in expenditures of \$926,010.

The net changes will result in an increase in fund balance of \$1,142,490 from \$4,921,223 to \$6,063,713.

**RECOMMENDED MOTION:**

**To adopt Amendment No. 3 to Resolution No. 2014-025 for the Fiscal Year 2015 General Fund Budget.**

DELHI CHARTER TOWNSHIP  
RESOLUTION NO. 2014-025  
F.Y. 2015 GENERAL FUND BUDGET  
AMENDMENT NO. 3

At a regular meeting of the Delhi Charter Township board held on Tuesday, December 15, 2015, at 7:30 p.m., the following motion was offered by to amend the Fiscal Year 2015 General Fund Budget as follows:

Present:

Absent:

	2015 Adopted Budget	1st Budget Request	2nd Budget Request	3rd Budget Request	2015 Amended Budget
<b>Revenue</b>					
TAXES	\$ 2,888,050	\$ -	\$ 450	\$ 88,600	\$ 2,977,100
GRANTS AND REVENUE SHARING	2,246,900	(300,000)	15,740	12,480	1,975,120
OTHER REVENUE	1,154,600	-	75,780	13,000	1,243,380
CHARGES FOR SERVICES	658,500	-	1,060	(9,010)	650,550
FRANCHISE FEES	452,500	-	25,750	-	478,250
INTERGOV-LOCAL	149,990	-	(7,000)	-	142,990
LICENSES & PERMITS	175,200	-	55,760	187,770	418,730
INTEREST AND RENTALS	21,190	-	-	-	21,190
FINES & FORFEITURES	18,000	-	-	4,000	22,000
<b>Total Revenue</b>	<b>7,764,930</b>	<b>(300,000)</b>	<b>167,540</b>	<b>296,840</b>	<b>7,929,310</b>
<b>Expenditures</b>					
Legislative	107,910	-	1,280	(4,200)	104,990
Manager	334,270	-	(3,960)	2,710	333,020
Accounting	140,380	-	460	-	140,840
Clerk	268,450	-	(420)	(370)	267,660
Information Technology	363,840	-	(85,390)	(4,650)	273,800
Treasurer	259,210	-	(2,480)	-	256,730
Assessing	332,830	-	100,470	(55,290)	378,010
Elections	7,600	-	19,640	4,500	31,740
Bldg & Grds	456,840	1,450	629,390	(608,390)	479,290
Cemetery	141,040	600	(6,010)	(25,470)	110,160
Stormwater	499,660	42,350	(89,510)	(22,780)	429,720
Infrastructure	939,820	-	(25,200)	(5,000)	909,620
Comm Dev	832,390	-	(5,780)	(149,960)	676,650
Parks Admin	271,730	-	(10,290)	(12,430)	249,010
Parks	923,670	(430,000)	(39,060)	6,790	461,400
Recreation	60,780	-	5,000	(3,550)	62,230
Other Functions	420,120	116,960	(9,270)	(7,770)	520,040
Debt Service	161,570	-	-	-	161,570
<b>Total Expenditures</b>	<b>6,522,110</b>	<b>(268,640)</b>	<b>478,870</b>	<b>(885,860)</b>	<b>5,846,480</b>
<b>Other Financing Sources (Uses)</b>					
Sale of Fixed Assets	82,000	-	1,500	(80,360)	3,140
Transfer Out to Fire Fund	(908,770)	-	125,400	28,050	(755,320)
Transfer Out to Police Fund	(1,409,300)	(35,310)	1,580	12,100	(1,430,930)
<b>Total Other Financing Sources (Uses)</b>	<b>(2,236,070)</b>	<b>(35,310)</b>	<b>128,480</b>	<b>(40,210)</b>	<b>(2,183,110)</b>
<b>Revenues Over (Under) Expenditures</b>	<b>(993,250)</b>	<b>(66,670)</b>	<b>(182,850)</b>	<b>1,142,490</b>	<b>(100,280)</b>
Fund Balance, Beginning	6,163,993				6,163,993
<b>Fund Balance, Ending</b>	<b>\$ 5,170,743</b>				<b>\$ 6,063,713</b>

AYES:

NAYS:

ABSENT:

The foregoing Resolution declared adopted on December 15, 2015.

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EVAN HOPE, TOWNSHIP CLERK

STATE OF MICHIGAN )

)SS

COUNTY OF INGHAM )

I, the undersigned, the duly qualified and acting Township Clerk for the Charter Township of Delhi, Ingham County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and complete copy of certain proceedings taken by the Township Board at a regular meeting held on the 15th day of December, 2015.

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EVAN HOPE, TOWNSHIP CLERK

GL NUMBER	DESCRIPTION	2015 Amended Budget	3rd Budget Request	2015 Amended Budget	Notes
Fund 101 - GENERAL FUND					
Dept 000.00					
101-000.00-403.000	CUR REAL & PERS PROP TAX	2,439,900	80,600	2,520,500	
101-000.00-404.000	IFT/CFT & SERVICE FEES	15,600	-	15,600	
101-000.00-423.000	TRAILER PARK FEES	5,000	-	5,000	
101-000.00-445.000	DELQ TAX	5,000	-	5,000	
101-000.00-445.005	DELINQUENT INTEREST & PENALTY	23,000	(10,000)	13,000	
101-000.00-447.000	PROPERTY TAX ADMIN FEE	400,000	18,000	418,000	
101-000.00-451.000	BUILDING PERMITS	95,000	83,000	178,000	
101-000.00-452.000	PLAT REVIEW FEES	980	(200)	780	
101-000.00-453.000	SOIL EROSION & SEDIMENTATION CTRL	27,000	13,000	40,000	
101-000.00-455.000	ELECTRICAL PERMIT FEES	30,000	33,000	63,000	
101-000.00-456.000	PLUMBING PERMIT FEES	20,000	24,000	44,000	
101-000.00-457.000	MECHANICAL PERMIT FEES	32,000	35,000	67,000	
101-000.00-458.000	FIRE INSPECTION FEES	4,040	960	5,000	
101-000.00-460.000	FIRE DEPT. BURNING PERMITS	2,440	(270)	2,170	
101-000.00-476.000	MISC LICENSES, PERMITS & FEES	4,000	-	4,000	
101-000.00-570.000	STATE GRANTS	1,440	5,480	6,920	
101-000.00-574.020	STATE REV SHAR-SALES CONSTIT.	1,891,900	-	1,891,900	
101-000.00-574.021	STATE REV SHAR-SALES STATUTORY	60,600	7,000	67,600	
101-000.00-574.030	RETURNABLE LIQ LICENSE FEES	9,900	1,150	11,050	
101-000.00-574.040	STATE SHARED REV-RIGHT OF WAY	8,700	-	8,700	
101-000.00-587.000	DISTRICT LIBRARY CONTRIBUTIONS	20,000	-	20,000	
101-000.00-620.000	RENTAL REGISTRATION & INSPECT	98,000	1,600	99,600	
101-000.00-623.000	REZONING APPLICATION FEES	1,000	490	1,490	
101-000.00-623.010	ZONING CERTIFICATION	200	(30)	170	
101-000.00-624.000	SPECIAL USE PERMITS	2,000	(790)	1,210	
101-000.00-625.000	BOARD OF APPEAL FEES	2,400	(1,540)	860	
101-000.00-628.000	SITE PLAN REVIEW FEES	3,560	1,840	5,400	
101-000.00-631.000	FIRE INSPECTIONS	0	-	0	
101-000.00-632.000	FIRE DEPARTMENT SERVICE FEES	40,000	(21,400)	18,600	
101-000.00-632.010	FIRE DEPT EDUCATIONAL REVENUE	0	-	0	
101-000.00-633.000	AMBULANCE FEES	770,000	30,000	800,000	
101-000.00-634.000	CEMETERY - BURIAL FEES	18,000	6,000	24,000	
101-000.00-635.000	CEMETERY - LOT SALES	30,000	6,000	36,000	
101-000.00-642.000	TREE PROGRAM SALES	0	-	0	
101-000.00-651.010	RECREATION FEES	60,000	(4,000)	56,000	
101-000.00-651.020	PARKS FACILITY FEES	6,000	950	6,950	
101-000.00-660.000	CODE ENFORCEMENT REVENUE	18,000	4,000	22,000	
101-000.00-664.000	INTEREST	3,000	-	3,000	
101-000.00-669.020	COMMUNICATION TOWER LEASE FEE	18,190	-	18,190	
101-000.00-672.010	STREETLIGHT SPECIAL ASSESSMENT	306,400	-	306,400	
101-000.00-672.020	BLACKTOP & ROAD SPECIAL ASSESSMENT	46,230	6,900	53,130	
101-000.00-672.030	SIDEWALK ASSESSMENTS	6,350	-	6,350	
101-000.00-673.000	SALE OF FIXED ASSETS	83,500	(80,360)	3,140	
101-000.00-676.010	ELECTION EXPENSE REIMB	18,900	-	18,900	
101-000.00-687.000	REFUNDS/REBATE/REIMBURSEMENTS	81,500	(23,500)	58,000	
101-000.00-694.000	MISCELLANEOUS REVENUE	1,000	(400)	600	
101-000.00-694.020	COMCAST CABLE FRANCH FEES	290,000	-	290,000	
101-000.00-694.025	CABLE FRANCHISE FEES	60,000	-	60,000	
101-000.00-694.030	BWL FRANCHISE FEE	128,250	-	128,250	
101-000.00-699.030	COST ALLOCATION-FROM SEWER FU	404,000	-	404,000	
101-000.00-699.110	TRANSFER IN - DELHI DDA	122,990	-	122,990	
Net - Dept 000.00		7,715,970	216,480	7,932,450	

GL NUMBER	DESCRIPTION	2015 Amended Budget	3rd Budget Request	2015 Amended Budget	Notes
Dept 101.00-LEGISLATIVE					
101-101.00-707.000	BOARD OF TRUSTEES-SALARY	66,720	-	66,720	
101-101.00-715.000	SOCIAL SECURITY/MEDICARE	5,110	-	5,110	
101-101.00-717.000	LIFE INSURANCE	310	-	310	
101-101.00-724.000	WORKERS COMP	150	-	150	
101-101.00-802.000	MEMBERSHIPS,DUES,SUBS	30,400	(2,500)	27,900	
101-101.00-956.000	MISCELLANEOUS	2,000	-	2,000	
101-101.00-960.000	EDUCATION & TRAINING	4,500	(1,700)	2,800	
Net - Dept 101.00-LEGISLATIVE		109,190	(4,200)	104,990	
Dept 171.00-MANAGER					
101-171.00-703.000	SALARIES	226,040	-	226,040	
101-171.00-703.001	DEPUTY SALARY	2,500	-	2,500	
101-171.00-703.010	OVERTIME	0	-	0	
101-171.00-715.000	SOCIAL SECURITY/MEDICARE	18,600	-	18,600	
101-171.00-716.000	HEALTH INSURANCE	30,370	260	30,630	Oct. plan renewal
101-171.00-716.010	DENTAL INSURANCE	3,550	-	3,550	
101-171.00-717.000	LIFE INSURANCE	1,150	-	1,150	
101-171.00-718.000	PENSION CONTRIBUTION	22,600	-	22,600	
101-171.00-719.000	DISABILITY INSURANCE	1,710	-	1,710	
101-171.00-723.000	AUTOMOBILE EXPENSE ALLOWANCE	10,370	-	10,370	
101-171.00-724.000	WORKERS COMP	1,050	-	1,050	
101-171.00-726.000	OFFICE SUPPLIES	250	(250)	0	
101-171.00-802.000	MEMBERSHIPS,DUES,SUBS	3,600	(800)	2,800	
101-171.00-853.000	TELEPHONE/COMMUNICATIONS	320	-	320	
101-171.00-956.000	MISCELLANEOUS	1,700	-	1,700	
101-171.00-960.000	EDUCATION & TRAINING	6,500	3,500	10,000	
Net - Dept 171.00-MANAGER		330,310	2,710	333,020	
Dept 191.00-ACCOUNTING					
101-191.00-703.000	SALARIES	54,630	-	54,630	
101-191.00-703.005	PART TIME HELP	25,880	-	25,880	
101-191.00-715.000	SOCIAL SECURITY/MEDICARE	4,590	-	4,590	
101-191.00-716.000	HEALTH INSURANCE	4,870	50	4,920	Oct. plan renewal
101-191.00-716.010	DENTAL INSURANCE	520	-	520	
101-191.00-717.000	LIFE INSURANCE	280	-	280	
101-191.00-718.000	PENSION CONTRIBUTION	6,250	-	6,250	
101-191.00-719.000	DISABILITY INSURANCE	420	-	420	
101-191.00-724.000	WORKERS COMP	250	-	250	
101-191.00-726.000	OFFICE SUPPLIES	1,200	500	1,700	
101-191.00-802.000	MEMBERSHIPS,DUES,SUBS	450	-	450	
101-191.00-807.000	AUDIT FEES	7,000	-	7,000	
101-191.00-818.000	CONTRACTUAL SERVICES	32,400	-	32,400	
101-191.00-956.000	MISCELLANEOUS	500	(500)	0	
101-191.00-960.000	EDUCATION & TRAINING	1,600	(50)	1,550	
Net - Dept 191.00-ACCOUNTING		140,840	-	140,840	
Dept 215.00-CLERK					
101-215.00-703.000	SALARIES	157,540	-	157,540	
101-215.00-703.001	DEPUTY SALARY	2,500	-	2,500	
101-215.00-703.005	PART TIME HELP	15,750	-	15,750	
101-215.00-715.000	SOCIAL SECURITY/MEDICARE	13,500	-	13,500	
101-215.00-716.000	HEALTH INSURANCE	31,040	260	31,300	Oct. plan renewal
101-215.00-716.010	DENTAL INSURANCE	3,090	-	3,090	
101-215.00-717.000	LIFE INSURANCE	800	-	800	
101-215.00-718.000	PENSION CONTRIBUTION	15,760	-	15,760	
101-215.00-719.000	DISABILITY INSURANCE	1,360	-	1,360	
101-215.00-724.000	WORKERS COMP	610	-	610	
101-215.00-740.000	MATERIAL & SUPPLIES	1,600	(600)	1,000	
101-215.00-817.000	CODIFICATION OF TWP ORDINANCES	5,000	-	5,000	
101-215.00-818.000	CONTRACTUAL SERVICES	1,000	(200)	800	
101-215.00-853.000	TELEPHONE/COMMUNICATIONS	0	-	0	
101-215.00-870.000	MILEAGE	250	(150)	100	
101-215.00-902.000	PUBLISHING/LEGAL NOTICES	12,000	-	12,000	
101-215.00-956.000	MISCELLANEOUS	2,730	-	2,730	

GL NUMBER	DESCRIPTION	2015 Amended Budget	3rd Budget Request	2015 Amended Budget	Notes
101-215.00-960.000	EDUCATION & TRAINING	3,500	320	3,820	
Net - Dept 215.00-CLERK		268,030	(370)	267,660	
Dept 228.00-INFORMATION TECHNOLOGY					
101-228.00-703.000	SALARIES	63,300	2,300	65,600	Sick & vacation payout
101-228.00-703.005	PART TIME HELP	16,000	8,000	24,000	
101-228.00-703.007	LONGEVITY	0	-	0	
101-228.00-715.000	SOCIAL SECURITY/MEDICARE	6,500	200	6,700	Sick & vacation payout
101-228.00-716.000	HEALTH INSURANCE	5,500	-	5,500	
101-228.00-716.010	DENTAL INSURANCE	420	-	420	
101-228.00-717.000	LIFE INSURANCE	360	-	360	
101-228.00-718.000	PENSION CONTRIBUTION	6,350	-	6,350	
101-228.00-719.000	DISABILITY INSURANCE	500	-	500	
101-228.00-724.000	WORKERS COMP	420	-	420	
101-228.00-740.000	MATERIAL & SUPPLIES	9,500	-	9,500	
101-228.00-818.000	CONTRACTUAL SERVICES	57,600	-	57,600	
101-228.00-853.000	TELEPHONE/COMMUNICATIONS	600	-	600	
101-228.00-870.000	MILEAGE	1,000	(1,000)	0	
101-228.00-930.001	HARDWARE MAINTENANCE	7,500	(5,000)	2,500	
101-228.00-930.025	COMPUTER EQUIPMENT	20,000	-	20,000	
101-228.00-930.030	COMPUTER SOFTWARE MAINTENANCE	52,900	-	52,900	
101-228.00-932.000	COMPUTER PROGRAM CHANGES	5,500	500	6,000	
101-228.00-956.000	MISCELLANEOUS	500	-	500	
101-228.00-960.000	EDUCATION & TRAINING	4,000	(3,300)	700	
101-228.00-970.000	CAPITAL OUTLAY	20,000	(6,350)	13,650	
Net - Dept 228.00-INFORMATION TECHNOLOGY		278,450	(4,650)	273,800	
Dept 253.00-TREASURERS					
101-253.00-703.000	SALARIES	129,420	-	129,420	
101-253.00-703.001	DEPUTY SALARY	2,500	-	2,500	
101-253.00-703.005	PART TIME HELP	42,410	-	42,410	
101-253.00-715.000	SOCIAL SECURITY/MEDICARE	12,250	-	12,250	
101-253.00-716.000	HEALTH INSURANCE	18,850	-	18,850	
101-253.00-716.010	DENTAL INSURANCE	2,580	-	2,580	
101-253.00-717.000	LIFE INSURANCE	540	-	540	
101-253.00-718.000	PENSION CONTRIBUTION	11,280	-	11,280	
101-253.00-719.000	DISABILITY INSURANCE	800	-	800	
101-253.00-724.000	WORKERS COMP	700	-	700	
101-253.00-726.000	OFFICE SUPPLIES	1,000	-	1,000	
101-253.00-729.001	TAX BILL PRINTING	16,000	-	16,000	
101-253.00-802.000	MEMBERSHIPS, DUES, SUBS	600	-	600	
101-253.00-815.000	COURT FILING/SERVICE FEES	2,000	-	2,000	
101-253.00-818.000	CONTRACTUAL SERVICES	8,000	-	8,000	
101-253.00-870.000	MILEAGE	200	-	200	
101-253.00-930.020	EQUIPMENT MAIN & REPAIR	1,000	500	1,500	
101-253.00-956.000	MISCELLANEOUS	500	-	500	
101-253.00-960.000	EDUCATION & TRAINING	6,100	(500)	5,600	
Net - Dept 253.00-TREASURERS		256,730	-	256,730	
Dept 257.00-ASSESSING					
101-257.00-703.000	SALARIES	165,400	(10,280)	155,120	
101-257.00-703.010	OVERTIME	800	-	800	
101-257.00-708.000	BOARD OF REVIEW	2,700	(1,440)	1,260	

