

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

The members of the Delhi Charter Township Committee of the Whole met on Tuesday, September 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 Jon Harmon, John Hayhoe, Megan Ketchum, DiAnne Warfield

Members Absent: None

BUSINESS

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

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

FIRE DEPARTMENT – AUGUST ACTIVITY REPORT

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

COMMUNITY DEVELOPMENT DEPARTMENT – AUGUST ACTIVITY REPORT

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

Ms. Miller distributed an outline and gave an overview of the Holt Road/Ram Trail project.

Clerk Hope stated that the Township should begin budgeting funds each year for new sidewalks. If not, the Township will get further behind in addressing walkability and connecting neighborhoods to the trails.

Supervisor Davis concurred that this should be a priority.

Trustee Warfield also concurred but stated that we need to see the bigger picture of where sidewalks exist and don't exist. Choices will have to be made regarding which areas to address because there still won't be enough money.

Tracy Miller reminded the Board that she proposed updating the Non-Motorized Transportation Plan in 2016 and the Township now has good data regarding sidewalk inventory that can be incorporated in the plan. This can help prioritize areas to address in a systematic way.

Trustee Warfield stated that she would like regular updates on projects that the Board has approved.

SUBJECT TO APPROVAL

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

FY 2016 BUDGET DISCUSSION

Twp. Mgr. Elsinga recommended that \$100,000 be budgeted over the next five years for sidewalk improvements; if the Board agreed, \$100,000 could be added to the FY 2016 Budget. Ms. Miller stated that the Township has \$50,000 to be used toward ADA implementation.

Trustee Harmon spoke of investing in the staff to provide better services. Twp. Mgr. Elsinga spoke of the blending of the Parks and Recreation Department with the Building and Grounds Department which will strengthen and improve both departments.

PUBLIC COMMENT – None

ADJOURNMENT

Meeting adjourned at 7:24 p.m.

Date: October 6, 2015

Evan Hope, Township Clerk

Date: October 6, 2015

C.J. Davis, Supervisor

/af

SUBJECT TO APPROVAL

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:** September 1, 2015**RE:** August 2015 Monthly Report**HIGHLIGHTED CASES AND INCIDENTS:**

- 8/1/2015 Deputies assisted Bath Township for a mutual aid request for shots fired at Chandler crossing. They needed assistance with a large crowd that had gathered.
- 8/1/2015 A woman was trying to transport her intoxicated husband home when he stated to her he was suicidal. As she slowed down, he proceeded to jump out of the moving car. Deputies had Delhi Fire treat and transport the male to the Hospital where they petitioned him for treatment due to the suicidal statement, and issued him a disorderly person citation.
- 8/3/2015 Deputy Ward and Deputy Hughett attempted to stop a vehicle for failure to dim. The driver a 19 year female, immediately sped up and tried to elude the Deputies. The driver was found at her residence, and was arrested for fleeing and eluding. She stated the she fled because she was scared of the police.
- 8/7/2015 The Fugitive Team requested Delhi Deputies to assist with the apprehension of a wanted felon who had skipped bond to Washington State. The wanted person had come back to Michigan in an attempt to get some money before heading back to Washington. The Deputies and the Fugitive were able to find and arrest him.
- 8/9/2015 Deputies responded to Keller road for a domestic between a mother and her adult daughter. The mother was found to have threatened her daughter with a knife and

was arrested for felonious assault.

- 8/9/2015 While investigating a domestic at Huntley Villa, Dep. Pulst was almost struck by a truck careening through the parking lot. The truck crashed into a fence, where Dep. Pulst was able to make contact with the driver. The driver was found to be intoxicated and was arrested.
- 8/13/2015 Deputies responded to College road for an accidental shooting. The victim was attempting to clean his gun, and accidentally shot himself in the hand. He was turned over to Delhi Fire for treatment.
- 8/15/2015 On Main St, a person called to report that their neighbor, a 20 yr old autistic person, had broken into their basement. Deputies, with the neighbor's help, were able to get the suspect to go to the hospital. Sgt. Flint followed up, and was able to get more appropriate housing in a foster home for the suspect, as his father was unable to provide proper care for him anymore.
- 8/19/2015 Detectives are investigating a possible unarmed robbery that happened at Holt and Cedar. A store manager was robbed of a store deposit. This is still under investigation.
- 8/19/2015 LPD requested assistance with a stabbing in Mill Pond Village. Deputies assisted in the arrest of the suspect, and he was turned over to LPD.
- 8/20/2015 Armed with a warrant for a suspect's arrest, Deputies went to an apartment in Aspen Lakes. A resident said he wasn't there, however a Deputy spotted him in the window. Deputies gained entrance, and searched the apartment to no avail. Then Deputies went into the attic, and still couldn't find him. Fortunately, the suspect couldn't sit still any longer and revealed his position: he was buried in the insulation.
- 8/22/2015 A Township golf cart was stolen from behind the high school during Hometown Days. So far, it has not been located.
- 8/24/2015 Deputy Lo stopped a vehicle at Cedar and Keller for a broken taillight. Driver was found to have several felony warrants, and the vehicle was reported as stolen out of Lansing. He was arrested, and the vehicle turned over to Lansing for their report. This arrest led to additional information on another suspect involved in the theft, and that person has since been arrested by Deputies for Lansing as well.
- 8/28/2015 A female driver stopped for speeding at Wilcox and Aurelius attempted to flee on foot. Dep. Duling was faster, and was able to catch and arrest her. She also claimed to be scared of the police, turning a simple speeding ticket into a disorderly arrest and a trip to the Ingham County Jail.
- 8/28/2015 Delhi Fire called for assistance with a female suffering from an overdose in a parking lot. Suspected Heroin was recovered, and the female was transported to the hospital. This is still under investigation.

- 8/28/2015 Deputies assisted LPD with another overdose at Jolly and Dunckel. Deputy Kuch was close by, and found the Suspect in a vehicle at that location. He administered first aid until LPD and Lansing Fire arrived. Turned over to LPD for further investigation.
- 8/29/2015 Deputies assisted LPD with perimeter points to assist with a search for 4 suspects in an armed robbery of Dicker and Deal. All 4 suspects were located and arrested.
- 8/30/2015 LPD didn't have any units to respond to another overdose at Pennsylvania and Miller. The suspect this time was found unresponsive in a public restroom. Deputies were able to provide first aid until Lansing Fire arrived. This also was turned over to LPD.

STATISTICS:

During the month of August, Deputies responded to 390 calls for service (written and blotter complaints). They made 73 arrests of which 51 were self – initiated, and 7 were for OWI. Deputies issued 273 citations. Deputies conducted 257 business/property checks, 12 liquor inspections, and spent 161.9 hours in Community Policing. Deputies participated in 46.1 hours of training.

Calls for Service

	2013	2014	2015
August	434	389	390
Year to Date	3119	2367	2933

Total Arrests

	2013	2014	2015
August	115	142	73
Year to Date	924	966	609

Total Self – Initiated Arrests

	2013	2014	2015
August	60	76	51

Year to Date	520	546	337
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Citations Issued

	2013	2014	2015
August	202	263	273
Year to Date	1691	1717	1911

The Ingham County Sheriff’s Office would like to remind everyone that we **NEVER** solicit money over the phone, or try to get people to pay any fines over the phone. If you receive a call saying that you owe money or have a warrant for your arrest and you can pay the fine over the phone, it is a **SCAM**. Do not send the caller any money.

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

With the warmer weather, the Sheriff’s Office Delhi Division would like to remind everyone to lock their car doors if they are parked outside. Unlocked cars are a crime of opportunity for criminals in neighborhoods. Keep them locked, and valuables such as cell phones in your home and you can avoid potential problems.

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Greg S. Harless
Chief Deputy

Sam Davis
Major

Joel Maatman
Major

TO: Lt. Elliott
FROM: Deputy Mary Hull #5353
DATE: Thursday, September 10, 2015
RE: August 2015 Monthly Report

MONTHLY STATS:

Complaints:	21
Property Checks:	13
Community Policing hours:	79
School Checks:	16

COMMUNITY POLICING ACTIVITY:

On August 4, Ingham County Sheriff's Office – Delhi Division and Delhi Fire put on the annual National Night Out at Veterans Memorial Park. Deputy Huhn, Deputy Bowden, Deputy Simison and I with special guest Deputy Macomber and K-9 Brix, attended. National Night Out is an annual community building campaign that promotes police-community partnerships and neighborhood camaraderie to make our neighborhoods a safer, better place to live. Nearly 100 to 150 residents attended this year's event. In addition to crime prevention information we offered bike registration, child ID kits, and children's activity coloring books. Deputy Huhn enlisted the help of the Army, Nifty and Shenanigans the clown, Holt Nazarene Church, and Ingham County Sheriff's Office Motor Unit to make the event successful.

During the month of August, I continued to keep the community updated through the Ingham County Sheriff's Office – Delhi Division Facebook page. Some of the topics on the page included Do 1 Thing (get involved; make your community stronger); S.T.O.P.P.E.D. Program (Sheriff's Telling Our Parents and Promoting Educated Drivers) a parental notification system to reduce the number of young drivers who are involved in motor vehicle crashes each year; reminder to followers that Ingham County Sheriff's Office does not call individuals advising them that they have a warrant for their arrest and request money via Green Dot Cards; Holt Hometown Days Event reminder and the activities during the event; and a reminder to followers that school is in session and to remember a few important driving rules (yielding to pedestrians using cross walks, stopping for crossing guards and intersections at stopping for school buses when the red lights are flashing).

On August 22, Deputy Huhn, Deputy Simison, members of the volunteer Motor unit, Ingham County Explorer Post and I assisted with the traffic control for the annual Hometown Days parade. After the parade, Deputy Huhn, Deputy Simison and I attended the bike rodeo at First Presbyterian Church, the bingo tent at Buddies Grill, and the vendor show at Veterans Memorial Garden. Deputy Huhn, Deputy Simison, Ingham County Explorers, and I utilized the Ingham County Sheriff's Office Command Pod at Holt Jr. High offering a police presence for any emergencies and provided the public with bike registrations, child identification kits; safety oriented brochures, and operated the seatbelt convincer. In addition to the other events offered during the day Deputy Huhn, Deputy Simison, members from Ingham County Dive Team, members from Ingham County Sheriff's Office Special Response Team, deputies assigned to the traffic unit, volunteers from the motor unit, and I presented some of our equipment and vehicles for children of all ages during Touch a Truck.

On August 30, Deputy Huhn and I attended Delhi Manor Beach Party and Windmill Mobile Home Park Hot Dogs in the park. At the Delhi Manor Beach Party Deputy Huhn and I passed out home security brochures to residents, coloring pages, stickers and tattoo's to the children. At Hot Dogs in the Park at Windmill, Deputy Huhn and I ran the seatbelt convincer, handed out home security brochures for residents, coloring pages, stickers and tattoo's to children. In addition, Delhi Fire Department brought out an ambulance and fire truck for the kids to explore and Deputy Narlock and K-9 Smoke made special appearance.

OTHER HIGHLIGHTS:

During the month of August I responded to 21 calls for service, some of these calls included an assault, unlawful driving away of a motor vehicle, fraudulent activity, accidental shooting, and follow up on a suicidal subject.

On August 5, I was asked to follow up on a suicidal subject from the night before. Night shift command advised that they received a call from an individual about a juvenile male that wanted to harm himself. The caller advised that their child saw s messages on social media but only knew the juveniles name, approximate age and possibly a Holt student. Night shift was not able to locate the juvenile that had posted the messages on social

media and asked that I try to identify the subject. I was able to access Holt Public Schools website and locate a possible match. I then made contact with the juvenile's mother and juvenile. The juvenile admitted that he had posted the threat to harm himself on social media because he was feeling depressed. I encouraged the juvenile's mother to seek the help of professionals for her son.

On August 12, I responded to Windmill Mobile Home Park for an assault complaint. The victim advised that she was at a friend's home when an acquaintance came to the door asking to speak to her (the victim). The victim advised that when she went outside to talk to the suspect an argument ensued over a Facebook post. During the argument the victim advised that the suspect pushed her down three steps, when the victim stumbled to the ground she advised that the suspect came after her again. The victim had a minor scrapes on her arm and leg. The suspect's recollection on the incident was opposite of the victims, indicating that the victim came after her. The report was submitted to Ingham County Prosecutor's Office for review.

On August 13, I responded to a residence for an accidental shooting. A male subject advised that he was getting ready to clean his gun when the gun went off, shooting himself in the hand. After the victim shot himself he calmly called 911, grabbed his belongings and keys to the home and waited on the porch for Delhi Ambulance. The victim had nonlife-threatening injuries and was transported to the hospital by ambulance. There was no reason to believe that the victim was trying to intentionally harm himself.

On August 18, I responded to a fraudulent activity call. The victim reported that her financial institution notified her of the activity a few days prior. The victim advised that she had been scammed a few years ago by a male subject claiming she was the winner of a lottery. The victim believed that the person currently accessing her bank account was the same person from the lottery scam. While conducting follow up with the victim's financial institution it became evident that the victim was being scammed again. When I asked the victim if she gave her bank information to anyone else she advised that she had. The victim indicated that she received a call that she was awarded an inheritance from an anonymous family member living in Nigeria but had to pay the taxes on the inheritance before it could be released. The victim would not believe me when I told her that she had been scammed again. I found three other incidents where the victim had been scammed over the Internet and telephone. I made contact with the victim's adult children reference the victim's vulnerability and her inability to keep her finances.

On August 21, I responded to an unlawful driving away of a motor vehicle complaint. The victim reported that when she got home from a business trip she noticed one her vehicle missing from the driveway. The victim advised that anyone that access to the car denied taking the car and parking it somewhere else. In addition, the victim reported that that car was not locked and the keys were in the ignition. The vehicle was recovered in Muskegon a few weeks later; however, the victim did not want to pursue charges.

Respectfully submitted,
Deputy Mary Hull #5353

COUNTY of INGHAM

State of Michigan

SHERIFF'S OFFICE



Gene L. Wriggelsworth

Sheriff

Allan C. Spyke
Undersheriff

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Greg S. Harless
Chief Deputy

Sam Davis
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Joel Maatman
Major

TO: Lt. Vern Elliott
FROM: Deputy Cheryl Huhn #5430
DATE: 09/02/15
RE: August 2015 Monthly Report

STATISTICS:

Comm. Policing Hours:	49.3
Complaints taken:	7
Training:	18
Traffic stops:	1
Citations issued:	1
Arrests:	0
Contacts (school):	1
Contacts (business):	36

COMMUNITY POLICING ACTIVITY:

I attended the monthly Holt/Diamondale Business School Alliance breakfast meeting at Charlar Place. We discussed what was going on for Holt Hometown Days and the construction of the Holt- Ram Trail.

I assisted Deputy Mary Hull with maintaining the Ingham County Sheriff's Office // Delhi Division Facebook webpage.

On August 4th from 5-7pm I put on National Night Out at Veteran's Memorial Gardens. National Night Out is an event that is held annually across the world. It is designed to get community members together to talk about ways to make the community a safer place. During the event I had a table set up with informational brochures ranging from how to keep your home safe to neighborhood watch information. Deputies Mary Hull, Kelly Bowden, and Kelsi Simison helped with passing out stickers, coloring books, and

brochures. Deputy Dan Ayers brought his ATV for display. Deputy Scott Macomber brought K-9 Brix out for K-9 demonstrations. Debra Mulder and multiple volunteers from the Holt Nazarene Church had games for the kids to play. The volunteers helped make and pass out snow cones, popcorn and bottled water. Recruiters from the Army National Guard had a table set up with information on how to join the guard and they passed out t-shirts, hats and key lanyards. The clowns Nifty and Shenanigans made balloon figures and did face painting. The Delhi Fire Department brought out an ambulance, fire engine and ran the smoke house. Approximately 100-150 people came out for the event.

I spoke with Andrea Powell the manager at Huntley Villa. Andrea advised that she has not had any problems reported to the office in the past couple of weeks.

I met with Ashley Gould and Lisa Peck at the management office in Delhi Manor. Ashley is the new manager of Delhi Manor. Ashley expressed concern that someone keeps entering some of the vacant trailers during the overnight hours. Ashley advised that the maintenance workers check each vacant trailer every night before they leave to make sure that the windows and doors are secured. Ashley advised that on multiple occasions the vacant trailers have had windows and or doors open in the morning when she arrived at work. Ashley advised that they have not found anything missing from the trailers and that is why no reports have been filed with the Sheriff's Office. Ashley asked to have night shift Deputies give the area special attention during the overnight hours. Ashley advised that they were planning on having the annual Beach Party on August 30th from 12-5. On August 30th Deputy Mary Hull and I attended the Beach Party. We passed out stickers, tattoos, coloring books, and neighborhood watch informational brochures to interested residents.

Throughout the month of August I continued coordinating and organizing with the volunteer units to help out with Holt Hometown Days. Holt Hometown Days was on Saturday August 22nd. Deputies Mary Hull and I used patrol vehicles to shut down the intersections during the parade. Sgt. Matthew Flint led the parade in the Delhi Command Vehicle. Deputy Robert McElmurray drove the SRT Hummer in the parade. Deputies Plesscher and Polack from the motor units roved the streets to make sure all traffic was cleared from the roadway before the parade came through the area. Deputies Ayers, Dillon, Dravenstatt-Moceri, Grivins, Rooker, Seminski, Badger, and Anderson assisted with shutting down intersections with patrol vehicles, motorcycles, or ATVs. The parade lasted for over 1 hour. It was a great turnout for the parade. There were no reported incidents with the parade.

After the parade was over, there was a Touch a Truck event at the Holt Junior High being put on by the Lions Club. Deputy Paul Richards and Sgt. Robert Earle brought out the dive truck and equipment representing the Capital Area Dive Team. Deputy Robert McElmurray had the hummer representing the SRT Team. Deputy Ross Kindervater brought out one of the new traffic vehicles from the Sheriff's Office. Deputies Dan Ayers and Troy Jones had their ATV's for display. Deputies Bob Plesscher and Chris Pollock had their motorcycles for display.

Explorers for the Ingham County Sheriff's Office ran the seatbelt convincer at the command pod. They passed out stickers, coloring books and informational brochures. There was a bicycle rodeo that took place at the 1st Presbyterian Church that was put on

by Sinus Dramis Law Firm, Michigan Fitness Foundation, Friends of the Delhi Trails and the Walking School Bus Coordinator. Deputy Jerry Stoddard helped with doing helmet and bicycle inspections. All participants received a new bicycle helmet for attending. Deputies Ayers, Jones and Polack assisted Deputy Bowden with traffic control after the fireworks.

On August 17th Deputy Andrew Duling and I went to 100 Acre Woods Daycare for Heroes Week. We spoke with the children about when to call 911 and how to be safe. We passed out stickers and coloring books. The children got to see the patrol vehicles and what type of equipment police officers carry.