GL NUMBER	DESCRIPTION	2015 Amended Budget	3rd Budget Request	2015 Amended Budget	Notes
101-257.00-715.000	SOCIAL SECURITY/MEDICARE	13,720	(790)	12,930	
101-257.00-716.000	HEALTH INSURANCE	15,400	(3,680)	11,720	
101-257.00-716.010	DENTAL INSURANCE	2,760	(220)	2,540	
101-257.00-717.000	LIFE INSURANCE	850	(190)	660	
101-257.00-718.000	PENSION CONTRIBUTION	16,540	(1,020)	15,520	
101-257.00-719.000	DISABILITY INSURANCE	1,260	(330)	930	
101-257.00-724.000	WORKERS COMP	1,200	-	1,200	
101-257.00-729.000	ASSESSMENT NOTICES/PP STATEMNTS	7,500	(1,450)	6,050	
101-257.00-730.000	GASOLINE	800	(700)	100	
101-257.00-740.000	MATERIAL & SUPPLIES	2,050	-	2,050	
101-257.00-801.000	LEGAL FEES	83,300	-	83,300	
101-257.00-802.000	MEMBERSHIPS,DUES,SUBS	1,100	(390)	710	
101-257.00-818.000	CONTRACTUAL SERVICES	108,000	(29,430)	78,570	
101-257.00-870.000	MILEAGE	200	(200)	0	
101-257.00-930.020	EQUIPMENT MAIN & REPAIR	1,150	-	1,150	
101-257.00-931.000	VEHICLE REPAIR/MAINTENANCE	1,200	(1,000)	200	
101-257.00-956.000	MISCELLANEOUS	1,000	-	1,000	
101-257.00-960.000	EDUCATION & TRAINING	6,370	(4,170)	2,200	
Net - Dept 257.00-ASSESSING		433,300	(55,290)	378,010	
Dept 262.00-ELECTIONS					
101-262.00-701.000	ELECTION INSPECTORS	12,260	-	12,260	
101-262.00-715.000	SOCIAL SECURITY/MEDICARE	30	-	30	
101-262.00-718.000	PENSION CONTRIBUTION	10	-	10	
101-262.00-724.000	WORKERS COMP	100	-	100	
101-262.00-726.000	OFFICE SUPPLIES	3,500	-	3,500	
101-262.00-740.000	MATERIAL & SUPPLIES	4,500	3,000	7,500	absentee voter apps/env for 2016
101-262.00-803.000	POSTAGE	2,000	1,500	3,500	
101-262.00-818.000	CONTRACTUAL SERVICES	4,000	-	4,000	
101-262.00-902.000	PUBLISHING/LEGAL NOTICES	340	-	340	
101-262.00-956.000	MISCELLANEOUS	500	-	500	
Net - Dept 262.00-ELECTIONS		27,240	4,500	31,740	
Dept 265.00-BUILDING & GROUNDS					
101-265.00-703.000	SALARIES	105,690	(5,590)	100,100	
101-265.00-703.005	PART TIME HELP	17,990	(6,090)	11,900	
101-265.00-703.010	OVERTIME	6,240	-	6,240	
101-265.00-715.000	SOCIAL SECURITY/MEDICARE	10,150	-	10,150	
101-265.00-716.000	HEALTH INSURANCE	19,300	(3,220)	16,080	
101-265.00-716.010	DENTAL INSURANCE	2,810	(650)	2,160	
101-265.00-717.000	LIFE INSURANCE	540	-	540	
101-265.00-718.000	PENSION CONTRIBUTION	10,650	(1,270)	9,380	
101-265.00-719.000	DISABILITY INSURANCE	810	-	810	
101-265.00-724.000	WORKERS COMP	3,060	(1,470)	1,590	
101-265.00-730.000	GASOLINE	4,240	(470)	3,770	
101-265.00-775.001	EQUIPMENT & SUPPLIES	6,500	-	6,500	
101-265.00-805.000	ENGINEERING SERVICES	2,000	(2,000)	0	
101-265.00-818.000	CONTRACTUAL SERVICES	67,340	-	67,340	
101-265.00-853.000	TELEPHONE/COMMUNICATIONS	15,300	(2,300)	13,000	
101-265.00-921.030	UTILITIES - WATER	9,070	1,100	10,170	
101-265.00-921.035	UTILITIES - SEWER	4,570	-	4,570	
101-265.00-921.040	UTILITIES - ELECTRIC	80,910	-	80,910	
101-265.00-921.045	UTILITIES - GAS	21,270	(5,000)	16,270	
101-265.00-930.000	BUILDING MAINTENANCE & REPAIRS	50,900	-	50,900	
101-265.00-930.020	EQUIPMENT MAIN & REPAIR	20,020	(1,500)	18,520	
101-265.00-956.000	MISCELLANEOUS	600	-	600	
101-265.00-960.000	EDUCATION AND TRAINING	600	(480)	120	
101-265.00-970.000	CAPITAL OUTLAY	627,120	(579,450)	47,670	Roof repair delayed
Net - Dept 265.00-BUILDING & GROUNDS		1,087,680	(608,390)	479,290	

GL NUMBER	DESCRIPTION	2015 Amended Budget	3rd Budget Request	2015 Amended Budget	Notes
Dept 276.00-CEMETERY					
101-276.00-703.000	SALARIES	43,200	(1,530)	41,670	
101-276.00-703.005	PART TIME HELP	12,830	(2,360)	10,470	
101-276.00-703.010	OVERTIME	2,230	-	2,230	
101-276.00-715.000	SOCIAL SECURITY/MEDICARE	4,800	(570)	4,230	
101-276.00-716.000	HEALTH INSURANCE	7,830	(900)	6,930	
101-276.00-716.010	DENTAL INSURANCE	1,140	(270)	870	
101-276.00-717.000	LIFE INSURANCE	220	-	220	
101-276.00-718.000	PENSION CONTRIBUTION	4,490	(380)	4,110	
101-276.00-719.000	DISABILITY INSURANCE	330	-	330	
101-276.00-724.000	WORKERS COMP	1,480	(730)	750	
101-276.00-730.000	GASOLINE	1,720	-	1,720	
101-276.00-731.000	PROPANE GAS	250	(250)	0	
101-276.00-775.001	EQUIPMENT & SUPPLIES	5,800	(3,800)	2,000	
101-276.00-818.000	CONTRACTUAL SERVICES	20,740	2,000	22,740	
101-276.00-853.000	TELEPHONE/COMMUNICATIONS	100	-	100	
101-276.00-921.040	UTILITIES - ELECTRIC	610	-	610	
101-276.00-930.000	BUILDING MAINTENANCE & REPAIRS	15,500	(15,120)	380	
101-276.00-930.020	EQUIPMENT MAIN & REPAIR	8,510	(1,000)	7,510	
101-276.00-956.000	MISCELLANEOUS	2,500	-	2,500	
101-276.00-960.000	EDUCATION & TRAINING	250	(160)	90	
101-276.00-967.020	TWP PROPERTIES-DRAIN/TAXES/SAD	500	(400)	100	
101-276.00-970.000	CAPITAL OUTLAY	600	-	600	
Net - Dept 276.00-CEMETERY		135,630	(25,470)	110,160	
Dept 281.00-STORMWATER					
101-281.00-703.000	SALARIES	26,340	-	26,340	
101-281.00-703.005	PART TIME HELP	17,420	(7,000)	10,420	
101-281.00-703.010	OVERTIME	890	550	1,440	
101-281.00-715.000	SOCIAL SECURITY/MEDICARE	3,330	(520)	2,810	
101-281.00-716.000	HEALTH INSURANCE	4,920	(600)	4,320	
101-281.00-716.010	DENTAL INSURANCE	720	(160)	560	
101-281.00-717.000	LIFE INSURANCE	140	-	140	
101-281.00-718.000	PENSION CONTRIBUTION	2,750	-	2,750	
101-281.00-719.000	DISABILITY INSURANCE	210	-	210	
101-281.00-724.000	WORKERS COMP INSUR	930	(330)	600	
101-281.00-726.000	OFFICE SUPPLIES	250	(250)	0	
101-281.00-730.000	GASOLINE	1,080	-	1,080	
101-281.00-741.000	OTHER OPERATING EXPENSES	250	-	250	
101-281.00-742.000	LABORATORY SUPPLIES	4,500	(3,640)	860	
101-281.00-745.000	OFF-SITE LAB TESTING	500	1,900	2,400	
101-281.00-775.003	SAFETY EQUIPMENT AND SUPPLIES	250	-	250	
101-281.00-801.000	LEGAL FEES	1,000	(1,000)	0	
101-281.00-805.000	ENGINEERING SERVICES	2,000	8,500	10,500	
101-281.00-818.000	CONTRACTUAL SERVICES	20,690	(15,520)	5,170	
101-281.00-818.225	SOLID WASTE DISPOSAL	2,000	(990)	1,010	
101-281.00-853.000	TELEPHONE/COMMUNICATIONS	140	-	140	
101-281.00-928.000	REGULATORY FEES	7,340	-	7,340	
101-281.00-930.020	EQUIPMENT MAIN & REPAIR	6,430	(2,370)	4,060	
101-281.00-956.000	MISCELLANEOUS	200	-	200	
101-281.00-956.005	COMMUNITY OUTREACH PROGRAMS	20,400	(18,600)	1,800	
101-281.00-960.000	EDUCATION & TRAINING	1,000	(900)	100	
101-281.00-967.010	TOWNSHIP-AT-LARGE DRAINS	157,650	18,150	175,800	
101-281.00-970.000	CAPITAL OUTLAY	370	-	370	
101-281.00-991.000	PRINCIPAL	168,800	-	168,800	
Net - Dept 281.00-STORMWATER		452,500	(22,780)	429,720	
Dept 446.00-INFRASTRUCTURE					
101-446.00-922.000	STREETLIGHTS	360,000	-	360,000	
101-446.00-969.000	STREET IMPROVEMENTS	6,500	-	6,500	
101-446.00-969.002	SIDEWALK IMPROVEMENT/REPAIR	79,000	(5,000)	74,000	
101-446.00-970.000	CAPITAL OUTLAY	0	-	0	
101-446.00-971.140	RAM TRAIL	469,120	-	469,120	
Net - Dept 446.00-INFRASTRUCTURE		914,620	(5,000)	909,620	

GL NUMBER	DESCRIPTION	2015 Amended Budget	3rd Budget Request	2015 Amended Budget	Notes
Dept 721.00-PLANNING/COMMUNITY DEVELOPMENT					
101-721.00-703.000	SALARIES	338,200	-	338,200	
101-721.00-703.005	PART TIME HELP	18,900	(8,410)	10,490	
101-721.00-704.000	PLANNING COMMISSION SALARIES	13,200	(8,940)	4,260	
101-721.00-715.000	SOCIAL SECURITY/MEDICARE	28,450	-	28,450	
101-721.00-716.000	HEALTH INSURANCE	64,310	560	64,870	Oct. plan renewal
101-721.00-716.010	DENTAL INSURANCE	7,450	-	7,450	
101-721.00-717.000	LIFE INSURANCE	1,730	-	1,730	
101-721.00-718.000	PENSION CONTRIBUTION	33,820	-	33,820	
101-721.00-719.000	DISABILITY INSURANCE	2,570	-	2,570	
101-721.00-724.000	WORKERS COMPENSATION INSURANCE	1,740	-	1,740	
101-721.00-725.000	CLOTHING/CLEANING ALLOWANCE	1,000	-	1,000	
101-721.00-726.000	OFFICE SUPPLIES	2,500	-	2,500	
101-721.00-730.000	GASOLINE	4,590	(1,590)	3,000	
101-721.00-801.000	LEGAL FEES	10,000	5,000	15,000	
101-721.00-802.000	MEMBERSHIPS,DUES,SUBSCRIPTIONS	1,800	-	1,800	
101-721.00-803.000	POSTAGE	2,200	200	2,400	
101-721.00-818.000	CONTRACTUAL SERVICES	22,950	6,000	28,950	
101-721.00-818.040	CONTR SERV-PLANNING FUNCTIONS	110,000	(70,000)	40,000	
101-721.00-853.000	TELEPHONE/COMMUNICATIONS	4,400	-	4,400	
101-721.00-870.000	MILEAGE	300	-	300	
101-721.00-902.000	PUBLISHING/LEGAL NOTICES	5,000	(1,000)	4,000	
101-721.00-930.065	NEIGHBORHOOD STABILIZATION	80,000	(70,000)	10,000	
101-721.00-931.000	VEHICLE REPAIR/MAINTENANCE	2,500	-	2,500	
101-721.00-941.000	OFFICE EQUIPMENT LEASE	4,000	-	4,000	
101-721.00-956.000	MISCELLANEOUS	1,500	-	1,500	
101-721.00-958.000	CODE ENFORCEMENT EXPENSE	18,000	-	18,000	
101-721.00-959.000	SOIL EROSION & SED CNTRL EXPENSE	500	-	500	
101-721.00-960.000	EDUCATION & TRAINING	6,500	-	6,500	
101-721.00-970.000	CAPITAL OUTLAY	38,500	(1,780)	36,720	
Net - Dept 721.00-PLANNING/COMMUNITY DEVELOPMENT		826,610	(149,960)	676,650	
Dept 752.00-PARKS ADMINISTRATION					
101-752.00-703.000	SALARIES	168,820	-	168,820	
101-752.00-703.010	OVERTIME	1,000	(1,000)	0	
101-752.00-704.001	PARK COMMISSION COMPENSATION	4,860	-	4,860	
101-752.00-715.000	SOCIAL SECURITY/MEDICARE	13,410	-	13,410	
101-752.00-716.000	HEALTH INSURANCE	14,650	100	14,750	Oct. plan renewal
101-752.00-716.010	DENTAL INSURANCE	1,560	-	1,560	
101-752.00-717.000	LIFE INSURANCE	870	-	870	
101-752.00-718.000	PENSION CONTRIBUTION	16,900	-	16,900	
101-752.00-719.000	DISABILITY INSURANCE	1,290	-	1,290	
101-752.00-724.000	WORKERS COMP INSUR	3,800	(1,500)	2,300	
101-752.00-726.000	OFFICE SUPPLIES	2,000	-	2,000	
101-752.00-802.000	MEMBERSHIPS,DUES,SUBS	1,000	-	1,000	
101-752.00-803.000	POSTAGE	500	-	500	
101-752.00-818.000	CONTRACTUAL SERVICES	7,500	(7,500)	0	
101-752.00-853.000	TELEPHONE/COMMUNICATIONS	7,550	(1,050)	6,500	
101-752.00-956.000	MISCELLANEOUS	6,000	750	6,750	
101-752.00-960.000	EDUCATION & TRAINING	5,000	(3,000)	2,000	
101-752.00-967.000	MASTER PLAN RESEARCH	4,730	770	5,500	
Net - Dept 752.00-PARKS ADMINISTRATION		261,440	(12,430)	249,010	
Dept 771.00-PARKS					
101-771.00-703.005	PART TIME HELP	90,000	1,000	91,000	
101-771.00-703.010	OVERTIME	12,000	5,000	17,000	
101-771.00-703.051	SEASONAL LABOR	119,000	(2,000)	117,000	
101-771.00-715.000	SOCIAL SECURITY/MEDICARE	16,760	340	17,100	
101-771.00-724.000	WORKERS COMP INSUR	4,000	-	4,000	
101-771.00-725.000	CLOTHING/CLEANING ALLOWANCE	2,500	-	2,500	
101-771.00-730.000	GASOLINE	16,900	(3,900)	13,000	
101-771.00-748.000	TOOLS	2,500	500	3,000	
101-771.00-775.001	EQUIPMENT & SUPPLIES	8,000	3,000	11,000	
101-771.00-775.003	SAFETY EQUIPMENT AND SUPPLIES	500	-	500	

GL NUMBER	DESCRIPTION	2015 Amended Budget	3rd Budget Request	2015 Amended Budget	Notes
101-771.00-818.000	CONTRACTUAL SERVICES	23,200	(3,200)	20,000	
101-771.00-921.030	UTILITIES - WATER	9,200	(1,000)	8,200	
101-771.00-921.035	UTILITIES - SEWER	4,500	-	4,500	
101-771.00-921.040	UTILITIES - ELECTRIC	38,000	(4,000)	34,000	
101-771.00-921.045	UTILITIES - GAS	4,600	(2,000)	2,600	
101-771.00-930.000	BLDG & GRDS MAINT & REPAIRS	25,000	9,000	34,000	
101-771.00-930.010	GROUPS MAINTENANCE & REPAIRS	20,000	6,000	26,000	
101-771.00-930.020	EQUIPMENT MAIN & REPAIR	15,000	2,000	17,000	
101-771.00-931.000	VEHICLE REPAIR/MAINTENANCE	5,000	-	5,000	
101-771.00-956.000	MISCELLANEOUS	3,000	800	3,800	
101-771.00-970.000	CAPITAL OUTLAY	34,950	(4,750)	30,200	
Net - Dept 771.00-PARKS		454,610	6,790	461,400	
Dept 774.00-RECREATION					
101-774.00-739.000	T-SHIRTS & UNIFORMS	15,000	(5,000)	10,000	
101-774.00-739.001	AWARDS & TROPHIES	2,500	(1,500)	1,000	
101-774.00-775.001	EQUIPMENT & SUPPLIES	15,500	(4,000)	11,500	
101-774.00-802.001	ASA MEN'S FEES-SOFTBALL	1,320	(510)	810	
101-774.00-802.002	ADULT SOFTBALL UMPIRES	2,000	(1,500)	500	
101-774.00-812.000	RECREATION ENTRY FEES	1,300	(1,180)	120	
101-774.00-818.000	CONTRACTUAL SERVICES	15,860	(3,860)	12,000	
101-774.00-910.001	ASA FIELD INSURANCE	300	-	300	
101-774.00-956.000	MISCELLANEOUS	500	-	500	
101-774.00-956.040	SPECIAL EVENTS	11,500	14,000	25,500	
Net - Dept 774.00-RECREATION		65,780	(3,550)	62,230	
Dept 850.00-OTHER FUNCTIONS					
101-850.00-714.000	RETIREE'S BENEFITS	316,910	-	316,910	
101-850.00-720.000	UNEMPLOYMENT-REIMBURSEMENT	5,000	-	5,000	
101-850.00-726.000	OFFICE SUPPLIES	8,000	(2,000)	6,000	
101-850.00-801.000	LEGAL FEES	25,000	(3,000)	22,000	
101-850.00-803.000	POSTAGE	10,000	-	10,000	
101-850.00-818.000	CONTRACTUAL SERVICES	52,200	26,750	78,950	Brush disposal, incr amb run
101-850.00-902.001	NEWSLETTER	4,400	-	4,400	
101-850.00-910.000	INSURANCE & BONDS	43,100	-	43,100	
101-850.00-930.020	EQUIPMENT MAIN & REPAIR	6,600	-	6,600	
101-850.00-941.000	OFFICE EQUIPMENT LEASE	600	-	600	
101-850.00-956.000	MISCELLANEOUS	30,000	(20,000)	10,000	
101-850.00-960.005	GROUP EDUCATION & TRAINING	3,000	(1,000)	2,000	
101-850.00-964.000	TAX ADJUSTMENTS TO COUNTY/TWP	12,000	(10,000)	2,000	
101-850.00-967.020	TWP PROPERTIES-DRAIN/TAXES/SAD	3,500	1,480	4,980	
101-850.00-970.000	CAPITAL OUTLAY	5,000	-	5,000	
101-850.00-991.000	PRINCIPAL	1,660	-	1,660	
101-850.00-995.000	INTEREST	840	-	840	
101-850.00-999.206	TRANSFER OUT TO FIRE FUND	783,370	(28,050)	755,320	
101-850.00-999.207	TRANSFER OUT TO POLICE FUND	1,443,030	(12,100)	1,430,930	
Net - Dept 850.00-OTHER FUNCTIONS		2,754,210	(47,920)	2,706,290	
Dept 905.00-DEBT SERVICE					
101-905.00-991.200	PRINCIPAL - VALHALLA PARK 2	33,340	-	33,340	
101-905.00-991.330	PRINC PYMT-2013 CAPITAL IMPR BONDS	100,000	-	100,000	
101-905.00-995.200	INTEREST - VALHALLA PARK 2	5,240	-	5,240	
101-905.00-995.330	INTER PYMT-2013 CAPITAL IMPR BONDS	22,990	-	22,990	
Net - Dept 905.00-DEBT SERVICE		161,570	-	161,570	
TOTAL REVENUES					
		7,715,970	216,480	7,932,450	
TOTAL EXPENDITURES					
		8,958,740	(926,010)	8,032,730	
NET OF REVENUES & EXPENDITURES					
		(1,242,770)	1,142,490	(100,280)	

## DELHI CHARTER TOWNSHIP

## MEMORANDUM

**TO:** Delhi Township Board Members

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

**DATE:** December 10, 2015

**RE:** Amendment No. 3 to Resolution No. 2014-026 – FY 2015 Police Fund Budget

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Enclosed for your review and approval is Amendment No. 3 to Resolution No. 2014-026 for the FY 2015 Police Fund Budget.

Revenues are expected to increase by \$11,800 as a result of property taxes.

Expenditures are expected to decrease by \$300. In order to maintain a zero fund balance, a decrease of \$12,100 in the transfer from the General Fund into the Police Fund is needed.

**Recommended Motion:**

**To adopt Amendment No. 3 to Resolution No. 2014-026 for the Fiscal Year 2015 Police Fund Budget.**

DELHI CHARTER TOWNSHIP  
 RESOLUTION NO. 2014-026  
 F.Y. 2015 POLICE FUND BUDGET  
 AMENDMENT NO. 3

At a regular meeting of the Delhi Charter Township board held on Tuesday, December 15, 2015, at 7:30 p.m., the following motion was offered by to amend the Fiscal Year 2015 Police Fund Budget as follows:

Present:

Absent:

	2015 Adopted Budget	1st Budget Request	2nd Budget Request	3rd Budget Request	2015 Amended Budget
Taxes	\$ 1,029,500	\$ -	\$ 1,820	\$ 11,800	\$ 1,043,120
Fines and Forfeitures	55,000	-	-	-	55,000
Revenue	1,084,500	-	1,820	11,800	1,098,120
Expenditures					
Public Safety	2,493,800	35,310	240	(300)	2,529,050
Total Expenditures	2,493,800	35,310	240	(300)	2,529,050
Other Financing Sources					
Transfer In from General Fund	1,409,300	35,310	(1,580)	(12,100)	1,430,930
Total Other Financing Sources (Uses)	1,409,300	35,310	(1,580)	(12,100)	1,430,930
Revenues Over (Under) Expenditures	-	-	-	-	-
Fund Balance, Beginning	-				-
Fund Balance, Ending	\$ -				\$ -

AYES:

NAYS:

ABSENT:

The foregoing Resolution declared adopted on December 15, 2015.

\_\_\_\_\_  
 EVAN HOPE, TOWNSHIP CLERK

STATE OF MICHIGAN )

)SS

COUNTY OF INGHAM )

I, the undersigned, the duly qualified and acting Township Clerk for the Charter Township of Delhi, Ingham County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and complete copy of certain proceedings taken by the Township Board at a regular meeting held on the 15th day of December, 2015.

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EVAN HOPE, TOWNSHIP CLERK

GL NUMBER	DESCRIPTION	2015 AMENDED BUDGET	BUDGET REQUEST #3	2015 AMENDED BUDGET
Fund 207 - POLICE FUND				
REVENUES				
207-000.00-403.000	CUR REAL & PERS PROP TAX	1,020,620	10,900	1,031,520
207-000.00-404.000	IFT/CFT & SERVICE FEES	8,600	900	9,500
207-000.00-445.000	DELQ TAX	2,000	-	2,000
207-000.00-445.005	DELINQ INTEREST & PENALTY	100	-	100
207-000.00-655.000	MOTOR VEHICLE ORD FINES	55,000	-	55,000
207-000.00-699.150	TRANS IN FROM GENERAL FUND	1,443,030	(12,100)	1,430,930
TOTAL REVENUES		2,529,350	(300)	2,529,050
EXPENDITURES				
Dept 301.00-POLICE				
207-301.00-801.000	LEGAL FEES	30,000	(5,000)	25,000
207-301.00-818.000	CONTRACTUAL SERVICES	2,499,110	4,700	2,503,810
207-301.00-956.000	MISCELLANEOUS	240	-	240
Total		2,529,350	(300)	2,529,050
TOTAL REVENUES		2,529,350	(300)	2,529,050
TOTAL EXPENDITURES		2,529,350	(300)	2,529,050
NET OF REVENUES & EXPENDITURES		-	-	-

## DELHI CHARTER TOWNSHIP

## MEMORANDUM

**TO:** Delhi Township Board Members

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

**DATE:** December 10, 2015

**RE:** Amendment No. 2 to Resolution No. 2014-027 – FY 2015 Fire Fund Budget

---

Enclosed for your review and approval is Amendment No. 2 to Resolution No. 2014-027 for the FY 2015 Fire Fund Budget.

Revenues are projected to increase by \$31,290 primarily due the CGAP Grant and increased taxable value while expenditures are expected to decrease a total of \$47,170.

In order to maintain a fund balance of \$19,807, a reduction in the transfer from the General Fund to the Fire Fund of \$25,930 is needed.

**Recommended Motion:**

**To adopt Amendment No. 2 to Resolution No. 2014-027 for the FY 2015 Fire Fund Budget.**

DELHI CHARTER TOWNSHIP  
 RESOLUTION NO. 2014-027  
 F.Y. 2015 FIRE FUND BUDGET  
 AMENDMENT NO. 2

At a regular meeting of the Delhi Charter Township board held on Tuesday, December 15, 2015, at 7:30 p.m., the following motion was offered by to amend the Fiscal Year 2015 Fire Fund Budget as follows:

Present:

Absent:

	2015 Adopted Budget	1st Budget Request	2nd Budget Request	2015 Amended Budget
TAXES	\$ 1,029,500	\$ 1,820	\$ 11,800	\$ 1,043,120
GRANTS AND REVENUE SHARING	55,000	100,000	19,490	174,490
OTHER REVENUE	168,960	14,100	-	183,060
Revenue	<u>1,253,460</u>	<u>115,920</u>	<u>31,290</u>	<u>1,400,670</u>
Expenditures				
Public Safety	2,162,230	43,050	(47,170)	2,158,110
Total Expenditures	<u>2,162,230</u>	<u>43,050</u>	<u>(47,170)</u>	<u>2,158,110</u>
Other Financing Sources				
Transfer In from General Fund	908,770	(125,400)	(25,930)	757,440
Total Other Financing Sources (Uses)	<u>908,770</u>	<u>(125,400)</u>	<u>(25,930)</u>	<u>757,440</u>
Revenues Over (Under) Expenditures	-	(52,530)	52,530	-
Fund Balance, Beginning	19,807			19,807
Fund Balance, Ending	<u>\$ 19,807</u>			<u>\$ 19,807</u>

AYES:

NAYS:

ABSENT:

The foregoing Resolution declared adopted on December 15, 2015.

---

EVAN HOPE, TOWNSHIP CLERK

STATE OF MICHIGAN )

)SS

COUNTY OF INGHAM )

I, the undersigned, the duly qualified and acting Township Clerk for the Charter Township of Delhi, Ingham County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and complete copy of certain proceedings taken by the Township Board at a regular meeting held on the 15th day of December, 2015.

---

EVAN HOPE, TOWNSHIP CLERK

GL NUMBER	DESCRIPTION	2015 AMENDED BUDGET	BUDGET REQUEST #2	2015 AMENDED BUDGET
Fund 206 - FIRE FUND				
ESTIMATED REVENUES				
206-000.00-403.000	CUR REAL & PERS PROP TAX	1,020,620	10,900	1,031,520
206-000.00-404.000	IFT/CFT & SERVICE FEES	8,600	900	9,500
206-000.00-445.000	DELQ TAX	2,000	-	2,000
206-000.00-445.005	DELINQUENT INTEREST & PENALTY	100	-	100
206-000.00-505.000	FEDERAL GRANT	75,000	2,690	77,690
206-000.00-570.000	STATE GRANT	80,000	16,800	96,800
206-000.00-686.000	TRAINING REIMB FROM FETA FUND	151,960	-	151,960
206-000.00-687.000	REFUNDS/REBATE/REIMBURSEMENTS	31,100	-	31,100
206-000.00-699.150	TRANSFER IN FROM GENERAL FUND	783,370	(25,930)	757,440
Total Revenues		2,152,750	5,360	2,158,110
Dept 336.00-FIRE DEPARTMENT				
206-336.00-703.000	SALARIES	884,020	-	884,020
206-336.00-703.005	PART TIME HELP	113,750	18,350	132,100
206-336.00-703.010	OVERTIME	143,490	-	143,490
206-336.00-703.011	HOLIDAY PAY	23,400	-	23,400
206-336.00-703.019	SALARIES-SAFER GRANT	10,890	-	10,890
206-336.00-705.000	BOARD OF APPEALS-PER DIEM	500	-	500
206-336.00-709.000	VOLUNTEER FIREMENS SALARIES	129,700	(20,000)	109,700
206-336.00-709.019	VOLUNTEER FF-SAFER GRANT	98,220	(79,970)	18,250
206-336.00-714.000	RETIREE'S BENEFITS	88,880	-	88,880
206-336.00-715.000	SOCIAL SECURITY/MEDICARE	106,000	(6,000)	100,000
206-336.00-716.000	HEALTH INSURANCE	151,350	3,650	155,000
206-336.00-716.010	DENTAL INSURANCE	19,260	-	19,260
206-336.00-716.019	HEALTH INSURANCE-SAFER GRANT	3,030	-	3,030
206-336.00-716.119	DENTAL INSURANCE-SAFER GRANT	210	-	210
206-336.00-717.000	LIFE INSURANCE	4,240	(1,000)	3,240
206-336.00-717.019	LIFE INSURANCE-SAFER GRANT	60	-	60
206-336.00-718.000	PENSION CONTRIBUTION	83,000	3,000	86,000
206-336.00-718.019	PENSION CONTRIBUTION-SAFER GRANT	1,090	-	1,090
206-336.00-719.000	DISABILITY INSURANCE	6,400	-	6,400
206-336.00-719.019	DISABILITY INSURANCE-SAFER GRANT	100	-	100
206-336.00-720.000	UNEMPLOYMENT-REIMBURSEMENT	800	-	800
206-336.00-724.000	WORKERS COMP INSUR	33,620	(2,600)	31,020
206-336.00-724.019	WORKER COMP-SAFER GRANT	310	-	310
206-336.00-725.000	CLOTHING/CLEANING ALLOWANCE	6,300	-	6,300
206-336.00-726.000	OFFICE SUPPLIES	3,300	-	3,300
206-336.00-730.000	GASOLINE	27,000	-	27,000
206-336.00-734.000	UNIFORMS	6,000	2,300	8,300
206-336.00-760.000	MEDICAL SUPPLIES	25,000	1,370	26,370
206-336.00-801.000	LEGAL FEES	10,000	-	10,000
206-336.00-802.000	MEMBERSHIPS,DUES,SUBS	4,250	-	4,250
206-336.00-804.000	PHYSICALS	10,500	-	10,500
206-336.00-807.000	AUDIT FEES	1,500	-	1,500
206-336.00-818.000	CONTRACTUAL SERVICES	6,440	13,560	20,000

GL NUMBER	DESCRIPTION	2015 AMENDED BUDGET	BUDGET REQUEST #2	2015 AMENDED BUDGET
206-336.00-853.000	TELEPHONE/COMMUNICATIONS	5,800	2,120	7,920
206-336.00-910.000	INSURANCE & BONDS	46,550	250	46,800
206-336.00-921.030	UTILITIES - WATER	600	-	600
206-336.00-921.035	UTILITIES - SEWER	800	-	800
206-336.00-921.040	UTILITIES - ELECTRIC	1,370	-	1,370
206-336.00-921.045	UTILITIES - GAS	2,500	-	2,500
206-336.00-930.000	BLDG & GRDS MAINT & REPAIRS	7,500	-	7,500
206-336.00-956.000	MISCELLANEOUS	7,000	1,000	8,000
206-336.00-960.000	EDUCATION & TRAINING	7,500	-	7,500
206-336.00-960.001	FIRE PREVENTION	5,000	-	5,000
206-336.00-960.014	ED & TRAINING-CGAP GRANT	80,000	16,800	96,800
206-336.00-960.019	ED & TRAINING-SAFER GRANT	38,050	-	38,050
Total Expenditures		2,205,280	(47,170)	2,158,110
NET OF REVENUES/EXPENDITURES - FUND 206		(52,530)	52,530	-
BEGINNING FUND BALANCE		19,807		19,807
ENDING FUND BALANCE				19,807

## DELHI CHARTER TOWNSHIP

## MEMORANDUM

**TO:** Delhi Township Board Members

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

**DATE:** December 10, 2015

**RE:** Amendment No. 3 to Resolution No. 2014-028 – FY 2015 Fire Equipment, Training and Apparatus Fund Budget

---

Enclosed for your review and approval is Amendment No. 3 to Resolution No. 2014-028 for the FY 2015 Fire Equipment, Training and Apparatus Fund Budget.

Revenues are expected to increase by \$4,210 primarily from increased taxable value. Expenditures are also expected to increase by \$34,450 primarily due to vehicle repairs and maintenance.

The net changes will result in a decrease in fund balance of \$30,240 from \$117,541 to \$87,301.

**RECOMMENDED MOTION:**

**To adopt Amendment No. 3 to Resolution No. 2014-028 for the Fiscal Year 2015 Fire Equipment, Training and Apparatus Fund Budget.**

DELHI CHARTER TOWNSHIP  
 RESOLUTION NO. 2014-028  
 F.Y. 2015 FETA FUND BUDGET  
 AMENDMENT NO. 3

At a regular meeting of the Delhi Charter Township board held on Tuesday, December 15, 2015, at 7:30 p.m., the following motion was offered by to amend the Fiscal Year 2015 Fire Equipment, Training, and Apparatus Fund Budget as follows:

Present:

Absent: None

	2015 Adopted Budget	1st Budget Request	2nd Budget Request	3rd Budget Request	2015 Amended Budget
Taxes	\$ 341,650	\$ -	\$ 1,900	\$ 4,210	\$ 347,760
Other Revenue	-	-	300	-	300
Interest	100	-	400	-	500
Revenue	341,750	-	2,600	4,210	348,560
Expenditures					
Public Safety	274,020	35,000	(10,560)	34,450	332,910
Capital Outlay	265,000	(35,000)	(33,700)	-	196,300
Total Expenditures	539,020	-	(44,260)	34,450	529,210
Other Financing Sources (Uses)					
Sale of Capital Assets	25,000	-	(18,150)	-	6,850
Total Other Financing Sources (Uses)	25,000	-	(18,150)	-	6,850
Revenues Over (Under) Expenditures	(172,270)	-	28,710	(30,240)	(173,800)
Fund Balance, Beginning	261,101				261,101
Fund Balance, Ending	\$ 88,831				\$ 87,301

AYES:

NAYS:

ABSENT:

The foregoing Resolution declared adopted on December 15, 2015.

\_\_\_\_\_  
 EVAN HOPE, TOWNSHIP CLERK

STATE OF MICHIGAN )

)SS

COUNTY OF INGHAM )

I, the undersigned, the duly qualified and acting Township Clerk for the Charter Township of Delhi, Ingham County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and complete copy of certain proceedings taken by the Township Board at a regular meeting held on the 15th day of December, 2015.

IN WITNESS WHEREOF, I have hereunto affixed my official signature this 15th day of December, 2015.

---

EVAN HOPE, TOWNSHIP CLERK

GL NUMBER	DESCRIPTION	2015 Amend BUDGET	BUDGET REQUEST #3	2015 Amend BUDGET
Fund 211 - FIRE EQUIP. & APPARATUS FUND				
ESTIMATED REVENUES				
211-000.00-403.000	CUR REAL & PERS PROP TAX	340,000	3,850	343,850
211-000.00-404.000	IFT/CFT & SERVICE FEES	2,800	360	3,160
211-000.00-445.000	DELQ TAX	700	-	700
211-000.00-445.005	DELINQUENT INTEREST & PENALTY	50	-	50
211-000.00-664.000	INTEREST	500	-	500
211-000.00-673.000	SALE OF FIXED ASSETS	6,850	-	6,850
211-000.00-687.000	REFUNDS/REBATES/REIMB	300	-	300
Total Revenue		351,200	4,210	355,410
Dept 339.00-EQUIPMENT & APPARATUS				
211-339.00-734.001	FIRE TURNOUT GEAR MAINT & REPAIR	5,000		5,000
211-339.00-734.002	FIREFIGHTING TURNOUT GEAR	10,500	500	11,000
211-339.00-740.010	COMPUTER EXPENSES	20,000	1,200	21,200
211-339.00-755.000	FIRE FIGHTING EQUIP & SUPPLIES	11,000	2,750	13,750
211-339.00-851.000	RADIO REPAIR & MAINTENANCE	10,000	-	10,000
211-339.00-930.020	EQUIPMENT MAIN & REPAIR	20,000	-	20,000
211-339.00-931.000	VEHICLE REPAIR/MAINTENANCE	50,000	30,000	80,000
211-339.00-955.000	TRAINING REIMB TO FIRE FUND	151,960	-	151,960
211-339.00-956.000	MISCELLANEOUS	5,000	-	5,000
211-339.00-960.000	EDUCATION & TRAINING	15,000	-	15,000
211-339.00-970.000	CAPITAL OUTLAY	20,000	-	20,000
211-339.00-981.020	VEHICLES-AMBULANCE	170,000	-	170,000
211-339.00-981.030	VEHICLES-UTILITY/PICKUPS ETC.	6,300	-	6,300
Total - Dept 339.00-EQUIPMENT & APPARATUS		494,760	34,450	529,210
NET OF REVENUES/APPROPRIATIONS - FUND 211		(143,560)	(30,240)	(173,800)
BEGINNING FUND BALANCE		261,101		261,101
ENDING FUND BALANCE		117,541		87,301

## DELHI CHARTER TOWNSHIP

## MEMORANDUM

**TO:** Delhi Township Board Members

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

**DATE:** December 10, 2015

**RE:** Amendment No. 3 to Resolution No. 2014-029 – FY 2015 Sewer Fund Budget

---

Enclosed for your review and approval is Amendment No. 3 to Resolution No. 2014-029 for the FY 2015 Sewer Fund Budget.

Revenues are projected to increase \$167,000 primarily as a result of the SAW grant.

Expenditures are expected to decrease \$8,960 in Administration, decrease \$125,690 in Public Service and decrease \$636,050 in Capital Improvements for delay of the Eifert Road Force Main replacement and anticipated repairs on Cartago Drive for a total decrease in expenditures of \$770,700.

Altogether fund balance will increase by \$937,700 from \$33,244,893 to \$34,182,593.

**RECOMMENDED MOTION:**

**To adopt Amendment No. 3 to Resolution No. 2014-029 for the Fiscal Year 2015 Sewer Fund Budget.**

DELHI CHARTER TOWNSHIP  
 RESOLUTION NO. 2014-029  
 F.Y. 2015 SEWER FUND BUDGET  
 AMENDMENT NO. 3

At a regular meeting of the Delhi Charter Township board held on Tuesday, December 15, 2015, at 7:30 p.m., the following motion was offered by to amend the Fiscal Year 2015 Sewer Fund Budget as follows:

Present:

Absent:

	2015 Adopted Budget	1st Budget Request	2nd Budget Request	3rd Budget Request	2015 Amended Budget
<b>Revenue</b>					
Grants	\$ -	\$ -	\$ 375,470	\$ 149,530	\$ 525,000
Licenses and Permits	115,200	-	96,050	5,850	217,100
Charges for Services	6,254,110	-	(551,100)	(2,000)	5,701,010
Interest and Rentals	15,600	-	(500)	2,500	17,600
Other	34,050	-	31,130	13,350	78,530
<b>Total Revenue</b>	<b>\$ 6,418,960</b>	<b>\$ -</b>	<b>\$ (48,950)</b>	<b>\$ 169,230</b>	<b>\$ 6,539,240</b>
<b>Expenditures</b>					
<b>Public Works</b>					
Administration	667,010	82,500	200	(8,960)	740,750
Public Services	3,273,650	503,340	184,410	(125,690)	3,835,710
Capital Outlay	621,100	-	108,050	(636,050)	93,100
General Obligation Debt	1,757,060	-	(1,000)	-	1,756,060
<b>Total Expenditures</b>	<b>6,318,820</b>	<b>585,840</b>	<b>291,660</b>	<b>(770,700)</b>	<b>6,425,620</b>
<b>Other Financing Sources (Uses)</b>					
Sale of Fixed Assets	13,300	-	10,000	(2,230)	21,070
<b>Total Other Financing Sources (Uses)</b>	<b>13,300</b>	<b>-</b>	<b>10,000</b>	<b>(2,230)</b>	<b>21,070</b>
<b>Revenues Over (Under) Expenditures</b>	<b>113,440</b>	<b>(585,840)</b>	<b>(330,610)</b>	<b>937,700</b>	<b>134,690</b>
<b>Fund Balance, Beginning</b>	<b>34,047,903</b>				<b>34,047,903</b>
<b>Fund Balance, Ending</b>	<b>\$ 34,161,343</b>				<b>\$ 34,182,593</b>

AYES:

NAYS:

ABSENT:

The foregoing Resolution declared adopted on December 15, 2015.