On August 17th I helped out with Give-A-Kid a backpack at the Holt Methodist Church. There were over 100 different families that live in the area that came out and were able to get gift cards, backpacks, shoes, and school supplies for their children to go back to school.

On August 30th Deputy Mary Hull and I attended Hotdogs in the Park at Windmill Trailer Park. We brought out the seatbelt convincer and passed out stickers, tattoos, and coloring books to the children. We spoke with residents about issues that were going on the park and how the park should utilize their neighborhood watch group. The Delhi Fire Department brought out an ambulance and fire engine. Deputy Paul Narlock and K-9 Smoke came out and made an appearance.

I made contact with Nadene Potts the manager at Stratford Place Apartments. I advised Nadene that a complaint was made at the Delhi Township Office that management was going to charge a current resident extra money on her rent for having a dog in her apartment even though the resident does not have a dog. The dog is a service dog that belongs to visitor that comes to visit the resident. Nadene advised that every resident who has a dog or has a dog that comes to visit is automatically charged extra on their rent. The extra cost is to cover expenses if the dog causes any damage to the apartment. I advised Nadene that this case in particular was special due to the nature that the dog is not considered a pet it is an actual service dog. Nadene advised that she would contact her direct supervisor and their attorney to see how Stratford Place wanted to handle the service dog issue. Nadene advised that as of right now she would not charge the resident extra on her rent until she is advised otherwise by her supervisor.

During the month of August I started planning and organizing Santa and the Elves. This year Santa and the Elves is going to take place on December 17th, 2015.

OTHER MATTERS

During the month of August I responded to 7 calls for service. Some of these calls included a civil complaint, found property, larceny of bicycles, home invasion, fraud, and a suspicious situation.

On August 14th I took a late report of a home invasion complaint on Sycamore St. A male subject reported that he had two handguns missing from his residence and he did not know the exact time frame of how long the guns had been missing. The male advised that he thought his adopted step son took the guns to sell them on the street to buy drugs. The handguns were entered as stolen items. No contact has been made with the possible

suspect. The suspect is homeless, possibly living in the City of Lansing and has warrants out for his arrest.

On August 20th I took a late report of bicycle larceny on Keelson Drive. A female reported that someone stole two of her son's bicycles. The exact date of the larcenies was unknown. I was able to locate one of the bicycles that had already been recovered on July 24th. The bicycle that was recovered was turned back over to the victim. The other bicycle has not been located. Both bicycles were left outside in the driveway when they were taken.

On August 21st I took a fraud complaint at the Delhi Township Office. A business owner reported that she was contacted by a company called Ormar Solutions about a past due bill. The business owner advised that she decided to work out a payment plan with the company however she did not remember signing up with the company to post things on the internet for her company. The business owner gave the company her account and routing information off from her check to make a payment via electronic check. After the first payment, there were two other fraudulent transactions made with business's account information. Upon investigation it was determined that Ormar Solutions is a scam. Ormar Solutions call people and tell them that they have a past due bill. If they do not pay the bill then the individuals will be sent to collections.

On August 26th I responded to an address on Thorburn St for a trouble with subject complaint. Upon arrival contact was made with the landlord of the duplex. The landlord was concerned that the tenants changed the locks on the doors and the landlord needed to get inside to make repairs to bring the duplex up to code. Both parties agreed to make arrangements in a civil manner so that the repairs could be taken care of.

On August 26th I took a suspicious situation complaint at the Delhi Township Office. A resident who lives on West Boulevard reported that she received a suspicious letter in the mail. The envelope was address to "the murderess" at the address on West Boulevard. The female reported that she thought that she recognized the handwriting on the letter as her brother's handwriting. The female's brother resides in another state and he was released from prison in December 2014. The female requested information on how to obtain a personal protection order. The documents inside of the envelope were court documents for another individual that use to reside with the female on West Blvd.

Respectfully submitted,
Deputy Cheryl Huhn #5430

COUNTY of INGHAM
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SHERIFF'S OFFICE



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Greg S. Harless
Chief Deputy

Sam Davis
Major

Joel Maatman
Major

TO: Lt. Vern Elliott
FROM: Deputy Kelly Bowden #5379
DATE: Tuesday, September 08, 2015
RE: August 2015 Monthly Business Officer Report

Total Complaints:	47
Traffic Stops:	13
Citations:	4
Property/ Business Checks:	82
Liquor inspections:	1
Community Policing Hours:	20

Community Policing Highlights:

I wrote an article for On Patrol in Our Town, which appears in the quarterly Delhi Township DDA newsletter. The article was about prescription drug abuse trends and I urged the citizens to take advantage of our free medication disposal bins.

I introduced myself to several new businesses in the Township and explained my position to them. I provided them with my business card and urged them to contact me with concerns and questions.

Deputies Hull, Huhn, and I worked National Night Out at Veteran's Park. We were joined by a member of the ATV unit, ICSO K-9 Deputies Macomber and his partner

Brix, and the Delhi Township Parks Police. The event was well-attended by families and it appeared everyone had a great time.

Deputies Hull, Huhn, and I worked Holt Hometown Days. We were assisted by the ICSO ATV unit, the ICSO Explorer Unit, and had representatives from the Regional SRT unit, the Capitol Regional Dive Team, and ICSO Traffic and Motor Units at the Touch A Truck display. Delhi Twp Fire Department, Hayhoe Asphalt, Granger, and many others also had vehicles on display and the event was well received. I worked the festival itself in the afternoon and evening and handled traffic control after the fireworks display concluded. There were no serious issues that occurred during the festival.

I was dispatched to a local duplex after the landlord complained a former tenant was on site in violation of a no trespassing letter. Upon further investigation, it was determined the tenant currently resided at the duplex and the landlord had served her with eviction papers, but she was still within the required time frame under which she was allowed to remain on premises. The landlord was advised he could not trespass a current tenant.

I was dispatched to check an aggressive panhandler at the Quality Dairy. I located the male standing outside the store and contacted him. He explained he had come to Michigan from another state to attend a family member's funeral, but was now stuck because he didn't have any money to buy another bus or train ticket back home and no family would assist him. I provided him with a list of community resources in the Lansing area that could possibly help and advised him of the location of a local shelter he could stay at until he could head home.

I was dispatched to a local plaza in reference to a dog possibly being stolen from a vehicle. The reporting person, in town from California, stated he had parked his car with his dog inside and went into a local business with his wife. When he returned, his dog was no longer in the car. I was able to determine the male had let the dog out to use the bathroom and then, thinking the dog had jumped back in the car, he shut the car door and went inside the business. After a brief search of the surrounding area, the dog in question was located and reunited with its' very grateful, but embarrassed owner.

I responded with the Fire Department to a local residence after the homeowner unintentionally cut parts of several fingers off while using a saw. I arrived ahead of the Fire Department's ambulance and provided first aid and reassurance to the injured man until EMS arrived.

Investigative Highlights:

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

I have concluded the investigation into a commercial burglary that occurred at the rental office of a local trailer park. Although I cleared the suspect as being involved in the burglary, the complaint took an unexpected turn when it was determined the suspect had stolen power tools from the park and pawned them. Prosecution will be sought for the theft of the tools and the burglary complaint is closed due to lack of investigative leads.

I am in the final stages of completing an embezzlement and computer crimes investigation affecting a local business. At this point, it appears the suspect has fled the state to avoid prosecution and despite his best efforts to conceal the crime, I have enough evidence to seek a multitude of charges against him.

I investigated a check fraud complaint at a local restaurant in the Township. The suspect is a well-known career criminal and this incident is actually part of a larger check fraud scheme that occurred during the early-summer months throughout Ingham County. I have worked with the Prosecutor's Office to include this complaint with the others as part of the overall criminal case against the accused. He has pled guilty to the charges against him and restitution for my victim has reportedly been ordered by the court as part of his sentencing

I responded to a local business after staff reported two males came to the store and attempted to sell them stolen collectible cards belonging to one of the store's regular customers. Deputy Huhn and I located the suspects and detained them while we conducted our investigation. It was determined the thefts occurred in the City of Lansing and were related to a string of overnight larcenies from cars at a local apartment complex. Lansing Police were dispatched to meet us at the business. I was able to obtain a confession from the main suspect involved and he was turned over to Lansing Police for prosecution.

I responded with other Delhi Deputies after a manager from a local store reported being the victim of an armed robbery. I maintained a perimeter position and then checked the surrounding area for males matching the description of the accused. The matter has been turned over to our detective bureau for further investigation.

I was dispatched to the Cedar Heights neighborhood for peddlers going door to door. I contacted the trio and discovered they were lacking the proper permits to conduct business in the Township. A file check of the three also revealed one salesman had warrants for his arrest with a neighboring jurisdiction. I arrested the male and turned custody over to the Meridian Twp Police. The other two were directed to obtain the proper permits before they continued selling door to door.

Respectfully Submitted,

Deputy Kelly Bowden, Badge #5379

Delhi Township Fire Department Monthly Report

August, 2015

Total Calls

	<i>Delhi</i>	<i>Alaiedon</i>	<i>Total</i>
EMS / Medical	188	0	188
Fire / Rescue	32	4	36
Total Calls	220	4	224
Staff Hours	424.9	4.2	429.1

Total calls in 2015: 2,201

Total calls for 2014:3,040

Inspections

Commercial Fire Inspections – 0

Annual ladder testing completed including 5 year non-destruct on aerial truck.

Training

334 Personnel participated in 458.75 Hours of Training

Mutual Aid: Given – 18 Received – 3 Auto Aid- 31
Overlapping Calls - 83

Miscellaneous

- August 14 Small grass fire Cedar and Harper
- August 18 motor vehicle accident I-96/127 interchange
- August 25 Special rescue Garden Gate and Aurelius, involved a playset.
- August 27 Smoke detector activation 6700 blk Cedar

DELHI CHARTER TOWNSHIP
Department of Community Development

August 2015 Activity Report

New Permits:

Category	DDA Area Permits	Total Permits	Total Inspections
Building	13	40	115
Electrical	4	23	42
Mechanical	12	40	92
Plumbing	6	16	61
Totals	35	119	310

Soil Erosion Permits & APA Projects:

Category	DDA Area Permits	Total Permits/New Projects	Total Inspections
Soil Erosion	0	6	118
Soil Erosion Waivers	0	0	0
APA Projects	0	0	2
Totals	0	6	120

New Code Enforcement Cases:

Category	DDA Area Cases	Total Cases
Building Maintenance	2	4
Fence Violation	0	0
Junk & Debris	7	27
Junk Vehicles	14	27
Miscellaneous	4	10
Noxious Weeds	14	23
Sidewalk Snow	0	0
Sign	3	7
Site Plan	0	1
Yard Parking	2	5
Improper Zoning Use	0	1
Totals	46	105
Total # of Inspections	230	

Rental Program Information:

Number of New Registered Rental Properties	4
Number of Rental Re-inspections	2
Number of Rental Investigations	0
Number of Rental Cycle Inspections	4

Civil Infraction/Abatement Information:

Abatement/Clean-ups	19
<i>Abatement/Clean-up Fees Issued (Year to date)</i>	\$13,313.98
Civil Infractions Issued	11
<i>Civil Infraction Fines Issued (Year to date)</i>	\$4,150.00

DELHI CHARTER TOWNSHIP

Building Permit Details

Permit No.	Property Address	Permit Applicant	Work Description	Estimated Cost	Permit Fee	DDA?
COMMERCIAL ALTERATION						
PB15-301	2102 AURELIUS ROAD	AKK LIQUOR INC	REMODEL OFFICES - 3000 SQ FT	\$264,006	\$2,040.50	Y
PB15-328	3394 E JOLLY ROAD	VISION QUEST CONSULTING	SUITE REMODEL FOR MEDICAL PRACTICE - DR FIECHTNER	\$41,600	\$323.40	Y
COMMERCIAL ALTERATION				\$305,606	\$2,363.90	Total: 2
COMMERCIAL MISCELLANEOUS						
PB15-303	2141 AURELIUS ROAD	WHISPERING PINE APARTMENTS LLC	INSTALLING PREASSEMBLED 12' X 24' SHED	\$3,000	\$66.00	
PB15-308	2040 AURELIUS ROAD UNIT 1	JD INTERIORS	INSTALL WALK-IN COOLER BEHIND EXISTING STRUCTURE CREATING DOORWAY TO PASS THROUGH	\$11,000	\$84.70	Y
PB15-319	2040 AURELIUS ROAD UNIT 1	BUDDIE'S PUB & GRILL	TENT FOR HOLT HOMETOWN FESTIVAL - AUGUST 21st - 23rd	\$0	\$60.00	Y
COMMERCIAL MISCELLANEOUS				\$14,000	\$210.70	Total: 3
COMMERCIAL NEW STRUCTURE						
PB15-321	3700 W HARPER ROAD	HINES BUILDERS	CONSTRUCTING 384 SQ FT PAVILION	\$7,500	\$165.00	Y
COMMERCIAL NEW STRUCTURE				\$7,500	\$165.00	Total: 1
DECK						
PB15-310	2590 GROVENBURG ROAD	BERRY, KAREN & RICHARD A JR	CONSTRUCTING 12' X 12' ATTACHED DECK	\$1,584	\$100.00	
PB15-312	6221 AURELIUS ROAD	BRYAN'S HOME IMPROVEMENTS	CONSTRUCTING DECK WITH ROOF	\$1,734	\$100.00	Y
PB15-324	3822 KELLER ROAD	MAYBERRY HOMES, INC.	CONSTRUCTING A 168 SQ FT DECK	\$1,848	\$100.00	
PB15-331	2058 DELHI NE STREET	ANDERSON, DAN	CONSTRUCTING A 240 SQ FT DECK OFF BACK OF HOUSE	\$2,640	\$100.00	Y
PB15-333	1725 JUNIPER PLACE	RIOS CONSTRUCTION LLC	CONSTRUCTING UPPER AND LOWER TIERED DECK - 216 SQ FT	\$2,376	\$100.00	

DELHI CHARTER TOWNSHIP

Building Permit Details

Permit No.	Property Address	Permit Applicant	Work Description	Estimated Cost	Permit Fee	DDA?	# of Permits
DECK				\$10,182	\$500.00		Total: 5
FENCE							
PB15-305	2156 ASPENWOOD DRIVE	PRO-SOIL SITE SERVICES	<i>INSTALLING 6' PRIVACY FENCE IN REAR YARD</i>	\$0	\$60.00		
PB15-309	6391 PLEASANT RIVER DRIVE	PRO-SOIL SITE SERVICES	<i>INSTALLING 4' CHAIN LINK FENCE IN REAR YARD</i>	\$0	\$60.00		
PB15-313	1768 ENFIELD DRIVE	BLH CONSTRUCTION	<i>INSTALLING 6' PRIVACY FENCE IN REAR YARD</i>	\$0	\$60.00		
PB15-323	2231 MAIN STREET	ANTEKEIER, ROCKY	<i>INSTALLING 6' PRIVACY FENCE</i>	\$0	\$60.00		
PB15-329	4223 BOND AVENUE	THOMPSON, RICHARD & LESLEE AND	<i>INSTALLING 4' SPLIT RAIL FENCE</i>	\$0	\$60.00	Y	
PB15-332	2290 BUSH HILL STREET	UNITED HOME SERVICES	<i>INSTALLING 4' CHAIN LINK FENCE</i>	\$0	\$60.00		
FENCE				\$0	\$360.00		Total: 6
POOL							
PB15-306	2579 HORSTMAYER ROAD	DONAHUE, TOM	<i>INSTALLATION OF AN INGROUND POOL</i>	\$0	\$60.00		
POOL				\$0	\$60.00		Total: 1
RESIDENTIAL ALTERATION							
PB15-299	4041 SIERRA HEIGHTS	PARKER, CHARLES & CONNIE	<i>FINISH BASEMENT INTO ONE BEDROOM, ONE BATHROOM, AND ONE ROOM WITH SPACE FOR A DEN AND GENERAL PURPOSE ROOM.</i>	\$23,112	\$168.00	Y	
PB15-322	2047 ADELPHA AVENUE	SHENANDOAH CONSTRUCTION CO	<i>REMODEL - CATHEDRAL CEILING</i>	\$10,000	\$70.00		
RESIDENTIAL ALTERATION				\$33,112	\$238.00		Total: 2
RESIDENTIAL DWELLING/GARAGE							
PB15-302	1902 SUNSHINE PATH	ALLEN EDWIN HOMES	<i>CONSTRUCTING SINGLE FAMILY HOME</i>	\$268,810	\$1,883.00		
PB15-314	1163 MATTHAEI COURT	MAYBERRY HOMES, INC.	<i>CONSTRUCTING SINGLE FAMILY HOME</i>	\$204,359	\$1,435.00		

DELHI CHARTER TOWNSHIP

Building Permit Details

of
Permits

Permit No.	Property Address	Permit Applicant	Work Description	Estimated Cost	Permit Fee	DDA?	
PB15-316	3581 FERNWOOD LANE	MAYBERRY HOMES, INC.	CONSTRUCTING SINGLE FAMILY HOME	\$226,992	\$1,589.00		
PB15-318	1888 CROSSROADS DRIVE	ROZEN CONSTRUCTION	CONSTRUCTING SINGLE FAMILY HOME	\$265,329	\$1,862.00		
PB15-325	1549 CATALINA DRIVE	COUNTRY VIEW ESTATES LLC	CONSTRUCTING SINGLE FAMILY HOME	\$204,372	\$1,435.00		
PB15-326	5916 BOXWOOD AVENUE	ALLEN EDWIN HOMES	CONSTRUCTING SINGLE FAMILY HOME	\$271,788	\$1,904.00		
RESIDENTIAL DWELLING/GARAGE				\$1,441,650	\$10,108.00		Total: 6
RESIDENTIAL MISCELLANEOUS							
PB15-292	1937 CROMWELL STREET	JORDAN ROOFING	TEAR OFF AND RE-ROOF	\$8,000	\$60.00		
PB15-300	2585 SCHIPPELL STREET	HANSON'S WINDOW AND CONSTRUCTION IN	TEAR OFF AND RE-ROOF	\$8,000	\$60.00	Y	
PB15-304	5433 HARPER ROAD	EXTERIORS OF LANSING	TEAR OFF AND RE-ROOF	\$8,000	\$60.00		
PB15-307	4527 SYCAMORE STREET	SIMON ROOFING	TEAR OFF AND RE-ROOF	\$8,000	\$60.00		
PB15-311	1948 WALNUT STREET	HANSON'S WINDOW AND CONSTRUCTION IN	TEAR OFF AND RE-ROOF	\$8,000	\$60.00		
PB15-315	1881 CROMWELL STREET	BRUNETTE EXTERIORS INC	TEAR OFF AND RE-ROOF GARAGE ONLY	\$3,000	\$60.00		
PB15-320	1990 PAGEANT WAY	STREAMLINE ENTERPRISES INC	TEAR OFF AND RE-ROOF	\$8,000	\$60.00		
PB15-327	2130 DEAN AVENUE	KRUGER ROOFING & CONST	TEAR OFF AND RE-ROOF	\$8,000	\$60.00		
PB15-330	1555 GROOMBRIDGE DRIVE	CHAPMAN SIDING INC.	TEAR OFF AND RE-ROOF	\$8,000	\$60.00		
RESIDENTIAL MISCELLANEOUS				\$67,000	\$540.00		Total: 9
RESIDENTIAL STORAGE/GARAGE							
PB15-298	655 N COLLEGE ROAD	COONEY HOMES	40' x 30' GARAGE	\$25,200	\$150.00		