---

EVAN HOPE, TOWNSHIP CLERK

STATE OF MICHIGAN )

)SS

COUNTY OF INGHAM )

I, the undersigned, the duly qualified and acting Township Clerk for the Charter Township of Delhi, Ingham County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and complete copy of certain proceedings taken by the Township Board at a regular meeting held on the 15th day of December, 2015.

---

EVAN HOPE, TOWNSHIP CLERK

GL NUMBER	DESCRIPTION	2015 AMENDED BUDGET	BUDGET REQUEST #3	2015 AMENDED BUDGET
Fund 590 - SEWAGE DISPOSAL SYSTEM				
ESTIMATED REVENUES				
590-000.00-570.000	STATE GRANTS	375,470	149,530	525,000
590-000.00-607.000	SEWER USER CHARGES	3,657,340	-	3,657,340
590-000.00-609.000	BASIC SERVICE CHARGE	1,997,110	-	1,997,110
590-000.00-610.000	INDUSTRIAL PRETREATMENT CHARGE	48,560	(2,000)	46,560
590-000.00-626.000	SEWER PERMITS/FEES	211,250	5,850	217,100
590-000.00-664.000	INTEREST	2,500	2,500	5,000
590-000.00-664.080	OTHER SPEC ASSM INTEREST	1,500	-	1,500
590-000.00-670.000	RENTAL OF FARMLAND	11,100	-	11,100
590-000.00-673.000	SALE OF FIXED ASSETS	10,000	-	10,000
590-000.00-687.000	REFUNDS/REBATE/REIMBURSEMENTS	31,930	600	32,530
590-000.00-694.000	MISCELLANEOUS REVENUE	33,250	12,750	46,000
590-000.00-699.001	TRANSFER IN	13,300	(2,230)	11,070
Total Revenue		6,393,310	167,000	6,560,310
Dept 548.00-ADMINISTRATION & OVERHEAD				
590-548.00-705.000	BOARD OF APPEALS-PER DIEM	600	(600)	-
590-548.00-714.000	RETIREE'S BENEFITS	213,320	40	213,360
590-548.00-720.000	UNEMPLOYMENT-REIMBURSEMENT	2,000	-	2,000
590-548.00-726.000	OFFICE SUPPLIES	750	-	750
590-548.00-801.000	LEGAL FEES	10,000	(2,500)	7,500
590-548.00-803.000	POSTAGE	33,960	(3,000)	30,960
590-548.00-807.000	AUDIT FEES	9,300	-	9,300
590-548.00-818.000	CONTRACTUAL SERVICES	14,850	-	14,850
590-548.00-902.000	PUBLISHING/LEGAL NOTICES	1,000	(1,000)	-
590-548.00-910.000	INSURANCE & BONDS	57,930	-	57,930
590-548.00-956.000	MISCELLANEOUS	1,000	(900)	100
590-548.00-960.000	EDUCATION & TRAINING	1,000	(1,000)	-
590-548.00-999.040	GENERAL FUND COST ALLOCATION	404,000	-	404,000
Total - Dept 548.00-ADMINISTRATION & OVERHEAD		749,710	(8,960)	740,750
Dept 558.00-DEPT OF PUBLIC SERVICE				
590-558.00-703.000	SALARIES	787,130	(3,800)	783,330
590-558.00-703.005	PART TIME HELP	66,790	-	66,790
590-558.00-703.010	OVERTIME	73,760	3,340	77,100
590-558.00-715.000	SOCIAL SECURITY/MEDICARE	72,410	-	72,410
590-558.00-716.000	HEALTH INSURANCE	150,060	1,760	151,820
590-558.00-716.010	DENTAL INSURANCE	18,600	(1,150)	17,450
590-558.00-717.000	LIFE INSURANCE	4,230	(320)	3,910
590-558.00-718.000	PENSION CONTRIBUTION	78,710	(2,500)	76,210
590-558.00-719.000	DISABILITY INSURANCE	6,300	(520)	5,780
590-558.00-724.000	WORKERS COMP	20,840	(7,060)	13,780
590-558.00-726.000	OFFICE SUPPLIES	5,500	(2,850)	2,650
590-558.00-728.000	CERTIFICATION	1,200	-	1,200
590-558.00-730.000	GASOLINE	32,960	(7,340)	25,620
590-558.00-732.000	FUEL OIL	6,000	(3,000)	3,000
590-558.00-734.000	UNIFORMS	15,700	-	15,700
590-558.00-740.010	COMPUTER EXPENSES	54,030	(15,200)	38,830
590-558.00-741.000	OTHER OPERATING EXPENSES	19,000	-	19,000

GL NUMBER	DESCRIPTION	2015 AMENDED BUDGET	BUDGET REQUEST #3	2015 AMENDED BUDGET
590-558.00-742.000	LABORATORY SUPPLIES	30,000	(5,000)	25,000
590-558.00-743.000	TREATMENT CHEMICALS	190,000	(44,440)	145,560
590-558.00-745.000	OFF-SITE LAB TESTING	43,500	(6,000)	37,500
590-558.00-775.003	SAFETY EQUIPMENT AND SUPPLIES	25,150	-	25,150
590-558.00-805.000	ENGINEERING SERVICES	284,000	96,000	380,000
590-558.00-818.000	CONTRACTUAL SERVICES	15,980	(9,530)	6,450
590-558.00-818.015	CONTRACTUAL SERV-SAFETY PGM	2,000	(2,000)	-
590-558.00-818.220	SLUDGE HAULING	122,000	(21,040)	100,960
590-558.00-818.225	SOLID WASTE DISPOSAL	22,900	(9,900)	13,000
590-558.00-853.000	TELEPHONE/COMMUNICATIONS	34,210	-	34,210
590-558.00-921.030	UTILITIES - WATER	13,130	-	13,130
590-558.00-921.035	UTILITIES - SEWER	2,630	-	2,630
590-558.00-921.040	UTILITIES - ELECTRIC	350,990	(30,200)	320,790
590-558.00-921.045	UTILITIES - GAS	86,360	(25,160)	61,200
590-558.00-928.000	REGULATORY FEES	15,450	-	15,450
590-558.00-930.000	BUILDING MAINTENANCE & REPAIRS	24,500	-	24,500
590-558.00-930.015	REPAIRS & MAINTENANCE - L.S.	40,000	(5,000)	35,000
590-558.00-930.016	REPAIRS & MAINTENANCE - C.S.	93,570	(30,000)	63,570
590-558.00-930.020	EQUIPMENT MAIN & REPAIR	94,050	-	94,050
590-558.00-930.040	BLDG MAIN & REPAIR-CONTRACTED	152,280	(63,540)	88,740
590-558.00-930.050	EQUIPMENT MAIN/REPR-CONTRACTED	91,840	25,000	116,840
590-558.00-931.000	VEHICLE REPAIR/MAINTENANCE	11,300	-	11,300
590-558.00-956.000	MISCELLANEOUS	11,700	-	11,700
590-558.00-956.005	COMMUNITY OUTREACH PROGRAMS	16,550	(6,280)	10,270
590-558.00-960.000	EDUCATION & TRAINING	23,500	-	23,500
590-558.00-967.020	TWP PROPERTIES-DRAIN/TAXES/SAD	350	-	350
590-558.00-970.000	CAPITAL OUTLAY	185,890	50,040	235,930
590-558.00-981.000	REPLACEMENT FUND ALLOCATION	564,350	-	564,350
Total - Dept 558.00-DEPT OF PUBLIC SERVICE		3,961,400	(125,690)	3,835,710
Dept 578.01-CAPITAL IMPROVEMENTS				
590-578.01-805.334	P.T. RD LS & CONTROL UPGRADE ENG	21,100	-	21,100
590-578.01-805.335	EIFERT RD FORCE MAIN REPL ENGINEER	50,000	-	50,000
590-578.01-805.336	CARTAGO CK VALVE ENGINEERING	43,050	(21,050)	22,000
590-578.01-976.335	EIFERT RD FORCE MAIN REPL CONSTR	550,000	(550,000)	-
590-578.01-976.336	CARTAGO CK VALVE CONSTRUCTION	65,000	(65,000)	-
Total - Dept 578.01-CAPITAL IMPROVEMENTS		729,150	(636,050)	93,100
Dept 588.01-G.O. BOND INDEBTEDNESS				
590-588.01-991.000	PRINCIPAL	1,310,010	-	1,310,010
590-588.01-995.000	INTEREST	445,550	-	445,550
590-588.01-999.000	PAYING AGENT FEES	500	-	500
Total - Dept 588.01-G.O. BOND INDEBTEDNESS		1,756,060	-	1,756,060
TOTAL APPROPRIATIONS		7,196,320	(770,700)	6,425,620
NET OF REVENUES/APPROPRIATIONS - FUND 590		(803,010)	937,700	134,690
BEGINNING FUND BALANCE		34,047,903		34,047,903
ENDING FUND BALANCE		33,244,893		34,182,593

**DELHI CHARTER TOWNSHIP**

**MEMORANDUM**

**TO:** Delhi Township Board Members

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

**DATE:** December 10, 2015

**RE:** Amendment No. 1 to Resolution No. 2014-030 – FY 2015 Water Improvement Fund Budget

---

Enclosed for your review and approval is Amendment No. 1 to Resolution No. 2014-030 – FY 2015 Water Improvement Fund Budget.

Changes in revenue include an increase of \$38,750 primarily from an increase in water connection fees while expenditures are projected to decrease by \$350.

As a result, fund balance is projected to increase by \$39,100 from \$277,224 to \$316,324.

**RECOMMENDED MOTION:**

**To adopt Amendment No. 1 to Resolution No. 2014-030 for the Fiscal Year 2015 Water Improvement Fund Budget.**

DELHI CHARTER TOWNSHIP  
 RESOLUTION NO. 2014-030  
 F.Y. 2015 WATER IMPROVEMENT FUND BUDGET  
 AMENDMENT NO. 1

At a regular meeting of the Delhi Charter Township board held on Tuesday, December 15, 2015, at 7:30 p.m., the following motion was offered by to amend the Fiscal Year 2015 Water Improvement Fund Budget as follows:

Present:

Absent: None

	2015 Adopted Budget	1st Budget Request	2015 Amended Budget
<b>Revenue</b>			
Charges for Services	\$ 20,000	\$ 38,600	\$ 58,600
Interest	50	150	200
Other	980	-	980
<b>Total Revenue</b>	<b>21,030</b>	<b>38,750</b>	<b>59,780</b>
<b>Expenditures</b>			
Admin & Construction	2,850	50	2,900
Debt Service	77,490	(400)	77,090
<b>Total Expenditures</b>	<b>80,340</b>	<b>(350)</b>	<b>79,990</b>
 Revenues Over (Under) Expenditures	 (59,310)	 39,100	 (20,210)
 Fund Balance, Beginning	 336,534	 -	 336,534
 Fund Balance, Ending	 \$ 277,224	 \$	 316,324

AYES:

NAYS:

ABSENT:

The foregoing Resolution declared adopted on December 15, 2015.

\_\_\_\_\_  
 EVAN HOPE, TOWNSHIP CLERK

STATE OF MICHIGAN )

)SS

COUNTY OF INGHAM )

I, the undersigned, the duly qualified and acting Township Clerk for the Charter Township of Delhi, Ingham County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and complete copy of certain proceedings taken by the Township Board a regular meeting held on the 15th day of December 2015.

IN WITNESS WHEREOF, I have hereunto affixed my official signature this 15th day of December, 2015.

---

EVAN HOPE, TOWNSHIP CLERK

GL NUMBER	DESCRIPTION	2015 BUDGET	BUDGET REQUEST #1	2015 AMENDED BUDGET
<b>REVENUES</b>				
225-000.00-608.000	WATER IMPROVEMENT REVENUE	20,000	\$ 38,600	\$ 58,600
225-000.00-664.000	INTEREST	50	150	200
225-000.00-672.020	SPECIAL ASSM PMTS-PRINCIPAL	600	-	600
225-000.00-672.021	SPECIAL ASSM PAYMENTS-INTEREST	380	-	380
TOTAL REVENUES		21,030	38,750	59,780
<b>EXPENDITURES</b>				
Dept 536.00-ADMINISTRATION & CONSTRUCTION				
225-536.00-801.000	LEGAL FEES	500	-	500
225-536.00-802.000	MEMBERSHIPS,DUES,SUBS	2,350	50	2,400
Totals for dept 536.00-ADMINISTRATION & CONSTRUCTION		2,850	50	2,900
Dept 905.00-DEBT SERVICE				
225-905.00-991.000	PRINCIPAL	61,610	-	61,610
225-905.00-995.000	INTEREST	15,380	-	15,380
225-905.00-999.000	PAYING AGENT FEES	500	(400)	100
Totals for dept 905.00-DEBT SERVICE		77,490	(400)	77,090
TOTAL EXPENDITURES		80,340	(350)	79,990
REVENUES OVER (UNDER) EXPENDITURES		(59,310)	39,100	(20,210)
BEGINNING FUND BALANCE		336,534		336,534
ENDING FUND BALANCE		\$ 277,224		\$ 316,324

**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:** December 15, 2015  
**RE:** Collective Bargaining Agreement – ICEA/PERA

---

Enclosed for your review and approval is the Collective Bargaining Agreement (CBA) for the Ingham County Employees Association/Public Employees Representative Association (ICEA/PERA).

This is the fourth CBA for the employees in the Department of Public Services (DPS) since the bargaining unit was formed in 2007. The bargaining unit consists of 8 employees from the Maintenance Division and 5 employees from the POTW Division.

This CBA is effective January 1, 2016 through December 31, 2019 and incorporates the following changes:

1. Moved from a three (3) year contract to a four (4) year contract.
2. Removed union security clause (Right To Work) as a condition of employment.
3. Changed work schedules to 7:00 a.m. - 3:30 p.m. (from 8 – 5:00 p.m.)
4. Removed some restrictions to “On-Call” and included all Maintenance Mechanic II’s in the on-call schedule.
5. Increased “Call in Pay” from a two (2) hour minimum to a three (3) hour minimum.
6. Added a “Shift Premium” to employees scheduled to work weekends as part of their forty (40) hour workweek.
7. Added a “payout” of vacation hours exceeding 240 hours as of December 31<sup>st</sup>.
8. Incorporated the Employer match of employee pension contributions up to a maximum of 2.5%.
9. Updated the language under Workers’ Compensation Insurance to incorporate the current practice of requiring employees to use all accrued paid leave time.

Wages and all other benefits, including health care, continue to mirror those for all non-union employees.

I believe this CBA represents a fair and workable relationship between the DPS employees and the Township and is the result of effective negotiations and bargaining in good faith by both the union and management. Therefore, I recommend the Township Board approve the same.

**RECOMMENDED MOTION:**

**To approve the Collective Bargaining Agreement between Delhi Charter Township and the Ingham County Employees Association/Public Employees Representative Association (ICEA/PERA), Local 1107, for the Department of Public Services bargaining unit, effective January 1, 2016 and expiring December 31, 2019.**



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**DELHI CHARTER TOWNSHIP**

**AND**

**THE INGHAM COUNTY EMPLOYEES ASSOCIATION/  
PUBLIC EMPLOYEES REPRESENTATIVE ASSOCIATION,  
LOCAL 1107**

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**COLLECTIVE BARGAINING AGREEMENT**

**Effective**

**January 1, 2016 through December 31, 2019**

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## **AGREEMENT**

THIS AGREEMENT is entered into this \_\_\_\_\_ day of \_\_\_\_\_, by Delhi Charter Township, a municipal corporation of the State of Michigan (hereinafter referred to as the "Employer") and the Ingham County Employees Association/Public Employees Representative Association, Local 1107 (hereinafter referred to as the "Union").

### **DURATION**

This Agreement shall remain in full force and effect commencing on the 1<sup>st</sup> day of January, 2016 through the 31<sup>st</sup> day of December, 2019.

### **PURPOSE**

THIS AGREEMENT, entered into by the parties, has as its general purpose to promote the mutual interests of the Employer and the Union and to provide for the operation of the services provided by the Employer under methods which will further, to the fullest extent possible, the safety of the employees, economy and efficiency of operation, elimination of waste, realization of maximum quantity and quality of output, cleanliness and protection of property, and avoidance of interruptions to production.

The parties further promote harmonious relations between the Employer and the Union, the establishment of an equitable and peaceful procedure for the resolution of differences and the establishment of rates of pay, wages, hours of employment, and other conditions of employment.

The agreements concerning wages, hours, working conditions, and statement of wage and fringe benefits expressed in this Agreement shall be the sole and exclusive source of any and all employee benefits for those employees covered by this Agreement and shall be in lieu of any or all benefits expressed in any other document or statement of the Employer without limit or exception.

The parties encourage to the fullest degree, friendly and cooperative relations between the respective representatives at all levels and will cooperate fully to secure the advancement and achievement of these purposes.

### **NON-DISCRIMINATION**

The Employer and the Union agree to abide by local, State, and Federal laws prohibiting discrimination against any person or persons on the basis of race, creed, color, religion, sex, age, national origin, height, weight, marital status, or disability.

## **NO STRIKE CLAUSE**

The parties mutually recognize that the services performed by the employees covered by this Agreement are services important for public health, safety, and welfare. The Union, therefore, agrees that there shall be no interruption of these services for any cause, whatsoever, by the employees it represents nor shall there be any concentrated failure by them to report for duty nor shall they absent themselves from their work, stop work, or abstain in whole or in part from the full, faithful, and proper performance of the duties of their employment or picket on the Employer's premises within the Employer's jurisdiction. The Union further agrees that there shall be no strikes, sit-downs, stay-ins, stoppages of work, or any acts that interfere in any manner or to any degree with the services of the Employer. Individual employees or groups of employees who instigate, aid, or engage in a work stoppage, slowdown, or strike may be disciplined up to and including discharge at the sole discretion of the Employer.

## **PAST PRACTICE**

It is the expectation of the parties that this Agreement embodies all the obligations between the parties evolving from the collective bargaining process and supersedes all prior relationships and/or practices.

## **ARTICLE 1** **RECOGNITION OF UNION**

Section 1. Bargaining Unit. Pursuant to the provisions of Act 379 of the Public Acts of 1965, as amended, the Employer hereby recognizes the Union as the exclusive representative for the purpose of collective bargaining with respect to rates of pay, wages, hours of employment, and other conditions of employment for the following unit pursuant to MERC Case No. R06 L-133:

All full and regular part-time employees of the Department of Public Services including: Maintenance Mechanic(s); Plant Operator(s) and Environmental Coordinator. Excluding: Director of Public Services; Chief Plant Operator; Collections Systems Supervisor; Facilities Supervisor; Maintenance Supervisor; Secretaries/Clerical. <sup>1</sup>

Section 2. Bulletin Boards. The Employer will provide two (2) bulletin boards to be located at the POTW Facility and the Maintenance Facility, which may be used by the Union for posting notices or other materials related to the activities of the Union. The Secretary of the Union shall be responsible for such bulletin boards and shall maintain them in a neat manner. In the event a dispute arises concerning the appropriateness of material posted on the Union bulletin board, the President of the Union will be advised by the Employer of the nature of the dispute and the notices or bulletins will be removed from the bulletin board.

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<sup>1</sup> If the following positions or substantially-similar positions are recreated by the Employer, they shall be included in this bargaining unit: Custodian(s); Building Maintenance/Grounds Keeper; Maintenance laborer; Construction and Technology Coordinator.

Section 3. Officers. The Union shall designate four (4) officers: President, Vice President from Maintenance, Vice President from the POTW, and Secretary. Reasonable arrangements will be made to allow an officer off, only one at a time, with prior permission of their Supervisor, during his/her working hours, without loss of time or pay, to investigate and attend grievance meetings. One officer in addition to the Union's General Counsel may represent an employee at all steps of the grievance procedure. The Employer shall be advised in writing as to which officer represents the employees for notification and grievance processing purposes as to each grievance.

Section 4. Notice of Representatives. The Union shall furnish the Employer with a current written roster listing the names of its officers. When changes are made of the Union officers, the Union shall, within ten (10) days thereof, notify the Employer of these changes in writing. No officer shall act as such until the Employer has been notified of their appointment.

Section 5. Special Meetings. The Employer and the Union agree to meet and confer on matters of clarification of the terms of this Agreement upon the written request of either party. The written request shall be made in advance and shall include an agenda stating the nature of the matters to be discussed and the reason(s) for requesting the meeting. Discussion shall be limited to matters set forth in the request, but it is understood that these special meetings shall not be used to renegotiate this Agreement. Special meetings shall be held within a reasonable time period of the written request and shall be held between 8:00 a.m. and 5:00 p.m., at a time and place which is mutually agreeable to the parties. Such meeting will be between at least two (2) representatives of the Employer and at least two (2) representatives of the Union. The Union representative may meet at a place designated by the Employer, on the Employer's property, for a period not to exceed fifteen (15) minutes immediately preceding a special meeting.

Section 6. Union Meetings. Meetings of the Union may be held at the Employer's facilities with prior approval of the Employer; provided the desired space is available and such meetings do not interfere with the efficient operation of the department. The Union shall not meet during working hours except as specifically provided under the terms of this Agreement.

Section 7. Bargaining Committee. The Employer hereby recognizes a bargaining committee composed of not more than two (2) Union members at any one time at the bargaining table. The Union shall furnish the Employer with a written list of the bargaining committee prior to the first bargaining meeting and substitute changes thereto, if necessary. The Union may additionally have up to two (2) non-employee representative(s) as a part of the Committee. The bargaining committee's sole function shall be to meet with Employer representatives for the purpose of negotiating a new Agreement. Negotiation sessions which are held during working hours shall not result in a loss of pay for the bargaining committee members. An additional two (2) Union members may attend sessions held after working hours.

Section 8. Subcontracting. Notwithstanding any other contrary provision in this Agreement, the Employer reserves the right to subcontract at any time bargaining unit work; to purchase any or all work processes or services when, in the sole determination of the

Employer, it does not have the facilities or equipment, or the available personnel, or when it is deemed more economical to have the work performed by others. Prior to subcontracting bargaining unit work, the Employer shall provide ten (10) calendar days notice to the Union if an employee is to be laid off. The decision to subcontract is not grievable and shall be within the Employer's sole discretion.

Section 9. Use of Facilities. The Union shall not be allowed use of the Employer's facilities, copier, printers, office supplies, phone, and e-mail system without the express permission of the Employer.

## **ARTICLE 2** **VOLUNTARY UNION DUES CHECK OFF**

Section 1. The parties agree they will not discriminate against any employee because of membership or non-membership in the Union.

Section 2. Voluntary Dues Check Off. The Employer agrees to deduct Union dues or service fees from the pay of employees whom voluntarily wish to financially support the union, subject to and contingent upon the following:

- A. The Union shall obtain from the employee a complete check off authorization form which shall conform to the respective state and federal laws concerning that subject or any interpretations made thereof. The authorization form shall be filed with the Assistant Township Manager of Human Resources, who may return an incomplete or incorrectly completed form to the Union's Treasurer and no deduction shall be made until the deficiency is corrected.
- B. The Employer shall only deduct obligations which are due at the time of check off and will make check-off deductions only if the employee has enough pay due to cover such obligations, and will not be responsible to the employee if he/she has duplicated direct payment to the Union. The Employer shall remit the dues to the Union's Treasurer.
- C. The Employer's remittance will be deemed correct if the Union does not give notice, in writing, to the Assistant Township Manager of Human Resources within two (2) weeks after a remittance is sent, of its belief that the remittance is incorrect, and shall set forth with particularity the allegations of error.
- D. Any employee may terminate his/her check-off authorization by written notice to the Assistant Township Manager of Human Resources.
- E. The Union shall provide at least thirty (30) days prior written notice to the Assistant Township Manager of Human Resources of the amount of Union dues or representation fee to be deducted from the wage of employees in accordance with this Article. Any changes in the amounts shall be limited to no more than four (4) times in a calendar year and shall be provided at least thirty (30) days prior to the effective date.

- F. The amount of the Union dues and/or representation fee shall be deducted from each member's paycheck on the second payroll of each month.

Section 3. Indemnity Provision. The Union agrees to defend, indemnify, and save the Employer harmless against any and all claims, lawsuits, or other forms of liability arising out of its deduction from an employee's pay of Union dues or representation fees, or reliance on any list, notice, certification, or authorization furnished under this Article. The Union assumes full responsibility for the disposition of the deductions so made once they have been sent to the Union.

Section 4. Notice of New Hires. The Employer will provide notice to the Union of any new hires, rehires, reinstated, or transferred employees into the Union's bargaining unit. The Employer will provide all new hires with a copy of this Agreement.

### **ARTICLE 3** **EMPLOYER RIGHTS**

Section 1. The Employer hereby reserves and retains, solely and exclusively, all rights to manage and direct its workforce and shall have the sole and exclusive right to manage its departments and divisions in all of its operations and activities. Among the rights of management, included only by way of illustration and not by way of limitation, is the right to hire; the right to determine all matters pertaining to the services to be furnished and the methods, personnel, procedures, means, equipment, and machines required to provide such service; to determine the nature and number of facilities and departments to be operated and their location; to establish classifications of work and the number of personnel required; to retain the authority to assign incidental duties connected with positions acknowledging that not every incidental task and/or duty may be described in job descriptions/classifications; to determine the number of personnel assigned on duty at any time; to direct and control operations; to perform work through the utilization of non-bargaining unit personnel, including salaried employees; to discontinue, combine, or reorganize any part or all of its operations; to contract out for goods and services; to maintain order and efficiency; to study and use improved methods and equipment and outside assistance either in or out of the Employer's facilities; to adopt, modify, change, or alter its budget; and in all respects to carry out the ordinary and customary functions of management. The Employer shall also have the right to promote, assign, transfer, suspend, discipline, demote, discharge, layoff, and recall personnel; to establish, amend, supplement, or delete work rules, and fix and determine penalties for violation of such rules; to make judgments as to the ability and skill of employees; to establish and change work schedules; to schedule overtime, to provide and assign relief personnel; to hire irregular, temporary, and seasonal employees to perform bargaining unit work; to assign Supervisors to perform bargaining unit work; to continue and maintain its operations as in the past, or to modify or eliminate same, provided, however, that these rights shall not be exercised in violation of any specific provision of this Agreement. The Employer retains the sole and exclusive right to establish and administer without limitation, implied or otherwise, all matters not specifically and expressly limited by this Agreement. The Employer's failure to exercise any right, prerogative, or function in a particular way, shall not be considered a waiver of the Employer's right to exercise such right, prerogative, or function, or preclude it from exercising the same in some other way not in

conflict with the express provisions of this Agreement. No policies or procedures covered in this Agreement shall be construed as delegating to others or as reducing or abridging any of the authority conferred on the Employer by State law, or by the Constitution of the State of Michigan or the United States of America. All rights, functions, powers, and authority which the Employer has not expressly and specifically abridged, amended, delegated, or modified by specific terms of this Agreement are recognized by the Union as being retained and reserved by the Employer.

Section 2. The Employer shall have, within its discretion, the right to make, amend, supplement, or delete rules and regulations. However, the Union shall receive a copy of any new or modified rule or regulation ten (10) calendar days prior to its effective date, unless conditions warrant necessary immediate implementation. If there is concern regarding the fairness of the rules or rule change, the Union may request a special meeting between the Union and the Employer to discuss the reasonableness of the rule.

In no case will the rule change or new rule become subject to the grievance procedure unless that rule, as applied, violates a specific provision of this Agreement.

If the employees do not receive a copy of the new work rule or modification thereof as required above, the same shall not be binding upon the Union or the employees until such notice is provided.

#### **ARTICLE 4** **DEFINITION AND CLASSIFICATION OF EMPLOYEES**

- A. Regular Full-Time Employees. Employees regularly scheduled to work forty (40) hours per week, who are assigned to a position of unrestricted duration and can be expected to exist as long as budgeted funds are available, shall be considered regular full-time employees and they shall be entitled to the benefits under this Agreement except where otherwise indicated.
- B. Regular Part-Time Employees. Employees regularly scheduled to work less than forty (40) hours per week, who are assigned to a position of unrestricted duration and can be expected to exist as long as budgeted funds are available, shall be considered regular part-time employees. Such employees shall not be entitled to any fringe benefits as stated in this Agreement except where otherwise indicated and as required by law.
- C. Temporary/Seasonal Employees. Employees hired for a period of six (6) months or less shall be considered a temporary/seasonal employee and shall be compensated by wages only without any fringe benefits except as required by law. Such employees shall not be covered by the terms of this Agreement.
- D. Classification of Employees. For purposes of this Agreement, employees within the bargaining unit shall be classified as follows:

Classification<sup>2</sup>

Position

Maintenance:

Maintenance Mechanic I & II

Regulatory Compliance:

Environmental Coordinator

Operator:

Plant Operator I, II, & III

**ARTICLE 5**  
**DATE OF HIRE/SENIORITY**

Section 1. Hire Date. The effective date on which an individual is officially hired as an employee of the Employer shall be designated as that individual's "Hire Date." This date is used to determine eligibility of fringe benefits (*i.e.* health and dental, vacation and sick time, pension, life and disability insurance, etc.) which full-time employees are entitled to. An employee's "Hire Date" will remain in effect throughout the employee's continuous consecutive years of Employer-paid employment. The following shall alter an employee's hire date:

- A. Layoffs, which exceed one (1) year, shall change one's hire date to the date of return to employment, if applicable.
- B. Authorized medical leaves of absence exceeding one (1) year shall change one's hire date to the date of return.
- C. Termination of employment and subsequent rehire.

Section 2. Seniority. "Seniority" is defined as the length of continuous full-time service within a classification. Part-time employees' seniority shall be the total length of service within a classification based upon the total number of hours worked in that classification. For purposes of this Section, two thousand eighty (2,080) hours is equivalent to one (1) year of service. Employees who have the same number of hours of service within a classification shall be placed on the seniority list in alphabetical order of surnames. The Employer shall prepare a seniority list and submit it to the Union on an annual basis.

Section 3. Layoff and Recall.

- A. Layoff is defined as a reduction of the workforce. The necessity of a layoff shall be determined by the Employer. Layoffs will be determined by seniority within the affected classification, beginning with the least seniority provided that the senior employee(s) retained presently have the necessary experience, qualifications, skills, and ability to perform the remaining work, as determined by the Employer. The Employer may consider requests for voluntary layoff.

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<sup>2</sup> If the following positions are recreated by the Employer, the classifications shall be:

Janitorial

Grounds Keeping

Laborer

Technical

Custodian I & II

Building Maintenance/Grounds Keeper

Maintenance Laborer

Construction and Technology Coordinator

- B. Bumping Rights. Bumping between classifications shall be permitted by seniority. An employee who is laid off may elect to bump a less senior employee in a different classification within the bargaining unit provided that the senior employee(s) retained presently have the necessary experience, qualifications, skills, and ability to perform the remaining work, as determined by the Employer.
- C. Employees subject to layoff shall receive written notice no less than ten (10) calendar days in advance of the effective date of their layoff. The Union shall also receive copies of any layoff notices.
- D. When positions become available, those laid off employees shall be notified of said openings and recalled, in the reverse order of layoff. Recalled employees are reinstated at the job classification level, rate of pay, and step level in effect at time of layoff. The Employer will not recall an employee after a period of time equal to the employee's seniority at the time of the layoff, or to a maximum of not more than one (1) year from the date of the employee's layoff, whichever is less. If the employee is rehired after such period, they shall be considered a new employee.
- E. Employees who have been laid off and who, within five (5) working days after delivery of recall notice to their last known address shown on the Employer's personnel records, fail to respond as directed or decline recall, shall be presumed to have waived their recall and shall be deemed to have resigned. The Union shall also receive copies of any recall notices.
- F. An employee who is laid off may elect not to be paid for his/her earned sick leave or vacation accumulations (accrued to the effective date of the layoff) until up to a full year on layoff status, at which time those accumulations must be converted to cash at the employee's last rate of compensation.

**ARTICLE 6**  
**VACANCIES AND TEMPORARY ASSIGNMENT**

Section 1. Vacancies. In the event a new position is created or an opening exists in a vacated position, interested employees shall have an opportunity to apply within the posting period by filling out an application and submitting same with the Township official designated for receipt of that application. New positions or vacancies will be posted concurrently, both internally and externally. Job postings will be posted internally at the POTW and at the Maintenance Division, clearly marked as Union positions, for a minimum of five (5) working days. Opportunities to promote from within will be considered; all internal applicants shall be granted an interview. The Employer reserves the right to hire persons from within or outside of the current bargaining unit.

Section 2. Temporary Assignment. An employee who is temporarily assigned to perform a majority of the duties and responsibilities of a position in a higher salary grade for a continuous period of more than thirty (30) calendar days shall be paid at the lowest step rate of the higher position that is at least five percent (5%) above his/her present step rate retroactive to the start of such work. An employee so assigned shall advance within that grade on the same basis as other employees within that grade. An employee may be temporarily assigned to the work of any position in the same or lower salary grade and shall not suffer any loss of pay during the period of temporary assignment.

**ARTICLE 7**  
**WORKDAY, WORKWEEK, LUNCH PERIOD, AND BREAKS**

Section 1. Workday and Workweek.

- A. Maintenance Division Employees. The normal workday for full-time employees in the Maintenance Division shall consist of eight (8) hours per day, Monday through Friday, beginning at 7:00 a.m. and ending at 3:30 p.m. with a one-half (1/2) hour unpaid lunch period.
- B. POTW Division Employees. The normal workday for full-time employees in the POTW Division shall consist of eight (8) hours per day, plus a one-half (1/2) hour unpaid lunch period. The 1<sup>st</sup> shift shall be from 7:00 a.m. to 3:30 p.m. The 2<sup>nd</sup> shift shall be from 3:00 p.m. to 11:30 p.m. The 3<sup>rd</sup> shift shall be from 11:00 p.m. to 7:30 a.m. The specific days worked during the week shall vary based upon plant operations.
- C. The normal workweek for all full-time employees shall consist of forty (40) hours, beginning on Monday and ending one hundred sixty-eight (168) hours thereafter. Employees may work more than forty (40) hours per week from time to time.
- D. Employees may work different hours and/or days from time to time. Notification stating the reason, duration, and the alternative working hours shall be provided to the Union ten (10) calendar days in advance of the effective date of said change.

Section 2. Overtime. Overtime will be paid as follows:

- A. Time and one-half (1-1/2) will be paid for all time worked in excess of eight (8) hours in a twenty-four (24) hour period. Time and one-half (1-1/2) will be paid for all time worked in excess of forty (40) hours in one (1) pay week for which overtime has not already been earned. For purposes of this Section only, "worked" includes paid vacation, sick time, and holidays.
- B. Overtime premium shall not be pyramided, compounded, or paid twice for the same time worked.

- C. Prior approval of all overtime is required by an employee's Supervisor with the exception of emergencies or scheduled overtime.
- D. Any and all overtime, scheduled or otherwise required by the Employer shall be mandatory. The Employer reserves the right to schedule and assign overtime including call-outs, emergencies and special events. Employees who are on-call shall not work scheduled overtime for special events. Brush drop off, tree lighting and parades are first offered on a seniority basis. The Employer is not precluded from offering overtime to employees on vacation.
- E. Compensatory Time. Employees, with the mutual agreement of their Supervisor, may take compensatory time off at the rate of time and one-half (1-1/2) per hour worked in lieu of overtime pay. Compensatory time off shall be taken at a time mutually agreeable to the employee and his or her immediate Supervisor. Employees may earn a maximum of forty-eight (48) hours of compensatory time each calendar year. Any compensatory time remaining in the employee's leave bank at the end of each calendar year shall be paid at the employee's regular hourly rate of pay as of December 31<sup>st</sup> to be paid out in the next regular bi-weekly payroll. All earned and unused compensatory time shall be paid to the employee upon separation from employment.

Section 3. On-Call. On-call is defined as a twenty-four (24) hour period wherein the on-call employee is required to carry a designated pager and cell phone, which will be provided by the Employer, to respond to call-outs of a routine and non-routine nature. The on-call period and trade off for the pager for the Maintenance Division begins at 7:00 a.m. The on-call period and trade off for the pager for the POTW Division begins at 3:00 p.m.

- A. Employees scheduled to be on-call shall be compensated at two (2) hours straight time at the employee's regular hourly rate of pay for weekdays, Monday through Friday; and three (3) hours straight time at the employee's regular hourly rate of pay for weekends and holidays.

The employee must be available by either telephone or pager from the time period that his/her on-call would begin until it would end. The employee must be able to respond to any call-out within a reasonable time period from the time, typically within forty-five (45) minutes, that he/she is first notified of the call-out. Failure of the employee to timely respond to said call-out shall result in forfeiture of all on-call and call-out pay and such other discipline as the Employer shall determine.

When a call out occurs, the on-call employee will contact the appropriate employee who can perform the work. The on-call employee can take the call out if he can perform the work.. The on-call employee will be responsible for the call out unless another employee is secured to respond to the call out.

If a call out occurs during a scheduled shift, the on-call employee will first contact the scheduled shift employees to respond.

- B. Maintenance Division Employees. In November of each year, the number of weeks for the following calendar year each employee must be on-call will be determined. All employees will be given the opportunity to determine their preference of on-call weeks based on seniority.

All "Maintenance Mechanic II" positions shall be included in the on-call schedule and shall include any and/or all Maintenance Mechanic II positions assigned to the POTW.

- C. POTW Division Employees. In November of each year, the on-call schedule for the following calendar year shall be determined based upon the scheduled work assignments for POTW operations. All employees will be given the opportunity to determine their preference of on-call weeks based on seniority.
- D. The on-call employee can trade their on-call for short periods of time as long as he can secure coverage. The person who accepts the trade will not receive any on-call pay.
- E. Tradeoff of on-call weeks shall be permitted with the written consent of the employee's Supervisor and/or Department Head as long as the affected employee finds coverage. If an employee cannot find coverage, he/she cannot trade. All requests for trade time shall be scheduled through the employee's immediate Supervisor. An employee shall indicate their preference in writing no later than Thursday at 3:00 p.m. for any trade time requested for the on-call week that starts a week from the next day, except in the case of an emergency. Under special circumstances, the employee's Supervisor or Department Head may allow an employee to utilize trade time for absences requested after Thursday due to unforeseen situations. If the employee cannot perform the on-call assignment due to illness, injury, work restriction, or emergency, the Supervisor shall secure coverage through backward rotation in the on-call schedule. Requests will first be made, if no employee accepts, then the lowest seniority employee must accept the on-call.
- F. An employee shall be permitted with approval to drop any on-call days provided that the employee has secured coverage. All requests for dropping an on-call day shall be made in writing no later than Thursday at 2:00 p.m. for any requests for the next calendar week. The Employer will respond by that Friday by 2:00 p.m.
- G. Anytime a call-out results in more than the three (3) hour minimum, it shall be approved in advance by the employee's immediate supervisor.
- H. Approval of the on-call schedules, all trade time, and dropping of all on-call days(s), shall be at the sole discretion of the Employer.

Section 4. Call in Pay. An employee who is called back to work shall receive pay for the actual time worked at the appropriate rate of pay, if they work until the start of their

regular shift or at the end of their normal shift. If that employee does not work until the start of their regular shift or contiguous to the end of their shift, he/she shall receive a minimum of three (3) hours of pay at the rate of time and one-half (1-1/2). In the event a second "call back" is issued within three (3) hours of that minimum, overtime shall be based only upon total hours worked and not upon said minimum.