DELHI CHARTER TOWNSHIP

Building Permit Details

Permit No.	Property Address	Permit Applicant	Work Description	Estimated Cost	Permit Fee	DDA?
PB15-317	5886 NICHOLS ROAD	COMMUNITY BUILDING SERVICES LLC	CONSTRUCTING 1200 SQ FT POLE BUILDING	\$25,200	\$150.00	
RESIDENTIAL STORAGE/GARAGE				\$50,400	\$300.00	Total: 2
SIGN						
PS15-020	2375 CEDAR STREET	JOHNSON SIGN CO	INSTALLING 14.01 SQ FT FACE ON BUSINESS CENTER SIGN AND INSTALLING 29.916 SQ FT WALL SIGN	\$0	\$105.00	Y
PS15-021	2375 CEDAR STREET	DISCOUNT 1-HOUR SIGN	INSTALLING 18 SQ FT WALL SIGN AND 16 SQ FT FACE CHANGE ON POLE SIGN	\$0	\$94.00	Y
PS15-022	2018 CEDAR STREET	DISCOUNT 1-HOUR SIGN	INSTALLING 9 SQ FT WALL SIGN	\$0	\$69.00	Y
SIGN				\$0	\$268.00	Total: 3

Totals:	\$1,929,450	\$15,113.60	40
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Permit.DateIssued Between 8/1/2015 12:00:00 AM AND
8/31/2015 11:59:59 PM
AND
Permit.PermitType = Building OR
Permit.PermitType = Sign

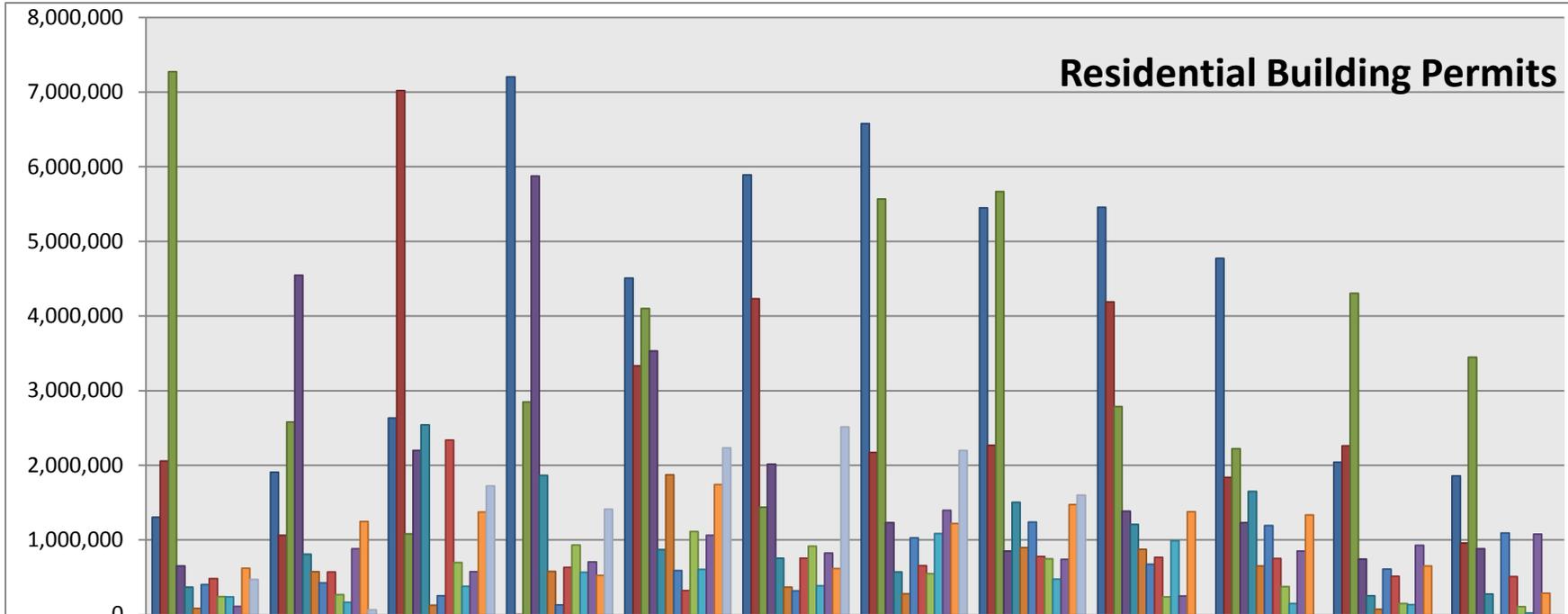
SUMMARY OF CONSTRUCTION VALUES

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

2015 Year to date Construction Values:

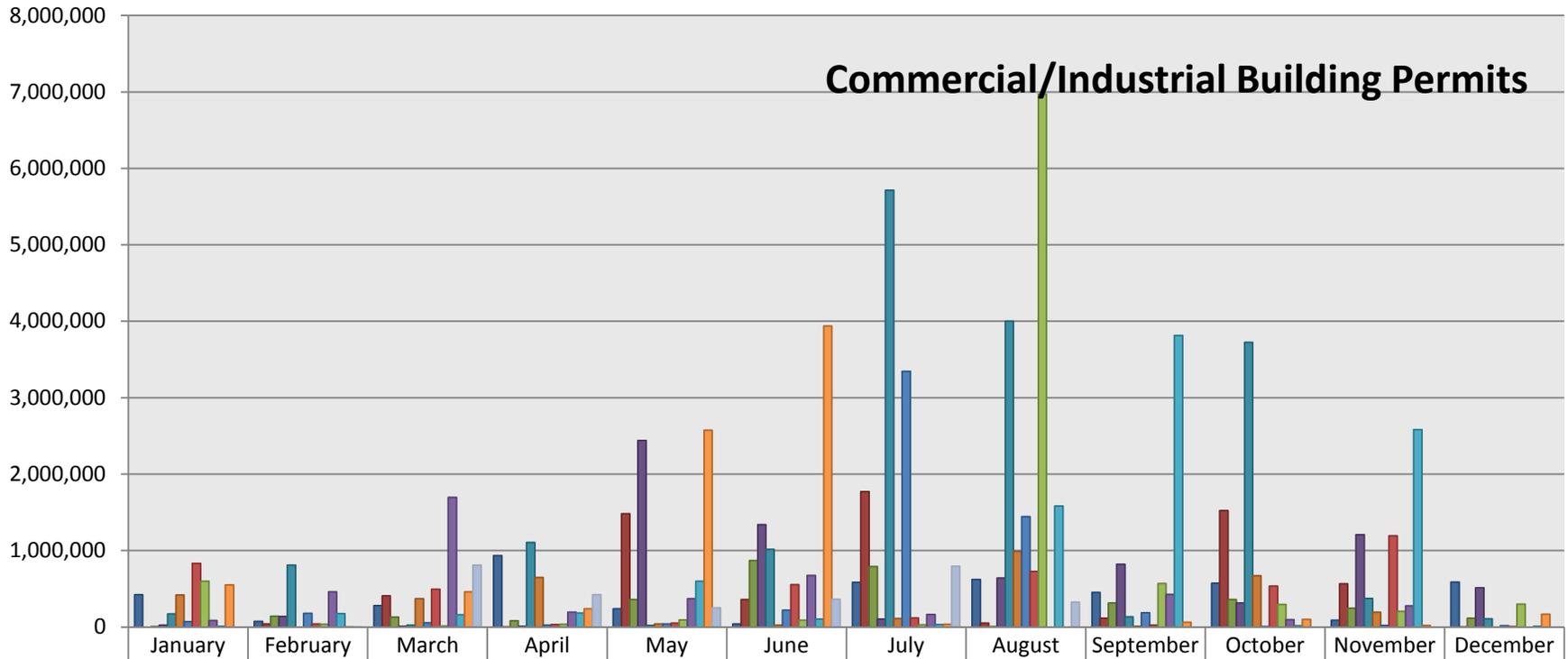
Commercial / Industrial:	\$ 2,975,974.00
Residential:	\$ 11,688,580.00
Total Single Family Homes:	44

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				

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				

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

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

Members Absent: None

COMMENTS FROM THE PUBLIC

Randy Maiville, Ingham County Commissioner representing District 6, reported on the trails millage. Mr. Maiville stated that six community sessions will be held, the first to take place on October 8, 2015 at the Delhi Township Community Services Center. Mr. Maiville complimented Delhi Township on their trail system.

CONSENT AGENDA

- A. Approval of Minutes – Committee of the Whole Meeting of September 1, 2015
- B. Approval of Minutes – Regular Meeting of September 1, 2015
- C. Approval of Claims – September 1, 2015 (ATTACHMENT I)
- D. Approval of Payroll – September 10, 2015 (ATTACHMENT II)
- E. FY 2016 Budgets – Set Public Hearing – General Fund and Special Revenue Funds (ATTACHMENT III)

Trustee Harmon requested that Item E – Set Public Hearing for the General Fund and Special Revenue Funds be removed from the Consent Agenda for discussion.

Harmon moved to approve the Consent Agenda as amended.

A Roll Call Vote was recorded as follows:

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

MOTION CARRIED

NEW BUSINESS

INTERAGENCY CASH TRANSFER AGREEMENT BETWEEN DELHI TOWNSHIP AND MICHIGAN REHABILITATION SERVICES

SUBJECT TO APPROVAL

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

The Board reviewed a memorandum dated September 11, 2015 from Twp. Mgr. Elsinga (ATTACHMENT IV).

Ketchum moved to approve the Interagency Cash Transfer Agreement between Delhi Charter Township and Michigan Rehabilitation Services and authorize the Township Manager to execute the Agreement on behalf of the Township.

A Roll Call Vote was recorded as follows:

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

MOTION CARRIED

PROPOSAL FOR PROFESSIONAL SERVICES – DLZ MICHIGAN, INC.

The Board reviewed a memorandum dated September 10, 2015 from Tracy Miller, Director of Community Development (ATTACHMENT V).

Warfield moved to accept the Proposal for Professional Services from DLZ Michigan, Inc. for conceptual design options for property located at 1600 and 1694 N. Cedar Street in the amount of \$49,700 to be shared equally between the Township and the Downtown Development Authority.

Trustee Ketchum questioned how much of this property would be used for the passive park. Tracy Miller, Director of Community Development, stated it wouldn't be a large area. A parking area will be built where people could access the trail. The passive park would provide a gateway to the community.

Trustee Hayhoe asked where the funds would come from to complete this project. Ms. Miller stated that the DDA spoke about the possibility of the DNR Trust Fund grant monies to help fund this project.

Mike Hamilton, 4541 Sycamore St., Holt, commented on the contamination of this land.

A Roll Call Vote was recorded as follows:

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

MOTION CARRIED

PROPOSAL TO SANDBLAST AND RECOAT THE PRIMARY CLARIFIER AT THE POTW – MERIDIAN RESTORATION

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

Sweet moved to approve the proposal for Meridian Restoration to sandblast and recoat the primary clarifier in the estimate amount of \$17,900.

Trustee Harmon stated that it appears that Murray Painting Company would be providing more services than Meridian Restoration. Sandra Diorka, Director of Public Services, stated that both companies are proposing to provide the same services. Trustee Harmon further questioned if Meridian Restoration uses union labor. Ms. Diorka stated that she was unsure if they did or not.

SUBJECT TO APPROVAL

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

A Roll Call Vote was recorded as follows:

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

Nays: Harmon

MOTION CARRIED

FY 2016 BUDGETS – SET PUBLIC HEARING – GENERAL FUND AND SPECIAL REVENUE FUNDS

Harmon moved to set a Public Hearing on the Township General Fund and Special Fund Budgets for Fiscal Year 2016 on Tuesday, October 20, 2015 at 7:35 p.m.

Trustee Harmon stated that holding public hearings at 7:35 p.m. would enable the Board to open the public hearing before getting into the remainder of their agenda items.

A Roll Call Vote was recorded as follows:

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

MOTION CARRIED

SUBJECT TO APPROVAL

REPORTS

SUPERVISOR

Supervisor Davis reported on Holt Community Connect.

TREASURER

Treasurer Sweet reported that the Treasurer's Office has finished collecting the Summer Tax Roll without penalty. Just over 95% of the total tax roll was collected.

CLERK

Clerk Hope reminded the Board that more discussion can be held on the FY 2016 Budget at the October 20, 2015 Committee of the Whole meeting as well as during the October 20, 2015 Public Hearing.

TRUSTEES

TRUSTEE HAYHOE

Trustee Hayhoe reported that the Holt-Diamondale Business Alliance would like to thank the Board members for attending ribbon cuttings for new businesses in the Township.

TOWNSHIP MANAGER

The Board reviewed a letter dated September 9, 2015 from James Burton, Hubbell, Roth and Clark (ATTACHMENT VII).

Twp. Mgr. Elsinga reported that Hubbell, Roth and Clark (HRC) prepared a final report on the Cartago Drive Sewer System. Karyn Stickel of HRC, stated that representatives from the

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

Township and HRC met with the residents of Cartago Drive to discuss their service issues related to their private sanitary sewer pumping systems.

Ms. Stickel stated that it remains the opinion of HRC that the full system needs to be replaced either by the homeowner or as part of a Special Assessment District supported by at least 75% of the residents. It is recommended that the homeowner replace their grinder pump with the E-One Pump. If the SAD is approved, it is recommended to install the new pumps all at once to limit service interruptions. If the SAD does not go through, the pumps could be installed individually over time as needed.

HRC recommends that the Township continue to support and fund the check and isolation valve assembly at the right-of-way line regardless of the decision by the residents.

LIMITED PUBLIC COMMENTS – None

ADJOURNMENT

Meeting adjourned at 8:09 p.m.

Date: October 6, 2015

Evan Hope, Township Clerk

Date: October 6, 2015

C.J. Davis, Supervisor

/af

SUBJECT TO APPROVAL

ACCOUNTS PAYABLE APPROVAL

September 1, 2015

I. Certification of Authorized Signatures: The attached Check Register and Invoice Distribution Report encompass checks dated September 1, 2015 numbered 89898 thru 89992 & ACH 3733 thru 3753. Every invoice has a payment authorizing signature(s).

Dated: September 1, 2015

Lora Behnke, Accounting Clerk

II. Certification of Fund Totals:

The attached Invoice Distribution Report and Check Register for checks dated September 1, 2015 show payments made from the following funds:

General Fund	\$	64,809.80
Fire Fund		9,355.81
Police Fund		208,259.08
Fire Equip. & Apparatus Fund		1,108.87
Downtown Development Fund		13,063.44
Sycamore Trail Construction		62,000.00
Sewer Fund		86,122.34
Local Site Remediation Fund		2,790.00
Trust & Agency Fund		2,294.27
Current Tax Fund		1,018.15
Grand Total	\$	450,821.76

Includes the following to be reimbursed from separate bank accounts:

Current Tax Account	\$	1,018.15
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Dated: September 1, 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. (\$62,000.00 C2AE for N. Connector Trail Amendment #2, 8/18/15, \$11,920.23 HRC for SAW Grant Administration, 11/5/14, \$12,962.82 HRC for Ram Trail Construction Engineering, 3/17/15)

Dated: September 1, 2015

John B. Elsinga, Township Manager

Evan Hope, Township Clerk

Roy W. Sweet, Treasurer

IV Board Audit and Approval: At a regular meeting of the Township Board held on September 15, 2015 a motion was made by _____ and passed by ___ yes votes and ___ no votes (___ absent) that the list of claims dated September 1, 2015, was reviewed, audited and approved

Evan Hope, Township Clerk

INVOICE GL DISTRIBUTION REPORT FOR DELHI CHARTER TOWNSHIP
EXP CHECK RUN DATES 09/01/2015 - 09/01/2015

Vendor	Invoice Line Desc	Amount
Fund 101 GENERAL FUND		
Dept 000.00		
CITY OF MASON	STANDBY FEE JULY	513.85
MERIDIAN CHARTER TOWNSHIP	ALAIEDON STANDBY FEE JULY	918.66
MERIDIAN CHARTER TOWNSHIP	VEHICLE FIRE	600.00
MCPHEE ELECTRIC	BASE FEE	70.00
MCPHEE ELECTRIC	Circuit	20.00
JEFF TOBUREN	REIMBURSE FOR ADULT SOFTBALL UMP	200.00
KATHERINE YOUNG	REFUND FOR SOCCER	25.00
LAURA LAUBENTHAL	REFUND FOR SOCCER	25.00
	Total For Dept 000.00	2,372.51
Dept 101.00 LEGISLATIVE		
HARTFORD LIFE INSURANCE	TRUSTEES LIFE INSURANCE SEPTEMBER	25.50
	Total For Dept 101.00 LEGISLATIVE	25.50
Dept 171.00 MANAGER		
DELTA DENTAL PLAN OF	DENTAL INSURANCE SEPTEMBER	295.46
HARTFORD LIFE INSURANCE	LIFE INSURANCE SEPTEMBER	95.62
VERIZON WIRELESS	CELLULAR AUGUST	49.96
WENDY L THIELEN	MILEAGE 8/20-23/2015/THIELEN	215.59
	Total For Dept 171.00 MANAGER	656.63
Dept 191.00 ACCOUNTING		
DELTA DENTAL PLAN OF	DENTAL INSURANCE SEPTEMBER	43.07
HARTFORD LIFE INSURANCE	LIFE INSURANCE SEPTEMBER	22.95
ABRAHAM & GAFFNEY, P.C.	ACCOUNTING SERVICES JULY	3,410.75
	Total For Dept 191.00 ACCOUNTING	3,476.77
Dept 215.00 CLERK		
DELTA DENTAL PLAN OF	DENTAL INSURANCE SEPTEMBER	257.80
HARTFORD LIFE INSURANCE	LIFE INSURANCE SEPTEMBER	66.30
VERIZON WIRELESS	CELLULAR AUGUST	49.85
	Total For Dept 215.00 CLERK	373.95
Dept 228.00 INFORMATION TECHNOLOGY		
HARTFORD LIFE INSURANCE	LIFE INSURANCE SEPTEMBER	28.04
APPLICATION SPECIALIST KO	BACKUP & EMAIL FILTER	640.00
VERIZON WIRELESS	CELLULAR AUGUST	49.85
	Total For Dept 228.00 INFORMATION TECHNOLOGY	717.89
Dept 253.00 TREASURERS		
DELTA DENTAL PLAN OF	DENTAL INSURANCE SEPTEMBER	214.73
HARTFORD LIFE INSURANCE	LIFE INSURANCE SEPTEMBER	44.62
D & K INVESTIGATIVE SERVICE	SERVICE OF COURT PAPERS	57.16
D & K INVESTIGATIVE SERVICE	SERVICE OF COURT PAPERS	31.16