- A. Nuisance Calls. Nuisance calls are defined as any call received by the on-call employee on the on-call phone in which the call does not require any action on behalf of the employee or any call received that is caused by the on-call employee. The on-call employee shall not be compensated for these nuisance calls.

Any call received by the on-call employee wherein the call does require action on behalf of the employee, but does not require the on-call employee to physically leave the premises, shall be compensated for the actual time worked.

- B. Remote Monitoring. Employees will be compensated for actual time worked while remotely monitoring township facilities up to a maximum of one (1) hour per day. If the Employer wants to mandate any frequency of remote monitoring, it will first meet and bargain with the Union.

#### Section 5. Lunch and Break Periods.

- A. Lunch Periods. A one-half (1/2) hour unpaid lunch period for Maintenance Division employees working a normal workday shall be taken anytime from 12:00 to 1:00 p.m. A one-half (1/2) hour unpaid lunch period for POTW Division employees shall be taken anytime between 11:30 a.m. and 12:30 p.m.
- B. Break Periods. Breaks are generally allowed twice a day; one (1) break period for every four (4) hours worked. The first break period for all employees may be taken at any time between two (2) hours and two and one-half (2 ½) hours after the start of the employee's shift. The second break period for all employees may be taken at any time between six (6) and six and one-half (6½) hours after the start of the employee's shift. Each break period is not to exceed ten (10) minutes. In no case shall a break period be permitted at the beginning or end of the workday, nor shall break periods be combined together or combined with a lunch period, if applicable. Break periods do not accumulate if not taken.
- C. In the event Maintenance Division employees and POTW Division employees are working together, breaks and lunch periods shall be adjusted to be taken simultaneously to avoid down time.
- D. Employees may be allowed to utilize Township vehicles, within Township-boundaries, to stop for a few minutes and purchase necessary drinks and/or food upon prior approval of their supervisor.

Section 6. Continuation of work is that work which is performed during a regular shift and continues past the normal workday. If an employee on continuation cannot continue, at the request of the employee, the on-call employee may be contacted. In the event an on-call event occurs during a continuation, the on-call employee shall not be contacted. The employee on continuation will complete the on-call work. It shall be at the sole discretion of the Employer, if the employee shall stay on continuation.

Section 7. Shift Premium. Any employee, who is regularly scheduled to work the second or third shift, if any, and/or weekends, as part of their normal 40 hour workweek, shall receive a shift premium of five percent (5%) per hour base pay for all hours “worked” on that shift. For purposes of this section, paid vacation, sick, compensatory time and paid holidays are not included as hours worked.

Section 8. The first ten (10) minutes at the beginning of a shift and the last ten (10) minutes at the end of a shift shall be designated for preparation and clean up.

## **ARTICLE 8** **LIFE AND DISABILITY INSURANCE**

Section 1. The Employer provides each regular full-time employee with life insurance coverage equal to his/her annual wage as of January 1 of the current year (rounded to the nearest thousand dollars). That policy provides double indemnity in the case of accidental death.

Section 2. Part-time employees are not eligible for life or long-term disability insurance coverage.

Section 3. Long-term disability insurance is provided per the Employer administered plan for eligible regular full-time employees. The employee’s annual wage as of January 1 of the current year will determine the amount of insurance coverage provided at any given time. In the event of a disability due to sickness or injury as determined by the insurance carrier, full-time employees will be provided with disability income of sixty-six and two-thirds percent (66 2/3%) of the employee’s basic monthly earnings, effective one hundred eighty (180) days after the date of the illness or injury. Basic monthly earnings does not include overtime pay or any other extra compensation. The effective date of coverage is the first day of the month following ninety (90) days of continuous full-time employment.

## **ARTICLE 9** **DEFERRED COMPENSATION**

Eligible employees may enroll in a tax-deferred compensation plan under the rules of the Employer’s plan.

**ARTICLE 10**  
**STANDARDS FOR PERSONAL CONDUCT**

All employees are expected not to violate the following rules of conduct as well as the other rules and policies in this Agreement. The list is not intended to be an all-inclusive list of rules of conduct as it is impossible to list rules to cover in every situation. Further, pursuant to Article 3, Section 2, the list may be added to, modified, or supplemented by the employee's Supervisor, Department Head, or Assistant Township Manager of Human Resources. The purpose of these rules is to set forth some rules of conduct which will result in disciplinary action, including possible discharge. Other types of behavior can subject an employee to disciplinary action including discharge.

1. Unauthorized absence.
2. Employees are required to notify their immediate Supervisor prior to any absence as soon as possible.
3. Tardiness - Employees who are late may be docked for time lost, or otherwise disciplined and/or discharged.
4. Neglect or failure to satisfactorily perform assigned duties.
5. Unauthorized use of Township property, equipment, or facilities (including telephones and duplicating equipment) is prohibited.
6. Violation of a safety rule or safety practices.
7. Insubordination.
8. The theft, attempted theft, or neglect of property of the Township, its visitors, or employees is prohibited.
9. Threatening other persons or instigating a fight or fighting.
10. Possession of intoxicants or consuming intoxicants on Employer property.
11. Working while being under the influence of or impaired by intoxicating beverages or controlled substances, except as may be legally prescribed by a physician.
12. Possession of firearms, fireworks, or explosives during working hours or at any time while on Township property.
13. Misrepresentation of medical conditions or other facts in seeking employment.
14. Gambling on Employer property.

15. Falsification or destruction of Employer records.
16. Abusive or obscene language to any Supervisor, employee, or member of the public.
17. Public Decorum - All Township employees must maintain a pleasant and helpful attitude in dealing with members of the public and co-workers, whether by telephone or in person.
18. Violations of any Employer policies.
19. Refusal to perform assigned work.
20. Interfering with the work of other employees, or conduct disruptive to the work of other employees.
21. Unauthorized use and/or destruction of Employer property.
22. Violation of Federal or State law regarding record restrictions. Employer records are not to be discussed or released without the consent of a Supervisor.
23. Sexual harassment of employees by other employees is strictly prohibited. Any employee engaging in an act of sexual harassment will be subject to disciplinary measures. Additional information or assistance may be obtained from the Township Manager. Complaints regarding this policy may be made to the employee's Department Head, and/or the Township Manager, or the Township Supervisor if the complaint involves the Township Manager.

**Sexual harassment shall be defined within this policy as follows:**

Unwelcome sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

24. Employees will present a well-groomed appearance and dress appropriately for their position.
25. Acceptance of Gifts - Employees shall not accept any gifts or gratuity from any individual or agency that may be construed as influencing a decision of a Township employee.

26. Improper use of sick leave or other leaves of absence.
27. Abuse of break or lunch periods.

## **ARTICLE 11** **DISCIPLINE AND DISCHARGE**

Section 1. No non-probationary employee will be disciplined or discharged without just cause. Under most circumstances, discipline will be of a progressive nature and shall take place within fifteen (15) work days of the Employer becoming aware of the occurrence. In some instances where investigation is required, a short delay in discipline may be warranted. Nothing shall prevent the Employer from taking immediate and appropriate disciplinary action should it be required by the circumstances.

Section 2. In the event of disciplinary action or discharge, the Employer shall notify the Union promptly in writing.

Section 3. The Employer shall not use an employee's prior record which is more than four (4) years old in imposing discipline or discharge. The four (4) years begin to run from when the prior discipline was actually imposed.

## **ARTICLE 12** **SAFETY PRACTICES**

Section 1. Employees must inform their immediate Supervisor of any unsafe working condition as soon as the employee first becomes aware of it.

Section 2. A Safety Committee established by the Employer shall include two (2) members of the Union; one (1) member from the Maintenance Division and one (1) member from the POTW. The Committee shall meet periodically as determined necessary, but in no event shall the Committee meet less than twice per contract year. The Committee shall review and make recommendations on the following:

- A. General Safety Conditions and Practices;
- B. Equipment Safety;
- C. Operational Safety Procedures;
- D. The Committee's findings and recommendations shall be advisory only and shall not constitute any limitation on the managerial prerogatives of the Employer.

Section 3. Facial hair, such as beards, beard stubble, mustaches, or sideburns, etc., which cross a respirator sealing surface, shall not be permitted between the skin and the face piece.

**ARTICLE 13**  
**DRUG/ALCOHOL POLICY AND TESTING**

**Section 1.** POLICY STATEMENT

Delhi Charter Township will not tolerate the illegal use of drugs. It is the policy of Delhi Charter Township to comply with the Federal Drug-Free Work Place Act of 1988 to promote a safe work environment for its employees and citizens.

Effective immediately, all Delhi Charter Township premises, including work sites and all Delhi Charter Township vehicles, are declared to be drug-free work places. This means:

- All employees are absolutely prohibited from unlawfully manufacturing, distributing, dispensing, possessing, or using controlled substances in the work place.
- Employees found to be in violation of any of the provisions of this policy under this Article will be subject to appropriate personnel/disciplinary action up to and including termination from employment for the first offense, and/or other remedial measures as the individual circumstances warrant.
- Any employee convicted of violating a criminal drug statute in the work place must inform Delhi Charter Township of such conviction (including pleas of guilty and nolo contendere) within five days of the conviction. Failure to inform Delhi Charter Township subjects the employee to disciplinary action, up to and including termination from employment for the first offense. By law, in the event Delhi Charter Township is a federal grant recipient, it must notify the federal granting agency within ten (10) days of receipt of the notice of conviction.
- Delhi Charter Township reserves the right to offer employees convicted of violating a criminal drug statute in the work place participation in an approved rehabilitation or drug abuse assistance program as an alternative to discipline. If such a program is offered and accepted by the employee, then the employee must satisfactorily participate in and complete the program as a condition of continued employment.

**Section 2.** Commercial Drivers License (CDL) Law. It is the policy of Delhi Charter Township to comply with the State and Federal CDL Law. The Department of Transportation (DOT) requires drug and alcohol testing for persons carrying a CDL. The Township has implemented a drug and alcohol testing program to promote a safe working environment for all.

**Section 3.** On-Duty Use of Prescription Drugs. The Township will not allow any employee to perform their duties while taking prescription drugs that are adversely affecting the employee's ability to safely and effectively perform their job duties. Employees taking a prescribed medication must carry it in the container labeled by a licensed pharmacist or be prepared to produce this if asked. Employees should consult with their doctors about the medications' effect on their fitness for duty and ability to work safely and promptly disclose any work restrictions to their supervisor. Employees are not, however, required to disclose underlying medical conditions.

Section 4. Michigan Medical Marihuana Act. This Act does not affect the right of Delhi Charter Township from prohibiting the use of medical marihuana in the work place. All employees are strictly prohibited from the use of medical marihuana in the work place. Employees found to be in violation of this policy will be subject to disciplinary action up to and including termination from employment for the first offense.

Section 5. Post-Accident Testing. Employees are subject to drug and alcohol testing when they cause or contribute to accidents that damage a Township vehicle, machinery, equipment, or property and/or result in an injury to themselves or another employee requiring off-site medical attention. In any of these instances, the investigation and subsequent testing must take place immediately following the accident. Under no circumstances will the employee be allowed to drive himself or herself to the testing facility and shall be further prohibited from driving a motorized Township vehicle pending the results for the drug and alcohol test.

Section 6. Reasonable Suspicion Testing. The Township will require an employee to be tested when the employee's conduct has given rise to a reasonable suspicion that the employee is under the influence of drugs or alcohol. The decision to test must be based on specific observations concerning appearance, behavior, speech or body odors of the employee or other physical behaviors or performance indicators of probable drug or alcohol use.

Section 7. Employees will be paid for time spend in drug/alcohol testing. If testing extends past the employee's regular working hours, this time will be paid at straight time. In no case shall an employee receive overtime compensation for time spent in testing.

#### **ARTICLE 14** **PERSONNEL FILE**

An employee may examine his/her personnel file as provided under State law, being MCL 423.501 *et seq.* If anyone other than the employee requests to see information in that employee's personnel file, the employee shall be informed of such a request. This does not apply to situations where personnel file information is sought for internal Employer purposes.

#### **ARTICLE 15** **LEAVE OF ABSENCE**

##### Section 1. Family and Medical Leave.

##### A. General.

1. A regular employee who has completed twelve (12) months of employment and worked at least one thousand two hundred fifty (1,250) hours for the Employer in the past twelve (12) months may request an unpaid leave of absence under the Family Medical Leave Act ("FMLA") for a period not to exceed twelve (12) weeks in any one calendar year for any of the reasons outlined below. All requests must be in writing, must give the reason for the request, must give the expected duration of the

leave, and must be approved by the Assistant Township Manager of Human Resources. A leave of absence may be granted in the following cases:

- (a) A serious health condition that makes the employee unable to perform the functions of his/her position;
- (b) In order to care for the employee's spouse, child, or parent if the person being cared for has a serious health condition;
- (c) Because of the placement of a son or daughter with the employee for adoption or foster care and in order to care for such son or daughter;
- (d) For incapacity due to pregnancy, prenatal medical care or because of the birth of a son or daughter of the employee and in order to care for such son or daughter.

- 2. The Employer shall require employees to use all accrued paid leave while on an FMLA leave of absence.
- 3. When a husband and wife are both entitled to leave and are employed by the Employer, the aggregate number of work weeks of leave to which both may be entitled may be limited to twelve (12) work weeks during any twelve (12) month period if the leave is taken due to the birth of a child, the placement of a child, or to care for a sick parent.
- 4. Leave due to the birth of a child or placement of a child with the employee may not be taken intermittently or on a reduced leave schedule unless the Employer agrees to such an arrangement.
- 5. Subject to notification and certification requirements described below, leave to care for a spouse, child, or parent, or due to a serious health condition of the employee, may be taken intermittently or on a reduced leave schedule when medically necessary.

B. Continuation of Benefits. All FMLA leaves of absence shall be without pay and benefits. The only exception to its policy is that the Employer shall continue to pay health insurance premiums for eligible employees employed for at least one (1) year and who have at least one thousand two hundred fifty (1,250) hours of service in the past year (12) months, for up to twelve (12) weeks while the employee is on approved leave of absence under conditions (a), (b), (c), or (d) listed in Section 1.A. above. This twelve (12) week period shall include any time in which the employee was absent from work on disability leave and/or sick time if otherwise qualified under the FMLA (except under conditions (c) or (d) listed in Section 1.A. above), and the Employer shall have no obligation to pay health care premiums for the employee on unpaid leave for any time period after twelve (12) weeks from and after the employee's initial absence from work.

In all other circumstances, the Employer shall not continue to pay health insurance premiums for the employee. Employees may continue insurance coverages at their own expense during an unpaid leave of absence after the periods noted above. An employee will not accumulate sick leave or vacation time, nor be paid for holidays which may fall during the leave period.

- C. Military Family Leave Entitlements. Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

Eligible employees are entitled to a special leave of up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform his or her duties for which the servicemember is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

- D. Reinstatement After Leave. When a leave of absence under conditions (a), (b), (c), or (d) of Section 1.A. above is granted for more than twelve (12) weeks, the Employer does not guarantee that the employee will be reinstated in his/her former position or to the same grade and step level when he/she is ready to return to work. That decision will be at the discretion of the Employer.
- E. Notice. For leave taken due to the birth of a child or the placement of the child with the employee, and where the leave is foreseeable based on the expected birth or placement, the employee shall provide the Employer with not less than thirty (30) days notice before the date the leave is to begin, except that if the date of the birth or placement requires leave to begin in less than thirty (30) days, the employee shall provide such notice as soon as practicable.

When the employee's leave is due to care of a spouse, child, or parent, or to the employee's serious health condition and the leave is foreseeable based on planned medical treatment, the employee:

1. Shall make a reasonable effort to schedule the treatment so as not to unduly disrupt the operations of the Employer, subject to the approval of the health care provider, and;

2. Shall provide the Employer with not less than thirty (30) days notice before the date the leave is to begin, except that if the date of treatment requires leave to begin in less than thirty (30) days, the employee shall provide such notice as is practicable.
- F. Certification for Medical Leaves. For leaves taken to care for a sick spouse, child, or parent, or due to a serious health condition of the employee, the Employer may require certification issued by the health care provider of the eligible employee or of the child, spouse, or parent of the employee, as appropriate. This certification shall be sufficient if it states:
1. The date on which the serious health condition commenced;
  2. The probable duration of the condition;
  3. The appropriate medical facts within the knowledge of the health care provider regarding the condition;
  4. When applicable, a statement that the eligible employee is needed to care for the child, spouse, or parent, and an estimate of the amount of time that the employee is needed to provide such care.
  5. When applicable, a statement that the employee is unable to perform the functions of their position;
  6. In cases of certification of intermittent leave or leave on a reduced leave schedule for planned medical treatment, the dates on which the treatment is expected to be given and the duration of the treatment;
  7. In cases of intermittent leave or leave on a reduced schedule due to an employee's serious health condition, a statement of the medical necessity for the intermittent leave or leave on a reduced schedule and the expected duration of the intermittent leave from the leave schedule; and
  8. When intermittent leave or leave on a reduced leave schedule is requested for the purpose of caring for a child, spouse, or parent, a statement that the employee's intermittent leave or leave on a reduced leave schedule is necessary for the care of the child, parent, or spouse who has a serious health condition, or will assist in their recovery, and the expected duration and schedule of the intermittent leave or reduced leave schedule.
- G. Second Opinion. In any case where the Employer has reason to doubt the validity of the certification as outlined above, the Employer may require, at the Employer's expense, if not covered by insurance, that the eligible employee obtain the opinion of a second health care provider designated or approved by the Employer concerning any information certified by the original certification.

The provider of the second opinion shall not be employed on a regular basis by the Employer.

- H. Resolution of Conflicting Opinions. When the second opinion described above differs from the opinion in the original certification, the Employer may require, at the expense of the Employer, if not covered by insurance, that the employee obtain the opinion of a third health care provider designated or approved jointly by the Employer and the employee concerning the information certified above. The opinion of the third health care provider shall be final and binding on both Employer and employee.
- I. Subsequent Reclassification. The Employer may require that the eligible employee obtain subsequent recertifications on a reasonable basis.

Section 2. A regular full-time or regular part-time employee who, because of an illness or accident which is non-compensable under Workers' Compensation law, upon demonstration of disability by report of a medical doctor, shall be entitled to unpaid leave for up to six (6) months once their earned sick leave and vacation time have been exhausted. Thereafter, the Employer (Assistant Township Manager of Human Resources) within its sole discretion may extend the time upon further demonstration of disability for up to one (1) year. The Employer may require medical verification from a doctor of its choosing. This time shall count towards FMLA leave if otherwise eligible for same.

Section 3. Unpaid leaves of absence may be granted within the Employer's sole discretion to regular full-time or regular part-time employees for the purpose of personal need which is not eligible under the FMLA. The employee must furnish the Employer with such request in writing no later than two (2) weeks prior to the date that such employee desires to take such leave. Leaves for this purpose shall not exceed one (1) month. Denial of a request for a leave of absence shall not be subject to appeal.

Section 4. A regular full-time employee with reserve status in the Armed Forces of the United States or membership in the Michigan National Guard who is called to participate in training sessions shall be permitted leave for this purpose. He/she shall furnish to the Employer, in writing, a statement of the total amount of Government wage received for this service. If the Government wage does not equal the employee's usual salary, he/she shall be paid the difference by the Employer for a period not to exceed ten (10) working days in any one (1) calendar year. The employee shall notify the Employer as soon as possible when called upon to report for training.

Section 5. An employee who meets all of the requirements as hereinbefore specified, who is granted an unpaid leave of absence, shall not have benefits continue such as, but not limited to, vacation and sick leave accumulation, health insurances except as required under the FMLA, holidays, and retirement. Employees wishing to continue health, dental, disability, and life insurance during an unpaid leave may do so by prepaying the premiums to the Employer.

Section 6. All reasons for leaves of absence shall be in writing, stating the reason for the request and the approximate length of leave requested. Unpaid leaves of absence are to

be used for the purpose intended. Employees shall not accept employment while on leaves of absence unless agreed to by the Employer. Acceptance of employment or working for another employer without prior approval while on a leave of absence may result in immediate termination of employment.

**ARTICLE 16**  
**SICK LEAVE, BEREAVEMENT LEAVE, AND PERSONAL LEAVE**

Section 1. Sick Leave.

A. Each regular full-time employee earns sick leave accumulated in a single sick leave bank at the rate of twelve (12) days per year, expressed as three point seven (3.7) hours per pay period (two [2] weeks), pro rated, up to a maximum of one thousand nine hundred twenty (1,920) hours. Employees on an unpaid leave of absence do not earn or accumulate sick leave.

1. For all employees hired or attaining "Regular Full-Time" status after April 1, 1992:

Unused sick leave credit is paid at the employee's current rate of pay up to and not to exceed fifty percent (50%) of accumulated sick leave up to four hundred eighty (480) hours upon resignation by the employee, retirement, or upon reassignment to another status that does not include earning sick leave, or upon his/her death to be paid to the beneficiary<sup>3</sup> of the employee. No payment is made for accumulated and unused sick time in cases where the employee is discharged by the Employer.

2. For all employees hired or attaining "Regular Full-Time" status before April 1, 1992:

Unused sick leave credit is paid at the employee's current rate of pay up to, and not to exceed accumulated sick leave up to, four hundred eighty (480) hours upon resignation by the employee, retirement, or upon reassignment to another status that does not include earning sick leave, or upon his/her death to be paid to the beneficiary of the employee. No payment is made for accumulated and unused sick time in cases where the employee is discharged.

Unused sick leave credit earned beyond four hundred eighty (480) hours and up to eight hundred (800) hours is paid at the employee's current rate of pay at a rate of eight (8) hours' (one [1] day's) pay for every twenty-four (24) hours' (three [3] days') accumulated but not used sick leave upon resignation, retirement, reassignment to a status that does not include earning sick leave, or upon death to be paid to the beneficiary of the employee.

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<sup>3</sup>Delhi Township requires that employees complete and execute a special form designating their beneficiary to receive payment for accumulated sick leave, vacation, and wages in case of death.

3. Employees who have not completed one (1) year of employment from their date of hire shall not be entitled to unused sick leave credits.
- B. Sick leave may be used by eligible employees when they are incapacitated from the performance of their duties by sickness, injury, or for medical, dental, or optical examination or treatment. Sick leave may also be used by an employee when a member of the employee's immediate family requires the care and attendance of the employee due to illness or injury. Any denial of sick leave shall be in writing. Immediate family is defined as spouse, minor children, parents, including step-children and step-parents, or any individual in which the employee has legal guardianship.
  - C. Employees who are unable to perform their duties because of illness shall personally notify their immediate Supervisor before the start of the workday, or if they have already started their workday, before they leave the premises. The following procedure shall be followed: (1) employees must personally speak with their immediate Supervisor; (2) the first contact should be attempted via the Supervisor's cell phone; (3) calls should not be made between the hours of 10:00 p.m. and 6:30 a.m.; (4) if the Supervisor cannot be reached via their cell phone, a second call should be to the Maintenance facility or the POTW facility. You must ask to speak with a Supervisor only; (5) if no answer on any phone (facility phones or cell phones) you must leave a voice-mail message on your Supervisor's cell phone with a number where you can be reached. In the event the illness or disability extends beyond the first workday, the employee and the employee's immediate Supervisor shall make arrangements as to the frequency of the continued notification by the employee of the illness or disability.
  - D. Records of sick leave accumulated and taken shall be furnished upon request to each employee.
  - E. Abuse of sick leave is cause for disciplinary action, including discharge.
  - F. Sick leave shall not be allowed in advance of being earned. If an employee has insufficient sick leave credits to cover a period of absence, no allowance for sick leave shall be posted in advance or in anticipation of future sick leave credits. In the absence of applicable sick leave credits, payroll deductions for the time lost shall be made for the work period in which the absence occurred.
  - G. If the Employer has reason to believe that an employee is abusing sick time, the Employer may require the employee to submit evidence to verify illness which could include a doctor's verification, and the employee shall submit such evidence. The above includes, but is not limited to, a pattern of sick leave use. Falsification of such evidence shall be cause for disciplinary action, including discharge. Until the required documentation is provided, all absences will be considered lost time and the employee's pay will be reduced accordingly.

- H. The Employer reserves the right to require an employee, at the Employer's expense, if not covered by the employee's insurance, to take a physical or medical examination: (1) if it should appear that said employee is having difficulty performing his/her duties, or (2) on return from any kind of leave of absence such as sick leave or layoff. The physical or medical examination shall be given by a doctor selected by the Employer. If the employee is not satisfied with the determination of the designated physician of the Employer, he/she may submit a report from a doctor of his/her own choosing and at his/her own expense. If the dispute still exists, at the request of the Employer or employee, the designated physician of the Employer and the employee's doctor shall agree upon a third doctor to submit a report to the Employer and the employee. The expense of the third doctor shall be shared equally by the Employer and the employee if not covered by the employee's insurance.
- I. Employees who become ill due to their pregnancy shall adhere to and utilize the sick leave provisions as provided hereunder.
- J. Employees who have accumulated over eight hundred (800) hours of sick leave may convert any such leave over eight hundred (800) hours to vacation at a rate of one (1) vacation day (eight [8] hours) for two (2) sick leave days (sixteen [16] hours) up to a maximum of forty (40) hours of vacation per year. Employees can make the conversion only at the end of June and December of each year.
- K. Accumulated sick leave and sick leave earned shall be calculated to the nearest 1/10<sup>th</sup> of one (1) hour.

## Section 2. Bereavement Leave.

- A. Each regular full-time employee is granted up to three (3) working days off with pay per instance upon death of an immediate family member of an employee. "Immediate family" is defined as spouse, children, parents, brother, sister, grandparents, grandchildren, father-in-law, mother-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law, step-children, step-brother, step-sister, or step-parents. These days off must be taken within the immediate proximity of the death.
- B. Employees may be granted time off without pay to attend the funeral of non-family members upon approval of their immediate Supervisor.
- C. One (1) day, the day of the funeral, is allowed in the case of the death of an uncle, aunt, nephew or niece, to be charged against sick leave.
- D. If an employee must travel to attend a funeral, the employee shall notify their Supervisor and/or the Department Head who may allow additional time to the employee, to be taken from sick leave.

Section 3. Personal Leave. Each regular full-time employee is allowed 24 hours of personal leave per calendar year which is charged to the employee's individual single sick-leave bank.

- A. Requests for use of personal leave shall be made in writing no later than Thursday at 3:00 p.m. for any day the following week, except in the case of an emergency or unforeseen circumstances. Requests shall be submitted to the employee's immediate Supervisor with approval at the sole discretion of the Supervisor and/or Department Head.
- B. New employees hired shall not be entitled to use personal leave until they have completed ninety (90) days of full-time service with the Township, after which, they are entitled to use personal leave on a prorated schedule for the first year as follows:

January 1 through April 30 hire date - 24 hours  
May 1 through August 31 hire date - 16 hours  
September 1 through December 31 hire date - 8 hours

- C. Upon voluntary resignation from employment, use of personal leave may not be utilized during the ten (10) day time period that notice is given.
- D. Unused personal leave shall not be accumulated from year to year.

**ARTICLE 17**  
**HOLIDAYS**

Section 1. Regular full-time employees shall be granted the following twelve (12) paid holidays:

- |                         |                                       |
|-------------------------|---------------------------------------|
| 1. New Year's Day       | 7. Martin Luther King, Jr. Day        |
| 2. President's Day      | 8. Veterans Day                       |
| 3. Good Friday          | 9. Thanksgiving Day                   |
| 4. Memorial Day         | 10. Friday following Thanksgiving Day |
| 5. July 4 <sup>th</sup> | 11. Christmas Eve Day                 |
| 6. Labor Day            | 12. Christmas Day                     |

The specific calendar days to be observed as the holiday shall be determined on an annual basis as approved by the Township Board.

Section 2. Eligible employees required to work on any of the above-named observed holidays shall receive time and one-half (1 ½) for hours worked in addition to their regular holiday pay.

Section 3. In the event an eligible employee is on vacation on any of the above-named observed holidays, the day shall not be deducted from vacation accumulation, but shall be treated as a holiday. In the event the eligible employee is on sick leave on any of

the above-named observed holidays, the employee shall not have that day charged against their allowable sick leave.

Section 4. In the event the scheduled holiday falls on a Saturday, the employee shall receive the Friday prior to the holiday off with pay; in the event the scheduled holiday falls on a Sunday, the employee shall have the Monday following the holiday off with pay.

Section 5. The employee must have worked his/her last scheduled workday prior to the holiday and his/her first scheduled workday after the holiday to be eligible for holiday pay, except in the instance where the absence of the employee is excused by the employee's Supervisor.

Section 6. Regular part-time employees will be eligible for prorated holiday pay, provided the employee has worked or been paid for five hundred twenty (520) hours for a six (6) month period before the holiday. An employee will not be eligible for holiday pay if he or she is entitled to no other pay for the two (2) week period in which the holiday occurs. The calculation for holiday pay will be based on the average hours per day worked or paid in the first thirteen (13) pay periods of the calendar year or the last thirteen (13) pay periods of the calendar year preceding the holiday.

Section 7. Employee eligibility for holiday pay is also subject to the following conditions and qualifications:

- A. An employee who is scheduled to work on a holiday, but fails to report to work shall not be entitled to holiday pay and may be subject to disciplinary action.
- B. The employee must not be on a leave of absence, layoff, or disciplinary suspension.

## **ARTICLE 18** **VACATIONS**

Section 1. All regular full-time employees shall earn vacation credits according to the following schedule based on the last twelve (12) month period of Employer-compensated employment: (Vacation earned is calculated to the nearest one-tenth (1/10<sup>th</sup>) of one (1) hour.)\*

0 - 2 years of employment	3.1 hrs. per pay period
2 - 3 years of employment	3.7 hrs. per pay period
3 - 4 years of employment	4.0 hrs. per pay period
4 - 5 years of employment	4.3 hrs. per pay period
5 - 9 years of employment	4.6 hrs. per pay period
9 - 10 years of employment	4.9 hrs. per pay period
10 - 15 years of employment	5.6 hrs. per pay period
15 years of employment	6.2 hrs. per pay period
20 years and over	6.8 hrs. per pay period

\*Vacation allotment schedule becomes effective the pay period following the employee's anniversary date of employment.

New employees hired shall accrue vacation credits as all other full-time employees according to the schedule outlined in Section 1 above, however, these employees are not eligible to use these accrued vacation credits during the first 90 days of full-time employment.

Section 2. Vacation requests are scheduled through the employee's immediate Supervisor with approval at the sole discretion of the Supervisor and/or Department Head. An employee shall indicate their preference in writing no later than Thursday at 3:00 p.m. for any day the following week, except in the case of an emergency. Under special circumstances, the Supervisor and/or Department Head may allow an employee to utilize vacation time for absences requested after Thursday for any day the following week due to unforeseen situations. Time off requests of one (1) full week or more shall be submitted a minimum of one (1) week in advance. The Employer will make every reasonable attempt to accommodate requests for time off provided that the employee will have sufficient vacation hours accrued by the date that it is used. In the event requests are made on the same day, preference shall be given to the request of the employee with the greatest seniority. In the event more than one (1) employee has requested the same vacation period, and the Employer is unable to grant all of the requests, the requests shall be approved based upon the order in which said requests were made. Any denial shall be in writing.

Section 3. Employees on a leave of absence shall not earn or accrue vacation.

Section 4. Absence on account of sickness, illness, or disability in excess of that authorized for such purposes may, at the request of the employee, be charged against vacation allowance.

Section 5. Records of employee vacation eligibility and vacation days earned and used are available to the employee.

Section 6. In the event of the death of an employee, any earned vacation time shall be paid to the employee's designated beneficiary.

Section 7. Vacation can only be accumulated to a maximum of thirty (30) days (240 hours) on December 31<sup>st</sup> of any given year. All vacation hours over 240 shall be paid at the employee's regular hourly rate of pay as of December 31<sup>st</sup> to be paid out in the next regular bi-weekly payroll provided that a minimum of ten (10) days or eighty (80) hours have been taken sometime throughout the current year; otherwise any time accumulated over thirty (30) days (240 hours) shall be forfeited.

Section 8. Employees terminating employment shall be paid their earned, unused vacation hours accrued to the date of termination, at their current hourly rate of pay, not to exceed two hundred forty (240) hours, provided that they have completed at least one (1) year of employment. Employees who have not completed one (1) year of employment, from their date of full-time hire, shall not be entitled to unused vacation credits. Employees who fail to provide written notice of resignation as provided in Article 20, shall not be entitled to unused vacation credits.

**ARTICLE 19**  
**HEALTH AND DENTAL INSURANCE**

Section 1. Insurance Benefits. Eligible full-time employees are provided with hospitalization and medical insurance coverage the same as non-union employees. Such coverage may be changed from time to time by the Employer. The effective date of coverage is the first day of the month following the date of full-time employment. Eligible full-time employees are provided with dental insurance coverage the same as non-union employees. Such coverage may be changed from time to time by the Employer. The effective date of coverage is the first day of the month following thirty (30) days of continuous full-time employment.

Section 2. Payment in Lieu of Coverage.

- A. Eligible employees who have a spouse or parent working for the Employer who are also eligible for health and dental insurance shall not receive double health and dental insurance coverage under such circumstances. Such employees shall receive payment in lieu of coverage as outlined in paragraph B below.
  
- B. Eligible employees who have health and/or dental insurance available through their spouse or parent shall have the option to decline Township health and/or dental insurance coverage and receive payment in lieu of coverage. If the employee elects payment in lieu of coverage, the employee shall receive a flat rate of \$350 per month for health care and \$35 per month for dental. Payment in lieu of coverage will be paid on the first payroll of each month (following last month of coverage). Employees can exercise this option only once per calendar year. Payment in lieu of coverage is fully taxable to the employee electing said payment. Any employee electing not to take health insurance and/or dental insurance shall sign an Employer-provided waiver and shall be subject to any re-enrollment or other requirements imposed by the insurance carrier.

**ARTICLE 20**  
**RESIGNATION**

Any employee desiring to resign from their employment with the Employer shall file a letter of resignation with the Assistant Township Manager of Human Resources at least ten (10) working days prior to the effective date of such resignation. Failure to provide that notice shall result in loss of payment for accrued sick leave and/or vacation leave which the employee would have otherwise been entitled to upon separation of employment.

**ARTICLE 21**  
**PAYROLL**

The Employer provides, at the employee's request, direct deposit services of the employee's payroll check within the current capability of the payroll processing system.

**ARTICLE 22**  
**EDUCATION REIMBURSEMENT**

Section 1. General. Full-time employees who desire to continue their education through courses which are not a requirement of their position with the Employer are eligible for education reimbursement provided courses taken will maintain or improve the employee's skills as it relates to his/her employment with the Employer. Said courses shall be taken on the employee's off-duty time at the employee's expense. Reimbursement shall be considered under the following conditions:

Section 2. Authorization. All requests for education reimbursement must be approved by the Department Head and the Township Manager and are subject to the following:

- A. Requests must be approved prior to the commencement of the course(s).
- B. It must be shown that the course is job related and will benefit the employee's employment with the Employer.
- C. Requests must include:
  - 1. the name of the college or university you will be attending;
  - 2. the starting and ending date of the course;
  - 3. the cost of tuition; and
  - 4. a description of the course.

Section 3. Reimbursement. Reimbursement for eligible courses approved as outlined in Section 1 above is limited to a maximum of one thousand dollars (\$1,000) per calendar year and is subject to the following:

- A. Reimbursement shall be limited to the cost of tuition and books only.
- B. All original receipt(s) must be submitted for the actual cost of tuition and books for which reimbursement is being requested.
- C. Reimbursement shall be made only after proof of successful completion of the course.
- D. Reimbursement shall be approved by the Township Manager.

Section 4. If the Employer reimburses an employee for continuing education and the employee either resigns or his/her employment is terminated, the employee shall reimburse the Employer by payroll deduction or from other monies owned the employee by the Employer or by other means, from the date of payment of school fees by the Employer per the following;

- A. If employment is terminated within one (1) year of the completion of a course, the employee shall reimburse the Employer one hundred percent (100%) of the costs.
- B. If employment is terminated within two (2) years of the completion of a course, the employee shall reimburse the Employer fifty percent (50%) of the costs.

### **ARTICLE 23** **MILEAGE**

Employees, who are required by the Employer to use their personal vehicles during the course of employment for carrying out their job responsibilities for the Employer, shall be reimbursed at the current IRS rate per mile, which rate shall not be made retroactive in the event the IRS changes the rate retroactively.

### **ARTICLE 24** **PENSION PLAN**

Each eligible regular full-time employee covered by this Agreement shall be provided with a defined contribution pension plan. The Employer will contribute to the plan an amount equal to ten percent (10%) of the employee's basic annual earnings based upon two thousand eighty (2,080) hours paid at the employee's hourly rate. Basic annual earnings do not include overtime, shift premium, mileage, certification, on-call, cash in lieu of benefits, or amounts earned prior to the date of commencement of participation in the plan. Eligible employees must have two (2) years of full-time service to be one hundred percent (100%) vested. The effective date of eligibility is the first day of the month following ninety (90) days of continuous full-time employment.

In addition to the above, the Employer will contribute a match of the employee's contributions of up to 2.5% of the employee's basic annual earnings. Employees can make a one-time irrevocable election to contribute 1%, 1.5%, 2% or 2.5%, effective as of January 1, 2016, or upon ratification and approval of this Collective Bargaining Agreement, whichever occurs later.

**ARTICLE 25**  
**WORKSHOPS AND SEMINARS**

Section 1. The following shall apply to all claims for reimbursement of expenses for attending workshops and seminars on behalf of the Employer.

- A. Attendance at a workshop or seminar must have the prior approval of the Department Head and the Township Manager.
- B. Travel by private automobile is reimbursed at the current IRS rate per mile.
- C. If transportation is by an Employer-owned vehicle, mileage does not apply. Actual expenses of the vehicle will be paid by the Employer upon tender of the receipts.
- D. If travel is by common carrier, fare will be reimbursed if receipts have been retained and submitted with the expense voucher.
- E. Reimbursement for meals will be allowed while traveling to and from and at the place of the workshop or seminar, at thirty dollars (\$30) per day plus fifteen percent (15%) of the actual receipts for tips.
- F. When a member of the employee's family, *i.e.*, wife, husband, son, or daughter, shares the hotel or motel room, the single occupancy rate will be reimbursed provided, however, that receipts have been retained and submitted with the expense voucher.
- G. Tolls, telephone, and telegraph expenses will be reimbursed when it is necessary as part of the trip on behalf of the Employer; taxi fare is reimbursable only if the trip was made by a common carrier.
- H. Parking fees during the workshop or seminar will be reimbursed if receipts are retained and submitted with an expense voucher.
- I. An expense voucher shall be submitted within thirty (30) days following the workshop or seminar attended by the employee.
- J. The following items will not be reimbursed under any circumstances:
  - 1. Travel insurance;
  - 2. Laundry or dry cleaning;
  - 3. Hospitality or entertainment expenses.
- K. Employer-owned motor vehicles shall be used for Employer purposes only. No unauthorized persons shall be allowed to ride in Employer vehicles at any time

except on the authorization of the Township Manager. Any violation may result in disciplinary action against the employee.

Section 2. Advance Payment. Employees may receive a travel advance prior to their traveling on Employer business. The advancement must be approved by the Department Head and the Township Manager under the following provisions:

- A. The request for advance payment must be in writing on a form provided and received by the Township Manager at least five (5) days prior to issuance date desired.
- B. A complete expense report shall be made by the employee to the Township Manager within thirty (30) calendar days after his/her return.
- C. Receipts for hotel bills, registration fees, meals, plane, railroad, or bus tickets must be filed with the report.