55TH DISTRICT COURT	ORDER FOR INSTALLMENT PAYMENTS	20.00
55TH DISTRICT COURT	ORDER FOR INSTALLMENT PAYMENTS	20.00
55TH DISTRICT COURT	SMALL CLAIMS COURT FILING FEES	25.00
55TH DISTRICT COURT	ORDER FOR INSTALLMENT PAYMENTS	20.00
55TH DISTRICT COURT	ORDER FOR INSTALLMENT PAYMENTS	20.00
55TH DISTRICT COURT	ORDER FOR INSTALLMENT PAYMENTS	20.00
55TH DISTRICT COURT	ORDER FOR INSTALLMENT PAYMENTS	20.00
55TH DISTRICT COURT	DISCOVERY SUBPOENA	15.00
55TH DISTRICT COURT	DISCOVERY SUBPOENA	15.00
55TH DISTRICT COURT	DISCOVERY SUBPOENA	15.00
55TH DISTRICT COURT	DISCOVERY SUBPOENA	15.00
55TH DISTRICT COURT	DISCOVERY SUBPOENA	15.00
BRINK'S INCORPORATED	BRINKS SERVICES/AUGUST	606.24
	Total For Dept 253.00 TREASURERS	1,173.91

Dept 257.00 ASSESSING		
DELTA DENTAL PLAN OF	DENTAL INSURANCE SEPTEMBER	214.73
HARTFORD LIFE INSURANCE	LIFE INSURANCE SEPTEMBER	47.59
ELIZABETH TOBIAS	REIMBURSE FOR SUMMER SEMESTER	1,000.00
	Total For Dept 257.00 ASSESSING	1,262.32

Dept 262.00 ELECTIONS		
ELECTION SOURCE	9 HANDICAP VOTING BOOTHS	1,710.00
ELECTION SOURCE	SHIPPING	100.63
	Total For Dept 262.00 ELECTIONS	1,810.63

Dept 265.00 BUILDING & GROUNDS		
DELTA DENTAL PLAN OF	DENTAL INSURANCE SEPTEMBER	179.25
HARTFORD LIFE INSURANCE	LIFE INSURANCE SEPTEMBER	42.12
LANSING ICE & FUEL CO	GASOLINE 8/1-15/2015	174.31
SAM'S CLUB DIRECT	12 CASES TOILET CLEANER/12 FLOOR	154.20
OTIS ELEVATOR COMPANY	ANNUAL ELEVATOR CONTRACT 9/1/15-16	741.60
QUALITY FIRST MAID SERVICE	CLEANING SERVICES/CSC	975.00
VERIZON WIRELESS	CELLULAR AUGUST	24.93
TDS METROCOM	LOCAL SERVICE AUGUST	1,121.09
DELHI TOWNSHIP TREASURER	SEWER 2074 AURELIUS	692.60
CONSUMERS ENERGY	ELECTRIC 2004 AURELIUS	162.84
CONSUMERS ENERGY	ELECTRIC-2074 AURELIUS	7,652.30
CONSUMERS ENERGY	GAS-2074 AURELIUS	85.12
ACE HARDWARE	1 WIRE TIE/2 MISC. MDSE./CSC	3.87
LOWE'S CREDIT SERVICES	SHELVES & STAIN/ROLLING FILE CLERKS	38.67
MARK'S LOCK SHOP, INC	9 BUILDING KEYS/CSC	31.50
OVERHEAD DOOR CO	REPLACE SPRING/LUBE/F.D.	185.34
SAFETY SYSTEMS, INC	LABOR HOUR FOR SERVICE 7/22/15	88.00
SAFETY SYSTEMS, INC	TRIP CHARGE	20.00
SAFETY SYSTEMS, INC	2 LABOR HOURS FOR SERVICE/CSC	176.00
SAFETY SYSTEMS, INC	1 TRIP CHARGE/CSC	20.00
HUBBELL, ROTH & CLARK, INC	TOWN HALL EMERGENCY GENERATOR	66.44
	Total For Dept 265.00 BUILDING & GROUNDS	12,635.18

Dept 276.00 CEMETERY		
DELTA DENTAL PLAN OF	DENTAL INSURANCE SEPTEMBER	72.71
HARTFORD LIFE INSURANCE	LIFE INSURANCE SEPTEMBER	17.08
LANSING ICE & FUEL CO	GASOLINE 8/1-15/2015	70.71
ACE HARDWARE	1 LAG EYE BOLT	2.79
PURE GREEN LAWN & TREE	LAWN AND TREE FERTALIZATION	1,039.00
GRANGER	MONTHLY DUMPSTER SERVICE	76.00
VERIZON WIRELESS	CELLULAR AUGUST	12.46
CONSUMERS ENERGY	ELECTRIC-4149 WILLOUGHBY	32.69
GREG EDWARDS	BURIAL PLOT BUY BACK	750.00
	Total For Dept 276.00 CEMETERY	2,073.44

Dept 281.00 STORMWATER		
DELTA DENTAL PLAN OF	DENTAL INSURANCE SEPTEMBER	45.66
HARTFORD LIFE INSURANCE	LIFE INSURANCE SEPTEMBER	10.73
LANSING ICE & FUEL CO	GASOLINE 8/1-15/2015	44.40
HTA COMPANIES, INC.	CURB SWEEPING	1,980.00
	Total For Dept 281.00 STORMWATER	2,080.79

Dept 446.00 INFRASTRUCTURE		
BOARD OF WATER & LIGHT	STREETLIGHTS 8/1-30/2015	8,035.75
CONSUMERS ENERGY	LIGHTING 3970 HOLT	118.50
CONSUMERS ENERGY	LIGHTING 4115 HOLT	191.69
CONSUMERS ENERGY	LIGHTING 2116 CEDAR	320.98
CONSUMERS ENERGY	LIGHTING 2228 AURELIUS	133.42
HUBBELL, ROTH & CLARK, INC	HOLT ROAD TRAIL	12,962.82
	Total For Dept 446.00 INFRASTRUCTURE	21,763.16

Dept 721.00 PLANNING/COMMUNITY DEVELOPMENT		
DELTA DENTAL PLAN OF	DENTAL INSURANCE SEPTEMBER	606.54
HARTFORD LIFE INSURANCE	LIFE INSURANCE SEPTEMBER	142.81
SAM'S CLUB DIRECT	COPY PAPER #597060	119.52
LANSING ICE & FUEL CO	GASOLINE 8/1-15/2015	119.50
STATE OF MICHIGAN	CODE OFFICIAL RENEWAL/MASTIN	225.00
STATE OF MICHIGAN	CODE OFFICIAL RENEWAL/SIMON	225.00
HUBBELL, ROTH & CLARK, INC	ASPEN CENTRE PHASE III PLAN REVIEW	173.25
VERIZON WIRELESS	CELLULAR AUGUST	318.13
TDS METROCOM	LOCAL SERVICE AUGUST	55.94
SCHAFFER'S INC.	MOWING 1881 HEATHERTON	51.75
SCHAFFER'S INC.	MOWING 3838 CALYPSO	51.75
SCHAFFER'S INC.	MOWING 3822 CALYPSO	51.75
SCHAFFER'S INC.	MOWING 3816 CALYPSO	34.50
SCHAFFER'S INC.	MOWING 3808 CALYPSO	34.50
SCHAFFER'S INC.	MOWING 3769 CALYPSO	43.13
SCHAFFER'S INC.	MOWING 1629 HEATHERTON	34.50
SCHAFFER'S INC.	MOWING 2142 WASHINGTON	34.50
SCHAFFER'S INC.	MOWING 3420 PINE TREE	51.75
SCHAFFER'S INC.	MOWING 3200 PINE TREE	51.75
SCHAFFER'S INC.	MOWING 3200 PINE TREE	51.75
SCHAFFER'S INC.	MOWING 2129 DEAN	43.13
SCHAFFER'S INC.	MOWING VACANT LOT LEGACY PARKWAY	69.00
SCHAFFER'S INC.	MOWING VACANT LOT CEDAR ST	43.13
SCHAFFER'S INC.	TRASH REMOVAL 2298 CEDAR	39.49
MECHANICAL INSPECTORS	FALL CONFERENCE/SIMONS	225.00
	Total For Dept 721.00 PLANNING/COMMUNITY DEVELOPMENT	2,897.07

Dept 752.00 PARKS ADMINISTRATION

DELTA DENTAL PLAN OF	DENTAL INSURANCE SEPTEMBER	129.21
HARTFORD LIFE INSURANCE	LIFE INSURANCE SEPTEMBER	70.98
VERIZON WIRELESS	CELLULAR AUGUST	131.20
TDS METROCOM	LOCAL SERVICE AUGUST	98.11
TDS METROCOM	LOCAL SERVICE SENIOR CENTER	294.95
Total For Dept 752.00 PARKS ADMINISTRATION		724.45

Dept 771.00 PARKS

LANSING ICE & FUEL CO	GASOLINE 8/1-15/2015	860.16
SUPERIOR SAW	FC110 EDGER	467.95
SUPERIOR SAW	10 EDGER BLADES	19.90
MENARDS LANSING SOUTH	SOLENOID VOLTAGE TESTER	15.99
MENARDS LANSING SOUTH	8 CORDS	589.92
LANSING SANITARY SUPPLY INC	2 STAINLESS DISPENSERS	130.00
ACE HARDWARE	3 MISC. MDSE.	2.19
ACE HARDWARE	6 MISC. MDSE.	1.44
ACE HARDWARE	2 WASP SPRAYS	9.98
MENARDS LANSING SOUTH	4 BAGS/10 TRASH CANS	176.76
MENARDS LANSING SOUTH	8" TIES	14.80
AMERICAN RENTAL	PORTABLE TOILETS	145.00
AMERICAN RENTAL	PORTABLE TOILET	75.00
GRANGER	MONTHLY DUMPSTER SERVICE	150.00
MODEL COVERALL SERVICE	UNIFORM PANTS	51.49
MODEL COVERALL SERVICE	UNIFORM PANTS	51.49
MODEL COVERALL SERVICE	UNIFORM PANTS	97.49
STATE OF MICHIGAN	WATER SAMPLES/VALHALLA PARK	180.00
DELHI TOWNSHIP TREASURER	SEWER 1750 MAPLE	35.00
DELHI TOWNSHIP TREASURER	SEWER 2108 CEDAR	167.80
DELHI TOWNSHIP TREASURER	SEWER 2287 PINE TREE	56.90
DELHI TOWNSHIP TREASURER	SEWER 4030 KELLER	215.00
CONSUMERS ENERGY	ELECTRIC 2074 AURELIUS #PARK	1,529.77
CONSUMERS ENERGY	ELECTRIC 2108 CEDAR	991.76
CONSUMERS ENERGY	ELECTRIC 2287 PINE TREE 2939	88.39
CONSUMERS ENERGY	ELECTRIC 2287 PINE TREE 3200	137.01
CONSUMERS ENERGY	ELECTRIC 2177 WEST BLVD	22.61
CONSUMERS ENERGY	ELECTRIC 4080 KELLER	150.61
CONSUMERS ENERGY	GAS 2287 PINE TREE 2939	19.70
CONSUMERS ENERGY	GAS 2108 CEDAR	26.18
CONSUMERS ENERGY	GAS 1750 MAPLE	23.69
BOYNTON FIRE SAFETY SERV	SERVICE SPRINKLER SYSTEM/SR CENT	880.72
ACE HARDWARE	4 ELBOWS	1.96
ACE HARDWARE	2 MISC. MDSE.	13.98
ACE HARDWARE	2 WHITE STRIPING PAINT	16.98
E.D.S. IRRIGATION, LLC	SERVICE - REPLACE SPRAY NOZZLE	40.00
E.D.S. IRRIGATION, LLC	(1) 10' NOZZLE	2.25
JOHN DEERE LANDSCAPES	(2) PROSECUTOR PRO 2.5 GAL.	141.76
MENARDS LANSING SOUTH	PIPE/ELBOWS/SPLINE HANDLE/SCREEN	54.54
MENARDS LANSING SOUTH	COUPLINGS/PIPE	16.26
QUALITY FIRST MAID SERVICE	CLEANING SERVICES/SENIOR CENTER	260.00
SHERWIN WILLIAMS	PAINT/MASKING TAPE/FOR TRAILS	607.07
D & G EQUIPMENT INC	HYDRAULIC TUBE KIT/EXMARK MOWER	78.38
D & G EQUIPMENT INC	3 OIL FILTERS/3 MULCHING BLADES/	162.88
SUPERIOR SAW	PTO SWITCH/SCAG	25.47
SUPERIOR SAW	DECK BELT/SCAG	138.65
SUPERIOR SAW	1 SPOOL 95 LINE/WEED WHIP	32.95

THE PARTS PLACE	5 QT 15W50 OIL/7 TR FLUID/MOWERS	81.38
THE PARTS PLACE	BATTERY	47.38
TASMANIAN TIRE CO.	4 TIRES FOR DUMP TRAILER	310.00
	Total For Dept 771.00 PARKS	<u>9,416.59</u>

Dept 774.00 RECREATION		
JOHNNY MAC'S	STOP WATCHES/BAGS/FOOTBALLS	537.00
PAULA K. HARNEY	SENIOR CENTER FITNESS CLASSES	100.00
	Total For Dept 774.00 RECREATION	<u>637.00</u>

Dept 850.00 OTHER FUNCTIONS		
HARTFORD LIFE INSURANCE	RETIRES LIFE INSURANCE SEPTEMBER	32.40
SAM'S CLUB DIRECT	COPY PAPER #597060	507.96
INGHAM REGIONAL MEDICAL	2013 FLU SHOT - CORKWELL	25.00
DELHI TOWNSHIP TREASURER	BEECHNUT TRAIL SUMMER TAX	11.25
DELHI TOWNSHIP TREASURER	MICHAEL AVENUE SUMMER TAX	135.40
	Total For Dept 850.00 OTHER FUNCTIONS	<u>712.01</u>

Total For Fund 101 GENERAL FUND 64,809.80

Fund 206 FIRE FUND

Dept 336.00 FIRE DEPARTMENT

HARTFORD LIFE INSURANCE	RETIRES LIFE INSURANCE SEPTEMBER	4.05
DELTA DENTAL PLAN OF	DENTAL INSURANCE SEPTEMBER	1,615.09
HARTFORD LIFE INSURANCE	LIFE INSURANCE SEPTEMBER	248.37
BARYAMES CLEANERS	UNIFORM CLEANING	195.95
SAM'S CLUB DIRECT	COPY PAPER #597060	89.64
LANSING ICE & FUEL CO	GASOLINE 8/1-15/2015	635.85
LANSING UNIFORM CO	PANTS NOMEX CARGO V98300	960.00
LANSING UNIFORM CO	S/S SHIRT NOMEX NAVY 9820	644.85
LANSING UNIFORM CO	UNIFORMS	222.80
LANSING UNIFORM CO	ALTERATIONS CHANGE PATCHES/DROL	30.00
LANSING UNIFORM CO	ALTERATIONS CHANGE PATCHES/CRIPP	30.00
LANSING UNIFORM CO	ALTERATIONS CHANGE PATCHES/JUSTIC	22.50
LANSING UNIFORM CO	L/S SHIRT 310	219.90
LANSING UNIFORM CO	PANTS NOMEX CARGO V98300	480.00
LANSING UNIFORM CO	S/S SHIRT NOMEX NAVY 9820	295.80
LANSING UNIFORM CO	PANTS NOMEX CARGO V98300	480.00
BOUND TREE MEDICAL, LLC	MEDICAL SUPPLIES	515.93
BOUND TREE MEDICAL, LLC	CREDIT	(43.56)
BOUND TREE MEDICAL, LLC	MEDICAL SUPPLIES	43.56
STATE OF MICHIGAN	AGENCY LICENSE 2015	175.00
AT&T MOBILITY	MOTION PHONE LINE	2.35
VERIZON WIRELESS	CELLULAR AUGUST	668.58
TDS METROCOM	LOCAL SERVICE AUGUST	41.42
DELHI TOWNSHIP TREASURER	SEWER 6139 BISHOP	36.50
CONSUMERS ENERGY	ELECTRIC 6139 BISHOP	61.75
CONSUMERS ENERGY	GAS 6139 BISHOP	22.58
GRAINGER	1 PAVEMENT MARKING TAPE	118.70
LOWE'S CREDIT SERVICES	MATERIALS TO REPAIR FENCE AT FIRE #2	19.57
LOWE'S CREDIT SERVICES	2 PCS WHITE SIDING/ FIRE DEPT #2	11.14
THE PARTS PLACE	(1) MAC ELECTRONIC CLEAN	7.49
BRETT JUSTICE	WINTER SEMESTER REIMBURSEMENT	1,500.00
	Total For Dept 336.00 FIRE DEPARTMENT	<u>9,355.81</u>

Total For Fund 206 FIRE FUND 9,355.81

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

Fund 211 FIRE EQUIP. & APPARATUS FUND		
Dept 339.00 EQUIPMENT & APPARATUS		
HOTSTICK USA	HOT STICK REPAIR	50.00
ACE HARDWARE	6 CANS RED SPRAY PAINT	29.94
CITY OF LANSING FLEET SERV	2 AMBULANCE LED/LABOR/#373	643.00
LAFONTAINE FORD, INC	PARTS & LABOR FOR FUEL LEAK/#009	375.94
THE PARTS PLACE	1 HALOGEN LIGHT/#37	9.99
	Total For Dept 339.00 EQUIPMENT & APPARATUS	1,108.87
	Total For Fund 211 FIRE EQUIP. & APPARATUS FUND	1,108.87

Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY		
Dept 728.00 DDA ADMINISTRATION		
DBI BUSINESS INTERIORS	1 BX LEGAL FILE FOLDERS	9.99
TDS METROCOM	LOCAL SERVICE AUGUST	126.61
	Total For Dept 728.00 DDA ADMINISTRATION	136.60