Section 3. An employee will not be required to attend any seminar or workshop while on-call, unless the employee wishes the Employer to secure coverage.

## **ARTICLE 26** **RETIREMENT BENEFITS**

Section 1. Eligible full-time employees will be provided with retirement benefits the same as eligible non-union employees (current plan attached hereto as Appendix A). Retirement benefits may be changed from time to time by the Employer.

## **ARTICLE 27** **JURY DUTY**

The Employer will pay an employee called for jury duty his/her regular straight time rate which that employee would earn if working. Any earnings, not including reimbursed expenses, received from the court shall be turned in to the Employer. An employee excused from jury duty or examination with at least one and one-half (1 ½) hours remaining in their work schedule on any workday shall report to work for the balance of the day. In order to receive regular wages for time spent on jury duty, the employee shall: (a) provide the Employer with prior notice that the employee has been summoned for jury duty, (b) furnish satisfactory evidence that he/she reported for or actually performed jury duty on the days for which payment is claimed, and (c) present to the Employer payments received for such jury duty.

## **ARTICLE 28** **SAVINGS**

Section 1. If any Article or Section of this Agreement or any addendum thereto should be held invalid by operation of law or by any tribunal or any court of competent jurisdiction, or

if compliance with or enforcement of any Article should be restrained by such tribunal pending a final determination as to its validity, the remainder of this Agreement and addendums shall not be affected thereby, and the parties shall enter into immediate collective bargaining negotiations for the purpose of arriving at a mutually-satisfactory replacement for such Article or Section.

**ARTICLE 29**  
**SUPPLEMENTARY EMPLOYMENT**

Part-time supplemental employment is permitted under the following conditions:

That the additional employment must in no way conflict with the employee's hours of employment, or in quantity or interest conflict with the satisfactory and impartial performance of his/her duties. The employee shall inform the Assistant Township Manager of Human Resources of their supplemental employment.

**ARTICLE 30**  
**PART-TIME EMPLOYEE BENEFITS**

- A. Part-time employees receive wages only, and shall not be entitled to fringe benefits as stated in this Agreement, except as specifically provided.
- B. For the purposes of computing fringe benefits such as vacation, sick leave, retirement, etc., part-time service prior to full-time employment is not counted either towards eligibility or placement in the various schedules.

**ARTICLE 31**  
**WORKERS' COMPENSATION INSURANCE**

Employees are covered by workers' compensation insurance. When an injury occurs in the line of duty, the employee must report such injury immediately to their immediate Supervisor. Employees are required to observe safe working practices. Evidence of unsafe working practices by an employee will subject that employee to disciplinary action.

While an employee is off work due to a workplace injury, the employee shall be required to use all accrued paid leave time. During the employee's paid leave time, the Employer shall continue to pay all Employer paid fringe benefits. When all paid time off is exhausted, all Employer paid fringe benefits will be discontinued with the exception of Employer paid health insurance premiums. Employer paid health insurance premiums shall be continued for up to eight (8) months.

**ARTICLE 32**  
**SALARY INCREASES**

- A. Employees are eligible for step increases commensurate with their “anniversary date” after working two thousand eighty (2,080) hours.
- B. Step increase progression is effective the first day of the pay period following the employee’s “anniversary date.”
- C. Employees who are promoted shall receive a wage which results in a minimum of a five percent (5%) pay increase that is within the range limits of the applicable pay grade.
- D. “Anniversary date” shall be either the date of hire or promotion, and that date is the potential time that employees are eligible to advance to the next step in his/her current pay grade.

**ARTICLE 33**  
**TELEPHONE USE AND CHANGE OF NAME OR ADDRESS**

Section 1. Telephone Calls. Use of Employer telephones is not permitted for long-distance personal calls without documentation of such calls and reimbursement to the Employer for the cost of such calls. All personal calls shall be kept to a minimum.

Use of personal cell phones shall be permitted on the jobsite during the employee’s working hours provided that all calls are kept to a minimum and do not interfere with the safety or work being performed. If the Employer suspects abuse of personal phone calls, the employee may elect to provide evidence to the contrary in their defense.

Section 2. Change of Name, Address, or Telephone Numbers. Any changes to an employee’s name, address, or telephone number shall be reported to the Assistant Township Manager of Human Resources as soon as it is known.

**ARTICLE 34**  
**PROBATIONARY PERIOD**

All employees shall be on probation for the first twelve (12) months of full-time employment from their full-time date of hire. Absences from work shall extend the probationary period accordingly.

During the probationary period, new employees hired may be terminated without recourse and shall not be entitled to the benefits of the grievance procedure. These probationary employees are employees at-will whose employment may be terminated for any reason or for no reason.

Employees who are promoted shall be probationary employees for the first twelve (12) months of employment in that position. During this period either the employee or the Department Head may determine that the employee is not suited for the position. If this is determined, the employee will return to the position held prior to the promotion and the last person hired may be laid off. Employees who become certified by the State of Michigan Department of Environmental Quality (DEQ) as a Sewage Treatment Works Operator and move from one pay grade to a higher level pay grade due to said certification shall not be considered promoted for purposes of this Article.

Part-time employees shall be on probation for the first two thousand eighty (2,080) hours worked from their date of hire. For purposes of this Section, all hours paid shall be considered hours worked.

## **ARTICLE 35** **TOWNSHIP EQUIPMENT**

Section 1. Borrowing of Employer Equipment. Any equipment owned by the Employer shall not be loaned or rented to any persons.

Section 2. Care and Control of Property. Every employee is individually charged with the responsibility for the proper care and use of Employer property and equipment and is accountable for that which is issued to him/her. An employee may be held personally responsible for any damage to or loss of Employer property or equipment resulting from his/her carelessness or negligence. Employees shall report to their immediate Supervisor any damage to or loss of Employer property. In case of damage to an Employer-owned motor vehicle, the employee reporting the damage shall secure a copy of the police report, if reported to any police department, and attach the police report to the report submitted to their Supervisor.

Section 3. Loss of or Damage to Equipment or Property. It shall be deemed neglect of duty on the part of any employee to carelessly lose or damage any Employer equipment or property or to fail to report such loss.

Section 4. Uniforms. The Employer shall provide each employee with uniforms provided by a uniform company at the discretion of the Employer. Uniforms will be kept at the employee's designated facility. All laundering of specific uniforms will be provided by the uniform company. Soiled laundry shall be placed in an approved container provided by the uniform company. Uniforms shall be worn by the employee daily in the performance of their job duties. Any damage or repairs needed to uniforms shall be reported, tagged, and bagged separately prior to turning in to uniform company for repair, as per uniform company's policy. No other patches, pins, or other adornments shall be allowed without prior approval of the Employer. Uniforms shall only be worn during any hours working for the Township, including paid or unpaid lunch times.

Additionally, the Employer will provide Carharts (bib overalls, coat/jacket), hats, gloves, rain gear, and safety boots to each employee and replace as needed due to wear.

Section 5. Safety Equipment. When the Employer requires the wearing or using of safety equipment for employees, such as safety glasses, and any other protective clothing, etc., the Employer will pay the full cost of such required equipment, and the employees shall be required to either wear or use such equipment during their working hours. Prescription safety glasses (both frames and lenses) shall be provided not more than every two (2) years under normal wear. Upon demonstration of abuse or intentional destruction of such equipment, replacement thereof shall be at the employee's sole expense.

### **ARTICLE 36** **POLITICAL ACTIVITY IN THE WORKPLACE**

No political activity, including the signing of petitions, shall be permitted in the workplace, which shall be deemed to be any place during the normal workday where an employee is engaged in the discharge of his/her duties on behalf of the Employer.

### **ARTICLE 37** **GENDER**

The use of the male gender herein shall include the female and vice-versa unless otherwise specifically stated.

### **ARTICLE 38** **GRIEVANCE PROCEDURE**

Section 1. A grievance is defined as a complaint of an employee which involves the interpretation, application of, or compliance with specific provisions of this Agreement. Any grievance filed shall refer to the specific provision(s) alleged to have been violated and shall adequately set forth the facts pertaining to the alleged violation including time and date and shall state the remedy desired. All grievances shall be commenced within five (5) working days after the grievance has become known or should reasonably have been known by the employee. Any claim not conforming to the provisions of this definition shall be automatically defined as not constituting a valid grievance.

This is not meant to replace ongoing communication between management and employees. It is the desire of the parties that all disputes or complaints by employees be resolved, if possible, between the employee and the employee's immediate Supervisor before resorting to a grievance proceeding.

Section 2. The affected employee and the Union having a grievance shall present it according to the following procedure and as provided in Section 1.

Step 1. The grievance shall be submitted in writing and signed by the affected employee and the Union and presented to their Department Head within five (5) working days as provided in Section 1. The Department Head will meet with the affected employee and the Union to discuss the

grievance within five (5) working days of receipt of the grievance and shall respond to the grievance within five (5) working days after the meeting. The employee shall suffer no loss of pay for the time spent with the Department Head to discuss the grievance. The Department Head does not have the authority to change, alter, or modify any of the provisions contained in this Agreement. The decision of the Department Head shall not act as precedent.

Step 2. If the answer of the Department Head received in Step 1 is not satisfactory to the affected employee and the Union, the affected employee and the Union shall, within five (5) working days of receiving the response in Step 1, submit the grievance in writing to the Assistant Township Manager of Human Resources. The Assistant Township Manager of Human Resources may arrange for a meeting with the affected employee, the Union, the Department Head, and other necessary parties to discuss the grievance. The Assistant Township Manager of Human Resources shall submit an answer in writing within five (5) working days after receipt of the grievance or the meeting, whichever is appropriate. The Assistant Township Manager of Human Resources does not have the authority to change, alter, or modify any of the provisions contained in this Agreement. The decision of the Assistant Township Manager of Human Resources shall not act as precedent.

Step 3. If the answer of the Assistant Township Manager of Human Resources received in Step 2 is not satisfactory to the affected employee and the Union, the affected employee and the Union, within five (5) working days thereafter, shall submit in writing to the Township Manager, a notice of appeal of the grievance.

Step 4. The Township Manager may arrange for a meeting with the affected employee, the Union, the Assistant Township Manager of Human Resources and the Department Head, and any other necessary parties to discuss the grievance. The Township Manager shall submit an answer in writing within five (5) working days after receipt of the grievance or the meeting, whichever is appropriate. The Township Manager does not have the authority to change, alter, or modify any of the provisions contained in this Agreement. The decision of the Township Manager shall not act as precedent.

Step 5. In the event the decision of the Township Manager is unsuccessful in facilitating a settlement of the dispute(s), the parties may mutually agree to proceed to mediation by contacting the Michigan Employment Relations Commission and requesting that a state mediator be assigned to assist them in settlement of the dispute. In the event mediation is unsuccessful in facilitating a settlement of the dispute(s), the Union may file a demand to arbitrate the grievance within fifteen (15) days following the conclusion of mediation. If the parties do not agree to proceed to

mediation, the Union may file a demand to arbitrate the grievance within fifteen (15) days following the date of the Township Manager's decision.

Step 6. Arbitration. Grievances may be submitted to arbitration in accordance with the following:

- A. The Union shall file a demand to arbitrate a grievance with the American Arbitration Association in accordance with AAA procedures or the parties may mutually agree in writing on the selection of an arbitrator.
- B. The arbitrator's powers shall be limited to the application and interpretation of this Agreement as written. The arbitrator shall be without power or authority to add to, subtract from, or modify the terms of this Agreement in any respect, or establish or modify wage rates.
- C. The arbitrator shall give full recognition to the doctrine of residual rights and the Employer's exercise of any of its rights not limited by the express provisions of this Agreement. By accepting a case from the parties, the arbitrator acknowledges its limitations of authority, and agrees not to decide an issue, which is outside of its jurisdiction under this Agreement. Any award of the arbitrator for a continuing violation shall not be retroactive prior to the time the grievance was first submitted in writing. There shall be no appeal from the arbitrator's decision if made in accordance with his/her jurisdiction and authority under this Agreement. The arbitrator's decision shall be final and binding on the Employer, on the employee or employees, and on the Union.
- D. Fees and expenses of the arbitrator shall be borne equally between the Employer and the Union. The Employer, upon request, shall make employees who are on duty available as witnesses.

Section 3.

- A. The time limits stated in the grievance procedure may be extended by mutual written agreement of the parties.
- B. The failure of the Employer to communicate its decision to the affected employee and the Union within the specified time limits shall be considered a denial of the grievance and permit the affected employee and the Union to proceed to the next step in the Grievance Procedure. Any grievance not appealed by the affected employee and the Union from a decision in one of the steps to the next step within the prescribed time limit shall be considered dropped and not subject to further appeal unless the time limit is extended by mutual written agreement.

C. All dispositions of written grievances shall be made in writing.

Section 4. For the purpose of the grievance procedure, a “day” shall mean a working day ending at 5:00 p.m. and shall not include Saturday, Sunday, or holidays and shall not include the day on which the grievance is presented or appealed by the affected employee and the Union or is returned by the Township.

Section 5. Election of Remedies. When remedies are available for any grievance of an employee through any administrative or statutory scheme or procedure, such as, but not limited to, a veteran’s preference hearing, civil rights hearing, or Department of Labor hearing, in addition to the grievance procedure provided under this Agreement, and the employee elects to utilize the statutory or administrative remedy, the affected employee shall not process the complaint through any grievance procedure provided for in this Agreement. If an employee elects to use the grievance procedure provided for in this Agreement and, subsequently, elects to utilize the statutory or administrative remedies, then the grievance shall be deemed to have been withdrawn and the grievance procedure provided for hereunder shall not be applicable and any relief granted shall be forfeited.

**ARTICLE 39**  
**TIME OFF**

Every reasonable attempt will be made by the Employer to accommodate an employee’s request for time off. Minimum staffing levels will be considered in approving time off requests during the July 4<sup>th</sup> holiday and opening deer hunting season. However, approval of time off shall be at the Employer’s sole discretion.

**ARTICLE 40**  
**JOB ANALYSIS AND CLASSIFICATION REVIEW**

Eligible employees will be provided with opportunities for review of individual job descriptions and classifications the same as non-union employees. The Employer’s policy on the job analysis and classification review process may be changed from time to time by the Employer.

**ARTICLE 41**  
**WAGES**

Section 1. Wages. Wages shall be paid according to the “2016 Employee Compensation Schedule,” effective January 1, 2016, attached hereto as Appendix B.

Section 2. Pay Grades. Employees covered by this Agreement shall be placed on the Employee Compensation Schedule as follows:

Environmental Coordinator:	Pay Grade 7
Maintenance Mechanic Level I:	Pay Grade 5
Maintenance Mechanic Level II:	Pay Grade 6
Plant Operator I:	Pay Grade 5
Plant Operator II:	Pay Grade 6
Plant Operator III:	Pay Grade 7

Section 3. Cost of Living Increases. Cost of Living increases will only be applied to wages each year as approved by the Employer, if applicable, as it applies to all other full-time and regular part-time employees of the Employer.

**ARTICLE 42**  
**CERTIFICATION**

A. Plant Operator Certification. Any Plant Operator covered by this Agreement who becomes certified by the State of Michigan Department of Environmental Quality (DEQ) as a Sewage Treatment Works Operator shall be eligible for a wage increase from one pay grade to a higher level pay grade subject to the following requirements, and shall be effective with the first payroll in September in any given year following eligibility:

Plant Operator I - No certification required.  
(Pay Grade 5)

Plant Operator II - Certified as a MDEQ Class "D" Operator and two (2) years of experience as a Plant Operator I.  
(Pay Grade 6)

Plant Operator III - Certified as a MDEQ Class "B" Operator and two (2) years of experience as a Plant Operator II.  
(Pay Grade 7)

B. Maintenance Mechanic Certification. Any Maintenance Mechanic I covered by this Agreement who becomes certified by either the Michigan Water Environment Association (MWEA) in Collection System Maintenance Grade I, Plant Maintenance Technologist Grade 1 or the State of Michigan Department of Environmental Quality (MDEQ) as a Sewage Treatment Works Operator Class "D" shall move to a Maintenance Mechanic II position, which shall be effective with the first payroll in September in any given year following eligibility

and shall be added to the on-call rotation effective January 1 of the following year.

- C. Any employee covered by this Agreement who becomes certified by the MDEQ or the MWEA as itemized below and does not otherwise qualify for placement in any of the categories listed under A or B above, shall be eligible for an annual payment from the Employer for such certification according to the following schedule and shall be made on the first payroll in September of each year following eligibility.

MDEQ Plant Operator Certification - Classification A	-	\$400
MDEQ Plant Operator Certification - Classification B	-	\$300
MDEQ Plant Operator Certification - Classification C	-	\$200
MDEQ Plant Operator Certification - Classification D	-	\$100
MWEA Grade 1 Collection System Maintenance Certification	-	\$100
MWEA Grade 1 Plant Maintenance Technologist Certification	-	\$100

- D. In no case shall payment be made by the Employer under multiple categories listed under Sections A, B, and C. above for the same certification.
- E. Employees receiving certification in any of the above categories are required to maintain ongoing educational credits in order to maintain their certification.
- F. The Employer will pay for the first certification exam for each classification identified above. If the employee fails the exam, the cost for subsequent exams shall be borne by the employee.
- G. The Employer will assist the employees by providing information regarding the above certifications if known by the Employer.

#### **ARTICLE 43** **WAIVER**

It is the intent of the parties hereto that the provisions of this Agreement shall supersede all prior agreements or understandings, oral or written, expressed or implied, between such parties and will, henceforward, govern their entire relationship and constitute the sole source of any and all rights or claims which may be asserted hereunder or otherwise.

It is the intent of the parties that this Agreement contains all economic and non-economic terms and conditions of employment applicable to employees covered by this Agreement. Both parties accordingly acknowledge that during the negotiations which resulted in this Agreement, each had unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining, and that the understandings and agreements arrived at by the parties after the

exercise of that right and opportunity are set forth in this Agreement. Therefore, the Employer and the Union, for the life of this Agreement, each voluntarily and unqualifiedly waives the right, and each agrees that the other shall not be obligated to bargain collectively with respect to any subject or matter not specifically referred to or covered by this Agreement, even though such subject or matter may not have been within the knowledge or contemplation of either or both parties at the time they negotiated or signed this Agreement.

#### ARTICLE 44 PERSONNEL MANUAL

Employees covered by this Collective Bargaining Agreement shall refer to Delhi Township's Personnel Manual for policies and procedures which are not specifically addressed by this Collective Bargaining Agreement. The guidelines, rules, regulations or materials found in the Personnel Manual are intended to inform what is expected of employees and what employees can expect from Delhi Charter Township.

The terms and conditions of the manual are not intended to and do not establish or create any contractual obligation, express or implied, or any other obligation on either Delhi Township's part or the part of the employees to maintain employment for any period of time. If any such obligation exists, it is based solely on the terms of the Collective Bargaining Agreement governing the terms of employment.

Although the contents of the Personnel Manual are intended to cover the concerns and eventualities which might arise with an employee, those guidelines cannot anticipate every situation or answer every question concerning employment. Employees are encouraged at any time to ask questions about any guidelines, rules, policies or regulations and to consult with the Assistant Township Manager of Human Resources for a clearer understanding of the same.

Delhi Charter Township reserves the right to change or revise the Personnel Manual with or without notice, at any time if necessary.

**DELHI CHARTER TOWNSHIP**

**INGHAM COUNTY EMPLOYEES  
ASSOCIATION/PUBLIC EMPLOYEES  
REPRESENTATIVE ASSOCIATION,  
LOCAL 1107**

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Evan Hope, Township Clerk

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Joseph Keeley, President

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John Elsinga, Township Manager

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Roger Adams, Vice President

---

Wendy Thielen  
Assistant Township Manager-HR

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Nicholas Neeb, Vice President

---

Corey Smith, Secretary