Dept 729.00 DDA MARKETING & PROMOTION		
ACE HARDWARE	3 DUCT TAPES/STAPLE/ELEC. TAPE/	19.46
ACE HARDWARE	WD-40/DRILL BIT	8.48
ACE HARDWARE	6 MISC. MDSE./CARTON TAPE	6.51
BLOHM CREATIVE PARTNERS	OUTDOOR MEDIA	735.00
BLOHM CREATIVE PARTNERS	PRODUCTION	150.00
SAM'S CLUB DIRECT	WATER/PLATES/CUPS	50.28
SAM'S CLUB DIRECT	PLASTIC CUTLERY/COFFEE	19.84
BLOHM CREATIVE PARTNERS	JULY WEB MAINTENANCE & HOSTING	513.75
	Total For Dept 729.00 DDA MARKETING & PROMOTION	1,503.32

Dept 850.00 OTHER FUNCTIONS		
GRANGER	MONTHLY DUMPSTER SERVICE	131.30
QUALITY FIRST MAID SERVICE	CLEANING SERVICES/SHERIFF & DDA	420.00
DELHI TOWNSHIP TREASURER	SEWER 2150 CEDAR	31.68
DELHI TOWNSHIP TREASURER	SEWER 2313 CEDAR	332.01
DELHI TOWNSHIP TREASURER	SEWER 2045 CEDAR	50.30
CONSUMERS ENERGY	ELECTRIC-2045 CEDAR #A	1,155.13
CONSUMERS ENERGY	ELECTRIC-2045 CEDAR #B	112.54
CONSUMERS ENERGY	ELECTRIC-2150 CEDAR	198.20
CONSUMERS ENERGY	GAS-2150 CEDAR	34.82
CONSUMERS ENERGY	GAS-2045 CEDAR	19.50
CONSUMERS ENERGY	YEARLY LEASE/2150 CEDAR	25.00
DELHI TOWNSHIP TREASURER	2313 CEDAR SUMMER TAX	1,254.55
DELHI TOWNSHIP TREASURER	CEDAR & HANCOCK SUMMER TAX	701.69
DELHI TOWNSHIP TREASURER	S END CEDAR LAKE SUMMER TAX	144.30
	Total For Dept 850.00 OTHER FUNCTIONS	4,611.02

Dept 905.00 DEBT SERVICE		
SOUTH CEDAR DISTRIBUTORS	PRINC PYMT-2052 CEDAR LAND CONTR	6,250.00
SOUTH CEDAR DISTRIBUTORS	INTER PYMT-2052 CEDAR LAND CONTR	562.50
	Total For Dept 905.00 DEBT SERVICE	6,812.50

Total For Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY		13,063.44
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Fund 410 SYCAMORE TRAIL CONSTR FUND

Dept 902.00 CAPITAL OUTLAY

C2AE

DELHI TWP NON-MOTORIZED PATH

62,000.00

Total For Dept 902.00 CAPITAL OUTLAY

62,000.00

Total For Fund 410 SYCAMORE TRAIL CONSTR FUND

62,000.00

Fund 590 SEWAGE DISPOSAL SYSTEM

Dept 000.00

AZELTON, KATHERINE

Sewer Usage

304.28

BOGRET, PETER

Basic Service Charge

447.86

BREDIN, ANDREW

Basic Service Charge

5.10

DICKENSON CONSTRUCTION

Sewer Usage

7.95

DICKENSON CONSTRUCTION

Basic Service Charge

1.03

ENCISO, ELIZABETH

Sewer Usage

56.13

HAMILTON, DOUG AND MARY

Basic Service Charge

54.70

HOUSE, SHIRLEY

Basic Service Charge

30.00

REEDY, BRADLY

Basic Service Charge

5.10

RUGGLES, CHAD

Basic Service Charge

130.40

THORNTON, SHANA

Basic Service Charge

19.70

Total For Dept 000.00

1,062.25

Dept 548.00 ADMINISTRATION & OVERHEAD

HARTFORD LIFE INSURANCE

RETIRES LIFE INSURANCE SEPTEMBER

16.20

SAM'S CLUB DIRECT

COPY PAPER #597060

179.28

Total For Dept 548.00 ADMINISTRATION & OVERHEAD

195.48

Dept 558.00 DEPT OF PUBLIC SERVICE

DELTA DENTAL PLAN OF

DENTAL INSURANCE SEPTEMBER

1,393.41

HARTFORD LIFE INSURANCE

LIFE INSURANCE SEPTEMBER

327.39

SAM'S CLUB DIRECT

COPY PAPER #597060

298.80

LANSING ICE & FUEL CO

GASOLINE 8/1-15/2015

1,355.03

BARYAMES CLEANERS

UNIFORM DRY CLEANING/POTW

45.00

MODEL COVERALL SERVICE

STAFF UNIFORMS/POTW

72.00

MODEL COVERALL SERVICE

STAFF UNIFORMS/MAINTENANCE

67.71

MODEL COVERALL SERVICE

STAFF UNIFORMS/POTW

84.95

MODEL COVERALL SERVICE

STAFF UNIFORMS/MAINTENANCE

73.79

MODEL COVERALL SERVICE

STAFF UNIFORMS/POTW

84.95

MODEL COVERALL SERVICE

STAFF UNIFORMS/MAINTENANCE

73.79

AIRGAS USA, LLC

CYLINDER RENTAL

145.80

HASSELBRING-CLARK

COPIER EXCESS RATE/MAINTENANCE

16.34

MICHIGAN SURVEYORS SUPPLY

2 PAINT, MARKING STICK

48.98

MICHIGAN SURVEYORS SUPPLY

4 PAINT, MARKING-FLUOR PINK

22.00

FISHER SCIENTIFIC

MTHYLENE BLUE 25G AC414240250

24.28

FISHER SCIENTIFIC

SUDAN BLACK B 25G AC190160250

55.74

FISHER SCIENTIFIC

ESTIMATED SHIPPING

30.05

FISHER SCIENTIFIC

ACETIC ACID, GLACIAL 500ML S25118A

21.16

FISHER SCIENTIFIC

CHRYSOIDION Y 50G 50-750-5020

67.80

FISHER SCIENTIFIC

BOTTLE BRUSHES (D0Z) 03-572-5

75.49

FISHER SCIENTIFIC

ESTIMATED SHIPPING

83.32

ALS LABORATORY GROUP

POTW INFLUENT

550.00

ALS LABORATORY GROUP

POTW INFLUENT

550.00

ALS LABORATORY GROUP

POTW EFFLUENT

550.00

ALS LABORATORY GROUP

POTW EFFLUENT

550.00

ALS LABORATORY GROUP

POTW INFLUENT

550.00

ALS LABORATORY GROUP

MH-303

550.00

ALS LABORATORY GROUP

MH-1962

550.00

ALS LABORATORY GROUP

MH-303

550.00

ALS LABORATORY GROUP

MH-1962

550.00

ALS LABORATORY GROUP

SLUDGE TESTING

650.00

ALS LABORATORY GROUP

SLUDGE TESTING

650.00

ENVIRONMENTAL RESOURCES	TOXICITY TESTING & DMR QA STUDY 35	1,305.00
GOODRICH OPTICAL, INC.	SAFETY GLASSES/KEELEY	259.00
GOODRICH OPTICAL, INC.	SAFETY GLASSES/HARRIS	280.75
HUBBELL, ROTH & CLARK, INC	SAW STORMWATER MANAGEMENT PLAN	1,617.36
HUBBELL, ROTH & CLARK, INC	SAW GRANT ADMINISTRATION	11,920.23
HUBBELL, ROTH & CLARK, INC	ASPEN CENTRE PHASE III SEWER	173.25
HUBBELL, ROTH & CLARK, INC	TACO BELL CONSTRUCT OBSERVATION	867.42
HUBBELL, ROTH & CLARK, INC	SEWER LEAD INSPECTION PROJECT SET UP	1,099.89
SPICER GROUP, INC.	SEWER AUDIT & GIS ASSISTANCE	1,787.50
SPICER GROUP, INC.	ENGINEERING SERVICES SEWER LEAD	423.00
UNITED PARCEL SERVICE	SHIPPING CHARGES	531.48
GRANGER	MONTHLY DUMPSTER SERVICE	202.91
APPLICATION SPECIALIST KO	BACKUP & EMAIL FILTER	1,110.00
VERIZON WIRELESS	CELLULAR AUGUST	797.41
TDS METROCOM	LOCAL SERVICE AUGUST	388.61
DELHI TOWNSHIP TREASURER	SEWER 1490 AURELIUS	269.80
CONSUMERS ENERGY	ELECTRIC 1390 WAVERLY	200.36
CONSUMERS ENERGY	ELECTRIC 1490 AURELIUS	2,526.41
CONSUMERS ENERGY	ELECTRIC-1494 AURELIUS	58.69
CONSUMERS ENERGY	ELECTRIC-2358 EIFERT	359.47
CONSUMERS ENERGY	ELECTRIC-2870 PINE TREE	473.13
CONSUMERS ENERGY	ELECTRIC-3505 HOLT	102.60
CONSUMERS ENERGY	ELECTRIC-4280 DELL	487.75
CONSUMERS ENERGY	ELECTRIC-4828 HOLT	86.70
CONSUMERS ENERGY	ELECTRIC-5961 MC CUE #2509	20,470.60
CONSUMERS ENERGY	ELECTRIC-5999 HOLT	56.71
CONSUMERS ENERGY	ELECTRIC-6055 MC CUE	359.47
CONSUMERS ENERGY	ELECTRIC-1988 WAVERLY	456.07
CONSUMERS ENERGY	ELECTRIC-4000 N MICHIGAN#B	118.50
CONSUMERS ENERGY	GAS 5961 MC CUE #4	272.18
CONSUMERS ENERGY	GAS 1494 AURELIUS	12.50
CONSUMERS ENERGY	GAS-5961 MC CUE #2	22.58
CONSUMERS ENERGY	GAS-5961 MC CUE #3	0.84
CONSUMERS ENERGY	GAS-5961 MC CUE #2319	46.72
CONSUMERS ENERGY	GAS-4280 DELL	21.86
CONSUMERS ENERGY	GAS-3505 HOLT	13.94
CONSUMERS ENERGY	GAS-2481 DELHI COMM	16.10
CONSUMERS ENERGY	GAS-1490 AURELIUS	13.94
CONSUMERS ENERGY	GAS-1492 AURELIUS	52.10
SUPERIOR SAW	SLEEVE/SPACERS/BOLT/NUT/SCAG	150.62
ACE HARDWARE	2 PLASTIC TOILET FLOATS/MENS PUBLIC	9.98
ACE HARDWARE	PROPANE EXCHANGE/MAINTENANCE	17.99
ACE HARDWARE	4 DUST PANS/4 BROOMS	100.93
ACE HARDWARE	CARTRIDGE FILTER/POTW SHOP VAC	15.99
LOWE'S CREDIT SERVICES	HOSE REEL FOR 1492 MAINT DEPT	75.98
MENARDS LANSING SOUTH	12 CANS HORNET & WASP SPRAY/DPS	35.64
SAM'S CLUB DIRECT	12 SIMPLE GREEN/12 FLOOR CLEANER	165.12
THE PARTS PLACE	1 ANTI-SEIZE LUBRICANT	8.99
ACE HARDWARE	JOINT PASTE/NIPPLE/ELBOW/UNION	29.45
CATHEY COMPANY	(4) BX57 V-BELTS/L.S. D	81.42
LOWE'S CREDIT SERVICES	DEWALT 1/2' STUD/JOIST DRILL/L.S. D	284.05
BARNHART & SON, INC.	EIFERT ROAD FORCEMAIN REPAIR	6,596.03
BARNHART & SON, INC.	AURELIUS RD MANHOLE CASTING	8,800.00
BARNHART & SON, INC.	HOLT & HEATHERTON FORCE MAIN	5,668.45
SUPERIOR SAW	16IN BAR	36.95
SUPERIOR SAW	AIR FILTER ASSY	4.19
SUPERIOR SAW	MOTOR MOUNT	6.81

UNISON SOLUTIONS, INC.	SILOXANES BY SPECIATION	950.00
UNISON SOLUTIONS, INC.	TEDLAR BAG, P/N EG-PP-1, 1.0 LITER,	25.00
UNISON SOLUTIONS, INC.	GAS SAMPLING KIT (FED EX)	50.00
ACE HARDWARE	2 PLUGS/FUEL TANK #6	5.58
ACE HARDWARE	GALV NIPPLE	4.79
APPLIED INDUSTRIAL TECH.	8 EQUIPMENT BELTS	27.64
APPLIED INDUSTRIAL TECH.	SHIPPING	2.57
FULTON ELECTRONIC SUPPLY	1 CLIP KIT/POTW	9.42
GOOD YEAR COMMERCIAL TIRE & ROAD SERVICE		98.22
GOOD YEAR COMMERCIAL TIRE & ROAD SERVICE		50.22
GOOD YEAR COMMERCIAL TIRE & TUBE		30.08
GOOD YEAR COMMERCIAL TIRE & FUEL SURCHARGE		9.47
GOOD YEAR COMMERCIAL TIRE & SHOP SUPPLIES FEE		10.50
TASMANIAN TIRE CO.	FLAT TIRE/EXMARK MOWER	10.00
THE PARTS PLACE	1 BELT/SWEEPER TRUCK	27.99
QUALITY FIRST MAID SERVICE	CLEANING SERVICES/MAINTENANCE	260.00
QUALITY FIRST MAID SERVICE	CLEANING SERVICES/POTW	260.00
SHAHEEN CHEVROLET, INC.	CONSOLE / UNIT 3	173.32
STARS AUTO DETAILING	COMPLETE DETAIL / UNIT 3	150.00
ACE HARDWARE	4 SPIRAL STAKE TIE DOWNS/POTW GILL	17.96
HUBBELL, ROTH & CLARK, INC	PRIMARY CLARIFIERS DRIVES & MECHSM	345.00
HUBBELL, ROTH & CLARK, INC	POTW LAGOONS BLDGS REPL DESIGN	207.00
Total For Dept 558.00 DEPT OF PUBLIC SERVICE		84,793.96

Dept 578.01 CAPITAL IMPROVEMENTS

HUBBELL, ROTH & CLARK, INC	GEN PROF SERVICES-SAW/EIFERT RD	70.65
Total For Dept 578.01 CAPITAL IMPROVEMENTS		70.65

Total For Fund 590 SEWAGE DISPOSAL SYSTEM 86,122.34

Fund 643 LOCAL SITE REMEDIATION REVOLVING FUND

Dept 735.00 LOCAL SITE REMEDIATION

FOSTER, SWIFT, COLLINS	LEGAL FEES/JULY	2,790.00
Total For Dept 735.00 LOCAL SITE REMEDIATION		2,790.00

Total For Fund 643 LOCAL SITE REMEDIATION REVOLVING FUND 2,790.00

Fund 701 TRUST & AGENCY FUND

Dept 000.00

AFLAC	WITH DEDUCT-AFLAC DISABILITY	551.62
AFLAC	WITH DEDUCT-AFLAC LIFE INSUR	7.38
AFLAC	WITH DEDUCT-AFLAC ACCIDENT	559.34
AFLAC	WITH DEDUCT-AFLAC SICKNESS	370.62
AFLAC	WITH DEDUCT-AFLAC CANCER	447.60
AFLAC	WITH DEDUCT-DISABILITY RIDER	18.48
MANDY ISENHAUER	REFUND 2014 TAX OVERPAYMENT	9.23
GREATER LANSING MONUMENT	NICHE LETTERING - MACKLIN	80.00
JOHN PICKWOOD	REFUND CASH BOND-TRANSIENT LIC	250.00
Total For Dept 000.00		2,294.27

Total For Fund 701 TRUST & AGENCY FUND 2,294.27

Fund 703 CURRENT TAX ACCOUNT

Dept 000.00

WELLS FARGO REAL ESTATE	REFUNDS DUE TAXPAYERS	1,018.15
Total For Dept 000.00		1,018.15

Total For Fund 703 CURRENT TAX ACCOUNT 1,018.15

Total For All Funds: 450,821.76

DELHI CHARTER TOWNSHIP
FUND TRANSFERS AND PAYROLL APPROVAL
For Payroll Dated September 10, 2015

I. Certification of Preparation and Distribution

The attached check and payroll registers encompass check numbers: 108331 through 108366 & direct deposits numbers: DD20974 through DD21060. 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: September 10, 2015

Director of Accounting

II. Payroll Report

The September 10, 2015 payroll encompasses the following funds and expenditures:

	Gross Payroll	Payroll Deductions	Net Pay
General Fund	\$75,465.86	\$21,372.58	\$54,093.28
Fire Dept. Fund	44,945.67	14,262.70	\$30,682.97
DDA	3,954.62	876.75	\$3,077.87
Sewer Fund/Receiving	38,721.73	11,444.62	\$27,277.11
Total Payroll	\$163,087.88	\$47,956.65	\$115,131.23
	Township FICA	Township RHS & Pension Plan	Total Deductions & TWP Liabilities
General Fund	\$5,488.02	\$5,489.27	\$32,349.87
Fire Dept. Fund	3,278.31	3,467.98	21,008.99
DDA	131.65	82.68	1,091.08
Sewer Fund/Receiving	2,875.60	2,885.43	17,205.65
Total Payroll	\$11,773.58	\$11,925.36	\$71,655.59

Director of Accounting

III. FUND TRANSFERS

Transfers covering the foregoing payroll were made on September 10, 2015 and identified as follows:

9/10 Net Pay Disbursement in Common Savings (\$115,131.23)

Roy W. Sweet, Treasurer

IV. Board Audit and Approval:

At a regular meeting of the Township Board held on September 15, 2015, a motion was made by _____ and passed by _____ yes votes and _____ no votes(_____ absent) that the payroll dated September 10, 2015 was reviewed, audited, and approved.

Attachment to Payroll Register

cc: Sweet(1)Vander Ploeg(1)

Evan Hope, Clerk

DELHI CHARTER TOWNSHIP

MEMORANDUM

TO: Delhi Township Board Members

FROM: John B. Elsinga, Township Manager

DATE: September 10, 2015

RE: FY 2016 Budgets – Set Public Hearing – General Fund and Special Revenue Funds

During the September Budget Workshop we introduced to the Board the proposed 2016 Budget documents (Budget Book). These proposed budgets will be updated prior to the public hearing for any changes made at the budget workshop and during the Committee of the Whole meeting. Summaries of these budgets will be available in the Clerk's Office for public viewing.

As required by statute, a public hearing must be held prior to December 15th and the adoption of these budgets by the Township Board no later than December 31st of each year. Therefore, I recommend the Board set a public hearing for October 20, 2015 at 7:45 p.m. to hear comments on the proposed budget.

RECOMMENDED MOTION:

To set a public hearing on the proposed Township budgets for the General Fund and Special Revenue Funds for fiscal year 2016 on Tuesday, October 20, 2015 at 7:45 p.m.

DELHI CHARTER TOWNSHIP**MEMORANDUM**

TO: Delhi Township Board Members

FROM: John B. Elsinga, Township Manager

DATE: September 11, 2015

RE: Interagency Cash Transfer Agreement between Delhi Township and Michigan Rehabilitation Services

Enclosed for your review and approval is an "Interagency Cash Transfer Agreement" between Delhi Township and Michigan Rehabilitation Services (MRS) for the fiscal year 2015-2016. This Agreement mirrors the ones approved by the Board for the 2013, 2014 and 2015 State of Michigan fiscal years.

The purpose of this Agreement is to enable the Township to provide MRS non-federal share monies (\$20,250) as a match for MRS to receive federal funding (\$54,750). Together these funds (\$75,000) support a cooperative relationship between MRS and the Township to improve vocational rehabilitation services to persons with disabilities with the ultimate goal of achieving successful employment. This program will also ensure the provisions of independent living services are available to MRS customers if needed.

The primary role of Delhi Township is to act as the fiduciary agent and transfer only those funds received (\$20,250) from the Capital Area Center for Independent Living (CACIL) to ensure MRS receives their federal funding support. No other source of Township funds can be used for the purpose of this Agreement.

Recommended Motion:

To approve the Interagency Cash Transfer Agreement between Delhi Charter Township and Michigan Rehabilitation Services and authorize the Township Manager to execute the Agreement on behalf of the Township.

Agreement #: 1211

MRS District & Site: Lansing District/Lansing

INTERAGENCY CASH TRANSFER AGREEMENT

This Agreement is entered into between the designated State unit and the state or local public agency named below:

DESIGNATED STATE UNIT NAME:

Michigan Rehabilitation Services (MRS)

STATE OR LOCAL PUBLIC AGENCY NAME:

Delhi Charter Township

AGREEMENT TYPE:

New: Continuation:

AGREEMENT BEGIN AND END DATE:

October 01, 2015 to September 30, 2016

FISCAL YEAR APPROPRIATE TO THIS DOCUMENT:

2016

GRAND TOTAL OF THIS AGREEMENT:

75,000

AGREEMENT TITLE:

Delhi Charter Township

This Interagency Cash Transfer Agreement (Agreement) is created and agreed to by MRS and the state or local public agency designated above (Parties) to enhance and improve the provision of vocational rehabilitation services to individuals who meet the following MRS eligibility criteria, as set forth in 34 CFR 361.42(a)(1):

- (i) A determination by qualified personnel (employed by the designated State unit) that the applicant has a physical or mental impairment.
- (ii) A determination by qualified personnel (employed by the designated State unit) that the applicant's physical or mental impairment constitutes or results in a substantial impediment to employment for the applicant.
- (iii) A determination by a qualified vocational rehabilitation counselor employed by the designated State unit that the applicant requires vocational rehabilitation services to

prepare for, secure, retain, or regain employment consistent with the applicant's unique strengths, resources, priorities, concerns, abilities, capabilities, interests, and informed choice.

- (iv) A presumption, in accordance with paragraph (a)(2) of this section, that the applicant can benefit in terms of an employment outcome from the provision of vocational rehabilitation services.

The provision of vocational rehabilitation services through this Agreement must be consistent with the MRS FY 2016 State Plan, including but not limited to implementation of an Order of Selection for Services (OSS) [34 CFR 361.36(d)(1)]. The requirements specified in the MRS State Plan on file with the United States Department of Education, Rehabilitation Services Administration will apply to all funds associated with this Agreement.

Purpose of this Agreement

The purpose of this Agreement is to set forth the terms and conditions under which the above referenced state or local public agency will provide non-Federal share as an allowable source of match as referenced in Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards at 2 CFR 200.306.

I. Description of the Program

A. Purpose of the Program

1. Purpose Statement

The purpose of this program is to support a cooperative relationship between MRS and Delhi Charter Township to increase and improve vocational rehabilitation services to persons with disabilities.

This program results in the provision of a full range of vocational rehabilitation services to customers with disabilities as applicable. It is the goal of this program that eligible individuals achieve successful employment outcomes.

2. Target Population

This program targets the general population with disabilities. Services will not be extended to or include non-MRS customers.

3. Target Geographic Area

Delhi Charter Township, Clinton, Eaton, Ingham and Shiawassee Counties.

4. Outcome Goals

Based on MRS Service categories, the parties have mutually agreed on the following outcome goals:

- Total number of participants to be served – 36
- Applications – 24
- Closed successful - 12

B. Scope of Vocational Rehabilitation Services to be Provided Under the Program

1. Description of Services

MRS may provide, arrange or purchase vocational rehabilitation services necessary for determining eligibility, priority for service, and vocational rehabilitation needs.

MRS may provide, arrange or purchase those vocational rehabilitation services related to an Individualized Plan for Employment necessary to assist the individual in preparing for, securing, retaining, or regaining an employment outcome in an integrated setting that is consistent with the individual's strengths, resources, priorities, concerns, abilities, capabilities, interests, and informed choice.

Additionally, the Parties have identified the following VR service(s) as integral to achieving the program outcome goals: [This program will also ensure the provision of independent living services are available to MRS customers if needed and identified in an Individual Plan for Employment.](#)

C. Role of Each Participating Agency in the Provision of Services

1. Role of MRS

[Rosanne Renauer, District Manager](#) will serve as the primary administrative contact for MRS.

To achieve the outcome goals for this program:

- MRS staff will be responsible for the following: [assigning professional staff, as required, to accomplish the goals and administration of the agreement.](#)
- Applicable work flow processes include: [The primary role of MRS is to act as the program manager in the delivery of vocational rehabilitation services to customers with disabilities.](#)
- Training is not anticipated
 Training will be provided in the following area(s):

2. Role of state or local public agency

[John Elsinga, Delhi Charter Township Manager](#) will serve as the primary administrative contact for the state or local public agency.

To achieve the outcome goals for this program:

- a. State or local public agency staff will be responsible for the following: [assigning professional staff, as required, to accomplish the goals and administration of the agreement.](#)
- b. Applicable work flow processes include: [Delhi Charter Township may refer individuals with a perceived disability for determination of eligibility, priority for service and vocational rehabilitation.](#)

The Charter Township of Delhi is to act as the fiduciary agent and transfer state or local funds in accordance with the terms of this interagency cash transfer agreement. The Charter Township of Delhi shall only be responsible for transferring non-federal funds that are designated for this purpose and in accordance with this agreement. This Agreement shall be contingent on the availability of funds.

The Charter Township of Delhi shall have no duties, responsibilities or obligations under this Agreement except as clearly and expressly described in this Agreement.

The Charter Township of Delhi shall not be answerable or liable for other than its gross negligence or willful misconduct.

The Charter Township of Delhi shall be protected in acting upon any paper or document believed by it to be genuine and to have been signed by the proper person or persons and shall not be held to have notice of any change of authority of any person, until receipt of written notice thereof from MRS.

The Charter Township of Delhi shall not be under any obligation to prosecute any action or suit in any way related to this Agreement which, in its sole judgment, may involve it in expense or liability.

The Charter Township of Delhi shall not be responsible for any failure or delay in the performance of its obligations under this Agreement arising out of, or caused, directly or indirectly, by circumstances beyond its reasonable control.

- c. Training is not anticipated
 Training will be provided in the following area(s):

D. Quality Assurance Activities

1. Data Sharing & Reporting Plan

At a minimum, the Parties have agreed to exchange the following data set(s):
[The MRS Lansing District Office Manager or representative will provide information to Delhi Charter Township, as requested and required, on an annual basis. This data consists of the number of individuals served, expenditures, services provided, and outcome status.](#)

The primary administrative contacts or their designees will complete this activity
 Monthly Quarterly Biannually Other: [Annually](#)

2. Progress Monitoring

The primary administrative contacts or their designees agree to meet
 Monthly Quarterly Biannually Other: [Throughout the year](#) to review progress toward outcome goals, resolve issues, and ensure the continuity of all Agreement components.

Progress measures are identified in sections II(A)(4) and/or II(D)(1).

3. Program Evaluation

At a minimum, the Parties agree to an annual review of the programs overall impact and outcomes. The primary administrative contacts will complete this activity.

Program evaluation success indicators and measures are identified in sections II(A)(4) and/or II(D)(1). The Parties have agreed to the following additional success indicators: [NA](#)

E. Share of Cost to be Assumed by Each Agency

Agency	Share Type	Share %	Amount
State or Local Public Agency	Non-Federal	27	\$20,250
MRS	Federal	73	\$54,750
Agreement Grand Total	Combined	100	\$75,000

II. Funding Qualifications

Non-Federal share provided under this Agreement will not originate from any other Federal grant or count towards satisfying a matching or cost sharing requirement of another Federal grant agreement, contract, or any other award of Federal funds. Program income generated or earned as a result of this Agreement cannot count toward satisfying a Federal match or cost sharing requirement.

Program expenditures under this Agreement will be under the control of MRS. All services provided under this Agreement are only available to MRS applicants and eligible individuals.

The entire non-Federal share will be obligated first during the fiscal year in which this Agreement pertains. Any funds remaining after the date identified below may be redirected to the statewide MRS general fund and spent at the discretion of MRS.

Date after which funds may be redirected: July 01, 2016

In the event Federal share is unavailable or unsecured, this Agreement would be deemed null and void.

III. Payment Terms and Conditions

A. Terms of Payment

The state or local public agency agrees to make payment of the non-Federal share based on the schedule below.

This Agreement increases or expands the scope of VR services available to individuals with disabilities. A waiver has been granted by the Rehabilitation Services Administration authorizing this Agreement. Failure to meet non-Federal share obligations by the state or local public agency may result in termination of this Agreement and all associated services.

B. Payment Schedule

Single Payment Schedule

Amount	Payment Due On or Before
\$20,250	December 01, 2015

IV. Audits and Records

The state or local public agency agrees:

- A. To maintain and retain, during and for seven (7) years after termination of this Agreement, books, records and all other documents relating to this Agreement. If an audit has been initiated and audit findings have not been resolved at the end of such seven (7) year period, the state or local public agency shall retain the records until resolution of the audit findings.
- B. To assure state personnel, federal personnel, and personnel authorized by MRS shall have full access to the records during the time the state or local public agency is obligated to retain the records.

- C. At the request of MRS, to provide access to and furnish whatever information is deemed necessary by MRS in order to fully, accurately and timely assess satisfactory performance of the terms and conditions of this Agreement.
- D. At the request of MRS, to permit onsite visits by designated State of Michigan employees or agents to conduct audits or otherwise review books and records for any reason connected with the administration of this Agreement.

V. Dispute Resolution

In the event of a dispute between the Parties concerning the interpretation or implementation of this Agreement, or the provision of services funded under this Agreement, the Parties agree to attempt in good faith to informally resolve the disagreement. To initiate dispute resolution under this section, the state or local public agency shall provide MRS with a written summary of the complaint. The state or local public agency should include the following information in the letter of the complaint: name and address of the person MRS should contact regarding the complaint, identification of the specific provision of this Agreement or its attachment in dispute and all documentation in support of the position. The following summarizes the dispute resolution process:

A. Step One, Informal

The Parties will meet to discuss the nature of the dispute and to discuss appropriate solutions pertaining to this Agreement. This must occur within fifteen (15) business days, from the date of receipt of the complaint or such additional time as the Parties agree in writing.

B. Step Two, Formal

If the informal dispute resolution process is unsuccessful, the appropriate MRS District Manager, Division Director and the administrative head of the state or local public agency shall meet within fifteen (15) business days of the first meeting (or such additional time as the Parties agree in writing) to review the efforts at resolution and to continue working at resolving the dispute(s). The Parties shall use their best efforts to identify in writing all disputed issues, the respective party's proposed resolution and any agreed upon resolutions relative to the issues identified (Written Summary).

C. Step Three, Formal

If the dispute(s) cannot be resolved at Step Two, the Parties shall, within seven (7) days following the meeting in B (unless extended in writing by the Parties), above, provide the MRS Director with the Written Summary and meet with the MRS Director or his or her designee to discuss the complaint. The MRS Director or designee will provide the Parties with a final written resolution within thirty (30) days of this meeting. The action of the MRS Director or designee is final and binding on the Parties.

VI. Mutual Drafting

Both Parties contributed equally to the drafting and negotiation of this Agreement. As such, the Parties agree that, in the event of a dispute, the provisions of the Agreement shall not be strictly construed against any Party as the drafter of this Agreement. The Parties acknowledge that they have had the opportunity to have their respective attorneys review and approve this Agreement as to its form and effect.

VII. Renegotiation or Modification

To be effective, any modifications or amendments to this Agreement must be in writing and signed by the Parties.

VIII. Cancellation

MRS or the state or local public agency, with or without cause, may cancel this Agreement upon no less than thirty (30) days written notice. If this Agreement is terminated prior to the end of the fiscal year, the unobligated non-Federal share will be returned to the state or local public agency within 30 days of the effective termination date. To terminate, the written notification must be sent by certified mail with return receipt requested to all signatories prior to August 1st of the current fiscal year.

This Agreement will end on the later of the specified termination date or 30 days after receipt of request for termination.

IX. Governing Statutes

The Parties shall comply with all applicable federal laws and regulations in carrying out the terms of this Agreement, including but not limited to the following:

- A. Title VI of the Civil Rights Act of 1964, as amended, which, among other things, prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving or benefiting from federal financial assistance.
- B. Section 504 of the Rehabilitation Act of 1973, as amended, which, among other things, prohibits discrimination on the basis of disability in programs and activities receiving or benefiting from federal financial assistance.
- C. Americans with Disabilities Act of 1990, which, among other things, prohibits discrimination by public and private entities on the basis of disability in employment, public accommodations, transportation, state and local government services, and in telecommunications.
- D. Title IX of the Education Amendments of 1972, as amended, which, among other things, prohibits discrimination on the basis of gender in education programs and activities receiving or benefiting from federal financial assistance.

- E. The Age Discrimination Act of 1975, as amended, which, among other things, prohibits discrimination on the basis of age in program or activities receiving or benefiting from federal financial assistance.
- F. The Omnibus Budget Reconciliation Act of 1981, which, among other things, prohibits discrimination on the basis of gender or religion in programs and activities receiving or benefiting from federal financial assistance.
- G. Federal: Other applicable regulations including but not limited to OMB Circulars A-87, the Education Department of General Administrative Regulations (EDGAR), the federally approved MRS State Plan and the State Program Regulations at 34 CFR 361.
- H. Title VII of the Civil Rights Act of 1964, as amended, which, among other things, prohibits discrimination with respect to employment, compensation, and terms and conditions of employment on the basis of race, color, religion, gender, or national origin.

The Parties shall comply with all applicable state laws and rules in carrying out the terms of this Agreement, including but not limited to the following:

- A. Persons with Disabilities Civil Rights Act – Act 220 of 1976, defines the civil rights of persons with disabilities; prohibits discriminatory practices, policies, and customs in the exercise of those rights; prescribes penalties and to provide remedies.
- B. Elliot Larsen Civil Rights Act – Act 453 of 1976, defines civil rights; prohibits discriminatory practices, policies, and customs in the exercise of those rights based upon religion, race, color, national origin, age, sex, height, weight, familial status, or marital status; to preserve the confidentiality of records regarding arrest, detention, or other disposition in which a conviction does not result; to prescribe the powers and duties of the civil rights commission and the Department of Civil Rights; provides remedies and penalties; provides for fees; and to repeal certain acts and parts of acts.
- C. All other applicable state or federal laws, regulations, rules or standards that prohibit discrimination on any basis.

X. Safeguarding Information

The Parties shall not use or disclose any confidential or personally identifying information concerning applicants or recipients of services under or incidental to this Agreement for any purpose except as permitted or authorized by law (34 CFR 361.38).

XI. Standard Terms and Conditions

This Agreement contains all the terms and conditions agreed upon by the Parties. There are no provisions, terms, conditions, or obligations other than those contained in this Agreement. This Agreement shall supersede all previous communications, representations, or agreements, either verbal or written between the Parties as to the

subject matter covered in this Agreement. If any terms or provisions of this Agreement are found illegal or unenforceable, the remainder of this Agreement shall remain in full force and effect and the illegal or unenforceable terms or provisions shall be stricken.

Neither Party shall be responsible for the costs or obligations of the other party in carrying out the terms of this Agreement.

XII. Effective Date, Approval, and Execution

This agreement is effective on [October 01, 2015](#).

MRS and the state or local public agency have obtained all necessary approvals to enter into this Agreement and have caused this Agreement to be signed by their respective authorized officers or representatives as set forth below:

Signatures	Titles
MRS Representative Signature	State or Local Public Agency Representative Signature
ROSANNE RENAUER	JOHN ELSINGA
Printed Name of Signatory (all capital letters)	Printed Name of Signatory (all capital letters)
District Manager	Manager
Title	Title
Date	Date

MRS Local Address: 1048 Pierpont Suite 1 Lansing, MI 48913	State or Local Public Agency Name and Address: Delhi Charter Township 2074 Aurelius Rd. Holt, MI 48842
	Name, Title, and Phone Number of State or Local Public Agency Representative: John Elsinga, Manager (517) 694-2135
	Federal Identification Number: 38-6019639



Delhi Charter Township
Department of Community Development

MEMORANDUM

TO: John B. Elsinga, Township Manager

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

DATE: September 10, 2015

RE: Proposal for Professional Services

As you are aware, the Delhi Downtown Development Authority (DDA) owns property on the east side of the roundabout at Holbrook and Cedar Street, adjacent to Cedar Lake. The DDA has been exploring redevelopment possibilities for this property for a number of years. Recently, they have determined that the best use of the site is to develop a passive-use public park. This park would serve as a trailhead for both the existing trail system and the anticipated Holt to Mason trail. In addition, the park may provide access to Cedar Lake and other recreation opportunities.

The DDA has obtained a proposal from DLZ for professional services. DLZ would ultimately work with the DDA and Township to develop a design plan for this park. The DDA intends to pursue grant funding for construction once this initial design work is completed. DLZ is a quality company that has designed and implemented excellent projects for the Township/DDA in the past. Most recently, DLZ did the park at the corner of Holt and Aurelius Roads.

The DDA has asked that the Township consider sharing costs associated with the design. DLZ's proposed scope of work is identified in the attached proposal. The total lump sum, not-to-exceed cost for this work is \$49,700. The DDA proposes to share this cost "50/50" with the Township. This arrangement would make the Township's share equal to \$24,850 and funds are available in the General Fund.

If you have any questions, or need additional information, please don't hesitate to let me know. Otherwise, please forward this to the Township Board for their consideration and action at the upcoming September 15th meeting. It is my understanding that the DDA Board will take similar action at their September 29th meeting and that the project will begin shortly thereafter. Thank you.

Recommended Motion:

To accept the Proposal for Professional Services from DLZ Michigan, Inc. for conceptual design options for property located at 1600 and 1694 N. Cedar Street in the amount of \$49,700 to be shared equally between the Township and the Downtown Development Authority.



INNOVATIVE IDEAS
EXCEPTIONAL DESIGN
UNMATCHED CLIENT SERVICE

August 21, 2015

Mr. Howard Haas
Executive Director
Delhi Charter Township Downtown Development Authority
2045 North Cedar Street, Suite 2
Holt, Michigan 48842-1405

RE: Proposal for Professional Services
Former Nyeholt Steel Site Located at 1600 and 1694 N. Cedar Street

Dear Mr. Haas:

DLZ Michigan, Inc. is pleased to submit this proposal letter to the Delhi Charter Township Downtown Development Authority (DDA) related to the proposed development of a passive use public park located on the former Nyeholt Steel property and also Cedar Street Right-of-Way (ROW) improvements. These improvements to the Cedar Street ROW include aesthetic enhancement of the central island of the existing roundabout located at the intersection of North Cedar Street and Holbrook Drive, and a new pedestrian cross-walk across Cedar Street located north of the roundabout. Our proposal letter is divided into five separate sections: Project Understanding; Scope of Services; Proposed Schedule; Proposed Compensation; and DLZ Standard Terms and Conditions.

Project Understanding

The first portion of professional services being requested (which are included in this proposal) will include the data gathering, local agency coordination, and preparation of conceptual design options. The DDA and project stakeholders will choose an option or combination of options to advance to the second portion of the project, which is preliminary design, final design, and construction. The professional services and fees for preliminary design, final design, and construction will be requested by the DDA at a later date once the preferred conceptual design option is chosen at the conclusion of the first portion of the project. The DDA intends to include the schematic park plan in a Michigan Department of Natural Resources (MDNR) Trust Fund Recreation Development Grant Application to fund the construction of the park and eligible improvements. The DDA's suggested preliminary program elements for the park include partial clean-up and removal of environmental contaminants identified on the site to allow for public use, drive access, vehicle parking (25-30 cars), a trailhead/staging area to access the future Ingham County non-motorized trail, pedestrian access to Cedar Lake, including pedestrian access along the shoreline, small boat access to Cedar Lake, and a picnic area. The existing Cook and Thorburn Ingham County Drain lies in a portion of the property to be developed. The DDA has acknowledged the Drain may need to be modified/relocated to construct the desired improvements, which will require coordination and permitting with the Ingham County Drain Commissioner's Office. The initial priority for the project is to develop a program statement and prepare site schematics for the DDA's consideration. The DDA stated they would like to minimize the



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removal of buried debris and cap with suitable soil in an effort to lower costs to remediate contaminated soils.

The schematic design work will also include improvements within the Cedar Street ROW for new landscaping of the central island of the existing roundabout and a new pedestrian cross-walk, which will require coordination with the Ingham County Road Department (ICRD). Coordination with the ICRD will also include discussing the point of access to the new park, design standards/future ownership of the access road, and determining the ICRD's concerns and requirements for construction, including geometrics.

The total project site is approximately 16 acres of land located to the east of the existing roundabout at the intersection of North Cedar Street and Holbrook Drive, comprising three parcels. The DDA owns all three parcels. Two of the parcels have frontage on N. Cedar Street, which are parcel numbers 33-25-05-23-400-005 and 33-25-05-23-400-010. The third parcel (#33-25-05-23-400-006) is land locked, but has waterfront on Cedar Lake. The DDA site currently has two points of ingress/egress from the north bound lanes of Cedar Street and a second access from the existing gravel road located on the easterly side of the roundabout. The parcels are vacant and have a documented history of environmental contamination. There are approximately 2-3 acres of property that has been landfilled and impacted with heavy metal contaminants located in the northerly 1/3 of the site (refer to Baseline Environmental Assessment: Figure 5 prepared by Fitzgerald Henne & Associates). A Phase I and Phase II Environmental Site Assessment (ESA) was performed by Fitzgerald Henne & Associates, Inc. in 2003. A Brownfield Redevelopment Assessment Work Plan was conducted by the Michigan Department of Environmental Quality (MDEQ) in May 2014. We have not verified if the MDEQ work plan was implemented.

Consideration should be given to rezoning the property to Public Property District designation. The site is currently zoned Industrial Assembling District and has commercial properties located north and south of the property. Site plan review will be required by Delhi Township. Coordination with the Township Community Development Department regarding rezoning is necessary. In addition, the DDA has stated that clarification from the Development Department is needed regarding preliminary non-motorized trail alignment, which may have been prepared as a part of the Township's Non-Motorized Transportation Plan.

The Spicer Group, Inc. prepared a schematic site plan for this parcel in 2009, which depicted installing a non-motorized path through the site, including site furniture and landscape improvements. These improvements were not constructed. These schematic site concepts were provided to DLZ as background information and are not considered a start point for this design effort.

On August 4, 2015, the DDA stated they will acquire the adjoining parcel (Parcel #33-25-05-23-400-006) located east of the former Nyeholt Steel property, which has frontage on the northwest shore of Cedar Lake. The existing Cook and Thorburn Ingham County Drain is located along the westerly side of this parcel. The parcel is currently zoned Agricultural District and is undeveloped. We recommend rezoning this property to Public Property District designation.



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The DDA is targeting the April 1, 2016 deadline to submit a MDNR Trust Fund Development Grant Application to construct the park improvement portion of this project. The Township Parks Department stated the combination of water access and trails will make this project more favorable for funding. Delhi Township would provide 25% with local funds and request 75% of the project be funded by the Trust Fund.

The Scope of Services below is based on information obtained from our meetings with you on April 27, 2015 and August 4, 2015 and supplemental information provided to us on May 5, 2015. DLZ has reviewed the preliminary design information to develop the following scope of services for your consideration.

Scope of Services

DLZ will provide the services of professional surveyors, landscape architects, and engineers to perform the identified services. The following information identifies detailed work items that will be performed:

Task 1 – Project Initiation Meeting

A project initiation meeting with the DDA Director and other interested project partners will be held to accomplish the following:

- a. Verify the scope of work, discuss project goals and objectives, identify existing issues, establish communication protocols and project roles, and review the project schedule.
- b. This meeting also would be a brainstorming session to explore ideas that could be incorporated into the conceptual site plan.
- c. Obtain other related site data and documents from the DDA.

Task 2 – Survey/Document Existing Conditions

The DDA has indicated they do not have a complete electronic boundary and topographic site survey of the existing site. DLZ proposes to perform land survey work to create a composite base drawing of the three DDA-owned parcels to prepare schematic and site planning drawings. In addition, the limits for mapping (refer to **EXHIBIT A**) will also determine the location of the existing sidewalk in the Holbrook Drive ROW, central island of the roundabout, and a limited area of the Cedar Street ROW north of the roundabout to locate a new pedestrian cross-walk.

- a. DLZ will perform an on-site existing conditions and topographic survey on the vertical datum of NAVD 88 and horizontal datum of NAD 83 (Michigan State Plane Coordinates, international feet). The final survey shall include topographic mapping of the project area, ground elevations for generation of 1-foot contours, locating existing surface features, signage and pavement markings, locating site utilities, underground sewer information, recorded utility easements, referencing the existing property and ROW monumentation on the site, and existing trees within the project area with a minimum 6-inch trunk diameter at breast height (DBH) and larger.
-

- b. The easterly limits of our mapping will locate the shoreline of Cedar Lake elevation at the existing waterline. The mapping will not include soundings to determine the depth to the adjacent lake bottom. If an option to construct a fishing pier or observation deck is advanced to preliminary and final design, additional survey would need to be authorized to identify the locations for soundings and is not a part of this proposal.
- c. A title search is recommended and included in our base scope and fee. DLZ will order a title search for all three DDA-owned subject parcels. The title search would be performed by a title company to reveal the existence of any easements of record and encumbrances over the three parcels that make up this project site. The easements provided by this search will then be plotted into the base map.

Our intent is to identify all recorded easements located on the property and the development restrictions contained therein. The DDA has indicated that there may be existing drain easements that may need to be vacated.

DLZ will perform a desk top review and investigation of the existing information provided to us which is related to soil contamination found on the site. We will also review the MDEQ's Brownfield Redevelopment Assessment Work Plan (May 2014) and previous reports prepared by Fitzgerald Henne & Associates. In addition, we will contact and coordinate with Foster Swift Collins & Smith PC (Mr. Charles Barbieri) to verify the Work Plan has been implemented and related due care plan, which will provide a good indication of what level of environmental remediation work remains to be performed.

Local Agency Coordination. DLZ will open a dialogue with the ICRD, the Ingham County Drain Commissioner's Office, Delhi Township Community Development Department, Delhi Township Parks and Recreation Department, and other agencies deemed beneficial at this early stage. By soliciting early input in the study process, we can incorporate their suggestions to help pave the way for a smoother review and permitting process. Items that require additional discussion and investigation are summarized below.

1. Ingham County Road Department

- a. New drive/site access needs (likely granted from the easterly side of the roundabout).
- b. Appropriate design criteria for a limited drive access intended only to serve the park itself or design to County Public Road Standards in anticipation of dedicating the road to the ICRD and future road extending to the east.
- c. Permits that will be required.
- d. Cedar Street ROW.
 - i. New pedestrian cross-walk across Cedar Street north of the roundabout with the intent to connect the residential area and Deadman's Hill Park to the site.
 - ii. Central island aesthetic enhancements, such as low maintenance plantings and community gateway identity elements.

2. **Ingham County Drain Commissioner's Office**
 - a. Drainage easements existing and required.
 - b. Concerns and design criteria relative to constructing a pedestrian crossing across the existing Cook and Thorburn Ingham County Drain.
 - c. Permits that will be required.
 - d. Design criteria, storm water permits, and review requirements to relocate the county drain, if required.
3. **Delhi Township Community Development Department**
 - a. Rezoning Process.
 - b. Site Plan Review Process.
 - c. Determine alignment for proposed non-motorized trail easement.
4. **Delhi Township Parks and Recreation Department**
 - a. Discuss project goals and objectives.
 - b. Project timeline to achieve Township resolutions to submit petition for MDNR Trust Fund Development Grant.

Our base scope of work does not include obtaining permits and formal site approvals from local and state agencies.

Task 3 – Concept Site Planning

The conceptual site planning work involves work located within the Cedar Street ROW and schematic design for a park, which is fully located on DDA-owned property. The conceptual design work for each area is discussed separately below.

Task 3A – Conceptual Park Planning. This portion of the task will provide a conceptual design from which the DDA can determine the adequacy of the design, identify program elements, the functional arrangements (including new drive/site access geometry), modification/relocation of the Cook and Thorburn Ingham County Drain and planning level estimates of probable construction cost. DLZ will prepare two conceptual designs developed with sufficient detail to accurately convey the design intent. The main program elements identified for the park are partial clean-up and removal of environmental contaminants identified on the site, site access, surface parking, trailhead/staging area, pedestrian access to Cedar Lake and its shoreline, small watercraft access, and picnic area(s). Our initial thoughts relative to the soil contamination is to locate any improvements on the southerly portion of the site to avoid the contaminated soils to simplify the construction; however, this may not be practical.

As a part of our preparation of the conceptual plans, DLZ will evaluate the conceptual program and functional arrangements along with the existing information provided to us which is related to soil contamination found on the site. Based on our understanding of the site constraints at this time, the intent will be to consider partial clean-up and removal of environmental contaminants identified on the site to allow public use. Using the information gleaned from our desk top study, we will estimate and suggest the necessary amount of



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environmental remediation or related activities (if needed) when a final preferred concept is approved by the DDA. This work scope does not include the effort necessary to investigate, remove and/or remediate contaminated soils, groundwater, etc.

Prior to meeting with the DDA Director to discuss comments, the conceptual park designs will be provided to the DDA for review and comment. DLZ will attend one meeting with the DDA Executive Director or DDA full Board to gather feedback and comments on the two conceptual designs.

Based upon the input received, a final preferred park concept plan will be prepared incorporating revisions to the design details. In addition to the review meeting with the DDA Director, DLZ is planning for up to three additional project coordination meetings, which may include preliminary discussions with the Ingham County Drain Commissioner, ICRD, and/or Township Department of Community Development.

DLZ will attend one meeting with the DDA Executive Director or DDA Full Board for concurrence on the final preferred park conceptual plan. For Task 3, we are planning on attending up to five meetings.

Task 3B – Conceptual Right-of-Way Planning. This portion of the task will provide conceptual site design for the work that lies within the Cedar Street ROW and generally consists of the aesthetic enhancements to the existing roundabout central island and indicating the location and alignment for the proposed pedestrian cross-walk connecting the east and west side of Cedar Street. We recommend locating the cross-walk approximately 25 feet north of the roundabout.

The aesthetic enhancement to the roundabout is intended to serve as a community gateway to the southern portion of Delhi Township. The enhancements will consist of providing a landscape planting plan from which the DDA can determine the adequacy of the design, the functional arrangements, and planning level estimates of probable construction cost. DLZ will prepare two conceptual designs developed with sufficient detail to convey the design intent.

At our scoping meeting the Recreation Director stated that the Township has Master Gardeners on staff and their park facilities have a native/perennial type planting style, which they are happy with. Prior to preparing the conceptual planting plans, we would like to have one meeting with the Township's gardening staff to create an opportunity to introduce any comments or special consideration they have as well as share with them the design parameters/criteria required by the County Department of Roads.

DLZ will provide the two conceptual planting plans to the DDA Director and appropriate stakeholders for review and comment. DLZ will conduct one meeting with the DDA Director and project stakeholders to gather feedback and comment on the two conceptual designs for the central island.

Based upon the input received, a final preferred concept plan will be prepared incorporating revisions, if required. DLZ will attend one meeting with the DDA Director or DDA Full Board for concurrence on the final preferred conceptual plan. For task 3b, we are planning on attending up to three meetings.



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Our work scope does not include a geotechnical investigation, including collection of borings, design of pavement cross-sections, and foundations. Geotechnical work will be included in the second proposal that DLZ provides for design services.

At the conclusion of Task 3, the DDA will be provided with a simple letter report that will summarize the anticipated scope of work recommended to design and construct the preferred conceptual plans selected by the DDA. This work will also identify utility service providers to coordinate with for extension of service utilities, as required. In addition, this report will identify the required jurisdictional plan reviews, construction permits, including permanent easements that may need to be described and recorded, i.e. County Drain, Non-motorized paths, etc. This design narrative will be the basis for the second portion of the work which is preliminary design, final design and construction documents.

Proposed Schedule

For services as described herein, DLZ is prepared to start this project immediately after receipt of an executed Agreement and written Notice to Proceed. It is understood that the following schedule will be followed:

	Milestone	Anticipated Release Date	Duration	Anticipated Completion Date
1.	Notice to Proceed	To Be Determined		
2.	Task 1: Project Initiation Meeting		1 day	
3.	Task 2: Survey/Document Existing Conditions		4 weeks	
4.	Task 3: Concept Site Planning		8-10 weeks	

Proposed Compensation

The Delhi Charter Township DDA shall compensate DLZ Michigan, Inc. for providing professional services rendered under the Scope of Services for a lump sum not to exceed the amount of Forty Nine Thousand Seven Hundred and 00/100 Dollars (\$49,700.00). The following table provides a breakdown of our proposed fees by task.

	Compensation Summary By Task	Amount
1.	Task 1: Project Initiation Meeting	\$1,400.00
2.	Task 2: Survey/Document Existing Conditions	\$18,900.00
	Title Search	\$2,000.00
3.	Task 3: Concept Site Planning	\$27,400.00
Total Lump Sum Amount, Not to Exceed		\$49,700.00



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Additional Services (Outside the Scope of this Project)

The following services are outside this scope of services proposed by DLZ. Upon request, DLZ can provide a proposal to provide any of these excluded services as an additional service:

1. Environmental or geotechnical investigation of sub-surface conditions and determination of general soil characteristics and appropriate pavement design and design of subsurface structural systems.
2. Wetland determination, delineation, and/or permitting.
3. Preparation of permit applications for any entities.
4. Design or permitting implementation of "green" technology applications to pre-treat or infiltrate stormwater run-off, i.e. bio-retention, pervious pavement, rain gardens, etc.
5. Record Drawings and detailed measurement verification of existing conditions. Preparation of As-Built documents, other than those specifically listed under "Scope of Services", including survey of built conditions.
6. Public engagement/outreach activities to facilitate interaction and input with all interested and relevant stakeholders throughout the duration of the project, i.e., press releases, public meetings, community workshops, direct mail/flier distribution, etc.
7. Preparation of grant applications, including schematics and exhibits for project funding.
8. Traffic Impact Analysis or Study.
9. Electrical Engineering services, including site lighting assessment to record luminance levels (foot-candles).
10. Design and permitting of access routes/facilities to shoreline of Cedar Lake.
11. Materials Testing Services (Construction).
12. Design of underground irrigation system and related appurtenances.
13. Project representation in Construction Administration Phase.
14. All other work items not identified in the Scope of Services stated above.
15. Involvement in the Delhi Township Zoning site plan review and permit application processes.
16. Additional meetings and/or site visits beyond those identified above.
17. Preparation of information of any type (including legal instruments) related to easements or ROW permits/acquisition.
18. Selection and costs for final environmental solution for the required final site use selection.

DLZ Standard Terms and Conditions

The Standard Terms and Conditions, as set forth in **EXHIBIT B**, are incorporated here into and made a part of this Scope of Work letter proposal. The Client referred to in the Standard Terms and Conditions means the Delhi Charter Township Downtown Development Authority.

If you approve and accept this proposal, please sign, date and return one complete copy of this letter proposal for our records. Should you prefer to issue a Purchase Order as your official acceptance, we request that you reference this proposal and the attached Standard Terms and Conditions with the Purchase Order.



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Mr. Howard Haas
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DLZ appreciates this opportunity to work with Delhi Township Downtown Development Authority on this project. If you should have any questions or require adjustment to our proposed Scope of Services, please contact Rob Sherman at (517) 393-6800.

Very truly yours,

DLZ MICHIGAN, INC.

Manoj Sethi, P.E.
President

MS/rms/elh

Attachments: Exhibit A: Limits of Mapping, Exhibit B: DLZ Standard Terms and Conditions

CC: WAB, CGR

Acceptance

Approval of DLZ's Proposed Scope and Fee

The Delhi Township Downtown Development Authority hereby accepts DLZ's Scope of Work and Total Lump Sum Amount, Not to Exceed Fee of Forty Nine Thousand Seven Hundred and 00/100 Dollars (\$49,700.00), and instructs DLZ to commence work on these services. The Standard Terms and Conditions, as set forth in **EXHIBIT B**, are incorporated here into and made a part of this Scope of Work letter proposal. The Client referred to in the Standard Terms and Conditions means the Delhi Charter Township Downtown Development Authority.

Authorized Signature

Printed Name

Title

Date

V:\Opportunities\Lansing\2015\Landscape Architecture\{LN15031631} Delhi Twp - DDA Park Development\LN15031631.delhi_twp.dda_2015-8-19.docx

EXHIBIT B
DLZ'S STANDARD TERMS AND CONDITIONS

1. **INVOICE AND PAYMENT PROCEDURES:** DLZ shall submit invoices, once a month, at a minimum, to the CLIENT for Services accomplished during each calendar month.

The CLIENT hereby agrees that payment will be made for DLZ's Services within thirty (30) days from the date of the invoice; and, in default of such payment, hereby agrees to pay all cost of collection, including reasonable attorney's fees, regardless of whether legal action is initiated. The CLIENT hereby acknowledges that unpaid invoices shall accrue interest at 18 percent per annum after they have been outstanding for over thirty (30) days. If an invoice remains unpaid sixty (60) days after the date of the invoice, DLZ may, upon giving seven (7) days written notice of its intent to do so, suspend all Services on the CLIENT's project. This suspension shall remain in effect until all unpaid invoices are paid in full. If an invoice remains unpaid ninety (90) days after the date of the invoice, DLZ may, upon giving seven (7) days written notice of its intent to do so, declare CLIENT to be in breach of this Agreement and pursue its remedies for collection.

2. **CONSTRUCTION SERVICES:** Construction Phase Services are not intended to include exhaustive detailed inspections of contractor work but site observations to become generally familiar with and to keep CLIENT informed about the progress and quality of work. The Contractor is solely responsible for its compliance or noncompliance with the Contract Documents. If, under this Agreement, professional services are provided during the construction phase of the project, DLZ shall not be responsible for or have control over contractor means, methods, techniques, sequences, or procedures; or for safety precautions and programs in connection with the Work. Nor shall DLZ be responsible for the Contractor's failure to carry out the Work in accordance with the Contract Documents or for Contractor's failure to comply with applicable laws, ordinances, rules or regulations. Under no circumstances will DLZ have any direct contractual relationship with the Construction Manager, Contractor, any subcontractors, material suppliers or other consultants unless DLZ and the CLIENT expressly agree otherwise in writing. CLIENT agrees that DLZ will perform on-site construction observation for this project and that such services will not be performed by others.

3. **SUBSURFACE INVESTIGATION:** DLZ makes no representations concerning soil conditions unless specifically included in writing in this Agreement, and DLZ is not responsible for any liability that may arise out of the making or failure to make soil surveys, or sub-surface soil tests, or general soil testing.

4. **AGENCY REVIEW:** In the event that, due to a change in applicable laws or a change in the requirements or policies of a governmental agency after the date of this Agreement, additional office or field work is required, said additional work shall be paid for by CLIENT as extra work.

5. **SURVEY STAKING:** In the event that any survey staking is disturbed by an act of God or parties other than DLZ, the cost of restaking shall be paid for by CLIENT as extra work.

6. **MISCELLANEOUS EXPENSES:** The CLIENT shall pay the costs of checking and inspection fees, zoning and annexation application fees, assessment fees, soils engineering fees, soils testing fees, aerial topography fees, and all other fees, permits, bond premiums, title company charges, blueprints and reproductions, and all other charges not specifically covered by the terms of this Agreement.

7. **CHANGE OF SCOPE:** The scope of Services set forth in this Agreement is based on facts known at the time of execution of this Agreement, including, if applicable, information supplied by DLZ and CLIENT. DLZ will promptly notify CLIENT of any perceived changes of scope in writing and the parties shall negotiate modifications to this Agreement before commencement of any change in scope.

8. **SAFETY:** DLZ shall establish and maintain programs and procedures for the safety of its employees. DLZ specifically disclaims any authority or responsibility for general job site safety and safety of persons other than DLZ employees.

9. **REUSE OF PROJECT DELIVERABLES:** Reuse of any documents or other deliverables, including electronic media, pertaining to the Project by CLIENT for any purpose other than that for which such documents or deliverable were originally prepared, or alternation of such documents or deliverables without written verification or adaption by DLZ for the specific purpose intended, shall be at CLIENT's sole risk.

10. **OPINIONS OF CONSTRUCTION COST:** Any opinion of construction costs prepared by DLZ is supplied for the general guidance of the CLIENT only. Since DLZ has no control over competitive bidding or market conditions, DLZ cannot guarantee the accuracy of such opinions as compared to contract bids or actual cost to CLIENT.

11. **INSURANCE:** DLZ will maintain insurance coverage for Professional, Comprehensive General, Automobile, Worker's Compensation and Employer's Liability in amounts in accordance with all legal requirements and DLZ business requirements. Certificates evidencing such coverage will be provided to CLIENT upon request. For projects involving construction, CLIENT agrees to require its construction contractor, if any, to include DLZ as an additional insured on its policies relating to the Project. DLZ coverage referenced above shall, in such case, be excess over contractor's primary coverage.

12. **INDEMNITY:** To the fullest extent permitted by law, DLZ shall indemnify and save harmless CLIENT from and against liability and damages sustained by CLIENT, its employees, and representatives by reason of injury or death to persons or damage to tangible property to the proportionate extent caused directly by the negligence of DLZ or its employees.

13. **LIMITATION OF LIABILITY:** No employee of DLZ, its parent, subsidiary or affiliate companies, shall have individual liability to CLIENT. CLIENT agrees that, to the fullest extent permitted by law, DLZ's total liability to CLIENT for any and all injuries, claims, losses, expenses or damages whatsoever arising out of or in any way related to the Project or this Agreement from any causes including, but not limited to, DLZ's negligence, error, omissions, strict liability, or breach of contract shall not exceed the total compensation received by DLZ under this Agreement. If CLIENT desires a limit of liability greater than provided above, CLIENT and DLZ shall include in the Agreement the amount of such limit and the additional compensation to be paid to DLZ for assumption of such risk.

14. **PREVAILING PARTY LITIGATION COSTS:** In the event any actions are brought to enforce this Agreement, the prevailing party shall be entitled to collect its litigation costs from the other party. Any litigation shall be governed by the laws of the state in which the Project is located.

15. **AUTHORITY:** The persons signing this Agreement warrant that they have the authority to sign as, or on behalf of, the party for whom they are signing.

16. **STATUTE OF LIMITATIONS:** To the fullest extent permitted by law, parties agree that, except for claims for indemnification, the time period for bringing claims regarding DLZ's performance under this Agreement shall expire one year after Project Completion.

17. **SCHEDULE:** DLZ shall not be responsible for the Contractor's schedule or failure to carry out the Work in accordance with the Contract documents. DLZ shall not have control over or charge of acts or omissions of the Contractor, Subcontractors, or their agents or employees, or any other persons performing portions of the Work.

18. **SHOP DRAWINGS:** DLZ will review shop drawings solely for general conformance with design concept, and not for the purpose of reviewing or approving their accuracy, completeness, dimensions or quantities, constructability, performance, compatibility with other construction components, or their compliance with the requirements of the Contract Documents, such as Buy America requirements, all of which remain the responsibility of the Contractor. DLZ's review also is not for the purpose of reviewing or approving the Contractor's safety precautions or construction means, methods, techniques, sequences or procedures.

DELHI CHARTER TOWNSHIP**MEMORANDUM**

TO: Delhi Township Board Members

FROM: John B. Elsinga, Township Manager

DATE: September 11, 2015

RE: Proposal Restoration to Sandblast and Recoat the Primary Clarifier at the POTW – Meridian Restoration

Enclosed for your review and approval is a proposal from Meridian Restoration in the amount of \$17,900 to sandblast and recoat the collector arm and center column of a primary clarifier at the Publicly Owned Treatment Works (POTW).

This work is in addition to the rehabilitation of the mechanical drives and other mechanical components of these primary clarifiers that began in 2014. This maintenance project will extend the useful life of the primary clarifier and, therefore, I recommend approval of the same.

Recommended Motion:

To approve the proposal from Meridian Restoration to sandblast and recoat the primary clarifier in the estimate amount of \$17,900.

INTEROFFICE MEMORANDUM

TO: JOHN ELSINGA, TOWNSHIP MANAGER
FROM: SANDRA DIORKA, DIRECTOR OF PUBLIC SERVICES 
SUBJECT: POTW PRIMARY CLARIFIER – RECOATING
DATE: SEPTEMBER 11, 2015
COPY TO: FILE

In 2014, we began refurbishing the primary clarifiers; which included in the Capital Improvement Program (CIP). The project replaced the primary clarifier drives and the sludge/scum removal mechanisms that were installed in 1992; with the existing bridge and handrail remaining.

During the rehabilitation project, we discovered the protective coating on one (1) of the primaries collector arms and center column had failed and needed to be sandblasted and replaced.

Bids were requested from three vendors to perform this service as follows:

Company Name	Bid Price
Meridian Restoration	\$ 17,900.00
Murray Painting Company	\$ 18,980.00
Niles Industrial Coatings	\$ 36,680.00

I respectfully request you ask the Township Board to approve the proposal from Meridian Restoration to sandblast and recoat one (1) primary clarifier for a total cost \$17,900.00. Funds are available in the Department of Public Services Equipment Repair and Maintenance - Contracted account 590-558.00-930.050.



Main Office: 304 W. Chisholm Street, Alpena, MI 49707 989-354-4825

September 10, 2015

Mr. Jeff Ranes
Delhi Charter Township
1492 Aurelius Road
Holt, Michigan 48842

Dear Mr. Ranes:

Thank you for the opportunity to provide a proposal for the repairs required to address the work required at the Delhi Wastewater Treatment Plant. Please find a brief description of the work to paint the Primary Clarifier as we understand it.

- Sandblast black painted areas only to remove and prepare surface. Clean out all sand from blasting process.
- Re-paint prepared areas with Amercoat 78 HB (specified)

Cost for above: \$17,900.00

Note: All dewatering done by Owner.

Thank you for considering Meridian Restoration. Please contact me at 517-625-5969 or 517-507-6099 after receiving this so we can discuss the details further.

Sincerely,

Bill McConnell
Meridian Restoration

If you decide to proceed with this proposal, please sign and return to 304 W. Chisholm Street, Alpena, MI 49707

This proposal is subject to your acceptance within 60 days. Terms and conditions attached.

Accepted By: _____
Purchaser Signature

Printed Name: _____

Title: _____ Date: _____



BID

DATE: 7/10/2015

PROJECT: Delhi Township Clarifier Re-Paint

SECTIONS: Painting

FROM: Eric Lonsway

BID: \$18,980.00

NOTES:

- **Bid Includes Blasting and Coating Submerged Steel In Clarifier**
- **Bid Includes Applying Two Coats of Coal Tar After Commercial Sand Blasting**
- **Bid Includes Clean Up From Tank and Disposal in Owners Dumpster**
- **Bid Does Assume Steel Does Not Contain Lead Paint**
- **Bid Includes Union Labor to Complete Work**

Let Me Know if You Need Anything Else,

**THANKS,
ERIC LONSWAY
Murray Painting
Project Manager/ Estimator
989-695-8152 Office
989-737-3683 Cell**

Jeff Ranes

From: Troy White [troywhite@nilesplantservices.com]
Sent: Friday, August 07, 2015 11:17 AM
To: Jeff Ranes
Subject: Clarifier Mechanism Painting

Jeff, The cost for Labor, Materials, Equipment, and Insurances to complete sandblasting, and application of 16 mils of Sherwin Williams Targuard Coal Tar Epoxy on all submerged carbon steel surfaces of one 50' diameter clarifier that you and I looked at Thursday of last week. I could be available to discuss this with you in more detail if you would like.

BID AMOUNT \$36680.00

Troy White, Project Manager
NILES INDUSTRIAL COATINGS

**PRINCIPALS**

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 Thomas E. Biehl
 Walter H. Alix
 Keith D. McCormack
 Nancy M. D. Faught
 Daniel W. Mitchell
 Jesse B. VanDeCreek
 Roland N. Alix
 Michael C. MacDonald
 James F. Burton

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 Karyn M. Stickel
 Jane M. Graham

HUBBELL, ROTH & CLARK, INC.

OFFICE: 2101 Aurelius Road, Suite 2A
 Holt, MI 48842
 PHONE: 517.694.7760
 WEBSITE: www.hrc-engr.com
 EMAIL: info@hrc-engr.com

September 9, 2015

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

Attn: Ms. Sandra Diorka, Director

Re: SAW Asset Management
 Cartago Drive Sewer System Evaluation

HRC Job No. 20150130

Dear Ms. Diorka:

On July 8, 2015, representatives from the Township and HRC met with the residents on Cartago Drive to discuss their service issues related to their private sanitary sewer pumping systems. From that meeting, HRC was asked to prepare a Q&A document related to E-One pumping systems, which we had recommended for the replacement of the existing pumps. A draft of this document is attached for your final review.

It remains our opinion that the full system needs to be replaced by the homeowners or as part of a Township facilitated Special Assessment District (SAD), if championed by the residents. To that end, we worked together with the Township to generate the attached draft resident letter for your review and distribution after the September Board meeting.

Please note, we are recommending a 30 day petition window. We believe this is appropriate given the limited number of affected property owners and to accommodate winter processing and summer 2016 construction after the normal SAD process. If the residents wish to circulate a petition, we can assist the Clerk's office and Township legal counsel in preparing a proper petition.

We recommend the Township continue to support and fund the check and isolation valve assembly at the right of way line regardless of the decisions by the residents but this can be deferred until they decide how they would like to proceed. We would encourage this work be completed concurrent to new pump installation to limit service interruptions and construction disruption in the neighborhood. Further, we would recommend seeking Township Board concurrence in concept with this plan so the letter, petition, and resident assistance are created in line with the Township Board direction.

If you have any questions or require any additional information, please contact the undersigned at (248) 454-6363.

Very truly yours,

HUBBELL, ROTH & CLARK, INC. •

James F. Burton, P.E.
 Vice President

pc: Delhi Township; Mr. John Elsinga
 HRC; File

Dear Cartago Drive Residents,

Over the past few months, the Township has evaluated various options to assist with the service issues caused by your private grinder pump systems. On July 8, 2015 we held an informational meeting and discussed the issues with representatives from your neighborhood. Attached is a Q&A document highlighting the responses to your questions and concerns related to continuing to have a pumped sanitary sewer service. We encourage you to contact the manufacturer representative or others who have used this system. While no system is perfect, we feel the E-One pump system is best suited for this application.

It is the Township's continued position that the current grinder pumps systems are inadequate, not integrated as a system, and should be replaced. At this time there are two options to proceed:

Option 1 – Residents Proceed Individually.

Due to the condition of your current system, recent pump investments, and level of concern, some residents may not be ready for a new pump system at this time. Instead, installing the E-One pump system could occur individually over time. The Township would establish standards and details for your use in procuring the pump and contractor. This would enable each resident to individualize your pump system to meet your needs while ultimately creating an integrated system. If several residents wished to proceed at the same time, the Township could facilitate a meeting with the supplier and local contractors to assist with your purchase and installation decisions.

Option 2 – Establish a Special Assessment District.

The Township would assist with the preparation of a petition to be circulated amongst the neighborhood seeking more than 75% of the property owner's support to establish a Special Assessment District or SAD. This will require a neighborhood champion to circulate the petition. The petition would include the costs to install a standard E-One pump system at each home, with new electrical service to the pump, basic alarms, and a new check and isolation valve assembly at the property line. The service line to the street could also be included if the residents desire. The Township will fund the valve assembly at the right of way line. The Township would finance the project costs and assess (with interest on the unpaid balance) each resident their share of the costs over 10-15 years.

This option would require each resident to grant a temporary construction easement so the Township can access the existing pump station to install a new pump. This would also likely require home access for electrical upgrades.

There are numerous statutory steps that need to occur in order to complete a SAD. In order to move this issue forward so construction could occur in 2016, we will require a valid petition be delivered by October ____, 2015. Again, a local champion is needed to circulate the petition. Please contact the undersigned if you are interested in that role.

The Township will continue to assist your neighborhood with this issue to the extent practical. Please note, these are private systems. As such, there is no other financial assistance the Township can offer at this time. Please review the attached information carefully, contact other E-One users or the sales representative, and contact the undersigned with any questions.

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DELHI CHARTER TOWNSHIP

CARTAGO DRIVE GRINDER PUMPS

QUESTIONS and ANSWERS

September 8, 2015

1. Can the eOne grinder pumps replace the existing (non-eOne) grinder pumps one-at-a-time over a period of years or do all 12 residences need to be replaced at the same time?
Yes, eOne grinders can replace the existing pumps one at a time over a period of years without causing problems with the eOne grinders or the existing grinders.

2. Name of the local representative/distributor of eOne grinders.
This is DuBois Cooper, Attn: Mr. Joe Moore, 905 Penniman Ave., P.O. Box 6161, Plymouth, MI 48170, 734-455-6700, jmoore@duboiscooper.com

3. Are there preferred local contractors that DuBois Cooper has for installing the eOne grinders?
According to DuBois Cooper there are contractors that have installed a few eOne grinders and at least one that has installed several thousand.

A. C&E Construction
*Highland, Michigan 48357
248-889-1716
Has installed several thousand eOne grinders*

B. E.T. MacKenzie Company
*4248 W. Saginaw Hwy.
Grand Ledge, Michigan 48837
517-627-8408
Has installed about 20 eOne grinders*

C. T.H. Eifert Mechanical Contractors
*3302 W. St. Joseph
Lansing, Michigan 48917
517-484-9944
Has installed about 20 eOne grinders*

4. What are actual project costs from previous projects.
\$5,000-\$6,000 for initial install of base single family residential home unit. Doesn't include new service line to street or any upgraded electrical costs.
5. Can pumps be fixed when there is a problem or must they be totally replaced?
Yes, the pumps can be fixed and that is the DuBois Cooper/eOne preferred method of dealing with problems. Pump replacement \$1,800. If maintenance costs are more than \$1,000, usually just replace the pump.

There are three local companies that have been trained and certified to repair eOne grinders and they each have all the spare parts on hand. They are T. H.

Eifert of Lansing, Wade Trim of Gaylord and Horton Plumbing of Plymouth. DuBois Cooper also stocks all the parts that would need to be repaced/repaiored.

6. What are some names and contacts of smaller communities that have installed eOne grinders.

City of Grand Ledge – Larry LaHaie, Public Services, 517.627.2144

Brighton Township – Matt Schindewolf, Infrastructure Alternatives, 810.229.9950

Hamburg Township – Brittany Campbell, Utilities Coordinator 810.231.1000, Ext. 210

Genoa Township – Greg Tatara, Utility Director 810.227.5225

Green Oak Township – Mark St. Charles, Twp Supervisor 810.231.1333 /

Anthony Dowson, Highland Treatment (Contract Operator) 248.889.1922

Hartland Township – Bob Demyanovich, Livingston County Drain

Commissioner’s office, 517-546-0040

Lyon Township – Leslie Zawada, Twp Engineering Consultant 248.264.6906/

Anthony Dowson, Highland Treatment (Contract Operator) 248.889.1922

Commerce Township – Jay James, Twp Engineer, 248.624.0110